SUPPLIER RELATIONSHIP MANAGEMENT

VENDOR REGISTRATION MANUAL

MSETCL

Maharashtra State Electricity Transmission Co. Ltd.

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A. ENGLISH

GENERAL INFORMATION

1) Vendors are requested to go through the instructions / processes mentioned in this manual before start filling registration form.
2) Vendors are requested to keep ready all attachments in PDF format with appropriate file name as mentioned at Sr. No. 10 while filling registration form.
3) Vendor are requested to first fill all information / attachments. Subsequently, complete process of registration charges. All this activities to be completed at one go.
4) All * marked fields are mandatory.
2) Registration charges- Rs. 5000/- (+ GST+ Payment Gateway Charges)
3) Annual renewal charges Rs. 1000/- (+ GST+ Payment Gateway Charges)
5) The vendors who wants to participate in CPA and TKP tenders, "Select Class B" & "90E" 'CPA, P`GAD, MUMBAI' office as per dropdown List.
6) The vendors who wants to participate in field tender "Select Class A" and nearest MSETCL Registration office as per the dropdown list.
7) All communication during registration and tender processing will be made on e-mail address of Digital Signature holder authorised by Vendor.
8) Vendors are requested to fill all information properly to avoid rejection of vendor registration request from MSETCL. Also, Registration charges are non-refundable.
9) Vendors are requested to choose appropriate status as indicated below while filling registration form

a) SSI (M) – Small Scale Industries (Maharashtra)

b) NSIC – National Small Industries Corporation. (Not to Maharashtra Vendors)

c) LSI (M) - Large Scale Industries (Maharashtra)

d) LSI (O) - Large Scale Industries (Outside Maharashtra)

e) BSSS / LSK– Berojgar Seva Sahakari Sanstha./ Lok Seva Kendra approved by competent authority of Govt. of Maharashtra.

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10) List of Documents to be attached.

SR. No.	CERTIFICATE	MANUFACTURER	SERVICE PROVIDER	TRADER
		M=Mandatory, O=Optional, Blank= Not applicable		
1	REGISTRATION CERTIFICATE	M	M	M
2	FACTORY MACHINE LIST	M	M	
3	SOLVENCY CERTIFICATE	O	M	M
4	MACHINERY DETAILS	M		
5	TESTING EQUIPMENT DETAILS	M		
6	LIST OF STAFF SKILLED/UNSKILLED	M	M	O
7	UNDERTAKING THAT NOT BEEN BLACKLISTED	M	M	O
8	PARTNERSHIP DEED COPY	O	O	O
9	ARTICLE OF MEMORANDOM OF ASSOCIATION	O	O	O
10	SSI CERTIFICATE	O	O	O
11	NSIC CERTIFICATE	O	O	O
12	TAN NO. OF THE COMPANY	O	M	O
13	MANAGEMENT DETAILS	M	M	M
14	REGISTRATION UNDER SERVICE TAX ACT	O	M	M
15	PBG AND/OR ACCEPANCE LETTER THEREOF	O	O	O
16	FACTORY LICENCE	O		
17	INDUSTRY LICENCE CERTIFICATE	O		
18	CERTIFICATE OF ISI ISSUED BY AUTHORITY	O		
19	CERTIFICATE OF ISO ISSUED BY AUTHORITY	O	O	O
20	CERTIFICATE OF REG. ISSUED BY PF AUTHORI	O		O
21	CERTIFICATE OF REG.ISSUED BY ESIC AUTHOR	O		O
22	LAST MSETCL INSPECTION REPORT	O	O	O
23	PAN CARD	M	M	M
24	OTHER CERTIFICATES/DOCUMENTS IF ANY.	O	O	O
25	LIST OF ORDER EXECUTED	O	O	O
26	EXPERIENCE/PERFORMANCE CERTIFICATE	O	O	O
27	FIRST PAGE OF BANK A/C PASSBBOK & CHEQUE	M	M	M
28	GST REGISTRATION CERTIFICATE	O	O	O
29	REGISTRATION UNDER MVAT	M	O	M
30	REGISTRATION UNDER CST	M	O	M
31	PROFIT & LOSS CERTIFICATE-LAST 3 YEARS	M	M	M
32	BALANCE SHEET OF LAST THREE YEARS	M	M	M
33	POWER OF ATTORNEY IN FAVOUR OF PERSON DS	M	M	M
34	INCOME TAX RETUN COPIES	M	M	M
35	LICENCE FOR EXECUTING WORKS AS CONTRACTO		M	O
36	CERTIFACATE FROM MANUFACTURER (OEM)		O	M
37	TRADER-MANUFACTURERS DETAILS		O	M
38	INSURANCE PER/PARTY, LOSS TO PROPERTY		M	O
39	CERTIFICATE OF REG. ISSUED BY PF AUTHORI		M	
40	CERTIFICATE OF REG.ISSUED BY ESIC AUTHOR		M	
41	CERTIFICATE /REGISTRATION UNDER SHOP ACT		M	M

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List of MSETCL Registration Office and Contact Details

Regn. Office Code	Approving Authority	Office Name	Office Location	Mail ID	Zonal Champion Mail id / Mobile no.
110	S.E.	O&M CIR AMRAVATI	AMRAVATI	se1100@mahatransco.in	Mmchmp1000@mahatransco.in
120	S.E.	O&M CIRCLE AKOLA	AKOLA	se1200@mahatransco.in	
160	S.E.	CON.CIR. AMARAVATI	AMRAVATI	se1600@mahatransco.in	8551090001
170	S.E.	CCCM CIR.AMARAVATI	AMRAVATI	se1700@mahatransco.in	
210	S.E.	O&M CIR.AURANGABAD	AURANGABAD	se2100@mahatransco.in	mmchmp2000@mahatransco.in
220	S.E.	O&M CIR. PARLI	PARLI	se2200@mahatransco.in	
260	S.E.	CON.CIR. AURANGABAD	AURANGABAD	se2600@mahatransco.in	8554994891
270	S.E.	CCCM CIR.AURANGABAD	AURANGABAD	se2700@mahatransco.in	
310	S.E.	O&M CIR. KARAD	KARAD	se3100@mahatransco.in	mmchmp3000@mahatransco.in
320	S.E.	O&M CIR. KOLHAPUR	KOLHAPUR	se3200@mahatransco.in	
360	S.E.	CON. CIR. KOLHAPUR	KOLHAPUR	se3600@mahatransco.in	8411001307
370	S.E.	CCCM CIR. KOLHAPUR	KOLHAPUR	se3700@mahatransco.in	
410	S.E.	O&M CIR. NAGPUR	NAGPUR	se4100@mahatransco.in	mmchmp4000@mahatransco.in
420	S.E.	O&M CIR.CHANDRAPUR	CHANDRAPUR	se4200@mahatransco.in	
430	S.E.	HVDC CR.CHANDRAPUR	CHANDRAPUR	se4300@mahatransco.in	8554994000
460	S.E.	CON. CIR. NAGPUR	NAGPUR	se4600@mahatransco.in	
470	S.E.	CCCM CIR. NAGPUR	NAGPUR	se4700@mahatransco.in	

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510	**S.E.**	**O&M CIR. NASHIK**	**NAGPUR**	se5100@mahatransco.in	mmchmp5000@mahatransco.in
520	**S.E.**	**O&M CIR. KHADKA**	**BHUSAVAL**	se5200@mahatransco.in	
560	**S.E.**	**CON. CIR. NASHIK**	**NASHIK**	se5600@mahatransco.in	7768000869
570	**S.E.**	**CCCM CIR. NASHIK**	**NASHIK**	se5700@mahatransco.in	
610	**S.E.**	**O&M CIR. PUNE**	**PUNE**	se6100@mahatransco.in	mmchmp6000@mahatransco.in
620	**S.E.**	**O&M CIR. SOLAPUR**	**SOLAPUR**	se6200@mahatransco.in	
660	**S.E.**	**CON. CIR. PUNE**	**PUNE**	se6600@mahatransco.in	7447440308
670	**S.E.**	**CCCM CIR. PUNE**	**PUNE**	se6700@mahatransco.in	
710	**S.E.**	**O&M CIR. KALWA**	**KALWA**	se7100@mahatransco.in	mmchmp7000@mahatransco.in
720	**S.E.**	**O&M CIR. PANVEL**	**PANVEL**	se7200@mahatransco.in	
730	**S.E.**	**HVDC CIR. PADGHE**	**PADAGHE**	se7300@mahatransco.in	
760	**S.E.**	**CON. CIR. KALWA**	**KALWA**	se7600@mahatransco.in	9167026141
770	**S.E.**	**CCCM CIR. KALWA**	**KALWA**	se7700@mahatransco.in	
90E	**C.E.**	**CPA, P`GAD, MUMBAI**	**MUMBAI**	secpa@mahatransco.in eepc@mahatransco.in	srmadmin@mahatransco.in 022-69595254 9594993181

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Note: If any document is not available or not applicable then undertaking for the same with valid reason may be attached on Company/Firm/Agency letter head duly signed and sealed by Authorised Person. Original under taking will be verified during inspection process by MSETCL inspection team.

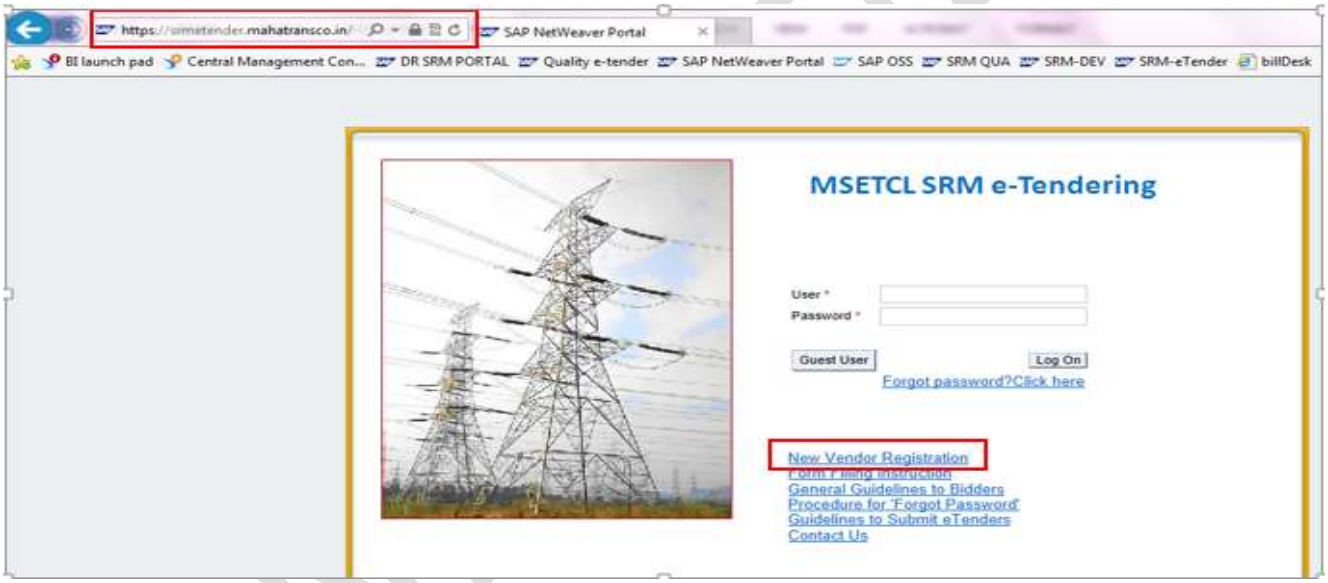
11) After vendor registration form is send (submission) online by the vendor, MSETCL inspection team will carry out the factory/Office inspection and during inspection all Original Documents will be verified. One set of uploaded documents shall be kept ready for Inspection team.

