

Chhattisgarh State Power Companies

User Manual for e-Bidding

Version 2.0

CONTENT

1. **About E-tender Web Portal..... 3**

2. **Pre-requisites to participate in Bidding..... 4**

3. **PC/Laptop Settings..... 5**

4. **Bidding Process..... 7**

5. **Tender Details..... 12**

6. **How to Download Tender documents..... 15**

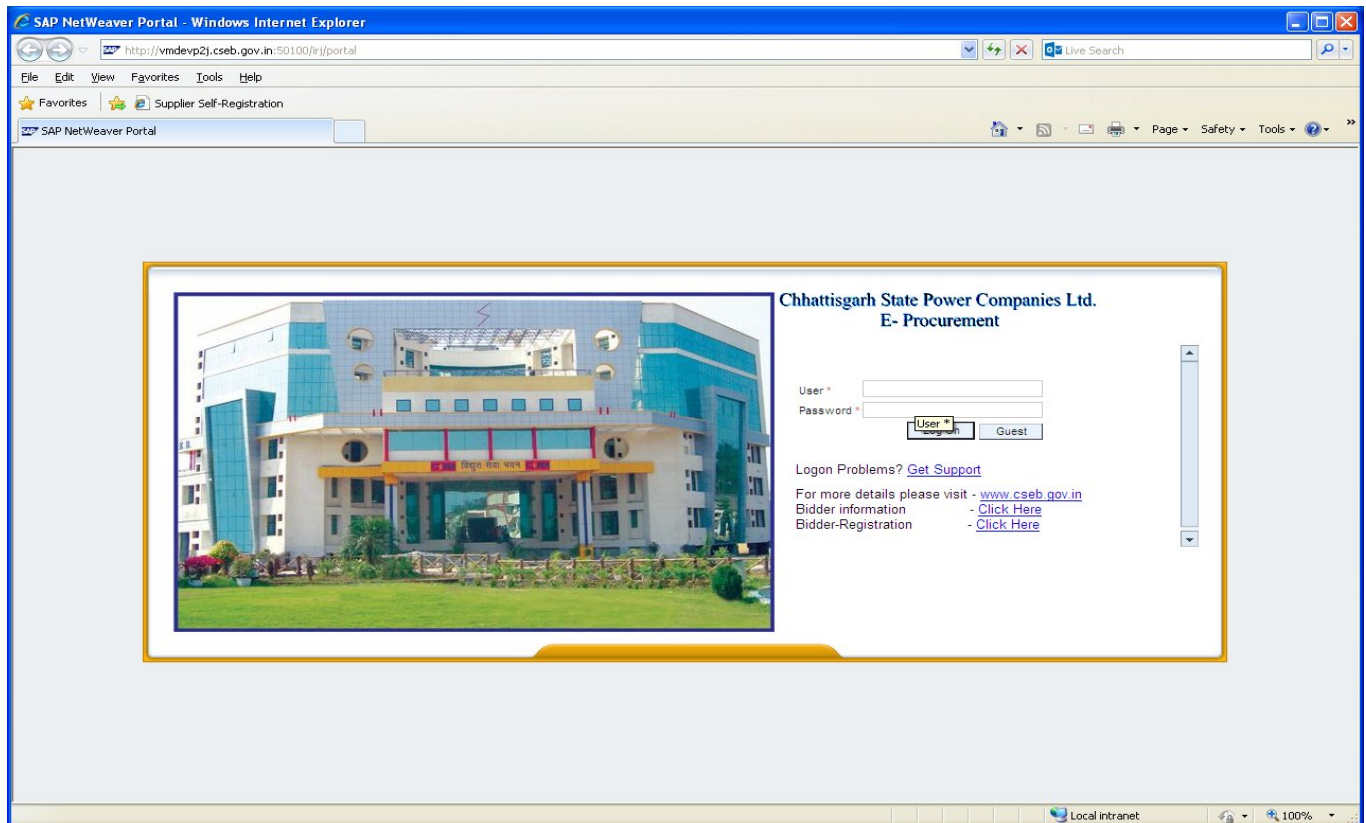
7. **Tender Item Level Details 19**

8. **Creation of Tender Response and Submission Process for Bidder..... 20**

9. **How to Edit / Decrypt Submitted Bid by Bidder..... 35**

1. About e-Bidding Web Portal

Refer to site e-Tender URL: <http://ebidding.cspcl.co.in:50700/irj/portal>



Important links mentioned as under:

Guest: Any bidder registered or unregistered can login to e-bidding portal and can check the open e-tenders published by CSPCL.

Bidder Help Documents: Online help guide for e-tendering. Please go through the documents before participating in the Bid.

Bidder Registration: To obtain User ID for e-bidding for new bidders. New bidders can access this link and fill the registration form.

2. Pre-requisites to participate in Bidding

- PC / Laptop with Windows OS, Internet Explorer & Internet Broadband connectivity.
- Obtain/possess Digital Signature & Encryption class 3 certificate, as follows: -

In order to register and for participating for CSPCL e-tenders, all the vendors are required to obtain a legally valid

Digital certificate(for signing & Encryption) as per Indian IT Act 2000 from the licensed Certifying Authorities (CA)operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

Steps for obtaining Digital Certificate

- Visit the site of the licensed CA using internet browser.
- Apply online for a class 2/3 digital certificate for the designated individual with details such as organization name. Ensure the Digital Certificate is legally valid in India.
- For making payment and submission of documents required for issue of the Digital Certificate, follow the instructions on the CA's website.
- Use the class 2/3 Digital Certificate thus obtained for online bidding on CSPCL e- Procurement site.

Links to some licensed CA's are provided below

1. <https://www.ncodesolutions.com/>
2. <http://www.safescrypt.com/>
3. www.emudhra.com

- Currently we have installed root certificate of CHIPS ,TCS, SIFY,NCODE licensed CA, in case the vendor uses some other licenses, they are requested to inform in advance to SRM help desk or concerning CSPCL office for the tender , so we can install the root certificate of the same. Please note incase the vendor doesn't share the details of the new certificate apart from above he will not be able to participate in bid.

- Must possess the valid Email ID of the organization.

- For all those vendors who are not registered bidders to CSPCL, obtain user id and password from CSPCL for e-tendering
- Carryout PC/Laptop settings
- Following Windows OS versions are recommended: -
 1. Windows os XP Service pack 3 and above.
 2. Windows Vista
 3. Windows 7 with IE 8 or 9 OS (Windows 8 and IE 10 is currently not Supported).

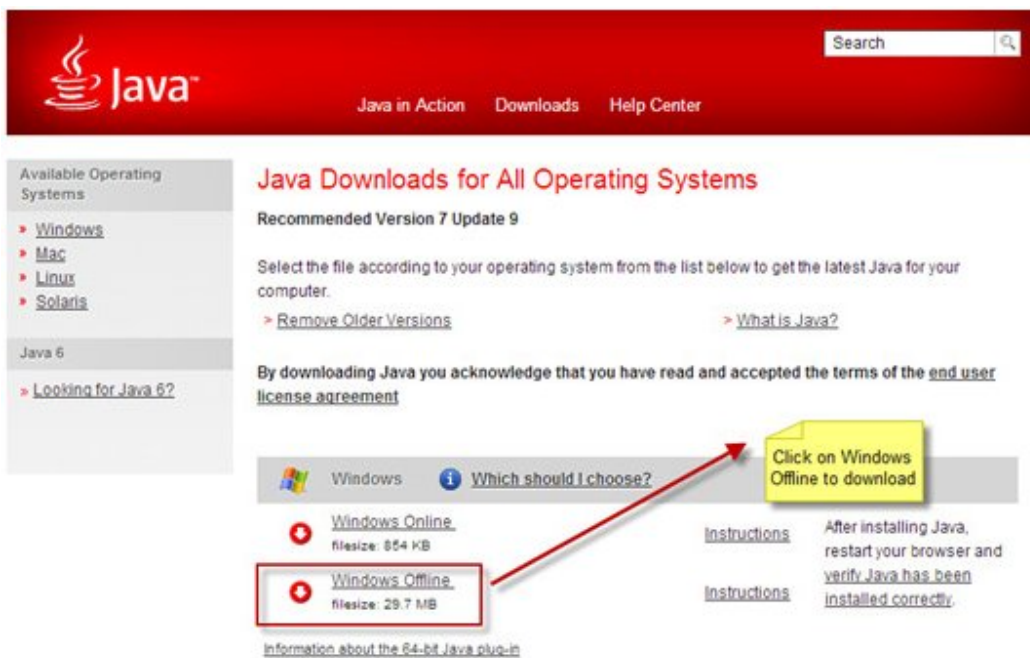
3. PC/Laptop Settings

JAVA INSTALLATION

In order to sign the document using Digital Certificate or view digitally signed documents, installation of Java (JRE) s/w in the system is required,For installation of Java.

Execute the URL: <http://www.java.com/en/download/manual.jsp>

Please install the latest version of Java 1.7 or above for smooth functioning of the application.



Choose the JRE for windows system

- Download the JRE for 'Windows 'platform as per shown below in the Screenshot. Save the file & install JRE completely.
- Choose the Online file download if you will be installing on a machine with an internet connection.
- Choose the Offline file download if you will be installing on a machine without an Internet connection or you are having problems with the online install.
- Note: Preferably, select offline file (Windows offline) download, save the file and Install.

INTERNET EXPLORER SETTINGS

SRM application best run in IE7 and above.

Please install the latest version of Internet Explore (IE.7) or above for smooth functioning of the application.

SRM application doesn't work properly in goggle chrome & mozilla fire fox browser.

Following settings are required to be carried out in pc/laptop for proper functioning of digital signature in CSPCL e-tender application. Before using e-tender site for bidding, ensure that the below mentioned settings in Internet explorer are properly configured.

Step 1: Open internet explorer tools internet options security tab trusted Sites add the site:
e-Tender url: https://*.cspcl.co.in

Step 2: Open internet explorer → tools → internet options → security tab → trusted sites custom level disable the 'use pop-up blocker' option. Under the head 'Miscellaneous' set custom setting to low or medium. Press ok button to save the settings.

Step 3: Open internet explorer → tools → internet options → privacy tab un check the Turn on pop-up Blocker check box.

Open internet explorer → tools → internet options → privacy tab, set the level to 'Accept all cookies' Press ok button to save the settings.

Step 4: Turn off pop-up blocker / remove any toolbar programs like rediff toolbar, yahoo toolbar etc from your PC using add/remove programs. Restart the computer.

Step 5: Change the zoom level of IE to exactly 100%. The 'Zoom level' option is available on the right side bottom of the internet explorer screen. Set the zoom level to 100%.

Step 6: Open Internet Explorer → Tools → Compatibility View Setting → Add "cspcl.co.in".

Step 7: Go to Control Panel → Java → Click on Security Tab → Set the Security Level to Medium. Click on Apply and Ok.

Step 8: Install "Microsoft Visual C++ 20XX Redistributable Package with MFC" from the web link <http://Support.Microsoft.com/kb/2019667> (install the latest version depending upon Computer Operating System).

NOTE: "Always use Administrator user for filling the Bid through E-Bidding or Right Click on IE and run it as Administrator".

BIDDING PROCESS

How to search a BID?

Log in to portal using valid either click on **Guest** Button (if user id and password not available) or provide Bidder ID and Password.



Chhattisgarh State Power Companies Limited

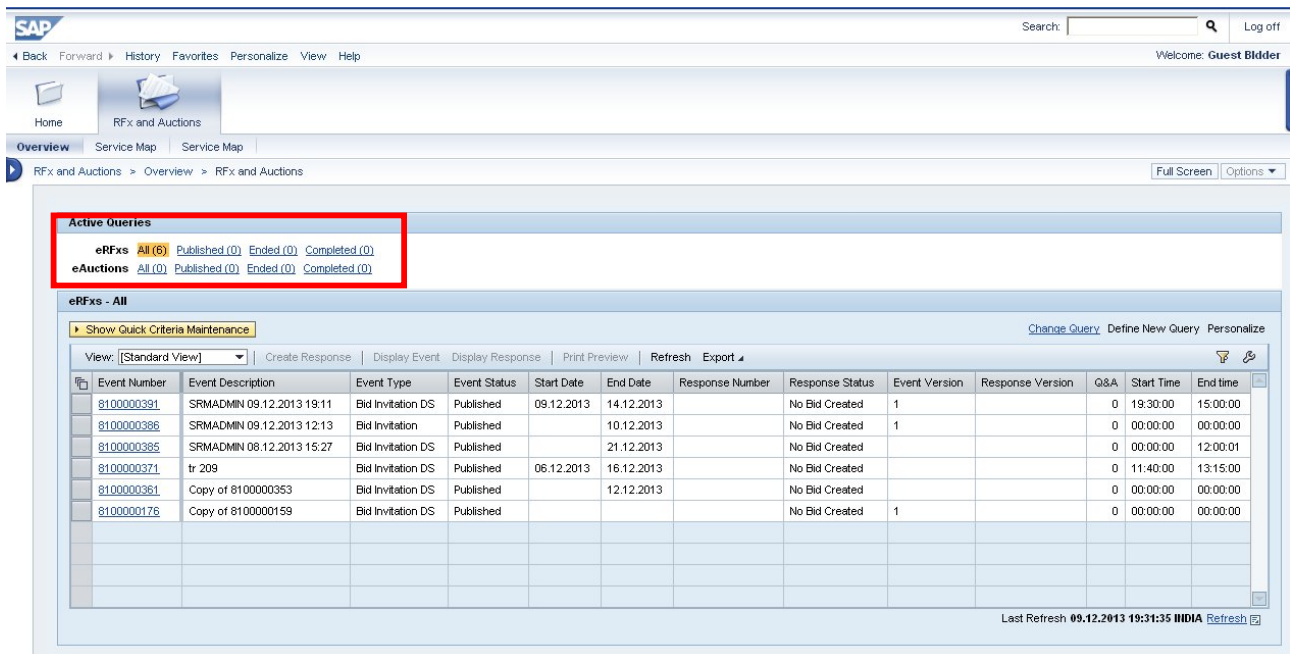
User *

Password *

Logon Problems? [Get Support](#)

For more details please visit - www.cseb.gov.in
Bidder information - [Click Here](#)
Bidder Registration - [Click Here](#)

