

MSEDCL E-TENDERING PORTAL

Vendors registration for E-Tendering

Vendors Manual

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Introduction

This manual not only guides the vendor for creating the login ID and a profile but, also guides the vendor for making changes in the existing profile.

Summary of steps to create the new profile:

1. A new vendor must create a login ID. The vendor will use the login ID to access the MSEDCL's e-tendering portal.
2. After creating the login ID the vendor should login and create a profile. For each login ID the vendor should create only one profile and within this single profile the vendor should make modifications to participate in Works Tender, Procurement Tender, Power Purchase Tender and Infra Vendor GTP approval.

Depending upon your purpose of using the MSEDCL's e-tendering portal the vendor will have to tick partner type. **The various partner types and their purpose are summarized in the following table.**

Sr. No.	Partner type	Purpose of partner type	Non-refundable registration fees	Approval process
1	Contractor	Participate in WORKS e-Tendering process.	Not applicable	Auto approved and is immediate.
2	Finance Vendor	Participate in WORKS e-Tendering process.	Not applicable	Auto approved and is immediate.
3	Trader	Participate in MMC PROCUREMENT e-Tendering process.	Rs. 29500/- (with 18% GST)	Vendor approval process is mandatory for which hardcopy of original documents need to be submitted to MSEDCL for verification purpose
4	Manufacturer	Participate in MMC PROCUREMENT e-Tendering process.		
5	Power Supplier	Participate in POWER PURCHASE e-Tendering process.	Rs. 3000/- (with 18% GST)	Auto approved and is immediate.
6	Infra Vendor (GTP Approval)	Participate in material approval process of MSEDCL's QA and TESTING section.	Rs. 5000/- (with 18% GST)	Auto approved and is immediate.

Please note that when the vendor ticks more than one partner type in the profile and the vendor also has ticked 'Trader' and/or 'Manufacturer' then the vendor approval process is mandatory. In such scenario the vendor will not be able to participate in Works Tenders or Power Purchase Tenders or Infra Vendor GTP approval until vendor approval process is completed.

Summary of steps to edit existing profile:

1. Login into the E-Tendering portal.
2. Open the profile by clicking on the email address in upper right corner. Click on "Company Details" tab and then to make modification in the profile click on **"Edit Profile"** button and then according to the instructions given in this manual make changes in the profile.
3. After completing the changes, the vendor should submit the profile. The profile is then either auto approved or approved by vendor approval process.

In case the vendor has difficulties in understanding the system and completing the vendor registration the vendor should send their queries to etender_helpdesk@mahadiscom.in

Create login ID

To create a new login ID perform following steps:

Step 1: Access <https://etender.mahadiscom.in/eatApp/>. The MSEDCCL's E-Tender homepage is displayed. Click on "New User ?" link.

Step 2: Fill the registration form. This registration form is for individual registration as well as for registration of company. For registration of company enter details pertaining to company and for registration of individual enter details pertaining to individual.

Step 3: After successfully submitting the registration details a temporary password is emailed to the registered email address. Login with user name as registered email address and password as temporary password received on registered email address.

Step 4: After successfully validating the credentials change the temporary password.

Maharashtra State Electricity Distribution Company

Plot No. G-9, Anant Kanekar Marg Bandra (E), Mumbai

Subject: Your MSEDCL e-Tendering Account Info.

endering portal. To login please use registered email address and password: **#d8vsQ8X**

ments available in DOWNLOAD section of eTender portal. Kindly keep your
If you need further assistance, please contact [E-Tender helpdesk](#)
ed letter and does not require signature.

Reset Password

- ✓ At least 8 characters
- ✓ At least 1 uppercase letter
- ✓ At least 1 lowercase letter
- ✓ At least 1 number & special character

1 **Old Password***

New Password* 2

Confirm Password*

✗ Passwords Match

3 **Submit**

Enter the temporary password received by email as Old Password.

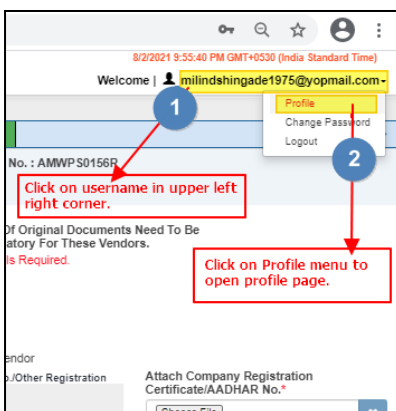
Enter and confirm new password.

Click on Submit button to change the password.

Profile for participating in WORKS tender.

To create a new profile for participating in WORKS tender perform following steps:

Step 1: Access <https://etender.mahadiscom.in/eatApp/> The MSEDCL's E-Tender homepage is displayed. Login to the E-Tender Portal with valid credentials. In case the user has not created any profile the profile screen is displayed directly. Otherwise open the profile screen manually. Below are the steps to open the profile screen manually.



Step 2: Submit the Company Details. To participate in WORKS tender vendor can tick on Contractor or Finance Vendor.

Step 3: For registration of company submit contact details of the company and for registration of individual submit contact details of individual.

VENDOR REGISTRATION FOR E-TENDERING

Step 4: For registration of company submit **address details** of the company and for registration of individual submit **address details** of the individual.

Company Address Details

☐ Ship To Address ☐ Bill To Address

Registered Office Address*

City* Country* State* District*

Pincode*

Previous Save Reset Next

Annotations:

- 1: If the address is shipping address then tick ship to address. If the address is billing address then tick bill to address. If the address is neither billing nor shipping then do not tick both the checkboxes.
- 2: Enter detailed registered office address.
- 3: Enter city name
- 4: Select country
- 5: Select state
- 6: Select district
- 7: Enter pincode
- 8: Click Save to submit company address.
- 0: Click on Add button to add one more address.

Step 5: Submit details of management personale.

Management Details

Copy Address

Title (Mr.,Miss.,Mrs.)* First Name* Middle Name* Last Name*

Email Id* Designation* Mobile Number* Landline 1* Landline 2* Fax 1* Fax 2*

Registered Office Address*

City* Country* State* District*

Pincode*

Previous Save Reset Next

Annotations:

- 1: Click here to add new management details.
- 2: Click here to copy company's address.
- 3: Enter title, first name, middle name and last name of the management personale
- 4: Enter email ID
- 5: Select designation of management personale
- 6: Enter mobile number of the management personale
- 7: Enter landline and fax numbers.
- 8: Click on Copy Address button to copy address of company in registered office address otherwise enter the registered office address.
- 9: Click on Save button to submit the management details.
- 0: Click here to delete existing management details.

Step 6: Click on "Download Test Document" button to download PDF file. The downloaded PDF file is valid for few minutes so, IMMEDIATELY digitally sign it using SECURE SIGN software. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in/eatApp Do not change name of the downloaded file also do not modify it in any way. The SECURE SIGN software contains manual which will guide in digitally signing the PDF file.

Digital Signature Details

Copy Address

Title (Mr.,Miss.,Mrs.)* First Name* Middle Name* Last Name*

Email Address* Designation* Gender* Date Of Birth*

Landline 1* Landline 2* Mobile* Fax 1* Fax 2*

Validity*

Registered Office Address*

City* Country* State* District*

Pincode*

Holder Type*

Attach Digitally Sign Test Document (.Sig File Only)* Attach Power Of Attorney(.Pdf File Only)*

Previous Save Reset Next

Annotations:

- 1: Click on Add button to add a new DSC to portal.
- 2: Click Copy Address to copy company address in Registered Office Address.
- 3: Select title of the person owning the DSC
- 4: Click on Delete button to remove existing DSC information.
- 5: Enter email address
- 6: Select designation as MD if the owner of DSC is proprietor otherwise select OTHER.
- 7: Select gender
- 8: Enter date of birth
- 9: Enter validity date of DSC
- 10: Enter name in DSC. If name in DSC 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.
- 11: Enter mobile number
- 12: If the registered office address is not available in E-Tender portal then enter the registered office address, city, country, state, district and pincode. Otherwise, click on Copy Address to auto fed these fields.
- 13: If the designation of the owner of the DSC is MD then select holder type as Digital Signatory otherwise select Power of attorney and upload power of attorney document.
- 14: Click on "Download Test Document" button to download PDF file. The downloaded PDF file is valid for few minutes so, IMMEDIATELY digitally sign it using SECURE SIGN software. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in/eatApp Do not change name of the downloaded file also do not modify it in any way.
- 15: Upload the digitally sign test document here.
- 16: Click here to submit DSC details.

