



GOVERNMENT OF HARYANA

HARYANA ENGINEERING WORKS PORTAL

USER MANUAL

**CONTRACTOR
REGISTRATION**

2024

HARYANA ENGINEERING WORKS PORTAL

FOR INQUIRIES, CONTACT US AT 1860 180 2065



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Introduction

- Haryana Engineering Works Portal (HEWP) is designed to provide a centralized platform for contractors, aiming to streamline the process of doing business and enhance transparency in the contracting procedures. The **primary objective is to facilitate the registration of contractors** on Portal, creating a comprehensive database of qualified and competent contractors available for projects undertaken by Engineering Departments. By registering on this portal, contractors can reduce the time and resources required for the verification of their credentials when participating in tender calls.
- One of the key benefits of registering on the HEW Portal is the **exemption from Earnest Money Deposit (EMD)** requirements for contractors. This exemption serves to encourage participation and streamline the bidding process. However, contractors who are not registered on the portal can still participate in tenders but must provide the specified EMD amount along with their bids.
- Registration on the HEW Portal is initially **valid for a period of five years**. Contractors have the **option to apply for renewal** of their registration for an additional five-year period **before the expiry** of their current registration. This renewal process ensures that the database remains up-to-date with active and eligible contractors.
- Performance evaluation is a crucial aspect of this portal. Contractors' performance is continuously monitored based on their completion of allotted works within stipulated timelines and meeting desired quality and

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service levels. After the completion of each project, **contractors are evaluated using a scoring methodology**. If a contractor's performance falls below a threshold limit of 70%, their registration on the portal will be automatically deregistered.

➤ **Registered contractors can get the following benefits:**

1. Exemption from Earnest Money Deposit (EMD) for tenders processed on the portal.
2. Improved transparency and ease of doing business.
3. Access to various functionalities like online tendering, work allotment, bill submission, bill payment viewing, and monitoring pending payments.

Contractor Log In

To register as a new contractor or create a contractor ID on the HEW Portal, follow the steps below:

Basically, there are two primary methods to access the HEW portal:

- I) **Via New User Sign-up**
- II) **Via Login button**

I) **Via New User Sign-up**

1. Open a web browser and type the following URL in the search bar:
<https://works.haryana.gov.in/>

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2. Click on the **“New User Sign-Up”** button.
 - Upon clicking, you will see the following **“New User Sign-up form”**.

New User Sign-up

Haryana Udyam Memorandum (HUM) Id <input type="text"/> <small>Don't have HUM id? click here.</small>	Agency/ Constitution Type* <input type="text" value="Select One"/>	Agency Name* <input type="text"/>
Registered Address* <input type="text"/>	State* <input type="text" value="Select One"/>	District* <input type="text"/>
<input type="checkbox"/> Same as registered address? Select		
Correspondence Address* <input type="text"/>	State* <input type="text" value="Select One"/>	District* <input type="text"/>
Agency Website Name <input type="text"/>	Office Landline No. (with STD code) <input type="text"/>	Whether Micro, Small and Medium Enterprise (MSME) ?* <input type="radio"/> YES <input checked="" type="radio"/> NO

3. Enter the **HUM ID**, select **Agency/Constitution Type** from the dropdown, and enter the **Agency Name**.
4. If you don't have HUM id, click on the **“click here”** button and get your id from the official website of **“Haryana Udyam Memorandum”**.

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Haryana Udhyan Memorandum (HUM) Id

Type here

Don't have HUM Id? [click here.](#)

New User Sign-up

Haryana Udhyan Memorandum (HUM) Id

Agency/ Constitution Type*

Agency Name *

Registered Address *

Don't have HUM Id? click here.

Same as registered address? Select

District *

Click here

Select One

- Individual
- Partnership
- Public Limited
- L and C Society
- Pvt. Ltd.
- Joint Venture
- Sole Proprietor
- Labour Federation

3. Enter the **Registered Address**, choose the **State** from the dropdown, and select the **District** from the dropdown options.

- If your Correspondence Address is the same as the Registered Address, **tick the checkbox**. Otherwise, fill in the address, state, and district.

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Registered Address *

Correspondence Address *

Agency Website Name

PAN No. *

Do you have Haryana Treasury Unique Code*
 Yes No

State *

Select One

- ANDAMAN & NICOBAR ISLANDS
- ANDHRA PRADESH
- ARUNACHAL PRADESH
- ASSAM
- BIHAR
- CHANDIGARH
- CHHATTISGARH
- DELHI
- GOA
- GUJARAT
- HARYANA
- HIMACHAL PRADESH
- JAMMU & KASHMIR
- JHARKHAND
- KARNATAKA
- KERALA
- LADAKH
- LAKSHADWEEP
- MADHYA PRADESH

District *

Whether Micro, Small and Medium Enterprise (MSME) ? *
 YES NO

TIN No

4. Enter the “Agency Website Name”, and “Office Landline No.”, and choose the “Yes/No” radio buttons for “Enterprise”.

Agency Website Name

Office Landline No. (with STD code)

Whether Micro, Small and Medium Enterprise (MSME) ? *
 YES NO

5. Enter “GST No.” “PAN Number” and “TAN Number” in the provided fields.

Note - Ensure to enter the correct GST Number as incorrect number will not be validated by the system.

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PAN No. *	GST No. *	TIN No
<input type="text"/>	<input type="text"/>	<input type="text"/>

- On entering your PAN number, the **Haryana Treasury Unique Code** will be automatically populated in the field *if you have previously received a payment from Haryana*.
- Otherwise, if you already have a Haryana Treasury Unique Code, click on **“Yes”** and enter the code in the input field.

Do you have Haryana Treasury Unique Code*	Treasury Unique Code*
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

6. If you do not have a **Haryana Treasury Unique Code**, click on **“No”**. You will be asked to enter your bank details. Please fill in each field carefully.

- After submitting the details, your Haryana Treasury Unique Code will be automatically populated in the field.

Do you have Haryana Treasury Unique Code*	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Bank Account No. *	IFSC Code *
<input type="text"/>	<input type="text"/>
Bank Name *	Bank Address *
<input type="text"/>	<input type="text"/>

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Note – Contractors may provide either their own bank details or the details of another individual they wish to specify.

7. Fill in **Applicant Details** such as **Name** and **Parivar Pehchan Patra**.

Applicant Details

Name*

Do you have family ID issued by Parivar Pehchan Patra (PPP)?* YES NO

Family Id Issued by PPP (Parivar Pehchan Patra) *
Don't have PPP? click here.

