

Bidder Manual





DOCUMENT UPDATE NOTICE

Bidder Manual

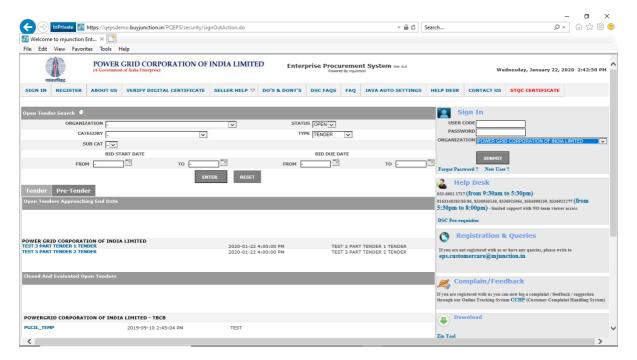
Version: 4.4

Last updated on: January 2020

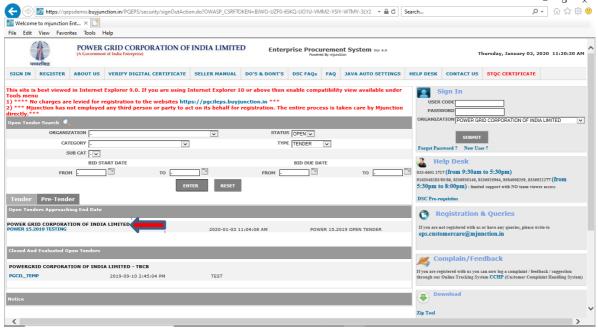


- 1) The Bidders opens the website https://pgcileps.buyjunction.in in his computer using the browser Internet Explorer 9 or above.
- 2) The Bidder then lands up on the sign in page of the e-procurement platform.

For DSC & system settings, Bidders can download the files by clicking **DO'S & DON'T'S** and **DSC FAQs** button given in the HOME PAGE. At the end of this document, same has been appended also.



3) The Bidder can view all the Open tenders floated by PGCIL from the public dashboard.

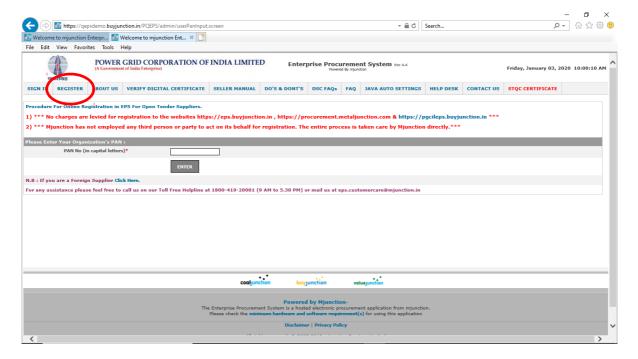




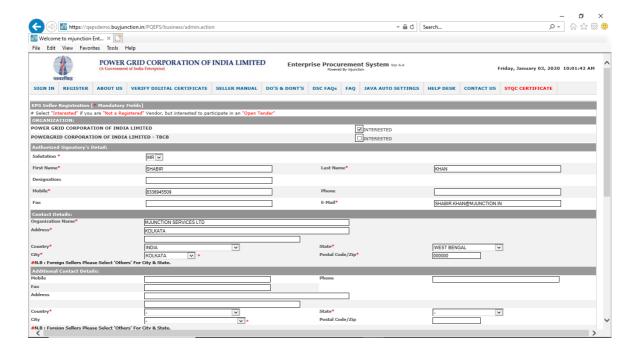
4)Bidders can register in EPS by clicking on the "**New User /Register**" link and by following the instructions as displayed on the screen shown in the series of screen shots below.

Enter company PAN number and click "ENTER" button.

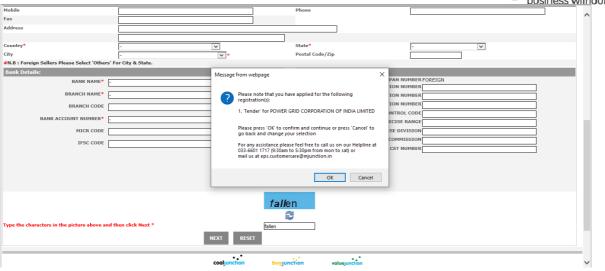
In case the PAN details are already registered on the portal, the bidders are advised to contact the EPS Customer Care (eps.customercare@mjunction.in).



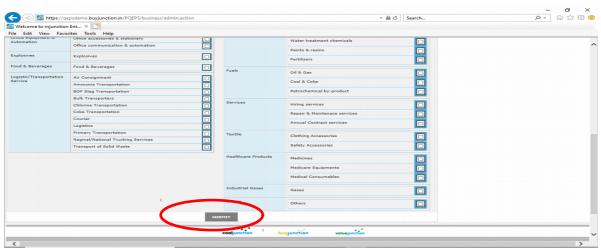
Fill all mandatory necessary details marked as *





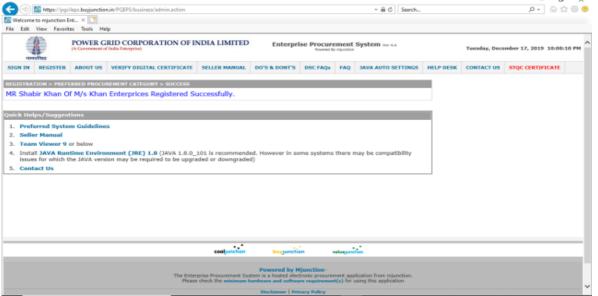


The Bidder needs to click on the **OK** button to proceed and complete the registration process. Bidder may select preferred procurement category and click on SUBMIT button at the bottom of the page.

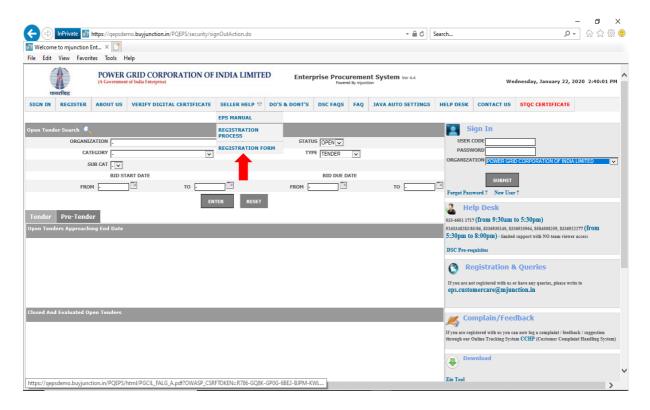


After clicking on "SUBMIT" button, bidder will see the successfully registration confirmation on the web page.





After following all the instructions mentioned in the screen generated at the end of Bidder registration process, Bidder also needs to submit offline registration form to PGCIL executive (**download the same from webpage**).



Registration will be approved by the EPS customer care after getting the go ahead from PGCIL.

