

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>

राति का आधार आस्ट्राव्वक प्रति का आधार आस्ट्राव्वक प्रसारठारठा वहसागठारहरठा Thursday 05/04/2012 16:15	:46 IST				Feedback/Con	nplaint/Suggestion)abc procure Help/Sup
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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	abcProcure.com: eTenderin ×		約38.2.8	An an and a grant	一天日の湯の	
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Login	View downloads Pop-up Blocker	Ctri+J				Шy
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Password :	Manage add-ons		Search	Advance Search Clear Searc	h	
Login Foroot Pasaword 2 New Bidder Resistration FAQ's	Compatibility View Compatibility View settings Subscribe to this feed Feed discovery				1	Down!
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Screen Shot 2:

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

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abcProcure.com	x eTendering, 🥶 abcProcure.com: eTenderin ×				and the second sec
A ETL Red	nternet Options	uggested Sites	• * * • • • • • •	Page • Safety • Too	s + @-
	Home page To create home page tabs, type each address on its own line. To create home page tabs, type each address on its own line. To create home page tabs, type each address on its own line.			QC	
Thursday 05/			Feedback/Con	aplaint/Suggestion []	Help/Sup
Login	Use current Use default Use blank		If you are new bidder, Kindly d	ick on "New Bidder Re	gistration
Login Id :	Delete temporary files, history, cookies, saved passwords, and web form information.	- 4	Live Tenders 👻	Keyword :	_
Password L	Delete browsing history on exit Delete Settings	Search	Advance Search Clear Searc	h	
Eorpot Pesever New Bidder Bill EAQ's	Search Ohange search defaults. Settings				🕞 Downi
eAuction	Change how webpages are displayed in Settings tabs.	ment/Unit	View NIT	Due Date	Corrigen Amendi
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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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elect a :	one to	view or chang	je securi	ty setting	s.		
6	0			/	6		
Inter	net	Local intrane	t Trust	ed sites	Restrie	ted s	
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	This zo trust n your fi You ha	one contains w ot to damage lles. ave websites in	ebsites t your con h this zor	that you nputer or ne.		Site	
Securit	y level	for this zone					
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(000) E	nable	Protected Mod	le (requir	res restar	ting Inte	rnet Expl	orer)
			Cust	tom level.		Default	evel
				Reset all	zones to	o default	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
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 <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	2
Malik Vivek	e-Mudhra Sub CA for	27-Mar-13	<none></none>	
neepcobidder 1	e-Procurement Techn	10-Dec-12	<none></none>	
🗐 neepcobidder 2	e-Procurement Techn	10-Dec-12	<none></none>	
Ineepcoofficer 1	e-Procurement Techn	10-Dec-12	<none></none>	10
Reepcoofficer2	e-Procurement Techn	10-Dec-12	<none></none>	
inpciletendersupera	e-Procurement Tec <mark>h</mark> n	10-Dec-12	<none></none>	
Glofficer	e-Procurement Techn	10-Dec-12	<none></none>	_
lofficera	e-Procurement Techn	10-Dec-12	<none></none>	
🔄 pradipvendor 1	e-Procurement Techn	10-Dec-12	<none></none>	1
Import	Remove		A	dvance
nport Export	Remove		L P	dvano

- 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:





Details Certification Path		General Details Certification Path Certification path Certification path Certification path
This certificate is intended for the following purpose(s): • Proves your identity to a remote computer • Protects e-mail messages		e-Mudhra CA 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	⇒	View Certificate
Valid from 27- Mar- 12 to 27- Mar- 13		
$\ref{eq:product}$ 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>
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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 ٠ 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

f	icate Import Wizard
Fi	le to Import Specify the file you want to import.
	File name:
	C:\Users\rikin\Desktop\Bhavini bidder 1.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)
e	arn more about <u>certificate file formats</u>
	< Back Next > Cancel

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.	
Vinduce all extended properties.	
Learn more about <u>protecting private keys</u>	
< Back Next >	Cancel





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 >) Canc

Screen Shot:6 Click on "Finish" button

Completing the C Wizard The certificate will be import	ertificate Import ed after you dick Finish. wing settings:
Certificate Store Selected Content File Name	Automatically determined by t PFX C: \Users \rikin \Desktop \Bhavin
× [
< 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

