


Vendor Registration SOP

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

The screenshot shows a web browser window with the address bar displaying 'qcdev.mpcz.in:8080'. The page has a dark background with a power line image. On the left, there are three circular logos at the top and a section titled 'Important Documents' with a list of links. Below this are three circular icons labeled 'Contractor's', 'Vendor's', and 'SOP (Standard Operating Procedure)'. On the right, there is a white box titled 'Energy Department Government Of Madhya Pradesh' containing a list of radio button options: '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 highlighted with a red rectangle.

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 Authorised person Name.
 - d. Mobile No. (It will be used as use ID for login using OTP)
 - e. Enter email ID for receiving notifications.

← → ↻ 🏠 qcdev.mpcz.in:8080/reg 🔍 ☆ 📱 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

Registration Form

Registration Form for Vendor/Contractor/NABL Accredited Lab

Select User Type *

VENDOR Registration

Select Discom For Document Approval *

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

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

Company

Choose Organization Sector *

☒ Private ☐ Government

Firm / Company Name(English) *

TESTVENDORPVT LTD

Firm / Company Name(Hindi) *

टेस्टवेंडोरप्राइवेट लिमिटेड


Name Of Authorized Person(English) *

VENDOR

Name Of Authorized Person(Hindi) *

वेंडर

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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

NAME OF AUTHORIZED PERSON

Name Of Authorized Person(English) *

VENDOR

Name Of Authorized Person(Hindi) *

वेंडर

Mobile Number (Number Will Used For Login) *

9630612184

Email ID *

test@gmail.com

Captcha *

eZKKgi

Enter Captcha Code *

Enter Captcha Code

🔄 Reset Capcha

SUBMIT

Already Have An Account? [Login](#)

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

QCdev.mpcz.in:8080/reg_first

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

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

Select User Type *
VENDOR

Mobile Number *
9630612184

SUBMIT

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

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

QCdev.mpcz.in:8080/reg_first

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

OTP/Password *
262054
Please fill the required details
[Resend Otp in 0:01](#)

Captcha *
4iC5qh

Enter Captcha *
4iC5qh

SIGN IN

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

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

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

←→↻🏠qcdev.mpcz.in:8080/login🔍☆🖨️👤Incognito⋮

Registration Form For Firm / Company

Types of Firm*

Company

Firm / Company Name (English)*

TESTVENDORPVTLTD

Firm / Company Name (Hindi)*

टेस्टवेंडोरप्राइवेट लिमिटेड

Contact number*

9630612184

Fax number

1234567890000

Firm/Company's PAN Number*

ABCTY1234H

Firm/Company Registration/Gumasta Number

11222222222222222228

Firm/Company's GST Number*

11AAAA11111111A8

Firm/Company Registration Date*

12/12/2022

Registered Office Address

Firm / Company Address Line 1*

Firm / Company Address Line 2

Please fill the required details

Instructions

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

←→↻🏠qcdev.mpcz.in:8080/login🔍☆🖨️👤Incognito⋮

Registered Office Address

Firm / Company Address Line 1*

ABC

Firm / Company Address Line 2

Bhopal

Pincode*

482003

District*

Jabalpur

State*

Madhya Pradesh

City*

Jabalpur

Office correspondence address

☒ If the address is the same

Firm / Company Address Line 1*

ABC

Firm / Company Address Line 2

Bhopal

Please fill the required details

Pincode*

482003

State*

Madhya Pradesh

Instructions

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

qcdev.mpcz.in:8080/login

Pincode * 482003 District * Jabalpur

State * Madhya Pradesh City * Jabalpur

Office correspondence address

☒ If the address is the same

Firm / Company Address Line 1 * ABC Firm / Company Address Line 2 Bhopal

Please fill the required details

Pincode * 482003 State * Madhya Pradesh

District * Jabalpur City * Jabalpur

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.

qcdev.mpcz.in:8080/reg_second

Registration Form For Authorized Person

Name (English) * VENDOR Name (Hindi) * वेन्डर

Email * test@gmail.com

Mobile Number * 9630612184 Date Of Birth * 08/12/2022

Aadhar Number * 111122883333 ☒ I Have No Objection In Sharing The Information Received From My UIDAI (Unique Identification Authority Of India) Aadhaar.

