



Bharat Dynamics Limited -

User Manual for e-Tendering Application

(Bidder/Supplier) -



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

➔ Download & Install "**Intermediary Certificate**" available under, Download Section at <https://bdlenders.abcprocure.com>

Thursday 05/04/2012 16:15:46 IST

Feedback/Complaint/Suggestion | Help/Support

Login

Login Id :

Password :

[Forgot Password ?](#)
[New Bidder Registration](#)
[FAQ's](#)

eAuction

Downloads

- Intermediary Certificate**
- WinZip
- PDF Reader

Message Board

Select Department : Live Tenders

Keyword :

Online Tenders **Offline Tenders**

(16) Live Tender(s) Found

Sr. No.	Id.	Tender No.	Department/Unit	View NIT	Due Date	Corrigendum
1.	9311	8125400062	KBC-CPED	Supply, Installation, Commissioning, Testing & Proving of make siemens/ABB/schneider/crompton greaves Make sf6 circuit breakers at 33/11 kv main substation Qty.01 No	11 / 05 / 2012 15 : 30	0
				SUPPLY, INSTALLATION,		

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



Thursday 05/04/2012 16:24:10 IST Feedback/Complaint/Suggestion | Help/Sup

Login

Login Id :

Password :

[Forgot Password ?](#)
[New Bidder Registration](#)
[FAQ's](#)

eAuction

e-Auction

Downloads

- [Intermediary Certificate](#)
- [WinZip](#)
- [PDF Reader](#)
- [Digital Certificate](#)
- [Signer](#)
- [eToken Driver](#)
- [Upcoming Tenders](#)

Message Board 'ation' for online registration.

Select Department : Live Tenders

Online Tenders **Offline Tenders**

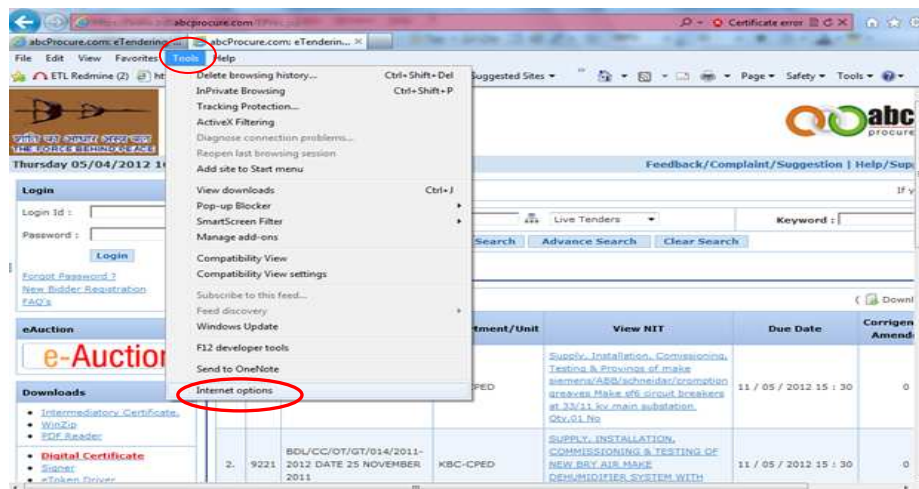
(16) Live Tender(s) Found (Download)

Sr. No.	Id.	Tender No.	Department/Unit	View NIT	Due Date	Corrigen Amend
1.	9311	8125400062	KBC-CPED	Supply, Installation, Commissioning, Testing & Proving of make siemens/ABB/schneider/crompton greaves Make sf6 circuit breakers at 33/11 kv main substation Qty.01 No	11 / 05 / 2012 15 : 30	0
2.	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	11 / 05 / 2012 15 : 30	0
3.	9082	BDL/CC/OT/GT/019/2011-2012 dt. 21.03.2012 (enquiry no. 2829400182)	KBC-NAG-IMM	Fabrication and supply of PCB assemblies	19 / 04 / 2012 15 : 30	4 Updat

➔ Please add <https://bdlenders.abcprocure.com> in to **Trusted Website**. (Tools->Internet Options->Security->Trusted Sites)

Screen Shot 1:

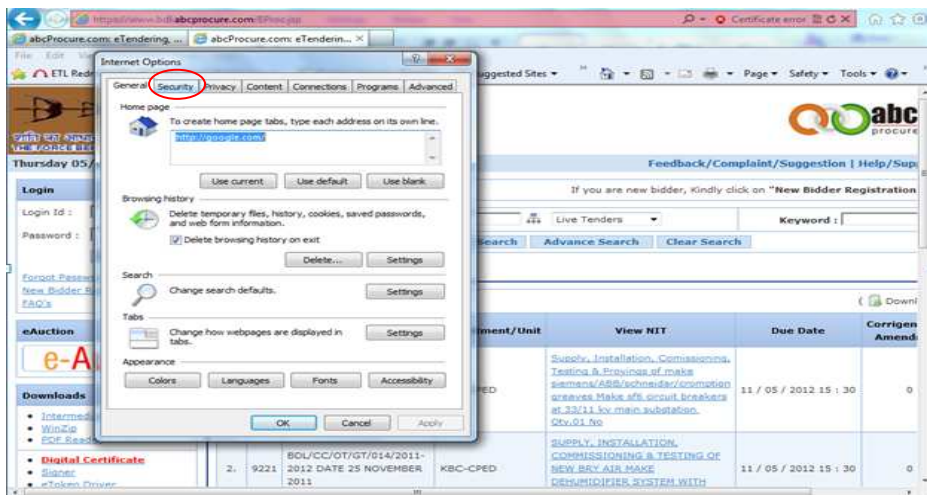
- Open Internet Explorer and then click on **"Tools"** Bar
- And then click on **"Internet Options"** as mentioned in given screen shot





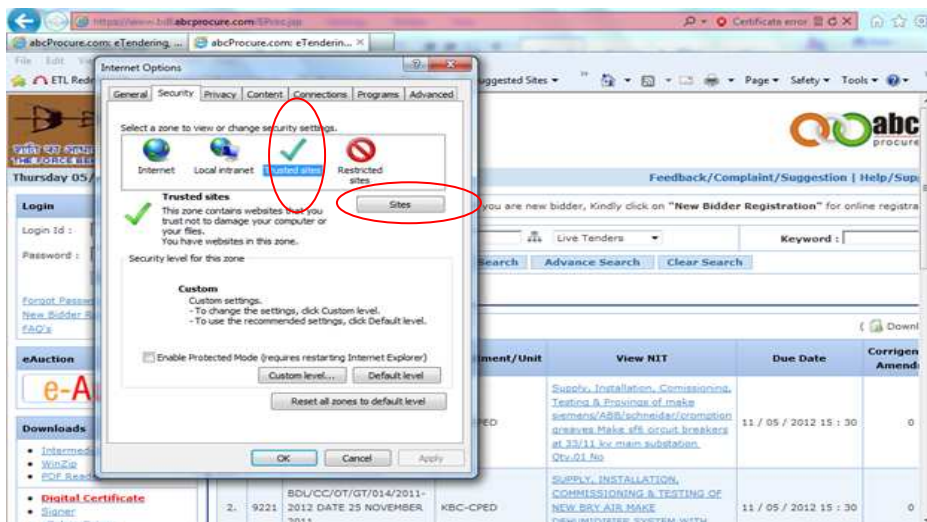
Screen Shot 2:

- Click on “Security” button as given in mentioned screen shot



Screen Shot 3:

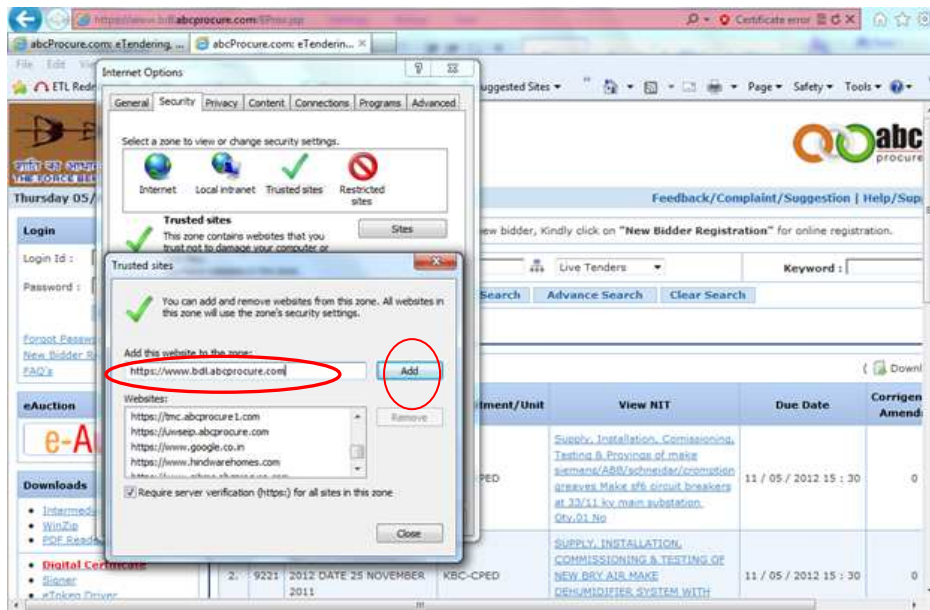
- Click on “Trusted Sites” and then click on “Sites” button as mentioned in given screen shot.





