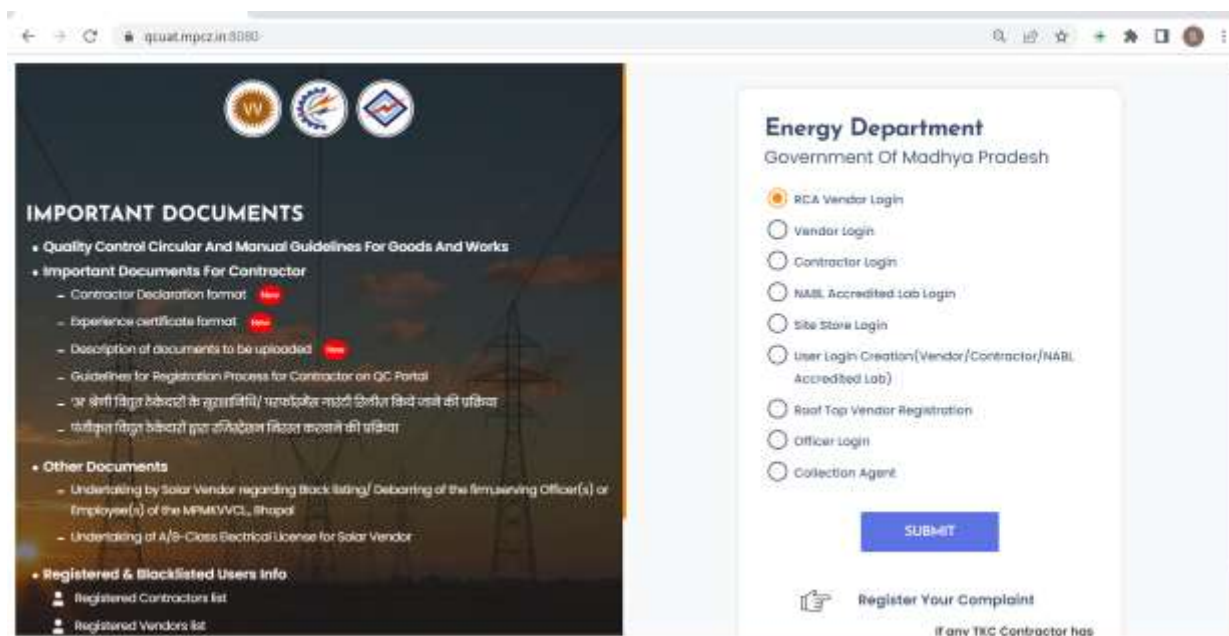
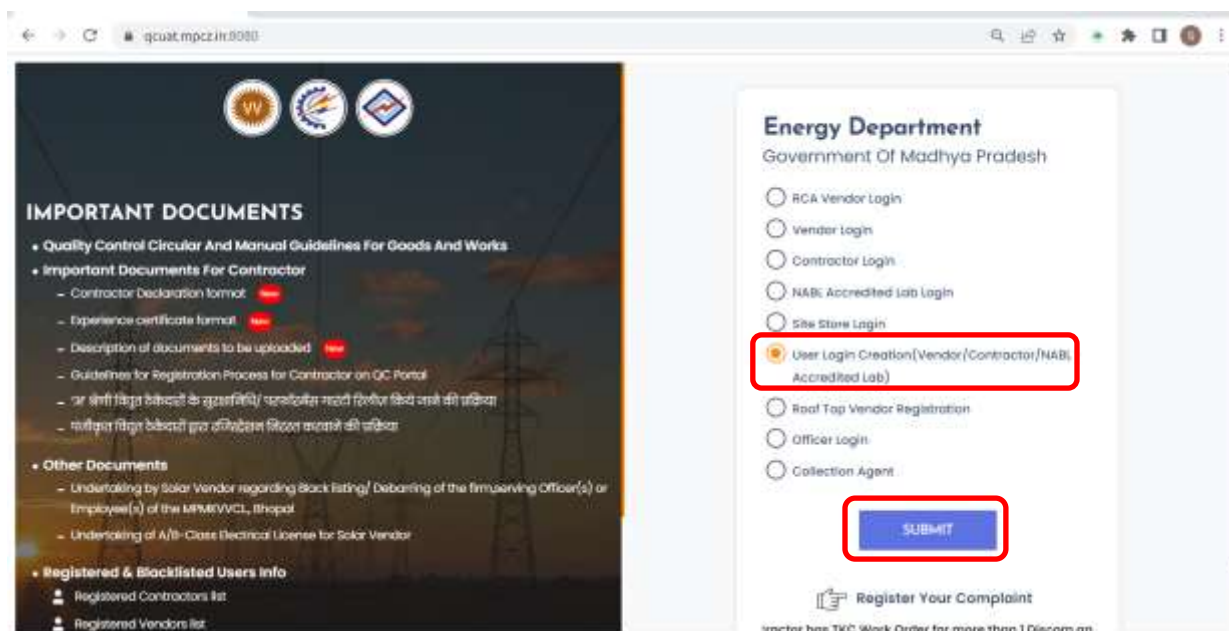