Step 7: Submit bank details.

Bank Details

Enter IFSC code of the Bank and press TAB key. Please use GOOGLE CHROME browser.

IFSC Code* 2

Bank Name* Branch Name*

Account No* 3

Beneficiary Name* 5

Bank Details(Cancelled Cheque Or RTGS Details) File* 4

Choose File

Enter bank account number

Enter beneficiary name

☒ Is Active 6

Click on Is Active to set the bank details as active. Only one bank details can be set to active.

Previous

Save 7 Reset

Click on Save button to submit the bank details.

Next

Click on Add button to add new bank details

Add

Step 8: Confirm the registration by uploading digitally signed vendor registration copy.

Instruction to generate vendor digital-sign registration copy for tenders: Click on "Generate Document" button to download PDF file. This PDF file is vendor registration copy, IMMEDIATELY digitally sign it using SECURE SIGN software and upload it. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in. Do not change name of the downloaded file also do not modify it.

Click Here To Generate Document

Generate Document 1

Please follow the instruction mentioned above and submit the confirmation.

For Tenders: Upload Vendor Digital-Sign Registration Copy / For Infra Vendor (GTP Approval):

Check And Upload Vendor Registration Copy*

Choose File 2

FILE_Registration__1603612296779.pdf.sig

Digitally sign the registration copy using the instructions given above.

Click Here To Submit

Submit 3

Click Submit to submit the vendor digital sign registration copy.

Generate vendor registration copy.

Step 9: Submit the confirmation of registration.

Upload Vendor Digital-Sign Registration Copy

1

☒ Upload vendor digital-sign registration copy for works / procurement tender. For partner type Manufacturer or Trader vendor approval process will be initiated.

☐ Upload vendor digital-sign registration copy for partner type Infra Vendor(GTP Approval).

2

Tick this checkbox for participating in tenders.

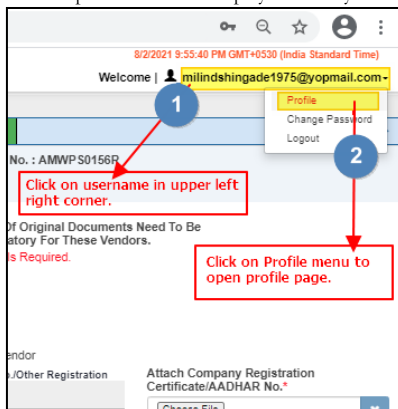
Submit your confirmation.

Ok Close

Profile for participating in Power Purchase Tenders

To create a new profile for power supplier vendor perform following steps:

Step 1: Access <https://etender.mahadiscom.in/eatApp/> The MSEDCL's E-Tender homepage is displayed. Login to the E-Tender Portal with valid credentials. In case the user has not created any profile the profile screen is displayed directly. Otherwise open the profile screen manually.



Step 2: Submit the Company Details

Company Details

For registration of individual select Individual in Company Type. For registration of company select appropriate Company Type

Partner Type*
☐ Contractor ☐ Manufacturer ☐ Trader ☒ Power Supplier ☐ Infra Vendor (GTP Approval) ☐ Finance Vendor

Company / Individual Name*
 If GSTIN is applicable then tick GSTIN applicable, enter GSTIN number and upload scanned copy of GSTIN.

Company Type* (Select Individual For Individual Registration) ☒ Individual ☐ Company

Company Registration No./Other Registration No./AADHAR No.*
 Attach Company Registration Certificate/AADHAR No.*
 Choose File

Is GSTIN Applicable ☒ GST Identification Number*
 Attach GSTIN Copy*
 Choose File

Is MSME Applicable ☒ MSME Type*
 If MSME is applicable for company registration then tick MSME applicable, select MSME type, upload MSME certificate and enter validity of MSME registration.

Attach MSME Certificate*
 Choose File

MSME Registration Valid Up To*
 Choose File

Pan Number*
 Attach Pan Card Copy*
 Choose File

Nearest MSEDCL Office Location*
 Choose File

MSEDCL Office Type*
 Choose File

Power Plant Type*
 Non-Conventional Type*

Note : Registration Process Does Not Guarantee Award Of Any Contract.

☒ I Have Read The Standards Terms And Conditions As Specified By MSEDCL And I Agree To Them

Select MSEDCL office location for further communication.

Click Save button to submit the Company Details

Save Reset

Next

Step 3: For registration of company submit contact details of the company and for registration of individual submit contact details of individual.

Company Contact **Company Address**

For registration of Individual enter contact details of individual but, for registration of company enter contact details of company personal.

Title [Mr., Miss., Mrs.]*
 First Name*
 Middle Name
 Last Name*

Landline 1
 Landline 2
 Mobile*
 Fax 1

Fax 2
 Email Address*

Enter title of the contact person.

Enter First Name

Enter mobile number.

Enter Last Name

Enter email address.

Click save to submit the contact details.

Previous Save Reset Next

Step 4: For registration of company submit address details of the company and for registration of individual submit address details of the individual.

Company Address Details

☐ Ship To Address ☐ Bill To Address

Registered Office Address*

City* Country* State* District*

Pincode*

Previous Save Reset Next

1: If the address is shipping address then tick ship to address. If the address is billing address then tick bill to address. If the address is neither billing nor shipping then do not tick both the checkboxes.

2: Enter detailed registered office address.

3: Enter city name

4: Select country

5: Select state

6: Select district

7: Enter pincode

8: Click Save to submit company address.

0: Click on Add button to add one more address.

Step 5: Click on "Download Test Document" button to download PDF file. The downloaded PDF file is valid for few minutes so, IMMEDIATELY digitally sign it using SECURE SIGN software. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in/eatApp Do not change name of the downloaded file also do not modify it in any way. The SECURE SIGN software contains manual which will guide in digitally signing the PDF file.

Digital Signature Details

Click on Add button to add a new DSC to portal.

Click on Delete button to remove existing DSC information.

Click Copy Address to copy company address in Registered Office Address.

Select title of the person owning the DSC

Title (Mr., Miss., Mrs.) First Name* Middle Name* Last Name*

Email Address* Designation* Gender: Male Female Other Date Of Birth*

Landline 1 Landline 2 Mobile* Fax 1

Enter email address

Select designation as MD if the owner of DSC is proprietor otherwise select OTHER.

Enter validity date of DSC

Enter name in DSC. If name in DSC 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.

Enter mobile number

If the registered office address is not available in E-Tender portal then enter the registered office address, city, country, state, district and pincode. Otherwise, click on Copy Address to auto fed these fields.

Registered Office Address*

City* Country* State* District*

Pincode*

Holder Type*

Download Test Document

Attach Digitally Sign Test Document (.Sig File Only)* Attach Power Of Attorney (.Pdf File Only)*

Choose File Choose File

Previous Save Reset Next

1: Click on Add button to add a new DSC to portal.

2: Click Copy Address to copy company address in Registered Office Address.

3: Select title of the person owning the DSC

4: Enter name in DSC. If name in DSC 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.

5: Enter email address

6: Select designation as MD if the owner of DSC is proprietor otherwise select OTHER.

