# SJVN Limited E-Tendering Applications Bidder Manual





Page **0** of **77** 



# **Document Revision Details**

# Version History

No.	Date	Author	Remarks
1	26-April-2022	Amit Kumar	Version 1.0

## **Reviewed By**

No.	Date	Author	Remarks
1	26-April-2022	Subhabrata Banerjee	Version 1.0



#### **Document Notice**

## Notice

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## **1. System Readiness**

This document is prepared for the users of e-procurement solution used at SJVN Limited. This document details the system requirements/settings needed for transactions in the SAP SRM e-procurement system in general and particularly for bidding activities in volving digital signing, decryption and encryption. E-procurement application for SJVN Limited is accessed from URL: <a href="https://etender.sjvn.co.in/">https://etender.sjvn.co.in/</a>.

## 2. Purpose

This document is prepared for the users of e-procurement solution used at SJVN Limited. This document details the system requirements/settings needed for transactions in the SAP SRM e-procurement system in general and particularly for bidding activities involving digital signing, decryption and encryption. E-procurement application for SJVN Limited is accessed from URL: <u>https://etender.sjvn.co.in/.</u>

## 3. Operating System

It is recommended to use a system, which is running on Windows 8 and above from Microsoft Corporation and is capable to run internet explorer of a version of at least 11.

#### 4. Web Browser

The supported browser is Internet Explorer (IE11) provided my Microsoft Corporation©<sup>™</sup> (Other browsers Safari, Firefox, Mozilla, Chrome etc. are not supported).

#### You can get internet explorer at

https://www.microsoft.com/en-in/download/details.aspx?id=41628

#### 4.1 Version

The browser should be of at least version IE 11 and should be run in administrator mode.



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#### 4.2 Run as Administrator mode

Set the browser to run in administrator mode as per the steps given below.

> Go to properties of Internet Explorer by right clicking the Internet explorer icon



> Then click on Advanced and Check the tick box "Run as administrator"

Advanced Properties	×
Choose the advanced properties you want for this shortcut.	
Run as administrator This option allows you to run this shortcut as an administrator, while protecting your computer from unauthorized activity. Run in separate memory space	
OK Cancel	



#### 4.3 Compatibility View

Please follow the process to access e-procurement site in compatibility mode.

Go to Tools  $\rightarrow$  Compatibility view setting



In the "Add this website", please type: <u>https://etender.sjvn.co.in/irj/portal</u> and click on "Add".

Compatibility View Settings	$\times$
Change Compatibility View Settings	
Add this website:	
https://etender.sjvn.co.in/irj/portal	Add
Websites you've added to Compatibility View:	
sivn.co.in	Remove
-3	Remove
Display intranet sites in Compatibility View	
Use Microsoft compatibility lists	
Learn more by reading the Internet Explorer privac	y statement
,,,	
	Close
	0.000



## 4.4 Browser Security Settings

Add the e-procurement web site URL to Trusted Site as below from internet options of internet explorer. In tab for security after selecting trusted sites, click the button sites as shown below.





Trusted sites	×
You can add and remove websites from in this zone will use the zone's security s	this zone. All websites settings.
Add this website to the zone:	
https://etender.sjvn.co.in/	Add
Websites:	
http://srmportal.nspclsrijan.co.in:50000/irj/port	tal Remove
https://*.sjvn.co.in	
https://etender.sjvn.co.in	
Require server verification (https:) for all sites	s in this zone
	Close

Further security setting of explorer to be adjusted as below

		_
Internet Options ? ×	Security Settings - Trusted Sites Zone X	
Internet Options ? × General Security Privacy Content Connections Programs Advanced Select a zone to view or change security settings. Select a zone to view or change security settings. Internet Local intranet Trusted sites Restricted sites Trusted sites Trusted sites Sites Sites Sites Security level for this zone. Security level for this zone	Security Settings - Trusted Sites Zone ×  Settings  Settings Settings  Settings  Settings  Setti	
Custom Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level.	Takes effect after you restart your computer	
Enable Protected Mode (requires restarting internet Explorer) Custom level Pefault level Reset all zones to default level	Reset custom settings Reset to: Medium (default) ~ Reset OK Cancel	
OK Cancel Apply		

Go to "Security", click on "Custom Level" Security settings window opens up, maintain following values for below.



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🚵 .NET Frame	ework		$\land$	9 <u>75</u> 9 .11 R	ET Framework-reliant components
🛃 Loose X	AML			- <b>*</b> G	Permissions for components with manifests
	ble				O Disable
🖲 Enab	ble				High Safety
Pron	nnt			8	Run components not signed with Authenticode
	rowcor applications				🔘 Disable
					Enable
	Die				O Prompt
🔵 Enab	le				Run components signed with Authenticode
O Prom	npt			<b>1</b>	
🛃 XPS doo	cuments				
🔵 Disal	ble				
🔘 Enab	ble				OPrompt
	npt			I I A	ctiveX controls and plug-ins
NET Fram	ework-reliant components			🧃	Allow ActiveX Filtering
Re Pormice	sions for components with manifed	ete			🔿 Disable
	lons for components with manifes	515			Enable
	Die				Allow previously unused ActiveX controls to run without pror
High	Safety		~	1	· · · · · · · · · · · · · · · · · · ·
C		>			/
allow pr	reviously unused ActiveX controls	to run without pror			Download signed ActiveX controls
	, ble				○ Disable
Enak	ale				Enable
	arintlata				Dremet
Allow S	cripuets				
	Die			Ų	Download unsigned ActiveX controls
C Enab	ble				O Disable
_ () Pron	npt				C Enable
🬒 Automa	tic prompting for ActiveX controls	l -			Prompt
🔵 Disal	ble			Ŷ	Initialize and script ActiveX controls not marked as safe for
🔘 Enab	ble				Disable
🧃 Binary a	and script behaviors				Enable
Adm	inistrator approved				Prompt
	hle				Only allow approved domains to use ActiveX without promot
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	video and animation on a webpag	je that does not use	E		
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Run Act Adm Disal Enat Pron Run ant Disal Script A Disal Enat Pron Disal	iveX controls and plug-ins inistrator approved ble npt imalware software on ActiveX con ble ctiveX controls marked safe for s ble ne	ntrols cripting*	^		Font download Disable Font download Disable Prompt able .NET Framework setup Disable Enable Scellaneous Access data sources across domains Cisable Prompt Allow dragging of content between domains into separate w
Run Act Adm Disal Enab Pron Run ant Disal Enab Script A Disal Enab Pron Downloads File dow	iveX controls and plug-ins inistrator approved ble npt imalware software on ActiveX con ble ctiveX controls marked safe for s ble nle npt	ntrols cripting*	^		Font download Disable Fonble Prompt able .NET Framework setup Disable Enable scellaneous Access data sources across domains Cisable Prompt Allow dragging of content between domains into separate w Disable
Run Act Adm Disai Enab Pron Run ant Disai Enab Script A Disai Enab Pron Downloads File dow Disai	iveX controls and plug-ins inistrator approved ble npt imalware software on ActiveX con ble ctiveX controls marked safe for s ble ne npt vnload ble	ntrols cripting*	^		Font download Disable Font download Disable Prompt able .NET Framework setup Disable Enable Scellaneous Access data sources across domains Cisable Prompt Allow dragging of content between domains into separate w Disable Enable Enable
Run Act Adm Disal Enab Pron Run ant Disal Enab Script A Disal Enab Pron Enab Pron Enab Pron Enab Disal	iveX controls and plug-ins inistrator approved ble npt imalware software on ActiveX con ble ctiveX controls marked safe for s ble ne npt vnload ble	ntrols cripting*	^		Font download Disable Font download Disable Frompt able .NET Framework setup Disable Enable Scellaneous Access data sources across domains Constant Disable Prompt Allow dragging of content between domains into separate w Disable Enable Allow dragging of content between domains into the same w
	iveX controls and plug-ins inistrator approved ble npt imalware software on ActiveX con ble ole cctiveX controls marked safe for s ble ole npt vnload ble ole ole	ntrols cripting*	~		Font download Disable Frompt bisable .NET Framework setup Disable .NET Framework setup Disable Enable Constant Second Sec





#### Please restart your computer after make the settings.

# **5. Adobe Reader**

Adobe Reader should be installed on your computer for digital signing. You can update this from the link given as below.

https://get.adobe.com/reader/

# 6. Java

#### 6.1 Java Version

Java version should be at least 8. For Java download please go to URL <a href="https://www.java.com/en/download/">https://www.java.com/en/download/</a>

## 6.2 Java in Control Panel

Check whether Java is installed in your system by going to control panel as shown below. If installed you shall find an icon as shown below

Click on the icon to see details like version, set security etc.

All Control Panel Items					- a ×
+ = + = > Contro	i Panel > All Control Panel Items				→ Qi Search Control Panel P
Adjust your computer's	settings				view by: Large loons +
Administrative Te	AutoPlay	Backup and Restore (Windows 7)	Color Management	Credential Manager	
💣 Date and Time	Default Programs	Device Manager	Devices and Printers	G Ease of Access Center	
File Explorer Opt	ions	Flash Player (32-bit)	A Fonts	lindexing Options	
Internet Options	Java (32-bit)	Keyboard	Mail (32-bit)	Mouse	
Network and Shi Center	Phone and Modern	Power Options	Programs and Features	a Recovery	
Region	RemoteApp and Desktop Connections	SAP GUI Configuration (32-bit)	Security and Maintenance	Sound	
Speech Recognit	ion Storage Spaces	Sync Center	System	Taskbar and Navigation	
Troubleshooting	User Accounts	Windows Defender Firewall	Windows Mobility Center	Work Folders	

You can check version using the option as below



Java Control Panel General Update Java Security Advanced	—		$\times$
About View version information about Java Control Panel. About Java	×	Abo	ut
Version 8 Update 211 (build 1.8.0_211-b12) Copyright (c) 2019, Oracle and/or its affiliates. All rights	efault ould r Netwo	, Java will nodify the ork Setting	use se js
For more information about Java technology and to explore great Java applications, visit <u>http://www.Java.com</u>		View	
		·	

# 6.3 Security Settings for Java version 8

Please click on "High" then click on "Edit Site List".

🛓 Java Control Panel	_		_		$\times$
General Update Java Security	Advanced				
Enable Java content for brow	vser and Web Start a	pplications			
Security level for applications n	ot on the Exception S	ite list			
○ <u>V</u> ery High					
Only Java applications iden allowed to run, and only if	tified by a certificate the certificate can be	from a trust verified as	ed author not revok	ity are ed.	
High Java applications identified run, even if the revocation	by a certificate from status of the certificate	a trusted au te cannot be	uthority ar e verified.	e allowed	i to
Exception Site List Applications launched from t appropriate security prompts	he sites listed below	will be allow	ved to run	after the	
Click Edit Site List to add items to this list.			Edit	<u>S</u> ite List	-
	Restore Security P	rompts	<u>M</u> anage	Certificat	tes
		ОК	Cano	el	<u>A</u> pply

Now Click on "Add"



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polications launched from th	he sites listed below will be al	lowed to run aft	er the	
propriate security prompts	5.			
lick Add to add an item to t	this list.			
		Add	<u>R</u> emove	
FILE and HTTP protocols We recommend using H	s are considered a security ri TTPS sites where available.	<u>A</u> dd	<u>R</u> emove	
FILE and HTTP protocols We recommend using H	s are considered a security ri TTPS sites where available.	Add	<u>R</u> emove	
FILE and HTTP protocols We recommend using H	s are considered a security ri TTPS sites where available.	Add k	<u>R</u> emove Cancel	
FILE and HTTP protocols We recommend using H not core crosses add items to this list.	s are considered a security ri TTPS sites where available.	Add OK Edit Si	Remove Cancel te List	
FILE and HTTP protocols We recommend using H	s are considered a security rig TTPS sites where available.	Add OK Edit Si	Remove Cancel te List	
FILE and HTTP protocols We recommend using H	s are considered a security ri TTPS sites where available. <u>Restore Security Prompts</u>	ОК СК СС Мападе С	Remove Cancel Ite List	

Enter the site address <u>https://etender.sjvn.co.in/</u> and click on "Add" button.

				~
Exception Site List				$\times$
Applications launched from appropriate security prompt	the sites listed below will be allo ts.	wed to run a	after the	
Location				
https://etender.sjvn.co	.in/irj/portal			
				- 1
		<u>A</u> dd	Remo	/e
FILE and HTTP protoco	Is are considered a security risk.			
We recommend using	HTTPS sites where available.			
We recommend using	n i r 5 sites where available.	ОК	Can	cel
to add items to this list.	n i i r 5 sues where available.	OK	Can Site List	cel
to add items to this list.		ОK	Can Site List	cel
to add items to this list.	Restore Security Prompts	OK Edit <u>M</u> anage	Can Site List	cel
to add items to this list.	<u>R</u> estore Security Prompts	OK Edit <u>M</u> anage	Can Site List	cel
to add items to this list.	<u>R</u> estore Security Prompts	OK Edit <u>M</u> anage	Can Site List	cel



#### Click on "Ok".

🛓 Java Control Panel	_		$\times$
General Update Java Security Advanced			
Enable Java content for browser and Web Start applications			
Security level for applications not on the Exception Site list			
○ <u>V</u> ery High			
Only Java applications identified by a certificate from a trus allowed to run, and only if the certificate can be verified as	ted author not revok	rity are ed.	
● <u>H</u> igh			
Java applications identified by a certificate from a trusted a run, even if the revocation status of the certificate cannot b	uthority ar be verified.	e allowed	to
Exception Site List			
Applications launched from the sites listed below will be allow	ved to run	after the	
https://etender.sjvn.co.in/irj/portal	Edit	<u>S</u> ite List	
Restore Security Prompts	<u>M</u> anage	Certificat	es
ОК	Cano	el /	Apply

# 7. Installation of Digital Certificate

System allows only Class III digital signature certificates as per guidelines refer to "Manual for Procurement of Goods 2017\_0\_0" released by Department of Expenditure, Ministry of Finance and "X 509 Certificate Policy for India PKI" released by Controller of Certifying Authorities, India. Both documents suggest that Class III DSC shall be used for financial transaction.Please follow the instructions from your digital certificate vendor to install the digital certificate and associated drivers on your computer. The current CAs licensed by CCA can be seen at

http://cca.gov.in/licensed\_ca.html

- a) Install the driver of the digital signature available in the USB token provided to you along with digital signature.
- b) Insert the Digital Signature into the USB port of your PC/Laptop.
- c) Check the Digital Certificate as mentioned below:

 $\texttt{Open IE} \rightarrow \texttt{Tools} \rightarrow \texttt{Internet options} \rightarrow \texttt{Content} \rightarrow \texttt{Certificates}$ 

Select Certificate and click on "View". Go to tab – "Certificate Path" and check the Certificate Status. It should start with CCA and end with your name without any error



#### Status.

Print         Central Security Privace         Content Connections Programs Advanced         Netride Juryse:         Central Security         Central Security Privace         Central Security Privace         Central Security         Central Security         Central Security         Privace         Central Security         Privace         Central Security         Central Security         Privace         Central Security         Privace         Central Security         Central Security         Privace         Central Security         Central Security         Privace         Central Security         Privace         Central Security         Privace         Central Security         Central Security <thtps: doi.or="" doity<="" th=""> <thtps: do<="" doi.or="" th=""><th> X</th><th>Internet Options ? X</th><th>Certificates X</th><th>Advanced Options ? X</th></thtps:></thtps:>	X	Internet Options ? X	Certificates X	Advanced Options ? X
Add site to Apps   View downiold5   Ctrl+J   Menage add-ons   F1D Developer Tonk   Go to pirmed sites   Compatibility View settings   Interret Diptors   About Interret Explorer   About Interret Explorer   OK   OK	Print       Image: Comparison of the compari	General Security Privag       Content       onnections       Programs       Advanced         Certificates       Use certificates for encrypted connections and identification.       Image: Certificates       Publishers         Clear SSL state       Certificates       Publishers       Image: Certificates       Publishers         AutoComplete       Settings       On webpages and suggets matches       Settings         Feeds and Web Slices       Publishers       Settings         Other programs       Settings       Settings         Other programs.       Settings       Settings	Jeter Kar Junyae:        Personi:     Other Hange:       Stated To:     Stated Rect Certification Astronatis:       Trade Rect Certification Astronatis:     Tradet Rect Certification Astronatis:       Trade Rect Certification Astronatis:     Tradet Rect Certification Astronatis:       Tradet Rect Certification Astronatis:     Tradet Rect Certification Astronatis:       Tradet Rect Certification Astronatis:     Tradet Rect Certification Astronatis:       Tradet Rect Certification Astronatis:     Tradet Rect Certification       Tradet Rect Certification Astronatis:     Tradet Rect Certification       Tradet Rect Certification Astronation     Tradet Rect Certification       Tradet Rect Certification     Rect Certification       Tra	Certificate purpose Select one or more purposes to be listed under Advanced Purposes. Certificate purposes: Server Authentication Collent Authentication Select the default drag and drop export format when dragging a certificate to a file folder. Export format: Deport format: Deport format: Deport format: Deport format: Deport format: Collent Authentication path Collent Authentication Collent Aut

Further click on: Advanced  $\rightarrow$  Click Check Box  $\rightarrow$  Server Authentication and Client Authentication  $\rightarrow$  Ok

# 8. Microsoft Visual C++ 2010 Redistributable Package (x86)

This package is required for document signing using digital signature.

