
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>1 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

# **Contractor Database Management System (CDMS)**


Contractor User manual Version 3.0

23-Oct-2024

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>2 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


### Revision History

Version	Description	Author	Date
1.0	Document Creation	Pipilika Kumari	2-Jun-2020
1.0	Reviewed & Approved By	Nirakar Mallick	
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	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>3 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

# **Contractor Database Management System**

## **User Manual For Contractor**


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>4 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

## INDEX


### Table of Contents

1	Introduction.....	6
1.1	Purpose .....	6
2	Getting Started .....	6
3	New Contractor Sign Up .....	8
3.1	Basic Information [License] .....	16
3.2	Basic Information [Licensee].....	21
3.3	Address .....	30
3.4	Statutory Compliances .....	33
3.5	Financial Health of the Licensee .....	36
3.6	Project Profile.....	40
3.7	Asset (Major Equipment) Details .....	46
3.8	Technical Personnel [with the Licensee] .....	51
3.9	Working Capital Details .....	54
3.10	DSC Details .....	56
3.11	Confirm Registration .....	65
4	New Contractor – Sign in.....	85
5	Dashboard .....	89
6	Submit Feedback.....	91
7	Apply Another License .....	93
8	A Class License.....	96
8.1	License Services.....	96



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>5 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

8.1.1	License Renewal.....	96
8.1.2	Change of Class.....	110
8.1.2.1	Upgrade.....	110
8.1.2.2	Downgrade.....	127
8.1.3	License Cancellation .....	140
8.1.4	Project Complaints .....	143
8.1.5	Registration Certificate.....	144
8.1.6	Security Deposit .....	150
8.1.6.1	View Security Deposit .....	151
8.1.6.2	Upload Pledge Form Certificates .....	154
8.1.6.3	Click Here for DSC.....	156
8.1.7	EMD Amount Deposit .....	158
8.1.8	Contractor Self Evaluation .....	158
8.1.9	Digital Storage.....	160
8.1.10	Update GePNIC id .....	162
8.1.11	Office Change Request .....	163
8.1.12	Litigation Details .....	164
8.2	License Profile .....	165
8.2.1	Basic Information [License] .....	165
8.2.2	Basic Information [Licensee] .....	166
8.2.3	Address .....	167
8.2.4	Statutory Compliances .....	168
8.2.5	Financial Health of the Licensee .....	169
8.2.6	Bank Account Details.....	170
8.2.7	Project Profile .....	171
8.2.8	Asset Details.....	174
8.2.9	Technical Personal Details.....	176
8.2.10	Working Capital Details .....	177
8.2.11	DSC .....	178
8.3	Miscellaneous Services .....	180
8.3.1	Partial Modification.....	181
9	Logout .....	182

	<b>Quality System Template</b> CSM Technologies	Document #:	Rev.: 1.1
	<b>Contractor Database Management System - V3.0</b>	CSM/QT/13/03	Page #:6 of 192

## 1 INTRODUCTION

To obviate the problem of tender fixing and to eliminate the human interface in the bid submission process, Government has decided to make entire e-Procurement process electronic. There are two items which are being submitted manually by the Bidders in the designated offices in every tender. First, the Earnest Money Deposit (EMD) is being done physically in shape of Demand Draft or Bank Guarantee. Secondly, the Past Performance of the Bidders along with Documentary Evidence of same with respect of completed or ongoing projects is being submitted manually. If a bidder is submitting bids for ten projects in a year, then he/she has to submit his/her performance information ten times! This not only increases the paper work but also consumes lot of time in evaluating same by the designated authorities.


Introduction of Contractor Database Management System has made it easier for the contractors to do the registration online and gets approval from license issuing authority without any wastage of time. The application smartens the procedure, wards of fraudulent activities, synchronizes every data and makes it transparent and user-friendly. CDMS application sees a vast modification in the future of contractor management system, bidding, performance evaluation and more.

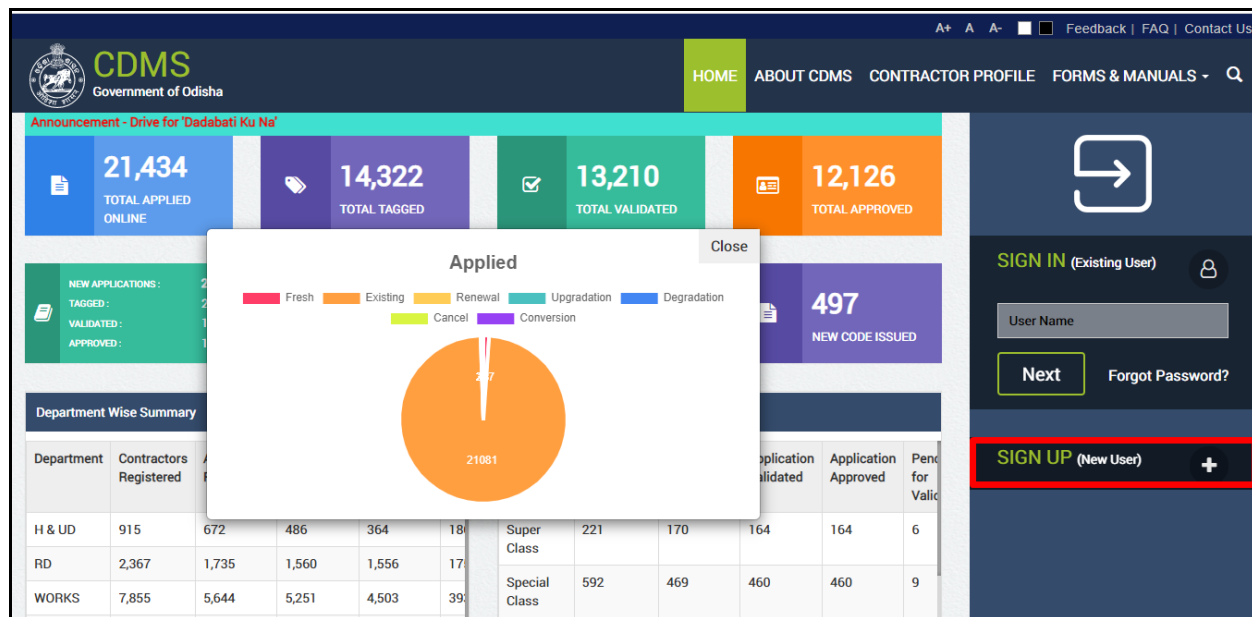
### 1.1 Purpose

This document provides a detailed overview and description of **Contractor Database Management System** to the contractor. The document will guide the user to navigate easily through various menu and sub-menu tabs of the CDMS application.

## 2 GETTING STARTED


To start using the application, enter the website url in the browser and land on the home page.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>7 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 2-1** Home Page Screen (1)

- In the landing screen, a pie-chart displaying the Fresh, Existing, Renewal, Upgradation, Degradation, Cancellation, and Conversion Request received from the Contractors to the department are displayed in a colour coded way. Click on Close button to close the pop-up.
- The latest announcements are displayed at the header section.
- The total number of CSF applied, tagged, validated and approved are displayed in separate portlet.
- The Total Number of New Application, Application for Renewal, Application for Change in Contractor Class and Total Code Issued are displayed in separate portlets with respective count of Tagged, Validated and Approved application.
- The Department wise CSF Summary i.e, the total number of Contractors Registered, Received, Validated, Approved, Pending for Validation and Application where Code is Issued is displayed in the table.

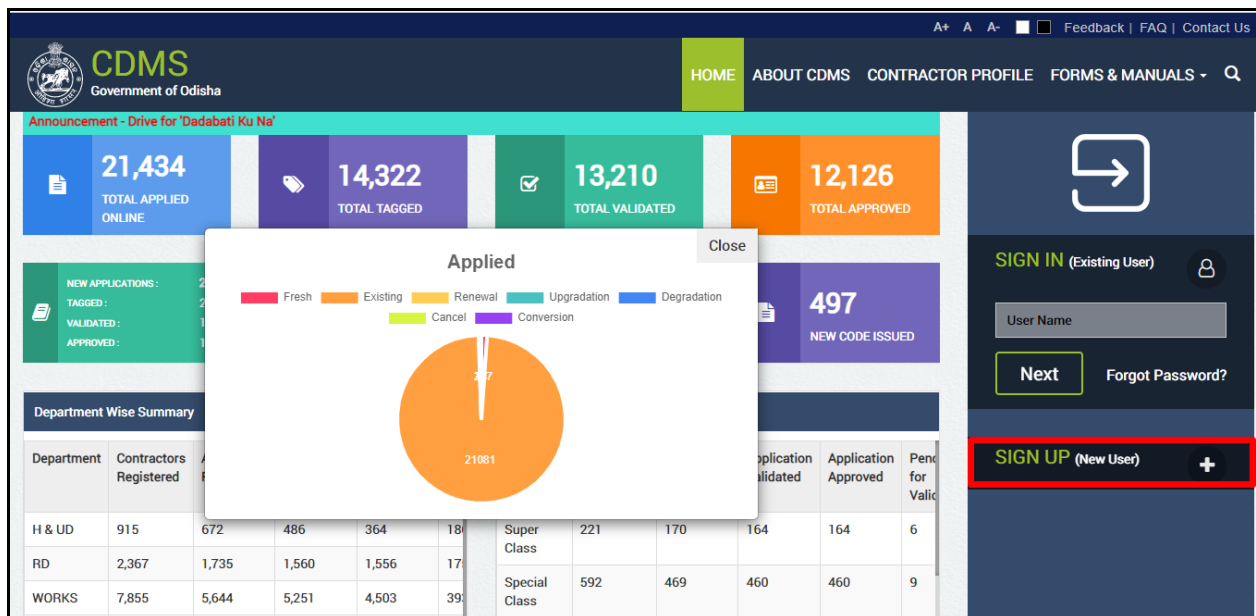
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>8 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- The total number of Contractors Registered, Received, Validated, Approved, Pending for Validation and Application where Code is Issued with respect to various Contractor Class is displayed in a table.

For a new contractor registration, click on the Sign Up button as highlighted in the screen above.


### 3 NEW CONTRACTOR SIGN UP

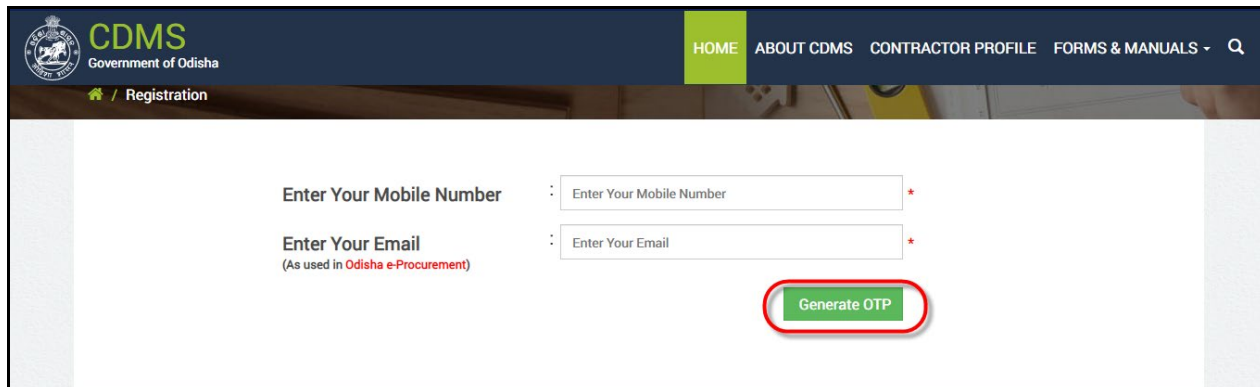
For a new contractor registration, click on the **Sign Up** button as highlighted in the screen below.



**Figure 3-1** Home Page Screen (2)

On clicking, system will navigate to the **New User Registration** section-

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>9 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



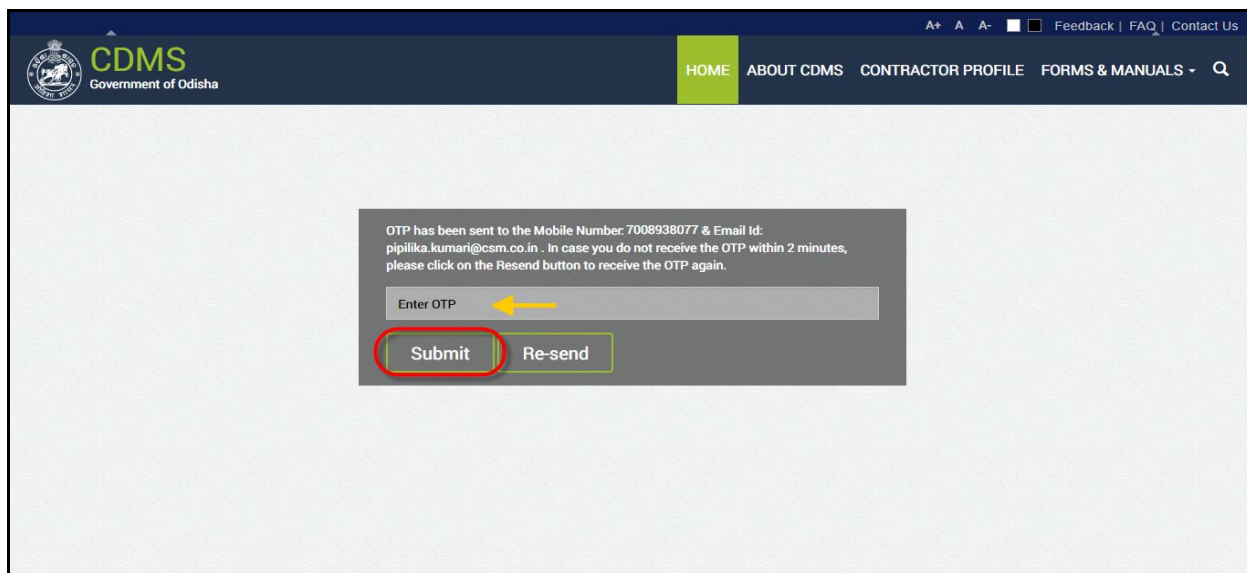
The screenshot shows the registration page of the CDMS (Contractor Database Management System) for the Government of Odisha. The header includes the CDMS logo, navigation links (HOME, ABOUT CDMS, CONTRACTOR PROFILE, FORMS & MANUALS), and a search icon. The main content area has a registration form with two input fields: 'Enter Your Mobile Number' and 'Enter Your Email (As used in Odisha e-Procurement)'. A green 'Generate OTP' button is located below the email field.

**Figure 3-2** Registration Screen

- Enter your Mobile Number and email ID to respective textboxes.

**Note:** Make sure the email ID entered is valid and used in Odisha eProcurement only.


- Click on **Generate OTP** button to receive One Time Password to the mobile number and email ID.



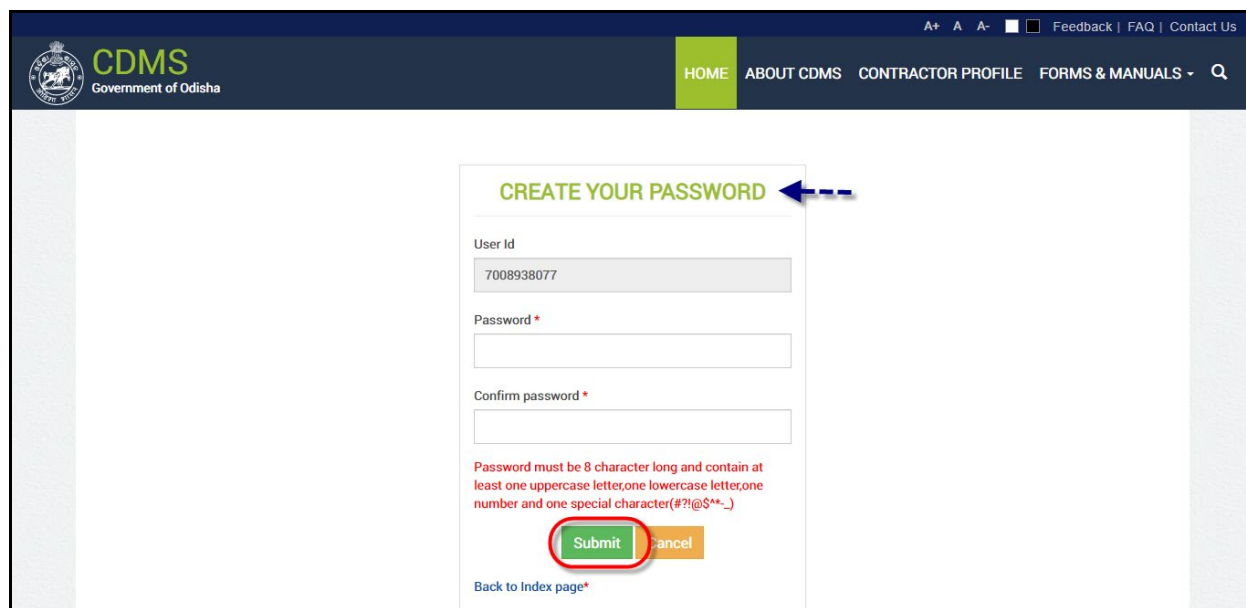
The screenshot shows the 'Enter OTP' screen of the CDMS. The header is similar to the registration screen. The main content area displays a message: 'OTP has been sent to the Mobile Number: 7008938077 & Email Id: pipilika.kumari@csm.co.in . In case you do not receive the OTP within 2 minutes, please click on the Resend button to receive the OTP again.' Below the message is an input field labeled 'Enter OTP' with a yellow arrow pointing to it. At the bottom, there are two buttons: 'Submit' (highlighted with a red circle) and 'Re-send'.

**Figure 3-3** Enter OTP Screen

- Enter the OTP received in the textbox given and click on **Submit** button.
- In case OTP is not received, then click on **Re-send** button to receive the OTP again.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>10 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- On Validation of the OTP, system will navigate to **Create Your Password** page wherein the User Id remains same by default.




**Figure 3-4** Create Your Password Screen

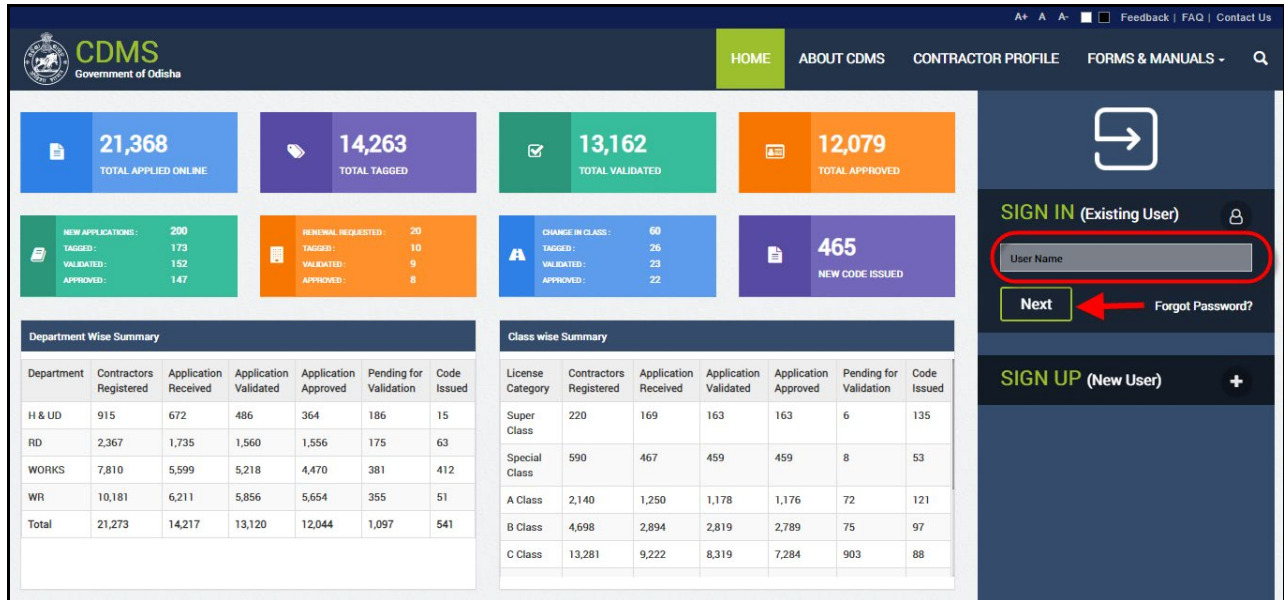
- Enter a valid password in the given space and re-enter the same to Confirm.

**Note:** Make sure the password is 8 characters long and features at least one uppercase, lowercase, number and special character.

- Click the **Submit** button to save the password.

On successful submission, system will navigate the user to the home page for login purpose.

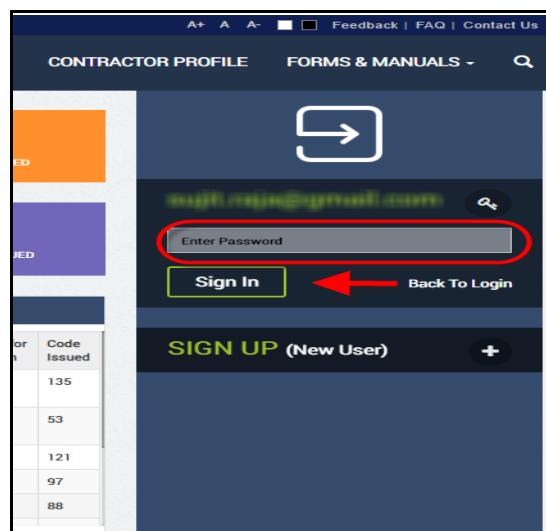
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>11 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 3-5 Home Screen (3)**

Refer to the highlighted section in Figure 3-5,

- Enter the User Name of the new contractor in the SIGN IN section.
- Click on **Next** button.





**Figure 3-6 Home Screen (4)**

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>12 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Enter the password as highlighted in the Figure 3-6 above.
- Click on **Sign In** button.
- With successful Sign In, the checklist for the Existing Contractors Having License and Fresh Application will populate on the display screen.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>13 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


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[Existing Contractor Having License](#)
[Fresh Applicant](#)

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Existing License Check-List (Individual)

Sl#	Documents (All files must be within 500KB.)	D	C	B	A	Special	Super
1	Registration Certificate in 'PDF' format	✓	✓	✓	✓	✓	✓
2	Passport Size Photograph in 'JPG'/ 'PNG' format	✓	✓	✓	✓	✓	✓
3	AADHAAR Card	✓	✓	✓	✓	✓	✓
4	Permanent Account Number (PAN) Card	✓	✓	✓	✓	✓	✓
5	Goods & Service Tax (GST) Registration Certificate	Optional	Optional	Optional	Optional	✓	✓
6	Specimen Signature of the applicants (Annexure-I)	✓	✓	✓	✓	✓	✓
7	Experience Certificate from A/Special/Super Class Contractor (Annexure-II)	✓	✓	Optional	Optional	Optional	Optional
8	Security deposit (Amount mentioned in table below)*	✓	✓	✓	✓	✓	✓
9	Major Assets (Tools & Machinery)	Optional	Optional	Optional	Optional	✓	✓

Existing License Check-List (Company or Cooperative Society or Partnership Firm)

Sl#	Documents (All files must be within 500KB.)	D	C	B	A	Special	Super
1	Passport Size Photograph of Managing Director or Secretary or Managing Partner in 'JPG'/ 'PNG' format	✓	✓	✓	✓	✓	✓
2	AADHAAR Card of Managing Director or Secretary or Managing Partner	✓	✓	✓	✓	✓	✓
3	Permanent Account Number (PAN) Card	✓	✓	✓	✓	✓	✓
4	Goods & Service Tax (GST) Registration Certificate	Optional	Optional	Optional	Optional	✓	✓
5	Specimen Signature of Managing Director or Secretary or Managing Partner (Annexure-I)	✓	✓	✓	✓	✓	✓
6	Experience Certificate from A/Special/Super Class Contractor (Annexure-II)	✓	✓	Optional	Optional	Optional	Optional
7	Security deposit (Amount mentioned in table below)*	✓	✓	✓	✓	✓	✓
8	List of Tools & Plants (as applicable)	Optional	Optional	Optional	Optional	✓	✓
9	Company Registration Certificate/Society Registration Partnership Deed/Company Memorandum	✓	✓	✓	✓	✓	✓

Managing Director(in case of Company) or Secretary(in case of Cooperative Society) or Managing Partner(in case of Partnership Firm)

Fees & Security Deposit (Rs)

Sl#	Class of Contractor	Registration Fees	Security Deposit
1	Super Class	200,000	1,000,000
2	Special Class	60,000	200,000
3	A Class	30,000	80,000
4	B Class	12,000	40,000
5	C Class	6,000	20,000
6	D Class	3,000	20,000
7	Subsoil Explorer	15,000	40,000
8	Testing Lab	15,000	40,000

Special Conditions for Check List


1	Caste Certificate for ST/SC applicant
2	Degree/Diploma in Engineering Certificate, in case of applicant applying for direct A or B Class license respectively
3	Copy of Registration Certificate (RC Book), in case of other than Odisha PWD registered Contractor

Special Conditions for Fees & Security Deposits


1	Degree Engineer applying for 'A' Class will pay 50% of the Registration Fees
2	Diploma Engineer applying for 'B' Class will pay 50% of the Registration Fees
3	Security Deposit is exempted for Degree & Diploma Engineers applying for A and B class respectively
4	Security Deposit is 50% exempted for SC and ST applying for all class types
5	Resident certificate and unemployment certificate need to be uploaded


[Click Here to Proceed](#)

**Figure 3-7 Existing Contractor Having License Screen**

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>14 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- To proceed to add contractor details if you have a license, click on **Click Here to Proceed** button.
- However, if you are new and want to apply for a new contractor license then click on **Fresh Applicant** tab. Refer to the highlighted section in figure shown below.

	<h2 style="text-align: center;">Quality System Template</h2> <p style="text-align: center;">CSM Technologies</p>	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>15 of 192</b>
	<h2 style="text-align: center;">Contractor Database Management System - V3.0</h2>		



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✓ Basic Information [ License ]

Basic Information [ Licensee ]

Address

Statutory Compliances

Financial Health of the Licensee

Bank Details

Project Profile

Asset (Major Equipment) Details

Technical Personnel [with the Licensee]

Confirm Registration

Change From New to Existing

Existing Contractor Having License
Fresh Applicant
PRINT

**New License Check-List (Individual)**

Sl#	Documents (All files must be within 500KB.)	D	C	B	A	Special	Super
1	Passport Size Photograph in 'JPG/PNG' format	✓	✓	✓	✓	✓	✓
2	AADHAAR Card	✓	✓	✓	✓	✓	✓
3	Permanent Account Number (PAN) Card	✓	✓	✓	✓	✓	✓
4	Goods & Service Tax (GST) Registration Certificate	Optional	Optional	Optional	Optional	✓	✓
5	Registration Fees (Online Payment)	✓	✓	✓	✓	✓	✓
6	Specimen Signature of the applicants (Annexure-I)	✓	✓	✓	✓	✓	✓
7	Experience Certificate from A/Special/Super Class Contractor (Annexure-II)	✓	✓	Optional	Optional	Optional	Optional
8	Security deposit (Amount mentioned in table below)*	✓	✓	✓	✓	✓	✓
9	Major Assets (Tools & Machinery)	Optional	Optional	Optional	Optional	✓	✓
10	Pledge Form duly pledged in favour of respective License Issuing Authority (Pledge Form)	✓	✓	✓	✓	✓	✓

**New License Check-List (Company or Cooperative Society or Partnership Firm)**

Sl#	Documents (All files must be within 500KB.)	D	C	B	A	Special	Super
1	Passport Size Photograph of Managing Director or Secretary or Managing Partner in 'JPG/PNG' format	✓	✓	✓	✓	✓	✓
2	AADHAAR Card of Managing Director or Secretary or Managing Partner	✓	✓	✓	✓	✓	✓
3	Permanent Account Number (PAN) Card	✓	✓	✓	✓	✓	✓
4	Goods & Service Tax (GST) Registration Certificate	Optional	Optional	Optional	Optional	✓	✓
5	Registration Fees (Online Payment)	✓	✓	✓	✓	✓	✓
6	Specimen Signature of Managing Director or Secretary or Managing Partner (Annexure-I)	✓	✓	✓	✓	✓	✓
7	Experience Certificate from A/Special/Super Class Contractor (Annexure-II)	✓	✓	Optional	Optional	Optional	Optional
8	Security deposit (Amount mentioned in table below)*	✓	✓	✓	✓	✓	✓
9	List of Tools & Plants (as applicable)	Optional	Optional	Optional	Optional	✓	✓
10	Company Registration Certificate/Society Registration Partnership Deed/Company Memorandum	✓	✓	✓	✓	✓	✓
11	Pledge Form duly pledged in favour of respective License Issuing Authority (Pledge Form)	✓	✓	✓	✓	✓	✓
12	Labor cooperative society are exempted for applying license	✓	✓	✓	✓	✓	✓

Managing Director(in case of Company) or Secretary(in case of Cooperative Society) or Managing Partner(in case of Partnership Firm)

**Fees & Security Deposit (Rs)**

Sl#	Class of Contractor	Registration Fees	Security Deposit
1	Super Class	200,000	1,00,000
2	Special Class	60,000	200,000
3	A Class	30,000	80,000
4	B Class	12,000	40,000
5	C Class	6,000	20,000
6	D Class	3,000	20,000
7	Subsoil Explorer	15,000	40,000
8	Testing Lab	15,000	40,000

**Special Conditions for Check List**

1	Caste Certificate for ST/SC applicant
2	Degree/Diploma in Engineering Certificate, in case of applicant applying for direct A or B Class license respectively
3	Copy of Registration Certificate (RC Book), in case of other than Odisha PWD registered Contractor
4	Resident certificate and unemployment certificate need to be uploaded


**Special Conditions for Fees & Security Deposits**

1	Degree Engineer applying for 'A' Class will pay 50% of the Registration Fees
2	Diploma Engineer applying for 'B' Class will pay 50% of the Registration Fees
3	Security Deposit is exempted for Degree & Diploma Engineers applying for A and B class respectively

Click Here to Proceed

←

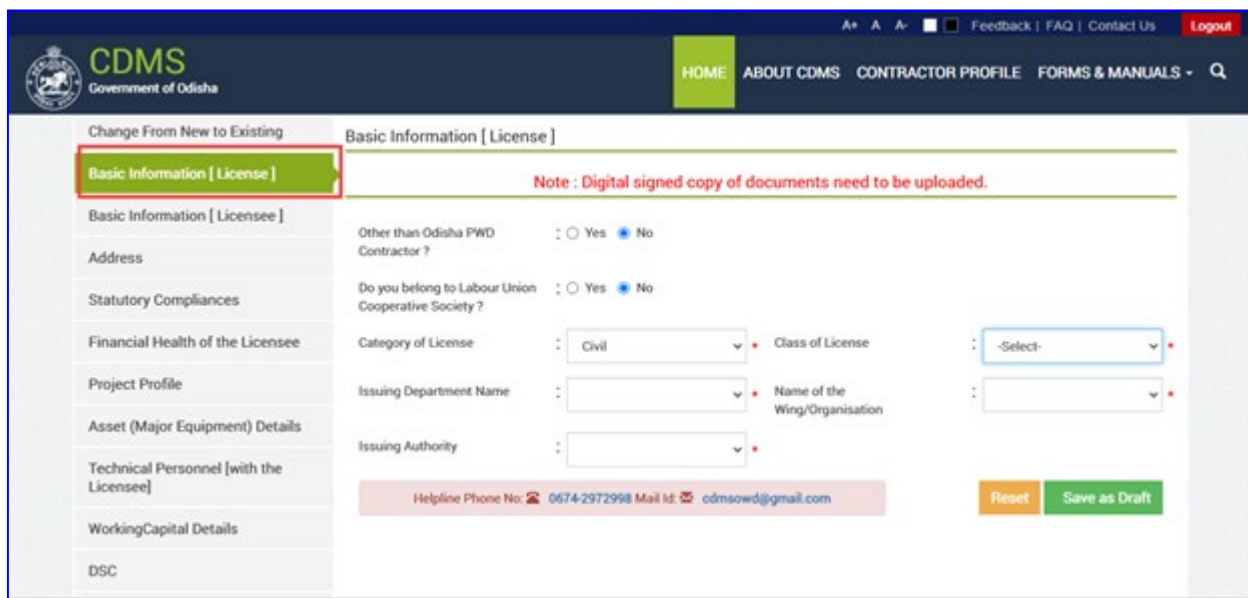
**Figure 3-8 Fresh Applicant Screen**

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>16 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- In the Fresh Applicant section, proceed to add basic, address, financial and other details of the license and licensee by clicking on **Click Here to Proceed** button.


### 3.1 BASIC INFORMATION [LICENSE]

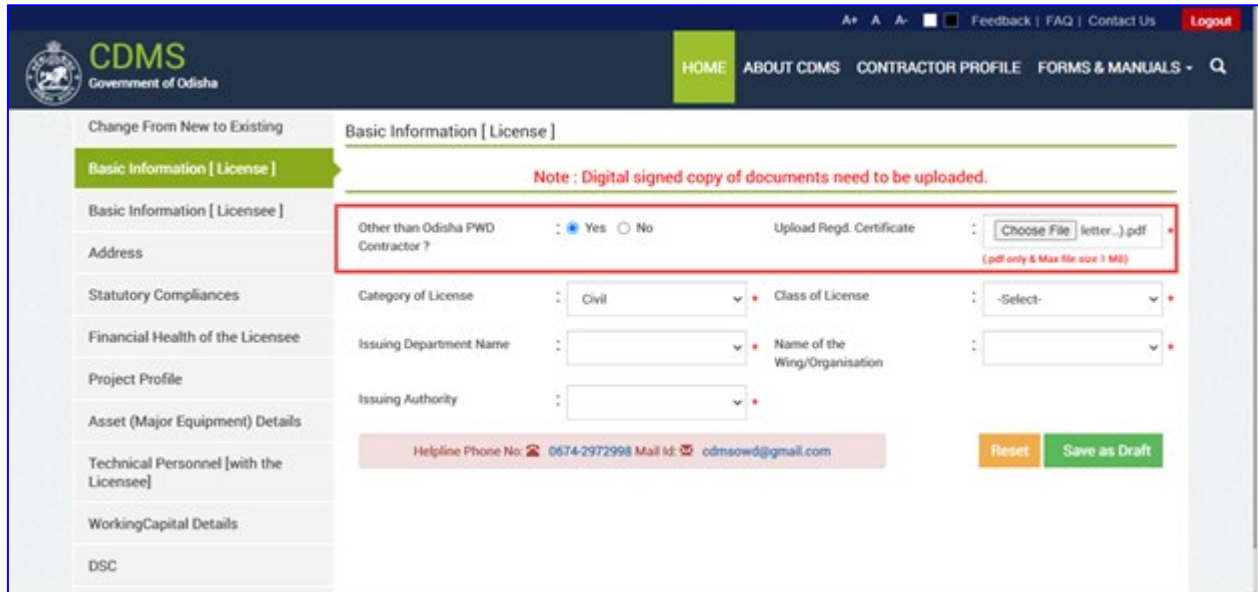
Add the details of the license to be requested including category of license required, Class of license, Name of the Issuing Department, etc., in the **Basic Information (License)** section. Refer to Figure 3-9 shown below.



**Figure 3-9** Basic Information [license] Screen

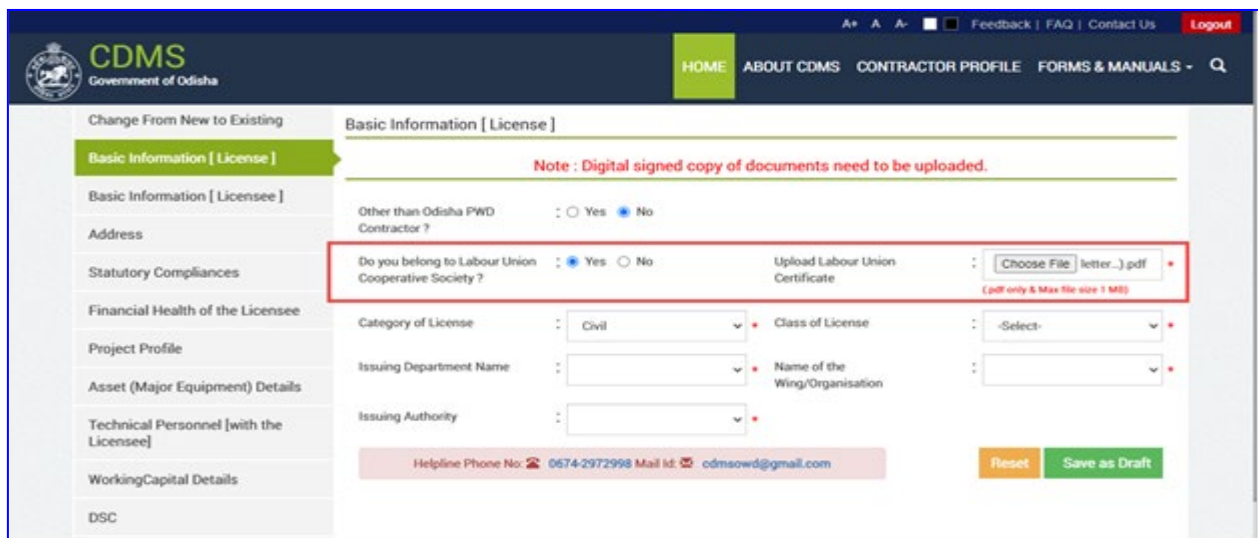
- Select either Yes or No and confirm whether the Contractor is other than Odisha PWD Contractor or not.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>17 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 3-10** Basic Information [license] Screen

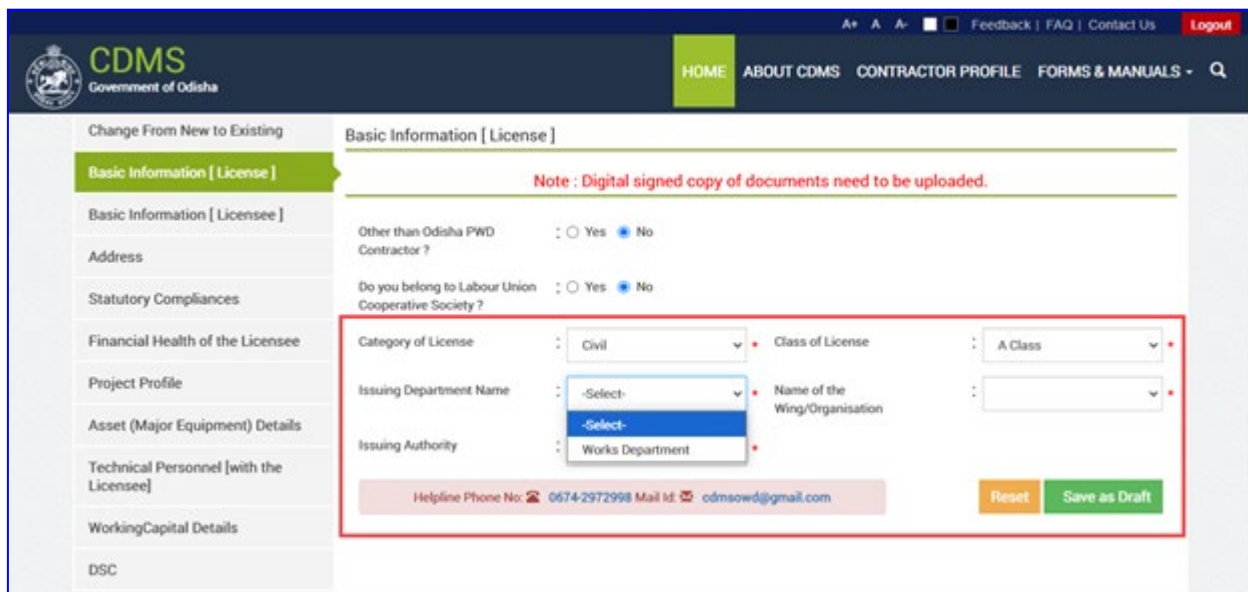
- If yes, then upload the Certificate of Registration for the same.
- Select either Yes or No and confirm whether the Contractor belongs to Labour Union Cooperative Society or not.



**Figure 3-11** Basic Information [license] Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>18 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


- If yes, then upload the Certificate of Labour Union for the same.
- Select the Category of License as Civil, or Sub Soil Exploration, or Testing Laboratory.
- Select the Class of License to be applied for the newly registered contractor. If the Category of the License is selected as Civil, then select the Class of the License as A Class, or B Class, or C Class or D Class.

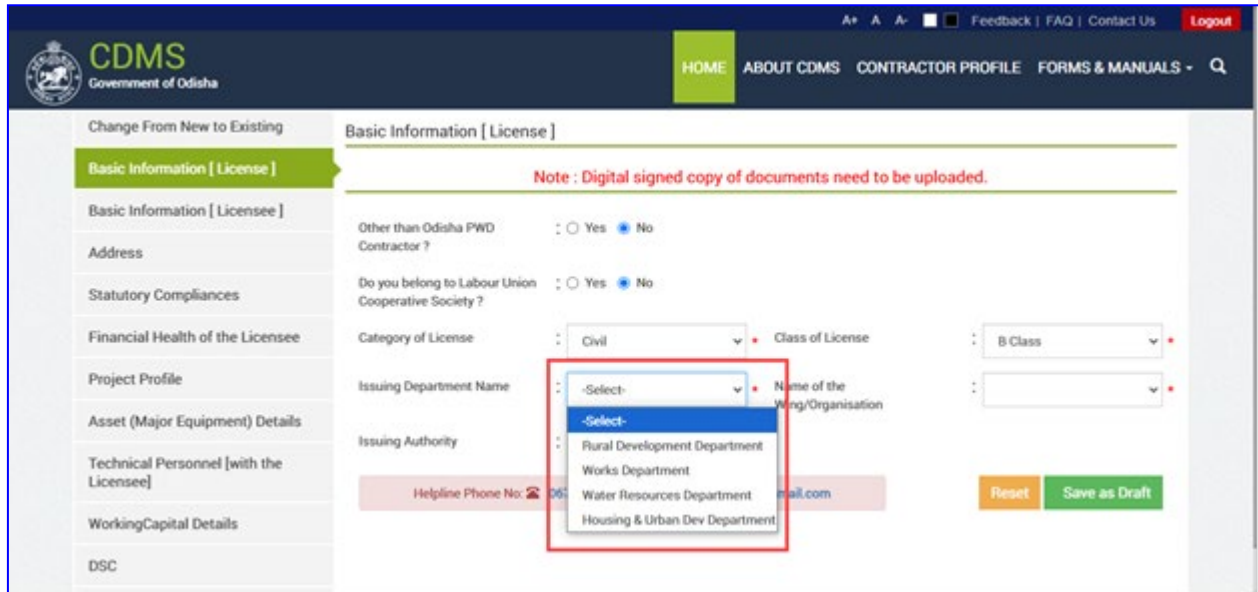


**Figure 3-12** Basic Information [license] Screen

- If the Class Type is selected as Class A, then select the Issuing Department as Work Department, Name of the Wing of the Organization, and Issuing Authority.



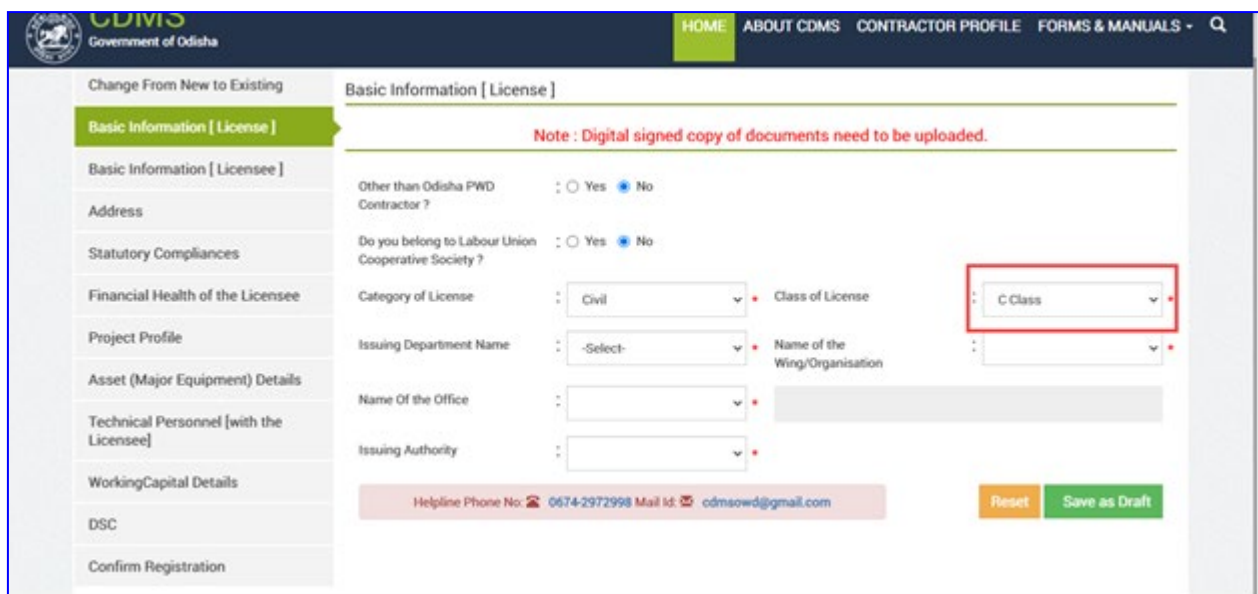
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>19 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



The screenshot shows the 'Basic Information [License]' screen in the CDMS application. The left sidebar contains a menu with options like 'Basic Information [License]', 'Basic Information [Licensee]', 'Address', 'Statutory Compliances', 'Financial Health of the Licensee', 'Project Profile', 'Asset (Major Equipment) Details', 'Technical Personnel [with the Licensee]', 'WorkingCapital Details', and 'DSC'. The main content area has a header with the CDMS logo and navigation links. A red note states: 'Note : Digital signed copy of documents need to be uploaded.' The form fields include: 'Other than Odisha PWD Contractor?' (radio buttons for Yes/No), 'Do you belong to Labour Union Cooperative Society?' (radio buttons for Yes/No), 'Category of License' (dropdown set to 'Civil'), 'Class of License' (dropdown set to 'B Class'), 'Issuing Department Name' (dropdown menu open showing options: Rural Development Department, Works Department, Water Resources Department, Housing & Urban Dev Department), 'Name of the Wing/Organisation' (dropdown), 'Issuing Authority' (dropdown), and 'Helpline Phone No.' (text field). There are 'Reset' and 'Save as Draft' buttons at the bottom right.


**Figure 3-13 Basic Information [license] Screen**

- If the Class Type is selected as Class B, then select the Issuing department name, followed by Name of the wing or organization and issuing authority.



The screenshot shows the 'Basic Information [License]' screen in the CDMS application. The left sidebar is the same as in Figure 3-13. The main content area has the same red note. The form fields include: 'Other than Odisha PWD Contractor?' (radio buttons for Yes/No), 'Do you belong to Labour Union Cooperative Society?' (radio buttons for Yes/No), 'Category of License' (dropdown set to 'Civil'), 'Class of License' (dropdown menu open showing options: C Class), 'Issuing Department Name' (dropdown set to '-Select-'), 'Name of the Wing/Organisation' (dropdown), 'Name Of the Office' (text field), 'Issuing Authority' (dropdown), and 'Helpline Phone No.' (text field). There are 'Reset' and 'Save as Draft' buttons at the bottom right.

**Figure 3-14 Basic Information [license] Screen**

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>20 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

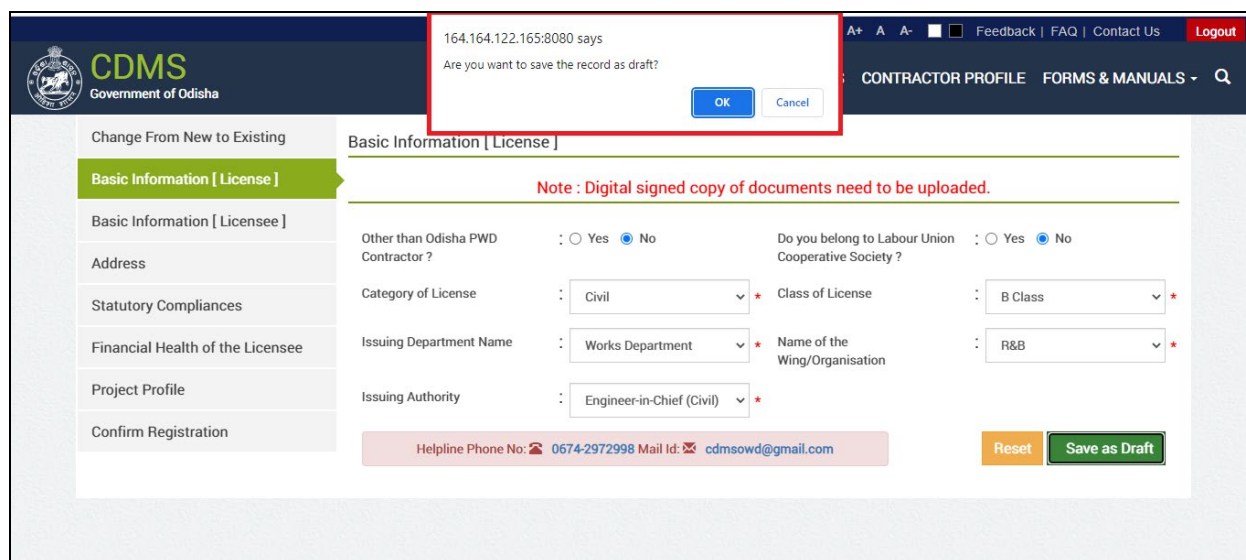
- If the Class Type is selected as Class C or Class D, then select the Issuing department name, followed by Name of the wing or organization, name of the Office and issuing authority.
- Click **Save as Draft** button to save the data entered in draft mode and proceeds on to the add licensee details.

A Reset button is also here to make correction to the data entered.

- Click on **Reset** button to clear the field details and re-fill it again.

Save the information in draft mode.

On clicking the Save as Draft button, system will ask for your confirmation.



The screenshot shows the CDMS (Contractor Database Management System) interface. A confirmation dialog box is displayed in the center, asking "Are you want to save the record as draft?" with "OK" and "Cancel" buttons. The background shows the "Basic Information [ License ]" form with fields for "Other than Odisha PWD Contractor?", "Category of License" (set to Civil), "Class of License" (set to B Class), "Issuing Department Name" (set to Works Department), "Name of the Wing/Organisation" (set to R&B), and "Issuing Authority" (set to Engineer-in-Chief (Civil)). The form also includes a "Reset" button and a "Save as Draft" button. A note at the top of the form states: "Note : Digital signed copy of documents need to be uploaded."


**Figure 3-15 Confirmation Window**

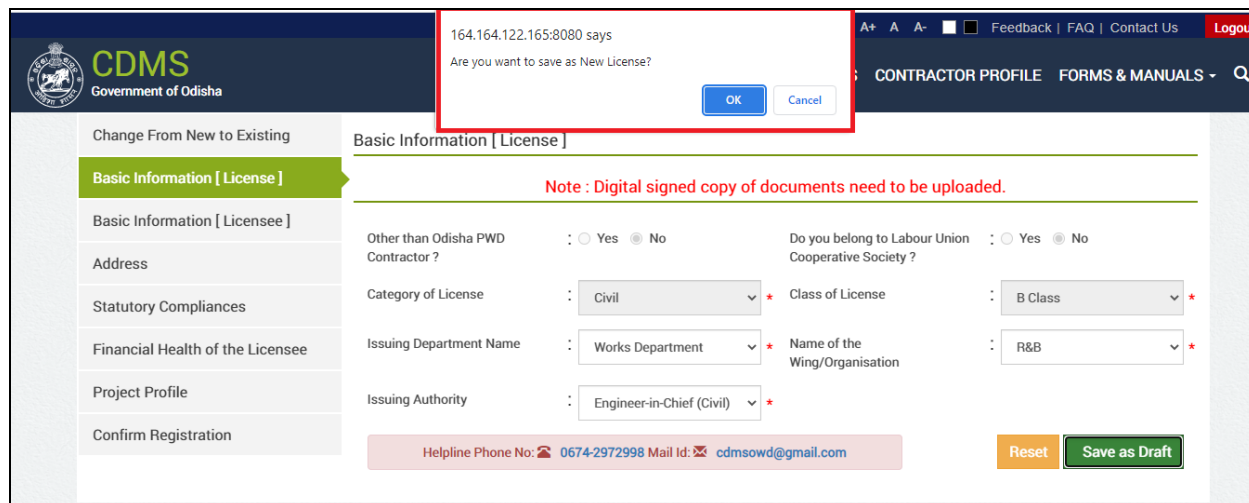
Are you sure you want to record the data in drafts?

Select either OK or Cancel. To confirm and proceed, click on **OK** button.

On clicking, a system generated confirmation alert will populate again.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>21 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



The screenshot shows the 'CONTRACTOR PROFILE' form in the CDMS system. A confirmation dialog box is open, asking 'Are you want to save as New License?' with 'OK' and 'Cancel' buttons. The form contains the following fields:

- Basic Information [Licensee]** (selected in the left sidebar)
- Other than Odisha PWD Contractor ?**: ☐ Yes ☒ No
- Do you belong to Labour Union Cooperative Society ?**: ☐ Yes ☒ No
- Category of License**: Civil (dropdown)
- Class of License**: B Class (dropdown)
- Issuing Department Name**: Works Department (dropdown)
- Name of the Wing/Organisation**: R&B (dropdown)
- Issuing Authority**: Engineer-in-Chief (Civil) (dropdown)

At the bottom, there is a 'Reset' button and a 'Save as Draft' button. A note at the top of the form states: 'Note : Digital signed copy of documents need to be uploaded.'

**Figure 3-16** Confirmation Window (2)

Are you sure you want to save as new license?


Choose either OK or Cancel.

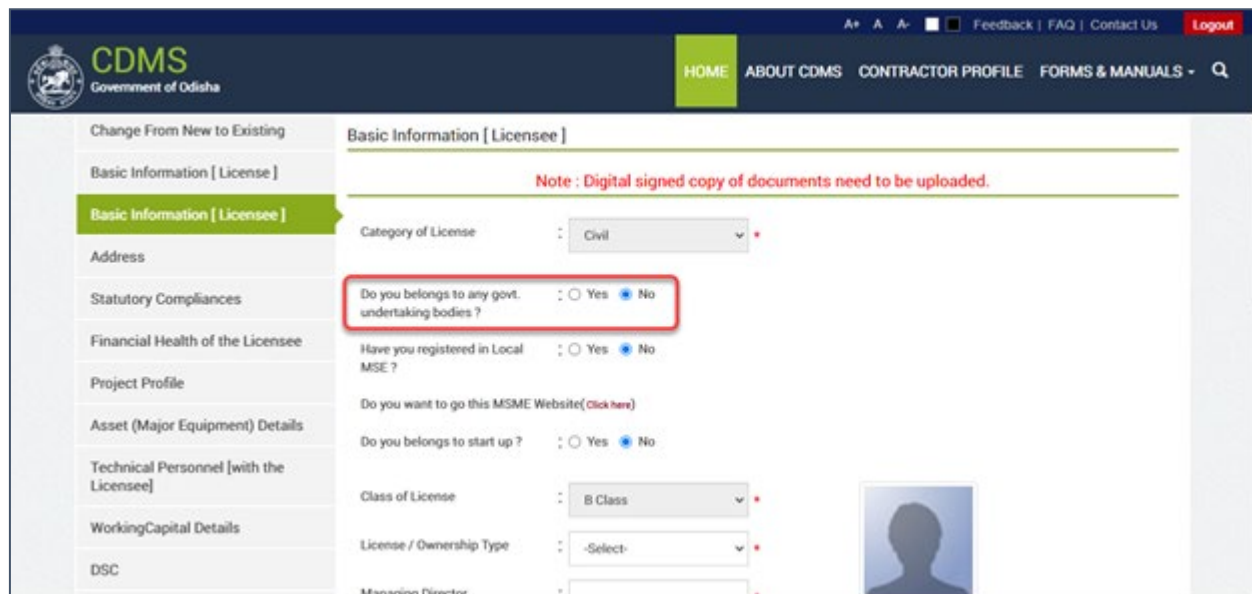
Click on **OK** to confirm and proceed.

### 3.2 BASIC INFORMATION [LICENSEE]

Add the basic information about the licensee i.e. the personal details of the contractor including date of birth, gender, education qualification, father's name etc., in the **Basic Information (Licensee)** section.

#### A. Class B Contractor

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>22 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



CDMS Government of Odisha

HOME ABOUT CDMS CONTRACTOR PROFILE FORMS & MANUALS

Change From New to Existing

Basic Information [ Licensee ]

Note : Digital signed copy of documents need to be uploaded.

Category of License : Civil

Do you belongs to any govt. undertaking bodies ? : ☐ Yes ☒ No

Have you registered in Local MSE ? : ☐ Yes ☒ No

Do you want to go this MSME Website( [Click here](#) )

Do you belongs to start up ? : ☐ Yes ☒ No


Class of License : B Class

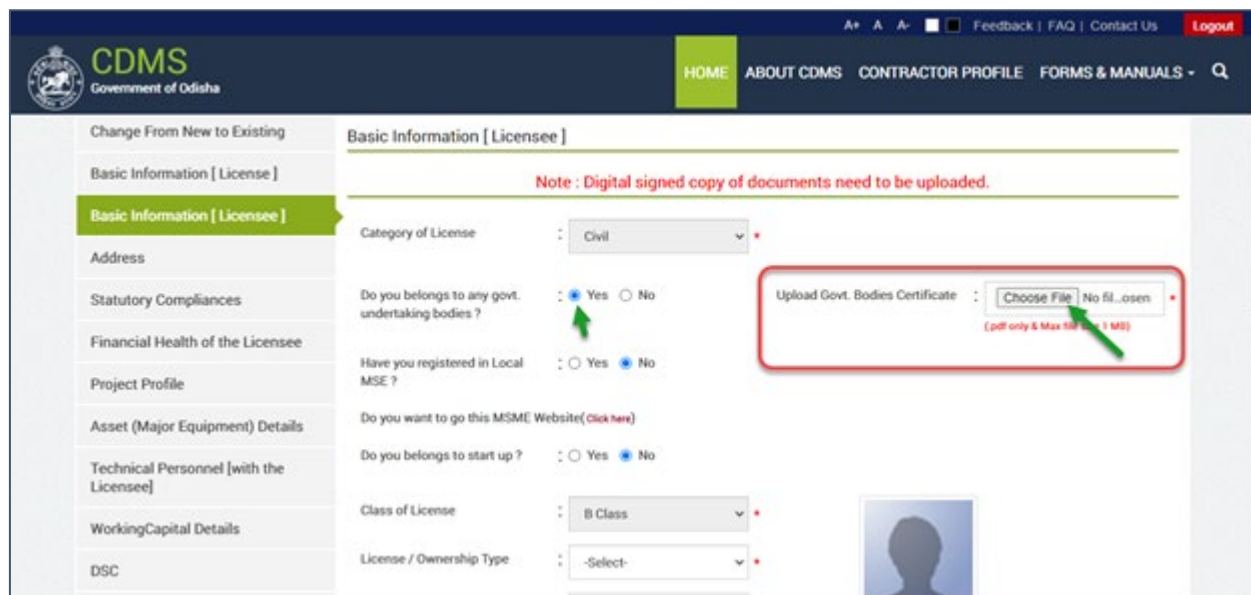
License / Ownership Type : -Select-

Managing Director

**Figure 3-17** Basic Information [Licensee] Screen


- The Category to which the Contractor belongs to is auto selected.
- Select either Yes or No to confirm whether the contractor belongs to any government undertaking bodies.
- If Yes, then upload the Certificate of the same.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>23 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




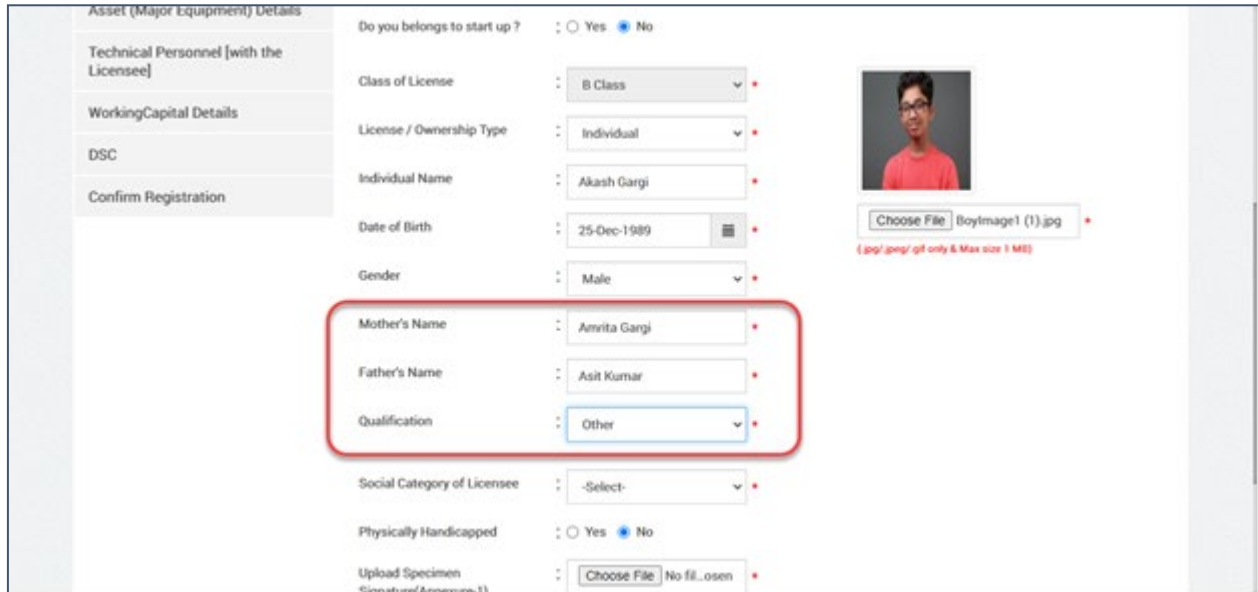
**Figure 3-18 Basic Information [Licensee] Screen**

- Select either Yes or No to confirm whether the contractor have been registered to any local MSE.
- If Yes, then upload the Certificate of the same.
- Do you want to navigate to the MSME website? If yes, then click on “**Click Here**” link provided.
- Select either Yes or No and confirm whether the contractor belongs to any start up business or not.
- The Class and License is auto-filled.
- Select the License/Ownership Type - Individual, Company, Cooperative Society, Partnership Firm, Proprietorship Firm.
- If the owner is a Company, select the Company Type. Add the Name of the Managing Director, Company Name, NSC Holder Name, Date of Birth, Gender, Social Category of Licensee, Physically Handicapped Status, Specimen of Signature, Experience Certificate and Contractor Code.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>24 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- If the owner is a Cooperative Society, add the Name of the Secretary, Cooperative Society Name, Date of Birth, Gender, Social Category of Licensee, Physically Handicapped Status, Specimen of Signature, Experience Certificate and Contractor Code.
- If the owner is a Partnership Firm, add the Name of the Managing Partner, Partnership Firm Name, NSC Holder Name, Date of Birth, Gender, Social Category of Licensee, Physically Handicapped Status, Specimen of Signature, Experience Certificate and Contractor Code.
- If the owner is a Proprietorship Firm, add the Name of the Proprietorship Firm, Add the Name of the Individual, Date of Birth, Gender, Social Category of Licensee, Physically Handicapped Status, Specimen of Signature, Experience Certificate and Contractor Code.
- If the owner is an individual, then enter the name of the Individual to whom license is to be issued.
- Select the Contractor's Date of Birth from the calendar control.
- Select the Gender type from the drop down list.
- Browse and Upload the recent photograph of the applicant in the given space of jpg, jpeg, or gif format and within 1MB file size.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #:25 of 192
	<b>Contractor Database Management System - V3.0</b>		



Asset (Major Equipment) Details

Technical Personnel [with the Licensee]

WorkingCapital Details

DSC

Confirm Registration

Do you belongs to start up ? ☐ Yes ☒ No

Class of License : B Class

License / Ownership Type : Individual

Individual Name : Akash Gargi

Date of Birth : 25-Dec-1989

Gender : Male

Mother's Name : Amrita Gargi

Father's Name : Asit Kumar

Qualification : Other

Social Category of Licensee : -Select-

Physically Handicapped : ☐ Yes ☒ No

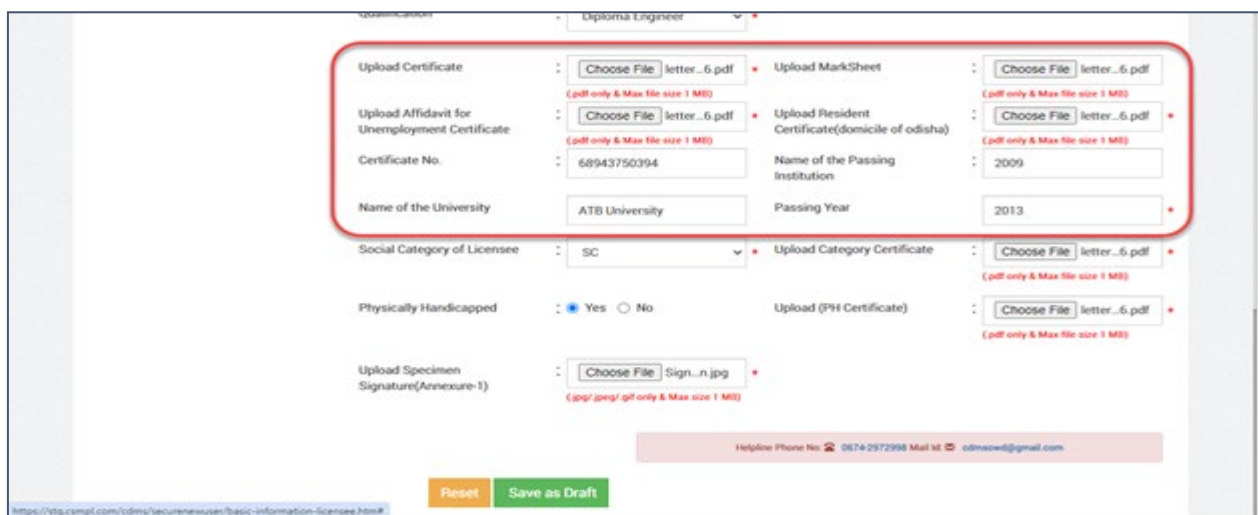
Upload Specimen (Signature/Annexure-1) : Choose File No file chosen

Choose File BoyImage1 (1).jpg

(.jpg/.png/.gif only & Max size 1 MB)

**Figure 3-19** Basic Information [Licensee] Screens

- Enter the Mother's Name.
- Enter the applicant's Father Name in the textbox.
- Select the education qualification from the drop-down.



Qualification : Diploma Engineer

Upload Certificate : Choose File letter...6.pdf

Upload Affidavit for Unemployment Certificate : Choose File letter...6.pdf

Certificate No. : 68943750394

Name of the University : ATB University

Social Category of Licensee : SC

Physically Handicapped : ☒ Yes ☐ No

Upload Specimen (Signature/Annexure-1) : Choose File Sign...n.jpg

Upload MarkSheet : Choose File letter...6.pdf

Upload Resident Certificate(domicile of odisha) : Choose File letter...6.pdf

Name of the Passing Institution : 2009

Passing Year : 2013

Upload Category Certificate : Choose File letter...6.pdf


Upload (PH Certificate) : Choose File letter...6.pdf

Helpline Phone No : 0674-2572998 Mail id : csmcswd@gmail.com

Reset Save as Draft

https://vtg.csmgl.com/cdms/securenewuser/basic-information-licensee.html

**Figure 3-20** Basic Information [Licensee] Screens

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>26 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- On selecting the Qualification type of the contractor as Diploma, upload the scanned copies of the Certificate and Mark sheet of the exam passed, affidavit of the Unemployment Certificate, Resident Certificate.
- Enter the Certificate Number, Name of the Passing Institution, Name of the University, and Year of Passing.
- Select the name of the Social Category of the Licensee to which he/she belongs. If you belong to OBC, SC, and ST then upload a copy of Category Certificate.
- Choose either Yes or No and confirm whether the applicant is physically handicapped or not. If yes, then upload PH certificate for the same.




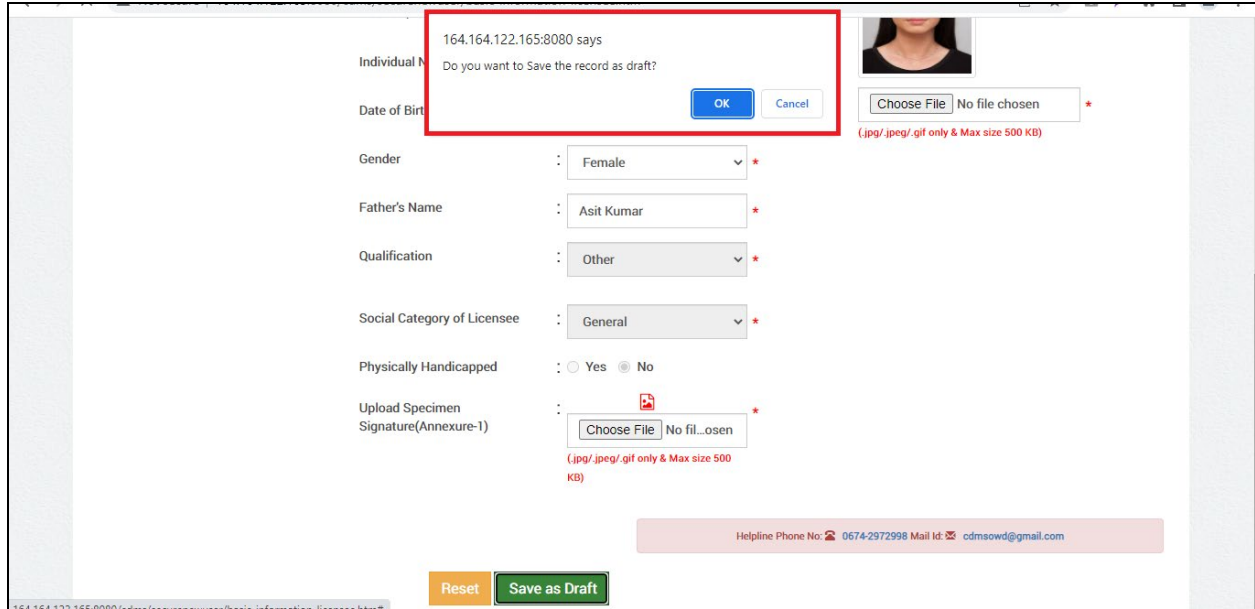
**Figure 3-21** Basic Information [Licensee] Screens

- Click the Choose File option to upload the specimen signature of the candidate as per Annexure 1.
- Upload the Experience Certificate of Super/Special/A Class Contractor.
- Enter the Contractor Code of Super/ Special/ A Class Contractor.
- Click the **Save As Draft** option to save the data entered and proceed on to the next screen.

A Reset button is also here to make correction to the data entered. Select Reset link to remove and re-fill the information again.

Save the information in draft mode. System will ask for your confirmation.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>27 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



164.164.122.165:8080 says  
Do you want to Save the record as draft?