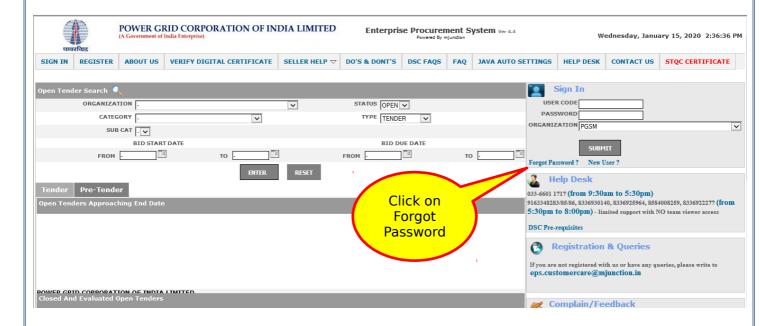
After activation of user ID, Bidder will receive a system generated email alert (on the email ID provided at the time of registration) containing EPS user code and password which will enable him to login to the portal.



Forgot Password:

5)If forgot password then please follow the steps mentioned below.

Click on Forgot Password option



- > The Forgot Password feature has 3 options
 - A. One time Password (OTP) sent to registered email id
 - B. One time Email link Sent to registered email id
 - C. Digital Signature Certificate

A. One time Password (OTP) sent to registered email id

- 1. Select the first option "One time Password (OTP) sent to registered email id.
- 2. Click Proceed



3. Enter the user code



- 4. Select Organisation code: Name of the Buyer Organisation.
- 5. Key the captcha code
- 6. Provide any one input i.e. Registered Mobile/Pan/Email (This should be present in profile)
- 7. Click "Continue to change password"



- 8. Check your email for OTPC
- 9. Note down the OTP or the unique identification code



Unique Identification Code (UIC) for user SUPPLIER1 in MJunction Enterprise Procurement System eps.customercare to: arijit.das, mj.pgcilteam

Cc: epsadmin

Please respond to epsadmin

A login request has been made for your account.

You will need to submit this unique identification code in order to verify that the request was legitimate.

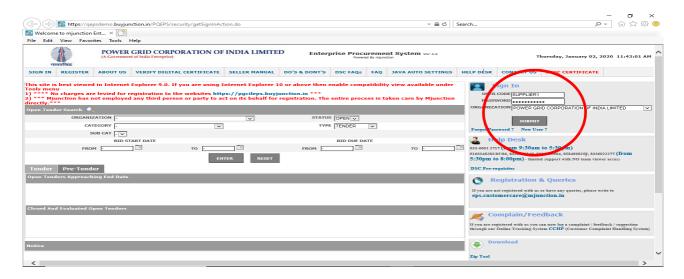
Your Unique Identification Code (UIC): 7FUZIB

THIS IS A SYSTEM-GENERATED MESSAGE CONTAINING PRIVILEGED AND CONFIDENTIAL INFORMATION SENT ON BEHALF OF THE ENTERPRISE PROCUREMENT SYSTEM.

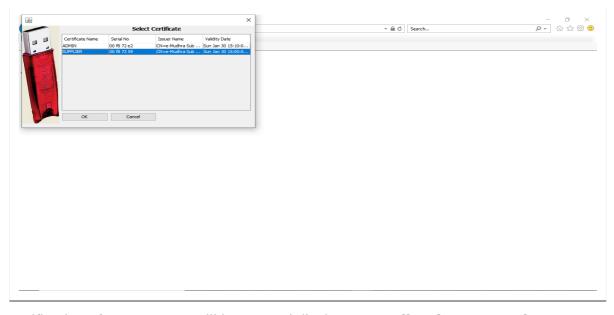


Login Process:

6)To log-in to the portal, the Bidder has to enter his User Code, Password and select the buyer organization for which registration has been approved and click on the **SUBMIT** .



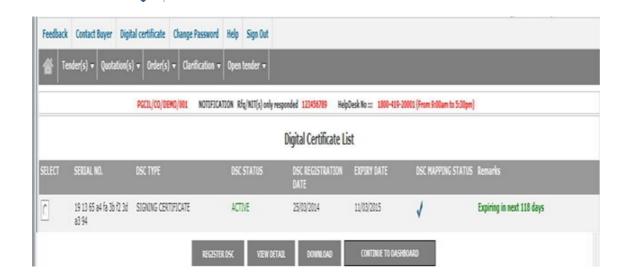
7) The Bidder is required to select the relevant DSC from the pop-up window and click on OK button.



8)After verification of DSC, system will logout and display a "**Pending for Approval**" message on the screen. This is applicable for all the bidders who will be login for the first time. Bidder has to contact the EPS helpdesk for getting their signing DSC approved.



- **9)**Post approval of the signing DSC by the EPS helpdesk team (system generated confirmation email alert will be received by the bidder on the registered email id). The Bidder can re-login to the portal this time the portal will validate the DSC and will allow the Bidder to view dashboard by clicking the **CONTINUE TO DASHBOARD** button.
 - a. After successfully logging, the Bidder needs to click on the "**Digital certificate**" link on the top of the page, and then click on "**REGISTER DSC"** tab to map his encryption DSC in the portal.





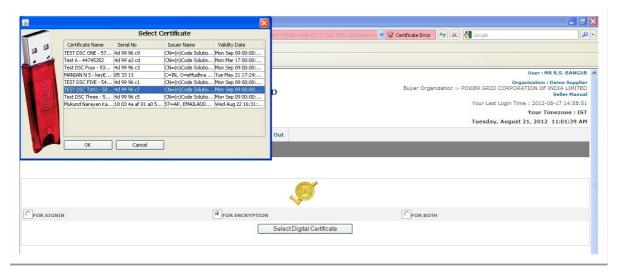








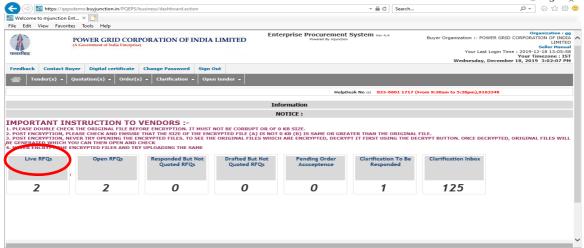
10) On clicking the above mentioned button, a new pop-up menu will open where the Bidder needs to select his encryption DSC and click on OK.

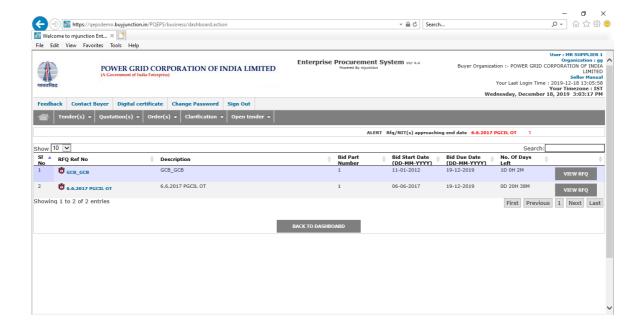


On successful mapping of encryption DSC the system will display a success message.

- **11)** The Bidder lands on the dashboard page wherein the following links are available:
 - **LIVE RFQ:** To have all Limited Tenders. It also shows all Open Tenders wherein bidder has shown "INTERESTED".
 - Open RFQs: To have all Open Tenders wherein bidding window is open.
 - **Responded but not Quoted RFQs:** To have all tenders wherein bidder has shown "INTERESTED" but not initiated bid submission process.
 - Drafted but Not Quoted RFQs: To have all tenders wherein bidder has initiated the bid submission process.
 - **Clarifications To Be Responded:** To have all clarifications, wherein RFQ owner have sought response.
 - Clarifications Inbox: To have details of all the clarification raised or responded till date.



