



# **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

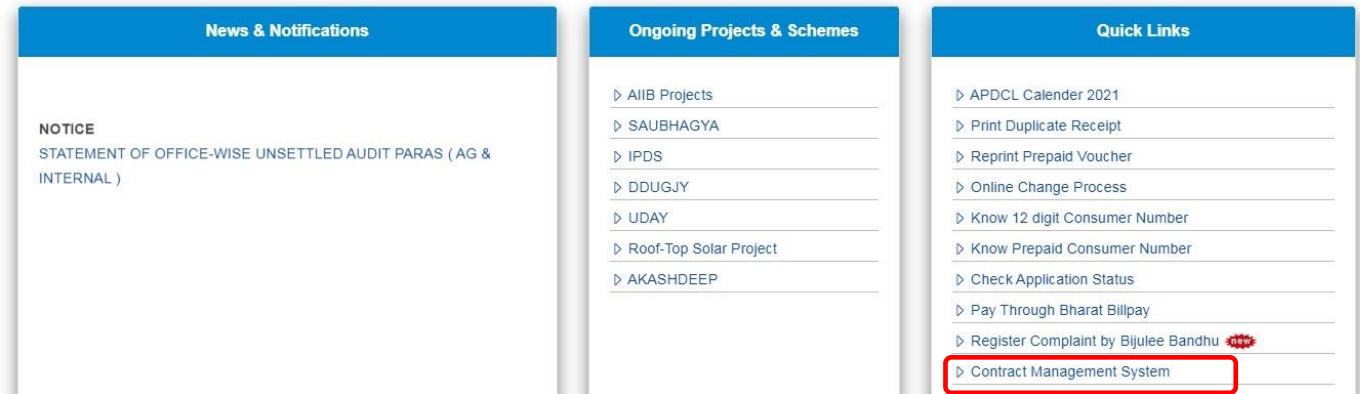
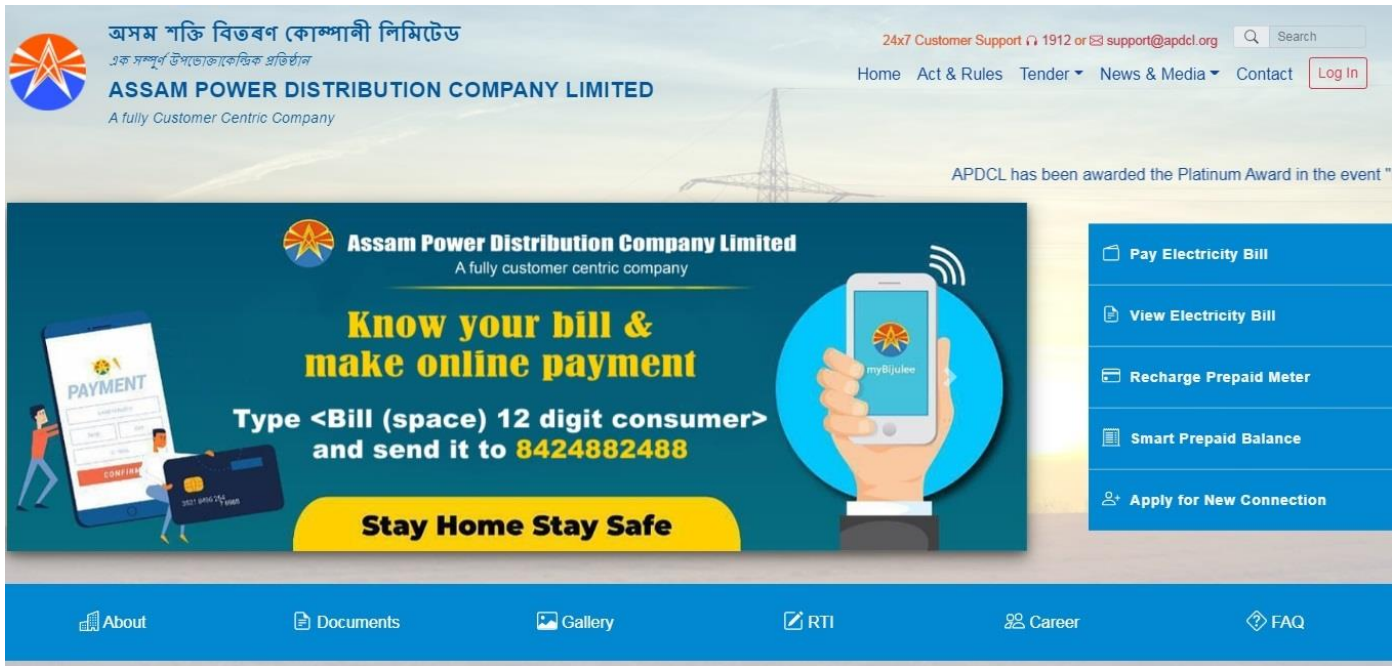
The CMS Manual is designed to provide the basic knowledge and step-by-step process to use the CMS portal. It will help the new and existing contractors to create account and register online in the portal [www.apdcl.org](http://www.apdcl.org).

