

Workflow for Vendor Registration as Limited Tender vendor in SETS

Step-I: Vendor registration of a Limited Tender Vendor

- Log-in to web portal >> <https://sets.mahagenco.in> (for best results use Google Chrome/ Mozilla Firefox browser)
- Go to link Register now
- Enter the details of company and upload scanned of Incorporation Certificate/ Proprietorship deed/ Partnership Deed, PAN, VAT/CST and Purchase Order (optional)
- Select the nearest power station (Unit) and make the payment of vendor registration fee on-line

Step-II: Physical verification of vendor's documents

- Submit the Xerox copies of documents with covering letter to the concerned power station and get the documents verified with originals.
- A manufacturer has to submit copies of Incorporation Certificate/ Proprietorship Deed/ Partnership Deed, PAN, VAT/CST, Purchase Order (optional)

Step-III: Approval to vendor as an Open Tender Vendor

- Purchase Executive (Executive Engineer) verifies the documents and if found correct, he approves the vendor through E-tendering system.
- On approval from Purchase Executive, system sends an email to the vendor that he is an approved vendor on SETS.
- The vendor can log-in in SETS and can participate in Open Tender.

Step-IV: Proposal to approve Limited Tender Vendor

- Carry out Factory inspection of the vendor.
- The required documents (List of ten largest orders, 10 reputed clientele details, Turnover certificate for last 3 years, Factory License) are obtained from the vendor.
- The power station In-charge sends the proposal to CE(Stores), HO for approval of the vendor as a Limited Tender Vendor

Step-V: Approval to the vendor by CE (Stores), HO

- Put up the proposal for approval of Technical Committee & Competent Authority at Head Office.
- After approval by the committee & CA, CE(Stores), HO will approve the vendor through system
- The status of the vendor gets changed to Open tender vendor and Limited Tender vendor
- The vendor can see his items and can participate in Open Tender as well as Limited Tender.