

ADDENDUM TO ITB FOR E-PROCUREMENT

Addendum to Instruction to Bidders

Instructions to Bidders for participation in E-Procurement

GAIL (India) Ltd., has developed a secured and user friendly system which will enable Vendors/Bidders to Search, View, Download tenders directly from GAIL (India) Ltd. secured website and also enables them to participate and submit Online Bids/Offer in the E-Procurement site directly from the website in secured and transparent manner maintaining confidentiality and security throughout the tender evaluation process and award.

Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation for e-Procurement. The conditions mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the Bid Document.

1) How to submit On-line Bids/Offer electronically against E-Procurement tenders?

Vendor/Bidder who wish to participate for E-tenders which are uploaded on GAIL (India) Ltd. Website <https://etender.gail.co.in> should follow the following steps which shall permit them to Search, Display/View, Download and Submit their **electronic Bids/Offer** online in a secured manner ensuring confidentiality.

Vendors/Bidders are advised to read the following instructions for participating in the electronic tenders directly through Internet:

- i) **No Late and delayed Bids/Offer after due date/time shall be permitted in e-Tendering system. Time being displayed on our e-Tendering System shall be final binding on bidder and bids have to be submitted by bidder(s) considering this time only and not the time as per their location / country.** No bid can be submitted after the last date and time of submission has reached, however if bidder intends to change the bid already entered may change/revise the same on or before the last date and time of submission deadline .The system time (IST) that will be displayed on e-Procurement webpage shall be the time and no other time shall be taken into cognizance.
- ii) Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid.
- iii) No bid can be modified after the dead line for submission of bids.
- iv) **No Manual Bids/Offer shall be permitted. The offers submitted through e-tendering system shall only be considered for evaluation.**

2) **HOW TO SEARCH, VIEW AND DOWNLOAD E-TENDER?**

Vendors/Bidders must go to e-tender website <https://etender.gail.co.in> and logon using their user-id and password. In the case of vendors not possessing the User Id and Password, they can access through Guest Login as guest. This facilitates viewing of tenders in display mode in Collaboration folder (C Folder). If the vendor desires to download the NIT and attached e-tender at this stage, he may download the same for viewing free of cost.

Note: All e-tender notices and Bid Documents are available only in soft copies such as Microsoft Word, Excel, PDF files. For downloading / viewing PDF files use **Adobe 6 Software utility** which can be installed free of cost from Vendors home page link by any vendor onto his own computer.

3) **PARTICIPATION IN BID, REQUEST FOR USER ID and PASSWORD:**

To participate in Bid submission, it is Mandatory on the part of Vendor(s) to have User ID and Password. To obtain User ID and Password Vendor/Bidder must open <https://etender.gail.co.in> site and perform the following steps:

- i) Click on button Request User ID (For new Bidders)
- ii) Fill the on line form and submit. Ensure that the email address given in the form is valid and active. If you have already been provided with the Vendor Code of GAIL, please mention the 10 digit Vendor code in specified field, Otherwise leave blank.
- iii) Ensure that all the mandatory fields(identified with a star mark) are filled in application form for User ID creation.

e-Procurement administrator would take possible care to allot an User id and Password within 4 working days. An Email (system generated) shall be sent to your email – Id (mentioned by you in the Registration form) giving details of your User- ID and password. On Receipt of User Id, Please reset the password immediately by logging to our E-tendering site.

User Id and passwords are unique to each vendor and the vendor can use the same to view/download/participate in all e-tenders of GAIL.

Note: Without login registration I.D vendor cannot participate in e-tender. There will be single login I.D permission for one single vendor. There can be more than one I.D for the same vendor at different location address.

Obtaining User Id is an on-going process and is not linked to any particular Bid Invitation (tender). Any vendor willing to participate in GAIL tenders can obtain User Id as described above. Each vendor will get one user id. Vendors are requested to designate one officer from their organization who will submit bids on line.

Vendors are advised to apply for user id at least 7 days prior to the last date of bid submission in their own interests. User ids shall be given within 4 days subject to condition that information furnished by the bidder is complete in all respect. GAIL shall not be responsible for any delays in allocation of user id/password and the ensuing consequences including but not limited to timely submission of bids.

4) **WHAT IS A DIGITAL SIGNATURE?**

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities(CA) who in turn allot on a regular basis Digital Certificates. Documents which are signed digitally are legally valid documents as per the Indian I T Act (2000).

5) **WHY IS A DIGITAL SIGNATURE REQUIRED?**

In order to bid for GAIL e-tenders all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

6) **HOW TO OBTAIN DIGITAL CERTIFICATE FROM CERTIFYING AUTHORITY (CA)?**

Vendors/Bidders cannot submit online Bids/Offeres under e-tenders without obtaining valid Digital Certificate from Certifying Agency(C.A). A hyperlink on Vendor/Bidder home page gives link to Controller of Certifying Agency's (C.C.A.) website from there the bidder can access web sites of various CA sites, using the links provided. One Digital Certificate is valid for specified period and can be used for signing any number of quotations against enquiries issued by GAIL during such validity period.

Note: In terms of I.T Act 2000, only a digitally signed document will be considered as valid signed document.

The Digital Certificate is issued by C. A. in the name of a person authorized for filing Bids/Offeres on behalf of his Company. The certificate is installed / stored in his computer or preferably received by him (his authorized person) in form as **USB token**. a Vendor/Bidder can submit their Bids/Offeres On-line only after digitally signing the bid/documents with the above allotted Digital Signatures.

7) **STEPS FOR OBTAINING DIGITAL CERTIFICATE :**

Digital Certificate can be obtained by the following steps:

- i) Visit the site of the licensed CA* using internet browser.
- ii) Apply for a class 3 Digital Certificate for the designated individual with the name of Organization. Ensure the Digital Certificate is legally valid in India.
- iii) For making payment and submission of documents required for issue of the Digital Certificate , follow the instructions on the CA's website.
- iv) Use the class 3 Digital Certificate thus obtained for online bidding on GAIL e-Procurement site.

***Links to some licensed CA's are provided below**

1. <http://www.ncodesolutions.com>
2. <http://www.safescrypt.com/>
3. <http://www.tcs-ca.tcs.co.in/>
4. <http://www.mtnltrustline.com/>

8) **PRE-BID MEETING:**

Subsequent to opening of bids, GAIL may not seek clarifications. Therefore, clarifications, if any, are to be sought by the bidders during the pre-bid meeting.

