



USER MANUAL

FOR

CONTRACTOR NEW REGISTRATION & RENEWAL PORTAL

PWD, GOVERNMENT OF KARNATAKA

Project by:

Karnataka State Electronics Development Corporation Limited
[Government of Karnataka Enterprises]

ಕರ್ನಾಟಕ ರಾಜ್ಯ ವಿದ್ಯುನ್ಮಾನ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ



Table of Contents

1. INTRODUCTION	3
1.1 How do I access the Web Page?	3
2. GUIDELINES TO CREATE AN ACCOUNT FOR CONTRACTORS.....	4
3. GUIDELINES TO USE THE CMA.....	5
3.1 Arrow Tool :.....	6
3.2 New Registration/Renewal Tool.....	6
a) Annexure-1:.....	7
b) Submit Document Tool:.....	10
c) Download Templates Tool:.....	12

1. INTRODUCTION

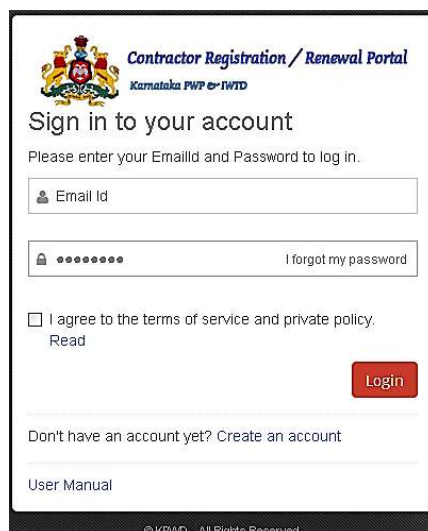
Karnataka Public Works Department is the statutory authority for designing, planning, monitoring, constructing and undertaking maintenance of public works of the State Government, such as buildings, roads, bridges, etc, irrespective of the source of funds for the same. The Department also takes up works on PPP and Turn Key basis with financial support from outside agencies including International agencies.

Contractor Management Application(CMA) will allow the contractor's to furnish personnel information and submit required documents such as application form (Annexure-1), address proof, educational certificates, professional certificates, Photo, registration pass book and other information to either enroll for New contractor registration or renewal of existing registration.

The purpose of this manual is to help and guide the contractor's in using web based Online Contractor Management Application.

1.1 How do I access the Web Page?

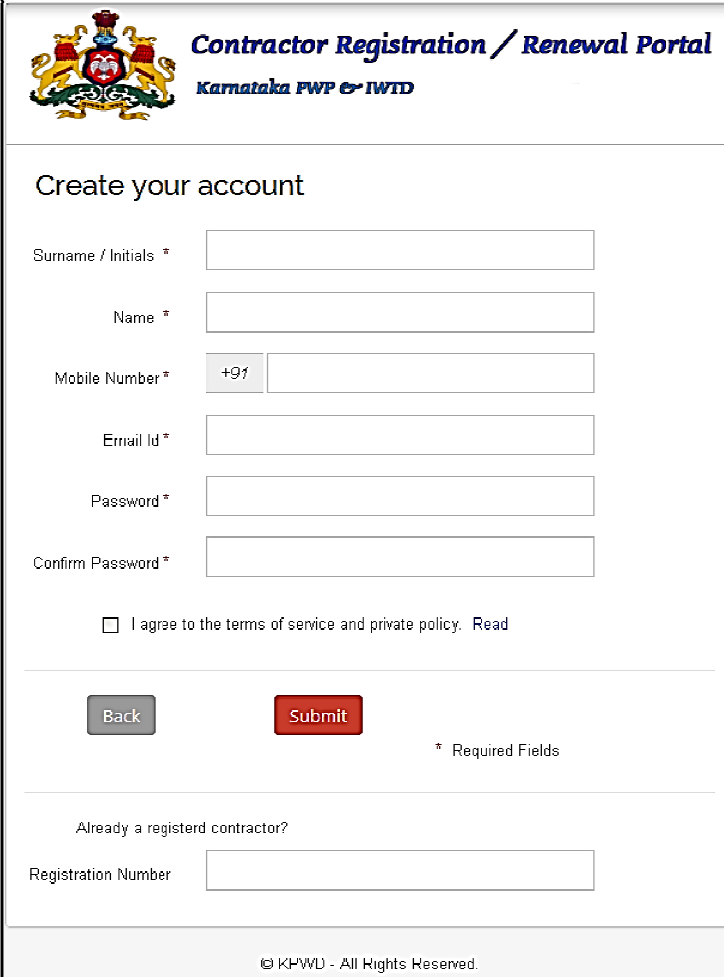
1. Open any one of the web browser i.e. Internet Explorer or Mozilla or Google Chrome etc. and visit <http://www.kpwd.gov.in/> website.
2. Click on the link "**CONTRACTOR NEW REGISTRATION/ RENEWAL PORTAL**" to access online **Contractor Management Application**.
3. On clicking the link, the main application page will appear as shown in the below screenshot