Bidder will be navigated to the following screen: -



SAP Search: Log off

Back Forward History Favorites Personalize View Help Welcome: **Guest Bidder**

Home RFX and Auctions

Overview Service Map Service Map

RFX and Auctions Overview RFX and Auctions Full Screen Options

Active Queries

eRFxs [All \(6\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance Change Query Define New Query Personalize

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100000391	SRMADMIN 09.12.2013 19:11	Bid Invitation DS	Published	09.12.2013	14.12.2013		No Bid Created	1		0	19:30:00	15:00:00
8100000386	SRMADMIN 09.12.2013 12:13	Bid Invitation	Published		10.12.2013		No Bid Created	1		0	00:00:00	00:00:00
8100000385	SRMADMIN 08.12.2013 15:27	Bid Invitation DS	Published		21.12.2013		No Bid Created			0	00:00:00	12:00:01
8100000371	tr 209	Bid Invitation DS	Published	06.12.2013	16.12.2013		No Bid Created			0	11:40:00	13:15:00
8100000361	Copy of 8100000353	Bid Invitation DS	Published		12.12.2013		No Bid Created			0	00:00:00	00:00:00
8100000176	Copy of 8100000159	Bid Invitation DS	Published				No Bid Created	1		0	00:00:00	00:00:00

Last Refresh 09.12.2013 19:31:35 INDIA Refresh

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100000391	SRMADMIN 09.12.2013 19:11	Bid Invitation DS	Published	09.12.2013	14.12.2013		No Bid Created	1		0	19:30:00	15:00:00
8100000386	SRMADMIN 09.12.2013 12:13	Bid Invitation	Published		10.12.2013		No Bid Created	1		0	00:00:00	00:00:00
8100000385	SRMADMIN 08.12.2013 15:27	Bid Invitation DS	Published		21.12.2013		No Bid Created			0	00:00:00	12:00:01
8100000371	tr 209	Bid Invitation DS	Published	06.12.2013	16.12.2013		No Bid Created			0	11:40:00	13:15:00
8100000361	Copy of 8100000353	Bid Invitation DS	Published		12.12.2013		No Bid Created			0	00:00:00	00:00:00
8100000176	Copy of 8100000159	Bid Invitation DS	Published				No Bid Created	1		0	00:00:00	00:00:00

Marked in Green is "Quick Criteria Maintenance", under which bidder can see many options for RFX search, explained one by one: -

- 1) Event Number Field: - Under this field, there are 3 ways to search for BID's

Range Search: - Example for 8100000386 or can give range in "Event Number" and "To", as shown: -

eRFxs - All

Hide Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

View: [Standard View] | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100000386	SRMADMIN 09.12.2013 12:13	Bid Invitation	Published		10.12.2013		No Bid Created	1		0	00:00:00	00:00:00

ALL Search: - Entering "*" , will give the entire BID till date.

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100000391	SRMADMIN 09.12.2013 19:11	Bid Invitation DS	Published	09.12.2013	14.12.2013		No Bid Created	1		0	19:30:00	15:00:00
8100000386	SRMADMIN 09.12.2013 12:13	Bid Invitation	Published		10.12.2013		No Bid Created	1		0	00:00:00	00:00:00
8100000385	SRMADMIN 08.12.2013 15:27	Bid Invitation DS	Published		21.12.2013		No Bid Created			0	00:00:00	12:00:01
8100000371	tr 209	Bid Invitation DS	Published	06.12.2013	16.12.2013		No Bid Created			0	11:40:00	13:15:00
8100000361	Copy of 8100000353	Bid Invitation DS	Published		12.12.2013		No Bid Created			0	00:00:00	00:00:00
8100000176	Copy of 8100000159	Bid Invitation DS	Published				No Bid Created	1		0	00:00:00	00:00:00

Event Status Field: - Can search any of the options marked in RED to get the required list of BID's.

RFx and Auctions > Overview > RFx and Auctions [Full Screen](#) | [Op](#)

Active Queries

eRFxs **All (6)** Published (0) Ended (0) Completed (0)

eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Hide Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:
Current RFx
Ended RFx
Completed RFx

Response Timeframe:

View: [Standard View] | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100000391	SRMADMIN 09.12.2013 19:11	Bid Invitation DS	Published	09.12.2013	14.12.2013		No Bid Created	1		0	19:30:00	15:00:00
8100000386	SRMADMIN 09.12.2013 12:13	Bid Invitation	Published		10.12.2013		No Bid Created	1		0	00:00:00	00:00:00
8100000385	SRMADMIN 08.12.2013 15:27	Bid Invitation DS	Published		21.12.2013		No Bid Created			0	00:00:00	12:00:01
8100000371	tr 209	Bid Invitation DS	Published	06.12.2013	16.12.2013		No Bid Created			0	11:40:00	13:15:00
8100000361	Copy of 8100000353	Bid Invitation DS	Published		12.12.2013		No Bid Created			0	00:00:00	00:00:00
8100000176	Copy of 8100000159	Bid Invitation DS	Published				No Bid Created	1		0	00:00:00	00:00:00

My RFX Responses From Field: - Search for BID's for particular time frame, as shown: -

RFx and Auctions > Overview > RFx and Auctions Full Screen | Op

Active Queries

eRFxs [All \(6\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)
 eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All [Change Query](#) [Define New Query](#) [Personaliz](#)

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100000391	SRMADMIN 09.12.2013 19:11	Bid Invitation DS	Published	09.12.2013	14.12.2013		No Bid Created	1		0	19:30:00	15:00:00
8100000386	SRMADMIN 09.12.2013 12:13	Bid Invitation	Published		10.12.2013		No Bid Created	1		0	00:00:00	00:00:00
8100000385	SRMADMIN 08.12.2013 15:27	Bid Invitation DS	Published		21.12.2013		No Bid Created			0	00:00:00	12:00:01
8100000371	tr 209	Bid Invitation DS	Published	06.12.2013	16.12.2013		No Bid Created			0	11:40:00	13:15:00
8100000361	Copy of 8100000353	Bid Invitation DS	Published		12.12.2013		No Bid Created			0	00:00:00	00:00:00
8100000176	Copy of 8100000159	Bid Invitation DS	Published				No Bid Created	1		0	00:00:00	00:00:00

Example:- For "Last 7 Days", similarly search can be made for other time frames as well.

Active Queries

eRFxs [All \(6\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)
 eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All [Change Query](#) [Define New Query](#) [Personalize](#)

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

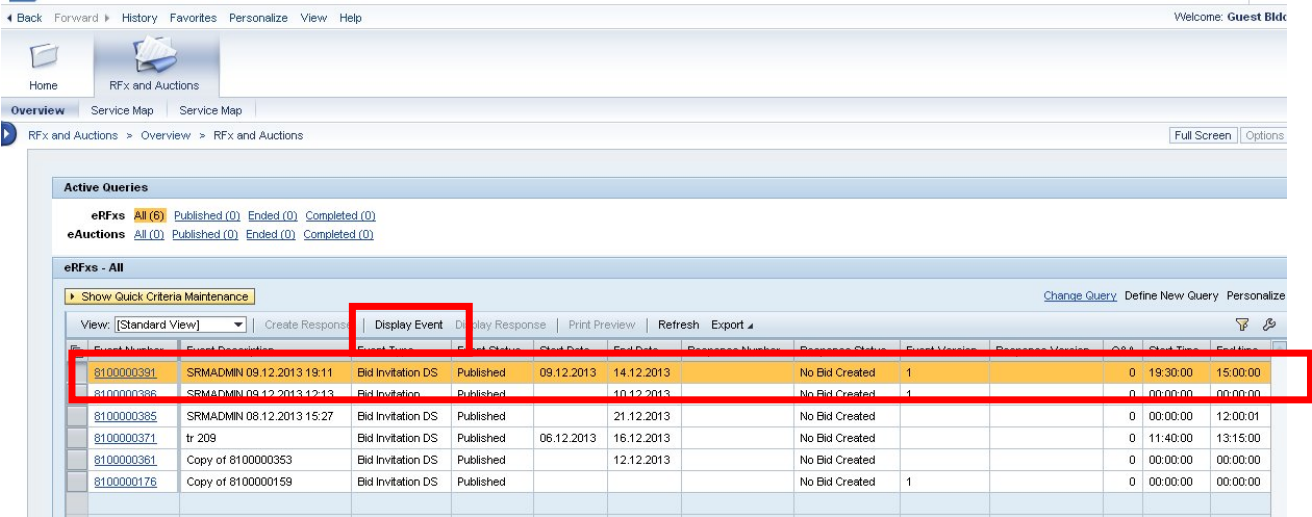
Response Timeframe:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100000391	SRMADMIN 09.12.2013 19:11	Bid Invitation DS	Published	09.12.2013	14.12.2013		No Bid Created	1		0	19:30:00	15:00:00
8100000386	SRMADMIN 09.12.2013 12:13	Bid Invitation	Published		10.12.2013		No Bid Created	1		0	00:00:00	00:00:00
8100000385	SRMADMIN 08.12.2013 15:27	Bid Invitation DS	Published		21.12.2013		No Bid Created			0	00:00:00	12:00:01
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8100000176	Copy of 8100000159	Bid Invitation DS	Published				No Bid Created	1		0	00:00:00	00:00:00

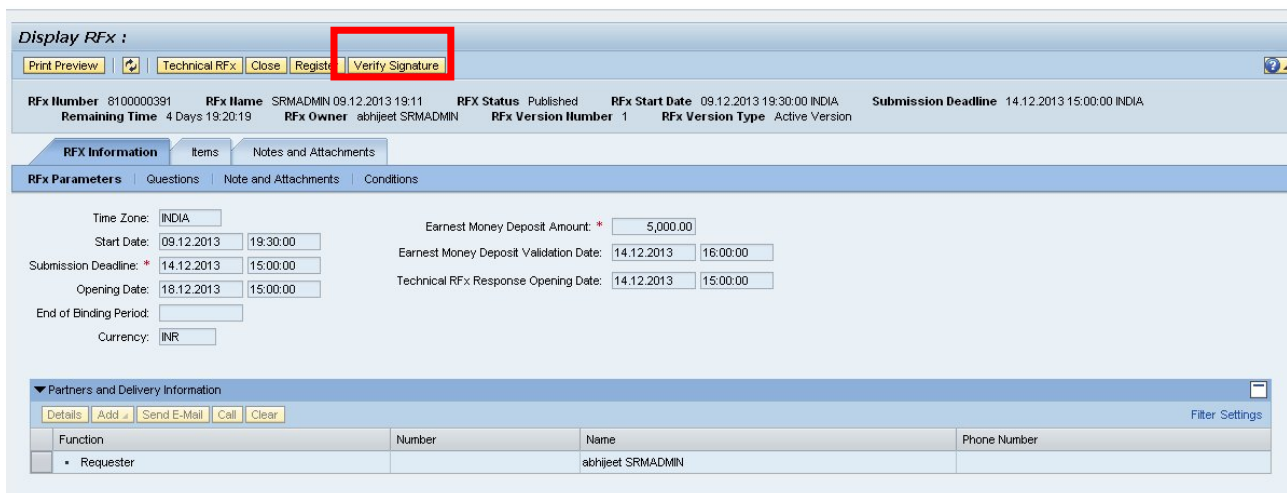
4. Tender Details

Once the Bidder is well aware of “HOW TO SEARCH A BID? “, now comes the 2nd part of downloading Tender documents. Using various search options, bidder can reach out to one particular RFX of interest.



Select the RFX and Open in DISPLAY mode.

RFX response tab will display the details like: Submission deadline for bids, EMD details, and Tender fee details, Tender opening time etc., Items tab will display item details, quantity, delivery date, and item specification etc..



Click on “Verify Signature” button to ensure the authenticity of the BID Document. System will generate a message explaining the details of the purchaser who published this document.

Display RFX :

Print Preview | Technical RFX | Close | Register | Verify Signature

Document digitally signed by CN=BR0TESTBIDDERTHREE, SP=Gujarat, postalCode=3920

RFX Number: 8100000391 RFX Name: SRMADMIN 09.12.2013 19:11 RFX Status: Published RFX Start Date: 09.12.2013 19:30:00 INDIA Submission Deadline: 14.12.2013 15:00:00 INDIA
 Remaining Time: 4 Days 19:20:19 RFX Owner: abhijeet SRMADMIN RFX Version Number: 1 RFX Version Type: Active Version

RFX Information | Items | Notes and Attachments

RFX Parameters | Questions | Note and Attachments | Conditions

Time Zone: INDIA
 Start Date: 09.12.2013 19:30:00 Earnest Money Deposit Amount: * 5,000.00
 Submission Deadline: * 14.12.2013 15:00:00 Earnest Money Deposit Validation Date: 14.12.2013 16:00:00
 Opening Date: 18.12.2013 15:00:00 Technical RFX Response Opening Date: 14.12.2013 15:00:00
 End of Binding Period:
 Currency: INR

Partners and Delivery Information

Details | Add | Send E-Mail | Call | Clear Filter Settings

Function	Number	Name	Phone Number
Requester		abhijeet SRMADMIN	

Cross Check list Questions mentioned in “Questions” section.

