



NBCC Shram Setu

NBCC (India) Limited

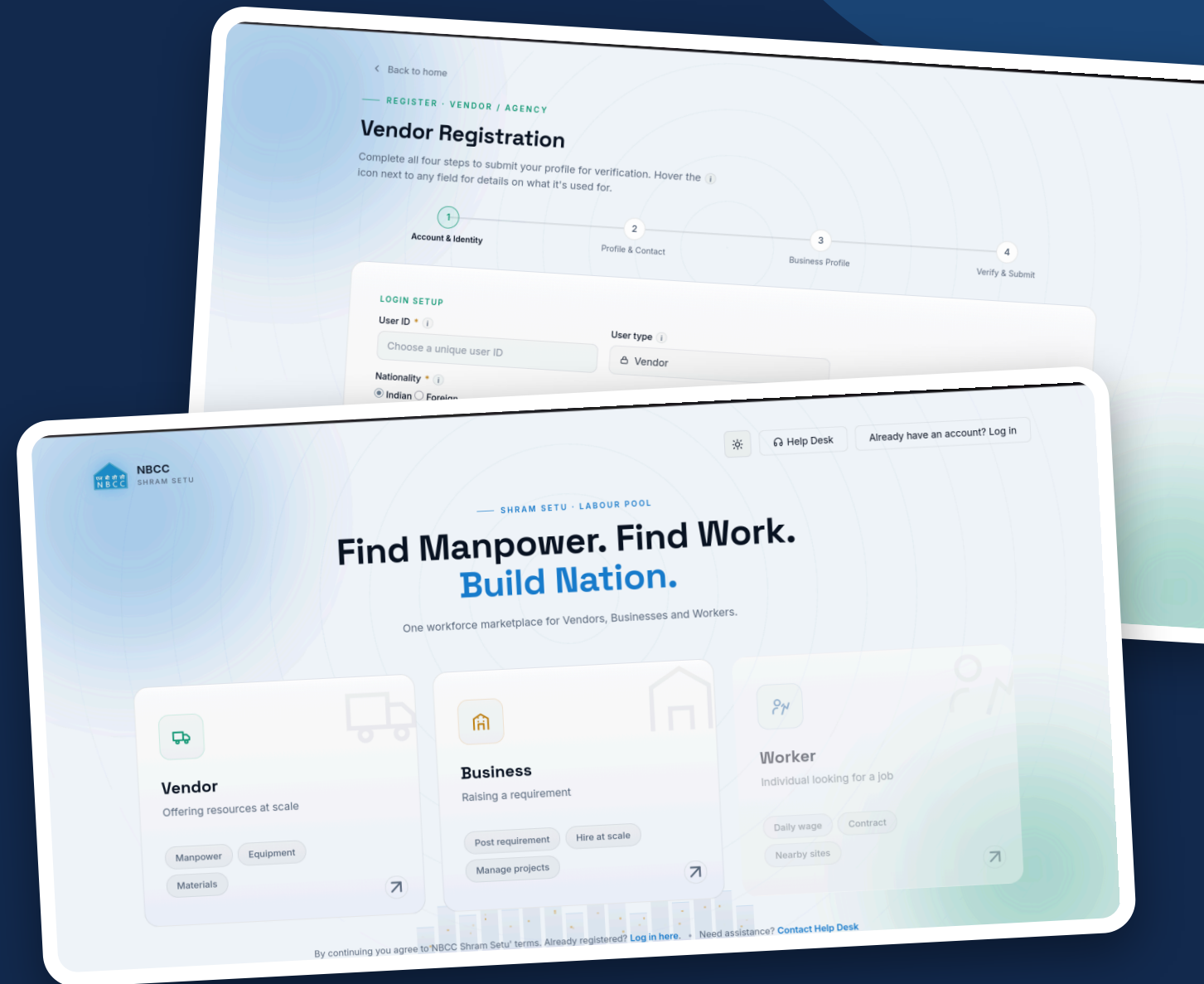
ANNEXURE-I

Manpower Vendor / Labour Vendor Registration

Step-by-step guide | NBCC Shram Setu Portal

PORTAL

nbccshramsetu.in