- If you do not have a Parivar Pehchan Patra, choose "**No**" and enter your **Aadhaar Number** as requested in the field.

Applicant Details

Name*

Do you have family ID issued by Parivar Pehchan Patra (PPP)?* YES NO

Aadhaar No. *

8. Next, enter your correct **Mobile No. Email, Captcha**, and click on the "**Generate OTP button**" to generate OTP.

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Mobile No *

Email *

Note: One Time Password (OTP) will be sent on above mentioned Mobile No. So, please recheck before proceeding.

Click here

Enter Captcha *

- Verify the OTP and then proceed to set a password.
- Once your password is set, you will be successfully registered as a contractor and can log in thereafter.
- If you wish to cancel the process, simply click on the "**Cancel**" button.

Note - Signing up as a new contractor is **mandatory**.

Registration is not required, but contractors must complete registration to be eligible for the e-MD exemption benefit.

II) Via Login button

1. Click on the "**Login**" button.

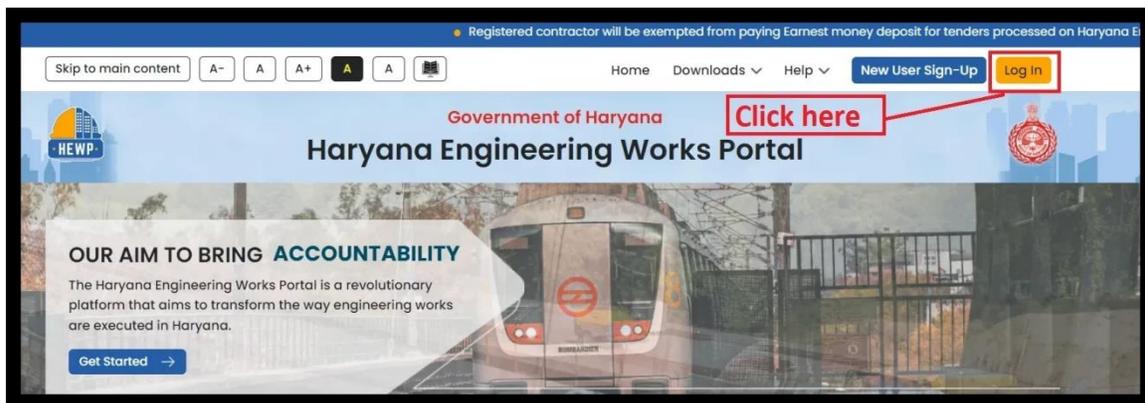
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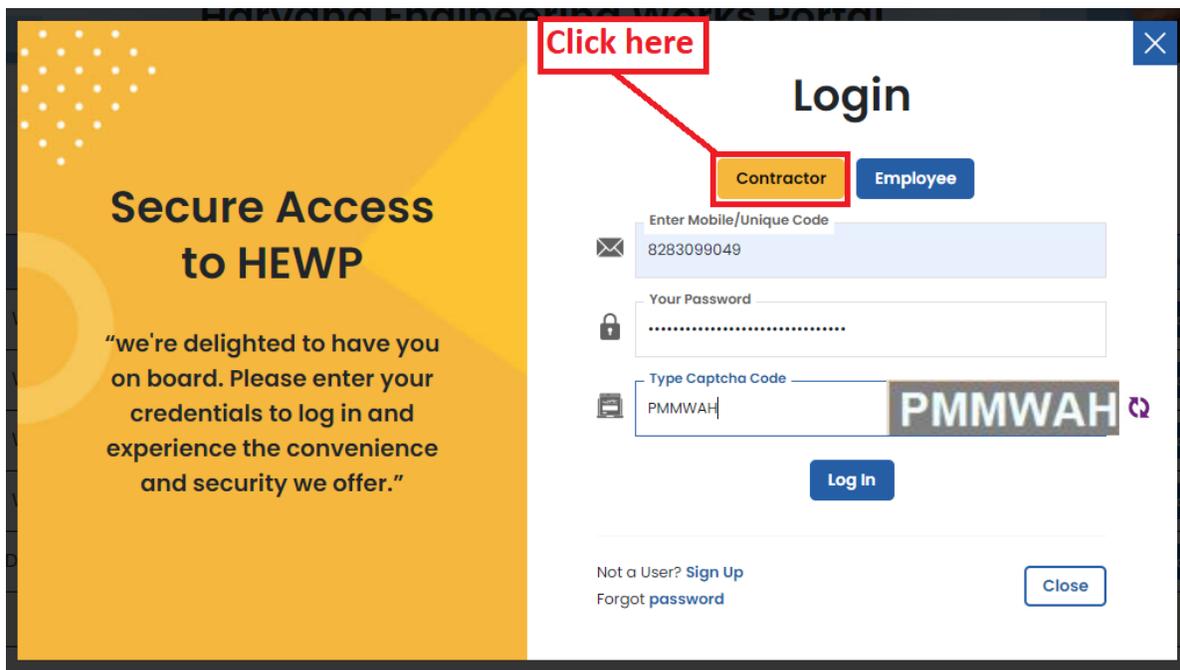


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3. Click on the "**Contractor**" option to proceed.