						QU	procurement,	CUI simplifi	
Sunday 27/11/2011 20:20:5	3 IST				Feedback/Con	plaint/Suggestion I	lelp/Support (Contact L	
Login	Messa	age Bo	ard If you are New Bidde	r, Click on "New Bid	der Registration" f	or online registration			
Login Id :		Selec	ct Department :	a Li	ve Tenders 🔹 🔻	Keyword :	Keyword :		
Password :				Search Advan	ce Search Clea	r Search			
Login Forgot Password ?	Onlin	ne Ten	ders Offline Tenders						
<u>New Bidder Registration</u> FAQ's	(21)) Live T	ender(s) Found				(🔒 Download Doe	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-	KBC-CS-IMM	SUPPLY OF PCs (DESKTOP	24 / 12 / 2011 15 : 30	o		
Downloads			2012 DAILD 23-11-2011		OTY. 100 NOS				
Intermediatory Certificate. WinZip PDF Reader Digital Certificate			BDL/CC/OT/GT/013-		SUPPLY, INSTALLATION AND COMMISSIONING			-	
Signer eToken Driver Upcoming Tenders	2.	7805	6/2011-2012,DT.18-NOV- 2011(BG36)	BDL-BG-IMM-GP	OF CNC SLIDING HEADSTOCK AUTOMAT MACHINE OTY -	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 <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.

						QU	procurement,	simplifie
Sunday 27/11/2011 20:20:53	IST				Feedback/Com	plaint/Suggestion I	lelp/Support C	ontact Us
Login	Messa	age Bo	ard If you are New Bidde	r, Click on " New Bidd	ler Registration" f	or online registration		
Login Id :		Sele	ct Department :	partment : Live Tenders - Keyword :				
Password :			[Search Advance	ce Search Clea	r Search		
Forgot Password ?	Onli	ne Ter	ders Offline Tenders					
New Bidder Registration	(21)) Live T	ender(s) Found			([🖟 Download Doc	:ument)
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)	24 / 12 / 2011 15 : 30	0	G
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Intermediatory Certificate. WinZip PDF Reader					SUPPLY, INSTALLATION AND			
Digital Certificate Signer eToken Driver	2.	7805	BDL/CC/OT/GT/013- 6/2011-2012,DT.18-NOV- 2011(BG36)	BDL-BG-IMM-GP	COMMISSIONING OF CNC SLIDING HEADSTOCK AUTOMAT	06 / 01 / 2012 16 : 30	0	G
<u>Upcoming Tenders</u>					MACHINE QTY -			

• 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 *	raj_ele@gmail.com 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 Diversified Diversified
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 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

प्राति। दत्ता आध्यात आस्या व्वज्ञ प्राति। दत्ता आध्यात आस्या व्वज्ञ प्रसाम्रद्रित्वत्व इष्ठद्राप्ताः अस्यत्व							QŨ	procurement,	simplifie
Wednesday 30/11/2011 10:17	7:09 I	ят			Feedback/Com	plaint/Sug	gestion F	lelp/Support C	ontact Us
Login	Messa	age Bo	ard						
Login Id : harshvendor2		Sele	ct Department :	Live	e Tenders 🛛 👻		Keyword :		
Password :				Search Advance	e Search Clea	r Search			
Login Forgot Password ?	Onli	ne Ten	ders Offline Tenders						
<u>New Bidder Registration</u> FAQ's	(21)) Live T	ender(s) Found				([🖟 Download Doc	ument)
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)	24 / 12 / 20	011 15 : 30	O	Ģ
Downloads Intermediatory Certificate. WinZip					OTY. 100 NOS SUPPLY, INSTALLATION				
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	AND COMMISSIONING OF CNC SLIDING HEADSTOCK AUTOMAT MACHINE_QTY - 1NO	06 / 01 / 20	012 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 / 20	012 16 : 30	0	i,

• 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	Last Login: 19/10/2011 19:17:54			Welcome: Mr. Yin-ying			
	Ŵ	li li		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	Estim	ated Value		Keyword					
Tender Type	, t Estim			cl	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.
N	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.

