APDCL CMS

CONTRACT MANAGEMENT SYSTEM (CMS)
USER MANUAL FOR CONTRACTORS
Overview

APDCL is undergoing different projects involving improvement of distribution networks as well as deposit works. However, APDCL do not have a detailed policy of selection and promotion of contractors. Each circle has different procedure for selection of contractors with different registration norms. To streamline the procedure of contractor engagement in different works, a scheme is proposed to encourage new contractors to entry in the works of APDCL.

The Contract Management System (CMS) is a secure, web browser-based application used by the Assam Power Distribution Company Limited (APDCL) to effectively manage registration of contractors, view/update details by the concerned APDCL employee, view MIS reports etc.

Purpose

The CMS Manual is designed to provide the basic knowledge and step-by-step process to use the CMS portal. It will help the new and existing contractors to create account and register online in the portal www.apdcl.org.

Table of contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Creation of User Account</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Login</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Forgot Password</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Contractor Registration</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Upload documents</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Preview and Declaration</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Payment of Registration Fee</td>
</tr>
<tr>
<td>Chapter 8</td>
<td>Download Money Receipt/Registration Certificate</td>
</tr>
</tbody>
</table>
1. CREATION OF ACCOUNT

i. Click on the link ‘Contract Management System’ in the home page of APDCL portal www.apdcl.org.

ii. The following screen appears:
iii. Click the ‘Create Account’ option.

iv. Enter a valid Email ID. Please note that this Email ID will be treated as User Id.

v. Enter a valid mobile number. Please note that notifications/OTP etc. will be sent to this mobile number.

vi. Enter password of your choice. Please note that the password should be of 8 to 16 characters long and must contain 1 capital letter, 1 small letter, 1 number and 1 special character (* @$#^() )

vii. Enter the password again to confirm.

viii. Enter the captcha as displayed.

ix. Click on the ‘CREATE ACCOUNT’ button.

x. A message "please check your mail to confirm registration" appears.

xi. Check the mailbox of the Email Id that you have mentioned during account creation. You will receive a confirmation mail as shown below:
xii. Click on the link mentioned in the email. The following screen appears:

![Complete Registration Screen]

- Click on the link mentioned in the email. The following screen appears:

xiii. Enter the password and click the ‘CONFIRM’ button. You will be redirected to the Login Screen and your Account Creation process is completed.

![Login Screen]

2. LOGIN
i. Click on the link ‘Contract Management System’ in the home page of APDCL portal www.apdcl.org.
ii. The following screen appears:
iii. Enter User ID (Email ID that you have used to create your account).
iv. Enter the password that you have mentioned during account creation.
v. Enter the captcha as displayed.
vi. Click on the ‘LOG IN’ button. The contractor dashboard appears.

3. FORGOT PASSWORD
i. Click on **Forgot password?** button.

   ![Login Screen]

   iii. Enter the registered Email ID.
   iv. Enter the captcha as displayed.
   v. Click on the ‘RESET’ button.
   vi. You will receive a confirmation mail. Click on the link mentioned in the email. The following screen appears:
vii. Enter a password of your choice.
viii. Re-enter the password to confirm.
ix. Enter the captcha as displayed.
x. Click on the “RESET” button.
xi. Login to the portal with your user ID and the new password.

4. CONTRACTOR REGISTRATION

Click on the ‘LOG IN’ button. The contractor dashboard appears as shown below:
4.1 PROFILE

The profile tab allows users to fill all the information related to the firm or company.

Fill in all the above fields. The fields marked as (*) are mandatory.

4.1.1 Category of Registration:

- There are 6 (six) categories in this field: Individual/Proprietorship, Partnership, Private Limited, Public Limited, Cooperative Society & NGO.
- If your Company/Firm does not belong to any of the above mentioned category, select ‘Others’ and specify your category in the text box.
4.1.2 Class of Registration:

- There are 6 (six) classes for contractor registration: Class IV, Class III, Class II, Class I(C), Class I(B) & Class I(A).
- The Financial Limit of each class is shown below:

<table>
<thead>
<tr>
<th>Class of contractor</th>
<th>Financial Limit for submission of tender in terms of package value</th>
<th>Overall Maximum Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class IV</td>
<td>Up to 10 Lakh</td>
<td>Rs. 30 lakhs for ongoing projects</td>
</tr>
<tr>
<td>Class III</td>
<td>Above 10 Lakh to 50 Lakh</td>
<td>3 times of the Average Turnover in the last 3 years until the contractor gets performance based incentives. <strong>Note:</strong> A contractor will get performance based incentive if he/she completes 3 consecutive works successfully in terms of quality of equipments, materials &amp; erection as well as within time limit.</td>
</tr>
<tr>
<td>Class II</td>
<td>Above 50 Lakh to 200 Lakh</td>
<td></td>
</tr>
<tr>
<td>Class I (C)</td>
<td>Above 200 Lakh to 500 Lakh</td>
<td></td>
</tr>
<tr>
<td>Class I (B)</td>
<td>Above 500 Lakh to 1000 Lakh</td>
<td></td>
</tr>
<tr>
<td>Class I (A)</td>
<td>Above 1000 Lakh</td>
<td></td>
</tr>
</tbody>
</table>

- Each class of contractor will be eligible to participate up to one level below work only.
- For Class IV contractors, a new window will pop up where the contractors will have to enter the work locations preference order (1, 2, 3 ...)

4.1.3 Firm/Company Name and Date of registration:

Enter your Company name and Date of establishment of the Company/Firm.

4.1.4 Address:

- Fill in the Address of the company/firm in Address line1 & Address line 2.
- Select State and District from the dropdown list and fill in the pin code and contact number.
- Jurisdiction of Establishment: If you have selected your state as Assam, then select the Electrical Circle under which your Company/Firm resides.

4.1.5 Fill in your PAN No. and GSTIN No.

4.1.6 Fill in Your Contractor License Number, Contractor License Issue Date, Contractor License valid up to, Contractor license issued by, Supervisor License Number, Supervisor License Issue Date, Supervisor License valid up to, Supervisor license issued by, Labour License Number, Labour License Issue Date, Labour License valid up to & Labour license issued by.

4.1.7 Once you have filled all the details, click ‘SAVE’ and it will re-direct you to the next tab ‘Applicant’s Details’. Class IV contractors may view the preferences of location entered by clicking the ‘VIEW LOCATION PREFERENCES’.
4.2 APPLICANT’S DETAILS

After Saving the Firm/Company profile page, Applicant’s Details page will appear as shown below:

4.2.1 Fill in the name of the head of your Company/Firm, Educational Qualification (Not Mandatory).
4.2.2 Select the Gender and Caste.
4.2.3 Enter Mobile Number, Email Id and Manpower Strength.
4.2.4 Enter Details of Team Members (Name, Mobile Number & E-mail Id (not mandatory). Add team members details by clicking the ‘(+) ADD ROW’ option.
4.2.5 Fill up all the details and click ‘SAVE’ to proceed to the next page i.e., ‘FINANCIAL STATUS’.

4.3 FINANCIAL STATUS
4.3.1 This section is not mandatory for class IV contractors.

4.3.2 Enter Financial Year and Turn over (in Lakhs).

4.3.3 Enter ‘0’ as turnover if there is no work in the financial year.

4.3.4 Click ‘SAVE’ to proceed to the ‘PROJECTS’ tab.

4.4 PROJECTS

4.4.1 Enter Details of on-going projects in APDCL.

4.4.2 This section is not mandatory for Class IV contractors.

4.4.3 Balance amount of financial Limit will be automatically calculated and will be reflected on this page.

4.4.3 To add more projects, click the ‘ADD PROJECT’ tab and a new window will be displayed as shown below:
4.4.4 Select ‘Work authority’ from the list and enter Work Order Number, Work order date, Completion date as per Work order, Contract Value (in Lakhs), Work Description and Amount of bill submitted (Not mandatory).

4.4.5 Select the Status of your work i.e., Awarded, Work not started, Work in progress.

4.4.6 Actual completion date and Remarks will be filled by APDCL Authority.

4.4.7 You may add more than one project by clicking the ‘ADD PROJECTS’ tab.

4.4.8 Click ‘SAVE’ to proceed to the ‘Upload Documents’ page.

5. UPLOAD DOCUMENTS:

a. For Class I (A/B/C)
   i. PAN Card
   ii. Certificate of Registration of Company/Partnership Firm/Society/NGO etc.
   iii. GST Registration Certificates
   iv. Contractor License
   v. Supervisor License
   vi. Labour License
   vii. Passport size photograph
   viii. Police Verification Report in absence of Passport/commercial driving license
   ix. Bank solvency certificate
   x. Caste Certificate, if applicable. Caste certificate should be applicable in case of individuals only.
   xi. Academic Qualification Certificate of the applicant
   xii. Partnership Deed(In case of Partnership firm only)
   xiii. Up to date Income Tax Clearance Certificate
   xiv. Work order demonstrating experience of work of specified value (Rs. 1000 Lakh, Rs. 500 Lakh & Rs. 200 Lakh for Class I(A), I(B) & I(C) respectively) in the last 5 years. Completion certificate should be submitted along with the work order.
   xv. Declaration with certificate of key personnel
   xvi. Registration under EPF (Employee Provident Fund).
   xvii. Machineries (specified categories) : Either owned or lease/hired (Key personnel and major tools & machineries to be included)

