

CE/MMC/

241503

Date: 3 OCT 2017

PUBLIC NOTICE

1. For participation in the M.M.Cell e-tenders, online vendor registration is mandatory.
2. Interested vendors shall submit their request for registration on the website only.
3. Procedure to register as a Vendor to participate in E-tender of Materials Management Cell, MSEDCL:
 - a) Log-in to <https://cpa1.mahadiscom.in/>.
 - b) Detailed procedure of registration and a checklist of required documents is available on the website. Click on link "Form filling instructions" for the same.
 - c) Prepare the scanned copies of the applicable documents specified in checklist in "pdf" or "gif" or "jpeg" format only. (soft copies up to 500 kb size)
 - d) Click on "New Vendors? Register Now." link.
 - e) Complete the vendor registration form steps on-line by filling all the details as given in the Form Filling Instructions on home page & uploading the documents[scanned copy (in "pdf" or "gif" or "jpeg" format up to 500 kb size)].
4. Vendors shall be registered separately for each factory location.
5. Vendors will be required to be present & pay the non-refundable registration fee **Rs. 29500** (Rs. 25000 +18 % G.S.T.) by Demand Draft payable at Mumbai, in favour of **Maharashtra State Electricity Distribution Company Limited** drawn from any nationalized Bank per registration towards one time registration charges for each factory location at MSEDCL's Account Section, 1stFloor, Prakashgad, Bandra(E), Mumbai -51.

*(The payment of the non- refundable registration Fee may please be done after taking confirmation from the respective purchase group in M.M.Cell i.e. whether the item manufactured / traded is procured by M.M.Cell or not. Please confirm the **item codes** required to be added in the vendor registration profile from the respective purchase group)*
6. Accounts section verifies & approves payment request made by vendor on <https://cpa1.mahadiscom.in/> for new vendor registration. After approval by Accounts section the vendor online profile is transferred to respective M.M.Cell Purchase group and auto generated e-mail is sent for Physical verification of Original documents which are uploaded online.

7. After receipt of auto-generated e-mail, vendors will be required to be present with original documents submitted online (Whichever is applicable to you) for verification alongwith a covering letter requesting vendor registration in the E- tendering system of Materials Management Cell, MSEDCL & addressed to **The Chief Engineer (M.M.Cell), Materials Management Cell, MSEDCL, Prakashgad, 1st Floor, Bandra(East),Mumbai-400051.**
8. Physical verification of documents uploaded online will be done by respective M.M.Cell Purchase group for the respective item when the vendor submits original documents. Vendors should invariably submit the Copy of the Money Receipt in support of payment towards one time registration charge of Rs 29500/- (Non refundable) as detailed at sr. no. 5 above.
9. After verification of the original documents, if the online documents submitted by the vendor are not in line as per M.M.Cell the profile is rejected with comments for necessary correction & auto generated e-mail is sent to inform the vendor & after clarifying the required deviations by the vendor satisfactorily, the respective M.M.Cell Purchase group intimates the inspection wing for factory inspection of the vendor.
10. Factory inspection is done by Executive Engineer- inspection wing before giving the approval as registered vendor in case of vendors whose factory has not been inspected by MSEDCL and after receipt of satisfactory factory inspection report the concerned Purchase group E.E.(MM Cell) will give online approval to vendor for the respective items & the same is forwarded online to S.E.(M.M.Cell) for approval.
11. Online Approval is given by S.E.(M.M.Cell) & the same is forwarded to C.E.(M.M.Cell) for approval.
12. Online vendor registration approval is given by C.E.(M.M.Cell) by digitally signing the vendor registration file. After this auto generated e-mail is sent by e-tendering website with details to complete the vendor registration process.
13. Then the vendor has to co-sign digitally the signed vendor registration file of C.E. (M.M.Cell) to complete the vendor registration process. The Class III digital certificate is to be obtained by the vendor from the certifying authority licensed from controller of certifying authorities (CCA). All vendors are requested to mention the correct name of digital signature holder in the vendor registration details, as per their digital certificate name in the class-III token only & get their class-III Digital signature key validated from any of the certifying authority licensed from Controller of Certifying Authorities (CCA) before expiry of the same.

14. After the completion of above process the Vendor becomes registered vendor of MM Cell e-tendering system with the validity period of 1 year & can participate in MM Cell tenders only on e-tendering site <https://cpa1.mahadiscom.in>.
15. After the expiry of the period of 1 year vendor has to pay the non-refundable vendor registration renewal fee per year of **Rs. 2950** (Rs. 2500 +18 % G.S.T.) is to be paid by Demand Draft payable at Mumbai, in favour of **Maharashtra State Electricity Distribution Company Limited** drawn from any nationalized Bank for each factory location & generate online payment request from their login and take approval of renewal fees from MSEDCL' s Account (Cash) Section, 1st Floor, Prakashgad, Bandra (E), Mumbai -51. Further, vendor has to update the expired documents online from time to time and take approval.
16. Rate of G.S.T. prevailing/ruling at the time of new vendor registration/ vendor registration renewal will be applicable for Registration Fees/Renewal Fess.
17. Please note that the Vendor Registration Charges & the renewal fee indicated above may undergo change without prior notice & vendors are required to pay the same as applicable at the time of registration and renewal.
18. All information regarding vendor registration in M.M.Cell e-tendering system is available at: <https://cpa1.mahadiscom.in>.
19. Download **Secure-Sign** Software for digitally co-signing the approved vendor registration file & signing the Tender Bid file: <https://cpa1.mahadiscom.in/download.html>
20. For any other details vendors may contact Executive Engineer (MM-III) during any working day between **2 p.m. to 4 p.m.** on the following address:

Materials Management Cell, MSEDCL, First Floor, Prakashgad,
Bandra (East), Mumbai – 400051.
Ph. No. : 26474211/26472131 (Extn. 2482)
21. For any assistance/support relating to website <https://cpa1.mahadiscom.in> please send e-mail along with details by clicking on link "Support" for the same.

Note: MSEDCL reserves right to accept or reject any proposal submitted for Vendor registration, without assigning any reasons.


Chief Engineer [M.M.Cell]