The screenshot shows the login page for the Contractor Registration / Renewal Portal. At the top, there is the Karnataka State Emblem and the text "Contractor Registration / Renewal Portal" and "Karnataka PWP & IWTD". Below this, it says "Sign in to your account" and "Please enter your EmailId and Password to log in.". There are two input fields: "Email Id" and a password field with a "I forgot my password" link. Below the password field is a checkbox for "I agree to the terms of service and private policy" with a "Read" link. A red "Login" button is positioned to the right of the checkbox. At the bottom, there is a link for "Don't have an account yet? Create an account" and a link for "User Manual". The footer contains the copyright notice "© KPWD - All Rights Reserved."

2. GUIDELINES TO CREATE AN ACCOUNT FOR CONTRACTORS

1. Unregistered contractors can create an account by clicking the **Create an Account** option provided on the login page of the application.



The screenshot displays the 'Contractor Registration / Renewal Portal' for Karnataka FWP & IWID. The page is titled 'Create your account' and contains the following fields and elements:

- Surname / Initials ***: Text input field.
- Name ***: Text input field.
- Mobile Number ***: Text input field with a dropdown menu showing '+91'.
- Email Id ***: Text input field.
- Password ***: Text input field.
- Confirm Password ***: Text input field.
- I agree to the terms of service and private policy. [Read](#)
- Back**: Button.
- Submit**: Button.
- * Required Fields
- Already a registered contractor?
- Registration Number**: Text input field.
- © KP-WU - All Rights Reserved.

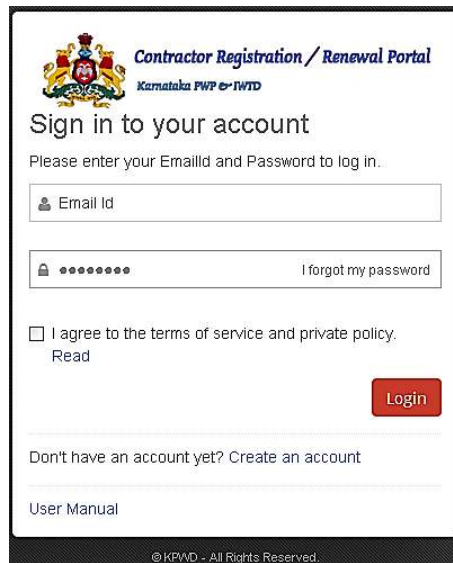
2. The contractors need to fill in the following mandatory details :

- Surname/Initials
- Name
- Mobile Number
- Email Id
- Password
- Confirm password
- Terms of service and private policy option has to be checked.

3) On submission of the details, contractors will be registered and an account will be created for the due personnel. Contractors will receive a notification of their account details on their registered email id.

