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E-Procurement Guide for Bidders

Version 1.0



Prepare By:

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(EPTL)**

www.abcprocure.com

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1 Introduction

As a bidder you may participate in tenders being floated by BHEL on <https://bhel.abcprocure.com> platform for various goods and services. This e-Bidding guide document has been prepared for you to guide you through out the bidding process.

This document starts with the detail of the minimum system requirements, best practices followed by the bid submission process.

1.1 Minimum system requirements

Before participating in a tender, you need to ensure that you have system with the following minimum requirements.

System component	Requirement
Internet Connection	Minimum 256 kbps
Web browsers	IE 9.0 (32-bit Browser only) & above, Mozilla Firefox up to version 51 (32 bit / 64 bit), Google Chrome 20.0 to 41.0
Operating system	Windows Vista / Windows 7 and above
System Access with Administrator Rights	

1.2 System Settings

1.2.1 Required Install Signer Component

Installation of Signer Component is mandatory; the Signer Component can be downloaded by the bidder using the steps as given below:

Step-1: Open the website <https://bhel.abcprocure.com>

Step-2: Click on the “Signer Component” link given in the bottom gray panel as shown in below figure.



Figure 1

Step-3: Download the “Signer Component” file.

Step-4: Bidder need to install the “Signer Component” on system

1.2.2 Please add website in to Trusted Zone

(Open Internet Explorer → Go to Tools Menu → Internet Options → Security → Trusted Sites → Sites → Add the URL. (<https://bhel.abcprocure.com>)

Follow the Steps as mentioned below:

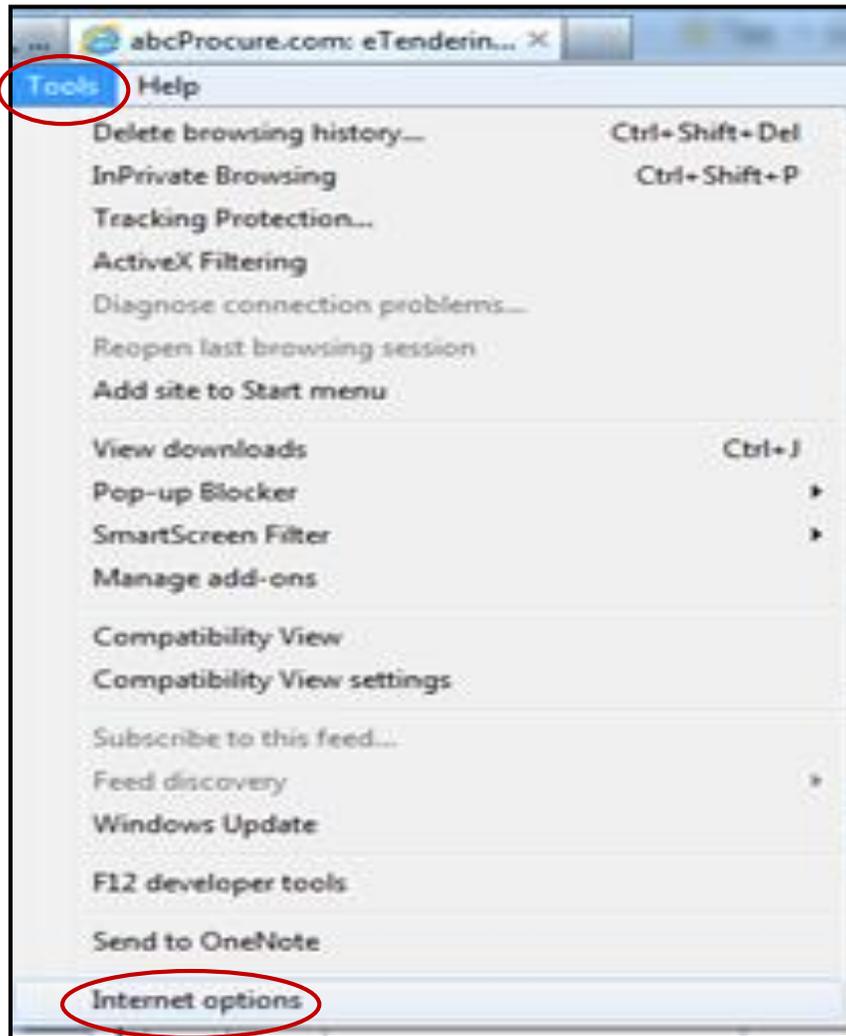


Figure 2

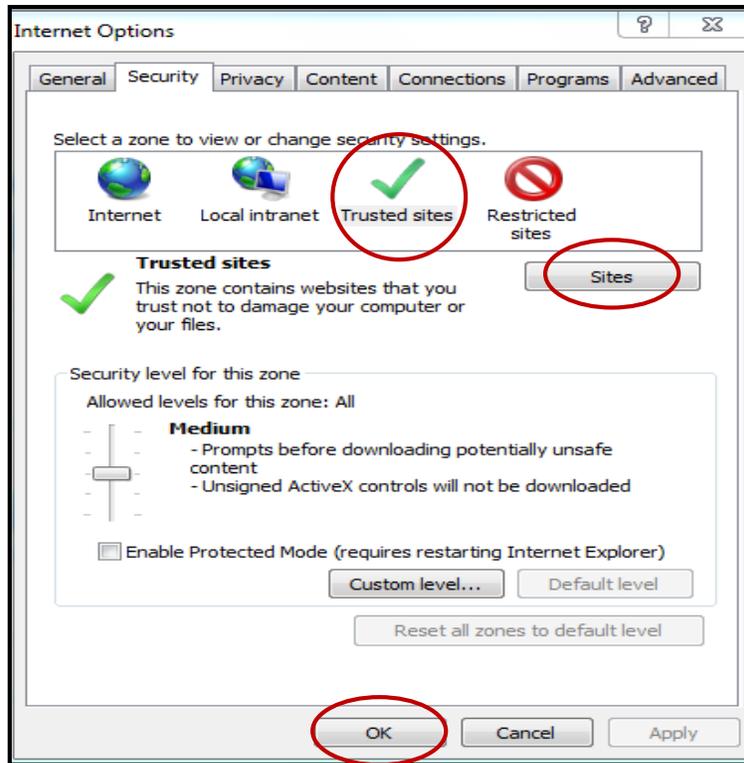


Figure 3

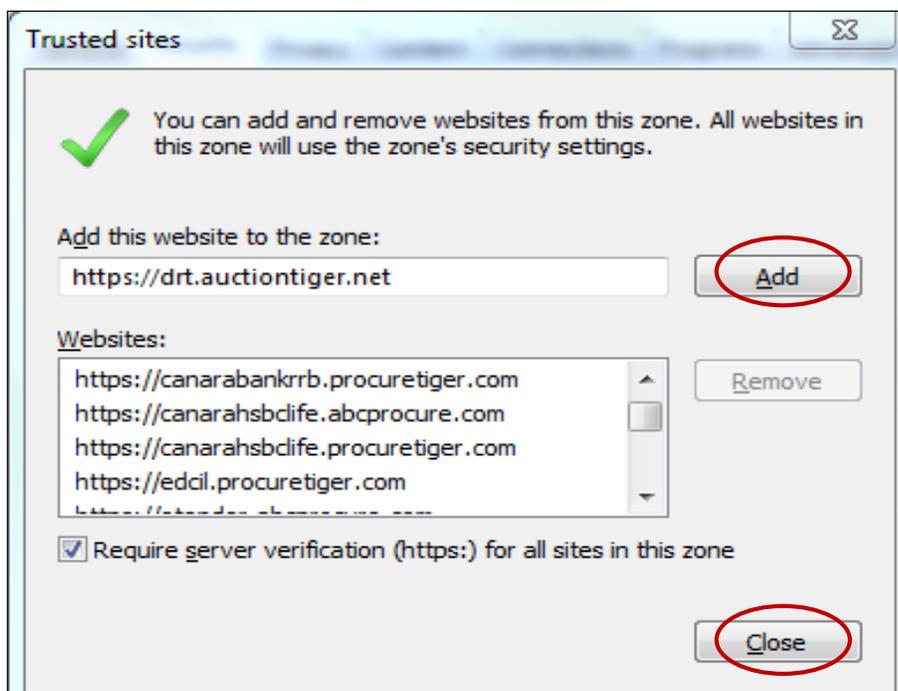


Figure 4

1.2.3 Enable ActiveX Controls & Plug-ins in Internet Explorer Browser:

1. Please enable ActiveX Controls & Plug-ins in Internet Explorer Browser. (Open Internet Explorer → Go to Tools Menu → Internet Options → Security → Custom Level)
2. 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”.

