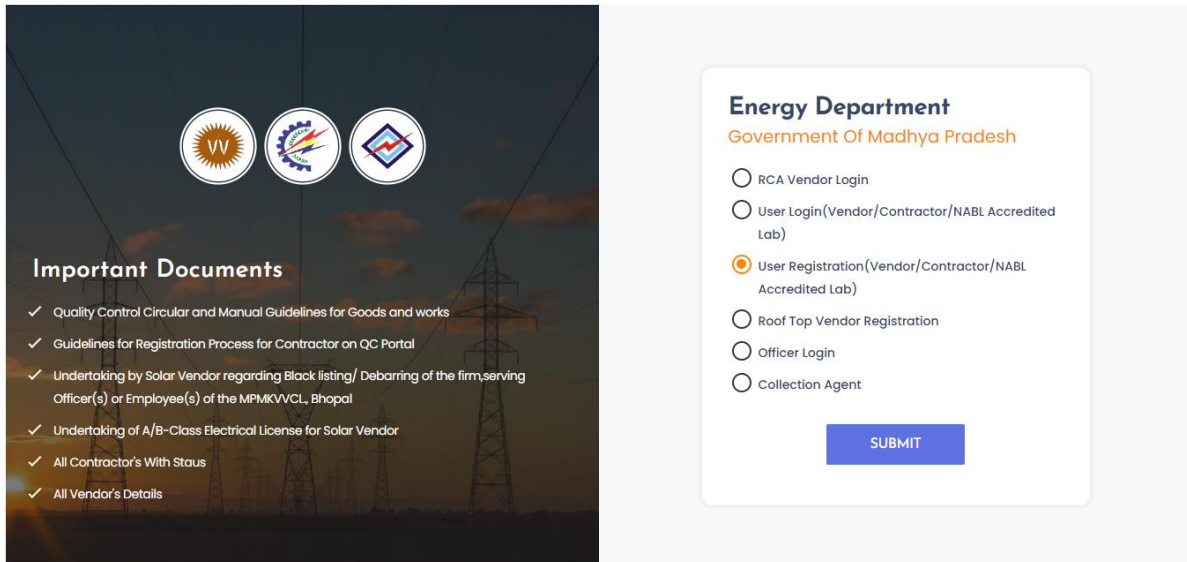


# Contractor Registration SOP

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



The screenshot displays the QC Portal website interface. On the left, there is a section titled 'Important Documents' with a list of links: 'Quality Control Circular and Manual Guidelines for Goods and works', 'Guidelines for Registration Process for Contractor on QC Portal', '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', 'All Contractor's With Staus', and 'All Vendor's Details'. On the right, there is a login and registration form titled 'Energy Department Government Of Madhya Pradesh'. The form includes radio buttons for 'RCA Vendor Login', 'User Login(Vendor/Contractor/NABL Accredited Lab)', 'User Registration(Vendor/Contractor/NABL Accredited Lab)' (which is selected), 'Roof Top Vendor Registration', 'Officer Login', and 'Collection Agent'. A blue 'SUBMIT' button is located at the bottom of the form.

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



### Important Documents

- ✓ Quality Control Circular and Manual Guidelines for Goods and works
- ✓ Guidelines for Registration Process for Contractor on QC Portal
- ✓ 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

## Registration Form

Registration Form for Vendor/Contractor/NABL Accredited Lab

Select User Type \*

CONTRACTOR Registration

Select Discom For Document Approval \*

Madhya Pradesh Madhya Kshetra Vidyut Vitaran Co. Ltd (Bhopal)

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

Individual

Choose Organization Sector \*

☒ Private ☐ Government

Firm / Company Name(English) \*

Test Contractor

Firm / Company Name(Hindi) \*

Test Contractor

Name Of Authorized Person(English) \*

Test Vendor Person

Name Of Authorized Person(Hindi) \*

Test Vendor Person

Mobile Number (Number Will Used For Login) \*

9406913401

Email ID \*

ankitsingh47@gmail.com

Captcha \*

4DAMqY

Enter Captcha Code \*

4DAMqY

 Reset Capcha

SUBMIT

Already Have An Account? [Login](#)

### 3. Login Using Mobile No->Select User Type (Contractor)->Enter Registered Mobile No.->Submit.

Quality Monitoring Portal

qcportal.mpcz.in

qcportal.mpcz.in says  
Your otp has been sent to your registered mobile number

OK

Welcome!  
**Vendor/Contractor/NABL Accredited Lab**  
All (\*) marked fields are mandatory

Select User Type \*

CONTRACTOR

Mobile Number \*

9406913401

SUBMIT

Don't have an account? [Sign up](#) | [Forgot Mobile No.](#)

**Important Documents**

- ✓ Quality Control Circular and Manual Guidelines for Goods and works
- ✓ Guidelines for Registration Process for Contractor on QC Portal
- ✓ Undertaking by Solar Vendor regarding Black listing/ Debaring of the firm, serving Officer(s) or Employee(s) of the MPMKVCL, Bhopal
- ✓ Undertaking of A/B-Class Electrical License for Solar Vendor

