

Works Portal Web Application

1. Enter following URL in web browser to access application
<https://maintenance.mahadiscom.in/MaintenancePortal/>
2. RAPDRP User Credentials will be used for login to application
3. Division In-charge will create subdivision wise Letter of Award & Contract Agreement for Meter Reading, Bill Printing, and Bill Distribution work.
4. Division In-charge will create WO (Work Order) for Meter Reading, Bill Printing, and Bill Distribution work.

1. Management of Letter of Award and Contract Agreement

Division In-charge will create Letter of Award & Contract Agreement for Meter Reading, Bill Printing, and Bill Distribution work.

Click on Consumer Reading > Manage Letter of Award & Contract Agreement option.

Fill in all required details in following screen.

Manage LoA (Letter of Award) & Contract Agreement for Meter Reading, Bill Printing & Bill Distribution Work.

16 records found

Search Details

Subdivision: * Contract Type: * Vendor Short Name... and Lead Vendor: * Tender No: *

Create LoA & Agreement for Consumer Reading.

LOI List

Sr No	LOI ID	SUB DIVISION	CONTRACT TYPE	VENDOR NUMBER	TENDER NO	DOWNLOAD LOA	DOWNLOAD AGREEMENT
1	25	SARVODAY S/DN.	Meter Reading with Bill Printing and Distribution	100003870	TENDER2		
2	26	SARVODAY S/DN.	Meter Reading with Bill Printing and Distribution	100005043	TENDER2		
3	32	SARVODAY S/DN.	Meter Reading with Bill Printing and Distribution	100001817	EE/UCR/DHL/T-06/2019-20		
4	33	SARVODAY S/DN.	Meter Reading with Bill Printing and Distribution	100001817	EE/UCR/DHL/T-06/2019-20		
5	34	PACH RASTA S/DN.	Meter Reading with Bill Printing and Distribution	100007023	EE/UCR/DHL/T-06/2019-20		
6	37	SARVODAY S/DN.	Meter Reading with Bill Printing and Distribution	100001817	EE/DHULE/UCR/T-16		
7	39	PACH RASTA S/DN.	Meter Reading with Bill Printing and Distribution	100001817	BILLING/EE/MULLUND/T-41		
8	40	NEELAM NAGAR S/DN.	Meter Reading with Bill Printing and Distribution	100012777	EE/UCR/JALGAON/T-26		
9	41	SARVODAY S/DN.	Meter Reading with Bill Printing and Distribution	100001791	EE/UCR/DHL/T-06/2019-20		
10	43	SARVODAY S/DN.	Meter Reading with Bill Printing and Distribution	100001205	EE/UCR/DHL/T-06/2019-20		
11	44	SARVODAY S/DN.	Meter Reading with Bill Printing and Distribution	100000123	test1		
12	45	INDAPUR	Meter Reading with Bill Printing and Distribution	100018624	BILLING/EE/BMT/T-44/09-2019		
13	46	WALCHANDNAGAR SUB-DN	Meter Reading with Bill Printing and Distribution	100018624	BILLING/EE/BMT/T-45/09-2019		
14	47	DOUND	Meter Reading with Bill Printing and Distribution	100011044	BILLING/EE/KED/T-47/2019-20		
15	48	AJANTHA(R) S/DN	Meter Reading with Bill Printing and Distribution	100022195	EE/KIND/T-37/19-20		
16	49	SHIRUR	Meter Reading with Bill Printing and Distribution	100011264	BILLING/EE/KED/T-48/2019-20		

1. Select Division/ Subdivision
2. Select Contract Type
3. Enter Vendor Code or Vendor Name (minimum 3 characters)
4. Click on Search Vendor button
5. Select Vendor
6. Enter Tender Number
7. Enter LoA Number

Click on Search button

Click on Download Letter of Award button. Letter of Award will be downloaded in PDF format.

Click on Download Contract Agreement button. Contract Agreement will be downloaded in PDF format.

Click on Create Letter of Award & Contract Agreement link

Fill in all required details in following screen.