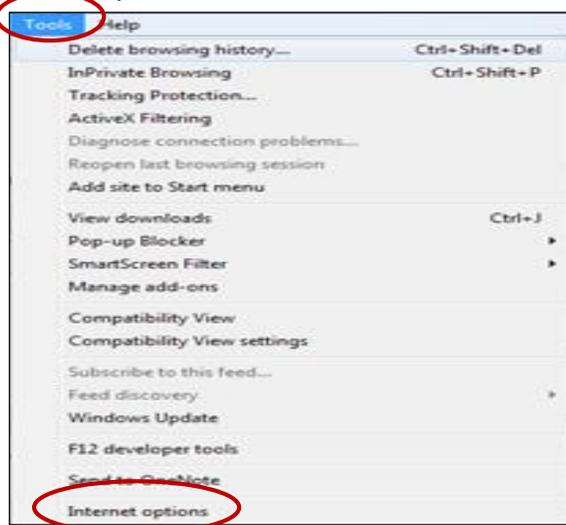


Figure 5

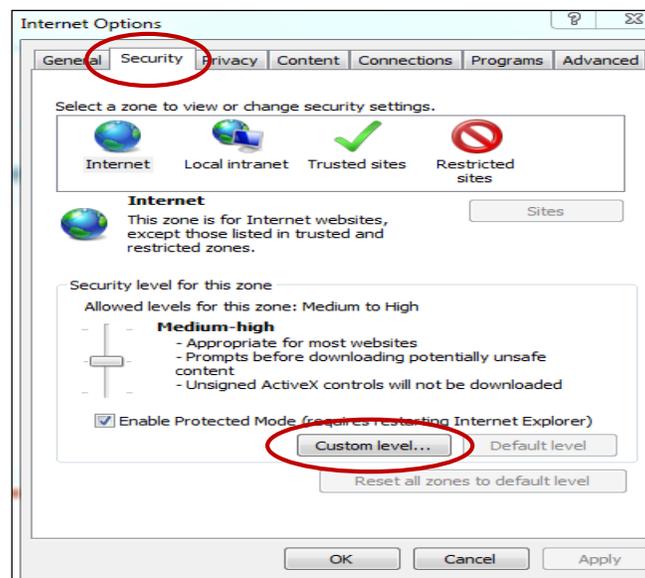


Figure 6

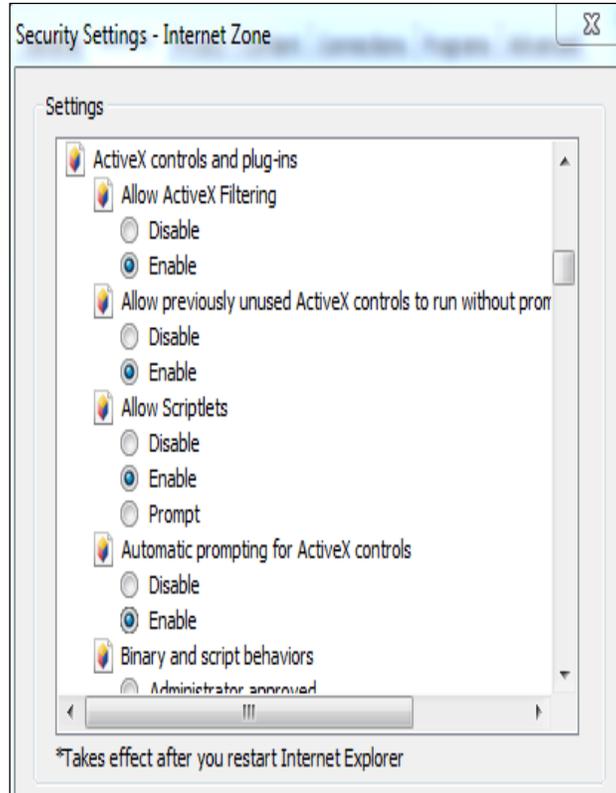


Figure 7

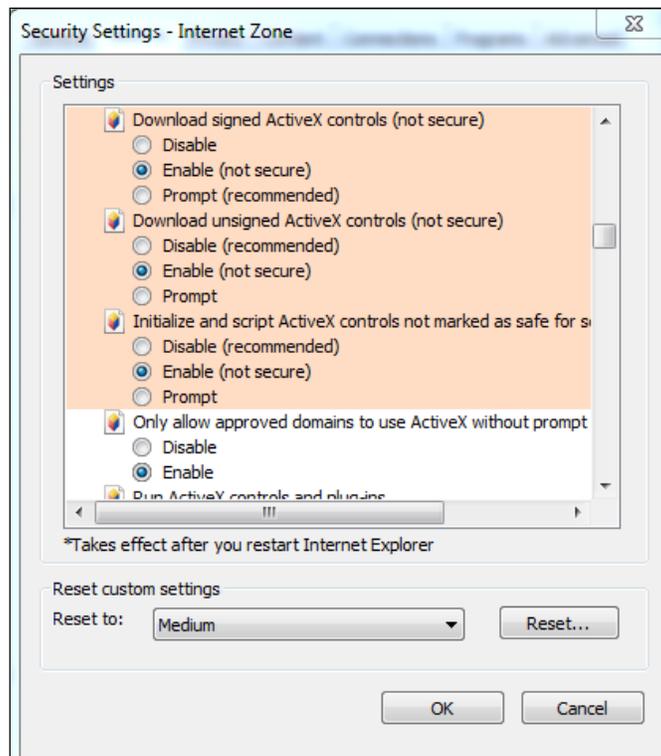


Figure 8

1.2.4 Digital Signature Certificate: To participate in an e-Tender, you need to have a Valid Digital Signature Certificate from any certifying authority of India as per the IT Act, 2000

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

Steps:

- Open **Internet Explorer**.
- Select Tools menu from menu bar. OR (Press Alt + T on your keyboard)
- Click on Internet **Options** → **Content** → **Certificate button**.
- You should view your digital certificate in this window as shown in the below screen shot:

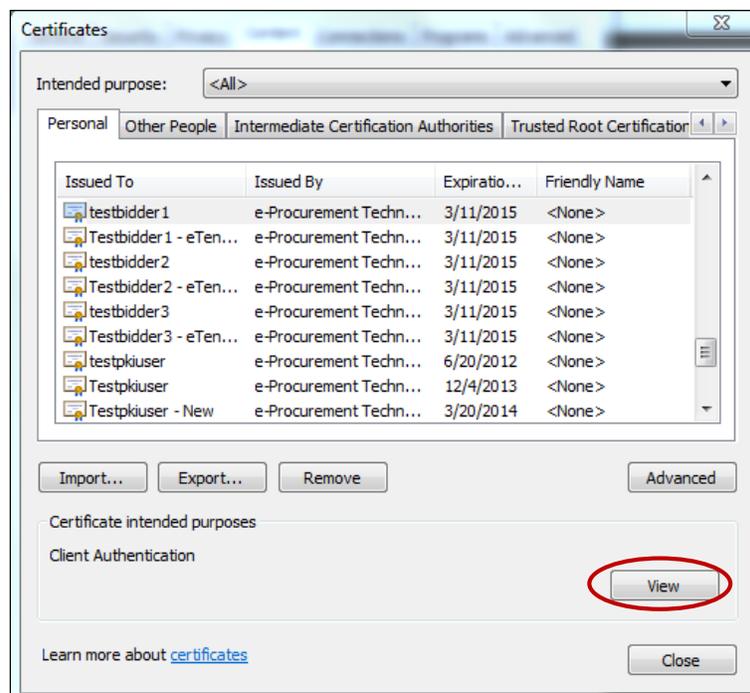


Figure 9

- Select your certificate and click on **View** button to view certificate details & certification path as shown in the below given screen shots:

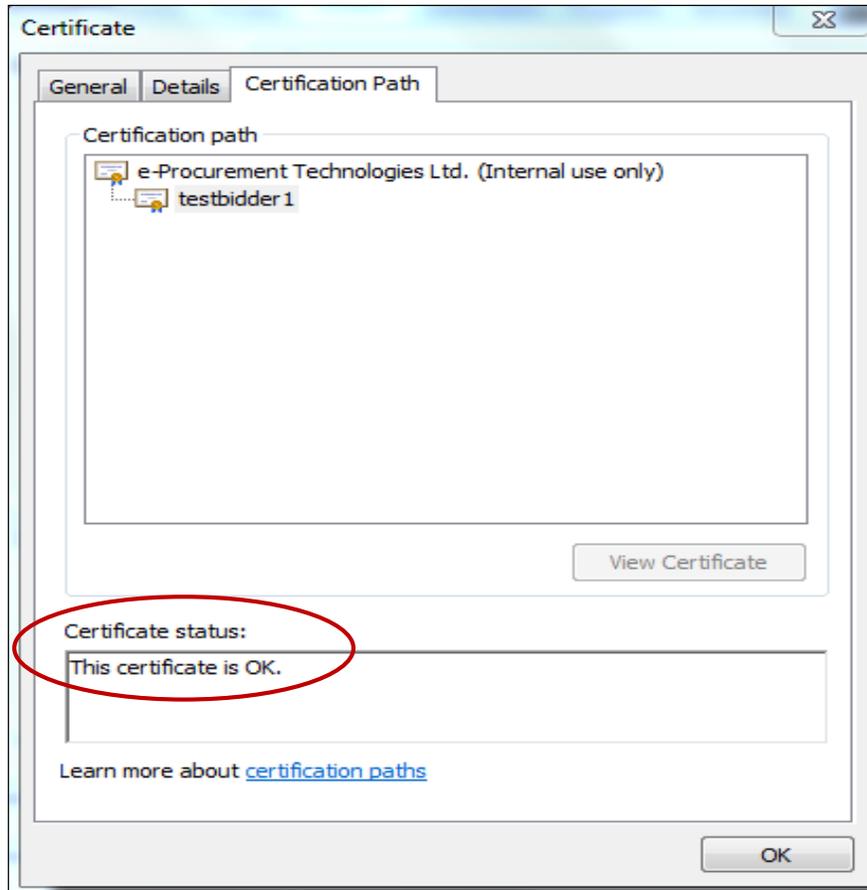


Figure 10

Important Note:

- E-Token Driver must be installed in the system.
- Step for Verify the e-Token driver Start Menu ->Programs ->e-Token ->e-Token Properties, If e-Token driver doesn't installed in the system, you may contact to the concern person from where you have to procure the Digital Signature Certificate
- Certificate STATUS should be having "This certificate is OK".
- If the "Certificate Status" is "Not Ok" or "Invalid" etc. then pl. contact your Digital Signature Certificate Service Provider.
- Your computer **system's date** should be matched with the date of the digital certificate.
- Certification path should be **CCA → CA → Name of Certificate holder**

1.2.5 Toolbar / Add on / Pop up blocker

Bidders should ensure that there is no software installed on the computers which are to be used for bidding that might interfere with the normal operation of their Internet browser. The bidders have to ensure that they do not use any pop-up blockers, such as those provided by Internet Explorer and complementary software, like for example the Google tool bar. This might, in certain cases depending on Bidders' settings, prevent the access of the EAS application.

