

## User Manual of EPS-Vendor User

**e-Procurement Solution**



**ECIL**

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## 1 General Information

### 1.1 Application Overview

The E-Procurement System (EPS) is the application of on-line electronic tender processing, contract management and auction processing for the ECIL. The EPS application will allow users to capture data at various levels of the procurement process using various security features like digital signature, digital certificate, encryption and decryption of data etc. This application can be accessed with valid user id / password in combination with a digital certificate for administrators. This application will be utilized in the following process areas:

**RFQ** (Tendering, Pre-Bid Query etc.): The RFQ (Request For Quotation) module contains the process of NIT (Notice Inviting Tender) and Tender Document Management, Corrigendum, Pre-Bid Query and Responses.

**BID** (Bidding, Evaluation, etc.): The Bid module contains the process of Payments for Tender Document Cost and EMD. Technical Bid, Financial Bid, Tender Box Opening, Tabulation Statement and Bid Evaluation. All authorized vendors can participate in bidding process.

**ADMIN:** EPS application calls for extensive administration responsibilities to be handled by registered administrators from ECIL. These administrators will have roles divided amongst them based on their location and authority. EPS Administrator and Divisional Administrators are two types of administrators who will look after all the administrative functions and also maintain the application on an ongoing basis. Administrators need to be technical and well versed with functions and terminology of the system which will be covered in the training part during or after project implementation. The sub-sections here will elaborate on the functions and procedures required to build the application.

**Help Desk/ECIL-Team:** The Help Desk/ ECIL-Team is the module of the EPS application which provides the facility to the users like Vendors, ECIL users and others who can get help easily through this functionality, if they face any problem at the time of using the application or any query they have regarding the application. This module tracks the log of all queries raised by different users and log of replies sent by Help Desk/ ECIL-Team.

### 1.2 Purpose

Purpose of this document is to guide ECIL Users, their Vendors etc. on how to operate the E-Procurement Application, which has been developed for the purpose of e-procurement. This manual will help user to familiarize with various pages provided in the application and generating reports from the application.

The document will be used by end-users to understand the functionality of the application.

### 1.3 Scope

Execution of processes of the application will be described in this document.

## 1.4 Points of Contact

For clarification about any specific process of EPS application the contact point **Help Desk/ECIL-Team**.

## 1.5 General Functionality

### 1.5.1 Software & Hardware Requirements

In each client machine to browse the EPS application following configuration is required:

Minimum Hardware Resources:

Processor – P IV

Ram – 512 MB

Minimum Software Resources:

Windows XP

Java Version 7 Update 21 (Mandatory)

Internet Explorer 8.0 and above

Google Chrome Version 12.0 and above

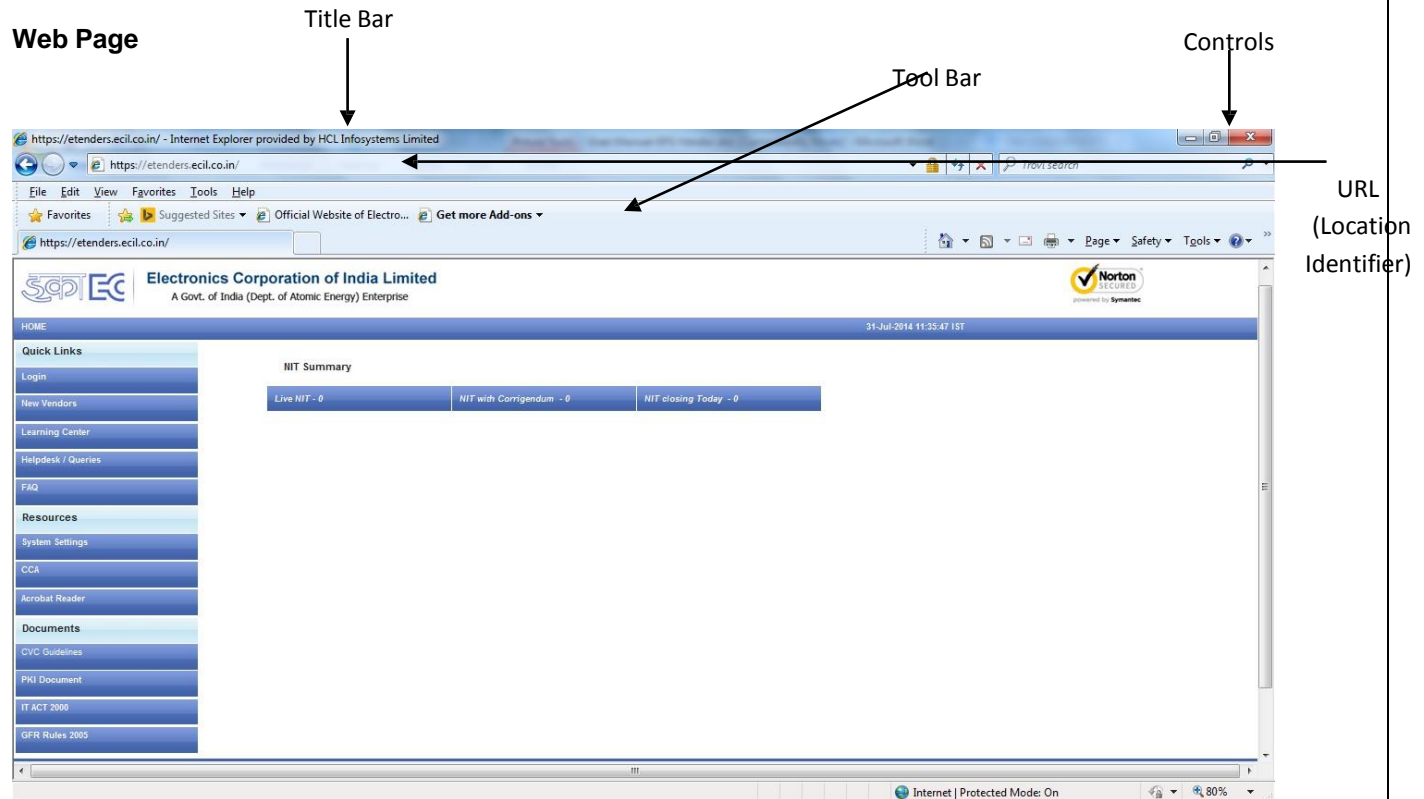
Digital Certificate- Class 3

Internet Connectivity

### 1.5.2 Internet Basics

The Internet is a worldwide system of computer networks facilitating access to information and people. Using the Internet to access and use EPS Application requires an Internet connection, Internet Explorer 8.0 browser application. A browser allows access to Web pages on the World Wide Web (www or the Web). The Web is a universally accepted standard for sharing information on the Internet.




# Vendor User Manual



## Title Bar:

The title bar at the top of the page displays the title of the application. When more than one window is open, the title bar of the active window is shown with a darker colour; the other open title bars appear faded.

## Control Icons:

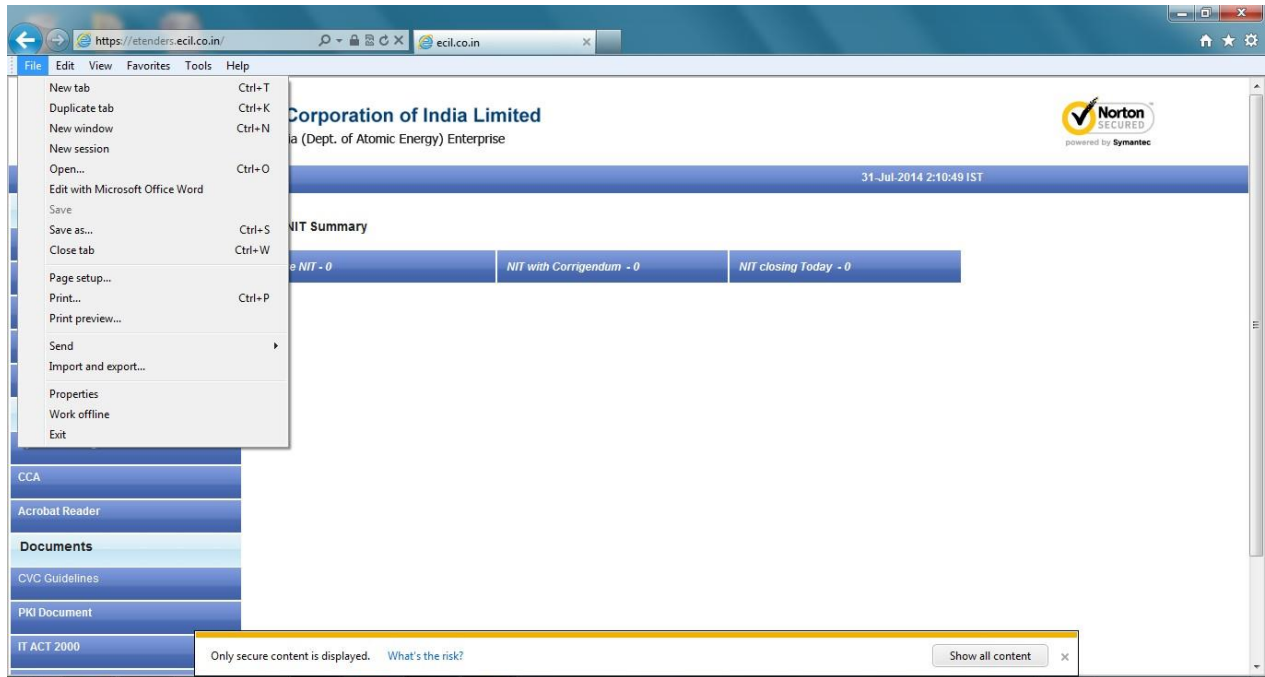
In the right corner of the title bar, there are three control icons. With a mouse click, the Minimize icon  reduces or minimizes the window to the bottom of the page. To enlarge the window back to full size, click on the appropriately titled box at the bottom of the page. The Minimize/Maximize icon  reduces the window to a smaller size, allowing the user to view other open windows or the desktop. To enlarge the window back to full size, click on the Minimize/Maximize icon again. The last control icon  is the Close icon. Clicking on this control icon closes the browser application (and the document or application open within the browser) and returns the user to the desktop.

## Menu Bar:

The menu bar provides drop-down menus for browser functions. By placing the cursor over a menu item and clicking on it with a left mouse button, the drop-down menu appears. Highlight the appropriate menu function with the cursor to make a selection.

# Vendor User Manual

Available menu functions are text items in bold. Menu functions that are not available appear faded and cannot be activated.



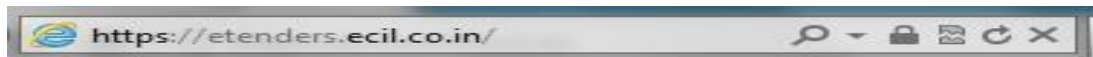
## Tool Bar:



The tool bar consists of buttons representing browser functions. Each icon has tool tip which indicates its function. If mouse cursor is kept on a specific icon then the tool tip will be displayed. For example through Back Icon you can go to previous page, through Right Arrow Icon you can move to next page if next page exists other is it will be disabled and faded.

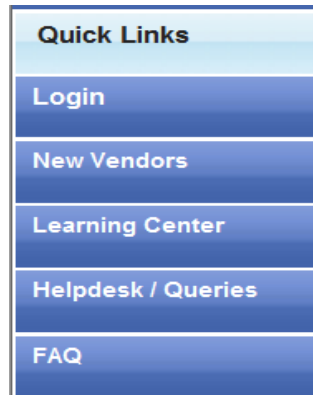
## URL -Location Identifier:

The unique location of the Web application is called the Uniform Resource Locator (URL). The URL is used to find a particular Web page among all the computers on the Internet. Enter the desired URL in the Location field and press the Enter key.



## Links:

A link provides a method to move quickly from the current page to another Web page.








For example if the cursor is kept on the link Login and clicked it will open a login page.

## Scroll Bar:

The horizontal and vertical scroll bars allow users to move around and view portions of the document that might not be visible on the screen.

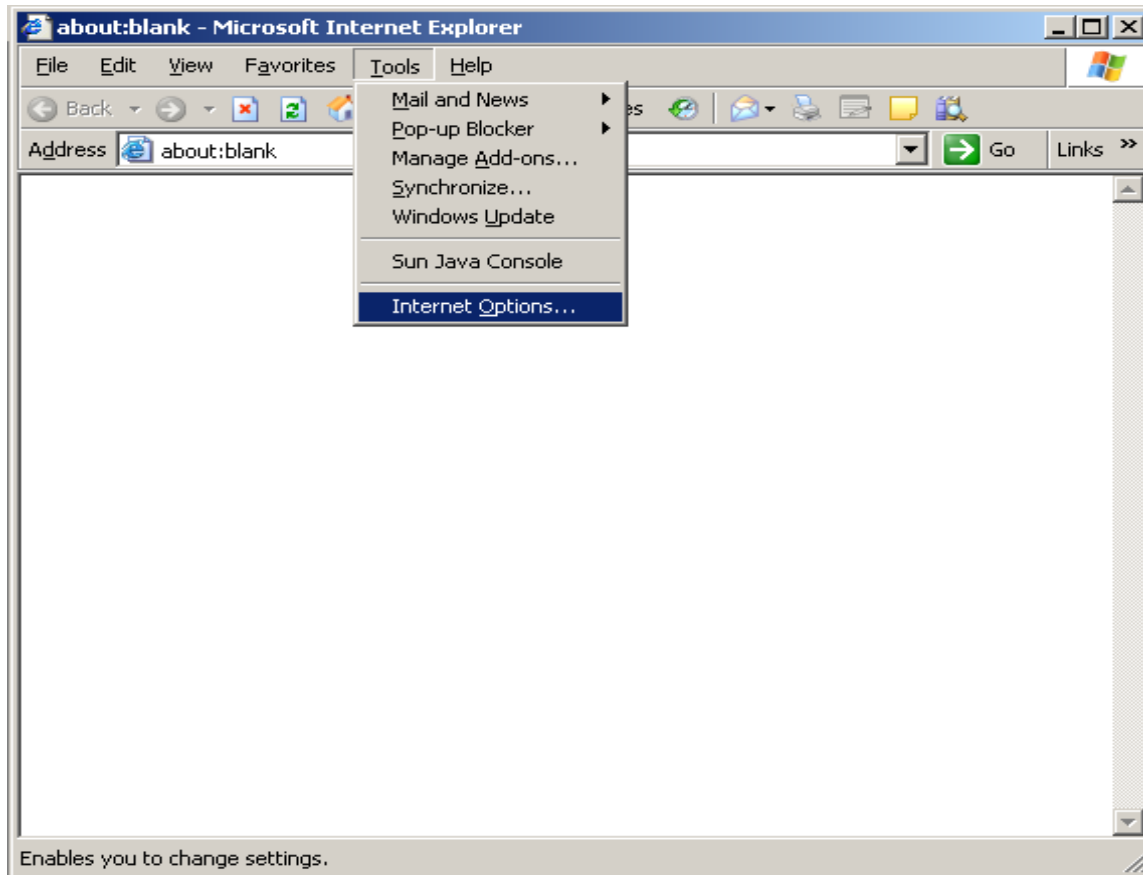


To move around on a page, use the single arrow directional buttons (i.e., , , , , Down ). Users can also click on the scroll bar and slide to the desired location in the document.

## 1.5.3 Initial Browsing Settings

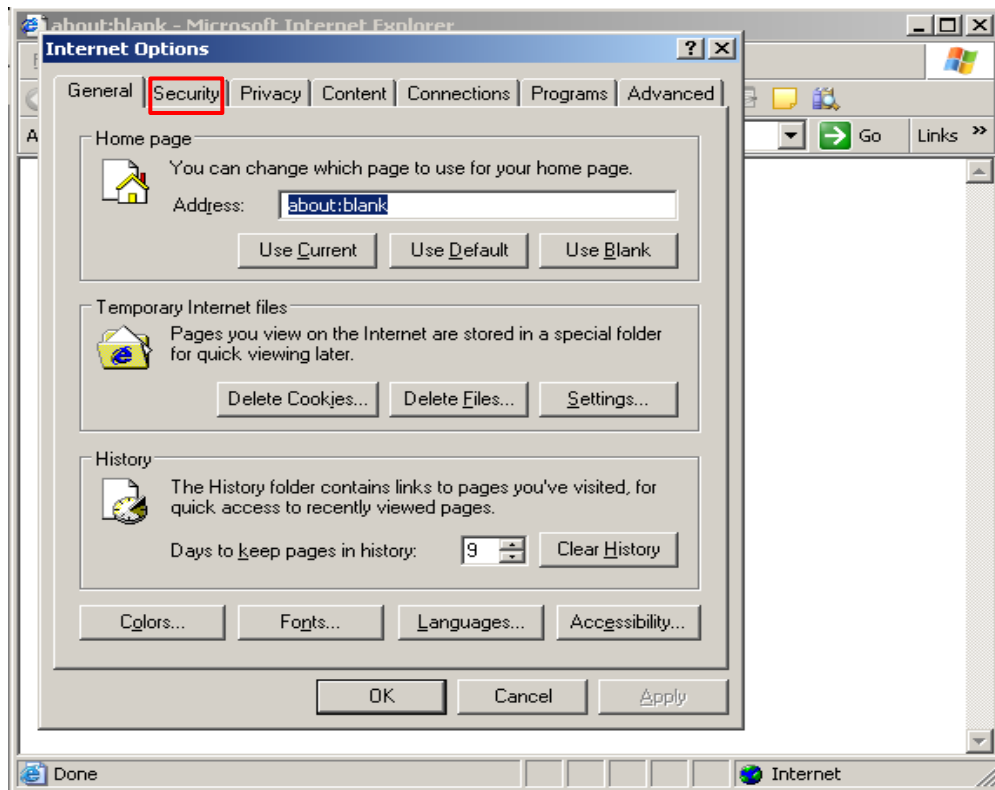
### Internet Browser Settings (Windows 2007)

For internet browser settings, to enable digital signature, go to menu bar and click the option **Tools**, it will display different menu options, have been shown below. From the menu option **Internet Options** will be selected.

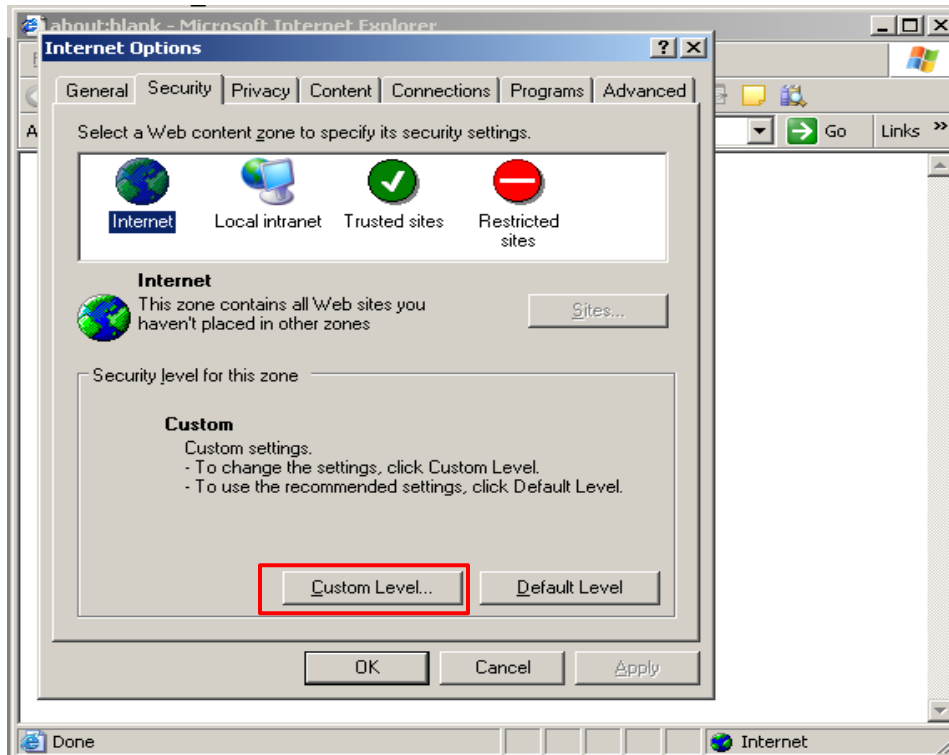


When the internet options will be selected it will open another window named as **Internet Options**, which is displayed below, to fix the browser settings as per requirement. In the following screen in the internet options window multiple tabs are displayed. From this Security tab will be selected.

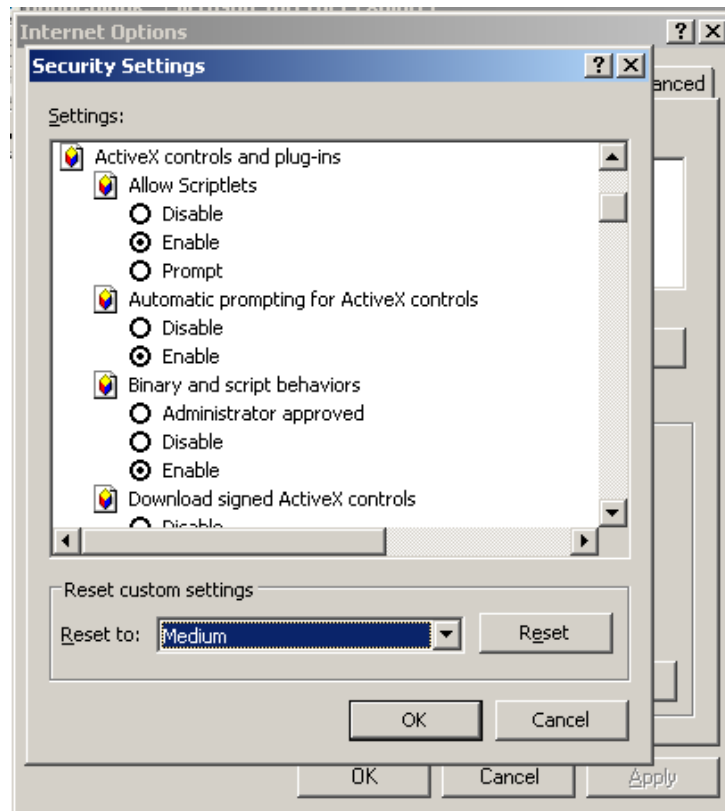




When the **General** tab marked by red colour, will be selected it will display the following screen from which **Custom Level** Button is to be clicked.



When custom level button, which is red marked, will be clicked it will open another window as Security Settings, which is displayed below. In the security settings window lot of options will be displayed, some of which are to be set.

