

Bharat Dynamics Limited -

<u>User Manual for e-Tendering</u> <u>Application</u>

(Bidder/Supplier) -

Prepared By: e-Procurement Technologies Ltd





Bidder (s) are requested to take a note of the given settings for internet explorer only, Pl. don't use "<u>Google Chrome</u>" or "<u>Fire</u> <u>Fox</u>" browser.

→ Download & Install "Intermediary Certificate" available under, Download Section at <u>https://bdltenders.abcprocure.com</u>

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➔ In case of Digital Certificate based Login, user need to download& install "Signer" file available under Download Section at <u>https://bdltenders.abcprocure.com</u>





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→ Please add <u>https://bdltenders.abcprocure.com</u> in to Trusted Website. (Tools->Internet Options->Security->Trusted Sites) <u>Screen Shot 1</u>:

- Open Internet Explorer and then click on "Tools" Bar
- And then click on "Internet Options" as mentioned in given screen shot

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abcProcure.com: eTendering	abcPro	cure.co	m: eTenderin ×	Sec. 14	100.24	An an and the second	一天 正一論の	-
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marsday 03/04/2012 1	Add site t	o Start r	nenu		1	Feedback/Cor	inprarint/ Suggestion 1	neip/Sop
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Screen Shot 2:

- Click on "Security" button as given in mentioned screen shot

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Screen Shot 3:

- Click on "Trusted Sites" and then click on "Sites" button as mentioned in given screen shot.







Screen Shot 4:

- Pl. do mentioned https://bdltenders.abcprocure.com and then click on "Add" button as given in mentioned screen shot.



Screen Shot 5: -

- After adding it into trusted sites pl. click on "Close" button. -







→ Please enable ActiveX Controls & Plug-ins. (Tools->Internet Options-> -



Prepared By: e-Procurement Technologies Ltd





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Er Er	hable Prote	ected Mode	(requires res	starting Ir	nternet Exp	olorer)
			Custom lev	/el]	Default	level
			Rese	t all zone:	s to default	t level

- Click on "Tools" bar then click on "Internet Options" and then click on "Security" and then "Custom Level" then make all the options enable (ActiveX Controls & Plug-ins) as mentioned in given screen shots.
- Select "Medium Default" options from given drop down box and then System will prompted a messages <u>"Are you sure you want to change</u> <u>settings for this zone"</u> pl. click on "Ok" button and then finally click on "Ok".
- → Please disable or uninstall Third Party Toolbar / Add-ons from Browser.
- → If the system prompts any message for system patch like CAPICOM do install the same.





1. Preface

This guide provides the information and instruction for using eTendering application on https://bdltenders.abcprocure.com

This preface contains information about the following topics:

- Who should use this document?
- Definitions
- Contact Technical Support Team

1.1 Who should use this document?

This guide is intended for the BDL Bidder/ supplier who want to submit e-Tenders on https://bdltenders.abcprocure.com

This guide will helpful to bidders to understand the following topics:

- Tendering process.
- General understanding of computer terms.
- Usage of web browser.

1.2 **Definitions**

Term	Description
Digital Certificate	An electronic "passport", typically contain a user's name and public key. A CA authorizes certificates by signing the contents using its CA signing private key.
Public Key	The portion of a key pair that is available publicly.
Encryption/ Decryption	To encrypt a file is to apply a mathematical function that transforms character(s) in the file into some other character(s). Encryption renders the file unreadable. This means no one, including the actor, can read the file until it is decrypted. Only authorized recipients can decrypt the file.
Web Portal	A Web portal is a single doorway for employees, customers and partners to access an organization's content, data and services online. Web portals make it possible to establish online relationships by providing personalized content to different individuals and entities.





1.3 Contact abcProcure technical support team

If you have any question which is not answered in this document, you may please contact our support team. Contact details are as mentioned below:

Contact Person	Email Id
Rikin Brahmaxatriya	rikin@abcprocure.com
Vishal Tiwari	vishal.t@abcprocure.com
Dharam Rathod	dharam@abcprocure.com
Mitesh Bhadesiya	mitesh@abcprocure.com
Dhaville Davia	Dhaville davis O sharing sums as in
Bhavik Dave	Bhavik.dave@abcprocure.com
Devang Patel	devang@abcprocure.com
Devang Facet	
Vaishali Soni	vaishali@abcprocure.com
Goral Patel	Goral.patel@abcprocure.com
Telephone No.	+ 91 079-400 16891/ 6823/ 6883/
	6886/6885/6868/6837/6879/6800

1.4 Contact abcProcure Digital Signature support team

Contact Person	Email Id
Dilip Gupta	dilip.gupta@abcprocure.com
Ravi Sheladiya	Ravi.sheladiya@abcprocure.com
Chintan Makwana	chintan@abcprocure.com
Telephone No.	+91 079 - 4001 6832/ 6853/ 6850/ 6831/ 6800





2. Getting started

We assume that you have obtained a valid digital signature certificate (DSC) Class-III and you have the basic knowledge of operating web browser and computer system. If you don't have a valid digital signature certificate (DSC) Class- III, please contact our support team members on given contact no. as mentioned above.

This chapter covers primary system requirements to submit e-Tenders floated on <u>https://bdltenders.abcprocure.com</u>

2.1 Primary requirements to submit e-Tenders:

Below are the primary requirements which you need to fulfill to float online tenders on https://bdltenders.abcprocure.com

2.1.1 Minimum System Requirements:

Software:	
1	Operating System should be Windows 2000 or higher version
2	If your operating system is Microsoft Window XP with Service Pack 2 then you required to upgrade into Service Pack 3.
3	Internet Explorer 6 or higher version
Hardware:	
3	Processor should be Celeron or higher version
4	512 MB RAM
5	40 GB hard disk
Internet con	nection:
6	An internet connection with minimum 256 kbps speed

2.1.1.1 Digital Certificate

To perform any online tendering related activity on <u>https://bdltenders.abcprocure.com</u> you must have a valid digital signature certificate (DSC) Class-III as per **India IT Act 2000.**

Valid Digital Certificate (Class III) must be installed in a computer system from where you want to login on website. Perform the below steps to confirm whether valid digital certificate is available on your computer system or not:





Steps:

- Open Internet Explorer.
- Select *Tools* menu from menu bar.
- Click on Internet Options ->Content->Certificate button.
- You should view your digital certificate in this window as shown in the below screen shot:
- •

Screen shot: Digital Certificate

Issued To	Issued By	Expiratio	Friendly Name	3
Malik Vivek	e-Mudhra Sub CA for	27-Mar-13	<none></none>	
aneepcobidder 1	e-Procurement Techn	10-Dec-12	<none></none>	
aneepcobidder 2	e-Procurement Techn	10-Dec-12	<none></none>	
aneepcoofficer 1	e-Procurement Techn	10-Dec-12	<none></none>	1
aneepcoofficer2	e-Procurement Techn	10-Dec-12	<none></none>	
inpciletendersupera	e-Procurement Tec <mark>h</mark> n	10-Dec-12	<none></none>	
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officera	e-Procurement Techn	10-Dec-12	<none></none>	
🖙 pradipvendor 1	e-Procurement Techn	10-Dec-12	<none></none>	1
Import Export	Remove			Advance
ertificate intended purpos	es			

- Select your certificate and click on *View* button to view certificate details.
- In certificate window, you can view general details, certification path and other details as shown in the below given screen shots:





Senera Details Certification Path]	General Details Certification Path Certification path
Certificate Information This certificate is intended for the following purpose(s): Proves your identity to a remote computer Protects e-mail messages		CCA India 2011 e-Mudhra CA 2011 e-Mudhra Sub CA for Class 3 Organisation 2011
* Refer to the certification authority's statement for details. Issued to: Malik Vivek		
Issued by: e-Mudhra Sub CA for Class 3 Organisation 2011	\Rightarrow	View Certificate
Valid from 27- Mar- 12 to 27- Mar- 13		
$\widehat{\mathbb{P}}$ You have a private key that corresponds to this certificate.		Certificate status: This certificate is OK.
Learn more about <u>certificates</u>		Learn more about <u>certification paths</u>
ОК		ОК

Screen shot: View general details of certificate Screen shot: View certificate path details



- If you have a digital certificate in e-Token then make sure that e-Token Driver is installed in computer system before accessing an e-Token.
- You can check whether e-Token driver is installed in your computer system or not, perform below mentioned steps:

```
Start Menu ->Programs ->e-Token ->e-Token Properties
```

• If you don't have an e-Token driver installed your computer system, you can acquire the same from the vendor from whom you have procured an e-Token device.