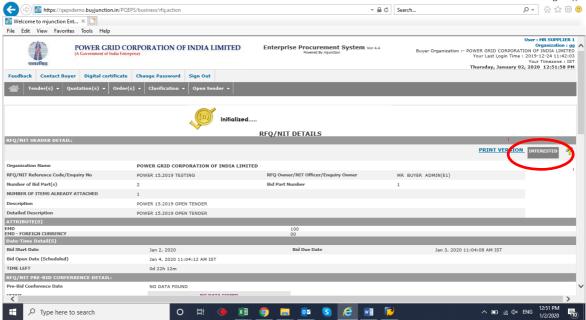




12) The Bidder selects appropriate tender and clicks on **INTERESTED** button at the right top corner of the page and accepts the **GENERAL CONDITIONS OF ONLINE BID SUBMISSION.**

After accepting the terms and conditions, the bidder will get attached to the respective tender and henceforth will receive all mail communications associated with the said tender.





GENERAL CONDITIONS OF ONLINE BID SUBMISSION

- 1. All entries in the quotation should be entered at on-line submission form without any ambiguity and can be corrected by the vendor till the date and time of closing. The last modified quotation will be taken into consideration only.
- 2. Quotation can not be accessed on-line after the DUE DATE.
- 3. Any Purchase order resulting from this enquiry shall be governed by the following terms and conditions in addition to those mentioned in order.



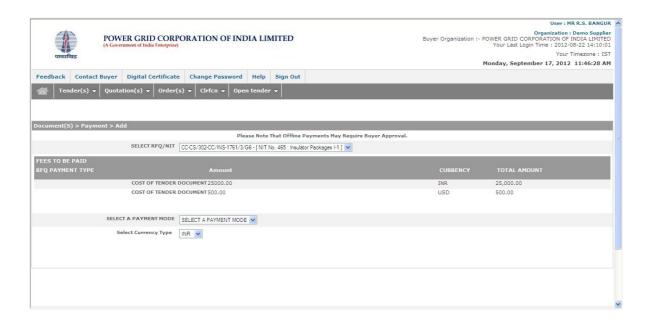
13) This will redirect Bidder to the page for making payments towards the tender documents fee, if applicable, else will directed to the tender page for bid submission.

FOR PAYMENT RELATED ACTIVITY



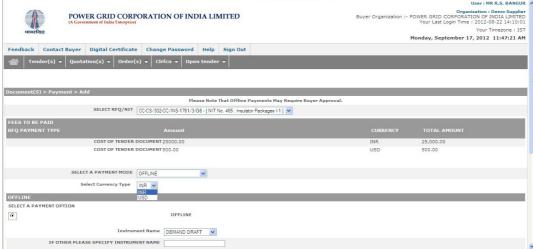


- 14) Click on the PAYMENT button or the PAYMENT link under Open Tender menu to proceed towards completion of the payment formalities associated with the RFQ (if any).
- **15)** The Bidder has to select the particular RFQ from the drop-down list (contain the interested tender list which are pending for payment) displayed on the page.

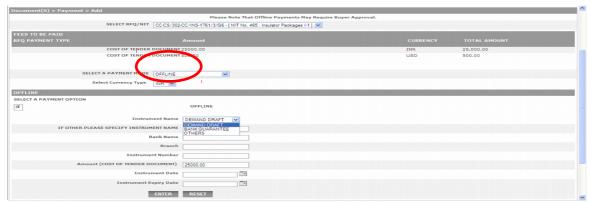


16) In the subsequent page the Bidder selects the suitable payment mode from the SELECT PAYMENT MODE and CURRENCY from drop-down list and then proceeds ahead to complete the payment process.

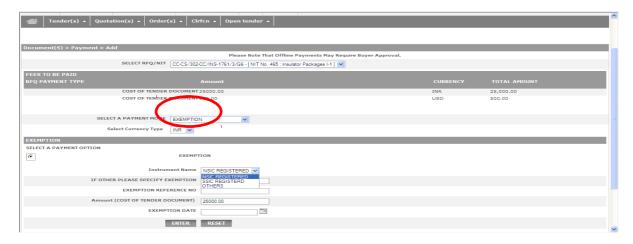




17) The Bidder has to select OFFLINE option (default option) and then fills all the relevant details as required in the fields displayed and then click the ENTER button to complete the payment process.



18) All the requisite details needs to be provided in case of fee EXEMPTION as well.

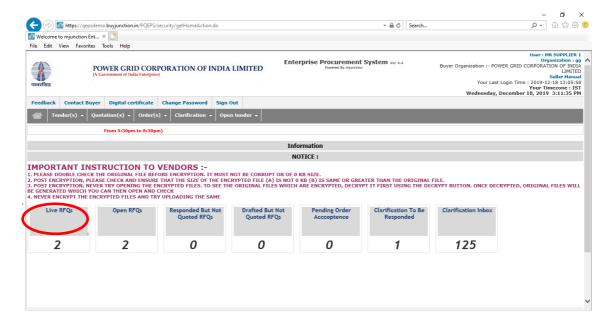


19) After entering payment details, an email will be sent to the RFQ owner for confirmation of payment details. Payment confirmation by the RFQ owner is subject to timely receipt of relevant payment related documents from the Bidder in originals.

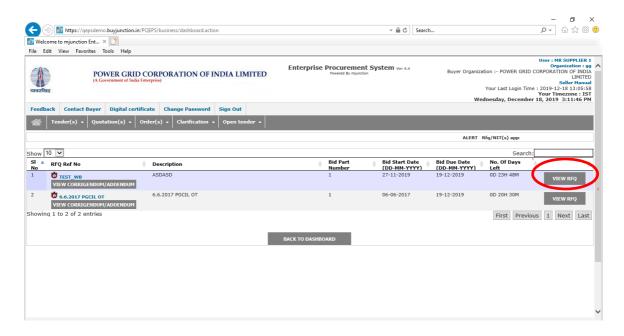


On receiving e-mail confirmation of approval of his payment details the Bidder can proceed to respond to the RFQ. The Bidder can go to Home page/ Dashboard and Open Live RFQ box. All interested/Limited tenders will be viewable from Live RFQ's box.

In case the tender is without any tender fees, the bidder can show "INTERESTED", "ACCEPT all Terms and Conditions" and proceeds towards responding to the tender, by clicking on "ADD QUOTATION" tab.

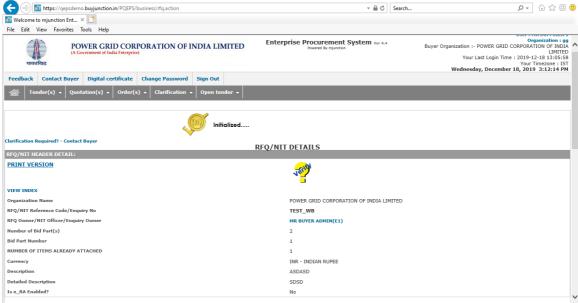


Once click on Live RFQ's box the screen will display

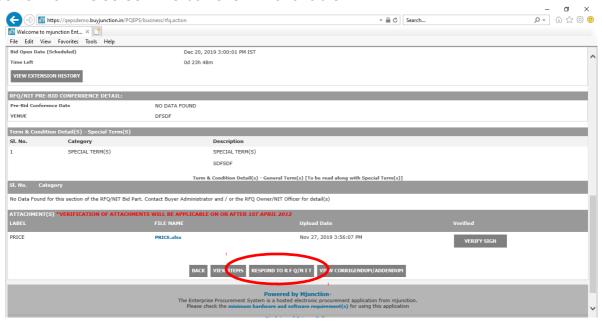


Click on particular tender or "VIEW RFQ" button, "RFQ/NIT DETAILS" page will display



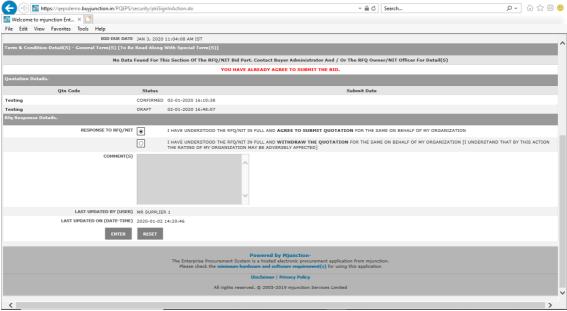


At the bottom of this screen the buttons will available.