OK Cancel

Choose File No file chosen \*

(.jpg/.jpeg/.gif only & Max size 500 KB)


Gender : Female \*

Father's Name : Asit Kumar \*

Qualification : Other \*

Social Category of Licensee : General \*

Physically Handicapped : ☐ Yes ☒ No

Upload Specimen Signature(Annexure-1) :  \*

Choose File No file chosen

(.jpg/.jpeg/.gif only & Max size 500 KB)

Helpline Phone No: 0674-2972998 Mail Id: cdmssowd@gmail.com


Reset Save as Draft

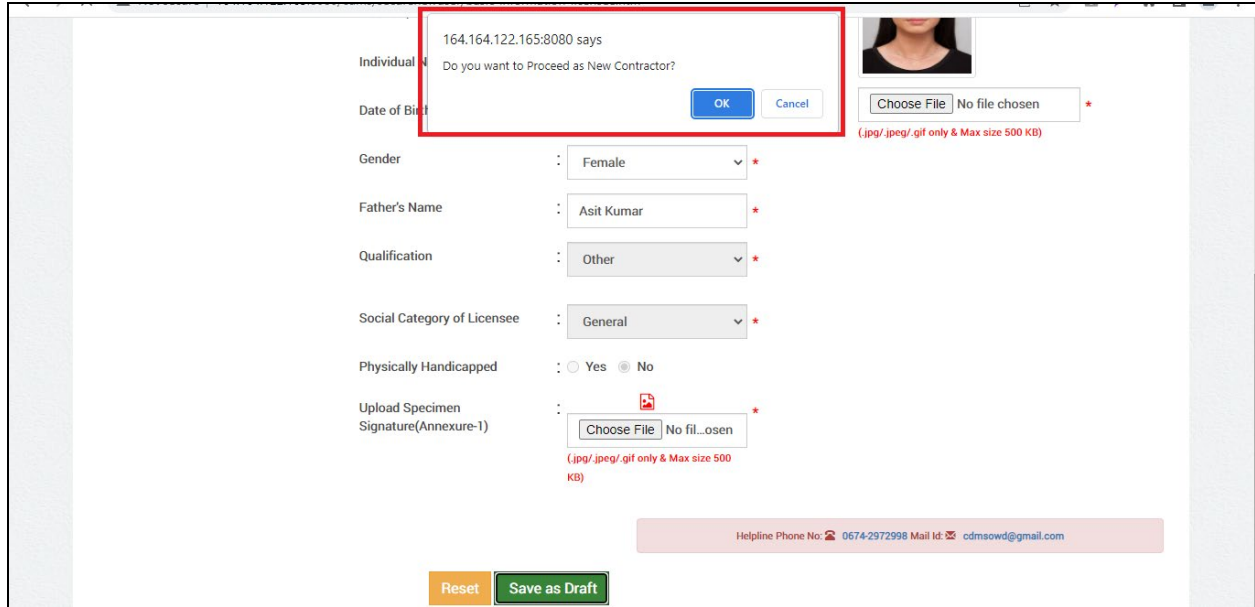
**Figure 3-22** Confirmation Window (3)

Do you want to save the record as draft?

Choose either OK or Cancel. Click on **OK** to confirm and proceed.

System will again ask for your confirmation.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>28 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



164.164.122.165:8080 says  
Do you want to Proceed as New Contractor?

OK Cancel

Date of Birth:

Gender: Female \*

Father's Name: Asit Kumar \*

Qualification: Other \*

Social Category of Licensee: General \*

Physically Handicapped: ☐ Yes ☒ No

Upload Specimen Signature(Annexure-1):  No file chosen \*

(.jpg/.jpeg/.gif only & Max size 500 KB)

Reset Save as Draft

Helpline Phone No: 0674-2972998 Mail Id: cdmsowd@gmail.com


**Figure 3-23 Confirmation Window (4)**

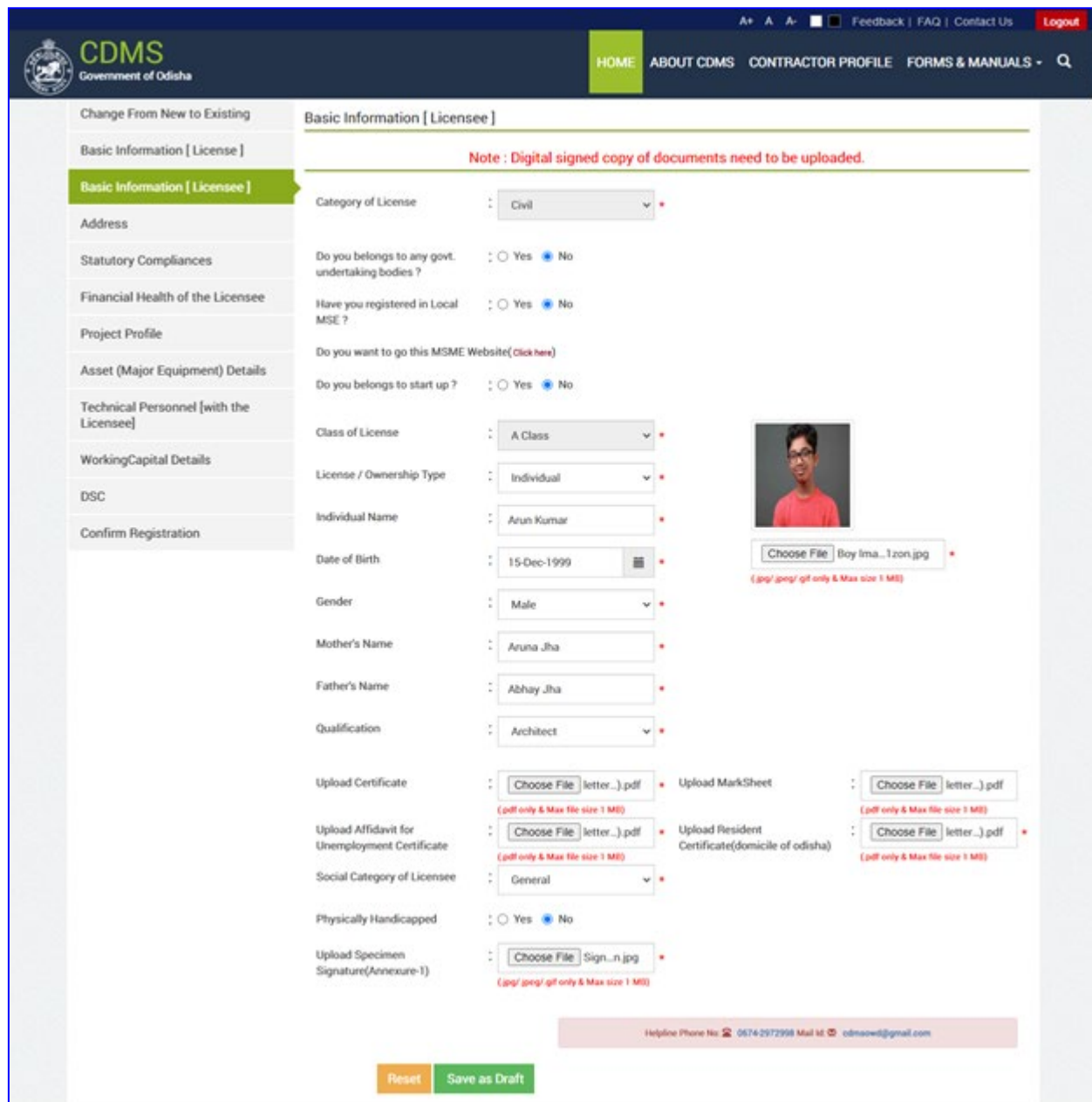
Do you want to proceed as existing contractor?

Choose either OK or Cancel. Click on OK to confirm and proceed.

B. Class A Contractor



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>29 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



CDMS Government of Odisha

HOME ABOUT CDMS CONTRACTOR PROFILE FORMS & MANUALS

Change From New to Existing

Basic Information [ Licensee ]

Note : Digital signed copy of documents need to be uploaded.

Basic Information [ Licensee ]

Address

Statutory Compliances

Financial Health of the Licensee

Project Profile

Asset (Major Equipment) Details

Technical Personnel [with the Licensee]

WorkingCapital Details

DSC

Confirm Registration

Category of License : Civil

Do you belongs to any govt. undertaking bodies ? : ☐ Yes ☒ No

Have you registered in Local MSE ? : ☐ Yes ☒ No

Do you want to go this MSME Website( [Click here](#) )

Do you belongs to start up ? : ☐ Yes ☒ No

Class of License : A Class

License / Ownership Type : Individual

Individual Name : Arun Kumar

Date of Birth : 15-Dec-1999

Gender : Male

Mother's Name : Aruna Jha

Father's Name : Abhay Jha

Qualification : Architect

Upload Certificate :  letter\_.pdf (pdf only & Max file size 1 MB)

Upload Affidavit for Unemployment Certificate :  letter\_.pdf (pdf only & Max file size 1 MB)

Social Category of Licensee : General

Physically Handicapped : ☐ Yes ☒ No

Upload Specimen Signature(Annexure-1) :  Sign...n.jpg (jpg/ png/ gif only & Max size 1 MB)

Upload MarkSheet :  letter\_.pdf (pdf only & Max file size 1 MB)


Upload Resident Certificate(domicile of odisha) :  letter\_.pdf (pdf only & Max file size 1 MB)

Helpline Phone No : 0674-2972998 Mail Id : [odmsawd@gmail.com](mailto:odmsawd@gmail.com)

Reset Save as Draft

**Figure 3-24** Basic Information [Licensee] Screens

- As per the Class B Contractor Type, fill in the field details.
- In the License and Ownership type, the Class A Type Contractor needs to select the ownership as Individual and provide individual details.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>30 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Add the Name of the Individual, Date of Birth, Gender, Mother's and Father's Name, Qualification.
- Upload Certificate, Marksheet, Affidavit of Unemployment, Resident Certificate.
- Select the Social Category of License, Physically Handicap status, and upload specimen of the signature.
- Submit the Basic Information and navigate to add the address details.

### 3.3 ADDRESS

In the Address section, add the Present or Communication and permanent address details in the respective fields as shown in the screen below-


The screenshot displays the 'CDMS Government of Odisha' interface. The 'Address' section is highlighted in the left sidebar. The main form area is titled 'Present / Communication Address' and includes the following fields:

- State: Odisha
- District: Khurda
- Block/ULB: Balanta
- GP/Ward Number: Bainchua
- Police Station: Balanta
- Post Office: Balanta
- Village / Local Area Name: Aringol
- Habitation/Street/Land Mark: Aringol
- House Number: 56
- PIN: 751007
- Address Proof Document: Aadhaar Card
- Upload Address Proof: Choose File letter...(1).pdf (pdf only & Max file size 1 MB)
- Mobile Number: [Redacted]
- Email (As used in Odisha e-Procurement): @gmail.com

**Figure 3-25 Address Screen**

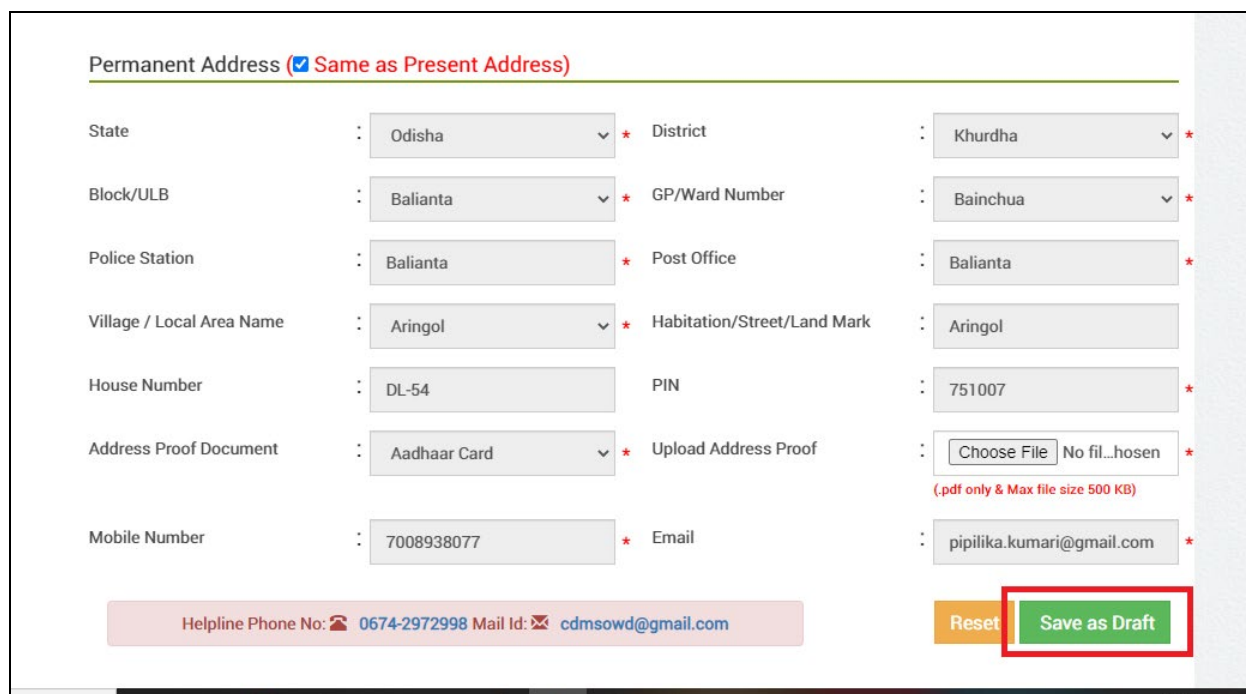
In the Present Address section-

- Select the present location or address for communication which includes the name of the State, District from the respective drop down lists, Block/ULB, GP/Ward Number.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>31 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Enter the Police Station, Post Office Name and Village/Local Area Name in the textboxes.
- Enter the Habitation/Street name/Land Mark of the area for easy identification.
- Provide the House Number followed by the PIN number.
- Select the type of document you would like to submit as address proof. Upload a copy of the same.
- The Mobile Number and Email address of the contractor remains the same as by default as entered at the time of registration.

Enter the Permanent Address Details –



Permanent Address ☒ Same as Present Address

State : Odisha \* District : Khurdha \*

Block/ULB : Baliana \* GP/Ward Number : Bainchua \*

Police Station : Baliana \* Post Office : Baliana \*

Village / Local Area Name : Aringol \* Habitation/Street/Land Mark : Aringol

House Number : DL-54 PIN : 751007 \*

Address Proof Document : Aadhaar Card \* Upload Address Proof : Choose File No file...hosen \*

(.pdf only & Max file size 500 KB)


Mobile Number : 7008938077 \* Email : pipilika.kumari@gmail.com \*

Helpline Phone No: ☎ 0674-2972998 Mail Id: ✉ cdmsowd@gmail.com

Reset Save as Draft

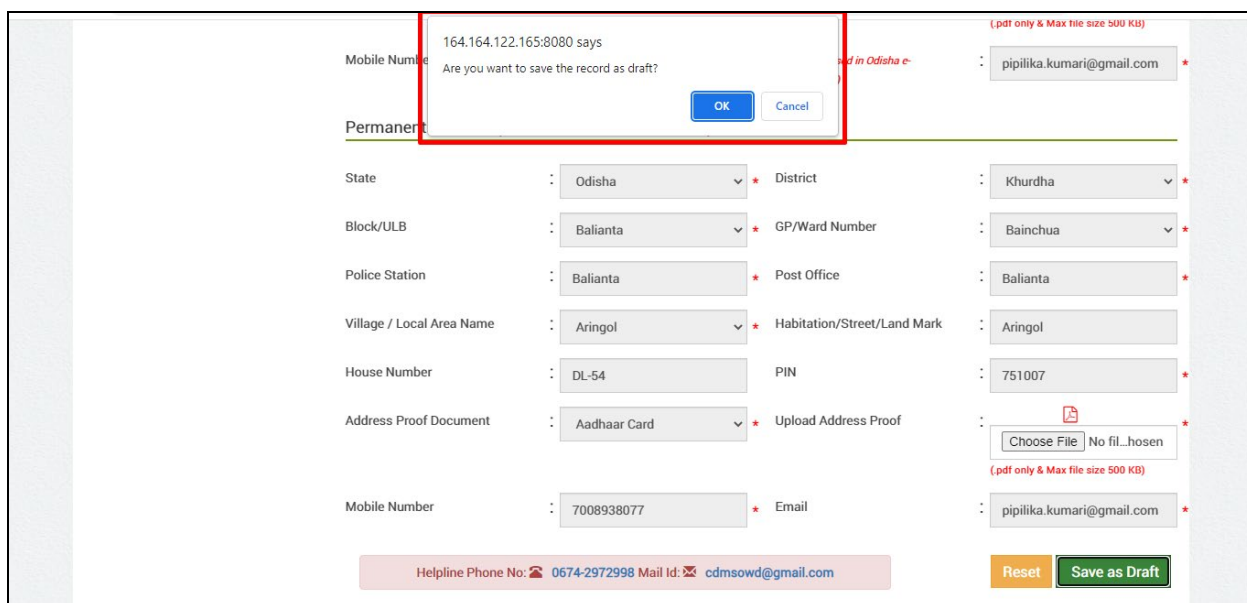
**Figure 3-26 Address Screen**

- If the Permanent Address is same as that of the Present address of the contractor, then select the checkbox for the Permanent address. System will fetch the details automatically.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>32 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- If the Permanent Address and Present Address for communication are different, then enter the details required.
- On entering all details, click the **Save As Draft** button to proceed to the next screen, i.e. the Statutory Compliances.

Save the address information in draft mode. System will ask for your confirmation.



164.164.122.165:8080 says  
Are you want to save the record as draft?

OK Cancel

Mobile Number : 7008938077

Permanent Address

State : Odisha District : Khurdha

Block/ULB : Baliana GP/Ward Number : Bainchua

Police Station : Baliana Post Office : Baliana

Village / Local Area Name : Aringol Habitation/Street/Land Mark : Aringol

House Number : DL-54 PIN : 751007

Address Proof Document : Aadhaar Card Upload Address Proof : Choose File No file chosen

Mobile Number : 7008938077 Email : pipilika.kumari@gmail.com

Helpline Phone No: 0674-2972998 Mail Id: cdmsowd@gmail.com


Reset Save as Draft

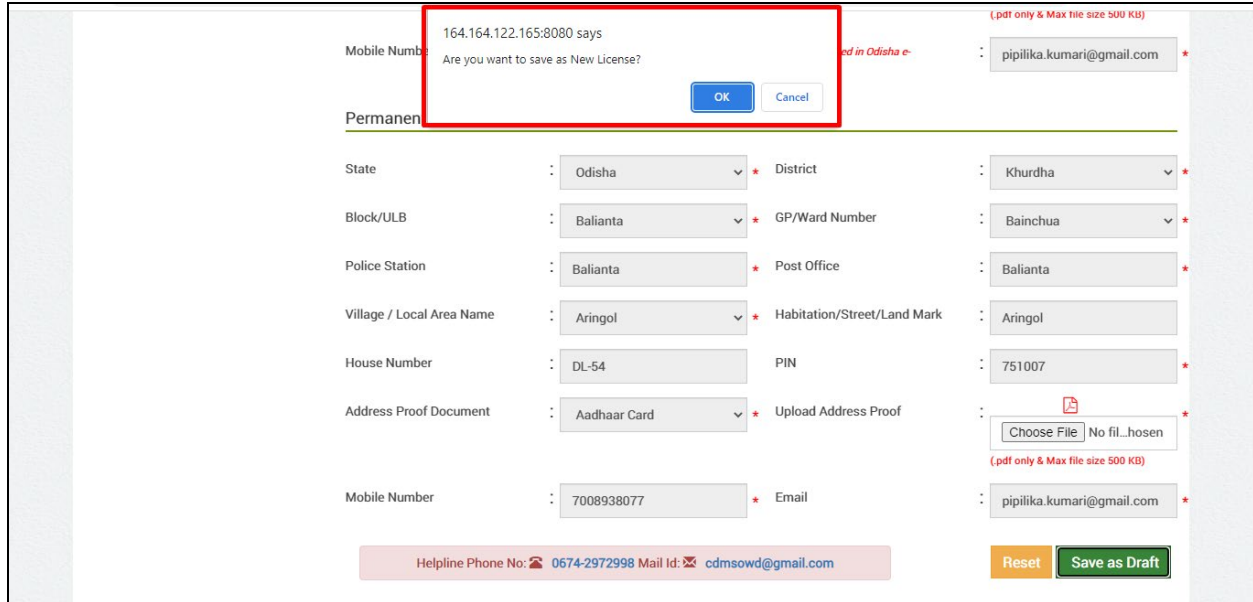
**Figure 3-27 Confirmation Window (5)**

Do you want to save the record as draft?

Choose either OK or Cancel. Click on OK to confirm and proceed.

System will again ask for your confirmation.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>33 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



164.164.122.165:8080 says  
Are you want to save as New License?

OK Cancel

Permanent

State : Odisha \* District : Khurdha \*

Block/ULB : Balianta \* GP/Ward Number : Bainchua \*

Police Station : Balianta \* Post Office : Balianta \*

Village / Local Area Name : Aringol \* Habitation/Street/Land Mark : Aringol \*

House Number : DL-54 \* PIN : 751007 \*

Address Proof Document : Aadhaar Card \* Upload Address Proof : Choose File No fil...hosen \*

Mobile Number : 7008938077 \* Email : pipiliika.kumari@gmail.com \*

Helpline Phone No: 0674-2972998 Mail Id: cdmsowd@gmail.com

Reset Save as Draft


**Figure 3-28 Confirmation Window (6)**

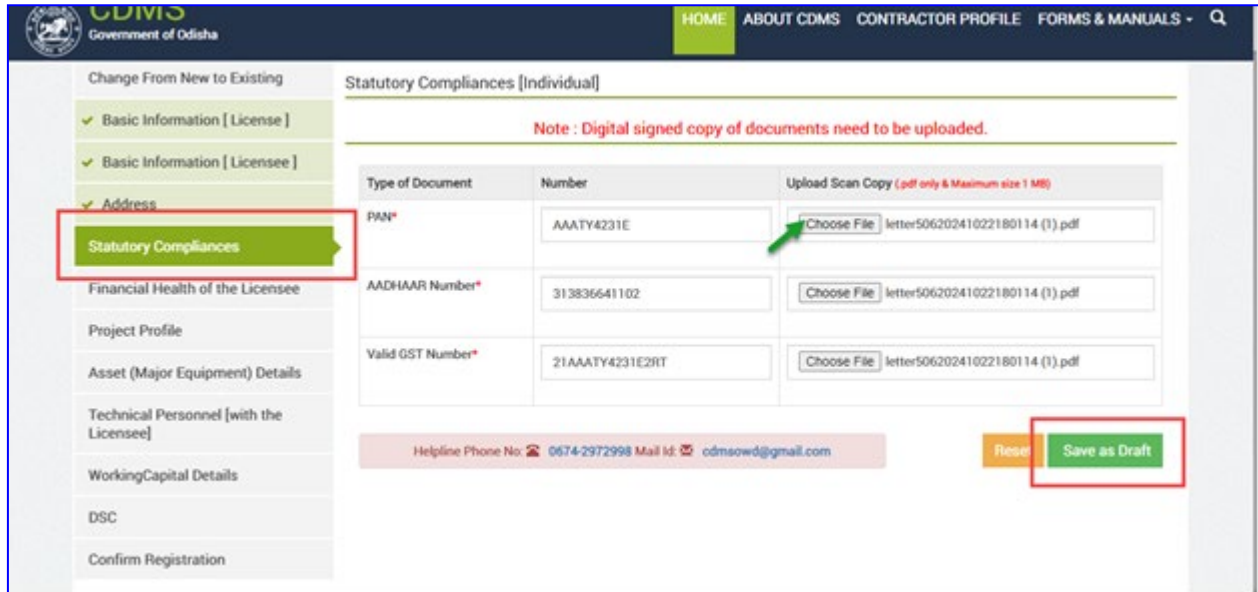
Do you want to proceed as existing contractor?

Choose either OK or Cancel. Click on OK to confirm and proceed.

### 3.4 STATUTORY COMPLIANCES

The Statutory Compliance section comprises details of PAN card no., Aadhaar etc. as per the statutory laws and regulations.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>34 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




The screenshot shows the 'Statutory Compliance' screen in the CSM system. The sidebar on the left includes options like 'Basic Information [License]', 'Basic Information [Licensee]', 'Address', 'Statutory Compliances' (highlighted with a red box), 'Financial Health of the Licensee', 'Project Profile', 'Asset (Major Equipment) Details', 'Technical Personnel [with the Licensee]', 'WorkingCapital Details', 'DSC', and 'Confirm Registration'. The main form is titled 'Statutory Compliances [Individual]' and contains a table for entering document details. A red note at the top states: 'Note : Digital signed copy of documents need to be uploaded.' The table has columns for 'Type of Document', 'Number', and 'Upload Scan Copy (pdf only & Maximum size 1 MB)'. It lists three documents: PAN, Aadhaar Number, and Valid GST Number, each with a 'Choose File' button and a file name. At the bottom right, there are 'Reset' and 'Save as Draft' buttons, with the latter highlighted by a red box. A footer bar contains the helpline phone number (0674-2972998) and email (cdmsowd@gmail.com).

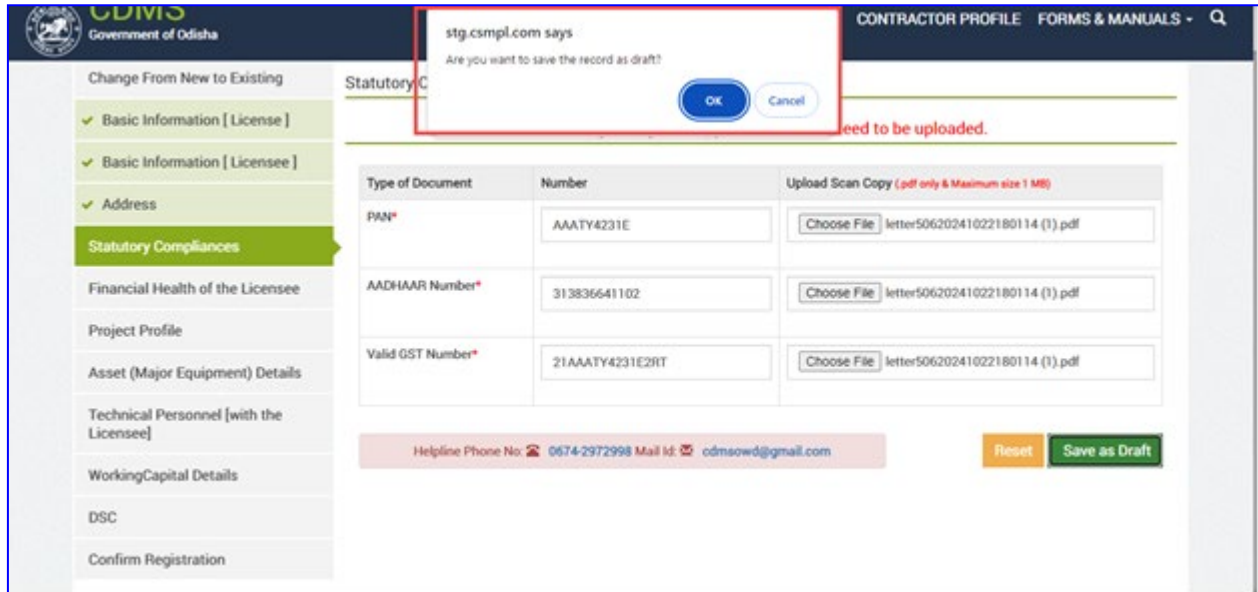
Type of Document	Number	Upload Scan Copy (pdf only & Maximum size 1 MB)
PAN*	AAATY4231E	letter50620241022180114 (1).pdf
AADHAAR Number*	313836641102	letter50620241022180114 (1).pdf
Valid GST Number*	21AAATY4231E2RT	letter50620241022180114 (1).pdf

**Figure 3-29** Statutory Compliance Screen

- Enter the PAN card No. as issued by govt. of India along with uploading the scanned copy of the same.
- Similarly, provide the Aadhaar number and GST number in the respective fields and upload copies of the same in the space given.
- To save the details entered in draft mode, click the **Save as Draft** button.

Doing so, the system will ask for your confirmation.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>35 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



The screenshot shows the CDMS interface for the Government of Odisha. A confirmation dialog box is displayed, asking 'Are you want to save the record as draft?' with 'OK' and 'Cancel' buttons. The background shows the 'Statutory Compliances' section with the following details:

Type of Document	Number	Upload Scan Copy (pdf only & Maximum size 1 MB)
PAN*	AAATY4231E	Choose File letter50620241022180114 (1).pdf
AADHAAR Number*	313836641102	Choose File letter50620241022180114 (1).pdf
Valid GST Number*	21AAATY4231E2RT	Choose File letter50620241022180114 (1).pdf


At the bottom, there is a 'Reset' button and a 'Save as Draft' button. The footer includes the Helpline Phone No: 0674-2972998 and Mail Id: cdmsowd@gmail.com.

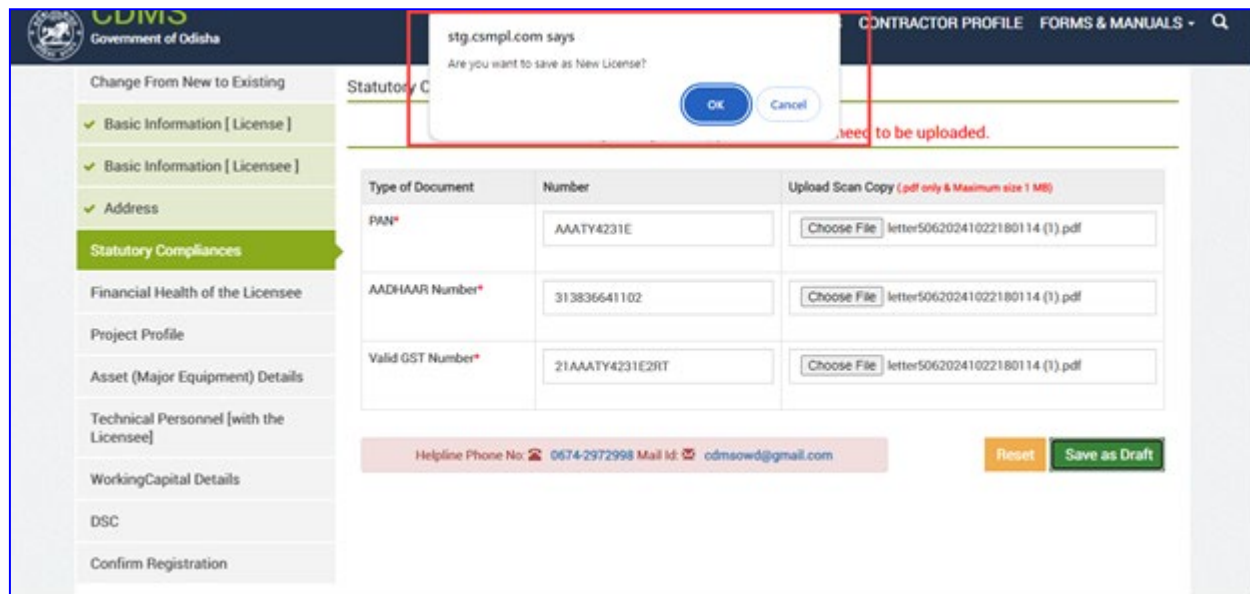
**Figure 3-30** Confirmation Window Screen (7)

Are you sure you want to save the data in the draft?

Choose either OK or Cancel. Click on OK to confirm and proceed.

System will again ask for your confirmation.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>36 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Type of Document	Number	Upload Scan Copy (pdf only & Maximum size 1 MB)
PAN*	AAATY4231E	Choose File letter50620241022180114 (1).pdf
AADHAAR Number*	313836641102	Choose File letter50620241022180114 (1).pdf
Valid GST Number*	21AAATY4231E2RT	Choose File letter50620241022180114 (1).pdf

Helpline Phone No: 0674-2972998 Mail Id: cdmsowd@gmail.com

Reset Save as Draft

**Figure 3-31** Confirmation Window Screen (8)


Do you want to proceed as existing license?


Choose either OK or Cancel. Click on OK to confirm and proceed to upload or view the digitally signed copy of the documents uploaded.

### 3.5 FINANCIAL HEALTH OF THE LICENSEE

The Financial Health of the Licensee comprises contractor's input or net worth turnover, net asset value and submission of statutory document for the current financial years.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>37 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


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Change From New to Existing  
 Basic Information [ License ]  
 ✓ Basic Information [ Licensee ]  
 ✓ Address  
 ✓ Statutory Compliances  
**Financial Health of the Licensee**  
 Project Profile  
 Asset (Major Equipment) Details  
 Technical Personnel [with the Licensee]  
 WorkingCapital Details  
 DSC  
 Confirm Registration

**Financial Health of the Licensee**  


Note : Digital signed copy of documents need to be uploaded.

Financial Year	Turnover Amount(₹) * (Civil Construction Work Only)	Net Asset Value(₹) *	CA Name*	Membership Number*	Date of Certificate Issued*	Statutory Auditor Certificate * (.pdf only & Maximum size 1 MB)
2013-14	100000	30000	Ashok Kum.	6985345	02/04/2020	Choose File letter5... (1).pdf
2014-15	20000	10000	Ahan Kuma	46895634	03/11/2021	Choose File letter5... (1).pdf
2015-16	10000	20000	Ahan Kuma	46895634	03/11/2021	Choose File letter5... (1).pdf
2016-17	40000	30000	AK Bisht	5603974	06/18/2019	Choose File letter5... (1).pdf
2017-18	50000	10000	Kumar	346598634	02/04/2020	Choose File letter5... (1).pdf
2018-19	909000	110000	AR	546897	02/05/2013	Choose File letter5... (1).pdf
2019-20	909000	110000	AR	546897	02/05/2013	Choose File letter5... (1).pdf
2020-21	909000	110000	AR	546897	02/05/2013	Choose File letter5... (1).pdf
2021-22	909000	110000	AR	546897	06/11/2013	Choose File letter5... (1).pdf
2022-23	40000	30000	AR	546897	02/09/2000	Choose File letter5... (1).pdf
2023-24	60000	30000	AR	546897	02/11/2020	Choose File letter5... (1).pdf

Helpline Phone No: 0674-2972998 Mail id: cdmsoad@gmail.com
 [Reset](#)
[Save as Draft](#)

**Figure 3-32** Financial Health of the Licensee Screen

- The list of the Financial Year, with Turnover Value to be entered and other details are displayed in a table in this section.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: 1.1 Page #:38 of 192
	<b>Contractor Database Management System - V3.0</b>		


- Enter the total turnover in Rupees, net asset value, name of the CA, Membership Number of the CA, Date of Certificate Issuance, along with uploading a copy of statutory auditor certificate per financial year wise in the table. Refer the figure shown above.

Financial Year	Turnover Amount(₹) * (Civil Construction Work Only)	Net Asset Value(₹) *	CA Name*	Membership Number*	Date of Certificate Issued*	Statutory Auditor Certificate * (.pdf only & Maximum size 1 MB)
2013-14	100000	30000	Ashok Kum.	6985345	02/04/2020	Choose File letter5... (1).pdf ✖
2014-15	20000	10000	Ahan Kuma	46895634	03/11/2021	Choose File letter5... (1).pdf ✖
2015-16	10000	20000	Ahan Kuma	46895634	03/11/2021	Choose File letter5... (1).pdf ✖
2016-17	40000	30000	AK Bisht	5603974	06/18/2019	Choose File letter5... (1).pdf ✖
2017-18	50000	10000	Kumar	346598634	02/04/2020	Choose File letter5... (1).pdf ✖
2018-19	909000	110000	AR	546897	02/05/2013	Choose File letter5... (1).pdf ✖
2019-20	909000	110000	AR	546897	02/05/2013	Choose File letter5... (1).pdf ✖

**Figure 3-33** Financial Health of the Licensee Screen

Take reference from the screen shared above. Here the data are filled and supported audit certificate is also provided.

The cross sign ( ✖ ) below the **Choose File** column is there to help you remove the uploaded auditor certificate. Select the cross icon ( ✖ ) to remove and re-upload the file again.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>39 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- To save the details entered, click the **Save as Draft** button. Doing so, the user is navigated to the next screen.

Save the financial health details in draft mode.

Doing so, a system generated confirmation window pops-up.



Year	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Financial Health	909000	110000	AR	546897	40000	30000
AR	546897	546897	546897	546897	546897	546897

Helpline Phone No: 0674-2972998 Mail Id: cdmsowd@gmail.com

Reset Save as Draft

**Figure 3-34** Confirmation Window


Are you sure you want to save the record in draft?

Select either OK or Cancel.

To cancel the application process or re-enter details filled, select the Cancel button.

Proceed to the next screen clicking on **OK** button.

- If the financial health details of the licensee, then proceed to add other details.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>40 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

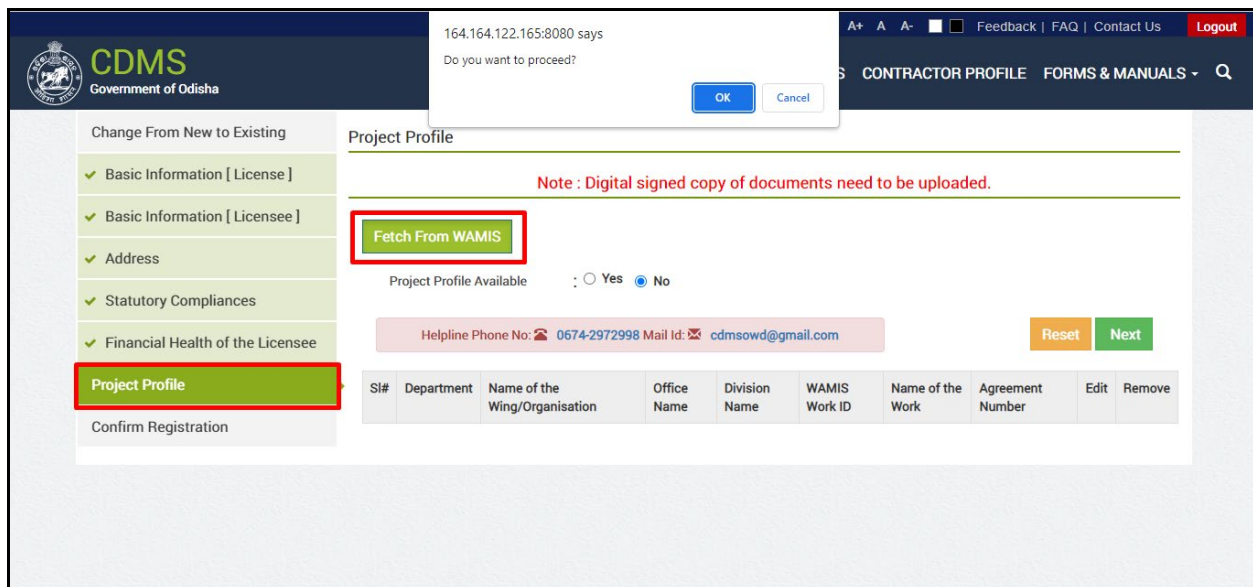


**Figure 3-35** Financial Health Details Screen


- Click on **Next** and proceed to add project details.

### 3.6 PROJECT PROFILE


The Project Profile section of the registration process enables contractor to register project profile details either through WAMIS or adding the department, organization, office name and other information in the system. Refer the figure shared below.




**Figure 3-36** Project Profile Details Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>41 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- If the project profile details is not available, then select **No** option for the project availability status and it will fetch the data from WAMIS. Click on **Next** to proceed further.
- If the project profile details is available, then select the option **Yes** and proceed to add project details.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>42 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


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Change From New to Existing

✓ Basic Information [ License ]  
 ✓ Basic Information [ Licensee ]  
 ✓ Address  
 ✓ Statutory Compliances  
 ✓ Financial Health of the Licensee  
**Project Profile**  
 Confirm Registration

**Project Profile**

Note : Digital signed copy of documents need to be uploaded.

Fetch From WAMIS

Project Profile Available : ☒ Yes ☐ No

Department : Rural Development Dej \*

Name of the Wing/Organisation : RWSS \*

Office Name : Balasore Circle \*

Division Name : Bhadrak Division \*

Contract Type : Item Rate/Percentage \*

Name of the Work : Road Construction \*

Agreement Number : AAB2345TY/23 \*

Agreement Date : 2021-05-06 \*

Category of Work : Roads Tunnel Spillway \*

WAMIS Work ID : WA234578TTY \*

Agreement Amt. (Rs.) : 2000000 \*

Date of Commencement : 2022-05-31 \*

Stipulated Date of Completion : 2022-12-31 \*

Work Status(As on 30/12/16) : Ongoing \*

Executed Amount(Till 30/12/16) : 500000 \*

Whether the work has any litigation? : ☒ Yes ☐ No

Litigation Type : ☒ Financial ☐ Other

Forum : Conciliation \*

Case Number :

Year of Filing : -Select- \*

Present status of the case :


Helpline Phone No: 0674-2972998 Mail Id: cdmsowd@gmail.com

Reset Save as Draft


Sl#	Department	Name of the Wing/Organisation	Office Name	Division Name	WAMIS Work ID	Name of the Work	Agreement Number	Edit	Remove
-----	------------	-------------------------------	-------------	---------------	---------------	------------------	------------------	------	--------

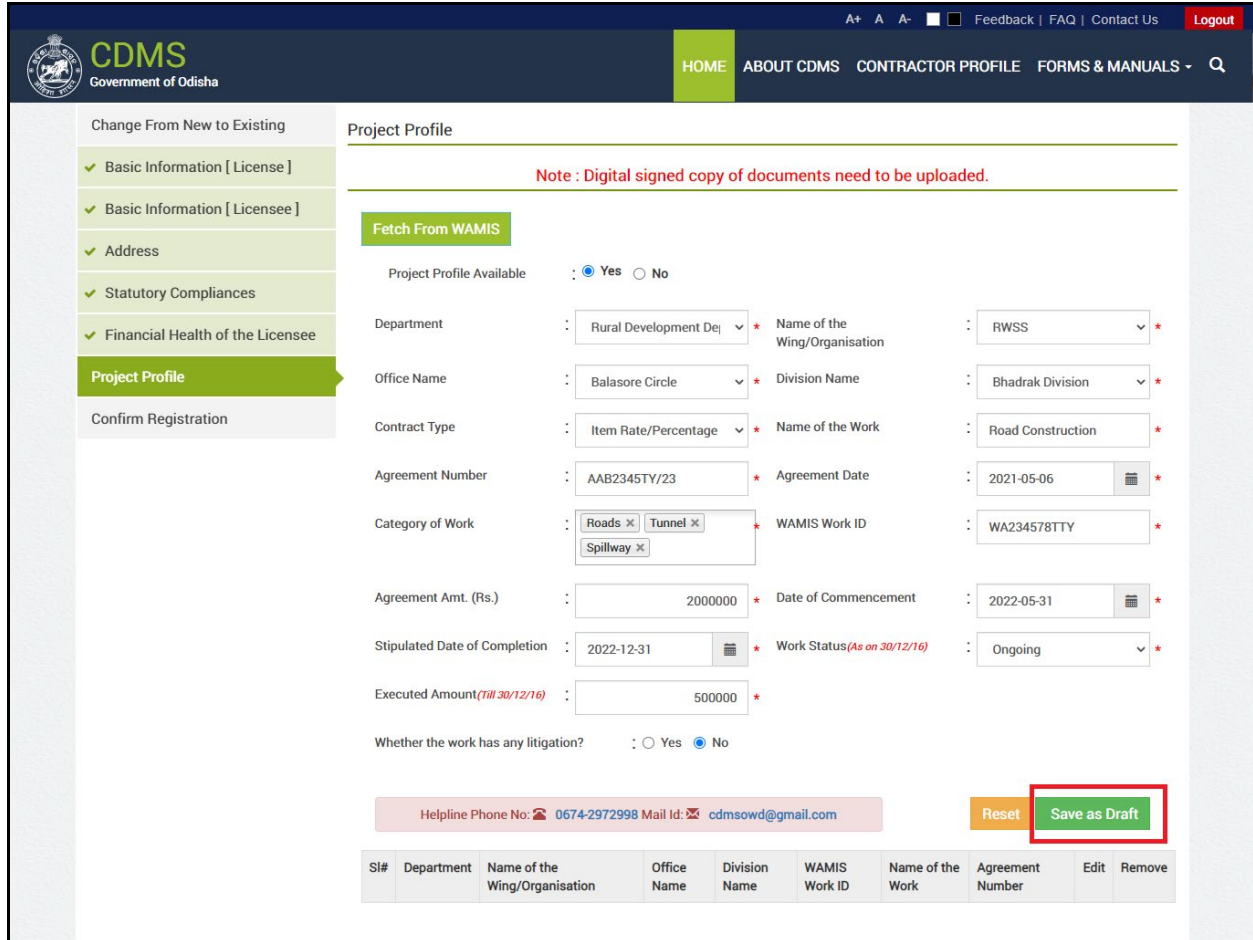
**Figure 3-37 Project Profile Details Screen**

- Select the Name of the Department, Wing/Organization.
- Select Office and Division Name.
- Select the Contract Type and enter the Name of the Work.
- Enter the Agreement Type and Date.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>43 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Select the Work Category followed by the WAMIS code.
- Enter the Amount of Agreement, followed by selecting the date of commencement.
- Select the stipulated date of completion as well as the work status.
- Enter the total amount used for execution.
- Select Yes or No option and confirm whether the work has any litigation or not.
  - If yes, then select the litigation type followed entering the amount, if it is a financial litigation.
  - Select the Forum, Case Number, Year of Case Filing and Present Status of the Case.
  - Click on **Save as Draft** to save the details in drafts.
- If there is no litigation on the Work, then select **No** option and click on **Save as Draft** button to proceed.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>44 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Change From New to Existing

- ✓ Basic Information [ License ]
- ✓ Basic Information [ Licensee ]
- ✓ Address
- ✓ Statutory Compliances
- ✓ Financial Health of the Licensee
- Project Profile**
- Confirm Registration

**Project Profile**

Note : Digital signed copy of documents need to be uploaded.

Fetch From WAMIS

Project Profile Available : ☒ Yes ☐ No

Department : Rural Development Dept \* Name of the Wing/Organisation : RWSS \*

Office Name : Balasore Circle \* Division Name : Bhadrak Division \*

Contract Type : Item Rate/Percentage \* Name of the Work : Road Construction \*

Agreement Number : AAB2345TY/23 \* Agreement Date : 2021-05-06 \*

Category of Work : Roads \* Tunnel \* Spillway \* WAMIS Work ID : WA234578TTY \*

Agreement Amt. (Rs.) : 2000000 \* Date of Commencement : 2022-05-31 \*

Stipulated Date of Completion : 2022-12-31 \* Work Status (As on 30/12/16) : Ongoing \*

Executed Amount (Till 30/12/16) : 500000 \*

Whether the work has any litigation? : ☐ Yes ☒ No

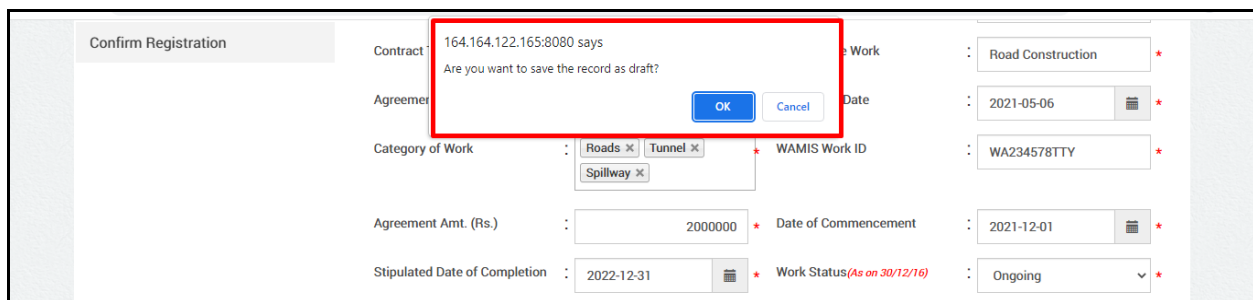
Helpline Phone No: 0674-2972998 Mail Id: cdmsowd@gmail.com

Reset Save as Draft

Sl#	Department	Name of the Wing/Organisation	Office Name	Division Name	WAMIS Work ID	Name of the Work	Agreement Number	Edit	Remove
-----	------------	-------------------------------	-------------	---------------	---------------	------------------	------------------	------	--------

**Figure 3-38 Project Profile Details Screen**

- On clicking system will ask for confirmation.



Confirm Registration

Contract : 164.164.122.165:8080 says  
Are you want to save the record as draft?

OK Cancel

Agreement : 2021-05-06 \*


Category of Work : Roads \* Tunnel \* Spillway \* WAMIS Work ID : WA234578TTY \*

Agreement Amt. (Rs.) : 2000000 \* Date of Commencement : 2021-12-01 \*

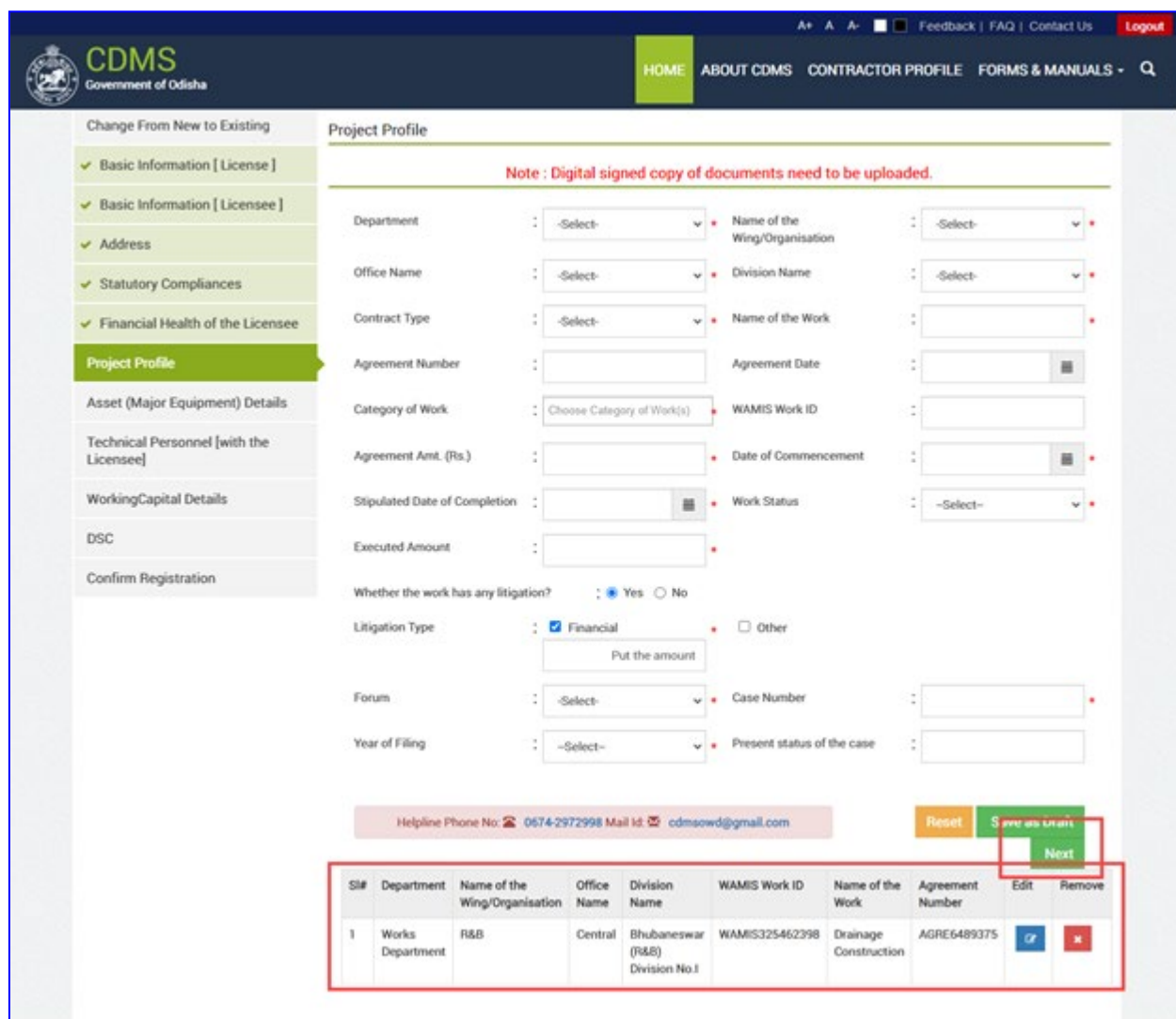
Stipulated Date of Completion : 2022-12-31 \* Work Status (As on 30/12/16) : Ongoing \*

**Figure 3-39 Confirmation Alert Screen**



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>45 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Are you sure you want to save the record in draft?
- If yes, then click on **OK** button and proceed.





Change From New to Existing

**Project Profile**


Note : Digital signed copy of documents need to be uploaded.




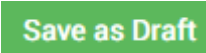
Department: -Select- Name of the Wing/Organisation: -Select-  
 Office Name: -Select- Division Name: -Select-  
 Contract Type: -Select- Name of the Work:   
 Agreement Number: Agreement Date:   
 Category of Work: Choose Category of Work(s) WAMIS Work ID:   
 Agreement Amt. (Rs.): Date of Commencement:   
 Stipulated Date of Completion: Work Status: -Select-  
 Executed Amount:   
 Whether the work has any litigation? Yes No  
 Litigation Type: ☒ Financial ☐ Other  
 Put the amount:   
 Forum: -Select- Case Number:   
 Year of Filing: -Select- Present status of the case:   
 Helpline Phone No: 0674-2972998 Mail Id: cdmsowd@gmail.com  
 Reset Save as Draft Next

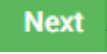
S#	Department	Name of the Wing/Organisation	Office Name	Division Name	WAMIS Work ID	Name of the Work	Agreement Number	Edit	Remove
1	Works Department	R&B	Central	Bhubaneswar (R&B) Division No.1	WAMIS325462398	Drainage Construction	AGRE6489375		

**Figure 3-40** Project Profile Details Screen

The name of the department, wing or organization, office, division, contract type and other necessary details are saved as draft in the system are shown in a tabular format below where edit and remove options are there.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>46 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

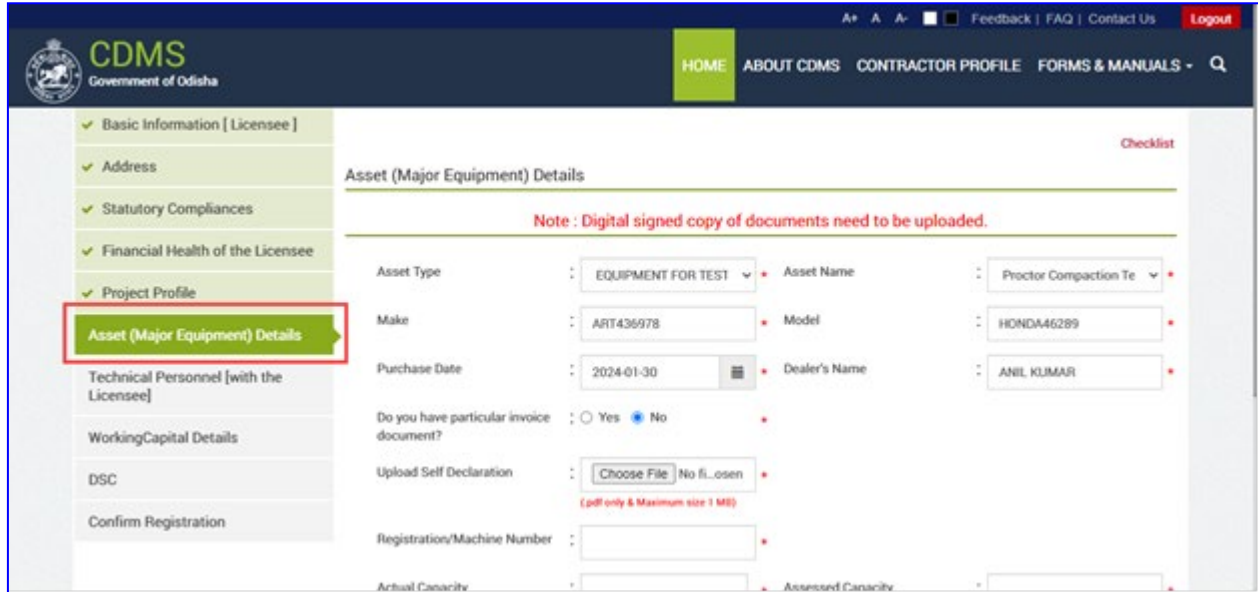
- Select on edit () button to modify or update the added details.
- Remove the project profile details by selecting the cross () sign shown in **Fig. 3-40**.
- To reset the details entered in the system, click on the reset () button shown in **Fig. 3-40**. The system will allow you to re-fill the project profile details and save them.
- Select  button to save the added details in draft mode.

If all of the details added are correct, then select the Next () button to proceed onto the next screen.

### 3.7 ASSET (MAJOR EQUIPMENT) DETAILS


The Asset Details section of the registration process enables contractor to register project asset information, it's make and model, purchase date and other information in the system. Refer the figure shared below.

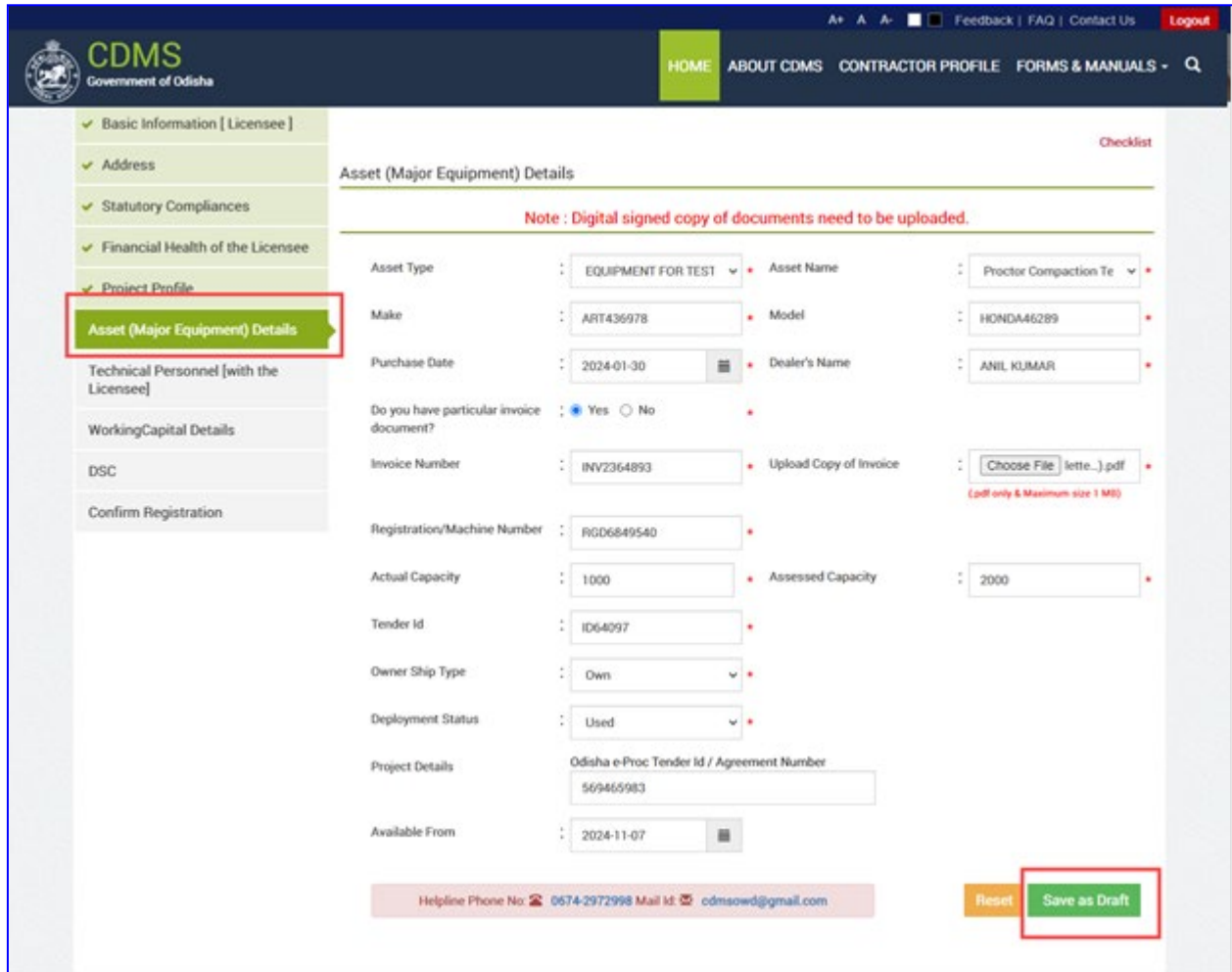
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>47 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 3-41** Asset (Major Equipment) Details Screen


- Select the Asset Type, followed by the Name of the Asset.
- Add the Name of the Make and Model.
- Select the Purchase Date.
- Add the Name of the Dealer.
- Select either Yes or No and confirm whether you have any particular invoice document or not?

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>48 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



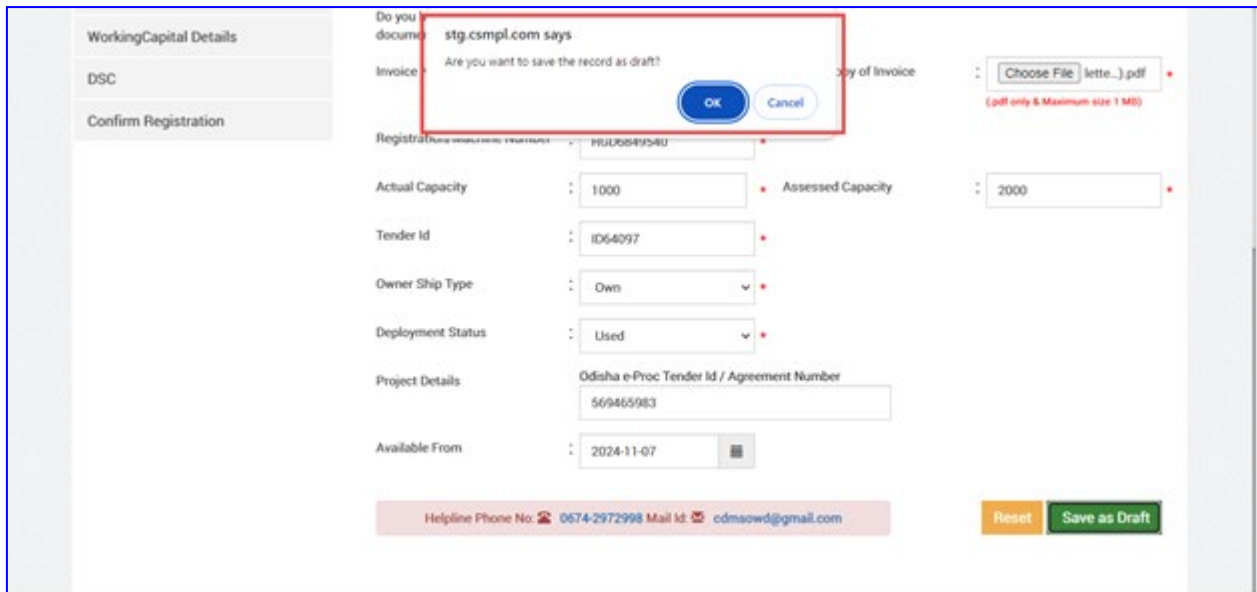
**Figure 3-42** Asset (Major Equipment) Details Screen

- If yes, then provide the Invoice Number and upload the copy of the Invoice.
- Enter the Registration Number of the Invoice.
- Enter the Actual Capacity and Assessed Capacity.
- Enter the Tender ID.
- Select the Ownership Type.
- Select the Deployment Status as Free or Used.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>49 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- If the Deployment Status is Used, then enter the Odisha e-Proc Tender ID or Agreement Number.
- Select the date from when the asset is available for use.
- Click on **Save as Draft** button.

On clicking the Save as Draft button, a confirmation alert message appears on the display screen saying - Are you sure you want to save the record as draft?




The screenshot displays the 'Asset (Major Equipment) Details' form. A confirmation alert message is shown in the center, asking 'Are you sure you want to save the record as draft?' with 'OK' and 'Cancel' buttons. The form fields include:

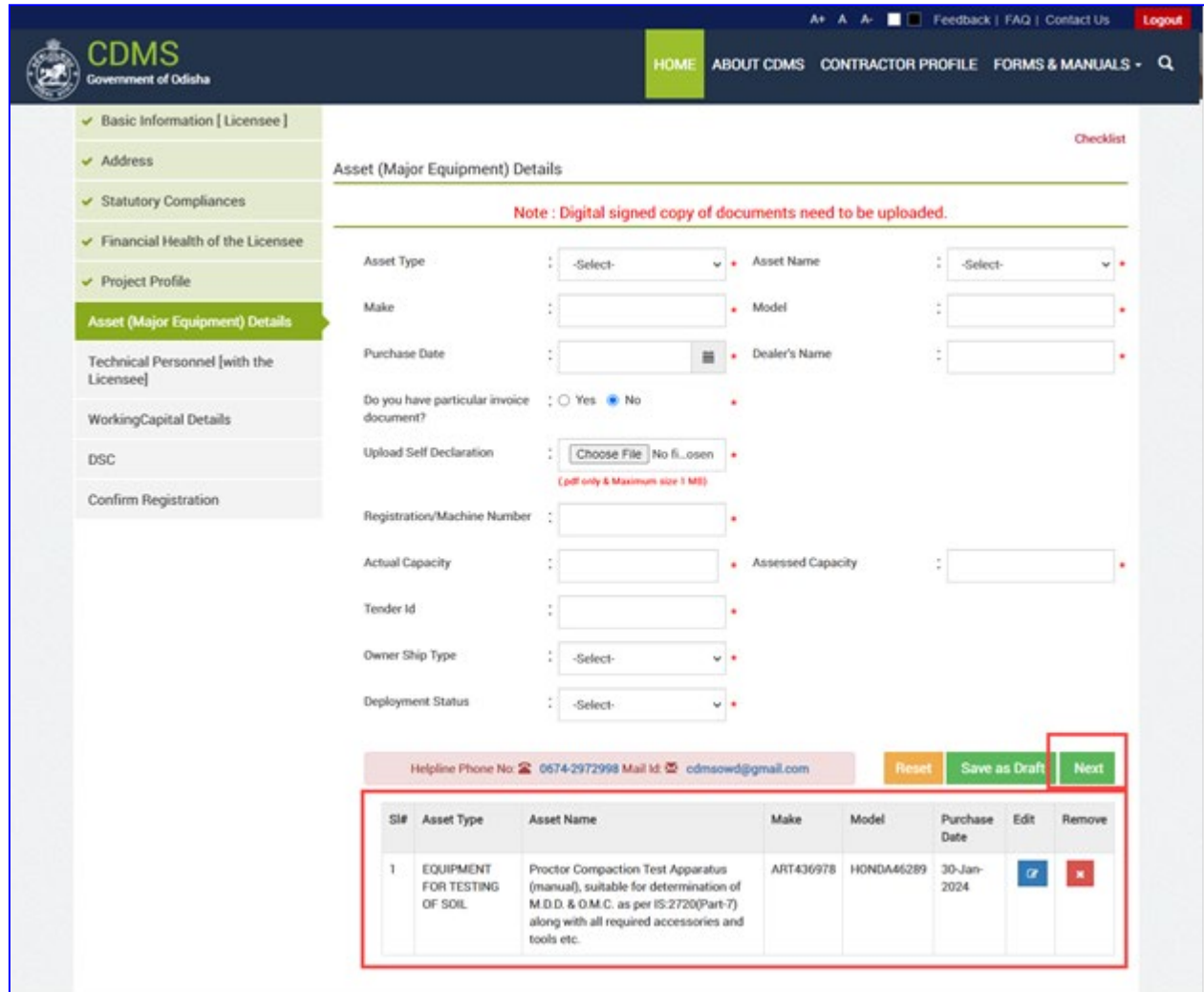
- WorkingCapital Details:** DSC, Confirm Registration
- Invoice:** stg.csmpi.com says, Are you want to save the record as draft? (with OK/Cancel buttons)
- Registration:** HSU0649249
- Actual Capacity:** 1000
- Assessed Capacity:** 2000
- Tender Id:** ID64097
- Owner Ship Type:** Own
- Deployment Status:** Used
- Project Details:** Odisha e-Proc Tender Id / Agreement Number: 569465983
- Available From:** 2024-11-07

At the bottom, there is a footer with contact information: Helpline Phone No: 0574-2972998, Mail Id: cdmsowd@gmail.com, and buttons for 'Reset' and 'Save as Draft'.

**Figure 3-43** Confirmation Alert Message - Asset (Major Equipment) Details Screen

- Click on the **OK** button to confirm the action taken.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>50 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



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Checklist

✓ Basic Information [ Licensee ]

✓ Address

✓ Statutory Compliances

✓ Financial Health of the Licensee

✓ Project Profile

**Asset (Major Equipment) Details**

Technical Personnel [with the Licensee]

WorkingCapital Details

DSC

Confirm Registration

**Asset (Major Equipment) Details**

Note : Digital signed copy of documents need to be uploaded.

Asset Type : -Select- \* Asset Name : -Select- \*

Make : \* Model : \*

Purchase Date : \* Dealer's Name : \*

Do you have particular invoice document? : ☐ Yes ☒ No \*

Upload Self Declaration :  No file chosen \*  
(.pdf only & Maximum size 1 MB)

Registration/Machine Number : \*

Actual Capacity : \* Assessed Capacity : \*

Tender Id : \*

Owner Ship Type : -Select- \*



Deployment Status : -Select- \*


Helpline Phone No : 0674-2972998 Mail Id : cdmsowd@gmail.com


Sl#	Asset Type	Asset Name	Make	Model	Purchase Date	Edit	Remove
1	EQUIPMENT FOR TESTING OF SOIL	Proctor Compaction Test Apparatus (manual), suitable for determination of M.D.D. & O.M.C. as per IS:2720(Part-7) along with all required accessories and tools etc.	ART43697B	HONDA46289	30-Jan-2024	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

**Figure 3-44** Asset (Major Equipment) Details Screen

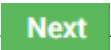
The name of the asset, with type, and make, model, purchase date and other necessary details are saved as draft in the system are shown in a tabular format below where edit and remove options are there.

