Contractor Database Management System

(CDMS)

Contractor User manual Version 3.0 | 23-Oct-2024

Revision History

Version	Description	Author	Date
1.0	Document Creation	Pipilika Kumari	2-Jun-2020
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Contractor Database Management System

<u>User Manual For Contractor</u>

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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.
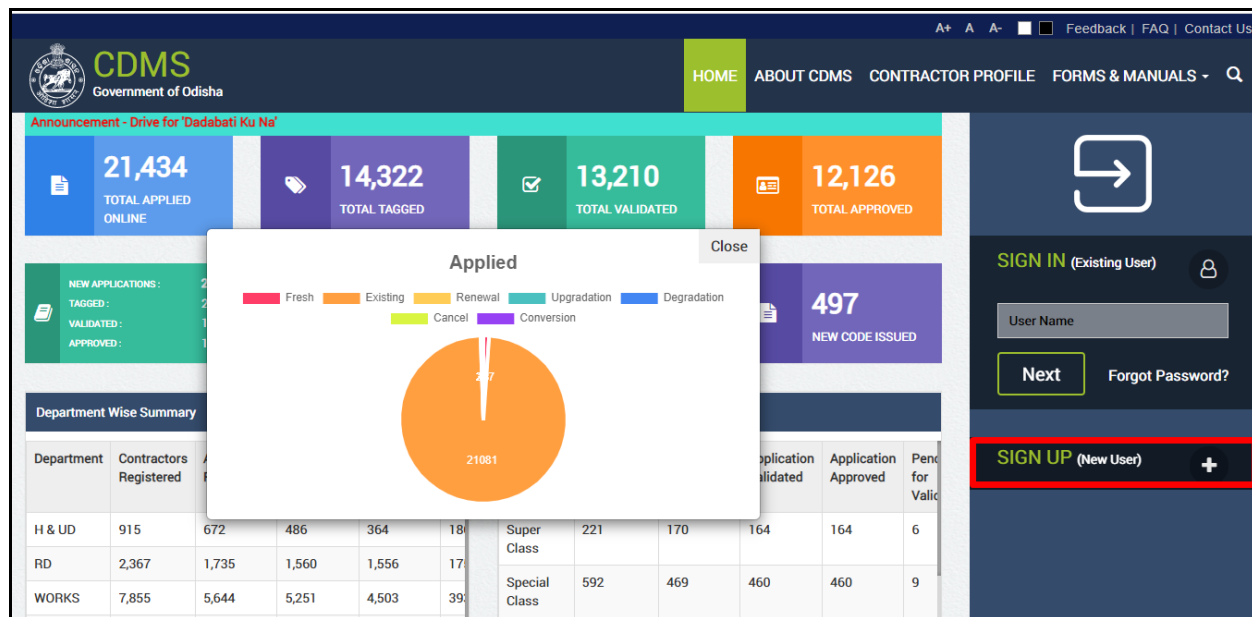
1.1   Purpose

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.

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.

- 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.
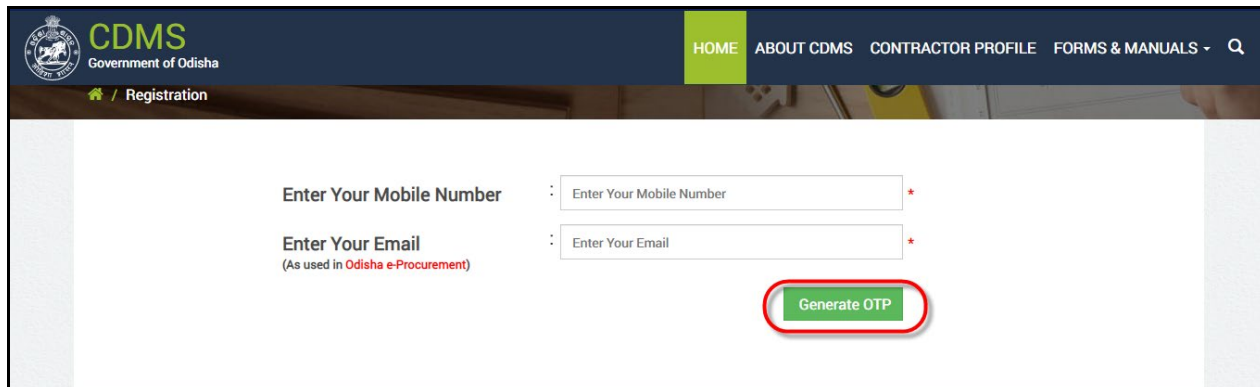
3   NEW CONTRACTOR SIGN UP

For a new contractor registration, click on the **Sign Up** button as highlighted in the screen below.
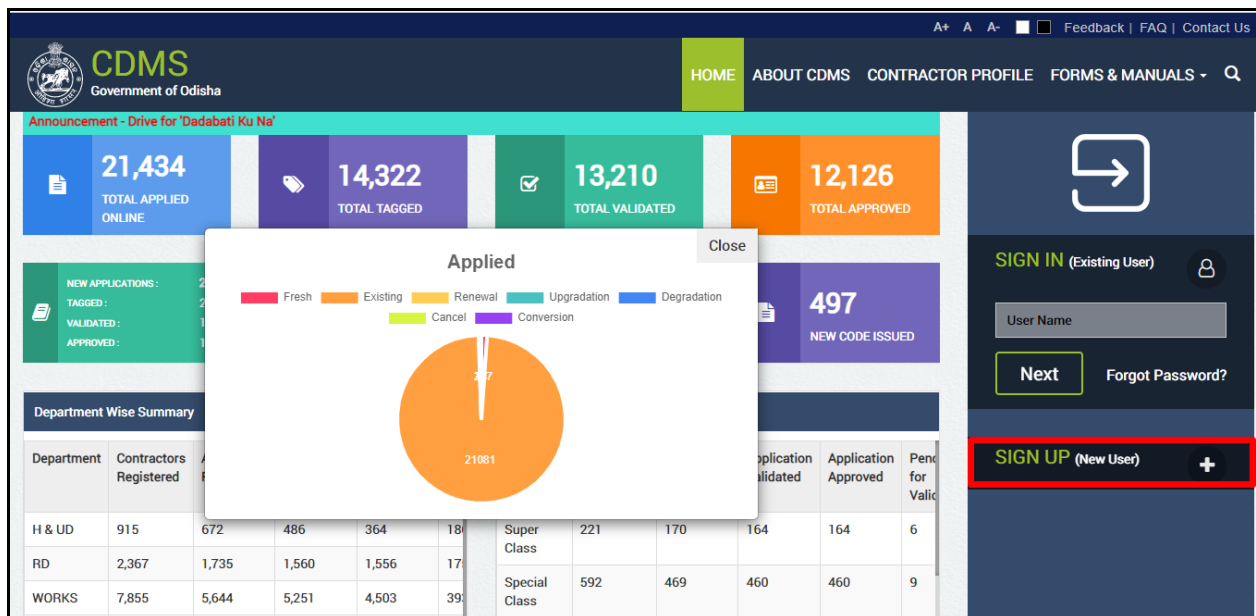
Figure 3-1 Home Page Screen (2)

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

Figure 3-2 Registration Screen
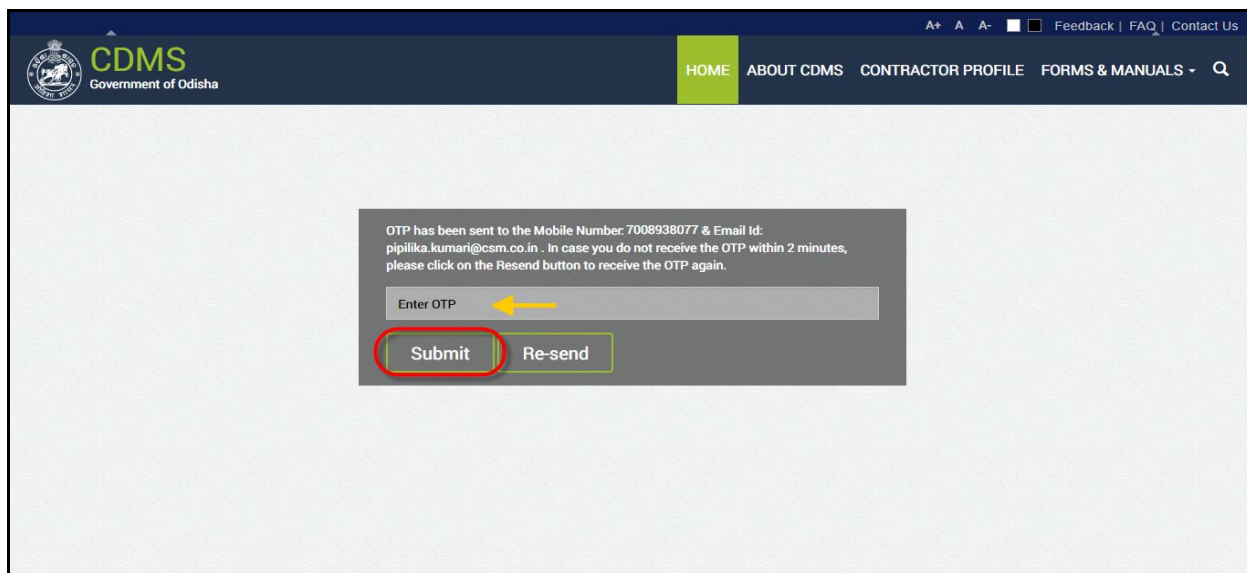
- Enter your Mobile Number and email ID to respective textboxes.

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.
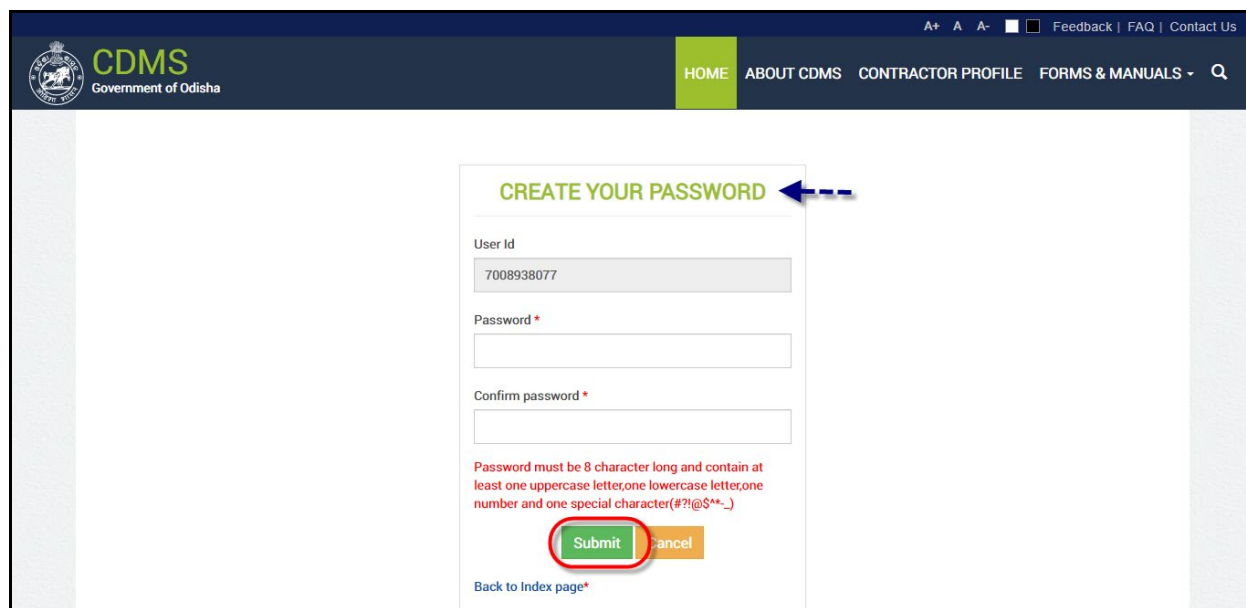
Figure 3-3 Enter OTP Screen

- 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.

- 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.

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)

- 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.

Figure 3-7 Existing Contractor Having License Screen

- 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.

Figure 3-8 Fresh Applicant Screen

- 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

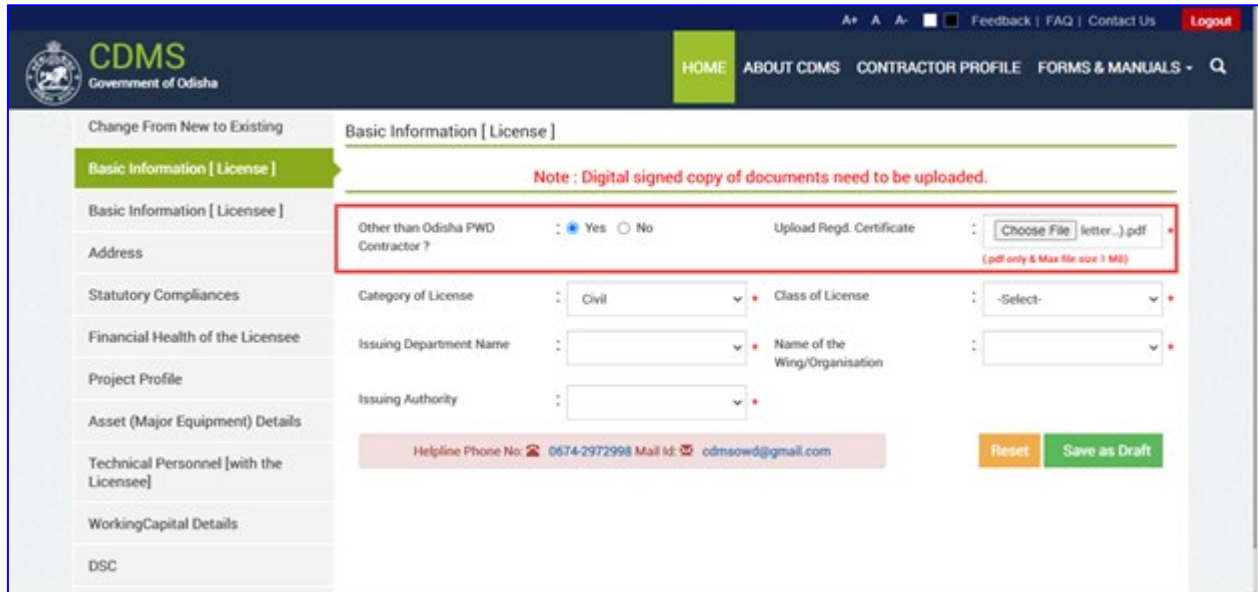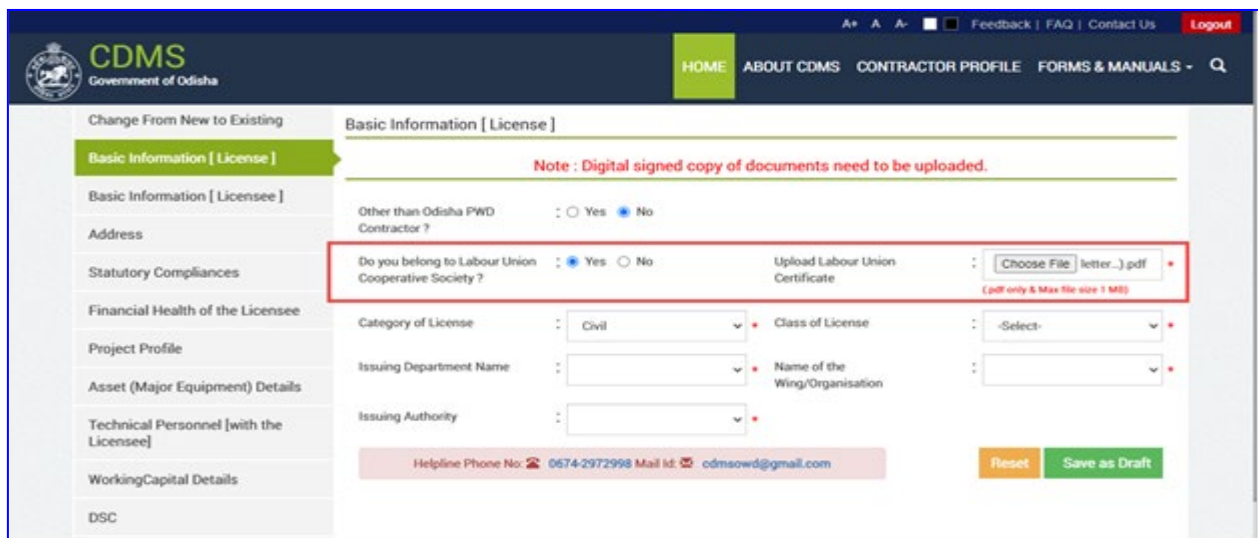- Select either Yes or No and confirm whether the Contractor is other than Odisha PWD Contractor or not.
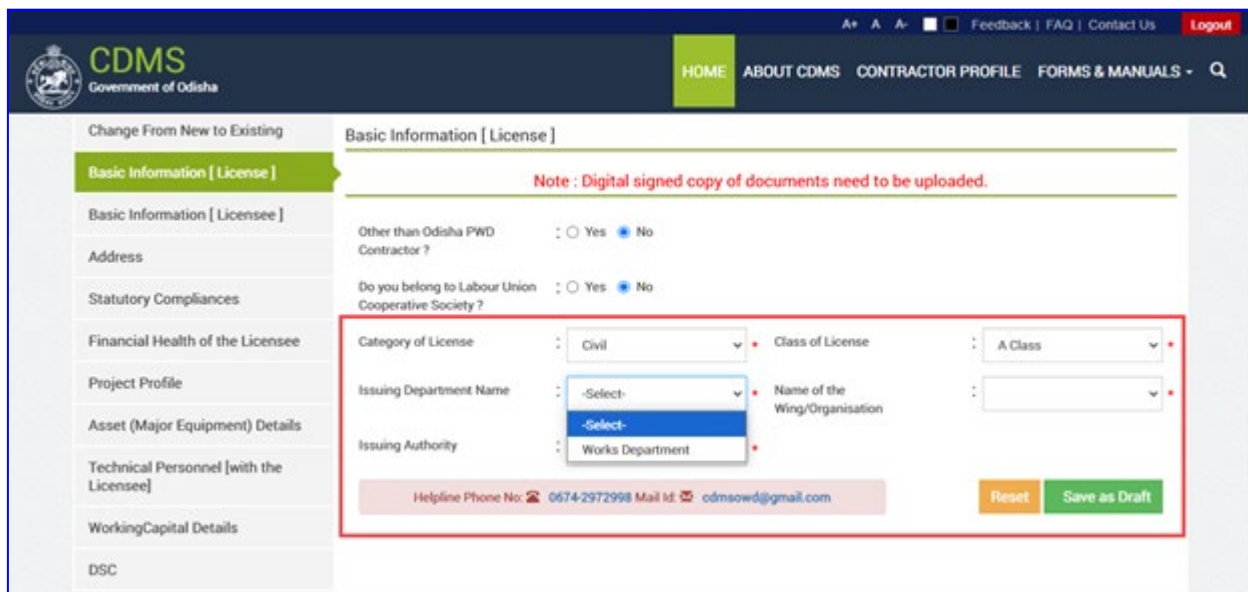
Figure 3-10 Basic Information [license] Screen

- o 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

        o   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.
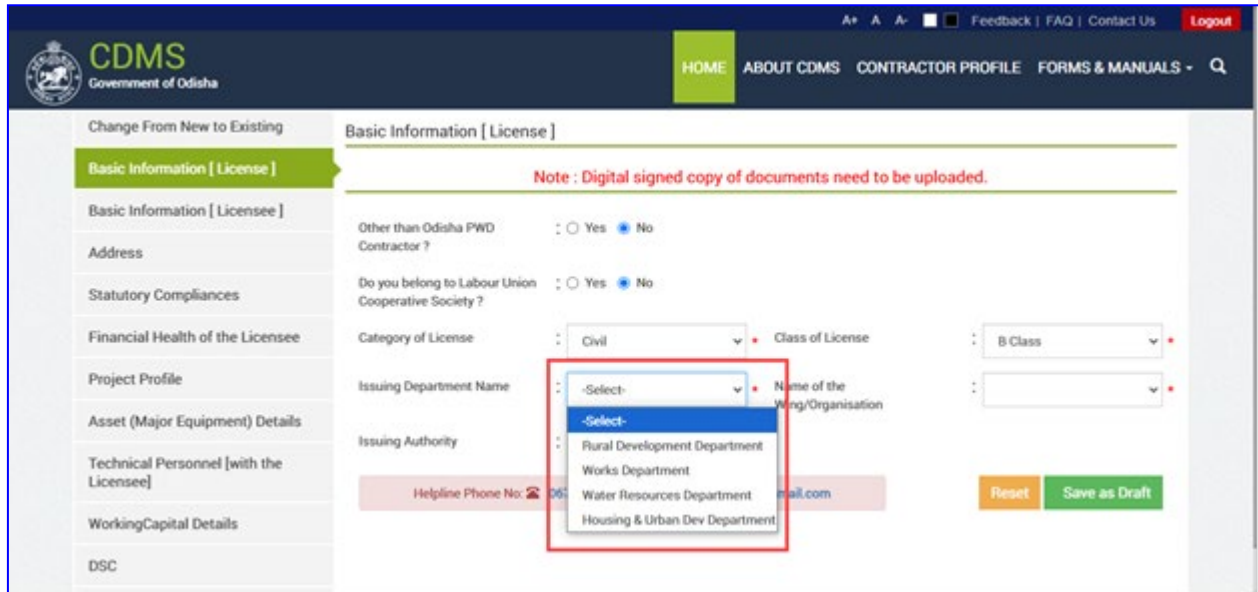

Figure 3-12 Basic Information [license] Screen

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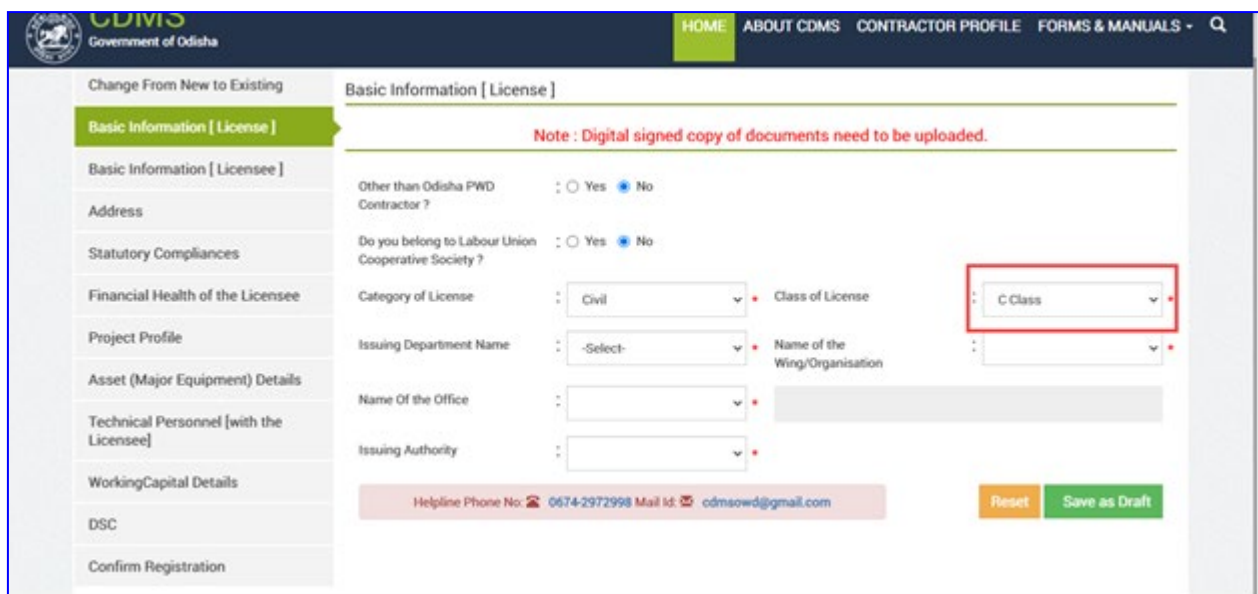
Figure 3-13 Basic Information [license] Screen

- 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.

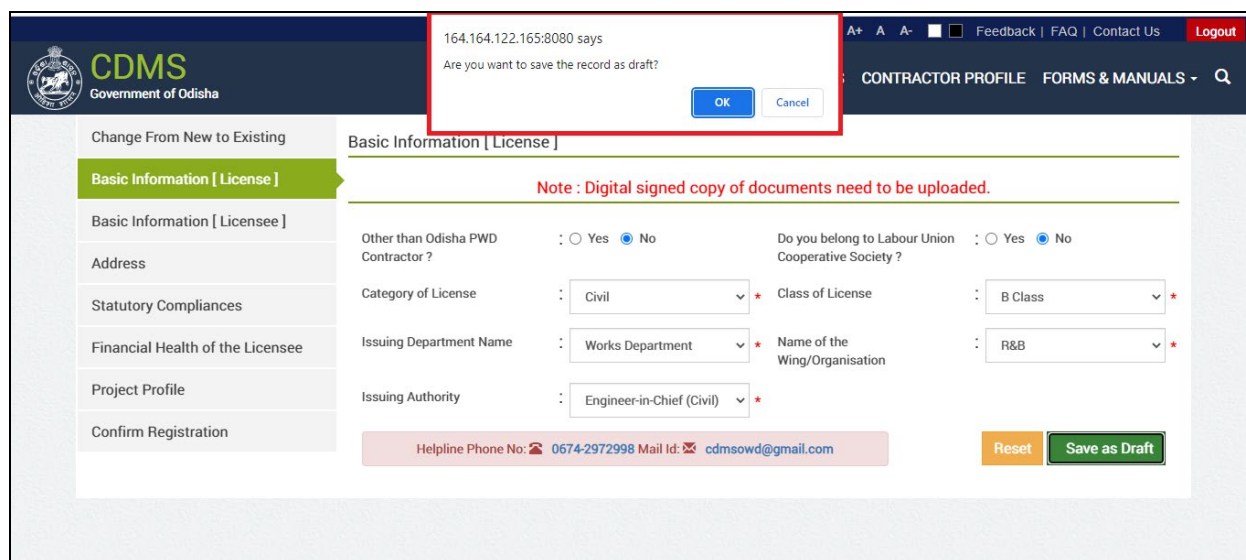**Figure 3-14** Basic Information [license] Screen

- 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.
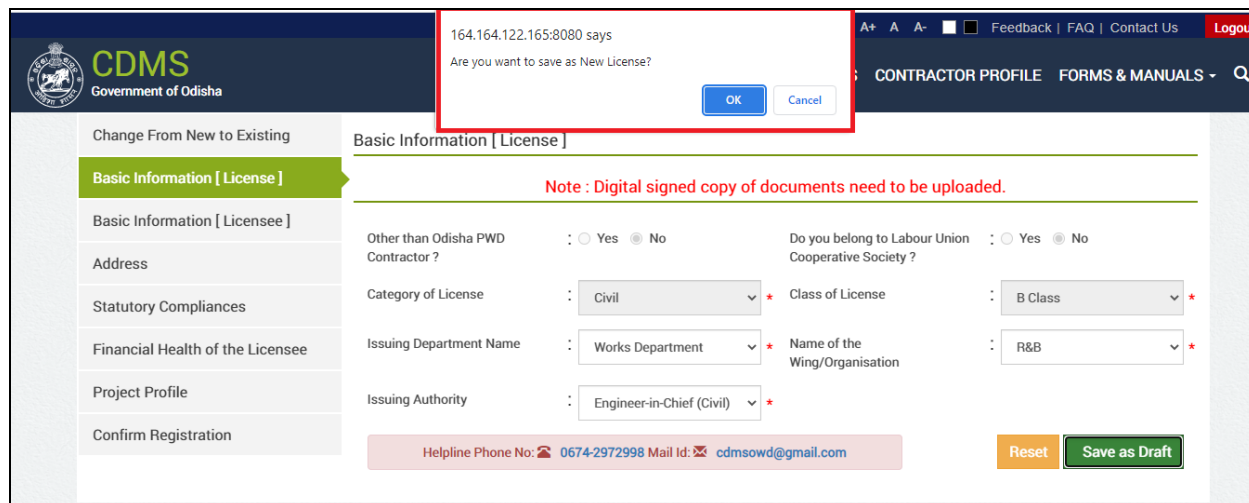

Figure 3-15 Confirmation Window

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.

Figure 3-16 Confirmation Window (2)

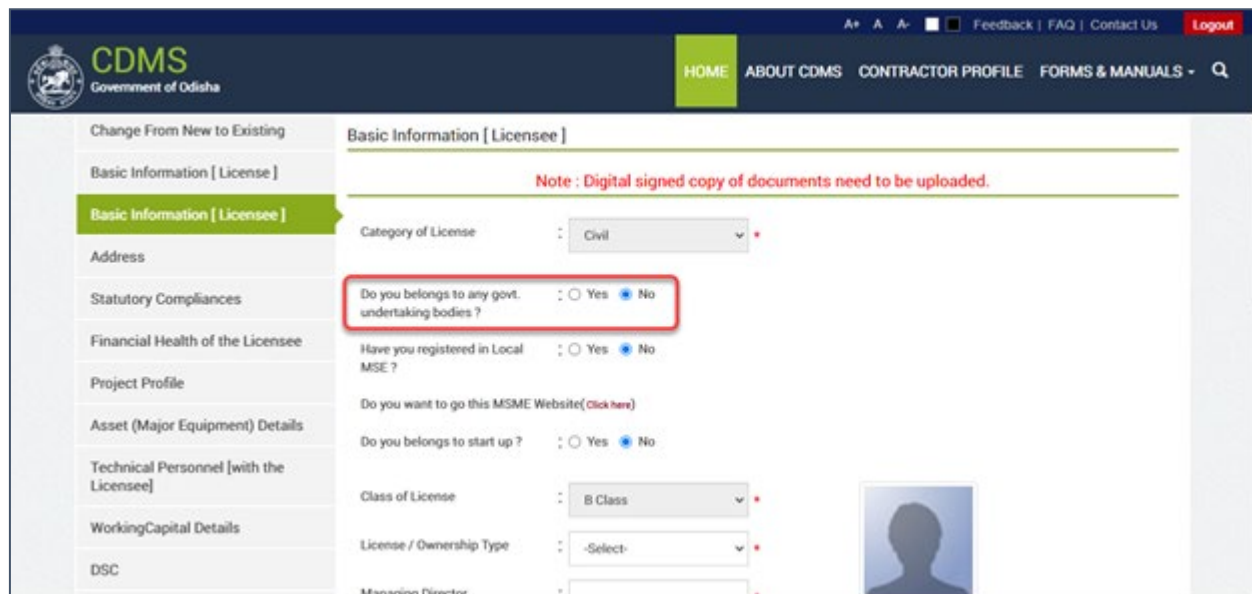Are you sure you want to save as new license?

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.
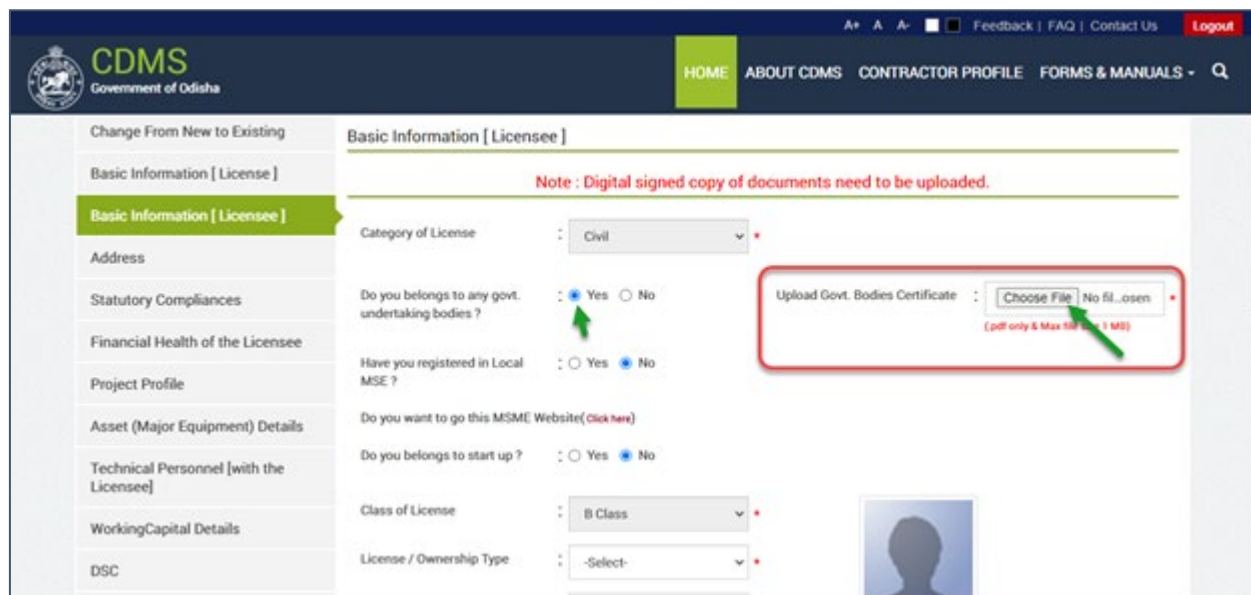
A. Class B Contractor

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.

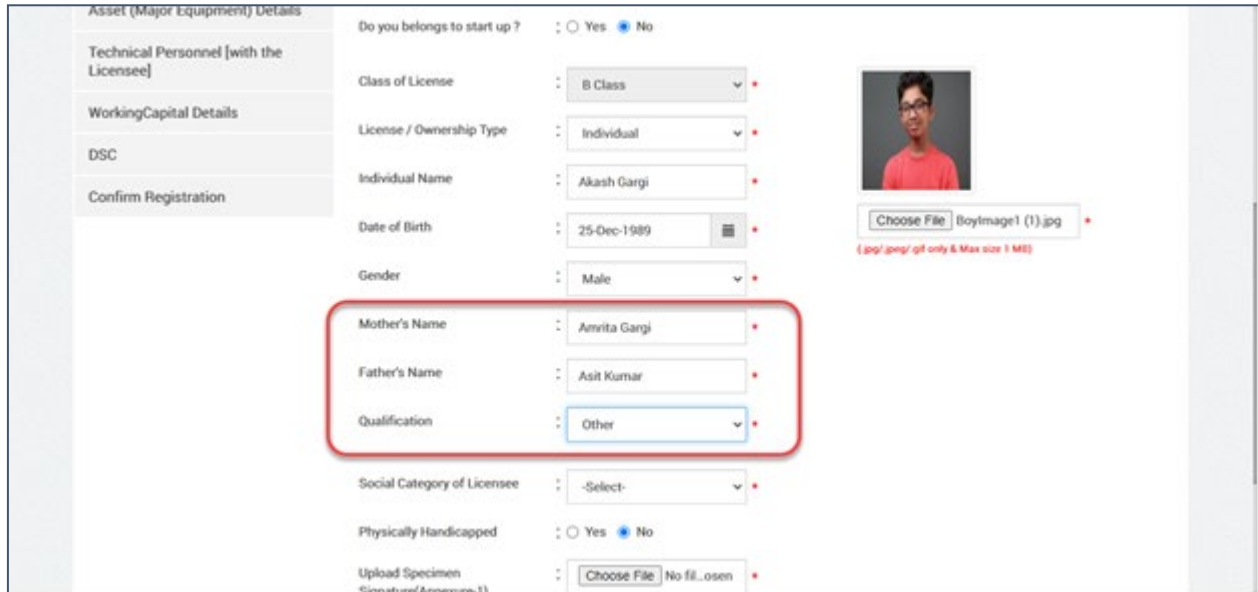- If Yes, then upload the Certificate of the same.

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.

- 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.

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.

Figure 3-20 Basic Information [Licensee] Screens

> o 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.
>
> o 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.
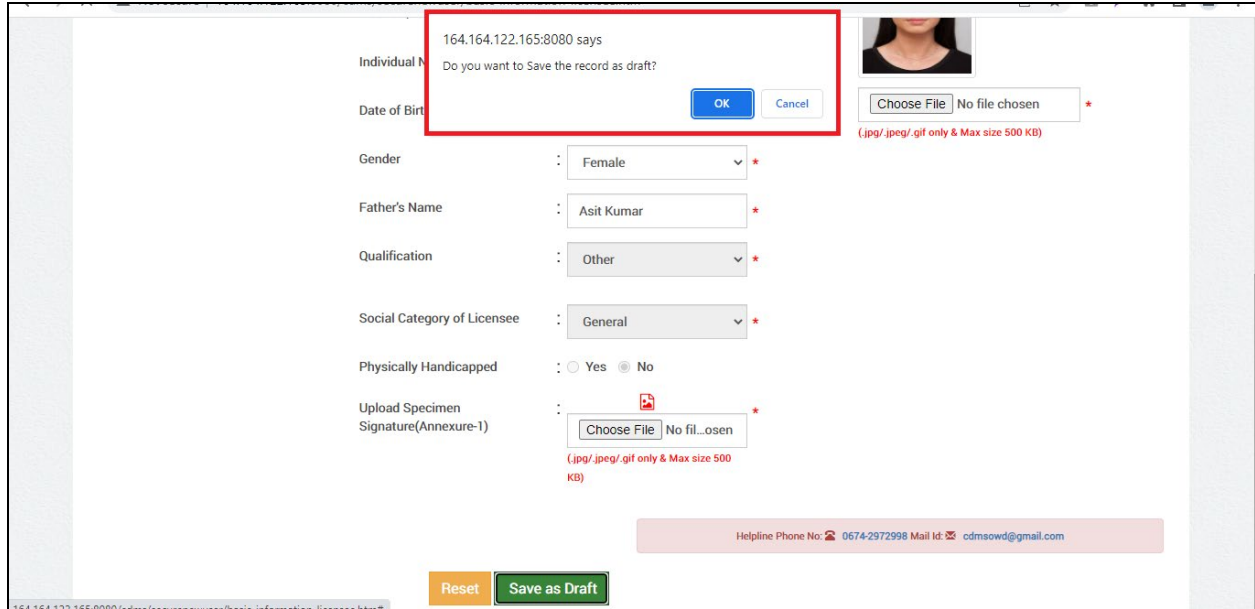
Figure 3-21 Basic Information [Licensee] Screens

- 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.

