

## Works Portal Web Application

1. Enter following URL in web browser to access application  
<http://maintenance.mahadiscom.in/MaintenancePortal/>
2. RAPDRP User Profile details will be used for login, authorization, additional charge in application
3. Division In-charge will create subdivision wise Letter of Empanelment & Contract Agreement for Infrastructure Development work for release of New Connections.
4. Division In-charge will create WO (Work Order) PDF for Infrastructure Development work for release of New Connections.

### 1. Creation & Search of Letter of Empanelment and Contract Agreement

Division In-charge will create LoE & Contract Agreement for Infrastructure Development work for release of New Connections.

Click on NSC Infra.> Manage Letter of Empanelment & Contract Agreement option.

Fill in all required details in following screen.

The screenshot shows the web application interface for Maharashtra State Electricity Distribution Co. Ltd. (MSEDCL). The page title is "Create & Search LoI (Letter of Intent) for Empanelment & Agreement For NSC Infrastructure Work." and it indicates "1 records found".

**Search Details:**

- Subdivision: \*
- Contract Type: \*
- Vendor Type: \*
- Vendor Short Name: and
- 
- Vendor: \*
- Tender No: \*
- 

**Create LoI & Agreement for NSC Infra.**

**LOI List**

Sr No	LOI ID	SUB DIVISION	CONTRACT TYPE	VENDOR TYPE	VENDOR NUMBER	TENDER NO	DOWNLOAD LOI	DOWNLOAD AGREEMENT
1	41	SARVODAY S/DN.	NSCInfra	New Vendor	100000123	DFDSF		

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1. Select Subdivision
2. Select Contract Type <NSC Infra.>
3. Select Vendor Type<New Vendor/ Regular Vendor/ Unemployed Engineer>
4. Enter Vendor Code or Vendor Name (minimum 3 characters)
5. Click Populate Vendor button
6. Select Vendor
7. Enter Tender No.

Click on Search button

Click on PDF icon under Download Letter of Empanelment.

Letter of Empanelment will be downloaded in PDF format.

Click on PDF icon for Download Contract Agreement button.

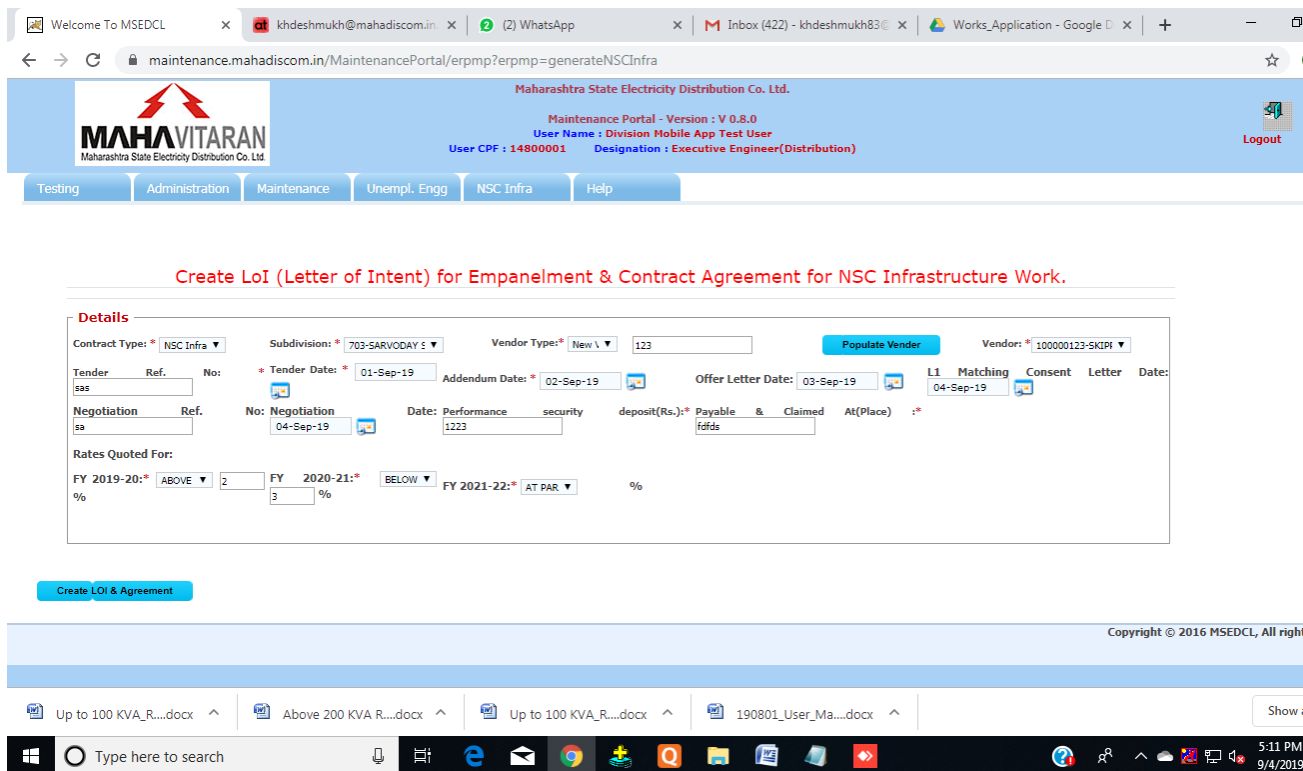
Contract Agreement will be downloaded in PDF format.

