

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

Reset Password

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

1. Enter the temporary password received by email as Old Password.

Old Password*

New Password* 2. Enter and confirm new password.

Confirm Password*

✗ Passwords Match

3. Click on Submit button to change the password.

Submit

Enter and confirm new password.

ndering portal. To login please use registered email a
) password: #d8vsQ8X

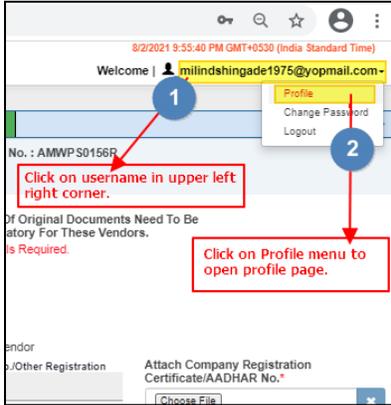
ents available in DOWNLOAD section of eTender portal. Kindly keep your
If you need further assistance, please contact [E-Tender helpdesk](#)

ed letter and does not require signature.

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*

Buttons: Previous, Save, Reset, Next

Callouts:

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

Step 5: Submit details of management personale.

Management Details

Buttons: 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*

Buttons: Previous, Save, Reset, Next

Callouts:

- 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.

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

Buttons: Copy Address, Add, Delete

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 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)*

Buttons: Previous, Save, Reset, Next

Callouts:

- 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

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

Bank Name* Branch Name* Account No* **3** Click on Add button to add new bank details

Beneficiary Name* **5** Enter beneficiary name

Bank Details(Cancelled Cheque Or RTGS Details) File* **4** Upload scanned copy of cancelled cheque or RTGS details.

Choose File

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

Previous **7** Save Reset Click on Save button to submit the bank details. Next

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 **1** 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* **2** Digitally sign the registration copy using the instructions given above.

Choose File

FILE_Registration__1603812296779.pdf.sig

Click Here To Submit **3** Submit Click Submit to submit the vendor digital sign 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).

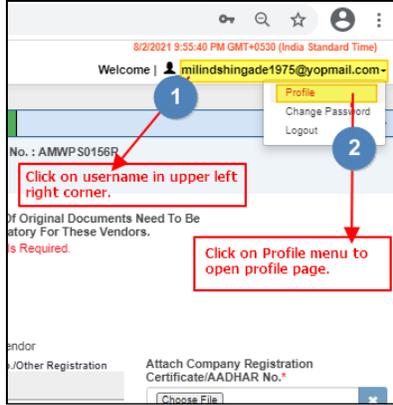
2 Tick this checkbox for participating in tenders.

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 **1** Power Supplier Infra Vendor(GTP Approval) Finance Vendor

Company / Individual Name*
 Company Type* (Select Individual For Individual Registration) **2**

Attach Company Registration Certificate/AADHAR No.* **3**
 Choose File

Attach GSTIN Copy* **4**
 Choose File

Is GSTIN Applicable

Attach MSME Certificate* **5**
 Choose File

MSME Registration Valid Up To* **6**

Pan Number* **9**
 Attach Pan Card Copy*
 Choose File

MSEDCL Office Type* **8**

Nearest MSEDCL Office Location* **10**

Is MSME Applicable
 MSME Type* **5**

Power Plant Type* **7**

Non-Conventional Type* **7**

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. **11**
 Click Save button to submit the Company Details

Upload scanned copy of PAN card.
 Select MSEDCL office type for further communication.
 Select power plant type from Transmission, Conventional, Short term power purchase, Non conventional. When the selection of power plant type is non conventional then select non conventional type from Hydro, Munciple solid waste, co-generation, windmill, solar and bio mass.

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 comany personal.

Title [Mr.,Miss.,Mrs.]* **1**

First Name* **2**

Middle Name

Last Name* **3**

Landline 1 **4**
 Select title of the contact person.
 Enter First Name

Landline 2

Mobile* **4**
 Enter mobile number.

Fax 1 **4**
 Enter Last Name

Fax 2

Email Address* **5**
 Enter email address.

Save Reset Next

Click 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*

Buttons: Previous, Save, Reset, Next, Add

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: 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

Buttons: Copy Address, Add, Delete, Download Test Document, 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 gender
- 5: Enter email address
- 6: Select designation as MD if the owner of DSC is proprietor otherwise select OTHER.
- 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 6: Submit bank details.

Bank Details

Buttons: Add, Previous, Save, Reset, Next

Annotations:

- 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*

Buttons: Previous, Pay Online, Reset

Annotations:

- 1: Click on Add button to make new payment
- 2: Select power supplier registration fee from type of payment.
- 3: 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__1603812266779.pdf.sig

Digitally sign the registration copy using the instructions given above.

Click Here To Submit **Submit**

Click Submit to submit the vendor digital sign registration copy.

Annotations:

- 1: Generate vendor registration copy.
- 2: Digitally sign the registration copy using the instructions given above.
- 3: 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.