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

Quality Monitoring Portal

qcportal.mpcz.in

Welcome!  
**Vendor/Contractor/NABL Accredited Lab**  
All (\*) marked fields are mandatory

OTP/Password \*

370601

Please fill the required details

Resend OTP

Captcha \*

CLVqXq

Enter Captcha \*

CLVqXq

SIGN IN

Don't have an account? [Sign up](#) | [Forgot Mobile No.](#)

**Important Documents**

- ✓ Quality Control Circular and Manual Guidelines for Goods and works
- ✓ Guidelines for Registration Process for Contractor on QC Portal
- ✓ Undertaking by Solar Vendor regarding Black listing/ Debaring of the firm, serving Officer(s) or Employee(s) of the MPMKVCL, Bhopal
- ✓ Undertaking of A/B-Class Electrical License for Solar Vendor

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

- PAN Card
- AADHAR
- Firm Registration/Gumasta/Udyam
- Company's Registered and correspondence address.

Quality Monitoring Portal

qcportal.mpcz.in/login

### Registration Form For Firm / Company

Types of Firm :\*

Individual Test Contractor

Firm / Company Name (English) \*

Test Contractor

Firm / Company Name (Hindi) \*

Test Contractor

Contact number \*

9406913401

Fax number

+91 999 999 9999

Firm/Company's PAN Number \*

ABCDE657IA

Firm/Company Registration/Gumasta Number

S160031

Firm/Company's GST Number \*

23ABCDE657IAADI

Firm/Company Registration Date \*

01/12/2022

Registered Office

Instructions

- All (\*) marked fields are mandatory.
- Please provide correct details, if any information is found incorrect during the verification, your application may be cancelled.

Quality Monitoring Portal

qcportal.mpcz.in/login

### Office correspondence address

State\*

MADHYA PRADESHA

City\*

BHOPAL

☒ If the address is the same

Firm / Company Address Line 1\*

Minal Residency

Firm / Company Address Line 2

Bhopal

Please fill the required details

Pincode \*

462023

State \*

MADHYA PRADESHA

District \*

Bhopal

City \*

BHOPAL

Save & Next

Instructions

- All (\*) marked fields are mandatory.
- Please provide correct details, if any information is found incorrect during the verification, your application may be cancelled.

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

- a. Mobile No.
- b. Date of Birth.
- c. AADHAR No.
- d. Address.

Quality Monitoring Portal

qcportal.mpcz.in/reg\_second

### Registration Form For Authorized Person

Name (English) \*  
Test Vendor Person

Name (Hindi) \*  
Test Vendor Person

Email \*  
ankitsingh47@gmail.com

Mobile Number \*  
9406913401

Date Of Birth \*  
01/12/2022

Aadhar Number \*  
200527546640

☒ I Have No Objection In Sharing The Information Received From My UIDAI (Unique Identification Authority Of India) Aadhaar.

Address Line 1 \*  
HIG214A, D SECTOR

Address Line 2  
AYODHYA NAGAR

Pin Code \*  
462042

State \*  
MADHYA PRADESHA

District \*  
BHOPALA

City \*  
BHOPALA

Save And Next

**Instructions**

- All (\*) marked fields are mandatory.
- Please provide correct details, if any information is found incorrect during the verification, your application may be cancelled.

Quality Monitoring Portal

qcportal.mpcz.in/reg\_second

### Registration Form For Authorized Person

Name (English) \*  
Test Vendor Person

Name (Hindi) \*  
Test Vendor Person

Email \*  
ankitsingh47@gmail.com

Mobile Number \*  
9406913401

Date Of Birth \*  
01/12/2022

Aadhar Number \*  
200527546640

☒ I Have No Objection In Sharing The Information Received From My UIDAI (Unique Identification Authority Of India) Aadhaar.