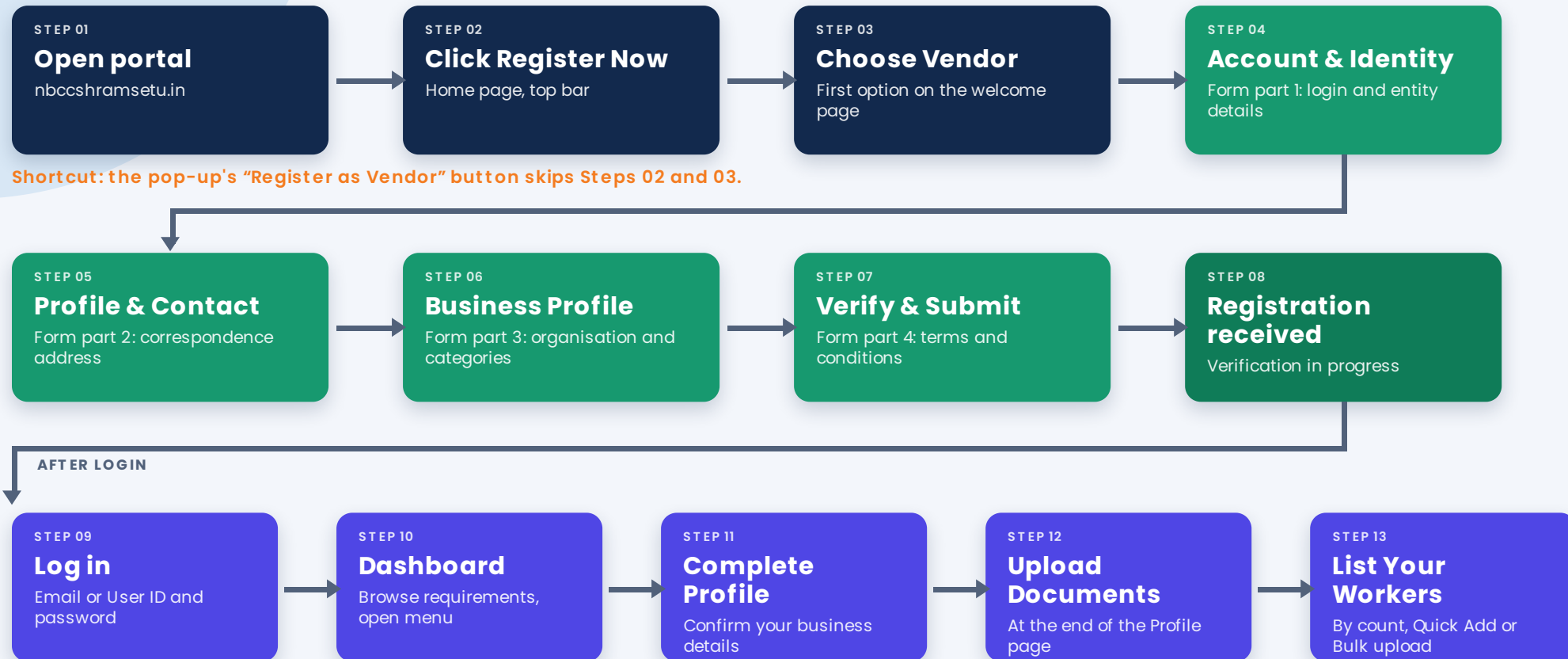


OVERVIEW

Registration Flow

Annexure-I | Flow chart for Manpower Vendor / Labour Vendor registration

REGISTRATION



AFTER LOGIN

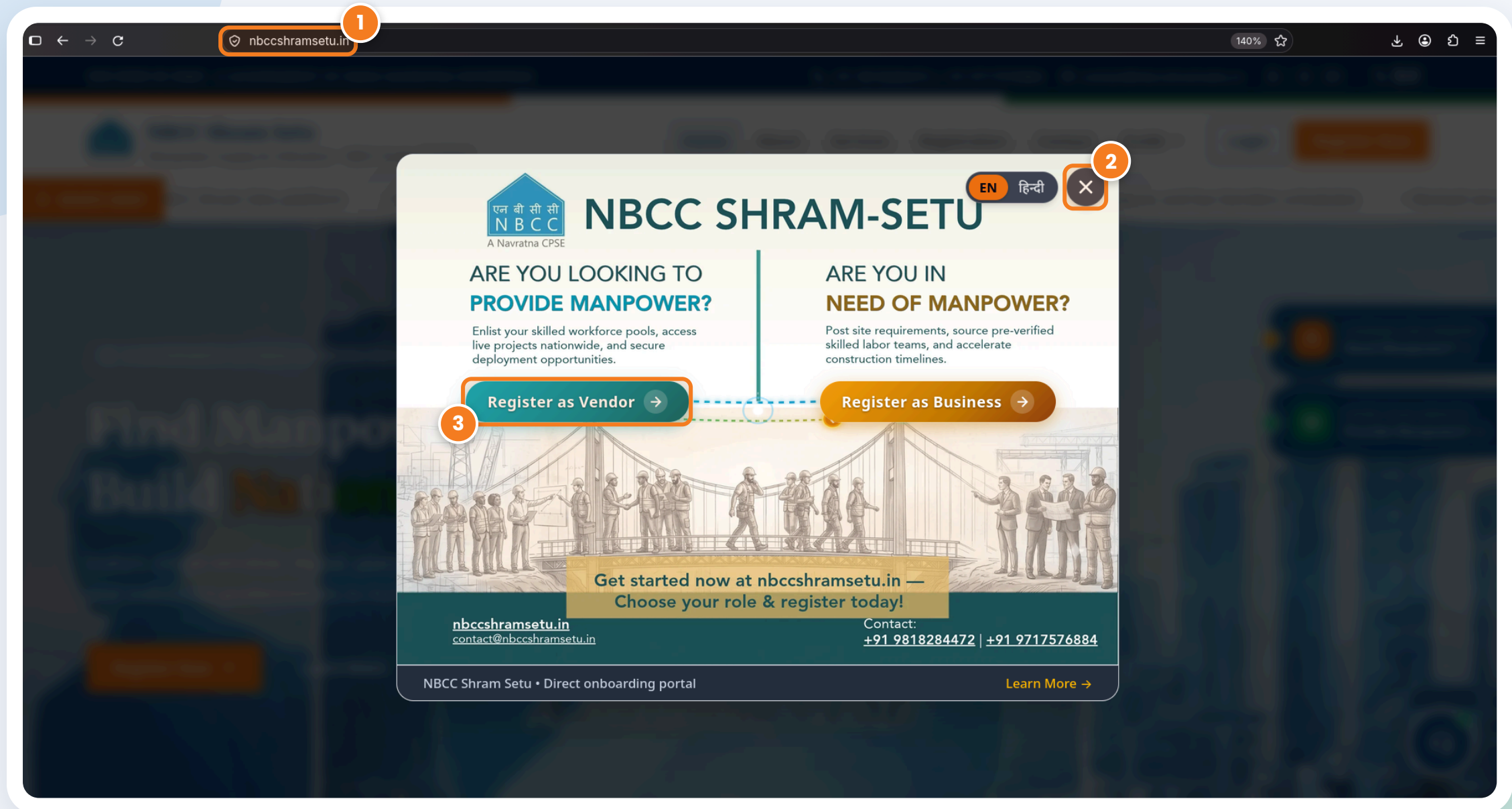
AFTER SUBMISSION

The admin team verifies your details and notifies you by SMS and email once approved.
A copy of the terms and conditions you accepted is sent to your registered email.

STEP 01

Open the Portal

Visit nbccshramsetu.in in your web browser.