• If you have a digital certificate stored on an e-Token then please insert e-Token in USB port of the computer system to logon to the website.

2.2 - <u>If Digital Signature Certificate (DSC) not installed then obtain</u> <u>the DSC and load in to the system as given below procedure.</u>

• Steps for DSC installation as mentioned below screen shots.

<u>Screen Shot:1</u> Double Click on digital signature



Screen Shot:2 Click on "Next" button







Screen Shot:3 Again click on "Next" button

fica	ate Import Wizard
File	to Import Specify the file you want to import.
	File name:
	C: \Users\rikin\Desktop\Bhavini bidder1.pfx Browse
	Note: More than one certificate can be stored in a single file in the following formats: Personal Information Exchange- PKCS #12 (.PFX,.P12) Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B) Microsoft Serialized Certificate Store (.SST)
.ear	n more about <u>certificate file formats</u>
	< Back Next > Cance

Screen Shot:4

- If you have kept a password then do mention over there.
- Click on all three check marks then click on "Next" botton

Certificate Import Wizard	×
Password To maintain security, the private key was protected with a password.	
Type the password for the private key. Password:	
 Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option. Mark this key as exportable. This will allow you to back up or transport your 	
Virginities at a later time.	
Learn more about <u>protecting private keys</u>	
< Back Next > C	ancel





Screen Shot:5 Again click on "Next" botton

ertificate Store	
Certificate stores are system	areas where certificates are kept.
Windows can automatically se the certificate.	elect a certificate store, or you can specify a location for
Automatically select the	e certificate store based on the type of certificate
🕐 Place all certificates in t	the following store
Certificate store:	
	Browse
earn more about <u>certificate store</u>	<u>2</u>
	< Back (Next >) Cano

Screen Shot:6 Click on "Finish" button

Completing the C Wizard The certificate will be import	ed after you dick Finish.
1	Automatically determined by t PFX C:\Users\rikin\Desktop\Bhavin
K	
 < Back	Finish Cancel





Screen Shot:7 Click on "Ok" button



Screen Shot:8 Click on "Ok" button







3. Home page

For e-Tendering purpose, you can visit <u>https://bdltenders.abcprocure.com</u> where you can find all the public e-tenders floated by BDL.

Screen Shot: Home page

unday 27/11/2011 20:20):53 IST				Feedback/Con	nplaint/Suggestion I	Help/Support (Contac
Login	Messa	age Bo	ard If you are New Bidde	r, Click on "New Bid	der Registration"	for online registration		
.ogin Id :		Selec	t Department :		ve Tenders 👻	Keyword :		1
assword :			12	Search Advan	ce Search Clea	ar Search		
Login	Onli	ne Ten	ders Offline Tenders					
orgot Password ? ew Bidder Registration	Onn	ne ren	ders Offinite Fenders					
AQ's	(21) Live T	ender(s) Found				🕻 🔒 Download Doe	cument
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e-Auction]	7879	BDL/CC/OT/GT/014/2011- 2012 DATED 25-11-2011	KBC-CS-IMM	SUPPLY OF PCs (DESKTOP COMPUTERS)	24 / 12 / 2011 15 : 30	0	
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Intermediatory Certificate. WinZip PDF Reader					SUPPLY, INSTALLATION AND			
Digital Certificate	2.	7805	BDL/CC/OT/GT/013- 6/2011-2012,DT.18-NOV-	BDL-BG-IMM-GP	COMMISSIONING OF CNC SLIDING	06 / 01 / 2012 16 : 30	o	a

3.1 Contents of the home page:

- Header of the page: Header Part of the home page contains server date and time (IST) according to which you to carry out e-Tendering tasks.
- **Message Board:** You can view important messages related to e-Tenders flashed by the tendering authority.
- Login Page: You can login to the website by entering your login id, password and your digital certificate.
- New Bidder Registration: Interested bidder can register himself on <u>https://bdltenders.abcprocure.com</u> to participate in e-Tenders published by BDL
- Forgot Password: You can get a new password in case if you have forgotten your password.





- **Downloads:** Links are available for downloading essential software like Adobe Reader, WinZip etc.
- Search: By default live public/open tenders are displayed on home page, but you can search tenders of your choice on the basis of search criteria like department, Tender type etc.
- **View Tender Notice:** You can view tender notice details by clicking on tender notice brief hyperlink.
- Download Documents (): You can download tender documents by clicking on this icon before last date of download documents.
- Page Navigation Link: By default 10 tenders display on home of the website, so if you want to locate a tender which is not available on first page you may use navigation bar to reach to the page on which the tender is available. You may also enter page no. and may press "Go" button to reach to the specific page.





4. New Bidder Registrations

To participate in online tenders published on <u>https://bdltenders.abcprocure.com</u>, you need to register yourself on website.

4.1 Steps for New Bidder Registration:

Perform below mentioned steps to register yourself on https://bdltenders.abcprocure.com

 Click on a "<u>New Bidder Registration</u>" link available on home page as shown in a below screen shot.

হারি হয় জায়র জরু জন্স দারি হয় জায়র জরু জন্স দার্দ্দ FORCE BEHIND(FEACE Sunday 27/11/2011 20:20:53	2 IST				Feedback/Com	uplaint/Suggestion	procurement,	simplifie
Login	Messa	ige Bo	ard If you are New Bidde	r, Click on "New Bidd			terpy bupperer te	
Login Id :		Sele	ct Department :		e Tenders 👻	Keyword :		
Login Forgot Password ? New Bidder Registration FAQ's		ne Ten Live T	ders Offline Tenders				(强 Download Doo	cument)
eAuction	Sr. No.	Id.	Tender No.	Department/Unit	View NIT	Due Date	Corrigendum / Amendment	Quick Links
e-Auction	1.	7879	BDL/CC/OT/GT/014/2011- 2012 DATED 25-11-2011	KBC-CS-IMM	SUPPLY OF PCs (DESKTOP COMPUTERS) QTY, 100 NOS	24 / 12 / 2011 15 : 30	0	G
Intermediatory Certificate. WinZip PDF Reader Digital Certificate Signer eToken Driver Upcoming Tenders	2.	7805	BDL/CC/0T/GT/013- 6/2011-2012,DT.18-NOV- 2011(BG36)	BDL-BG-IMM-GP	SUPPLY, INSTALLATION AND COMMISSIONING OF CNC SLIDING HEADSTOCK AUTOMAT MACHINE OTY - INO	06 / 01 / 2012 16 : 30	0	G,

• You need to furnish individual details as well as of company details in registration form as shown in below given screen shot.





& Back To Home Page	Fields Marked (*) are Mandatory
→ Login id details	
Login Id : *	rajhyderabad OK
Password :*	Minimum 8 characters are required for password Password must comprise of Alphanumeric & Special characters
Confirm Password : *	•••••
Hint Question : *	Which is your favorite colour
Hint Answer : *	pink
→ Company Details	
Company Name : *	Raj Electricals
Address : *	Hyderabad
Country : *	India
State : *	Andhra Pradesh 🔻
City : *	Hyderabad
Phone (1) : *	04016800400
Phone (2) :	
Fax :	
Email 1 *	For Example : xyz@abc.com
WebSite :	
Time Zone : *	(GMT+05:30) Bombay, Calcutta, Madras, New Delhi 🔹
Business Category Keywords: *	Electrical Items
Business Type : *	Manufacturer Government Trading Company/Agent Retailer Buying Office Wholesaler Distributor/Wholesaler Importer Agent Exporter Diversified Service Other Other Other Other
Contact person details	
Prefix : *	Mr. •
Contact Person : *	Raj Khan
Designation : *	MD
Mobile No. :	
	Submit Reset Back

- After filling all mandatory fields, you need to click on "*submit*" button to complete registration process.
- On successful completion of registration you will be prompted a message saying that <u>"You</u> <u>have successfully registered on BDL's e-Procurement Portal"</u>
- After submitting vendor need to contact abc procure through Email for activation of login id and will be activated with in same day.