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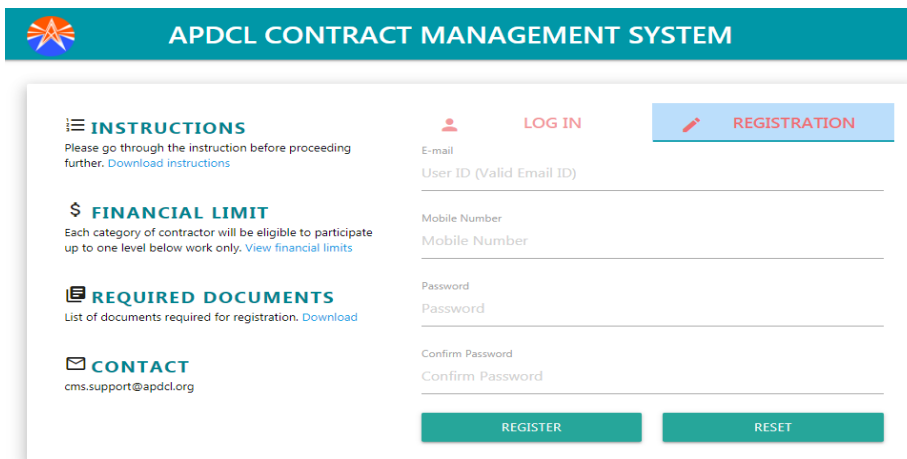
Chapter	Description
Chapter 1	Creation of User Account
Chapter 2	Login
Chapter 3	Contractor Registration
Chapter 4	Upload documents
Chapter 5	Declaration
Chapter 6	Payment of Registration Fee
Chapter 7	Download Money Receipt
Chapter 8	Download Registration Certificate

# 1. CREATION OF ACCOUNT

i. Click on the link 'Contract Management System' in the home page of APDCL portal [www.apdcl.org](http://www.apdcl.org).



ii. The following screen appears:



iii. Click the 'Registration' option.

**APDCL CONTRACT MANAGEMENT SYSTEM**

**INSTRUCTIONS**  
Please go through the instruction before proceeding further. [Download instructions](#)

**FINANCIAL LIMIT**  
Each category of contractor will be eligible to participate up to one level below work only. [View financial limits](#)

**REQUIRED DOCUMENTS**  
List of documents required for registration. [Download](#)

**CONTACT**  
[cms.support@apdcl.org](mailto:cms.support@apdcl.org)

**LOG IN**

**REGISTRATION**

E-mail  
User ID (Valid Email ID)

Mobile Number  
Mobile Number

Password  
Password

Confirm Password  
Confirm Password

**REGISTER** **RESET**

- 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 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. Click on the 'REGISTER' button.
- ix. A message "please check your mail to confirm registration" appears.
- x. Check the mailbox of the Email Id that you have mentioned during account creation. You will receive a confirmation mail as shown below:

## Confirm user registration request Inbox x



**CMS APDCL** <apdclvendor@gmail.com>  
to me ▾

11:59 AM (0 minutes ago) ☆ ↶ ⋮

Hello [apdclvendor@gmail.com](mailto:apdclvendor@gmail.com),

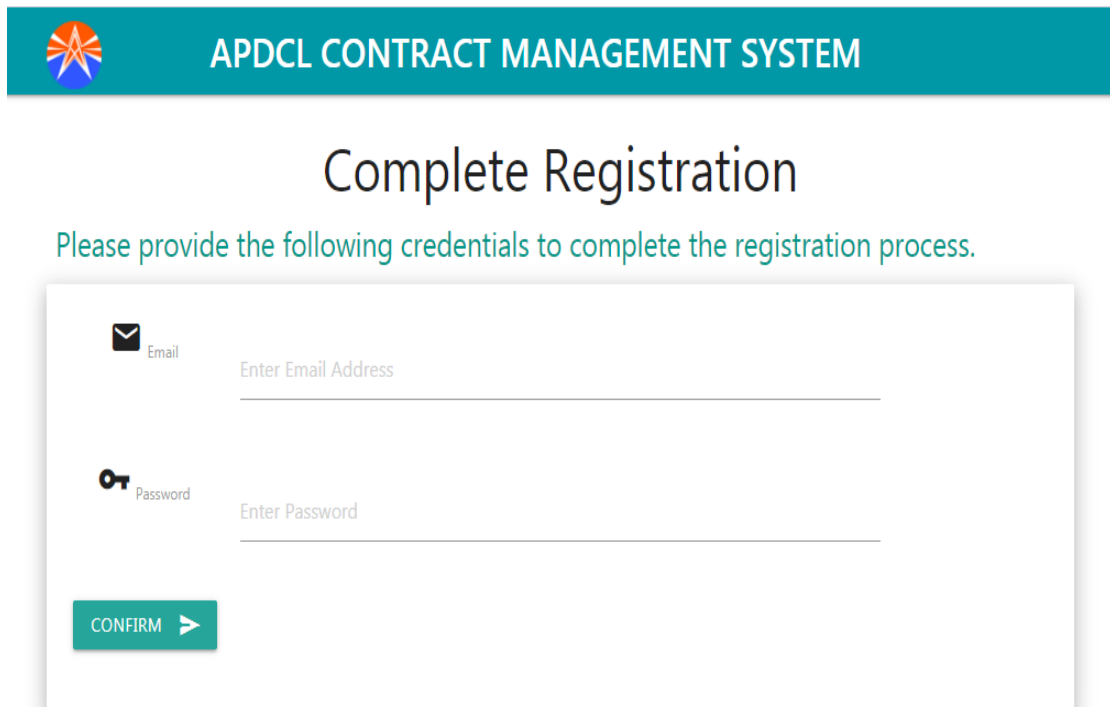
You have successfully initiated new contractor registration process!

Please click [here](#) to complete the registration process. If your email client do not support links, copy the following URL and paste it in browser address bar -

<http://192.168.88.222:8080/cms/confirm-registration/2C11113322985807CFEEF683EB47D7E268DABE2C446D3C22CE32D8B9BA7556D0?id=apdclvendor@gmail.com>

Please note, this is a system generated mail and do not accept any e-mail. For any queries please mail us at [cms.support@apdcl.org](mailto:cms.support@apdcl.org).

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



The screenshot shows the APDCL Contract Management System registration page. At the top, there is a teal header with the APDCL logo and the text "APDCL CONTRACT MANAGEMENT SYSTEM". Below the header, the title "Complete Registration" is displayed in a large, black font. Underneath the title, a teal-colored instruction reads: "Please provide the following credentials to complete the registration process." The registration form itself is a white box with a light gray border. It contains two input fields: "Email" with a mail icon and "Enter Email Address" placeholder text, and "Password" with a key icon and "Enter Password" placeholder text. At the bottom left of the form is a teal button labeled "CONFIRM" with a right-pointing arrow.