- Sea	arch —								
Ten	der Id	Departmo	ent	A Submi	sion Date	>=	0 <=		
Ten	der No			Openir	g Date	>=			•
Ten	der Type	Live Estimate	d Value <= ▼	Кеуwo	rd				
				Search Clear					
(16)) Live Ter	ider(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/schneidar/cromption areaves 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	
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	i 4
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	<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 (1
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	
We, hereby de 1. We have re 2. We offer to 3. Our bid sha 4. We underst	eclare that, ad, examined a execute the w II be valid for a cand that you a	and understood the to rorks in conformity wi period as mentioned rre not bound to acco	ender doc ith the ter in the ter ept the low	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]	Her
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 - /	X					
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		
з	Phone Nos.		Data Signed Successfully	079-40016807 - 810		
	Bidder needs		ок	ormation.		
	Bidder needs t	to submit	all the necessary info	ormation.		
ſ	Digital Signature	AQcCoIIGy hAGwAdQI	rjCCBsYCAQExCzAJBgUr BIACAAZgBvAHIAIABOA(DgMCGgUAMIGHBgkqhkiG		
		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	1 - A					
Technical Bid - A - Specification						
	Technial Bid - AA					
SL No.	De	scription	Bidder Responce			
1	Na	me of the Company	ABC Limited			
2	Ad	dress	Ahmedabad			
3	Pho	one Nos.	079-40016807 - 810			
Bidder needs to submit all the necessary information.						
		Bidder needs to submit	all the necessary information.			
	Digi	ital Signature	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]	Max
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid - A	[Add]	5140

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					
	Technial Bid - A/	N Contraction of the second			
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 nec	essary information.			
	Bidder needs to submit all the nece	essary information.			
Di	gital Signature	xCzAJBgUrDgMCGgUAMIGDBgkqhkiG			
	Verify Update g	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	<u>A</u>
	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	sary information.
[Digital Signature	NAQcCoIIG2jCCBtYCAQExC Z2AGEAbAB1AGUAIABmAG	ZAJBgUrDgMCGgUAMIGXBgkqhkiG
		Sign Update Bac	2k

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 *	LAdd	Hap

	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	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.

Technical Bid	12 C	
Schedule Name	Actions	Reference Document(s)
Technical Bid - A *	[Eds] [Delete] Dimn]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid - A *	[464]	Hap

messag	e nom 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.

	Technical B	id						
Schedule Name				Actions	Refe	rence Document(s)		
Technical Bio	d - A -			[fidt] + [Delete] + [visual		ting		
	Price Bid			- 10100-00-11	10			
	Schedule Na	ane	Cincol	Actions	Re	ference Document(s)		
Price bid - A			TEBUT			Eac		
D '.lt.								
ce Bid - A								
				Price Bid - AA				
				Price Bid - AA				
No. Des	scription	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate		
Lapt	top	10	Nos.	10	TEN	100		
Des	sktop	20	Nos.	10	TEN	200		
Prin	nter	30	Nos.	10	TEN	300		
CD		40	Nos.	10	TEN	400		
DVE	D	50	Nos.	10	TEN	500		
				Inclusive of all Taxes & Duties				
		Bidd	er needs to s	ubmit Total Rate Inclusive of a	all Taxes & Duties			
	Digital Sigr	nature				× •		

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





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			
3	Printer	30	Nos.	Message from webpage	TEN	300			
4	CD	40	Nos.		TEN	400			
5	DVD	50	Nos.	Data Signed Successfu	TEN	500			
				Іп ОК					
Bidder needs to submit Total Rate Inclusive of all Taxes & Duties									
Digital Signature									
				Sign Encrypt Data Save	Back				

