



Contractor Database Management System (CDMS)

Government of Odisha | www.cdmsodisha.gov.in



USER MANUAL

For Officers

For further assistance please contact
Sanjog Helpline (Toll Free Number) 155335 OR 1800-345-6770

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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.

2 Proposed Solution

Systematic transformation is required to make the e-Procurement process completely electronic from beginning to end. While EMD part can be automated by using payment gateways offered by several banks, the second part needs to be handled with help of a dynamic contractor database. The Contractor Database will have license details, licensee details, work details, asset details, key personnel details etc. To make it dynamic, the contractor database would be linked to an integrated project management and monitoring system (called **i-Prakalp**) where in the current project status would automatically update the contractor's profile from time to time as per transaction.

The dynamic contractor database would eliminate the need for a bidder to physically submit the performance details or documents in each tender. By this process, the manual submission of documents would be eliminated completely.

3 The Steps for Creating a Contractor Database

It is a fact that licenses for executing works (both civil & electrical) are issued by various licensing authorities who are located across the State. At present, over 30,000 licenses are in vogue. In the first phase, it is proposed to digitize the data of

existing civil contractors only. Electrical contractor database would be taken up subsequently. For this digitization, Crowd Sourcing technique is being adopted. An online Crowd Sourcing Form (CSF) is being made available for contractors to fill in their details online.

After digitizing the details of license, licensee, projects on hand, assets, manpower, financial status etc. and uploading the scanned copy of key documents like license, PAN etc., the Contractor will take print out and sign it then submit it to the licensing authority. The contractor will submit "License Issuing Authority Copy" & "Contractor Copy". The License Issuing Authority Copy will be retained and the Contractor Copy will be returned to that particular contractor with receipt acknowledgment on the same.

The job of licensing authority is to tag the Registration Form to CDMS (Contractor Database Management System). Next step is to check the information provided by the Contractor online in his Log-In and make corrections, if any, and then submit it to the CDMS for storing as Master Data. The tagging can be done by a Barcode reader. At the same time, one Unique Contractor ID (7 Digit) would be generated for each contractor. Henceforth, the ID would be used by all Stakeholders to track the bids or for project monitoring for the projects implemented by the contractor.

4 Steps to Update the Contractor Database

The updating of Contractor's data can happen from three sources:

- a) The contractor can update the status with respect to licensee (address/phone No. etc) or manpower or assets which s/he possesses.
- b) The Executing Agencies are to update the project details through 'i-Prakalp' application which would track each transaction like measurement, billing etc.
- c) The licensing authorities would update the license status with respect to renewal or up-gradation of the existing licensees thorough an '**Online Licensing Module**' which is being developed. They will also be responsible to bring in the new

licensees into the CDMS Master by issuing appropriate licensees to fresh applicants.

5 Objectives

The objectives of CDMS are as under:

- a) To make the e-Procurement process completely electronic
- b) To eliminate the submission of performance status by Bidders in paper form completely
- c) To make one common Contractor Database across the State and provide unique Contractor ID to each Contractor
- d) To facilitate the technical evaluation online by designated authorities.
- e) To integrate it with other e-Gov applications in project management so as to update it in a systematic manner

6 Starting of Crowd Sourcing for CDMS

The Crowd Sourcing Form (CSF) has two parts (a) Main Form (b) three Additional Forms. The three Additional Forms are to record the (i) Projects implemented by the Licensee in past five years (ii) Licensee's Assets/Machinery details and (iii) Details of Technical Manpower available with Licensee. One can take photocopy of the blank additional form as any as required for them. Following are sections of the CSF in which the information is sought from a Contractor

Sections under Main Form [MF]	Sections under Additional Form [AF]
A. Basic Information [License] B. Basic Information [Licensee] C. Present / Communication Address D. Permanent Address E. Statutory Compliances F. Financial Health of the Licensee G. Bank Details	H. Project Profile I. Asset (Major Equipment) Details J. Technical Personnel [with the Licensee]

7 Tagging & Validation Process

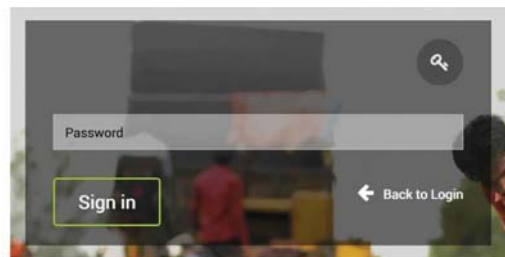
7.1 Log-in to the System

a) Open the internet browser (Internet Explorer / Google Chrome / Mozilla Firefox) & type www.cdmsodisha.gov.in in the internet browser

