

SOP for uploading document and selection of vendor by the contractor

After work order creation contractor will logged in for documents submission

- 1) Open website <https://qcportal.mpcz.in> choose user login click on submit

The screenshot shows the website interface for the Energy Department, Government of Madhya Pradesh. On the left, there is a section titled 'IMPORTANT DOCUMENTS' with links to various guidelines and documents. On the right, there is a login form with the following options:

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

The 'SUBMIT' button is located below the login options and is highlighted with a red box. There is also a link to 'Register Your Complaint' at the bottom right.

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

The screenshot shows the login form for a Vendor/Contractor/NABL Accredited Lab. The form includes the following fields:

- Select User Type ***: A dropdown menu with 'CONTRACTOR' selected.
- Mobile Number ***: A text input field containing '9630612184'.

The 'SUBMIT' button is highlighted with a red box. A notification box at the top center states: 'qcportal.mpcz.in:8080 says Your otp has been sent to your registered mobile number'. Below the notification box, there is an 'OK' button highlighted with a red box. At the bottom of the form, there is a link: 'Don't have an account? Sign up'.

- 3) Enter the otp which was generated on your registered mobile number and click on SIGN-IN button

← → ↻ 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
 - 'अ' श्रेणी विद्युत ठेकेदारों के सुरक्षानिधि/ परफॉर्मेंस गारंटी रिलीज़ किये जाने की प्रक्रिया
 - पंजीकृत विद्युत ठेकेदारों 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

Welcome! Vendor/Contractor/NABL Accredited Lab

All (*) marked fields are mandatory

OTP/Password *

Please fill the required details Resend Otp in 0:13

Captcha *

Enter Captcha *

SIGN IN

4) After logged in click on work order

← → ↻ qcdev.mpcz.in:8080/login

Supplier (TKC)

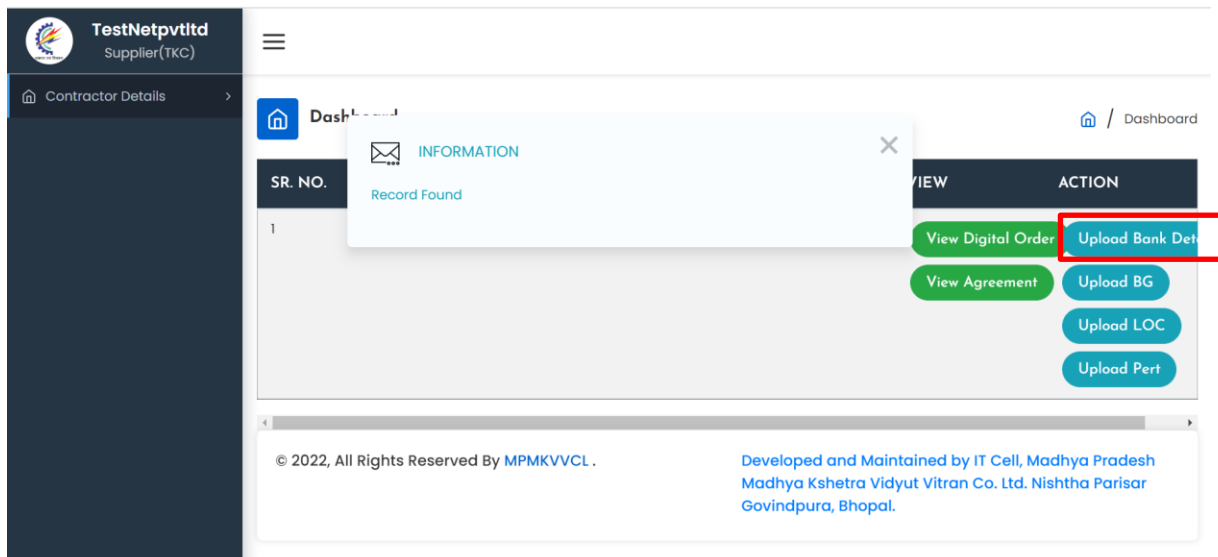
- Contractor Details
- Basic Info
- Rejected Document
- Update Profile
- Profile Status
- All Transaction's
- Activation
- Up-gradation
- GIS Survey
- Work Order**
- Add Site Store
- Invoicing
- Materials Vendor Approval