To check that this package is installed correctly on your computer, please go to control panel > Programs and Features as per the steps shown below:

All Co	ntrol Parel Itema									-	ø	×
£	- + Ell > Control Panel > A	ul Control P	anei Items						~ O	Search Control Parel		,Ф
Adju	it your computer's settings									View by: Large icone	2	
秮	Administrative Tools		AutoPlay	墨	Backup and Restore (Windows 7)	5	Color Management		Credential Manager			
£	Date and Time	-	Default Programs	đ	Device Manager	20	Devices and Printers	0	Ease of Access Center			
15	File Explorer Options	6	File History	£	Flash Player (32-bit)	A	Fonts	2	Indexing Options			
•	Internet Options	1	Java (32-bit)	~	Keyboard	9	Mail (32-bit)	0	Mouse			
-	Network and Sharing Center	3	Phone and Modem	1	Power Options	জ	Programs and Features		Recovery			
8	Region		RemoteApp and Desktop Connections	-	SAP GUI Configuration (32-bit)	The	Security and Maintenance		Sound			
8	Speech Recognition		Storage Spaces	0	Sync Center	5	System		Taskbar and Navigation			
	Troubleshooting	52	User Accounts	-	Windows Defender Firewall	5	Windows Mobility Center		Work Folders			



#### Programs and features

Servicient VPN	Fortinet Technologies Inc	16-09-2019	195 MB	6.2.1.0831
💿 Google Chrome	Google LLC	18-03-2020		80.0.3987.149
🛃 Java 8 Update 211	Oracle Corporation	25-03-2020	105 MB	8.0.2110.12
器 Microsoft Office Standard 2010	Microsoft Corporation	24-09-2019		14.0.4763.1000
Missoroft OnoDrive	Microsoft Corporation	22 02 2020	107 MB	10 222 1124 0010
Microsoft Visual C++ 2010 x86 Redistributable - 10.0.40219	Microsoft Corporation	16-09-2019	11.1 MB	10.0.40219
Microsoft Visual C++ 2017 Redistributable (x64) 14.11.25325	Microsoft Corporation	24 09 2019	20.0 MB	14.11.25525.0
Wotepad++ (64-bit x64)	Notepad++ Team	24-09-2019	9.36 MB	7.7.1
SAP 3D Visual Enterprise Viewer 9.0	SAP SE	24-09-2019		9.0.401.54455
Y SAP Business Client 6.5	SAP SE	24-09-2019		6.5 PL5
ESAP Business Explorer	SAP SE	24-09-2019		7.50
SAP GUI for Windows 7.50 (Patch 4)	SAP SE	24-09-2019		7.50 Compilation 2
SAPSetup Automatic Workstation Update Service	SAP AG	24-09-2019		
C SHAREit	SHAREit Technologies Co.Ltd	21-10-2019	23.3 MB	4.0.6.177
SNC Client Encryption 2.0	SAP SE	24-09-2019		2.0.0.1

If this is not installed on your computer, the same can be downloaded and installed from: <u>https://www.microsoft.com/en-ie/download/details.aspx?id=26999</u>

Look for "Microsoft Visual C++ 2010 Service Pack 1 Redistributable Package MFC Security Update" and download/ install the file.

(**Note:** Service pack/Security update may vary in future releases provided by Microsoft)

## 9. References/Resources

Download Internet Explorer Browser https://www.microsoft.com/en-in/download/details.aspx?id=41628

Microsoft Visual C++ 2010 Redistributable Package (x86) https://www.microsoft.com/en-ie/download/details.aspx?id=26999

Java Download https://www.java.com/en/download/

Adobe Reader https://get.adobe.com/reader/

Certified Authorities Licensed by CCA of India http://cca.gov.in/licensed\_ca.html

Frequent issues in digital signatures



https://blogs.sap.com/2014/03/05/frequently-faced-issues-in-digital-signature-srm/

# 10. Supplier Registration and Validation

## 10.1 Supplier Registration

The supplier registration process enables suppliers, who are not yet registered with SJVN Limited, to submit their details for inclusion in the SJVN Limited approved supplier database.

# 11. Submit Initial Registration Form

Access the Portal URL:

https://webportal.sjvn.co.in/sap/bc/webdynpro/sapsrm/wda e suco sreg?sapclient=100&WDUIGUIDELINE=FIORI#

SAP		Supplier Self-Registration
Send Close		
Welcome to SJ * Fields marked with an a	VN Vendor Registration Portal sterisk are mandatory.	
General Compa	ny Information	
* Company Name:		PO Box Address
* Language:	EN a	PO Box: Without Number:
		Country:
Address		Postal Code / City:
Country.		
* Region:	P	* Phone Number:
District:		Fay Number
* Postal Code / City:		Fax Number.
Company Postal Code:		* E-Mail Address:
* Street/House Number:		Additional Information
Street Prefix:		* PAN Number:
Street Suffix:		TAN Number:
Building/Floor/Room:		* Person Category:
-		* GST Number:
		Small and medium enterprise:
		Women Owned:
		Make in India:



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Contact Person Information			
	Copy Company Data		
* First Name:	* Phone Number:		
* Last Name:	Fax Number:		
* Form of Address:	* E-Mail Address:		
Academic Title:	* Language:	P	
Department:	* Country:		
roduct Categories Provided			
Material Service Works			
ttachment			
Add Attachment Delete			
File Name			
Notes			
Declaration			
* Yes, I have read the data privacy statement and accept the terms	5.		
I nerecy occare that the details turnished above are true and corre to the best of my knowledge and belief and I undertake to inform yc any changes therein immediately. In case any of the above informa found to be false or untrue or misleading or misrepresenting I am a that I may be held liable for it. Further, I have read the data privacy statement of SJVN on (http://www.sjvn.nic.in/privacy-policy.htm) an accept the terms.	ict zu of stion is ware / / Id		

Fill data in all the required \* fields.

In the "Attachment" section please attach below documents:

- 1. Scan Copy of PAN
- 2. Scan Copy of GST registration certificate



3. Any other relevant documents



Click on "**Send**" Button. (If the Send button is not enabled, that means you have not yet accepted the data privacy statement).

SAP	Supplier Self-Registration
Send Close	
Welcome to SJVN Vendor Registration Portal	
* Fields marked with an asterisk are mandatory.	
General Company Information	

You will get below confirmation message in a pop-up window

Your registration was successful. You will receive a confirmation e-mail soon. The application has closed and you can now close the window	Confirm	
	Your registration was successful. You will receive a confirmation e-mail soon.	The application has closed and you can now close the window
Close	Close	

#### **Other Validations:**

Sr. No.	Validation
1.	All * marks fields are mandatory.
2.	Duplicate Phone No and E-mail address is not allowed.
3.	PAN no should not be duplicate
4.	GST no as per the Govt. guidelines.
5.	Attachment is mandatory. Maximum file size should not exceed 10MB. Acceptable
	file types (.txt, .zip, .pdf, .jpeg, .jpg, .gif, .bmp, .png, .tif, .tiff, .doc, .xls, .ppt, .pps, .dxf, .docx, .xlsx, .eml)

# 12. Submit Questionnaire

Check the email of the contact person provided on the registration form. You will get an e-mail with a link to a questionnaire.



Dear Supplier,	
You have recently registered yourself as a potential supplier in SJVN supplier self-services portal. To complete your supplier profile, it is necessary that you fill out one or more qualification questionnaires. Please find below the URL to process the questionnaires online.	
When you process a questionnaire, you can choose between the following options: - Choose 'Save Questionnaire' to save your entries and keep the questionnaire changeable for processing at a later point in time. - Choose 'Sand Questionnaire' to save your entries and submit the questionnaire. After having submitted the questionnaire, it can be opened in display mode only.	
Make sure you save or send the questionnaire and close the confirmation screen before you start processing another questionnaire. Do not process more than one questionnaire at the same time.	
Best regards, SJVN Ltd.	
	Please click on the
Use the following URL to navigate to the questionnaire. <htps: bc="" bsp="" page1.htm?uws_application="Ric&lt;br" sap="" uws_form_public="" webportal.sjvn.co.in="">client=100&amp;sap-language=EN&amp;CalledAsBSP=X&gt;</htps:>	<b>below link</b> OS_QUESTIONNAIRES&uws_mode=MAINTAIN&uws_refguid=005056ACA1041EDA9CECD8BC06A84E4D&sap-
Use the following URL to navigate to the questionnaire. <https: bc="" bsp="" page1.htm?uws_application="Ri&lt;br" sap="" uws_form_public="" webportal.sjvn.co.in="">client=1008sap-ianguage=EN&amp;CalledAsBSF=X&gt; This e-mail has been generated automatically. Please do not reply.</https:>	DELOW LINK OS_QUESTIONNAIRES&uws_mode=MAINTAIN&uws_refguid=005056ACA1041EDA9CECD8BC06A84E4D&sap-

Click on the link for questionnaire in the e-mail. The relevant questionnaire opens in a new window

Fill up the data in the questionnaire.

SJVN G	eneric Questionnaire		
Type Of	Vendor *		
_ c	Domestic		
$\bigcirc$	nternational		
Name o	f Directors/Partners/Proprietors		
SL	Name	Partners	
1			
2			
з			
4			
5			
Nature	of Business		
Hatare	or Business		
Manu	ifacturer		
Autho	prized Distributor		
Trade	er 🛄		
Servi	ce Provider		
Trans	sporter		
Excis	e Consultancy		
Sales	Related Consultancy		
Paint	Related Consultancy		
Cont	actor		
Labo	ur Contractor		
Othe	rs 🔲		
Send Q	uestionnaire		



Click on **"Send Questionnaire"** button at the bottom of the screen when done. The following message is received.

#### Your questionnaire has been sent

Close this window before processing further questionnaires

# 13. Receive Login Credentials

Once you have submitted your details, the same will go through an internal evaluation process. Once evaluation process is complete, you will receive the username and password on the contact person email ID.

Your username will be the same as the new vendor code generated for your company. Log on to the portal with the vendor username and password received on email. When you logon for the first time using your username and the temporary password, the system will ask you to change your password.

Go to URL: <u>https://etender.sjvn.co.in/</u>

Logon with your User ID and New password (which you have set)

Navigate to "Rfx and Auctions"



Then click on the below icon: "Expand Detailed Navigation Panel"



SAP			
	vard F History Favorite	s Personalize V	iew Help
Home	REx and Auctions		
Overview	Service Map Service	Мар	
	> R	Fx and Auctions	
Acti	ve Queries		

The Navigation panel will open and click on "Display Company Data"



Here, you can view your company data as provided during registration.



Display Bidder	: 3000032		
// Edit Close D	elete System Information Create Memory Sna	pshot	
Business Partner 1	ype Bidder Document Date 31.03.202	0 Business Partner Number 3000032 N	lame of Business Partner ABC Bank
Company Da	ta Bidder Data		
Company Data	Contact Data		
<ul> <li>Basic Data</li> </ul>			
* Company Name 1:	ABC Bank	* Central Organizational Object for Bidde	er: 50000637
Company Name 2:		Industry Sector	pr:
* Language:	EN English	DUNS Numbe	er:
Partner Number:	3000032	Print Forma	at:
Search Term1:	ABC BANK	Tax Jurisdicti	on:
Search Term2:	ROS-105		
c/o:		PO Bo	
Street Prefix:		PO Box Without Number	NO NO
Street:	Circular Road	PO Box Postal Cod	e.
Street Suffix:		PO Box Locatio	n:
House Number:	1/A	PO Box Countr	v:
District: Postal Code:	110001	Company Post Co	de:
* City:	Delhi		
* Country:	IN India		
country.		Building Cod	e:
Region:	07 Deini	Flo	or:
		Room Numbe	PT:
Status of Busines	ss Partner		
Business Partner	Туре		

## 13.1 Validation

 $Please\,check\,the\,below\,screen shots\,and\,validation\,maintained\,during\,Supplier\,Registration$ 

SAP		Supplier Self-R	Registration
Send Close			
Welcome to SJ * Fields marked with an a	VN Vendor Registration Portal sterisk are mandatory.		
General Compa	ny Information		
* Company Name:		PO Box Address	
* Language:	EN 🗗	PO Box:	Without Number:
Address		Country.	
* Country:	6	Postal Code / City:	
* Region:	8	Communication	
District:		* Phone Number:	
* Postal Code / City:		Fax Number:	
Company Postal Code:		* E-Mail Address:	
* Street/House Number:		Additional Information	
Street Prefix:		* PAN Number:	
Street Suffix:		TAN Number:	
Building/Floor/Room:		* Person Category:	~
		* GST Number:	
		Small and medium enterprise:	
		Women Owned:	
		Make in India:	



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ne: * Phone Numi ne: * Phone Numi ss: * E-Mail Addre tle: * Langua ant: * Coun tegories Provided ]ServiceWorks	ber:
ne: Fax Numi ss:  Fax Numi ss:  E-Mail Addre tle:  Coun tegories Provided Service Works	ess: age: try: 6 <sup>2</sup>
* E-Mail Addre * Langua ant:  * Coun  rtegories Provided  Service Works	and the second s
tte:	ige:
ent: * Cour * Cour * Cour * Service Works	try:
Itegories Provided	
Service Works	
Service Works	
Service Works	
t Delete	
on	
e read the data privacy statement and accept the terms.:	
clare that the details furnished above are true and correct	
of my knowledge and belief and I undertake to inform you of s therein immediately. In case any of the above Information is	
false or untrue or misleading or misrepresenting I am aware e held liable for it Eurther. I have read the data privacy	
f SJVN on (http://www.sjvn.nic.in/privacy-policy.htm) and	
sino.	
marka fial da ara man datarr	
marks fields are mandatory.	
icate Phone No and E-mail address is no	ot allowed.
no should not be duplicate	
no as per the Govt guidelines	
to as per the dove. guidennes.	
Format of GS	IIN
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	╾┙╘┰┚╘┰┚╘┰┚
+ +	* *
Permanent Account Number Entity Number of	Alphabet Check sum
(PAN) the same PAN	"Z" by digit
holder in a state	detailit
holder in a state	default



e) Attachment is mandatory. Maximum file size should not exceed 10MB. Acceptable file types (.txt, .zip, .pdf, .jpeg, .jpg, .gif, .bmp, .png, .tif, .tiff, .doc, .xls, .ppt, .pps, .dxf, .docx, .xlsx, .eml)

#### 13.1.1 Bidder Logging on

In case, you are an existing vendor with SJVN, and do not have a username and password yet, please get in touch with concerned authority to generate your login credentials.

If you are a new vendor and do not yet have a vendor code with SJVN, please first fill up the vendor registration form. For details, please refer to the document: Bidder Manual-Registration on Supplier \_ SJVN eTender

Login to portal: <u>https://etender.sjvn.co.in/</u>

https://etender.sjvn.co.in/irj/portal 🔎 🗝 🔒 🗟 🖒 🕎 SAP NetWeaver Portal Х

Fill the details i.e. registered user id, password and OTP received on registered mobile no.

	SJVN LIMITED User Login
	User Id * Password * Provide OTP * Log On Forgot Password? Click here to reset Password
एसजेवीएन SJVN	Copyright © SJVN. All Rights Reserved.

Click on Log On

Log On



#### 13.1.2 Reset Password

For resetting of password user has to ensure that mobile number registered should be in working condition as per the process for resetting of password system will validate OTP sent to register mobile no.

