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Contractor Database Management System (CDMS)


Officer User manual V 3.0

23-Oct-2024

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Revision History

| Version | Description | Author | Date |
|---------|------------------------|-----------------|-------------|
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| 1.0 | Reviewed & Approved By | Nirakar Mallick | |
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Contractor Database Management System

User Manual For Officer User




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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 Manage 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 officer users of the department. The document will guide 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 link in the browser to view the home page.

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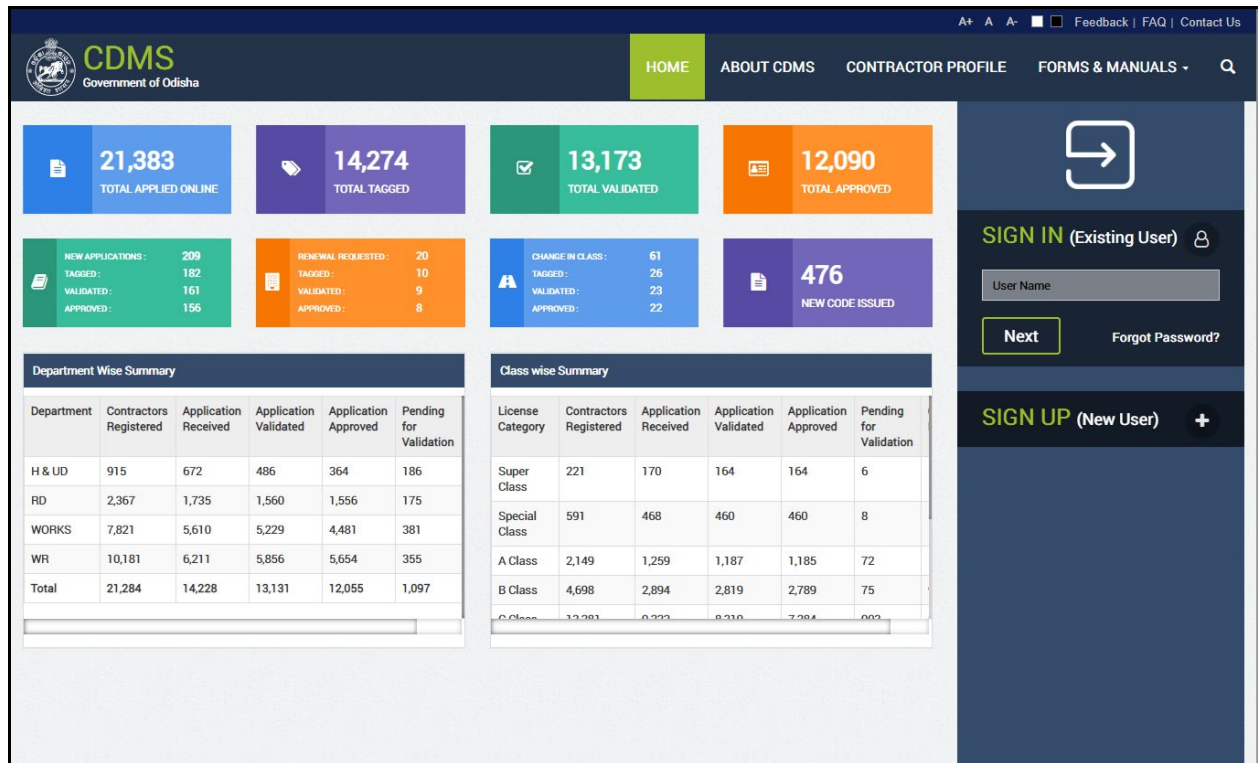



Figure 2-1 Landing Screen (1)

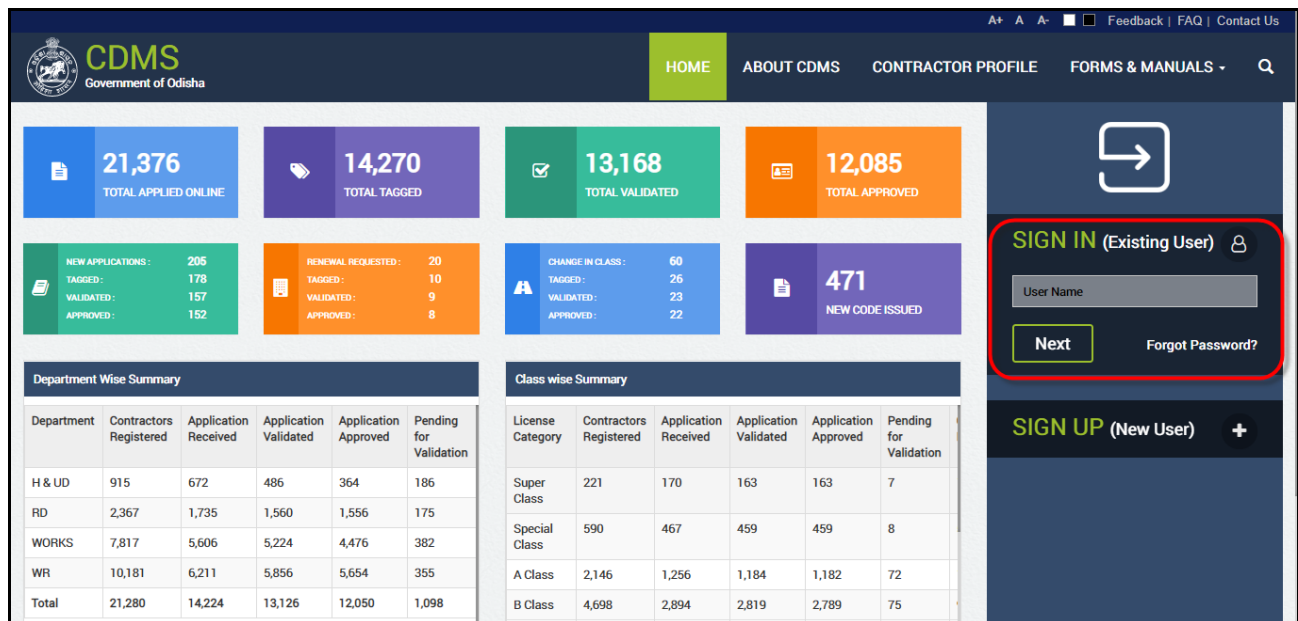
- In the landing screen, a pie-chart displaying the Fresh, Existing, Renewal, Upgradation, Degradation, Cancellation, and Conversion Request received from the Contractors to the department are displayed in a colour coded way. Click on Close button to close the pop-up.
- The latest announcements are displayed 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.

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- 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.

2.1 SIGN IN (EXISTING USER)

To login into the portal use your respective user ID and password in the Sign in section of the home page. Refer to the screen shared below.




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

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

Figure 2-2 Landing Screen(2)

For Signing in, refer to the highlighted area in Fig. 2-2.

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

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CDMS
Government of Odisha

HOME ABOUT CDMS CONTRACTOR PROFILE FORMS & MANUALS

21,376 TOTAL APPLIED ONLINE

14,270 TOTAL TAGGED

13,168 TOTAL VALIDATED

12,085 TOTAL APPROVED

NEW APPLICATIONS : 205
TAGGED : 178
VALIDATED : 157
APPROVED : 152

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

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

471 NEW CODE ISSUED

Department Wise Summary

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

Class wise Summary

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

Enter Password

Sign In Back To Login


SIGN UP (New User) +

Figure 2-3 Enter Password Screen

- Enter password and click on **Sign in** button.

If you have forgotten the password, then reset the password by clicking the **Forgot Password** button, shown in **Fig. 2-3**

Select **Forgot Password** button.

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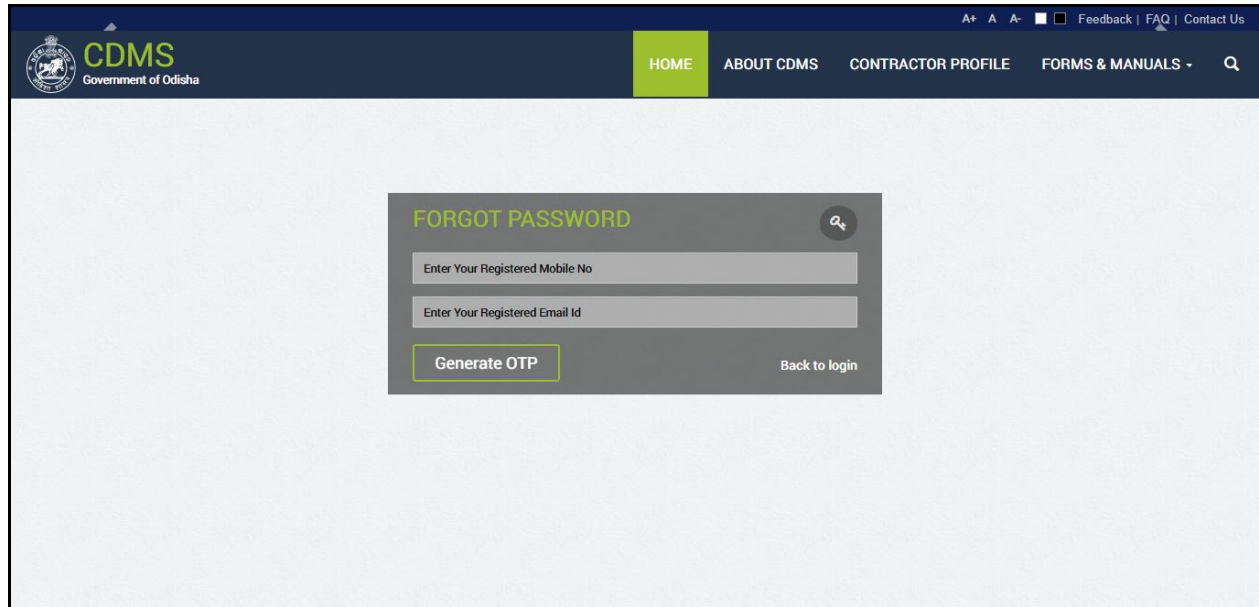



Figure 2-4 Forgot Password Screen

- Enter your registered mobile number.
- Enter your registered email ID.
- Click on **Generate OTP** button.
- An One-time password is sent to the registered email ID and mobile number.

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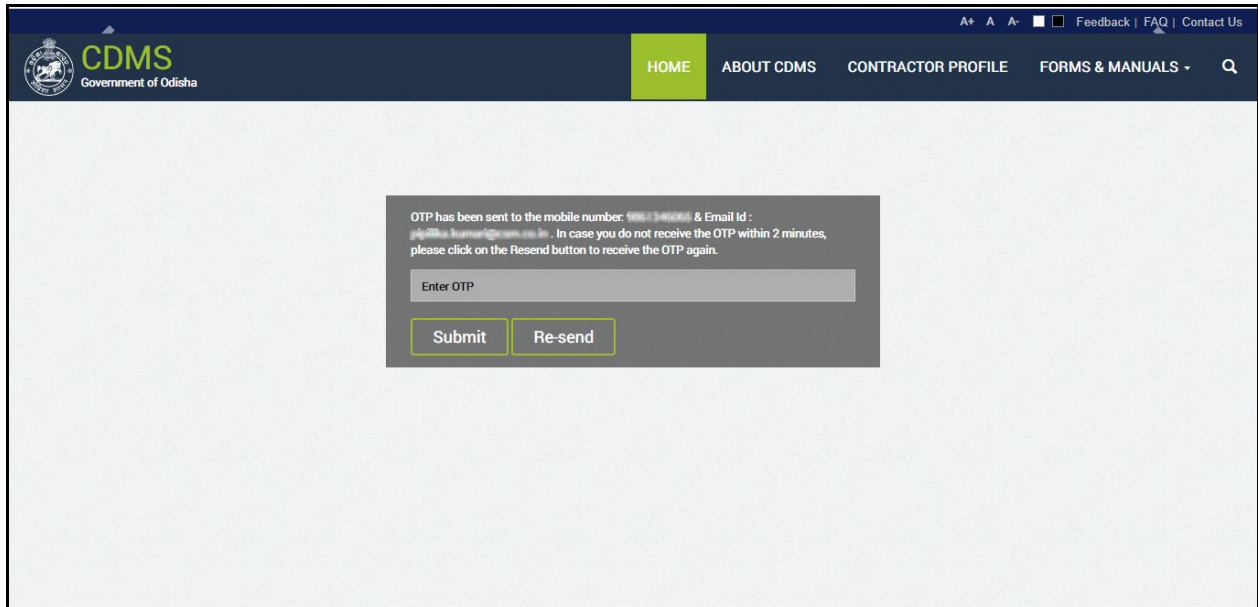



Figure 2-5 Enter OTP Screen

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

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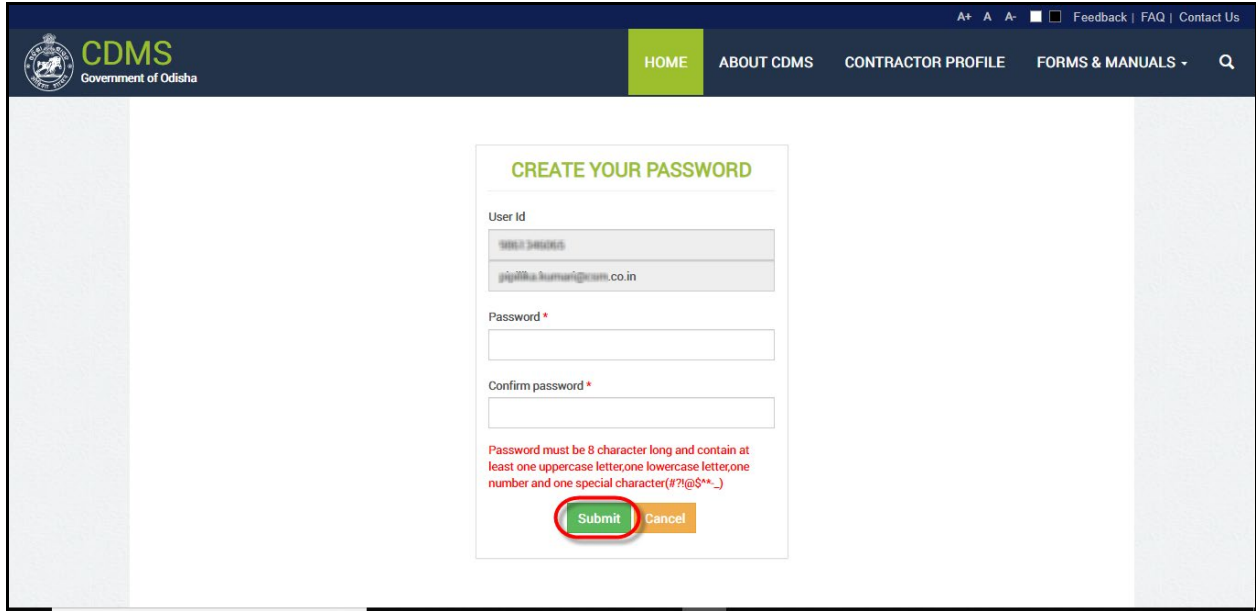


Figure 2-6 Create Your Password Screen

- 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.

On submission, get redirected to the home screen dashboard for login process. Refer Fig. 2-6 above.

- Enter user name in the textbox and click on next.
- Enter password and click on **Sign In** button

3 DASHBOARD

With the successful login into the portal, system will redirect to the CDMS dashboard as shown in **Figure 3-1** below.

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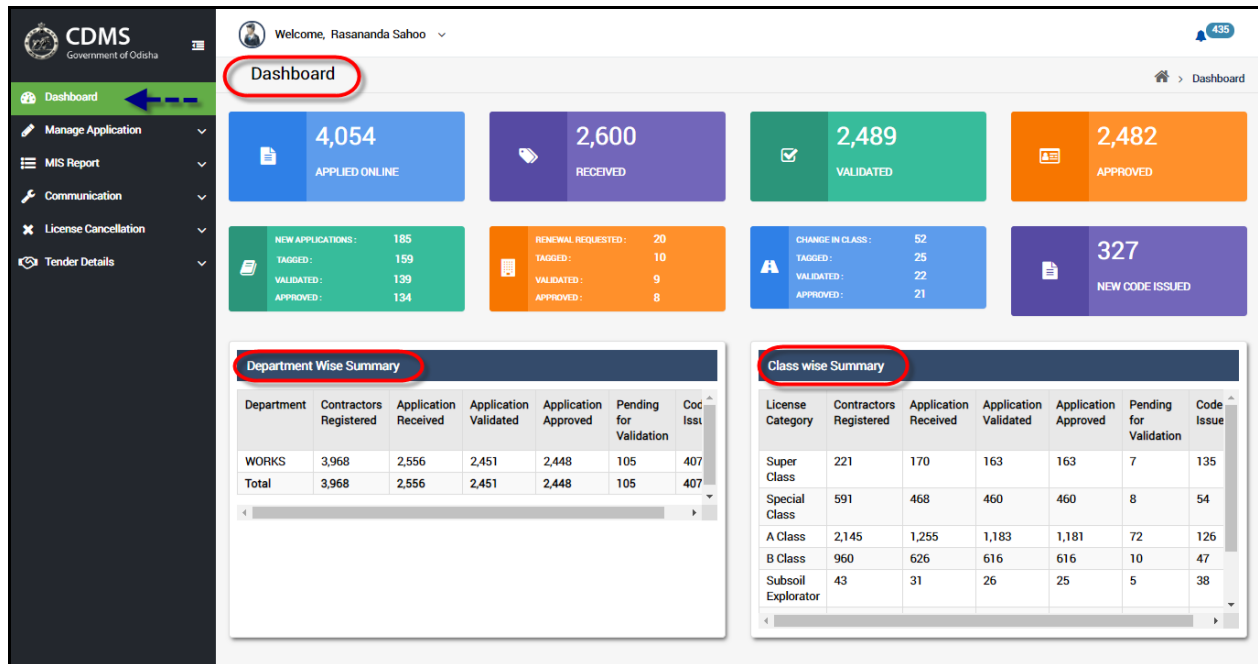



Figure 3-1 Dashboard Screen

This is an area where the LIA user generally gets all the information about -

- Total count of online applications, including number of applications received, validated and approved.
- Total number of new applications including number of applications that is tagged, validated and approved. Total number of renewal requests including number of applications that is tagged, validated and approved. Total number of applications received for changing class category including number of applications that is tagged, validated and approved and number of codes issued recently.
- The Department wise and class wise CSF Summary is displayed in the tabular format.

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

| | | | |
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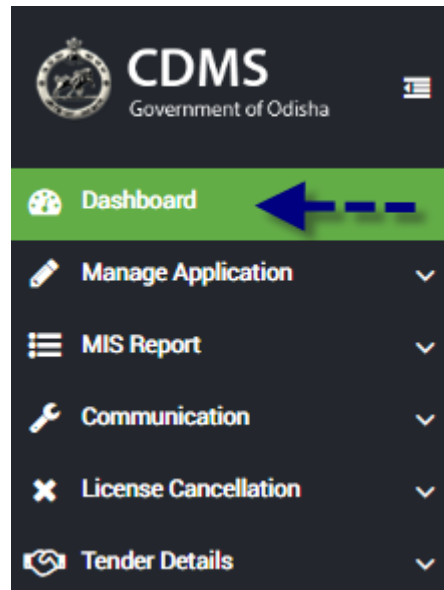



Figure 3-2 Menu Link Screen

4 MANAGE APPLICATION

Manage new applications sent for license issue, renewal, or cancellation under the Manage Application tab. Here, you can do verification, approval, initiate security deposit of any new request. Do printing of registration certificate, manage contractor code and signed RC, update license data and verify profile details in this section. Add or manage pending applications with the use of various primary links.

| | | | |
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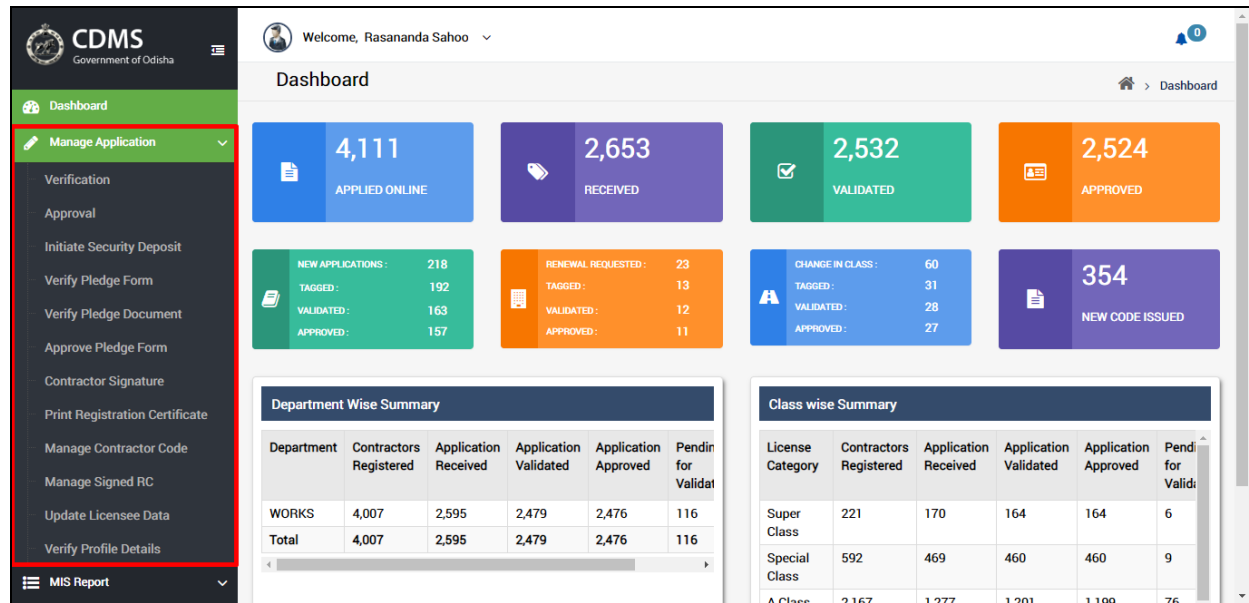

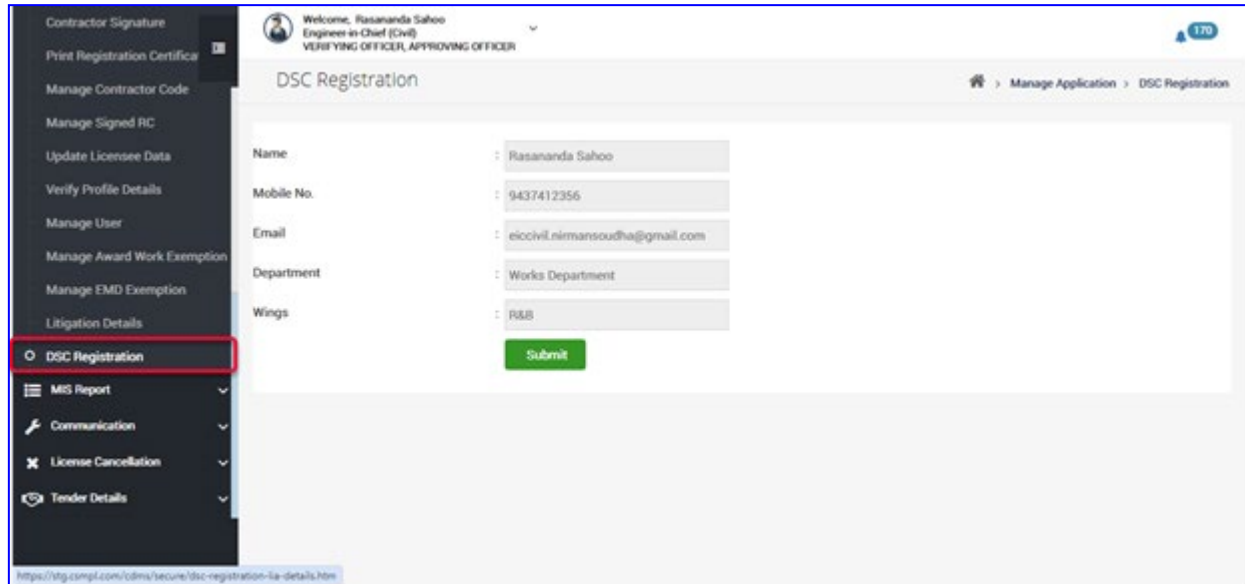


Figure 4-1 Manage Application Screen

4.1 DSC REGISTRATION

Digital signature of the documents uploaded by the authorized officer is an integral part. For that reason, to take action and upload any approval letter or certification or any kind of official letter or document in the application, the user (LIA User) needs to register the DSC details in the **DSC Register** link under the Manage Application menu link.

| | | | |
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Contractor Signature
Print Registration Certificate
Manage Contractor Code
Manage Signed RC
Update Licensee Data
Verify Profile Details
Manage User
Manage Award Work Exemption
Manage EMD Exemption
Litigation Details
DSC Registration
MIS Report
Communication
License Cancellation
Tender Details

Welcome, Rasananda Sahoo
Engineer-in-Chief (Civil)
VERIFYING OFFICER, APPROVING OFFICER

DSC Registration

Name : Rasananda Sahoo
Mobile No. : 9437412356
Email : eiccivil.nimansoudha@gmail.com
Department : Works Department
Wings : R&B

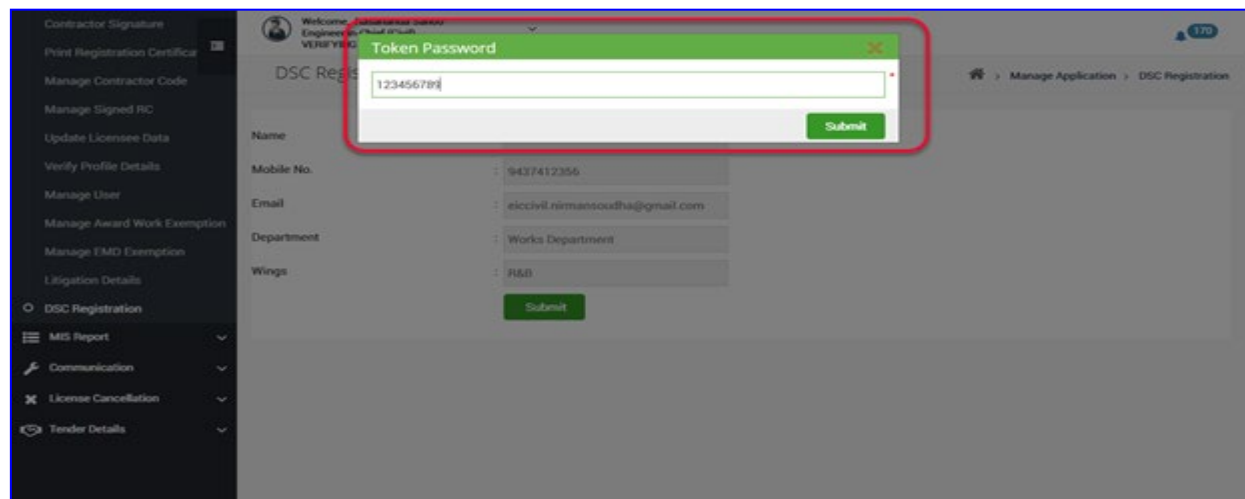
Submit

<https://itg.csmpl.com/cdm/secure/dsc-registration-ia-details.htm>

Figure 4-2 DSC Registration

The Name, Mobile Number, Email ID, Department and Wing details are already provided in the DSC registration section.

- Click on the **Submit** button.



Contractor Signature
Print Registration Certificate
Manage Contractor Code
Manage Signed RC
Update Licensee Data
Verify Profile Details
Manage User
Manage Award Work Exemption
Manage EMD Exemption
Litigation Details
DSC Registration
MIS Report
Communication
License Cancellation
Tender Details

Welcome, Rasananda Sahoo
Engineer-in-Chief (Civil)
VERIFYING OFFICER, APPROVING OFFICER

DSC Registration

Token Password


123456789

Submit

Name : Rasananda Sahoo
Mobile No. : 9437412356
Email : eiccivil.nimansoudha@gmail.com
Department : Works Department
Wings : R&B

Submit

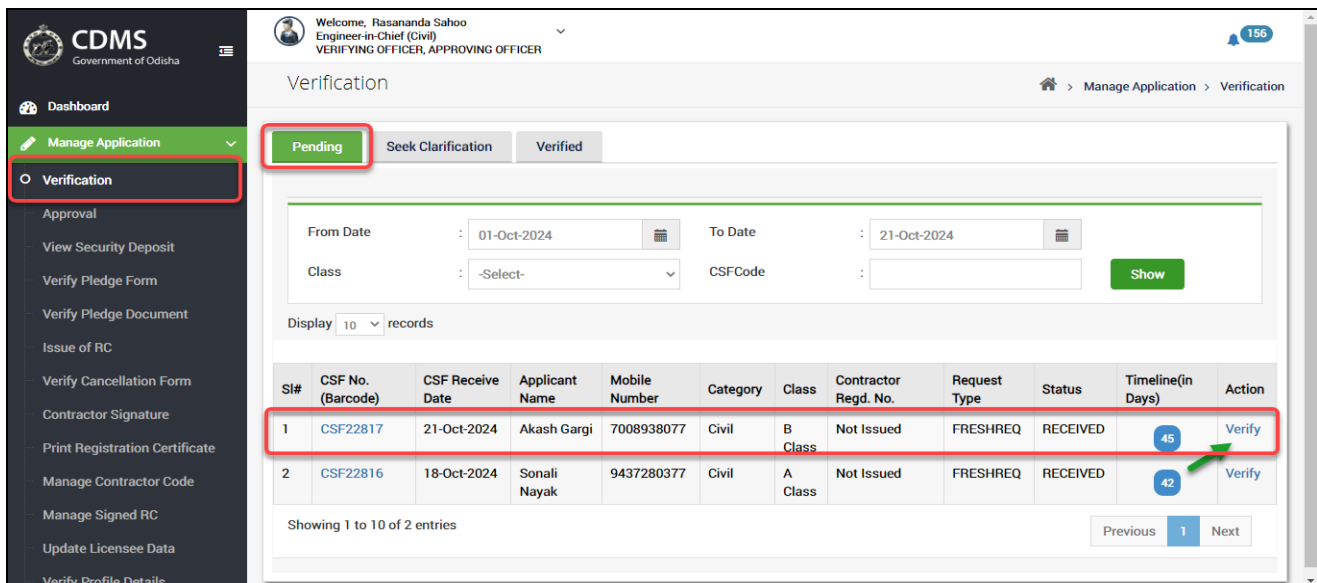
Figure 4-3 Token Password

| | | | |
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- Enter the token password, and click on the **Submit** button.
- On successful submission, the DSC registration is completed successfully.

4.2 VERIFICATION

After the new contractor registration application is received, the next step is to verify the application details under the Verification tab, created under the manage application menu tab.



Verification

From Date : 01-Oct-2024 To Date : 21-Oct-2024

Class : --Select-- CSFCode : Show

Display 10 records

| Sl# | CSF No. (Barcode) | CSF Receive Date | Applicant Name | Mobile Number | Category | Class | Contractor Regd. No. | Request Type | Status | Timeline(in Days) | Action |
|-----|-------------------|------------------|----------------|---------------|----------|---------|----------------------|--------------|----------|-------------------|--------|
| 1 | CSF22817 | 21-Oct-2024 | Akash Gargi | 7008938077 | Civil | B Class | Not Issued | FRESHREQ | RECEIVED | 45 | Verify |
| 2 | CSF22816 | 18-Oct-2024 | Sonali Nayak | 9437280377 | Civil | A Class | Not Issued | FRESHREQ | RECEIVED | 42 | Verify |

Showing 1 to 10 of 2 entries

Previous 1 Next


Figure 4-4 Verification Screen (1)

On clicking the Verification tab, the applications received on behalf of the new contractor for issuing the license are shown. View the CSF number, CSF receiving date, applicant name, contact details, class, category, etc.

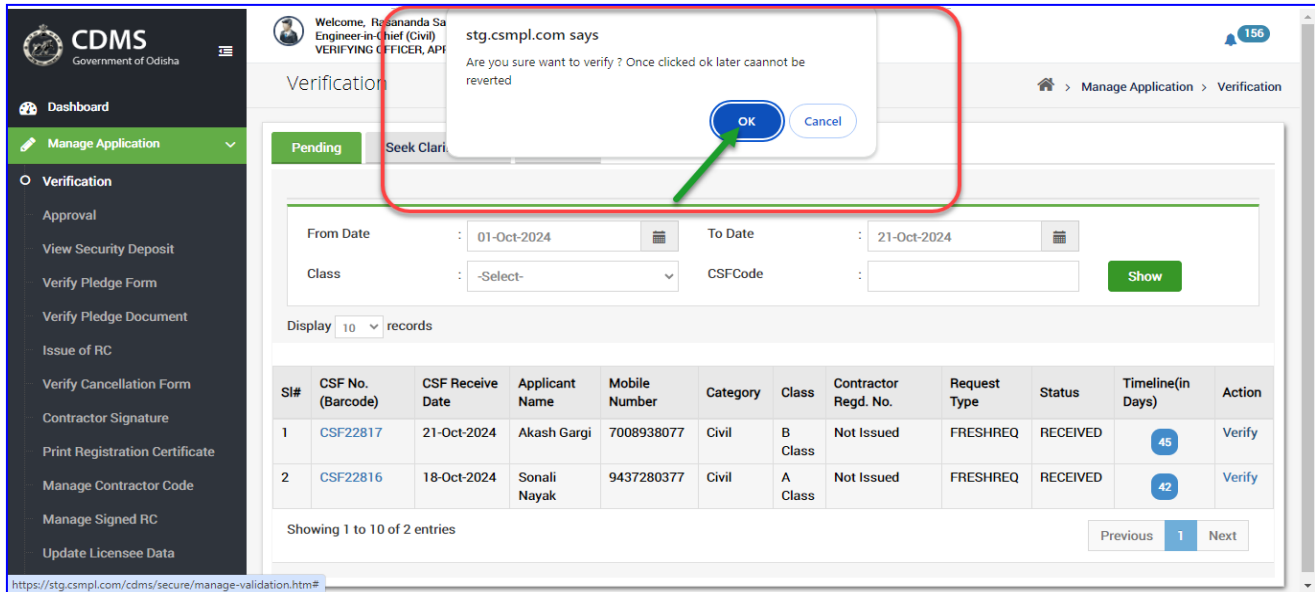
The system also has the provision to filter the tagged results. For doing so, enter the CSF receiving from date and to date, barcode and current status in the search and click on show button.

The application can be either kept on hold or verified. In case kept on hold, then action can be taken against the application later on.

To view the application details, click on the CSF Number provided here.

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For verifying the application details click the **Verify** option,



stg.csmp1.com says
Are you sure you want to verify ? Once clicked ok later cannot be reverted

OK Cancel

From Date : 01-Oct-2024 To Date : 21-Oct-2024

Class : -Select- CSFCode : Show

Display 10 records

| SI# | CSF No. (Barcode) | CSF Receive Date | Applicant Name | Mobile Number | Category | Class | Contractor Regd. No. | Request Type | Status | Timeline(in Days) | Action |
|-----|-------------------|------------------|----------------|---------------|----------|---------|----------------------|--------------|----------|-------------------|--------|
| 1 | CSF22817 | 21-Oct-2024 | Akash Gargi | 7008938077 | Civil | B Class | Not Issued | FRESHREQ | RECEIVED | 45 | Verify |
| 2 | CSF22816 | 18-Oct-2024 | Sonali Nayak | 9437280377 | Civil | A Class | Not Issued | FRESHREQ | RECEIVED | 42 | Verify |

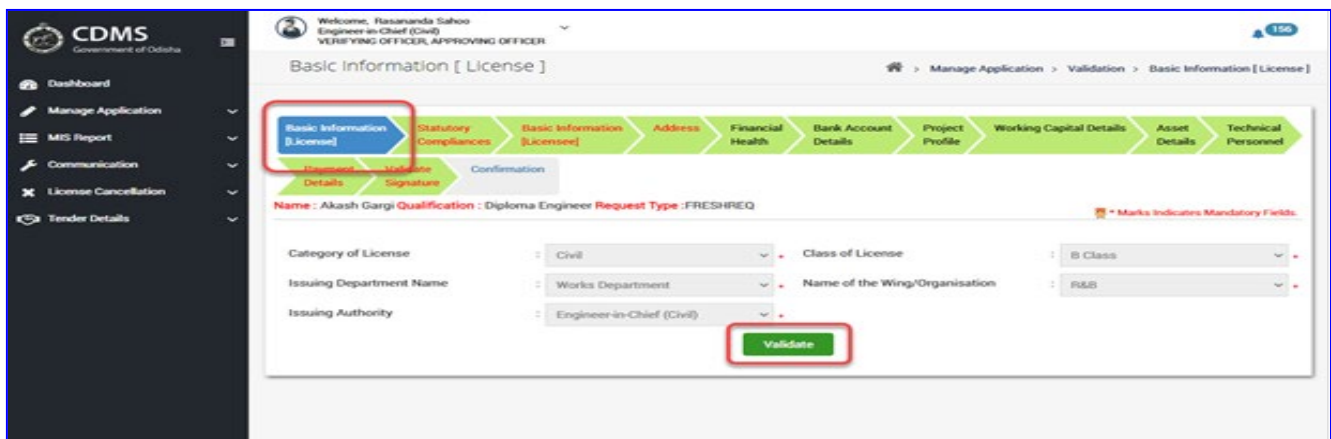
Showing 1 to 10 of 2 entries

Previous 1 Next

Figure 4-5 Alert Screen

The system gives an alert message – Are you sure you want verify the details? If sure, then click OK.

Doing so, the verifier is redirected to the Basic information screen of the applicant as shown below-



Basic Information [License]

Basic Information [License] Statutory Compliances Basic Information [Licensee] Address Financial Health Bank Account Details Project Profile Working Capital Details Asset Details Technical Personnel

Name : Akash Gargi Qualification : Diploma Engineer Request Type : FRESHREQ


Category of License : Civil Class of License : B Class

Issuing Department Name : Works Department Name of the Wing/Organisation : R&B

Issuing Authority : Engineer-in-Chief (Civil)

Validate

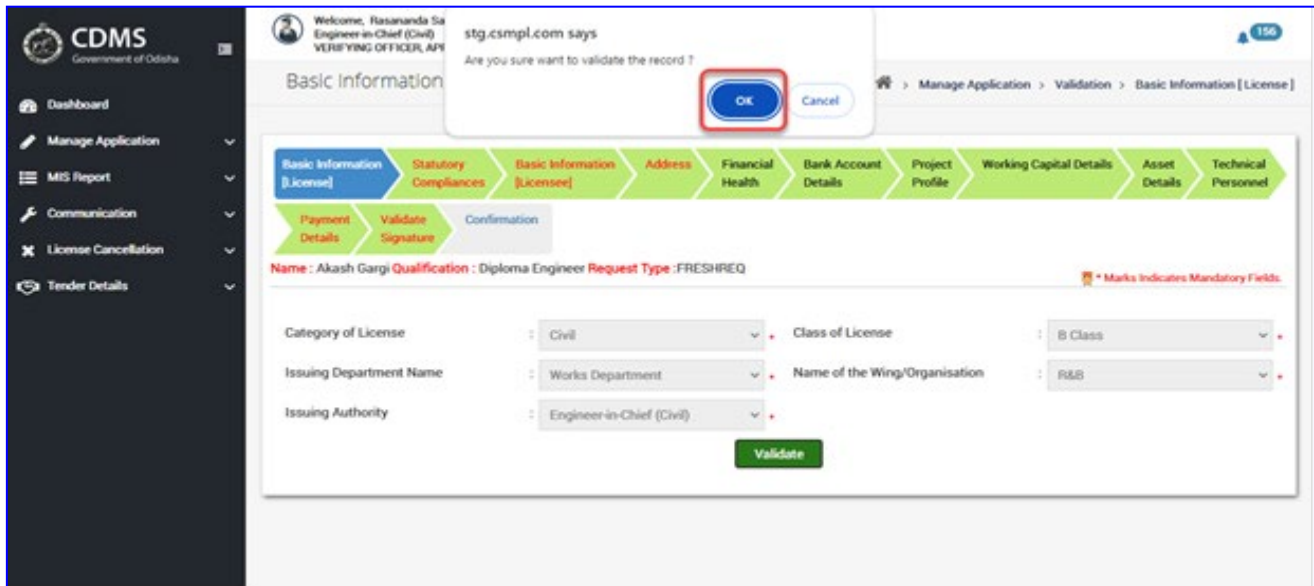
Figure 4-6 Basic Information of License Validation Screen

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The basic information of the license can be either validated, if everything found to be correct.

It can be emailed, if any correction is needed to be done. In that case, sent an email then action can be taken against the application later on.

For validating the application details, click the **Validate** button.




The screenshot shows the CDMS (Contractor Database Management System) interface. On the left is a sidebar with navigation options: Dashboard, Manage Application, MIS Report, Communication, License Cancellation, and Tender Details. The main area displays a confirmation window for validating a license. The window title is 'Basic Information' and it contains a message from 'stg.csmpi.com' asking 'Are you sure want to validate the record?'. Below the message are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. The window also shows a progress bar with steps: Basic Information [Licensee], Statutory Compliances, Basic Information [Licensee], Address, Financial Health, Bank Account Details, Project Profile, Working Capital Details, Asset Details, and Technical Personnel. The 'Validate' button is highlighted in green. The form fields show: Name: Akash Gargi, Qualification: Diploma Engineer, Request Type: FRESHREQ, Category of License: Civil, Class of License: B Class, Issuing Department Name: Works Department, Name of the Wing/Organisation: R&B, and Issuing Authority: Engineer-in-Chief (Civil). A 'Validate' button is at the bottom.

Figure 4-7 Confirmation Window

The system gives an alert message - Are you sure to validate the details?

If sure, then click OK. Otherwise, choose the Cancel button and return to previous screen.

Doing so, you need to validate the Statutory Compliance Details of the Licensee by clicking it.

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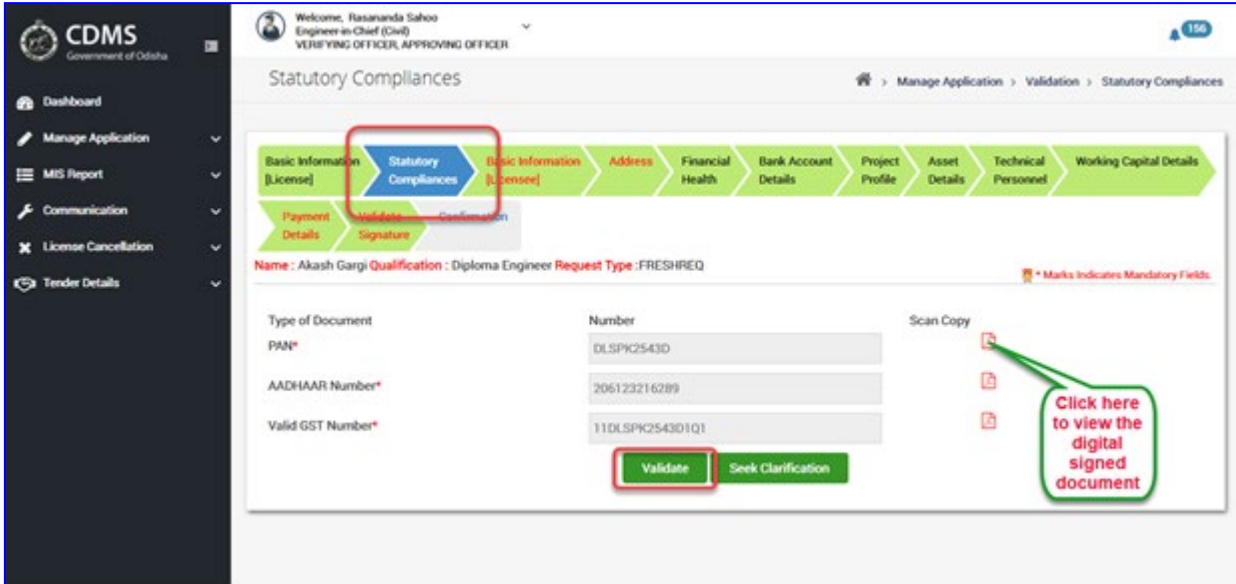


Figure 4-8 Statutory Compliances Validation Screen

The statutory details of the licensee can be either validated or emailed for any correction. In case you send an email, then action can be taken against the application later on.

Click on the pdf icon provided next to the type of document, to download and view the whether the documents uploaded by the contractor is digitally signed or not.



| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:22 of 180 |
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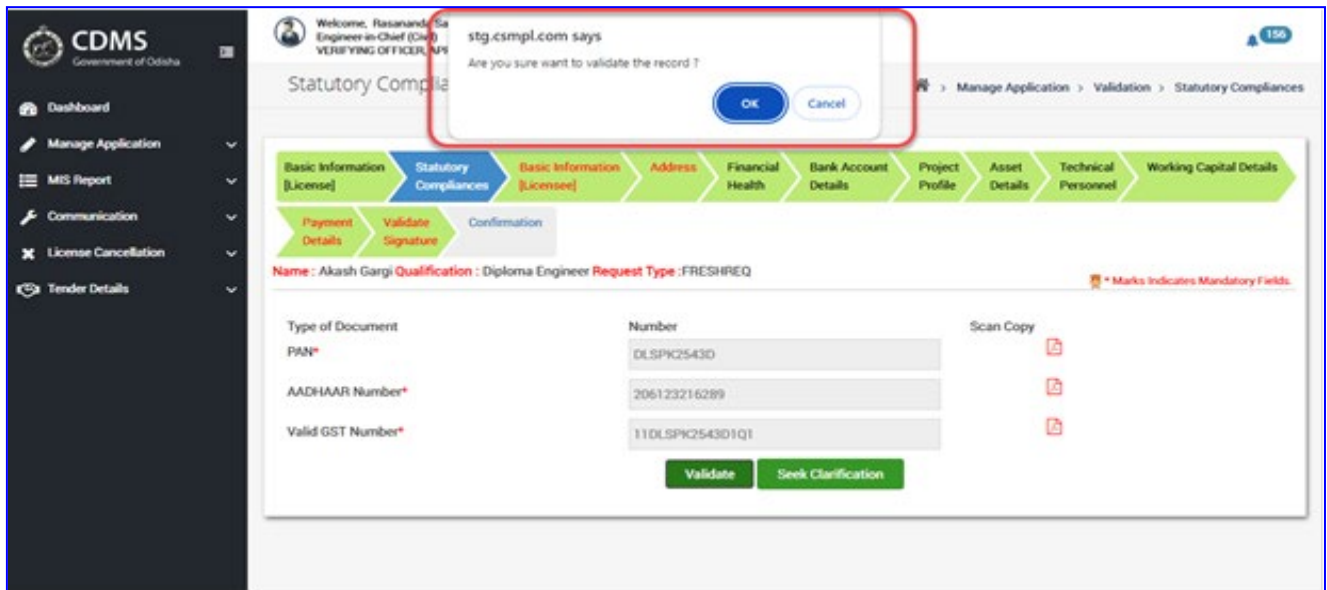


Figure 4-9 Digitally Signed Document Screen

For validating the application details click the **Validate** button.

The system gives an alert message, if you are sure to validate the details or not. If sure, then click OK.

| | | | |
|---|---|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:23 of 180 |
| | Contractor Database Management System V3.0 | | |




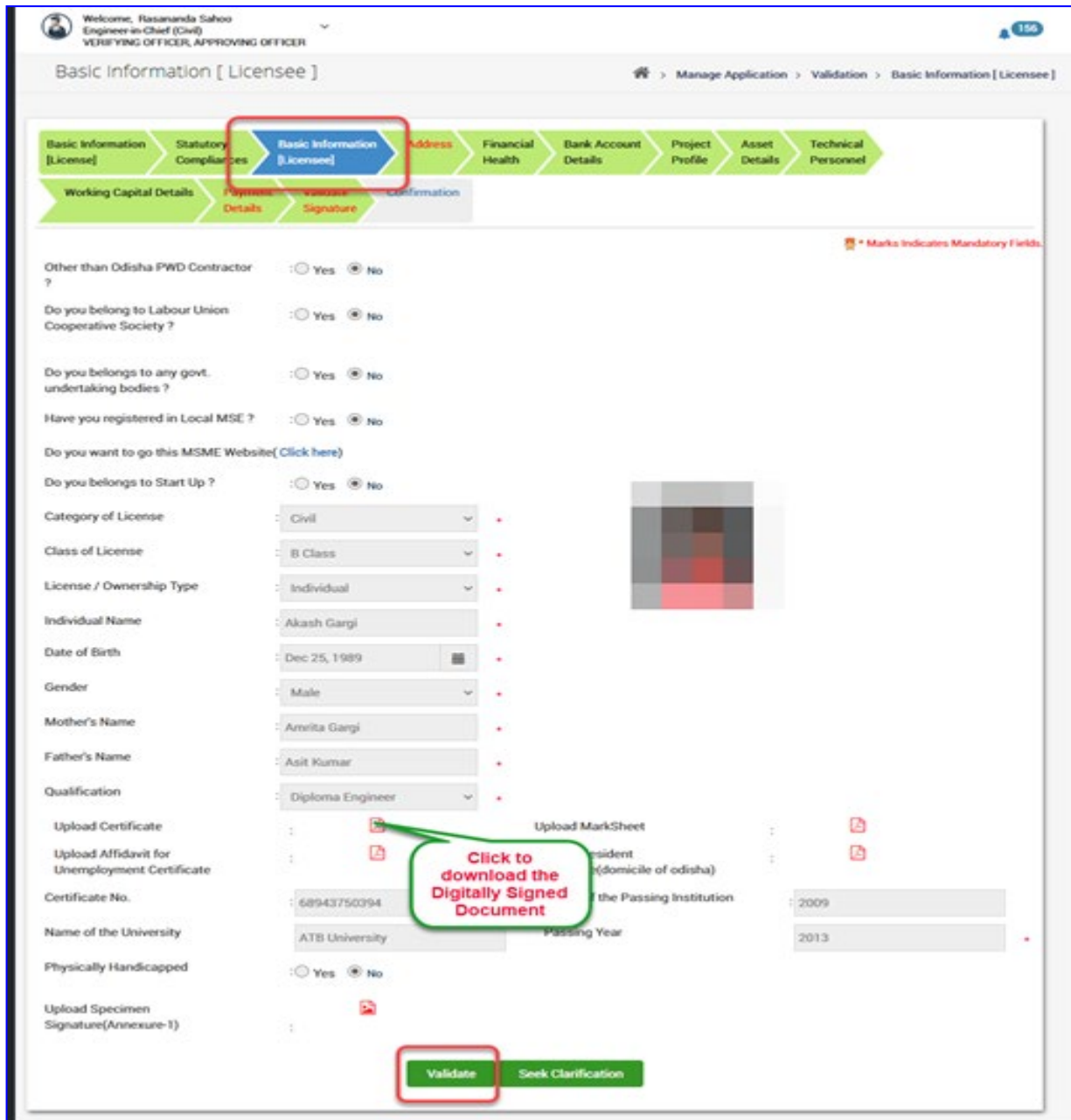
The screenshot displays the CDMS (Contractor Database Management System) interface. A confirmation alert message is shown, asking the user if they are sure they want to validate the record. The alert has 'OK' and 'Cancel' buttons. The background shows the 'Statutory Compliance' section with a progress bar and input fields for PAN, Aadhaar Number, and Valid GST Number. The 'Validate' and 'Seek Clarification' buttons are disabled.

Figure 4-10 Confirmation Alert Message Screen

On validating the statutory compliance status, the buttons for validation and seeking clarification are disabled automatically,

Move forward to validation of Basic Information of the Licensee.

| | | | |
|---|---|-----------------------------|-------------------------------|
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Other than Odisha PWD Contractor ? ☐ Yes ☒ No

Do you belong to Labour Union Cooperative Society ? ☐ Yes ☒ No

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

Have you registered in Local MSE ? ☐ Yes ☒ No

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

Do you belongs to Start Up ? ☐ Yes ☒ No

Category of License : Civil *

Class of License : B Class *

License / Ownership Type : Individual *

Individual Name : Akash Gargi *

Date of Birth : Dec 25, 1989 *

Gender : Male *

Mother's Name : Amrita Gargi *

Father's Name : Asit Kumar *

Qualification : Diploma Engineer *

Upload Certificate : *

Upload Affidavit for Unemployment Certificate : *

Certificate No. : 68943750394 *

Name of the University : ATB University *

Physically Handicapped : ☐ Yes ☒ No

Upload Specimen Signature(Annexure-1) : *

Upload MarkSheet : *

Upload MarkSheet (domicile of odisha) : *

the Passing Institution : 2009 *


Passing Year : 2013 *

Click to download the Digitally Signed Document

Validate **Seek Clarification**

Figure 4-11 Basic Information Licensee Validation Screen

The basic information of the licensee can be either validated or emailed for any correction. In case you send an email, then action can be taken against the application later on.

| | | | |
|---|---|-----------------------------|-------------------------------|
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| | Contractor Database Management System V3.0 | | |

Click on the pdf icon provided next to the type of document, to download and view the whether the documents uploaded by the contractor is digitally signed or not.

For validating the application details click the **Validate** button.

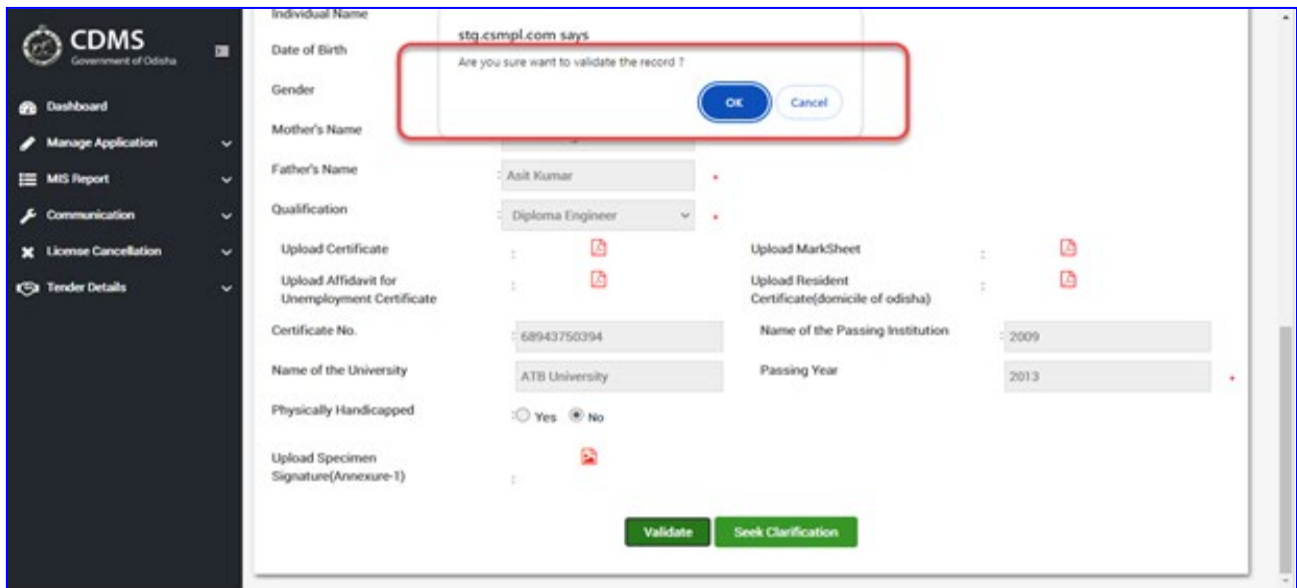



Figure 4-12 Confirmation Window

The system gives an alert message – Are you sure you want to validate the details or not. If sure, then click OK.

Doing so, you need to validate the Address Details of the Licensee by clicking it.

| | | | |
|---|---|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:26 of 180 |
| | Contractor Database Management System V3.0 | | |

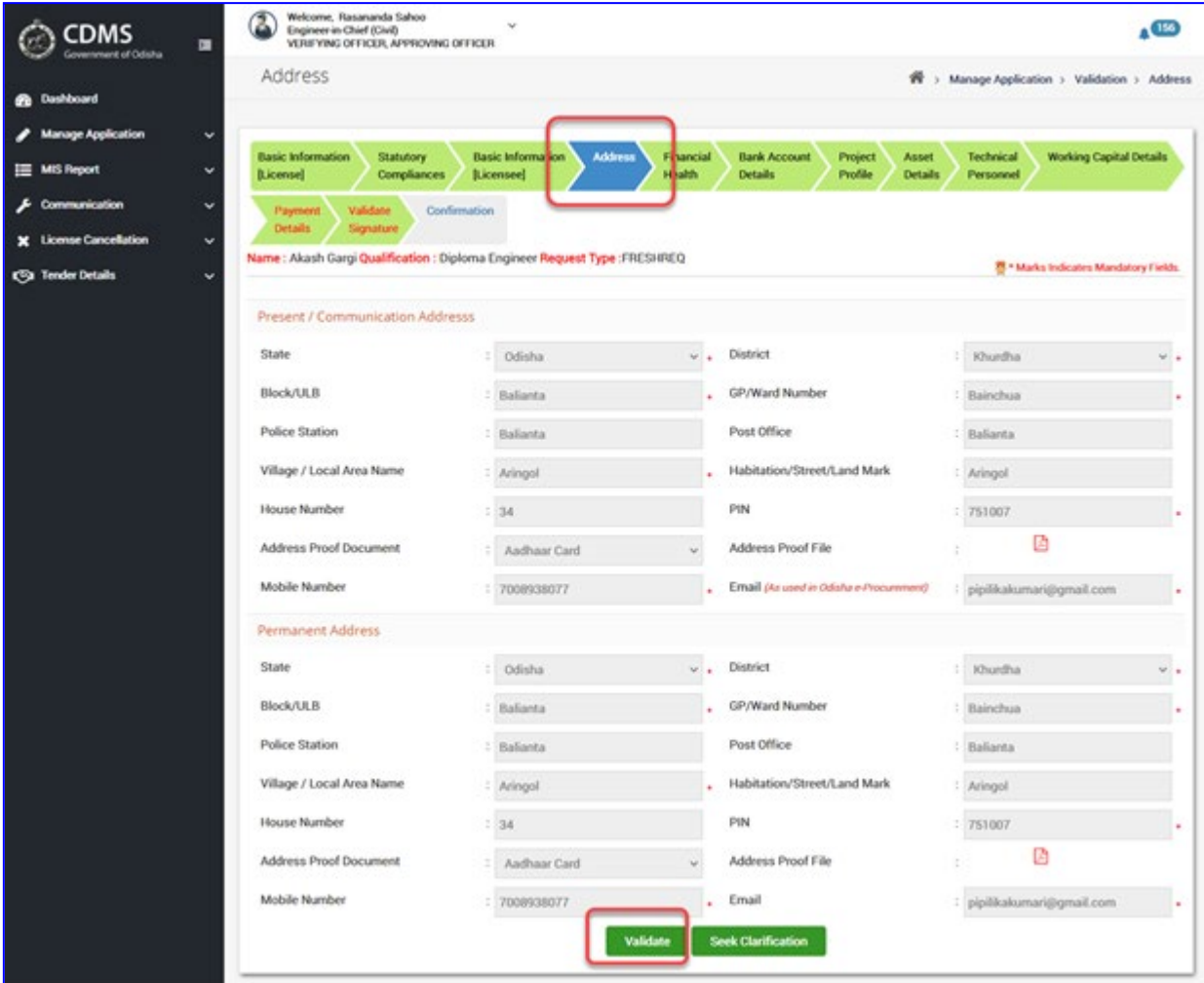



Figure 4-13 Address Validation Screen

The address details of the licensee can be either validated or emailed for any correction. In case you send an email, then action can be taken against the application later on.

For validating the application details click the **Validate** button.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:27 of 180 |
| | Contractor Database Management System V3.0 | | |

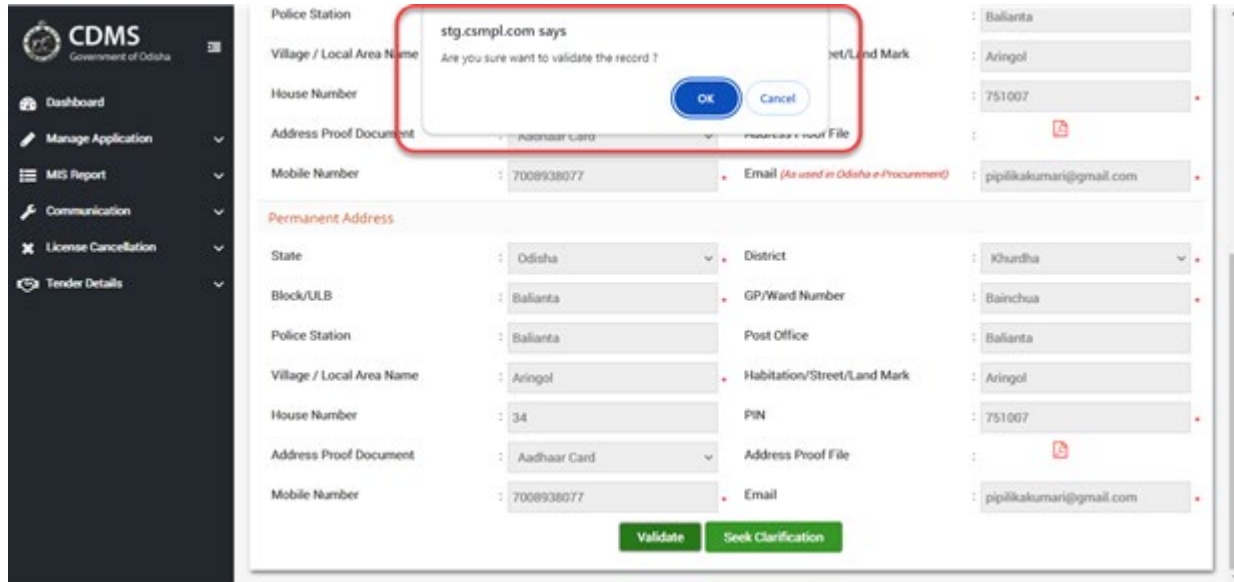


Figure 4-14 Confirmation Alert Message Screen

The system gives an alert message, whether you are sure to validate the details or not. If sure, then click OK.

Doing so, you need to validate the Financial Health of the Licensee by clicking it.

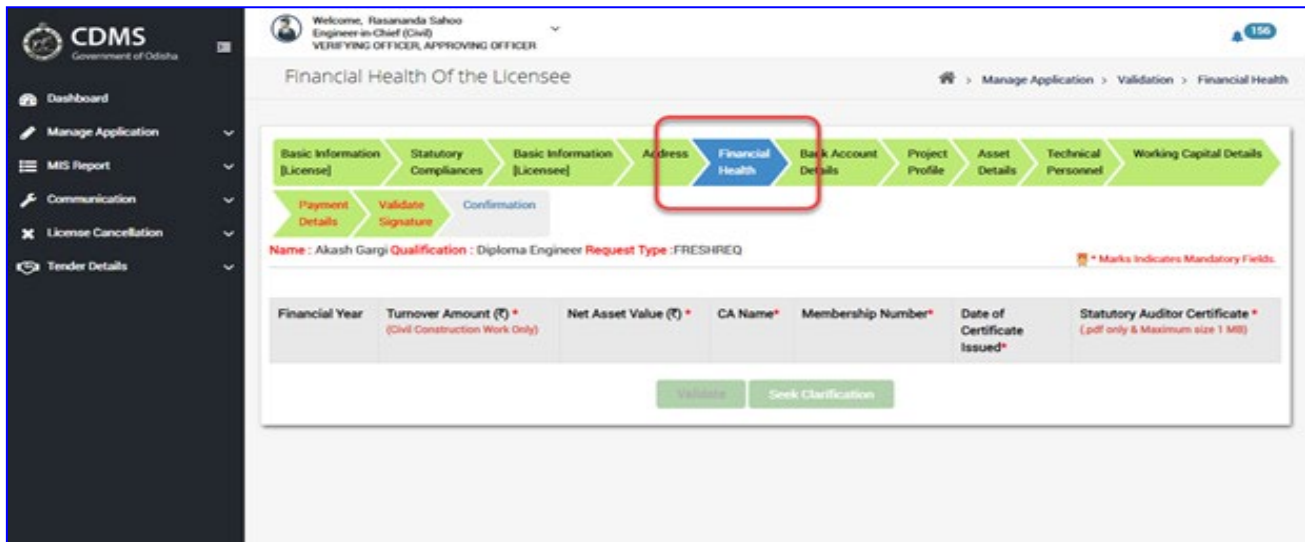



Figure 4-15 Financial Health of Licensee Validation Screen

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 28 of 180 |
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The financial health of the licensee can be either validated or emailed for any correction. In case you send an email, then action can be taken against the application later on.

For validating the application details click the Validate button.

The system gives an alert message whether you are sure to validate the details or not. If sure, then click OK.

Doing so, you need to validate the Bank Account Details by clicking it.

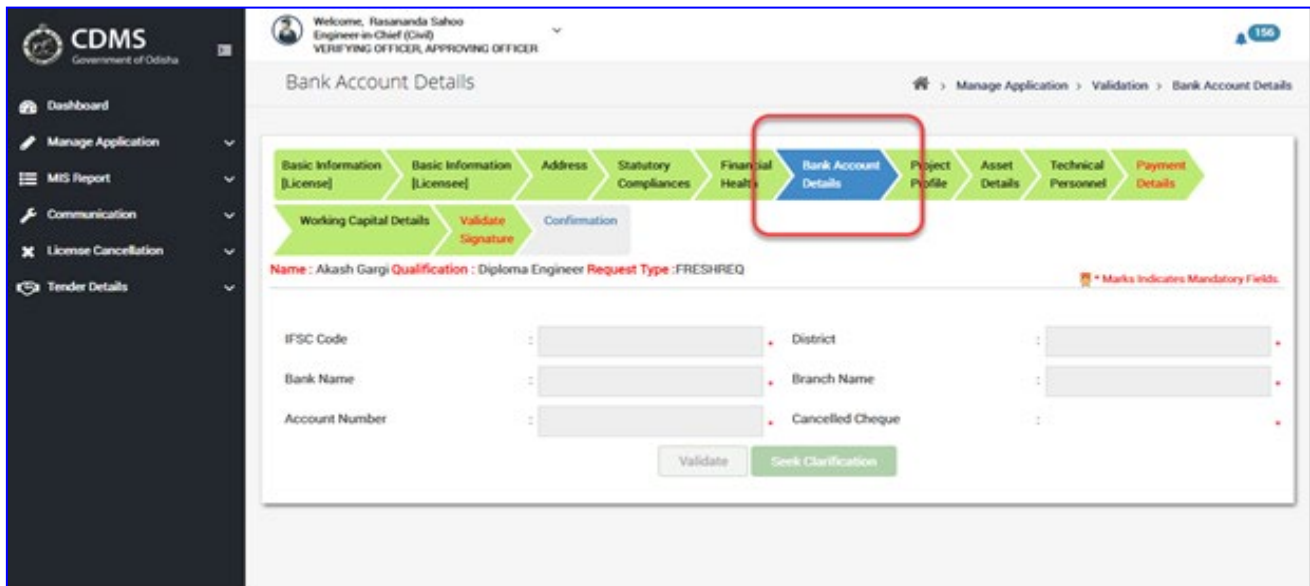



Figure 4-16 Bank Account Details Validation Screen

The bank account details can be either validated or emailed for any correction. In case you send an email, then action can be taken against the application later on.