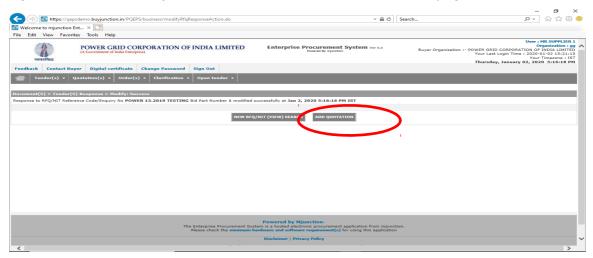


- **20)** Click on RESPOND TO RFQ/NIT button at the bottom of the page. On successful verification of DSC system will lands on to the Terms and Conditions page.
 - > By clicking on the first radio button (default option), the bidder agrees to submit the quotation.
 - On clicking on the second radio button, the bidder declines to quote for the tender.



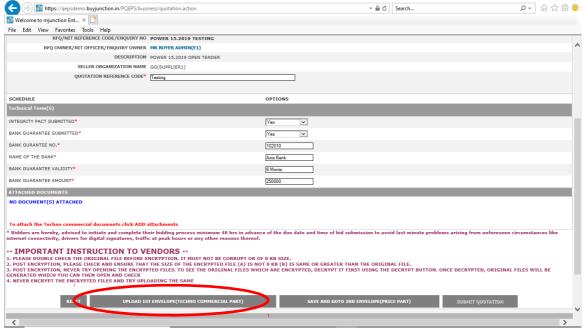


On agreeing to submit the bid, system will direct to the ADD QUOTATION page.

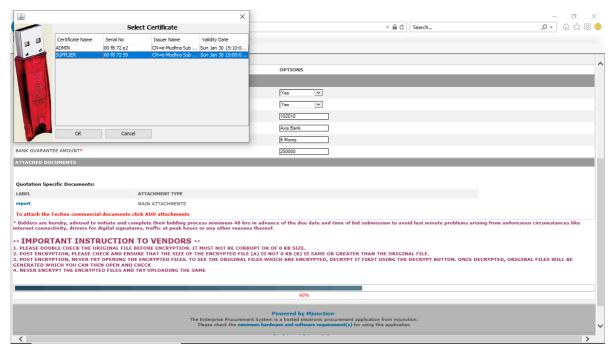


21) Click on the ADD QUOTATION button and fill in all the relevant techno-commercial bid details.





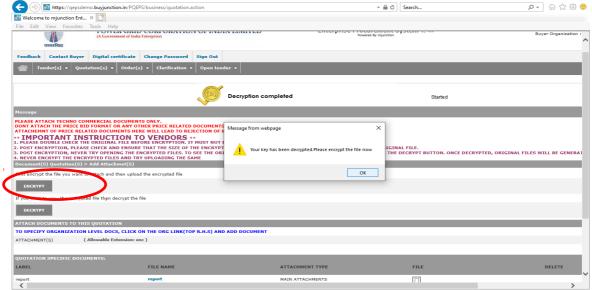
22) Click on UPLOAD 1ST ENVELOPE (TECHNO COMMERCIAL PART) button at the bottom of the page to upload techno-commercial documents.



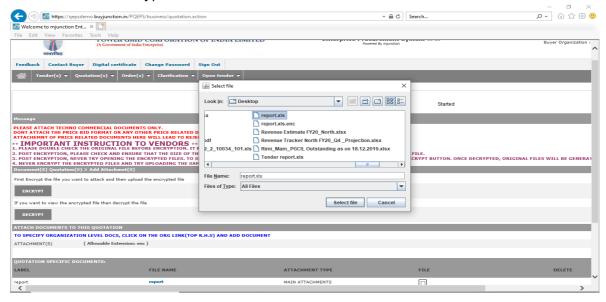
23) On the 1st envelope attachment section click the "ENCRYPT" tab to encrypt the technocommercial document. The bidder can also decrypt the same encrypted file by clicking "DECRYPT" button.

Need to follow the - Important instructions as mentioned in the web page.