Contractor Registration SOP

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



The screenshot shows the homepage of the qcportal.mpcz.in website. On the left, there is a sidebar with the title "IMPORTANT DOCUMENTS" and a list of links including "Quality Control Circular And Manual Guidelines For Goods And Works", "Important Documents For Contractor", "Other Documents", and "Registered & Blacklisted Users Info". On the right, the main content area is titled "Energy Department Government Of Madhya Pradesh". It contains a list of login options: "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", and "Collection Agent". The "User Login Creation (Vendor/Contractor/NABL Accredited Lab)" option is highlighted with a red box. Below the list is a blue "SUBMIT" button. At the bottom, there is a link to "Register Your Complaint" with the text "If any T&C Contractor has".



The screenshot shows the registration form on the qcportal.mpcz.in website. The sidebar is the same as in the previous screenshot. The main content area is titled "Energy Department Government Of Madhya Pradesh". It contains the same list of login options, but the "User Login Creation (Vendor/Contractor/NABL Accredited Lab)" option is now selected and highlighted with a red box. Below the list is a blue "SUBMIT" button, which is also highlighted with a red box. At the bottom, there is a link to "Register Your Complaint" with the text "Contractor has T&C Work Order for more than 1 Discom an".

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 Authorized person Name.
 - d. Mobile No. (It will be used as use ID for login using OTP)
 - e. Enter email ID for receiving notifications.
- After that enter the captcha and click on submit

Registration Form
Registration Form for Vendor/Contractor/NABL Accredited Lab

Select User Type *

Select one

CONTRACTOR Registration

NABL Accredited Lab Registration

VENDOR Registration

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

Select one

Choose Organization Sector *

☒ Private ☐ Government

Firm / Company Name(English) *

Firm / Company Name(Hindi) *

Choose Organization Sector *

☒ Private ☐ Government

Firm / Company Name(English) *

TESTCONTRACTORPVTUD

Firm / Company Name(Hindi) *

टेस्टकॉन्ट्रैक्टरप्राइवेट

Name Of Authorized Person(English) *

TestContractor

Name Of Authorized Person(Hindi) *

Mobile Number (Number Will Used For login) *

9999999999

Email ID *

namu@exampls.com

Captcha *

2xv073

Enter Captcha Code *

Name Of Authorized Person(Hindi) *

Mobile Number (Number Will Used For Login) *

9690612184

Email ID *


test@gmail.com

Captcha *

2xv673

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.

The screenshot displays the NABL Accredited Lab registration interface. On the left, the 'IMPORTANT DOCUMENTS' section lists the following:

- 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
 - अवकाश प्राप्त कर्मचारियों के पुनरावर्षिण/ परामर्शित ग्राहकों के पुनरावर्षिण के लिए नए की प्रक्रिया
 - प्राप्त कर्मचारियों द्वारा अनिवार्यता विवरण कर्मचारियों की प्रक्रिया
- Other Documents
 - Undertaking by Solar Vendor regarding Black listing/ Debarment of the firm/serving Officer(s) or Employee(s) of the MEMKVCL Shopal
 - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list

On the right, the 'Welcome! Vendor/Contractor/NABL Accredited Lab' registration form is shown. It includes the following fields and elements:

- TxC (Text field)
- Mobile Number * (Text field with a red asterisk indicating a mandatory field)
- A red box highlighting the 'SUBMIT' button.
- A link: 'Don't have an account? Sign up.'

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

The screenshot displays the Quality Monitoring Portal interface. On the left, under 'Important Documents', there is a list of four documents with checkmarks: '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/ Debarment of the firm/serving Officer(s) or Employee(s) of the MPMKWCL, Bhopal', and 'Undertaking of A/B-Class Electrical License for Solar Vendor'. On the right, the 'Welcome! Vendor/Contractor/NABL Accredited Lab' section features a login form. The form includes a 'OTP/Password' field with a red asterisk, a 'Please fill the required details' error message, a 'Resend OTP' link, a 'Captcha' field with a red asterisk, and an 'Enter Captcha' field with a red asterisk. A blue 'SIGN IN' button is highlighted with a red rectangle. Below the button, there is a link for users who 'Don't have an account? Sign up | Forgot Mobile No.' The browser's address bar shows the URL 'qportal.mpmkwcl.in'.