5. User login

হানি ব্যা সায়ায় অন্ত্রা ব্যা মার্চি ব্যা সায়ায় অন্ত্রা ব্যা মার্চি বের রর্মায়াস্ট্রেরের Wednesday 30/11/2011 10:1	7:09 15	ST			Feedback/Com	uplaint/Suggestion	procurement,	simplifie
Login	Messa	age Bo	ard					
Login Id : harshvendor2 Password :		Sele	ct Department :		e Tenders 💌	Keyword :		
Login Forgot Password ? New Bidder Registration FAQ's		ne Ten) Live T	ders Offline Tenders	Search Advance	e Search Clea	r Search	(🔂 Download Doo	cument)
eAuction	Sr. No.	Id.	Tender No.	Department/Unit	View NIT	Due Date	Corrigendum / Amendment	Quick Links
e-Auction	1.	7879	BDL/CC/OT/GT/014/2011- 2012 DATED 25-11-2011	KBC-CS-IMM	SUPPLY OF PCs (DESKTOP COMPUTERS) QTY. 100 NOS	24 / 12 / 2011 15 : 30	O	Ģ
Intermediatory Certificate. WinZip PDF Reader Digital Certificate Signer eToken Driver Upcoming Tenders	2.	7805	BDL/CC/OT/GT/013- 6/2011-2012,DT.18-NOV- 2011(BG36)	BDL-BG-IMM-GP	SUPPLY, INSTALLATION AND COMMISSIONING OF CNC SLIDING HEADSTOCK AUTOMAT MACHINE OTY - INO	06 / 01 / 2012 16 : 30	0	G.
	3.	7724	BDL/CC/OT/GT/013- 3/2011-2012,DT.18-NOV- 2011(BG37)	BDL-BG-IMM-GP	SUPPLY INSTALLATION AND COMMISSIONING OF CABINET TYPE 160KV INDUSTRIAL X- RAY SYSTEM	06 / 01 / 2012 16 : 30	0	G.

• Bidders (s) are requested to get login on https://bdltenders.abcprocure.com after getting login id approval by abcProcure as shown in given screen shot.





• You will be redirected to the certificate selection page, where you can select a digital certificate to login. Select a digital certificate and click on **Attach / Login** as shown in the below given **screen shot**

Login ID :	harshvendor2
Select Certificat	te : harshvendor2
Certificate Deta	il:
Subject :	
E=harsh@abcproc	ure.com, CN=harshvendor2, OU=Marketing - Support, O=e-Procurement Technologies Ltd., L=Ahmedabad, S=Gujarat, C=IN
_	
Issuer :	
CN=e-Procureme	nt Technologies Ltd. (Internal use only)
Serial : 6108CAD	A0000000019
Valid From : Thu	Aug 12 10:56:10 UTC+0530 2010 To : Fri Aug 12 11:06:10 UTC+0530 2011
Public Key :	
	wIBAgIKYQjK2gAAAAAAGTANBgkqhkiG9w0BAQUFADA+MTwwOgYDVQQDEzNl
VByb2N1cmVtZW	50IFRIY2hub2xyZ2llcyBMdGQuIChJbnRlcm5hbCB1c2Uqb25seSkwHhcN

Login





6. Bidder Dash Board

• After successful login on to the website you will be redirected to the Bidder Dash Board as shown in the below given screen shot.

Wednesday 19/10/2	011 19:18:44 I	ST La	st Login: 19/1	0/2011 19:17:54		Welcome	: Mr. Yin	ying
	Ŵ	l.		R	8	I		
Message Box	Tende	Briefcase Do	cuments	Change Password	Edit Pro	ofile	L	ogout
		My Tenders L	imited Tender.	s Upcoming Tender(s)				
Message Board								
- Search								
Tender Id	Depar	tment	a	Submission Date	>=	=		
Tender No				Opening Date	>=	• <=		
Tender Type Live	Estim	ated Value <= 🗸		Keyword				
Tender Type	, t Estim			· ·	1			
			Search	Clear				
(0) Live Tender(s)	Found.							
Sr. No. Tender Id	Tender No.	Department/Unit	View NIT	Estimated Value	Due Date	Opening Date	Corri.	Dashboard

6.1 Contents of the Bidder Dash Board

• Server Date & Time (IST):

Server date & time appears on top of the page. All e-Tendering activities i.e. Submission of tender, Opening of tender etc. are governed by server date & time (IST). *Please note that you need to refer website's server date and time, not your own PC's or wrist watch date & time*.

- Login Id: Your login id displays on top of the page.
- Last Login: Displays date & time of your last login for security audit purpose.





Menu	Name	Description
	Message Box	You get notification through system for all important activities such as Consortium, Pre bid answers etc.
	Tender	 <u>My Tenders</u>: All Tenders in which you have given Document Read Confirmation or documents read confirmation are classified under My Tenders. Limited Tenders - All Limited Tenders in which you are authorized by the Tendering Authority can be viewed and accessed.
	Briefcase Documents	You can upload & save all reference documents.
1	Change Password	 You can change your password by using this option. Minimum 8 characters are required for password Password must comprise of Alphanumeric & Special characters
<u> </u>	Edit Profile	You can modify your registration details.
	Logout	You can logout from the website by clicking on this menu.

• Message Board: You can view important message relevant to e-Tenders.

• **Tender Search:** By default system displays all the Open Live Tenders but you can search Tenders on the basis of below search criteria:

- Tender ID
- Tender No.
- Tender Type
- Department
- Submission Date
- Opening Date
- Estimated Value
- Keyword

• ()Tender Dashboard: Bidding Dash Board is a page to perform all bidding activities of an e-Tender such as To post Query, Document Read confirmation, Prepare Bid, Final Submission, Result etc.

• **Page Navigation Link:** You can click on page no. link to go directly on the specific page and to locate an e-Tender of your choice. System displays 10 e-Tenders on first page.





7. Bidding dash board

- Bidding Dashboard allows you to carry out all activities related to Tender Submission from a single screen. Our Intelligent software will take you through the entire bidding process in Step by Step manner such that you do not have to remember any links/bidding sequence. Just follow the instructions and you can easily complete the bidding process.
- You can click on a bidding dashboard icon of a tender in which you want to participate as shown in the below given screen shots.

enc	ler Id ler No ler Type	Departme		Submis	-	>=	0 <= 0 <=		8
.6) r. D.	Live Ten Tender Id	der(s) Found. Tender No.	Department/Unit	View NIT	Estimated Value	Due Date	Opening Date	Corri.	Dashboard
	9311	8125400062	KBC-CPED	Supply, Installation, Comissioning, Testing & Provings of make siemens/ABB/schneidar/cromption greaves Make sf6 circuit breakers at 33/11 kv main substation Oty.01 No	0.00000	11/05/2012 15:30	15/05/2012 15:30	o	
	9221	BDL/CC/OT/GT/014/2011- 2012 DATE 25 NOVEMBER 2011	KBC-CPED	SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF NEW BRY AIR MAKE DEHUMIDIFIER SYSTEM WITH A.H.U 9600 C.F.M. Qty.01	0.00000	11/05/2012 15:30	15/05/2012 10:00	0	i
	9082	BDL/CC/OT/GT/019/2011- 2012 dt. 21.03.2012 (enquiry no. 2829400182)	KBC-NAG-IMM	Fabricaton and supply of PCB assemblies	0.00000	19/04/2012 15:30	20/04/2012 10:00	<u>4</u> Updated	i

Screen Shot: Tender Bidding Dashboard

Tender Information Bar: You can view Key tender information such as Tender Id, Tender No., Due date & time etc.

Tender notice (view NIT): Click on this link to view detailed Tender Notice Screen shot for NIT is required

Download document (): Click on this link to Download Tender Documents Screen shot required list of document





Screen shot: Bidding dash board (

Declaration	Prepare Bid	Final Submission	Result	
			BIDI	DING DASHBOARD

Entire bidding process can be split into following steps:

- Declaration (Document Read Confirmation)
- Prepare Bid
- Final Submission

8. Declaration (Document read confirmation)

)

- Before you start bidding online in a tender, you need to give document read confirmation. Once you complete this step then and then only you will be allowed to proceed further.
- You need to click on "I Agree" button to give document read confirmation as shown in the below screen shot. The e-Tender in which you have given document read confirmation can be accessed from My Tenders option available on Dash Board directly.