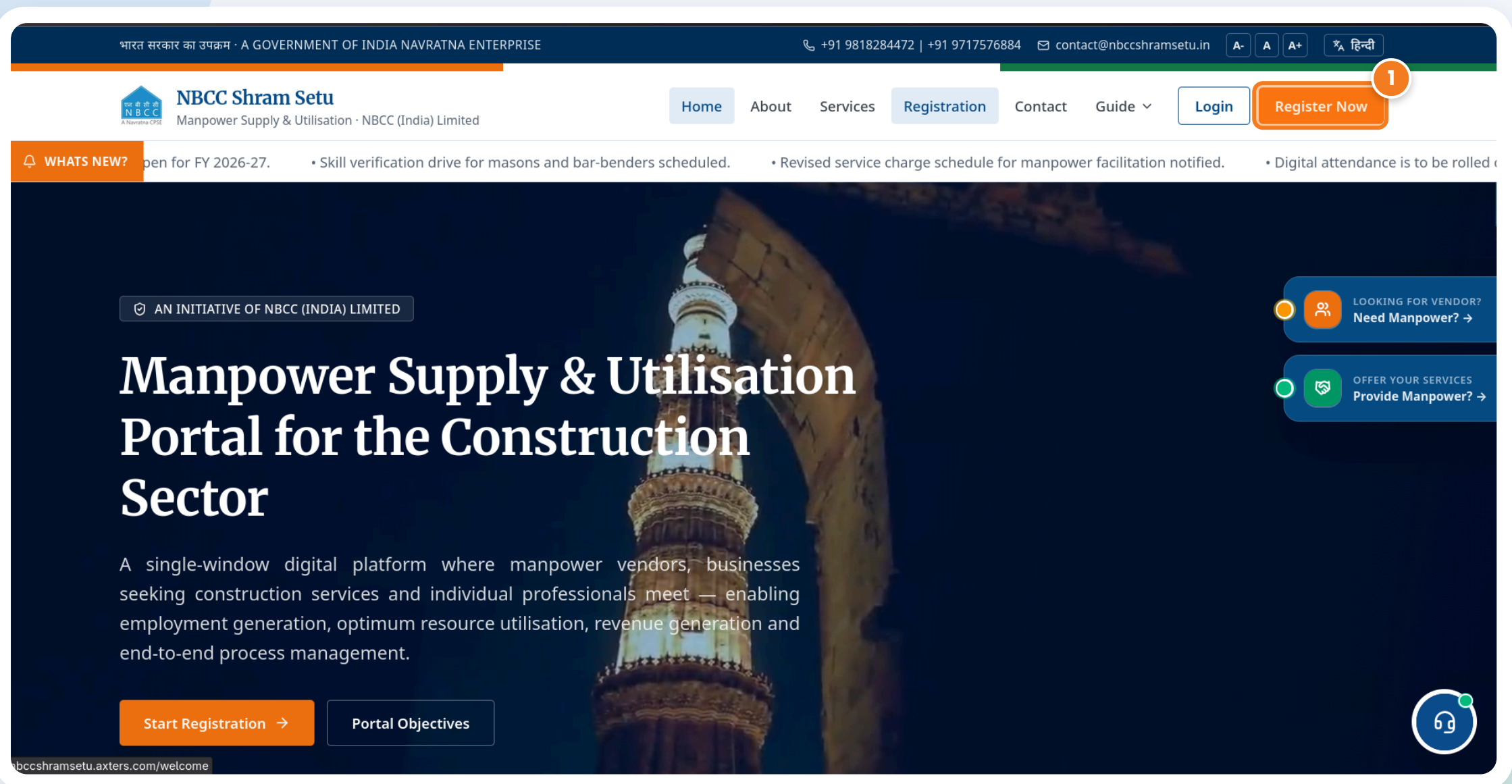
1 Enter the web address
nbccshramsetu.in

2 Close the pop-up
Click X to close the welcome window, then go to Step 02.

3 Or Register as Vendor
Direct option. Skips Steps 02 and 03.

Click Register Now

Use the Register Now button in the top bar of the home page.



