Chhattisgarh State Power Companies

User Manual for e-Bidding

Version 3.3

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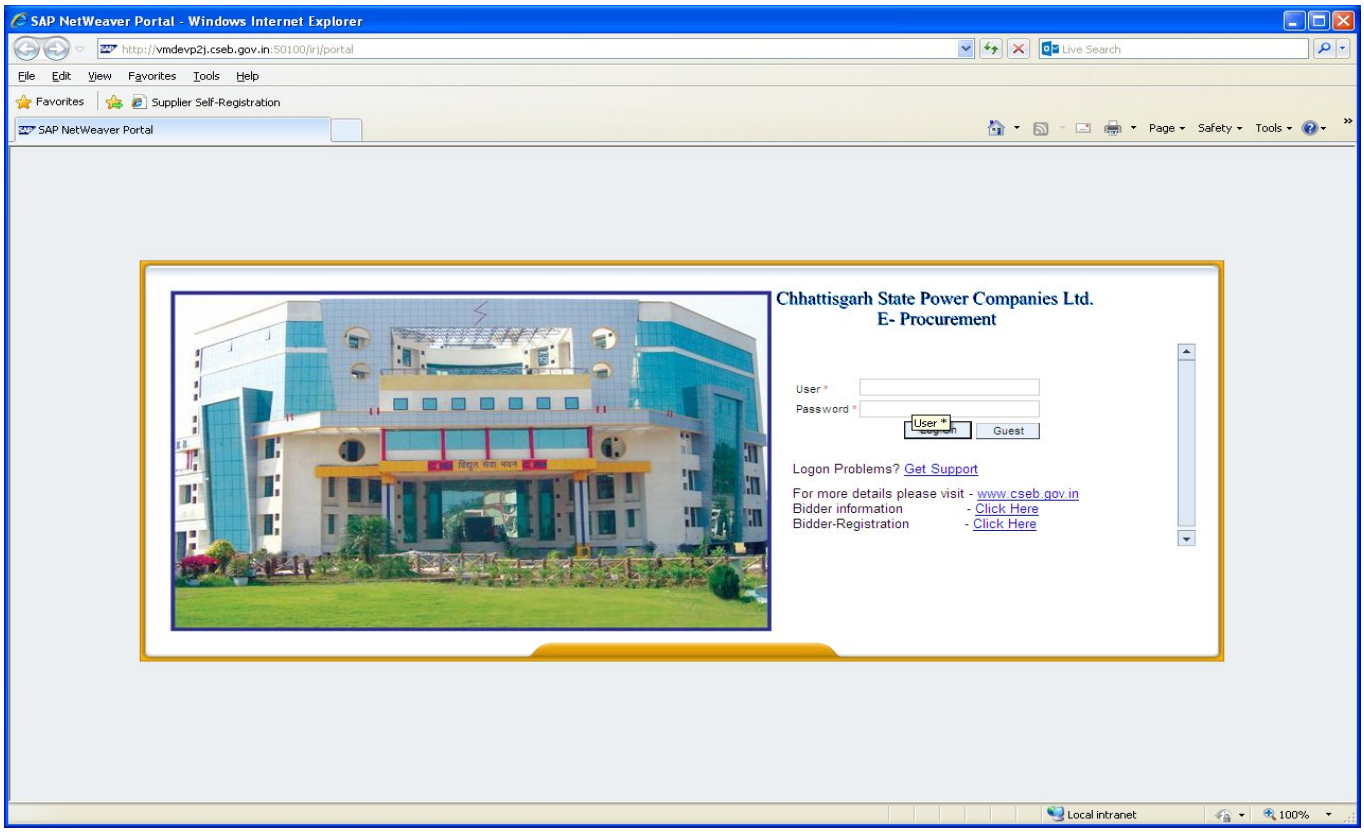
1. About e-Bidding Web Portal

Refer to site e-Tender URL: http://cspc.co.in > Click on e-Bidding Button> Click on “Click here for e-Bidding Web Portal”.



Important links mentioned as under:

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

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

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

2. Pre-requisites to participate in Bidding

- PC / Laptop with Windows OS, Internet Explorer & good Internet connectivity.
- Obtain/possess Digital Signature & Encryption class 2/3 certificate, as follows:-

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

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

Steps for obtaining Digital Certificate

• Visit the site of the licensed CA using internet browser.

• Apply online for a class 2/3 digital certificate for the designated individual with details such as organization name. Ensure the Digital Certificate is legally valid in India.

• For making payment and submission of documents required for issue of the Digital Certificate, follow the instructions on the CA's website.

• Use the class 2/3 Digital Certificate thus obtained for online bidding on CSPCL e- Procurement site.

Links to some licensed CA's are provided below:

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

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

• Must possess the valid Email ID of the organization.

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

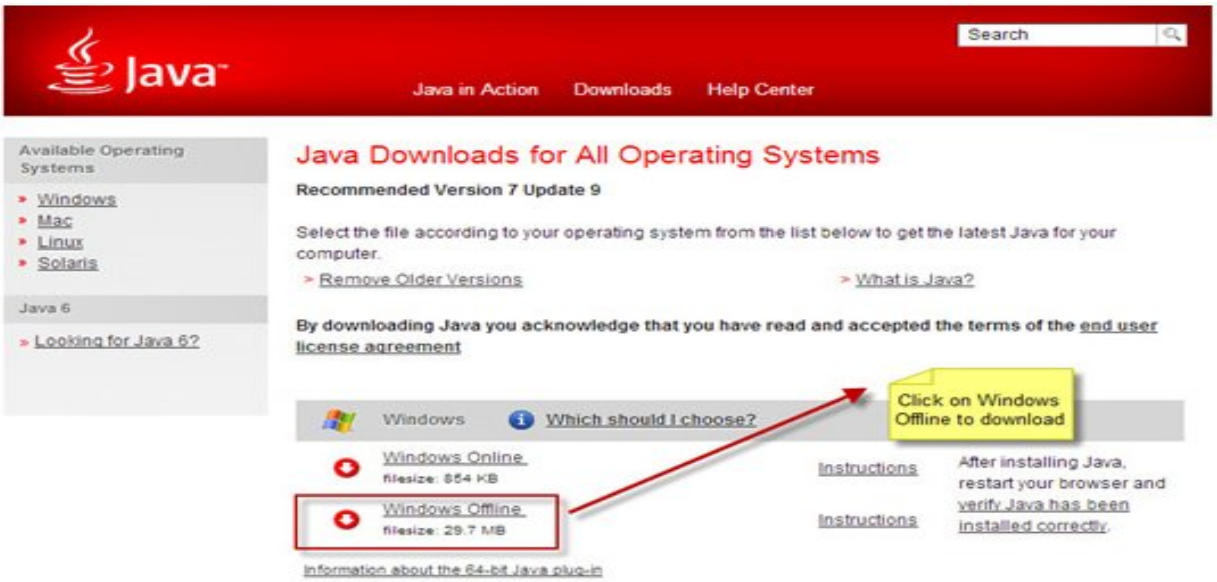
3. PC/Laptop Settings

JAVA INSTALLATION

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

Execute the URL: http://www.java.com/

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



Choose the JRE for windows system

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

Note: "In PCs with 32 bit Operating System, 32 bit (x86) Java is to be installed and PCs with 64 bit Operating Systems, both 32 bit (x86) and 64 bit (x64) java are to be installed".

INTERNET EXPLORER SETTINGS

NOTE: "Right Click on IE icon and Run the Internet Explorer as administrator for Internet Explorer settings".

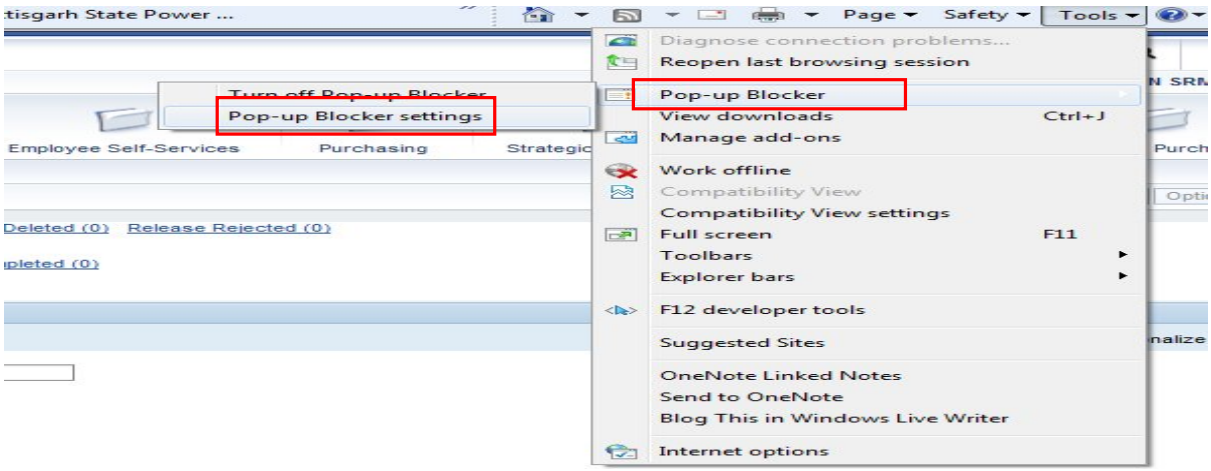
SRM application best run in IE8 , IE9 and above.

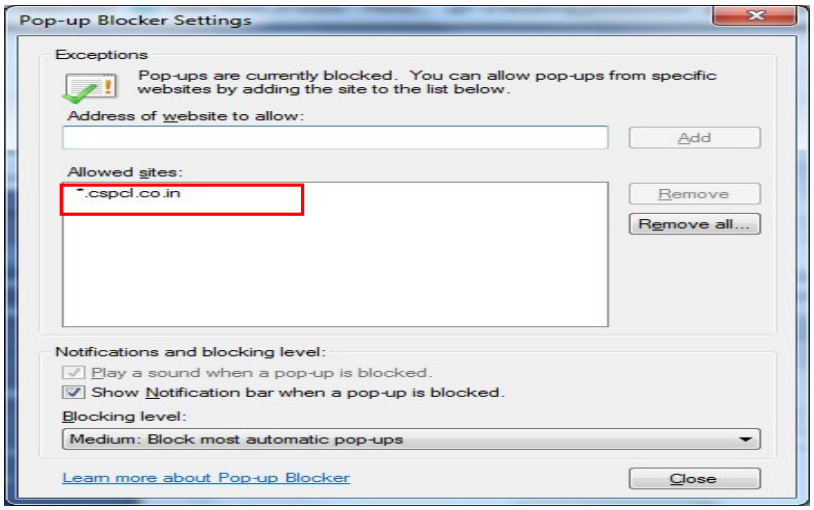
Please install above mentioned versions for smooth functioning of the application.

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

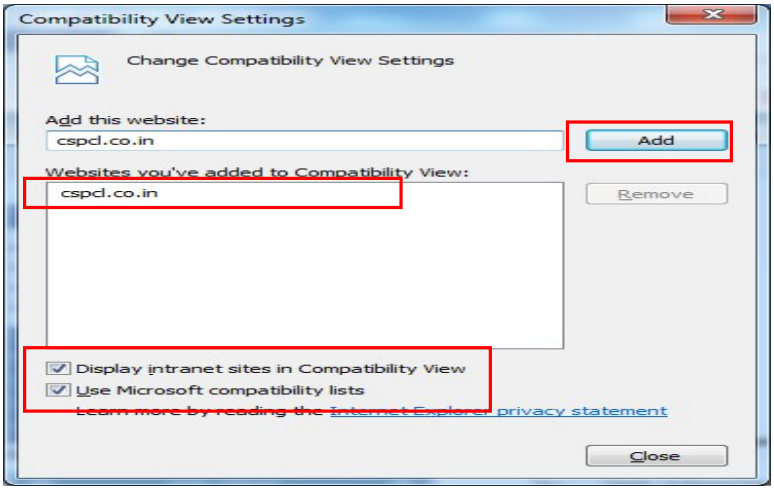
Following settings are required to be carried out in pc/laptop for proper functioning of digital signature in CSPCL e-tender application. Before using e-tender site for bidding, ensure that the below mentioned settings in Internet explorer are properly configured.

Step 1: Go to Tools → Pop-up Blocker setting and Add *.cspcl.co.in in allowed website.

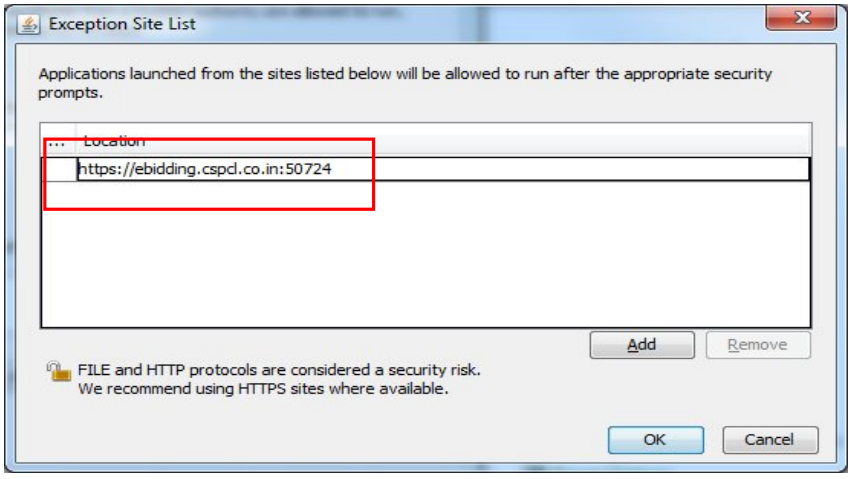




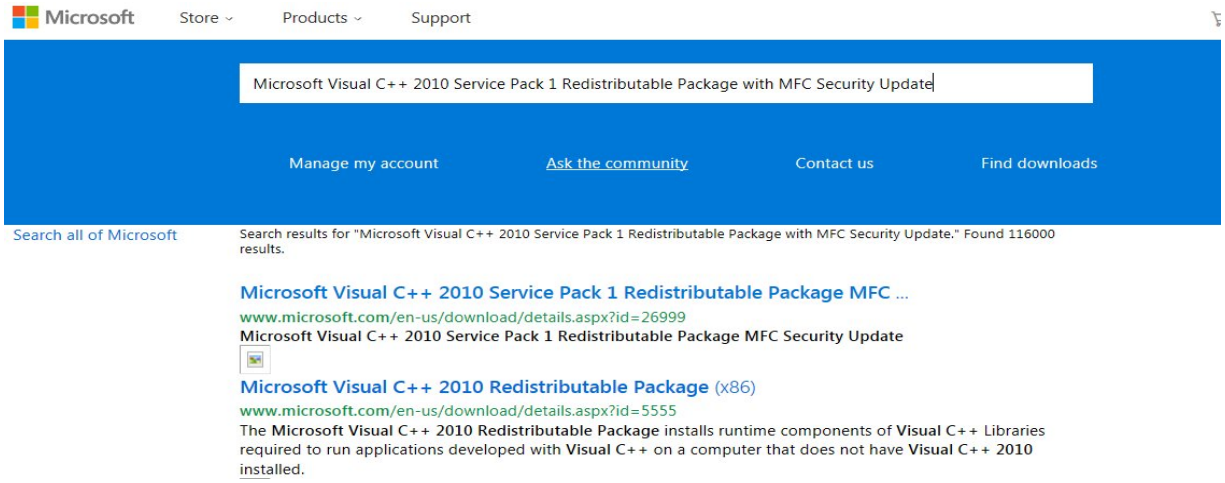
Step 2: Open Internet Explorer → Tools → Compatibility View Setting → Add "cspcl.co.in". And tick all the check boxes



Step 3: Go to Control Panel → Java → Click on Security Tab → Add the URL *https://ebidding.cspcl.co.in:50724* in Exception site List. Click on Apply and Ok.



Step 4: Download and Install "Microsoft Visual C++ 2010 Service Pack 1 Redistributable Package with MFC Security Update" by searching it in www.google.com.

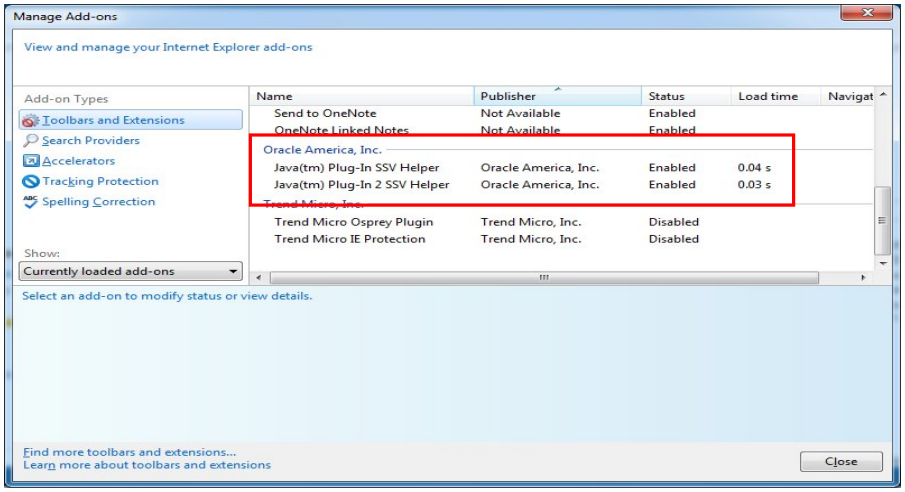


Once you click on download button you have to select below given files to be downloaded:

To be installed on Operating System	File name
For 32 bit	vcredist_x86.exe
For 64 bit	vcredist_x86.exe **and** vcredist_x64.exe (both)

(Install the same version mentioned above depending upon Computer Operating System).

Step 5: Go to Tools > Manage Add-on and make sure that Java add-ons are enabled.



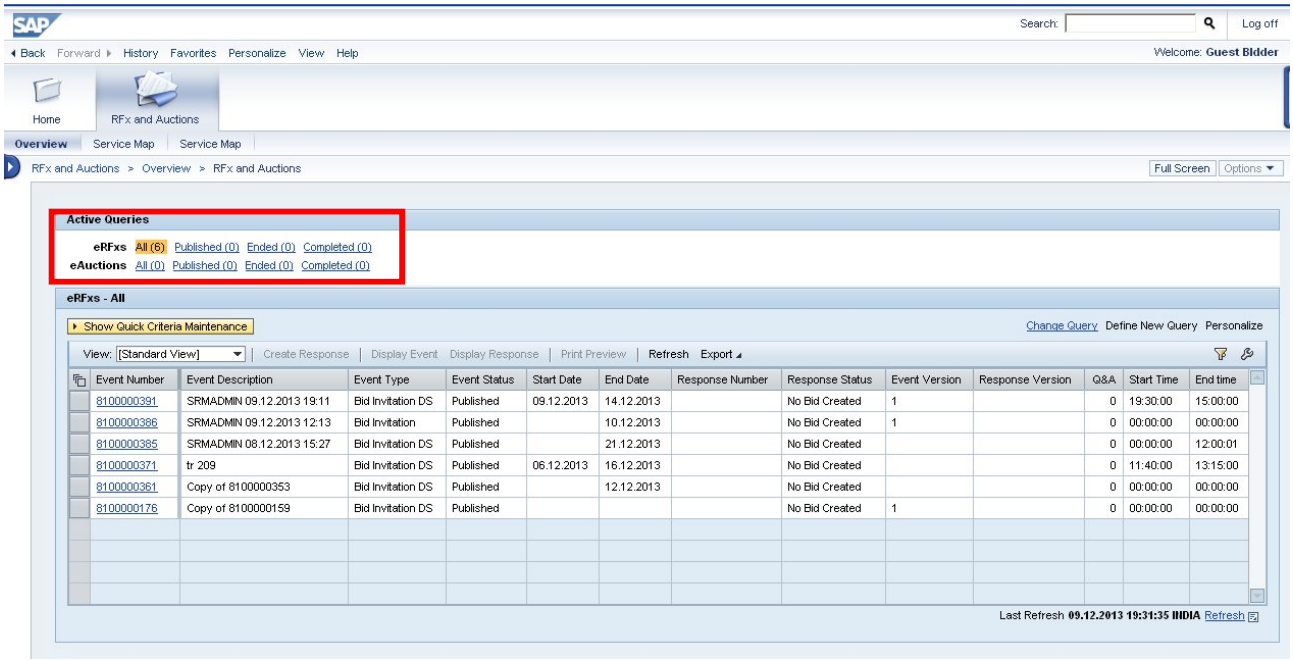
NOTE: Right Click on Internet Explorer and select option "Run as Administrator" to open Internet Explorer for e-Bidding.

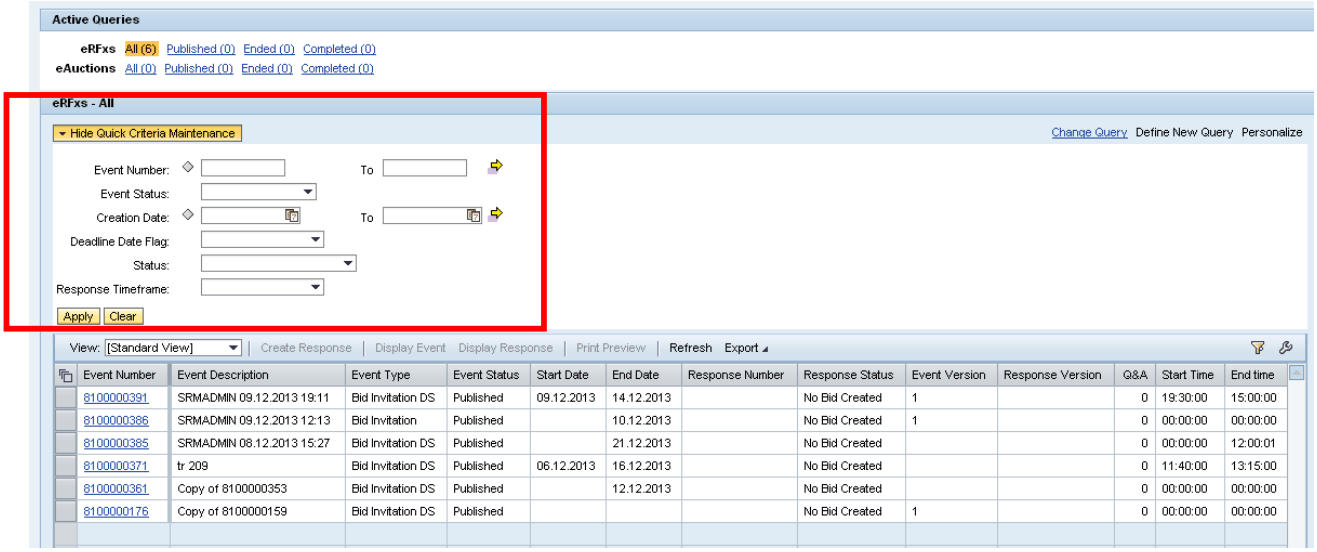
4. BIDDING PROCESS

How to search a BID?