12) DO NOT FORGET TO CLICK ON SEND BUTTON AFTER SUCCESSFUL PAYMENT. If any error occurred please try to Resolve it, in any Difficulty Contact on Technical help No. Given in above table 022-69595254 OR 022-69595158

REGISTRATION PROCESS

To apply vendor Registration please follow the following steps

Vendor have to visit - **https://srmetender.mahatransco.in**



Since, Vendor is registering self, Vendor will click on "New Vendor Registration" line as shown above.

A new window will be displayed where Vendor can enter the data's related to Vendor's company. Select the data from Dropdown where is provided

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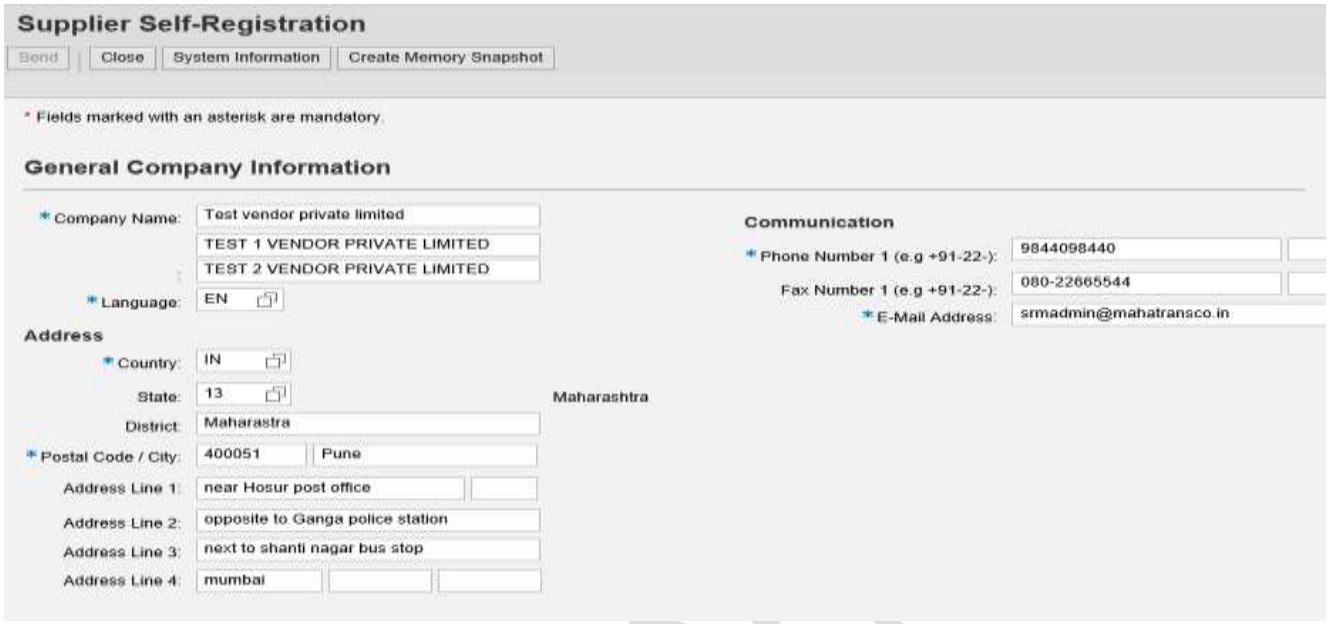
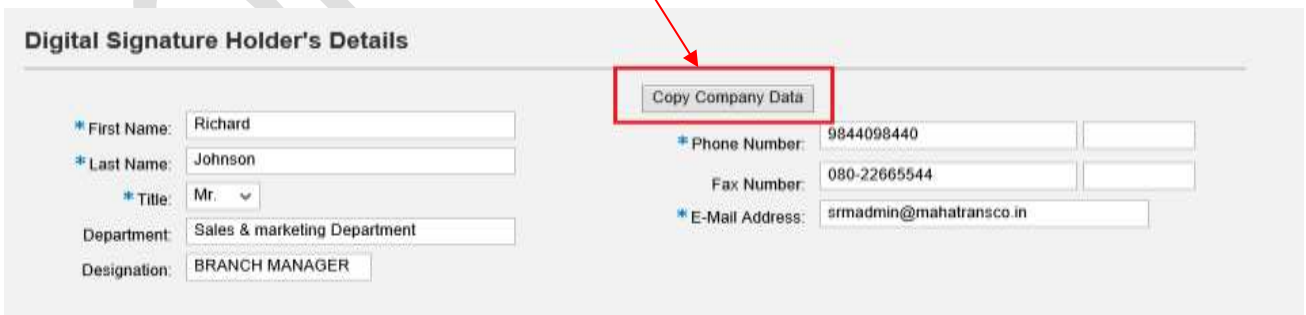
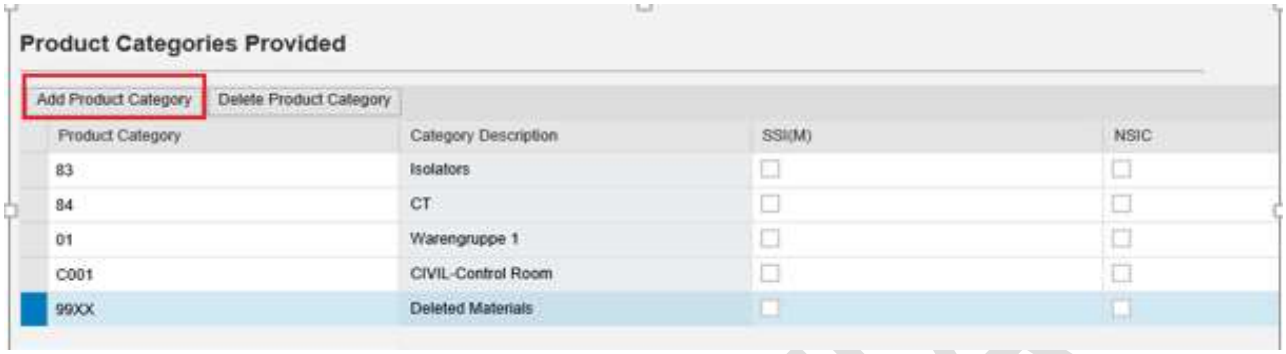


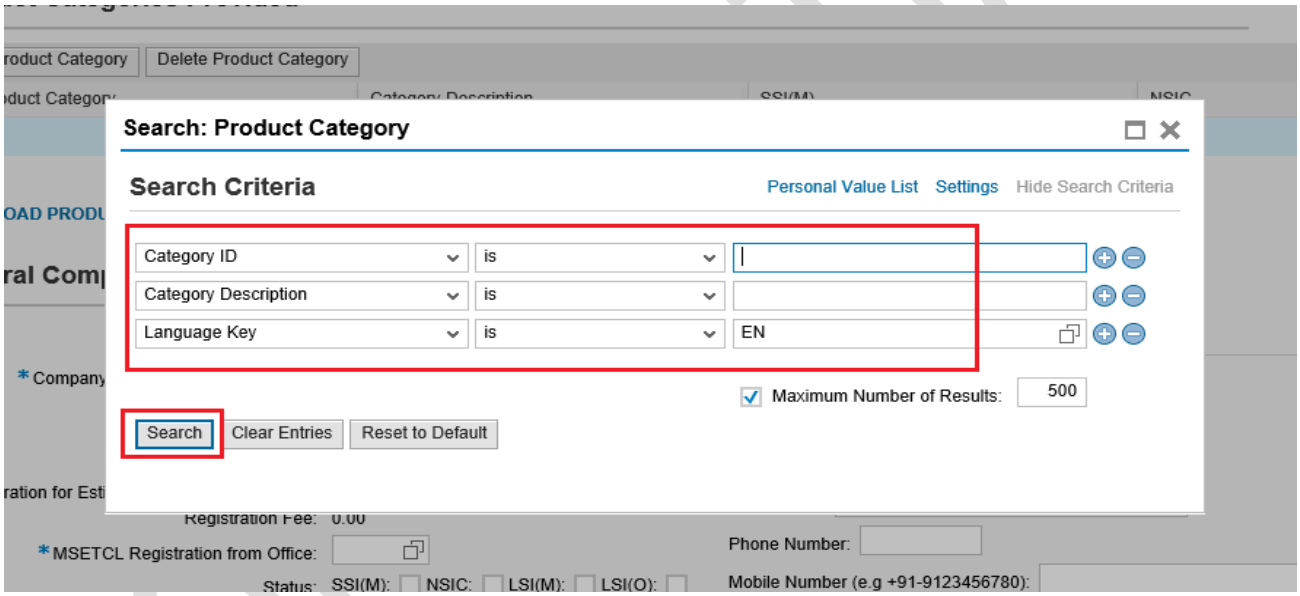
1. General company Information:
   Company name, address and the contact information's are to be filled in this category as shown above.
2. Digital Signature Holder's Details:
   Click on "Copy Company Data" Button. Contact details mentioned in the General information will be copied here.
   Person who is responsible for all the document transaction or in other words, detail of the person who holds the Digital signature to sign off the documents relevant to tendering process are mentioned here.
   Contact details of Digital Signature Holder can be changed if it is different than copied from General information.