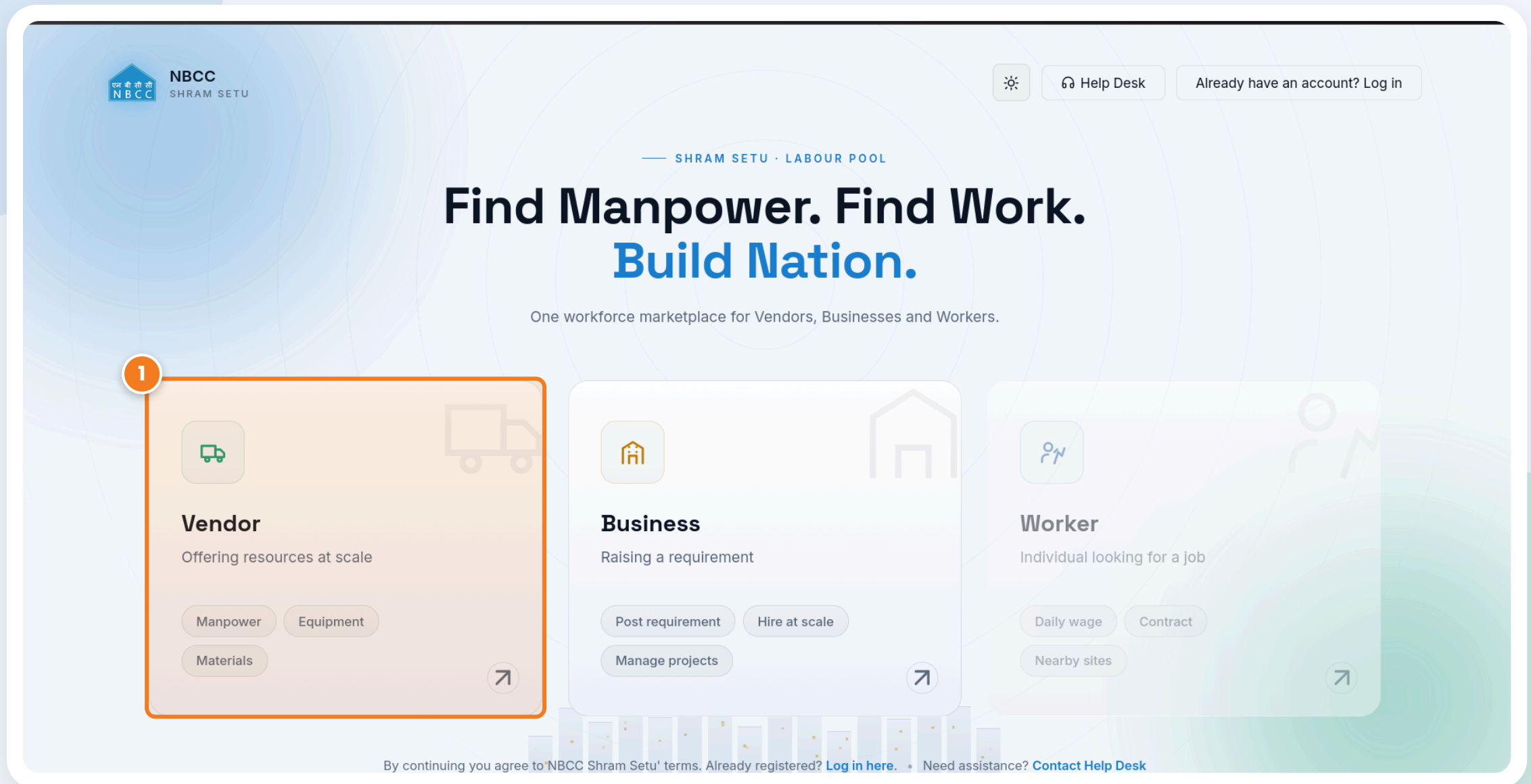
1

Register Now

Top bar, right side of the home page.

Choose Vendor

Select the Vendor card to open the registration form.



1 Vendor

First option. Offering resources at scale: manpower, equipment, materials.

Account & Identity

Registration form, part 1 of 4: create your login and entity details.

< Back to home

REGISTER · VENDOR / AGENCY

Vendor Registration

Complete all four steps to submit your profile for verification. Hover the *i* icon next to any field for details on what it's used for.

1 2 3 4

Account & Identity Profile & Contact Business Profile Verify & Submit

LOGIN SETUP

User ID * *i* User type *i*

Choose a unique user ID 1 Vendor

Nationality * *i*

☒ Indian ☐ Foreign 2

ENTITY DETAILS

Company / Individual name * *i* PAN number * *i* GST number (if applicable) *i*

e.g. Manpower Solutions 3 e.g. ABCDE1234F 4 e.g. 07ABCDE1234F1Z5 5

CONTACT PERSON

Full name * *i* Mobile number * *i* Email address * *i*

e.g. Rakesh Sharma 10-digit mobile number you@company.com

6 Scroll down

1

User ID

Choose a unique user ID.

2

Nationality

Select Indian or Foreign.

3

Company / Individual name

Enter the registered name.

4

PAN number

Enter your PAN.

5

GST number

Only if applicable.

6

Contact person & password

Scroll down, add contact details, set a password, then click Continue.

Fields marked with an asterisk (*) are mandatory.

Profile & Contact

Registration form, part 2 of 4: add your correspondence address.

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REGISTER · VENDOR / AGENCY

Vendor Registration

Complete all four steps to submit your profile for verification. Hover the  icon next to any field for details on what it's used for.

1

2

3

4

Account & Identity

Profile & Contact

Business Profile

Verify & Submit

CORRESPONDENCE ADDRESS

Registered / business address * 

Office / registered address

1

State * 

Start typing e.g. Delhi

2

City * 

Select a state first

3

PIN code * 

Select a city first

4

Service area / radius (optional) 

e.g. NCR, 25 km radius

ADDITIONAL CONTACT

Phone number (optional) 

10-digit phone number

Designation of contact person (optional) 

e.g. Owner, Site Manager

After you submit, our admin team will review and verify

1

Business address

Registered or office address.

2

State

Start typing and select.

3

City

Available after choosing the state.