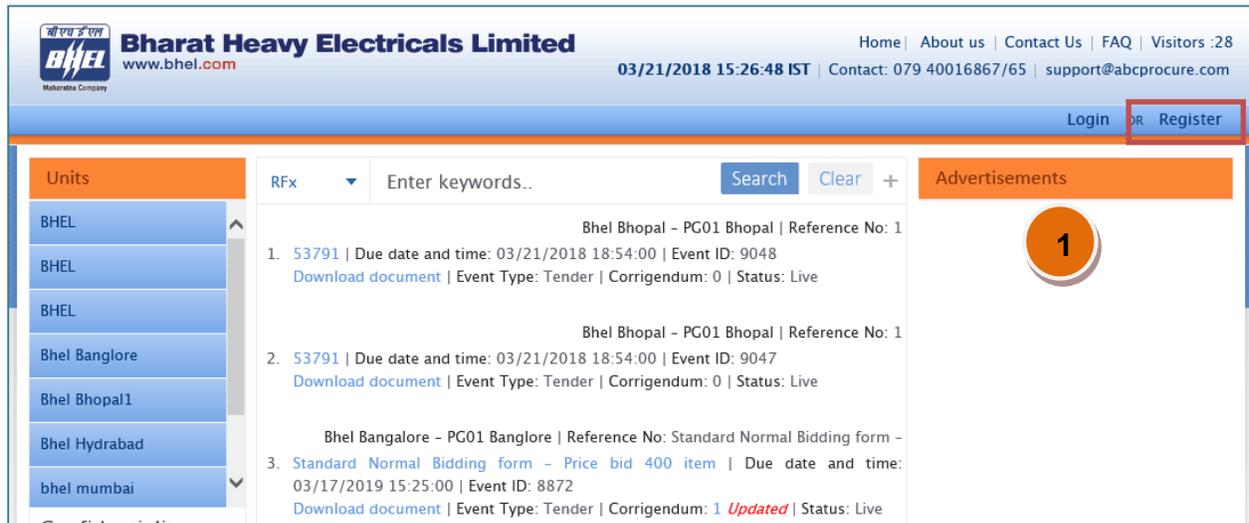
1.2.6 Power management settings

To ensure that Bidders can view progress in the Tender without delay or difficulty it is recommended that Bidders:

- Turn off any power management features on their computer such as automatic hibernation or suspension; and
- Disable any screensavers.

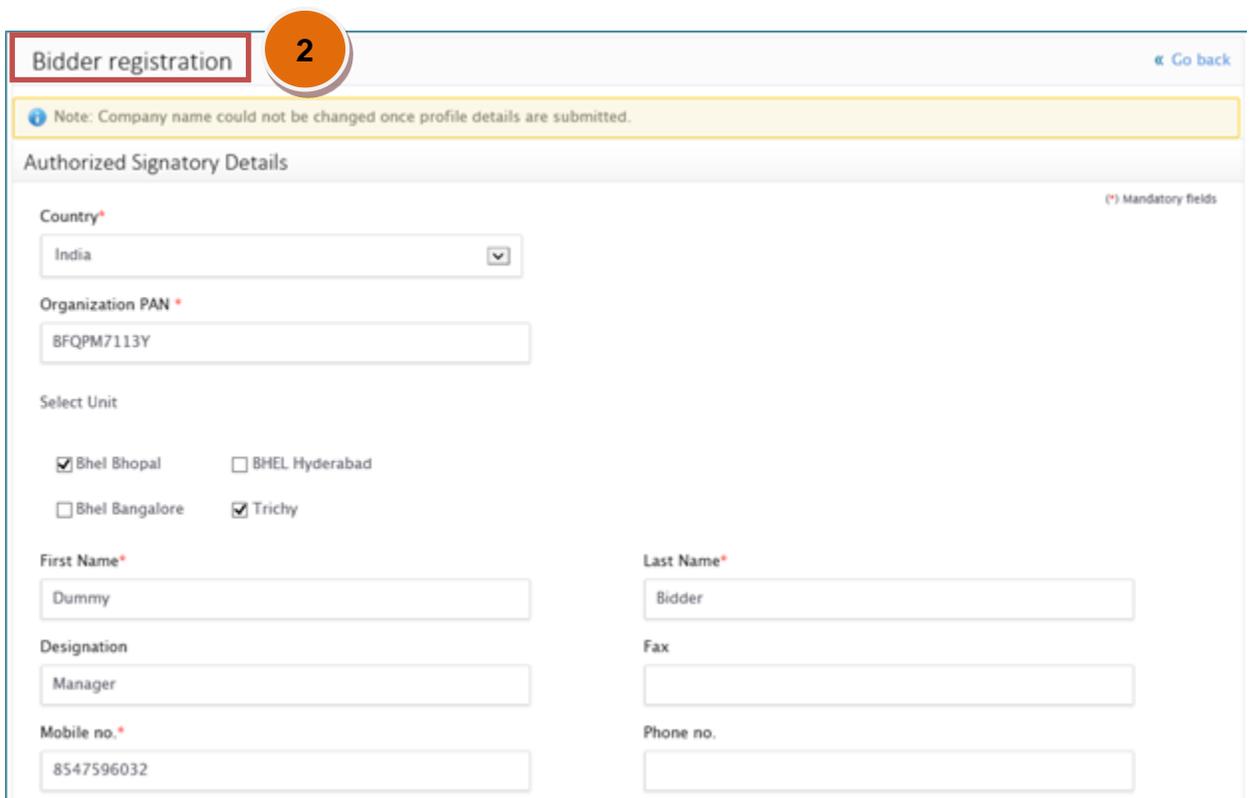
2 New bidder registration

To participate in an event, you must be a registered user. To get yourself registered, click on “Register” link. Fill up all the necessary Registration Details.



The screenshot shows the BHEL website header with the logo and navigation links. The 'Register' link is highlighted with a red box. A circular callout '1' is placed over the 'Register' link. Below the header, there is a search bar and a list of units on the left. The main content area displays a list of tenders with details such as reference numbers, due dates, and event IDs.

Figure 11



The screenshot shows the 'Bidder registration' form. The 'Bidder registration' link is highlighted with a red box. A circular callout '2' is placed over the 'Bidder registration' link. The form includes a note about company name changes, a section for Authorized Signatory Details, and various input fields for registration information.

Bidder registration Go back

Note: Company name could not be changed once profile details are submitted.

Authorized Signatory Details (*) Mandatory fields

Country*
India

Organization PAN*
BFQPM7113Y

Select Unit

Bhel Bhopal BHEL Hyderabad
 Bhel Bangalore Trichy

First Name*
Dummy

Last Name*
Bidder

Designation
Manager

Fax

Mobile no.*
8547596032

Phone no.

Email ID*	<input type="text" value="dummy@localmail.com"/> 	Alternate Email ID	<input type="text"/>
Alternate Email ID 2	<input type="text"/>	Alternate Email ID 3	<input type="text"/>
Password*	<input type="password" value="....."/> 	Confirm password*	<input type="password" value="....."/>
Hint question*	<input type="text" value="Which is your favorite color?"/> 	Hint answer*	<input type="text" value="Blue"/>
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="Laptop Bag Scrap,"/>  		

Contact Details

Company/Individual name*	<input type="text"/>		
Address*	<input type="text"/>		
State*	<input type="text" value="New Delhi"/> 	City*	<input type="text"/>
Postal Code/Zip*	<input type="text"/>		

Additional Contact Details

Mobile no.	Phone no.
<input type="text"/>	<input type="text"/>
Email ID	Fax
<input type="text"/>	<input type="text"/>
Address <input type="text"/>	
Country India <input type="text"/>	State Please Select <input type="text"/>
City <input type="text"/>	Postal Code/Zip <input type="text"/>

Bank Details

Bank Name <input type="text"/>	Bank Branch <input type="text"/>
Branch Code <input type="text"/>	Bank Account Number <input type="text"/>
IFSC Code <input type="text"/>	

Other Details

GST No.

Verification code*


(If you cannot read the text, you may get new Verification Code by clicking )

I agree to the [terms & conditions](#) and [privacy policy](#) of this website.

Figure 12



Registration step-1 completed successfully. Please login to complete the registration.

Steps for New bidder registration:

1. Click on “**Register**” link.
2. Select **Units** to participate in.
3. Fill up **Company Details**.
4. Click on “**Register**” button

On successful registration, your profile will be approved by the authorized officer and you can **login to portal** and can participate in the procurement event.

3 Login

To participate in a tender, you need to login to the portal. You must be an approved registered user. If you are not a registered user, you can register yourself by clicking upon the “Register” link. You need to have a valid vendor code and password to login to the portal.

The screenshot shows the BHEL portal interface. At the top, there is a navigation bar with the BHEL logo, company name, and website URL. On the right side of the navigation bar, there are links for Home, About us, Contact Us, and FAQ, along with visitor statistics. Below the navigation bar, there is a search bar with a dropdown menu for 'RFx' and a search button. To the right of the search bar, there are 'Login' and 'Register' buttons. The 'Login' button is highlighted with a red box and a circled '1'. Below the search bar, there is a list of units to participate in, including BHEL, BHEL Bangalore, BHEL Bhopal1, BHEL Hyderabad, and BHEL Mumbai. The main content area displays a list of tenders with details such as Reference No., Due date and time, Event ID, and Status.

Figure 13

The screenshot shows a 'Login' window with the following elements:

- Login ID:** A text input field with a vertical cursor.
- Password:** A text input field.
- Login:** A blue button with white text, highlighted with a red box.
- 2:** A circular icon with the number 2 inside, highlighted with a red box.
- Forgot Password ?** A blue text link.

Figure 14

Steps for login:

1. Click on **Login** hyperlink as shown in the above screen shot.
2. Enter your Vendor code, password and click on **Login** button

After Login, you need to select your digital signing and encryption certificates certificate.

The screenshot shows the 'Select Certificate' window with the following details:

- Note:** Certificate mapped here could not be mapped with any other login id.
- Email/Login ID:** bidderoneT@localmail.com/biddertricy01
- Select Signing Certificate:** Bidder 0001 (dropdown menu)
- Select Encryption Certificate:** Bidder 0001 (dropdown menu)
- Certificate Detail (Left):**
 - Subject: CN=Bidder 0001, O=Bidder Company 0001, C=IN
 - Issuer: CN=e-Procurement Technologies Ltd. (Internal use only)
 - Serial No.: 7A00000F801209932ACD1A4701000000000F80
 - Valid From: Thu Mar 01 09:14:49 UTC+0530 2018
 - Valid To: Fri Mar 01 09:24:49 UTC+0530 2019
- Certificate Detail (Right):**
 - Subject: CN=Bidder 0001, O=Bidder Company 0001, C=IN
 - Issuer: CN=e-Procurement Technologies Ltd. (Internal use only)
 - Serial No.: 7A00000F801209932ACD1A4701000000000F80
 - Valid From: Thu Mar 01 09:14:49 UTC+0530 2018
 - Valid To: Fri Mar 01 09:24:49 UTC+0530 2019
- Submit:** A blue button with white text, highlighted with a red box.