As per image below click on reset password system will redirect you to new page:

एसजेवीएन <b>SJVN</b>	User Id* Proceed Forgot Password? Click here to reset Password Click on: click here to reset password
एसजवाएन SJVN	
	Copyright © SJVN. All Rights Reserved.
ase enter User Id $\rightarrow$ Click on Verify	

After clicking on verify system will redirect you to OTP page. OTP will be sent to register mobile no.

Please enter user id :\* User id

Verify 🕨

Please enter user id : * Verify 🕨	
Please enter OTP : * Validate OTP Re	Resend OTP



Click on validate OTP  $\rightarrow$  System will ask to enter new password and re-enter new password  $\rightarrow$  Click on Change password

Forgot Password	
	Entry Details for Password Reset
	Please enter user id : *     Verify >       Please enter OTP : *     Validate OTP       Please enter new password : *

System will prompt message on successful password change.

Entry Details for Password	Reset		
Please enter user id : *		Verify 🕨	
Please enter OTP : *		Validate OTP	Res end OTP
Please enter new passwor	d:*		
Please reenter new passw	ord : *	Change Pass	word

Note: Use resends OTP in case validation of OTP failed.

13.1.3 Mapping of Digital Signature

Bidders have to map digital signature from respective user id. After clicking on log on system will prompt directly to the screen of mapping digital signature. Bidder has to upload .cer file.

Welcome Corporation Bank			Help   Personalize   SAP Store   Log off
	Search Advanced Search		
Certificate Upload Home	RFx and Auctions Invoice	Upload and Track	
upioad vendor cerunicate			
Upload Vendor certificate			History 🖉 Back Forward 🗐
Digital Signature Certifica	te Mapping		
Choose File No file chose	n 🌒	pload	
Active Certificate Se	rial No Certificate Valid From	Certificate Valid To	Subject
02	FDD727 24.03.2020	24.03.2022	CN=Mahender Kumar, SN=03008f50525e2b6083a65999a3b6a03feb8f77e6776a4405f61533bf3e86b610, SP=Himachal Pradesh, postalCode=171006, telephoneNumber=a47557ee
F8	7213 31.01.2019	30.01.2022	CN=Class 2 Organization test, SN=81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=et
F8	7232 31.01.2019	30.01.2022	CN=Class 2 Organization test, SN=81d7cc69d57a8e8ecf8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=et
F8	7213 31.01.2019	30.01.2022	CN+Class 2 Organization test, SN+81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, SP+Karnataka, postalCode=560103, OU+Certifying Authority, O+e1
F8	7232 31.01.2019	30.01.2022	CN=CLASS 2 ORGANIZATION TEST, SN=81D7CC69D57A8E8ECFF8704F13A1A4650260F3EC4AA25D03556E473B4E03333D, SP=KARNATAKA, POSTALCODE=560103, OU=C
F8	7213 31.01.2019	30.01.2022	CN=Class 2 Organization test, SN=81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=e



#### Upload Vendor certificate

Digital Signature Certificate Mapping	
Choose File No file chosen	Upload

# Click on Log (after filling user id, password and OTP $\rightarrow$ Click on certificate upload $\rightarrow$ Cick on Choose file (.cer file) $\rightarrow$ Click on Upload

System will show all the existing certificates mapped with bidder id, but for active one system will tick the checkbox against active digital signature.

For .cer file of digital signature just follow below mentioned steps:

- > Insert USB token of digital signature in system
- Install drivers of USB token
- > Open internet explorer
- Click on setting button
- Click on internet Option
- Click on Content
- Click on Certificate
- Find the certificate in the list
- > Select the certificate you want to export
- Click on export
- Click on Next (every time prompted by system)
- Choose your storage location
- Choose the name of the file
- Click on save
- Click on Next
- Click on Finish

Note: Please be cautious while uploading certificates as these certificates will be used to submit the bid.

#### 13.1.4 Validations:

- > Signing Certificate mapped here cannot be mapped with any other id.
- > Signing Certificate mapped here will be used to submit the bid.
- System will not allow submitting the bid with any other signing certificate once mapped.
- System will not allow mapping the signing certificate which is already mapped with id.
- > Digital signatures are getting stored in encrypted format in database.



#### 13.1.5 RFx Details

To view a list of all RFx's in which you can participate, Click on the navigation tab "RFx and Auctions".



Click on RFx and Auctions  $\rightarrow$  Refresh  $\rightarrow$  Published RFx will be shown in the list with system generated Rfx no.

Make sure to click on the **Refresh** icon once you reach on to this page in order to update the list of Tender enquiries (RFx) visible to you.

Active Queries												
eRFxs All (4) Published (0) Ended (0) Complete	<u>l (0)</u>											
eAuctions All (0) Published (0) Ended (0) Complete	<u>(0)</u>				-							
eRFxs - All												
← Hide Quick Criteria Maintenance								Change C	Query D	efine New Que	ery <u>Personaliz</u>	:e
Event Number: \land	То	\$										
Event Status:												
Creation Date: 🔷 📴	To 🔯	\$										
Deadline Date Flag:	-											
Status:	r											
Response Timeframe:												
Apply Clear												
View: [Standard View]  Create Response	Display Event Displa	iy Response   1	Print Preview	Refresh Exp	port "						2,,	
Finite Event Number Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time	
8000000021 Testing for bidder manual part I	Single Envelop RFx	Published	28.03.2020	29.03.2020	<u>840000054</u>	Submitted	1	1	0	18:00:00	18:00:00	
8000000020 Final Testing Part 2	Single Envelop RFx	Published	27.03.2020	27.03.2020	<u>840000053</u>	Submitted	1	1	0	16:34:00	16:50:00	
8000000011 FI Bid Final Testing_1	Single Envelop RFx	Published	27.03.2020	27.03.2020	<u>840000047</u>	Submitted	1	1	0	14:00:00	15:00:00	
8000000003 FI Bid I	Single Envelop RFx	Published	26.03.2020	27.03.2020	<u>840000038</u>	Submitted	1	1	0	22:30:00	16:00:00	

All RFx as per search criteria displayed



	10												
J		3											
e	RFx and Auc	tions											
w	Service Map	Service Map											
and A	Auctions > Overvi	ew > RFx and Auctions										Full S	creen O
hat	tive Queries												
ACI	uve queries												
	eRFxs All (4)	Published (0) Ended (0) Complete	<u>d (0)</u>										
eA	Auctions <u>All (0)</u>	Published (0) Ended (0) Complete	<u>d (0)</u>										
oDi	Evo All												
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ек	rxs - All												
e Ki	Show Quick Criteri	a Maintenance								<u>Change (</u>	Query D	efine New Qu	Jery Perso
eri N	Show Quick Criteri View: [Standard Vi	a Maintenance iew]  V Create Response	Display Event Displa	y Response   Pi	rint Preview	Refresh Expo	ort∡			<u>Change i</u>	Query D	efine New Qu	<u>Jery</u> <u>Perso</u>
eki ۱	<b>Show Quick Criteri</b> View: [Standard Vi Event Number	a Maintenance iew]  Create Response Event Description	Display Event Displa	y Response   Pr Event Status	rint Preview	Refresh Expo	ort " Response Number	Response Status	Event Version	Change I	Query D	efine New Qu Start Time	Jery Perso End time
۲. ۲.	Show Quick Criteria View: [Standard Vi ] Event Number <u>800000021</u>	a Maintenance iew]	Display Event Displa Event Type Single Envelop RFx	y Response   Pr Event Status Published	int Preview Start Date 28.03.2020	Refresh Expo	ort∡ Response Number	Response Status No Bid Created	Event Version	<u>Change</u> Response Version	Query D Q&A 0	efine New Qu Start Time 18:00:00	End time
екі \ \	Show Quick Criteri           Show Quick Criteri           View:         [Slandard Vi           Event Number         8000000021           8000000020         800000020	A Maintenance  ew] Create Response Event Description Testing for bidder manual part I Final Testing Part 2	Display Event Displa     Event Type     Single Envelop RFx     Single Envelop RFx	y Response   Pr Event Status Published Published	int Preview Start Date 28.03.2020 27.03.2020	Refresh Expo End Date 29.03.2020 27.03.2020	Response Number	Response Status No Bid Created Submitted	Event Version 1 1	Change Change	Query D Q&A 0 0	efine New Qu Start Time 18:00:00 16:34:00	End time 18:00:00 16:50:00
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	Fxs - All           Show Quick Criteria           View:         [Standard Vi           Event Number         800000021           800000020         800000020           8000000011         800000001	A Maintenance iew]	Display Event         Display           Event         Type           Single Envelop RFx         Single Envelop RFx           Single Envelop RFx         Single Envelop RFx           Single Envelop RFx         Single Envelop RFx	y Response Pr Event Status Published Published Published Published Published	int Preview Start Date 28.03.2020 27.03.2020 27.03.2020 26.03.2020	Refresh         Expo           End Date         29.03.2020           27.03.2020         27.03.2020           27.03.2020         27.03.2020	rt Response Number <u>8400000052</u> <u>8400000044</u> <u>840000029</u>	Response Status No Bid Created Submitted Submitted Submitted	Event Version 1 1 1 1	Change Response Version 1 1 1	Query D Q&A 0 0 0 0	Efine New Qu Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time 18:00:00 16:50:00 15:00:00 16:00:00
	Fxs - All           Show Quick Criteria           Show Quick Criteria           Event Number           800000021           800000020           800000020           800000011           80000003	a Maintenance iev]  Create Response Event Description Testing for bidder manual part I Final Testing Part 2 FI Bid Final Testing_1 FI Bid I	Display Event Displa Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx Single Envelop RFx	y Response Pri Event Status Published Published Published Published	Start Date           28.03.2020           27.03.2020           27.03.2020           26.03.2020	Refresh         Expt           End Date         29.03.2020           27.03.2020         27.03.2020           27.03.2020         27.03.2020	trt ⊿ Response Number <u>8400000052</u> <u>8400000044</u> <u>8400000044</u>	Response Status No Bid Created Submitted Submitted Submitted	Event Version 1 1 1 1 1	Change Response Version 1 1 1	Query D Q&A 0 0 0	efine New Qu Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time 18:00:00 16:50:00 15:00:00 16:00:00
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	Xx - All           Show Quick Criterii           View:         [Standard Vi           2         Event Number           800000021         800000021           800000020         8000000020           8000000020         800000003	a Maintenance iew]	Display Event Displa Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx	V Response Pr Published Published Published Published	int Preview Start Date 28.03.2020 27.03.2020 26.03.2020	Refresh         Expo           End Date         29.03.2020           27.03.2020         27.03.2020           27.03.2020         27.03.2020	Response Number           8400000052           8400000044           8400000029	Response Status No Bid Created Submitted Submitted	Event Version 1 1 1 1 1	Change Response Version	Query D Q&A 0 0 0 0 0	Efine New Question Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time 18:00:00 16:50:00 15:00:00 16:00:00
	XX - All           Show Quick Criterii           View:         [Standard Vie]           5         Event Number           800000021         800000021           800000020         800000020           8000000021         8000000020           8000000020         8000000020	A Maintenance  V Create Response  Event Description  Testing for bidder manual part I Final Testing Part 2 FI Bid Final Testing_1 FI Bid Final Testing_1	Display Event Displa Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx	y Response Pr Event Status Published Published Published	tint Preview 28.03.2020 27.03.2020 27.03.2020 26.03.2020	Refresh Expo End Date 29.03.2020 27.03.2020 27.03.2020 27.03.2020	Response Number	Response Status No Bid Created Submitted Submitted	Event Version 1 1 1 1 1	Change Response Version	Query D Q&A 0 0 0 0 0	efine New Qu Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time 18:00:00 16:50:00 15:00:00
	Xx - All           Show Quick Criterii           View:         [Standard Vi           2         Event Number           8000000021         8000000020           2000000020         8000000020           8000000020         8000000020	a Maintenance iev]    Create Response Event Description Testing for bidder manual part I Final Testing Part 2 FI Bid Final Testing_1 FI Bid Final Testing_1	Display Event Displa     Event Type     Single Envelop RFx	y Response Pi Event Status Published Published Published Published	int Preview Start Date 28.03.2020 27.03.2020 27.03.2020 26.03.2020	Refresh Expo End Date 29 03 2020 27 03 2020 27 03 2020 27 03 2020	Response Number           8400000052           8400000044           8400000029	Response Status No Bid Created Submitted Submitted Submitted	Event Version 1 1 1 1 1 1	Change Response Version	Query D Q&A 0 0 0 0 0 0	efine New Qu Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time End time 18:00:00 16:50:00 16:00 16:00 16:

# 13.1.6 View RFx Details

You can view or display the Bid invitation details by simply clicking on the RFx number (Event number), as shown below:

0r

Alternatively, you can select the concerned RFx line (color of the line will change to yellow) and click on the "**Display event**" icon.