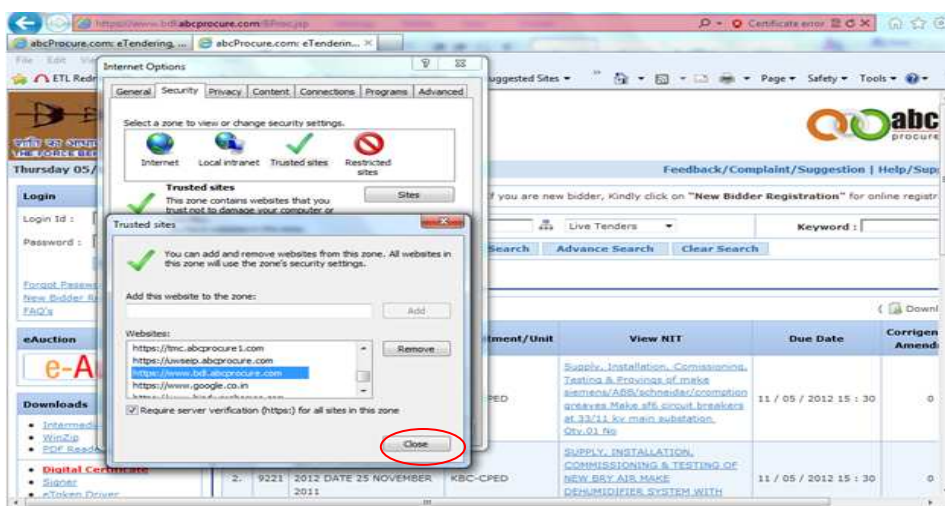
Screen Shot 4:

- Pl. do mentioned <https://bdlenders.abcprocure.com> and then click on “Add” button as given in mentioned screen shot.



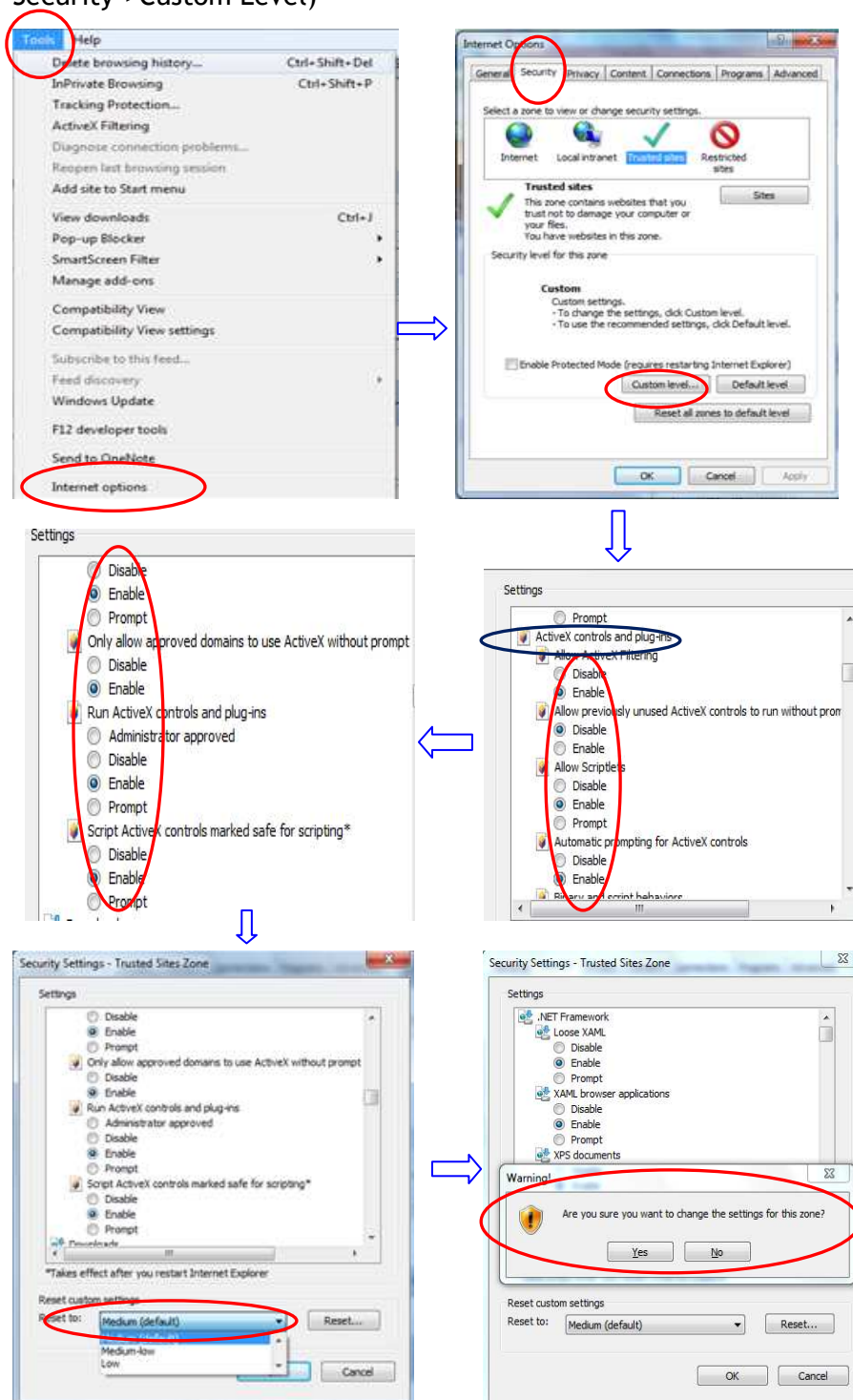
Screen Shot 5: -

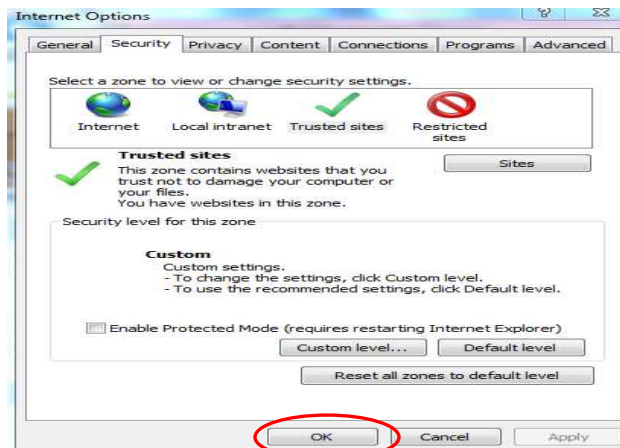
- After adding it into trusted sites pl. click on “Close” button. -





➔ Please enable **ActiveX Controls & Plug-ins**. (Tools->Internet Options-> - Security->Custom 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 “Are you sure you want to change settings for this zone” 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://bdlenders.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://bdlenders.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
Bhavik Dave	Bhavik.dave@abcprocure.com
Devang Patel	devang@abcprocure.com
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

<https://bdlenders.abcprocure.com>

2.1 Primary requirements to submit e-Tenders:

Below are the primary requirements which you need to fulfill to float online tenders on

<https://bdlenders.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 connection:	
6	An internet connection with minimum 256 kbps speed

2.1.1.1 Digital Certificate

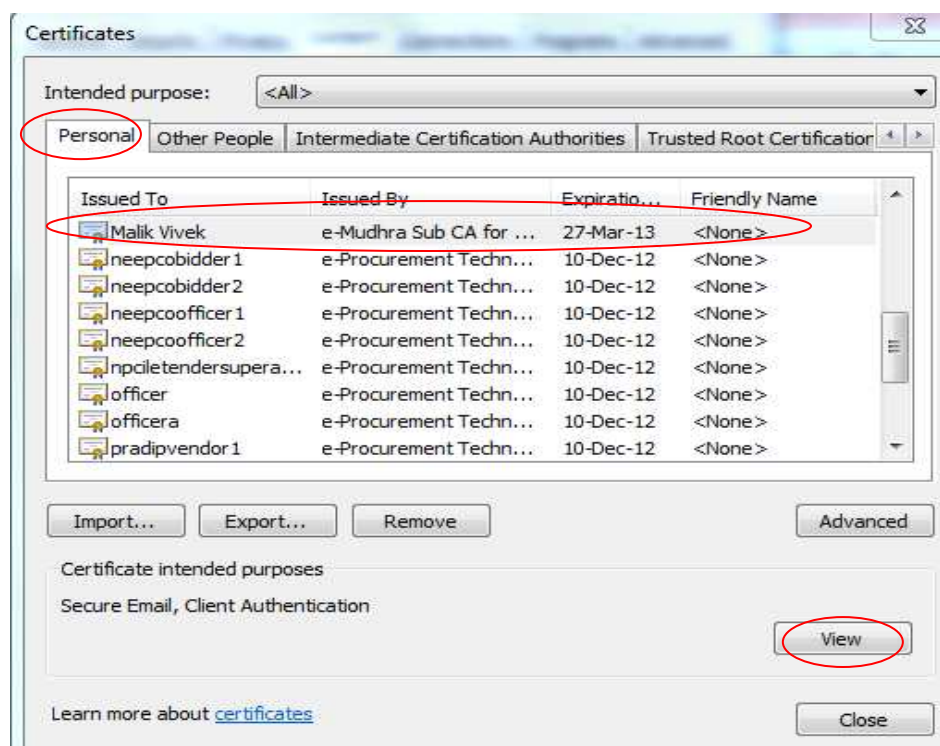
To perform any online tendering related activity on <https://bdlenders.abcprocure.com> you must have a valid digital signature certificate (DSC) Class-III as per **India IT Act 2000**.