Click on Create Letter of Empanelment & Contract Agreement link

### 1.1. Creation & Search of LoE for Vendor Type New Vendor/ Regular Vendor

Click on Create Letter of Empanelment & Contract Agreement link

Fill in all required details in following screen.



1. Select Contract Type<NSC Infra.>
2. Select Subdivision
8. Select Vendor Category<New Vendor/ Regular Vendor/ Unemployed Engineer>
3. Enter Vendor Code or Vendor Name (minimum 3 characters)
4. Click on Populate Vendor button
5. Select Vendor
6. Enter Tender Reference Number
7. Select Tender Date
8. Select Addendum Date
9. Select Vendor Offer Letter Date
10. Select L-1 Matching Consent Letter Date
11. Enter Negotiation Reference Number
12. Select Negotiation Date
13. Enter Performance Security Deposit (Rs.)
14. Enter Payable & Claimed At (Place)
15. Select NA/ At Par/ Above/ Below and Enter Rates Quoted for FY2019-20 in %
16. Select NA/ At Par/ Above/ Below and Enter Rates Quoted for FY2020-21 in %
17. Select NA/ At Par/ Above/ Below and Enter Rates Quoted for FY2021-22 in %

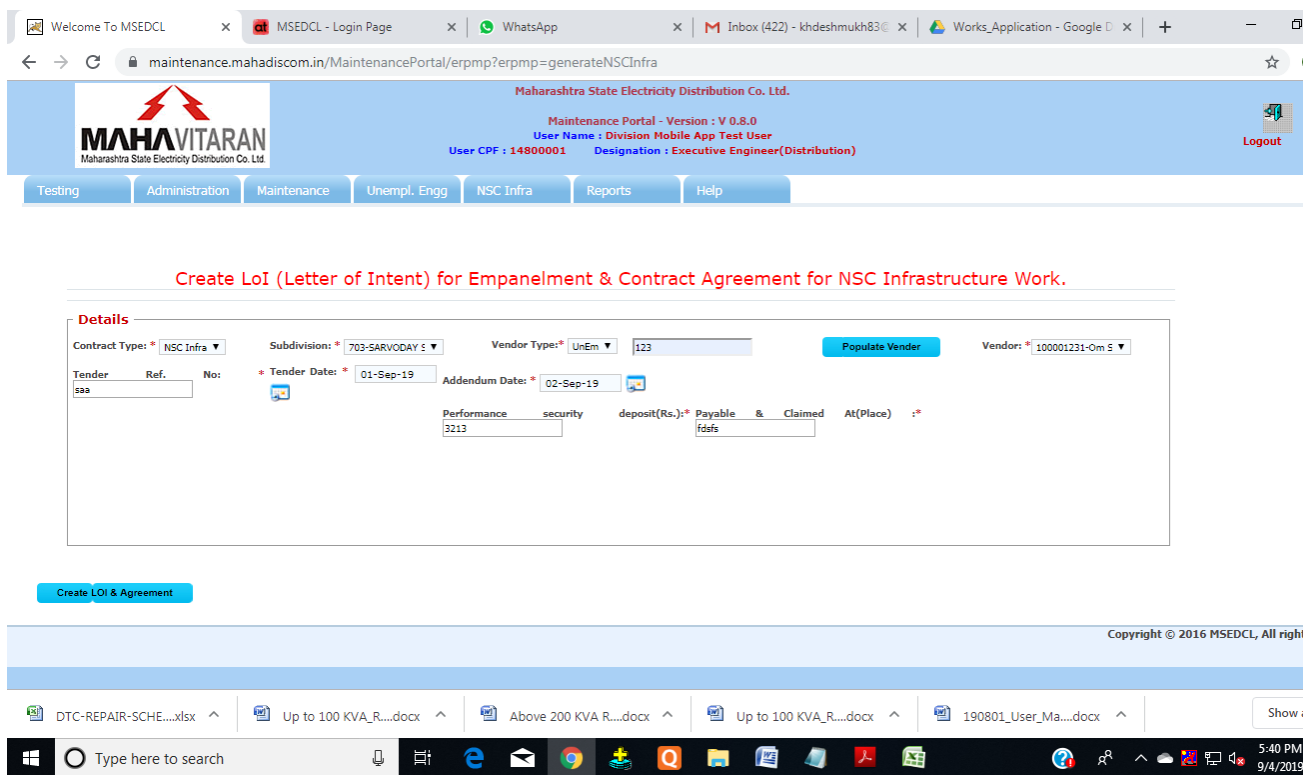
Click on Create LoE &Agreement button.