Digital Signature								
	Bidder needs to submit Total Rate Inclusive of all Taxes & Duties							
	Inclusive of all Taxes & Duties							
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQ(Missage from webpage	AQX2QU HYGINEQAWEDADHSWIKGT DVQQD AWV2IFB2dC4gTHRkLgIKFNh9mgAAAAA HE3rWfYPPnmY2zwNSVH84SLdoaA9w3FJiB HB70iOiqu9afSiMTIPsJ4jexjCcCOjCSv1 i6/D8BivEq12C1KhDGPU+425bV+a0hnc3 iG9w0DBwQIo7onfqTb8xiACKBom71qDlQj AQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD maWV2IFB2dC4gTHRkLgIKFNh9mgAAAAAA JT2MBRN0P1UVX8pTHWLQIQVf4COm7QtihL eMKulp6HP/VJWCWI8QxRUvS8gu8H6J+ i629EQSkMGK6/ZyrqPh/7udKP8cGpSWVQj ciG9w0DBwQIHd6Eh+ZGzd6ACNVw8IwsTjWI	MIIBHAYJKoZIhv	
3	Printer	30	Nos.	MIIBHAYJKoZIhveNAQe	sY+GuJK45j0v0YdUZEE5jnVTW5o9c2 gvJdpngdqyDmrBfUe4btiJtIbsj17ej pTAmMCsGCSqGSIb3DQEHATAUBggdh MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkC EyNUHJVY3VyZWIbh0QyGVjaGSvbGS 4TANBgkqhkiG9w0BAQEFAASBgJW8zm sbxCtVkqBko2U3kJMvs/pU+CJBt6fmi t1fMYdQ2ZkG3F2qQ5hoSVi1QA3G5h WfHIMCsGCSqGSIb3DQEHATAUBgghki	3FriQ&cmv40,m02/av3LwZEJ11Mrm1y+0h gxtETuv5Vx23b+PfCdbH1n1Cx4HpLeFLl ikiG9w0DBwQIqIYq7dPFeBiACBsRXaxb6TpK :AQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD padW2IFE2dC4gTHRkLgiKFNh9mgAAAAAA wSbDqfuUm4MpQWz10EqZzgzCLedTZ7g6sX RXtA50dw53BUT8btA830v0TQQVFWqZKUa HolsixdyqLNkucgG3swfxKC4HWxwzEQ+cj2 iG9w0DBwQIKVD0AqF5uDSACIna0KaCq7QG	MIIBHAYJKoZIh	

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





Message	e nom webpage
	Bid Form Successfully Saved





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)
rechnical Bid - A *	[Bdit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid - A *	[Edit] - [Delete] - [View] -[Encrypt]	Map

					bWJRMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIP++kkBqeXMmACOdLPhJ3ZPJf			
4	CD	40	Nos.	MIIBHAYJKoZIhvcNAQ	MIIBHAY3KoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD EyNlUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAA 4TANBgkqhkiG9w0BAQEFAASBgJgYf3PCa/o1CNoECLdP9SnuE54JBv0Ch//YarY pta5hBKR94dxtR+4wrXAxRLnc4VXDRzDE0+c/xdr/u9VuByRqu7ytpQ4B01zt67+ w9/T+ifxAfwXqzKfZ3iV+0dda12Qikz8qW061kCKwfbpDNtXsDuvV7NhQ3nsuvvR CyrXMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIpeWJnkrDz1CACGMjKSBhHsaJ	MIIBHAYJKoZIhv		
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQ	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD EyNlUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAA 4TANBgkqhkiG9w0BAQEFAASBgAt0rgMSFJyEAHWiIVkLApupSCV43pW5gA9Bbioi K4TIFpWL+xzG+xGrfor2KHfDYdk91X2Td6t0L2kq5T1V0+Vs'hSljHnKZNtoonH 5TMCmpI46LdXIG4nnmMXNtrD07kp1krPjRc+goxLmaRwkXGI8rGR7kuf4PjL3gPg YsFbMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIhcRMyRJw6TyACJ49NMKjN4i+	MIIBHAYJKoZIhv		
Inclusive of all Taxes & Duties								
Bidder needs to submit Total Rate Inclusive of all Taxes & Duties								
	Digital Signature							
	Verify Decrypt Data Update Back							

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

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.	Message from webpage	TEN	300				
4	CD	40	Nos.		TEN	400				
5	DVD	50	Nos.	Decryption completed succes	TEN	500				
				ОК						
	Bidder needs to submit Total Rate Inclusive of all Taxes & Duties									
	Digital Signature									
				Verify Decrypt Data Update	Back					

Prepared By: e-Procurement Technologies Ltd





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		
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 & Dutie	\$\$			
		Bidde	er needs	to submit Total Rate Inclusive of	all Taxes & Duties			
Digital Signature								
				Sign Encrypt Update	Back			

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				
3	Printer	30	Nos.	Message from webpage	TEN	300				
4	CD	40	Nos.		TEN	400				
5	DVD	50	Nos.	Data Signed Successful	TEN	500				
				In ОК						
		Bidd	er needs	to submit Total Rate Inclusive of	all Taxes & Duties					
Digital Signature MIIG9wYJKoZIhvcNAQcCoIIG6DCCBuQCAQExCzAJBgUrDgMCGgUAMIGIBgkqhkiG 9w0BB/wGgazcEgzZAGEAbAB1AGUAIABmAcSAcqAqAE4AZQB3ACAAVABhAGIAbABI Sign Encrypt Update Back										