Dashboard

Basic Information Contractor

S.NO.	DOCUMENT NAME	VALUE
1	Type of Business	Company
2	Authorised Person Name	LALIT GURJAR
3	Company Name	OM ENTERPRISES
4	Contact Number	9926300000
5	Email ID	omenterprisesharda21@gmail.com
6	Type	A3
7	Registration Certificate	CZC20160519263

<https://qcdev.mpcz.in:8080/tkc/wo>



Click on bank details

5) After clicking on upload bank details

The screenshot shows the 'Upload Bank Details' form. It includes fields for 'WORK ORDER NUMBER' (MPCZ0001), 'Bank Name' (ICICI), 'IFSC Code' (ICIC00000123), 'Account Holder Name', 'Account No', 'Confirm Account No', and 'Upload Cancel Check'. A 'Choose File' button is next to the 'Upload Cancel Check' field. The 'Submit' button at the bottom right is highlighted with a red box.

3)After filled the details click on submit ,message should display “bank details save” and click on upload BG button

Supplier(TKC) Dashboard

SR. NO.	WO NO.	SUBJECT	COMPANY	DATE	VIEW	ACTION
1	wo_001	Description_001	MPMKVVCL, Bhopal	Dec. 25, 2022	View Digital Order View Agreement	Bank Details Already Uploaded Upload BG Upload CC/ODL Upload Pert Upload MQP Plan Upload FQP Plan Upload Other Documents

4)After clicking on upload BG button fill the details and click on ADD button

TestNetpvtltd Supplier(TKC)