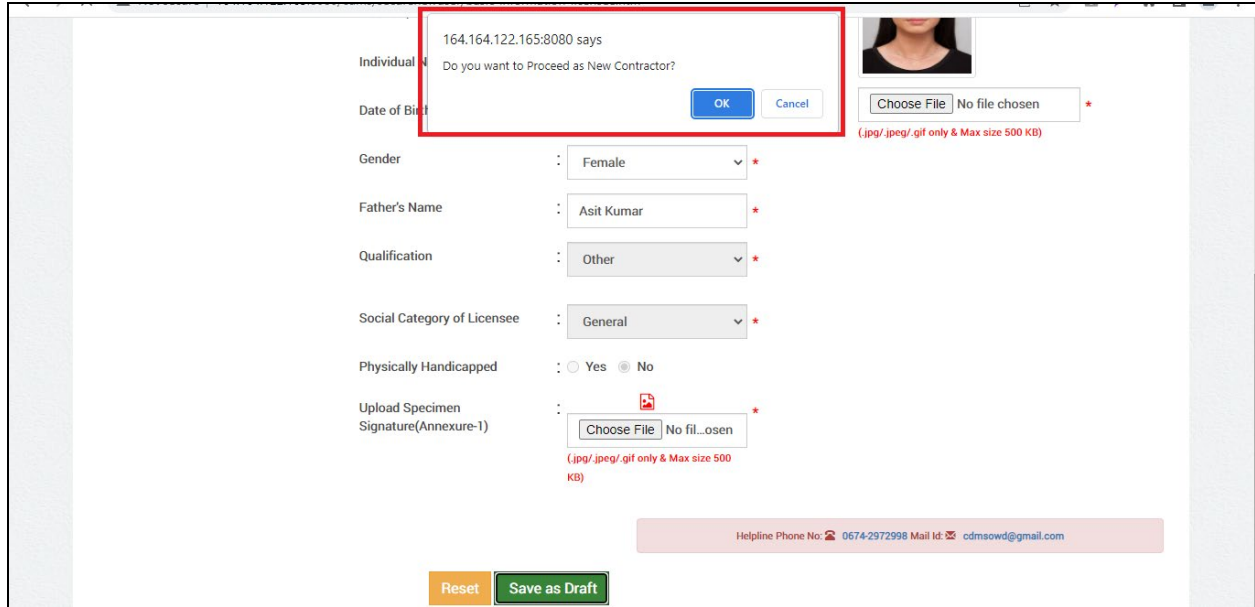Save the information in draft mode. System will ask for your confirmation.

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.

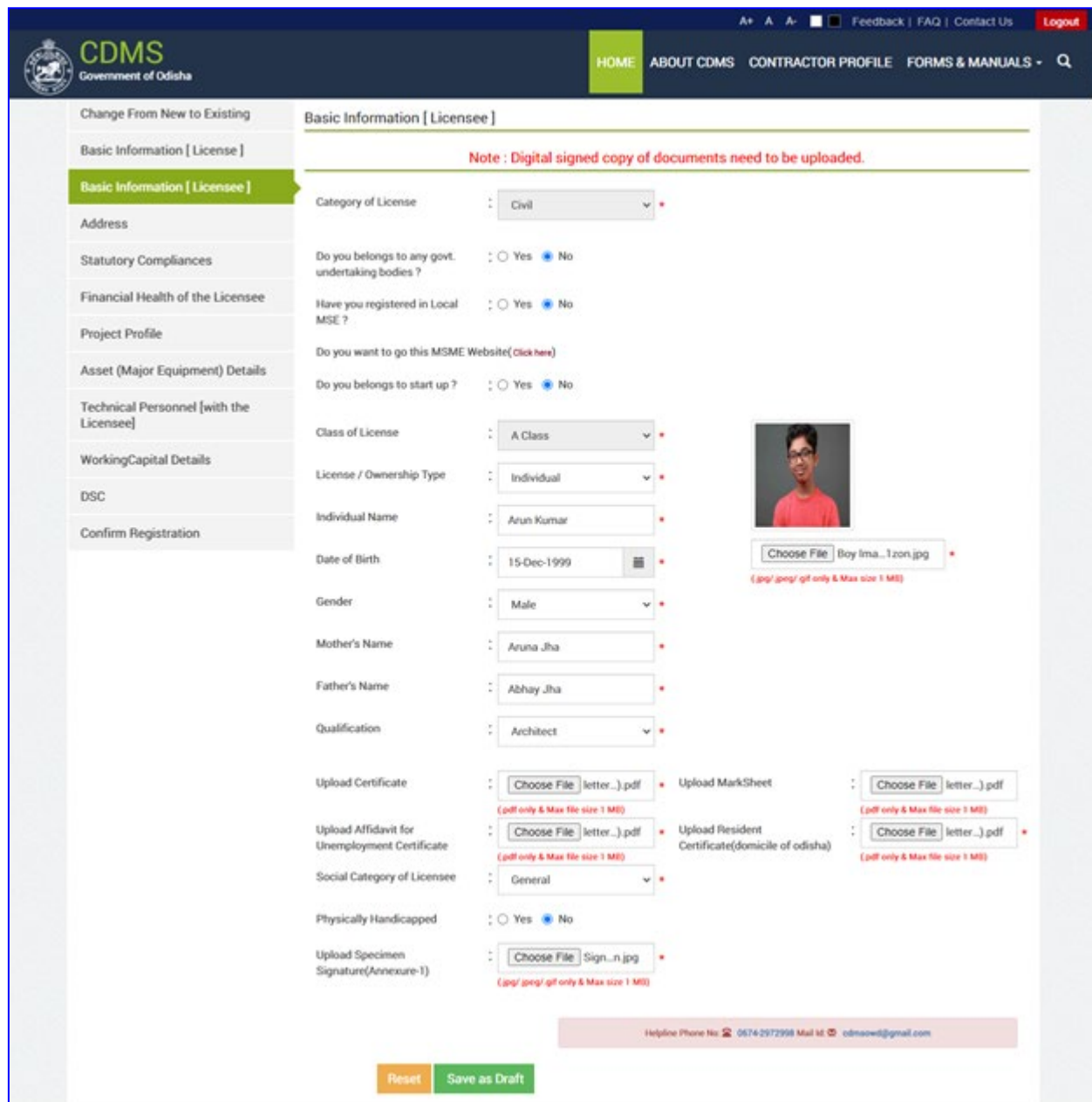System will again ask for your confirmation.

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

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.

- 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-

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.

- 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 –
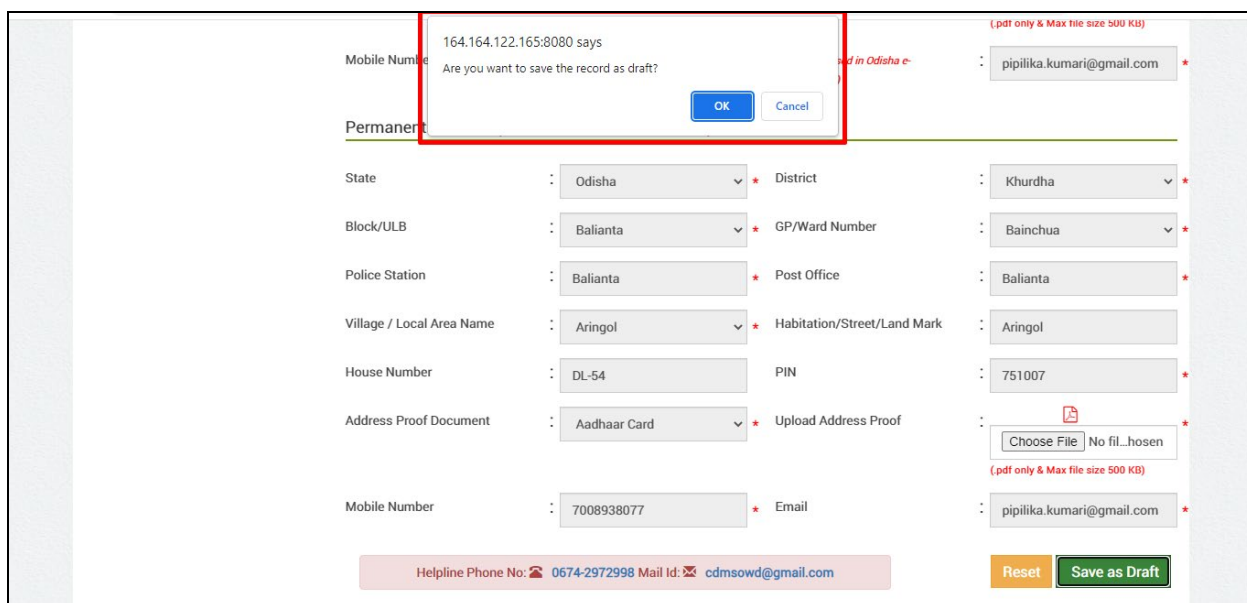
Figure 3-26 Address Screen

- 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.

- 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.

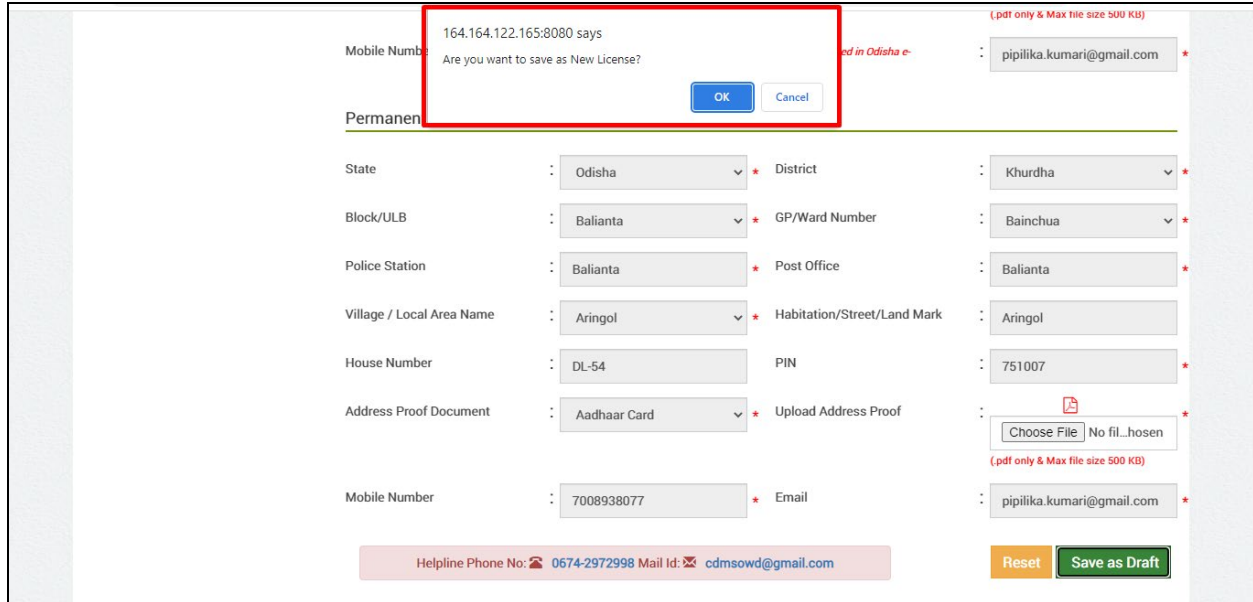Save the address information in draft mode. System will ask for your confirmation.

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.

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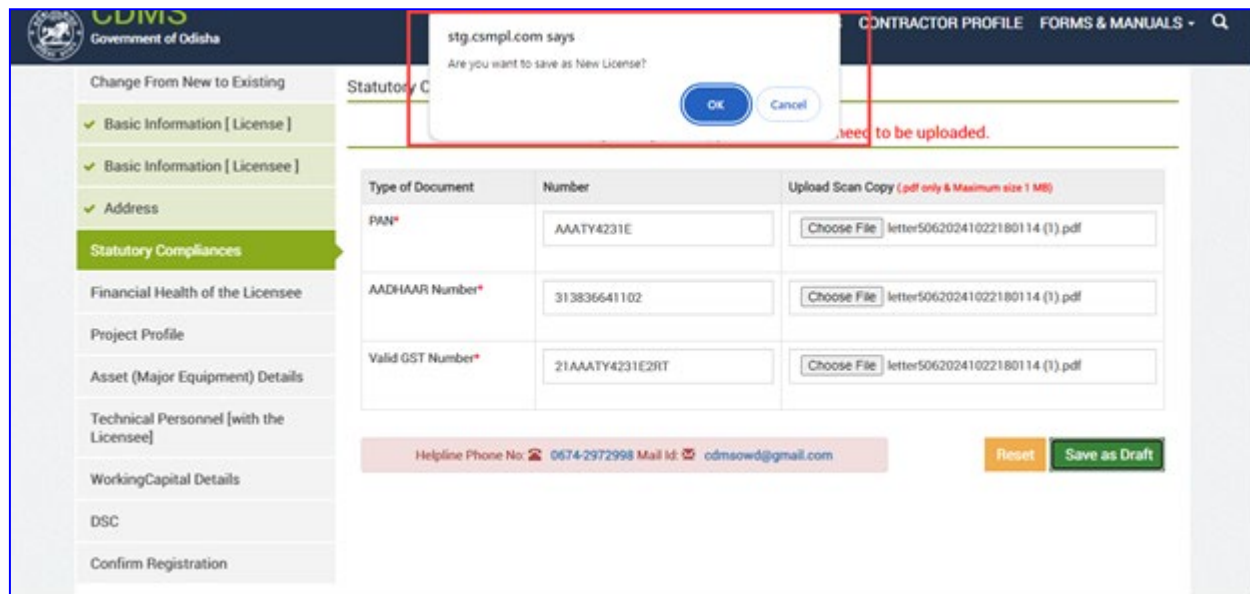
The Statutory Compliance section comprises details of PAN card no., Aadhaar etc. as per the statutory laws and regulations.

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.

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.

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.

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.

- 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.

- 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.

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.
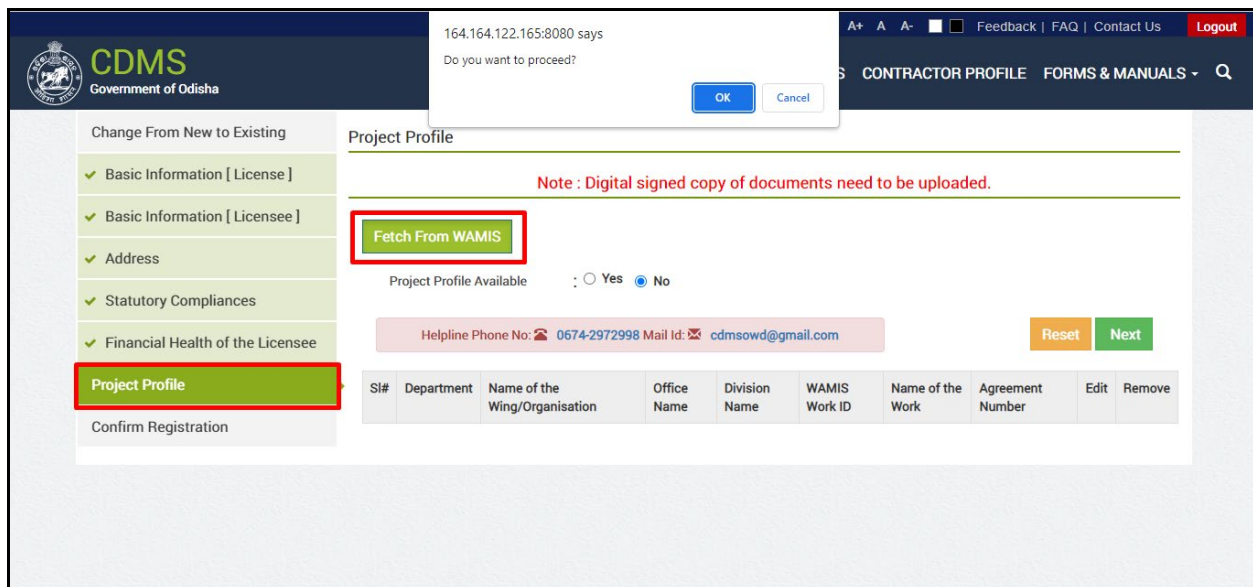
Figure 3-35 Financial Health Details Screen

- 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

- 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.

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.

- 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.

Figure 3-38 Project Profile Details Screen

- On clicking system will ask for confirmation.
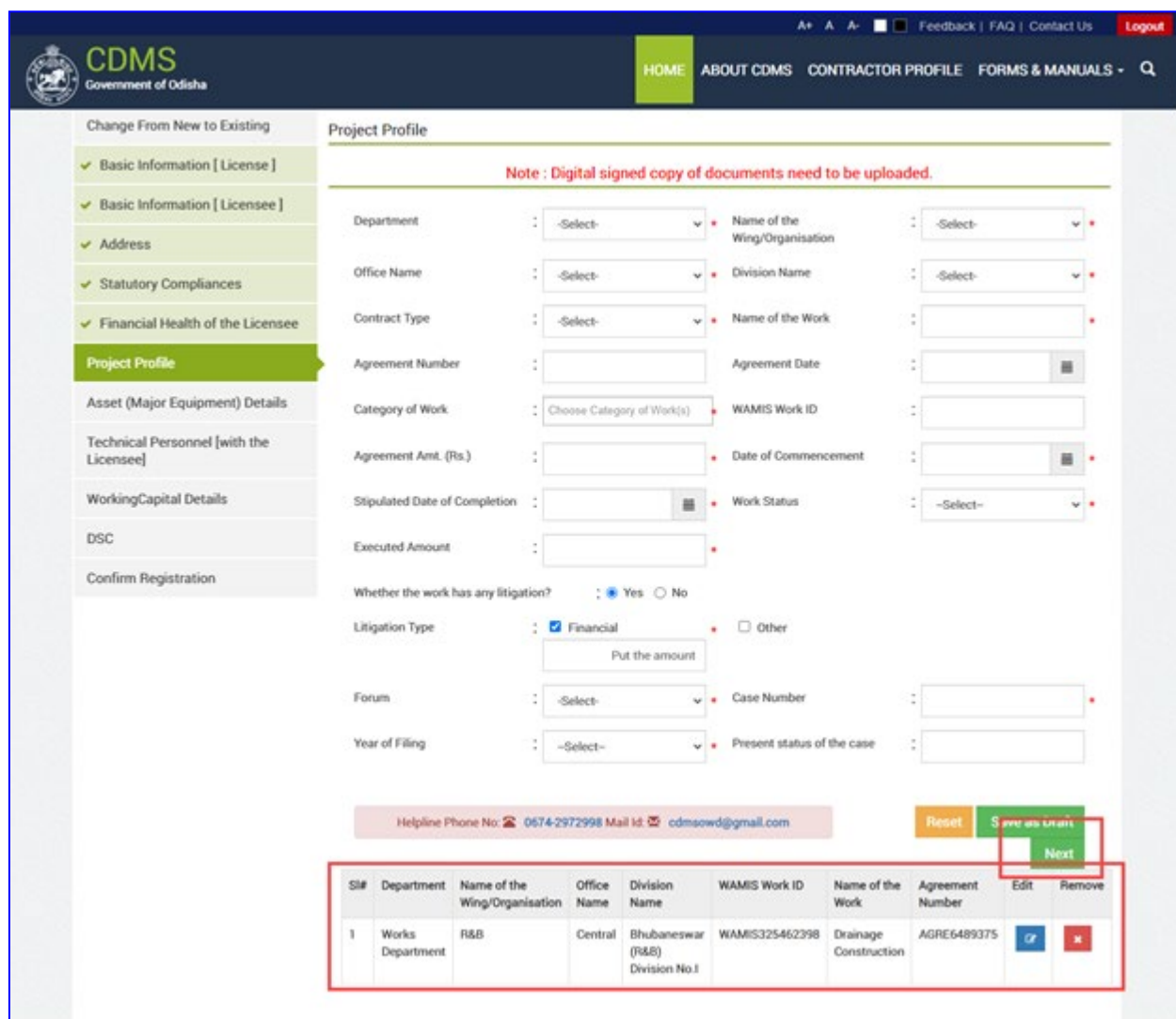
Figure 3-39 Confirmation Alert Screen

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

- If yes, then click on **OK** button and proceed.

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.
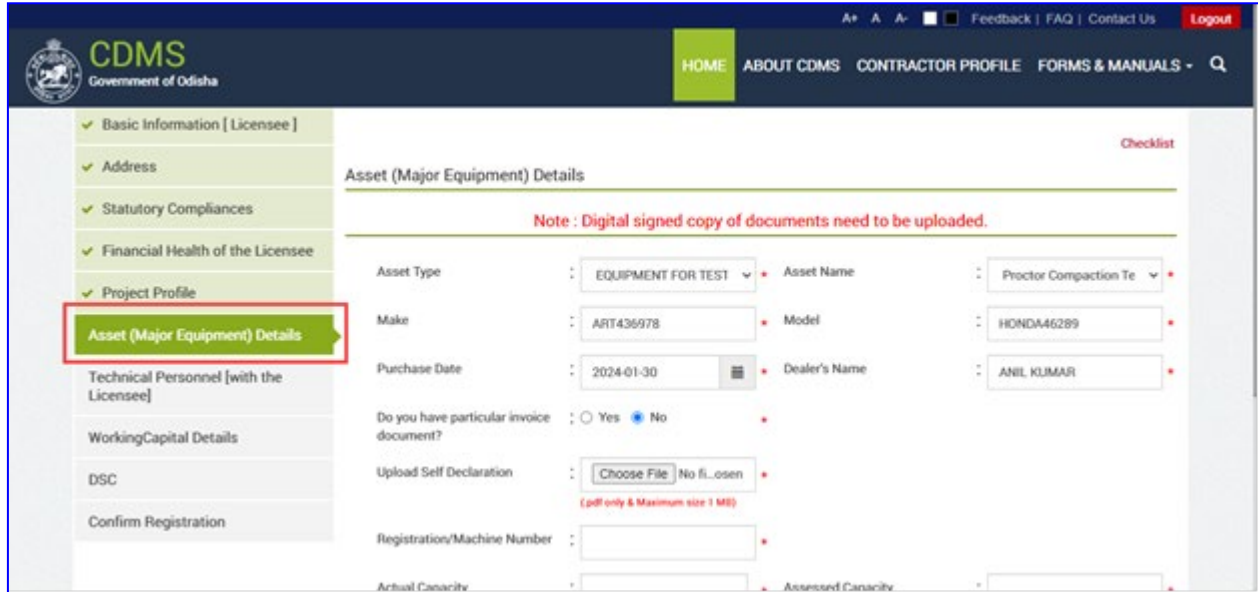
- Select on edit ( ) button to modify or update the added details.

- 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 (Reset) button shown in **Fig. 3-40.** The system will allow you to re-fill the project profile details and save them.

- 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.

3.7 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.
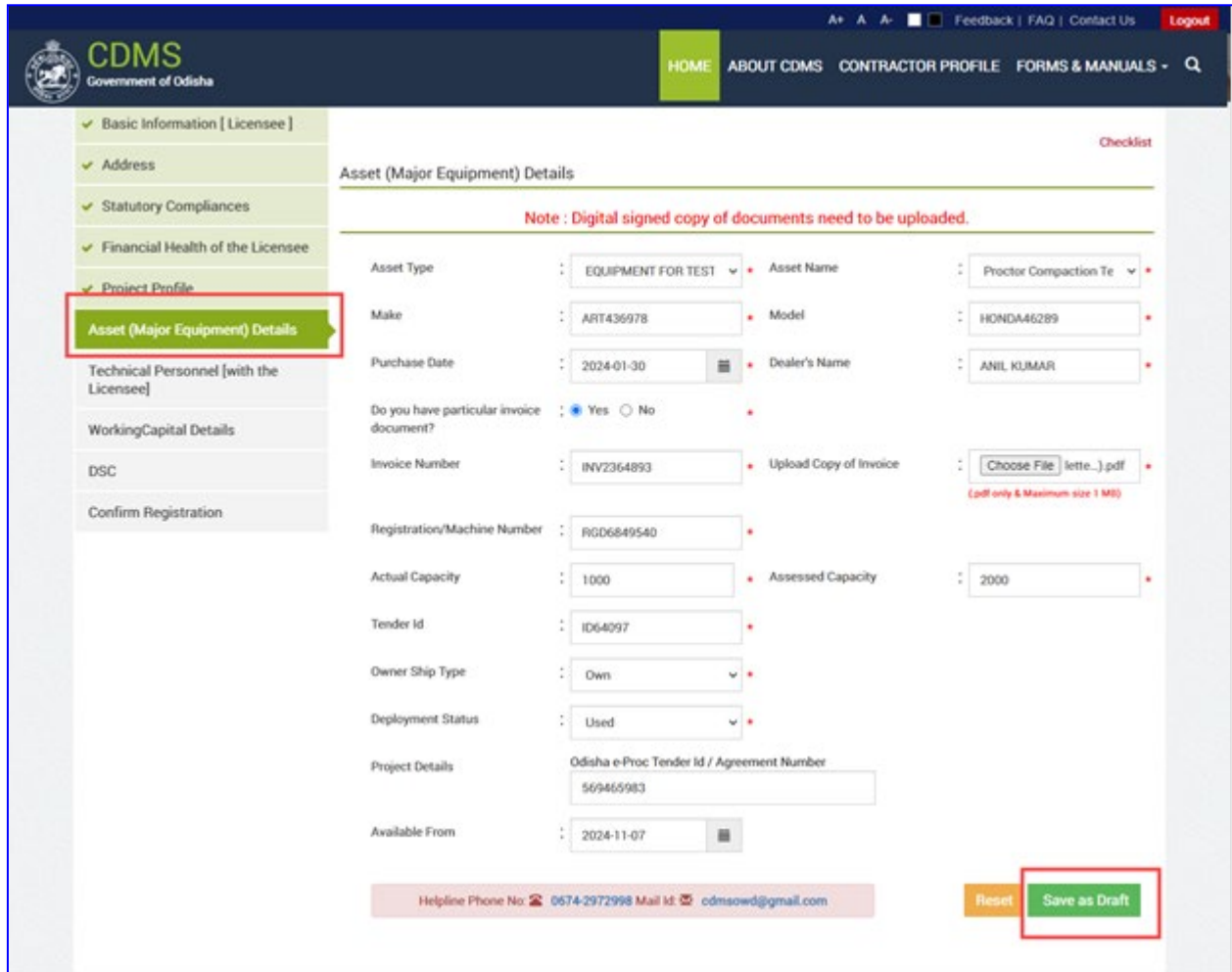
Figure 3-41 Asset (Major Equipment) Details Screen

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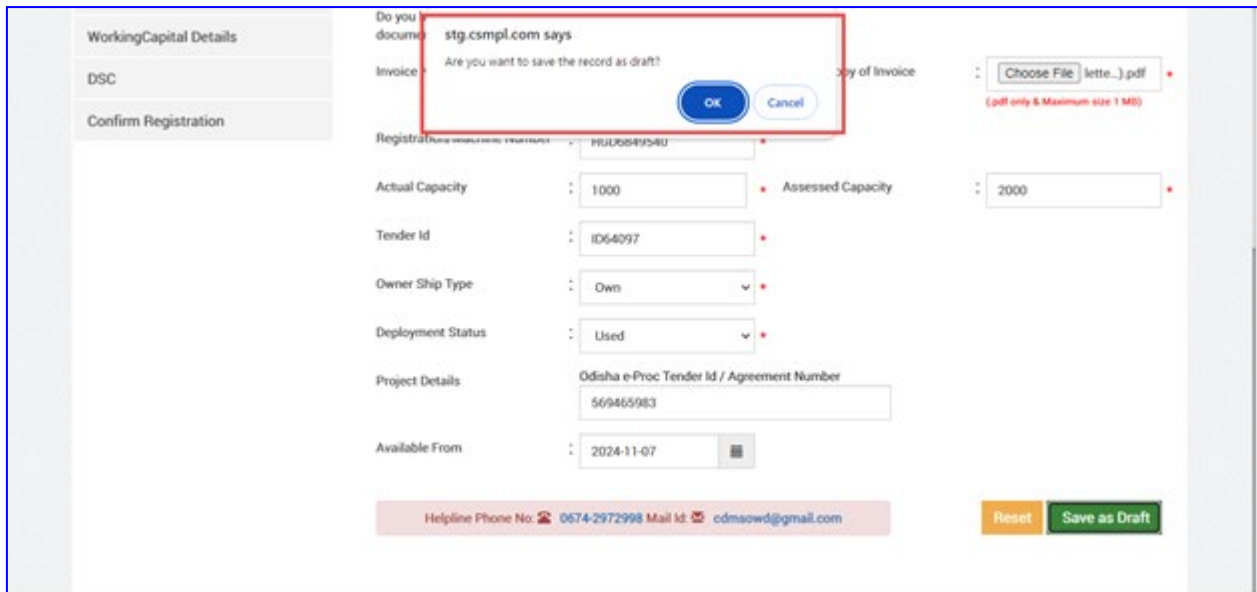
Figure 3-42 Asset (Major Equipment) Details Screen

- 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.

- 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?

Figure 3-43 Confirmation Alert Message - Asset (Major Equipment) Details Screen
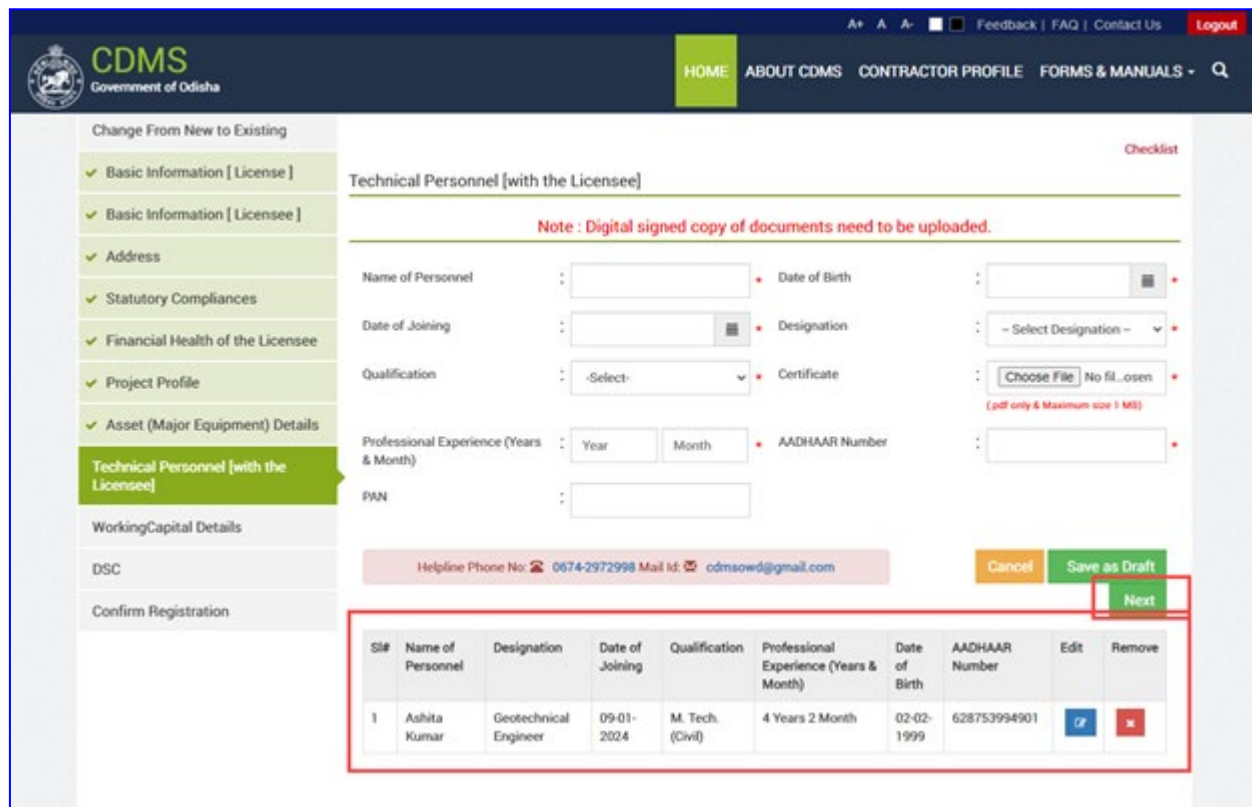
- Click on the **OK** button to confirm the action taken.

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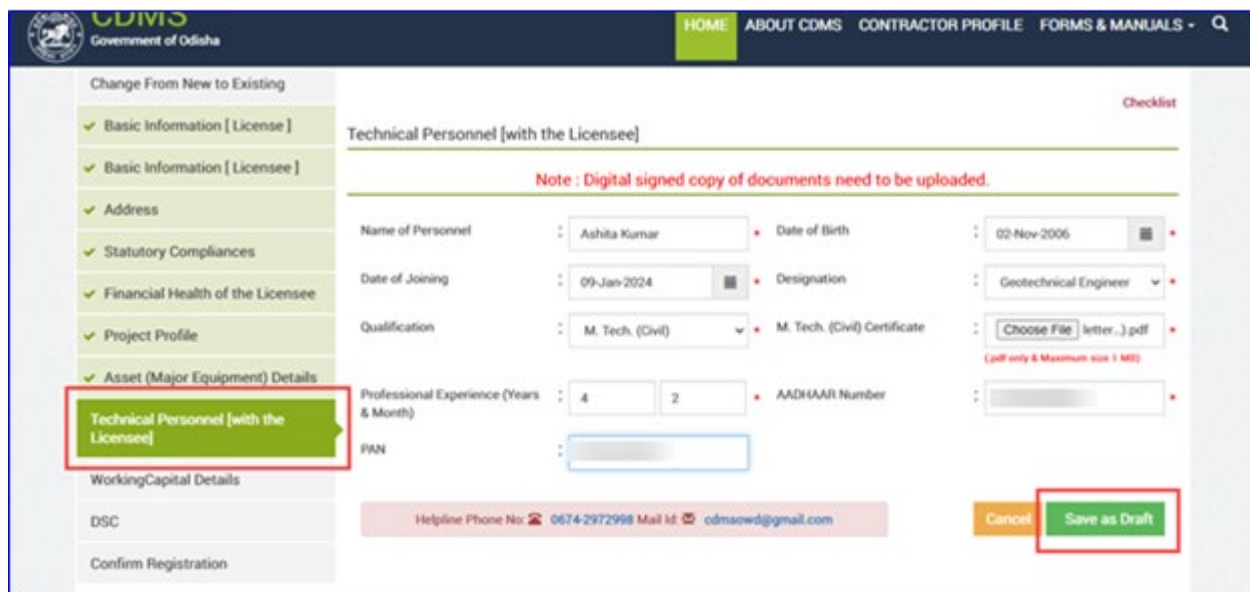
- To reset the details entered in the system, click on the reset (Reset) button shown in **Fig. 3-44.** The system will allow you to re-fill the asset profile details and save them.

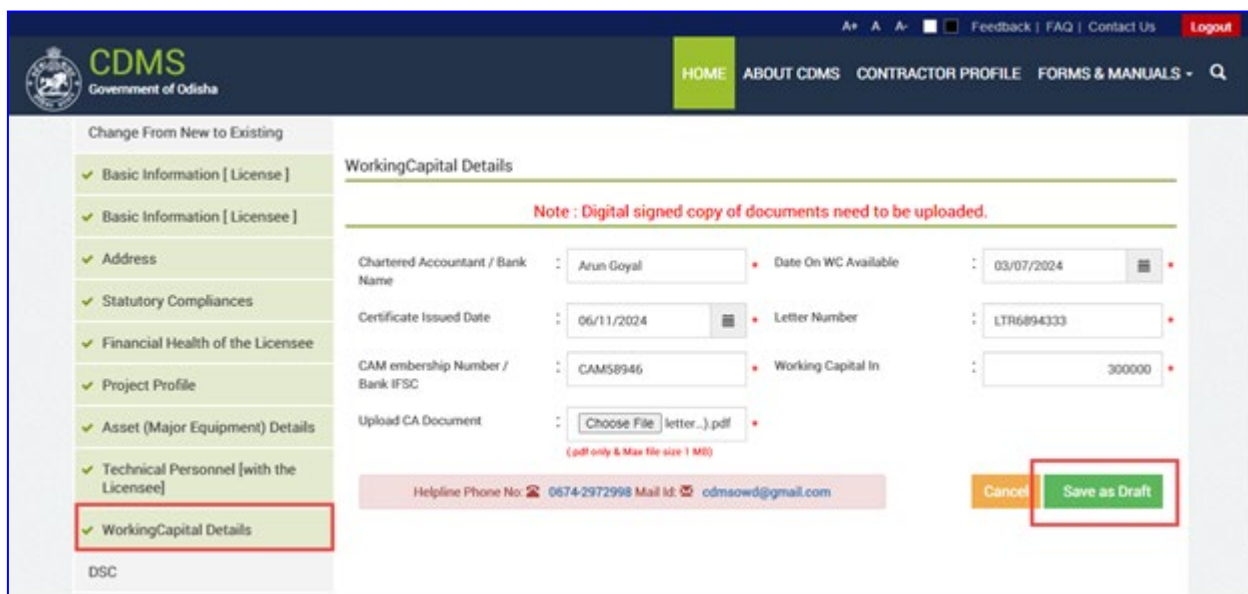- Select Save as Draft button to save the added details in draft mode.

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

3.8 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.

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.

- 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.

    o 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?
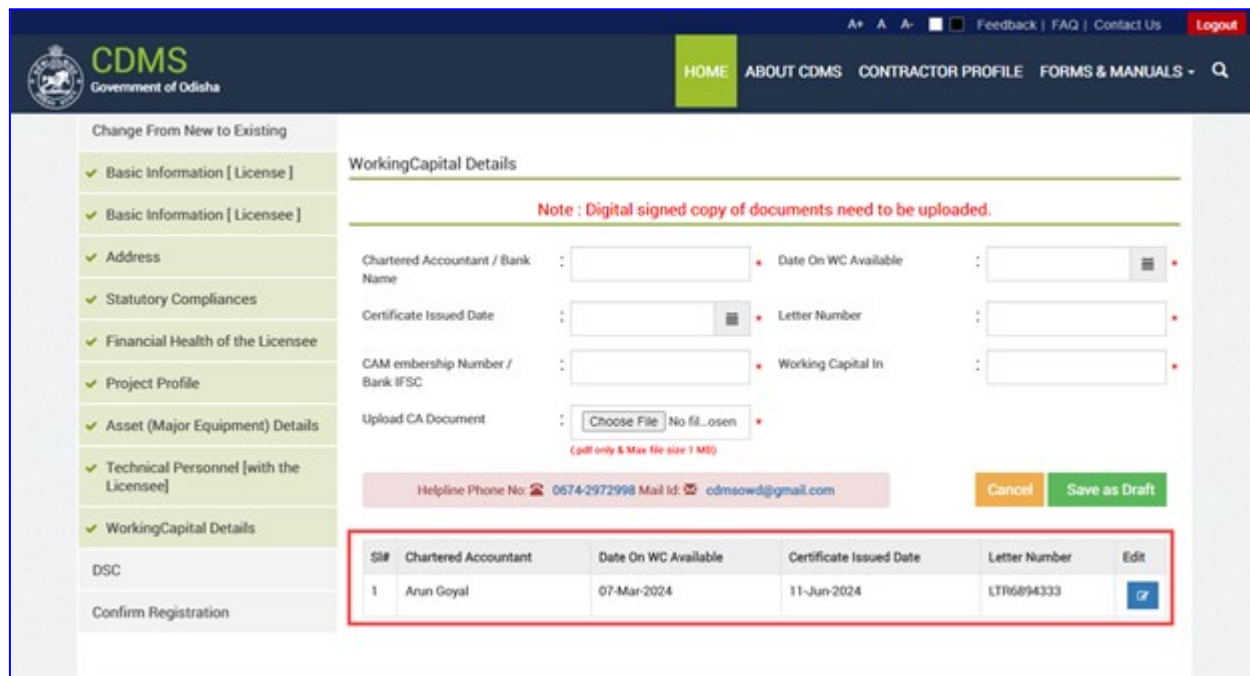

Figure 3-46 Technical Personnel [with the Licensee] Screen

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

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 (Reset) button shown in **Fig. 3-47.** The system will allow you to re-fill the asset technical personnel details and save them.