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

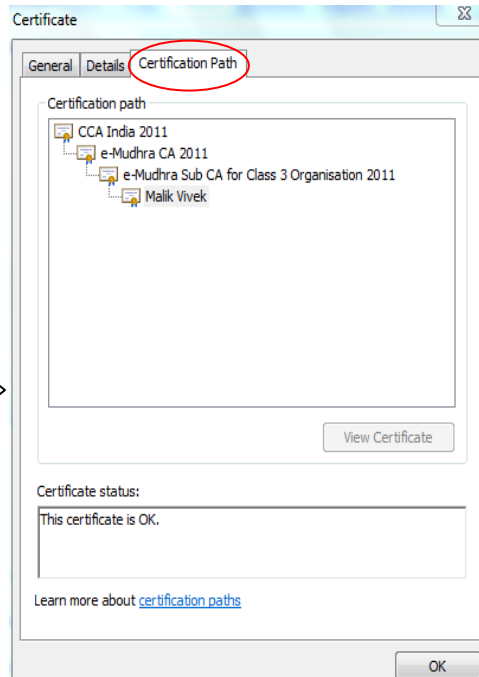
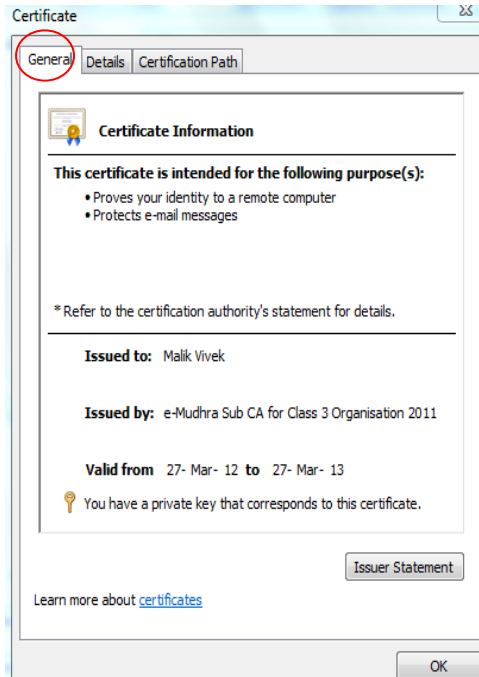


- Select your certificate and click on [View](#) button to view certificate details.
- In certificate window, you can view general details, certification path and other details as shown in the below given screen shots:



Screen shot: View general details of certificate

Screen shot: View certificate path details



Important Note:

- Your computer **system's date & Time** should be matched with the BDL etender website date & time.
- Certification path should be **CCA-> CA ->Name of Certificate holder** as shown in above given the screen shot

- 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.

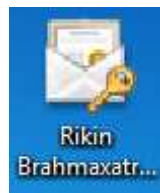


- If you have a digital certificate stored on an e-Token then please insert e-Token in USB port of the computer system to logon to the website.

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

- Steps for DSC installation as mentioned below screen shots.

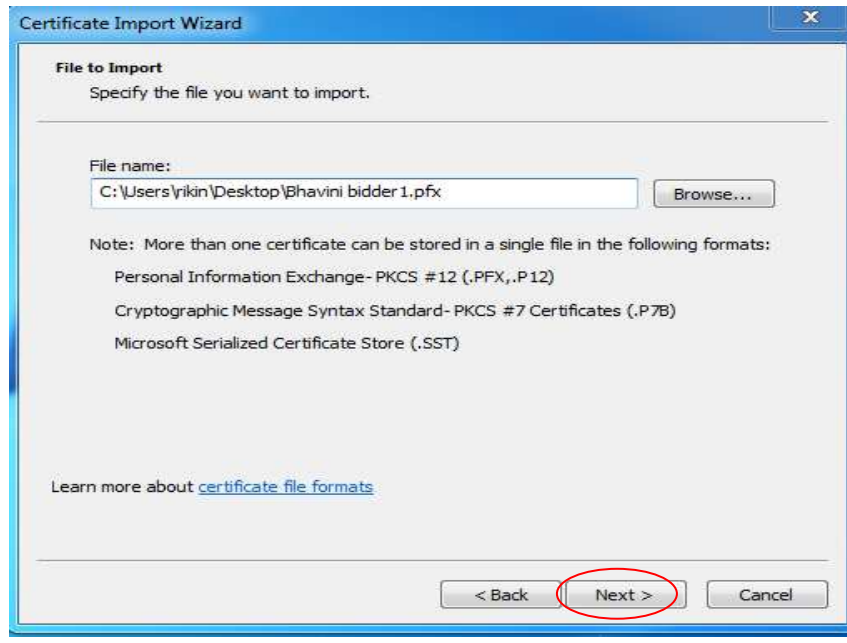
Screen Shot:1 Double Click on digital signature