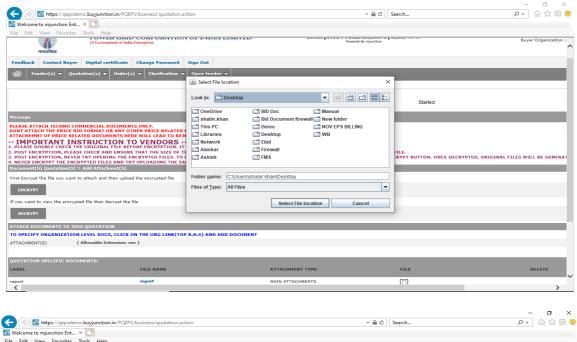


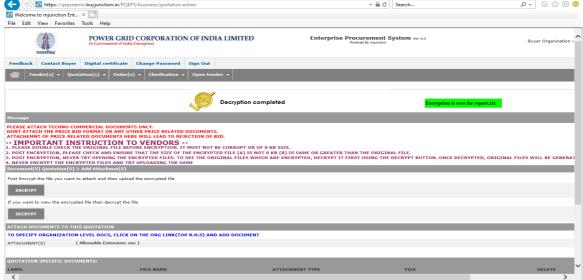
Select the actual file to encrypt

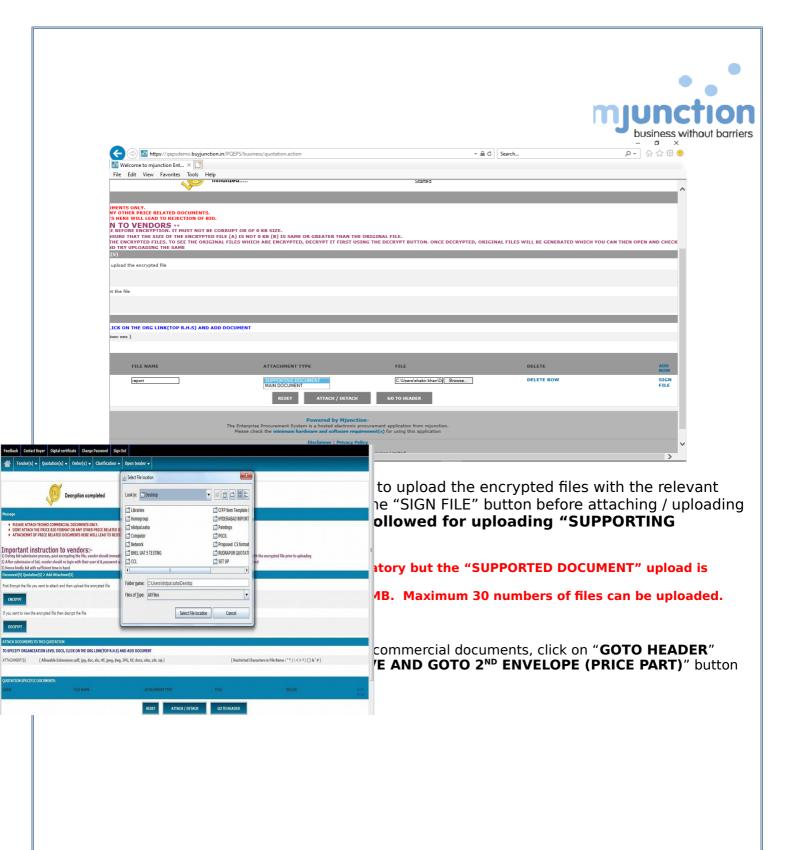


Select the location to save the encrypted file

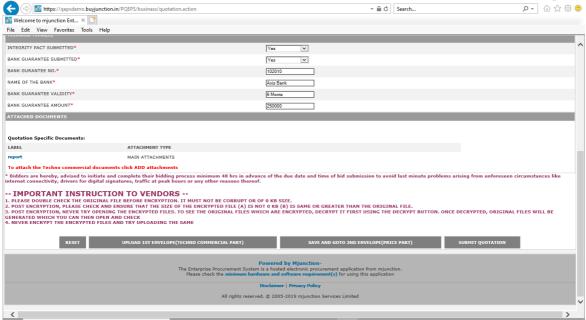




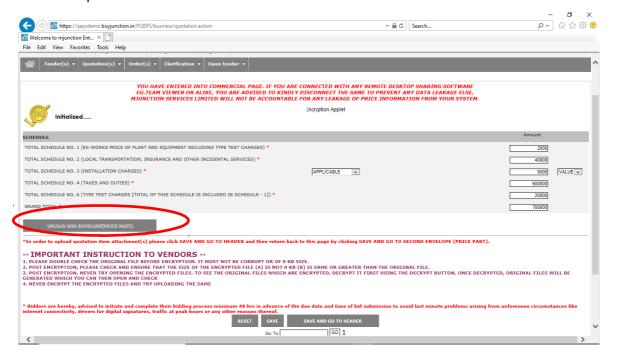








25) The Bidder has to fill up all the relevant price schedule template attached by the buyer in the RFQ. The schedule wise total as well as GRAND TOTAL needs to be calculated and entered manually in the online template.



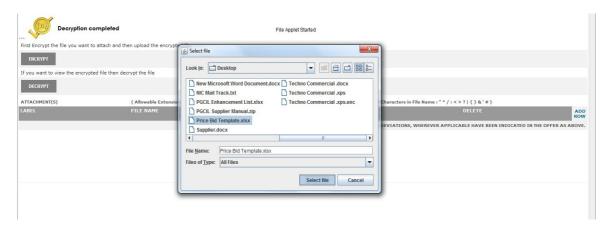
After filling the price details in the template, click on save button for enable "UPLOAD 2ND ENVELOPE (PRICE PART)" button. The Bidder needs to click on the "UPLOAD 2ND ENVELOPE (PRICE PART)" button for uploading Price Schedule mandatory file.

Need to follow the - Important instruction mentioned web page:



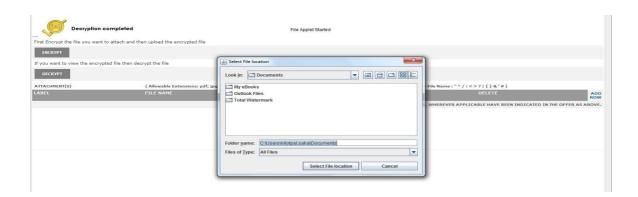
In the 2nd envelope attachment section, click on the "**ENCRYPT**" tab to encrypt the duly filled price schedule.

**Same encryption process to be followed for encrypting the price schedule file as well, as was followed during techno-commercial document upload.



Select the location to save the encrypted file

After encrypting the file, click on "**ADD ROW**" to upload the encrypted price schedule. Browse the encrypted file to upload and enter LABLE & FILE Name.





DELETE

SIGN FILE

OF THE R F Q ARE ACCEPTABLE. DEVIATIONS, WHEREVER APPLICABLE HAVE BEEN INDICATED IN THE OFFER AS ABOVE.

Click sign file & Select the DSC, after completing the signing of the file "Signing file completed" message will display.

Choose File to Upload

Desktop

🛜 Libraries

Libraries

Downloads

Documents
Music

Pictures

₹ Videos

Recent Places

Organize ▼ New folder

☐ Documents ► Documents ►

Documents library

Includes: 2 locations

My eBooks

Outlook Files

Total Watermark

vlc-2.0.6-win32.exe

File name: Price Bid Template.xlsx.enc

Price Bid Template.xlsx.enc

ApnStub.exe

Once signing file is completed successfully then click on "SAVE" button and then close the window once success message is flashed on the screen. After closing this pop-up window system will land on price uploading page.

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= - -

Arrange by: Folder ▼

Type

Date modified

5/11/2013 4:37 PM File folder

2/14/2014 4:30 PM File folder

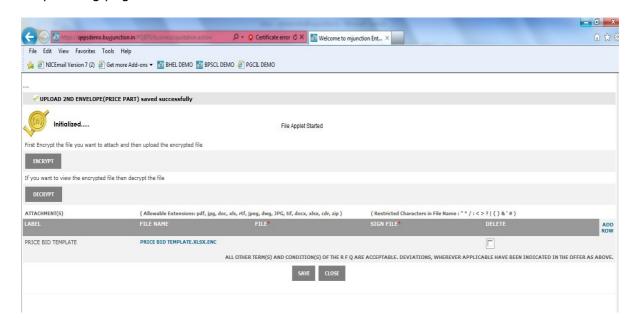
4/27/2013 10:23 AM File folder

2/2/2012 12:36 AM Application

4/19/2013 2:27 PM Application

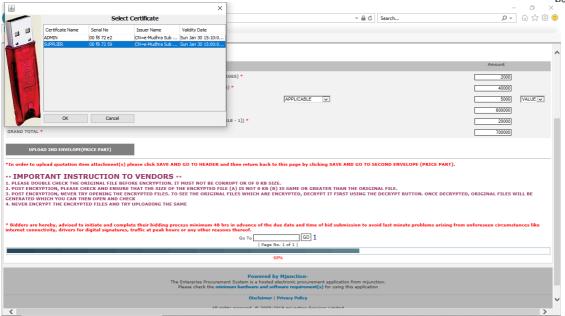
▼ All Files (*.*)

Open Cancel

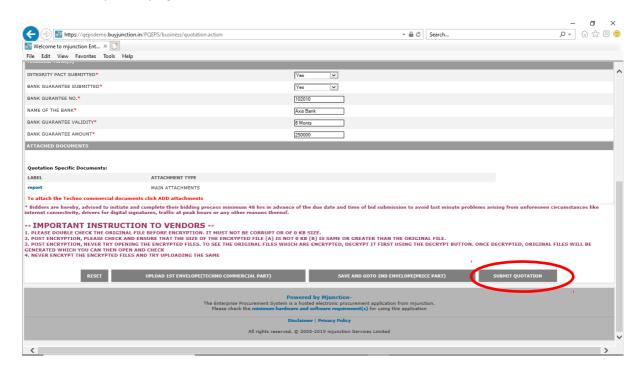


26) Click on the "**SAVE AND GOTO HEADER**" button then system redirect on RFQ response page

