

Vendor Registration SOP

1. Open website <https://qcportal.mpcz.in>->User Registration (Vendor/Contractor/NABL Accredited Lab)->Submit

The screenshot shows the website <https://qcportal.mpcz.in> in an Incognito browser window. The left sidebar contains a list of 'IMPORTANT DOCUMENTS' under the 'Energy Department' header. The right sidebar shows a list of login options, with 'User Login Creation (Vendor/Contractor/NABL Accredited Lab)' highlighted by a red box. Below the list is a blue 'SUBMIT' button, also highlighted by a red box. At the bottom of the right sidebar is a link to 'Register Your Complaint'.

IMPORTANT DOCUMENTS

- Quality Control Circular And Manual Guidelines For Goods And Works
- Important Documents For Contractor
 - Contractor Declaration format **New**
 - Experience certificate format **New**
 - Description of documents to be uploaded **New**
 - Guidelines for Registration Process for Contractor on QC Portal
 - 'अ' श्रेणी विद्युत केबलद्वारा के सुदृक्खानिधि/ परफॉर्मन्स गारंटी दिलीज किये जाने की प्रक्रिया
 - पंजीकृत विद्युत केबलद्वारा द्वारा रजिस्ट्रेशन निरस्त करवाने की प्रक्रिया
- Other Documents
 - Undertaking by Solar Vendor regarding Black listing/ Debarring of the firm, serving Officer(s) or Employee(s) of the MPMKVCL, Bhopal
 - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
 - Registered Contractors list

Energy Department
Government Of Madhya Pradesh




- ☐ RCA Vendor Login
- ☐ Vendor Login
- ☐ Contractor Login
- ☐ NABL Accredited Lab Login
- ☐ Site Store Login
- ☒ User Login Creation (Vendor/Contractor/NABL Accredited Lab)
- ☐ Roof Top Vendor Registration
- ☐ Officer Login
- ☐ Collection Agent

SUBMIT

[Register Your Complaint](#)

2. Enter required details on given form->Submit
 - a. User Type: - Contractor/Vendor/NABL (Select Vendor Registration)
 - b. Select DISCOM from which documents will be verified
 - c. Firm and Authorized person Name.
 - d. Mobile No. (It will be used as use ID for login using OTP)
 - e. Enter email ID to receive notifications.

← → ↻ qcuat.mpcz.in:8080/reg 🔍 📄 ☆ + 🛠️ 📱 Ⓢ ⋮

IMPORTANT DOCUMENTS

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- **Registered & Blacklisted Users Info**
 - 👤 Registered Contractors list
 - 👤 Registered Vendors list

Registration Form

Registration Form for Vendor/Contractor/NABL Accredited Lab

Select User Type *

Select one

Select Discom For Document Approval *

Select Discom

Name Of Entity& (Firm/Company/NABL Accredited Lab) *

Select one

Choose Organization Sector *




☒ Private ☐ Government

Firm / Company Name(English) *

Firm / Company Name(Hindi) *

Name Of Authorized Person(English) *

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 - 👤 Registered Vendors list

Name Of Authorized Person(English) *

Name Of Authorized Person(Hindi) *

Mobile Number (Number Will Used For Login) *

+91 9999999999

Email ID *

name@example.com

Captcha *

jcW2Uj

Enter Captcha Code *

Enter Captcha Code

🔄 Reset Capcha

SUBMIT

Already Have An Account? [Login](#)

3. Login Using Mobile No->Enter Registered Mobile No.->Submit.

qcuat.mpcz.in:8080

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Welcome! Vendor/Contractor/NABL Accredited Lab

All (*) marked fields are mandatory

VENDOR

Mobile Number *

+91 9999999999

SUBMIT

Don't have an account? [Sign up](#)

You will get the popup message regarding otp after that click on OK

qcuat.mpcz.in:8080 says

Your otp has been sent to your registered mobile number

OK

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Welcome! Vendor/Contractor/NABL Accredited Lab