Declaration	Prepare Bid	Final Submission	Result	
2. We offer to 3. Our bid sha	ad, examined a execute the w II be valid for a	vorks in conformity wi period as mentioned	ith the ter in the ter	ument pertaining to this tender notice and have no reservations to the same,. nder Documents nder document and it shall remain binding upon us. west evaluated bid or any other bid that you may receive
				I Agree

• System will prompt a message like "Document read confirmation step completed" after clicking on "I Agree"





9. Prepare Bidding Schedules

• After completion of the previous step (Declaration), you can start filling the bidding schedules. To fill in bidding schedules (technical bid and price bid forms) click on "*Prepare bid*" tab available on bidding dashboard as shown in the below given screen shot:

Key contents of Prepare Bid page:

Envelop Name: You can view envelop name i.e. Document Fees, EMD, Technical Bid, Price bid etc.

Form Name: You can view bidding form (technical or price) name.

Action: Which action you want to perform on bidding form i.e. Add/Edit/View/Delete/Final Encrypt

Reference Document(s): You can map bid supporting documents which were uploaded earlier. -

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Technical Bid - A =	[Add]	Mag
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid - A *	[Add]	Map

• Bidder can click on "Add" link to fill up Techno-Commercial forms shown in given below screen shot

Technical Bid -	A	
	Technical Bi	d - A - Specification
	Tech	nial Bid - AA
SL No.	Description	Bidder Responce
1	Name of the Company	ABC Limited
2	Address	Ahmedabad
з	Phone Nos.	079-40016807 - 810
	Bidder needs to submit	all the necessary information.
	Bidder needs to submit	all the necessary information.
[Digital Signature	ave Back





• Once Techno-Commercial bid will be fill up then bidder has to click on "Sign" button shown in given screen shot.

Technical Bid - A						
	Technical Bid - A - Specification					
	Technial Bid - AA					
SL No.	Description	Bidder Responce				
1	Name of the Company	ABC Limited				
2	Address	Message from webpage Ahmedabad				
3	Phone Nos.	Data Signed Successfully 079-40016807 - 810				
	Bidder needs	OK ormation.				
	Bidder needs to	to submit all the necessary information.				
ſ		AQcCoIIGyjCCBsYCAQExCzA)BgUrDgMCGgUAMIGHBgkqhkiG				
		Sign Save Back				

• A message will be prompt viz. "Data Signed Successfully" on bidders screen shown in given screen shot. Bidder has to click on "Ok" button.

Technical Bid	A - I					
Technical Bid - A - Specification						
	Technial Bid - AA					
SL No.	De	escription	Bidder Responce			
1	Na	ame of the Company	ABC Limited			
2	Ad	ldress	Ahmedabad			
3	Ph	none Nos.	079-40016807 - 810			
		Bidder needs to submit	all the necessary information.			
		Bidder needs to submit	all the necessary information.			
	Digi		rjCCBsYCAQExCzAJBgUrDgMCGgUAMIGHBgkqhkiG BIACAAZgBvAHIAIABOAGUAdwAgAFQAYQBiAGwAZQBf			
		Sign	Save Back			



• Finally, Bidder has to click on "Save" button as shown in given screen shot. A message will be prompt on bidder screen viz. "Bid form successfully saved".





Edit bidding form

Bidder can edit bidding forms before final submission as per below mentioned screen shots

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Technical Bid - A *	[Edd] [Delete] - [yimm]	Mar
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid - A	[Add]	2140

Bidder has to click on **"Edit"** link to do changes in Techno-Commercial form as shown in given screen shot.

Technical Bid - A		
	Technical Bid - A - Spec	ification
	Technial Bid - A/	1
SL No.	Description	Bidder Responce
1	Name of the Company	ABC Limited
2	Address	Ahmedabad
3	Phone Nos.	079 - 400 16 877
	Bidder needs to submit all the nece	essary information.
	Bidder needs to submit all the nece	essary information.
Di	gital Signature	
	Verify Update E	Back

• Bidder has to click on "Verify" link then Techno-Commerical form can be edited as per given screen shot.





Technical Bid - A		
	Technical Bid - A - Speci	fication
	Technial Bid - AA	
SL No.	Description	Bidder Responce
1	Name of the Company	ABC Limited
2	Address	Ahmedabad 🔦
3	Phone Nos.	079 - 400 16 877
	Bidder needs to submit all the nece	ssary information.
	Bidder needs to submit all the nece	ssary information.
D	gital Signature	A V
	Sign Update E	lack

Technical Bid -	A		
	т	echnical Bid - A - Specifi	cation
		Technial Bid - AA	
SL No.	Description		Bidder Responce
1	Name of the Company		ABC Limited
2	Address	Message from webpage	Ahmedabad
3	Phone Nos.	Data Signed Succe	079 - 400 16 877
	Bidder needs	ок	ormation.
	Bidder need	to submit all the necess	ary information.
[Z2AGEAbAB1AGUAIABmAG	ZAJBgUrDgMCGgUAMIGXBgkqhkiG
		Sign Update Bac	<u>k</u>

Message from webpage
Bid form updated successfully
ок

• Once Techno-Commerical form will be edited and then bidder has to click on "Sign" botton. A message will be prompt on bidder screen viz. "Data Signed Successfully" and then bidder has to click on finally "Update" button as given in screen shot.





View bidding form details -

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Technical Bid - A *	(Eds) - [Delet] - [Vess]	Hac
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid - A *	[Add]	Hap

	dor1 Company (vendor1) Technical Bid - A							
		Technical Bid - A - Specification						
	Technial Bid - AA							
SL No. Description Bidder Responce								
1 Name of the Company ABC Limited								
2	Address		Ahmedabad					
3	Phone Nos.		079 - 400 16 877					
	Bide	der needs to submit all the necessary infor	mation.					
Back Verify								
		List of Files Uploaded						
	FILE NAME	DESCRIPTI	ON	DOWNLOAD				
		No document mapped						
Digital Signature	MIIG6QYJKoZIhvcNAQcCoIIG2jCCE 9w0BBwGqqYkEqYZ2AGEAbAB1AG	3tYCAQExCzAJBgUrDgMCGgUAMIGXBgkqh JAIABmAG8AcqAqAE4AZQB3ACAAVABhAG	ikiG SIAbABI					

• Bidder can also view techno-commercial form by clicking on "View" button as given in screen shot and then bidder has to click on "Verify" button as shown in given screen shot.





Delete bidding form

Bidder can also delete bidding forms before final submission as per below mentioned screen shots.

Technical Bid	2	
Schedule Name	Actions	Reference Document(s)
Technical Bid - A *	[Eds] [Delete] Dimal	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid - A *	[Add]	tiag

ge from webpage 🛛 🔀
Bid Deleted Successfully
οκ





9.1 **Prepare Financial/Price bid form**

Bidder has to click on "add" button to do price bid as per below mentioned screen shots.

	Technic	al Bid				
	Schedule /	tame		Actions	Refe	rence Document(s)
Techn	ical Bid - A *			[fidt] - [Delete] - [Mem]		the .
1	Price	and a first state of the state		Actions		ference Document(s)
Price	Bid - A *	MINIS. ()	LBdd	A1147372555		tian
)						
Price Bi	u - A			Price Bid - AA		
				Price Bid - AA		
SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
L	Laptop	10	Nos.	10	TEN	100
2	Desktop	20	Nos.	10	TEN	200
	Printer	30	Nos.	10	TEN	300
Ļ	CD	40	Nos.	10	TEN	400
5	DVD	50	Nos.	10	TEN	500
				Inclusive of all Taxes & Duties	5	
		Bid	der needs t	to submit Total Rate Inclusive of	all Taxes & Duties	
	Digital S	ignature				×

• Once price bid form is fill up then bidder has to click on "Sign" botton as mentioned in given screen shot.