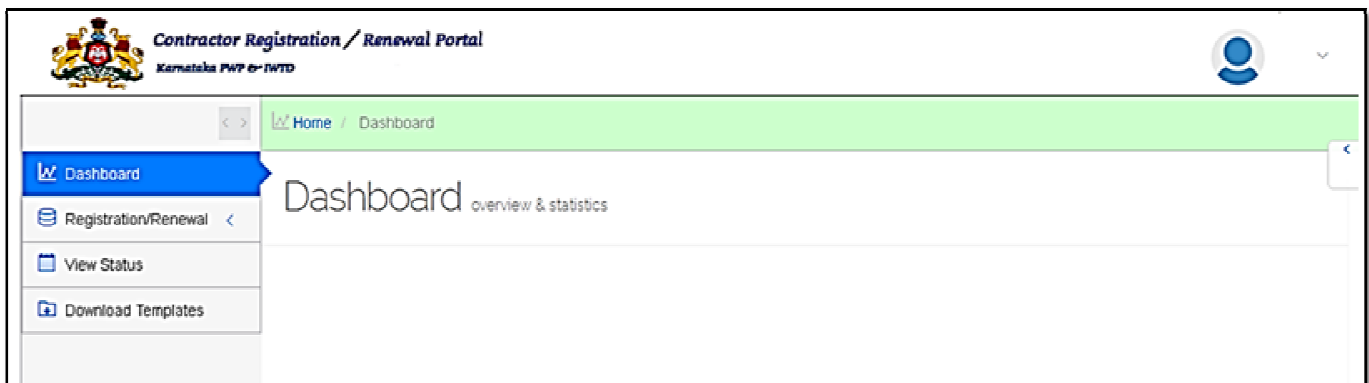
3. GUIDELINES TO USE THE CMA

1) Registered contractors of the KPWD can login to the application by inputting their respective login details. It is mandatory for the contractors to accede to the terms and private policy set by the KPWD.



The screenshot shows the login page of the Contractor Registration / Renewal Portal. At the top left is the KPWD logo. The page title is "Contractor Registration / Renewal Portal" with "Karnataka PWP & IWTD" below it. The main heading is "Sign in to your account". Below this, it says "Please enter your Emailid and Password to log in." There are two input fields: "Email Id" and a password field with masked characters and a "I forgot my password" link. Below the password field is a checkbox for "I agree to the terms of service and private policy. Read". A red "Login" button is positioned to the right of the checkbox. At the bottom, there are links for "Don't have an account yet? Create an account" and "User Manual". A footer at the very bottom reads "© KPWD - All Rights Reserved."

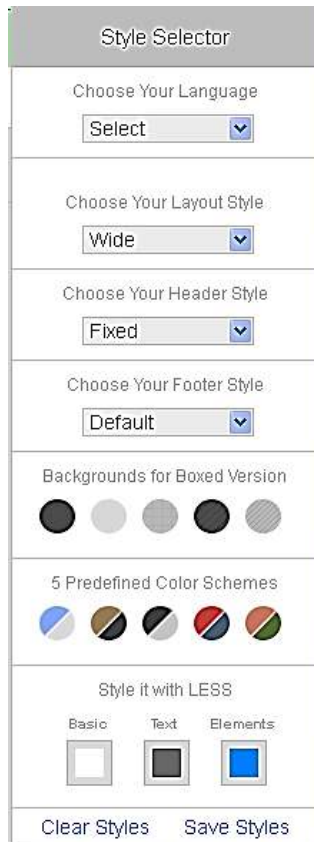
2) On clicking the login button the dashboard of the CMA application will appear as illustrated in the below screenshot. Dashboard is designed to furnish the status details of the contractor's applications.



The screenshot shows the dashboard of the Contractor Registration / Renewal Portal. At the top left is the KPWD logo. The page title is "Contractor Registration / Renewal Portal" with "Karnataka PWP & IWTD" below it. In the top right corner, there is a user profile icon. Below the header is a navigation bar with "Home / Dashboard". On the left side, there is a sidebar menu with "Dashboard" (highlighted in blue), "Registration/Renewal", "View Status", and "Download Templates". The main content area displays "Dashboard overview & statistics".

3.1 Arrow Tool :

On selection of the arrow tool, contractor can customize their display screen settings and also choose the language (Kannada or English) for displaying all static information in the Contractor management application portal with the aid of the options provided in the dropdown box. All the entry to the data entry fields in this portal are to be done in **ENGLISH** only.