During the pre-bid meeting, GAIL may also arrange demonstration of the e-Procurement portal to the interested vendors.

9) **BID DOCUMENT FEE:**

Bidders are required to submit the DD along with EMD in physical form.

10) **EARNEST MONEY DEPOSIT**

Bidders are required to submit the EMD in original in the prescribed formats and in the manner prescribed in the tender at the time of bid submission in sealed envelope.

However, if the bidder is unable to submit EMD in original on the due date, he may upload a scanned copy of the EMD while submitting the bid electronically, provided the original EMD, copy of which has been uploaded, is received within 7 days from the date of unpriced bid opening, failing which the bid will be rejected irrespective of their status/ ranking in tender and notwithstanding the fact that a copy of EMD was earlier uploaded by the bidder.

11) SUBMISSION OF DOCUMENTS:

Bidders are required to upload all Tender forms and supporting documents which form part of the bid/tender in the e-Procurement (COLLABORATION ,C-Folders) site only. However, documents specified to be submitted physically viz: Bid Document Fee etc. need to be submitted in a sealed envelope in accordance with the method described in RFQ. The same should reach Engineers India Limited, Attn: AGM (C & P), EI-Annexe, 2nd Floor, 1, Bhikaiji Cama Place, New Delhi – 110066, India (cut -out slip placed below). Bidder shall ensure that all the documents relevant to bid are uploaded in time and failure to upload the same before bid submission date is the sole responsibility of bidder. Under no circumstances, GAIL shall entertain any request for acceptance of bid documents in physical form, which were required to be uploaded in e-form.

Note:

- i) Bidder is required to save/store their bid documents for each item into their computers before submitting their bid into e-tendering system by pressing the Hold Button.
- ii) Bidder is required to fill up the price/rate strictly in the Schedule of Rate(SOR) attached with the tender.

Inadvertently, if a document is uploaded in Collaboration Folder (C Folder) by the bidders, such document can be deleted by the Bidder and in it's place a new/modified document can be uploaded. The new/modified document will be required to be signed digitally. Where two similar documents are existing in the folder, the latest version of the document shall only be taken into cognizance for evaluation and earlier versions shall be ignored.

Bidders are requested to upload small sized documents preferably (upto 2 MB) at a time to facilitate easy uploading into e-Procurement site. GAIL does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

12) PRICES, OTHER DOCUMENTS AND DIGITAL SIGNATURE:

The Prices are to be submitted online strictly as per the Schedule of Rates(SOR). GAIL shall not be responsible for any failure on the part of the bidder to follow the instructions.

Un-priced techno-commercial bid document should be placed in the private area earmarked in the C-folder.

Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000. If any modifications are required to be made to a document after attaching digital signatures, the digital signature shall again be attached to the modified documents before uploading the same.

The Authenticity of above digital signatures shall be verified through authorized CA after bid opening and in case the digital signature is not authorized/valid, the bid will be rejected. Bidder shall be responsible for ensuring the validity of digital signatures and proper usage of the same by responsible persons who can bind the bidder. Scanned copy of Power of Attorney of the signatory issued by the bidding company should be submitted on line along with other documents as per tender conditions.

BIDDERS SHALL OBTAIN THE DIGITAL CERTIFICATE DIRECTLY FROM CERTIFYING AUTHORITY (CA) ONLY AND DIGITAL CERTIFICATE ISSUED BY SUB CA / AGENT WILL NOT BE COMPATATIBLE WITH OUR e-TENDERING SYSTEM.

FOREIGN BIDDERS SHALL ALSO HAVE TO OBTAIN DIGITAL CERTIFICATE FROM CERTIFYING AUTHORITIES IN INDIA AS APPROVED BY CCA. DIGITAL CERTIFICATE OBTAINED FROM FOREIGN COUNTRIES ARE NOT ACCEPTABLE.

***Links to some licensed CA's IN India are provided below. Foreign Bidders may obtain the Digital certificate from these CAs.**

1<http://www.ncodesolutions.com>

2<http://www.safescrypt.com/>

3<http://www.tcs-ca.tcs.co.in/>

4<http://www.mtnltrustline.com/>

- 13) **PRICES:** The bidder needs to enter the prices on line strictly as per the SOR format provided in our E-Tender. No new conditions shall be added by the bidder.

14) **SUBMISSION AND OPENING OF BIDS:**

The bid along with all the copies of documents should be submitted in e-form only through GAIL e-Procurement portal.

15) **LAST DATE FOR SUBMISSION / RECEIPT OF BIDS:**

System does not allow for submission / receipt of bids beyond the deadline for bid submission. However, if the bidder for some reason intends to change the bid already entered, he may change/revise the same on or before the last date and time of submission. The system time displayed on GAIL's e-Procurement webpage shall be final and binding on the bidders for all purposes pertaining to various events of the subject tender and no other time shall be taken into cognizance.

Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid.

Bidders must use any computer having **Windows 2000 or Windows XP** versions or higher of Window operating system and an internet Web Browser version Internet explorer V6.0 or higher recommended.