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

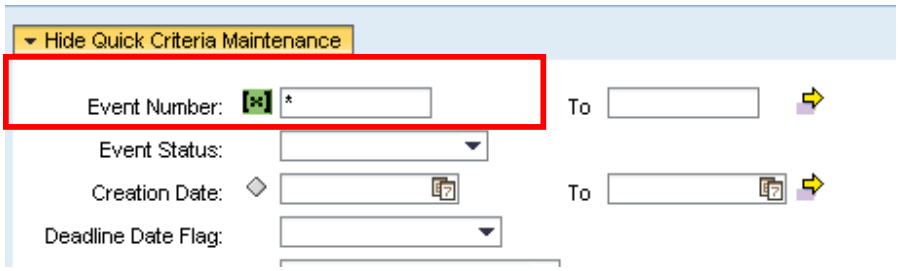
Bidder will be navigated to the following screen:-



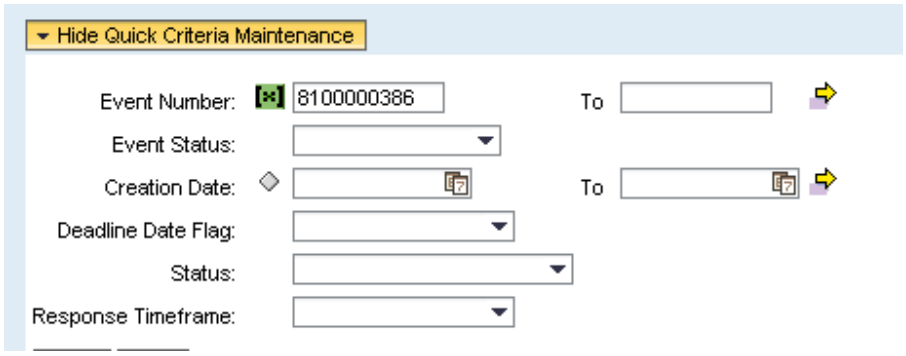


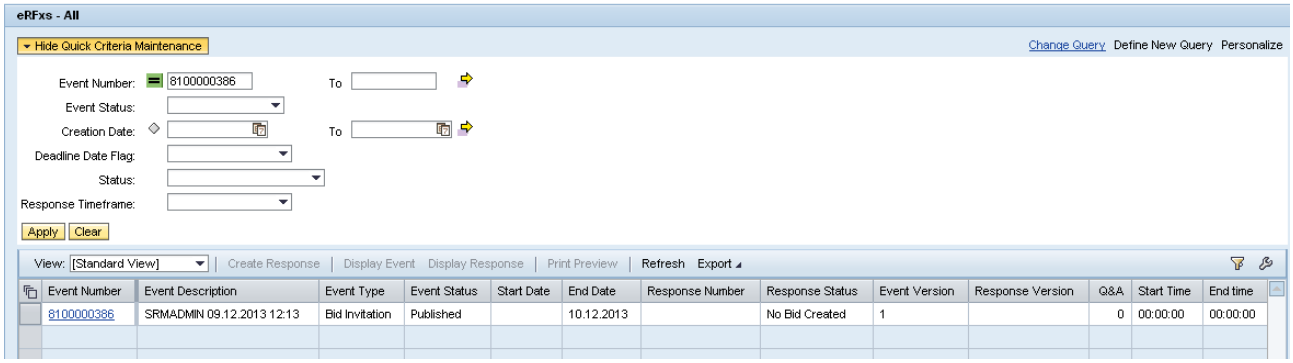
Marked in Green is “Quick Criteria Maintenance”, under which bidder can see many options for RFX search, explained one by one:-

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

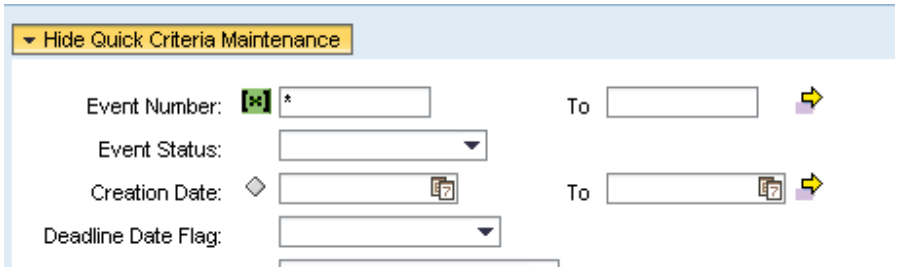


Range Search: - Example for 8100000386 or can give range in “Event Number” and “To”, as shown:-

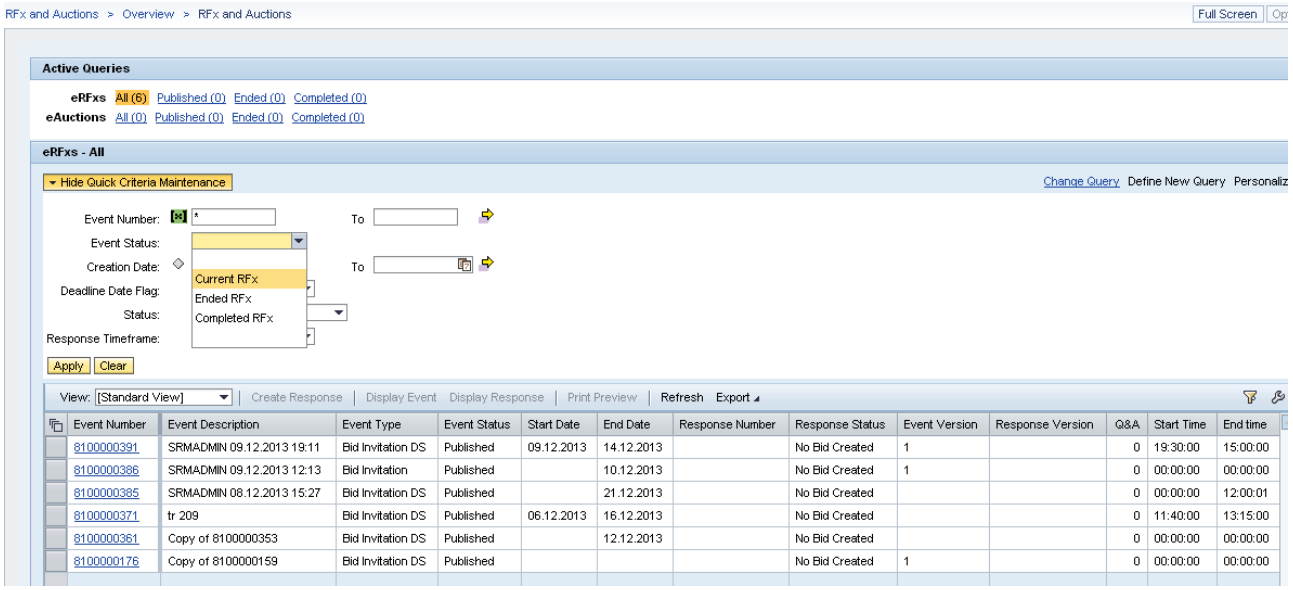




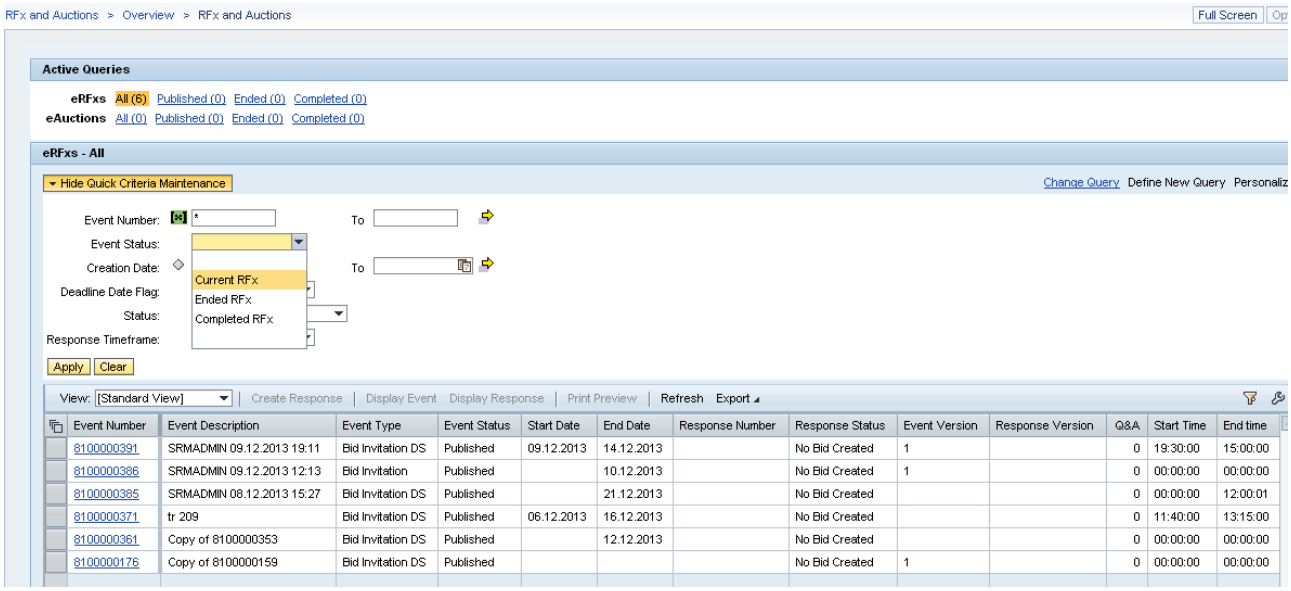
ALL Search: - Entering "* ", will give the entire BID till date.



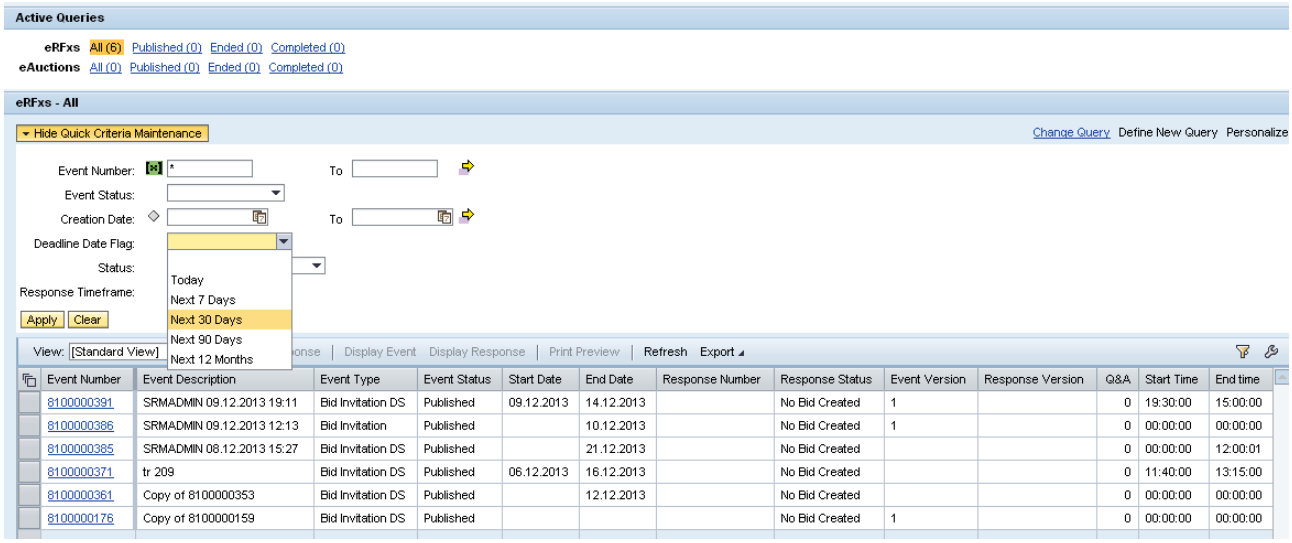
Event Status Field: - Can search any of the options marked in RED to get the required list of BID's.



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

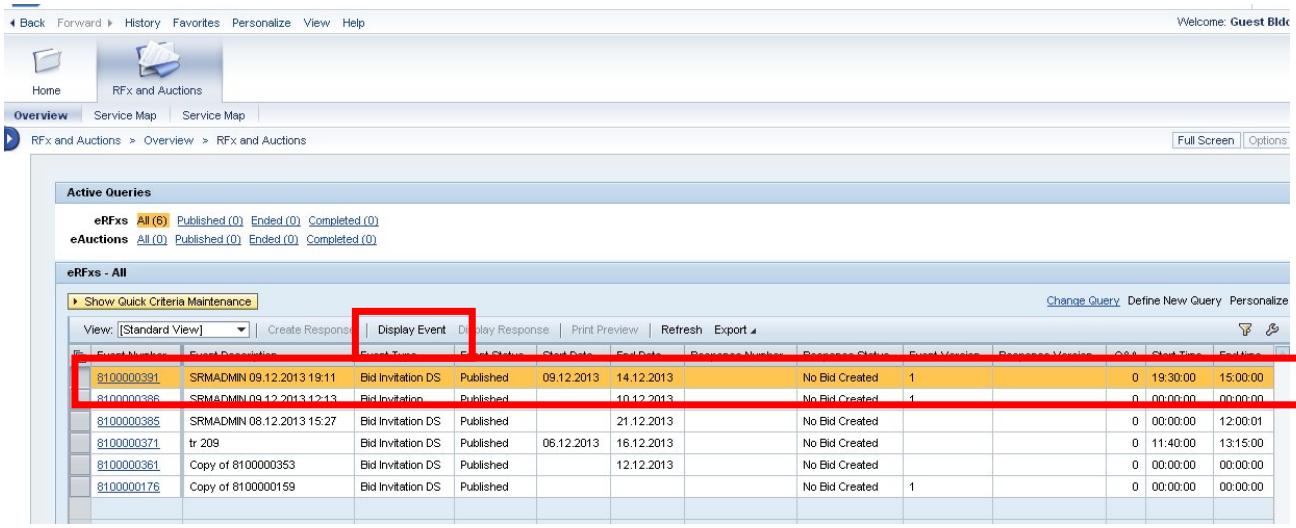


Example:- For "Last 7 Days", similarly search can be made for other time frames as well.



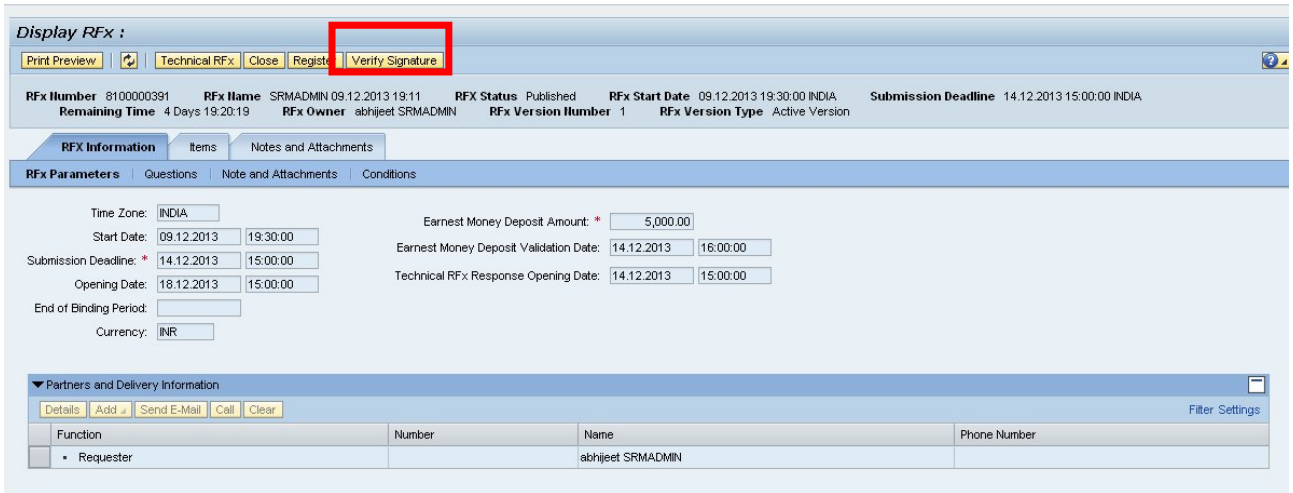
5. Tender Details

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

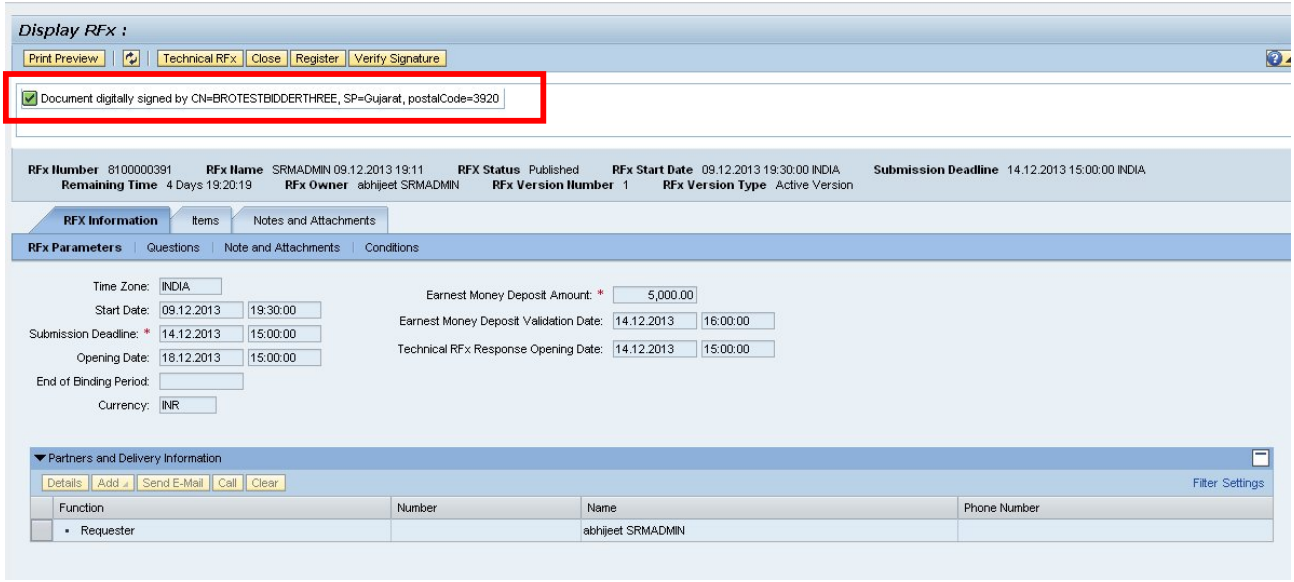


Select the RFX and Open in DISPLAY mode.

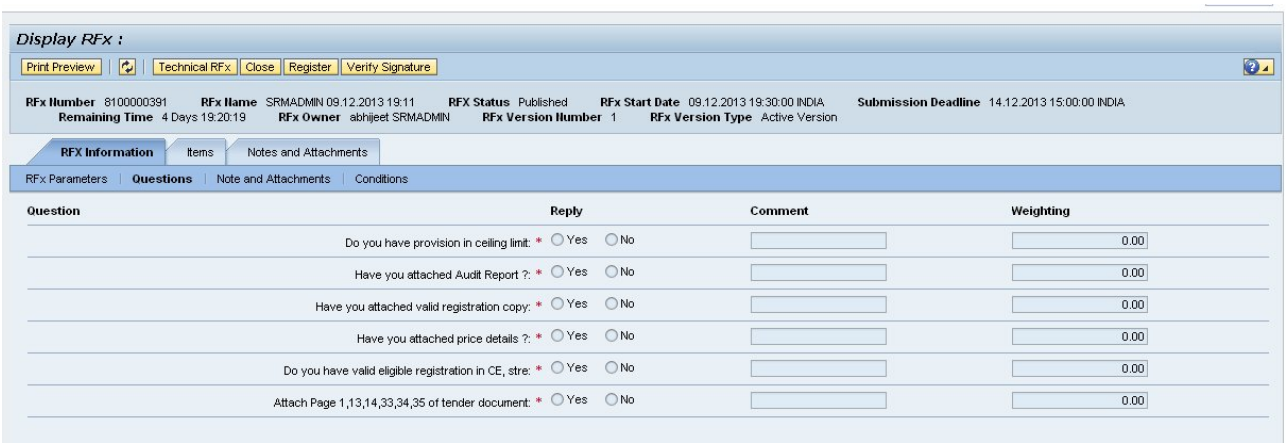
RFX response tab will display the details like: Submission deadline for bids, EMD details, and Tender fee details, Tender opening time etc., Items tab will display item details, quantity, delivery date, and item specification etc..



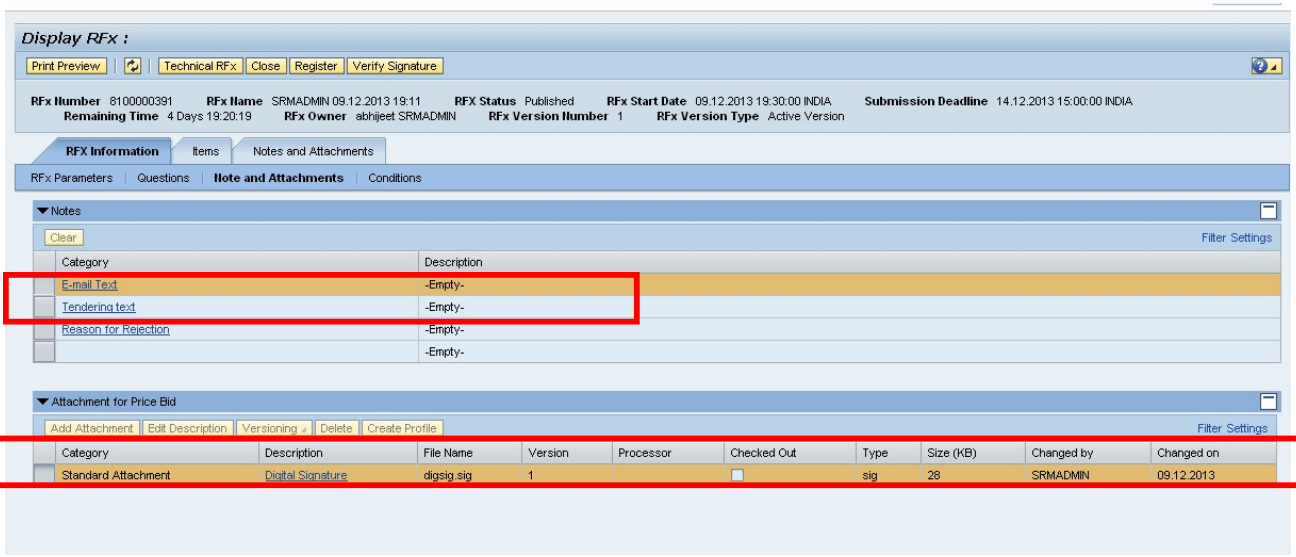
Click on “Verify Signature” button to ensure the authenticity of the BID Document. System will generate a message explaining the details of the purchaser who published this document.