- 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
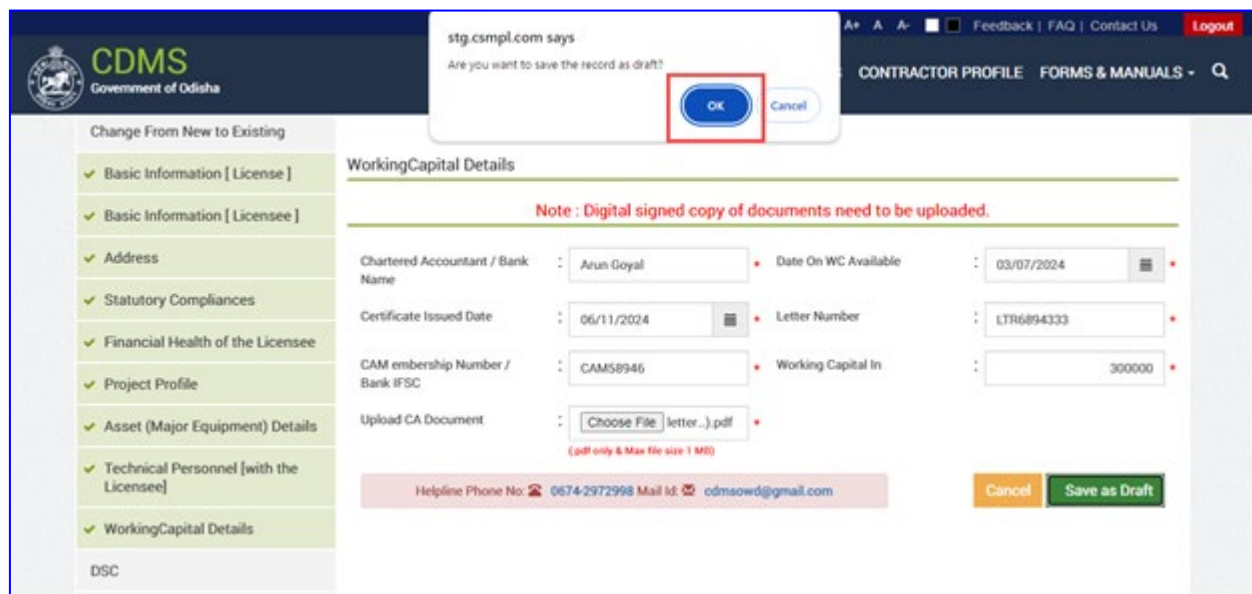
Figure 3-48 Working Capital Details Screen

- 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.

- 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?

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.

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.

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.

Figure 3-52 Basic Information (Licensee) Documents
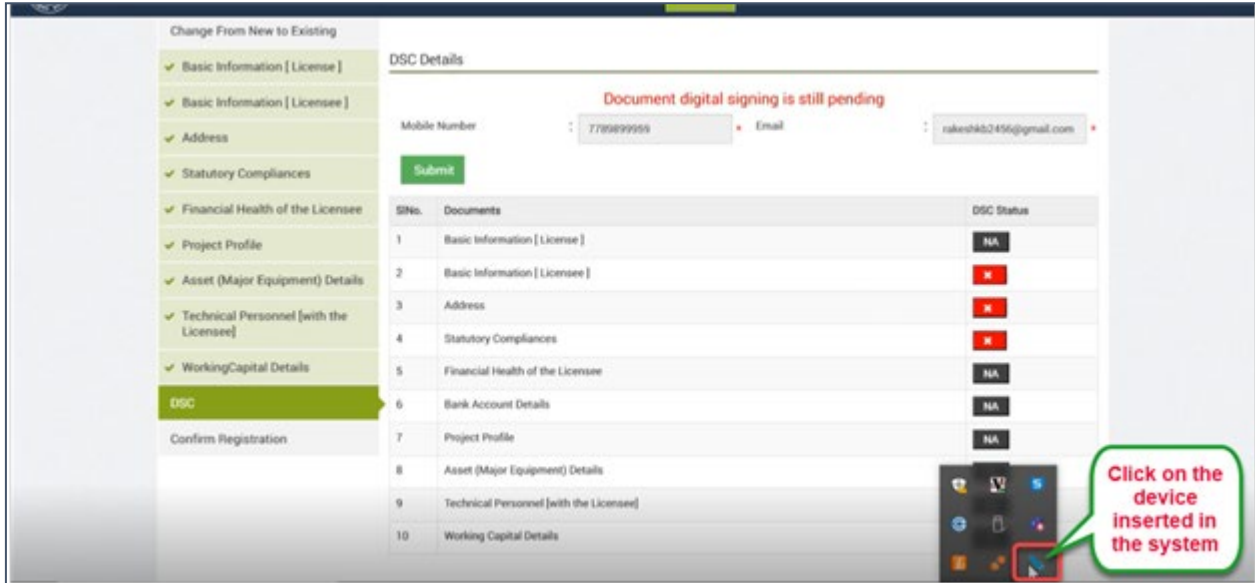
Click on the pdf icon to view and then verify the documents.

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.
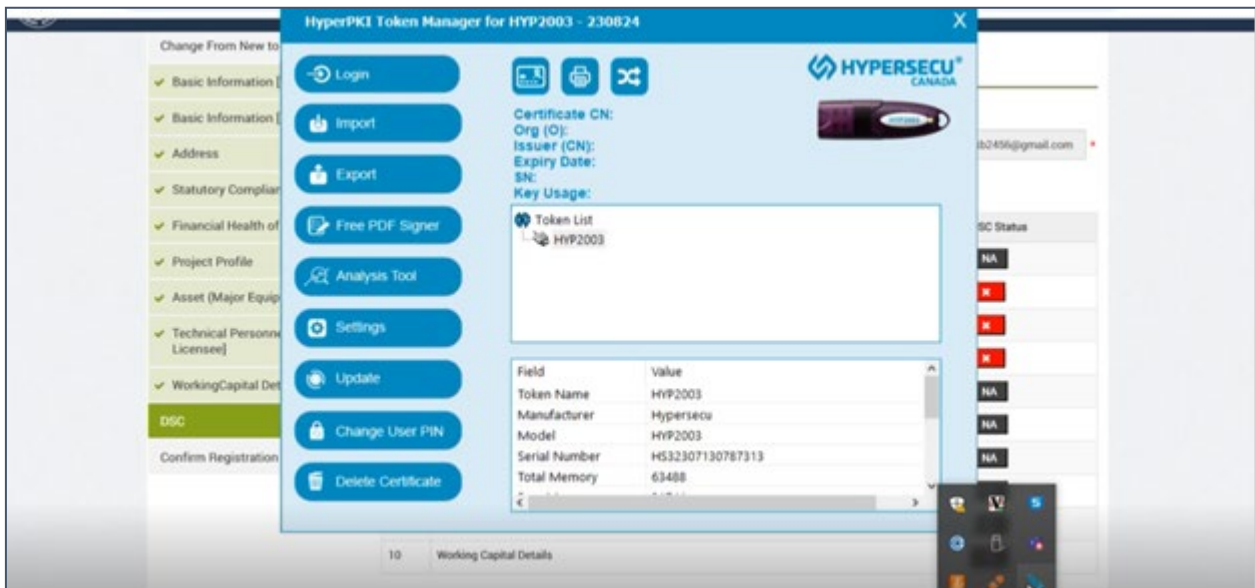
Figure 3-53 DSC Registration

- Click on the device inserted to open.

Figure 3-54 Login into the Device

- Click on the **Login** option.
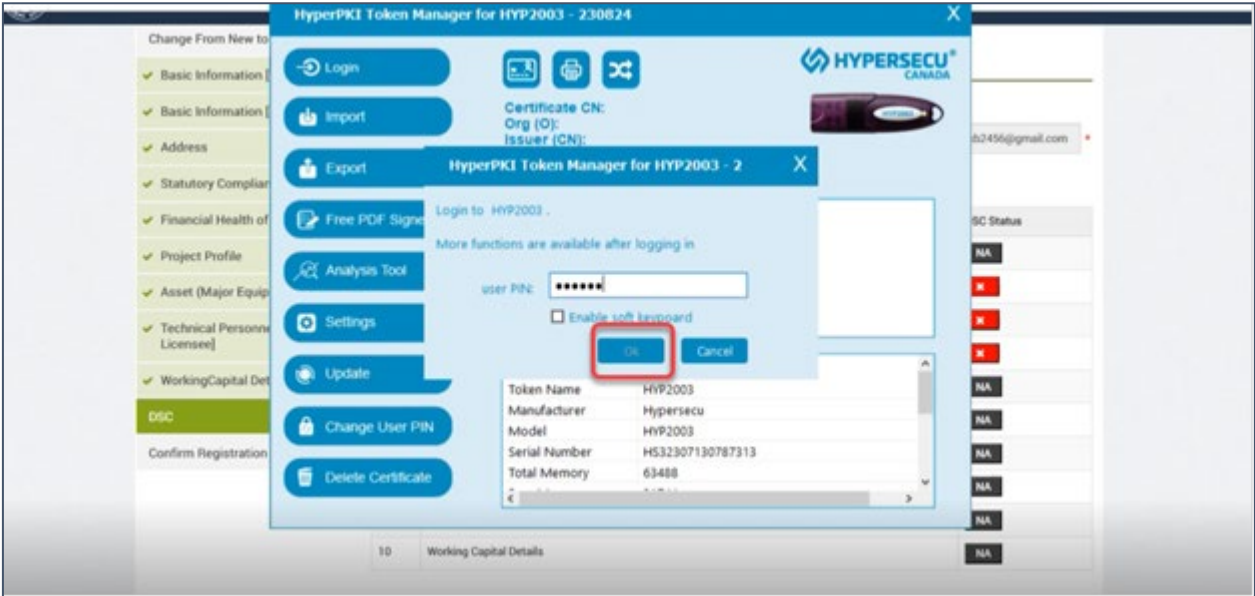
Figure 3-55 Enter Password

- Enter the passkey for the device inserted in the system, and click on the OK button to login.
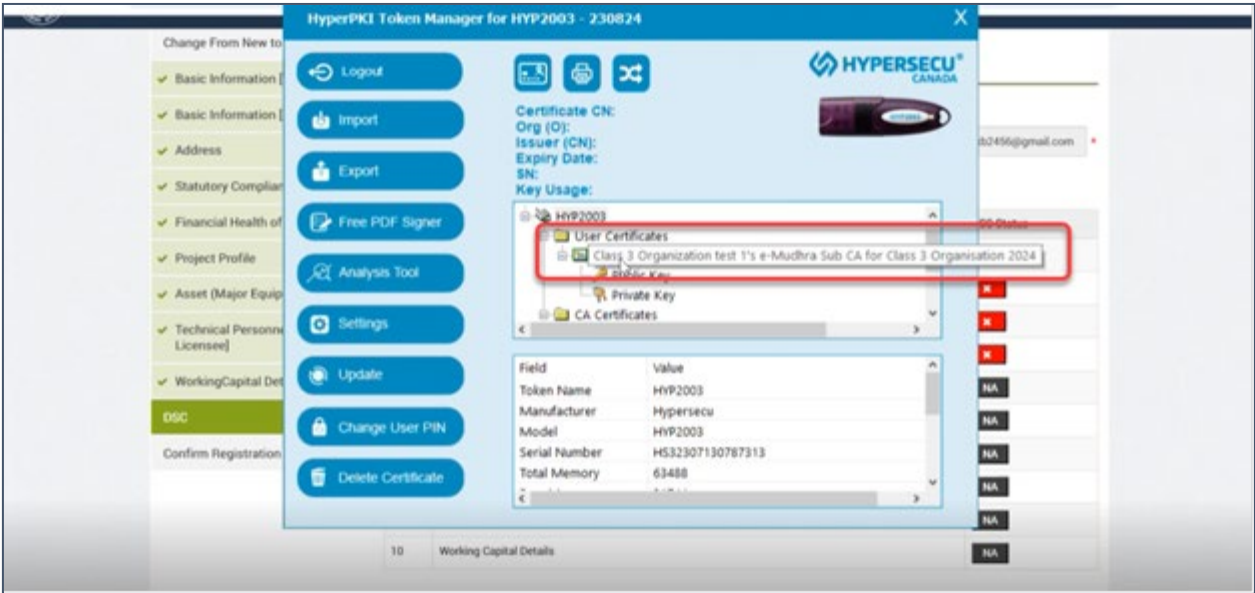
Figure 3-56 View User Certificates

- View the list of certificates registered.

- The user needs to have emBridge application installed in the system.
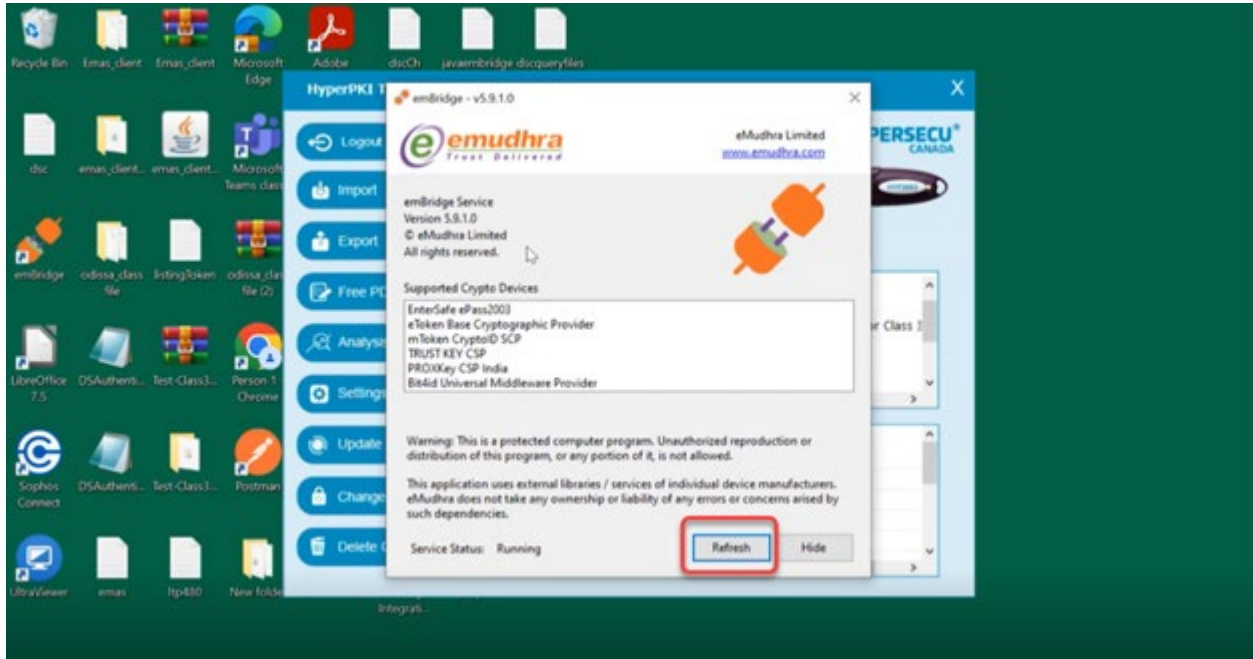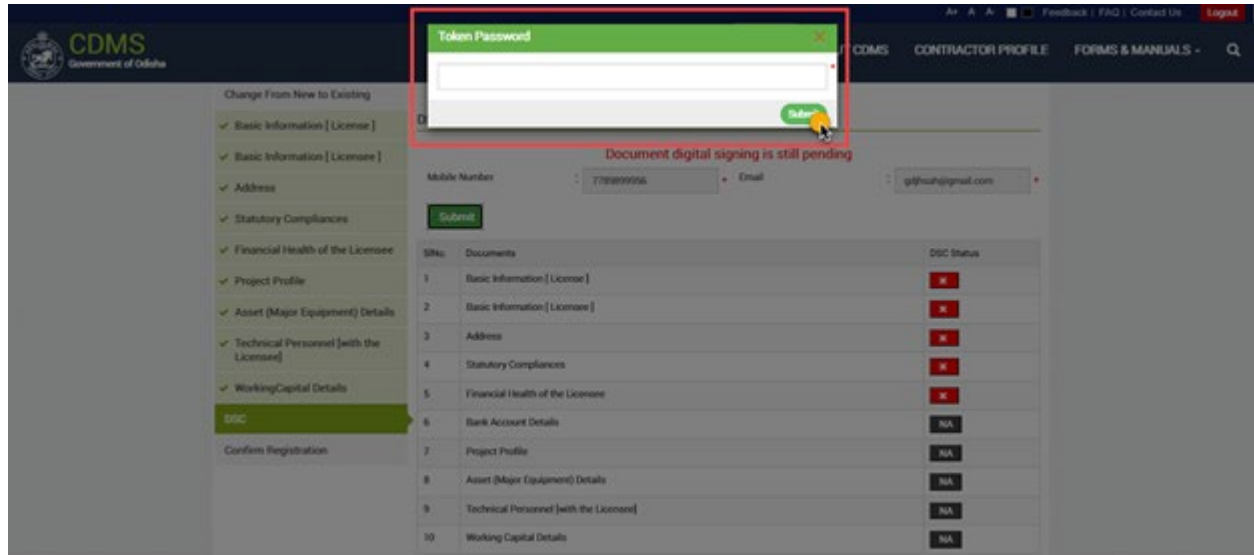
Figure 3-57 Application Download

Now, get back to the DSC Details section again.

Click on the **Confirm** button.

Figure 3-58 Token Password

- Enter the Token Password, and click on the **Submit** button.
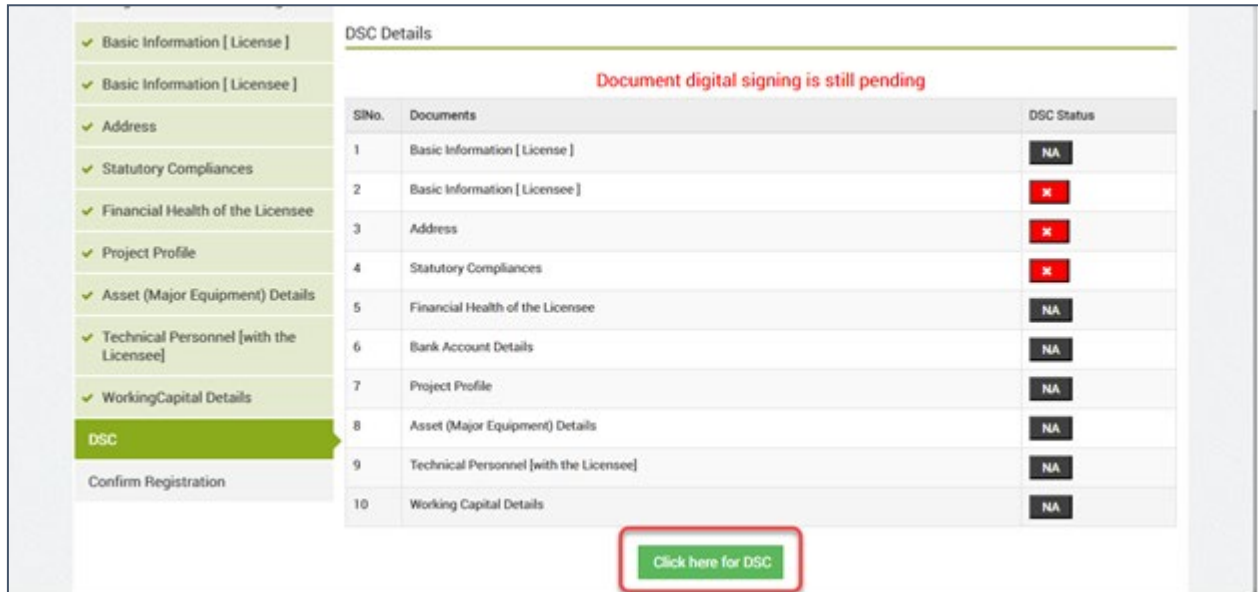
Figure 3-59 Confirmation Message

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

Figure 3-60 DSC Details

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

Figure 3-61 Enter Token Password

- Enter the token number and click on **Submit** button.
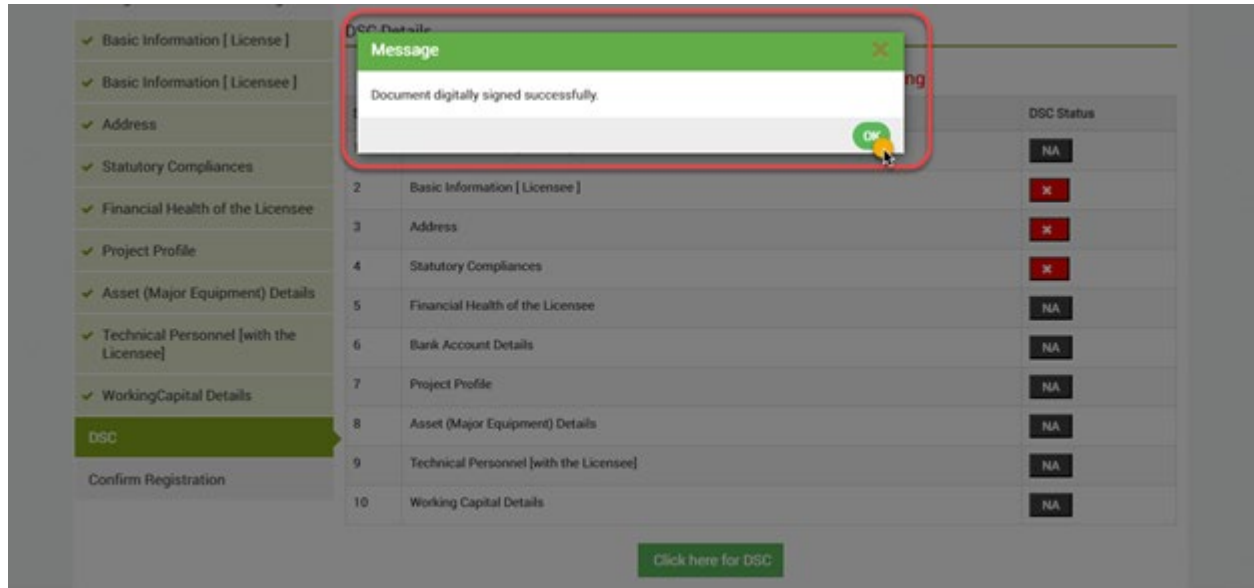
Figure 3-62 Confirmation Message

- Documents are digitally signed successfully.

- Now, no documents are pending for DSC.

Figure 3-63 DSC Details

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

Figure 3-64 Confirm Registration Screen

- 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.

Figure 3-65 Confirm Registration Screen

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

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.

Figure 3-67 Uploaded Document

- Click on the Digital Signature, marked with question mark in the end of the document.

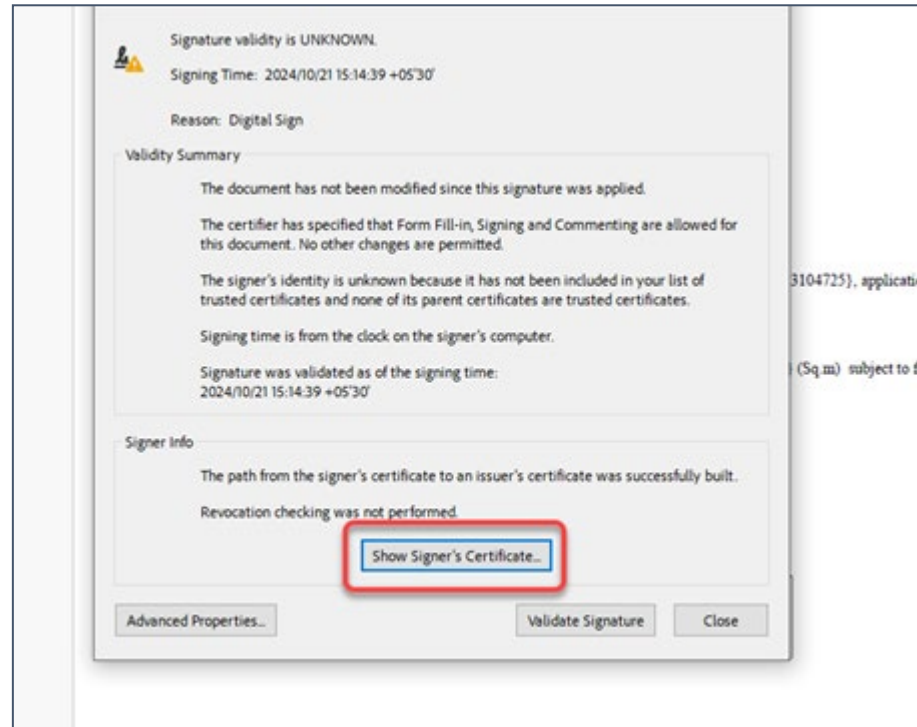- A pop-up window to view the properties of the signature appear on the display screen.

Figure 3-68 Alert Message

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

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.

Figure 3-70 Trust

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

- Click on the Trust to view the list of trusted certificates.
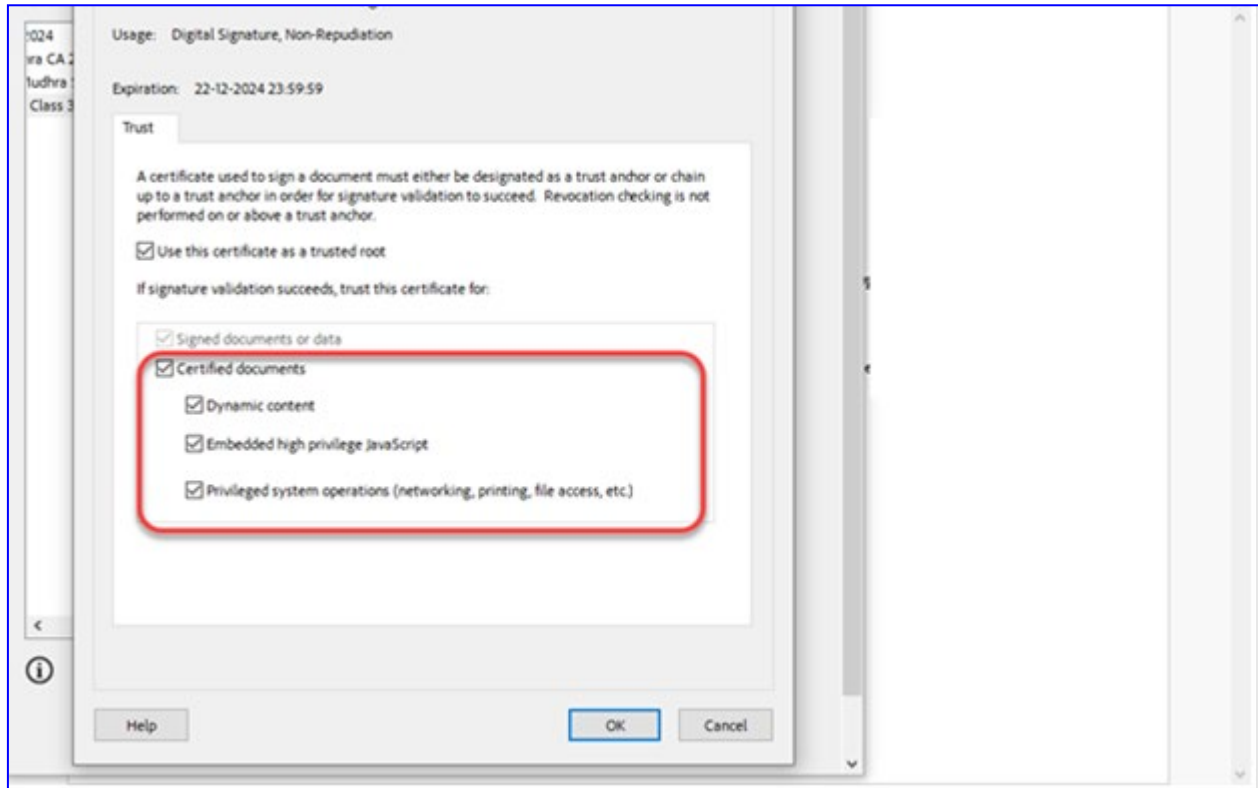
- Click on **Add to Trusted Certificate** to add the certificate to the trusted certificate.

- A confirmation alert message appears on the display screen.
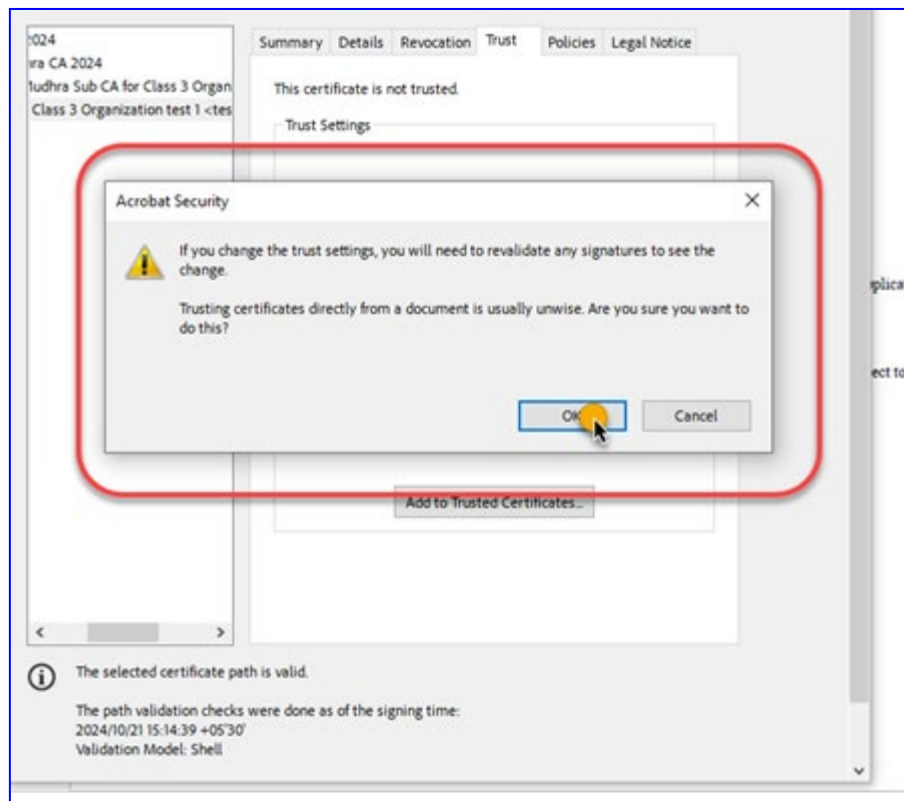
Figure 3-71 Alert Message

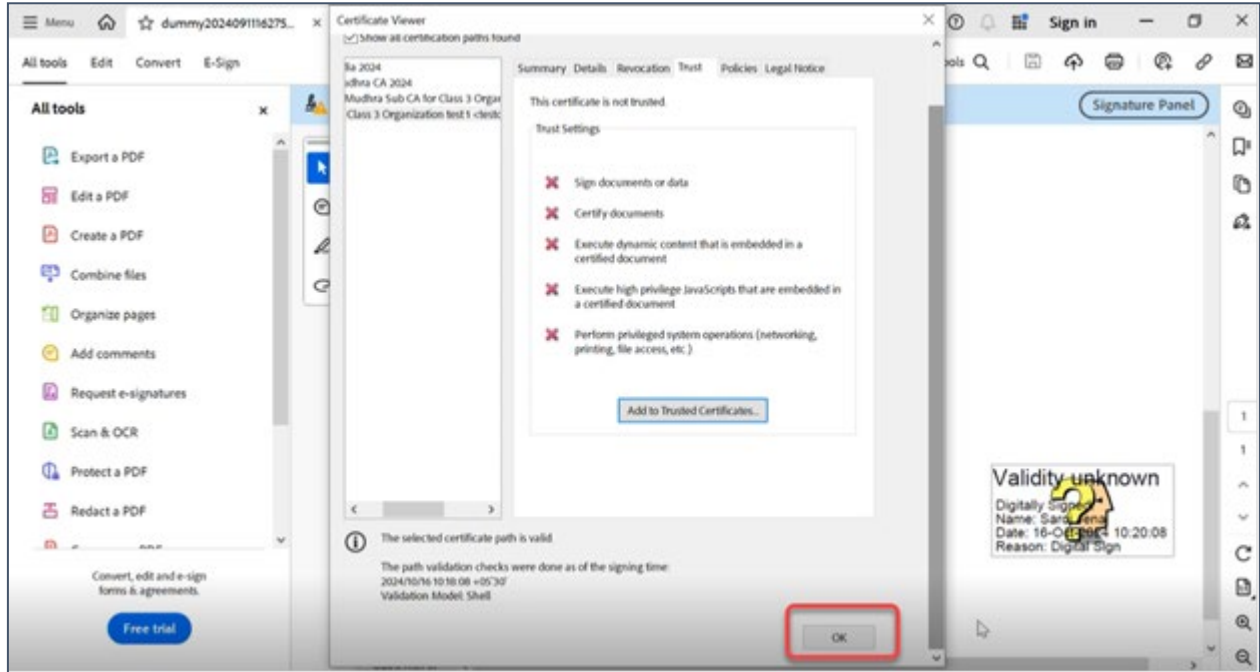- Click on the **OK** button to confirm and change the trust settings.

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.

Figure 3-73 Add Trusted Certificates

- Scroll down and click on **OK** button.
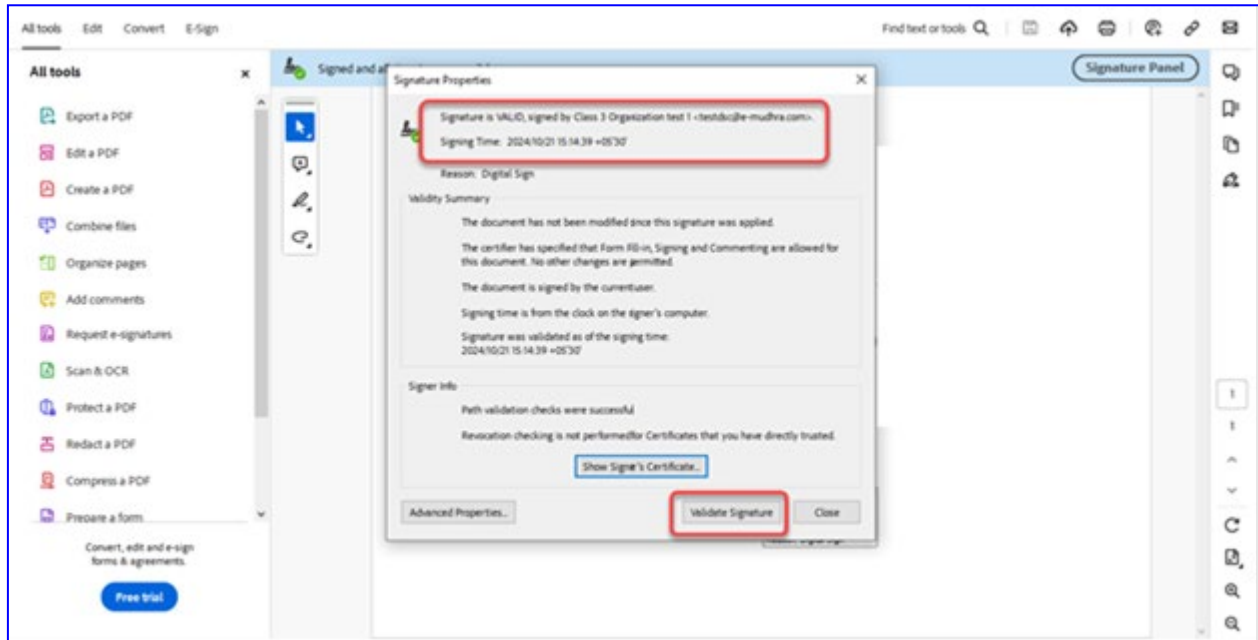
Figure 3-74 Add Trusted Certificates

- Click on **Validate Signature** button.

- The signature is validated successfully.

Figure 3-75 Validate Signature

- Click on the Validate Signature.