з	Printer	30	Nos.	MIIBHAYJKoZIhvcNAQ	eY+GUIX45j0u0YdU2Ee5jnVTW5o9zC5friG8cmv4q1m0z/av3LwZ5L1Mrm1y+oh gvJdpngdqDvDm8flvabh1tbj1t2gxtFuv5Vx35HPrCdH1n1Cx4HpLeFU pTAmMCsGCSqGSIb3DQEHATAUBggqhkiG9w0DBwQIqIYq7dPFeBiACBsRXaxb6TpK MIIBHAY3KoZ1hvcNAQcDoEIIBDTCCAQLKCAQAx9dYwgdMCAQAwPDAuMSwwKg7DVQQD EyNUHY3VyZWIbhQgVGYjaGSvbG9naWyZ1F92C4QTHRkLj1KFN9mgAAAAAA 4TANBgkqhkiG9w0BAQEFAASBgJW8zmw5bDqfuUm4hpQW2I0EqZzgcLedT27g6sX s8bxCtVkgBko2UsMIvs/pU+CBt8fmRxLaSdw53DdfsUBbk330c0TQQYrwqZKUa t1fMYdq2zKc3F2qQ5hoSV1QA3GShloisidyqLNkucgG3swfXkC4HWxwzgC+cj2 WfHIMcsCCSqGSIb30QEHATAUBggqhkiG9w0DBwQIKVODAqFSuDSACIna0kaCq7QG	MIIBHAYJKoZIhv		
4	CD DVD	40	Nos.	MIIBHAYJKoZIhvcNAQc	MIBHAYJKoZIhvcNAQcboIIBDTCCAQKCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD Message from webpage www.iF82dC4gTHRkLgIKFNh9mgAAAAAA BawfirPpnmY2zwNSVH345LdoaA9w3FJiB HB70ldigu9af5iMTIP33jexjCcCOjCSv1 iG9wDBwQ1o7onfqTb8xiACKBom71qDlQj QAxgdYwgdMCAQAwPDAuMSwKgYDVQQD Chronoscop of gooscop www.iF82dC4gTHRkLgIKFNh9mgAAAAAA 4TANBgkqhkiG9w0BAQEFAASBgJhQ/hUT2MBRN0r1UVX8pTHRLQ1QVf4COm72thL BdebixHUQ3AqwiwhNelLu1XX4LD21eMKuBpHP/UyWCW8Qx8UVSgBuB1+631 9/nDSHgM152OWPh/Ffo5Lf4+XP5ox1ic29EQSkMGk6/2yraPh/7udKP8cdBvVQjW	MIIBHAYJKoZIhv		
					Inclusive of all Taxes & Duties			
				Bidder nee	ds to submit Total Rate Inclusive of all Taxes & Duties			
	Digital Signature							
					Sign Encrypt Data Save Back			





-	Bid form updated successfully
<u> </u>	
	OK

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)	Map





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.

Echadula Nama						
Schedule Name		Actions		Reference Doc	ument(s)	
echnical Bid - A *		[Edit] - [Delete] - [View]		Map		
Message Box	View Tender Br	iefcase Documents	Change Password	L Edit Profile	Logout	
essage Board MARQUEE T	ESTING - UVM	Opload Documents	Folder Management			
Select a file to upload : *		(Browse			
Description : *						
		U	pload			

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

- 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 Acceptabl (*.pdf,*.zi A file path (Space, - , Click on M 	 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, *.jif, *.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	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			
Tashai ad Bid A	In the Instant Discust	FILE NAME	DESCRIPTION	DOWNLOAD	
Technical Bid *	[Edit] - [Delete] - [View]	Activex Control.docx	dummy	G	
Price					
Schedule Name	Actions	Reference Document(s)			
Price Bidding Form *	Encrypt	Мар			

<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	[ES]
Are you sure you	want to encrypt & submit BOQ
-	OK Cancel