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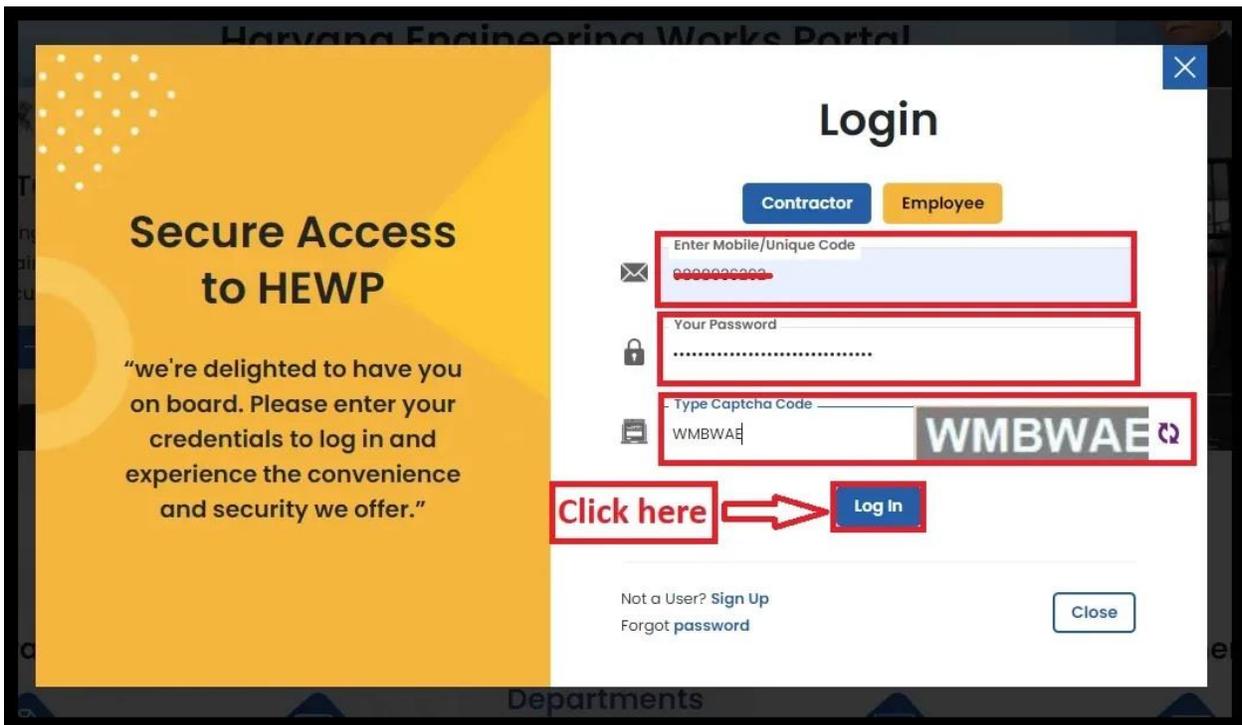
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4. Enter your **Mobile number**, **Password**, and **Captcha Code** in the provided fields and click on the "Log In" button to proceed.



Note - If you forgot your password, click on the "**Forgot password**" option to reset your password.

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- Enter the **Mobile number**, **Captcha**, and click on the **“Generate OTP”** button. Upon generating and verifying your OTP, you’ll be able to reset your password.

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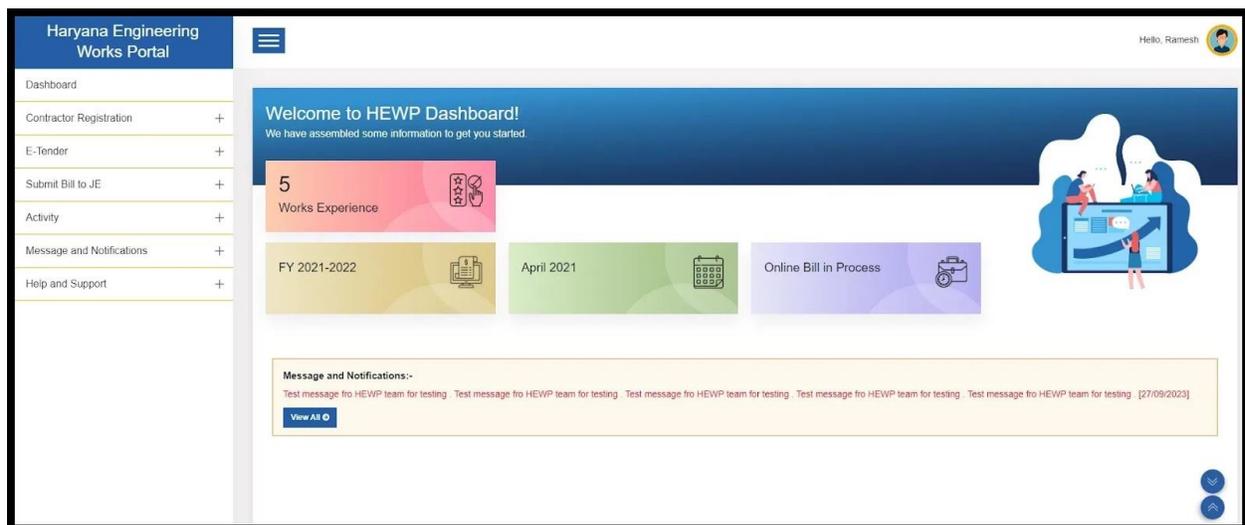
- Click on the "OK" button.
- Enter OTP, new password, re-enter new password, and click on the "Update Password".



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5. Upon successful login, you will be directed to the HEWP (Haryana Engineering Works Portal) dashboard.



Contractor Registration

- As a contractor, you will need to **submit your request for new registration**.
- Follow the steps below to complete the registration process:
 1. Click on **“Contractor Registration”** from the left sidebar of the screen.

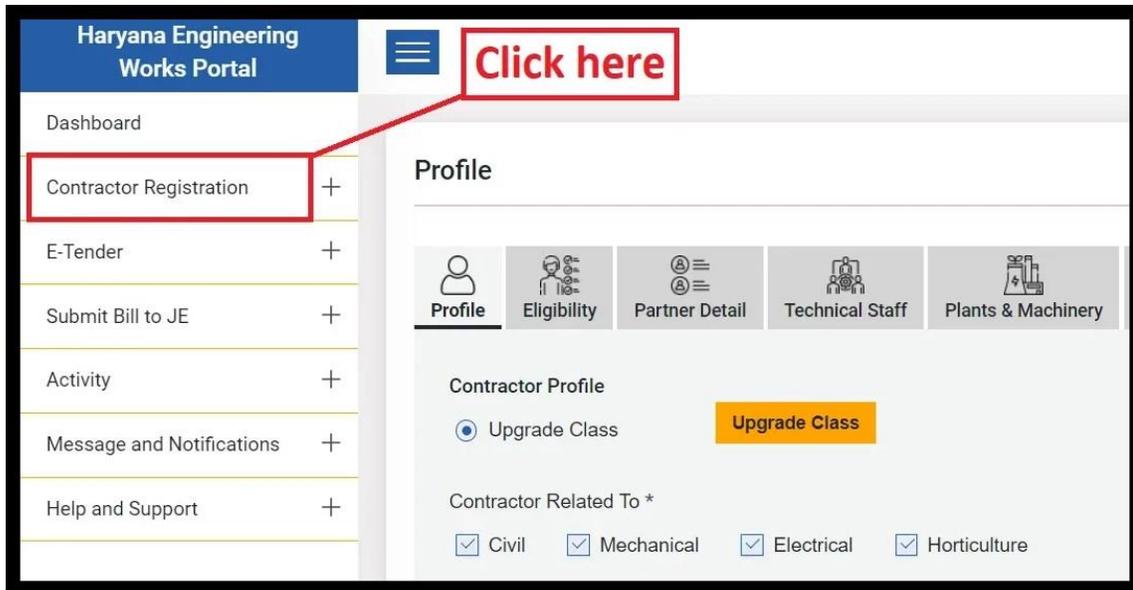
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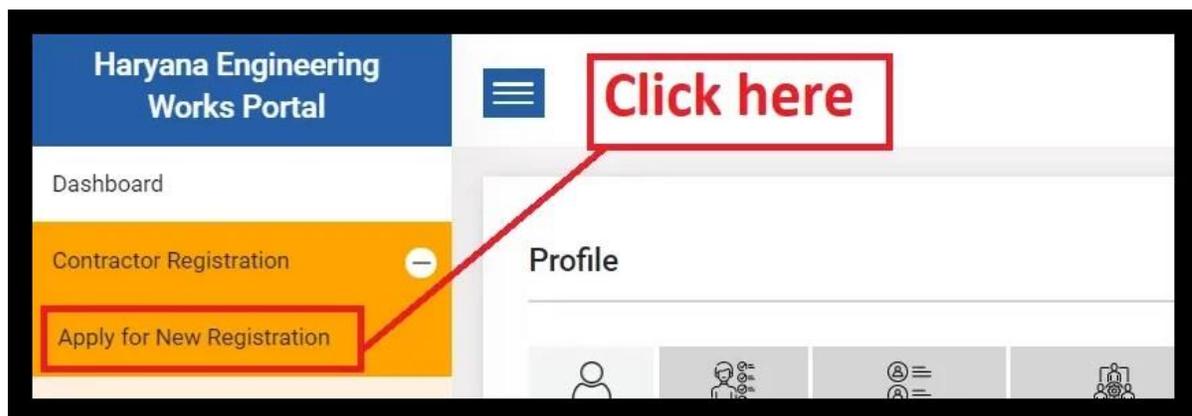