For validating the application details click the Validate button.

The system gives an alert message whether you are sure to validate the details or not. If sure, then click OK.

Doing so, you need to validate the Project Profile Details by clicking it.

| | | | |
|---|--|-----------------------------|--------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 29 of 180 |
| | Contractor Database Management System V3.0 | | |

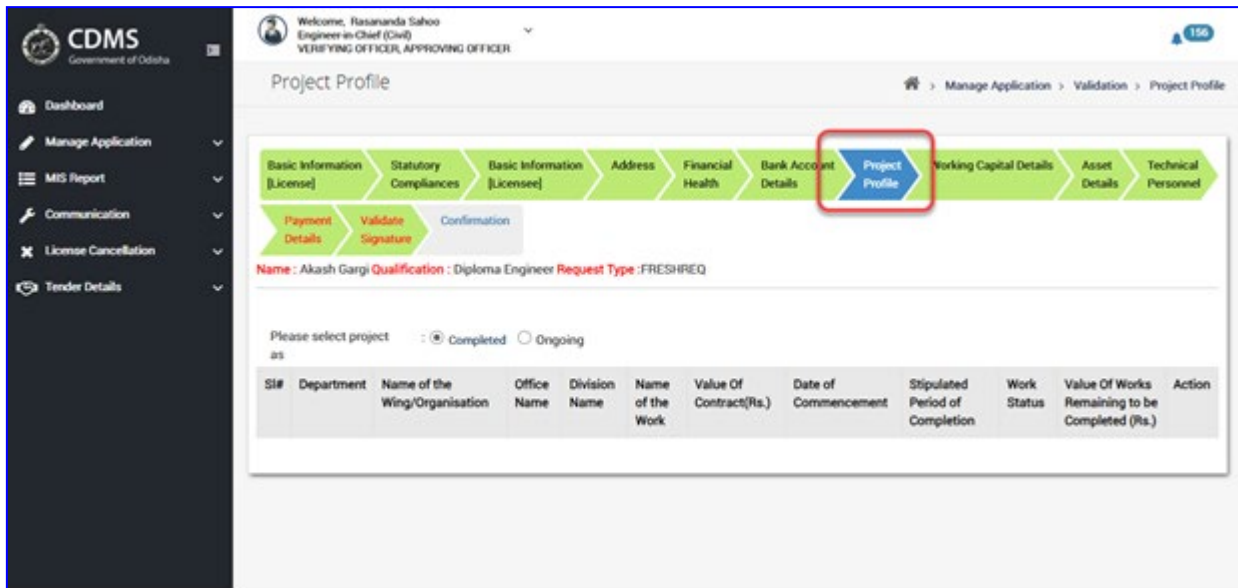



Figure 4-17 Project Profile Details Validation Screen

The project profile details can be either validated or emailed for any correction. In case you send an email, then action can be taken against the application later on.

For validating the application details click the Validate button.

The system gives an alert message whether you are sure to validate the details or not. If sure, then click OK.

Doing so, you need to validate the working capital details.

| | | | |
|---|---|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:30 of 180 |
| | Contractor Database Management System V3.0 | | |

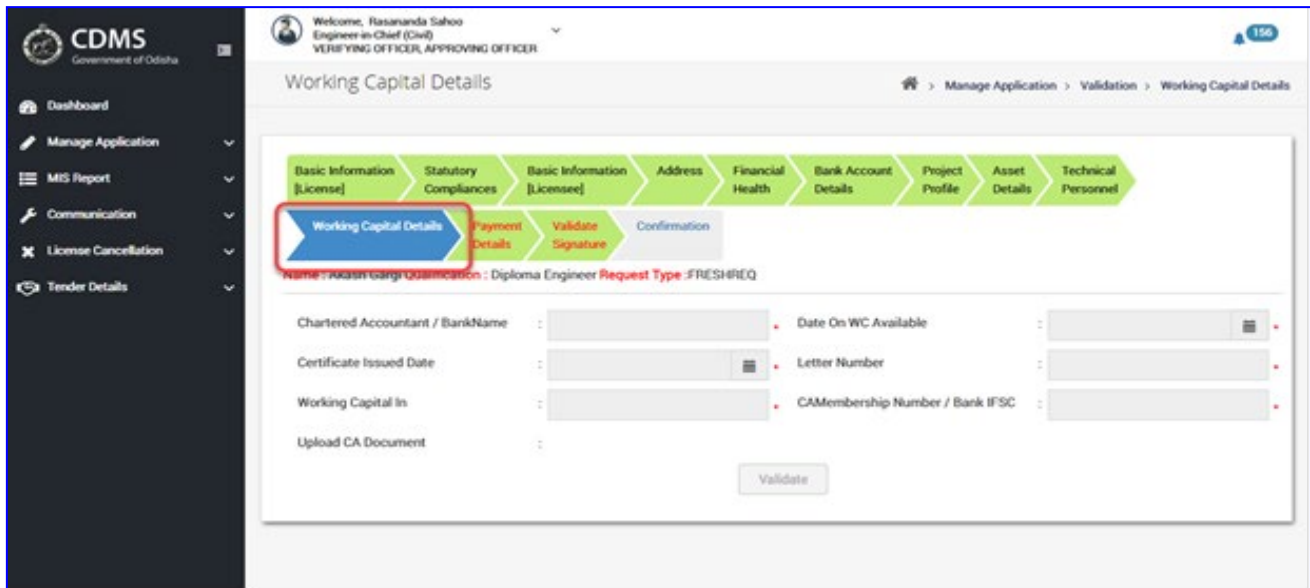



Figure 4-18 Working Capital Details Screen

The working Capital details can be either validated or emailed for any correction. In case you send an email, then action can be taken against the application later on.

For validating the application details click the **Validate** button.

The system gives an alert message whether you are sure to validate the details or not.

Doing so, you need to validate the payment details.

| | | | |
|---|---|-----------------------------|--------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 31 of 180 |
| | Contractor Database Management System V3.0 | | |





Figure 4-19 Payment Details Validation Screen

The payment details can be either validated or emailed for any correction. In case you send an email, then action can be taken against the application later on.

For validating the application details click the Validate button.

The system gives an alert message whether you are sure to validate the details or not.

| | | | |
|---|--|-----------------------------|-------------------------------|
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The screenshot shows the CDMS (Contractor Database Management System) interface. A confirmation alert message is displayed, asking the user to validate the record. The message text is: "stg.csmp1.com says Are you sure want to validate the record ?". The alert has "OK" and "Cancel" buttons. The background shows the "Payment Details" screen with a sidebar menu on the left containing options like Dashboard, Manage Application, MIS Report, Communication, License Cancellation, and Tender Details. The main content area shows a progress bar with steps: Basic Information [License], Status Comp, Working Capital Details, Payment Details (current step), Validate Signature, and Confirmation. Below the progress bar, user details are shown: Name: Akash Gargi, Qualification: Diploma Engineer, Request Type: FRESHREQ. A "Payment" section contains fields for DATE AND TIME OF PAYMENT (2024-10-17), Challan Reference ID (FULL345636), ORDER NO. (OWDFQ20241021160210), TOTAL AMOUNT (6,000), PAID AMOUNT (6,000), and CHALAN FILE. At the bottom are "Validate" and "Seek Clarification" buttons.

Figure 4-20 Confirmation Alert Message Screen

If sure, then click **OK** button.

Doing so, you need to validate the signature of the contractor.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:33 of 180 |
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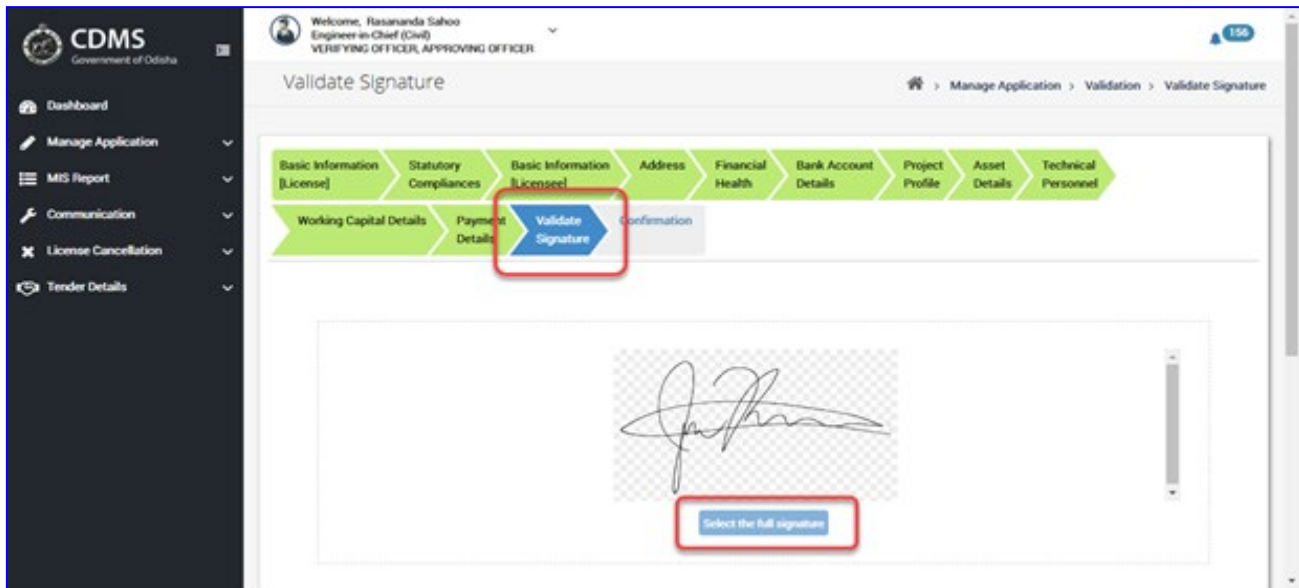


Figure 4-21 Validate Signature Screen

- Crop the full signature of the contractor.
- Click on **Select the Full Signature**.

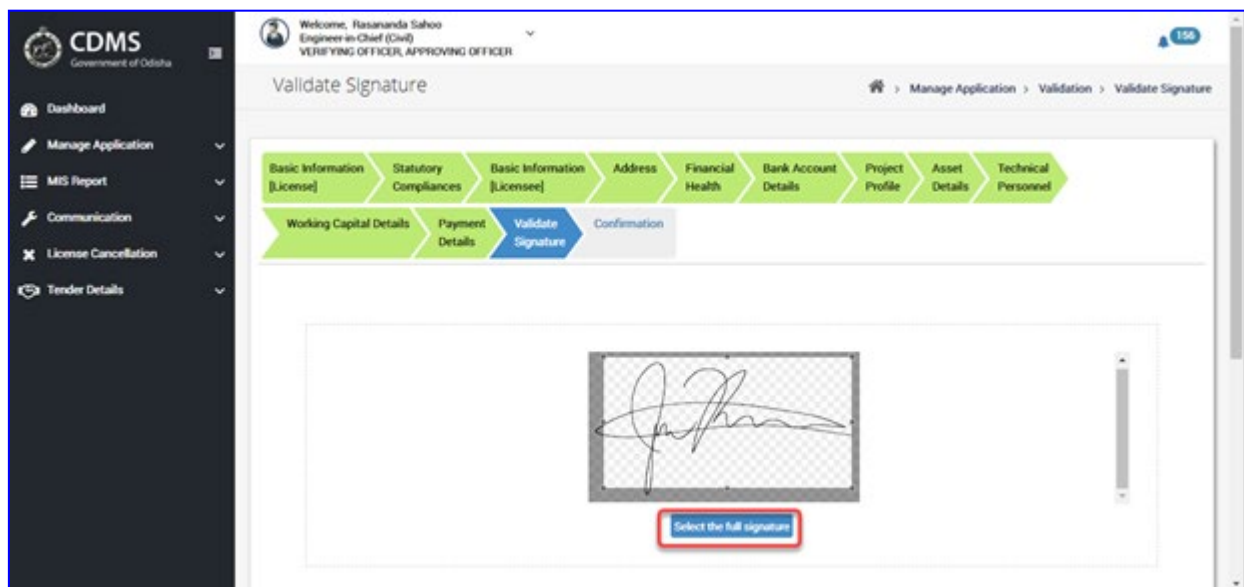


Figure 4-22 Validate Signature Screen


| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:34 of 180 |
| | Contractor Database Management System V3.0 | | |




Figure 4-23 Validate Signature Screen

- Refer to the highlighted section.
- Click on **Select the Short Signature** button.

Doing so, you need to confirm and Validate the signature by clicking the **Validate** button.

With the validation of the licensee details, the user needs to do the final confirmation.

| | | | |
|---|---|-----------------------------|-------------------------------|
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| | Contractor Database Management System V3.0 | | |

Validation Confirmation

Basic Information [Licensee] | Statutory Compliances [Licensee] | Basic Information [Licensee] | Address | Financial Health | Bank Account Details | Project Profile | Working Capital Details | Asset Details | Technical Personnel

Payment Details | Validation Signature | Confirmation

Basic Information [Licensee]
 Category of Licensee: Civil
 Issuing Department Name: Works Department
 Name of Office: XXXXXXXXXX
 Class of License: B Class
 Name of the Wing: R&D
 Issuing Authority Name: Engineer-in-Chief (Civil)

Basic Information [Licensee]
 Other than Odisha PWD Contractor? No
 Have you registered in Local MSE? No
 Do you belong to Start Up? No
 Do you belong to any govt. undertaking bodies? No
 Do you belong to Labour Union Cooperative Society? No
 Category of Licensee: Civil
 Class of License: B Class
 License / Ownership Type: Individual
 Individual Name: Akash Gangi
 Date of Birth: 25-Dec-1989
 Gender: Male
 Mother's Name: Anurita Gangi
 Father's Name: Anil Kumar
 Qualification: Diploma Engineer
 Certificate No.: 685437500394
 Name of the Passing Institution: JSSS
 Name of the University: A.T.U. University
 Passing Year: 2013
 Physically Handicapped: No
 Present / Communication Address
 State: Odisha
 District: Khurda
 GP/Ward Number: Buniha
 Post Office: Buniha
 Habitation/Street/Land Mark: Aringol
 PIN: 751007
 Address Proof File: [Upload]
 Email (to send to Odisha e-Proc): pp@kulkarni@gmail.com
 Permanent Address
 State: Odisha
 District: Khurda
 GP/Ward Number: Buniha
 Post Office: Buniha
 Habitation/Street/Land Mark: Aringol
 PIN: 751007
 Address Proof File: [Upload]
 Email: pp@kulkarni@gmail.com

Statutory Compliances [Individual Licensee]
 Type of Document: Number: Upload Scan Copy (.pdf)
 PAN: DLSPK25430
 AADHAAR Number: 3064230716289
 GST Number: 1 DLSPK254301G2

Financial Health of the Licensee
 Financial Year: Turnover (₹): Net Asset Value (₹): CoName: Membership Number: Date of Certificate Issued: Statutory Auditor Certificate

Working Capital Details
 SSI: Chartered Accountant: Date On WC Available: Certificate Issued Date: Letter Number

Bank Details
 Bank Name: Branch Name: Account Number: IFSC Code: Uploaded: Cancelled: Confirmation message

Project Profile (Project Completed on or after 01-04-2017 OR Awarded on or after 01-04-2017 OR Agreed prior to 01-04-2017 but not ongoing)
 SSI: Department (A): Name of the Wing/ Organisation (B): Other PWD Information (C): Circle Name (D): Division Name (E): Contract Type (F): Name of the Work (G): Agreement Number (H): Agreement Date (I): Category of Work (J): Odisha e-Proc Tender ID (K): Agreement Amt. (₹) (L)

SSI: Date of Commencement (M): Stipulated Date of Completion (N): Work Status/As on 30-Sep-2016 (O): Work Execution Certificate: Actual Date of Completion (P): Executed Amount (Till 30-Sep-2016) (Q)

The work order has litigation (R)
 SSI: Type of Litigation: Amount (₹)/Others: Forum: Case Number: Year of Filing: Present status of the case: Confirmation message


Asset (Major Equipment) Details
 SSI: Asset Type: Asset Name: Make: Model: Purchase Date: Dealer Name: Invoice Number: Regd./Machine/Serial No.: Owner Ship Type: Lease From: Lease To: Lease Owner Name: Lease Owner Mobile No.: Deployment Status: Odisha e-Proc Tender ID

Key Personnel (With the Licensee)
 SSI: Name of Personnel: Designation: Date of Joining: Qualification: Certificate: Date of Birth: Prof. Exp.: AADHAAR Number: Confirmation message

Verify | Cancel | Forward for Confirmation

*Note: Clicking on "Revalidate" button will enable the vendor to reverify all the information.

Figure 4-24 Validation Confirmation Screen

| | | | |
|---|--|------------------------------------|--|
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The details under the respective sections are displayed in the Confirmation section.

- To confirm all the verification data, click on the **Verify** button shown in the shared screen above.
 - In case you want to reverify or ask for further clarification of the information, select the **Ask for Further Clarification** button. Add remarks for the action taken and then submit the same.

Organisation (C) (D) (E) (J)

1 Rural Development Department AAB2345TY/23 2021-05-06 Roads, Tunnel, Spillway WA2345781

Remark:

Provide more information

Submit Close

Sl# Date of Commencement (M)

1 2021-12-01 2022-12-31 Ongoing Not Available 2022-12-31 500,000 on 400,000 Conciliation

Asset (Major Equipment) Details

| Sl# | Asset Type | Asset Name | Make | Model | Purchase Date | Dealer Name | Invoice Number | Regd./Machine/Serial No. |
|-----|------------|------------|------|-------|---------------|-------------|----------------|--------------------------|
| 1 | | | | | | | | |

Key Personnel [with the Licensee]

| Sl# | Name of Personnel | Designation | Date of Joining | Qualification | Certificate | Date of Birth | Prof. Exp. | AADHAAR Number |
|-----|-------------------|-------------|-----------------|---------------|-------------|---------------|------------|----------------|
| | | | | | | | | |


Verify

Ask for further Clarification

****Note: Clicking on "Ask for further Clarification" button will enable the verifier to reverify all the information.**

Figure 4-25 Add Remarks Screen

- In case all the details are correct, then click on **Verify** button to approve and complete the procedure.
- The system gives an alert message whether you are sure to validate the details or not. If sure, then click OK.

| | | | |
|---|--|------------------------------------|--|
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1

Rural Development Department

RWSS

164.164.122.165:8080 says
Are you sure want to Verify ? Once clicked ok later cannot be reverted

OK

Cancel

1

2021-12-01

2022-12-31

Ongoing

Not Available

2022-12-31

500,000

on

400,000

Conciliation

Asset (Major Equipment) Details

| Sl# | Asset Type | Asset Name | Make | Model | Purchase Date | Dealer Name | Invoice Number | Regd./Machine/Serial No. |
|-----|------------|------------|------|-------|---------------|-------------|----------------|--------------------------|
| | | | | | | | | |

Key Personnel [with the Licensee]

| Sl# | Name of Personnel | Designation | Date of Joining | Qualification | Certificate | Date of Birth | Prof. Exp. | AADHAAR Number |
|-----|-------------------|-------------|-----------------|---------------|-------------|---------------|------------|----------------|
| | | | | | | | | |

Verify

Ask for further Clarification

****Note:** Clicking on "Ask for further Clarification" button will enable the verifier to reverify all the information.

Figure 4-26 Alert Message Window

Verified application gets listed to the Verified sub-menu tab.

CDMS

Government of Odisha

Welcome, Rasananda Sahoo

Engineer-in-Chief (Civil)

VERIFYING OFFICER, APPROVING OFFICER

158

Dashboard

Manage Application

Verification

Approval

View Security Deposit

Verify Pledge Form

Verify Pledge Document

Issue of RC

Verify Cancellation Form

Contractor Signature

Print Registration Certificate

Manage Contractor Code

Manage Signed RC

Update Licensee Data

Verify Profile Details

Verification

Pending

Seek Clarification

Verified

From Date

01-Oct-2024

To Date

22-Oct-2024

Class

-Select-

Barcode

Show


Display

10

records

| Sl# | CSF No. (Barcode) | CSF Receive Date | CSF Verified Date | Applicant Name | Mobile Number | Category | Class | Contractor Regd. No. | Request Type | Status | Action |
|-----|-------------------|------------------|-------------------|----------------|---------------|----------|---------|----------------------|--------------|----------|----------|
| 1 | CSF22817 | 21-Oct-2024 | 22-Oct-2024 | Akash Gargi | 7008938077 | Civil | B Class | Not Issued | FRESHREQ | VERIFIED | Verified |
| 2 | CSF22816 | 18-Oct-2024 | 21-Oct-2024 | Sonali Nayak | 9437280377 | Civil | A Class | 784UV392 | FRESHREQ | APPROVED | Verified |
| 3 | CSF22815 | 16-Oct-2024 | 16-Oct-2024 | Saroj Jena | 7789899959 | Civil | A Class | 4975W398 | FRESHREQ | APPROVED | Verified |
| 4 | CSF22814 | 10-Oct- | 10-Oct- | PKB Ltd.pvt | 9333777757 | Civil | B | 426UH462 | DEGRADEREQ | APPROVED | Verified |

Figure 4-27 Verified Scree

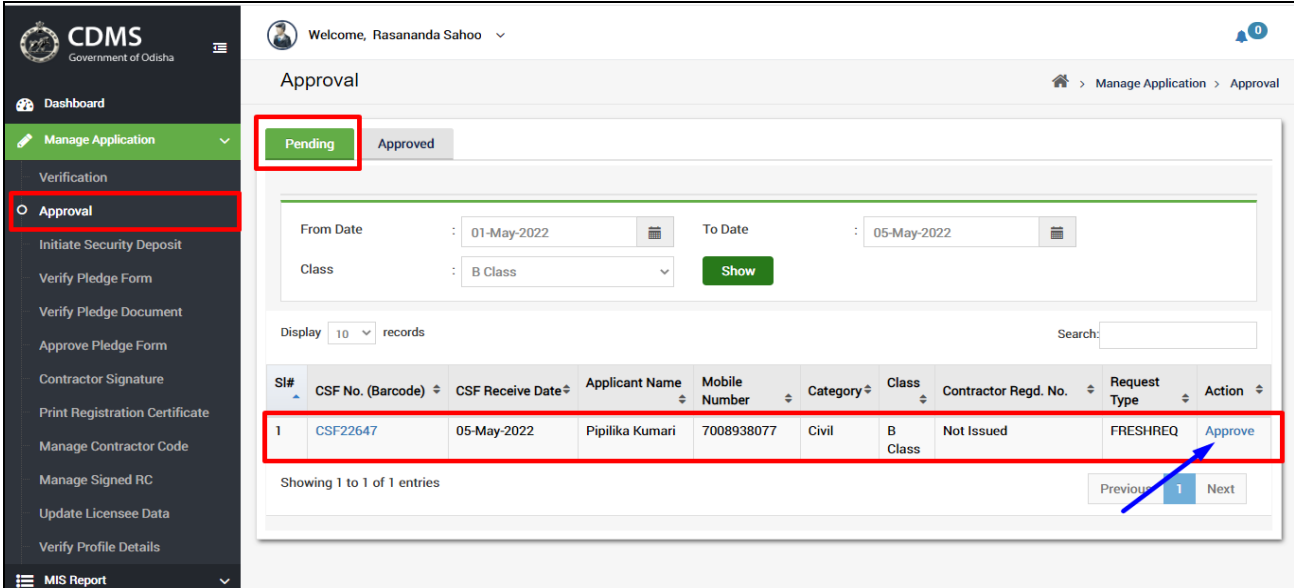
| | | | |
|---|--|------------------------------------|--|
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Herein, the CSF Number, CSF Receiving Date, Applicant Name, and other details are displayed in a table.

To check the status of the respective application, use the search panel wherein data can be selected from the respective fields to filter the list.

4.3 APPROVAL

The application after being verified needs to be approved by the respective authority further. Click the Approval primary link to take the requisite action against the application.



CDMS Government of Odisha

Welcome, Rasananda Sahoo

Approval

Manage Application > Approval

Pending Approved

From Date : 01-May-2022 To Date : 05-May-2022

Class : B Class Show

Display 10 records Search:

| Sl# | CSF No. (Barcode) | CSF Receive Date | Applicant Name | Mobile Number | Category | Class | Contractor Regd. No. | Request Type | Action |
|-----|-------------------|------------------|-----------------|---------------|----------|---------|----------------------|--------------|---------|
| 1 | CSF22647 | 05-May-2022 | Pipilika Kumari | 7008938077 | Civil | B Class | Not Issued | FRESHREQ | Approve |


Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 4-28 Approval Screen (1)

In the approval screen displayed, the list of applications approved or waiting for an approval are shown along with CSF number, CSF receiving date, applicant name, mobile number, category, class, contractor's registration number, request type and current status.

In the approval screen displayed, use the Search panel to filter the list and find the respective record.

| | | | |
|---|---|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 39 of 180 |
| | Contractor Database Management System V3.0 | | |

Welcome, Rasananda Sahoo

Approval

Manage Application > Approval

Pending Approved

From Date : 01-May-2022 To Date : 05-May-2022

Class : B Class Show

Display 10 records Search:

| Sl# | CSF No. (Barcode) | CSF Receive Date | Applicant Name | Mobile Number | Category | Class | Contractor Regd. No. | Request Type | Action |
|-----|-------------------|------------------|-----------------|---------------|----------|---------|----------------------|--------------|---------|
| 1 | CSF22647 | 05-May-2022 | Pipilika Kumari | 7008938077 | Civil | B Class | Not Issued | FRESHREQ | Approve |


Showing 1 to 1 of 1 entries

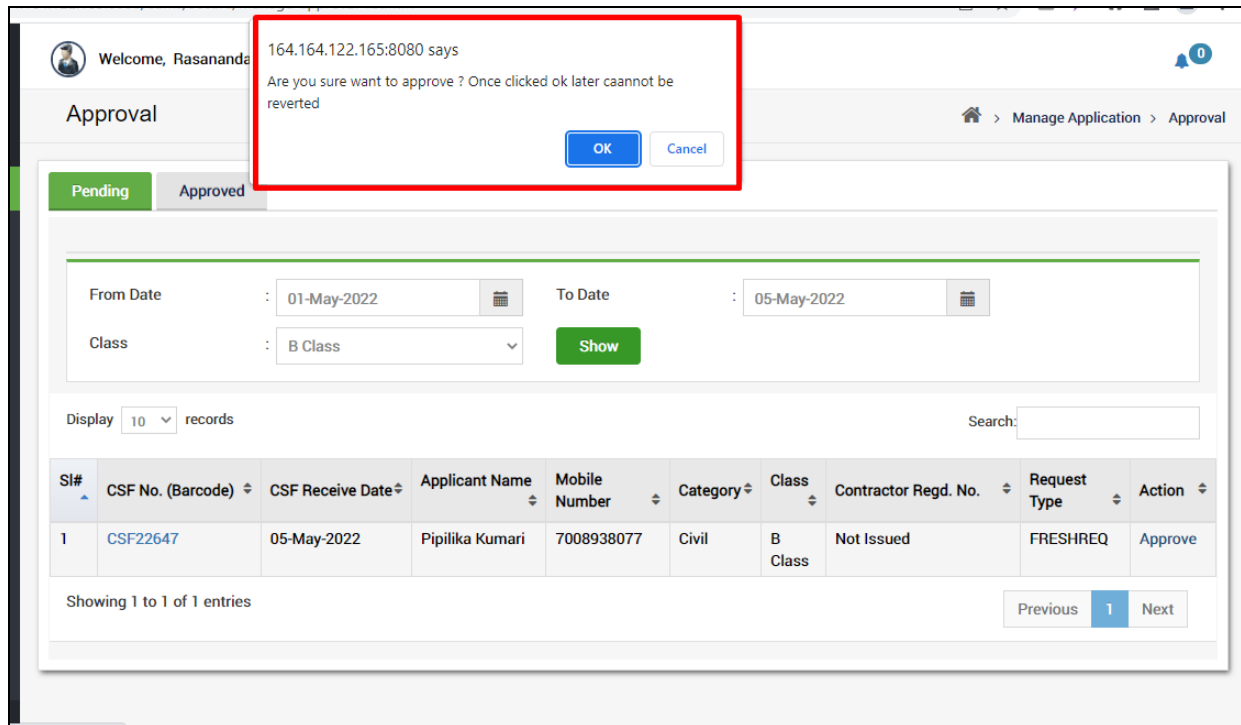
Previous 1 Next

Figure 4-29 Approval Screen (2)

The respective application's CSF number, CSF receiving date, applicant name and other details are displayed.

- Click the **Approve** button for application approval-

| | | | |
|---|---|-----------------------------|-------------------------------|
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Welcome, Rasananda

164.164.122.165:8080 says
Are you sure want to approve ? Once clicked ok later cannot be reverted

OK Cancel

Approval

Pending Approved

From Date : 01-May-2022 To Date : 05-May-2022

Class : B Class Show

Display 10 records Search:

| Sl# | CSF No. (Barcode) | CSF Receive Date | Applicant Name | Mobile Number | Category | Class | Contractor Regd. No. | Request Type | Action |
|-----|-------------------|------------------|-----------------|---------------|----------|---------|----------------------|--------------|---------|
| 1 | CSF22647 | 05-May-2022 | Pipilika Kumari | 7008938077 | Civil | B Class | Not Issued | FRESHREQ | Approve |


Showing 1 to 1 of 1 entries


Previous 1 Next


Figure 4-30 Confirmation Window

Choosing the approval option, the system gives an alert message whether you want to approve the application or not.

If you are sure, then click the **OK** button. Doing so, the system will redirect you to the Basic information screen of the applicant-

| | | | |
|---|---|------------------------------------|--|
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 Welcome, Rasananda Sahoo

 > [Manage Application](#) > [Validation](#) > [Basic Information \[License \]](#)

Basic Information [License]

Basic Information [Licensee]

Address

Statutory Compliances

Financial Health

Project Profile

Payment Details

Validate Signature

Confirmation

* Marks Indicates Mandatory Fields.

Category of License

:

Civil

*

Class of License

:

B Class

*

Issuing Department Name

:

Works Department

*

Name of the Wing/Organisation

:

R&B

*

Issuing Authority

:

Engineer-in-Chief (Civil)

*

Registration Number

:

*

Date of Issue

:

*

License Valid Till

:

*

Security Available

:

☐ Yes
 ☒ No

*

Upload (Valid License)


:


Validate


Seek Clarification

Figure 4-31 Approval of Basic Information Screen

The data in each section are already validated and approved. Scroll through each page, or click the final i.e. the Confirmation tab.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:42 of 180 |
| | Contractor Database Management System V3.0 | | |

 Welcome, Rasananda Sahoo

 > [Manage Application](#) > [Validation](#) > [Validation Confirmation](#)

Basic Information [License]

Basic Information [Licensee]

Address

Statutory Compliances

Financial Health

Project Profile

Payment Details

Validation Signature

Confirmation

Basic Information [License]

Category of License : Civil

Class of License : B Class

Issuing Department Name : Works Department

Name of the Wing : R&B

Name of Office : XXXXXXXXX

Issuing Authority Name : Engineer-in-Chief (Civil)

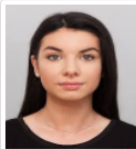

Basic Information [Licensee]

Other than Odisha PWD Contractor ? : No

Have you registered in Local MSE : No

Do you belongs to Start Up : No

Do you belong to Labour Union Cooperative Society ? : No

Category of License : Civil

Class of License : B Class

License / Ownership Type : Individual

Individual Name : Pipilika Kumari

Date of Birth : 31-Dec-1987

Gender : Female

Father's Name : Asit Kumar

Qualification : Other

Social Category of Licensee : General

Physically Handicapped : No

Contractor Code Of Super/Special/A Class Contractor : 433UN468

Present / Communication Address

State : Odisha

District : Khurdha

Block/ULB : Baliana


GP/Ward Number : Bainchua






Police Station : Baliana

Post Office : Baliana

Village / Local Area Name : Aringol

Habitation/Street/Land Mark : Aringol

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 43 of 180 |
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| | | | | | | | | | | | | |
|--|--|---|---|-----------------------------------|--------------------------------------|---|-----------------------------|-----------------------------|---------------------------|-----------------------------|------------------------------------|-----------------------------------|
| House Number | : DL-54 | PIN | : 751007 | | | | | | | | | |
| Address Proof Document | : Aadhaar Card | Address Proof File | :  | | | | | | | | | |
| Mobile Number | : 7008938077 | Email (As used in Odisha e-Proc) | : pipilika.kumari@gmail.com | | | | | | | | | |
| Permanent Address | | | | | | | | | | | | |
| State | : Odisha | District | : Khurdha | | | | | | | | | |
| Block/ULB | : Baliana | GP/Ward Number | : Bainchua | | | | | | | | | |
| Police Station | : Baliana | Post Office | : Baliana | | | | | | | | | |
| Village / Local Area Name | : Aringol | Habitation/Street/Land Mark | : Aringol | | | | | | | | | |
| House Number | : DL-54 | PIN | : 751007 | | | | | | | | | |
| Address Proof Document | : Aadhaar Card | Address Proof File | :  | | | | | | | | | |
| Mobile Number | : 7008938077 | Email | : pipilika.kumari@gmail.com | | | | | | | | | |
| Statutory Compliances [Individual Licensee] | | | | | | | | | | | | |
| Type of Document | Number | Upload Scan Copy (.pdf) | | | | | | | | | | |
| PAN | AAATY4231D |  | | | | | | | | | | |
| AADHAAR Number | 44443332222 |  | | | | | | | | | | |
| GST Number | 21AAATY4231D2RT |  | | | | | | | | | | |
| Financial Health of the Licensee | | | | | | | | | | | | |
| Financial Year | Turnover(₹) (Civil Construction Work Only) | Net Asset Value(₹) | Statutory Auditor Certificate | | | | | | | | | |
| Bank Details | | | | | | | | | | | | |
| Bank Name | Branch Name | Account Number | IFSC Code Uploaded 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) | Other PSU Information (C) | Circle Name (D) | Division Name (E) | Contract Type (F) | Name of the Work (G) | Agreement Number (H) | Agreement Date (I) | Category of Work (J) | Odisha e-Proc Tender ID (K) | |
| 1 | Rural Development Department | RWSS | | Balasore Circle | Bhadrak Division | Item Rate/Percentage Rate | Road Construction | AAB2345TY/23 | 2021-05-06 | Roads , Tunnel , Spillway | WA234578T | |
| The work order has litigation (R) | | | | | | | | | | | | |
| Sl# | Date of Commencement (M) | Stipulated Date of Completion (N) | Work Status(As on 30-Sep-2016) (O) | Work Execution Certificate | Actual Date of Completion (P) | Executed Amount (Till 30-Sep-2016) (Q) | Type of Litigation | Amount(₹)/Others | Forum | Case Number | Year of Filing | Present status of the case |
| 1 | 2021-12-01 | 2022-12-31 | Ongoing | Not Available | 2022-12-31 | 500,000 | on | 400,000 | Conciliation | | | |



| | | | |
|---|--|-----------------------------|-------------------------------|
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| | Contractor Database Management System V3.0 | | |

Figure 4-32 Approval Confirmation Screen

- On verifying details under the respective sections, you need to Approve all the details made by clicking the **Approve** button shown in the shared screen above.
- In case you want more clarification on the details, select the **Revalidate** button shown in the Approval Confirmation screen shared above.

Click the Approve button to complete the procedure.

| | | | |
|---|--|-----------------------------|-------------------------------|
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| | | | |
|---|------------------------------|-----------|--|
| 1 | Rural Development Department | Organ (B) | 164.164.122.165:8080 says Are you sure want to Approve ? Once clicked ok later cannot be reverted |
|---|------------------------------|-----------|--|

| | | | | | |
|-------------|--------------|------------|-----|---------------------------|-----------|
| Instruction | AAB2345TY/23 | 2021-05-06 | (J) | Roads , Tunnel , Spillway | WA234578T |
|-------------|--------------|------------|-----|---------------------------|-----------|

| Sl# | Date of Commencement (M) | Stipulated Date of Completion (N) | Work Status(As on 30-Sep-2016) (O) | Work Execution Certificate | Actual Date of Completion (P) | Executed Amount (Till 30-Sep-2016) (Q) | The work order has litigation (R) | | | | | |
|-----|--------------------------|-----------------------------------|------------------------------------|----------------------------|-------------------------------|--|-----------------------------------|--------------------|--------------|-------------|----------------|----------------------------|
| | | | | | | | Type of Litigation | Amount(₹)/Others | Forum | Case Number | Year of Filing | Present status of the case |
| 1 | 2021-12-01 | 2022-12-31 | Ongoing | Not Available | 2022-12-31 | 500,000 | on | 400,000 | Conciliation | | | |

Asset (Major Equipment) Details

| Sl# | Asset Type | Asset Name | Make | Model | Purchase Date | Dealer Name | Invoice Number | Regd./Machine/Serial No. |
|-----|------------|------------|------|-------|---------------|-------------|----------------|--------------------------|
|-----|------------|------------|------|-------|---------------|-------------|----------------|--------------------------|

Key Personnel [with the Licensee]

| Sl# | Name of Personnel | Designation | Date of Joining | Qualification | Certificate | Date of Birth | Prof. Exp. | AADHAAR Number |
|-----|-------------------|-------------|-----------------|---------------|-------------|---------------|------------|----------------|
|-----|-------------------|-------------|-----------------|---------------|-------------|---------------|------------|----------------|

****Note:** Clicking on "Ask for further Clarification" button will enable the verifier to reverify all the information.


Figure 4-33 Confirmation Alert Screen

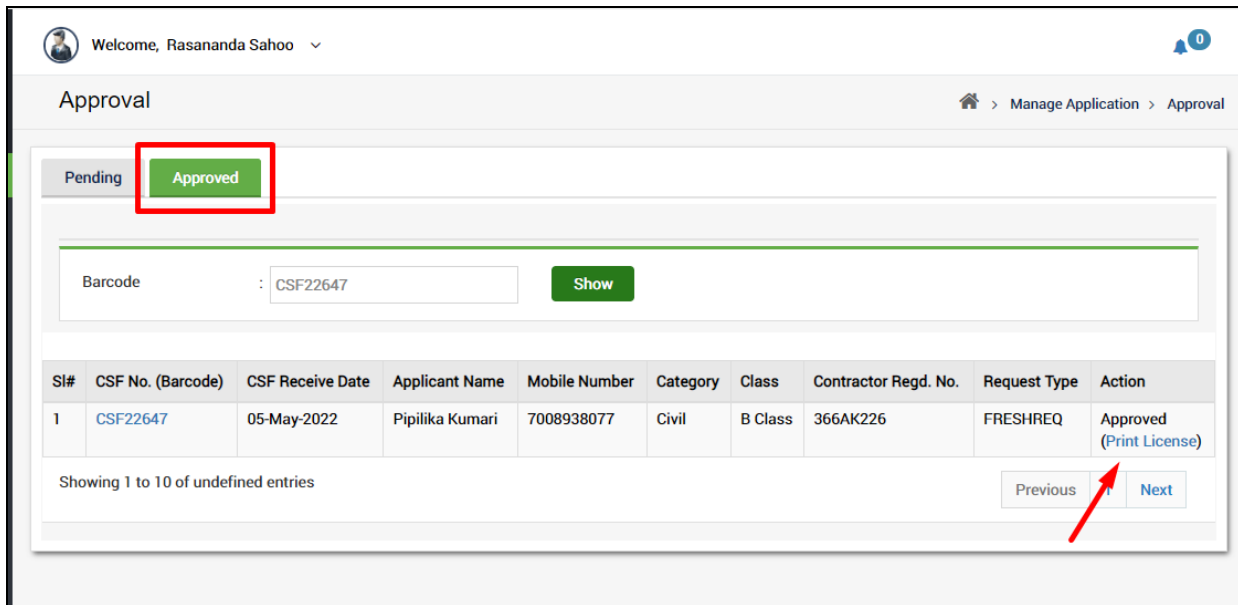
Choosing the **Approve** option, the system gives an alert message whether you want to approve the application or not.

If you are sure, then click the OK button.

Doing so, get redirected to the **Approved** section where the list of approved application is displayed with option for printing the license copy.

Enter the Barcode Number and click Search button to filter the results and view the approved request status. Refer Figure shown below –

| | | | |
|---|--|-----------------------------|-------------------------------|
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| | Contractor Database Management System V3.0 | | |



Welcome, Rasananda Sahoo

Approval

Manage Application > Approval

Pending **Approved**

Barcode : CSF22647 [Show](#)

| Sl# | CSF No. (Barcode) | CSF Receive Date | Applicant Name | Mobile Number | Category | Class | Contractor Regd. No. | Request Type | Action |
|-----|-------------------|------------------|-----------------|---------------|----------|---------|----------------------|--------------|---|
| 1 | CSF22647 | 05-May-2022 | Pipilika Kumari | 7008938077 | Civil | B Class | 366AK226 | FRESHREQ | Approved (Print License) |

Showing 1 to 10 of undefined entries

[Previous](#) [Next](#)

Figure 4-34 Approved Application Screen

In **Fig. 4-34**, newly approved CSF number is shown with receiving date, mobile number and other details.


Click on **Print License** button for taking a print-out of the certificate of registration, once after the security deposit is initiated.

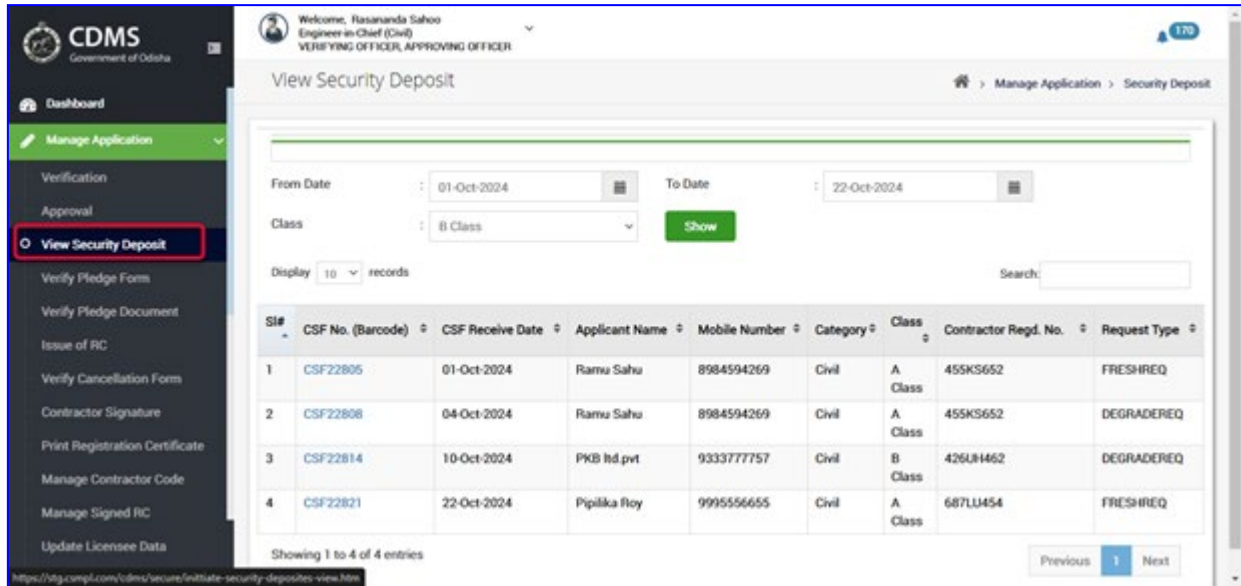
After the contractor application is approved, the respective contractor can login to his/her account with the credentials as already created.

The newly registered contractor can login as an existing contractor.

4.4 VIEW SECURITY DEPOSIT

After approval of the license for the new contractor, security deposit for the issue of license for the respective contractor is auto initiated.

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 47 of 180 |
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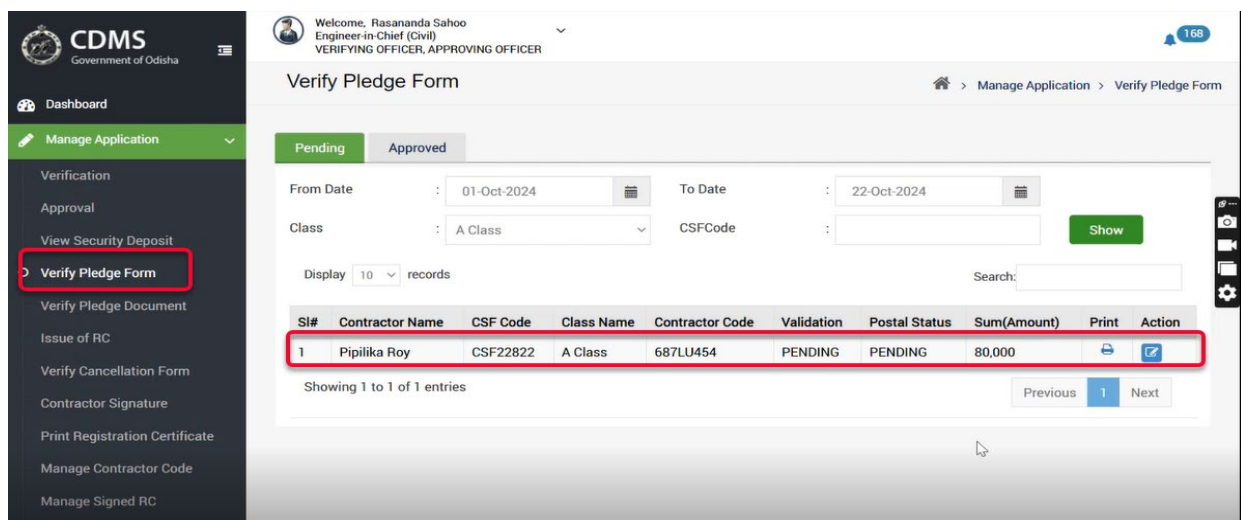


| Sl# | CSF No. (Barcode) | CSF Receive Date | Applicant Name | Mobile Number | Category | Class | Contractor Regd. No. | Request Type |
|-----|-------------------|------------------|----------------|---------------|----------|---------|----------------------|--------------|
| 1 | CSF22805 | 01-Oct-2024 | Ramu Sahu | 8984594269 | Civil | A Class | 455KS652 | FRESHREQ |
| 2 | CSF22808 | 04-Oct-2024 | Ramu Sahu | 8984594269 | Civil | A Class | 455KS652 | DEGRADEREQ |
| 3 | CSF22814 | 10-Oct-2024 | PKB ltd pvt | 9333777757 | Civil | B Class | 426UH462 | DEGRADEREQ |
| 4 | CSF22821 | 22-Oct-2024 | Pipilika Roy | 9995556655 | Civil | A Class | 687LU454 | FRESHREQ |

Figure 4-35 Verify Security Deposit Screen

4.5 VIEW PLEDGE FORM

After the Contractor User submit the Pledge Form, the LIA user needs to verify and validate the security deposit submitted. The LIA user can view the Pledge Form pending for an action in this section.








| Sl# | Contractor Name | CSF Code | Class Name | Contractor Code | Validation | Postal Status | Sum(Amount) | Print | Action |
|-----|-----------------|----------|------------|-----------------|------------|---------------|-------------|---|---|
| 1 | Pipilika Roy | CSF22822 | A Class | 687LU454 | PENDING | PENDING | 80,000 |  |  |


Figure 4-36 View Verify Pledge Form Screen


| | | | |
|---|---|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:48 of 180 |
| | Contractor Database Management System V3.0 | | |

- View the list of Pledge Form pending for validation in this section, with the Contractor Name, CSF Code, Contractor Code, Validation Status, Postal Validation Status, Sum (Amount) and Take Action button.
- To view and download the document uploaded, click on the pdf icon.
- To take action i.e. approve or reject the Pledge Form, click on the Take Action () button.

On clicking system will navigate to the Verify Pledge Form section.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:49 of 180 |
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CDMS
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[MIS Report](#)
[Communication](#)
[License Cancellation](#)
[Tender Details](#)

Verify Pledge Form
[Manage Application](#) > [Verify Pledge Form](#)

DEPARTMENT OF POSTS INDIA
APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE
NATIONAL PLAN CERTIFICATES NATIONAL PLAN
SAVINGS CERTIFICATES AS SECURITY.

Registration No _____

(vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To

The Postmaster

Sir,

I/We (Name in block capitals) am /are required to deposit an amount of Rs. as security with (official) designation of the Gazetted Officer of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government Company or Local Authority. I /We therefore request you to transfer the under mentioned National Savings Certificate(s) National Plan Savings Certificate(s) Declaration or Duplicate Certificate(s) issued in lien of lost certificate or which I/We am/are the holder(s) in favour of (official) designation or the officer or name of the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

| Sl. # | Date. | Name of office of issue | Denomination |
|-------|--|-----------------------------------|--|
| | | | Account No. Amount(in Rs.) |
| 1. | <input type="text" value="31-May-2022"/> | <input type="text" value="CDMS"/> | <input type="text" value="123412341234"/> <input type="text" value="150,000"/> |

Total no. of certificate or Declaration / Duplicate Certificates.

Address: _____ Yours faithfully,

Engineer-in-Chief (Civil)
Signature & designation of transferee
[pledged] & seal of officer

Signature of transferee(s) of certificate.


Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

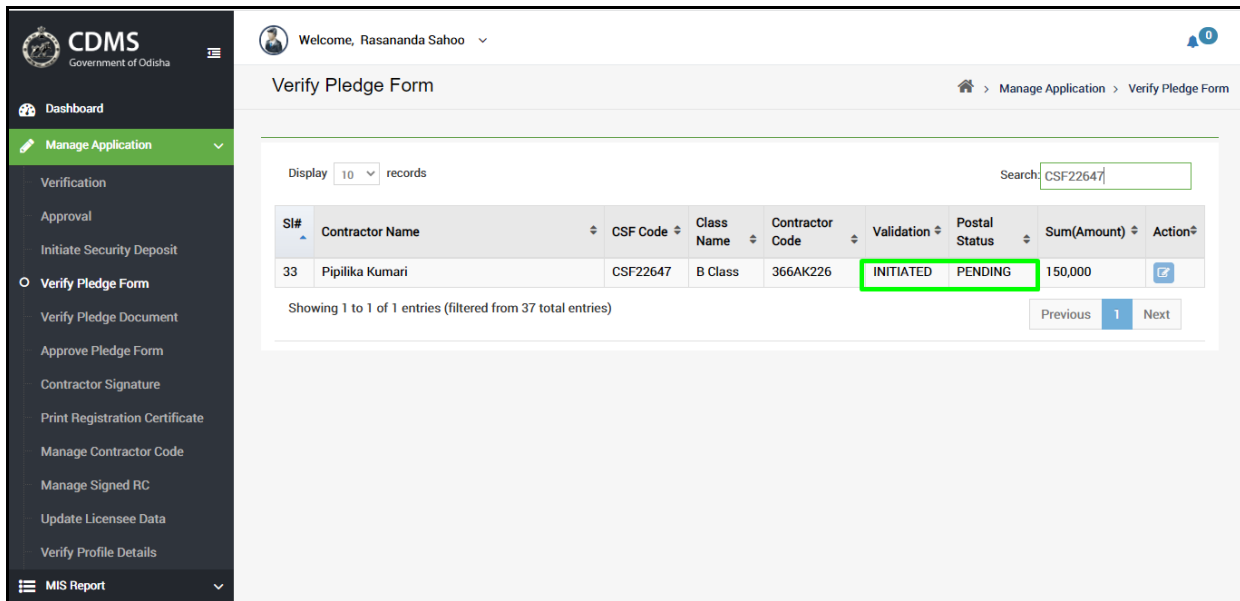
Figure 4-37 Verify Pledge Form Screen

View the pledge form details submitted by the contractor.

Check all the details and then take action.

- If the information provided are correct, then click on **Forward to Post Office** button and validate the Pledge Form.

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 51 of 180 |
| | Contractor Database Management System V3.0 | | |





| Sl# | Contractor Name | CSF Code | Class Name | Contractor Code | Validation | Postal Status | Sum(Amount) | Action |
|-----|-----------------|----------|------------|-----------------|------------|---------------|-------------|---|
| 33 | Pipilika Kumari | CSF22647 | B Class | 366AK226 | INITIATED | PENDING | 150,000 |  |

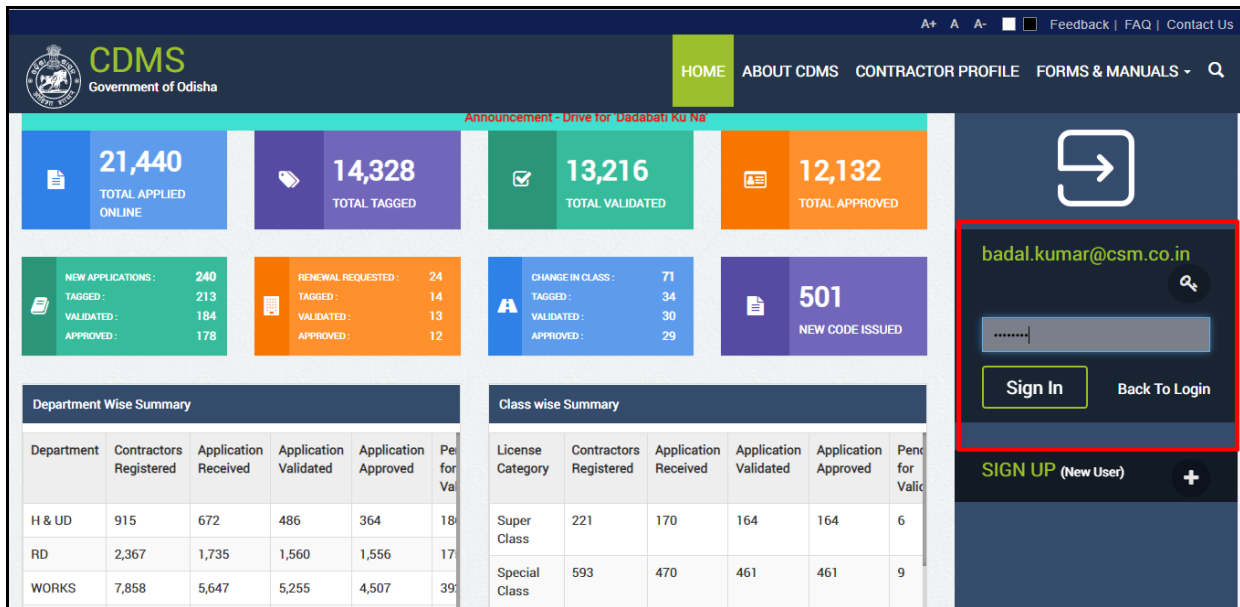
Figure 4-39 View Pledge Form Screen

- Once verified the request moves to the Postal Authority for Validation.

4.6 PLEDGE FORM VALIDATION BY POSTAL AUTHORITY

The Postal Authority is authorized to validate the Pledge Form, once the LIA user verifies and validates the application. To view the Pledge Form and take action, the Postal Authority needs to login into the application with respective User ID and Password.

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 52 of 180 |
| | Contractor Database Management System V3.0 | | |



CDMS Government of Odisha

Announcement - Drive for Uadabati Ku Na

21,440 TOTAL APPLIED ONLINE

14,328 TOTAL TAGGED

13,216 TOTAL VALIDATED

12,132 TOTAL APPROVED

NEW APPLICATIONS: 240
TAGGED: 213
VALIDATED: 184
APPROVED: 178

RENEWAL REQUESTED: 24
TAGGED: 14
VALIDATED: 13
APPROVED: 12

CHANGE IN CLASS: 71
TAGGED: 34
VALIDATED: 30
APPROVED: 29

501 NEW CODE ISSUED

Department Wise Summary

| Department | Contractors Registered | Application Received | Application Validated | Application Approved | Pend for Valic |
|------------|------------------------|----------------------|-----------------------|----------------------|----------------|
| H & UD | 915 | 672 | 486 | 364 | 18 |
| RD | 2,367 | 1,735 | 1,560 | 1,556 | 17 |
| WORKS | 7,858 | 5,647 | 5,255 | 4,507 | 39 |

Class wise Summary

| License Category | Contractors Registered | Application Received | Application Validated | Application Approved | Pend for Valic |
|------------------|------------------------|----------------------|-----------------------|----------------------|----------------|
| Super Class | 221 | 170 | 164 | 164 | 6 |
| Special Class | 593 | 470 | 461 | 461 | 9 |

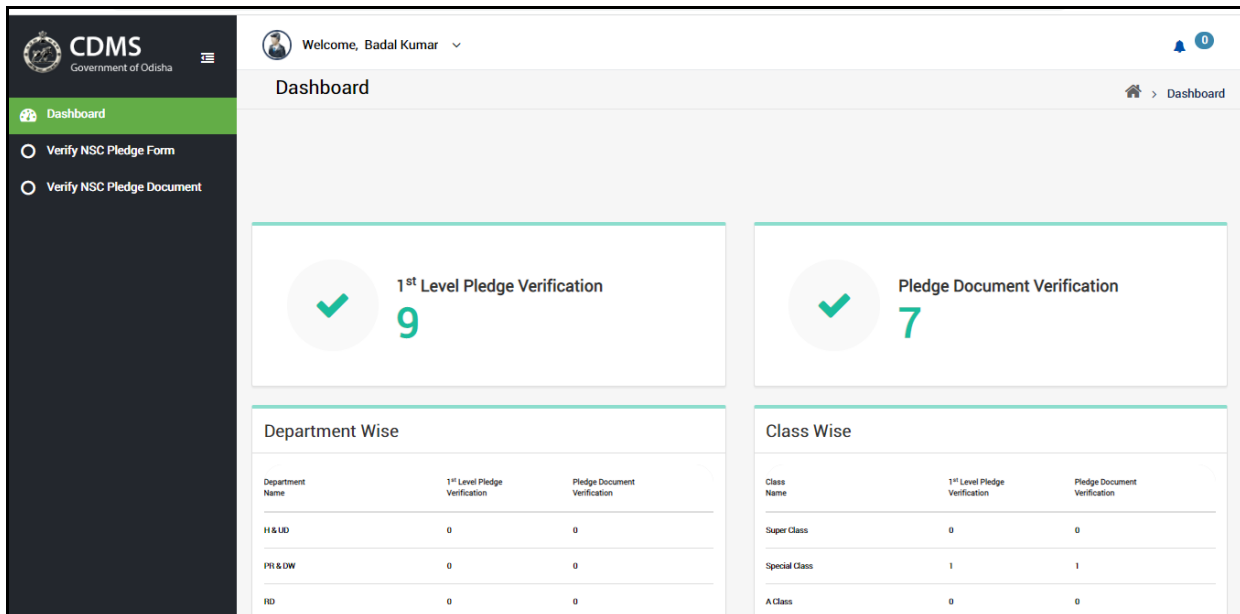
badal.kumar@csm.co.in

Sign In **Back To Login**

SIGN UP (New User)

Figure 4-40 Home Screen - Postal Authority User

On successful login, system will navigate to the dashboard section.



CDMS Government of Odisha

Welcome, Badal Kumar

Dashboard

1st Level Pledge Verification 9

Pledge Document Verification 7


Department Wise

| Department Name | 1 st Level Pledge Verification | Pledge Document Verification |
|-----------------|---|------------------------------|
| H & UD | 0 | 0 |
| PR & DW | 0 | 0 |
| RD | 0 | 0 |

Class Wise

| Class Name | 1 st Level Pledge Verification | Pledge Document Verification |
|---------------|---|------------------------------|
| Super Class | 0 | 0 |
| Special Class | 1 | 1 |
| A Class | 0 | 0 |

Figure 4-41 Postal Authority Login - Dashboard Screen

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 53 of 180 |
| | Contractor Database Management System V3.0 | | |

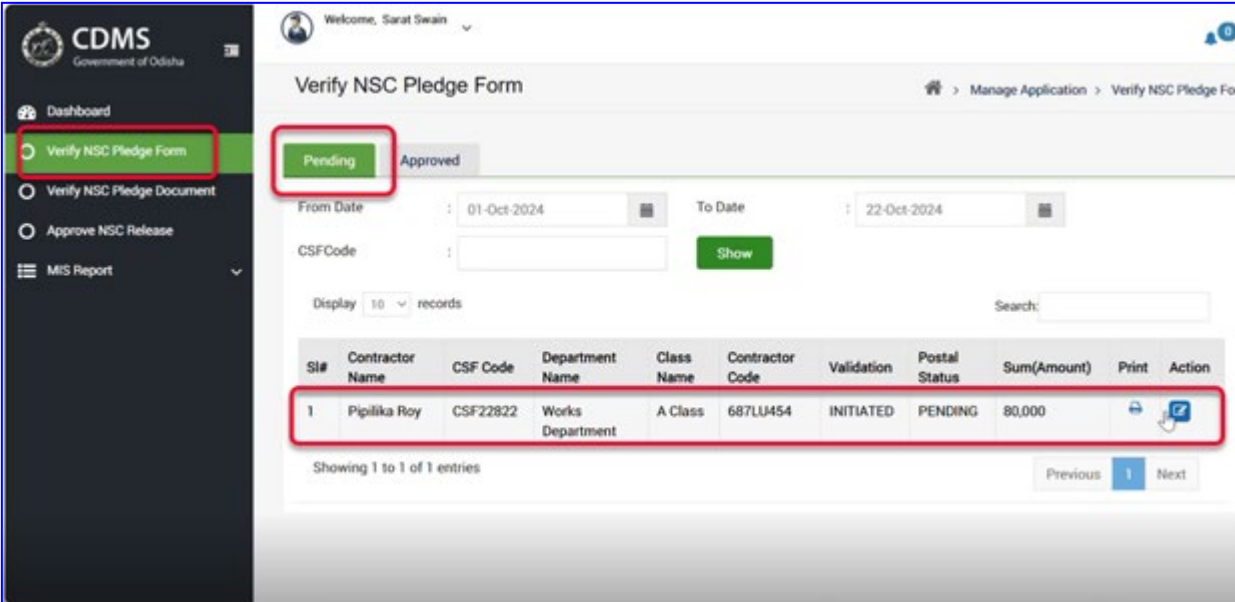
The dashboard shows the total count of Pledge Form Completed their First level of Verification and Number of Pledge Document to be Verified.

The Department and Class Wise Data are displayed in table.

Links to menu and sub-menu tabs are provided on the left hand side.

4.6.1 VERIFY NSC PLEDGE FORM

View the list of NSC Pledge Form pending for verification at the Postal Authority end by clicking the **Verify NSC Pledge Form** link.




| Sl# | Contractor Name | CSF Code | Department Name | Class Name | Contractor Code | Validation | Postal Status | Sum(Amount) | Print | Action |
|-----|-----------------|----------|------------------|------------|-----------------|------------|---------------|-------------|-------|--------|
| 1 | Pipilika Roy | CSF22822 | Works Department | A Class | 687LU454 | INITIATED | PENDING | 80,000 | | |


Figure 4-42 Verify NSC Pledge Form Screen - Postal Authority User

Refer to the Figure 4-42 shown above, herein list of Pledge Forms pending for validation are given with Contractor Name, CSF Code, Department, Class and other details.

- To take action i.e. Verify or Reject the Pledge Form, click on the **Take Action** button for the respective Pledge Form details shown in the table.

On clicking system will redirect to the Validation section.

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 54 of 180 |
| | Contractor Database Management System V3.0 | | |


CDMS
 Government of Odisha

Welcome, Badal Kumar

0

Verify NSC Pledge Form

Manage Application > Verify NSC Pledge Form

Dashboard

Verify NSC Pledge Form

Verify NSC Pledge Document

DEPARTMENT OF POSTS INDIA

APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE

NATIONAL PLAN CERTIFICATES NATIONAL PLAN

SAVINGS CERTIFICATES AS SECURITY.

Registration No

(vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. NSCD2022051101 and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To

The Postmaster

Sir,

I/We Pipilika Kumari (Name in block capitals) am /are required to deposit an amount of Rs. 40,000 as security with (official) designation of the Gazetted Officer of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government Company or Local Authority. I /We therefore request you to transfer the under mentioned National Savings Certificate(s) National Plan Savings Certificate(s) Declaration or Duplicate Certificate(s) issued in lien of lost certificate or which I/We am/are the holder(s) in favour of Engineer-in-Chief (Civil) (official) designation or the officer or name of the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

| Sl. # | Date. | Name of office of issue | Denomination |
|-------|-------------|-------------------------|----------------------------|
| | | | Account No. Amount(in Rs.) |
| 1. | 31-May-2022 | CDMS | 123412341234 150,000 |

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Engineer-in-Chief (Civil)

Signature & designation of transferee

[pledged] & seal of officer

Yours faithfully,


Signature of transferee(s) of certificate.

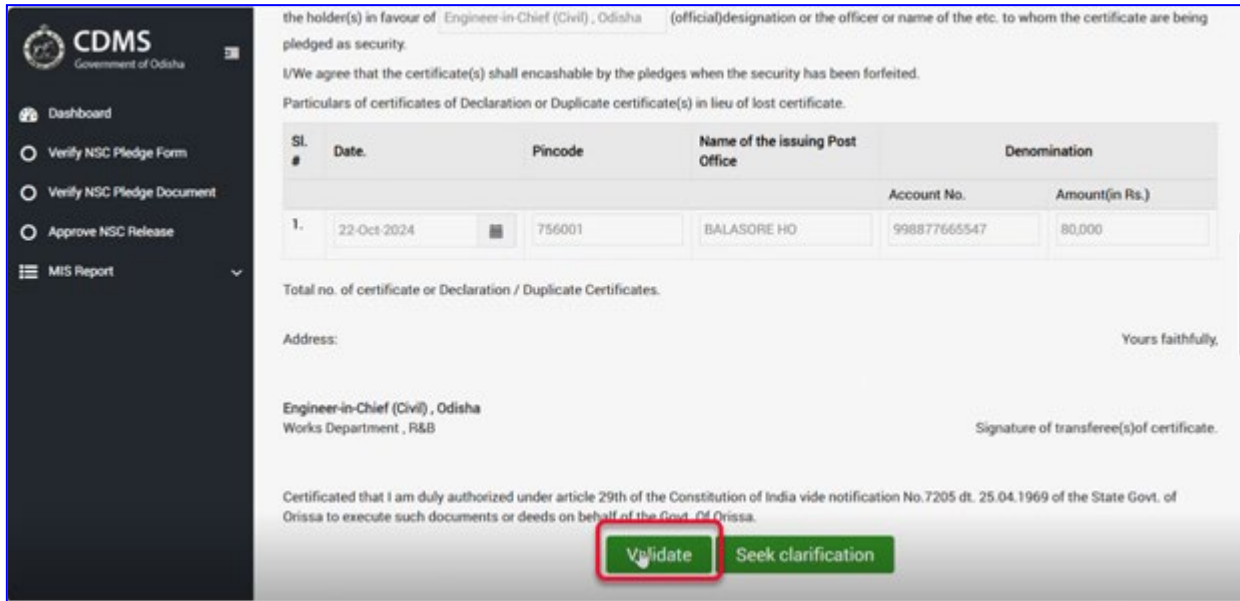
Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

Figure 4-43 Validate Pledge Form – Postal Authority User Screen

View the pledge form details submitted by the contractor.