7: Select gender

8: Enter date of birth

9: Enter validity date of DSC

10: Enter mobile number

11: If the registered office address is not available in E-Tender portal then enter the registered office address, city, country, state, district and pincode. Otherwise, click on Copy Address to auto fed these fields.

12: If the designation of the owner of the DSC is MD then select holder type as Digital Signatory otherwise select Power of attorney and upload power of attorney document.

13: Click here to submit DSC details.

14: Click on "Download Test Document" button to download PDF file. The downloaded PDF file is valid for few minutes so, IMMEDIATELY digitally sign it using SECURE SIGN software. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in/eatApp Do not change name of the downloaded file also do not modify it in any way.

15: Upload the digitally sign test document here.

Step 6: Submit bank details.

Bank Details

Enter IFSC code of the Bank and press TAB key. Please use GOOGLE CHROME browser.

IFSC Code* Bank Name* Branch Name* Account No*

Beneficiary Name* Bank Details(Cancelled Cheque Or RTGS Details) File*

Choose File

Is Active*

Previous Save Reset Next

1: Click on Add button to add new bank details

2: Enter IFSC code of the Bank and press TAB key. Please use GOOGLE CHROME browser.

3: Enter bank account number

4: Upload scanned copy of cancelled cheque or RTGS details.

5: Enter beneficiary name

6: Click on Is Active to set the bank details as active. Only one bank details can be set to active.

7: Click on Save button to submit the bank details.

Step 7: Make online payment for power supplier registration fees.

Payment Details

Payment For: ☐ Trader ☐ Manufacturer ☐ Infra ☒ Power Supplier

Type Of Payment*
Power Supplier Registration Fee

Mode Of Payment: *
☐ DD ☒ Online Payment

Amount In Rs.*
3000

GST (@18% On Amount: SAC No.998599) In Rs.*
540

IGST (In %)*
18

IGST Amount (In Rs.)*
540

Total Amount Including GST (In Rs.)*
3540

Payment Status*

Previous Pay Online Reset

Click on Add button to make new payment

Select power supplier registration fee from type of payment.

Click on pay online to make online payment

Step 8: Confirm the registration by uploading digitally signed vendor registration copy.

Instruction to generate vendor digital-sign registration copy for tenders: Click on "Generate Document" button to download PDF file. This PDF file is vendor registration copy, IMMEDIATELY digitally sign it using SECURE SIGN software and upload it. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in. Do not change name of the downloaded file also do not modify it.

Click Here To Generate Document Generate Document

Please follow the instruction mentioned above and submit the confirmation.

For Tenders: Upload Vendor Digital-Sign Registration Copy / For Infra Vendor (GTP Approval):
Check And Upload Vendor Registration Copy*

Choose File

FILE_Registration__1603812296779.pdf.sig

Digitally sign the registration copy using the instructions given above.

Generate vendor registration copy.

Click Here To Submit Submit

Click Submit to submit the vendor digital sign registration copy.

Step 9: Submit the confirmation of registration.

Upload Vendor Digital-Sign Registration Copy

☒ Upload vendor digital-sign registration copy for works / procurement tender. For partner type Manufacturer or Trader vendor approval process will be initiated.

☐ Upload vendor digital-sign registration copy for partner type Infra Vendor(GTP Approval).

Tick this checkbox for participating in tenders.

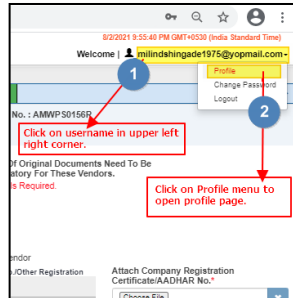
Submit your confirmation.

Ok Close

Profile for participating in INFRA vendor GTP approval.

To create a new profile for participating in INFRA vendor GTP approval perform following steps:

Step 1: Access <https://etender.mahadiscom.in/eatApp/> The MSEDCL's E-Tender homepage is displayed. Login to the E-Tender Portal with valid credentials. In case the user has not created any profile the profile screen is displayed directly. Otherwise open the profile screen manually. Below are the steps to open the profile screen manually.



Step 2: Submit the Company Details

Step 3: For registration of company submit **contact details** of the company and for registration of individual submit **contact details** of individual.

Step 4: For registration of company submit **address details** of the company and for registration of individual submit **address details** of the individual.

Step 5: Submit details of management personal.

Management Details

1. Add / Delete buttons

2. Copy Address button

3. Title (Mr., Miss, Mrs.)

4. Email Id

5. Designation

6. Mobile Number

7. Landline 1, Landline 2, Fax 1, Fax 2

8. Registered Office Address

9. Save button

Annotations:

- Click here to copy company's address.
- Enter title, first name, middle name and last name of the management personale
- Enter email ID
- Select designation of management personale
- Enter mobile number of the management personale
- Click here to add new management details.
- Click here to delete existing management details.
- Enter landline and fax numbers.
- Click on Copy Address button to copy address of company in registered office address otherwise enter the registered office address.
- Click on Save button to submit the management details.

Step 6: Submit bank details.

Bank Details

1. Add button

2. IFSC Code

3. Account No.

4. Bank Details(Cancelled Cheque Or RTGS Details) File

5. Beneficiary Name

6. Is Active

7. Save button

Annotations:

- Click on Add button to add new bank details
- Enter IFSC code of the Bank and press TAB key. Please use GOOGLE CHROME browser.
- Enter bank account number
- Upload scanned copy of cancelled cheque or RTGS details.
- Enter beneficiary name
- Click on Is Active to set the bank details as active. Only one bank details can be set to active.
- Click on Save button to submit the bank details.

Step 7: Submit payment details.

Use this form to make new payments. Click on Add button to add new payment. When the user wants to make payment using online transaction then user should select online option from “Mode of payment” and then click on “Pay online” button. After this the user is redirected to the payment gateway portal. The online payments are auto approved and the payment is successful only after notification is received by E-Tender site from payment gateway.

Payment Details

5. PAYMENT DETAILS FORM: ONLINE MODE OF PAYMENT

Payment For: Trader / Manufacturer / Infra / Power Supplier

Type Of Payment: Infra Registration Fee

Mode Of Payment: * DD / Online Payment

Amount In Rs.: 5000

GST (@18% On Amount: SAC No.998599) In Rs.: 900

IGST (In %): 18

IGST Amount (In Rs.): 900

Total Amount Including GST (In Rs.): 5900

Pay Online button

Annotation:

- Click here to make online payment.

Payment Details Form (PAYMENT MODE: ONLINE)

VENDOR REGISTRATION FOR E-TENDERING

Step 8.a: Submit factory details

Factory Details	Contact Person	Experience Details	Factory Registration	BIS Details	Other Eligibility Details	ISO Certification
Factory Essential Details FACTORY ESSENTIAL DETAILS SUB FORM 6 FACTORY DETAILS FORM						
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p>Factory Name*</p> <p>Enter name of factory</p> </div> <div> <p>Established Date Of Factory*</p> <p>05-03-1985</p> </div> <div> <p>Number Of Persons*</p> <p>Enter number of people working in the factory.</p> </div> <div> <p>Add Delete</p> </div> </div>						
<p>Registered Factory Address*</p> <p>Enter postal address of your factory</p>						
<p>City*</p> <p>Enter city</p>	<p>Country*</p> <p>INDIA Select country</p>	<p>State*</p> <p>Maharashtra Select state</p>	<p>District*</p> <p>Pune Select district</p>			
<p>Pincode*</p> <p>Enter pin code</p>	<p>Factory License Number*</p> <p>Enter license number of your factory</p>	<p>Factory License Validity Date*</p> <p>13-03-2029 Enter validity date of the license</p>	<p>Attach Factory License Copy*</p> <p>Upload PDF file of factory license</p>			
<p>Is Factory Inspection Done*</p> <p>Select YES if factory inspection is done otherwise select NO</p>	<p>Factory Inspection Approval Date*</p> <p>Enter approval date of factory inspection</p>	<p>Factory Inspection Report No.</p> <p>Enter factory inspection report number.</p>	<p>Attach Inspection Report*</p> <p>Upload PDF file of inspection report</p>			
<p>Payment No.*</p> <p>Infra Registration Fee-1234</p> <p>Link the factory details with infra registration fees.</p>	<p>Attach Machinery List Copy Of Factory</p> <p>Upload list of machineries of the factory.</p>	<p>Attach List Of Staff Skilled & Unskilled*</p> <p>Upload list of skilled and unskilled employees.</p>	<p>Attach Testing Equipment Details*</p> <p>Upload details of testing equipments.</p>			
<p>Previous</p>	<p>Click to display payment details form</p>	<p>Click to submit factory details</p>	<p>Click to clear factory details</p>	<p>Click to display contact person sub form</p>	<p>Save Reset</p>	<p>next</p>