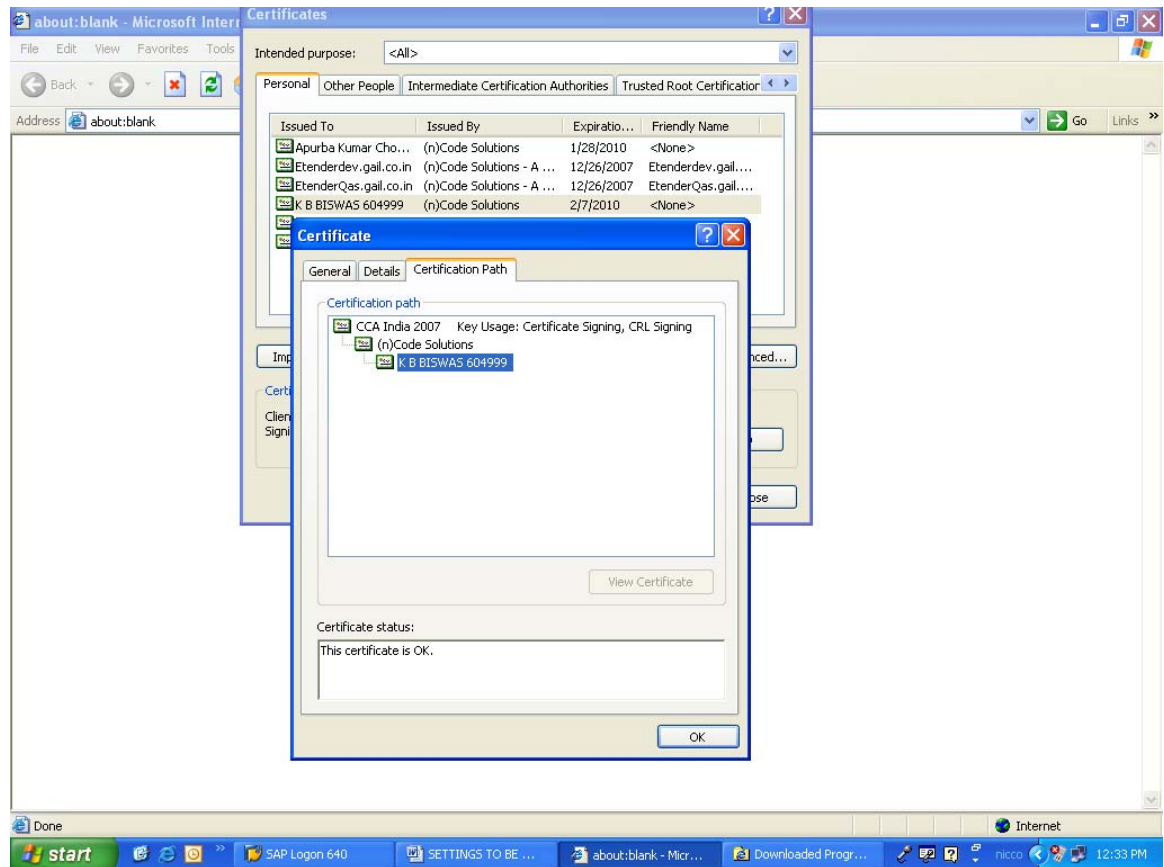
- 16) Proxy:** If any bidder is unable to access GAIL's e-Procurement site or Bid Documents, the bidder may please check whether they are using proxy to connect to internet or their PC is behind any firewall and may contact their system administrator to enable connectivity. Please note that Port 443 and Port 8443 should be enabled on proxy/firewall for HTTPS connectivity. Dial-up internet connectivity without Proxy settings is another option.

PC/LAPTOP SETTING FOR E-TENDER APPLICATION**A. INSTALLATION OF DIGITAL SIGNATURE E-TOKEN DRIVER CD**

INSTALL THE DRIVER CD OF DIGITAL SIGNATURE E-TOKEN IN CONSULTATION WITH THE VENDOR FROM WHERE THE DIGITAL SIGNATURE CERTIFICATE IS PURCHASED.

ALSO PERFORM THE FOLLOWING CHECK TO ENSURE THAT THE DIGITAL SIGNATURE IS PROPER AND ITS DRIVERS ARE INSTALLED PROPERLY:

1. GO TO TOOLS ->INTERNET OPTIONS->CONTENTS->CERTIFICATES, CLICK ON CERTIFICATE.
2. AFTER CLICKING ON CERTIFICATE, THE NAME OF THE PERSON TO WHOM CERTIFICATE IS ISSUED SHALL APPEAR.
3. CLICK ON THE NAME (REFER THE SCREEN SHOT BELOW)



4. CHECK THAT WHEN YOU CLICK ON CERTIFICATION PATH THE CERTIFICATE HEIRARCHY GENERALLY APPEARS IN THE FOLLOWING MANNER.
 - i) CCA INDIA 2007
 - ii) NAME OF THE ISSUING AUTHORITY (SAY TCS , SAFESCRIPT OR (n) CODE SOLUTIONS ETC)
 - iii) NAME OF THE PERSON TO WHOM THE DIGITAL SIGNATURE IS ISSUED.

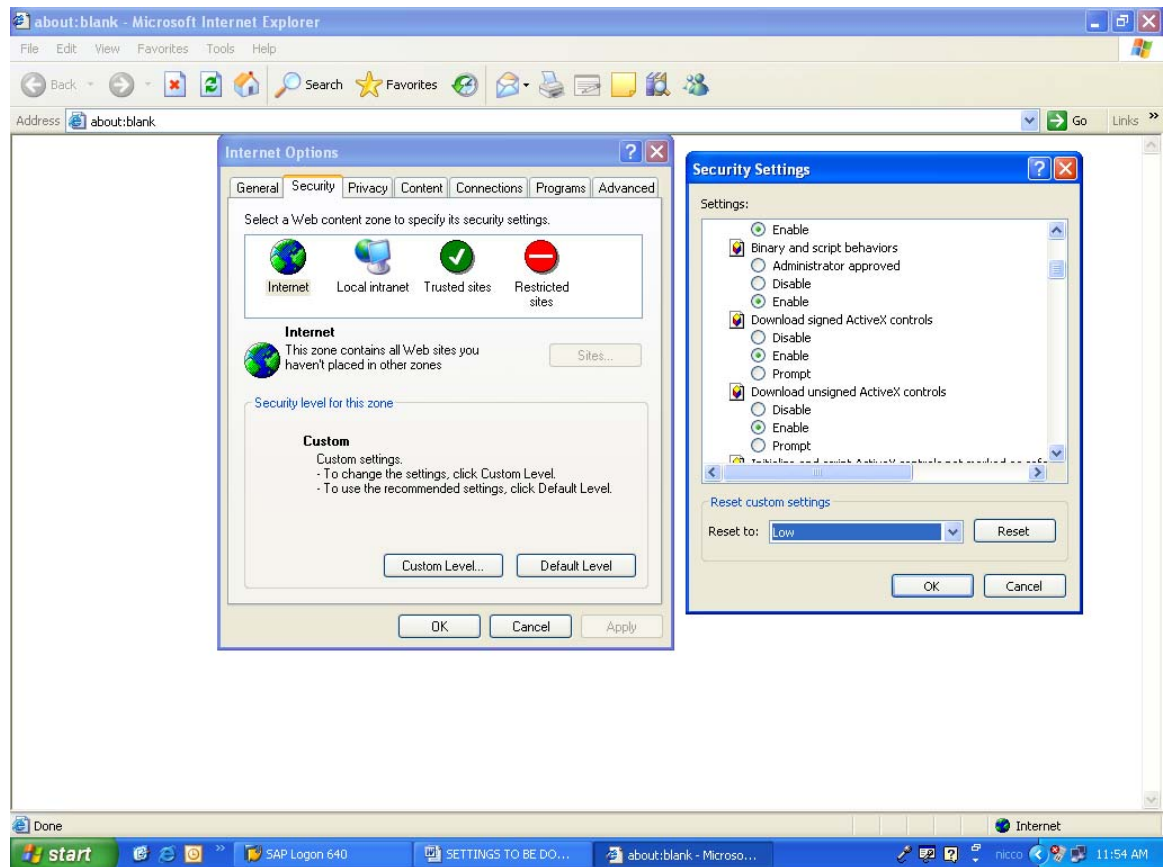
INCASE THE ROOT OF THE HEIRARCHY i.e CCA INDIA 2007 DOES NOT APPEAR, THEN PLEASE CONSULT THE CERTIFICATE PROVIDER.