Display RFX :

Print Preview | Technical RFX | Close | Register | Verify Signature

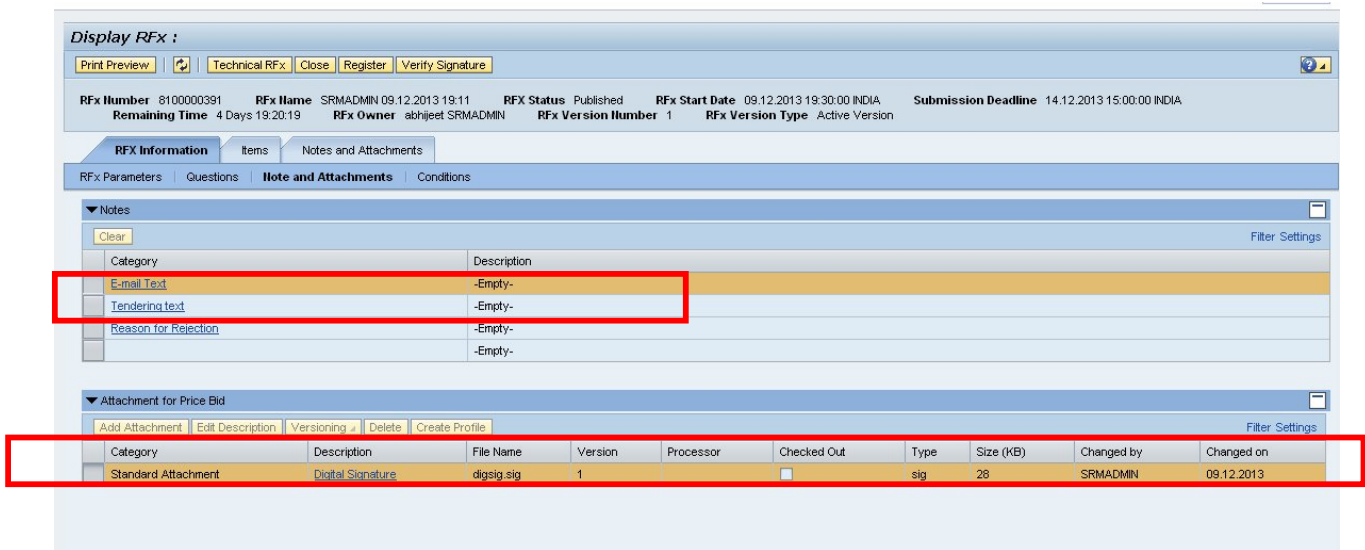
RFX Number: 8100000391 RFX Name: SRMADMIN 09.12.2013 19:11 RFX Status: Published RFX Start Date: 09.12.2013 19:30:00 INDIA Submission Deadline: 14.12.2013 15:00:00 INDIA
 Remaining Time: 4 Days 19:20:19 RFX Owner: abhijeet SRMADMIN RFX Version Number: 1 RFX Version Type: Active Version

RFX Information | Items | Notes and Attachments

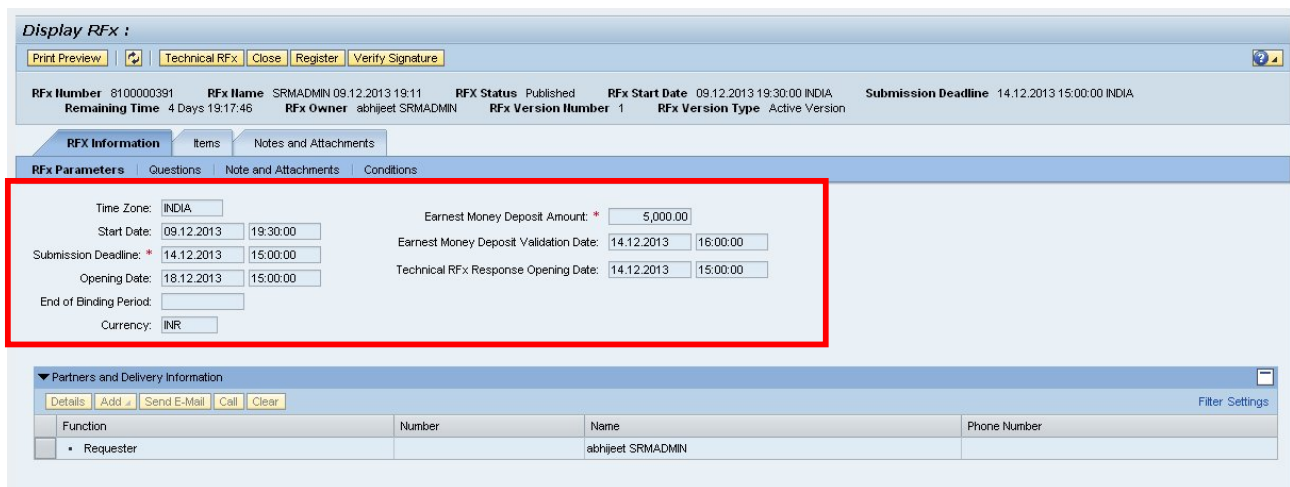
RFX Parameters | Questions | Note and Attachments | Conditions

Question	Reply	Comment	Weighting
Do you have provision in ceiling limit. *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text" value="0.00"/>
Have you attached Audit Report ? *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text" value="0.00"/>
Have you attached valid registration copy. *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text" value="0.00"/>
Have you attached price details ? *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text" value="0.00"/>
Do you have valid eligible registration in CE, stre. *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text" value="0.00"/>
Attach Page 1,13,14,33,34,35 of tender document. *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text" value="0.00"/>

Tender related additional information may available in “Tendering Text” section in “Notes” and Documents may attach in “Attachment for Price Bid” section.



Various Tender Date related information available in “RFX Information” → RFX Parameters section..



- Start Date – Bidder can submit his / her own bid after Start Date and Time.
- Submission Deadline
- Opening Date - Price Opening Date
- Earnest Money Deposit Amount
- Earnest Money Deposit Validate Date - CSPCL will validate the EMD before EMD Validate date and Time.
- Technical RFX Response Opening Date – Technical Opening Date and Time.

5. How to Download Tender documents

Click on “**Technical RFX**” Button

Display RFX :

Print Preview **Technical RFX** Close Register Verify Signature

RFX Number: 0100000391 RFX Name: SRMADMIN 09.12.2013 19:11 RFX Status: Published RFX Start Date: 09.12.2013 19:30:00 INDIA Submission Deadline: 14.12.2013 15:00:00 INDIA
 Remaining Time: 4 Days 19:17:46 RFX Owner: abhijeet SRMADMIN RFX Version Number: 1 RFX Version Type: Active Version

RFX Information Items Notes and Attachments

RFX Parameters Questions Note and Attachments Conditions

Time Zone: INDIA Earnest Money Deposit Amount: * 5,000.00
 Start Date: 09.12.2013 19:30:00 Earnest Money Deposit Validation Date: 14.12.2013 16:00:00
 Submission Deadline: * 14.12.2013 15:00:00 Technical RFX Response Opening Date: 14.12.2013 15:00:00
 Opening Date: 18.12.2013 15:00:00
 End of Binding Period:
 Currency: INR

Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		abhijeet SRMADMIN	

System will navigate the user to CFOLDER screen. Click on “**External Area**”, under this bidder can see the Technical Documents specific to this BID.

Responses and Awards - SAP NetWeaver Portal - Microsoft Internet Explorer

SAP mySAP PLM cFolders Collaboration on the Web

Home Refresh Search Logout

Technical Details

COLLABORATION

EXTERNAL AREA

Folder EXTERNAL AREA Help

Current Path: Collaboration > ... > EXTERNAL AREA

Folder

To save any changes made, click Save.

Name: EXTERNAL AREA
 Subscribe:
 Authorization: Read

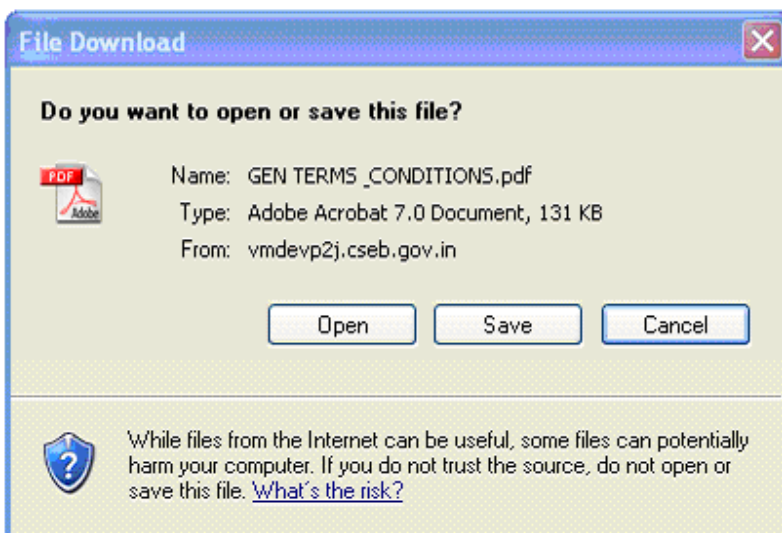
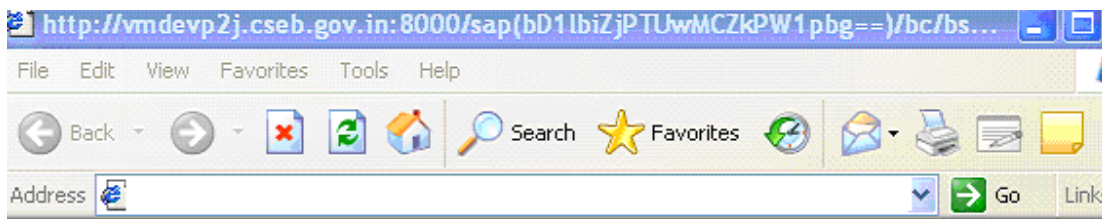
Save Notifications Additional Functions Cancel

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

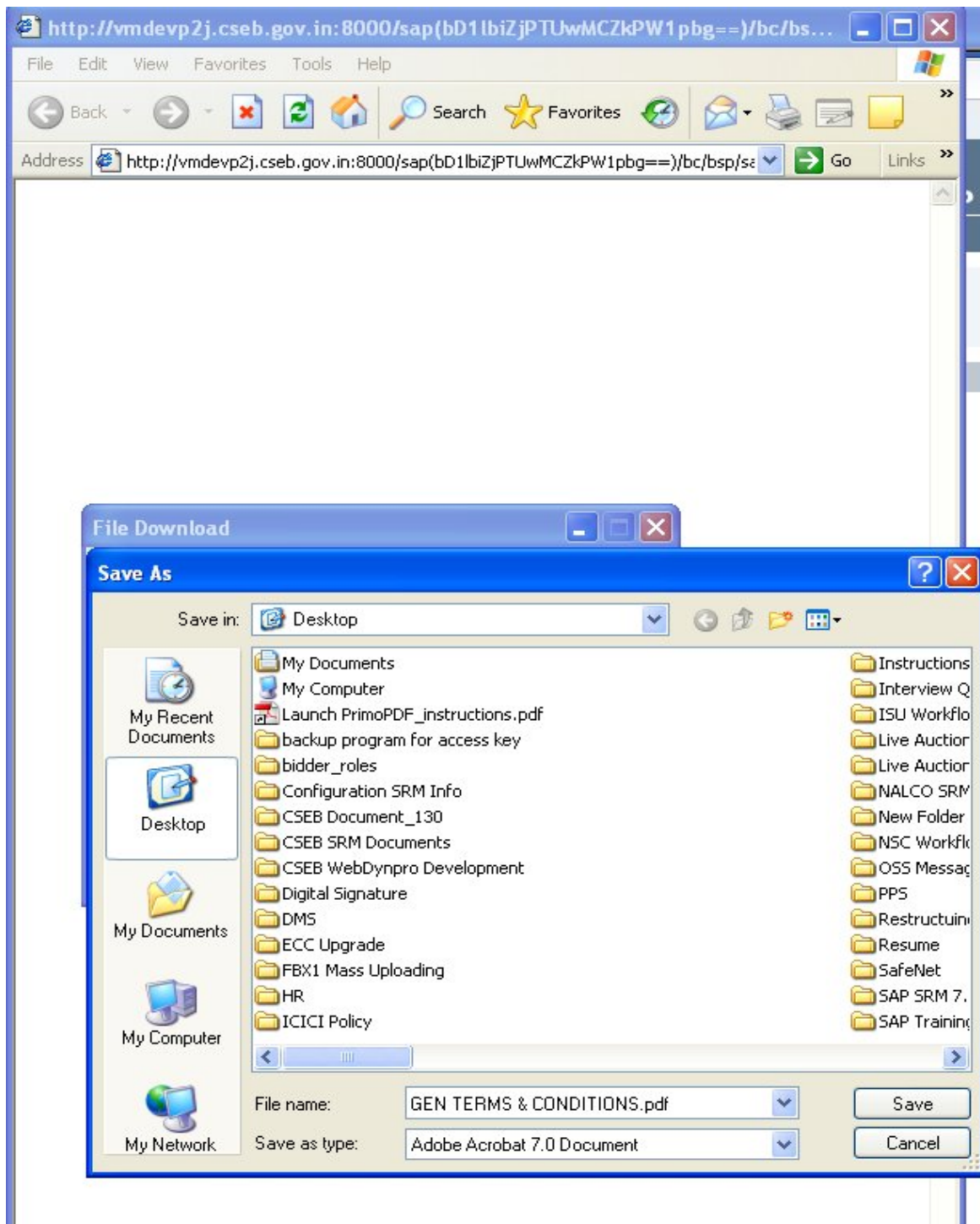
Folder Contents Copy Copy as Bookmark All None

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> GEN TERMS & CONDITIONS.pdf.sig	GEN TERMS & CONDITIONS.pdf.sig (135KB)			Adm cFolder	09.12.2013 19:25:26
<input type="checkbox"/> Tender.xls.sig	Tender.xls.sig (51KB)			Adm cFolder	09.12.2013 19:25:26

To download the document, click on the signed document, following screen will appear:-



Click in SAVE and Select the preferred location to save this document on the local machine.



Once the document is saved, open it:-

Here Bidder can see the Technical Requirement of the product ordered and Questions to the same.

Bidder can go ahead and prepare the Response Document. Bidder can change the generic name marked in RED and can fill a suitable name. In the same way, bidder can respond to the questions shown in the DOC.

GENERAL TERMS & CONDITIONS OF PURCHASE

1. **Submission of Tender**
 Sealed tenders in duplicate (in the manner specified in instruction to the Bidder) for necessary of the material of Thermal Power Stations of C.S. Electricity Board, as per the Technical schedule enclosed and in the accordance with various terms and conditions of tendering from actual manufactures /or their authorised stockist must reach this office by the specified time and date. Tenders received late or delayed on any account will not be considered.
2. **Earnest Money**
 - (i) The tenderer shall deposit the Earnest Money amount vis-à-vis the value of the material offered as shown as under :-

	Value of Material	Earnest Money (Rs.)
(a)	Upto Rs. 2.00 lakhs.	Nil
(b)	Above 2.0 lakh & Upto Rs. 3.0 lakhs.	2500.00
(c)	Above 3.0 lakh & Upto Rs. 7.0 lakhs.	5000.00
(d)	Above 7.0 lakh & Upto Rs. 15.0 lakhs.	7000.00
(e)	Above 15.0 lakh & Upto Rs. 25.0 lakhs.	10000.00
(f)	Above 25.0 lakh & Upto Rs. 35.0 lakhs.	15000.00
(g)	Above 35.0 lakh & Upto Rs. 50.0 lakhs.	20000.00

6. Tender Item Level Details

For Tender Item Level Details click on “Items” tab

Display RFX :

Print Preview | Technical RFX | Close | Register | Verify Signature

RFX Number: 8100000391 | RFX Name: SRMADMIN 09.12.2013 19:11 | RFX Status: Published | RFX Start Date: 09.12.2013 19:30:00 INDIA | Submission Deadline: 14.12.2013 15:00:00 INDIA
 Remaining Time: 4 Days 19:17:46 | RFX Owner: abhijeet SRMADMIN | RFX Version Number: 1 | RFX Version Type: Active Version

RFX Information | **Items** | Notes and Attachments

Item Overview

Details | Add Line | Add Subline | Cut | Copy | Paste | Delete | Expand All | Collapse All | Filter | Settings

Line Number	Item Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Total Value	Internal Item N
0001	Material	7131311250	HT METER SPECIAL TYPE SEMS/5A	<input type="checkbox"/>	71313		10	EA		31.12.2013	0	0		1
0002	Material	7131426002	MOSIL SPRAY 2028 METAL PROTECTOR PLUS (I	<input type="checkbox"/>	71314		100	L		31.12.2013	0	0		2
0003	Material	7132402002	cloth1	<input type="checkbox"/>	71324		200	M		31.12.2013	0	0		3

For More information for specific line Item details, click on Line Number and will get following item view.