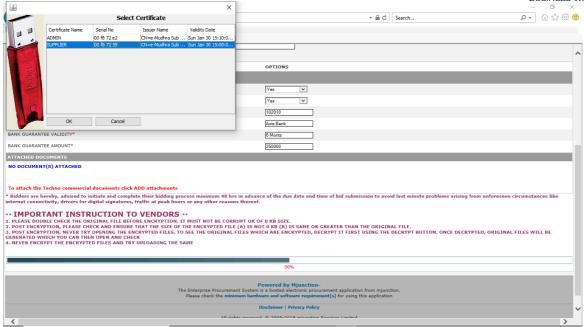


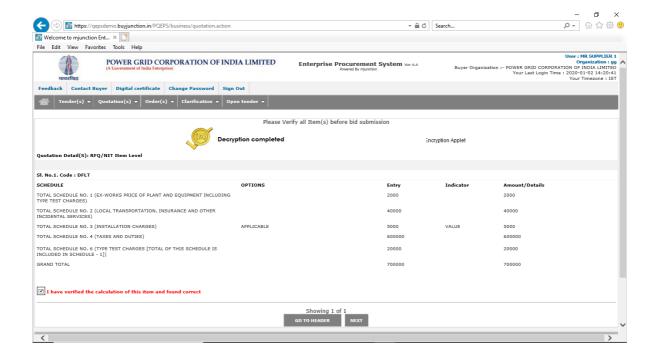


27) From RFQ response page - click on **SUBMIT QUOTATION** button.



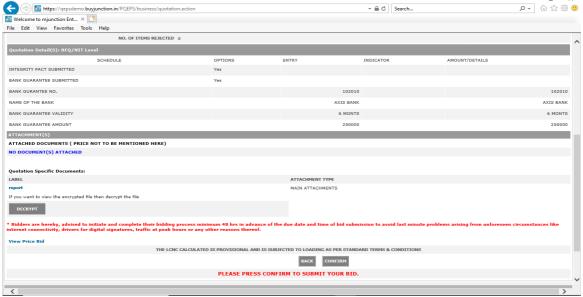






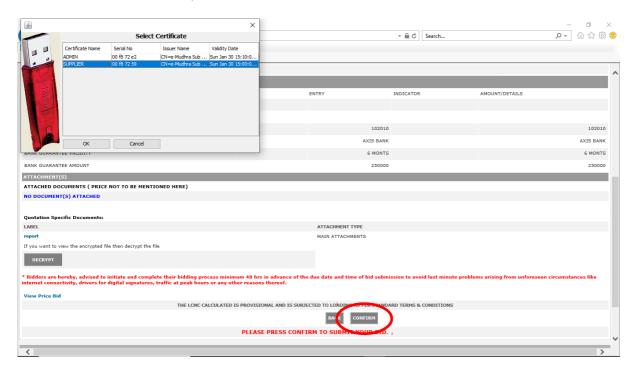
Bidder needs to verify the submitted details, select "I have verified the calculation of this item and found correct" and click "NEXT" button. If any modification/ correction is required in the above mentioned details then click on "GO TO HEADER" button.





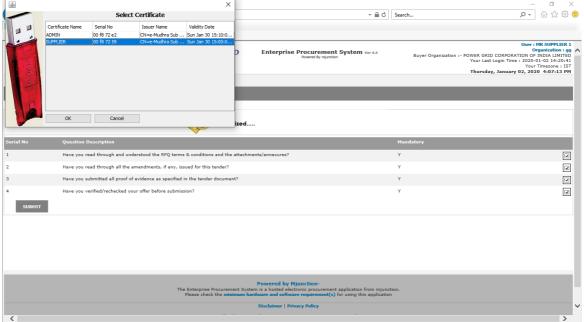
Click on the "QUOTATION SPECIFIC DOCUMENT LINK" to view attachments (techno-commercial and price) uploaded and click on "VIEW PRICE BID" for viewing the schedule wise total price entered.

Click on the CONFIRM button to proceed.



On the subsequent page the Bidder needs to respond to checklist before final bid submission. Click on the SUBMIT button for final bid submission.

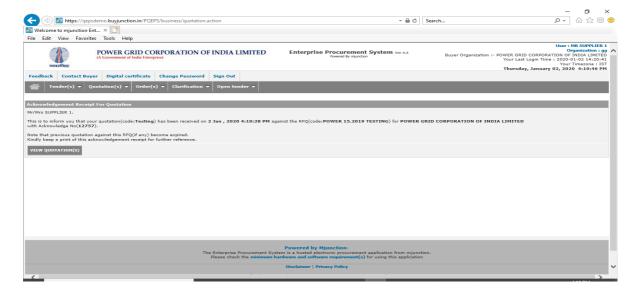




28) Once the submission process is completed successfully the bid submission confirmation message will be displayed.

The bid will be submitted and will receive confirmation message & system generated mail on registered email id.

Please keep acknowledgement number for all further correspondence.





View Submitted BID

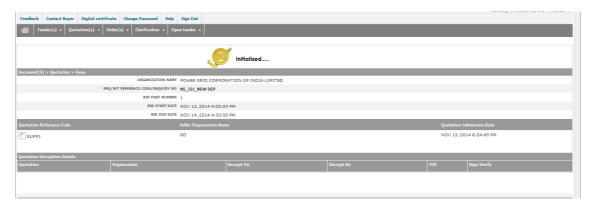
29) After bid submission, bidder can view submitted bid from the module QUOTATION(S) ->VIEW, selecting RFQ/NIT TYPE as OPEN TENDER and STATUS as OPEN FOR QUOTATION SUBMISSION and then clicking on ENTER button.



Then select the radio button beside the desired RFQ and then click on the BID DECRYPTION(S) button.

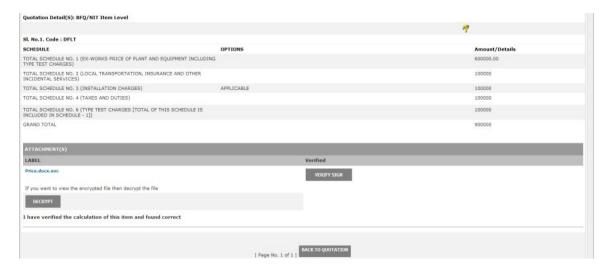


In the subsequent page needs to select the radio button beside the appropriate quotation reference code.

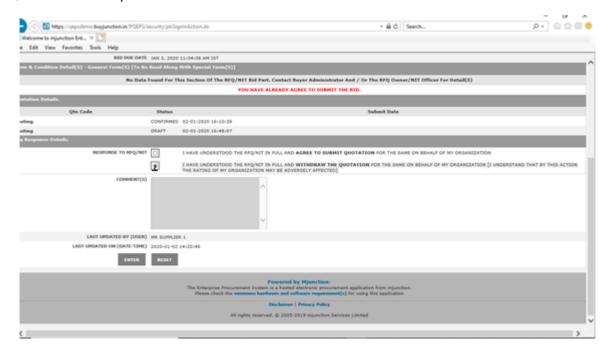




Click to VIEW PRICE BID tab to view the price part of the bid



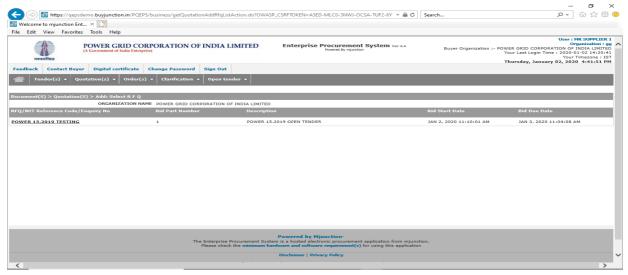
Similarly, bidder can withdraw earlier submitted bid by selecting the second radio button, the bidder declines / withdraws to quote for the tender.