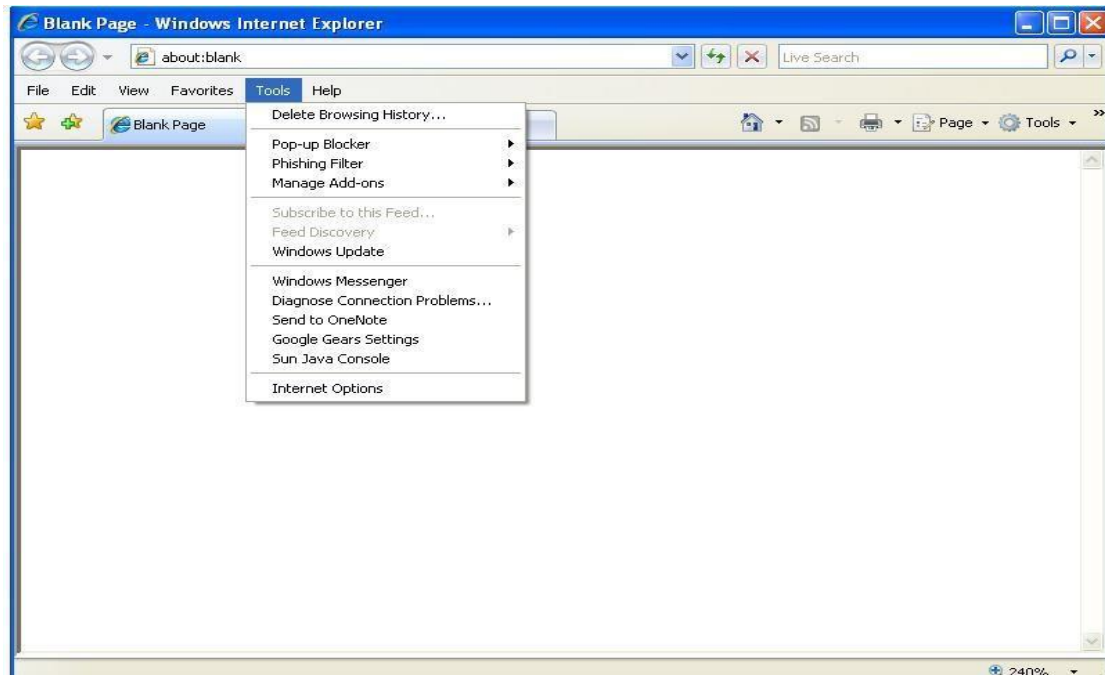


Among all options following options are to be set in the above window:

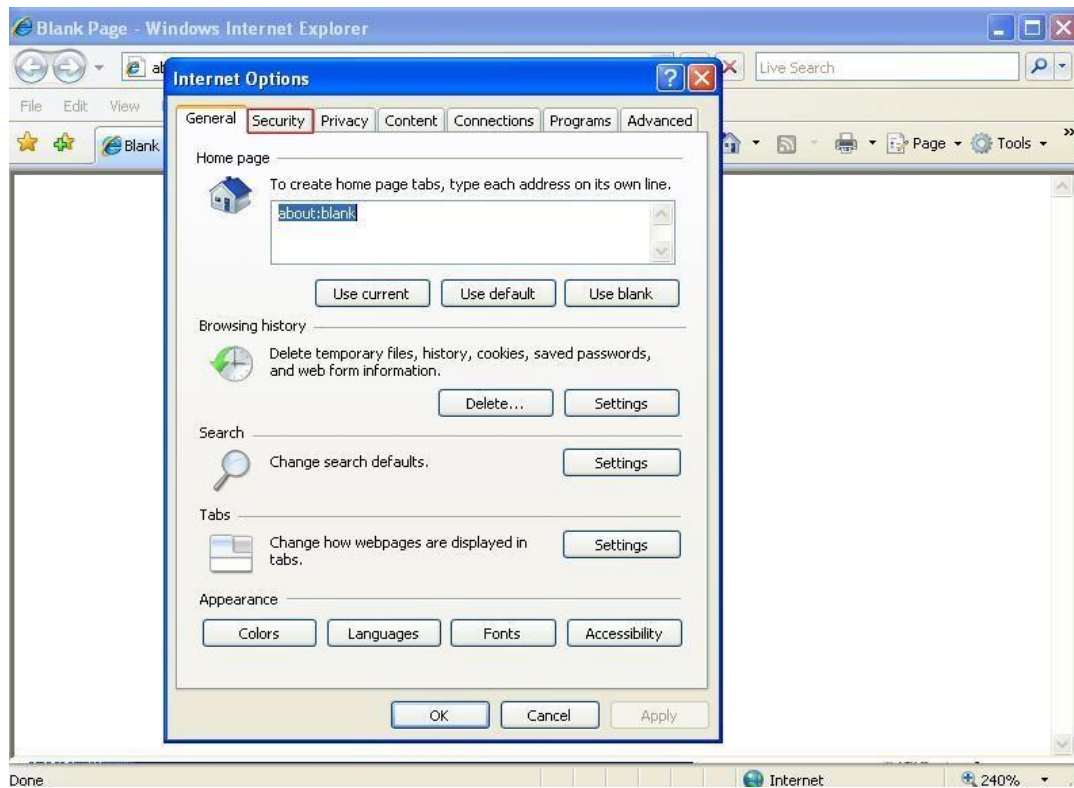
<b>Automatic Prompting for ActiveX Controls</b>	→	<b>Disable</b>
<b>Binary and script behaviours</b>	→	<b>Enable</b>
<b>Download Signed ActiveX Controls</b>	→	<b>Enable</b>
<b>Download Unsigned ActiveX Controls</b>	→	<b>Disable</b>
<b>Initialize and Script ActiveX controls not marked as safe</b>	→	<b>Enable</b>
<b>Run ActiveX Controls and Plugins</b>	→	<b>Enable</b>
<b>Script ActiveX controls marked safe for scripting</b>	→	<b>Enable</b>

## Internet Browser Settings (Window XP)

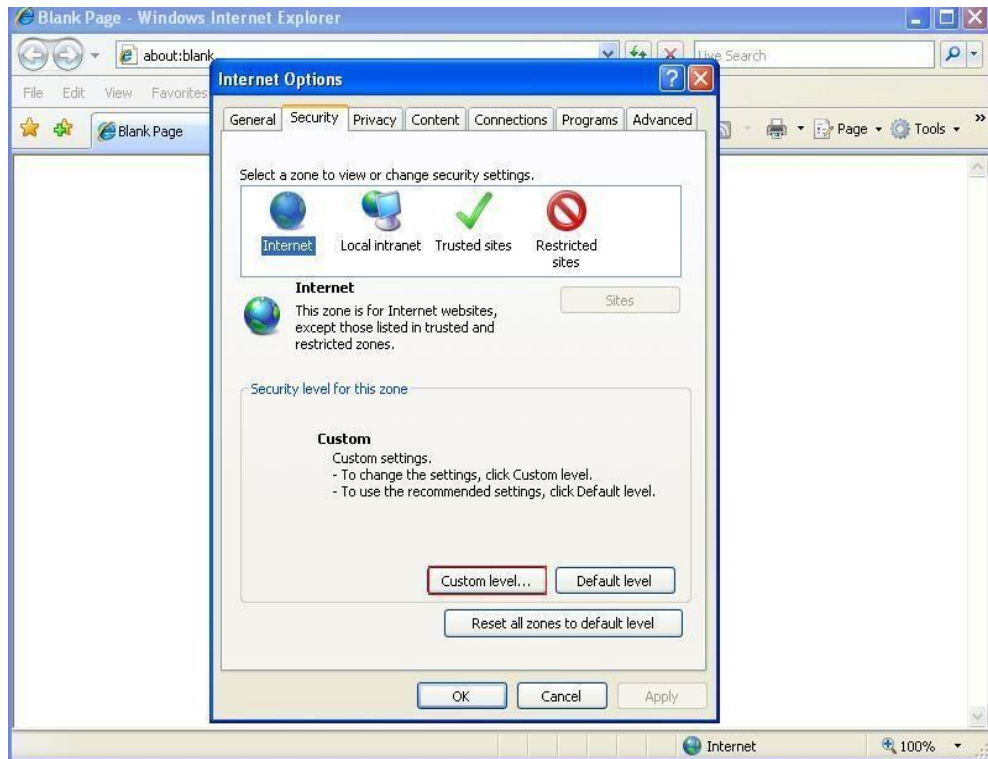
For internet browser settings, to enable digital signature, go to menu bar and click the option **Tools**, it will display different menu options, have been shown below. From the menu option **Internet Options** will be selected.



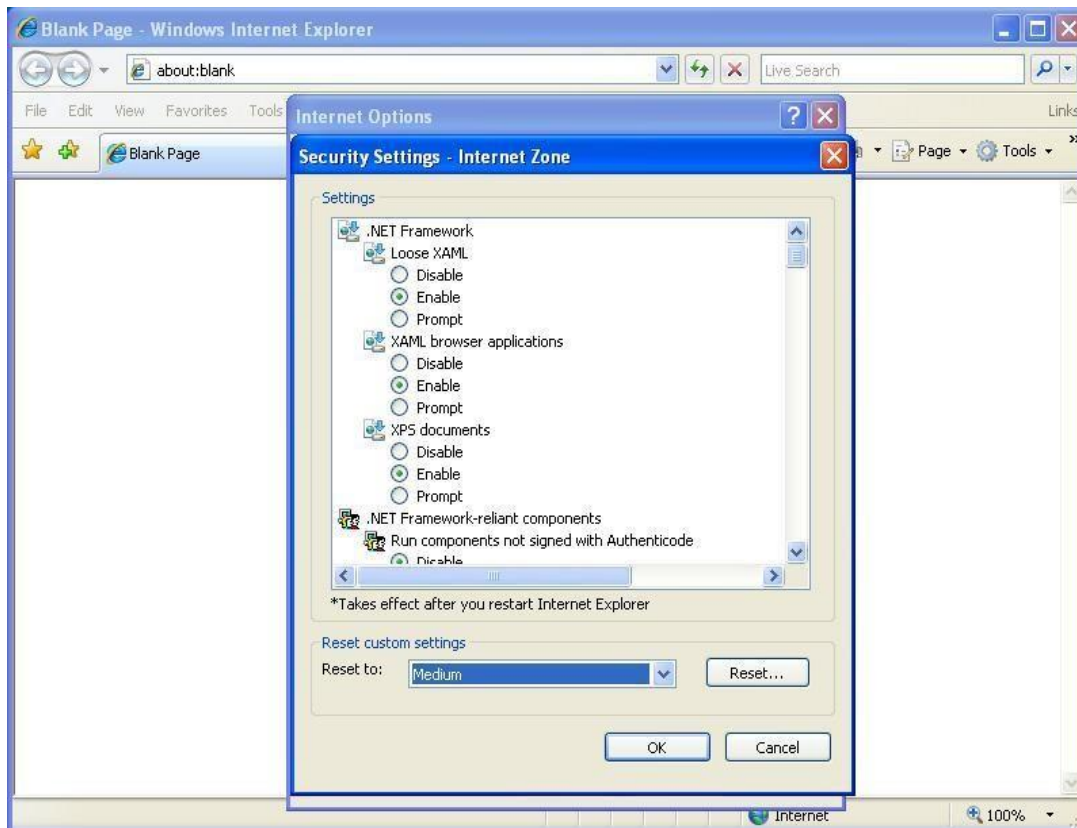
When the internet options will be selected it will open another window named as **Internet Options**, which is displayed below, to fix the browser settings as per requirement. In the following screen in the internet options window multiple tabs are displayed. From this Security tab will be selected.



When the **Security** tab marked by red colour, will be selected it will display the following screen from which **Custom Level** Button is to be clicked.



When custom level button, which is red marked, will be clicked it will open another window as Security Settings, which is displayed below. In the security settings window lot of options will be displayed, some of which are to be set.

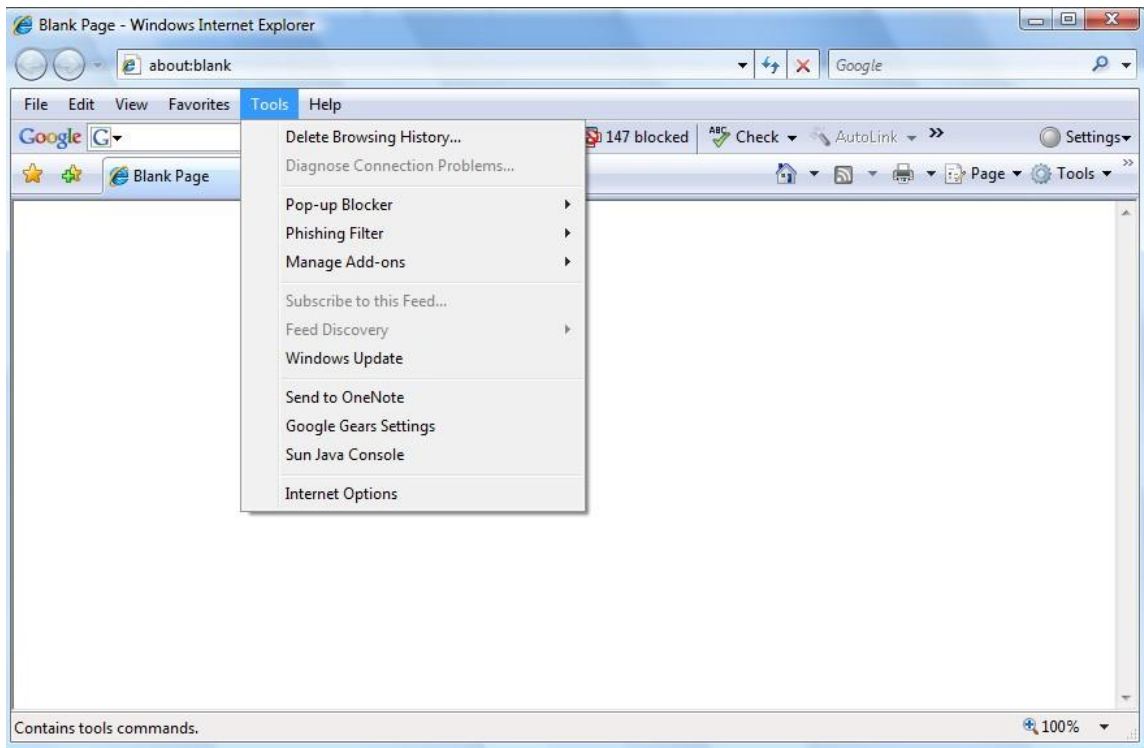


Among all options following options are to be set in the above window:

<b>Automatic Prompting for ActiveX Controls</b>	→	<b>Disable</b>
<b>Binary and script behaviours</b>	→	<b>Enable</b>
<b>Download Signed ActiveX Controls</b>	→	<b>Enable</b>
<b>Download Unsigned ActiveX Controls</b>	→	<b>Disable</b>
<b>Initialize and Script ActiveX controls not marked as safe</b>	→	<b>Enable</b>
<b>Run ActiveX Controls and Plugins</b>	→	<b>Enable</b>
<b>Script ActiveX controls marked safe for scripting</b>	→	<b>Enable</b>

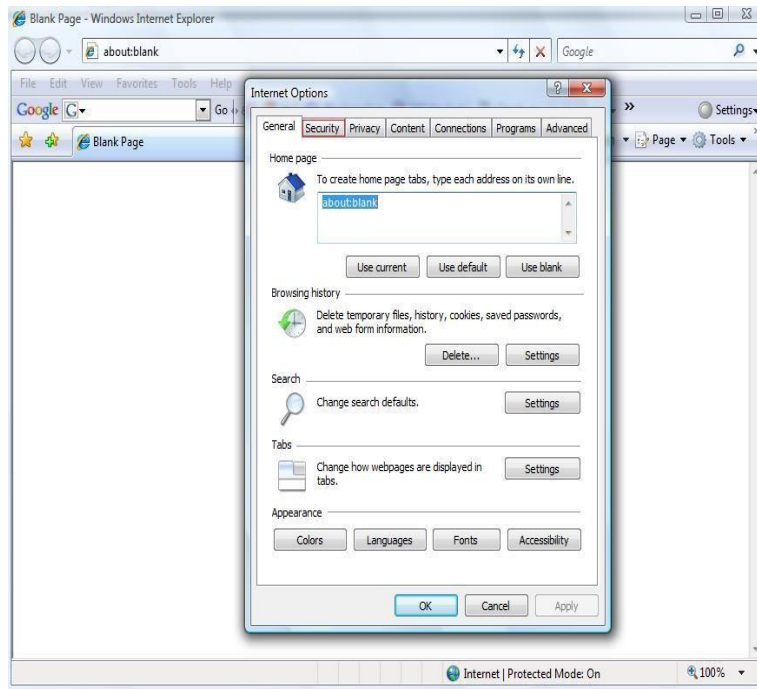
## **Internet Browser Settings (Windows Vista)**

For internet browser settings, to enable digital signature, go to menu bar and click the option **Tools**, it will display different menu options, have been shown below. From the menu option **Internet Options** will be selected.

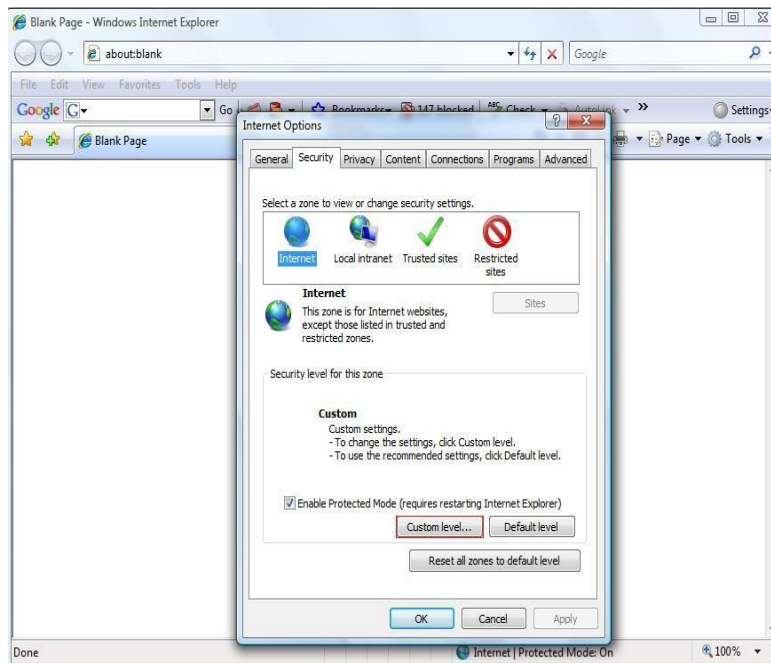


When the internet options will be selected it will open another window named as **Internet Options**, which is displayed below, to fix the browser settings as per requirement. In the following screen in the internet options window multiple tabs are displayed. From this Security tab will be selected.





When the **Security** tab marked by red colour, will be selected it will display the following screen from which **Custom Level** Button is to be clicked.



When custom level button, which is red marked, will be clicked it will open another window as Security Settings, which is displayed below. In the security settings window lot of options will be displayed, some of which are to be set.

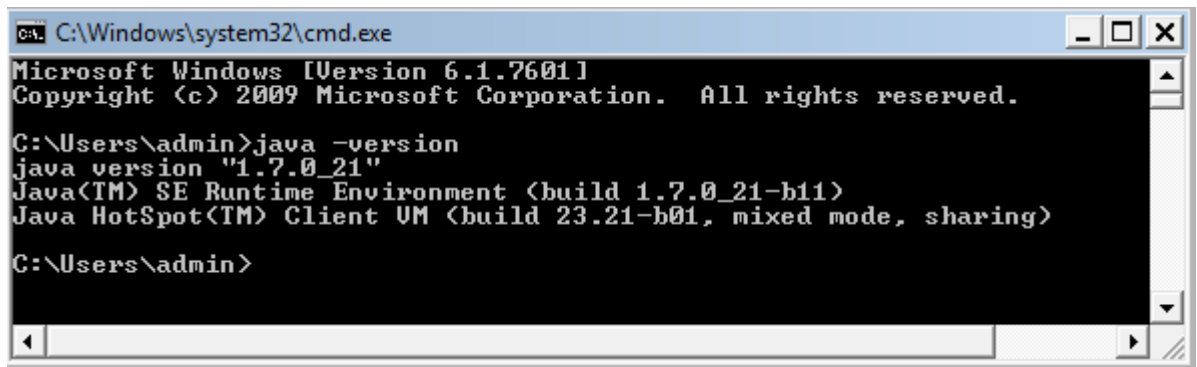
Among all options following options are to be set in the above window:

<b>Automatic Prompting for ActiveX Controls</b>	→	<b>Disable</b>
<b>Binary and script behaviours</b>	→	<b>Enable</b>
<b>Download Signed ActiveX Controls</b>	→	<b>Enable</b>
<b>Download Unsigned ActiveX Controls</b>	→	<b>Disable</b>
<b>Initialize and Script ActiveX controls not marked as safe</b>	→	<b>Enable</b>
<b>Run ActiveX Controls and Plug-in</b>	→	<b>Prompt</b>
<b>Script ActiveX controls marked safe for scripting</b>	→	<b>Enable</b>

## 1.5.4 Java installation verification

- Open command prompt. (Click windows+R (for RUN prompt) and type "cmd" and click ok).
- Here type below command and press enter. So you will get current java version installed in your PC.

➤ Java -version



```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\admin>java -version
java version "1.7.0_21"
Java(TM) SE Runtime Environment (build 1.7.0_21-b11)
Java HotSpot(TM) Client VM (build 23.21-b01, mixed mode, sharing)

C:\Users\admin>
```

➤ Verify whether java classpath is fixed or not.

- Right click on **Computer** and select **Properties**.

Or

- Go to **Control Panel** and click **System** from **all control panel items**
- At the left side menu items select **Advanced System settings**. Now you will get **System Properties** popup.
- Click on **Environment Variables** button, so you will get new popup **Environment Variables**.

- There you can find two list of variables **User Variables for Admin** and **Environment Variables**.
- Now check if **Classpath** variable is there or not in **Environment Variables** list.
- If **Classpath** variable is available in that list, go to that location what you have found in **value** of that **Classpath** variable and check if JRE was installed on that location or not. If not found, select **Classpath** and click edit and enter your JRE location in **value** text box and click **save**.
- If **Classpath** variable was not found, select **New** and fill **variable name** as **Classpath** and fill **variable value** as your JRE installed location (Ex location: C:\Program Files\Java\jre7\lib) and click OK.

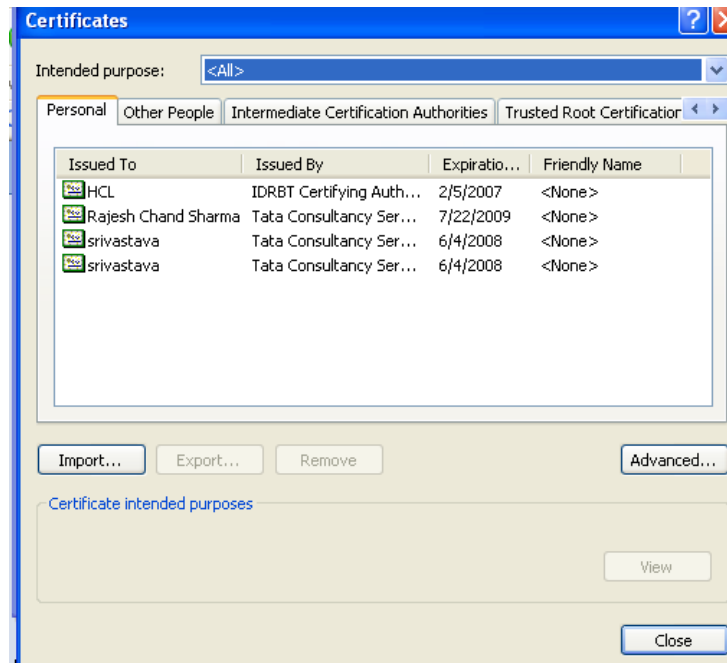
## 1.5.5 Installation of Digital Certificate from USB Token

After successful installation of the token driver from the CD available with the token (as per procedure prescribed by digital certificate supplier), insert your USB token in the computer.