Screen Shot:2 Click on “Next” button

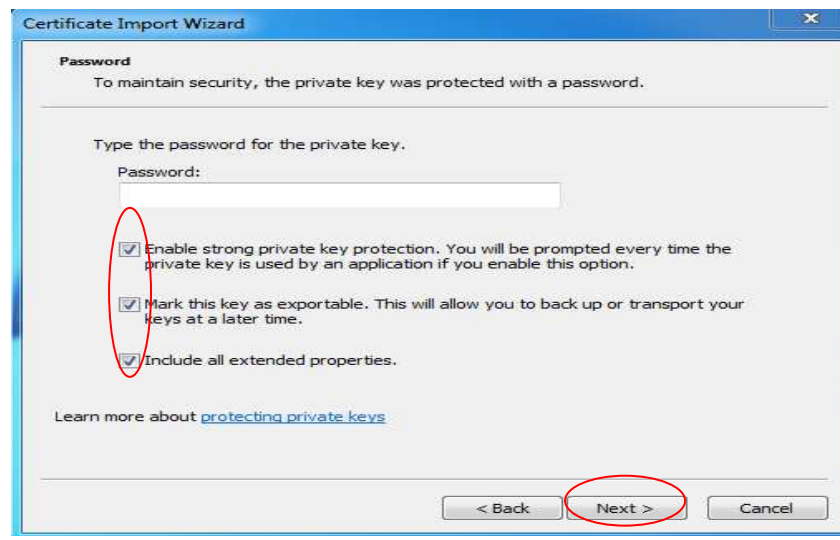


Screen Shot:3 Again click on “Next” button

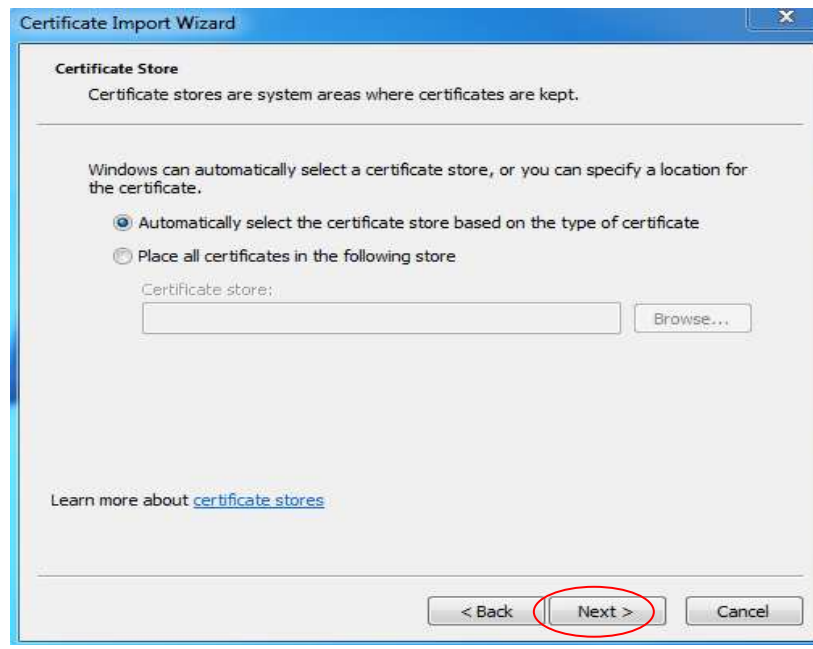


Screen Shot:4

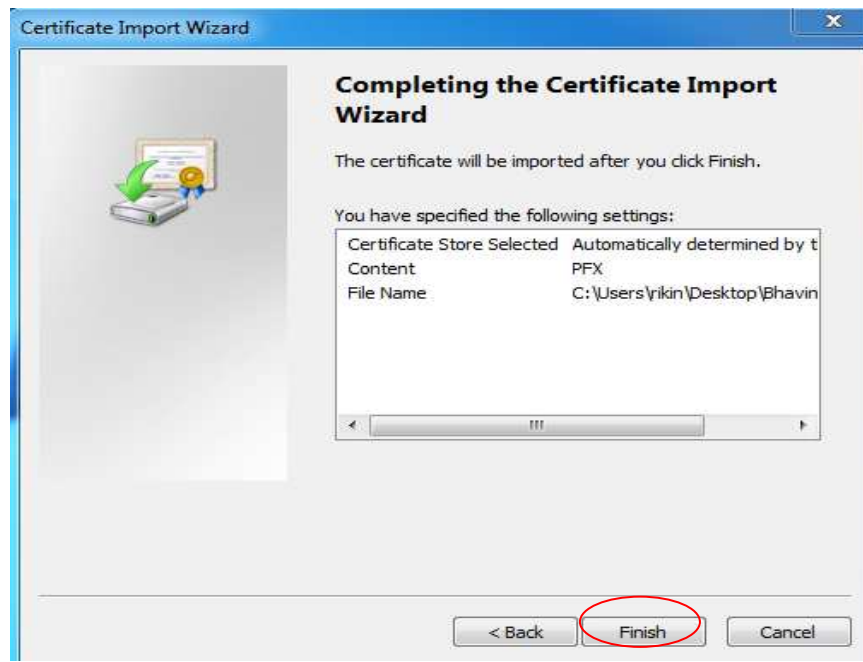
- If you have kept a password then do mention over there.
- Click on all three check marks then click on “Next” button



Screen Shot:5 Again click on “Next” button



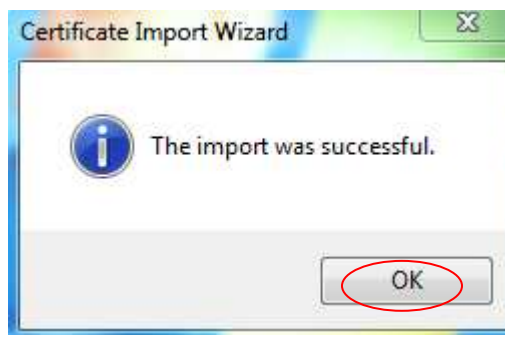
Screen Shot:6 Click on “Finish” button



Screen Shot:7 Click on “Ok” button



Screen Shot:8 Click on “Ok” button





3. Home page

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

Screen Shot: Home page

Login

Login Id :

Password :

[Forgot Password ?](#)
[New Bidder Registration](#)
[FAQ's](#)

eAuction

e-Auction

Downloads

- [Intermediary Certificate](#)
- [WinZip](#)
- [PDF Reader](#)
- [Digital Certificate](#)
- [Signer](#)
- [eToken Driver](#)
- [Upcoming Tenders](#)

Message Board If you are New Bidder, Click on "New Bidder Registration" for online registration

Select Department : Live Tenders

Keyword :

Online Tenders **Offline Tenders**


(21) Live Tender(s) Found

Sr. No.	Id.	Tender No.	Department/Unit	View NIT	Due Date	Corrigendum / Amendment	Quick Links
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	
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 QTY - 1NO	06 / 01 / 2012 16 : 30	0	

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 <https://bdlenders.abcprocure.com> 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 <https://bdlenders.abcprocure.com>, you need to register yourself on website.

4.1 Steps for New Bidder Registration:

Perform below mentioned steps to register yourself on <https://bdlenders.abcprocure.com>

- Click on a “**New Bidder Registration**” link available on home page as shown in a below screen shot.

The screenshot shows the abcProcure website interface. At the top, there is a header with the logo and navigation links. Below the header, there is a 'Login' section on the left with fields for 'Login Id' and 'Password', and a 'Login' button. Below the login section, there is a 'Forgot Password?' link and a 'New Bidder Registration' link, which is circled in red. To the right of the login section, there is a 'Message Board' section with a message: 'If you are New Bidder, Click on "New Bidder Registration" for online registration'. Below the message board, there is a search section with a 'Select Department' dropdown, a 'Live Tenders' dropdown, and a 'Keyword' input field. Below the search section, there are 'Search', 'Advance Search', and 'Clear Search' buttons. On the right side, there is a 'Feedback/Complaint/Suggestion | Help/Support | Contact Us' link. Below the search section, there is a 'Tenders' section with 'Online Tenders' and 'Offline Tenders' tabs. The 'Online Tenders' tab is active, showing a table of live tenders. The table has columns: 'Sr. No.', 'Id.', 'Tender No.', 'Department/Unit', 'View NIT', 'Due Date', 'Corrigendum / Amendment', and 'Quick Links'. There are two tenders listed in the table.

Sr. No.	Id.	Tender No.	Department/Unit	View NIT	Due Date	Corrigendum / Amendment	Quick Links
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	Download Document
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_QTY - 1NO	06 / 01 / 2012 16 : 30	0	Download Document

- 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 : *	<input type="text" value="rajhyderabad"/>	OK
Password : *	<input type="password" value="*****"/>	<ul style="list-style-type: none"> • Minimum 8 characters are required for password • Password must comprise of Alphanumeric & Special characters
Confirm Password : *	<input type="password" value="*****"/>	
Hint Question : *	<input type="text" value="Which is your favorite colour"/>	
Hint Answer : *	<input type="text" value="pink"/>	
→ Company Details		
Company Name : *	<input type="text" value="Raj Electricals"/>	
Address : *	<input type="text" value="Hyderabad"/>	
Country : *	<input type="text" value="India"/>	
State : *	<input type="text" value="Andhra Pradesh"/>	
City : *	<input type="text" value="Hyderabad"/>	
Phone (1) : *	<input type="text" value="04016800400"/>	
Phone (2) :	<input type="text"/>	
Fax :	<input type="text"/>	
Email 1 *	<input type="text" value="raj_ele@gmail.com"/> For Example : xyz@abc.com	
WebSite :	<input type="text"/>	
Time Zone : *	<input type="text" value="(GMT+05:30) Bombay, Calcutta, Madras, New Delhi"/>	
Business Category Keywords : *	<input type="text" value="Electrical Items"/> Use (,) to separte keywords i.e. Hand pump,Mobile etc.	
Business Type : *	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Government <input type="checkbox"/> Trading Company/Agent <input checked="" type="checkbox"/> Retailer <input type="checkbox"/> Buying Office <input type="checkbox"/> Wholesaler <input type="checkbox"/> Distributor/Wholesaler <input type="checkbox"/> Importer <input type="checkbox"/> Agent <input type="checkbox"/> Exporter <input type="checkbox"/> Diversified <input type="checkbox"/> Service <input type="checkbox"/> Other	
→ Contact person details		
Prefix : *	<input type="text" value="Mr."/>	
Contact Person : *	<input type="text" value="Raj Khan"/>	
Designation : *	<input type="text" value="MD"/>	
Mobile No. :	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="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 **“You have successfully registered on BDL’s e-Procurement Portal”**
- After submitting vendor need to contact abc procure through Email for activation of login id and will be activated with in same day.



[Feedback/Complaint/Suggestion](#) | [Help/Support](#) | [Contact Us](#)

Login	
Login Id :	<input type="text" value="harshvondor2"/>
Password :	<input type="password" value="*****"/>
<input type="button" value="Login"/>	
Forgot Password ? New Bidder Registration FAQ's	
eAuction	
	
Downloads	
<ul style="list-style-type: none"> Intermediary Certificate. WinZip PDF Reader Digital Certificate Signer eToken Driver Upcoming Tenders 	

Message Board							
Select Department : <input type="text" value="Live Tenders"/>	Keyword : <input type="text"/>						
<input type="button" value="Search"/> <input type="button" value="Advance Search"/> <input type="button" value="Clear Search"/>							
Online Tenders Offline Tenders							
(21) Live Tender(s) Found ( Download Document)							
Sr. No.	Id.	Tender No.	Department/Unit	View NIT	Due Date	Corrigendum / Amendment	Quick Links
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	
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_QTY - 1NO	06 / 01 / 2012 16 : 30	0	
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	

- Bidders (s) are requested to get login on <https://bdtenders.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