Step 8.b: Submit factory contact person details

Factory Contact Person Details		FACTORY CONTACT PERSON SUB FORM	
<p>Copy Address Click here to copy address, from company's contact</p>			
<p>Title [Mr., Miss., Mrs.]*</p> <p>Select title</p>	<p>First Name*</p> <p>Enter first name</p>	<p>Middle Name*</p> <p>Enter middle name</p>	<p>Last Name*</p> <p>Enter last name</p>
<p>Enter email ID</p> <p>Email Id*</p>	<p>Designation*</p> <p>Select designation</p>	<p>Mobile Number*</p> <p>Enter mobile number</p>	<p>Fax 1</p> <p>Enter FAX number</p>
<p>Landline 1</p> <p>Enter landline</p>	<p>Landline 2</p>	<p>Fax 2</p>	
<p>Registered Office Address*</p> <p>Enter postal address of the office</p>			
<p>City*</p> <p>Enter city</p>	<p>Country*</p> <p>INDIA Select country</p>	<p>State*</p> <p>Maharashtra Select state</p>	<p>District*</p> <p>Pune Select district</p>
<p>Pincode*</p>	<p>Click here to display factory details form.</p>	<p>Click here to submit data.</p>	<p>Click here to clear the form.</p>
<p>Previous</p>	<p>Save Reset</p>	<p>Next</p>	<p>Click here to experience details form.</p>

Step 8.c: Submit experience details

Experience Details		EXPERIENCE DETAILS SUB FORM	
<p>Experience in Manufacturing:</p> <p>Years* Months*</p> <p>Enter experience in manufacturing.</p>			
<p>Experience in Design:</p> <p>Years* Months*</p> <p>Enter experience in design.</p>			
<p>Experience in Testing:</p> <p>Years* Months*</p> <p>Enter experience in testing.</p>			
<p>Experience in Supplying:</p> <p>Years* Months*</p> <p>Enter experience in supplying.</p>			
<p>Previous</p>	<p>Click to display factory contact person form</p>	<p>Click to submit data</p>	<p>Click to clear the form.</p>
<p>Save Reset</p>	<p>Next</p>	<p>Click to display factory registration form.</p>	

Step 8.d: Submit factory registration details

Factory Registration Details **FACTORY REGISTRATION DETAILS FORM : NSIC**

☐ Not Applicable Tick when factory is not registered with NSIC and/or MSME

Registration Type*
NSIC
Select registration type as NSIC or MSME

Issue Date Of Registration*
Select date of issue of registration.

Monetary Limit (In Rs. Lakhs)*
Enter monetary limit in lakhs of rupees.

Date Of Commencement Of Commercial Production
Enter date of commencement of commercial production

Registering Authority*
Select registration authority

Validity Type*
Provisional
Validity type when registered with NSIC is always provisional.

Registration Number*
Select registration number

Validity Date Of Registration *
Enter validity date of registration.

Attach Registration Copy *
Choose File Upload PDF file of registration.

Previous Click to display experience details form

Save Click to submit the data

Reset Click to clear the form

Next Click to display BIS details form.

Click to add new registration details

Click to delete the existing registration.

Step 8.e: Submit BIS details

Bureau of Indian Standards **BIS DETAILS FORM**

☐ Not Applicable Tick here only when factory is not registered with BIS

BIS License Number*
Enter BIS license number

Issue Date Of BIS License*
Enter date of issue of BIS license.

Validity Date Of BIS License *
Enter validity date of BIS license.

Attach BIS License Certificate*
Choose File Upload BIS certificate in PDF format.

Previous Click to display factory registration details form.

Save Click to submit date.

Reset Click to clear form.

Next Click to display other eligibility details form.

Click to add BIS details

Click to delete BIS details.

Step 8.f: Submit other eligibility details

Other Eligibility Details

☐ Not Applicable Tick here only when factory is not registered with DGT or GeM or RDAEC

Type Of Eligibility*
DGT
Select type of eligibility as DGT or GeM or RDAEC

Validity Type*
Provisional
Select type of validity as provisional or permanent.

Validity Date Of Eligibility Certificate *
Select type of validity as provisional or permanent.

Attach Valid Eligibility Certificate*
Choose File Upload PDF file of certificate.

Registering Authority*
Enter registering authority details.

Eligibility Certificate Number*
Enter certificate number.

Issue Date Of Eligibility Certificate*
Enter issue date of certificate.

Previous Click to display BIS details form.

Save Click to submit data

Reset Click to clear form.

Next Click to display ISO certification form.

Click to add other eligibility details

Click to delete other eligibility details

Step 8.g: Submit ISO certification details

Factory ISO Certification Details **ISO CERTIFICATION FORM**

☐ Not Applicable Tick when your factory does not have ISO certificate.

Name Of ISO Standard*
Enter name of ISO standard.

ISO Certifying Authority*
Enter details of ISO certifying authority.

ISO Certificate Number*
Enter ISO certificate number.

Validity Date Of ISO Certificate*
Enter validity date of ISO certificate

Attach ISO Certificate Copy *
Choose File Upload PDF file of ISO certificate

Previous Click to display other eligibility detail form.

Save Click to submit data.

Reset Click to clear form.

Next Click to display financial details form.

Click to add new ISO certification.

Click to delete existing ISO certification details

Step 9: Submit financial details

Financial Details **7 FINANCIAL DETAILS FORM**

Note: Mandatory Only for Manufacturer and Trader

Profit and Loss Account (CA Certified)* Upload last three years CA certified profit and loss account. in PDF

2018-2019 Choose File

2017-2018 Choose File

2016-2017 Choose File

Click to display factory details form.

Balance Sheet Account (CA Certified)* Upload last three years CA certified balance sheet account in PDF.

2018-2019 Choose File

2017-2018 Choose File

2016-2017 Choose File

Click to submit data

Turnover Details Upload CA certified turnover certificate for last five years in PDF format.

Turnover Certificate For Last Five Years(CA Certified) *

Choose File

Latest Annual Turnover Amount In Rs. Lakhs* Enter latest turnover amount

Note: Amount should match with annual turnover in the uploaded document.

Previous

Save

Reset

Click to clear data

Next Click to display confirmation form

Step 10: Upload vendor registration copy.

Click Here To Generate Document **Generate Document**

Check And Upload Vendor Registration Copy *

Choose File **Upload vendor registration copy** **X**

partner_1580249017503.pdf.sig

Click to display financial display form. **Submit**

Click Here To Submit **8 CONFIRMATION FORM**

Click to generate vendor registration copy i.e. PDF file.

Click here to submit vendor registration copy.

Previous

Step 11: Submit the confirmation of registration: Tick the “Upload vendor digital-sign registration copy for partner type infra vendor (GTP approval) and then click on OK button.

Upload Vendor Digital-Sign Registration Copy **X**

☐ Upload vendor digital-sign registration copy for works / procurement tender. For partner type Manufacturer or Trader vendor approval process will be initiated.

