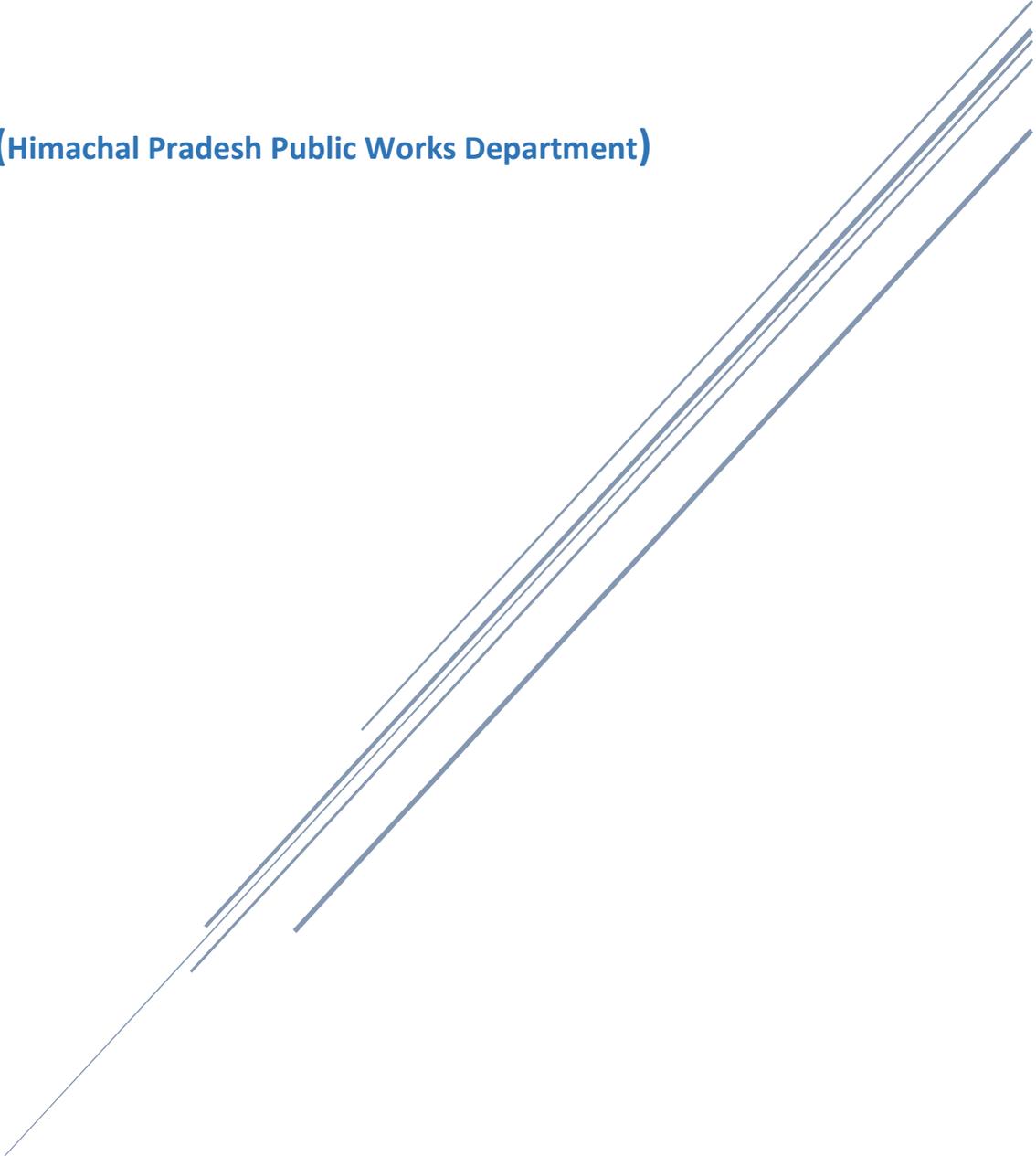# USER MANUAL FOR CONTRACTOR ENLISTMENT AND REVALIDATION APPLICATION – PWD USER

(Himachal Pradesh Public Works Department)

1.   Introduction

The State Government of Himachal Pradesh (GoHP) through the Government of India (GOI) had received a loan from International Bank for Reconstruction and Development (IBRD) for implementation of Himachal Pradesh State Roads Project (HPSRP) and intends to apply a portion of this loan to finance the consultancy services for Technical Assistance to help and establish Road Management System (RMS), so that could be used for all state core road network (CRN) in Himachal Pradesh.

