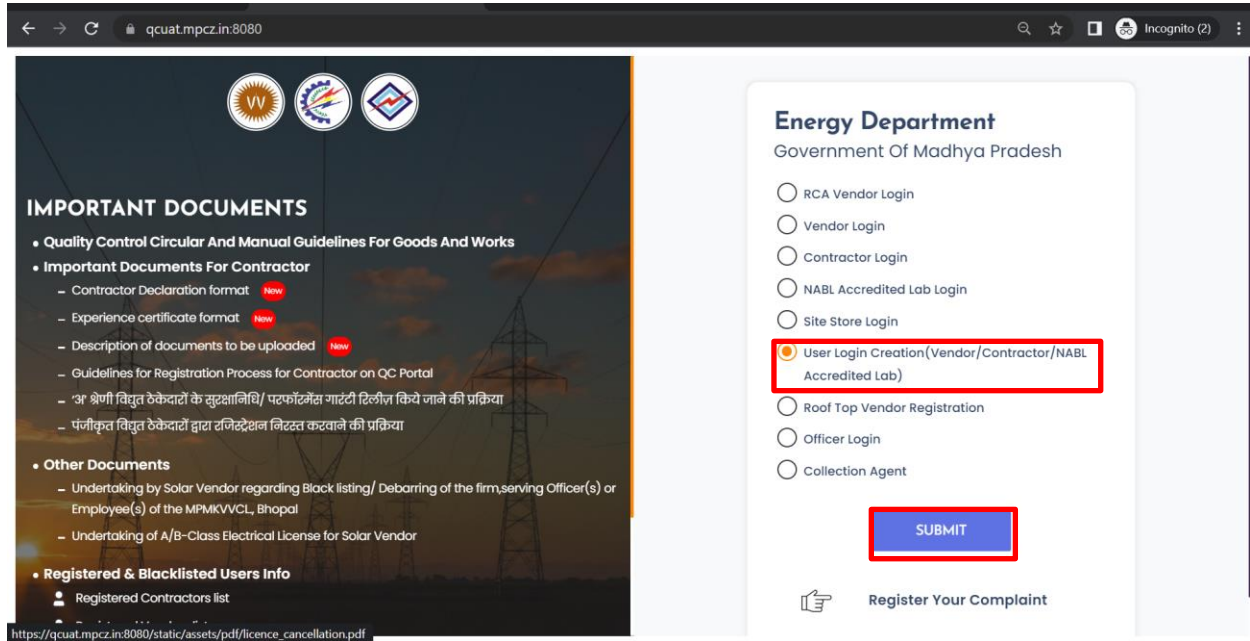





# Vendor Registration SOP

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



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.

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



## 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 ठेकेदारों के सुरुआती पदफॉर्मेशन गारंटी दिली जाये जाने की प्रक्रिया
  - पंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन निटस्ट 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
  - 👤 Registered Vendors list

### Registration Form

Registration Form for Vendor/Contractor/NABL Accredited Lab

Select User Type \*

Select Discom For Document Approval \*

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




Choose Organization Sector \*  
☒ Private ☐ Government

Firm / Company Name(English) \*

Firm / Company Name(Hindi) \*

Name Of Authorized Person(English) \*

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## 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
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  - पंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन निटस्ट 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
  - 👤 Registered Vendors list