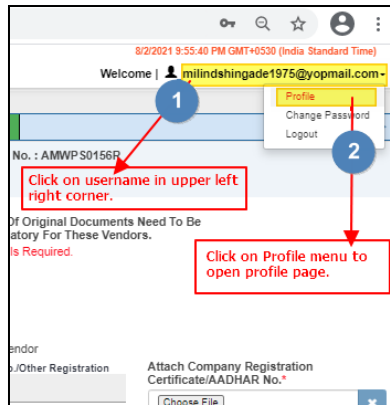
☒ Upload vendor digital-sign registration copy for partner type Infra Vendor(GTP Approval).

Ok **Close**

Profile for participating in MMC Procurement Tenders as Manufacturer.

To create a new profile for participating in MMC Procurement Tenders as a Manufacturer perform following steps:

Step 1: Access <https://etender.mahadiscom.in/catApp/>. The MSEDCL's E-Tender homepage is displayed. Login to the E-Tender Portal with valid credentials. In case the user has not created **any profile** the profile screen is displayed directly. Otherwise open the profile screen manually. Below are the steps to open the profile screen manually.



Step 2: Submit the Company Details

Step 3: For registration of company submit **contact details** of the company and for registration of individual submit **contact details** of individual.

Step 4: For registration of company submit **address details** of the company and for registration of individual submit **address details** of the individual.

Company Address Details

☐ Ship To Address ☐ Bill To Address

Registered Office Address*

City* Country* State* District*

Pincode*

Previous Save Reset Next

Annotations:

- 1: If the address is shipping address then tick ship to address. If the address is billing address then tick bill to address. If the address is neither billing nor shipping then do not tick both the checkboxes.
- 2: Enter detailed registered office address.
- 3: Enter city name
- 4: Select country
- 5: Select state
- 6: Select district
- 7: Enter pincode
- 8: Click Save to submit company address.
- 9: Click on Add button to add one more address.

Step 5: Submit details of management personal.

Management Details

Copy Address Add Delete

Title (Mr.,Miss.,Mrs.)* First Name* Middle Name* Last Name*

Email Id* Designation* Mobile Number* Landline 1* Landline 2* Fax 1* Fax 2*

Registered Office Address* City* Country* State* District* Pincode*

Previous Save Reset Next

Annotations:

- 1: Click here to add new management details.
- 2: Click here to copy company's address.
- 3: Enter title, first name, middle name and last name of the management personal
- 4: Enter email ID
- 5: Select designation of management personal
- 6: Enter mobile number of the management personal
- 7: Enter landline and fax numbers.
- 8: Click on Copy Address button to copy address of company in registered office address otherwise enter the registered office address.
- 9: Click on Save button to submit the management details.

Step 6: Click on "Download Test Document" button to download PDF file. The downloaded PDF file is valid for few minutes so, IMMEDIATELY digitally sign it using SECURE SIGN software. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in/eatApp Do not change name of the downloaded file also do not modify it in any way. The SECURE SIGN software contains manual which will guide in digitally signing the PDF file.

Digital Signature Details

Copy Address Add Delete

Title (Mr.,Miss.,Mrs.)* First Name* Middle Name* Last Name*

Email Address* Designation* Gender* Date Of Birth*

Landline 1* Landline 2* Validity*

Registered Office Address* City* Country* State* District* Pincode*

Holder Type*

Attach Digitally Sign Test Document (.Sig File Only)* Attach Power Of Attorney(.Pdf File Only)*

Previous Save Reset Next

Annotations:

- 1: Click on Add button to add a new DSC to portal.
- 2: Click Copy Address to copy company address in Registered Office Address.
- 3: Select title of the person owning the DSC
- 4: Click on Delete button to remove existing DSC information.
- 5: Enter email address
- 6: Select designation as MD if the owner of DSC is proprietor otherwise select OTHER.
- 7: Select gender
- 8: Enter date of birth
- 9: Enter validity date of DSC
- 10: Enter name in DSC. If name in DSC 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.
- 11: Enter mobile number
- 12: If the registered office address is not available in E-Tender portal then enter the registered office address, city, country, state, district and pincode. Otherwise, click on Copy Address to auto fed these fields.
- 13: If the designation of the owner of the DSC is MD then select holder type as Digital Signatory otherwise select Power of attorney and upload power of attorney document.
- 14: Click on "Download Test Document" button to download PDF file. The downloaded PDF file is valid for few minutes so, IMMEDIATELY digitally sign it using SECURE SIGN software. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in/eatApp Do not change name of the downloaded file also do not modify it in any way.
- 15: Upload the digitally sign test document here.
- 16: Click here to submit DSC details.

VENDOR REGISTRATION FOR E-TENDERING

Step 7: Submit bank details.

Bank Details

Enter IFSC code of the Bank and press TAB key. Please use GOOGLE CHROME browser.

IFSC Code* 2

Bank Name*

Branch Name*

Account No* 3

Click on Add button to add new bank details

1

Beneficiary Name* 5

Bank Details(Cancelled Cheque Or RTGS Details) File* 4

Choose File

Enter bank account number

Enter beneficiary name

Upload scanned copy of cancelled cheque or RTGS details.

Is Active 6

Click on Is Active to set the bank details as active. Only one bank details can be set to active.

Previous

Save 7

Reset

Click on Save button to submit the bank details.

N

Step 8: Submit payment details.

Use this form to make new payments. Click on Add button to add new payment. When the user wants to make payment using online transaction then user should select online option from "Mode of payment" and then click on "Pay online" button. After this the user is redirected to the payment gateway portal. The online payments are auto approved and the payment is successful only after notification is received by E-Tender site from payment gateway.

Payment Details

5 PAYMENT DETAILS FORM: ONLINE MODE OF PAYMENT

Payment For: Trader * Manufacturer / Infra * Power Supplier

Payment For New Factory

Type Of Payment* Registration Fee

Mode Of Payment: * DD * Online Payment

Amount In Rs.* 25000

GST (@18% On Amount:SAC No.998599) In Rs.* 4500

IGST (In %)* 18

IGST Amount (In Rs.)* 4500

Total Amount Including GST (In Rs.)* 29500

Click here to make online payment.

Pay Online

Reset

Previous

Next

Payment Details Form (PAYMENT MODE: ONLINE)

Step 9.a: Submit factory details

Factory Essential Details

6 FACTORY ESSENTIAL DETAILS SUB FORM

7 FACTORY DETAILS FORM

Enter date of establishment of factory.

Factory Name* Enter name of factory

Established Date Of Factory* 05-03-1985

Number Of Persons* Enter number of people working in the factory.

Registered Factory Address* Enter postal address of your factory

City* Enter city

Country* INDIA Select country

State* Select state Maharashtra

District* Select district Pune

Pincode* Enter pin code

Factory License Number* Enter license number of your factory

Factory License Validity Date* Enter validity date of the license 13-03-2029

Attach Factory License Copy* Upload PDF file of factory license

Attach Inspection Report* Upload PDF file of inspection report

Attach Testing Equipment Details* Upload details of testing equipments

Is Factory Inspection Done* Select YES if factory inspection is done otherwise select NO

Factory Inspection Approval Date* Enter approval date of factory inspection

Factory Inspection Report No. Enter factory inspection report number.

Attach Machinery List Copy Of Factory Upload list of machineries of the factory.

Attach List Of Staff Skilled & Unskilled Upload list of skilled and unskilled employees.

Click to add factory details

Click to delete factory details

Click to display payment details form

Click to submit factory details

Click to clear factory details

Click to display contact person sub form

Previous

Save

Reset

Next

Step 9.b: Submit factory contact person details

Factory Contact Person Details **FACTORY CONTACT PERSON SUB FORM**

Click here to copy address: from company's contact

Click here to add factory personnel.