All (*) marked fields are mandatory

VENDOR

Mobile Number *

9009077427

SUBMIT

Don't have an account? [Sign up](#)

4. Enter OTP Received on Registered Mobile -> Captcha -> Sign In

← → ↻ 🔒 qcdev.mpcz.in:8080/reg_first

Important Documents

- ✓ Quality Control Circular and Manual Guidelines for Goods and works
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- ✓ Undertaking of A/B-Class Electrical License for Solar Vendor

Welcome! Vendor/Contractor/NABL Accredited Lab

All (*) marked fields are mandatory

OTP/Password *

Please fill the required details Resend Otp in 0:01

Captcha *

Enter Captcha *

SIGN IN

Don't have an account? Sign up | Forgot Mobile No.

5. Enter Firm details in given form -> Save and Next

a. PAN Card

b. GST Number

c. Factory Address

← → ↻ 🔒 qcdev.mpcz.in:8080/login

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 - Blacklisted Vendors

Registration Form

Registration Form For Firm / Company

Types Of Firm *

Firm / Company Name (English) *

Firm / Company Name (Hindi) *

Contact Number *

Firm/Company's PAN Number *


Firm/Company's GST Number *

Factory Address

Firm / Company Address Line 1 *

Firm / Company Address Line 2

← → ↻ qcuat.mpcz.in:8080/login Incognito (2)



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Firm / Company Address Line 2

Pincode *

District *

State *

City *

Registered Office Address For Correspondence

☐ If the address is the same


Firm / Company Address Line 1 *

Firm / Company Address Line 2

Pincode *

State *

← → ↻ qcuat.mpcz.in:8080/login Incognito (2)



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Registered Office Address For Correspondence

☐ If the address is the same

Firm / Company Address Line 1 *

Firm / Company Address Line 2

Pincode *

State *

District *

City *


SAVE & NEXT

6. Enter Authorised Person details in form ->Save and Next.

a. Mobile No.

b. Date of Birth.

c. Address.



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 - Blacklisted Vendors

Date of birth *

dd/mm/yyyy

Mobile number *

E-mail *


☒ I have no objection in sharing the information received from my UIDAI (Unique Identification Authority of India) Aadhaar.

Address Line 1 *

Address Line 2

Pin Code *

State *



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☒ I have no objection in sharing the information received from my UIDAI (Unique Identification Authority of India) Aadhaar.

Address Line 1 *

Address Line 2

Pin Code *

State *

District *

City *

SAVE AND NEXT

7. Check on Declaration -> Save and Next.

← → ↻ qcuat.mpcz.in:8080/reg_third

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☒ I/We solemnly declare:-

- All the documents related to registration given by me are completely correct, if the given documents are found to be wrong / forged in future, So I will not have any objection if the registration related to my work is cancelled and the company can take any kind of legal action against me and confiscate the security amount deposited by me in the company.
- The terms and conditions given in relation to the above registration have been read and understood by me in my full senses. I will be bound to abide by it.
- I have given correct email id and mobile number information. DISCOM will not have any responsibility.

SAVE AND NEXT

8. Click on Save and Next to proceed for Payment.

← → ↻ qcuat.mpcz.in:8080/reg_fifth

Registration Form

Registration Form for Payment Details

Registration Fee

2000

CGST

180

SGST

180

Total Charges

2360

Payment Options

☒ Online payment (can also be paid by credit/debit card)

SAVE AND NEXT

9. Click on Submit to Proceed for Payment.

Payment Details

Transaction Id	56eeb821-f610-11ed-b717-0050569dc10f
Transaction Amount	2360.00
Name	TEST VENDOR
Phone No	9009077427
Email Id	test@gmail.com
Purpose	Registration
User Zone	WZ

SUBMIT

10. Select Payment Method and make payment.

Pay through EASYEMI with HDFC Bank Credit Cards

Your session will expire in 14:50 minutes

Billing Information

Amount: ₹2360.00

Order No: 13be7afe-8...