Attach Certificate to Login Id

Login ID :	harshvendor2
Select Certificate :	harshvendor2 ▼
Certificate Detail :	
Subject : E=harsh@abcprocure.com, CN=harshvendor2, OU=Marketing - Support, O=e-Procurement Technologies Ltd., L=Ahmedabad, S=Gujarat, C=IN	
Issuer : CN=e-Procurement Technologies Ltd. (Internal use only)	
Serial : 6108CADA000000000019	
Valid From : Thu Aug 12 10:56:10 UTC+0530 2010 To : Fri Aug 12 11:06:10 UTC+0530 2011	
Public Key : MIIIFuDCCBKCGAwIBAgIKYQjK2gAAAAAAGTANBgkqhkiG9w0BAQUFADA+MTwwOgYDVQQDEzNI VByb2N1cmVtZW50IFRlY2hub2xvZ2llcyBMDGQuIChJbnRlcm5hbCB1c2Ugb25seSkwHhcN TAwODEyMDUyNjEwWWhcNMTEwODEyMDUzNjEwWjCBtzELMAkGA1UEBhMCSU4xEDAOBgNVBAgT	

[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 19/10/2011 19:18:44 IST
Last Login: 19/10/2011 19:17:54
Welcome: Mr. Yin-ying

Message Box
 Tender
 Briefcase Documents
 Change Password
 Edit Profile
 Logout

[My Tenders](#) | [Limited Tenders](#) | [Upcoming Tender\(s\)](#)

Message Board

Search

Tender Id
Department
Submission Date >= <=
Tender No
Opening Date >= <=
Tender Type Live
Estimated Value <=
Keyword

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	<ul style="list-style-type: none"> My Tenders: 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.
	Change Password	You can change your password by using this option. <ul style="list-style-type: none"> Minimum 8 characters are required for password Password must comprise of Alphanumeric & Special characters
	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.

Screen Shot: Tender Bidding Dashboard

Search

Tender Id

Department

Submission Date

Tender No

Opening Date

Tender Type

Estimated Value

Keyword

Search

Clear

(16) Live Tender(s) Found.

Sr. No.	Tender Id	Tender No.	Department/Unit	View NIT	Estimated Value	Due Date	Opening Date	Corri.	Dashboard
1.	9311	8125400062	KBC-CPED	Supply, Installation, Comissioning, Testing & Provings of make siemens/ABB/schneider/crompton greaves Make sf6 circuit breakers at 33/11 kv main substation Qty.01 No	0.00000	11/05/2012 15:30	15/05/2012 15:30	0	
2.	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	
3.	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	4 Updated	

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
BIDDING 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
<p>We, hereby declare that,</p> <ol style="list-style-type: none">1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same,.2. We offer to execute the works in conformity with the tender Documents3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.4. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive <p style="text-align: center;">I Agree</p>			

- 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	Map

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 - Specification		
Technical Bid - AA		
SL No.	Description	Bidder Response
1	Name of the Company	ABC Limited
2	Address	Ahmedabad
3	Phone Nos.	079-40016807 - 810

Bidder needs to submit all the necessary information.

Bidder needs to submit all the necessary information.

Digital Signature

[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

SL No.	Description	Bidder Response
1	Name of the Company	ABC Limited
2	Address	Ahmedabad
3	Phone Nos.	079-40016807 - 810

Bidder needs to submit all the necessary information.

Bidder needs to submit all the necessary information.

Digital Signature:

- 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

Technical Bid - A - Specification

SL No.	Description	Bidder Response
1	Name of the Company	ABC Limited
2	Address	Ahmedabad
3	Phone Nos.	079-40016807 - 810

Bidder needs to submit all the necessary information.

Bidder needs to submit all the necessary information.

Digital Signature:



- 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

You may map uploaded documents with bidding form by clicking on MAP link !

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 *	[Add]	Map

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 - Specification

Technical Bid - AA		
SL No.	Description	Bidder Response
1	Name of the Company	ABC Limited ▲ ▼
2	Address	Ahmedabad ▲ ▼
3	Phone Nos.	079 - 400 16 877 ▲ ▼

Bidder needs to submit all the necessary information.

Bidder needs to submit all the necessary information.

Digital Signature

MTIG1QYJKoZIhvcNAQcCoIIIGxjCCBsICAQExCzAJBgUrDgMCGGUAMIGDBGkqhkiG9w0BBwGdQR0dqbHAGwAdQBIAAAZqBvAHIAIABOAGUAdwAqAFQAYQBiAGwAZQBf

[Verify](#) [Update](#) [Back](#)

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

Technical Bid - A

Technical Bid - A - Specification

Technical Bid - AA		
SL No.	Description	Bidder Response
1	Name of the Company	ABC Limited
2	Address	Ahmedabad
3	Phone Nos.	079 - 400 16 877

Bidder needs to submit all the necessary information.

Bidder needs to submit all the necessary information.

Digital Signature: Verification Successful

[Sign](#) [Update](#) [Back](#)

Technical Bid - A

Technical Bid - A - Specification

Technical Bid - AA		
SL No.	Description	Bidder Response
1	Name of the Company	ABC Limited
2	Address	Ahmedabad
3	Phone Nos.	079 - 400 16 877

Bidder needs to submit all the necessary information.

Bidder needs to submit all the necessary information.

Digital Signature: MITIG6QYJKoZIhvcNAQcCoIIG2jCCBtYCAQExCzA3BgUrDgMCGGUAMIGXBgkqhkiG9w0BBwGqYkEqYZ2AGEAbAB1AGUATABmAGSAcQAgAE4AZOB3ACAABVABhAGIAbAB1

[Sign](#) [Update](#) [Back](#)

Message from webpage

Bid form updated successfully

[OK](#)

- 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 -

You may map uploaded documents with bidding form by clicking on MAP link !

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 *	[Add]	Map

Company Name : vendor1 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
Bidder needs to submit all the necessary information.		
Back Verify		
List of Files Uploaded		
FILE NAME	DESCRIPTION	DOWNLOAD
No document mapped		

Digital Signature

- 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.

You may map uploaded documents with bidding form by clicking on MAP link !

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 *	[Add]	Map



9.1 Prepare Financial/Price bid form

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

You may map uploaded documents with bidding form by clicking on MAP link !

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 *	[Add]	Map

Price Bid - A

Price Bid - AA

SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="100"/>
2	Desktop	20	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="200"/>
3	Printer	30	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="300"/>
4	CD	40	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="400"/>
5	DVD	50	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="500"/>

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature

[Sign](#) [Encrypt Data](#) [Save](#) [Back](#)

- Once price bid form is fill up then bidder has to click on “Sign” button as mentioned in given screen shot.



Price Bid - A

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.		TEN	300
4	CD	40	Nos.		TEN	400
5	DVD	50	Nos.		TEN	500

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature: [Long alphanumeric string]

Sign Encrypt Data Save Back

3	Printer	30	Nos.	[Long alphanumeric string]	[Long alphanumeric string]	[Long alphanumeric string]
4	CD	40	Nos.	[Long alphanumeric string]	[Long alphanumeric string]	[Long alphanumeric string]
5	DVD	50	Nos.	[Long alphanumeric string]	[Long alphanumeric string]	[Long alphanumeric string]

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature: [Long alphanumeric string]

Sign Encrypt Data Save Back

- Bidder has to click on “Encrypt Data” and then “Save” a bidding form.





Edit form

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

You may map uploaded documents with bidding form by clicking on MAP link !

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] - [Encrypt]	Map

4	CD	40	Nos.	[MIIBHAYJKoZIhvcNAQ...	205/mIb3mWwVvZM41p/mCy3gy0r0CvIKgeT0vmpkG9zlvvq1b0enK5PwVtLbWJRMCSGCSqGS1b3DQEHAUTAUBgggqhkIG9w0DBwQIP++kkBqeXMmACODLPHJ3ZPJf	[MIIBHAYJKoZIhvcNAQ...
5	DVD	50	Nos.	[MIIBHAYJKoZIhvcNAQ...	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAgdYwgdMCAQAwPDAuMSwwKgYDVQDD EyNIUHJyY3VyZW1bnQvGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAA 4TANBgkqhkiG9w0BAQEFAASBg3gYrF3PCa/o1CNoECLdP95nuE54JBv0Ch//YarY pta5hBKR94dxtR+4wrXAxRLnc4VXDRzDEO+c/xdr/u9VuByRqu7ytpQ4BO1zt67+ w9/T+ifxAWXqzKfZ3IV+0dda12Qikz8qW061kCKwfbpDNXsDuvV7NhQ3nsuvrR CyrXMCsGCSqGS1b3DQEHAUTAUBgggqhkIG9w0DBwQIpeWJnkrDzJCACGMjK5hHsaJ	[MIIBHAYJKoZIhvcNAQ...