- Click on **Close** button.
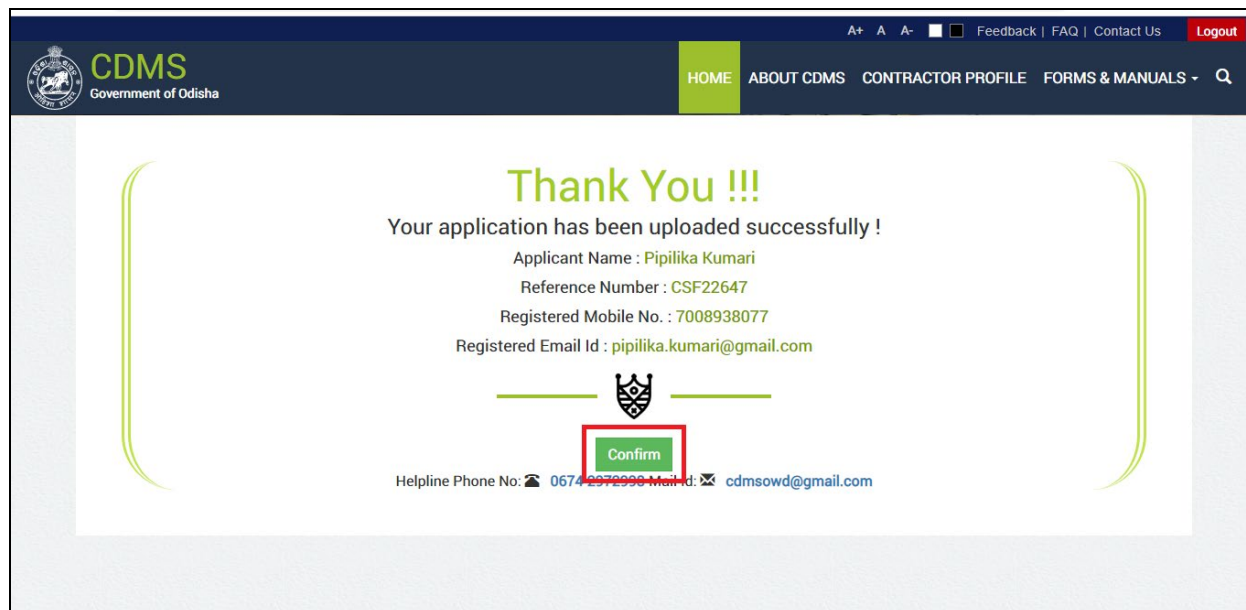
Figure 3-76 Verified Signature

- 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.
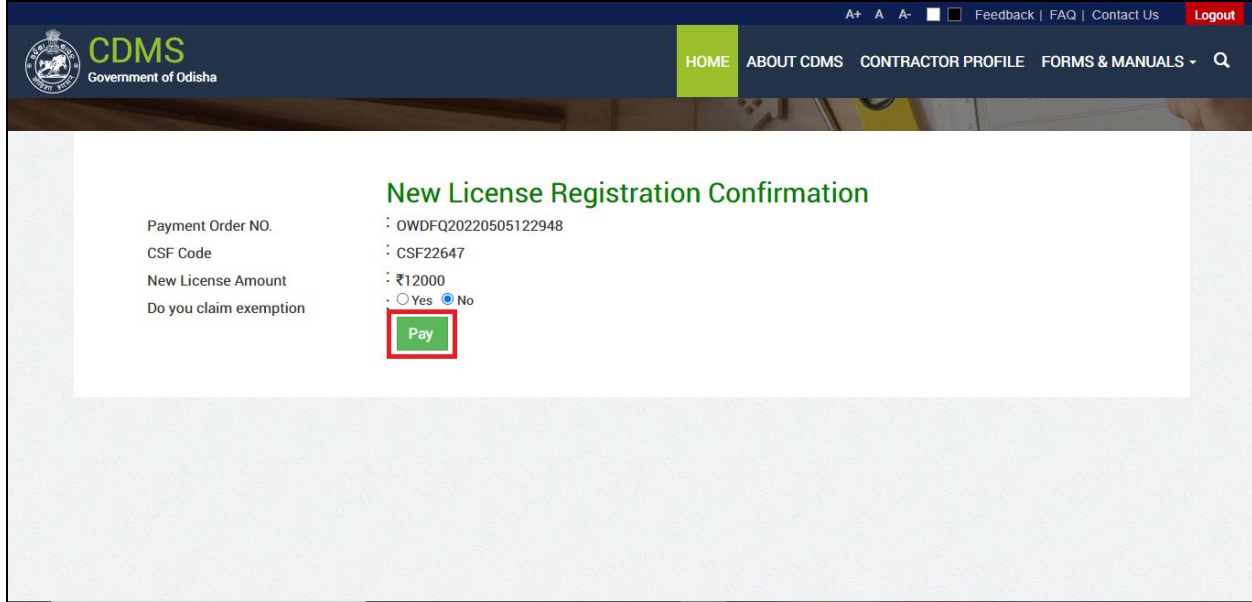
Figure 3-77 Registration Confirmation Screen

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.
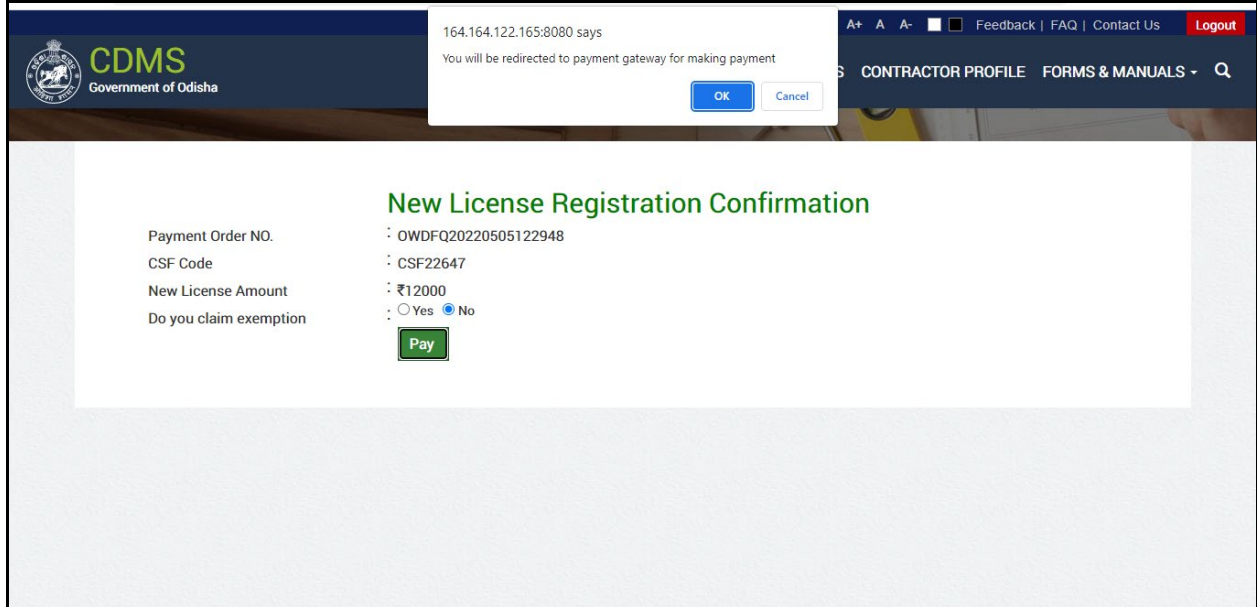
Figure 3-78 New Registration Confirmation Screen

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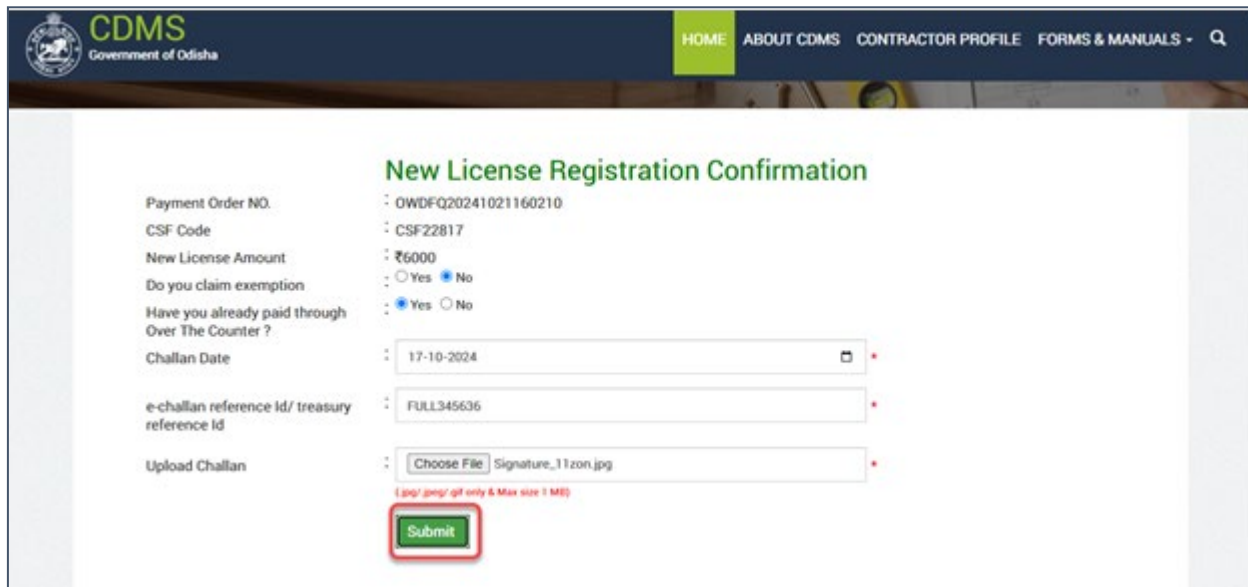
A system generated confirmation alert will appear on the display screen.

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.
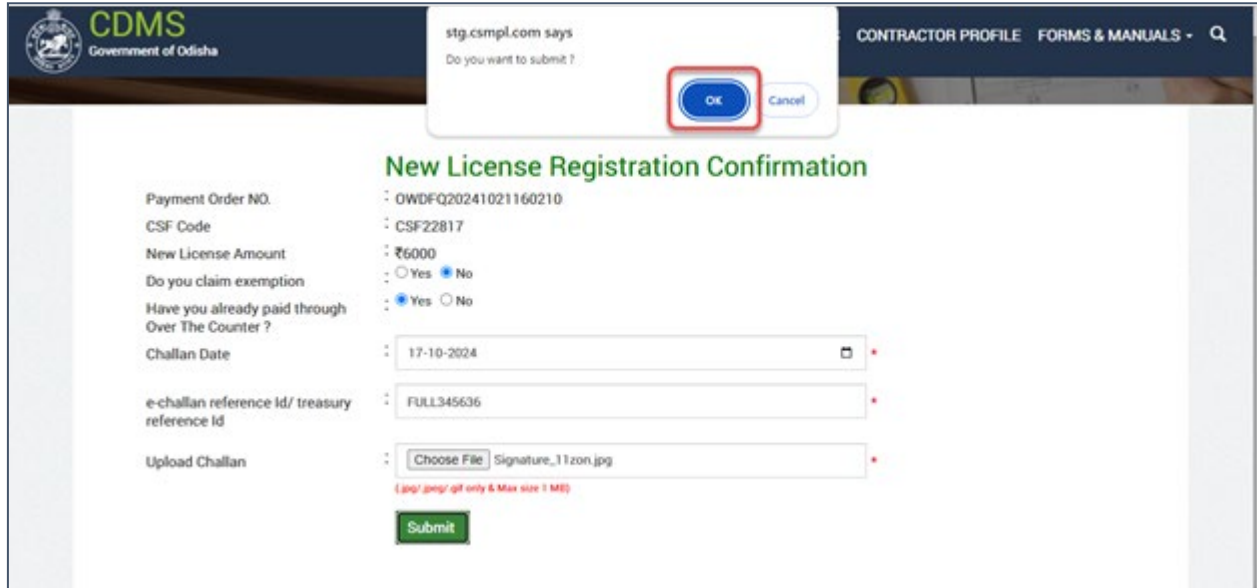
Figure 3-80 New Registration Confirmation Screen

- 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.

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.

Figure 3-82 Confirmation Screen

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

Figure 3-83 License Issuing Authority Copy Screen

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

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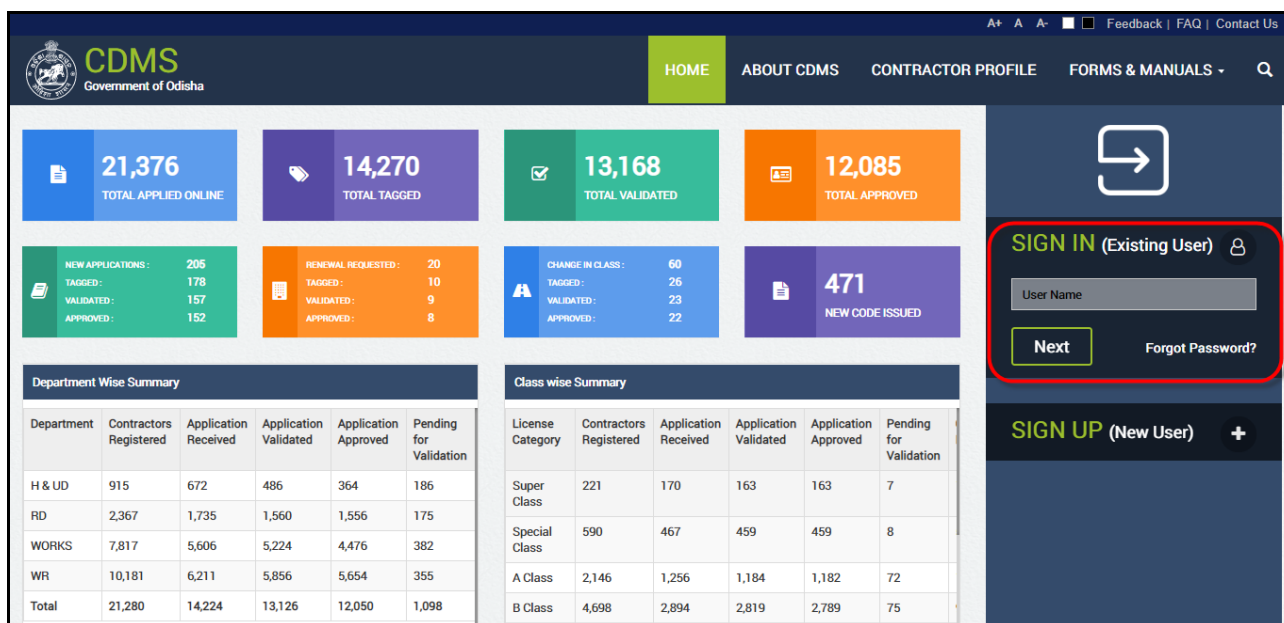
Figure 4-1 Home Screen
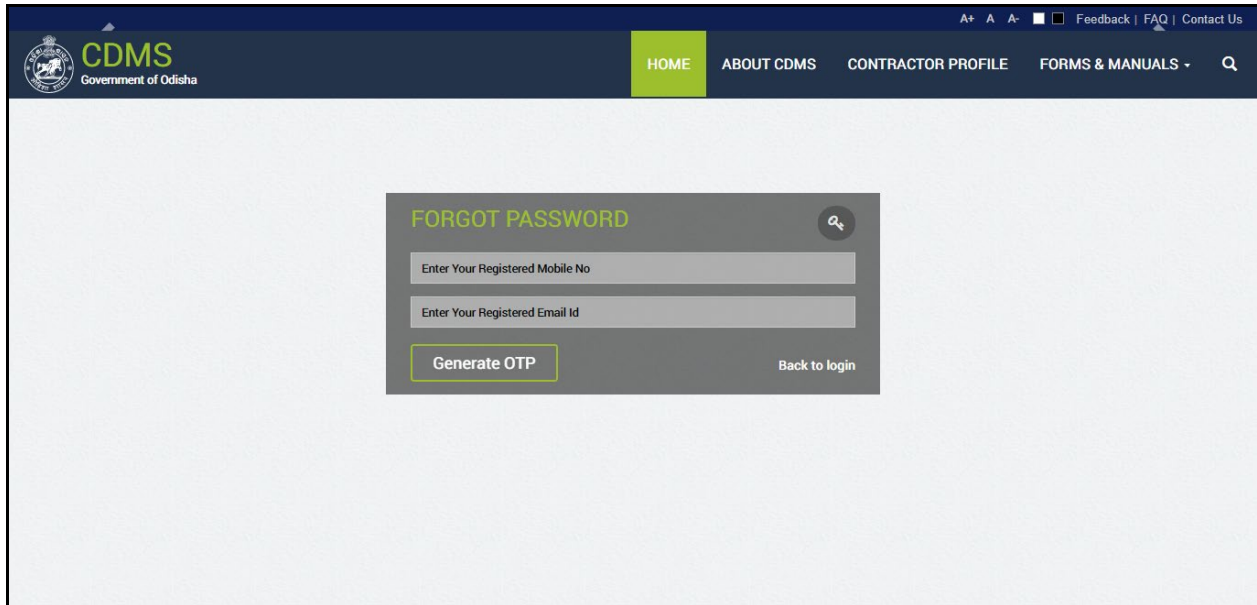
For Signing in, refer to the highlighted area in Fig. 4-1.

- Enter the user name in the textbox provided here.

- Click on **Next** button to enter the password.

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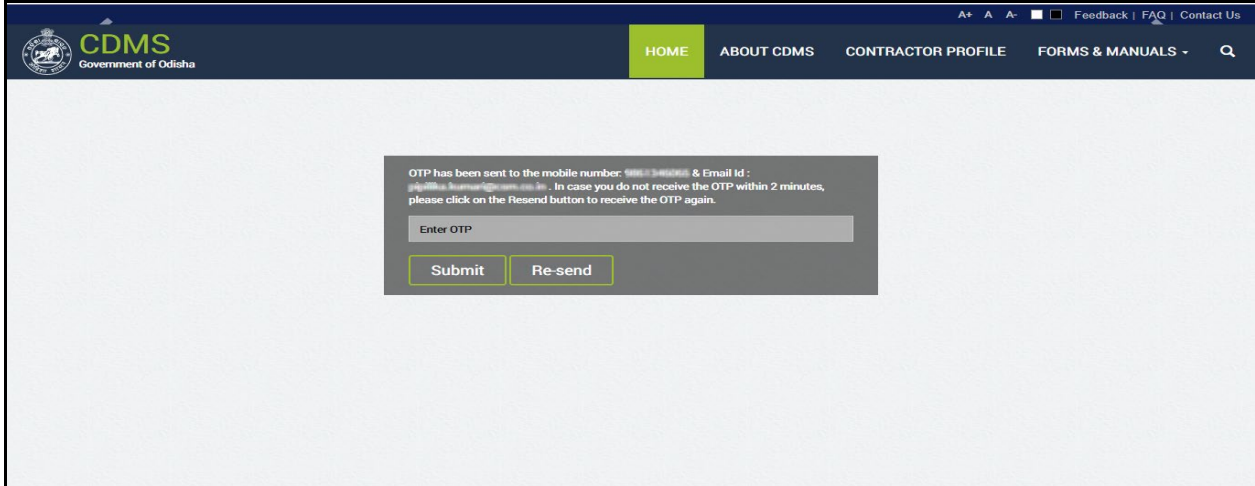
Select Forgot Password button.

Figure 4-2 Forgot Password Screen

- Enter your registered mobile number.

- Enter your registered email ID.

- Click on Generate OTP button.
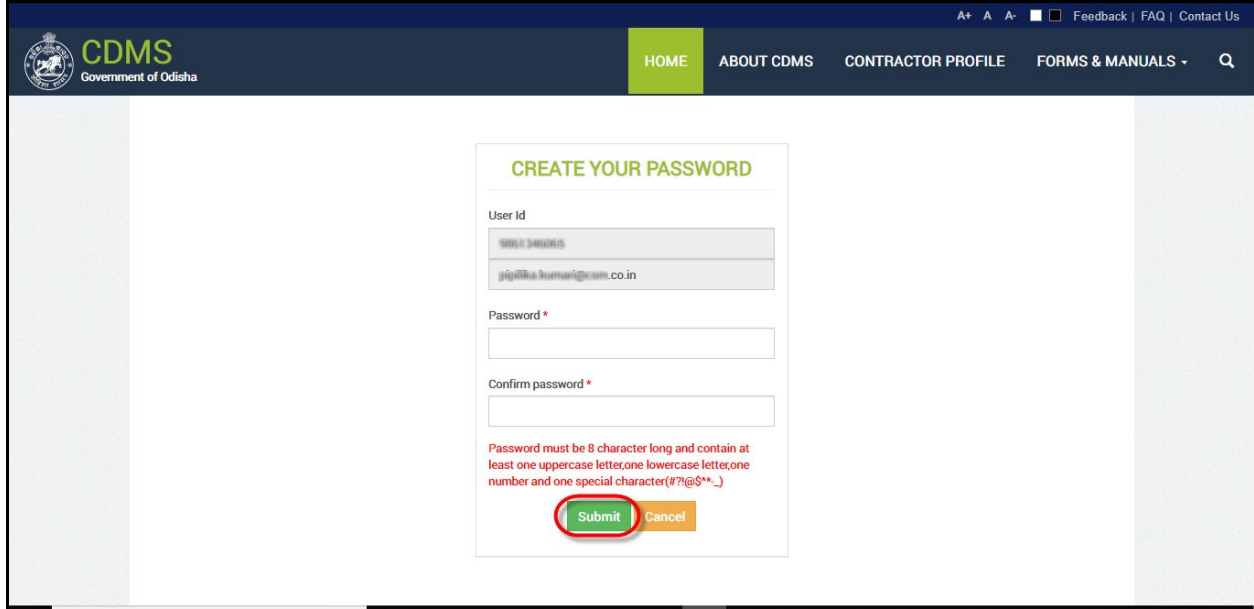
Figure 4-3 Enter OTP Screen

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.

Figure 4-4 Create Your Password Screen

- Enter a valid password in the given space and re-enter the same to Confirm Password.
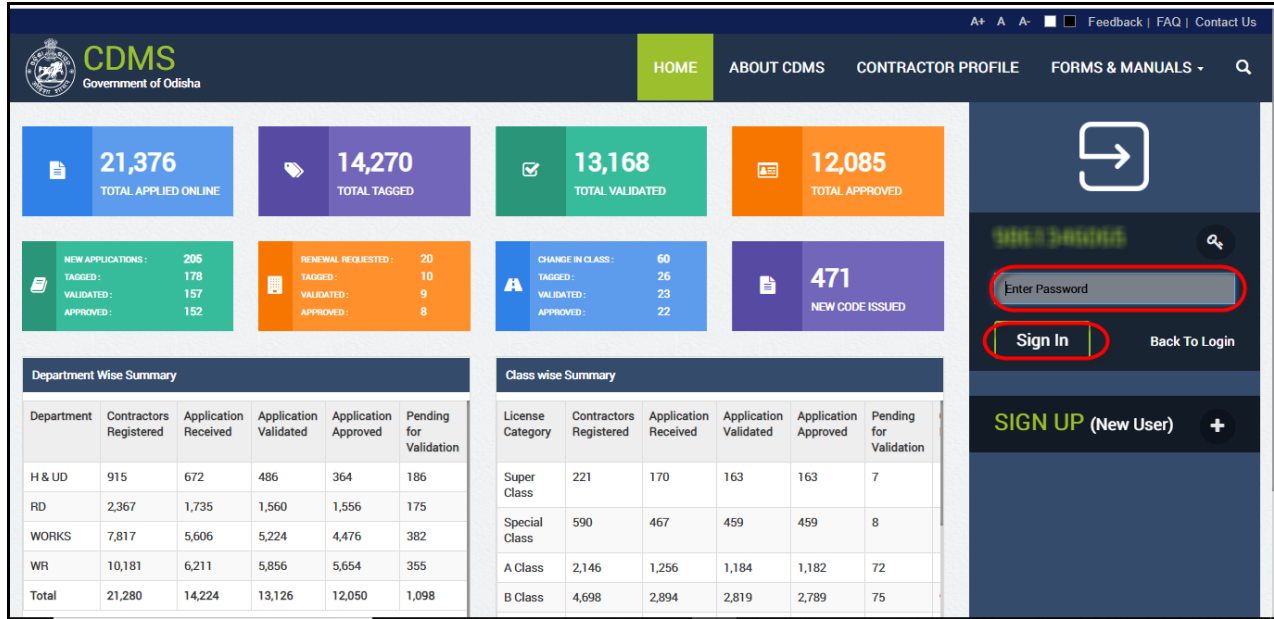
Please Note: The password should be 8 characters long with the given conditions as highlighted in red.

- 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.

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.

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.

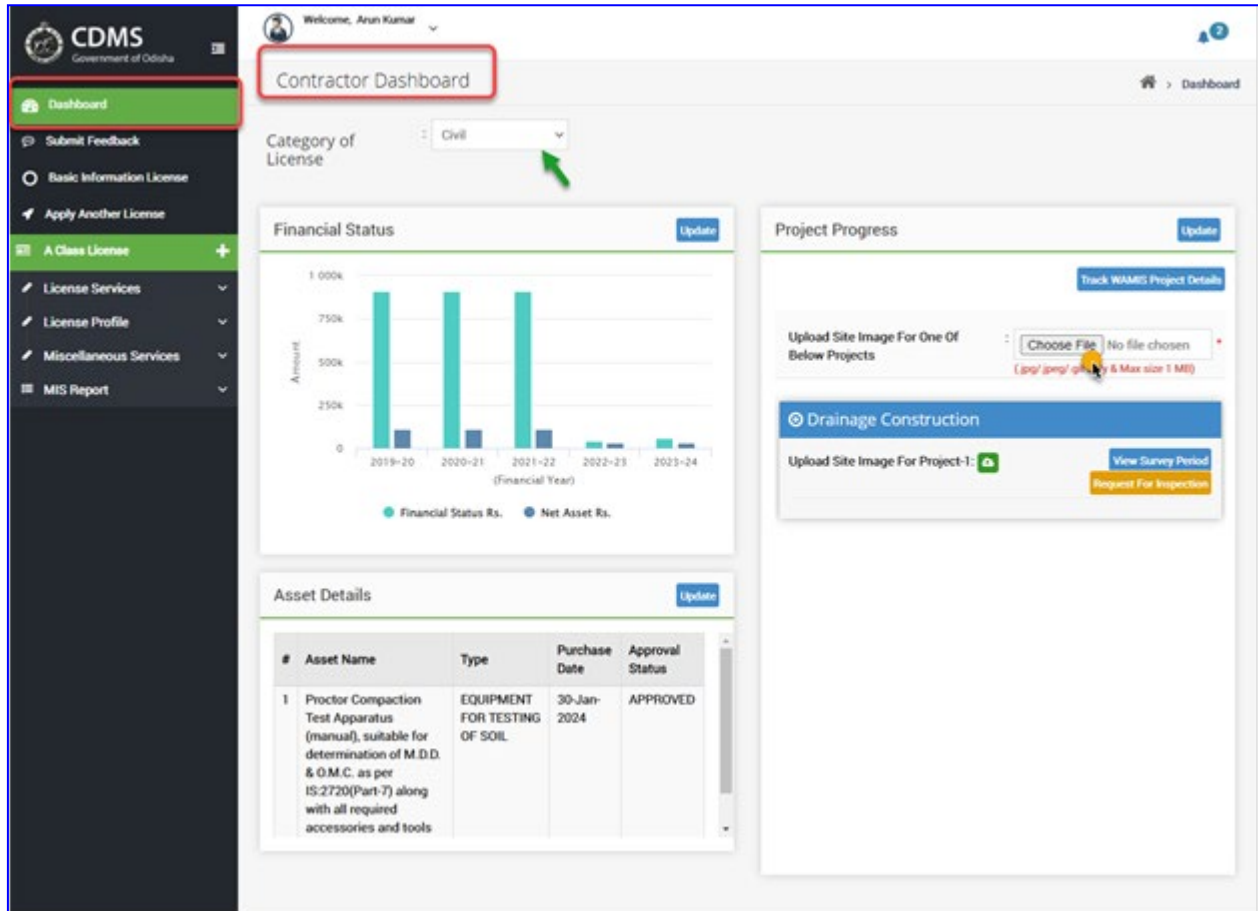- The project progress will show the project name with options like request for inspection, upload site image and request for job completion Certificate. The project progress also displays the project completion percentage too.

On the left-hand side, the CDMS dashboard contains necessary meny and sub-menu tabs as shown below –
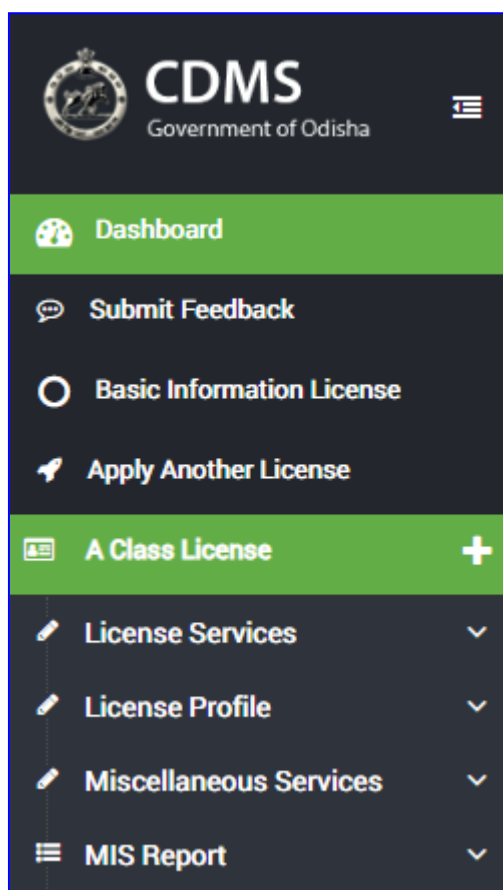
Figure 5-2 Menu Link Screen

6 SUBMIT FEEDBACK

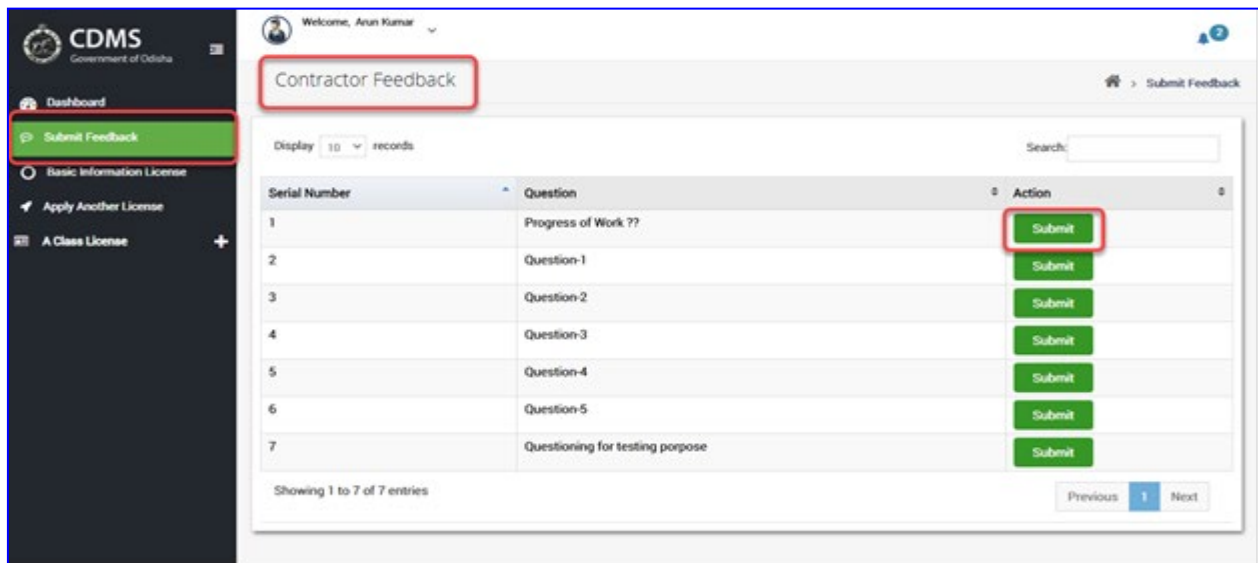To submit a feedback on few predefined questionnaire, use the "**Submit Feedback**" tab provided in the menu section of the application. Describe the type of issue you are experiencing or send suggestions by clicking the tab. Refer encircled tab in **Fig. 6-1.**
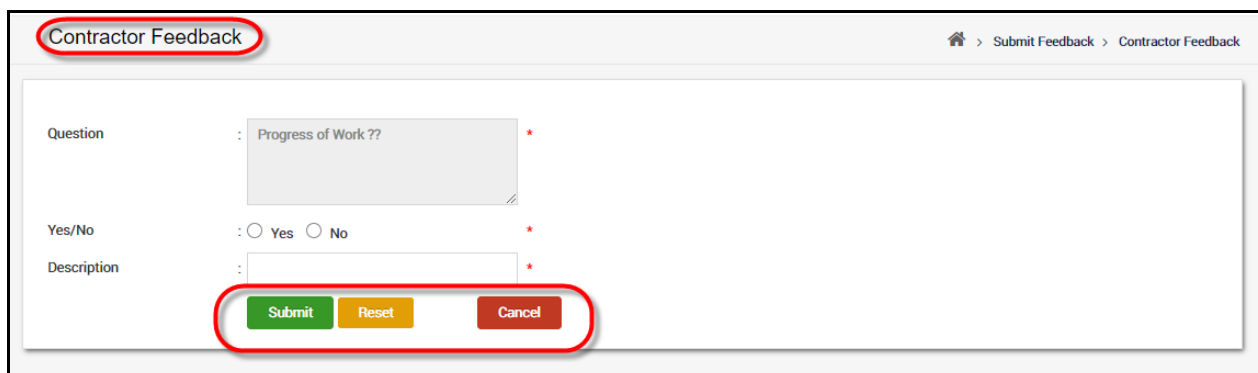
Figure 6-1 Submit Feedback Screen

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.

Figure 6-2 Contractor's Feedback Screen

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

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.
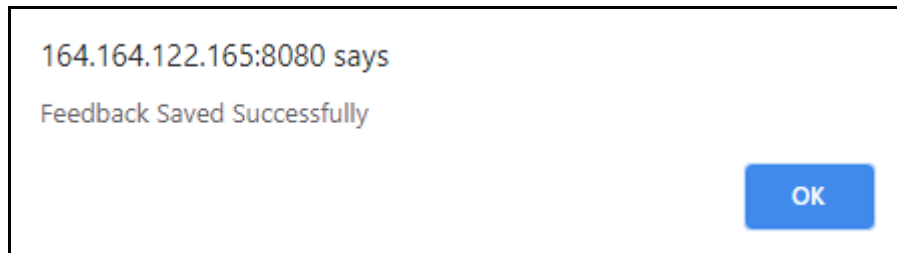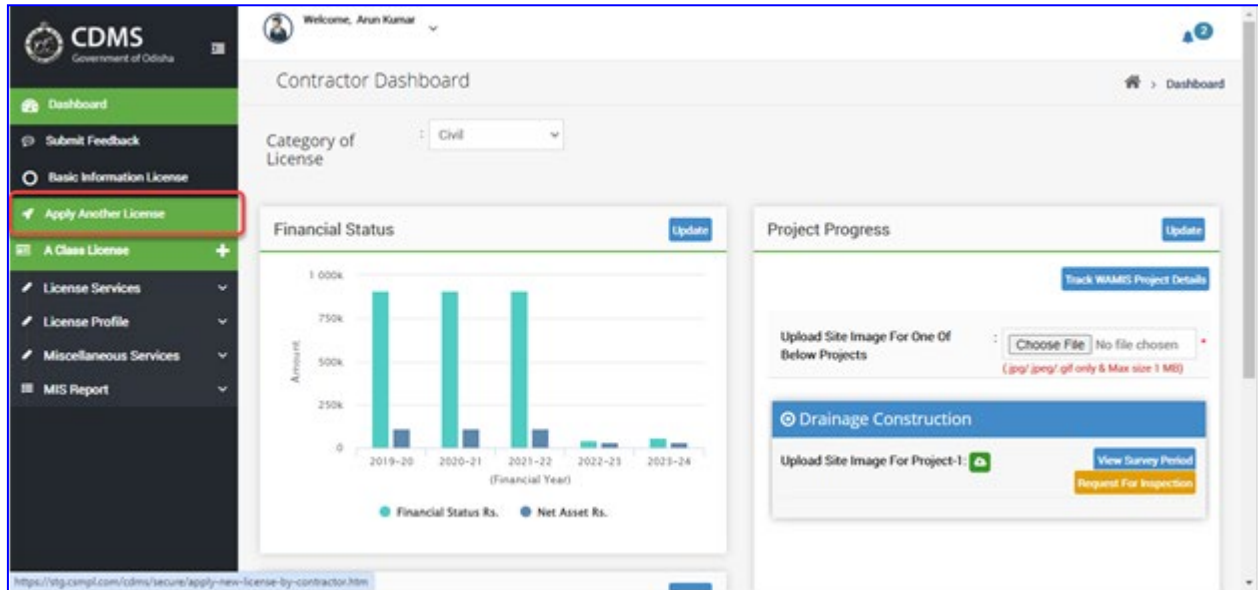

Figure 6-3 Feedback Submission Confirmation Message Screen

- 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.**

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.

Figure 7-2 For Existing License Holder Screen

- 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.
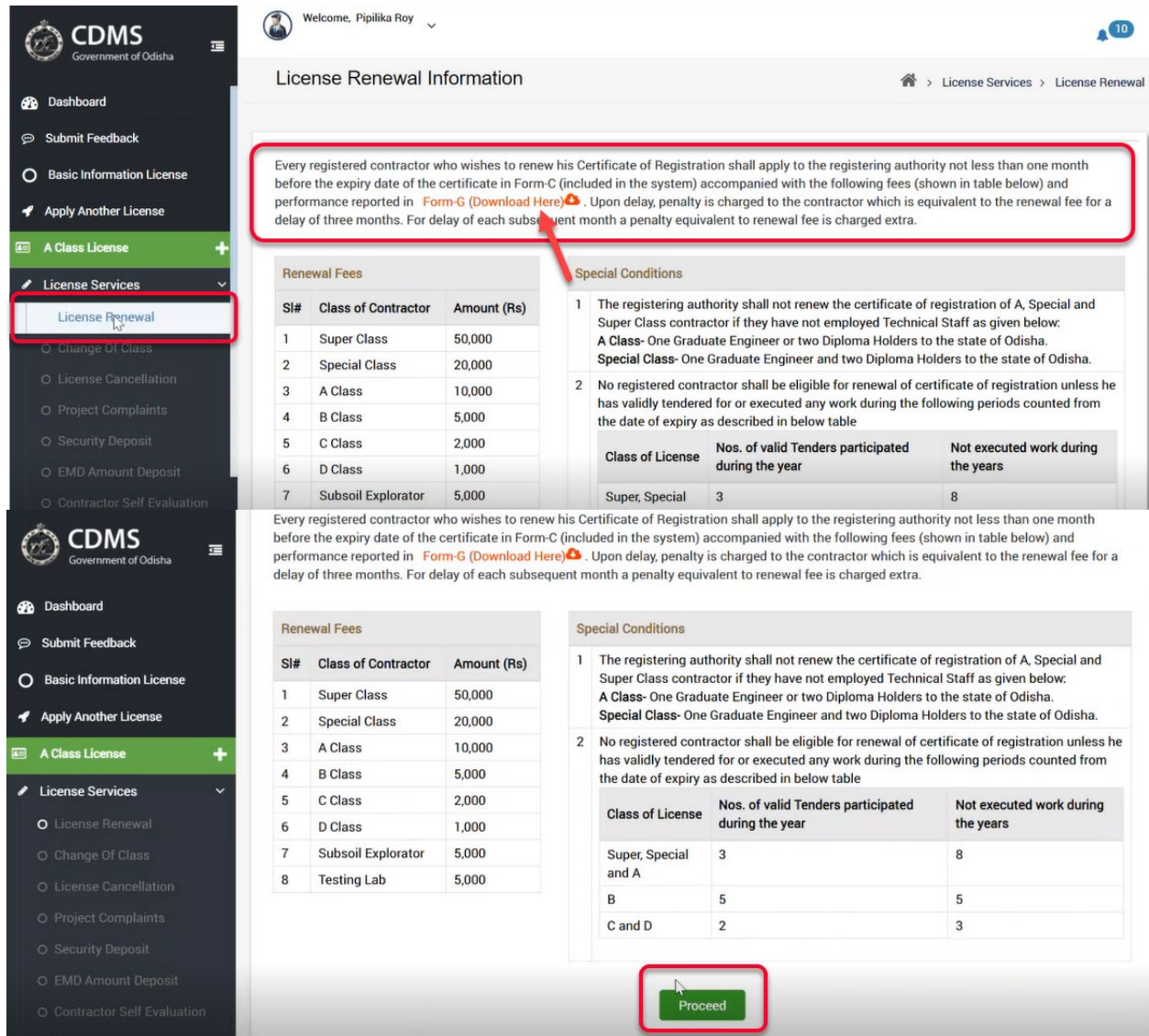
8 A CLASS LICENSE

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.

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

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 .

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.

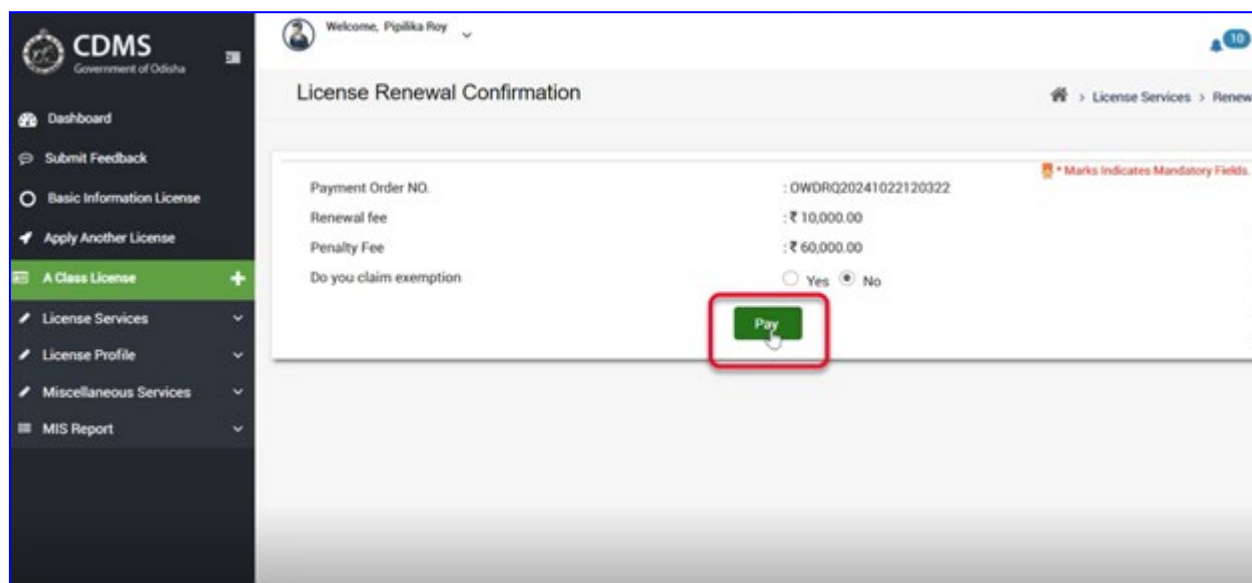- Signature of Executive Engineer is necessary.