Figure 15

Select certificates and submit to enter the portal.

- If at the time of registration you have selected multiple units then the digital certificate attached should be same for all the selected units.
- There will be only 1 temporary vendor code and a single password for all the selected units at the time of registration.
- If you are adding new buyer organization (Unit) after login then same digital certificate, temporary code and password will be mapped with the newly added unit.
- If you are registering for a different unit with the same PAN Number then you will get a new password and you are allowed to add same digital certificate or a different digital certificate with the profile.

After login, In case you are registered by the buyer then you will be asked to change the password on your **first login**.

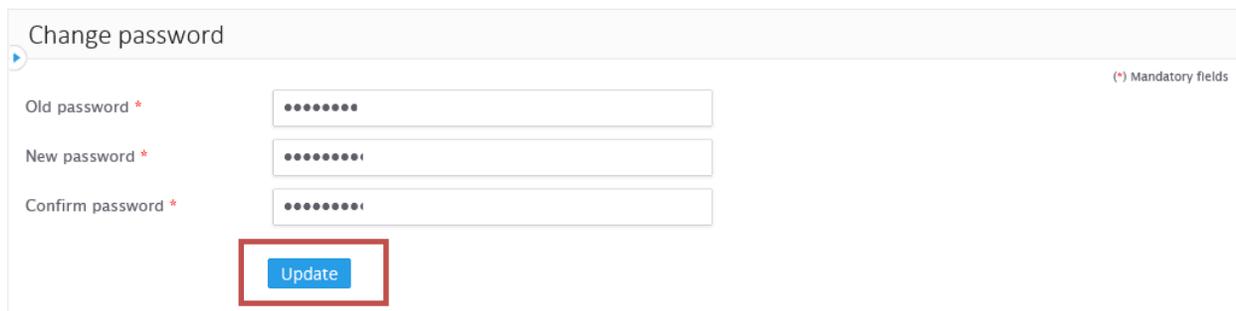


Figure 16

Steps for Change password:

1. Enter your valid Old password and new password and confirm new password.
2. Click on update button



Your login session can expire in 30 minutes if you have logged in and sitting idle.

4 Bidder's dashboard

On login successfully to portal, you will be redirected to event dashboard where you can navigate through the menu and can perform different events.

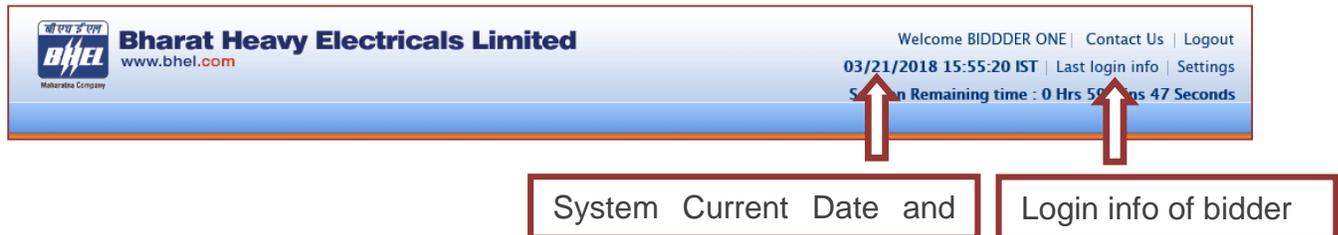


Figure 17

- Header part displays **System current Date and Time**, you need to **consider system's current date and time while participating in an event**
 - Header part also shows **Person Name** from which you have logged in
 - **Last Login info** – Shows the date and time of your last login with the IP address from which you have logged in
 - **Change Password** – System will allow you to change password as you desire.
 - **Feedback** – System will give a provision to enter feedbacks for the portal.
- Settings link will provide following features:

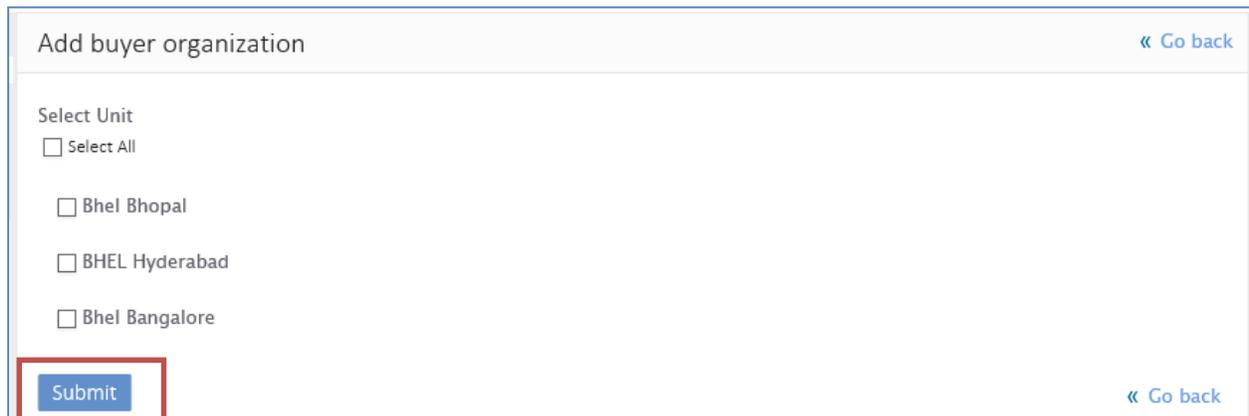


Figure 18

4.1 Add Buyer Organization

System will allow you to add multiple buyer organization for the same login account.

Clicking on “Add Buyer Organization” in settings, system will redirect you to the add buyer organization page where you can select multiple buyer organizations for which you are not previously registered.



Add buyer organization [« Go back](#)

Select Unit

Select All

Bhel Bhopal

BHEL Hyderabad

Bhel Bangalore

[« Go back](#)

Figure 19

Selecting buyer organization and clicking on submit, system will add the organization in your profile and update the same.



4.2 View Profile

Clicking on View profile, system will display the profile for all the registered organizations.

View bidder's profile « Go back			
Vendor Details			
Sr No	Vendor Code	Unit	Action
1	BIDDERTRICY01	Bhel Bhopal	View profile
2	BIDDERTRICY01	Trichy	View profile

Figure 20



System's current date and time displayed in the menu panel, will be as per the time zone selected by you during registration on portal

5 Procurement event (Tender)

5.1 Bid submission process overview



Figure 21

5.2 Search event

After login to the portal, Click on “RFx” menu from the menu panel and click on search RFx where you can search for an event using search functionality

Search RFX/Tender +

Trichy - PG01 Trichy | Reference No: LOT WISE TENDER 0002 SINGLE

1. [LOT WISE TENDER 0002 SINGLE](#) | Due date and time: 04/03/2018 14:59:00 | Event ID: 7714
[Download document](#) [Dashboard](#) | ☆ | Event Type: Tender | Corrigendum: 1 *Updated* | Status: Live

Figure 22

Search RFX/Tender

Event ID Reference no.

Event type Department

Keyword Bidding Access

Bidding type Due date

Status Estimated value

Opening date Mode of bid submission

Figure 23

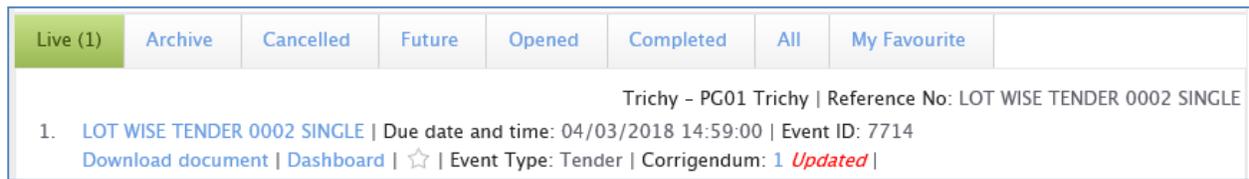
Advance search criteria:

- **Event ID** – You can search the event by system generated Event ID.
- **Enquiry No.** – You can search the event by entering the Enquiry no..
- **Department** – You can select the department to search the tender.
- **Keyword** – Search by brief word that relates the event based on Event ID, Enquiry No, Department, Event status, Event Brief, Event Detail.
- **Bidding Access** – Search by the bidding access i.e Limited, Open and Single.
- **Bidding Type** – Search by type of event as ‘NCB/Domestic’ or ‘ICB/Global’.
- **Due Date** – Search by the Due date of the tender. You can select the specific duration and search the events of which due date is completing during that period.
- **Status** – Search by event status ‘Live/ Archive/ Cancelled/ Opened/ Completed/ All’.
- **Opening date** – Search the event from the date on which the event is opening

5.3 Response

To participate in any procurement event and to submit your bid, you need to agree the terms and conditions of procurement event specified by the Officer

To participate in event and to submit your bid, a bidder needs to agree the terms and conditions.