B. THE ACTIVE X COMPONENT SETTINGS

I) FOLLOWING SETTINGS ARE REQUIRED TO BE CARRIED OUT IN PC/LAPTOP FOR PROPER FUNCTIONING OF DIGITAL SIGNATURE IN GAIL E-TENDER APPLICATION. BEFORE USING E-TENDER SITE FOR BIDDING, ENSURE THAT THE BELOW MENTIONED SETTINGS IN PC/LAPTOP ARE PROPERLY CONFIGURED.

- 1 OPEN INTERNET EXPLORER > TOOLS > INTERNET OPTIONS > SECURITY TAB > TRUSTED SITES > SITES > ADD THE SITE: <https://etender.gail.co.in>.
- 2 OPEN INTERNET EXPLOERE>TOOLS>INTERNET OPTIONS->SECURITY TAB>TRUSTED SITES >CUSTOM LEVEL > ENABLE ALL OPTIONS UNDER THE HEAD ACTIVE X CONTROLS, DISABLE THE 'USE POP_UP BLOCKER' OPTION UNDER THE HEAD MISCELLANEOUS AND SET CUSTOM SETTING TO LOW OR MEDIUM. PRESS OK BUTTON TO SAVE THE SETTINGS.
- 3 OPEN INTERNET EXPLOERE>TOOLS>INTERNET OPTIONS->SECURITY TAB>TRUSTED SITES>UNTICK 'ENABLE PROTECTED MODE' (IF USING WINDOWS VISTA OS)
- 4 OPEN INTERNET EXPLOERE>TOOLS>INTERNET OPTIONS->PRIVACY TAB>UNTICK THE BLOCK POP_UP CHECK BOX. PRESS OK BUTTON TO SAVE THE SETTINGS.
- 5 TURN OFF POP-UP BLOCKER / REMOVE ANY TOOLBAR PROGRAMS LIKE REDIFF TOOLBAR, YAHOO! TOOLBAR etc FROM YOUR PC USING ADD/REMOVE PROGRAMS.

REFER THE SCREEN SHOT BELOW:



ADDITIONAL SETTINGS SPECIFIED UNDER (SL NO 1 TO 4) ARE TO BE CARRIED OUT ONLY IN CASE OF HP PC MODEL **"HP DC7700 CORE DUO"**

1. GO TO MY COMPUTER AND LOCATE THE FILE "CAPICOMM.DLL" UNDER THE FOLLOWING PATH: MY COMPUTER-> LOCAL DISC C-> WINDOWS-> SYSTEM32
2. COPY THIS "CAPICOMM.DLL" FILE AND PASTE IT ON THE DESKTOP.
3. NOW GO TO CONTROL PANEL-> ADD REMOVE PROGRAMME AND REMOVE THE PROGRAMME " HP EMBEDDED SECURITY/PROTECTION TOOL" AND REMOVE THE PROGRAM.
4. NOW CLICK ON START BUTTON AND THEN CLICK ON THE **RUN** AND TYPE THE FOLLOWING:

REGSVR32 GIVE ONE SPACE AND THEN DRAG THE "CAPICOMM.DLL" FILE FROM DESKTOP AND PUT THE DRAGGED FILE NEXT TO **REGSVR32**. SCREEN WILL LOOK AS BELOW:

```
regsvr32 "C:\Documents and Settings\ts08623\Desktop\capicom.dll"
```

CLICK ON OK BUTTON.A MESSAGE WILL APPEAR SAYING THAT THE ACTION IS SUCCEEDED.

NOTE: THE ABOVE FOUR SETTINGS MENTIONED UNDER B. II) ARE APPLICABLE ONLY FOR HP PC MODEL "HP DC7700 CORE DUO". DO NOT TRY THESE SETTINGS WITH OTHER PC/MODEL.

AFTER CARRYING OUT ABOVE SETTINGS, ACCESS THE E-TENDER SITE (<https://etender.gail.co.in>) AND LOG INTO THE SYSTEM WITH YOUR USER-ID AND PASSWORD RECEIVED FROM GAIL FOR BIDDING AS PER THE STEPS MENTIONED UNDER SECTION IV Page No 8.

DURING THIS PROCESS, POP-UP WINDOW SHALL APPEAR FOR INSTALLATION OF A COMPONENT OF GUJURAT NARMADA VALLEY CORPORATION. INSTALL THE COMPONENT. **ACTIVE X COMPONENT GETS DOWNLOADED PROVIDED THE ABOVE SETTINGS ARE CARRIED OUT PROPERLY.**