Contractor Details

WORK ORDER NUMBER : MPCZ0001

Select BG Type * Materials Advance

Bank Guarantee Bank Name* ASDF

Bank Guarantee No 1234

Issue Date 31/10/2022

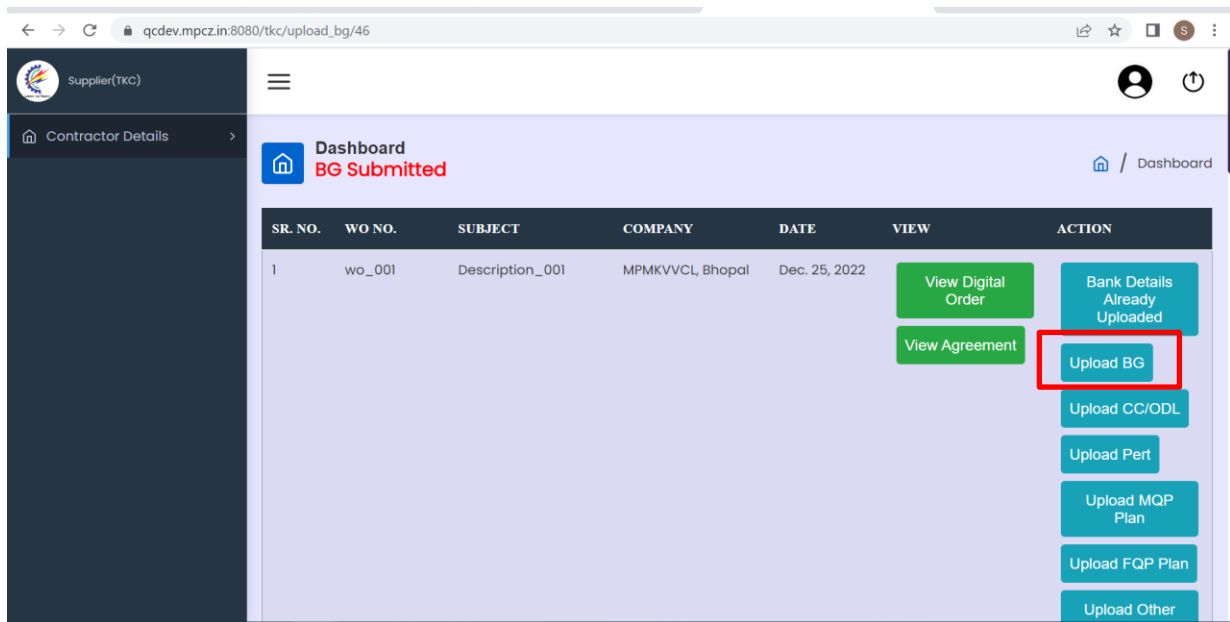
Valid Up To 31/10/2022

Amount 6000

Upload Bank Guarantee Choose File CGM_3_1.jpg


ADD

5)Message should display BG submitted than again click on upload BG



6)After clicking on Upload BG click on submit button to final submit of BG

After clicking on submit button


TestNetpvtltd
 Supplier(TKC)

Contractor Details

Sr No.	Bank Name	BG Type	BG Guarantee_no	BG Issue Date	BG Valid Date	BG Amount	BG Copy	Action	Approval Status	Re
1	ASDF	Materials Advance	1234	Oct. 31, 2022	Oct. 31, 2022	6000		View	Submitted	Pending

Upload Bank Guarantee Details

WORK ORDER NUMBER :

MPCZ0001


Select BG Type *

Please Select

Bank Guarantee Bank Name*

Bank Guarantee No

7)After getting Approval from officer contractor's status will get updated


TestNetpvtltd
 Supplier(TKC)

Contractor Details

Dashboard

Dashboard

Sr No.	Bank Name	BG Type	BG Guarantee_no	BG Issue Date	BG Valid Date	BG Amount	BG Copy	Action	Approval Status	Re
1	ASDF	Materials Advance	1234	Oct. 31, 2022	Oct. 31, 2022	6000		View	Submitted	Approved

Upload Bank Guarantee Details

WORK ORDER NUMBER :

MPCZ0001

Select BG Type *

Please Select

8) click on the button upload CC/ODL

The screenshot shows the Supplier(TKC) Dashboard. The header includes the logo, 'Supplier(TKC)', and a navigation menu. The main content area displays a table with columns: SR. NO., WO NO., SUBJECT, COMPANY, DATE, VIEW, and ACTION. The first row shows a work order with SR. NO. 1, WO NO. wo_001, SUBJECT Description_001, COMPANY MPMKVCL, Bhopal, and DATE Dec. 25, 2022. The ACTION column contains several buttons: 'View Digital Order', 'View Agreement', 'Bank Details Already Uploaded', 'Upload BG', 'Upload CC/ODL' (highlighted with a red box), 'Upload Pert', 'Upload MQP Plan', 'Upload FQP Plan', and 'Upload Other'.

After clicking on the upload CC/ODL button

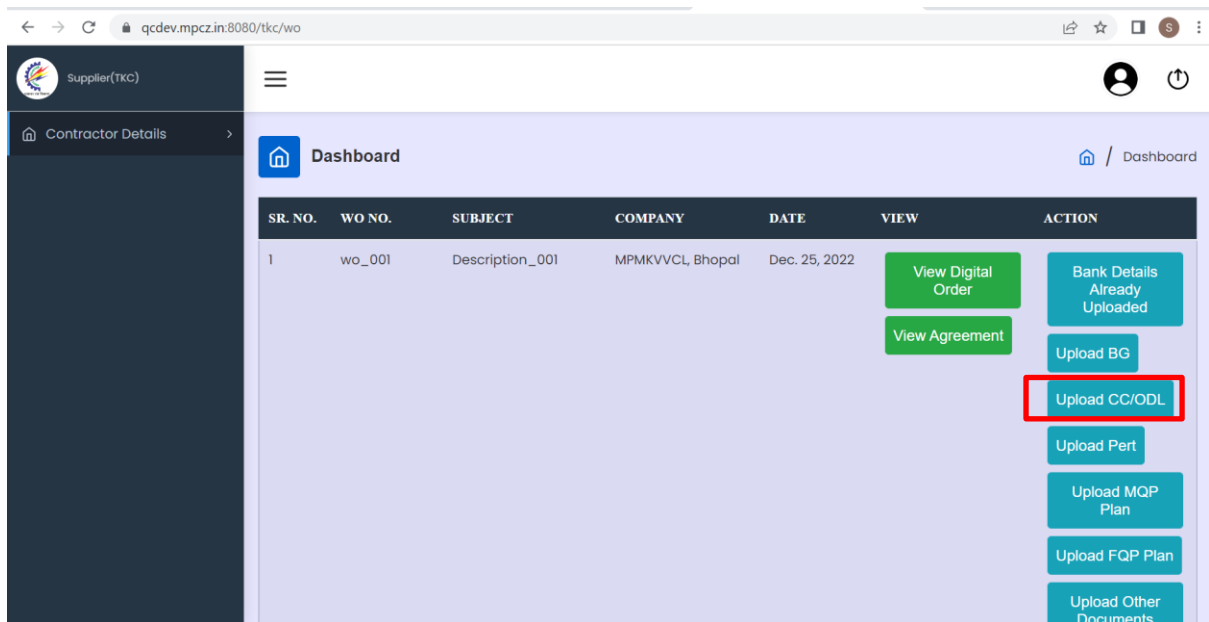
9) fill all the details and click on submit