The screenshot shows a web browser window with the URL maintenance.mahadiscom.in/MaintenancePortal/erpmp?erpmp=genConsBillMeterReading. The page header includes 'Maharashtra State Electricity Distribution Co. Ltd.' and 'Office Code - Name : 694 - HINGOLI DIVISION'. A navigation menu contains links for Testing, Administration, Maintenance, T/F Repair, Unempl. Engg, NSC Infra, Consumer Read, Reports, and Help. The main content area is titled 'Create LoA (Letter of Award) & Contract Agreement for Meter Reading, Bill Printing & Bill Distribution Work.' and contains a form with the following fields:

- Contract Type:** 1-Meter Reading with Bill Printing and Distribution
- Subdivision:** 451-BASMAT (R)
- Lead Vendor Search Text:** 123
- Search Vendor** button
- Lead Vendor:** 100000123-SKIP
- JV Vendor Search Text:** test
- Search Vendor** button
- JV Vendor:** Select
- Tender Ref. No.:** test
- Tender Date:** 01-Feb-20
- Final Tender Reference No.:** test
- Final Tender Date:** 02-Feb-20
- Technical Bid Date:** 03-Feb-20
- Price Bid Date:** 04-Feb-20
- Offer Letter Date:** Date
- Negotiation Ref. No.:** test
- Negotiation Date:** 05-Feb-20
- CA Approval Ref. No.:** test
- Approval Date:** 06-Feb-20
- LoA Value (Rs.):** 100000
- Performance Security Deposit (Rs.):** 10000
- Payable & Claimed At (Place):** pune
- Vendor Auth. Rep. Name:** KHD
- Vendor Auth. Rep. Designation:** SA
- Rates Quoted For:**
 - First Year From:** 01-Feb-20
 - First Year To:** 31-Mar-20
 - First Year:** ABOVE 2 %
 - Second Year From:** Date
 - Second Year To:** Date
 - Second Year:** Select 0 %
 - Third Year From:** Date
 - Third Year To:** Date
 - Third Year:** Select 0 %

At the bottom of the form, there is a 'Create LoE & Agreement' button. The Windows taskbar at the bottom shows the system time as 11:23 AM on 2/15/2020.

1. Select Contract Type
2. Select Division/ Subdivision
3. Enter Lead Vendor Code or Vendor Name (minimum 3 characters)
4. Click on Search Vendor button
5. Select Lead Vendor
6. Enter JV Vendor Code or Vendor Name (minimum 3 characters)
7. Click on Search Vendor button
8. Select JV Vendor
9. Enter Tender Number
10. Select Tender Date
11. Enter Final Tender Number
12. Select Final Tender Date
13. Select Technical Bid Open Date
14. Select Price Bid Open Date
15. Select Tender Offer Letter Date
16. Enter Negotiation Number
17. Select Negotiation Date
18. Enter Competent Authority Approval Number
19. Select Competent Authority Approval Date
20. Enter LoA Value (Rs.)
21. Enter Performance Security Deposit (Rs.)
22. Enter Payable & Claimed At (Place)
23. Enter Vendor Authorized Representative Name
24. Enter Vendor Authorized Representative Designation
25. Select First Year From Date
26. Select First Year To Date

27. Select First Year At Par/ Above/ Below
28. Enter First Year Rates Quoted in %
29. Select Second Year From Date
30. Select Second Year To Date
31. Select Second Year NA/ At Par/ Above/ Below
32. Enter Second Year Rates Quoted in %
33. Select Third Year From Date
34. Select Third Year To Date
35. Select Third Year NA/ At Par/ Above/ Below
36. Enter Third Year Rates Quoted in %

Click on Create LoE & Agreement button. Letter of Award & Contract agreement will be downloaded in PDF format one after other.

2. Creation of Reports

Employee will create report

Click on Reports> Consume > Division-Wise Letter of Award Count option
Report will be downloaded in excel format.

Click on Reports> Consumer Reading > Division-Wise Vendor-Wise Letter of Award Count option
Report will be downloaded in excel format.

Click on Reports> Consumer Reading > Division-Wise Work Order Count & Amount option
Report will be downloaded in excel format.