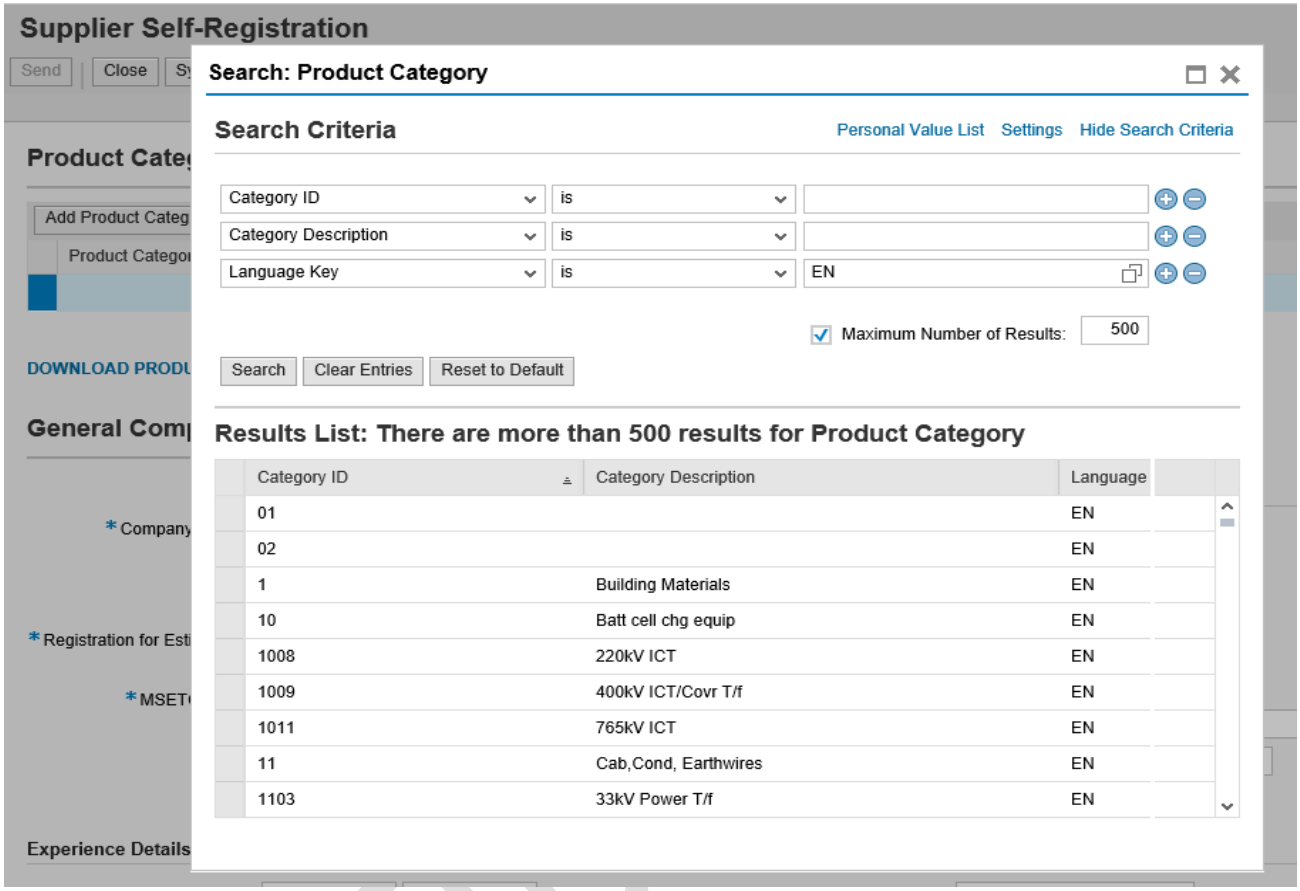


3. Product categories provided: User will get registered against product categories by clicking on add product category button. It means that Bidder can participate the materials against those registered product categories.

As soon as Vendor clicks on "add product category" button, a search window will be displayed and upon searching suitable categories Vendor can add required Product Category.







4. General company Information:
   Bidder will select Company type: i.e. Government/ private/ public ltd, etc. from Dropdown list

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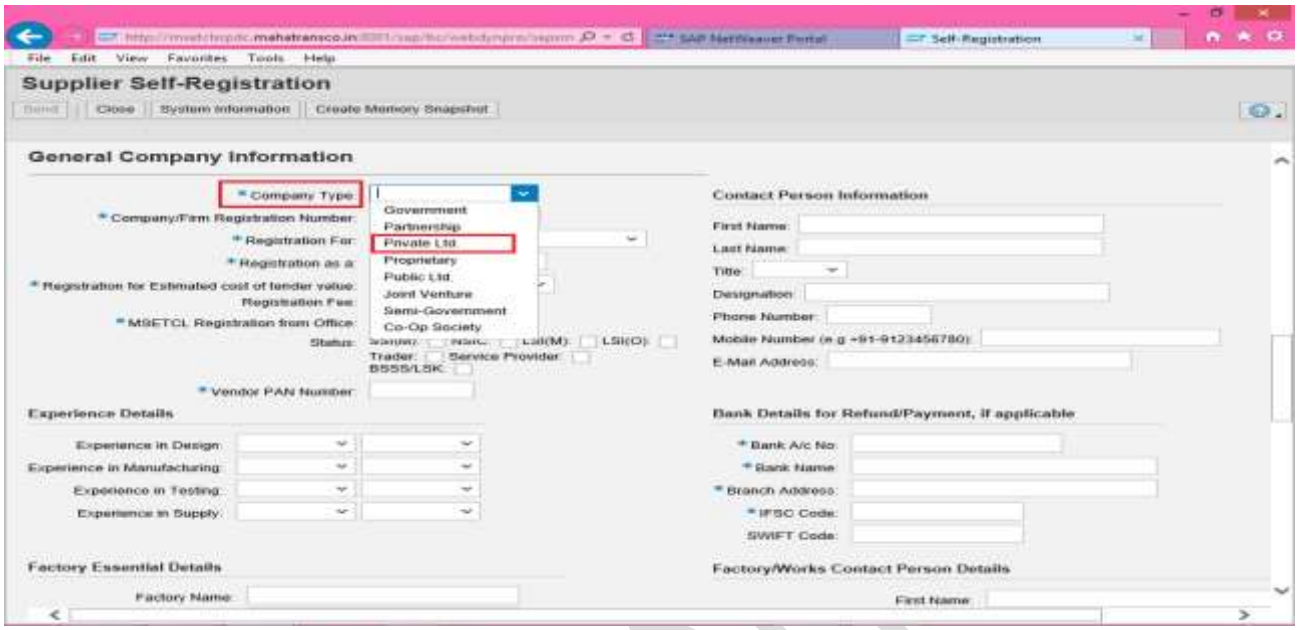
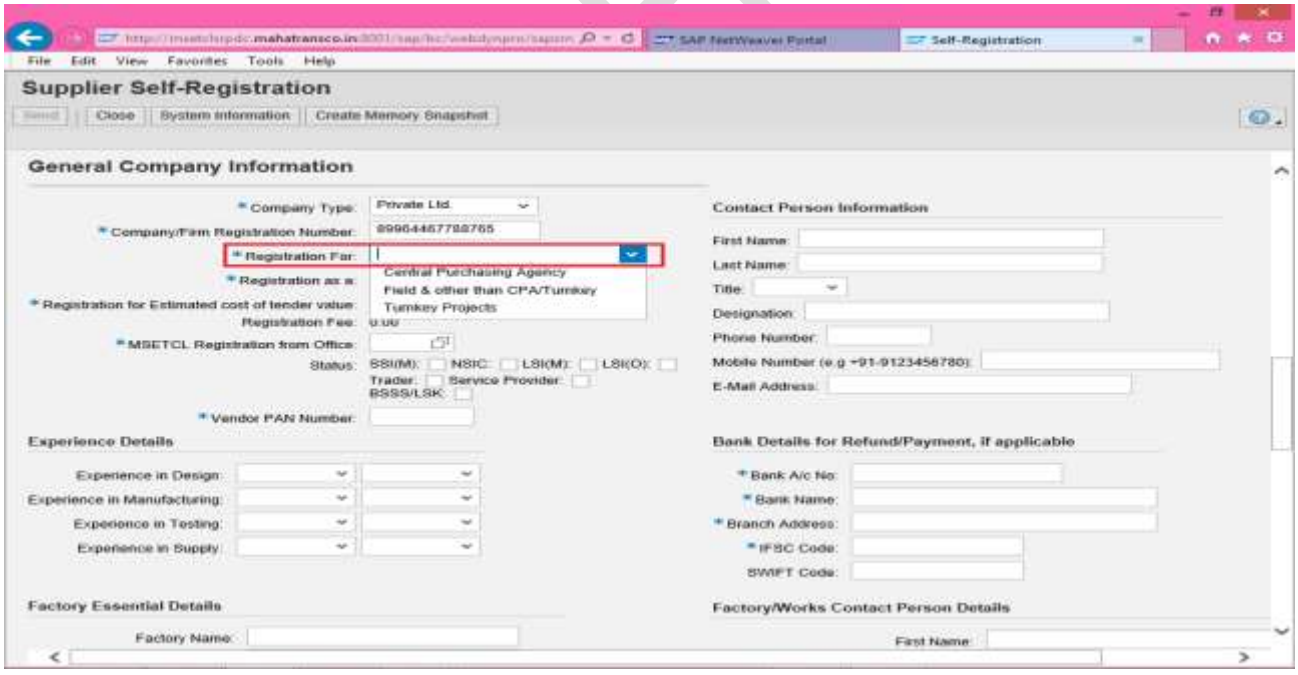
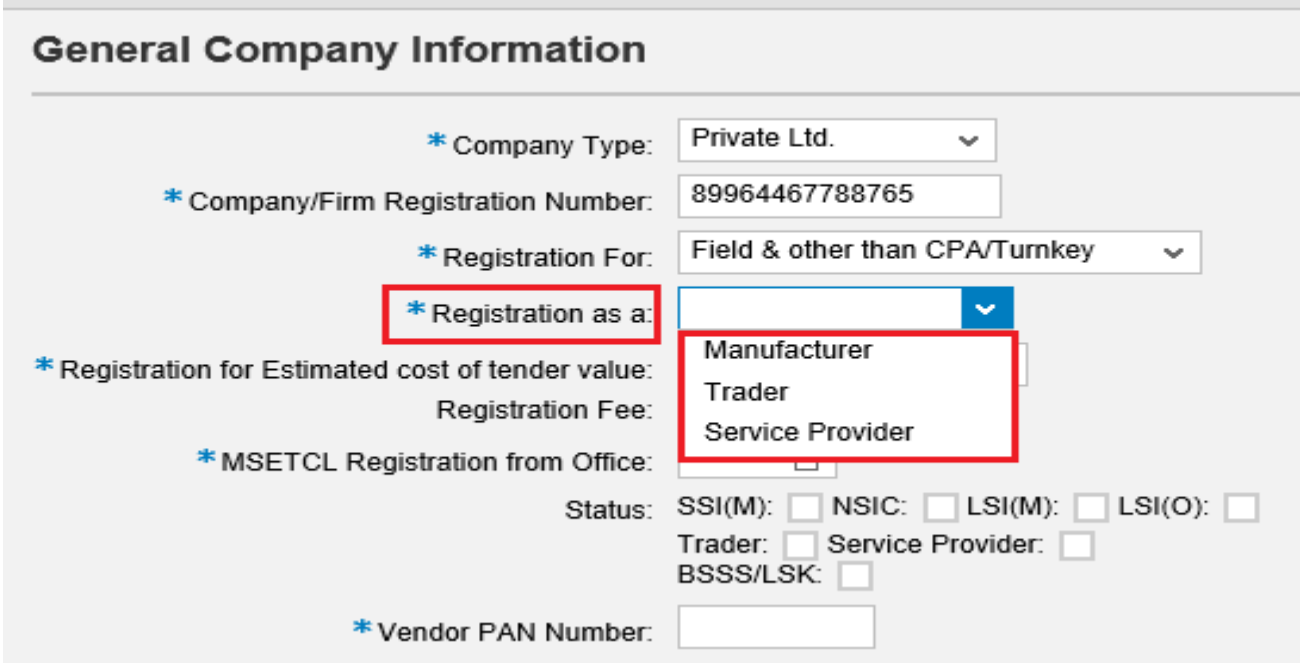