4

PIN code

Available after choosing the city.

Phone number, designation and service area are optional. Click Continue to proceed.

Business Profile

Registration form, part 3 of 4: describe your organisation.

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REGISTER · VENDOR / AGENCY

Vendor Registration

Complete all four steps to submit your profile for verification. Hover the  icon next to any field for details on what it's used for.

1

2

3

4

Account & Identity

Profile & Contact

Business Profile

Verify & Submit

ORGANISATION DETAILS

Legal status * 

Select legal status

TAN number (optional) 

e.g. DELS12345F

Year of establishment (optional) 

e.g. 2018

Nature of business (optional) 

e.g. Manpower supply & civil works

Approx. workers in your pool (optional) 

e.g. 25

Partners / directors (optional) 

One name per line

PROCUREMENT / RESOURCE CATEGORIES * 

Administrative & Office Support

Civil & Masonry Construction

Electrical Works

Fire Safety & Protection

Gardening & Landscaping

1 Legal status

Select from the list (required).

2 Procurement / Resource categories

Select at least one category (required).

Other fields are optional. Worker counts, rates and documents are added after approval. Click Continue.

Verify & Submit

Registration form, part 4 of 4: read the terms, confirm and submit for verification.

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REGISTER · VENDOR / AGENCY

Vendor Registration

Complete all four steps to submit your profile for verification. Hover the  icon next to any field for details on what it's used for.

1

2

3

4

Account & Identity

Profile & Contact

Business Profile

Verify & Submit

VENDOR REGISTRATION CONSENT & CONFIRMATION * 

1

Nature of the Portal. I understand that the NBCC Shram Setu Portal is a digital facilitation platform. Registration, verification, validation or activation on the Portal shall not, by itself, constitute empanelment, pre-qualification, certification, recommendation or guarantee by NBCC (I) Limited regarding my statutory compliance, technical capability, financial capacity, workforce quality or performance.

Engagement is not with NBCC. I understand that any manpower engagement arising through the Portal shall be between the manpower-requiring Contractor/ Agency and me, on mutually agreed terms. Mere registration, matching, communication or generation of a manpower requirement/engagement request through the Portal shall not create an employer-employee relationship between NBCC and my workers, or make NBCC the contracting purchaser/payment obligor for such manpower.

Accuracy of information. I shall remain responsible for the accuracy, authenticity and continuing validity of the information/documents furnished (including PAN, GST, Labour Identification Number (LIN), contractor licence, EPFO/ESIC particulars, insurance and other registrations/approvals, wherever applicable)

☐ I agree to the above Vendor Registration terms and conditions, and confirm that all details provided are accurate.

2

After you submit, our admin team will review and verify your details. You'll be notified once your account is approved and ready to log in.

< Back

Submit for verification →

3

- 1

Read the terms
 Scroll through the Vendor Registration consent & confirmation. It sets out what you are signing up for.
- 2

Agree
 Tick to accept the terms and confirm all details are accurate (required).