RFX Number: 8100000391 | RFX Name: SRMADMIN 09.12.2013 19:11 | RFX Status: Published | RFX Start Date: 09.12.2013 19:30:00 INDIA | Submission Deadline: 14.12.2013 15:00:00 INDIA
 Remaining Time: 4 Days 19:09:30 | RFX Owner: abhijeet SRMADMIN | RFX Version Number: 1 | RFX Version Type: Active Version

RFX Information | **Items** | Notes and Attachments

Details | Add Line | Add Subline | Cut | Copy | Paste | Delete | Expand All | Collapse All | Filter | Settings

Line Number	Item Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Total Value	Internal Item N
0001	Material	7131311250	HT METER SPECIAL TYPE SEMS/5A	<input type="checkbox"/>	71313		10	EA		31.12.2013	0	0		1
0002	Material	7131426002	MOSIL SPRAY 2028 METAL PROTECTOR PLUS (I	<input type="checkbox"/>	71314		100	L		31.12.2013	0	0		2
0003	Material	7132402002	cloth1	<input type="checkbox"/>	71324		200	M		31.12.2013	0	0		3

Item 0001 : HT METER SPECIAL TYPE SEMS/5A

Item Data | Questions | Notes and Attachments | Conditions

Identification
 Product ID: 7131311250
 Description: HT METER SPECIAL TYPE SEMS/5A
 Revision Level:
 Product Category: 71313 Meters,Ins,Test kit
 Lot:

Currency, Values and Pricing
 Required Quantity: 10 each

Service and Delivery
 Delivery Date / Time: 31.12.2013 00:00:00
 minimum Quantity: 4

Further Properties

Partners and Delivery Information

Details | Add | Send E-Mail | Call | Clear | Filter | Settings

Function	Number	Name	Phone Number
Requester		abhijeet SRMADMIN	

Get Item Level Check List, click on “Questions” tab. If questions added in Questions tab then before Submitting the bid need to give inputs for Questions.

The screenshot shows the 'Item Overview' section with a table of items:

Line Number	Item Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Total Value	Internal t
0001	Material	7131311250	HT METER SPECIAL TYPE SEMS/SA		71313		10	EA		31.12.2013				1
0002	Material	7131426002	MOSIL SPRAY 2028 METAL PROTECTOR PLUS (I		71314		100	L		31.12.2013				2
0003	Material	7132402002	cloth1		71324		200	M		31.12.2013				3

Below the table, the 'Questions' tab is active, showing a form with fields for 'Question', 'Reply', 'Comment', and 'Weighting'. A red box highlights this section.

7. Creation of Tender Response and Submission Process for Bidder

Select the respective Tender / RFx

The screenshot shows a table of events with the following data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100000391	SRMADMIN 09.12.2013 19:11	Bid Invitation DS	Published	09.12.2013	14.12.2013		No Bid Created	1		0	19:30:00	15:00:00
8100000382	SRMADMIN 08.12.2013 17:02	Bid Invitation DS	Published	08.12.2013	13.12.2013	8400000382	Submitted	2		0	00:00:00	13:15:00
8100000386	SRMADMIN 09.12.2013 12:13	Bid Invitation	Published	10.12.2013	10.12.2013		No Bid Created	1		0	00:00:00	00:00:00
8100000385	SRMADMIN 08.12.2013 15:27	Bid Invitation DS	Published		21.12.2013		No Bid Created			0	00:00:00	12:00:01
8100000376	test_06.12.2013	Bid Invitation DS	Published		06.12.2013	8400000386	Saved			0	00:00:00	15:30:00
8100000371	tr 209	Bid Invitation DS	Published	06.12.2013	16.12.2013		No Bid Created			0	11:40:00	13:15:00
8100000361	Copy of 8100000353	Bid Invitation DS	Published		12.12.2013	8400000390	Submitted	2		0	00:00:00	00:00:00
8100000354	SRMADMIN 04.12.2013 11:20	Bid Invitation DS	Published		04.12.2013	8400000370	Submitted	2		0	00:00:00	11:45:00
8100000353	SRMADMIN 04.12.2013 11:05	Bid Invitation DS	Published		08.12.2013	8400000368	Submitted	2		0	00:00:00	10:00:00
8100000341	EE04116 01.12.2013 17:03	Bid Invitation DS	Published		01.12.2013	8400000367	Submitted	2		0	00:00:00	18:20:00

A red box highlights the first row of the table.

Click on “Register” Button

The screenshot shows the 'Display RFx' page with the following details:

RFx Information

- RFx Number: 8100000391
- RFx Name: SRMADMIN 09.12.2013 19:11
- RFx Status: Published
- RFx Start Date: 09.12.2013 19:30:00 INDIA
- Submission Deadline: 14.12.2013 15:00:00 INDIA
- Remaining Time: 4 Days 18:56:45
- RFx Owner: abhijeet SRMADMIN
- RFx Version Number: 1
- RFx Version Type: Active Version

RFx Parameters

- Time Zone: INDIA
- Earnest Money Deposit Amount: * 5,000.00
- Start Date: 09.12.2013 19:30:00
- Earnest Money Deposit Validation Date: 14.12.2013 16:00:00
- Submission Deadline: * 14.12.2013 15:00:00
- Opening Date: 18.12.2013 15:00:00
- Technical RFx Response Opening Date: 14.12.2013 15:00:00
- End of Binding Period: [Empty]
- Currency: INR

Partners and Delivery Information

Function	Number	Name	Phone Number
Requester		abhijeet SRMADMIN	

The 'Register' button is highlighted with a red box.

Bidder has registered for Bid

Display RFX :

You are registered to the RFX and will be informed of changes

RFX Number 8100000391 **RFX Name** SRMADMIN 09.12.2013 19:11 **RFX Status** Published **RFX Start Date** 09.12.2013 19:30:00 INDIA **Submission Deadline** 14.12.2013 15:00:00 INDIA
Remaining Time 4 Days 18:56:11 **RFX Owner** abhijeet SRMADMIN **RFX Version Number** 1 **RFX Version Type** Active Version

Time Zone: Earnest Money Deposit Amount: *
 Start Date: Earnest Money Deposit Validation Date:
 Submission Deadline: * Technical RFX Response Opening Date:
 Opening Date:
 End of Binding Period:
 Currency:

Perquisites to CREATE RESPONSE, in case of OPEN TENDERS.

- Registration to a particular RFX- explained above.
- Payment of Tender Fee for a particular BID.(if prescribed)

Click on “Create Response” Button then only Bidder is able to create and submit his bid .

Display RFX :

RFX Number 8100000391 **RFX Name** SRMADMIN 09.12.2013 19:11 **RFX Status** Published **RFX Start Date** 09.12.2013 19:30:00 INDIA
Remaining Time 4 Days 18:55:07 **RFX Owner** abhijeet SRMADMIN **RFX Version Number** 1 **RFX Version Type** Active Version

Time Zone: Earnest Money Deposit Amount: *
 Start Date: Earnest Money Deposit Validation Date:
 Submission Deadline: * Technical RFX Response Opening Date:
 Opening Date:
 End of Binding Period:
 Currency:

Function	Number	Name
▪ Requester		abhijeet SRMADMIN

Now following page will come

Create RFX Response

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save

Attribute Attach Page 1,13,14,33,34,35 of tender document is mandatory, maintain attribute value
Attribute Do you have provision in ceiling limit is mandatory, maintain attribute value
Attribute Do you have valid eligible registration in CE, str is mandatory, maintain attribute value
Attribute Have you attached Audit Report ? is mandatory, maintain attribute value
Attribute Have you attached price details ? is mandatory, maintain attribute value

RFX Response Number 8400000408 RFX Number 8100000391 Status In Process Submission Deadline 14.12.2013 15:00:00 INDIA Opening Date 18.12.2013 15:00:00 INDIA
Remaining Time 4 Days 18:54:25 RFX Owner abhijeet SRMADMIN Total Value 0.00 INR RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions

Event Parameters

Currency: Indian Rupee Incoterm:

Target Value of RFX in Original Currency: 500,000.00 INR
Target Value of RFX in Selected Currency: 500,000.00 INR

Terms of Payment:

Status and Statistics

Created On: 09.12.2013 20:05:37 INDIA
Created By: Mr. hcl ltd
Last Processed On: 09.12.2013 20:05:37 INDIA
Last Processed By: Mr. hcl ltd

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

Process for Uploading Technical Tender Documents

Go to RFX Information->Notes and Attachments-> Attachment for Techno Commercial Bid -> Add Attachments.

RFX Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions

Notes

Clear

Category	Description
Conditions of Participation	-Empty-
RFX/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-

Attachment for Price Bid

Add Attachment | Edit Description | Versioning | Delete | Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									

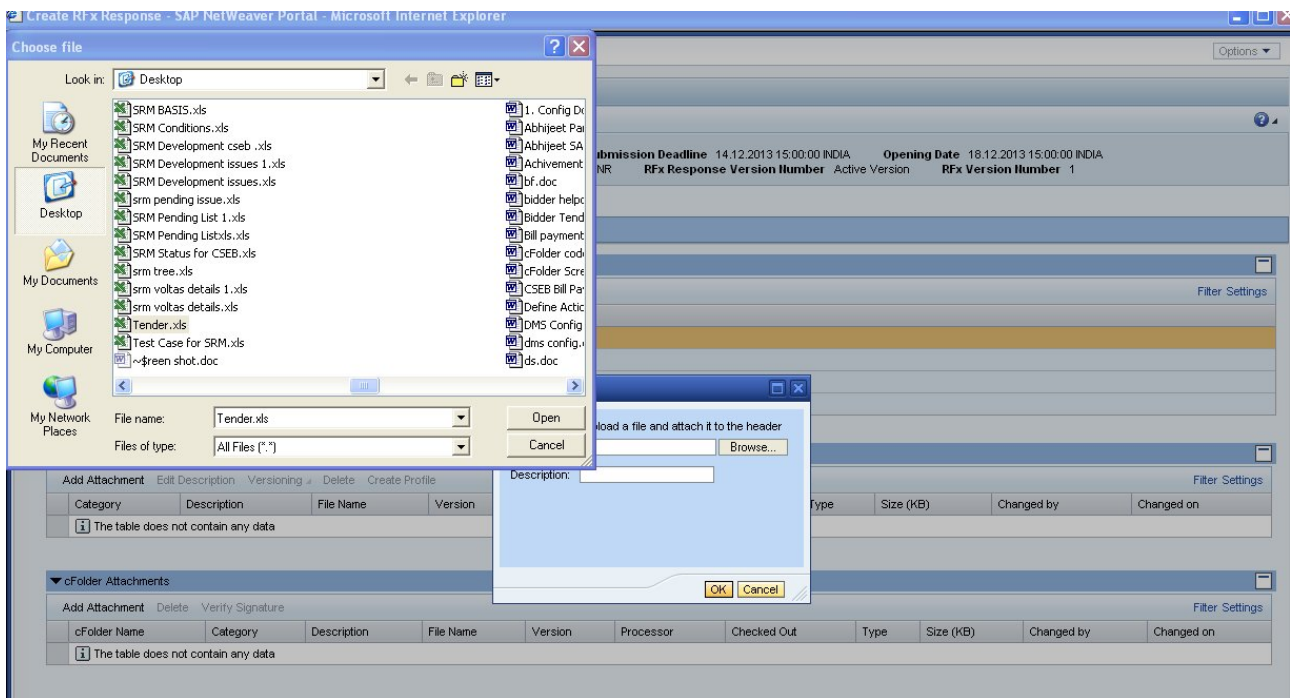
Attachment for Techno Commercial Bid

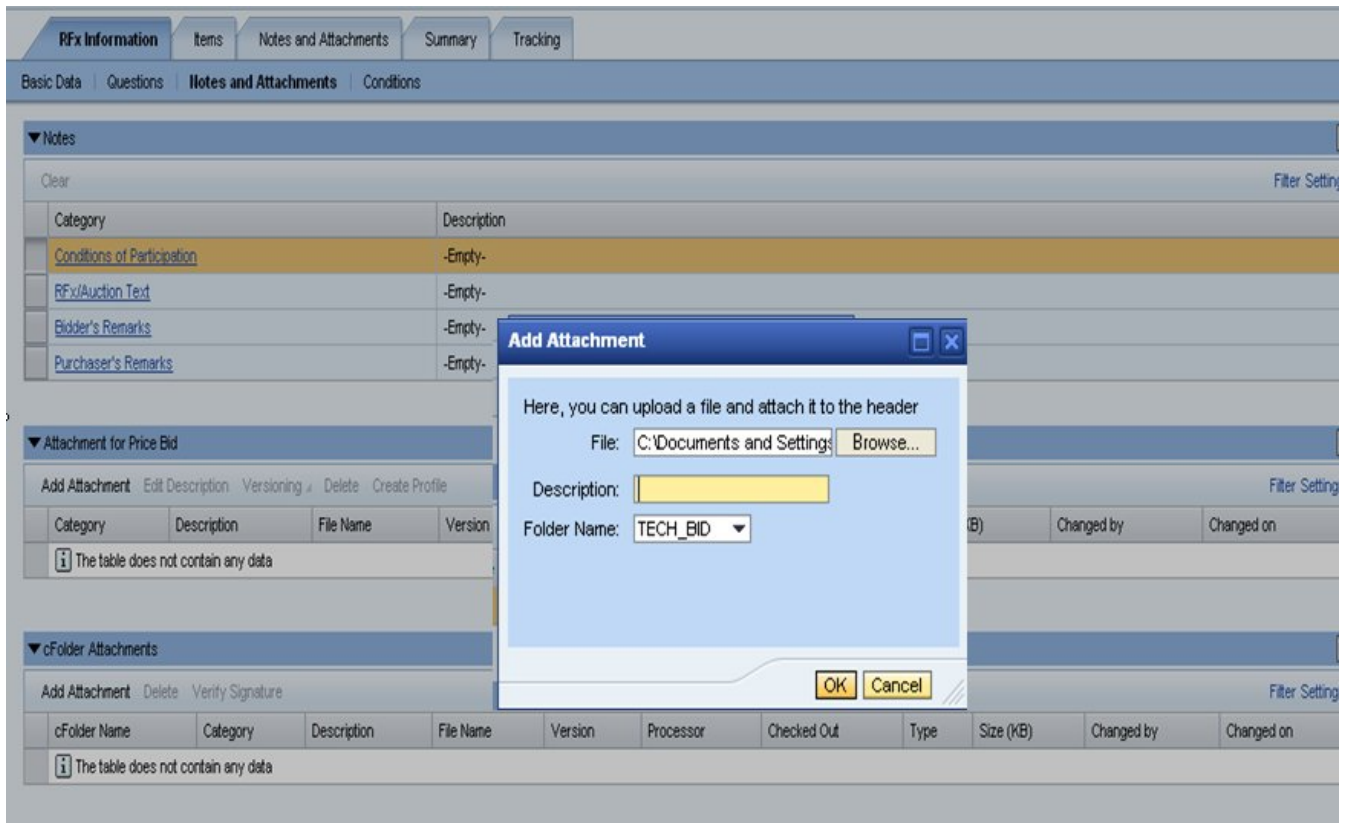
Add Attachment | Delete | Verify Signature