Merchant: Qportal.mpcz

Website: https://qportal.mpcz.in/payment/success

PAY WITH

11. Login again after Payment -> Basic info (Left Menu)-> Document Upload.

Vendor

Dashboard

Vendor

Purchase Order

Material Details

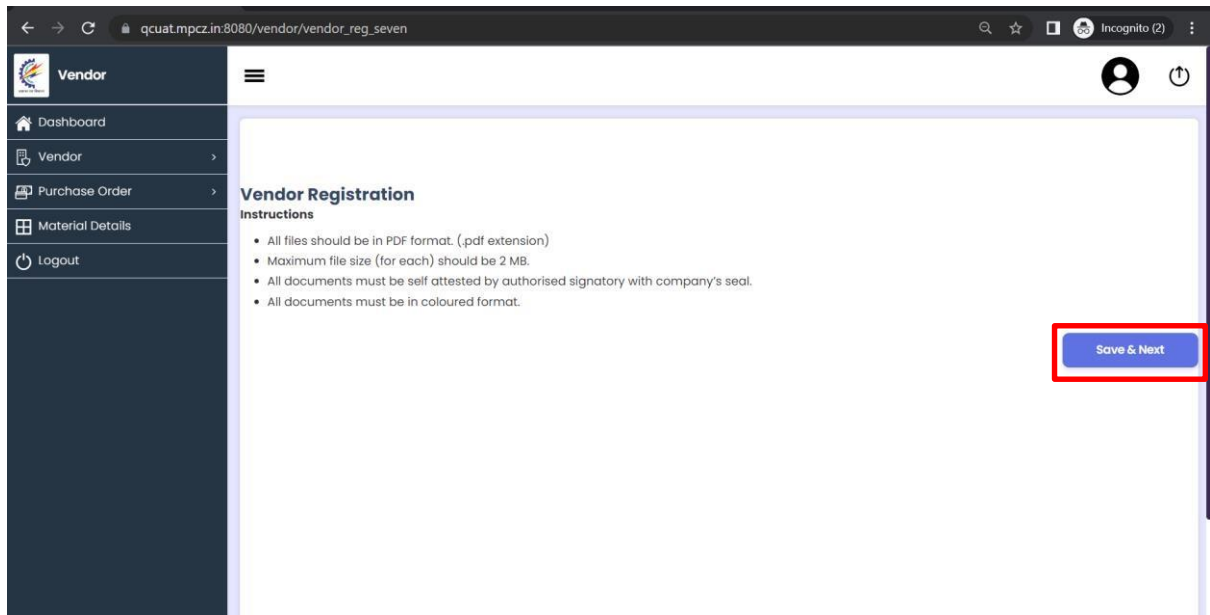
Logout

Basic Details

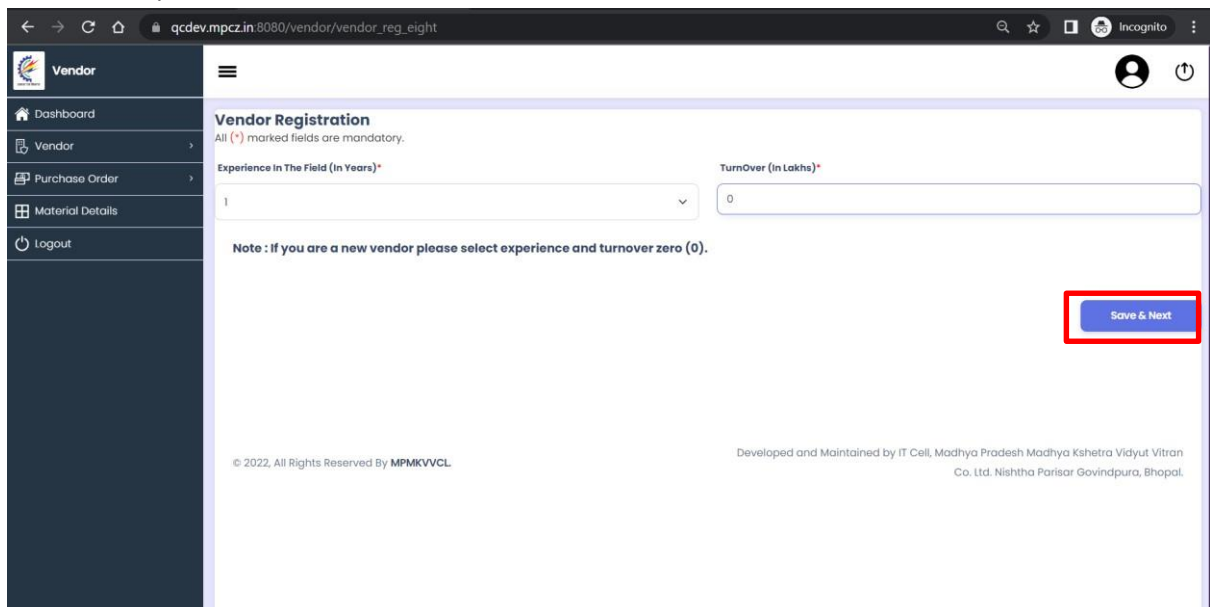
S.No.	Report Name	Value
1	Type of Company/Firm	Proprietorship
2	Authorised Person Name	TEST VENDOR
3	Company/Firm Name	TEST_VENDOR_COMPANY
4	Contact Number	9009077427
5	Email ID	test@gmail.com
6	User Type	VENDOR
7	Registration Certificate	Not Available

Document Upload

12. Click on Save and Next.



13. Select experience and turnover and click on save & next



14. Enter all General/Personal details click on save & next

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

General/personal Details

All (*) marked fields are mandatory.