- 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-
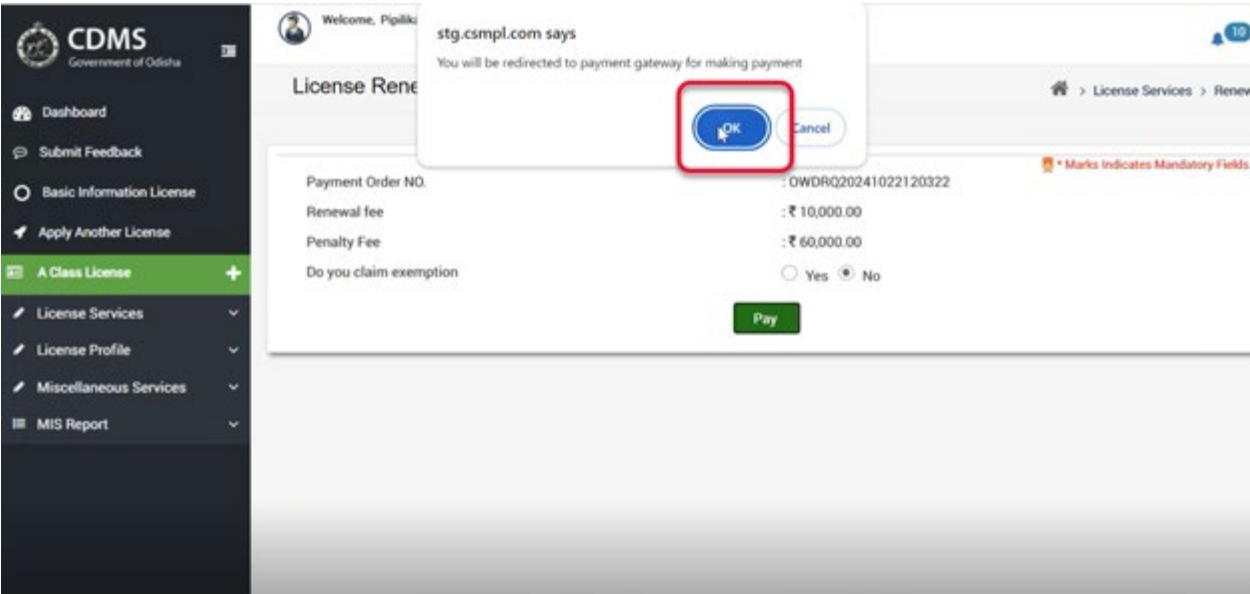

Figure 8-3 License Renewal Confirmation Screen

The License Renewal confirmation screen is displayed with the renewal fees and fine amount. To proceed on for payment, click the **Pay** button.
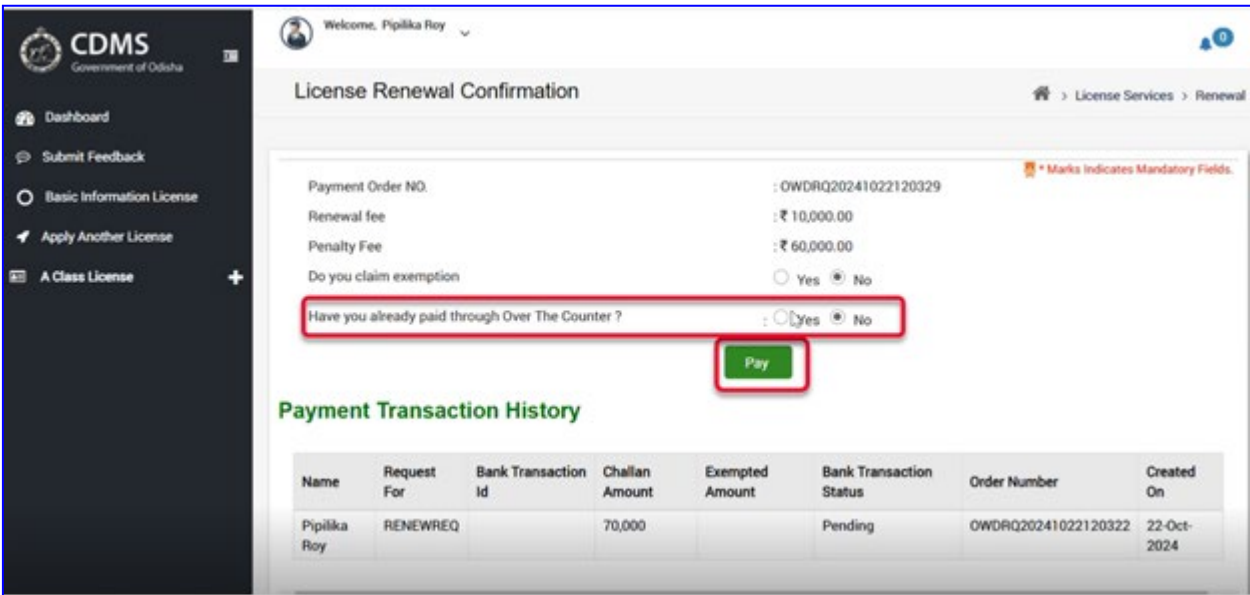
On clicking the pay, get redirected to the payment gateway section.

Figure 8-4 License Renewal Confirmation Screen

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

Figure 8-5 License Renewal Confirmation Screen
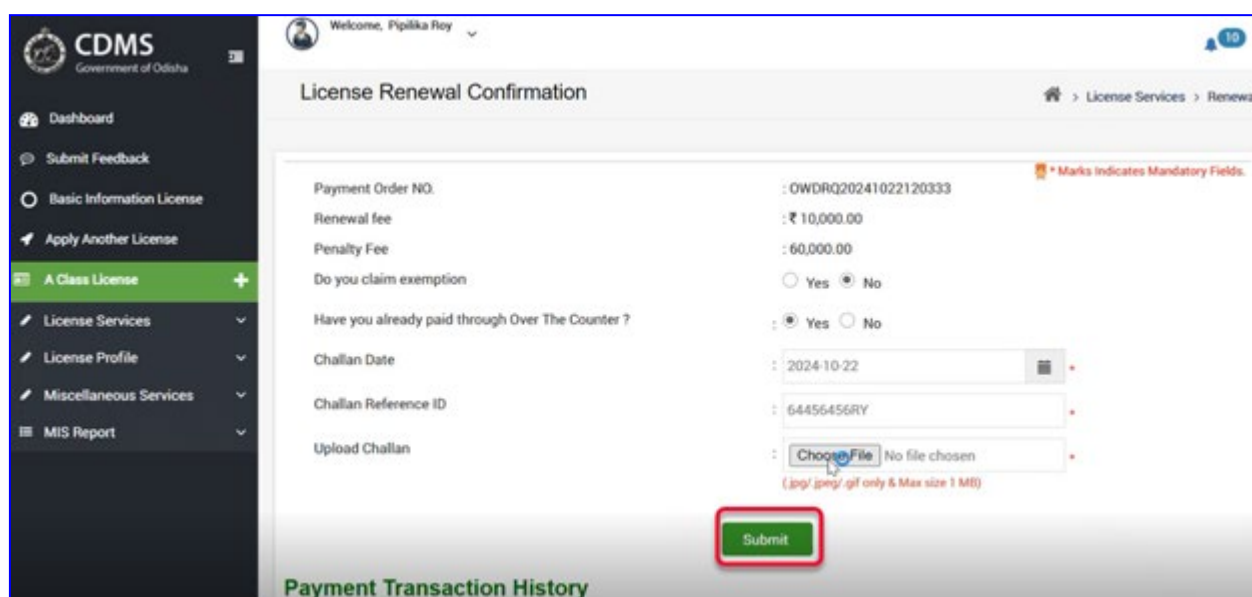
Taking reference from Fig. 8-5

- If you have already make payment through offline mode, then select yes option and confirm.

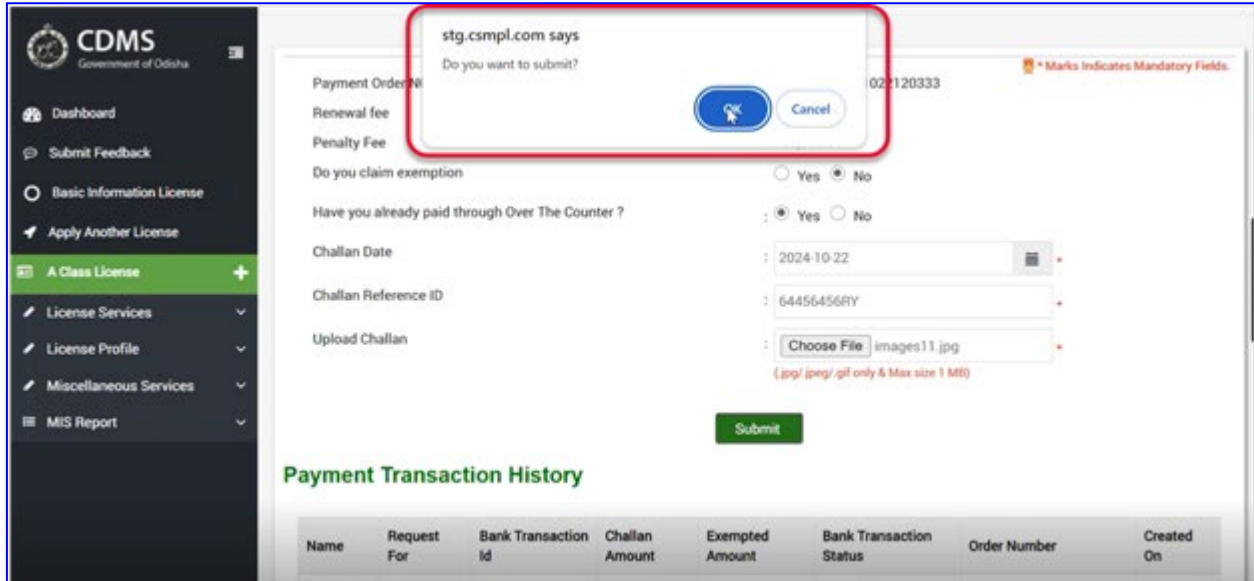- Or, click on the No, option and proceed to make payment online.

A. For offline mode.

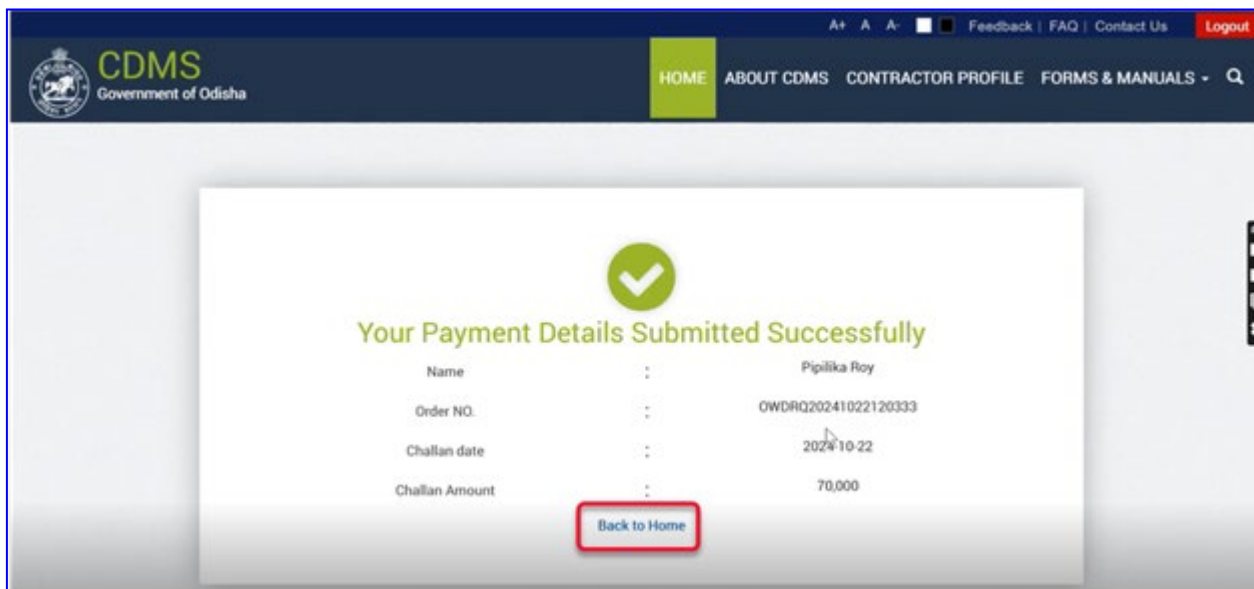**Figure 8-6** License Renewal Payment Screen

- 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.

Figure 8-7 License Renewal Payment Screen

- Click on the **OK** button to confirm and close the pop-up message.

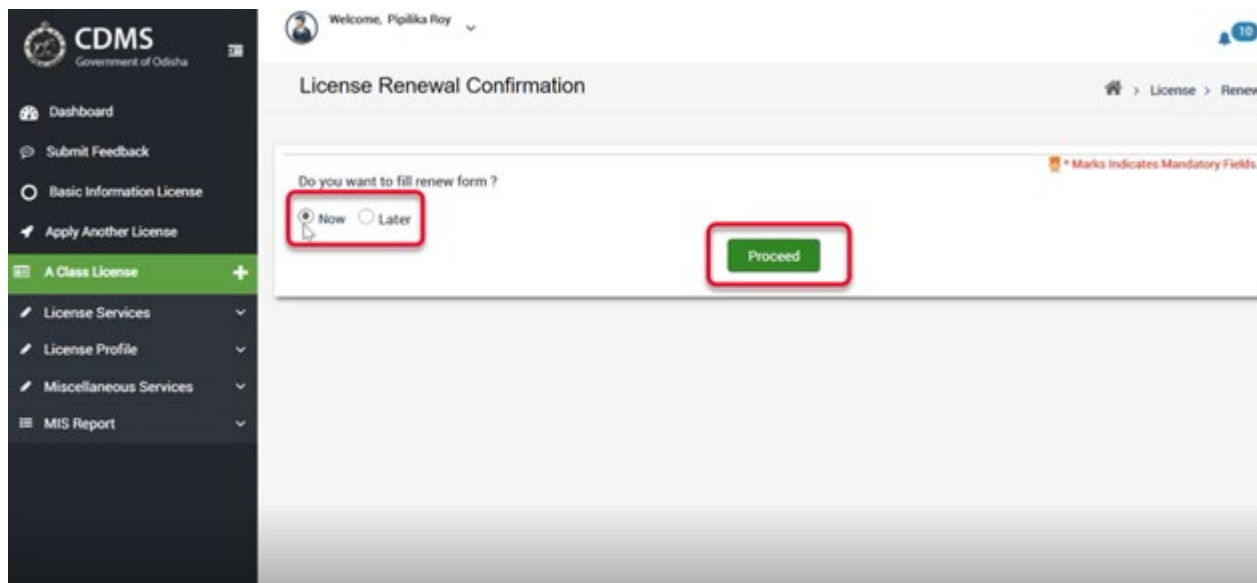- On confirmation only, the payment detail is submitted successfully.

Figure 8-8 License Renewal Payment Successful Confirmation Screen

- 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.

Figure 8-10 Renewal of Registration Screen

- 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.

  o Select the financial year, Tender ID, Department, upload tender summary report and click on Add button.

- Update the latest information about the TAX paid.

  o 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.

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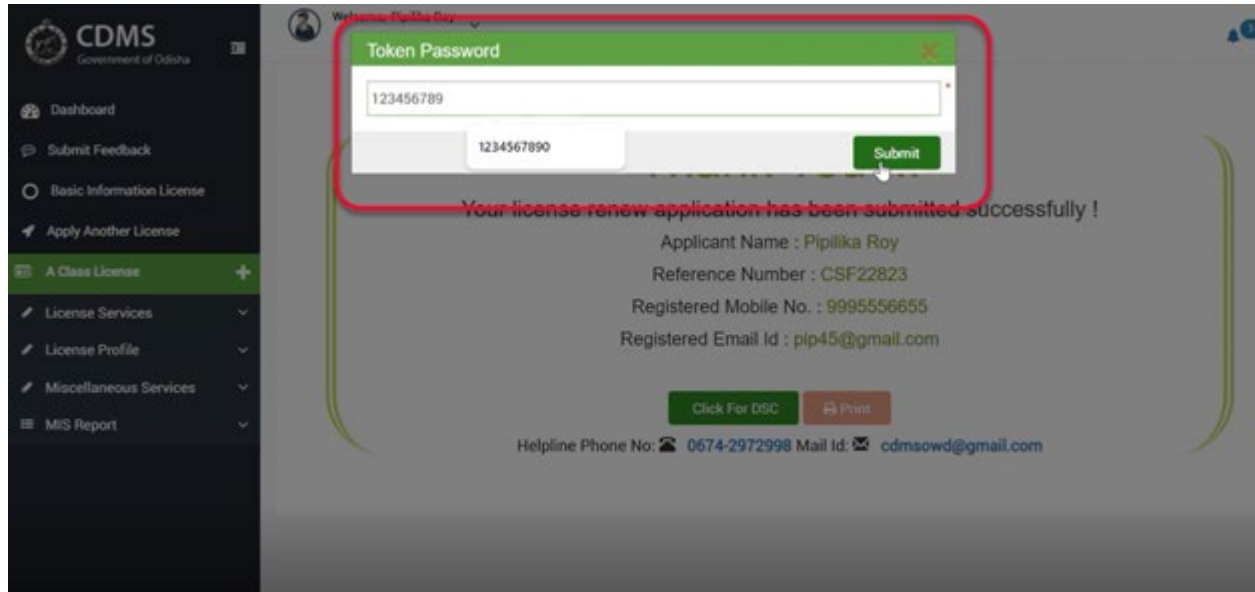
Figure 8-12 Renewal of Registration Application Submitted Successfully Screen

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

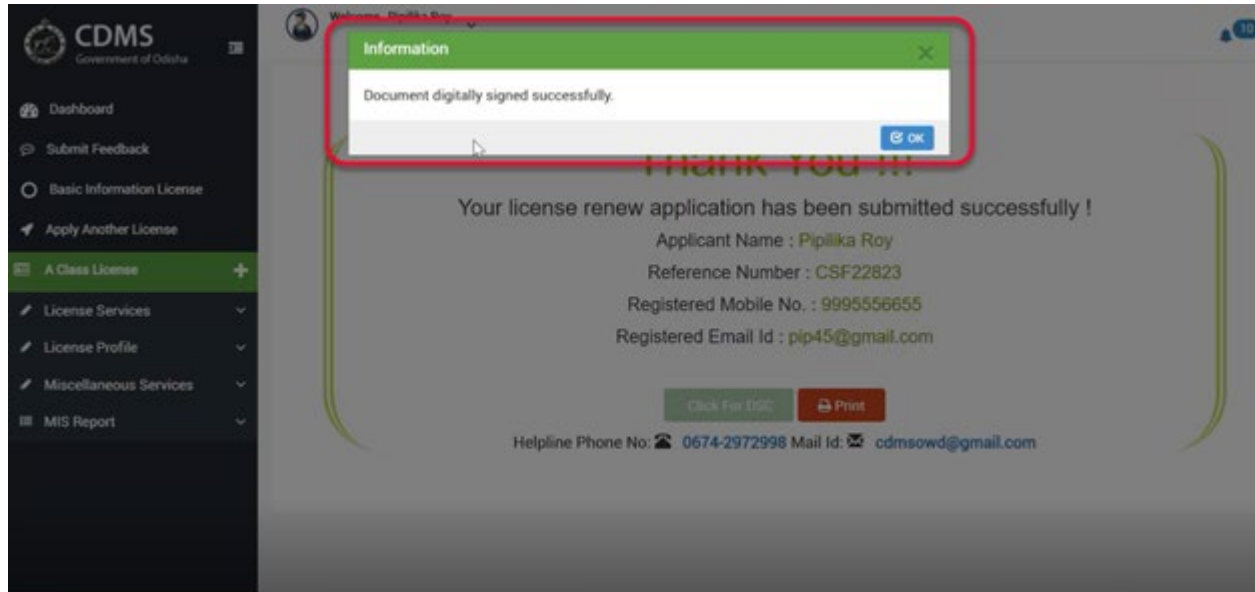- Enter the Token Password to do DSC.

Figure 8-13 Token Password Screen

- On entering the Token Password, click on **Submit** button.

- On confirmed submission, the document is signed digitally successfully.
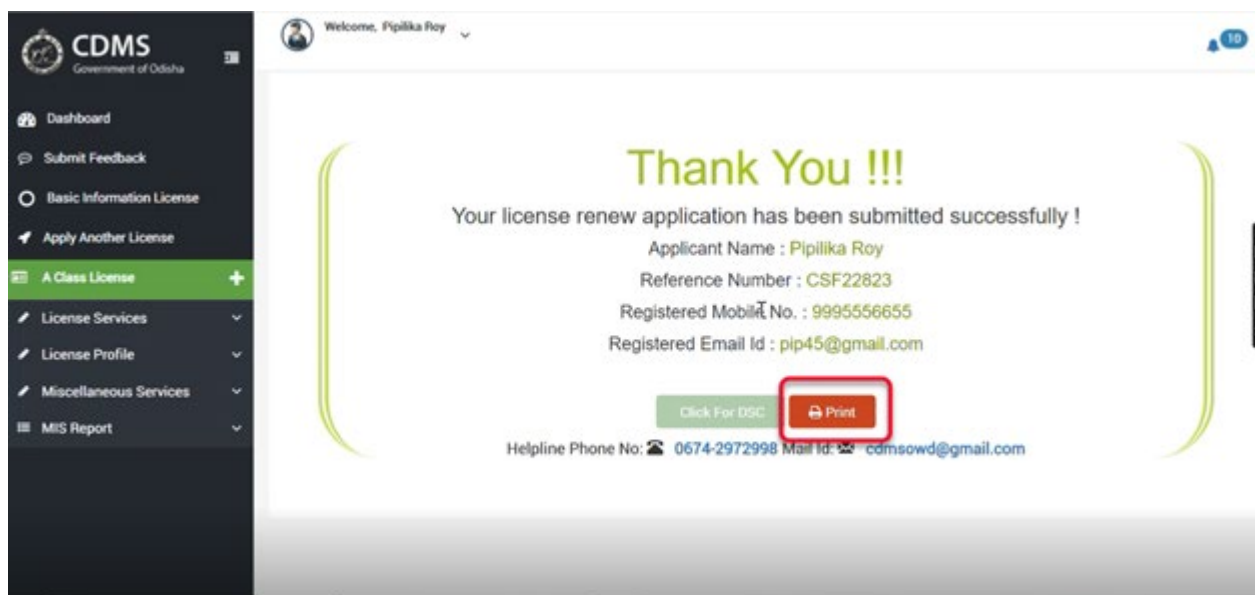
Figure 8-14 Digital Signing Confirmation Message Screen

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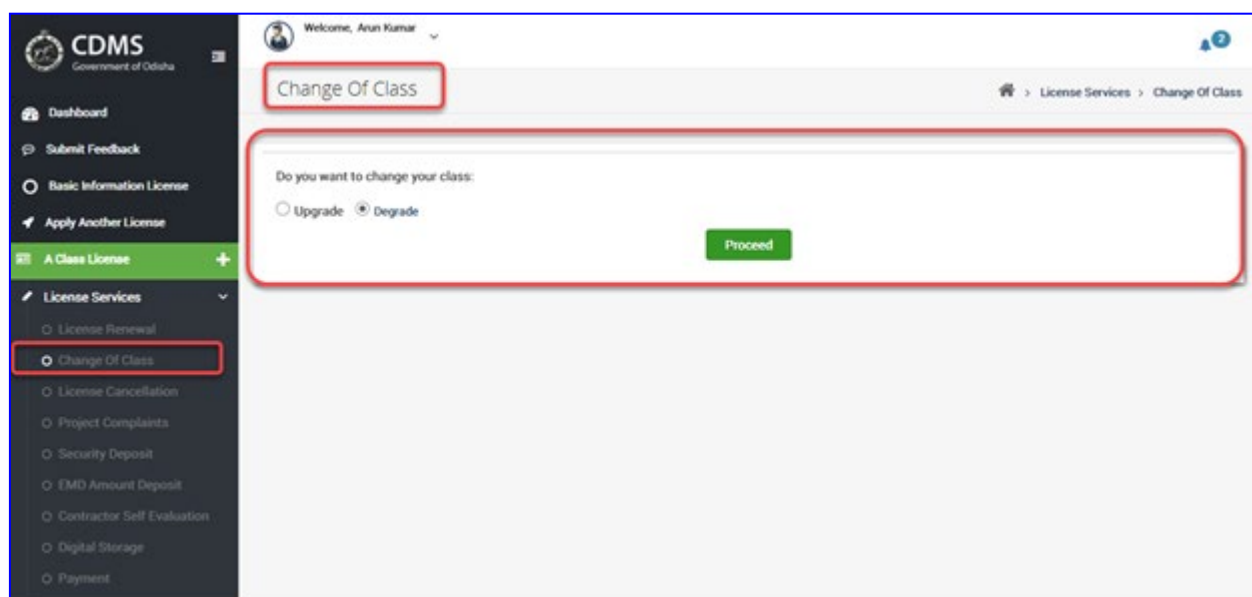

Figure 8-15 Renewal of Registration Application Submitted Successfully Screen

- 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**.
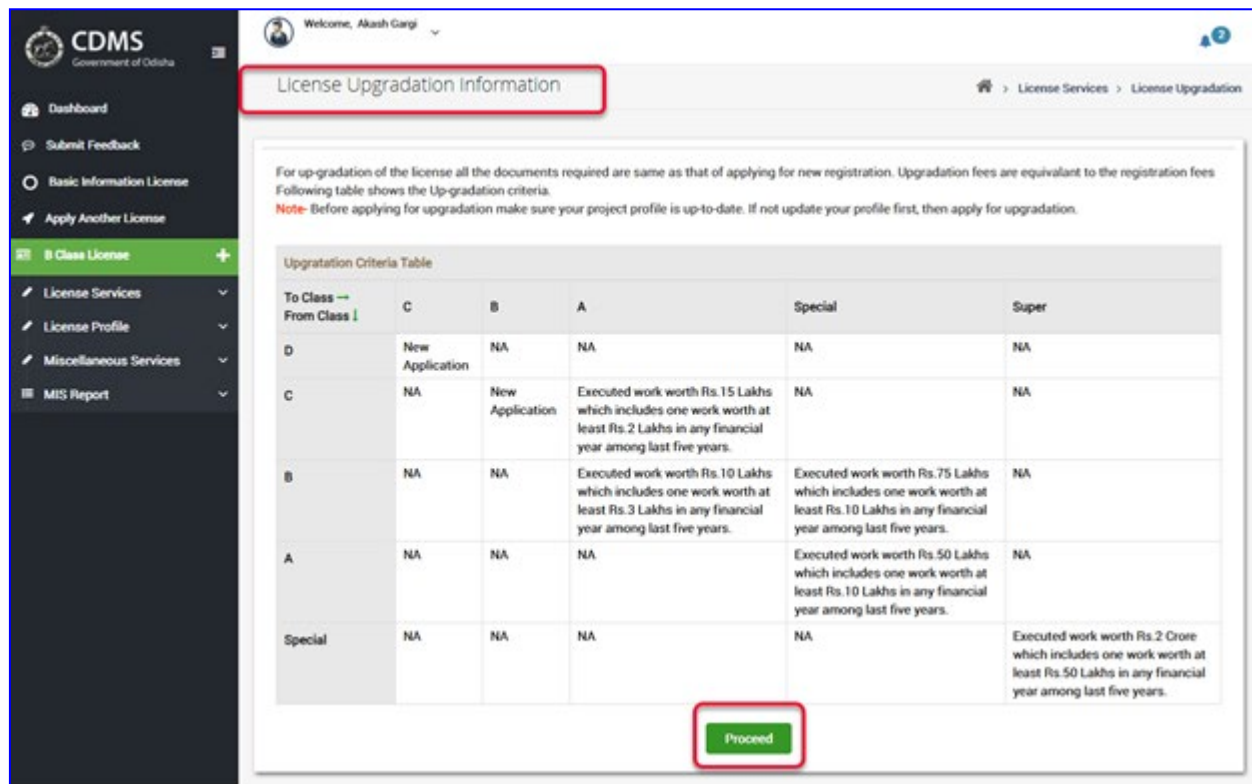

Figure 8-16 Change of Class Screen

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

a) 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.
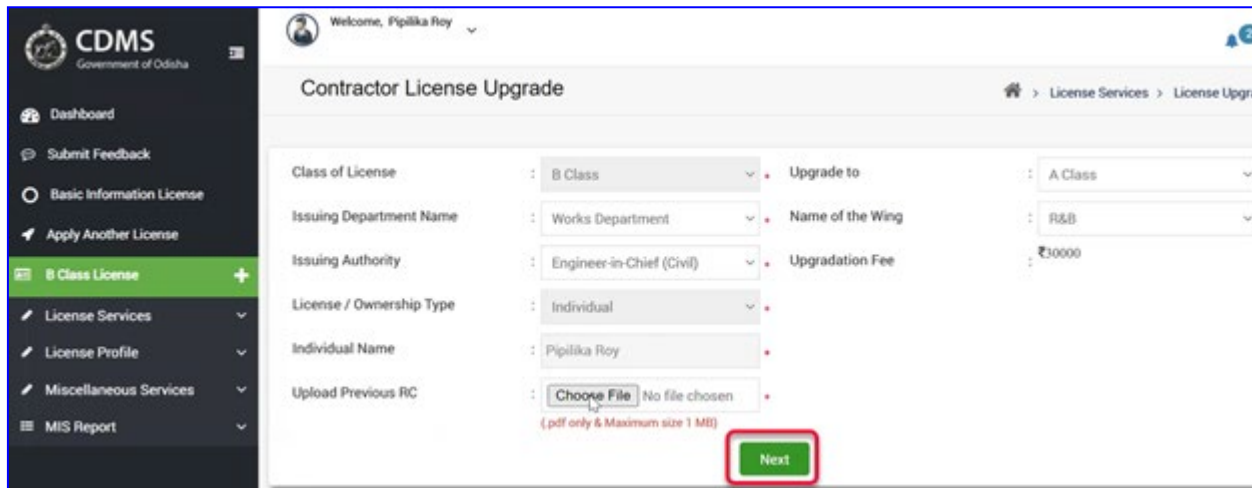
Figure 8-17 Change of Class Screen

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.

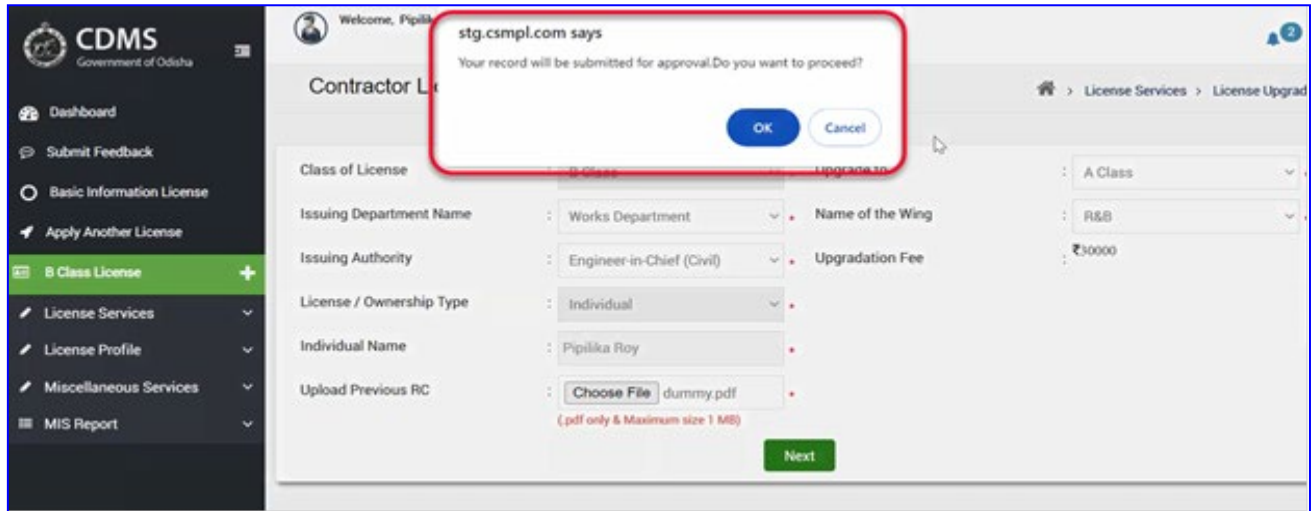- Click on **Proceed** button, if you want to upgrade the license status.

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

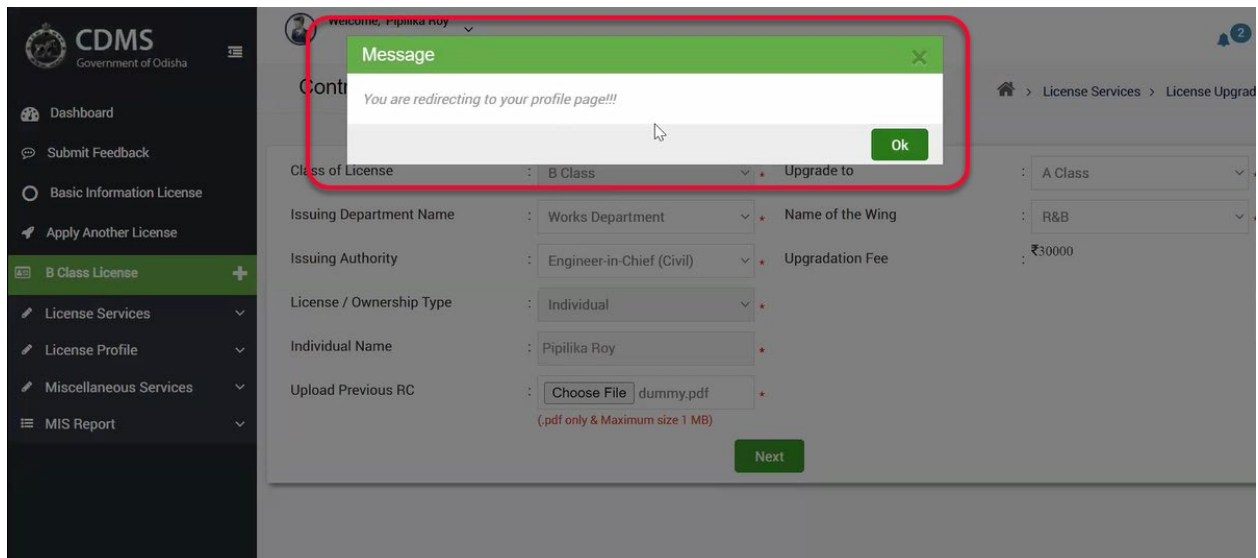A pop-up window will appear. Refer the screen shared below.

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

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

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

Welcome, Raj ⌄

Basic Information [License]

Category of License	: Civil	Class of License	: Special Class
Issuing Department Name	: Works Department	Name of the Wing/Organisation	: R&B
Name Of the Office	:	Issuing Authority	: Engineer-in-Chief (Civil)
Registration Number	: 773CV847	Date of Issue	: 13-Aug-2019
License Valid Till	: 31-Mar-2022	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	District	: Angul
Block/ULB	: Angul	GP/Ward Number	: Angarabandha
Police Station	: cxds	Post Office	: dsf
Village / Local Area Name	: Khandahata	Habitation/Street/Land Mark	: fdgdf
House Number	: sd	PIN	: 752025
Address Proof Document	: Passport	Address Proof File	:
Mobile Number	: 8895889588	Email (As used in Odisha e-Proc)	: mas@csmpl.com

Permanent Address

State	: Odisha	District	: Angul
Block/ULB	: Angul	GP/Ward Number	: Angarabandha
Police Station	: cxds	Post Office	: dsf
Village / Local Area Name	: Khandahata	Habitation/Street/Land Mark	: fdgdf
House Number	: sd	PIN	: 752025
Address Proof Document	: Passport	Address Proof File	:
Mobile Number	: 8895889588	Email	: mas@csmpl.com

Statutory Compliances [Individual]

Type of Document	Number	Upload Scan Copy
PAN	FPFPS5563H	
AADHAAR Number	111111116478	
GST Number	21FPFPS5563H5AS	

Financial Health of the Licensee

Financial Year	Turnover Amount(₹) (Civil 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)*

Sl#	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.I	Item Rate/Percentage Rate	Bridge Work	125HJ85ASD	2020-01-01	SAGTHJ1452	5,000,000
2	Works Department	R&B	Central	Bhubaneswar (R&B) Division No.I	Item Rate/Percentage Rate	New Temple Work	ACF678	2020-01-03	ADSHNV7856	5,000,000
3	Works Department	R&B	Central	Bhubaneswar (R&B) Division No.I	Item Rate/Percentage Rate	Bridge Work	ASBHJU7865	2020-01-03	SA233SGGS77	6,580,000

Sl#	Date of Commencement (L)	Stipulated Date of Completion (M)	Work Status(As on 30-Sep-2016) (N)	Work Execution Certificate	Actual Date of Completion (O)	Executed Amount (Till 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		Not Available	4,000,000	No					
2	2020-01-05	2020-01-25	Completed		Not Available	4,000,000	No					
3	2020-01-04	2020-01-28	Completed		Not Available	4,000,000	No					

Asset (Major Equipment) Details

Sl#	Asset Type	Asset Name	Make	Model	Purchase Date	Dealer's Name	Invoice Number	Registration/Machine Number
1	Machinary	Bitumen Pressure Distributor	rt544	yh76	2020-05-12 00:00:00.0	erwerwer		WRWQR
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	2020-05-12 00:00:00.0	T Tech	234234234	ERTSW

Technical Personnel [with the Licensee]

Sl#	Name of Personnel	Designation	Date of Joining	Qualification	Certificate	Date of Birth	Professional Experience (Years & Month)	AADHAAR Number
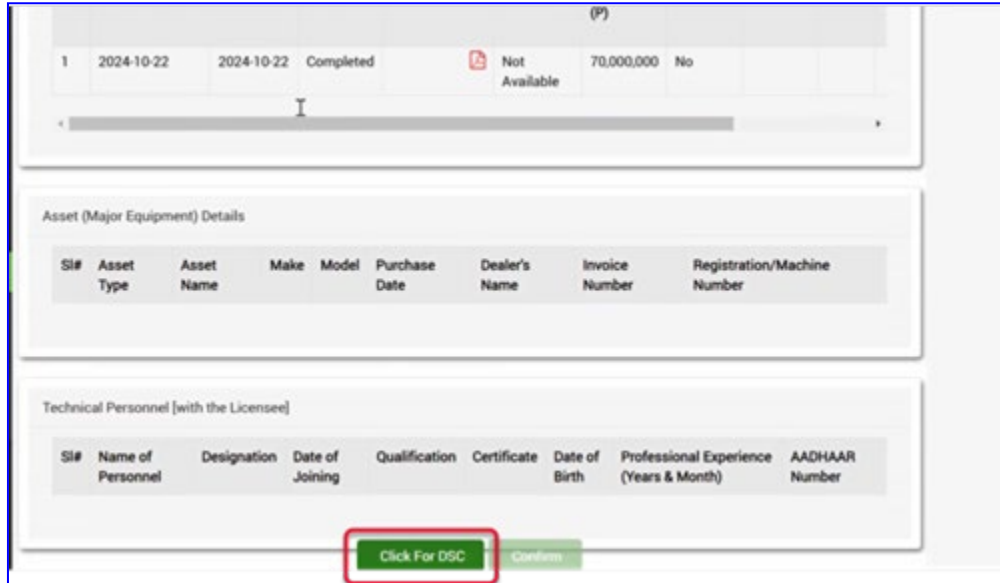
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Figure 8-21 Contractor Profile Details Screen

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.