The image shows a 'Style Selector' interface with the following sections:

- Choose Your Language:** A dropdown menu with 'Select' as the current selection.
- Choose Your Layout Style:** A dropdown menu with 'Wide' as the current selection.
- Choose Your Header Style:** A dropdown menu with 'Fixed' as the current selection.
- Choose Your Footer Style:** A dropdown menu with 'Default' as the current selection.
- Backgrounds for Boxed Version:** Five circular color swatches: black, light gray, medium gray, dark gray, and white with a grid pattern.
- 5 Predefined Color Schemes:** Five circular color swatches with different color combinations: blue/white, yellow/black, black/white, red/white, and green/white.
- Style it with LESS:** Three buttons labeled 'Basic', 'Text', and 'Elements'. The 'Basic' button is currently selected.
- Clear Styles** and **Save Styles** buttons at the bottom.

3.2 New Registration/Renewal Tool

The following three tools are provided under this module:



The image shows a dropdown menu for 'Registration/Renewal' with the following options:

- Registration/Renewal (selected)
- Annexure-1
- Submit Documents
- Re-Submit Documents

- a) **Annexure-1:** On selection of the Annexure-1 tool, contractor will be provided a data entry screen to fill all required and relevant information for online submission of Annexure-1 form. A part of the data entry form is as below.

- Contractor has to select the class, category and type of service required. Annexure-1 is divided into fourteen sections. Mandatory details to be provided by the contractor are as listed below and those fields are marked as **STAR** “ * ” next to the field name:
- Applicant’s Details: The details of the contractor viz, name, initials, email-id and mobile number given at the time of registration will be automatically populated onto their respective data entry fields.
- The contractor has to fill in the permanent or residential address.
- The contractor has to key in the office address information for communication. The following details are to be inputted:

- Office Address
- State
- District
- Phone number
- Email Id
- Fax

In case of the residential and office address being the same, contractors can **check** the option button namely, **Same as Permanent / Residential Address**

- The religion and caste details of the contractor can be selected from the dropdown menu.
- Details on the company incorporation type such as Individual, Partnership or Private/ limited company has to be furnished. In case of a Partnership firm or Private Limited Company the following information has to be provided:
 - Name of Managing Partner / Managing Director / GPA Holder and contact details
 - Whether declaration has been given by all the partners / directors to this effect in the constitution of the Firm given at the time of application for registration without the prior written consent of the Registering Authority
 - Name of Other Partner / Director and contact number
- The following information of the Solvency Certificate has to be inputted:
 - Name of Bank / District Commissioner
 - Amount (in Rs)
 - Certificate Number
 - Date
- Information regarding Technical Person appointed for execution of works, List of Works Executed and Plants and Machines available with the contractor has to be mandatorily submitted.
- License and registration details have to be furnished along with the supporting documents.

- Photo of the contractor has to be uploaded. The size of the photo cannot exceed 25kb.
- The following three options are made available on filling the annexure:

I/ We certify that I/ We will not get myself / ourselves registered as Contractor(s) in this Department under more than one name

I/ We certify that I/ We are not dependent financially on any Officer / Employees in the State P.W.D or the Public Works/ Electrical Department of the Karnataka Government Secretariat .

Save

Submit

Print

* RequiredFields

Annexure-1 can be saved multiple times before submitting. Once submitted, Annexure-1 can not be changed.

- **Save:** The data can be saved and modified any number of times before submitting the details by using the save option. Once Annexure-1 has been submitted, information cannot be modified by the contractor.
- **Submit:** On selection of the submit button, Annexure-1 will be forwarded to the department personnel.
- **Print:** Print option is made available to print hard copies of the filled application for the contractor's reference.

- b) **Submit Document Tool:**Based on the type of registration (New/Renewal), Class (I and II), Category (Civil / Electrical) and nature of Incorporation type (Individual / Partnership / Private Limited or Company) set of documents to be submitted/uploaded are controlled in this submit document module. Contractors can view the uploaded documents on successful submission with the help of View Details tool.

Registration /
Submit Documents

Documents required for Registration / Renewal of Class-I / II Civil / Electrical Contractors

Documents successfully submitted

NOTE! Attach only pdf, jpg, jpeg, gif, jpeg & png files. Each file size allowed to be max of 500KB.