Buttons: Ok, Close

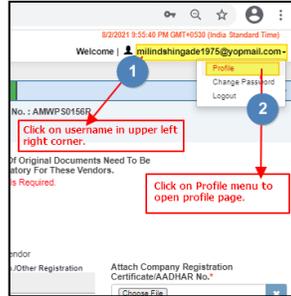
Annotations:

- 1: Submit your confirmation.
- 2: Tick this checkbox for participating in tenders.

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

Callouts:

- 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 Save button to submit the management details.
- Click on Copy Address button to copy address of company in registered office address otherwise enter the registered office address.

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 checkbox

7. Save button

Callouts:

- 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

Callout: 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

Enter date of establishment of factory.

Factory Name* Established Date Of Factory* Number Of Persons*
 Enter name of factory 05-03-1985 Enter number of people working in the factory.

Registered Factory Address*
 Enter postal address of your factory

City* Country* State* District*
 Enter city INDIA Select country Maharashtra Select state Pune Select district

Pincode* Factory License Number* Factory License Validity Date* Attach Factory License Copy*
 Enter pin code Enter license number of your factory Enter validity date of the license Upload PDF file of factory license

Is Factory Inspection Done* Factory Inspection Approval Date* Factory Inspection Report No. Attach Factory License Copy*
 Select YES if factory inspection is done otherwise select NO Enter approval date of factory inspection Enter factory inspection report number. Upload PDF file of inspection report

Payment No.* Attach Machinery List Copy Of Factory Attach List Of Staff Skilled & Unskilled Attach Testing Equipment Details*
 Infra Registration Fee-1234 Upload list of machineriees of the factory. Upload list of skilled and unskilled employees. Upload details of testing equipments.

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 8.b: Submit factory contact person details

Factory Contact Person Details FACTORY CONTACT PERSON SUB FORM

Copy Address Click here to copy address, from company's contact

Title [Mr.,Miss.,Mrs.]* First Name* Middle Name Last Name*
 Select title Enter first name Enter middle name Enter last name

Enter email ID Designation* Mobile Number*
 Email Id* Select designation Enter mobile number

Landline 1 Landline 2 Fax 1 Fax 2
 Enter landline Enter FAX number

Registered Office Address*
 Enter postal address of the office

City* Country* State* District*
 Enter city INDIA Select country Maharashtra Select state 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 8.c: Submit experience details

Experience Details EXPERIENCE DETAILS SUB FORM

Experience In Manufacturing:
 Years* Months*
 Enter experience in manufacturing.

Experience In Design:
 Years* Months*
 Enter experience in design.

Experience In Testing:
 Years* Months*
 Enter experience in testing.

Experience In Supplying:
 Years* Months*
 Enter experience in supplying.

Click to display factory contact person form Click to submit data Click to clear the form. Click to display factory registration form.

Previous Save Reset Next

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

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.

Previous Save Reset Next

Click to add new registration details
Click to delete the existing registration.
Click to display BIS details form.
Click to display experience details form
Click to submit the data
Click to clear the form

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*
Upload BIS certificate in PDF format

Previous Save Reset Next

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.

Step 8.f: Submit other eligibility details

Other Eligibility Details

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

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.

Attach Valid Eligibility Certificate*
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 Save Reset Next

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.

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.

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

ISO Certificate Number*
Enter ISO certificate number.

Attach ISO Certificate Copy *
Upload PDF file of ISO certificate

Previous Save Reset Next

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 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

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

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

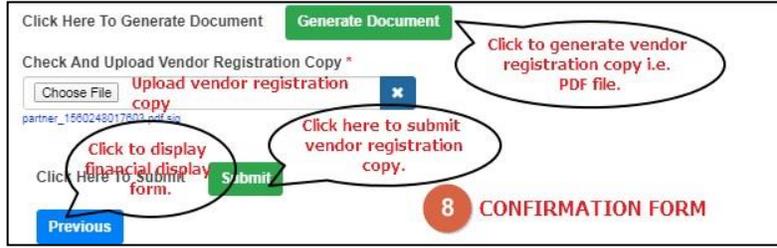
Turnover Certificate For Last Five Years(CA Certified) *

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

Previous Save Reset Next

Click to display factory details form.
Click to submit data
Click to clear data
Click to display confirmation form

Step 10: Upload vendor registration copy.



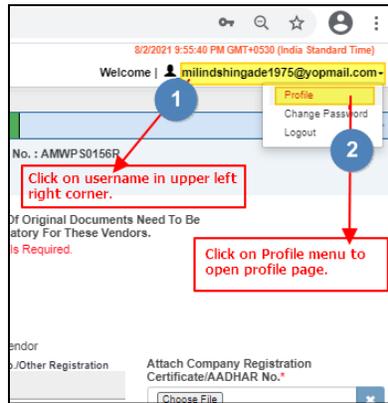
Step 11: Submit the confirmation of registration: Tick the “Upload vendor digital-sign registration copy for partner type infra vendor (GTP approval) and then click on OK button.



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/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.