Address Line 1 * ABC Address Line 2 Bhopal

Pin Code * 482003 State * Madhya Pradesh

District * City *

Instructions

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

qcdev.mpcz.in:8080/reg_second

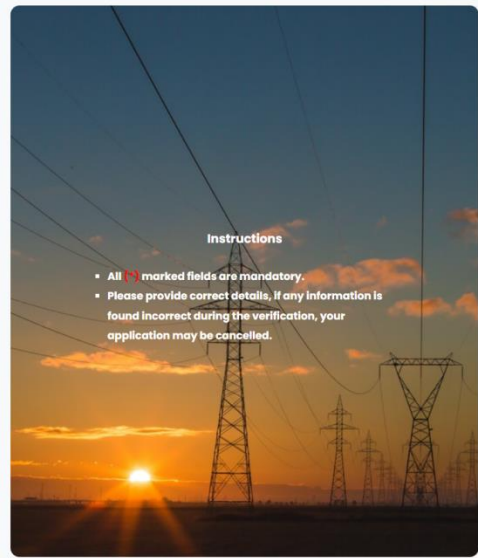
Same As Above Detail

Director / Owner / Partner Details

Name (English) *	Name (Hindi) *
VENDOR	वेंडर
Date Of Birth *	Mobile Number *
08/12/2022	9630612184
E-Mail *	Aadhar Number *
test@gmail.com	11122883333

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

Address Line 1 *	Address Line 2
ABC	Bhopal
Pin Code *	State *
482003	Madhya Pradesh



qcdev.mpcz.in:8080/reg_second

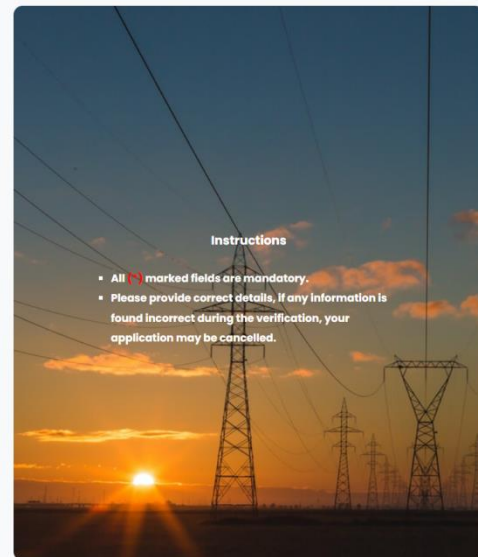
VENDOR वेंडर

Date Of Birth *	Mobile Number *
08/12/2022	9630612184
E-Mail *	Aadhar Number *
test@gmail.com	11122883333

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

Address Line 1 *	Address Line 2
ABC	Bhopal
Pin Code *	State *
482003	Madhya Pradesh
District *	City *
Jabalpur	Jabalpur

Save And Next



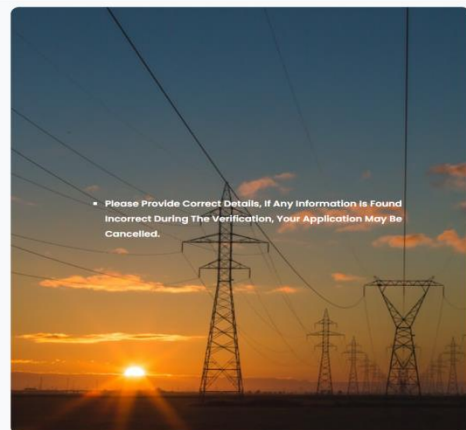
7. Check on Declaration -> Save and Next.

qcdev.mpcz.in:8080/reg_third

☒ 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.

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.

Energy Department
Government Of Madhya Pradesh

Payment Details	
Transaction Id	13be7afe-8128-11ed-aa54-0050569dc10f
Transaction Amount	2360.00
Name	VENDOR
Phone No	9630612184
Email Id	test@gmail.com
Purpose	Registration

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: Qportal.mpcz
Website: https://qportal.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

Basic Details

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

DOCUMENT UPLOAD

12. Click on Save and Next.

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Vendor Registration

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.

Save & Next

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

Vendor Registration

All (*) marked fields are mandatory.

Experience In The Field (In Years) *

TurnOver (In Lakhs) *

Note : If you are a new vendor please select experience and turnover zero (0).

Save & Next

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

General/personal Details

All (*) marked fields are mandatory.

1.NSIC/MSME/DIC REGISTRATION

NSIC/MSME/DIC/Registration number

Issued Date

Valid Upto

Choose Documents

2.AADHAR CARD(Proprietor/Director/Partner/Authorised Person)

Aadhaar Card Holder Name *

Aadhaar card Registration number *

Issued Date *

Choose Documents *

3.PROOF OF FIRM/COMPANY/ENTITY REGISTRATION

Proof Of Registration Number *

Valid Upto

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

4.FATHER AADHAR CARD DETAILS (Optional)

Aadhaar Card Holder Name

TEST1

Aadhaar Card Number

111122223333

Upload File

Choose File A3.pdf

5.FACTORY LICENSE NUMBER DETAILS

Factory License Number*

identity123

Choose Documents*

Choose File A3.pdf

Area Of Land Occupied By Factory (sq. ft.)