Name Of Authorized Person(English) \*

Name Of Authorized Person(Hindi) \*

Mobile Number (Number Will Used For Login) \*

Email ID \*

Captcha \*

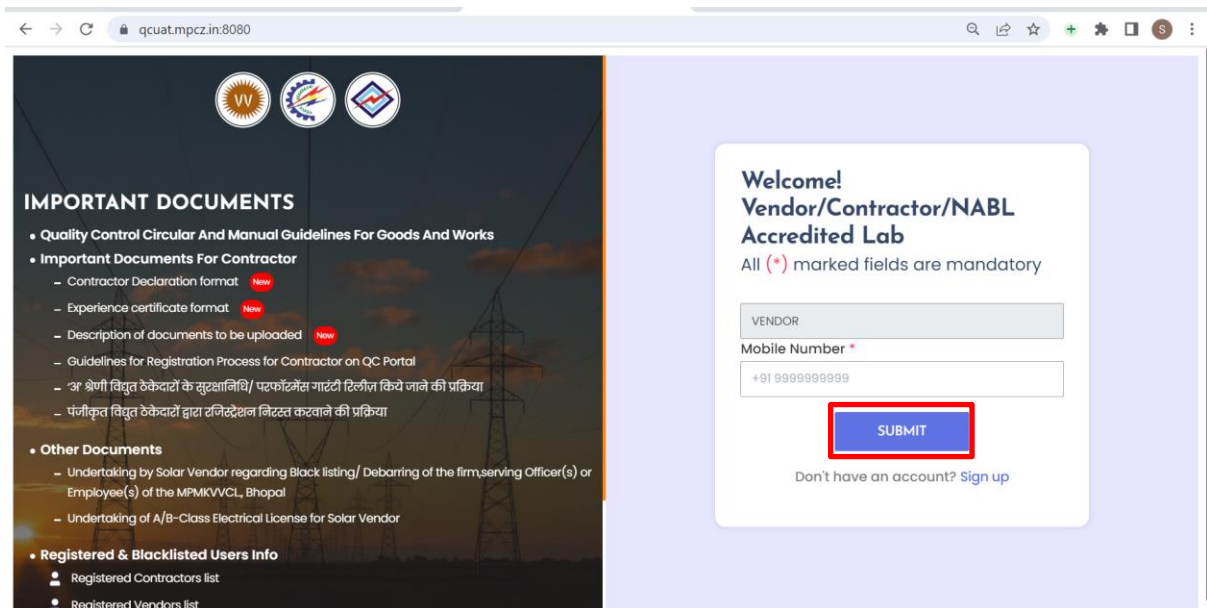
Enter Captcha Code \*

🔄 Reset Capcha

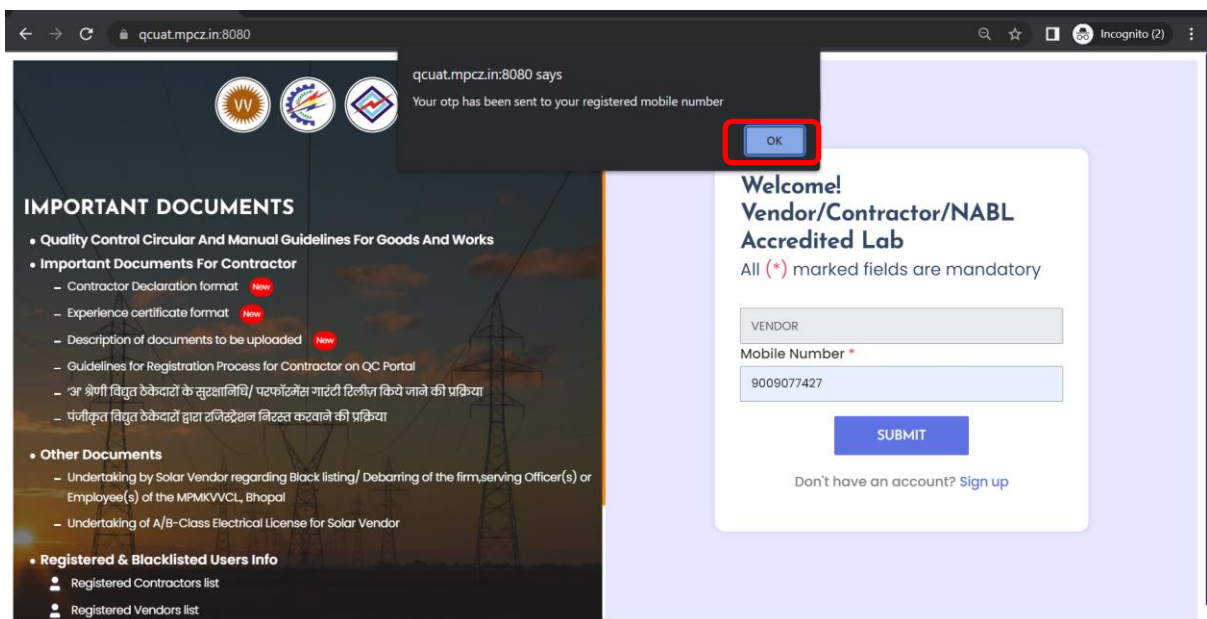
**SUBMIT**

Already Have An Account? [Login](#)