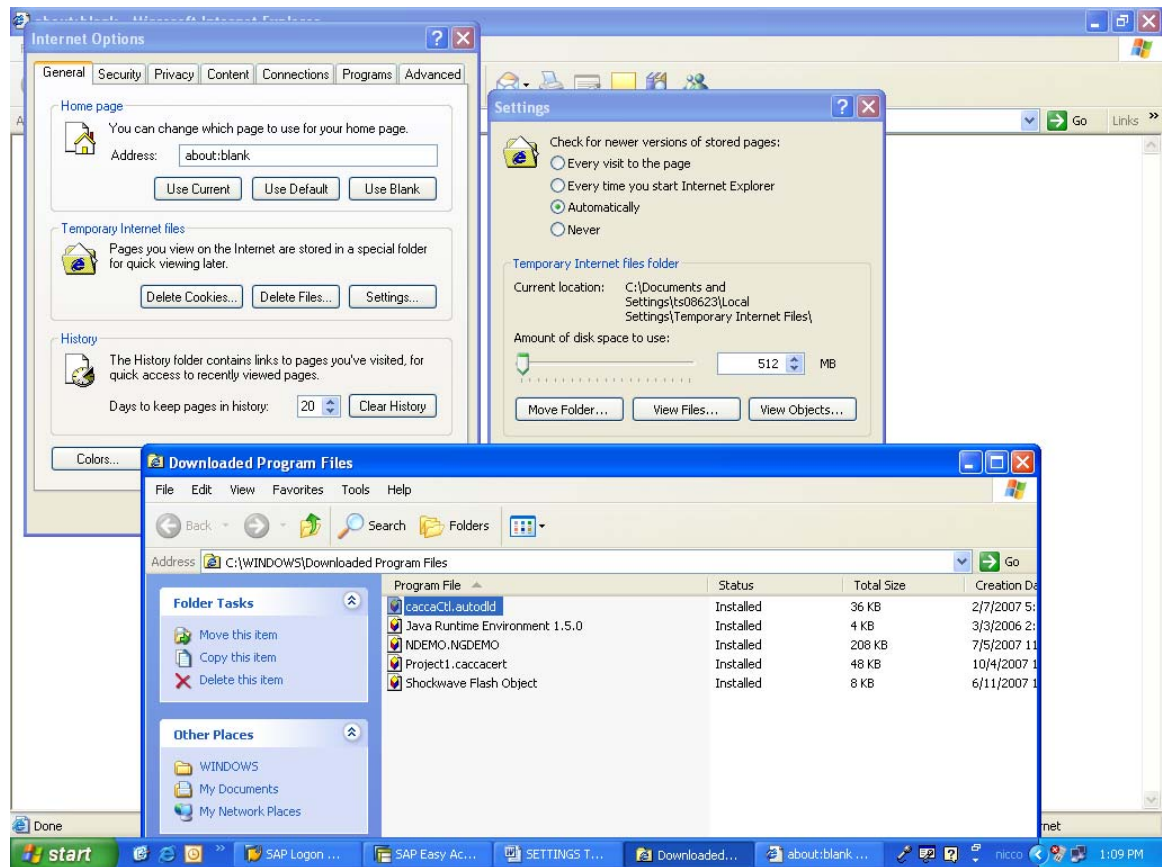
C. TIPS FOR DIGITAL SIGNATURE

- I) WHILE USING DIGITAL SIGNATURE DURING BIDDING PROCESS, WHEN THE BIDDER CLICKS ON "SIGN" BUTTON THE SIGNATURE DETAIL IS NOT BEING DISPLAYED AND INSTEAD "ERROR ON PAGE" APPEARS.

IN SUCH SITUATION, THE FOLLOWING SETTINGS CAN BE CHECKED IN PC/LAPTOP:

1. GO TO TOOLS ->INTERNET OPTIONS->GENERAL>SETTINGS> VIEW OBJECTS > CLICK ON VIEW OBJECTS.
2. AFTER CLICKING ON VIEW OBJECTS, CHECK THAT THE OBJECTS Viz: caccaCtl.autodld and nCode COMPONENTS ARE INSTALLED / DISPLAYED ON THE SCREEN:

YOU MAY REFER THE BLOW SCREEN SHOT:



In case you do not see the above objects then please follow the steps defined in PARA B above. In case you still do not get these objects then please contact your IT Administrator and set your security settings to enable these objects to be downloaded in your PC while using e-tender site.

NOTE:

1. FOR SMOOTH OPERATION OF DIGITAL SIGNATURE DURING BIDDING PROCESS, SECURITY SETTINGS IN INTERNET EXPLORER OF PC/LAPTOP NEED TO BE CARRIED OUT AS EXPLAINED IN THIS DOCUMENT UNDER PAGE NO 1-4.
2. IT IS EASIER TO CONFIGURE SECURITY SETTINGS IN THE PC/LAPTOP HAVING OPERATING SYSTEM WINDOWS XP WITH INTERNET EXPLORER VERSION 6 or 7. BECAUSE OF HIGH SECURITY FEATURES IN WINDOWS VISTA OPERATING SYSTEM, IT MAY REQUIRE ADDITIONAL SETTINGS IN PC/LAPTOP WITH ADMINISTRATOR PRIVILEGES FOR FUNCTIONING OF DIGITAL SIGNATURE UNDER WINDOWS VISTA OS. HENCE PC/LAPTOP WITH OPERATING SYSTEM XP IS PREFARABLE FOR E-BIDDING.

BIDDING PROCEDURE:

NOTE: FOR SUCCESSFUL BIDDING PLEASE ENSURE THAT THE PC/LAPTOP SETTING IS CARRIED OUT PROPERLY AND DIGITAL SIGNATURE CERTIFICATE IS APPEARING AS EXPLAINED ABOVE.

I. ACCESSING THE SYSTEM THROUGH guest user

THROUGH guest user LOGIN, VENDORS CANNOT PARTICIPATE IN BIDDING PROCESS. ONLY TENDERS CAN BE DISPLAYED FOR VIEWING AND DOWNLOADING.

IN THE HOME PAGE OF ETENDER SITE OF GAIL (<https://etender.gail.co.in>), CLICK ON Guest User.

- SYSTEM DISPLAYS **PROCESS BID AND HELP DOCUMENT** ON LEFT SIDE OF SCREEN
- CLICK ON THE **PROCESS BID** FOR DOWNLOADING / VIEWING OF TENDERS
- FIND THE BID INVITATIONS AND CURRENT BIDS PUBLISHED AND DUE FOR OPENING.
- KEEP THE COLUMNS (NUMBER OF DOCUMENT, NAME, STATUS, PROCESSED BY ME) **BLANK** AND CLICK ON START.
- THE BID INVITATIONS APPEAR.

CLICK ON THE INTERESTED BID INVITATION NUMBER (80000.....) , UNDER NUMBER COLUMN.

FOR DOWNLOADING/VIEWING TENDERS, REFER STEPS MENTIONED UNDER III.

II. PRE-REQUISITES TO PARTICIPATE IN BID:

- OBTAIN /POSSESS DIGITAL SIGNATURE CLASS 3B FROM CAs (CERTIFYING AUTHORITIES-NOT FROM THEIR SUB-CAs)
- MUST POSSESS THE VALID EMAILID AND TELEPHONE NO.
- TO OBTAIN USERID AND PASSWORD: FILL UP THE APPLICATION FORM IN ADVANCE IN (REQUEST FOR USERID) <https://etender.gail.co.in>. YOU WILL RECEIVE THE USER ID PASSWORD FROM SYSTEM OF GAIL IN YOUR EMAIL ADDRESS PROVIDED IN APPLICATION.
- SET YOUR SYSTEM CONFIGURATION AS PER THE INSTRUCTIONS PROVIDED IN FAQs AND ITB.