Himachal Pradesh Road and Other Infrastructure Development Corporation Limited (HPRIDC) awarded the consultancy services contract entitled, Consulting Services for Technical Assistance to Upgrade Road Maintenance Management System to Road Management System in the State of Himachal Pradesh, with Contract No. 4860-IN & 8199-IN to HIMS Ltd, New Zealand in joint venture with SATRA Services and Solutions Pvt Ltd (Formerly SATRA Infrastructure Management Services Pvt Ltd), India. The project commenced on 25 May 2016 with an expected completion date of 24 May 2018. Under the Variation Order No.5 this assignment IT Solutions for Promoting "Ease of Doing Business" in HPPWD has been awarded on 02 September 2020. The project commenced on 04 September 2020 with an expected completion date of 31 October 2020..

Himachal Pradesh Road and Other Infrastructure Development Corporation Limited (HPRIDC)

Himachal Pradesh Road & Other Infrastructure Development Corporation Limited, a wholly owned Company of Government of Himachal Pradesh was incorporated on 10.06.1999 under the Companies Act, 1956, with the main objective of developing Roads, Bridges & other infrastructure in the State of Himachal Pradesh.

The construction and maintenance of the State Highways (1,504 km), Major District Roads (2,139 km) and Rural Roads (27,575 km) totalling to 31,218 km are being looked after by the Himachal Pradesh Public Works Department (HPPWD). While NHs, SHs and MDRs carry the bulk of the traffic and are the principal carrier of economic activities, the State Core Road Network (CRN) comprises of SHs, MDRs and Other roads connecting NHs in the State with the rural and other roads, totalling to 4,200 km.

2.   Contractor Enlistment Application

This module is for applying enlistment and revalidation of contractors. The contractors can be an individual or a Firm.

Design and implement an online single window system with functionality for online application submission, payment and approvals and mandate that all applications are submitted online.
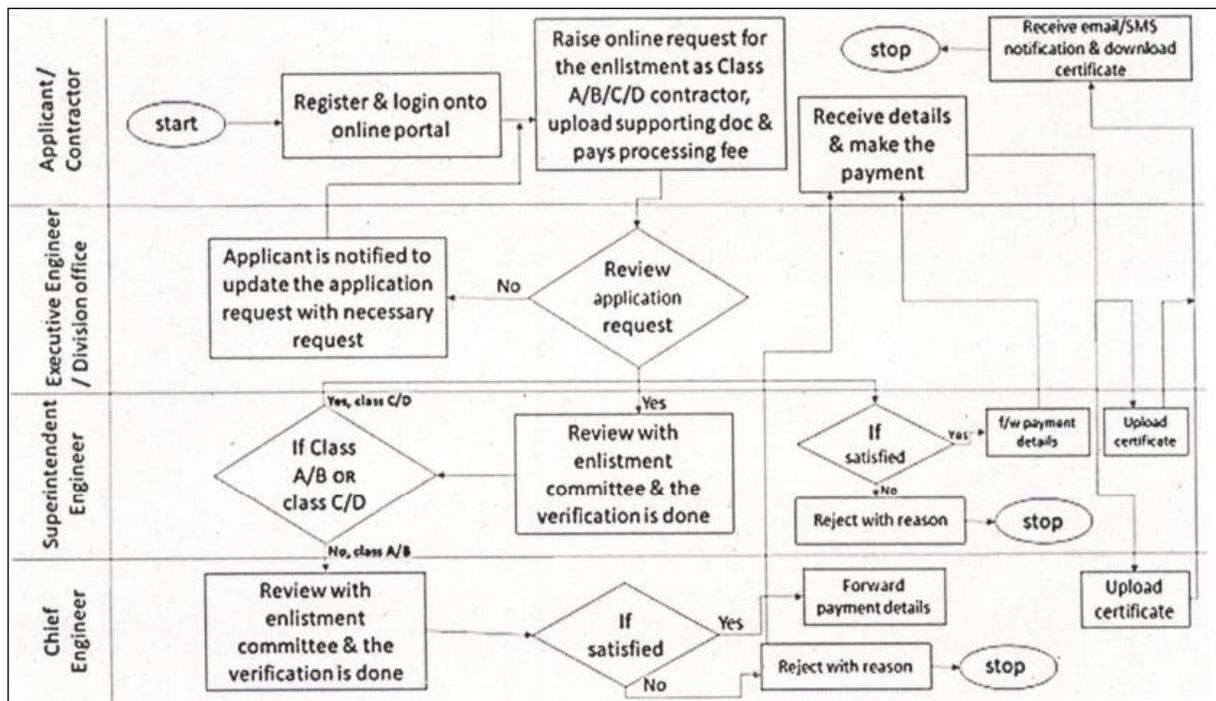
Process Flow

Figure 2-1: Process Flow - Enlistment

3. Software Recommendations

Supported Browsers

This Permission System has been designed in compliance with W3C web standards and supports most of the browsers. However, the following browsers are recommended for best results.

Table 3-1: Browser and Version

Browser	Name	Version
	Mozilla Firefox	Version 45 and above.
	Google Chrome	Version 45 and above.