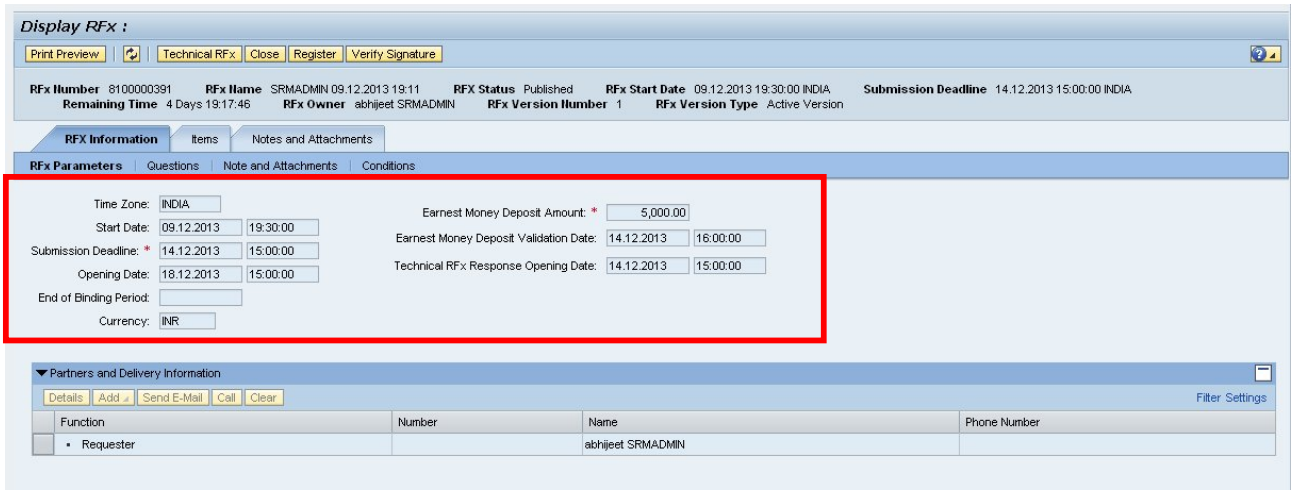
Cross Check list Questions mentioned in “Questions” section.



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



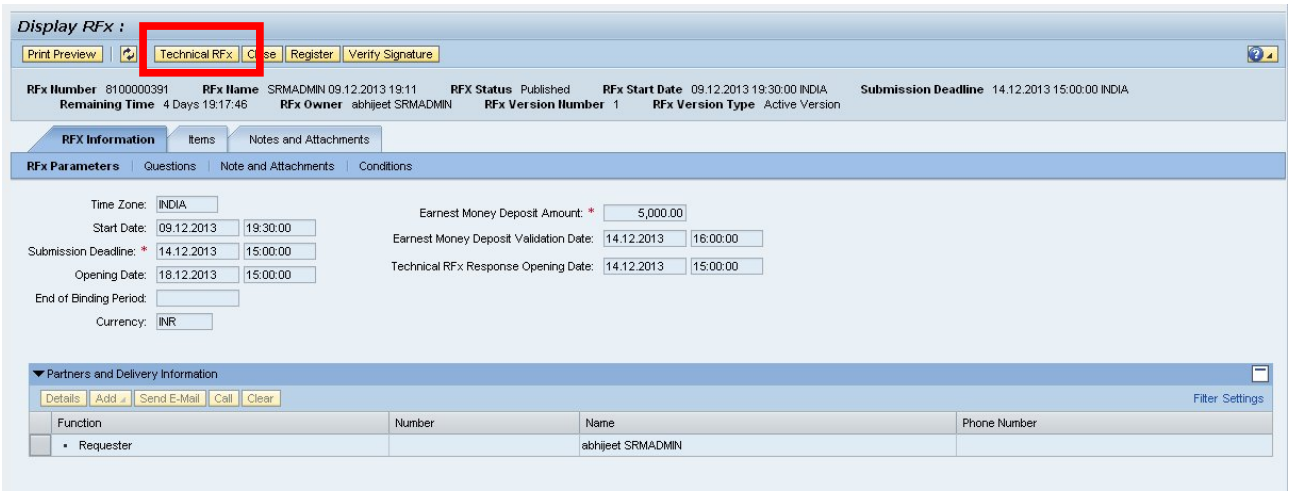
Various Tender Date related information available in “RFx Information” → RFx Parameters section..



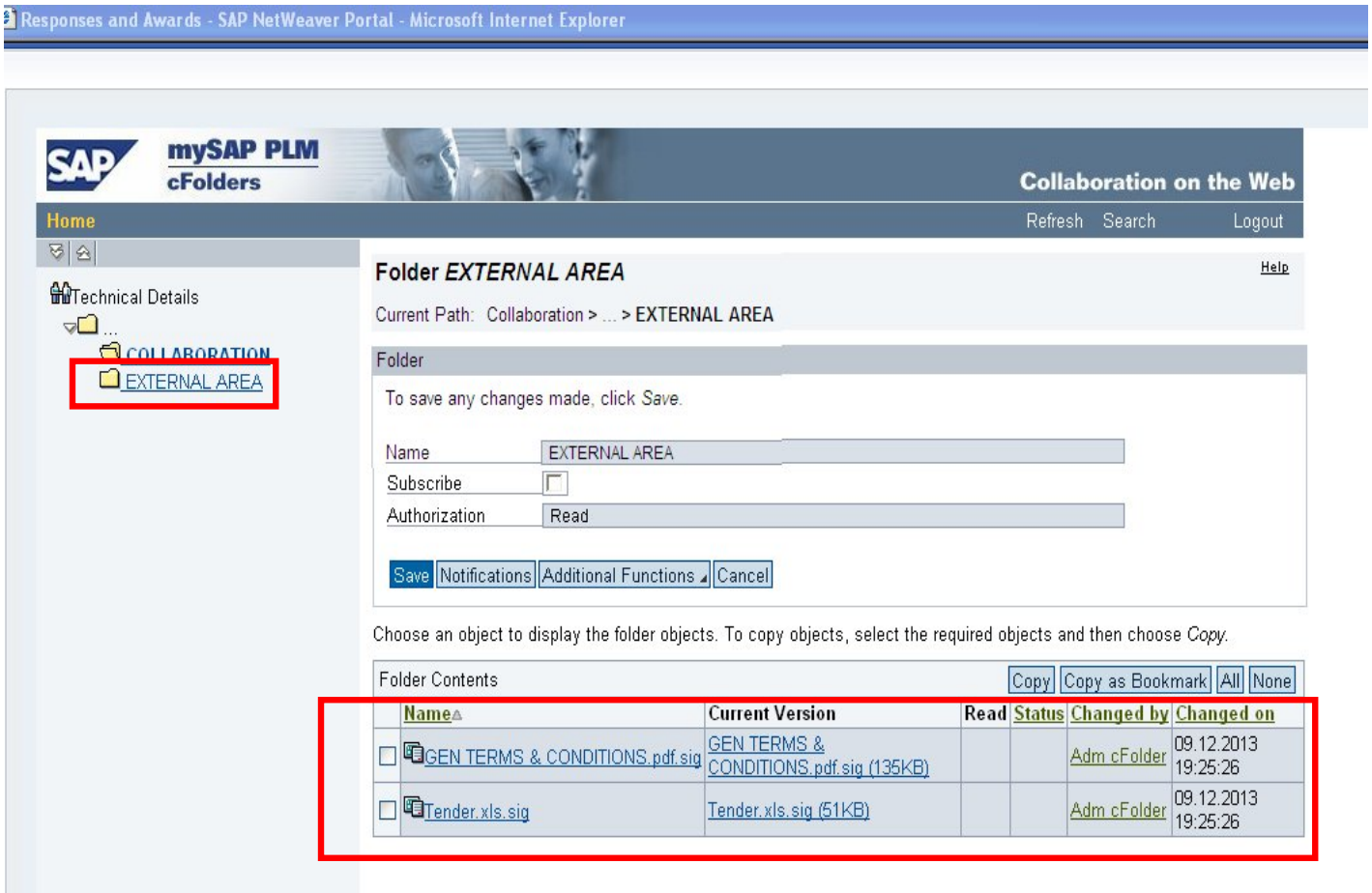
- Start Date – Bidder can submit his / her own bid after Start Date and Time.
- Submission Deadline
- Opening Date - Price Opening Date
- Earnest Money Deposit Amount
- Earnest Money Deposit Validate Date - CSPCL will validate the EMD before EMD Validate date and Time.
- Technical RFx Response Opening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

6. How to Download Tender documents

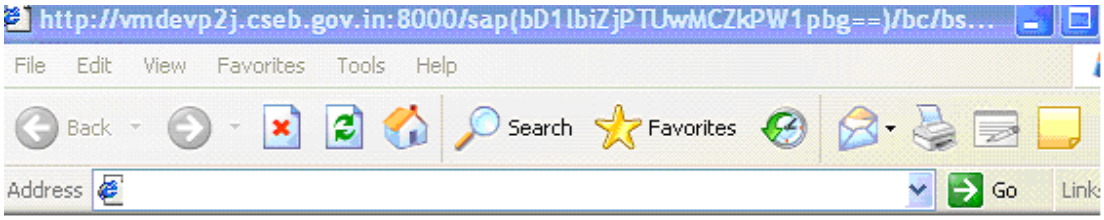
Click on "**Technical RFx"** Button

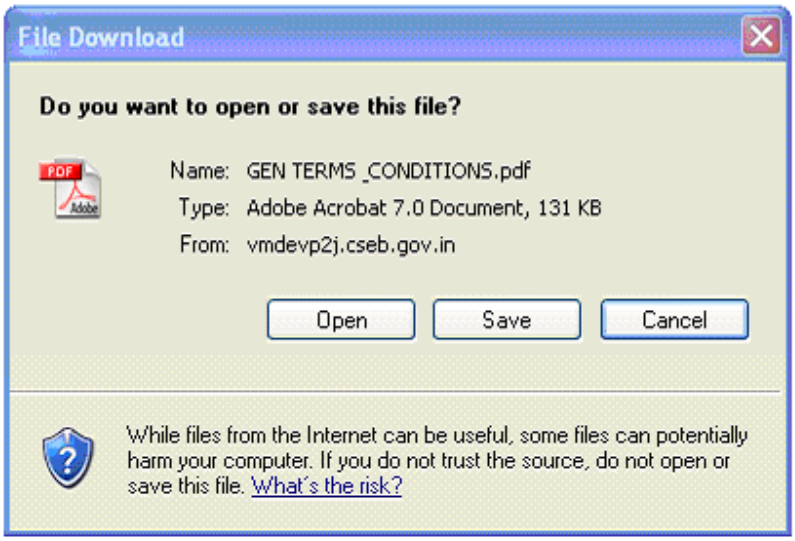


System will navigate the user to CFOLDER screen. Click on "**External Area**", under this bidder can see the Technical Documents specific to this BID.

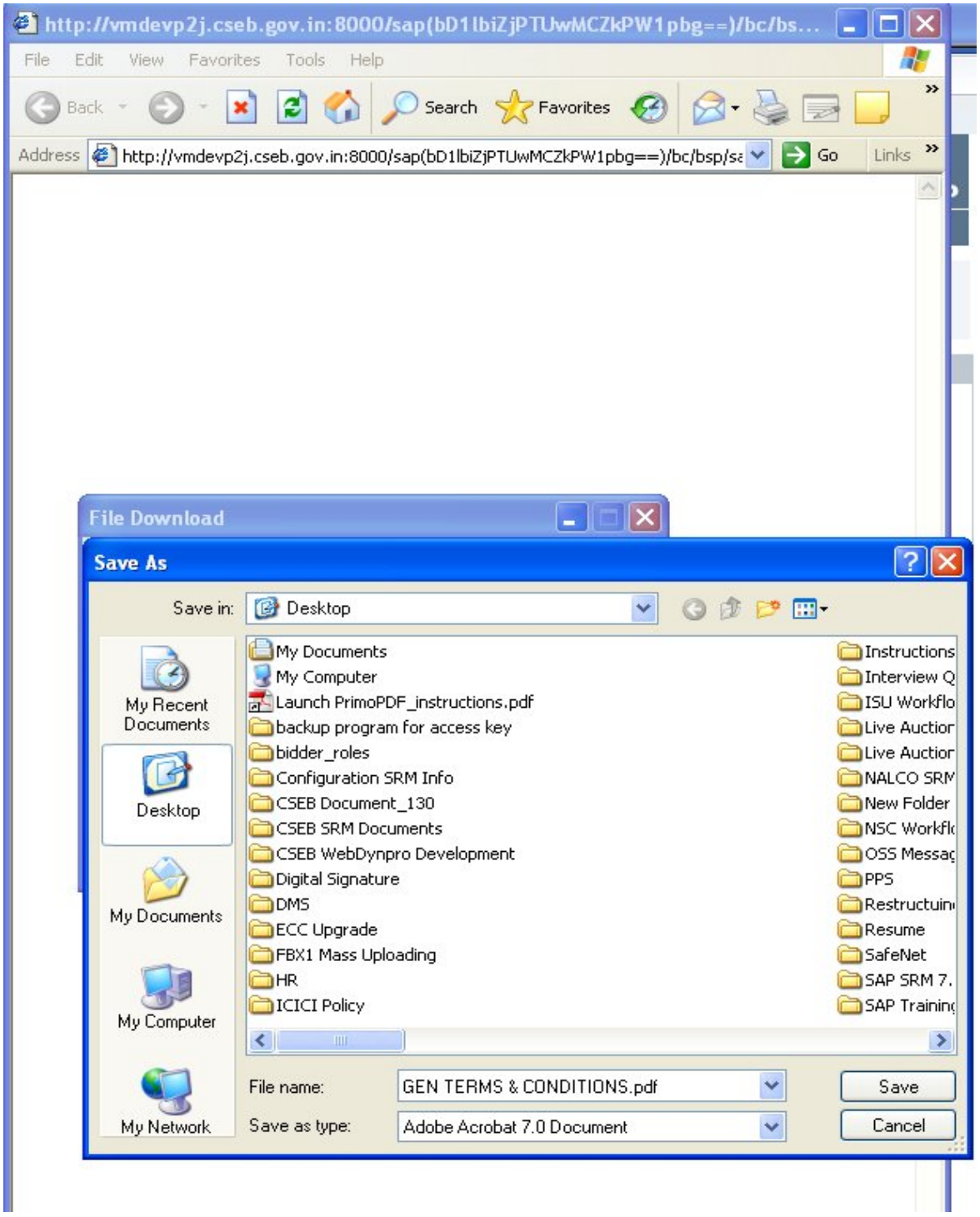


To download the document, click on the signed document, following screen will appear:-





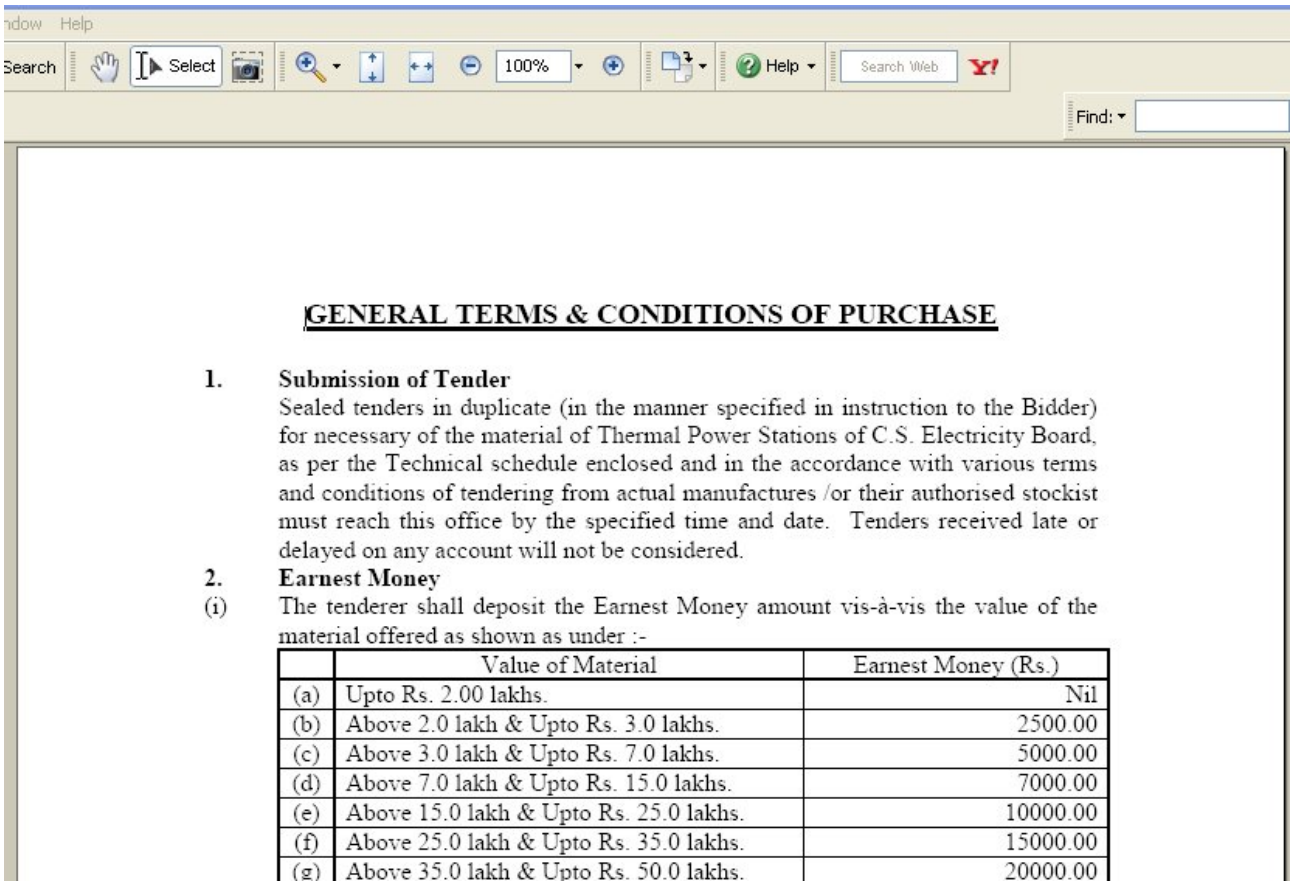
Click in SAVE and Select the preferred location to save this document on the local machine.



Once the document is saved, open it:-

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

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



GENERAL TERMS & CONDITIONS OF PURCHASE

1. Submission of Tender

Sealed tenders in duplicate (in the manner specified in instruction to the Bidder) for necessary of the material of Thermal Power Stations of C.S. Electricity Board, as per the Technical schedule enclosed and in the accordance with various terms and conditions of tendering from actual manufactures /or their authorised stockist must reach this office by the specified time and date. Tenders received late or delayed on any account will not be considered.