Check all the details and then take action.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:55 of 180 |
| | Contractor Database Management System V3.0 | | |



the holder(s) in favour of (official) designation or the officer or name of the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

| Sl. # | Date. | Pincode | Name of the issuing Post Office | Denomination |
|-------|-------------|---------|---------------------------------|---|
| 1. | 22-Oct-2024 | 756001 | BALASORE HO | Account No. 998877665547 Amount(in Rs.) 80,000 |

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Engineer-in-Chief (Civil), Odisha
Works Department, R&B


Yours faithfully,
Signature of transferee(s) of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

Figure 4-44 Validate Pledge Form – Postal Authority User Screen

- If the information provided are correct, then click on **Validate** button and validate the Pledge Form.
- Or, to look out for more clarification and send the pledge form back to the contractor for correction click in **Seek Clarification** button.

After clicking the Validate button, a system generated confirmation alert will appear on the display screen.

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 56 of 180 |
| | Contractor Database Management System V3.0 | | |

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

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

| Sl. # | Date. | Name of office of issue | Denomination | Account No. | Amount(in Rs.) |
|-------|-------------|-------------------------|--------------|--------------|----------------|
| 1. | 31-May-2022 | CDMS | | 123412341234 | 150,000 |

Total no. of certificate or Declaration / Duplicate Certificates.

Address: _____ Yours faithfully,

Engineer-in-Chief (Civil)
Signature & designation of transferee
[pledged] & seal of officer

Signature of transferee(s) of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.


Figure 4-45 Confirmation Alert Message Screen - Postal Authority User

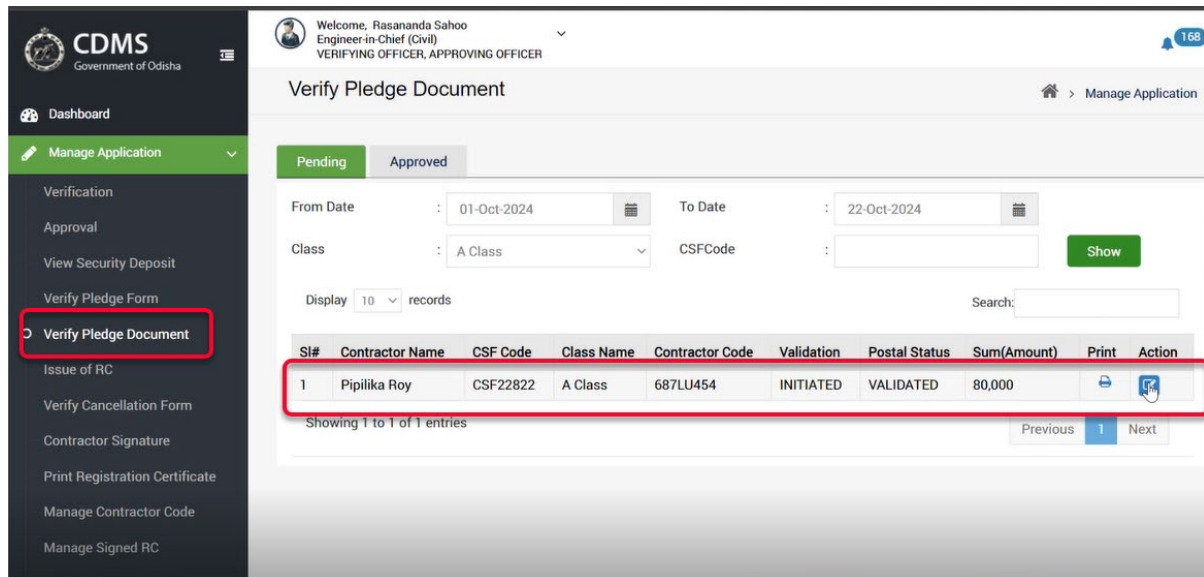
- If you are sure you want to verify the details, then click on **OK** button and proceed.
- Or, click on Cancel button and reject the verification.

On confirmation of the Pledge Form Validation at the Postal Authority end is completed and moved to the Contractor User to upload the Pledge Form Certificates.

4.7 VERFIY PLEDGE DOCUMENT

On uploading the Pledge Form Certificates by Contractor, the LIA user needs to verify the document submitted. For doing so, login into the application as LIA user using respective user credentials. On sucessful login, go to Verify Pledge Document link under Manage Application to view the pending list of Pledge Document.

| | | | |
|---|---|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:57 of 180 |
| | Contractor Database Management System V3.0 | | |



Welcome, Rasananda Sahoo
Engineer-in-Chief (Civil)
VERIFYING OFFICER, APPROVING OFFICER

Verify Pledge Document

Pending Approved

From Date : 01-Oct-2024 To Date : 22-Oct-2024

Class : A Class CSFCode : Show

Display 10 records Search:

| SI# | Contractor Name | CSF Code | Class Name | Contractor Code | Validation | Postal Status | Sum(Amount) | Print | Action |
|-----|-----------------|----------|------------|-----------------|------------|---------------|-------------|-------|--------|
| 1 | Pipilika Roy | CSF22822 | A Class | 687LU454 | INITIATED | VALIDATED | 80,000 | | |


Showing 1 to 1 of 1 entries


Previous 1 Next

Figure 4-46 Verify Pledge Document Screen - LIA User

- View the list of Pledge Document pending for validation at the LIA User end, with their Contractor Name, CSF Code, Class, Contractor Code, Validation Status, Postal Validation Status, Sum (Amount) and Take Action button.
- To take action i.e. verify or reject the Pledge Document, click on the Take Action () button.

On clicking system will navigate to the Verify Pledge Document section.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:58 of 180 |
| | Contractor Database Management System V3.0 | | |


 Welcome, Rasananda Sahoo
 Engineer-in-Chief (Civil)
 VERIFYING OFFICER, APPROVING OFFICER

168

Verify Pledge Document

Manage Application

Previous NSC Details

DEPARTMENT OF POSTS INDIA
 APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE
 NATIONAL PLAN CERTIFICATES NATIONAL PLAN
 SAVINGS CERTIFICATES AS SECURITY.

Registration No

(vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. NSCD2024102201 and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.


To

The Postmaster

Sir,

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

| Sl. # | Date. | Pincode | Name of the issuing Post Office | Denomination | | Upload Pledge Certificate |
|-------|-------------|---------|---------------------------------|--------------|----------------|---|
| | | | | Account No. | Amount(in Rs.) | |
| 1. | 22-Oct-2024 | 756001 | BALASORE HO | 998877665547 | 80,000 |  |

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Yours faithfully,

Engineer-in-Chief (Civil) , Odisha
 Works Department , R&B


Signature of transferee(s)of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

Forward to Post Office

Seek clarification

Figure 4-47 Verify Pledge Document Screen - LIA User

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 60 of 180 |
| | Contractor Database Management System V3.0 | | |

4.8 VERIFY NSC PLEDGE DOCUMENT BY POSTAL AUTHORITY

The Postal Authority can view the list of NSC Pledge Document pending for Verification and Validation after confirmation from LIA User in the Verify NSC Pledge Document link under Manage Application after logging into the application with respective User Credentials.

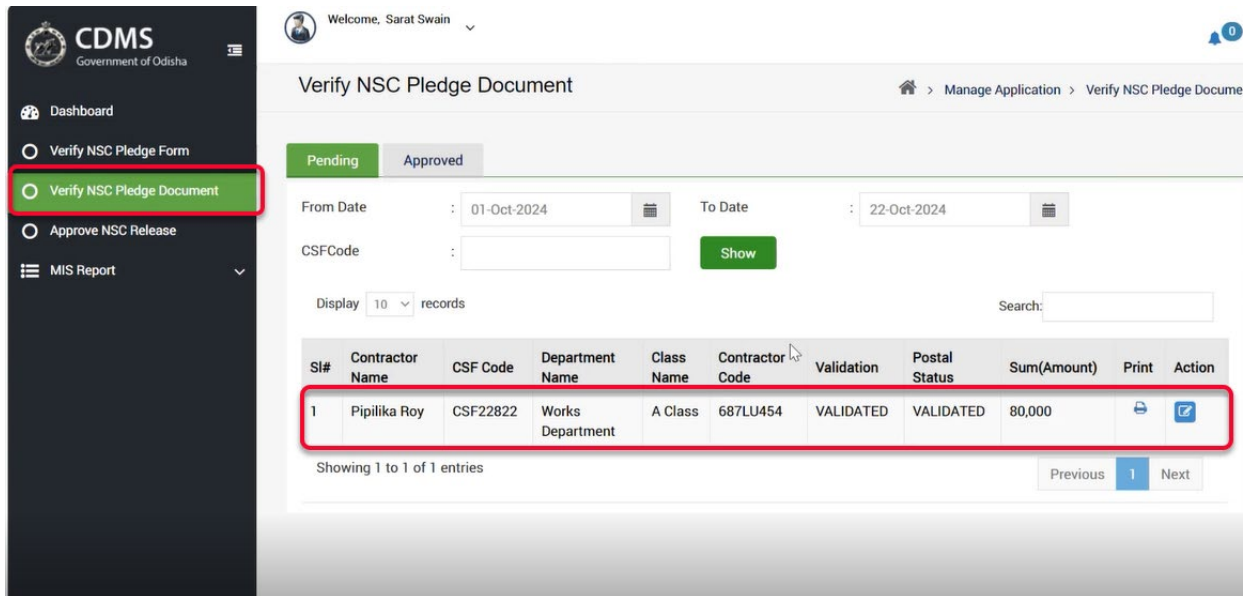




Figure 4-49 Verify NSC Pledge Document Screen - Postal Authority User

Refer to the figure shared above.

- The Verify NSC Pledge Document section displays the list of Pledge Document pending for validation at the Postal Authority end.
- The Name of the Contractor, CSF Code, Department, etc., are displayed in table with take action button.
- To take action i.e. validate or reject the Pledge Document, click on the Take Action (📄) button.

On clicking system will navigate to the Verify Pledge Document section.

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 61 of 180 |
| | Contractor Database Management System V3.0 | | |


CDMS
 Government of Odisha

Welcome, Badal Kumar

0

Verify NSC Pledge Document

Manage Application > Verify NSC Pledge Document

Dashboard

Verify NSC Pledge Form

Verify NSC Pledge Document

DEPARTMENT OF POSTS INDIA

APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE

NATIONAL PLAN CERTIFICATES NATIONAL PLAN SAVINGS CERTIFICATES AS SECURITY.

Registration No

(vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. NSCD2022051101 and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To

The Postmaster

Sir,

I/We Pipilika Kumari (Name in block capitals) am /are required to deposit an amount of Rs. 40,000 as security with (official) designation of the Gazetted Officer of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government Company or Local Authority. I /We therefore request you to transfer the under mentioned National Savings Certificate(s) National Plan Savings Certificate(s) Declaration or Duplicate Certificate(s) issued in lien of lost certificate or which I/We am/are the holder(s) in favour of Engineer-in-Chief (Civil) (official) designation or the officer or name of the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

| Sl. # | Date. | Name of office of issue | Denomination | Upload Pledge Certificate |
|-------|-------------|-------------------------|--------------|---------------------------|
| | | | Account No. | Amount(in Rs.) |
| 1. | 31-May-2022 | CDMS | 123412341234 | 150,000 |

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Engineer-in-Chief (Civil)

Signature & designation of transferee [pledged] & seal of officer

Yours faithfully,

Signature of transferee(s) of certificate.


Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

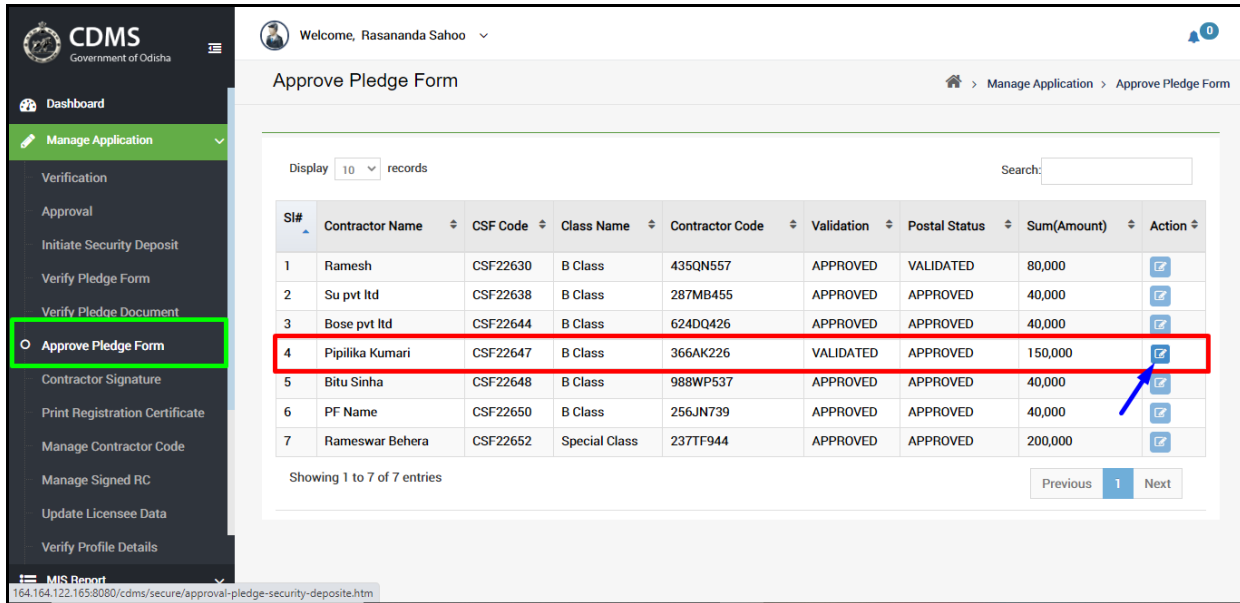
Validate
 Seek clarification

Figure 4-50 Validate NSC Pledge Document Screen - Postal Authority User

Refer to the figure shared above.

- All the details of the Pledge confirmed and approved by the Contractor as well as LIA user are given in this section.
- If the details are correct and valid, then click on **Validate** button.

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 63 of 180 |
| | Contractor Database Management System V3.0 | | |










CDMS Government of Odisha

Welcome, Rasananda Sahoo

Approve Pledge Form

Display 10 records Search:


| Sl# | Contractor Name | CSF Code | Class Name | Contractor Code | Validation | Postal Status | Sum(Amount) | Action |
|-----|-----------------|----------|---------------|-----------------|------------|---------------|-------------|---|
| 1 | Ramesh | CSF22630 | B Class | 435QN557 | APPROVED | VALIDATED | 80,000 |  |
| 2 | Su pvt ltd | CSF22638 | B Class | 287MB455 | APPROVED | APPROVED | 40,000 |  |
| 3 | Bose pvt ltd | CSF22644 | B Class | 624DQ426 | APPROVED | APPROVED | 40,000 |  |
| 4 | Pipilika Kumari | CSF22647 | B Class | 366AK226 | VALIDATED | APPROVED | 150,000 |  |
| 5 | Bitu Sinha | CSF22648 | B Class | 988WP537 | APPROVED | APPROVED | 40,000 |  |
| 6 | PF Name | CSF22650 | B Class | 256JN739 | APPROVED | APPROVED | 40,000 |  |
| 7 | Rameswar Behera | CSF22652 | Special Class | 237TF944 | APPROVED | APPROVED | 200,000 |  |

Showing 1 to 7 of 7 entries


Previous 1 Next


Figure 4-52 View Approve Pledge Form Screen - LIA User


Refer to the figure shared above.


- The section shown above displays the list of Pledge Forms pending for final approval at the LIA User end.
- The Name of the Contractor, CSF Code, Department, etc., are displayed in table with take action button.
- To take action i.e. approve the Pledge Form, click on the Take Action () button.


On clicking system will navigate to the Approve Pledge Form section.


| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:64 of 180 |
| | Contractor Database Management System V3.0 | | |



CDMS
 Government of Odisha



 Welcome, Rasananda Sahoo


 Dashboard


 Manage Application

 MIS Report

 Communication

 License Cancellation

 Tender Details


 >
 Manage Application > Approve Pledge Form

DEPARTMENT OF POSTS INDIA

APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE NATIONAL PLAN CERTIFICATES NATIONAL PLAN SAVINGS CERTIFICATES AS SECURITY.

Registration No
 (vide rule 10 of the P.O.S.C. Rules, 1960)
 Serial No. NSCD2022051101 and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To
 The Postmaster
 Sir,
 I/We Pipilika Kumari (Name in block capitals) am /are required to deposit an amount of Rs. 40,000 as security with (official) designation of the Gazetted Officer of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government Company or Local Authority. I /We therefore request you to transfer the under mentioned National Savings Certificate(s) National Plan Savings Certificate(s) Declaration or Duplicate Certificate(s) issued in lieu of lost certificate or which I/We am/are the holder(s) in favour of Engineer-in-Chief (Civil) (official) designation or the officer or name of the etc. to whom the certificate are being pledged as security.
 I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.
 Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

| Sl. # | Date. | Name of office of issue | Denomination | Upload Pledge Certificate |
|-------|-------------|-------------------------|----------------------------|---|
| | | | Account No. Amount(in Rs.) | |
| 1. | 31-May-2022 | CDMS | 123412341234 150,000 |  |

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Yours faithfully,

 Engineer-in-Chief (Civil)
 Signature & designation of transferee
 [pledged] & seal of officer


Signature of transferee(s) of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

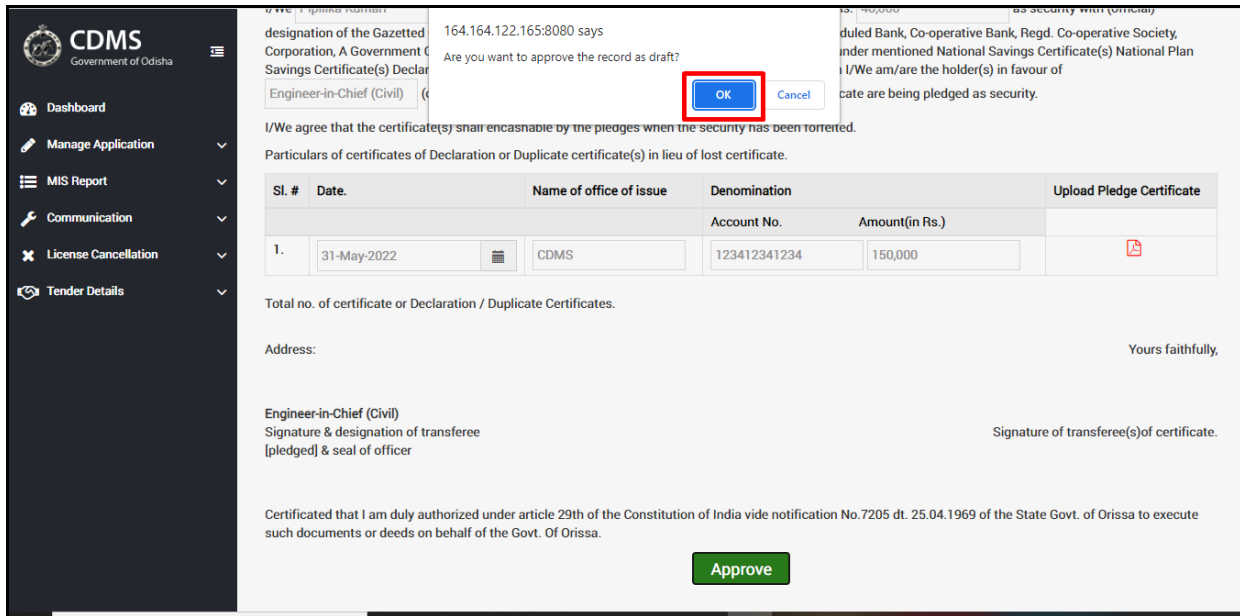
Figure 4-53 Approve Pledge Form Screen - LIA User

Refer to the figure shared above.

- All the details of the Pledge Form confirmed by the designated Postal Authority as well as Contractor are given in this section.
- If the details are correct and valid, then click on **Approve** button and approve the Pledge Form.

| | | | |
|---|--|--------------|------------------|
|  | Quality System Template CSM Technologies | Document #: | Rev.: 1.1 |
| | Contractor Database Management System V3.0 | CSM/QT/01/01 | Page #:65 of 180 |

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




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

OK Cancel

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

| Sl. # | Date. | Name of office of issue | Denomination | Account No. | Amount(in Rs.) | Upload Pledge Certificate |
|-------|-------------|-------------------------|--------------|-------------|----------------|---|
| 1. | 31-May-2022 | CDMS | 123412341234 | 150,000 | |  |

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Engineer-in-Chief (Civil)
Signature & designation of transferee
[pledged] & seal of officer

Yours faithfully,

Signature of transferee(s) of certificate.

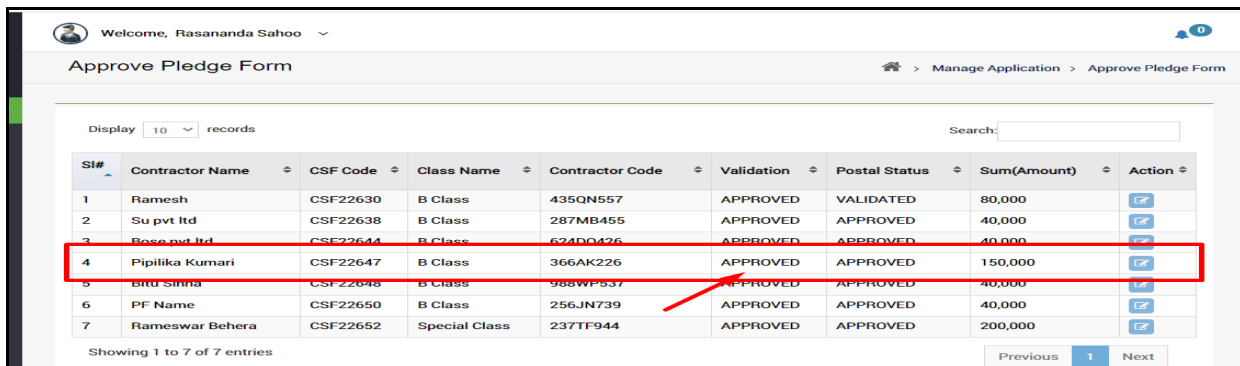
Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

Approve

Figure 4-54 Confirmation Alert Message Screen - LIA User

- Click on **OK** button to approve the record.
- Or, click on **Cancel** button to cancel the action taken.

Once approved, the LIA User can view the updated status in the View Pledge Form section.










Welcome, Rasananda Sahoo

Approve Pledge Form

Display 10 records


Search:

| Sl# | Contractor Name | CSF Code | Class Name | Contractor Code | Validation | Postal Status | Sum(Amount) | Action |
|-----|-----------------|----------|---------------|-----------------|------------|---------------|-------------|---|
| 1 | Ramesh | CSF22630 | B Class | 435QN557 | APPROVED | VALIDATED | 80,000 |  |
| 2 | Su pvt ltd | CSF22638 | B Class | 287MB455 | APPROVED | APPROVED | 40,000 |  |
| 3 | Rose pvt ltd | CSF22644 | B Class | 624DQ426 | APPROVED | APPROVED | 40,000 |  |
| 4 | Pipilika Kumari | CSF22647 | B Class | 366AK226 | APPROVED | APPROVED | 150,000 |  |
| 5 | Bitu Sinha | CSF22648 | B Class | 988WP537 | APPROVED | APPROVED | 40,000 |  |
| 6 | PF Name | CSF22650 | B Class | 256JN739 | APPROVED | APPROVED | 40,000 |  |
| 7 | Rameswar Behera | CSF22652 | Special Class | 237TF944 | APPROVED | APPROVED | 200,000 |  |

Showing 1 to 7 of 7 entries

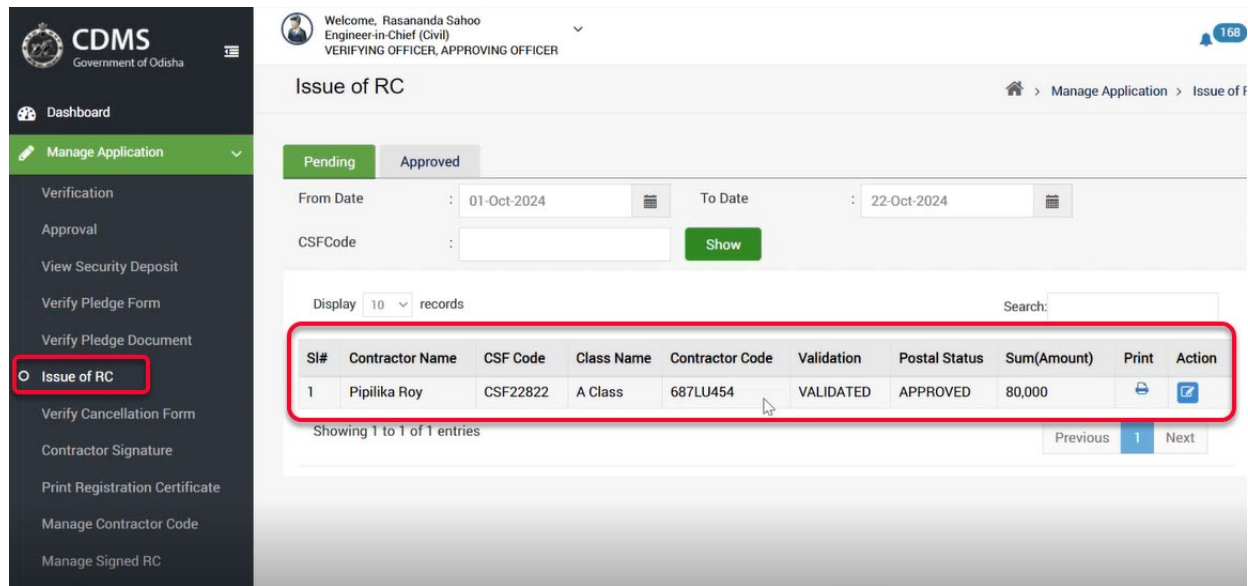
Previous Next

Figure 4-55 View Pledge Form For Approval Screen - LIA User

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:66 of 180 |
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4.10 ISSUE OF RC

After final approval of the request, the LIA User needs to issue the RC where security deposit is being done by the contractor.



Welcome, Rasananda Sahoo
Engineer-in-Chief (Civil)
VERIFYING OFFICER, APPROVING OFFICER

Issue of RC

From Date : 01-Oct-2024 To Date : 22-Oct-2024

CSFCode : Show

Display 10 records Search:


| SI# | Contractor Name | CSF Code | Class Name | Contractor Code | Validation | Postal Status | Sum(Amount) | Print | Action |
|-----|-----------------|----------|------------|-----------------|------------|---------------|-------------|-------|--------|
| 1 | Pipilika Roy | CSF22822 | A Class | 687LU454 | VALIDATED | APPROVED | 80,000 | | |


Showing 1 to 1 of 1 entries


Previous 1 Next

Figure 4-56 Issue of RC Screen - LIA User

- Click on the **Take Action** button for the request pending at the user for RC Issuance.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:67 of 180 |
| | Contractor Database Management System V3.0 | | |


 Welcome, Rasananda Sahoo

 >
 Manage Application >
 Issue of RC

[Previous NSC Details](#)


DEPARTMENT OF POSTS INDIA
APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE
NATIONAL PLAN CERTIFICATES NATIONAL PLAN
SAVINGS CERTIFICATES AS SECURITY.

Registration No
 (vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. NSCD2024102201 and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To
 The Postmaster
 Sir,

pledged as security.
 I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.
 Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

| Sl. # | Date. | Pincode | Name of the issuing Post Office | Account No. | Denomination | Amount(in Rs.) | Upload Pledge Certificate |
|-------|-------------|---------|---------------------------------|--------------|--------------|----------------|---|
| 1. | 22-Oct-2024 | 756001 | BALASORE HO | 998877665547 | 80,000 | |  |

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Yours faithfully,


Engineer-in-Chief (Civil) , Odisha
 Works Department , R&B

Signature of transferee(s) of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

[Approve for RC](#)
[Track History](#)

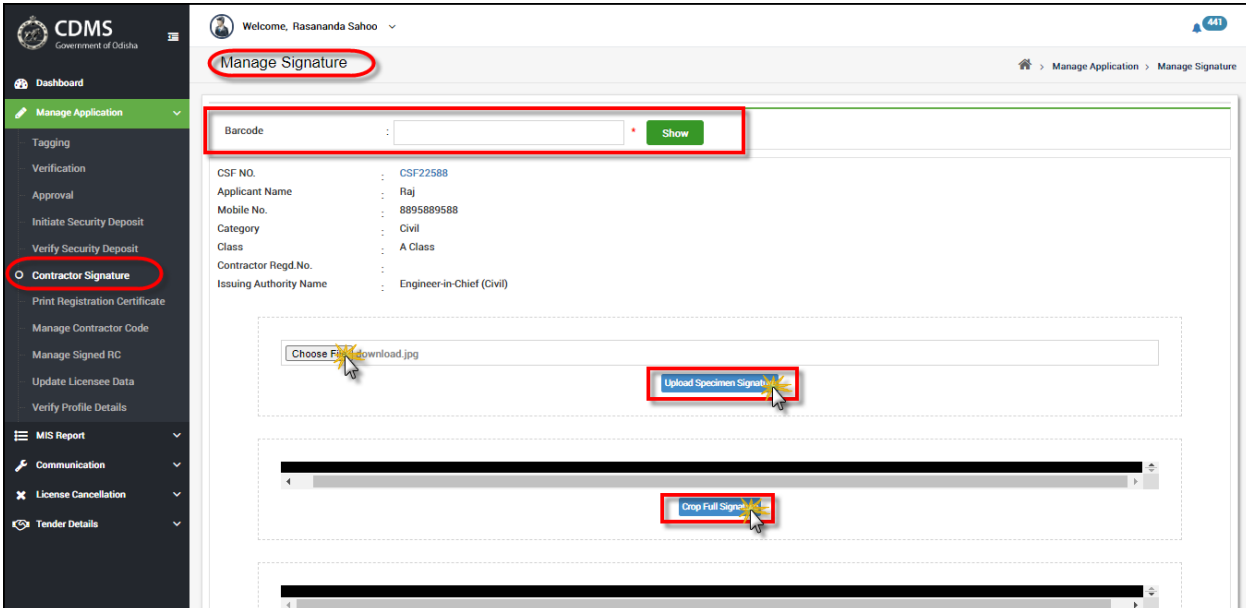
Figure 4-57 Issue of RC Screen - LIA User

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:68 of 180 |
| | Contractor Database Management System V3.0 | | |

- Click on the **Approve for RC** Button.
- On confirmation only, the Contractor User can download the RC under the Registration Certification section. Do the digital signature of the document and re-upload the document.

4.11 CONTRACTOR SIGNATURE

Upload, edit, crop or manage contractor's signature specimen in the system by clicking the Contractor Signature tab shown in the figure below.



The screenshot displays the 'Manage Signature' interface for a contractor. The sidebar on the left contains navigation links, with 'Contractor Signature' highlighted. The top header shows the user's name, 'Rasananda Sahoo'. The main content area features a search bar for the 'Barcode' with a 'Show' button. Below this, contractor details are listed: CSF NO. (CSF22588), Applicant Name (Raj), Mobile No. (8895889588), Category (Civil), Class (A Class), Contractor Regd.No., and Issuing Authority Name (Engineer-in-Chief (Civil)). The interface includes buttons for 'Choose File', 'Upload Specimen Signature', and 'Crop Full Signature'.


Figure 4-58 Manage Contractor Signature Screen - LIA User

Enter the unique CSF code of the contractor in the textbox shown in front of the barcode option.

- Enter the code and click on Search button.

The respective CSF number's applicant name, mobile number, class, category and other details are shown here. Refer Fig. 4-58.

Upload a specimen of the contractor's signature by clicking the Choose File option shown in Fig. 4-58.

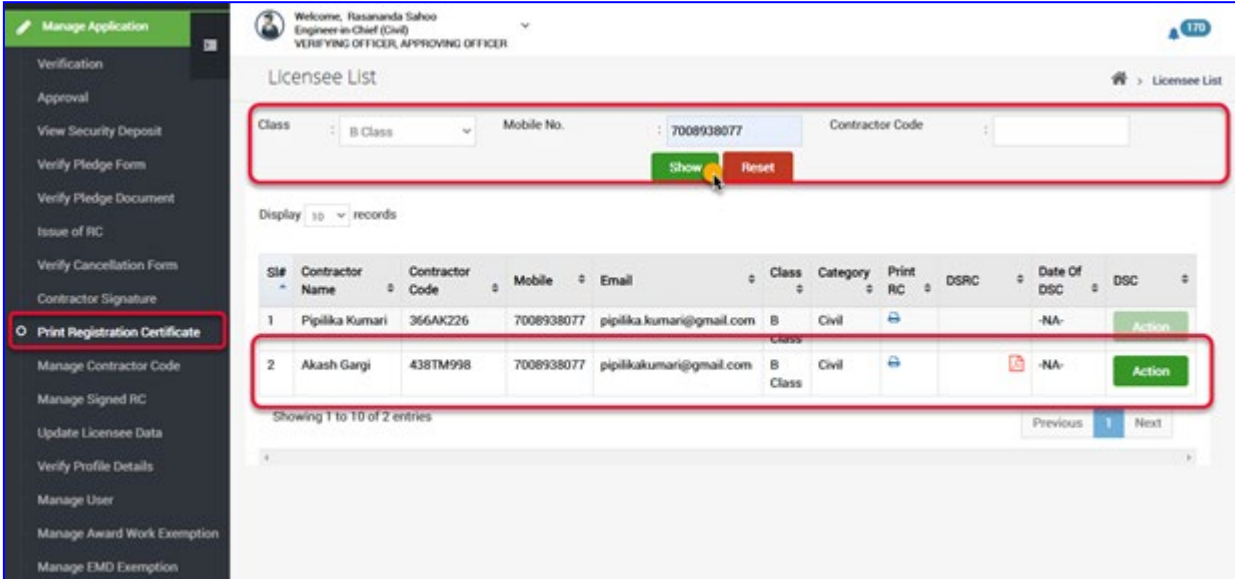
| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 69 of 180 |
| | Contractor Database Management System V3.0 | | |

- Select and upload the signature in the system.
- Crop the full signature, if it's necessary by clicking the crop button. Drag the square box that appeared on the signature and adjust the right aspect ratio of the image.
- Crop the cropped full signature.

Once the cropping is done successfully, it gets uploaded to the system.

4.12 PRINT REGISTRATION CERTIFICATE

After approval of the security deposit amount, the contractor can Print the License. Select the Print Registration Certificate tab, as shown in Figure below –




| S/N | Contractor Name | Contractor Code | Mobile | Email | Class | Category | Print RC | DSRC | Date Of DSC | DSC |
|-----|-----------------|-----------------|------------|---------------------------|---------|----------|----------|------|-------------|--------|
| 1 | Pipilika Kumari | 366AK226 | 7008938077 | pipilika.kumari@gmail.com | B | Civil | | | -NA- | Action |
| 2 | Akash Gangi | 438TM998 | 7008938077 | pipilikakumari@gmail.com | B Class | Civil | | | -NA- | Action |

Figure 4-59 Print Registration Certificate Licensee List Screen

The approved and DSC RC Licensee List are displayed in Print Registration Certificate along with contractor's name, code, mobile number, email ID, class, and category for which issued license can be printed.

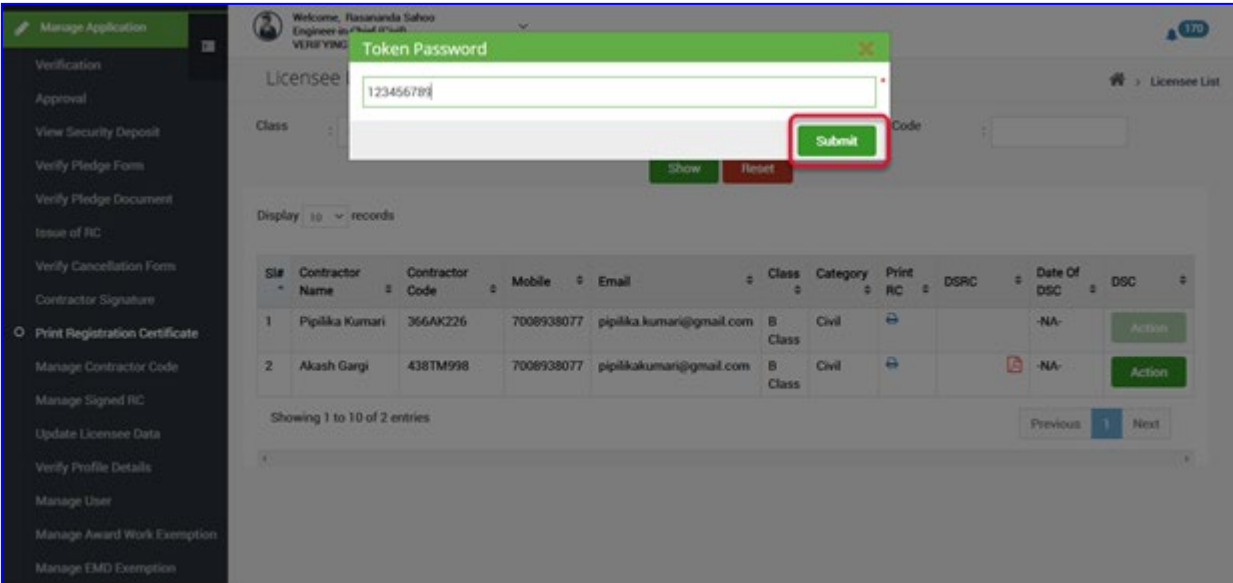
Filter the results by selecting the contractor's class from drop-down and clicking on show. Or, enter the contractor's name, code, or mobile number in the search option to get respective contractor's detail.

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 70 of 180 |
| | Contractor Database Management System V3.0 | | |

User needs to verify the document uploaded. To view the document uploaded, click on the **pdf** icon.

Click on the **Action** button to digitally sign and approve the RC uploaded by the Contractor User.


User needs to provide the token number.



| S/N | Contractor Name | Contractor Code | Mobile | Email | Class | Category | Print RC | DSRC | Date Of DSC | DSC |
|-----|-----------------|-----------------|------------|---------------------------|---------|----------|----------|------|-------------|-----|
| 1 | Pipilika Kumari | 366AK226 | 7008938077 | pipilika.kumari@gmail.com | B Class | Civil | | | -NA- | |
| 2 | Akash Gargi | 438TM998 | 7008938077 | pipilikakumari@gmail.com | B Class | Civil | | | -NA- | |

Figure 4-60 Token Number Screen

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

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:71 of 180 |
| | Contractor Database Management System V3.0 | | |

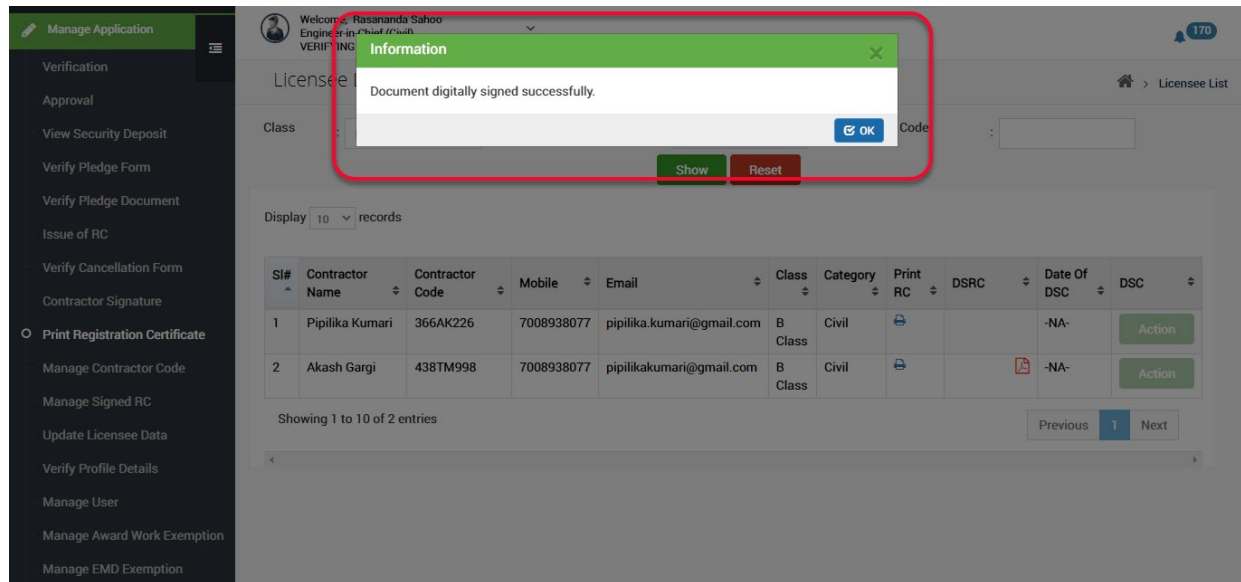



Figure 4-61 Information Screen

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

Click the **Print RC** button for the selected contractor's name to display the Contractor's Registration Certificate -

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:72 of 180 |
| | Contractor Database Management System V3.0 | | |

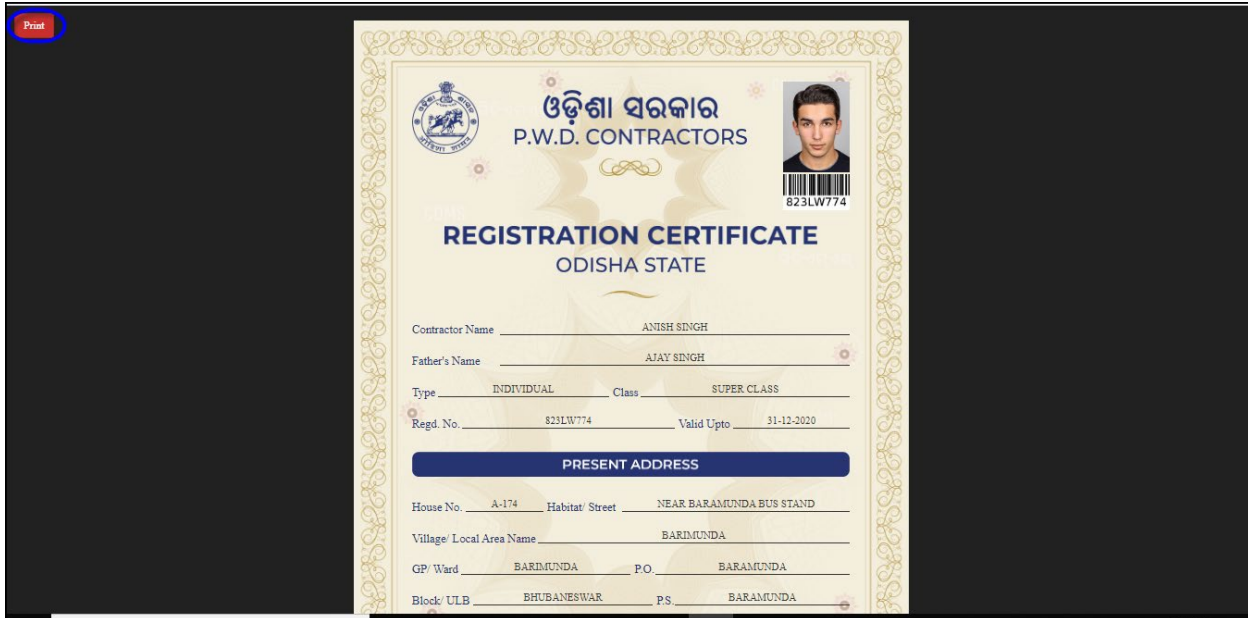


Figure 4-62 Contractor's Registration Certificate Screen


Contractor's Registration Certificate contains all the basic and official details of the contractor.

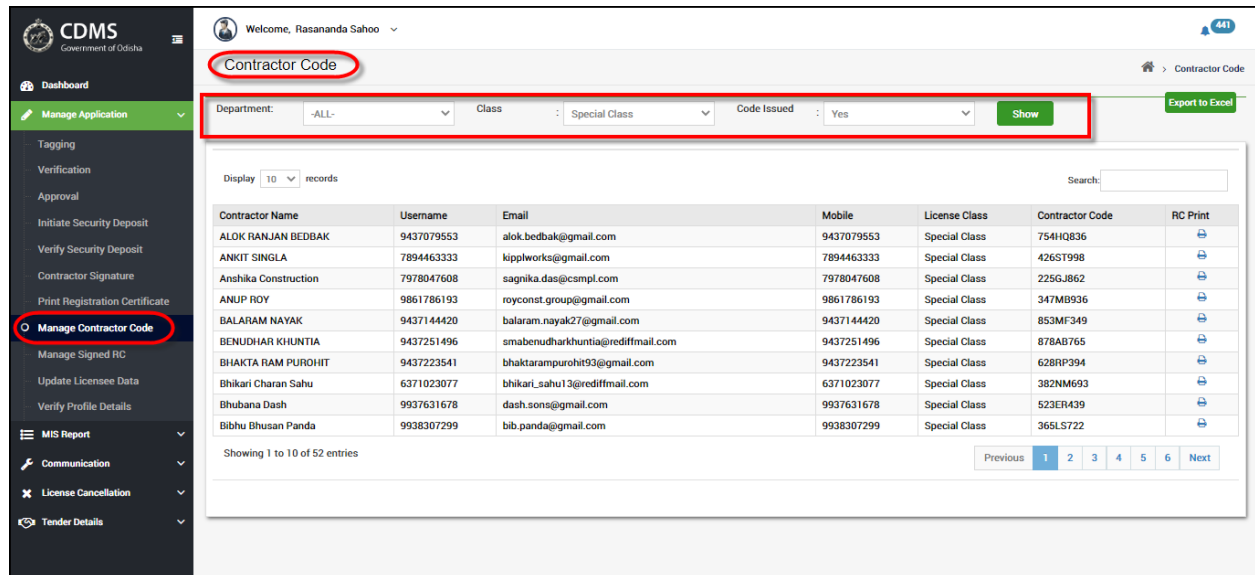
The Certificate displays all the details along with the contractor photo and signature.

Click the Print option to generate printout of the license issued.

4.13 MANAGE CONTRACTOR CODE

The system allows the administrative user to download the list of registered contractor's name, username, email, mobile, class and other details in an excel sheet after filtering them on the basis of department, class type, and code status or keeping the data in a whole by selecting the Manage Contractor Code tab.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:73 of 180 |
| | Contractor Database Management System V3.0 | | |



Contractor Code

Department: -ALL- Class: Special Class Code Issued: Yes **Show** **Export to Excel**

Display 10 records Search:

| Contractor Name | Username | Email | Mobile | License Class | Contractor Code | RC Print |
|----------------------|------------|-----------------------------------|------------|---------------|-----------------|----------|
| ALOK RANJAN BEDBAK | 9437079553 | alok.bedbak@gmail.com | 9437079553 | Special Class | 754HQ836 | |
| ANKIT SINGLA | 7894463333 | kipplworks@gmail.com | 7894463333 | Special Class | 426ST998 | |
| Anshika Construction | 7978047608 | sagnika.das@csmpl.com | 7978047608 | Special Class | 225GJ862 | |
| ANUP ROY | 9861786193 | royconst.group@gmail.com | 9861786193 | Special Class | 347MB936 | |
| BALARAM NAYAK | 9437144420 | balaram.nayak27@gmail.com | 9437144420 | Special Class | 853MF349 | |
| BENUDHAR KHUNTIA | 9437251496 | smabenudharkhuntia@rediffmail.com | 9437251496 | Special Class | 878AB765 | |
| BHAKTA RAM PUROHIT | 9437223541 | bhaktarampurohit93@gmail.com | 9437223541 | Special Class | 628RP394 | |
| Bhikari Charan Sahu | 6371023077 | bhikari_sahu13@rediffmail.com | 6371023077 | Special Class | 382NM693 | |
| Bhubana Dash | 9937631678 | dash.sons@gmail.com | 9937631678 | Special Class | 523ER439 | |
| Bibhu Bhusan Panda | 9938307299 | bib.panda@gmail.com | 9938307299 | Special Class | 365LS722 | |

Showing 1 to 10 of 52 entries

Previous 1 2 3 4 5 6 Next

Figure 4-63 Manage Contractor Code Screen


Referring to Fig. 4-63 above.

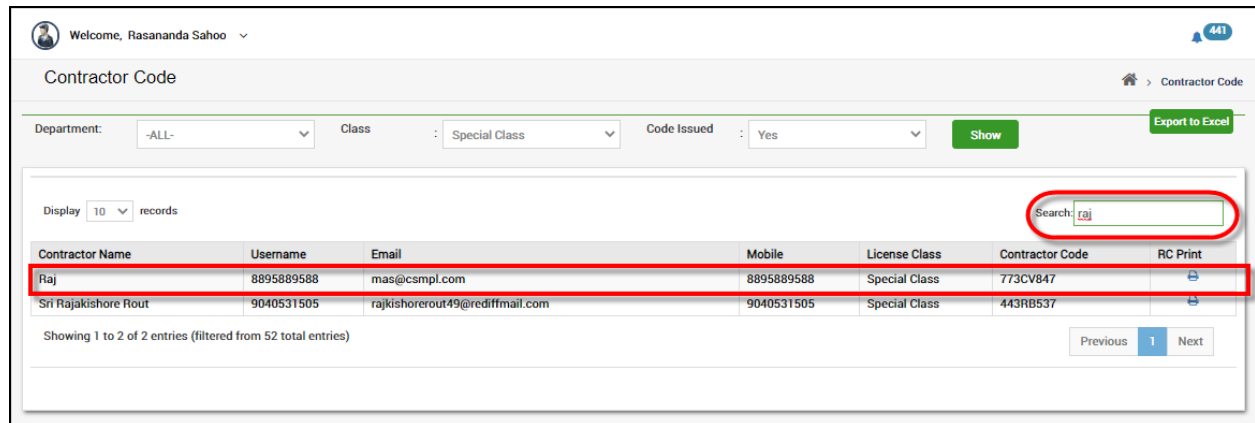
Filter the results by selecting department's name, contractor's class and code issued status. Click on Show button.

List of all the contractors with unique contractor's code and other details appears to the screen. Refer Fig. 4-63

To download the data in an excel sheet, click the **Export to Excel** button.

Filter an individual contractor's detail by entering contractor's name or code or user name in the search box.

| | | | |
|---|--|-----------------------------|-------------------------------|
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Contractor Code

Department: -ALL- Class: Special Class Code Issued: Yes Show Export to Excel

Display 10 records


Search: raj

| Contractor Name | Username | Email | Mobile | License Class | Contractor Code | RC Print |
|----------------------|------------|---------------------------------|------------|---------------|-----------------|---|
| Raj | 8895889588 | mas@csmpl.com | 8895889588 | Special Class | 773CV847 |  |
| Sri Rajakishore Rout | 9040531505 | rajkishorerout49@rediffmail.com | 9040531505 | Special Class | 443RB537 |  |

Showing 1 to 2 of 2 entries (filtered from 52 total entries)

Previous 1 Next

The respective contractor's detail appears to the screen. As highlighted in the shared screen above.

Take a print-out of the RC or Registration Certificate by clicking the print  icon.



Print

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P.W.D. CONTRACTORS

REGISTRATION CERTIFICATE
ODISHA STATE

Contractor Name: RAJ
Father's Name: TAJ
Type: INDIVIDUAL Class: SPECIAL CLASS
Regd. No.: 773CV847 Valid Upto: 31-03-2022


PRESENT ADDRESS

House No.: SD Habitat/ Street: FDGDF
Village/ Local Area Name: KHANDAHATA
GP/ Ward: ANGARABANDHA P.O.: DSF
Block/ ULB: ANGUL P.S.: CXDS

Figure 4-64 Contractor's Registration Certificate Screen

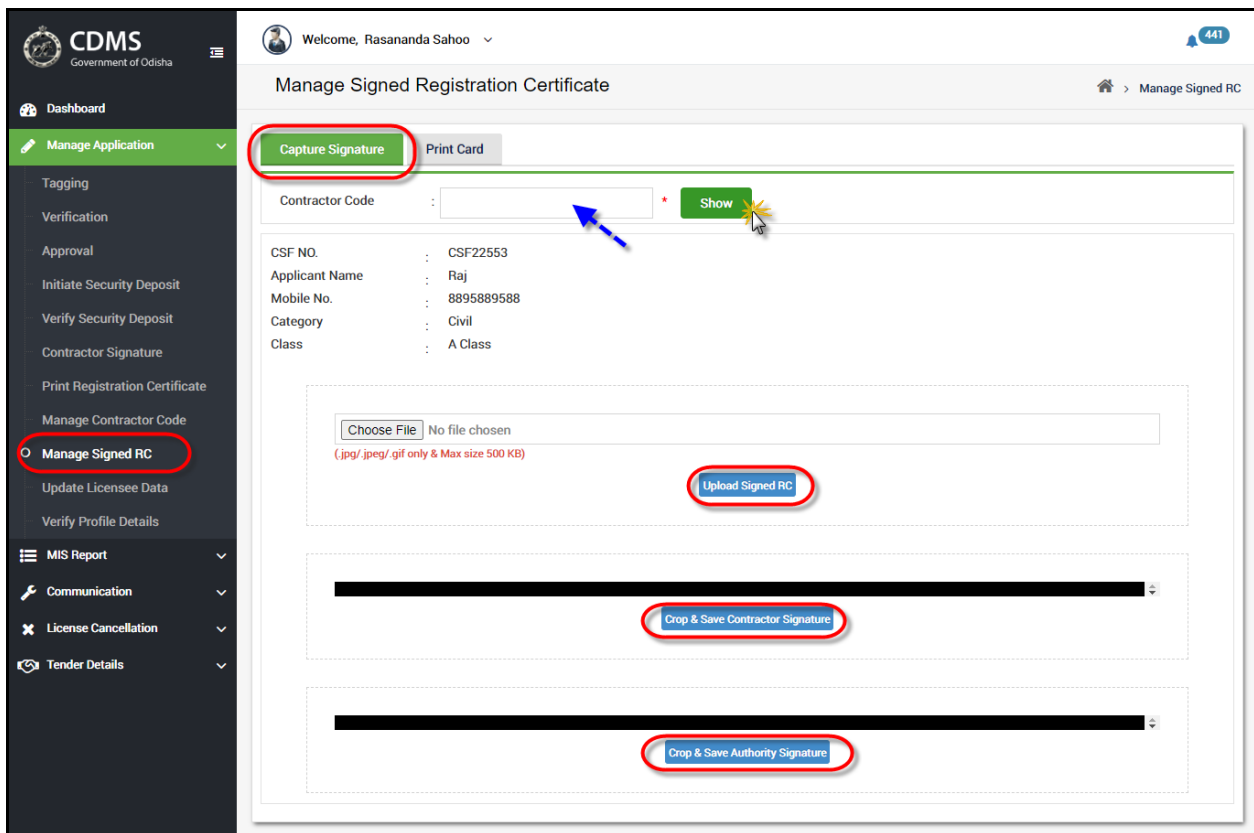
The Certificate displays all the details along with the contractor photo and signature.

Click the **Print** option to generate printout of the license issued.

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 75 of 180 |
| | Contractor Database Management System V3.0 | | |

4.14 MANAGE SIGNED RC

The system allows the administrative user to manage the signed registration certificate by uploading the signed copy of the registration certificate and capture as well as save the image of contractor's and issuing authorities signature in the system. Refer to the screen shared below.




The screenshot displays the 'Manage Signed Registration Certificate' interface. On the left, a sidebar menu lists various functions, with 'Manage Signed RC' selected. The main panel features a 'Capture Signature' button and a 'Contractor Code' input field with a 'Show' button. Below these, contractor details are listed: CSF NO. (CSF22553), Applicant Name (Raj), Mobile No. (8895889588), Category (Civil), and Class (A Class). The interface also includes an 'Upload Signed RC' button and two sections for capturing signatures, each with a 'Crop & Save' button.

Figure 4-65 Manage Signed Registration Certificate Screen

In Manage Signed Registration Certificate Screen, option for capturing and saving signature of contractor and issuing authority is given under Capture Signature section,

To find applicant details, you need to enter the contractor code and click on **Show** button

On doing so, the respective contractor's CSF number, name, mobile number, category and class displays on the screen.


| | | | |
|---|---|------------------------------------|--|
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Option for uploading the signed RC and signature of Contractor's and Authority is shown.

- Choose the signed RC file from your system and upload it.
- Click **Upload Signed RC** button.

The signed RC copy is uploaded successfully to the system. View the uploaded copy in the scrolling down to the Capture Signature screen.

Referring to the screen shared below

| | | | |
|---|---|-----------------------------|-------------------------------|
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| | Contractor Database Management System V3.0 | | |


CDMS
 Government of Odisha

Welcome, Rasananda Sahoo

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Manage Signed Registration Certificate

Capture Signature

Print Card

Contractor Code

Show

CSF NO.

:

CSF22553

Applicant Name

:

Raj

Mobile No.

:

8895889588

Category

:

Civil

Class

:

A Class

Signature uploaded Successfully

Choose File

No file chosen

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

Upload Signed RC

Village/ Local Area Name

KHANDAHATA

GP/ Ward

ANGARABANDHA

P.O.

DSF

Block/ ULB

ANGUL

P.S.

CXDS

Dist.

ANGUL

State

ODISHA

Pin

752025

Mobile

8895889588

Email

MAS@CSMPL.COM


Specimen Signature of the Contractor

Engineer-in-Chief (Civil), Odisha

www.cdmsodisha.gov.in


Crop & Save Contractor Signature

Print



ଓଡ଼ିଶା ସରକାର

P.W.D. CONTRACTORS




773CV847

REGISTRATION CERTIFICATE

ODISHA STATE

Crop & Save Authority Signature

Figure 4-66 Registration Certificate Uploaded Successfully Screen

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 78 of 180 |
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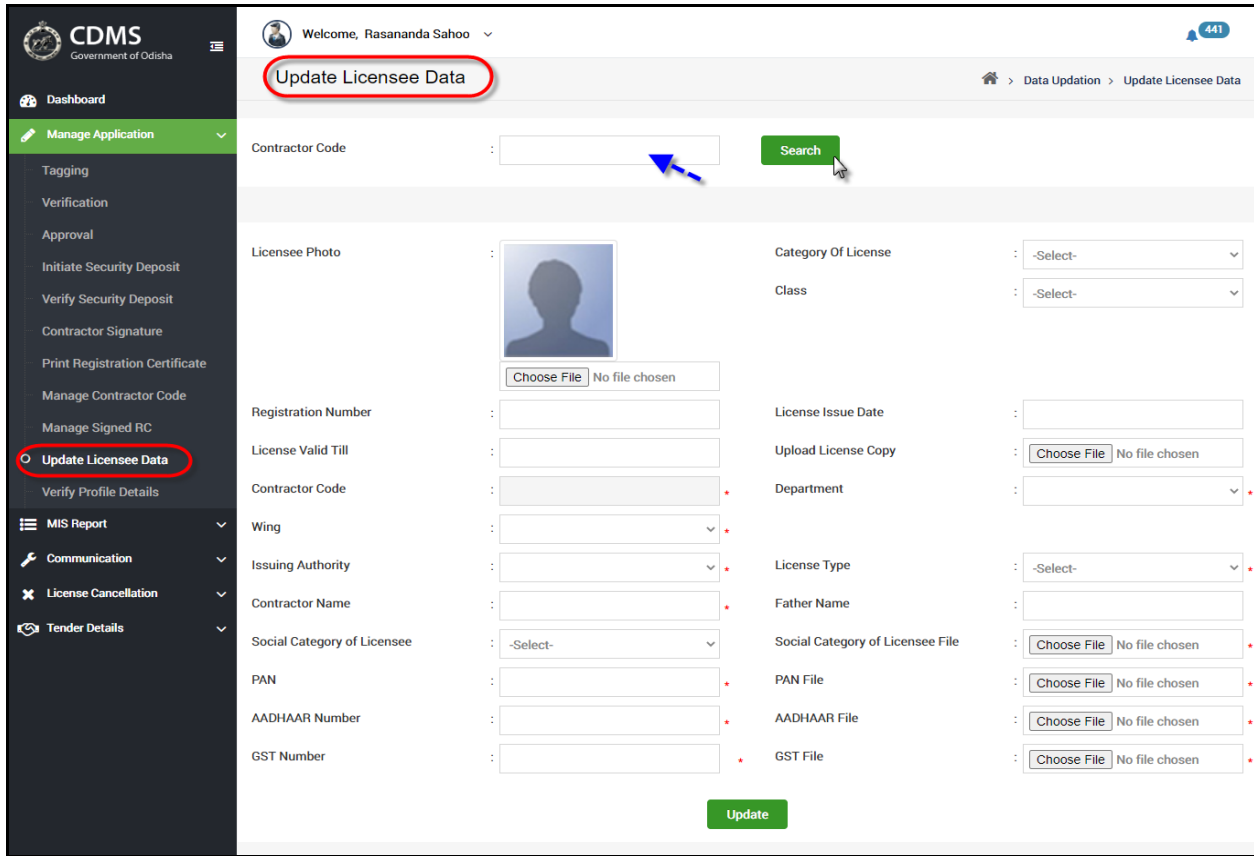
With respect to **Fig 4-66**, crop the contractor's signature and issuing authority signature from the uploaded Registration Certificate.

- Crop the full signature, by clicking the crop button. Drag the square box that appeared on the signature and adjust the right aspect ratio of the image.
- Click on **Crop and Save Contractor/ Authority Signature**.

Once the cropping is done successfully, it gets uploaded in the system.


4.15 UPDATE LICENSEE DATA

If the information provided by the licensee is not satisfactory, then the system provides the facility to modify or change and update the licensee data such as basis information, statutory and other details in the tab encircled in **Fig. 4-67** below.



The screenshot displays the 'Update Licensee Data' screen within the CDMS (Contractor Database Management System) interface. The sidebar menu on the left includes options like Dashboard, Manage Application, Tagging, Verification, Approval, Initiate Security Deposit, Verify Security Deposit, Contractor Signature, Print Registration Certificate, Manage Contractor Code, Manage Signed RC, **Update Licensee Data** (highlighted), Verify Profile Details, MIS Report, Communication, License Cancellation, and Tender Details. The main form area contains various input fields and dropdowns for updating licensee information. The 'Update Licensee Data' tab is circled in red. A blue arrow points to the 'Search' button. The form includes fields for Contractor Code, Licensee Photo, Registration Number, License Valid Till, Contractor Code, Wing, Issuing Authority, Contractor Name, Social Category of Licensee, PAN, AADHAAR Number, and GST Number. There are also dropdowns for Category Of License, Class, License Type, and Father Name. File upload buttons are present for License Issue Date, Upload License Copy, Social Category of Licensee File, PAN File, AADHAAR File, and GST File. A green 'Update' button is located at the bottom right of the form.

Figure 4-67 Update Licensee Data Screen

| | | | |
|---|--|-----------------------------|-------------------------------|
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To update licensee data, enter the contractor code in the search box and click on search button.

On clicking, the system will search the respective contractor's data for which an update has to be made.

Refer **Fig. 4-67**.

Enter the details that have be changed and click on update button.

The data changed gets updated to the contractor's profile.

4.16 VERIFY PROFILE DETAILS

To make sure the data filled by the contractor is correct, the administrative user has to verify them by clicking the Verify Profile Details Tab, shown in the figure below.

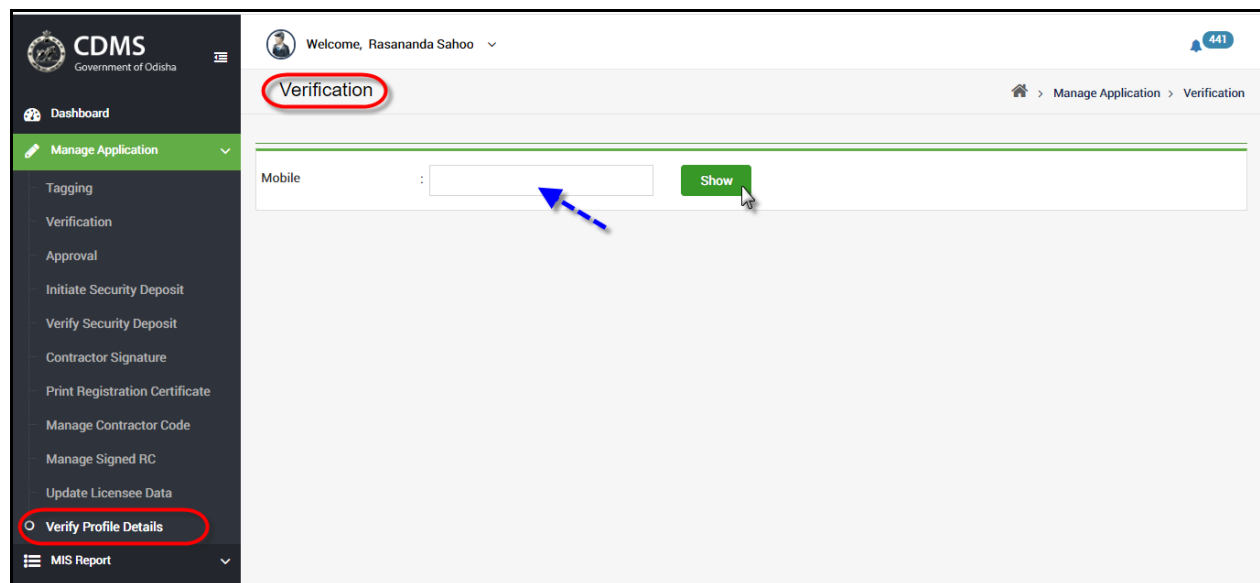



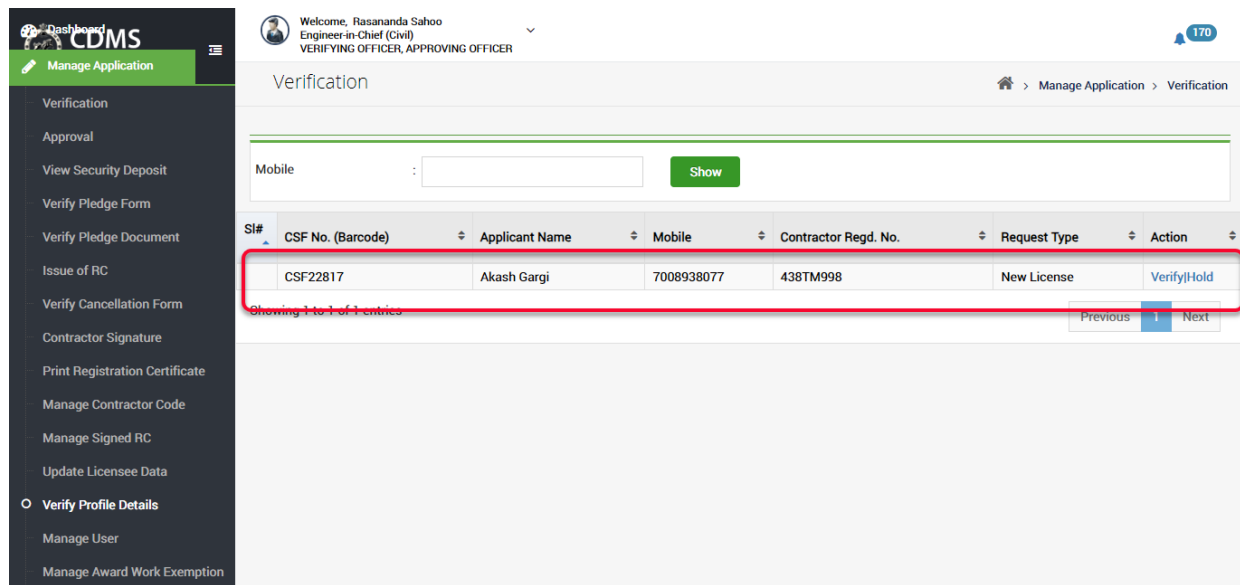
Figure 4-68 Verify Profile Details Screen

Manage all the new contractor's request pending for profile validation here. Referring Verification Screen shown above.