4. Getting Started

4.1 Login

To logging in to system use the following application URL

For Verifier Login - (*https://online.hppwd.gov.in/Enlistment/VerifierLogin*)

For Approver Login - (https://online.hppwd.gov.in/Enlistment/ApproverLogin)

1. Enter User Name i.e. Email ID (departmental Email)
2. Enter the password default password is (Hppwd@123) or as provided
3. Enter Captcha
4. Click on Login

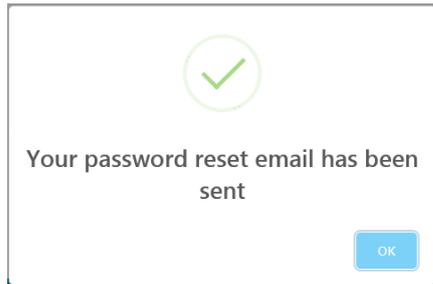
Figure 4-1: Login – Verifier

Figure 4-2: Login – Approver

Forgot Password

1. If forgot the password, click on Forgot Password Option. Once clicked below screen is opened.

Figure 4-3: Forgot Password

2. In the above screen, ender the Username / Email iD and click on Reset Password. The new password is sent to email.

Change Password

To change the password:

1. Login to application, after login Click on the profile menu.
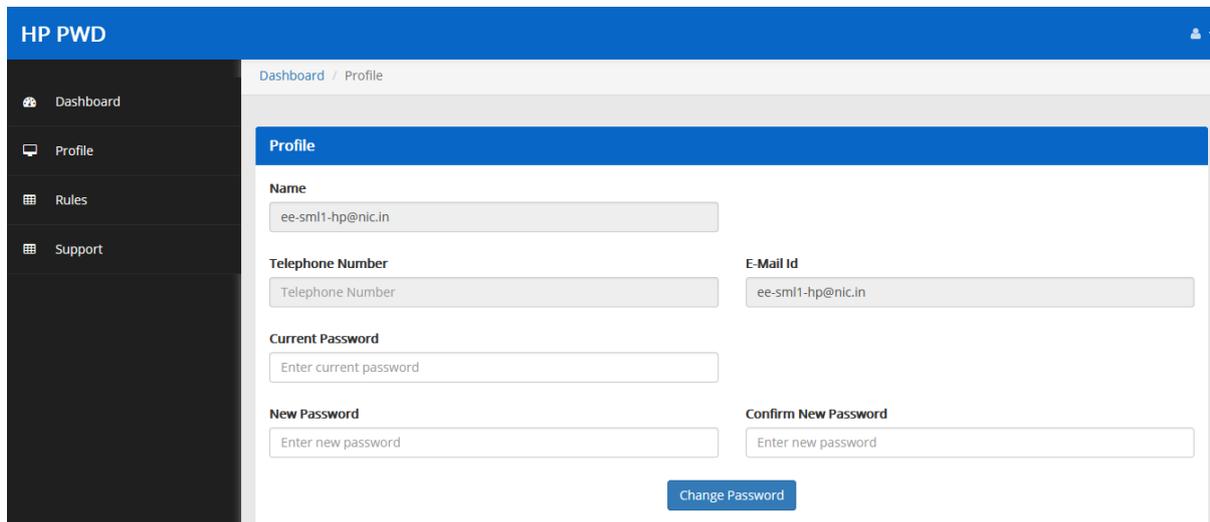2. Profile screen is option (Figure 1-3).

Figure 4-4: Profile - Verifier

3. In the **Profile** page, fill-in Old password, New password and Confirm password.
4. Click on **Change Password**.

Logout

To Logout from the application:

1. Login to application, on the dashboard screen top right corner click on User Icon.
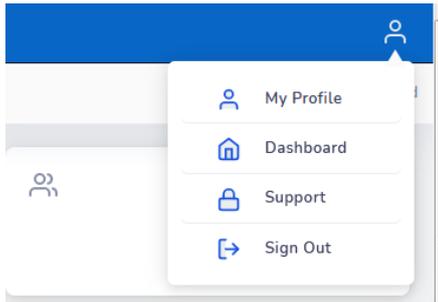2. Click on **Sign Out** (Figure 1-5).