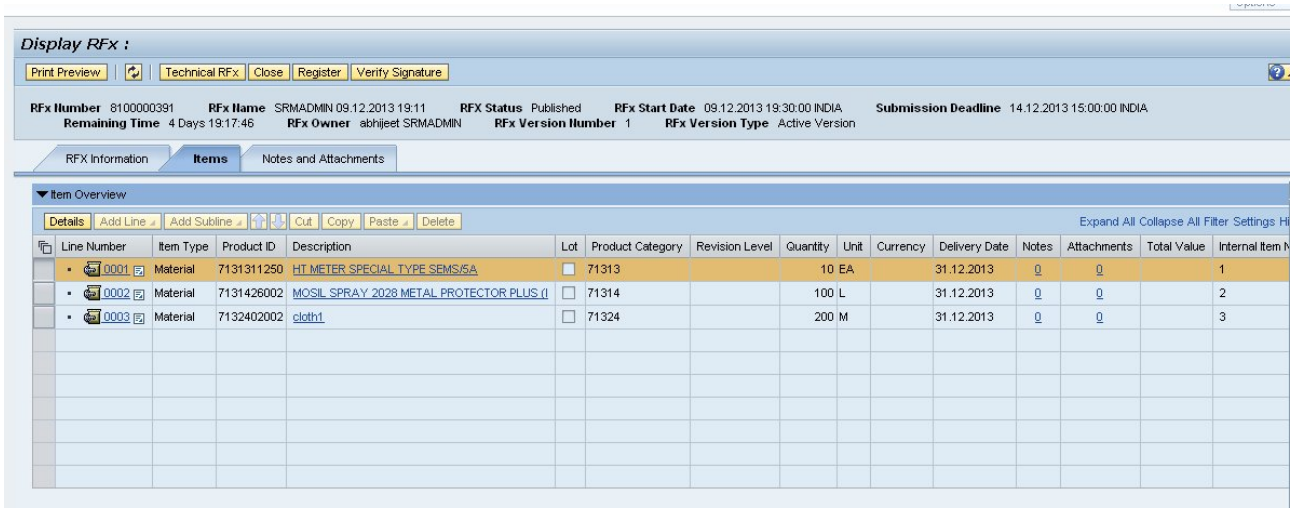
2. Earnest Money

(i) The tenderer shall deposit the Earnest Money amount vis-à-vis the value of the material offered as shown as under :-

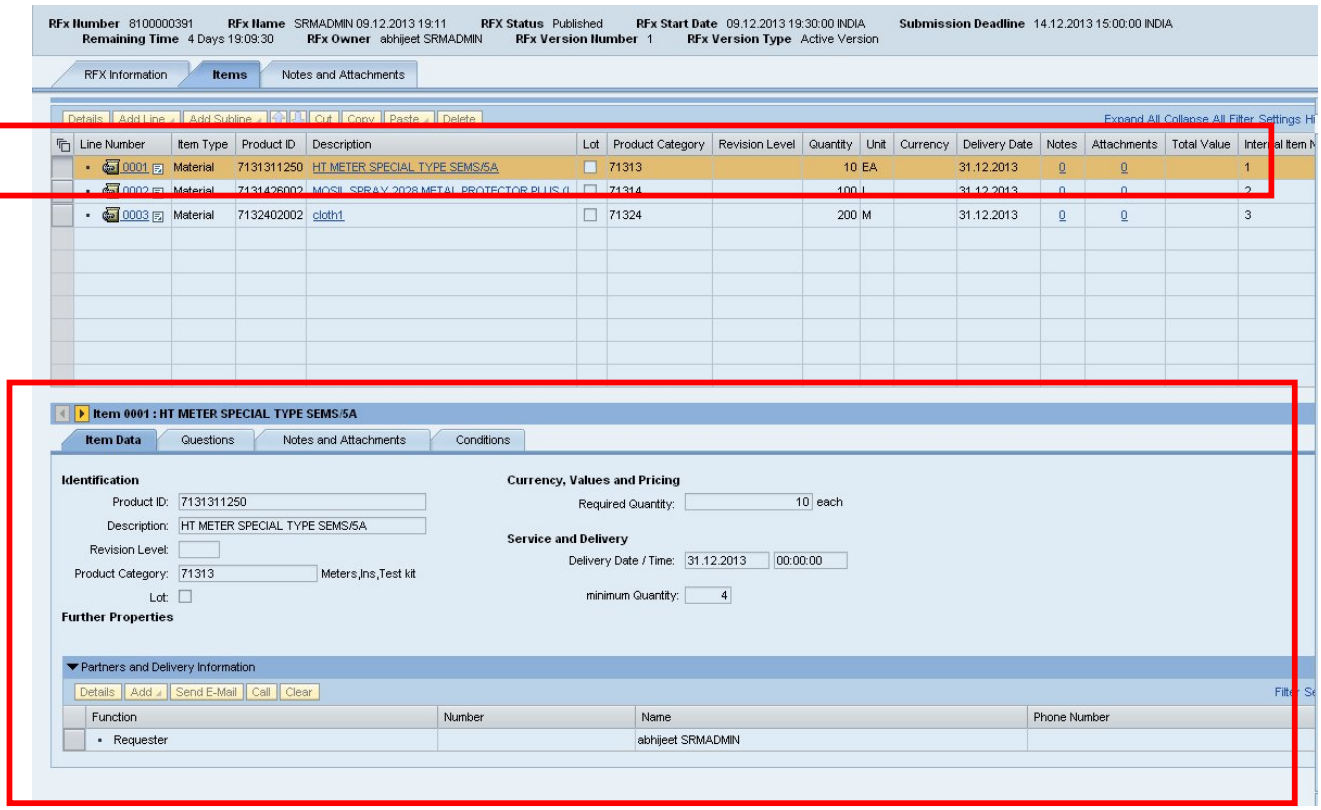
	Value of Material	Earnest Money (Rs.)
(a)	Upto Rs. 2.00 lakhs.	Nil
(b)	Above 2.0 lakh & Upto Rs. 3.0 lakhs.	2500.00
(c)	Above 3.0 lakh & Upto Rs. 7.0 lakhs.	5000.00
(d)	Above 7.0 lakh & Upto Rs. 15.0 lakhs.	7000.00
(e)	Above 15.0 lakh & Upto Rs. 25.0 lakhs.	10000.00
(f)	Above 25.0 lakh & Upto Rs. 35.0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

7. Tender Item Level Details

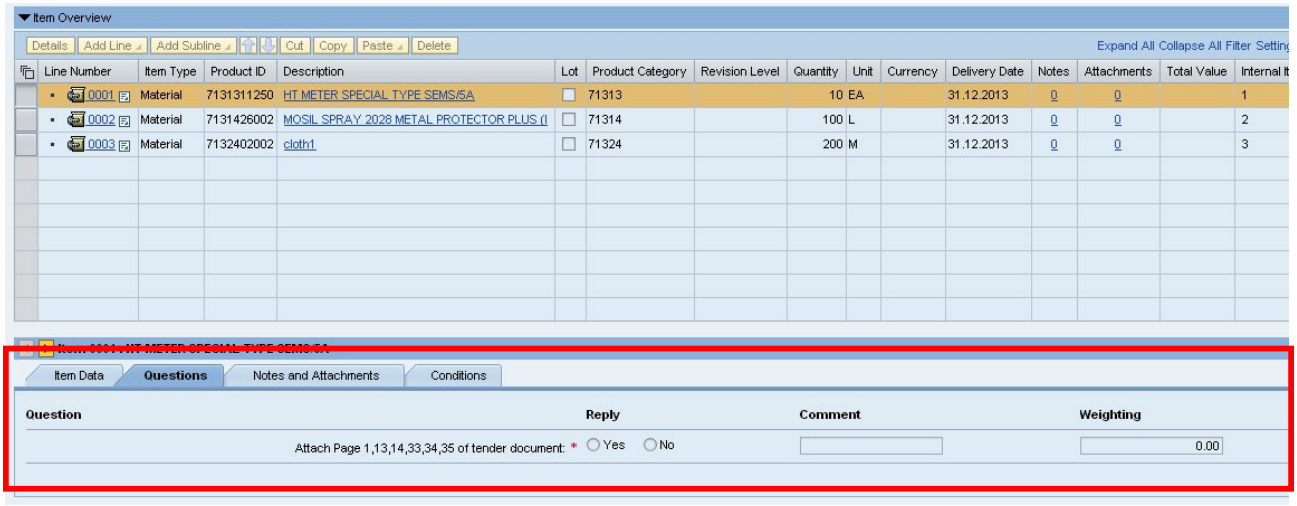
For Tender Item Level Details click on “Items” tab



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

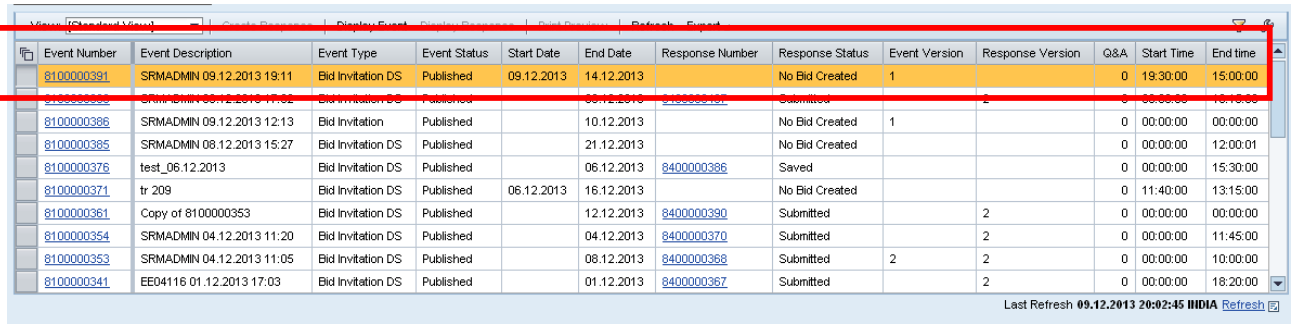


Get Item Level Check List, click on "**Questions**" tab. If questions added in Questions tab then before Submitting the bid need to give inputs for Questions.

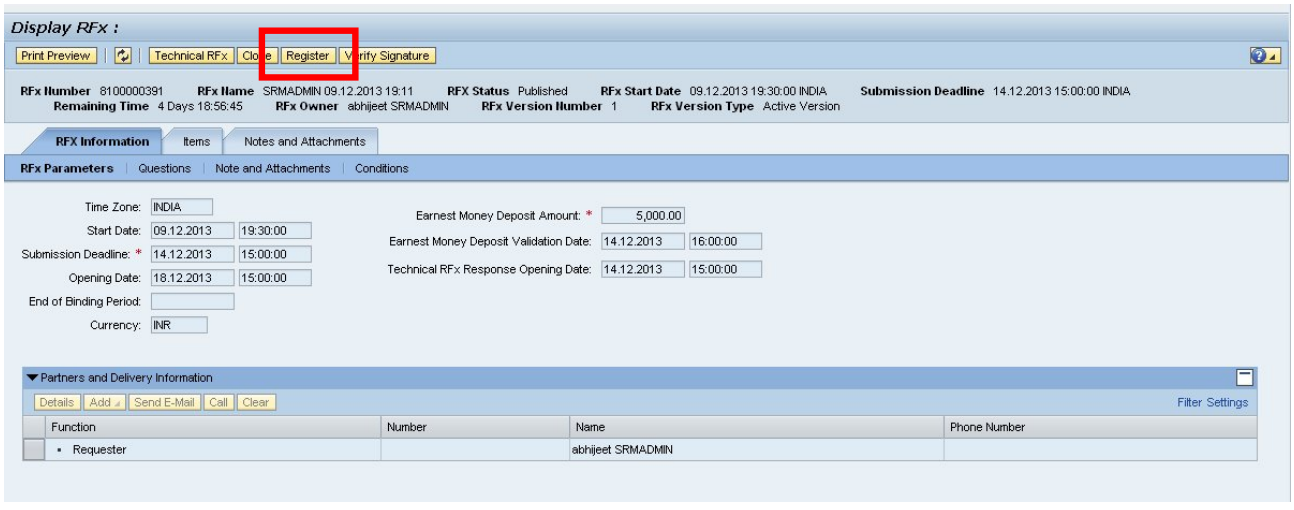


8. Creation of Tender Response (Bid) and Submission Process for Bidder

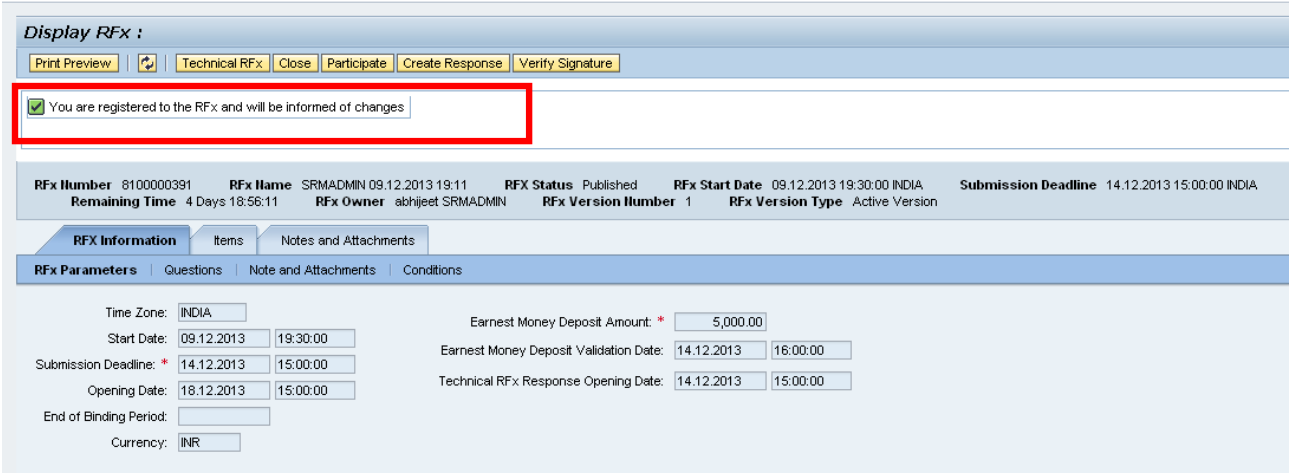
Login with your e-Bidding login credentials, Select the respective Tender / RFx



Click on "**Register**" Button



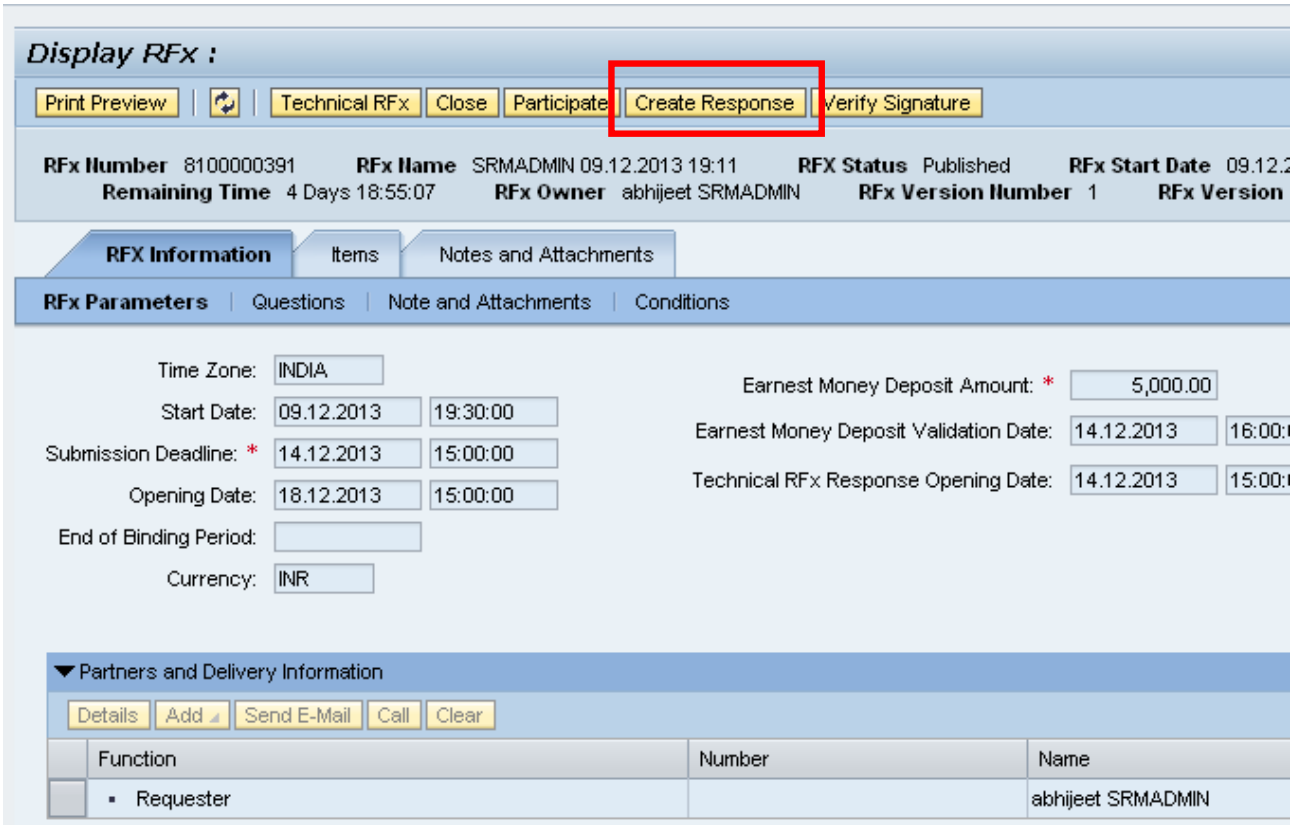
Bidder has registered for Bid



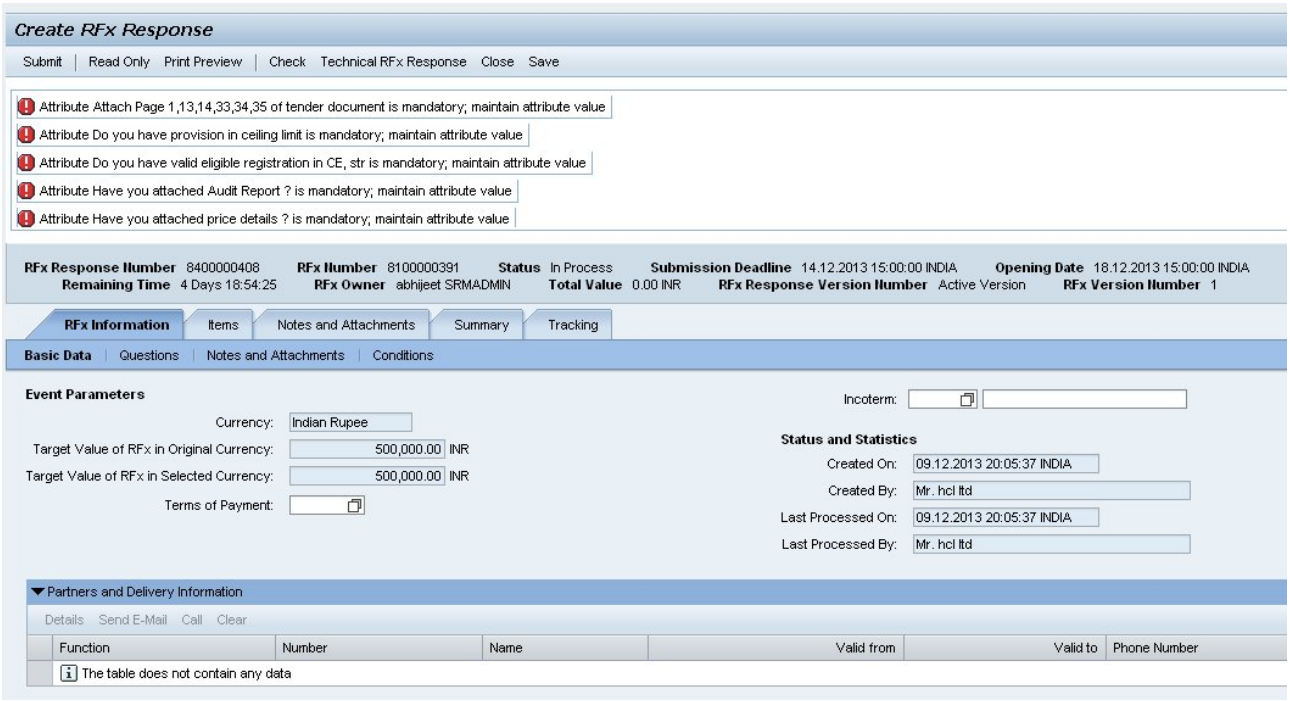
Perquisites to CREATE RESPONSE, in case of OPEN TENDERS.

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

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



Now following page will come



Process for Uploading Technical Tender Documents

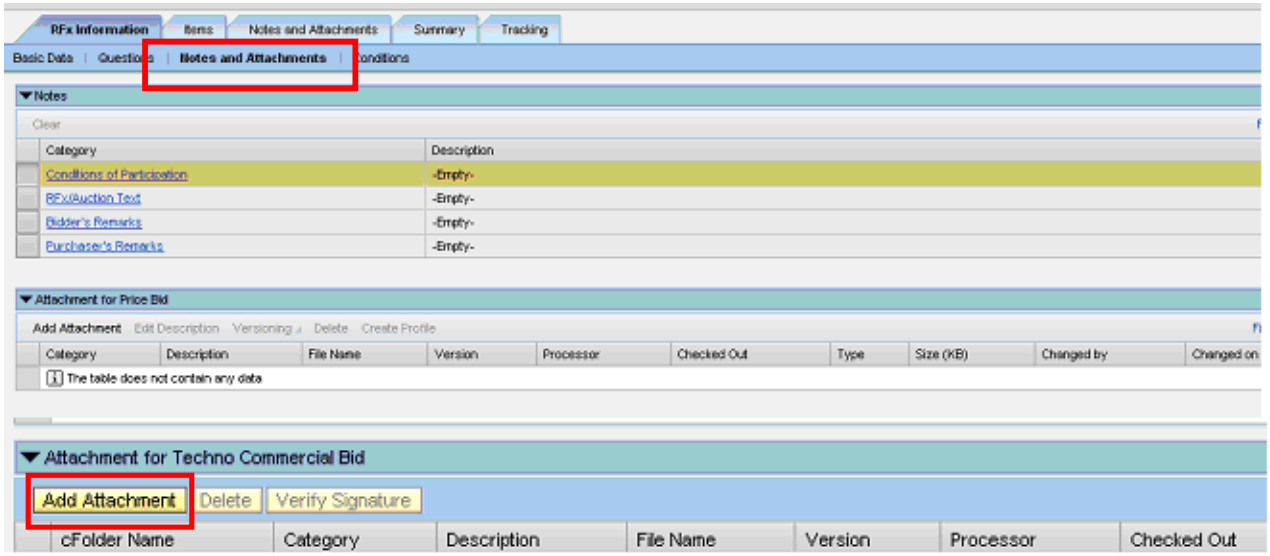
Note: Before attaching the documents please ensure the below points:-

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

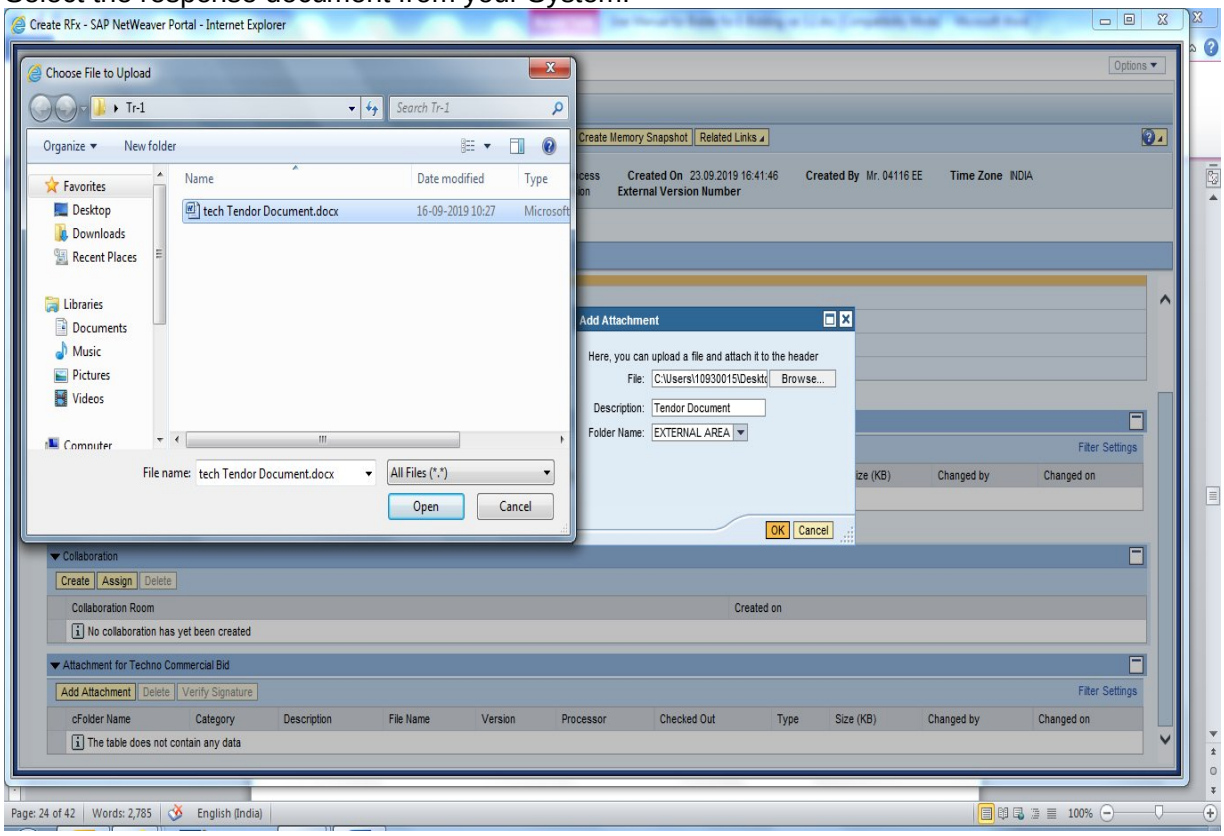
2. All the files to be attached in the Techno Commercial Bid, the filename of technical document should start from "tech".