The screenshot shows the Supplier(TKC) form for uploading a Letter of Credit (LOC). The form contains the following fields and values:

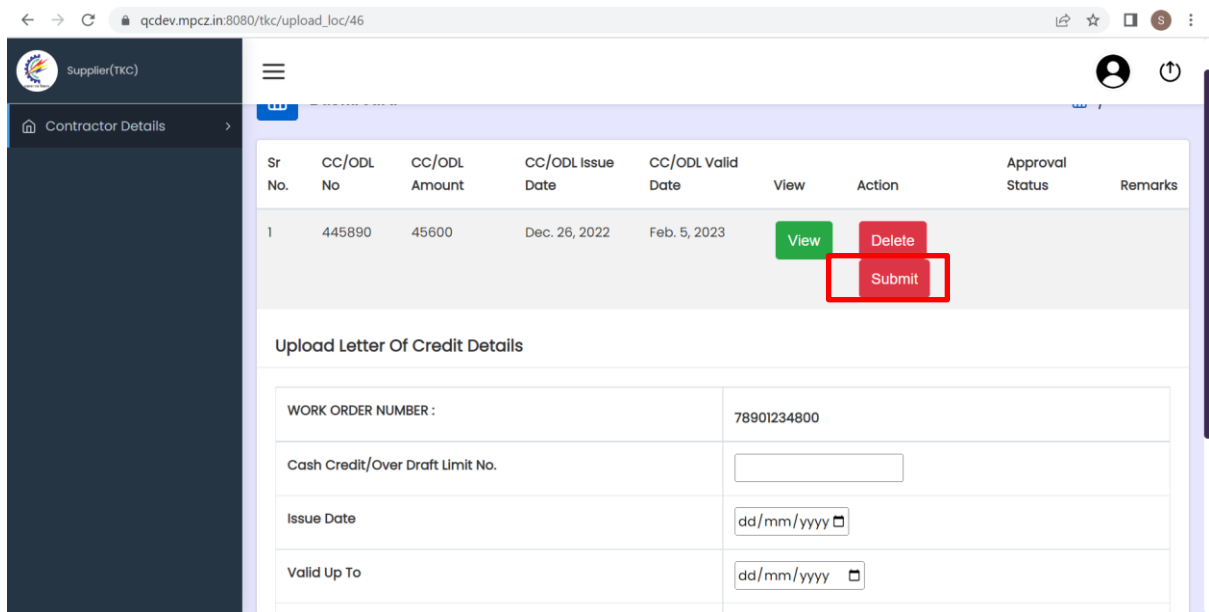
Field	Value
WORK ORDER NUMBER :	78901234800
Cash Credit/Over Draft Limit No.	445890
Issue Date	26/12/2022
Valid Up To	05/02/2023
LOC Amount	45600
Upload Letter Of Credit(LC)	Choose File AADHAR CARD NUMBER.pdf

The 'Submit' button is highlighted with a red box.