Price Bio	A - b							
	Price Bid - AA							
	Price Bid - AA							
SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate		
1	Laptop	10	Nos.	10	TEN	100		
2	Desktop	20	Nos.	10	TEN	200		
3	Printer	30	Nos.	Message from webpage	TEN	300		
4	CD	40	Nos.		TEN	400		
5	DVD	50	Nos.	Data Signed Successful	TEN	500		
	Іп ОК							
		Bidd	er needs	s to submit Total Rate Inclusive of	all Taxes & Duties			
	Digital Signature							
				Sign Encrypt Data Save	Back			

3	Printer	30	Nos.	MIIBHAYJKoZIhvcNA	sY+GuJK45j0v0YdU2Ee5jnVTW5o9zC3friQ8cmv4qJmOz/av3LwZEJL1Mrm1y+0h gvJdpngdqyDmrBfUe4btiJtlbsj3t7egxtETuv5Vx23b+PfCdbH1n1Cx4HpLeFLl pTAmMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIqIYq7dPFeBiACBsRXaxb6TpK 2 MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD EyNlUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAA 4TANBgkqhkiG9w0BAQEFAASBgJW8zmwSbDqfuUm4hpQW2IOEqZzgzCLedTZ7g6sX sBxCtVkqBko2U3kJMlvs/pU+CJBt6fmRXtA5Odw5JBUTBtA830vOTQQYrWqZKUa tiftWrdQ2ZKG3F2qQ5hoSVi1QA3G5nHolsixdyqLNkucgG3swfxKC4HWxwzEQ+cj2 WfHIMCsGCSqGSIb3QEHATAUBggqhkiG9w0DBWQIKVDDAqF5uDSACIna0kaCq7QG	MIIBHAYJKoZIhv
4	CD	40	Nos.	MIIBHAYJKoZIhvcNA	Message from webpage Nation Successful Completed Encryption Successful Completed HB70iOiqu9afSiMTIPs14jexjCcC0jCSv1 i6/D8BivEqI2C1KnDGPU+425bV+a0hnc3 iG9w0DBwQIo7onfqTb8xiACKBom71qDlQj	MIIBHAYJKoZIhv
					4TANBgkqhkiG9w0BAQEFAASBgJhQ/hUT2MBRN0P1UVX8pTHWLQIQVf4COm7QtIhL BdebixHlUQ3AqwiwhNelLu1rXX4LD21eMKulp6HP/yUywCWl8QxRUvS8gu81+61+ 9/nDSHgM16ZOWPh/Ffo5Lf4+XP5ox1i629EQSkMGK6/ZyrqPh/7udKP8c6pSWVQj z+F2MCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIHd6Eh+ZGzd6ACNVw8IwsTjWI	
					Inclusive of all Taxes & Duties	
				Bidder r	eeds to submit Total Rate Inclusive of all Taxes & Duties	
		Digital S	Signa		KoZIhvcNAQcDoIIUSTCCFEUCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD	
					Sign Encrypt Data Save Back	

• Bidder has to click on "Encrypt Data" and then "Save" a bidding form.





messag	e from webpage 🛛 🔀
	Bid Form Successfully Saved
	ОК





Edit form

• Bidder can also edit bidding forms before final submission as per below mentioned screen shots.

Technical Bid			
Schedule Name	Actions	Reference Document(s)	
Technical Bid - A *	[Edit] - [Delete] - [View]	Map	
Price Bid			
Schedule Name	Actions	Reference Document(s)	
Price Bid - A *	[Edit] - [Delete] - [View] -[Enstruct]	Map	

					205/INDISINWWavbZM410/MC95G9010CVIkge10VIIIpIkGI9ZIVVq10Denk3PVW1L	
					bWJRMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIP++kkBqeXMmACOdLPhJ3ZPJf	
4	CD	40	Nos.	MIIBHAYJKoZIhvcNAQ	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD EyNlUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAA 4TANBgkqhkiG9w0BAQEFAASBgJgYrf3PCa/o1CNoECLdP95nuE54JBvUCh//YarY pta5hBKR94dxtR+4wrXAxRLnc4VXDRzDE0+c/xdr/u9VuByRqu7ytpQ4B01zt67+ w9/T+frxafrwXqzKfZ3W+0dda12Qikz8qW061kCKwfbpDNXSbuvV7NhQ3nsuvvR CyrXMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIpeWJnkrDzJCACGMjKSBhHsaJ	MIIBHAYJKoZIhv
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQ	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD EyNlUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAA 4TANBgkqhkiG9w0BAQEFAASBgAt0rgMSFJyEAHWiIVkLApupSCV43gW5gA9BhJoi K4TIFpWL+xzG+xGfro2KHfDYdk91X2Td6t0L2kq5T1V0+Vs'ih5ljHnKZNtoonH 5TMCwpI46LdXIG4nnmXNtrD07kp1krPjRevgxLmaRukXG18rGR7kuf4PjL3gPg YsFbMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIhcRMyRJw6TyACJ49NMKjN4i+	MIIBHAYJKoZIhv
				·	Inclusive of all Taxes & Duties	
				Bidder nee	eds to submit Total Rate Inclusive of all Taxes & Duties	
		Digital S	Signa		ZIhvcNAQcDoIIUSTCCFEUCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD /vZW1lbnQqVGVjaG5vbG9naWvzIFB2dC4qTHRkLqIKFNh9mqAAAAAA	
					Verify Decrypt Data Update Back	

• Bidder can also edit price bid after clicking on "Edit" button as shown in mentioned screen shots.

			Price Bid - AA				
			Price Bid - AA				
Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate		
Laptop	10	Nos.	10	TEN	100		
Desktop	20	Nos.	10	TEN	200		
Printer	30	Nos.	Message from webpage	TEN	300		
CD	40	Nos.		TEN	400		
DVD	50	Nos.	Decryption completed succe	TEN	500		
			ОК				
	Bid	ler needs	to submit Total Rate Inclusive of	f all Taxes & Duties			
Digital Signature							
	Laptop Desktop Printer CD DVD	Laptop 10 Desktop 20 Printer 30 CD 40 DVD 50 Bidd	Laptop 10 Nos. Desktop 20 Nos. Printer 30 Nos. CD 40 Nos. DVD 50 Nos. Bidder needs	Description Quantity Unit Rate (In Rs.) Laptop 10 Nos. 10 Desktop 20 Nos. 10 Printer 30 Nos. Message from webpage CD 40 Nos. Deryption completed succe DvD 50 Nos. Kessage from webpage OK	Price Bid - AA Description Quantity Unit Rate (In Rs.) Rate (In Words) Laptop 10 Nos. 10 TEN Desktop 20 Nos. 10 TEN Printer 30 Nos. Message from webpage TEN CD 40 Nos. Decryption completed successfully TEN DVD 50 Nos. Decryption completed successfully TEN Bidder needs to submit Total Rate Inclusive of all Taxes & Duties		

Prepared By: e-Procurement Technologies Ltd




Price Bid	Price Bid - A							
	Price Bid - AA							
				Price Bid - AA				
SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate		
1	Laptop	10	Nos.	10	TEN	100		
2	Desktop	20	Nos.	10	TEN	200		
з	Printer	30	Nos.	10	TEN	300		
4	CD	40	Nos.	10	TEN	400		
5	DVD	50	Nos.	10	TEN	500		
				Inclusive of all Taxes & Duti	es			
		Bidd	er needs	to submit Total Rate Inclusive o	f all Taxes & Duties			
	Digital Signature							
				Sign Encrypt Update	Back			