RFx and Au	ctions											
Service Map	Service Map											
d Auctions > Overv	iew > RFx and Auctions										FU	III Screen
Active Queries												
eRFxs All (4)	Published (0) Ended (0) Completed	(0)										
eAuctions Al (0)	Published (0) Ended (0) Completed (	<u>0)</u>										
ertxs - All												
Show Quick Criter	ia Maintenance								Change (	Query De	efine New Qu	iery <u>Persor</u>
<ul> <li>Show Quick Criter</li> <li>View: [Standard V</li> </ul>	ia Maintenance Tiew] <b>v</b> Create Response	Display Event Displa	Response	Print Preview	Refresh Ex	port "			<u>Change (</u>	Query De	efine New Qu	iery <u>Persor</u>
<ul> <li>Show Quick Criter</li> <li>View: [Standard V</li> <li>Event Number</li> </ul>	ia Maintenance Few] Create Response Event Description	Display Event Displa	Response	Print Preview Start Date	Refresh Ex	port " Response Number	Response Status	Event Version	<u>Change (</u> Response Version	Query De	efine New Qu Start Time	iery Persor End time
Show Quick Criter View: [Standard V     Event Number     8000000021	ia Maintenance few] V Create Response Event Description esting for bidder manual part I	Display Event Dispt Event Type Single Envelop RFx	Response Event Status Published	Print Preview Start Date 28.03.2020	Refresh Ex End Date 29.03.2020	port⊿ Response Number	Response Status No Bid Created	Event Version	<u>Change (</u> Response Version	Query De Q&A Q&A	efine New Qu Start Time 18:00:00	End time
Show Quick Criter     View: [Standard V     Event Number <u>8000000021     800000020 </u>	ia Maintenance iew)  Create Response Event Description esting for bidder manual part 1 Final Testing Part 2	Display Event Displ Event Type Single Envelop RFx Single Envelop RFx	Response Event Status Published Published	Start Date           28.03.2020           27.03.2020	Refresh Ex End Date 29.03.2020 27.03.2020	port  Response Number 8400000052	Response Status No Bid Created Submitted	Event Version 1 1	Change ( Response Version	Query De Q&A 0 0	efine New Qu Start Time 18:00:00 16:34:00	End time 18:00:00 16:50:00
Show Quick Criter     View: [Standard \     F     Event Number     8000000021     800000002	ia Maintenance iew] v Create Response Event Description esting for bidder manual part 1 Final Testing Part 2 Fi Bid Final Testing _1	Display Event Displ Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx	Response Event Status Published Published	Start Date           28.03.2020           27.03.2020           27.03.2020	Refresh Ex End Date 29.03.2020 27.03.2020 27.03.2020	Port   Response Number  8400000052  840000004	Response Status No Bid Created Submitted Submitted	Event Version 1 1 1	Change C Response Version	Q&A Q&A 0 0	Efine New Qu Start Time 18:00:00 16:34:00 14:00:00	End time 18:00:00 16:50:00 15:00:00
Show Quick Criter     View: [Standard V     Fp Event Number <u>8000000021     8000000020     8000000011     800000003 </u>	ia Maintenance fevu) v Create Response Event Description esting for bidder manual part I Final Testing Part 2 Fi Bid Final Testing_1 Fi Bid I	Display Event Displa Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx Single Envelop RFx	Response Event Status Published Published Published Published	Start Date           28.03.2020           27.03.2020           27.03.2020           26.03.2020	Refresh         Ex           End Date         29.03.2020           27.03.2020         27.03.2020           27.03.2020         27.03.2020	Port / Response Number 8400000052 8400000044 8400000029	Response Status No Bid Created Submitted Submitted Submitted	Event Version 1 1 1 1 1 1 1	Change C Response Version	Query De Q&A 0 0 0	Efine New Question Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time 18:00:00 16:50:00 16:00:00 16:00:00
Show Quick Criter     View: [Standard V     Event Number     8000000021     8000000020     8000000011     800000003	ia Maintenance few]  Create Response Event Description esting for bidder manual part I Final Testing Part 2 Fi Bid Final Testing_1 Fi Bid I	Display Event Displa Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx Single Envelop RFx	Response Published Publish	Print Preview           Start Date           28.03.2020           27.03.2020           27.03.2020           26.03.2020	Refresh Ex End Date 29.03.2020 27.03.2020 27.03.2020 27.03.2020	Port / Response Number 8400000052 8400000044 8400000029	Response Status No Bid Created Submitted Submitted Submitted	Event Version 1 1 1 1 1 1 1	Change ( Response Version 1 1 1	Q&A Q&A 0 0 0	Efine New Qu Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time 18:00:00 16:50:00 16:00:00
Show Quick Criter     View: [Standard V     Event Number     8000000021     8000000020     8000000011     800000003	ia Maintenance 'iew]  Create Response Event Description Event Description Esting for bidder manual part I Final Testing Part 2 Fi Bid Final Testing _1 Fi Bid I	Display Event Displa Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx Single Envelop RFx	Response Verte Status Published Published Published	Print Preview           Start Date           28.03.2020           27.03.2020           26.03.2020           26.03.2020	Refresh         Ex           End Date         29.03.2020           27.03.2020         27.03.2020           27.03.2020         27.03.2020	Response Number 8400000052 8400000044 8400000029	Response Status No Bid Created Submitted Submitted Submitted	Event Version 1 1 1 1 1 1 1	Change ( Response Version 1 1 1 1	Q&A Q&A 0 0 0	Efine New Question New Questio New Question New Question	End time 18:00:00 16:50:00 16:00:00
Show Quick Criter     View: [Standard V     Event Number     8000000021     8000000021     8000000011     800000003	ia Maintenance Tew] Create Response Event Description esting for bidder manual part I Final Testing Part 2 Fi Bid Final Testing_1 Fi Bid I	Display Event Displ Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx Single Envelop RFx	Response Vent Status Event Status Published Published Published	Print Preview           Start Date           28.03.2020           27.03.2020           27.03.2020           26.03.2020	Refresh         Ex           End Date         29.03.2020           27.03.2020         27.03.2020           27.03.2020         27.03.2020	Port / Response Number 8400000052 8400000044 8400000029	Response Status No Bid Created Submitted Submitted Submitted	Event Version 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Change ( Response Version 1 1 1 1	Query De Q&A 0 0 0	Efine New Qu Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time 18:00:00 16:50:00 15:00:00 16:00:00
Show Quick Criter     View: [Standard V     Event Number     800000021     800000021     800000021     800000003     800000003	ia Maintenance	Display Event Displ Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx Single Envelop RFx	Response Event Status Published Published Published	Print Preview Start Date 28.03.2020 27.03.2020 26.03.2020	Refresh Ex End Date 29 03.2020 27 03.2020 27 03.2020 27 03.2020	Response Number 8400000052 8400000044 8400000029	Response Status No Bid Created Submitted Submitted Submitted	Event Version 1 1 1 1 1	Change ( Response Version 1 1 1 1	Q&A Q&A 0 0 0 0	Efine New Qu Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time 18:00:00 16:50:00 16:00:00 16:00:00
Show Quick Criter     View: [Standard V     Event Number     800000021     800000021     800000002     800000003     800000003	ia Maintenance          Tew)           Event Description         esting for bidder manual part I         Final Testing Part 2         Fi Bid Final Testing_1         Fi Bid I	Display Event Displ Event Type Single Envelop RFx Single Envelop RFx Single Envelop RFx Single Envelop RFx	Response Event Status Published Published Published	Print Preview           Start Date           28.03.2020           27.03.2020           27.03.2020           26.03.2020	Refresh Ex End Date 29.03.2020 27.03.2020 27.03.2020 27.03.2020	Response Number 8400000052 8400000044 8400000029	Response Status No Bid Created Submitted Submitted Submitted	Event Version 1 1 1 1 1	Change ( Response Version 1 1 1 1 1	Q&A Q&A 0 0 0	Efine New Qu Start Time 18:00:00 16:34:00 14:00:00 22:30:00	End time 18:00:00 16:50:00 15:00:00 16:00:00 16:00:00

The concerned Tender enquiry (RFx) will open in a new pop up screen in display mode only that will look as shown below (Make sure to allow pop ups from your internet explorer, if you have not done it already). In case pop ups are blocked in your IE then no RFx shall be displayed.

The basic information related to RFx shall be available on the "RFx information" page in the "RFx parameters" tab as shown below. Here, you may view the various information's such as bid submission deadline, Investment amount etc.



#### 13.1.7 FI bid screen:



#### 13.1.8 Normal single envelope bid screen:



#### 13.1.9 Percentage based single envelope:

Display RFx :	Open sk
Print Preview   🗘   Close Do Not	Participate Tentative Create Response Verify Signature Questions and Answers (0) Export System Information Create Memory Snapshot
RFx Number 800000632 RFx Na RFx Owner Mr. Sanjay Bhatnaga	me Percentage bid for SRS RFX Status Published RFx Start Date 05.11.2020 15:30:00 NDIA Submission Deadline 06.11.2020 15:00:00 NDIA Remaining Time 0 Days 22:45:53 r RFx Version Number 1 RFx Version Type Active Version
RFX Information Items	Notes and Attachments
RFx Parameters Questions	Notes and Attachments Conditions
Time Zone: Start Date and Time: * Submission Deadline Date and Time: Pre Bid Start Date and Time: Pre Bid End Date and Time: Price Opening Date and Time:	INDIA     05.11.2020     15:30:00       06.11.2020     15:00:00       00:00:00       00:00:00       06:11.2020     15:01:00
Currency: Document Download End Date and Time: Bid Validity (In Days):	INR 00.00:00 000

Subsequently you are requested to go to "Items" page where you can see the short description of items.


Dis Pr	Display RFx : Open side panel Print Preview   0   Close   Participate   Do Not Participate   Tentative   Create Response   Verify Signature   Questions and Answers (0 )   Export   System Information   Create Memory Snapshot														
RF	RFx Number 800000021 RFx Name Testing for bidder manual part I RFX Status Published RFx Start Date 28.03.2020 18.00.00 NDIA Submission Deadline 01.04.2020 18.00.00 NDIA Remaining Time 2 Days 02.24.36 RFx Owner SJVN PURCHASER3 RFx Version Number 2 RFx Version Type Active Version														
	RFX Information Notes and Attachments														
ř	ten Overview      Detais Add Line Add Subine Or Logy Paste Detein Expand At Collapse AI Filter Settings Hide Outline      Expand At Collapse AI Filter Settings Hide Outline														
9	Line Number	Item Type	Product ID	Description	Lot	Allow RFx Response Modification	Product Category	Quantity	Unit	Currents	Delivery Date	Notes	Attachments	Internal Item Number	r 🔺
	▼ <u>0001</u> 🖫	Outline		7-14 DAYS				0.000		INR		<u>0</u>	Q	1	1
	• 翰 <u>0001.AA</u> 🕎	Service		<rs 2cr<="" th=""><th></th><th></th><th>9000</th><th>1</th><th>NO</th><th>INR</th><th></th><th><u>0</u></th><th><u>0</u></th><th>2</th><th></th></rs>			9000	1	NO	INR		<u>0</u>	<u>0</u>	2	
	• 翰 <u>0001.AB</u> 🗊	Service		<u>Rs.2 CR &lt; Rs 10 CR</u>			9000	1	NO	INR		<u>0</u>	<u>0</u>	3	
	• 翰 <u>0001.AC</u> 🗊	Service		<u>Rs.10 CR &lt; Rs 20 CR</u>			9000	1	NO	INR		<u>0</u>	<u>0</u>	4	
	• 翰 <u>0001.AD</u> 🗐	Service		<u>Rs. 20 CR <rs 50="" cr<="" u=""></rs></u>			9000	1	NO	INR		<u>0</u>	<u>0</u>	5	
	• 🉀 <u>0001.AE</u> 🗉	Service		Above Rs. 50 CR			9000	1	NO	INR		<u>0</u>	<u>0</u>	6	
															-

#### 13.1.10 Response Creation

Upon viewing the RFx you are now requested to close all the windows of the IE go to home page. You may now initiate the process for the creation of your bid after the start date and time of bid has passed. You can click on concerned RFx no which will navigate you to new screen, on the top of the screen you can see the participate button as shown below.

Home page  $\rightarrow$  Click on Rfx No  $\rightarrow$  Click on Participate. You can view the RFx details

Display RFx :
Print Preview Cos Participate D Not Participate Tentative Verify Signature Questions and Answers (0) Export System Information Create Memory Snapshot
RFx Number 8000000492 RFx Name Testing for Bidder manual Part I RFX Status Published RFx Start Date 31.03.2020 21:10:00 NDIA Submission Deadline 01.04.2020 18:00:00 NDIA Ren RFx Owner Mr. Sanjay Bhatnagar RFx Version Number 1 RFx Version Type Active Version
RFX Information Items Notes and Attachments
RFx Parameters Questions Notes and Attachments
Time Zone:         INDIA           Start Date and Time:         31.03.2020         21:10:00           * Submission Deadline Date and Time:         01.04.2020         18:00:00           Pre Bid Start Date and Time:         00:00:00         Investment Amount:         1,000,000.00           Pre Bid End Date and Time:         00:00:00         Investment Amount:         1,000,000.00           Price Opening Date and Time:         01:04.2020         18:00:01         Currency:           Document Download End Date and Time:         00:00:00         Bid Validity (In Days):         000

## Display RFx :

Print Preview | 💋 | Close | Do Not Participate | Tentative | Verify Signature | Questions and Answers ( 0 ) | Export | System Information | Create Memory Snapshot | V You have been registered. You will be informed of RFx changes



After clicking on participate  $\rightarrow$  Click on create response Button (Create response button will appear after bid submission start date past)  $\rightarrow$  Click on create button to create response.

Display RFx : Create Bid Open se Print Preview   (2)   Close   Do Not Participate   Tentative Create Response   2 and Signature   Cuestions and Answers (0)   Export   System Information   Create Memory Snapshot												
RFx Number 8000000492 RFx Na RFx Owner Mr. Sanjay Bhatnaga	ame Testing for Bidder manual Par r RFx Version Number	RFX Status         Published         RFx Start Date         31.03.2020 21:10:00 ND/A         Submission Deadline         01.04.2020 18:00:00 ND/A         Remaining Tin           1         RFx Version Type         Active Version	e 0 Days 20:49:51									
RFX Information Items	Notes and Attachments											
RFx Parameters Questions	Notes and Attachments											
Time Zone: Start Date and Time: * Submission Deadline Date and Time; Pre Bid Start Date and Time: Pre Bid End Date and Time: Price Opening Date and Time: Currency; Document Download End Date and Time: Bid Validity (In Days);	INDIA 31.03.2020 21:10:00 01.04.2020 18:00:00 00:00:00 00:00:00 01.04.2020 18:00:01 INR 00:00:00 000	Percentage Bid:										

#### 13.1.11 FI bid screen:

Fill the required details on the home screen. You may be able to see the investment amount on the page.

Create RFx Response	
Submit   Read Only Print Preview   Check Close Save Export Import Questions a	and Answers (0) System Information Create Memory Snapshot 🔞 🖌
RFx Response Number 8400000922 RFx Number 8000000481 Status In Pro Opening Date 24.03.2020 11:05:00 INDIA Remaining Time 1 Days 00:01:13 RFx Version Number 1	cess Submission Deadline 24.03.2020 11:00:00 INDIA RFx Owner Mr. Sanjay Bhatnagar RFx Response Version Number Active Version
RFx Information Items Notes and Attachments Summary Track	king
Basic Data Qualifying Criteria Parameters Notes and Attachments	
Event Parameters Currency: Indian Rupee	Service and Delivery Incoterm: FOB
Miscellaneous Detail Bank Account No: Account Holder Name: Bank Name: Branch Code: IFSC Code:	Status and Statistics           Created On:         23.03.2020 10:58:48 INDIA           Created By:         Mr. Amit Kumar           Last Processed On:         23.03.2020 10:58:48 INDIA           Last Processed Dy:         Mr. Amit Kumar           Investment Amount:         1,000,000.00



#### 13.1.12 Submission of Price

Now go to the "Items" page. This is the most important section of the RFx screen. Here, you will have to specify the quotation rates for each and every line item of the RFx and also you have to make sure that you have entered all the information asked in the 'Details' section for each of the items.

#### 13.1.13 FI Single envelope bid:

The screenshot of the Items section is presented below for FI single envelope bid: Goto  $\rightarrow$  Item  $\rightarrow$  Fill rates in Interest rate (% means to fill in percentage only)

Crea	Create RFx Response												
Submi	t Read Only Print P	review   Chec	ck Close Save	Export Im	port Questions and	d Answ	ers (0) System Infor	mation Cr	eate Memory :	Snapshot		₽⊿	
RFx Response Number         8400000922         RFx Number         8000000481         Status         In Process         Submission Deadline         24.03.2020         11:00:00         INDIA           Opening Date         24.03.2020         11:05:00         NDIA         Remaining Time         1         Days         00:01:13         RFx Owner         Mr. Sanjay Bhatnagar         RFx Response Version Number         Active Version           RFx Version         Number         1         1         Days         00:01:13         RFx Owner         Mr. Sanjay Bhatnagar         RFx Response Version Number         Active Version													
	RFx Information Items Notes and Attachments Summary Tracking												
▼ Ite	▼ tem Overview												
De	De alls Add New / Copy Paste Lelete   Calculate Value Filter Expand AL Collapse All Hide Outline Settings												
	.ine Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number		
	• 🗀 <u>0001</u> 🗊	7-14 DAYS	Outline		0.000			-			1		
	• 🏠 0001.AA 🗉	<rs 2cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>0.00</td><td></td><td>1</td><td></td><td>17</td><td></td></rs>	Service		1	NO	0.00		1		17		
	• 😭 <u>0001.AB</u>	Rs.2 CR < R	Service		1	NO	0.00		1		18		
	• 🙀 <u>0001.AC</u> 🗉	Rs.10 CR <	Service		1	NO	0.00		1		19		
	• 🙀 <u>0001.AD</u> 🗐	Rs. 20 CR <	Service		1	NO	0.00		1		20		
	• 🚱 <u>0001.AE</u> 🗉	Above Rs. 5	Service		1	NO	0.00		1		21		
	• 🗀 <u>0002</u> 🗊	15-29 DAYS	Outline		0.000						2		
	• 🙀 <u>0002.AA</u> 🗉	<rs 2cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>0.00</td><td></td><td>1</td><td></td><td>22</td><td></td></rs>	Service		1	NO	0.00		1		22		
	• 🚱 <u>0002.AB</u> 🗉	Rs.2 CR < R	Service		1	NO	0.00		1		23		
	• 🏟 <u>0002.AC</u> 🕫	Rs.10 CR <	Service		1	NO	0.00		1		24	-	

#### 13.1.14 Normal Single envelope bid:

The screenshot of the Items section is presented below for normal single envelope bid:

Goto  $\rightarrow$  Item  $\rightarrow$  Fill rates in Price column (numeric values)  $\rightarrow$  Tax Code (If applicable Search the tax Code accordingly)



## **Bidder Manual**

TATA CONSULTANCY SERVICES

Cre	ate RFx Resp	ponse	Chaok Class Sa	e Evnert la	mort. Questions an	1 4 0 0 1 1	ara (0) Sustan	Information	Create Man	on Casaabat						0
RFx	Response Numb	er 8400001174 Sanjay Bhatnagar	RFx Number a	8000000630 se Version N	Status In Proce	ss	Submission De RFx Version Nu	adline 06. umber	11.2020 15:00	0:00 INDIA Op	oeni	ng Date 06.11.	2020 15:01:00 IM	DIA Remaining Tir	me 0 Days 23:23:25	01
	RFx Information	Items	Notes and Attach	ments C	onditions Trac	king										
-	Item Overview															
	Details Add New J Copy Paste Delete Calculate Value												Filter E	pand All Collapse All Set	tings	
	Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Total Value		Tax Code	Tax Amount	Amount with Tax	Internal Item Number	
	• 🔯 0001 🖂	TESTING	Material		10	NO	0.00	NR		1	00		0.00	0.00	1	
																_
				-												-
																-
																_
														Total Value	0.00 INF	
														Tax Value	0.00 INR	
														Net Amount	0.00 INR	

### 13.1.15 Percentage based single envelope bid:

The screenshot of the Items section is presented below for normal single envelope bid:

Goto  $\rightarrow$  RFx Information  $\rightarrow$  Percentage Bid  $\rightarrow$  Variation type (Select from drop down)

Create RFx Response		
Submit   Read Only Print Preview   Check Technical RFx Response Close	Save Export Import Questions and Answers (0) System Information Create Memory Snapshot	
RFx Response Number 8400001179 RFx Number 8000000634 Sta RFx Response Version Number Active Version RFx Version Num	tus In Process Submission Deadline 06.11.2020 18:00:00 INDIA Remaining Time 0 Days 05:12:41 RFx Owner Mr. Sanjay Bhatnaga ber 1	r
RFx Information Items Notes and Attachments Conditions	Tracking	
Basic Data Qualifying Criteria Parameters Notes and Attachments O	Conditions	
Event Parameters Currency: Indian Rupee Miscellaneous Detail	Service and Delivery Incolerm: FOB T Free on Board Status and Statistics Created On: 06.11.2020 12:47:20 INDIA Created By: Mr. Amil Kumar Last Processed Dy: Mr. Amil Kumar	
	Percentage Bid         Total SJVN Estimated Amount:         1,000,000.00         Variation Type:         —Select         Variation Percentage:         0.00         (Kindly press enter after entering the variation percentage);	

Goto  $\rightarrow$  RFx Information  $\rightarrow$  Percentage Bid  $\rightarrow$  Variation type (Select from drop down)  $\rightarrow$  Above/Below/At Par

Create RFx Response						
Submit   Read Only Print Preview   Check Technical RFx Response Close	Save Export Import Questio	ns and Answers (	0) System Information	Create Memory Snapsh	not	
RFx Response Number 8400001179 RFx Number 8000000634 Statu RFx Response Version Number Active Version RFx Version Numb	is In Process Submissio er 1	n Deadline 06.11	2020 18:00:00 INDIA	Remaining Time (	0 Days 05:12:41	RFx Owner Mr. Sanjay Bhatnagar
RFx Information Items Notes and Attachments Conditions	Tracking					
Basic Data Qualifying Criteria Parameters Notes and Attachments Co	nditions					
Event Parameters Currency: Indian Rupee	Service and Delivery	FOB 🗇 Free	on Board			
Miscellaneous Detail	Status and Statistics Created On: Created By: Last Processed On: Last Processed By:	06.11.2020 12:47 Mr. Amit Kumar 06.11.2020 12:47 Mr. Amit Kumar	:20 INDIA :20 INDIA			
	Percentage Bid Total SJVN Estimated Amount: Variation Type: Variation Percentage:	1,000,000.00 Select ▼ Select Above	y press enter after enterin	g the variation percenta	ige):	
		Below				
Details Send E-Mail Call Clear		At Par				F



Goto  $\rightarrow$  RFx Information  $\rightarrow$  Percentage Bid  $\rightarrow$  Variation type (Select from drop down)  $\rightarrow$  above/Below/At Par  $\rightarrow$  Variation Percentage (put numeric values only)

Create RFx Response	
Submit   Read Only Print Preview   Check Technical RFx Response Close	Save Export Import Questions and Answers (0) System Information Create Memory Snapshot
RFx Response Number 8400001179 RFx Number 8000000634 Stat RFx Response Version Number Active Version RFx Version Number	us In Process Submission Deadline 06.11.2020 18:00:00 INDIA Remaining Time 0 Days 05:11:35 RFx Owner Mr. Sanjay Bhatnag ber 1
RFx Information Items Notes and Attachments Conditions	Tracking
Basic Data Qualifying Criteria Parameters Notes and Attachments C	onditions
Event Parameters Currency: Indian Rupee Miscellaneous Detail	Service and Delivery Incoterm: FOB T Free on Board Status and Statistics Created On: 06.11.2020 12:47:20 INDIA
	Created By:     Mr. Amit Kumar       Last Processed On:     06.11.2020 12:47:20 INDIA       Last Processed By:     Mr. Amit Kumar
	Percentage Bid       Total SJVN Estimated Amount:       1,000,000.00       Variation Type:       Below       Variation Percentage:       4.00       Kindly press enter after entering the variation percentage):

#### Goto $\rightarrow$ Items $\rightarrow$ Check the price in each line accordingly

Cre	ate RFx Resp	oonse															
Sub	omit Read Only	Print Preview	Check Te	chnical RFx F	lesponse Close	Save Export Import	d Questions and	Answers (0) System Info	rmation	Creat	te Memory S	napshot					<b>e</b> .
RFx	RFx Response Number 8400001179 RFx Number 8000000634 Status In Process Submission Deadline 06.11.2020 18.00.00 NDIA Remaining Time 0 Days 05:11:10 RFx Owner Mr. Sanjay Bhatnagar RFx Response Version Number Adve Version Number 1																
	RFx Information Items Notes and Attachments Conditions Tracking																
•	▼ Item Overview																
	Details Add New / Copy Paste Detete   Calculate Value																
	Line Number	Description	Item Type	Product ID	Required Quantity	SJVN Default Price	Variation Type	Variation Percentage (%)	Unit	Price	Currency	Price Per	Total Value	Tax Code	Tax Amount	Amount with Tax	Internal Item 1 u
	• 🔯 0001 🗉	TESTING	Material		10	1,000,000.00	Below	0.00	NO 1	100,	INR	1	1,000,000		0.00	1,000,000.00	1
															То	tal Value	1,000,000.00
															Та	x Value 0.00	INR
															Ne	t Amount 1,00	0,000.00 INF

Once, all these steps have been performed, your response is ready to be submitted. You may verify this again by going to the "Print Preview" of your offer, download it in pdf format only, print it and verify it once again.



Cre	Create RFx Response												
Sub	mit   Read Only Print P	review Check	Close Save	Export Im	port Questions and	dAnswe	rs (0) System Info	rmation Cr	eate Memory	Snapshot		₽ ₄	
RFx Response Number 8400000922 RFx Number 8000000481 Status In Process Submission Deadline 24.03.2020 11:00:00 INDIA Opening Date 24.03.2020 11:05:00 INDIA Remaining Time 1 Days 00:01:13 RFx Owner Mr. Sanjay Bhatnagar RFx Response Version Number Active Version RFx Version Number 1													
	RFx Information Items Notes and Attachments Summary Tracking												
-	▼ tem Overview												
1	Details Add New / Copy Paste Delete   Calculate Value Filter Expand Al Collapse All Hide Outline Settings												
	Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number		
	▼ 10001 E	7-14 DAYS	Outline		0.000						1		
	• 🏠 <u>0001.AA</u> 🗐	<rs 2cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>0.00</td><td></td><td>1</td><td></td><td>17</td><td></td></rs>	Service		1	NO	0.00		1		17		
	• 🏫 <u>0001.AB</u> д	Rs.2 CR < R	Service		1	NO	0.00		1		18		
	• 🏫 <u>0001.AC</u> 🗐	Rs.10 CR <	Service		1	NO	0.00		1		19		
	• 🏠 0001.AD 🗊	Rs. 20 CR <	Service		1	NO	0.00		1		20		
	• 🏫 <u>0001.AE</u> 🕫	Above Rs. 5	Service		1	NO	0.00		1		21		
	▼ 10002 E	15-29 DAYS	Outline		0.000						2		
	• 🏫 <u>0002.AA</u> 🗐	<rs 2cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>0.00</td><td></td><td>1</td><td></td><td>22</td><td></td></rs>	Service		1	NO	0.00		1		22		
	• 🏠 0002.AB	Rs.2 CR < R	Service		1	NO	0.00		1		23		
	• 🏠 <u>0002.AC</u> 🗐	Rs.10 CR <	Service		1	NO	0.00		1		24	-	

Before final submission bidder can check the Rfx response to verify whether RFx contains any error (system will prompt error as shown in screenshot below) or not and then can save the RFx response, then response no will be generated.

Click on check  $\rightarrow$  No error  $\rightarrow$  Click on Save  $\rightarrow$  Response no will be generated

Crea	Create RFx Response												
Subr	Submit   Read Only Print Preview   Check lose Save Export Import Questions and Answers (0) System Information Create Memory Snapshot 🚱 🖌												
🗶 RF>	RFx response is complete and contains on errore Check Response												
RFx Response Number 8400000922 RFx Number 8000000481 Status In Process Submission Deadline 24.03.2020 11:00:00 NDIA Opening Date 24.03.2020 11:05:00 NDIA Remaining Time 0 Days 23:50:28 RFx Owner Mr. Sanjay Bhatnagar RFx Response Version Number Active Version RFx Version Number 1													
/	RFx Information Items Notes and Attachments Summary Tracking												
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	• 🏠 0014.AC 🗊	Rs.10 CR <	Service		1	NO	4.00		1		84		
	• 🏠 <u>0014.AD</u> 🗐	Rs. 20 CR <	Service		1	NO	2.00		1		85		
	• 🏠 <u>0014.AE</u> 🗊	Above Rs. 5	Service		1	NO	6.00		1		86		
	▼ 10015 E	One year	Outline		0.000						15		
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	• 餶 <u>0015.AB</u> 🛒	Rs.2 CR < R	Service		1	NO	2.25		1		88		
	• 🏠 <u>0015.AC</u>	Rs.10 CR <	Service		1	NO	3.60		1		89		
	• 🏠 0015.AD 🗊	Rs. 20 CR <	Service		1	NO	36.00		1		90		
	• 🏠 0015.AE	Above Rs. 5	Service		1	NO	0.36		1		91		
	• 👼 0016 🗐	Penalty on pr	Material		1	NO	0.02		1		16	-	

#### 13.1.16 Note:

The Bidder may also choose to save the bid and submit it at a later point of time. In this case, the bidder, at any point of time while creating the response (Price or



Technical), can save their responses and further edit & submit it afterwards upon the completion of the response till scheduled time of date of submission.

										Options	•
Create RFx Respons	e i										
Submit Read Only Print F	Preview   Check Cluse	Save Export Import Qu	estions and A	nswers (0) Syste	em Information Cre	ate Memory Snapshot				0	
RFx Response Number 84 RFx Owner SJVN PU	000000049 RFx Numbe RCHASER3 RFx Respon	r 8000000021 Statu nse Version Number Ac	s In Process tive Version	Submission RFx Version I	Deadline 01.04.20 Number 2	20 18:00:00 INDIA Opening	Date 01.0	14.2020 18:01:00 INDIA	Remaining Tin	- 2 Days 02:22:48	
RFx Information	Items Notes and Atta	achments Conditions	Summar	ry Tracking							
✓ Item Overview										[	-
Details Add New d	Copy Paste Delete Calc	ulate Value							Filter Expa	nd All Collapse All Hide Outline Setting	s
Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number	
▼ <u>0001</u>	7-14 DAYS	Outline		0.000						1	
• 翰 <u>0001.AA</u> 🛒	<rs 2cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>3.60</td><td></td><td>1</td><td></td><td>2</td><td></td></rs>	Service		1	NO	3.60		1		2	
• 翰 <u>0001.AB</u> 🛒	Rs.2 CR < Rs 10 CR	Service		1	NO	2.50		1		3	
• 翰 <u>0001.AC</u> 🛒	Rs.10 CR < Rs 20 CR	Service		1	NO	3.60		1		4	
• 🏟 <u>0001.AD</u> 📻	Rs. 20 CR <rs 50="" cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>2.85</td><td></td><td>1</td><td></td><td>5</td><td></td></rs>	Service		1	NO	2.85		1		5	
• 翰 <u>0001.AE</u> 🗊	Above Rs. 50 CR	Service		1	NO	2.90 ×		1		6	
											-

After clicking on save system will ask you to encrypt the bid with your encryption certificate.

E https://etender.sjvn.co.in/?NavigationTarget=	navurl%3A%2F%2Fdec8e67cfa0e	cf53f2b4	9d42c77fdf3b⪻ - Internet Explo	rer			-	- 0	×
								Option	ns 🔻
			Please select an app	ropriate certificate					
	Issued To	Versi	Email	Issued By	Purpose	Valid Till			
	Class 2 Organization test	3	testdsc@e-mudhra.com	e-Mudhra Sub CA for Class 2	Encryption	30-Jan-2022			
			Encrypt B	id Cancel					

After encryption of your bid aRfx response no will be generated auto by the system.

#### 13.1.17 Validation:

Clicking on save system will ask you to encrypt the bid with your encryption certificate; system will not allow saving the bid without certificate.



Displa	y RFx Respons	se:											
<i>P</i> = 4	Print Providence   1	Chook Ch	Export Questions ar	nd Ans	wers (0) Decrypt Data S	System Inform	nation Create Memo	ry Snapshot					04
🖌 RFx re	sponse is complete an	d contains no err	rors										
RFx Re: R	sponse Number 840 Fx Owner SJVN PUR	0000049 R Chaser3 F	Ex Number 800000021 RFx Response Version N	s umbe	status Saved Submis r Active Version RFx V	sion Deadli /ersion Nur	ne 01.04.2020 18:00 nber 2	):00 INDIA Open	iing Date 01	.04.2020 18:01:00 INDIA	Remaining Time	e 2 Days 02:19:57	
	RFx Information	Items No	tes and Attachments	Condit	ions Summary Tr	acking							
▼ Iten	1 Overview												E
Deta	ails Add New 🖌 🛛 Co	opy Paste Del	ete   Calculate Value								Filter Ex	pand All Collapse All Hide Outline S	ettings
Li	ine Number	🔒 Price	Description		Item Type	Product ID	Required Quantity	Unit	Currency	Price Per	Amount with Tax	Internal Item Number	
•	r <u> 0001</u>	See Conditions	7-14 DAYS		Outline		0.000					1	
	• 🏠 0001.AA 🗉	See Conditions	<rs 2cr<="" td=""><td></td><td>Service</td><td></td><td>1</td><td>NO</td><td></td><td>1</td><td>I</td><td>2</td><td></td></rs>		Service		1	NO		1	I	2	
	• 🏠 0001.AB	See Conditions	Rs.2 CR < Rs 10 CR		Service		1	NO		1	I	3	
	• 🏠 0001.AC 🗐	See Conditions	Rs.10 CR < Rs 20 CR		Service		1	NO		1	I	4	
	• 🏠 0001.AD 🗐	See Conditions	Rs. 20 CR <rs 50="" cr<="" td=""><td></td><td>Service</td><td></td><td>1</td><td>NO</td><td></td><td>1</td><td>I</td><td>5</td><td></td></rs>		Service		1	NO		1	I	5	
	• 🏠 <u>0001.AE</u>	See Conditions	Above Rs. 50 CR		Service		1	NO		1	I	6	
													_

In case you want to final, submit the bid at same time after saving then click on edit button