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature: [MIIUWAYJKoZIhvcNAQcDoIUSTCFEUCAQAgdYwgdMCAQAwPDAuMSwwKgYDVQDD EyNIUHJyY3VyZW1bnQvGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAA]

[Verify] [Decrypt Data] [Update] [Back]

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

Price Bid - A

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.		TEN	300
4	CD	40	Nos.		TEN	400
5	DVD	50	Nos.		TEN	500

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature: [MIIG9wYJKoZIhvcNAQcCoIIG6DCCBuQCAQExCzAJBgUrDgMCGGUAMIGBgqhkiG 9w0BBwGqGzEgZrZAGeAbAB1AGUAIA8mAG8AcqAqAE4AZQB3ACAAVABhAGIAbABI]

[Verify] [Decrypt Data] [Update] [Back]



Price Bid - A

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.	10	TEN	300
4	CD	40	Nos.	10	TEN	400
5	DVD	50	Nos.	10	TEN	500

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature: Verification Successful

Sign Encrypt Update Back

Price Bid - A

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.		TEN	300
4	CD	40	Nos.		TEN	400
5	DVD	50	Nos.		TEN	500

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature: MIIG9wYJKoZIhvcNAQcCoIIIG6DCCBuQCAQExCzAJBgUrDgMCGGUAMIGBgqhkiG9w0BBwGggZcEgZRR2AGeAbAB1AGUAIABmAG8AcgAAE4A4ZQB3ACAAYABhAGIAbAB1

Sign Encrypt Update Back

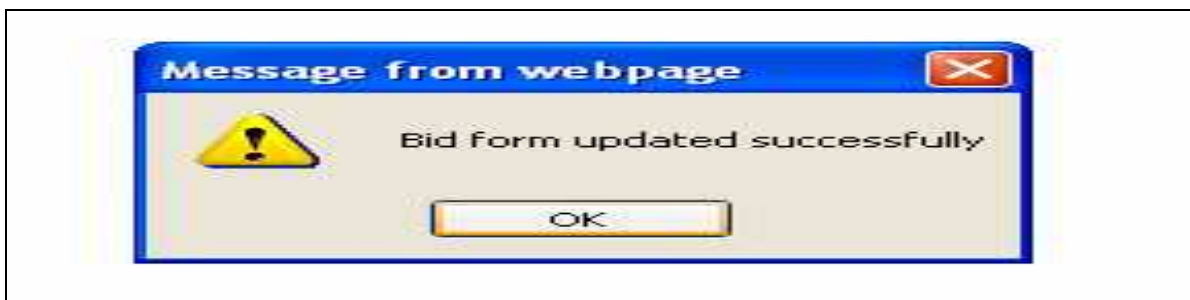
3	Printer	30	Nos.	MIIBHAYJKoZIhvcNAQcCoIIIBDTCCAQAQCAQxgdyWgdMCAQAwPDAAuMSwwKgYDVQQDEYyZyZlbnQvZGVjaG5vbG9naWVzIFB2dC4gTHRkLg1KFNh9mgAAAAA4TANBgqhkiG9w0BAQEFAASBgJW8zmsWbDQum4MpQWzIOEgZzgcLedTZ7g6sXsBxCtVlqBko2U3kMlvs/pU+CJBt6fmRxtA5OdW5J8UT8btA83OvOTQYrWqZKuaE1fMYdQ2ZkG3F2qQShoSV1QA3G5nHolsixdyqLnkucgG3swfxKC4HWxw2EQ+cj2WfHIMCsGCSqGS1b3DQEHTAUBggqhkiG9w0DBwQIYq7dPfeBIACBsRXaxb6Tpk	MIIBHAYJKoZIhvcNAQcCoIIIBDTCCAQAQCAQxgdyWgdMCAQAwPDAAuMSwwKgYDVQQDEYyZyZlbnQvZGVjaG5vbG9naWVzIFB2dC4gTHRkLg1KFNh9mgAAAAA4TANBgqhkiG9w0BAQEFAASBgJW8zmsWbDQum4MpQWzIOEgZzgcLedTZ7g6sXsBxCtVlqBko2U3kMlvs/pU+CJBt6fmRxtA5OdW5J8UT8btA83OvOTQYrWqZKuaE1fMYdQ2ZkG3F2qQShoSV1QA3G5nHolsixdyqLnkucgG3swfxKC4HWxw2EQ+cj2WfHIMCsGCSqGS1b3DQEHTAUBggqhkiG9w0DBwQIYq7dPfeBIACBsRXaxb6Tpk
4	CD	40	Nos.	MIIBHAYJKoZIhvcNAQcCoIIIBDTCCAQAQCAQxgdyWgdMCAQAwPDAAuMSwwKgYDVQQDEYyZyZlbnQvZGVjaG5vbG9naWVzIFB2dC4gTHRkLg1KFNh9mgAAAAA4TANBgqhkiG9w0BAQEFAASBgJW8zmsWbDQum4MpQWzIOEgZzgcLedTZ7g6sXsBxCtVlqBko2U3kMlvs/pU+CJBt6fmRxtA5OdW5J8UT8btA83OvOTQYrWqZKuaE1fMYdQ2ZkG3F2qQShoSV1QA3G5nHolsixdyqLnkucgG3swfxKC4HWxw2EQ+cj2WfHIMCsGCSqGS1b3DQEHTAUBggqhkiG9w0DBwQIYq7dPfeBIACBsRXaxb6Tpk	MIIBHAYJKoZIhvcNAQcCoIIIBDTCCAQAQCAQxgdyWgdMCAQAwPDAAuMSwwKgYDVQQDEYyZyZlbnQvZGVjaG5vbG9naWVzIFB2dC4gTHRkLg1KFNh9mgAAAAA4TANBgqhkiG9w0BAQEFAASBgJW8zmsWbDQum4MpQWzIOEgZzgcLedTZ7g6sXsBxCtVlqBko2U3kMlvs/pU+CJBt6fmRxtA5OdW5J8UT8btA83OvOTQYrWqZKuaE1fMYdQ2ZkG3F2qQShoSV1QA3G5nHolsixdyqLnkucgG3swfxKC4HWxw2EQ+cj2WfHIMCsGCSqGS1b3DQEHTAUBggqhkiG9w0DBwQIYq7dPfeBIACBsRXaxb6Tpk
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQcCoIIIBDTCCAQAQCAQxgdyWgdMCAQAwPDAAuMSwwKgYDVQQDEYyZyZlbnQvZGVjaG5vbG9naWVzIFB2dC4gTHRkLg1KFNh9mgAAAAA4TANBgqhkiG9w0BAQEFAASBgJW8zmsWbDQum4MpQWzIOEgZzgcLedTZ7g6sXsBxCtVlqBko2U3kMlvs/pU+CJBt6fmRxtA5OdW5J8UT8btA83OvOTQYrWqZKuaE1fMYdQ2ZkG3F2qQShoSV1QA3G5nHolsixdyqLnkucgG3swfxKC4HWxw2EQ+cj2WfHIMCsGCSqGS1b3DQEHTAUBggqhkiG9w0DBwQIYq7dPfeBIACBsRXaxb6Tpk	MIIBHAYJKoZIhvcNAQcCoIIIBDTCCAQAQCAQxgdyWgdMCAQAwPDAAuMSwwKgYDVQQDEYyZyZlbnQvZGVjaG5vbG9naWVzIFB2dC4gTHRkLg1KFNh9mgAAAAA4TANBgqhkiG9w0BAQEFAASBgJW8zmsWbDQum4MpQWzIOEgZzgcLedTZ7g6sXsBxCtVlqBko2U3kMlvs/pU+CJBt6fmRxtA5OdW5J8UT8btA83OvOTQYrWqZKuaE1fMYdQ2ZkG3F2qQShoSV1QA3G5nHolsixdyqLnkucgG3swfxKC4HWxw2EQ+cj2WfHIMCsGCSqGS1b3DQEHTAUBggqhkiG9w0DBwQIYq7dPfeBIACBsRXaxb6Tpk

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

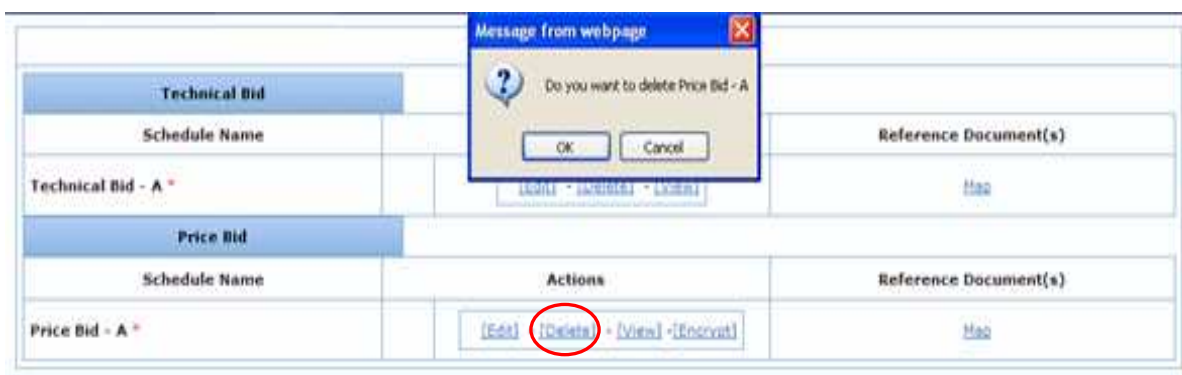
Digital Signature: MIIUWAYJKoZIhvcNAQcCoIIUSTCCFEUCAQCAQxgdyWgdMCAQAwPDAAuMSwwKgYDVQQDEYyZyZlbnQvZGVjaG5vbG9naWVzIFB2dC4gTHRkLg1KFNh9mgAAAAA4TANBgqhkiG9w0BAQEFAASBgJW8zmsWbDQum4MpQWzIOEgZzgcLedTZ7g6sXsBxCtVlqBko2U3kMlvs/pU+CJBt6fmRxtA5OdW5J8UT8btA83OvOTQYrWqZKuaE1fMYdQ2ZkG3F2qQShoSV1QA3G5nHolsixdyqLnkucgG3swfxKC4HWxw2EQ+cj2WfHIMCsGCSqGS1b3DQEHTAUBggqhkiG9w0DBwQIYq7dPfeBIACBsRXaxb6Tpk

Sign Encrypt Data Save Back



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.