BOQ							
Description	Unit	Quantity	Rate	Amount			
400mm Diameter x 12.00m long starter and/or extension pile (working load = 60 Ton) (In No.328)	Mtr	3936	MIIBUQYJKoZIhvcNAQc	MIIBUQYJKoZIhvcNAQc			
400mm Diameter x 6.00m long starter and/or extension pile (In No.328)	Mtr	1968	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQcl			
400mm Diameter x 3.00m long starter and/or extension pile	Mtr	328	MIIBUQYJKoZIhvcNAQcI	MIIBUQYJKoZIhvcNAQcl			
400mm Diameter x 12.00m long starter and/or extension pile	No	328	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQcl			
400mm Diameter x 6.00m long starter and/or extension pile	No	328	MIIBUQYJKoZIhvcNAQcl	MIIBUQYJKoZIhvcNAQcl			
				MIIBWQYJKoZIhvcNAQc			
Decrypt Data Encrypt & Save							
	BOQ Description 400mm Diameter x 12.00m long starter and/or extension pile (working load = 60 Ton) (In No.328) 400mm Diameter x 6.00m long starter and/or extension pile (In No.328) 400mm Diameter x 3.00m long starter and/or extension pile 400mm Diameter x 12.00m long starter and/or extension pile 400mm Diameter x 6.00m long starter and/or extension pile Encrypt Data	BOQ Description Unit 400mm Diameter x 12.00m long starter and/or extension pile (working load = 60 m from) (In No.328) Mtr 400mm Diameter x 6.00m long starter and/or extension pile (In No.328) Mtr 400mm Diameter x 3.00m long starter and/or extension pile Mtr 400mm Diameter x 12.00m long starter and/or extension pile No 400mm Diameter x 12.00m long starter and/or extension pile No 400mm Diameter x 6.00m long starter and/or extension pile No 400mm Diameter x 6.00m long starter and/or extension pile No 400mm Diameter x 6.00m long starter and/or extension pile No 400mm Diameter x 6.00m long starter and/or extension pile No	BOQ Description Vnit Quantity 400mm Diameter x 12.00m long starter and/or extension pile (working load = 60 ron) (In No.328) Mtr 3936 400mm Diameter x 6.00m long starter and/or extension pile (In No.328) Mtr 1968 400mm Diameter x 3.00m long starter and/or extension pile (In No.328) Mtr 328 400mm Diameter x 12.00m long starter and/or extension pile No 328 400mm Diameter x 6.00m long starter and/or extension pile No 328 400mm Diameter x 6.00m long starter and/or extension pile No 328 400mm Diameter x 6.00m long starter and/or extension pile No 328 400mm Diameter x 6.00m long starter and/or extension pile No 328 Mutrer X 5.00m long starter and/or extension pile No 328 Mutrer X 5.00m long starter and/or extension pile No 328 Mutrer X 5.00m long starter and/or extension pile No 328 Mutrer X 5.00m long starter and/or extension pile No 328 Mutrer X 5.00m long starter and/or extension pile No No Mutrer X 5.00m long starter and/or extension pile No No Mutrer X 5.00m long starter and/or extension pile <td< td=""><td>BQQ Description Vini Quantity Rate 400mm Diameter x 12.00m long starter and/or extension pile (working load = 60 Mtr 3336 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile (In No.328) Mtr 1968 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 3.00m long starter and/or extension pile Mtr 1848 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 12.00m long starter and/or extension pile No 2840 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile No 2840 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile No 3280 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile No 3280 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile No 3280 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile Io Io Io</td></td<>	BQQ Description Vini Quantity Rate 400mm Diameter x 12.00m long starter and/or extension pile (working load = 60 Mtr 3336 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile (In No.328) Mtr 1968 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 3.00m long starter and/or extension pile Mtr 1848 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 12.00m long starter and/or extension pile No 2840 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile No 2840 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile No 3280 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile No 3280 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile No 3280 MIIBUQYJKoZIhvcNAQel 400mm Diameter x 6.00m long starter and/or extension pile Io Io Io			