Click here to delete factory personnel.

Copy Address

Title [Mr., Miss., Mrs.]*
Select title

First Name*
Enter first name

Middle Name
Enter middle name

Last Name
Enter last name

Enter email ID
Email Id*

Designation*
Select designation

Mobile Number*
Enter mobile number

Landline 1
Enter landline

Landline 2

Fax 1
Enter FAX number

Fax 2

Registered Office Address*
Enter postal address of the office

City*
Enter city

Country*
INDIA Select country

State*
Maharashtra Select state

District*
Pune Select district

Pincode*
..

Click here to display factory details form.

Click here to submit data.

Click here to clear the form.

Click here to experience details form.

Previous Save Reset Next

Step 9.c: Submit experience details

Experience Details **EXPERIENCE DETAILS SUB FORM**

Experience In Manufacturing:
Years*
Enter experience in manufacturing.

Months*

Experience In Design:
Years*
Enter experience in design.

Months*

Experience In Testing:
Years*
Enter experience in testing.

Months*

Experience In Supplying:
Years*
Enter experience in supplying.

Months*

Click to submit data

Click to clear the form.

Click to display factory registration form.

Previous Save Reset Next

Step 9.d: Submit factory registration details

Factory Registration Details **FACTORY REGISTRATION DETAILS FORM : NSIC**

Not Applicable Tick when factory is not registered with NSIC and/or MSME

Registration Type*
NSIC
Select registration type as NSIC or MSME

Registering Authority*
Select registration authority

Registration Number
Select registration number

Issue Date Of Registration*
Select date of issue of registration.

Validity Type*
Provisional
Validity type when registered with NSIC is always provisional.

Validity Date Of Registration *
Enter validity date of registration.

Monetary Limit (In Rs. Lakhs)*
Enter monetary limit in lakhs of rupees.

Date Of Commencement Of Commercial Production
Enter date of commencement of commercial production

Attach Registration Copy *
Choose File Upload PDF file of registration.

Click to add new registration details

Click to delete existing registration.

Click to display factory registration form.

Click to display BIS details form.

Previous Save Reset Next

Step 9.e: Submit BIS details

Bureau of Indian Standards **BIS DETAILS FORM**

Tick only when factory is not registered with BIS

Not Applicable

BIS License Number*
Enter BIS license number

Issue Date Of BIS License*
Enter date of issue of BIS license.

Validity Date Of BIS License *
Enter validity date of BIS license.

Attach BIS License Certificate
Upload BIS certificate in PDF format.

Click to add BIS details

Click to delete BIS details.

Click to display factory registration details form.

Click to submit date.

Click to clear form.

Click to display other eligibility details form.

Previous Save Reset Next

Step 9.f: Submit list of items manufactured in the factory

Item Manufactured

Select Item*
2 Cell torch

Item Code*
86999801549

Industrial License Number

Industrial License Copy
Choose File

Registration Type

Factory Registration Number

UOM*
Number

Quantity Manufactured per month*
12

Turnover Per Annum For Item(In Lakhs)*
3

Click on "Add Item" button to open search dialog box.

Click on Add to add new item and delete to delete existing item.

Enter quantity manufacturer per month

Enter turnover per annum

Enter industrial license number

Click Save to submit the data

When user click on "Add Item" button the following Search dialog box will appear. In the following Search dialog box search for the item by using item codes. The list of item codes of materials purchased by M.M.Cell is available in download on homepage of etender.mahadiscom.in

Click on Search ICON to get the list of items for the given item code. Select any one item from the list.

Select the item and then click on "Add Items" button to add the

Search

Item Code*

Item Name*

Select Material Group*

Select Sub Group*

Show 5 entries

Search:

HSN/SAC Code	Item Code	Item Name	Description	Material Group	Sub Group	Units of Measurement(UOM)
No Records Found						

Showing 0 to 0 of 0 entries

Previous Next

Add Items Close

Step 9.g: Submit the past performance of each item in the factory

Past Performance Details

Select the name of the item manufactured in the factory.

Item Name*
2 Cell torch

UOM*
Number

Name Of Firm*
dsfsdfsdf

Order Start Date*
13-01-2010

Order Completion Date*
03-02-2010

Certificate Awarded (If Any)
Choose File

Quantity Supplied*
4

P.O. Number*
ttret44

Click Add to add item manufacturer in the factory or click Delete to delete the existing item.

Name of the buyer

Reference 1
Enter the quality supplied

Reference 2
Enter start date of the order

Enter date of completion of the order.

Click on Save button to submit the data or click on Reset button to cancel the

Previous Next

Save Reset

Step 9.h: Submit other eligibility details

Other Eligibility Details

Tick here only when factory is not registered with DGTD or GeM or RDAEC
☐ Not Applicable

Type Of Eligibility*
DGTD Select type of eligibility as DGTD or GeM or RDAEC

Validity Type
Provisional Select type of validity as provisional or permanent.

Validity Date Of Eligibility Certificate*
Select type of validity as provisional or permanent.

Registering Authority*
Enter registering authority details.

Eligibility Certificate Number*
Enter certificate number.

Issue Date Of Eligibility Certificate*
Enter issue date of certificate.

Attach Valid Eligibility Certificate
Choose File Upload PDF file of certificate.

Click to add other eligibility details.

Click to delete other eligibility details.

Click to display BIS details form.

Click to submit data

Click to clear form.

Click to display ISO certification form.

Previous Next

Save Reset

Step 9.i: Submit ISO certification details

Factory ISO Certification Details

☐ Not Applicable **Tick when your factory does not have ISO certificate.**

Name Of ISO Standard*
Enter name of ISO standard.

ISO Certificate Number*
Enter ISO certificate number.

Attach ISO Certificate Copy *
Upload PDF file of ISO certificate
Choose File

ISO Certifying Authority*
Enter details of ISO certifying authority.

Validity Date Of ISO Certification*
Enter validity date of ISO certificate

Buttons: Add, Delete, Previous, Save, Reset, Next

Annotations:
 - Click to add new ISO certification.
 - Click to delete existing ISO certification details.
 - Click to display other eligibility detail form.
 - Click to submit data.
 - Click to clear form.
 - Click to display financial details form.

Step 10: Submit financial details

7 FINANCIAL DETAILS FORM

Financial Details
Note: Mandatory Only for Manufacturer and Trader

Profit and Loss Account (CA Certified)* Upload last three years CA certified profit and loss account in PDF.
 2018-2019 Choose File
 2017-2018 Choose File
 2016-2017 Choose File

Balance Sheet Account (CA Certified)* Upload last three years CA certified balance sheet account in PDF.
 2018-2019 Choose File
 2017-2018 Choose File
 2016-2017 Choose File

Turnover Details * Upload CA certified turnover certificate for last five years in PDF format.
 Turnover Certificate For Last Five Years(CA Certified) *
 Choose File

Latest Annual Turnover Amount In Rs. Lakhs*
Enter latest turnover amount

Note: Amount should match with annual turnover in the uploaded document.

Buttons: Previous, Save, Reset, Next

Annotations:
 - Click to display factory details form.
 - Click to submit data.
 - Click to clear data.
 - Click to display confirmation form.

Step 11: Upload vendor registration copy.

Company Name: MANUFACTURER_IT
Vendor SAP Code : Not Generated

Company Registration No. : CCN1234
Status : Drafted

Instruction to generate vendor digital-sign registration copy for tenders: Click on "Generate Document" button to download PDF file. This PDF file is vendor registration copy, IMMEDIATELY digitally sign it using SECURE SIGN software and upload it. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in. Do not change name of the downloaded file also do not modify it.

Click Here To Generate Document **Generate Document**

Click Here To Submit **Submit**

Previous

Annotation:
 - Click on "Generate Document" button and then click on "Submit" button.

Step 12: Submit the confirmation of registration.