C,			_						
Check Clo	se Export Questions an	d Answers (0) Decrypt Data	System Inform	nation Create Memo	ry Snapshot				
d contains no err	ors								
0000049 Rf CHASER3 P	Fx Number 8000000021 (Fx Response Version N	Status Saved Submir umber Active Version RFx	ssion Deadlin Version Nur	ne 01.04.2020 18:00 mber 2	):00 INDIA O	Opening Date 01	.04.2020 18:01:00 INDIA	Remaining Time	e 2 Days 02:19:57
Items No	les and Attachments	Conditions Summary T	racking						
	1								
opy Paste Deli	ate Calculate Value							Filter Exp	pand All Collapse All Hide Outlin
Price	Description	Item Type	Product ID	Required Quantity	Unit	Currency	Price Per	Amount with Tax	Internal Item Number
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See Conditions	<rs 2cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td></td><td>1</td><td></td><td>2</td></rs>	Service		1	NO		1		2
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See Conditions	Rs.10 CR < Rs 20 CR	Service		1	NO		1		4
See Conditions	Rs. 20 CR <rs 50="" cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td></td><td>1</td><td></td><td>5</td></rs>	Service		1	NO		1		5
See Conditions	Above Rs. 50 CR	Service		1	NO		1		6
	A Charles A Contra	Check Close Export Questions and contains no errors      Check Close Export Questions and contains no errors      Check Close Export Questions and contains no errors      Check Close Clos	Check Close Export Questions and Answers (0) Decryt Data d contains no errors      Check Close Export Questions and Answers (0) Decryt Data d contains no errors      Check Close Export Questions and Answers (0) Decryt Data d contains no errors      Check Close Export Questions and Answers (0) Decryt Data d contains no errors      Check Close Export Questions and Answers (0) Decryt Data d contains no errors      Conditions Question Number Active Version Number     Active Version Number Active Version Number Active Version Number Active Version Summary T      Proce Calculate Value      Proce Description Item Type See Conditions 7-14 DAYS Outline See Conditions Rs. 2 CR R-18 0 CR See Conditions Rs. 2 CR See Conditi	Check Close Export Questions and Answers (0) Decrypt Data System Inform     Contains no errors      Conditions no errors      Check Close Export Questions and Answers (0) Decrypt Data System Inform     Check Close Export Questions and Answers (0) Decrypt Data System Inform     Check Close Export Questions Number Active Version     Rfx Response Version Number Active Version     Rfx Version Num     Rfx Response Version Number Active Version     Rfx Response Version Number Active Version Number A	Check Close Export Questions and Answers (0) Decrypt Data System Information Create Memor Contains no errors      Check Close Export Questions and Answers (0) Decrypt Data System Information Create Memor Contains no errors      Check Close Export Questions and Answers (0) Decrypt Data System Information Create Memor Check Close Export Question Number Active Version RFx Version Number 2      Items Notes and Attachments Conditions Summary Tracking      Proce Calculate Value      Proce Description Item Type Product D Required Quantity See Conditions 7-14 DAYS Outline 0.000 See Conditions 7-14 DAYS Outline 0.011     See Conditions Rs 2 CR Rs 10 CR Service 11 See Conditions Rs 2 CR Rs 20 CR Service 11 See Conditions Rs 20 CR Rs 20 CR Service 11 See Conditions Rs 20 CR Rs 20 CR Service 11 See Conditions Above Rs 50 CR Service 11	Check Close Export Questions and Answers ( 0 ) Decrypt Data System Information Create Memory Snapshot doctains no errors      Check Close Export Questions and Answers ( 0 ) Decrypt Data System Information Create Memory Snapshot doctains no errors      Check Close Export Questions and Answers ( 0 ) Decrypt Data System Information Create Memory Snapshot doctains no errors      Check Close Export Questions and Answers ( 0 ) Decrypt Data System Information Create Memory Snapshot doctains no errors      Check Close Export Questions Number A clive Version Revealed Question	Check Close Export Questions and Answers (0) Decrypt Data System Information Create Memory Snapshol doctation or errors      Condition or errors      Condition or errors      Conditions RFX Number 800000021 Status Saved Submission Deadline 01.04.2020 18:00.00 NDA Opening Date 01      CHASER? RFX Response Version Number Active Version RFX Version Number 2      Tracking      Proce Calculate Value      Conditions Summary Tracking      Product D Required Quantity Unit Currency      See Conditions 7-14 DAYS Outline 0000      See Conditions Rs 2 CR Rs 10 CR Service 11 NO      See Conditions Rs 2 CR Rs 10 CR Service 11 NO      See Conditions Rs 2 CR Rs 10 CR Service 11 NO      See Conditions Rs 2 CR Rs 00 CR Service 11 NO      See Conditions Rs 10 CR < Rs 20 CR Service 11 NO      See Conditions Rs 10 CR CR Service 11 NO      See Conditions Rs 10 CR CR Service 11 NO      See Conditions Rs 20 CR Rs 20 CR Service 11 NO      See Conditions Rs 00 CR      See Conditions Rs 00 CR      See Conditions Rs 00 CR	Check Close Export Questions and Answers (0) Decrypt Data System Information Create Nemory Snapshold     contains no errors      Check Close Export Questions and Answers (0) Decrypt Data System Information Create Nemory Snapshol     contains no errors      Check Close Export Questions and Answers (0) Decrypt Data System Information Create Nemory Snapshol     contains no errors      Check Close Export Questions and Answers (0) Decrypt Data System Information Create Nemory Snapshol     contains no errors      Check Close Export Questions and Answers (0) Decrypt Data System Information Create Nemory Snapshol     Contains no errors      RFX Number 800000021 Status Saved     RFX Version Number Achre Version     RFX Version Number 2      Tracking      Proce      Calculate Value      Calculate Value      Proce Description     Nemory Proce Proce     Product D Required Quantity     Unit     Currency     Price Pr     See Contitions     7-14 DAYS     Outline     Contains     RFX Version Number     Service     1     NO     See Contitions     Rs 2 CR Rs     Sor CR     Service     1     NO     See Contitions     Rs 2 CR Rs     Sor CR     Service     1     NO     See Contitions     Above Rs     Sor CR     Service     1     NO     See Contitions     Above Rs     Sor CR     Service     1     NO     See Contitions     Above Rs     Sor CR     Service     1     NO     See     Contitions     Above Rs     Sor CR     Service     1     NO     See     Contitions     Above Rs     Sor CR     Service     1     NO     See     Service     Service     1     NO     See     Service     Servi	Check Close Export Questions and Answers (0) Decrypt Data System Information Create Memory Snapshold         Opening Data         Opening Data </td

System will ask to decrypt the bid.

https://etender.sjvn.co.in/?NavigationTarget=	pcd:portal_content/com.sap.pct/	specialis	t/com.sap Internet Explorer					- 0 >
								Options
			Please select an app	ropriate certificate				
	Issued To	Versi	Email	Issued By	Purpose	Valid Till	]	
	Class 2 Organization test	3	testdsc@e-mudhra.com	e-Mudhra Sub CA for Class 2	Encryption	30-Jan-2022		
			Decrypt Bid	Cancel				



#### **13.1.18 Final Submission**:

The response can only be submitted with a valid Digital Signature. In order to use the digital signature, the following points shall be kept in mind:

- 1. The Bidder must use Internet explorer version 11 or above.
- 2. The internet explorer must be made to 'Run as Administrator'.
- 3. All the cookies and cache should be cleared prior to using the digital signature.

Once you have verified all the tabs and responses then finally click on Submit. Click on submit  $\rightarrow$  System will ask to digital sign  $\rightarrow$  Click on Sign

Details     Add New y     Copy     Paste     Detail     Value       Line Number     Description     Item Type     Product ID     Required Quantity     Unit     Interest Rate(%)     Currency     Proce Per     Amount with Tax     Internal item Number       Image: Copy Copy Copy Copy Copy Copy Copy Copy	e Outline Se
Line Number     Description     Item Type     Product ID     Required Quantity     Unit     Interest Rate(%)     Currency     Price Per     Amount with Tax     Internal item Number            • ① 0001 [2]         • 7-14 DAYS      Outline         • ① 00000         • ① 0000         • ① 0000         • ① 0000         • ①	e i
▼ <u>UUUT</u> : /-14 UATS UUTINE U.000 1	
- 0001 AA 🖂 L/Da 30D 2 60 1 2	
• Wy working         • working	
• de 001.40 R Rs.20 CR <rs 1="" 2.85="" 50="" 5<="" cr="" no="" service="" th=""><td></td></rs>	
- 00001.4E Above Rs. 50 CR Service 1 NO 2.90 1 6	

System will ask to digitally sign the bid. Click on sign.



Digital Signature			×
Check the document displayed below.		Print	Save
La construction de la constructi	1 母   ⊖ ⊕   ͵		Î
Company GHI Bank	Bid		_
2/A Auganj street 110033 DELHI INDIA	Description: Bid number:	Testing for bidder manual par 8400000049	
To sign the document, select one of the certificates and cho	ose Sign.	NEIMEED-0147004E7-00-	
Cance of Example Concerning Awarding, Poster	ube-sourus, s-kamalaka, serve		>
Digital Signature		Sign	Cancel

Successful message after digital sign. After signing in, the response shall be digitally signed and after clicking OK button the bid shall be submitted.

Message from webpage Document signed: signer details (r test, SN=81d7cc69d57a8e8ecff8704f13a ed73b4e03333d, SP=Kamataka, po OU-Certifying Authority, o =eNuc	X I=Class 2 Organization a4650260/3ec4aa25003556 alc0de=550103, rat limited, C=NN	
	ок	
€ https://etender.sjvn.co.	/?NavigationTarget=prd:portal_content/com.sap.pcd/specialist/com.sap Internet Explorer — O	×
	Optio	ns 🔻
	Prese select all appropriate certificate Prese Select all appropriate certificate Prese Valid Till Prese Val	
	Ciass 2 graduation test 3 [testdsco@-mudria.com] e-Mudria Sub CA for Ciass 2 _Encyption 30-Jan-2022	
	Encrypt Bid Cancel	

Please make sure that the response has been correctly submitted by verifying that the below screenshot follows your Digital signature.



	Check Ck	ose Export Questions an	d Answers ( 0 ) Decrypt Data	System Inform	nation Create Memo	ry Snapshot					
response is complete ar	d contains no err	ors									
Response Number 84 RFx Owner SJVN PUR	0000049 R CHASER3 R	Fx Number 800000021 IFx Response Version N	Status Saved Subm umber Active Version RF	ission Deadli Version Nur	ne 01.04.2020 18:0 mber 2	0:00 INDIA C	Opening Date 01	.04.2020 18:01:00 INDIA	Remaining Time	e 2 Days 02:19:57	
RFx Information	Items No	les and Attachments	Conditions Summary	Tracking							
tem Overview											
	nu Danka Dali	da 📙 Calandada Valua							Cites For		
	O Drive	Deservative	Han Tuna	Deadurat ID	Desuited Quantity	11-3	0	Drine Dee	Filter EX	pano Ali Collapse Ali nide Oudine	; 56
	Price	Z 44 DAVS	Item Type	Product ID	Required Quantity	Unit	Currency	Price Per	Amount with Tax	Internal item Number	
A0 0001 AA	See Conditions	-14 DA 10	Caprice		0.000	NO				2	
10001.AA	See Conditions	KS ZUR	Service		1	NO		1		2	
An	See Conditions	RS.2 CR < RS 10 CR	Service		1	NO		1		3	
• 翰 <u>0001.AB</u> 🗐					4	NO		1		4	
• ♠ <u>0001.AB</u> ₪	See Conditions	Rs.10 CR < Rs 20 CR	Service		1	iii v					
• ∰ 0001.AB E • ∰ 0001.AC E • ∰ 0001.AD E	See Conditions See Conditions	Rs.10 CR < Rs 20 CR Rs. 20 CR <rs 50="" cr<="" td=""><td>Service Service</td><td></td><td>1</td><td>NO</td><td></td><td>1</td><td></td><td>5</td><td></td></rs>	Service Service		1	NO		1		5	
	See Conditions See Conditions See Conditions	Rs.10 CR < Rs 20 CR Rs. 20 CR <rs 50="" cr<br="">Above Rs. 50 CR</rs>	Service Service Service		1	NO NO		1		5	
	See Conditions See Conditions See Conditions	Rs.10 CR < Rs 20 CR Rs. 20 CR <rs 50="" cr<br="">Above Rs. 50 CR</rs>	Service Service Service		1	NO		1		5	
	See Conditions See Conditions See Conditions	Rs.10 CR < Rs 20 CR Rs. 20 CR <rs 50="" cr<br="">Above Rs. 50 CR</rs>	Service Service Service		1	NO NO		1		5	

Your offer gets submitted and the status of your bid changes to submit as shown below:

Home	RFx and Auc	tions												
verview	Service Map	Service Map												
RFx and A	uctions > Overvi	ew > RFx and Auctions										Fu	Il Screen 0	Option
Act	ive Queries													
eA	eRFxs All (4) F uctions All (0) P	Published (0) Ended (0) Completed ( ublished (0) Ended (0) Completed (0	0) D)											
	Show Quick Criteria	a Maintenance								Change (	Query D	efine New Qu	ery <u>Persona</u>	alize
N	/iew: [Standard Vi	ew] 💌   Create Response	Display Event Displa	y Response	Print Preview	Refresh Ex	port 🖌						2	2e
Ē	Event Number	Event Description	Event Type	Event Status	Start Date	Enc Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time	
	<u>800000021</u>	Testing for bidder manual part I	Single Envelop RFx	Published	28.03.2020	01. 4.2020	840000049	Submitted	2	2	0	18:00:00	18:00:00	
	800000020	Final Testing Part 2	Single Envelop RFx	Published	27.03.2020	27.03.2020	<u>840000051</u>	Submitted	1	1	0	16:34:00	16:50:00	
	800000011	FI Bid Final Testing_1	Single Envelop RFx	Published	27.03.2020	27.03.2020	<u>840000045</u>	Submitted	1	1	0	14:00:00	15:00:00	
	800000003	FI Bid I	Single Envelop RFx	Published	26.03.2020	27.03.2020	<u>840000026</u>	Submitted	1	1	0	22:30:00	16:00:00	
														-
														-
														-
														-
														-
										Last Refresh 3	30.03.202	15:44:49 IN	DIA <u>Refresh</u>	1

This completes your submission of the response against the tender enquiry.

### 13.1.19 Important Note:

> The Bidders can change their bids and re-submit the same even after their submission till the submission deadline has expired.



- ➢ In case, a bidder has submitted his response, and the submission deadline is extended, he may change the bids and resubmit if he wishes.
- > The Bidder can may choose to Participate or not participate for any tender enquiry. He can also withdraw his offer once submitted if he wishes to.
- > The withdrawn Bid can also be re-submitted before the submission deadline date.
- System cannot restrict any bidder to bid the higher amount. Its sole discretion of bidder to bid as higher as per the requirement.

For detailed configurations required for the use of digital signature you all are requested to refer the document "Bidder Manual-System Settings \_ SJVN eTender" available in e-Tendering portal.



#### 13.1.20 Flow Diagram

Flow diagram for creating response:





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#### 13.1.21 Bid Submission by Bidder

After bid was published by Purchaser, bidder will submit the bid.

#### 13.1.22 Logging on

In case, you are an existing vendor with SJVN, and do not have a username and password yet, please get in touch with concerned authority to generate your login credentials.

If you are a new vendor and do not yet have a vendor code with SJVN, please first fill up the vendor registration form. For details, please refer to the document: Bidder Manual-Registration on Supplier \_ SJVN eTender

Login to portal: https://etender.sjvn.co.in/

```
https://etender.sjvn.co.in/irj/portal
```

Fill the details i.e. registered user id, password and OTP received on registered mobile no.

🔎 🗝 🔒 🗟 🖒 🕎 SAP NetWeaver Portal

	SJVN LIMITED User Login
	User Id * Password * Provide OTP * Log On Forgot Password? Click here to reset Password
एसजवाएन SJVN	Copyright @ SJVN. All Rights Reserved.

Click on Log On

Log On



Verify 🕨

Please enter user id :\* User id

#### 13.1.23 Reset Password

For resetting of password user has to ensure that mobile number registered should be in working condition as per the process for resetting of password system will validate OTP sent to registered mobile no.

As per image below click on reset password system will redirect you to new page:

	SJVN LIMITED User Login
प्रसन्तेवीएन	User Id* Proceed Forgot Password? <u>Click here to reset Password</u> Click on: click here to reset password
SJVN	Copyright © SJVN. All Rights Reserved.
Please enter User Id $\rightarrow$ Click on Veri	fy
Forgot Password	

After clicking on verify system will redirect you to OTP page. OTP will be sent to register mobile no.

Please enter user id : * Verify 🕨	
Please enter OTP : * Validate OTP	Resend OTP



Click on validate OTP  $\rightarrow$  System will ask to enter new password and re-enter new password  $\rightarrow$  Click on Change password

Forgot Password	
	Entry Details for Passw ord Reset
	Please enter user id : * Verify 🕨
	Please enter OTP : * Validate OTP Resend OTP
	Please enter new password : *
	Please reenter new password : * Change Password

System will prompt message on successful password change.

Entry Details for Passw ord Reset			
Please enter user id : *		Verify 🕨	
Please enter OTP : *		Validate OTP	Resend OTP
Please enter new password : *	••••		
Please reenter new password:*		Change Password	i i

Note: Use resends OTP in case validation of OTP failed.

## 13.1.24 Mapping of Digital Signature

Bidders have to map digital signature from respective user id. After clicking on log on system will prompt directly to the screen of mapping digital signature. Bidder has to upload .cer file.