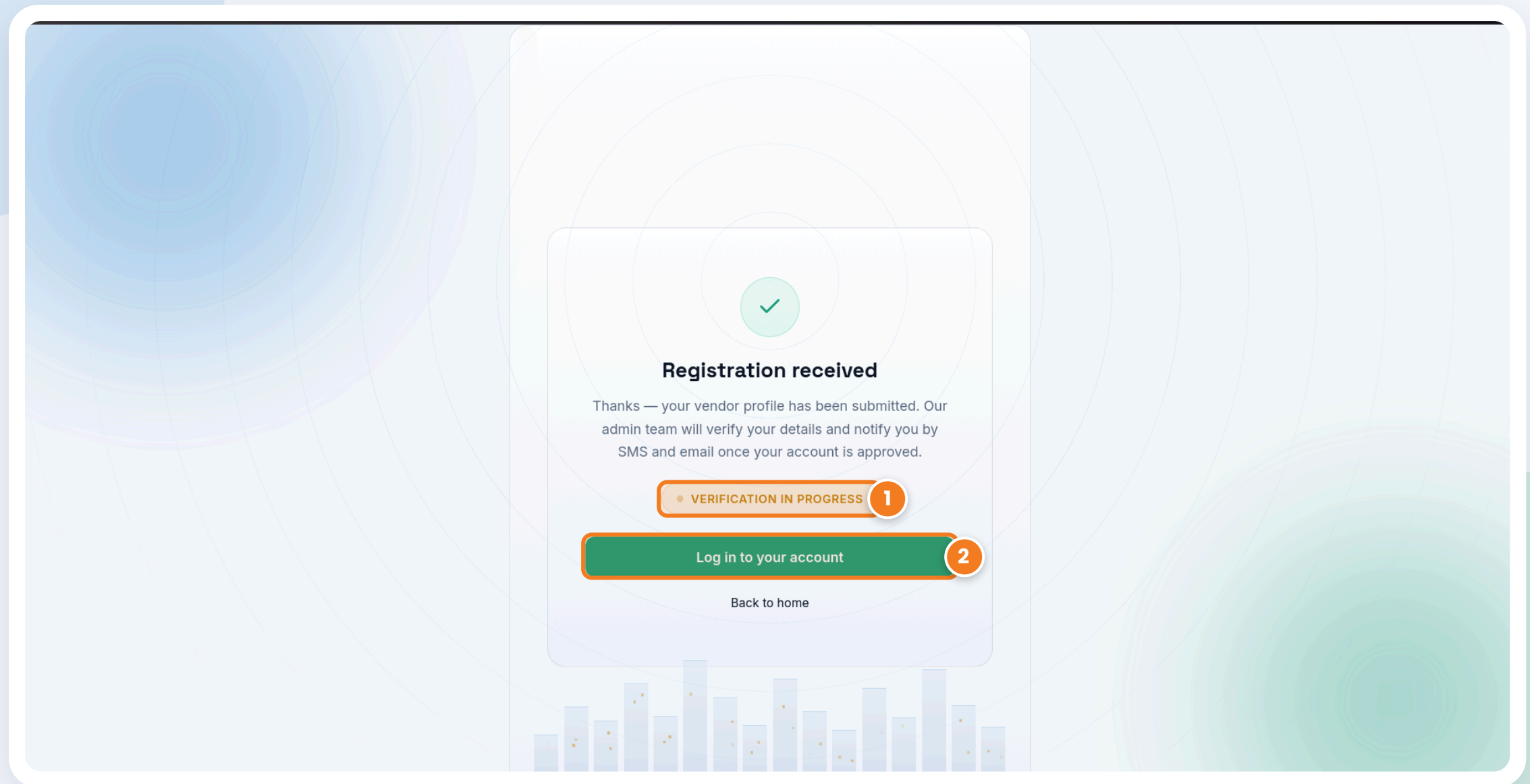
- 3

Submit for verification
 Click to submit your registration.

A copy of these terms and conditions will be sent to your registered email.

Registration Received

Your profile is submitted for admin verification.



1

Verification in progress

You will be notified by SMS and email once approved.

2

Log in to your account

Opens the login page.

Log In

Log in with your registered email or User ID and password.

1

Email or User ID

Enter your registered email or User ID.

2

Password

Enter the password you set at registration.

3

Log in

Click to open your Vendor Panel.

Forgot your password? Use the link beside the Log in button.

Vendor Dashboard

Your Vendor Panel opens after login.

The screenshot shows the Vendor Panel interface. At the top, there's a header with a menu icon, the NBCC logo, and the text 'Vendor Panel'. On the right of the header are a settings icon and a 'Logout' button. A left sidebar contains a 'Vendor' section with a dropdown menu showing 'Dashboard', 'Profile', 'Worker Pool', and 'Applications'. The main content area is titled 'Welcome, Nbcc_vendor' with a 'PENDING APPROVAL' status badge. Below this are four summary cards: 'TRADE ALLOCATED / CLAIM' (0 / 50), 'DETAILED SUBMISSION' (0), 'AVAILABLE WORKERS' (0), and 'DEPLOYED / ON SITE' (0). The 'Applications Overview' section shows a summary of submitted applications and progress, including a status breakdown (Pending 0, Shortlisted 0, Selected 0, Rejected 0) and a 'Recent Applications' section. On the right, the 'Profile Completion' section shows a 25% completion progress bar and a list of items to be completed: 'Company profile & registration details', 'Business profile (nature, years active, target strength)', 'Equipment & manpower resources', and 'Required documents uploaded'. Numbered callouts are placed over the interface: 1 points to the 'Browse Requirements' button, 2 points to the 'Profile' menu item, 3 points to the 'Worker Pool' menu item, and 4 points to the 'PENDING APPROVAL' status badge.

1

Browse Requirements

See open requirements from the dashboard.

2

Profile

Complete your profile and upload documents.

3

Worker Pool

List your workers here.