Address Line 1 \*  
HIG214A, D SECTOR

Address Line 2  
AYODHYA NAGAR

Pin Code \*  
462042

State \*  
MADHYA PRADESHA

District \*  
BHOPALA

City \*  
BHOPALA

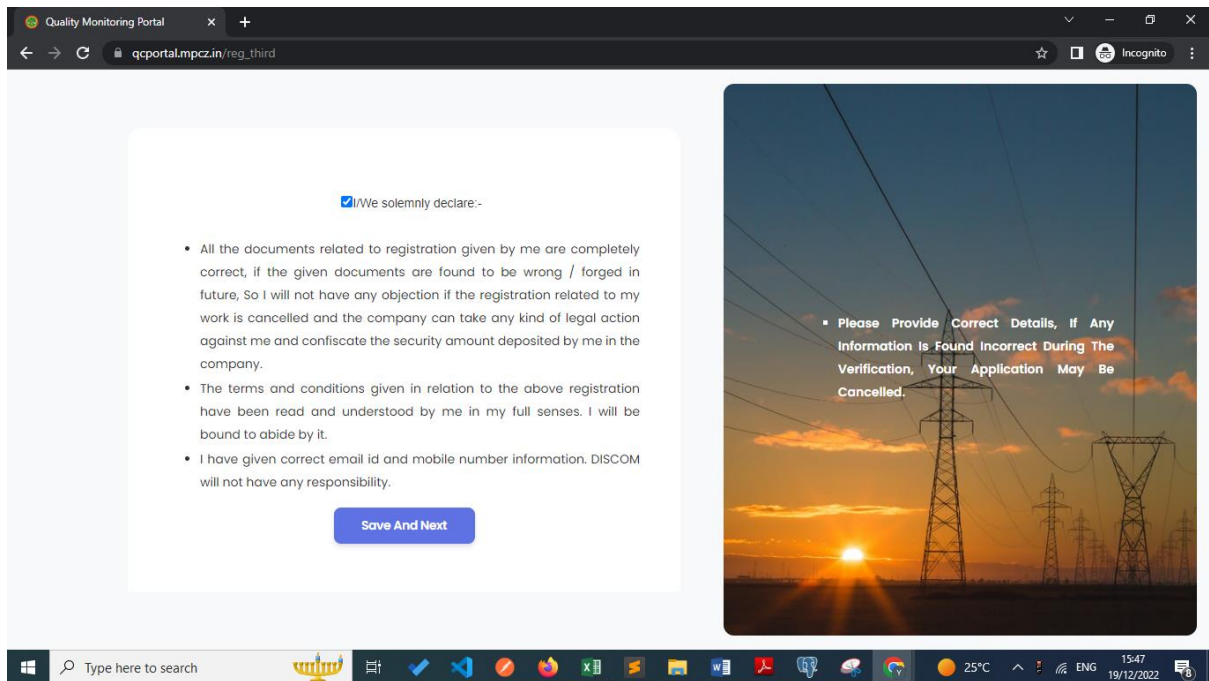
Save And Next

**Instructions**

- All (\*) marked fields are mandatory.
- Please provide correct details, if any information is found incorrect during the verification, your application may be cancelled.



## 7. Check on Declaration -> Save and Next.

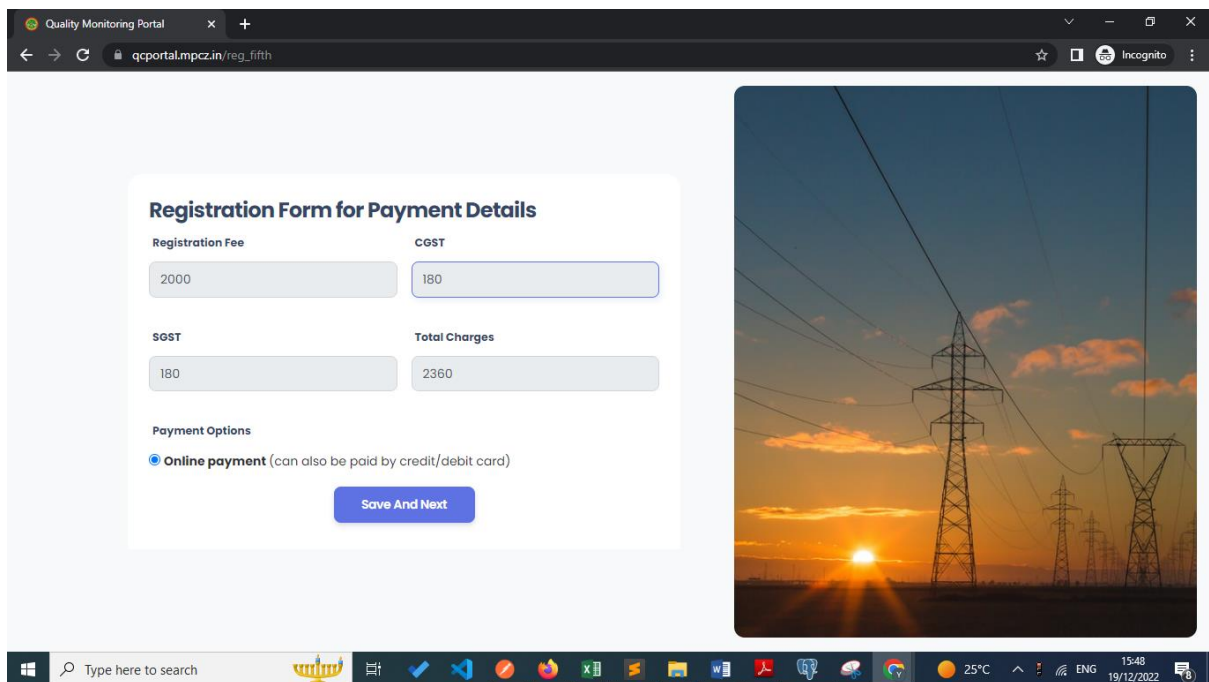


The screenshot shows a web browser window with the URL `qcportal.mpcz.in/reg_third`. The page contains a declaration form with a checkbox labeled "I/We solemnly declare:-" which is checked. Below the checkbox, there are three bullet points:

- 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.