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

- PAN Card
- GST Number
- Company's Registered and correspondence address.

The screenshot shows the 'Registration Form' for a firm or company. The left sidebar contains 'IMPORTANT DOCUMENTS' and 'Registered & Blacklisted Users Info'. The main form area includes fields for 'Types Of Firm' (Proprietorship), 'Firm / Company Name (English)' (TESTCONTRACTORPVT.LTD), 'Firm / Company Name (Hindi)' (टेस्टकॉन्ट्रैक्टर प्राइवेट लिमिटेड), 'Contact Number' (9830512184), 'Firm/Company's PAN Number' (ABC123456), 'Firm/Company's GST Number' (1234567890), and 'Factory Address' (Firm / Company Address Line 1 *).

Registration Form
Registration Form For Firm / Company

Types Of Firm *

Proprietorship

Firm / Company Name (English) *

TESTCONTRACTORPVT.LTD

Firm / Company Name (Hindi) *

टेस्टकॉन्ट्रैक्टर प्राइवेट लिमिटेड

Contact Number *

9830512184

Firm/Company's PAN Number *

ABC123456

Firm/Company's GST Number *

1234567890

Factory Address

Firm / Company Address Line 1 *

The screenshot shows the 'Factory Address' section of the registration form. It includes a message 'Please fill the valid GST number format' and fields for 'Firm / Company Address Line 1' (TEST, ADDRESS), 'Firm / Company Address Line 2' (Bhopal), 'Pincode' (462003), 'District' (Bhopal), 'State' (Madhya Pradesh), and 'City' (Bhopal). There is also a checkbox for 'Registered Office Address For Correspondence' with the text 'if the address is the same'.

Please fill the valid GST number format

Factory Address

Firm / Company Address Line 1 *

TEST, ADDRESS

Firm / Company Address Line 2

Bhopal

Pincode *

462003

District *

Bhopal

State *

Madhya Pradesh

City *

Bhopal

Registered Office Address For Correspondence




☐ if the address is the same

Firm / Company Address Line 1 *

← → ↺

gouatmpcz.in:8080/login

🔍 ☆ 📄 👤 Incognito



IMPORTANT DOCUMENTS

- Quality Control Circular And Manual Guidelines For Goods And Works
- Important Documents For Contractor
 - Contractor Declaration format View
 - Experience certificate format View
 - Description of documents to be uploaded View
 - Guidelines for Registration Process for Contractor on QC Portal
 - 'or' दोनों बिजुल बेकारों के सुझावों/ पत्राचारों पर गठित टोलीस किसे जाने की प्रक्रिया
 - पंजीकृत बिजुल बेकारों द्वारा रजिस्ट्रेशन प्रोफाइल बनाने की प्रक्रिया
- Other Documents
 - Undertaking by Solar Vendor regarding Black listing/ Debaring of the firm/serving Officer(s) or Employee(s) of the MPMWCL, Bhopal
 - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list

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 Authorized Person details in form -> Save and Next.

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

The screenshot shows a web browser window with the URL `qaat.mpcz.in:8080/reg_second`. The page is divided into two main sections. On the left, under the heading "IMPORTANT DOCUMENTS", there are three categories: "Quality Control Circular And Manual Guidelines For Goods And Works", "Important Documents For Contractor" (listing Contractor Declaration format, Experience certificate format, and Description of documents to be uploaded), and "Other Documents" (listing Undertaking by Solar Vendor regarding Black listing/ Debarment and Undertaking of A/B-Class Electrical License). On the right, the "Registration Form" is displayed. It includes fields for Name (English) with the value "TestContractor", Name (Hindi) with the value "टेस्टकॉन्ट्रैक्टर", Email with the value "test@gmail.com", Mobile number with the value "+91 937 854 4321", and Date of birth with the value "dd/mm/yyyy". There is a checkbox for "I have no objection in sharing the information received from my UIDAI (Unique Identification Authority of India) Aadhaar." which is checked.

This screenshot shows the same web browser window, but the form is now at the address section. The "Address Line 1" field contains "TEST _ ADDRESS", "Address Line 2" contains "Bhopal", "Pin Code" contains "462003", "State" contains "Madhya Pradesh", "District" contains "Bhopal", and "City" contains "Bhopal". The checkbox for "I have no objection in sharing the information received from my UIDAI (Unique Identification Authority of India) Aadhaar." remains checked. The left sidebar with "IMPORTANT DOCUMENTS" is still visible.