1.NSIC/MSME/DIC REGISTRATION

NSIC/MSME/DIC/Registration number

Issued Date

dd/mm/yyyy

Choose Documents

Please fill the Registration number

Choose File No file chosen

2.PROOF OF FIRM/COMPANY/ENTITY REGISTRATION

Proof Of Registration Number*

Valid Upto

dd/mm/yyyy

Upload File*

Choose File No file chosen

3.FACTORY LICENSE NUMBER DETAILS

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

dd/mm/yyyy

Upload File*

Choose File No file chosen

3.FACTORY LICENSE NUMBER DETAILS

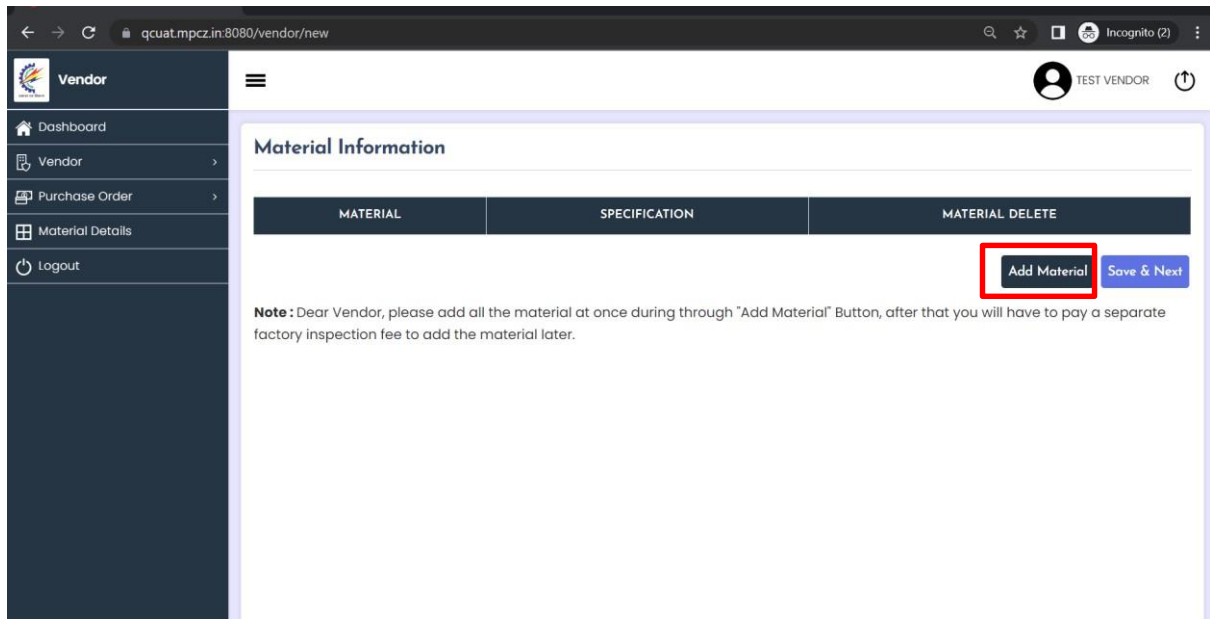
Factory License No(if applicable)*

Save & Next

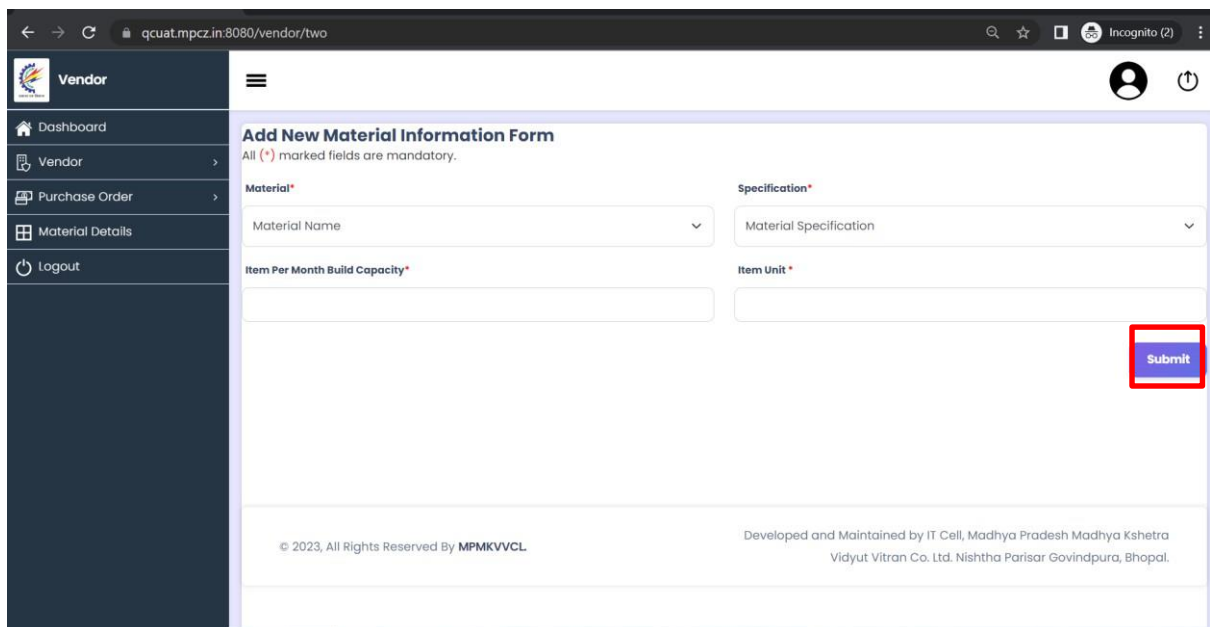
© 2023, All Rights Reserved By MPMKVVCL

Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra
Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal.