Registration for: whether Vendor want get registered for CPA (Central Purchase Agency)/Field/TTKP process.

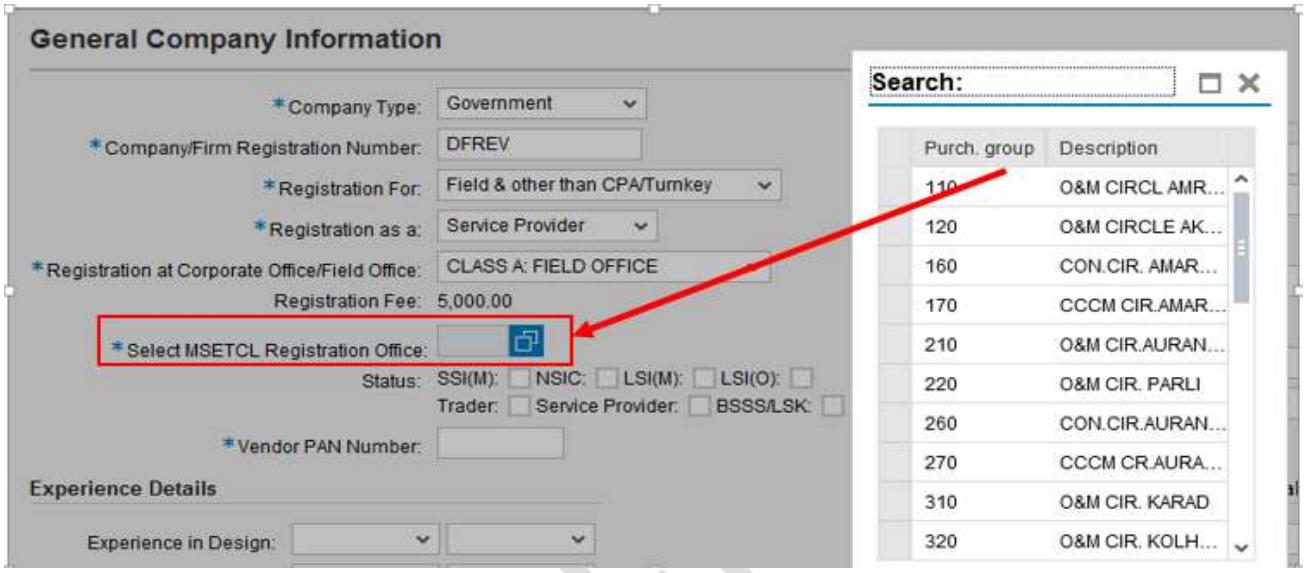


Bidder will select Registration as a: manufacturer/trader/service provider.

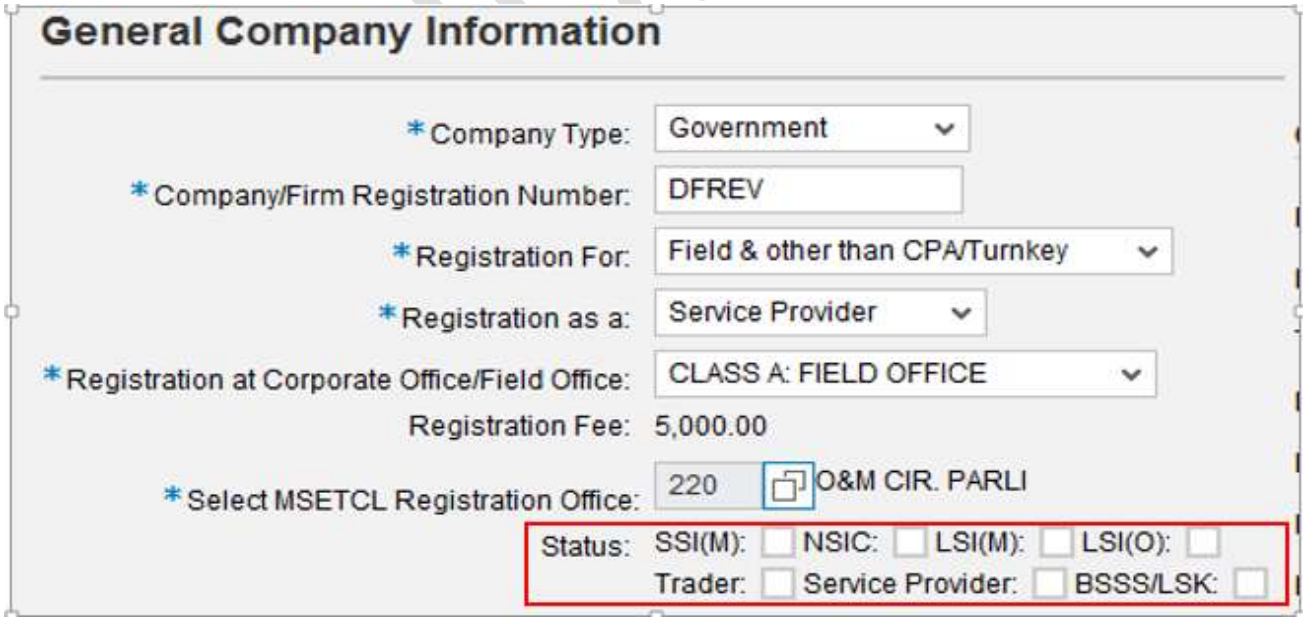


Select Class A : Field office to select Nearest Registration office Location and Class B: Corporate Office/CPA to registered for CPA & TKP tenders

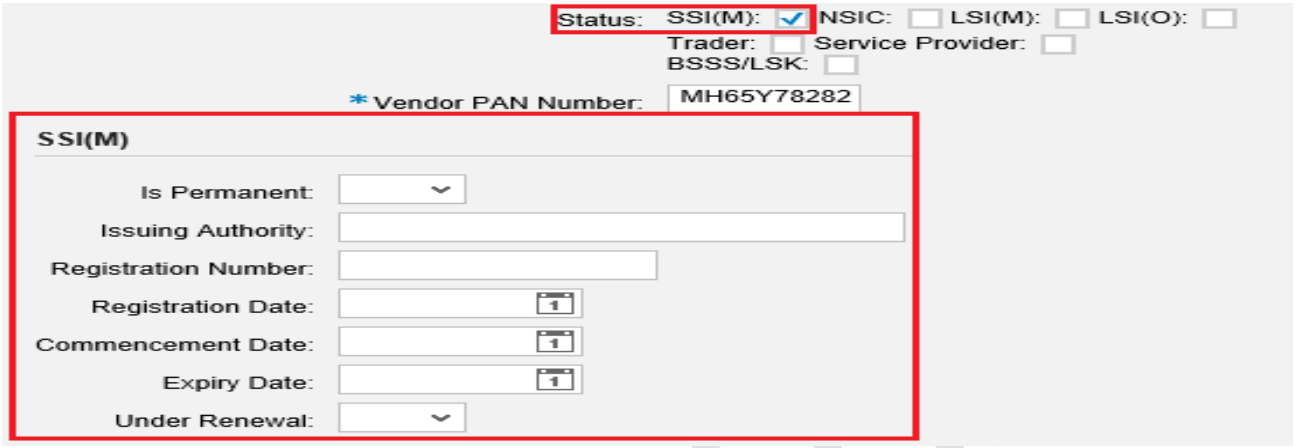
Select MSETCL Registration Office from drop down list. Contact Details has been provided in above given list.



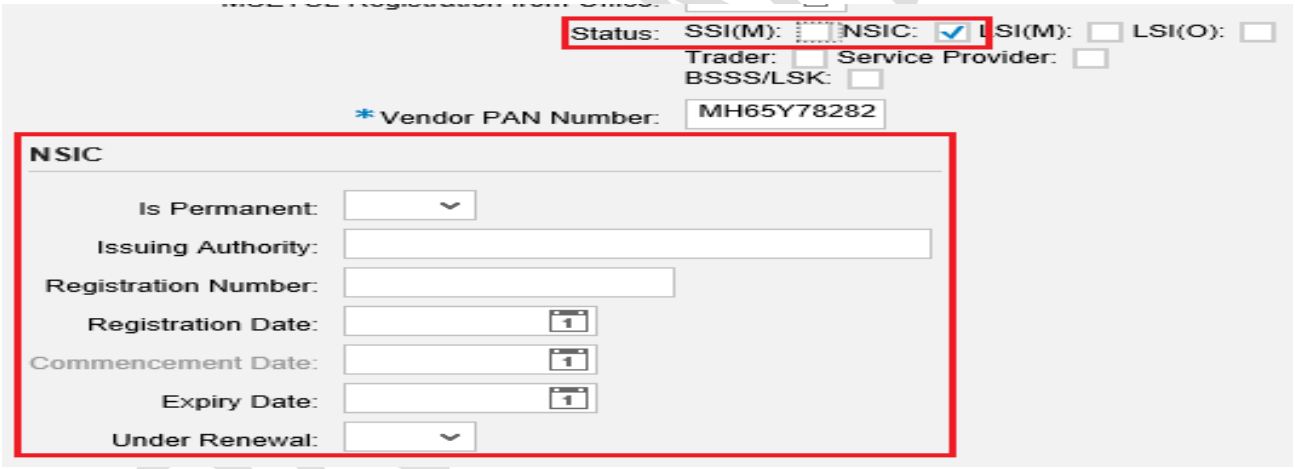
Status of the company will be selected. i.e, whether it belongs to SSI(M)/NSIC/Traders etc.