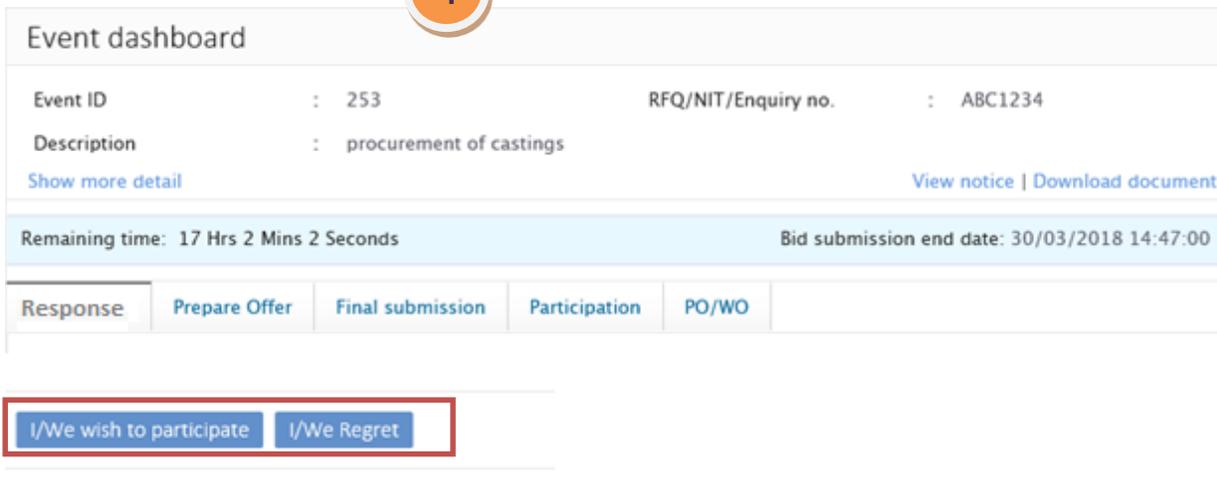


Live (1)	Archive	Cancelled	Future	Opened	Completed	All	My Favourite
----------	---------	-----------	--------	--------	-----------	-----	--------------

Trichy - PG01 Trichy | Reference No: LOT WISE TENDER 0002 SINGLE

1. [LOT WISE TENDER 0002 SINGLE](#) | Due date and time: 04/03/2018 14:59:00 | Event ID: 7714
[Download document](#) | [Dashboard](#) | ☆ | Event Type: Tender | Corrigendum: 1 *Updated* |

Figure 24



Event dashboard

Event ID : 253 RFQ/NIT/Enquiry no. : ABC1234
 Description : procurement of castings
[Show more detail](#) [View notice](#) | [Download document](#)

Remaining time: 17 Hrs 2 Mins 2 Seconds Bid submission end date: 30/03/2018 14:47:00

[Response](#) [Prepare Offer](#) [Final submission](#) [Participation](#) [PO/WO](#)

[I/We wish to participate](#) [I/We Regret](#)

Figure 25

Steps to agree to terms and conditions of event

1. Click on Dashboard
2. Click on **“I/We Wish to Participate”** button or **“I/We Regret”**

On I/We wish to participate; you will be redirected to the **Prepare Offer screen** where you can **submit your bid**.

On Clicking I/We Regret, system would capture the remarks of the regret the tender.

Regret remarks would be submitted to the BHEL.

5.4 Pre Bid

You can post questions during the pre-bid meeting.

Event dashboard

Event ID : 61658 Reference number : Test Tender
 Brief scope of work : Test Tender
[Show more detail](#) [View notice](#) | [Download document](#)

Remaining time: 1 Days 1 Hrs 3 Mins 41 Seconds Bid submission end date: 01/25/2018 12:14:00

1	Pre-bid	Response	Prepare Offer	Final submission	Result	PO/WO	2
	Mode of meeting	Meeting start date	Meeting end date	Status	Action		
	Online	01/24/2018 11:01	01/24/2018 19:14	Live	Post question View all questions View my questions		

Figure 26

Pre-bid meeting [« Go back to Event Dashboard](#)

Event ID : 61658 Reference number : Test Tender
Brief scope of work : Test Tender
[Show more detail](#) [View notice](#) | [Download document](#)

Mode of meeting	Meeting start date	Meeting end date	Status
Online	01/24/2018 11:01	01/24/2018 19:14	Live

Mandatory fields*

Post question *

3

Question related to the event for pre-bid meeting

Words: 8

⚠ Characters limit is inclusive html tags of the inserted text

submit

4

[View my questions](#) [View all questions](#)

1. Question related to the event for pre-bid meeting
-
asked on 01/24/2018 11:12

Figure 27

Steps to post questions for Pre-bid meeting

1. Click on Post query
2. Click on **Post question/view all question/View my questions**
3. Enter you Question
4. Submit question

5.5 Bidding dashboard

On clicking I/We wish to participate, system allows user to “Prepare Offer” in which user needs to fill mandatory forms and submit their bid.

5.5.1 Offer preparation

Remaining time: 16 Hrs 31 Mins 46 Seconds Bid submission end date: 30/03/2018 14:47:00

Response Prepare Offer Final submission Participation PO/WO Mandatory forms

After preparing/filing all the mandatory bidding forms, click on **'Final submission'** button to submit your bid to the department. Please note that final submission is the last step and once completed, bid can be withdrawn / modified on clicking `bid withdraw` link. On successful final submission, you would get an online receipt.

 Please attach encryption digital certificate to participate in RFX events. Bidders with verified encryption digital certificates would be allowed to participate in RFX events. For DSC verification, please contact **DSC Team** on **079-400168 66/38/18** and Mobile No. **+91-9099090830** or send mail on **info@abcprocure.com | himalay@abcprocure.com | hiral.d@abcprocure.com**

✉ Technical bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
item 1 * (Min. mandatory table / lot(s): 1)	Fill 	-	-

✉ Price bid (Min. mandatory form(s) : 1) [Select items for bidding](#)

Figure 28

Remaining time: 0 Hrs 13 Mins 30 Seconds Event Information | Help

Download Food and beverages as excel

Food and Beverages details

Item description	Item quantity	Unit rate	Total
Pens	5000	<input type="text" value="20"/>	<input type="text" value="100000.00"/>
Papers	20000	<input type="text" value="10"/>	<input type="text" value="200000.00"/>

Digital signature

Encryption

2

Figure 29

Remaining time: 0 Hrs 12 Mins 27 Seconds Event Information | Help

Download Food and beverages as excel

Food and Beverages details

Item description	Item quantity	Unit rate	Total
Pens	5000	<input type="text" value="20"/>	<input type="text" value="100000.00"/>
Papers	20000	<input type="text" value="10"/>	<input type="text" value="200000.00"/>

Digital signature

Encryption

3

Figure 30

Steps to fill & save bid form:

1. Click on “Fill” link, will provide the bidding forms to fill.
2. Fill required details in the bidding form
3. Click on **Save** button to save data.

After clicking on Save button, system will redirect to the prepare offer tab with appropriate alert message and system will enable “View” “Edit” “Delete” & “Attach Document” links.

Note: You can also fill the form partially and can save as draft.

5.5.2 Edit Form

After preparing bid, system allows user to edit form details till final submission is not done. On final submission, system should not display edit link.

✉ Technical bid (Min. mandatory form(s) : 1)			
Form Name	Action	Reference document(s)	Item wise document uploading
Technical Form * (Min. mandatory table / lot(s): 1)	Fill	-	-

✉ Price bid (Min. mandatory form(s) : 1)			
Form Name	Action	Reference document(s)	Item wise document uploading
Price Bid Form * (Min. mandatory table / lot(s): 1)	View Edit Delete Attach documents	-	Upload Documents

Price summary form			
Form Name	Action		
Price Summary	View		

Figure 31

By clicking on "Save" button after updating data, system will redirect to prepare offer screen with related alert message.

Steps to Edit Bid:

1. Click on "Edit" link.
2. Edit the bidding form.
3. Click on "**Save**" button to save the bidding form.

After editing, system will redirect you to Prepare Offer tab with related alert message.

5.5.3 Delete Form

After preparing bid, system allows you to delete form (All the submitted data will be deleted) till final submission not complete.

By clicking on delete link, system will remove added details in the form and display “Fill” link with related alert message.

✉ Technical bid (Min. mandatory form(s) : 1)			
Form Name	Action	Reference document(s)	Item wise document uploading
Technical Form * (Min. mandatory table / lot(s): 1)	Fill	-	-
✉ Price bid (Min. mandatory form(s) : 1)			
Form Name	Action	Reference document(s)	Item wise document uploading
Price Bid Form * (Min. mandatory table / lot(s): 1)	View Edit Delete Attach documents	-	Upload Documents
Price summary form			
Form Name	Action		
Price Summary	View		

Figure 32

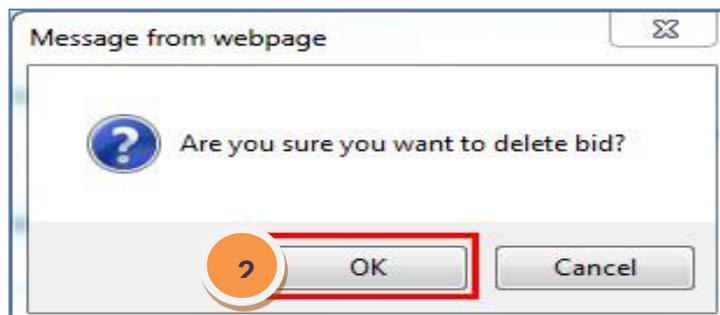


Figure 33



Figure 34

Steps to Delete Form:

1. Click on “delete” link to delete the filled bidding form.
2. Click on “OK” button to confirm the deletion of bidding form.

By confirming alert message, system will redirect user to Prepare offer tab with related message.

5.5.4 View Form

After preparing bid, user can view inserted data using the “View” link.

✉ Technical bid (Min. mandatory form(s) : 1)			
Form Name	Action	Reference document(s)	Item wise document uploading
Technical Form * (Min. mandatory table / lot(s): 1)	Fill	-	-
✉ Price bid (Min. mandatory form(s) : 1)			
Form Name	Action	Reference document(s)	Item wise document uploading
Price Bid Form * (Min. mandatory table / lot(s): 1)	View Edit Delete Attach documents	-	Upload Documents
Price summary form			
Form Name	Action		
Price Summary	View		

Figure 35

By clicking on the view link, system will display bidding data in non-editable mode.