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




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



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

← → ↻ 🏠 qcdev.mpcz.in:8080/reg\_first 🔍 ☆ 🗄 Incognito



### 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

## 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

← → ↻ 🏠 qcuat.mpcz.in:8080/login 🔍 ☆ 🗄 Incognito (2)



### 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
  - 'श्री श्रेणी विद्युत चेकदाता के सुपुत्राभिधि/ परफॉर्मन्स गारंटी डिक्लेर किया जाने की प्रक्रिया
  - फेजीकृत विद्युत चेकदाता द्वारा रजिस्ट्रेशन निरस्त करवाने की प्रक्रिया
- Other Documents
  - 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
- Registered & Blacklisted Users Info
  - Registered Contractors list
  - Registered Vendors list
  - Registered NABL Lab
  - 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

### 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
  - 34 श्रेणी विद्युत कैबेजों के सुरक्षाविधि/ पदफॉटोमैक्स गारंटी टिकीज़ किये जाने की प्रक्रिया
  - फनीकृत विद्युत कैबेजों द्वारा एनिलेडेशन निरस्त करवाने की प्रक्रिया
- Other Documents
  - 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
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  - Registered Vendors list
  - Registered NABL Lab
  - Blacklisted Vendors

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

### IMPORTANT DOCUMENTS

- Quality Control Circular And Manual Guidelines For Goods And Works
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  - Contractor Declaration format New
  - Experience certificate format New
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  - फनीकृत विद्युत कैबेजों द्वारा एनिलेडेशन निरस्त करवाने की प्रक्रिया
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  - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
  - Registered Contractors list
  - Registered Vendors list
  - Registered NABL Lab
  - Blacklisted Vendors

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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## 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
  - '3R' श्रेणी विद्युत ठेकेदारों के सुरुआत/पटवॉरमेंस गारंटी दिली जाये जाने की प्रक्रिया
  - फंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन निरस्त करवाने की प्रक्रिया
- Other Documents
  - Undertaking by Solar Vendor regarding Black listing/ Debaring of the firm/serving Officer(s) or Employee(s) of the MPKVCL, Bhopal
  - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
  - Registered Contractors list
  - Registered Vendors list
  - Registered NABL Lab
  - Blacklisted Vendors

Date of birth \*  
  
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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## 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
  - '3R' श्रेणी विद्युत ठेकेदारों के सुरुआत/पटवॉरमेंस गारंटी दिली जाये जाने की प्रक्रिया
  - फंजीकृत विद्युत ठेकेदारों द्वारा रजिस्ट्रेशन निरस्त करवाने की प्रक्रिया
- Other Documents
  - Undertaking by Solar Vendor regarding Black listing/ Debaring of the firm/serving Officer(s) or Employee(s) of the MPKVCL, Bhopal
  - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
  - Registered Contractors list
  - Registered Vendors list
  - Registered NABL Lab
  - Blacklisted Vendors

☒ 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

### 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 कैबेजों के सुरक्षानिधि/ परफॉर्मैस गारंटी दिवनीय किये जाने की प्रक्रिया
  - पंजीकृत विद्युत कैबेजों द्वारा अनिच्छित निलंबन करवाने की प्रक्रिया
- Other Documents
  - Undertaking by Solar Vendor regarding Black listing/ Debaring of the firm, serving Officer(s) or Employee(s) of the MPWVCL, Bhopal
  - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
  - Registered Contractors list
  - Registered Vendors list
  - Registered NABL Lab
  - Blacklisted Vendors




☒ 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

### 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 कैबेजों के सुरक्षानिधि/ परफॉर्मैस गारंटी दिवनीय किये जाने की प्रक्रिया
  - पंजीकृत विद्युत कैबेजों द्वारा अनिच्छित निलंबन करवाने की प्रक्रिया
- Other Documents
  - Undertaking by Solar Vendor regarding Black listing/ Debaring of the firm, serving Officer(s) or Employee(s) of the MPWVCL, Bhopal
  - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
  - Registered Contractors list
  - Registered Vendors list
  - Registered NABL Lab
  - Blacklisted Vendors

### 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

Billing Information

- Amount: ₹2360.00
- Order No: 13be7afe-8...
- Merchant: Qcportal.mpcz
- Website: https://qcportal.mpcz.in/payment/success