12

Number Of Working Shift In Factory

1

Number Of Working Employee (Including Outsource Employee)

23

Built Up Area Of Factory (sq. ft.)

12

Upload Firm/Factory Photographs*

Choose File Screenshot (1).png

Upload Company's Production Capacity Per Annum Of all Material*

Choose File 5. ELECTRICAL LICENSE.docx.pdf

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Factory License Number*

identity123

Choose Documents*

Choose File A3.pdf

Area Of Land Occupied By Factory (sq. ft.)

12

Number Of Working Shift In Factory

1

Number Of Working Employee (Including Outsource Employee)

23

Built Up Area Of Factory (sq. ft.)

12

Upload Firm/Factory Photographs*

Choose File Screenshot (1).png

Upload Company's Production Capacity Per Annum Of all Material*

Choose File 5. ELECTRICAL LICENSE.docx.pdf

Save & Next

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15. After clicking on save & next popup message will display click on ok button

The screenshot shows a web browser window with the URL `qcdev.mpcz.in:8080/vendor/vendor_reg_ten`. A dark-themed sidebar on the left contains the 'Vendor' logo and navigation links: Dashboard, Vendor, Purchase Order, Material Details, and Logout. The main content area is a registration form with the following fields: 'Factory License Number*' (containing 'identity123'), 'Area Of Land Occupied By Factory (sq. ft.)' (12), 'Number Of Working Shift In Factory' (1), 'Number Of Working Employee (Including Outsource Employee)' (23), 'Built Up Area Of Factory (sq. ft.)' (12), 'Upload Firm/Factory Photographs*' (with a file named 'Screenshot (1).png'), and 'Upload Company's Production Capacity Per Annum Of all Material*' (with a file named '5. ELECTRICAL LICENSE.docx.pdf'). A 'Save & Next' button is at the bottom right. A dark modal popup is centered over the form, displaying the text 'qcdev.mpcz.in:8080 says' and 'Are you sure want to submit the from?' with 'OK' and 'Cancel' buttons.

16.click on add material for adding materials

The screenshot shows a web browser window with the URL `qcdev.mpcz.in:8080/vendor/new`. The sidebar is identical to the previous screenshot. The main content area is titled 'Material Information' and features a table with columns: Material, Specification, Material Test Doc, Material GTP Doc, Material Other Doc, and Material Delete. Below the table, there is a red-bordered button labeled 'Add Material'. A 'Save & Next' button is located at the bottom right. A red text note reads: '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.' The footer contains copyright information for MPMKVCL and development details for the IT Cell at Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd.

17. click on submit button

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Add New Material Information Form

All (*) marked fields are mandatory.

Material*

Vacuum Circuit Breaker (VCB)

Specification*

11 KV VCB, Outdoor Porcelain clad type with complete structure and accessories excluding CT & pannel

Type Test Report*

Choose File 5. ELECTRICAL LICENSE.docx.pdf

GTP and Drawing*

Choose File 7. ESI REGISTRATION (ALONG WITH).pdf

Other Supporting Document

Choose File 7DI.pdf

Submit

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18. Click on save & next

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Material Information

Material	Specification	Material Test Doc	Material GTP Doc	Material Other Doc	Material Delete
Vacuum Circuit Breaker (VCB)	11 KV VCB, Outdoor Porcelain clad type with complete structure and accessories excluding CT & pannel	View	View	View	Delete
Energy Meters	Smart meters complying with IS 16444 (with relay) for disconnection Three Phase	View	View	View	Delete
Marshalling box	30 V -10Amp Battery Charger solid state type	View	View	View	Delete
Concreting of structures & foundation	Concreting of structures & foundation (1:2:4)	View	View	View	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

All (*) marked fields are mandatory.

1. PAST EXPERIENCE*

Document issued By

OFFICER

Document Serial No.