- xii. Enter the email and password and click the 'CONFIRM' button. The following screen appears:



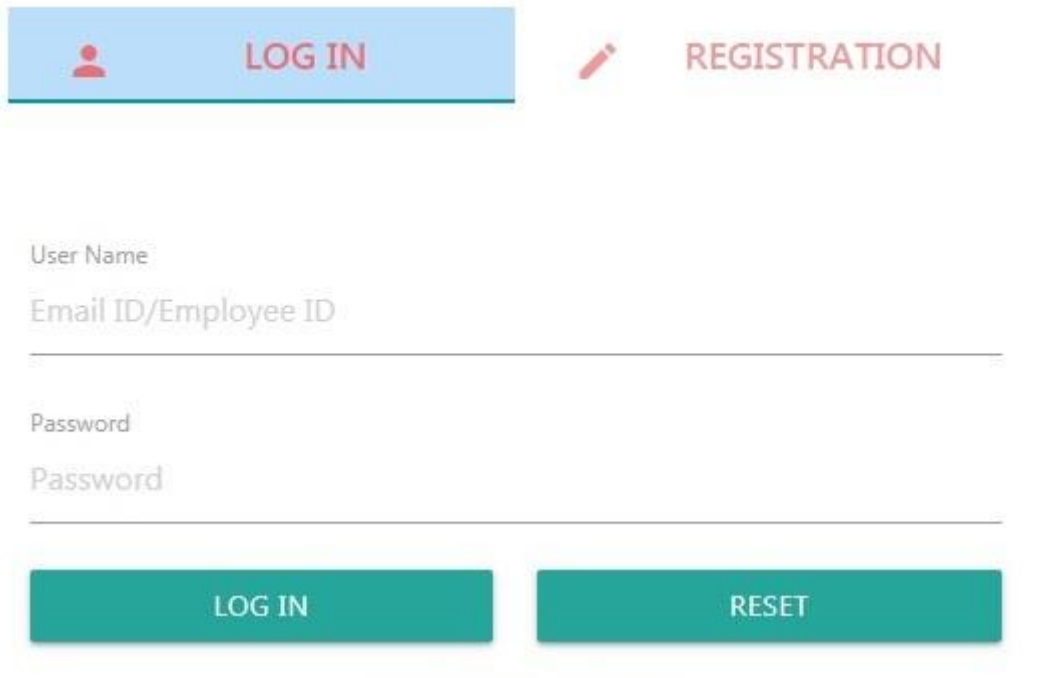
## Complete Registration

Congratulations!! Registration process completer successfully.

You can now LogIn to access your account. Click [here](#) to LogIn now.

## 2. LOGIN

- i. Click on the link 'Contract Management System' in the home page of APDCL portal. [www.apdcl.org](http://www.apdcl.org).
- ii. The following screen appears:




The screenshot displays the login and registration interface. At the top, there are two buttons: a blue 'LOG IN' button with a person icon and a yellow 'REGISTRATION' button with a pencil icon. Below these are three input fields: 'User Name' (with a grey placeholder 'Email ID/Employee ID'), 'Password', and another 'Password' field. At the bottom, there are two teal buttons: 'LOG IN' and 'RESET'.


- iii. Enter User Name (Email ID that you have used to create your account).
- iv. Enter the password that you have mentioned during account creation.
- v. Click on the 'LOG IN' button. The contractor dashboard appears.


### 3. CONTRACTOR REGISTRATION

Click on the 'LOG IN' button. The contractor dashboard appears as shown below:


**Log Out**

## APDCL CONTRACT MANAGEMENT SYSTEM

 **REGISTRATION**

 **SETTINGS**

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#### ☰ APPLY FOR REGISTRATION Application Status : **Initial Form Fill up**