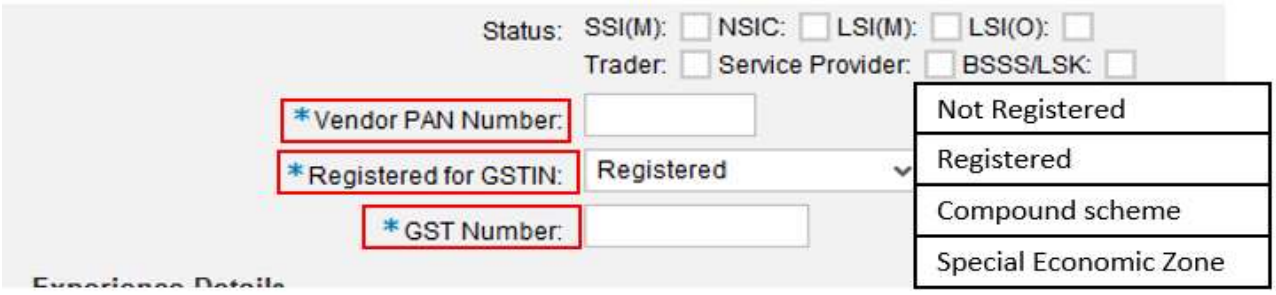
If bidder comes under SSI (M)/NSIC, Vendor need to fill the relevant new fields as shown below.



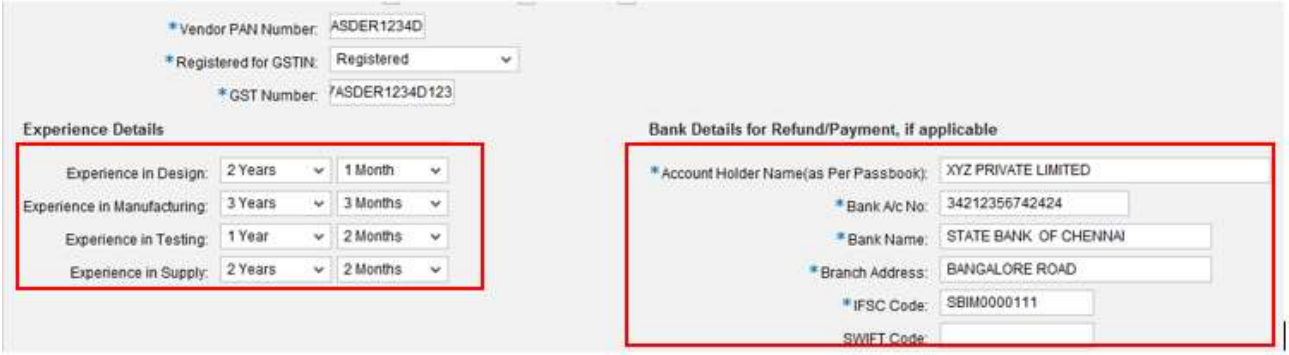
Similarly for NSIC:



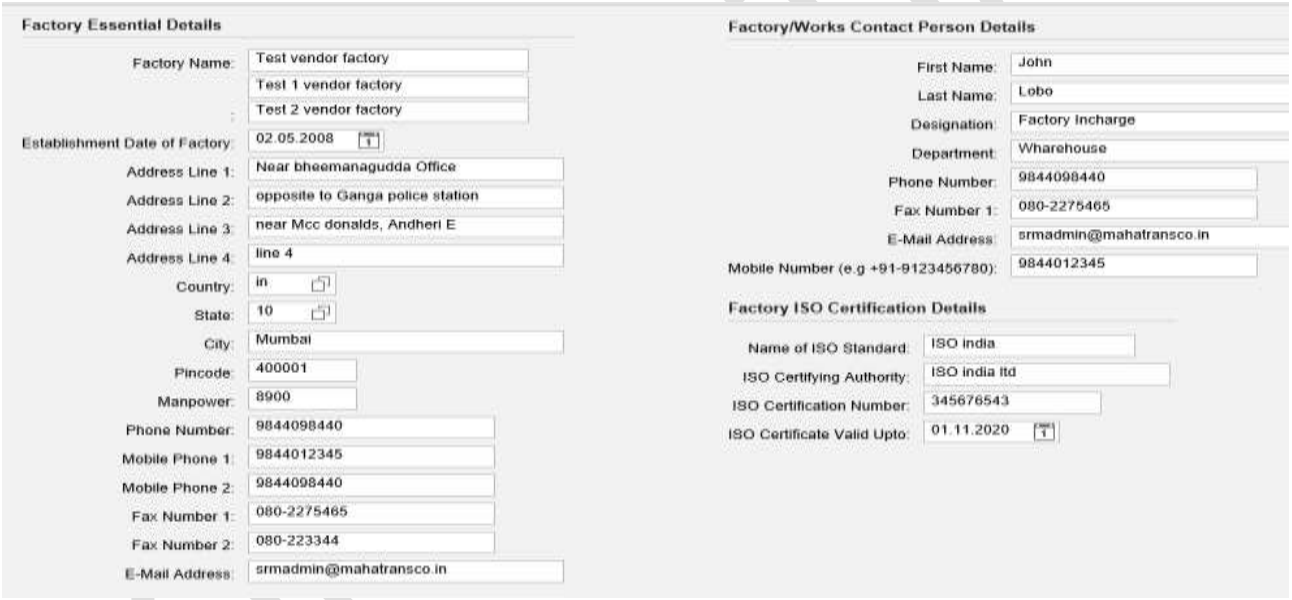
Bidder Has to Enter PAN No. select GST Registration status from Dropdown. Enter GST Registration No. if selected Registered/Compound Scheme/Special economic zone.



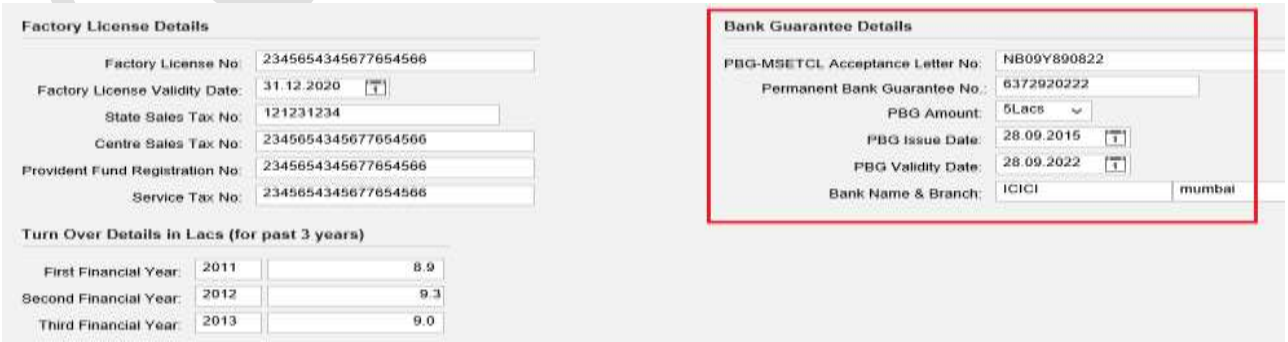
Bidder has to enter Experience Details as shown below. Similarly, bank details also to be updated for future assistance.



In case of Manufacturer, the Bidder has to provide relevant details against the fields as shown below.

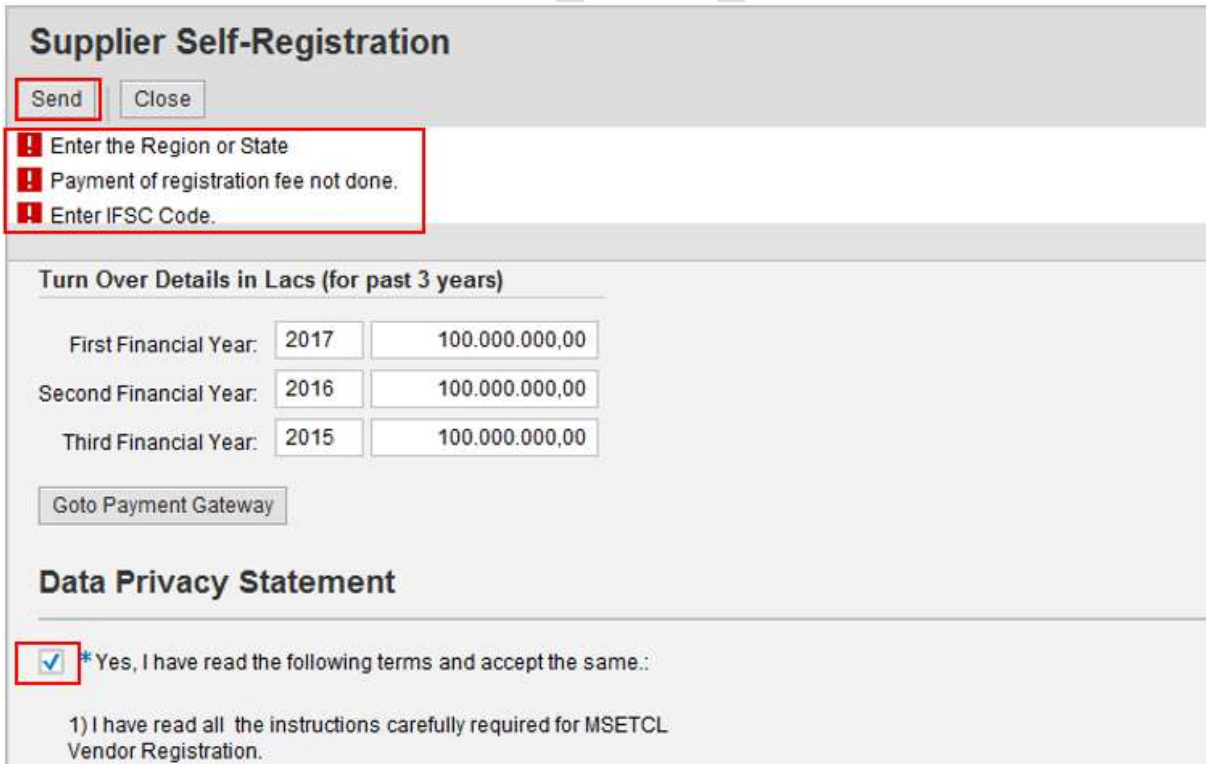


Bidder can mention Permanent Bank Guarantee Details in order to avail exemption towards payment of EMD in case of C.P.A. Tenders only.