- Enter Contractor's Mobile Number registered with portal.
- Click on **Search** button

| | | | |
|---|--|------------------------------------|--|
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Doing so, the respective mobile number's profile details appears which you can validate and confirm in this section.



Dashboard
CDMS
Manage Application

Welcome, Rasananda Sahoo
Engineer-in-Chief (Civil)
VERIFYING OFFICER, APPROVING OFFICER

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Verification

Mobile : [Show](#)

| Sl# | CSF No. (Barcode) | Applicant Name | Mobile | Contractor Regd. No. | Request Type | Action |
|-----|-------------------|----------------|------------|----------------------|--------------|-----------------------------|
| | CSF22817 | Akash Gargi | 7008938077 | 438TM998 | New License | Verify/Hold |


Showing 1 to 1 of 1 entries

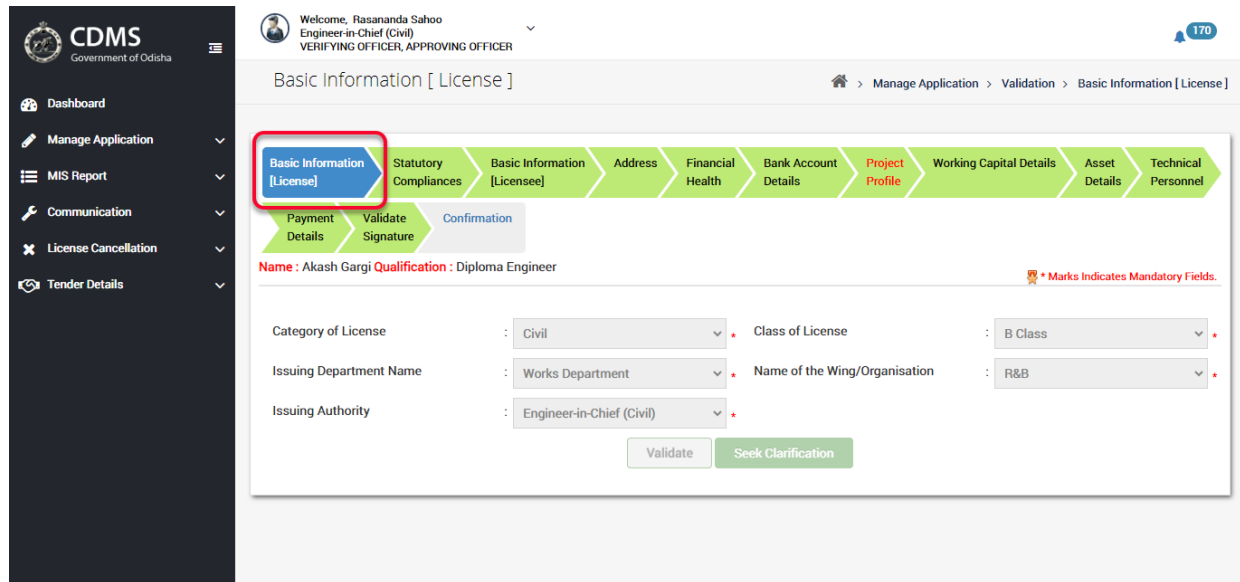
Previous **1** Next

Figure 4-69 Verify Profile Details Screen

For the profile information provided in this section, user has the option to put the profile details on hold or verify.

- To verify the information updated, click on **Verify** button.
- Doing so, a confirmation alert message appears on the display screen. Confirm the action taken.

| | | | |
|---|--|------------------------------------|--|
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Welcome, Rasananda Sahoo
Engineer-in-Chief (Civil)
VERIFYING OFFICER, APPROVING OFFICER

Basic Information [License]

Basic Information [License] Statutory Compliances Basic Information [Licensee] Address Financial Health Bank Account Details Project Profile Working Capital Details Asset Details Technical Personnel

Payment Details Validate Signature Confirmation

Name : Akash Gargi Qualification : Diploma Engineer

* Marks Indicates Mandatory Fields.

Category of License : Civil Class of License : B Class

Issuing Department Name : Works Department Name of the Wing/Organisation : R&B


Issuing Authority : Engineer-in-Chief (Civil)


Validate Seek Clarification

Figure 4-70 Verify Profile Details Screen

Verify the profile information provided, as already explained above in the document.

Go for validation of the new details updated in the profile.

| | | | |
|---|--|-----------------------------|-------------------------------|
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| | Contractor Database Management System V3.0 | | |



Dashboard
Manage Application
MIS Report
Communication
License Cancellation
Tender Details

Welcome, Rasananda Sahoo
Engineer-in-Chief (Civil)
VERIFYING OFFICER, APPROVING OFFICER

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Project Profile
Manage Application > Validation > Project Profile

Basic Information [License]
Statutory Compliances
Basic Information [Licensee]
Address
Financial Health
Bank Account Details
Project Profile
Working Capital Details
Asset Details

Technical Personnel
Payment Details
Validate Signature
Confirmation

Name : Akash Gargi Qualification : Diploma Engineer


Department : Water Resources Department
Office Name : Central MI, Bhubaneswar
Contract Type : Item Rate/Percentage Rate
Agreement Number : AGRE6489375
Odisha e-Proc Tender Id : WAMIS325462398

Name of the Wing/Organisation : Minor
Division Name : MI Division, Khurda
Name of the Work : test work
Category of Work : Tubewells
Agreement Date : 2024-10-01

Department : Water Resources Department
Office Name : Central MI, Bhubaneswar
Contract Type : Item Rate/Percentage Rate
Agreement Number : AGRE6489375
Odisha e-Proc Tender Id : WAMIS325462398

Name of the Wing/Organisation : Minor
Division Name : MI Division, Khurda
Name of the Work : test work
Category of Work : Tubewells
Agreement Date : 2024-10-01

Agreement Amt. (₹) : 2,000
Stipulated Date of Completion : 2024-10-31
Executed Amt. (₹) (Till 30-Sep-2016) : 1,000

Date of Commencement : 2024-10-22
Work Status (As on 30-Sep-2016) : Completed
Upload Work Execution Certificate : 

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

Validate

Seek Clarification

Figure 4-71 Verify Profile Details Screen

Validate the digitally signed document.

Click on the pdf icon to view the document uploaded.

Check whether digitally signed or not. Then click on the **Validate** button.



| | | | |
|---|--|-----------------------------|-------------------------------|
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Figure 4-72 Verify Profile Details Screen

Here the approval button is disabled, if the user did not completed the the DSC of the document first, or the details updated are not validated.

Go to DSC Registration section again and verify the project document updated.

If already verified, then click on the **Approve** button.

| | | | |
|---|--|-----------------------------|-------------------------------|
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Confirm the action taken.

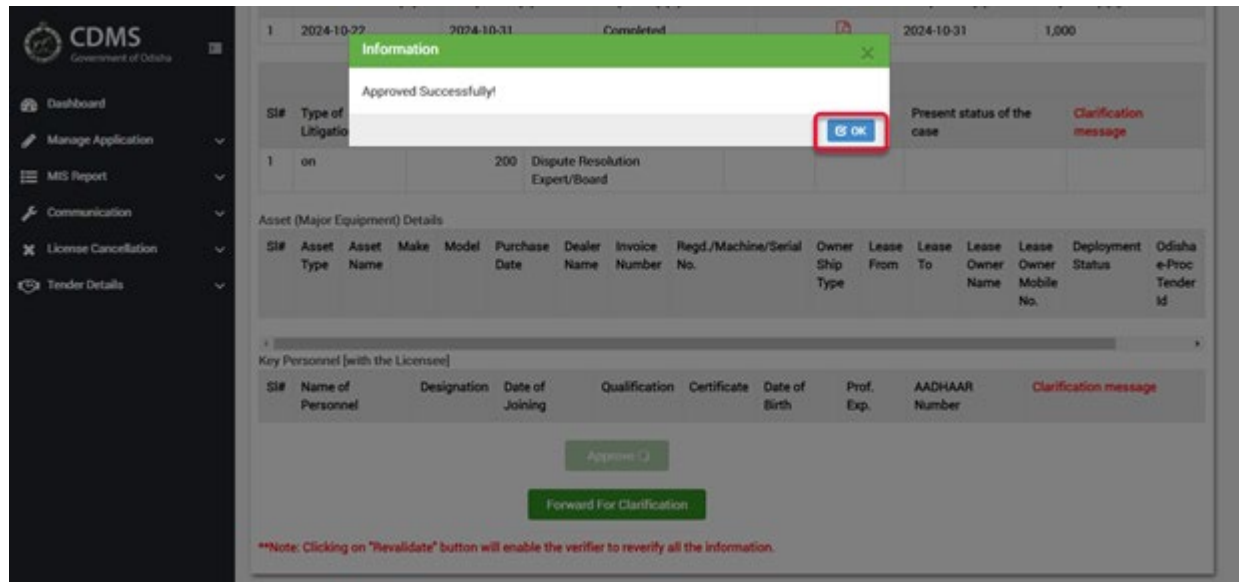



Figure 4-73 Verify Profile Details Screen

Click on the **OK** Button to close the pop-up message appeared

4.17 BLOCK CONTRACTOR DETAILS

The admin user is authorized to block any contractor details to a period of time under certain circumstances such as not following the Terms and Conditions of Registration, Failed to Submit the Activity Feedback on Time, Fail to Complete Work on Timeline, Complaints, etc.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:85 of 180 |
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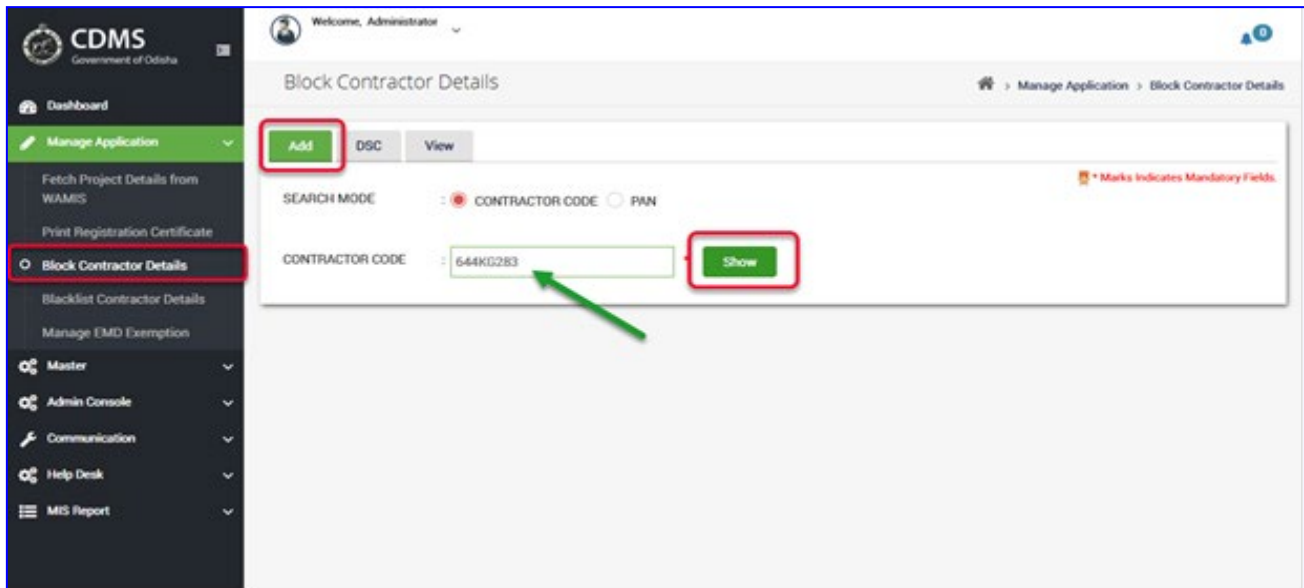



Figure 4-74 Add Block Contractor Details Screen

Refer to the screen shared above.

- In the Add section of Block Contractor Details, enter the Contractor's Code or PAN Number in the textbox to whom you want to block and then click on **Show** button.
- On clicking the Show, a confirmation alert message appears on the display screen.
- Confirm the action to be taken and proceed to detailed information about the Contractor will populate in the add section.

| | | | |
|---|--|-----------------------------|-------------------------------|
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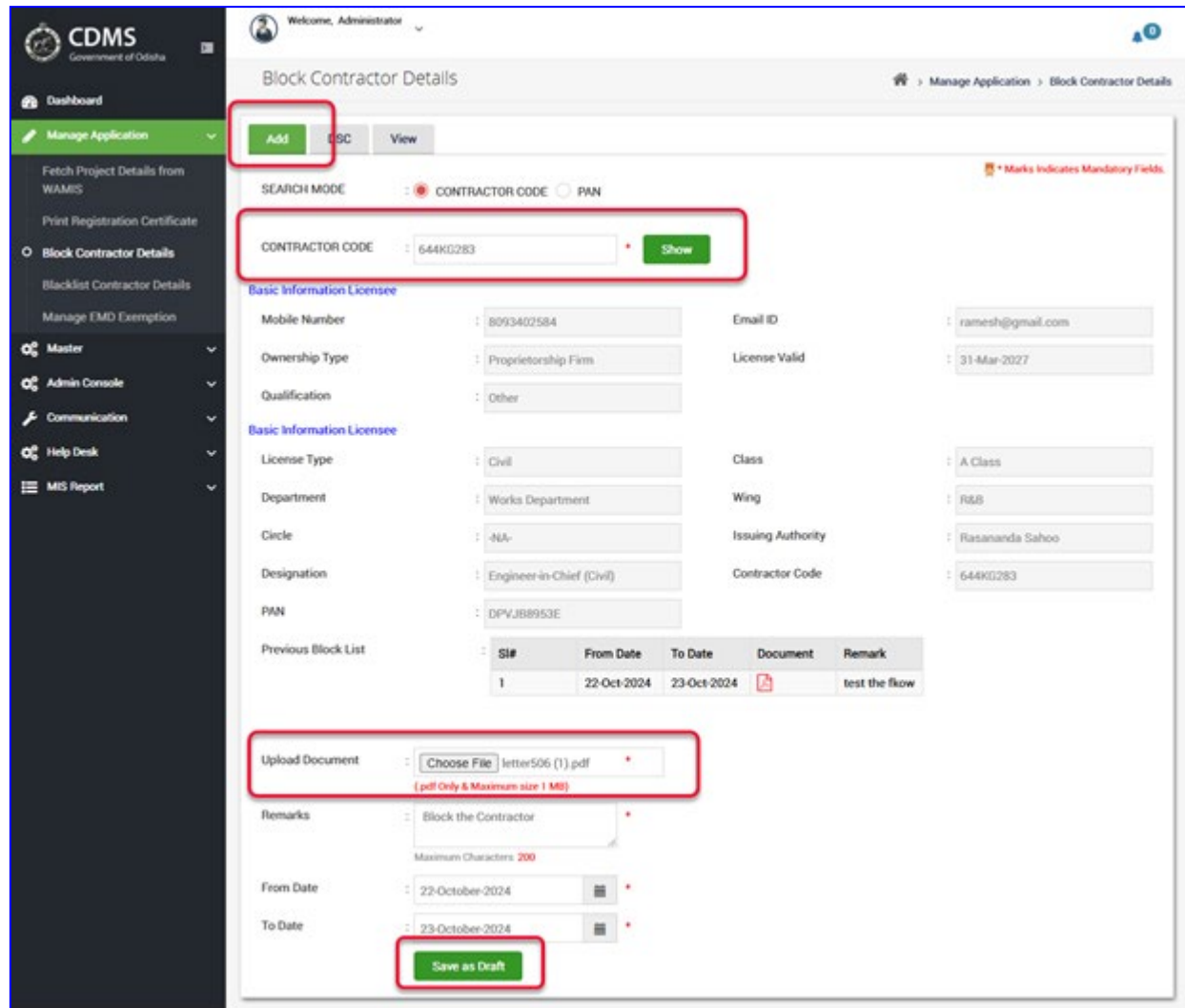

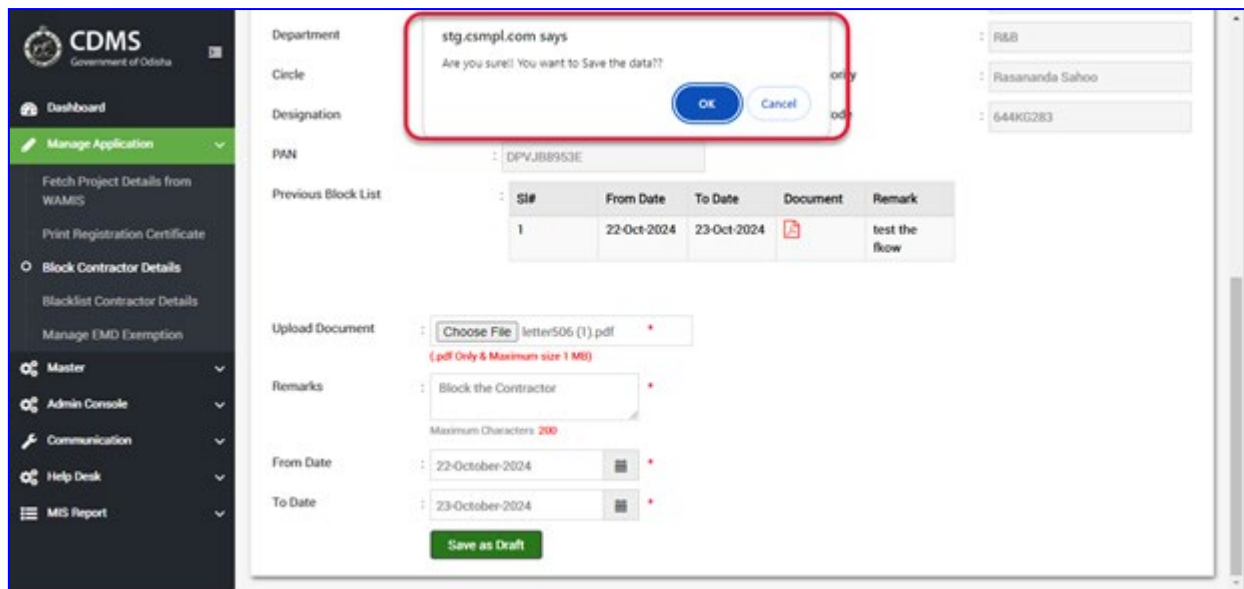


Figure 4-75 Add Block Contractor Details Screen

- Refer to the figure shown above, upload a document in support of the action to be taken.
- Add remarks for blocking the Contractor.
- Select the **From** and **To** Date from the calendar control.
- Click on **Save as Draft** button.

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




The screenshot displays the CDMS (Contractor Database Management System) interface. A confirmation alert message is shown in the center, asking 'Are you sure!! You want to Save the data??' with 'OK' and 'Cancel' buttons. The background shows the 'Block Contractor Details' form, which includes fields for Department, Circle, Designation, PAN, Previous Block List, Upload Document, Remarks, From Date, and To Date. The 'Previous Block List' table shows one entry with S# 1, From Date 22-Oct-2024, To Date 23-Oct-2024, and Remark 'test the flow'.

Figure 4-76 Confirmation Alert Message Screen

- Click on **OK** button, if you are sure you want to save the data.
 - Or, click on **Cancel** button to cancel the action taken.

On confirmation only, the Contractor Details is blocked and a message displaying the same will also populate on the display screen.

| | | | |
|---|--|-----------------------------|-------------------------------|
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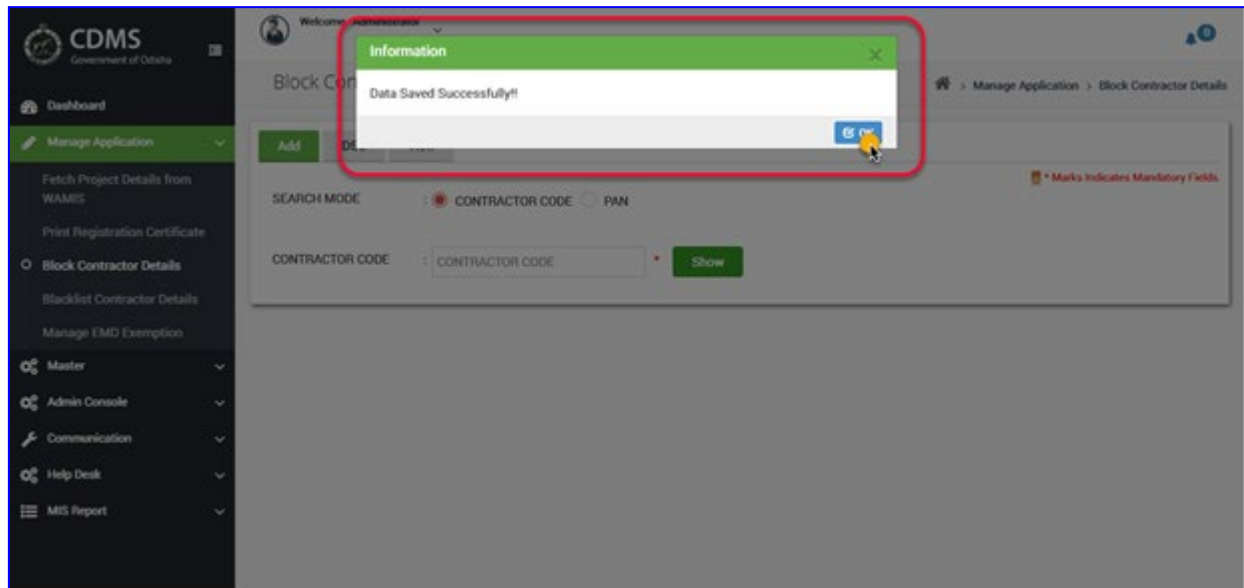


Figure 4-77 Confirmation Message Screen

- Click on the OK button to close the pop-up window appeared.

On successfully taking the action, the Blocked Contractor Code is pending for DSC Certification.

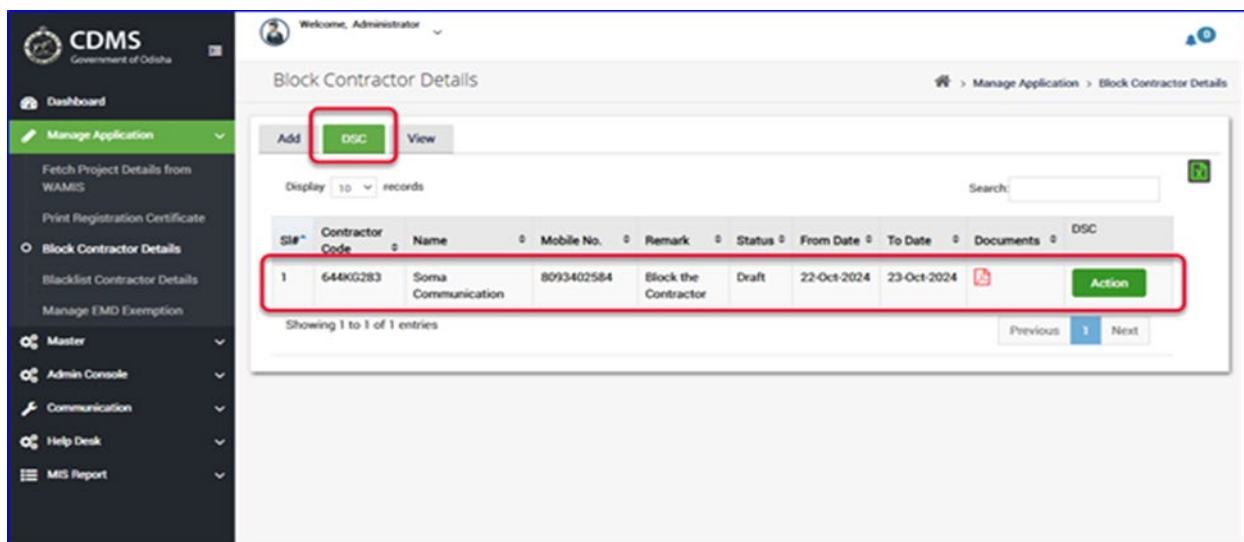




Figure 4-78 Block Contractor Details Screen

| | | | |
|---|--|-----------------------------|-------------------------------|
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- To view the document uploaded, click on the pdf icon.
- To take action. i.e. digitally sign the approval letter for blocking of the contractor id, click on the **Action** () button.

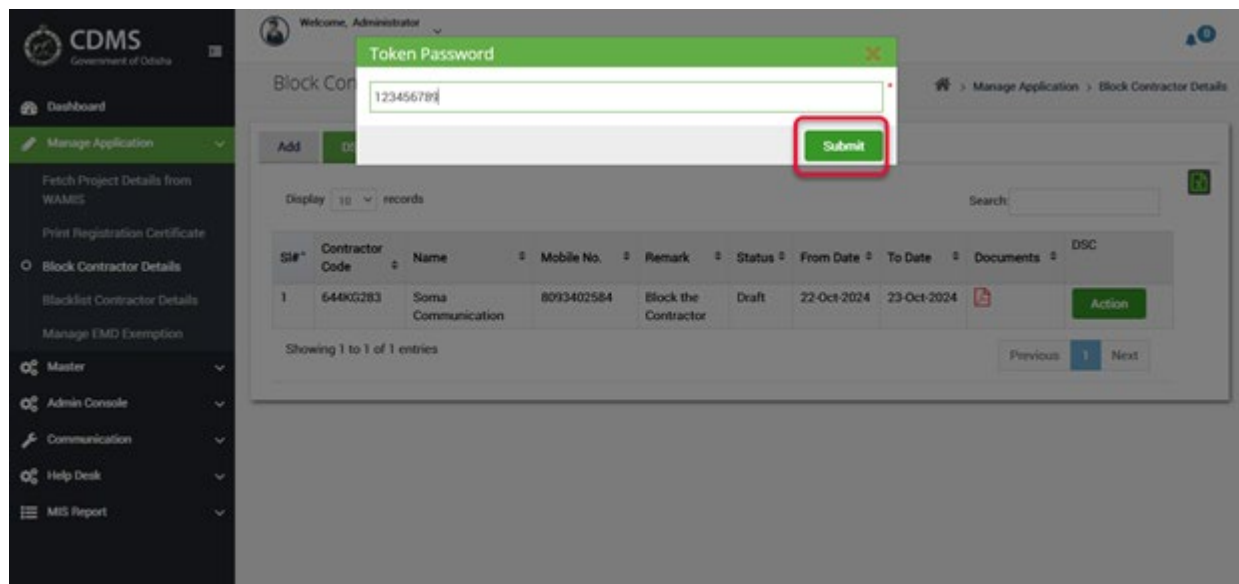



Figure 4-79 Token Password

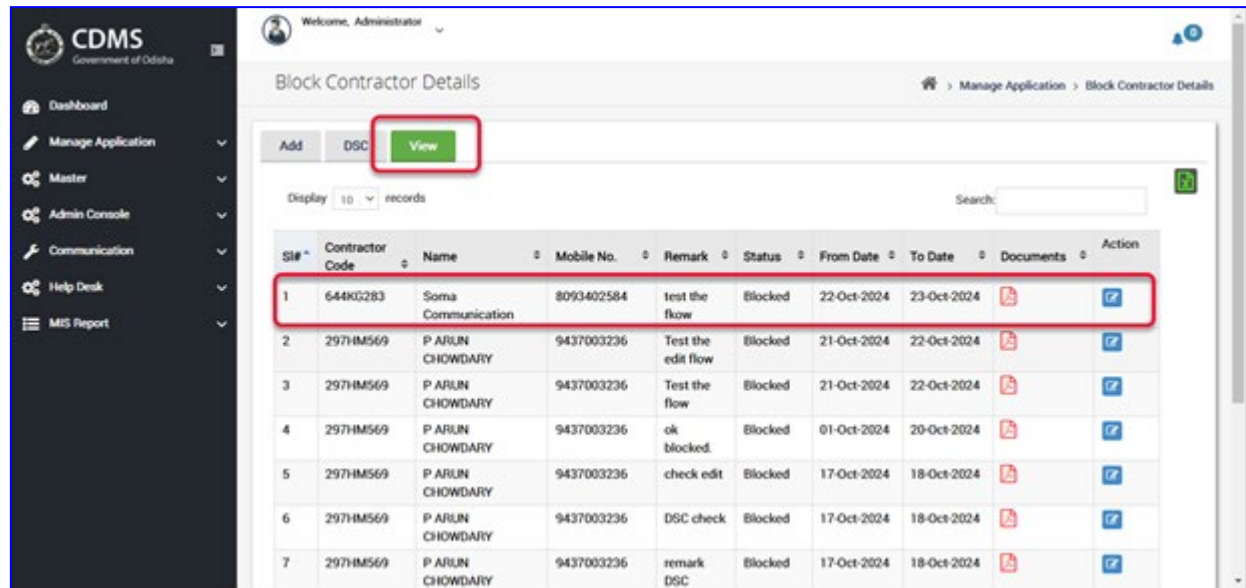
- Enter the token password, click on **Submit** button.

On clicking the DSC signature of the document is done successfully.

On successfully signature, the details of the Blocked Contractors can be viewed in the **View** tab.

Refer to the screen shared below.

| | | | |
|---|--|--------------|------------------|
|  | Quality System Template CSM Technologies | Document #: | Rev.: 1.1 |
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












| S/N | Contractor Code | Name | Mobile No. | Remark | Status | From Date | To Date | Documents | Action |
|-----|-----------------|--------------------|------------|--------------------|---------|-------------|-------------|---|---|
| 1 | 644K0283 | Soma Communication | 8093402584 | test the flow | Blocked | 22-Oct-2024 | 23-Oct-2024 |  |  |
| 2 | 297HM569 | P ARUN CHOWDARY | 9437003236 | Test the edit flow | Blocked | 21-Oct-2024 | 22-Oct-2024 |  |  |
| 3 | 297HM569 | P ARUN CHOWDARY | 9437003236 | Test the flow | Blocked | 21-Oct-2024 | 22-Oct-2024 |  |  |
| 4 | 297HM569 | P ARUN CHOWDARY | 9437003236 | ok blocked. | Blocked | 01-Oct-2024 | 20-Oct-2024 |  |  |
| 5 | 297HM569 | P ARUN CHOWDARY | 9437003236 | check edit | Blocked | 17-Oct-2024 | 18-Oct-2024 |  |  |
| 6 | 297HM569 | P ARUN CHOWDARY | 9437003236 | DSC check | Blocked | 17-Oct-2024 | 18-Oct-2024 |  |  |
| 7 | 297HM569 | P ARUN CHOWDARY | 9437003236 | remark DSC | Blocked | 17-Oct-2024 | 18-Oct-2024 |  |  |

Figure 4-80 View Blocked Contractor Details Screen

- The Contractor Code, Name of the Contractor, Mobile Number, Remarks, Status and Document Uploaded is displayed in a table.
- The user can download and view the document uploaded by clicking the pdf icon.

| | | | |
|---|---|-----------------------------|-------------------------------|
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| | Contractor Database Management System V3.0 | | |



ଓଡ଼ିଶା ସରକାର
P.W.D. CONTRACTORS

REGISTRATION CERTIFICATE
ODISHA STATE

Contractor Name PINTU KUMAR

Father's Name FATGHTYY

Type INDIVIDUAL Class A (DEGREE ENGG.)

Regd. No. 296WM959 Valid Upto 31-03-2026

PAN FQVPS1180T

PRESENT ADDRESS

House No. Habitat/ Street

Village/ Local Area Name ANGARBANDHA

GP/ Ward ANGARABANDHA P.O. POST

Block/ ULB ANGUL P.S. POLICE

Dist. ANGUL State ODISHA Pin 989899

Mobile 8908980809 | Email RAKEHUG7888@GMAIL.COM

Signature valid 

Signature valid 


Specimen Signature of the Contractor *Engineer-in-Chief (Civil), Odisha*

www.cdmsodisha.gov.in

Figure 4-81 Document - Signed by the Authority

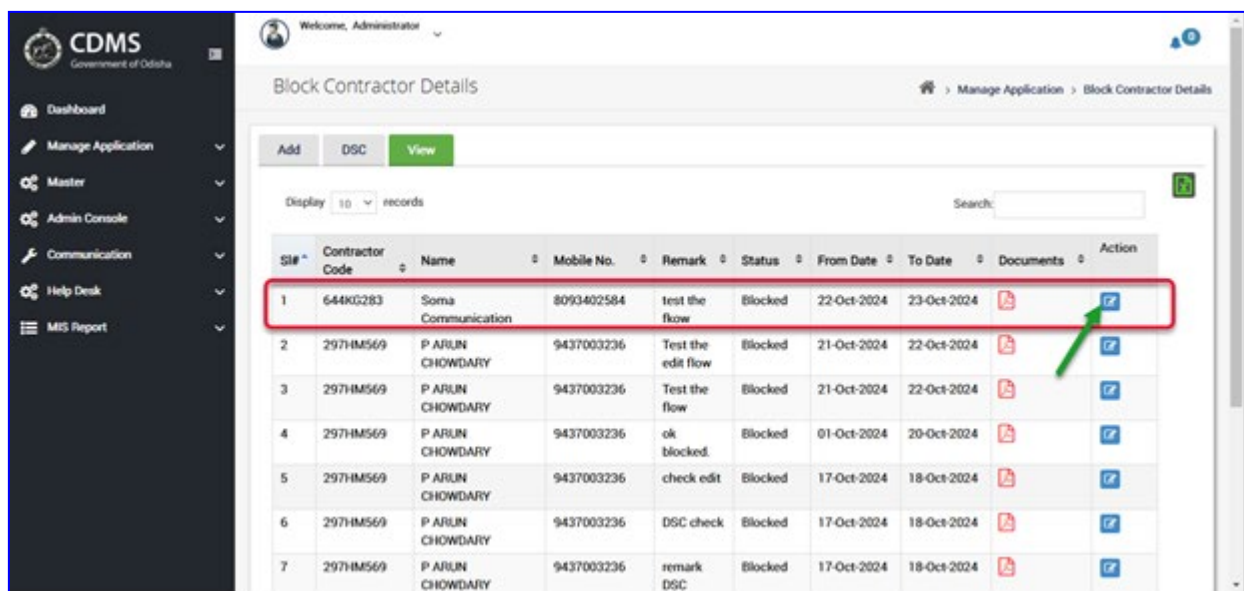
4.18 EXTENSION/REVOCATION OF UNBLOCKED CONTRACTOR DETAILS

The application allows the authorized admin user to unblock a blocked contractor details after a certain period of time, in case the Contractor has done the correction to the activities

| | | | |
|---|--|------------------------------------|--|
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which leads to blocking the Contractor Details previously, or do extension of the contractor license blocking period, if its blocked already.


Go to the View Blocked Contractor Details, where the list of Contractor Data currently in blocked status can be viewed.




| S/N | Contractor Code | Name | Mobile No. | Remark | Status | From Date | To Date | Documents | Action |
|-----|-----------------|--------------------|------------|--------------------|---------|-------------|-------------|-----------|--------|
| 1 | 644KG283 | Soma Communication | 8093402584 | test the flow | Blocked | 22-Oct-2024 | 23-Oct-2024 | | |
| 2 | 297HM569 | P ARUN CHOWDARY | 9437003236 | Test the edit flow | Blocked | 21-Oct-2024 | 22-Oct-2024 | | |
| 3 | 297HM569 | P ARUN CHOWDARY | 9437003236 | Test the flow | Blocked | 21-Oct-2024 | 22-Oct-2024 | | |
| 4 | 297HM569 | P ARUN CHOWDARY | 9437003236 | ok blocked. | Blocked | 01-Oct-2024 | 20-Oct-2024 | | |
| 5 | 297HM569 | P ARUN CHOWDARY | 9437003236 | check edit | Blocked | 17-Oct-2024 | 18-Oct-2024 | | |
| 6 | 297HM569 | P ARUN CHOWDARY | 9437003236 | DSC check | Blocked | 17-Oct-2024 | 18-Oct-2024 | | |
| 7 | 297HM569 | P ARUN CHOWDARY | 9437003236 | remark DSC | Blocked | 17-Oct-2024 | 18-Oct-2024 | | |

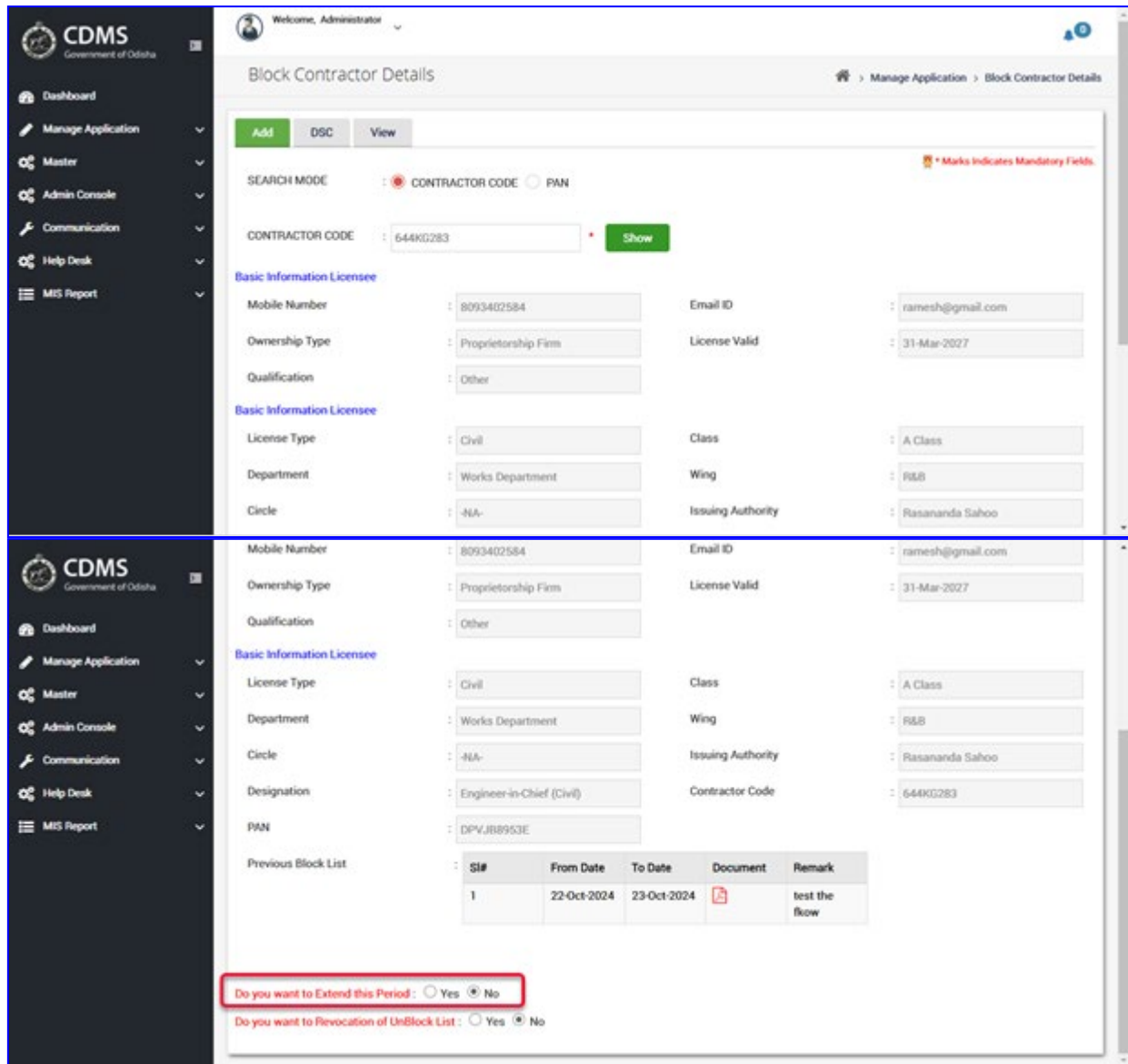
Figure 4-82 View Blocklist Contractors Screen

Refer to the Figure shown above.

- The Name and other details of the blocked contractor are provided in a table with option to take an action.
- To take action i.e. unblock the Contractor or extend the blocking period, click on the Take Action () button.

On clicking system will navigate to the Unblock Contractor Details section.

| | | | |
|---|--|-----------------------------|-------------------------------|
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| | Contractor Database Management System V3.0 | | |



Block Contractor Details

SEARCH MODE : ☒ CONTRACTOR CODE ☐ PAN

CONTRACTOR CODE : 644KG283

Basic Information Licensee

Mobile Number : 8093402584 Email ID : ramesh@gmail.com

Ownership Type : Proprietorship Firm License Valid : 31-Mar-2027

Qualification : Other

Basic Information Licensee

License Type : Civil Class : A Class


Department : Works Department Wing : R&B

Circle : -NA- Issuing Authority : Rasananda Sahoo

Designation : Engineer-in-Chief (Civil) Contractor Code : 644KG283

PAN : DPVJR8953E

Previous Block List


| Sl# | From Date | To Date | Document | Remark |
|-----|-------------|-------------|---|---------------|
| 1 | 22-Oct-2024 | 23-Oct-2024 |  | test the flow |

Do you want to Extend this Period : ☐ Yes ☒ No

Do you want to Revocation of UnBlock List : ☐ Yes ☒ No

Figure 4-83 View Blocklist Contractors Screen

- For extension of the blocking period, click on the **Yes** option and add the blocking period details.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:94 of 180 |
| | Contractor Database Management System V3.0 | | |

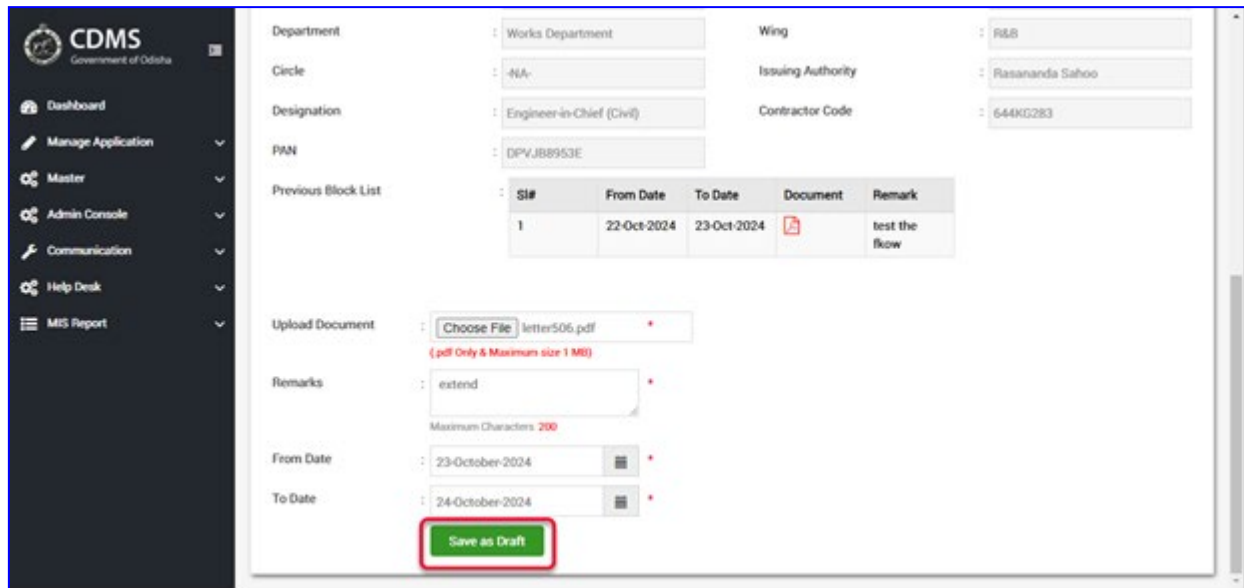



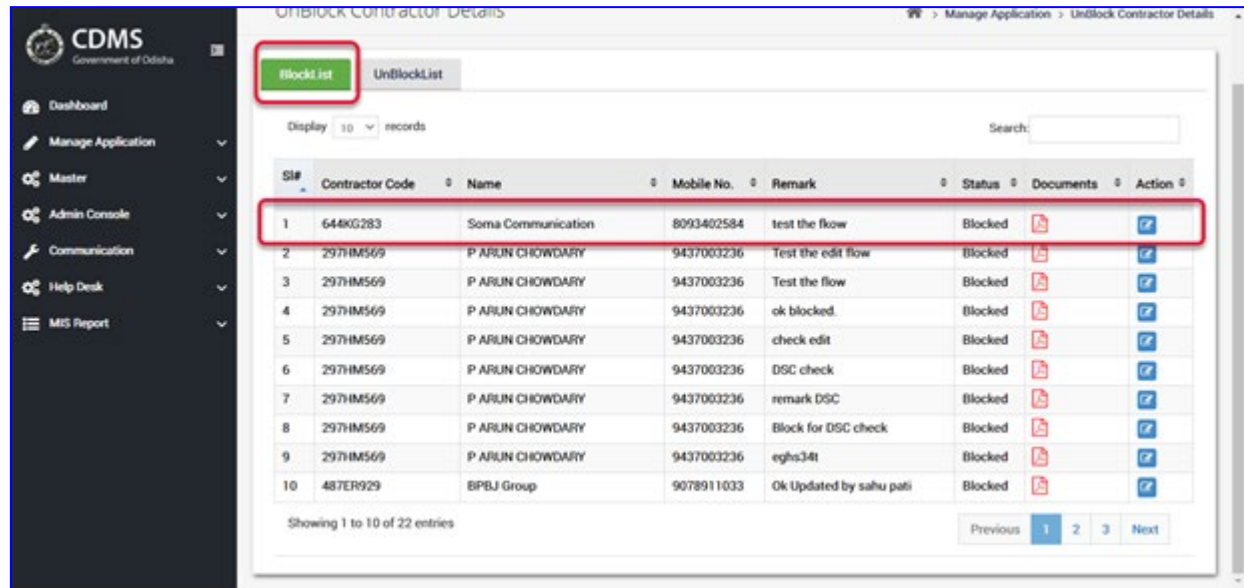
Figure 4-84 View Blocklist Contractors Screen

- Upload respective document.
- Add remarks in the textbox.
- Select the From and To Dateline, and click on **Save as Draft** button.

On submission the data is saved successfully in the system.


Similarly, for revocation of the blocking period, select the Yes option for revocation of blocking period option, and navigate to the Blocklist.

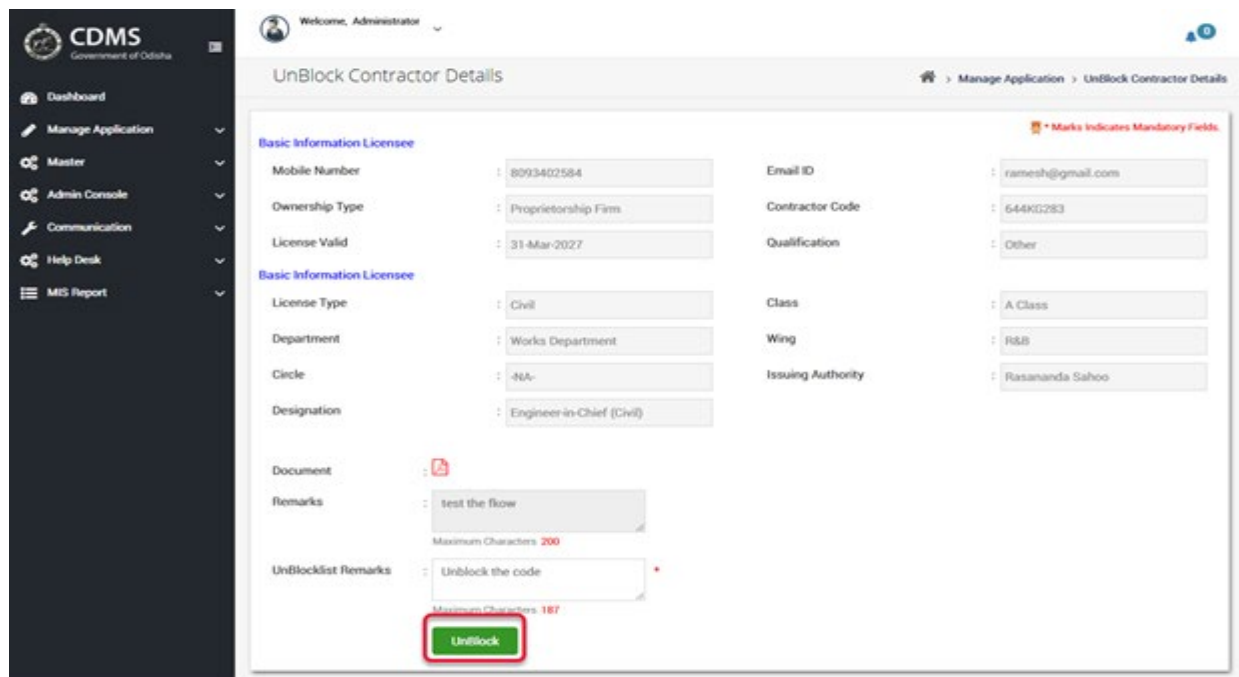
| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:95 of 180 |
| | Contractor Database Management System V3.0 | | |



| Sl# | Contractor Code | Name | Mobile No. | Remark | Status | Documents | Action |
|-----|-----------------|--------------------|------------|-------------------------|---------|-----------|--------|
| 1 | 644KG283 | Soma Communication | 8093402584 | test the flow | Blocked | | |
| 2 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Test the edit flow | Blocked | | |
| 3 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Test the flow | Blocked | | |
| 4 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | ok blocked. | Blocked | | |
| 5 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | check edit | Blocked | | |
| 6 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | DSC check | Blocked | | |
| 7 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | remark DSC | Blocked | | |
| 8 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Block for DSC check | Blocked | | |
| 9 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | eghs34t | Blocked | | |
| 10 | 487ER929 | BPEJ Group | 9078911033 | Ok Updated by sahu pati | Blocked | | |

Figure 4-85 View Blocklist Contractors Screen

- To take action i.e. unblock the Contractor, click on the Take Action () button.



UnBlock Contractor Details

Basic Information Licensee

Mobile Number : 8093402584 Email ID : rameshj@gmail.com

Ownership Type : Proprietorship Firm Contractor Code : 644KG283

License Valid : 31-Mar-2027 Qualification : Other

Basic Information Licensee

License Type : Civil Class : A Class

Department : Works Department Wing : R&S

Circle : -NA- Issuing Authority : Rasananda Sahoo

Designation : Engineer-in-Chief (Civil)


Document :

Remarks : test the flow
Maximum Characters: 200

UnBlocklist Remarks : Unblock the code
Maximum Characters: 187

UnBlock

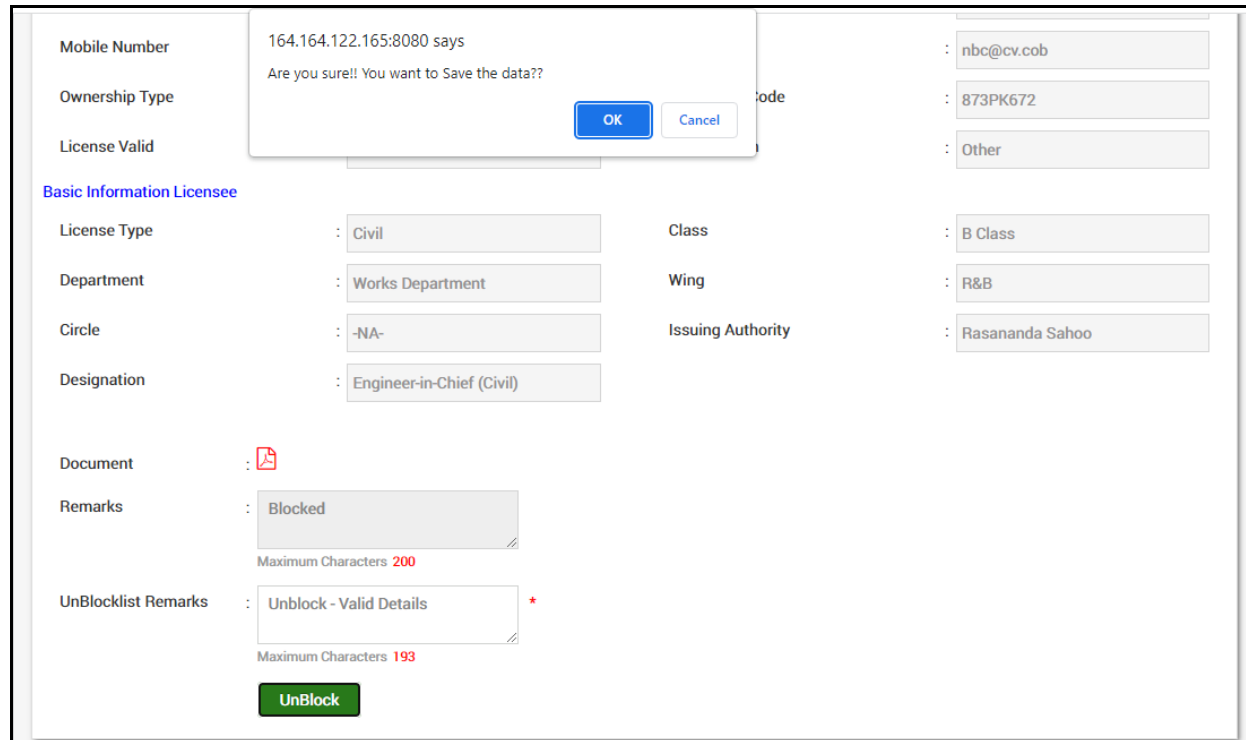
Figure 4-86 Unblock Contractor Details Screen

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 96 of 180 |
| | Contractor Database Management System V3.0 | | |

Refer to the Figure shown above.

- The complete detailed information of the Contractor is provided in this section.
- Add remarks for the action to be taken.
- Click on **Unblock** button.

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



Mobile Number : 164.164.122.165:8080 says
Are you sure!! You want to Save the data??

Ownership Type : nbc@cv.cob

License Valid : 873PK672

Other


Basic Information Licensee

License Type : Civil Class : B Class

Department : Works Department Wing : R&B

Circle : -NA- Issuing Authority : Rasananda Sahoo

Designation : Engineer-in-Chief (Civil)

Document : 

Remarks : Blocked
Maximum Characters 200


Unblockist Remarks : Unblock - Valid Details *
Maximum Characters 193

UnBlock

Figure 4-87 Confirmation Alert Message Screen

- Click on **OK** button, if you are sure you want to save the data.
 - Or, click on **Cancel** button to cancel the action taken.

On confirmation only, the Contractor Details is unblocked and a message displaying the same will also populate on the display screen.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:97 of 180 |
| | Contractor Database Management System V3.0 | | |

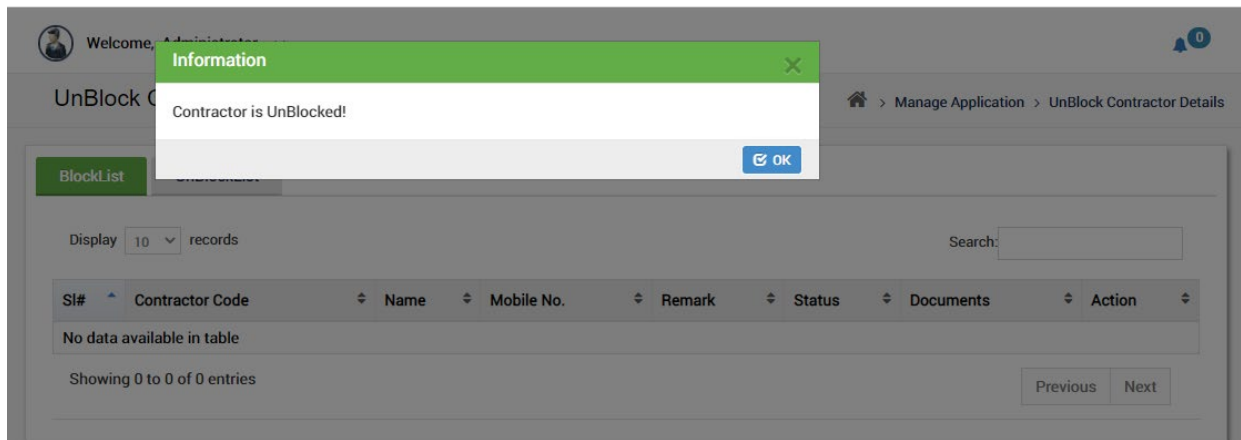


Figure 4-88 Unblocking Confirmation Message Screen

- Click on the OK button to close the pop-up window appeared.

On successfully taking the action, the details of the Unblocked Contractors can be viewed in the **Unblocklist** tab.

Refer to the screen shared below.

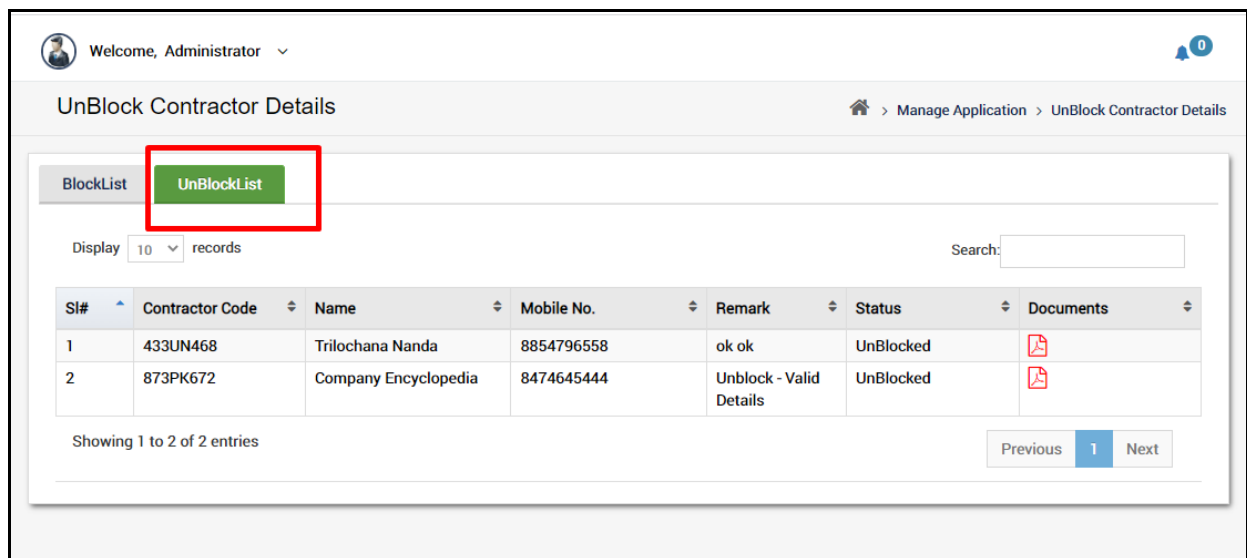



Figure 4-89 Unblocklist Screen

| | | | |
|---|--|------------------------------------|--|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 98 of 180 |
| | Contractor Database Management System V3.0 | | |

- The Name and other details of the unblocked contractor is displayed in the above screen.
- The user can download the attached document by clicking the pdf icon.

4.19 BLACKLIST CONTRACTOR DETAILS

If the Contractor is involved in illegal or criminal activities, or using the Contractor's license in improper way; then the EE User or TIA User can blacklist the Contractor details.

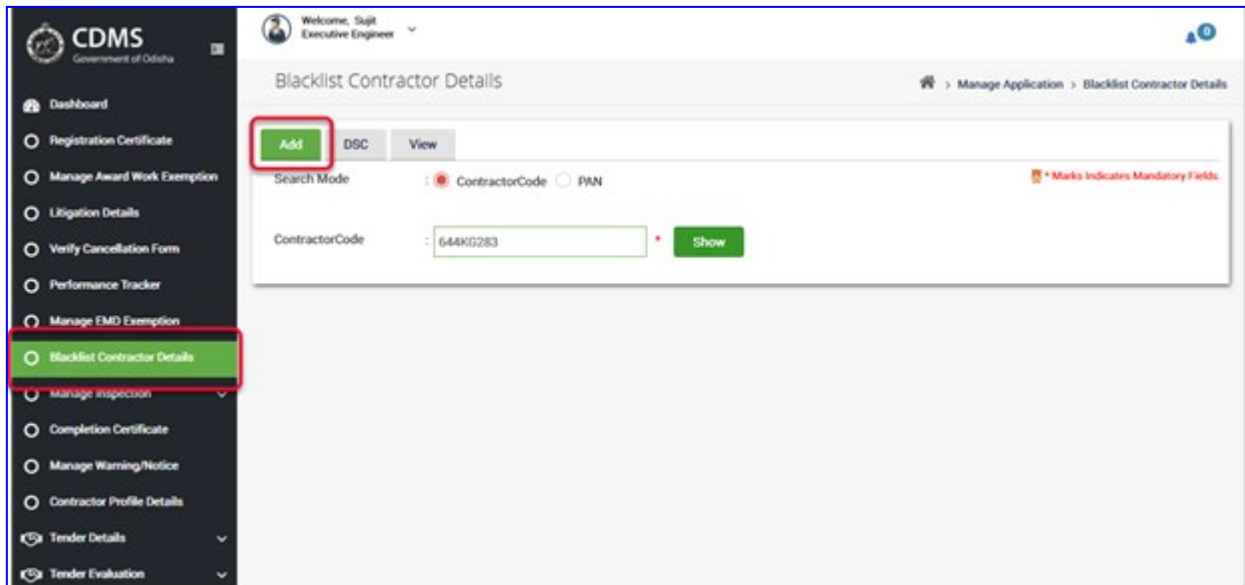

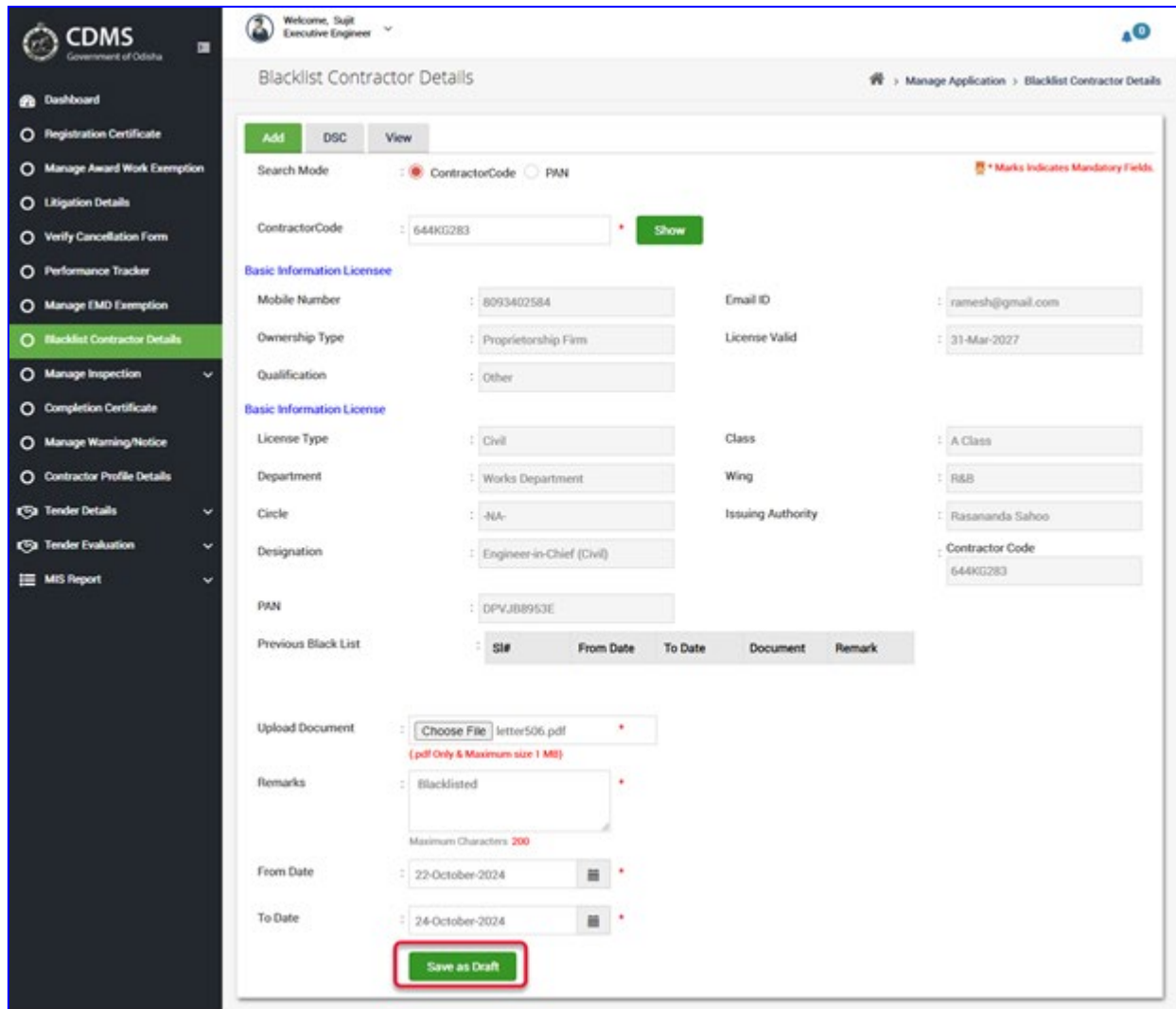


Figure 4-90 Add Blacklist Contractor Details Screen

Refer to the screen shared above.

