

The components to be downloaded and installed are:

Two components to be installed on the machine. These components are available on the home page through the 'Download' link.

<http://mcdetenders.com/common/downloadclientcomp.asp>

- a) Number to Word Conversion Utility - For Indian Currencies.
- b) Encryption Utility For Windows 2000 & XP (Security Patch for 2007)

If these components are not installed then user is likely to get 'Error in Hashing' Message.

Before the Start of First Registration Process, the Contractor has to submit the Photocopy of MCD Registration Document (both Side) and make the entry of Submission in Empanelment Status Register.

Contractor First Registration on <http://mcdetenders.com> Website :

1. Open the Website <http://mcdetenders.com>
2. Click on the link Registration that is just below login text box.
3. Fill all the text box and click on Save Button.
4. Now click on Login Button to enter Registration Information.
5. Enter the User Id and Click on Proceed Button.
6. Enter the First Password and click on Proceed Button.
7. Enter the Second Password and Click on Login Button.
8. Click on Complete Registration Button.
9. Select Fill up Form and Click on Go.
10. Select the Company Incorporation Type Category.
11. Select the Registration Category.
12. Select the Currency.
13. Fill the entire Text Box as Required.
14. Now click on Save Button.
15. Click on Done Button to go to Next Stage.
16. Select Payment Options and Click on Go.
17. Select Demand Draft as Mode of Payment and Click on Save Button.
18. Click on Make Payment Button
19. Fill all the textbox and Click on Save Button.
20. Now Click on Validate Payment Button.
21. Again Click on Save Button.

22. Now Click on Done Button.
23. Again Click on Done Button.
24. Pending Approval indicates that the First Registration is yet to be approved.
25. After the approval has been done the word Pending Approval changes to Approved.
26. Click on Exit Button and then Logout.

Contractor Second Registration on the Website :

The second registration will start after the first Approval

1. Open the Website <http://mcdetenders.com>
2. Enter the User id and click on Go.
3. Enter the First Password and click on Proceed Button.
4. Enter the Second Password and Click on Login Button.
5. Click on Child List to get List of Department.
6. Select the Department under which you want to register.
7. Click on Empanelment Status Link
8. Click on Portal Empanel Button.
9. Select Portal Level Empanelment and Click on Go.
10. Select the Class assigned by MCD, enter the Financial Capacity for that particular Class and Click on Portal Empanel Button.
11. Click on Done Button to go to next Stage.
12. Again Click on Done Button.
13. Again Click on Done Button.
14. After the second Registration Process has been successfully completed the Empanelment Status will be shown as Portal Approval Pending.
15. Repeat the Second Registration Process if you also want to register for CSE Department.
16. after the Class Selected by Contractor is approved by MCD, the word Portal Approval Pending Changes to Portal Empanelment Approved. The Class will be approved after Verification from MCD Records.