- Select on edit () button to modify or update the added details.
- Remove the asset details by selecting the cross () sign shown in **Fig. 3-44**.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>51 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

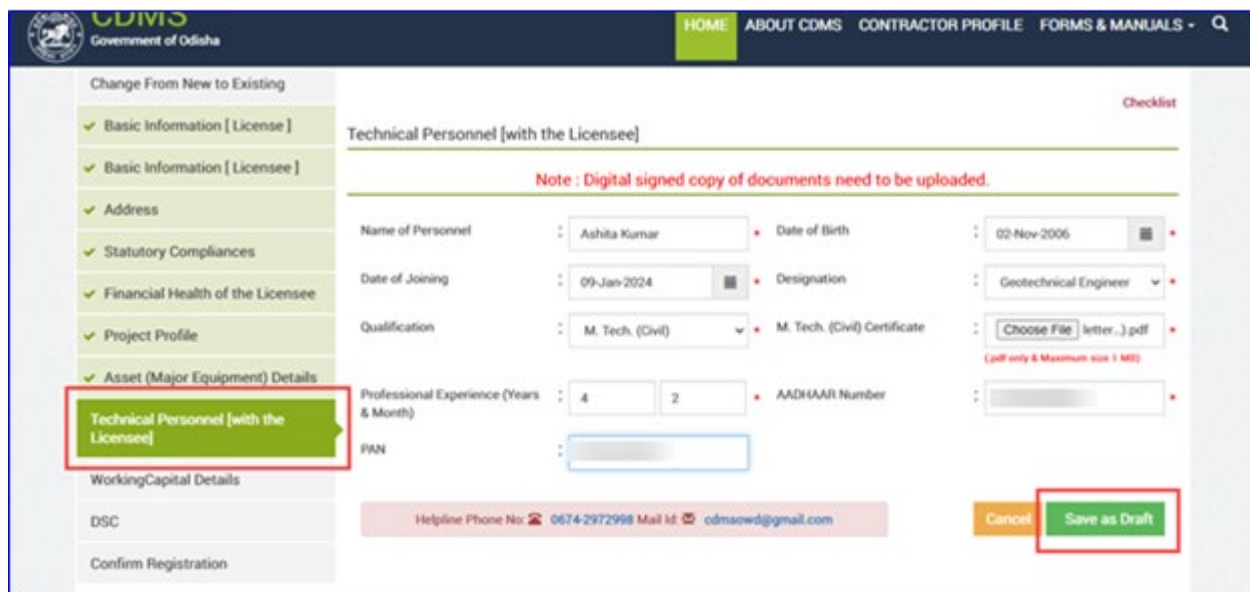
- To reset the details entered in the system, click on the reset (  ) button shown in **Fig. 3-44**. The system will allow you to re-fill the asset profile details and save them.

- Select  button to save the added details in draft mode.

If all of the details added are correct, then select the Next (  ) button to proceed onto the next screen.

### 3.8 TECHNICAL PERSONNEL [WITH THE LICENSEE]

Add the Technical Personnel Information such as the Name, Date of Birth, Date of Joining, Designation, Experience, etc., in this section.




The screenshot displays the 'Technical Personnel [with the Licensee]' screen. On the left, a sidebar lists navigation options: 'Change From New to Existing', 'Basic Information [ License ]', 'Basic Information [ Licensee ]', 'Address', 'Statutory Compliances', 'Financial Health of the Licensee', 'Project Profile', 'Asset (Major Equipment) Details', 'Technical Personnel [with the Licensee]' (highlighted with a red box), 'WorkingCapital Details', 'DSC', and 'Confirm Registration'. The main form area contains a 'Note : Digital signed copy of documents need to be uploaded.' and several input fields: 'Name of Personnel' (Ashita Kumar), 'Date of Birth' (02-Nov-2006), 'Date of Joining' (09-Jan-2024), 'Designation' (Geotechnical Engineer), 'Qualification' (M. Tech. (Civil)), 'M. Tech. (Civil) Certificate' (Choose File), 'Professional Experience (Years & Month)' (4 years, 2 months), 'AADHAAR Number', and 'PAN'. At the bottom, there is a 'Cancel' button and a 'Save as Draft' button (highlighted with a red box). The footer includes the helpline phone number 0674-2972998 and email address csmasowd@gmail.com.

**Figure 3-45** Technical Personnel [with the Licensee] Screen

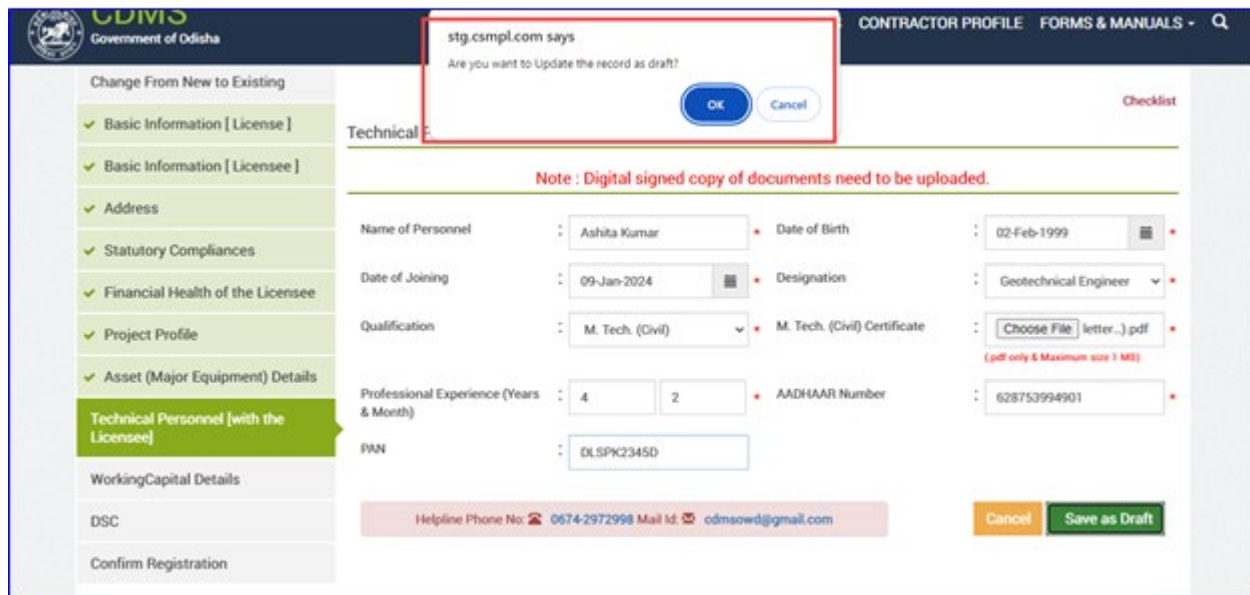
- Enter the Name of the Technical Personnel.
- Select the Date of Birth. (**Note** - Make sure age of the personnel is greater than 18 years)
- Select the Date of Joining.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>52 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Select the Designation.
- Select the Qualification. Upload the Certificate of the Qualification.
- Enter the Total Number of Professional Experience in Years and Months.
- Enter the Aadhaar Number.
- Enter the PAN Number.
- Click on the **Save as Draft** button.
  - Or, click on **Cancel** button to cancel the submission.


On clicking the Save as Draft button, a confirmation alert message appears on the display screen saying - Are you sure you want to update the record as draft?

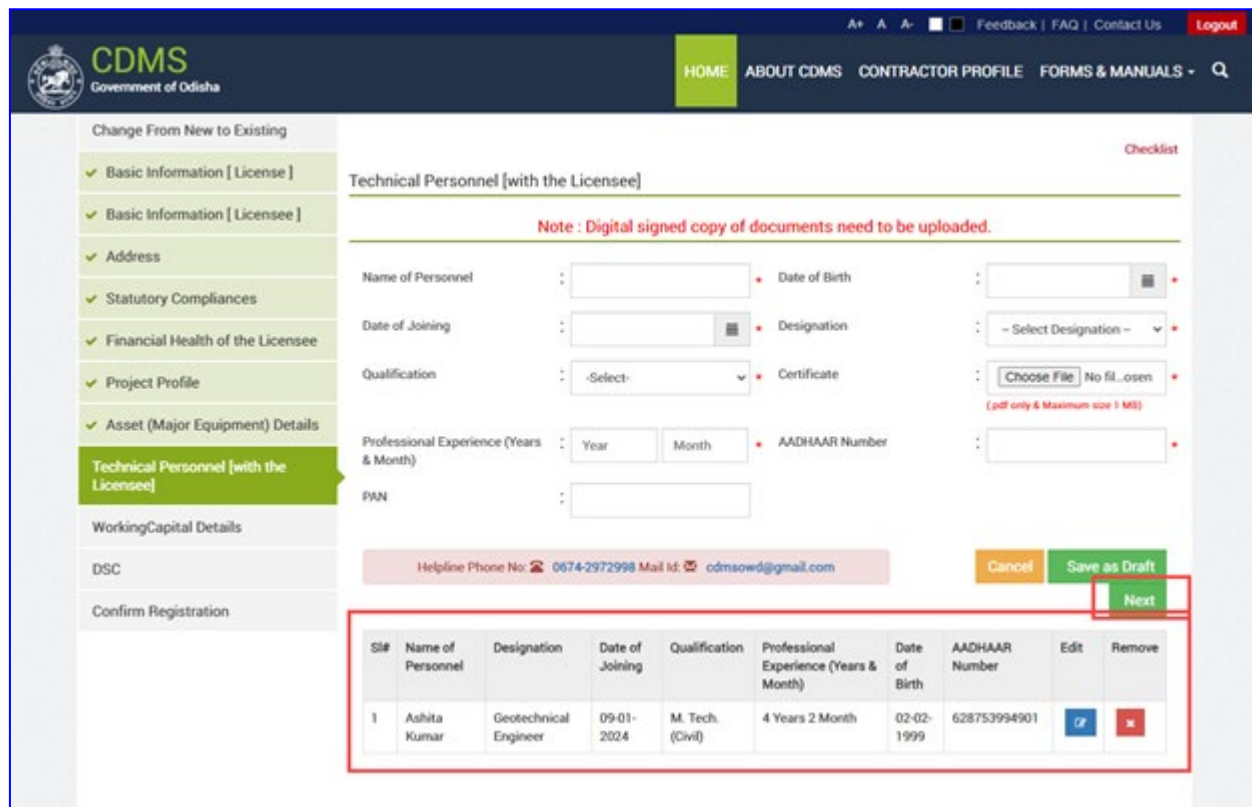




**Figure 3-46** Technical Personnel [with the Licensee] Screen

- Click on the **OK** button to confirm the action taken.






	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>53 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




Sl#	Name of Personnel	Designation	Date of Joining	Qualification	Professional Experience (Years & Month)	Date of Birth	AADHAAR Number	Edit	Remove
1	Ashita Kumar	Geotechnical Engineer	09-01-2024	M. Tech. (Civil)	4 Years 2 Month	02-02-1999	628753994901		

**Figure 3-47** Technical Personnel [with the Licensee] Screen

The name of the personnel, with designation, and date of joining, qualification, professional experience, date of birth, aadhaar number, and other necessary details are saved as draft in the system are shown in a tabular format below where edit and remove options are there.

- Select on edit () button to modify or update the added details.
- Remove the technical personnel details by selecting the cross () sign shown in **Fig. 3-47**.
- To reset the details entered in the system, click on the reset () button shown in **Fig. 3-47**. The system will allow you to re-fill the asset technical personnel details and save them.

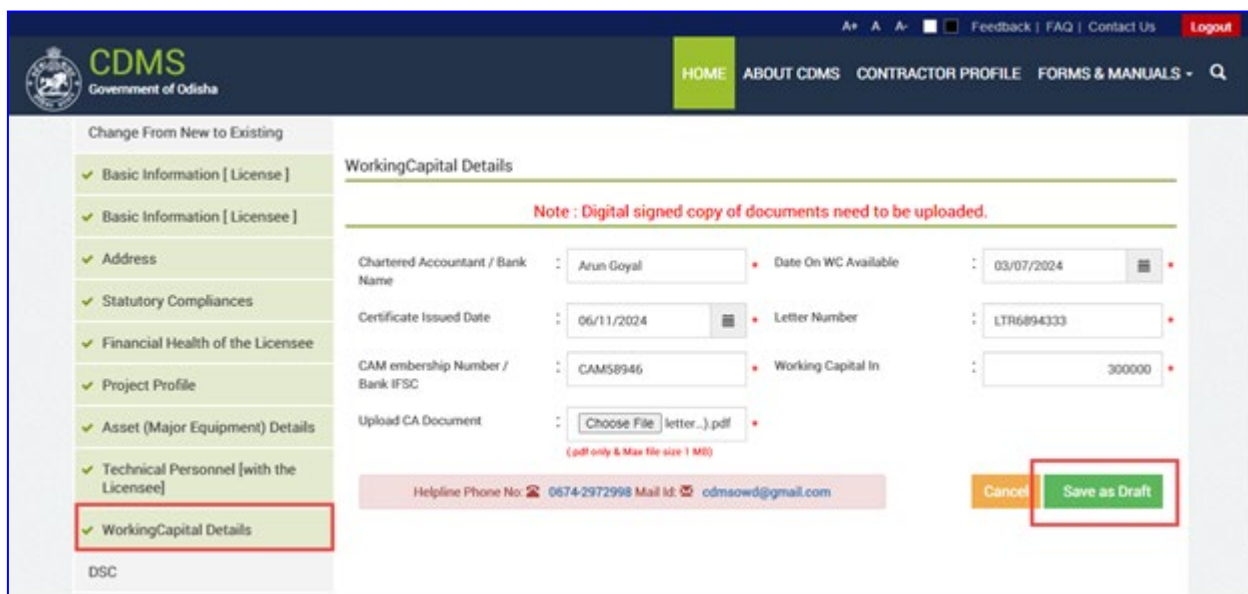
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>54 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Select **Save as Draft** button to save the added details in draft mode.

If all of the details added are correct, then select the Next (**Next**) button to proceed onto the next screen.


### 3.9 WORKING CAPITAL DETAILS

Add the working capital information

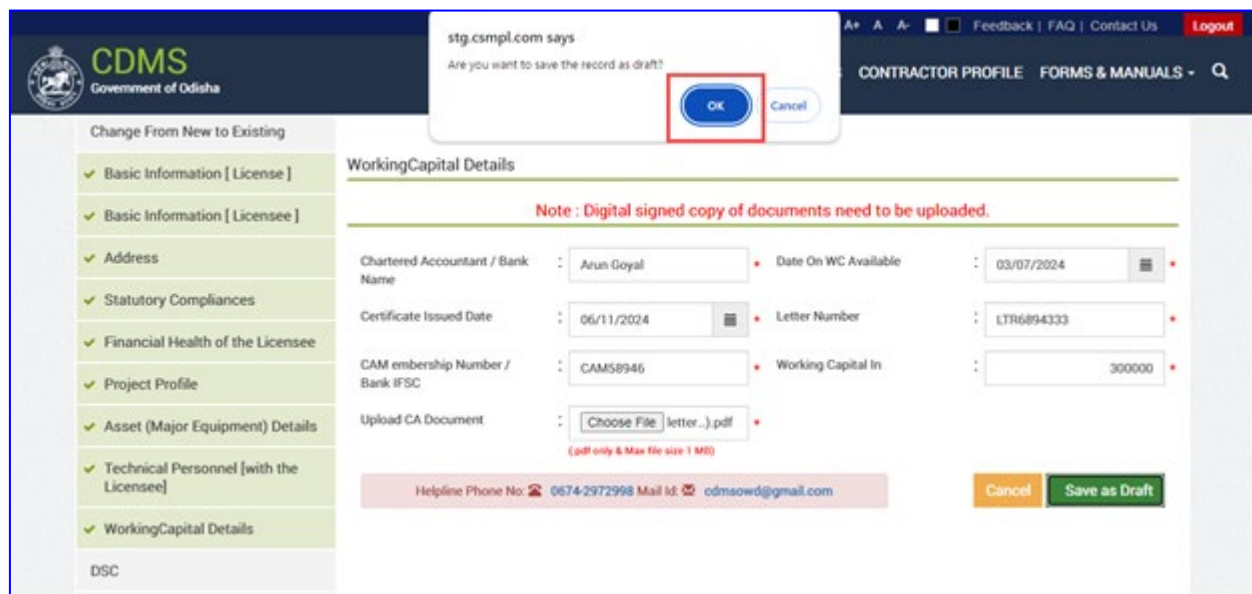


**Figure 3-48** Working Capital Details Screen

- Add the Name of the Chartered Accountant.
- Select the Date from when the WC is available.
- Select the Date of Certificate Issuance.
- Enter the Letter Number.
- Enter the CAM Membership Number or Bank IFSC Code.
- Enter the Working Capital Value.
- Upload the CA Document in the suggested file format only.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>55 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


- Click on **Save as Draft** button.
- On clicking a confirmation alert message appears on the display screen saying - Are you sure you want to save the record in draft?

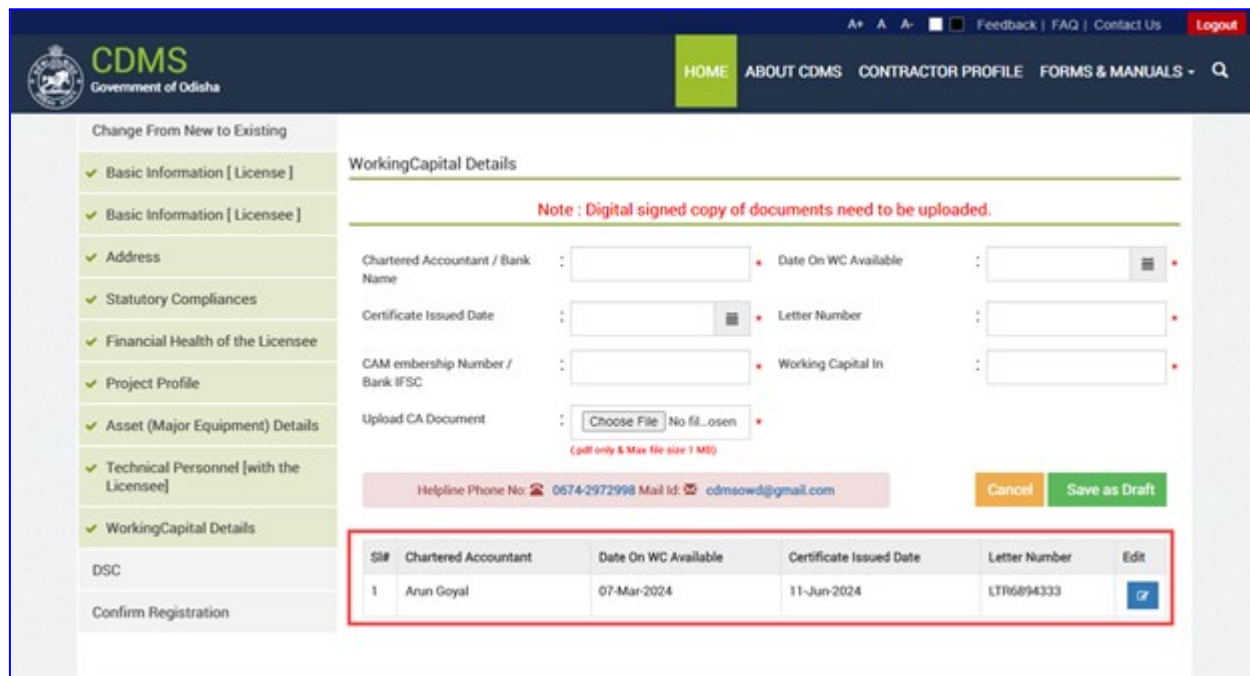


The screenshot shows the CDMS (Contractor Database Management System) interface. At the top, a confirmation dialog box from 'stg.csmpi.com' asks 'Are you want to save the record as draft?'. The 'OK' button in this dialog is highlighted with a red box. Below the dialog, the 'WorkingCapital Details' form is visible. It includes a sidebar with a list of sections: Basic Information [License], Basic Information [Licensee], Address, Statutory Compliances, Financial Health of the Licensee, Project Profile, Asset (Major Equipment) Details, Technical Personnel [with the Licensee], and WorkingCapital Details. The main form area contains fields for 'Chartered Accountant / Bank Name' (Arun Goyal), 'Date On WC Available' (03/07/2024), 'Certificate Issued Date' (06/11/2024), 'Letter Number' (LTR6894333), 'CAM embership Number / Bank IFSC' (CAM58946), and 'Working Capital In' (300000). There is also a file upload field for 'Upload CA Document'. At the bottom right, there are 'Cancel' and 'Save as Draft' buttons. A footer bar contains the helpline phone number (0674-2972998) and email (cdmsowd@gmail.com).

**Figure 3-49** Working Capital Details Screen

- Click on the **OK** button to confirm the action taken.
- On confirmation only, the working capital details is added in the system and displayed in a tabular format.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>56 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



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Change From New to Existing

- Basic Information [ License ]
- Basic Information [ Licensee ]
- Address
- Statutory Compliances
- Financial Health of the Licensee
- Project Profile
- Asset (Major Equipment) Details
- Technical Personnel [with the Licensee]
- WorkingCapital Details

DSC

Confirm Registration

**WorkingCapital Details**

Note : Digital signed copy of documents need to be uploaded.

Chartered Accountant / Bank Name :  Date On WC Available :

Certificate Issued Date :  Letter Number :

CAM embership Number / Bank IFSC :  Working Capital In :





Upload CA Document :  No file chosen

(pdf only & Max file size 1 MB)

Helpline Phone No: 0674-2972998 Mail id: cdmsowd@gmail.com


Sl#	Chartered Accountant	Date On WC Available	Certificate Issued Date	Letter Number	Edit
1	Arun Goyal	07-Mar-2024	11-Jun-2024	LTR6894333	<input type="button" value="Edit"/>

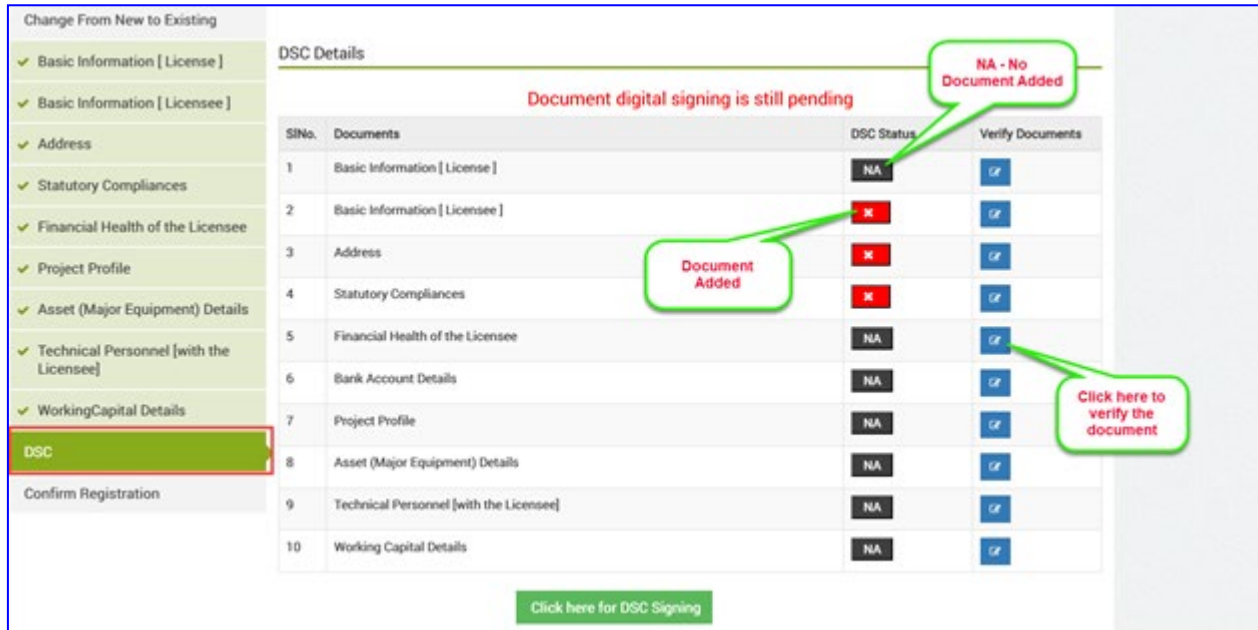
**Figure 3-50** Working Capital Details Screen

- Select on edit (  ) button to modify or update the added details.
- Remove the working capital details by selecting the cross (  ) sign shown in **Fig. 3-50**.
- To reset the details entered in the system, click on the reset (  ) button shown in **Fig. 3-50**. The system will allow you to re-fill the asset working capital details and save them.
- Select  button to save the added details in draft mode.

### 3.10 DSC DETAILS

The document uploaded needs to be digitally signed and uploaded again in the system. View the DSC Details and the current status of the DSC in this section.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>57 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Change From New to Existing

- ✓ Basic Information [ License ]
- ✓ Basic Information [ Licensee ]
- ✓ Address
- ✓ Statutory Compliances
- ✓ Financial Health of the Licensee
- ✓ Project Profile
- ✓ Asset (Major Equipment) Details
- ✓ Technical Personnel [with the Licensee]
- ✓ WorkingCapital Details
- DSC**
- Confirm Registration

**DSC Details**

Document digital signing is still pending

SINo.	Documents	DSC Status	Verify Documents
1	Basic Information [ License ]	NA	<a href="#">Verify</a>
2	Basic Information [ Licensee ]	✖	<a href="#">Verify</a>
3	Address	✖	<a href="#">Verify</a>
4	Statutory Compliances	✖	<a href="#">Verify</a>
5	Financial Health of the Licensee	NA	<a href="#">Verify</a>
6	Bank Account Details	NA	<a href="#">Verify</a>
7	Project Profile	NA	<a href="#">Verify</a>
8	Asset (Major Equipment) Details	NA	<a href="#">Verify</a>
9	Technical Personnel [with the Licensee]	NA	<a href="#">Verify</a>
10	Working Capital Details	NA	<a href="#">Verify</a>

Click here for DSC Signing


**Figure 3-51 DSC Details**

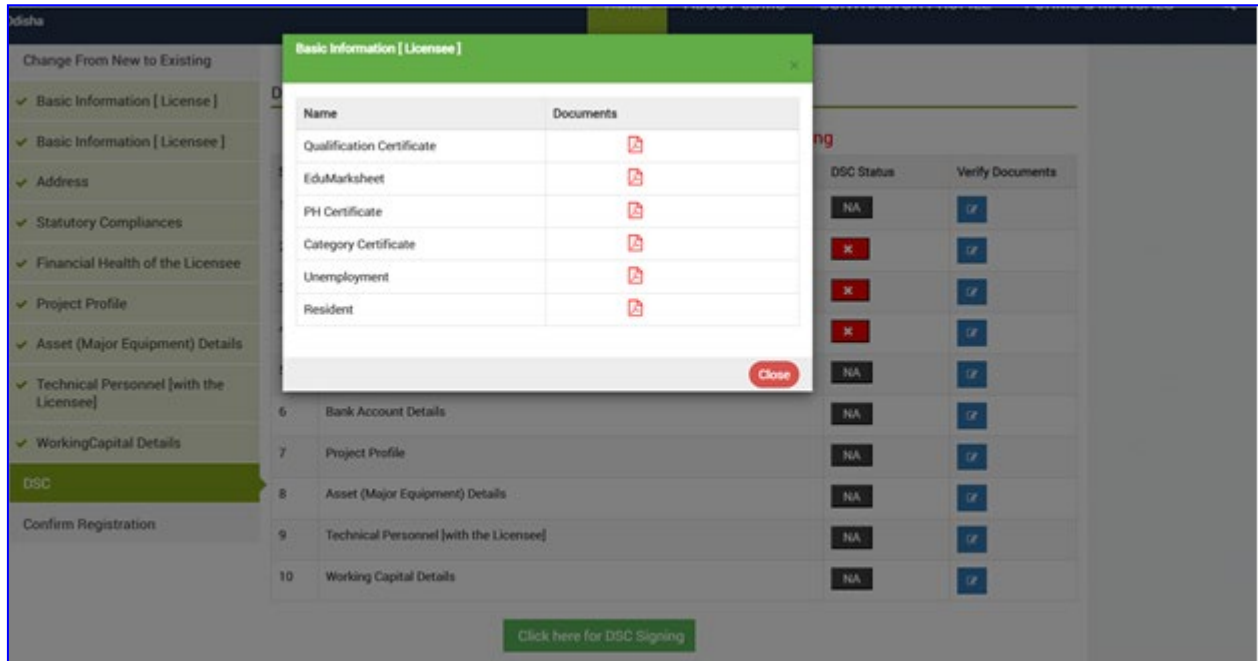
View the list of the Documents and respective DSC Status in the DSC Details section.







The Document marked with the NA are not uploaded yet, whereas the one marked with cross sign are uploaded but digitally not signed.

The Contractor user has the facility to verify the documents, before the DSC of the certificates uploaded.

- Click on the **Verify** button to view the list of the documents uploaded under respective category of documents.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>58 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Name	Documents
Qualification Certificate	
EduMarksheet	
PH Certificate	
Category Certificate	
Unemployment	
Resident	


**Figure 3-52 Basic Information (Licensee) Documents**

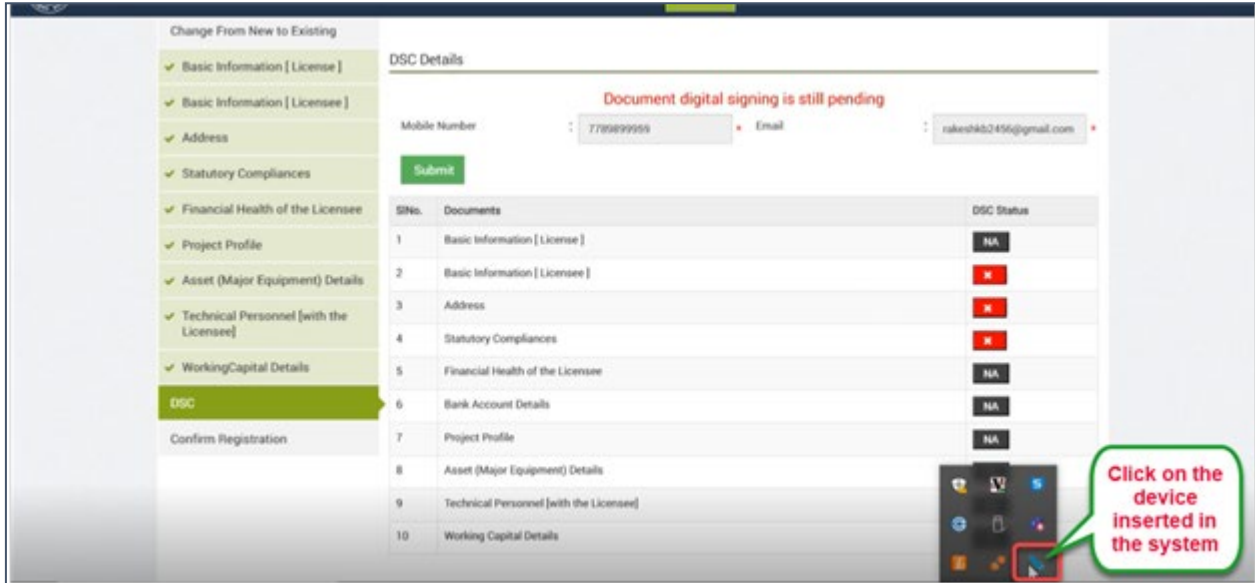
Click on the pdf icon to view and then verify the documents.

If all the documents uploaded is correct and need no modification, then click on the **Close** button to close the pop-up window, and return back to the DSC section.

For uploading the DSC Certificate, the Contractor User needs to register in the DSC application with respective mobile number.



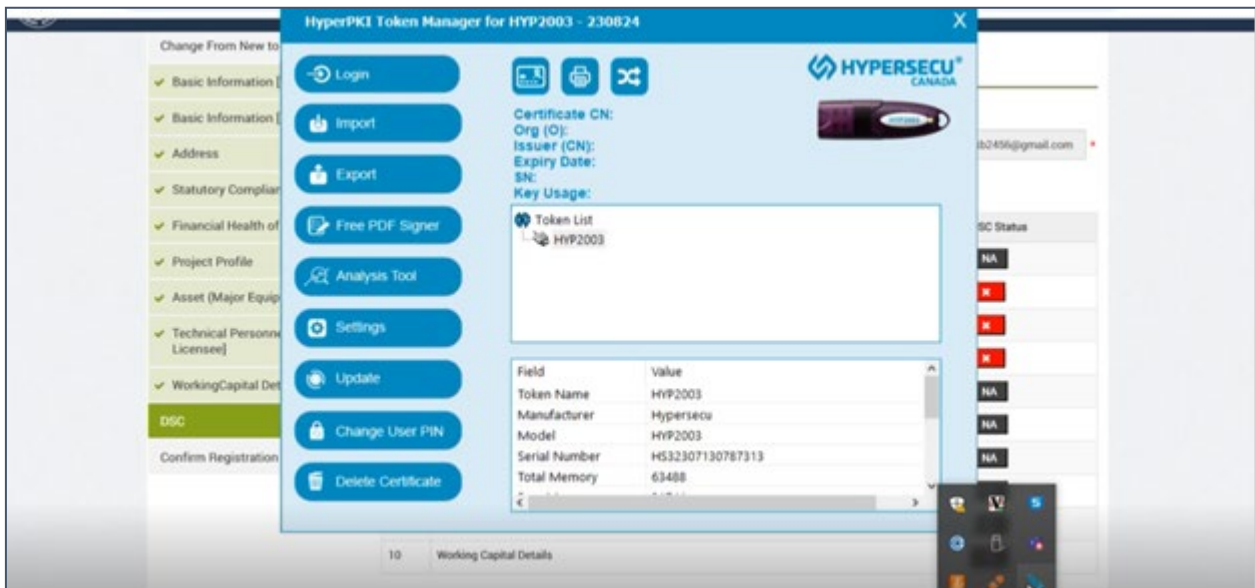
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>59 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



S/Ns.	Documents	DSC Status
1	Basic Information [ License ]	NA
2	Basic Information [ Licensee ]	X
3	Address	X
4	Statutory Compliances	X
5	Financial Health of the Licensee	NA
6	Bank Account Details	NA
7	Project Profile	NA
8	Asset (Major Equipment) Details	
9	Technical Personnel [with the Licensee]	
10	Working Capital Details	

**Figure 3-53 DSC Registration**

- Click on the device inserted to open.



Field	Value
Token Name	HYP2003
Manufacturer	Hypersecu
Model	HYP2003
Serial Number	HS32307130787313
Total Memory	63488

**Figure 3-54 Login into the Device**

- Click on the **Login** option.

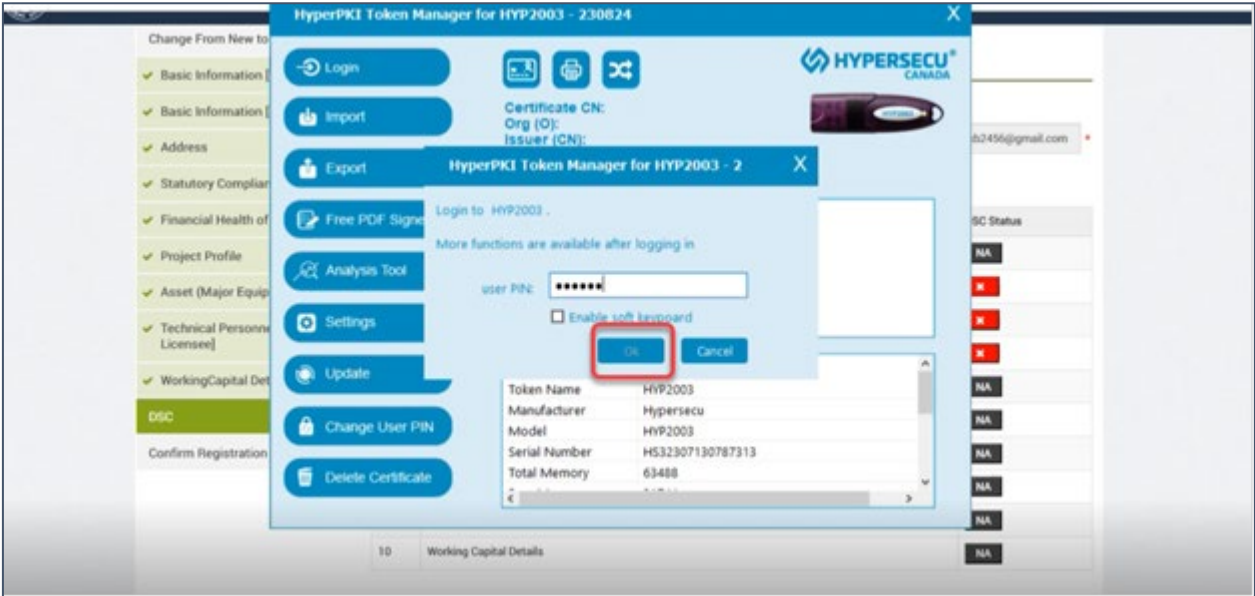


Figure 3-55 Enter Password

- Enter the passkey for the device inserted in the system, and click on the OK button to login.

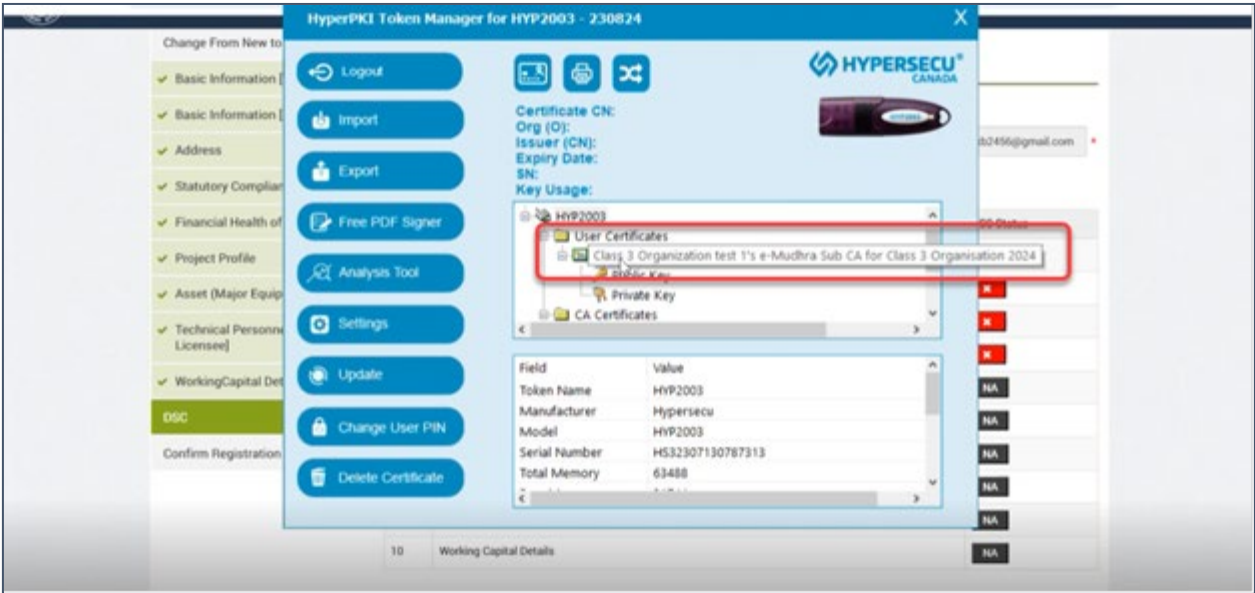

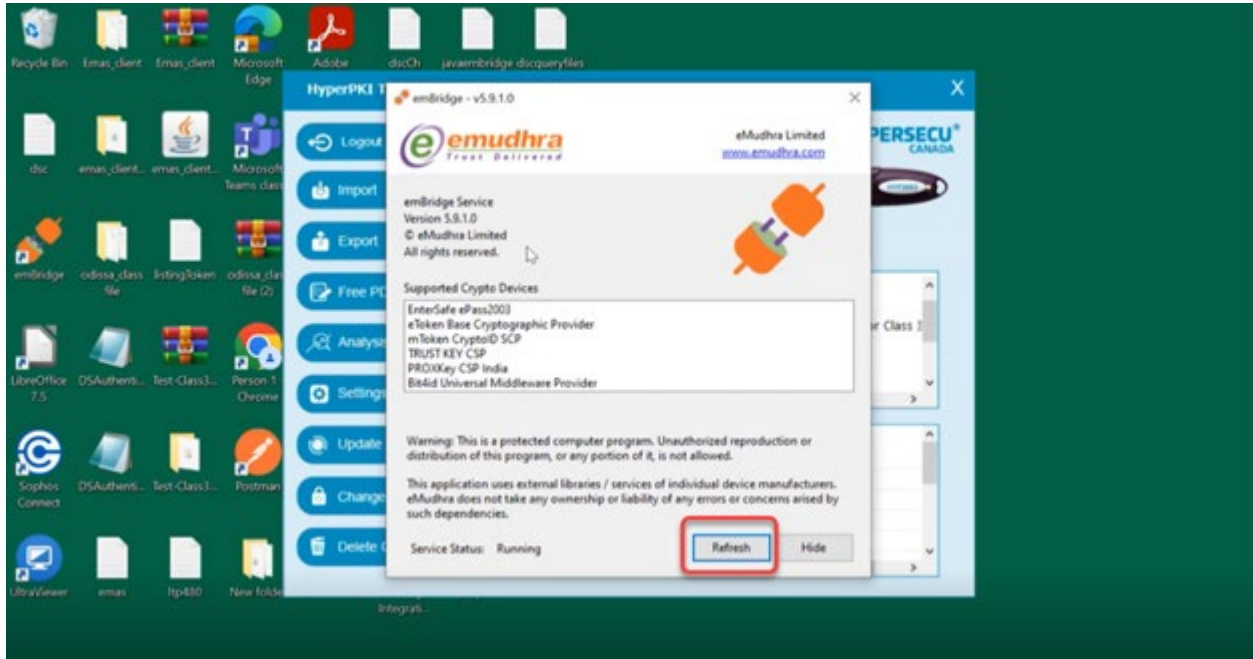


Figure 3-56 View User Certificates



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>61 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


- View the list of certificates registered.
- The user needs to have emBridge application installed in the system.

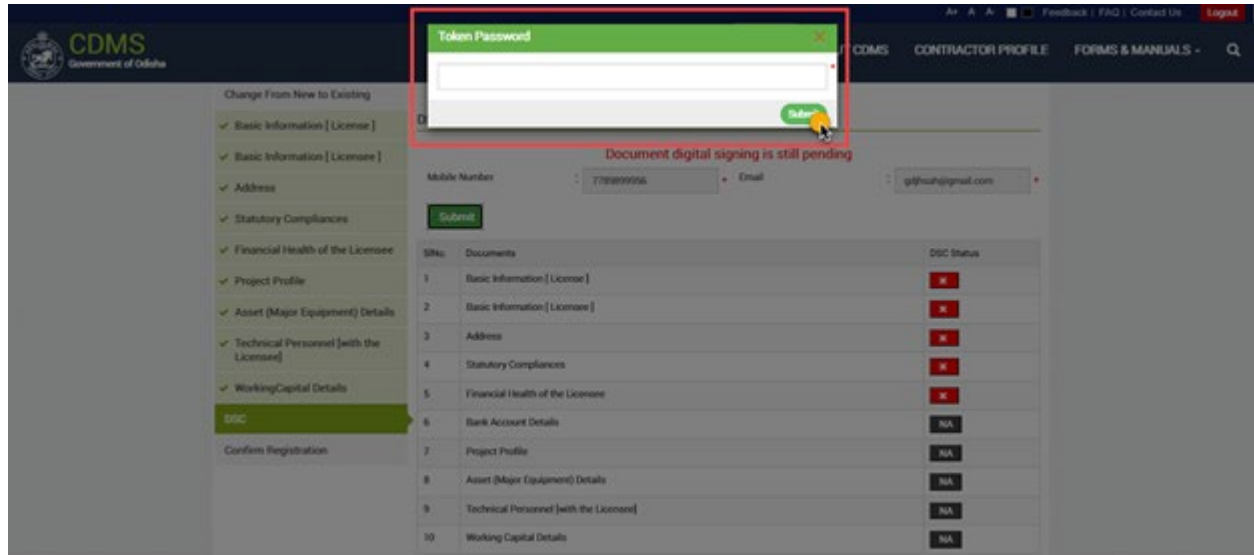


**Figure 3-57 Application Download**

Now, get back to the DSC Details section again.

Click on the **Confirm** button.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>62 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Token Password

Document digital signing is still pending

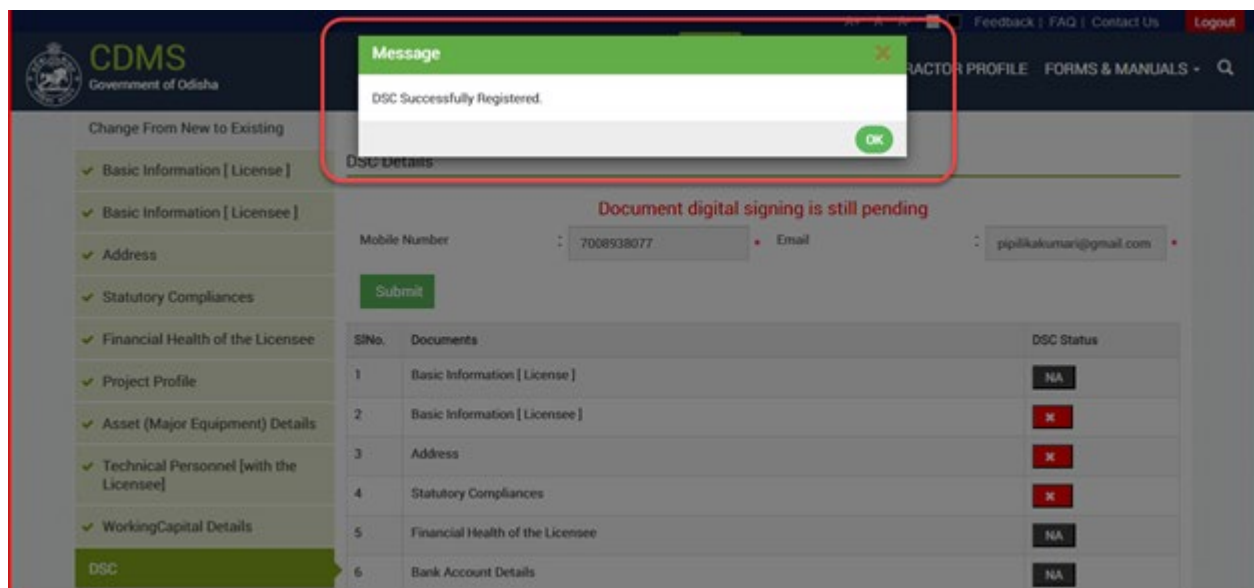
Mobile Number : 779899956 • Email : gpfhous@gmail.com

Submit

SINo.	Documents	DSC Status
1	Basic Information [ License ]	✖
2	Basic Information [ License ]	✖
3	Address	✖
4	Statutory Compliances	✖
5	Financial Health of the Licensee	✖
6	Bank Account Details	NA
7	Project Profile	NA
8	Asset (Major Equipment) Details	NA
9	Technical Personnel [with the Licensee]	NA
10	Working Capital Details	NA

**Figure 3-58 Token Password**

- Enter the Token Password, and click on the **Submit** button.



Message

DSC Successfully Registered.

OK

Document digital signing is still pending


Mobile Number : 7008938077 • Email : pipilikakumari@gmail.com

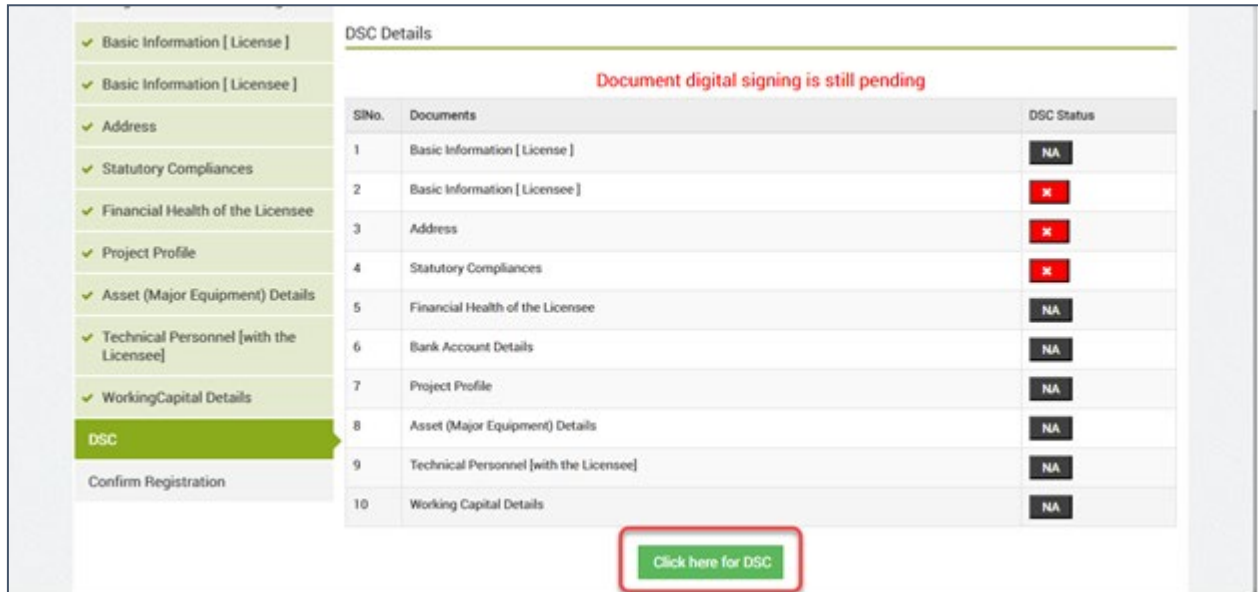
Submit

SINo.	Documents	DSC Status
1	Basic Information [ License ]	NA
2	Basic Information [ Licensee ]	✖
3	Address	✖
4	Statutory Compliances	✖
5	Financial Health of the Licensee	NA
6	Bank Account Details	NA

**Figure 3-59 Confirmation Message**

- Now, proceed to digitally sign the document already uploaded.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>63 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**DSC Details**

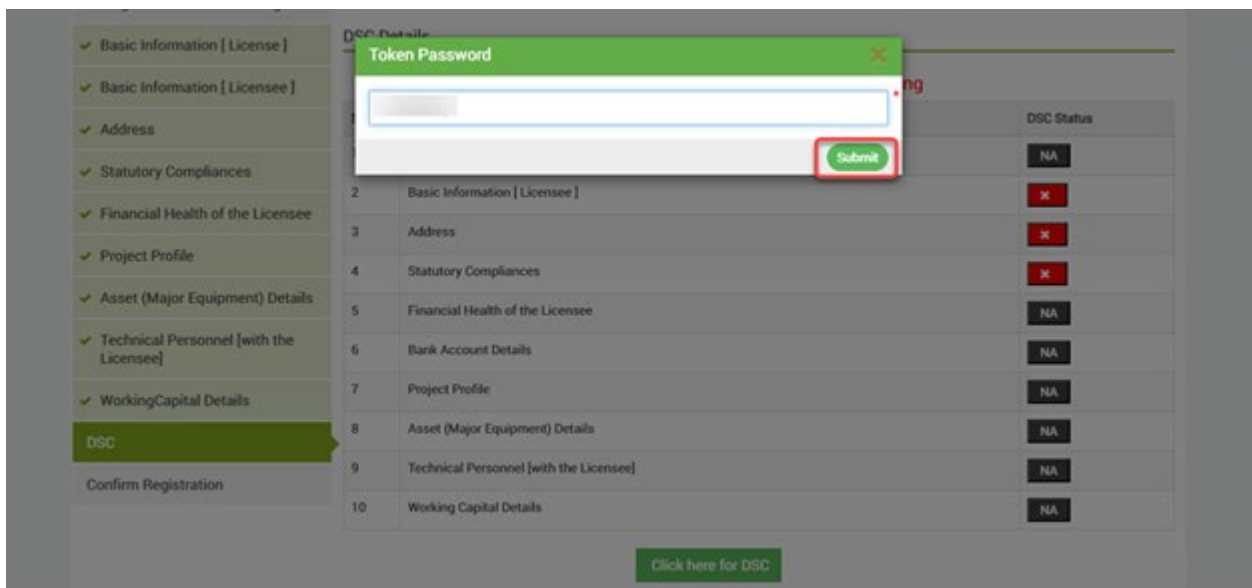
Document digital signing is still pending

SlNo.	Documents	DSC Status
1	Basic Information [ License ]	NA
2	Basic Information [ Licensee ]	✖
3	Address	✖
4	Statutory Compliances	✖
5	Financial Health of the Licensee	NA
6	Bank Account Details	NA
7	Project Profile	NA
8	Asset (Major Equipment) Details	NA
9	Technical Personnel [with the Licensee]	NA
10	Working Capital Details	NA

[Click here for DSC](#)

**Figure 3-60 DSC Details**

- Click on **Click here for DSC** button to go for signing the pdf documents.



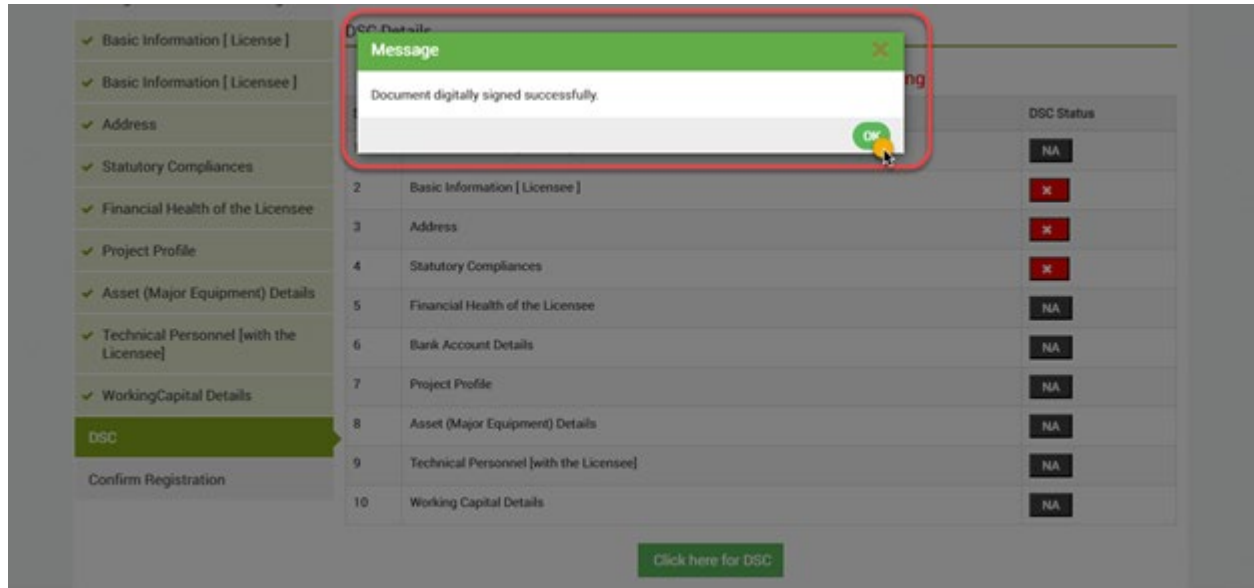
**Token Password**

[Submit](#)

[Click here for DSC](#)

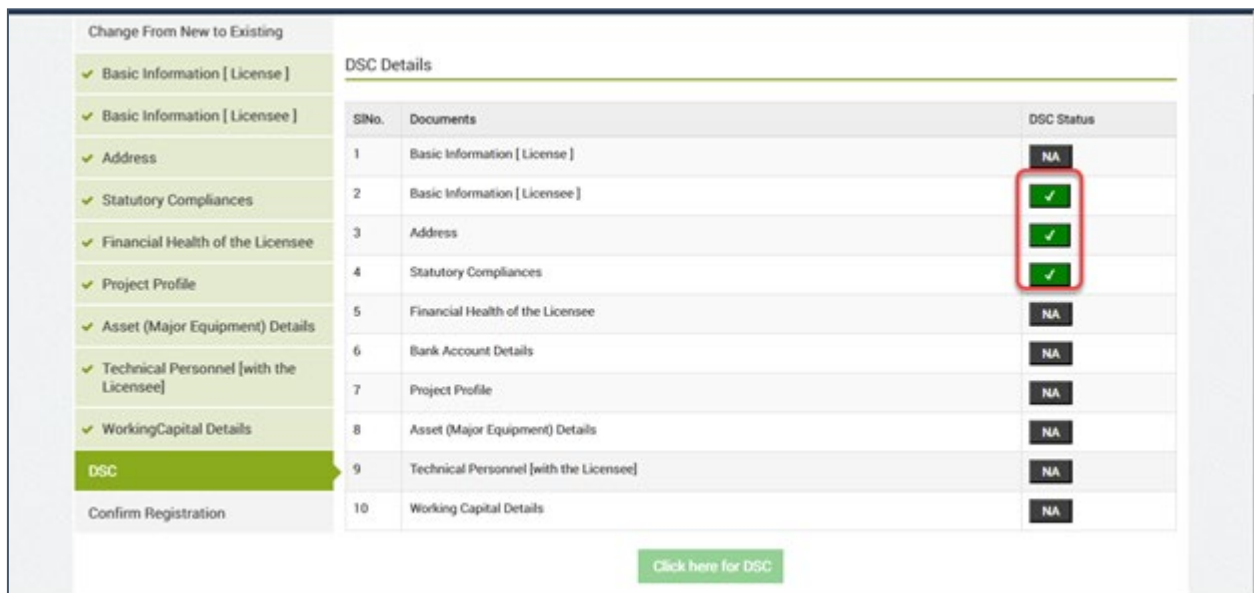
**Figure 3-61 Enter Token Password**

- Enter the token number and click on **Submit** button.




**Figure 3-62 Confirmation Message**

- Documents are digitally signed successfully.
- Now, no documents are pending for DSC.




**Figure 3-63 DSC Details**

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>65 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

The documents marked with green are digitally signed successfully.

### 3.11 CONFIRM REGISTRATION

On providing the basic information, present and permanent address, statutory compliance details etc. the user needs to confirm these details and proceed further. The user is redirected to the Confirm Registration screen as shown below

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>66 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

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HOME ABOUT CDMS CONTRACTOR PROFILE FORMS & MANUALS LOGIN

Change From New to Existing

- Basic Information [ License ]
- Basic Information [ License ]
- Address
- Statutory Compliances
- Financial Health of the Licensee
- Project Profile
- Asset (Major Equipment) Details
- Technical Personnel (with the Licensee)
- Working/Capital Details
- DISC
- Confirm Registration**

**Basic Information [ License ]**

Category of License : Civil Class of License : B-Class  
 Issuing Department Name : Works Department Name of the Wing/Organisation : R&B  
 Office Name : XXXXXXXXXX Issuing Authority : Engineer-in-Chief (Civil)

**Basic Information [ License ]**

Other than Odisha PWD Contractor? : No  
 Have you registered in Local MSB? : No  
 Do you belong to start up? : No  
 Do you belong to any govt undertaking bodies? : No  
 Do you belong to Labour Union Cooperative Society? : No

Category of License : Civil  
 Class of License : B-Class  
 License / Ownership Type : Individual  
 Individual Name : Rakesh Gargi  
 Date of Birth : 25-Dec-1986  
 Gender : Male  
 Mother's Name : Ananta Gargi  
 Father's Name : Ash Kumar  
 Qualification : Diploma Engineer  
 Certificate No. : 48541730294  
 Name of the Passing Institution : 2009  
 Name of the University : KJ Somaiya University  
 Passing Year : 2013  
 Physically Handicapped : No

**Present / Communication Address**

State : Odisha District : Khurda  
 Block/U.S.B. : Balaika GP/Ward Number : Balaika  
 Police Station : Balaika Post Office : Balaika  
 Village / Local Area Name : Arologi Habitation/Street/Land Mark : Arologi  
 House Number : 34 PIN : 751007  
 Address Proof Document : Aadhaar Card Address Proof File :  
 Mobile Number : 7008930673 Email (you used to login & Post) : paprikakumar@gmail.com

**Permanent Address**

State : Odisha District : Khurda  
 Block/U.S.B. : Balaika GP/Ward Number : Balaika  
 Police Station : Balaika Post Office : Balaika  
 Village / Local Area Name : Arologi Habitation/Street/Land Mark : Arologi  
 House Number : 34 PIN : 751007  
 Address Proof Document : Aadhaar Card Address Proof File :  
 Mobile Number : 7008930673 Email : paprikakumar@gmail.com

**Statutory Compliances [Individual]**

Type of Document	Number	Upload Scan Copy
PAN	2KSPK2543D	
AADHAAR Number	206433016289	
Valid GST Number	11OLSPK2543D1Q1	

Click on the document uploaded

**Project Profile** (Project Completed on or after 01-04-2017 OR Awarded on or after 01-04-2017 OR Approved prior to 01-04-2017 but still on-going)

S#	Department (A)	Name of the Wing/Organisation (B)	Other PWD Organisation (C)	Circle Name (D)	Division Name (E)	Contract Type (F)	Name of the work (G)	Agreement Number (H)	Agreement Date (I)	Category of work (J)	
S#	Date of Commencement (M)	Stipulated Date of Completion (N)	Work Status/On or 30-Sep-2014 (O)	Work Execution Certificate (P)	Actual Date of Completion (Q)	Executed Amount (T)B 30-Sep-2014 (R)	Litigation Type	Litigation Amount	Forum	Case Number	Year of Filing

**Asset (Major Equipment) Details**

S#	Asset Type	Asset Name	Make	Model	Purchase Date	Dealer's Name	Invoice Number	Registration/Machine Number
----	------------	------------	------	-------	---------------	---------------	----------------	-----------------------------


**Technical Personnel (with the Licensee)**

S#	Name of Personnel	Designation	Date of Joining	Qualification	Certificate	Date of Birth	Professional Experience (Years & Months)	AADHAAR Number
----	-------------------	-------------	-----------------	---------------	-------------	---------------	--	----------------

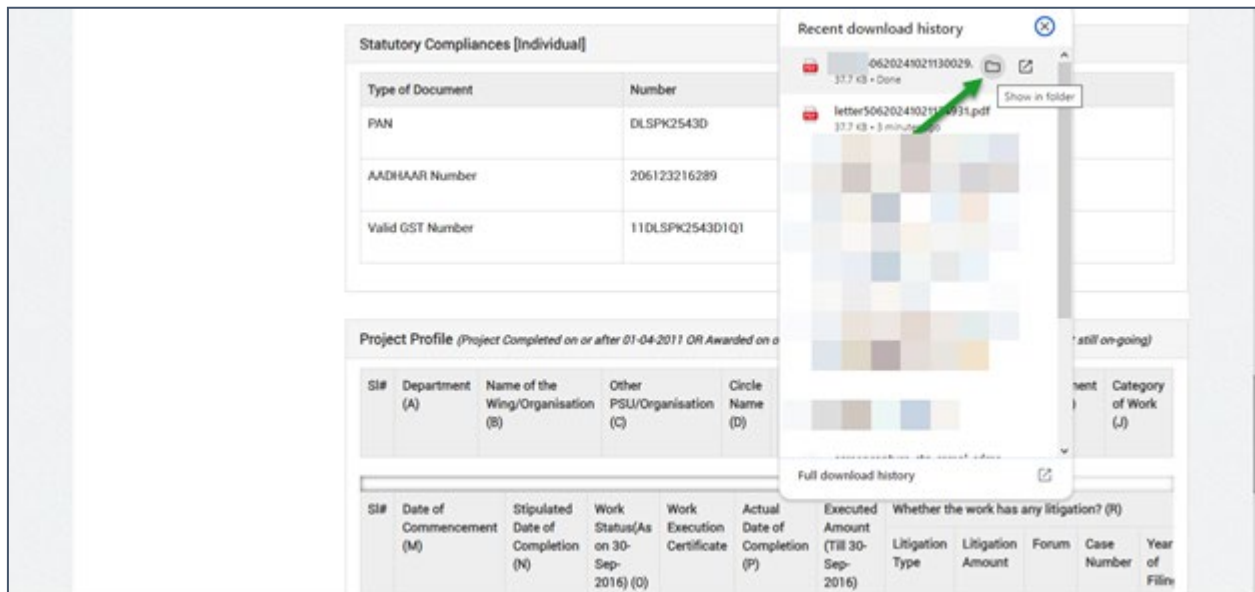
Captcha : 4e2h7

MAINTAIN CONFIRM

**Figure 3-64** Confirm Registration Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>67 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- The list of the application details with uploaded document, digitally signed are displayed in the preview section.
- To download and view the documents uploaded, click on the **pdf** icon for respective document type.



The screenshot displays the 'Confirm Registration Screen' with the following sections:

- Statutory Compliances [Individual]**

Type of Document	Number
PAN	DILSPK2543D
AADHAAR Number	206123216289
Valid GST Number	11DLSPK2543D1Q1
- Project Profile** (Project Completed on or after 01-04-2011 OR Awarded on or after 01-04-2011)
 

Sl#	Department (A)	Name of the Wing/Organisation (B)	Other PSU/Organisation (C)	Circle Name (D)
- Download History**

**Recent download history**


File Name	Size	Status
letter50620241021130029.pdf	32.7 KB	Done

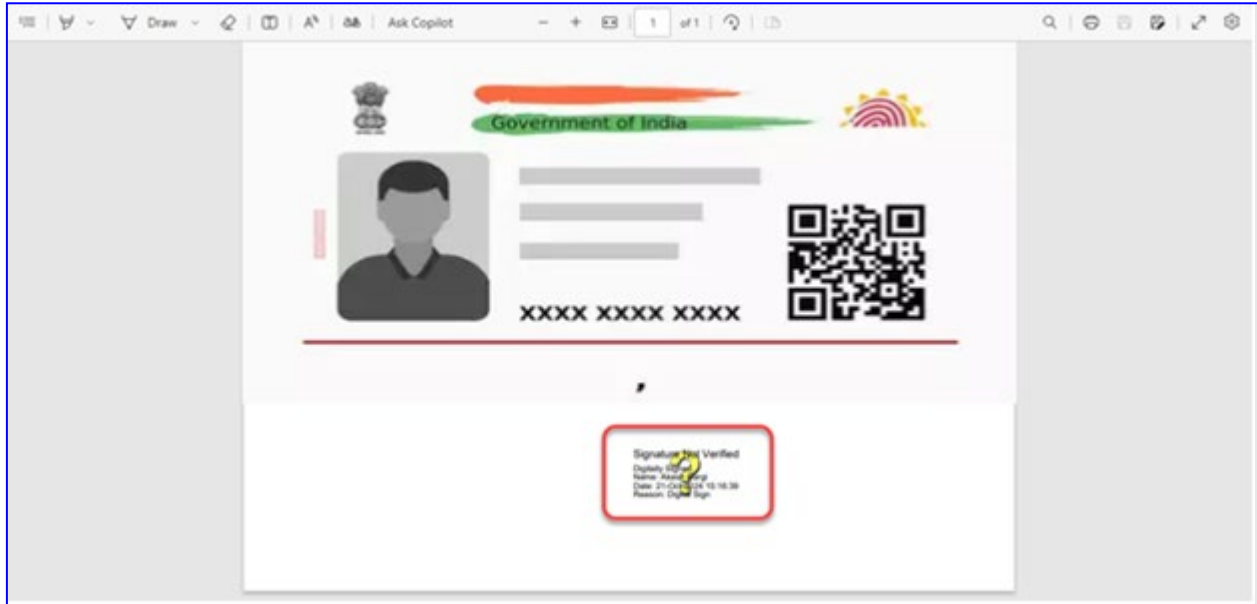
**Full download history**

Sl#	Date of Commencement (M)	Stipulated Date of Completion (N)	Work Status(As on 30-Sep-2016) (O)	Work Execution Certificate (P)	Actual Date of Completion (P)	Executed Amount (Till 30-Sep-2016)	Whether the work has any litigation? (R)	Litigation Type	Litigation Amount	Forum	Case Number	Year of Filing

**Figure 3-65 Confirm Registration Screen**

- Click on the Folder icon to preview the document downloaded.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>68 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 3-66 Uploaded Document**

Open the document in Adobe Reader. (Note: Make sure to install the latest Adobe Reader application in your system.)

The document downloaded does not have a verified signature.

Open the document in the Adobe Reader.




	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>69 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 3-67 Uploaded Document**


- Click on the Digital Signature, marked with question mark in the end of the document.
- A pop-up window to view the properties of the signature appear on the display screen.

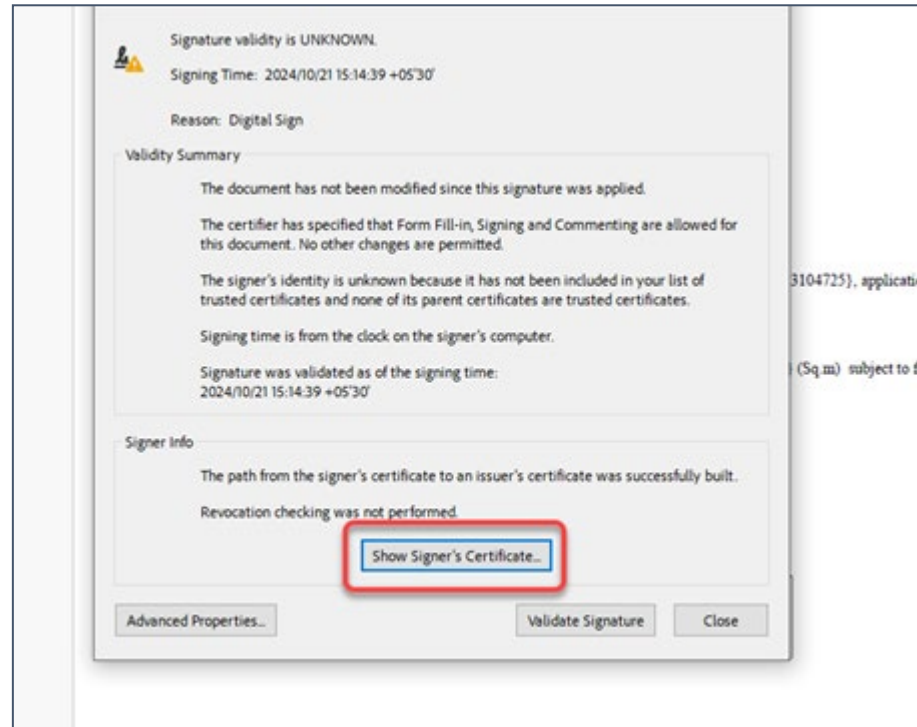
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>70 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 3-68 Alert Message**


- Click on the **Signature Properties** to view the signature details.