III. HOW TO DOWNLOAD TENDER & SOR DOCUMENTS:

- IN THE HOME PAGE OF ETENDER SITE OF GAIL (<https://etender.gail.co.in>), ENTER YOUR LOGIN USER ID AND PASSWORD AND PRESS LOGON.
- IN CASE USER ID & PASSWORD ARE NOT RECEIVED, SYSTEM CAN BE ACCESSED THROUGH Guest User Logon for downloading of documents.
- AFTER SUCCESSFUL LOGON, SYSTEM DISPLAYS **PROCESS BID AND HELP DOCUMENT** ON LEFT SIDE OF SCREEN
- CLICK ON THE **PROCESS BID** FOR DOWNLOADING
- FIND THE BID INVITATIONS AND CURRENT BIDS PUBLISHED AND DUE FOR OPENING.

- KEEP THE COLUMNS (NUMBER OF DOCUMENT, NAME, STATUS, PROCESSED BY ME) **BLANK** AND CLICK ON START.
- THE BID INVITATIONS APPEAR.
- CLICK ON THE INTERESTED BID INVITATION NUMBER (80000.....) , UNDER NUMBER COLUMN.

FOR VIEWING THE DETAIL OF TENDER

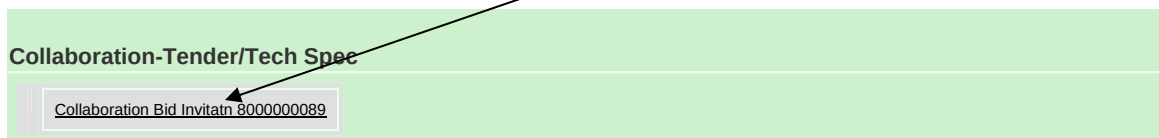
- CLICK ON BASIC DETAILS AS FOLLOWS, SYSTEM DISPLAYS THE DETAILS OF TENDER

Basic Data | [Information from Purchaser](#) | [My Notes](#) | [Partner/Delivery Address](#)

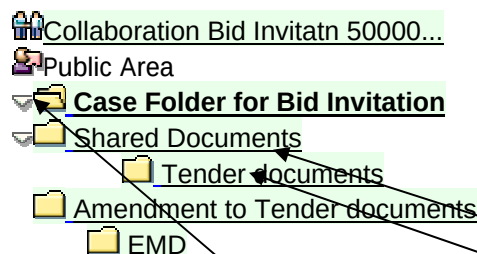
- GO TO **INFORMATION FROM PURCHASER** AS SHOWN ABOVE TO VIEW SCHEDULE OF RATES AND TENDER DOCUMENTS.

Overview of Attachments (for Price Bid)								
	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
	testing SOR050507.xls.p7sec	Standard Attachment	1		p7sec	16	EMPLOYEE1	09.05.2007 17:01:13

- CLICK ON SOR UNDER Description COLUMN AS ABOVE TO VIEW SOR. THE SAME CAN BE DOWNLOADED BY SAVING THE FILE ON YOUR SYSTEM.
- SIMILARLY, TO VIEW THE TECHNICAL DOCUMENTS, CLICK ON “**Collaboration Bid Invitation**” AS BELOW. A SMALL WINDOW WITH MESSAGE ‘Application is starting’ APPEARS WITH OK BUTTON. CLICK ON OK BUTTON. A NEW POPUP WINDOW ‘Public Area – C Folder’ APPEARS ON THE SCREEN. INCASE THE SAME IS NOT APEARING DIRECTLY ON THE SCREEN, PRESS ALT+TAB SIMULTANEOUSLY TO GET THE SAID WINDOW DISPLAYED ON THE SCREEN.



- THE SCREEN APPEARS AS FOLLOWS:



- EXPAND ON Case Folder for Bid Invitation AS SHOWN ABOVE, THE Shared Documents NODE APPEARS UNDER IT AND FURTHER EXPAND IT TO SEE THE Tender documents. CLICK ON Tender documents.

- RIGHT HAND SIDE OF THE SCREEN FOLLOWING APPEARS.

Folder Contents					
			Copy	Copy as Bookmar	k All None
	Name	Current Version	Status	Changed by	Changed on
	Tender document	Tender.doc.p7sec (982KB)	released	Rajiv Kumar	31.05.2007 20:01:07

- CLICK ON DOCUMENTS UNDER **current version** AS ABOVE TO VIEW THE TECHNICAL DETAILS OF TENDER. THE SAME CAN BE DOWNLOADED BY SAVING THE FILE ON YOUR SYSTEM.

IV HOW TO UPLOAD PRICE BID AND TECHNICAL TENDER DOCUMENTS OF BIDDER FOR SUBMISSION OF BID:

- AFTER ENTERING INTO THE SITE WITH THE USERID AND PASSWORD OF BIDDER, CLICK ON Process bid APPEARING ON THE LEFT SIDE OF THE SCREEN.

Process Bid

- ENTER THE APPLICABLE BID INVITATION NUMBER UNDER THE HEAD Number of Document AS PER BELOW AND CLICK ON **START**.

Number of Document	Name	Status	Processed by Me
800000			
Start			

- CLICK ON BID INVITATION NUMBER, FOLLOWING SCREEN APPEARS
- CLICK ON **REGISTER** AND THEN CLICK ON **CREATE-BUTTON** AS BELOW.(FOR FIRST TIME BIDDING PROCESS AGAINST A TENDER ONLY)

Register	Create	Hold	Change	Refresh	Pay Tender Fees	Verify BI Sign
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- CLICK ON MY NOTES TAB AS SHOWN BELOW. THEN CLICK ON **CHANGE** BUTTON FOR PROCESS RESPONSE.

General Data	Item Data	
Basic Data	Information from Purchaser	My Notes
		Partner/Delivery Address

- ATTACHMENT FIELDS APPEAR AS BELOW(ATTACH ONLY PRICE BID HERE)
- NOTE: FILE TO BE ATTACHED SHOULD NOT HAVE SPECIAL CHARACTERS IN FILE NAME /FOLDER NAME.

Attachments (for Price Schedule)

Attach only PRICE BID here. Go to 'Collaboration' link below to attach Technical Documents.

Description

Path [browse](#)

- THEN ENTER AS price bid ETC. UNDER DESCRIPTION FIELD.