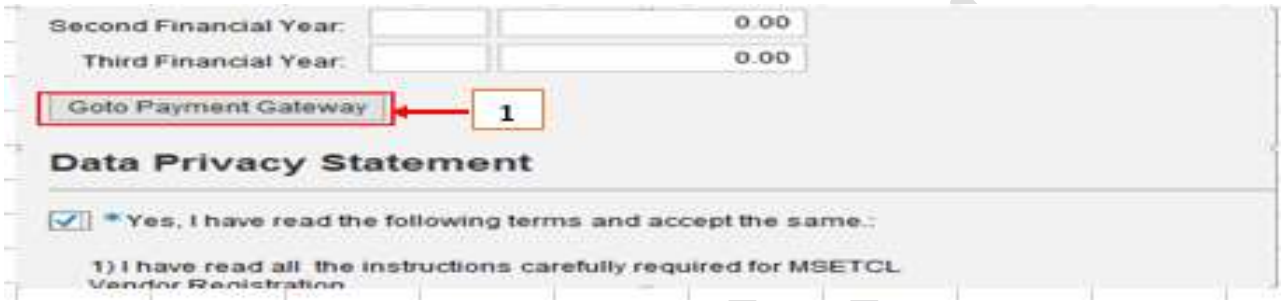
Go to Attachment description: All the necessary attachments to be attached here. Please see the document list as given above.

1) Apply Tick for Confirmation of terms and Accept
2) Click on Send Button
3) **Check the Error, there should not be any error except "Payment of Registration Fee not done". If it is persists, remove it before making the Registration Payment**.



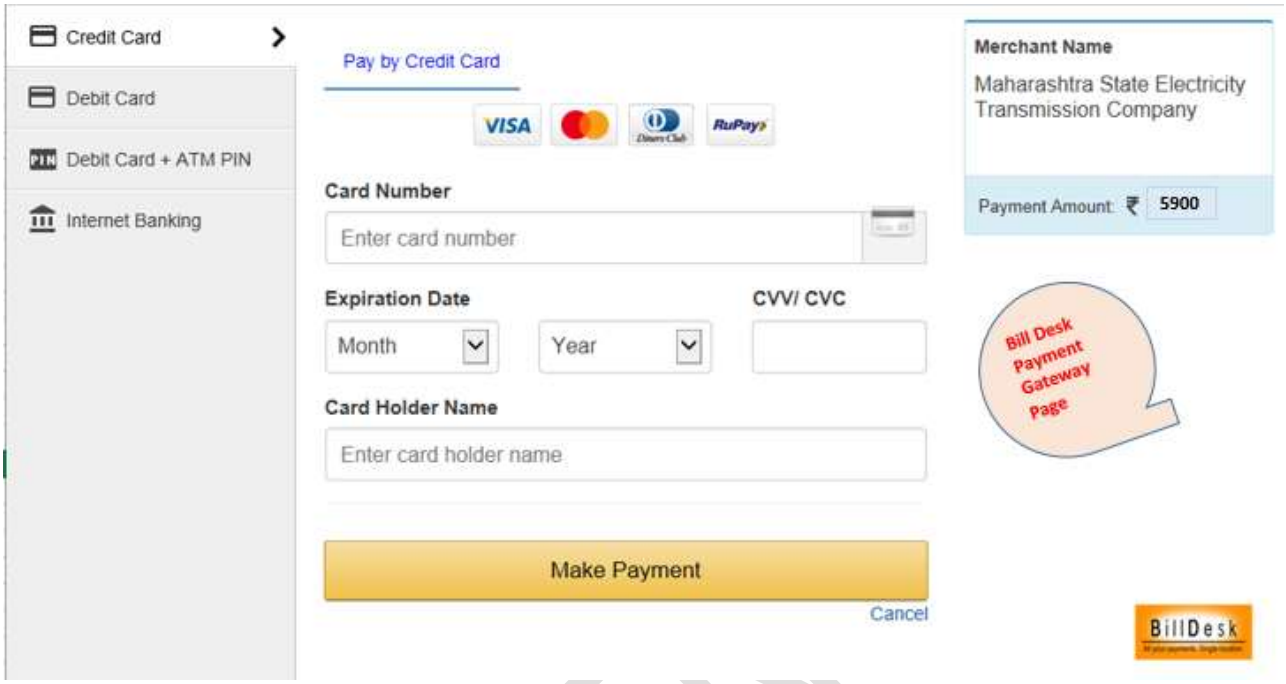
PAYMENT

Click on (1) **"go payment Gateway**" to pay the registration fee. **Please ensure that there is no error after clicking on Send Button except "Payment of Registration Fee not done**".

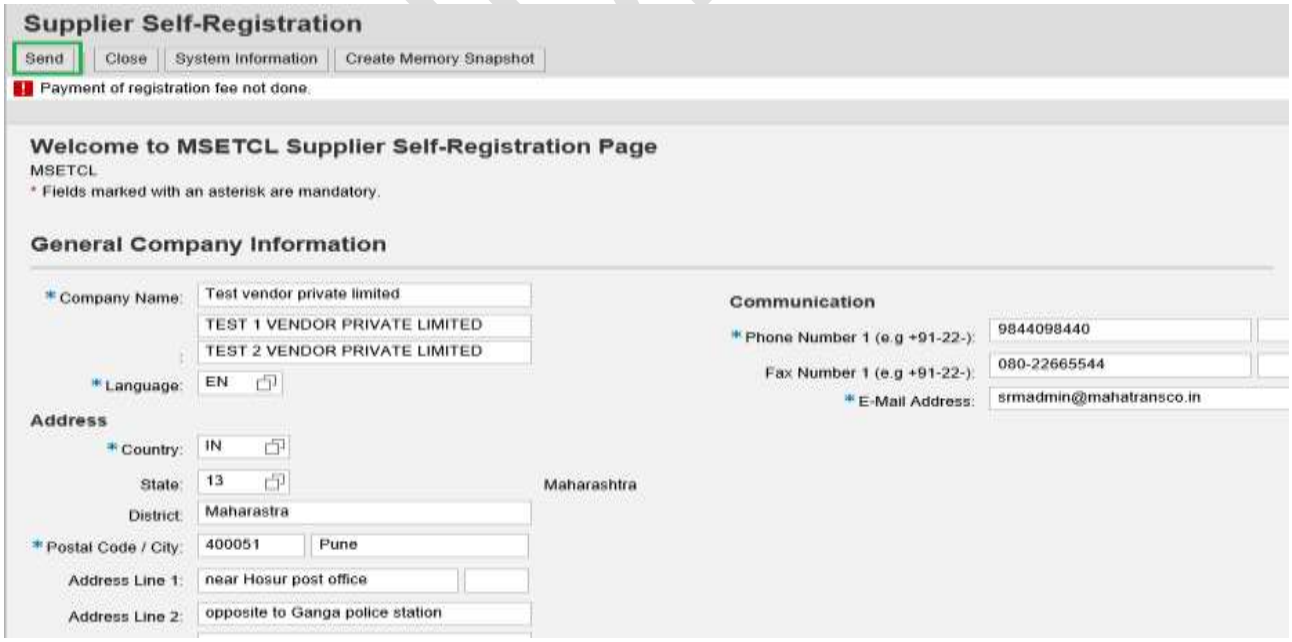


Once bidder clicks on **"Go to Payment Gateway"** button it leads to new window and asking for confirmation about the (2) **Disclaimer, Terms & Condition of Payment and amount to be paid**. There are Two PAYMENT GATEWAY. Either of Payment Gateway can be used.

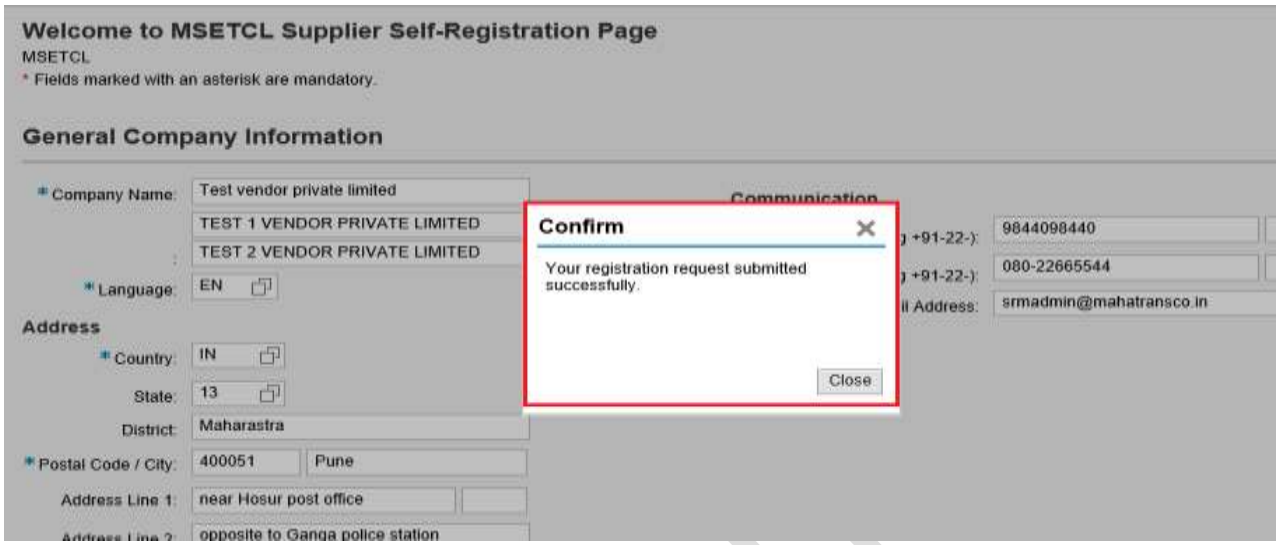
.If clicks on payment Gateway button, then system will leads to Citrus gateway or Bill Desk Gateway as option selected where Vendor can make online payment as shown below.