### Step I

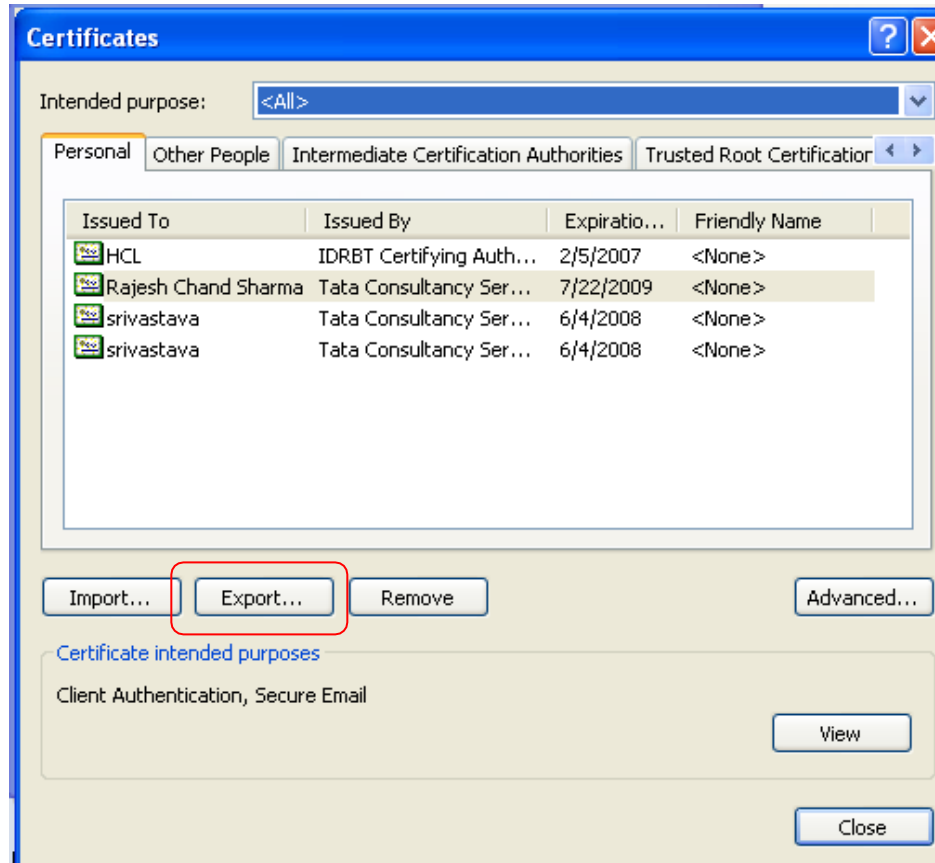
If the token driver is properly installed you can see the private keys of your Digital Signature & Encryption Certificate in personal folder in the Internet Explorer.

To go on the Personal Folder, Please Click on Tools->Internet Options->Content->Certificates in the Internet Explorer.



## Step II

After getting your certificate in the personal folder, now export the public keys of the certificate anywhere in your computer by clicking on the export button given in the window.



## Step III

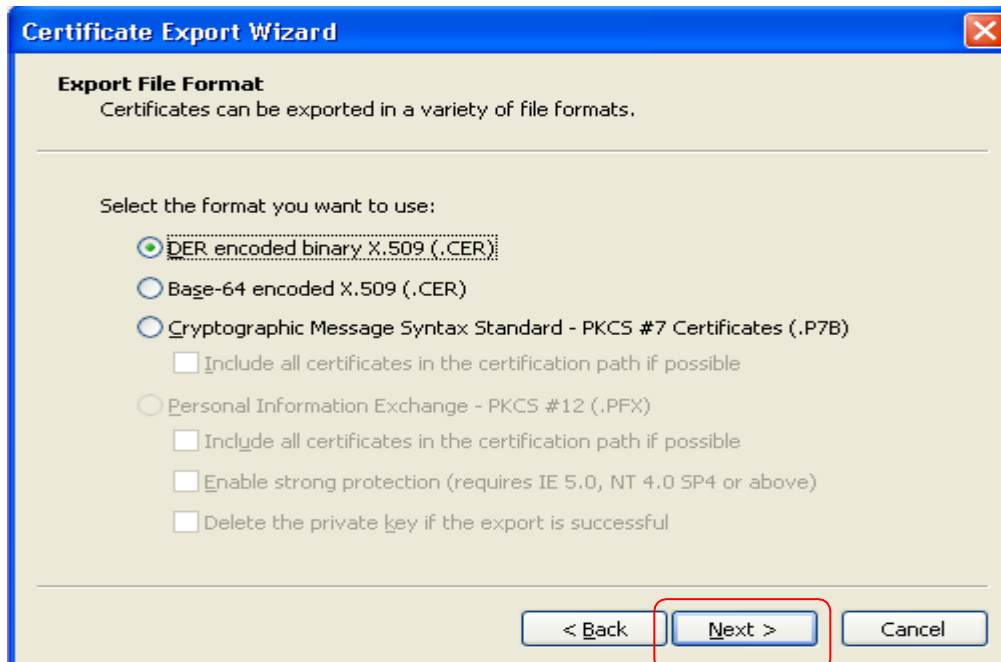
Clicking on the Export Button will take you to the Certificate Export Wizard.

Follow the instructions to complete the export of the public keys to anywhere in your computer.



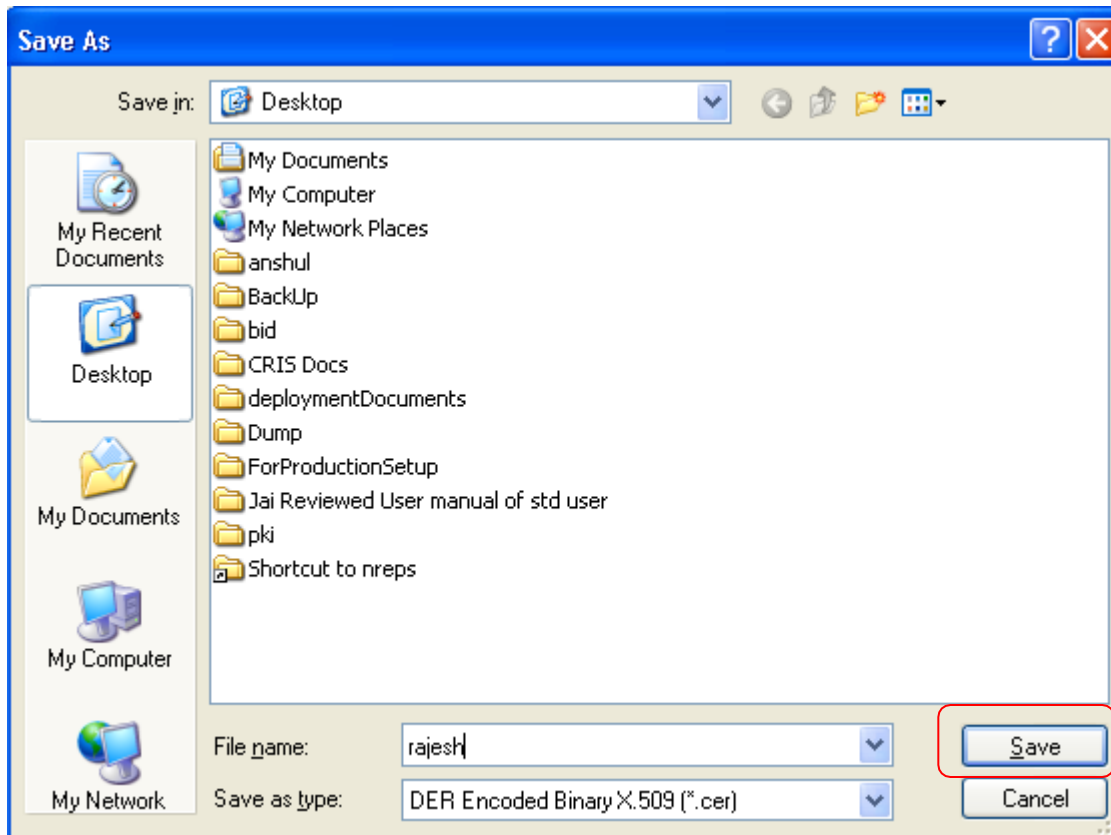
## Step IV

After clicking on next the following screen will come.



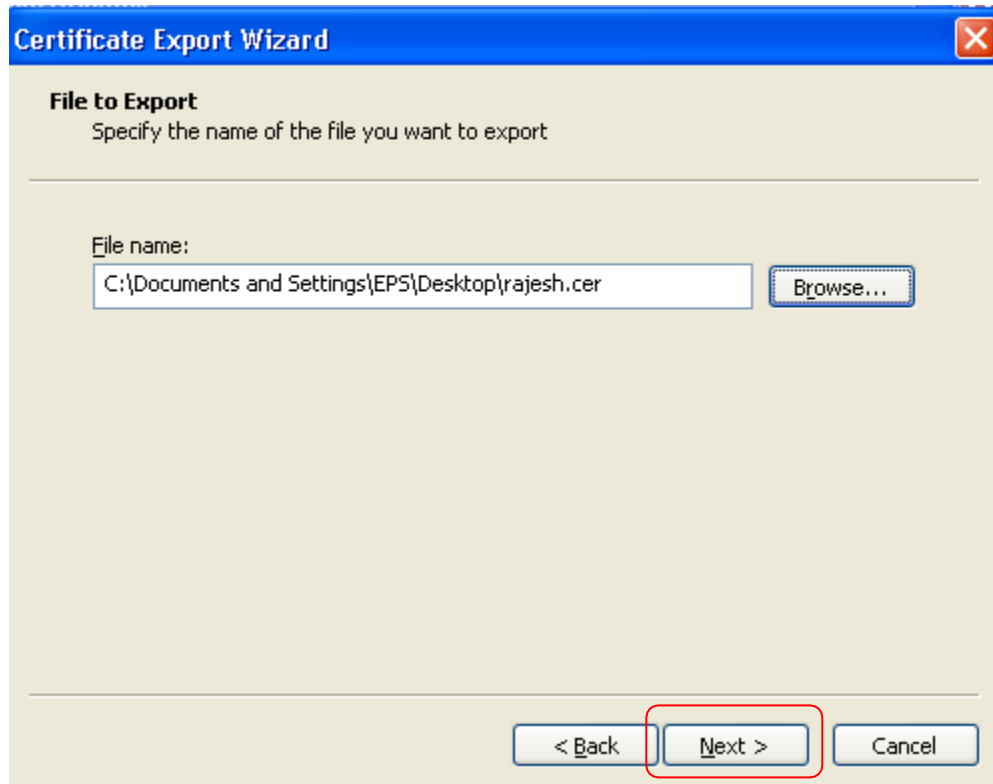
## Step V

After clicking the next the following window will open which will allow the user to select location to save the certificate.



## Step VI

After saving the certificate in specific location again click on next button.



## Step VII

After clicking on finish button the export will be done successfully.

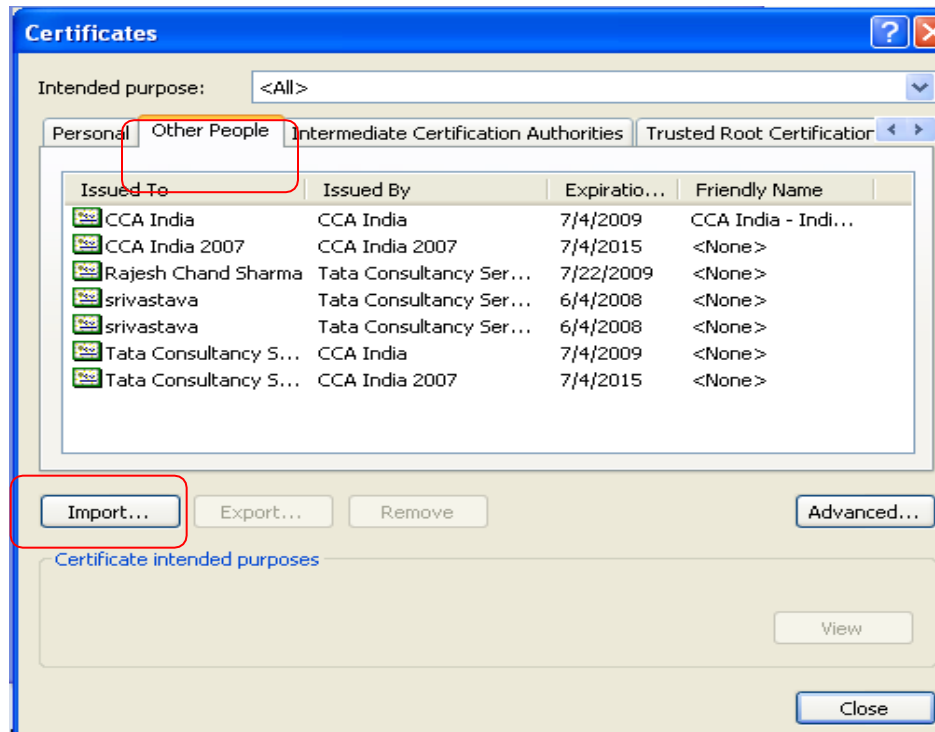




## Process to Import Public Key

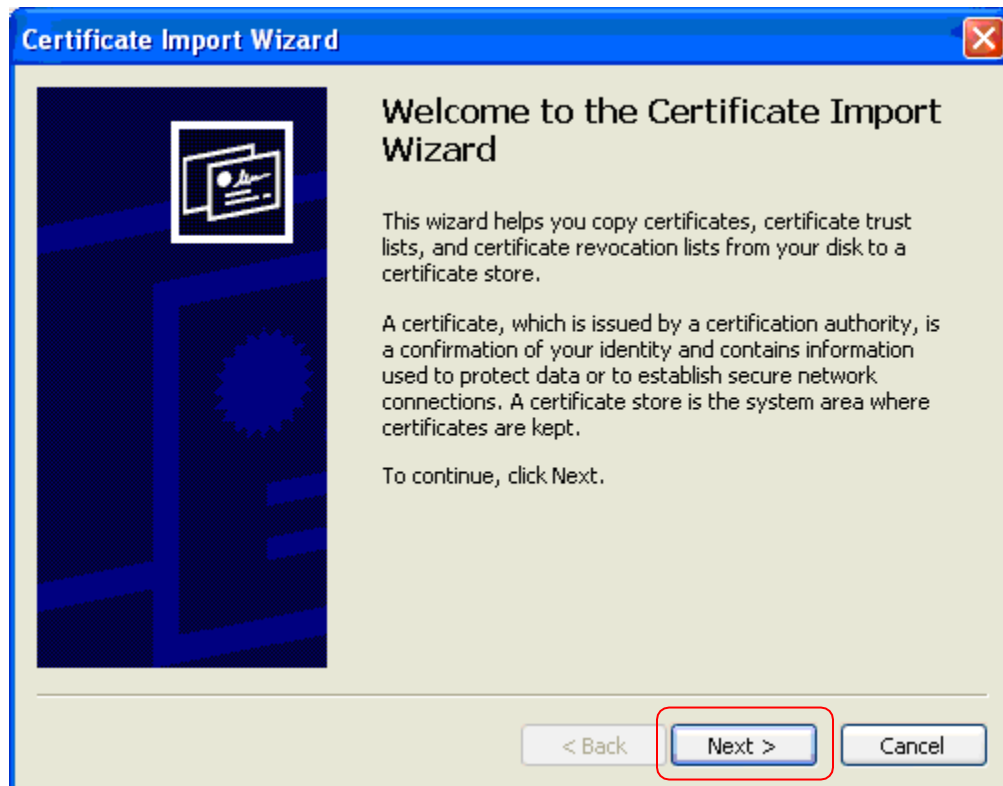
### Step I

After successful export of certificate click on the “Other People” tab to import the public key.



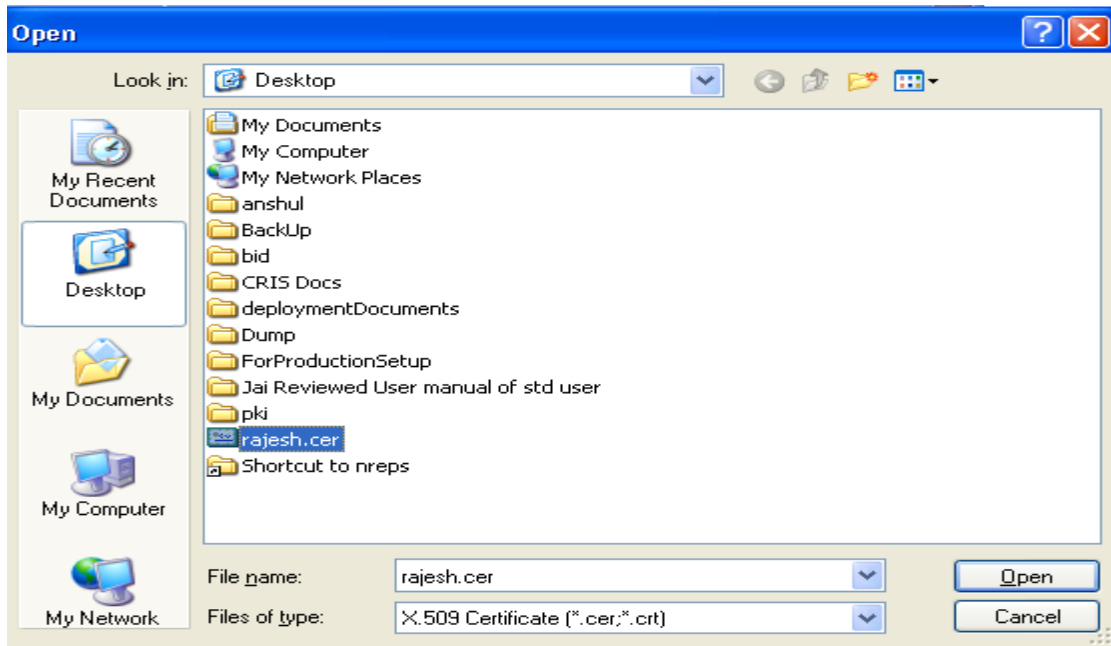
### Step II

Clicking on the Import Button opens the following certificate import wizard window.



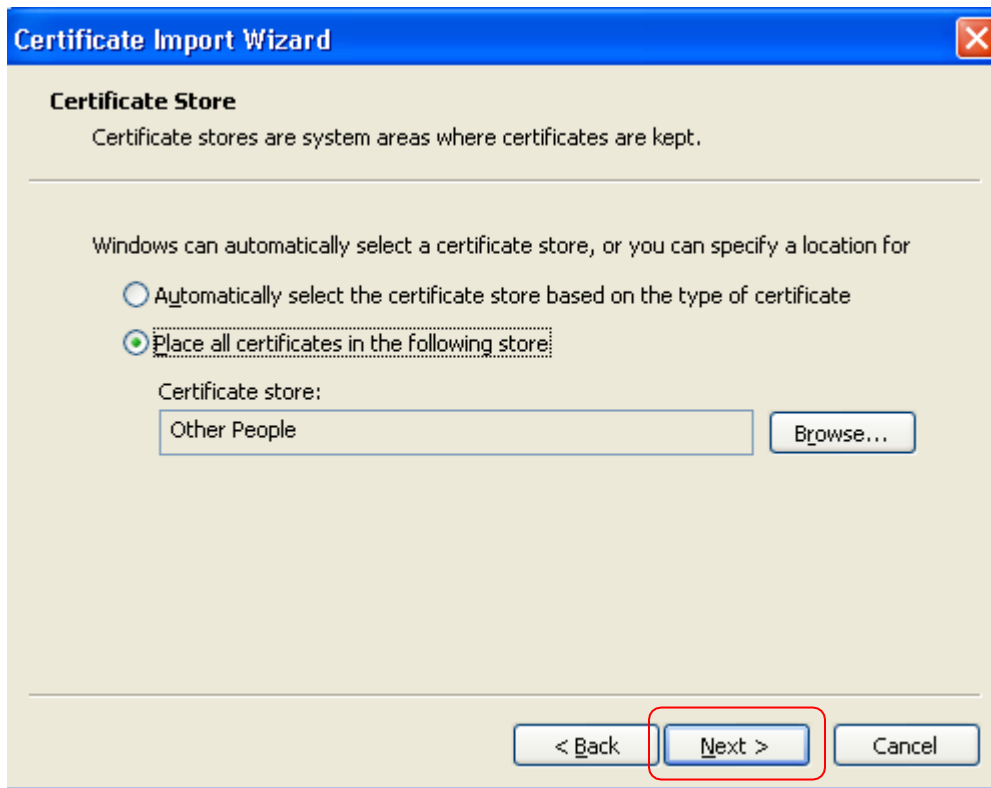
### Step III

Now click on the next button and browse the certificate from the location where it was saved or stored earlier.



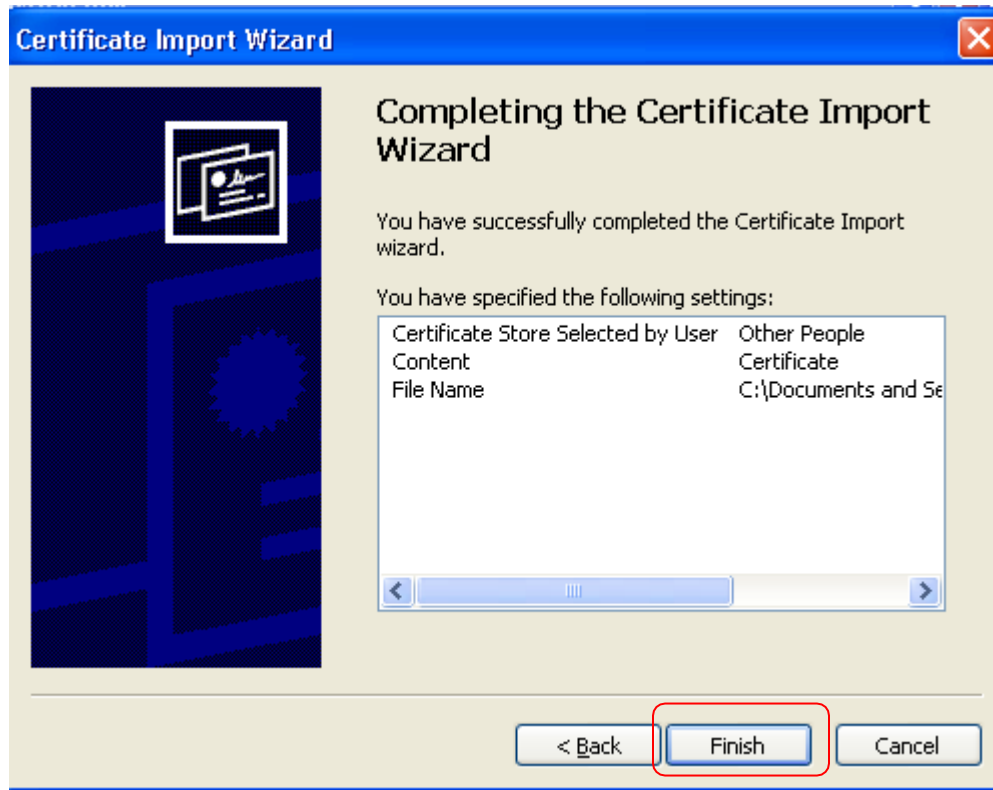
## Step IV

After clicking on the next button the certificate will automatically store in other people folder.