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2. Click on “**Apply for New Registration**” from the left sidebar of the screen.



The registration process consists of **10 steps** where you need to enter accurate details.

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 Profile	 Eligibility	 Partner Detail	 Technical Staff	 Plants & Machinery
 Workshop	 Annual Turnover	 Work Experience	 Upload Documents	 Application Fee

Step 1 – Profile

1. Choose the “**Contractor Related To**” option from the given options.

Contractor Profile

Contractor Related To *

Civil Mechanical Electrical Horticulture

Tick here

2. Enter **HUM id** in the provided field. In case you don't have HUM id, then click the “**click here**” button.

Haryana Udhyam Memorandum (HUM) Id

Don't have HUM Id? [click here.](#)

Type here

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- Upon clicking you will be redirected to the **Haryana Udhyan Memorandum** website.
- Login with your details or sign up as an Enterprise User.

Note - The Haryana Udhyan Memorandum ID (HUM ID) is a unique identification number for businesses/Enterprises registered under the Haryana Enterprises Promotion Centre (HEPC) in Haryana.

It is mandatory for new contractor registrations on the HEW portal. Contractors without this ID must register on the Haryana Udhyan Memorandum Portal to obtain it.

The screenshot displays the Haryana Engineering Works Portal dashboard. At the top, three summary cards show: 'Total Industries Registered' with a value of 55216, 'Total Units Registered' with a value of 55216, and 'Total Workers Registered' with a value of 0. Below these are three main sections: 'Circulars & Guidelines' on the left, a central banner for 'HARYANA UDHYAM MEMORANDUM' (Joint Collaboration of Labour Department, Industries & Commerce Department, and Citizen Resource Information Department), and 'Account Login' on the right. The 'Account Login' section includes a dropdown menu for 'Login As:' set to 'Enterprise User', a 'Mobile*' input field, a 'Get OTP' button, and a 'Sign Up as Enterprise User' button. Red arrows point to the 'Get OTP' and 'Sign Up as Enterprise User' buttons.

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Note – PAN number, GST number, and mobile no. will be auto-filled as you have already provided these details during sign up process.

3. Click on the **dropdown button** and select the appropriate “**class**”.

Select Class *

Select One

Select One

Class I (Unlimited)

Class II (Upto 25 Cr.)

Class III (Upto 10 Cr.)

Class IV (Upto 1 Cr.)

Click here

4. Click on the dropdown button and choose “**Agency/Constitution Type**” that best describes your agency.

Agency/Constitution Type *

Select One

Select One

Individual

Partnership

Public Limited

L and C Society

Pvt. Ltd.

Joint Venture

Sole Proprietor

Labour Federation

Click here

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5. Enter “Agency Name”, “Agency’s Website Name” and “Registered Address”.

Agency Name * Agency Website Name

Registered Address *

6. Use the **dropdown buttons** to choose the “State” and then the “District”.

State * District *

HARYANA Select One

Select One **Click here**

ANDAMAN & NICOBAR ISLANDS

ANDHRA PRADESH

ARUNACHAL PRADESH **Click here**

ASSAM

BIHAR

CHANDIGARH

CHHATTISGARH

DELHI

GOA

GUJARAT

HARYANA

District *

District *

7. If your correspondence address is the same as the registered address, **tick the checkbox**.

If not, enter the correspondence address.

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Same as registered address? Select **Tick here**

Correspondence Address *

State * District *

Select One

8. Mobile number will be already filled in, enter “**email id**” in the provided field.

Mobile No. * Email-ID *

9. Enter the office landline number if any (not mandatory) and choose the type of agency: **Micro, Small, or Medium**.

Office Landline No. (with STD code) Whether Micro, Small and Medium Enterprise (MSME) ? *

YES NO

10. If you have a Haryana Treasury Unique Code, click “**Yes**” and enter the code.

Do you have Haryana Treasury Unique Code* Treasury Unique Code*

Yes No

11. If not, click “**No**” and proceed to enter your bank details.

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- After submitting the bank details, your Haryana Treasury Unique Code will be automatically populated.

Do you have Haryana Treasury Unique Code*

Yes No

Bank Account No.* IFSC Code*

Bank Name* Bank Address*

12. Click on the **dropdown button** and choose the **“preferred location/district”** for registration.

HISAR
JHAJJAR
JIND
KAITHAL
KARNAL
KURUKSHETRA
MAHENDRAGARH
NUH
PALWAL
PANCHKULA
PANIPAT
REWARI
ROHTAK
SIRSA
SONIPAT
YAMUNANAGAR

Select District

Disclaimer:
The selection of the preferred location is system generated.

Click here Save And Continue

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Note – All the information will be auto-populated if you have already submitted your details during the sign-up process. Also, fields will be editable. In case you want to edit any information, you can edit it.

Step 2 – Eligibility

In the “**Eligibility**” section, few **Agency Declaration** questions will be there.