Letter of Empanelment & Contract agreement will be downloaded in PDF format one after other.

### 1.2. Creation & Search of LoE for Vendor Type Unemployed Engineers

Click on Create Letter of Empanelment & Contract Agreement link

Fill in all required details in following screen.



1. Select Contract Type<NSC Infra.>
2. Select Subdivision
3. Select Vendor Category<New Vendor/ Regular Vendor/ Unemployed Engineer>
4. Enter Vendor Code or Vendor Name (minimum 3 characters)
5. Click on Populate Vendor button
6. Select Vendor
7. Enter Tender Reference Number
8. Select Tender Date
9. Select Addendum Date
10. Enter Performance Security Deposit (Rs.)
11. Enter Payable & Claimed At (Place)

Click on Create LoE &Agreement button.

Letter of Empanelment & Contract agreement will be downloaded in PDF format one after other.

### 2. Creation & Search of WO (Work Order) PDF

Division In-charge will create WO PDF. This Work Order should be first created in SAP ERP system. User manual for creation of Project & Work Order in ERP is kept at Login screen

Click on NSC Infra. > Manage Work Order option.

Fill in all required details in following screen.

1. Select Vendor Category <New Vendor/ Regular Vendor/ Unemployed Engineer>
2. Enter Vendor Code or Vendor Name (minimum 3 characters)
3. Click on Populate Vendor button
4. Select Vendor
5. Select LoE Number
6. Enter Tender Reference Number

Click on Search button

Click on Download Work Order PDF icon/ button.

Work Order will be downloaded in PDF format.

Click on Create Work Order PDF for NSC Infra. Link

Fill in all required details in following screen.

1. Select Scheme
2. Select Investment Program
3. Select Vendor
4. Select LoE Number-Tender Number
5. Enter Project
6. Displayed PO (Material): Date (Material) Amount (Material) (in Rs.)
7. Displayed PO (Cent-ages): Date (Cent-ages) Amount (Cent-ages) (in Rs.)
8. Displayed PO (Services): Date (Services) Amount (Services) (in Rs.)

Click on Create Work Order PDF button.

Work Order will be downloaded in PDF format.

### **3. Creation of Reports (Under Development)**

Employee will create report

Click on Reports > NSC Infra > Division-wise LoEs for NSC Infra Report option.

Report will be downloaded in excel format.

Click on Reports > NSC Infra > Division-wise Vendor-wise LoEs for NSC Infra Report option.

Report will be downloaded in excel format.

Click on Reports > NSC Infra > Division-wise Work Orders for NSC Infra Report option.

Report will be downloaded in excel format.

