

GENERAL INSTRUCTIONS FOR THE APPLICANTS

1. The applicant must read carefully the Notice, other document related with the work and acquaint him before submitting the application form.
2. No application shall be received by post and all the applications must be dropped in the box kept for the purpose in the Office of General Manager (TC), TC Department, MCL, Jagriti Vihar, Burla, Sambalpur.
3. All the pages along with application form and enclosures are to be serially numbered by the applicant.
4. Every pages of the application as well as terms and conditions should be signed by the applicant as a token of acceptance. The documents attached also to be signed by the applicant for authentication.
5. Conditional offers are likely to be rejected.
6. All the enclosures/photocopies should be neat, clean & fully legible.
7. Application should be properly filled in English/Hindi and submitted as per instruction contained herein and in the application form.
8. Incomplete filled up application form may attract rejection.
9. Erasing or over writing, if any, may disqualify the applicant. Correction as necessary shall be made by crossing out and re-writing with full signature and date.
10. This Notice Inviting Application for registration of contractors is without prejudice to the Company's right to the publication of open general notice inviting tender and award of work from time to time as deemed fit by the Company.
11. Canvassing in any form is prohibited and application submitted by the applicant resort to canvassing shall be disqualified.
12. Original documents, as required by the Company shall have to be submitted by the applicant whenever asked for verification in the event of non-submission of original document as advised, the application may be rejected or decision taken by the Management as considered appropriate which shall be final and binding on the applicant.

Annexure-A

13. Company may ask for any other documents for further verification of authenticity of the documents submitted by the applicant if required.
14. A person duly authorized by the firm/company for this purpose should sign application as well as instruction/information. Power of attorney in this regard should be enclosed whenever required.
15. The registration shall be valid for a period of ONE year from the date of registration. However, the period can be reduced or extended at the sole discretion of the company.
16. The company reserves the right to reject any or all applications for registration without assigning any reason, whatsoever and the company's decision in the matter shall be final.
17. Management reserves the right to cancel registration of any contractor or contractors without assigning any reason whatsoever and the company's decision shall be final & binding on the contractor/contractors.
18. The applicant must submit the following documents along with the filled application form:
 - a. Demand Draft for Rs. 5000 (Rupees Five Thousand only).
 - b. Photocopy of Trade License or Affidavit before notary public in case of proprietorship firm, Partnership Deed in case of Partnership Firm and Article & Memorandum of Association in case of Limited Company.
 - c. Photocopy of documents in support of the work experience .i.e. completion certificate of works.
 - d. Photocopy of PAN, Balance Sheet if any, Income Tax return if any.
 - e. Photocopy of Banker's Certificate.
 - f. Photocopy of ownership documents(R.C. Book of the equipment) in support of eligibility criteria regarding Tipping Trucks & Pay Loaders

Note:- 1) All the documents(photocopies) to be submitted with self attestation.

2) The applicant shall furnish further documentary evidence, clarification, if required by the company in support of his eligibility.

3) All the original documents as above, must produced by the applicant on demand for verification.

- g. The applicant must give a declaration in the form of affidavit regarding employment of relatives in MCL/CIL or any of it's Subsidiary.