Your session will expire in 14:59 minutes

**PAY WITH**

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

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

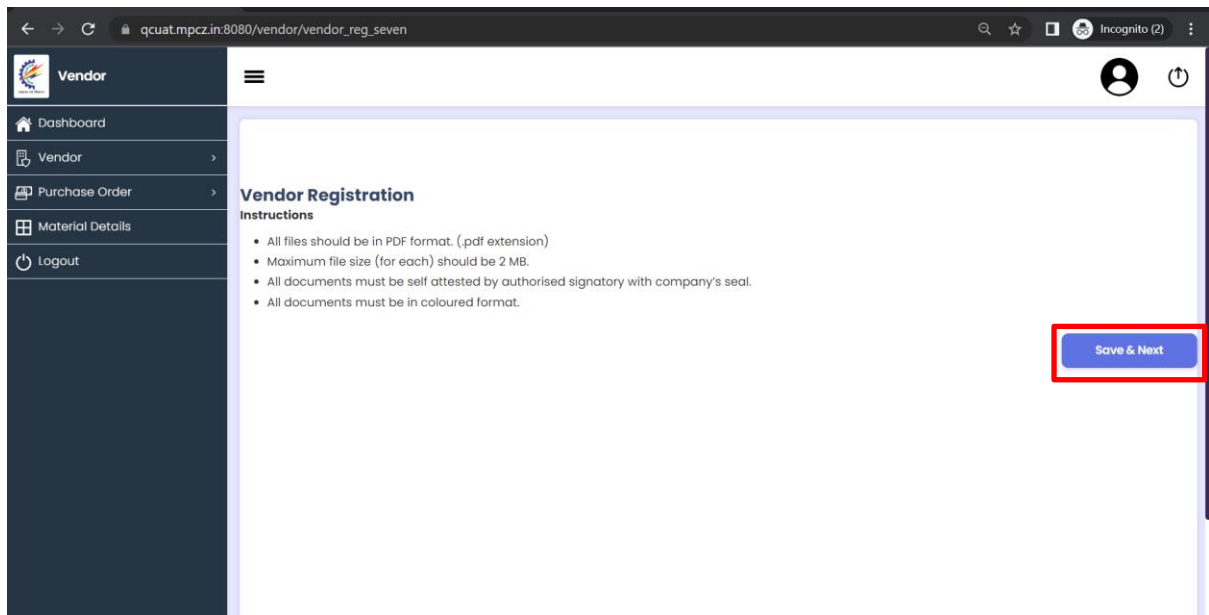
TEST VENDOR

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

The screenshot shows the same web browser window with the URL `qcdev.mpcz.in:8080/vendor/vendor_reg_eight`. The page is titled "Vendor Registration" and includes the same sidebar. The main content area displays the following form fields:

- Experience In The Field (In Years)\***: A dropdown menu with the value "1" selected.
- TurnOver (In Lakhs)\***: A text input field with the value "0".

A note below the fields states: "Note : If you are a new vendor please select experience and turnover zero (0)."

A blue button labeled "Save & Next" is highlighted with a red rectangle in the bottom right corner.

At the bottom of the page, there is a footer with the text: "© 2022, All Rights Reserved By MPMKVCL" and "Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal."