Once all the mandatory fields and necessary fields are filled, Payment made successfully. Supplier will clicks on 'Send' button to complete the request for registration process.

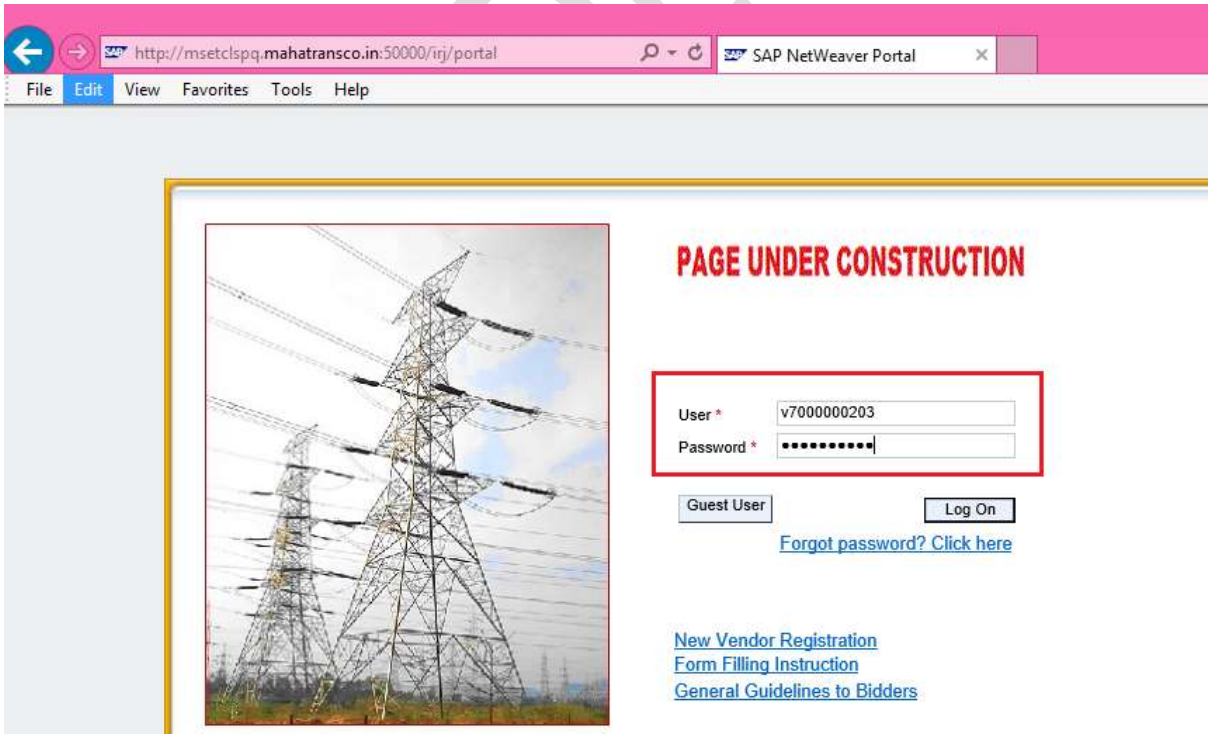


A confirmation message will be displayed to the bidder as shown below.

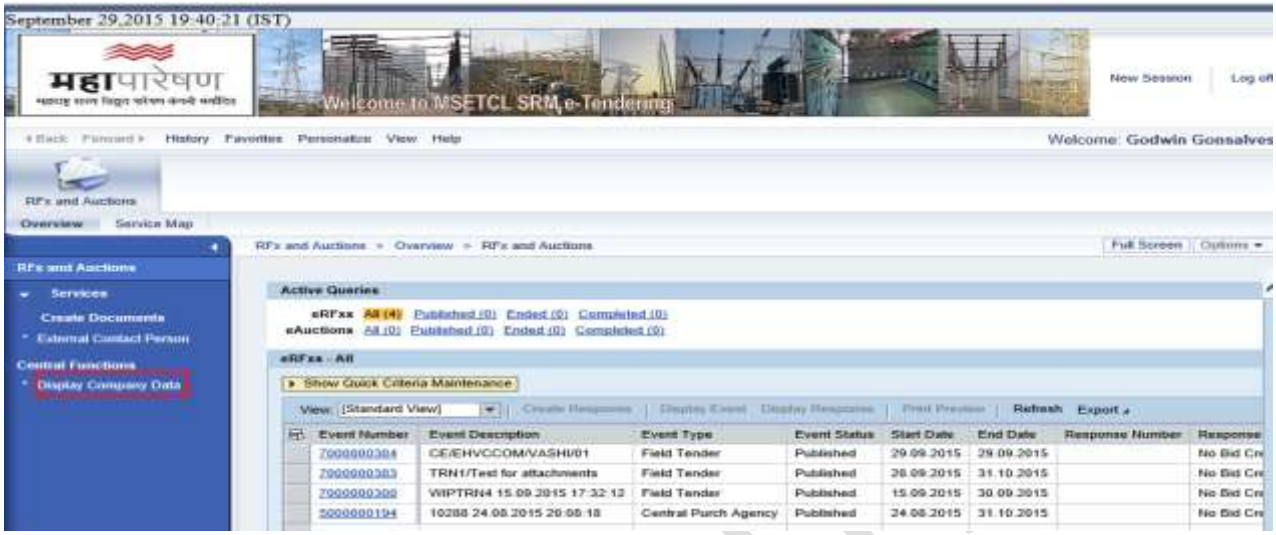


I) Profile Editing after Registration.

Bidder will login from registered user ID and password as shown below.

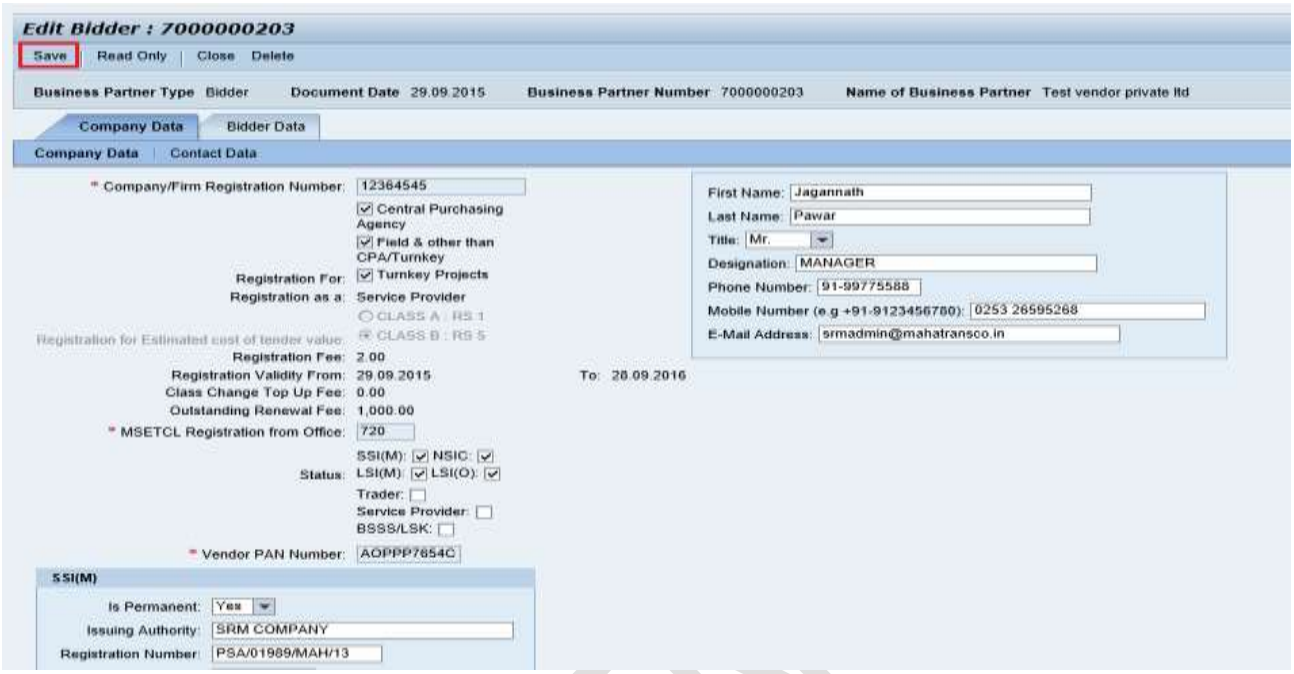


Click on “Display Company data”

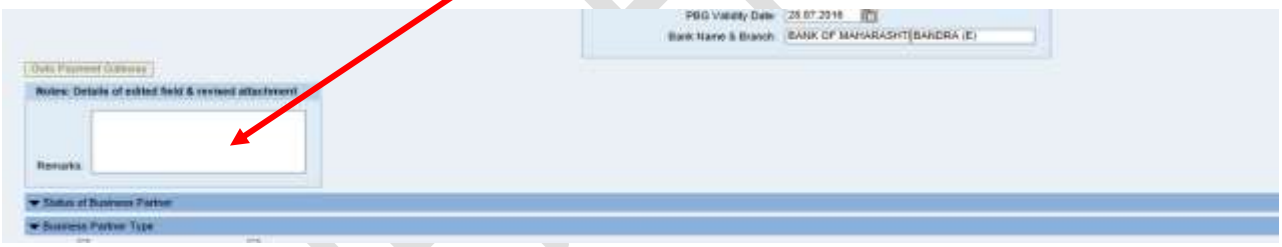


A new window will be displayed. Click on Edit.