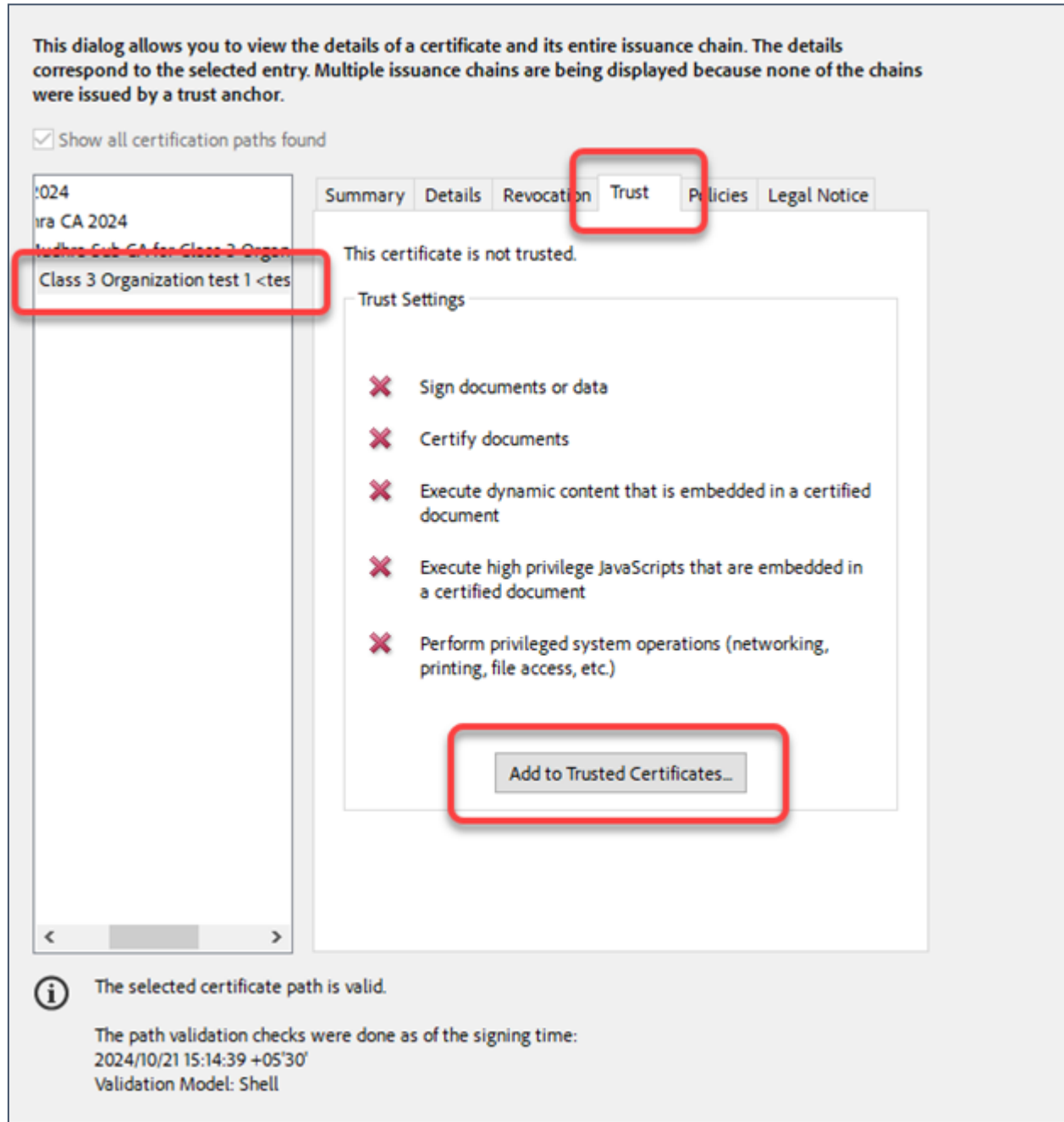
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>71 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 3-69 Alert Message**


- Click on the **Show Signature Certificates** to view the certificates aligned with the signature.
- View all the Certificate paths found in the application, with Summary, Details, Trust, Revocation and other information.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>72 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

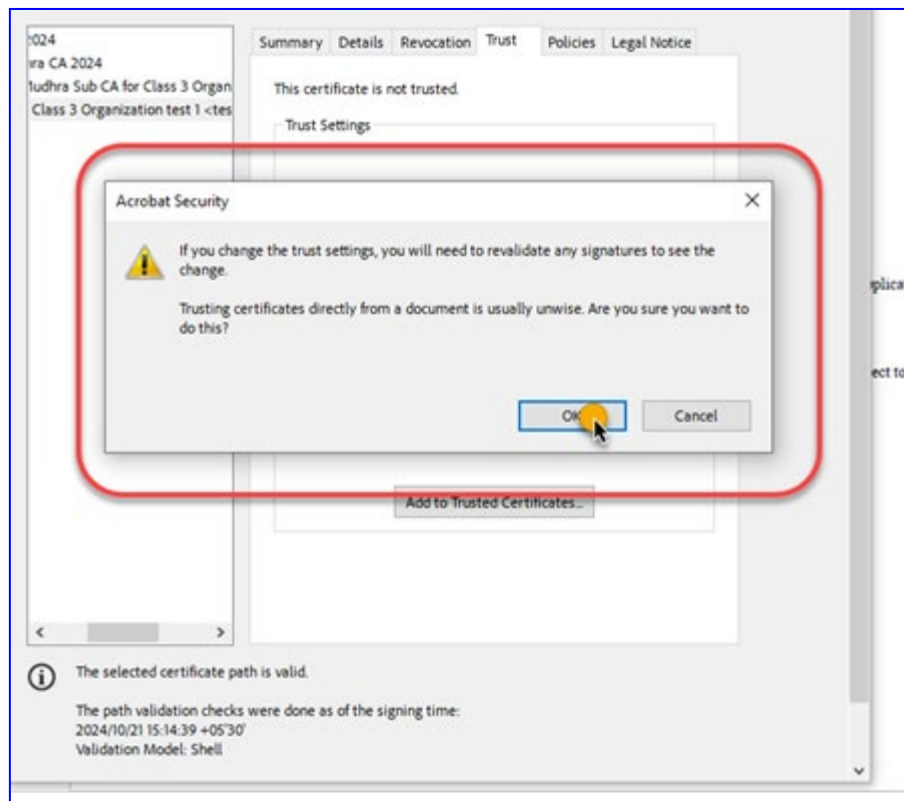


**Figure 3-70 Trust**

- Click on the Certificate Name fetched from the DSC signature device.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>73 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

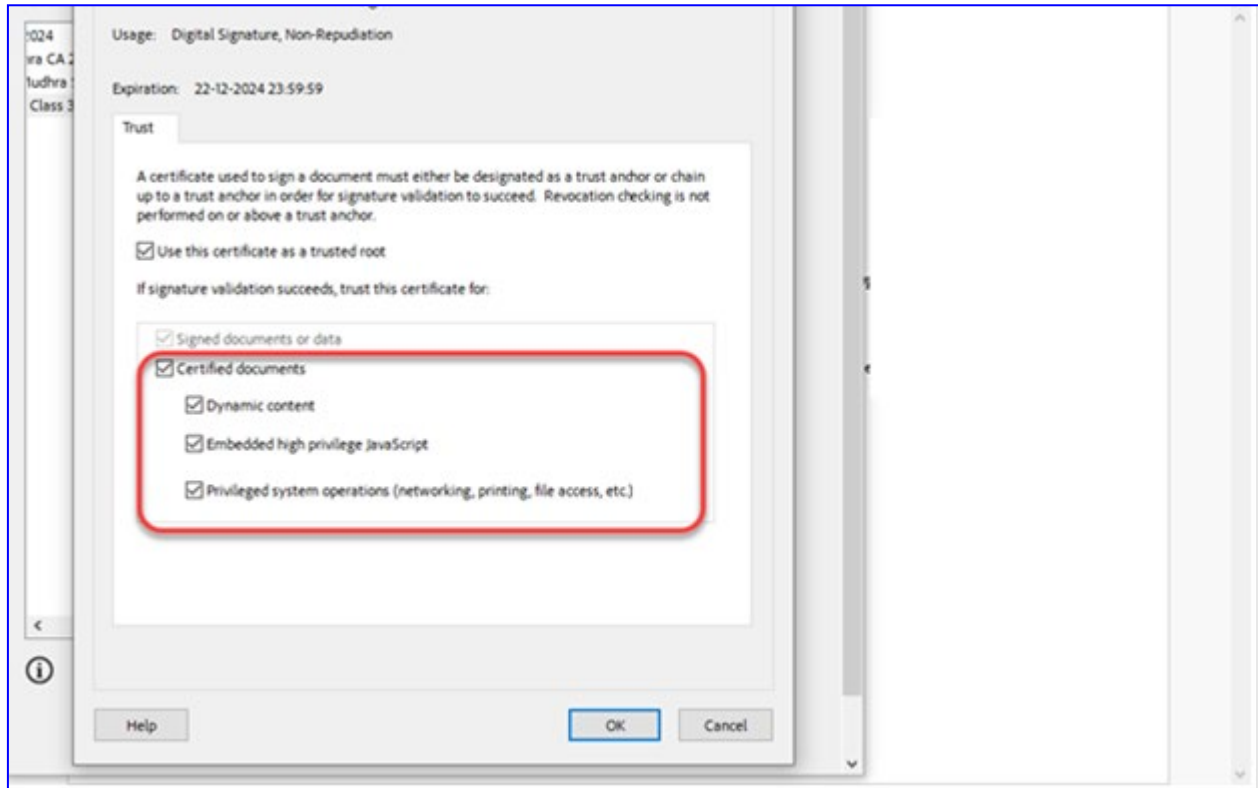
- Click on the Trust to view the list of trusted certificates.
- Click on **Add to Trusted Certificate** to add the certificate to the trusted certificate.
- A confirmation alert message appears on the display screen.



**Figure 3-71 Alert Message**


- Click on the **OK** button to confirm and change the trust settings.

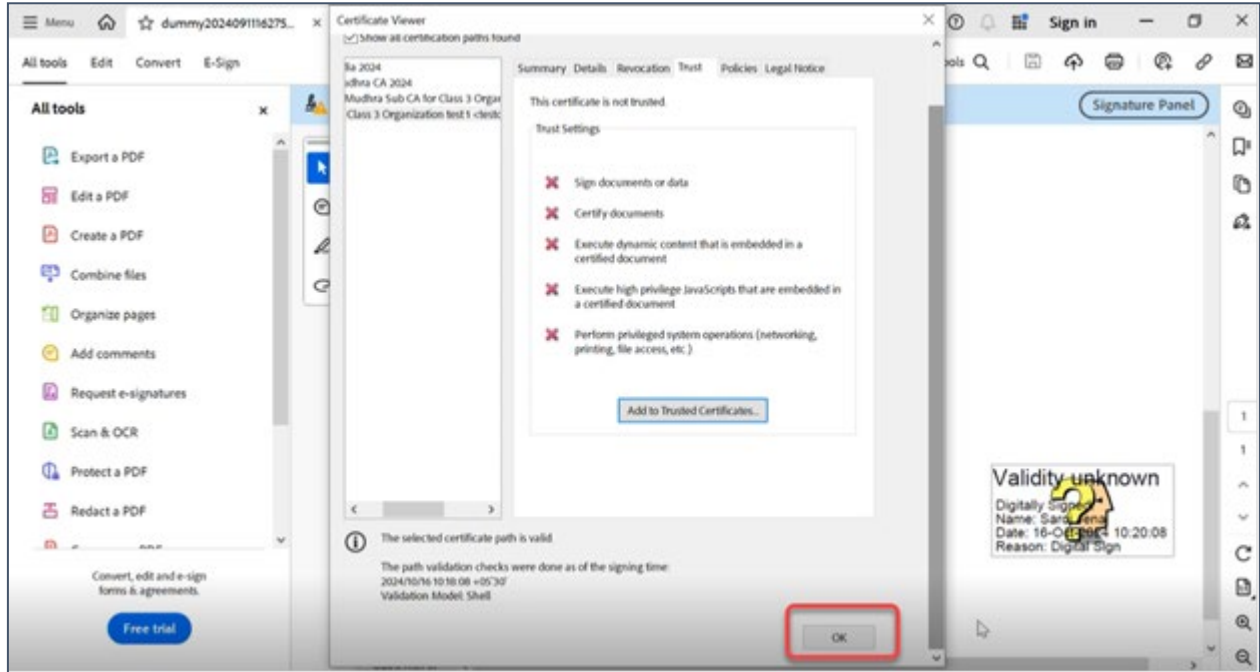
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>74 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 3-72 Alert Message**


- Tick the checkbox and confirm the list of the Certified Documents.
- Then click on the OK button.
- Navigate to the Trust section again.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>75 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 3-73 Add Trusted Certificates**

- Scroll down and click on **OK** button.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>76 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Signature validity is UNKNOWN.

Signing Time: 2024/10/21 15:14:39 +05'30'

Reason: Digital Sign

**Validity Summary**

The document has not been modified since this signature was applied.

The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.

The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.

Signing time is from the clock on the signer's computer.

Signature was validated as of the signing time:  
2024/10/21 15:14:39 +05'30'

**Signer Info**

The path from the signer's certificate to an issuer's certificate was successfully built.

Revocation checking was not performed.

Show Signer's Certificate...

Advanced Properties...


**Validate Signature**

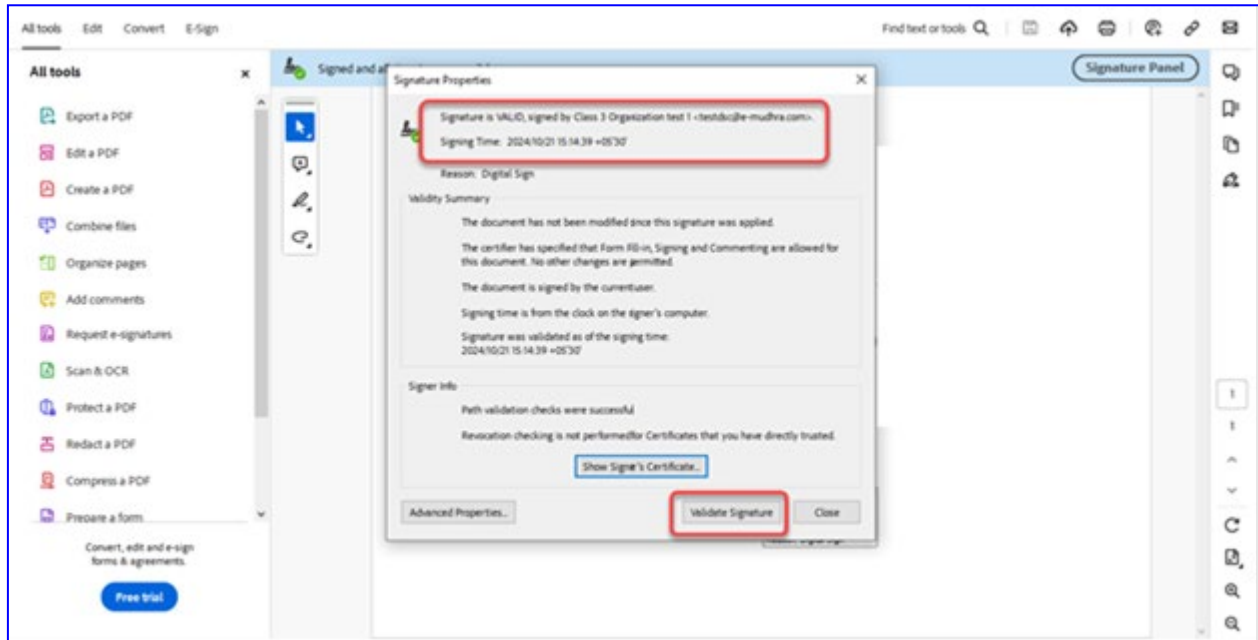
Close

**Figure 3-74 Add Trusted Certificates**

- Click on **Validate Signature** button.
- The signature is validated successfully.




	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>77</b> of 192
	<b>Contractor Database Management System - V3.0</b>		



**Figure 3-75 Validate Signature**

- Click on the Validate Signature.
- Click on **Close** button.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>78 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 3-76 Verified Signature**

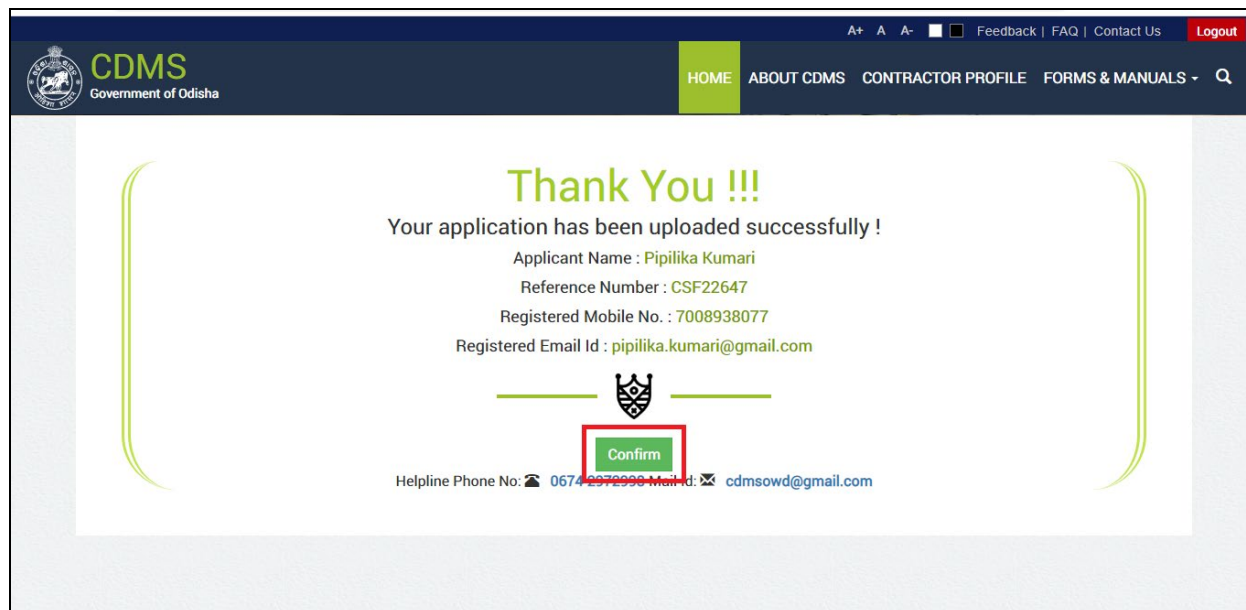
- Now, all the documents uploaded are digitally signed and verified successfully.

Taking reference from the application again.

- Enter the Captcha Code.
- After verifying the details of the newly registered contractor as entered during, select **Confirm/Modify** button.
- In case of any modification in the contractor details, click the **Modify** button which enables the user to make necessary changes in the respective fields.
- To confirm the contractor details and submit the same, click the **Confirm** button.

On doing so, a confirmation message is displayed wherein the Reference number is generated with the applicant's details.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>79 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




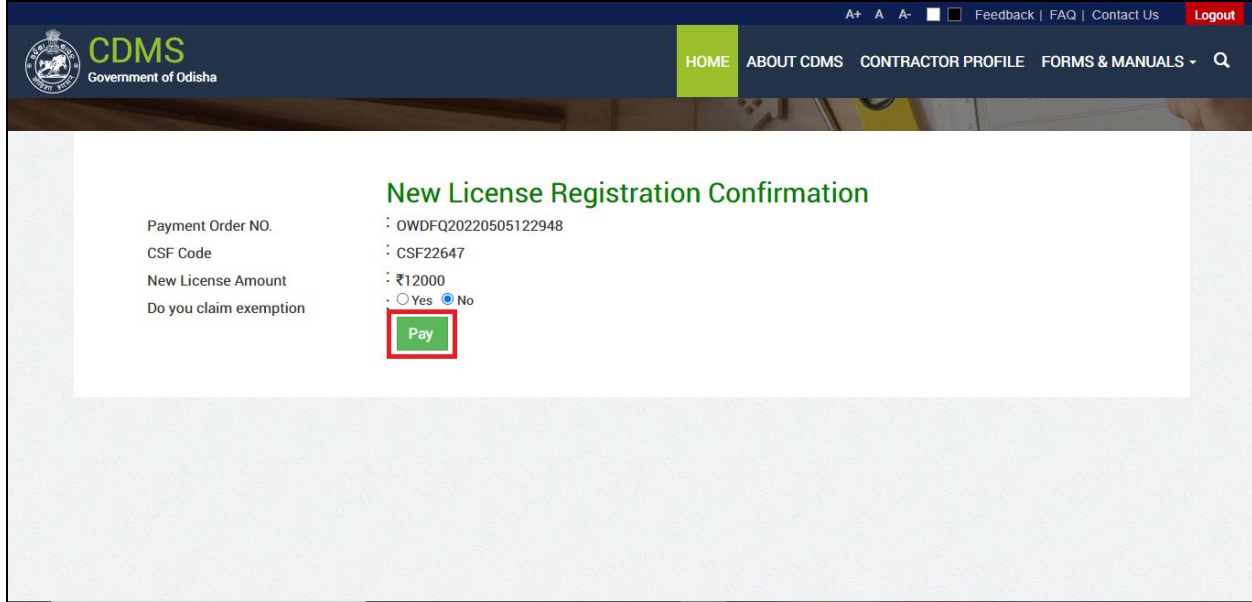
**Figure 3-77** Registration Confirmation Screen

Now, your application has been submitted successfully in the system.

An initial amount as Registration Fee has to be paid.

- Click on Confirm button as highlighted in **Figure 3-77** and proceed to the payment section.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>80 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**CDMS**  
Government of Odisha

HOME ABOUT CDMS CONTRACTOR PROFILE FORMS & MANUALS

**New License Registration Confirmation**

Payment Order NO. : OWDFQ20220505122948  
 CSF Code : CSF22647  
 New License Amount : ₹12000  
 Do you claim exemption : ☐ Yes ☒ No


**Pay**

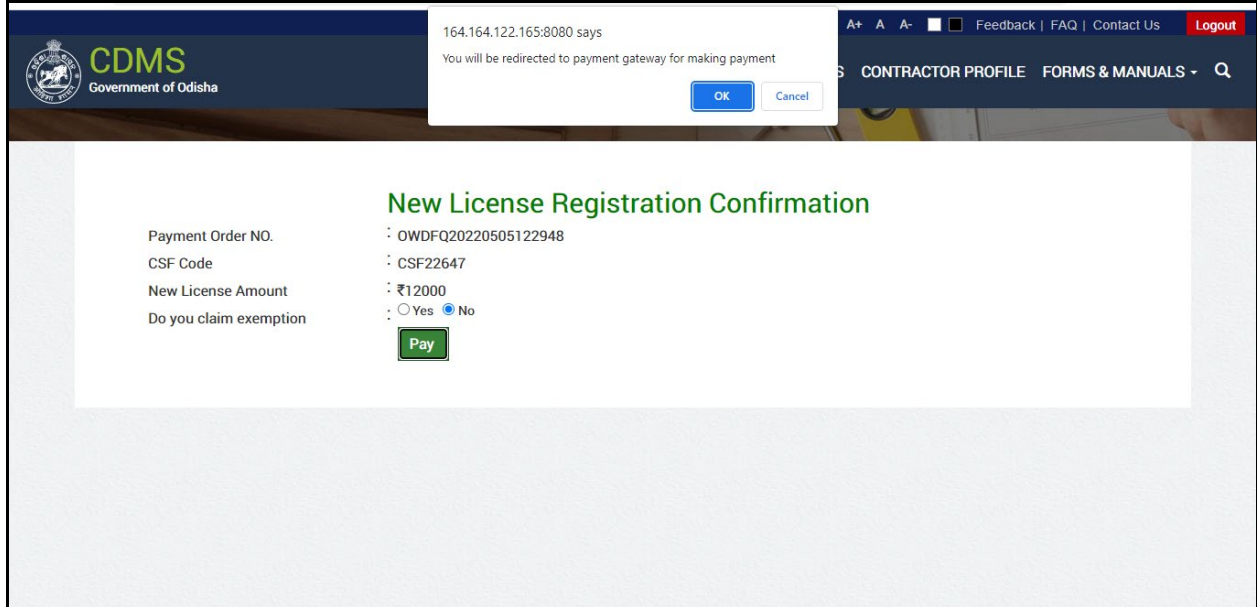
**Figure 3-78** New Registration Confirmation Screen

The payment order number, CSF code, Amount for New License registration are provided.

- Select either yes or no option and confirm whether you want to claim for any exemption or not.
- a. If you don't want to claim for any exemption then select **No**, then click on **Pay** button to proceed to pay the registration fee.

A system generated confirmation alert will appear on the display screen.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>81 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



164.164.122.165:8080 says  
You will be redirected to payment gateway for making payment

OK Cancel

Feedback | FAQ | Contact Us Logout

CONTRACTOR PROFILE FORMS & MANUALS

### New License Registration Confirmation

Payment Order NO. : OWDFQ20220505122948

CSF Code : CSF22647


New License Amount : ₹12000

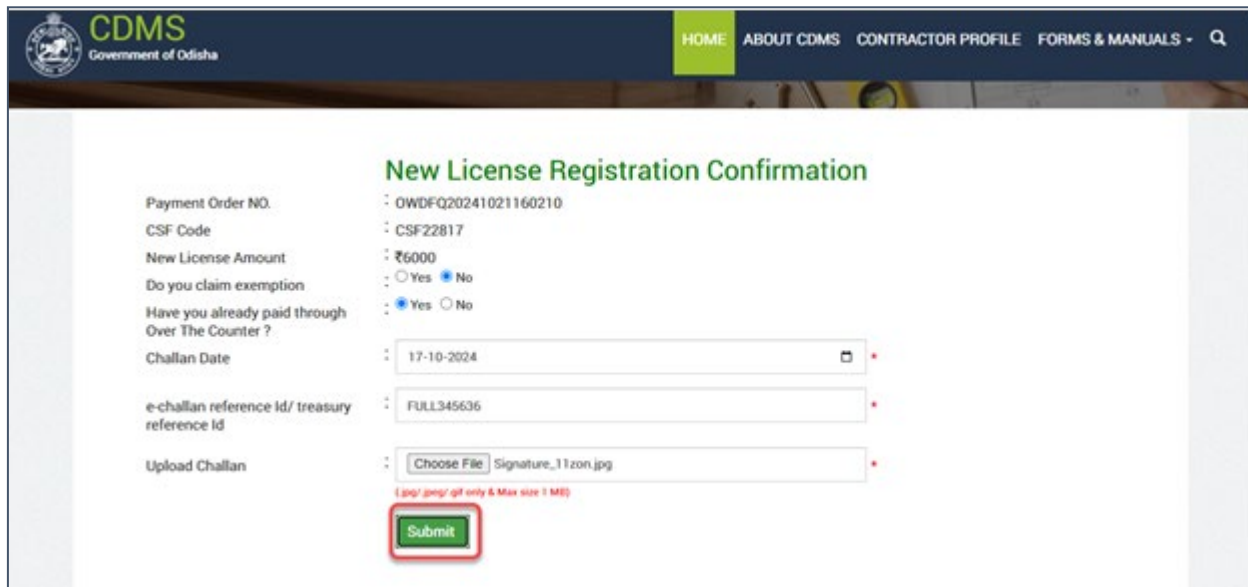
Do you claim exemption : ☐ Yes ☒ No

Pay

**Figure 3-79** Confirmation Alert Screen

- Click on **OK** option and you will be redirected to the online payment gateway to make the payment.
- b. If you want to claim for exemption from the registration fee, then select Yes option and provide claim details.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>82 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

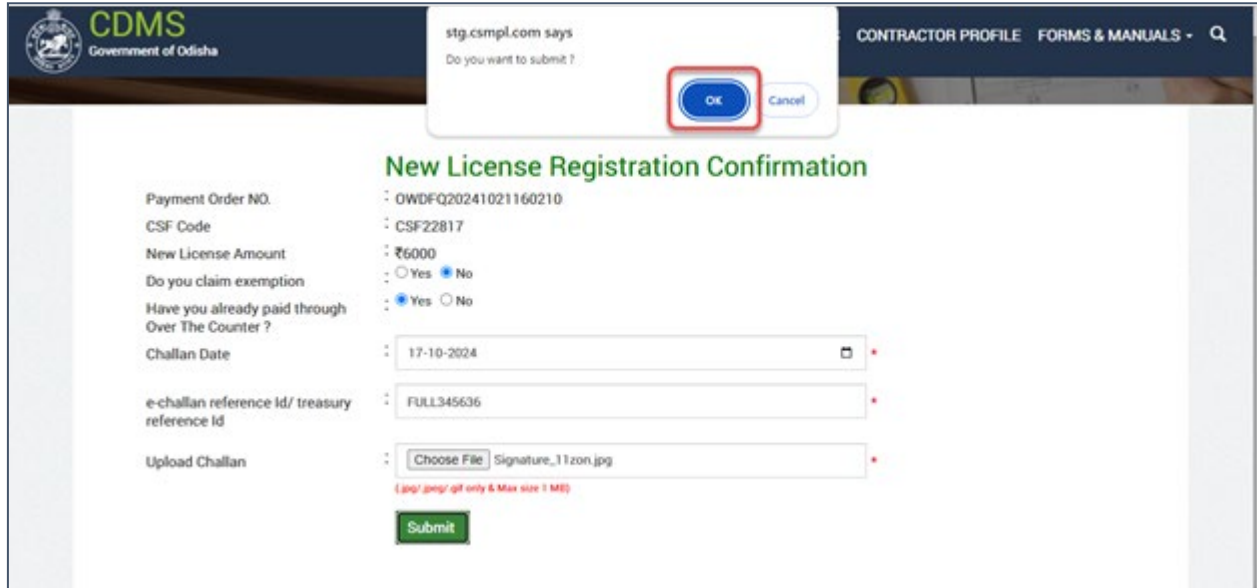


**Figure 3-80** New Registration Confirmation Screen

- Select either yes or no option and confirm whether you have paid the fee in the counter or not.
- Select the date of Challan submission.
- Enter the eChallan or Treasure reference ID.
- Upload a copy of eChallan in the system.
- Click on **Submit** button.

A confirmation alert message appears on the display screen.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>83 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



stg.csmpi.com says  
Do you want to submit?

**OK** Cancel

**New License Registration Confirmation**

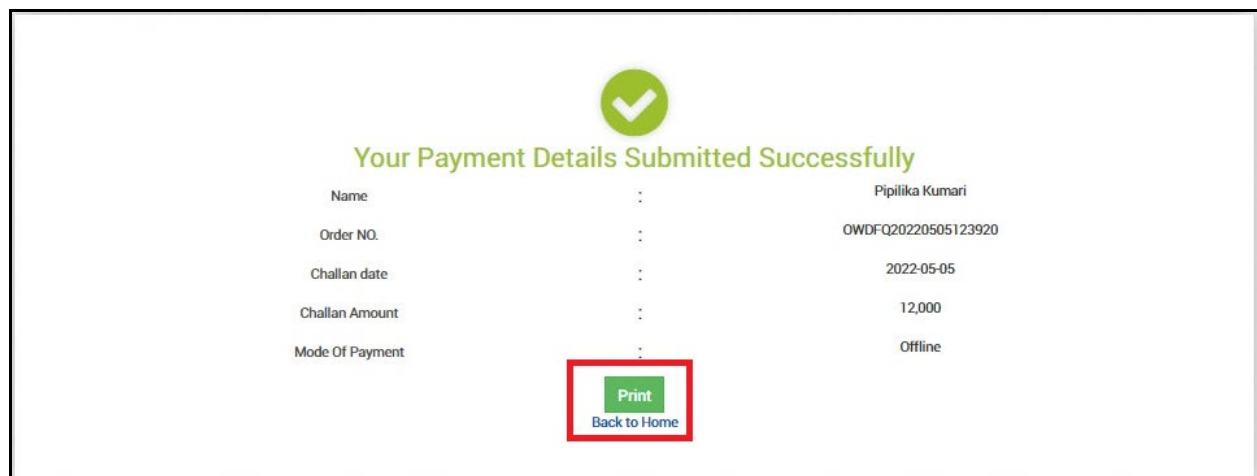
Payment Order NO. : OWDFQ20241021160210  
 CSF Code : CSF22817  
 New License Amount : ₹6000  
 Do you claim exemption : ☐ Yes ☒ No  
 Have you already paid through Over The Counter? : ☒ Yes ☐ No  
 Challan Date : 17-10-2024  
 e-challan reference id/ treasury reference id : FULL345636  
 Upload Challan :  Signature\_11zon.jpg  
 (.jpg/.png/.gif only & Max size 1 MB)

**Submit**

**Figure 3-81 Confirmation Alert Message**

- Click on the **OK** button to confirm the action taken.

On successful payment, a confirmation of the same will populate on the screen.




**Your Payment Details Submitted Successfully**

Name	:	Pipiliika Kumari
Order NO.	:	OWDFQ20220505123920
Challan date	:	2022-05-05
Challan Amount	:	12,000
Mode Of Payment	:	Offline


**Print**  
Back to Home

**Figure 3-82 Confirmation Screen**


Take a print-out of the confirmation by clicking the **Print** option provided in the screen shared above.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: 1.1 Page #:84 of 192
	<b>Contractor Database Management System - V3.0</b>		

PRINT


**Contractor Registration Form [Form - A]**  
 Government of Odisha | www.odisha.gov.in

License Issuing Authority Copy

  
**CSF22817**

**[A] Basic Information [ License ]**

Other than Odisha PWD Contractor : No		Class of License : B Class	
Category of License : Civil	Issuing Department Name : Works Department	Name of the Wing : R&B	
Name of the Office : XXXXXXXXX	Issuing Authority Name : Engineer-in-Chief (Civil)		
Chalan Date : 2024-10-17	Challan Reference ID : FULL345636		

**[A] Basic Information [ Licensee ]**

Other than Odisha PWD Contractor : No		Have you belongs to Local MSE : No	Do you belong to Labour Union Cooperative Society ? : No
Do you belongs to Start up : No			
Category of License : Civil	Do you belongs to any govt. undertaking bodies : No	Class of License : B Class	
License/Ownership Type : Individual	Individual Name : Akash Gargi		
Date of Birth : 25-Dec-1989	Gender : Male	Mother's Name : Amrita Gargi	
Qualification : Diploma Engineer		Physically Handicapped : No	
Issuing Authority Name : Engineer-in-Chief (Civil)	Name of the Office : XXXXXXXXX	Father's Name : Asit Kumar	

**[B] Present / Communication Address**

State : Odisha	District : Khurda	Block/ULB : Balanta
GP/Ward Number : Baichua	Village/Local Area Name : Aringol	Habitation/Street/Land Mark : Aringol
House Number : 34	PIN : 751007	Mobile (As used in Aadhaar) : 7008938077
Email (As used in e-Proc) : pipilikakumari@gmail.com		

**[C] Permanent Address**

State : Odisha	District : Khurda	Block/ULB : Balanta
GP/Ward Number : Baichua	Village/Local Area Name : Aringol	Habitation/Street/Land Mark : Aringol
House Number : 34	PIN : 751007	Mobile (As used in Aadhaar) : 7008938077
Email (As used in e-Proc) : pipilikakumari@gmail.com		

**[D] Statutory Compliances [ Individual ]**

Type of Document	Number	Type of Document	Number
PAN	DLSPK2543D	AADHAAR	206123216289
Valid GST Number	11DLSPK2543D1Q1		

**[E] Technical Personnel [with the Licensee]**

SIR	Name of Personnel	Designation	Date of Joining	Date of Birth	Prof. Exp.	AADHAAR Number

**[F] Financial Health of the Licensee**

Financial Year	Turnover (₹) (Civil Construction Work Only)	Net Asset Value (₹)	Statutory Auditor Certificate

**[G] Project Profile ( Project Completed / Awarded on or after 01/04/2011 / Approved prior to 01/04/2011 but still on going )**

SIR	Department / Wing (A)	Cirler/ Division Name (B)	Contract Type (C)	Name of the Work (D)	Agreement Number (E)	Agreement Date (F)	Category of Work (G)	Odisha e-Procurement Tender ID (H)	Agreement Amt. (₹) (I)

**[H] Asset (Major Equipment) Details**

SIR	Asset Type	Asset Name	Make	Model	Purchase Date	Dealer's Name	Invoice Number	Regd. No./Machine Serial No.

**[I] Payment Details**

SIR	Order No.	Challan Amount	Challan Reference ID	Challan Date and Time
1	OWDFG20241021160210	6000.0	FULL345636	2024-10-17

**DECLARATION**

I, Akash Gargi, aged about 35 years, Son/Daughter of Sri Asit Kumar, At-Baichua, Balanta, Dist-Khurda is hereby solemnly affirmed and declare as follows:

- That, I have applied for registration to B Class License to the Registering Authority.
- That, all the documents/certificates paper submitted by me along with my application form is correct or genuine.
- That, if however any documents are found false and fabricated, I shall be personally held responsible and liable for any disciplinary action by the appropriate authority.
- That, there is no civil or criminal cases pending against me in any court of law in India.
- That, this affidavit is required to be produced before the Registering Authority for Registering to D/C/B/A/SPECIAL/SUPER Class License.
- "I hereby undertake to promptly inform Public Works Department of any changes to the information provided herein above and agree and accept that Public Works Department is not liable or responsible for any losses, costs, damages arising out of any actions undertaken or activities performed by them on the basis of the information provided by me as also due to my not intimating/delay in intimating such changes"


Date : \_\_/\_\_/\_\_

(Signature of the Applicant)

**Figure 3-83 License Issuing Authority Copy Screen**

- Click on the **Print** option provided.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>85 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- View the DSC document provided by the clicking the pdf icon.

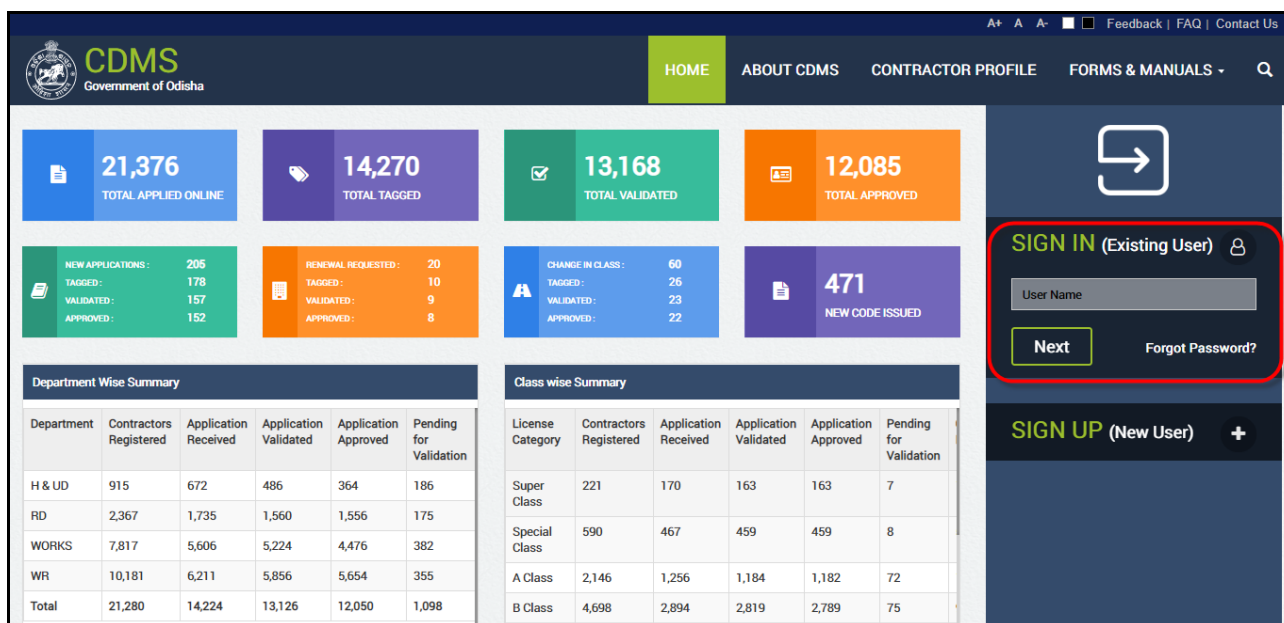
This printout needs to be signed duly by the authorized member for further proceedings.

Once the CSF is submitted, the application is pending for verification and approval at the next authorizing department officer.

The new contractor needs to be tagged next by the authority assigned to do so.

## 4 NEW CONTRACTOR – SIGN IN


After the thorough approval and tagging of contractor details by the assigned authority of the department, the contractor gets registered with the application and can login into the portal using respective user ID and password. Refer to the home screen shared below.



**Figure 4-1** Home Screen

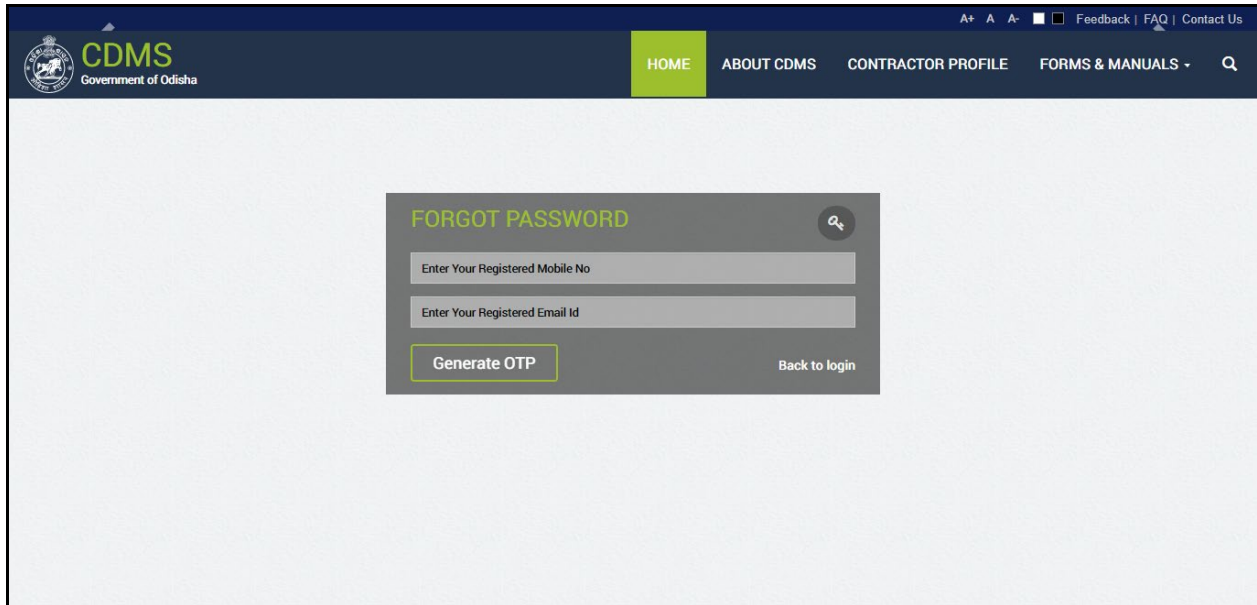
For Signing in, refer to the highlighted area in Fig. 4-1.

- Enter the user name in the textbox provided here.
- Click on **Next** button to enter the password.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>86 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


If you have forgotten the password, then reset the password by clicking the **Forgot Password** link.

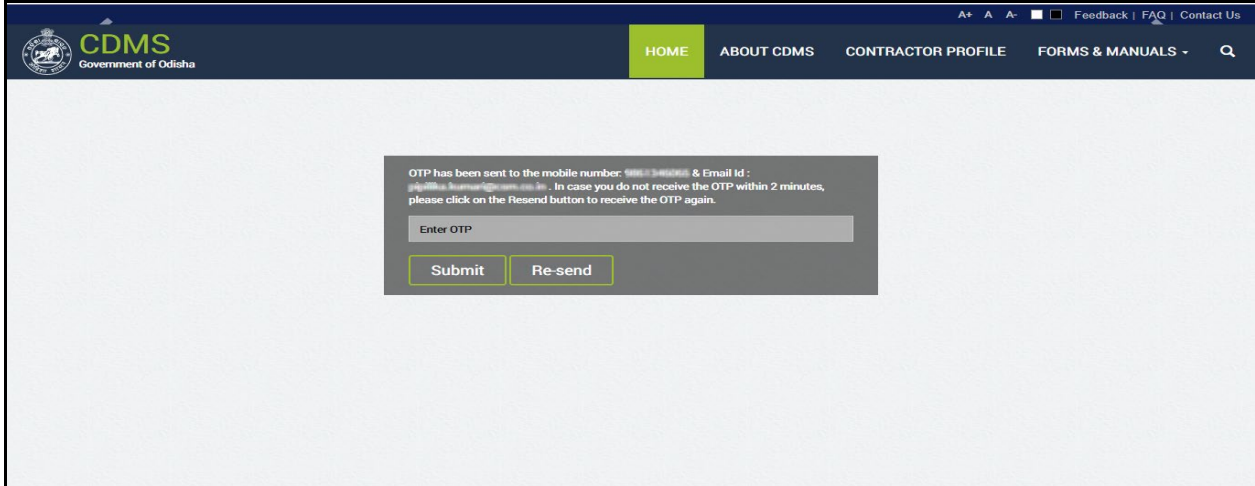
Select Forgot Password button.



**Figure 4-2** Forgot Password Screen

- Enter your registered mobile number.
- Enter your registered email ID.
- Click on Generate OTP button.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>87 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

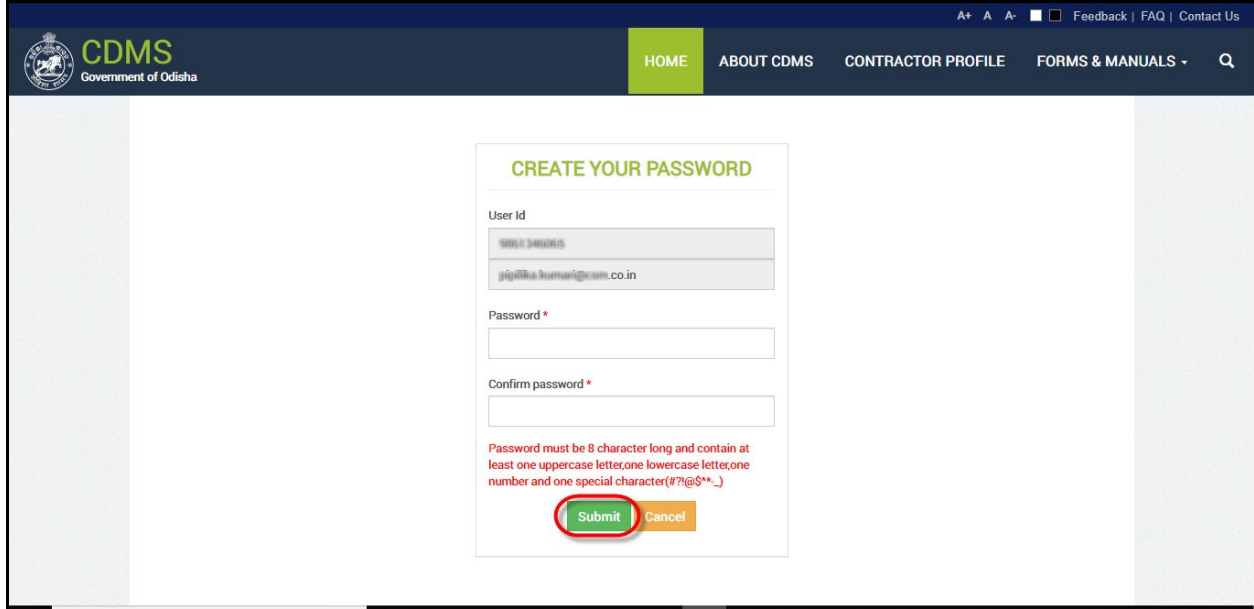


**Figure 4-3** Enter OTP Screen

Select Forgot Password button. One-time password to the registered email ID and mobile number has been sent successfully.

- Enter the OTP and click on Submit button.
- In case you did not receive the OTP in 2 minutes, click on the Re-Send button to receive the OTP again.
- Once the OTP is verified, the user is redirected to the Create Your Password page wherein the User Id and mobile number of the user remains default filled.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>88 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 4-4** Create Your Password Screen


- Enter a valid password in the given space and re-enter the same to Confirm Password.

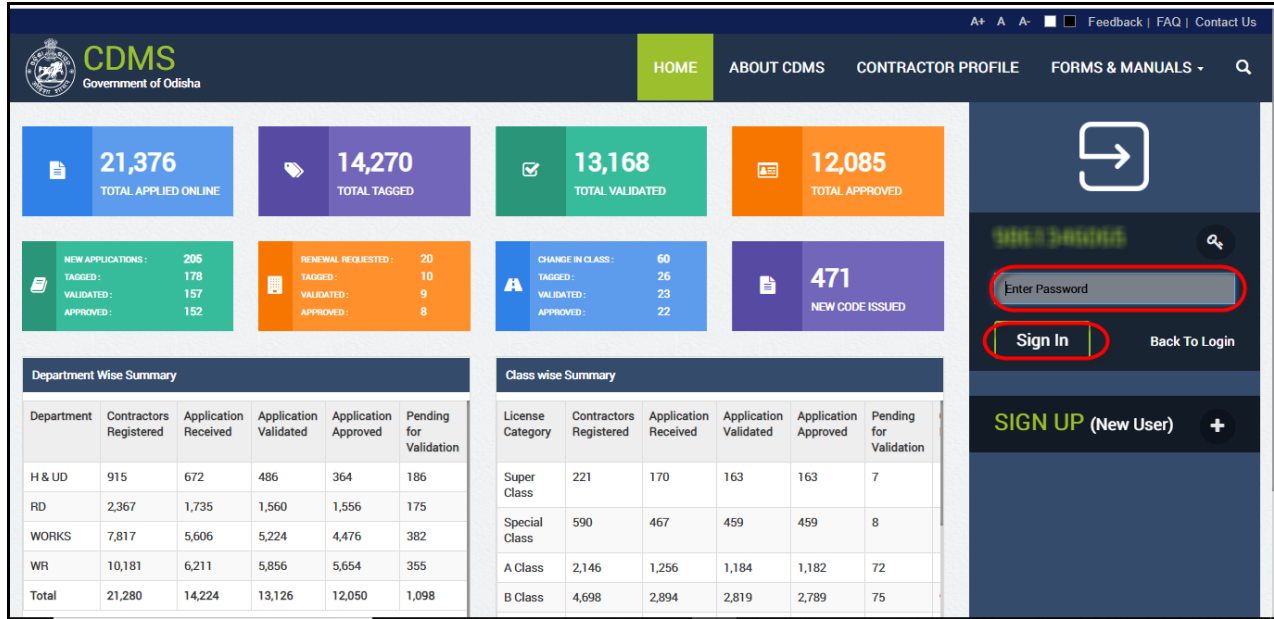
Please Note: The password should be 8 characters long with the given conditions as highlighted in red.

- Click the Submit button to save the password.

Once submitting, the contractor is redirected to the home screen dashboard for login with the credentials. Refer Fig. 4-5 above.

- Enter user name in the textbox and click on next.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>89 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**CDMS Government of Odisha**

HOME ABOUT CDMS CONTRACTOR PROFILE FORMS & MANUALS

**21,376** TOTAL APPLIED ONLINE

**14,270** TOTAL TAGGED

**13,168** TOTAL VALIDATED

**12,085** TOTAL APPROVED

NEW APPLICATIONS: 206  
TAGGED: 178  
VALIDATED: 157  
APPROVED: 152

RENEWAL REQUESTED: 20  
TAGGED: 10  
VALIDATED: 9  
APPROVED: 8

CHANGE IN CLASS: 60  
TAGGED: 26  
VALIDATED: 23  
APPROVED: 22

**471** NEW CODE ISSUED

**Enter Password**

**Sign In** Back To Login

**SIGN UP (New User)**

**Department Wise Summary**

Department	Contractors Registered	Application Received	Application Validated	Application Approved	Pending for Validation
H & UD	915	672	486	364	186
RD	2,367	1,735	1,560	1,556	175
WORKS	7,817	5,606	5,224	4,476	382
WR	10,181	6,211	5,856	5,654	355
Total	21,280	14,224	13,126	12,050	1,098

**Class wise Summary**


License Category	Contractors Registered	Application Received	Application Validated	Application Approved	Pending for Validation
Super Class	221	170	163	163	7
Special Class	590	467	459	459	8
A Class	2,146	1,256	1,184	1,182	72
B Class	4,698	2,894	2,819	2,789	75

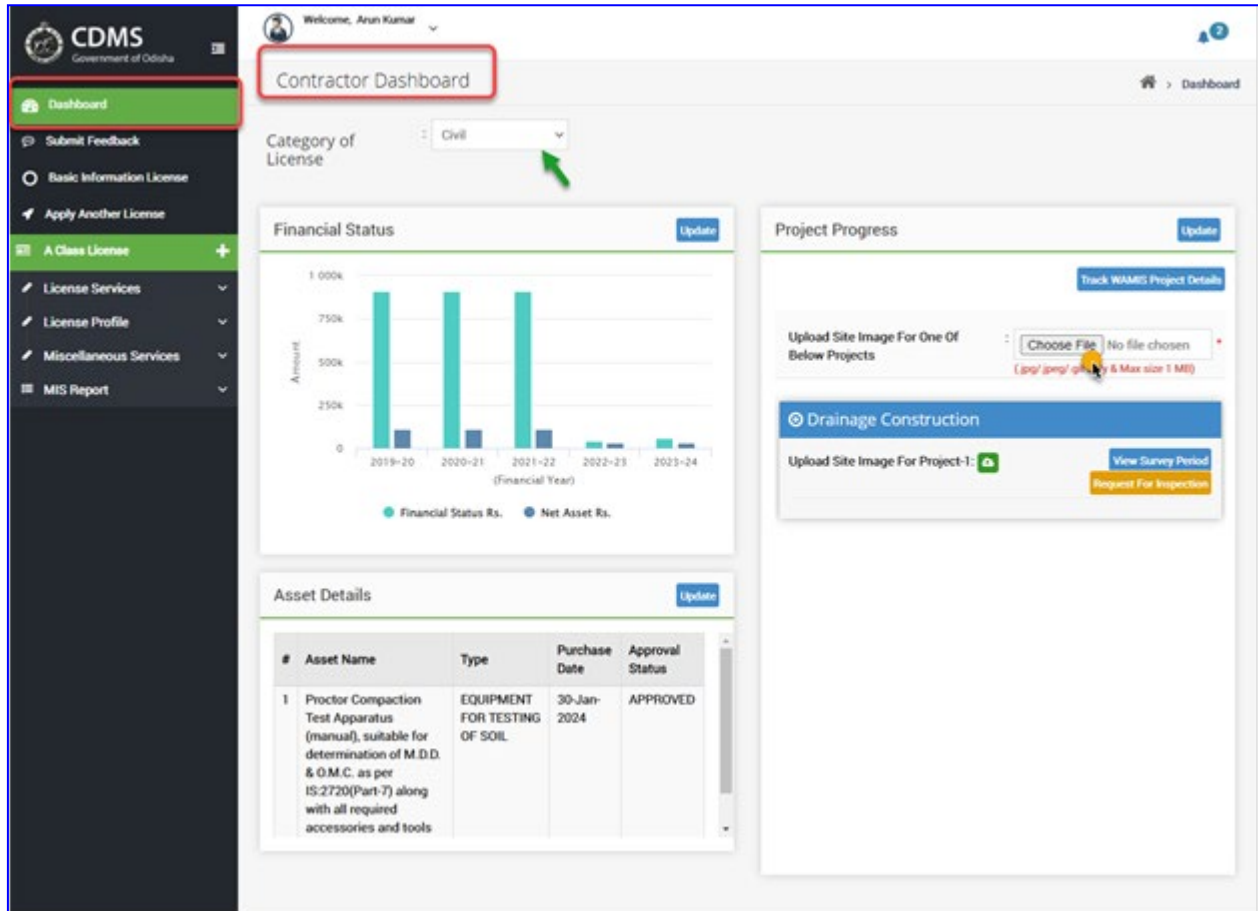
**Figure 4-5** Enter Password Screen

- Enter password and click on **Sign In** button

## 5 DASHBOARD

With the successful login into the portal, the user lands on CDMS dashboard as shown in **Figure 5-1** below.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>90 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



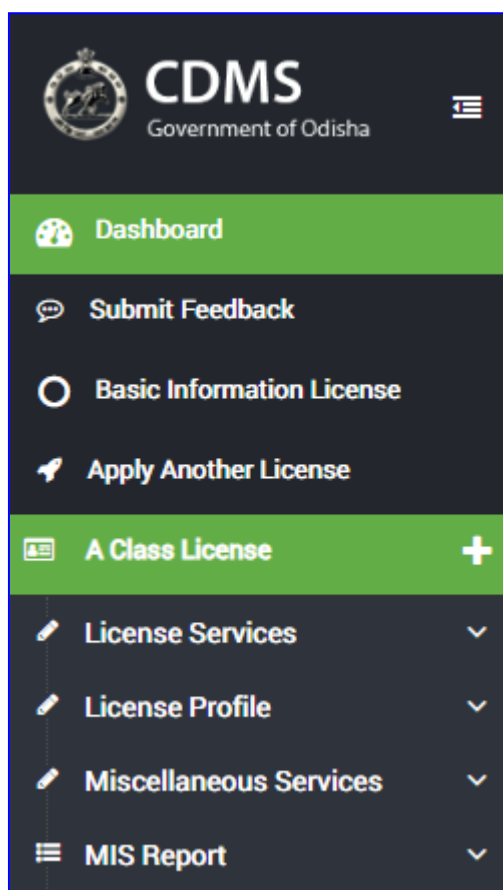
**Figure 5-1** Dashboard Screen

This is an area where the Contractor generally gets all the information regarding the financial status, asset details and project progress for category of license that has been selected.

- Choose the category of license and view financial status in graph.
- Get Asset details with their asset name, type, and purchase date and approval status.
- The project progress will show the project name with options like request for inspection, upload site image and request for job completion Certificate. The project progress also displays the project completion percentage too.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>91 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


On the left-hand side, the CDMS dashboard contains necessary meny and sub-menu tabs as shown below –

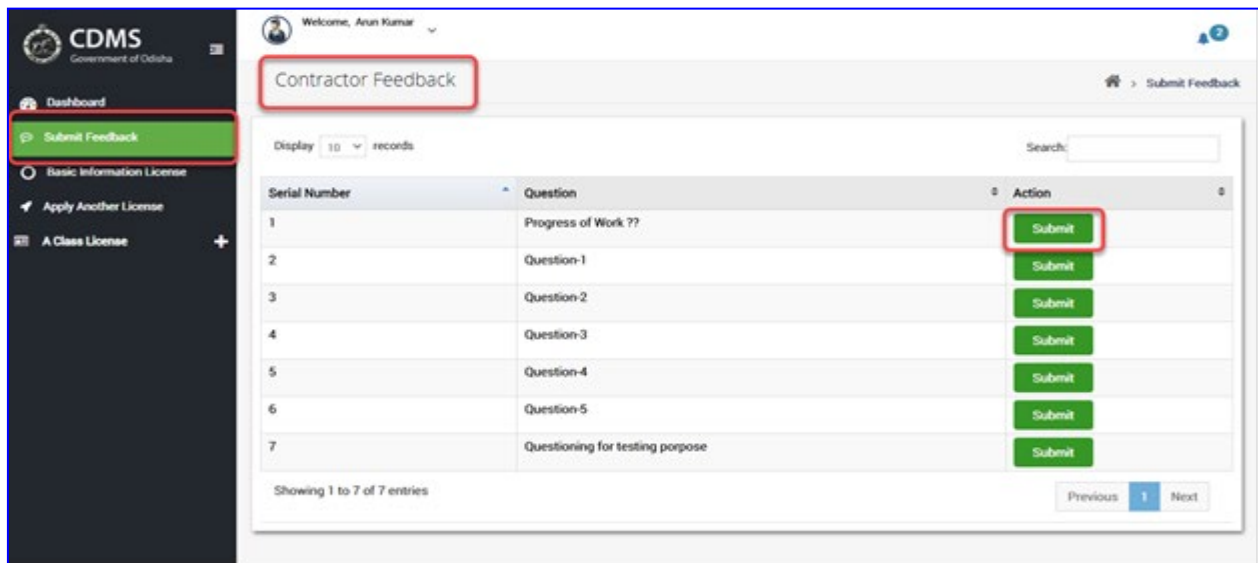


**Figure 5-2** Menu Link Screen

## 6 SUBMIT FEEDBACK

To submit a feedback on few predefined questionnaire, use the “**Submit Feedback**” tab provided in the menu section of the application. Describe the type of issue you are experiencing or send suggestions by clicking the tab. Refer encircled tab in **Fig. 6-1**.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>92 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

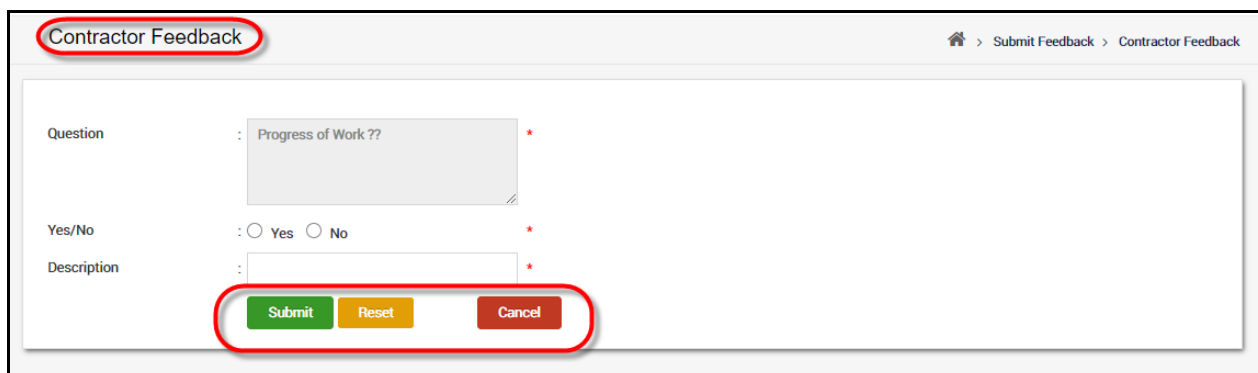


Serial Number	Question	Action
1	Progress of Work ??	<b>Submit</b>
2	Question-1	Submit
3	Question-2	Submit
4	Question-3	Submit
5	Question-4	Submit
6	Question-5	Submit
7	Questioning for testing purpose	Submit

**Figure 6-1** Submit Feedback Screen

Submit a feedback for the predefined questions shown in a list in the Contractor Feedback screen above by taking an action. Refer **Fig. 6-1**

- Choose the question and click on the “**Submit**” button
- Contractor’s Feedback screen appears.



**Contractor Feedback**

Question : Progress of Work ?? \*

Yes/No : ☐ Yes ☐ No \*


Description : \*

**Submit** **Reset** **Cancel**

**Figure 6-2** Contractor’s Feedback Screen

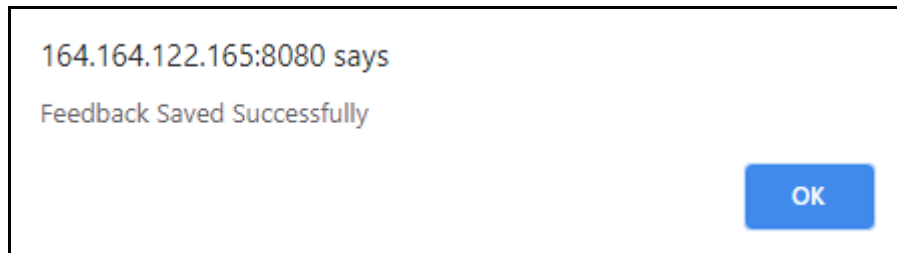
Take reference from **Fig. 6-2**.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>93 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

Herein, the question for feedback submission is already given.

- Select the radio button for Yes /No
- Enter a description in the textbox.
- Click on Submit/Reset/Cancel button
- If you wish to add the feedback successfully to the application, then select “**Submit**” button and proceed. A pop-up window will appear asking for user’s confirmation. Click on **OK** to close the window and proceed.




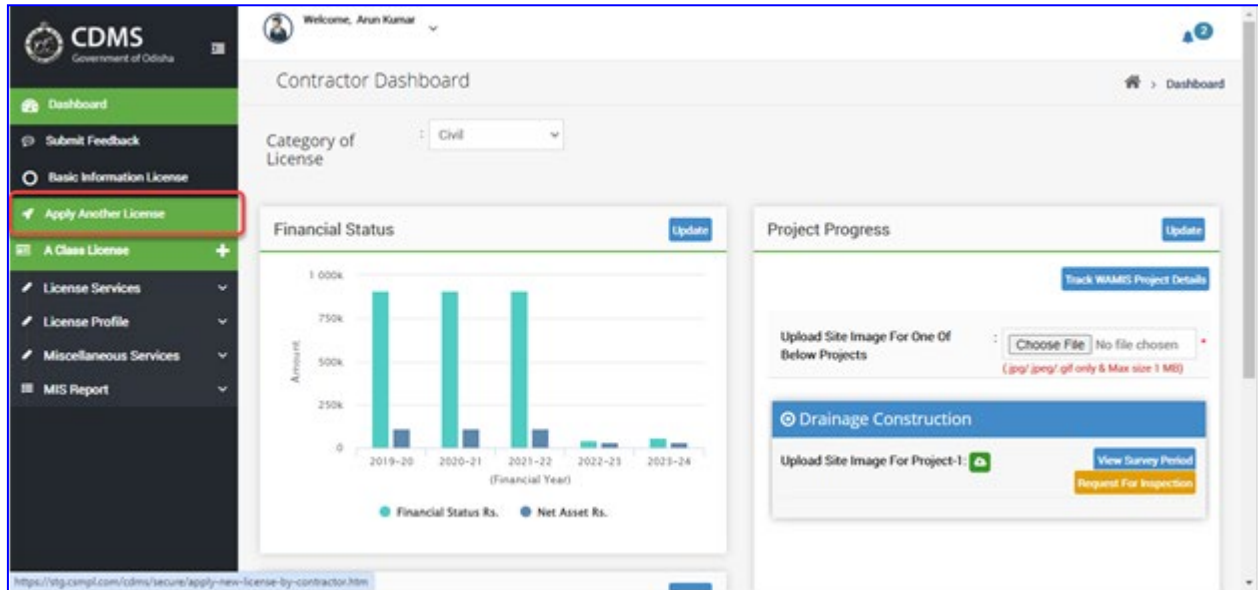
**Figure 6-3** Feedback Submission Confirmation Message Screen

- If any changes are still required and you want to re-enter the details filled, then choose the “**Reset**” button and proceed.
- In case the details are incorrect and you want to cancel the feedback submission, then choose the “**Cancel**” button and go back to the previous screen.

## 7 APPLY ANOTHER LICENSE


Get an easy option to apply, renew, cancel, print, fee deposit, do license profile management, issuance of duplicate license or partial modification and much more by clicking the “Apply Another License” menu tab. It contains many sub-menu tabs to help you manage your license. Refer to the encircled tab in **Fig. 7-1**.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>94 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 7-1** Apply Another License Screen

On clicking the Apply Another License link, get navigated to the option to proceed for registration for Existing License Holder or New User.

	<b>Quality System Template</b> CSM Technologies	Document #:	Rev.: 1.1 Page #:95 of 192
	<b>Contractor Database Management System - V3.0</b>	CSM/QT/13/03	


**CDMS**  
 Government of Odisha

Welcome, Anun Kumar

Contractor Type

Dashboard  
 Submit Feedback  
 Basic Information License  
 Apply Another License  
 A Class License

For Existing License Holder
 Application For New License

SI#	Documents (All files must be within 500KB.)	D	C	B	A	Special	Super
1	Registration Certificate in 'PDF' format	✓	✓	✓	✓	✓	✓
2	Passport Size Photograph in 'JPG/PNG' format	✓	✓	✓	✓	✓	✓
3	AADHAAR Card	✓	✓	✓	✓	✓	✓
4	Permanent Account Number (PAN) Card	✓	✓	✓	✓	✓	✓
5	Goods & Service Tax (GST) Registration Certificate	Optional	Optional	Optional	Optional	✓	✓
6	Registration Fees (Online Payment)	✓	✓	✓	✓	✓	✓
7	Specimen Signature of the applicants (Annexure-I)	✓	✓	✓	✓	✓	✓
8	Experience Certificate from A/Special/Super Class Contractor (Annexure-II)	✓	✓	Optional	Optional	Optional	Optional
9	Security deposit (Amount mentioned in table below)*	✓	✓	✓	✓	✓	✓
10	Major Assets (Tools & Machinery)	Optional	Optional	Optional	Optional	✓	✓

SI#	Documents (All files must be within 500KB.)	D	C	B	A	Special	Super
1	Passport Size Photograph of Managing Director or Secretary or Managing Partner in 'JPG/PNG' format	✓	✓	✓	✓	✓	✓
2	AADHAAR Card of Managing Director or Secretary or Managing Partner	✓	✓	✓	✓	✓	✓
3	Permanent Account Number (PAN) Card	✓	✓	✓	✓	✓	✓
4	Goods & Service Tax (GST) Registration Certificate	Optional	Optional	Optional	Optional	✓	✓
5	Registration Fees (Online Payment)	✓	✓	✓	✓	✓	✓
6	Specimen Signature of Managing Director or Secretary or Managing Partner (Annexure-I)	✓	✓	✓	✓	✓	✓
7	Experience Certificate from A/Special/Super Class Contractor (Annexure-II)	✓	✓	Optional	Optional	Optional	Optional
8	Security deposit (Amount mentioned in table below)*	✓	✓	✓	✓	✓	✓
9	List of Tools & Plants (as applicable)	Optional	Optional	Optional	Optional	✓	✓
10	Company Registration Certificate/Society Registration Partnership Deed/Company Memorandum	✓	✓	✓	✓	✓	✓

Managing Director(in case of Company) or Secretary(in case of Cooperative Society) or Managing Partner(in case of Partnership Firm)


SI#	Class of Contractor	Registration Fees	Security Deposit
1	Super Class	200,000	1,000,000
2	Special Class	60,000	200,000
3	A Class	30,000	80,000
4	B Class	12,000	40,000
5	C Class	6,000	20,000
6	D Class	3,000	20,000
7	Subsoil Explorer	15,000	40,000
8	Testing Lab	15,000	40,000

Special Conditions for Check List	
1	Caste Certificate for ST/SC applicant
2	Degree/Diploma in Engineering Certificate, in case of applicant applying for direct A or B Class license respectively
3	Copy of Registration Certificate (RC Book), in case of other than Odisha PWD registered Contractor

Special Conditions for Fees & Security Deposits	
1	Degree Engineer applying for 'A' Class will pay 50% of the Registration Fees
2	Diploma Engineer applying for 'B' Class will pay 50% of the Registration Fees
3	Security Deposit is exempted for Degree & Diploma Engineers applying for A and B class respectively

Click Here to Proceed

**Figure 7-2** For Existing License Holder Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>96 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- To proceed to add contractor details if you have a license, click on **Click Here to Proceed** button.
- However, if you want to apply for a new contractor license then click on **Application for New License** tab. Refer to the highlighted section in figure shown above.
- Provide the Basis Information and other details to apply for another contractor license.