At the bottom of the form is a blue button labeled "Save And Next". To the right of the form is a large image of power lines at sunset with the text: "Please Provide Correct Details, If Any Information Is Found Incorrect During The Verification, Your Application May Be Cancelled."

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



The screenshot shows a web browser window with the URL `qcportal.mpcz.in/reg_fifth`. The page displays the "Registration Form for Payment Details". The form includes the following fields:

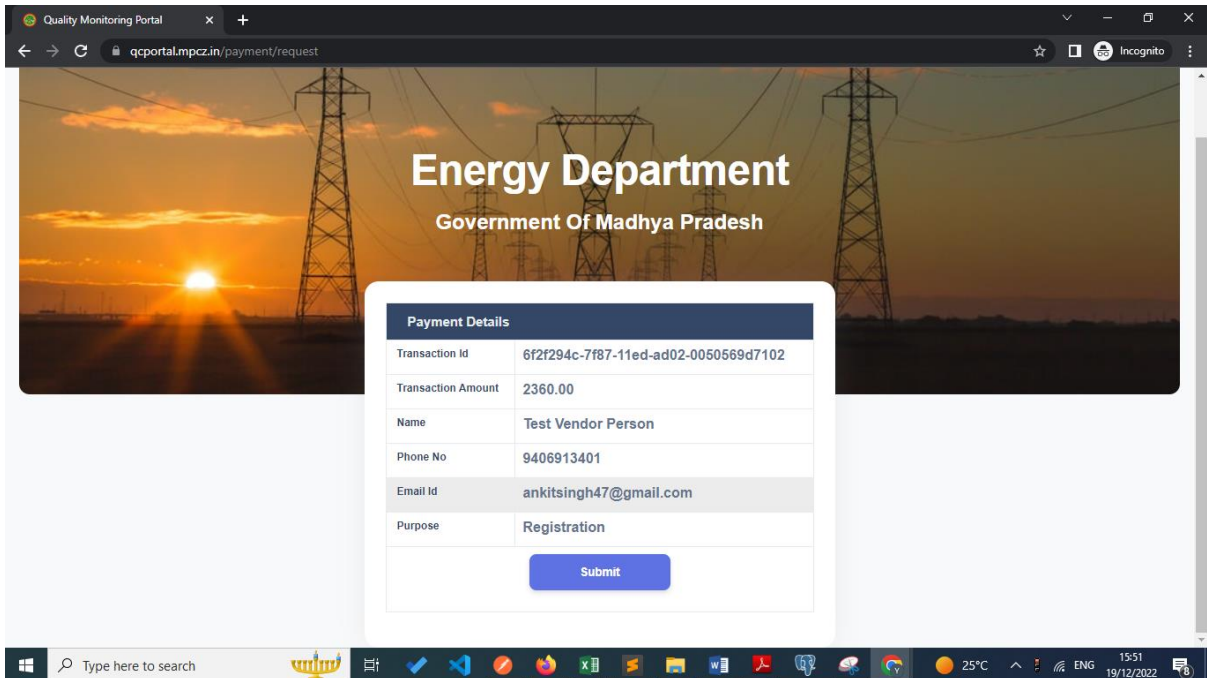
Registration Fee	CGST
2000	180

SGST	Total Charges
180	2360

Below the table, there is a section for "Payment Options" with a radio button selected for "Online payment (can also be paid by credit/debit card)". At the bottom of the form is a blue button labeled "Save And Next". To the right of the form is a large image of power lines at sunset.