Solvency Certificate issued by the scheduled Banks (Except Co-Operative Banks) 1/for Class-I --- Rs.10.00 lakhs 2/for Class-II --- Rs.5.00 lakhs *

☞ Document Submitted. Verification pending. [View](#)

Work Completion Certificate issued by Executive Engineer (If E-Procurement work mention Indent Number) For Class I - Should have completed single tender work with estimated cost not less than Rs.10.00 lakhs of OR total turnover should be over Rs.25.00 lakhs in the preceding Five Years For Class II - Should have completed single tender work with estimated cost not less than Rs.5.00 lakhs of OR total turnover should be over Rs.15.00 lakhs in the preceding Five Years *

☞ Document Submitted. Verification pending. [View](#)

Recent Sales Tax Clearance (VAT) Certificate *

☞ Document Submitted. Verification pending. [View](#)

Recent Residential Certificate (Aadhar Card / Voter ID/ Certificate issued by Tahashildar/Passport/ Driving Licence Ration Card) *

☞ Document Submitted. Verification pending. [View](#)

Original contractors Registration Certificate under State PWD/ID/NERPED/CPWD or other state department *

☞ Document Submitted. Verification pending. [View](#)

Graduation Certificate of Bachelor of Engineer in Civil Engineering/Mechanical Engineering/ Highway Engineering/Environmental Engineering *

☞ Document Submitted. Verification pending. [View](#)

Consent letter of the Technical person (copy enclosed) *

☞ Document Submitted. Verification pending. [View](#)

Declaration certificate in Rs.20/- stamp paper regarding black listing (copy enclosed) *

☞ Document Submitted. Verification pending. [View](#)

The documents to be submitted are given below.

- Solvency Certificate issued by the scheduled Banks (Except Co-Operative Banks)
1) For Class-I --- Rs.10.00 lakhs 2) For Class-II --- Rs.5.00 lakhs
- Work Completion Certificate issued by Executive Engineer (If E-Procurement work mention Indent Number) For Class I - Should have completed single tender work with estimated cost not less than Rs.10.00 lakhs of OR total turnover should be over Rs.25.00 lakhs in the preceding Five Years For Class II - Should have completed single tender work with estimated cost not less than Rs.5.00 lakhs of OR total turnover should be over Rs.15.00 lakhs in the preceding Five Years
- Recent Sales Tax Clearance (VAT) Certificate
- Recent Residential Certificate (Adhar Card / Voter ID/ Certificate issued by Tahashildar/Passport/ Driving Licence/Ration Card)
- Class I / Class II contractor registration original pass book issued by KPWD
- Graduation Certificate of Bachelor of Engineer in Civil Engineering/Mechanical Engineering/ Highway Engineering/Environmental Engineering.
- Consent letter of the Technical person. The format of the consent letter can be downloaded on selection of the Download Template module on the dashboard.
- Declaration certificate in Rs.20/- stamp paper regarding black listing has to be submitted. The format of the certificate can be downloaded on selection of the Download Template module on the dashboard.

Note: The file size cannot exceed 500KB and has to be in pdf, jpg, jpeg, gif, &png formats only.

Once the submission of all required documents are successful, contractor will receive an email and SMS alert to the specified email id and mobile number respectively stating “Documents submitted successfully”.

Also contractor can view the status of his application on “View Status” tool provided in the main screen. Any further changes in the status will be based on the procedure and process happening at KPWD.

- c) **Download Templates Tool:** A prerequisite document checklist for Registration/ Renewal and set of templates for Consent letter, Declaration letter Cover Letter can be downloaded using this module. The forms will be made available in both English and Kannada languages. The standard templates are to be used by the contractor for submission of the mandatory supporting documents which are required for Registration/ Renewal.

The screenshot shows the 'Contractor Registration / Renewal Portal' interface. The main content area is titled 'Download Documents Templates'. A table lists the following documents and their language options:

Document Name	Language Options
Required Documents	English Kannada
Consent Letter	English Kannada
Cover Letter	English Kannada
Declaration letter	English Kannada