4

Account status

Pending Approval until the admin verifies you.

Complete Your Profile

Open Profile from the menu and complete your vendor profile.

Vendor Panel

Dashboard > Profile

Your account is pending verification. You can still complete your profile in the meantime — an admin will review it shortly.

Complete Your Vendor Profile

The details you gave at registration were approximate — confirm exact figures and upload supporting documents here.

Account & registration summary

Locked fields from your original registration.

NBCC_vendor PENDING VERIFICATION

REGISTRATION DETAILS

LEGAL STATUS	YEAR OF ESTABLISHMENT
Iip	—
PAN NUMBER	GST NUMBER
ABDGE1234E	08JSHDF2324F3Z3

CONTACT DETAILS

CONTACT PERSON	MOBILE
Nbcc_vendor	[redacted]
EMAIL	[redacted]

REGISTERED ADDRESS

sve, Delhi, Delhi – 110001

Profile completion

Based on details filled and documents uploaded.

50% of profile complete

- Account & registration summary
All locked fields verified
- Detailed business profile filled
Nature, establishment year & coverage confirmed
- Equipment & manpower resources
0 equipment item(s) · 0/50 workers detailed
- Required documents uploaded
0/2 required documents verified or pending

Save draft Submit for review

1

Pending verification

You can still complete your profile meanwhile.

2

Registration summary

Locked fields from your registration.

3

Profile completion

Tracks details and documents still needed.

4

Save draft / Submit

Save progress, then submit for admin review.

Scroll down to add business details, equipment and manpower resources, then upload documents.

Upload Documents

At the end of the Profile page, upload the required documents.

The screenshot shows the 'Vendor Panel' interface. On the left is a sidebar with a menu containing 'Vendor', 'Dashboard', 'Profile' (highlighted), 'Worker Pool', and 'Applications'. The main content area is titled 'Required documents' and includes a warning message: '0 worker(s) added, but your sanctioned strength is 50. Add 50 more worker(s) to a category.' Below this, there are five document upload slots, each with a 'NOT UPLOADED' status and a 'Drag & drop or click to upload' instruction. The slots are: 'PAN Card' (REQUIRED, callout 1), 'GST Registration Certificate' (OPTIONAL, callout 3), 'Trade License' (OPTIONAL, callout 3), 'Cancelled Cheque / Bank Proof' (REQUIRED, callout 2), and 'Work Completion Certificates' (OPTIONAL, callout 3). A blue callout 4 points to the 'Required documents' header. At the bottom, there is a search bar 'Search documents by name...', filters for 'All statuses' and 'Sort: Name (A-Z)', and a badge indicating '5 documents'.

1 PAN Card
Required.

2 Bank proof
Cancelled cheque or bank proof.
Required.

3 Optional documents
GST, trade license, work completion.

4 Upload
Drag and drop or click. PDF, JPG or
PNG, up to 10 MB each.

List Your Workers

Open Worker Pool from the menu. Add your workers in any of three ways.

The screenshot shows the 'Vendor Panel' interface. On the left, a sidebar menu has 'Worker Pool' highlighted with a red circle and the number 1. The main area is titled 'Worker Pool' and shows '0 registered workers out of 50'. It contains three main sections: 'Trade Capacity' with a 'Vendor Claim' of 50, 'Trade Allocated' of 0, and 'Detailed Submission' of 0; a 'Quick Add' section with fields for Full name, mobile no, Trade, State, City, and Pincode, and an '+ Add' button; and a 'Bulk upload' section with a 'Download template (.xlsx)' button and an 'Upload' button. On the right, there is a 'Trade Bifurcation' section showing '0 / 50' allocated trade headcount. At the bottom, there is a search bar, a filter dropdown set to 'All categories', and a table with columns: NAME, MOBILE, TRADE, AADHAAR, STATE, CITY, PIN, FULL ADDRESS, and COMPLETE. The table is currently empty, showing 'No workers match your search.'.

1 Worker Pool

Open it from the left menu.

2 Method 1: By count

Pick a trade, enter the count, Save Count.

3 Method 2: Quick Add

Name, mobile, trade and location. One worker at a time.

4 Method 3: Bulk upload

Download the Excel (.xlsx) template and fill it.

5 Upload filled sheet

Upload the completed sheet for bulk add.

6 Workers list

Search, filter and export added workers.

By count: e.g. 30 Electrician, 40 Civil. In detail: Bulk upload for many, Quick Add for one.