PROFILE
APPLICANT'S DETAILS
FINANCIAL STATUS
PROJECTS
UPLOAD DOCUMENTS
DECLARATION

---

#### Firm/Company Profile

Category of Registration *	<input type="text" value="Select Category"/>	>	Class of Registration *	<input type="text" value="Select"/>
Firm/Company Name *	<input type="text" value="Enter Firm/Company Name"/>		Date of Establishment *	<input type="text" value="Enter Date"/>
Address Line 1 *	<input type="text" value="Enter Address"/>		Address Line 2 *	<input type="text" value="Enter Address"/>
State *	<input type="text" value="Select"/>	>	District *	<input type="text" value="Select"/>
PIN Code *	<input type="text" value="Enter PIN Code"/>		Jurisdiction of Establishment *	<input type="text" value="Select"/>
Contact No(Include STD code for Landline No) *	<input type="text" value=""/>		E-mail *	<input type="text" value=""/>
PAN *	<input type="text" value="Enter PAN Card Number"/>		GSTIN *	<input type="text" value="Enter GSTIN"/>
Contractor License No *	<input type="text" value="Enter Contractor License No"/>		Contractor License Issue Date *	<input type="text" value="Enter Contractor License Issue Date"/>
Contractor License Valid Upto *	<input type="text" value="Enter Contractor License Validity"/>		Contractor License Issued By *	<input type="text" value="Enter Contractor License Issue Authority"/>
Supervisor License No *	<input type="text" value="Enter Supervisor License No"/>		Supervisor License Issue Date *	<input type="text" value="Enter Supervisor License Issue Date"/>
Supervisor License Valid Upto *	<input type="text" value="Enter Supervisor License Validity"/>		Supervisor License Issued By *	<input type="text" value="Enter Supervisor License Issue Authority"/>
Labour License No *	<input type="text" value="Enter Labour License No"/>		Labour License Issue Date *	<input type="text" value="Enter Labour License Issue Date"/>
Labour License Valid Upto *	<input type="text" value="Enter Labour License Validity"/>		Labour License Issued By *	<input type="text" value="Enter Labour License Issue Authority"/>

SAVE & PROCEED

NEXT →

# PROFILE

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

The screenshot shows the 'APDCL CONTRACT MANAGEMENT SYSTEM' interface. The user is logged in as 'CMS User'. The main navigation menu includes 'REGISTRATION' and 'SETTINGS'. The current page is 'APPLY FOR REGISTRATION', with the 'PROFILE' tab selected. The application status is 'Initial Form Fill up'. The 'Firm/Company Profile' section contains the following fields:

- Category of Registration \* (Dropdown menu: Select Category)
- Class of Registration \* (Dropdown menu: Select)
- Firm/Company Name \* (Text input: Enter Firm/Company Name)
- Date of Establishment \* (Text input: Enter Date)
- Address Line 1 \* (Text input: Enter Address)
- Address Line 2 \* (Text input: Enter Address)
- State \* (Dropdown menu: Select)
- District \* (Dropdown menu: Select)
- PIN Code \* (Text input: Enter PIN Code)
- Jurisdiction of Establishment \* (Dropdown menu: Select)
- Contact No(Include STD code for Landline No) \* (Text input)
- E-mail \* (Text input)
- PAN \* (Text input: Enter PAN Card Number)
- GSTIN \* (Text input: Enter GSTIN)

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

## 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.

## 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:

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

- Each class of contractor will be eligible to participate up to one level below work only.
- For Class IV contractors, click SELECT PREFERRED LOCATIONS where the contractors will have to enter the work locations preference order (1, 2, 3 ...)
- Firm/Company Name and Date of registration:**  
Enter your Company name and Date of establishment of the Company/Firm.
- 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.
  - Fill in your PAN No. and GSTIN No.
  - 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.
  - Once you have filled all the details, click '**SAVE**' and it will re-direct you to the next tab 'Applicant's Details'..

## APPLICANT'S DETAILS

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

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

## FINANCIAL STATUS

- This section is not mandatory for class IV contractors.
- Enter Financial Year and Turn over (in Lakh).All amounts in lakh eg 12,44,578 should be entered as 12.44.
- Enter '0' as turnover if there is no work in the financial year.Click 'SAVE' to proceed to the 'PROJECTS' tab.

# PROJECTS

**APDCL CONTRACT MANAGEMENT SYSTEM**
Log Out

REGISTRATION

SETTINGS

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APPLY FOR REGISTRATION
Application Status : Registration fillup started by user

PROFILE
APPLICANT'S DETAILS
FINANCIAL STATUS
PROJECTS
UPLOAD DOCUMENTS
DECLARATION

**Projects**

\*This section is not mandatory for Class IV.  
\*All amounts in lakh e.g.12,34,567 should be written as 12.35

Balance Amount of Financial Limit(in Lakhs) : 6

Project Description	Details	Remove
TEST	<a href="#">View Details</a>	<span style="background-color: red; color: white; padding: 2px 5px;">REMOVE </span>
TEST	<a href="#">View Details</a>	<span style="background-color: red; color: white; padding: 2px 5px;">REMOVE </span>
ggg	<a href="#">View Details</a>	<span style="background-color: red; color: white; padding: 2px 5px;">REMOVE </span>