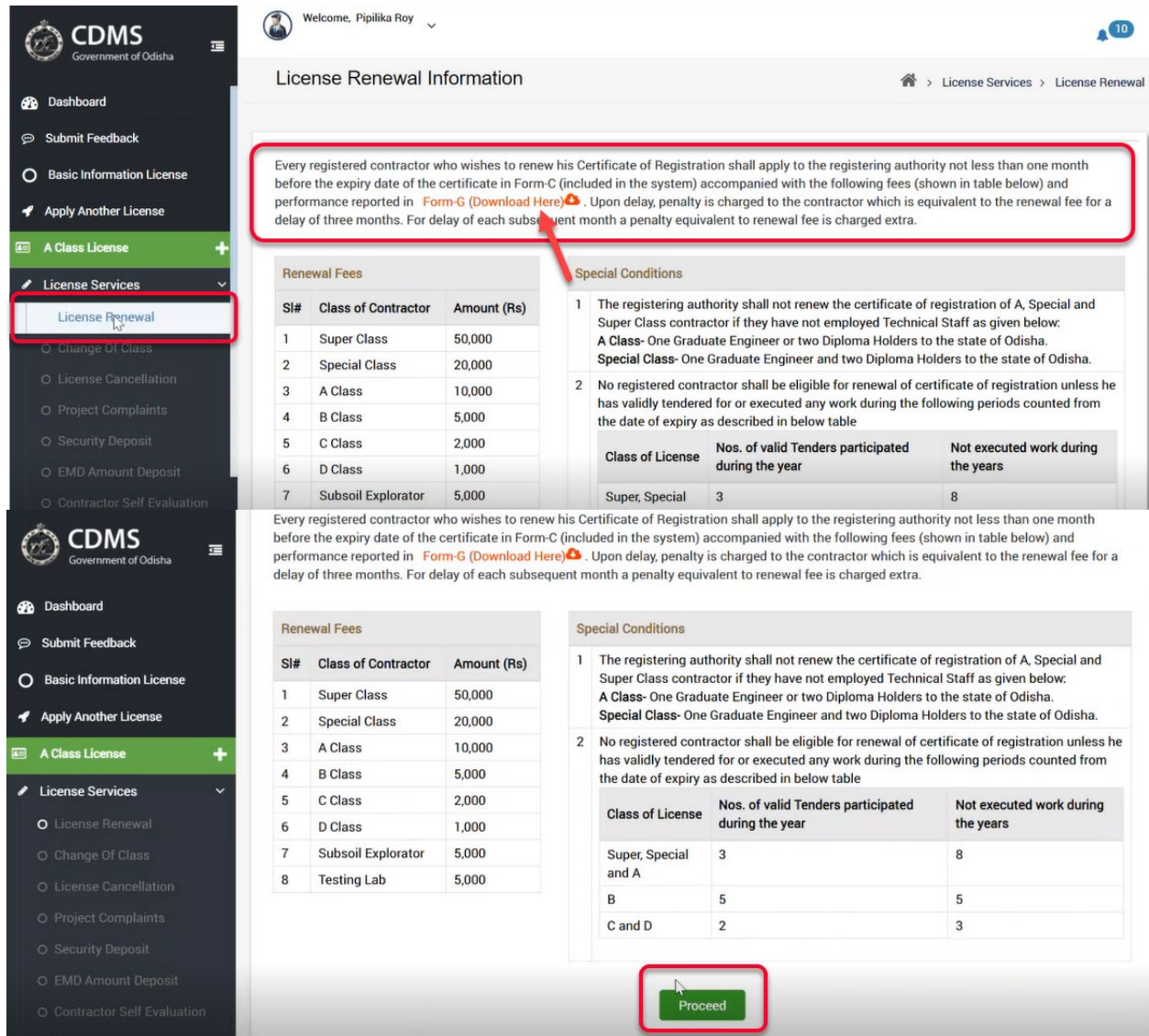
## 8 A CLASS LICENSE

### 8.1 LICENSE SERVICES

As per license class, the system has configured the license services for the user. Perform license renewal facility, class change, cancellation, printing and more.

#### 8.1.1 LICENSE RENEWAL

If the contractor's license has expired, then renew the license online by clicking the "License Renewal" tab shown in below figure.



Welcome, Pipilika Roy

License Renewal Information

Every registered contractor who wishes to renew his Certificate of Registration shall apply to the registering authority not less than one month before the expiry date of the certificate in Form-C (included in the system) accompanied with the following fees (shown in table below) and performance reported in [Form-G \(Download Here\)](#). Upon delay, penalty is charged to the contractor which is equivalent to the renewal fee for a delay of three months. For delay of each subsequent month a penalty equivalent to renewal fee is charged extra.

Sl#	Class of Contractor	Amount (Rs)
1	Super Class	50,000
2	Special Class	20,000
3	A Class	10,000
4	B Class	5,000
5	C Class	2,000
6	D Class	1,000
7	Subsoil Explorator	5,000

**Special Conditions**

- The registering authority shall not renew the certificate of registration of A, Special and Super Class contractor if they have not employed Technical Staff as given below:  
**A Class-** One Graduate Engineer or two Diploma Holders to the state of Odisha.  
**Special Class-** One Graduate Engineer and two Diploma Holders to the state of Odisha.
- No registered contractor shall be eligible for renewal of certificate of registration unless he has validly tendered for or executed any work during the following periods counted from the date of expiry as described in below table

Class of License	Nos. of valid Tenders participated during the year	Not executed work during the years
Super, Special	3	8

Every registered contractor who wishes to renew his Certificate of Registration shall apply to the registering authority not less than one month before the expiry date of the certificate in Form-C (included in the system) accompanied with the following fees (shown in table below) and performance reported in [Form-G \(Download Here\)](#). Upon delay, penalty is charged to the contractor which is equivalent to the renewal fee for a delay of three months. For delay of each subsequent month a penalty equivalent to renewal fee is charged extra.

Sl#	Class of Contractor	Amount (Rs)
1	Super Class	50,000
2	Special Class	20,000
3	A Class	10,000
4	B Class	5,000
5	C Class	2,000
6	D Class	1,000
7	Subsoil Explorator	5,000
8	Testing Lab	5,000

**Special Conditions**

- The registering authority shall not renew the certificate of registration of A, Special and Super Class contractor if they have not employed Technical Staff as given below:  
**A Class-** One Graduate Engineer or two Diploma Holders to the state of Odisha.  
**Special Class-** One Graduate Engineer and two Diploma Holders to the state of Odisha.
- No registered contractor shall be eligible for renewal of certificate of registration unless he has validly tendered for or executed any work during the following periods counted from the date of expiry as described in below table

Class of License	Nos. of valid Tenders participated during the year	Not executed work during the years
Super, Special and A	3	8
B	5	5
C and D	2	3


[Proceed](#)

**Figure 8-1** License Renewal Information Screen

The tab encircled in the menu section takes user to the license renewal information where details about renewal fee and special conditions applicable for renewal are given.

For renewal of license, go through the license renewal information carefully.

The license renewal information says every registered contractor who wish to renew his certificate shall apply to the registering authority not less than one month before the date

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>98 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

of expiry in Form C with renewal fee (as mentioned in the renewal fees column of the Fig. 9-1) and performance report in Form G.

- **Download Form G** by clicking the download icon .

**FORM-G**

Performance Report of Contractor .....

SL. NO	Name of the work for which tender paper allowed to be purchased.	Cost of work.	Date of purchase of tender documents.	Signature of E.E.	Date of receipt of tender.	Valid or not.	Ref. of work order and agreement if approved	If any legal/Paralegal case initiated by Court/Deptt.	Remarks By E.E. on performance
1	2	3	4	5	6	7	8	9	10


Signature of the Contractor

Signature of the Employer(s)

**Figure 8-2** Form G for License Renewal Screen

Take reference from **Fig. 8-2** above, Form G is the performance report of the contractor.

- Provide the name of the work for which tender paper is allowed to purchase.
- Enter the total cost of work
- Provide the date of purchase of tender document.
- Signature of Executive Engineer is necessary.

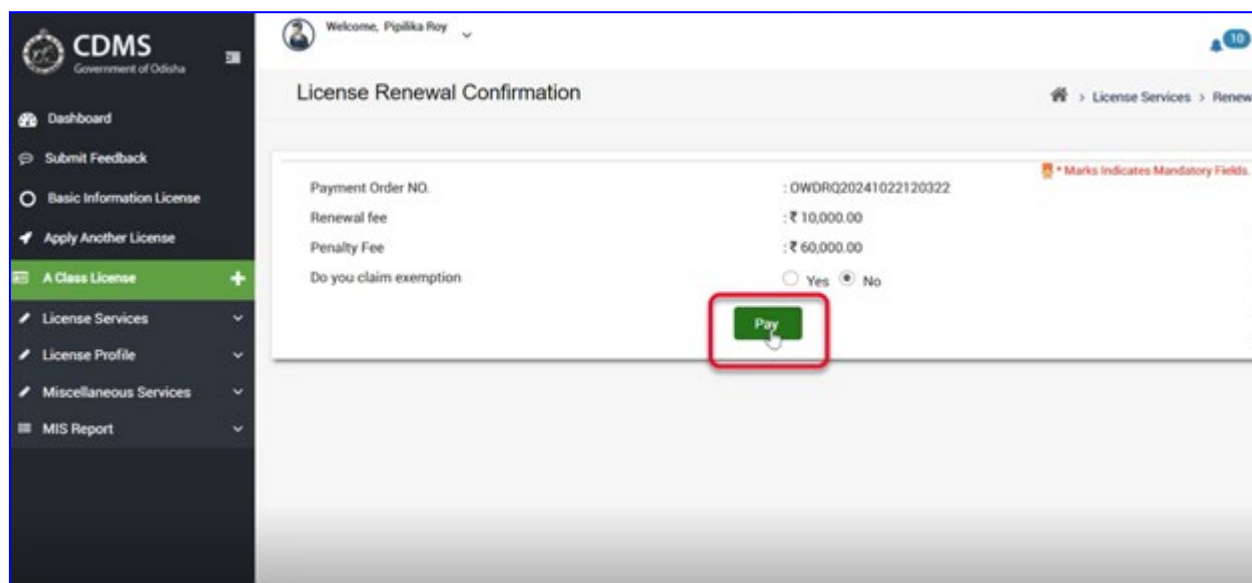
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>99 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Enter the date of receipt of tender
- Is that tender valid or invalid?
- Provide reference of any work order and agreement if approved
- Is any legal/paralegal case initiated by court/department, then enter information about the same.
- Enter remarks of E.E on the performance.

Enter all the details in the column provided in Form G (referring **Fig, 8-2**)

- Put your signature above the blank space shown above Signature of the Contractor.
- Get the document signed by the employer (s).


After going through the terms and conditions applicable for license renewal, click the **Proceed** button-



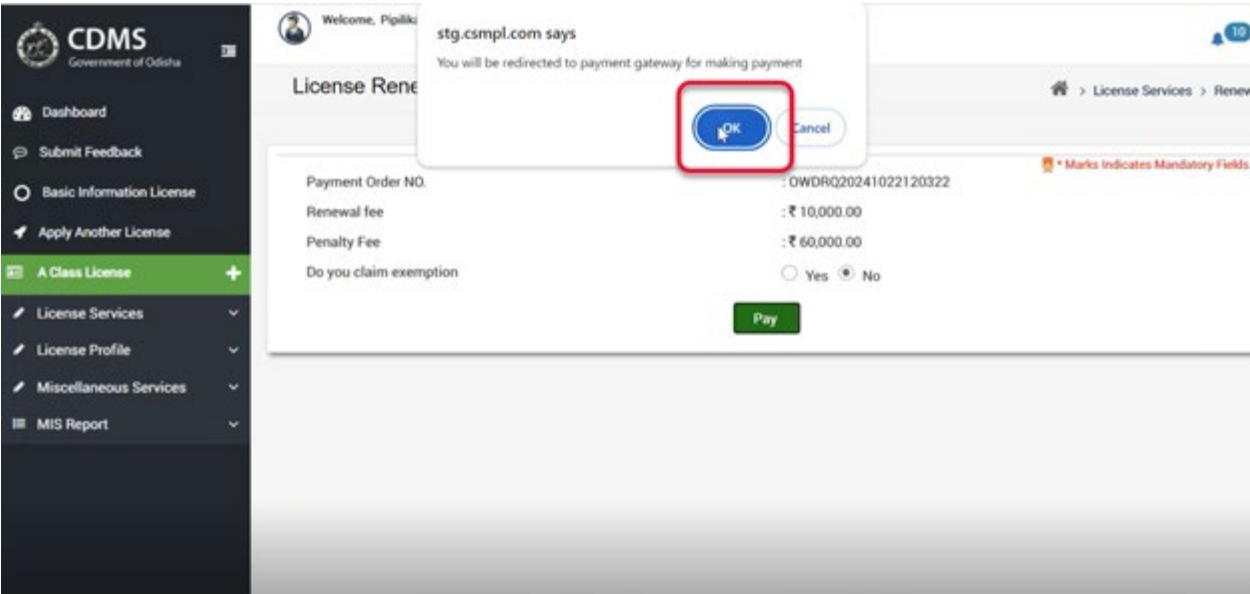
**Figure 8-3** License Renewal Confirmation Screen

The License Renewal confirmation screen is displayed with the renewal fees and fine amount. To proceed on for payment, click the **Pay** button.



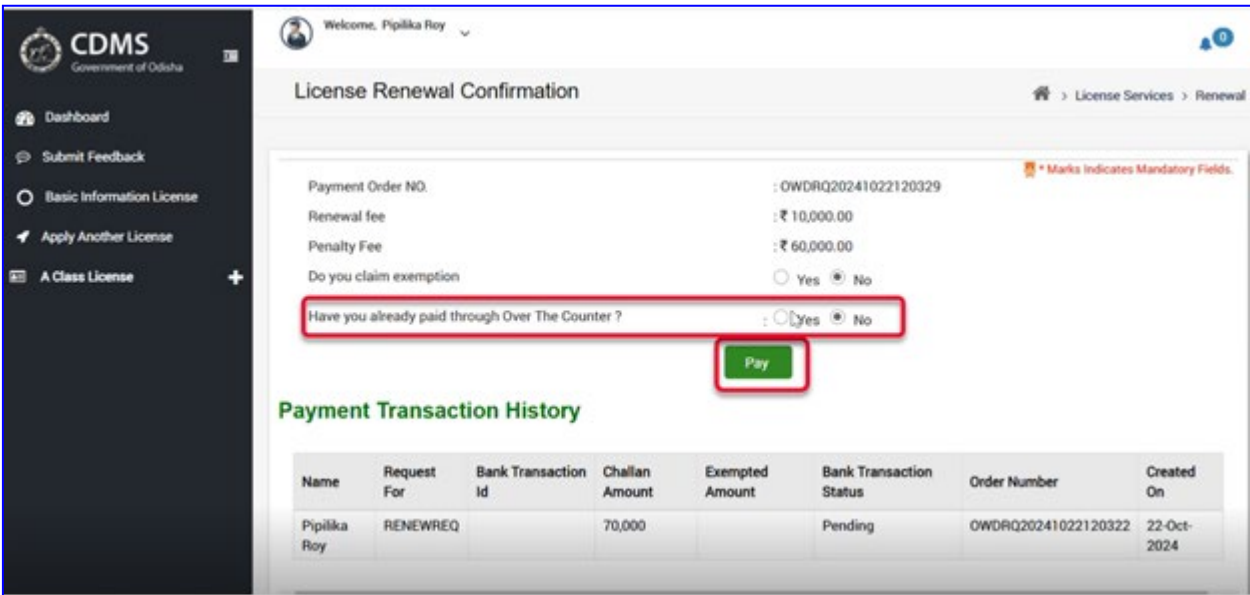
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #:100 of 192
	<b>Contractor Database Management System - V3.0</b>		

On clicking the pay, get redirected to the payment gateway section.



**Figure 8-4** License Renewal Confirmation Screen


- Click on the OK button to confirm to submit and proceed to make payment.



Name	Request For	Bank Transaction Id	Challan Amount	Exempted Amount	Bank Transaction Status	Order Number	Created On
Pipilika Roy	RENEWREQ		70,000		Pending	OWDRQ20241022120322	22-Oct-2024

**Figure 8-5** License Renewal Confirmation Screen

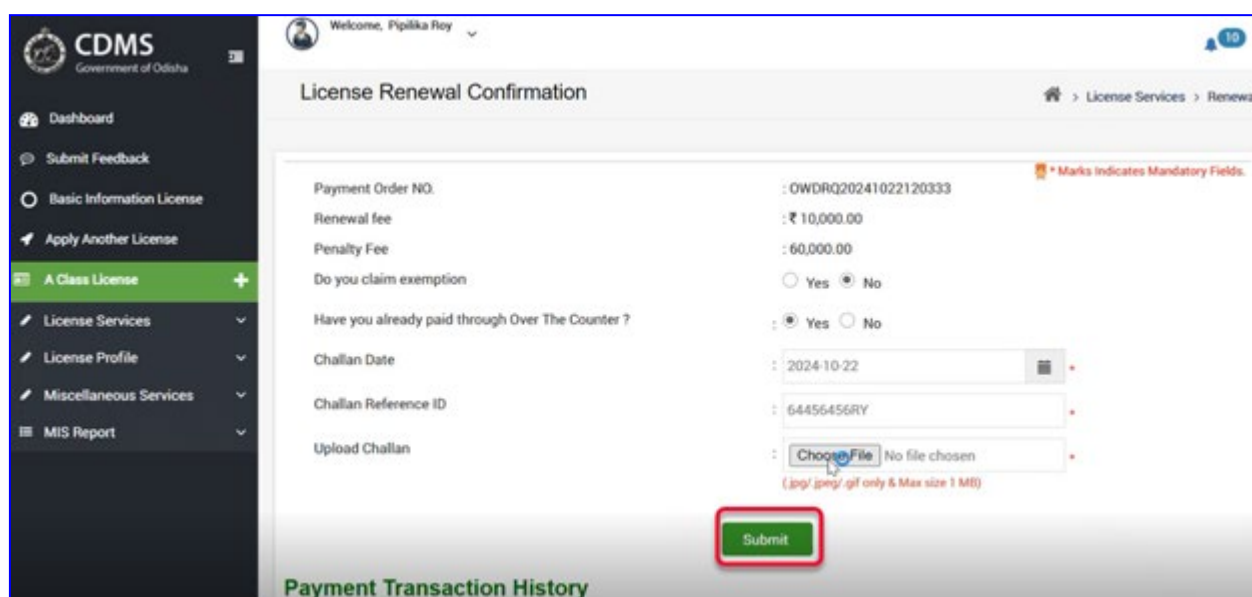


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>101 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

Taking reference from Fig. 8-5


- If you have already make payment through offline mode, then select yes option and confirm.
- Or, click on the No, option and proceed to make payment online.

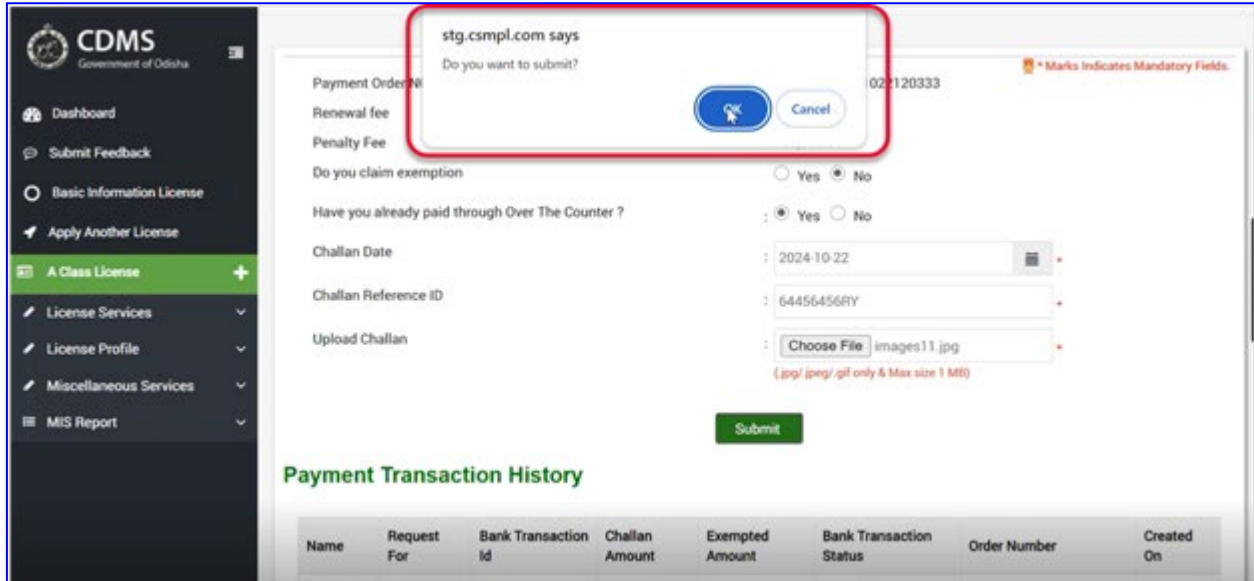
A. For offline mode.



**Figure 8-6** License Renewal Payment Screen

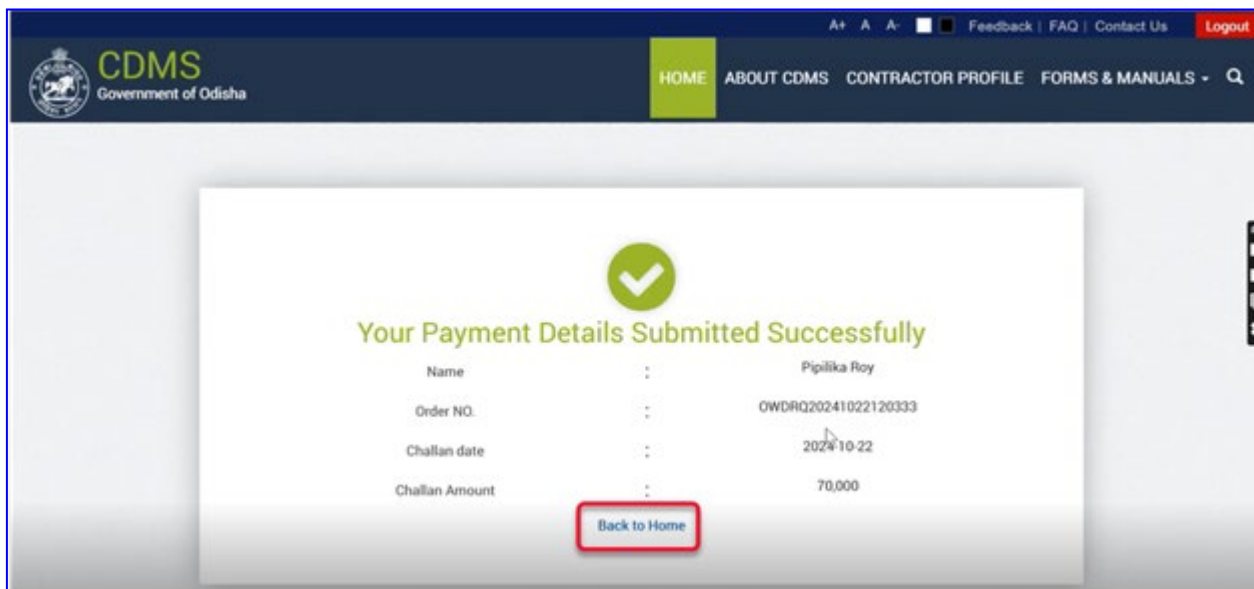
- Payment Order Number is given
- Amount for payment is also provided
- Enter the Challan date
- Enter Challan Number
- Upload a challan copy
- Click on **Submit**.
- System will ask for your confirmation.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #:102 of 192
	<b>Contractor Database Management System - V3.0</b>		




**Figure 8-7** License Renewal Payment Screen

- Click on the **OK** button to confirm and close the pop-up message.
- On confirmation only, the payment detail is submitted successfully.

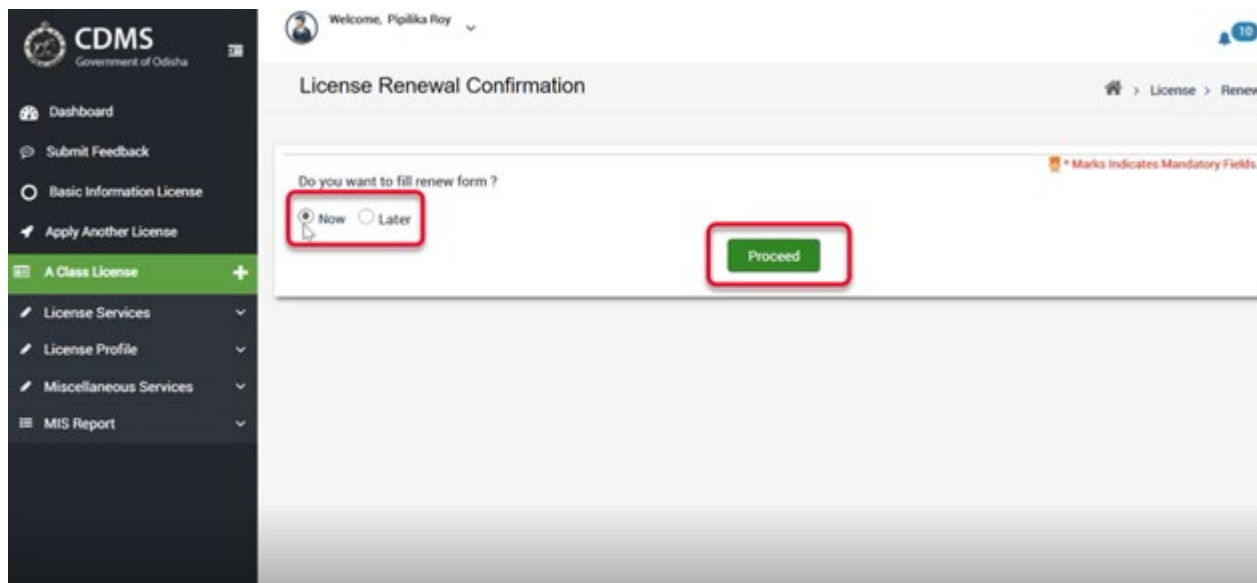


**Figure 8-8** License Renewal Payment Successful Confirmation Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>103 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Click on **Back to Home** button.


Navigate to license renewal confirmation section, as shown below.



**Figure 8-9** License Renewal Confirmation Screen

In the license renewal confirmation section, select do you want to fill the renewal form now or later.

- To fill the form in the current time, select the **Now** option and click on **Proceed** button.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>104 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

Welcome, Pipilika Roy

10

Renewal of Registration [Form - C]

License Services > License Renewal

\* Marks Indicates Mandatory Fields.

Registration NO. : 687LU454 \*

Category : Civil \*

Class : A Class \*

Issuing Authority : Engineer-in-Chief (Civil) \*

Valid Up To : 31/03/2024 \*

Renew Date : 22/10/2024 \*

Renewal Fee (Rs.) : 10,000 \*

Penalty Fee (Rs.) (if any) : 60,000 \*

Performance Certificate

SL No.	Department/Organization	Name Of The Work	Estimated Cost	Agreement Amount	Agreement No.	Schedule date of commencement as per agreement	Schedule date of completion as per agreement	Whether the work is completed	Cause of delay if any
1	Works Department	PRAKASH		80,000,000,000		2024-10-22	2024-10-22	Completed	

Those who have Form-G, upload the form otherwise Upload Tender Details

Upload Contractor Performance Report [Form - G]

Choose File dummy.pdf

(.pdf only & Maximum size 1 MB)

Technically valid Tender Details

Financial Year	Tender Id	Department	Tender Summary Report (.pdf only & Maximum size 1 MB)	Add/Remove
-Select-			Choose File No fi...sen	+

Up-To-Date Tax Details


GST Number : 22DVJPK2324D6T

GST Certificate : Choose File No file chosen

(.pdf only & Maximum size 1 MB)


Confirm

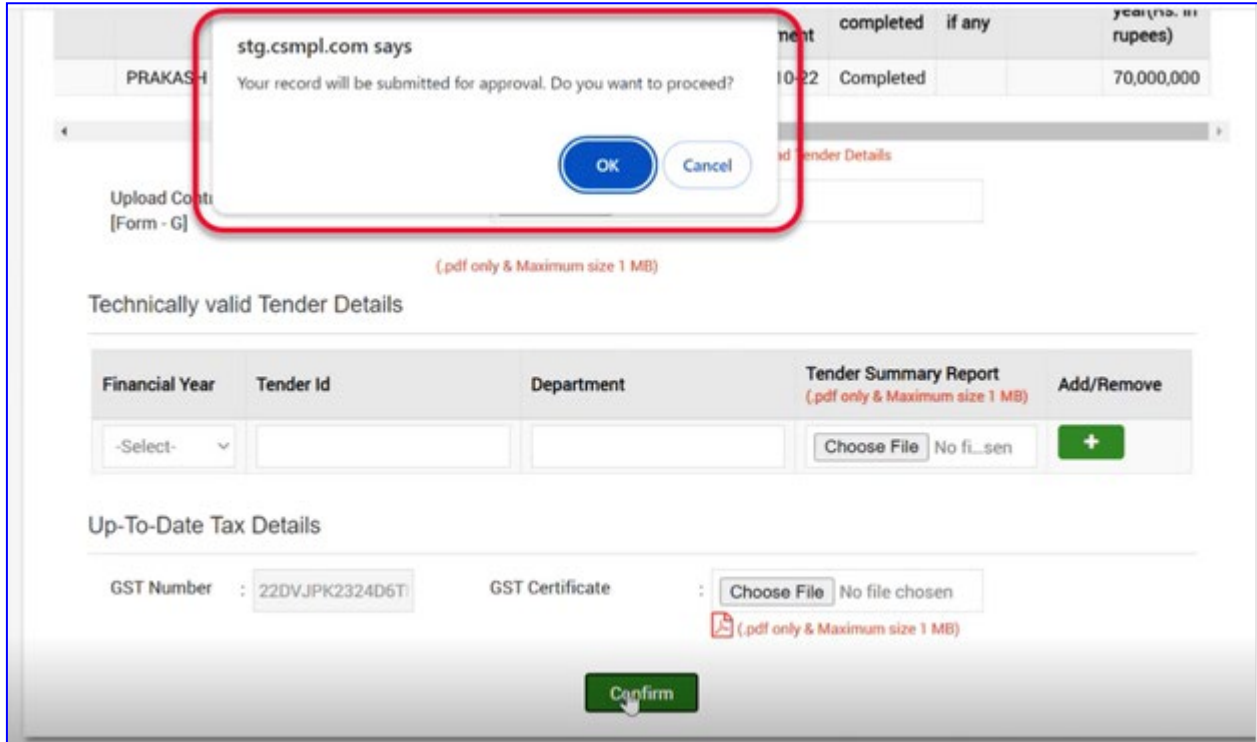
Figure 8-10 Renewal of Registration Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>105 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Click on the Choose File option, as indicated in the figure shown above, and upload the Contractor Performance Report or Form G.
- If required, update the tender details.
  - Select the financial year, Tender ID, Department, upload tender summary report and click on Add button.
- Update the latest information about the TAX paid.
  - Upload the GST Certificate.
- On adding all the details, click on the **Confirm** button.

On clicking the confirm button, a confirmation alert message appears on the display screen.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>106 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



stg.csmp1.com says  
Your record will be submitted for approval. Do you want to proceed?

OK Cancel

Upload Contract Details [Form - G]

(.pdf only & Maximum size 1 MB)

Technically valid Tender Details

Financial Year	Tender Id	Department	Tender Summary Report (.pdf only & Maximum size 1 MB)	Add/Remove
-Select-			Choose File No file chosen	+


Up-To-Date Tax Details

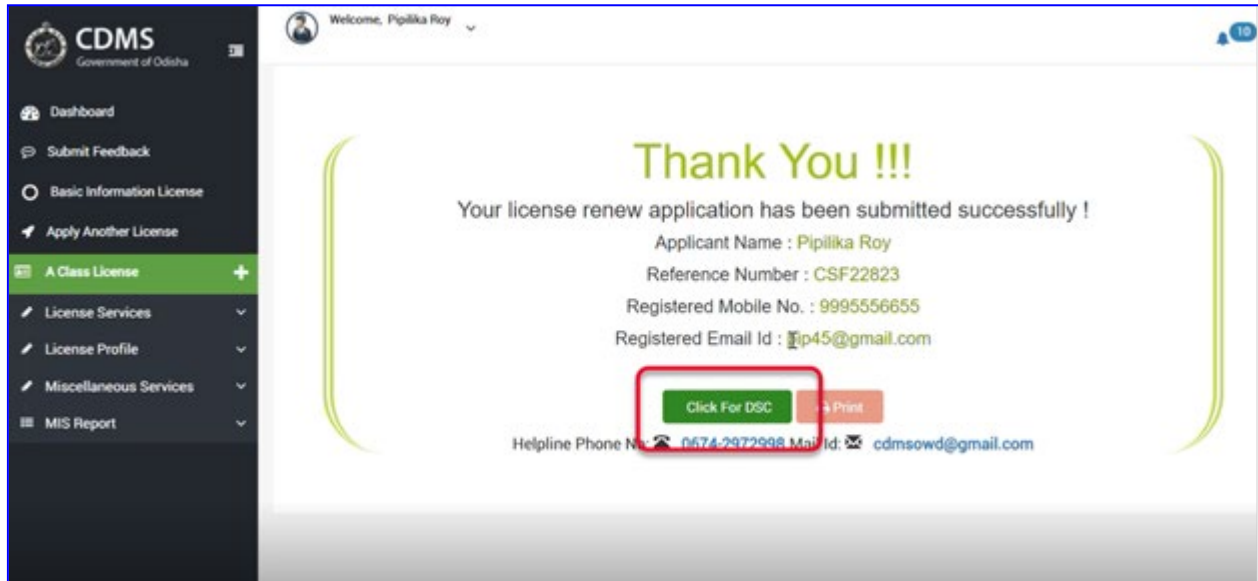
GST Number : 22DVJPK2324D6T GST Certificate : Choose File No file chosen  
(.pdf only & Maximum size 1 MB)

Confirm

**Figure 8-11** Renewal of Registration Screen

- Click on the **OK** Button to confirm and proceed to submission.
- On confirmation, the renew application request is submitted successfully.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>107 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

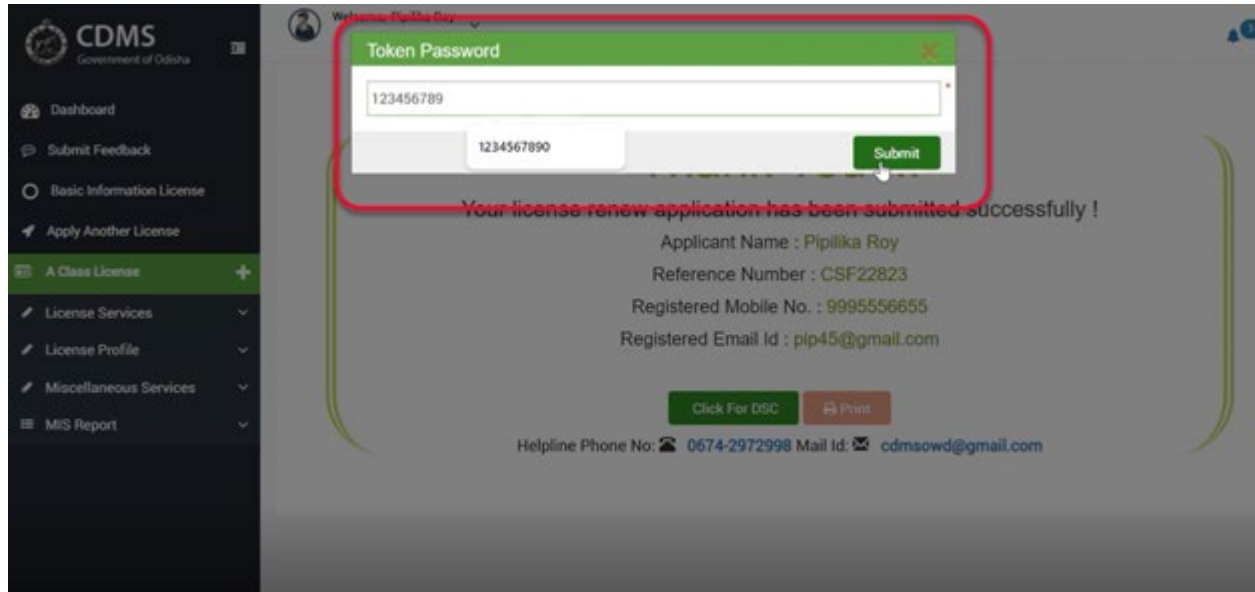


**Figure 8-12** Renewal of Registration Application Submitted Successfully Screen

The contractor user needs to DSC the documents uploaded. Click on the **Click for DSC** button, as highlighted in the figure shown above.

- Enter the Token Password to do DSC.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>108 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

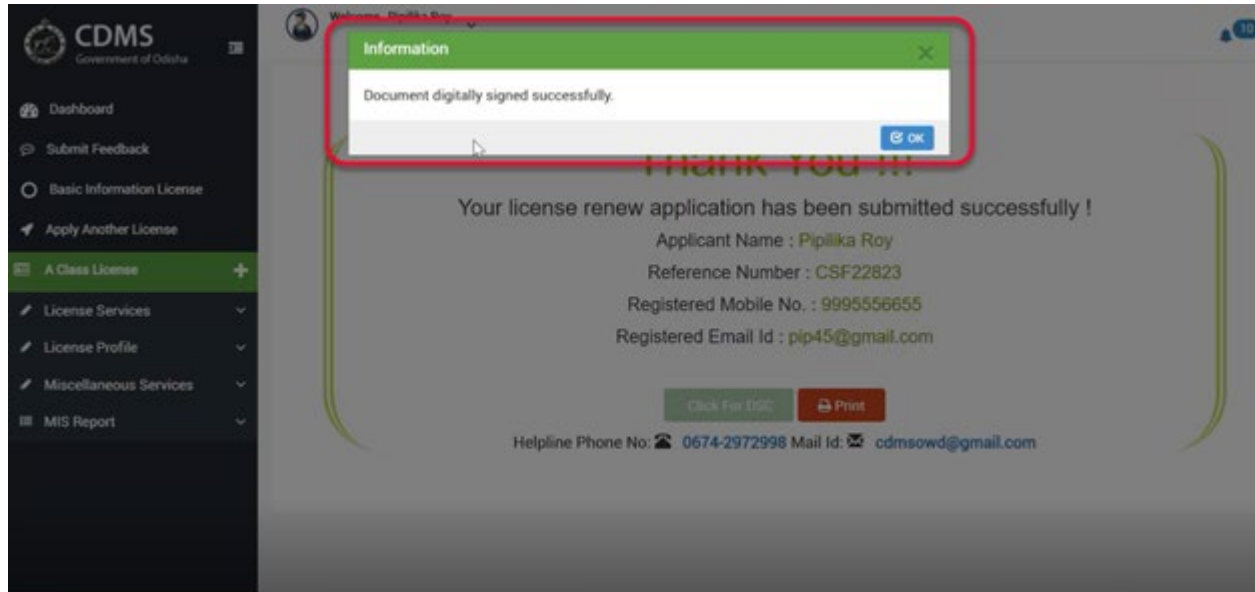


**Figure 8-13** Token Password Screen

- On entering the Token Password, click on **Submit** button.
- On confirmed submission, the document is signed digitally successfully.

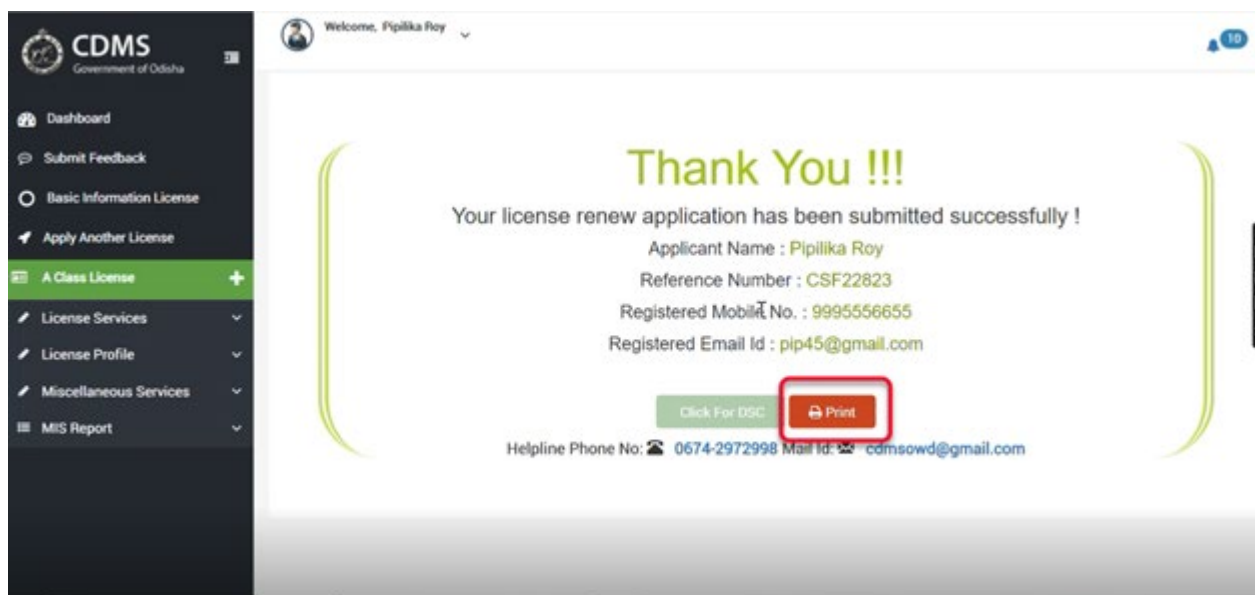


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #:109 of 192
	<b>Contractor Database Management System - V3.0</b>		




**Figure 8-14** Digital Signing Confirmation Message Screen

- Click on the **OK** button to close the confirmation message appeared on the display screen.



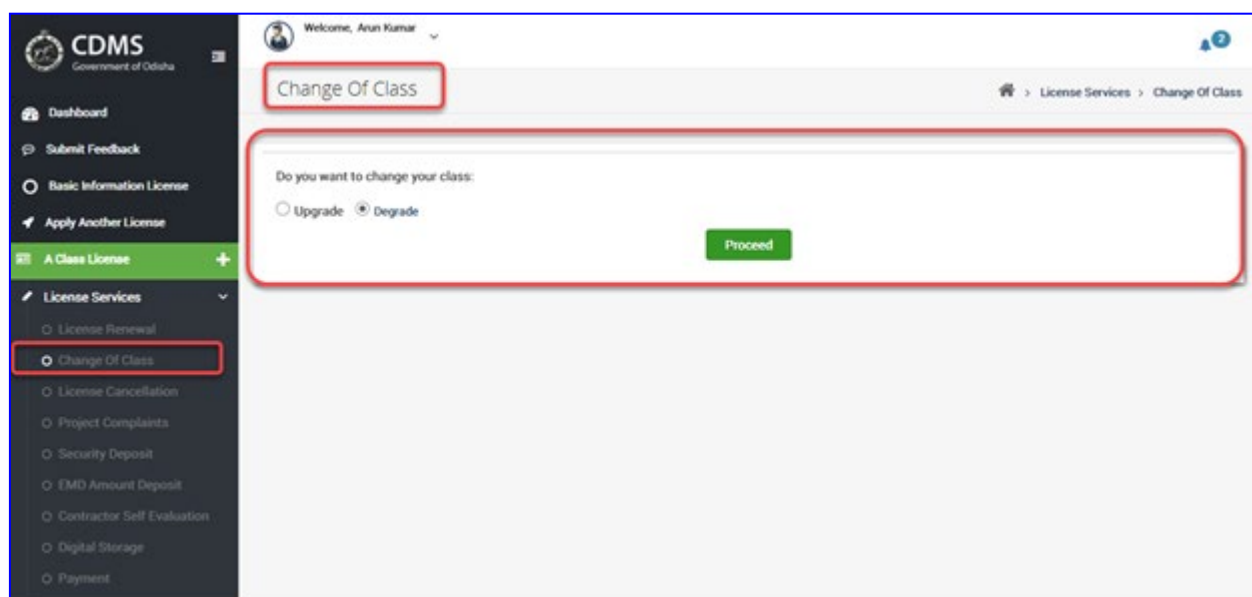
**Figure 8-15** Renewal of Registration Application Submitted Successfully Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>110 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Click on the **Print** button to take a print copy of the renewal application.

### 8.1.2 CHANGE OF CLASS

Upgrade or downgrade the class of the contractor license by clicking the “Change of Class” tab. Refer the encircled tab in **Fig. 8-16**.




**Figure 8-16** Change of Class Screen

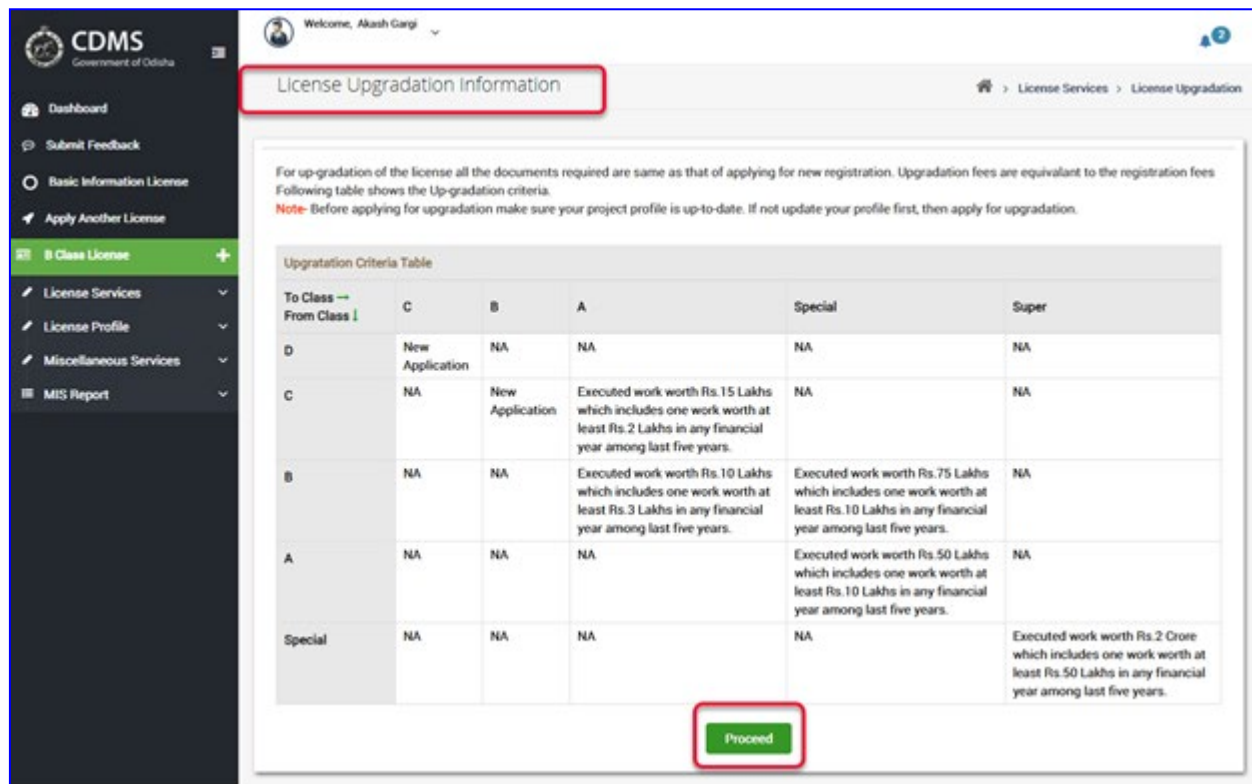
With reference to the “Change of Class” screen shared above –

If you want to change your license class, then you need to select the radio buttons for upgrade and downgrade and click on proceed.

#### 8.1.2.1 UPGRADE

- Select **Upgrade** button to raise the license standard to any class such as Class A, Class B, Class C, Class D and Special Class. Click on **Proceed** button to move further.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>111 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Welcome, Akash Gargi

License Upgradation Information

For up-gradation of the license all the documents required are same as that of applying for new registration. Upgradation fees are equivalent to the registration fees. Following table shows the Up-gradation criteria.  
**Note:** Before applying for upgradation make sure your project profile is up-to-date. If not update your profile first, then apply for upgradation.

To Class → From Class ↓	C	B	A	Special	Super
D	New Application	NA	NA	NA	NA
C	NA	New Application	Executed work worth Rs. 15 Lakhs which includes one work worth at least Rs. 2 Lakhs in any financial year among last five years.	NA	NA
B	NA	NA	Executed work worth Rs. 10 Lakhs which includes one work worth at least Rs. 3 Lakhs in any financial year among last five years.	Executed work worth Rs. 75 Lakhs which includes one work worth at least Rs. 10 Lakhs in any financial year among last five years.	NA
A	NA	NA	NA	Executed work worth Rs. 50 Lakhs which includes one work worth at least Rs. 10 Lakhs in any financial year among last five years.	NA
Special	NA	NA	NA	NA	Executed work worth Rs. 2 Crore which includes one work worth at least Rs. 50 Lakhs in any financial year among last five years.


Proceed

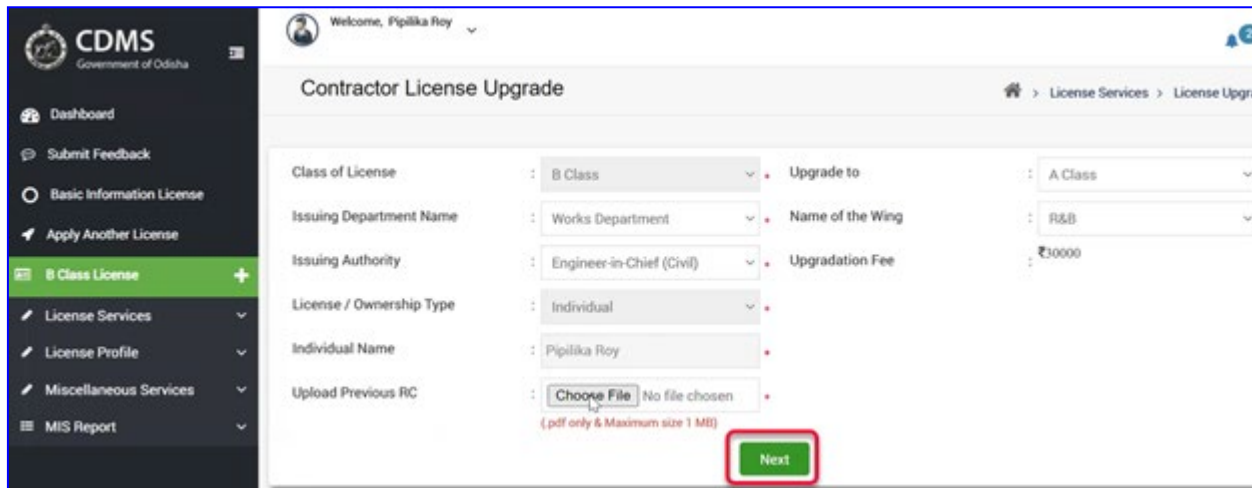
**Figure 8-17** Change of Class Screen

On doing so, license upgradation information is displayed on the screen.

Read the license upgradation information carefully.

- Follow the upgradation criteria shown in a table in Fig. 9-17. It contains all the terms and conditions for upgrading.
- Click on **Proceed** button, if you want to upgrade the license status.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>112 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




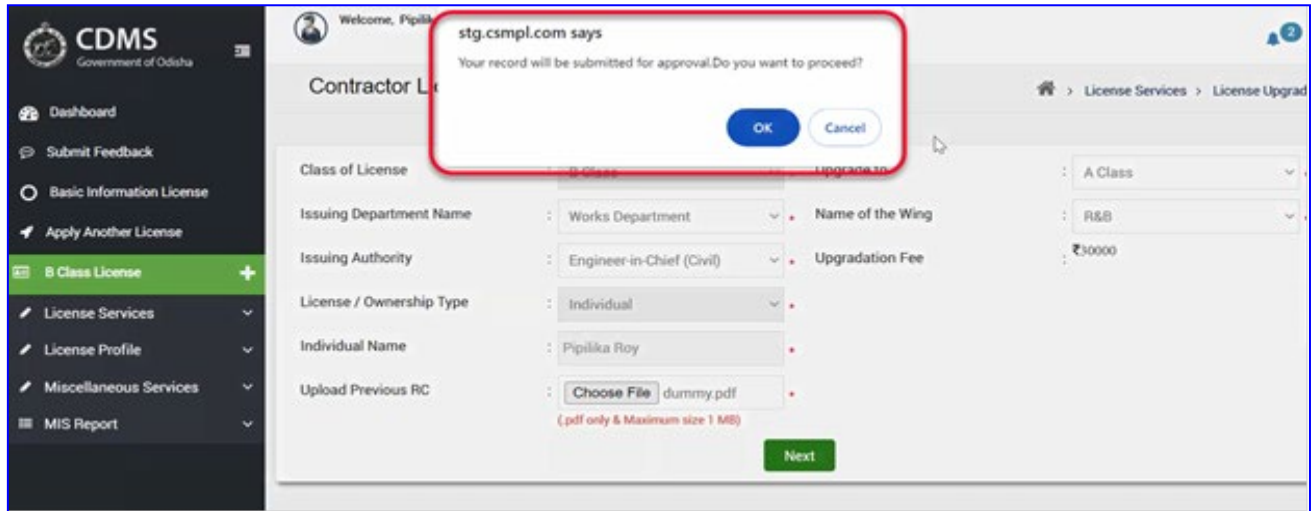
**Figure 8-18** Contractor License Upgrade Screen

The Contractor's License Upgrade form appears in the screen.

- Current class of license is given.
- Select the upper grade for the license.
- Choose the issuing department name followed by name of the wing.
- Select the name of the circle
- Select the license issuing authority. Note: the upgradation fee to be charged will be displayed.
- The license/ownership type and name of the contractor is already filled.
- Upload the previous RC Certificate, issued.
- Click on **Next** button

A pop-up window will appear. Refer the screen shared below.

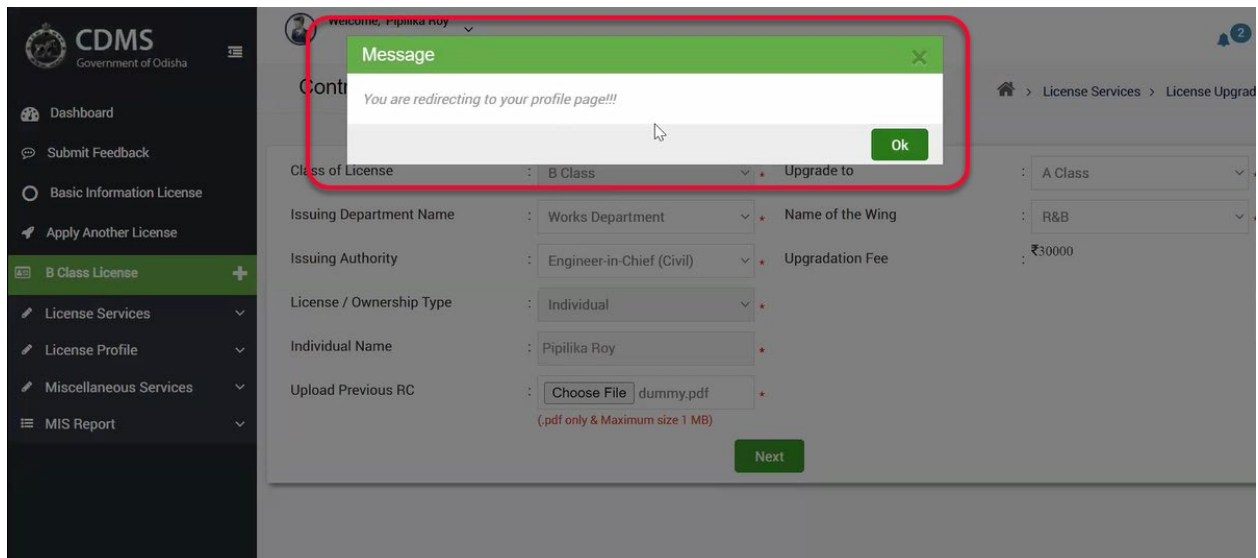
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>113 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 8-19** Confirmation Alert Message Screen

Do you want to save the details in record and proceed for approval?

- Click on **OK** button if you agree and want to continue.
- Or, Select **Cancel** button to cancel the submission and get back to the previous screen.



**Figure 8-20** Confirmation Message Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>114 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

On successful submission of the class details, a message will pop-up showing confirmation of the upgradation request.

- Click on **OK** button to go to the profile page.



# Quality System Template

CSM Technologies

## Contractor Database Management System - V3.0

Document #:

CSM/QT/13/03

Rev.: 1.1

Page #:115 of 192

Welcome, Raj

Basic Information [ License ]

Category of License : Civil

Issuing Department Name : Works Department

Name Of the Office : 773CV847

Registration Number : 31-Mar-2022

License Valid Till : 31-Mar-2022

Class of License : Special Class

Name of the Wing/Organisation : R&B

Issuing Authority : Engineer-in-Chief (Civil)

Date of Issue : 13-Aug-2019

Security Available : No

Type of Security Instrument

Security Deposit Amount (₹)

Validity of Security Instrument

Basic Information [ Licensee ]

License / Ownership Type : Individual

Individual Name : Raj

Date of Birth : 01-Aug-2001

Gender : Male

Father's Name : Taj

Qualification : Graduate Engineer

Social Category of Licensee : General

Physically Handicapped : No

Present / Communication Address

State : Odisha

Block/ULB : Angul

Police Station : Cxds

Village / Local Area Name : Khandahata

House Number : sd

Address Proof Document : Passport

Mobile Number : 889589588

District : Angul

GP/Ward Number : Angarabandha

Post Office : dsf

Habitation/Street/Land Mark : fdgdf

PIN : 752025

Address Proof File :

Email (As used in Odisha e-Proc) : mas@csmpl.com

Permanent Address

State : Odisha

Block/ULB : Angul

Police Station : Cxds

Village / Local Area Name : Khandahata

House Number : sd

Address Proof Document : Passport

Mobile Number : 889589588

District : Angul

GP/Ward Number : Angarabandha

Post Office : dsf

Habitation/Street/Land Mark : fdgdf

PIN : 752025

Address Proof File :

Email : mas@csmpl.com

Statutory Compliances [Individual]

Type of Document : PAN

Number : FFFPS5563H

Upload Scan Copy :

Type of Document : AADHAAR Number

Number : 111111116478

Upload Scan Copy :

Type of Document : GST Number

Number : 21FFFP55563H5AS

Upload Scan Copy :

Financial Health of the Licensee

Financial Year

Turnover Amount(₹)  
(Profit Construction Work Only)

Net Asset Value(₹)

Statutory Auditor Certificate

2013-14

0.0

0.0

2014-15

0.0

0.0

2015-16

0.0

0.0

2016-17

0.0

0.0

2017-18

67000.0

45666.0

2018-19

7800.0

6700.0

Operational Bank Account Details

Bank Name

Branch Name

Account Number

IFSC Code

Upload Cancelled Cheque

Project Profile (Project Completed on or after 01-04-2011 OR Awarded on or after 01-04-2011 OR Approved prior to 01-04-2011 but still on going)

S#

Department (A)

Name of the Wing/Organisation (B)

Circle Name (C)

Division Name (D)

Contract Type (E)

Name of the Work (F)

Agreement Number (G)

Agreement Date (H)

Odisha e-Proc Tender ID (J)

Agreement Amt. (Rs.) (₹ ) (K)

1

Works Department

R&B

Central

Bhubaneswar (R&B) Division No.1

Item Rate/Percentage Rate

Bridge Work

125HJBSASD

2020-01-01

SAGTHJ1452

5,000,000

2

Works Department

R&B

Central

Bhubaneswar (R&B) Division No.1

Item Rate/Percentage Rate

New Temple Work

ACF678

2020-01-03

AD598V7856

5,000,000

3

Works Department

R&B

Central

Bhubaneswar (R&B) Division No.1

Item Rate/Percentage Rate

Bridge Work

ASB4UJ7865

2020-01-03

SA2335GGS77

6,580,000

S#

Date of Commencement (I)

Stipulated Date of Completion (M)

Work Status(As on 30-Sep-2016) (N)

Work Execution Certificate

Actual Date of Completion (O)

Executed Amount (₹) (30-Sep-2016) (P)

Whether the work has any litigation? (Q)

Litigation Type

Litigation Amount

Forum

Case Number

Year of Filing

Present status of the case

1

2020-01-02

2020-01-30

Completed

4,000,000

No

2

2020-01-05

2020-01-25

Completed

4,000,000

No

3

2020-01-04

2020-01-28

Completed

4,000,000

No

Asset (Major Equipment) Details

S#

Asset Type

Asset Name

Make

Model

Purchase Date

Dealer's Name

Invoice Number

Registration/Machine Number

1

Machinery

Bitumen Pressure Distributor

rt544

yh76

2020-05-12

ewerwer

234234234

WRWGR

2

EQUIPMENT FOR TESTING OF SOIL

Modified Proctor Compaction Test Apparatus (manual), suitable for determination of M.O.D & O.M.C as per IS:2720 (Part-II) along with all required accessories and tools etc

MHF

SD

2020-05-12

T Tech

234234234

ERTSW

Technical Personnel [with the Licensee]

S#

Name of Personnel

Designation

Date of Joining


Qualification

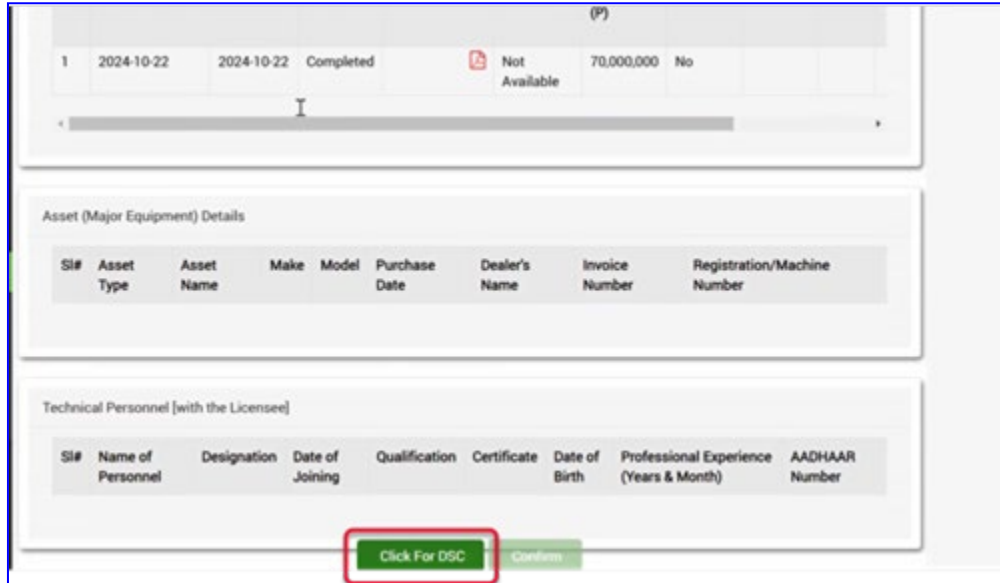
Certificate

Date of Birth

Professional Experience (Years & Month)

AADHAAR Number

	<b>Quality System Template</b> CSM Technologies	Document #:	Rev.: 1.1 Page #:116 of 192
	<b>Contractor Database Management System - V3.0</b>	CSM/QT/13/03	



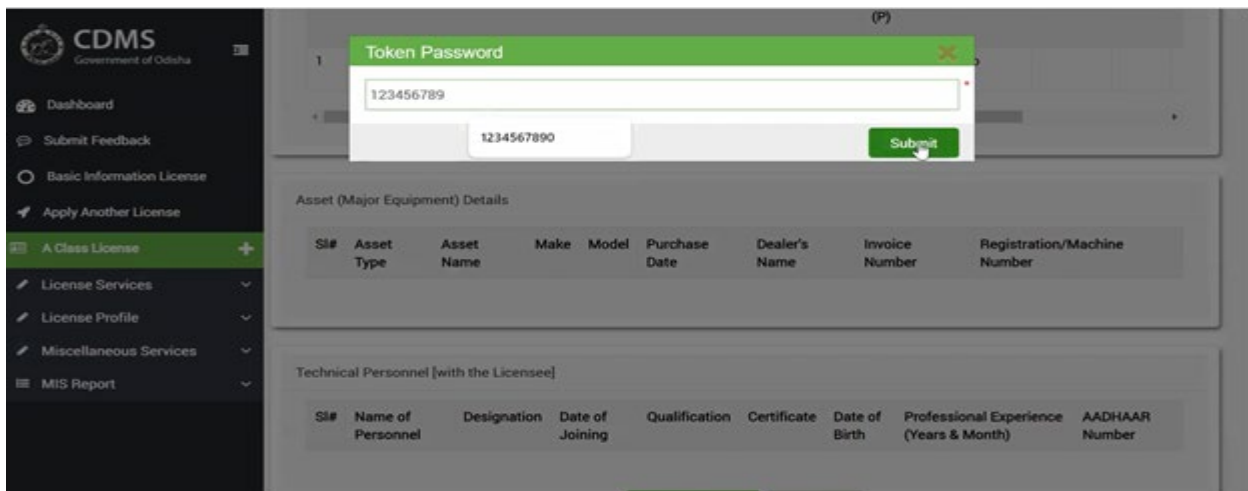
The screenshot shows a web application interface for managing contractor profiles. At the top, there is a table with columns for Sl#, Date, Status, and other details. Below this, there are two main sections: 'Asset (Major Equipment) Details' and 'Technical Personnel [with the Licensee]'. The 'Asset' section has a table with columns: Sl#, Asset Type, Asset Name, Make, Model, Purchase Date, Dealer's Name, Invoice Number, and Registration/Machine Number. The 'Technical Personnel' section has a table with columns: Sl#, Name of Personnel, Designation, Date of Joining, Qualification, Certificate, Date of Birth, Professional Experience (Years & Month), and AADHAAR Number. At the bottom, there are two buttons: 'Click For DSC' (highlighted with a red box) and 'Confirm'.

**Figure 8-21** Contractor Profile Details Screen

Check the profile details added to the profile page shown above.

- Do the digital signature of the profile information and document uploaded, clicking on **Click for DSC** button.


On clicking the button, option to enter the token password appears on the display screen.



This screenshot shows the same Contractor Profile Details screen as Figure 8-21, but with a 'Token Password' dialog box open. The dialog box has a title bar with a close button, a text input field containing '123456789', and a 'Submit' button. The background content is dimmed, showing the same tables and buttons as before.

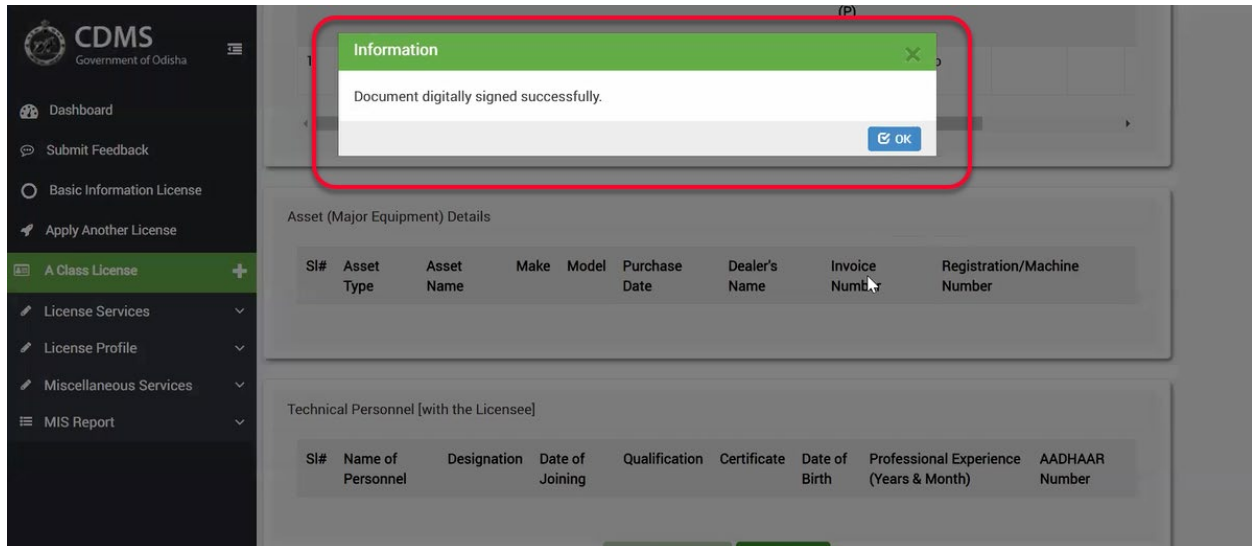
**Figure 8-22** Contractor Profile Details Screen



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>117 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


- Enter the Token Password and click on **Submit** button.

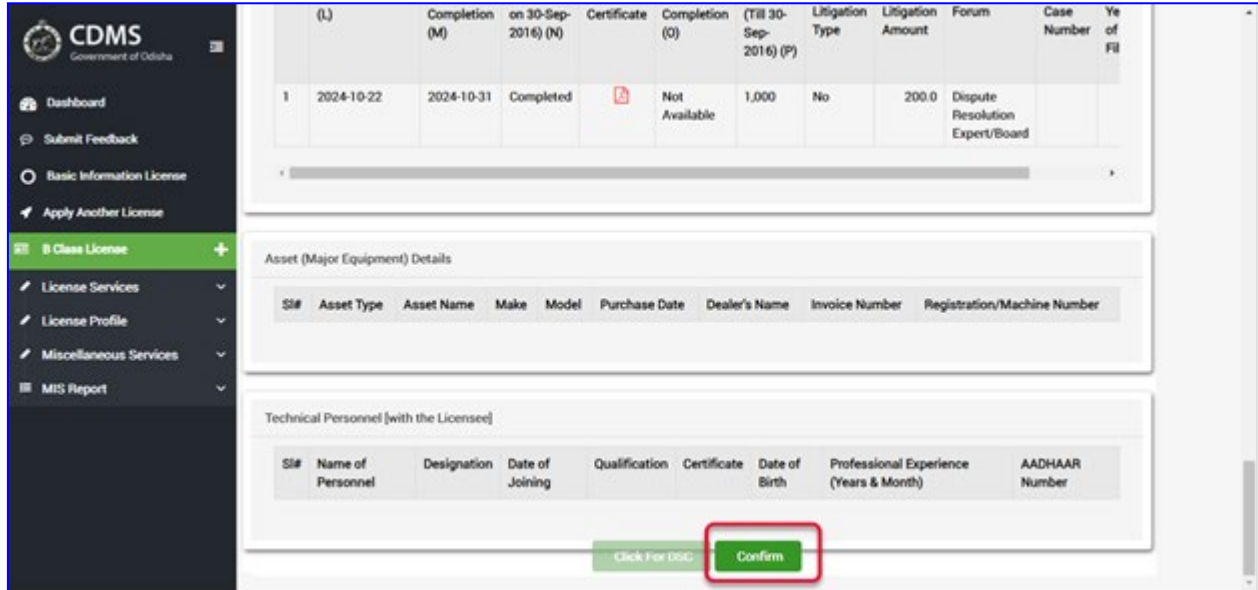
On successful signing of the document, a confirmation message appears on the display screen.



**Figure 8-23** Contractor Profile Details Screen

- Click on the **OK** button to close the pop-up message appeared. Navigate to the profile details again to do the confirmation and final submission of the request.

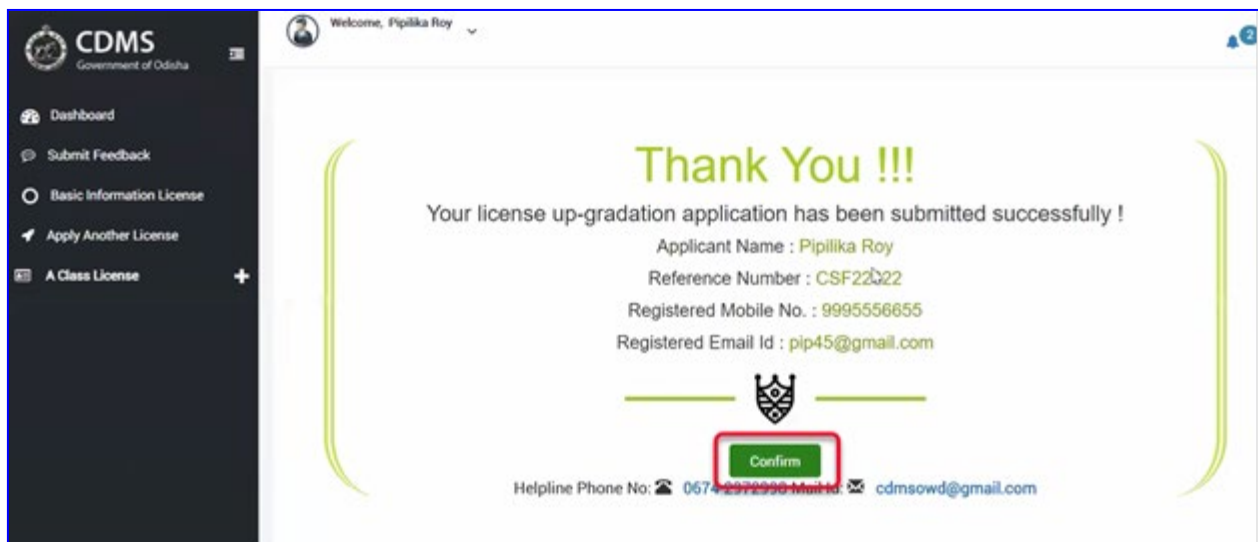
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>118 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 8-24** Contractor Profile Details Screen

- Click on **Confirm** button.