- In the Add section of Blacklist Contractor Details, enter the Contractor's Code or PAN number in the textbox to whom you want to blacklist and then click on **Show** button.
- On clicking the Show, detailed information about the Contractor will populate in the add section.

| | | | |
|---|--|-----------------------------|-------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:99 of 180 |
| | Contractor Database Management System V3.0 | | |




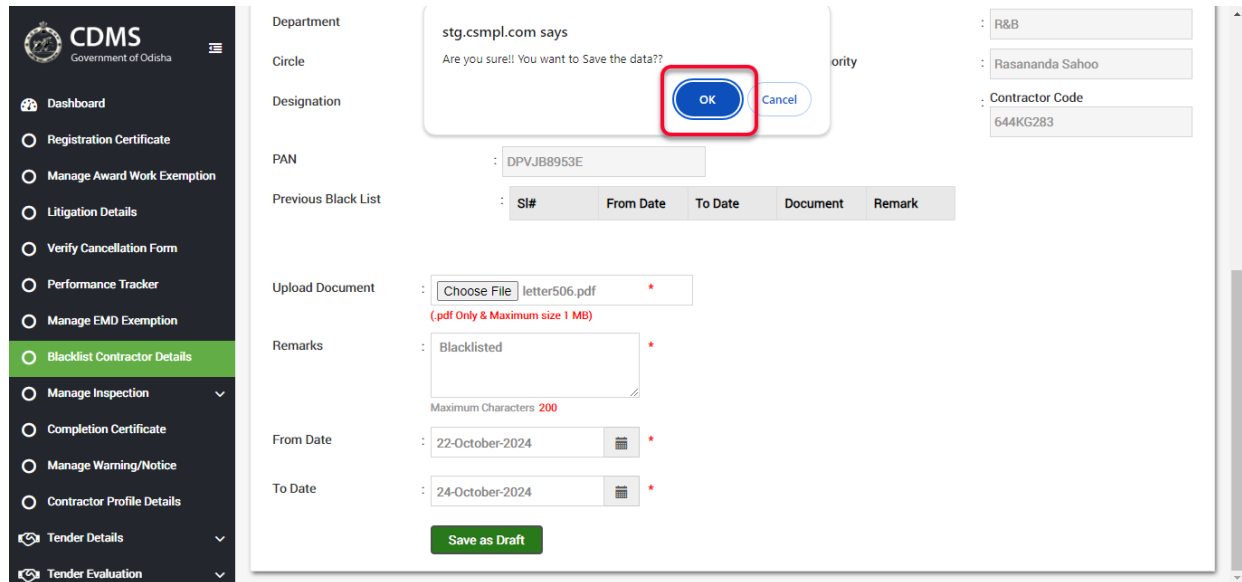
The screenshot displays the 'Blacklist Contractor Details' screen in the CDMS (Contractor Database Management System) interface. The sidebar on the left contains navigation links such as 'Dashboard', 'Registration Certificate', 'Manage Award Work Exemption', 'Litigation Details', 'Verify Cancellation Form', 'Performance Tracker', 'Manage (MD) Exemption', 'Blacklist Contractor Details' (highlighted), 'Manage Inspection', 'Completion Certificate', 'Manage Warning/Notice', 'Contractor Profile Details', 'Tender Details', 'Tender Evaluation', and 'MIS Report'. The main content area is titled 'Blacklist Contractor Details' and includes a 'Welcome, Smit Executive Engineer' message. The form contains several sections: 'Add', 'DSC', and 'View' tabs; a 'Search Mode' section with 'ContractorCode' and 'PAN' options; a 'Basic Information Licensee' section with fields for Mobile Number, Email ID, Ownership Type, License Valid, Qualification, License Type, Class, Department, Wing, Circle, Issuing Authority, Designation, and PAN; a 'Previous Black List' table with columns for S/N, From Date, To Date, Document, and Remark; an 'Upload Document' section with a 'Choose File' button and a text input for 'letter506.pdf'; a 'Remarks' section with a text input for 'Blacklisted'; and 'From Date' and 'To Date' fields with date pickers. A 'Save as Draft' button is highlighted with a red box at the bottom of the form.

Figure 4-91 Add Blacklist Contractor Details Screen

- Refer to the figure shown above, upload a document in support of the action to be taken.
- Add remarks for blacklisting the Contractor.
- Click on **Save as Draft** button.

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

| | | | |
|---|--|-----------------------------|---------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 100 of 180 |
| | Contractor Database Management System V3.0 | | |

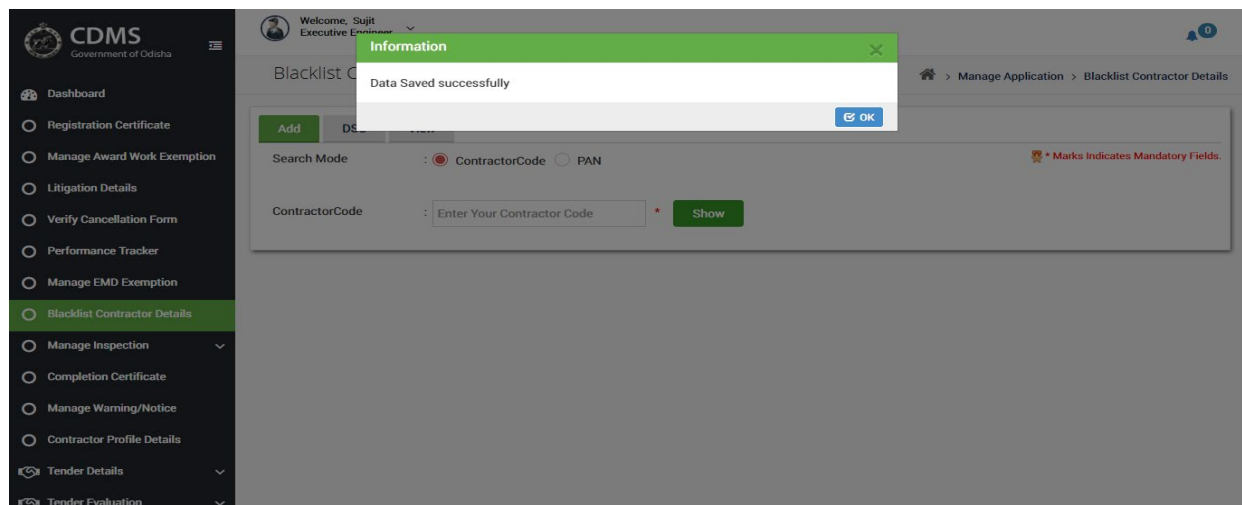


The screenshot shows the 'Blacklist Contractor Details' form in the CDMS application. A confirmation alert is displayed in the center, asking 'Are you sure!! You want to Save the data??' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red square. The form fields include: Department (stg.csmp.com says), Circle (Are you sure!! You want to Save the data??), Designation, PAN (DPVJB8953E), Previous Black List (table with columns: Sl#, From Date, To Date, Document, Remark), Upload Document (Choose File letter506.pdf, pdf Only & Maximum size 1 MB), Remarks (Blacklisted, Maximum Characters 200), From Date (22-October-2024), and To Date (24-October-2024). A 'Save as Draft' button is at the bottom.

Figure 4-92 Confirmation Alert Message Screen


- Click on **OK** button, if you are sure you want to save the data.
 - Or, click on **Cancel** button to cancel the action taken.

On confirmation only, the Contractor Details is blacklisted and pending for DSC and a message displaying the same will also populate on the display screen.



The screenshot shows the 'Blacklist Contractor Details' form in the CDMS application. A success message overlay is displayed, stating 'Data Saved successfully' with an 'OK' button. The form fields include: Search Mode (ContractorCode, PAN), ContractorCode (Enter Your Contractor Code), and a 'Show' button. The 'Add' button is also visible.

Figure 4-93 Data Blacklisted Successfully Message Screen

| | | | |
|---|--|-----------------------------|---------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 101 of 180 |
| | Contractor Database Management System V3.0 | | |

- Click on the OK button to close the pop-up window appeared.

On successfully taking the action, the user needs to do the digital signature of the blacklisting document uploaded.

Navigate to DSC section.

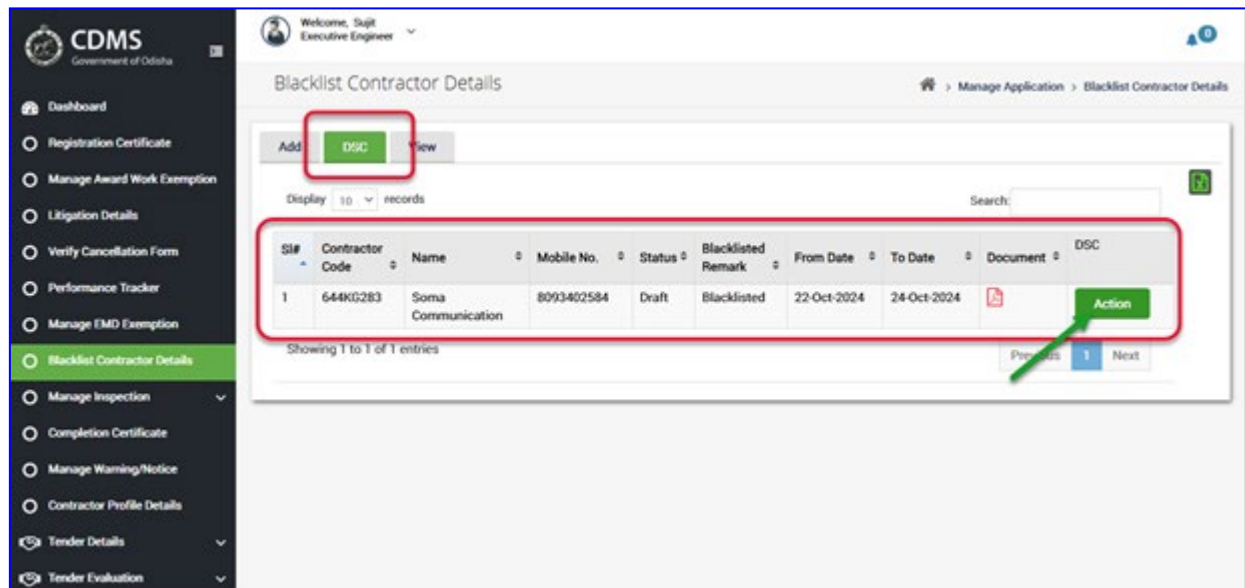


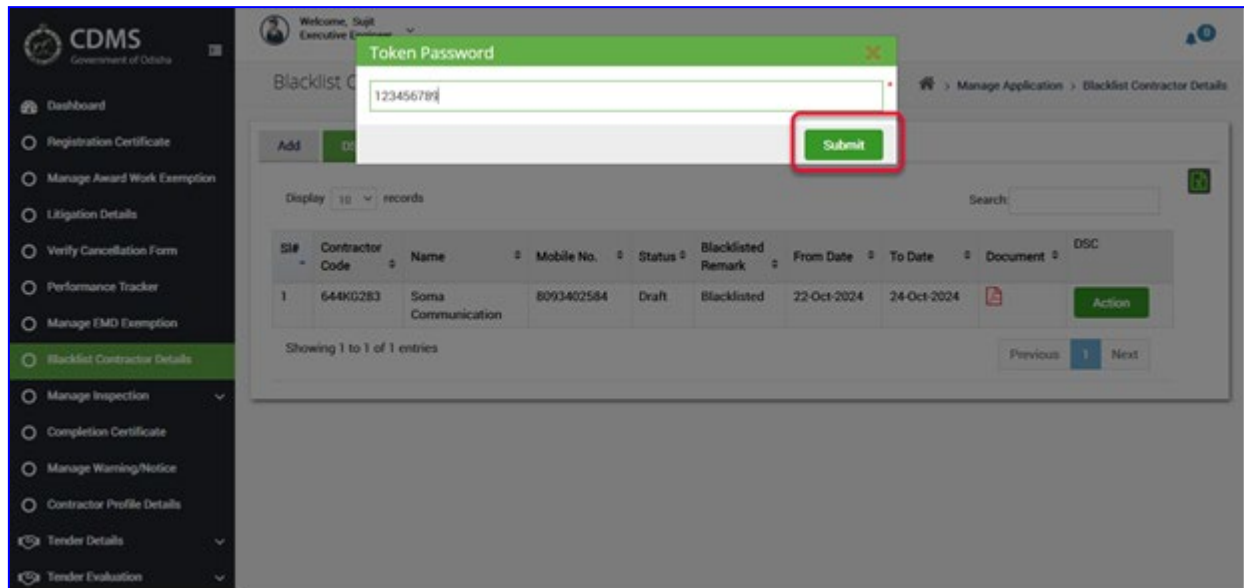


Figure 4-94 Blacklist Contractor Details - DSC

- To take action. i.e. digitally sign the approval letter for blacklisting the contractor id, click on the **Action** () button.

| | | | |
|---|---|-----------------------------|--------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:102 of 180 |
| | Contractor Database Management System V3.0 | | |

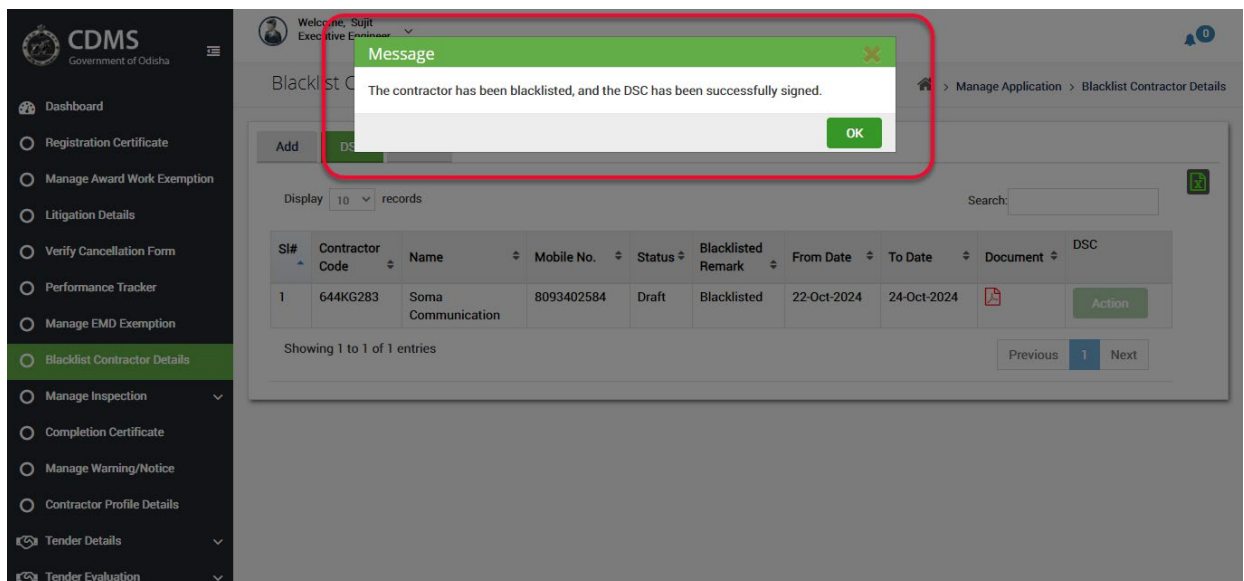


The screenshot shows the CDMS application interface. A 'Token Password' dialog box is open, prompting the user to enter a token password. The password '123456789' is entered in the text field, and the 'Submit' button is highlighted with a red rectangle. The background displays the 'Blacklist Contractor Details' page, which includes a table with columns: Sl#, Contractor Code, Name, Mobile No., Status, Blacklisted Remark, From Date, To Date, Document, and DSC. A single record is shown for contractor 'Soma Communication' with status 'Draft' and 'Blacklisted' remark. The 'DSC' column has a green 'Action' button.

Figure 4-95 Token Password


- Enter the token password, click on **Submit** button.

On clicking the DSC signature of the document is done successfully.



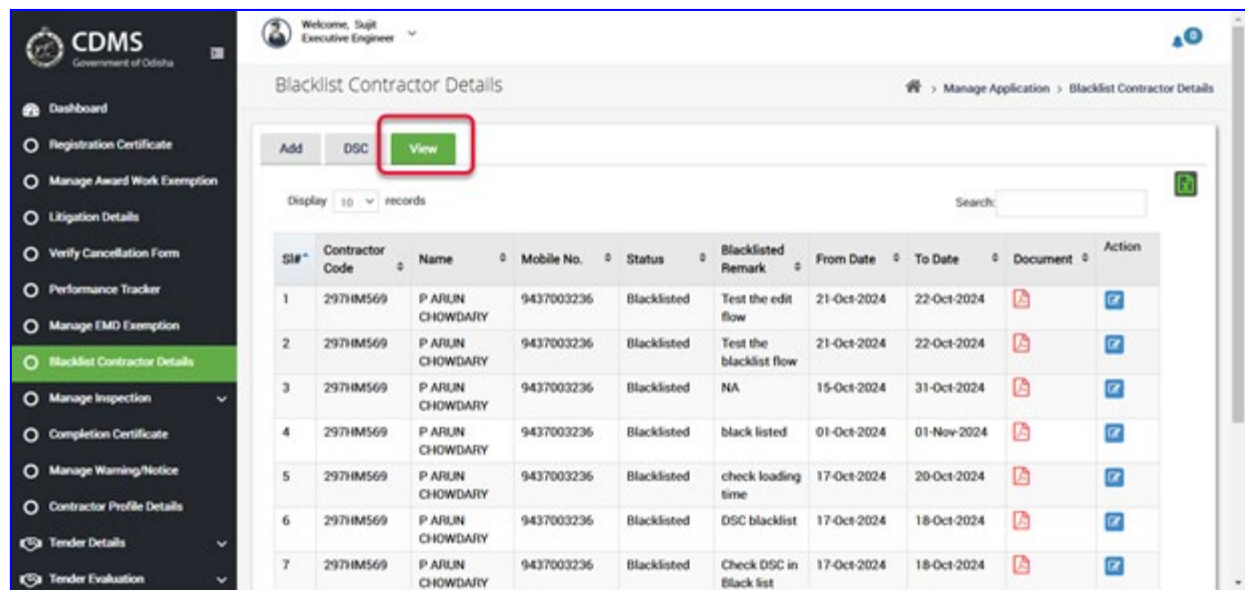
The screenshot shows the same CDMS application interface as Figure 4-95, but now a confirmation message box is displayed. The message box is green and contains the text: 'The contractor has been blacklisted, and the DSC has been successfully signed.' with an 'OK' button. The background shows the 'Blacklist Contractor Details' page with the same table of contractor records.

Figure 4-96 Confirmation Message

| | | | |
|---|--|------------------------------------|---|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 103 of 180 |
| | Contractor Database Management System V3.0 | | |

On successfully signature, the details of the Blacklisted Contractors can be viewed in the **View** tab.

Refer to the screen shared below.



| S# | Contractor Code | Name | Mobile No. | Status | Blacklisted Remark | From Date | To Date | Document | Action |
|----|-----------------|------------------|------------|-------------|-------------------------|-------------|-------------|----------|--------|
| 1 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | Test the edit flow | 21-Oct-2024 | 22-Oct-2024 | | |
| 2 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | Test the blacklist flow | 21-Oct-2024 | 22-Oct-2024 | | |
| 3 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | NA | 15-Oct-2024 | 31-Oct-2024 | | |
| 4 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | black listed | 01-Oct-2024 | 01-Nov-2024 | | |
| 5 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | check loading time | 17-Oct-2024 | 20-Oct-2024 | | |
| 6 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | DSC blacklist | 17-Oct-2024 | 18-Oct-2024 | | |
| 7 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | Check DSC in Black list | 17-Oct-2024 | 18-Oct-2024 | | |

Figure 4-97 Blacklisted Contractor Details Screen


- The Contractor Code, Name of the Contractor, Mobile Number, Remarks, Status and Document Uploaded is displayed in a table.
- The user can download and view the document uploaded by clicking the pdf icon.

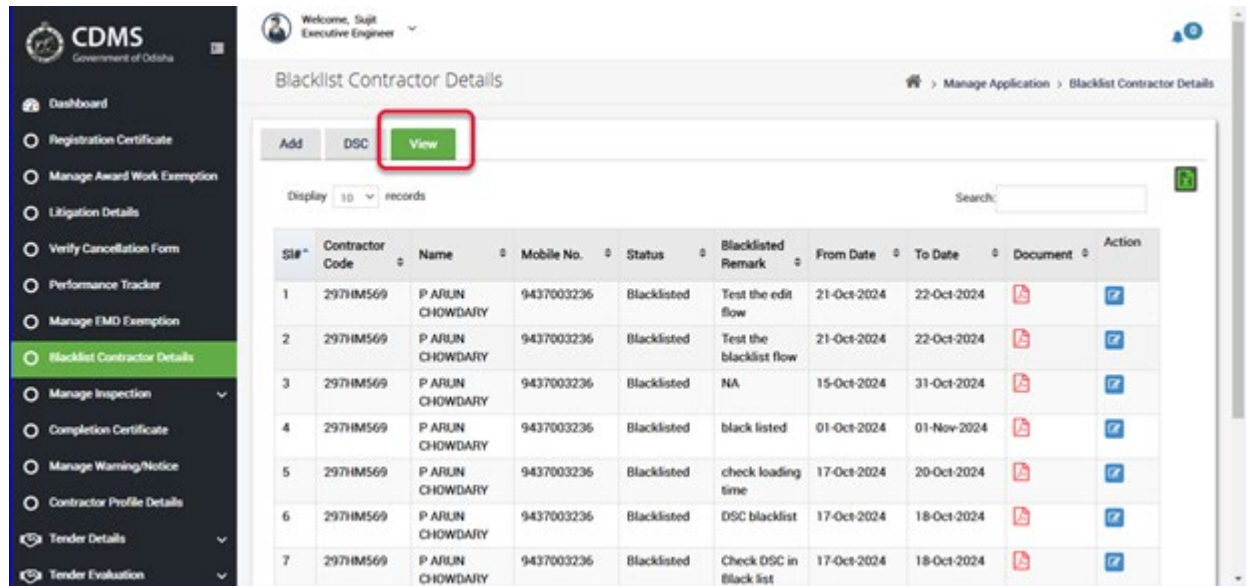
4.20 EXTENSION OF BLACKLIST PERION/UNBLACKLIST CONTRACTOR DETAILS

The application allows the authorized admin user to unblacklist a blacklisted contractor details, or can extend the blacklisting period of the Contractor License

Go to the View blacklisted Contractor Details, where the list of Contractor Data currently in blacklist status can be viewed.

Refer to the screen shared below.

| | | | |
|---|--|-----------------------------|---------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 104 of 180 |
| | Contractor Database Management System V3.0 | | |




Blacklist Contractor Details


Display 10 records


| Sr# | Contractor Code | Name | Mobile No. | Status | Blacklisted Remark | From Date | To Date | Document | Action |
|-----|-----------------|------------------|------------|-------------|-------------------------|-------------|-------------|----------|--------|
| 1 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | Test the edit flow | 21-Oct-2024 | 22-Oct-2024 | | |
| 2 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | Test the blacklist flow | 21-Oct-2024 | 22-Oct-2024 | | |
| 3 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | NA | 15-Oct-2024 | 31-Oct-2024 | | |
| 4 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | black listed | 01-Oct-2024 | 01-Nov-2024 | | |
| 5 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | check loading time | 17-Oct-2024 | 20-Oct-2024 | | |
| 6 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | DSC blacklist | 17-Oct-2024 | 18-Oct-2024 | | |
| 7 | 297HM569 | P ARJUN CHOWDARY | 9437003236 | Blacklisted | Check DSC in Black list | 17-Oct-2024 | 18-Oct-2024 | | |

Figure 4-98 Blacklisted Contractor Details Screen

- The Contractor Code, Name of the Contractor, Mobile Number, Remarks, Status and Document Uploaded is displayed in a table.
- To take action i.e. unblock the Contractor or extend the blacklisting period, click on the Take Action () button.

On clicking system will navigate to the blacklisted Contractor Details section.

| | | | |
|---|---|-----------------------------|--------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #:105 of 180 |
| | Contractor Database Management System V3.0 | | |



CDMS
Government of Odisha

- Dashboard
- Registration Certificate
- Manage Award Work Exemption
- Litigation Details
- Verify Cancellation Form
- Performance Tracker
- Manage EMD Exemption
- Blacklist Contractor Details
- Manage Inspection
- Completion Certificate
- Manage Warning/Notice
- Contractor Profile Details
- Tender Details
- Tender Evaluation
- MIS Report

Welcome, Supt
Executive Engineer

Blacklist Contractor Details

Manage Application > Blacklist Contractor Details

Add DSC View

Search Mode : ☒ ContractorCode ☐ PAN

ContractorCode : 297HM569 **Show**

Basic Information Licensee

Individual Name : M/s Ambica Construction Father's Name : P NAGESWAR RAO

Mobile Number : 9437003236 Email ID : p.arun001@rediffmail.com

Ownership Type : Individual License Valid : 31-Mar-2020

Qualification : Other

Basic Information License

License Type : Civil Class : Super Class

Department : Works Department Wing : R&B

Circle : NA Issuing Authority : Rasananda Sahoo

Designation : Engineer-in-Chief (Civil) Contractor Code : 297HM569

PAN : ATSP3264A

Previous Black List


| S# | From Date | To Date | Document | Remark |
|----|-------------|-------------|----------|-------------------------|
| 1 | 16-Jul-2024 | 17-Jul-2024 | | trstwers |
| 2 | 21-Oct-2024 | 22-Oct-2024 | | Test the edit flow |
| 3 | 06-Aug-2024 | 07-Aug-2024 | | blacklist |
| 4 | 06-Aug-2024 | 07-Aug-2024 | | blacklist |
| 5 | 01-Oct-2024 | 08-Oct-2024 | | ok |
| 6 | 17-Oct-2024 | 18-Oct-2024 | | Check DSC in Black list |
| 7 | 17-Oct-2024 | 18-Oct-2024 | | DSC blacklist |
| 8 | 17-Oct-2024 | 20-Oct-2024 | | check loading time |
| 9 | 01-Oct-2024 | 01-Nov-2024 | | black listed |
| 10 | 15-Oct-2024 | 31-Oct-2024 | | NA |
| 11 | 21-Oct-2024 | 22-Oct-2024 | | Test the blacklist flow |

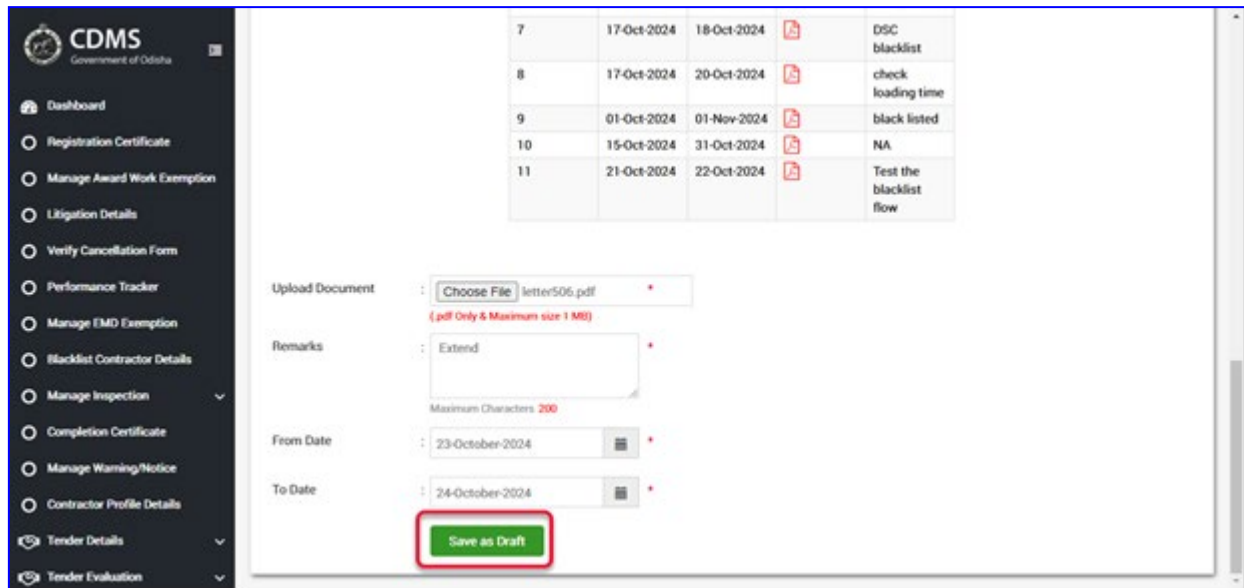
Do you want to Extend this Period : ☐ Yes ☒ No






Do you want to Revocation of UnBlacklist : ☐ Yes ☒ No

Figure 4-99 Blacklisted Contractor Details Screen

For extension of the blacklisting period, click on the **Yes** option and add the blacklisting period details.

| | | | |
|---|--|-----------------------------|---------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 106 of 180 |
| | Contractor Database Management System V3.0 | | |



| | | | | |
|----|-------------|-------------|---|-------------------------|
| 7 | 17-Oct-2024 | 18-Oct-2024 |  | DSC blacklist |
| 8 | 17-Oct-2024 | 20-Oct-2024 |  | check loading time |
| 9 | 01-Oct-2024 | 01-Nov-2024 |  | black listed |
| 10 | 15-Oct-2024 | 31-Oct-2024 |  | NA |
| 11 | 21-Oct-2024 | 22-Oct-2024 |  | Test the blacklist flow |

Upload Document : letter506.pdf *
(.pdf Only & Maximum size 1 MB)

Remarks : *
Maximum Characters 200

From Date : *
 To Date : *


Save as Draft

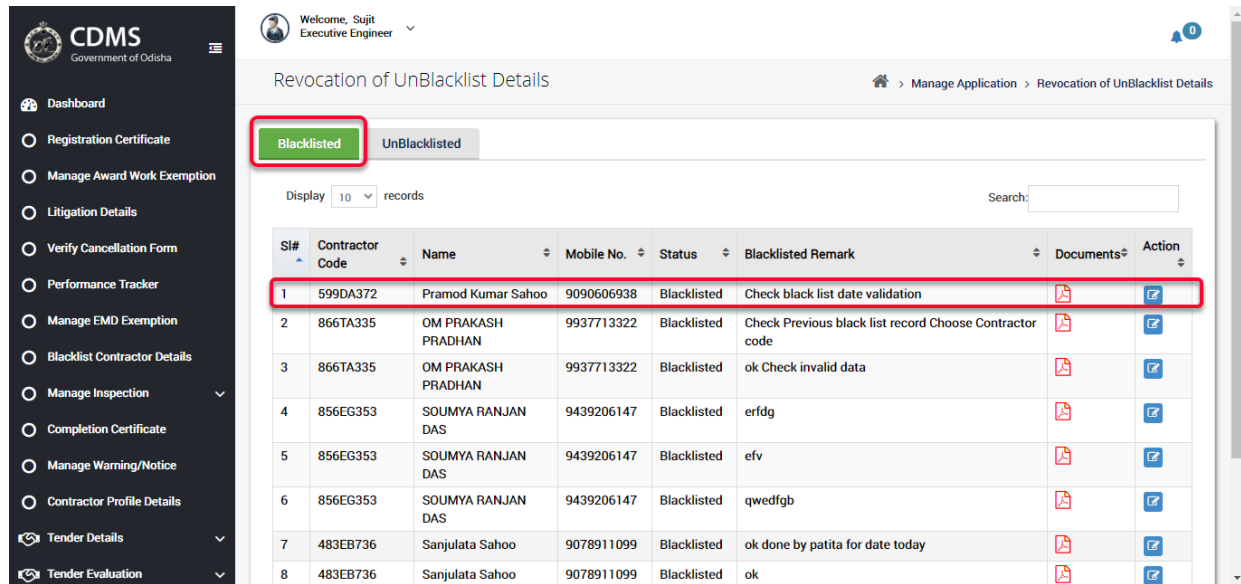
Figure 4-100 Blacklisted Contractor Details Screen

- Upload respective document.
- Add remarks in the textbox.
- Select the From and To Dateline, and click on **Save as Draft** button.

On submission the data is saved successfully in the system.

Similarly, for revocation of the blacklisting period, select the Yes option for revocation of blacklisting period option, and navigate to the Blacklisted.

| | | | |
|---|--|-----------------------------|---------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 107 of 180 |
| | Contractor Database Management System V3.0 | | |



CDMS Government of Odisha

Welcome, Sujit Executive Engineer

Revocation of UnBlacklist Details

Manage Application > Revocation of UnBlacklist Details


Blacklisted UnBlacklisted

Display 10 records Search:


| Sl# | Contractor Code | Name | Mobile No. | Status | Blacklisted Remark | Documents | Action |
|-----|-----------------|--------------------|------------|-------------|---|-----------|--------|
| 1 | 599DA372 | Pramod Kumar Sahoo | 9090606938 | Blacklisted | Check black list date validation | | |
| 2 | 866TA335 | OM PRAKASH PRADHAN | 9937713322 | Blacklisted | Check Previous black list record Choose Contractor code | | |
| 3 | 866TA335 | OM PRAKASH PRADHAN | 9937713322 | Blacklisted | ok Check invalid data | | |
| 4 | 856EG353 | SOUMYA RANJAN DAS | 9439206147 | Blacklisted | erfdg | | |
| 5 | 856EG353 | SOUMYA RANJAN DAS | 9439206147 | Blacklisted | efv | | |
| 6 | 856EG353 | SOUMYA RANJAN DAS | 9439206147 | Blacklisted | qwedfgb | | |
| 7 | 483EB736 | Sanjulata Sahoo | 9078911099 | Blacklisted | ok done by patita for date today | | |
| 8 | 483EB736 | Sanjulata Sahoo | 9078911099 | Blacklisted | ok | | |

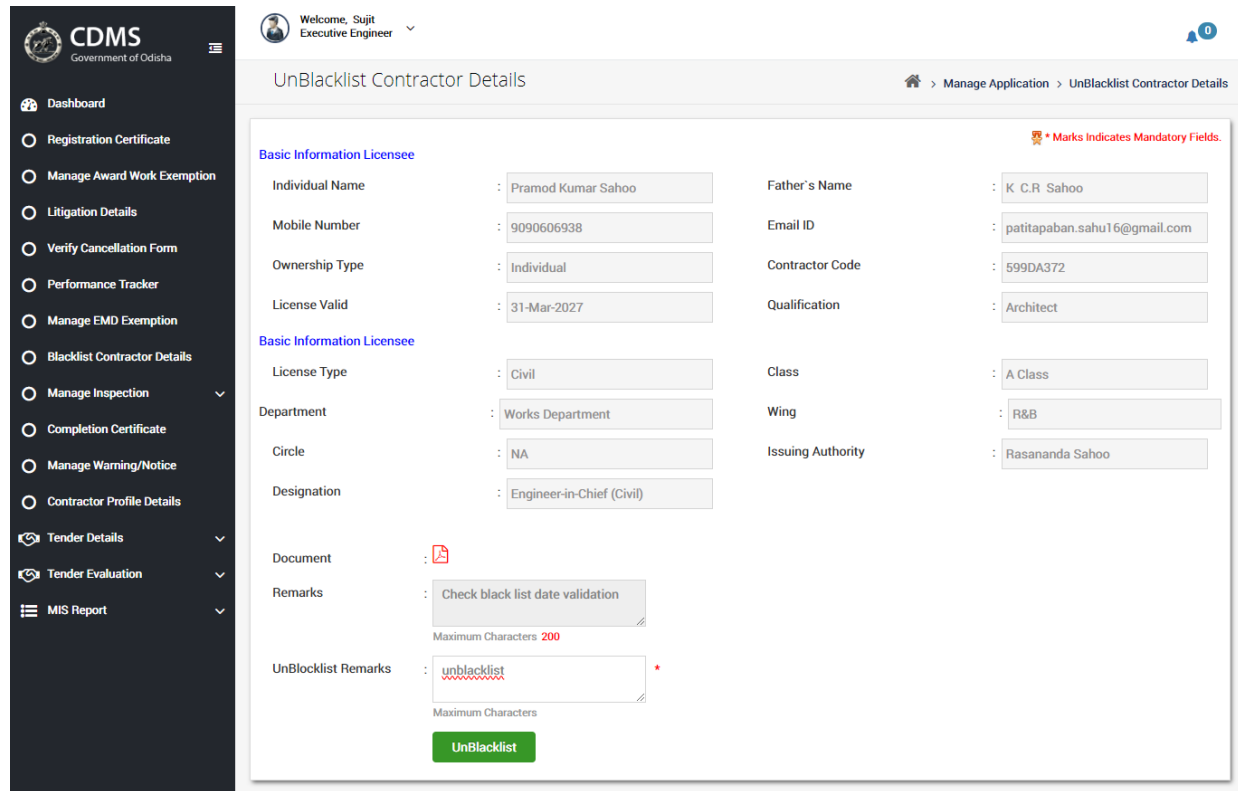
Figure 4-101 View Blacklisted Contractor Details Screen

Refer to the Figure shown above.

- The Name and other details of the blacklisted contractors are provided in a table with option to take an action.
- To take action i.e. unblacklist the Contractor, click on the Take Action () button.

On clicking system will navigate to the Unblacklist Contractor Details section.

| | | | |
|---|---|------------------------------------|---|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 108 of 180 |
| | Contractor Database Management System V3.0 | | |



CDMS
Government of Odisha

Welcome, Sujit
Executive Engineer

UnBlacklist Contractor Details

Manage Application > UnBlacklist Contractor Details

Basic Information Licensee

Individual Name : Pramod Kumar Sahoo

Mobile Number : 9090606938

Ownership Type : Individual

License Valid : 31-Mar-2027

Father's Name : K C.R Sahoo

Email ID : patitapaban.sahu16@gmail.com

Contractor Code : 599DA372

Qualification : Architect

Basic Information Licensee

License Type : Civil

Class : A Class


Department : Works Department

Wing : R&B

Circle : NA

Issuing Authority : Rasananda Sahoo

Designation : Engineer-in-Chief (Civil)

Document : 

Remarks : Check black list date validation

Maximum Characters 200

UnBlacklist Remarks : unblacklist

Maximum Characters


UnBlacklist

Figure 4-102 Unblacklist Contractor Details Screen

Refer to the Figure shown above.

- The complete detailed information of the Contractor is provided in this section.
- Add remarks for the action to be taken.
- Click on **Unblacklist** button.

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

| | | | |
|---|--|------------------------------------|---|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 109 of 180 |
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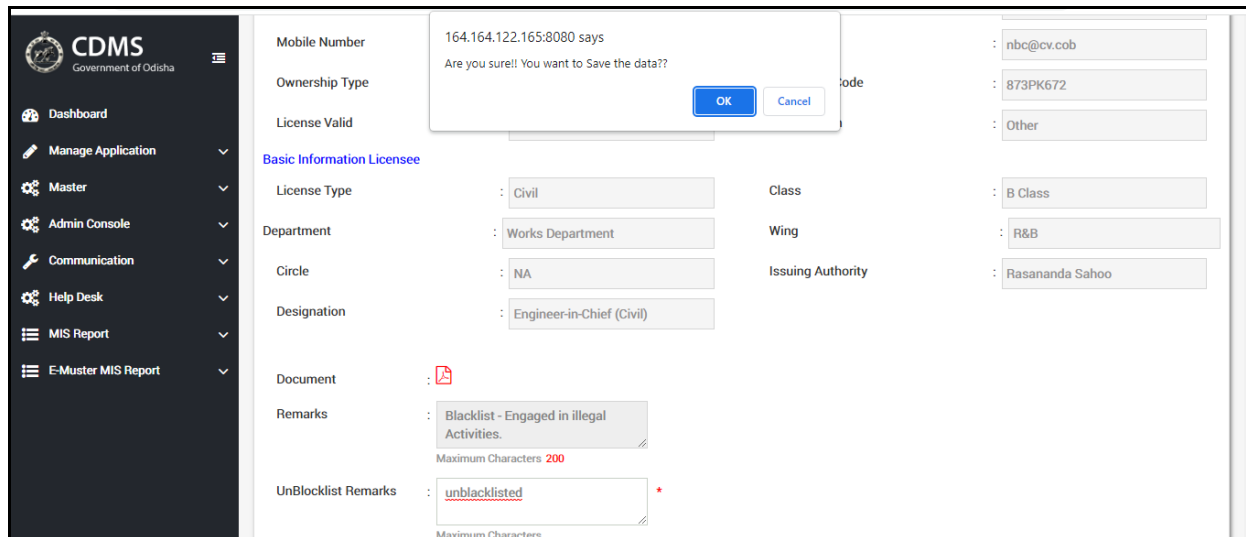


Figure 4-103 Unblacklist Confirmation Alert Message Screen

- Click on **OK** button, if you are sure you want to save the data.
 - Or, click on **Cancel** button to cancel the action taken.

On confirmation only, the Contractor Details is unblacklisted and a message displaying the same will also populate on the display screen.

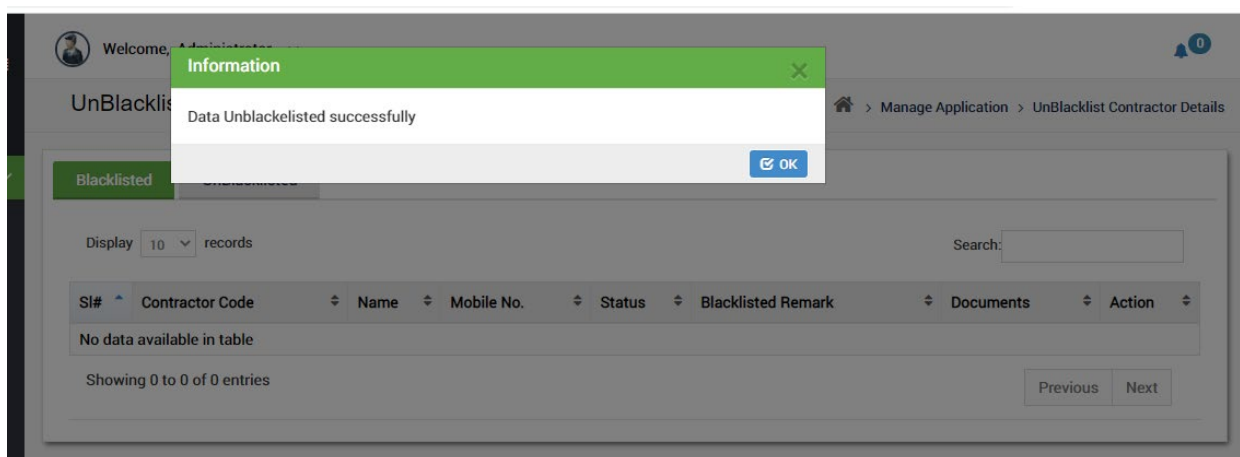



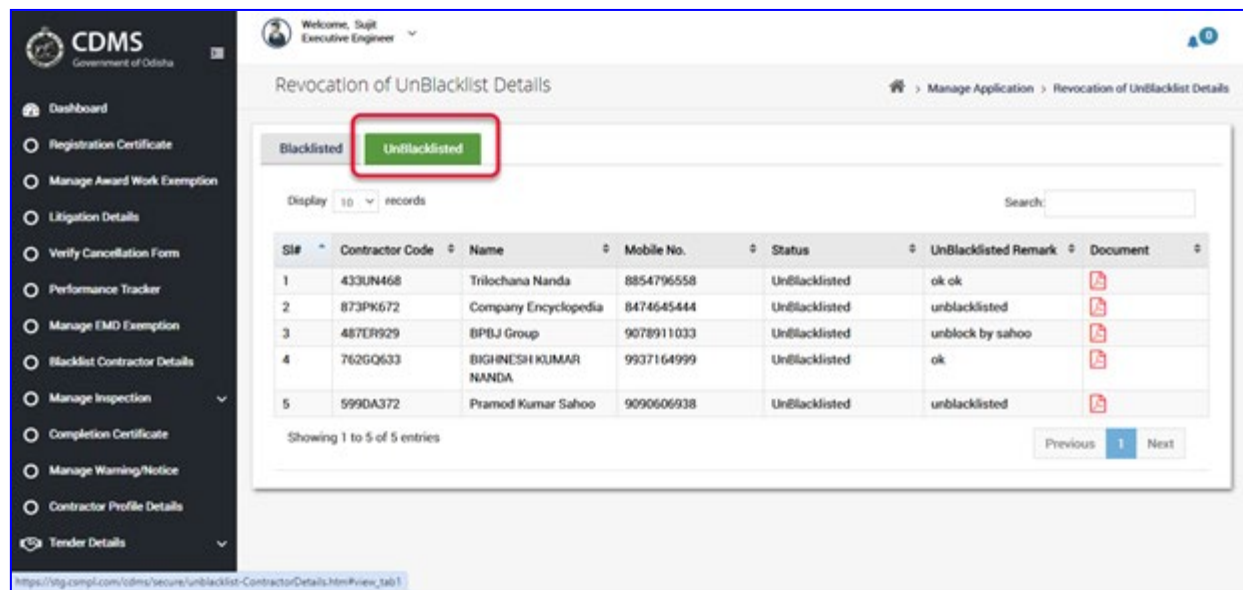
Figure 4-104 Unblacklist Confirmation Message Screen

- Click on the **OK** button to close the pop-up window appeared.






| | | | |
|---|--|------------------------------------|---|
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On successfully taking the action, the details of the Unblacklisted Contractors can be viewed in the **Unblacklisted** tab.

Refer to the screen shared below.



The screenshot shows the 'Revocation of UnBlacklist Details' screen in the CDMS application. The 'UnBlacklisted' tab is selected and highlighted with a red box. Below the tab, there is a search bar and a table displaying 5 records of unblacklisted contractors. The table columns are S/N, Contractor Code, Name, Mobile No., Status, UnBlacklisted Remark, and Document. The data rows are as follows:

| S/N | Contractor Code | Name | Mobile No. | Status | UnBlacklisted Remark | Document |
|-----|-----------------|----------------------|------------|---------------|----------------------|---|
| 1 | 433UN468 | Trilochana Nanda | 8854796558 | UnBlacklisted | ok ok |  |
| 2 | 873PK672 | Company Encyclopedia | 8474645444 | UnBlacklisted | unblacklisted |  |
| 3 | 487ER929 | BPLJ Group | 9078911033 | UnBlacklisted | unblock by sahu |  |
| 4 | 762GQ633 | BIGHNESH KUMAR NANDA | 9937164999 | UnBlacklisted | ok |  |
| 5 | 599DA372 | Pramod Kumar Sahoo | 9090606938 | UnBlacklisted | unblacklisted |  |


At the bottom of the table, it says 'Showing 1 to 5 of 5 entries'. There are 'Previous', '1', and 'Next' buttons for pagination.

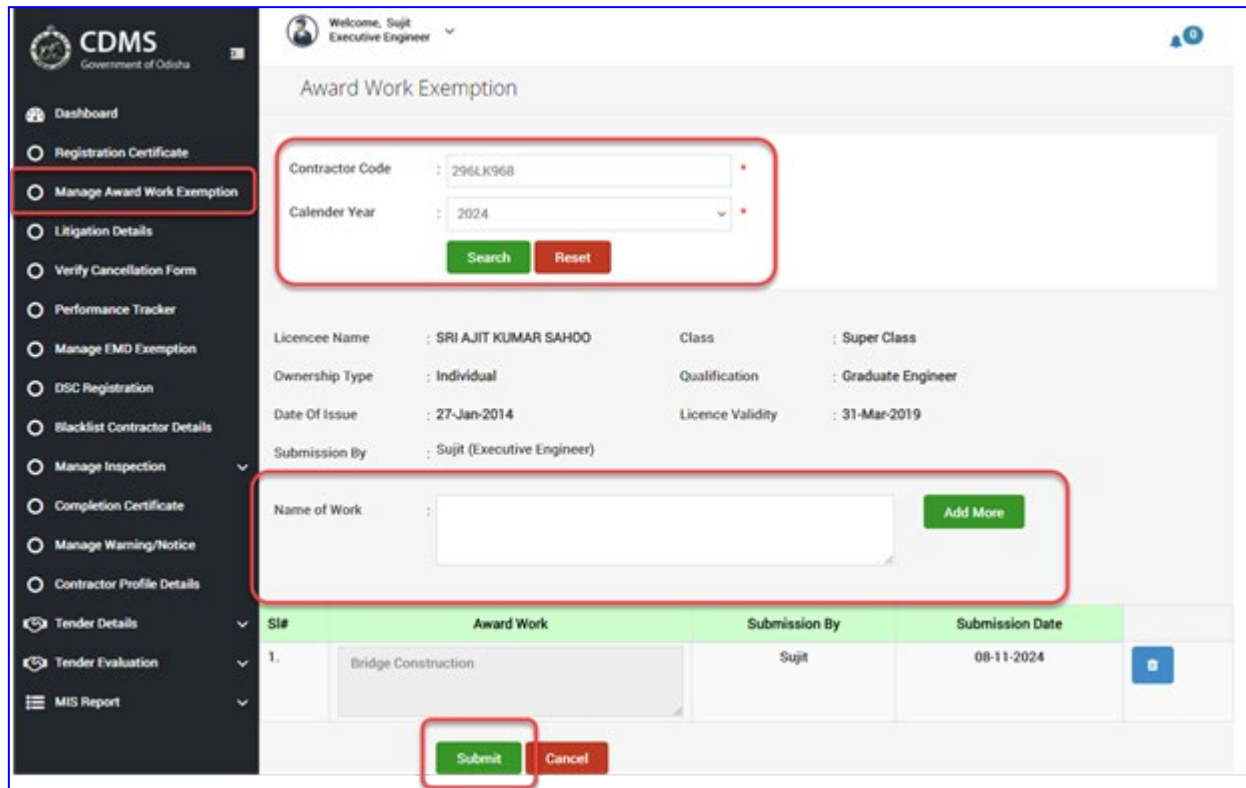
Figure 4-105 Unblacklisted Contractors Screen

- The Name and other details of the unblacklisted contractor is displayed in the above screen.
- The user can download the attached document by clicking the pdf icon.

4.21 MANAGE AWARD WORK EXEMPTION

Add and manage the details of the exemplary work of any licensee in this section.

| | | | |
|---|--|-----------------------------|---------------------------------|
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CDMS
Government of Odisha

Welcome, Sujit
Executive Engineer

Award Work Exemption

Contractor Code : 296LK968
Calendar Year : 2024
Search Reset

Licencee Name : SRI AJIT KUMAR SAHOO Class : Super Class
Ownership Type : Individual Qualification : Graduate Engineer
Date Of Issue : 27-Jan-2014 Licence Validity : 31-Mar-2019
Submission By : Sujit (Executive Engineer)

Name of Work : Add More

| Sl# | Award Work | Submission By | Submission Date |
|-----|---------------------|---------------|-----------------|
| 1. | Bridge Construction | Sujit | 08-11-2024 |


Submit Cancel

Figure 4-106 Manage Award Work Exemption Screen

- Enter the Contractor Code, select the Calendar Year and click on Search button to view the Contractor work.
- On clicking the details of the contractor for the year appears.
- Enter the Name of the Work and click on **Add More** button.
- On clicking, the awarded work name, name of the submitter and date of submission appears in a table.
- Now, click on **Submit** button to save the awarded work information in the system.

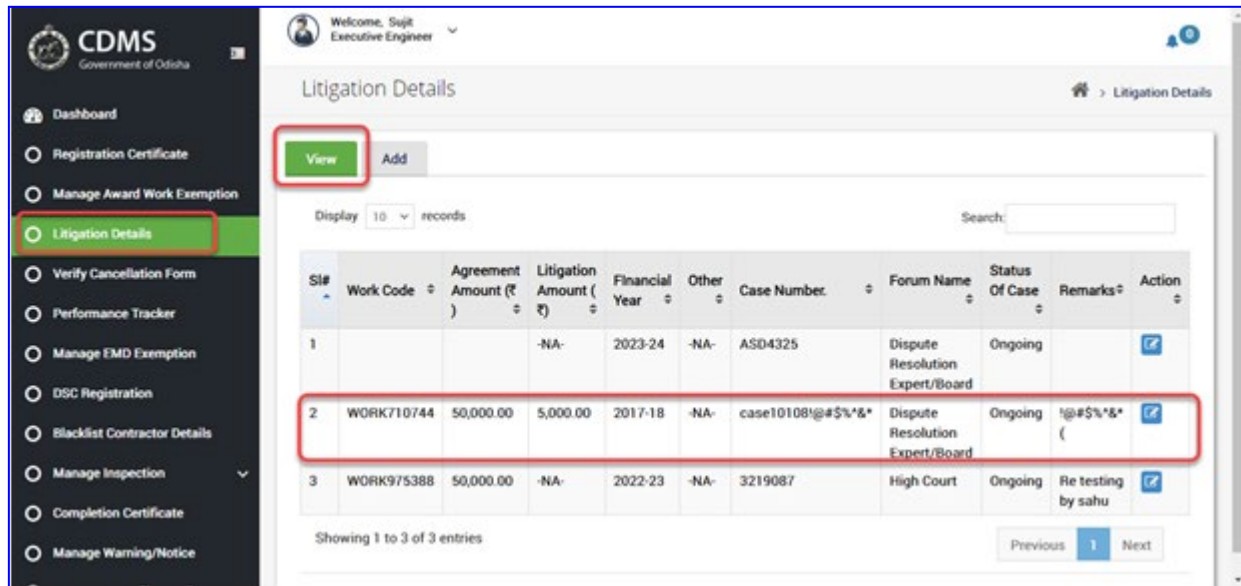
4.22 LITIGATION DETAILS

Add and manage the details of any legal case or litigation registered against the Contractor and project code in the **Litigation Details**.

| | | | |
|---|--|-----------------------------|---------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 112 of 180 |
| | Contractor Database Management System V3.0 | | |

4.22.1 VIEW

View the list of the litigation registered and resolved with agreement amount, litigation amount, financial year, case number and other information in the View link.



CDMS Government of Odisha

Welcome, Sujit Executive Engineer

Litigation Details

View Add

Display 10 records Search:

| Sl# | Work Code | Agreement Amount (₹) | Litigation Amount (₹) | Financial Year | Other | Case Number | Forum Name | Status Of Case | Remarks | Action |
|-----|------------|----------------------|-----------------------|----------------|-------|------------------|---------------------------------|----------------|--------------------|--------|
| 1 | | | -NA- | 2023-24 | -NA- | ASD4325 | Dispute Resolution Expert/Board | Ongoing | | |
| 2 | WORK710744 | 50,000.00 | 5,000.00 | 2017-18 | -NA- | case10108!@#%*&* | Dispute Resolution Expert/Board | Ongoing | !@#%*&* | |
| 3 | WORK975388 | 50,000.00 | -NA- | 2022-23 | -NA- | 3219087 | High Court | Ongoing | Re testing by sahu | |


Showing 1 to 3 of 3 entries

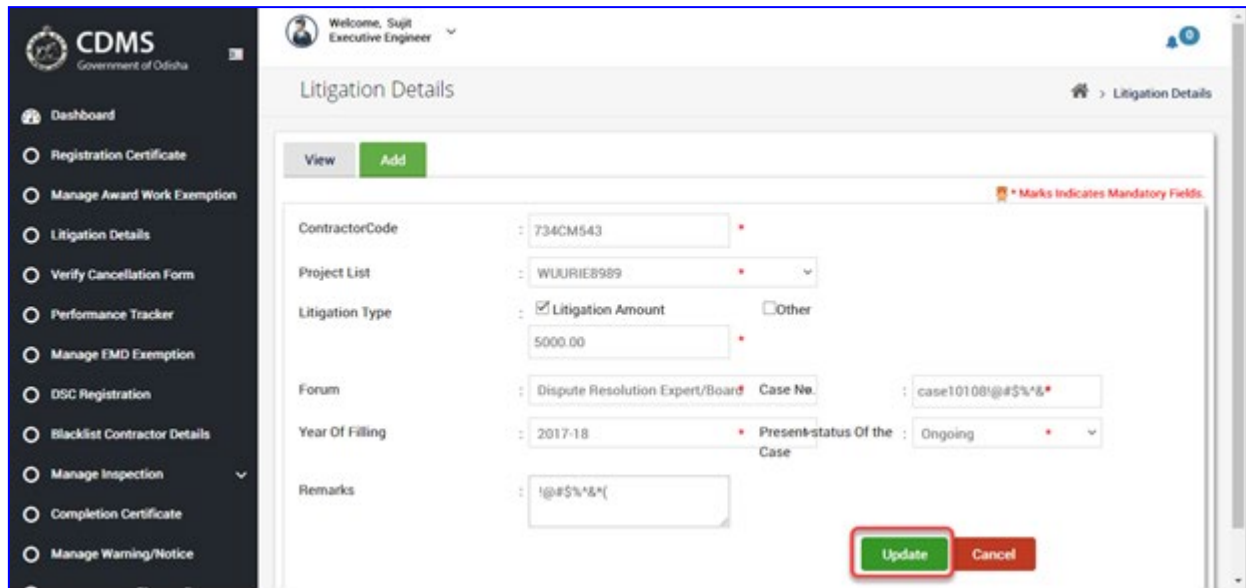
Previous 1 Next

Figure 4-107 View - Litigation Details Screen

Take reference from the screen shared above.

- Now, in order to update any changes in the litigation details, click on the **Action** button, and navigate to the edit section.

| | | | |
|---|--|------------------------------------|---|
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The screenshot displays the 'Litigation Details' screen in the CDMS system. The left sidebar lists various navigation options, with 'Litigation Details' currently selected. The main content area features a form with the following fields and values:

- ContractorCode:** 734CM543
- Project List:** WUURIE8989
- Litigation Type:** ☒ Litigation Amount, ☐ Other
- Forum:** Dispute Resolution Expert/Board
- Case No.:** case101081@#%*%*
- Year Of Filing:** 2017-18
- Present status Of the Case:** Ongoing
- Remarks:** !@#%*%*{


At the bottom right of the form, there are two buttons: 'Update' (highlighted with a red box) and 'Cancel'.

Figure 4-108 Update - Litigation Details Screen

- Add changes in the litigation details and click on the **Update** button to save the changes done.

4.23 PERFORMANCE TRACKER

View Contractor Wise Project performance status in the Performance Tracker link. Take reference from the screen shared below.

| | | | |
|---|--|------------------------------------|---|
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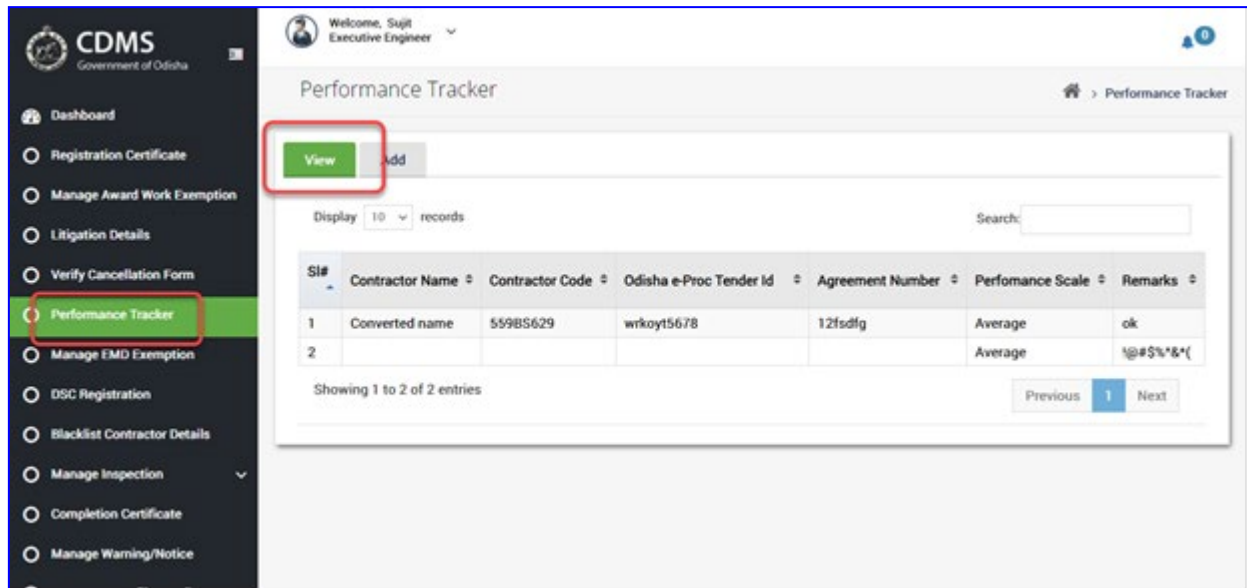



Figure 4-109 View - Performance Tracker Screen

The name of the contractor, contractor code, e-Procurement Tender ID, Agreement Number, Performance Scale and Remarks are displayed in the View link.

To add new performance details, click on the **Add** tab.

| | | | |
|---|---|-----------------------------|---------------------------------|
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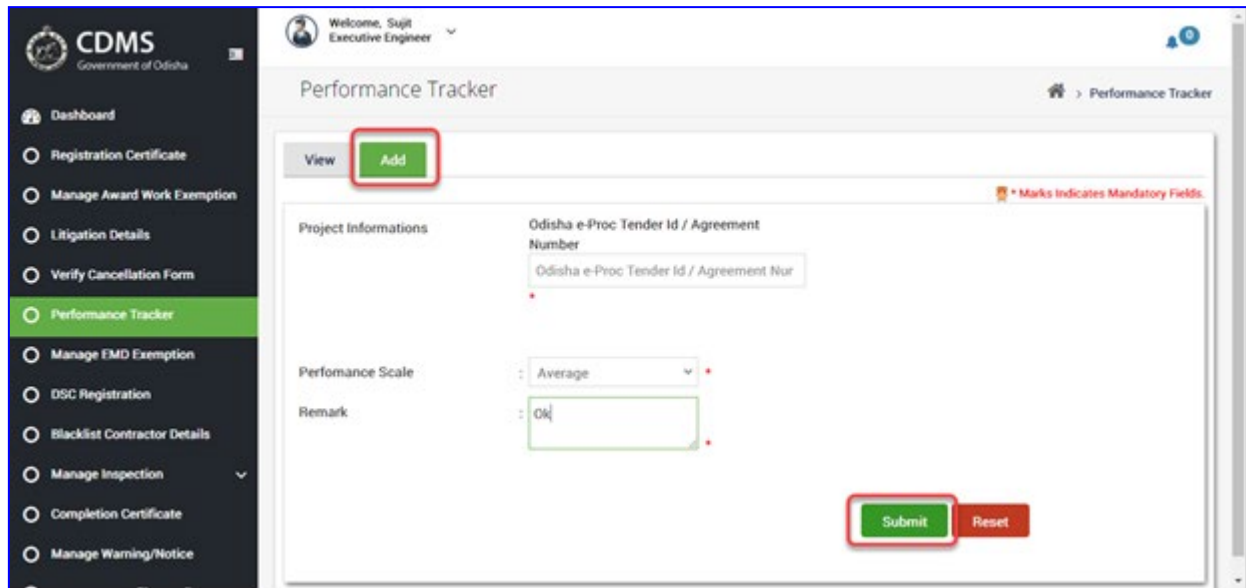



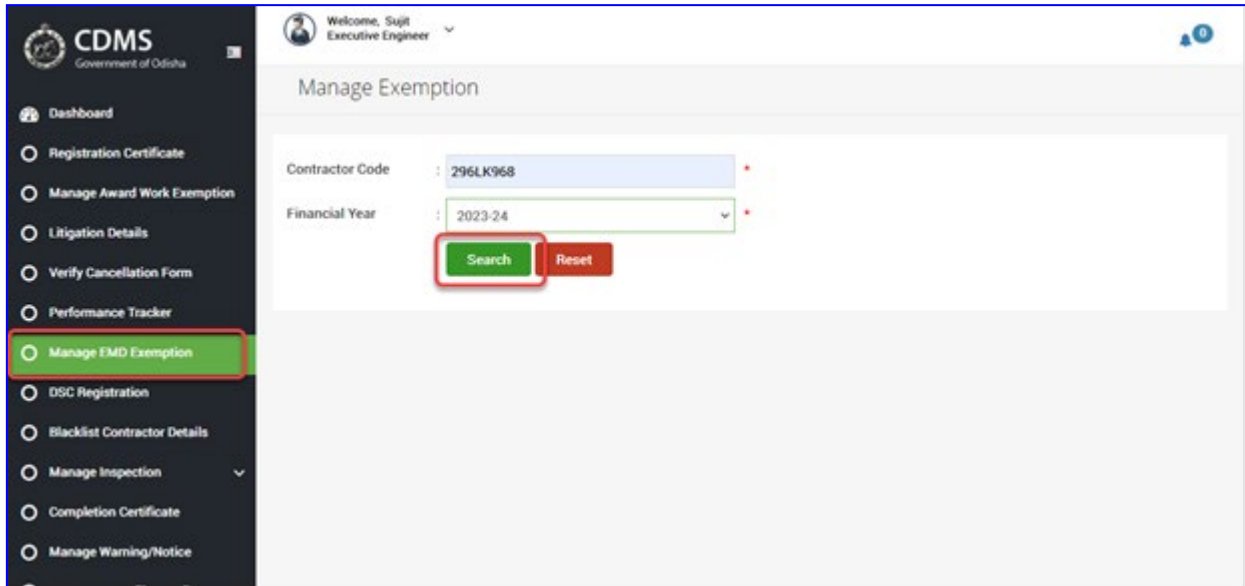
Figure 4-110 Add - Performance Tracker Screen

- Enter the Project Information. Enter the Odisha e-Procurement Tender ID or Agreement Number.
- Select the Performance Scale.
- Add remarks.
- Click on **Submit** button. On submission only, the project performance rating is updated in the system.

4.24 MANAGE EMD EXEMPTION

The system allows the authorized department user to tag and exempt a contractor code from EMD charges applicable. For doing so, the authorized user needs to permit the contractor from EMD exemption in this section.

| | | | |
|---|--|-----------------------------|---------------------------------|
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| | Contractor Database Management System V3.0 | | |



The screenshot displays the 'Manage EMD Exemption' interface within the CDMS (Contractor Database Management System) of the Government of Odisha. The left-hand navigation menu includes options like Dashboard, Registration Certificate, Manage Award Work Exemption, Litigation Details, Verify Cancellation Form, Performance Tracker, **Manage EMD Exemption** (highlighted), DSC Registration, Blacklist Contractor Details, Manage Inspection, Completion Certificate, and Manage Warning/Notice. The main content area, titled 'Manage Exemption', contains a form with two input fields: 'Contractor Code' (value: 296LK968) and 'Financial Year' (value: 2023-24). Below these fields are two buttons: a green 'Search' button and a red 'Reset' button. The 'Search' button is highlighted with a red rectangular box.


