Date: 01/01/2009

Instructions to Vendors

1. Registered Vendor at any Power Station shall participate in tenders of All Power Stations including Hydro and Gas.
2. Online purchase process includes Vendor Registration, Tender Publishing, Purchase, Filling and Submission of Quotations, Opening etc.
3. All the Purchases of Equipment's Spares, Services, Works and Civil Works shall be implemented online.
4. The Vendor will have to register item wise for the existing items available on web and shall have to update as and when added by the purchaser.
5. The items selected by vendor shall be approved by the Registration Authority based on items manufactured, items of authorized dealership, performance of last orders executed.
6. The vendor shall furnish information / data and upload valid certificates, documents, records etc as requested.
7. The registration fee for new vendor shall be **Rs 5000/-** and there after renewal of **Rs 1000/-** per year for the renewal of digital signature.
8. The registration of approved vendor shall remain valid for one year from the date of activation of digital signature/certificate.
9. Vendor should generate a request for digital signature and after receiving the authentic pin download certificate in TCS iKey/USB token on the same PC within 21 days. Please do not change any setting or browser before download the digital signature.
10. Before expiry of registration the vendor will have to apply for renewal well in advance as only valid vendors can participate in purchase process.
11. The registration as MSPGCL Vendor is voluntary process and MSPGCL do not assure / guarantee that the Vendor will be issued enquiry / tender.
12. Issue of enquiry / tender shall be strictly based on Past Performance, Competence, Capability, Quality, Excellence, Items being Manufactured, Authorized Dealership etc as defined in qualifying criterion.
13. The Vendors registered at Corporate Office for CPA with registration fee of Rs 20,000/- will have to create new user in on this web site and furnish the information / data, documents as requested and add items to participate in purchase process for All Power Stations. The registration fee will be **Rs. 1000/-.** Separate digital signature key shall be issued for this process.
14. New Vendors registered for APS are not eligible to participate in tenders of CPA, Corporate level.
15. The approved Vendors shall be issued digital signature key supplied by M/s TCS, against submission of dully filled, signed application form issued by this office. This key shall be used for on line submission of digitally signed documents in e_purchase process.
16. The vendor shall be approved as MSPGCL vendor by Registration Authority after presentation and physical verification of original documents, information furnished in person at date and time allocated. Where applicable and necessary factory / workshop inspection shall be carried out by our engineer at mutually agreed date and time.
17. Any changes in information / documents, addition of new items etc after registration, the vendor, will have to get it approved from Registration Authority of the modified contents for validation.
18. If any documents submitted by vendor found false at any stage, the action deemed fit will be initiated by MSPGCL. In such circumstances MSPGCL shall not be responsible for the same.
19. The Authorized Dealer Certificates shall be verified from manufacturer by MSPGCL.
20. If the performance of the Vendor is not found up to satisfaction at any of the Power Station, action deemed fit may be initiated by MSPGCL.

Authorized Signatory