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

Upload File\*

Choose File No file chosen

#### 3.FACTORY LICENSE NUMBER DETAILS

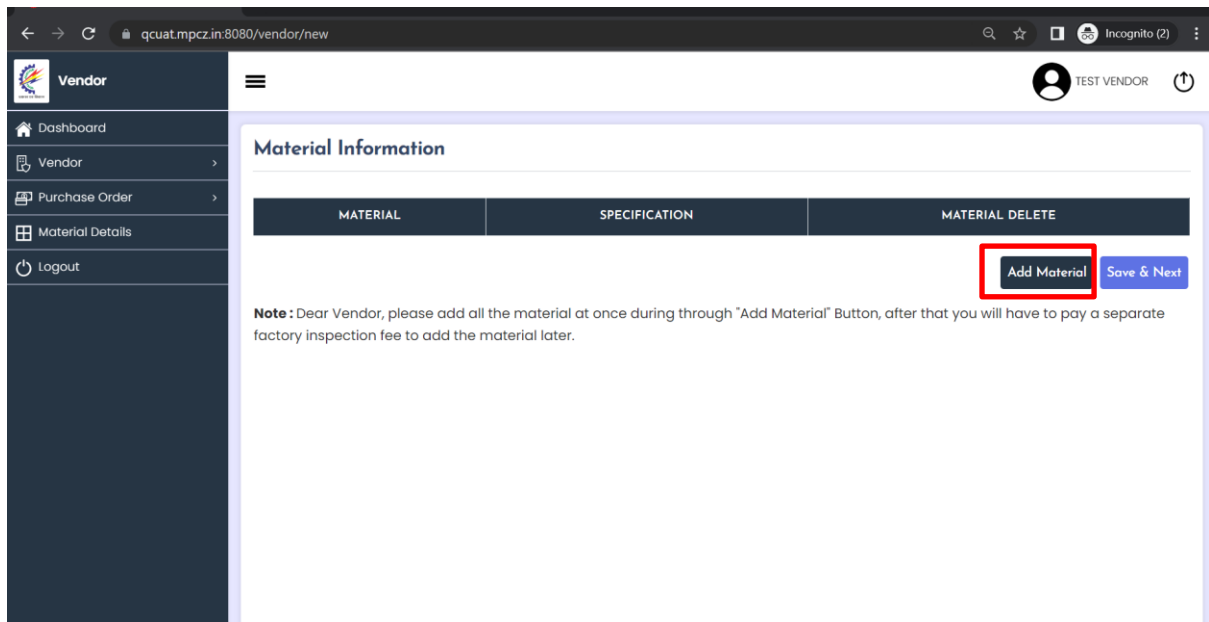
Factory License No(if applicable)\*

Save & Next

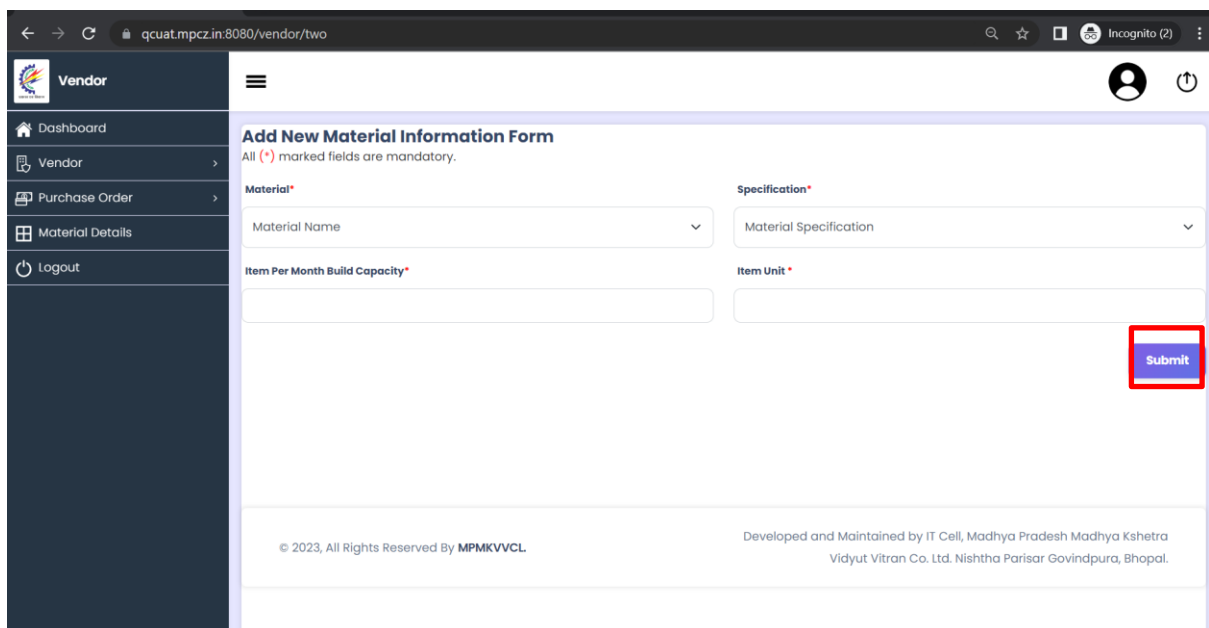
© 2023, All Rights Reserved By MPMKVVCL

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

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

### Material Information

MATERIAL	SPECIFICATION	MATERIAL DELETE
MS fabricated Items	33 KV Bridling cross arms 75x75x6mm	Delete

Add Material Save & Next

**Note:** Dear Vendor, please add all the material at once during through "Add Material" Button, after that you will have to pay a separate factory inspection fee to add the material later.