Folder Name	Category	Description	File Name	Version	Processor	Checked Out
-------------	----------	-------------	-----------	---------	-----------	-------------

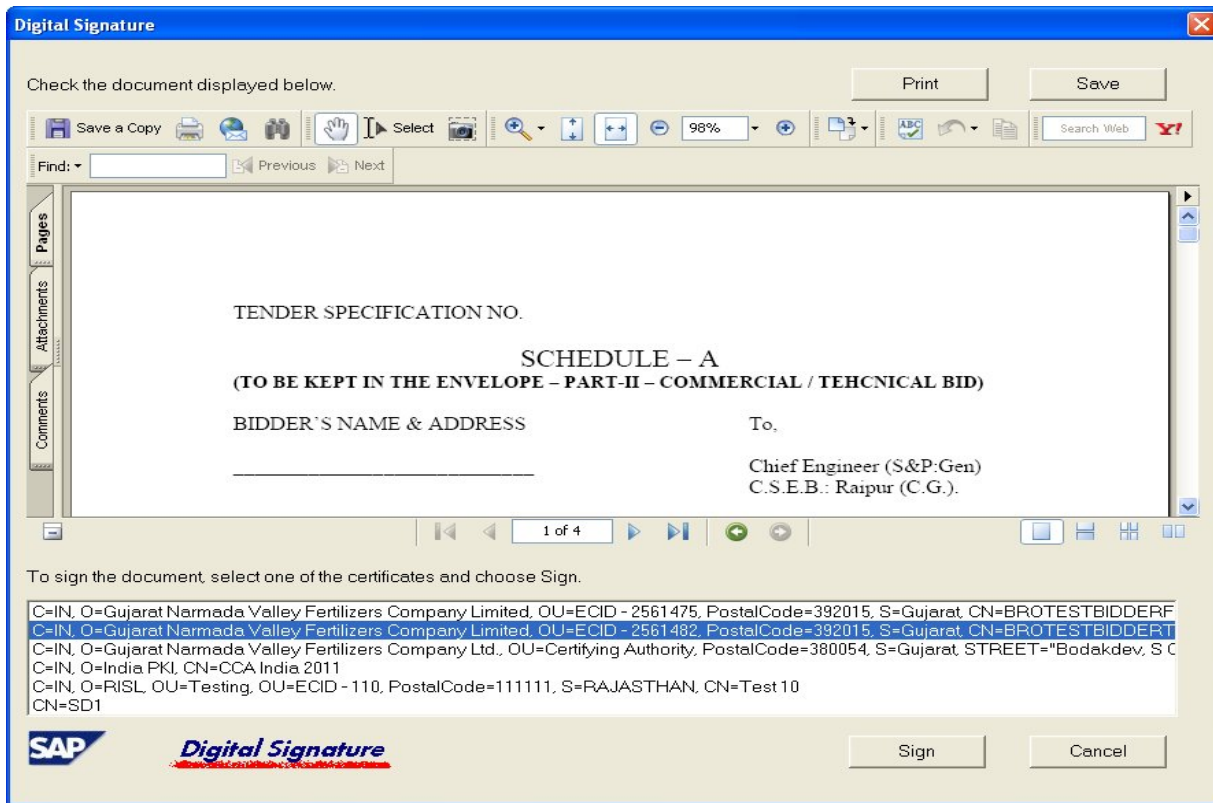
Note: Before attaching the technical documents, please make sure to plug-in your USB Digital Certificate to computer. Once it is plugged in, automatically your Digital Certificate will be installed and user is ready to Digitally Sig any document. Incase user fails to do so; no certificate will be available for selection on encryption screen.

Select the response document from your System:-





Digitally Sign the Document.



Click on sign
After Sign following screen will appear

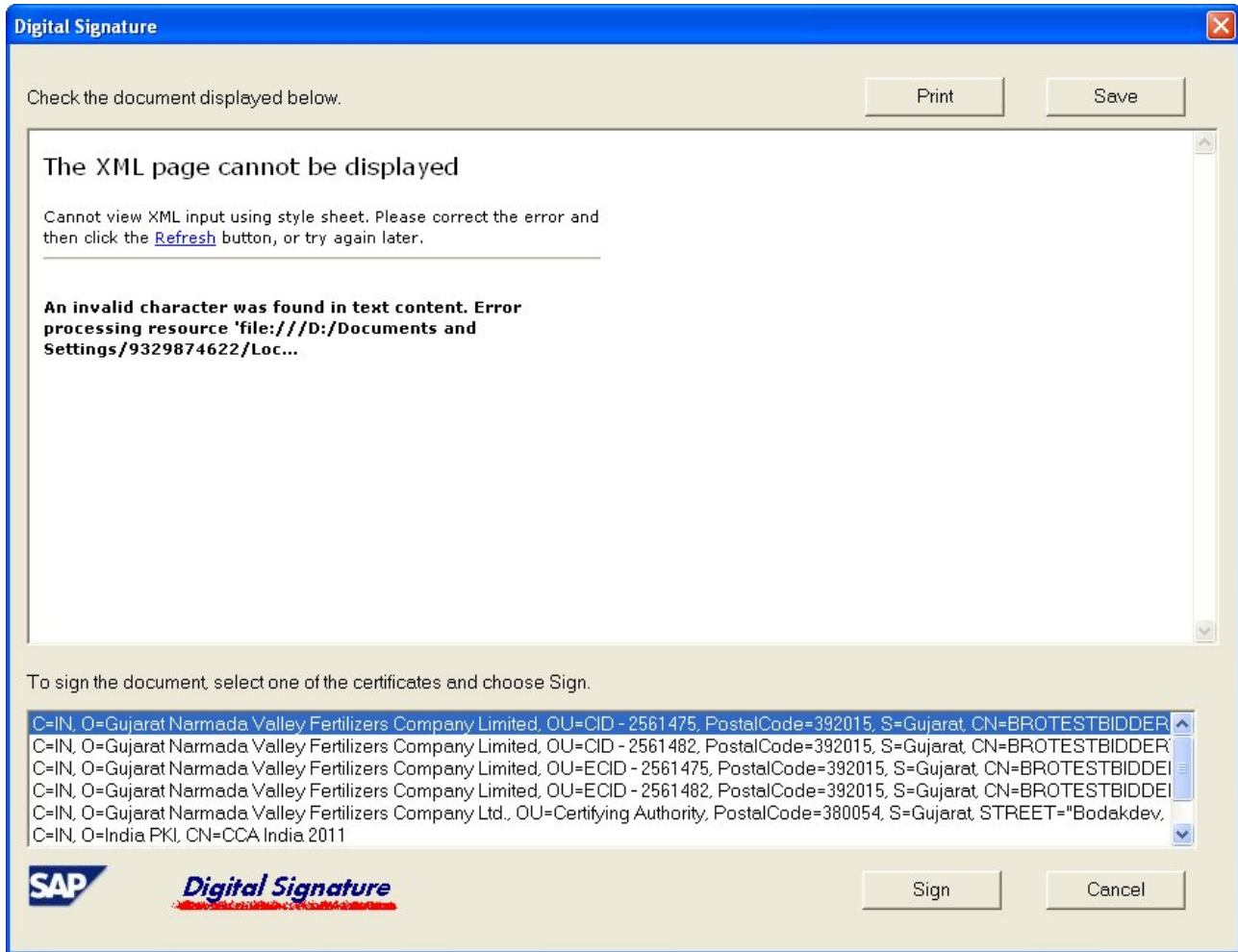


can see the Attached Document but system will ask for cFolder name to which response documents are to be uploaded. Select the cFolder name from the Dropdown.

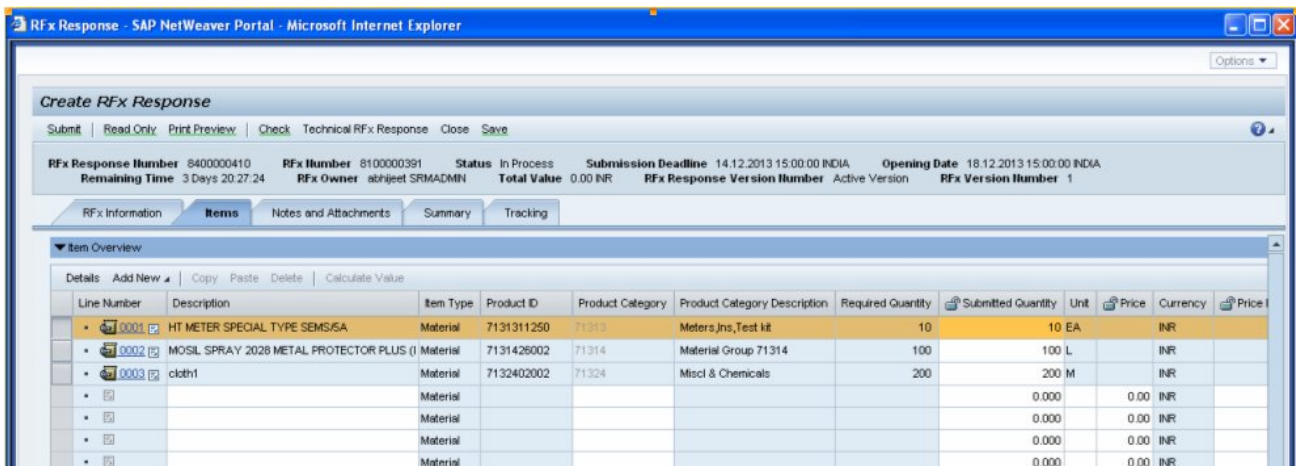
Price Bid Response

Note - If needed then give the price breakup details in “Attachment for Price Bid” section in RFX Information -> Notes and Attachments -> Attachment for Price Bid (if mentioned in Tender document then only need to add price details in Attachment else no need to add any file in Attachment for Price Bid Section).

Choose valid Digital Certificate here.



Click on “Items” Tab for Price Bid details



Details of Line Item

RFx Response - SAP NetWeaver Portal - Microsoft Internet Explorer

Create RFx Response

Submit | Read Only | Print Preview | Check | Technical RFx Response | Close | Save

RFx Response Number: 8400000410 | Remaining Time: 3 Days 20:26:57 | RFx Number: 8100000391 | RFx Owner: abhijeet SRMADMIN | Status: In Process | Total Value: 0.00 INR | Submission Deadline: 14.12.2013 15:00:00 INDIA | Opening Date: 18.12.2013 15:00:00 INDIA | Rfx Response Version Number: Active Version | Rfx Version Number: 1

RFx Information | **Items** | Notes and Attachments | Summary | Tracking

▼ Item Overview

Details | Add New | Copy | Paste | Delete | Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
0001	HT METER SPECIAL TYPE SEMS/5A	Material	7131311250	71313	Meters,Ins,Test kit	10	10	EA		INR	
0002	MOSIL SPRAY 2028 METAL PROTECTOR PLUS (Material	7131426002	71314	Material Group 71314	100		L		INR	
0003	cloth1	Material	7132402002	71324	Miscel & Chemicals	200		M		INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	

Details for Item 0001 HT METER SPECIAL TYPE SEMS/5A

Item Data | Questions | Notes and Attachments | Conditions

▼ Basic Data

Identification

Configurable Item Number: * 0001 | Currency: Indian Rupee | Required Quantity: 10 EA | Submitted Quantity: 10 EA

Control Key: Material functional | Item Type: Material | Product Category: 71313 Meters,Ins,Test kit | Incoterm Key/Location: | Delivery Date: 31.12.2013 00:00:00 | Delivery Days: 000

Product ID: 7131311250 | Description: HT METER SPECIAL TYPE SEMS/5A | Item Variant Description: Original Item

Further Properties

Supplier Product Number: | Status and Statistics | minimum Quantity: 4

▼ Partners and Delivery Information

Choose respective Line Items. Now Bidder can change the Submission Quantity (if provision provided by CSPCL, it may vary tender to tender).