For example ‘Question 1’: “Whether the applicant's near relatives* are working as officer in grade of Superintending Engineer, Executive Engineer, Assistant Engineer or Junior Engineer in any of the Engineering Department of Haryana including the Capital Project? If yes, please provide details below”.

1. Enter “**Name**” and choose the “**relation**” from the Drop-down button.

The screenshot shows the 'Eligibility' section of the portal. The 'Eligibility' tab is active. The first question is: "1. Whether the applicant's near relatives* are working as officer in grade of Superintending Engineer, Executive Engineer, Assistant Engineer or Junior Engineer in any of the Engineering Department of Haryana including the Capital Project? If yes, please provide details below." There are two radio buttons: "Yes" (selected) and "No". Below this is a text input field for "Name*" with the placeholder "Enter name". To the right, a dropdown menu titled "Select Relation" is open, listing various family relationships: Wife, Husband, Mother, Father, Son, Daughter, Brother, Sister, Sister-in-law, Brother-in-law, Daughter-in-law, Son-in-law, Father-in-law, and Mother-in-law. A red box with the text "Click here" points to the dropdown arrow at the bottom of the menu.

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2. Click on the dropdown buttons for “Designation” and “Department” and then click “Add”.

Designation * Department *

Select Designation Dummy Dept., Haryana

Select Designation

Superintending Engineer

Executive Engineer

Sub Divisional Engineer

Junior Engineer

Add

Click here

3. Click on the “OK” button to confirm the entry.

works.haryana.gov.in says

Data Saved Successfully!

Click here

OK

4. Entries will be displayed in a table format. To delete, click the **delete** icon.

Sr.No.	Name	Relation	Designation	Department	Action
1	Ramesh	Brother-in-law	Junior Engineer	State Election Commission Haryana, Haryana	

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5. A delete confirmation pop-up will display. Click "OK" to delete the entry.



Note - Select "No" if there are no working relatives.

Next 'Question 2': *Whether the applicant is already registered/enlisted with any Engineering Department of any State Govt/Govt. of India or there undertaking departments? If yes, please provide details below.*

1. Enter **Department**, **Sanction No.** and **Date** and choose **State** and **Class** from the dropdown menus.

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After entering all required details, click "**Add.**" To delete an entry, click the **delete** icon.

- Follow the same process for answering the rest of the questions. Just enter details and click on "**Add**".
- 'Question 5 and 6' will be set to "**NO**" by default.

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2. The declaration will be automatically ticked. If you have any doubts about Declaration/ Undertaking, you can untick the checkbox.

Declaration/Undertaking as under

I/we (including all partners/Directors/Managing Director/Chief Executive Officer/Members of L&C Society) certify

1. that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found incorrect, I am/We are liable to be deregistered/debarred/blacklisted.
2. that we have not hired/engaged any working employee of Government or statutory organization as an employee or partner of firm or director of a company.
3. that I/We have read the Registration Rules 2021 as amended up to date and shall abide by them.

I understand that a Government means Department/ Board/ Corporations of any State Government/ Central Government. This includes a cooperative society, labour and construction society or corporate body, which receive financial grants from any Government on a regular basis.

agree to the above mentioned Declaration/Undertaking.

Untick the checkbox

3. Click on the “Save & Download PDF”.

Download the PDF file as shown below, take a print out, sign and scan it and click “Upload File”.

Note:-
After saving all the Information download the pdf copy and take Printout. This copy is required to be physically signed by authorised person. Scan a signed copy and upload it to proceed further.

1. **Save & Download PDF** **Click here**

2. **Upload File** Upload file

Upload Signed Copy of PDF *

Maximum size : 256 KB (pdf file allowed)

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Government of Haryana

Agency Eligibility Declaration Form on

Haryana Engineering Works Portal

(https://works.haryana.gov.in)

Agency Name	Address	Pan Number	GST Number
SINGLA DOCUMENT CENTRE	ABC Const. Co. (8283099049)	AESTG2452A	06AAHCK0172D1ZA

1. Whether the applicant's near relatives* are working as officer in grade of Superintending Engineer, Executive Engineer, Assistant Engineer or Junior Engineer in any of the Engineering Department of Haryana including the Capital Project? If yes, please provide details below.

Yes No

Sr.No.	Name	Relation	Designation	Department
1	Ramesh	Brother-in-law	Junior Engineer	Cultural Affairs, Haryana

2. Whether the applicant is already registered/enlisted with any Engineering Department of any State Govt/Govt. of India or there undertaking departments? If yes, please provide details below.

Yes No

Sr.No.	Department	State Name	Class	Tendering Limit	Registration Number
1	AAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAA	Maharashtra	Class IV	13123	ewqweqwewqeqq qqqqqqqqqqqqqq

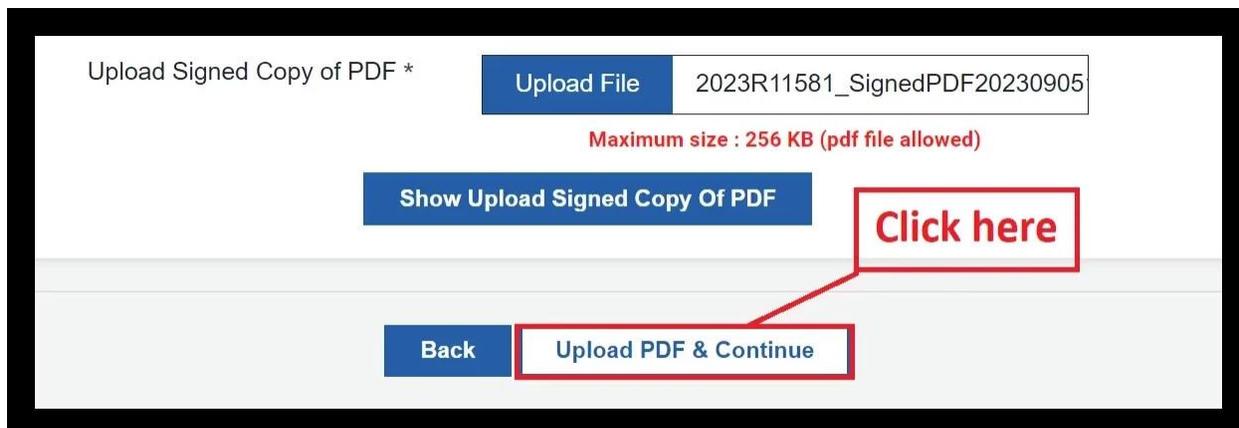
Note - If the contractor provides any false information in the declaration, their application is subject to rejection.