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
 - or कर्मचारी बिजली निगम के गुणवत्ता नियंत्रण/ अनुभव प्रमाण पत्र अपलोड करने की प्रक्रिया
 - कर्मचारी बिजली निगम द्वारा परिचालन बिजली कर्मचारी की प्रक्रिया
- Other Documents
 - Undertaking by Solar Vendor regarding Black Listing/ Debarment of the firm/serving Officer(s) or Employee(s) of the MPPVCL, Bhopal
 - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list

☒ Same As Above Detail

Director / Owner / Partner Details

Name (English) *

Name (Hindi) *

Date of Birth *

TestContractor




TEST VENDOR

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 *

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
 - or कर्मचारी बिजली निगम के गुणवत्ता नियंत्रण/ अनुभव प्रमाण पत्र अपलोड करने की प्रक्रिया
 - कर्मचारी बिजली निगम द्वारा परिचालन बिजली कर्मचारी की प्रक्रिया
- Other Documents
 - Undertaking by Solar Vendor regarding Black Listing/ Debarment of the firm/serving Officer(s) or Employee(s) of the MPPVCL, Bhopal
 - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list

☒ 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.

IMPORTANT DOCUMENTS

- Quality Control Circular And Manual Guidelines For Goods And Works
- Important Documents For Contractor
 - Contractor Declaration format [View](#)
 - Experience certificate format
 - Description of documents to be uploaded [View](#)
 - Guidelines for Registration Process for Contractor on QC Portal
 - 'ज' श्रेणी बिजुल बेकअप के सुपारविजि/ पारदर्शिता मारुटी सिस्टम बिचो जाले की प्रक्रिया
 - पारदर्शिता बिजुल बेकअप द्वारा एनिमेटेड बिजुल कालमो की प्रक्रिया
- Other Documents
 - Undertaking by Solar Vendor regarding Black listing/ Debarment of the firm/serving Officer(s) or Employee(s) of the MPKWGL Shopal
 - Undertaking of A/B-Class Electrical License for Solar Vendor
- Registered & Blacklisted Users Info
 - Registered Contractors list
 - Registered Vendors list