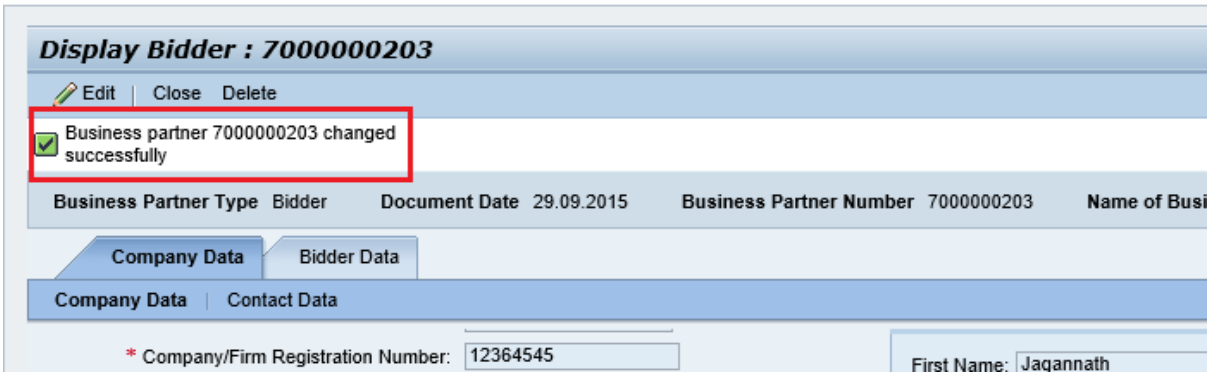
The editable fields will be displayed as shown below. Now bidder can change data accordingly.



Please indicate data edited and documents uploaded here.



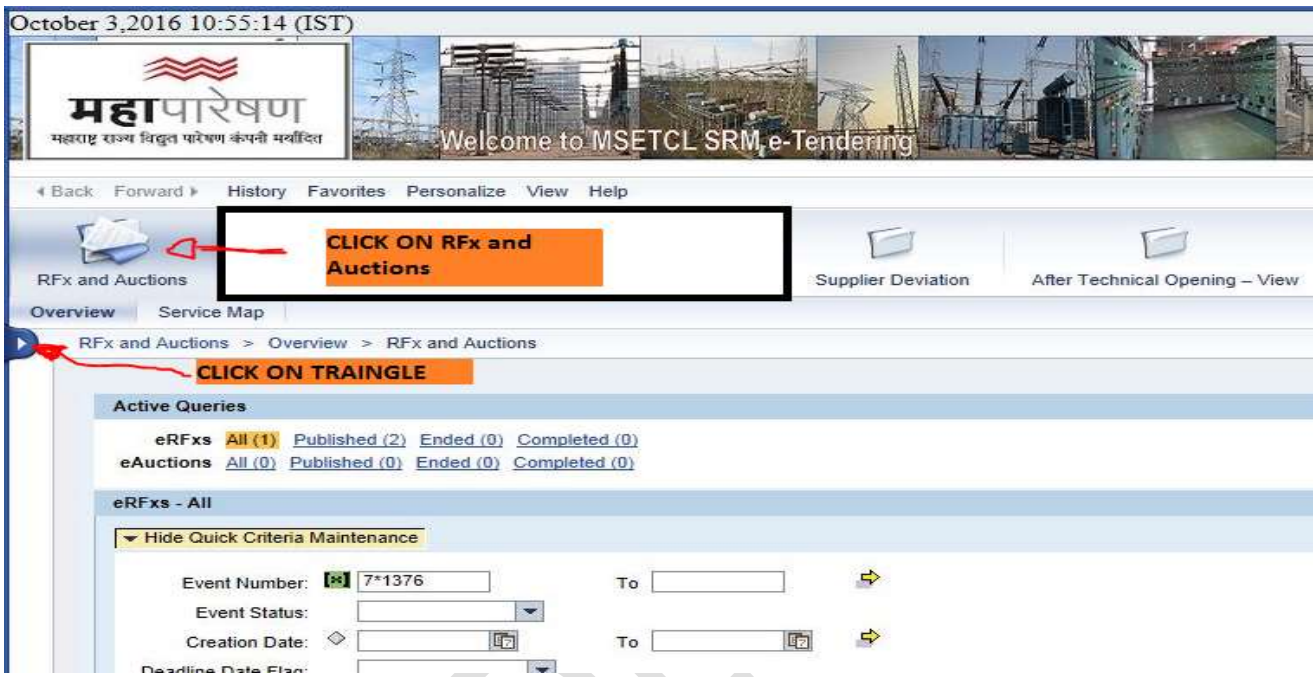
Once it is done, click on save button. A message will be displayed that “business partner changed successfully”.



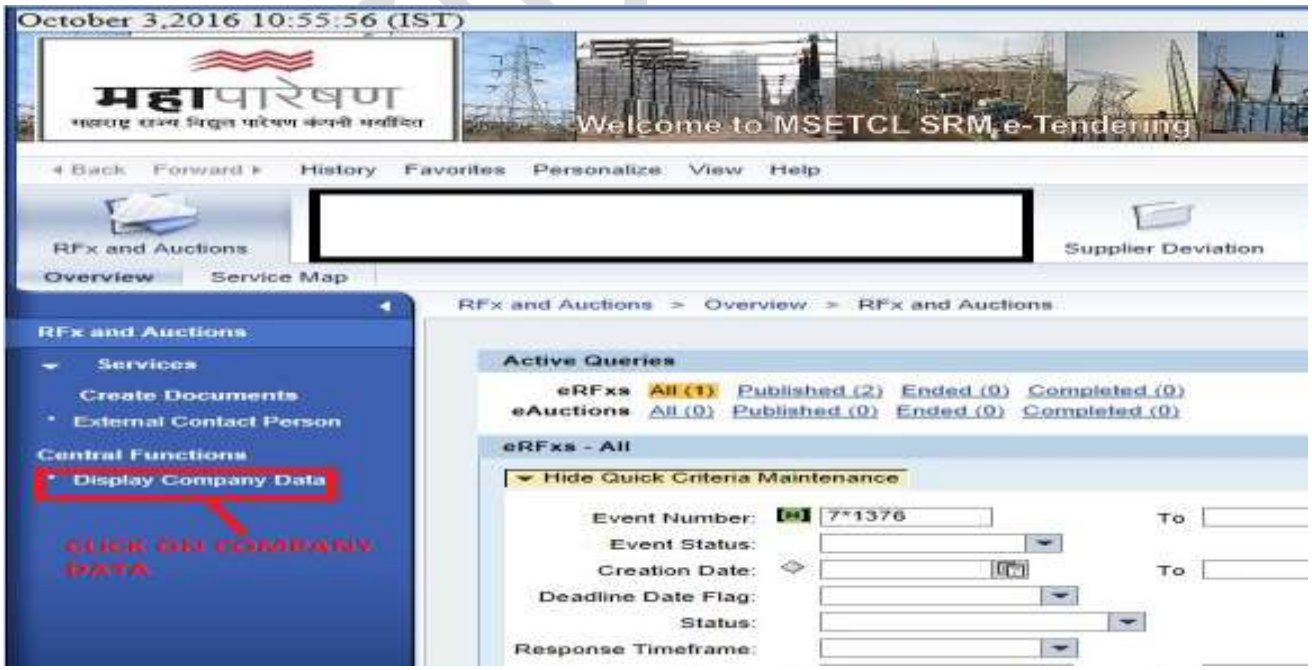
Now your request will be forwarded to the concerned MSETCL Authority (Based on MSETCL Registration office selected while vendor Registration) for acceptance of requested changes.

VENDOR RENEWAL PROCEDURE.

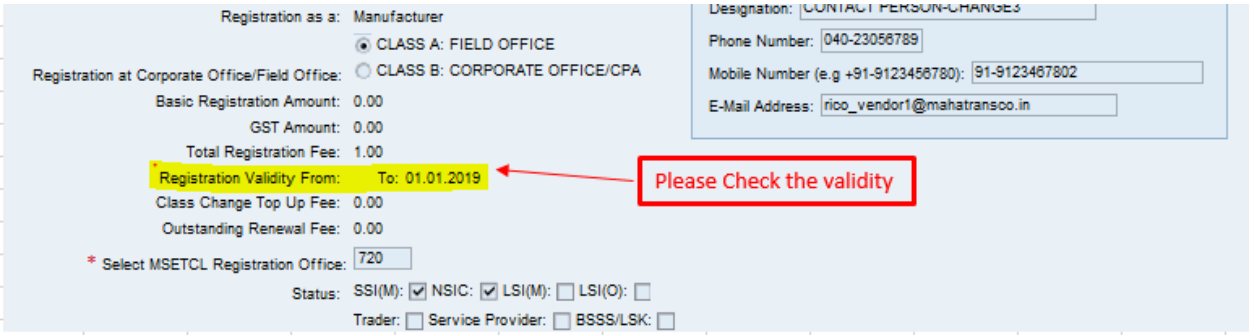
GO TO "RFX and Auction" and Click On "Triangle" to open



Click on "Display company Data" New screen will open



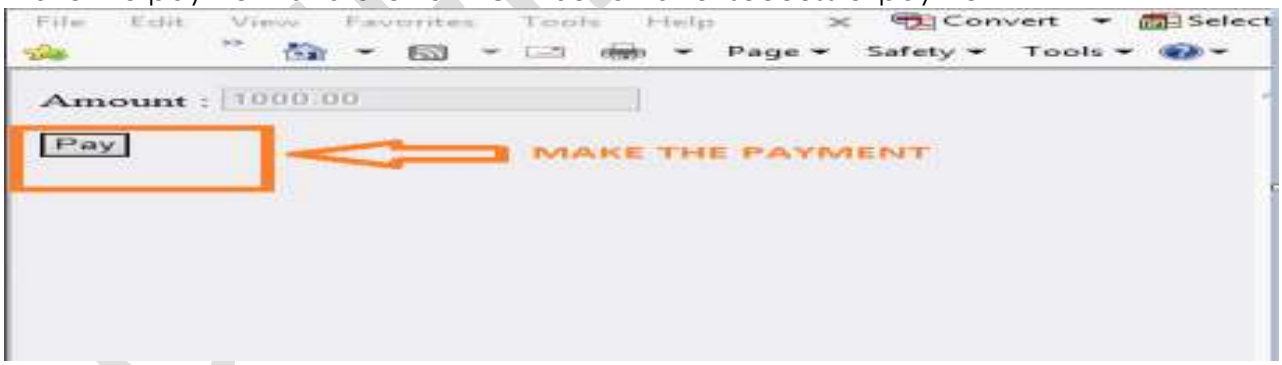
Check the validity date.



If validity date is expired, then Click on "Edit" Button. Go to Payment Tab will be activated.

Click on "GO TO PAYMENT Gateway" tab, It will be diverted to Payment page.

Make the payment and click on "OK" button after successful payment



And Close the Company profile page. Please do not click on save button, if you have not made any changes in profile except Payment of Renewal Fee.

END