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4. Click on “Upload PDF & Continue”.



- In case you want to review the uploaded PDF file, click on “**Show Upload Signed Copy Of PDF**”.

5. A confirmation pop-up will be displayed. Click on the “OK” button to continue.



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- After uploading the document, success pop-up will display. Click "OK" to proceed ahead.

Step 3 – Partner Detail

1. Enter "Individual/Partner/ Director/ Member of L&C Name" and "Share".

Share Holder/Partner Name/Member of L&C

Individual/Partner/ Director/ Member of L&C Name * Share(in %) *

Enter Individual/Partner/Director/Member of L and C Name Enter share(in %)

2. Enter "Permanent Address" and "Corresponding Address". Tick the checkbox if the corresponding address is the same as the permanent address

Permanent Address * Correspondence Address *

Enter permanent address Enter correspondence address

Same as permanent address.

3. Enter "PPP id" and upload a photo of "individual/Partner/Director/Member of L&C".



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Do you have family ID issued by Parivar Pehchan Patra (PPP)?*

YES NO

Family Id Issued by PPP (Parivar Pehchan Patra) *

Enter Family Id Issued by PPP

Attach photo of Individual/Partner/ Director/Member of L&C *

Upload File Upload file

Don't have PPP? click here. Maximum size : 256 KB (jpg, jpeg, pdf file allowed)

- If you do not have a Parivar Pehchan Patra, choose "**No**", enter your **Aadhaar Number**, and select **Nationality**.

Note – If you are entering Aadhaar Number, then there is no need to upload a photo of the concerned individual/Partner/Director/Member.

Do you have family ID issued by Parivar Pehchan Patra (PPP)?*

YES NO

Aadhaar No.

Enter Aadhaar No.

Select Nationality *

Indian Other

4. Tick the "**Declaration/Undertaking**" for Aadhaar-based Authentication.

Declaration/Undertaking as under **Tick here**

1. I/We hereby state & undertake that I/We have no objection in authenticating myself/ourselves with Aadhaar based Authentication system and hereby give my/our voluntary consent as required under the Aadhaar Act 2016 and Regulations framed thereunder for seeding my/our Aadhaar number to my/our contractor registration account & to provide my/our identity information (Aadhaar number & demographic information) for Aadhaar based authentication for the purpose of availing the benefits under Contractor Registration services as mentioned in the Registration Rules 2021.

2. I/We have been explained about the nature of information that may be shared upon authentication. I/We have been given to understand that my/our information submitted to Contractor Registration Portal shall not be used for any purpose other than mentioned above.

I agree to the above mentioned Declaration/Undertaking.

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- After entering all the required information, the details will appear in a table format. You can remove any data by clicking on the “delete” icon.

5. Lastly, click the “**Save Continue**” button.



Click on “**Back**” if you want to go back and make any changes.

Note - All fields marked with an * are mandatory.

Step 4 – Technical Staff

1. Enter “**Staff Name**” and “**Qualification**”.

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Profile Eligibility Partner Detail **Technical Staff** Plants & Machinery Workshop Annual Turnover Work Experience Upload Documents Application Fee

Technical Staff Details

Staff Name*
Enter staff name

Qualification*
Select One
Select One
Diploma Holder Engg.
Graduate Engg. (BE/B-Tech Civil)
Graduate
Post Graduation Engg. (ME/M-Tech Civil)

Attach Qualification Proof *
Upload File Upload file
Maximum size : 256 KB (jpg, jpeg, pdf file allowed)

2. Click on the **“Upload File”** to upload the valid qualification proof and enter the total relevant **“Experience”**.

Attach Qualification Proof *
Upload File Upload file
Maximum size : 256 KB (jpg, jpeg, pdf file allowed)

Experience *
(In Years)

3. Enter **“PAN Number”** and upload **“last 6 months”** salary slips.

PAN Number*
Enter PAN Number

Attach Salary Slip of Last 6 Months *
Upload File Upload file
Maximum size : 256 KB (jpg, jpeg, pdf file allowed)

4. Enter **“PPP ID”** and **“upload staff photo”**.

Family Id Issued by PPP (Parivar Pehchan Patra) *
Enter Family Id Issued by PPP
Don't have PPP? Click Here.

Attach Staff Photo *
Upload File Upload file
Maximum size : 256 KB (jpg, jpeg, pdf file allowed)

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5. If you do not have a (PPP) Parivar Pehchan Patra Id, choose "**No**" and enter your **Aadhaar Number**, and select **Nationality**.

Note – If you are entering the Aadhaar Number, then there is no need to upload a photo.

- After entering all the details, click the "**Add**" button to add details of technical staff.

The screenshot shows a web form with two main sections. The first section is titled "Family Id Issued by PPP (Parivar Pehchan Patra) *" and contains a text input field with the placeholder "Enter Family Id Issued by PPP". Below this field is a link "Don't have PPP? Click Here." with a yellow button. The second section is titled "Attach Staff Photo *" and contains a file upload area with a blue "Upload File" button and a text input field for "Upload file". Below this is a note: "Maximum size : 256 KB (jpg, jpeg, pdf file allowed)". At the bottom left of the form is a yellow "Add" button, and at the bottom center is a red "Click here" button. A red line connects the "Add" button to the "Click here" button.

Note - Repeat the process every time you want to add a new technical staff member.

6. Click on the "**Save And continue**" button.

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Purchase Year (Model Year) *

Select Year

Select Year

2024

2023

2022

2021

2020

Capacity with Units of Measurement *

Enter capacity with units of measurement

Location where installed (if immovable) *

Enter location where installed

Click here

3. Enter the “No. of Units” and “Location” where the plant/machinery is installed.

No. of Units *

Enter no. of uits

Location where installed (if immovable) *

Enter location where installed

4. Enter the “Ownership Name” and “Upload File” to attach the ownership document and click the “Add” button to save the entered data.

Ownership Name *

Enter ownership name

Attach proof of ownership

Upload File

Upload file

Maximum size : 256 KB (jpg, jpeg, pdf file allowed)

Click here

Add

1.

2.