RFx Information | **Items** | Notes and Attachments | Summary | Tracking

▼ Item Overview

Details Add New | Copy Paste Delete | Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price
0001	HT METER SPECIAL TYPE SEMS/SA	Material	7131311250	71313	Meters,Ins,Test kit	10	10 EA			INR	
0002	MOSIL SPRAY 2028 METAL PROTECTOR PLUS (I	Material	7131426002	71314	Material Group 71314	100	100 L			INR	
0003	cloth1	Material	7132402002	71324	Misc & Chemicals	200	200 M			INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	

Details for item 0001 HT METER SPECIAL TYPE SEMS/SA

Item Data | Questions | Notes and Attachments | Conditions

▼ Basic Data

Identification

Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: 71313 Meters,Ins,Test kit

Product ID: 7131311250

Description: HT METER SPECIAL TYPE SEMS/SA

Currency: Indian Rupee

Required Quantity: 10 EA

Submitted Quantity: 8 EA

Incoterm Key/Location:

Delivery Date: 31.12.2013 00:00:00

Delivery Days: 000

Item Level Check List Questionnaire

RFx Information | **Items** | Notes and Attachments | Summary | Tracking

▼ Item Overview

Details Add New | Copy Paste Delete | Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
0001	HT METER SPECIAL TYPE SEMS/SA	Material	7131311250	71313	Meters,Ins,Test kit	10	8 EA			INR	
0002	MOSIL SPRAY 2028 METAL PROTECTOR PLUS (I	Material	7131426002	71314	Material Group 71314	100	100 L			INR	
0003	cloth1	Material	7132402002	71324	Misc & Chemicals	200	200 M			INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	

Details for item 0001 HT METER SPECIAL TYPE SEMS/SA

Item Data | **Questions** | Notes and Attachments | Conditions

Question

Reply

Comment

Weighting

Attach Page 1,13,14,33,34,35 of tender document. * Yes No

0.00

Item Level Notes & Attachment Section to get document relevant to Item

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price
0001	HT METER SPECIAL TYPE SEMS/SA	Material	7131311250	71313	Meters,Ins,Test kit	10	8	EA	
0002	MOSIL SPRAY 2026 METAL PROTECTOR PLUS ()	Material	7131426002	71314	Material Group 71314	100	100	L	
0003	cloth1	Material	7132402002	71324	Miscel & Chemicals	200	200	M	
		Material					0.000		0.0
		Material					0.000		0.0
		Material					0.000		0.0
		Material					0.000		0.0
		Material					0.000		0.0
		Material					0.000		0.0
		Material					0.000		0.0

Details for item 0001 HT METER SPECIAL TYPE SEMS SA

Item Data | Questions | **Notes and Attachments** | Conditions

▼ Notes

Clear

Category	Description
RFx/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-

▼ Attachment for Price Bid

For Giving Price Bid details, click on Conditions button Need to give Basic price and other Item Level Conditions details

RFx Response - SAP NetWeaver Portal - Microsoft Internet Explorer

Create RFx Response

Submit | Read Only | Print Preview | Check | Technical RFx Response | Close | Save

RFx Response Number: 840000410 | Remaining Time: 3 Days 20:23:24 | RFx Number: 810000391 | RFx Owner: abhijeet SRMADMIN | Status: In Process | Total Value: 0.00 INR | Submission Deadline: 14.12.2013 15:00:00 INDIA | Rfx Response Version Number: Active Version | Opening Date: 18.12.2013 15:00:00 INDIA | Rfx Version Number: 1

RFx Information | **Items** | Notes and Attachments | Summary | Tracking

▼ Item Overview

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
0001	HT METER SPECIAL TYPE SEMS/SA	Material	7131311250	71313	Meters,Ins,Test kit	10	8	EA		INR	
0002	MOSIL SPRAY 2026 METAL PROTECTOR PLUS ()	Material	7131426002	71314	Material Group 71314	100	100	L		INR	
0003	cloth1	Material	7132402002	71324	Miscel & Chemicals	200	200	M		INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	

▼ Details for item 0001 HT METER SPECIAL TYPE SEMS SA

Item Data | Questions | Notes and Attachments | **Conditions**

▼ Conditions

Add Condition | Scales | Duplicate | Remove

Condition Type	Scales	Amount	Currency	Price Per	Price ...	Vail...	Valid To	Location Name	Location
Price(Contract/Eld)		1000	Indian Rupee	1	EA	09.12.20	31.12.9999		
Excise Duty/Gty-Val		20	Indian Rupee	1	EA	09.12.20	31.12.9999		
Sales Tax (%)		3	%	0		09.12.20	31.12.9999		
Packing Chg/Gty-B.P.		30	Indian Rupee	1	EA	09.12.20	31.12.9999		
Freight/Gty-With ST		0.00	Indian Rupee	1	EA	09.12.20	31.12.9999		

Enter applicable amount against appropriate Pricing conditions carefully .There are conditions for entering absolute value(eg: Freight(Val)),Percentage value of Base rate(eg: Freight %), Value per quantity (eg: Freight/Qty).etc. Once all the relevant pricing values are entered , check the total landed value arrived .Bidder can also change the submitted quantity (if required) Similarly Price can be entered for other line items. For navigating to next line item proceed as below: Either selects the 2nd line item and go to Item Data & Conditions, as shown:

Create RFx Response

Submit | Read Only | Print Preview | Check Technical RFx Response Close Save

RFx Response Number 840000410 RFx Number 810000391 Status In Process Submission Deadline 14.12.2013 15:00:00 INDIA Opening Date 18.12.2013 15:00:00 INDIA
 Remaining Time 3 Days 20:22:51 RFx Owner abhijeet SRMADMIN Total Value 8,652.00 INR RFx Response Version Number Active Version RFx Version Number 1

RFx Information **Items** Notes and Attachments Summary Tracking

Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFx / Response	RFx / Response	Internal Item Number
3	Meters,Ins,Test kit	10	8 EA	EA		INR		On 31.12.2013	8,652.00	0/0	0/0	1
4	Material Group 71314	100	100 L	L		INR		On 31.12.2013	0.00	0/0	0/0	2
54	Misc & Chemicals	200	200 M	M		INR		On 31.12.2013	0.00	0/0	0/0	3
			0.000		0.00	INR	1					
			0.000		0.00	INR	1					
			0.000		0.00	INR	1					
			0.000		0.00	INR	1					
			0.000		0.00	INR	1					
			0.000		0.00	INR	1					
			0.000		0.00	INR	1					
			0.000		0.00	INR	1					
									Total Value	8,652.00	INR	

Price Bid for Second Line Item

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price
0001	HT METER SPECIAL TYPE SEMS/SA	Material	7131311250	71313	Meters,Ins,Test kit	10	8 EA	EA		INR	
0002	MOSIL SPRAY 2028 METAL PROTECTOR PLUS (I	Material	7131426002	71314	Material Group 71314	100	100 L	L		INR	
0003	cloth1	Material	7132402002	71324	Misc & Chemicals	200	200 M	M		INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	
		Material					0.000		0.00	INR	

Details for item 0002 MOSIL SPRAY 2028 METAL PROTECTOR PLUS (I

Item Data Questions Notes and Attachments **Conditions**

Conditions

Add Condition Scales Duplicate Remove Filter Setting

Condition Type	Scales	Amount	Currency	Price Per	Price ...	Vali...	Valid To	Location Name	Location
Price(Contract/Bid)		1,500.00	Indian Rupee	1	L	09.12.20	31.12.9999		
%Above/Below CSR		2.00	%	0		09.12.20	31.12.9999		

After giving price details for Every Line Item following details will appear in screen

The screenshot shows the 'Create RFX Response' interface. At the top, there are navigation buttons: Submit, Read Only, Print Preview, Check, Technical RFX Response, Close, and Save. Below this, key information is displayed: RFX Response Number 8400000410, RFX Number 8100000391, Status In Process, Submission Deadline 14.12.2013 15:00:00 INDIA, Opening Date 18.12.2013 15:00:00 INDIA, Remaining Time 3 Days 20:21:49, RFX Owner abhijeet SRMADMIN, Total Value 1,207,102.00 INR, RFX Response Version Number Active Version, and RFX Version Number 1. A tabbed interface shows 'Items' selected. The main table lists items with columns for Suct Category, Product Category Description, Required Quantity, Submitted Quantity, Unit, Price, Currency, Price Per, Delivery Date, Total Value, RFX / Response, and Internal Item Number. Three items are highlighted in yellow, with their 'Total Value' and 'RFX / Response' cells circled in red. A summary box at the bottom right shows 'Total Value 1,207,102.00 INR' also circled in red.

Suct Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	Internal Item Number
3	Meters,Ins,Test kit	10		8 EA		INR		On 31.12.2013	8,652.00	0/0	1
4	Material Group 71314	100		100 L		INR		On 31.12.2013	158,150.00	0/0	2
5	Miscel & Chemicals	200		200 M		INR		On 31.12.2013	1,040,300.00	0/0	3
					0.000	0.00	INR				1
					0.000	0.00	INR				1
					0.000	0.00	INR				1
					0.000	0.00	INR				1
					0.000	0.00	INR				1
					0.000	0.00	INR				1
					0.000	0.00	INR				1

Total Value 1,207,102.00 INR

Click on check Button on the same screen, to ensure completeness of RFX.

The screenshot shows the 'Create RFX Response' interface with the 'Check' button highlighted in blue. Below the main information, the 'Questions' tab is selected and highlighted in red. The 'Questions' section contains a table with columns for Question, Reply, Comment, and Weighting. The questions are: 'Do you have provision in ceiling limit?', 'Have you attached Audit Report?', 'Have you attached valid registration copy?', 'Have you attached price details?', 'Do you have valid eligible registration in CE, stre.', and 'Attach Page 1,13,14,33,34,35 of tender document.' Each question has radio buttons for 'Yes' and 'No', a text input field for 'Comment', and a 'Weighting' value of 0.00.

Question	Reply	Comment	Weighting
Do you have provision in ceiling limit ?	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	0.00
Have you attached Audit Report ?	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	0.00
Have you attached valid registration copy ?	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	0.00
Have you attached price details ?	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	0.00
Do you have valid eligible registration in CE, stre. ?	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	0.00
Attach Page 1,13,14,33,34,35 of tender document ?	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	0.00

This completes the Price bidding part.

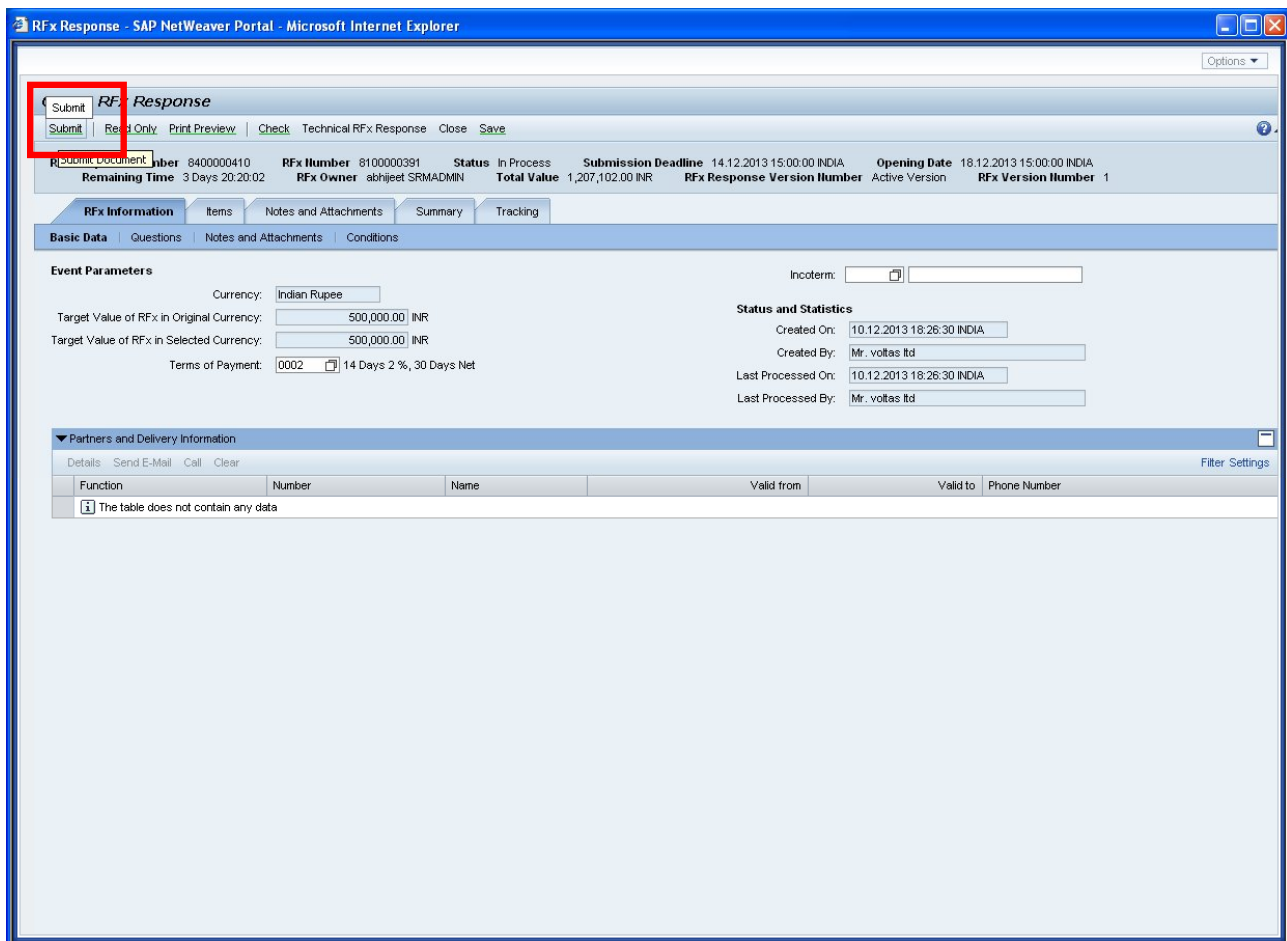
Once Technical and Price parts are completed, now is the time to SUBMIT RESPONSE.