On clicking the license upgrade request is submitted successfully and message for the same will appear on the screen. Refer the screen shared below.



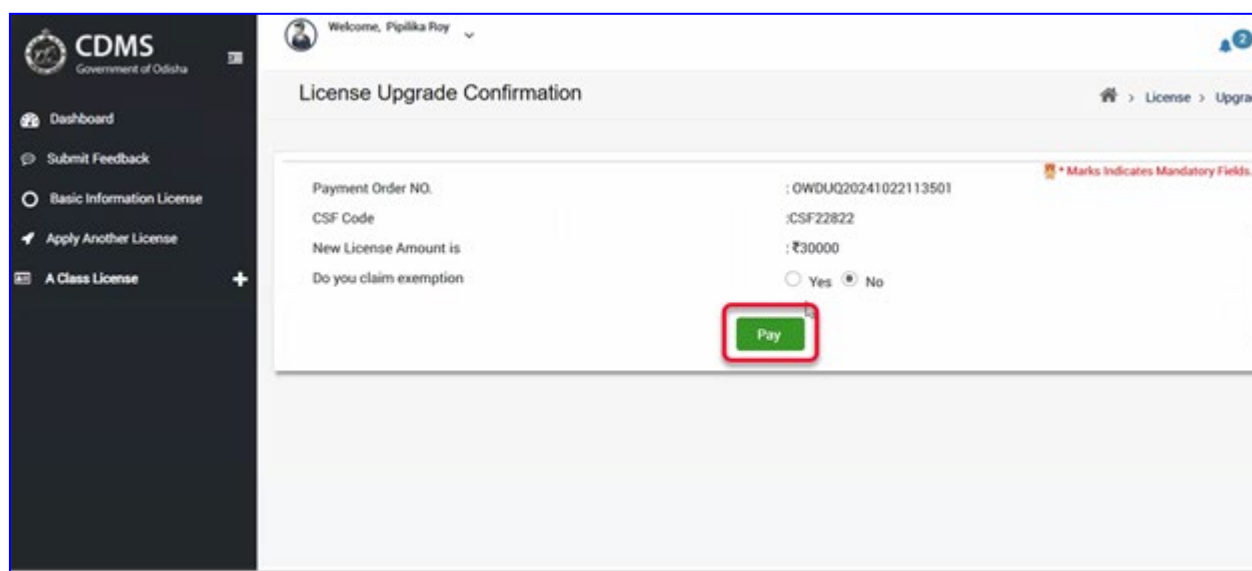
**Figure 8-25** Successful Submission of License Upgradation Request Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>119 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

Please submit the application duly signed and with relevant documents to your licensing officer.

Please take a print out of the License Issuing Authority and Contractor's Copy

Click the **Confirm** button to proceed to the payment page, shown in the **Fig. 8-26**




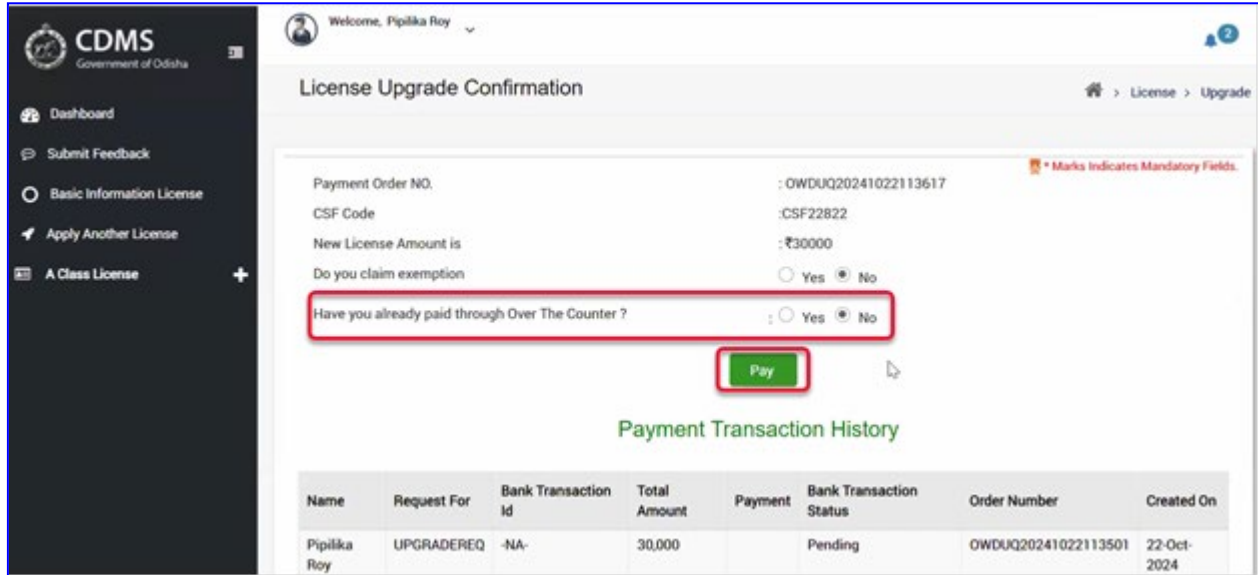
**Figure 8-26** Pay for License Upgradation Request Screen

The payment order number, CSF code, Amount for New License Upgradation Amount are provided.

- Select either yes or no option and confirm whether you want to claim for any exemption or not.
  - a. If you don't want to claim for any exemption then select **No**, then click on **Pay** button to proceed to pay the degradation fee.

A system generated confirmation alert will appear on the display screen.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>120 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		





Name	Request For	Bank Transaction Id	Total Amount	Payment	Bank Transaction Status	Order Number	Created On
Pipilika Roy	UPGRADEREQ	-NA-	30,000		Pending	OWDUQ20241022113501	22-Oct-2024

**Figure 8-27** License Upgrade Confirmation Screen

Taking reference from Fig. 8-27

- If you have already make payment through offline mode, then select yes option and confirm.
  - Or, click on the No, option and proceed to make payment online.
- B. For offline mode.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>121 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


**CDMS**  
 Government of Odisha

Welcome, Akash Gargi

2

**License Upgrade Confirmation**
License > Upgrade

Dashboard

Submit Feedback

Basic Information License

Apply Another License

**B Class License**

Payment Order NO. : OWDDQ20241023004054

CSF Code : CSF22825

New License Amount : ₹6000

Do you claim exemption ☐ Yes ☒ No

Have you already paid through Over The Counter ? ☒ Yes ☐ No

Challan Date : 23-10-2024

Challan Reference ID : FULL345636


Upload Challan :  Boy Image\_11zon.jpg  
(.jpg/.jpeg/.gif only & Max size 1 MB)

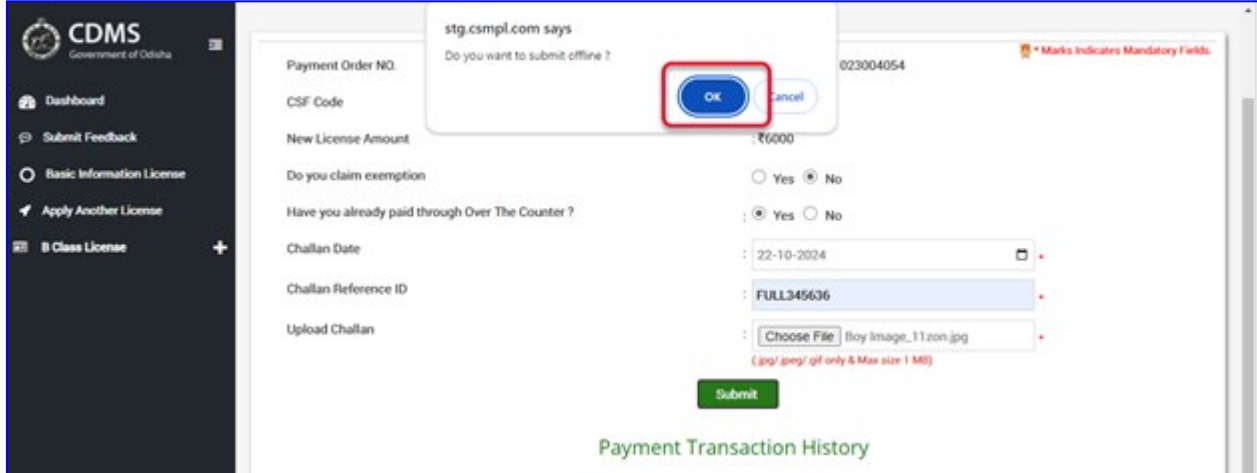
**Payment Transaction History**

Name	Request For	Bank Transaction Id	Total Amount	Payment	Bank Transaction Status	Order Number	Created On
Akash Gargi	UPGRADEREQ		6,000		PENDING	OWDUQ20241022113501	23-Oct-2024

**Figure 8-28** License Upgrade Payment Screen

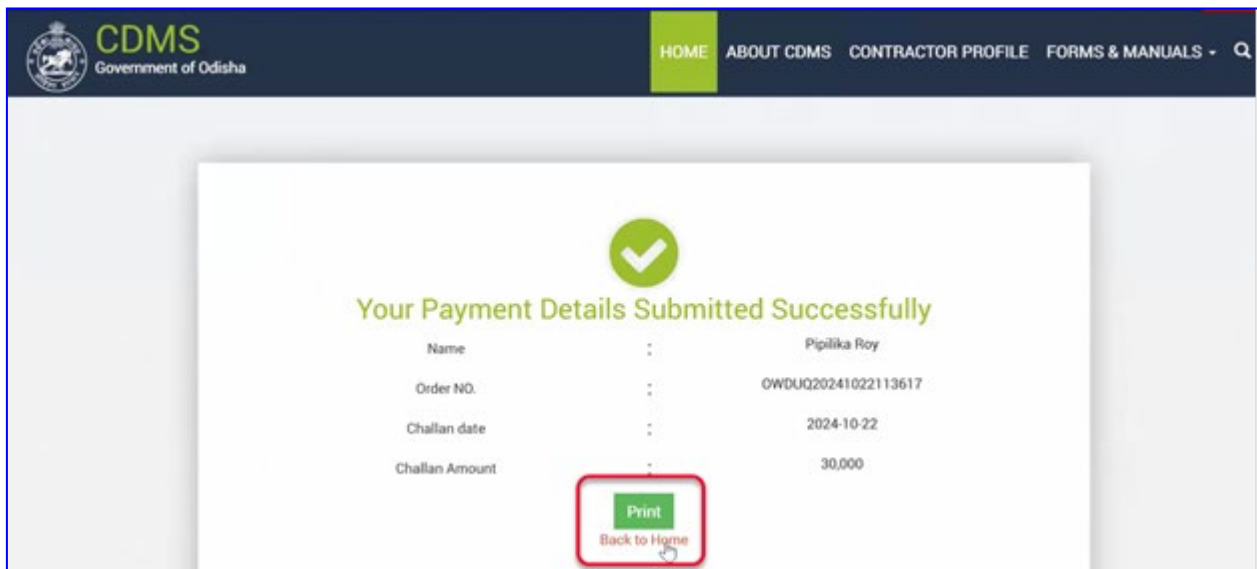
- Payment Order Number is given
- Amount for payment is also provided
- Enter the challan date
- Enter Challan Number
- Upload a challan copy
- Click on **Submit**.
- System will ask for your confirmation.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>122 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 8-29** License Upgrade Payment Screen

- Click on the **OK** button to confirm and close the pop-up message.
- On confirmation only, the payment details are submitted successfully.



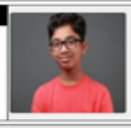


**Figure 8-30** License Upgrade Payment Successful Confirmation Screen

- To take a print out of the LIA copy of the request, click on the **Print** button.


	<h2 style="text-align: center;">Quality System Template</h2> <p style="text-align: center;">CSM Technologies</p>	Document #:  <b>CSM/QT/13/03</b>	Rev.: 1.1 Page #: 123 of 192
	<h3>Contractor Database Management System - V3.0</h3>		

PRINT

<div style="display: flex; justify-content: space-between; align-items: center;">  <div> <b>Contractor Degradation Application Form [Form - A]</b>  <small>Government of Odisha   www.odishadsh.gov.in</small> </div> <div style="text-align: right;">  <b>CSF22825</b> </div> </div>																																	
<b>License Issuing Authority Copy</b>																																	
<div style="display: flex; justify-content: space-between;"> <div> <b>[A] Basic Information [ License ]</b>            Category of License : Civil            Issuing Department Name : Housing &amp; Urban Dev Department            Name of the Circle : Bhubaneswar Circle            Registration Number :            License Valid Till : 31-Mar-2027         </div> <div>           Class of License : C Class            Name of the Wing : PHEO            Issuing Authority Name : Superintending Engineer            Date of Issue : 22-Oct-2024            Uploaded (Valid License) :         </div> <div style="text-align: right;">  </div> </div>																																	
<div style="display: flex; justify-content: space-between;">           Type of Security Instrument :  <b>[B] Basic Information [ Licensee ]</b>            License/Ownership Type : Individual            Date of Birth : 25-Dec-1989            Qualification : Diploma Engineer         </div> <div style="display: flex; justify-content: space-between;">           Security Deposit Amount (₹) :            Individual Name : Akash Gargi            Gender : Male            Physically Handicapped : No         </div> <div style="display: flex; justify-content: space-between;">           Validity of Security Instrument :            Father's Name : Asit Kumar         </div>																																	
<b>[C] Present / Communication Address</b> State : Odisha    District : Khurda    Block/ULB : Ballanta GP/Ward Number : Bainchua    Village/Local Area Name : Aringol    Habitation/Street/Land Mark : Aringol House Number : 34    PIN : 751007    Mobile (As used in Aadhaar) : 7008938077 Email (As used in e-Proc) : pipilikakumari@gmail.com																																	
<b>[D] Permanent Address</b> State : Odisha    District : Khurda    Block/ULB : Ballanta GP/Ward Number : Bainchua    Village/Local Area Name : Aringol    Habitation/Street/Land Mark : Aringol House Number : 34    PIN : 751007    Mobile (As used in Aadhaar) : 7008938077 Email (As used in e-Proc) : pipilikakumari@gmail.com																																	
<b>[E] Statutory Compliances [ Individual ]</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type of Document</th> <th>Number</th> <th>Type of Document</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>PAN</td> <td>DLSPK2543D</td> <td>AADHAAR</td> <td>206123216289</td> </tr> <tr> <td>Valid GST Number</td> <td>11DLSPK2543D1Q1</td> <td></td> <td></td> </tr> </tbody> </table>										Type of Document	Number	Type of Document	Number	PAN	DLSPK2543D	AADHAAR	206123216289	Valid GST Number	11DLSPK2543D1Q1														
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<b>[F] Technical Personnel [with the Licensee]</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sir</th> <th>Name of Personnel</th> <th>Designation</th> <th>Date of Joining</th> <th>Qualification</th> <th>Date of Birth</th> <th>Prof. Exp.</th> <th>AADHAAR Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Sir	Name of Personnel	Designation	Date of Joining	Qualification	Date of Birth	Prof. Exp.	AADHAAR Number																
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<b>[G] Financial Health of the Licensee</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Financial Year</th> <th>Turnover (₹)</th> <th>Net Asset Value (₹)</th> <th>Statutory Auditor Certificate</th> </tr> </thead> <tbody> <tr> <td></td> <td>(Civil Construction Work Only)</td> <td></td> <td></td> </tr> </tbody> </table>										Financial Year	Turnover (₹)	Net Asset Value (₹)	Statutory Auditor Certificate		(Civil Construction Work Only)																		
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<b>[J] Bank Details</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Bank Name</th> <th>Branch Name</th> <th>Account Number</th> <th>IFSC Code</th> <th>Uploaded Cancelled Cheque</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Bank Name	Branch Name	Account Number	IFSC Code	Uploaded Cancelled Cheque																			
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<b>[K] Payment Details</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sir</th> <th>Order No.</th> <th>Challan Amount</th> <th>Challan Reference ID</th> <th>Challan Date and Time</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>OWDDQ20241023004054</td> <td>6000.0</td> <td>FULL345636</td> <td>2024-10-22</td> </tr> </tbody> </table>										Sir	Order No.	Challan Amount	Challan Reference ID	Challan Date and Time	1	OWDDQ20241023004054	6000.0	FULL345636	2024-10-22														
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1	OWDDQ20241023004054	6000.0	FULL345636	2024-10-22																													
<b>DECLARATION</b> <p>I, Akash Gargi, aged about 35 years, Son/Daughter of Sri Asit Kumar, At-Bainchua, Ballanta, Dist-Khurda is hereby solemnly affirmed and declare as follows:</p> <ul style="list-style-type: none"> <li>That, I have applied for registration to B Class License to the Registering Authority.</li> <li>That, all the documents/certificates paper submitted by me along with my application form is correct or genuine.</li> <li>That, if however any documents are found false and fabricated, I shall be personally held responsible and liable for any disciplinary action by the appropriate authority.</li> <li>That, there is no civil or criminal cases pending against me in any court of law in India.</li> <li>That, this affidavit is required to be produced before the Registering Authority for Registering to Di/C/B/A/SPECIAL/SUPER Class License.</li> <li>I hereby undertake to promptly inform Public Works Department of any changes to the information provided herein above and agree and accept that Public Works Department is not liable or responsible for any losses, costs, damages arising out of any actions undertaken or activities performed by them on the basis of the information provided by me as also due to my not intimating/delay in intimating such changes.</li> </ul> <p>Date : ____/____/____</p> <p style="text-align: right;">(Signature of the Applicant)</p>																																	

**Figure 8-31 LIA Copy of Request Screen**

- Take a print out of the document, clicking the **Print** button.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>124 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Or,

C. Select online mode.

- Payment Order Number is given
- Amount to be paid is also provided
- Click on **Pay**
- System will redirect the user to the payment getaway page.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>125 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**ECHALLAN**
Guest User

1

2

3

4

Challan Details

Depositor Details

Confirm Details

Make Payment

Confirm Details ?

Please check the entered details before proceeding to payment

Challan Purpose

Head of Account	Purpose	Amount
0059-80-800-0194-02242-000	RegistrationFee	60000.00

Department Specific Information

OrderNo	OWDUQ20200618173913
ReqID	431898
Userld	Raj
url	/public/confirm-upgradation-print.htm?CSF22588
RequestFor	UPGRADEREQ

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
OWDUQ20200618173913			
Additional Information 4	Additional Information 5	Additional Information 6	

Depositor Details

Depositor Name	Address Line1	Address Line2	State
Raj			
District	Pin	Phone Number	Email

Total Amount

60000.00

Depositor Identification

Identification Type	ID number
ID description	

Previous

Next

Contact Us


1800 3456 739

dticentrallocation@gmail.com

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Powered by TCS Limited

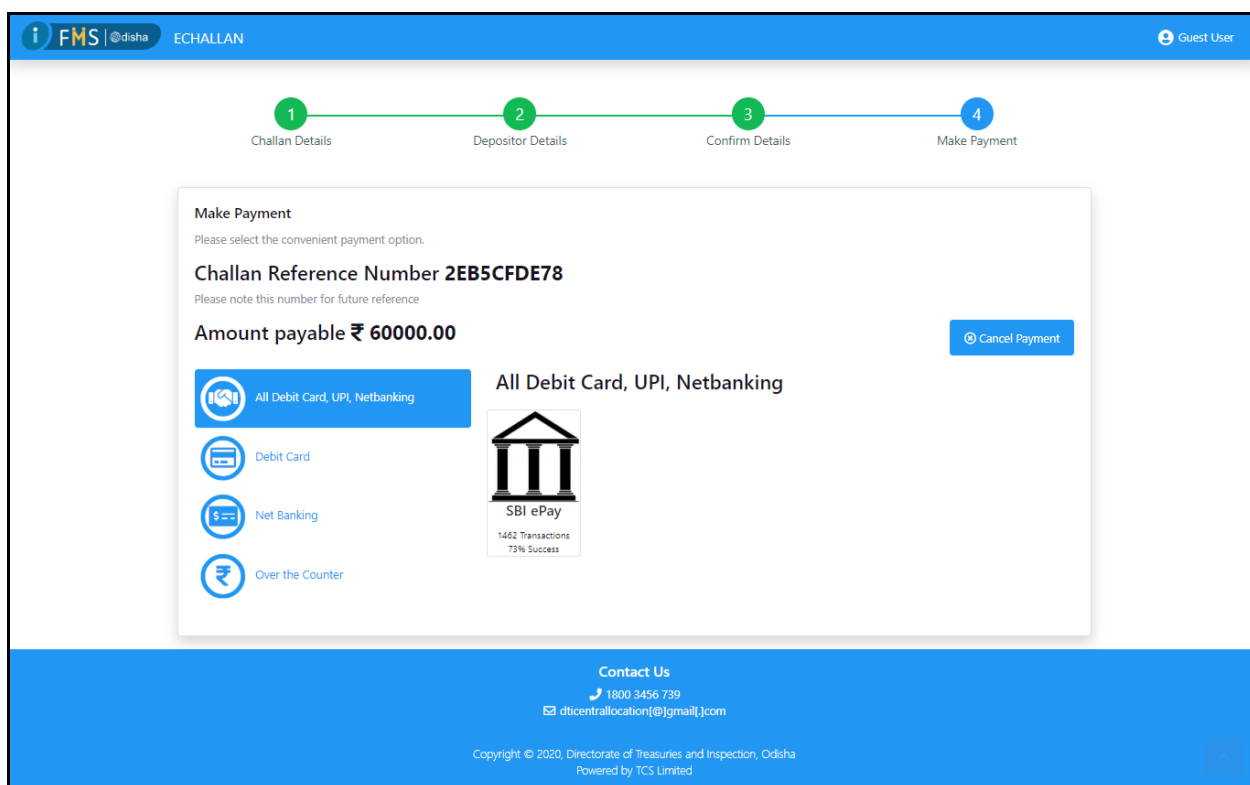
**Figure 8-32 eChallan Screen**

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>126 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

An e-Challan is generated where purpose of challan, department specific information. Depositor's details and depositor's identification are given.

- Please check the entered details before proceeding to the payment.
- Select the **Next** button to proceed further.

In case you want to go to the previous page, then click the Previous button.




**Figure 8-33 Make Payment Screen**

On selecting the **Next** button, you now have to make payment for the generated challan number.

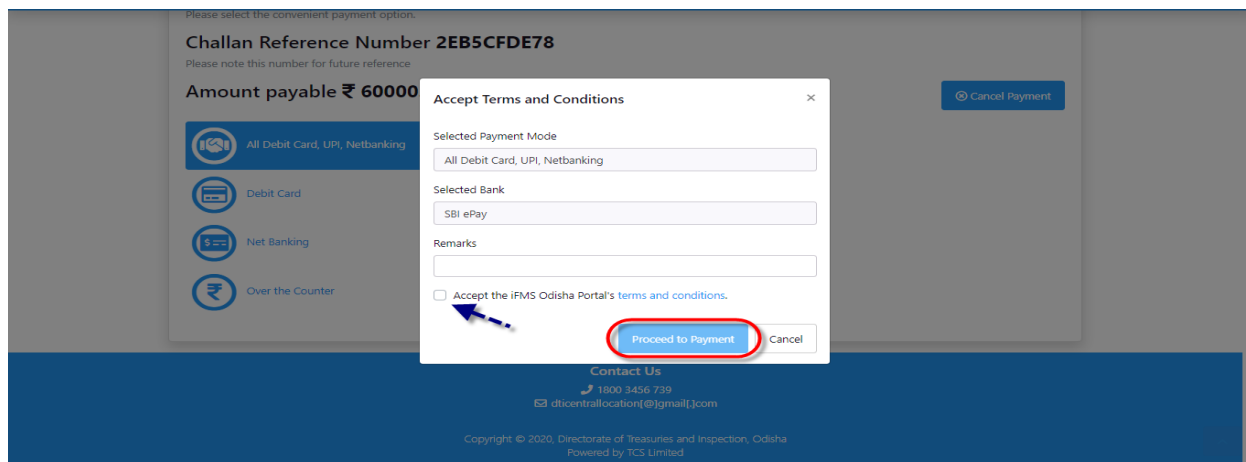
Four different modes of payment are given.

- Select any from Debit Card, UPI, Net Banking , and Over the Counter and proceed.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>127 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- If you don't want to make the payment, then choose the **Cancel Payment** button shown in the shared screen at the top-right side.

If you choose Debit Card as the mode of payment, then you need to confirm to the terms and conditions of iFMS Odisha.



**Figure 8-34** Accept Terms and Conditions Screen


Refer to the screen shared above where mode of payment, bank name, are already provided.

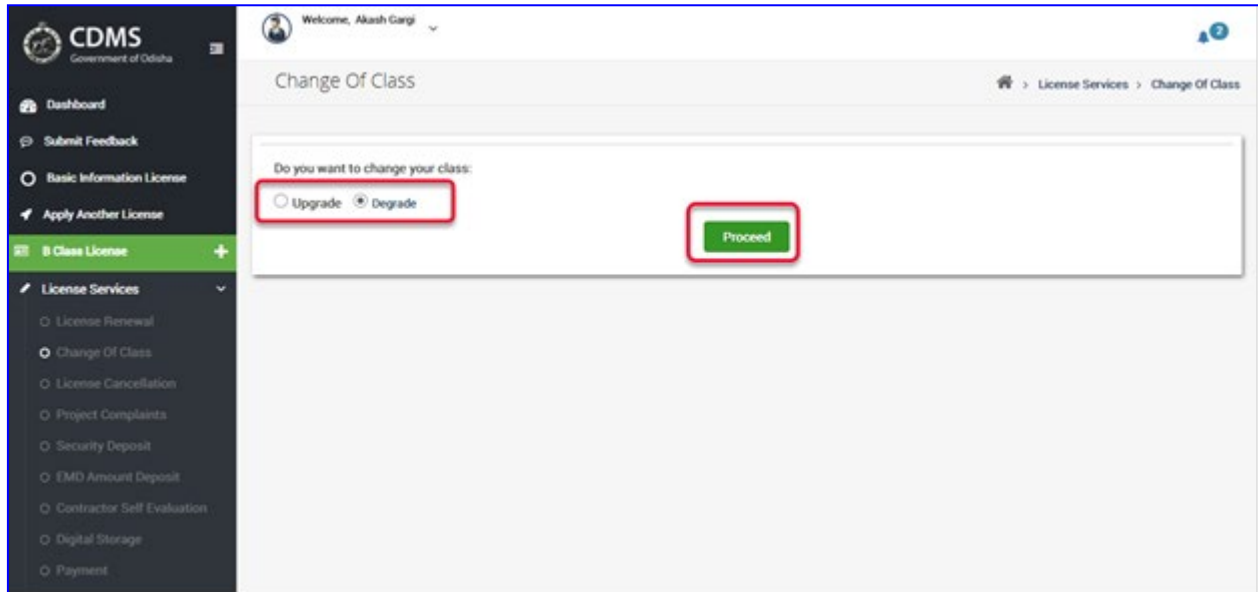
- Add comments or remarks if any for the payment
- Tick the checkbox after reading all the terms and conditions of iFMS Odisha Portal.
- Select **Proceed to Payment** button

Payment request is submitted successfully and the system will redirect you to the bank details screen where the user needs to provide the card details, cvv code, and submit generated OTP to complete the payment.

#### 8.1.2.2 DOWNGRADE

- Select **Downgrade** button to reduce to lower rank or standard.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>128 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



CDMS Government of Odisha

Welcome, Akash Gargi

Change Of Class

Do you want to change your class:

☐ Upgrade ☒ Degrade

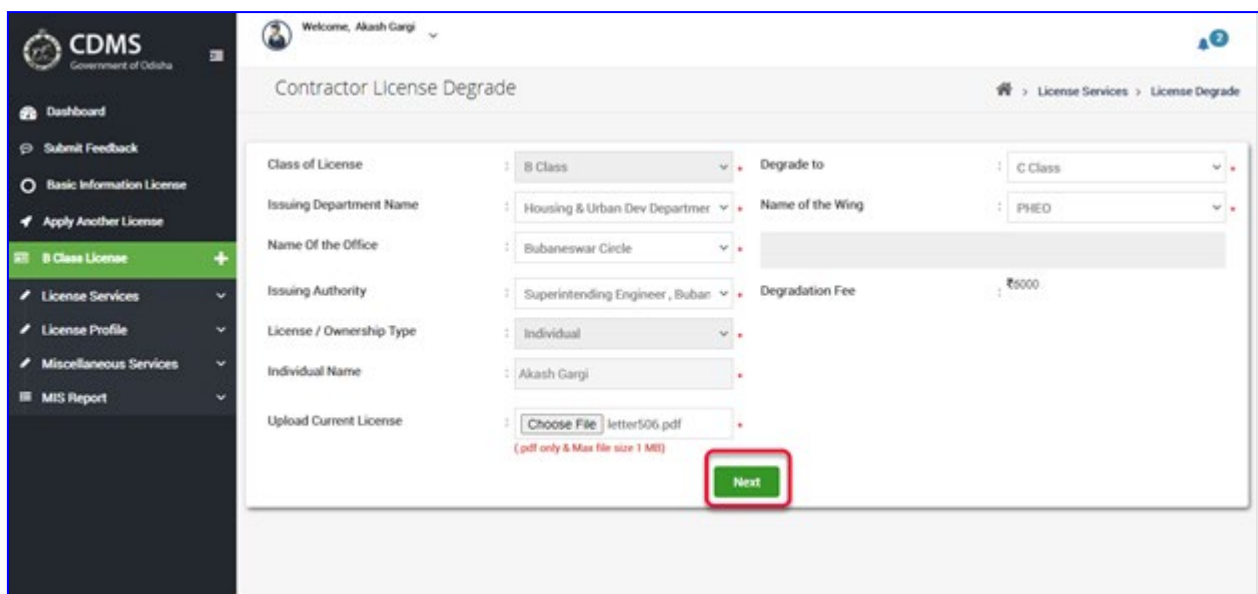
Proceed

License Services

- License Renewal
- Change Of Class
- License Cancellation
- Project Complaints
- Security Deposit
- EMD Amount Deposit
- Contractor Self Evaluation
- Digital Storage
- Payment

**Figure 8-35** Change of Class Screen

- Click on **Proceed** button and follow the same procedure as mentioned in upgrade section.



CDMS Government of Odisha

Welcome, Akash Gargi

Contractor License Degrade

Class of License: B Class

Degrade to: C Class

Issuing Department Name: Housing & Urban Dev Departmer

Name of the Wing: PHED

Name Of the Office: Bhubaneswar Circle

Issuing Authority: Superintending Engineer, Buban

Degradation Fee: ₹6000


License / Ownership Type: Individual

Individual Name: Akash Gargi

Upload Current License: Choose File letter506.pdf (pdf only & Max file size 1 MB)

Next

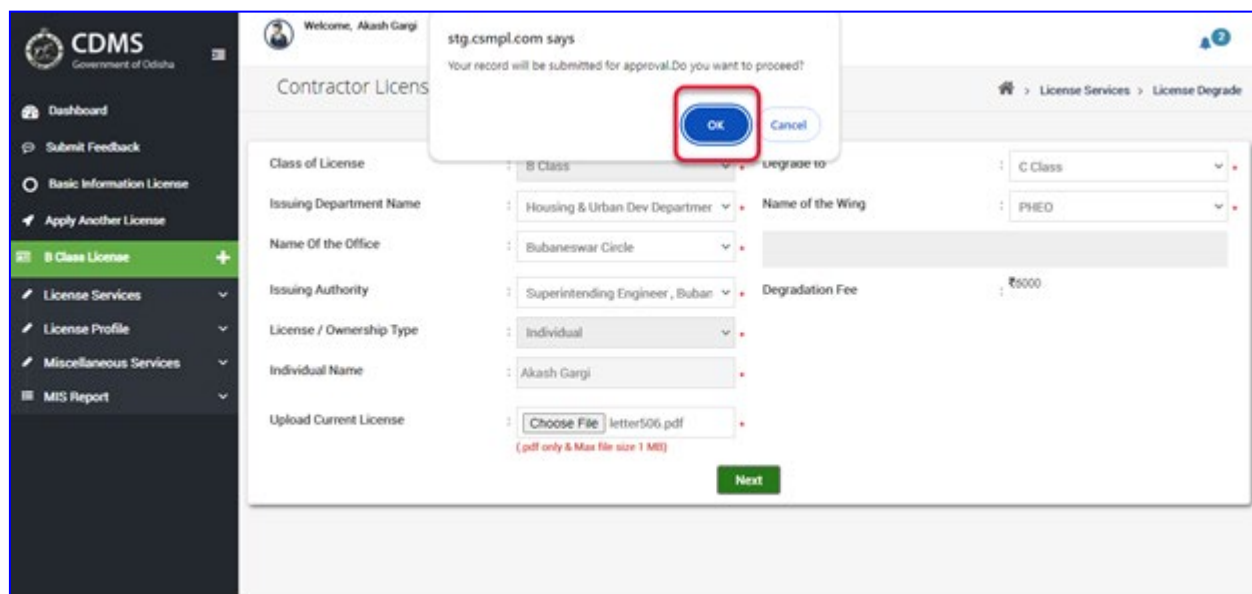
**Figure 8-36** Change of Class Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>129 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

The Contractor's License Upgrade form appears in the screen.

- Current class of license is given.
- Select the lower grade to which the contractor wants to degrade the license.
- Choose the issuing department name followed by name of the wing.
- Select the name of the Office.
- Select the license issuing authority. Note: the downgradation fee to be charged will be displayed.
- The license/ownership type and name of the contractor is already filled.
- Upload the current license document.
- Click on **Next** button

A pop-up window will appear. Refer the screen shared below.




The screenshot shows the 'Contractor License Upgrade' form in the CDMS system. A confirmation alert message is displayed over the form, asking 'Your record will be submitted for approval. Do you want to proceed?'. The alert has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red square. The form fields include:

- Class of License:** B Class (Current), Upgrade to: C Class
- Issuing Department Name:** Housing & Urban Dev Department
- Name Of the Office:** Bhubaneswar Circle
- Issuing Authority:** Superintending Engineer, Bhuban
- Degradation Fee:** ₹6000
- License / Ownership Type:** Individual
- Individual Name:** Akash Gargi
- Upload Current License:** Choose File letter506.pdf (pdf only & Max file size 1 MB)

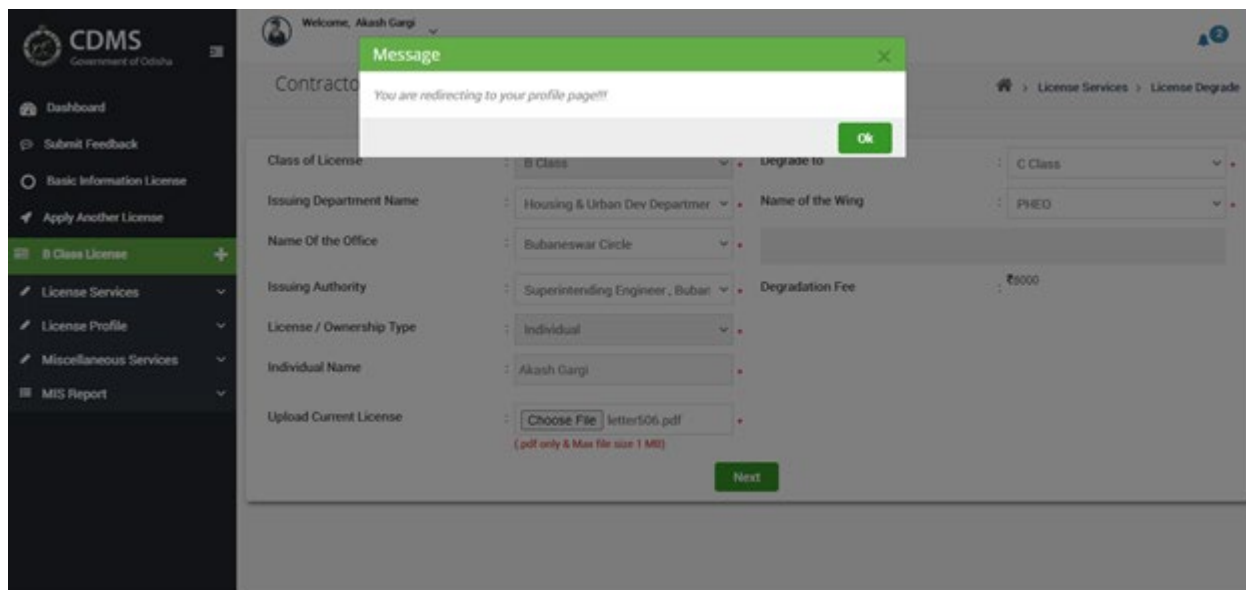
A green 'Next' button is visible at the bottom right of the form.

**Figure 8-37** Confirmation Alert Message Screen

Do you want to save the details in record and proceed for approval?

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>130 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


- Click on **OK** button if you agree and want to continue.
- Or, Select **Cancel** button to cancel the submission and get back to the previous screen.



**Figure 8-38** Confirmation Message Screen

On successful submission of the class details, a message will pop-up showing confirmation of the upgradation request.

- Click on **OK** button to go to the profile page.

	<h2 style="text-align: center;">Quality System Template</h2> <p style="text-align: center;">CSM Technologies</p>	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>131 of 192</b>
	<h2 style="text-align: center;">Contractor Database Management System - V3.0</h2>		

Welcome, Abhishek Gargi

Basic Information [Licence]

Category of Licensee

Issuing Department Name

Name of the Office

Registration Number

License Valid Till

Civil

Planning & Urban Dev. Engineering

Subcontractor Circle

N/A

31-Mar-2027

Class of Licensee

Name of the Firm/Organization

Issuing Authority

Date of Issue

Upload Valid License

C-Civil

PMES

Superintending Engineer

22-Oct-2024

Basic Information [Licence]

Licence / Ownership Type

Individual Name

Date of Birth

Gender

Father's Name

Qualification

Physically Handicapped

Individual

Abhishek Gargi

25-Dec-1989

Male

Asit Kumar

Diploma Engineer

No



Present / Communication Address

State

Block/ULB

Police Station

Village / Local Area Name

House Number

Address Proof Document

Mobile Number

Odisha

Bhubaneswar

Bhubaneswar

Aringal

34

Aadhaar Card

7008038077

District

GH/ Ward Number

Post Office

Substation/Street/Land Mark

PIN

Upload Address Proof

Email (As used to initiate eProc)

Bhubaneswar

Bhubaneswar

Bhubaneswar

Aringal

751007

gargi.abhishek@gmail.com

Permanent Address

State

Block/ULB

Police Station

Village / Local Area Name

House Number

Address Proof Document

Mobile Number

Odisha

Bhubaneswar

Bhubaneswar

Aringal

34

Aadhaar Card

7008038077

District

GH/ Ward Number

Post Office

Substation/Street/Land Mark

PIN

Upload Address Proof

Email

Bhubaneswar

Bhubaneswar

Bhubaneswar

Aringal

751007

gargi.abhishek@gmail.com

Statutory Compliances [Individual]

Type of Document

Number

Upload Scan-Only

PAN

DLSPW2543D

AADHAAR Number

286123214389

Valid GST Number

1 HENSPW2543D9187

Financial Health of the Licensee

Financial Year

Turnover Amount(₹)

Net Asset Value(₹)

Statutory Auditor Certificate

Operational Bank Account Details

Bank Name

Branch Name

Account Number

IFSC Code

Upload Cancelled Cheque

Project Profile (Project Completed on or after 01-04-2017 & 100% Approved on or after 01-04-2017 & 100% Approved prior to 01-04-2017 but still ongoing)

SIR

Department (S)

Name of the Firm/Organization (S)

Circle Name (S)

Division Name (S)

Contract Type (S)

Name of the Work (S)

Agreement Number (S)

Agreement Date (S)

Odisha e-Proc Number (S-LB)

1

Water Resources Engineering

Mower

Central ML, Subcontractor

ML Division, Bhubaneswar

Item Rate/Percentage Rate

Work

AGRE-499375

2024-03-01

WMA02040279

SIR

Date of Commencement (S)

Original Date of Completion (S)

Work Status (As on 30-Sep-2024) (S)

Work Execution Certificate

Actual Date of Completion (S)

Executed Amount (₹) (As on 30-Sep-2024) (S)

Whether the work has any litigation? (S)

Litigation Type

Litigation Amount

Forum

Case Number

Year of Filing

1

2024-03-01

2024-03-01

Completed

Not Available

1,000

No

200.0

Dispute Resolution Expert Board

Asset (Major Equipment)-Details

SIR

Asset Type

Asset Name

Make

Model

Purchase Date

Dealer's Name

Invoice Number

Registration/Machine Number

Technical Personnel (With the Licensee)

SIR

Name of Personnel

Designation

Date of Joining

Qualification

Certificate


Date of Birth

Professional Experience (Years & Month)

AADHAAR Number

Click For Email

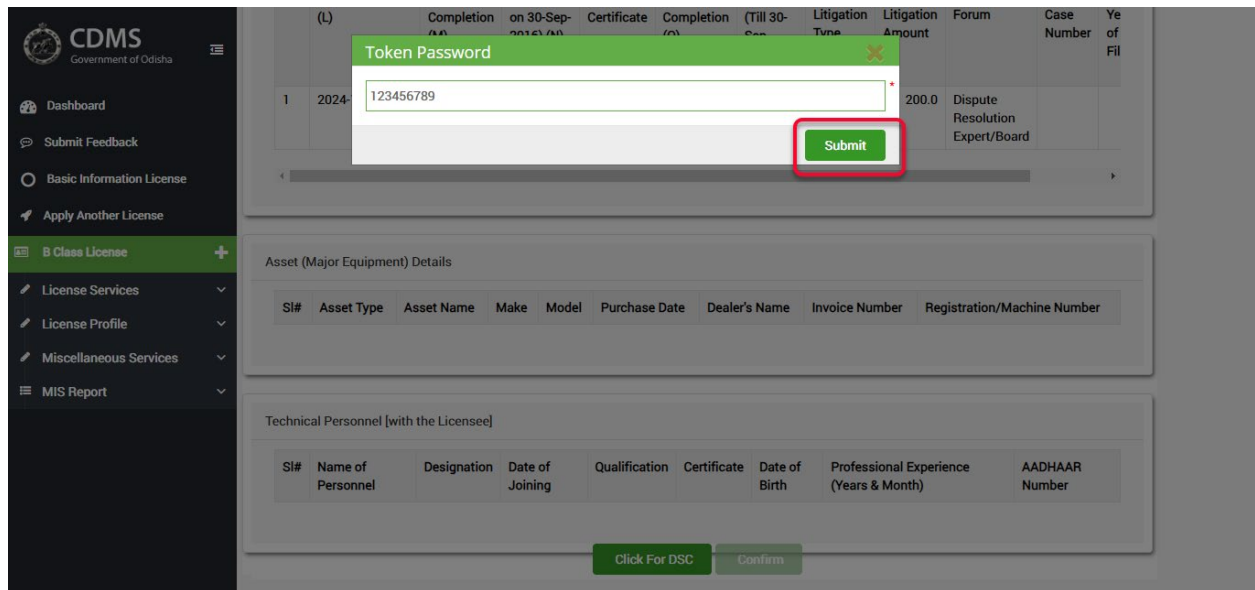
Figure 8-39 Contractor Profile Details Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>132 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

Check the profile details added to the profile page shown above.

- Do the digital signature of the profile information and document uploaded, clicking on **Click for DSC** button.

On clicking the button, option to enter the token password appears on the display screen.




The screenshot shows the Contractor Profile Details Screen. A modal dialog titled "Token Password" is open, prompting for a password. The password field contains "123456789" and a "Submit" button is visible. The background form is partially obscured but shows sections for "Asset (Major Equipment) Details" and "Technical Personnel [with the Licensee]".

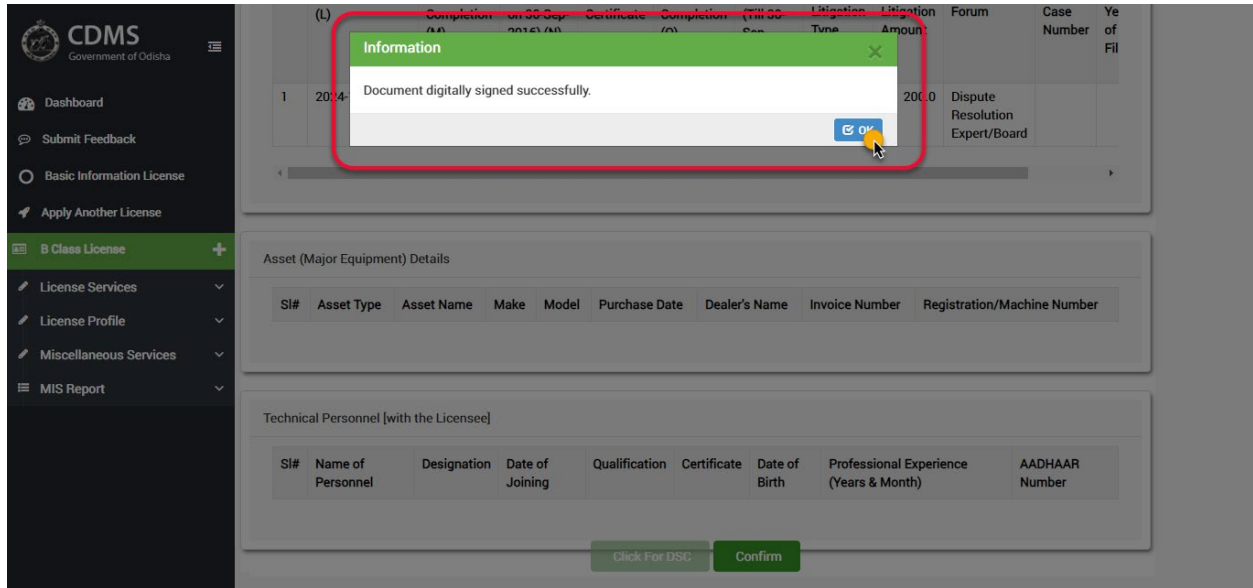
**Figure 8-40** Contractor Profile Details Screen

- Enter the Token Password and click on **Submit** button.

On succesful signing of the document, a confirmation message appears on the display screen.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>133 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



The screenshot shows the Contractor Profile Details Screen with a green pop-up message box that reads "Document digitally signed successfully." with an "OK" button. The background shows the "B Class Licensee" section with a table for "Asset (Major Equipment) Details" and "Technical Personnel [with the Licensee]".

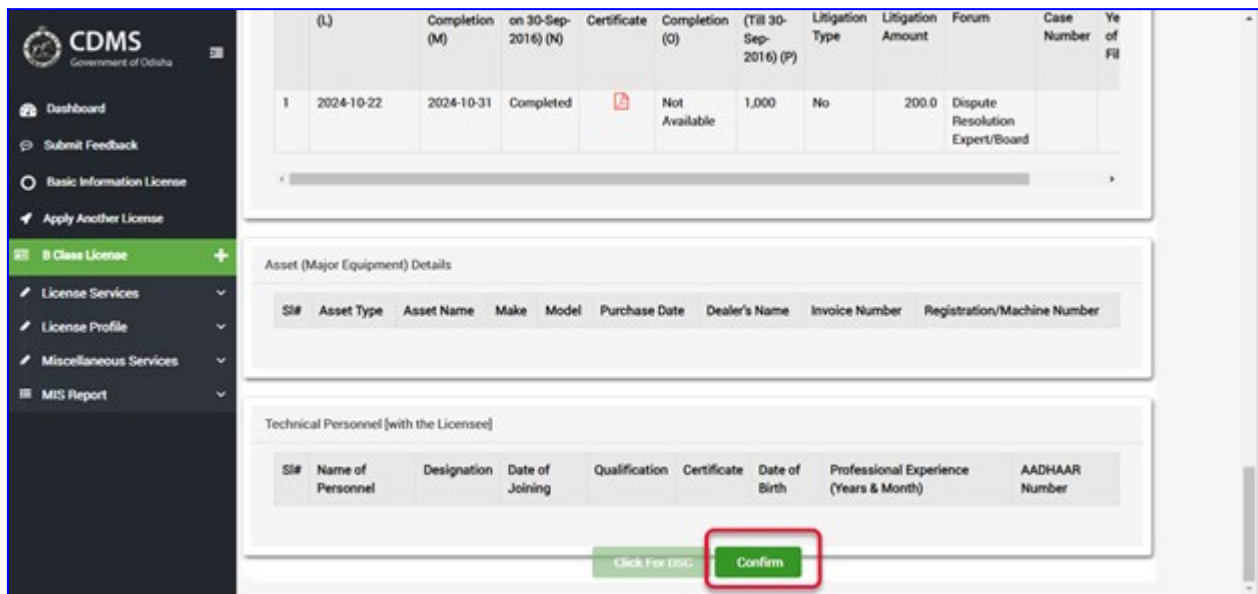
SI#	Asset Type	Asset Name	Make	Model	Purchase Date	Dealer's Name	Invoice Number	Registration/Machine Number
1	2024-10-22	2024-10-31	Completed	Not Available	1,000	No	200.0	Dispute Resolution Expert/Board

SI#	Name of Personnel	Designation	Date of Joining	Qualification	Certificate	Date of Birth	Professional Experience (Years & Month)	AADHAAR Number

Buttons: Click For DSC, Confirm

**Figure 8-41** Contractor Profile Details Screen

- Click on the **OK** button to close the pop-up message appeared. Navigate to the profile details again to do the confirmation and final submission of the request.




The screenshot shows the Contractor Profile Details Screen with the "Confirm" button highlighted in a red box. The background shows the "B Class Licensee" section with a table for "Asset (Major Equipment) Details" and "Technical Personnel [with the Licensee]".

SI#	Asset Type	Asset Name	Make	Model	Purchase Date	Dealer's Name	Invoice Number	Registration/Machine Number
1	2024-10-22	2024-10-31	Completed	Not Available	1,000	No	200.0	Dispute Resolution Expert/Board

SI#	Name of Personnel	Designation	Date of Joining	Qualification	Certificate	Date of Birth	Professional Experience (Years & Month)	AADHAAR Number

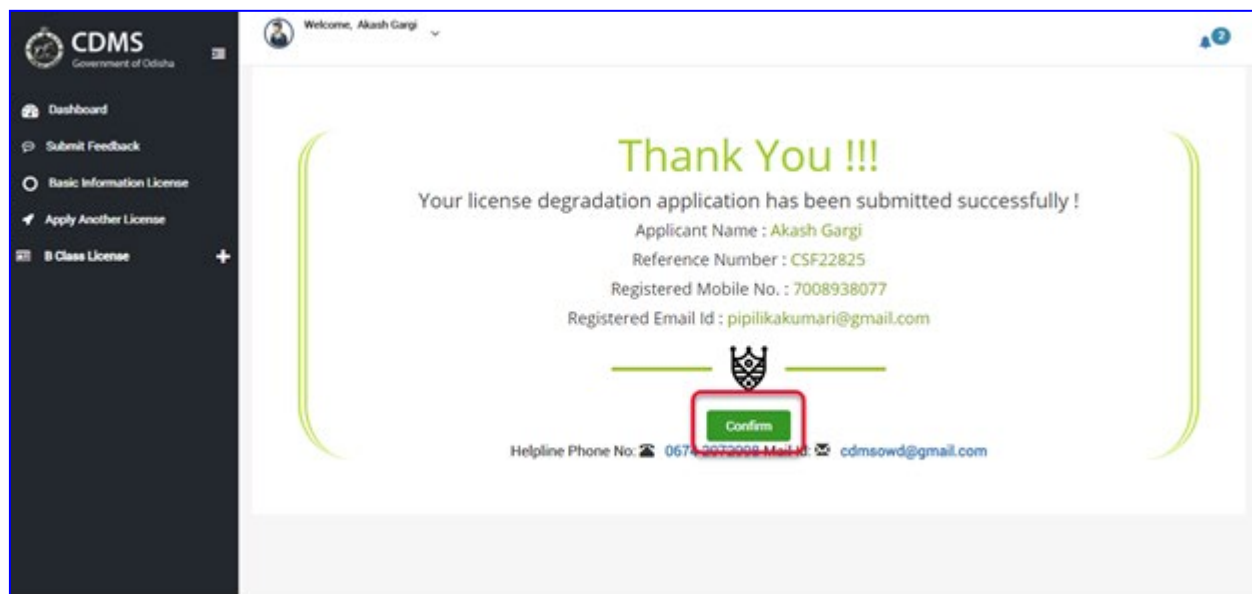
Buttons: Click For DSC, Confirm

**Figure 8-42** Contractor Profile Details Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>134 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Click on **Confirm** button.

On clicking the license degradation request is submitted successfully and message for the same will appear on the screen. Refer the screen shared below.




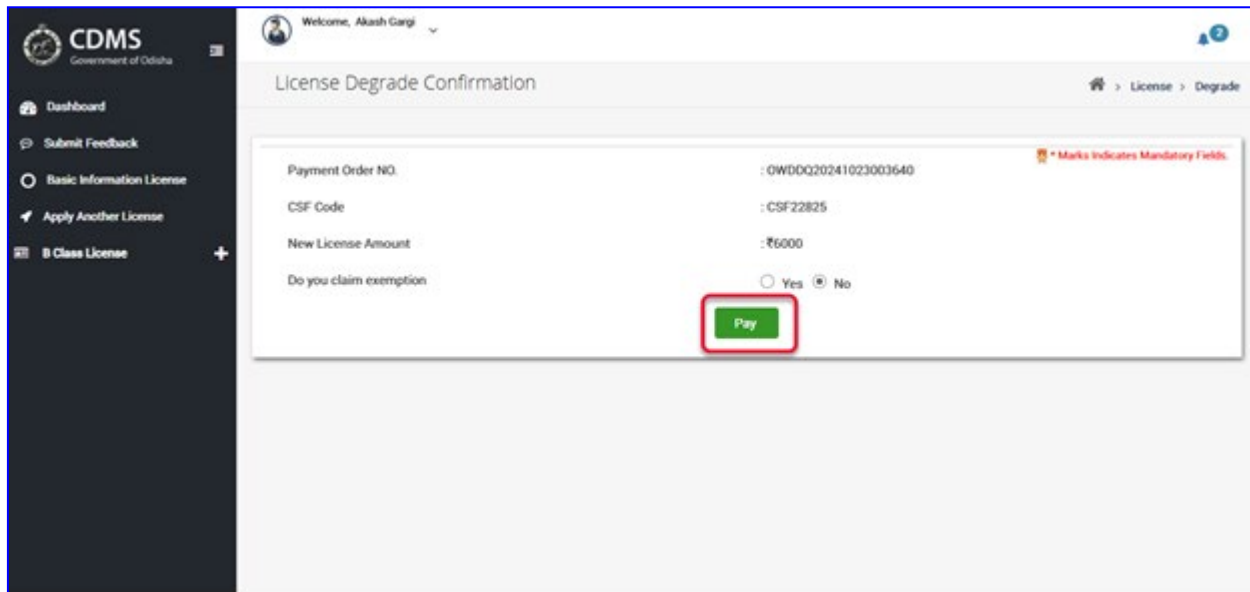
**Figure 8-43** Successful Submission of License Degradation Request Screen

Please submit the application duly signed and with relevant documents to your licensing officer.

Please take a print out of the License Issuing Authority and Contractor's Copy

Click the **Confirm** button to proceed to the payment page, shown in the **Fig. 8-44**

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>135 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		





**Figure 8-44** Pay for License Degradation Request Screen

The payment order number, CSF code, Amount for New License Degradation Amount are provided.

- Select either yes or no option and confirm whether you want to claim for any exemption or not.
- b. If you don't want to claim for any exemption then select **No**, then click on **Pay** button to proceed to pay the degradation fee.

A system generated confirmation alert will appear on the display screen.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>136 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


**CDMS**  
 Government of Odisha

Welcome, Akash Gargi

2

License Degradation Confirmation

Dashboard  
 Submit Feedback  
 Basic Information License  
 Apply Another License  
 B Class License

\* Marks Indicates Mandatory Fields.
 

Payment Order NO. : OWDDQ20241023004054  
 CSF Code : CSF22825  
 New License Amount : ₹6000  
 Do you claim exemption ☐ Yes ☒ No  
 Have you already paid through Over The Counter ? ☐ Yes ☒ No  

Pay

Payment Transaction History


Name	Request For	Bank Transaction Id	Total Amount	Payment	Bank Transaction Status	Order Number	Created On
Akash Gargi	DEGRADEREQ		6,000		PENDING	OWDDQ20241023003640	23-Oct-2024

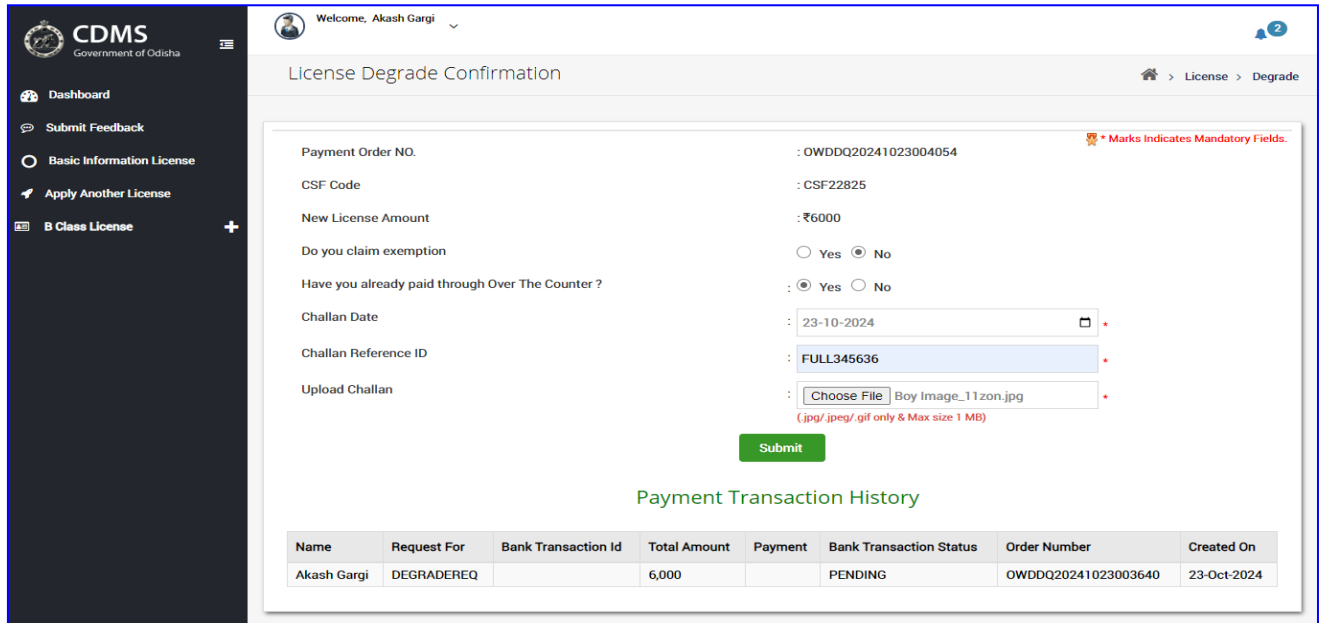
**Figure 8-45** License Degradation Confirmation Screen

Taking reference from Fig. 8-45

- If you have already make payment through offline mode, then select yes option and confirm.
- Or, click on the No, option and proceed to make payment online.

A. For offline mode.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>137 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



CDMS Government of Odisha

Welcome, Akash Gargi

License Degrade Confirmation

Payment Order NO. : OWDDQ20241023004054

CSF Code : CSF22825

New License Amount : ₹6000

Do you claim exemption ☐ Yes ☒ No

Have you already paid through Over The Counter ? ☒ Yes ☐ No

Challan Date : 23-10-2024

Challan Reference ID : FULL345636


Upload Challan :  Boy Image\_11zon.jpg  
(.jpg/.jpeg/.gif only & Max size 1 MB)

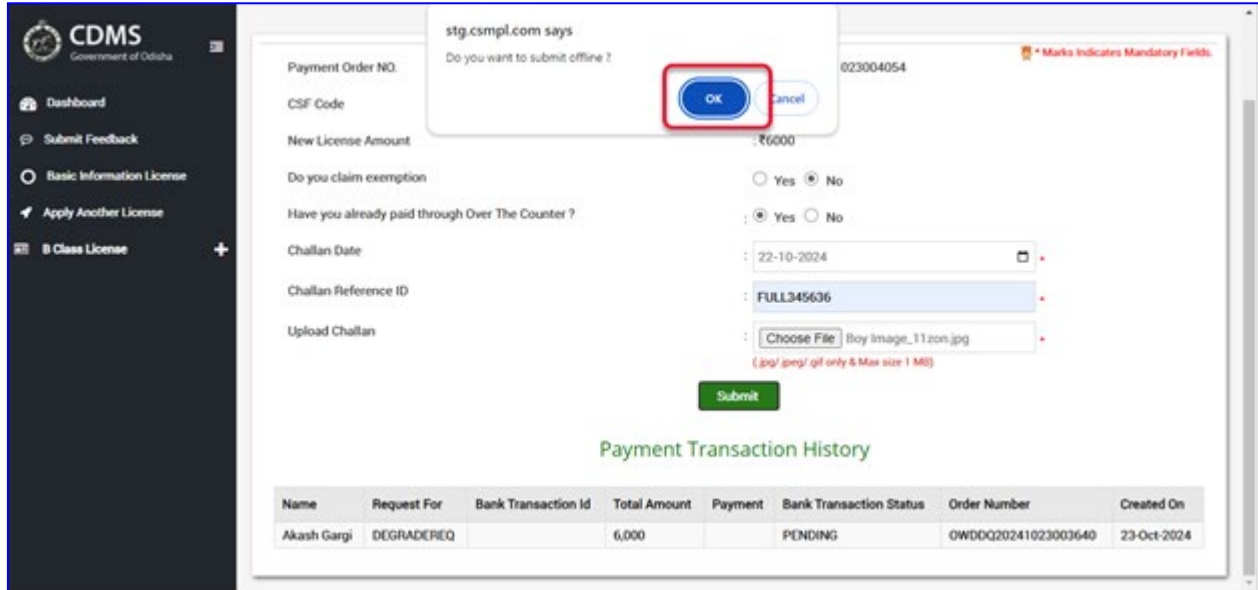
Payment Transaction History

Name	Request For	Bank Transaction Id	Total Amount	Payment	Bank Transaction Status	Order Number	Created On
Akash Gargi	DEGRADEREQ		6,000		PENDING	OWDDQ20241023003640	23-Oct-2024

**Figure 8-46** License Degrade Payment Screen

- Payment Order Number is given
- Amount for payment is also provided
- Enter the challan date
- Enter Challan Number
- Upload a challan copy
- Click on **Submit**.
- System will ask for your confirmation.

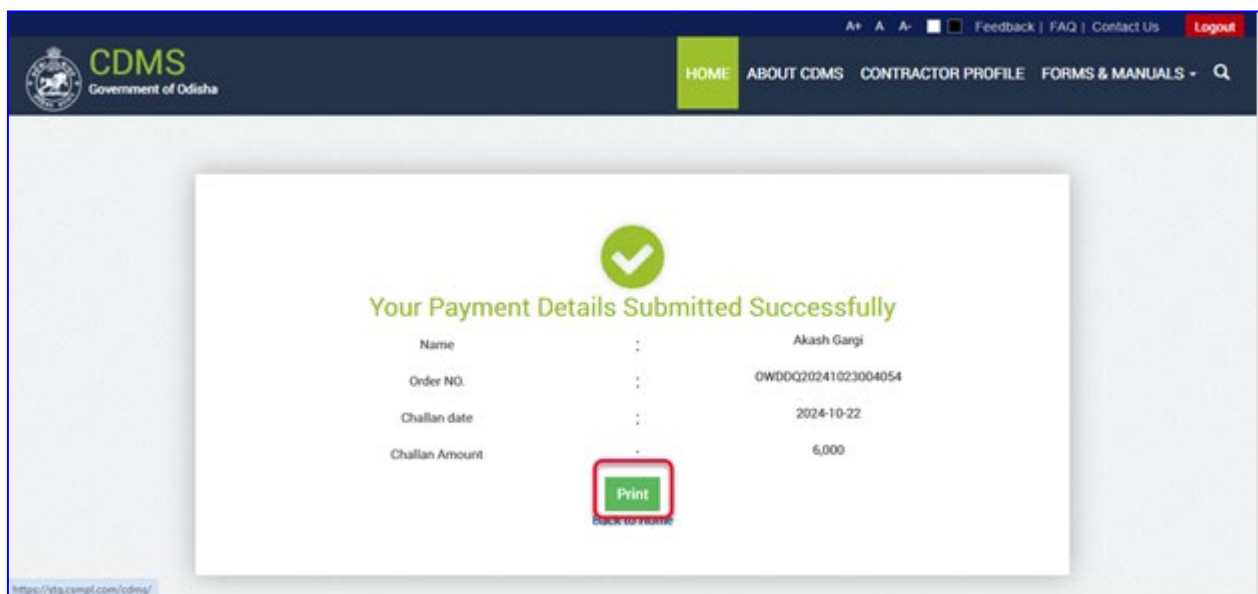
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>138 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Name	Request For	Bank Transaction Id	Total Amount	Payment	Bank Transaction Status	Order Number	Created On
Akash Gargi	DEGRADEREQ		6,000		PENDING	OWDDQ20241023003640	23-Oct-2024

**Figure 8-47** License Degrade Payment Screen

- Click on the **OK** button to confirm and close the pop-up message.
- On confirmation only, the payment details are submitted successfully.




**Your Payment Details Submitted Successfully**

Name	:	Akash Gargi
Order NO.	:	OWDDQ20241023004054
Challan date	:	2024-10-22
Challan Amount	:	6,000




**Print**

**Figure 8-48** License Degrade Payment Successful Confirmation Screen


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: 1.1 Page #:139 of 192
	<b>Contractor Database Management System - V3.0</b>		

- To take a print out of the LIA copy of the request, click on the **Print** button.

PRINT

 <b>Contractor Degradation Application Form [Form - A]</b> Government of Odisha   www.odisha.gov.in		<b>License Issuing Authority Copy</b>		 <b>CSF22825</b>					
<b>[A] Basic Information [ License ]</b>									
Category of License : Civil		Class of License : C Class							
Issuing Department Name : Housing & Urban Dev Department		Name of the Wing : PHEO							
Name of the Circle : Bhubaneswar Circle		Issuing Authority Name : Superintending Engineer							
Registration Number :		Date of Issue : 22-Oct-2024							
License Valid Till : 31-Mar-2027		Uploaded (Valid License) :							
Type of Security Instrument		Security Deposit Amount (₹)		Validity of Security Instrument					
<b>[B] Basic Information [ Licensee ]</b>									
License/Ownership Type : Individual		Individual Name : Akash Gargi		Father's Name : Asit Kumar					
Date of Birth : 25-Dec-1989		Gender : Male							
Qualification : Diploma Engineer		Physically Handicapped : No							
<b>[C] Present / Communication Address</b>									
State : Odisha		District : Khurda		Block/ULB : Baliauta					
GP/Ward Number : Bainchua		Village/Local Area Name : Aringol		Habitation/Street/Land Mark : Aringol					
House Number : 34		PIN : 751007		Mobile (As used in Aadhaar) : 7008938077					
Email (As used in e-Proc) : pipilikakumari@gmail.com									
<b>[D] Permanent Address</b>									
State : Odisha		District : Khurda		Block/ULB : Baliauta					
GP/Ward Number : Bainchua		Village/Local Area Name : Aringol		Habitation/Street/Land Mark : Aringol					
House Number : 34		PIN : 751007		Mobile (As used in Aadhaar) : 7008938077					
Email (As used in e-Proc) : pipilikakumari@gmail.com									
<b>[E] Statutory Compliances [ Individual ]</b>									
Type of Document	Number	Type of Document	Number						
PAN	DLSPK2543D	AADHAAR	206123216289						
Valid GST Number	11DLSPK2543D1Q1								
<b>[F] Technical Personnel [with the Licensee]</b>									
Sr#	Name of Personnel	Designation	Date of Joining	Qualification	Date of Birth	Prof. Exp.	AADHAAR Number		
<b>[G] Financial Health of the Licensee</b>									
Financial Year		Turnover (₹) (Civil Construction Work Only)	Net Asset Value (₹)		Statutory Auditor Certificate				
<b>[H] Project Profile ( Project Completed / Awarded on or after 01/04/2011 / Approved prior to 01/04/2011 but still on going )</b>									
Sr#	Department / Wing (A)	Circle/ Division Name (B)	Contract Type (C)	Name of the Work (D)	Agreement Number (E)	Agreement Date (F)	Category of Work (G)	Odisha e-Procurement Tender ID (H)	Agreement Amt. (₹) (I)
1	Water Resources Department/ Minor	Central MI, Bhubaneswar/ MI Division, Khurda	Item Rate/Percentage	test work	AGRE6489375	2024-10-01	Tubewells	WAMIS325462358	2,000
Sr#	Date of Commencement(J)	Stipulated Date of Completion(K)	Work Status(As on 30-Sep-2016) (L)	Work Execution Certificate	Actual Date of Completion(M)	Executed Amt.(₹) (Till 30-Sep-2016) (N)	The work order has litigation(O)		
1	2024-10-22	2024-10-31	Completed		Not Available	1,000	No	200	Dispute Resolution Expert/Board
<b>[I] Asset (Major Equipment) Details</b>									
Sr#	Asset Type	Asset Name	Make	Model	Purchase Date	Dealer's Name	Invoice Number	Regd. No./Machine Serial No.	
<b>[J] Bank Details</b>									
Bank Name		Branch Name		Account Number		IFSC Code		Uploaded Cancelled Cheque	
<b>[K] Payment Details</b>									
Sr#	Order No.	Challan Amount		Challan Reference ID		Challan Date and Time			
1	OWDDQ20241023004054	6000.0		FULL345636		2024-10-22			
<b>DECLARATION</b>									
I, Akash Gargi, aged about 35 years, Son/Daughter of Sri Asit Kumar, At-Bainchua, Baliauta, Dist-Khurda is hereby solemnly affirmed and declare as follows: <ul style="list-style-type: none"> <li>That, I have applied for registration to B Class License to the Registering Authority.</li> <li>That, all the documents/certificates paper submitted by me along with my application form is correct or genuine.</li> <li>That, if however any documents are found false and fabricated, I shall be personally held responsible and liable for any disciplinary action by the appropriate authority.</li> <li>That, there is no civil or criminal cases pending against me in any court of law in India.</li> <li>That, this affidavit is required to be produced before the Registering Authority for Registering to D/C/B/A/SPECIAL/SUPER Class License.</li> <li>"I hereby undertake to promptly inform Public Works Department of any changes to the information provided herein above and agree and accept that Public Works Department is not liable or responsible for any losses, costs, damages arising out of any actions undertaken or activities performed by them on the basis of the information provided by me as also due to my not intimating/delay in intimating such changes"</li> </ul>									
Date : __/__/__ (Signature of the Applicant)									

**Figure 8-49 LIA Copy of Request Screen**

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>140 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Take a print out of the document, clicking the **Print** button.