Click on Reports> Consumer Reading > Division-Wise Vendor-Wise Work Order Count & Amount option

Report will be downloaded in excel format.

Click on Reports> Consumer Reading > Division-Wise Letter of Award and Work Order Count option

Report will be downloaded in excel format.

Click on Reports> Consumer Reading > Division-Wise Vendor-Wise Letter of Award and Work Order Count Option

Report will be downloaded in excel format.

3. Documents

3.1. Click on Application Guidelines & Application Guidelines in ERP link on Login screen

3.2. Click on User Manual for Consumer Billing link on Login screen

3.3. Guideline Documents

Click on Help > Guideline Documents > Application Guidelines

Click on Help > Guideline Documents > Application Guidelines in ERP

Click on Help > Guideline Documents > Consumer Billing option

Execution of R&M works and utilisation of funds

3.4. Tender Documents (SBD)

Click on Help > Tender Documents (SBD) > Consumer Billing option

Standard Bid Tender Document, Draft copy of Letter of Award & Contract Agreement.

3.5. Process Flow

Click on Help > Process Flow > Consumer Billing option

3.6. User Manual

Click on Help > User Manual > Consumer Billing option

4. Abbreviations

4.1. MSEDCL = Maharashtra State Electricity Distribution Company Limited

4.2. MM = Material Management

4.3. B&R = Billing & Revenue

4.4. IT = Information Technology

4.5. SAP ERP = SAP Enterprise Resource Planning

4.6. LoE = Letter of Empanelment

4.7. LoA = Letter of Award

4.8. MO = Maintenance Order

4.9. PO = Purchase Order

4.10. WO = Work Order

4.11. FO = Framework Order

4.12. SES = Service Entry Sheet

4.13. PT = Partial Trunking

4.14. FT = Full Turnkey

4.15. JMC = Joint Measurement Certificate

4.16. EMD = Earnest Money Deposit

4.17. PSD = Performance Security Deposit

4.18. GST = Goods & Service Tax

4.19. PM = Preventive Maintenance

4.20. BM = Breakdown Maintenance

4.21. DDF = Dedicated Distribution Facility

4.22. NDDF = Non-Dedicated Distribution Facility

4.23. SS = Substation

4.24. DTC = Distribution Transformer Centre

4.25. DT = Distribution Transformer

4.26. PT = Distribution Transformer

4.27. HT = High Tension

4.28. LT = Low Tension

4.29. UEE = Unemployed Electrical Engineer

5. Application Support

For any issue regarding Works Portal, local IT department will forward field email to Works Portal support team on email ID maintenance_support@mahadiscom.in with proper error description and attachment of error screenshot after due verification along with concerned employee contact details.

5.1. Please read latest Application Guidelines, Process Flow & User Manuals kept at Login screen & in Help menu of Works Portal.

5.2. Please read latest User Manuals of IT applications kept at RAPDRP Portal (Info Portal), at Employee Portal (Downloads > User Manuals and Training Videos > IT Systems) and at respective IT application/ system.

5.3. For any issue with RAPDRP User Account, local IT department will forward field email to RAPDRP Portal support team on email ID portal_admin@mahadiscom.in after due verification.

- 5.4.** For additional charge access in RADDRP (Works Portal), local IT department will forward field email with attachment of additional charge letter to RAPDRP Portal support team on email ID portal_admin@mahadiscom.in after due verification.
- 5.5.** For any issue regarding e-Tendering, local IT department will forward field email to e-Tendering support team on email ID etender_helpdesk@mahadiscom.in after due verification.
- 5.6.** For any issue regarding Mobile App, local IT department will forward field email to Mobile App support team on email ID empapp_support@mahadiscom.in after due verification.
- 5.7.** For any issue regarding Online Payment, local IT department will forward field email to Payment Gateway support team on email ID helpdesk_pg@mahadiscom.in after due verification.
- 5.8.** For any issue regarding SAP ERP, create ticket in SAP Solution Manager.
- 5.9.** For any issue regarding requirements, local office will contact concerned Distribution/ MM/ B&R/ Civil/ F&A department of Corporate office after due verification.