١	elcome Corporation Ban	k			Help I Personalize I SAP Store I Log off
_		Search	Advanced Search		
	ertificate Upload Hor	ne RFx a	nd Auctions Invoice I	Upload and Track	
	pioad vendor certificate				
U	load Vendor certificate				History   Back Forward
•					
	Divited Diversities Cont	·			
	Digital Signature Cert	incate mappi	ng		
Ι.	Choose File No file ch	nosen	📄 🚺 🚺 Up	load	
	Active Certificate	Serial No	Certificate Valid From	Certificate Valid To	Subject
		02FDD727	24.03.2020	24.03.2022	CN-Mahender Kumar, SN-03008/50525e2b6083a65999a3b6a03feb8/77e6776a4405f61533bf3e86b610, SP-Himachal Pradesh, postalCode=171006, telephoneNumber=a47557ee
		F87213	31.01.2019	30.01.2022	CN=Class 2 Organization test, SN=81d7cc69d57a8e8ccff8704f13a1a4650260f3cc4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=etitying Authorit
		F87232	31.01.2019	30.01.2022	CN=Class 2 Organization test, SN=81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=et
		F87213	31.01.2019	30.01.2022	CN-Class 2 Organization test, SN-81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, SP-Karnataka, postalCode=560103, OU-Certifying Authority, O=et
		F87232	31.01.2019	30.01.2022	CN=CLASS 2 ORGANIZATION TEST, SN=81D7CC69D57A8E8ECFF8704F13A1A4650260F3EC4AA25D03556E473B4E03333D, SP=KARNATAKA, POSTALCODE=560103, OU=C
		F87213	31.01.2019	30.01.2022	CN=Class 2 Organization test, SN=81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03558e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=e1



#### Upload Vendor certificate

Digital Signature Certificate Mapping	
Choose File No file chosen	🙀 Upload

# Click on Log (after filling user id, password and OTP $\rightarrow$ Click on certificate upload $\rightarrow$ Cick on Choose file (.cer file) $\rightarrow$ Click on Upload

System will show all the existing certificates mapped with bidder id, but for active one system will tick the checkbox against active digital signature.

For .cer file of digital signature just follow below mentioned steps:

- > Insert USB token of digital signature in system
- Install drivers of USB token
- > Open internet explorer
- Click on setting button
- Click on internet Option
- Click on Content
- Click on Certificate
- > Find the certificate in the list
- > Select the certificate you want to export
- Click on export
- Click on Next (every time prompted by system)
- Choose your storage location
- Choose the name of the file
- Click on save
- Click on Next
- Click on Finish

Note: Please be cautious while uploading certificates as these certificates will be used to submit the bid.

#### 13.1.25 Validations:

- > Signing Certificate mapped here cannot be mapped with any other id.
- > Signing Certificate mapped here will be used to submit the bid.
- System will not allow submitting the bid with any other signing certificate once mapped.
- System will not allow mapping the signing certificate which is already mapped with id.
- > Digital signatures are getting stored in encrypted format in database.



### 13.1.26 RFx Details

To view a list of all RFx's in which you can participate, Click on the navigation tab "RFx and Auctions".

Back Fo
4

# Click on RFx and Auctions $\rightarrow$ Refresh $\rightarrow$ Published RFx will be shown in the list with system generated Rfx no.

Make sure to click on the **Refresh** icon once you reach on to this page in order to update the list of Tender enquiries (RFx) visible to you.

Welcome Corporation Bank	Help   Personalize   SAP Store   Log off
Search Advanced Search	
Home RFx and Auctions Invoice Upload and Track	
Overview   Service Map	
Bid Processing	History Back Forward
Active Queries	
eRFxs AI (97) Published (3) Ended (0) Completed (3) eAuctions AI (44) Published (0) Ended (0) Completed (0)	
eRFxs - All	
S+ Hide Quick Otteria Mantenance:	Change Query Define New Query Personalize
Event Number:     Foent Satus:     Creation Date:     Deadine Date Flag:     Status:     Response Timeframe:	
View ISlandard View I 🔹 Create Reconnese   Dicolay Event Dicolay Reconnese   Print Preview   Refreeh Front .	<u>p.</u>

All RFx as per search criteria displayed



Home	RFx and Auct	ons Invoice Upload and Track												
Overv	verview Sativice map													
3id Pro	d Processing   History and Back Forward E													
A	ctive Queries													^
														-
	eRFxs All (98)	Published (3) Ended (0) Completed (3)												
	Auctions All (44)	Published (0) Ended (0) Completed (0)												
	RFxs - All													
	<ul> <li>Show Quick Criter</li> </ul>	ria Maintenance								Change Que	<u>y Defir</u>	ne New Que	ry Personaliz	£
	View : [Standard \	/iew] 🔹   Create Response   Display E	ivent Display Respon	nse   Print Pri	aview Ref	resh Export	4						2,	
	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time	
	800000533	For Bidder Manual	Tw o Envelop RFx	Published	16.06.2020	18.06.2020		No Bid Created	1		0	06:10:00	00:00:00	4
	800000529	PERCENTAGE BID	Single Envelop RFx	Published	27.05.2020	27.05.2020	8400001008	Submitted	1	1	0	10:52:00	12:00:00	
	800000528	Testing Validity date	Tw o Envelop RFx	Published	26.05.2020	26.05.2020	8400001007	Submitted	1	2	0	15:00:00	15:30:00	
	800000524	Single envelope Percentage Bid	Single Envelop RFx	Published	21.05.2020	21.05.2020	8400001005	Accepted	2	2	0	12:15:00	12:35:00	
	800000522	Single envelope Percentage bid	Single Envelop RFx	Published	19.05.2020	19.05.2020	8400001002	Accepted	1	1	0	12:00:00	12:30:00	н
	800000506	FI Investment Bid FY21-21	Single Envelop RFx	Published	11.04.2020	11.04.2020	840000952	Submitted	1	1	0	11:40:00	12:00:00	н
	800000505	FI test 11042020	Single Envelop RFx	Published	11.04.2020	11.04.2020	840000950	Submitted	1	1	0	09:07:00	09:20:00	
	800000495	testing fi bid	Tw o Envelop RFx	Published	06.04.2020	06.04.2020	840000943	Submitted	1	1	0	12:35:00	18:00:00	
	800000490	TESTING CALCULATION OF PERCENTAGE BID	Tw o Envelop RFx	Published	31.03.2020	04.04.2020	840000934	Submitted	3	1	0	12:50:00	18:00:00	
	800000483	Testing FI bid	Single Envelop RFx	Published	25.03.2020	03.04.2020	8400000940	Submitted	2	1	0	17:51:00	06:45:00	-
1														-

#### 13.1.27 View RFx Details

You can view or display the Bid invitation details by simply clicking on the RFx number (Event number), as shown below:

0r

Alternatively, you can select the concerned RFx line (color of the line will change to yellow) and click on the "**Display event**" icon.

RFx and Auction	Invoice Upload and Track												
Verview   Service Map													
cessing											I F	listory E	l <u>ack</u> Forwa
Active Queries													
eRFxs All (98)	Published (3) Ended (0) Completed	I <u>(3)</u>											
Auctions All (44)	Published (0) Ended (0) Completed	(0)											
Nrx5 - All													
Show Quick Criteria	Maintenance	Display Event								Change Quer	<u>v</u> Defir	e New Que	v Personal
View : Standard Vie	w] 🔹 Create Response	Display Event	isplay Respo	nse   Print Pre	eview Ref	resh Export	4						2
Event Number	Event Description	Event	Гуре	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
800000533	For Bidder Manual	Tw o E	nvelop RFx	Published	16.06.2020	18.06.2020		No Bid Created	1		0	06:10:00	00:00:00
<u>8000000529</u>	PERCENTAGE BID	Single	Envelop RFx	Published	27.05.2020	27.05.2020	<u>8400001008</u>	Submitted	1	1	0	10:52:00	12:00:00
800000528	Testing Validity date	Tw o E	nvelop RFx	Published	26.05.2020	26.05.2020	8400001007	Submitted	1	2	0	15:00:00	15:30:00
800000524	Single envelope Percentage Bid	Single	Envelop RFx	Published	21.05.2020	21.05.2020	8400001005	Accepted	2	2	0	12:15:00	12:35:00
	RFx and Auctor         iew       Service Map         occessing         Active Queries         eRFxs       AI (98)         jeAuctions       AI (40)         iRFxs       AII (40)         Show Quick Criteria         View:       [Standard Vie         8000000528       8000000528         8000000524       8000000524	RFx and Auctions       Invoice Upload and Track         iew       Service Map         bccessing       Invoice Upload and Track         eRFxs       All         eRFxs       All         Show Quick Criteria Maintenance       Invoice Upload         View:       [Standard View]       Invoice Upload         B000000533       For Bidder Manual         900000529       PRCRTAGE BD         900000524       Testing Validity date         8000000524       Single envelope Percentage Bid	RFx and Auctions       Invoice Upload and Irack         iew       Service Map         bccessing	RFx and Auctions       Invoice Upload and Track         iew       Service Map         bccessing         wctive Queries         eRFxs       All         eRFxs       All         bforw       Display Event         bccessing       Display Event         bccessing       Display Event         bccessing       Display Event         eRFxs       All         bforw       Create Response         View:       [Standard View]         B000000523       For Bodder Manual         Wo Envelop RFx       200000529         PRCRNTAGE BD       Single Envelop RFx         8000000524       Single envelope Recentage Bid	RFx and Auctions       Invoice Upload and Track         iew       Service Map         bccessing         wctive Queries         eRFxs       All         eRFxs       All         bforward       Display Event         bisplay Event       Display Event         View:       [Standard View]         Pie Event Number       Event Description         B000000533       For Bidder Manual         Wo Envelop RFx       Albished         8000000524       Testing Validity date         Two Envelop RFx       Published         8000000524       Single Envelop RFx         Pie Iservalop RFx       Published	RFX and Auditions       Invoice Upload and Irack         iew       Service Map         bccessing         w.tctve Queries         eRFxs       All (98)         Published (3)       Ended (0)         Opmoleted (3)         PAuctions       All (44)         Phone       Display Event         Display Event       Display Event         View:       [Standard View]         Pic       Event Number         Boboooccost       For Bidder Manual         Tw o Envelop RFx       Published         2000000528       For Bidder Manual         Tw o Envelop RFx       Published         2000000524       Testing Vaidity date         Wording Single Envelop RFx       Published         2000000524       Single envelop RFx	RFx and Auctions       Invoice Upload and Track         iew       Service Map         bccessing         wctive Queries         eRFxs       All (98)         PAuctions       Lide (0)         Completed (3)         PAuctions       All (44)         Show Quick Criteria Maintenance       Display Event         View:       [Standard View]         Picer Number       Event Description         Event Number       Event Description         B000000523       For Bidder Manual         10 0602020       PRicRITAGE BD         2000000523       Testing Validity date         Tw Envelop RFx       Published         2000000524       Single Envelop RFx         2000000524       Single envelop RFx         Number Percentage Bid       Single Envelop RFx         Particity date       Tw Envelop RFx         Published       26.05 2020         2000000524       Single envelop RFx         Philished       21.05 2020	RFX and Auctions       Twocke Upload and Irack         iew       Service Map         bccessing         eRFxs       All (88)         Published (3)       Ended (0)         completed (3)         eAuctions       All (41)         Show Quick Criteria Maintenance       Display Event         Display Event       Display Event         Display Event       Display Event         View:       [Standard View]         Create Response       Event Type         Event Number       Event Description         Single Envelop Fix       Published       27 05 2020       27 05 2020         B000000522       Testing Validity date       Two Envelop Fix       Published       26 05 2020       2400001007 </td <td>RPX and Auctions         RPX and Auctions         Service Map         Map         Service Map         Service Map         Service Map         Service Map         Service Map</td> <td>RPX and Auctions         RPX and Auctions         Service Map         Display Event         Display Event         Display Event Type         Service Number         Servin</td> <td>RPX and Auctions       Invoice Upload and Irack         Invoice Upload (0) Completed (3)         Invoice Upload (0) Completed (3)         Invoice Upload (0) Completed (3)         Invoice Upload Irack         Invoice Upload (0) Completed (3)         Invoice Upload (0) Completed (3)         Invoice Upload Irack         Invoice Upload Irack</td> <td>RFX and Auctions         Twoice Upload and Irack           iew         Service Map           scessing         Image: Service Map           scessing         Image: Service Map           eRFxs all         Service Map           eRFxs All         Stow Quick Criteria Maintenance         Chance Query Defr           Stow Quick Criteria Maintenance         Display Event         Dag lay Response         Print Preview         Refresh         Exponse Number         Response Status         Event Version         Response Version         Query Ortication         Que</td> <td>Rex and Auditions         Invoice Upload and Track           iew         Service Map           scessing         Itilize         Itilize</td>	RPX and Auctions         RPX and Auctions         Service Map         Map         Service Map         Service Map         Service Map         Service Map         Service Map	RPX and Auctions         RPX and Auctions         Service Map         Display Event         Display Event         Display Event Type         Service Number         Servin	RPX and Auctions       Invoice Upload and Irack         Invoice Upload (0) Completed (3)         Invoice Upload (0) Completed (3)         Invoice Upload (0) Completed (3)         Invoice Upload Irack         Invoice Upload (0) Completed (3)         Invoice Upload (0) Completed (3)         Invoice Upload Irack         Invoice Upload Irack	RFX and Auctions         Twoice Upload and Irack           iew         Service Map           scessing         Image: Service Map           scessing         Image: Service Map           eRFxs all         Service Map           eRFxs All         Stow Quick Criteria Maintenance         Chance Query Defr           Stow Quick Criteria Maintenance         Display Event         Dag lay Response         Print Preview         Refresh         Exponse Number         Response Status         Event Version         Response Version         Query Ortication         Que	Rex and Auditions         Invoice Upload and Track           iew         Service Map           scessing         Itilize         Itilize

The concerned Tender enquiry (RFx) will open in a new pop up screen in display mode only that will look as shown below (Make sure to allow pop ups from your internet explorer, if you have not done it already). In case pop ups are blocked in your IE then no RFx shall be displayed.

The basic information related to RFx shall be available on the "RFx information" page in the "RFx parameters" tab as shown below. Here, you may view the various information's such as bid submission deadline, Investment amount etc.



Display RFx : Print Preview   🕹   Technical RFx	Tender Fee Oose Participate Do Not	Participate Tentative Verify Signature Questions and Answers (0) Export System Information Create Memory Snapshot
RFx Num ber 8000000533 RFx Na Remaining Time 1 Days 17:48	me For Bidder Manual <b>RFX Status</b> F 3:50 <b>RFx Owner</b> Mr. Sanjay Bhatnaga	Nublished RFx Start Date 16.06.2020 06.10:00 ND/A Submission Deadline 18.06.2020 00:00.00 ND/A r RFx Version Number 1 RFx Version Type Active Version
RFX Inform ation tems	Notes and Attachments	
RFx Parameters Questions I	Notes and Attachments	
Time Zone:	NDIA	* Tender Fee (Including GST): 1.000.00 NR
Start Date and Time:	16.06.2020 06:10:00	Tender Fee Submission Deadline: 00:00:00
* Submission Deadline Date and Time:	18.06.2020 00:00:00	* Earnest Money Deposit Amount: 10,000.00 NR
Pre bid Start Date and Time:	00:00:00	Earnest Money Deposit Submission Deadline: 00:00:00
Price Opening Date and Time:	00:00:00	Technical Opening Date and Time(tentative): 18.06.2020 00:00:00
Currency:	NR	Percentage Bid:
Document Dow nload End Date and Time:	00:00:00	
Bid Validity (In Days):	000	In case of percentage bid

Subsequently you are requested to go to "Items" page where you can see the short description.

Dis	visplay RFx : Open side pa														
Pri	tint Preview   💋   Technical RFx   Tender Fee   Oose   Participate   Do Not Participate   Tentative   Verify Signature   Questions and Answers (0)   Export   System Information   Create Memory Snapshot														
RF	RFx Num ber 8000000533 RFx Name For Bidder Manual RFX Status Published RFx Start Date 16.06.2020 06:10:00 ND/A Submission Deadline 18.06.2020 00:00:00 ND/A Remaining Time 1 Days 17:48:50 RFx Owner Mr. Sanjay Bhatnagar RFx Version Num ber 1 RFx Version Type Active Version														
	RFX Information Items Notes and Attachments														
•	r b	em Overview													
	D	etails Add Line Ad	d Subline 🔒	Cut	Copy Paste Delete							ä	cpand Al	Collapse All F	iter Settings Hide O
ſ	ò	Line Number	Item Type	Product ID	Description	Lot	Allow RFx Response Modification	Product Category	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Numbe
- [		▼ <u>0001</u> 🗐	Outline		Maintenance				0.000		INR		<u>0</u>	<u>0</u>	1
		• 静 <u>0001.AA</u> 🗐	Service		Toyota Innova			5006	5	MON	INR		<u>0</u>	<u>0</u>	3
		• 翰 <u>0001.AB</u> 🕫	Service		Sw ift Desire			5006	5	MON	INR		<u>0</u>	<u>0</u>	4
		• 翰 <u>0001.AC</u> 🗐	Service		Toyota Etios			5006	5	MON	INR		<u>0</u>	<u>0</u>	5
	Ì	▼ <u>0002</u> ₪	Outline		Rate Contract for Hiring of taxis				0.000		INR		<u>0</u>	<u>0</u>	2
		• 🏠 <u>0002.AA</u> 🗐	Service		Maintenance for 2 years			5006	2,000	YR	INR		<u>0</u>	<u>0</u>	6

13.1.28 Response Creation

Upon viewing the RFx you are now requested to close all the windows of the IE go to home page. You may now initiate the process for the creation of your bid after the start date and time of bid has passed. You can click on concerned RFx no which will navigate you to new screen, on the top of the screen you can see the participate button as shown below.