Figure 8-22 Contractor Profile Details Screen

- Enter the Token Password and click on **Submit** button.
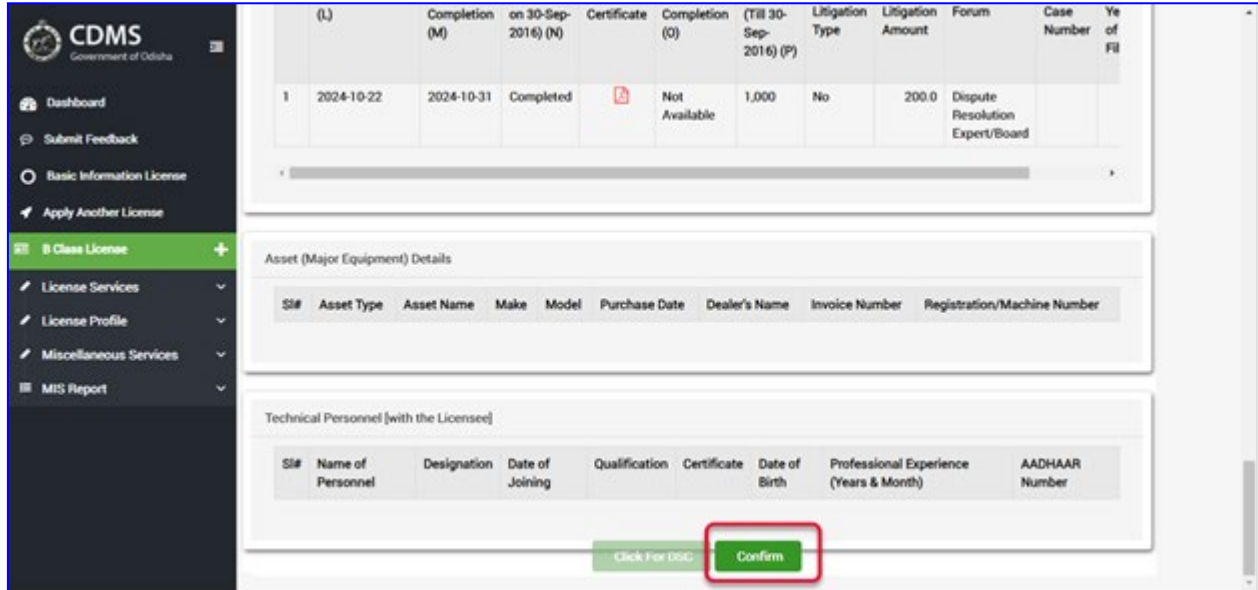
On succesful signing of the document, a confirmation message appears on the display screen.

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.
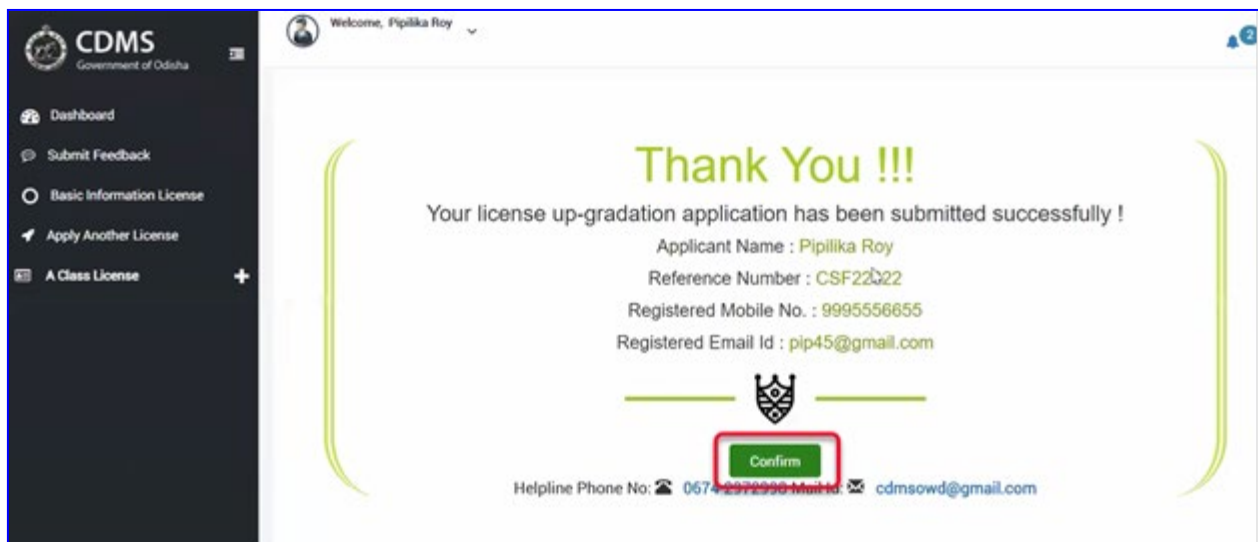
Figure 8-24 Contractor Profile Details Screen

• 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.
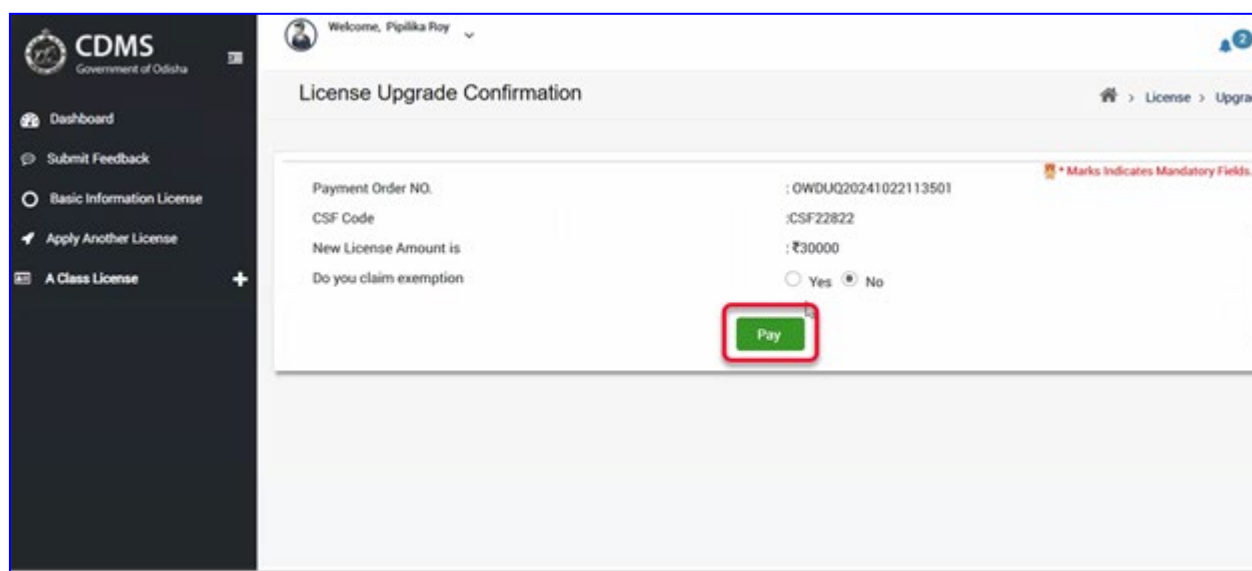
Figure 8-25 Successful Submission of License Upgradation Request Screen

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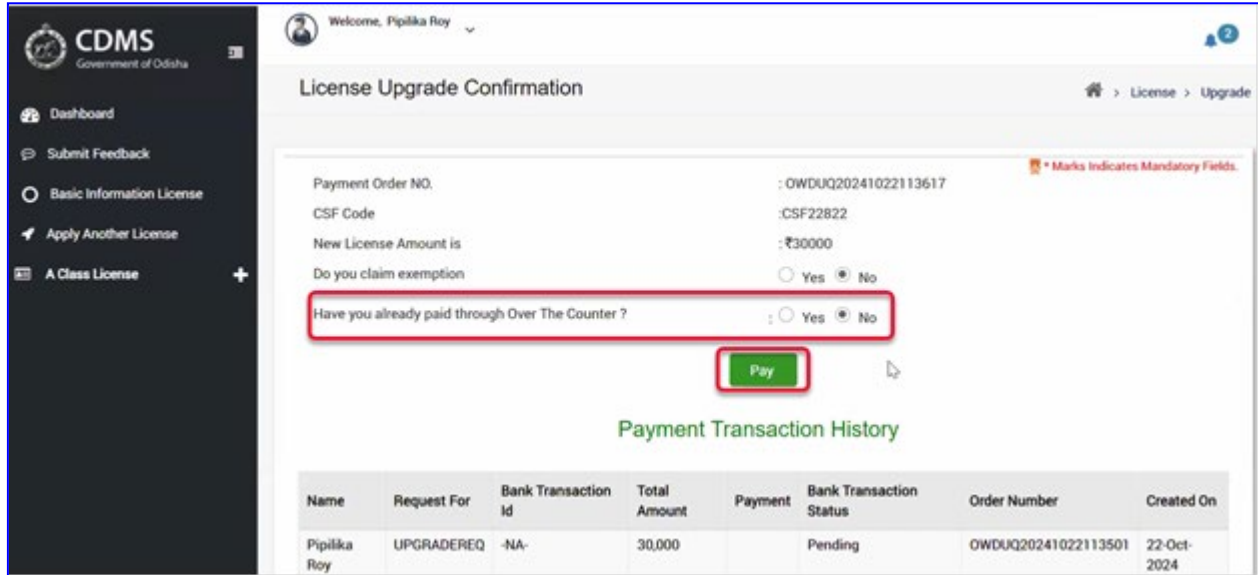
Figure 8-26 Pay for License Upgradation Request Screen

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.

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.

Figure 8-28 License Upgrade Payment Screen
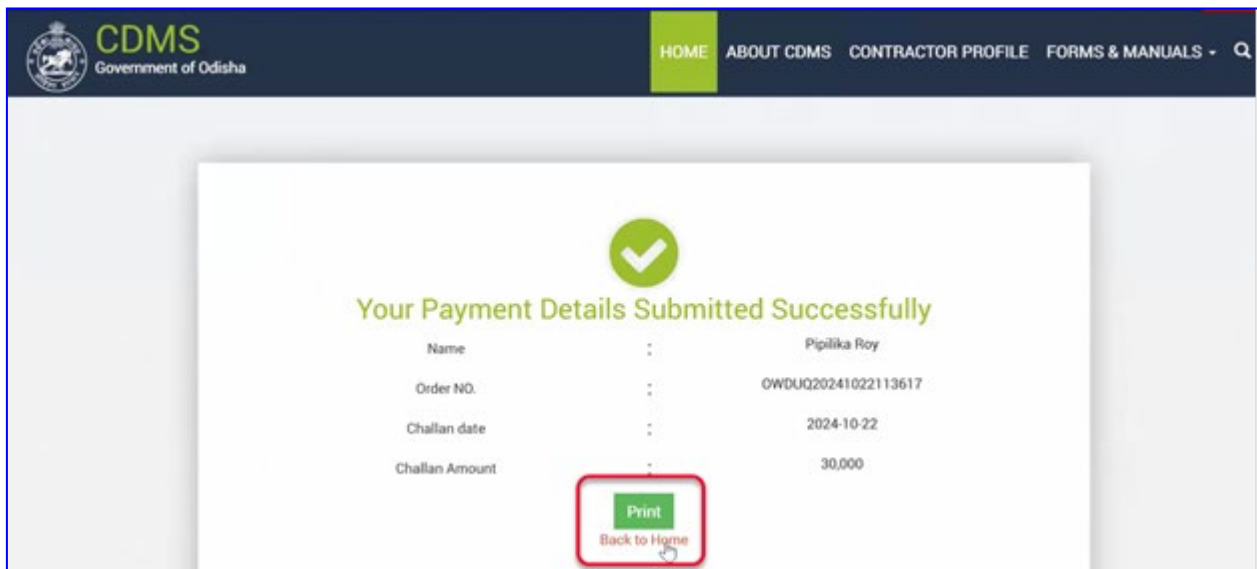
- Payment Order Number is given

- 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.

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.
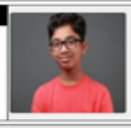
Figure 8-30 License Upgrade Payment Successful Confirmation Screen

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

Figure 8-31 LIA Copy of Request Screen

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

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.

Figure 8-32 eChallan Screen

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.
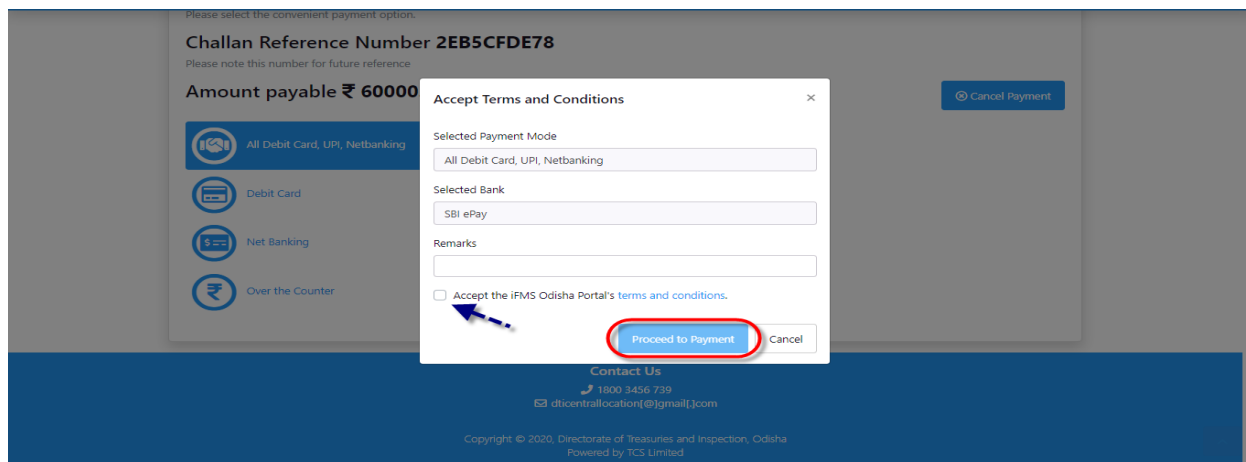
Four different modes of payment are given.

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

- 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.
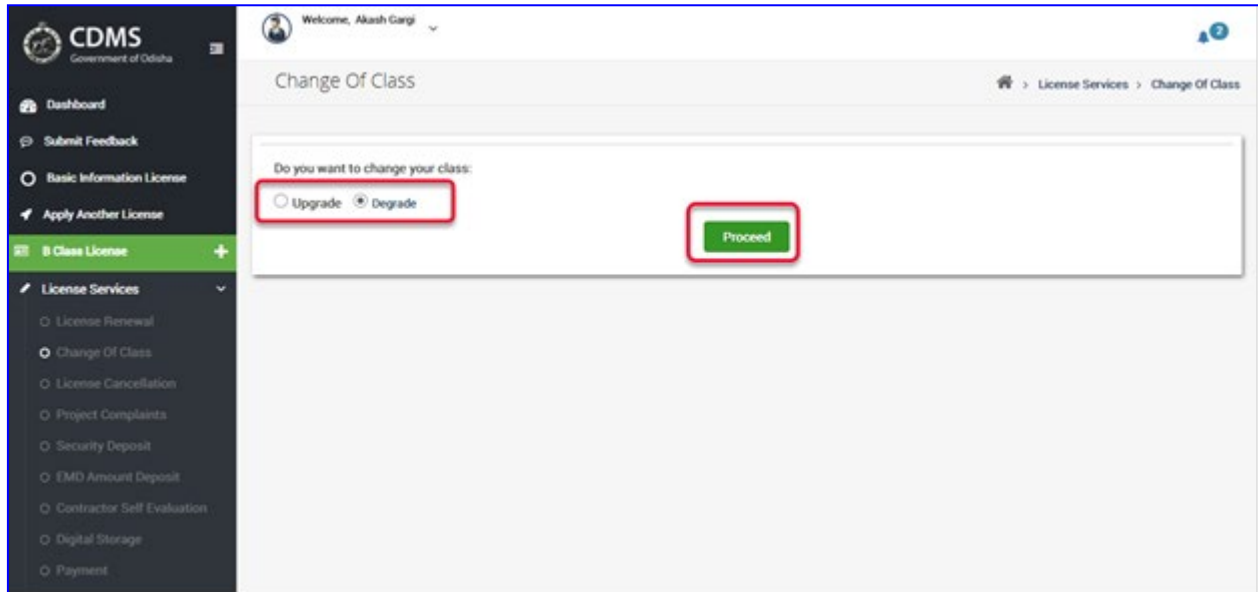
- Add comments or remarks if any for the payment

- 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

b) Select **Downgrade** button to reduce to lower rank or standard.
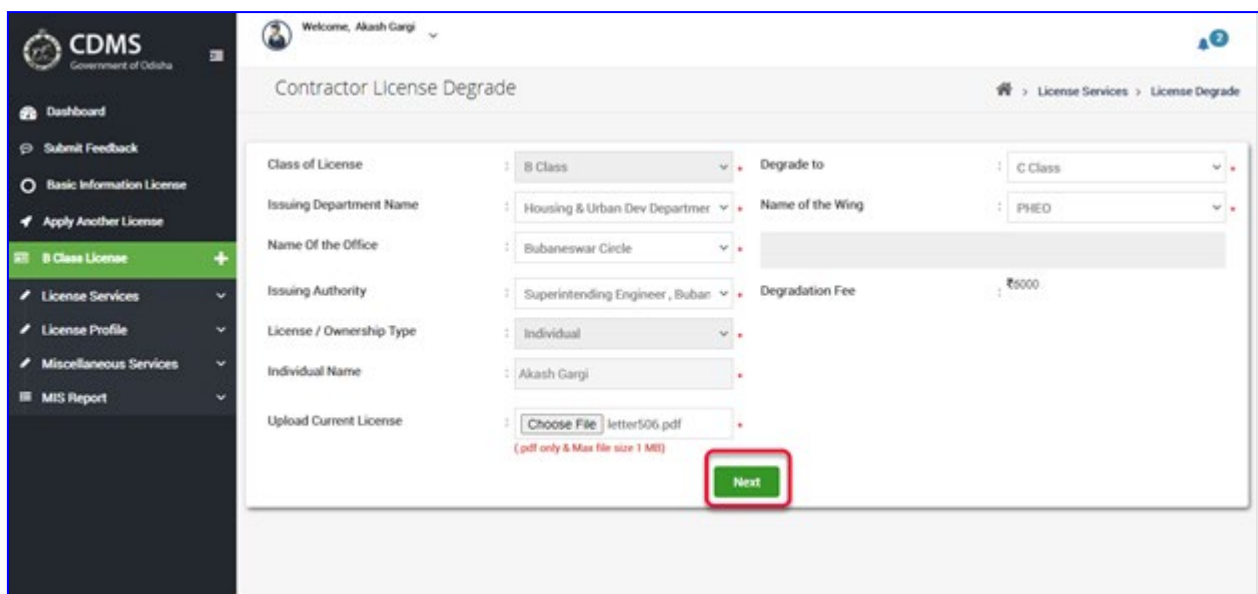
Figure 8-35 Change of Class Screen

- Click on **Proceed** button and follow the same procedure as mentioned in upgrade section.
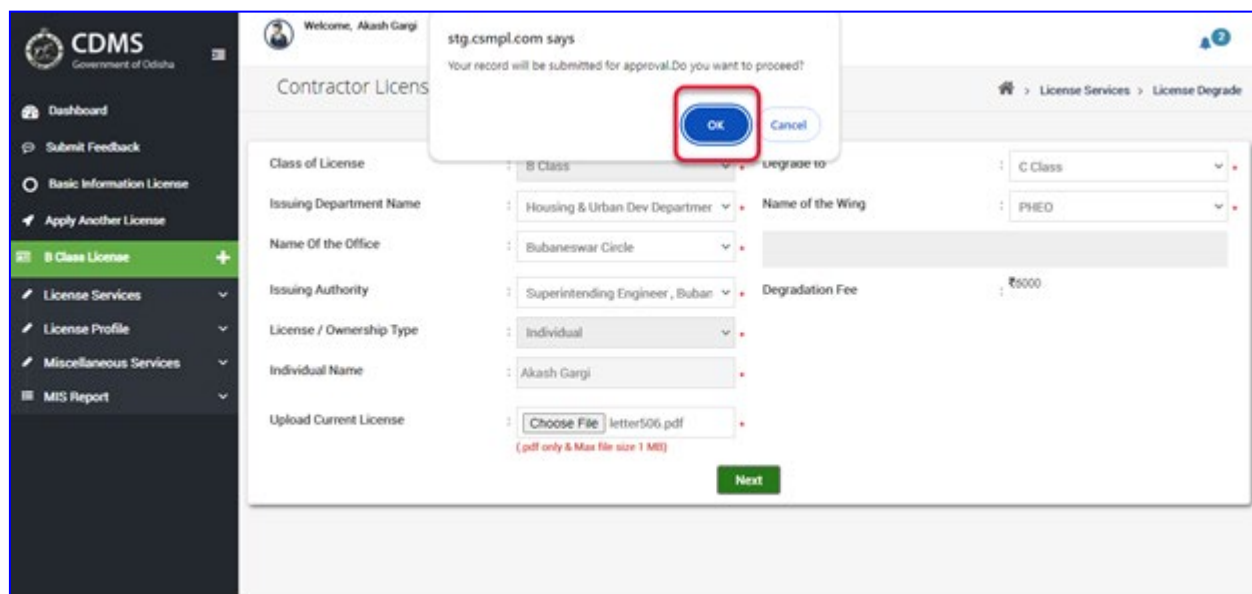
Figure 8-36 Change of Class Screen

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.

Figure 8-37 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 8-38 Confirmation Message Screen

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

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

Figure 8-39 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.

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.

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.

Figure 8-42 Contractor Profile Details Screen

- 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.
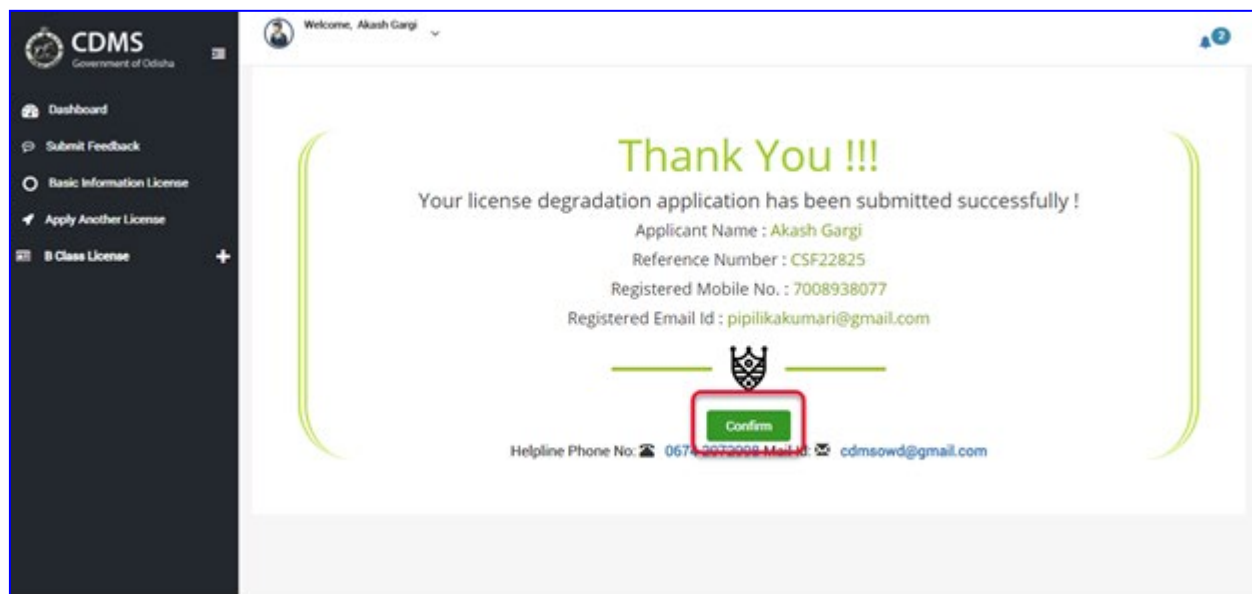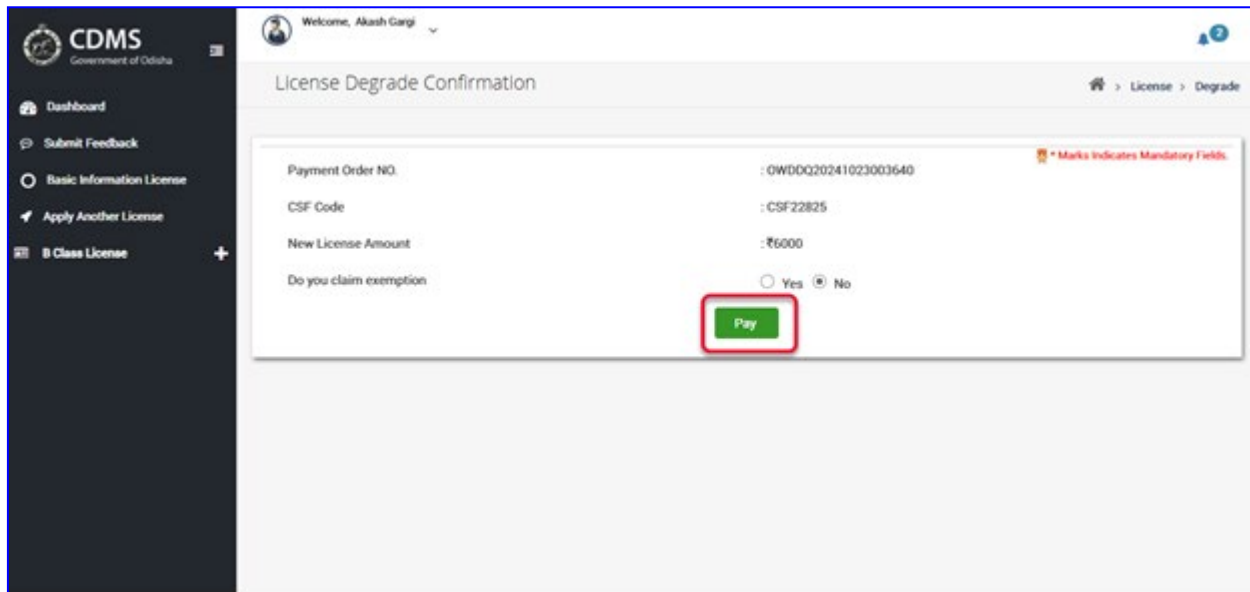

Figure 8-43 Successful Submission of License Degradation Request Screen

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**

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.

Figure 8-45 License Degrade 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.
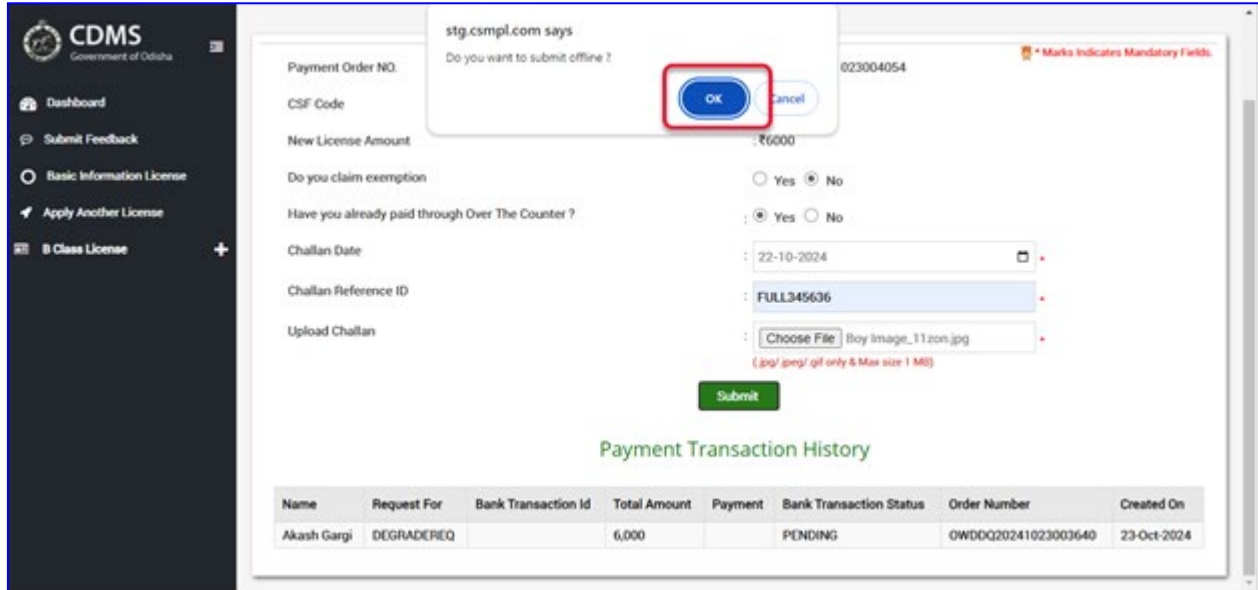
Figure 8-46 License Degrade Payment Screen

- 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.
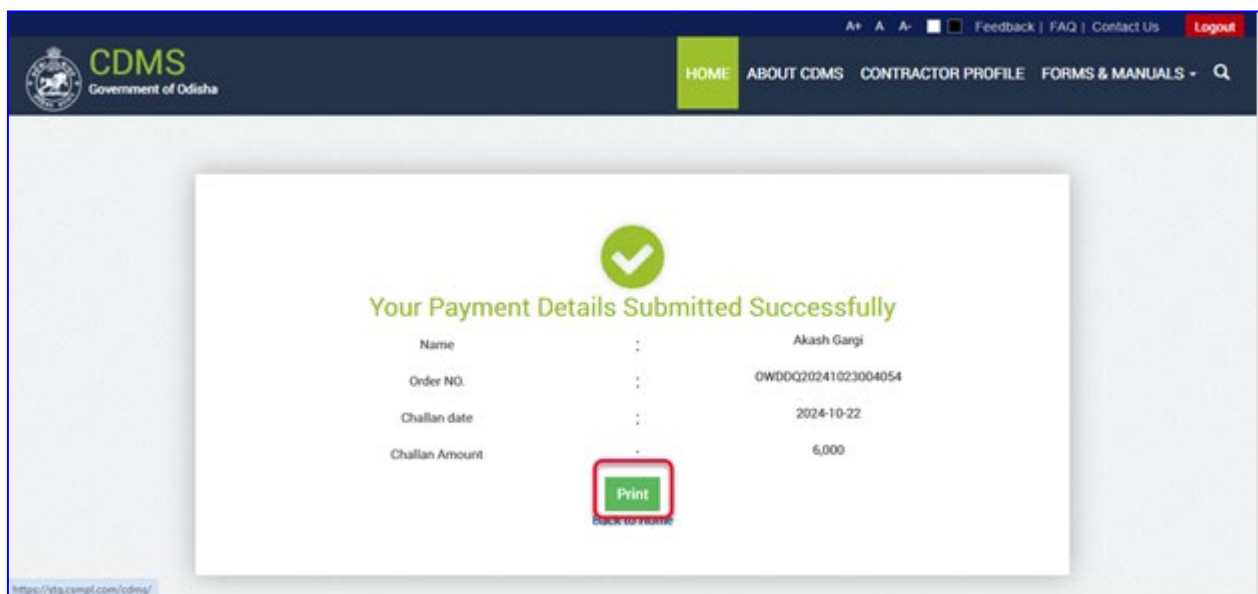
Figure 8-47 License Degrade Payment Screen

- Click on the **OK** button to confirm and close the pop-up message.

- On confirmation only, the payment details are submitted successfully.

Figure 8-48 License Degrade Payment Successful Confirmation Screen

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

Figure 8-49 LIA Copy of Request Screen

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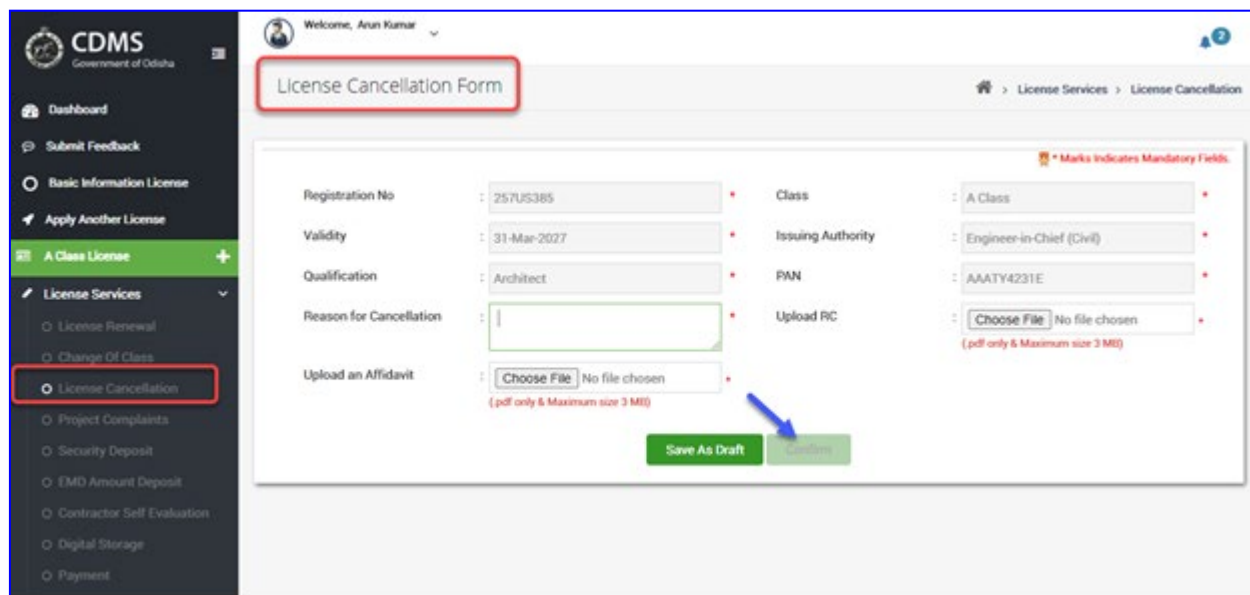
Or,

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.

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.

- Enter the Reason for Cancellation of the license in the given textbox to justify the reason for cancellation.

- Click the **Save As Draf**t 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**).

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**).

Information

Document digitally signed successfully.

     ☑ OK
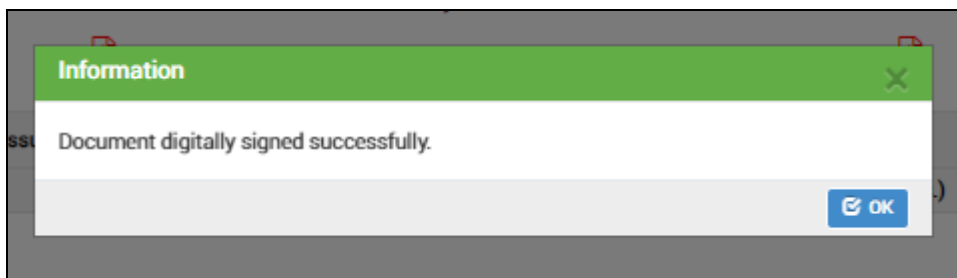
Figure 8-53 Confirmation Pop-up Screen

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

Figure 8-54 License Cancel Screen (2)

- Click the **Confirm** button.