Click on Reports > NSC Infra > Division-wise Vendor-wise Work Orders for NSC Infra Report option.

Report will be downloaded in excel format.

Click on Reports > NSC Infra > Division-wise LoEs & Work Orders for NSC Infra Report option.

Report will be downloaded in excel format.

Click on Reports > NSC Infra > Division-wise Vendor-wise LoEs & Work Orders for NSC Infra Report option.

Report will be downloaded in excel format.

Click on Reports > NSC Infra. option.

Fill in all required details in following screen.

1. Select Region
2. Select Zone
3. Select Circle
4. Select Division
5. Select Subdivision
6. Select From Date
7. Select To Date
8. Select Report Type <Abstract/ List>

Click on Create Report button

#### **4. Documents**

**4.1. Click on Application Guidelines link on Login screen**

**4.2. Click on User Manual for NSC Infra. on Login screen**

##### **4.3. Guideline Documents**

Click on Help > Guideline Documents > Application Guidelines

Click on Help > Guideline Documents > NSC Infra option

Execution of R&M works and utilisation of funds

##### **4.4. Tender Documents (SBD)**

Click on Help > Tender Documents (SBD) > NSC Infra option

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

##### **4.5. Process Flow**

Click on Help > Process Flow > NSC Infra option

##### **4.6. User Manual**

Click on Help > User Manual > NSC Infra option

#### **5. Abbreviations**

**5.1. MSEDCL = Maharashtra State Electricity Distribution Company Limited**

**5.2. R&M = Repairs & Maintenance**

**5.3. JV = Joint Venture**

**5.4. MM = Material Management**

**5.5. B&R = Billing & Revenue**

**5.6. IT = Information Technology**

**5.7. SAP ERP = SAP Enterprise Resource Planning**

**5.8. LoE = Letter of Empanelment**

**5.9. LoA = Letter of Award**

**5.10. MO = Maintenance Order**

**5.11. PO = Purchase Order**

**5.12. WO = Work Order**

**5.13. FO = Framework Order**

**5.14. SES = Service Entry Sheet**

**5.15. PT = Partial Turnkey**

**5.16. FT = Full Turnkey**

- 5.17. **JMC = Joint Measurement Certificate**
- 5.18. **EMD = Earnest Money Deposit**
- 5.19. **PSD = Performance Security Deposit**
- 5.20. **GST = Goods & Service Tax**
- 5.21. **PM = Preventive Maintenance**
- 5.22. **BM = Breakdown Maintenance**
- 5.23. **DDF = Dedicated Distribution Facility**
- 5.24. **NDDF = Non-Dedicated Distribution Facility**
- 5.25. **SS = Substation**
- 5.26. **DTC = Distribution Transformer Centre**
- 5.27. **DT = Distribution Transformer**
- 5.28. **PT = Distribution Transformer**
- 5.29. **HT = High Tension**
- 5.30. **LT = Low Tension**
- 5.31. **UEE = Unemployed Electrical Engineer**
- 5.32. **UCE = Unemployed Civil Engineer**

## 6. 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](mailto:maintenance_support@mahadiscom.in) with proper error description and attachment of error screenshot after due verification along with concerned employee contact details.

- 6.1. Please read latest Application Guidelines, Process Flow & User Manuals kept at Login screen & in Help menu of Works (Maintenance) Portal.
- 6.2. Please read latest User Manuals are kept at RAPDRP Portal (Info Portal), at Employee Portal (Downloads > User Manuals and Training Videos > IT Systems) and at respective IT application/system.
- 6.3. 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](mailto:portal_admin@mahadiscom.in) after due verification.
- 6.4. 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](mailto:portal_admin@mahadiscom.in) after due verification.
- 6.5. 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](mailto:etender_helpdesk@mahadiscom.in) after due verification.
- 6.6. 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](mailto:empapp_support@mahadiscom.in) after due verification.
- 6.7. 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](mailto:helpdesk_pg@mahadiscom.in) after due verification.
- 6.8. For any issue regarding SAP ERP integration part with Works Portal, create ticket in SAP Solution Manager.
- 6.9. For any issue regarding requirements, local office will contact concerned Distribution/ MM/ B&R/ F&A/ Testing/ Civil department of Corporate office after due verification.