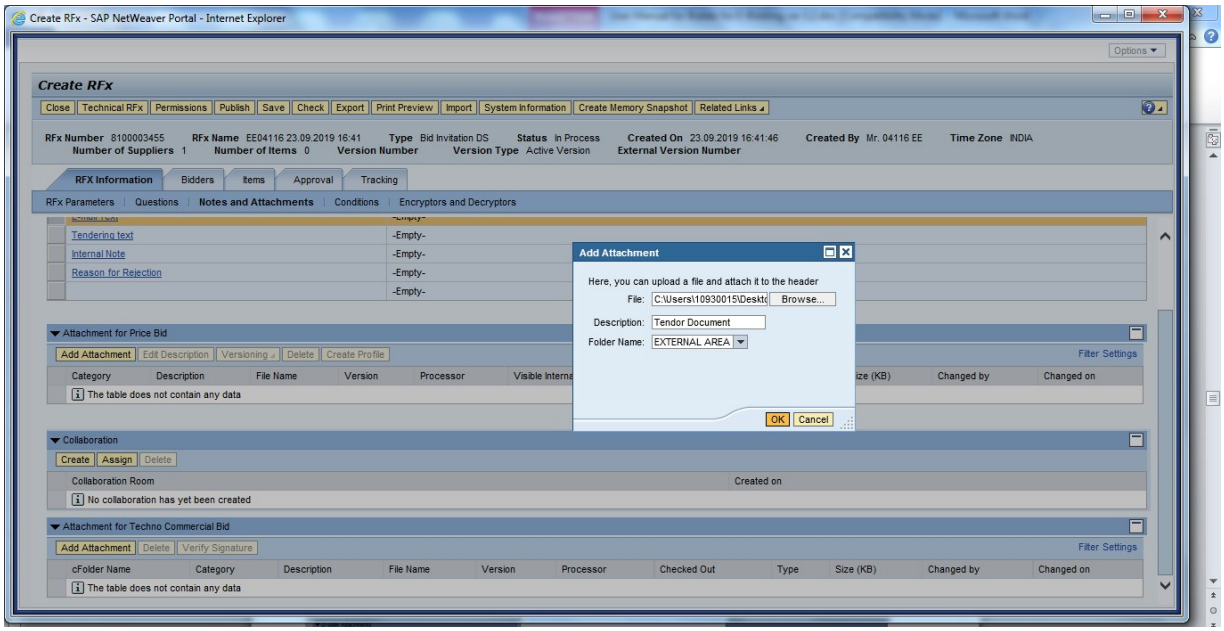
.

Go to RFX Information->Notes and Attachments (Just beside the Questions Tab)-> Attachment for Techno Commercial Bid -> Add Attachments

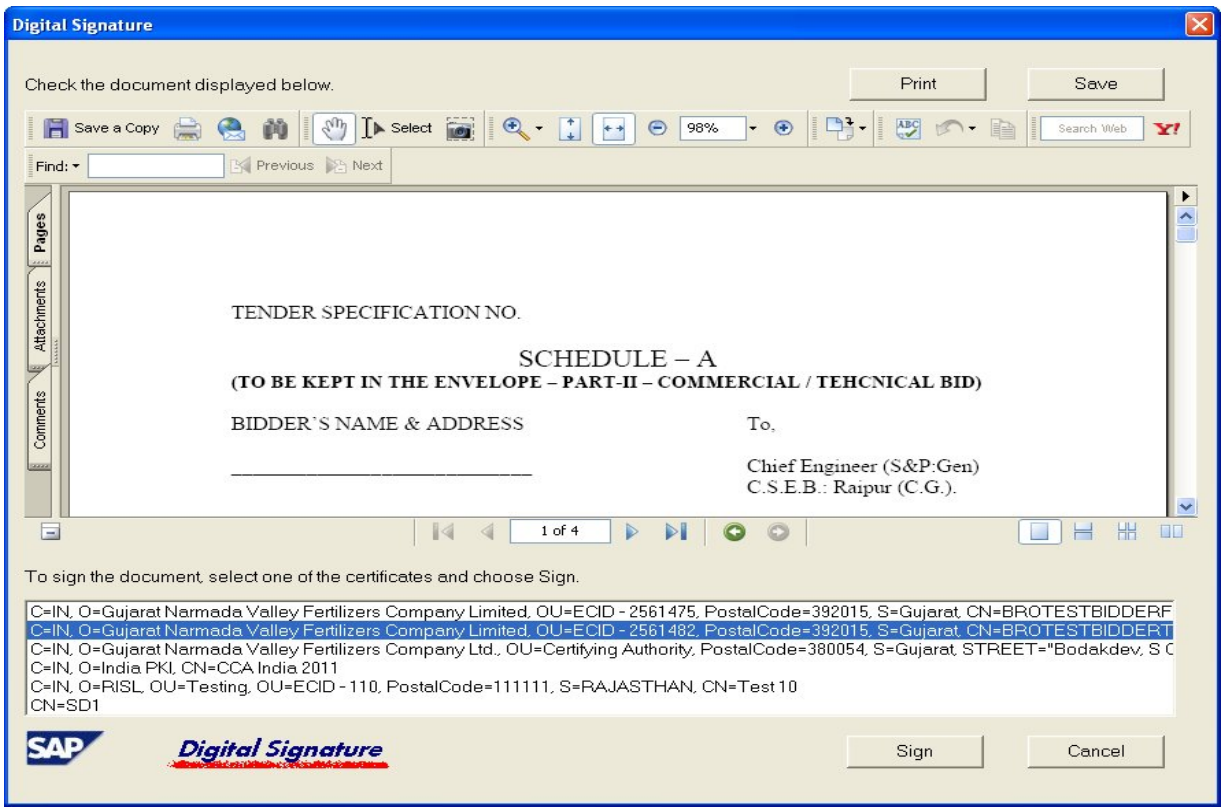


Select the response document from your System:-





Digitally Sign the Document.



Click on sign.
After Sign following screen will appear

Click on Ok

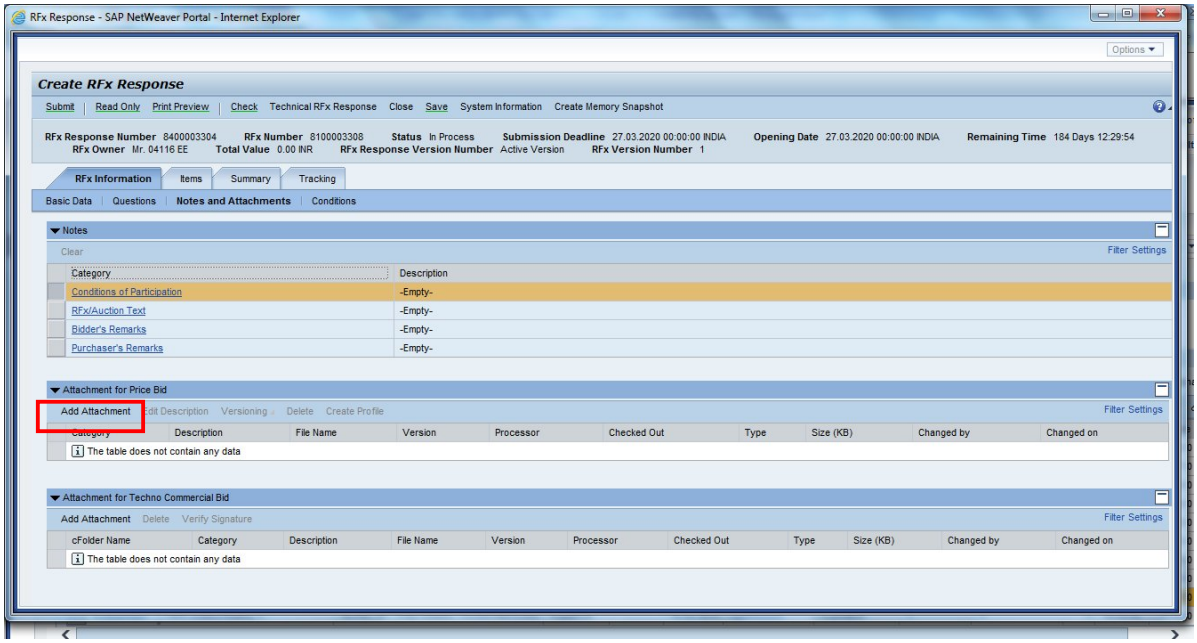
Price Bid Response

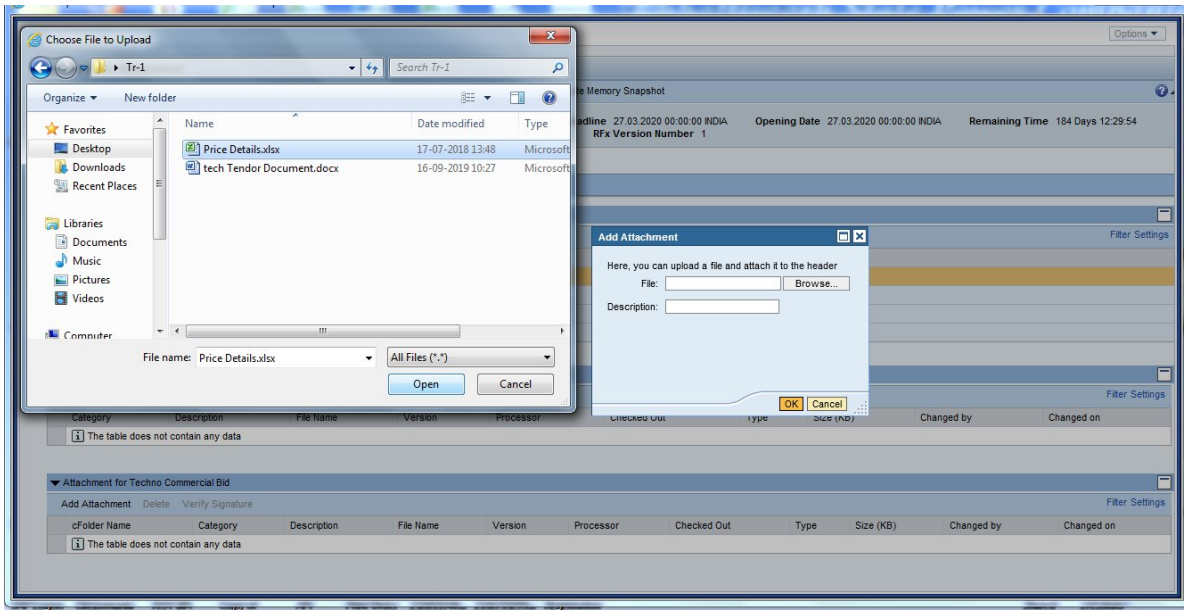
***Note* –**

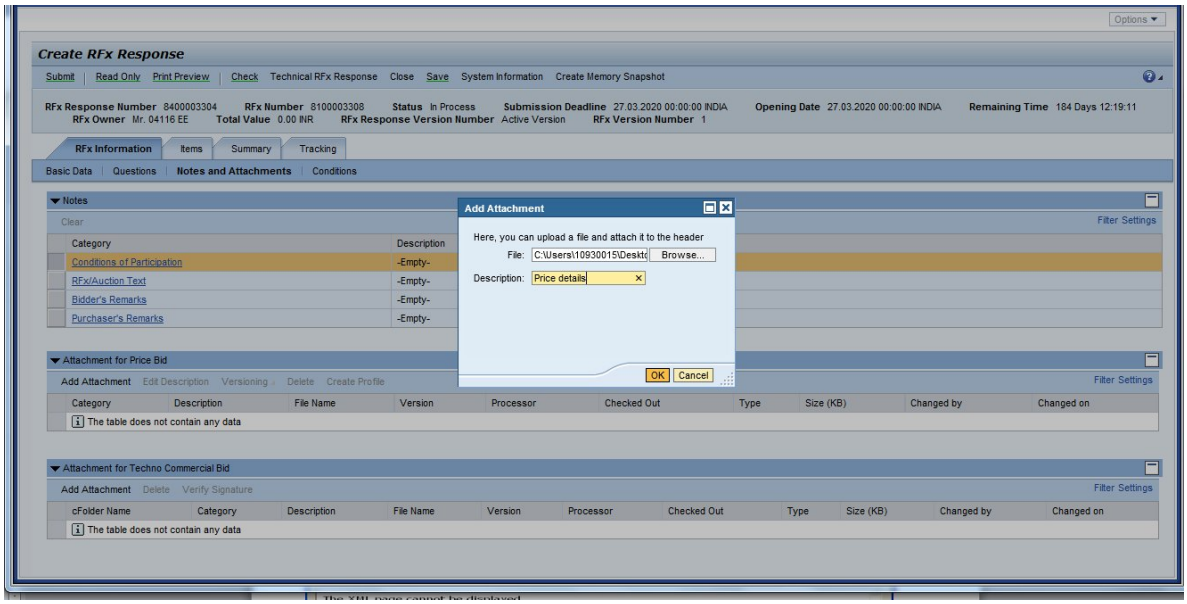
1. If needed then give the price breakup details in "Attachment for Price Bid" section in RFx Information -> Notes and Attachments -> Attachment for Price Bid (if mentioned in Tender document then only need to add price details in Attachment else no need to add any file in Attachment for Price Bid Section).

2. All the files to be attached in the Price Bid, the filename of Price Bid document should start from "price".

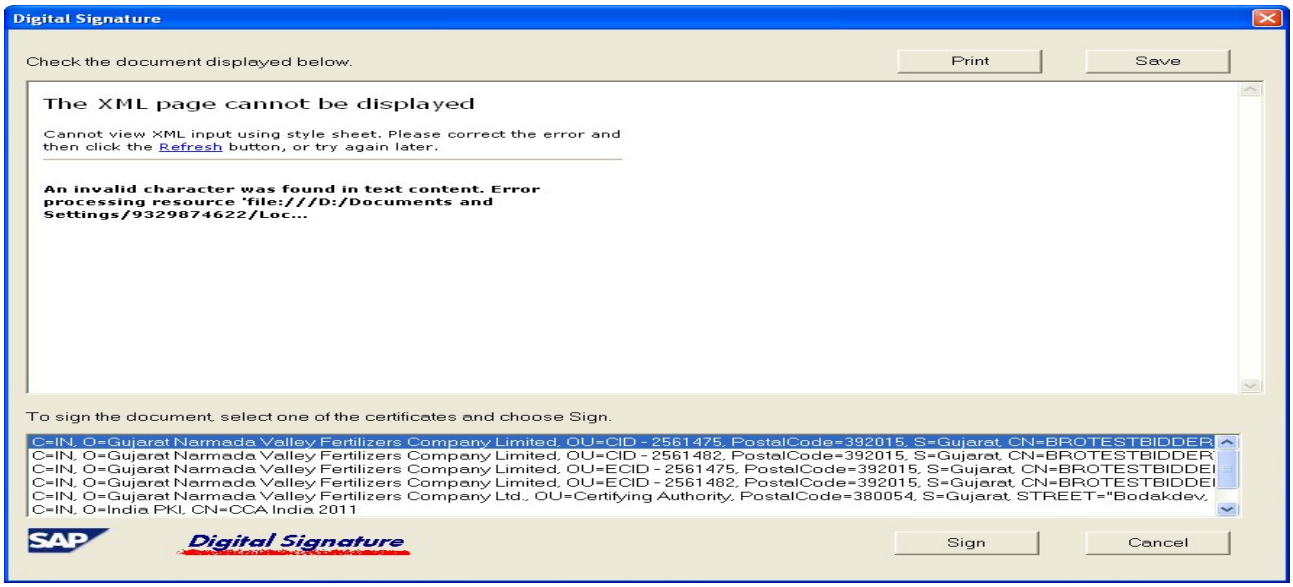
Go to RFX Information->Notes and Attachments (Just beside the Questions Tab)-> Attachment for Price Bid -> Add Attachments




Choose File to Upload
Tr-1
Search Tr-1
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Name
Date modified
Type
Price Details.xlsx
17-07-2018 13:48
tech Tendor Document.docx
16-09-2019 10:27
File name: Price Details.xlsx
All Files (*.*)
Open
Cancel
Add Attachment
Here, you can upload a file and attach it to the header
File:
Browse...
Description:
OK
Cancel
Attachment for Techno Commercial Bid
Add Attachment
Delete
Verify Signature
The table does not contain any data

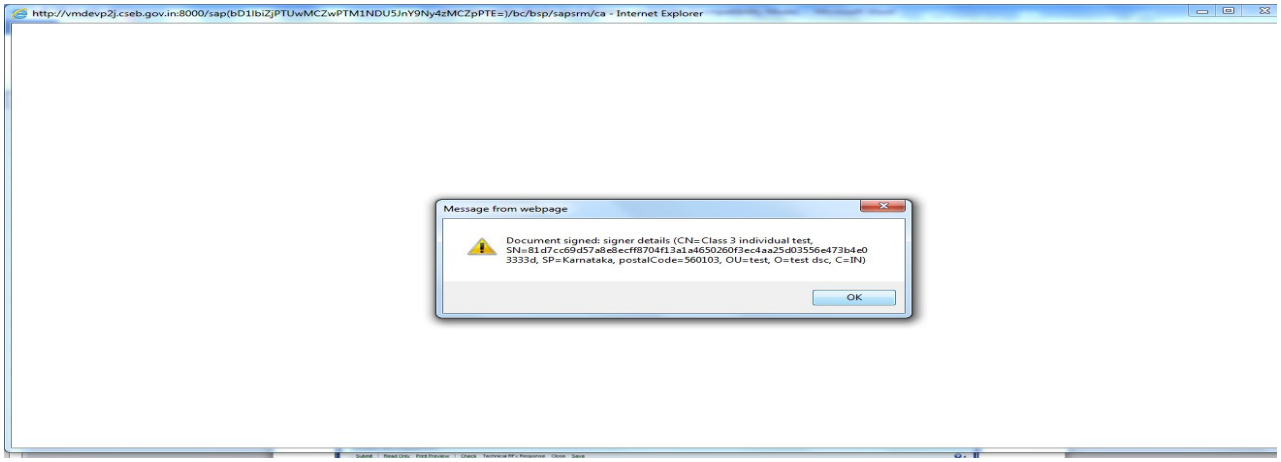

Create RFx Response
Submit
Read Only
Print Preview
Check
Technical RFx Response
Close
Save
System Information
Create Memory Snapshot
RFx Information
Items
Summary
Tracking
Basic Data
Questions
Notes and Attachments
Conditions
Add Attachment
Here, you can upload a file and attach it to the header
File:
Browse...
Description:
Price details
OK
Cancel
Attachment for Price Bid
Attachment for Techno Commercial Bid
The table does not contain any data

Click on OK

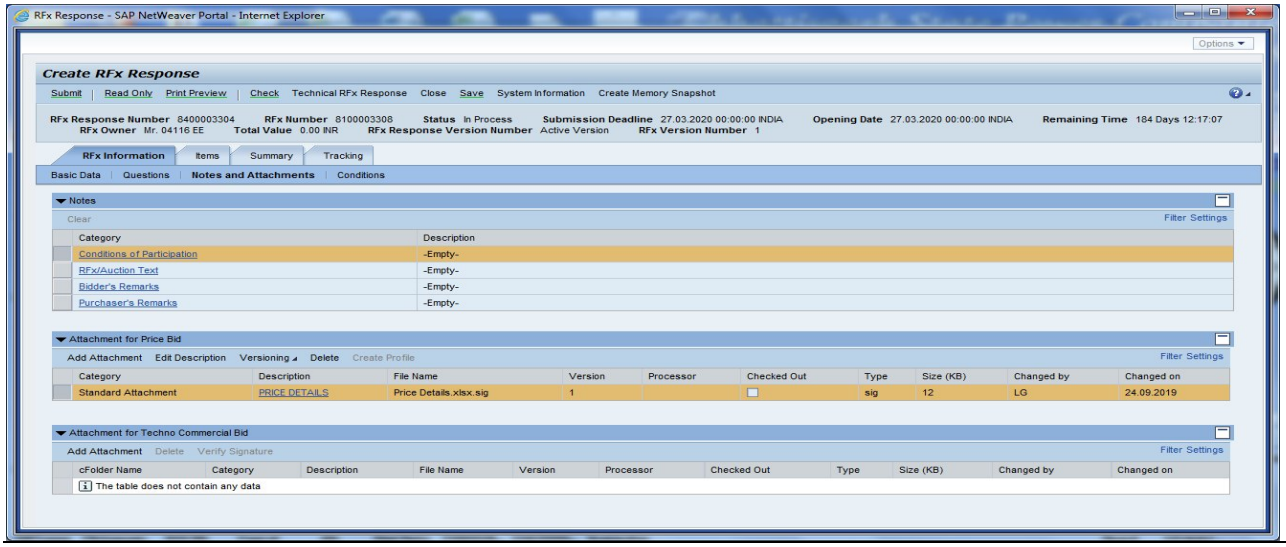


Choose valid Digital Certificate here.