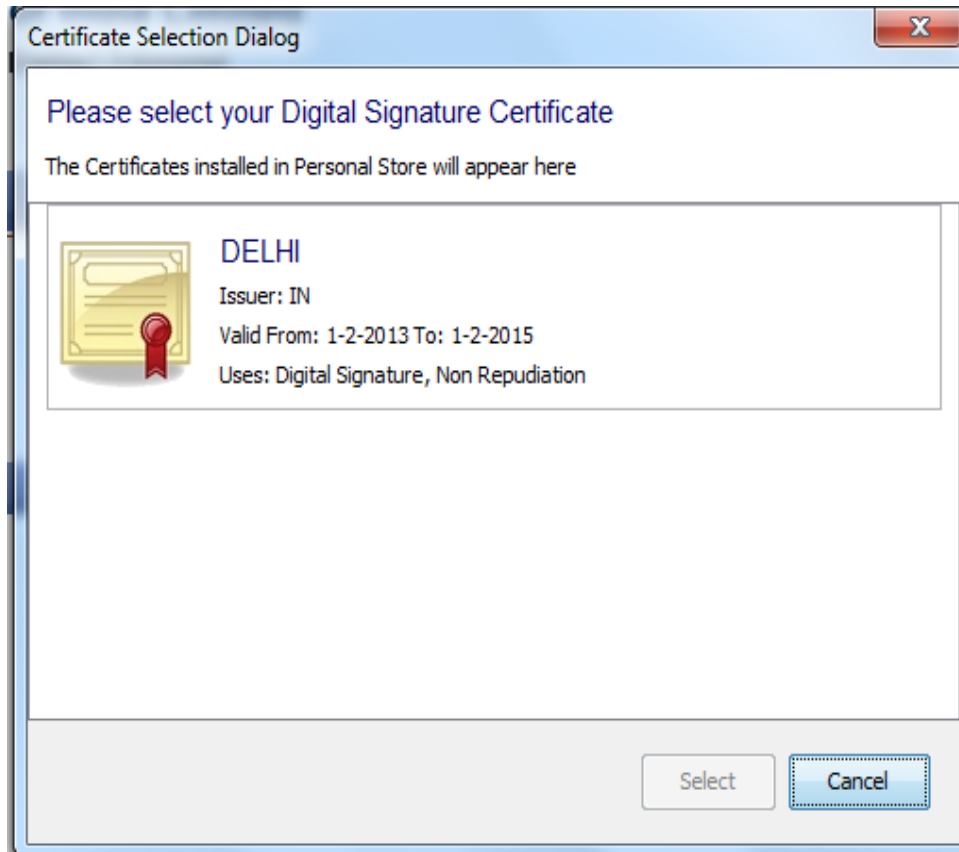
## Step V

After clicking on next button the following window will open where the finish button will be pressed which will successfully import the certificate.



## Step VI

After successful import, the certificate of the user will be displayed in the window for e.g. **Rajesh Chand Sharma**

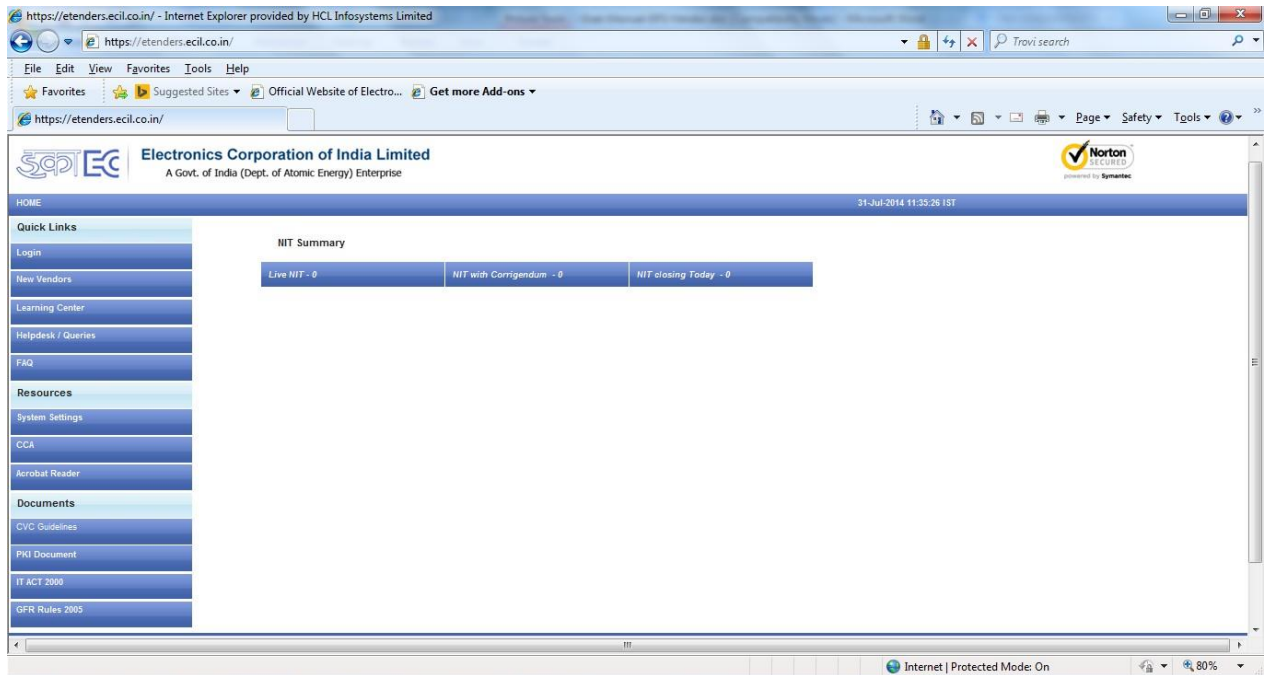


## URL of the Application

The URL to access the home page of ECIL application is:

**<https://etenders.ecil.co.in/>**

On opening this URL in Internet Explorer, the home page which is common for all users registered or unregistered is shown, it looks like the one shown below:



## 1.6 Anonymous User

Anonymous users are categorized as the type of users who did not registered with ECIL e-Tendering application. There are little functionality facilitated to the anonymous users in the home page itself which displays limited information of tender data in search and public documents uploaded by the EPS Admin, corresponding Divisional administrators and also can be checked in the documents block of the left navigation. There are few resources also available for the anonymous users like Brower Settings, Acrobat Reader etc. To access the all available functionalities of vendor, it is required to fill the form available with the link New Vendors and registration would be activated once the request is approved by ECIL team.

### 1.6.1 New Vendor Registration

#### ➤ Process flow of Vendor Registration



Following form can be accessed by the user from the “New Vendors” link provided in the left navigation. User id for login would be the valid email Id of the user and after approval of the request, the password which is generated by the application would be communicated to the user through given email Id. This password can be changed by the user. Once the User Id is approved for the registration same email cannot be used for the other user registration.

Following interface would be provided to the user after clicking the link from the left navigation.



# Vendor User Manual

**Login Registration Form**

(Field marked (\*) are mandatory)

(Fields marked (\*\*) Either of these fields is mandatory)

(Fields marked (\*\*\*) Either of these fields is mandatory)

**Firm Details**

Division name\*:  
Select Division Name

Type Of Business\*:  
Select Type Of Business

Nature of Business/Firm\*:

Firm Name \*: M/S

Country\*:  
Select Country

State Of Registration\*:  
Select State

Year of Registration/ Incorporation\*:

Proprietor/Partner Name\*:

Firm URL:

Address Line 1\*:

Address Line 2:

City\*:

Country\*:  
Select Country

State\*:  
Select State

Pin/Zip Code\*:

Mobile Number\*:

Phone Number:

Mobile Number Will Be Used For SMS

Fax:

**Authorized Signatory Details**

E-Mail/User Id\*:

Confirm E-Mail/User Id\*:

First Name\*:

Middle Name:

Last Name:

Address Line 1\*:

Address Line 2:

City\*:

Country\*:  
Select Country

State\*:  
Select State

Pin/Zip Code\*:

Mobile Number\*:

Phone Number:

Mobile Number 2:

**Statutory Details**

TAN No.:

CST No.\*\*\*:

VAT No.\*\*\*:

LST No.\*\*\*:

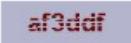
PAN No. of Proprietor/Partner's \*\*:

PAN No. of Firm\*\*:

Other:

Other:

**Verification Code**

Verification Code:  


Enter Verification Code\*:

Sign & Submit

Reset

Cancel

Note:For security reason we have logged your system IP.

User is required to duly fill the form and after that it's required to digitally sign the form.

System would prompt the certificate stored in browser and also attached token. User is required to select one valid certificate for the successful completion of the registration process.



After successful submission of form system would provided unique request id to the user for the future reference of registration request.

### 1.7 Login as Vendor User

Once the registration request is approved by the Help Desk/ ECIL - Team would get the password in the email Id provided at the time of registration. If the user is logging at the first time its compulsory the change the password at the first login with this user is asked to fill some necessary statutory information at first login.

System would prompt to enter the User Name (email Id) and the valid password.

# Vendor User Manual

Login

Authenticate Yourself

User Name

Password

☐ Use virtual keyboard (Recommended)

Login Home

**Note :** User Name and Password is Case Sensitive  
For security reason we have logged your system IP.

Virtual Keyboard (for entering password only)

q g r i v u y p m b 6 8 9  
z d a j o x l k e 4 0 5  
c f t h n w s 2 3 1  
> , ! : + ~ = @ \ [ 7  
& { - ] \* ? ( ' ; } |  
" # ) ^ \_ \$ < \_ / . %  
Back Space Clear Caps Lock

Forgot Password

- Click Here to get Password through E-mail
- Click Here to get Password using Digital Certificate

Register

- Click Here To Register As New Vendor

He or she has to put user id and password in the following fields:

- **User Name** – Enter the User Name (email Id)
- **Password** - Enter the Password
- **Login** - Click on Login
- **Register** – This button will be used by new vendors, who want to be registered with EPS Application. This button it opens the Login Registration Form which is given in the section 4.1.1.
- **Forgot Password?** – This link would proceed to forgot password interface to get the new password.
- **Enter Email Id** – User Name/Email id is to be entered. After pressing the **Submit** button application asks for digital authentication of the user who is requesting a password reset. The following screen shows this process screen.

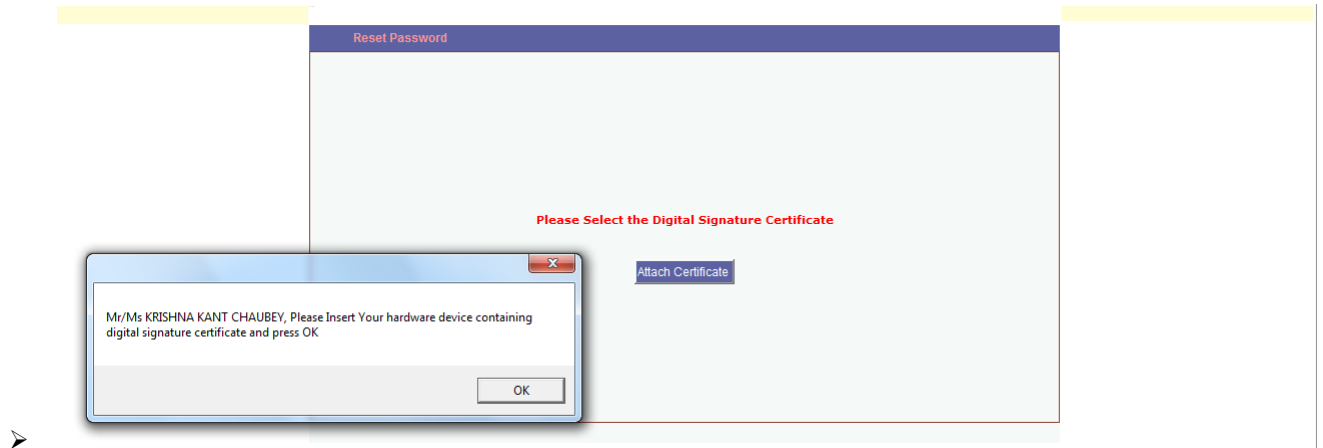
Forgot Password

(Field Marked \* are mandatory)

Enter Your Email Id \*:

Submit Reset Cancel

- After submitting the User Id/Email Id to reset the password User must be attached their Digital Certificate.

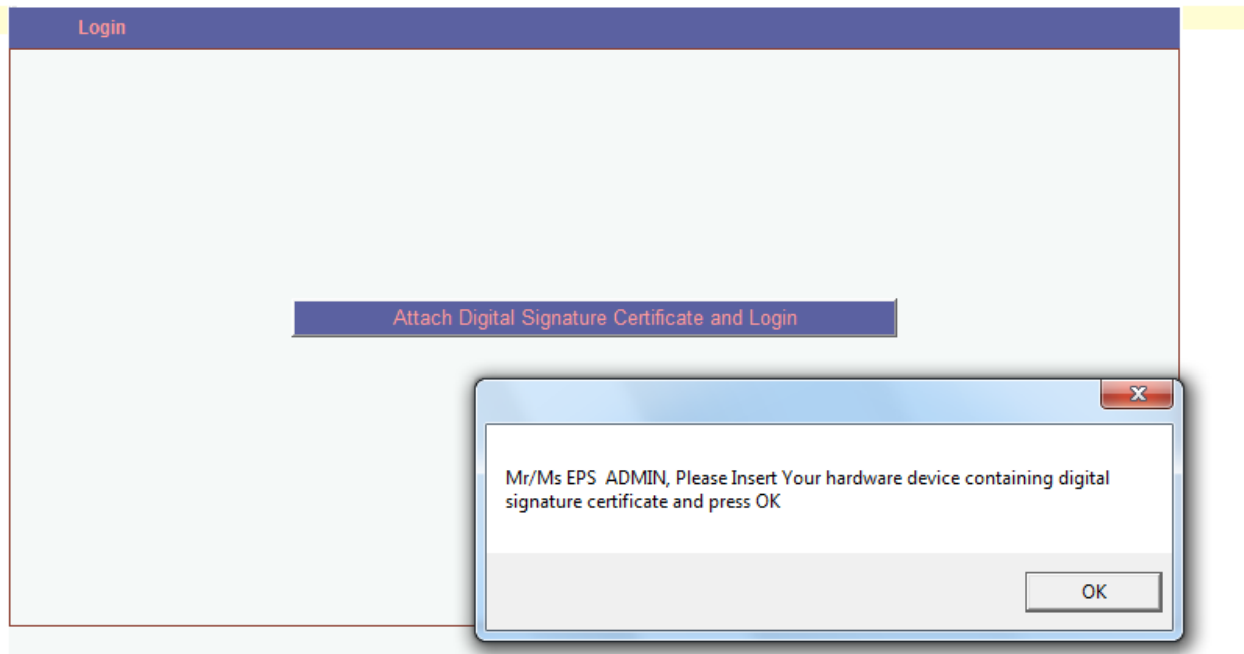


After successful submission of the form system would generate a random password and that would be sent to the users email id.

**Change Password** – This link, which takes the user to the following window where user can reset the desired password at the front end itself.

The image shows a web form titled "Forgot Password". At the top, there is a blue header bar with the text "Forgot Password". Below the header, there is a note in blue text: "(Field Marked \* are mandatory)". Further down, there is a label "Enter Your Email Id \*" in blue, followed by a white text input field. At the bottom of the form, there are three blue buttons: "Submit", "Reset", and "Cancel".

**After Enter User Email Id** – User Name/Email id is to be entered. After pressing the **Submit** button application asks for digital authentication of the user who is requesting a password change. The following screen shows this process screen



After attaching the certificate the following window opens for changing the password.

The screenshot shows a web application interface for changing a password. At the top, there is a blue header bar with the text "Change Login Password". Below the header, the main content area is light gray. At the top of the content area, there is a note: "(Field Marked \* are mandatory)". Below this, there is an error message in red text: "Error Code : ADM.007" and "Message : Your password has expired, please change your password. Password expires every 60 days." Below the error message, there is a section titled "Password Policy" with a list of requirements: 

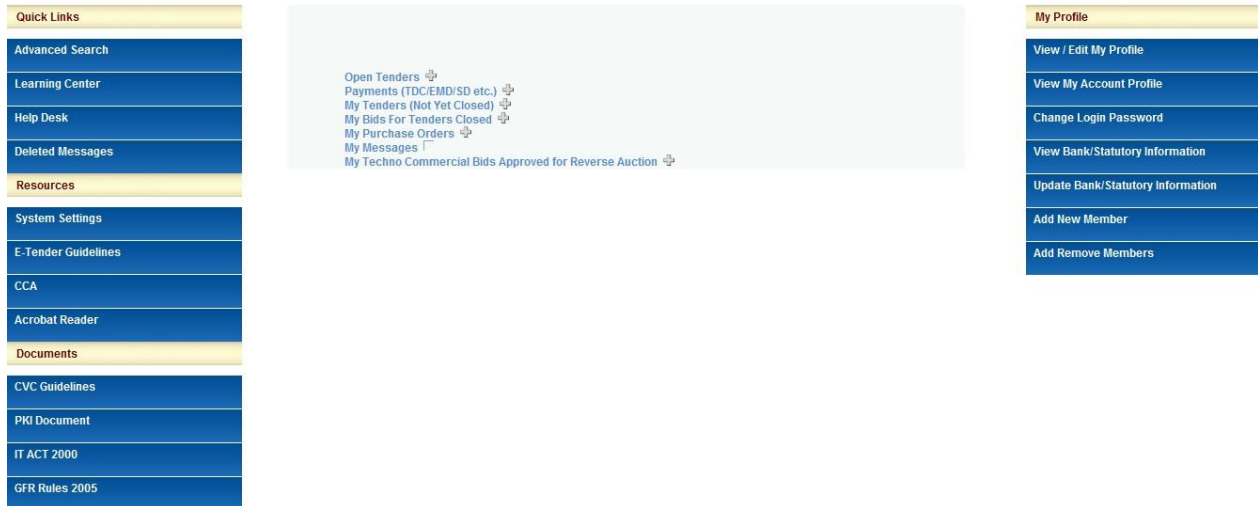
- User Password should be minimum of 6 characters and maximum of 12 characters.
- Password will get expire in 60 days.
- The new password has to be different from the previous one.
- The password cannot be the same as userId and should not contain User-Id.
- Password must contain atleast one special character and numeric character.

 Below the policy list, there are four input fields: "Enter Old Password \*:", "Enter New Password \*:", "Re Enter New Password \*:", and a "Password Strength :" indicator. The "Password Strength :" indicator shows a red box with the text "Too Short". At the bottom, there are two buttons: "Save" and "Reset".

# Vendor User Manual

Re Enter the New password and press the save button user can reset the password. After changing the password the email goes to your email address, where the “password has been changed” information will be written.

Home page for vendor user is divided into 3 blocks. After successful login of Vendor User following links are provided.



## Links in Right Navigation Block:

### ➤ My Profile

- ✓ **Views My Profile** – Through this functionality the user will be able to view his Profile Details like Email Id/User-Id, personal details like name, address, etc.
- ✓ **View My Account Profile** – Through this functionality the user will be able to view details about his corresponding account.
- ✓ **Change Password** – This interface provides the facility to reset the current password.
- ✓ **Add Remove Units/Members** – With this interface user can add unit's members in corresponding account which can be deleted also if required.
- ✓ **Add new member** – Through this user would be able to add secondary vendor(s) in his corresponding account.
- ✓ **Add/Update Statutory Information** – Statutory information provided at the time of first login can be updated with this interface.

## Links in Middle Body of the Page:

### ➤ Links in the Body

- ✓ **Open Type Tender** - It will show tenders for which user can do the Bid.
- ✓ **Payments(TDC/EMD/SD etc.)** – Details of payments made by user (TDC/EMD) , TDC would retain till closing date of tender, and EMD would retain till closing date + 12 months of payment
- ✓ **My Tenders (Not Yet Closed)** – It will show tenders for which tender enquiry is addressed to the vendor or TDC payment is submitted by the vendor and bid is not submitted by the vendor.
- ✓ **My Bids for Tenders Closed** – Tenders for which vendor has submitted the Bid (minimum one Bid Id is generated for particular tender) , tenders would retain till decided.

## Links in the left Navigation Block:

### ➤ Quick Links

- ✓ **Advance Search** – This interface also facilitates user to search tender information with multiple parameters.
- ✓ **Learning Centre** – With this link user can readily access the literary related to the ECIL application.
- ✓ **Help Desk**– This link gives access to the Help Desk Interface from where user has various options to get in touch with Help Desk.
- ✓ **Deleted Message** – This link allows to seeing the deleted message list.

### ➤ Resources

- ✓ **Browser Settings or Usage** – There are few specific browser settings required to make some Active X controls works, Steps of these settings are provided in this interface which can be checked as per the Operating System or version of internet explorer.
- ✓ **E-Tender Guidelines** – This link opens the PDF document of E- Tender Guidelines.
- ✓ **CCA** – this link opens the site of <http://cca.gov.in/>
- ✓ **Acrobat Reader** – It opens the site of <http://www.adobe.com/downloads/>. From here user can download Acrobat Reader, Which is required to open the tabulations and upload of documents in the ECIL application.

### ➤ Documents

- ✓ **CVC Guideline**– This link opens Central Vigilance Commission guideline.
- ✓ **PKI Document** – This link opens Public Key Infrastructure guideline.
- ✓ **IT Act 2000**– It opens the guideline about IT Act 2000.

- ✓ **GFR Rules 2005** – It opens the guideline about General Financial Rule.

## 1.7.2 Advanced Search

**Quick Links**

- Advanced Search
- Learning Center
- Help Desk
- Deleted Messages
- Resources
- System Settings
- E-Tender Guidelines
- CCA
- Acrobat Reader
- Documents
- CVC Guidelines
- PKI Document
- IT ACT 2000

**My Profile**

- View / Edit My Profile
- View My Account Profile
- Change Login Password
- View Bank/Statutory Information
- Update Bank/Statutory Information
- Add New Member
- Add Remove Members

Open Tenders

Payments (TDC/EMD/SD etc.)