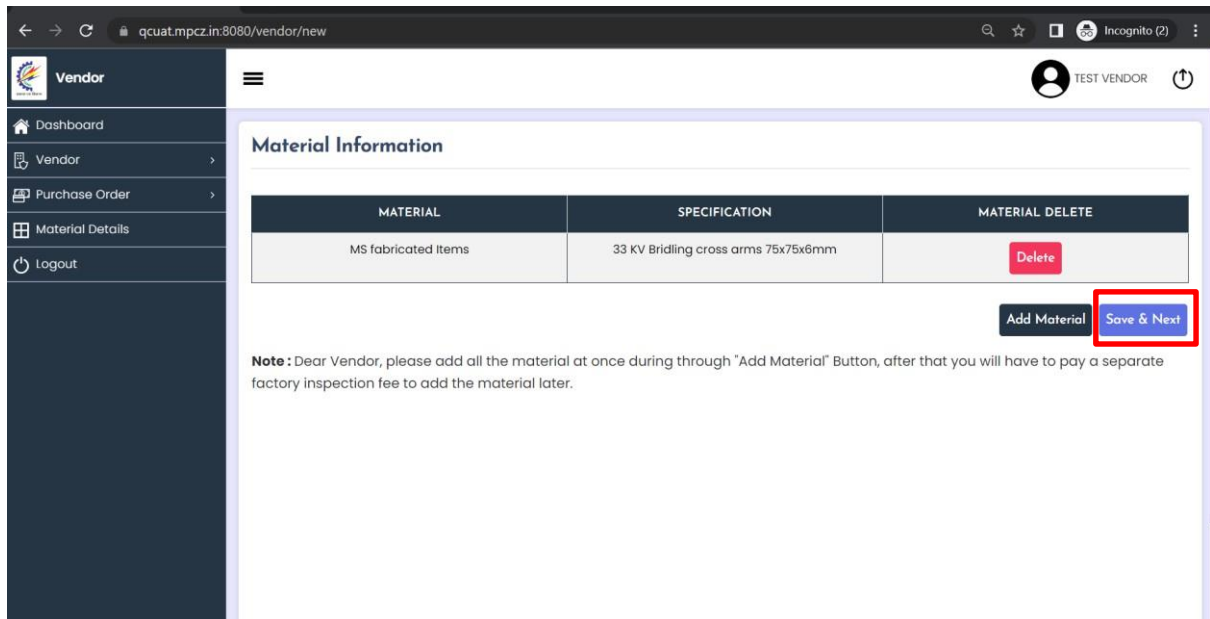
15. click on add material for adding materials