5. The details will be shown in the table form. Click the “Save And Continue” button.

Step 6 – Workshop

1. If Workshop exists, enter its **type**, **details**, and **address** in the provided field.

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Workshop Details

Workshop Exist
 Yes No

Type of Workshop & Details *

Address*

2. Enter the “Plot Area” and “Covered Area”.

Plot Area in Sq ft

Covered Area in Sq ft

3. Enter the “Ownership Name” and upload the proof.

Ownership Name *
 [Click here](#)

Attach proof of ownership*

Maximum size : 256 KB (jpg, jpeg, pdf file allowed)

4. Enter the “Location, Latitude, Longitude” details and then click the “Add” button.

Location*

Latitude

Longitude

[Click here](#)

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Step 7 – Annual Turnover

1. Click on the dropdown button to select “Financial year” and enter the Amount.

Annual Turnover Details

Select Financial Year *

Select Financial Year

Select Financial Year

2023-2024

2022-2023

2021-2022

2020-2021

2019-2020

Click here

Enter Amount in Rs. Lakhs*

Enter amount in Rs. Lakhs

CA Registration Number*

Enter CA registration number

2. Enter the “CA Name” and “Registration Number”.

CA Name*

Enter CA name

CA Registration Number*

Enter CA registration number

3. Click on “Upload File” to upload the CA certificate and then click “Add”

Upload CA Certificate*

Upload File

Upload File

Only JPEG,JPG,PDF (Max. File of size 256 KB is Allowed)

1. Click here

2.

Add

Cancel



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Note – CA certificate is mandatory to upload. Without uploading it, you won't be able to proceed ahead.

4. To edit any entry, click on the “Pencil” button.

Sr.No.	Financial Year	Amount in lakhs	CA Name	CA Registration Number	CA Certificate	Action
1	2020-2021	3454353	4543534534vfvv cvcv	fbcbgdfgdf422342343		
2	2017-2018	9999999.99	aman verma	NRO0123456 b		

Back Save And Continue

Click here

5. After editing your information, click on the “Update” button.

Select Financial Year *
2020-2021

Enter Amount in Rs. Lakhs*
3454353

CA Name*
4543534534vfvv cvcv

CA Registration Number*
fbcbgdfgdf422342343

Upload CA Certificate*
Upload File Upload File
Only JPEG,JPG,PDF (Max. File size 256 KB is Allowed)

Show Certificate

Update Cancel

Click here

6. To delete any entry, click on the “Delete” icon.

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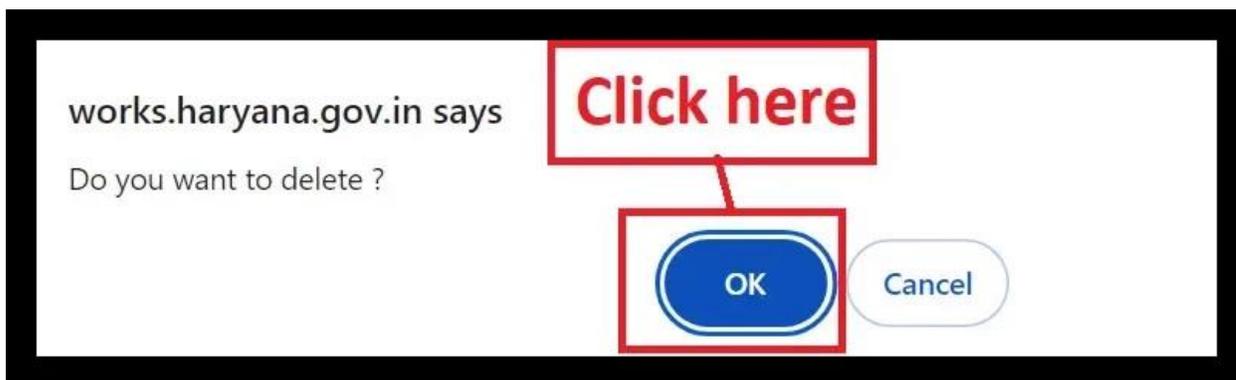
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Sr.No.	Financial Year	Amount in lakhs	CA Name	CA Registration Number	CA Certificate	Action	
1	2020-2021	3454353	4543534534vfv cvcv	fbcbgdfgdf422342343			
2	2017-2018	9999999.99	aman verma	NRO0123456 b			



7. A delete confirmation popup will appear. Click on the “OK” button.



8. Finally, click on “Save And Continue” button. To go back, click “Back”.

Sr.No.	Financial Year	Amount in lakhs	CA Name	CA Registration Number	CA Certificate	Action	
1	2020-2021	3454353	4543534534vfv cvcv	fbcbgdfgdf422342343			
2	2017-2018	9999999.99	aman verma	NRO0123456 b			

Back Save And Continue



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Step 8 – Work Experience

1. Enter **“Work Name”** and select its **“Type”** by clicking the dropdown button.

Add Work Details

Work Name*
Enter work name

Work Type*
--Select--

2. If you have worked in Haryana before, select **“Yes”** and click on the dropdown buttons to select **“Department”** and **“Office”**.

Whether you have done work in any Haryana Govt Department, Board, Corporations etc.*

No Yes

Select Department*
Select One

Select Office*

3. If the work is **completed**, enter **“Actual Cost”** incurred, **“Start Date”**, **“Scheduled End Date”** and **“Completion Date”**.

Actual cost of executed work*
(Rs. lakhs)

Work Status*
 On-going Work Completed Work

Start Date*
(dd/mm/yyyy)

Scheduled End Date*
(dd/mm/yyyy)

Completion Date*
(dd/mm/yyyy)



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- If you haven't worked in Haryana before, select "No" and enter the "Office Name", "Actual Cost", and other required details (if work is completed).

Whether you have done work in any Haryana Govt Department, Board, Corporations etc.*

No Yes

Office/Dept/Company Name*

Enter Office/Dept/Company Name

Actual cost of executed work*

(Rs. lakhs)

Work Status*

On-going Work Completed Work

Start Date*

(dd/mm/yyyy)

Scheduled End Date*

(dd/mm/yyyy)

Completion Date*

(dd/mm/yyyy)

- If the work status is On-going, then enter "Actual Cost", "Financial Percent Completion", "State Date" and "Scheduled End Date".

Actual cost of executed work*

(Rs. lakhs)

Work Status*

On-going Work Completed Work

Financial Percent Completion *

Financial Percent Completion

Start Date*

(dd/mm/yyyy)

Scheduled End Date*

(dd/mm/yyyy)

- Enter the "Details of Engineer-in-Charge" for the project.

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Details of Engineer-In-Charge

Name of officer who has issued Completion Certificate <input type="text" value="Enter Name of officer who has issued Completion Certificate"/>	Designation* <input type="text" value="Enter designation"/>
Office Address* <input type="text" value="Enter office address"/>	Office Landline Number* <input type="text" value="Enter office landline no."/>
Office Email* <input type="text" value="Enter office email"/>	Mobile No. <input type="text" value="Enter mobile no."/>

7. Enter ownership “%age, Agreement No., Amount, Year” and click on “Upload File” to attach the completion certificate and click the “Add To List” button.