Price Bid - A							
Price Bid - AA							
Price Bid - AA							
Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate		
Laptop	10	Nos.	10	TEN	100		
Desktop	20	Nos.	10	TEN	200		
Printer	30	Nos.	Message from webpage	TEN	300		
CD	40	Nos.		TEN	400		
DVD	50	Nos.	Data Signed Successfully	TEN	500		
			In ОК				
	Bide	ler needs	to submit Total Rate Inclusive of	all Taxes & Duties			
Digital Signature							
	Description Laptop Desktop Printer CD DVD	Description Quantity Laptop 10 Desktop 20 Printer 30 CD 40 DVD 50	Description Quantity Unit Laptop 10 Nos. Desktop 20 Nos. Printer 30 Nos. CD 40 Nos. DVD 50 Nos.	Price Bid - AA Description Quantity Unit Rate (In Rs.) Laptop 10 Nos. 10 Desktop 20 Nos. 10 Printer 30 Nos. 10 CD 40 Nos. 10 DVD 50 Nos. Data Signed Successfull In CK Bidder needs to submit Total Rate Inclusive of Digital Signature MIIG9wYJKoZIhvcNAQcCoIIGSDCCBuQCAQExCEAT	Price Bid - AA Description Quantity Unit Rate (In Rs.) Rate (In Words) Laptop 10 Nos. 10 TEN Desktop 20 Nos. 10 TEN Printer 30 Nos. 10 TEN CD 40 Nos. Data Signed Successfully TEN DVD 50 Nos. Data Signed Successfully TEN Irr Bidder needs to submit Total Rate Inclusive of all Taxes & Duties Digital Signature MIIG9wYJKoZIhvcNAQcCoIIG6DCCBuQCAQExc2AJBgUrDgMCGgUAMIGIBgkqhkAga		

з	Printer	30	Nos.	MIIBHAYJKoZIhvcNAQ	eY+CulX48j040YdUZEs5jnVTW569cC5frQ8cmv4gJm02/av3LwZELLMrm1y+Oh gvJdpngdayDmr8Ua4bUH5bj17sgxtErUx5Vx23b+FCdbH1nLCx4HpLeFU pTAmMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIqIYq7dPfeBiACBsRXaxb6TpK MIIBHAYIKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgyDVQQD EyNUHJv73VyZWIBDQVGylaG5vbG9naWyZIFB2dC4PTHRLg1xFKHN9mgAAAAAA
					4TANBgkqhkiG9w0BAQEFAASBgJW8zmwSbDqfuUm4MpQWzIOEqZzg2CLedT27g6sX sBxCtVkqBko2U3kJMlvs/pU+CJBt6fmRXtASOdw5JBUT8btA830v0TQQYrWqZKUa t1fMYdQ2ZkG3F2qQSho5Vi1QA3G5nHolsixdyqLNkucgG3swfxKC4HWxwzEQ+cj2 WfHIMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIKVD0AqF5uDSACIna0KaCq7QG
4	CD	40	Nos.	MIIBHAYJKoZIhvcNAQ	MILEHAYIKoZIhvetNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwkgYDVQQD MILEHAYIKoZIh Message from webpage Hillibrayikozih Encryption Successfully Completed HSWYPPhmY2zwNSVH845LdoaAgaw3File Encryption Successfully Completed HG/W02LFB2C42HTPL3jetCCC0jCSV1 (6/DBBivEq12c1KnDGPU+425bV+a0hnc3 HG/W02BwQ10F0nfq15bsilacKBom71qDl0j
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQ	OK QAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD MIIBHAYJKoZIH Cynoregy Cyfaethau yr yn
					Inclusive of all Taxes & Duties
				Bidder nee	ds to submit Total Rate Inclusive of all Taxes & Duties
		Digital S	Signa		ZIhvcNAQcDoIIUSTCCFEUCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD
					Sign Encrypt Data Save Back





-	Bid form updated successfully
	ОК

Delete price bid Schedule

• You can delete any of the price bid form by clicking on a "*Delete*" link available on bidding dash board as shown in the below given screen shot. When you click on delete link, system prompts you a message for the confirmation of the deletion of the price bid form.

	Message from webpage 🛛 🔯	
Technical Bid	Do you want to delete Price Bid - A	
Schedule Name	OK Cancel	Reference Document(s)
Technical Bid - A	ICONT - ICONTRO - COMMI	ttea
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid - A *	(Edd) (Deleta) - (Men) -(Encryst)	Mag





10. Attach/Map Bid supporting documents to bidding form -

- You can map/attach uploaded reference documents to the specific bidding form in a tender. If you have not uploaded any documents yet on website then please upload documents first. Kindly refer <u>Upload Bid Supporting Documents</u> to know how to upload bid reference documents online. You need to perform below mentioned steps to map bid supporting documents to the bidding schedule in a tender:
- Click on "*Map*" link available on bidding dash board appears in front of each bidding schedule as shown in screen shot.

Schedule Name		Actions		Reference Doc	Reference Document(s)	
chnical Bid - A *		[Edit] - [1	Delete] - [View]	Mag		
Message Box	Tender 1	Briefcase Documents	Change Password	L Edit Profile	Logout	
essage Board MARQUEE	TESTING - UVM	Upload Documents	Folder Management			
Select a file to upload : *		(Browse			
Description : *						
		U	oload			

• Select documents from the list of uploaded documents which you want to attach/map with the bidding form and then click on "*Map*" button available on bottom of the page as shown in the screen shot.





	223	ws-11_price bid1.pdf	ws-11_price bid1	0	Approved	unmappen	2009-11- 15 10:09:00.0	Approved	Approved & Mapped	G,
	224	ws-11_price bid2.pdf	taufique	0	Approved	unmappen	2009-11- 15 10:09:00.0	Approved	<u>Cancel</u>	
R	225	ws-17_price bid1.pdf	varun	0	Approved	unmappen	2009-11- 15 10:09:00.0	Approved	Approved & Mapped	G,
Мар										

- On successful mapping of the documents, documents will start appearing under the "List of mapped documents" title and on the same page as shown in the below given screen shot.
- You can also remove the attached documents by selecting the documents to be removed and by clicking on "*remove*" button as shown in screen shot.

	Upload documents.				
Select a file t	o upload : *		Browse		
Description :	*				
		Up	load		
 Any Numb Acceptable (*.pdf,*.zi) A file pathe (Space, -) 	e File Types p,*.rar,*.jpeg, *.jpg, *.gi may contain any below _ , \)	ed. Maximum Size of a Single File : f, *.doc, *.xls, *.xlsx, *.docx , *.er given special characters: of uploaded document to map it w	nc)		
List	of Mapped documents.				
Sr No.		File Name	File Description	Download	Select
1	Dummy Tender Document.	pdf	dummy doc	G.	
		Ren	nove		





11. Final submission of a tender

• During prepare bid stage, you are preparing a tender in your personal briefcase which must be dropped into the secure, time stamped electronic tender box for consideration of your bid. You can drop your e-Tender into time stamped electronic tender box by doing final submission of a tender.

Phase 1: Preparation of a Tender in a Personal briefcase	Phase 2: Dropping Tender in a Time stamped electronic tender box
Bids are encrypted using your public key and gets stored into personal briefcase.	Tender is encrypted with the public key of tendering authority and gets stored in a time - stamped electronic tender box

Encrypt price bid form

You need to encrypt each price bid schedule with the uploaded <u>public key of a concern government</u> <u>officer</u>. A link of final submission will be activated only if you have all the mandatory forms and have encrypted each price bid form.

TEch					
Schedule Name	Actions	Reference Document(s)			
		Map			
- 1 · 1-1+		FILE NAME	DESCRIPTION	DOWNLOAD	
Technical Bid *	[Edit] - [Delete] - [View]	Activex Control.docx	dummy	G	
Price					
Schedule Name	Actions	Refe	erence Docume	nt(s)	
Price Bidding Form *	Encrypt		<u>Map</u>		

<u>Note</u>: A bidder can also upload supporting document related to price bid through "MAP" link before doing "Final Encrypt" as given in above screen shot.