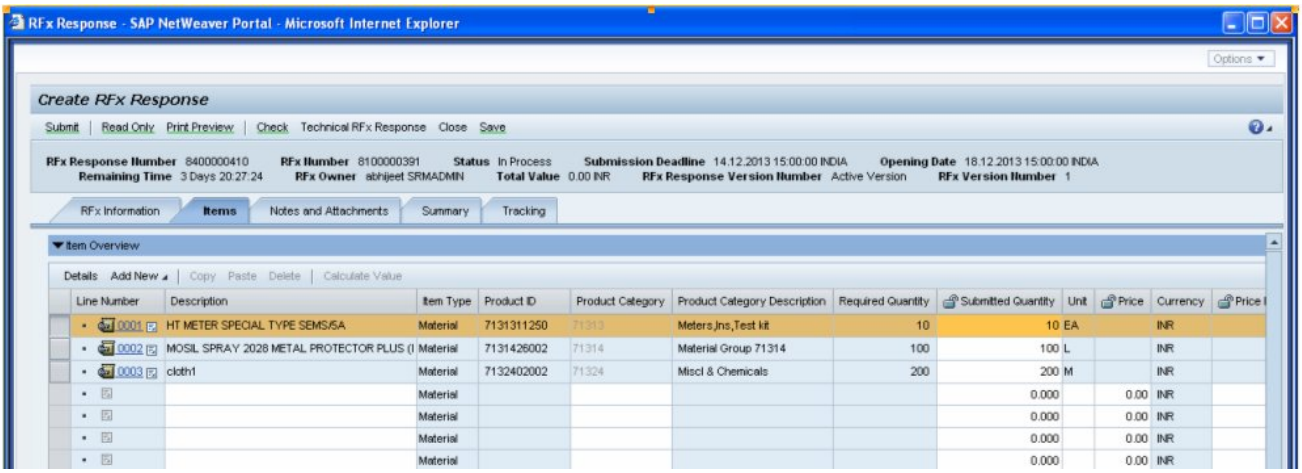
Click at Sign



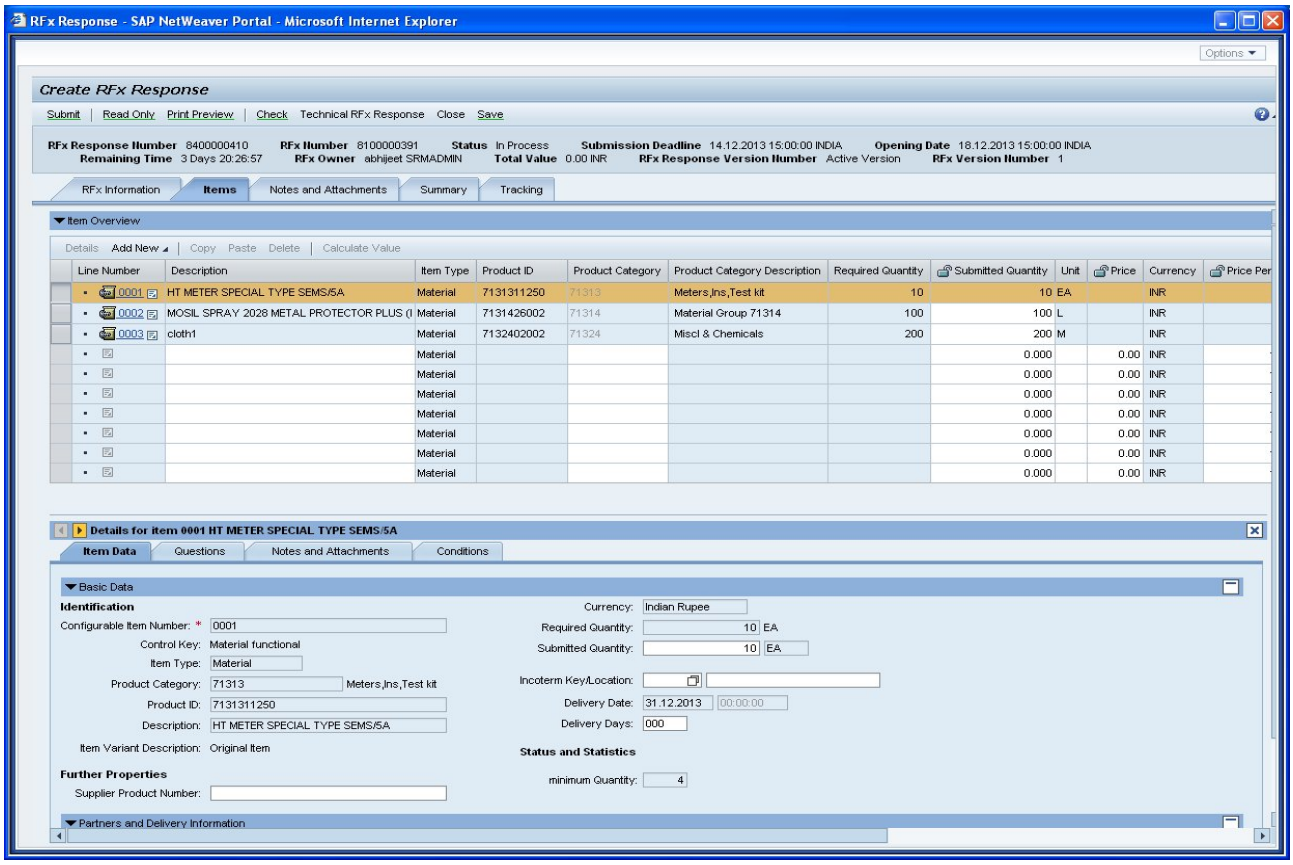
Click on oK



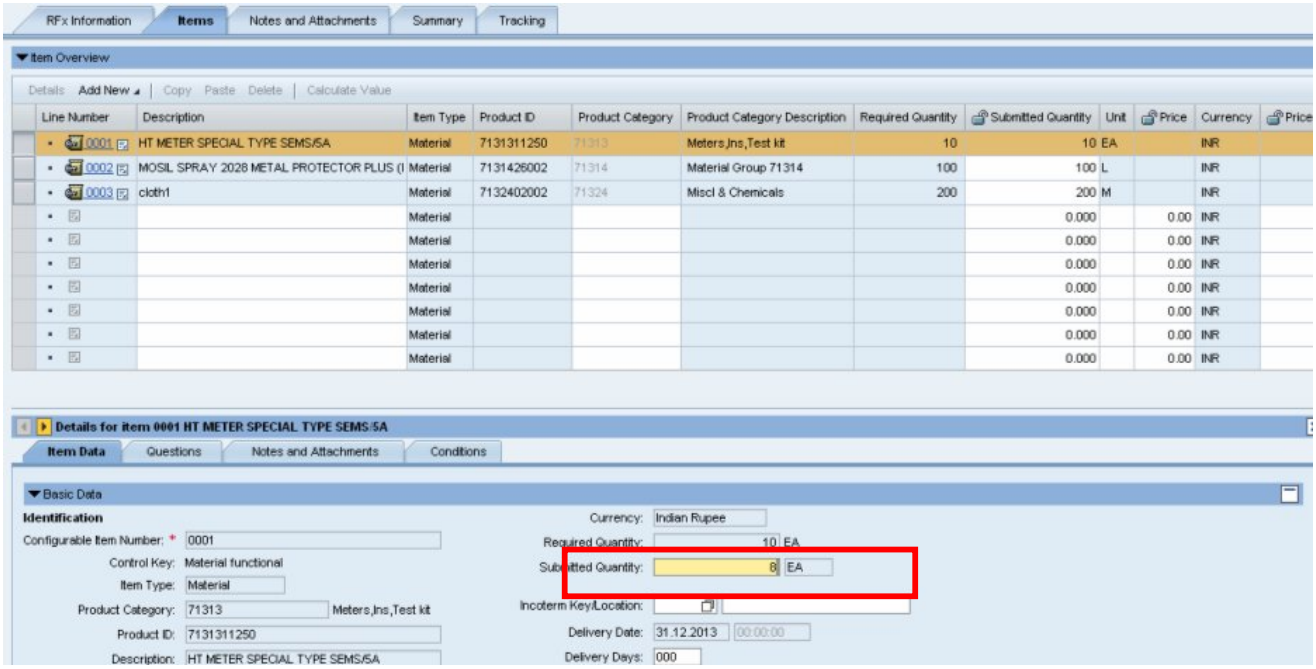
Click on "Items" Tab for Price Bid details



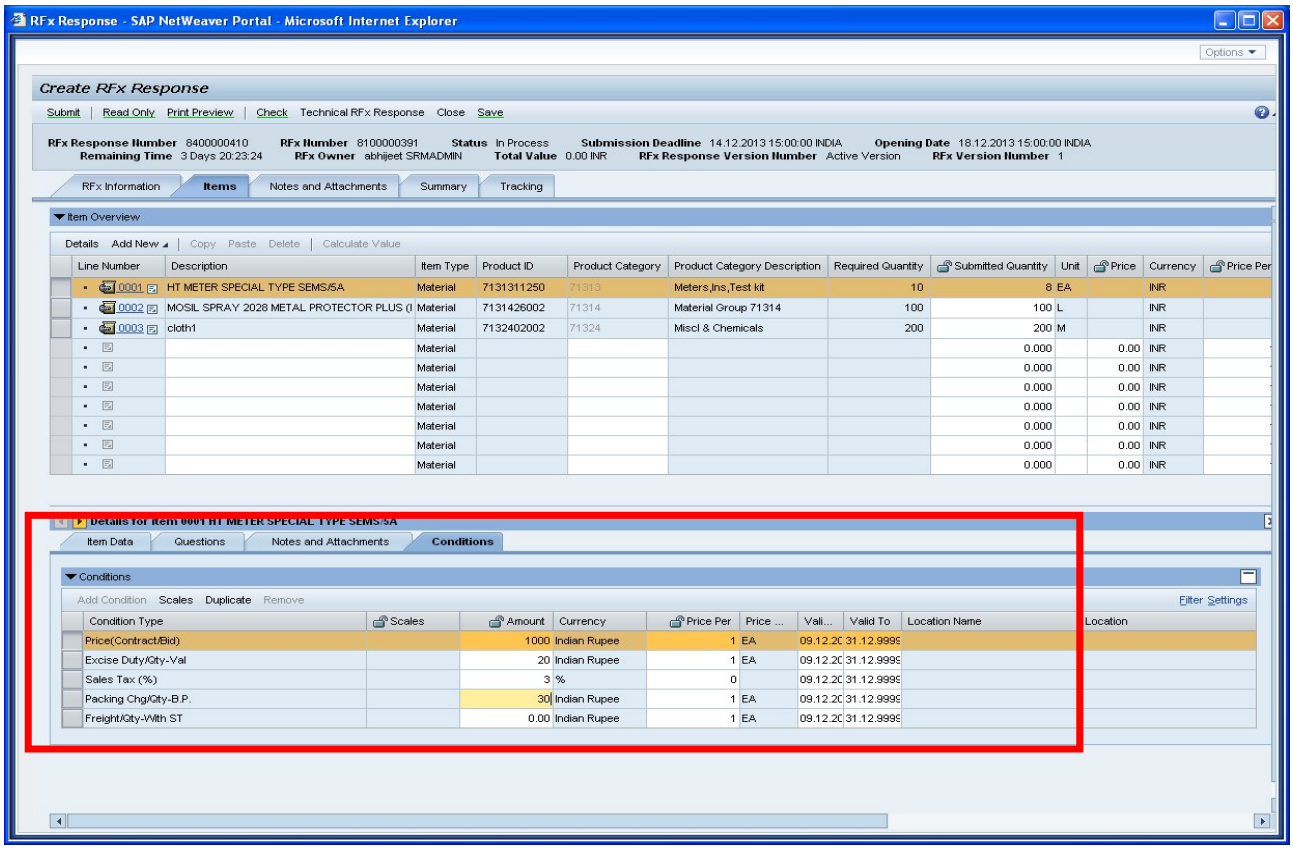
Details of Line Item



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

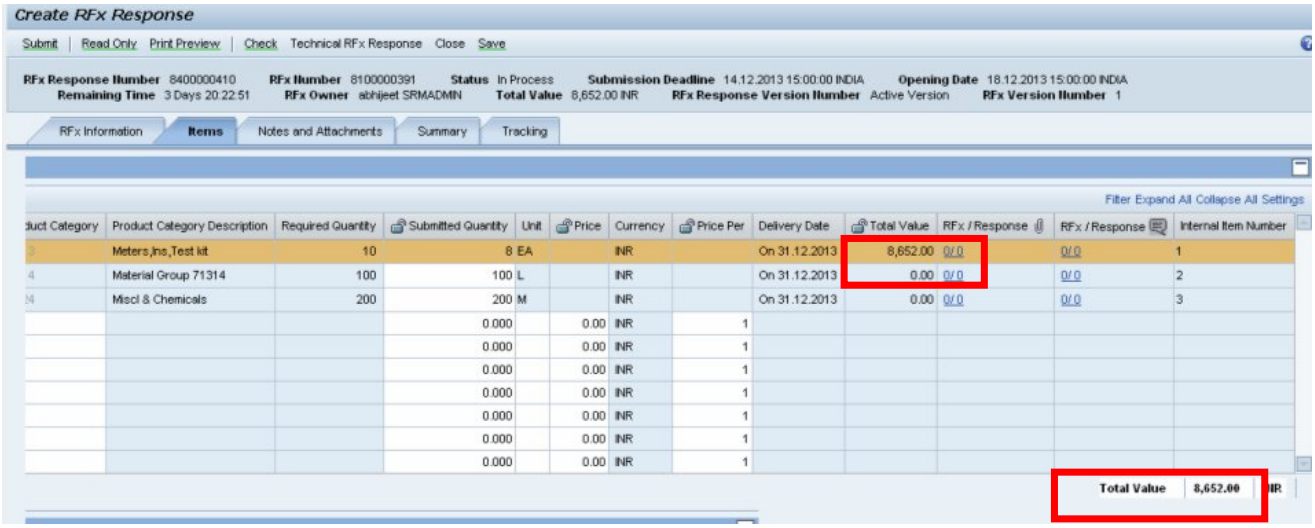


For Giving Price Bid details, click on Conditions button Need to give Basic price and other Item Level Conditions details

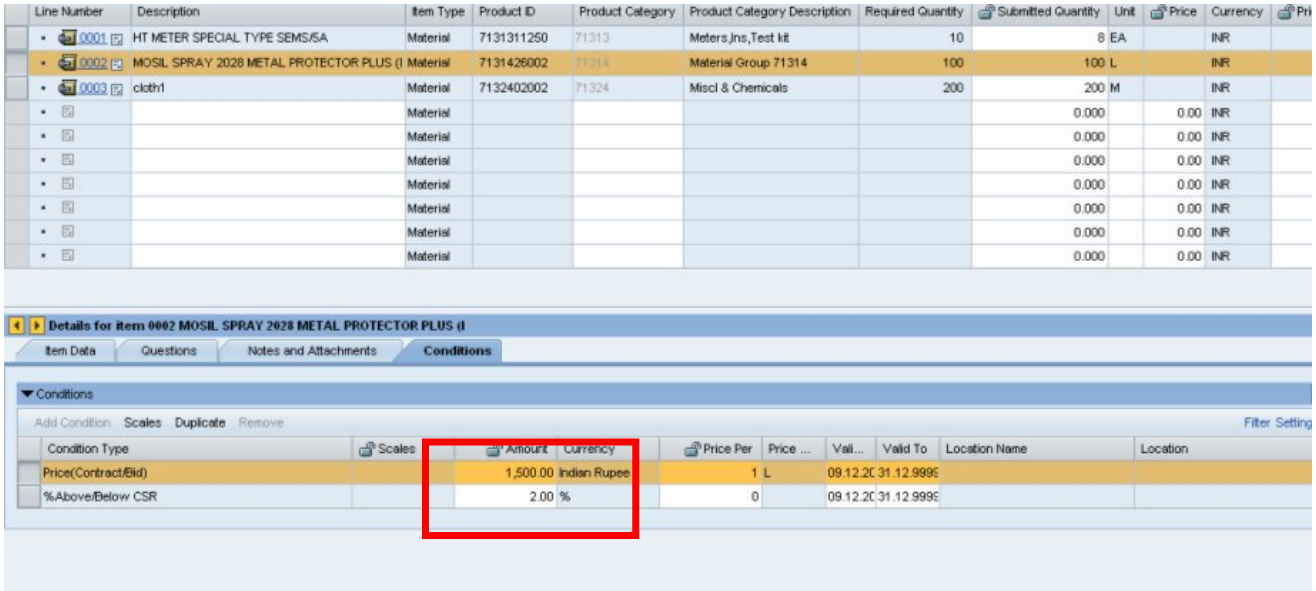


Enter applicable amount against appropriate Pricing conditions carefully in "Amount" colomn .There are conditions for entering absolute value(eg: Freight(Val)),Percentage value of Base rate(eg: Freight %), Value per quantity (eg: Freight/Qty).etc. Once all the relevant pricing values are entered , check the total landed value arrived. Bidder can also change the submitted quantity (if option is active). Similarly Price can be entered for other line items. For navigating to next line item proceed as below:

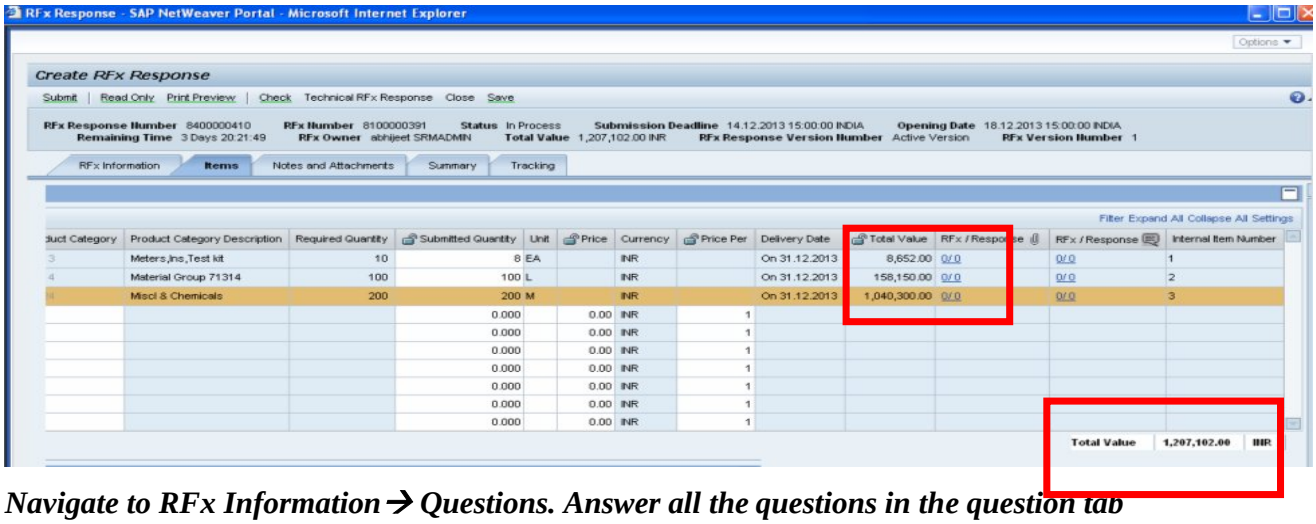
Either selects the 2nd line item and go to Item Data & Conditions, as shown:



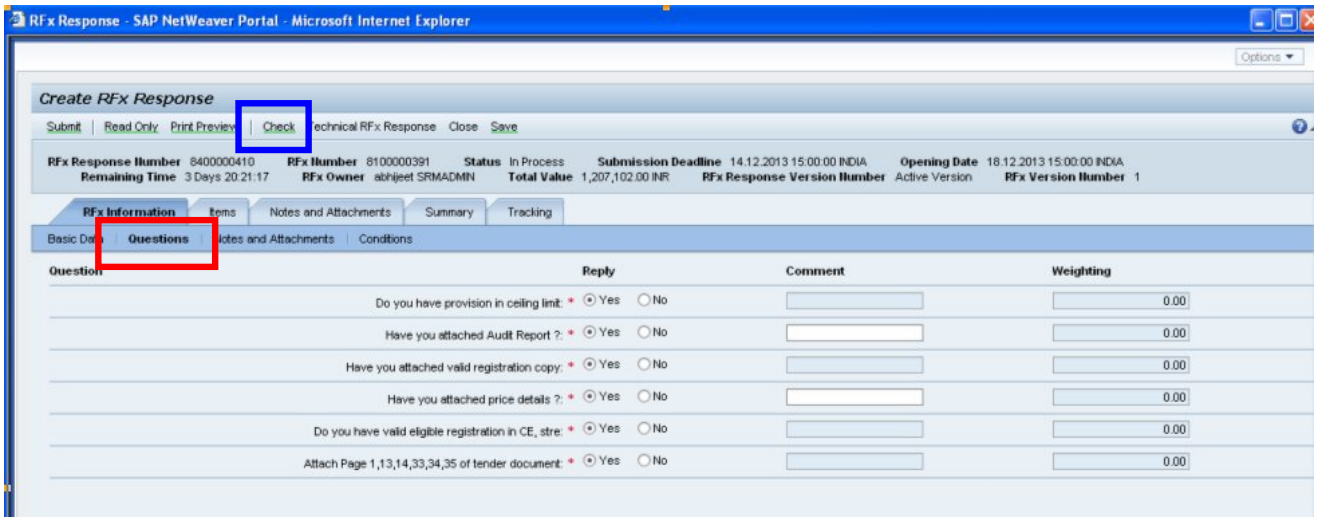
Price Bid for Second Line Item



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



Navigate to RFx Information → Questions. Answer all the questions in the question tab



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

This completes the Price bidding part.

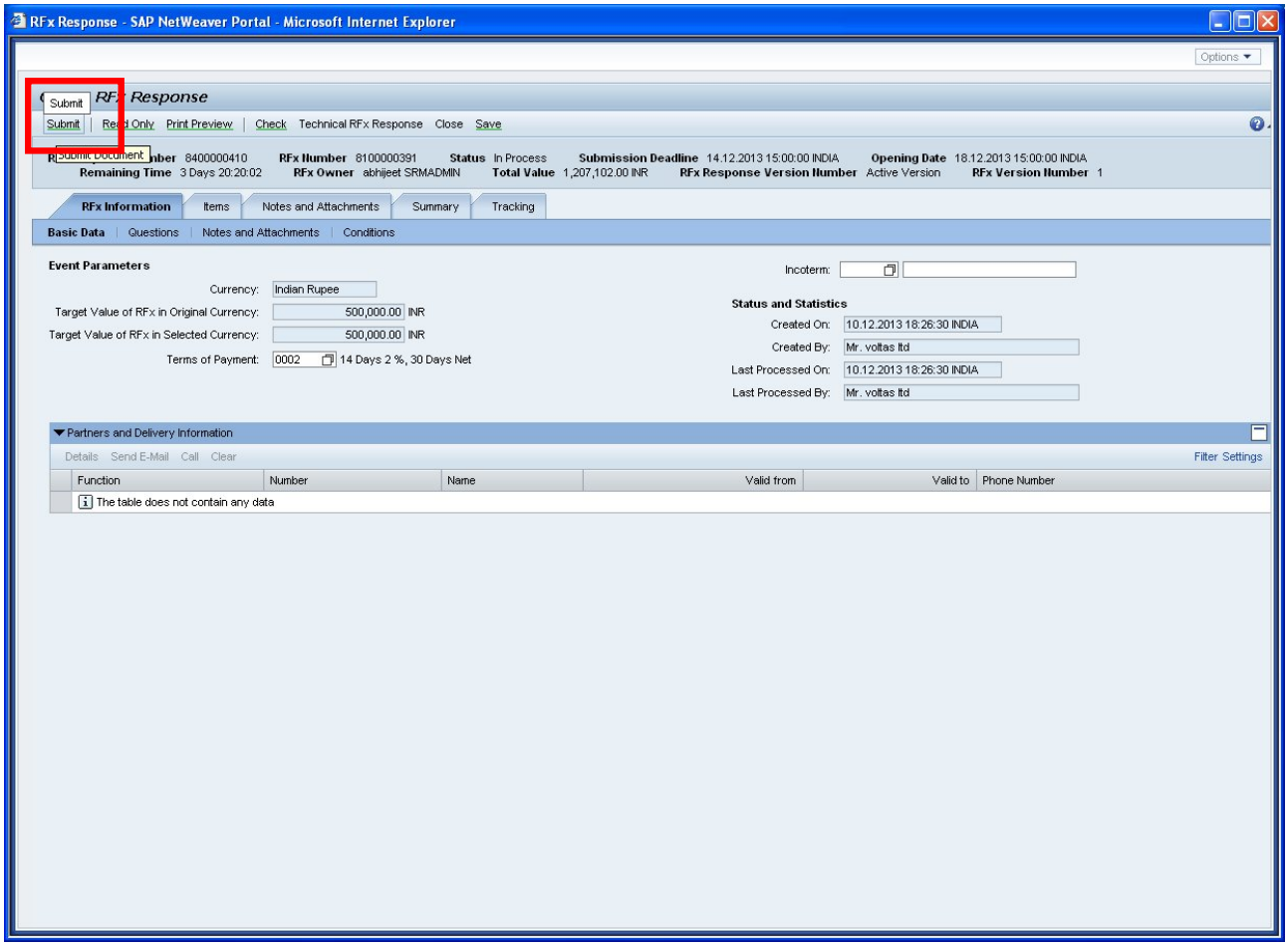
Once Technical and Price parts are completed, now is the time to SUBMIT RESPONSE.

