PRANIT Portal–Registration Manual

(Portal Link – https://etender.powergrid.in)

Version History

Version No.	Release Date	Remarks
Version 1.0	06.03.2024	

1   Conditions to check before registration

1.1   Cases in which bidder need not register on PRANIT Portal

Vendors meeting the following criteria **need not register** on PRANIT Portal:

1. Vendors who have a previously participated in any RFx/Tender published on PRANIT Portal need not register again. They can use the same Login credential.
   In case if they have forgotten their password but remember the security question, they can use link **Reset Password** on Home screen of https://etender.powergrid.in to reset the password, else they need to contact either the POWERGRID Co-Ordinator who facilitate user ID creation on the Portal or the RFx owner/ co-ordinator on which bidder intends to participate/submit bid response.

2. Vendors who have been **engaged by POWERGRID** earlier for goods/works/services by way of award of contracts/consultancy assignments etc. but do not have a Login ID on PRANIT Portal. In such cases, contact the RFx owner/co-ordinator for issuance of Login ID on the Portal.

1.2   Cases in which bidder need to register on PRANIT Portal

Vendors who do not fall under the category mentioned above in point 1.1 and intent to participate in live RFx/tender published on PRANIT Portal. In such cases Vendors are requested to follow the below mentioned steps.

a. Inform the concerned RFx owner/co-ordinator regarding willingness to participate in tender.
b. Submit their request through link **Register Now** on home screen of https://etender.powergrid.in
c. Inform the RFx owner/co-ordinator after the submission of the New Bidder Registration request. Once the request is accepted at POWERGRID end, **Login ID and Password** shall be issued.
d. Bidder will receive Login ID & Password via e-mail provided at time of registration. Initial Password will be valid for a week, kindly reset the Password as soon as you receive the e-mail. Incase Bidder does not receive the Login ID/Password via e-mail or the Bidder's password has expired, please contact RFx owner/co-ordinator.

2 New Bidder Registration using SRM Portal

Vendors who fall under the category mentioned above in point 1.2, need to submit their request through link **Register Now** on home screen of https://etender.powergrid.in. Vendor needs to fill the required information in Supplier Self-Registration page (refer screenshot below)

Supplier Self-Registration

Send | Close

Welcome to PRANIT Portal Supplier Self Registration Utility

To Register yourself as a supplier, enter your data and choose send, after successful registration you have to inform the concerned RFx owner by email regarding the registration details. Once the registration is approved, then you will receive confirmation emails containing login id and password. If you already have a registered login id available, this registration is not required

* Fields marked with an asterisk are mandatory.

General Company Information

Download Registration Manual

* Company Name:	**PO Box Address**
* Language: EN	PO Box: ☐ Without Number:
	Country:
Address	Postal Code / City:
* Country:	
Region:	**Communication**
District:	* Phone Number:
* Postal Code / City:	Fax Number:
Company Postal Code:	* E-Mail Address:
Street/House Number:	
Street Prefix:	PAN No:
Street Suffix:	* Powergrid Region:
Building/Floor/Room:	

Contact Person Information

Copy Company Data

* First Name:	* Phone Number:
* Last Name:	Fax Number:
* Form of Address:	* E-Mail Address:
Academic Title:	* Language: EN
Department:	* Country:

Product Categories Provided

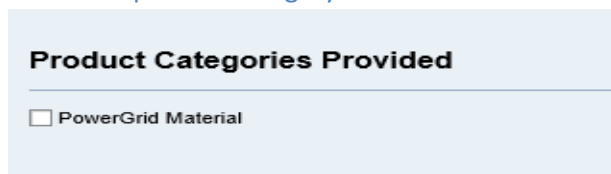☐ PowerGrid Material

Notes

Data Privacy Statement

☐ * Yes, I have read the data privacy statement and accept the terms.:

Data Privacy Statement

1) I have carefully read all the instructions mentioned in registration manual.
2) I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform POWERGRID of any changes therein immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting I am aware that I may be held liable for it.

Key fields of the above screen are listed below: -

1. Company Name: Enter the Company Name.
2. Country: Search help is available on Screen by pressing F4 key for Country selection. However, for India you can directly type "IN" in the required field.
3. Region: Select your State (Geographical area within the country e.g Maharashtra, Bihar etc.) to register the vendor.
4. Postal Code/City: Enter your valid Postal Code/City.
5. Phone Number: Specify contact number of the company.
6. E-mail Address: Enter your valid e-mail ID as Login ID and Password details shall be sent to following e-mail address.
7. POWERGRID Region : Please select POWERGRID Region of concerned RFx Owner/Co-Ordinator from the dropdown list.
8. First Name: Enter first name of the contact person.
9. Last Name: Enter last name of the contact person.
10. Form of Address: Enter the form of Address for the contact person.
11. Copy company Data: This button shall copy company phone number, e-mail ID, Language, country values to contact person data as well.
12. Select the product category- Click on checkbox.

Product Categories Provided

☐ PowerGrid Material

13. Enter comment in Note field (if any) and click on checkbox in Data Privacy Statement.

Notes

Data Privacy Statement

☐ * Yes, I have read the data privacy statement and accept the terms.:
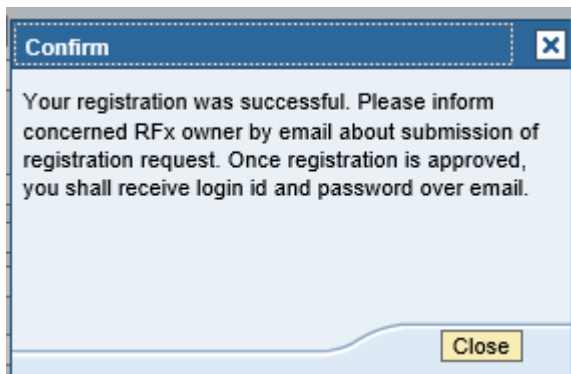
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14. Supplier self-Registration: Click on send button on top screen. Send button will only be available after the product category is checked, all mandatory fields are filled and data privacy statements is accepted.

Supplier Self-Registration

Send | Close

15. Confirm: System will show a confirmation message as shown below.

Confirm ☒

Your registration was successful. Please inform concerned RFx owner by email about submission of registration request. Once registration is approved, you shall receive login id and password over email.

Close

Note: Bidder need to inform the concerned RFx owner/co-ordinator so that the registration request is accepted at POWERGRID end for issuance of Login ID and Password. Bidder shall receive the confirmation and Login details via e-mail upon acceptance by the POWERGRID.