My Tenders (Not Yet Closed)

My Bids For Tenders Closed

Section Unit	Tender No.	Description	Closing Date/Time	Actions
MANUAL1 / manual	TENDER2	werew	23/10/2013 17:18	
MANUAL1 / manual	ECIL22	description	23/10/2013 17:18	
MANUAL1 / manual	ECIL25	asfsgsdfdsaf	26/10/2013 10:36	
MANUAL1 / manual	QCBS25	345	25/10/2013 14:00	

My Purchase Orders

My Messages

My Techno Commercial Bids Approved for Reverse Auction

For the Advance Search users can click on the “Advanced Search” link.

After clicking the same, a page as below appears.

**Advance Search (Tender)**

(Please choose one or more option for search, view & Downloading E-Tender Notices and Click 'Show results' to view Details of E-tenders)

Search Criteria:  Search For: Tender Number

(Minimum 3 characters should be entered)

Tender Status: All

Select Date: Tender Closing Date From 24/10/2013 To 24/10/2013

Show Results Reset

\*Search result shows open/Bulletin/other published tenders and tenders addressed to his/her firm.  
\*Date range should be within 6 months.

In advanced search tender information can be searched through various search criteria.



# Vendor User Manual

- Tender Number
- Tender Status
- Select Date and From To

Search Criteria:  (Minimum 3 characters should be entered) Search For:

Tender Status:

Select Date:  From  To

\*Search result shows open/Bulletin/other published tenders and tenders addressed to his/her firm.  
\*Date range should be within 6 months.

Tender search results 7

Section Unit	Tender No	Description	Status	Uploading Date Time	Due Date/Time	Due Days	Actions
MANUAL1/manual	GPWSE	23525	Tender Box Open	21/10/2013 15:19	21/10/2013 14:56	LAPSED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
MANUAL1/manual	TEST1123	hjkjhkhk	Published	23/10/2013 12:26	23/10/2013 12:27	LAPSED	<input type="checkbox"/>
MANUAL1/manual	TEST1124	hjk,hjk	Tender Box Open	23/10/2013 14:32	23/10/2013 14:36	LAPSED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
MANUAL1/manual	TEST1126	fdgdfgdf	Tender Box Open	23/10/2013 14:45	23/10/2013 14:49	LAPSED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
MANUAL1/manual	VISHALCHEK	dfgsdf	Published	16/10/2013 11:41	24/10/2013 11:34	LAPSED	<input type="checkbox"/>
MANUAL1/manual	GT01	345	Published	24/10/2013 11:41	26/10/2013 11:40	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
MANUAL1/manual	NEW23	234234	Published	23/10/2013 16:34	26/10/2013 16:34	2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Above Screen shows the ECIL Division/Unit, Tender No., Description, Type, Status, Uploading / Due Date Time, Due days and **Actions**.

**Actions displayed with the result set depend on the current status of the tender and the user is authorized to view the information. Actions displayed to vendor are**

- **View Financial Bid:** - User would be provided with this action to view the financial bid submitted from his corresponding account against every tender.
- **View Technical Bid** – This action would be providing the details of his techno commercial offer against every tender.
- **View Financial Tabulation:** - User would be authorized to see the Financial generated by the application tabulation of tenders which are of open type and his firm has submitted the financial offer against that tender.
- **View Techno – Commercial tabulation** - User would be authorized to see the Techno – Commercial tabulation of tenders which are of open type and his firm has submitted the at least one financial bid offer against that tender.
- **View Corrigendum** – Vendor user can check the corrigendum issued against every tender by the corresponding ECIL with this action.
- **Bid Process** – Interface to enter Techno – Commercial details can be accessed by this action. This interface can directly be accessed only after submitting the valid Tender Document Cost.
- **Submit Payment Details** – With this action Interface to submit the Payment Details (TDC/EMD) can be accessed.

To View **My Financial Bid** pertaining to a specific Icon identified by its Image. Click on the appropriate icon as shown the screen.

The **View My Financial Bid** screen is the given below.

# Vendor User Manual

MANUAL 1/manual			Financial Bid for Tender No: ECIL22				Due Date/Time: 23/10/2013 17:18							
Vendor: M/S.IT ONE-TEST														
(All Rates are per Unit in Indian Rupees)														
Evaluation Criteria : QCBS														
Item Description: itm1											Unit : Numbers			
Item Long Description: description														
Consignee	Tendered Qty	Offered Qty	Basic Rate/Unit (Rs.)	Uncond. Disc. on Basic (If Any) (%)	Packing on Basic (%)	Excise Duty / Service Charge	Cess on E.D (%)	S.T Type-S.T Rate (%)	Other Charges Amount (Rs.)/Unit	Forwarding (Rs.)/Unit	Freight (Rs.)/Unit	Total All Inclusive/ Unit (Rs.)	Bid Id/Parent Bid Id	Bid Submission Date/Time
DELHI	10.00	10.00	10.00	0.00	0.00	NIL	Not Applicable	NIL	NIL	0.00	0.00	10.00	000000784	23/10/2013 00:00

Remarks (As offered):

Bid Id	Item Description	Remarks / Reasons of submitting Alternate Offer
000000784	itm1	N/A

----- End of the Report -----

TESTING ONE(divadmin)

Stores Officer

This is digitally signed e-bid.

Details of digital signature certificate can be seen in Techno-Commercial offer

TESTING ONE(divadmin)

Accounts Officer

**Note:** This page is in the PDF format.

To View “**View My Techno Commercial Bid**” pertaining to a specific tender identified by its Icon. Click on the appropriate icon as shown on the **View My Techno Commercial** PDF.

# Vendor User Manual

MANUAL1/manual

Techno-Commercial Tabulation for Tender No: ECIL22

Due Date/Time: 23/10/2013 17:18

## Top Sheet:

Section: MANUAL1

Tender Document Cost (INR): 150.00

EMD (INR): 0.00

Tender Type: Open

Bidding System: Two Part

Rate Page Type: Supply

Date/time of uploading : 22/10/2013 14:03

Actual Opening Date/Time : 23/10/2013 17:26

Prebid Query Date/Time : 22/10/2013 12:33

No of Vendors purchased /  
downloaded Tender  
Documents : 1

No of Vendors submitted Bids : 1

Tender Description: description

Instructions/Remarks: instruction

TESTING ONE / divadmin  
Purchase Member (Name/Designation):

TESTING ONE / divadmin  
Finance Member (Name/Designation):

This tabulation is based on digitally signed e-bid(s)

# Vendor User Manual

MANUAL1/manual

Techno-Commercial Tabulation for Tender No: ECIL22

Due Date/Time: 23/10/2013 17:18

## Part E: Commercial Deviation Statement

Bidder Name	Clause No	Document Name	Description as per Clause	Deviation Details
No Commercial Deviation Statement to display				

## Part F: Special Conditions & Checklist for Bidders

1) Have you attached any performance statements separately?

Bidder Name	Complied (Y/N)	Remarks
IT ONE-TEST	Yes	--XX--

2) I/We agree to supply the tendered stores at the rates quoted by me/us in accordance with the IRS Conditions of Contract.

Bidder Name	Complied (Y/N)	Remarks
IT ONE-TEST	Yes	--XX--

3) I/We agree to supply the tendered stores at the rates quoted by me/us in accordance with Special and other Conditions specified/attached with the tender.

Bidder Name	Complied (Y/N)	Remarks
IT ONE-TEST	Yes	--XX--

4) Purchaser shall be entitled to increase / decrease the order quantity by 30 percent anytime during the currency of the contract such that the contractor has reasonable time/notice for executing such increase/decrease. The increase in quantity with respect to the tender quantity can be done even at the time of ordering and the tenderer shall be bound to accept the quantity so ordered on the basis of his original offer. The purchaser shall be entitled to exercise plus 30 percent option in one or more than one installment as long as the total variation in quantity does not exceed the limit of 30 percent of ordered quantity. Any increase of quantity under option clause after expiry of delivery period can be considered with the consent of the firm/contractor.

Bidder Name	Complied (Y/N)	Remarks
IT ONE-TEST	Yes	--XX--

## Part G: List of Document(s) Attached

This tabulation is based on digitally signed e-bid(s)

MANUAL1/manual

Techno-Commercial Tabulation for Tender No: ECIL22

Due Date/Time: 23/10/2013 17:18

Sr. No	Bidder Name	File Name	Description/Subject of File
No Documents attached			

Note: Conditions, which have been deleted by tender inviting authority are not appearing in this statement. Response of the vendors against conditions added through corrigendum is also not appearing if the technocommercial bid is not revised by the vendor after such corrigendum. For details, please refer to individual offers.

## Digital Signature Certificate Details of Vendor User who have signed and submitted Financial Rate Page

Firm's Name	User Name / User Id	Subject	Issuer Details	Expiry Date
IT ONE-TEST-test_test	TESTING / vendor1@gmail.com			

TESTING ONE / divadmin  
Purchase Member (Name/Designation):

TESTING ONE / divadmin  
Finance Member (Name/Designation):

----- End of the Report -----

This tabulation is based on digitally signed e-bid(s)



# Vendor User Manual

To View Techno commercial Tabulation users can click **“View Techno commercial Tabulation”** pertaining to a specific tender. Clicking on the appropriate icon opens the **Techno Commercial Tabulation PDF**.

MANUAL1/manual	Techno-Commercial offer for Tender No: TENDER2 Vendor: M/S.IT ONE-TEST	Due Date/Time 23/10/2013 17:18
----------------	---	--------------------------------

**Top Sheet:**

Section: MANUAL1  
Tender Description: werew  
Actual Opening Date/Time: 14/10/2013 13:20

**Tender Opening Officials:**

Purchase Member : TESTING ONE / divadmin      Finance Member : TESTING ONE / divadmin

**Vendor Details:**

Firm's Name: IT ONE-TEST      Firm's URL: NIL  
Firm's Address : test, test, GUJARAT, INDIA - 32432423  
User's Email : vendor1@gmail.com      User's Cell No : NIL  
Firm's Phone No : 000034535435      Phone No2 : NIL  
Fax No : NIL  
Bank Details : gbcvbc , dfgdfgdfg , dfgdfgdfgdfg      Bank Account Number : 456456456  
IFSC Code : NIL      MICR Code : 464554654

**Details of Payments made by the firm**

Transaction ID	Payment Mode	Type of Payment	Instrument Type	Instrument No.	Date (DD/MM/YYYY)	Issuer Bank Name	Amount	Remarks
manual-TENDER2-000000340/14/10/2013	Manual	Tender Document Cost (TDC)	Bank Gurantee	fgdfgd	14/10/2013	gfdg	213.00 INR	dfgdfgdf
manual-TENDER2-000000343/14/10/2013	Manual	Earnest Money Deposit (EMD)	Bank Gurantee	fdgdfg	14/10/2013	dfgdf	1231.00 INR	gdfgdfgdf

\_\_\_\_\_  
This is digitally signed e-bid  
\_\_\_\_\_

# Vendor User Manual

MANUAL1/manual	Techno-Commercial offer for Tender No: TENDER2 Vendor: M/S.IT ONE-TEST	Due Date/Time 23/10/2013 17:18
----------------	---	--------------------------------

  
**Part A: Eligibility Criteria**

S. No.	Description	Complied (Y/N)	Remarks
1	deta	Yes	--XX--

  
**Part B: Terms And Conditions**

Offer Validity (Days) :	456	Mode of Dispatch :	Road
FOR :	Destination		
Delivery Period :	1-2 Days	Delivery Schedule :	rew
Inspection :	0		
Payment Terms :	wer		

  
**Part C: Technical Specifications**

No Technical Specification(s) to display

  
**Part D: Technical Deviation Statement** (In case of bids submitted before deployment of new design, deviation statement details entered by vendors are shown here.)

Clause No	Document Name	Description as per Clause	Deviation Details
No Technical Deviation Statement to display			

  
**Part E: Commercial Deviation Statement**

Clause No	Document Name	Description as per Clause	Deviation Details
No Commercial Deviation Statement to display			

  
**Part F: Special Conditions & Checklist for Bidders**

S. No.	Description	Complied (Y/N)	Remarks
1	Have you attached any performance statements separately?	Yes	yrtyr
2	I/We agree to supply the tendered stores at the rates quoted by me/us in	Yes	tyrt

This is digitally signed e-bid

MANUAL1/manual	Techno-Commercial offer for Tender No: TENDER2 Vendor: M/S.IT ONE-TEST	Due Date/Time 23/10/2013 17:18
----------------	---	--------------------------------

	accordance with the IRS Conditions of Contract.		
3	I/We agree to supply the tendered stores at the rates quoted by me/us in accordance with Special and other Conditions specified/attached with the tender.	Yes	yrtyr
4	Purchaser shall be entitled to increase / decrease the order quantity by 30 percent anytime during the currency of the contract such that the contractor has reasonable time/notice for executing such increase/decrease. The increase in quantity with respect to the tender quantity can be done even at the time of ordering and the tenderer shall be bound to accept the quantity so ordered on the basis of his original offer. The purchaser shall be entitled to exercise plus 30 percent option in one or more than one installment as long as the total variation in quantity does not exceed the limit of 30 percent of ordered quantity. Any increase of quantity under option clause after expiry of delivery period can be considered with the consent of the firm/contractor.	Yes	rtyr
5	fsdfsdfsdf	Yes	yrtyry

  
**Part G: List of Document(s) Attached**

Sr. No	File Name	Description/Subject of File
No Documents attached		

  
**Details of Digital Signature Certificates used by Vendors :**

User Name	User Id	Subject	Issuer Details	Expiry Date
TESTING	vendor1@gmail.com			
TESTING	vendor1@gmail.com			

Note :- Digital Signature Certificate Details shown in the first row above pretains to latest vendor user who has signed and submitted techno commercial bid. Other rows pretains to various vendor users who have signed and submitted financial bid(s).

TESTING ONE / divadmin  
Purchase Member (Name/Designation) :

TESTING ONE / divadmin  
Finance Member (Name/Designation):

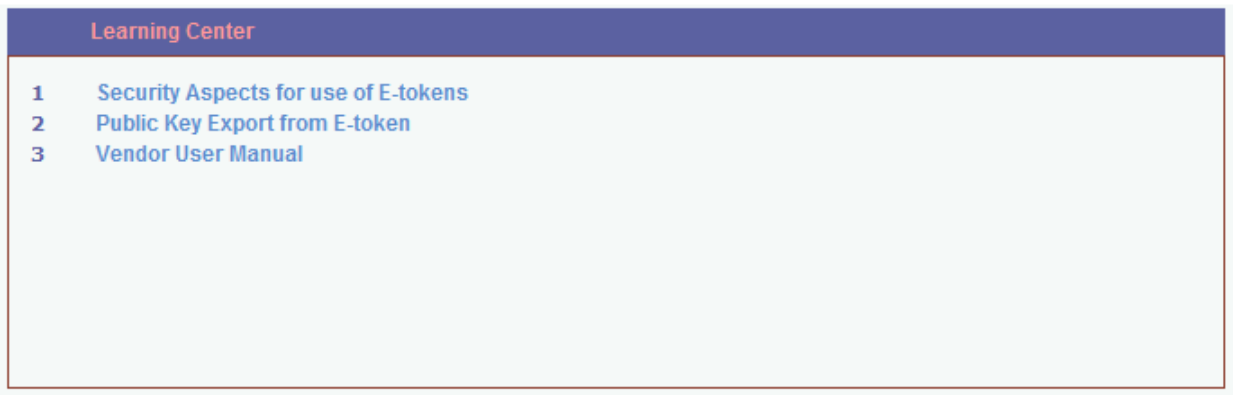
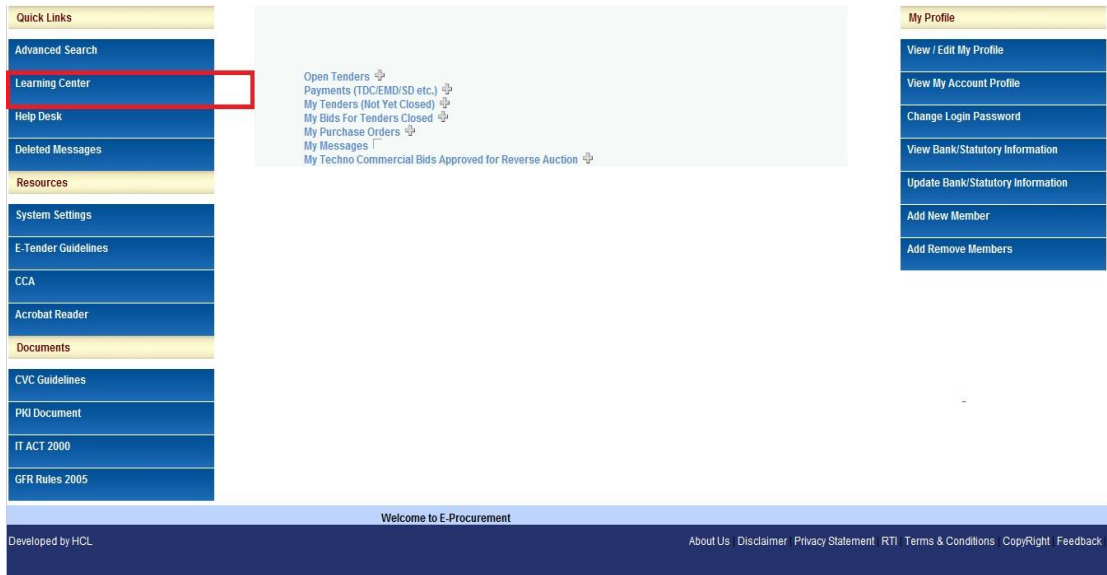


Total Number of offer and all details about ranking details is provided in the Techno Commercial Tabulation.

## 1.7.3 Learning Center

This is the page provided to user with the links that are related to ECIL application. In the form of

- Interactive Multimedia Modules,
- Link for which the mirror application of ECIL where user can have the hands on various functionalities provided.
- PDF document explaining the various security aspects related to the e – Tokens and the step wise procedure to extract the public key from the token.
- PDF document explain the process of vendor registration with all aspects.



## 1.7.4 Help Desk

The screenshot displays the Vendor User Manual interface. On the left, a 'Quick Links' menu is visible, with 'Help Desk' highlighted by a red rectangle. The main content area shows a list of links: 'Open Tenders', 'Payments (TDC/EMD/SD etc.)', 'My Tenders (Not Yet Closed)', 'My Bids For Tenders Closed', 'My Purchase Orders', 'My Messages', and 'My Techno Commercial Bids Approved for Reverse Auction'. On the right, a 'My Profile' menu is shown with options like 'View / Edit My Profile', 'View My Account Profile', 'Change Login Password', 'View Bank/Statutory Information', 'Update Bank/Statutory Information', 'Add New Member', and 'Add Remove Members'.

This link gives access to the Help Desk Interface from where user has various options to get in touch with Help Desk/ECIL- Team during performing any process. Help Desk can be contacted by many ways, User can send the queries using from followed by "Raise a Query link with the email address provided on the link or by phone.

The screenshot displays the Help Desk interface. At the top, a 'Suggestion' box contains the text: 'It is advisable that you may go through our "Learning Center" and "FAQ" before approaching Helpdesk. If problem still persists, please approach "Helpdesk" \*We are here for you\*'. Below this, a 'Help Desk' box contains the following text: '1. Raise a Query', '(For tender specific queries, please contact concerned EPS officials)', 'Mail-Id - Coming soon...', 'Phone No: Coming soon...', and 'EPS expert help is just a phone call away. Our Help Desk team operates Monday to Saturday (8:00 a.m. to 8:00 p.m.), except on 'Gazetted Holidays.''. A 'Close' button is located at the bottom of the 'Help Desk' box.

## 1.7.5 Deleted Message

With this link you can see the all deleted messages.

**Messages older than 12 months will be automatically removed permanently from deleted messages folder. Therefore, user may take a print of the same, if required.**


Deleted Messages: 0

No Deleted Messages in Trash

Go Back

## 2.1.1 View My Profile

In the Vendor home page, on the right hand navigation block, the Vendor can view his profile by clicking on the **View My Profile**. This is the information entered by the user during the registration activity.

**Electronics Corporation of India Limited**  
A Govt. of India (Dept. of Atomic Energy) Enterprise

HOMEKRISHNA KANT CHAUBEY, TENDER VENDOR-TEST11-Jan-2013 2:37:39 ISTLOGOUT

**Quick Links**  
Advanced Search  
Upload My Documents  
Learning Center  
Help Desk  
Deleted Messages  
**Resources**  
System Settings  
E-Tender Guidelines  
CCA  
Acrobat Reader  
**Documents**  
EPS Documents/ECIL Internal Documents  
CVC Guidelines  
PKI Document  
IT ACT 2000  
GFR Rules 2005

Payments (TDC/EMD/SD etc.)  
My Tenders (Not Yet Closed)  
My Bids For Tenders Closed  
My Purchase Orders  
My Messages  
My Techno Commercial Bids Approved for Reverse Auction

**My Profile**  
**View / Edit My Profile**  
View My Account Profile  
Change Login Password  
View Bank/Statutory Information  
Update Bank/Statutory Information  
Add New Member  
Add Remove Members

Welcome to E-Procurement  
Developed by HCL  
About Us | Disclaimer | Privacy Statement | RTI | Terms & Conditions | CopyRight | Feedback

All profile related information can be checked in the tabular form.

# Vendor User Manual

View User			
Firm Name :	TENDER VENDOR-TEST		
E-Mail/User Id:	testvend@gmail.com	First Name:	KRISHNA
Middle Name:	KANT	Last Name:	CHAUBEY
Address Line 1 :	Delhi-92	Address Line 2 :	test
City :	Pandav Nagar	Pin/Zip Code :	201301
Country :	India	State :	
Phone Number1 :	09818223536	Phone Number2 :	09818223535
Cell Number :	09818223535		
<div>EditHome</div>			

**Edit** – Clicking on it takes user to the vendor information editing page. On click of edit button user would get the page which facilitates to edit the information except User Name, First Name, Middle Name and Last Name.