Figure 4-111 Manage EMD Exemption Screen

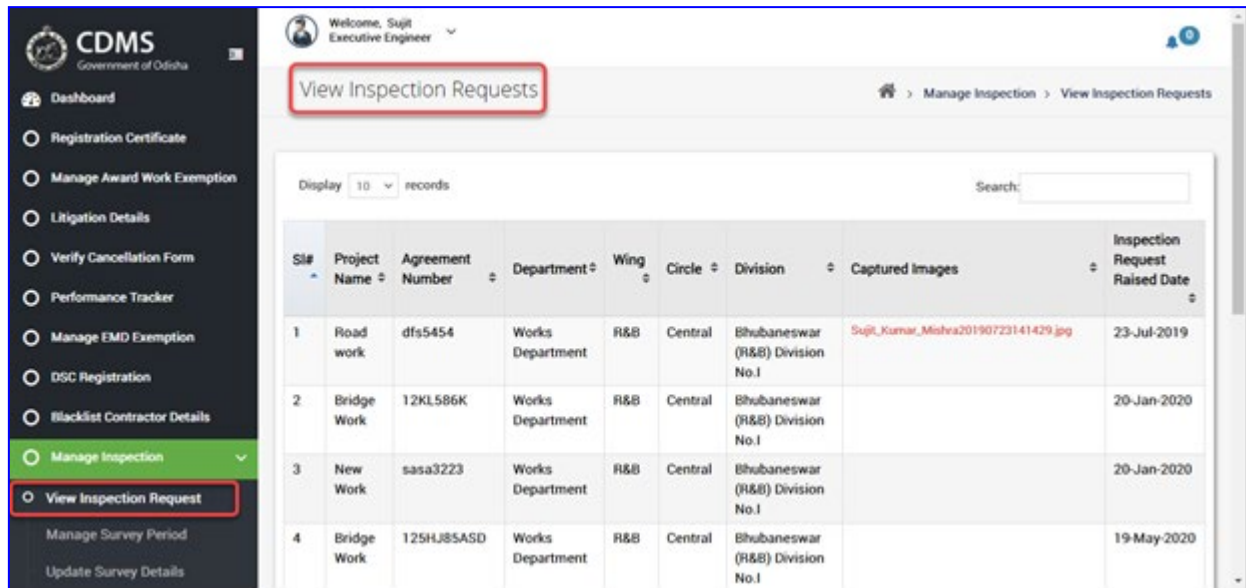
- Enter the Contractor Code.
- Select the Financial Year and click on **Search** button to view whether the contractor is eligible for exemption or not.

4.25 MANAGE INSPECTION

4.25.1 VIEW INSPECTION REQUEST

View the complete list of the project inspection request received at the authorized department user in this link.

| | | | |
|---|--|-----------------------------|---------------------------------|
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| Sl# | Project Name | Agreement Number | Department | Wing | Circle | Division | Captured Images | Inspection Request Raised Date |
|-----|--------------|------------------|------------------|------|---------|---------------------------------|--------------------------------------|--------------------------------|
| 1 | Road work | dfs5454 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | Sujit_Kumar_Mishra20190723141429.jpg | 23-Jul-2019 |
| 2 | Bridge Work | 12KL586K | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | | 20-Jan-2020 |
| 3 | New Work | sasa3223 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | | 20-Jan-2020 |
| 4 | Bridge Work | 125HJ85ASD | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | | 19-May-2020 |

Figure 4-112 View Inspection Request Screen


The name of the project, agreement number, department name, wing, circle, division, captured images and inspection request raised date is displayed in a table.

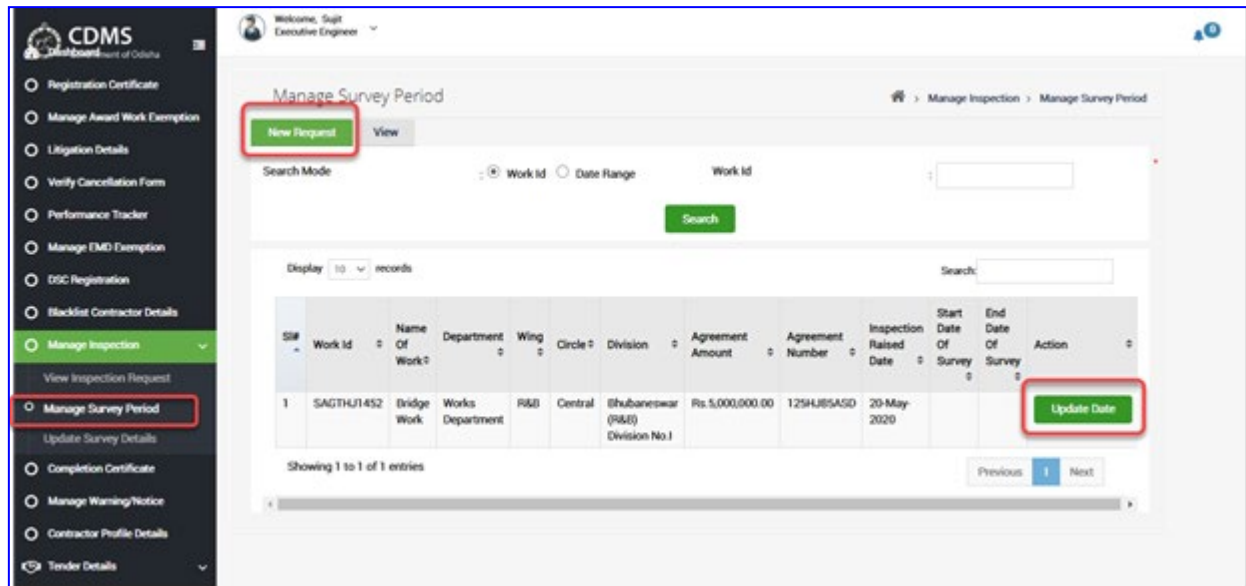
4.25.2 MANAGE SURVEY PERIOD

The department user is authorized to view and update the survey period.

4.25.2.1 PENDING REQUEST

View the list of the request pending for survey period update in the pending request.

| | | | |
|---|--|-----------------------------|---------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 118 of 180 |
| | Contractor Database Management System V3.0 | | |



Manage Survey Period

New Request View

Search Mode: ☒ Work Id ☐ Date Range Work Id:

Search

Display 10 records

| SID | Work Id | Name Of Work | Department | Wing | Circle | Division | Agreement Amount | Agreement Number | Inspection Raised Date | Start Date Of Survey | End Date Of Survey | Action |
|-----|------------|--------------|------------------|------|---------|----------------------------------|------------------|------------------|------------------------|----------------------|--------------------|-------------|
| 1 | SAGTHU1452 | Bridge Work | Works Department | R&D | Central | (Shubaneswar (R&D) Division No.1 | Rs 5,000,000.00 | 125HUB5ASD | 20-May-2020 | | | Update Date |

Showing 1 to 1 of 1 entries


Previous 1 Next

Figure 4-113 Manage Survey Period - New Request Screen

- Update the new survey timeline clicking the Update Date button, as highlighted in the figure show above.

4.25.2.2 VIEW

To view the list of the survey where the survey period has been updated, go to the View tab under the Manage Survey Period link.

| | | | |
|---|--|------------------------------------|---|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 119 of 180 |
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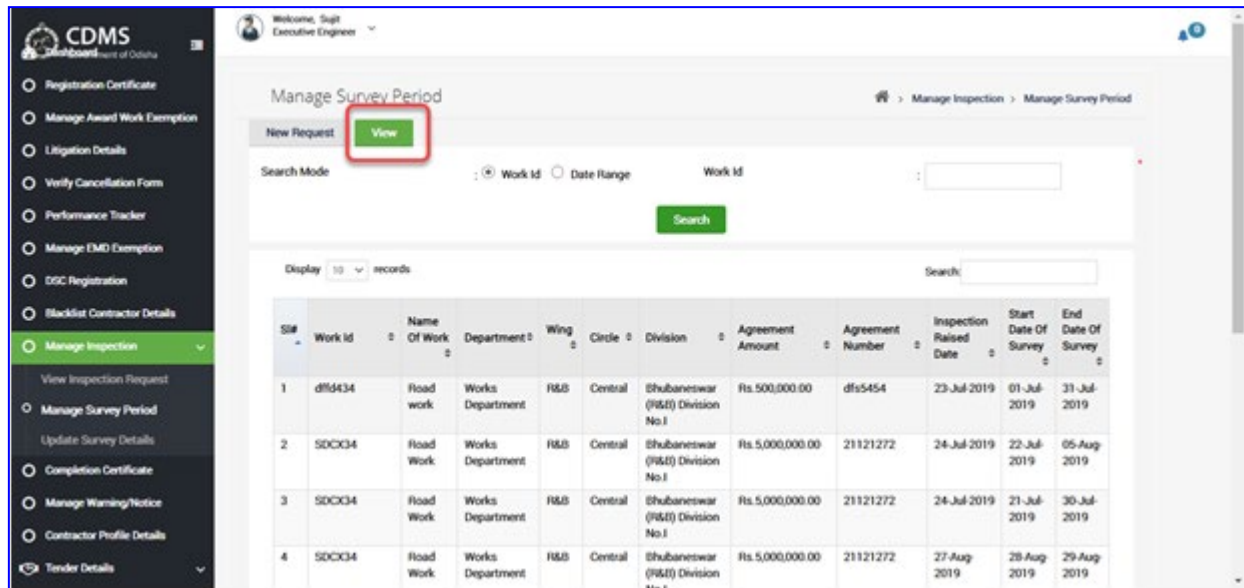



Figure 4-114 Manage Survey Period - View Screen

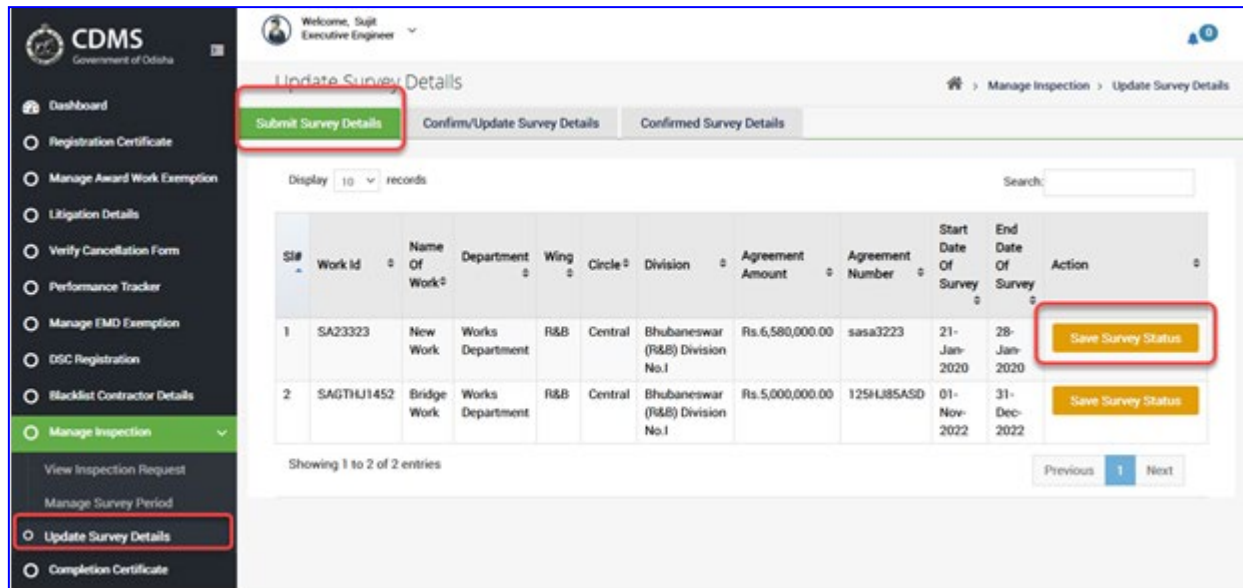
4.25.3 UPDATE SURVEY DETAILS

View and update the survey information in the **Update Survey Details** link.

4.25.3.1 SUBMIT SURVEY DETAILS

Save the survey responses with respect to a project in the **Submit Survey Details** link.

| | | | |
|---|---|-----------------------------|---------------------------------|
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| | Contractor Database Management System V3.0 | | |



CDMS Government of Odisha

Welcome, Sunit Executive Engineer

Update Survey Details

Submit Survey Details Confirm/Update Survey Details Confirmed Survey Details

Display 10 records Search:


| S# | Work Id | Name Of Work | Department | Wing | Circle | Division | Agreement Amount | Agreement Number | Start Date Of Survey | End Date Of Survey | Action |
|----|------------|--------------|------------------|------|---------|---------------------------------|------------------|------------------|----------------------|--------------------|--------------------|
| 1 | SA23323 | New Work | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.1 | Rs.6,580,000.00 | sasa3223 | 21-Jan-2020 | 28-Jan-2020 | Save Survey Status |
| 2 | SAGTHJ1452 | Bridge Work | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.1 | Rs.5,000,000.00 | 125HJ85ASD | 01-Nov-2022 | 31-Dec-2022 | Save Survey Status |

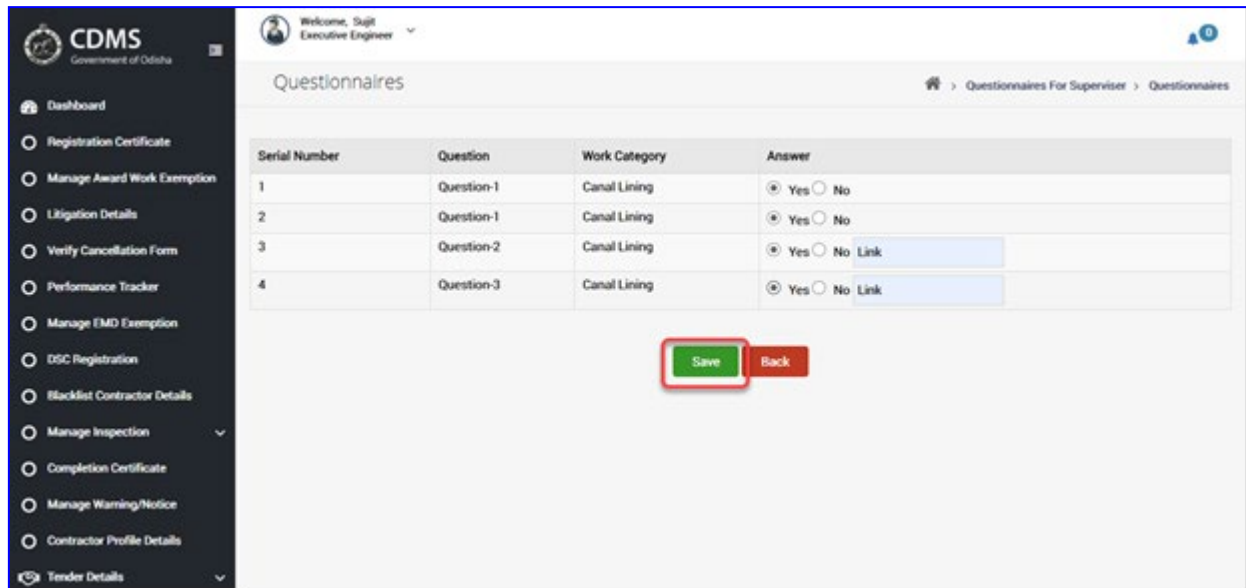
Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 4-115 Submit Survey Details Screen

- Herein, the work ID, name of the work, department, wing, circle and other information of the survey are provided in a table.
- Click on **Save Survey Details** button.

| | | | |
|---|--|------------------------------------|---|
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| Serial Number | Question | Work Category | Answer |
|---------------|------------|---------------|--|
| 1 | Question-1 | Canal Lining | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2 | Question-1 | Canal Lining | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 3 | Question-2 | Canal Lining | <input checked="" type="radio"/> Yes <input type="radio"/> No Link |
| 4 | Question-3 | Canal Lining | <input checked="" type="radio"/> Yes <input type="radio"/> No Link |

Save Back


Figure 4-116 Questionnaires - Submit Survey Details Screen

The list of the question and work category with answers to select are provided here.

- Answer in either Yes or No option for respective question.
- Click on **Save** button.
- On clicking the save button, the response for respective question is saved in the system.

4.25.3.2 CONFIRM/UPDATE SURVEY DETAILS

The authorized department user needs to confirm the survey details or update the status for final submission in this link.

| | | | |
|---|--|------------------------------------|---|
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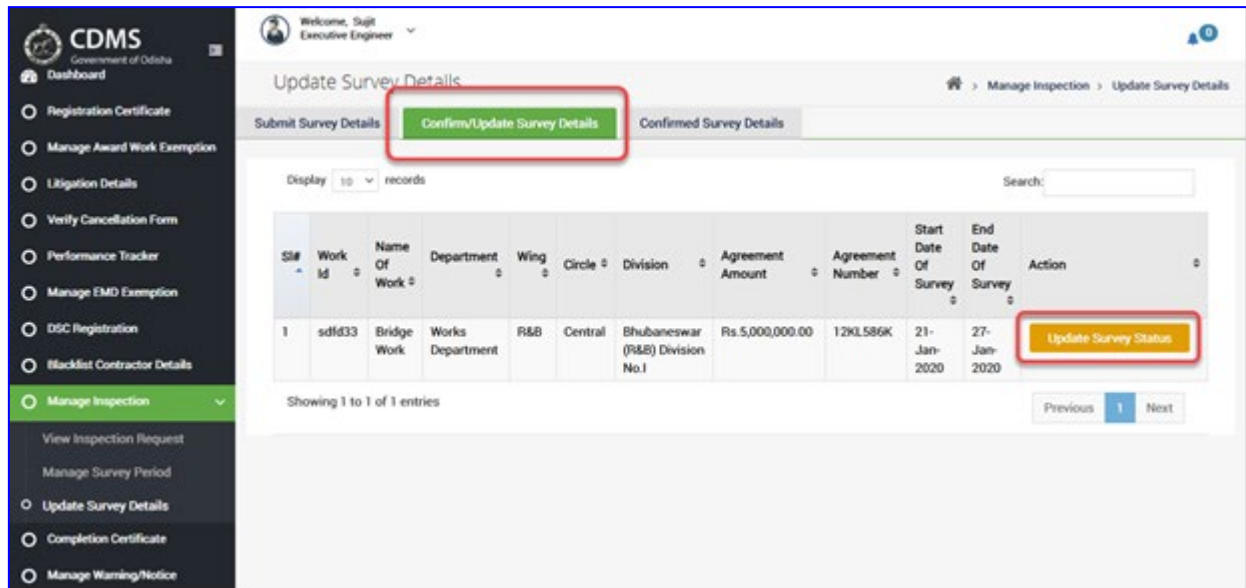


Figure 4-117 Confirm/Update Survey Details Screen

- Click on **Update Survey Status** button.

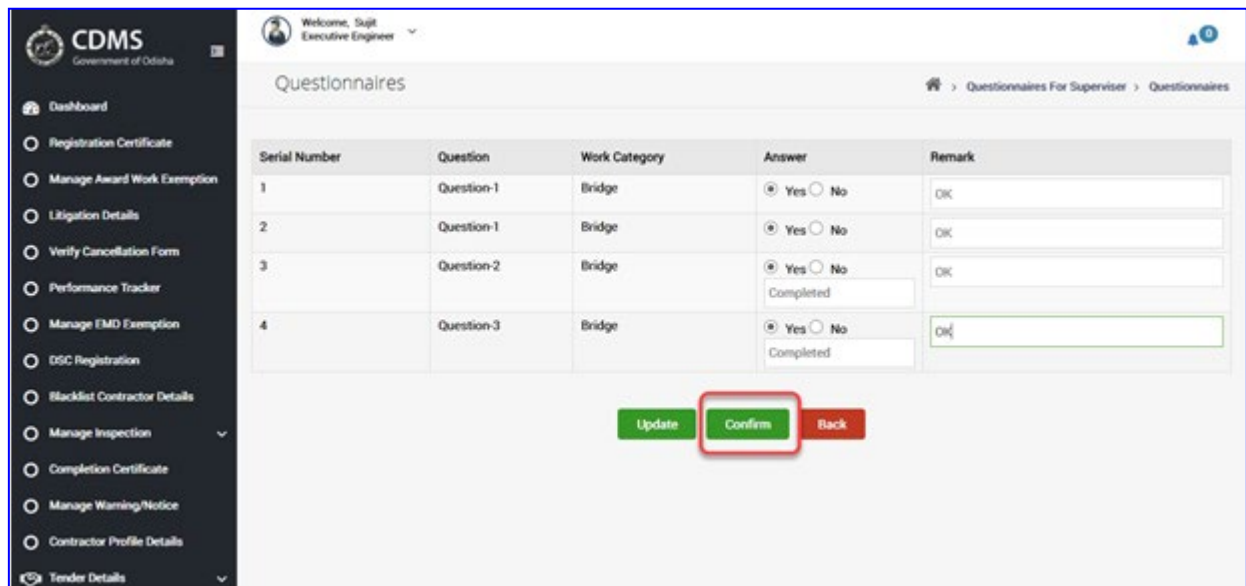



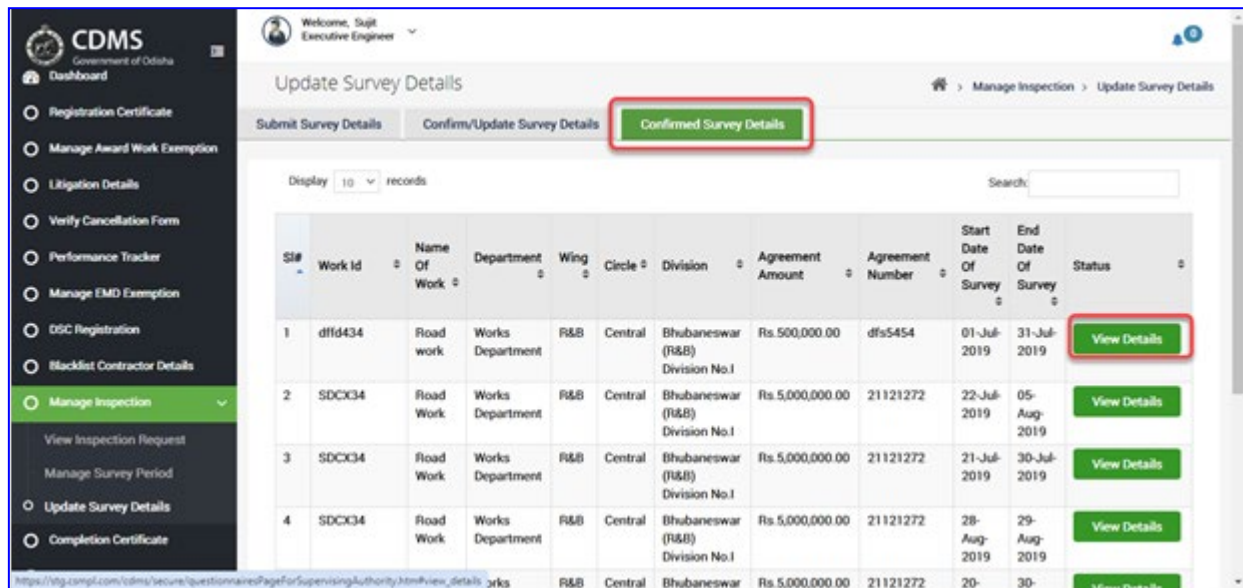
Figure 4-118 Confirm/Update Survey Details Screen

| | | | |
|---|--|------------------------------------|---|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 123 of 180 |
| | Contractor Database Management System V3.0 | | |

- Add remarks for each question and respective answer in the textbox.
- To update the responses, click on the Update button.
- To confirm and submit, click on **Confirm** button.

4.25.3.3 CONFIRMED SURVEY DETAILS


View the complete list of confirmed survey details in this link.

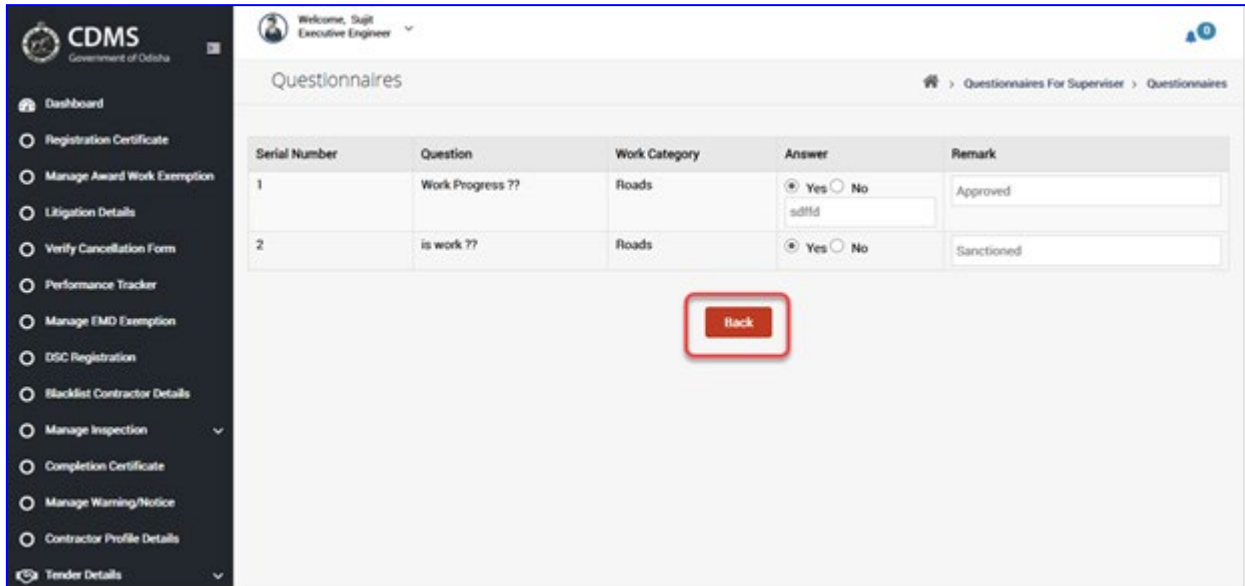


| Sl# | Work Id | Name Of Work | Department | Wing | Circle | Division | Agreement Amount | Agreement Number | Start Date Of Survey | End Date Of Survey | Status |
|-----|---------|--------------|------------------|------|---------|---------------------------------|------------------|------------------|----------------------|--------------------|------------------------------|
| 1 | dfid434 | Road work | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | Rs.500,000.00 | dfs5454 | 01-Jul-2019 | 31-Jul-2019 | View Details |
| 2 | SDCX34 | Road Work | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | Rs.5,000,000.00 | 21121272 | 22-Jul-2019 | 05-Aug-2019 | View Details |
| 3 | SDCX34 | Road Work | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | Rs.5,000,000.00 | 21121272 | 21-Jul-2019 | 30-Jul-2019 | View Details |
| 4 | SDCX34 | Road Work | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | Rs.5,000,000.00 | 21121272 | 28-Aug-2019 | 29-Aug-2019 | View Details |
| | | | | R&B | Central | Bhubaneswar | Rs.5,000,000.00 | 21121272 | 20- | 30- | View Details |

Figure 4-119 Confirmed Survey Details Screen

- To view the confirmed survey details, click on **View Details** button.

| | | | |
|---|---|-----------------------------|--------------------------------|
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The screenshot shows the 'Questionnaires' section of the CDMS application. The left sidebar contains a navigation menu with options like Dashboard, Registration Certificate, Manage Award Work Exemption, etc. The main content area displays a table of questionnaires:

| Serial Number | Question | Work Category | Answer | Remark |
|---------------|------------------|---------------|---|------------|
| 1 | Work Progress ?? | Roads | <input checked="" type="radio"/> Yes <input type="radio"/> No sdffid | Approved |
| 2 | is work ?? | Roads | <input checked="" type="radio"/> Yes <input type="radio"/> No | Sanctioned |


Below the table, there is a red 'Back' button.

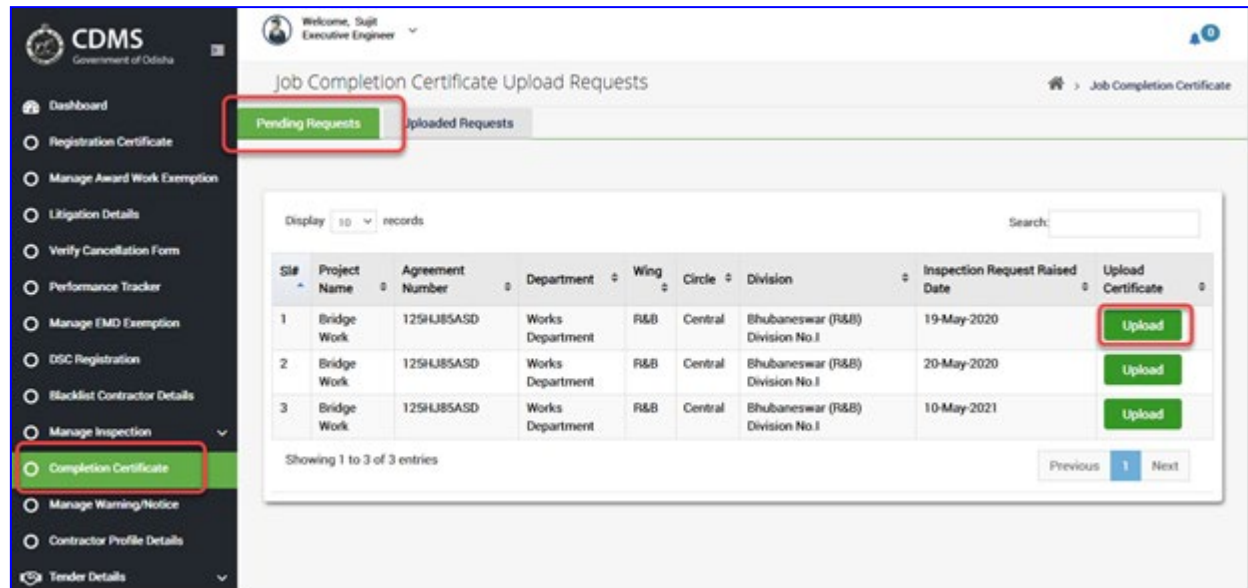
Figure 4-120 View Details - Confirmed Survey Details Screen

- The list of the questionnaires and respective answers and responses submitted are displayed in this section.

4.26 COMPLETION CERTIFICATE

View the list of the request pending for uploading the job completion certificate in this link.

| | | | |
|---|--|-----------------------------|---------------------------------|
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| | Contractor Database Management System V3.0 | | |



CDMS Government of Odisha

Welcome, Smt Executive Engineer

Job Completion Certificate Upload Requests

Pending Requests | Uploaded Requests

Display 10 records Search:


| S# | Project Name | Agreement Number | Department | Wing | Circle | Division | Inspection Request Raised Date | Upload Certificate |
|----|--------------|------------------|------------------|------|---------|---------------------------------|--------------------------------|------------------------|
| 1 | Bridge Work | 125HJ85ASD | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | 19-May-2020 | Upload |
| 2 | Bridge Work | 125HJ85ASD | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | 20-May-2020 | Upload |
| 3 | Bridge Work | 125HJ85ASD | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | 10-May-2021 | Upload |

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 4-121 Pending Request - Job Completion Certificate Upload Request Screen

- Click on **Upload** button to upload the job completion certificate for respective project name and agreement number.
- On successfully uploading the certificate, go to **Uploaded Requests** link to view the complete list of the request where job completion certificate is uploaded.

| | | | |
|---|--|------------------------------------|---|
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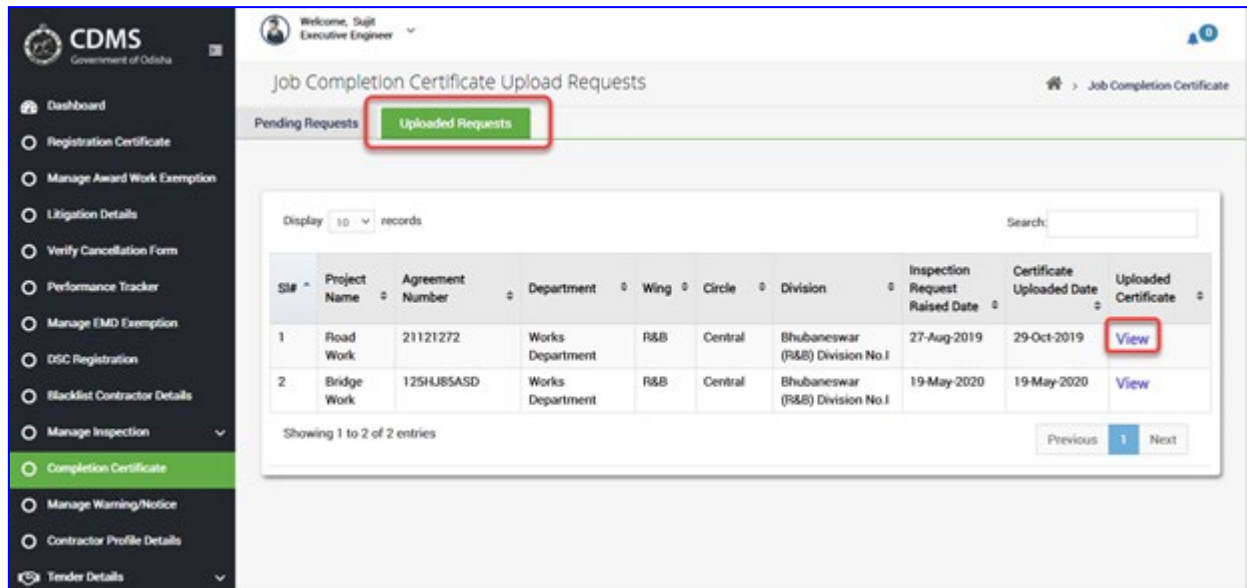



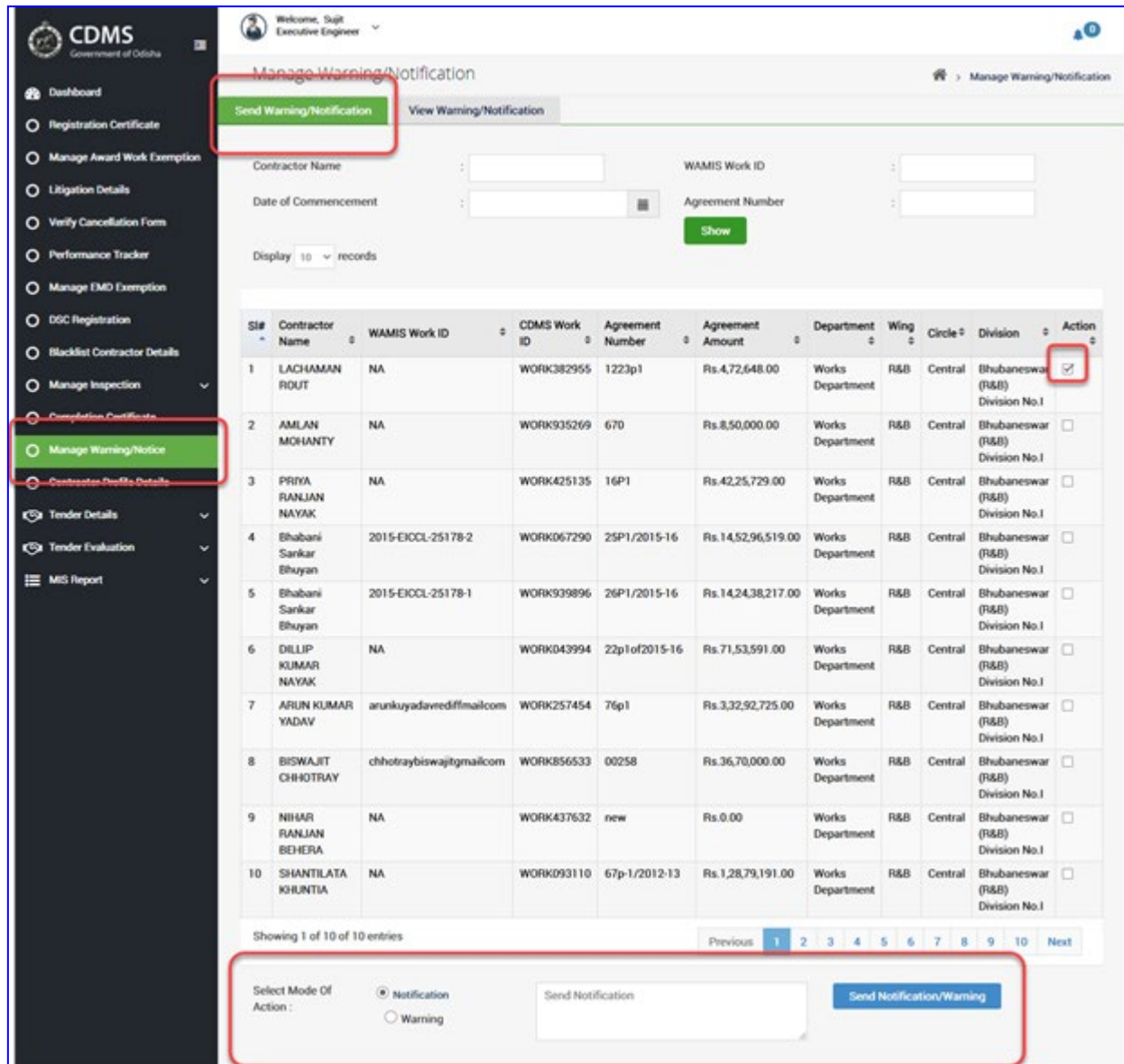
Figure 4-122 Uploaded Request - Job Completion Certificate Upload Request Screen

- Click on **View** button to view the details of the certificate.

4.27 MANAGE WARNING/NOTICE

To send any warning notice or notification to the contractor, click on the **Manage Warning/Notice** link.

| | | | |
|---|--|-----------------------------|---------------------------------|
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| | Contractor Database Management System V3.0 | | |



CDMS Government of Odisha

Welcome, Sujit Executive Engineer

Manage Warning/Notification

Send Warning/Notification View Warning/Notification

Contractor Name: WAMIS Work ID:

Date of Commencement: Agreement Number:

Display 10 records

| Sl# | Contractor Name | WAMIS Work ID | CDMS Work ID | Agreement Number | Agreement Amount | Department | Wing | Circle | Division | Action |
|-----|-----------------------|---------------------------|--------------|------------------|--------------------|------------------|------|---------|---------------------------------|-------------------------------------|
| 1 | LACHAMAN ROUT | NA | WORK382955 | 1223p1 | Rs.4,72,648.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input checked="" type="checkbox"/> |
| 2 | AMLAN MOHANTY | NA | WORK935269 | 670 | Rs.8,50,000.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input type="checkbox"/> |
| 3 | PRIYA RANJAN NAYAK | NA | WORK425135 | 16P1 | Rs.42,25,729.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input type="checkbox"/> |
| 4 | Bhubani Sankar Bhuyan | 2015-EOCL-25178-2 | WORK067290 | 25P1/2015-16 | Rs.14,52,96,519.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input type="checkbox"/> |
| 5 | Bhubani Sankar Bhuyan | 2015-EOCL-25178-1 | WORK939896 | 26P1/2015-16 | Rs.14,24,38,217.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input type="checkbox"/> |
| 6 | DILLIP KUMAR NAYAK | NA | WORK043994 | 22p1of2015-16 | Rs.71,53,591.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input type="checkbox"/> |
| 7 | ARUN KUMAR YADAV | arunkuyadavrediffmailcom | WORK257454 | 76p1 | Rs.3,32,92,725.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input type="checkbox"/> |
| 8 | BISWAJIT CHHOTRAY | chhotraybiswajit@gmailcom | WORK856533 | 00258 | Rs.36,70,000.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input type="checkbox"/> |
| 9 | NIHAR RANJAN BEHERA | NA | WORK437632 | new | Rs.0.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input type="checkbox"/> |
| 10 | SHANTILATA KHUNTIA | NA | WORK093110 | 67p-1/2012-13 | Rs.1,28,79,191.00 | Works Department | R&B | Central | Bhubaneswar (R&B) Division No.I | <input type="checkbox"/> |

Showing 1 of 10 of 10 entries

Select Mode Of Action: ☒ Notification ☐ Warning


Send Notification

Send Notification/Warning

Figure 4-123 Send Warning Notification Screen

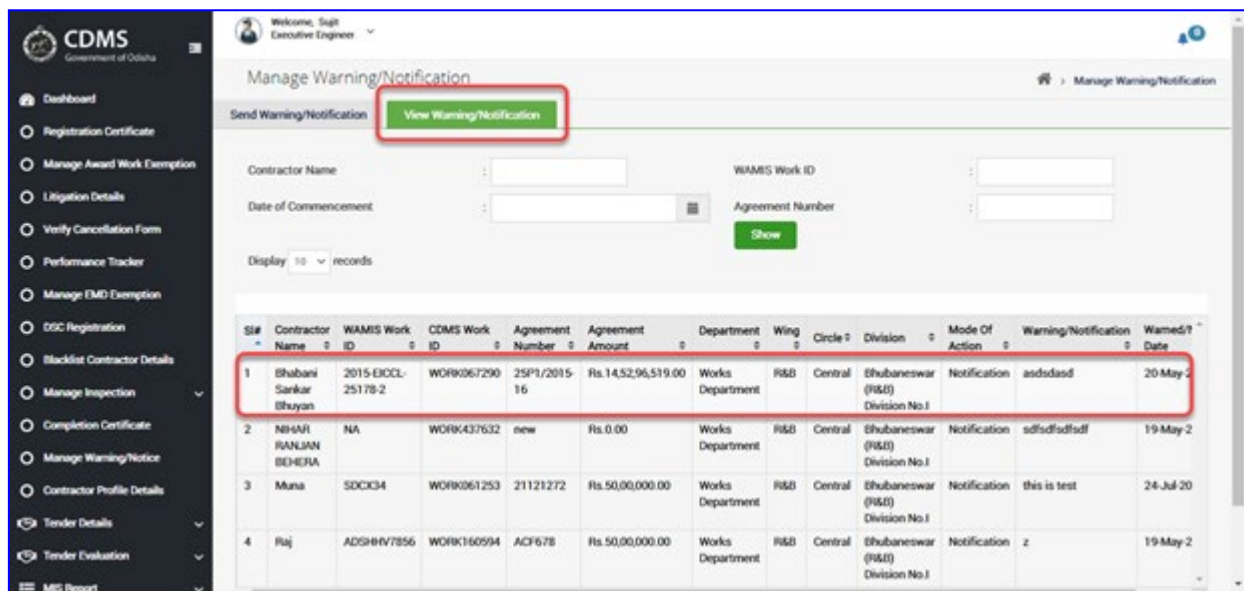
The list of the Contractor Name, Code and WAMIS Work ID and other details are displayed in the Send Warning Notification link.

- Tick the checkbox provided under the Action column to select the contractor.
- Select whether to send notification or warning.

| | | | |
|---|--|------------------------------------|---|
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- Add details of the warning or notification.
- Click on **Send Notification Warning** button.

View the list of Warning or Notification sent successfully to the contractor in the **View Warning or Notification** link.




| S/N | Contractor Name | WAMIS Work ID | CDMS Work ID | Agreement Number | Agreement Amount | Department | Wing | Circle | Division | Mode Of Action | Warning/Notification | Warned Date |
|-----|-----------------------|--------------------|--------------|------------------|--------------------|------------------|------|---------|---------------------------------|----------------|----------------------|-------------|
| 1 | Bhabani Sankar Bhuyan | 2015-EIOCL-25178-2 | WOFK067290 | 25P1/2015-16 | Rs.14,52,96,519.00 | Works Department | R&D | Central | Ehubaneswar (R&D) Division No.I | Notification | asdsdssd | 20-May-2 |
| 2 | NHAUL RANJAN BEHERA | NA | WOFK437632 | new | Rs.0.00 | Works Department | R&D | Central | Ehubaneswar (R&D) Division No.I | Notification | sdfsdfsdf | 19-May-2 |
| 3 | Muna | SDCK34 | WOFK061253 | 21121272 | Rs.50,00,000.00 | Works Department | R&D | Central | Ehubaneswar (R&D) Division No.I | Notification | this is test | 24-Jul-20 |
| 4 | Raj | ADSH#V7856 | WOFK160594 | ACF678 | Rs.50,00,000.00 | Works Department | R&D | Central | Ehubaneswar (R&D) Division No.I | Notification | z | 19-May-2 |

Figure 4-124 View Warning Notification Screen

5 MIS REPORT

The system provides the administrative user the facility to get detailed analytical reports for easier monitoring and tracking of various activities in portal. There are MIS reports featuring Validation Summary, CSF Applied But Not Submitted, Department Wise License, and more. The MIS report gives a quick overview to the number of application submitted, their activities, approval list, license details, etc,. Referring to the encircled tab in figure below.

| | | | |
|---|--|-----------------------------|---------------------------------|
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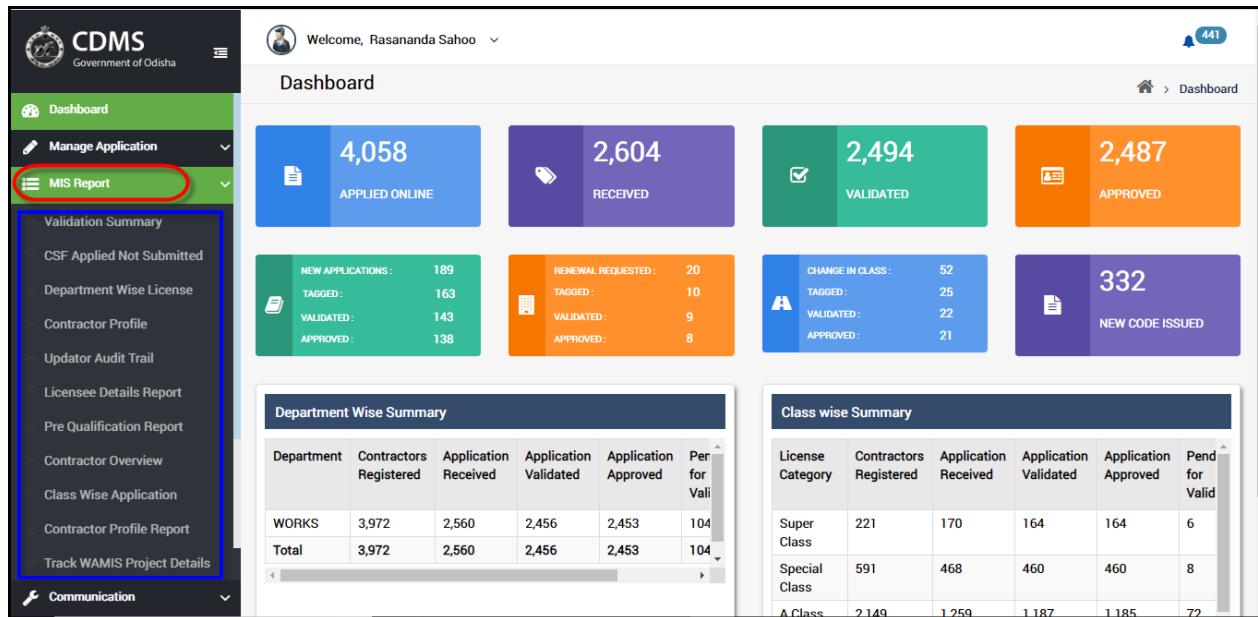



Figure 5-1 MIS Reports Screen

5.1 VALIDATION SUMMARY

Collect a complete, updated report on number of CSF applied, received, verified, approved or pending for verification with the designated officer in this section. The Validation Summary Report features MIS reports per LIA wise and Circle Wise in a tabular format which you can download in excel sheet.

5.1.1 LIA WISE VALIDATION SUMMARY

View a MIS Report on LIA Wise Validation Summary in this section. Refer to the screen shared below.

| | | | |
|---|---|------------------------------------|---|
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Validation Summary Report

MIS Report > Validation Summary

LIA Wise Validation Summary | Circle Wise Validation Summary

Department: -ALL- Wing: -ALL- Class: -ALL- **Show**

Display 10 records Search:

| Sl# | Department | Class | Name of the Wing/Organisation | Licensing Authority (Designation) | Licensing Authority (Name) | Mobile Number | No. of CSF Applied | No. of CSF Received | No. of CSF Verified | No. of CSF Approved | Pending for Verification |
|-----|------------------|------------------|-------------------------------|-----------------------------------|----------------------------|---------------|--------------------|---------------------|---------------------|---------------------|--------------------------|
| 1 | Works Department | Super Class | R&B | Engineer-in-Chief (Civil) | Rasananda Sahoo | 9437412356 | 220 | 170 | 164 | 164 | 6 |
| 2 | Works Department | Special Class | R&B | Engineer-in-Chief (Civil) | Rasananda Sahoo | 9437412356 | 591 | 468 | 460 | 460 | 8 |
| 3 | Works Department | A Class | R&B | Engineer-in-Chief (Civil) | Rasananda Sahoo | 9437412356 | 2149 | 1259 | 1187 | 1185 | 72 |
| 4 | Works Department | B Class | R&B | Engineer-in-Chief (Civil) | Rasananda Sahoo | 9437412356 | 960 | 626 | 616 | 616 | 10 |
| 5 | Works Department | Subsoil Explorer | R&B | Engineer-in-Chief (Civil) | Rasananda Sahoo | 9437412356 | 43 | 31 | 26 | 25 | 5 |
| 6 | Works Department | Testing Lab | R&B | Engineer-in-Chief (Civil) | Rasananda Sahoo | 9437412356 | 8 | 6 | 3 | 3 | 3 |
| 7 | Works Department | Super Class | NH | Engineer-in-Chief (Civil) | Rasananda Sahoo | 9437412356 | 1 | 0 | 0 | 0 | 0 |

Showing 1 to 7 of 7 entries


Previous 1 Next

Figure 5-2 LIA Wise Validation Summary Screen

Here, the department name, class, name of the wing/organization, licensing authority, mobile number, etc., are shown.

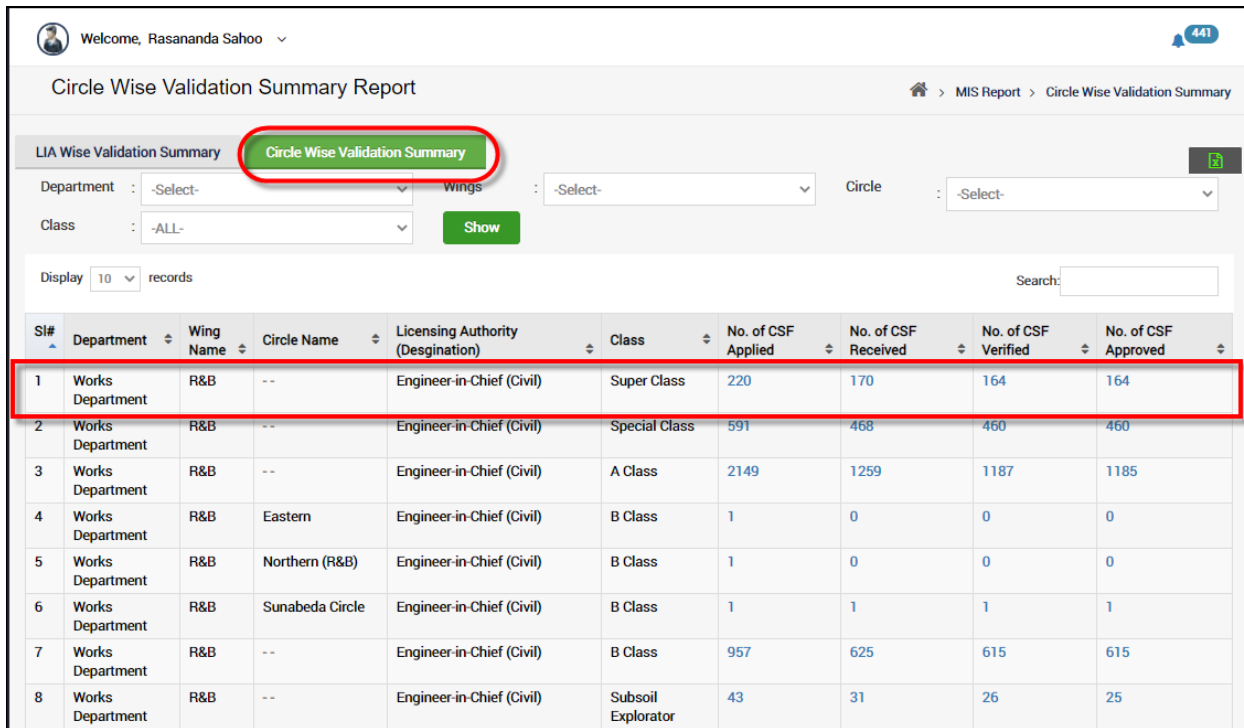
Refer to **Fig.5-2**, the number of CSF applied, received, verified, approved or pending for verification are given.

Filter the results by entering department, wing, or class in the search option.

For downloading the entire report in an excel sheet, click in the excel  icon shown in the right-side of the screen.

5.1.2 CIRCLE WISE VALIDATION SUMMARY

View a MIS Report on Circle Wise Validation Summary in this section. Refer to the screen shared below.



Circle Wise Validation Summary Report

Department : -Select- Wings : -Select- Circle : -Select-
 Class : -ALL- **Show**

Display 10 records Search:


| Sl# | Department | Wing Name | Circle Name | Licensing Authority (Designation) | Class | No. of CSF Applied | No. of CSF Received | No. of CSF Verified | No. of CSF Approved |
|-----|------------------|-----------|-----------------|-----------------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| 1 | Works Department | R&B | -- | Engineer-in-Chief (Civil) | Super Class | 220 | 170 | 164 | 164 |
| 2 | Works Department | R&B | -- | Engineer-in-Chief (Civil) | Special Class | 591 | 468 | 460 | 460 |
| 3 | Works Department | R&B | -- | Engineer-in-Chief (Civil) | A Class | 2149 | 1259 | 1187 | 1185 |
| 4 | Works Department | R&B | Eastern | Engineer-in-Chief (Civil) | B Class | 1 | 0 | 0 | 0 |
| 5 | Works Department | R&B | Northern (R&B) | Engineer-in-Chief (Civil) | B Class | 1 | 0 | 0 | 0 |
| 6 | Works Department | R&B | Sunabeda Circle | Engineer-in-Chief (Civil) | B Class | 1 | 1 | 1 | 1 |
| 7 | Works Department | R&B | -- | Engineer-in-Chief (Civil) | B Class | 957 | 625 | 615 | 615 |
| 8 | Works Department | R&B | -- | Engineer-in-Chief (Civil) | Subsoil Explorator | 43 | 31 | 26 | 25 |

Figure 5-3 Circle Wise Validation Summary Screen

Here, the department name, name of the wing, circle name, licensing authority, class, etc., are shown.


Refer to **Fig. 5-3**, the number of CSF applied, received, verified, approved or pending for verification are given.

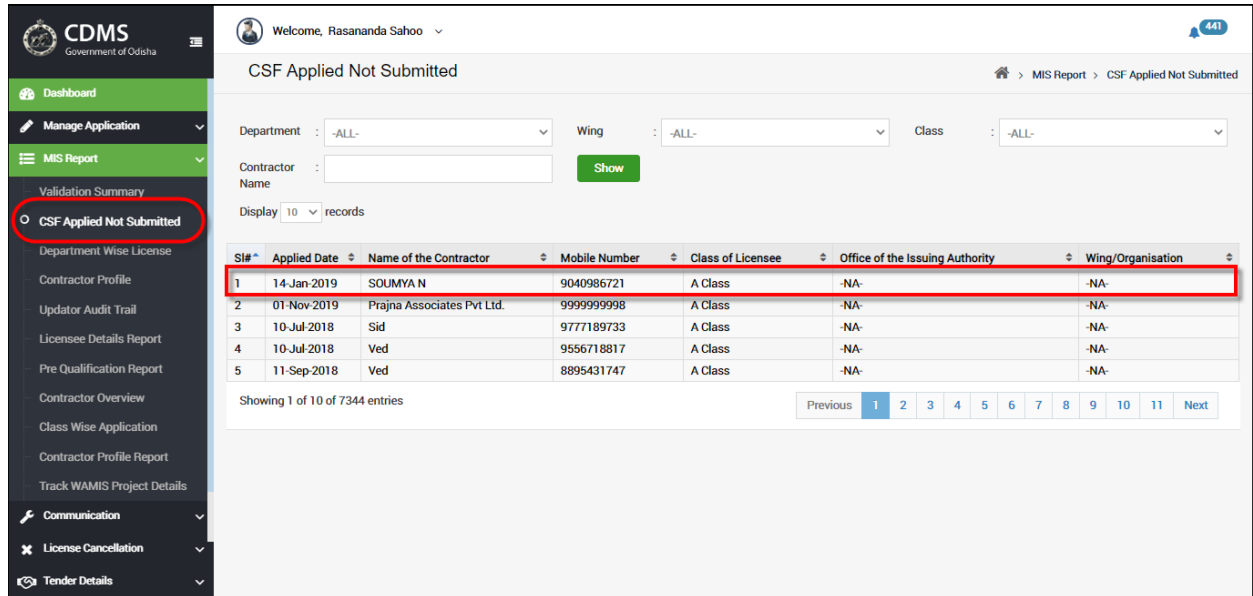
Filter the results by entering department, wing, circle and class in the search option.

For downloading the entire report in an excel sheet, click in the excel  icon shown in the right-side of the screen.

5.2 CSF APPLIED NOT SUBMITTED

View the complete list of contractors who has applied for CSF but did not submitted the application form to the portal.

| | | | |
|---|--|-----------------------------|---------------------------------|
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CSF Applied Not Submitted

Department: -ALL- Wing: -ALL- Class: -ALL- Contractor Name: [] Show

Display 10 records

| Sl# | Applied Date | Name of the Contractor | Mobile Number | Class of Licensee | Office of the Issuing Authority | Wing/Organisation |
|-----|--------------|----------------------------|---------------|-------------------|---------------------------------|-------------------|
| 1 | 14-Jan-2019 | SOURMYA N | 9040986721 | A Class | -NA- | -NA- |
| 2 | 01-Nov-2019 | Prajna Associates Pvt Ltd. | 9999999998 | A Class | -NA- | -NA- |
| 3 | 10-Jul-2018 | Sid | 9777189733 | A Class | -NA- | -NA- |
| 4 | 10-Jul-2018 | Ved | 9556718817 | A Class | -NA- | -NA- |
| 5 | 11-Sep-2018 | Ved | 8895431747 | A Class | -NA- | -NA- |

Showing 1 of 10 of 7344 entries

Previous 1 2 3 4 5 6 7 8 9 10 11 Next


Figure 5-4 CSF Applied Not Submitted Report Screen

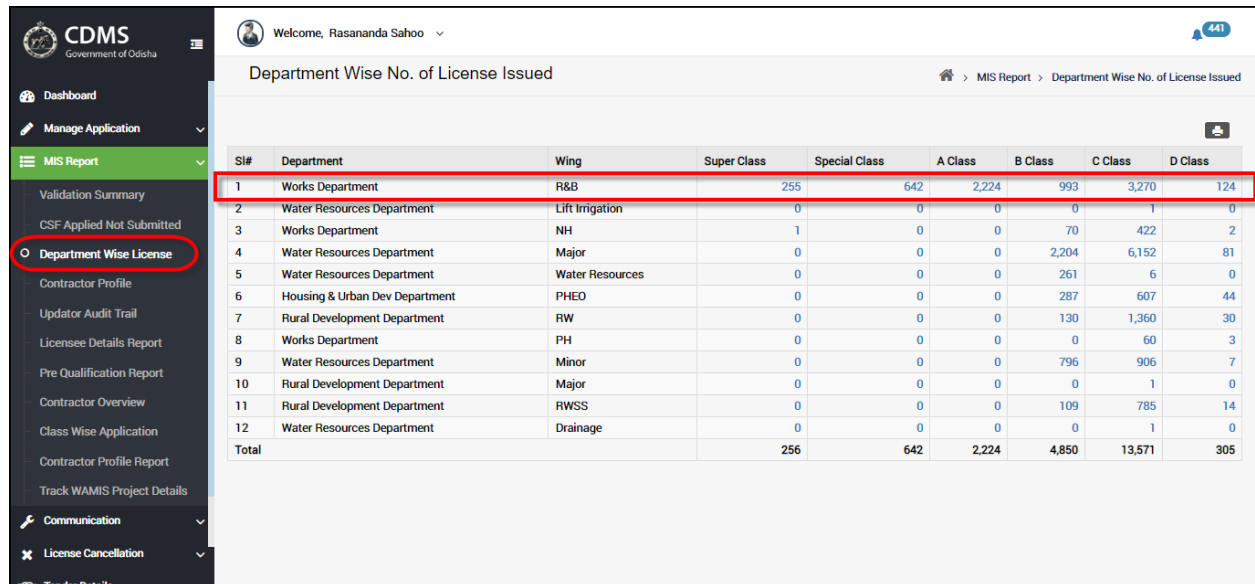
Get detailed analytical report with of CSF applied, such as date of application, contractor's name, mobile number, class of licensee, office of issuing authority and wing/organization name in the report. Refer to the highlighted section in **Fig. 5-4**.

Filter the results by entering department, wing, class and contractor's name in the search option.