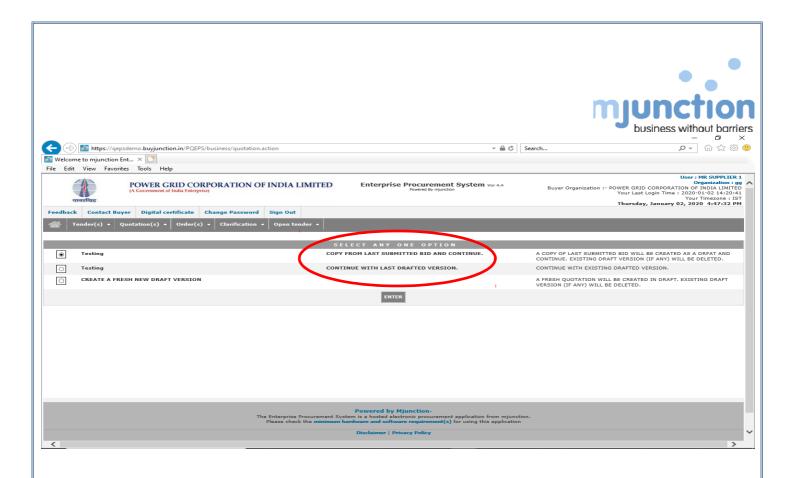
Revision/Re-submission of BID:

30) The bidder can revise his earlier submitted bid, within the tenure of the bid submission due date through module **QUOTATION(S)** ->**ADD** and then by clicking on the link of the appropriate RFQ/NIT REFERENCE CODE



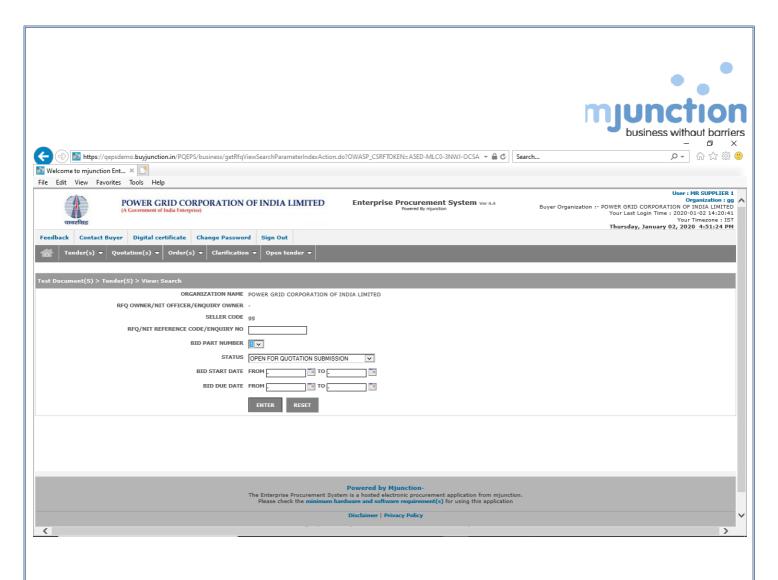
Need to choose between the two available options.

- > Option 1: COPY FROM LAST SUBMITTED BID AND CONTINUE: To modify the last submitted version of bid and re-submit the same by following the normal bidding submission process. Using this option all attached documents/filled data will be accessible.
- > Option 2: **CREATE A FRESH NEW DRAFT VERSION:** The last submitted bid version will be deleted from the system and will allow the Bidder to submit a fresh/ new version of bid by following the normal bidding process from the very start.

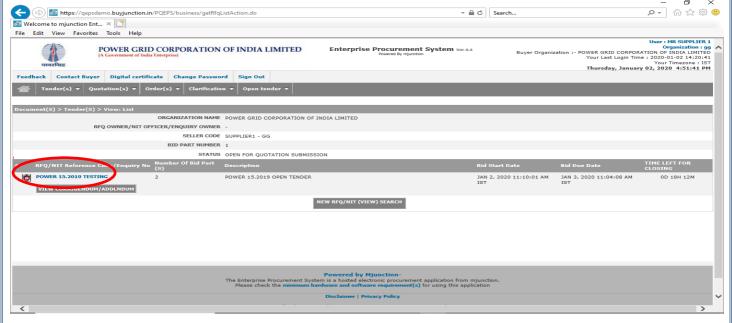


Online Clarification sought by bidder (if allowed by PGCIL):

The bidders can request for clarification any time before tender submission due date from the buyer by accessing the following module TENDER(S) ->VIEW then setting the status as OPEN FOR QUOTATION SUBMISSION and hitting ENTER button

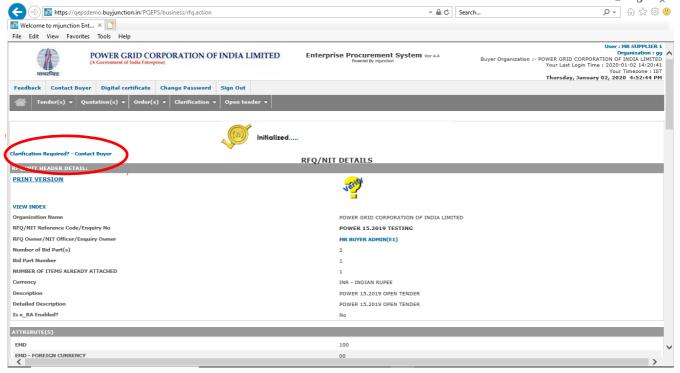


In the subsequent page the Bidder needs to select the RFQ against which it wants to raise a clarification

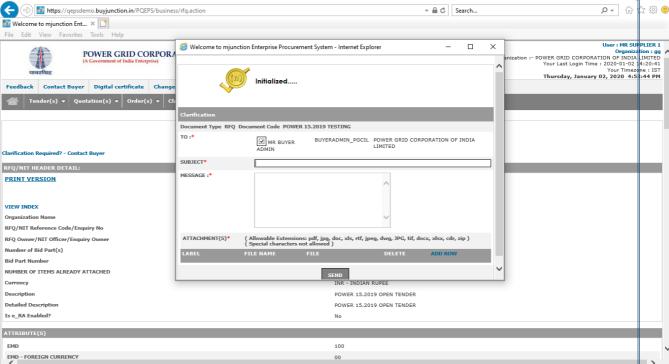


After landing on the RFQ header page, click on CLARIFICATION REQUIRED - CONTACT BUYER link on the page in the subsequent pop-up message box, Type the subject and query in the message box, add attachments (if required) and click on SEND button.

