MINISTRY OF ROAD TRANSPORT & HIGHWAYS · GOVERNMENT OF INDIA

Registering as a bidder

BIMS 2.0 quick guide

From the registration form to your first sign-in

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Portal https://bims.gov.in
Support portalsupport.rth@gov.in

This guide takes a contractor from the registration form to the first sign-in. Everything after that, from the company profile to submitting a bid, is in the BIMS 2.0 User Manual (Bidder edition), available from the User Manual page once you are signed in.

1 Before you begin

You need	Details
A modern browser	Current Microsoft Edge, Google Chrome or Mozilla Firefox. JavaScript and cookies must be enabled.
Company identifiers (bidders)	PAN of the entity, CIN for companies and LLPs, GSTIN, and Udyog Aadhaar / Udyam number if registered as an MSME. Keep the company's registered e-mail reachable: the CIN ownership code goes there.
A working e-mail and mobile	Both are verified with 6-digit codes at registration, and a sign-in code is sent to them each time you sign in.
Scanned documents	PDF only. Registration documents up to 3 MB each; tender documents and project proofs follow the size shown beside each upload field.
A DSC (recommended)	A Class 3 Digital Signature Certificate on a USB token, to sign project proof documents. See the Bidder User Manual, B6.

> **Conventions in this manual.** Menu paths are written as **Profile ▸ Basic Details**. Buttons are shown as [Save]. Page addresses such as `/bidder/tenders/published` are relative to the portal address. All times shown in the portal are Indian Standard Time (IST).

2 Registering as a bidder

Address: `/Bidders/Register`

1. Choose **Who are you registering as? ▸ Bidder**, then the **Organization Type**: Sole Proprietorship, Partnership Firm, LLP, Private / Public Limited Company, Trust / InvIT, Fund Housing, or Others (describe it).
2. **Step 1 · Identity.** Enter the legal name, PAN and, for a company or LLP, the CIN.
   - PAN is validated live against the Income Tax registry. The name on the PAN must match the legal name you typed.
   - CIN is looked up in the MCA registry (RISE). Press [Send OTP]: a 6-digit code goes to the e-mail registered with MCA for that CIN. Enter it and press [Verify OTP]. This proves that the person registering controls the company.
   - Partnership firms list every **Partner Name** with **Share / Profit %**. The shares must total exactly 100%.
   - Select the **Residency Status**.
3. **Step 2 · Information.** E-mail, alternate e-mail, mobile, the authorised person's name and designation, company type, country, state, registered address, a brief description of business, GSTIN and Udyog Aadhaar / Udyam. The GSTIN is verified against the legal name first, then the trade name if you entered one.
4. **Step 3 · Upload documents.** Attach the PAN card, GSTIN certificate and the certificate of incorporation / registration (ROC) as PDFs. These are required; the registration is not accepted without them.
5. Press [Register]. The confirmation page shows your **Bidder ID**. Save it: support and the authority refer to your registration by this number.
6. Verify your e-mail and mobile (section 3). Until both are verified the account cannot sign in.

> **Codes are limited.** The portal sends at most three CIN ownership codes per hour for one CIN, and at most three verification codes per hour to one address. A code is cancelled after five wrong entries; request a fresh one. If you leave the verification page you can return to it from the sign-in page through **Complete your registration**.

3 Verifying your e-mail and mobile

Address: `/Bidders/VerifyOtp` (bidders) · `/Buyers/VerifyOtp` (officials)

One 6-digit code is sent to your e-mail and a different 6-digit code by SMS to your mobile. Enter each code in its box. The page shows **Email verified / pending** and **Mobile verified / pending**; when both are verified the page reads **Registration verified** and your Bidder ID is active. Use Resend if a code does not arrive; check the spam folder first.

4 Signing in, the sign-in code, and passwords

Address: `/auth/login`

1. Enter your username and password and press Sign in.
2. A sign-in code is sent to the account's e-mail and mobile. Enter it on the **Enter your sign-in code** page. This second step protects the account even if the password leaks.
3. Bidders land on their dashboard; officials land on the authority dashboard.

- **Forgot your password?** Enter your login on `/auth/forgot-password`. If the account exists a reset code is sent, and `/auth/reset-password` lets you set a new password. For safety the page gives the same answer whether or not the login exists, and allows three reset codes per hour per account.
- **Change password** at `/auth/change-password` once signed in.
- **Registered but never entered your verification code?** Use **Complete your registration** on the sign-in page to get back to the verification page.
- **Sign out** from the top menu. Sessions are encrypted; passwords are stored only as bcrypt hashes.
- Repeated failed sign-ins from one address are rate-limited. Wait for the time shown and try again.