 To view the data please **Decrypt & Verify** data by clicking upon "**Decrypt & Verify**" button

[Decrypt & Verify](#)

Food and Beverages details

Item description	Item quantity	Unit rate	Total
Pens	5000	<input type="text"/>	<input type="text"/>
Papers	20000	<input type="text"/>	<input type="text"/>

[Decrypt & Verify](#)

Figure 36

 To view the data please **Decrypt & Verify** data by clicking upon "**Decrypt & Verify**" button

Food and Beverages details

Item description	Item quantity	Unit rate	Total
Pens	5000	20	100000.00
Papers	20000	10	200000.00

Figure 37

5.5.5 Attach Document

System will allow user to attach document directly from its system or bidder allows to attach document through “Attach Document”

5.5.5.1 Upload Document

User can upload documents for the reference of officer by clicking on Attach documents

Map documents « Go back to Event Dashboard

Upload documents | Map from briefcase

Select a file to upload * (*) Mandatory fields

Document brief *

Folder name

Instruction Any number of files can be uploaded. Maximum file size should not exceed 20 MB. Acceptable file types: (*.txt,*.zip,*.pdf,*.jpeg,*.jpg,*.gif,*.bmp,*.png,*.tif,*.tiff,*.doc,*.xls,*.ppt,*.pps,*.dxf,*.docx,*.xlsx,*.eml)

File uploaded successfully

Mapped documents

Select	Sr. No.	Document name	Document brief	Size (in MB)	Date and time	Folder name	Action
<input type="checkbox"/>	1	Copy of e-RFO_Energy Drink Y2013-14 Annexure-III (5).xls	Document	0.024	07/04/2014 18:55:59	-	Move to folder Move to Archive Download

Figure 38

Steps to upload doc:

1. Click on “Upload Documents”
2. Select document and fill details.
3. Click on “Upload” button.
4. After clicking on upload button, system will pop-up message “File uploaded successfully” on the same page.

5.5.5.2 Un-map Document

System will provide the feature to un-map the already mapped documents.

Mapped documents							
Select	Sr. No.	Document name	Document brief	Size (in MB)	Date and time	Folder name	Action
<input type="checkbox"/>	1	Copy of e-RFQ_Energy Drink Y2013-14 Annexure-III (5).xls	Document	0.024	07/04/2014 18:55:59	-	Move to folder Move to Archive Download
<input type="button" value="Unmap"/>							« Go back to Event Dashboard

Figure 39

5.6 Final submission

After saving data you need to click on Final submission link. Once you click on Final submission, bid would be submitted to BHEL. If you want to modify the bid after Final submission, you can click on the “Modify Bid” or to withdraw you bid, you can click on the ‘Bid Withdrawal’ link..

✉ Technical bid (Min. mandatory form(s) : 1)			
Form Name	Action	Reference document(s)	Item wise document uploading
Technical Form * (Min. mandatory table / lot(s): 1)	Fill	-	-
✉ Price bid (Min. mandatory form(s) : 1)			
Form Name	Action	Reference document(s)	Item wise document uploading
Price Bid Form * (Min. mandatory table / lot(s): 1)	View Edit Delete Attach documents	-	Upload Documents
<input type="button" value="Final submission"/>			

Figure 40

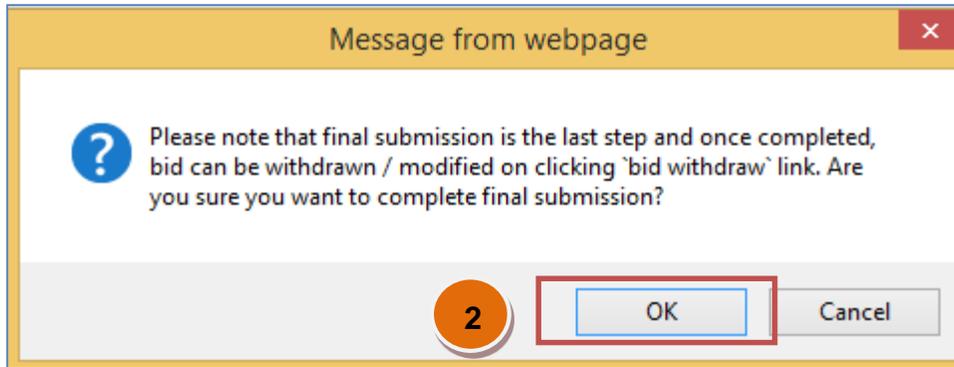


Figure 41

You have successfully completed final submission of your bid from 192.168.100.102 by 03/21/2018 18:13:37		
Final Submission Receipt		
BIDDER ONE TRICHY (BIDDERTRICY01)		
Email ID	bidderoneT@localmail.com	
Address	CTM , ABAD ,Cujarat, India	
Technical bid		
Form name	Is submitted	Reference document(s)
Technical Form *	Yes	-
Price bid		
Form name	Is submitted	Reference document(s)
Price Bid Form *	Yes	-
Price summary form		
Form Name	Action	
Price Summary	View	
Bid withdrawal	Withdraw bid	

Figure 42

Steps to Final submission:

1. Click on "Final submission" link
2. Click on 'Final submission' button.
3. Take printout or export to PDF

5.7 Modify Bid

You can modify your bid once you made the final submission. While performing bid modification, you are allowed to modify your bid till due date.

Once you modify the bid, you previously submitted bid will get overwritten.

Figure 43

Remaining time: 0 Hrs 55 Mins 56 Seconds Bid submission end date: 27/03/2018 15:00:00

Response **Prepare Offer** Final submission Result APO/LOI PO/WO

 You have successfully completed final submission of your bid from 110.227.253.56 by 27/03/2018 13:47:27

(*) Mandatory forms

 Technical bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Standard Technical Form * (Min. mandatory table / lot(s): 1)	View	-	-

 Price bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Price Bid Form Standard Template * (Min. mandatory table / lot(s): 1)	View	-	View

[Modify bid](#) 

Modify bid [« Go back to Event Dashboard](#)

Event ID : 211 RFQ/NIT/Enquiry no. : 1401700016/001

Description : Item wise – NCB – Open –SP

[Show more detail](#) [View notice](#) | [Download document](#)

Modify bid (*) Mandatory fields

Remarks *

[Modify](#) **2**

Figure 44

 Bid modification initiated

Figure 45

Remaining time: 0 Hrs 54 Mins 35 Seconds Bid submission end date: 27/03/2018 15:00:00

Response [Prepare Offer](#) [Final submission](#) [Result](#) [APO/LOI](#) [PO/WO](#)

 You have successfully completed final submission of your bid from 110.227.253.56 by 27/03/2018 13:47:27

(*) Mandatory forms

✉ Technical bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Standard Technical Form * (Min. mandatory table / lot(s): 1)	View Modify bid 3	-	-

✉ Price bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Price Bid Form Standard Template * (Min. mandatory table / lot(s): 1)	View Modify bid	-	View

[Final submission](#) **4**

Steps for bid modification:

1. Click on “Modify Bid” button on prepare bid tab.
2. Enter the remarks and click on modify will initiate the Modification.
3. Clicking on ‘Modify Bid’ link, system will allow you to modify you previously submitted bid.
4. Clicking on “Final submission” button, system should over-write your previously submitted bid till the tender due date.

5.8 Bid withdrawal

You can withdraw your bid after final submission of bid. After withdrawal of bid, you can update your bid and submit it again till end time of bid submission.

Final Submission Receipt								
BIDDER ONE TRICHY (BIDDERTRICY01)								
Email ID	bidderoneT@localmail.com							
Address	CTM , ABAD ,Cujarat, India							
<div style="border: 1px solid #ccc; padding: 5px;"> <p> Technical bid</p> <table border="1"> <thead> <tr> <th>Form name</th> <th>Is submitted</th> <th>Reference document(s)</th> </tr> </thead> <tbody> <tr> <td>Technical Form *</td> <td>Yes</td> <td>-</td> </tr> </tbody> </table> </div>			Form name	Is submitted	Reference document(s)	Technical Form *	Yes	-
Form name	Is submitted	Reference document(s)						
Technical Form *	Yes	-						
<div style="border: 1px solid #ccc; padding: 5px;"> <p> Price bid</p> <table border="1"> <thead> <tr> <th>Form name</th> <th>Is submitted</th> <th>Reference document(s)</th> </tr> </thead> <tbody> <tr> <td>Price Bid Form *</td> <td>Yes</td> <td>-</td> </tr> </tbody> </table> </div>			Form name	Is submitted	Reference document(s)	Price Bid Form *	Yes	-
Form name	Is submitted	Reference document(s)						
Price Bid Form *	Yes	-						
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Price summary form</p> <table border="1"> <thead> <tr> <th>Form Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Price Summary</td> <td>View</td> </tr> <tr> <td>Bid withdrawal</td> <td>Withdraw bid</td> </tr> </tbody> </table> </div>			Form Name	Action	Price Summary	View	Bid withdrawal	Withdraw bid
Form Name	Action							
Price Summary	View							
Bid withdrawal	Withdraw bid							

Figure 46

Withdraw bid [« Go back to Event Dashboard](#)

Event ID	: 9052	RFQ/NIT/Enquiry no.	: ItemWise
Purchase group	: PC01 Trichy	Bidding access	: OT
Event type	: Tender	Bidding type	: NCB/Domestic
Bid submission end date	: 03/22/2018 17:30:00	Bid opening date	: 03/22/2018 17:31:00
Description	: Item Wise		

[Show less detail](#) [View notice](#) | [View corrigendum detail](#) | [Download document](#)

Withdraw bid (*) Mandatory fields

Remarks *

Figure 47



Bid withdrawn successfully

Response	Prepare Offer	Final submission	Result	APO/LOI	PO/WO																
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 5px;">  Technical bid <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Form name</th> <th>Is submitted</th> <th>Reference document(s)</th> </tr> </thead> <tbody> <tr> <td>Technical Form *</td> <td>Yes</td> <td>-</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  Price bid <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Form name</th> <th>Is submitted</th> <th>Reference document(s)</th> </tr> </thead> <tbody> <tr> <td>Price Bid Form *</td> <td>Yes</td> <td>-</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Price summary form <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Form Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Price Summary</td> <td>View</td> </tr> </tbody> </table> </div> </div>						Form name	Is submitted	Reference document(s)	Technical Form *	Yes	-	Form name	Is submitted	Reference document(s)	Price Bid Form *	Yes	-	Form Name	Action	Price Summary	View
Form name	Is submitted	Reference document(s)																			
Technical Form *	Yes	-																			
Form name	Is submitted	Reference document(s)																			
Price Bid Form *	Yes	-																			
Form Name	Action																				
Price Summary	View																				
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #4a86e8; color: white; border-radius: 3px;">Final submission</div>																					
Sr. No.	Final submission date & time	Final submission ip address	Bid withdrawal date & time	Bid withdrawal ip address	Remark																
1	03/21/2018 18:13:37	192.168.100.102	03/21/2018 18:17:44	192.168.100.102	Withdraw bid																

Figure 48

5.9 Price Impact/Price Revise

Once the officer configures, you are allowed to revise your submitted price or provide the price impact.