Further the contractor receives a successful message for application cancellation-
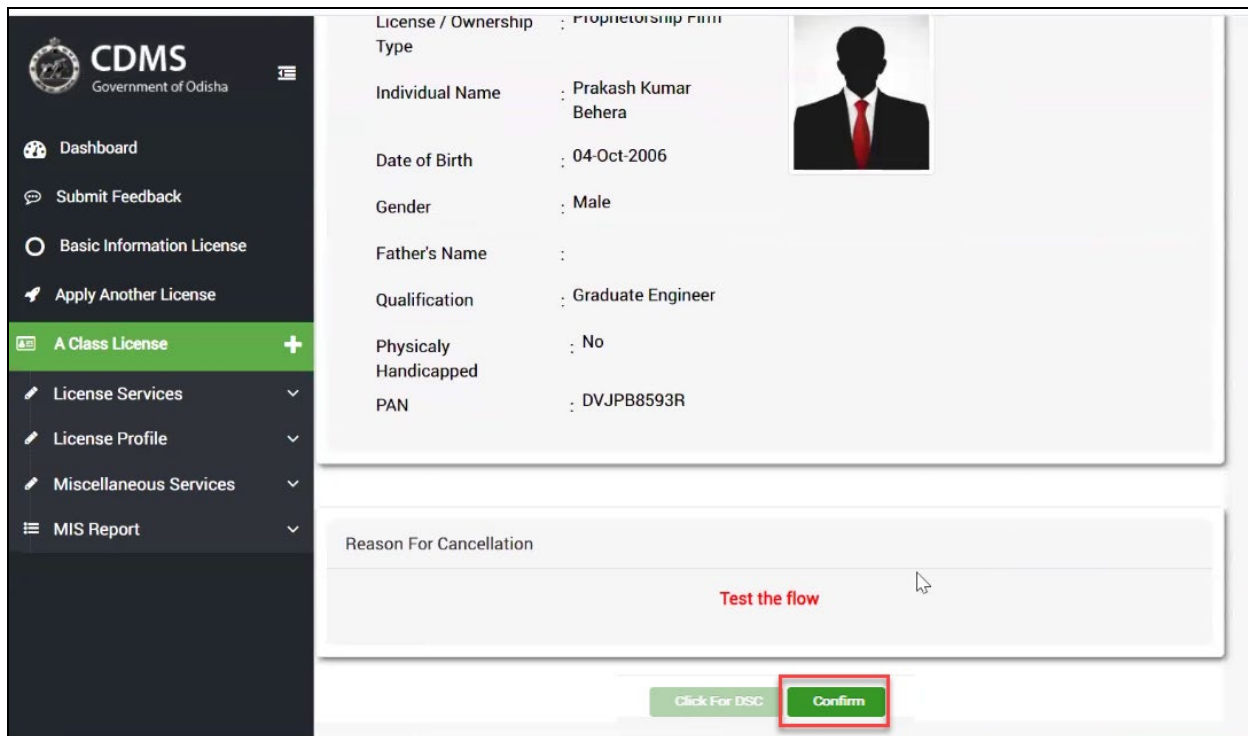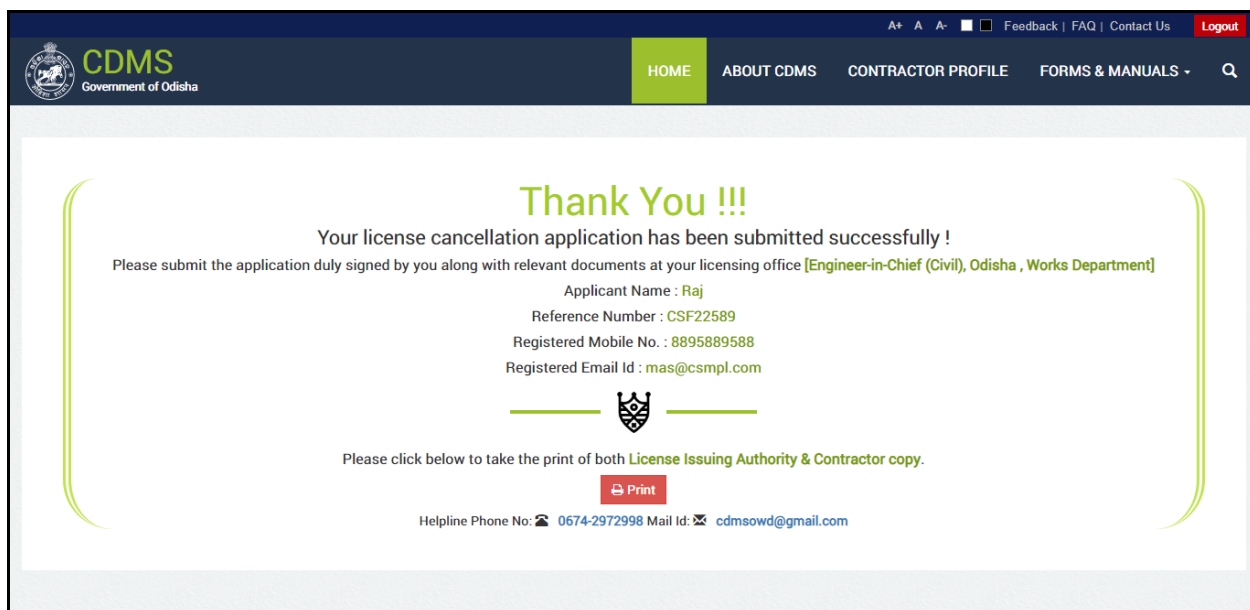

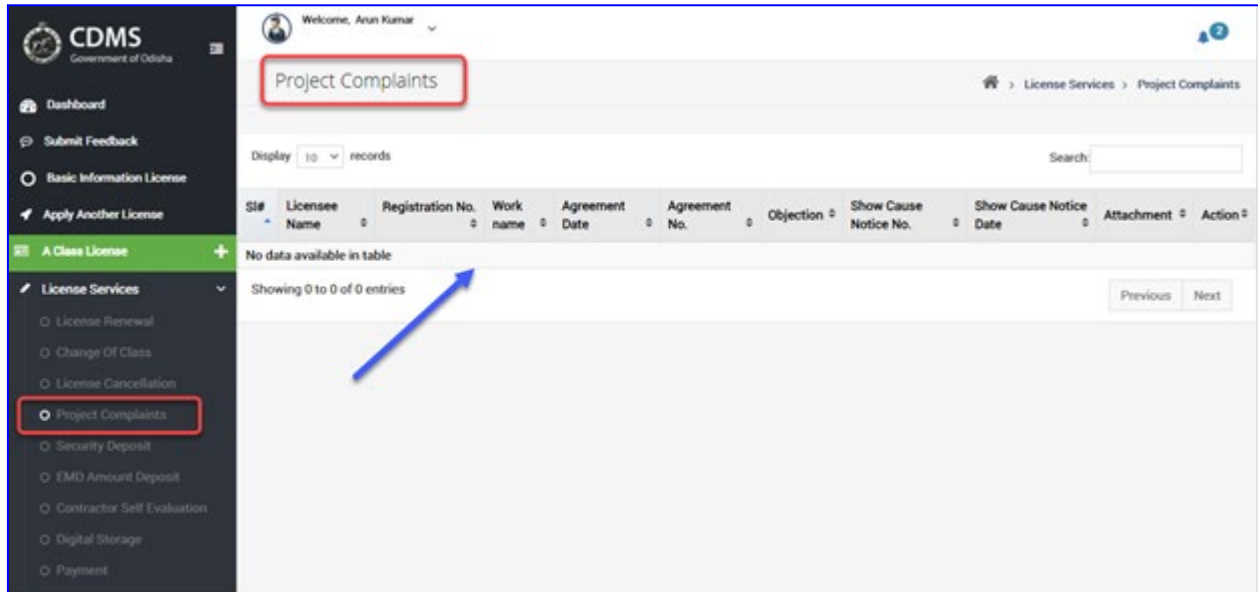**Figure 8-55** License Cancellation Confirmation Screen

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.
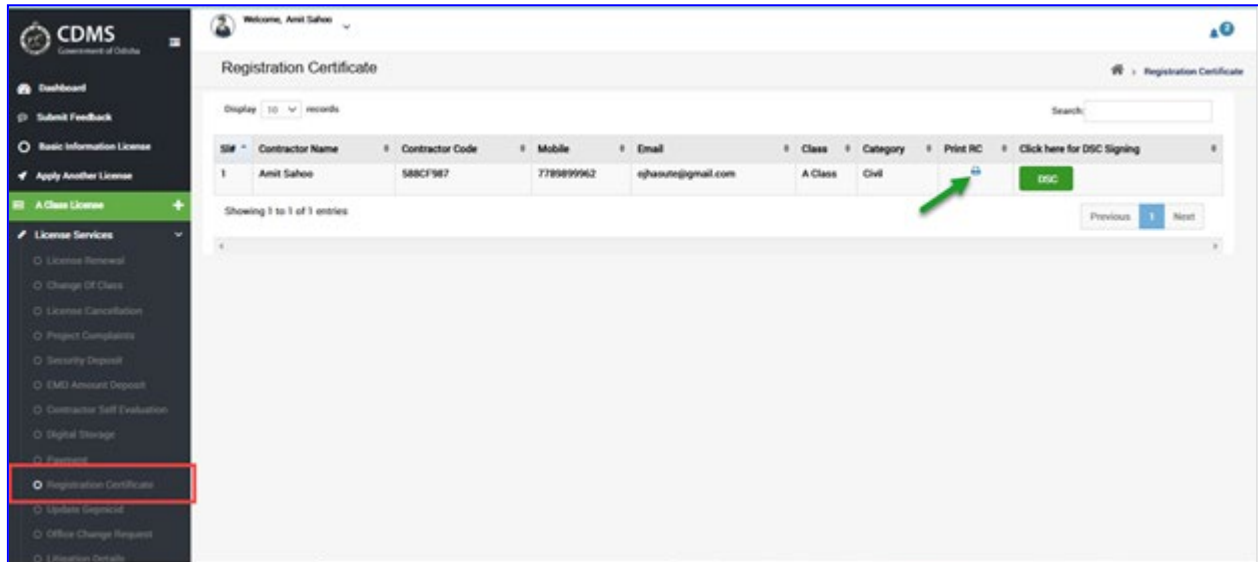
Figure 8-56 Project Complaint Screen

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.

Figure 8-57 Registration Certificate Screen

- Click on the **Print Certificate** button, as indicated in the figure shown above.

Figure 8-58 Print Registration Certificate Screen

Download the certificate issued, and sign the document.

After signing the document, scan the document again and re-upload it for confirmation.
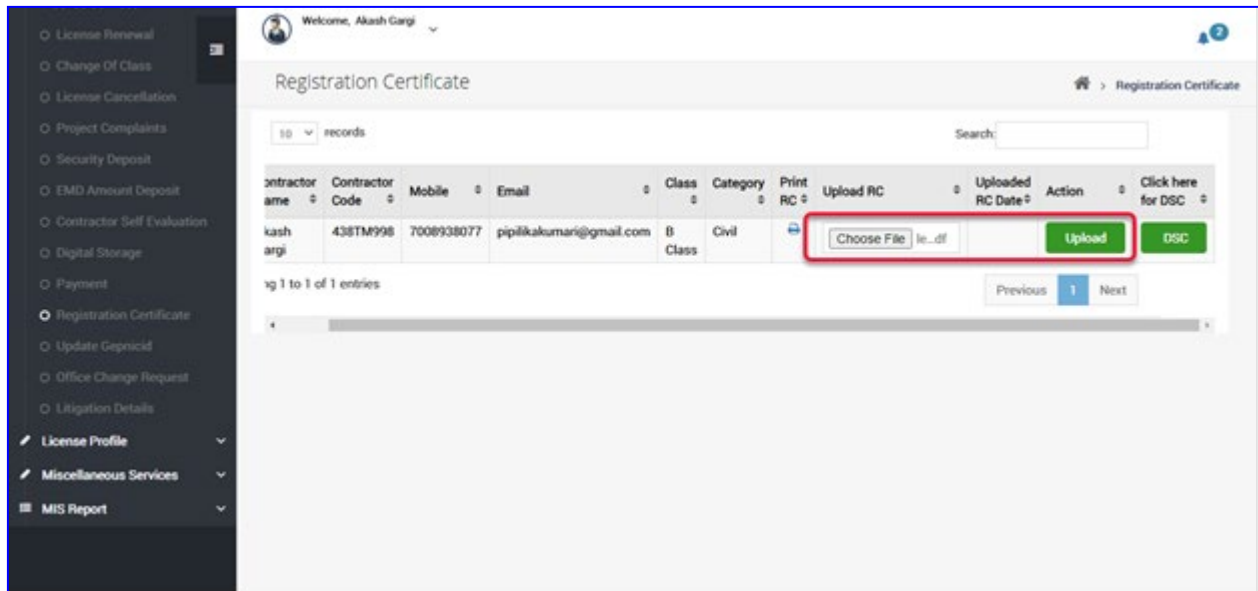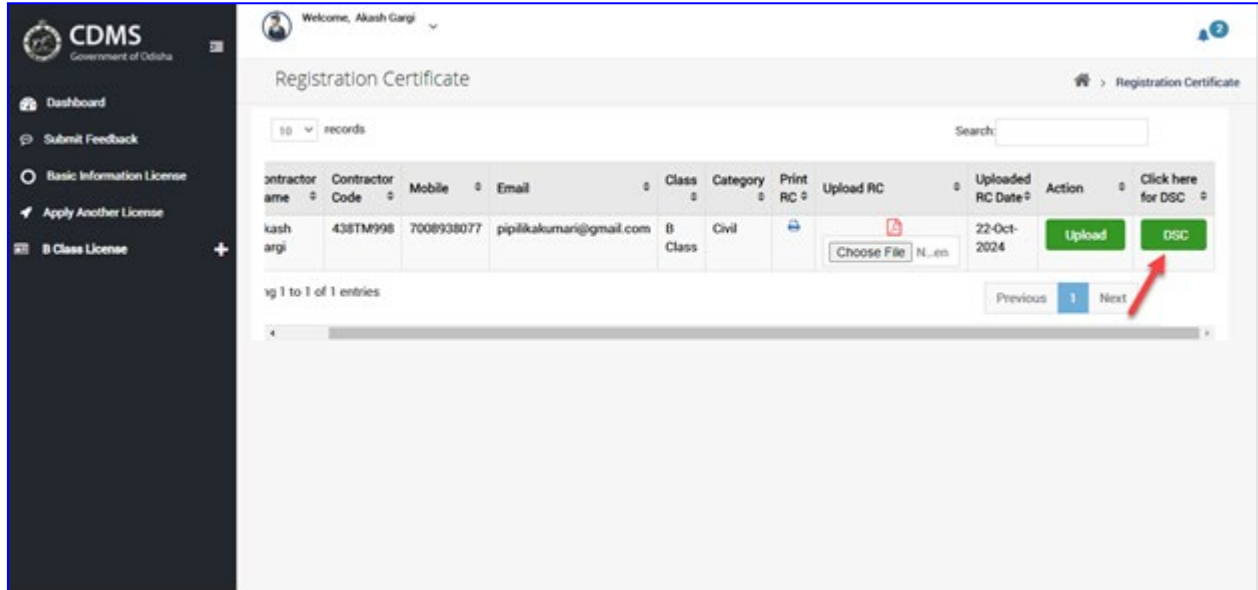

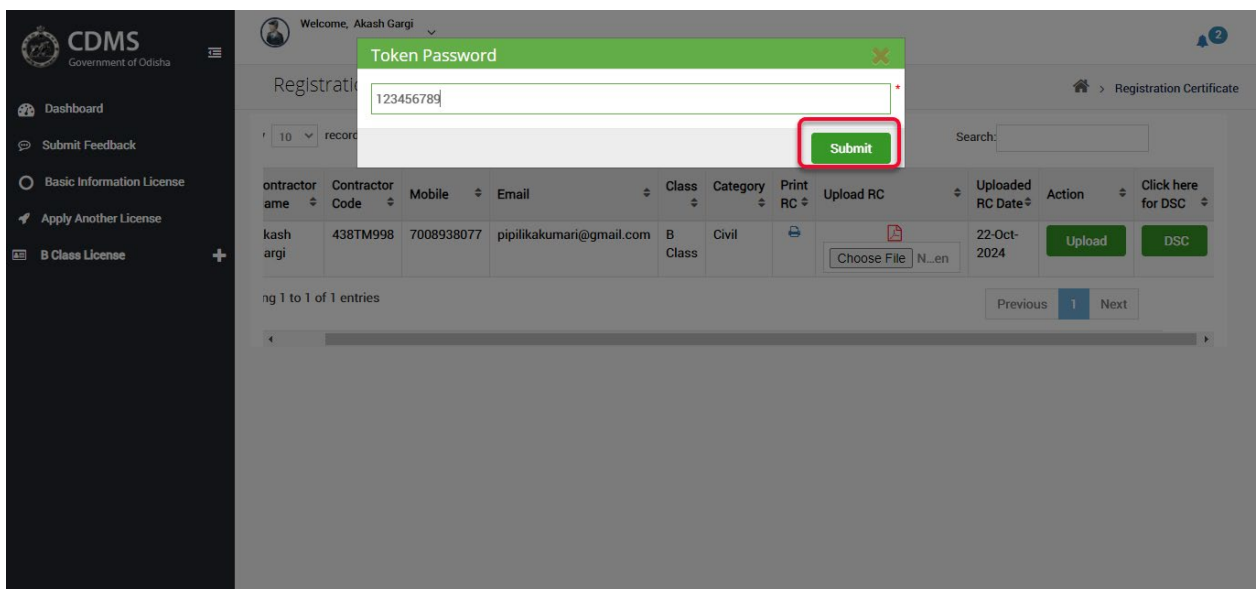**Figure 8-59** Registration Certificate Screen

- 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.

Figure 8-60 Registration Certificate Screen

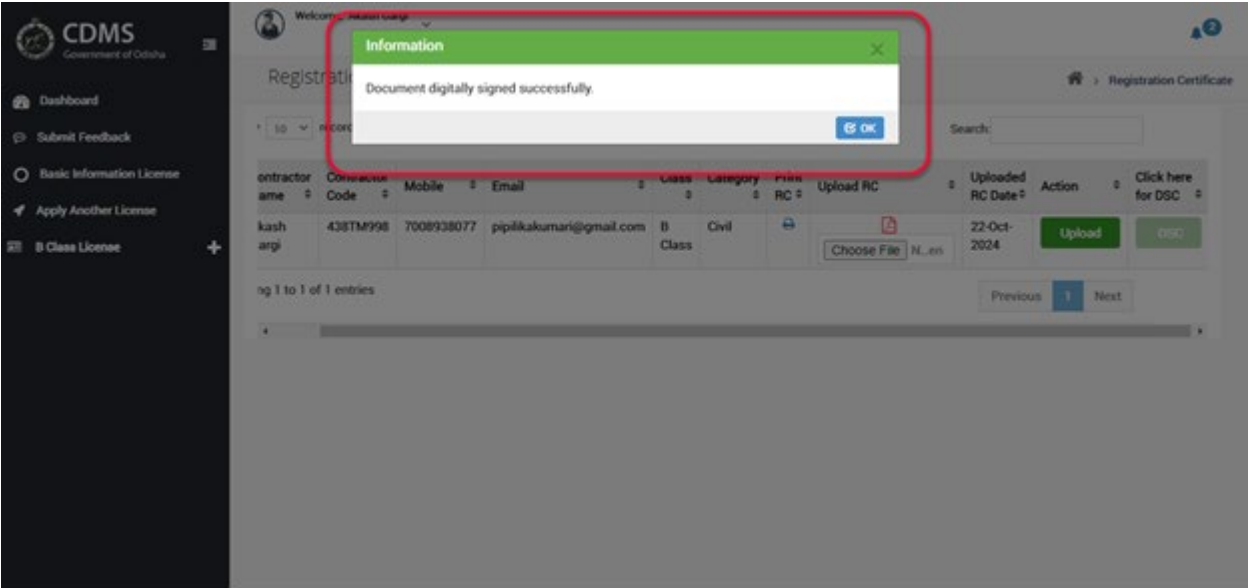- Click on the **DSC** button.

- Enter the token password number.

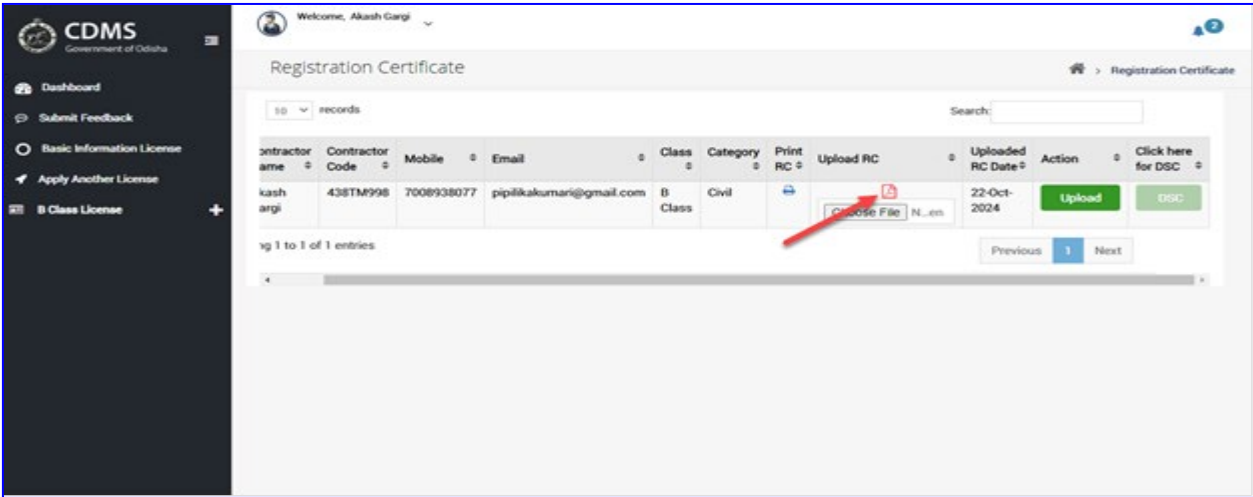**Figure 8-61** Registration Certificate Screen

- 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.
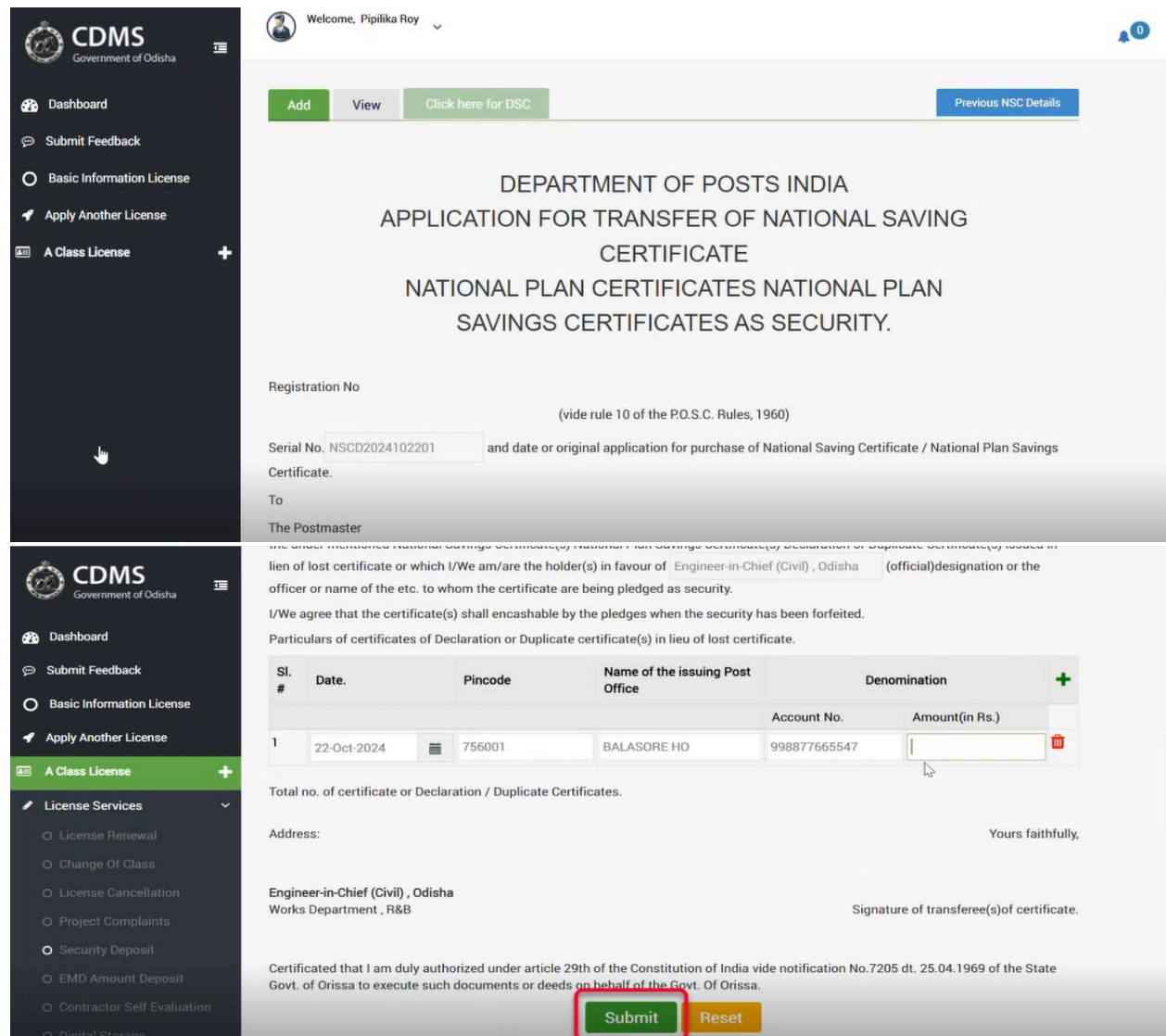

Figure 8-63 Registration Certificate Screen

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.

Figure 8-64 Security Deposit Screen

- Refer to the Pledge Form displayed above.

- 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.

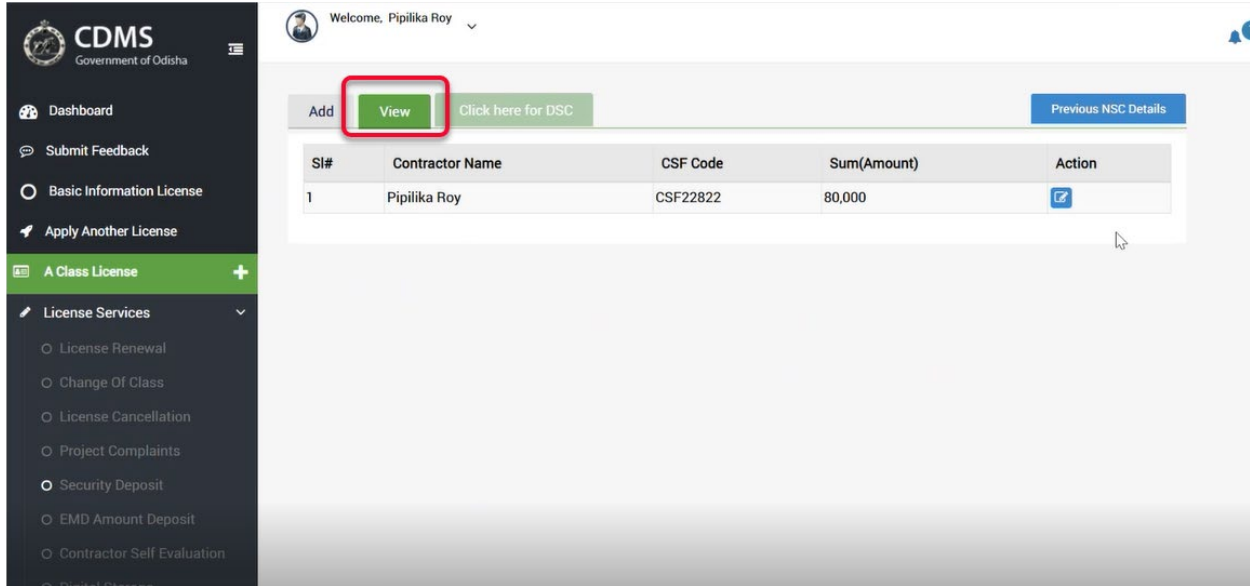**Figure 8-65** Confirmation Window

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.

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.

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.

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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.
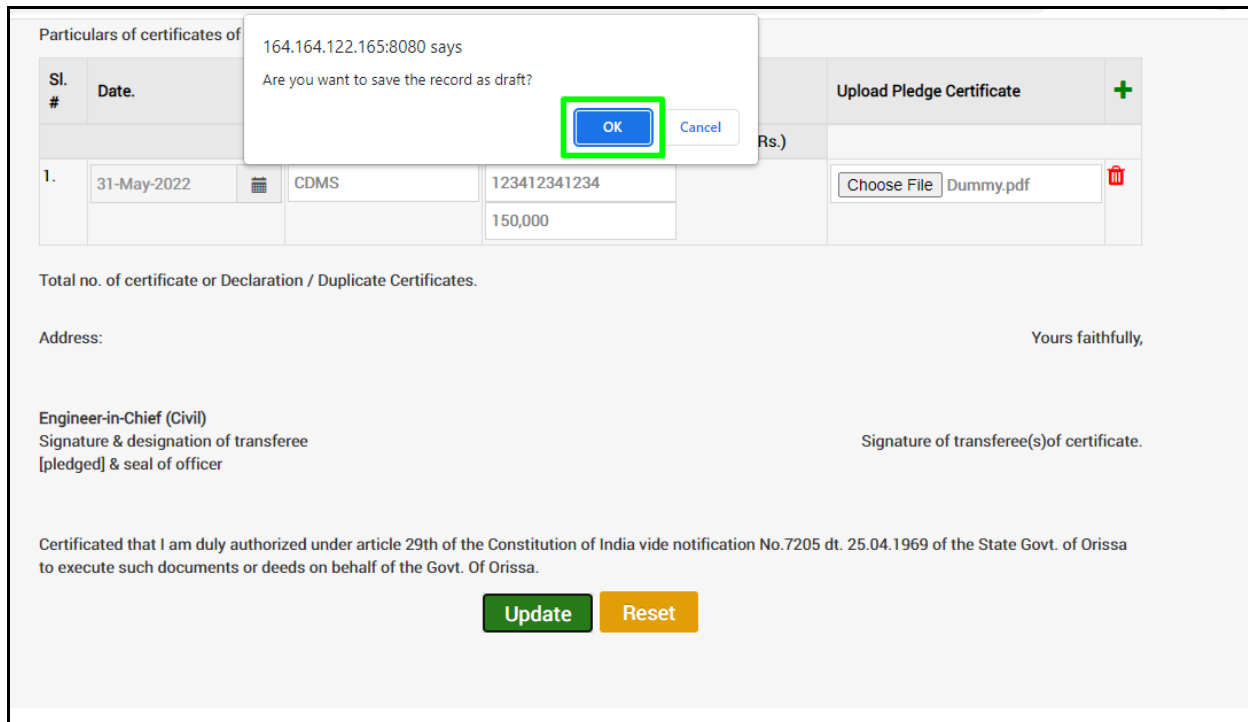
Figure 8-68 Update Security Deposit Screen

- Refer to the highlighted section in Figure shown above,

- Upload the Pledge Document by clicking the **Choose File** option.

- On uploading click on the **Update** button.

On clicking a system generated confirmation alert message will populate on the display screen.

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.

Figure 8-70 Click here for DSC

- Click here for DSC.

- On clicking, provide the token password.
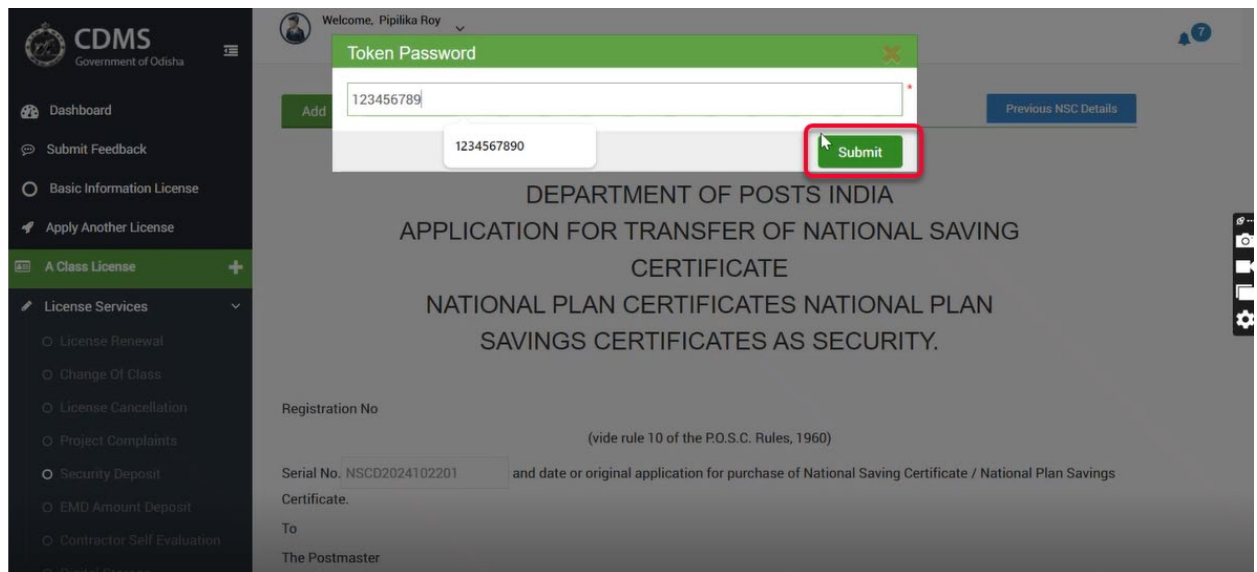
Figure 8-71 Click here for DSC

- 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.
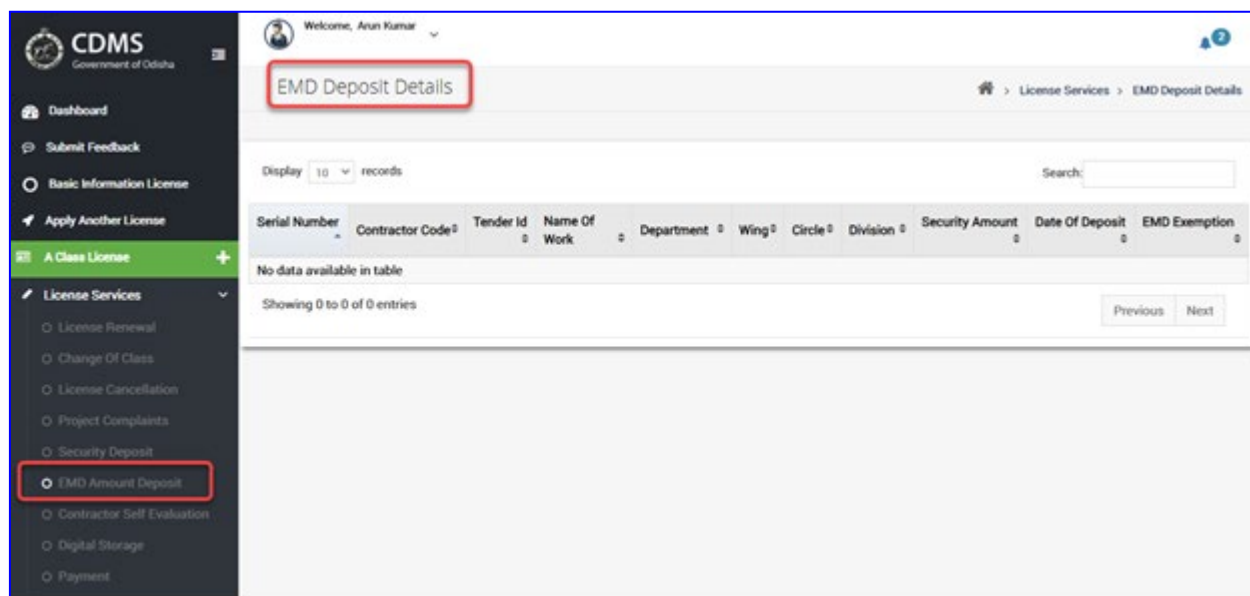
Figure 8-72 EMD Deposit Details Screen

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

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.

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.
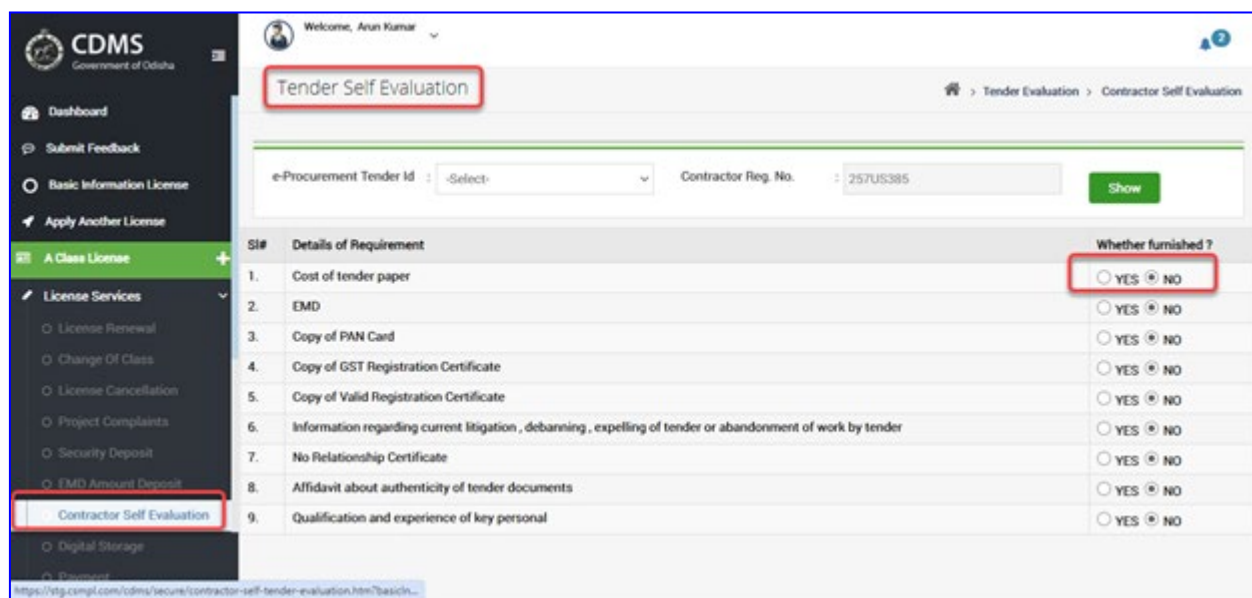
- Select the eProcurement Tender ID from the drop-down. Note: Contractor's registration is already given; it is fetched directly from the system.

- 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.

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.