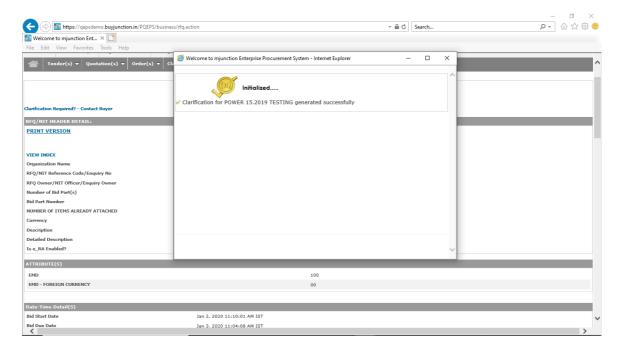








The system then shows success message as shown in the picture below. An email (with query and attachment, if any) will be sent to the respective RFQ owner.

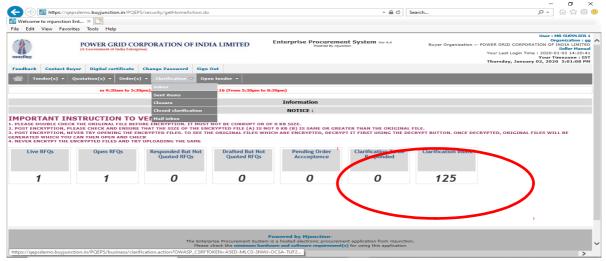


Respond to Online Clarification sought by PGCIL

Whenever any clarification is sought by the RFQ owner, all associated bidders would receive an email communication on the same.

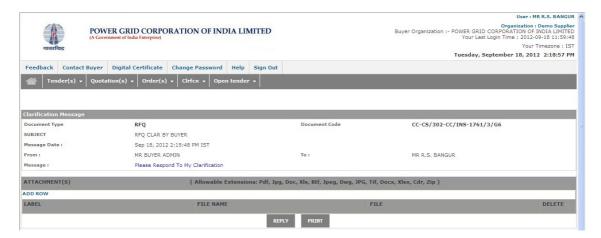


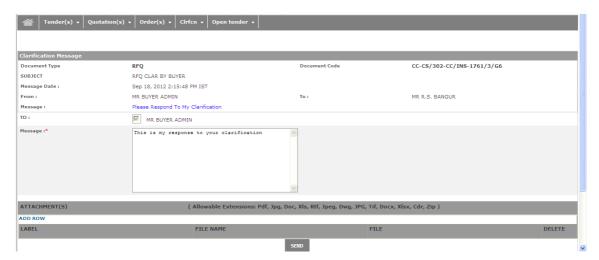
The Bidder can respond to the clarifications raised by the RFQ owner from dashboard "Clarification to be Responded" or "Clarification-Inbox".



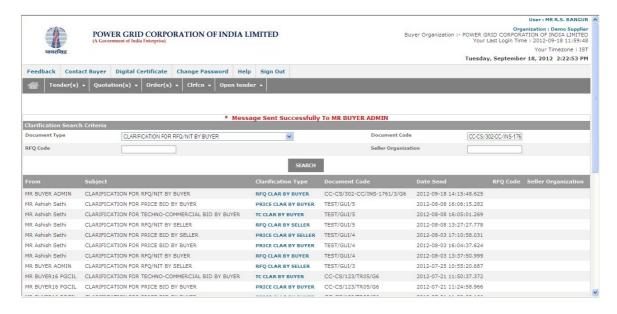
Click on the subject link of the concerned clarification and respond to it accordingly by clicking on the REPLY button.







The bidder has to attach files to his response and click on SEND button to submit the clarification sought by the RFQ owner.

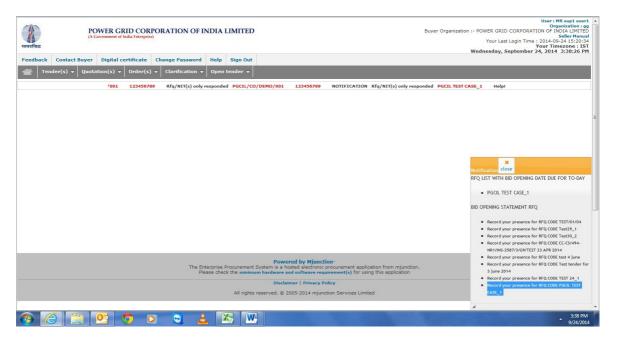




31) Once the 1st envelope bid opening will be initiated by the buyer, Bidder will be able to record their presence for the bid opening discussion.

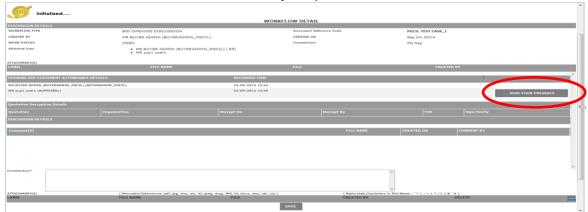
N.B - Presence for bid opening discussion is not mandatory for the Bidder.

Click on the RFQ NO highlighted below

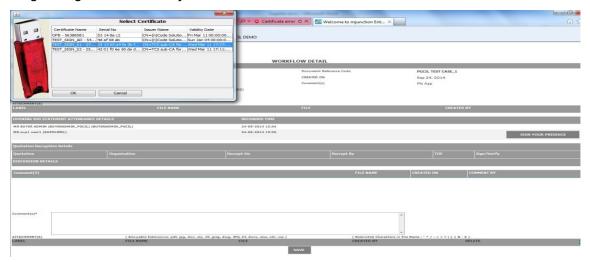




Click the button "SIGN YOUR PRESENCE" to record your presence



Select the digital signature to verify



Bidder presence has been verified successfully with the digital signature



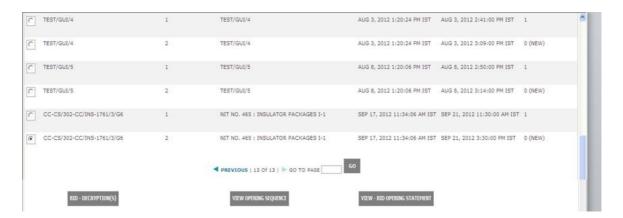


VIEWING BID COMPARISON STATEMENT (CS)

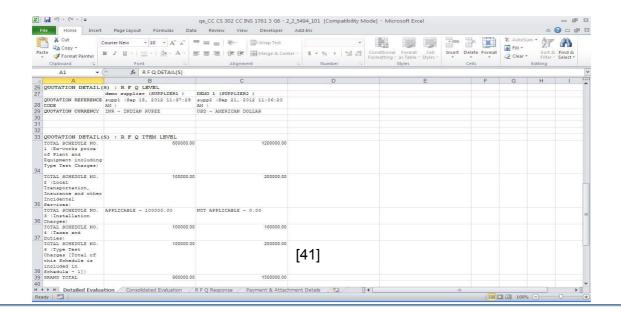
32) Bidder can download and view the Part 1 or Part 2 CS from the system after completion of evaluation process for the RFQ concerned. The Bidder need to visit Quotation(s) -> View, select RFQ/NIT Type as OPEN TENDER, Status as CLOSED QUOTATION(S) OPENED EVALUATED and click ENTER button.



Search for the appropriate RFQ, select the radio button and click on VIEW-BID OPENING STATEMENT button.



The CS file which can be saved in the local system.





Important Links available in the portal

- List of Do's and Don't
- DSC FAQs and FAQs
- JAVA Auto Settings
- Helpdesk