Message from webpage	E S
Are you sure you	want to encrypt & submit BOQ
-	OK Cancel

BOQ							
Item	Description	Unit	Quantity	Rate	Amount		
A	400mm Diameter x 12.00m long starter and/or extension pile (working load = 60 Ton) (In No.328)	Mtr	3936	MIIBUQYJKoZIhvcNAQc	MIIBUQYJKoZIhvcNAQ		
В	400mm Diameter x 6.00m long starter and/or extension pile (In No.328)	Mtr	1968	MIIBUQYJKoZIhvcNAQc	MIIBUQYJKoZIhvcNAQ		
С	400mm Diameter x 3.00m long starter and/or extension pile	Mtr	328	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQ		
D	400mm Diameter x 12.00m long starter and/or extension pile	No	328	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQ		
E	400mm Diameter x 6.00m long starter and/or extension pile	No	328	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQ		
					MIIBWQYJKoZIhvcNAC		

• Bidder has to click on Decrypt Data botton and than click in Encypt & Save button as shown in mentioned screen shots

BOQ											
Item	Description		Unit	Quantity	Rate	Amount					
A	400mm Diameter x 12.00m long s Ton) (In No.328)	Message from webpage	Mtr	3936	1000	3936000					
В	400mm Diameter x 6.00m long st	A	Mtr	1968	2000	3936000					
С	400mm Diameter x 3.00m long st	Decryption completed successfully	Mtr	328	3000	984000					
D	400mm Diameter x 12.00m long s	100mm Diameter x 12.00m long s				1312000					
E	400mm Diameter x 6.00m long st	ОК	No	328	5000	1640000					
			J			11808000					





'ou are participating in this tender as an Individu	af Bidder.				
Technical Form					
Schedule Name	Actions	Re	ference Document(w)	
		The			
Appendix 111- Form I- Cavering Letter for Fechnical Proposal *		FILE NAME	DESCRIPTION	DOWNLOAD	
	Innti - Illaintei - Donal	Ourniny Tender Document.pdf	dummy dac	a	
END Details *	Intel - Itislate) - Dien)		Max -		
Appendix III : Form -111: Particulars of Key Personnel *	Diana - Deneted - Drinew]	ting			
Price Form					
Schedule Name	Actions	Refere	nce Document(s)		
noi; -	Form Encrypted (Daimal IVing)				

- If bidder wish then price bid form can be deleted & resubmit again before doing final submission. Once Bidder will do a Final Submission then Techno-Commercial bids can't be edited/ deleted.
- <u>Note</u>: Once price bid form will be encypted then bidder can not upload any supporting document related to price bid as given in above screen shot. Map link will be disappreared after Final Encrypt.

11.1 Final submission button

ender Detail —									
nder Id: 7231	Tender No : Malaysia/100 Du	e date & time : 20/10/20	11 14:05 Oper	iing date & ti	ime: 20/10/2011 14:06				
Brief : Tender for Piling Works <u>Tender Notice Download Document</u>									
Envelope Name	Form Name	e	Mandatory / Optional	Submitted	Attached Document List				
Envelope Name	Form Nam Appendix III- Form I- Covering Lette	•	Mandatory / Optional Mandatory	Submitted Yes(1)					
		•							
Envelope Name	Appendix III- Form I- Covering Lette	r for Technical Proposal	Mandatory	Yes(1)	Dummy Tender Document.pdf				





- On the final submission page you can see the final submission button and clicking upon which you can do final submission of a tender. I.e. you can drop your e-Tender into Secure Electronic Time Stamped Tender Box.
- After completion of final submission of a tender, you will get an online receipt for the confirmation of your final submission as shown in the below given screen shots.
- Online receipt includes bid schedule details, list of documents attached and date & time and IP address from where you have completed final submission. Print out of the same can be taken out by you for future reference.

Envelope Name	Form Name	Mandatory / Optional	Submitted	Attached Document List
Technical Bid	GENERAL INFORMATION	Mandatory	Yes(1)	redBusTicket.pdf
	TENDER DOCUMENT FEES AND EMD FORM	Mandatory	Yes(1)	No
Price Bid	PRICE BID	Mandatory	Yes(1)	No

Tender Id : 7965				
Tendering Unit : Tes	st Department			
Tender No : Mock te	st/001/18.11.2011			
Company Name : Mo	kinsey & Co.			
Address : vendor1				
LoginId : harshvend	lor1			
Receipt No : Mock te	est/001/18.11.2011/21305			
Envelope Name	Form Name	Mandatory / Optional	Submitted	Attached Document List
-	GENERAL INFORMATION	Mandatory	Yes(1)	redBusTicket.pdf
-	GENERAL INFORMATION TENDER DOCUMENT FEES AND EMD FORM	Mandatory Mandatory	Yes(1) Yes(1)	redBusTicket.pdf No
Technical Bid Price Bid				· · · ·





12. Briefcase Document (Upload bid supporting/reference documents)

12.1 Upload bid reference documents

- You can upload all bid supporting documents online and can save it into the virtual briefcase so in future whenever any document has to be submitted along with the tender you can simply re-use it.
- You can upload bid supporting documents by performing the below given steps:
- Click on the "Upload document" link available under "Briefcase Document" menu available on top of bidder dash board page as shown in the below given screen shot.

Thursday 27/05/2	010 15:11:17 IST	Last Login: 27/05	6/2010 14:48:45	Welcom	e: Mr. vendor1						
Message Box	Tender	Briefcase Documents Fo	Change Password older Management	Ledit Profile	Logout						
Message Board	Message Board MARQUEE TESTING - UVM										
Select a file to u Description : *	Select a file to upload : * Browse Description : *										
 Any Number Acceptable F (*.pdf,*.zip,* A file path mathematical (Space, - , _ , _) 	 Field Marked(*) is Mandatory. Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB. Acceptable File Types (*.pdf,*.zip,*.rar,*.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf) A file path may contain any below given special characters: (Space, *, _,) Click on Map link available in front of uploaded document to map it with a Folder 										
View Unmapped Fi	View Unmapped Files View Folderwise Files View All Files										

Screen shot: Upload bid supporting/reference document

- Click on browse button to open a file to be uploaded and enter Document description and click on "*Upload*" button as shown in the below given screen shot.
- A single file size must not exceed 4 MB. Please ensure that you follow all the other instructions mentioned on the upload document page as shown in the above given screen shot.





Screen shot: Select a file to upload online

Select a file to upload : *	C:\Documents and Settings\Administrate\L Browse						
Description : *	test						
[Upload]							
 Acceptable File Types (*.pdf,*.zip,*.rar,*.jpeg,* A file path may contain ar (Space, - , _ , \) 	tory. .e uploaded. Maximum Size of a Single File should not Exceed 4MB. *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf) 1y below given special characters: e in front of uploaded document to map it with a Folder						

Screen shot: Uploaded documents list

Select a file to up	Select a file to upload : * Browse										
Description : *	escription : *										
	Upload										
 Field Marked(*) is Mandatory. Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB. Acceptable File Types (*.pdf,*.zip,*.rar,*.jpeg, *.jpg, *.gif, *.doc, *.xls, *.klsx, *.docx, *.dwg, *.dwt, *.dxf) A file path may contain any below given special characters: (space, - , _ , \) Click on Map link available in front of uploaded document to map it with a Folder 											
File Informa	ation —										
Sr. No. File	e Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download				
1 test	t.doc	test	10752	Map	Approved	<u>Cancel</u>	Download Document				
2 test	t1.doc	test1	10752	<u>Map</u>	Approve	<u>Delete</u>	Download Document				

12.2 Cancel uploaded document

- You can cancel uploaded and approved document if required.
- You need to click on "*Cancel*" link available in front of a respective document as shown in the below given screen shot.

Screen shot: Cancel document





Select a file to uploa	lect a file to upload : * Browse										
Description : *											
	Upload										
 Field Marked(*) is Mandatory. Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB. Acceptable File Types (*,pdf,*.zip,*.rar,*.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf) A file path may contain any below given special characters: (Space, -, _, \) Click on Map link available in front of uploaded document to map it with a Folder 											
		All Files									
File Information	1										
Sr. No. File Name		File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download				
1 New Micros	soft Word Document3.doc	test1	10752	Map	Approved	Cancel	Download Document				

- On successful cancellation of a document, you will be prompted an alert message "Document Cancelled Successfully"
- After cancellation of a document, you can delete a document.

12.3 Delete uploaded Document

• You can delete any of the uploaded documents by clicking on a "*Delete*" link available on the upload document page as shown in the below given screen shot

Screen shot: Delete uploaded document

Select a file to upload : * Browse										
Description : *										
Upload										
 Field Marked(*) is Mandatory. Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB. Acceptable File Types (*,pdf,*.zip,*.rar,*.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf) A file path may contain any below given special characters: (Space, - , _) Click on Map link available in front of uploaded document to map it with a Folder 										
iew Unmappe	d Files View Fo	olderwise Files	Files							
-File Infor	rmation —									
Sr. No. File Name File Description File Size Map to Folder Approve Delete/Cancel Download										
3r. NO.	1 test.doc test 10752 <u>Map</u> Approved <u>Cancel</u> <u>Download Document</u>									
	test.doc	test	10752	Map	Approved	Cancel	Download Document			

• On successfully deletion of a document, a message "File Deleted Successfully" would be prompted to you as shown in the below given screen shot.