5.3 DEPARTMENT WISE LICENSE

View MIS report on the total number of license issued for Super Class, Special Class, A Class, B Class, C Class and D Class under different departments. Refer **Fig. 5-5**. You can also take a print-out of the report.

| | | | |
|---|---|------------------------------------|---|
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| Sl# | Department | Wing | Super Class | Special Class | A Class | B Class | C Class | D Class |
|-------|--------------------------------|-----------------|-------------|---------------|---------|---------|---------|---------|
| 1 | Works Department | R&B | 255 | 642 | 2,224 | 993 | 3,270 | 124 |
| 2 | Water Resources Department | Lift Irrigation | 0 | 0 | 0 | 0 | 1 | 0 |
| 3 | Works Department | NH | 1 | 0 | 0 | 70 | 422 | 2 |
| 4 | Water Resources Department | Major | 0 | 0 | 0 | 2,204 | 6,152 | 81 |
| 5 | Water Resources Department | Water Resources | 0 | 0 | 0 | 261 | 6 | 0 |
| 6 | Housing & Urban Dev Department | PHED | 0 | 0 | 0 | 287 | 607 | 44 |
| 7 | Rural Development Department | RW | 0 | 0 | 0 | 130 | 1,360 | 30 |
| 8 | Works Department | PH | 0 | 0 | 0 | 0 | 60 | 3 |
| 9 | Water Resources Department | Minor | 0 | 0 | 0 | 796 | 906 | 7 |
| 10 | Rural Development Department | Major | 0 | 0 | 0 | 0 | 1 | 0 |
| 11 | Rural Development Department | RWSS | 0 | 0 | 0 | 109 | 785 | 14 |
| 12 | Water Resources Department | Drainage | 0 | 0 | 0 | 0 | 1 | 0 |
| Total | | | 256 | 642 | 2,224 | 4,850 | 13,571 | 305 |

Figure 5-5 Department Wise License Issued Screen

5.4 CONTRACTOR PROFILE

Get a listed view of all the registered contractors in the Contractor Profile report, along with their basic information, address, issuing authority details and date of submission, tagging, validation as well as approval. The MIS report details are highlighted with different colours to get information easily. You can filter the results and also take a print-out of the report.

| | | | |
|---|--|------------------------------------|---|
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Dashboard
 Manage Application
MIS Report
 Validation Summary
 CSF Applied Not Submitted
 Department Wise License
Contractor Profile
 Updator Audit Trail
 Licensee Details Report
 Pre Qualification Report
 Contractor Overview
 Class Wise Application
 Contractor Profile Report
 Track WAMIS Project Details
 Communication
 License Cancellation
 Tender Details

Contractor Profile


Class : -ALL- Mobile No. : CSF No. :
 Contractor Name : PAN : **Show**
 Display 10 records

| Sl# | Contractor Details | Address | Issuing Authority Details | Dates |
|-----|--|--|---|--|
| 1 | Individual Name : Suman Father's Name : Sonu Mobile No : 9999999999 Email ID : jhk@gmail.com CSF No. : CSF22564 Code Issued Code : 273RR956 | State : Odisha District : Bhadrak Block : Basudebpur GP : Artung Village : Artung Street Name : 5645 House No : 5464 Pincode : 756100 | License Type : Civil Class : B Class Registration No. : 908989 Issuing Authority : Rasananda Sahoo Department : Works Department Wing : R&B Circle : NA | Submitted On : 2019-08-19 Tagged On : 2019-08-19 Validated On : 2019-08-19 Approved On : 2019-08-19 |
| 2 | Individual Name : Swan Father's Name : uyghuf Mobile No : 9977997777 Email ID : kjdh@gmail.com CSF No. : CSF22572 Code Issued Code : 986TL989 | State : Bihar District : Patna Block : patna GP : patna Village : patna Street Name : patna House No : 43 Pincode : 325242 | License Type : Civil Class : B Class Registration No. : VC545 Issuing Authority : Rasananda Sahoo Department : Works Department Wing : R&B Circle : NA | Submitted On : 2019-08-27 Tagged On : 2019-08-27 Validated On : 2019-08-27 Approved On : 2019-08-27 |
| 3 | Individual Name : Gopal Father's Name : Ram Mobile No : 7766889944 Email ID : sah.sas@csmpl.com CSF No. : CSF22558 Code Issued Code : 534WW692 | State : Odisha District : Angul Block : Angul GP : Angarabandha Village : Khandahata Street Name : fdgdf | License Type : Civil Class : A Class Registration No. : NA Issuing Authority : Rasananda Sahoo Department : Works Department Wing : R&B | Submitted On : 2019-08-13 Tagged On : 2020-02-14 Validated On : 2020-02-14 Approved On : 2019-08-13 |

Figure 5-6 Contractor Profile Screen

5.5 UPDATOR AUDIT TRIAL

View the MIS report on Updator Audit Report where contractor's name and code are given in a list. Refer **Fig. 5-7**. Filter the results using the search option provided here.

| | | | |
|---|--|-----------------------------|---------------------------------|
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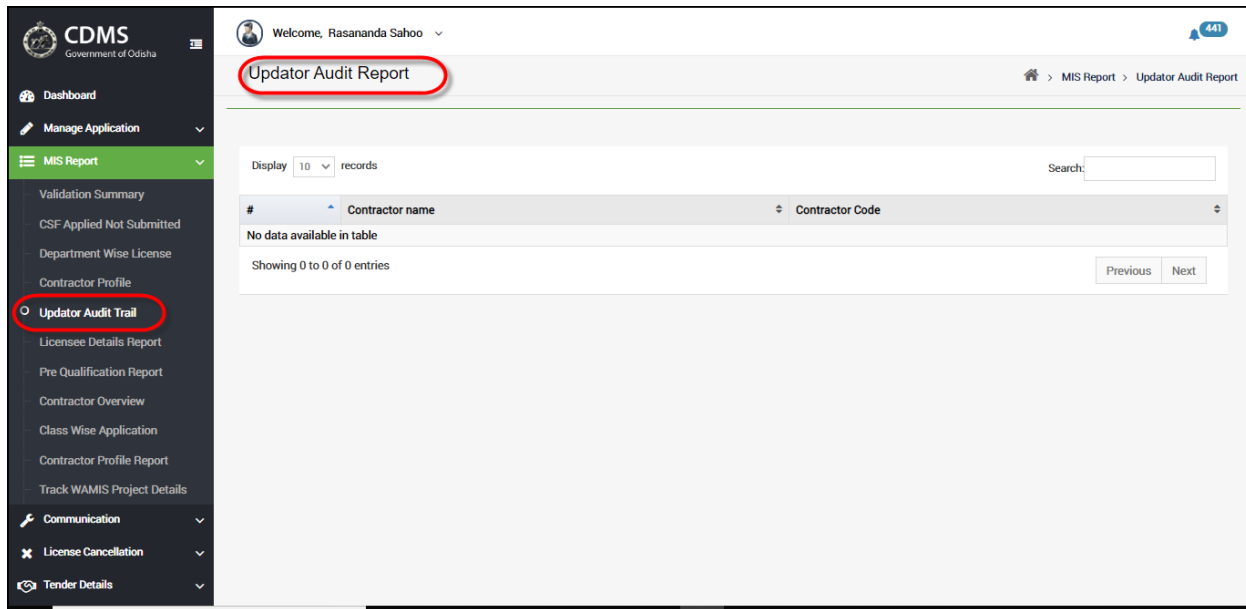

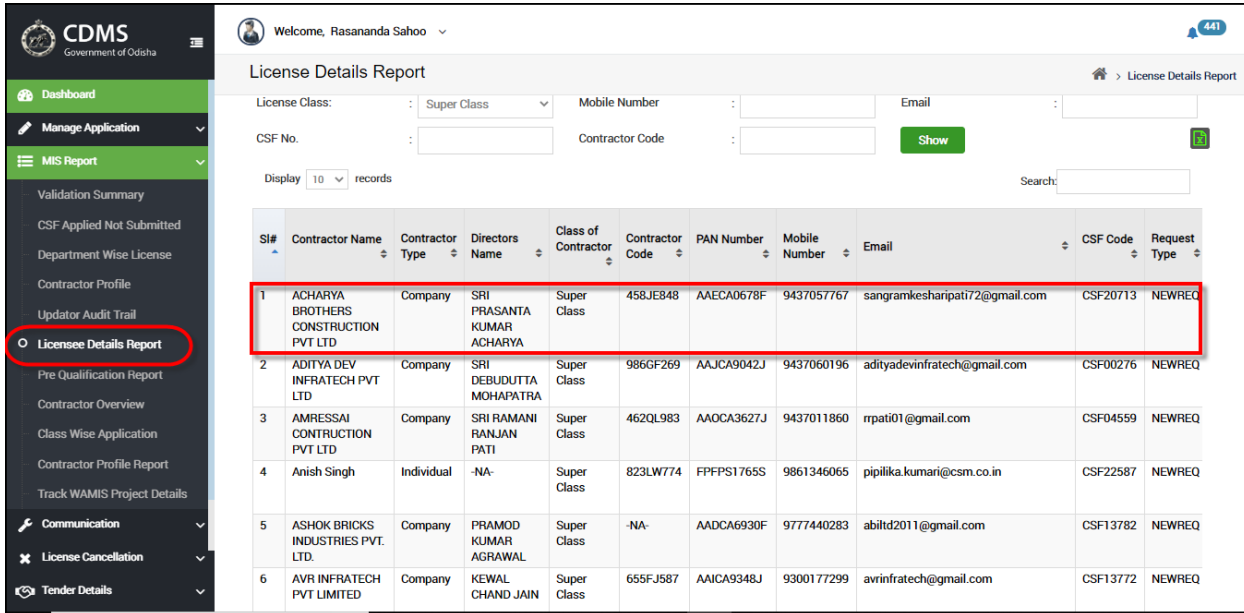


Figure 5-7 Updator Audit Report Screen

5.6 LICENSE DETAILS REPORT

View details of all the contractor's, who has been licensed by the department in the License Details Report. View contractor's name, contractor type, director's name, class of contractor, contractor code, PAN number, mobile number, email ID, CSF code and type of request send in a report format. Filter the results using the search option provided here. Download the licensee details in an excel sheet.

| | | | |
|---|--|------------------------------------|---|
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License Details Report

License Class: Super Class Mobile Number: Email: CSF No. Contractor Code Show

Display 10 records Search:

| Sl# | Contractor Name | Contractor Type | Directors Name | Class of Contractor | Contractor Code | PAN Number | Mobile Number | Email | CSF Code | Request Type |
|-----|---------------------------------------|-----------------|----------------------------|---------------------|-----------------|------------|---------------|--------------------------------|----------|--------------|
| 1 | ACHARYA BROTHERS CONSTRUCTION PVT LTD | Company | SRI PRASANTA KUMAR ACHARYA | Super Class | 458JE848 | AAECA0678F | 9437057767 | sangramkesharipati72@gmail.com | CSF20713 | NEWREQ |
| 2 | ADITYA DEV INFRA TECH PVT LTD | Company | SRI DEBUDUTTA MOHAPATRA | Super Class | 986GF269 | AAJCA9042J | 9437060196 | adityadevinfratech@gmail.com | CSF00276 | NEWREQ |
| 3 | AMRESSAI CONSTRUCTION PVT LTD | Company | SRI RAMANI RANJAN PATI | Super Class | 462QL983 | AAOCA3627J | 9437011860 | rrpati01@gmail.com | CSF04559 | NEWREQ |
| 4 | Anish Singh | Individual | -NA- | Super Class | 823LW774 | FPFPS1765S | 9861346065 | pipilika.kumari@csn.co.in | CSF22587 | NEWREQ |
| 5 | ASHOK BRICKS INDUSTRIES PVT. LTD. | Company | PRAMOD KUMAR AGRAWAL | Super Class | -NA- | AADCA6930F | 9777440283 | abilt2011@gmail.com | CSF13782 | NEWREQ |
| 6 | AVR INFRA TECH PVT LIMITED | Company | KEWAL CHAND JAIN | Super Class | 655FJ587 | AAICA9348J | 9300177299 | avrinfratech@gmail.com | CSF13772 | NEWREQ |


Figure 5-8 Licensee Details Report Screen

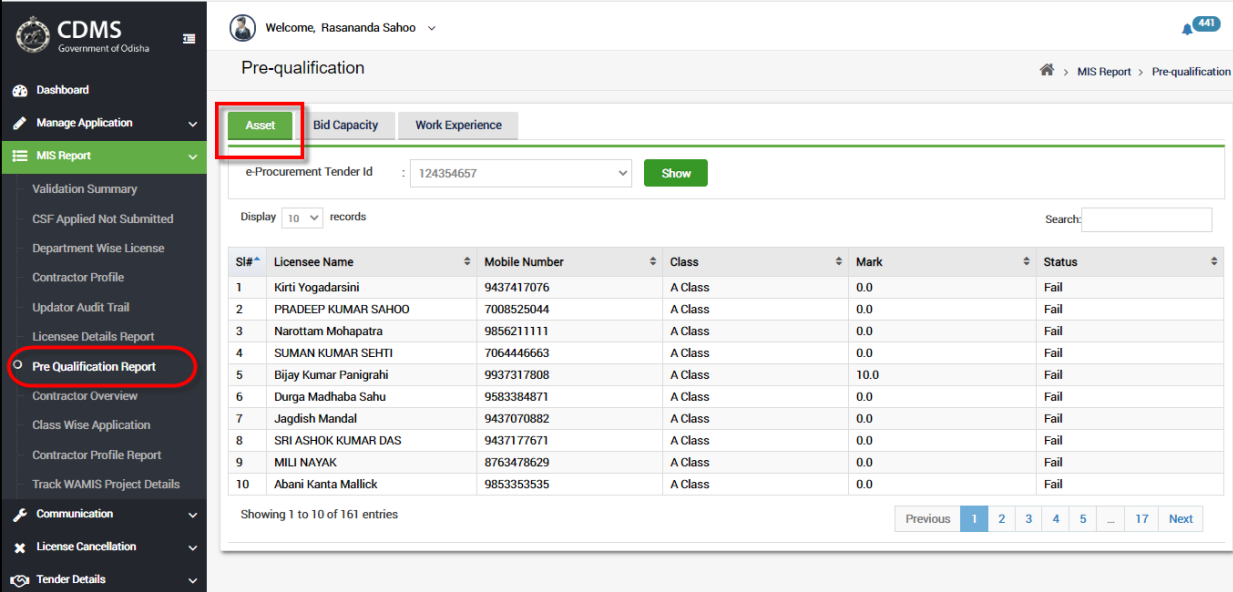
5.7 PRE QUALIFICATION REPORT

A Pre-Qualification Report is given under the MIS Reports to view the Asset, Bid Capacity and Work Experience of the licensee in a tabular format.

5.7.1 ASSET REPORT

View Report on the Assets for selected eProcurement Tender ID with their licensee name, mobile number, class, marks and status. See the details by entering a valid eProcurement ID. Filter the results using the search option provided here. Referring **Fig. 5-9**

| | | | |
|---|--|------------------------------------|---|
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Pre-qualification Asset Report

e-Procurement Tender Id : 124354657 **Show**

Display 10 records

| Sl# | Licensee Name | Mobile Number | Class | Mark | Status |
|-----|-----------------------|---------------|---------|------|--------|
| 1 | Kirti Yogadarsini | 9437417076 | A Class | 0.0 | Fail |
| 2 | PRADEEP KUMAR SAHOO | 7008525044 | A Class | 0.0 | Fail |
| 3 | Narottam Mohapatra | 9856211111 | A Class | 0.0 | Fail |
| 4 | SUMAN KUMAR SEHTI | 7064446663 | A Class | 0.0 | Fail |
| 5 | Bijay Kumar Panigrahi | 9937317808 | A Class | 10.0 | Fail |
| 6 | Durga Madhaba Sahu | 9583384871 | A Class | 0.0 | Fail |
| 7 | Jagdish Mandal | 9437070882 | A Class | 0.0 | Fail |
| 8 | SRI ASHOK KUMAR DAS | 9437177671 | A Class | 0.0 | Fail |
| 9 | MILI NAYAK | 8763478629 | A Class | 0.0 | Fail |
| 10 | Abani Kanta Mallick | 9853353535 | A Class | 0.0 | Fail |

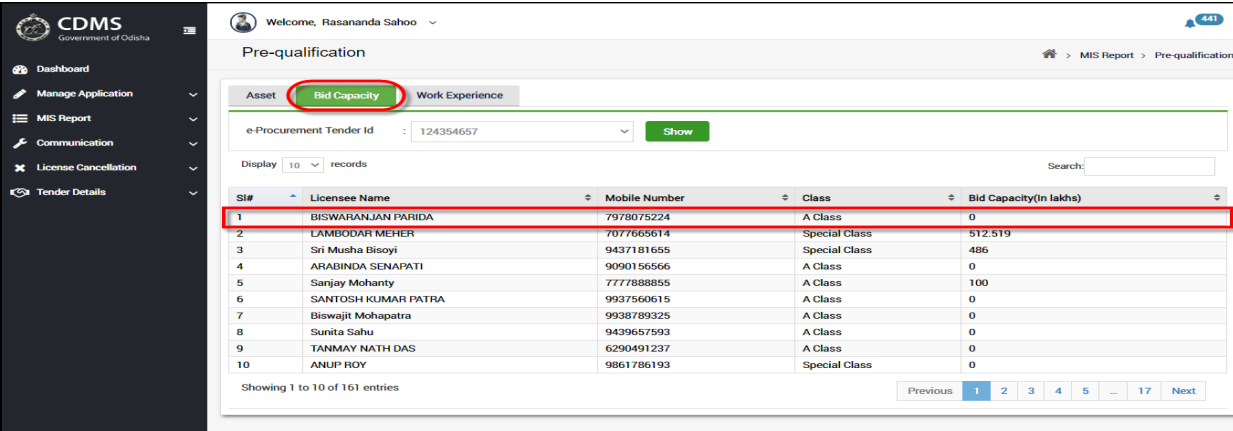
Showing 1 to 10 of 161 entries

Previous 1 2 3 4 5 ... 17 Next

Figure 5-9 Asset Report Screen

5.7.2 BID CAPACITY REPORT

View the Bid Capacity Report on selected eProcurement Tender ID along with licensee name, mobile number, class, and bid capacity (in lakhs) in a tabular format.



Pre-qualification Bid Capacity Report

e-Procurement Tender Id : 124354657 **Show**

Display 10 records


| Sl# | Licensee Name | Mobile Number | Class | Bid Capacity(In lakhs) |
|-----|---------------------|---------------|---------------|------------------------|
| 1 | BISWARANJAN PARIDA | 7978075224 | A Class | 0 |
| 2 | LAMBODAR MEHER | 7077665614 | Special Class | 512.519 |
| 3 | Sri Musha Bisoyi | 9437181655 | Special Class | 486 |
| 4 | ARABINDA SENAPATI | 9090156566 | A Class | 0 |
| 5 | Sanjay Mohanty | 7777888855 | A Class | 100 |
| 6 | SANTOSH KUMAR PATRA | 9937560615 | A Class | 0 |
| 7 | Biswajit Mohapatra | 9938789325 | A Class | 0 |
| 8 | Sunita Sahu | 9439657593 | A Class | 0 |
| 9 | TANMAY NATH DAS | 6290491237 | A Class | 0 |
| 10 | ANUP ROY | 9861786193 | Special Class | 0 |

Showing 1 to 10 of 161 entries

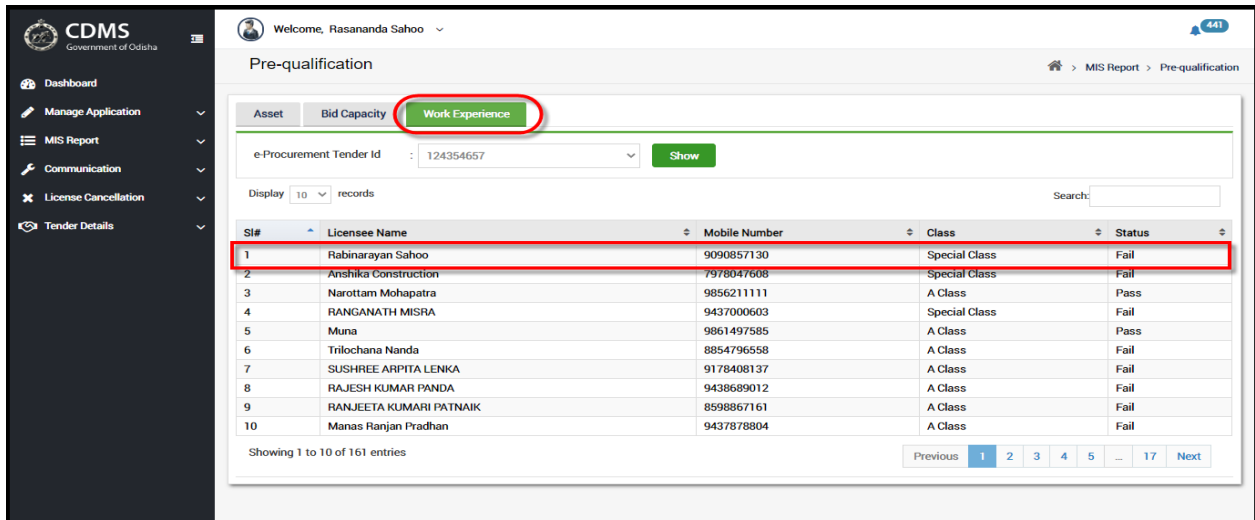
Previous 1 2 3 4 5 ... 17 Next

Figure 5-10 Bid Capacity Report Screen

5.7.3 WORK EXPERIENCE REPORT

| | | | |
|---|--|-----------------------------|---------------------------------|
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View the Work Experience Report on selected eProcurement Tender ID along with licensee name, mobile number, class, and status in a tabular format.



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Pre-qualification

Asset Bid Capacity **Work Experience**

e-Procurement Tender Id : 124354657 Show

Display 10 records Search:

| Sl# | Licensee Name | Mobile Number | Class | Status |
|-----|-------------------------|---------------|---------------|--------|
| 1 | Rabinarayan Sahoo | 9090857130 | Special Class | Fail |
| 2 | Anshika Construction | 7978047608 | Special Class | Fail |
| 3 | Narottam Mohapatra | 9856211111 | A Class | Pass |
| 4 | RANGANATH MISRA | 9437000603 | Special Class | Fail |
| 5 | Muna | 9861497585 | A Class | Pass |
| 6 | Trilochana Nanda | 8854796558 | A Class | Fail |
| 7 | SUSHREE ARPITA LENKA | 9178408137 | A Class | Fail |
| 8 | RAJESH KUMAR PANDA | 9438689012 | A Class | Fail |
| 9 | RANJEETA KUMARI PATNAIK | 8598867161 | A Class | Fail |
| 10 | Manas Ranjan Pradhan | 9437878804 | A Class | Fail |


Showing 1 to 10 of 161 entries

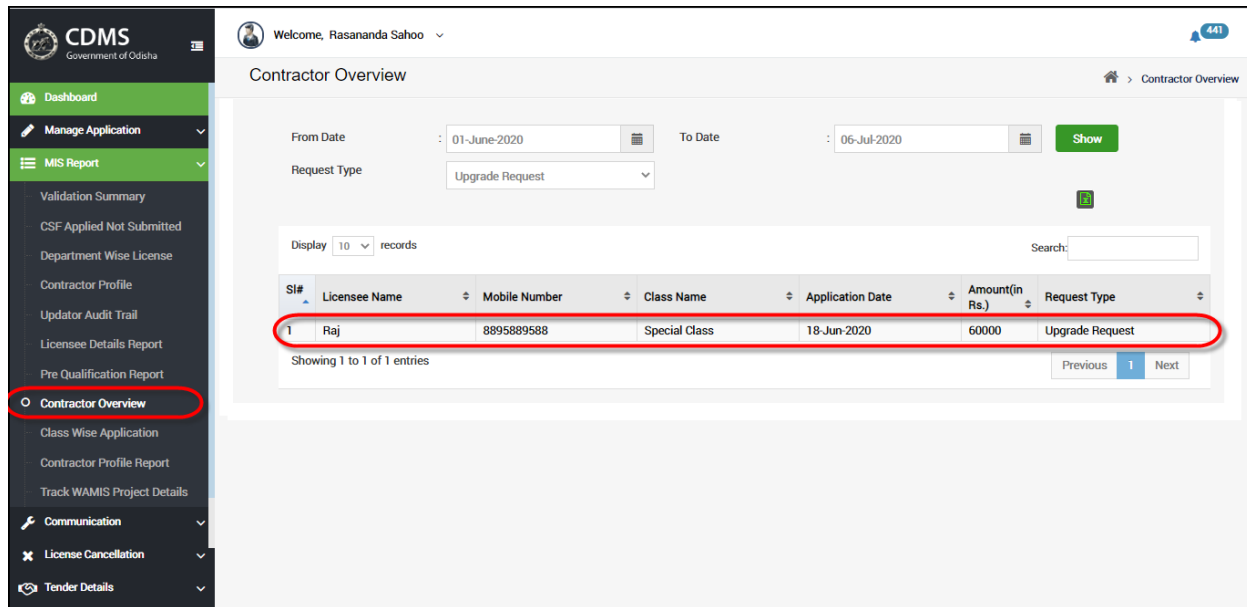
Previous 1 2 3 4 5 ... 17 Next

Figure 5-11 Work Experience Report Screen

5.8 CONTRACTOR OVERVIEW

View an MIS report on different types of request send by contractors in a tabular format, take reference as upgrade, downgrade, renewal, conversion, duplicate, partial modification. Select the type of work, data required from and to date in the search option to view the respective licensee's name, mobile number, class, application date, and amount and request type. You can download the data in excel sheet here. Refer **Fig. 5-12**.

| | | | |
|---|--|--------------|-------------------|
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Contractor Overview

From Date : 01-June-2020 To Date : 06-Jul-2020 Show

Request Type : Upgrade Request

Display 10 records Search:

| Sl# | Licensee Name | Mobile Number | Class Name | Application Date | Amount(in Rs.) | Request Type |
|-----|---------------|---------------|---------------|------------------|----------------|-----------------|
| 1 | Raj | 8895889588 | Special Class | 18-Jun-2020 | 60000 | Upgrade Request |

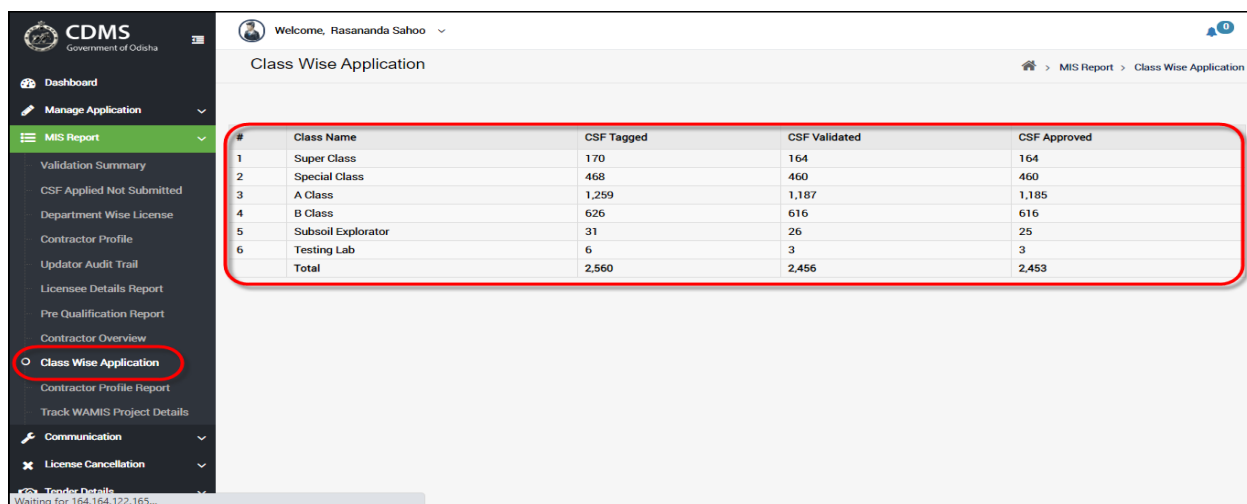
Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 5-12 Contractor Overview Report Screen

5.9 CLASS WISE APPLICATION


View detailed report on number of application submitted per class. See the list of CSF code that is tagged, validated, approved per class in a tabular format.



Class Wise Application

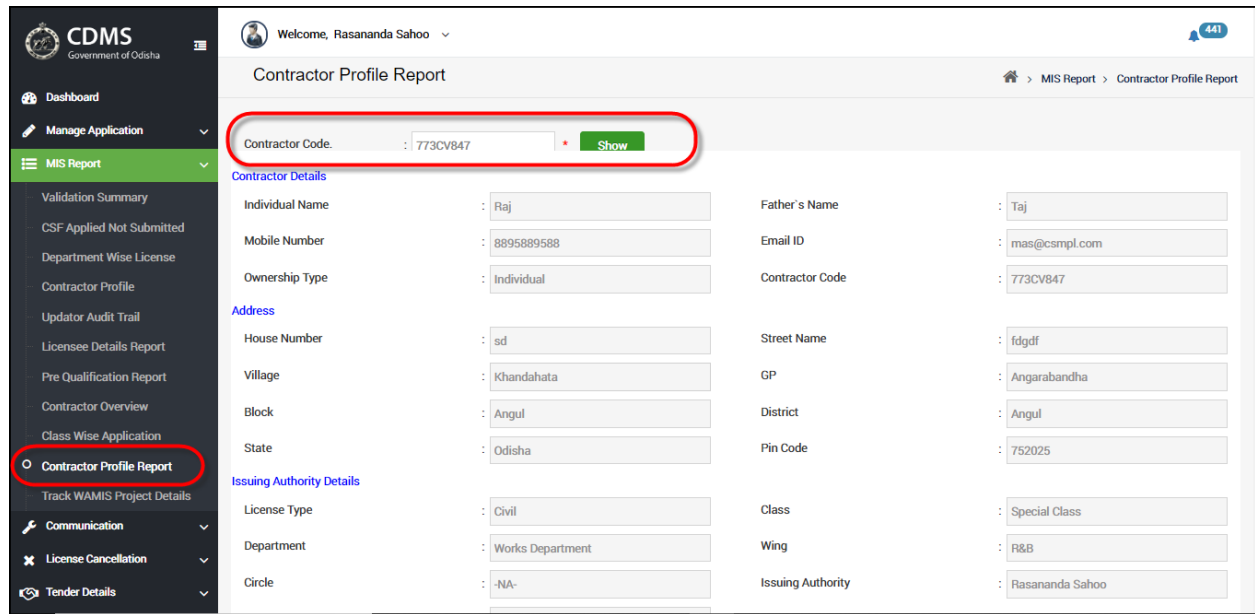
| # | Class Name | CSF Tagged | CSF Validated | CSF Approved |
|---|------------------|------------|---------------|--------------|
| 1 | Super Class | 170 | 164 | 164 |
| 2 | Special Class | 468 | 460 | 460 |
| 3 | A Class | 1,259 | 1,187 | 1,185 |
| 4 | B Class | 626 | 616 | 616 |
| 5 | Subsoil Explorer | 31 | 26 | 25 |
| 6 | Testing Lab | 6 | 3 | 3 |
| | Total | 2,560 | 2,456 | 2,453 |

Figure 5-13 Class Wise Application Report Screen

| | | | |
|---|--|------------------------------------|---|
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5.10 CONTRACTOR PROFILE REPORT

View complete details about a contractor's profile by entering a valid contractor's code into the textbox. Click the Show button to see the entire profile information of the contractor such as basic details, address and issuing authority details. Refer **Fig. 5-14**



CDMS
Government of Odisha

Welcome, Rasananda Sahoo

441

Contractor Profile Report

MIS Report > Contractor Profile Report

Contractor Code. : 773CV847 * Show

Contractor Details

Individual Name : Raj

Mobile Number : 8895889588

Ownership Type : Individual

Father's Name : Taj

Email ID : mas@csmpl.com

Contractor Code : 773CV847

Address

House Number : sd

Village : Khandahata

Block : Angul

State : Odisha

Street Name : fdgdf

GP : Angarabandha

District : Angul

Pin Code : 752025

Issuing Authority Details

License Type : Civil

Department : Works Department

Circle : -NA-

Class : Special Class


Wing : R&B

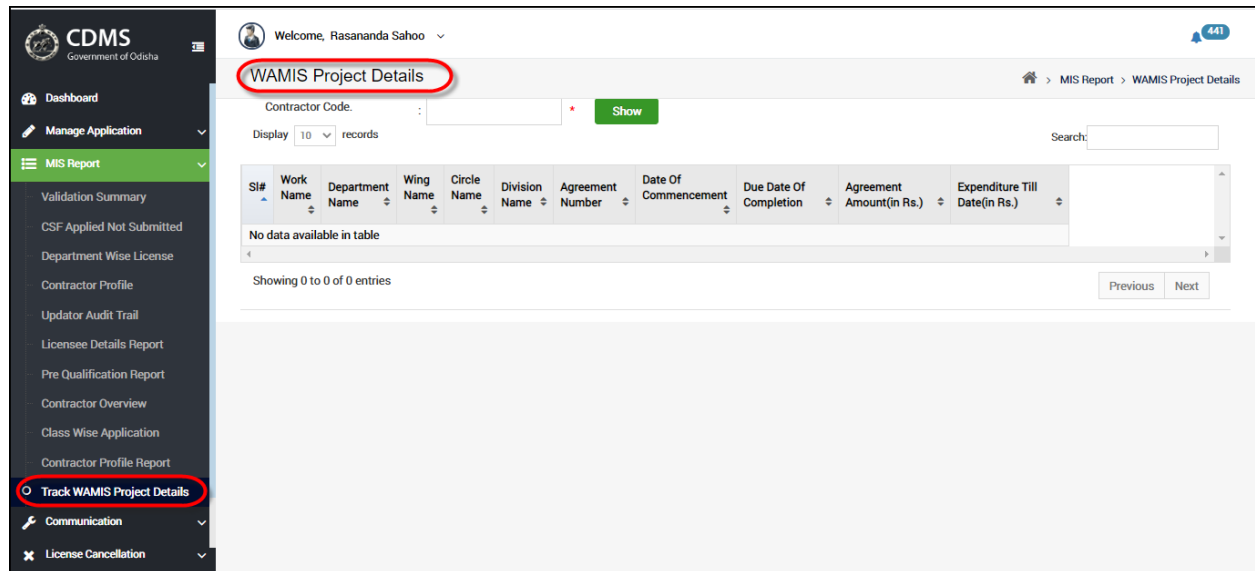
Issuing Authority : Rasananda Sahoo

Figure 5-14 Contractor Profile Report Screen

5.11 TRACK WAMIS PROJECT DETAILS

Track complete details about the WAMIS project such as work name, department, wing, circle, division, date of commencement, due date of completion, agreement amount and expenditure done till date in a tabular format by entering the respective contractor's code in search option.

| | | | |
|---|--|-----------------------------|---------------------------------|
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WAMIS Project Details

Contractor Code:

Display 10 records Search:

| Sl# | Work Name | Department Name | Wing Name | Circle Name | Division Name | Agreement Number | Date Of Commencement | Due Date Of Completion | Agreement Amount(in Rs.) | Expenditure Till Date(in Rs.) |
|----------------------------|-----------|-----------------|-----------|-------------|---------------|------------------|----------------------|------------------------|--------------------------|-------------------------------|
| No data available in table | | | | | | | | | | |

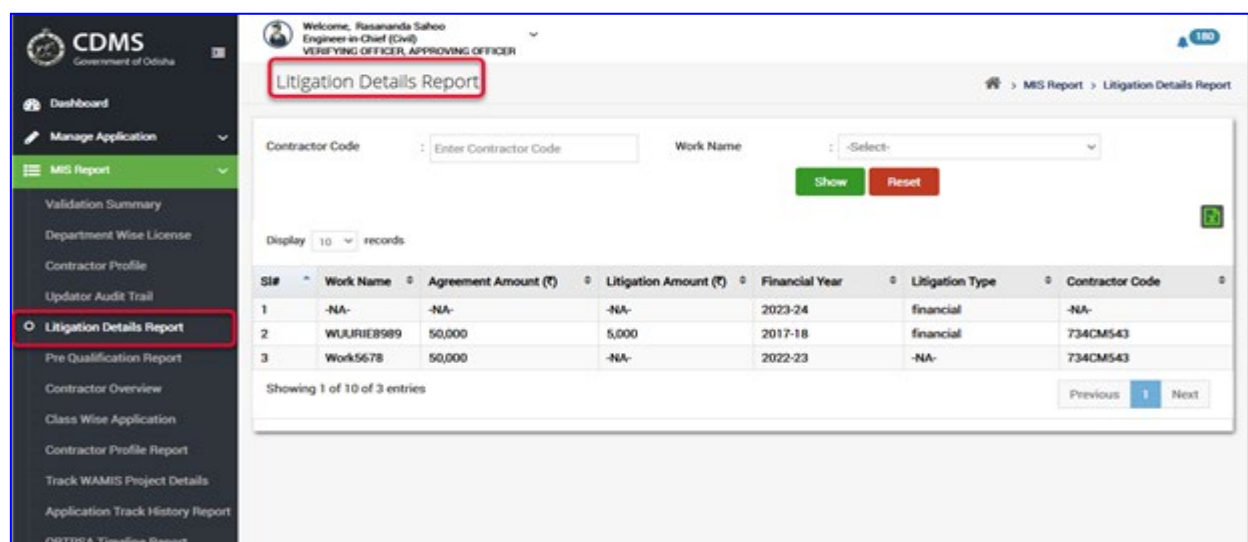
Showing 0 to 0 of 0 entries

Previous Next

Figure 5-15 WAMIS Project Report Screen

5.12 LITIGATION DETAILS REPORT

View detailed report on list of the litigations filed, with agreement amount, litigation amount, financial year, litigation type and contractor code in the **Litigation Details Report** link.



Litigation Details Report

Contractor Code: Work Name:


Display 10 records

| Sl# | Work Name | Agreement Amount (₹) | Litigation Amount (₹) | Financial Year | Litigation Type | Contractor Code |
|-----|------------|----------------------|-----------------------|----------------|-----------------|-----------------|
| 1 | -NA- | -NA- | -NA- | 2023-24 | financial | -NA- |
| 2 | WUJRIE8989 | 50,000 | 5,000 | 2017-18 | financial | 734CM543 |
| 3 | Work5678 | 50,000 | -NA- | 2022-23 | -NA- | 734CM543 |

Showing 1 of 10 of 3 entries

Previous 1 Next

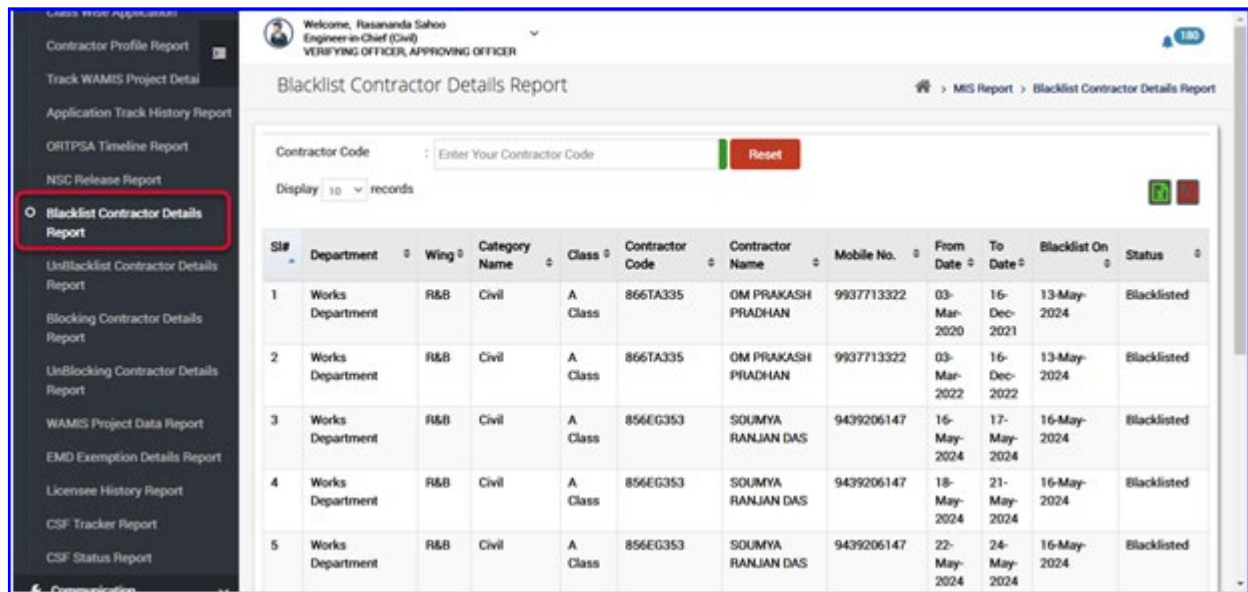
Figure 5-16 Litigation Details Report Screen

| | | | |
|---|--|------------------------------------|---|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 142 of 180 |
| | Contractor Database Management System V3.0 | | |

- Filter the report on the basis of Contractor Code and Work Name, and click on the **Search** button.

5.13 BLACKLIST CONTRACTOR DETAILS REPORT

View complete report on blacklisted contractor details, with department name, wing, category name, class, contractor code, mobile number and other details in a tabular format in the **Blacklist Contractor Details Report**.




| S# | Department | Wing | Category Name | Class | Contractor Code | Contractor Name | Mobile No. | From Date | To Date | Blacklist On | Status |
|----|------------------|------|---------------|---------|-----------------|--------------------|------------|-------------|-------------|--------------|-------------|
| 1 | Works Department | R&B | Civil | A Class | 866TA335 | OM PRAKASH PRADHAN | 9937713322 | 03-Mar-2020 | 16-Dec-2021 | 13-May-2024 | Blacklisted |
| 2 | Works Department | R&B | Civil | A Class | 866TA335 | OM PRAKASH PRADHAN | 9937713322 | 03-Mar-2022 | 16-Dec-2022 | 13-May-2024 | Blacklisted |
| 3 | Works Department | R&B | Civil | A Class | 856EG353 | SOUMYA RANJAN DAS | 9439206147 | 16-May-2024 | 17-May-2024 | 16-May-2024 | Blacklisted |
| 4 | Works Department | R&B | Civil | A Class | 856EG353 | SOUMYA RANJAN DAS | 9439206147 | 18-May-2024 | 21-May-2024 | 16-May-2024 | Blacklisted |
| 5 | Works Department | R&B | Civil | A Class | 856EG353 | SOUMYA RANJAN DAS | 9439206147 | 22-May-2024 | 24-May-2024 | 16-May-2024 | Blacklisted |

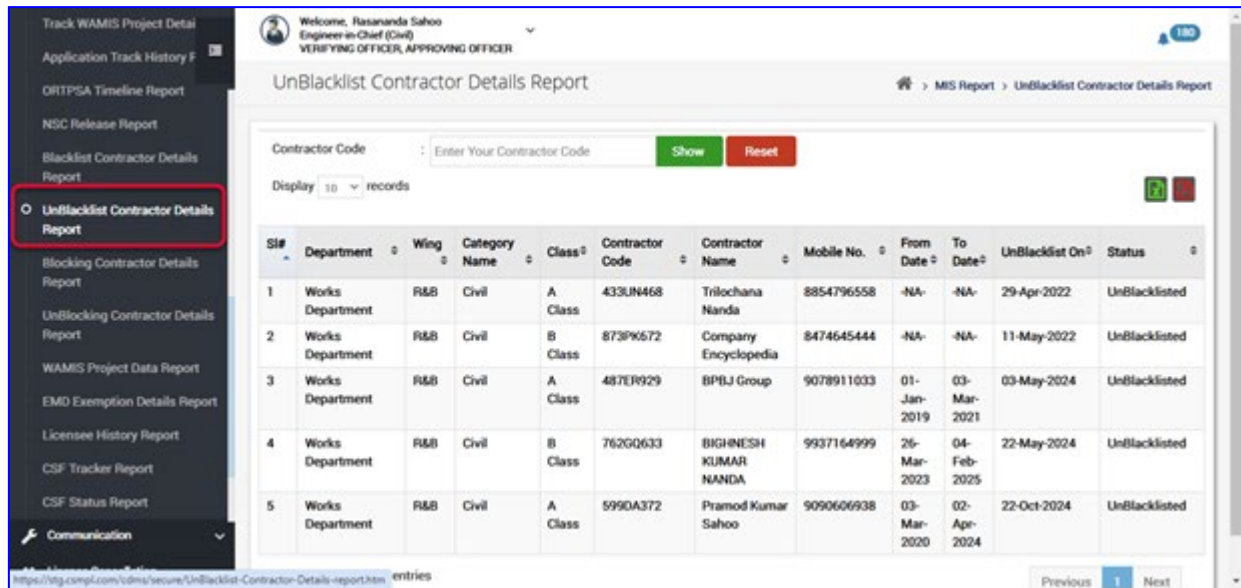
Figure 5-17 Blacklist Contractor Details Report Screen

- Filter the report entering the **Contractor Code** in the textbox provided.
- Download the file in excel sheet or pdf file format, clicking the respective excel and pdf icon provided.

5.14 UNBLACKLIST CONTRACTOR DETAILS REPORT

View complete report on unblacklisted contractor details, with department name, wing, category name, class, contractor code, mobile number and other details in a tabular format in the **Unblacklist Contractor Details Report**.

| | | | |
|---|--|------------------------------------|---|
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UnBlacklist Contractor Details Report

Contractor Code: Enter Your Contractor Code Show Reset

Display 10 records


| Sr# | Department | Wing | Category Name | Class | Contractor Code | Contractor Name | Mobile No. | From Date | To Date | UnBlacklist On | Status |
|-----|------------------|------|---------------|---------|-----------------|----------------------|------------|-------------|-------------|----------------|---------------|
| 1 | Works Department | R&B | Civil | A Class | 433UN468 | Trilochana Nanda | 8854796558 | -NA- | -NA- | 29-Apr-2022 | UnBlacklisted |
| 2 | Works Department | R&B | Civil | B Class | 873PK672 | Company Encyclopedia | 8474645444 | -NA- | -NA- | 11-May-2022 | UnBlacklisted |
| 3 | Works Department | R&B | Civil | A Class | 487ER929 | BPLJ Group | 9078911033 | 01-Jan-2019 | 03-Mar-2021 | 03-May-2024 | UnBlacklisted |
| 4 | Works Department | R&B | Civil | B Class | 762GQ633 | BIGHNESH KUMAR NANDA | 9937164999 | 26-Mar-2023 | 04-Feb-2025 | 22-May-2024 | UnBlacklisted |
| 5 | Works Department | R&B | Civil | A Class | 5990A372 | Pramod Kumar Sahoo | 9090606938 | 03-Mar-2020 | 02-Apr-2024 | 22-Oct-2024 | UnBlacklisted |

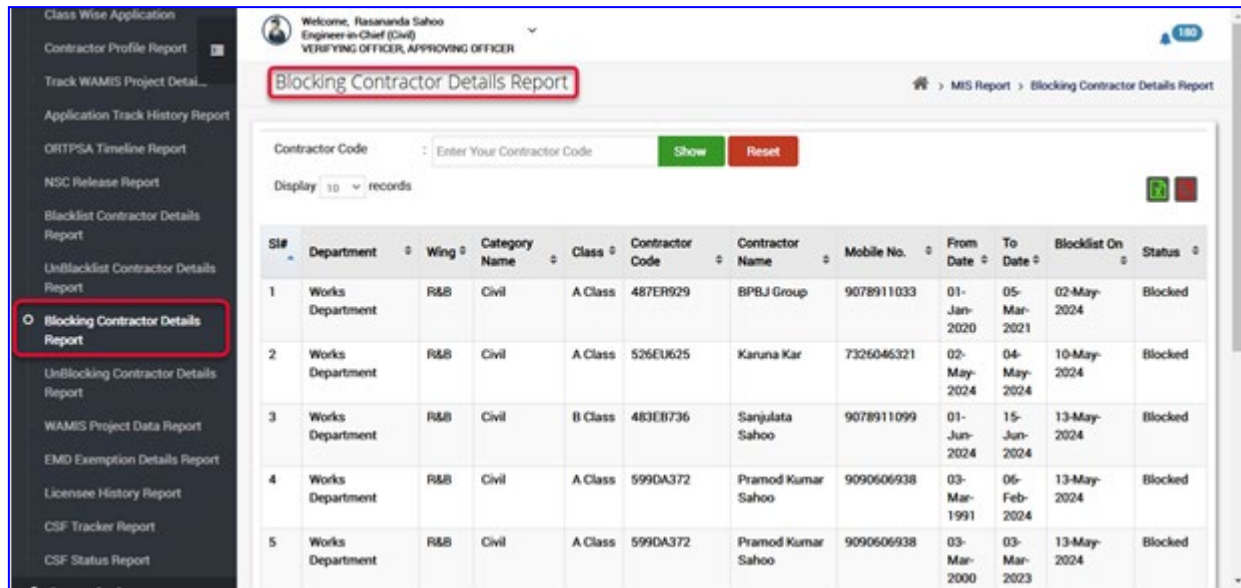
Figure 5-18 Unblacklist Contractor Details Report Screen

- Filter the report entering the **Contractor Code** in the textbox provided.
- Download the file in excel sheet or pdf file format, clicking the respective excel and pdf icon provided.

5.15 BLOCKING CONTRACTOR DETAILS REPORT

View complete report on blocked contractor details, with department name, wing, category name, class, contractor code, mobile number and other details in a tabular format in the **Blocking Contractor Details Report**.

| | | | |
|---|--|-----------------------------|---------------------------------|
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| SI# | Department | Wing | Category Name | Class | Contractor Code | Contractor Name | Mobile No. | From Date | To Date | Blocklist On | Status |
|-----|------------------|------|---------------|---------|-----------------|--------------------|------------|-------------|-------------|--------------|---------|
| 1 | Works Department | R&B | Civil | A Class | 487ER929 | BPBJ Group | 9078911033 | 01-Jan-2020 | 05-Mar-2021 | 02-May-2024 | Blocked |
| 2 | Works Department | R&B | Civil | A Class | 526EU625 | Karuna Kar | 7326046321 | 02-May-2024 | 04-May-2024 | 10-May-2024 | Blocked |
| 3 | Works Department | R&B | Civil | B Class | 483EB736 | Sanjulata Sahoo | 9078911099 | 01-Jun-2024 | 15-Jun-2024 | 13-May-2024 | Blocked |
| 4 | Works Department | R&B | Civil | A Class | 599DA372 | Pramod Kumar Sahoo | 9090606938 | 03-Mar-1991 | 06-Feb-2024 | 13-May-2024 | Blocked |
| 5 | Works Department | R&B | Civil | A Class | 599DA372 | Pramod Kumar Sahoo | 9090606938 | 03-Mar-2000 | 03-Mar-2023 | 13-May-2024 | Blocked |

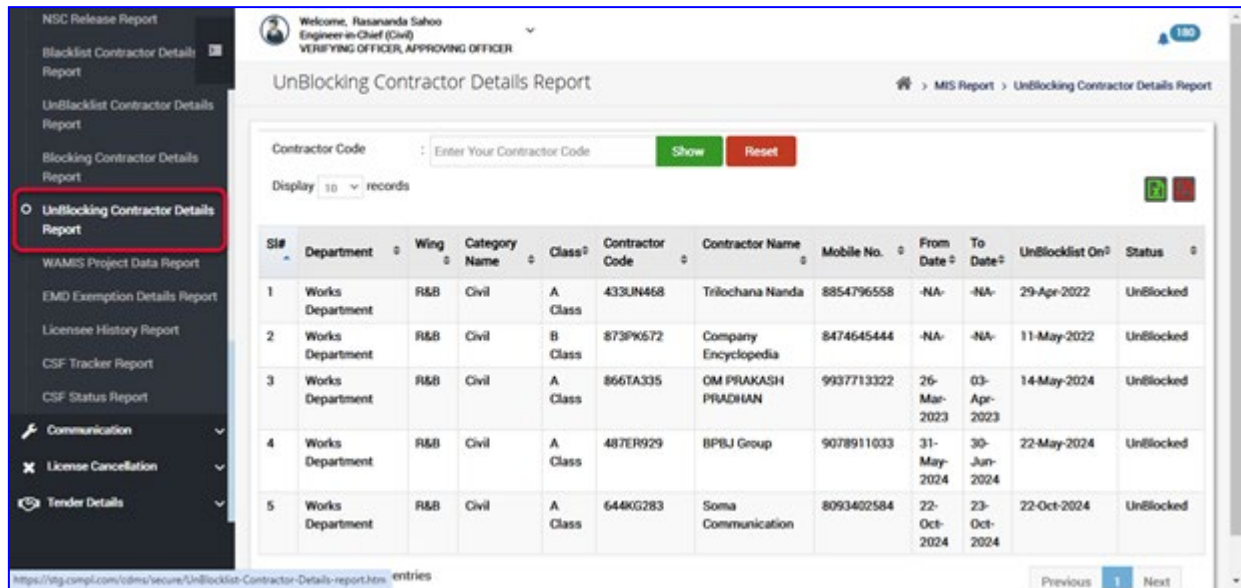
Figure 5-19 Blocking Contractor Details Report Screen

- Filter the report entering the **Contractor Code** in the textbox provided.
- Download the file in excel sheet or pdf file format, clicking the respective excel and pdf icon provided.

5.16 UNBLOCKING CONTRACTOR DETAILS REPORT

View complete report on unblocked contractor details, with department name, wing, category name, class, contractor code, mobile number and other details in a tabular format in the **Unblocking Contractor Details Report**.

| | | | |
|---|--|------------------------------------|---|
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UnBlocking Contractor Details Report

Contractor Code : Enter Your Contractor Code Show Reset

Display 10 records

| Sl# | Department | Wing | Category Name | Class | Contractor Code | Contractor Name | Mobile No. | From Date | To Date | UnBlocklist On | Status |
|-----|------------------|------|---------------|---------|-----------------|----------------------|------------|-------------|-------------|----------------|-----------|
| 1 | Works Department | R&B | Civil | A Class | 433UN468 | Trilochana Nanda | 8854796558 | -NA- | -NA- | 29-Apr-2022 | UnBlocked |
| 2 | Works Department | R&B | Civil | B Class | 873PK572 | Company Encyclopedia | 8474645444 | -NA- | -NA- | 11-May-2022 | UnBlocked |
| 3 | Works Department | R&B | Civil | A Class | 866TA335 | OM PRIYAKASH PRADHAN | 9937713322 | 26-Mar-2023 | 03-Apr-2023 | 14-May-2024 | UnBlocked |
| 4 | Works Department | R&B | Civil | A Class | 487ER929 | BPEJ Group | 9078911033 | 31-May-2024 | 30-Jun-2024 | 22-May-2024 | UnBlocked |
| 5 | Works Department | R&B | Civil | A Class | 644KG283 | Soma Communication | 8093402584 | 22-Oct-2024 | 23-Oct-2024 | 22-Oct-2024 | UnBlocked |


Previous 1 Next

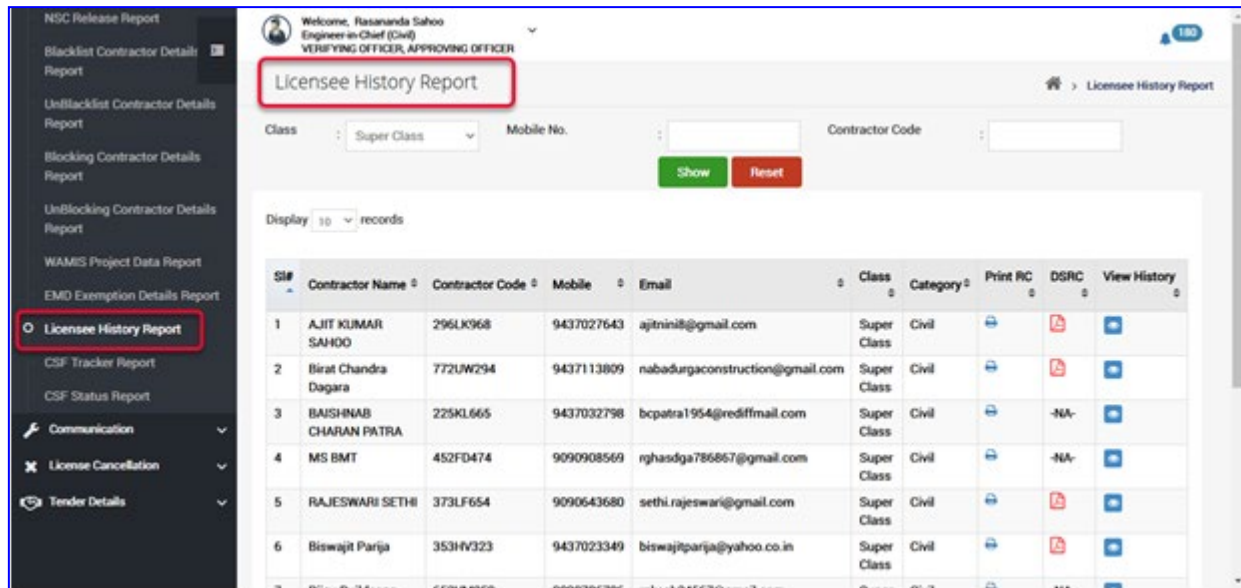
Figure 5-20 Unblocking Contractor Details Report Screen

- Filter the report entering the **Contractor Code** in the textbox provided.
- Download the file in excel sheet or pdf file format, clicking the respective excel and pdf icon provided.

5.17 LICENSEE HISTORY REPORT

View detailed report on list of the licensee and respective list of the documents issued such as RC, DSRC and other information in the **Licensee History Report** link.

| | | | |
|---|--|-----------------------------|---------------------------------|
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| | Contractor Database Management System V3.0 | | |




| S/N | Contractor Name | Contractor Code | Mobile | Email | Class | Category | Print RC | DSRC | View History |
|-----|-----------------------|-----------------|------------|---------------------------------|-------------|----------|----------|------|--------------|
| 1 | AJIT KUMAR SAHOO | 296LK968 | 9437027643 | ajitnini@gmail.com | Super Class | Civil | | | |
| 2 | Birat Chandra Dagara | 772UW294 | 9437113809 | nabadurgaconstruction@gmail.com | Super Class | Civil | | | |
| 3 | BAISHNAB CHARAN PATRA | 225KL665 | 9437032798 | bcpatra1954@rediffmail.com | Super Class | Civil | | -NA- | |
| 4 | MS BMT | 452FD474 | 9090908569 | nghasdga786867@gmail.com | Super Class | Civil | | -NA- | |
| 5 | RAJESWARI SETHI | 373LF654 | 9090643680 | sethi.rajeswari@gmail.com | Super Class | Civil | | | |
| 6 | Biswajit Parija | 353HV323 | 9437023349 | biswajitparija@yahoo.co.in | Super Class | Civil | | | |

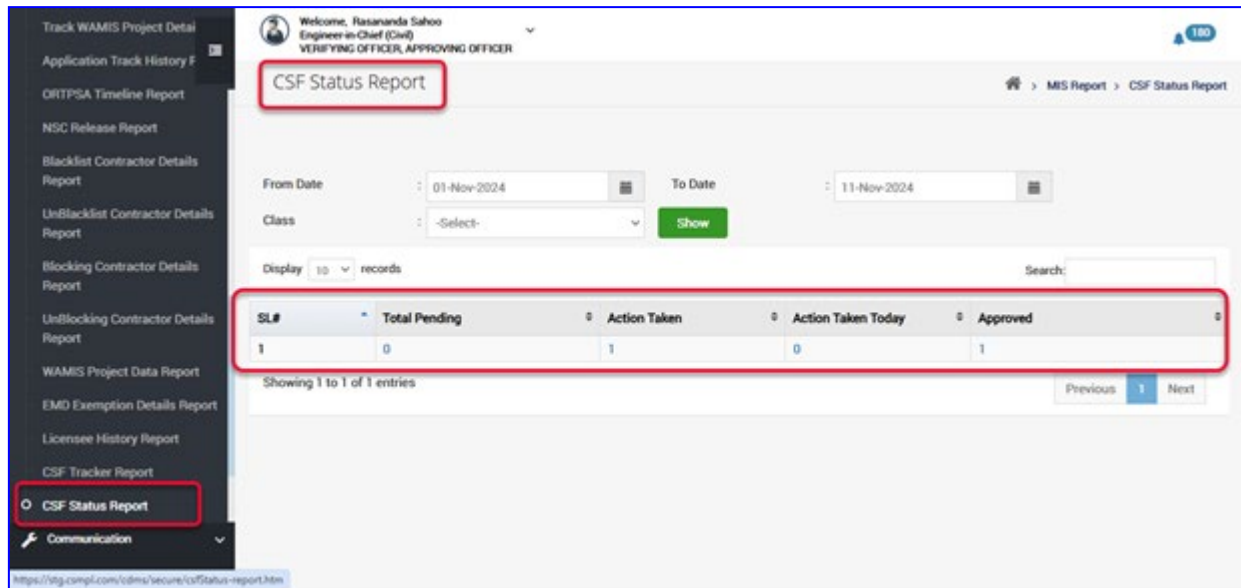
Figure 5-21 Licensee History Report Screen

- Filter the report selecting the Contractor Class, Enter the Mobile Number and Contractor Code in the textbox provided, and click on **Show** button.
- To take a print out of the certificate issued, click on the **Print** Icon.
- To download the pdf file, click on the **pdf** icon.
- To view the list of actions taken with respect to the Contractor Name, click on the **View History** icon.

5.18 CSF STATUS REPORT

View the total number of CSF requests with current status such as Pending, Action Taken, Action Taken on Current Date and Approved in the **CSF Status Report** link.

| | | | |
|---|--|-----------------------------|---------------------------------|
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| | Contractor Database Management System V3.0 | | |



CSF Status Report

From Date: 01-Nov-2024 To Date: 11-Nov-2024

Class: -Select- Show

Display 10 records Search:

| SL# | Total Pending | Action Taken | Action Taken Today | Approved |
|-----|---------------|--------------|--------------------|----------|
| 1 | 0 | 1 | 0 | 1 |

Showing 1 to 1 of 1 entries

Previous 1 Next


https://itg.csmpl.com/cdms/secure/cs/status-report.htm

Figure 5-22 CSF Status Report Screen

- Enter the From Date and To Date. Select the Class of the Contractor and click on Show button to filter the record data.

6 COMMUNICATION

To inform or communicate any update to different stakeholders, the system provided Communication tab. Here, administrative users can use it to communicate important information like any update, notice, or other details by sending a SMS or email to the officers or contractors.

| | | | |
|---|--|-----------------------------|---------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 148 of 180 |
| | Contractor Database Management System V3.0 | | |

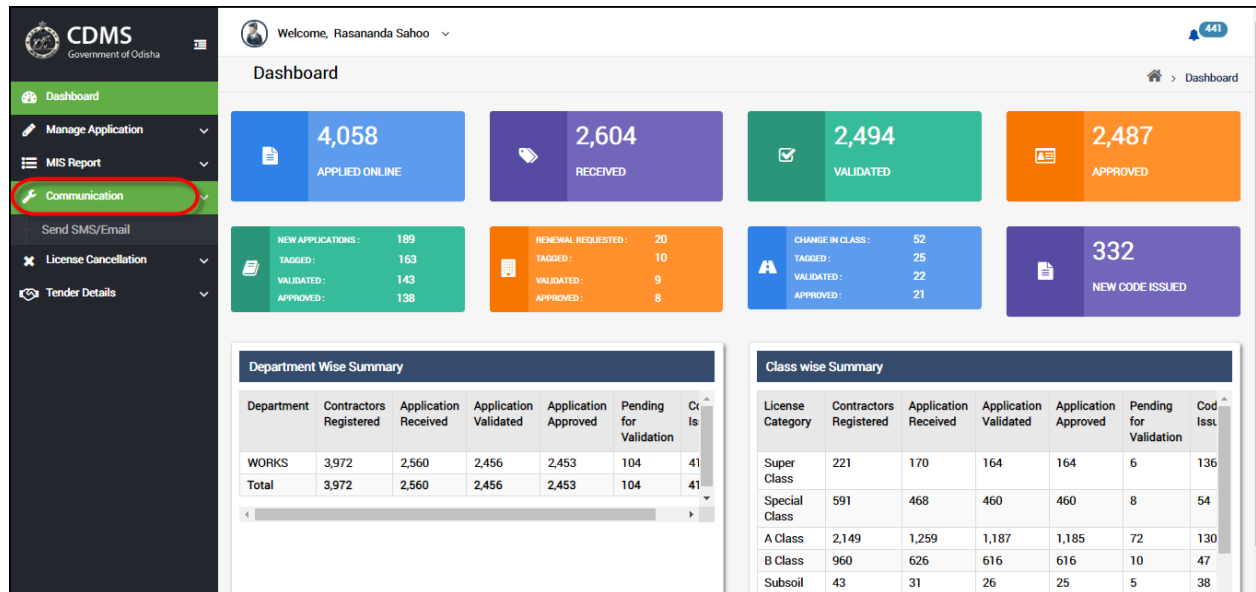
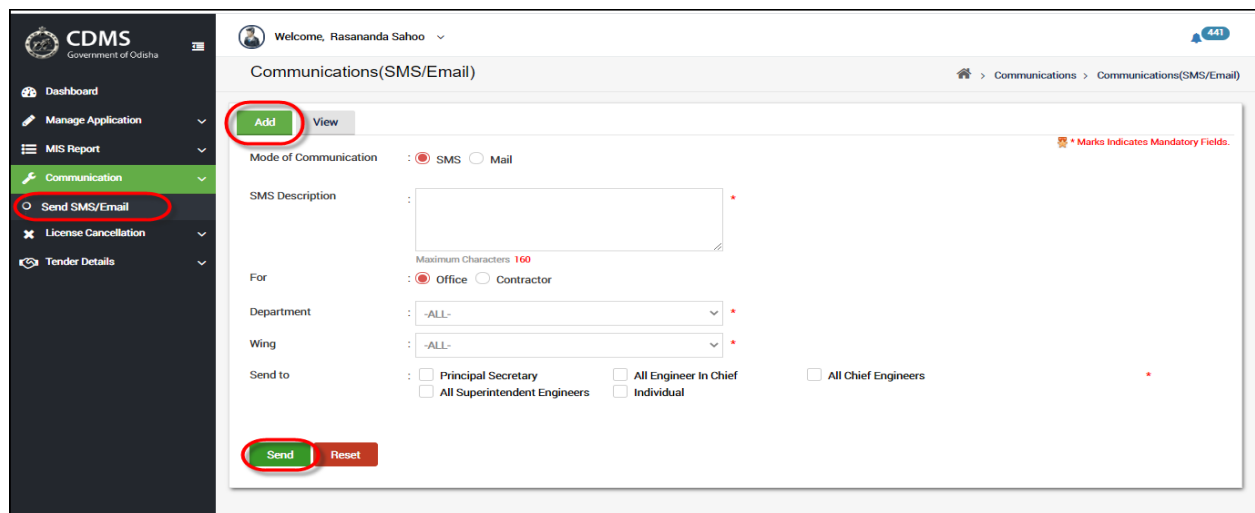


Figure 6-1 Communication Screen

6.1 SEND SMS/EMAIL


Send a SMS or email to the office or contractor by selecting different options and filling necessary details in the Communication (SMS/Email) form.



The form is titled "Communications(SMS/Email)" and includes the following fields and options:

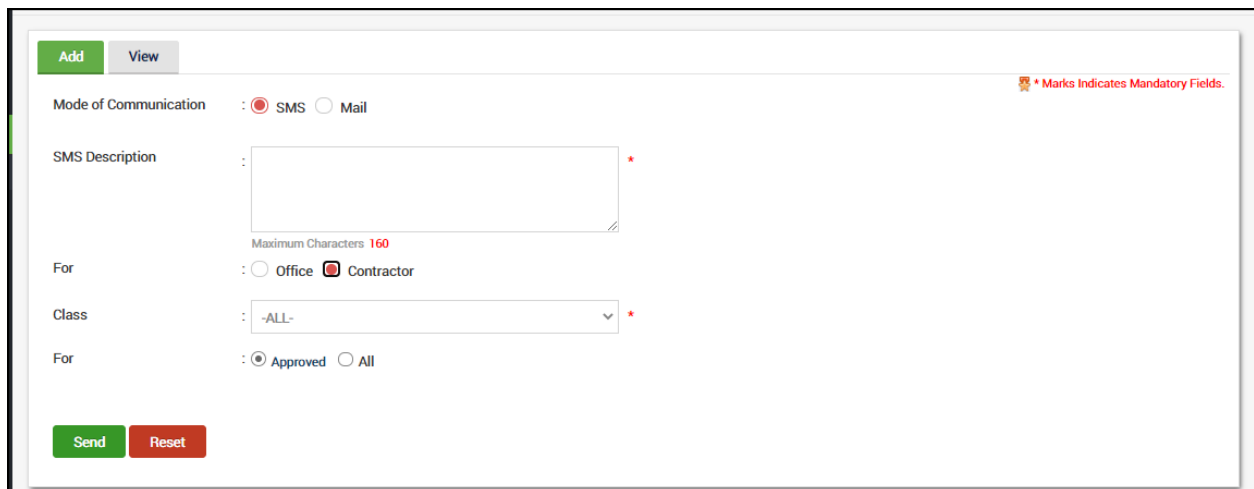
- Mode of Communication:** ☒ SMS ☐ Mail
- SMS Description:** Text area with a maximum character limit of 160.
- For:** ☒ Office ☐ Contractor
- Department:** Dropdown menu with "-ALL-" selected.
- Wing:** Dropdown menu with "-ALL-" selected.
- Send to:**
 - ☐ Principal Secretary
 - ☐ All Engineer In Chief
 - ☐ All Superintendent Engineers
 - ☐ Individual
 - ☐ All Chief Engineers
- Buttons:** "Add" (highlighted), "View", "Send" (highlighted), and "Reset".

Figure 6-2 Send SMS/Email – Add- Screen


| | | | |
|---|--|-----------------------------|---------------------------------|
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Add SMS/email information in the Add Tab. Configure it by following the mentioned steps

- Select either SMS or Email as your preferred mode of communication
- a) If SMS is your mode of communication, then –
 - Enter a description for the SMS
 - Select the radio button for whom the SMS is to be sent.
 - If the SMS is sent for officers, then select the department or keep it for everyone, select the wing or keep it for everyone.
 - Choose whom to send from provided options and click on send button.
 - If the SMS is to be sent for contractors, referring to the screen shared below,



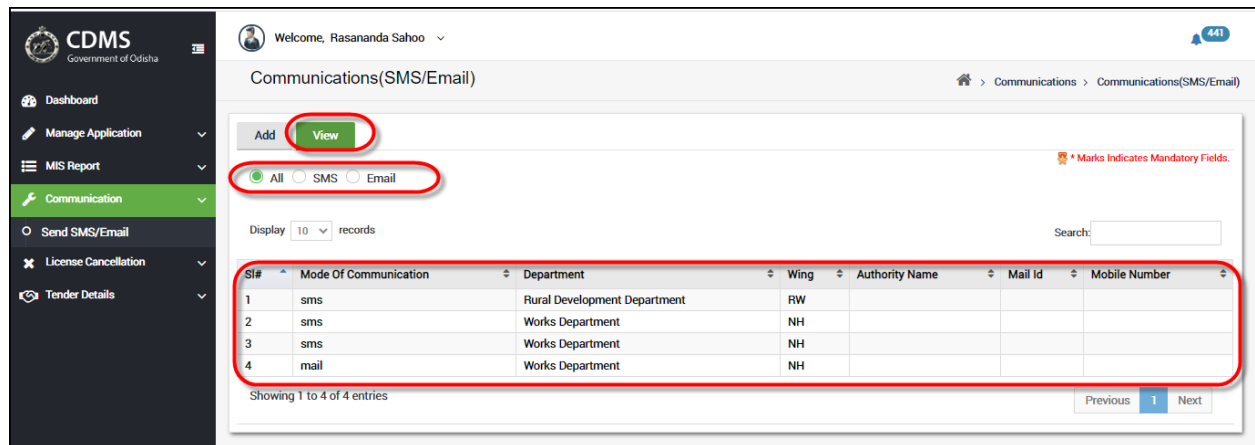
- Select the class or keep the SMS for everyone
- Choose either Approved or All from the options
- Click on **Send** button.
- b) If Email is your mode of communication, then –
 - Enter a subject for the email.

| | | | |
|---|--|-----------------------------|---------------------------------|
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- Enter the text for the mail body
- Select the radio button for whom the SMS is to be sent.
- If the SMS is sent for officers, then select the department or keep it for everyone, select the wing or keep it for everyone.
- If the SMS is to be sent for contractors,
- Select the class or keep the SMS for everyone
- Choose either Approved or All from the options
- Click on **Send** button.