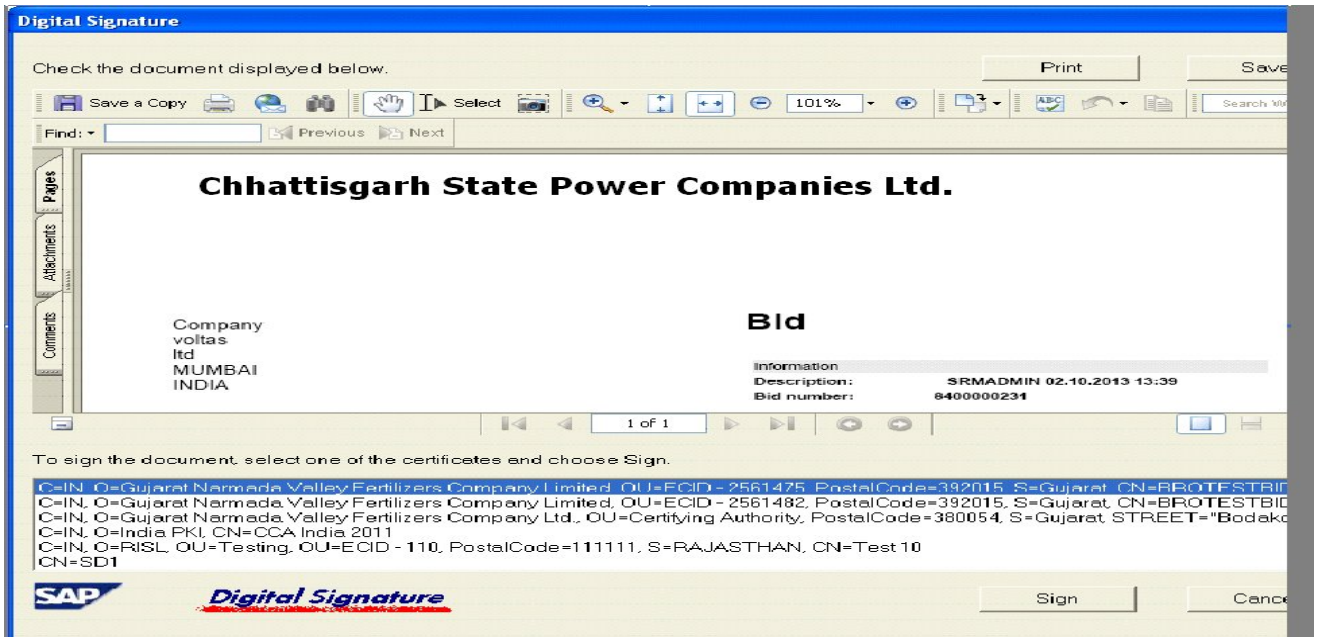
Submit Response -> Digital Signing and Encrypting the Bidder Response

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

Note: ***Before submitting, please make sure to plug-in your USB Digital Certificate to computer.***

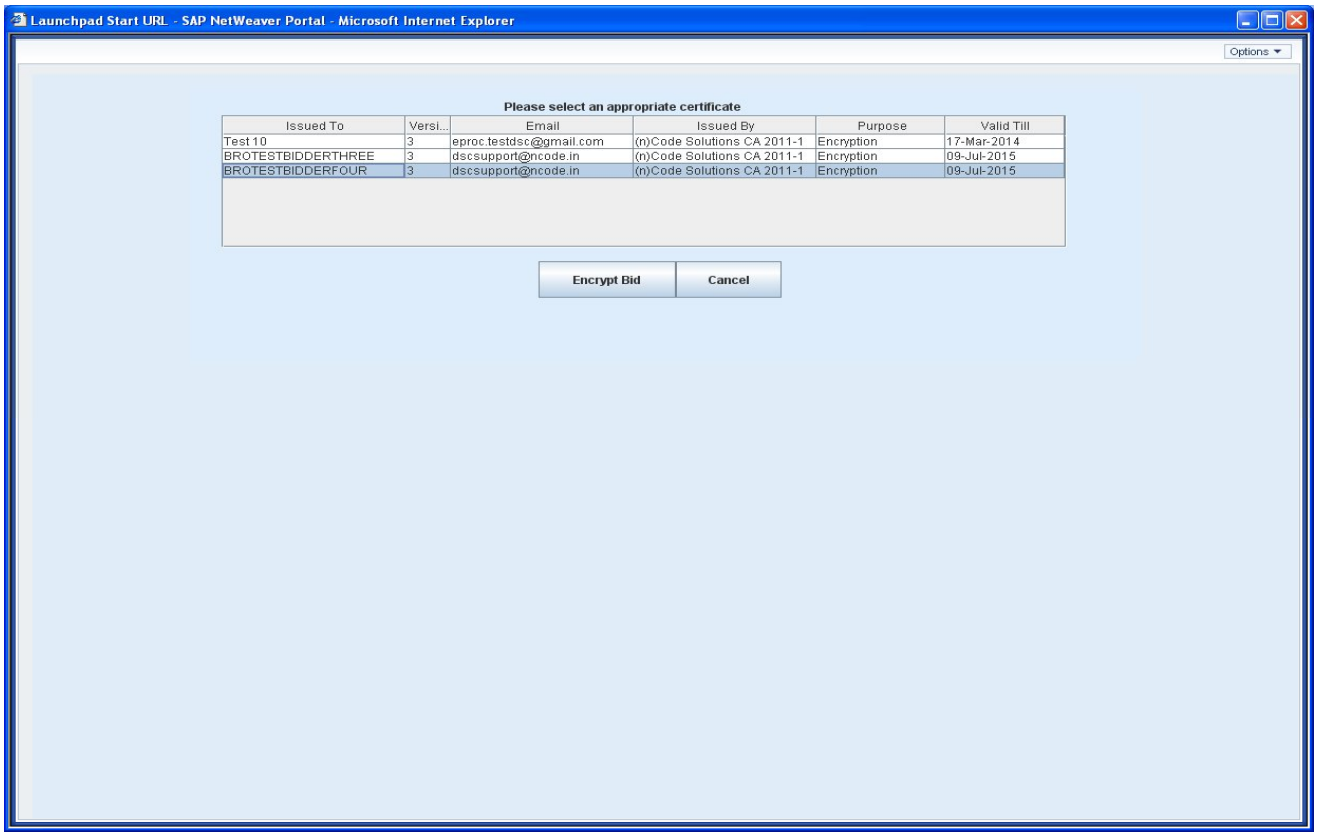
Click on SUBMIT button, System will ask for Digital Signature, select the valid certificate.



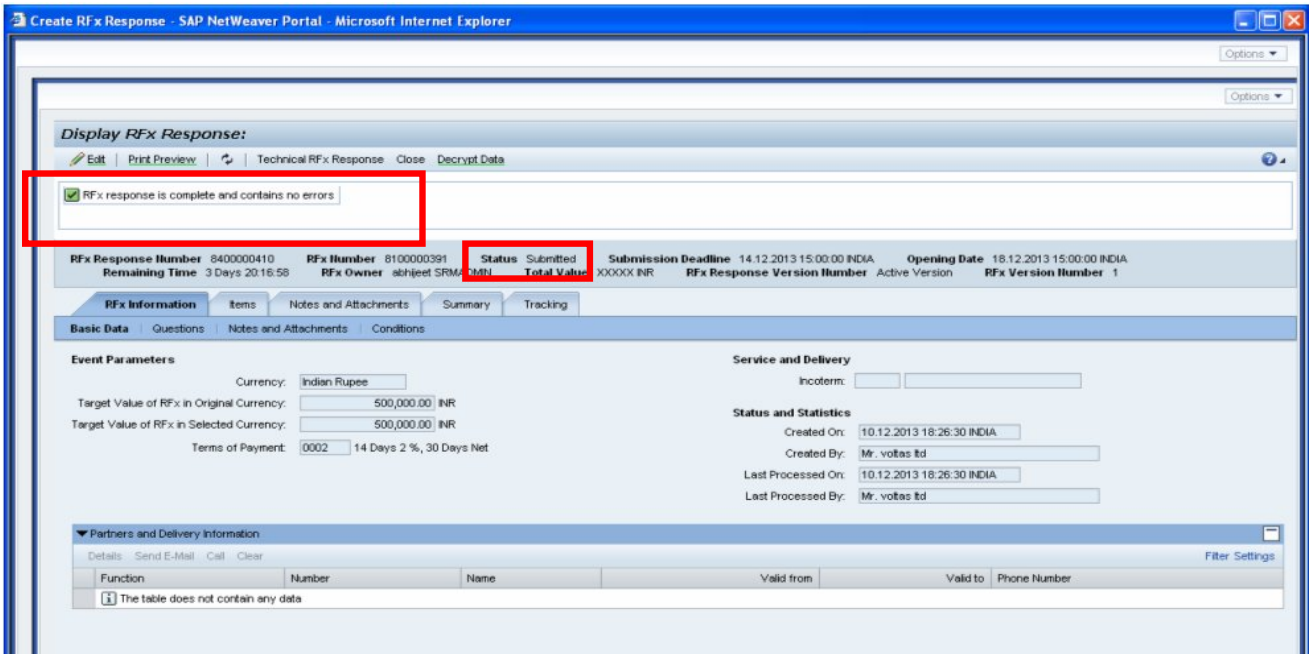


Select the appropriate digital signature and click on SIGN.

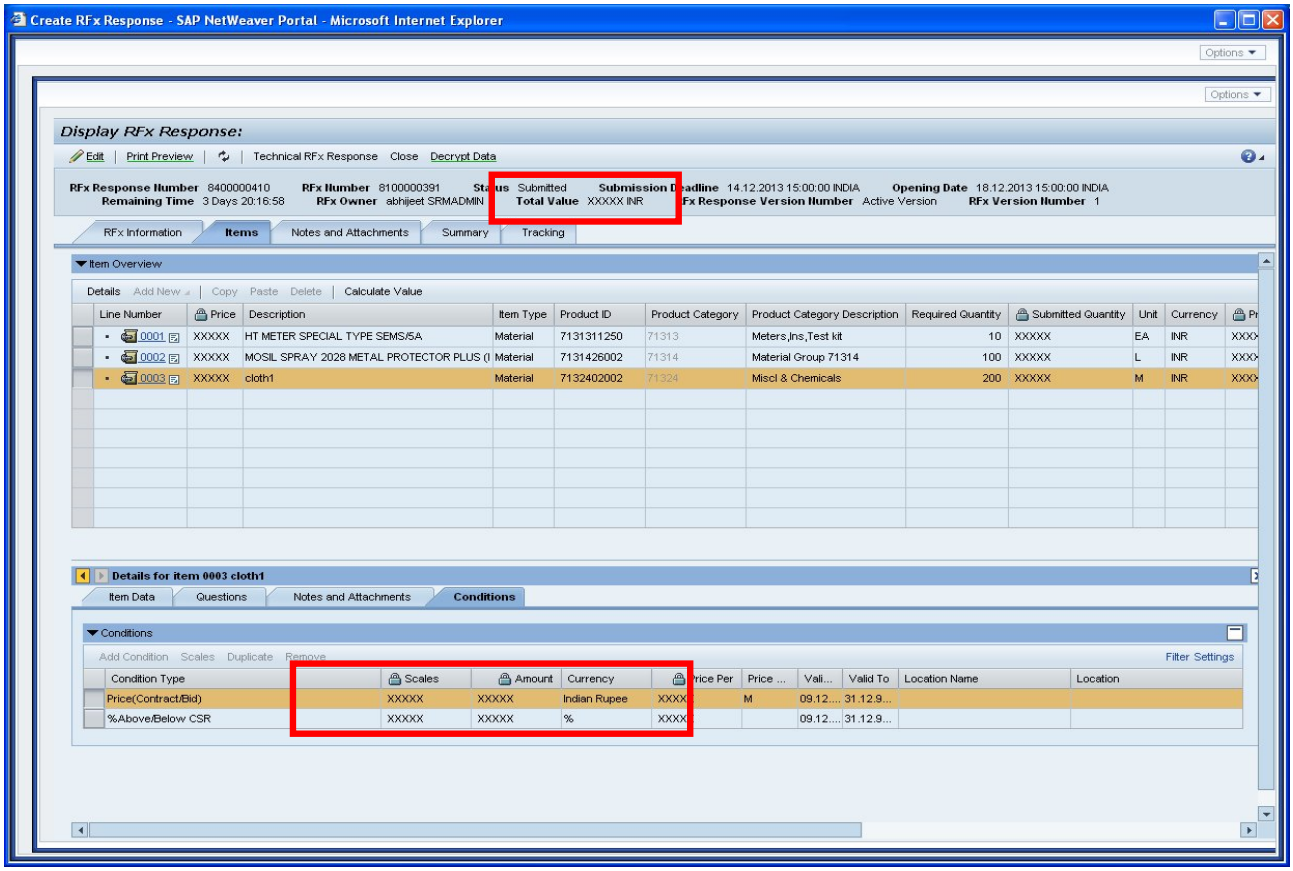
Note: ***Please ensure your token contains Encryption Certificate Token. Incase user fails to do so; no certificate will be available for selection on encryption screen.***



Select the appropriate ENCRYPTION Certificate and Click on ENCRYPT BID. Can see RESPONSE IS COMPLETE and the response status changes to submitted

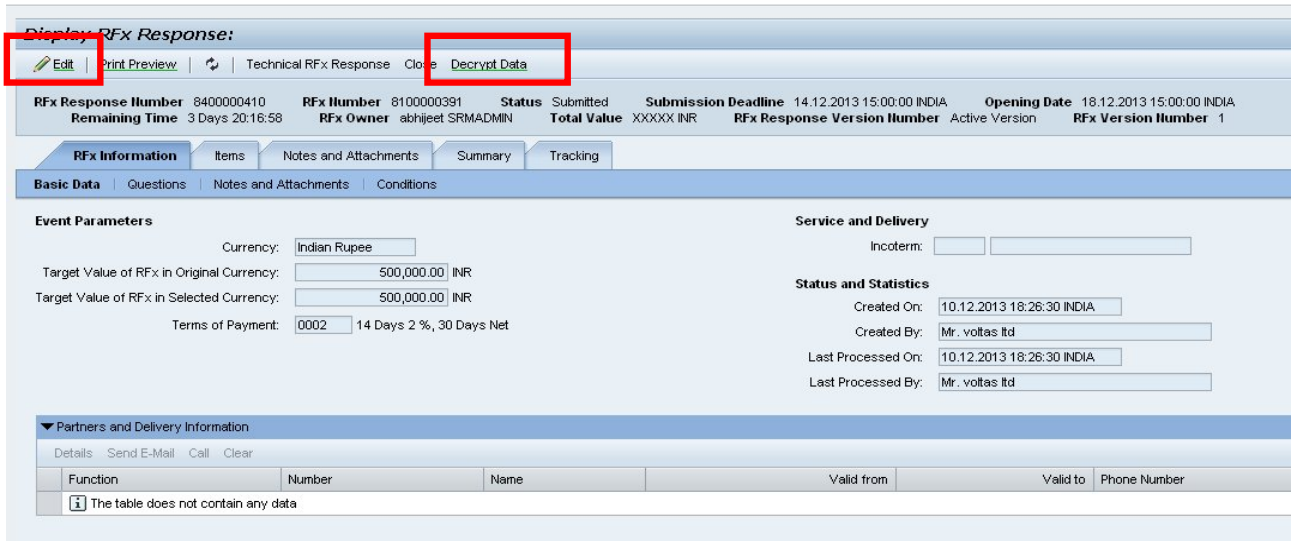


Refresh the same screen and again click on item tab & conditions tab (for seeing Pricing Conditions). One can see all the identified SENSITIVE fields are encrypted.

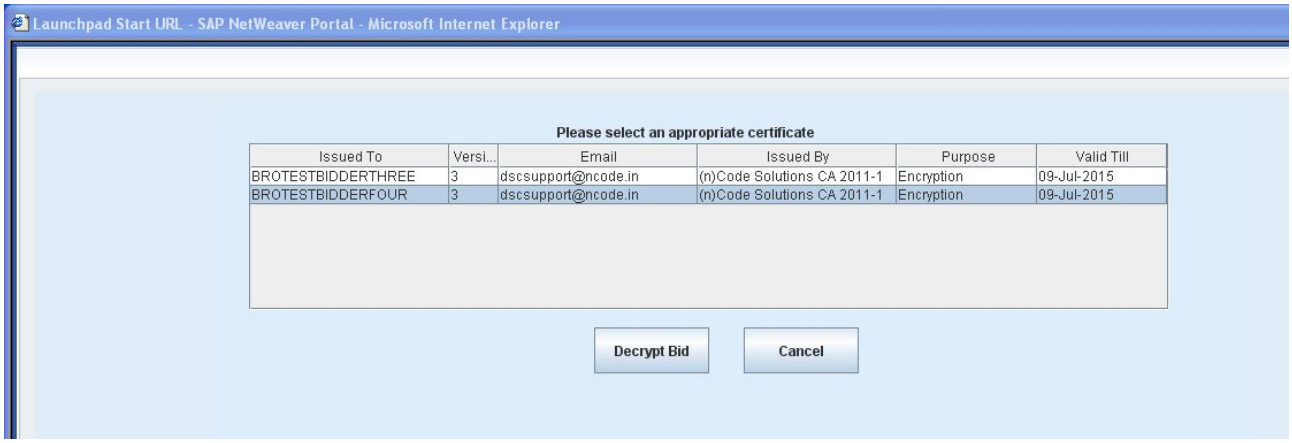


9. How to Edit / Decrypt Submitted Bid by Bidder

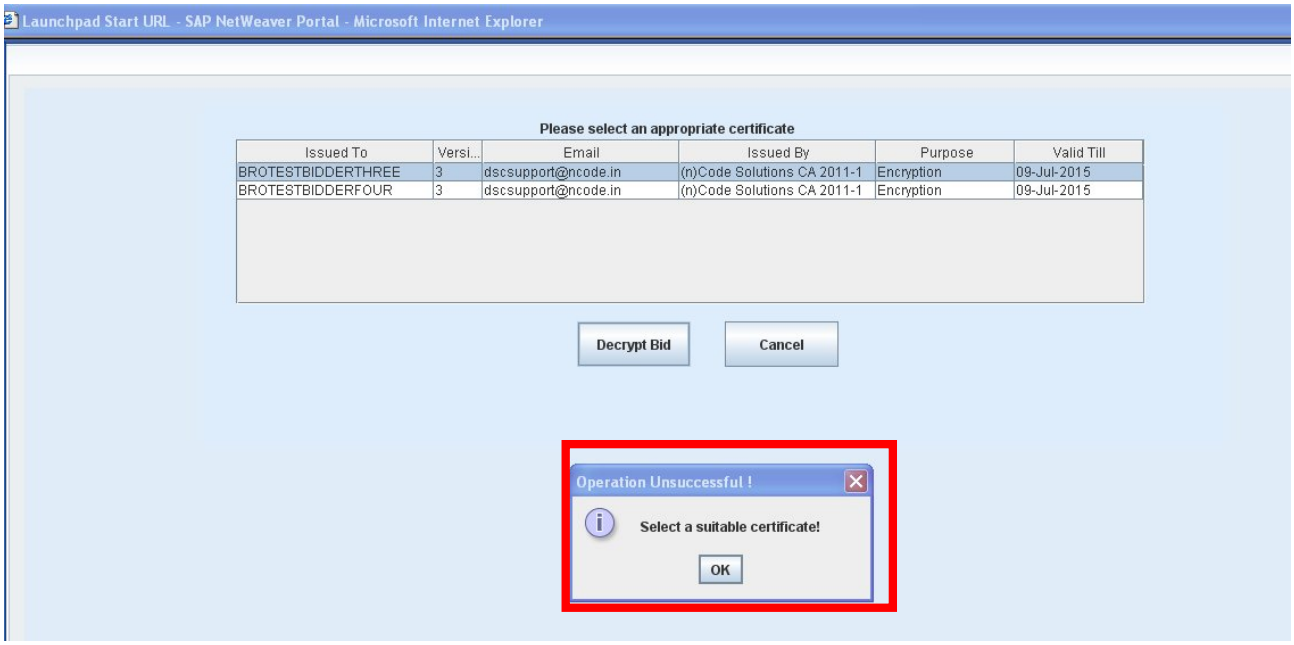
Open your Response Number and Click on Edit / Decrypt Data Button