Submit Response -> Digital Signing and Encrypting the Bidder Response

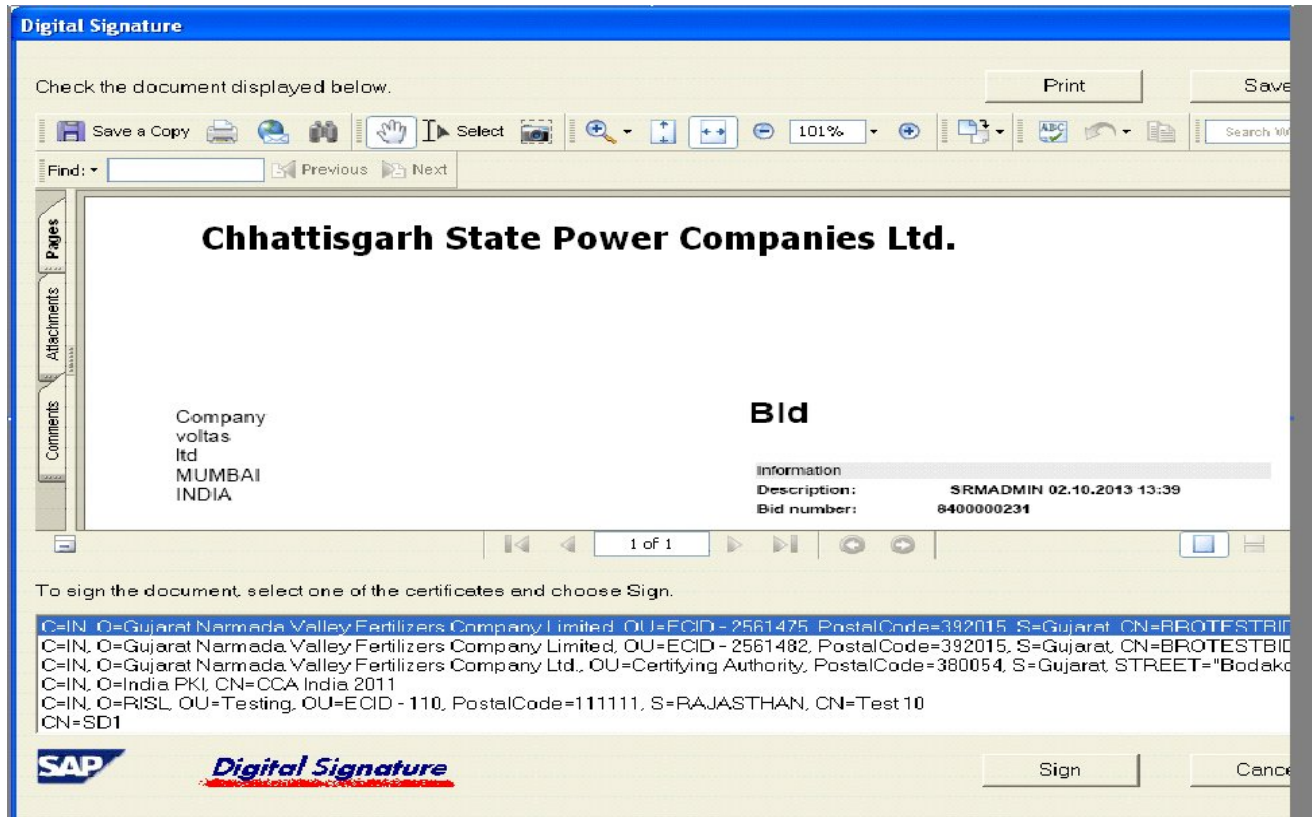
For Two part bids, submission of Technical Bid is mandatory, please ensure that you have attached appropriate technical documents to the bid before submission

Note: Before attaching the technical documents, please make sure to plug-in your USB Digital Certificate to computer. Once it is plugged in, automatically your Digital Certificate will be installed and user is ready to Digitally Sign any document. Incase user fails to do so; no certificate will be available for selection on encryption screen.

Click on SUBMIT, System will ask for Digital Signature, select the valid certificate.

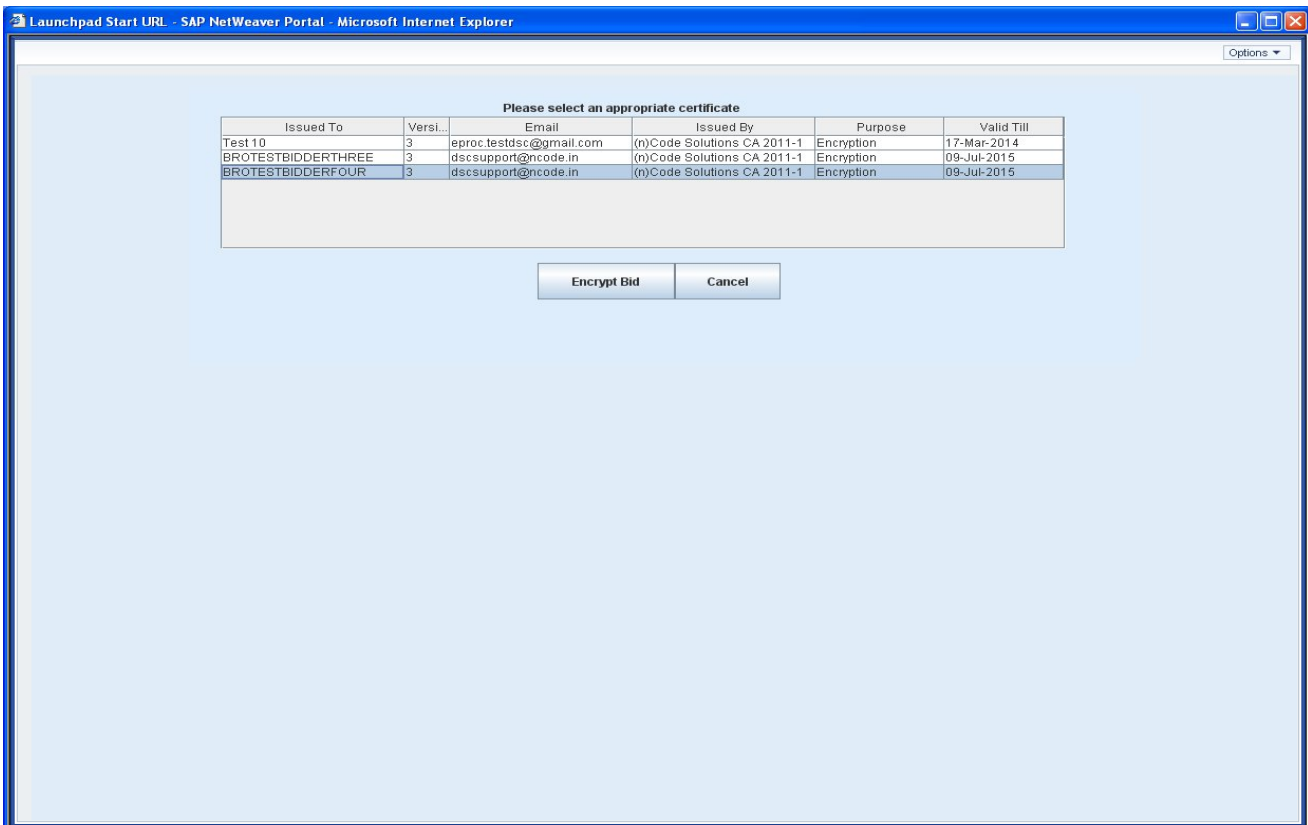


Select the appropriate digital signature and click on SIGN.

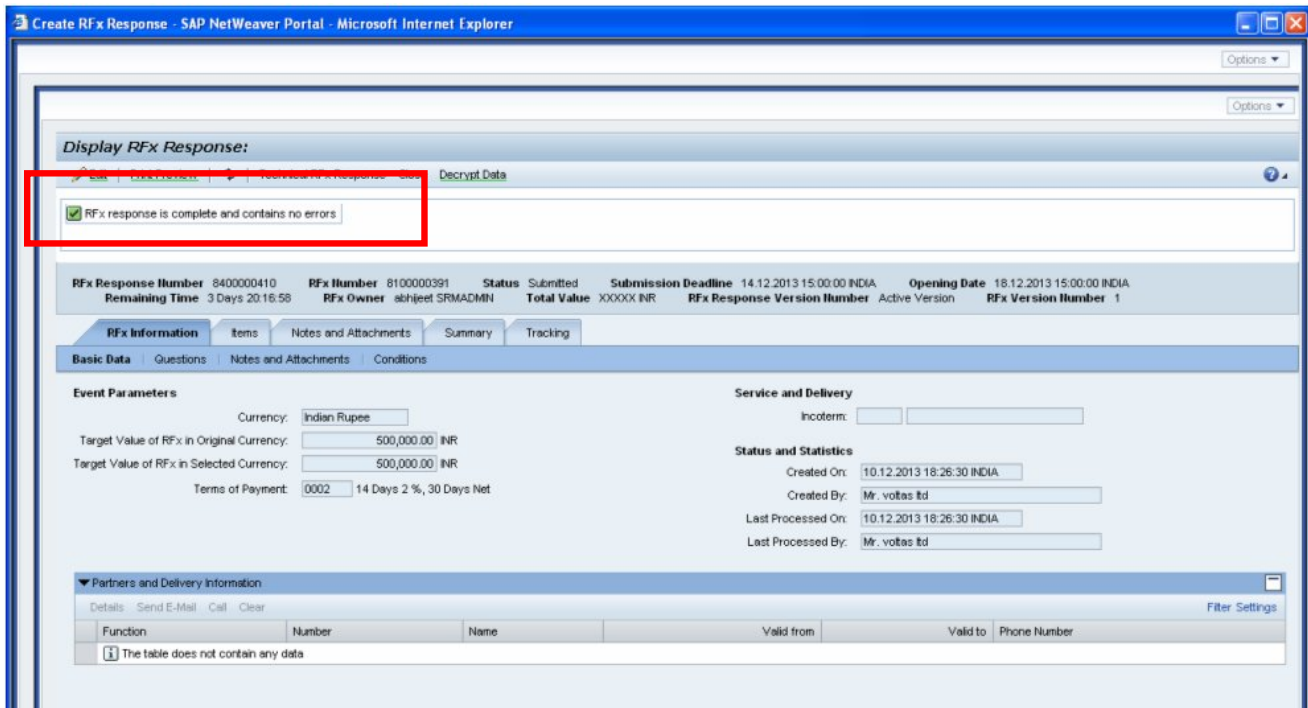


Select the appropriate digital signature and click on SIGN.

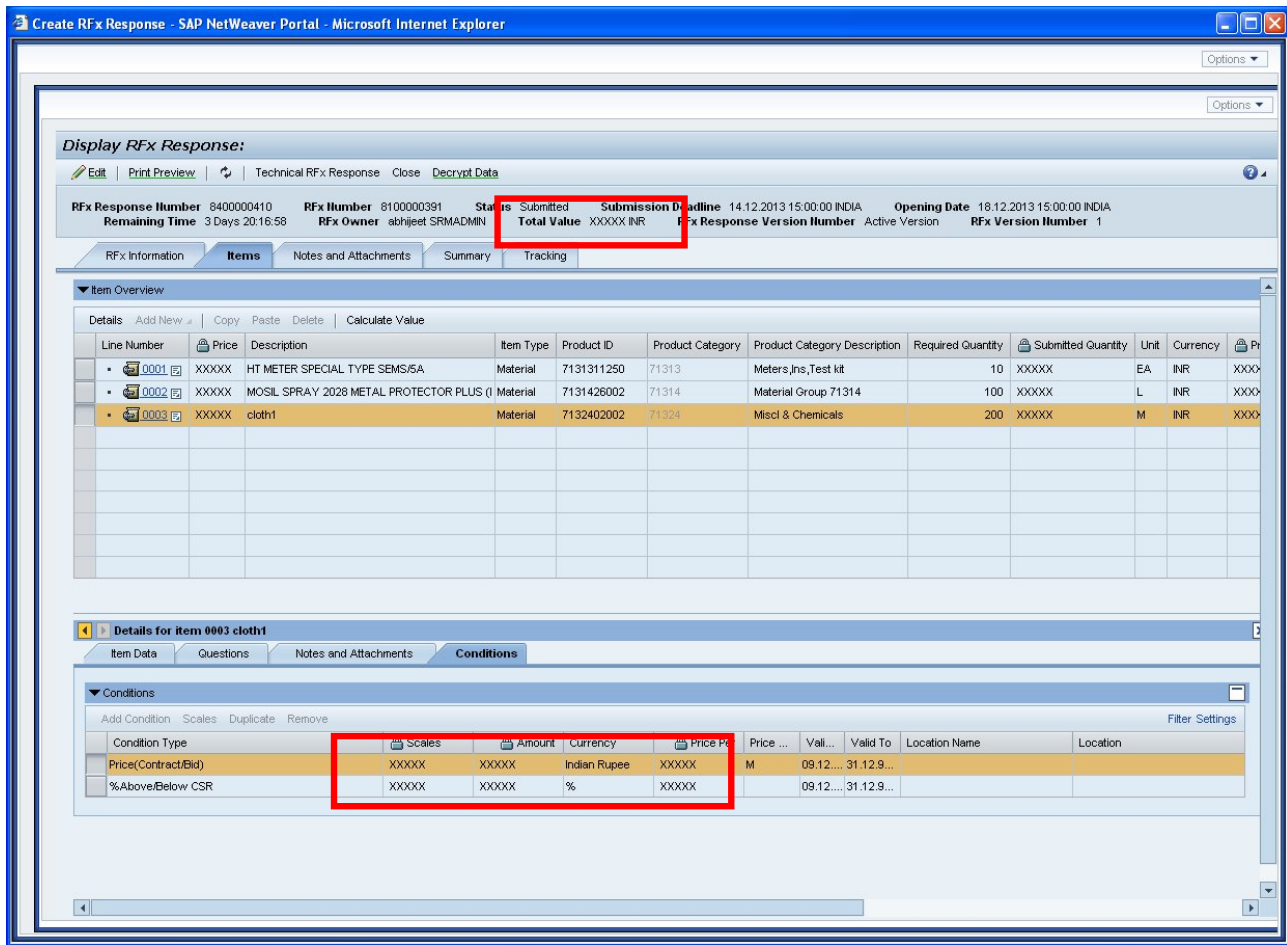
Note: Please remember to plug-in your USB Encryption Certificate Token before encrypting the bid response. Incase user fails to do so; no certificate will be available for selection on encryption screen.



Select the appropriate ENCRYPTION Certificate and Click on ENCRYPT BID. Can see RESPONSE IS COMPLETE.