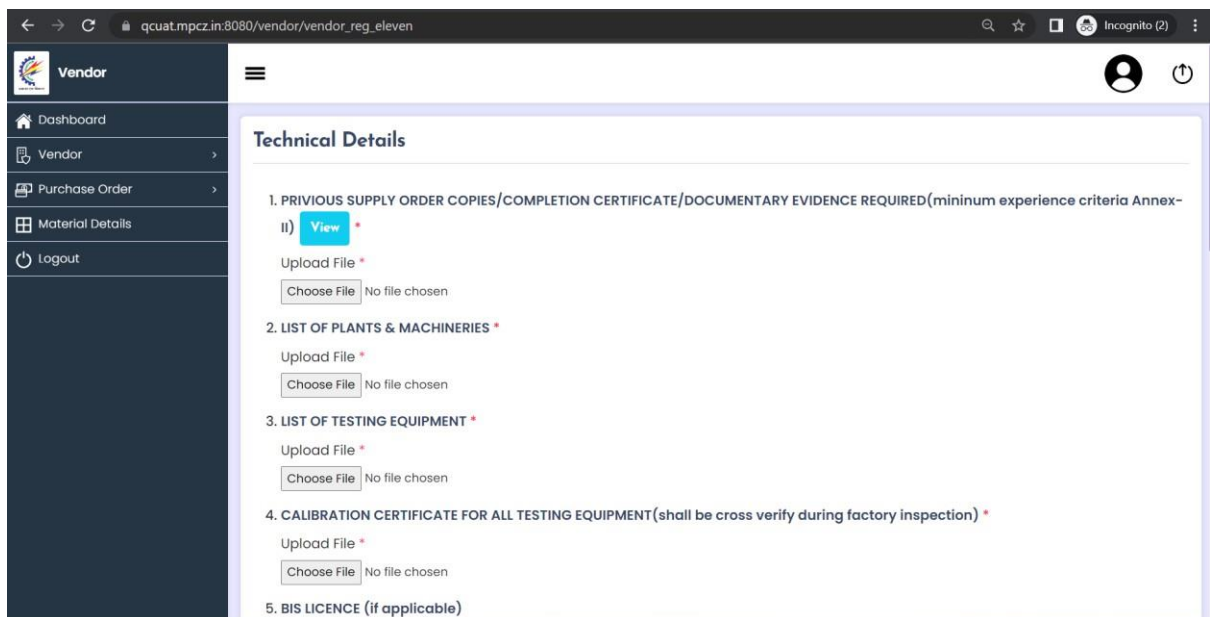
17. Click on submit button



18. Click on save & next



19. Enter all the technical details and click on save & next



Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Technical Details

1. PRVIOUS SUPPLY ORDER COPIES/COMPLETION CERTIFICATE/DOCUMENTARY EVIDENCE REQUIRED(mininum experience criteria Annex-II) [View](#)
 - Upload File
 No file chosen
2. LIST OF PLANTS & MACHINERIES
 - Upload File
 No file chosen
3. LIST OF TESTING EQUIPMENT
 - Upload File
 No file chosen
4. CALIBRATION CERTIFICATE FOR ALL TESTING EQUIPMENT (shall be cross verify during factory inspection)
 - Upload File
 No file chosen
5. BIS LICENCE (if applicable)

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Supplier Name With Address

Upload File
 No file chosen

8. LIST OF ITEMS HOLDING ISO 9001 CERTIFICATE

Name Of Items (Separated By Comma)

Upload File
 No file chosen

9. Electricity Bill Of Form/Company Primises

Electricity Connection No.

Latest Bill Upload
 No file chosen

[Save & Next](#)

21. Enter all Financial Details

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Financial Details

All (*) marked fields are mandatory.

1.PAN CARD DETAILS*

Name On Pan Card: PANCARD

Pan Card Number: ABCDE567T

Issue Date: 16/12/2022

Upload File (in .Pdf Format): Choose File 6.EPF(ALONG WITH COPY OF LAT.pdf)

2.ACTIVE GST NO. (ALONG WITH COPY OF CURRENT PAID CHALLAN AND ITS RECEIPT)*

State: Madhya Pradesh

Active GST Serial Number: 111223333

Upload File (in .Pdf Format)*: Choose File 9. NAME AND REGISTRATION NO OF SUPERVISOR.docx.pdf

3.PREVIOUS LAST THREE YEARS TAX RETURN*

Upload File (in .Pdf Format): Choose File 6.EPF(ALONG WITH COPY OF LAT.pdf)

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Upload File (in .Pdf Format)*: Choose File 9. NAME AND REGISTRATION NO OF SUPERVISOR.docx.pdf

3.PREVIOUS LAST THREE YEARS TAX RETURN*

Upload File (in .Pdf Format): Choose File 6.EPF(ALONG WITH COPY OF LAT.pdf)

4.BALANCE SHEET DETAILS/ PROFIT-LOSS STATEMENT (CA Certified)*

Upload File (in .Pdf Format): Choose File 11. DETAIL OF CONTRACTORSUPERVISOR.pdf

Save & Next

Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal.

22. click on save & next vendor will get the otp on his/her registered mobile number.

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Digital Signature

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and in case if any document found incorrect or false or any information provided in application form found incorrect or false then registration may be cancelled at any time.