Screen shot: Successful file/document deletion

Message Board						
Select a file to upload : *	Browse					
Description : *						
	Message from webpage					
 A file path may contain an (Space, - , _ , \) 						
View Unmapped Files	erwise Files View All Files					
Performing requested Operation. Please wait.						

12.4 Folder wise documents management

- You can manage documents folder wise. I.e. you may create past experience; ISO documents etc. folders to store the uploaded documents.
- To manage the folders click on *"Folder Management"* link available under *"Briefcase Documents"* menu as shown in the below given screen shot-66

Screen shot: Folder wise documents management

	Ŵ	lî l	R	<u>&</u>
Message Box	Tender	Briefcase Documents	Change Password	Edit Profile
		Upload Documents	Folder Management	
Message Board				

• To create a new folder click on "Create Folder" button as shown in the below given screen shot





Screen shot: Folder creation

Folder Managem			ate Folder
Sr. No.	Folder Name	No. of files mapped	Action
No folders created.			

- Enter folder name and click on "Submit" button.
- Click on a "*Map*" link available in front of each document to move a file to particular folder as shown in the below given screen shot

Screen shot: Map documents to a folder

	e to upload : *	<u></u>						
Descriptio	n : *		🖉 Map Fi	es to Folder	- Windows 💶	×		
			🖉 http://	npeil. abeproeur	re.com/NPCIL/eTen/			
					settings put your < here to change y	×		
 Field Marked(*) is Mandatory. Any Number of files can be uploaded. Maximum Size Acceptable File Types 			um Eizo	le To Folde				
 (*.pdf,*.zip,*.rar,*.jpeg, *.jpg, *.gif, *.doc, *.xls, *.x A file path may contain any below given special char (Space, - , _, \) Click on Map link available in front of uploaded docu 			.xls, *.x					
(Space,	· · · _ · \)				abcdemo 💌			
(Space, Click or	, - , _ , \) n Map link available			ma		• //		
(Space, Click or	, - , _ , \) n Map link available	e in front of upload		ma	ove	• //;		
(Space, • Click or /iew Unmap	, - , _ , \) n Map link available oped Files <u>View Fold</u>	e in front of upload		ma	ove	Approve	Delete/Cancel	Download





13. Change password

- You can change your password as and when you wish. It is advisable that you change your password after every 2 months.
- You can change your password by performing below given steps:
- Click on Change password icon available on top of the bidder dash board page as shown in the below given screen shot.

Wednesday 19/10/201	T La:	Last Login: 19/10/2011 19:17:54			Welcome: Mr. Yin-ying			
Message Box	V Tender	Briefcase Do	cuments	Change Password		ofile	L	ogout
Message Board			limited render	s - Openning Lend er(s)				
Search Tender Id Tender No Tender Type Live	Depart	ment 🛛 🕹	Search	Submission Date Opening Date Keyword Clear	>=	= = = =		
(0) Live Tender(s) Found.								
Sr. No. Tender Id Te	nder No.	Department/Unit	View NIT	Estimated Value	Due Date	Opening Date	Corri.	Dashboard

• In a change password screen, you will be asked to enter current password and new password to set as shown in the below given screen shot.

Friday 28/05/2010 14:19:34 IST		Last Login: 28/0	05/2010 13:54:57	Welcom	Welcome: Mr. vendor1	
	Ŵ	G	?	8		
Message Box	Tender	Briefcase Documents	Change Password	Edit Profile	Logout	
Message Board	м					
		Change Password Fields Marked (*) are Mandatory Enter Current Password: Enter New Password: Retype New Password: • Minimum 8 characters are re • Password must comprise of Sub	quired for password Alphanumeric & Special chail	racters		

• On successful changing of a password, system will prompt you an alert message "Password changed successfully"





14. My tenders

• You can access all the tenders in which you have completed "Declaration (Document Read Confirmation) step" by clicking on My Tender(s) icon available on top of the bidder dash board page.

Thursday 27/05/2010 15:06:13 IST		Last Login: 27/	05/2010 14:48:45	Welcome: Mr. vendor1		
Message Box	Tender	Briefcase Documents	R Change Password	R Edit Profile	Logout	
My Tenders Limited Tenders Upcoming Tender(s)						

15. Limited tenders

• You can access all limited tenders for which you are authorized by the tendering authority by clicking on a limited tenders icon available on top of the bidder dash board page as shown in the below given screen shot.

Thursday 27/05/2010 15:06:13 IST		Last Login: 27/	05/2010 14:48:45	Welcome: Mr. vendor1			
Message Box	V Tender	Briefcase Documents	R Change Password	A Edit Profile	Logout		
My Tenders Limited Tenders > Upcoming Tender(s)							





16. Edit profile

You can edit your profile details by clicking on "*Edit Profile*" icon available on top of the bidder dash board page.

Screen Shot: Edit Profile

Thursday 27/05/2010 15:06:13 IST		Last Login: 27/0	5/2010 14:48:45	Welcome	Welcome: Mr. vendor1		
Message Box	Tender	D Briefcase Documents	R Change Password	Edit Profile	Logout		
My Tenders Limited Tenders Upcoming Tender(s)							

Screen shot: Edit personal details

Message Board	MARQUEE TESTING - UVM							
Edit Supplier Profile								
	Fields Marked (*) are Mandatory							
Current Password : *								
→ Login id details								
Login Id :	Vendor1							
Hint Question :	Which is your favorite colour							
Hint Answer : *	Yellow							
> Company Details								
Company Name : *	Vendor 1							
Address : *	Ahmedabad							

• If biddes wish to change their profile then pl. click on Edit Profile and then enter current password as shown in mentioned screen shot.

Country : *	India 💌			
State : *	Gujarat 🗸			
City : *	Ahmedabad			
Phone (1) : *	07940016876			
Phone (2) :	07940016816			
Fax :	07940016831			
Email 1 *	support@abcprocure.com For Example : xyz@abc.con		n will be done on this Email	Id
WebSite :	www.abcprocure.com			
Time Zone : *	(GMT+05:30) Bombay, Calcut	ta, Madras, New Delhi	~	
Business Category Keywords: *	e-Procurement	Juse (,) to seperate keywords i.e. Ha	nd pump,Mobile etc.
Business Type : *	Manufacturer	Government	Trading Company/Agent	🗌 Retailer
	Buying Office	☐ Wholesaler	Distributor/Wholesaler	Importer
	C Agent	Exporter	Diversified	Service
	☑ Other	Testing		





Contact person details				
Prefix : *	Mr. 🗸			
Contact Person : *	Vendor1			
Designation : *	Manager			
Mobile No. :	09374530102			
Update Back				

• Once profile will be edited then bidder will click on "Update" button.

17. Logout

Whenever you wish to exit from the website, do not close the browser directly. To exit, click on the Logout menu and wait for the system to close your session. This is for your own security.

• Click on Logout icon available on top of the bidder dash board page as shown in the below given screen shot.

Screen shot: Log out from website

Thursday 27/05/2010 15:06:13 IST		Last Login: 27/	Last Login: 27/05/2010 14:48:45		Welcome: Mr. vendor1	
Message Box	V Tender	Briefcase Documents	R Change Password	Ldit Profile	Logout	
		My Tenders Limited Tende	ers Upcoming Tender(s)		<u> </u>	





Appendix -Do's & Don'ts

- Remember your User ID & Password to access the website.
- Don't share your User ID, Password & Digital Certificate with anyone.

• If you have installed a Digital Certificate on a computer systems of someone else then don't forget to remove your Digital Certificate from the system.

• Prepare the bids and make final submission well before the scheduled Date & Time of submission.

• Change your password after every month.

• Password should comprise of alphanumeric & special characters and should be preferably more than 8 characters.