Figure 8-74 Digital Storage Screen

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.
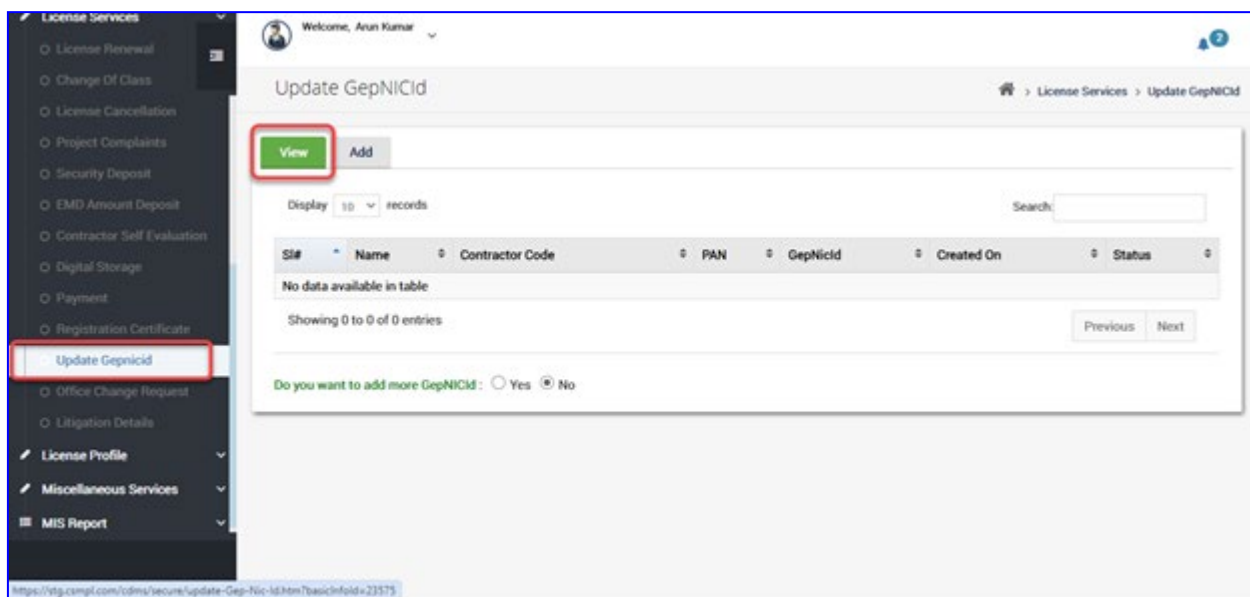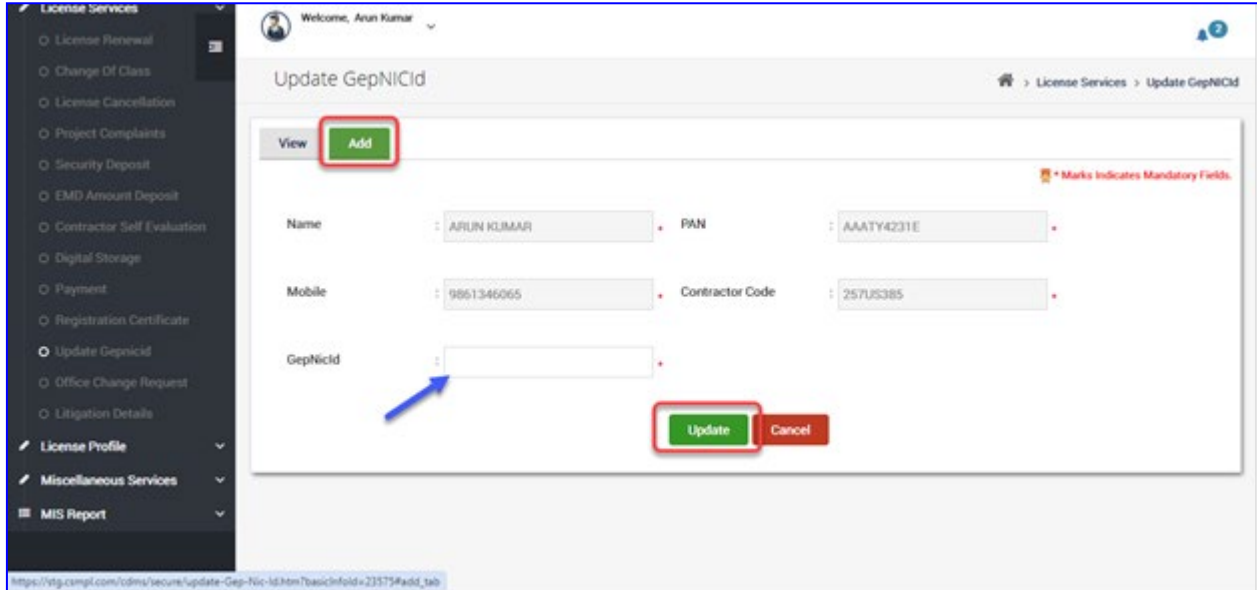

Figure 8-75 View - Update GePNIC ID Screen

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.
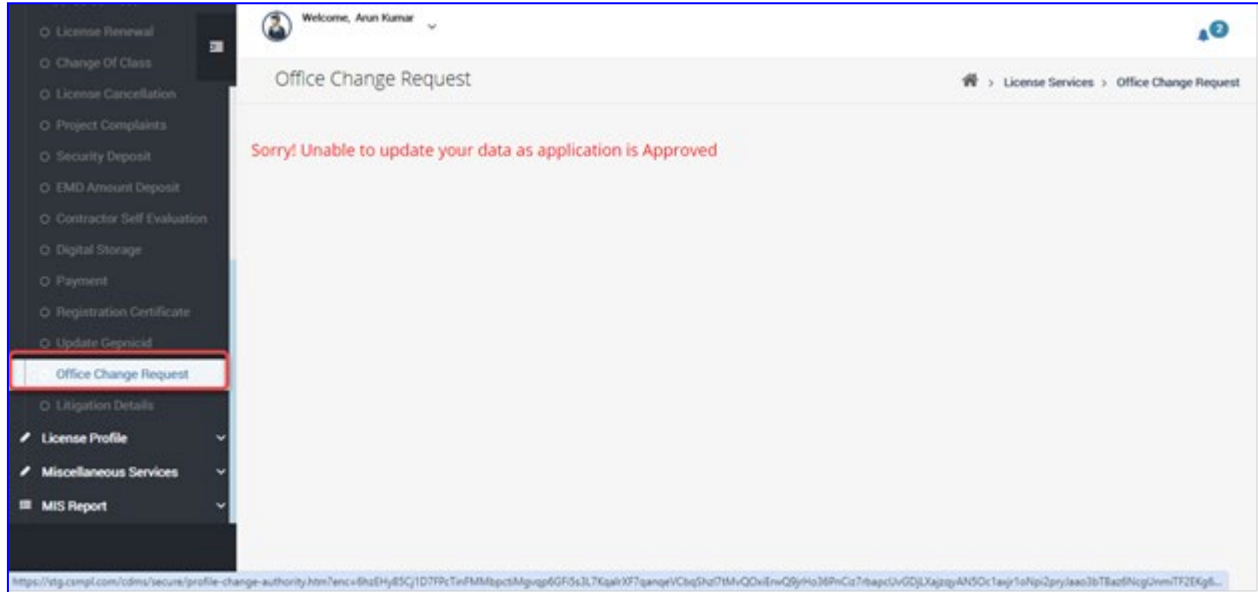
Figure 8-76 View - Update GePNIC ID Screen

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.
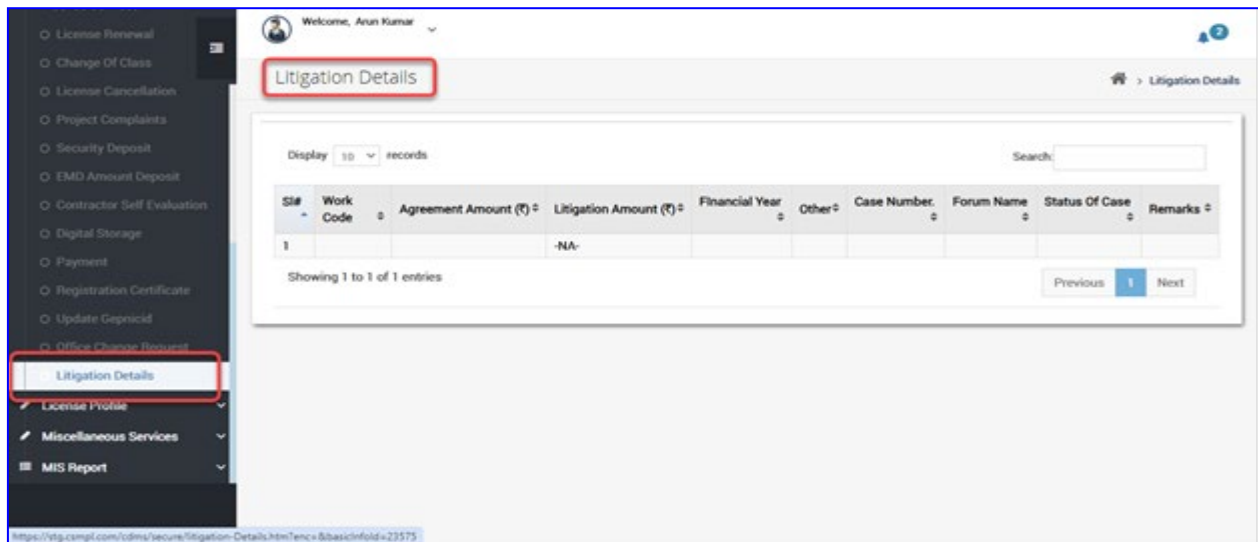
Figure 8-77 Office Change Request Screen

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.

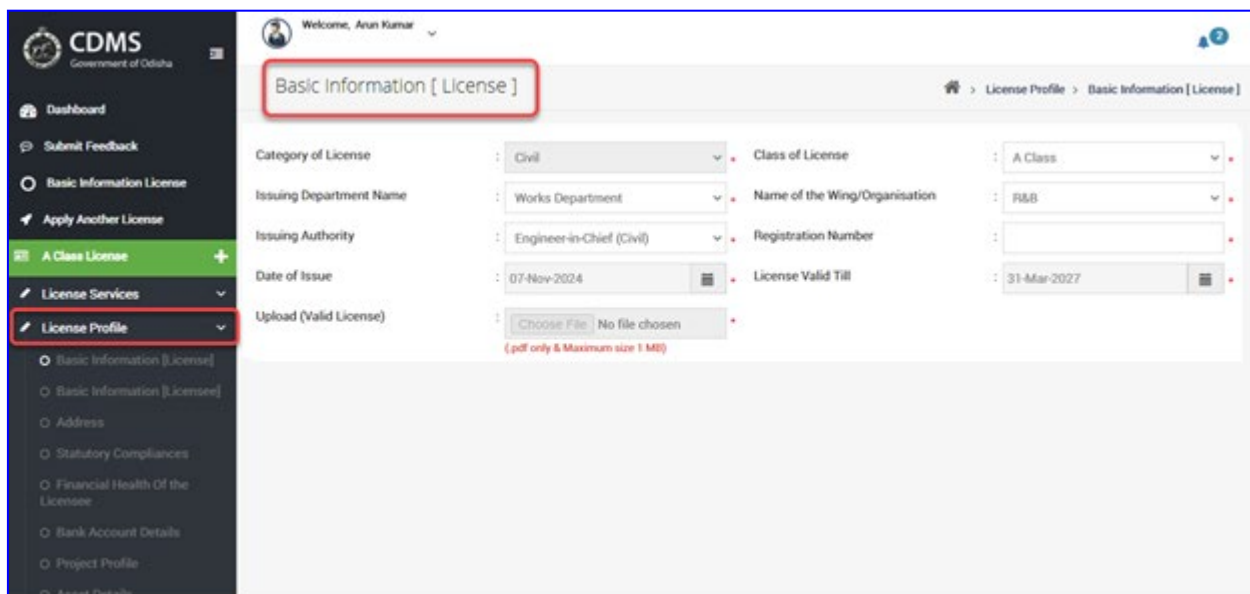**Figure 8-78** Litigation Details Screen

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

- 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
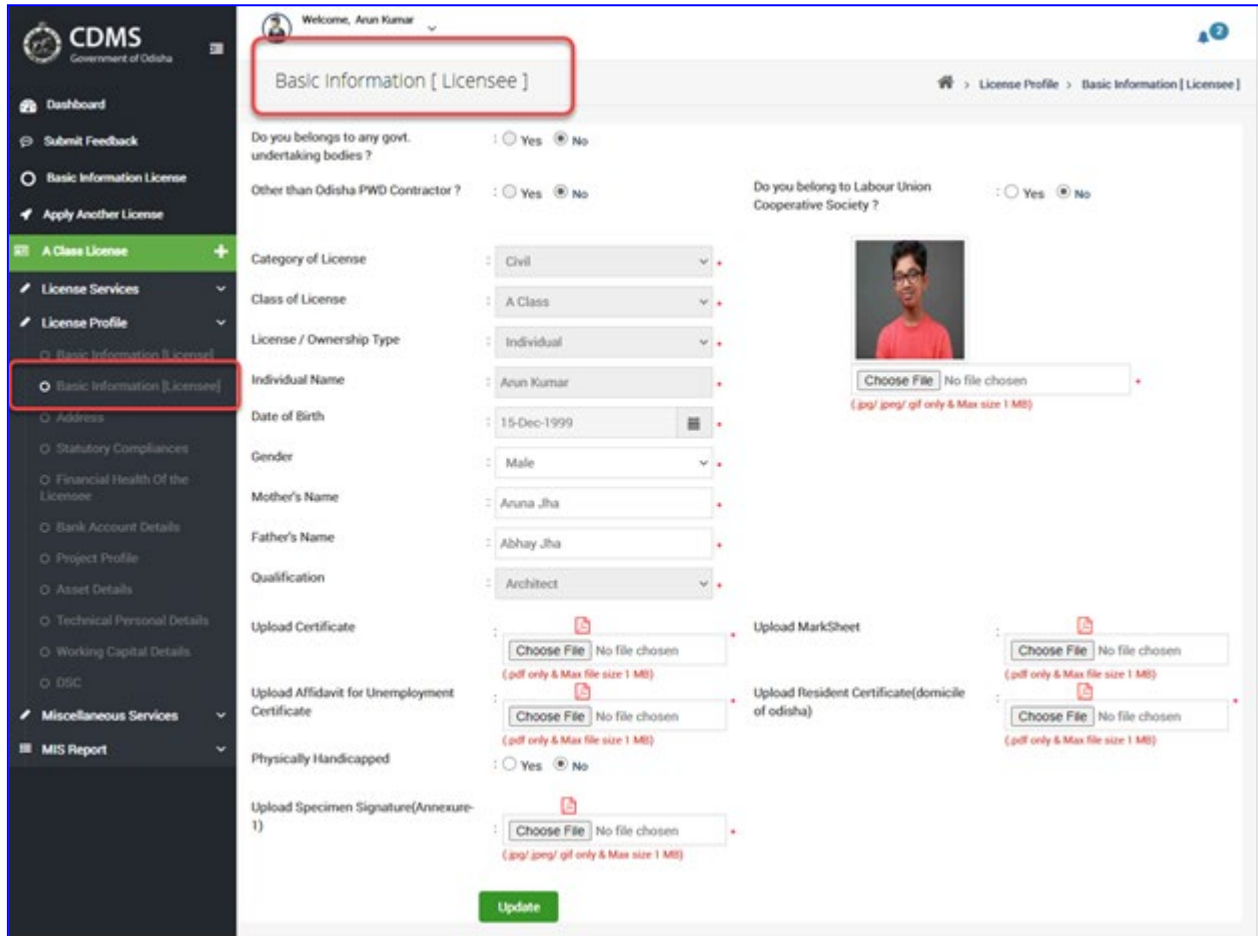
The basic details of the license issued to the contractor as entered by the user are displayed and the data remains in un-editable form.

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-

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.
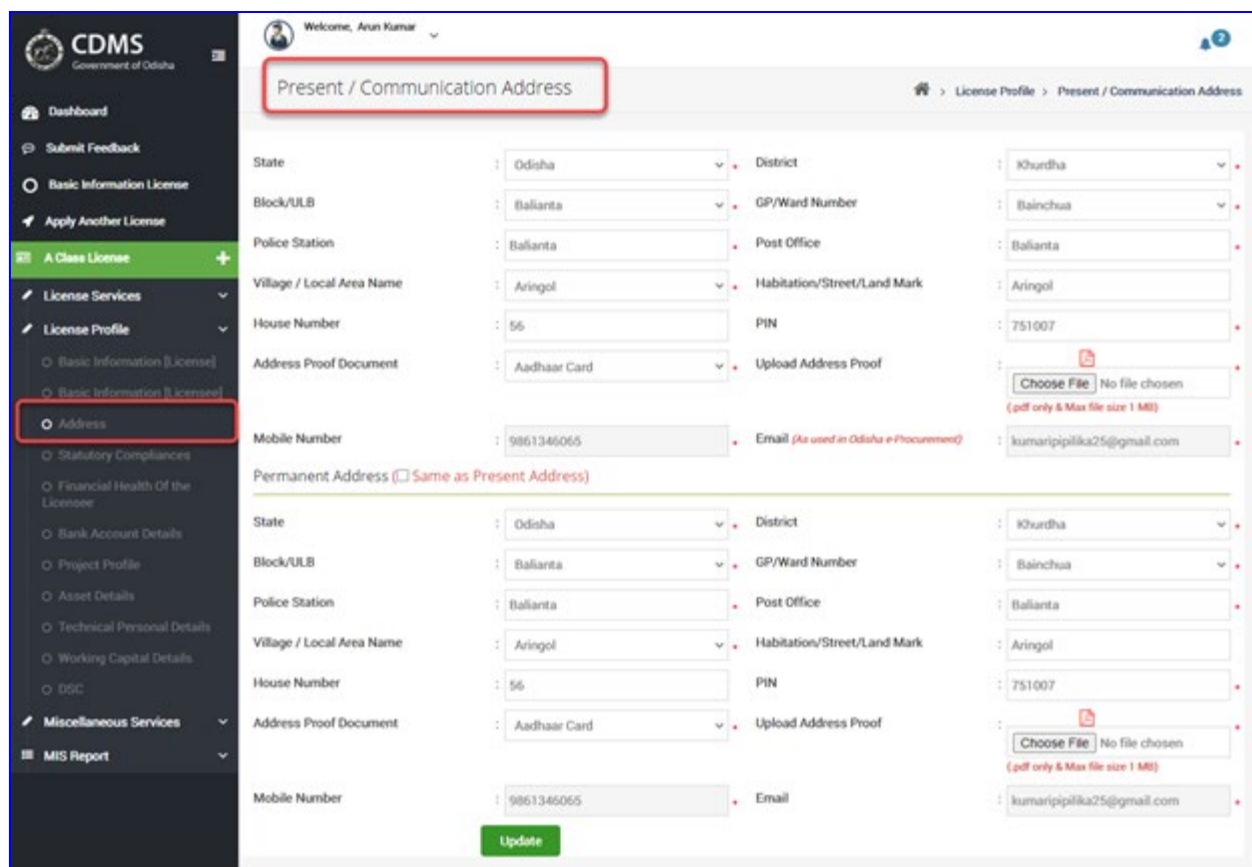
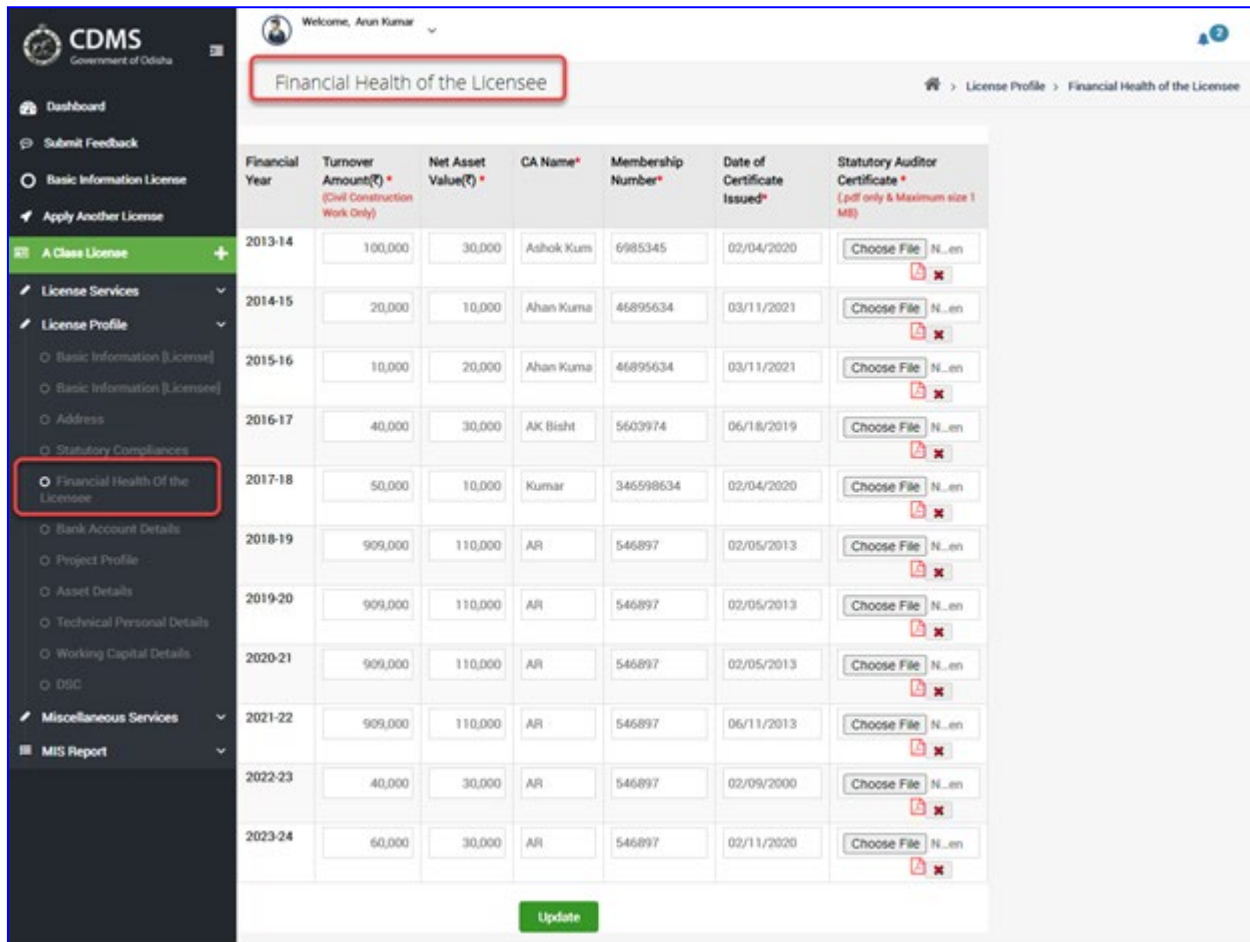- Make changes and click on **Update** button.

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-

The data remains in editable format which can be modified only by the user.

Figure 8-81 Update Address Information Screen
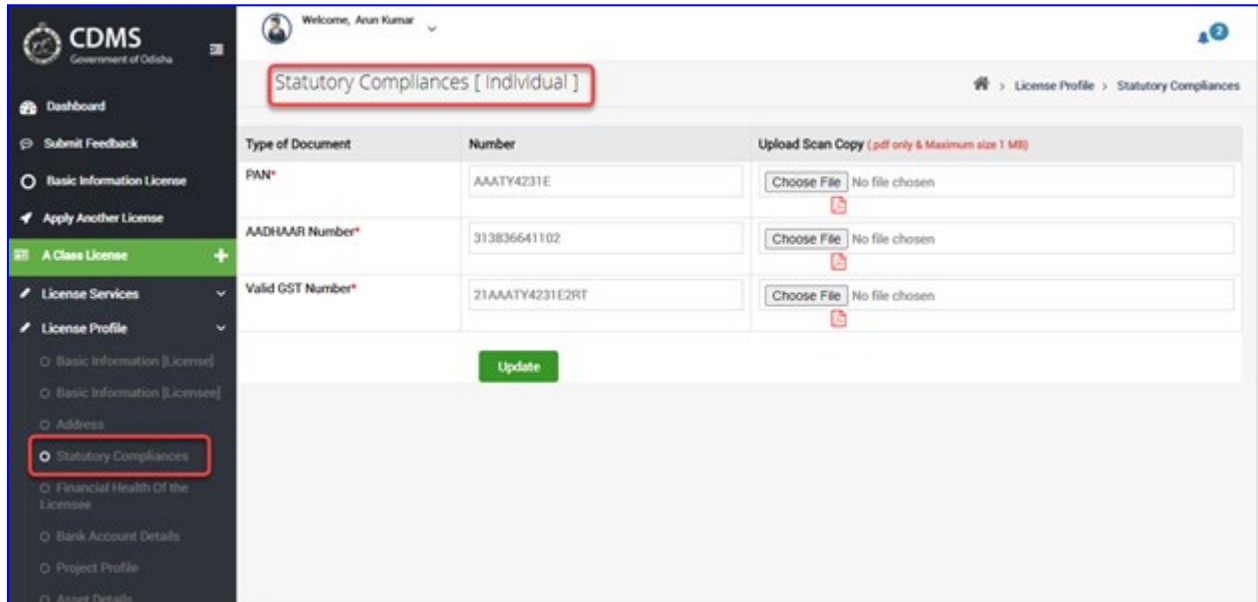
Make changes to the present or communication address if required, and click on **Update** button.

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-

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-

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

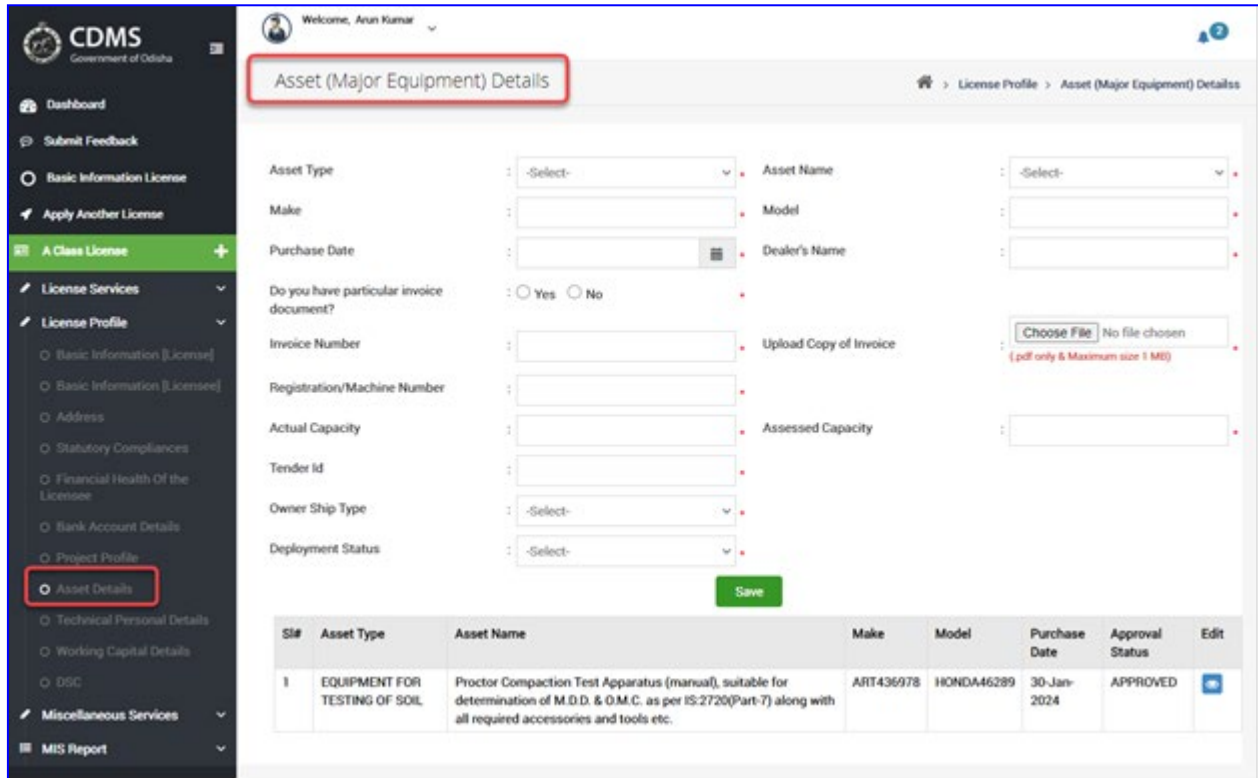In the bank account details column, the details of the bank (which is to be used for transaction for paying the requisite amount) entered at the time of registration can be edited or updated.

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.
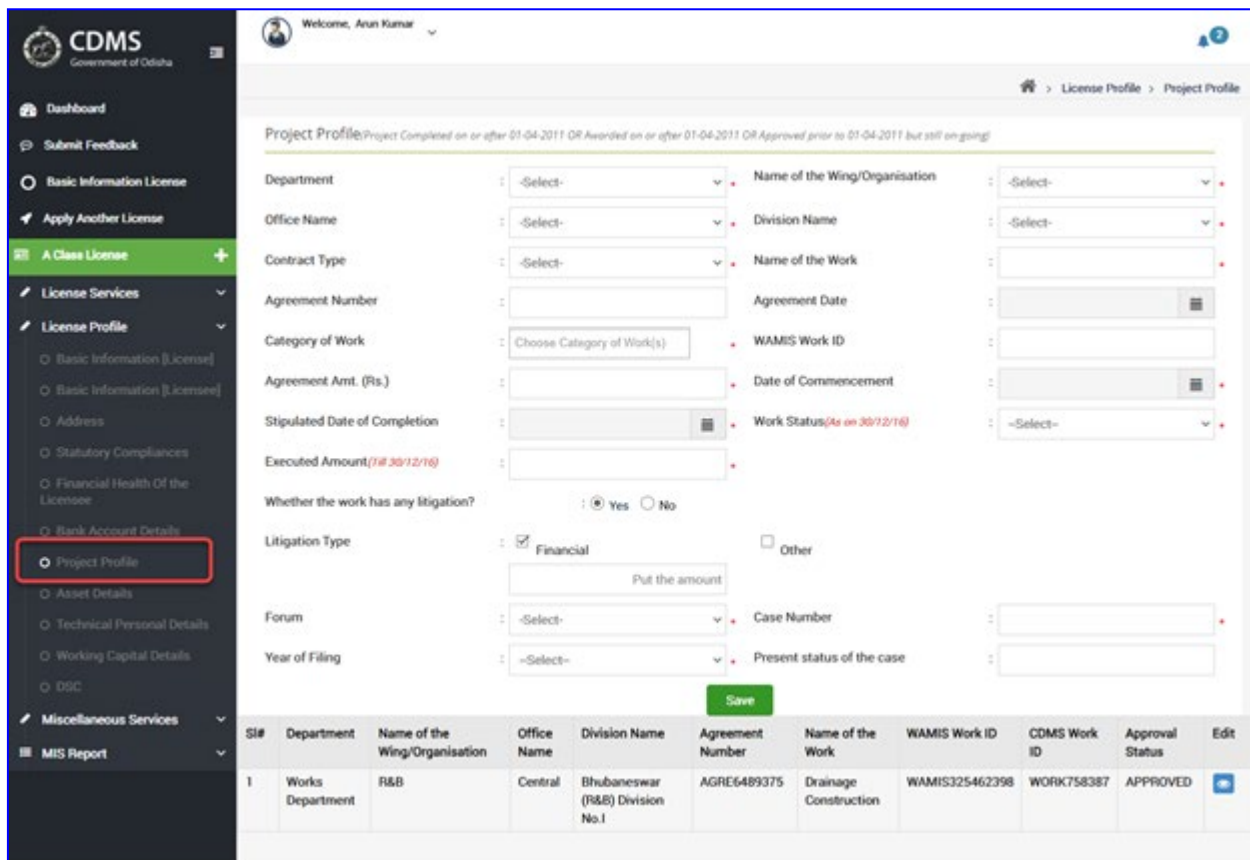
Data updated will be saved successfully after the confirmation of the user.

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.

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.
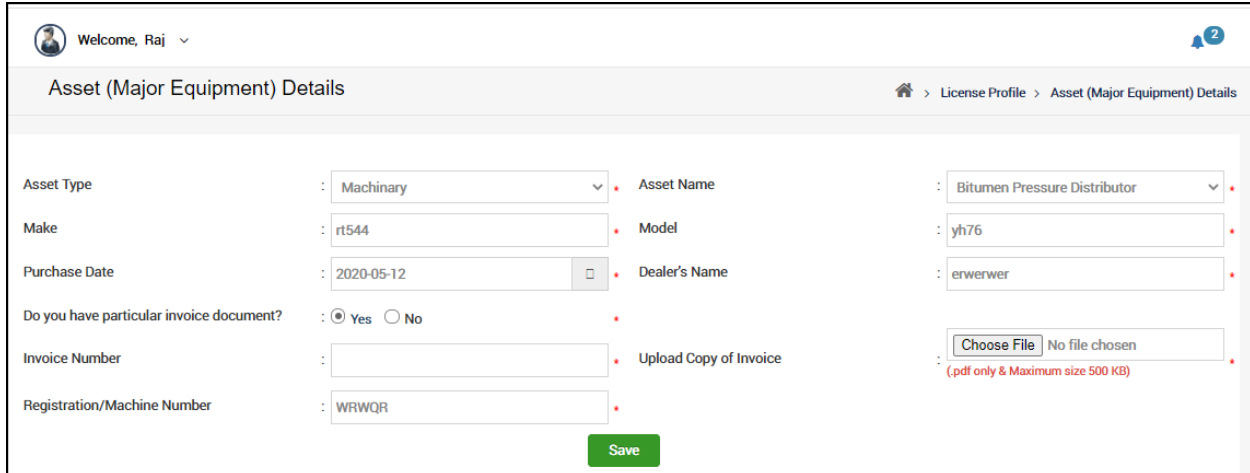
- Select the department, wing/organization, office, division name, and contract type from the drop-down list

- 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.

- 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.

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.

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	Machinary	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.

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Figure 8-90 Edit Asset Details Screen

Complete details of asset type, asset name, make, model and other details are given in editable format.
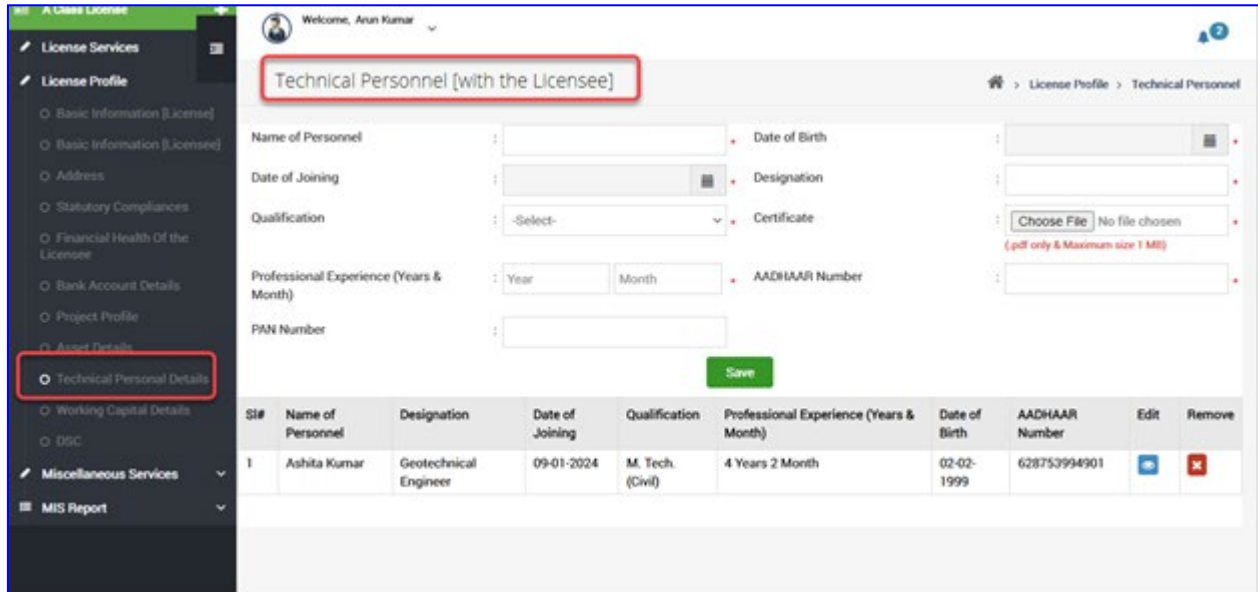
Make changes to the asset details and click on **Update** button.

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-

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.

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.
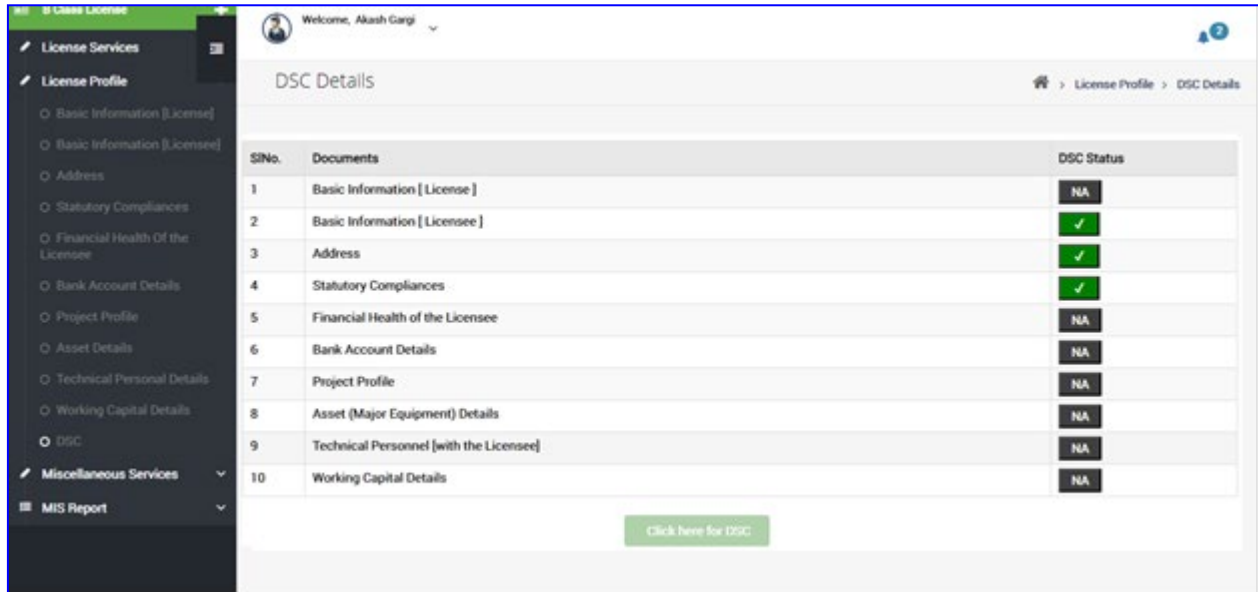
Figure 8-93 DSC Details Screen

- Click on the **Submit** button.

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

- Doing so, the Digital Signature is successfully registered.

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.
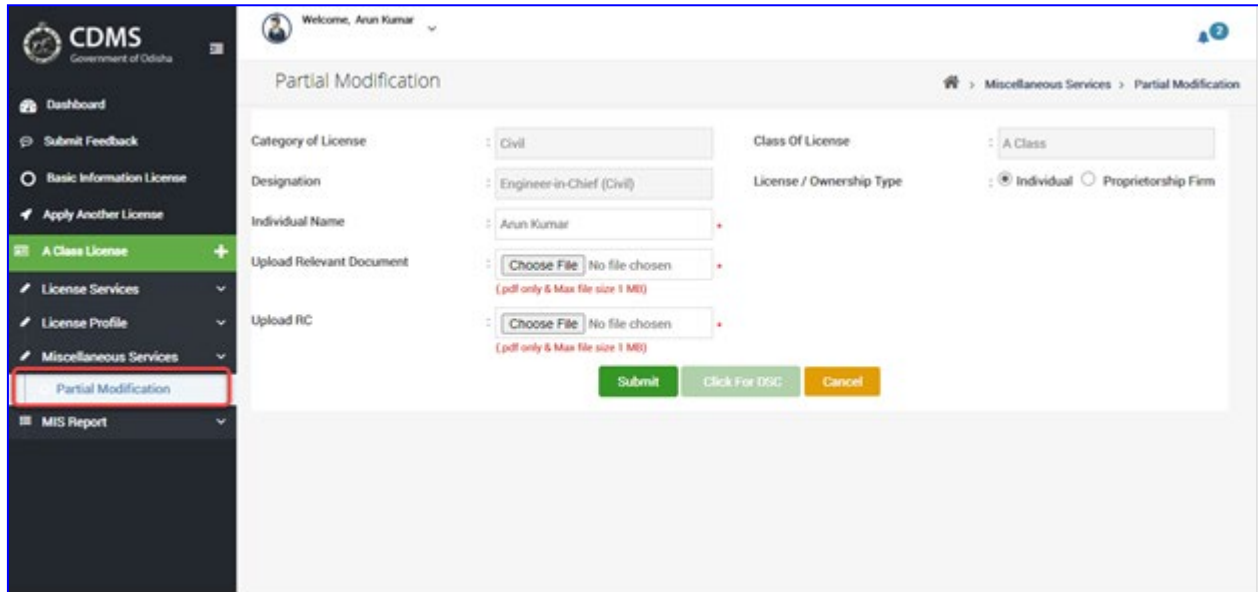
Figure 8-95 Miscellaneous Services Screen

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.

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.

Figure 9-1- Logout Screen

Tap to the symbol to come out of the application.

Table of Figures