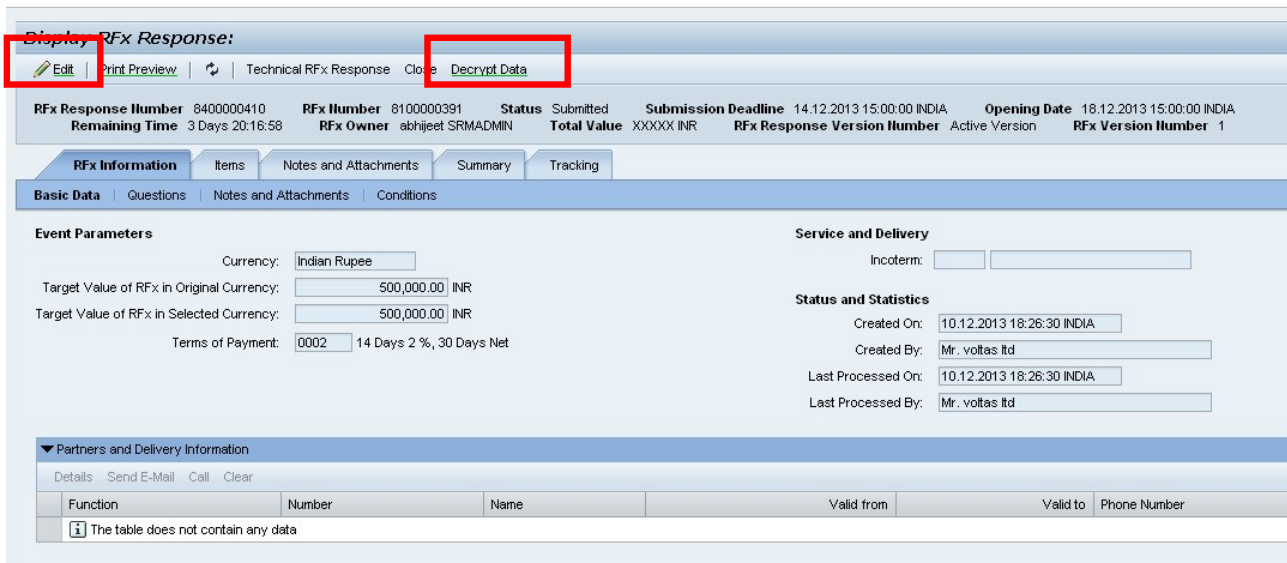


Refresh the same screen and again click on item tab & conditions tab (for seeing Pricing Conditions). One can see all the identified SENSITIVE fields are encrypted.

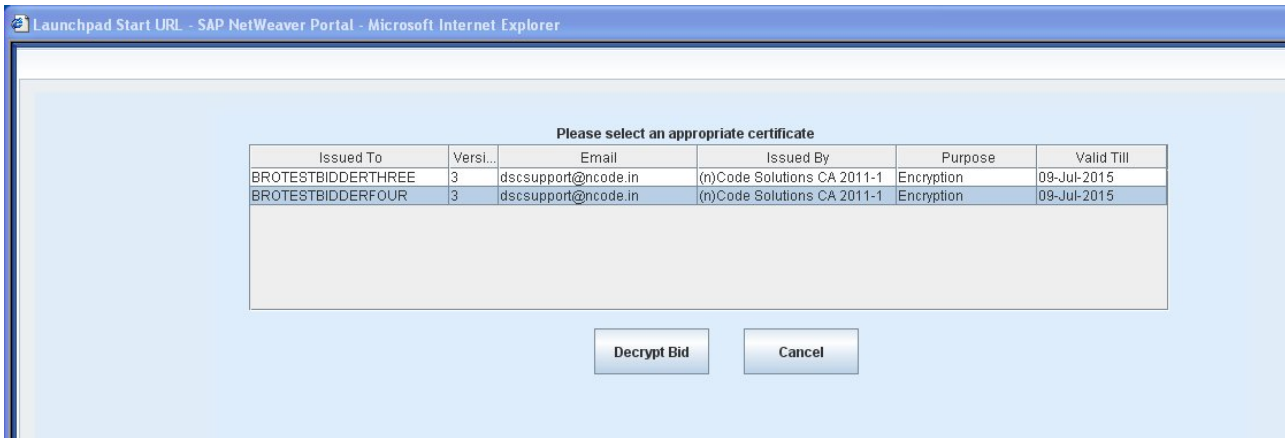


8. How to Edit / Decrypt Submitted Bid by Bidder

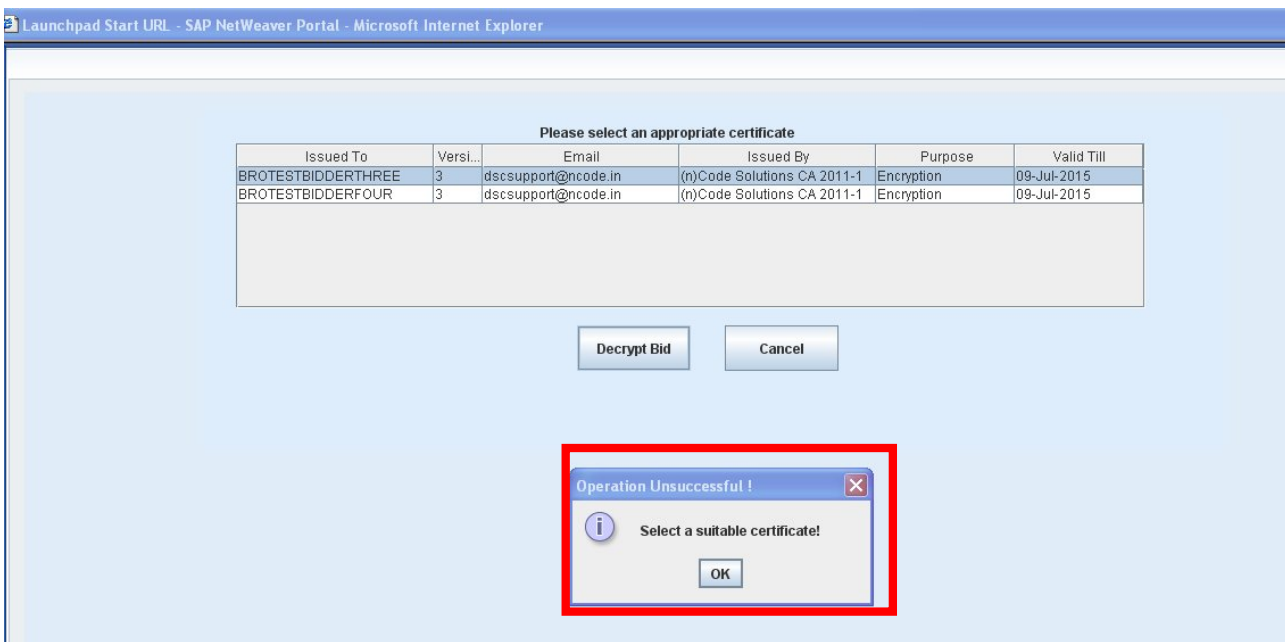
Click on Edit / Decrypt Data Button



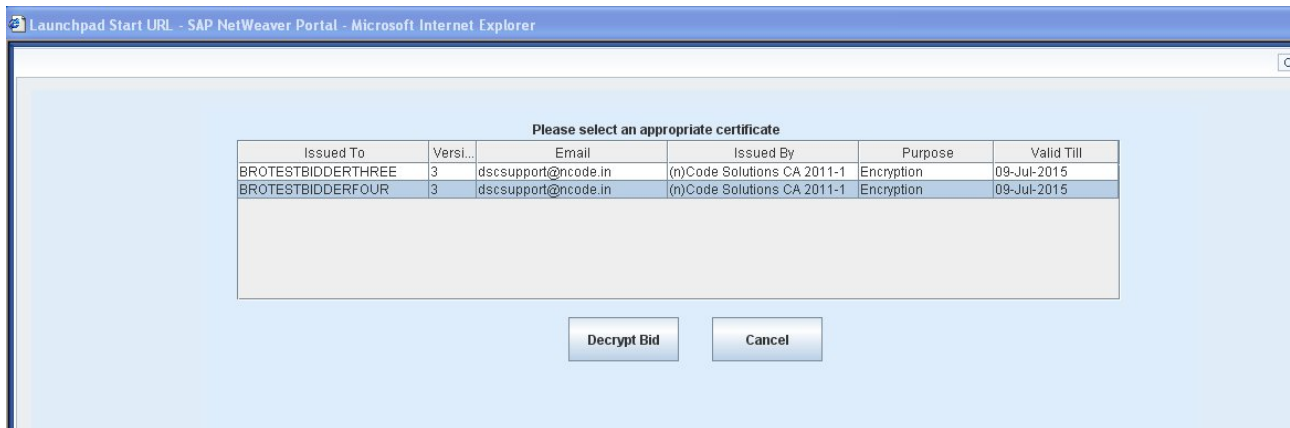
Choose appropriate Certificate



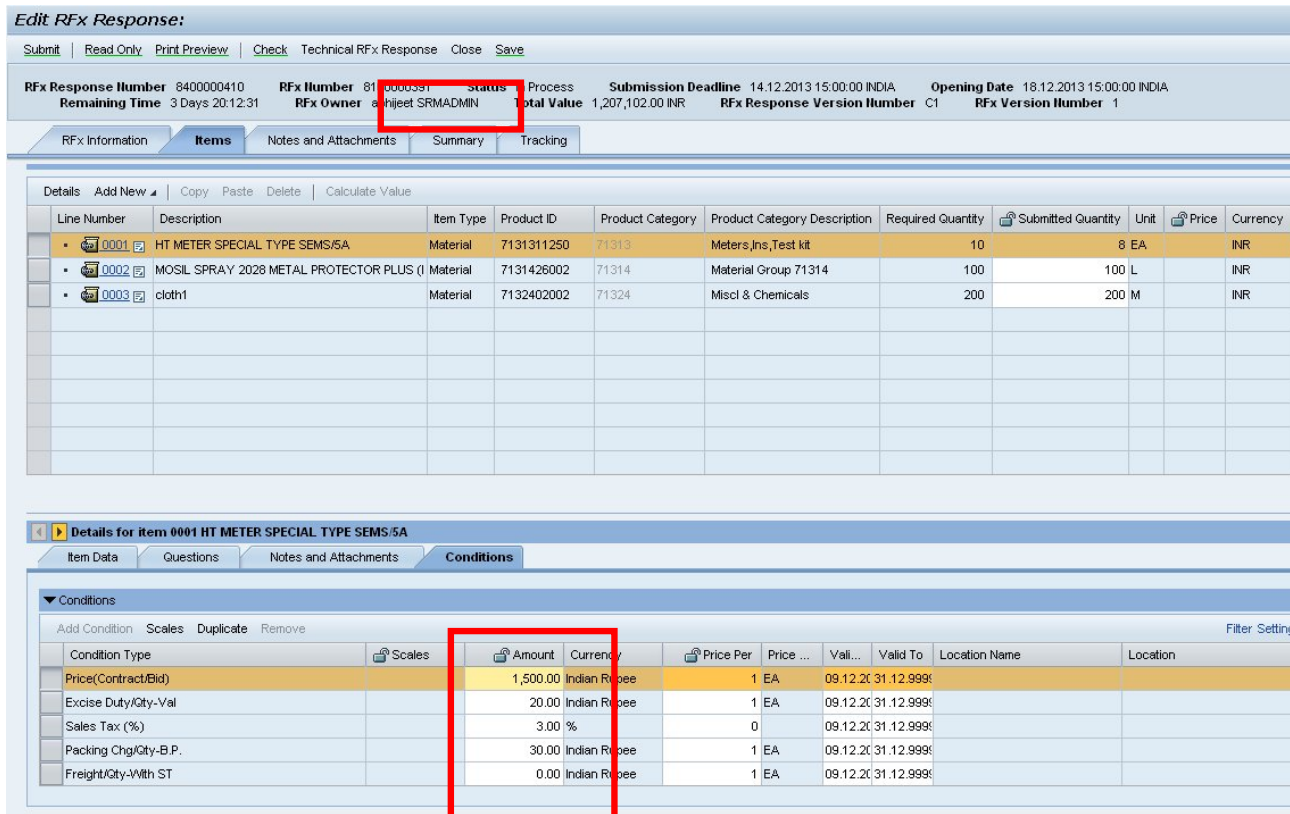
System will give an error message If not chosen appropriate Encryption Certificate



Kindly make sure to choose valid and appropriate certificate



Now Bidder can edit his / her Bid



After changing values in bid, bidder needs to again click on "Submit" button and give respective Digital Certificate and Encryption Certificate again.

Please Note:-

- Bidder can edit and change the response before submission deadline is over.
- Once you click on EDIT, system will again ask you to decrypt the BID and do the required changes and resubmit the BID. While resubmitting again bidder will again digitally sign and encrypt the Bid. Every time bidder wants to change the response, he/she has to decrypt and encrypt the Bid.
- Please also make sure to pay EMD amount before submission deadline date (if mentioned in RFX), if the same is not done, bidder will automatically get rejected.
- In case of open tender's, bidder has to first REGISTER to the bid, before participating in the RFX.
- For Limited Tenders, bidders included in the RFX will get the email notification.
- For Limited Tenders when ever there is an amendment for a published RFX, the same will be notified to all bidders included in the particular RFX via Email. Pls verify the Tendering text in the RFX for knowing change details. In the case of Open bid the amendment details will be communicated to all bidders who have registered for a particular RFX

Few Useful Tips for hassle free Submission of Bid

1. Do not submit bid in last moment. Due to various unknown reasons bidder may not be able to submit his bid in last moment. Eg. Internet Net Speed, System settings, Network Problem, Java related Problem, Browser related issues, Digital Signature related issues, Digital Signature Provider related issues.
2. Before creation of Tender Response need to installed latest Java version.
3. Installation and respective settings required before starting creation of Tender Response.
4. System will not allow to submit Tender Response without valid Digital Certificate.
5. Time taken process for buying and registration of Digital Signature
6. Signing Certificate and Encryption Certificate needs to import in Token USB.
7. Always remember password of Digital Certificate and Token else system will not allow to submit the bid
8. Always remember Expiry date of Digital Certificate. Before expiring need to take necessary actions for new Digital Certificate.
9. Same Encryption Certificate will require for decryption of Bid which was used while Encryption of Bid. Non availability or non valid Encryption Certificate will not allow for decryption of Bid.

- 10. Signing Certificate and Encryption certificate required for Save and Submission actions**
- 11. Perform system related settings as per recommendations**
- 12. Techno Commercial and Price bid(if require) related files should digitally sign and always attached through “Attachment for Techno Commercial Bid” and “Attachment for Price Bid” section.**
- 13. Bidding Process and look and fill may change time to time. It is always recommended to go through the User manual.**