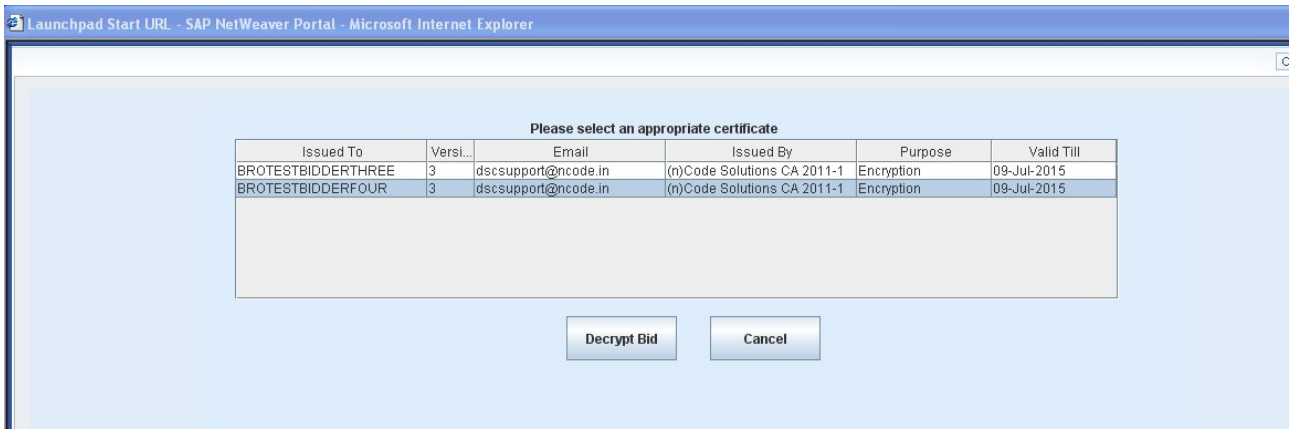
Choose appropriate Certificate



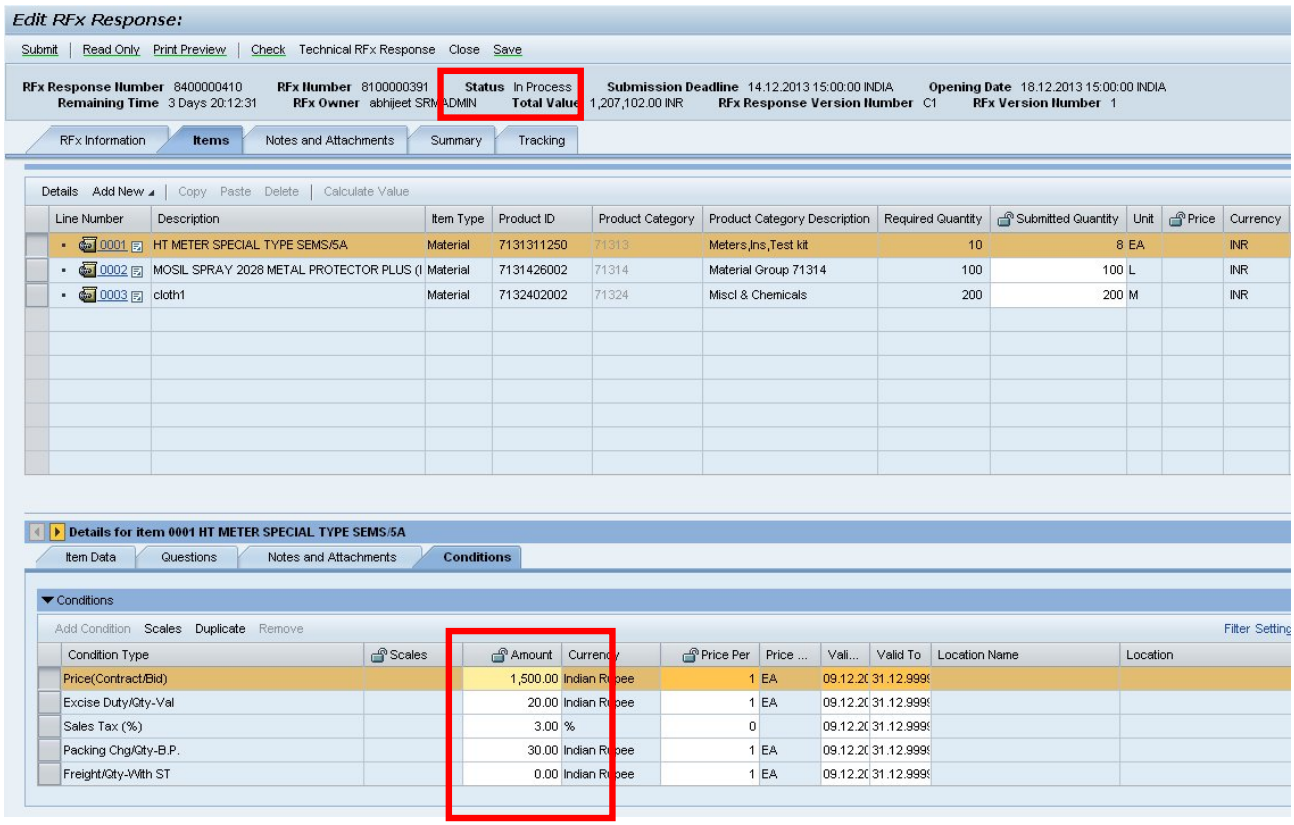
System will give an error message If not chosen appropriate Encryption Certificate



Kindly make sure to choose valid and appropriate certificate which was used to encrypt the bid.



Now Bidder can edit his / her Bid



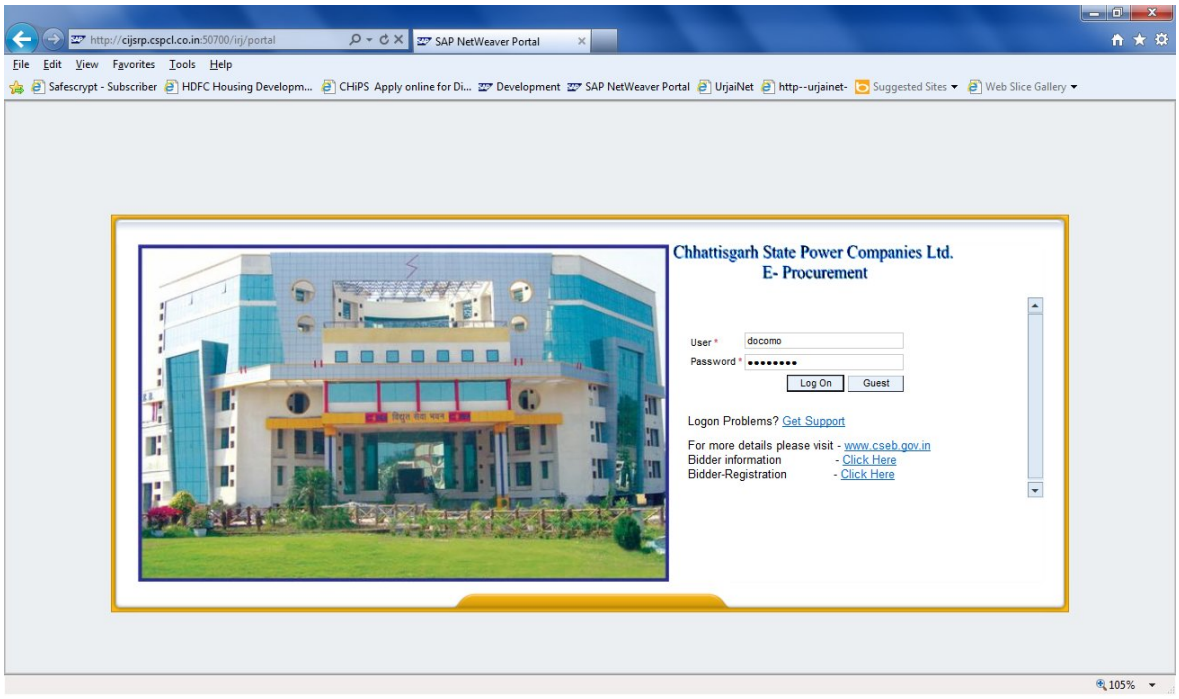
After changing values in bid, bidder needs to again click on "Submit" button and give respective Digital Certificate and Encryption Certificate again.

Please Note:-

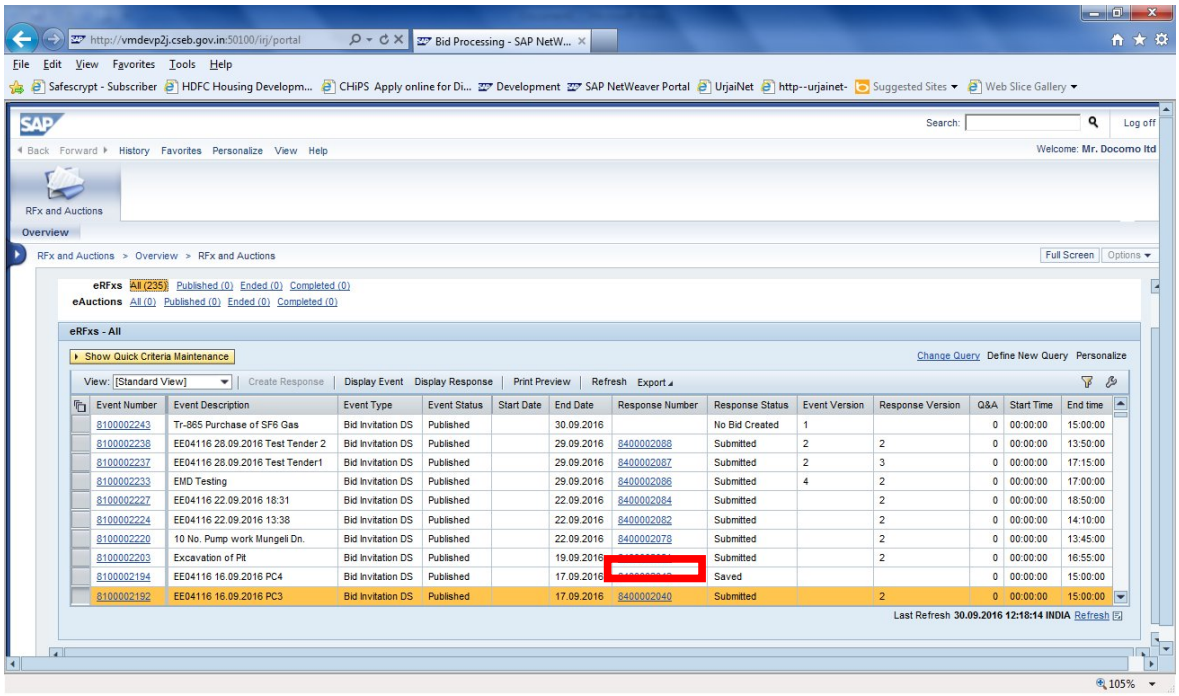
• Bidder can edit and change the response before submission deadline is over.
• Once you click on EDIT, system will again ask you to decrypt the BID and do the required changes and resubmit the BID. While resubmitting again bidder will again digitally sign and encrypt the Bid. Every time bidder wants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

10. Steps to generate the Print Priview of the submitted response

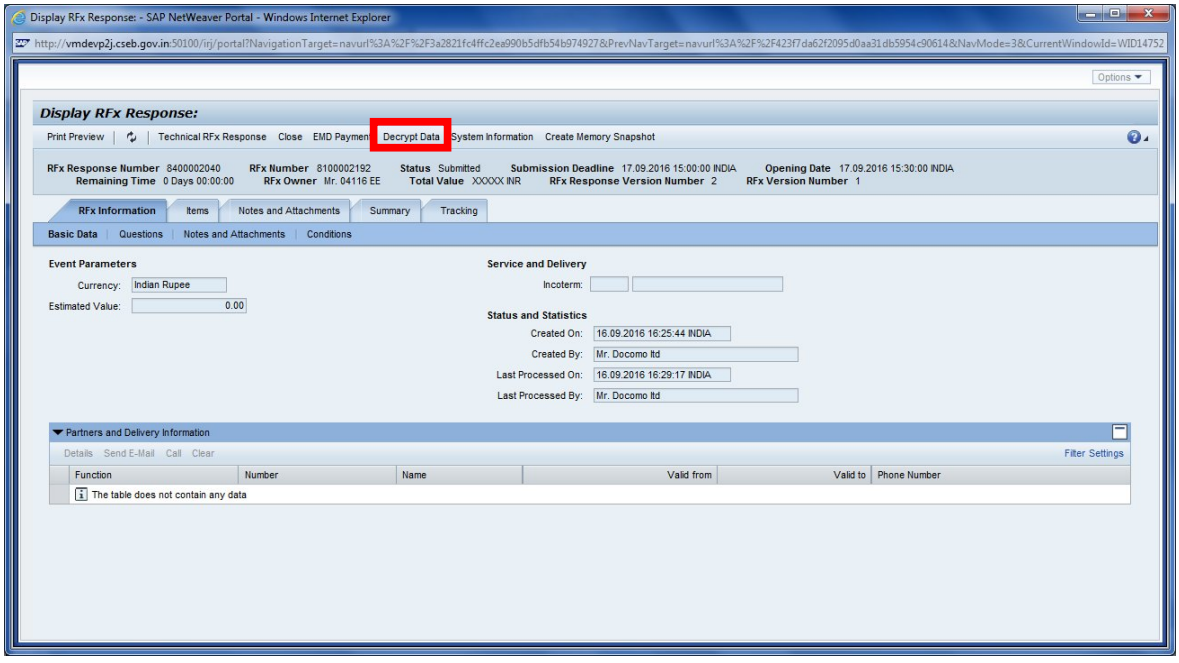
1.Open the e-Bidding web portal and login to the system using your(bidder's) e-Bidding login credentails.



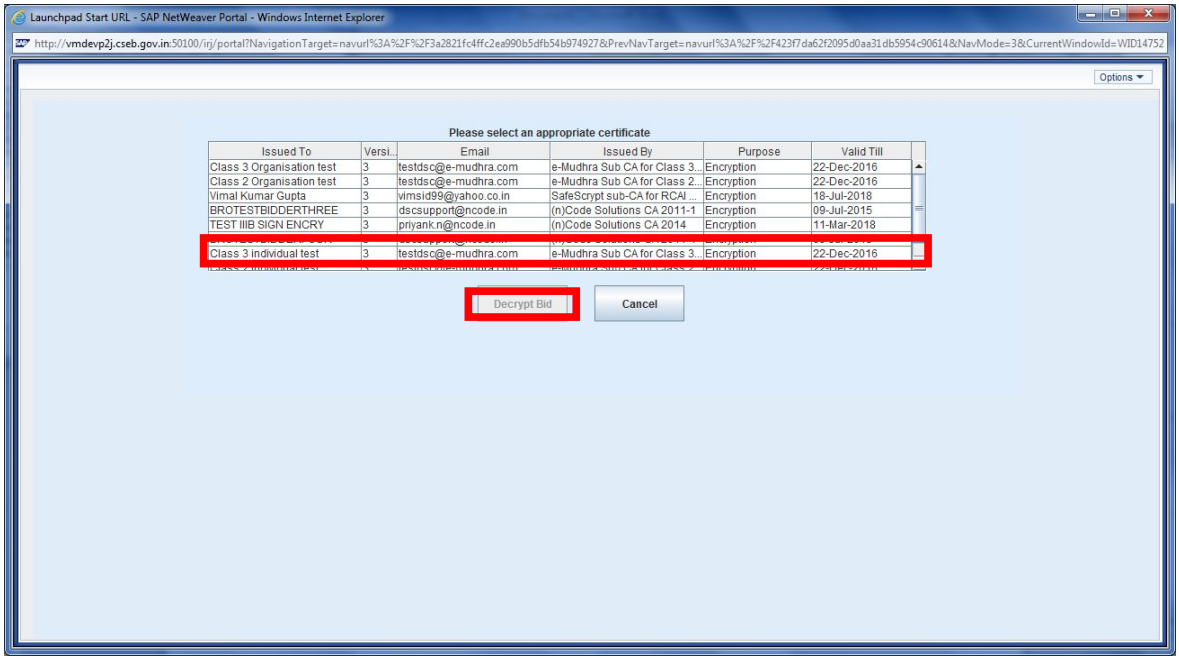
2. Select the Tender for which you wants to generate the print priview and click on your response number to open it.



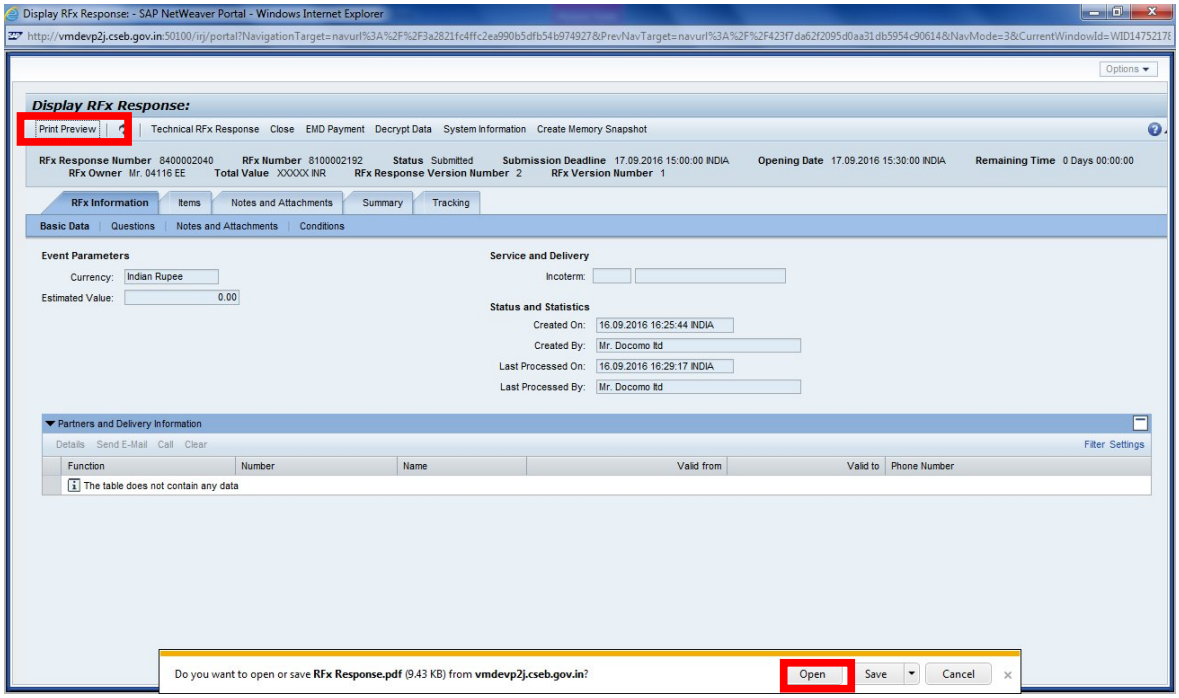
3. Connect your Digital Certificate token to your computer and click on “Decrypt Data“ button to decrypt the data of your response against the tender.



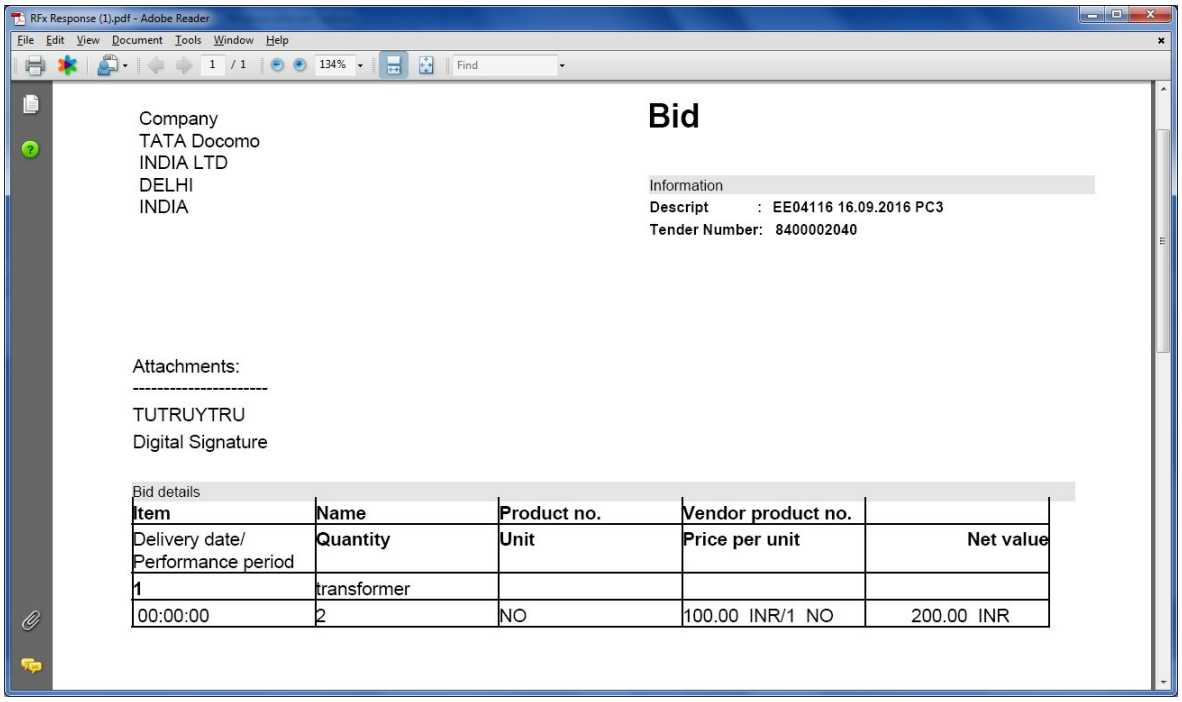
4. A JAVA screen will be displayed with your Digital Certificate details on your computer. Select your Digital Certificate from the list and click on Decrypt Bid button. Enter the password of your Digital Signature once the system prompts to “enter the password”.



5. Click on “Print Preview” button to generate the print preview. Select open option at the bottom of page to open the file containing the print preview. (Select SAVE Option to save the “Print Preview”)



6. The print Preview will be generated as given below.



RFx Response (1).pdf - Adobe Reader

File Edit View Document Tools Window Help

Company
TATA Docomo
INDIA LTD
DELHI
INDIA

Bid

Information
Descript : EE04116 16.09.2016 PC3
Tender Number: 8400002040

Attachments:

TUTRUYTRU
Digital Signature

Bid details

Item	Name	Product no.	Vendor product no.	
Delivery date/ Performance period	Quantity	Unit	Price per unit	Net value
1	transformer			
00:00:00	2	NO	100.00 INR/1 NO	200.00 INR

Few Useful Tips for hassle free Submission of Bid

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

8. **Same Encryption Certificate will require for decryption of Bid which was used while Encryption of Bid. Non availability or non valid Encryption Certificate will not allow for decryption of Bid.**
9. **Signing Certificate and Encryption certificate required for Save and Submission actions**
10. **Perform system related settings as per recommendations**
11. **Techno Commercial and Price bid(if require) related files should digitally sign and always attached through "Attachment for Techno Commercial Bid" and "Attachment for Price Bid" section. All the files to be attached in the Techno Commercial Bid and Price Bid, the filename of document should start from "Tech" and "Price" respectively.**
12. **Bidding Process and look and fill may change time to time. It is always recommended to go through the User manual.**

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