9090907878

Upload file

Choose File 6.EPF(ALONG WITH COPY OF LAT).pdf

2. LIST OF PLANTS & MACHINERIES*

Upload file

Choose File 7DI.pdf

3. LIST OF TESTING EQUIPMENT*

Upload file

Choose File 9. NAME AND REGISTRATION NO OF SUPERVISOR.docx.pdf

4. CALIBRATION CERTIFICATE FOR TESTING EQUIPMENT*

Upload file

qcdev.mpcz.in:8080/vendor/vendor_reg_eleven

Vendor

- Dashboard
- Vendor
- Purchase Order
- Material Details
- Logout

4. CALIBRATION CERTIFICATE FOR TESTING EQUIPMENT *

Upload file

Choose File 8. EXPERIENCE CERTIFICATE AND.pdf

5. BSI LICENCE *

Upload file

Choose File 10. NAME OF CONTRACTOR FIRM AND CLASS.pdf

6. ISI LICENCE *

Upload file

Choose File 7DI.pdf

7. METHOD ADOPTED FOR QUALITY CONTROL *

Name Of Method Adopted For Quality Control

TEST_QUALITY

Upload file

Choose File 5. ELECTRICAL LICENSE.docx.pdf

8. SOURCE OF SUPPLY OF RAW MATERIAL WITH ADDRESS *

Supplier name with address

Upload file

Choose File No file chosen

qcdev.mpcz.in:8080/vendor/vendor_reg_eleven

Vendor

- Dashboard
- Vendor
- Purchase Order
- Material Details
- Logout

TEST_SUPPLIER

Choose File 6.EPF(ALONG WITH COPY OF LAT.pdf)

9. LIST OF ITEMS HOLDING ISO 9001 CERTIFICATE *

Name Of Items (Separated by comma)

ITEMS

Upload file

Choose File 6.EPF(ALONG WITH COPY OF LAT.pdf)

10. Electricity bill of Firm /Company Premises *

Electricity Connection No.

elect12334

Latest bill upload

Choose File 11. DETAIL OF CONTRACTORSUPERVISO.pdf

11. Undertaking regarding debaring from the DISCOM of MP *

Upload file

Choose File 9. NAME AND REGISTRATION NO OF SUPERVISOR.docx.pdf

12. Declaration with regard to the Ex-employee of MPWB/MPSEB/MP DISCOMS and regarding their relatives *

Upload file

Choose File 5. ELECTRICAL LICENSE.docx.pdf

Save & Next

20. After clicking on save & next alert message click on ok button

qcdev.mpcz.in:8080/vendor/vendor_reg_eleven

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

ITEMS

10. Electricity bill of Firm / Company

Electricity Connection No.

elect12334

Latest bill upload

Choose File

11. Undertaking regarding debarring from the DISCOM of MP*

Upload file

Choose File

9. NAME AND REGISTRATION NO OF SUPERVISOR.docx.pdf

12. Declaration with regard to the Ex-employee of MP/MPSEB/MP DISCOMS and regarding their relatives *

Upload file

Choose File

5. ELECTRICAL LICENSE.docx.pdf

Save & Next

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21. Enter all technical details

qcdev.mpcz.in:8080/vendor/vendor_reg_twelve

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

1112223333

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)

