

# TENDER PROCESS

(Copy This URL in Web Browser)

<http://www.shrichhatrapatisugar.org/scssk/etender?url=login>

1. Supplier New Registration or Renewal Process
  - a] **New Registration** :=> Fill up the registration form in details along with uploading documents (Factory / Firm Registration Certificate, Authorized dealer certificate, GST registration certificate, PAN card etc.)
  - b] After Completion Registration process, pay the registration fee **Rs. 500** to the given factory bank account details.
  - c] Upload the payment details while you login to site by clicking on **Click to "Complete Offline Payment Process"** BUTTON.
  - d] Purchase officer will verify the documents and fees paid
  - e] Once the supplier verified as per entered details data is satisfactory, purchase officer will approve the supplier
  - f] Supplier will get the mail and message to grant for login then and only then supplier will be able to login
  - g] **Renewal** :=> In case of renewal process do not fill up the form, supplier have to pay renewal fee Rs 500 and process from option b to c will be same
- 2 Approved suppliers would be able to see the tenders list
- 3 Approved suppliers would be able to see and download the selected tenders PDF file
- 4 Approved suppliers should have to decide the no. of tenders to quote
- 5 Approved suppliers should have to pay **TENDER FEE Rs. 100/-** per tender to given bank details.
- 6 Upload the payment details while you login to site by clicking on **Click to "Complete offline payment process"** BUTTON
- 7 Purchase officer will verify the paid fees and grants the access to given tenders to enter the rates
- 8 Once the tenders are granted to quote the rate Supplier will get the mail and message of grant for entering the rates for selected tenders.
- 9 E-tenders submission period starts immediately after the completion of above process
- 10 Supplier may enter / modify / view / print the tender rates up to closing date & time.
- 11 M/s. S.C.S.S.K. Ltd., Bhavaninagar reserves the right to accept or reject the tender in part or in full without assigning any reason.
- 12 Bank details are available on Website Tender Portal