☒ 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

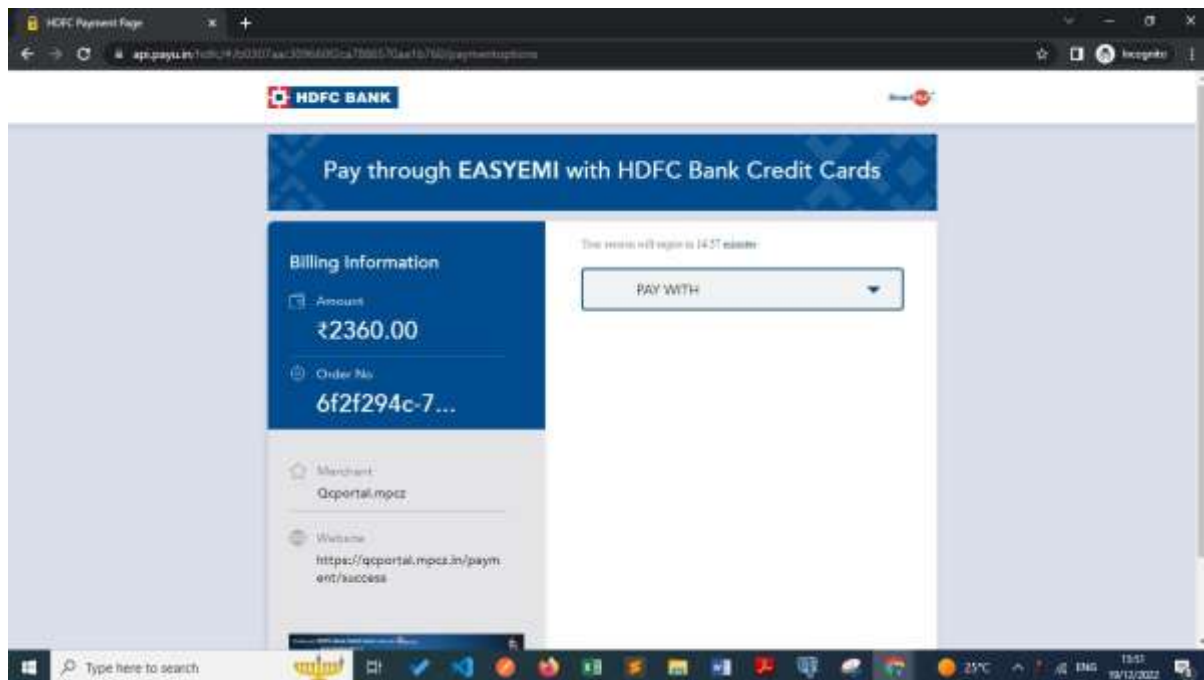
8. Click on Submit

Payment Details

Transaction Id	9a84a2ff-069f-4fee-b9d9-005058f8dc10f
Transaction Amount	2360.00
Name	TestContractor
Phone No	9830612184
Email id	test@gmail.com
Purpose	Registration
User Zone	CZ

SUBMIT

9. Select Payment Method and make payment.



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

The screenshot shows a web application interface for a contractor's basic information. The left sidebar contains a menu with 'Contractor Details' selected. The main content area is titled 'Basic Information Contractor' and contains a table with the following data:

SNO.	DOCUMENT NAME	VALUE
1	Type of Business	Proprietorship
2	Authorized Person Name	TestContractor
3	Company Name	TESTCONTRACTORPVTLTD
4	Contact Number	9530612584
5	Email ID	testup@gmail.com
6	Type	
7	Registration Certificate	Not Available

At the bottom right of the page, there is a blue button labeled 'Upload Documents' which is highlighted with a red rectangular box.

11. Click on Save and Next.

The screenshot shows a web application interface for a contractor's dashboard. The left sidebar contains a menu with 'Contractor Details' selected. The main content area is titled 'Dashboard' and contains a section titled 'Instructions' with the following bullet points:

- 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.

Below the instructions, there is a blue button labeled 'Save And Next' which is highlighted with a red rectangular box.

At the bottom of the page, there is a footer with the following text:

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

Supplier (TCC)

Contractor Details

Dashboard

Contractor Registration

All (*) marked fields are mandatory

Work Experience (in Years)*

Select One

Last Year Turn-Over (in Lakhs)*

TurnOver (in Lakhs)

Select Contractor Type*

Select Contractor Type

Save And Next

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

Supplier (TCC)

Contractor Details

Dashboard

Annual Income and Tax Return Details

FINANCIAL YEARS*	TURN OVER*	INCOME TAX *
Select One		
Select One		
Select One		

Save And Next

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14. Enter required documents details and upload -> Save and Next.
- Active GST No. with latest paid challan and receipts
 - PAN Card
 - Electrical License.
 - EPF with Challan.
 - ESIC with Challan.
 - Experience Certificate.
 - Declaration of supervisor and contractor regarding ex-employee of DISCOMs of MP.

Supplier(Reg)

Dashboard

Upload Your Document

All (*) marked fields are mandatory

1. ACTIVE GST NO (ALONG WITH COPY OF LATEST PAID CHALLAN AND ITS RECEIPT)

Activate Gst Serial Number *

Issued Date *

Document Upload *

No file chosen

2. PAN CARD DETAILS

PAN Number *

Issued Date *

Document Upload *

No file chosen

3. ELECTRICAL LICENSE

Supplier(Reg)

Dashboard

3. ELECTRICAL LICENSE

Electrical License Number *

Issued Date *

Valid Upto *

Document Upload *

No file chosen

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

EPF Registration Number *

Issued Date *

Document Upload *

No file chosen

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

ESIC Registration Number *

Issued Date *

Document Upload *

No file chosen

17. Enter OTP received ->Submit Code.

The screenshot shows a web browser window with the URL `qportal.mpcz.in/contractor_otp_verify`. The page is titled "Vendor otp verify" and contains a form with a "VERIFY OTP" section. The "Mobile OTP" field contains the number "254557". A blue "Submit Code" button is highlighted with a red rectangle. The footer of the page includes copyright information: "© 2022, All Rights Reserved By MP&KVVC" and "Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitan Co. Ltd, Nishtha Parisar Govindpura, Bhopal".

18. After clicking on Submit Code Type of contractor will get updated

The screenshot shows the "Basic Information Contractor" page in the Contractor Dashboard. It displays a table with contractor details. The table has three columns: S.NO., DOCUMENT NAME, and VALUE.

S.NO.	DOCUMENT NAME	VALUE
1	Type of business	Proprietorship
2	Authorised Person Name	TestContractor
3	Company Name	TESTCONTRACTORPVTLTD
4	Contact Number	9630612184
5	Email ID	test@gmail.com
6	Type	AI (With OVI)
7	Registration Certificate	Not Available