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

BOQ	BOQ							
		BOQ						
Item	Description		Unit	Quantity	Rate	Amount		
A	400mm Diameter x 12.00m long s Ton) (In No.328)	Aessage from webpage	Mtr	3936	1000	3936000		
в	400mm Diameter x 6.00m long st		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		No	328	4000	1312000		
E	400mm Diameter x 6.00m long st	OK	No	328	5000	1640000		
	·					11808000		
	Decrypt Data Encrypt & Save							





too may map uploaded documents with bidding	form by clicking on MAP link f				
ou are participating in this tender as an Individ	dual Bidder.				
Technical Form					
Schedule Name	Actions	Re	ference Document(w)	
		1	Title		
		FILE NAME	DESCRIPTION	DOWNLOAD	
Appendix III - Form I - Cavering Letter for Technical Proposal *	Inntl - Daniel - Daniel	Dummy Tender Document.pdf	dummy dae	a	
EPID Details *	Dist() - Distante) - Distant)		Hais		
Appendix III: Form -III: Particulars of Key Personnel *	Diabit + Deneted + Drines)	tiau			
Price Form					
Schedule Name	Actions	Refer	nce Document(s)		
nog *	Form Encrypted (Daistal IVinal)				

- 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 Detait					
nder Id: 7231	Tender No: Malaysia/100	Due date & time : 20/10/20	11 14:05 Open	iing date & ti	me: 20/10/2011 14:06
ef: Tender	for Piling Works		Tende	er Notice Dov	vnload Document
Envelope Name	Form N	lame	Mandatory / Optional	Submitted	Attached Document List
Envelope Name	Form N Appendix III- Form I- Covering L	lame etter for Technical Proposal	Mandatory / Optional Mandatory	Submitted Yes(1)	Attached Document List
Envelope Name Technical Form	Form N Appendix III- Form I- Covering L EMD Details	l ame etter for Technical Proposal	Mandatory / Optional Mandatory Mandatory	Submitted Yes(1) Yes(1)	Attached Document List Dummy Tender Document.pdf No
Envelope Name	Form N Appendix III- Form I- Covering L EMD Details Appendix III- Form -III- Particula	lame etter for Technical Proposal ars of Key Personnel	Mandatory / Optional Mandatory Mandatory Mandatory	Submitted Yes(1) Yes(1) Yes(1)	Attached Document List Dummy Tender Document.pdf No No





- 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
Table I pid	GENERAL INFORMATION	Mandatory	Yes(1)	redBusTicket.pdf
echnical bid	TENDER DOCUMENT FEES AND EMD FORM	Mandatory	Yes(1)	No
Price Bid	PRICE BID	Mandatory	Yes(1)	No

T T 7045				
Tender Id : 7965				
Tendering Unit : Tes	t Department			
Tender No : Mock te	st/001/18.11.2011			
Company Name : Mc	kinsey & Co.			
Address : vendor1				
LoginId : harshvend	or1			
Receipt No : Mock te	st/001/18.11.2011/21305			
Envelope Name	Form Name	Mandatory / Optional	Submitted	Attached Document List
Technical Did	GENERAL INFORMATION	Mandatory	Yes(1)	redBusTicket.pdf
recinical bio	TENDER DOCUMENT FEES AND EMD FORM	Mandatory	Yes(1)	No
Price Bid	PRICE BID	Mandatory	Yes(1)	No
You have successfu	lly completed final submission from IPAddress :1	15.242.152.135 on Date And	Time 25/11/11	11:37:54
	Prin	nt 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.

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	MARQUEE TESTING - UVN	1			
Select a file to u Description : *	pload : *	_Br	owse		
 Field Markedi Any Number Acceptable Fi (*.pdf, *.zip,* A file path mathing (Space, - , _ , _ , Click on Map 	(*) is Mandatory. of files can be uploaded. ile Types rar, *jpeg, *.jpg, *.gif, ay contain any below giv / \) link available in front of	Maximum Size of a Single File sh *.doc, *.xls, *.xlsx, *.docx, *.dwg ren special characters: uploaded document to map it wit	nould not Exceed 4MB. , *.dwt, *.dxf) h a Folder		
View Unmapped Fi	les <u>View Folderwise Files</u>	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
 Field Marked(*) is Mandat Any Number of files can b Acceptable File Types (*.pdf,*.zip,*.rar,*.jpeg,* A file path may contain an (Space, -, _, \) Click on Map link available 	tory. .e uploaded. Maximum Size of a Single File should not Exceed 4MB. *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf) ny 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	pload : *			Browse			
Description : *							
				Upload			
 Field Marked(Any Number of Acceptable Fi (*.pdf,*.zip,*. A file path mas (Space, - , _ , _ , Click on Map I 	(*) is Manda of files can ile Types (.rar,*.jpeg, ay contain a , \) link availab	atory. be uploaded. Maximu *.jpg, *.gif, *.doc, *. any below given spec le in front of uploade iderwise Files	um Size of a .xls, *.xlsx, * fial character ed document Files	Single File should r *.docx, *.dwg, *.dw rs: to map it with a Fo	oot Exceed 4MI t, *.dxf) Ider	3.	
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	d:*		Brov	/se			
Description : *							
			Upload				
 Field Marked(*) is Any Number of fill Acceptable File Tr (*.pdf,*.zip,*.rar, A file path may cc (Space, - , _ , \) Click on Map link s 	s Mandatory. es can be uploaded. Maxi ypes *.jpeg, *.jpg, *.gif, *.doc, ontain any below given sp available in front of uploa	mum Size of a Sing , *.xls, *.xlsx, *.doo ecial characters: aded document to r	ple File sho cx, *.dwg, * map it with	uld not Exceed *.dwt, *.dxf) a Folder	4MB.		
View Unmapped Files	View Folderwise Files	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