9. Click on Submit to Proceed for Payment.



Quality Monitoring Portal x +

← → ↻ qportal.mpcz.in/payment/request ☆ Incognito

## Energy Department

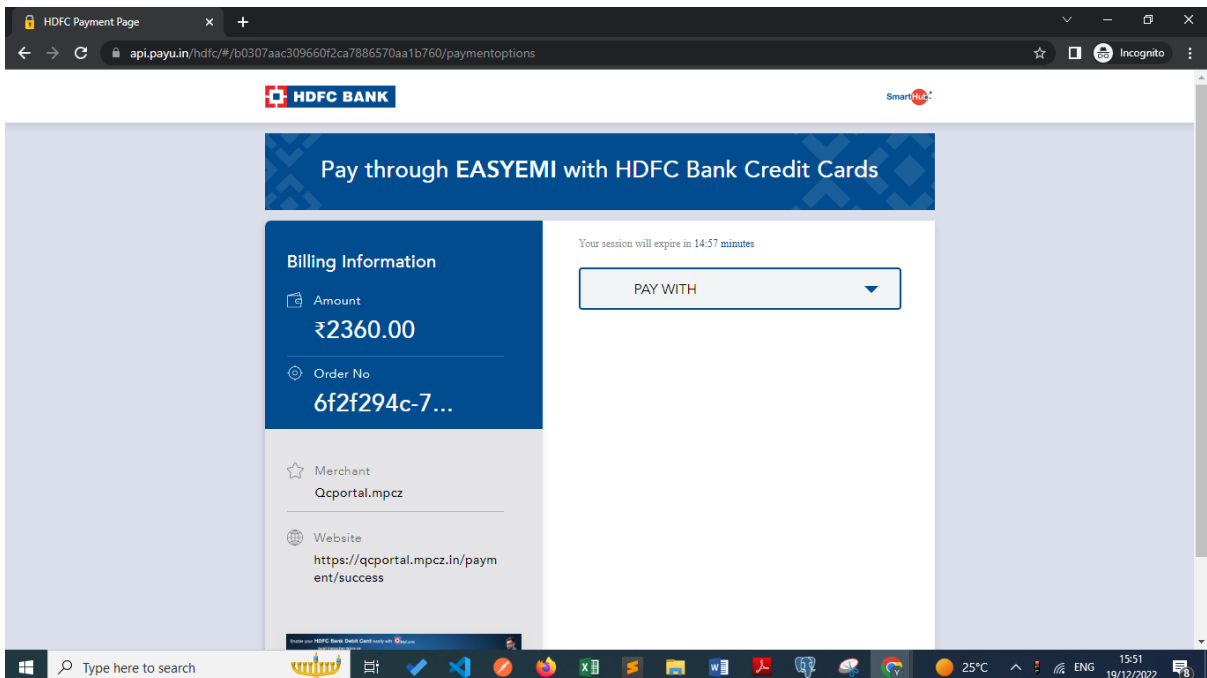
Government Of Madhya Pradesh

Payment Details	
Transaction Id	6f2f294c-7f87-11ed-ad02-0050569d7102
Transaction Amount	2360.00
Name	Test Vendor Person
Phone No	9406913401
Email Id	ankitsingh47@gmail.com
Purpose	Registration

Submit

Type here to search 25°C 15:51 19/12/2022

10. Select Payment Method and make payment.



HDFC BANK SmartHub

### Pay through EASYEMI with HDFC Bank Credit Cards

Your session will expire in 14:57 minutes

PAY WITH

**Billing Information**

Amount  
₹2360.00

Order No  
6f2f294c-7...

Merchant  
Qportal.mpcz

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

Type here to search 25°C 15:51 19/12/2022

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

The screenshot shows the Contractor Dashboard with the 'Basic Information Contractor' page. The left sidebar contains a menu with options: Contractor Details, Basic Info, Rejected Document, Update Profile, Profile Status, All Transaction's, Activation, Up-gradation, GIS Survey, Work Order, Add Site Store, Invoicing, Vendor Approval, Material Offer, and DI/Dispatch. The main content area displays a table with contractor details.

S.NO.	DOCUMENT NAME	VALUE
1	Type of Business	Individual
2	Authorised Person Name	Test Vendor Person
3	Company Name	Test Contractor
4	Contact Number	9406913401
5	Email ID	ankitsingh47@gmail.com
6	Type	
7	Registration Certificate	Not Available

An 'Upload Documents' button is located at the bottom right of the table.

12. Click on Save and Next.

The screenshot shows the Contractor Dashboard with the 'Instructions' page. The left sidebar contains a menu with options: Contractor Details, Basic Info, Rejected Document, Update Profile, Profile Status, All Transaction's, Activation, Up-gradation, GIS Survey, Work Order, Add Site Store, Invoicing, Vendor Approval, Material Offer, and DI/Dispatch. The main content area displays instructions for document upload.

**Instructions**

- All files should be in PDF format. (.pdf extension)
- Maximum file size (for each) should be 2 MB.
- All documents must be self attested by authorised signatory with company's seal.
- All documents must be in coloured format.

A 'Save And Next' button is located below the instructions.

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13. Enter Work Experience Details, Last FY Turnover
- a. Contractor Class/Type (B,A1,A2,A3,A4,A5,TKC) -> Save and Next.

The screenshot shows the 'Contractor Registration' form in the qpportal.mpcz.in/tkc/tkc\_reg\_eight page. The form is titled 'Contractor Registration' and includes a note: 'All (\*) marked fields are mandatory'. The form fields are:

- Work Experience (In Years)\***: A dropdown menu with the value '5' selected.
- Last Year Turn-Over (In Lakhs)\***: A text input field with the value '56'.
- Select Contractor Type\***: A dropdown menu with the value 'A4' selected.

Below the form fields is a blue button labeled 'Save And Next'. At the bottom of the page, there is a footer with the text: '© 2022, All Rights Reserved By MPMKVCL . Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal.'

