

Workflow for Vendor Registration as Open Tender vendor in SETS

Step-I: Log-in to E-tendering site of MSPGCL

- Log-in to web portal >> <https://sets.mahagenco.in> (for best results use Google Chrome/ Mozilla Firefox browser)
- Go to link Register now



Step-II: Filling-in details

- Enter the details of company and upload scanned copies of Incorporation Certificate/ Shop Act certificate / Proprietorship Deed/ Partnership Deed, PAN, VAT/CST and P.O. (Optional)
- Select the nearest power station (Unit) and make the payment of vendor registration fee on-line
 - **Documents for Manufacturer:** Incorporation Certificate/ Shop Act certificate/ Proprietorship Deed/ Partnership Deed, PAN, VAT/CST, Purchase Order (optional)
 - **Documents for Authorised Dealer:** Incorporation Certificate / Shop Act certificate / Proprietorship Deed/ Partnership Deed, PAN, VAT/CST, Authorised dealership certificate valid for three years, Purchase Order (optional)



Step-III: 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, PAN, VAT/CST, Purchase Orders (optional)
 - An authorised dealer has to submit Shop Act certificate, PAN, VAT/CST, Purchase Order (optional), Authorised dealership certificate valid for 3 years.



Step-IV: Approval to vendor

- Purchase Executive (Executive Engineer) verifies the documents and if found correct, he approves the vendor through E-tendering system.



Step-IV: Completion of vendor registration

- On approval from Purchase Executive (Executive Engineer), 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.