A Reset button is here for re-filling the SMS/Email details. Click the button to remove the details filled and re-enter them again.

View all the SMS or email that has been configured in the add tab and send to the respective stakeholders. Refer **Fig. 6-3**




| Sl# | Mode Of Communication | Department | Wing | Authority Name | Mail Id | Mobile Number |
|-----|-----------------------|------------------------------|------|----------------|---------|---------------|
| 1 | sms | Rural Development Department | RW | | | |
| 2 | sms | Works Department | NH | | | |
| 3 | sms | Works Department | NH | | | |
| 4 | mail | Works Department | NH | | | |

Figure 6-3 Send SMS/Email – View- Screen

In the View tab, the mode of communication, department, wing, authority name, mail ID, mobile number is shown in a list.

Filter the results by selecting only SMS or email sent or choose All to the list together.

| | | | |
|---|--|------------------------------------|---|
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Use the search option to find details by mode of communication, or department, or wing.

7 LICENSE CANCELLATION

The license of the contractor can be cancelled under three circumstances-

- Surrender by the contractor
- Death of the contractor
- Blacklist

Then, you need to do the verification procedure for any surrender/allegation or cancellation in case of death and approve the same under the License Cancellation tab.

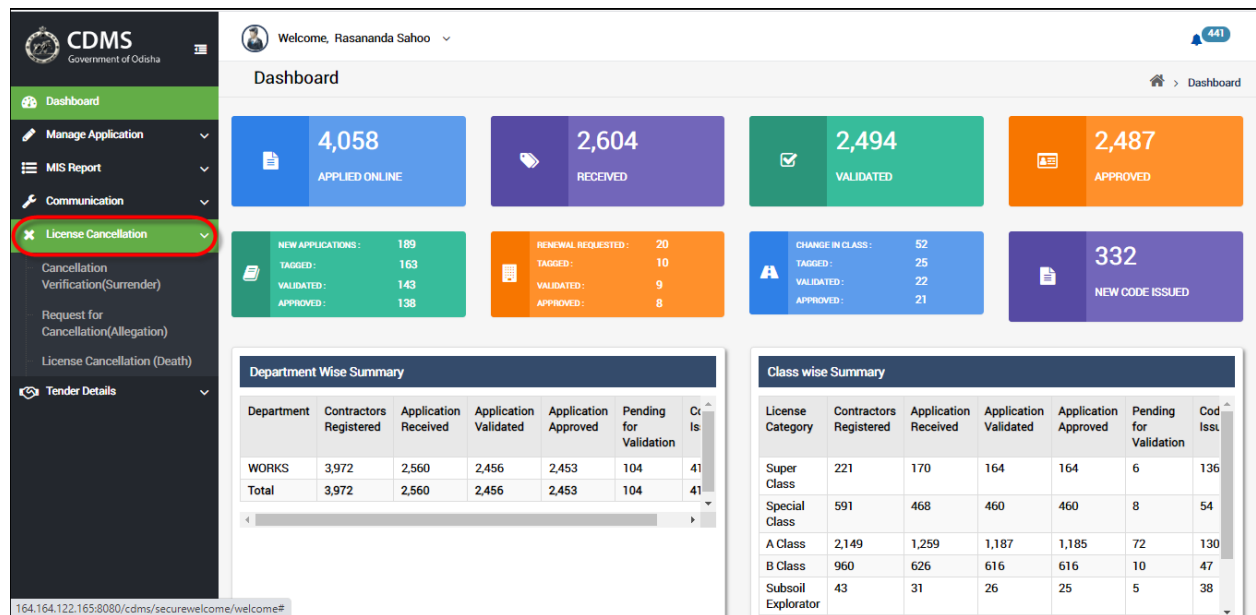



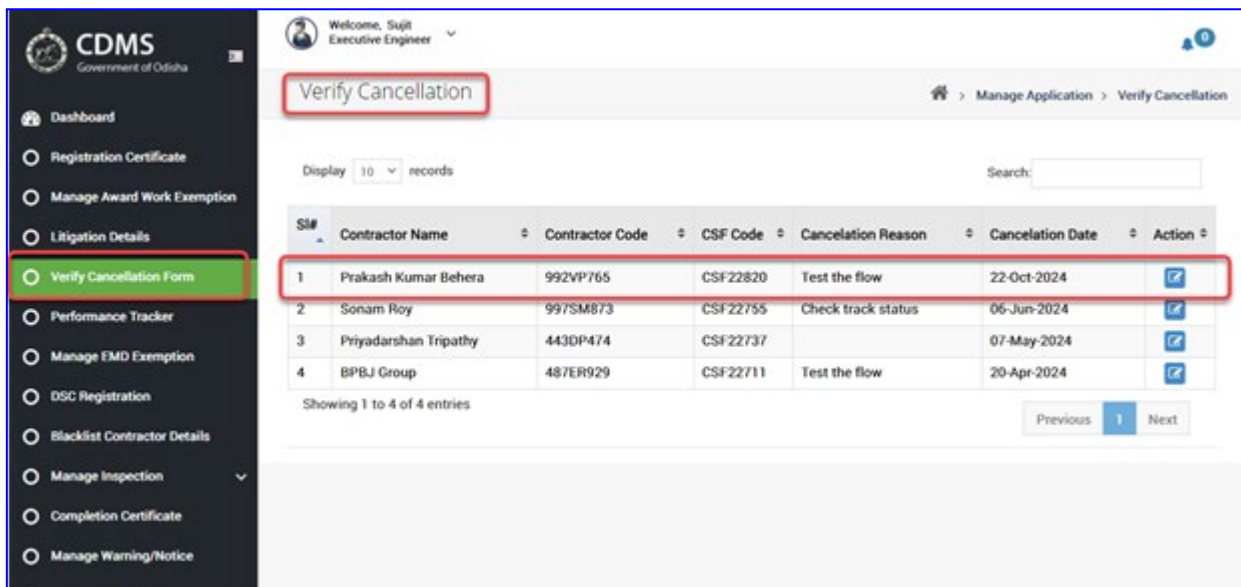
Figure 7-1 License Cancellation Screen

7.1 CANCELLATION VERIFICATION (SURRENDER)

| | | | |
|---|--|------------------------------------|---|
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The registered contractor can surrender its license issued the license issuing authority under different circumstances. Once the contractor has applied for license cancellation, the application is forwarded to the License issuing authority for further actions for its approval.

After tagging of the cancelled license, the license issuing authority needs to verify the details entered. For doing so, click the Cancellation Verification tab as highlighted in the screen below-







CDMS Government of Odisha

Welcome, Sujit Executive Engineer

Verify Cancellation

Display 10 records Search:

| S/N | Contractor Name | Contractor Code | CSF Code | Cancellation Reason | Cancellation Date | Action |
|-----|-----------------------|-----------------|----------|---------------------|-------------------|---|
| 1 | Prakash Kumar Behera | 992VP765 | CSF22820 | Test the flow | 22-Oct-2024 |  |
| 2 | Sonam Roy | 997SM873 | CSF22755 | Check track status | 06-Jun-2024 |  |
| 3 | Priyadarshan Tripathy | 443DP474 | CSF22737 | | 07-May-2024 |  |
| 4 | BPBJ Group | 487ER929 | CSF22711 | Test the flow | 20-Apr-2024 |  |

Showing 1 to 4 of 4 entries


Previous 1 Next

Figure 7-2 Cancellation Verification (Surrender) Screen

Here, the Cancellation Verification in case of license surrender is displayed. View the applicant name, mobile number, category, class, contractor registration number and action such as hold/verify in the screen shared above.

Filter the result entering the contractor's name, code or other details in the search option.

- Click on the **Take Action** button for respective Contractor Code.

| | | | |
|---|--|-----------------------------|---------------------------------|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 153 of 180 |
| | Contractor Database Management System V3.0 | | |

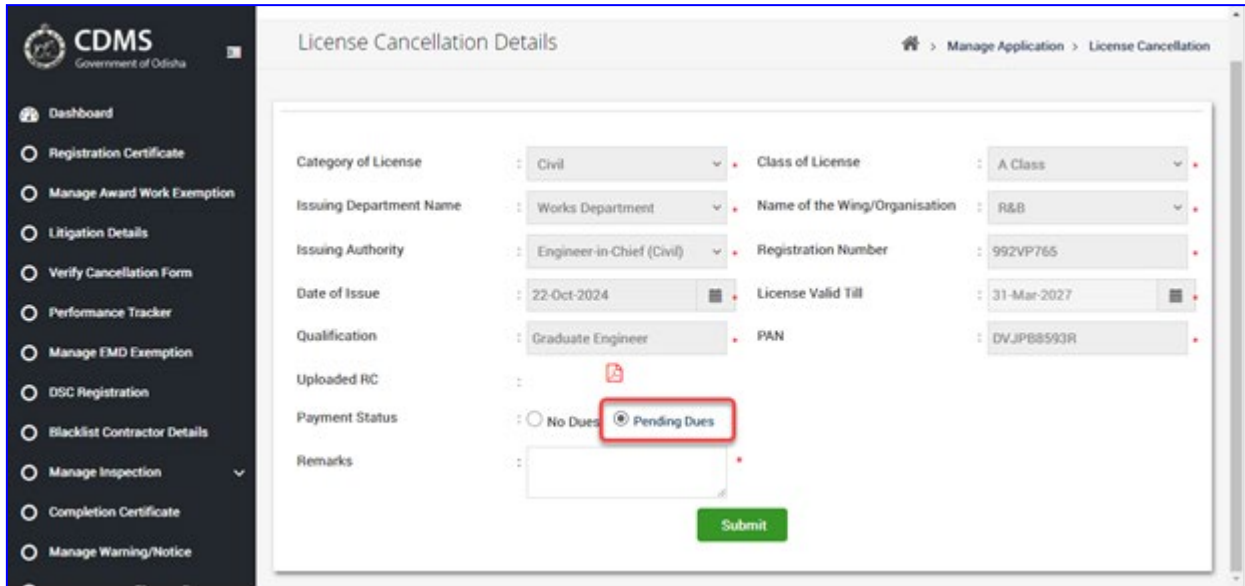



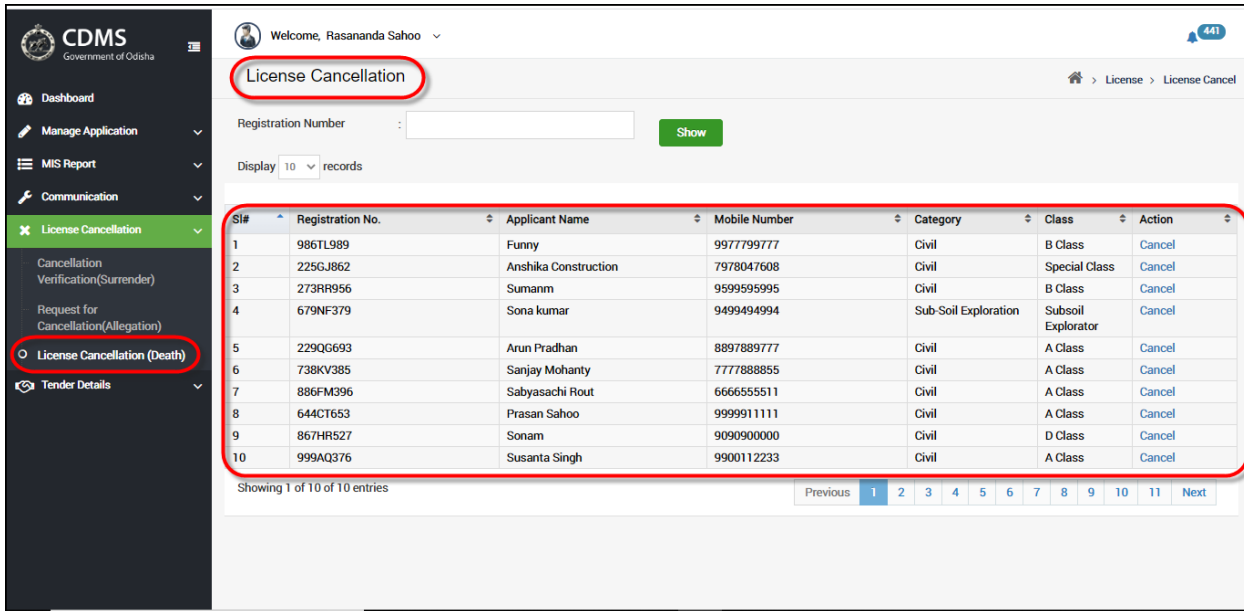
Figure 7-3 Cancellation Verification (Surrender) Screen

- The details of the license to be cancelled is already provided in the license cancellation details.
- Update the payment status.
- If dues are Pending, then select the respective option, add remarks and click on Submit button.
- If there are no dues, then select the respective option, upload NOC Certification and click on **Submit** button.

7.2 LICENSE CANCELLATION (DEATH)

The license of the contractor can be cancelled by the License Issuing Authority in case of contractor's death by providing the requisite documents and proof for the same.

| | | | |
|---|--|-----------------------------|---------------------------------|
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| | Contractor Database Management System V3.0 | | |



CDMS Government of Odisha

Welcome, Rasananda Sahoo

License Cancellation

Registration Number : Show

Display 10 records

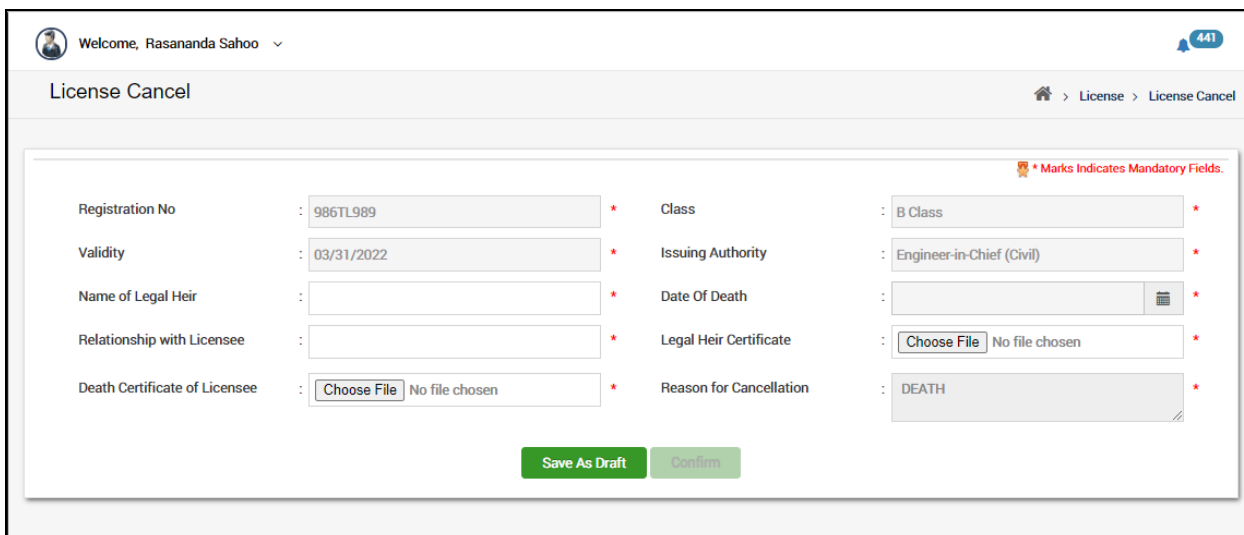
| S# | Registration No. | Applicant Name | Mobile Number | Category | Class | Action |
|----|------------------|----------------------|---------------|----------------------|--------------------|------------------------|
| 1 | 986TL989 | Funny | 9977799777 | Civil | B Class | Cancel |
| 2 | 225GJ862 | Anshika Construction | 7978047608 | Civil | Special Class | Cancel |
| 3 | 273RR956 | Sumanim | 9599595995 | Civil | B Class | Cancel |
| 4 | 679NF379 | Sona kumar | 9499494994 | Sub-Soil Exploration | Subsoil Explorator | Cancel |
| 5 | 229QG693 | Arun Pradhan | 8897889777 | Civil | A Class | Cancel |
| 6 | 738KV385 | Sanjay Mohanty | 7777888855 | Civil | A Class | Cancel |
| 7 | 886FM396 | Sabyasachi Rout | 6666555511 | Civil | A Class | Cancel |
| 8 | 644CT653 | Prasan Sahoo | 9999911111 | Civil | A Class | Cancel |
| 9 | 867HR527 | Sonam | 9090900000 | Civil | D Class | Cancel |
| 10 | 999AQ376 | Susanta Singh | 9900112233 | Civil | A Class | Cancel |

Showing 1 of 10 of 10 entries

Previous 1 2 3 4 5 6 7 8 9 10 11 Next

Figure 7-4 License Cancellation (Death) Screen

For the list of license applications of the contractors displayed, the authority needs to click the Cancel link for the respective Regd. No. whose license needs to be cancelled-



Welcome, Rasananda Sahoo

License Cancel

* Marks Indicates Mandatory Fields.

Registration No : 986TL989 *

Validity : 03/31/2022 *

Name of Legal Heir : *

Relationship with Licensee : *

Death Certificate of Licensee : Choose File No file chosen *

Class : B Class *

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


Date Of Death : *

Legal Heir Certificate : Choose File No file chosen *

Reason for Cancellation : DEATH *

Save As Draft Confirm


Figure 7-5 License Cancel (Death) Screen


| | | | |
|---|---|------------------------------------|---|
|  | Quality System Template CSM Technologies | Document #: CSM/QT/01/01 | Rev.: 1.1 Page #: 155 of 180 |
| | Contractor Database Management System V3.0 | | |

Doing so, you will be redirected to the License cancel screen -

- Registration number, class, validity and issuing authority is fetched directly from the database.
- Enter the name of the Legal Heir of the dead contractor.
- Select the Date of Death of the contractor from the calendar control.
- Enter the Relationship of the License in the given space.
- Click the Choose File button to upload the Legal Heir certificate and Death Certificate.
- Click the Save As Draft button to save the application in the draft mode.

Moving back to the license cancellation screen, click the Confirm button for the respective license.

| | | | |
|---|---|------------------------------------|---|
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License Cancel


[Home](#) > [Profile](#) > [License Cancel](#)

Basic Information [License]

| | | | |
|-------------------------|--------------------|------------------------|-----------------------------|
| Category of License | : Civil | Class of License | : B Class |
| Issuing Department Name | : Works Department | Name of the Wing | : R&B |
| Name of the Circle | : | Issuing Authority Name | : Engineer-in-Chief (Civil) |
| Registration Number | : VC545 | Date of Issue | : 08/27/2019 |
| License Valid Till | : 03/31/2022 | Upload (Valid License) | : |
| Security Available | : Yes | | |

| Type of Security Instrument | Security Deposit Amount (₹) | Validity of Security Instrument |
|-----------------------------|-----------------------------|---------------------------------|
| POTD or POSBA | 5.0E7 | 08/28/2019 |

Basic Information [Licensee]

| | | | |
|-----------------------------|---------------------|--|------|
| License / Ownership Type | : Company |  | |
| Individual Name | : Swag | | |
| Date of Birth | : 08/20/2001 | | |
| Gender | : Male | | |
| Father's Name | : uygyuhfj | | |
| Qualification | : Graduate Engineer | | |
| Social Category of Licensee | : General | Physically Handicapped | : No |

Reason For Cancellation


DEATH

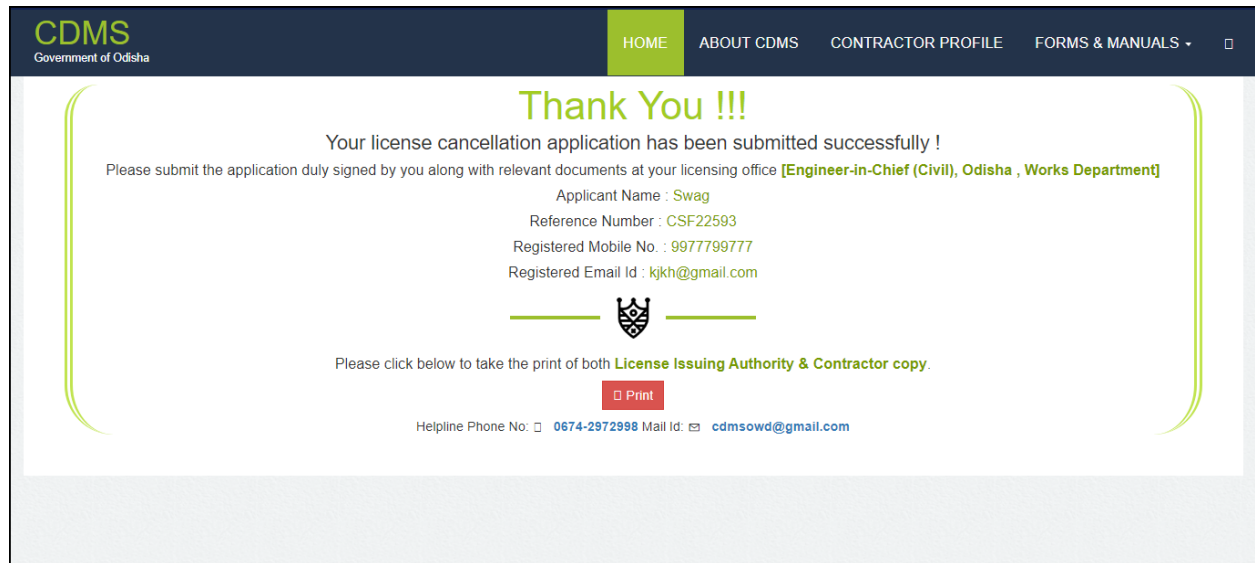
Confirm

Figure 7-6 License Cancellation Details (Death) Screen

Verify the license cancellation details in the screen displayed and click the Confirm button.

Doing so, a successful message is generated that the contractor is cancelled successfully as shown below-

| | | | |
|---|--|-----------------------------|---------------------------------|
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HOME ABOUT CDMS CONTRACTOR PROFILE FORMS & MANUALS

Thank You !!!

Your license cancellation application has been submitted successfully !

Please submit the application duly signed by you along with relevant documents at your licensing office **[Engineer-in-Chief (Civil), Odisha , Works Department]**

Applicant Name : Swag
 Reference Number : CSF22593
 Registered Mobile No. : 9977799777
 Registered Email Id : kjkh@gmail.com

Please click below to take the print of both **License Issuing Authority & Contractor copy.**


[Print](#)

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

Figure 7-7 License Cancellation Successful (Death) Screen

8 TENDER DETAILS

For adding and managing all the information about any tender submitted in the organization, the system has created the “**Tender Details**” tab. Here save the tender details such as basic info, fee, tender documents, and edit or delete the eProcurement Tender ID in the **Manage Tender Information** section.

| | | | |
|---|---|-----------------------------|---------------------------------|
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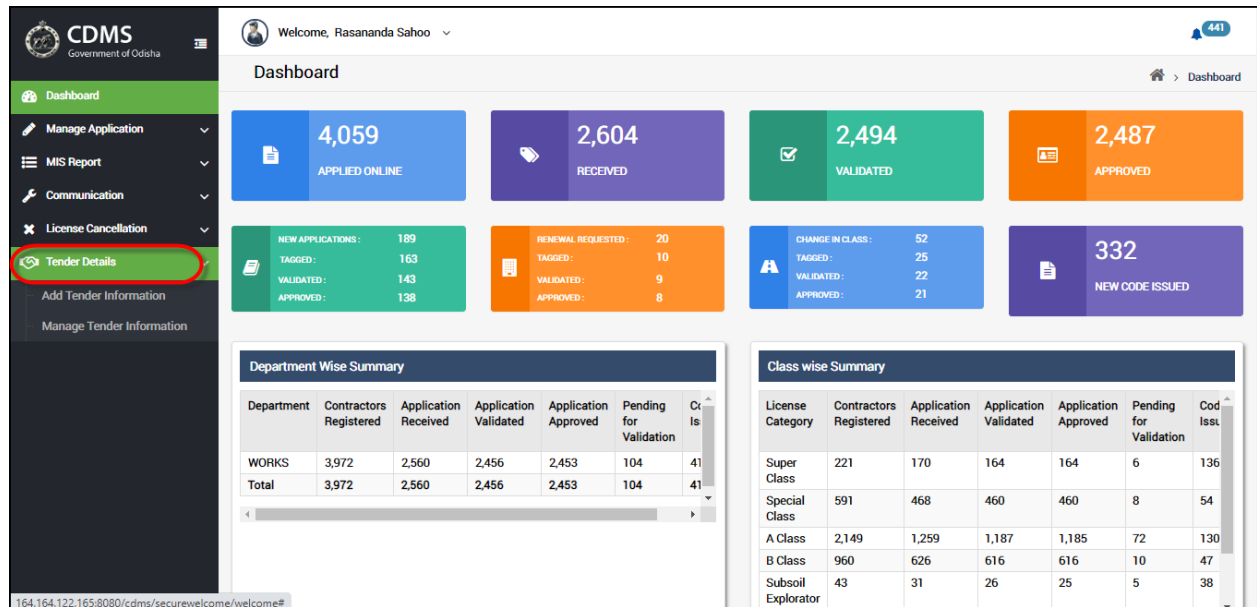



Figure 8-1 Tender Details Screen

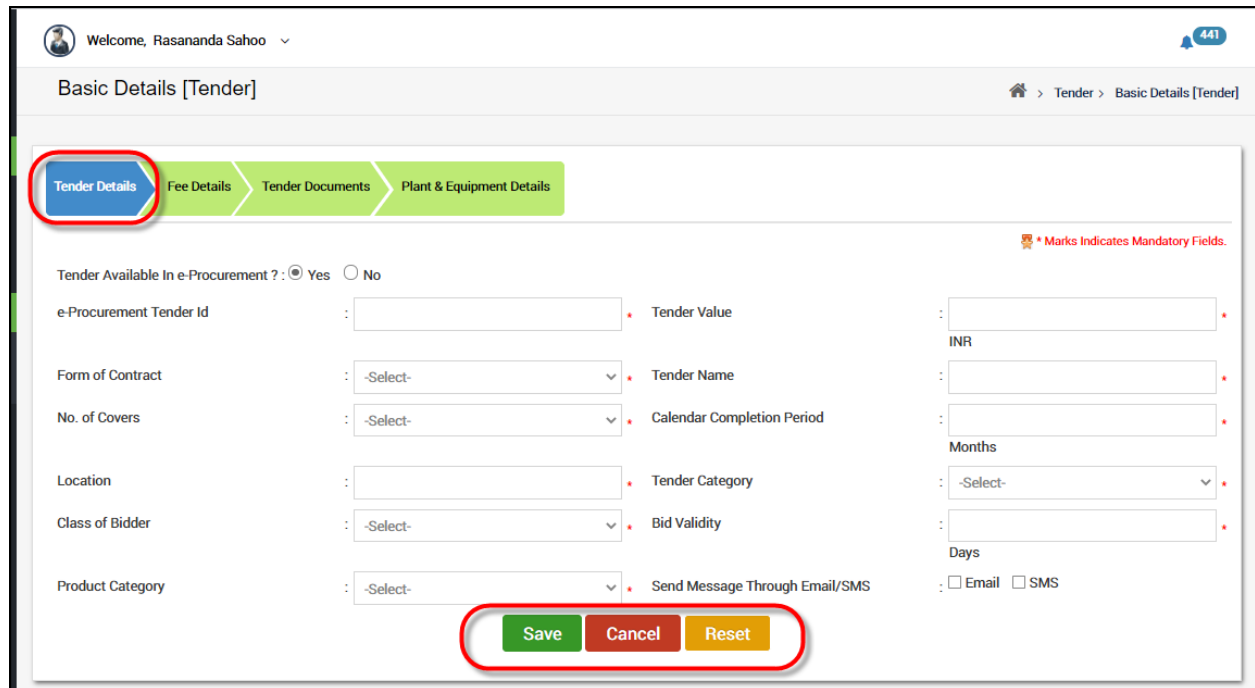
8.1 ADD TENDER INFORMATION

Add basic details, tender fee, tender document and plant and equipment details in the system by clicking the “Add Tender Information” tab.

A. Add Basic Details

Add basic details of the tender, as directed in the screen below –

| | | | |
|---|--|-----------------------------|---------------------------------|
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Basic Details [Tender]

Tender Details | Fee Details | Tender Documents | Plant & Equipment Details

Tender Available In e-Procurement ? : ☒ Yes ☐ No

e-Procurement Tender Id : * Tender Value : *
 INR

Form of Contract : * Tender Name : *

No. of Covers : * Calendar Completion Period : *
 Months

Location : * Tender Category : *


Class of Bidder : * Bid Validity : *
 Days

Product Category : * Send Message Through Email/SMS : ☐ Email ☐ SMS

Save Cancel Reset

Figure 8-2 Basic Tender Details Screen

- Select either Yes or No if the Tender is available in e-Procurement.
- Enter the eProcurement Tender ID followed by value of the tender
- Select the form of contract followed by tender name
- Select the number of covers followed by the number of the month, the tender needs to complete
- Enter the location followed by tender category.
- Select the class and bid validity date
- Select the product category.
- Select the mode of communication. Choose from either email or SMS from the provided options.
- Click on **Save** button.

| | | | |
|---|--|------------------------------------|---|
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Choose Cancel button to cancel the details updated for the tender.

A Reset button is also here to remove the entered tender details and re-enter the details again.

On clicking the Save button, confirm the data entered to proceed further.

B. Fee Details

Add fee details of the tender, as directed in the screen below –

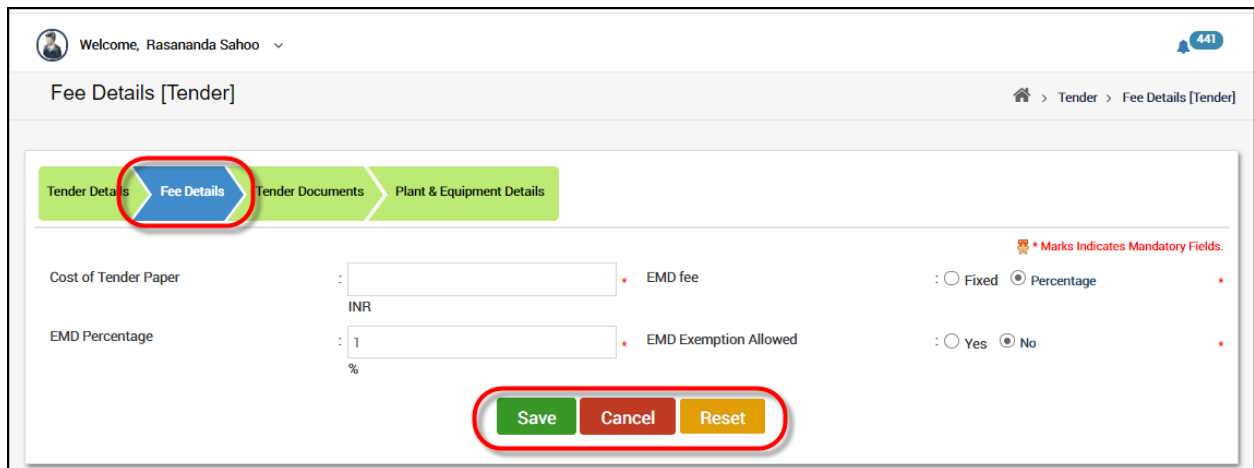



Figure 8-3 Tender Fee Details Screen

- Enter the cost of the Tender Paper
- Choose the EMD fee either from fixed or percentage type.
 - If fixed is selected, then enter the EMD amount.
 - If percentage is selected, then enter the EMD percentage.
- Select from either Yes or No, if EMD exemption is allowed.
- Click on **Save** Button

Choose Cancel button to cancel the details updated for the tender.

| | | | |
|---|---|-----------------------------|---------------------------------|
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A Reset button is also here to remove the entered tender details and re-enter the details again.

On clicking the Save button, then you need to confirm the data entered to proceed further.

C. Tender Documents

Submit the tender documents in the system, as directed in the screen below –

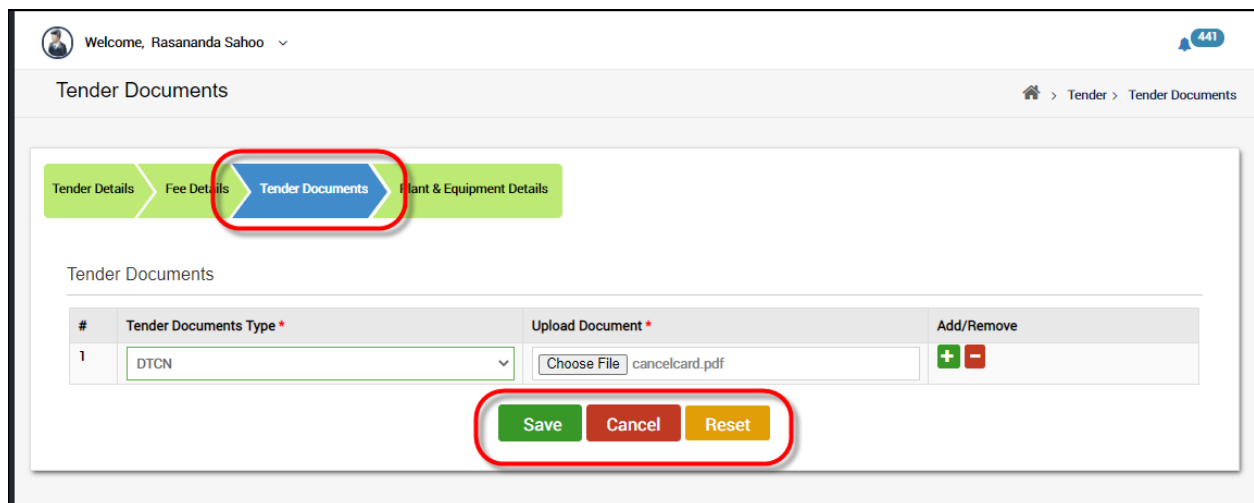


Figure 8-4 Tender Documents Screen


- Select the type of document to upload
- Choose the file from your system and upload. The Plus icon and Minus icon in the tender documents is there for, adding or subtracting documents from the list.
- Click on Save button

Choose Cancel button to cancel the details updated for the tender.

A Reset button is also here to remove the entered tender details and re-enter the details again.

On clicking the Save button, then you need to confirm the data entered to proceed further.

D. Plants & Equipment Details

| | | | |
|---|--|-----------------------------|---------------------------------|
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Add Plants and Equipment details of the tender, as directed in the screen below –

Figure 8-5 Plants & Equipment Details Screen

- Select the list of plants and equipment from drop-down
- Enter the minimum requirement and full marks of the selected plant or equipment.
- The Plus icon and Minus icon in this section is there for, adding or subtracting plants and equipment details from the list.
- Click on **Save** button

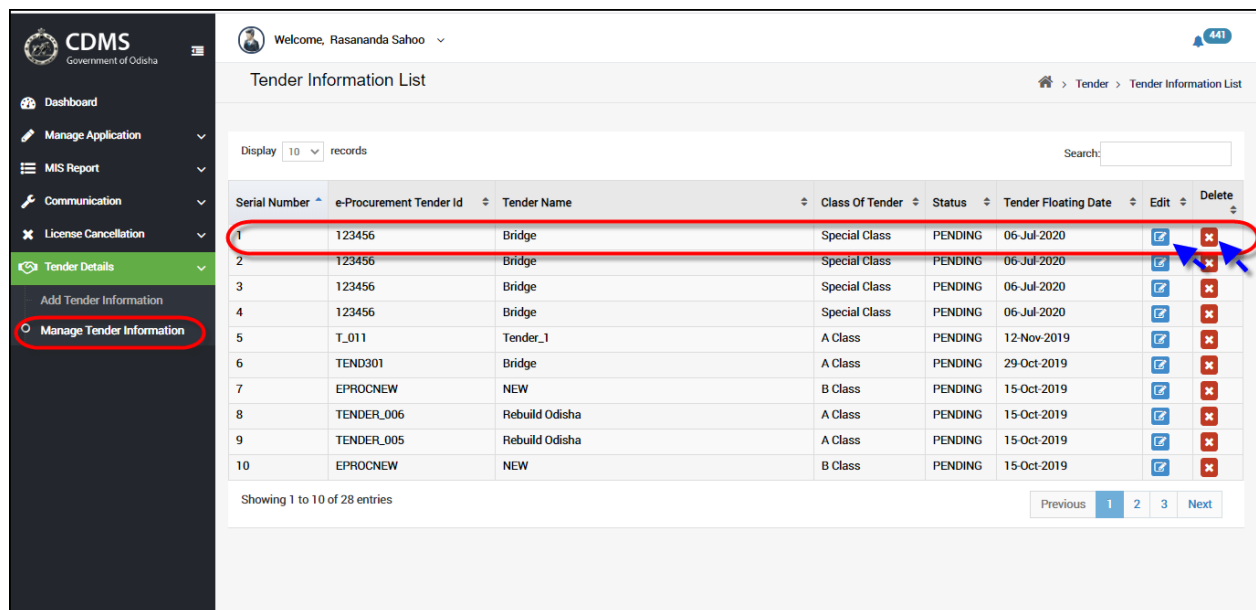
Choose Cancel button to cancel the details updated for the tender.

A Reset button is also here to remove the entered tender details and re-enter the details again.

On clicking the Save button, then you need to confirm the data entered and save it to the system.

8.2 MANAGE TENDER INFORMATION

In the “Manage Tender Information” tab, the administrative user has the provision to view the complete list of tender details added to the system, and edit or delete them as per the requirement. The system provides action buttons to update or remove the tender information here. Refer to the screen shared below.

























| Serial Number | e-Procurement Tender Id | Tender Name | Class Of Tender | Status | Tender Floating Date | Edit | Delete |
|---------------|-------------------------|----------------|-----------------|---------|----------------------|---|---|
| 1 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 2 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 3 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 4 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 5 | T_011 | Tender_1 | A Class | PENDING | 12-Nov-2019 |  |  |
| 6 | TEND301 | Bridge | A Class | PENDING | 29-Oct-2019 |  |  |
| 7 | EPROCNEW | NEW | B Class | PENDING | 15-Oct-2019 |  |  |
| 8 | TENDER_006 | Rebuild Odisha | A Class | PENDING | 15-Oct-2019 |  |  |
| 9 | TENDER_005 | Rebuild Odisha | A Class | PENDING | 15-Oct-2019 |  |  |
| 10 | EPROCNEW | NEW | B Class | PENDING | 15-Oct-2019 |  |  |


Figure 8-6 Manage Tender Information Screen

Here, in Tender Information List, the eProcurement Tender ID, Tender Name, Class of Tender, status, Tender floating date, and action button for editing and deleting the details are given.

Search option is also provided to filter the results.


- Edit** - To make any changes or update, click the edit  button to the selected eProcurement ID and get directed to the edit confirmation screen.

| | | | |
|---|---|-----------------------------|---------------------------------|
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 Welcome, Rasananda Sahoo

164.164.122.165:8080 says
 Are you want to edit the record?

OK Cancel





















 > Tender > Tender Information List

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Tender Information List

Display 10 records

Search:


| Serial Number | e-Procurement Tender Id | Tender Name | Class Of Tender | Status | Tender Floating Date | Edit | Delete |
|---------------|-------------------------|----------------|-----------------|---------|----------------------|---|---|
| 1 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 2 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 3 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 4 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 5 | T_011 | Tender_1 | A Class | PENDING | 12-Nov-2019 |  |  |
| 6 | TEND301 | Bridge | A Class | PENDING | 29-Oct-2019 |  |  |
| 7 | EPROCNEW | NEW | B Class | PENDING | 15-Oct-2019 |  |  |
| 8 | TENDER_006 | Rebuild Odisha | A Class | PENDING | 15-Oct-2019 |  |  |
| 9 | TENDER_005 | Rebuild Odisha | A Class | PENDING | 15-Oct-2019 |  |  |
| 10 | EPROCNEW | NEW | B Class | PENDING | 15-Oct-2019 |  |  |

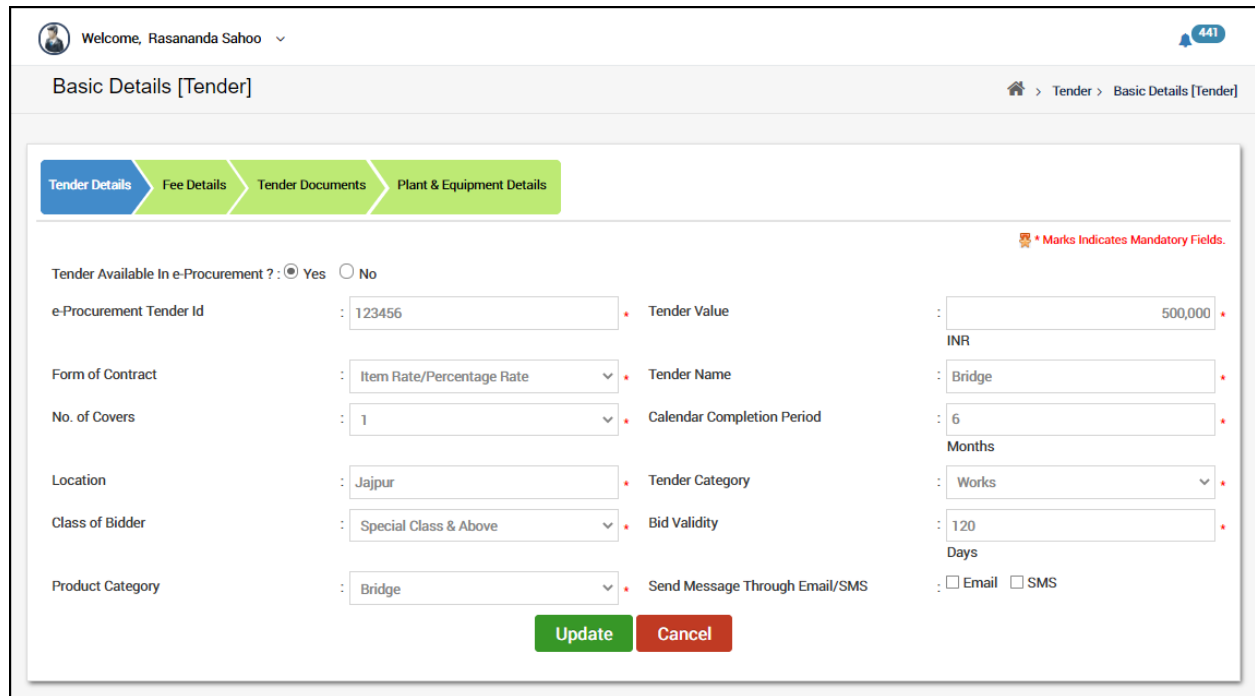
Showing 1 to 10 of 28 entries

Previous 1 2 3 Next

Figure 8-7 Edit Tender Information Confirmation Window

Click on OK to the pop-up window, the system will redirect back to the basic tender information screen.

| | | | |
|---|--|-----------------------------|---------------------------------|
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Basic Details [Tender]

Tender Details | Fee Details | Tender Documents | Plant & Equipment Details

Tender Available In e-Procurement ? : ☒ Yes ☐ No

e-Procurement Tender Id : 123456

Tender Value : 500,000

Form of Contract : Item Rate/Percentage Rate

Tender Name : Bridge

No. of Covers : 1

Calendar Completion Period : 6

Location : Jajpur

Tender Category : Works

Class of Bidder : Special Class & Above

Bid Validity : 120

Product Category : Bridge

Send Message Through Email/SMS : ☐ Email ☐ SMS


Update Cancel


Figure 8-8 Edit Basic Tender Information Screen


Update all the information such as basic, fee, tender documents submitted, and plant and document details.

Make the changes and click on update button.

The data updated will be saved successfully.

- b) **Delete-** To remove added tender details, click the delete  button to the selected eProcurement ID and get directed to the delete confirmation screen.

| | | | |
|---|--|-----------------------------|---------------------------------|
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






Welcome, Rasananda Sahoo
 164.164.122.165:8080 says
 Are you want to delete the record?

441

Tender Information List

Display 10 records

Search:

| Serial Number | e-Procurement Tender Id | Tender Name | Class Of Tender | Status | Tender Floating Date | Edit | Delete |
|---------------|-------------------------|----------------|-----------------|---------|----------------------|---|---|
| 1 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 2 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 3 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 4 | 123456 | Bridge | Special Class | PENDING | 06-Jul-2020 |  |  |
| 5 | T_011 | Tender_1 | A Class | PENDING | 12-Nov-2019 |  |  |
| 6 | TEND301 | Bridge | A Class | PENDING | 29-Oct-2019 |  |  |
| 7 | EPROCNEW | NEW | B Class | PENDING | 15-Oct-2019 |  |  |
| 8 | TENDER_005 | Rebuild Odisha | A Class | PENDING | 15-Oct-2019 |  |  |
| 9 | TENDER_006 | Rebuild Odisha | A Class | PENDING | 15-Oct-2019 |  |  |
| 10 | EPROCNEW | NEW | B Class | PENDING | 15-Oct-2019 |  |  |

Showing 1 to 10 of 28 entries

Previous 1 2 3 Next

Figure 8-9 Delete Tender Information Screen


System will ask for your confirmation.

Are you sure to delete the record?

Select the OK button to remove it or choose Cancel to keep the data as it is.

8.3 MANAGE TENDER SECURITY DEPOSIT

In the “Manage Tender Security Deposit” tab, the administrative user has the provision to add the details of the security deposit to the system. The system provides action buttons to add the tender security deposit information here. Refer to the screen shared below.

| | | | |
|---|--|-----------------------------|---------------------------------|
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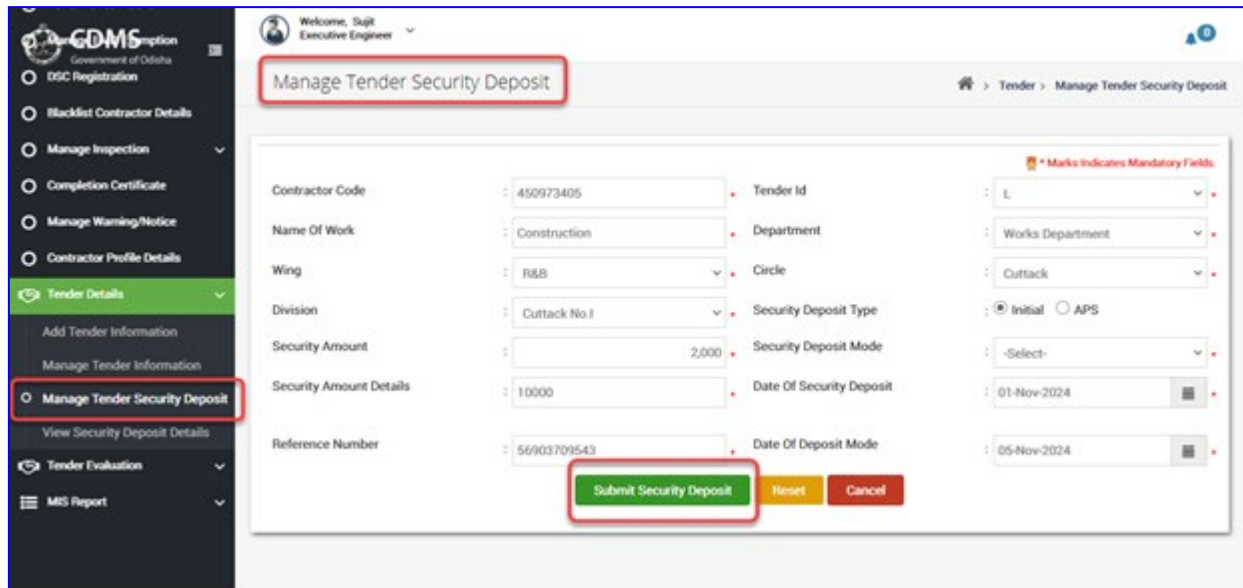



Figure 8-10 Manage Tender Security Deposit Screen

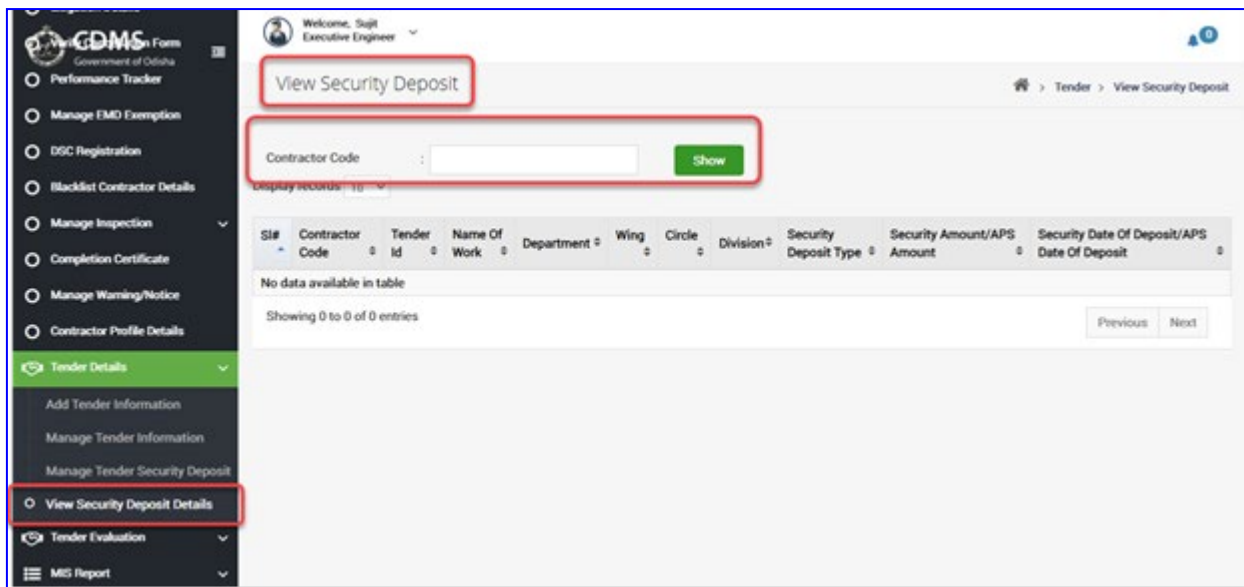
- Here, in Tender Security Deposit details, enter the Contractor Code.
- Select the Tender ID.
- Enter the Name of the Work.
- Select the Name of the Department.
- Select the Wing.
- Select the Type of Security Deposit either as - Initial or APS.
- Enter the Amount of the Security Deposit.
- Select the Mode of the Security Deposit.
- Enter the Security Amount Details.
- Select the Date of Security Deposit.
- Enter the Reference Number.
- Select the Date of Deposit Mode.

| | | | |
|---|--|-----------------------------|---------------------------------|
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- Click on the **Submit Security Deposit** button.

8.4 VIEW SECURITY DEPOSIT DETAILS

In the “View Security Deposit” tab, the administrative user has the provision to view the details of the security deposit to the system. Refer to the screen shared below.



The screenshot displays the 'View Security Deposit' screen. On the left is a sidebar with navigation links: Performance Tracker, Manage EMO Exemption, DSC Registration, Blacklist Contractor Details, Manage Inspection, Completion Certificate, Manage Warning/Notice, Contractor Profile Details, Tender Details (highlighted), Add Tender Information, Manage Tender Information, Manage Tender Security Deposit, View Security Deposit Details (highlighted), Tender Evaluation, and MIS Report. The main content area has a header 'View Security Deposit' with a 'Show' button. Below this is a search bar for 'Contractor Code'. A table is shown with the following columns: S#, Contractor Code, Tender Id, Name Of Work, Department, Wing, Circle, Division, Security Deposit Type, Security Amount/APS, and Security Date Of Deposit/APS. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

Figure 8-11 View Security Deposit Screen


The Contractor Code, Tender ID, Name of the Work, Department, Wing, Circle, Division, Security Deposit Type, Security Deposit Type, Security Amount/APS Type, and Security Date of Deposit/APS Date of Deposit are provided in this section.

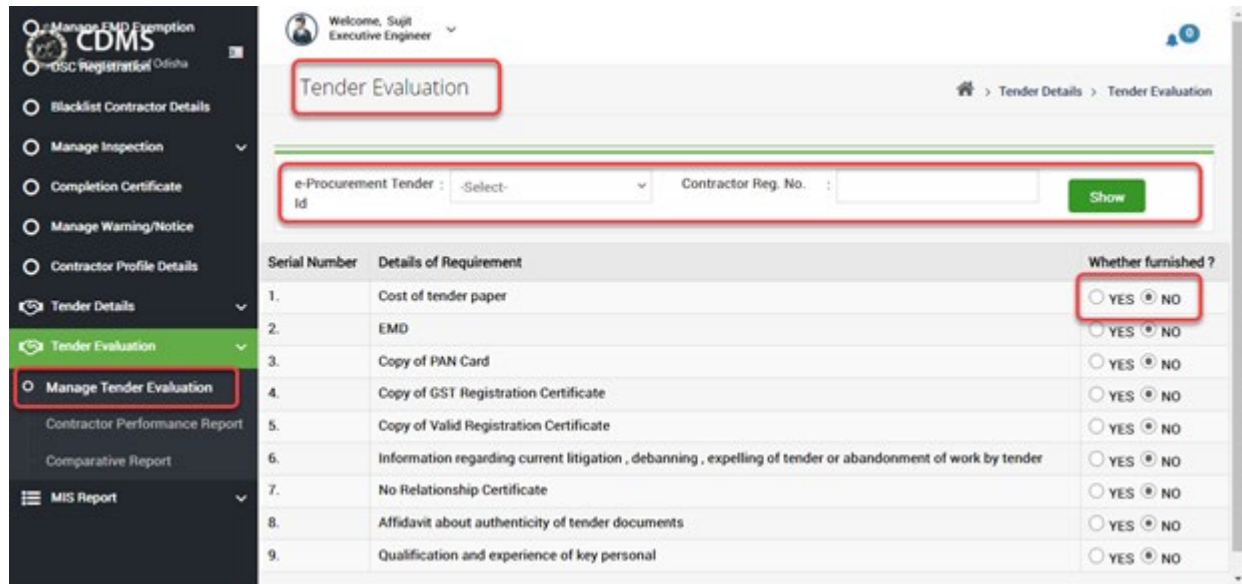
9 TENDER EVALUATION

This link enables the authorized user to manage the tender evaluation, view the contractor performance report and get a comparative record data on e-Procurement Tender ID.

9.1 MANAGE TENDER EVALUATION

View and manage the tender evaluation details, i.e. whether details of the requirement for the e-Procurement ID are furnished by the Contractor or not in the **Manage Tender Evaluation** link.

| | | | |
|---|--|-----------------------------|---------------------------------|
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The screenshot displays the 'Manage Tender Evaluation' interface. On the left, a sidebar lists various system functions, with 'Manage Tender Evaluation' highlighted. The main area features a search bar with fields for 'e-Procurement Tender Id' and 'Contractor Reg. No.', followed by a 'Show' button. Below this is a table with the following structure:


| Serial Number | Details of Requirement | Whether furnished ? |
|---------------|---|---|
| 1. | Cost of tender paper | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| 2. | EMD | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| 3. | Copy of PAN Card | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| 4. | Copy of GST Registration Certificate | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| 5. | Copy of Valid Registration Certificate | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| 6. | Information regarding current litigation, debanning, expelling of tender or abandonment of work by tender | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| 7. | No Relationship Certificate | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| 8. | Affidavit about authenticity of tender documents | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| 9. | Qualification and experience of key personal | <input type="radio"/> YES <input checked="" type="radio"/> NO |

Figure 9-1 Manage Tender Evaluation Screen

- Filter the record data. Select the e-Procurement ID and enter the Contractor Registration Number, then click on the **Show** button.
- Now, select either from Yes or No option and confirm the details and respective requirement status in this section.

9.2 CONTRACTOR PERFORMANCE REPORT

View Contractor Code wise project performance report in this link. Refer to the screen shared below.

| | | | |
|---|--|-----------------------------|---------------------------------|
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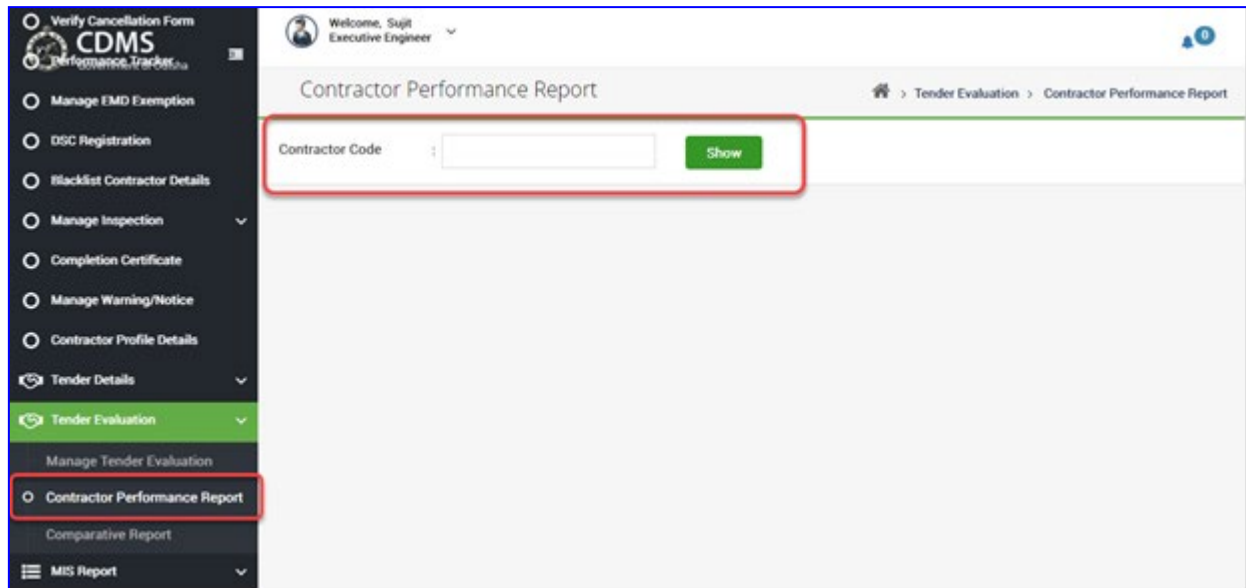



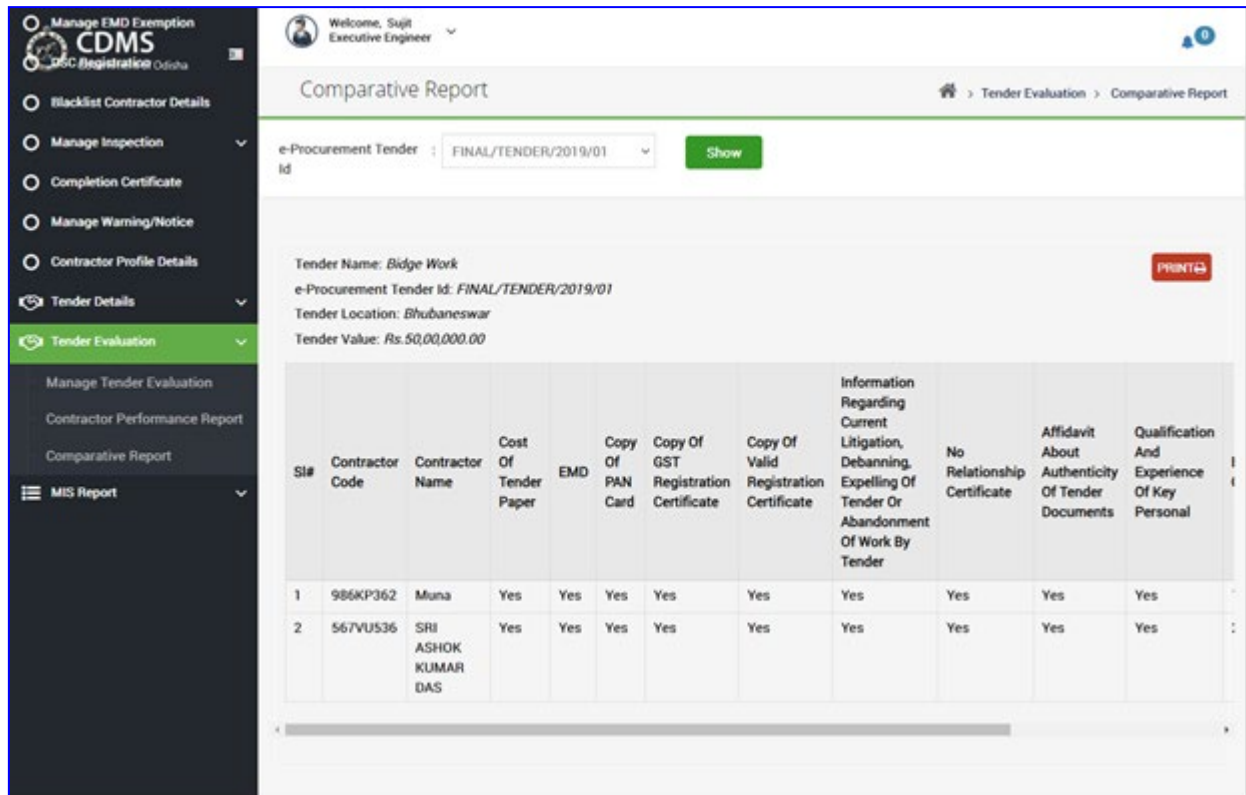
Figure 9-2 Contractor Performance Report Screen

- Enter the Contractor Code and click on **Show** button to view respective project performance report.

9.3 COMPARATIVE REPORT

View a comparative report on e-procurement tender ID, with respective contractor code, contractor name, EMD and PAN Card, GST Registration Certificate, Valid Registration Certificate status, and other details in the Comparative Report.

| | | | |
|---|--|-----------------------------|---------------------------------|
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| Sl# | Contractor Code | Contractor Name | Cost Of Tender Paper | EMD | Copy Of PAN Card | Copy Of GST Registration Certificate | Copy Of Valid Registration Certificate | Information Regarding Current Litigation, Debanning, Expelling Of Tender Or Abandonment Of Work By Tender | No Relationship Certificate | Affidavit About Authenticity Of Tender Documents | Qualification And Experience Of Key Personal |
|-----|-----------------|---------------------|----------------------|-----|------------------|--------------------------------------|--|---|-----------------------------|--|--|
| 1 | 986KP362 | Muna | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 2 | 567VUS36 | SRI ASHOK KUMAR DAS | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |

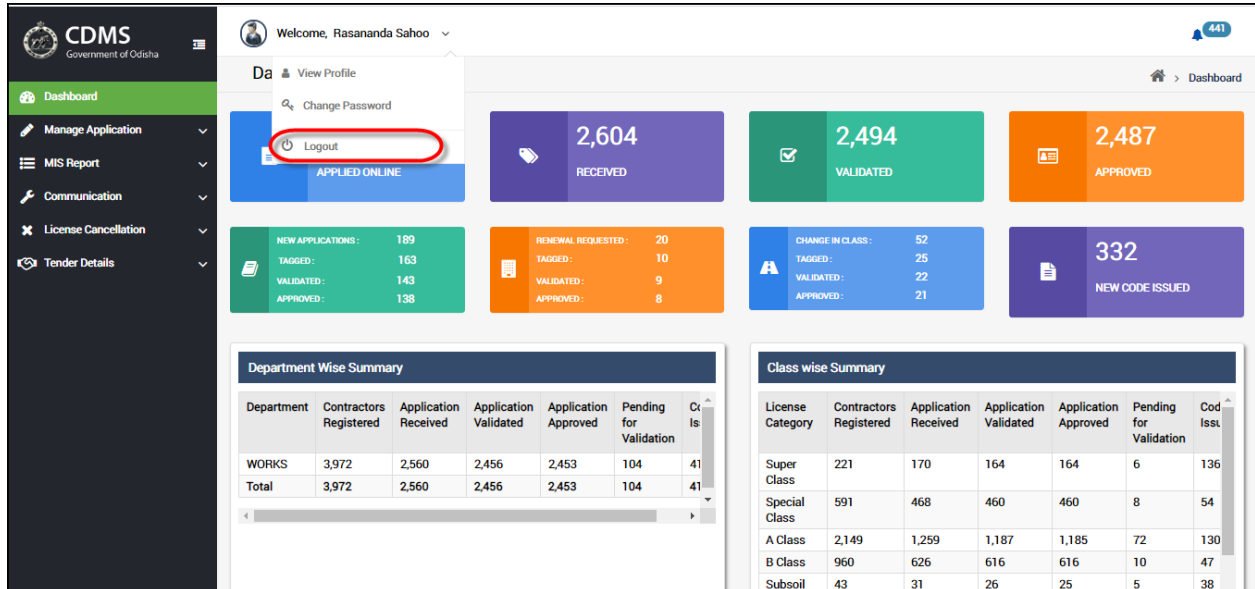
Figure 9-3 Comparative Report Screen

- Enter the e-Procurement Tender Number, and then click on **Show** button.
- On clicking the show button, the details of the Tender, e-Procurement Tender ID, Tender Location and other related information are displayed in a table.
- Take a print out of the e-Procurement Tender, clicking on the **Print** button.

10 LOGOUT

After the login session is over, Logout from the portal clicking the “logout” Take reference from the encircled button in **Fig. 9-1** below.

| | | | |
|---|---|-----------------------------|--------------------------------|
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Department Wise Summary

| Department | Contractors Registered | Application Received | Application Validated | Application Approved | Pending for Validation | Ct Is |
|------------|------------------------|----------------------|-----------------------|----------------------|------------------------|-------|
| WORKS | 3,972 | 2,560 | 2,456 | 2,453 | 104 | 41 |
| Total | 3,972 | 2,560 | 2,456 | 2,453 | 104 | 41 |

Class wise Summary

| License Category | Contractors Registered | Application Received | Application Validated | Application Approved | Pending for Validation | Cod Iss |
|------------------|------------------------|----------------------|-----------------------|----------------------|------------------------|---------|
| Super Class | 221 | 170 | 164 | 164 | 6 | 136 |
| Special Class | 591 | 468 | 460 | 460 | 8 | 54 |
| A Class | 2,149 | 1,259 | 1,187 | 1,185 | 72 | 130 |
| B Class | 960 | 626 | 616 | 616 | 10 | 47 |
| Subsoil | 43 | 31 | 26 | 25 | 5 | 38 |

Figure 10-1- Logout Screen

Tap to the  symbol to come out of the application.




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