1 Upload Vendor Digital-Sign Registration Copy

☒ Upload vendor digital-sign registration copy for works / procurement tender. For partner type Manufacturer or Trader vendor approval process will be initiated.
☐ Upload vendor digital-sign registration copy for partner type Infra Vendor(GTP Approval).

Tick this checkbox for participating in tenders.

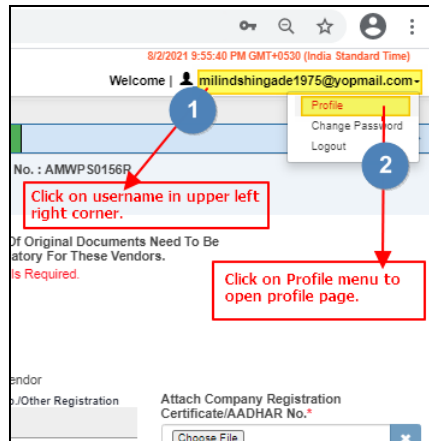
2 Submit your confirmation.

Buttons: Ok, Close

Profile for participating in MMC Procurement Tenders as Trader.

To create a new profile for participating in MMC Procurement Tenders as a Trader perform following steps:

Step 1: Access <https://etender.mahadiscom.in/catApp/>. The MSEDCL's E-Tender homepage is displayed. Login to the E-Tender Portal with valid credentials. In case the user has not created any profile the profile screen is displayed directly. Otherwise open the profile screen manually. Below are the steps to open the profile screen manually.



Step 2: Submit the Company Details

The screenshot shows the 'COMPANY DETAILS FORM' in the E-Tender Portal. The form is divided into several sections: 'Company Details', 'Company Contacts', 'Management Details', 'Bank Details', 'Payment Details', 'Factory Details', 'Financial Details', and 'Confirmation'. The 'Company Details' section is currently active. It contains fields for 'Company Name', 'Vendor SAP Code', 'Company Registration No.', and 'Status'. There are also checkboxes for 'Partner Type' (Contractor, Manufacturer, Trader, Customer, Infra Vendor, Power Supplier) and 'Company Type' (Private Ltd., Public Ltd., etc.). There are sections for 'GST Identification Number', 'Pan Number', and 'MSEDCL Office Location'. There are also buttons for 'Save', 'Reset', and 'Next'. There are also instructions for uploading PDF files for company registration, GST identification number, and PAN. There are also instructions for selecting the nearest MSEDCL office location. There are also instructions for clicking 'SAVE' to submit the data of company, 'RESET' to clear the form, and 'NEXT' to display the COMPANY CONTACTS form.

Step 3: For registration of company submit contact details of the company and for registration of individual submit contact details of individual.

The screenshot shows the 'Company Contact' form in the E-Tender Portal. The form is divided into two sections: 'Company Contact' and 'Company Address'. The 'Company Contact' section is currently active. It contains fields for 'Title (Mr., Miss., Mrs.)', 'First Name', 'Middle Name', 'Last Name', 'Landline 1', 'Landline 2', 'Mobile', 'Fax 1', 'Fax 2', and 'Email Address'. There are buttons for 'Previous', 'Save', 'Reset', and 'Next'. There are also instructions for entering the contact details. There are also instructions for clicking 'save to submit the contact details'.

Step 4: For registration of company submit **address details** of the company and for registration of individual submit **address details** of the individual.

Company Address Details

☐ Ship To Address ☐ Bill To Address

Registered Office Address*

City* Country* State* District*

Pincode*

Previous Save Reset Next

Annotations:

- 1: If the address is shipping address then tick ship to address. If the address is billing address then tick bill to address. If the address is neither billing nor shipping then do not tick both the checkboxes.
- 2: Enter detailed registered office address.
- 3: Enter city name
- 4: Select country
- 5: Select state
- 6: Select district
- 7: Enter pincode
- 8: Click Save to submit company address.
- 0: Click on Add button to add one more address.

Step 5: Submit details of management personal.

Management Details

Copy Address

Title (Mr.,Miss.,Mrs.)* First Name* Middle Name* Last Name*

Email Id* Designation* Mobile Number* Landline 1* Landline 2* Fax 1* Fax 2*

Registered Office Address*

City* Country* State* District*

Pincode*

Previous Save Reset Next

Annotations:

- 1: Click here to add new management details.
- 2: Click here to copy company's address.
- 3: Enter title, first name, middle name and last name of the management personal.
- 4: Enter email ID
- 5: Select designation of management personal.
- 6: Enter mobile number of the management personal.
- 7: Enter landline and fax numbers.
- 8: Click on Save button to submit the management details.
- 9: Click on Copy Address button to copy address of company in registered office address otherwise enter the registered office address.
- 0: Click here to delete existing management details.

Step 6: Click on "Download Test Document" button to download PDF file. The downloaded PDF file is valid for few minutes so, IMMEDIATELY digitally sign it using SECURE SIGN software. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in/eatApp Do not change name of the downloaded file also do not modify it in any way. The SECURE SIGN software contains manual which will guide in digitally signing the PDF file.

Digital Signature Details

Copy Address

Title (Mr.,Miss.,Mrs.)* First Name* Middle Name* Last Name*

Email Address* Designation* Gender* Date Of Birth*

Landline 1* Landline 2* Validity* Mobile*

Fax 2*

Registered Office Address*

City* Country* State* District*

Pincode*

Holder Type*

Attach Digitally Sign Test Document (.Sig File Only)* Attach Power Of Attorney (.Pdf File Only)*

Previous Save Reset Next

Annotations:

- 1: Click on Add button to add a new DSC to portal.
- 2: Click Copy Address to copy company address in Registered Office Address.
- 3: Select title of the person owning the DSC
- 4: Select designation as MD if the owner of DSC is proprietor otherwise select OTHER.
- 5: Enter email address
- 6: Select gender
- 7: Enter date of birth
- 8: Enter validity date of DSC
- 9: Enter name in DSC. If name in DSC 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.
- 10: Enter mobile number
- 11: If the registered office address is not available in E-Tender portal then enter the registered office address, city, country, state, district and pincode. Otherwise, click on Copy Address to auto fed these fields.
- 12: If the designation of the owner of the DSC is MD then select holder type as Digital Signatory otherwise select Power of attorney and upload power of attorney document.
- 13: Click here to submit DSC details.
- 14: Click on "Download Test Document" button to download PDF file. The downloaded PDF file is valid for few minutes so, IMMEDIATELY digitally sign it using SECURE SIGN software. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in/eatApp Do not change name of the downloaded file also do not modify it in any way.
- 15: Upload the digitally sign test document here.

Step 7: Submit bank details.

Bank Details

1. Click on Add button to add new bank details

2. Enter IFSC code of the Bank and press TAB key. Please use GOOGLE CHROME browser.

3. Enter bank account number

4. Upload scanned copy of cancelled cheque or RTGS details.

5. Enter beneficiary name

6. Click on Is Active to set the bank details as active. Only one bank details can be set to active.

7. Click on Save button to submit the bank details.

Buttons: Previous, Save, Reset, Add, Delete

Step 8: Submit payment details.

Use this form to make new payments. Click on Add button to add new payment. When the user wants to make payment using online transaction then user should select online option from “Mode of payment” and then click on “Pay online” button. After this the user is redirected to the payment gateway portal. The online payments are auto approved and the payment is successful only after notification is received by E-Tender site from payment gateway.

Payment Details

5. PAYMENT DETAILS FORM: ONLINE
MODE OF PAYMENT

Payment For: ☒ Trader ☐ Manufacturer ☐ Infra ☐ Power Supplier

Type Of Payment: Registration Fee

Mode Of Payment: *
☐ DD ☒ Online Payment

Amount In Rs.: 25000

GST (@18% On Amount: SAC No.998599) In Rs.: 4500

IGST (In %): 18

IGST Amount (In Rs.): 4500

Total Amount including GST (In Rs.): 29500

Click here to make online payment.