NOTE: YOU MIGHT HAVE ALREADY DOWNLOADED THE PRICE SCHEDULE ATTACHMENT PROVIDED BY GAIL AND KEPT READY WITH FILLED IN PRICES

- GO TO **BROWSE** AS ABOVE UNDER Path , SELECT THE FILE(filled in SOR file) TO BE ATTACHED. **SIGN IT FIRST** WITH YOUR DIGITAL SIGNATURE BY CLICKING ON 'Sign' BUTTON. THE SIGNATURE DETAIL OF THE INDIVIDUAL TO WHOM THE CERTIFICATE IS ISSUED SHALL APPEAR IN A POPUP WINDOW. SELECT THE SIGNATURE AND PRESS OK BUTTON.

NOTE: INCASE THE SIGNATURE DETAIL POPUP IS NOT APPEARING AFTER CLICKING ON SIGN AND ERROR IS APPEARING THEN REFER PC/LAPTOP SETTING **SECTION C: TIPS FOR DIGITAL SIGNATURE**

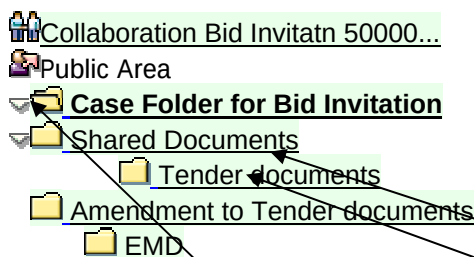
- ANOTHER FILE WITH EXTENSION "P7.SEC" GETS CREATED JUST BELOW THE ORIGINAL FILE IN THE SAME FOLDER.
- CLICK browse AGAIN AND SELECT THE "P7.SEC" FILE ATTACHMENT AND **ADD**
- HERE YOUR FILE(FILLED IN SOR-PRICES) GETS ADDED THAT IS YOUR PRICE BID.(CHECK THE SAME-BY CLICKING IT)
- GO TO THE HOLD BUTTON ON TOP LEFT AND CLICK ON IT FOR SAVING YOUR BID. IN ORDER TO CONTINUE FURTHER PRESS **CHANGE BUTTON**.
- THIS WAY YOU CAN ADD ANY NUMBER OF PRICE SCHEDULES.
- **CAUTION: AT THIS STAGE YOU HAVE NOT YET SUBMITTED THE BID , UNTIL YOU PRESS THE SUBMIT BUTTON)**

SIMILARLY FOR ADDING TENDER DOCUMENTS IN COLLABORATION FOLDER.

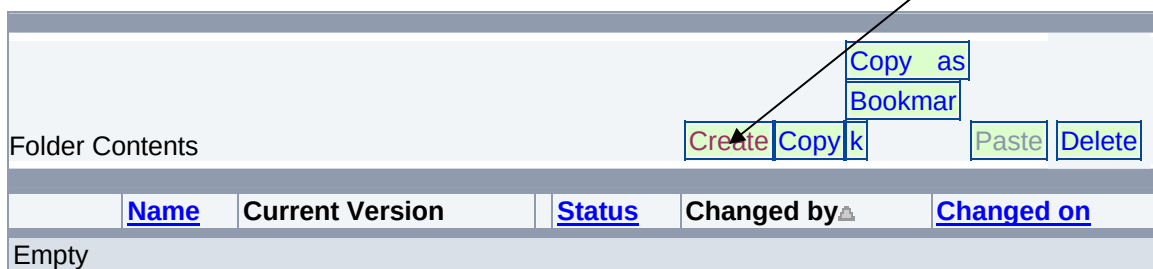
Collaboration-Tender/Tech Spec

Bid 4000000973 RAJ INDUSTRIES

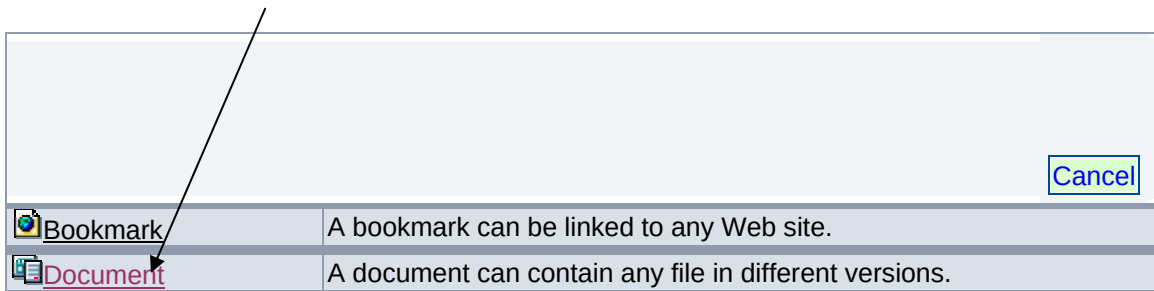
- CLICK ON **COLLABORATION FOLDER**.
- A SMALL WINDOW WITH MESSAGE 'Application is starting' APPEARS WITH OK BUTTON. CLICK ON OK BUTTON. A NEW POPUP WINDOW 'Work Area ' APPEARS ON THE SCREEN. INCASE THE SAME IS NOT APEARING DIRECTLY ON THE SCREEN, PRESS ALT+TAB SIMULTANEOUSLY TO GET THE SAID WINDOW DISPLAYED ON THE SCREEN.



- EXPAND ON Case Folder for Bid Invitation AS SHOWN ABOVE, THE Shared Documents NODE APPEARS UNDER IT AND FURTHER EXPAND IT TO SEE THE Tender documents. CLICK ON Tender documents.
- ON THE RIGHT HAND SIDE, FOLLOWING SCREEN APPEARS, PRESS ON **Create**.



- **CLICK ON DOCUMENT**



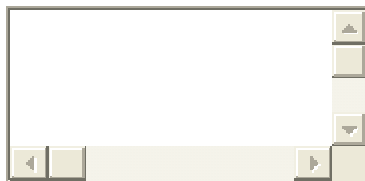
 Bookmark	A bookmark can be linked to any Web site.
 Document	A document can contain any file in different versions.

- UNDER NAME FIELD, ENTER THE **NAME OF THE DOCUMENT TO BE UPLOADED.**

Create Document

Name xxxxxxxx*

Description



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PGP Documents ☐ You are only allowed to use PGP files in this document.

-  Upload Local File
-  Create File Later

Continue Cancel

- THEN CLICK ON **CONTINUE**,
- FOLLOWING SCREEN APPEARS

To select the required file, choose *Browse* and then *Save*.