14. Enter Last Three Year Turnover and Income Tax Return -> Save and Next. **Note : If registering for new contractor, you may enter "0: in Return and Turn-over.**

The screenshot shows the 'Annual Income and Tax Return Details' form in the qpportal.mpcz.in/tkc/tkc\_reg\_nine page. The form is titled 'Annual Income and Tax Return Details' and includes two main sections:

- TURN OVER OF LAST THREE YEARS(In lakhs)**: This section contains three rows for Year 1, Year 2, and Year 3. Each row has a dropdown menu for the year range and a text input field for the income in lakhs.
- PREVIOUS LAST THREE YEARS TAX RETURN(In lakhs)**: This section contains three rows for Year 1, Year 2, and Year 3. Each row has a dropdown menu for the year range and a text input field for the tax return in lakhs.

Below the form fields is a blue button labeled 'Save And Next'. At the bottom of the page, there is a footer with the text: '© 2022, All Rights Reserved By MPMKVCL . Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal.'

15. Enter required documents details and upload ->Save and Next.
- AADHAR CARD DETAILS
  - Active GST No. with latest paid challan and receipts
  - Last Three Year ITR
  - PAN Card
  - Electrical License.
  - EPF with Challan.
  - ESIC with Challan.
  - Experience Certificate.
  - Name and Registration of Supervisor.
  - Gumasta/Firm Registration/DIC/Udyam
  - Declaration of supervisor and contractor regarding ex-employee of DISCOMs of MP.
  - Electricity Bill of Contractor's Firm/ Premise.

The screenshot displays a web application interface for a contractor's dashboard. The browser address bar shows the URL `qcportal.mpcz.in/tkc/tkc_reg_ten`. The page title is "Contractor | Dashboard". The left sidebar contains a "Supplier (TKC)" logo and a "Contractor Details" link. The main content area is titled "Upload Your Document" and includes a note: "All (\*) marked fields are mandatory".

The form is divided into three sections:

- 1. AADHAR CARD DETAILS**  
Aadhar Number \*:   
Issued Date \*:   
Document Upload \*:  Manoj Saxen...Screenshot.pdf
- 2. ACTIVE GST NO (ALONG WITH COPY OF LATEST PAID CHALLAN AND ITS RECEIPT)**  
Activate GST Serial Number \*:   
Issued Date \*:   
Document Upload \*:  Work Order 14000574721.pdf
- 3. COMPLETE FINANCIAL DOCUMENT OF LAST THREE CONSECUTIVE FINANCIAL YEAR**  
ITR Year (FY-FY) \*:   
Issued Date \*:   
Document Upload \*:  Manoj Saxen...d to wallet.pdf

The Windows taskbar at the bottom shows the system date and time as 16:16 on 19/12/2022, along with various system icons.

Contractor | Dashboard x +

qcportal.mpcz.in/tkc/tkc\_reg\_ten

Supplier (TKC)

Contractor Details

4. PAN CARD DETAILS

PAN Number \*  
DEKPS4692A

Issued Date \*  
04/12/2022

Document Upload \*  
Choose File Invoice.pdf

5. ELECTRICAL LICENSE

Electrical License Number \*  
05/3630

Issued Date \*  
05/12/2022

Valid Upto \*  
31/12/2025

Document Upload \*  
Choose File Test Document.pdf

6. EPF (ALONG WITH COPY OF LATEST PAID CHALLAN AND ITS RECEIPT)

EPF Registration Number \*  
EPF6666

Issued Date \*  
06/12/2022

Document Upload \*  
Choose File Central PO Error.pdf

Type here to search

26°C 16:16 19/12/2022

Contractor | Dashboard x +

qcportal.mpcz.in/tkc/tkc\_reg\_ten

Supplier (TKC)

Contractor Details

7. ESIC REGISTRATION (ALONG WITH COPY OF LATEST PAID CHALLAN AND ITS RECEIPT)

ESIC Registration Number \*  
777777

Issued Date \*  
01/12/2022

Document Upload \*  
Choose File Invoice.pdf

8. EXPERIENCE CERTIFICATE AND RELATED WORKS FOR:3 YEARS UP TO A3 CLASS AND 7 YEARS FOR A4 & A5

EXP. Certificate Number \*  
88888888

Issued Date \*  
08/12/2022

Document Upload \*  
Choose File GBPA Order No 267.pdf

9. NAME AND REGISTRATION NO OF SUPERVISOR

Name On Document \*  
99999

Issued Date \*  
09/12/2022

Document Upload \*  
Choose File uli3hkubap.pdf

10. GUMASTA/FIRM REGISTRATION/DIC/MSME CERTIFICATE

Type here to search

26°C 16:16 19/12/2022

Contractor | Dashboard

qcportal.mpcz.in/tkc/tkc\_reg\_ten

Supplier (TKC)