Buttons: Previous, Pay Online, Reset, Next, Add, Delete

Payment Details Form (PAYMENT MODE: ONLINE)

Step 9.a: Submit details of manufacturer of the trading item. After submitting the details of manufacturer of the trading item name of the manufacturer appears in the left pane. Vendor can add details of manufacturer one after another and the name of manufacturer will appear in the left pane of the screen. After adding the details of manufacturer the vendor then should select the name of the manufacturer from the left pane and then enter details for trading item, factory details of the manufacturer, experience details and past performance.

Details Of Manufacturer

Click Add button to add new manufacturer and Delete button to delete the existing manufacturer.

Name Of Manufacturer*

Email Id*

Telephone1(15 Digit)

Telephone2(15 Digit)

Fax 1(15 Digit)

Fax 2(15 Digit)

Mobile Number(10 Digit)*

Registered Office Address*

City*

Country*

State*

District*

Pincode*

Click "Save" button to submit the details of manufacturer or click on Reset button to cancel the submission.

Buttons: Previous, Save, Reset, Add, Delete, Next

Step 9.b: After selecting the name of the manufacturer from the left pane, click on Items tab and add the item.

Items

Click on "Add Item" button then the search window will appear.

Click on "Delete" button to remove the trading item.

When user click on "Add Item" button the following Search dialog box will appear. In the following Search dialog box search for the item by using item codes. The list of item codes of materials purchased by M.M.Cell is available in download on homepage of etender.mahadiscom.in

After entering the item code click on Search ICON to get the list of items and then select the item.

Select the item and then click on "Add Items" button to add the

ItemName	Action
* 3 CELL BRASS TORCH	Delete

Previous Next

Search

Item Code* Item Name*

Select Material Group* Select Sub Group*

Show 5 entries Search:

HSN/SAC Code	Item Code	Item Name	Description	Material Group	Sub Group	Units of Measurement(UOM)
No Records Found						

Showing 0 to 0 of 0 entries

Previous Next

Add Items Close

Step 9.c: Submit manufacturer factory details.

Click Add button to add factory for the manufacturer and Delete button to remove the existing factory.

If factory inspection is done then select YES otherwise NO

Upload list of skilled and unskilled workers

Upload details of testing equipments

If the factory inspection is done then enter inspection report number, upload inspection report and enter inspection date.

Click Save to submit the data and Reset to cancel the submission

Factory Essential Details

Factory Name* Established Date Of Factory* Number Of Persons*

Enter name of factory. Establishment date of the factory. Total number of persons working in the factory.

Registered Factory Address*

Enter registered address of the factory

City* Country* State* District*

Pincode* Factory License Number* Factory License Validity Date*

Attach Factory License Copy*

Factory Inspection Report No. Attach Inspection Report* Factory Inspection Approval Date*

Attach List Of Staff Skilled & Unskilled* Authorization Certificate*

Attach Testing Equipment Details*

Upload details of testing equipments

Previous Save Reset Next

Step 9.d: Submit the details of experience in supplying the trading items of the selected manufacturer.

Details Of Manufacturer	Items	Manufacturer Factory Details	Experience Details	Past Performance
<h2 align="center">Experience Details</h2> <p align="center">Enter the experience in supplying the trading items of the selected manufacturer</p>				
<p>Experience In Supplying:</p> <p>Years^A <input type="text"/> Months^A <input type="text"/></p>				
<input type="button" value="Previous"/>		<input type="button" value="Save"/> <input type="button" value="Reset"/>		

Step 9.e: Submit the past performance of each item in the factory

Past Performance Details				
<p>Select the name of the item manufactured in the factory.</p>				
Item Name [*] 2 Cell torch	UOM [*] Number	Name Of Firm [*] dsfsdfsf	<input type="button" value="Add"/> <input type="button" value="Delete"/>	
Order Start Date [*] 13-01-2010	Order Completion Date [*] 03-02-2010	Quantity Supplied [*] 4	Reference 1 Enter the quality supplied	
Reference 2 Enter start date of the order	Certificate Awarded (If Any) <input type="button" value="Choose File"/>	P.O. Number [*] ttret44	Enter purchase order number	
<input type="button" value="Previous"/>		<input type="button" value="Save"/> <input type="button" value="Reset"/>		<input type="button" value="Next"/>

Step 10: Submit financial details

7 FINANCIAL DETAILS FORM			
<p>Financial Details</p> <p>Note: Mandatory Only for Manufacturer and Trader</p>			
<p>Profit and Loss Account (CA Certified)* Upload last three years CA certified profit and loss account. in PDF.</p> <p>2018-2019 <input type="button" value="Choose File"/></p> <p>2017-2018 <input type="button" value="Choose File"/></p> <p>2016-2017 <input type="button" value="Choose File"/></p>	<p>Balance Sheet Account (CA Certified)* Upload last three years CA certified balance sheet account in PDF.</p> <p>2018-2019 <input type="button" value="Choose File"/></p> <p>2017-2018 <input type="button" value="Choose File"/></p> <p>2016-2017 <input type="button" value="Choose File"/></p>	<p>Turnover Details Upload CA certified turnover certificate for last five years in PDF format.</p> <p>Turnover Certificate For Last Five Years(CA Certified)* <input type="button" value="Choose File"/></p> <p>Latest Annual Turnover Amount in Rs. Lakhs* <input type="text"/></p> <p>Note: Amount should match with annual turnover in the uploaded document.</p>	
<input type="button" value="Previous"/>		<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Next"/>	

Step 11: Upload vendor registration copy.

<p>Company Name: MANUFACTURER_IT</p> <p>Vendor SAP Code : Not Generated</p>	<p>Company Registration No. : CCN1234</p> <p>Status : Drafted</p>
<p>Instruction to generate vendor digital-sign registration copy for tenders: Click on "Generate Document" button to download PDF file. This PDF file is vendor registration copy, IMMEDIATELY digitally sign it using SECURE SIGN software and upload it. SECURE SIGN software is available in DOWNLOAD section on homepage of etender.mahadiscom.in. Do not change name of the downloaded file also do not modify it.</p>	
<p>Click Here To Generate Document</p>	<p><input type="button" value="Generate Document"/></p>
<p>Click Here To Submit</p>	<p><input type="button" value="Submit"/></p>
<p><input type="button" value="Previous"/></p>	

Step 12: Submit the confirmation of registration.

The screenshot shows a dialog box titled "Upload Vendor Digital-Sign Registration Copy" with a red header bar and a close button (X) in the top right corner. The dialog contains two checkboxes. The first checkbox is checked and is highlighted with a yellow box and a blue circle labeled "1". A red arrow points from the "Step 12" instruction to this checkbox. The text next to the checked checkbox reads: "Upload vendor digital-sign registration copy for works / procurement tender. For partner type Manufacturer or Trader vendor approval process will be initiated." The second checkbox is unchecked and is labeled: "Upload vendor digital-sign registration copy for partner type Infra Vendor(GTP Approval)". Below the checkboxes, there is a red-bordered box containing the text "Tick this checkbox for participating in tenders." with a red arrow pointing to the first checkbox. At the bottom of the dialog, there is a red-bordered box containing the text "Submit your confirmation." with a red arrow pointing to the "Ok" button. The "Ok" button is highlighted with a yellow box and a blue circle labeled "2". A "Close" button is also present to the right of the "Ok" button.

1 Upload Vendor Digital-Sign Registration Copy

☒ Upload vendor digital-sign registration copy for works / procurement tender. For partner type Manufacturer or Trader vendor approval process will be initiated.

☐ Upload vendor digital-sign registration copy for partner type Infra Vendor(GTP Approval).

Tick this checkbox for participating in tenders.

Submit your confirmation.

2 Ok Close