10) After that message will display LOC details submitted and click on upload loc button



8) After clicking on upload LOC button



10) After Clicking on submit button click on pert detail

qcdev.mpcz.in:8080/tkc/wo

Supplier(TKC)

Contractor Details

Dashboard

SR. NO.	WO NO.	SUBJECT	COMPANY	DATE	VIEW	ACTION
1	wo_001	Description_001	MPMKVVCL, Bhopal	Dec. 25, 2022	View Digital Order View Agreement	Bank Details Already Uploaded Upload BG Upload CC/ODL Upload Pert Upload MQP Plan Upload FQP Plan Upload Other Documents

11) Fill the details click on add and after that click on submit button

TestNetpvtltd Supplier(TKC)


Contractor Details


Sr No.	Company Name	Pert	Action	Approval Status	Remarks
Upload Pert Details					
WORK ORDER NUMBER :		MPCZ0001			
Company Name :*		MPMKVVCL, Bhopal			
Description :*		WERT			
Nit Number :*		34			
Upload Pert : *		<input type="button" value="Choose File"/> No file chosen			
<input type="button" value="Submit"/>					


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12) After clicking on submit button


TestNet Pvt Ltd
 Supplier(TKC)



 Contractor Details >

 **Dashboard**


 / Dashboard


Sr No.	Company Name	Pert	Action	Approval Status	Remarks
1	MPMKVVCL, Bhopal	View Pert	Already Pert Submitted	Pending	


Upload Pert Details


WORK ORDER NUMBER :	MPCZ0001
Company Name :*	MPMKVVCL, Bhopal
Description :*	WERT
Nit Number :*	34


13)After getting Approval from officer contractor's status will get updated


TestNet Pvt Ltd
 Supplier(TKC)



 Contractor Details >

 **Dashboard**

 / Dashboard

Sr No.	Company Name	Pert	Action	Approval Status	Remarks
1	MPMKVVCL, Bhopal	View Pert	Already Pert Submitted	BG Approved	done

Upload Pert Details

WORK ORDER NUMBER :	MPCZ0001
Company Name :*	MPMKVVCL, Bhopal
Description :*	WERT
Nit Number :*	34
Upload Pert : *	<div> <div>Choose File</div> <div>No file chosen</div> </div>

[Submit](#)

Supplier(TKC)

Contractor Details

S.NO.

COMPANY NAME

MQP DOCUMENTS

ACTION

APPROVAL STATUS

REMARKS

UPLOAD MQP DOCUMENTS DETAILS

Work Order Number *

78901234800

Company Name/TKC *

MPMKVVCL, Bhopal

Work Order Subject *

TEST_ORDER_DESCRIPTION

Work Order Date *

Jan. 4, 2023

Upload Mqp Documents *

Choose File

No file chosen

Submit

Supplier(TKC)

Contractor Details

Dashboard

Dashboard

View Mqp Details

S.NO.	COMPANY NAME	MQP DOCUMENTS	ACTION	APPROVAL STATUS	REMARKS
1	MPMKVVCL, Bhopal	<div>View Mqp Documents</div>	<div>Delete</div> <div>Submit</div>		

UPLOAD MQP DOCUMENTS DETAILS

Work Order Number *

78901234800

Company Name/TKC *

MPMKVVCL, Bhopal

Work Order Subject *

Supplier(TKC)

Contractor Details

UPLOAD FQP DOCUMENTS DETAILS

Work Order Number *

78901234800

Company Name/TKC *

MPMKVVCL, Bhopal

Work Order Subject *

TEST_ORDER_DESCRIPTION

Work Order Date *

Jan. 4, 2023

Upload Fqp Documents *

Choose File A3.pdf

Submit

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Supplier(TKC)

Contractor Details

Dashboard

Dashboard

View Fqp Details

S.NO.	COMPANY NAME	FQP DOCUMENTS	ACTION	APPROVAL STATUS	REMARKS
1	MPMKVVCL, Bhopal	<div>View Fqp Documents</div>	<div>Delete</div> <div>Submit</div>		

UPLOAD FQP DOCUMENTS DETAILS

Work Order Number *

78901234800

Company Name/TKC *

MPMKVVCL, Bhopal

Work Order Subject *

https://qcdev.mpcz.in:8080/tkc/fqpdoc_submit_for_approval/46/15

Work Order Subject *

Supplier(TKC)

Contractor Details

S.NO.