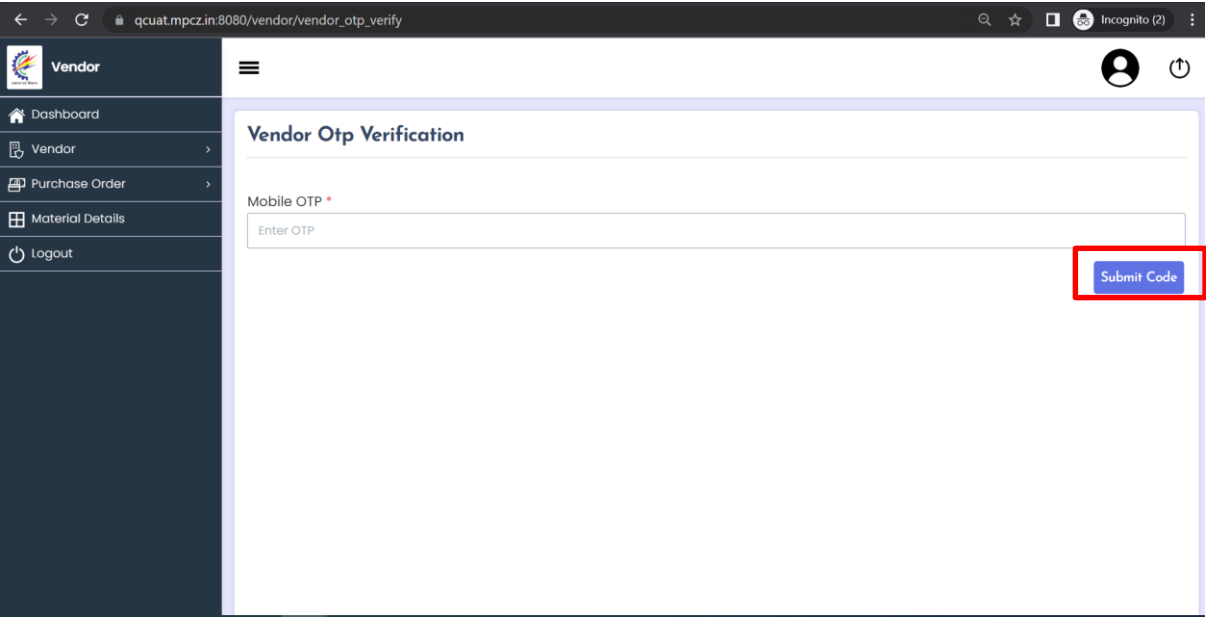
Annexure-A

☒ 1. I TEST VENDOR Director/Owner/Proprietor of M/s TEST_VENDOR_COMPANY. Representing the Company hereby sincerely and solemnly affirm and states as follow: a) That my firm M/s TEST_VENDOR_COMPANY. has not been blacklisted Debarred from any Govt. Utility/DISCOMs in India. b) That we have never failed earlier to execute any purchase Order (\$) of MP DISCOMS and its subsidiary companies / or Debarred / Blacklisted by MP DISCOMS and. subsidiary companies/any of the distribution Utility. c) That we accept all the terms and conditions of MP DISCOMS without any deviation. d) That myself or any representatives of my Company/Firm do not have any relatives or blood relations with the employees of MP DISCOMS and its subsidiaries. e) That all the documents including type test reports and other documents are genuine. f) That my firm M/s TEST_VENDOR_COMPANY is solely manufacturer of the items applied for vendor registration under MP Discoms on QC Portal, but not as a trader/dealer/distributor. It is certified that the information furnished above are true to the best of my knowledge and belief. It is hereby undertaken that in the event of any information found to be false or incorrect at a later date, MP DISCOMS is entitled to terminate the approval entered into.

☐ Online Verification through OTP

Save & Next

23. enter the otp click on submit code



24. After clicking on submit code vendor's basic info will get updated