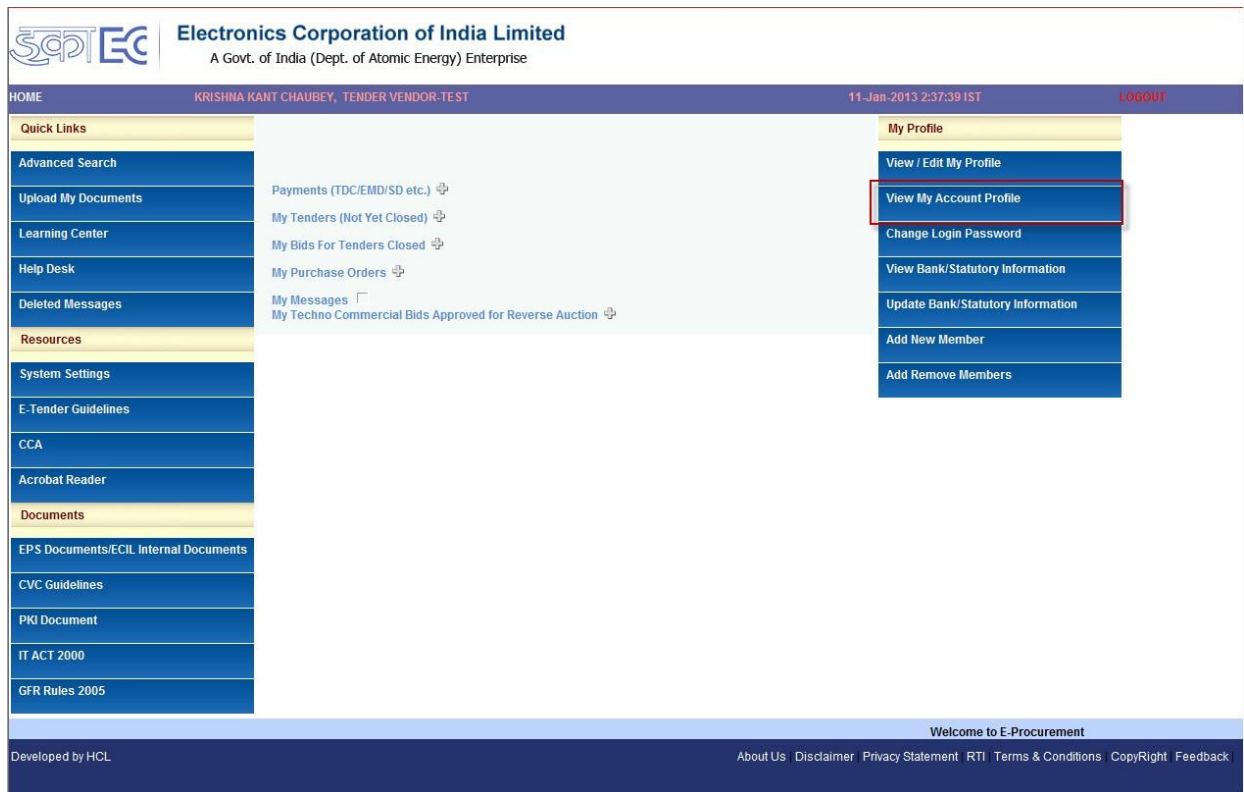
Edit User			
(Field Marked * are mandatory )			
Firm Name :	TENDER VENDOR-TEST		
E-Mail/User Id:	testvend@gmail.com	First Name:	KRISHNA
Middle Name:	KANT	Last Name:	CHAUBEY
Address Line 1* :	<input type="text" value="Delhi-92"/>	Address Line 2 :	<input type="text" value="test"/>
City* :	<input type="text" value="Pandav Nagar"/>	Pin/Zip Code* :	<input type="text" value="201301"/>
Country :	<input type="text" value="India"/>	State :	<input type="text" value="noida"/>
Phone Number1* :	<input type="text" value="09818223536"/>	Phone Number2 :	<input type="text" value="09818223535"/>
Cell Number :	<input type="text" value="09818223535"/>		
Change Certificate	<input type="checkbox"/>		
<div>Sign &amp; UpdateCancel</div>			

**Home** – Clicking on it takes user to the vendor home page.

## 2.1.2 View My Account Profile

In the Vendor home page, on the right hand navigation block, the Vendor can see account profile of his corresponding account by clicking on the **View My Account Profile**.

# Vendor User Manual



After clicking this it opens the following screen in which detail records of account are displayed.

- **Account type** – Specifies the account type. For a vendor user it is VENDOR.
- **Account Name** – Specifies the name of the account.
- **Account URL** – specifies the account URL.
- **Account Address** – The fields under it specify the address and Phone Numbers of the account.
- **Add/Remove Units/Members** – Clicking here takes user to the **Vendor Unit Members And Users** screen which is explained later.

From the upper block if the **Cancel** button is pressed it takes the user to home page.

## 2.1.3 Change Password

In the Vendor Administrator home page, on the right navigation block the Vendor has the facility to change the login password. User can change the password by clicking on the **Change Password** link.

The screenshot displays the Vendor Administrator home page for Electronics Corporation of India Limited, a Government of India (Dept. of Atomic Energy) Enterprise. The page features a top navigation bar with 'HOME', the user name 'KRISHNA KANT CHAUBEY, TENDER VENDOR-TEST', the date and time '11-Jan-2013 2:37:39 IST', and a 'LOGOUT' link. The main content area is divided into three columns. The left column contains a 'Quick Links' menu with items like 'Advanced Search', 'Upload My Documents', 'Learning Center', 'Help Desk', 'Deleted Messages', 'Resources', 'System Settings', 'E-Tender Guidelines', 'CCA', 'Acrobat Reader', 'Documents', 'EPS Documents/ECIL Internal Documents', 'CVC Guidelines', 'PKI Document', 'IT ACT 2000', and 'GFR Rules 2005'. The middle column displays a list of links: 'Payments (TDC/EMD/SD etc.)', 'My Tenders (Not Yet Closed)', 'My Bids For Tenders Closed', 'My Purchase Orders', 'My Messages', and 'My Techno Commercial Bids Approved for Reverse Auction'. The right column contains a 'My Profile' menu with links: 'View / Edit My Profile', 'View My Account Profile', 'Change Login Password' (highlighted with a red rectangle), 'View Bank/Statutory Information', 'Update Bank/Statutory Information', 'Add New Member', and 'Add Remove Members'. The footer includes a 'Welcome to E-Procurement' message, 'Developed by HCL', and a list of links: 'About Us', 'Disclaimer', 'Privacy Statement', 'RTI', 'Terms & Conditions', 'CopyRight', and 'Feedback'.

This link allows users to make change to their passwords using the following screen

Clicking on „Change Password“ ask users for their existing/old password and the new password. If the old/exiting password is correct, the new password as desired by user is registered and user is notified of the same on the browser.

**Change Login Password**

(Field Marked \* are mandatory )  
**Error Code : ADM.007**  
**Message : Your password has expired, please change your password. Password expires every 60 days.**

**Password Policy**

- User Password should be minimum of 6 characters and maximum of 12 characters.
- Password will get expire in 60 days.
- The new password has to be different from the previous one.
- The password cannot be the same as userId and should not contain User-Id.
- Password must contain atleast one special character and numeric character.

Enter Old Password \*:

Enter New Password \*:

Password Strength : **Too Short**

Re Enter New Password \*:

**Save** **Reset**

- **Enter Old Password** – Enter the Old password here.
- **Enter New Password** – Enter the New password here.
- **Re Enter New Password** – Re Enter the New password here.

After pressing the **Save** button it will take the user to homepage and shows message successfully saved.

## 2.1.4 Add Remove Units/Members

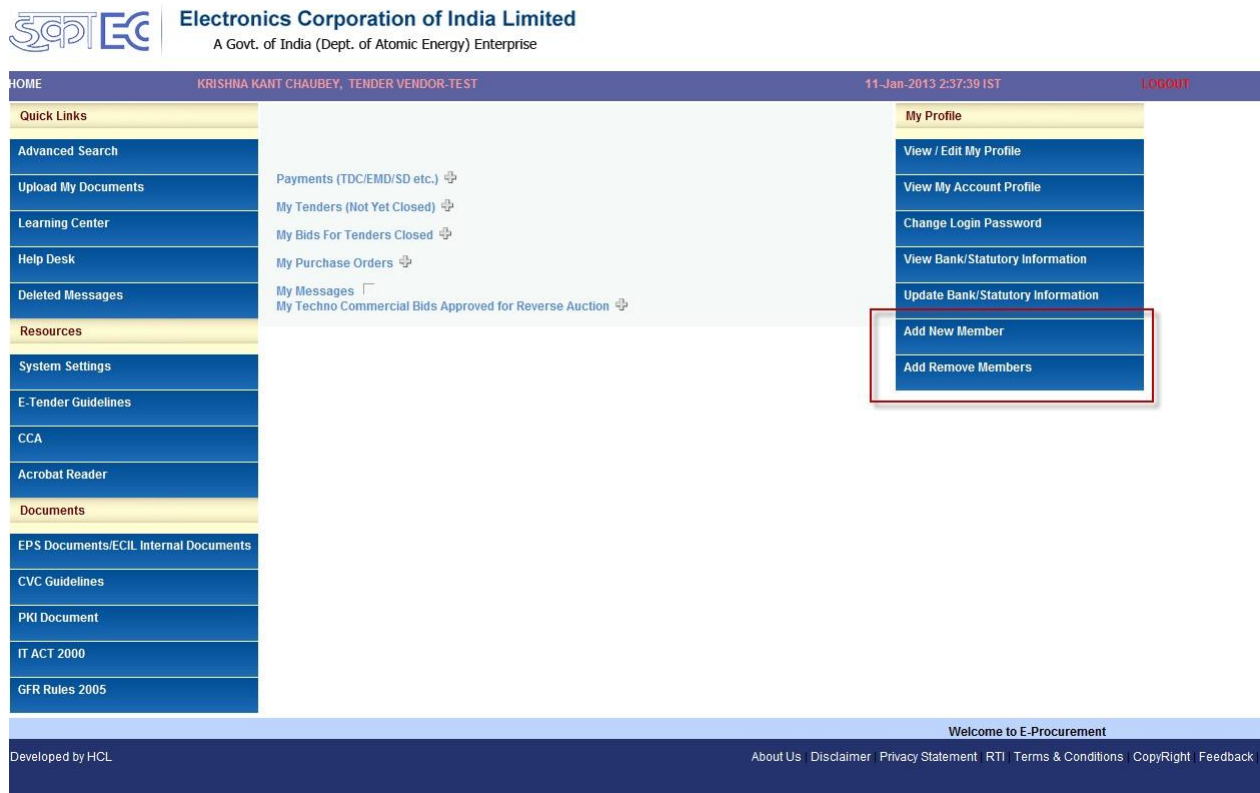
This link provides functionality to vendors to view and add more users in their company profile who all can log into application and perform similar functions as of a standard vendor but under the same account, (e.g.) All registered users under the same company can bid for a tender, but only the last bid will be considered from firm.

Similarly the same link also provides functionality to view and add more locations or Division under the same firm.

Click on **Add Remove Units/Members** link from **My Profile** section on the user home page.

A screen appears that contains information of existing Units and Users registered under the vendor.

# Vendor User Manual



The above screen gives following details –

**Registered Address** – Contains details of existing units and their addresses.

- **Unit name** – Specifies the name of the Unit.
- **Delete** – A link for the Vendor user to delete a unit.

**Users** – Specifies details of other members of the vendor.

- **Delete** – An icon for the Vendor to delete a user member.
- **Cancel** – Clicking it takes user back to the home page.

Click on **Add New Unit** to add a unit under this parent company.

The default address of the vendor is pre-populated on the address fields of the new Unit. User can also change these fields by entering information.



**Create Vendor User**

(Field Marked \* are mandatory )

**Vendor Name :** TENDER VENDOR-TEST

**E-Mail/User Id\*:**  **First Name\*:**

**Middle Name:**  **Last Name\*:**

**Address Line 1\* :** Delhi-92 **Address Line 2 :** test

**City \*:** Pandav Nagar **Pin/Zip Code\* :** 201301

**Country :** India **State\*:** noida

**Phone Number1\*:** 09818223536 **Phone Number2 :** 09818223535

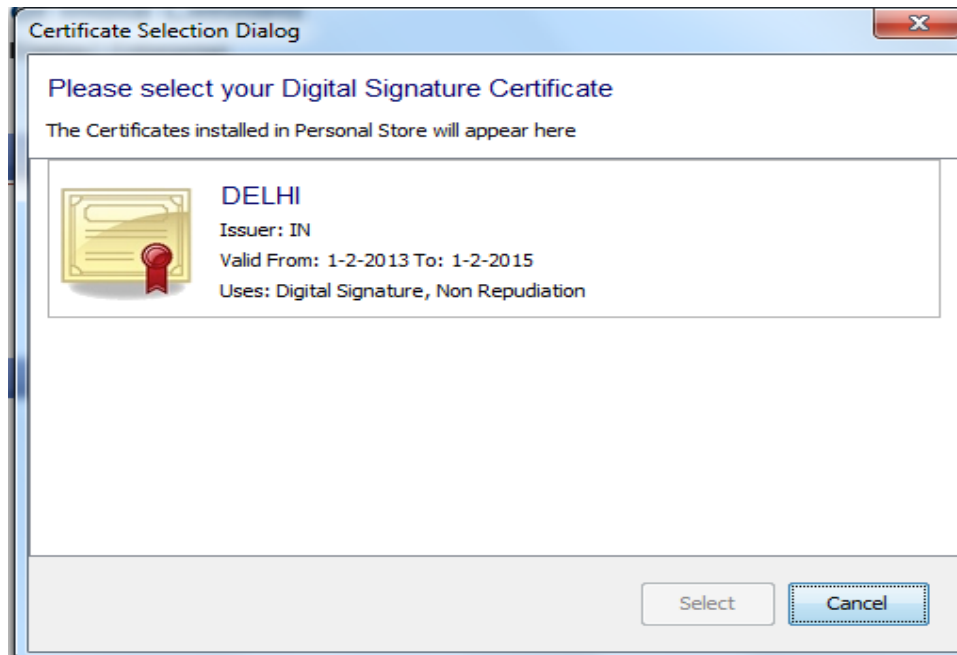
**Cell Number :** 09818223535

- **Account Name** – Specifies the parent vendor account name under which the new unit is being created, this is not editable.
- **Unit Name** – Specifies the name of the new unit.
- **Unit URL** – Specifies the URL of the new unit.
- **E-mails Id/User Id** – Specifies the E-mail/User Id of new unit.
- **Unit Address (Address Line1/Line2/City/ Country/State/Pin Code)** – Contains pre-populated Address, same as those of the vendor, and can be changed
- **Unit Phone number (Phone number1/2/3/Cell number/Fax)** – Contains pre-populated Phone number, same as those of the vendor, and can be changed.

Clicking on **Reset** resets the values in the fields.

Clicking on **Cancel** brings the user back to the vendor user home page.

Click on **Save** after Clicking on it asks for Digital certificate for signing the registration form as in the following screen



Select the certificate and click **Select**. The following message box appears.



Click **OK**. And it takes the user to home page and shows the message "**Vendor Unit successfully created**".

Click on **Add New Users** to add a user member.

**Create Vendor User** screen is opened.

The default address of the vendor is pre-populated on the address fields of the new User member. These Values can also change these fields by entering new values.

**Create Vendor User**

(Field Marked \* are mandatory )

**Vendor Name :** TENDER VENDOR-TEST

**E-Mail/User Id\*:**  **First Name\*:**

**Middle Name:**  **Last Name\*:**

**Address Line 1\* :** Delhi-92 **Address Line 2 :** test

**City\*:** Pandav Nagar **Pin/Zip Code\* :** 201301

**Country :** India **State\*:** noida

**Phone Number1\*:** 09818223536 **Phone Number2 :** 09818223535

**Cell Number :** 09818223535

- **Vendor Name** – Specifies the vendor's parent account name under which the new user is being registered, this is a non editable field.
- **E-mail Id/User id** – Enter the mail id of the new user.
- **Name (First/middle/Last)** – Enter the name of the new user.
- **Address (Address Line 1/Line 2/City/Pin code/Country/State)** – Enter the address of the new user. Contains pre-populated Address, same as those of the vendor, and can be changed.
- **Phone number (Phone number/ Residence number/Cell number/Fax)** – Contains pre-populated Phone number, same as those of the vendor, and can be changed.

Clicking on **Reset** resets the values in the fields.

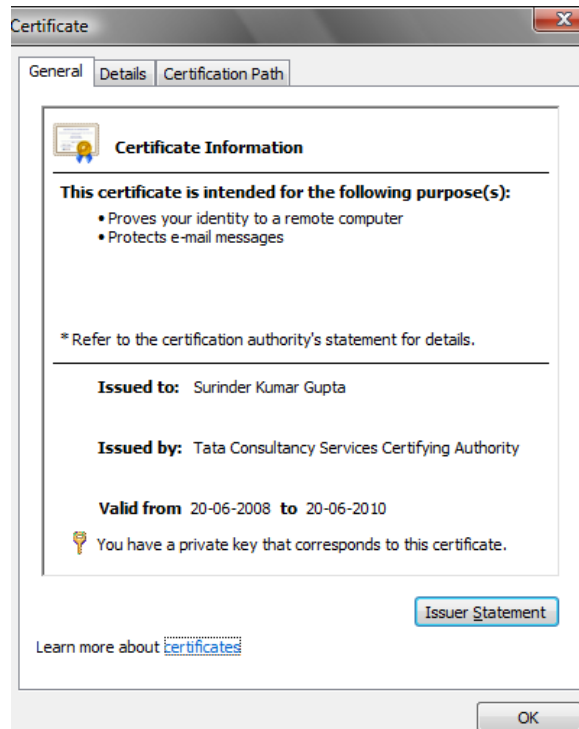
Clicking on **Cancel** brings the user back to the vendor user home page.

Click on **Sign & Submit** to create the new vendor Unit

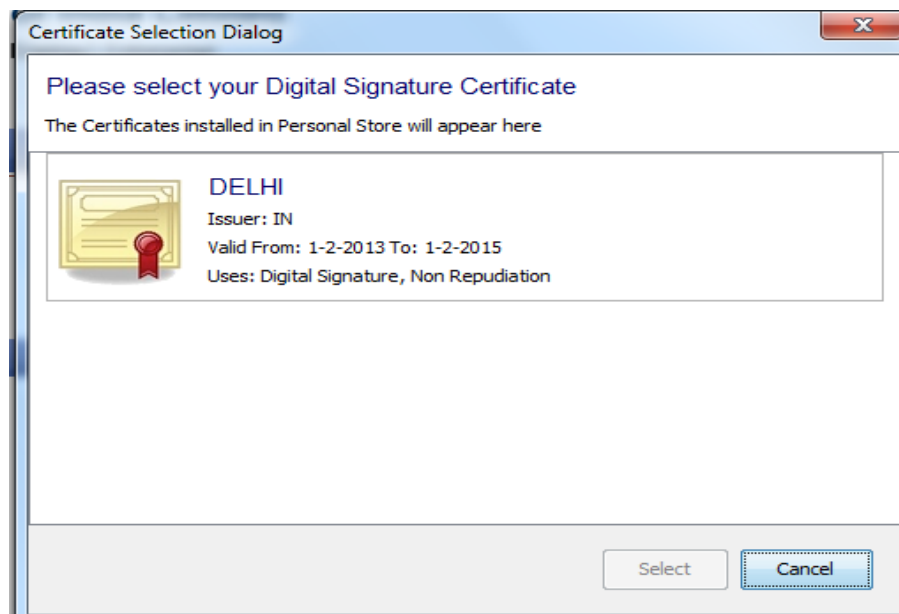
- **Sign & Submit** – Clicking on it asks for User Digital certificate to sign the form and create a new user and public key of new users Digital Certificate.

Vendor users have to digitally sign the Vendor user registration form with their User certificates procured from some authorized CA.

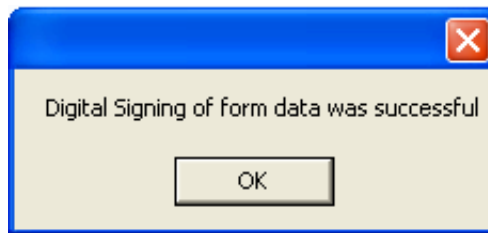
Click on **View Certificate** to view information regarding certificate issuing authority, certificate owner and validity.



Select the desired User Certificate and click **Select**, which opens the **Certificate Selection for Form Signing** screen.



# Vendor User Manual

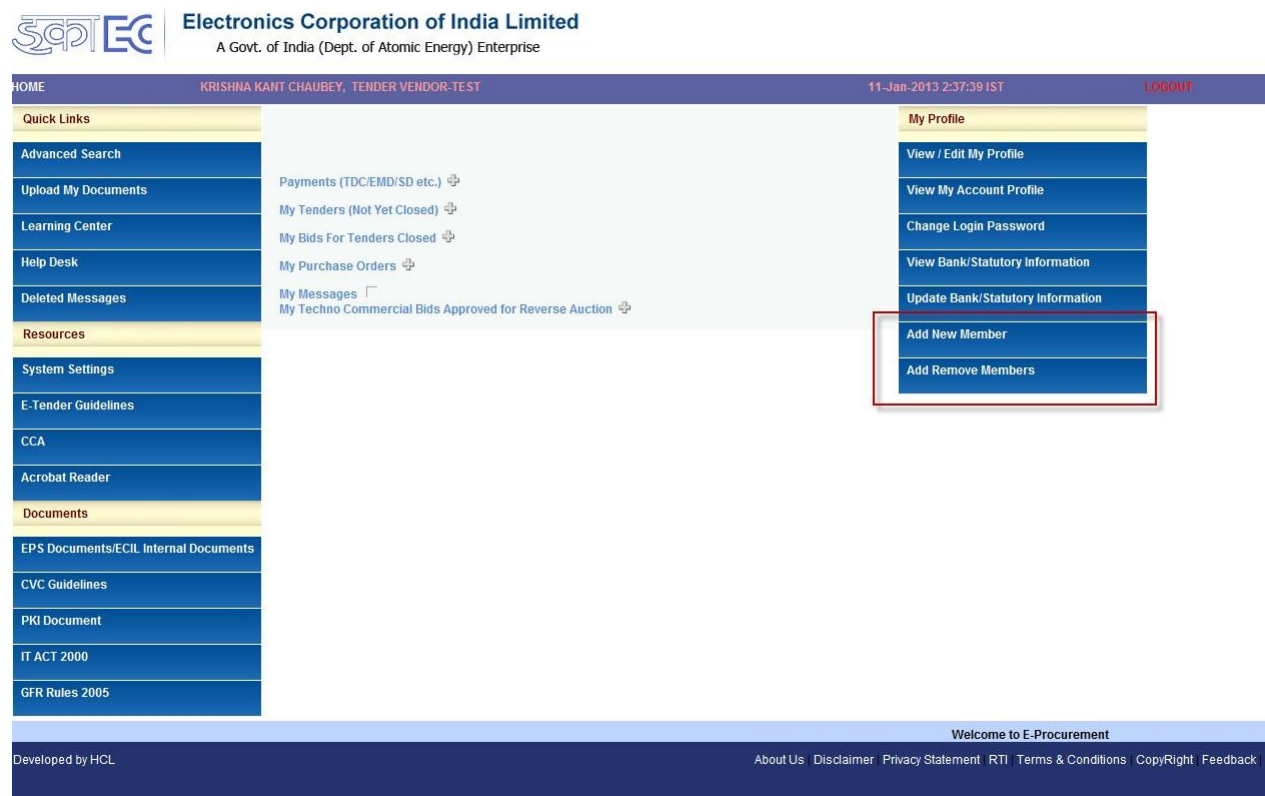


Click **OK**. And if user is created successfully it takes the user to home page and shows the message “**Vendor User successfully created**”.

## 2.1.5 Add New Member

This link is a redirects user to create vendor member form without viewing the existing members

Click on **Add New Member** link from **My Profile** on the user home page.



After clicking the link user gets the following interface to add the member is his corresponding account.