5.9.1 Price Impact

If Price impact is configured by officer then you will get an "Impact bid" link against submitted bidding form.

Response Prepare Offer Final submission Participation PO/WO

You have successfully completed final submission of your bid from 110.227.253.56 by 29/03/2018 12:11:32

(*) Mandatory forms

Technical bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Standard Technical Form * (Min. mandatory table / lot(s): 1)	View	-	View

Price bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Price Bid Form Standard Template * (Min. mandatory table / lot(s): 1)	View Impact bid 1	-	View

Final submission

Figure 49

If you do not add impact or missed the date to add impact the bid, you previous bid would be considered. Evaluation would be done based on the previously submitted bid.

Quantity	Unit rate	Total rate	Price Impact Effect	Price Impact Remarks	Price Impact (Value)	Currency By Bid
10	11	110.00	Please Select <input type="checkbox"/>		0	INR
20	22	440.00	Please Select <input type="checkbox"/>		0	INR
30	33	990.00	Please Select <input type="checkbox"/>		0	INR
		1540				

Figure 50

Sr No	Item name	Quantity	Unit rate	Total rate	Price Impact Effect	Price Impact Remarks	Price Impact (Value)	Currency By Bidder
1	Item 1	10	12.1	121.00	Positive impact	a	10	INR
2	Item 2	20	19.8	396.00	Negative impact	b	10	INR
3	Item 3	30	36.3	1089.00	Positive impact	c	10	INR
				1606				

Figure 51

Figure 52

Response Prepare Offer Final submission Participation PO/WO

You have successfully completed final submission of your bid from 110.227.253.56 by 29/03/2018 12:11:32

(*) Mandatory forms

Technical bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Standard Technical Form * (Min. mandatory table / lot(s): 1)	View	-	View

Price bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Price Bid Form Standard Template * (Min. mandatory table / lot(s): 1)	View Impact bid View Impact	-	View

[Final submission](#) **3**

Steps to enter price impact:

1. Clicking on Impact Bid link on prepare bid tab redirects you to your price bid with the price impact related columns.
2. You can fill the price impact related fields in the bidding form.
3. Clicking on final submission button, system should update your price bid with the price impact fields.

5.9.2 Price Revise

If Price revise is configured by the officer then you will be allowed to revise your price. System will provide you the link as “Price Revise” against submitted bidding form.

Clicking on ‘Price revise’ link, you will be redirected to the bidding form and allowed to edit the unit rate.

Response Prepare Offer **Final submission** Participation PO/WO

✓ You have successfully completed final submission of your bid from 110.227.253.56 by 29/03/2018 12:11:32 (*) Mandatory forms

✉ Technical bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Standard Technical Form * (Min. mandatory table / lot(s): 1)	View	-	View

✉ Price bid (Min. mandatory form(s) : 1)

Form Name	Action	Reference document(s)	Item wise document uploading
Price Bid Form Standard Template * (Min. mandatory table / lot(s): 1)	View Revise Bid	-	View

[Final submission](#)

Clicking on the Revise bid, system would allow to edit the unit rate to you. All the calculation would be done again as per the revise unit rate.

If you do not revise or missed the date to revise the bid, you previous bid would be considered. Evaluation would be done based on the previously submitted bid.

Price bid open

pbo

s no	item name	qty	unit rate	unit of measurement	total rate
1	laptop	100	<input type="text"/>	62	<input type="text"/>
2	keyboards	200	<input type="text"/>	52	<input type="text"/>
3	mouse	400	<input type="text"/>	45	<input type="text"/>
4	harddisk	500	<input type="text"/>	45	<input type="text"/>

Figure 53

5.10 Response to Query by officer

During the Evaluation, BHEL may ask you the query or ask for the uploading supporting documents.

You will get email notification on raising the query and you can respond to the query from the Participation tab.

Event dashboard

Event ID : 130 RFQ/NIT/Enquiry no. : 2001700083/DRMS/1
 Description : SS RICE TRAY (HALF SIZE)
[Show more detail](#) [View notice](#) | [Download document](#)

Remaining time: Bidding time over Bid submission end date: 23/03/2018 11:49:00

Response Prepare Offer Final submission Participation PO/WO

Technical bid Bid opening date & time: 23/03/2018 10:28
 Clarification [Respond](#)

Result not yet shared

Price bid Bid opening date & time: 23/03/2018 12:30
 Clarification [Respond](#)

Result not yet shared

Clicking on the Respond link, you would get the list of the queries BHEL has asked.

Configure clarification [« Go back to Event Dashboard](#)

Event ID : 130 RFQ/NIT/Enquiry no. : 2001700083/DRMS/1
 Description : SS RICE TRAY (HALF SIZE)
[Show more detail](#) [View notice](#) | [Download document](#)

Response end date 30/03/2018 23:00:00

Clarification Response

Sr. No.	Query	Posted date and time	Response	Response date and time	Action
1	Please upload supporting document	29/03/2018 23:01:44	Not Responded	-	View Reply

From the Reply link in the Action, you can reply to the query and upload the required documents.

Clarification response [« Go back](#)

Event ID : 130 RFQ/NIT/Enquiry no. : 2001700083/DRMS/1
 Description : SS RICE TRAY (HALF SIZE)
[Show more detail](#) [View notice](#) | [Download document](#)

Response end date 30/03/2018 23:00:00

Post question Please upload supporting document

Reference document(s)

Sr. No.	Document name	Document brief	Size (In MB)	Date and time	Status	Action
No record found.						

Answer(s) *

Supporting document uploaded

Words: 3

⚠ Characters limit is inclusive html tags of the inserted text

Upload documents [Upload documents](#)

Sr. No.	Document name	Document brief	Size (In MB)	Date and time	Status	Action
1	Doc1.docx	Document	0.011	29/03/2018 23:05:12	Approved	Delete Download

You need to give response till if officer has defined the timeline for the response which would be displayed in the Response end date & time.

Steps to respond to query:

1. Click on the Participation tab
2. Submit the remarks
3. Click on the Respond link
4. Click on the Reply Link

5. Submit the Response.

5.11 Participation

You need to enter the remarks as you are attending the bid opening. You will have individual and comparative bid reports as provided by the BHEL for the defined duration.

You would be getting the email notification once result is shared by the BHEL and would be available in the portal.

Remaining time: Bidding time over

Response Prepare Offer Final submission Participation PO/WO

Remarks *

Submit

Figure 54

Remaining time: Bidding time over Bid submission end date: 22/03/2018 16:35:00

Response [Prepare Offer](#) [Final submission](#) [Result](#) [APO/LOI](#) [PO/WO](#)

 **Technical bid** Bid opening date & time: 22/03/2018 16:36

Clarification [View Response](#)

Minimum member's consent requires for opening	1
Bid opening status	Opened
BHEL Officer-1	Consent given on 22/03/2018 18:02
BHEL Officer-2	Consent for opening is not received

Bidder Name	Bid evaluation status
Demo Bidder 002 (000017166)	Eligible (Approved)
Bidder 001 (000023505)	Eligible (Approved)

Form name	Reports
Standard Technical Form *	Individual Comparative

Figure 55

 **Price bid** Bid opening date & time: 22/03/2018 18:26

Clarification [View Response](#)

Minimum member's consent requires for opening	2
Bid opening status	Opened
BHEL Officer-1	Consent given on 22/03/2018 18:39
BHEL Officer-2	Consent given on 22/03/2018 18:41
AJEETKUMAR JAISWAL	Consent for opening is not received

Bidder Name	Bid evaluation status
Bidder 001 (000023505)	Eligible (Approved)
Demo Bidder 002 (000017166)	Eligible (approved)

Form name	Reports
Price Bid Form Standard Template *	Individual Comparative

Figure 56

5.11.1 Individual report

This report will display you the details of your bid made for the different forms.

Individual report				« Go back to Event Dashboard
Event ID	: 1936	Reference No.	: 12345	
Department	: Procurement	Bidding access	: Limited	
Event type	: Tender	Bidding type	: National competitive bidding	
Bid submission end date	: 02 Jun 2014 14:35:00	Bid opening date	: 02 Jun 2014 14:36:00	
Brief scope of work	: Food and beverages			
Food and beverages				
-				
				Bidder's name: bidder & co
Food and Beverages details				Form submission count: 1
Item description	Item quantity	Unit rate	Total	
Pens	5000	2	10000.00	
Papers	20000	1	20000.00	
List of Files Uploaded				
File name	Description		Download	
No Files Found				
				Bidder's name: bidderthree
Food and Beverages details				Form submission count: 1
Item description	Item quantity	Unit rate	Total	
Pens	5000	20	100000.00	
Papers	20000	10	200000.00	
List of Files Uploaded				
File name	Description		Download	
No Files Found				
				« Go back to Event Dashboard

Figure 57

5.11.2 Comparative report

This report will display you the details of your bid made for the different forms comparing with the bids of all the other participants.

Comparative report		« Go back to Event Dashboard		
Event ID	: 1936	Reference No.	: 12345	
Department	: Procurement	Bidding access	: Limited	
Event type	: Tender	Bidding type	: National competitive bidding	
Bid submission end date	: 02 Jun 2014 14:35:00	Bid opening date	: 02 Jun 2014 14:36:00	
Brief scope of work	: Food and beverages			
				View notice Download document
Food and beverages		Horizontal view		
Food and Beverages details				
Item description	Item quantity			
Pens	5000	Bidder's name	Unit rate	Total
		bidder & co	2	10000.00
		bidderthree	20	100000.00
Papers	20000	Bidder's name	Unit rate	Total
		bidder & co	1	20000.00
		bidderthree	10	200000.00

Figure 58

5.12 View profile

You can view your profile by performing below mentioned steps.