ADD PROJECT +

← PREVIOUS
SAVE & PROCEED
NEXT →

- Enter Details of on-going projects in APDCL.
- This section is not mandatory for Class IV contractors.
- Balance amount of financial Limit will be automatically calculated and will be reflected on this page.
- To add more projects, click the 'ADD PROJECT' tab

## New and Ongoing Project

Work Authority *	<input type="text" value="--Select--"/>	Work Order No *	<input type="text" value="Enter Work Order No"/>	Work Order Date *	<input type="text" value="Enter Work Order Date"/>
Completion Date as per WO	<input type="text" value="Enter Completion Date"/>	Contract Value(in Lakh) *	<input type="text" value="Enter Contract Value"/>	Bill Submitted Amount(in Lakh)	<input type="text" value="Enter Amount Bill Submit"/>
Work Description *	<input type="text" value="Enter Work Description"/>				
Status	<input type="text" value="Awarded"/>	Actual Completion Date	<input type="text" value="Enter Actual Completion Date"/>	Remarks	<input type="text" value="Enter Remarks"/>

OK

CLOSE

- Select 'Work authority' from the list and enter Work Order Number, Work order date, Completion date as per Work order, Contract Value (in Lakh), Work Description and Amount of bill submitted (Not mandatory). Select the Status of your work i.e., Awarded, Work not started, Work in progress.
- Actual completion date and Remarks will be filled by APDCL Authority. You may add more than one project by clicking the 'ADD PROJECTS' tab. Click 'SAVE' to proceed to the 'Upload Documents' page.

## **4. UPLOAD DOCUMENTS:**

### a. For Class I (A/B/C)

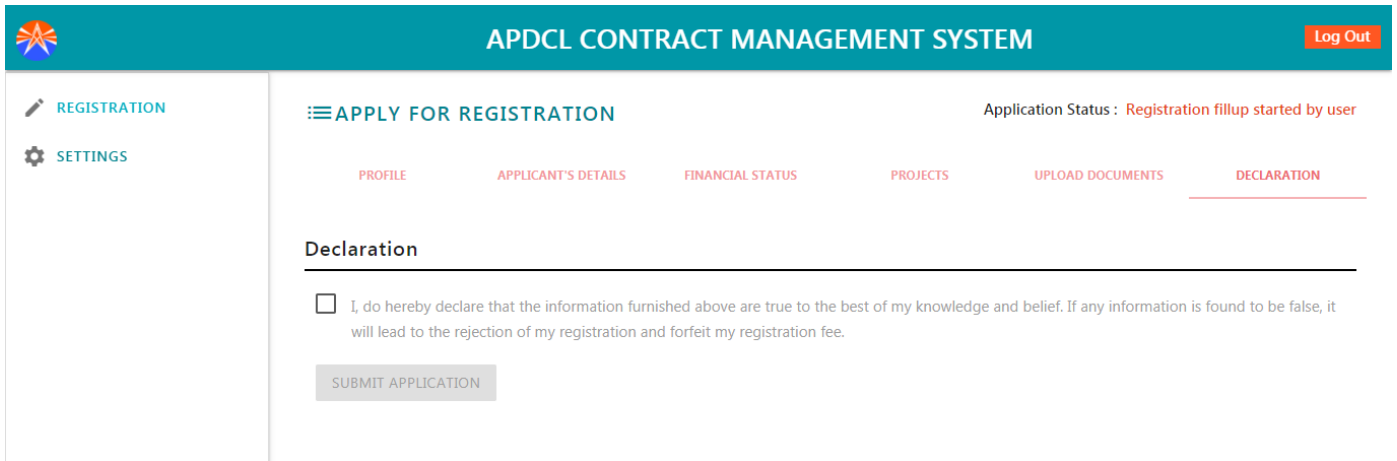
- i. PAN Card
- ii. Certificate of Registration of Company/Partnership Firm/Society/NGO etc.
- iii. GST Registration Certificates
- iv. Contractor License
- v. Supervisor License
- vi. Labour License
- vii. Passport size photograph
- viii. Police Verification Report in absence of Passport/commercial 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.