**Create Vendor User**

(Field Marked \* are mandatory )

**Vendor Name :** TENDER VENDOR-TEST

**E-Mail/User Id\*:**

**First Name\*:**

**Middle Name:**

**Last Name\*:**

**Address Line 1\* :** Delhi-92

**Address Line 2 :** test

**City\* :** Pandav Nagar

**Pin/Zip Code\* :** 201301

**Country :** India

**State\*:** noida

**Phone Number1\*:** 09818223536

**Phone Number2 :** 09818223535

**Cell Number :** 09818223535

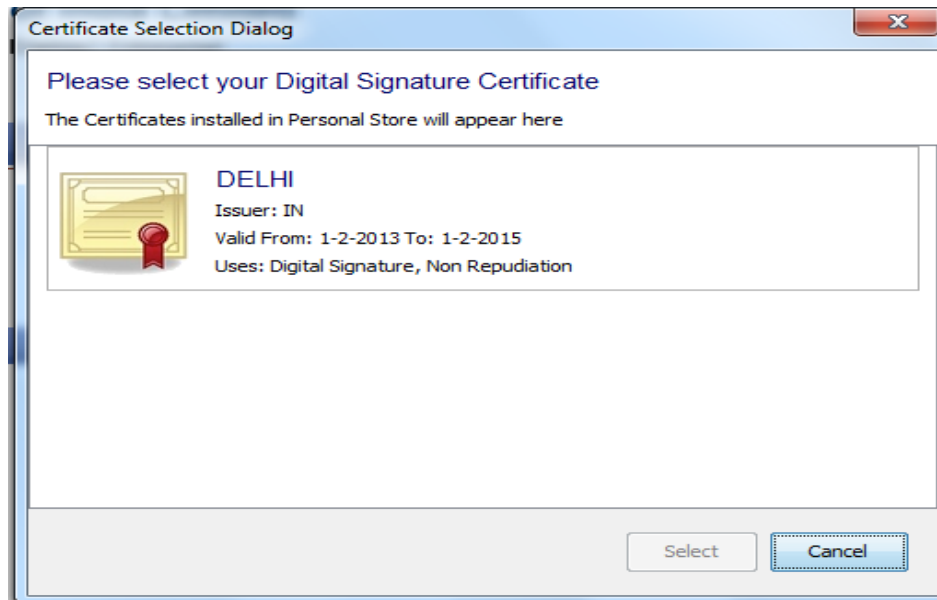
- **Vendor Name** - Specifies the vendor's parent account name under which the new user is being registered, this is a non editable field.
- **Email Id/User Id** - Enter the new Email/User Id of the New Vendor User.
- **Name (First/Middle/Last)** – Enter the full name of new user.
- **Address (AdressLine1/2/City/Pin Code/Country/State)** – Enter the required address of User.
- **Phone Number (Phone Number/Residence Number/Cell Number/Fax)** – Enter the Phone Number.

Clicking on **Reset** resets the values in the fields.

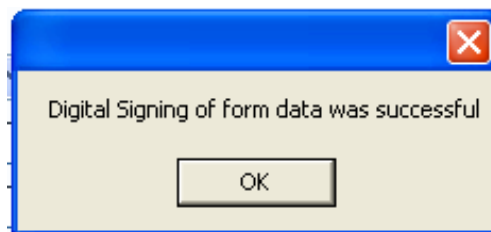
Clicking on **Cancel** brings the user back to the vendor user home page.

Click on **Sign & Submit** to create the Create vendor User.

Vendor users have to digitally sign the Vendor user registration form with their User certificates procured from some authorized CA.



Select valid certificate and click **Select**. The following message box appears.



Click **OK**. And if user is created successfully it takes the user to home page and shows the message "**Vendor User successfully created**".

## 2.1.6 Add/Update Statutory Information

This link provides access to a page where vendors can update their statutory information. Click on **Add/Update Statutory Information** link from **My Profile** on the user home page.

Update Bank/Statutory Information

(Field marked (\*) are mandatory)

(Fields marked (\*\*) Either of these fields is mandatory)

(Fields marked (\*\*\*) Either of these fields is mandatory)

Bank Details

Beneficiary's Name:

TENDER VENDOR-TEST

Bank Name\*:

vaibhav

Branch\*:

dgsagsa

Bank Code\*:

asdgsa

Address Line 1\*:

dgsagdasdgdg

Address Line 2:

sdgadsgas

City\*:

sadgsdgsa

Country\*:

India

State\*:

Select State

Pin/Zip Code:

45252352

Account Type\*:

Current

Account Number\*:

2352355325235235

MICR Code:

523523523

IFSC Code:

32523523523

Whether bank branch has NEFT facility or not\*:

☐ Yes
☒ No

Whether bank branch has RTGS Facility or not\*:

☐ Yes
☒ No

Statutory Details

Type Of Business:

Public Ltd.

Specify Others:

Firm Reg. Number\*:

7072

Proprietor/Partner Name\*:

Proprietor/Partner Name\*:

TAN No:

09818223535

CST No.\*\*\*:

09818223535

VAT No.\*\*\*:

09818223535

LST No.\*\*\*:

09818223535

PAN No. of Proprietor/Partner's \*\*\*:

PAN No. of Firm\*\*\*: PAN No. of Firm\*:

09818223535

Sign & Update

Cancel

Enter the Company Information, Year of Incorporation and different relevant registration number fields.


Click on **Save** to update the Statutory details.

### 3.1.1 Payments (TDC/EMD/SD etc.)

Details of payments made by user (TDC/EMD) , TDC would retain till closing date of tender, and EMD would retain till closing date + 12 months of payment. Till the tender is not lapsed user would be getting the action to submit the Payment Details, Bid Process & View Corrigendum.



# Vendor User Manual



**Electronics Corporation of India Limited**  
A Govt. of India (Dept. of Atomic Energy) Enterprise

HOMEKRISHNA KANT CHAUBEY, TENDER VENDOR-TEST11-Jan-2013 2:37:39 ISTLogout

Quick Links

[Advanced Search](#)

[Upload My Documents](#)

[Learning Center](#)

[Help Desk](#)

[Deleted Messages](#)

Resources

[System Settings](#)

[E-Tender Guidelines](#)

[CCA](#)

[Acrobat Reader](#)

Documents

[EPS Documents/ECIL Internal Documents](#)

[CVC Guidelines](#)

[PKI Document](#)

[IT ACT 2000](#)

[GFR Rules 2005](#)

[Payments \(TDC/EMD/SD etc.\)](#)

[My Tenders \(Not Yet Closed\)](#)

[My Bids For Tenders Closed](#)

[My Purchase Orders](#)

[My Messages](#)

[My Techno Commercial Bids Approved for Reverse Auction](#)

My Profile

[View / Edit My Profile](#)

[View My Account Profile](#)

[Change Login Password](#)

[View Bank/Statutory Information](#)

[Update Bank/Statutory Information](#)

[Add New Member](#)

[Add Remove Members](#)

Welcome to E-Procurement

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Clicking on this link opens the list of tenders against which some payments have been made as shown below.

Advanced Search

Learning Center

Help Desk

Deleted Messages

Resources

[System Settings](#)

[E-Tender Guidelines](#)

[CCA](#)

[Acrobat Reader](#)

Documents

[CVC Guidelines](#)









[PKI Document](#)

[IT ACT 2000](#)

[GFR Rules 2005](#)

Open Tenders

[Payments \(TDC/EMD/SD etc.\)](#)

Section Unit	Tender No.	Closing Date/Time	Type of Payment	Amount	TransactionID - Date/Time	Actions
MANUAL1 / manual	ECIL125	31/10/2013 16:48	Tender Document Cost (TDC)	100.00	ssssss-ECIL125-000001155 - 29/10/2013 11:20	 
MANUAL1 / manual	ECIL125	31/10/2013 16:48	Earnest Money Deposit (EMD)	120.00	ssssss-ECIL125-000001157 - 29/10/2013 11:23	 
MANUAL1 / manual	GTENDER	31/10/2013 16:09	Tender Document Cost (TDC)	30000.00	ssssss-GTENDER-000001075 - 28/10/2013 16:37	 
MANUAL1 / manual	GTENDER	31/10/2013 16:09	Tender Document Cost (TDC)	10.00	ssssss-ECIL125-000001097 - 28/10/2013 17:52	 

[My Tenders \(Not Yet Closed\)](#)

[My Bids For Tenders Closed](#)

[My Purchase Orders](#)

[My Messages](#)

[My Techno Commercial Bids Approved for Reverse Auction](#)

View / Edit My Profile

[View My Account Profile](#)

[Change Login Password](#)

[View Bank/Statutory Information](#)

[Update Bank/Statutory Information](#)

[Add New Member](#)

[Add Remove Members](#)

Welcome to E-Procurement

## 3.1.2 My Tenders (Not Yet Closed)

It will show tenders for which tender enquiry is addressed to the vendor or TDC payment is submitted by the vendor and bid is not submitted by the vendor.

Click on My Tenders (Not Yet Closed) link from the user home page.

The screenshot displays the 'My Tenders (Not Yet Closed)' page. On the left, there is a sidebar with 'Quick Links' (Advanced Search, Learning Center, Help Desk, Deleted Messages) and 'Resources' (System Settings, E-Tender Guidelines, CCA, Acrobat Reader, Documents, CVC Guidelines, PKI Document, IT ACT 2000, GFR Rules 2005). The central content area shows a list of tenders with the following table:

Section Unit	Tender No.	Description	Closing Date/Time	Actions
MANUAL1 / manual	GTTENDER	Description	31/10/2013 16:09	[Icons]

Below the table, there are links for 'My Bids For Tenders Closed', 'My Purchase Orders', 'My Messages', and 'My Techno Commercial Bids Approved for Reverse Auction'. On the right, the 'My Profile' sidebar includes links for 'View / Edit My Profile', 'View My Account Profile', 'Change Login Password', 'View Bank/Statutory Information', 'Update Bank/Statutory Information', 'Add New Member', and 'Add Remove Members'.

After clicking on that link the list opens of that particular tender which are not closed and open for vendor to submit payment details and enter the bid.

The screen that opens describes the tenders for which the vendor is eligible/registered. It consists of the following fields:

**ECIL Division** – The ECIL division that has posted the tender.

- **Tender no.** – Tender number of the tender.
- **Description** – Tender description.
- **Closing Date/Time** – Tender closing Date and Time.
- **Actions** – Vendor can perform two actions with each tender
  - **Bid Process**
  - **Submit Payment Details**

## Submit Payment Details

To enter into a **Bid Process** pertaining to a specific tender identified by its **Tender No.** click on the appropriate icon as shown on the **My Tenders** screen. Before a vendor is allowed he has to submit the Tender Document Cost which is compulsory to be submitted before bidding.

In the last of tender Document the Link of Submit Payment Details is available which on clicking displays the Payment Submission page as shown below.

Tender No: GTTENDER	Section / division: MANUAL1/manual	Closing Date/Time: 31/10/2013
Tender Description: Description		

Type of Payment: Earnest Money Deposit , Total Amount: 20000.0 INR [View Bank/Statutory Information](#)

Mode of Payment : ☐ Payment Gateway ☐ Exempted ☒ Manual Payment

Instrument Type \* Instrument No. \* Date(DD/MM/YYYY) \*

Bank Gurantee  30/10/2013

Issuer Bank Details (Bank Name & Branch) \* Amount \*

20000.00

Remarks

[Sign & Submit](#) [Enter To Bid](#) [Cancel](#)

**To View/Print e-Receipt click on the Payment Mode link**

List of Payments already made								
ID	Payment Mode	Type of Payment	Instrument Type	Instrument No.	Date (DD/MM/YYYY)	Issuer Bank Name	Amount	Remarks
SSSSSS-ECIL125-000001097 / 28/10/2013	Manual	TDC	Bank Gurantee	56456	28/10/2013	45645	10.00 USD	Remarks

- **Mode of Payment** - Mode of the payment for TDC/EMD can be –
  - **Manual** - If the selection is Manual Payment, then the Instrument type field will enable.
  - **Exempted** - If the selection is Exempted, then the “reason for exempted will be display.
- **Instrument Type** -Provide option to pay using various instrument type -
  - Banker Cheque

- Cash Receipt
  - DD
  - Pay Order
  - Others
- 
- **Instrument Number** -Description about the Instrument type i.e.(DD number or whatever is applicable)
  - **Date(DD/MM/YYYY)** -Date of Instrument type which is used for payment i.e. (date on which DD or check is issued)
  - **Issuer Bank Details (Bank Name & Branch)** - Details about the issuer bank
  - **Amount (Rs.)** - Amount which is paid for TDC or EMD. In case of exempted this field will be disable with value 0.00.
  - **Reason for exemption** - if vender choose the Mode of Payment “exempted”
  - **Remarks** - If user wants to put any remarks for his payment he can enter here.
  - **Sign and Submit** -This button will be used for final submission of payment details of the user after signing the payment details form with his digital certificate.
  - **Cancel** -If user wants to cancel his details then he can use cancel button.

# Vendor User Manual

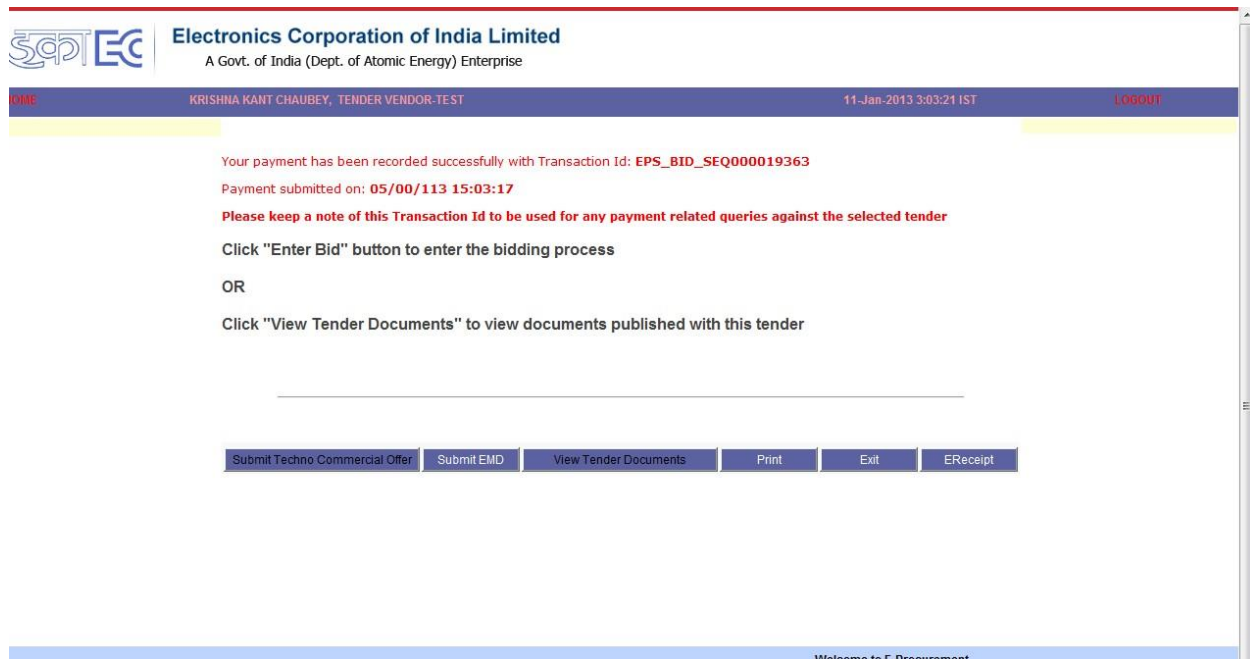
Tender No:	GTENDER	Section / division	MANUAL1/manual	Closing Date/Time:	31/10/2013			
Tender Description: Description								
Type of Payment: Earnest Money Deposit , Total Amount: 20000.0 INR				<a href="#">View Bank/Statutory Information</a>				
Mode of Payment : <input type="radio"/> Payment Gateway <input type="radio"/> Exempted <input checked="" type="radio"/> Manual Payment								
Instrument Type *		Instrument No. *		Date(DD/MM/YYYY) *				
Bank Gurantee ▼				30/10/2013				
Issuer Bank Details (Bank Name & Branch) *				Amount *				
				20000.00				
Remarks								
<a href="#">Sign &amp; Submit</a>		<a href="#">Enter To Bid</a>		<a href="#">Cancel</a>				
<b>To View/Print e-Receipt click on the Payment Mode link</b>								
List of Payments already made								
ID	Payment Mode	Type of Payment	Instrument Type	Instrument No.	Date (DD/MM/YYYY)	Issuer Bank Name	Amount	Remarks
SSSSSS-ECIL125-000001097 / 28/10/2013	Manual	TDC	Bank Gurantee	56456	28/10/2013	45645	10.00 USD	Remarks

In case **Mode of Payment** is **exempted**, the screen appears as above – Select the Reason of Exemption.

Note: - For the Payment of TDC in case of exempted only first 2 options i.e. “Government Department”, “Small Scale Industrial Unit Holding NSIC Registration For the Tendered Item/Trade Group up to monetary limit for such Registration” would be disabled; all other 3 options would be enabled. But for the payment of EMD all the options would be enabled for the user.

After Sign & Submit the Unique Transaction Id would be generated.

# Vendor User Manual



In this interface user has following options:-

- **Enter to Bid:** - User can redirect to Techno – Commercial bid page on click of this option.
- **Submit EMD:** - With click of this button user would be redirected again to the Submit Payment Details page for the payment of EMD.
- **View Tender Documents:** - After successful payment of TDC user is eligible to Download the Tender Documents and the Documents attached with the tender. This link would take user to View NIT page where user would be provided with the link to “Download Tender Document” & “Download attached document”.

## Techno – Commercial Bid Details

### Eligibility Criteria

The eligibility criteria as defined during the NIT Creation process will be displayed, the vendor has to confirm the compliance/non-compliance against every criterion. Submission of this layer is mandatory.

- S.NO- Serial number of various eligibility criteria (As per Tender Document).
- Description- Description of eligibility criteria (As per Tender Document).
- Complied? – Check Box to be checked if user complies for the Eligibility criteria mentioned.
- Remarks- Remarks against eligibility criteria if desired.

# Vendor User Manual

This Page contains the different layers to submit the Techno – Commercial Bid–

- Eligibility criteria
- Terms & conditions
- Performance statement
- Deviation statement
- Attach Document
- Check List for Bidders

Out of all layers Submission of Eligibility Criteria, Terms & Conditions & Check List for Bidders(if any check list is mentioned in the Tender Document) is mandatory, Incomplete submission for any of the mandatory layers “Submit Payment Details” link for submitting the Financial Offer would not be enabled.

Please do not enter any price details in the TechnoCommercial bid

Techno Commercial Bid Details(Eligibility Criteria)			
Tender No:	GTTENDER	Section / division	MANUAL 1/manual
Tender Description:	Description		Closing Date/Time: 31/10/2013
ELIG.*	T&C*	ATTACH DOC.	COM.DEV.
TECH.SPEC.*	TECH.DEV.	CHECKLIST*	FIN.OFFER
<b>Eligibility Criteria *</b>			
S.No	Description	Y/N	Remarks
1	Description criteria	<input type="radio"/> Yes <input type="radio"/> No	
<div>Sign &amp; Submit Decrypt &amp; Edit Print Offer</div>			
<b>Note:</b> Please Click Decrypt & Show Button to View Details.			

## Terms & Conditions

The terms & conditions section of the document will capture the details applicable to the entire bid, e.g. Delivery Period, Mode, F.O.R. Destination, Payment Terms, Inspection, etc. Submission of this layer is mandatory

- Offer Validity (Days) - Number of days for which this offer is valid.
- Mode- Description of mode i.e. rail, road or railroad.
- Form D required- Description about form D required or not.
- Inspection (as offered) - Any details regarding inspection will come here.

# Vendor User Manual

- Delivery Period (as offered) - Delivery period mentioned as offer.
- Payment Terms (as offered) - Term of payment is as offered or not user can fill this details here.
- Sign & Submit- User can submit his details regarding Term & condition.
- Reset- All fields can be reset.

Techno Commercial Bid Details(Terms & Conditions)

Tender No: GTTENDER Section / division: MANUAL1/manual Closing Date/Time: 31/10/2013  
Tender Description: Description

ELIG.\* T.C.\* ATTACH DOC. COM.DEV. TECH.SPEC.\* TECH.DEV. CHECKLIST\* FIN.OFFER

**Terms & Conditions \***

[View Bank/Statutory Information](#)

**As Per Tender Document**

[Copy tendered conditions](#)

Delivery Period: 1-3 Days

Delivery Schedule:

Payment Terms:

**As Offered**

Offer valid from Closing Date\*: Days

Mode of Dispatch: Road

Delivery Period \*

Delivery Schedule

Payment Terms \*

[Sign & Submit](#) [Decrypt & Edit](#) [Print Offer](#)

**Note:** Please Click Decrypt & Show Button to View Details.

## Attach Documents

The attach document section will give the option of attaching the documents from the repository of the vendor by specifying the document reference number or by attaching the new document.

- Click Browse & Select a file- A user can browse documents from local pc or he can provide details of document if already exist.
- File Name (only PDF/Image Files) - User can mention the file name which exist or he want to upload.



# Vendor User Manual

- Browse- To browse the file.
- Description/Subject- Description for available/uploaded documents.
- Upload- It will be use for uploading document.
- Sign & Submit- User can submit his details using this.
- Reset- All data can be reset.

User can attach the documents from the already attached documents through the “View/ Upload Documents links”. Document uploaded once can be deleted if required.

**Techno Commercial Bid Details(Attach Documents)**

Tender No: GTTENDERSection / divisionMANUAL1/manualClosing Date/Time: 31/10/2013

Tender Description: Description

ELIG.\*T&C\*ATTACH DOC.COM.DEV.TECH. SPEC.\*TECH.DEV.CHECKLIST\*FIN.OFFER

**Attach Documents**

Upload new documents :

File Name (only PDF Files)  Browse...

Description/Subject

Sign & UploadPrint Offer

Attached Documents List

S.No	File Name	File Description	Actions
1	Epsconditions.pdf	EPS Conditions of Contracts	

**Note:** Documents marked in 'red' are documents attached by ECIL with this tender.

## Deviation Statements

The deviation section will capture the details of the Deviations from the NIT/Tender Document as identified and declared by the Vendor.

- Document Name- A user can fill the name of document in support of deviation.
- Clause No- User can mention the clause no of his documents if any.
- Description as per clause- User can mention description of his documents in accordance with clause.
- Deviation Details- A user can fill details regarding the deviation if any.
- Save & Submit- For save & submission of data for further processing.

# Vendor User Manual

- Reset- Clicking here resets of all the page data.

These details can be Edited and deleted as per requirement.

Techno Commercial Bid Details(Commercial Deviation)

Tender No: GTTENDER Section / division MANUAL1/manual Closing Date/Time: 31/10/2013  
Tender Description: Description

ELIG.\* T&C\* ATTACH DOC. COM.DEV. TECH.SPEC.\* TECH.DEV. CHECKLIST\* FIN.OFFER

Commercial Deviation Required

Document Name\*

Clause No.\*

Description as per Clause\*

Deviation Details\*

Sign & Submit Decrypt & Show Reset Print Offer

Document Name	Clause No.	Description as per Clause	Deviation Details	Actions
---------------	------------	---------------------------	-------------------	---------

**Note:** Please Click Decrypt & Show Button to View Details.  
**Note:** Only deviations pertaining to any commercial conditions, mentioned in any of the documents attached with the tender are required to be entered here.