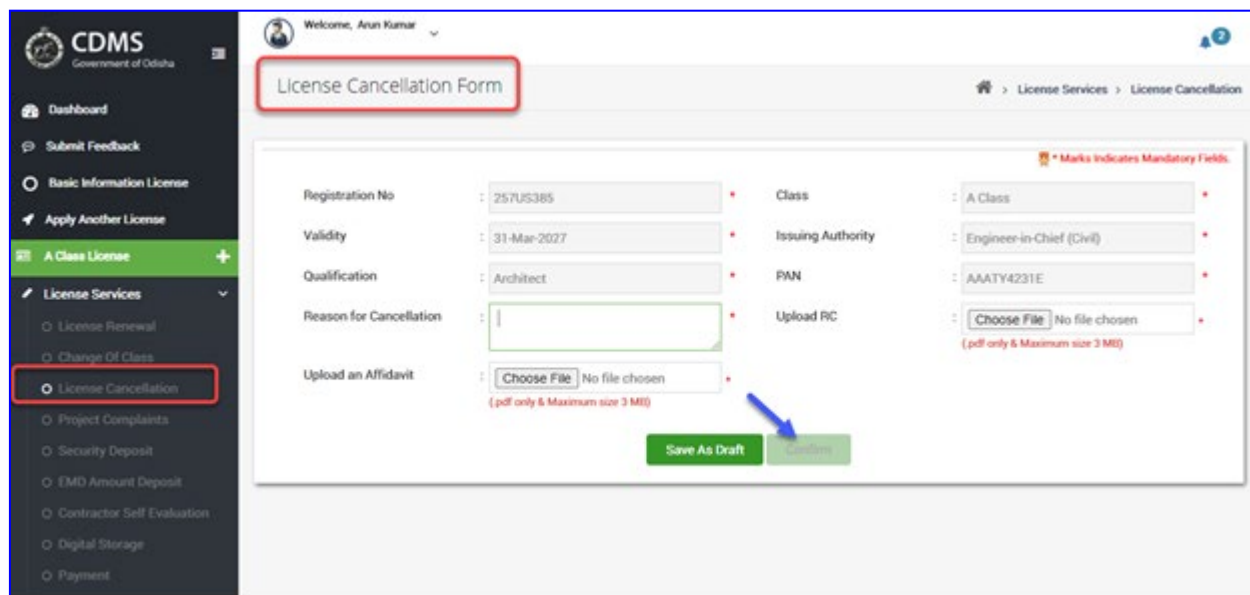
Or,

B. For online mode.

- Payment Order Number is given
- Amount to be paid is also provided
- Click on **Pay**
- System will redirect the user to the payment getaway page.

### 8.1.3 LICENSE CANCELLATION

The registered contractor can surrender its license issued the license issuing authority under different circumstances. The “License Cancellation” allows to cancel the issued license.




The screenshot shows the 'License Cancellation Form' interface. On the left is a sidebar with navigation options like 'Dashboard', 'Submit Feedback', 'Basic Information License', 'Apply Another License', 'A Class License', and 'License Services'. The 'License Services' section is expanded, showing options like 'License Renewal', 'Change Of Class', 'License Cancellation' (highlighted with a red box), 'Project Complaints', 'Security Deposit', 'TMD Amount Deposit', 'Contractor Self Evaluation', 'Digital Storage', and 'Payment'. The main form area has a header 'License Cancellation Form' and a breadcrumb 'License Services > License Cancellation'. The form fields include: 'Registration No.' (257U5385), 'Validity' (31-Mar-2027), 'Qualification' (Architect), 'Reason for Cancellation' (empty), 'Upload an Affidavit' (Choose File), 'Class' (A Class), 'Issuing Authority' (Engineer-in-Chief (Civil)), 'PAN' (AAATY4231E), and 'Upload RC' (Choose File). A red asterisk indicates mandatory fields. A blue arrow points to the 'Confirm' button at the bottom right.

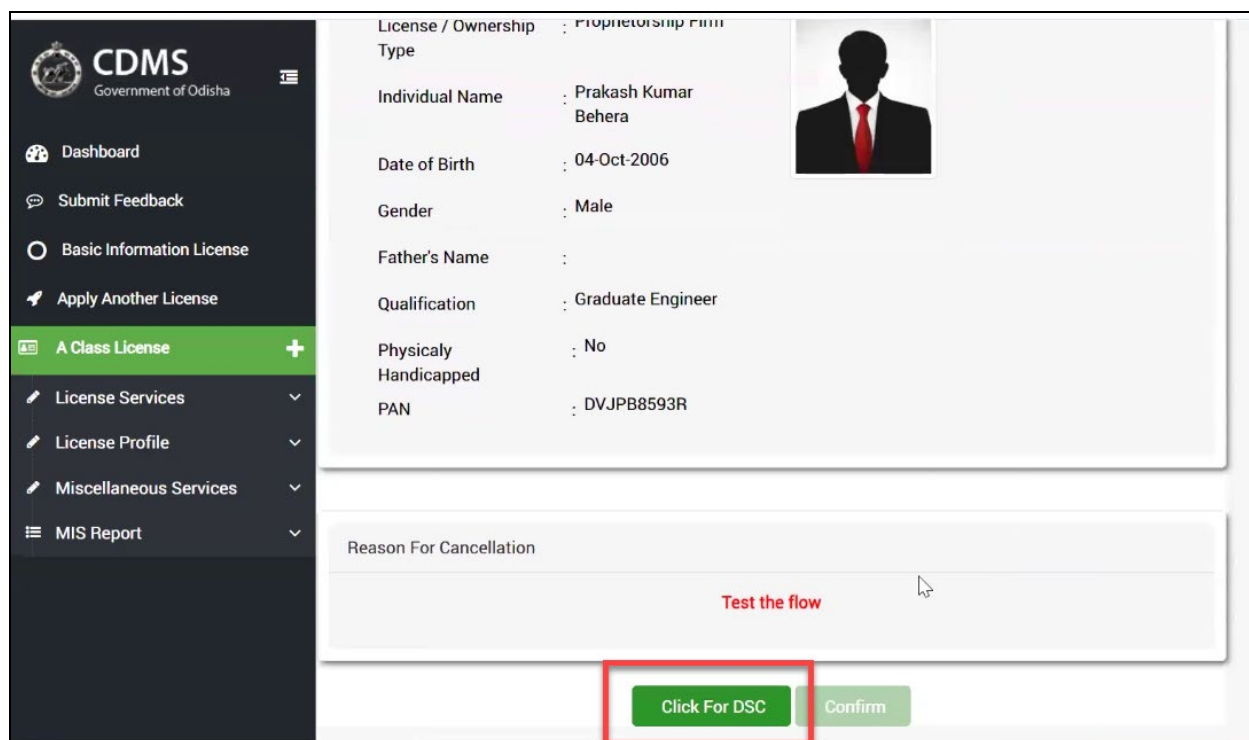
**Figure 8-50** License Cancellation Screen

In the License Cancellation screen displayed, the registration no., class, validity and issuing authority name is auto-populated in the respective fields.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>141 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


- Enter the Reason for Cancellation of the license in the given textbox to justify the reason for cancellation.
- Click the **Save As Draft** button to save the information in the draft mode.
- Click the **Confirm** button to proceed with the confirmation of license cancellation.



**Figure 8-51** License Cancel Screen (1)

- Click the **Click For DSC** button and further a further a pop-up populates the screen to enter the Token Password (refer **Fig. 8-51**).

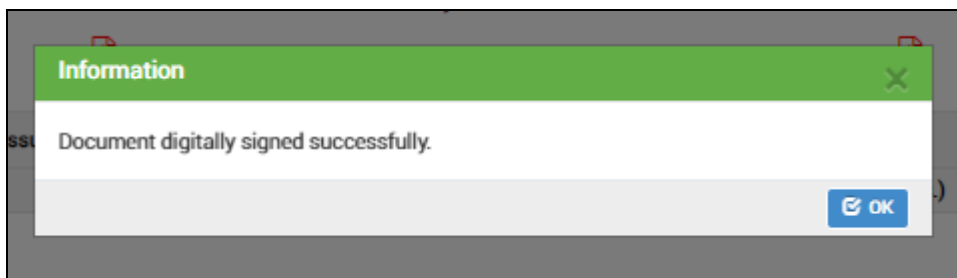


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>142 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

**Figure 8-52** Token Password Pop-up Screen

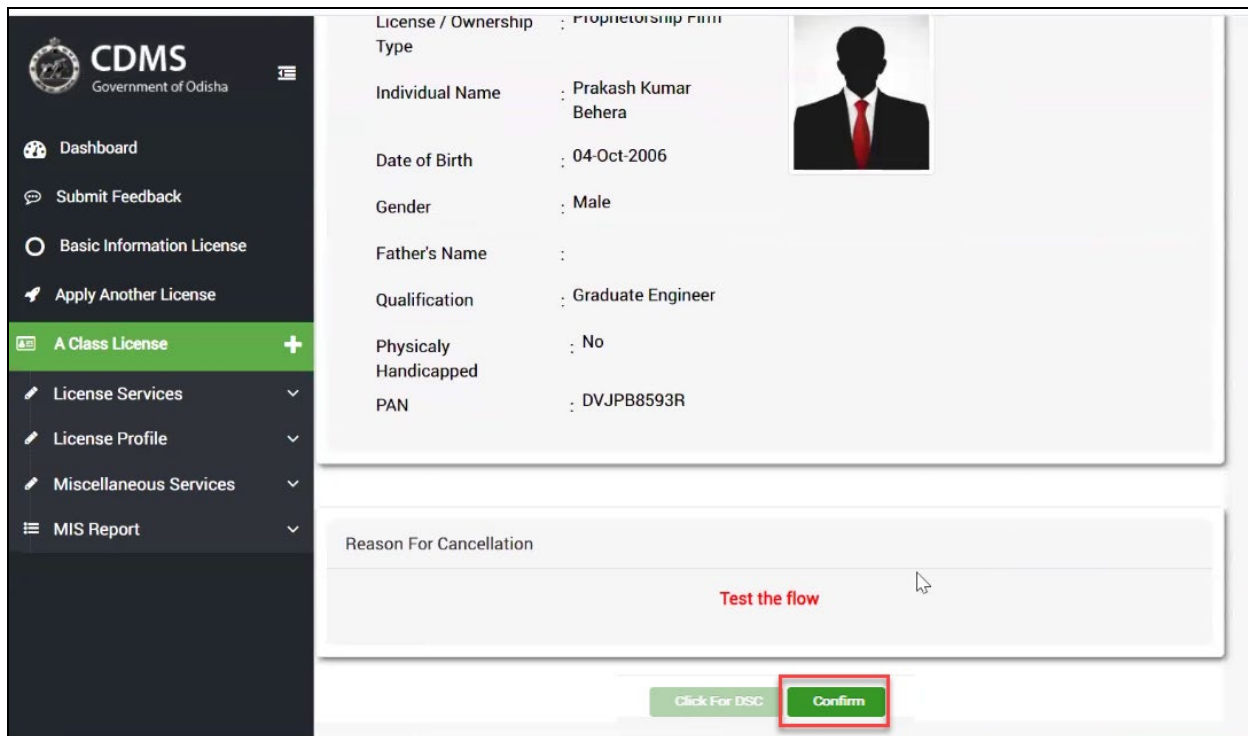
- Enter the registered Token Password in the text box field.

After entering the valid token password, further a confirmation pop-up populates the screen (refer **Fig. 8-53**).




**Figure 8-53** Confirmation Pop-up Screen

- Click the **Ok** button to close the pop-up.

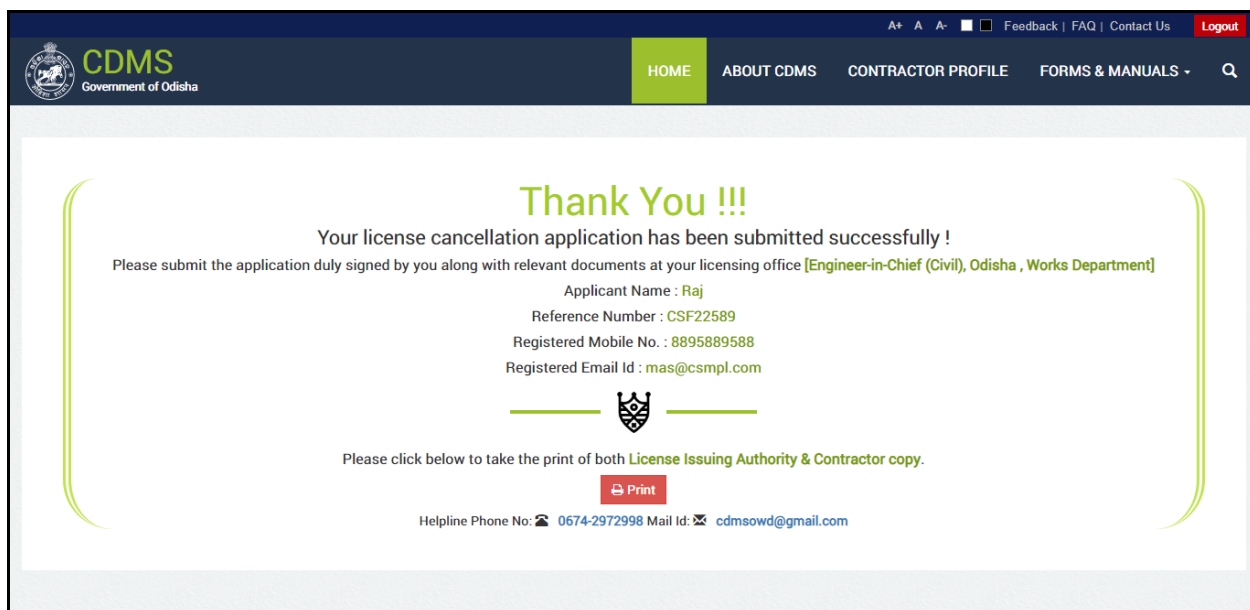


**Figure 8-54** License Cancel Screen (2)

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>143 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Click the **Confirm** button.

Further the contractor receives a successful message for application cancellation-




**Figure 8-55 License Cancellation Confirmation Screen**

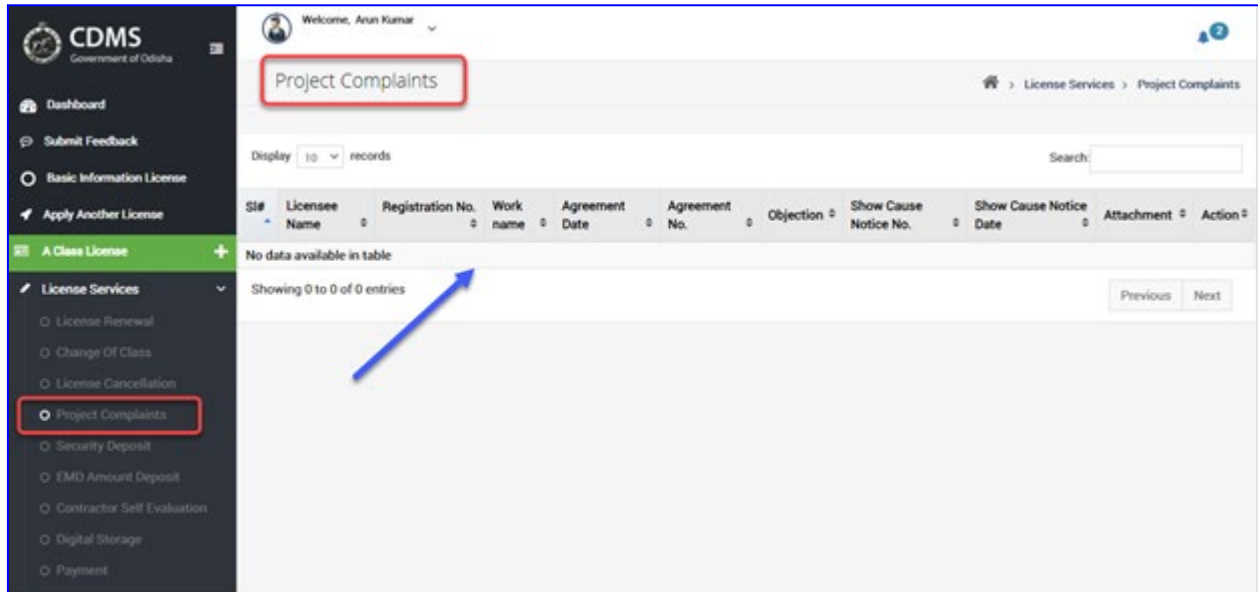
The Reference Number for the application cancellation is generated retaining which further proceedings can be done.

#### 8.1.4 PROJECT COMPLAINTS

To check all the complaints raised any project, select the **Project Complaint** tab shown in **Fig. 8-56** below.

If any objection has been raised by the customer, you can approach and solve it online through the portal. Here the complete list is given licensee's name, registration number, work name, agreement date, agreement number, objection, show cause notice number, show cause notice date, attached copy of it and action button. Refer the screen shared below.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>144 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 8-56 Project Complaint Screen**

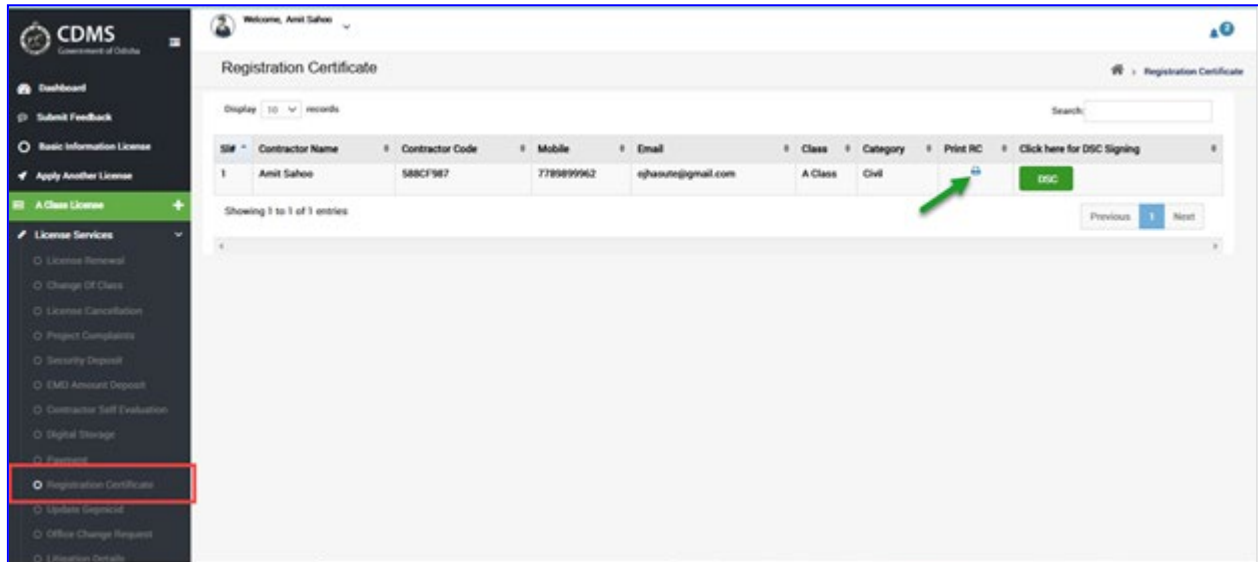
#### 8.1.5 REGISTRATION CERTIFICATE

After request for Contractor Registration, or Contract Renewal, or Contract Upgrade or Contract Degrade are verified and approved, a Certificate is issued to the Contractor.

The user needs to download the certificate and re-upload the same, after digital signing the document.


Go to the Registration Certificate link, view the list of the certificates pending.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>145 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 8-57** Registration Certificate Screen

- Click on the **Print Certificate** button, as indicated in the figure shown above.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>146 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

Print



**ଓଡ଼ିଶା ସରକାର**  
**P.W.D. CONTRACTORS**



438TM998

**REGISTRATION CERTIFICATE**  
**ODISHA STATE**

Contractor Name AKASH GARGI

Father's Name ASIT KUMAR

Type INDIVIDUAL Class B (DIPLOMA ENGG.)

Regd. No. 438TM998 Valid Up to 31-03-2027

PAN DESPK2543D

**PRESENT ADDRESS**

House No. 34 Habitat/ Street ARINGOL

Village/ Local Area Name ARINGOL

GP/ Ward BAINCHUA P.O. BALLANTA

Block/ ULB BALLANTA P.S. BALLANTA

Dist. KHURDHA State ODISHA Pin 751007

Mobile 7008938077 Email PPIELKAKUMARI@GMAIL.COM

Signature of Contractor \_\_\_\_\_


Engineer-in-Chief (Civil), Odisha  
[www.odishapwd.gov.in](http://www.odishapwd.gov.in)

**NOTE**

1. He / She shall have to apply for renewal of R.C. to the Registering Authority not less than one month before the expiry date of this certificate duly depositing the renewal fees. Renewal fee at the rate prescribed under Rule-9 is to be paid through online under head of account "0959-80-800-0194-02242".

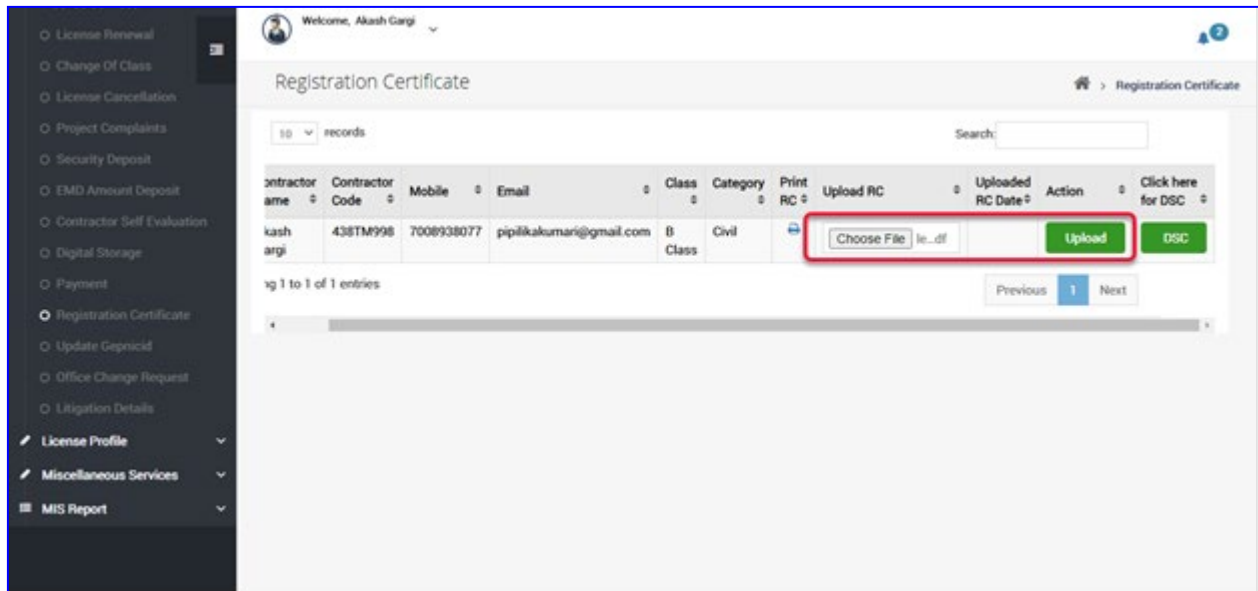
2. Failure to apply for renewal in due time will render the contractor liable to a penalty under Rule-10 equal to renewal fee for the first three months of default or part thereof. Thereafter, the amount of penalty will be equal to the renewal fee for every month of default.

**Figure 8-58** Print Registration Certificate Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>147 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


Download the certificate issued, and sign the document.

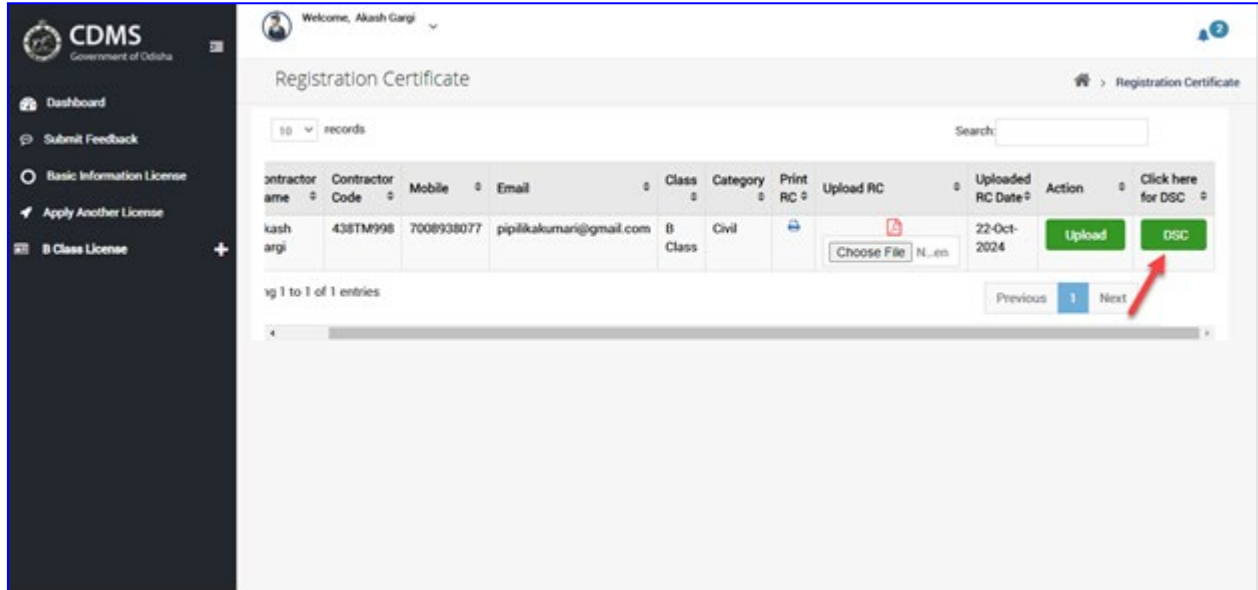
After signing the document, scan the document again and re-upload it for confirmation.



**Figure 8-59** Registration Certificate Screen

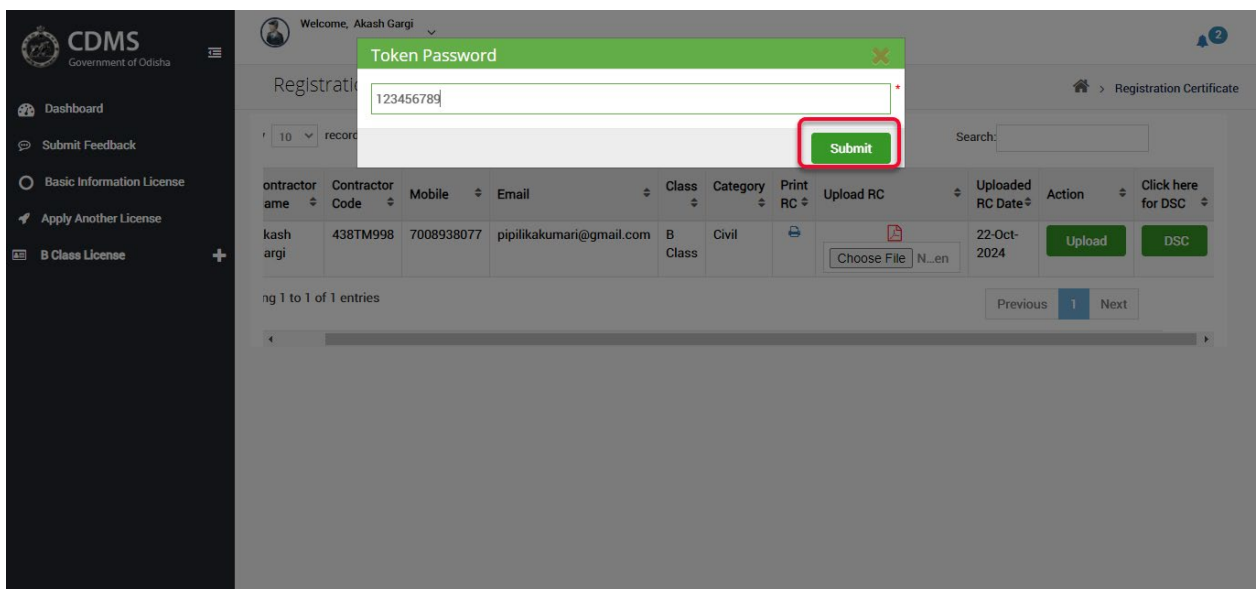
- Click on the Choose File option, and upload the RC certificate.
- Click on the **Upload** button. On successful upload, the user needs to do the DSC of the certificate.

	<b>Quality System Template</b> CSM Technologies	Document #:	Rev.: 1.1 Page #:148 of 192
	<b>Contractor Database Management System - V3.0</b>	CSM/QT/13/03	




**Figure 8-60** Registration Certificate Screen

- Click on the **DSC** button.
- Enter the token password number.

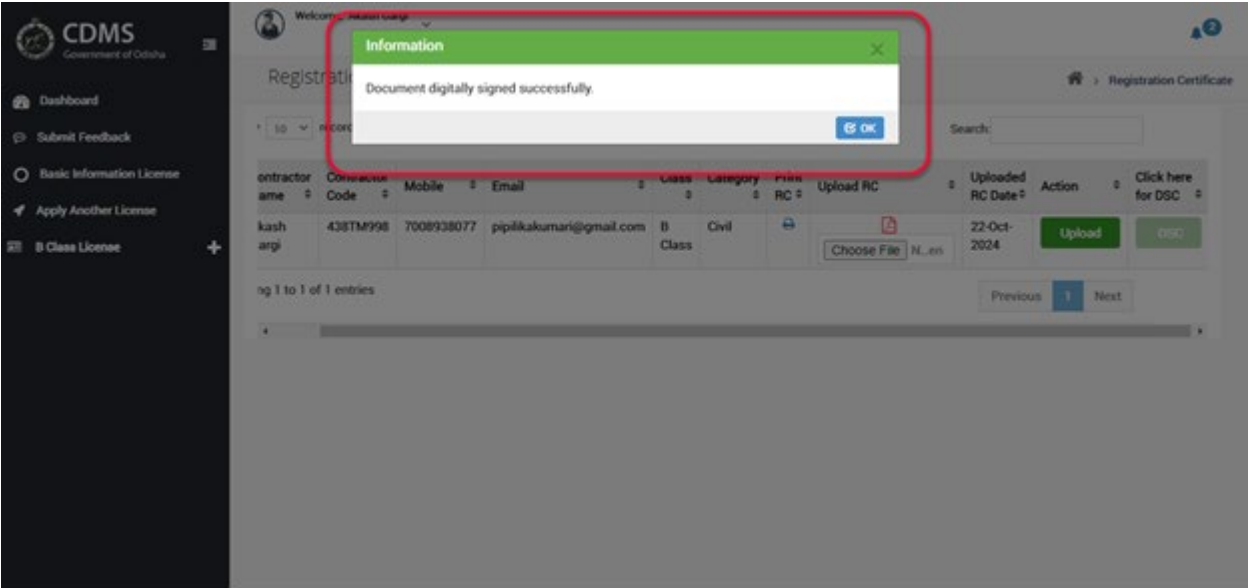


**Figure 8-61** Registration Certificate Screen



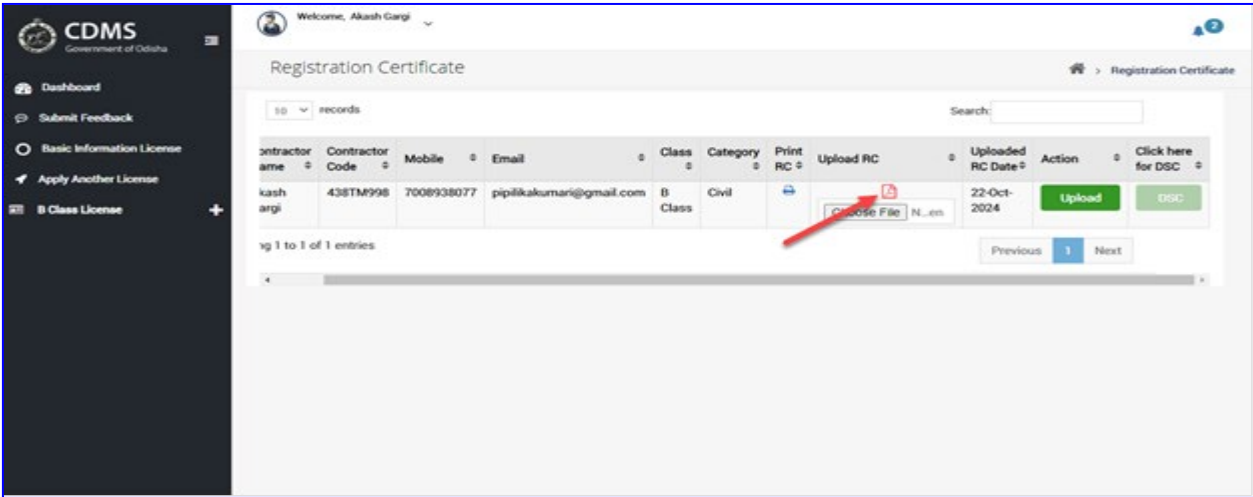
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>149 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Click on the **Submit** button.




**Figure 8-62** Registration Certificate Screen

To view the digitally signed document, click on the pdf icon provided under the Upload RC Section.

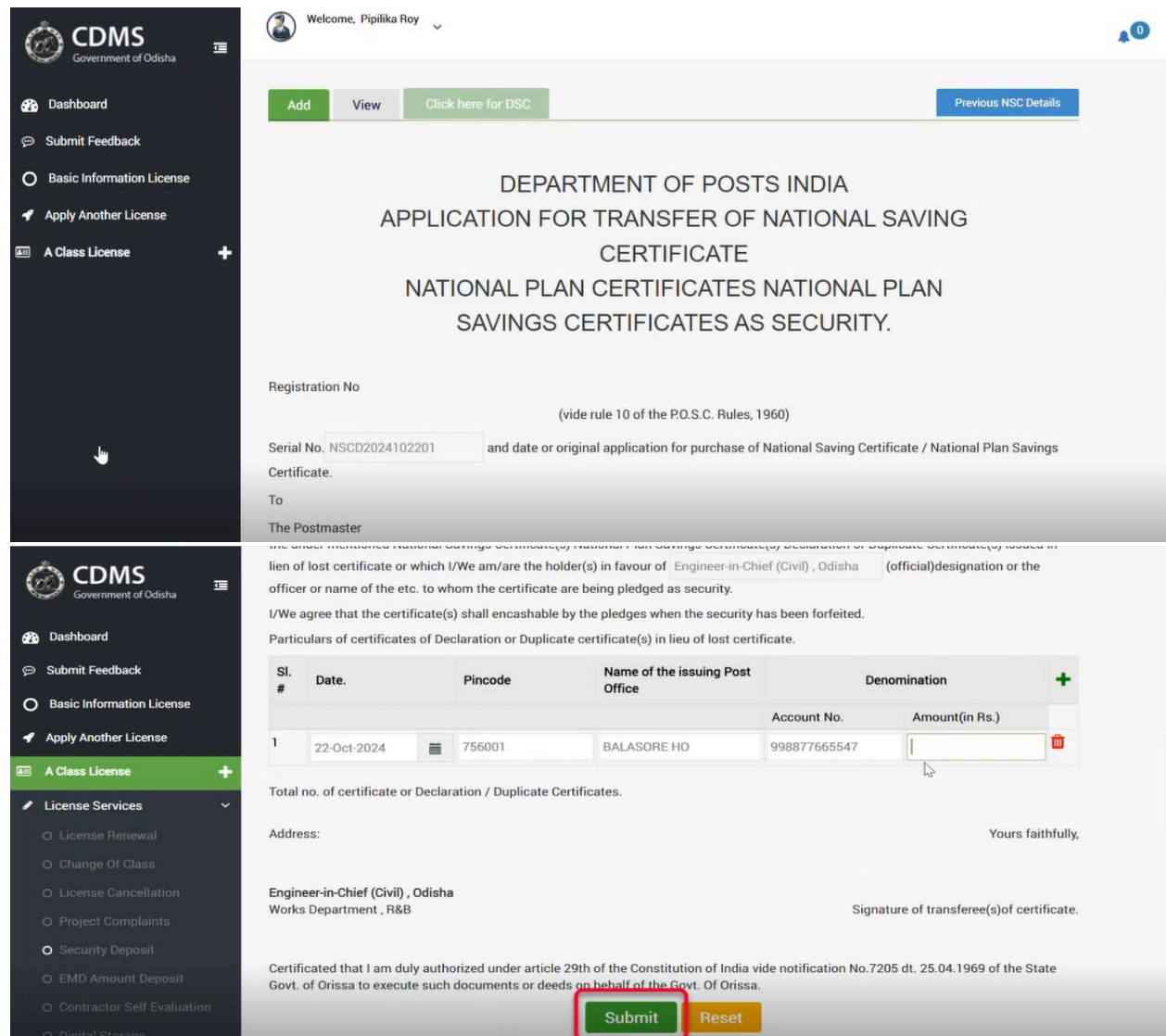


**Figure 8-63** Registration Certificate Screen

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>150 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

### 8.1.6 SECURITY DEPOSIT

Apply for transfer of your national saving certificate and national plan certificate as security deposit and then submit the pledge form in the “Security Deposit” tab. Refer to the **Fig. 8-64** below.



Welcome, Pipilika Roy

[Add](#) [View](#) [Click here for DSC](#) [Previous NSC Details](#)

**DEPARTMENT OF POSTS INDIA**  
**APPLICATION FOR TRANSFER OF NATIONAL SAVING**  
**CERTIFICATE**  
**NATIONAL PLAN CERTIFICATES NATIONAL PLAN**  
**SAVINGS CERTIFICATES AS SECURITY.**

Registration No \_\_\_\_\_  
 (vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. NSCD2024102201 and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To  
 The Postmaster

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

Sl. #	Date.	Pincode	Name of the issuing Post Office	Denomination	
				Account No.	Amount(in Rs.)
1	22-Oct-2024	756001	BALASORE HO	998877665547	

Total no. of certificate or Declaration / Duplicate Certificates.

Address: \_\_\_\_\_ Yours faithfully,

Engineer-in-Chief (Civil), Odisha  
 Works Department, R&B


Signature of transferee(s) of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

[Submit](#) [Reset](#)

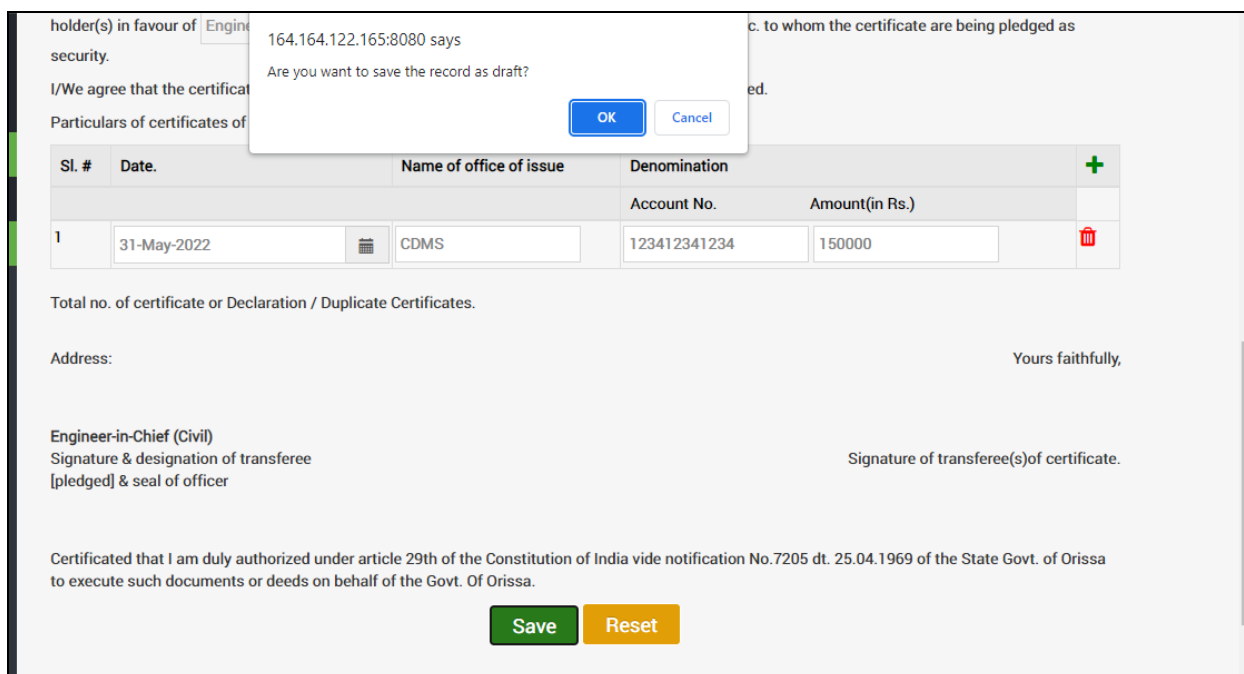
**Figure 8-64** Security Deposit Screen

- Refer to the Pledge Form displayed above.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>151 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Enter the Date, Enter the Pincode of Issuing Post Office, Name of Post Office of Issue, Denomination including the account number and amount for the certificates deposited.
- Click on **Submit** button.

On clicking, confirmation window pop-ups to the screen asking whether you want to save the data or not.



The screenshot shows a confirmation dialog box with the text: "164.164.122.165:8080 says Are you want to save the record as draft?" with "OK" and "Cancel" buttons. Below the dialog is a form titled "Particulars of certificates of" with a table containing one row of data. The form also includes fields for "Total no. of certificate or Declaration / Duplicate Certificates.", "Address:", "Engineer-in-Chief (Civil) Signature & designation of transferee [pledged] & seal of officer", and "Signature of transferee(s) of certificate." At the bottom, there is a certification statement and "Save" and "Reset" buttons.

Sl. #	Date.	Name of office of issue	Denomination	
1	31-May-2022	CDMS	123412341234	150000


**Figure 8-65 Confirmation Window**

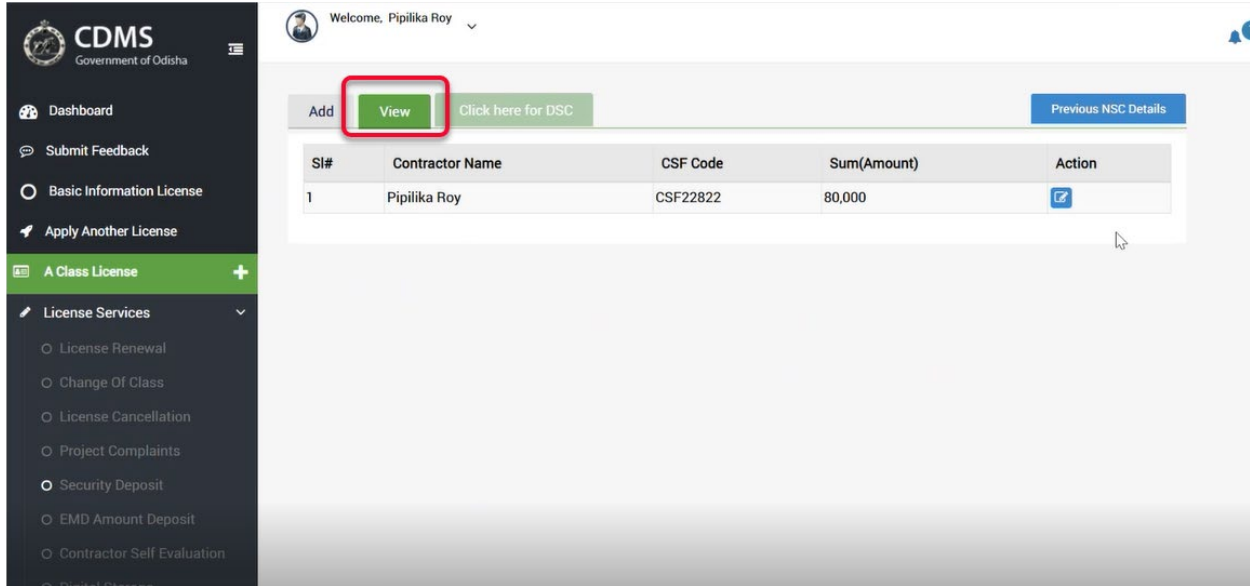
To save the date, click on OK button, or else select Cancel to cancel the data submitted and move back to the previous screen.

On confirmation only, the Pledge Form is saved in the system.

#### 8.1.6.1 VIEW SECURITY DEPOSIT


On saving the data successfully, you can view the saved pledge form details in the **View** tab.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>152 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




Welcome, Pipilika Roy


[Add](#)
[View](#)
[Click here for DSC](#)
[Previous NSC Details](#)


SI#	Contractor Name	CSF Code	Sum(Amount)	Action
1	Pipilika Roy	CSF22822	80,000	

**Figure 8-66** View Security Deposit Window

The name of the Contractor, CSF Code, Validation, Sum (Amount) and take action button is provided here.

- To update or modify the security deposit details, click on the **Take Action** () button for the respective record and get navigated to update page.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>153 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


 Welcome, Pipilika Roy

Add

View

Click here for DSC

Previous NSC Details

DEPARTMENT OF POSTS INDIA  
 APPLICATION FOR TRANSFER OF NATIONAL SAVING  
 CERTIFICATE  
 NATIONAL PLAN CERTIFICATES NATIONAL PLAN  
 SAVINGS CERTIFICATES AS SECURITY.

Registration No  
 (vide rule 10 of the P.O.S.C. Rules, 1960)  
 Serial No. NSCD2024102201 and date of original application for purchase of National Saving Certificate / National Plan Savings Certificate.  
 To  
 The Postmaster

holder(s) in favour of Engineer-in-Chief (Civil) (official) designation or the officer or name of the etc. to whom the certificate are being pledged as security.  
 I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.  
 Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.
 

Sl. #	Date.	Name of office of issue	Denomination			
			Account No.	Amount(in Rs.)		
1.	31-May-2022	CDMS	123412341234	150,000		

Total no. of certificate or Declaration / Duplicate Certificates.

Address:
 

Yours faithfully,

Engineer-in-Chief (Civil)  
 Signature & designation of transferee  
 [pledged] & seal of officer

Signature of transferee(s) of certificate.


Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

Update

Reset

Figure 8-67 Update Security Deposit Screen


- Add changes to the security deposit and click on **Update** button to save the same.
- On successful submission, the details saved in the system.
- Now, the Pledge Form is pending for validation at the authority end.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>154 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

#### 8.1.6.2 UPLOAD PLEDGE FORM CERTIFICATES

On successful validation of Pledge Form by LIA and Postal Authority, the Contractor User needs to upload the Certificates.

Go to the **View** tab under **Security Deposit** link (Refer **Fig 8-68**) and click on the Take Action and navigate to update Pledge Form section.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>155 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


**CDMS**  
 Government of Odisha

**B Class License**  
 License Services  
 License Renewal  
 Change Of Class  
 License Cancellation  
 Print New License  
 Project Complaints  
**Security Deposit**  
 Licensee Conversion  
 EMD Amount Deposit  
 Contractor Self Evaluation  
 Digital Storage  
 Payment  
 Registration Certificate  
 License Profile  
 Miscellaneous Services

Welcome, Pipilika Kumari

Add View

DEPARTMENT OF POSTS INDIA  
 APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE  
 NATIONAL PLAN CERTIFICATES NATIONAL PLAN  
 SAVINGS CERTIFICATES AS SECURITY.

Registration No  
 (vide rule 10 of the P.O.S.C. Rules, 1960)  
 Serial No. NSCD2022051101 and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.  
 To  
 The Postmaster  
 Sir,  
 I/We Pipilika Kumari (Name in block capitals) am /are required to deposit an amount of Rs. 40,000 as security with (official) designation of the Gazetted Officer of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government Company or Local Authority. I /We therefore request you to transfer the under mentioned National Savings Certificate(s) National Plan Savings Certificate(s) Declaration or Duplicate Certificate(s) issued in lien of lost certificate or which I/We am/are the holder(s) in favour of Engineer-in-Chief (Civil) (official) designation or the officer or name of the etc. to whom the certificate are being pledged as security.  
 I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.  
 Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate

Sl. #	Date.	Name of office of issue	Denomination	Upload Pledge Certificate
			Account No.	Amount(in Rs.)
1.	31-May-2022	CDMS	123412341234	150,000

Choose File Dummy.pdf

Total No. of certificate or Declaration / Duplicate Certificate(s).

Address:

Yours faithfully,

Engineer-in-Chief (Civil)  
 Signature & designation of transferee  
 [pledged] & seal of officer


Signature of transferee(s) of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

Update Reset

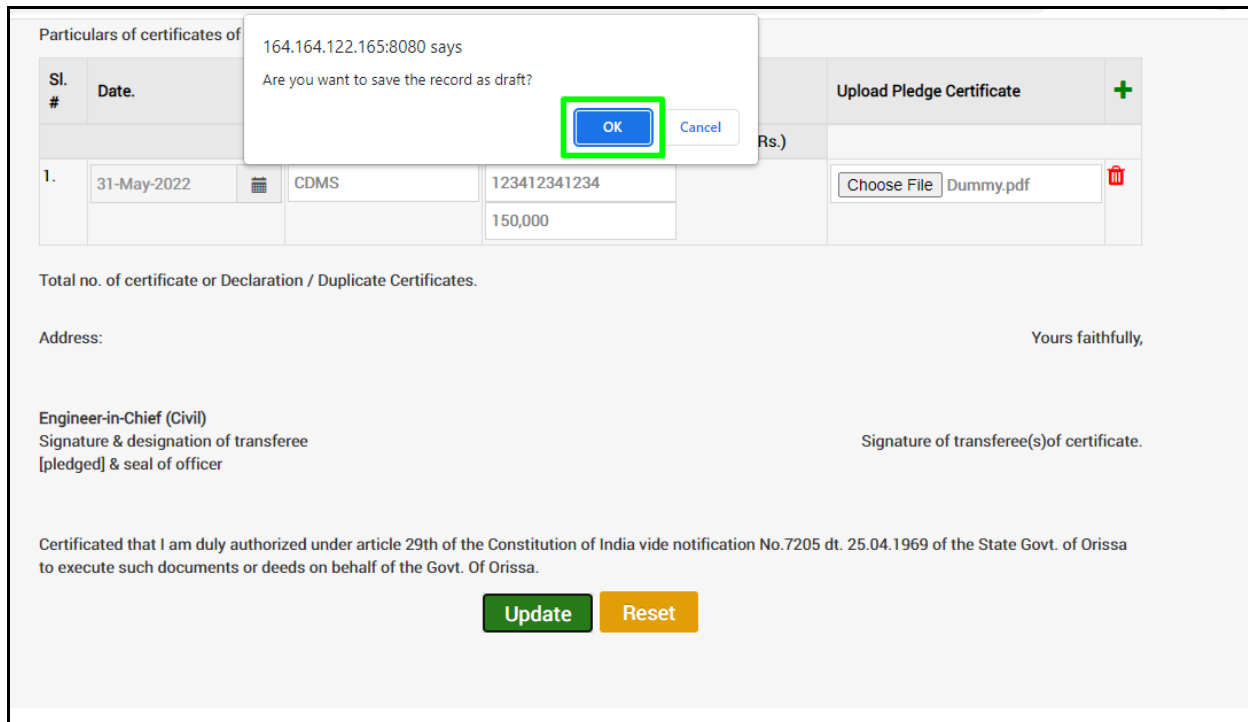
**Figure 8-68 Update Security Deposit Screen**

- Refer to the highlighted section in Figure shown above,
- Upload the Pledge Document by clicking the **Choose File** option.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>156 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- On uploading click on the **Update** button.

On clicking a system generated confirmation alert message will populate on the display screen.



Particulars of certificates of

164.164.122.165:8080 says  
Are you want to save the record as draft?

OK Cancel

Sl. #	Date.	CDMS	123412341234
1.	31-May-2022	CDMS	123412341234
			150,000

Upload Pledge Certificate

Choose File Dummy.pdf

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Engineer-in-Chief (Civil)  
Signature & designation of transferee  
[pledged] & seal of officer

Yours faithfully,

Signature of transferee(s) of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

Update Reset


**Figure 8-69** Confirmation Alert Message Screen

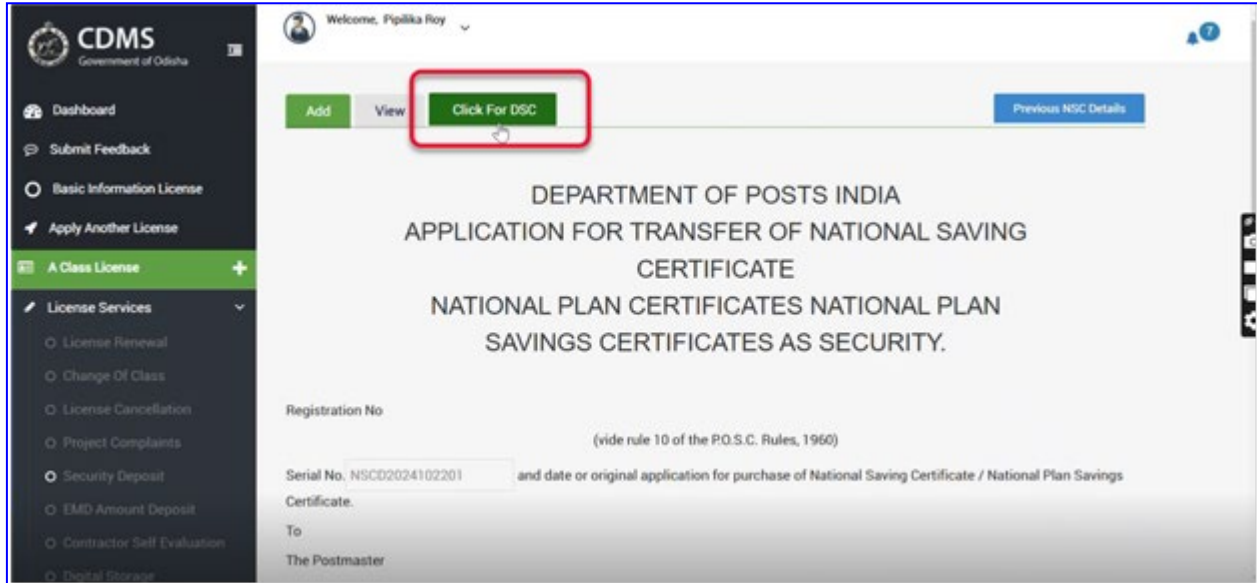
- If you are sure you want to save the record details, then click on **OK** button and proceed.
- Or, click on Cancel button and reject the verification.

#### 8.1.6.3 [CLICK HERE FOR DSC](#)

The document uploaded by the contractor user needs to be digitally signed.

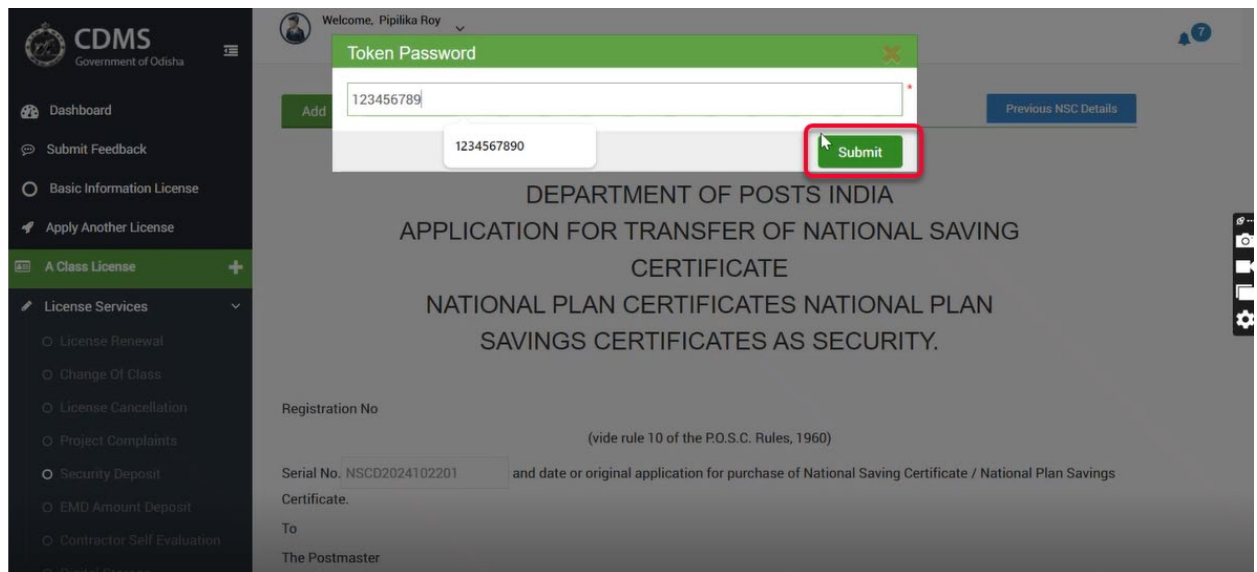


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>157 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 8-70** Click here for DSC

- Click here for DSC.
- On clicking, provide the token password.



**Figure 8-71** Click here for DSC

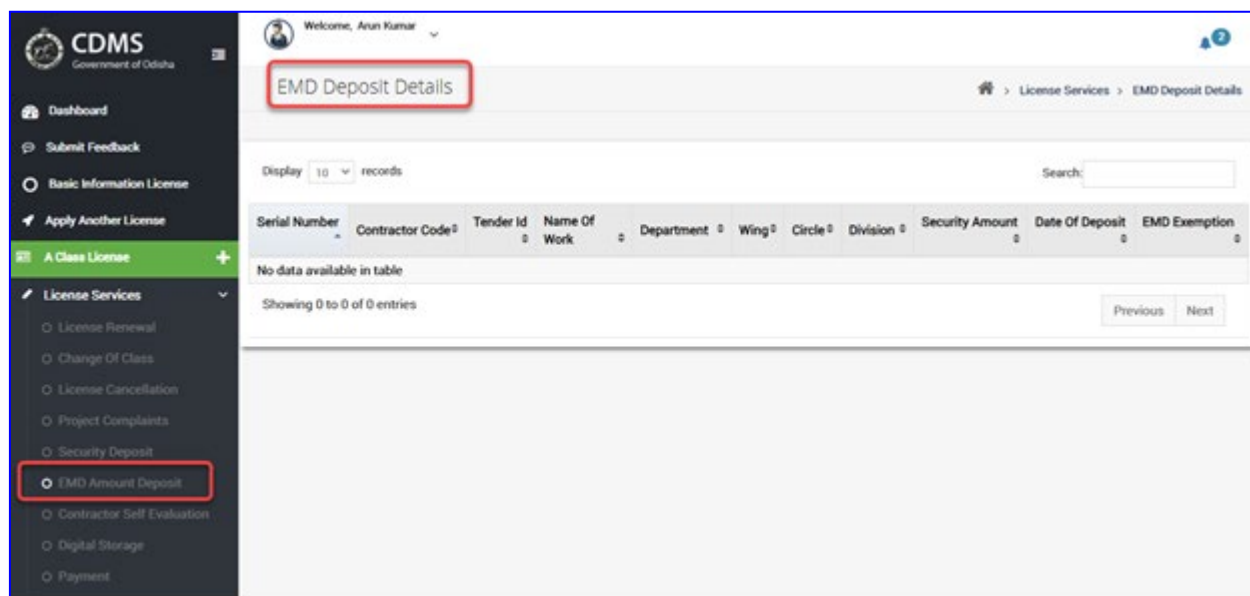
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>158 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

- Enter the token password and click on the **Submit** button.

On confirmed submission of the Pledge Certificate, the document is pending for validation at the LIA and Postal Authority end.

#### 8.1.7 EMD AMOUNT DEPOSIT

EMD or Earnest Money Deposit, the first deposit before entering into the contract can be made online with the help of EMD Deposit Details under the license services menu tab.




**Figure 8-72** EMD Deposit Details Screen

Pay the EMD online rather than paying it physically in the shape of Demand Draft or Bank Guarantee.

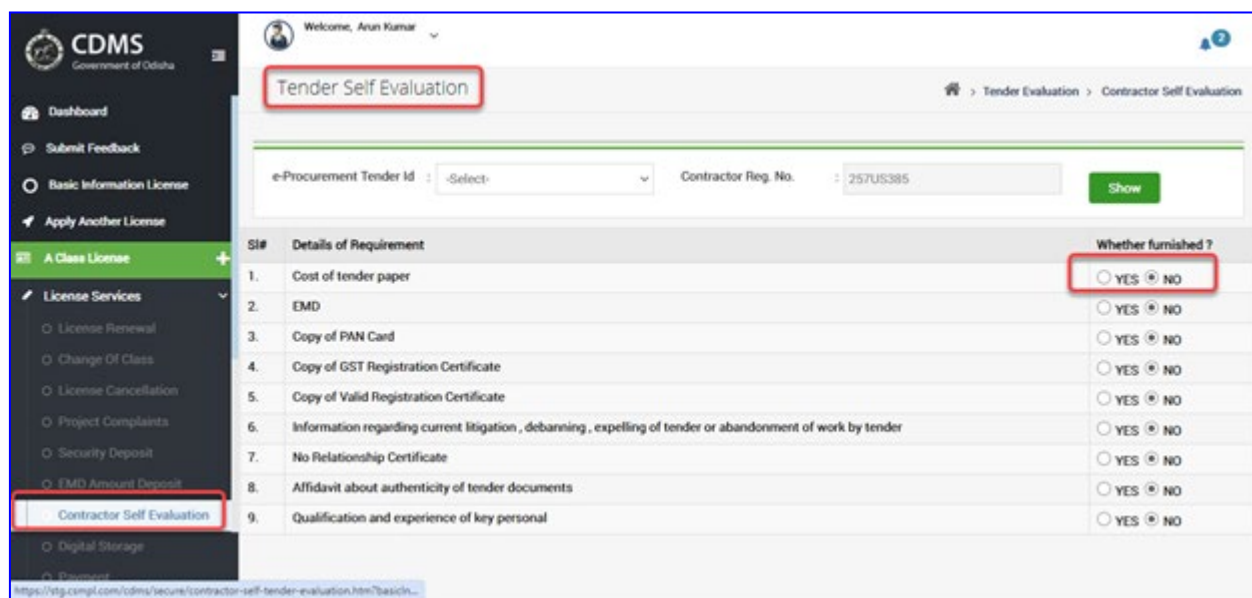
Herein, in EMD Deposit Details Screen contractor's code, tender ID, name of work, department, wing, circle, division, security amount, date of deposit and EMD exemption is provided to contractor or not is given.

Take action against any pending EMD payment here only.

#### 8.1.8 CONTRACTOR SELF EVALUATION

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>159 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

The contractor needs to submit his/her performance information of any tender on time to avoid loss. Here is a tab for Contractor Self Evaluation where s/he can submit response/s to various pre-defined questionnaires by clicking the radio button of the answers. Refer to the figure shared below.



Sl#	Details of Requirement	Whether furnished ?
1.	Cost of tender paper	<input type="radio"/> YES <input checked="" type="radio"/> NO
2.	EMD	<input type="radio"/> YES <input checked="" type="radio"/> NO
3.	Copy of PAN Card	<input type="radio"/> YES <input checked="" type="radio"/> NO
4.	Copy of GST Registration Certificate	<input type="radio"/> YES <input checked="" type="radio"/> NO
5.	Copy of Valid Registration Certificate	<input type="radio"/> YES <input checked="" type="radio"/> NO
6.	Information regarding current litigation , debanning , expelling of tender or abandonment of work by tender	<input type="radio"/> YES <input checked="" type="radio"/> NO
7.	No Relationship Certificate	<input type="radio"/> YES <input checked="" type="radio"/> NO
8.	Affidavit about authenticity of tender documents	<input type="radio"/> YES <input checked="" type="radio"/> NO
9.	Qualification and experience of key personal	<input type="radio"/> YES <input checked="" type="radio"/> NO

**Figure 8-73** Tender Self Evaluation Screen

Refer to **Fig. 8-73** shown here.


The Tender Self Evaluation Screen contains details of the requirement in a list followed by radio buttons for answer and search option.

- Select the eProcurement Tender ID from the drop-down. Note: Contractor's registration is already given; it is fetched directly from the system.
- Click on **Show** button.

On doing so, the entered eProcurement tender ID's requirement details display in the screen.

- Select any question and submit your answer either in Yes or No.

**Note:** Submitted answers are collected in the system database and used as reference to other stakeholders while evaluating tender performance.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>160 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

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#### 8.1.9 DIGITAL STORAGE

The Digital Storage tab allows the user to store mass amount of information or data in a digital format that may be retrieved at a later time. Refer to the screen shared below.



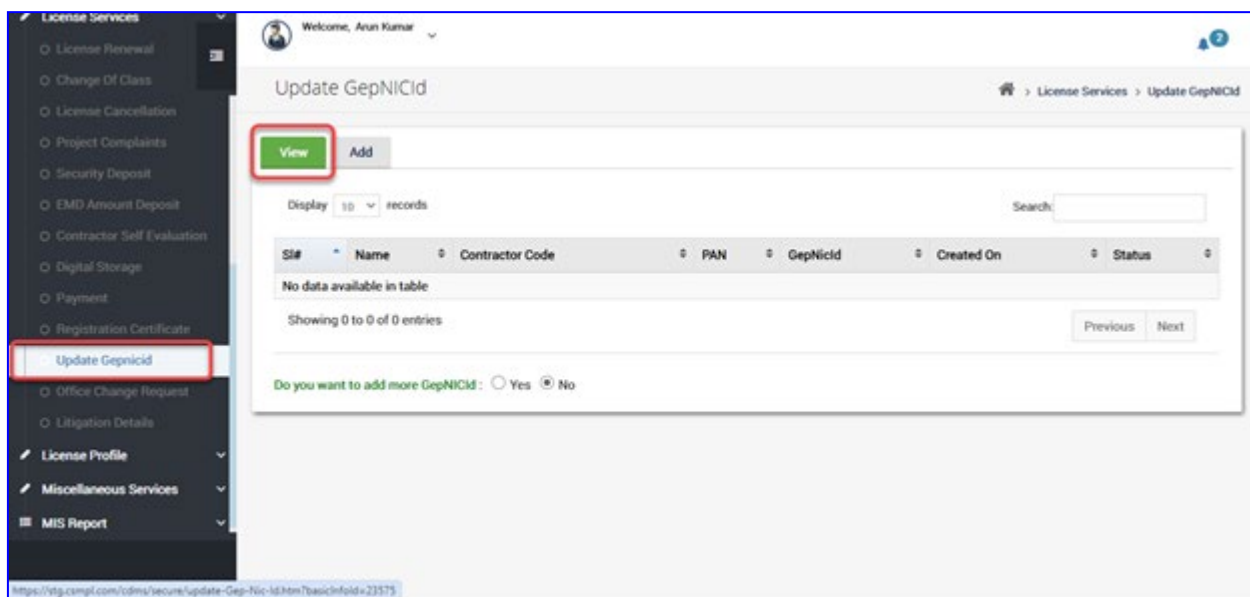
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>162 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

Herein, in Digital Storage screen, referring to **Fig. 8-74**, all the documents uploaded in support of basic information (license as well as licensee), statutory compliances, financial health of the licensee, bank account details, licensee major equipment and document for technical personnel are listed.

One can download the documents directly from here only.

#### 8.1.10 UPDATE GEPNIC ID


If required, the contractor user is authorized to send request to update the GePNIC ID used in procurement process.

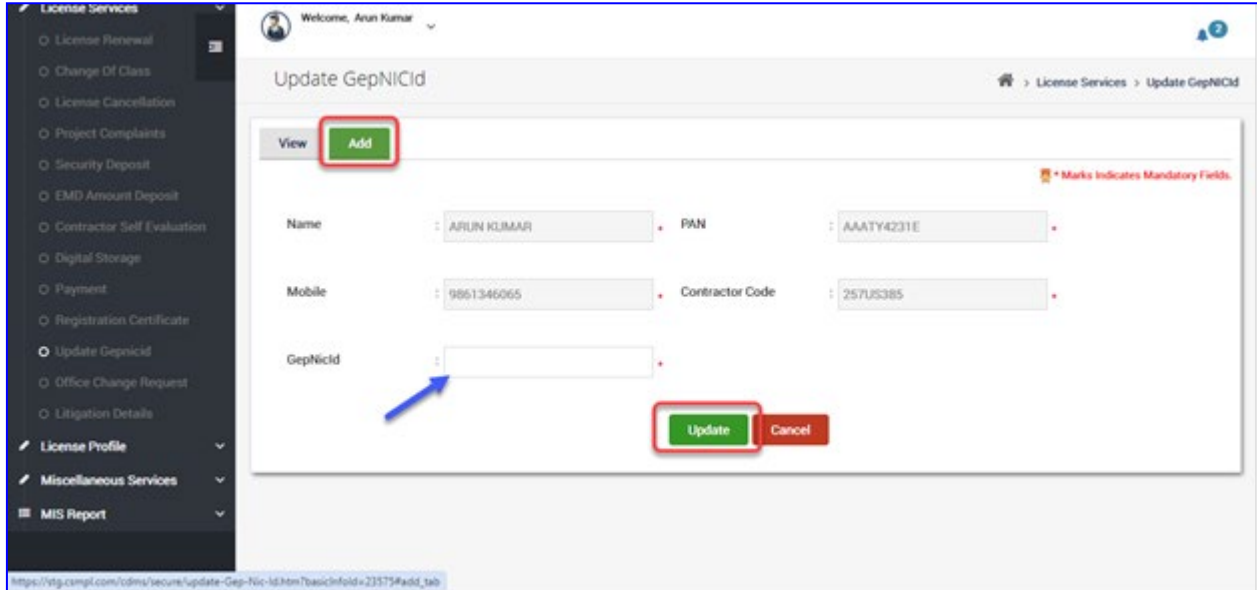


**Figure 8-75 View - Update GePNIC ID Screen**

View the list of the GePNIC ID of the contractor with name, contractor code, PAN, GePNIC ID, Date of Creation and Status.