elect a file to u	ipload : *			Browse			
escription : *							
				Upload			
 Field Marked(Any Number (Acceptable Fi (*.pdf,*.zip,* A file path ma (Space, -, _,) Click on Map 	(*) is Manda of files can ile Types '.rar,*.jpeg, ay contain a , \) link availab	story. be uploaded. Maximi *.jpg, *.gif, *.doc, * ny below given spec le in front of uploade	um Size of a .xls, *.xlsx, * cial characte ed document	Single File should *.docx, *.dwg, *.d rs: t to map it with a l	not Exceed 41 wt, *.dxf) Folder	18.	
iew Unmapped Fil	iles <u>View Fol</u>	derwise Files View All	Files				
 File Informa 	ation —						
Sr. No. File	e Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download
		test	10752	Мар	Approved	Cancel	Developed Desverant
1 test	st.doc	test					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
 Field Marked(*) is Mandate Any Number of files can be Acceptable File Types (*.pdf,*.zip,*.rar,*.jpeg, * A file path may contain and (Space, -, -, \) Click on Map link available 	pry. uploaded. Maximum Size of jpg, *.gif, *.doc, *.xls, *.xlsx y below given special charact in front of uploaded document to map it with a Folder
View Unmapped Files	rwise 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	R	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 Manageme	ent	Cre	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

Descriptio	n : *		🖉 Map Fi	les to Folder	- Windows 💶			
			🖉 http://	npeil. abeprocu	re.com/NPCIL/eTen			
			Your cu	urrent security	settings put your	×		
 Field M Any Nu Accepts 	arked(*) is Mandat mber of files can b able File Types	iory. e uploaded. Maxim	um Size Move Fi	le To Folde	er			
(*.pdf,*	*.zip,*.rar,*.jpeg, *	.jpg, *.gif, *.doc, *	.xls, *.x	lder	abcdemo 💌			
(Space, Click or	ath may contain ar , - , _ , \) 1 Map link available	e in front of upload	ed docu	ma	ove	_		
 A file p (Space, Click or iew Unmap 	$\frac{1}{2} \frac{1}{2} \frac{1}$	ny below given spe e in front of upload erwise Files	ed docu		ove ≪a • € 100%			
 A file p (Space, Click or iew Unmap File Inf 	Att may contain an Map link available oped Files <u>View Fold</u> formation	e in front of upload	ed docu	ma et	ove			
 A file p (Space) Click or Click or Click or Tiew Unmap 	n Map link available pped Files <u>View Fold</u> formation File Name	ny below given spe e in front of upload erwise Files	File Description	File Size	Map to Folder	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.

Nednesday 19/10/2011 19:18:44 IST		ST La:	ast 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		My renders L	imited render	s openning rend er(s)				
- Search - Tender Id Department Tender No Tender Type Live Estimated Value C= 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: 28/05/2010 13:54:57		Welcom	Welcome: Mr. vendor1	
	Ŵ	G	N	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	 equired for password Alphanumeric & Special cha mit	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		Welcom	Welcome: Mr. vendor1	
Message Box	V Tender	D 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	L 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: 27/05/2010 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	All future communication	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: 27/05/2010 14:48:45		Wel	Welcome: Mr. vendor1	
Message Box	V Tender	Briefcase Documents	R Change Password	Ldit Profile	Logout	
		My Tenders Limited Tende	ers 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.