Contractor Details

10. GUMASTA/FIRM REGISTRATION/DIC/MSME CERTIFICATE

Name On Document \* 10.10.10 Issued Date \* 10/12/2022

Document Upload \* Choose File Invoice.pdf

11. DECLARATION OF CONTRACTOR/SUPERVISOR/RELATIVE WHETHER EX-EMPLOYEE/EMPLOYEE OF MPWB/MPSEB/MP DISCOM/OTHER STATE DISCOM

Identity Number \* 11.11.11 Issued Date \* 11/12/2022

Document Upload \* Choose File Salary Slip Nov-22.pdf

12. DECLARATION OF CONTRACTOR/SUPERVISOR/RELATIVE WHETHER EX-EMPLOYEE/EMPLOYEE OF MPWB/MPSEB/MP DISCOM/OTHER STATE DISCOM

Electricity Connection No. \* N2345023450 Latest Bill Upload \* Choose File uli3hkubap.pdf

Save And Next

## 16. Final submission declaration. Click on Checkbox->Save and Next.

Contractor | Dashboard

qcportal.mpcz.in/tkc/tkc\_reg\_ten

Supplier (TKC)

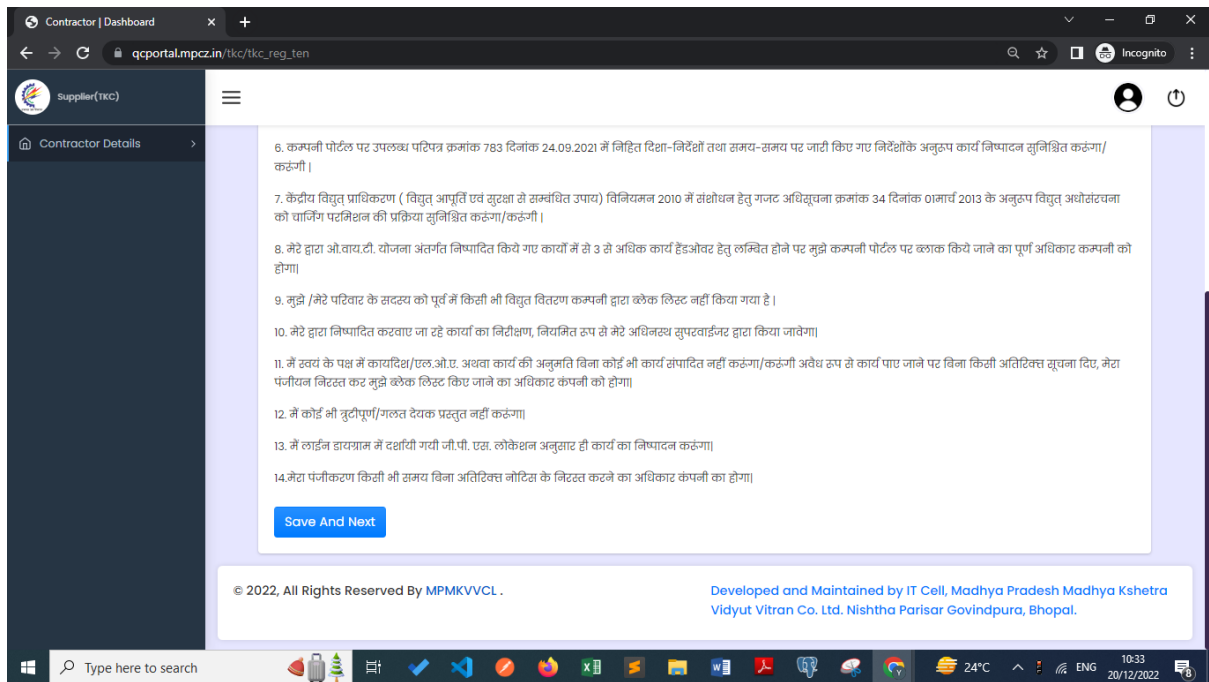
Contractor Details

Dashboard

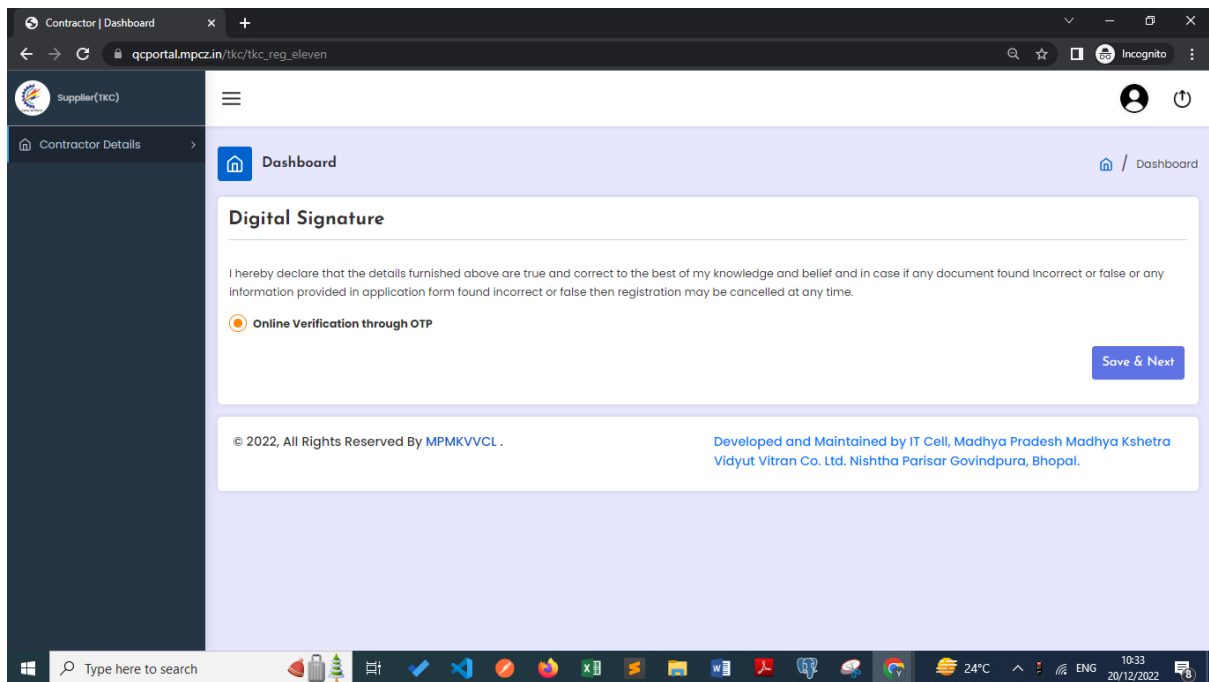
Dashboard

☐ मैं घोषणा करता हूँ /कहती हूँ कि -

1. पंजीयन/नवीनीकरण/अपग्रेडेशन हेतु ऑनलाईन अपलोड किए गए समस्त दस्तावेज व विवरण मेरी जानकारी अनुसार सत्य व सही है। पंजीयन प्रक्रिया के दौरान अथवा पंजीयन पश्चात भी यदि दस्तावेज फर्जी पाये जाने पर मेरा पंजीयन निरस्त करने का अधिकार कंपनी को होगा।
2. मैं कंपनी द्वारा निर्धारित समस्त नियमों एवं समय-समय पर जारी किए जा रहे दिशा-निर्देशों का पालन सुनिश्चित करूंगा/करूंगी।
