Contractor Registration Module Process Flow

1. Open the Website:

- **Open the WRD website i.e. https://wrd.bihar.gov.in/.**

2. Access the Contractor Registration Link:

- **Click on the contractor registration link available on the homepage.**

3. New Registration:

- **Click on the "New Registration" button to initiate the registration process.**

4. Select Type of Registration:

- **Choose the appropriate type of registration that applies to you (e.g., individual contractor, company, etc.) from the options provided.**

5. Document Requirements:

- **Once you select the type of registration, the system will display a list of required documents specific to the chosen type. Review this list carefully to ensure you have all the necessary documents**

6. Create Login Credentials:

- **Fill in the required fields to create your login ID and password. Ensure your password meets the security requirements (e.g., minimum length, combination of characters, etc.).**

7. OTP Verification:

- **An OTP (One-Time Password) will be sent to your registered email ID and mobile number. Enter the OTP in the provided field to verify your contact information.**

8. Fill Mandatory Details:

- **Complete the registration form by filling in all mandatory details.**

- **Include the details of the works done by the vendor. You can add multiple works using the "Add More" option.**

- **Complete the registration form by filling in all mandatory details. This typically includes:**

  - **Personal details (name, address, contact information)**
  - **Company details (if applicable)**
  - **Tax information (PAN, GST number, etc.)**
  - **Bank details**
  - **And other details**
- **Include the details of the works you have completed. Use the "Add More" option to list multiple projects.**

9. Upload Necessary Documents:

- **Upload all the required documents as listed earlier. These may include:**
    - **Photo & Signature**
    - **Identity proof (Aadhar card, PAN card, etc.)**
    - **Address proof**
    - **Any other document specified by the system**
- **If applicable, add director details, including their identity and address proofs.**

10. Power of Attorney Details (If Applicable):

- **If you have a Power of Attorney, select the relevant option.**
- **Upload the necessary Power of Attorney documents.**

11. Class of Registration and Payment (New Contractors):

- **For new contractors, select your class of registration (e.g., Class I, Class II or Class III).**
- **Based on the class of registration selected, the system will calculate the registration fee.**
- **You will be directed to the payment gateway page. Select your preferred mode of payment (e.g., credit card, debit card, net banking etc…).**
- **Complete the payment process.**

12. Existing Registered Contractors:

- **If you are an existing registered contractor, select the "Already Registered Contractor" option.**
- **Enter the following details:**

    - **Old registration number**
    - **Certificate issue date (valid from)**
    - **Certificate expiry date (valid to)**

- **Upload a reference document, such as a copy of your existing certificate.**

Your application will be reviewed by the relevant authorities.

You may receive further clarification if additional information or documents are required.

Once approved, you will receive your contractor registration certificate, which will be valid for the specified period and you can download the same from the system