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 [Upload Bid Supporting Documents](#) 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.

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

Message Box

Tender

Briefcase Documents

Change Password

Edit Profile

Logout

Upload Documents | Folder Management

Message Board

MARQUEE TESTING - UVM

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**

View Unmapped Files

View Folderwise Files

View All Files

- 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.



<input type="checkbox"/>	223	ws-11_price bid1.pdf	ws-11_price bid1	0	Approved	unmappen	2009-11-15 10:09:00.0	Approved	Approved & Mapped	
<input type="checkbox"/>	224	ws-11_price bid2.pdf	taufique	0	Approved	unmappen	2009-11-15 10:09:00.0	Approved	Cancel	
<input checked="" type="checkbox"/>	225	ws-17_price bid1.pdf	varun	0	Approved	unmappen	2009-11-15 10:09:00.0	Approved	Approved & Mapped	
Map										

- 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 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, *.enc)
- 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**

List of Mapped documents.

Sr No.	File Name	File Description	Download	Select
1	Dummy Tender Document.pdf	dummy doc		<input type="checkbox"/>
Remove				



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

Bids are encrypted using your public key and gets stored into personal briefcase.

Phase 2: Dropping Tender in a Time stamped electronic tender box

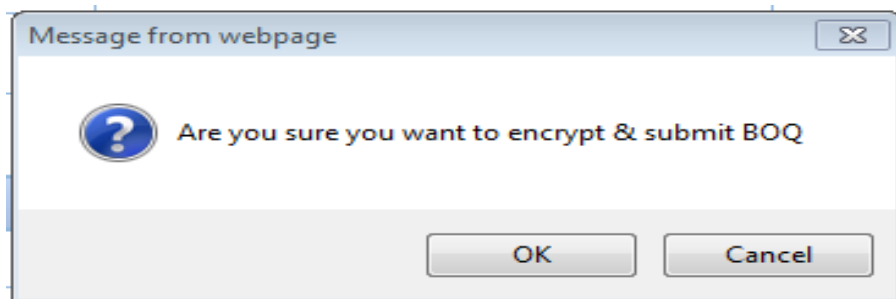
Tender is encrypted with the public key of tendering authority and gets stored in a time - stamped electronic tender box. -

Encrypt price bid form

You need to encrypt each price bid schedule with the uploaded public key of a concern government officer. 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)						
Technical Bid *	[Edit] - [Delete] - [View]	Map <table border="1"> <thead> <tr> <th>FILE NAME</th><th>DESCRIPTION</th><th>DOWNLOAD</th></tr> </thead> <tbody> <tr> <td>Activex Control.docx</td><td>dummy</td><td></td></tr> </tbody> </table>	FILE NAME	DESCRIPTION	DOWNLOAD	Activex Control.docx	dummy	
FILE NAME	DESCRIPTION	DOWNLOAD						
Activex Control.docx	dummy							
Price								
Schedule Name	Actions	Reference Document(s)						
Price Bidding Form *	[Edit] - [Delete] - [View] - [Final] [Encrypt]	Map						

Note: A bidder can also upload supporting document related to price bid through “MAP” link before doing “Final Encrypt” as given in above screen shot.



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	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQcl
B	400mm Diameter x 6.00m long starter and/or extension pile (In No.328)	Mtr	1968	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQcl
C	400mm Diameter x 3.00m long starter and/or extension pile	Mtr	328	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQcl
D	400mm Diameter x 12.00m long starter and/or extension pile	No	328	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQcl
E	400mm Diameter x 6.00m long starter and/or extension pile	No	328	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQcl
					MIIBWQYJKoZIhvcNAQcl

Decrypt Data Encrypt & Save

- Bidder has to click on Decrypt Data button and then click in Encrypt & Save button as shown in mentioned screen shots

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	1000	3936000
B	400mm Diameter x 6.00m long starter and/or extension pile (In No.328)	Mtr	1968	2000	3936000
C	400mm Diameter x 3.00m long starter and/or extension pile	Mtr	328	3000	984000
D	400mm Diameter x 12.00m long starter and/or extension pile	No	328	4000	1312000
E	400mm Diameter x 6.00m long starter and/or extension pile	No	328	5000	1640000
					11808000

Decrypt Data Encrypt & Save

You may map uploaded documents with bidding form by clicking on MAP link!

You are participating in this tender as an Individual Bidder.

Technical Form		Actions	Reference Document(s)						
Schedule Name			Map						
Appendix III- Form I- Covering Letter for Technical Proposal *		[Edit] - [Delete] - [View]	<table border="1"> <thead> <tr> <th>FILE NAME</th> <th>DESCRIPTION</th> <th>DOWNLOAD</th> </tr> </thead> <tbody> <tr> <td>Dummy Tender Document.pdf</td> <td>dummy doc</td> <td></td> </tr> </tbody> </table>	FILE NAME	DESCRIPTION	DOWNLOAD	Dummy Tender Document.pdf	dummy doc	
FILE NAME	DESCRIPTION	DOWNLOAD							
Dummy Tender Document.pdf	dummy doc								
EMD Details *		[Edit] - [Delete] - [View]	Map						
Appendix III- Form -III- Particulars of Key Personnel *		[Edit] - [Delete] - [View]	Map						
Price Form		Actions	Reference Document(s)						
Schedule Name									
BOQ *	Form Encrypted	[Delete] [View]							

- 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.
- Note:** Once price bid form will be encrypted then bidder can not upload any supporting document related to price bid as given in above screen shot. Map link will be disappeared after Final Encrypt.

11.1 Final submission button

Declaration	Prepare Bid	Final Submission	Result
-------------	-------------	-------------------------	--------

Tender Detail

Tender Id : 7231 Tender No : Malaysia/100 Due date & time : 20/10/2011 14:05 Opening date & time: 20/10/2011 14:06

Brief : Tender for Piling Works [Tender Notice](#) | [Download Document](#)

Envelope Name	Form Name	Mandatory / Optional	Submitted	Attached Document List
Technical Form	Appendix III- Form I- Covering Letter for Technical Proposal	Mandatory	Yes(1)	Dummy Tender Document.pdf
	EMD Details	Mandatory	Yes(1)	No
	Appendix III- Form -III- Particulars of Key Personnel	Mandatory	Yes(1)	No
Price Form	BOQ	Mandatory	Yes(1)	No

Final Submission



- 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

You have successfully completed final submission from IPAddress :115.242.152.135 on Date And Time 25/11/11 11:37:54

[Receipt](#)

Tender Id : 7965				
Tendering Unit : Test Department				
Tender No : Mock test/001/18.11.2011				
Company Name : Mckinsey & Co.				
Address : vendor1				
LoginId : harshvendor1				
Receipt No : Mock test/001/18.11.2011/21305				
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
You have successfully completed final submission from IPAddress :115.242.152.135 on Date And Time 25/11/11 11:37:54				
<input type="button" value="Print Preview"/>				



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.