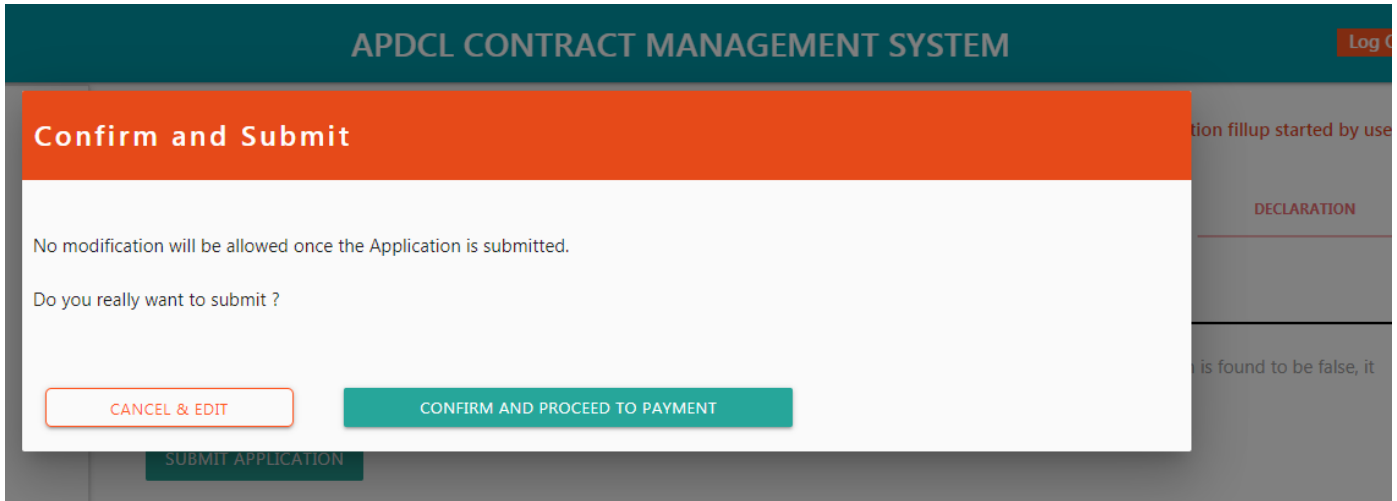
- x. Academic qualification certificates
  - xi. Partnership Deed(In case of Partnership firm only)
  - xii. Work order demonstrating experience of work of value of Rs. 50 Lakh in the last 5 years. Completion certificate should be submitted along with the work order.
  - xiii. Registration under EPF (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)

## 5. DECLARATION:



Before payment click the 'Declaration' check box and then click 'SUBMIT APPLICATION'.

After Clicking 'SUBMIT APPLICATION', a page will be shown with options as shown below: 'Cancel & Edit' or 'Confirm and proceed to payment'. Clicking 'Cancel and Edit' will take back to the Firm/Company profile page and you may edit wherever necessary.



## 6. PAYMENT OF REGISTRATION FEE

Upon clicking 'PROCEED TO PAYMENT', it will redirect to the payment page.

### Payment Details

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Registration Fees:	██████████
SGST 9.00%:	1550.0
CGST 9.00%:	1550.0
Discount:	7500.0
<hr/>	
<b>Total Amount:</b>	<b>10000.0</b>

- Click 'PAY NOW' and it will redirect to the payment page with different mode of payments. 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'.

### 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
- 50% relaxation of registration fees is considered in case of SC/ST & Women contractors for class IV category.
  - 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.
  - A registered contractor will be eligible to participate in any work of the field establishments of the company depending upon his/her financial limit.
  - Registration of all contractors shall be renewed at an interval of 10 years.

## 7. DOWNLOAD MONEY RECEIPT CERTIFICATE



- Click on the 'Money Receipt' to view/download the money receipt of the Registration Fee.

## 8. DOWNLOAD REGISTRATION CERTIFICATE



- Click on the 'Certificate' to view/download the Provisional Registration Certificate. The Final Registration Certificate will be available only after prior approval from APDCL authority.