COMPANY NAME

OTHER DOCUMENTS

ACTION

APPROVAL STATUS

REMARKS

UPLOAD OTHER DOCUMENTS DETAILS

Work Order Number *

78901234800

Company Name/TKC *

MPMKVVCL, Bhopal

Work Order Subject *

TEST_ORDER_DESCRIPTION

Work Order Date *

Jan. 4, 2023

Upload Other Documents *

Choose File

No file chosen

Submit

Supplier(TKC)

Contractor Details

Dashboard

Dashboard

View Other Details

S.NO.

COMPANY NAME

OTHER DOCUMENTS

ACTION

APPROVAL STATUS

REMARKS

1

MPMKVVCL, Bhopal

View Other Documents

Delete

Submit

UPLOAD OTHER DOCUMENTS DETAILS

Work Order Number *

78901234800

Company Name/TKC *

MPMKVVCL, Bhopal

qcdev.mpcz.in:8080/tkc/Discrepancies_found_in_Survey/46

Supplier(TKC)

Contractor Details

UPLOAD DISCREPANCIES FOUND IN SURVEY DOCUMENTS

Work Order Number *

78901234800

Company Name *

MPMKVVCL, Bhopal

Work Order Subject *

TEST_ORDER_DESCRIPTION

Work Order Date *

Jan. 4, 2023

Upload Discrepancies Found In Survey Documents *

Choose File No file chosen

Submit

14) After that click on side bar click on material vendor approval than click on view material

qcdev.mpcz.in:8080/tkc/upload_vendor

Supplier(TKC)

Contractor Details

Basic Info

Rejected Document

Update Profile

Profile Status

All Transaction's

Activation

Up-gradation

GIS Survey

Work Order

Add Site Store

Invoicing

Materials Vendor Approval

Material Offer

DI/Dispatch

Work Progress

API Response

Dashboard

Dashboard

SR. NO.	WO NO.	SUBJECT	COMPANY	DATE	SELECT VENDOR FOR MATERIAL
1	WO_45	ORDER_DESCRIPTION	MPMKVVCL, Bhopal	Dec. 29, 2022	View Material

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https://qcdev.mpcz.in:8080/tkc/upload_vendor

15) then choose the material according to that we can choose vendor click on add

Supplier (TKC) Dashboard

Contractor Details

VENDOR DETAILS

WORK ORDER DESCRIPTION	VENDOR NAME	MATERIAL NAME	ITEM CODE	ACTION	APPROVAL STATUS	REMARKS

Upload Vendor Details

Select Work Order Material *

Select Vendor

Vendor GTP Drawing

Choose File No file chosen

ADD

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16) After clicking on Add Button list of vendor will display

Supplier (TKC) Dashboard

Contractor Details

VENDOR DETAILS

WORK ORDER DESCRIPTION	VENDOR NAME	MATERIAL NAME	ITEM CODE	ACTION	APPROVAL STATUS	REMARKS
ORDER_DESCRIPTION	LAXMI ENGINEERING	Current Transformer (CT)	Current Trans former (CT)	Submitted	Pending	
ORDER_DESCRIPTION	LAXMI ENGINEERING	Current Transformer (CT)	Current Trans former (CT)	Submitted	Pending	
ORDER_DESCRIPTION	Ms Chandresh Cables Ltd	Cables	Cables	Submitted	Pending	

Upload Vendor Details

Select Work Order Material *

Select Vendor

Vendor GTP Drawing

Choose File No file chosen

ADD

NOTE:-

After this process creator officer will approve the Vendor