- CLICK ON **BROWSE** AS ABOVE, SELECT THE FILE TO BE ATTACHED/UPLOADED (NOTE: YOUR UPLOAD FILE NAME/FOLDER NAME SHOULD NOT CONTAIN ANY SPECIAL CHARACTERS LIKE @#\$%^&*)
- **SIGN IT FIRST** WITH YOUR DIGITAL SIGNATURE BY CLICKING ON "SIGN. THE SIGNATURE DETAIL OF THE INDIVIDUAL TO WHOM THE CERTIFICATE IS ISSUED SHALL APPEAR IN A POPUP WINDOW. SELECT THE SIGNATURE AND PRESS OK BUTTON.

NOTE: INCASE THE SIGNATURE DETAIL POPUP IS NOT APPEARING AFTER CLICKING ON SIGN AND ERROR IS APPEARING THEN REFER PC/LAPTOP SETTING **SECTION C: TIPS FOR DIGITAL SIGNATURE**

-
- ANOTHER FILE WITH EXTENSION "P7.SEC" GETS CREATED JUST BELOW THE ORIGINAL FILE IN THE SAME FOLDER.
- CLICK browse AGAIN AND SELECT THE "P7.SEC" FILE AND **SAVE**
- HERE YOUR FILE GETS ADDED THAT IS YOUR TECHNICAL BID.(CHECK THE SAME-BY CLICKING IT)
- THIS WAY YOU CAN ADD ANY NUMBER OF TECHNICAL BID FILES SUCH AS SCANNED COPIES ETC.
- AFTER ADDING/ATTACHING/UPLOADING ALL TECHNICAL FILES, THEN CLOSE THIS SCREEN/WINDOW BY CLICKING (X) IN TOP RIGHT CORNER, AND GO TO MAIN ETENDER SITE (SRM) SCREEN

NOW YOU NEED TO SUBMIT THE BID

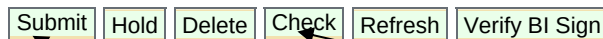
IN CASE THE SCREEN IS IN DISPLAY MODE, CHANGE TO "PROCESS RESPONSE" BY CLICKING ON **CHANGE** BUTTON



[Back to Initial Screen](#)

FOLLOWING SCREEN OPENS

- UNDER General Data CLICK ON Basic Data. The Submit Button shall appear as below.



- BEFORE, CLICKING ON SUBMIT BUTTON, ENSURE THAT ALL DOCUMENTS UNDER PRICE AND TECHNICAL ARE ATTACHED. CLICK ON **Check** BUTTON FOR SYSTEM TO CHECK YOUR BID FOR ITS COMPLETENESS.
- THEN CLICK **Submit** BUTTON FOR SUBMISSION OF BID. THE SYSTEM SHALL RECONFIRM FOR SUBMISSION OF YOUR OFFER. PRESS OK TO PROCEED. DIGITAL SIGNATURE IS REQUIRED DURING SUBMISSION OF BID. SELECT YOUR SIGNATURE AND FINALLY PRESS OK TO PROCEED SUBMITTING YOUR OFFER.
- AFTER SUBMISSION, YOU MAY CHECK THE STATUS OF YOUR BID BY CLICKING ON Basic Data UNDER General Data. UNDER Bid Status COLUMN 'Bid Submitted' SHALL APPEAR. IN CASE OF Bid Status is shown **Held** UNDER Bid Status COLUMN, IT MEANS BID IS NOT YET SUBMITTED AND IN **HELD** POSITION.

NOTE:

1. DURING BIDDING PROCESS, YOU MAY SAVE THE BID BY PRESSING ON **Hold** BUTTON. FOR FURTHER CONTINUING BIDDING PROCESS, ENSURE THAT THE BID IS IN **Process Response** BY CLICKING **Change** BUTTON. BIDDING PROCESS CANNOT BE CARRIED OUT IN CASE THE BID IS IN **Display Response**. FURTHER ENSURE THAT YOU COMPLETE YOUR ENTRIES BEFORE DUE DATE AND TIME.
2. IN ORDER TO SUCCESSFULLY CLOSE /LOG OUT THE E-TENDERING SYSTEM, CLICK ON **Log off** ON TOP LEFT CORNER OF THE E-TENDER HOME PAGE.
3. IN CASE YOU DO NOT LOG OUT PROPERLY AS ABOVE, YOUR TRANSACTION MAY GET LOCKED. IN THIS CASE, YOU MAY NOT BE ABLE TO PROCESS THE BID. THE TRANSACTION GETS AUTOMATICALLY UNLOCKED AFTER 10 MINUTES APPROXIMATELY. HENCE LOG-OFF AS EXPLAINED ABOVE AND RE-LOGIN AFTER 10 MINUTES TO FURTHER PROCES THE BID.
4. YOU NEED TO HAVE BROADBAND CONNECTIVITY.
5. PLEASE READ FAQs AVAILABLE IN HOME PAGE OF THE E-TENDER PORTAL.
6. BID IS TO BE SUBMITTED IN TOTALITY BEFORE DUE DATE & TIME. IN CASE THE BIDDER IS TRYING TO SUBMIT THE BID AFTER DUE DATE & TIME, THE MESSAGE POPS UP AS **"END TIME HAS REACHED"** AND THE SYSTEM SHALL DISPLAY AS BID SUBMITTED TEMPORARILY IN THE CURRENT SESSION? BUT AFTER LOG OFF FROM THE CURRENT SESSION AND RE-LOGIN, THE BID STATUS SHALL BE SHOWN AS HELD. IN NUTSHELL, THE BID SHALL NOT GET SUBMITTED WHEN TRYING TO SUBMIT AFTER DUE DATE & TIME. THEREFORE, DO NOT TRY TO SUBMIT BID AFTER END DATE & TIME HAS REACHED.

7. FOR HELP DOCUMENT PLEASE LOGIN TO E-TENDER SYSTEM USING GUEST USER WHICH IS AVAILABLE JUST BELOW DISPLAY TENDER OPTION.

DISCLAIMER:

(IT MAY BE NOTED THAT THIS IS AN EFFORT TO HELP BIDDERS WITH SHORT READY RECKONER FOR UPLOADING OF BIDS DURING BIDDING PROCESS. FOR DETAILS YOU MAY READ HELP DOCUMENT AVAILABLE IN SYSTEM. GAIL DO NOT STAND RESPONSIBLE ON FAILURE TO UPLOAD THE BIDS SUCCESSFULLY BASED ON THESE INSTRUCTIONS)