Percent of Ownership of Work* <input type="text" value="Enter Percent of Ownership of Work"/>	Agreement No.* <input type="text" value="Enter agreement no"/>
Agreement Amount* <input type="text" value="Enter agreement amount (Rs. lakhs)"/>	Year of Agreement* <input type="text" value="Select Year"/>
Upload completion certificate* <input type="button" value="Upload File"/> <input type="text" value="Upload file"/> <small>Maximum size : 256 KB (pdf file allowed)</small>	1. <input type="button" value="Click here"/>
<input type="button" value="Add To List"/>	3.

- You can review the details entered in the table form. Click on the “delete” icon to remove any entries or the “document” icon to view the uploaded file.

8. Finally, click on the “Save And continue” button.

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Sr.No.	Department/Office Name	Project Name	Start Date	End Date	Work Cost(Rs. Lakhs)	Completion Date	Score	Delete	Score Review	View Certificate
5	(Development and Panchayat) Block Dev.& Panchayat Officer FERROZEPUR JHIRKA - B.D.P.Office	Project Name 012	11/02/2019	11/04/2020	55555.00	16/04/2020				
							Average Score			

Buttons: Back, Save And Continue, Click here

Step 9 – Upload Documents

1. Click on the **dropdown button** to choose the “**Document Name**” and Upload the supporting document file.

Upload Documents Details

Document Name: Select One

Upload Document: Upload File

Maximum size : 256 KB (jpg, jpeg, pdf file allowed)

1. [Dropdown arrow]

2. [Upload File button]

Click here

View Document, Delete

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2. Add any necessary remarks or comments related to the uploaded document and click on the **"Add To List"** button.

Remarks if any

Enter remarks

Click here **Add To List**

3. To **view or delete** uploaded documents, click on the respective icons. To save the entered data, click on **"Save And Continue"** button.

Sr.No.	Document Name	Remarks	View Document	Delete
1	Proof of Constitution/ Declaration			
2	PAN Card			
3	TAN No.			
4	GST Certificate			
5	If MSME , Registration			

Note: All Required Document is necessary

Click here **Save And Continue** **Back** **Download Application PDF**

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4. Click on the “**Download Application PDF**” to download the submitted application file.

Note - Save the PDF file for your records.



- Click “**Back**” to go back.

Step 10 – Application Fee

1. Click on “**Pay Fee To Apply Registration**”.

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Note:

After making payment, please click on get status button to fetch the updated payment status. The payment status will be updated within 48-72 hours. Please do not make another payment if the payment has been debited from your account, instead, write to info-hewp.pwd@hry.gov.in for reconciliation.

Registration Fees Rs. 5000 /- (Rupees Five thousand only) [Non-Refundable]

[Click here](#)

[Pay Fee To Apply Registration](#)



- After paying the non-refundable fees, you will be able to view the transaction details in the table as shown below:

Transaction Number	Transaction Date	GRN No.	CIN	Amount	Status	Status Time	Contractor ID
202308131501439000	8/13/2023 3:01:43 PM	105993640	000150936399713082023	5000.00	Successfull	8/14/2023 11:29:07 AM	2023R11581

- Your submitted information will be frozen for processing after payment of **Rs. 5000**, unable to be altered thereafter.
- After submitting the fees, you can view submitted application under 'View Application Status' and 'Download Profile Summary' (shown below).

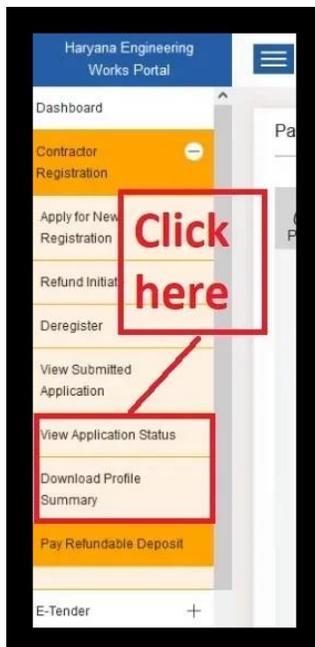
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Government of Haryana



Contractor Profile Summary
Haryana Engineering Works Portal

(<https://works.haryana.gov.in>)

No.: 2021R2421 /HEWP/2024

Dated : 12/08/2021

KUCHHAL ENTERPRISES. C/o Sh./Smt.Sahil) Contractor has created an account on Haryana Engineering Works Portal, Govt. of Haryana with following details:

1	Contractor ID	2021R2421
2	Name of Contractor/Agency	KUCHHAL ENTERPRISES. C/o Sh./Smt.Sahil)
3	Registered Office Address	VPO KANWALI, VPO KANWALI TEHSIL KHARKHODA, 131402 (HARYANA , SONIPAT)
4	Correspondence Address	FLAT NO 603, 6TH FLOOR, TOWER D2, SHREE VARDHMAN GARDENIA , SECTOR 10 (HARYANA , SONIPAT)

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- The provided information will be sent to the concerned executive engineer for verification.
- After verification process for the application, works, and other details, and upon achieving a minimum Appraisal score of 70%, the user will be able to submit a refundable deposit.

Note - If the submitted application falls under 'Class IV', the executive engineer and its competent committee can approve it; otherwise, it will be forwarded to higher authorities for a decision.

- Click on **"Pay Refundable Deposit"** tab under **Contractor Registration**.

The screenshot displays the Haryana Engineering Works Portal interface. On the left sidebar, the 'Contractor Registration' menu is expanded, and the 'Pay Refundable Deposit' option is highlighted. The main content area shows the 'Pay Fee' section. A note states: "Minimum 70 % score is mandatory for getting benefit for exemption of EMD and Your Average work score is 89.50 on date 09/04/2024 and your score is greater then/ equal to 70% . You are eligible for EMD Exemption." Below this, the total fee is listed as 15,00,000 (Rupees Fifteen Lakh Only). A green button labeled 'Pay Refundable Deposit' is visible, with a red box and the text 'Click here' pointing to it. Red circles and lines indicate the steps: 1. Click on 'Contractor Registration' in the sidebar, 2. Click on 'Pay Refundable Deposit' in the sidebar, 3. Click on the 'Pay Refundable Deposit' button in the main content area.

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- After successful submission of refundable deposit, you can print Registration Certificate. To do so, just click on “**Print Registration certificate**”.
- In addition, you can also check payment status in status column or click on get latest to view the latest status.

-----End of Document-----

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