Screen shot: Upload bid supporting/reference document

Thursday 27/05/2010 15:11:17 IST Last Login: 27/05/2010 14:48:45 Welcome: Mr. vendor1

Message Box Tender **Briefcase Documents** Change Password Edit Profile Logout

Upload Documents | Folder Management

Message Board MARQUEE TESTING - UVM

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**

[View Unmapped Files](#) [View Folderwise Files](#) [View All Files](#)

- 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\Administrator\... Browse...
Description : *	test
Upload	
<ul style="list-style-type: none"> 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 	

Screen shot: Uploaded documents list

Select a file to upload : *	<input type="text"/> Browse...																								
Description : *	<input type="text"/>																								
Upload																									
<ul style="list-style-type: none"> 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 Files View Folderwise Files View All Files																									
File Information <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size</th> <th>Map to Folder</th> <th>Approve</th> <th>Delete/Cancel</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>test.doc</td> <td>test</td> <td>10752</td> <td>Map</td> <td>Approved</td> <td>Cancel</td> <td>Download Document</td> </tr> <tr> <td>2</td> <td>test1.doc</td> <td>test1</td> <td>10752</td> <td>Map</td> <td>Approve</td> <td>Delete</td> <td>Download Document</td> </tr> </tbody> </table>		Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download	1	test.doc	test	10752	Map	Approved	Cancel	Download Document	2	test1.doc	test1	10752	Map	Approve	Delete	Download Document
Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download																		
1	test.doc	test	10752	Map	Approved	Cancel	Download Document																		
2	test1.doc	test1	10752	Map	Approve	Delete	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 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**

View Unmapped Files

View Folderwise Files

View All Files

File Information

Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download
1	New Microsoft 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**

View Unmapped Files

View Folderwise Files

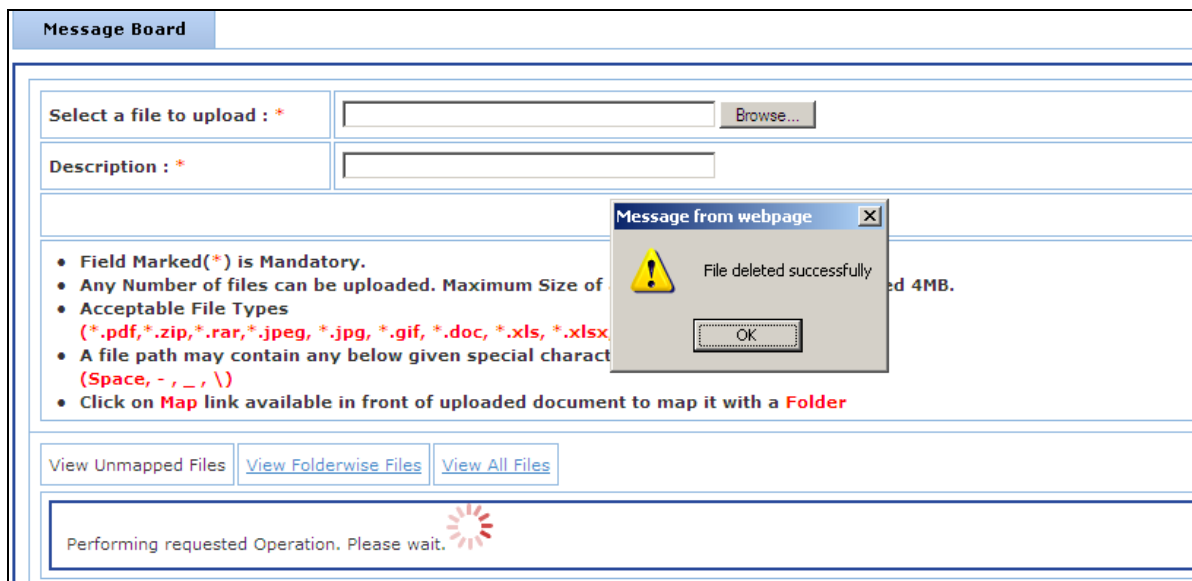
View All Files

File Information

Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download
1	test.doc	test	10752	Map	Approved	Cancel	Download Document
2	test1.doc	test1	10752	Map	Approve	Delete	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.

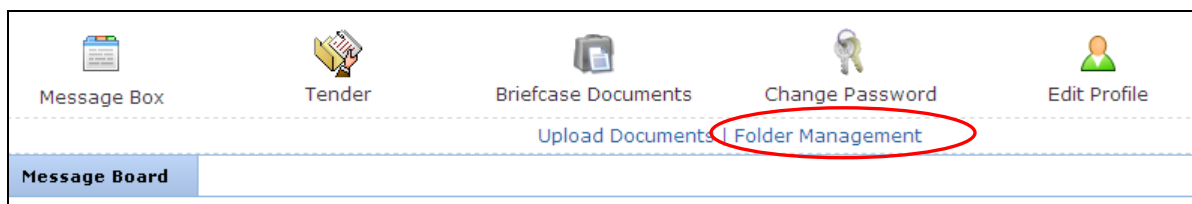
Screen shot: Successful file/document deletion



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



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



Screen shot: Folder creation

Folder Management

Folder Name

Create Folder

Folder Information

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

Select a file to upload : *

Browse...

Description : *

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size
- Acceptable File Types
(* .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

View Unmapped Files

View Folderwise Files

View All Files

File Information

Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download
1	New Microsoft Word Document3.doc	test1	10752	Map	Approved	Cancel	Download Document



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 19/10/2011 19:18:44 IST Last Login: 19/10/2011 19:17:54 Welcome: Mr. Yin-ying

Message Box Tender Briefcase Documents **Change Password** Edit Profile Logout

My Tenders | Limited Tenders | Upcoming Tender(s)

Message Board

Search

Tender Id	<input type="text"/>	Department	<input type="text"/>	Submission Date	>= <input type="text"/>	<= <input type="text"/>
Tender No	<input type="text"/>			Opening Date	>= <input type="text"/>	<= <input type="text"/>
Tender Type	Live	Estimated Value	<= <input type="text"/>	Keyword	<input type="text"/>	

(0) Live Tender(s) Found.

Sr. No.	Tender Id	Tender 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: 28/05/2010 13:54:57 Welcome: Mr. vendor1

Message Box Tender Briefcase Documents **Change Password** Edit Profile Logout

Message Board M

Change Password

Fields Marked (*) are Mandatory

Enter Current Password:	<input type="password"/>
Enter New Password:	<input type="password"/>
Retype New Password:	<input type="password"/>

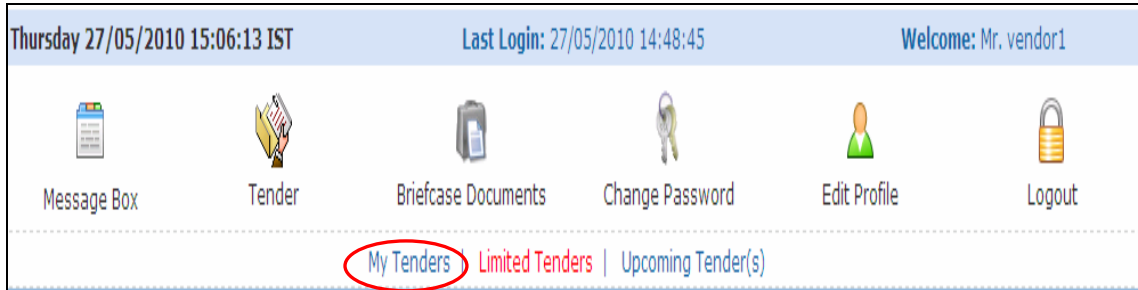
• Minimum 8 characters are required for password
• Password must comprise of Alphanumeric & Special characters

- On successful changing of a password, system will prompt you an alert message “Password changed successfully”



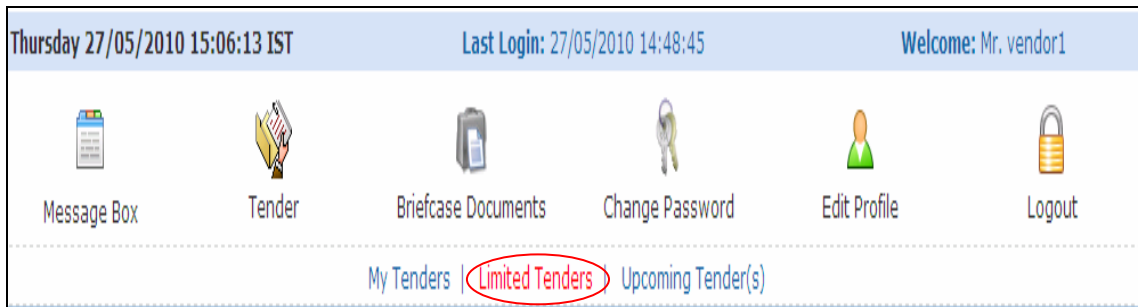
14. My tenders

- 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.



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.





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: 27/05/2010 14:48:45		Welcome: Mr. vendor1	
Message Box	Tender	Briefcase Documents	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			
Current Password : *		*****	OK
Fields Marked (*) are Mandatory			
> 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 bidders 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.com		
WebSite :	www.abcprocure.com		
Time Zone : *	(GMT+05:30) Bombay, Calcutta, Madras, New Delhi		
Business Category	e-Procurement		
Keywords: *	Use (,) to separate keywords i.e. Hand pump, Mobile etc.		
Business Type : *	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Government <input type="checkbox"/> Trading Company/Agent <input type="checkbox"/> Retailer <input checked="" type="checkbox"/> Buying Office <input type="checkbox"/> Wholesaler <input type="checkbox"/> Distributor/Wholesaler <input type="checkbox"/> Importer <input type="checkbox"/> Agent <input type="checkbox"/> Exporter <input type="checkbox"/> Diversified <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other <input type="text"/> Testing		



→ Contact person details	
Prefix : *	Mr. ▾
Contact Person : *	Vendor1
Designation : *	Manager
Mobile No. :	09374530102
<div>Update Back</div>	

- 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: 27/05/2010 14:48:45

Welcome: Mr. vendor1

Message Box

Tender

Briefcase Documents

Change Password

Edit Profile

Logout

My Tenders

Limited Tenders

Upcoming Tender(s)



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.