

Frequently Asked Questions for MSEDCL's E-Tendering portal

What are the steps for new vendor registration?

For new vendor registration first create a login ID by filling vendor registration form and then create a profile. For more details please refer manual in download section on homepage of <https://etender.mahadiscom.in/>

What are the credentials for accessing the MSEDCL's E-Tendering portal?

The credentials for accessing the MSEDCL's E-Tendering portal are the username which is the registered email address and the secret password.

Is it possible to change the registered email address?

It is not possible to change the registered email address because it part of the login credentials. Hence, the user should enter correct email address. The portal will deliver the temporary password to the registered email address.

Is it possible to receive a password on telephone on personal request?

For security reasons password are not delivered on telephone. In case the password is lost it can be changed by clicking on the "Forgot Password?" link on the login page. After which the portal will deliver temporary password on the registered email address.

How is PAN validated?

The PAN is validated online with the National Securities Depository Limited which is an Indian central securities depository under the jurisdiction of Ministry of Finance, Government of India.

How is GSTN validated?

First, the PAN is validated online with the NSDL portal. If the PAN is valid then the validated PAN should be part of GSTN.

Is it possible to re-register with same PAN, GSTN and Company registration number i.e. CRN?

No, it is not possible to register again with the same PAN, GSTN and Company registration number. The portal uses unique Key – PAN, CRN and GSTIN to identify vendors.

Is it possible to get notifications of important events?

Yes, it is possible to get notifications of important events on the registered emailed address and mobile number.

Is GSTN mandatory?

No, GSTN is not mandatory.

What are the compulsory fields in vendor registration form?

The compulsory fields in vendor registration form are the email address, mobile number, company registration number and PAN. The notifications of important events are delivered on the email address and mobile number entered in the vendor registration form.

Is it possible to create more than one profile?

No, only one profile is associated with one login.

What is works tender and procurement tender?

The MSEDCL E-Tendering portal has two sections for e-tendering which are works and procurement. Very often the tenders for services are floated in works section and sometimes tenders for material are also floated in works section. The tenders for material and for purchase of power are always floated in procurement section.

What are the partner types?

The partner types provide access to different functionalities of the MSEDCL's E-Tender portal.

What is the partner type for works e-Tendering?

When the user desires to participate in the e-Tendering process of the tender floated in works section then the user should either select "Contractor" or "Finance Vendor" partner type. The "Contractor" partner type is for non-finance vendor.

What is the partner type for procurement e-Tendering?

When the user desires to participate in the e-Tendering process of the tender floated in procurement section then the user should either select "Manufacturer" or "Trader" or "Power Supplier"

Which partner types are auto approved?

The partner type "Contractor", "Finance Vendor" and "Power Supplier" are auto approved. After auto approval the vendors can immediately participate in e-Tendering process.

Which partner types are approved manually?

The partner type “Manufacturer” and “Trader” are approved by Material Management Section of Corporate Office. After completing the profile the vendor should visit the Material Management Section. The approval process takes considerable time. The vendors can participate in e-Tendering only after completion of approval process.

Is it possible to select multiple partner types?

Yes, it is possible to select multiple partner types. When the partner types for both works e-Tendering and procurement e-Tendering are selected then the profile is always manually approved. In this case the vendor cannot participate in works e-Tendering until the profile is approved by Material Management Section of Corporate Office.

Is it possible to modify the profile?

Yes, it is possible to modify the profile. After modifications in the profile the profile is approved either manually or automatically.

What is MSEDCL's office type and office location?

The vendor should select the office type and office location for which they desire to provide service or material.

Is SAP vendor code mandatory for participating in MSEDCL's e-Tendering process?

No, SAP vendor code is not mandatory for participating in MSEDCL's e-Tendering process.

What is resolution for “Signatory info does not match” error that appears in Digital Signatory tab of vendor's profile?

The name, validity, pin code and name of city (location) you are entering in the digital signatory form should exactly match with your signature details. Also the sequence of words in the name should be same as in your signature words. For example, If your name in certificate is <<SURNAME>> <<FIRST NAME>> <<MIDDLE NAME>> then enter <<SURNAME>> in First name field, <<FIRST NAME>> in Middle name field and <<MIDDLE NAME>> in Last name field.