Figure 4-5: Logout

4.2 Dashboard - Verifier

After login, user is navigated to dashboard screen with the following features/functions:

- Verifiers can view, review and verify all the application submitted and respective documents uploaded.
- Verifiers can view, list of pending applications for registration, out of which, Contractors may be enlisted depending upon the requirement.
- Verifiers have option to submit the Queries / Clarification which are to be sought from Contractor
- Verifier can generate the report with list of all registered contractors in electronic form in Annexure XV and upload the same in the departmental website.
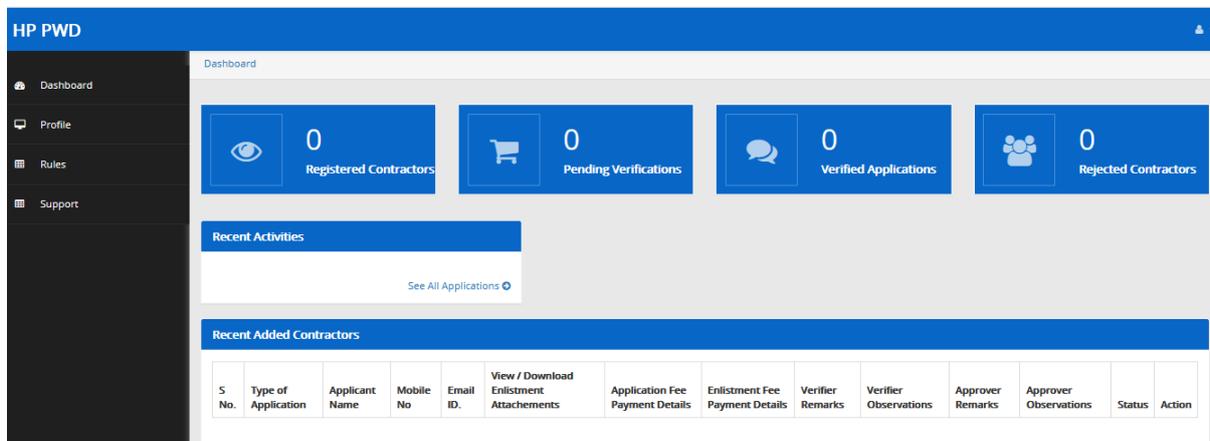

Figure 4-6: Verifier Dashboard

Rules

Rules menu on the dashboard will help the user to download / view the applicable rules or acts for seeking the Permissions.

Figure 4-7: Rules

Support

Support menu of the dashboard will help the verifier/approver to submit any concerns or issues to be addressed by the administrator.

Figure 4-8: Support

4.3 Dashboard - Approver

After login, user is navigated to dashboard screen with the following features/functions:

- Verifiers can view, review and verify all the application submitted and respective documents uploaded.

- Verifiers can view, list of pending applications for registration, out of which, Contractors may be enlisted depending upon the requirement.
- Approver's shall have additional options for Blacklisting / Demoting / Removal of a contractor
- Shall have option to submit the Queries / Clarification which are to be sought from Contractor
- Department User (either Verifier / Approver) can generate the report with list of all registered contractors in electronic form in Annexure XV and upload the same in the departmental website.
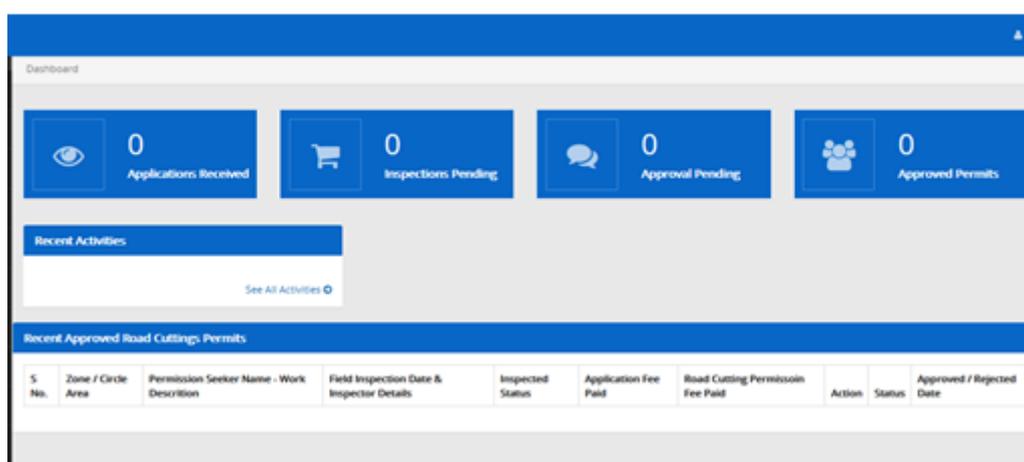- Approver can upload the Enlistment Certificate up on approval of the application

Figure 4-9: Approver Dashboard

Create Verifier

Approver can add Verifier user. On dashboard select Create Verifier Menu to add new verifiers.

- Enter the new verifier user details like User Name/Email ID, password, mobile no, circle and division details
- Click on Submit to create the verifier user.

Figure 4-10: Create Verifier

Manage Verifier

Approver can manage Verifier users. On dashboard select Verifier List Menu to manage (activate / deactivate) verifiers.

Figure 4-11: Mange Verifier