b. For Class II
   i. PAN Card
   ii. Certificate of Registration of Company/Partnership Firm/Society/NGO etc.
   iii. Contractor License
   iv. Supervisor License
   v. Labour License
   vi. Passport size photograph
   vii. Police Verification Report/Passport/commercial driving license
   viii. Bank solvency certificate
   ix. Caste Certificate, if applicable. Caste certificate should be applicable in case of individuals only.
x. Academic qualification certificates
xi. Partnership Deed (In case of Partnership firm only)
xii. Work order demonstrating experience of work of value of Rs. 50 Lakh in the last 5 years. Completion certificate should be submitted along with the work order.
xiii. Registration under EPF (Employee Provident Fund).

c. For Class III
i. PAN Card
ii. Certificate of registration of Company/Partnership Firm/Society/NGO etc.
iii. GST registration certificate
iv. Contractor License
v. Supervisor License
vi. Labour License
vii. Passport size photograph
viii. Police Verification Report/Passport/ commercial driving license
ix. Bank solvency certificate
x. Caste Certificate, if applicable. Caste certificate should be applicable in case of individuals only.
xi. Academic qualification certificates.
 xii. Partnership Deed (In case of Partnership firm only)
xiii. Work order demonstrating experience of work of value of Rs. 25 Lakhs in the last 5 years. Completion certificate should be submitted along with the work order.
Work order demonstrating experience of at least 2 works of Rs. 10 lakhs in the last 5 years with a total value of Rs. 25 Lakhs.

d. For Class IV
i. PAN Card
ii. Certificate of registration of Company/Partnership Firm/Society/NGO etc.
iii. GST registration certificate
iv. Contractor License
v. Supervisor License
vi. Labour License
vii. Passport size recent photograph of the applicant
viii. Police Verification Report/Passport/commercial driving license
ix. Bank solvency certificate/Bank statement for last financial year
x. Caste Certificate, if applicable
xi. Academic qualification certificates
xii. Partnership Deed (In case of Partnership firm only)

6. PREVIEW AND DECLARATION:

Before Payment you may preview your application in ‘PREVIEW’ screen and edit if necessary. There are two options as shown below: ‘Confirm’ or ‘Edit’. Clicking Edit will take back to the Firm/Company profile page and you may edit wherever necessary.
Otherwise click the ‘Declaration’ check box and then click ‘PROCEED TO PAYMENT’ button.

7. PAYMENT OF REGISTRATION FEE

7.1 Upon clicking ‘PROCEED TO PAYMENT’, it will redirect to the payment page. Pay the registration fee using any of the payment modes. After payment is done successfully, the application for contractor registration is completed and it will be redirected to the homepage.

- Status of the Application will be changed to: ‘Payment Completed Successfully’.

7.2 Registration fees for empanelment

i. Rs. 30000 for Class I (A)
ii. Rs. 25000 for Class I (B)
iii. Rs. 20000 for Class I (C)
iv. Rs. 15000 for Class II
v. Rs. 10000 for Class III
vi. Rs. 5000 for Class IV

7.3 50% relaxation of registration fees is considered in case of SC/ST & Women contractors for class IV category.

7.4 Earnest money of the contractor will be forfeited if the contractor does not participate in three works in a financial year subject to availability of works. In that case, he/she has to renew again.

7.5 A registered contractor will be eligible to participate in any work of the field establishments of the company depending upon his/her financial limit.

7.6 Registration of all contractors shall be renewed at an interval of 10 years.
8. DOWNLOAD MONEY RECEIPT/REGISTRATION CERTIFICATE

- Click on the ‘Download Money Receipt’ to view/download the money receipt of the Registration Fee.
- Click on the ‘Download Certificate’ to view/download the Provisional Registration Certificate. The Final Registration Certificate will be available only after prior approval from APDCL authority.