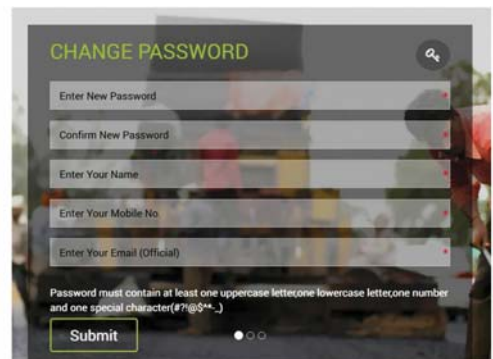
b) Type the User ID provided to you by Department in the box below the **"SIGN IN"** and clicks on the **"NEXT"**.



c) Here type your Password provided to you by Department and click on the "Sign-in" button shown below. The Password needs to be changed by the user immediately in the next stage. This process will authenticate the User ID & take the user to the next stage of sign in.



d) In this step, you need to put your mobile number, email (official), create a new Password & confirm the new Password. The new Password should be combination of alphabets, numbers & special characters (such as *, @, #, \$, %, &) with minimum eight characters [e.g. **Cdms#2016**]. User may take care to note the User ID & Password in their diary for future reference & use. This is the last step of user registration & sign-in process.



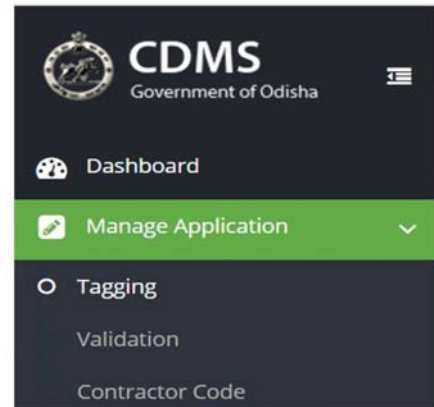
e) If someone has forgotten the Password, then click on the **"Forgot Password"** link. Then follow the One Time Password (OTP) process to get the new Password.

f) For any assistance, you may contact Sanjog Helpline Toll Free Number 155335 OR 1800-345-6770 on all Government working days from 10:00 AM to 06:00 PM.

7.2 Tagging & Validation by the Licensing Authority

a) Sign-in to the system using your User ID & Password.

b) Click on the "Manage Application" menu, and then it will expand and show three sub-menus namely Tagging, Validation & Contractor Code.



c) After the submission of the License Issuing Authority Copy by the contractor to your office, the same will be tagged in the application software by you as licensing authority. Once can tag the application through barcode reader and simply click on "Tag" button against the application form.

SI#	CSF No. (Barcode)	CSF Receive Date	Applicant Name	Mobile Number	Category	Class	Contractor Regd. No.	Action
1	CSF00002		Jayanta Behara	9237364531	Civil	Super Class	12121212	Tag
2	CSF00001	02-Jan-2017	Raini Padhy	9237364530	Civil	Super Class	12312312321321	Tagged

d) Applicant cannot change any data in the Crowd Sourcing Form (CSF) after submission of the License Issuing Authority Copy & getting acknowledged Contractor Copy from the office of licensing authority. The application received at the authority shall be tagged in the system immediately after receiving the same.

e) A manual receipt register shall be maintained as per format, mentioned below, as a back-up plan to the online application receipt register. There is no need to make the photocopy of the application received. From the barcode number recoded in the offline receipt register, the application form can be traced and a print can be taken in case of loss or damage of a particular application.

SI#	CSF No. (Barcode)	CSF Receipt Date	Applicant Name	Mobile Number	Class of License	License Number

f) The information furnished in the hard copy of CSF shall be verified as per the photocopy of the documents, submitted along with the CSF copy for licensing

authority. Click on the **"Validation"** sub-menu and click on the **"Validate"** link against that particular application to validate the same.

Sl#	CSF No. (Barcode)	CSF Receive Date	Applicant Name	Mobile Number	Category	Class	Contractor Regd. No.	Action
1	CSF00001	02-Jan-2017	Rajni Padhy	9237364530	Civil	Super Class	12312312321321	Validate

- g) The licensing authority will validate the submitted CSF online by comparing the information with the relevant documents. If an applicant has claimed any benefit without relevant document, her/his case will be validated without that claim e.g. Diploma Engineer without Diploma Certificate
- h) Validation needs to be taken-up in two stages. First it should be done manually on the body of the application form with **Red** ball point pen and then same will be updated online in the system following the process mentioned above.
- i) After validation is completed, then go to the **"Contractor Code"** sub-menu, where the list of validated application will show. Then click on the link **"Issue Code"** against the particular application, then SMS & Email will be sent to the particular Contractor. If an application is not validated, then issue code link will not be activated against that particular application.

Sl#	CSF No. (Barcode)	Contractor Code	Applicant Name	Mobile Number	Category	Class	Registration Number	Action
1	CSF00001		Rajni Padhy	9237364530	Civil	Super Class	12312312321321	Not Validated

8 Helpdesk Support

- a) The helpdesk is intended to provide support to the License Issuing Authority & Contractor during the implementation of the project.
- b) It is also requested that the user should go through the FAQ (Frequently Asked Question) section of the portal before seeking assistance from the Helpdesk.
- c) A team of experts is available for handling the queries in both functional & technical aspect