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

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

### Technical Details

- PRIVIOUS SUPPLY ORDER COPIES/COMPLETION CERTIFICATE/DOCUMENTARY EVIDENCE REQUIRED(minimum experience criteria Annex-II) [View](#) \*  
Upload File \*  
 No file chosen
- LIST OF PLANTS & MACHINERIES \*  
Upload File \*  
 No file chosen
- LIST OF TESTING EQUIPMENT \*  
Upload File \*  
 No file chosen
- CALIBRATION CERTIFICATE FOR ALL TESTING EQUIPMENT(shall be cross verify during factory inspection) \*  
Upload File \*  
 No file chosen
- BIS LICENCE (if applicable)



Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

### Technical Details

1. PRVIOUS SUPPLY ORDER COPIES/COMPLETION CERTIFICATE/DOCUMENTARY EVIDENCE REQUIRED(minimum experience criteria Annex-II) **View**

Upload File \*  
Choose File No file chosen
2. LIST OF PLANTS & MACHINERIES \*
 

Upload File \*  
Choose File No file chosen
3. LIST OF TESTING EQUIPMENT \*
 

Upload File \*  
Choose File No file chosen
4. CALIBRATION CERTIFICATE FOR ALL TESTING EQUIPMENT (shall be cross verify during factory inspection) \*
 

Upload File \*  
Choose File No file chosen
5. BIS LICENCE (if applicable)

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Supplier Name With Address \*

Upload File \*  
Choose File No file chosen

8. LIST OF ITEMS HOLDING ISO 9001 CERTIFICATE \*
 

Name Of Items (Separated By Comma) \*

Upload File \*  
Choose File No file chosen
9. Electricity Bill Of Form/Company Primises \*
 

Electricity Connection No. \*

Latest Bill Upload \*  
Choose File 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

PAN CARD

Pan Card Number

ABCDE567T

Issue Date

18/12/2022

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

11I2223333

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.

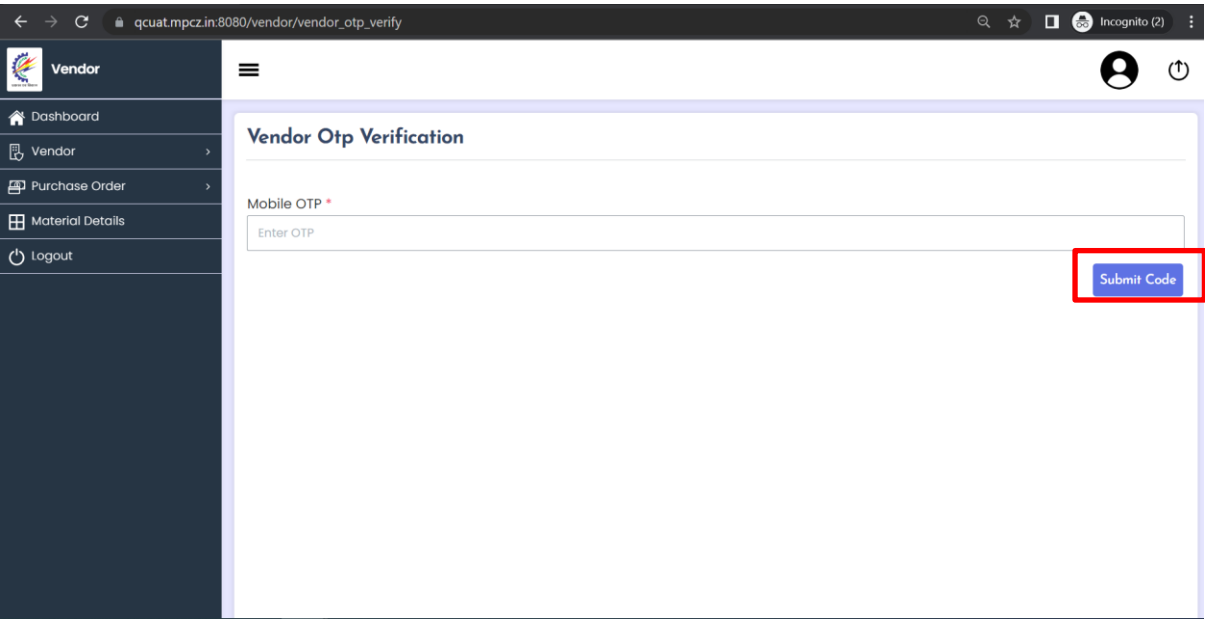
#### Annexure-A

☒ 1.1 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 (S) 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