qcdev.mpcz.in:8080/vendor/vendor_reg_twelve

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

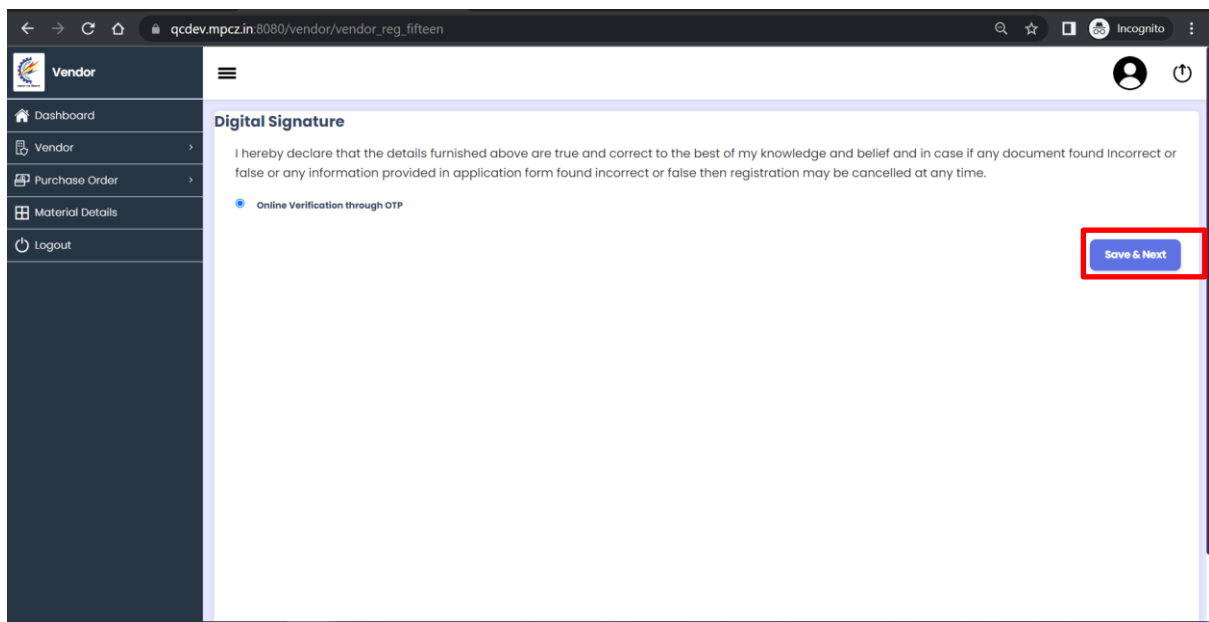
11. DETAIL OF CONTRACTORSUPERVISOR.pdf

Save & Next

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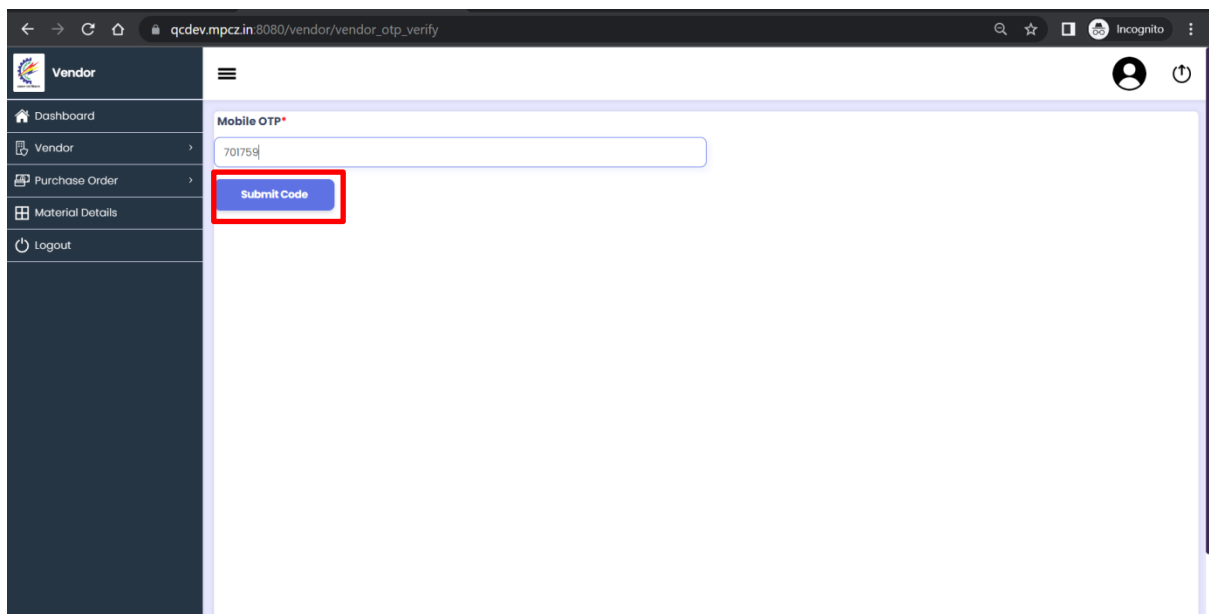
Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. Nishtha Parisar Govindpura, Bhopal.

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



The screenshot shows a web browser window with the URL `qcdev.mpcz.in:8080/vendor/vendor_reg_fifteen`. The page is titled "Vendor" and has a sidebar menu with options: Dashboard, Vendor, Purchase Order, Material Details, and Logout. The main content area is titled "Digital Signature" and contains a declaration: "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." Below this, there is a section for "Online Verification through OTP". A blue button labeled "Save & Next" is highlighted with a red rectangle.

23. enter the otp click on submit code



The screenshot shows a web browser window with the URL `qcdev.mpcz.in:8080/vendor/vendor_otp_verify`. The page is titled "Vendor" and has the same sidebar menu as the previous page. The main content area is titled "Mobile OTP" and contains a text input field with the value "701759". Below the input field, a blue button labeled "Submit Code" is highlighted with a red rectangle.

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

Vendor

Dashboard

Vendor

Purchase Order

Material Details

Logout

Basic Details

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
