

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. Circle In-charge will create Letter of Empanelment & Contract Agreement for providing HT Metering Cubicle work.
4. Circle In-charge will create WO (Work Order) for providing HT Metering Cubicle work.

1. Management of Letter of Empanelment and Contract Agreement

Circle In-charge will create Letter of Empanelment & Contract Agreement for providing HT Metering Cubicle work.

Click on HT Metering Cubicle > Manage Letter of Empanelment & Contract Agreement option.

Fill in all required details in following screen.

Create & Search LoE (Letter of Empanelment) & Agreement For HT Metering Cubical.

4 records found

Search Details

Contract Type: HT Metering Cubical Vendor Type: Regular Vendo Vendor Short Name: and Vendor: Select Tender No:

Create LoE & Agreement for HT Metering Cubical.

LOI List

| Sr No | LOI ID | CONTRACT TYPE | VENDOR TYPE | VENDOR NUMBER | TENDER NO | DOWNLOAD LOI | DOWNLOAD AGREEMENT |
|-------|--------|---------------------|----------------|---------------|--------------------------------|--------------|--------------------|
| 1 | 81 | HT Metering Cubical | Regular Vendor | 0100003870 | TY | | |
| 2 | 82 | HT Metering Cubical | Regular Vendor | 0100005331 | 04 | | |
| 3 | 83 | HT Metering Cubical | Regular Vendor | 0100000713 | SE/KALYAN-II/TRIAL/ | | |
| 4 | 85 | HT Metering Cubical | Regular Vendor | 0100000702 | SE/O&M/KALYAN-II/HTMC/TRAIL 01 | | |

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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. Select Tender/ LoE Number

Click on Search button

Click on Download Letter of Empanelment button. Letter of Empanelment 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 Empanelment & Contract Agreement link

Fill in all required details in following screen.

Create LoE (Letter of Empanelment) & Contract Agreement for HT Metering Cubical.

Details

Contract Type: HT Metering Cubical Vendor Type: Regu 123 Search Vendor Vendor: 010000123-S

Tender Ref. No: testing 1 Tender Date: 01-May-20 Addendum Date: 02-May-20 Offer Letter Date: 03-May-20 Letter Date: 04-May-20

Negotiation Ref. No: testing 2 Negotiation Date: Date LoE Value: 12345 Performance Security deposit (Rs.): 123.45 Payable & Claimed At (Place): testing 3

Vendor Auth. Rep. Name: testing 4 Vendor Auth. Rep. Designation: testing 5

Rates Quoted For:

FY 2020-2021: BELOW 2 % FY 2021-2022: ABOVE 1 % FY 2022-2023: AT PAR

Create LoE & Agreement

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

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

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

2. **Creation of Reports**

Employee will create report

Click on Reports> HT Metering Cubicle > Division-Wise Letter of Empanelment Count option
Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Vendor-Wise Letter of Empanelment
Count option
Report will be downloaded in excel format.

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

Click on Reports> HT Metering Cubicle > Division-Wise Vendor-Wise Work Order Count &
Amount option
Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Letter of Empanelment and Work Order
Count option
Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Vendor-Wise Letter of Empanelment and
Work Order Count Option
Report will be downloaded in excel format.

3. **Documents**

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

3.2. Click on User Manual for HT Metring Cubicle 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 > HT Metering Cubicle option

Execution of R&M works and utilisation of funds

3.4. Tender Documents (SBD)

Click on Help > Tender Documents (SBD) > HT Metering Cubicle option

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

3.5. Process Flow

Click on Help > Process Flow > HT Metering Cubicle option

3.6. User Manual

Click on Help > User Manual > HT Metering Cubicle option

4. Abbreviations

- 4.1. MSEDCL = Maharashtra State Electricity Distribution Company Limited**
- 4.2. R&M = Repairs & Maintenance**
- 4.3. JV = Joint Venture**
- 4.4. MM = Material Management**
- 4.5. B&R = Billing & Revenue**
- 4.6. IT = Information Technology**
- 4.7. SAP ERP = SAP Enterprise Resource Planning**
- 4.8. LoE = Letter of Empanelment**
- 4.9. LoA = Letter of Award**
- 4.10. MO = Maintenance Order**
- 4.11. PO = Purchase Order**
- 4.12. WO = Work Order**
- 4.13. FO = Framework Order**
- 4.14. SES = Service Entry Sheet**
- 4.15. PT = Partial Trunking**
- 4.16. FT = Full Turnkey**
- 4.17. JMC = Joint Measurement Certificate**
- 4.18. EMD = Earnest Money Deposit**
- 4.19. PSD = Performance Security Deposit**
- 4.20. GST = Goods & Service Tax**
- 4.21. PM = Preventive Maintenance**
- 4.22. BM = Breakdown Maintenance**
- 4.23. DDF = Dedicated Distribution Facility**
- 4.24. NDDF = Non-Dedicated Distribution Facility**
- 4.25. SS = Substation**
- 4.26. DTC = Distribution Transformer Centre**
- 4.27. DT = Distribution Transformer**
- 4.28. PT = Distribution Transformer**
- 4.29. HT = High Tension**
- 4.30. LT = Low Tension**
- 4.31. 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/ Testing/ F&A department of Corporate office after due verification.