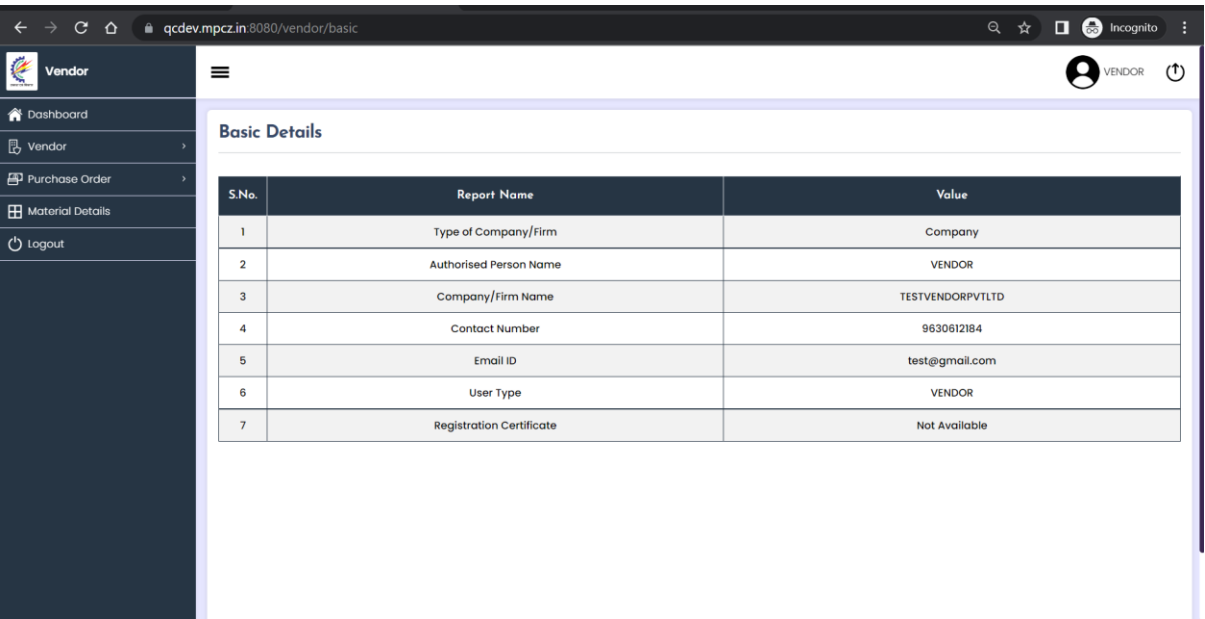
**Save & Next**

23. enter the otp click on submit code



The screenshot shows a web browser window with the URL `qcuat.mpcz.in:8080/vendor/vendor_otp_verify`. The page is titled "Vendor Otp Verification". On the left is a dark sidebar with a "Vendor" logo and menu items: "Dashboard", "Vendor", "Purchase Order", "Material Details", and "Logout". The main content area has a form with a label "Mobile OTP \*" and a text input field containing the placeholder "Enter OTP". To the right of the input field is a blue button labeled "Submit Code", which is highlighted with a red rectangular box.

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



The screenshot shows a web browser window with the URL `qcdev.mpcz.in:8080/vendor/basic`. The page is titled "Basic Details". The sidebar is identical to the previous screenshot. The main content area displays a table with 3 columns: "S.No.", "Report Name", and "Value".

S.No.	Report Name	Value
1	Type of Company/Firm	Company
2	Authorised Person Name	VENDOR
3	Company/Firm Name	TESTVENDORPVTLTD
4	Contact Number	9630612184
5	Email ID	test@gmail.com
6	User Type	VENDOR
7	Registration Certificate	Not Available