3. कम्पनी द्वारा निर्धारित मापदंड के अनुरूप सामग्री एवं कार्य की गुणवत्ता सुनिश्चित करने के वचू.सी.पोर्टल पर उपलब्ध परिपत्र क्रमांक 94 दिनांक 20.06.2022 में निहित दिशा-निर्देशों का पालन सुनिश्चित करूंगा/करूंगी।
4. कार्य की गुणवत्ता अथवा सामग्री की गुणवत्ता में कमी पाए जाने पर तत्काल सामग्री बदलकर एवं उचित गुणवत्ता अनुसार कार्य में सुधार कर स्वयं के व्यय पर कार्य का निष्पादन समय-सीमा में करूंगा/करूंगी।
5. यदि किसी भी कारण से मेरा पंजीयन ब्लैक लिस्ट किया जाता है तो मेरी पंजीयन सुरक्षानिधि को राजसात करने का अधिकार कंपनी को होगा।
6. कम्पनी पोर्टल पर उपलब्ध परिपत्र क्रमांक 783 दिनांक 24.09.2021 में निहित दिशा-निर्देशों तथा समय-समय पर जारी किए गए निर्देशों के अनुरूप कार्य निष्पादन सुनिश्चित करूंगा/करूंगी।
7. केंद्रीय विद्युत प्राधिकरण ( विद्युत आपूर्ति एवं सुरक्षा से सम्बंधित उपाय) विनियमन 2010 में संशोधन हेतु गजट अधिसूचना क्रमांक 34 दिनांक 01 मार्च 2013 के अनुरूप विद्युत अद्योतन योजना को चार्जिंग पटनिष्ठान की प्रक्रिया सुनिश्चित करूंगा/करूंगी।
8. मेरे द्वारा ओ.वाय.टी. योजना अंतर्गत निष्पादित किये गए कार्यों में से 3 से अधिक कार्य हैंडओवर हेतु लम्बित होने पर मुझे कम्पनी पोर्टल पर उल्लेख किये जाने का पूर्ण अधिकार कम्पनी को होगा।



## 17. Click on Save and Next





18. Enter OTP received ->Submit Code.

Contractor | Dashboard

qcportal.mpcz.in/tkc/vendor\_otp\_verify

Supplier (NKC)

Contractor Details

Dashboard

Vendor otp verify

VERIFY OTP

Mobile OTP \*

254557

Submit Code

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Type here to search

24°C

ENG

10:34

20/12/2022

\*\*\*\*\*