Company Address Details

Ship To Address Bill To Address

Registered Office Address*

City* Country* State* District*

Pincode*

Buttons: 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

Buttons: 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*

Buttons: 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.

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

Buttons: 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 Mobile* Fax 1

Fax 2 Validity*

Registered Office Address*

City* Country* State* District*

Pincode* Holder Type*

Buttons: 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.

Step 7: Submit bank details.

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 Form (PAYMENT MODE: ONLINE)

Step 9.a: Submit factory details

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 Add Delete

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.

Click to display factory contact person 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 Registering Authority* Select registration authority Registration Number Select registration number

Select registration type as NSIC or MSME Issue Date Of Registration* Select date of issue of registration. Validity Type* 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 Attach Registration Copy * Choose File Upload PDF file of registration. Click to display BIS details form.

Click to add new registration details. Click to delete the existing registration.

Click to display experience details form. Click to submit the data. Click to clear the form.

Previous Save Reset Next

Step 9.e: Submit BIS details

Bureau of Indian Standards **BIS DETAILS FORM**

Tick here 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 display factory registration form. Click to submit date. Click to clear form. Click to add BIS details. Click to delete BIS details.

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

UOM*
Number

Industrial License Number

Industrial License Copy
Choose File

Registration Type

Factory Registration Number

Quantity Manufactured per month*
12

Turnover Per Annum For Item(In Lakhs)*
3

Save Reset

Previous Next

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

2 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

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

4 Enter quantity manufacturer per month

5 Enter turnover per annum

6 Enter industrial license number

7 Select registration type and factory registration number

Search Dialog Box:

Search

Item Code*
Item Name*

Select Material Group*
Select Sub Group*

Show 5 entries

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

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

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

Order Start Date*
13-01-2010

Order Completion Date*
03-02-2010

Certificate Awarded (If Any)
Choose File

Name Of Firm*
dsfsdfsf

Quantity Supplied*
4

P.O. Number*
ttret44

Save Reset

Previous Next

1 Select the name of the item manufactured in the factory.

2 Enter start date of the order

3 Enter date of completion of the order.

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

Step 9.h: Submit other eligibility details

Other Eligibility Details

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

Type Of Eligibility*
DGD>Select type of eligibility as DGD 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.

Save Reset

Previous Next

1 Select type of eligibility as DGD or GeM or RDAEC

2 Click to display BIS details form.

3 Click to submit data

4 Click to clear form.

Step 9.i: 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* ISO Certifying Authority* Validity Date Of ISO Certification*

Enter name of ISO standard. Enter details of ISO certifying authority. Enter validity date of ISO certificate

ISO Certificate Number*

Enter ISO certificate number.

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

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

Step 10: Submit 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.

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

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

2018-2019 2017-2018 2016-2017

2018-2019 2017-2018 2016-2017

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

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

Callouts: 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 Company Registration No. : CCN1234

Vendor SAP Code : Not Generated 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 Click on "Generate Document" button and then click on "Submit" button.

Click Here To Submit

Step 12: 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.

Callouts: Submit your confirmation.

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/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.

Company Address Details

Ship To Address Bill To Address

Registered Office Address*

City* Country* State* District*

Pincode*

Previous Save Reset Next

Annotations:

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

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 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 Save button to submit the management details.
- 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: Male, Female, Other 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)*

Download Test Document

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: 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 mobile number
- 10: Enter validity date of DSC
- 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.
- 16: Click on Save button to submit the management details.

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.

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.

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* Telephone1(15 Digit) Telephone2(15 Digit)

Email Id* Mobile Number(10 Digit)*

Fax 1(15 Digit) Fax 2(15 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.

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

Items

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

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

2 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

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

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

ItemName	Action
* 3 CELL BRASS TORCH	Delete

Search dialog box fields: 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

Buttons: Add Items, Close, Previous, Next

Step 9.c: Submit manufacturer factory details.

Factory Essential Details

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

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

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 Machinery List Copy Of Factory, Upload list of machineries in the factory, Attach List Of Staff Skilled & Unskilled, Upload list of skilled and unskilled workers, Authorization Certificate, Upload authorization certificate, Attach Testing Equipment Details, Upload details of testing equipments.

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

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

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

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

Step 10: Submit financial details

Step 11: Upload vendor registration copy.

VENDOR REGISTRATION FOR E-TENDERING

Step 12: Submit the confirmation of registration.

The screenshot shows a dialog box with a red header and a white body. The title bar contains the text "Upload Vendor Digital-Sign Registration Copy" and a close button (X). The main content area contains two checkboxes. The first checkbox is checked and is highlighted with a yellow box and a blue circle containing the number "1". The second checkbox is unchecked. Below the checkboxes, there is a red-bordered box containing the text "Tick this checkbox for participating in tenders." and a blue circle containing the number "2". At the bottom of the dialog, there are two buttons: "Ok" (highlighted with a yellow box) and "Close". A red-bordered box at the bottom contains the text "Submit your confirmation." with a red arrow pointing to the "Ok" button.

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).

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