What is “Upload Vendor Digital – Sign Registration Copy” dialog box?

The details entered on the various tabs of vendors profile and captured in a PDF file called vendor registration file. The vendor should digitally sign the vendor registration file and upload in the Confirmation tab. After uploading the file the user clicks on “Submit” button then “Upload Vendor Digital – Sign Registration Copy” dialog box appears. To submit the digitally signed vendor registration file for tenders the users should tick on “Upload vendor digital-sign registration copy for works/procurement tender”

What are registration fees for participating in works and procurement e-Tendering?

To participate in works e-Tendering registration fees are not required. But, to participate in procurement e-Tendering registration fees of Rs. 25000/ + GST is required. In case of partner type as Manufacturer the vendor should make payment of registration fees for each factory. In Factory Details tab the vendor can link the payment number for the factory details. But, in case of partner type as Trader the vendor should make payment of registration fees for each profile.

What is the validity of registration fee?

The registration fee is valid for one year from the date of approval of Chief Engineer – Material Management Section.

What if the registration fee is expired?

If the validity of the registration fee is expired than the vendor will not be able to purchase tender or participate in any bid.

What are registration renewal fees?

The registration renewal fee is Rs. 2500/- + GST per year. If vendor did not paid renewal fees for more than one year than accordingly system will calculate the applicable renewal fees for number of years payment not done and prompt the vendor to pay the applicable cumulative renewal fees.

What are the materials and services procured by MSEDCL?

The list of material and services procured by MSEDCL are listed on Download section of E-Tender portals homepage. The list of material contains item codes which the vendor can use for adding material in the profile.

Is Vendor SAP code mandatory for bidding process?

No, Vendor SAP code is not mandatory for bidding process. The Vendor SAP code is generated by MSEDCL office.

What are the different statuses of profile?

1. When the user is creating the profile then the status of profile is **DRAFTED**.
2. When the user is modifying the profile then the status of the profile is **EDITED**.
3. When the user submits the profile then the profile is either approved automatically (status of profile **APPROVED**) or the profile waits for manual approval process to begin (status of profile is **SUBMITTED**).

4. If the profile is approved manually then the profile has either of the following status,
 - a. **APPROVED BY EXECUTIVE ENGINEER**
 - b. **NEED CLARIFICATION BY EXECUTIVE ENGINEER**
 - c. **APPROVED BY SUPERINTENDING ENGINEER**
 - d. **NEED CLARIFICATION BY SUPERINTENDING ENGINEER**
 - e. **CE FINAL APPROVAL PENDING**: Profile is approved by Executive Engineer and Superintending Engineer and now it is pending for approval from Chief Engineer.
 - f. **REJECTED**
 - g. **APPROVED**

The MSME certificate does not have validity date, then what to enter Company Profile tab?

If the MSME certificate of the firm does not have validity date then enter date as 01.JAN.9999

How to edit Factory Details?

Factory Details are part of Profile so, first click on Edit Profile > click on Factory Details tab > click on Edit button.

Are the tender documents available free of cost?

For the tenders whose estimated cost is less than 8 crs. the tender documents are available free of cost. But, for the tenders whose estimated cost is more than 8 crs. the vendor should purchase the tender and then can download the tender document.

How to purchase the tender documents?

To purchase the tender documents, the vendor should get register with the E-Tendering portal. Then the vendor should login and purchase the vendor. For more details, please refer the manual in the DOWNLOAD section of E-Tendering portal.

Is it possible to download all the version of the tender document?

The tender document may be amended. After amendment to the tender document a new version of the tender document is created. The bidder can download all the versions of the tender document. For this click on Bid Submission tile then click on Tender Details tab. Then select version of the tender and then click on View Tender Details button.

What is the maximum size of the file that can be uploaded?

The bidder can upload file size not more than 4 MB.

What are the file formats that can be uploaded?

The bidder can upload files having JPEG, PDF or ZIP format only.