Techno Commercial Bid Details(Technical Specifications)

Tender No: GTTENDER Section / division MANUAL1/manual Closing Date/Time: 31/10/2013  
Tender Description: Description

ELIG.\* T&C\* ATTACH DOC. COM.DEV. TECH.SPEC.\* TECH.DEV. CHECKLIST\* FIN.OFFER

Technical Specifications \*

S.No	Description	Y/N	Remarks
1	Description for tech spec	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Sign & Submit Decrypt & Edit Print Offer

**Note:** Please Click Decrypt & Show Button to View Details.

# Vendor User Manual

Techno Commercial Bid Details(Technical Deviation)									
Tender No:	GTTENDER	Section / division	MANUAL 1/manual	Closing Date/Time:	31/10/2013				
Tender Description:		Description							
ELIG.*	T&C*	ATTACH DOC.	COM.DEV.	TECH.SPEC.*	TECH.DEV.	CHECKLIST*	FIN.OFFER		
<b>Technical Deviation Required</b>									
Document Name*		<input type="text"/>							
Clause No.*		<input type="text"/>							
Description as per Clause*		<input type="text"/>							
Deviation Details*		<input type="text"/>							
<input type="button" value="Sign &amp; Submit"/>		<input type="button" value="Decrypt &amp; Show"/>		<input type="button" value="Clear"/>		<input type="button" value="Print Offer"/>			
Document Name		Clause No.		Description as per Clause		Deviation Details		Actions	
<b>Note:</b> Please Click Decrypt & Show Button to View Details.									
<b>Note:</b> Only deviations pertaining to any technical conditions, mentioned in any of the documents attached with the tender are required to be entered here.									

## Checklist for Bidders

User is required to comply against every checklist, this layer is mandatory if any check list is mentioned in the tender document.

- S.NO- Serial number of various check list (As per Tender Document).
- Description- Description of check list ( As per Tender Document).
- Complied? – Check Box to be checked if user complies for the check list mentioned.
- Remarks- Remarks against check list if desired.

# Vendor User Manual

Techno Commercial Bid Details(Special Conditions & Checklist)			
Tender No:	GTTENDER	Section / division	MANUAL 1/manual
		Closing Date/Time:	31/10/2013
Tender Description: Description			
ELIG.*	T&C*	ATTACH DOC.	COM.DEV.
TECH.SPEC.*	TECH.DEV.	CHECKLIST*	FIN.OFFER
Special Conditions/Check List for Vendor *			
S.No	Description	Y/N	Remarks
1	Have you attached any performance statements seper.....	<input type="radio"/> Yes <input type="radio"/> No	
2	I/We agree to supply the tendered stores at the ra.....	<input type="radio"/> Yes <input type="radio"/> No	
3	I/We agree to supply the tendered stores at the ra.....	<input type="radio"/> Yes <input type="radio"/> No	
4	Purchaser shall be entitled to increase / decrease.....	<input type="radio"/> Yes <input type="radio"/> No	
5	Description for checklist	<input type="radio"/> Yes <input type="radio"/> No	
<div>Sign &amp; Submit Decrypt &amp; Edit Print Offer</div>			
Note: Please Click Decrypt & Show Button to View Details.			

Techno Commercial Bid Details(Performance Statement)			
Tender No:	aa106-A	Department:	STORES/GUNA INDUSTRIES
		Closing Date/Time:	27/12/2012
Tender Description: 546546456hgffgh			
ELIG.*	T&C*	ATTACH DOC.	COM.DEV.
TECH.SPEC.*	TECH.DEV.	CHECKLIST*	PERF.
FIN.OFFER			
Performance Statements			
Note: If you want to add performance statement seperately, you can attach the file in attach documents			
Order No*		Order Date (DD/MM/YYYY)*	
Order Description*		Value of Order (INR)*	
Quantity Ordered*		Quantity Supplied	Numbers
Unit Price (INR)*		Name & Address of Purchaser*	
Date of Completion as per Contract*		Actual Date of Completion	
<div>Sign &amp; Submit Decrypt &amp; Show Clear Print Offer</div>			
Order No	Order Date	Description	Order Value
Quantity Ordered	Quantity Supplied	Unit Price	Purchaser Address
Contract Completion Date	Actual Completion Date	Actions	

## Financial Rate Page

After successful submission of all the mandatory layers in Techno – commercial Bid page, Click on **Submit offer** to submit the offer.

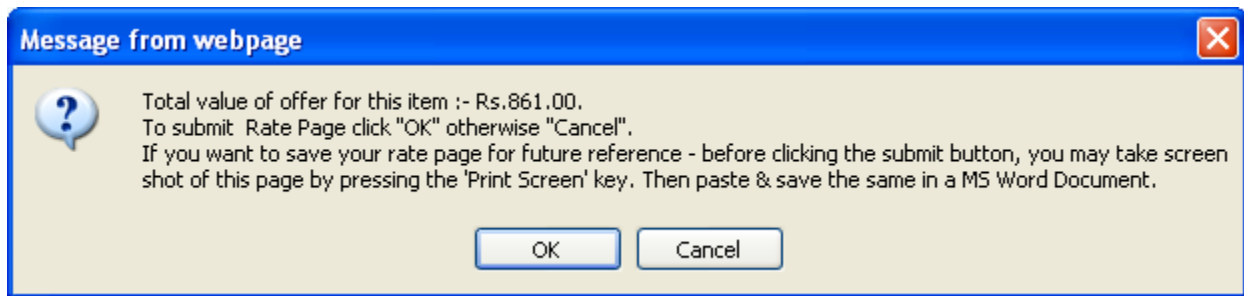
# Vendor User Manual

Financial Rate Page interface is mentioned below –

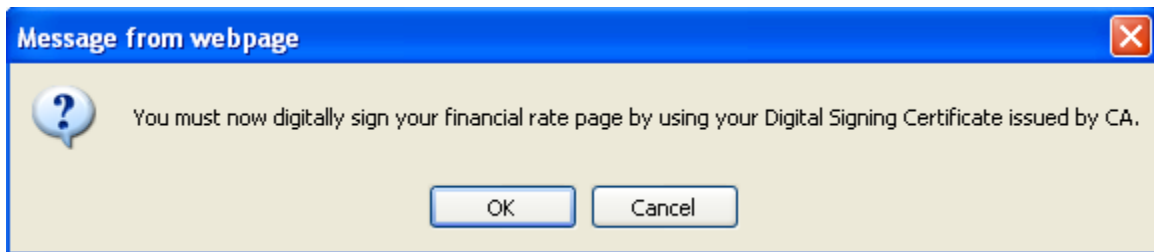
Financial Rate Page For Supply					
Tender No:	VISHALCHEK	Section / division	MANUAL1/manual	Closing Date/Time:	24/10/2013
Tender Description:	dfgsdf				
<b>Please enter rate details below</b>					
Item Description	sdfdsf		Unit of Measurement:	Numbers	
Item Long Description:	asdgdfg				
Vendor File Reference No.*	21321				
<b>Enter Rate per Unit.</b>					
Basic Rate/Unit (Rs.)*	2.00	Unconditional Discount on Basic (If any) (%)	3.00		
Packing on Basic/Unit(%)	3.00	Forwarding/Unit (Rs.)	2.00		
Excise Duty Type*	NIL	Rate of ED (%)	0.00		
Cess Type	--- Select One ---	CESS on E.D. (%)	0.00		
Other Charges Type(If Any)	NIL	Other Charge Amt/Unit(Rs.)	0.00		
<b>Please enter Sales Tax &amp; Freight details</b>					
Consignee	Quantity as per Tender	Quantity Offered	Sales Tax ( Basic+ Packing + ED) % *	Freight(Rs.)/Unit	Total all Inclusive / Unit (Rs.)
VISHAL	123.000	123.000	VAT Inclusive 3.00	3.00	7.00
Enter Remarks / reason of submitting alternate offer					
delhi yo					
Slab Available	No				
<b>Note:-</b> 1.Input given in remarks field will not be calculated in preparation of tabulation statement. Hence users should not enter any input like discount, any type of charges etc in remarks column. 2.Deviation if any, to item description, may be quoted in deviation page. 3.As print of the offer is taken before sign and submission, the same cannot be accepted as an evidence.					
Print Offer		Submit Offer		Reset	

In the Financial Rate Page for Supply Screen there is a button **Print Offer** which facilitates the vendor to take the print out of the offer before encryption. Because after submit offer it will be encrypted.

Click on **Submit Offer** to submit offer, by encrypting it with an encryption certificate.

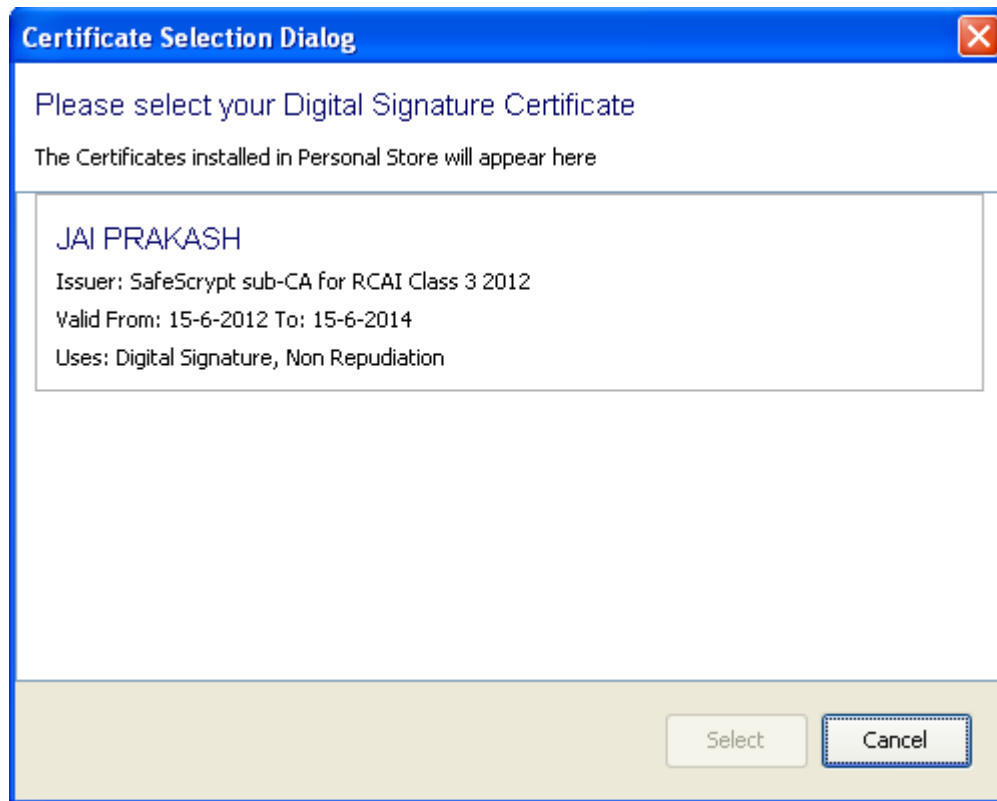


Click **Ok** to proceed further



Click **Ok** to proceed further

A successful encryption shows the below message.



Select a Certificate for signing the offer and click **Select**

The successful signing of the offer gives the following screen. It shows the encrypted form of offer.

After successful submission of the Financial Bid page would be redirected to the confirmation page where user will be provided with the Unique Bid Id with the date and time of submission. In case if the EMD is not submitted or the Insufficient amount of EMD is submitted then message would be prompted to the user for the payment.



In the above page user is provided with the 3 links for

- **Submit EMD** :- User can have the access to Submit Payment Details page for the payment of EMD
- **Click Here To continue** :- User can proceed to submit the Financial Offer of other item, or can submit the Revise/Alternate Offer.
- **Exit** :- Exit button would redirect user to corresponding home page.

## Revise/Alternate Offer

Once the Financial rate is submitted against any item for the particular item, If user reaches to Techno – Commercial Offer page again link against that item would be changed as the Revise/Alternate offer, the following Bid Process screen opens, screen shot of the same is given below.

Please do not enter any price details in the TechnoCommercial Bids

Financial Bid Details			
Tender No:	VISHALCHEK	Section / division	MANUAL1/manual
Tender Description:	dfgsdf	Closing Date/Time:	24/10/2013

ELIG.*	T&C*	ATTACH DOC.	COM.DEV.	TECH.SPEC.*	TECH.DEV.	CHECKLIST*	FIN.OFFER
--------	------	-------------	----------	-------------	-----------	------------	-----------

Financial Bid Details		
Item Description	Item Long Description	Submit Financial Offer
sdfdsf	asdgdfg	<a href="#">Revise Offer</a> <a href="#">Alternate Offer</a>

Note: Evaluation Criteria for Ranking of Financial Bid : Itemwise

Exit

Click on given link would redirect to following page.



# Vendor User Manual

## Revision of bids

### Financial Bid Details

S.No	Bid Id	Item Description	Item Long Description	Bid Details	Submit Financial Offer
1	000000490	sdfdsf	asdgdg	Original Offer	<a href="#">Submit revised bid</a>
2	000000491	sdfdsf	asdgdg	Revised bid of 490	<a href="#">Submit revised bid</a>
3	000000492	sdfdsf	asdgdg	Revised bid of 491	<a href="#">Submit revised bid</a>



Click on **Revise Offer** to submit a revised offer, Once the offer is revised user can not revise the offer for the same bid id, although revised offer for already revise offer is possible.

Click on **Alternate Offer** to submit an alternate offer. Alternate is possible only for the original bid.

### View NIT

To **View NIT** pertaining to a specific tender identified by its **Tender No.** click on the appropriate icon as shown on the **My Bids** screen.

**NIT Tender Document** screen contains the following information –

# Vendor User Manual

## NIT & Tender Document - Indigenous Tender

STORE OFFICER/GUNA INDUSTRIES, for & on behalf of The President of India, Invites electronic tenders for the following items.

Tender No	ere	Evaluation Criteria	Itemwise/Consigneewise
Tender Type	Open	Tender Status	Published
Rate Page Type	Supply	Trade Group	NIL
Tender Doc. Cost	333.00	Earnest Money Deposit	3444.00
Date/time of uploading	10/01/2013 12:24:00	Tender Closing Date Time	16/01/2013 11:04
Pre-Bid Query Closing Date Time	NIL		
Section	DFFDF	Estimated Value	333344.00
Tender Classification	Service		
Bidding System	Double Bid System		
Delivery Period	From 4 to 5 Days	Delivery Schedule	NIL
Inspection Agency	CHD_INSPECTION AGENCY		
Description	dsfsfsdfsdfs		
Payment Terms	ffdsfdd		
Instructions/Remarks	fdffdfdfdf		

### A. Item Details

S No	Item Code	Item Description	Quantity	Unit	Consignee	Group No.	Slabs Available ?	Slabs
1	111	CZXCZCZXC	1111.00	Numbers	TEST	NA	No	0-0
2	2222	My test Data	1111.00	Numbers	TEST	NA	No	0-0

### B. Eligibility Criteria

S.No	Description
1	ddddddd

### C. Special Conditions & Checklist for Bidders

S.No	Description
1	Have you attached any performance statements separately?
2	I/We agree to supply the tendered stores at the rates quoted by me/us in accordance with the IRS Conditions of Contract.
3	I/We agree to supply the tendered stores at the rates quoted by me/us in accordance with Special and other Conditions specified/attached with the tender.
4	Purchaser shall be entitled to increase / decrease the order quantity by 30 percent anytime during the currency of the contract such that the contractor has reasonable time/notice for executing such increase/decrease. The increase in quantity with respect to the tender quantity can be done even at the time of ordering and the tenderer shall be bound to accept the quantity so ordered on the basis of his original offer. The purchaser shall be entitled to exercise plus 30 percent option in one or more than one installment as long as the total variation in quantity does not exceed the limit of 30 percent of ordered quantity. Any increase of quantity under option clause after expiry of delivery period can be considered with the consent of the firm/contractor.

### D. Attached Documents

S.No	File Name	Document Description
1	<a href="#">Epsconditions.pdf</a>	EPS Conditions of Contracts

### Corrigendum

**Note:** Details of corrigendum are shown below. However, data/details in NIT/Tender document is updated duly incorporating all corrigenda issued.

S.No	Subject	Description	Date/Time
------	---------	-------------	-----------

**Note:** This tender is governed by Terms & Conditions specified and attached documents with the tender by Zonal /Production Units.  
[Download Tender Document](#)   [Download Technical Specification](#)   [Verify Tender Document Data](#)   [View Vendor Details](#)   [Create Corrigendum](#)

Details of Tender Inviting Authority

The fields captured in the View NIT form the Tender Document are as below;

- **Evaluation Criteria-**
  - Item Wise/Consignee Wise
  - Item Wise
  - Group Wise
  - Consignee Wise
- **Tender Number**
- **Tender Type** - It has can of following types,
  - Limited
  - Open
  - Single
- **Rate Page Type** – The Rate page during bidding has detail fields corresponding to one of the following options,
  - Supply
- **Tender Document Cost** - Mandatory payment to be made by the firms before bidding submitting the offer.
- **Earnest Money** – A amount defined for the EMD to be submitted by the firms during the bidding process.
- **Bidding System** - It has following options available,
  - One Part Bidding System
  - Two Part Bidding System
  - Three Part Bidding System
- **Tender Opening Date/Time**
- **Pre-Bid Query Date/Time**
- **Payment Terms** defined by the tender inviting authorities during the creation of Tender Document.
- **Tender Description** – Brief description of the tender
- **Delivery Period**- The delivery period for completion of work or delivery of the product. It has following options,

- Weeks
- Days
- Months

## ➤ Instructions/Remarks

### 3.1.3 My Bids for Tenders Closed

Tenders for which vendor has submitted the Bid (minimum one Bid Id is generated for particular tender) , tenders would retain till decided.

**Electronics Corporation of India Limited**  
A Govt. of India (Dept. of Atomic Energy) Enterprise

HOME KRISHNA KANT CHAUBEY, TENDER VENDOR-TEST 11-Jan-2013 2:50:08 IST LOGOUT

**Quick Links**

- Advanced Search
- Upload My Documents
- Learning Center
- Help Desk
- Deleted Messages
- Resources
- System Settings
- E-Tender Guidelines
- CCA
- Acrobat Reader
- Documents
- EPS Documents/ECIL Internal Documents
- CVC Guidelines
- PKI Document
- IT ACT 2000
- GFR Rules 2005

**My Profile**

- View / Edit My Profile
- View My Account Profile
- Change Login Password
- View Bank/Statutory Information
- Update Bank/Statutory Information
- Add New Member
- Add Remove Members

Payments (TDC/EMD/SD etc.)

**My Tenders (Not Yet Closed)**

Department Unit	Tender No.	Description	Closing Date/Time	Actions
STORES / GUNA INDUSTRIES	ere	dsfsfsdfsdfs	16/01/2013 11:04	

**My Bids For Tenders Closed**

**My Purchase Orders**

**My Messages**

My Techno Commercial Bids Approved for Reverse Auction

Welcome to E-Procurement

Developed by HCL

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# Vendor User Manual

The screenshot displays a web application interface for a Vendor User Manual. The top navigation bar includes links for HOME, TESTING, IT ONE-TEST, the current date and time (30-Oct-2013 12:19:15 IST), and a LOGOUT button. The left sidebar contains a 'Quick Links' section with buttons for Advanced Search, Learning Center, Help Desk, Deleted Messages, Resources, System Settings, E-Tender Guidelines, CCA, Acrobat Reader, Documents, CVC Guidelines, PKI Document, and IT ACT 2000. The main content area features a central table of tenders with columns for Section Unit, Tender No., Description, Closing Date/Time, and Actions. Above the table are links for Open Tenders, Payments, My Tenders, and My Bids. To the right of the table are links for My Purchase Orders, My Messages, and My Techno Commercial Bids. The right sidebar contains a 'My Profile' section with buttons for View / Edit My Profile, View My Account Profile, Change Login Password, View Bank/Statutory Information, Update Bank/Statutory Information, Add New Member, and Add Remove Members.

Section Unit	Tender No.	Description	Closing Date/Time	Actions
MANUAL 1 / manual	TENDER2	werew	23/10/2013 17:18	[Icons]
MANUAL 1 / manual	ECIL22	description	23/10/2013 17:18	[Icons]
MANUAL 1 / manual	ECIL25	asfsgsdfdsaf	26/10/2013 10:36	[Icons]
MANUAL 1 / manual	QCBS25	345	25/10/2013 14:00	[Icons]

- **ECIL Division** – The ECIL division that has posted the tender.
- **Tender no.** – Tender number of the tender.
- **Description** – Tender description.
- **Closing Date/Time** – Tender closing Date and Time.
- **Actions** – Vendor can perform two actions with each tender
  - **View My Financial Bid**
  - **View My Technical Bid**
  - **View Financial Tabulation**
  - **View Techno-Commercial Tabulation**

**Note:** - Details of the above actions can be checked in the Advanced Search and Quick Search.

## 4 Error Messages and Its Recovery

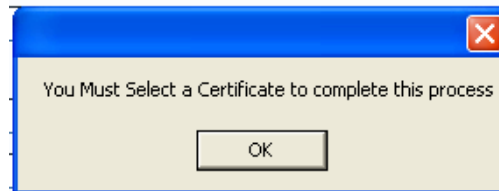
### Error message 1



In case a digital certificate is required to complete a process and the same is either not available or installed on user's system or the user clicks cancel on certificate selection box, this error is shown

To recover from it, select the user certificate if it is installed and in case it is not installed, install the certificate and select it and click **OK**.

### Error message 2



This error message appears when user don't attach a „certificate to sign“.

To recover from it, select a certificate on **Select certificate to sign** window and click **OK**.

## 5 Terminology

### **Tender Document Cost –**

The money deposited by the vendor at the time of bidding (Mandatory).

### **Earnest Money Deposit –**

An earnest payment is a deposit towards the purchase of publicly tendered government contract made by a firm that he/she is serious (earnest) about wanting to complete the purchase. When a buyer makes an offer to buy the amount varies as per the conditions of Tender.

### **Purchase Order Contract –**

A purchase contract is a binding agreement (between two or more parties with legal capacity) to purchase items. It is based on legal consideration.

## **Bidding system –**

The Bid process allows the vendor to submit their commercial & technical bid for a particular tender. The bidding process consist of three bidding systems namely:

- One Part Bidding System
- Two Part Bidding System
- Three Part Bidding System

## **Technical Bid –**

The part of bid containing performance/eligibility related information.

## **Commercial Bid –**

The part of bid containing rate/cost related information.

## 6 Glossary

Abbreviations	Descriptions
EPS	E-Procurement System
ECIL	Electronic Corporation of India Ltd
NIT	Notice Inviting Tender
BBS	Bulletin Board Service
PO	Purchase Order
CA	Certification Authority
PKI	Public Key Infrastructure
RA	Reverse Auction
DB	Database
Qty	Quantity
EMD	Earnest Money Deposit
BG	Bank Guaranty
COS	Controller of Stores
PCE	Principal Chief Engineer
CAO	Chief Administrative Officer