

## **OPEN TENDER GUIDE LINES**

### **For New Supplier Registration:**

1. Supplier has to Visit the link <https://bheleps.buyjunction.in>
2. If the Supplier New to BHEL – HYDERABAD, Select the New Supplier in the dash board.
3. After selecting the supplier need to Input the PAN NUMBER.
4. Selects the INTREST OPTION & gives the preferred login code. (Preferred login code should be same for all the time).
5. Fills up the Registration form in the EPS.
6. Mjunction will provide the ID & password to the registered mail id.

### **For Registered Suppliers of BHEL – Hyderabad:**

1. They can select their old Vendor code for registration or can be take new one & fill the details.
2. After filling all the details & after submitting details in EPS mjunction will provide the provide the new password to enter into EPS.
3. For Registered suppliers they can login with their ID & PASSWORD – After logging to EPS they are having the option of OPEN TENDERS in MENU. By clicking the open tenders they will get the option of selecting the bhel tenders.
4. After selecting the open tender for quoting the vendor have to click interest button after the top Right side of the RFQ page.

### **BID SUBMISSION:**

1. Supplier will login using his/her login ID & password
2. View the RFQs under OPEN TENDER section
3. Supplier Attaches himself to the RFQ by clicking the Interested button/ Suppliers will show their INTEREST to participate.
4. Respond to RFQ
5. Upload details of TENDER FEE & EMD with the valid document proof (as attachment)
6. Uploads Pre-qualification docs, Fills Techno-commercial & Price template
7. Submits Quotation