To add or update the GePNIC ID, click on the **Add** tab.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>163 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 8-76 View - Update GePNIC ID Screen**

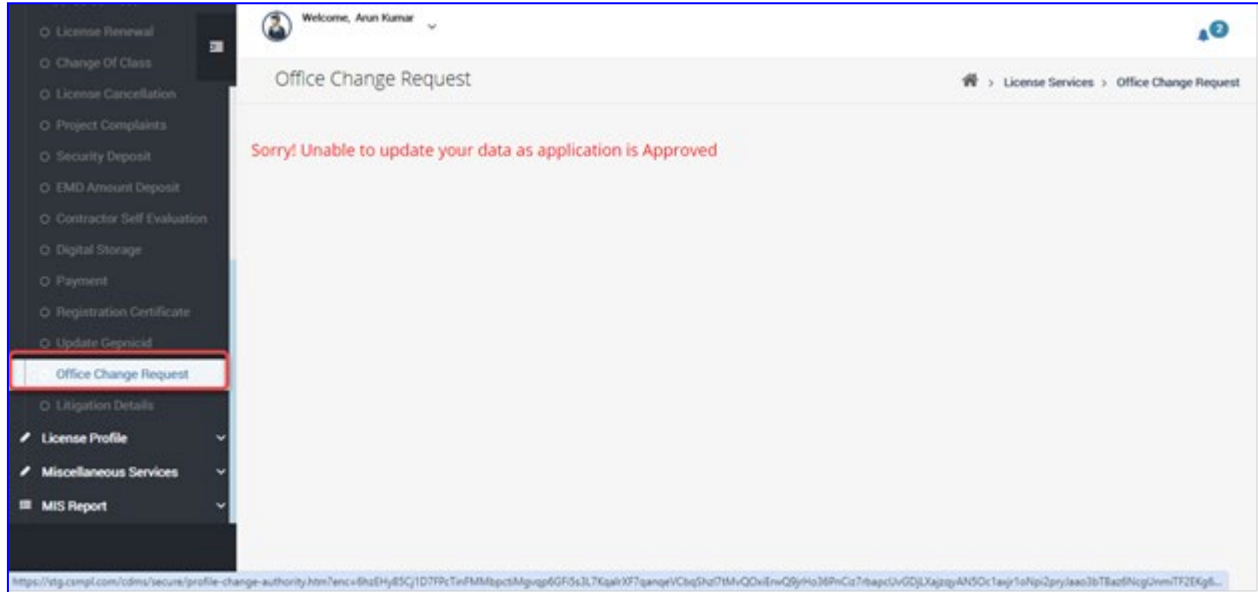
The Name, PAN, Mobile Number, Contractor Code is already provided.

- Update the GePNIC ID in the textspace provided, and click on the **Update** button to save the changes done.

#### 8.1.11 OFFICE CHANGE REQUEST

The Contractor User has the facility to request for change of Office, if required. Take reference from the screen shared below.

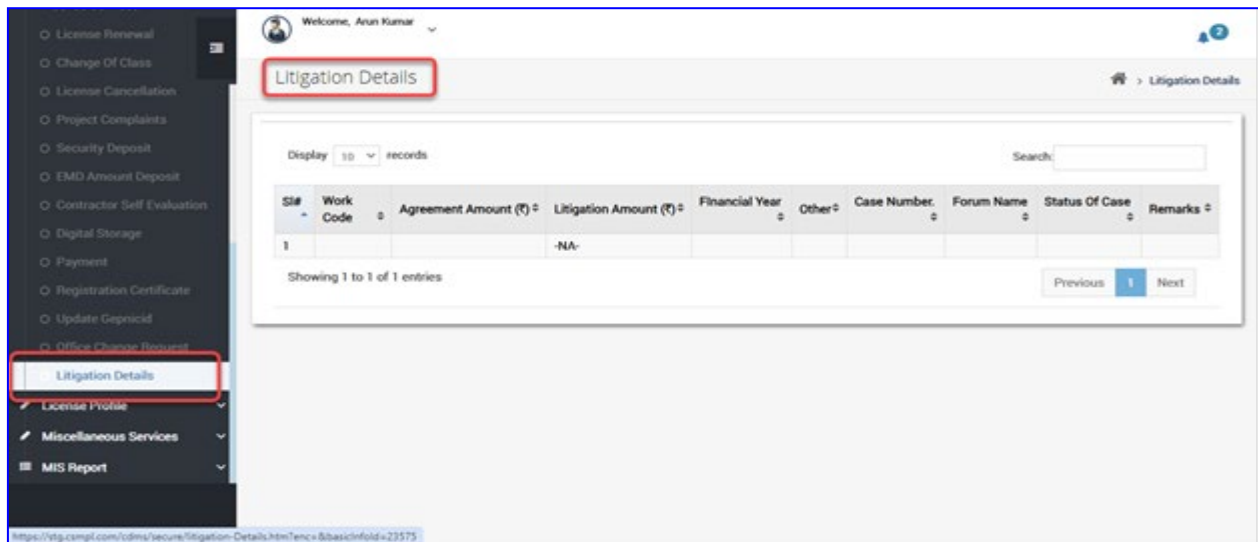
	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>164 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 8-77 Office Change Request Screen**


#### 8.1.12 LITIGATION DETAILS

If there are any legal cases or litigations against the contractor, then view the details of the legal cases in this section.



**Figure 8-78 Litigation Details Screen**



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>165 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

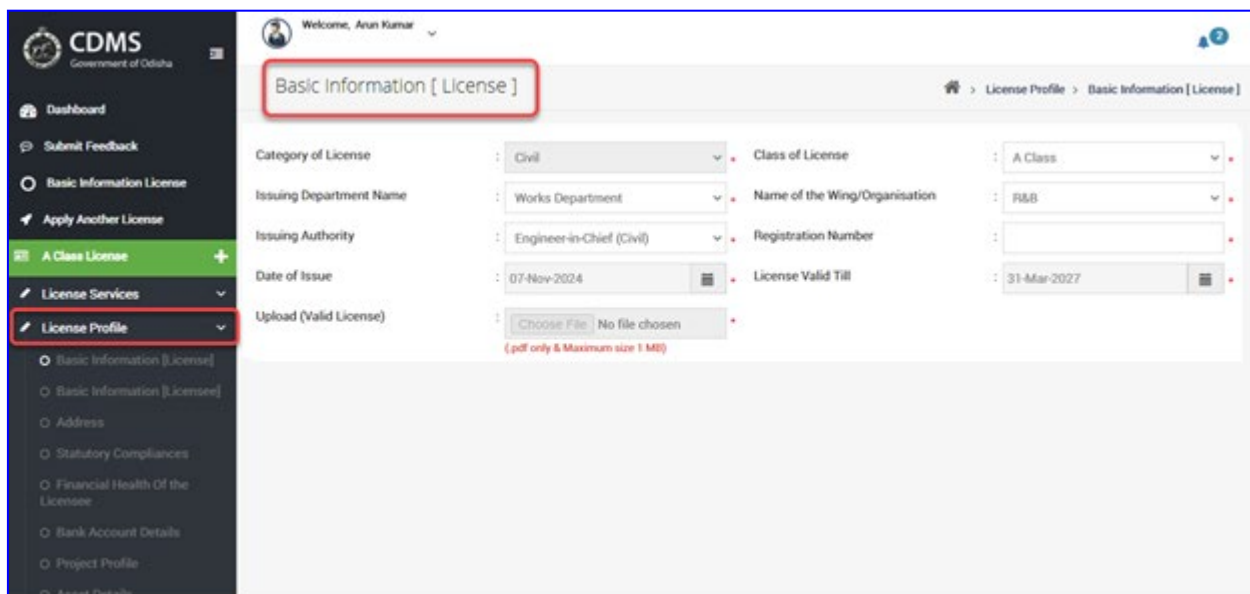
The Work Code, Agreement Amount, Litigation Amount, Financial Year, Others, Case Number, Forum Name, Status of the Case and Remarks given are given in a table.

## 8.2 LICENSE PROFILE

The License Profile tab helps contractor to add or edit profile information such as basic information about the license and licensee as well as enter address details, statutory compliances, financial health of the license, and etc.

### 8.2.1 BASIC INFORMATION [LICENSE]


The Basic Information [License] section gives details of all the basic information of the license as entered by the user at the time of registration.





**Figure 8-79** Update Basic Information License Screen

Add basic information about the license as shown in the screen shared above.

- Category of license is predefined
- Select the class of license.
- Choose issuing department name and name of the wing/organization

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>166 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


- Select the issuing authority followed by entering the registration number
- Select the date of issuing the license and valid upto date
- Upload a copy of the valid license in the system
- Is there any security available? If yes, then provide the type of security instrument you have, amount of security deposit, validity of security instrument, certificate number and upload a copy of the same.
- If there are multiple entries, then you can click on the plus  icon to add security details. Or, if you want to remove one, then click on the minus  icon for the respective security details.
- Click on **Update** button

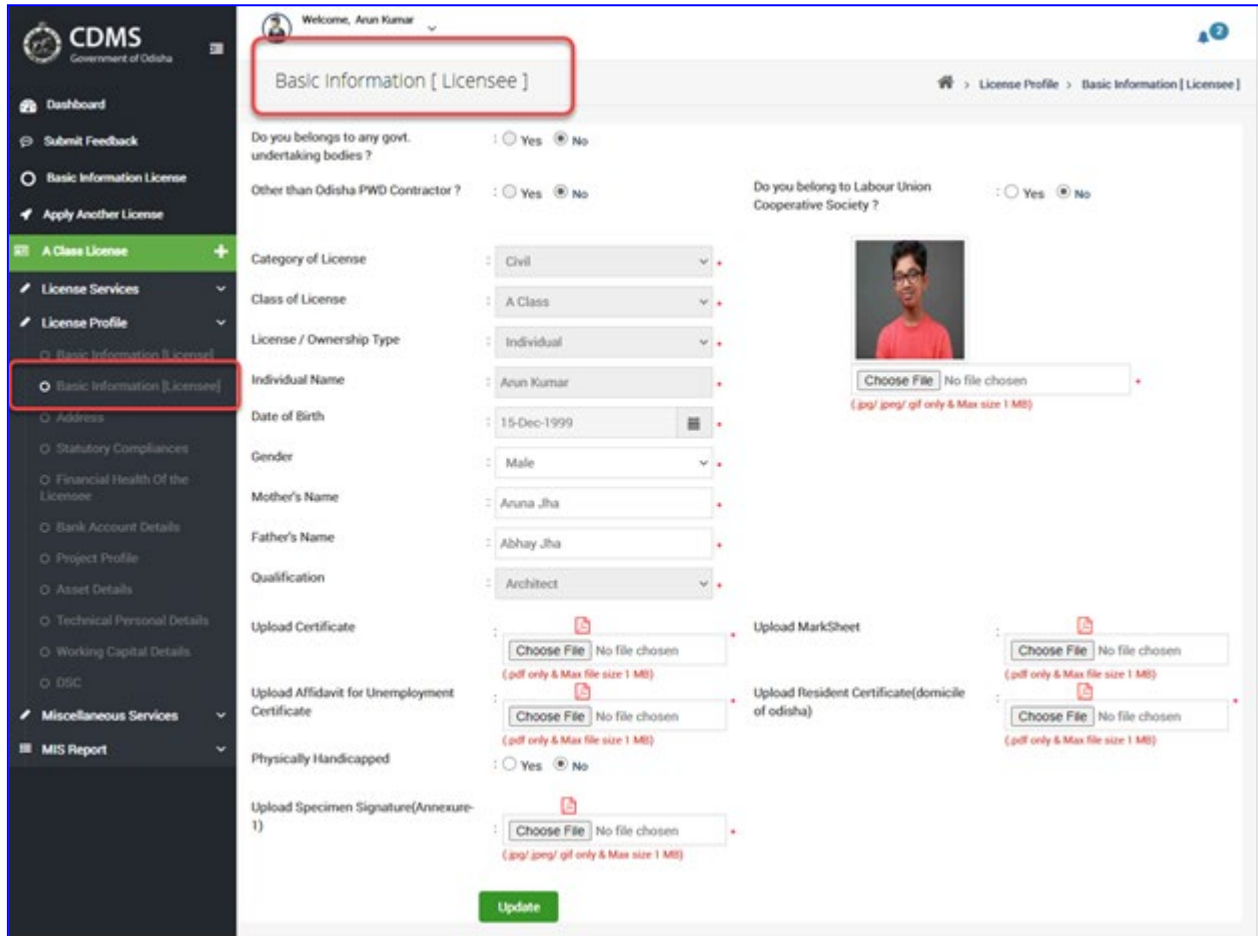
The basic details of the license issued to the contractor as entered by the user are displayed and the data remains in un-editable form.

---

#### 8.2.2 BASIC INFORMATION [LICENSEE]

The basic profile details of the licensee as per the data entered during registration can be viewed under the Basic Information [Licensee] section as shown below-

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>167 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



**Figure 8-80** Update Basic Information Licensee Screen

The basic information of the licensee remains editable.


The details can be modified only by the user.

- Make changes and click on **Update** button.

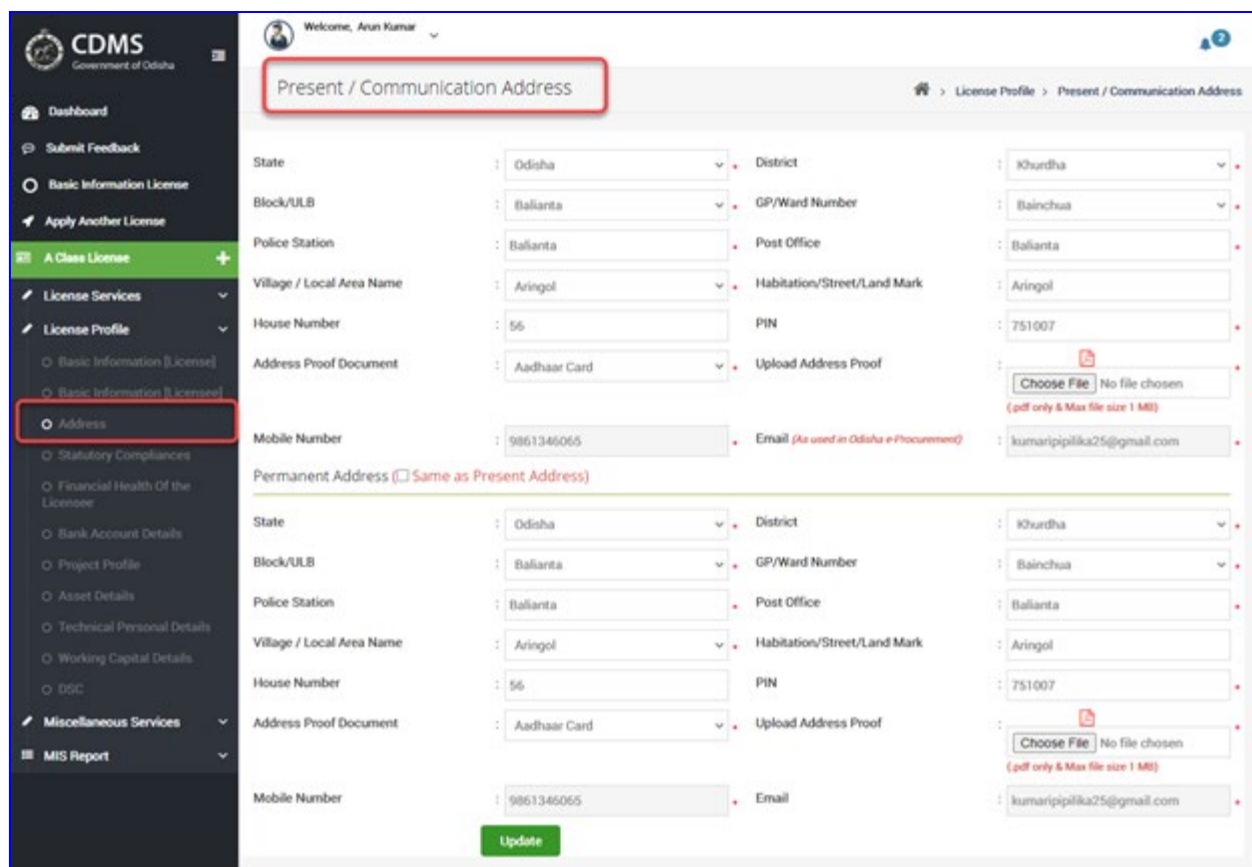
Data updated will be saved successfully after the confirmation of the user.

### 8.2.3 ADDRESS

The present and permanent address of the contractor as entered during registration is displayed under the Address section as shown below-

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>168 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

The data remains in editable format which can be modified only by the user.




**Figure 8-81** Update Address Information Screen

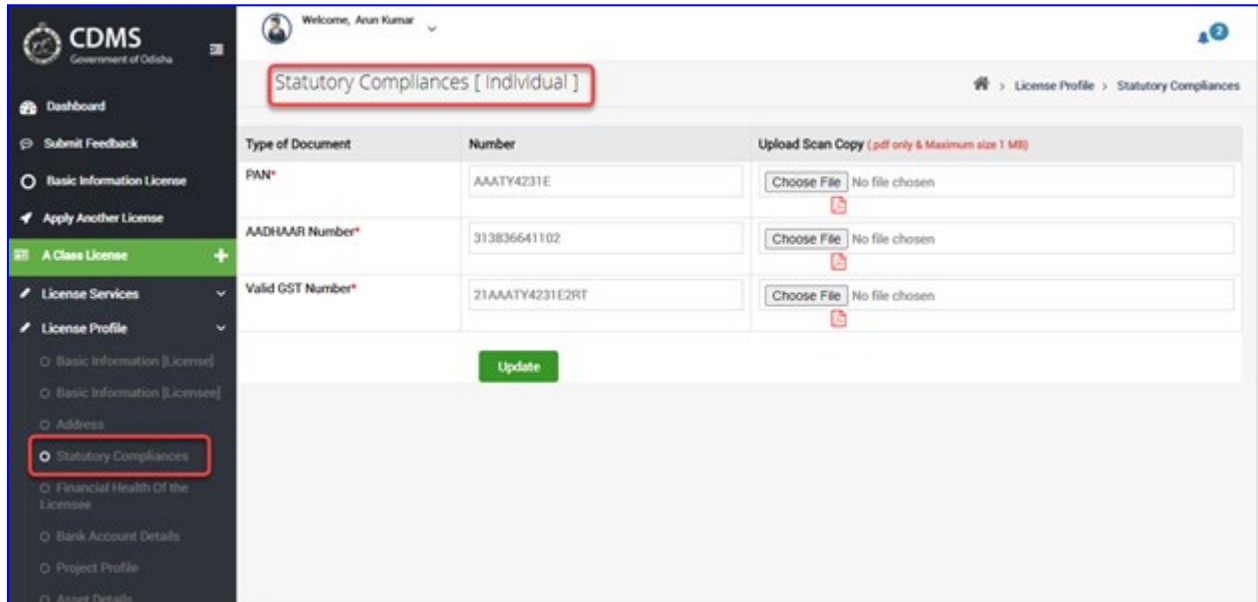
Make changes to the present or communication address if required, and click on **Update** button.

Data updated will be saved successfully after the confirmation of the user.

#### 8.2.4 STATUTORY COMPLIANCES

Update the documents uploaded by the contractor as per the laws and norms defined, by clicking the Statutory Compliances primary link which redirects the user to the following screen-

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>169 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Type of Document	Number	Upload Scan Copy (.pdf only & Maximum size 1 MB)
PAN*	AAATY4231E	Choose File No file chosen
AADHAAR Number*	313836641102	Choose File No file chosen
Valid GST Number*	21AAATY4231E2RT	Choose File No file chosen

Update

**Figure 8-82** Update Statutory Compliance Details Screen


The details of the PAN card, Aadhaar and GST as uploaded at the time of registration are displayed.

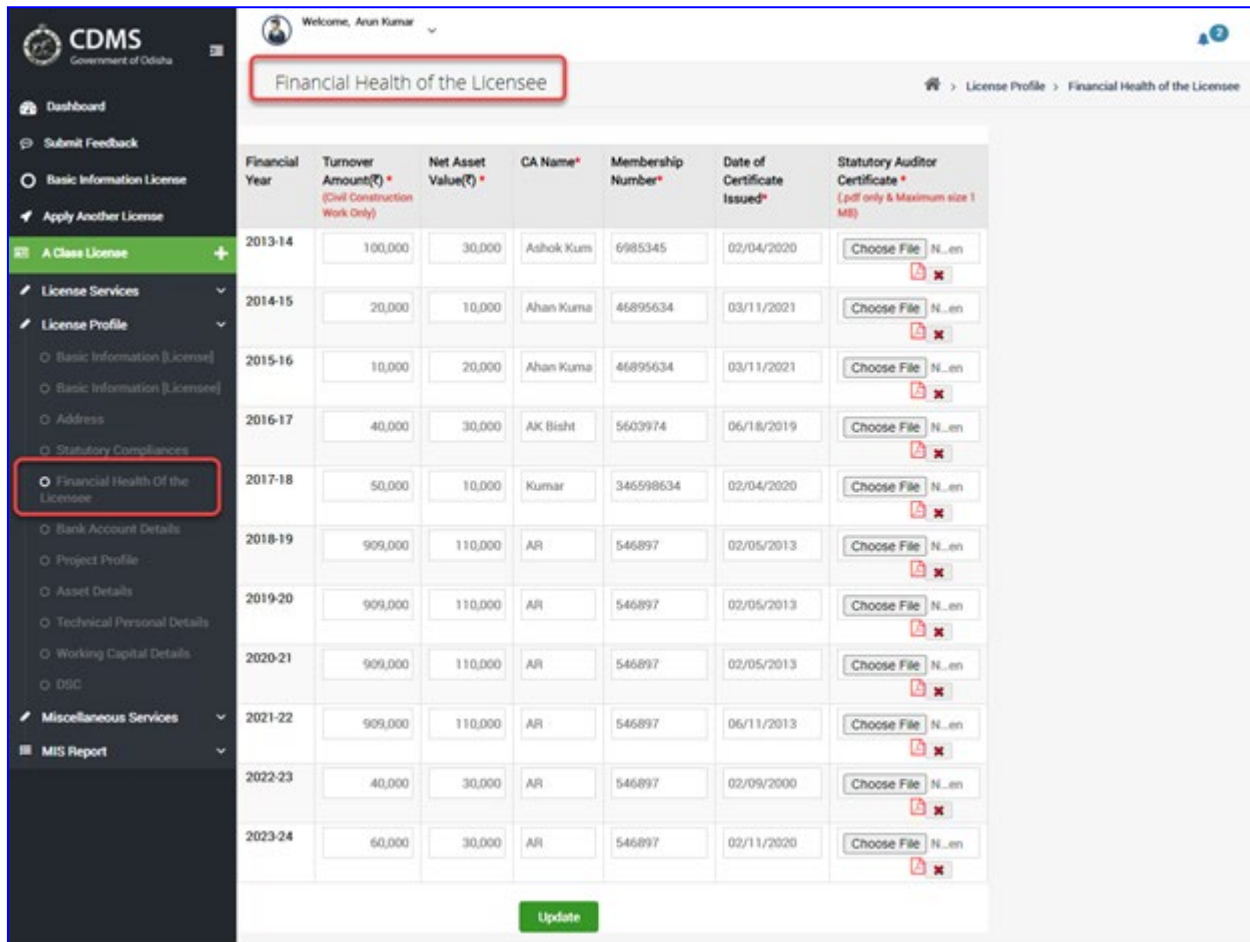
Make changes to the statutory details if required, and click on **Update** button.

Data updated will be saved successfully after the confirmation of the user.

#### 8.2.5 FINANCIAL HEALTH OF THE LICENSEE

As already known, the Financial health of the Licensee gives the financial turn-over details of the licensee on yearly basis with total net asset value followed by uploading the statutory auditor certificate. Update the details added in this section. Please refer the screen below-

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>170 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Financial Year	Turnover Amount(₹) *	Net Asset Value(₹) *	CA Name*	Membership Number*	Date of Certificate Issued*	Statutory Auditor Certificate *
2013-14	100,000	30,000	Ashok Kums	6985345	02/04/2020	Choose File N..en
2014-15	20,000	10,000	Ahan Kuma	46895634	03/11/2021	Choose File N..en
2015-16	10,000	20,000	Ahan Kuma	46895634	03/11/2021	Choose File N..en
2016-17	40,000	30,000	AK Bisht	5603974	06/18/2019	Choose File N..en
2017-18	50,000	10,000	Kumar	346598634	02/04/2020	Choose File N..en
2018-19	909,000	110,000	AR	546897	02/05/2013	Choose File N..en
2019-20	909,000	110,000	AR	546897	02/05/2013	Choose File N..en
2020-21	909,000	110,000	AR	546897	02/05/2013	Choose File N..en
2021-22	909,000	110,000	AR	546897	06/11/2013	Choose File N..en
2022-23	40,000	30,000	AR	546897	02/09/2000	Choose File N..en
2023-24	60,000	30,000	AR	546897	02/11/2020	Choose File N..en

Update


**Figure 8-83** Update Financial Health of the Licensee Screen

The details total turnover, net asset value, statutory auditor certificate is given in editable format.

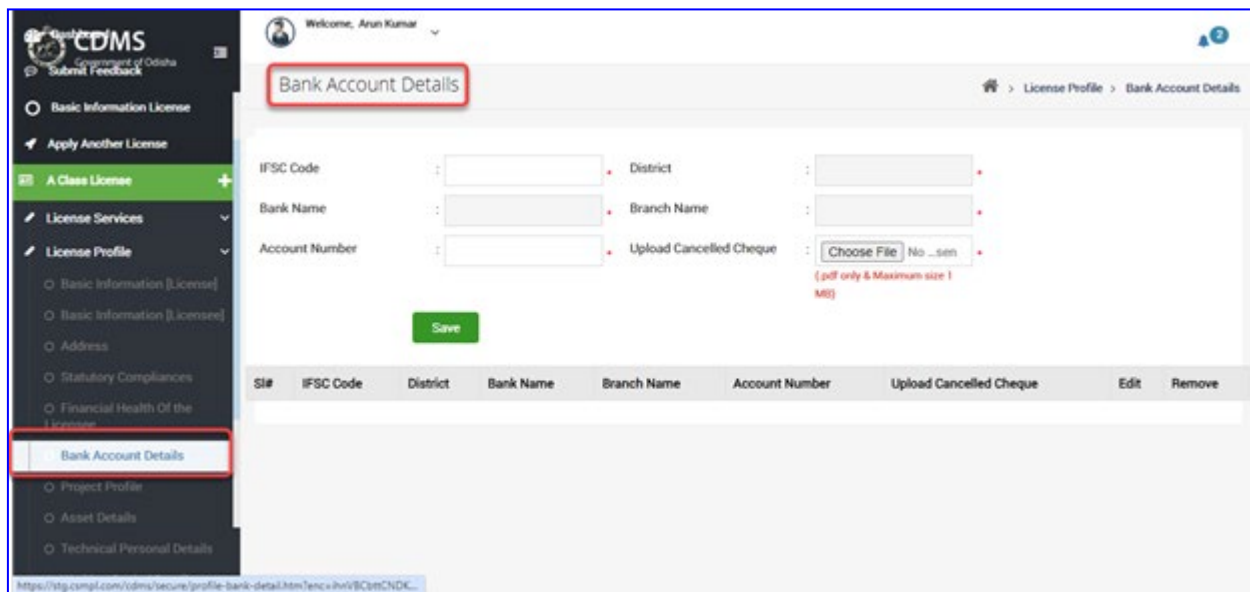
Make changes to the financial health details of the licensee if required, and click on **Update** button.

Data updated will be saved successfully after the confirmation of the user.

## 8.2.6 BANK ACCOUNT DETAILS

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>171 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

In the bank account details column, the details of the bank (which is to be used for transaction for paying the requisite amount) entered at the time of registration can be edited or updated.



**Figure 8-84** Update Bank Account Details Screen

Complete details of bank account attached to the contractor's permit are given in editable format.


- Make changes to the IFSC code, district, bank name, branch name, account number, and uploaded cancelled cheque, and click on **Update** button if data is already present.
- If no data is provided, then enter the data and click on **Save** button to add the data in to the system.

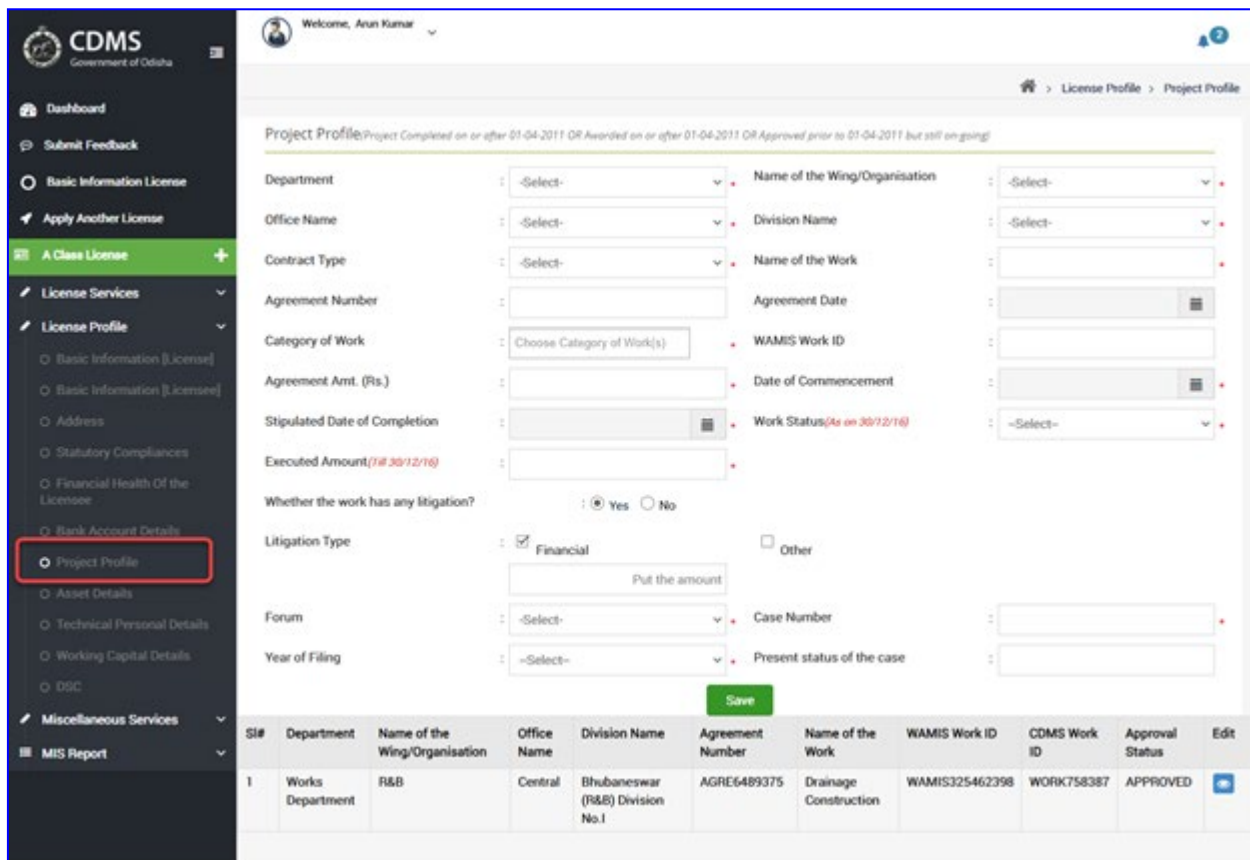
Data updated will be saved successfully after the confirmation of the user.


### 8.2.7 PROJECT PROFILE

The Project profile section helps the user to enter the details of the ongoing project including that of the name of the department, division, agreement copy, etc. and update the same, if required.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>172 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




Sl#	Department	Name of the Wing/Organisation	Office Name	Division Name	Agreement Number	Name of the Work	WAMIS Work ID	CDMS Work ID	Approval Status	Edit
1	Works Department	R&B	Central	Bhubaneswar (R&B) Division No.1	AGRE6489375	Drainage Construction	WAMIS325462398	WORK758387	APPROVED	

**Figure 8-85** Add Project Profile Details Screen

Fill-in the Project Profile Details required in this section, if the details are not added previously while registration. Referring Fig. 8-85.




- Select the department, wing/organization, office, division name, and contract type from the drop-down list
- Add Name of the work
- Provide the Agreement Number followed by agreement date after selecting it from the calendar.
- Choose the type of work from the category list followed by entering the Odisha e-Proc tender ID number in the textbox.
- Enter the agreement amount and date of commencement.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>173 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


- Give details about the stipulated date of completion, work status as on 30/12/16 and amount executed till 30/12/16.
- Choose appropriately if any litigation is applied or not from the radio buttons.
  - a) If litigations are applied, select the type of litigations applied on the project selecting the checkboxes.
    - In case there is a financial litigation, then enter the amount of litigation in the textbox. Select the forum followed by case number. Choose the year of filing the litigation with present status of the case.
    - In case you choose other, then specify the litigation type followed by forum, case number, year of filing and the present status of the case.
  - b) If no litigations are applied, then you do not have to provide any other information.
- Select **Save** button to save the added details.


The data added will be shown in the lower-section of the screen. Refer Fig. 8-86 here.


Sl#	Department	Name of the Wing/Organisation	Office Name	Division Name	Contract Type	Name of the Work	Odisha e-Proc Tender ID	CDMS Project Code	Approval Status	Edit
1	Works Department	R&B	Central	Bhubaneswar (R&B) Division No.I	Item Rate/Percentage Rate	Bridge Work	SAGTHJ1452	WORK113284	APPROVED	
2	Works Department	R&B	Central	Bhubaneswar (R&B) Division No.I	Item Rate/Percentage Rate	New Temple Work	ADSHHV7856	WORK160594	APPROVED	
3	Works Department	R&B	Central	Bhubaneswar (R&B) Division No.I	Item Rate/Percentage Rate	Bridge Work	SA233SGGS77	WORK836201	APPROVED	

**Figure 8-86** Edit Project Profile Details Screen


If Project Details has already been added, then click the edit icon and make changes to the respective project information.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>174 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

 Welcome, Raj


 > License Profile > Project Profile

Project Profile (Project Completed on or after 01-04-2011 OR Awarded on or after 01-04-2011 OR Approved prior to 01-04-2011 but still on-going)

Department	: Works Department	Name of the Wing/Organisation	: R&B
Office Name	: Central	Division Name	: Bhubaneswar (R&B) Division No.I
Contract Type	: Item Rate/Percentage Rate	Name of the Work	: Bridge Work
Agreement Number	: 125HJ85ASD	Agreement Date	: 2020-01-01
Category of Work	: Roads	Odisha e-Proc Tender ID	: SAGTHJ1452
Agreement Amt. (Rs.)	: 5,000,000	Date of Commencement	: 2020-01-02
Stipulated Date of Completion	: 2020-01-30	Work Status (As on 30/12/16)	: Completed
Executed Amount (Till 30/12/16)	: 4,000,000	Upload Work Execution Certificate	:  No file chosen (pdf only & Max file size 500 KB)

Whether the work has any litigation? ☐ Yes ☒ No

Update

Sl#	Department	Name of the Wing/Organisation	Office Name	Division Name	Contract Type	Name of the Work	Odisha e-Proc Tender ID	CDMS Project Code	Approval Status	Edit
1	Works Department	R&B	Central	Bhubaneswar (R&B) Division No.I	Item Rate/Percentage	Bridge Work	SAGTHJ1452	WORK113284	APPROVED	

**Figure 8-87** Update Project Profile Details Screen


Complete details of project profile are given in editable format.

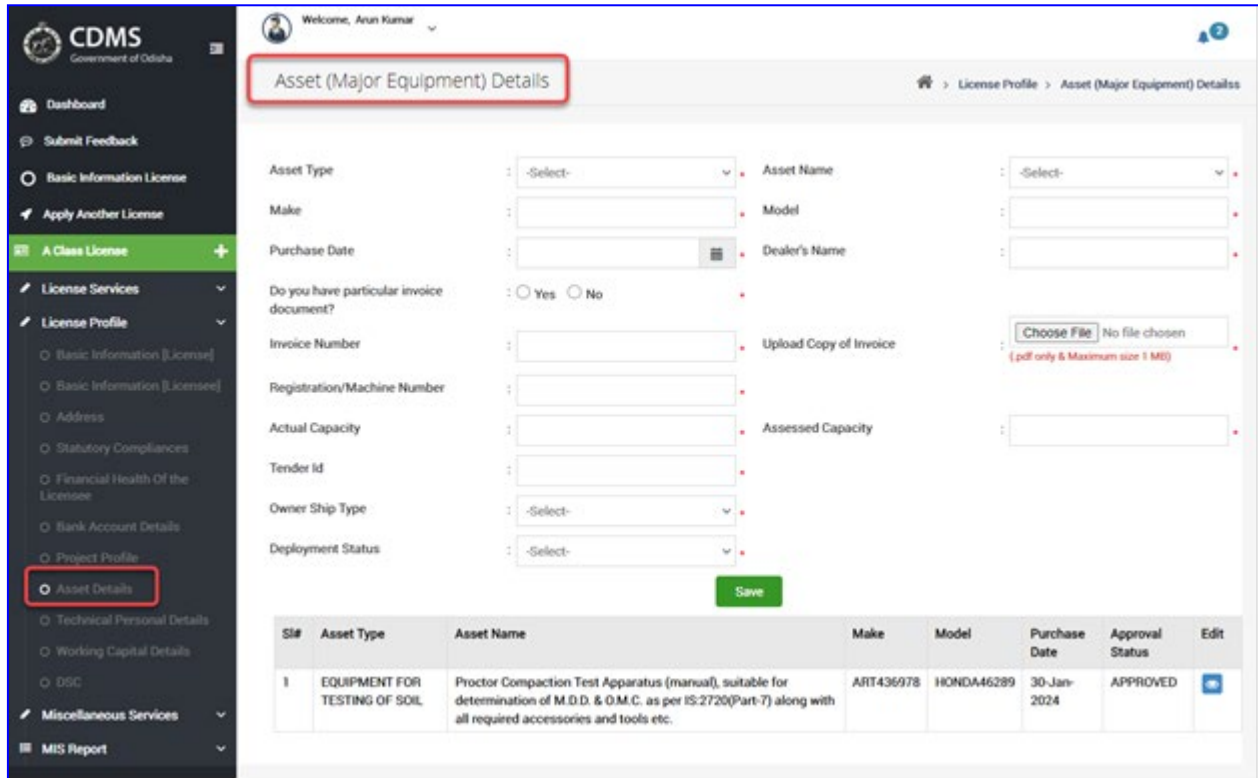
Make changes to the project profile details and click on **Update** button.


Data updated will be saved successfully after the confirmation of the user.

### 8.2.8 ASSET DETAILS

The Asset details section enables the user to add the major equipment details required by the contractor along with editing the details for the same.

	<b>Quality System Template</b> CSM Technologies	Document #:	Rev.: 1.1 Page #:175 of 192
	<b>Contractor Database Management System - V3.0</b>	CSM/QT/13/03	





Sl#	Asset Type	Asset Name	Make	Model	Purchase Date	Approval Status	Edit
1	EQUIPMENT FOR TESTING OF SOIL	Proctor Compaction Test Apparatus (manual), suitable for determination of M.D.D. & O.M.C. as per IS:2720(Part-7) along with all required accessories and tools etc.	ART436978	HONDA46289	30-Jan-2024	APPROVED	

**Figure 8-88** Add Asset Details Screen

Enter Asset or any Major Equipment required in this section; if the details are not added previously while registration. Referring Fig. 8-88.


Save the details after entering them here.

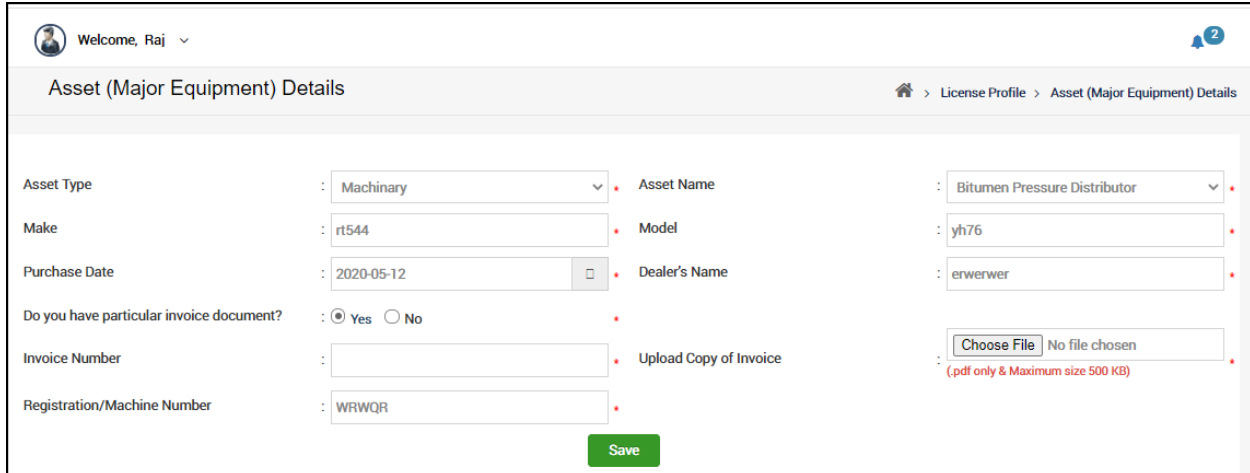
The data added will be shown in the lower-section of the screen. Refer Fig. 8-89 here.

Sl#	Asset Type	Asset Name	Make	Model	Purchase Date	Approval Status	Edit
1	Machinery	Bitumen Pressure Distributor	rt544	yh76	12-May-2020	APPROVED	
2	EQUIPMENT FOR TESTING OF SOIL	Modified Proctor Compaction Test Apparatus (manual), suitable for determination of M.D.D & O.M.C as per IS:2720 (Part-8) along with all required accessories and tools etc	MHF	SD	12-May-2020	APPROVED	

**Figure 8-89** Edit Asset Details Screen

If Asset Details has already been added, then click the edit icon and make changes to the respective asset information.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>176 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Asset (Major Equipment) Details

Asset Type : Machinery Asset Name : Bitumen Pressure Distributor

Make : rt544 Model : yh76

Purchase Date : 2020-05-12 Dealer's Name : erwerwer

Do you have particular invoice document? : ☒ Yes ☐ No

Invoice Number : Upload Copy of Invoice :  No file chosen  
(pdf only & Maximum size 500 KB)

Registration/Machine Number : WRWQR

**Figure 8-90** Edit Asset Details Screen


Complete details of asset type, asset name, make, model and other details are given in editable format.

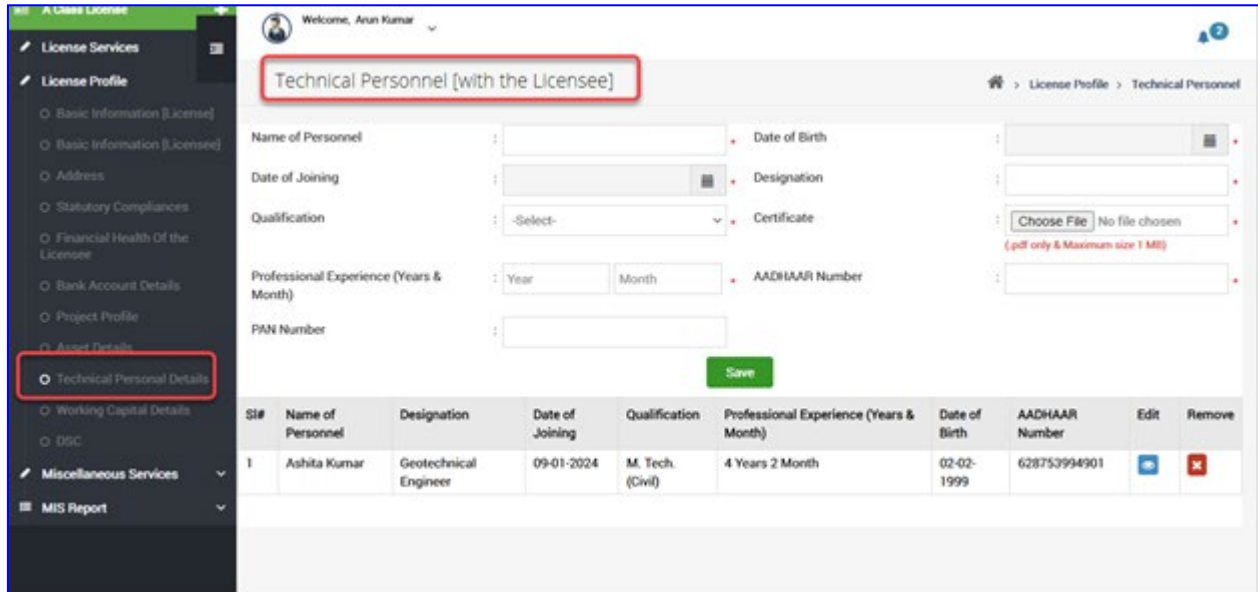
Make changes to the asset details and click on **Update** button.



Data updated will be saved successfully after the confirmation of the user.

#### 8.2.9 TECHNICAL PERSONAL DETAILS

The technical personal details section permits the user to add and update the technical details of the licensee in the respective fields as shown below-

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>177 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



Sl#	Name of Personnel	Designation	Date of Joining	Qualification	Professional Experience (Years & Month)	Date of Birth	AADHAAR Number	Edit	Remove
1	Ashita Kumar	Geotechnical Engineer	09-01-2024	M. Tech. (Civil)	4 Years 2 Month	02-02-1999	628753994901		

**Figure 8-91** Save Technical Personnel Details Screen


- Provide the name of the personnel, date of birth, date of joining and select designation.
- Choose the highest qualification he/she has followed by uploading a copy of the system.
- Provide details about professional experience. Add number of years and months the person has worked.
- Provide the aadhaar number and PAN number of the person
- Select Save button to save the added details in draft mode.

The data added will be saved successfully to the system, which is in editable format.

Make changes to the technical personal details and update the same to the system.

#### 8.2.10 WORKING CAPITAL DETAILS

Add the working capital information in the application.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>178 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

License Services

License Profile

Basic Information [Licensee]

Basic Information [Licensee]

Address

Statutory Compliances

Financial Health Of the Licensee

Bank Account Details

Project Profile

Asset Details

Technical Personal Details

Working Capital Details

DSC

Miscellaneous Services

MIS Report

Welcome, Arun Kumar

Working Capital Details

License Profile > Working Capital Details

Chartered Accountant / BankName

Certificate Issued Date

CAMembership Number / Bank IFSC

Upload CA Document

Choose File

No file chosen

(pdf only & Max file size 1 MB)

Save

Date On WC Available

Letter Number

Working Capital In

Sl#	Chartered Accountant	Date On WC Available	Certificate Issued Date	Letter Number	
1	Arun Goyal	07-Mar-2024	11-Jun-2024	LTR6894333	

Figure 8-92 Working Capital Details Screen

8.2.11 DSC

To register the digital signature of the user, if you are an already registered contractor, then click on **DSC** link and go to **DSC Details** using the device passkey.

**DSC Details**

Document digital signing is still pending

Mobile Number :  \* Email : @gmail.com \*

**Submit**


SlNo.	Documents	DSC Status
1	Basic Information [ License ]	NA
2	Basic Information [ Licensee ]	✖
3	Address	✖
4	Statutory Compliances	✖
5	Financial Health of the Licensee	NA
6	Bank Account Details	NA
7	Project Profile	NA
8	Asset (Major Equipment) Details	NA
9	Technical Personnel [with the Licensee]	NA
10	Working Capital Details	NA

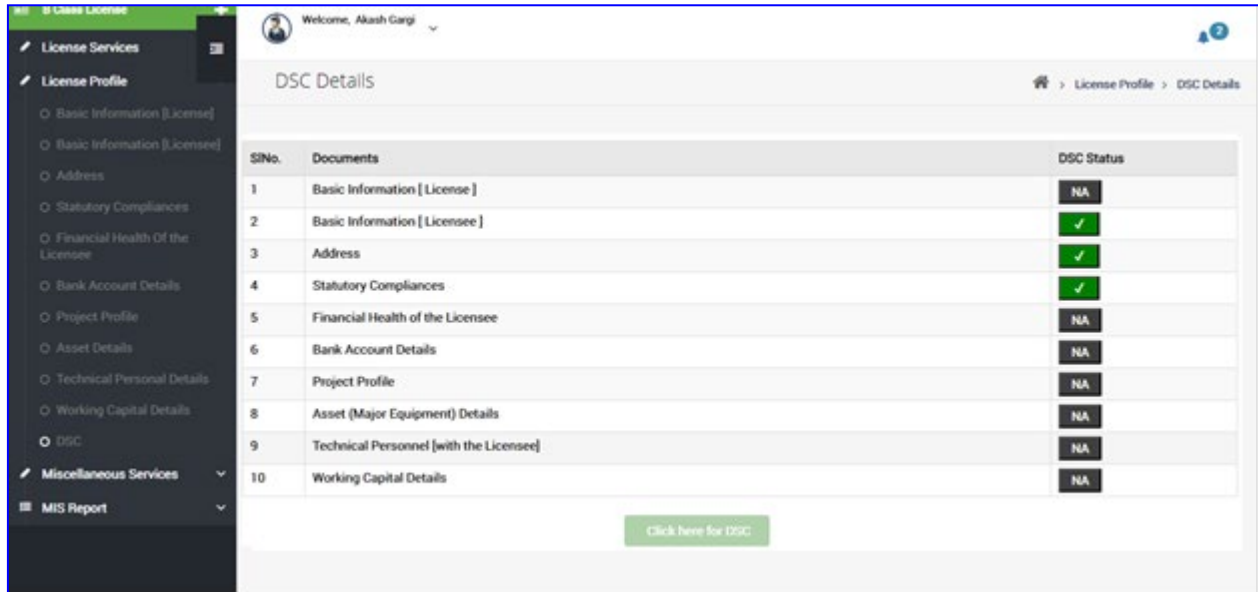
**Document added** (points to row 4)

**NA - No Document added** (points to row 1)

**Figure 8-93 DSC Details Screen**

- Click on the **Submit** button.
- Enter the Token Password, and click on the **Submit** button.
- Doing so, the Digital Signature is successfully registered.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>180 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		



SNo.	Documents	DSC Status
1	Basic Information [ License ]	NA
2	Basic Information [ Licensee ]	✓
3	Address	✓
4	Statutory Compliances	✓
5	Financial Health of the Licensee	NA
6	Bank Account Details	NA
7	Project Profile	NA
8	Asset (Major Equipment) Details	NA
9	Technical Personnel [with the Licensee]	NA
10	Working Capital Details	NA


Click here for DSC

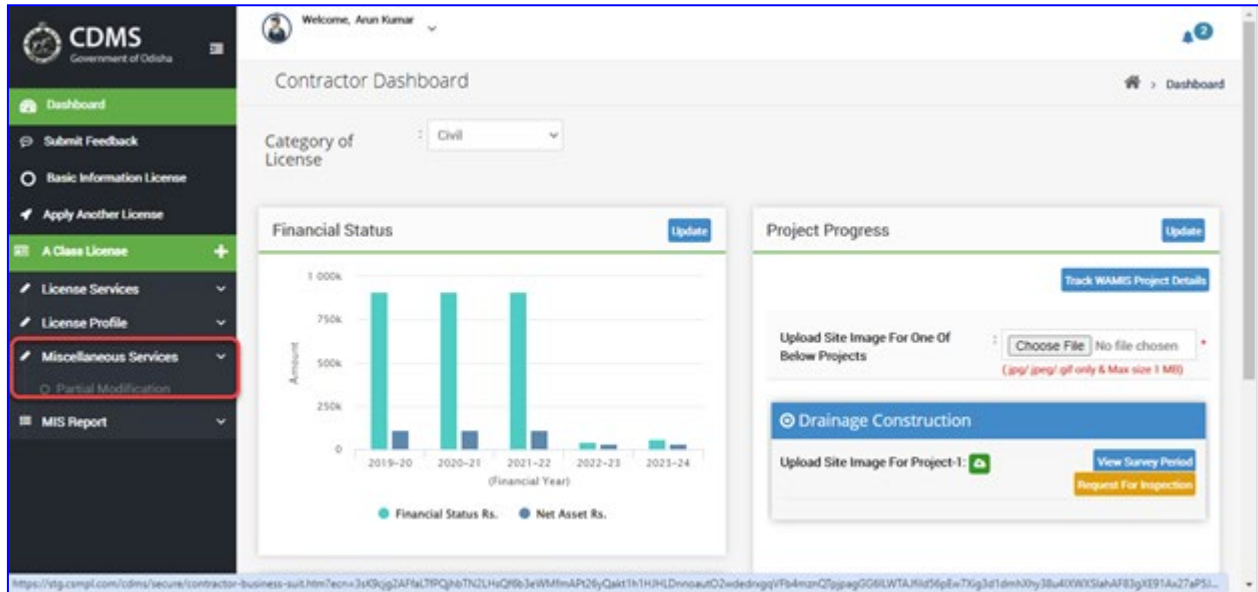
**Figure 8-94** DSC Details Screen

### 8.3 MISCELLANEOUS SERVICES

The Miscellaneous Service includes request a duplicate license or partial modification of the application sent for approval to the issuing authority. The system allows the user to perform such activities under the Miscellaneous Services section. Check out the screen shared below.



	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>181 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




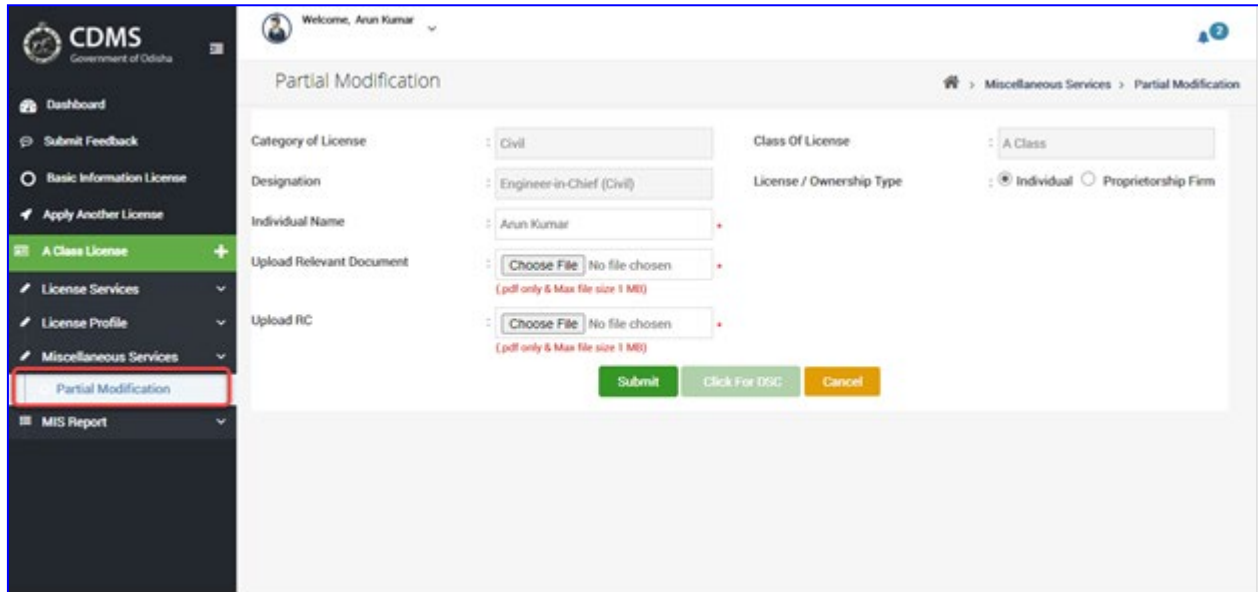
**Figure 8-95** Miscellaneous Services Screen

### 8.3.1 PARTIAL MODIFICATION

For making any changes like minor alterations or partial modification to the contractor's application sent to the issuing authority, click on the Partial Modification tab.

Here you can make and save changes, as per the requirement.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>182 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




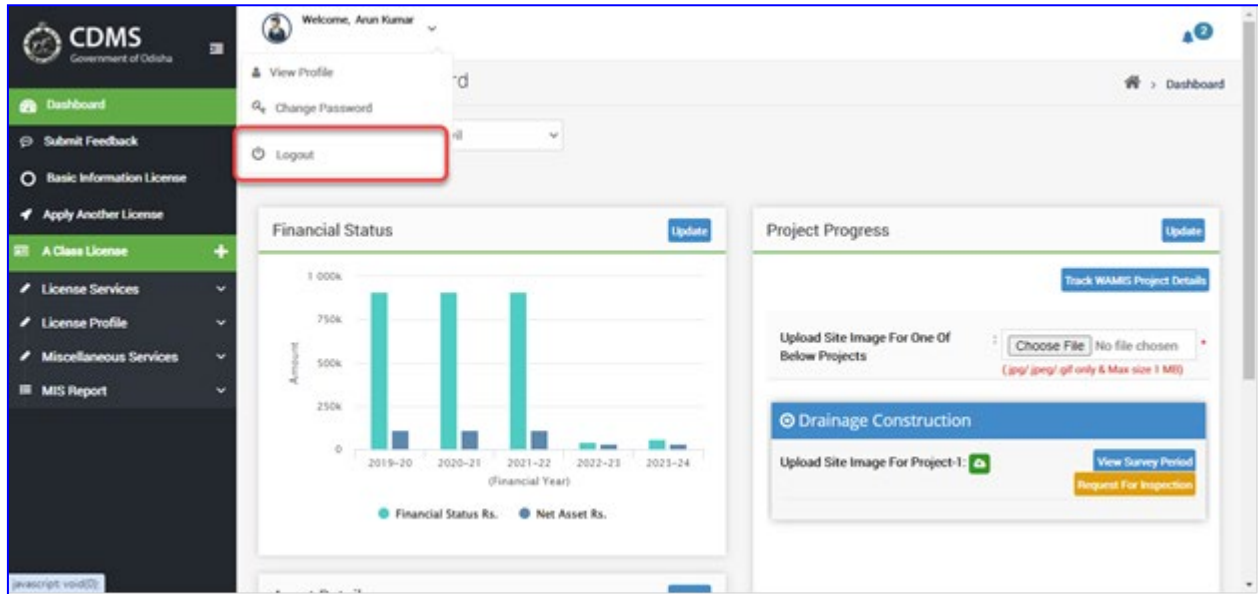
**Figure 8-96** Partial Modification Screen

- Upload the relevant document and upload the RC.
- Click on **Submit** button to submit the modification done.
- Then, **Click for DSC** button to do the DSC of the documents uploaded.


## 9 LOGOUT


After the login session is over, the user needs Logout from the portal clicking the “logout” Take reference from the encircled button in **Fig. 9-1** below.

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>183 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		




**Figure 9-1- Logout Screen**

Tap to the  symbol to come out of the application.


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>184 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

### Table of Figures

<b>Figure 2-1</b> Home Page Screen (1) .....	7
<b>Figure 3-1</b> Home Page Screen (2) .....	8
<b>Figure 3-2</b> Registration Screen .....	9
<b>Figure 3-3</b> Enter OTP Screen.....	9
<b>Figure 3-4</b> Create Your Password Screen .....	10
<b>Figure 3-5</b> Home Screen (3) .....	11
<b>Figure 3-6</b> Home Screen (4) .....	11
<b>Figure 3-7</b> Existing Contractor Having License Screen.....	13
<b>Figure 3-8</b> Fresh Applicant Screen .....	15
<b>Figure 3-9</b> Basic Information [license] Screen .....	16
<b>Figure 3-10</b> Basic Information [license] Screen .....	17
<b>Figure 3-11</b> Basic Information [license] Screen .....	17
<b>Figure 3-12</b> Basic Information [license] Screen .....	18
<b>Figure 3-13</b> Basic Information [license] Screen .....	19
<b>Figure 3-14</b> Basic Information [license] Screen .....	19
<b>Figure 3-15</b> Confirmation Window .....	20
<b>Figure 3-16</b> Confirmation Window (2) .....	21
<b>Figure 3-17</b> Basic Information [Licensee] Screen .....	22
Figure 3-13 Basic Information [Licensee] Screen .....	23
<b>Figure 3-19</b> Basic Information [Licensee] Screens .....	25
<b>Figure 3-20</b> Basic Information [Licensee] Screens .....	25
<b>Figure 3-21</b> Basic Information [Licensee] Screens .....	26

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>185 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

<b>Figure 3-22</b> Confirmation Window (3) .....	27
<b>Figure 3-23</b> Confirmation Window (4) .....	28
<b>Figure 3-24</b> Basic Information [Licensee] Screens .....	29
<b>Figure 3-25</b> Address Screen .....	30
<b>Figure 3-26</b> Address Screen .....	31
<b>Figure 3-27</b> Confirmation Window (5) .....	32
<b>Figure 3-28</b> Confirmation Window (6) .....	33
<b>Figure 3-29</b> Statutory Compliance Screen .....	34
<b>Figure 3-30</b> Confirmation Window Screen (7) .....	35
<b>Figure 3-31</b> Confirmation Window Screen (8) .....	36
<b>Figure 3-32</b> Financial Health of the Licensee Screen .....	37
<b>Figure 3-33</b> Financial Health of the Licensee Screen .....	38
<b>Figure 3-34</b> Confirmation Window .....	39
<b>Figure 3-35</b> Financial Health Details Screen .....	40
<b>Figure 3-36</b> Project Profile Details Screen .....	40
<b>Figure 3-37</b> Project Profile Details Screen .....	42
<b>Figure 3-38</b> Project Profile Details Screen .....	44
<b>Figure 3-39</b> Confirmation Alert Screen .....	44
<b>Figure 3-40</b> Project Profile Details Screen .....	45
<b>Figure 3-41</b> Asset (Major Equipment) Details Screen .....	47
<b>Figure 3-42</b> Asset (Major Equipment) Details Screen .....	48
<b>Figure 3-43</b> Confirmation Alert Message - Asset (Major Equipment) Details Screen .....	49
<b>Figure 3-44</b> Asset (Major Equipment) Details Screen .....	50
<b>Figure 3-45</b> Technical Personnel [with the Licensee] Screen .....	51

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>186 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

<b>Figure 3-46</b> Technical Personnel [with the Licensee] Screen .....	52
<b>Figure 3-47</b> Technical Personnel [with the Licensee] Screen .....	53
<b>Figure 3-48</b> Working Capital Details Screen.....	54
<b>Figure 3-49</b> Working Capital Details Screen.....	55
<b>Figure 3-50</b> Working Capital Details Screen.....	56
Figure 3-25 DSC Details .....	57
Figure 3-52 Basic Information (Licensee) Documents .....	58
Figure 3-26 DSC Registration.....	59
Figure 3-27 Login into the Device.....	59
Figure 3-28 Enter Password .....	60
Figure 3-29 View User Certificates .....	60
Figure 3-30 Application Download.....	61
Figure 3-58 Token Password .....	62
Figure 3-32 Confirmation Message.....	62
Figure 3-33 DSC Details.....	63
Figure 3-34 Enter Token Password.....	63
Figure 3-35 Confirmation Message.....	64
Figure 3-36 DSC Details.....	64
<b>Figure 3-64</b> Confirm Registration Screen .....	66
Figure 3-47 Confirm Registration Screen .....	67
Figure 3-48 Uploaded Document.....	68
Figure 3-49 Uploaded Document.....	69
Figure 3-50 Alert Message.....	70
Figure 3-51 Alert Message.....	71




	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>187 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

Figure 3-52 Trust .....	72
Figure 3-53 Alert Message.....	73
Figure 3-54 Alert Message.....	74
Figure 3-55 Add Trusted Certificates .....	75
Figure 3-56 Add Trusted Certificates .....	76
Figure 3-57 Validate Signature .....	77
Figure 3-58 Verified Signature.....	78
<b>Figure 3-77</b> Registration Confirmation Screen .....	79
<b>Figure 3-78</b> New Registration Confirmation Screen.....	80
<b>Figure 3-79</b> Confirmation Alert Screen .....	81
<b>Figure 3-80</b> New Registration Confirmation Screen.....	82
Figure 3-63 Confirmation Alert Message .....	83
<b>Figure 3-82</b> Confirmation Screen .....	83
<b>Figure 3-83</b> License Issuing Authority Copy Screen .....	84
<b>Figure 4-1</b> Home Screen .....	85
<b>Figure 4-2</b> Forgot Password Screen .....	86
<b>Figure 4-3</b> Enter OTP Screen.....	87
<b>Figure 4-4</b> Create Your Password Screen .....	88
<b>Figure 4-5</b> Enter Password Screen .....	89
<b>Figure 5-1</b> Dashboard Screen.....	90
<b>Figure 5-2</b> Menu Link Screen .....	91
<b>Figure 6-1</b> Submit Feedback Screen .....	92
<b>Figure 6-2</b> Contractor's Feedback Screen .....	92
<b>Figure 6-3</b> Feedback Submission Confirmation Message Screen.....	93


	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>188 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

<b>Figure 7-1</b> Apply Another License Screen.....	94
<b>Figure 7-2</b> For Existing License Holder Screen .....	95
<b>Figure 8-1</b> License Renewal Information Screen .....	97
<b>Figure 8-2</b> Form G for License Renewal Screen.....	98
<b>Figure 8-3</b> License Renewal Confirmation Screen .....	99
<b>Figure 8-4</b> License Renewal Confirmation Screen .....	100
<b>Figure 8-5</b> License Renewal Confirmation Screen .....	100
<b>Figure 8-6</b> License Renewal Payment Screen.....	101
<b>Figure 8-7</b> License Renewal Payment Screen.....	102
<b>Figure 8-8</b> License Renewal Payment Successful Confirmation Screen .....	102
<b>Figure 8-9</b> License Renewal Confirmation Screen .....	103
<b>Figure 8-10</b> Renewal of Registration Screen .....	104
<b>Figure 8-11</b> Renewal of Registration Screen .....	106
<b>Figure 8-12</b> Renewal of Registration Application Submitted Successfully Screen .....	107
<b>Figure 8-13</b> Token Password Screen .....	108
<b>Figure 8-14</b> Digital Signing Confirmation Message Screen .....	109
<b>Figure 8-15</b> Renewal of Registration Application Submitted Successfully Screen .....	109
<b>Figure 8-16</b> Change of Class Screen.....	110
<b>Figure 8-17</b> Change of Class Screen.....	111
<b>Figure 8-18</b> Contractor License Upgrade Screen .....	112
<b>Figure 8-19</b> Confirmation Alert Message Screen.....	113
<b>Figure 8-20</b> Confirmation Message Screen .....	113
<b>Figure 8-21</b> Contractor Profile Details Screen.....	116
<b>Figure 8-22</b> Contractor Profile Details Screen.....	116




	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>189 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		


<b>Figure 8-23</b>	Contractor Profile Details Screen.....	117
<b>Figure 8-24</b>	Contractor Profile Details Screen.....	118
<b>Figure 8-25</b>	Successful Submission of License Upgradation Request Screen .....	118
<b>Figure 8-26</b>	Pay for License Upgradation Request Screen .....	119
<b>Figure 8-27</b>	License Upgrade Confirmation Screen .....	120
<b>Figure 8-28</b>	License Upgrade Payment Screen.....	121
<b>Figure 8-29</b>	License Upgrade Payment Screen.....	122
<b>Figure 8-30</b>	License Upgrade Payment Successful Confirmation Screen .....	122
<b>Figure 8-31</b>	LIA Copy of Request Screen.....	123
<b>Figure 8-32</b>	eChallan Screen .....	125
<b>Figure 8-33</b>	Make Payment Screen.....	126
<b>Figure 8-34</b>	Accept Terms and Conditions Screen .....	127
<b>Figure 8-35</b>	Change of Class Screen.....	128
<b>Figure 8-36</b>	Change of Class Screen.....	128
<b>Figure 8-37</b>	Confirmation Alert Message Screen.....	129
<b>Figure 8-38</b>	Confirmation Message Screen .....	130
<b>Figure 8-39</b>	Contractor Profile Details Screen.....	131
<b>Figure 8-40</b>	Contractor Profile Details Screen.....	132
<b>Figure 8-41</b>	Contractor Profile Details Screen.....	133
<b>Figure 8-42</b>	Contractor Profile Details Screen.....	133
<b>Figure 8-43</b>	Successful Submission of License Degradation Request Screen .....	134
<b>Figure 8-44</b>	Pay for License Degradation Request Screen.....	135
<b>Figure 8-45</b>	License Degrade Confirmation Screen .....	136
<b>Figure 8-46</b>	License Degrade Payment Screen .....	137

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>190 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

<b>Figure 8-47</b> License Degrade Payment Screen .....	138
<b>Figure 8-48</b> License Degrade Payment Successful Confirmation Screen .....	138
<b>Figure 8-49</b> LIA Copy of Request Screen.....	139
<b>Figure 8-50</b> License Cancellation Screen .....	140
<b>Figure 8-51</b> License Cancel Screen (1).....	141
<b>Figure 8-52</b> Token Password Pop-up Screen .....	142
<b>Figure 8-53</b> Confirmation Pop-up Screen .....	142
<b>Figure 8-54</b> License Cancel Screen (2).....	142
<b>Figure 8-55</b> License Cancellation Confirmation Screen.....	143
<b>Figure 8-56</b> Project Complaint Screen .....	144
<b>Figure 8-57</b> Registration Certificate Screen .....	145
<b>Figure 8-58</b> Print Registration Certificate Screen .....	146
<b>Figure 8-59</b> Registration Certificate Screen .....	147
<b>Figure 8-60</b> Registration Certificate Screen .....	148
<b>Figure 8-61</b> Registration Certificate Screen .....	148
<b>Figure 8-62</b> Registration Certificate Screen .....	149
<b>Figure 8-63</b> Registration Certificate Screen .....	149
<b>Figure 8-64</b> Security Deposit Screen.....	150
<b>Figure 8-65</b> Confirmation Window .....	151
<b>Figure 8-66</b> View Security Deposit Window.....	152
<b>Figure 8-67</b> Update Security Deposit Screen.....	153
<b>Figure 8-68</b> Update Security Deposit Screen.....	155
<b>Figure 8-69</b> Confirmation Alert Message Screen.....	156
<b>Figure 8-70</b> Click here for DSC.....	157

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>191 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

<b>Figure 8-71</b> Click here for DSC.....	157
<b>Figure 8-72</b> EMD Deposit Details Screen .....	158
<b>Figure 8-73</b> Tender Self Evaluation Screen .....	159
<b>Figure 8-74</b> Digital Storage Screen.....	161
<b>Figure 8-75</b> View - Update GePNIC ID Screen .....	162
<b>Figure 8-76</b> View - Update GePNIC ID Screen .....	163
<b>Figure 8-77</b> Office Change Request Screen .....	164
<b>Figure 8-78</b> Litigation Details Screen.....	164
<b>Figure 8-79</b> Update Basic Information License Screen.....	165
<b>Figure 8-80</b> Update Basic Information Licensee Screen.....	167
<b>Figure 8-81</b> Update Address Information Screen .....	168
<b>Figure 8-82</b> Update Statutory Compliance Details Screen .....	169
<b>Figure 8-83</b> Update Financial Health of the Licensee Screen .....	170
<b>Figure 8-84</b> Update Bank Account Details Screen.....	171
<b>Figure 8-85</b> Add Project Profile Details Screen .....	172
<b>Figure 8-86</b> Edit Project Profile Details Screen .....	173
<b>Figure 8-87</b> Update Project Profile Details Screen.....	174
<b>Figure 8-88</b> Add Asset Details Screen .....	175
<b>Figure 8-89</b> Edit Asset Details Screen .....	175
<b>Figure 8-90</b> Edit Asset Details Screen .....	176
<b>Figure 8-91</b> Save Technical Personnel Details Screen .....	177
<b>Figure 8-92</b> Working Capital Details Screen.....	178
<b>Figure 8-93</b> DSC Details Screen .....	179
<b>Figure 8-94</b> DSC Details Screen .....	180

	<b>Quality System Template</b> CSM Technologies	Document #: <b>CSM/QT/13/03</b>	Rev.: <b>1.1</b> Page #: <b>192 of 192</b>
	<b>Contractor Database Management System - V3.0</b>		

**Figure 8-95** Miscellaneous Services Screen .....

181

**Figure 8-96** Partial Modification Screen .....

182

**Figure 9-1-** Logout Screen .....

183