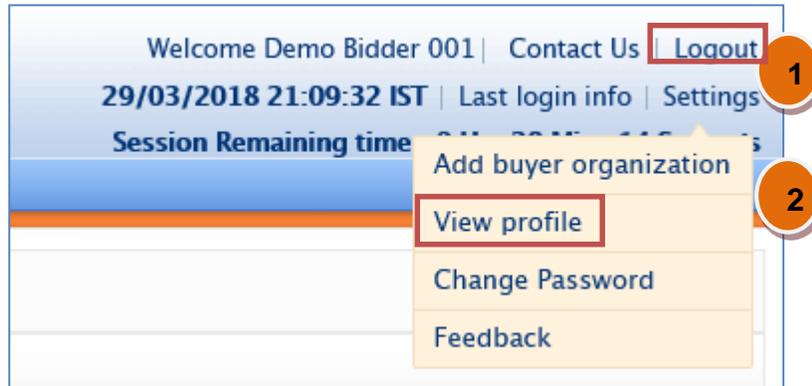


Figure 59

View bidder's profile				« Go back
Vendor Details				
Sr No	Vendor Code	Unit	Action	
1	000023505	Trichy BHEL	View profile	

Figure 60

View bidder's profile			
Authorized Signatory Details			
Country	India	Organization PAN	ABCDE1234A
First Name	Demo	Last Name	Bidder 001
Person name	Demo Bidder 001		Designation
Mobile no.	12345	Phone no.	
Email ID	bidder1@gmail.com		
Alternate Email ID	Alternate Email ID 2		
Alternate Email ID 3	Fax		
Website	Time zone	(GMT+05:30) Bombay, Calcutta, Madras, New Delhi	
Business category keywords	test		
Vendor Code	000023505		
Contact Details			
Company/Individual name	Bidder 001		

Figure 61

Company/Individual name	Bidder 001		
Address	Ahmedabad		
State	Gujarat	City	Ahmedabad
Postal Code/Zip	380013		
Additional Contact Details			
Mobile no.	Phone no.		
Email ID	Fax		
Address			
Country	State		
City	Postal Code/Zip		
Bank Details			
Bank Name	Bank Branch		
Branch Code	Bank Account Number		
IFSC Code			

Figure 62

Supporting documents					
Sr. No.	Document name	Mandatory document	Brief	Upload date & time	Action
1	Doc.docx	PAN CARD	Copy of PAN CARD	17/03/2018 17:14:54	Download

Digital certificate detail	
Signing certificate Subject CN=Bidder 0001, O=Bidder Company 0001, C=IN Issuer CN=e-Procurement Technologies Ltd. (Internal use only) Serial number 7A00000F801209932ACD1A4701000000000F80 Valid from 01/03/2018 14:44:49 Valid to 01/03/2019 14:54:49	Encryption certificate Subject CN=Bidder 0001, O=Bidder Company 0001, C=IN Issuer CN=e-Procurement Technologies Ltd. (Internal use only) Serial number 7A00000F801209932ACD1A4701000000000F80 Valid from 01/03/2018 14:44:49 Valid to 01/03/2019 14:54:49

Figure 63

Steps to view profile:

1. Click on 'Settings' menu
2. Click on 'Edit profile' sub menu

5.13 Change password

You can change password using this functionality.

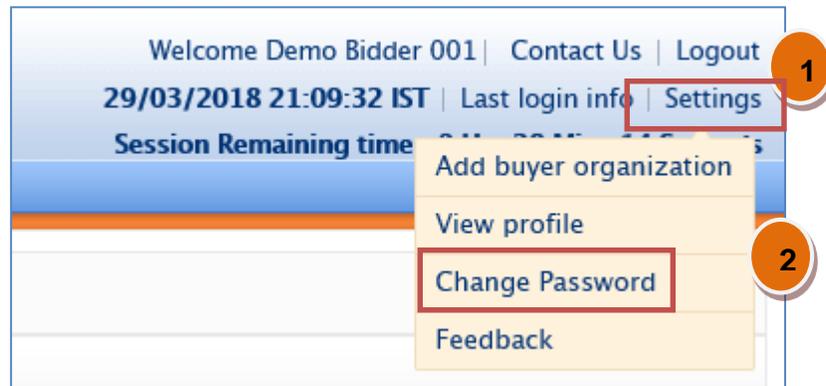


Figure 64

Change password

Old password *

New password *

Confirm password *

Figure 65

Steps to change password:

1. Click on 'setting' menu
2. Click on 'Change password'
3. Click 'Update' button

5.14 Feedback

You can give your valuable feedbacks for the system.

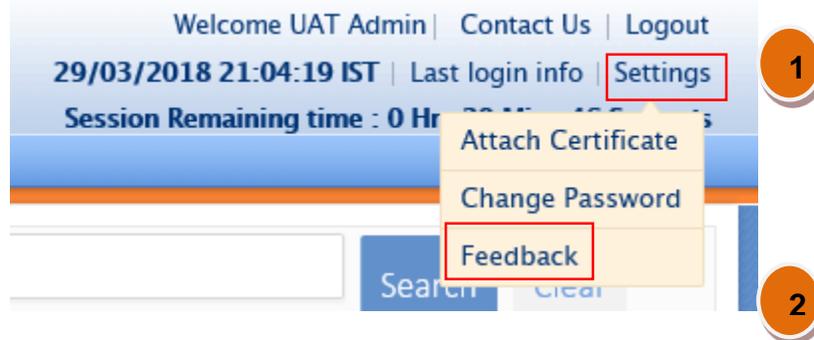


Figure 66

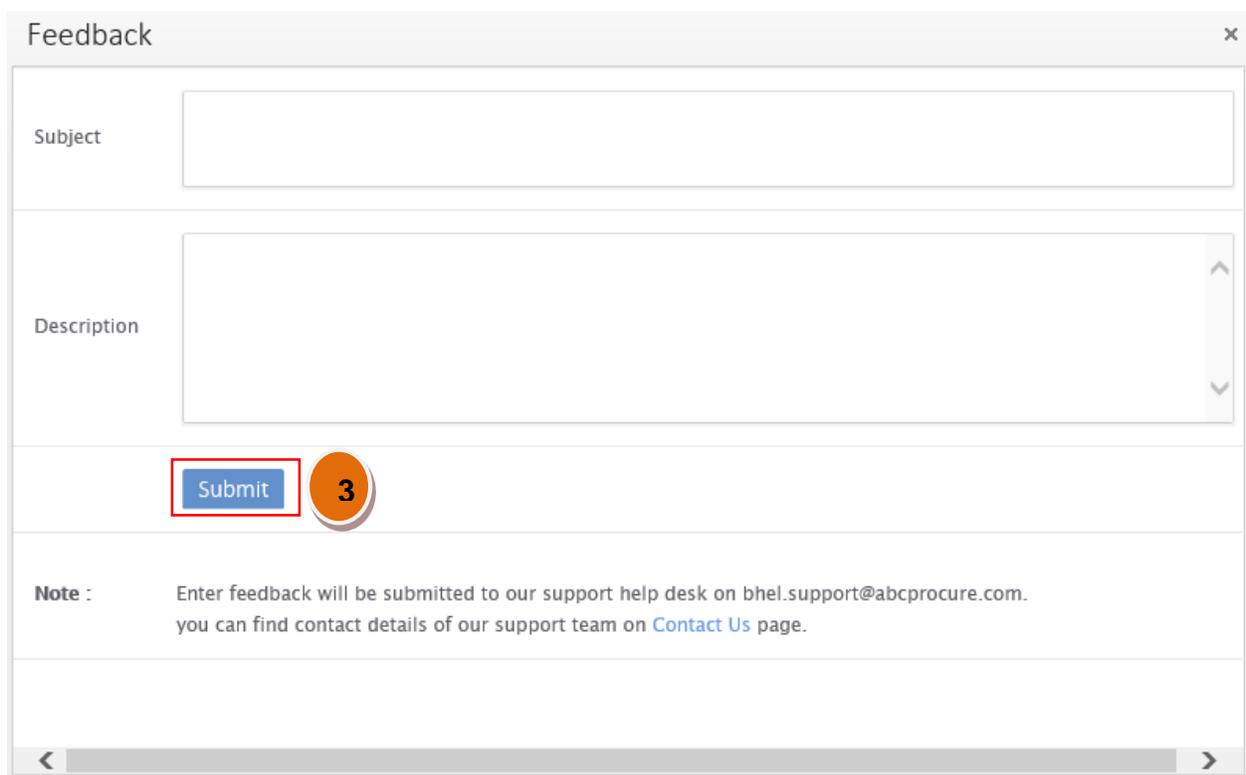
A screenshot of the 'Feedback' form. The form has a title bar 'Feedback' with a close button 'x'. It contains a 'Subject' text input field, a 'Description' text area with a scroll bar, and a 'Submit' button. The 'Submit' button is highlighted with a red box and a circled '3'. Below the form, there is a 'Note' section with the text: 'Enter feedback will be submitted to our support help desk on bhel.support@abcprocure.com. you can find contact details of our support team on [Contact Us](#) page.' The form has a scroll bar at the bottom.

Figure 67

Steps to Give Feedback:

1. Click on 'setting' menu
2. Click on 'Feedback'
3. Enter Subject and description of feedback and click 'Submit' button

6 Logout

You can logout from the system using this functionality.

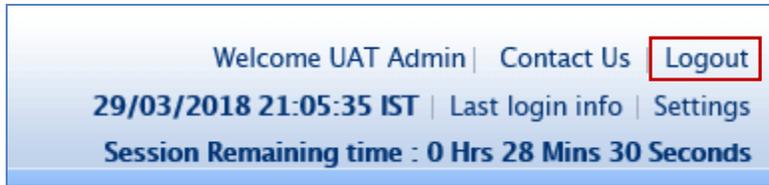


Figure 68

Steps to logout:

1. Click on “**Logout**” link from the menu panel

On successful logout, you would be redirected to the home page of the website.

7 Do's and Don'ts / Best practice

- Don't wait till last minute for bid submission as you may encounter a problem of internet connection failure, hardware or power failure or you may not get good internet speed.
- Keep sufficient back up options such as PC, internet connection etc. so that in case of failure, you have an alternative option for bid submission
- Participate in a mock procurement event to understand the bid submission process thoroughly well in advance.

Disclaimer:

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