#### Home page $\rightarrow$ Click on Rfx No $\rightarrow$ Click on Participate/you can view the RFx details



Tender Fee E

Display RFx :											
Print Preview   🕼   Technical RFx   Tender Fee   Cose Participate   Do Not Participate   Tentative   Verify Signature   Questions and Answers (0)   Export   System Information   Create Memory Snapshot											
RFx Num ber 8000000533 RFx Name For Bidder Manual RFX Status Published RFx Start Date 16.06.2020 06.10.00 ND/A Submission Deadline 18.06.2020 00.00.00 ND/A Remaining Time 1 Days 17:48:50 RFx Owner Mr. Sanjay Bhatnagar RFx Version Num ber 1 RFx Version Type Active Version											
RFX Inform ation tems	Notes and Attachments										
RFx Parameters Questions	Notes and Attachments										
Time Zone: Start Date and Time: * Submission Deadline Date and Time: Pre Bid Start Date and Time: Pre Bid End Date and Time: Price Opening Date and Time: Currency: Document Dow nload End Date and Time: Bid Validty (In Days):	NDIA           16.06.2020         06:10.00           18.06.2020         00:00.00           00:00.00         00:00.00           00:00.00         00:00.00           NR         00:00.00           000         00:00	<ul> <li>* Tender Fee (Including GST):</li> <li>Tender Fee Submission Deadline:</li> <li>* Earnest Money Deposit Amount:</li> <li>Earnest Money Deposit Submission Deadline:</li> <li>Technical Opening Date and Time(tentative):</li> <li>Percentage Bid:</li> </ul>	1,000.00 NR 00:00:00 10,000.00 NR 00:00:00 18:06:2020 00:00:00								
Display RFx :											
Print Preview   🐼   Technical RFx	Tender Fee Cose Do Not Participate	Tentative Verify Signature Questions	and Answers (0) Export System Information Create Memory Snapshot								
💓 You have been registered. You will be	informed of RFx changes										
RFx Num ber 8000000533 RFx Na Remaining Time 1 Days 17:43	ame For Bidder Manual <b>RFX Status</b> 2:59 <b>RFx Owner</b> Mr. Sanjay Bhatna	Published RFx Start Date 16.06.2020 gar RFx Version Number 1	0 06:10:00 NDIA Submission Deadline 18.06:2020 00:00:00 NDIA RFx Version Type Active Version								

#### **13.1.29** Tender Fees:

If tender fees is required in the RFx then bidder has to pay the tender fees via online payment system after successful payment system will enable button of create response. After clicking on participate  $\rightarrow$  Click on Tender fees button  $\rightarrow$  Choose payment mode

R	Fx	
	Display RFx :	Tender Fee
	Print Preview   🚺   Technical RFx	Ender Fee Oose Do Not Participate Tentative Verify Signature Questions and Answers (0) Export System Information Create Memory Snapshot
	RFx Num ber 8000000533 RFx Na Remaining Time 1 Days 17:42	e For Bidder Manual RFX Status Published RFx Start Date 16.06.2020.06-10:00 ND/A Submission Deadline 18.06.2020.00:00.00 ND/A 2 RFx Owner Mr. Sanjay Bhatnagar RFx Version Number 1 RFx Version Type Active Version

Bidder has to choose payment mode as shown below in the screenshot:

- 1. Payment Online: If bidder wants to pay the tender fees via online mode then bidder has to click on continue, system will redirect to the payment page
- 2. In case bidder is MSME and wants the exemption then bidder needs to click on checkbox button in front of Is your company MSME/Startup/NSIC, click on continue system will exempt the tender fees.
- 3. If bidder has selected the MSME/Startup/NSIC then bidder has to upload the supporting document in Notes and Documents Tab.

RFx ID         8000000533           RFx Description:         For Bidder Manual           Amount:         1,000.00	Company Name: Full Name: INR	Corporation Bank Amit Kumar	
s your company MSME / Start up:			Continue



Tender fees payment steps using payment gateway:

### Click on continue→ System will redirect to payment gateway page

Unique ID :	656665668000000533	Bidder Name :	Subhabarta Banerjee
RFQ ID :	800000533	Supplier Name :	Canara Bank
	U (SAVE FOR	RN : 851366 FUTURE REFERENCE)	
ne payment m	ode→ Click on Pay	v at axis	
IS BANK   EASYPAY			
IS BANK   EASYPAY	800000533	Supplier Name :	Canara Bank
IS BANK   EASYPAY RFQID: Amount:	8000000533 1000.00	Supplier Name :	Canara Bank
IS BANK   EASYPAY RFQID: Amount:	8000000533 1000.00 (SAVE F	Supplier Name : URN : 851366 OR FUTURE REFERENCE)	Canara Bank
IS BANK   EASYPAY RFQ ID : Amount :	8000000533 1000.00 (SAVE F	Supplier Name : URN : 851366 OR FUTURE REFERENCE)	Canara Bank
IS BANK   EASYPAY	8000000533 1000.00 (SAVE F	Supplier Name : URN : 851366 OR FUTURE REFERENCE)	Canara Bank
IS BANK   EASYPAY RFQ ID: Amount : Payments 1. Axis Bank, obliga accepts and agrees that the pr	8000000533 1000.00 (SAVE F	Supplier Name : URN : 851366 OR FUTURE REFERENCE) laws in force in India, as well as any e	Canara Bank lirectives/ procedures of Government of India.

System will ask for the confirmation  $\rightarrow$  click on confirm payment at Axis



## **Payment Options** INTERNET BANKING NEFT/RTGS Rs. 1,000.00 Amount: Convenience fees: Rs. 0.00 GST on Convenience Fee : Rs. 0.00 Total Amount : Rs. 1,000.00 A Confirm Payment at Axis Cancel After successful will generate the receipt. payment system Payment Reference ID 851366 **RFQ ID** 800000533 Payment Amount 1000.00 Transaction ID 2597052119 Payment Status success Payment Timestamp 2020/06/16 06:37:32 AM Print Receipt



In case bidder has selected MSME/Startup/NSIC system will prompt an message as shown in screenshot

RFx ID:       8000000533         RFx Description:       For Bidder Manual         Amount:       1,000.00  NR         Is your company MSME / Start up:       Image: Start up:         Is your's company NSIC:       Image: Start up:	Confirmation       Image: Confirmation of the second	Continue
Tender Fee Exemption		
RFx ID: 8000000533 RFx Description: For Bidder Manual Amount: 0.00 INR	Company Name: Corporation Bank Full Name: Amit Kumar	

After successful payment of tender fees, system will enable create response bid. Click on create response to quote the rates and upload the mandatory documents.

Display RFx :		Open
Print Preview   🖉   Technical RFx Tender Fee Close Do Not Participate Tentative Related Links	Create Response Verify Signature Questions and Answers (0) Export System Information Create Memory Snapshot	
RFx Number 8000000533 RFx Name For Bidder Manual RFX Status Published Remaining Time 1 Days 17:16:58 RFx Owner Mr. Sanjay Bhatnagar RFx	RFx Start Date         16 06 2020 06:10:00 INDIA         Submission Deadline         18.06 2020 00:00:00 INDIA           x Version Number         1         RFx Version         Type         Active Version	

After successful payment of tender fees  $\rightarrow$  Click on create response Button (Create response button will appear after bid submission start date past)  $\rightarrow$  Click on create button to create response.

#### **13.1.30 Other Validations:**

- > System will not allow creating response without paying tender fees.
- For MSME bidders, selection of MSME at time of tender fees is mandatory, as this will exempt the tender fees.
- System will generate payment receipt after payment.



#### 13.1.31 EMD Payment

If EMD is required in the RFx then bidder has to pay the tender fees via online payment system after successful payment system will enable button of create response.

After clicking on create response  $\rightarrow$  Click on EMD button

Display RFx :         Print Preview.         Image: Control of the state of th	Answers (0) Export System Information Create Memory Snapshot
EMD button enabled	
Create RFx Response	History 🚽 Bac
Create RFx Response	
Submit EMD Fee   Read Only Print Preview   Check Technical RFx Response Close Save Export Import Questions and Answer	s (0) System Information Create Memory Snapshot
RFx Re sponse         Pay EMD Fee         10         0         RFx Number         8000000533         Status         In Process         Submission Deadline         18.06.2020         00.00           RFx Owner         Mr. Sanjay Bhatnagar         RFx Response Version Number         Active Version         RFx Version Number         1	:00 INDIA Remaining Time 1 Days 17:12:32

Bidder has to choose payment mode as shown below in the screenshot:

- 1. Payment Online: If bidder wants to pay the EMD via online mode then bidder has to click on continue, system will redirect to the payment page
- 2. In case bidder is MSME and wants the exemption then bidder needs to click on checkbox button in front of Is your company MSME/Startup/NSIC, click on continue system will exempt the EMD.
- 3. If bidder has selected the MSME/Startup/NSIC then bidder has to upload the supporting document in Notes and Documents Tab.

In case bidder has selected MSME/Startup/NSIC system will prompt a message as shown in screenshot

Tender Fee Exemption		
RFx ID:       8000000533         RFx Description:       For Bidder Manual         Amount:       1,000.00 NR         Is your company MSME / Start up:       V         Is your's company NSK:       Image: Start up:	Confirm ation       Image: Confirm ation         Image: Confirm that your company is MSME / Start up, F Yes then click on Continue Your Tender Fee will be exumpted to 100%. Pease attach document under Notes and Attachment, If you failed to de the same, your bid will be liable to rejection.       ation Bank mar         Image: Continue Cancel       Continue Cancel       ation Bank mar	tinue

Clicking on continue and system will show amount as 0.00 and EMD will be waived off.



Tender Fee Exemption		
RFx ID:         8000000533           RFx Description:         For Bidder Manual           Amount:         0.00 INR	Company Name: Corporation Bank Full Name: Amit Kumar	
Is your company MSME / Start up:		

EMD payment Via payment mode: Select payment option  $\rightarrow$  online  $\rightarrow$  Click on continue

EMD Fee Exemption			
RFx ID:         8000000533           RFx Description:         For Bidder Manual           Amount:         10,000.00]NR	Company Name: Full Name:	Canara Bank Subhabarta Banerjee	-
Is your company MSME / Start up: Is your's company NSIC: Payment Mode: Select- Online Bank Guarantee		[	Continue

#### Payment gateway page

AXIS BANK   EASYPAY			
SJVN sh	imla		
Unique ID :	656665668000000533	Bidder Name :	Subhabarta Banerjee
RFQ ID :	800000533	Supplier Name :	Canara Bank
Amount :	1000.00		
	U (SAVE FOR	RN : 851366 FUTURE REFERENCE)	

Click on check box of terms and conditions



### **Bidder Manual**

	U	RN :	8513	367		
(SAVE	FOR	FUT	URE	REFE	REN	CE

i, mentes 117 bus Bunn, ob	Igations, undertakings shall be subject to the laws in force in India, as well as any directives/ procedures of Government of India. Each User
cepts and agrees that th	e provision of details of his/ her use of the Website to regulators or police or to any other third party in order to resolve disputes or
mplaints which relate to	the Website shall be at the absolute discretion of the Axis Bank. 2. These Terms and Conditions constitute the entire agreement between
ayment Op	tions
ayment Op	tions

EMD payment via Internet banking  $\rightarrow$  Click on Internet banking  $\rightarrow$  Click on confirm payment at Axis  $\rightarrow$  enter the credentials of internet banking and payment will be successful

NTERNET BANKING	NEFT/RTGS		
	Amount: Convenience fees:	Rs. 10,000.00 Rs. 0.00	
	GST on Convenience Fee :	Rs. 0.00	
	Iotal Amount :	Rs. 10,000.00	

EMD payment via NEFT/RTGS  $\rightarrow$  Click on NEFT/RTGS  $\rightarrow$  Click on Generate payment slip  $\rightarrow$  Challan will be generated, download the copy of challan and visit your respective bank for payment via NEFT/RTGS





## EMD payment mode via BG $\rightarrow$ Select BG in payment mode $\rightarrow$ Enter the details $\rightarrow$ Click on continue (Upload the supporting document of BG in notes and section)

EMD Fee Exemption	
RFx ID: 8000000533 Company Name: Canara Bank	
Amount:     10,000.00]INR	
Is your company MSME / Start up:  Is your's company NSIC:	
Payment Mode:     Bank Guarantee       BG Valid from:     To:	
Please attach Bank Guarantee document under Notes and Attachment section, If you failed to do the same, your bid will be liable to rejection.	

#### **13.1.32 Other Validations:**

- > System will not allow to final submit tender without paying earnest money.
- ➢ For MSME bidders, selection of MSME at time of paying earnest money is mandatory, as this will exempt the tender fees.
- > System will generate payment receipt after payment.

#### **13.1.33 Qualifying criteria parameters:**

In case purchaser has specified some question to be filled online then bidder has to mandatorily answer the questions in the tab of qualifying criteria parameters.

#### Click on qualifying criteria parameters → Answer the questions

Create RFx Response						
Submit EMD Fee   Read Only Print Preview	Check Technical RFx Response	se Close Save E	xport Import Questions and Answ en	s(0) System Information	Create Memory Snapshot	
RFx Response Number 8400001011 R RFx Response Version Number Activ	FxNumber 8000000533 Stat reVersion RFxVersionNum	tus In Process ber 1	Submission Deadline 18.06.2020 00	0:00:00 INDIA <b>Remai</b>	ning Time 1 Days 16:52:03	RFx Owner
RFx Information tems Note	s and Attachments Tracking					
Basic Data Qualifying Criteria Paramete	ers Notes and Attachments					
Question No.	Question		Reply		Comment	
0010	* Average Annual Turnover:		10000.00 NR		UPLOADED	
0020	* Amount in Last Contract:		100000.00 NR		UPLOADED	

Note: If user didn't sets the questions in qualifying criteria parameters then, bidder has to left this blank and move to further steps.



#### **13.1.34** Notes and Documents:

Notes and documents section is mandatory for uploading of all supporting documents related to the RFx.

#### **Click notes and attachment**

Create RFx Response				
Submit EMD Fee   Read Only Print Preview	Check Technical RFx Response Close Save	Export Import Questions and Answers (0) Sys	tem Information Create Memory Snapshot	
RFx Response Number 8400001011 RFx RFx Response Version Number Active	Number 8000000533 Status in Process Version RFx Version Number 1	Submission Deadline 18.06.2020 00:00:00 IND#	Remaining Time 1 Days 16:39:17	RFx Owner Mr. Sanjay Bhatnagar
RFx Information Items Notes a	and Attachments Tracking			
Basic Data Qualifying Criteria Parameters	Notes and Attachments			
Click on add at	tachment in cF	older section		

•	Folder Attachments										-
A	dd Attachment Delete Ve	erify Signature									Filter Settings
	cFolder Name	Category	Description	File Name	Version	Processor	Checked Out	Туре	Size (KB)	Changed by	Changed on
	1 The table does not cont	ain any data									

Browse the attachment  $\rightarrow$  Choose folder name TECH\_BID in case of general documents



Browse the attachment → Choose foldername Questions in case of documents to be attached with reference to questions asked by purchase in Qualifying criteria Parameters

Add Attachm ent			[	
Here, you can uplo	ad a file and attach it to	o the he	eader Brow se	,
1 110.			brow oo	
Doc cription:				
Poscription: Folder Name:	QUESTIONS			
Poscription: Folder Name: For Question No.:	QUESTIONS			
Posicription: Folder Name: For Question No.:	QUESTIONS COLLABORATION			

Choose question No. to map the required the document with the question



A	dd Attachm ent					×
	Here, you can uplo File:	ad a file an	d attach it to the	e header Brow se		
	Description: Folder Name: For Question No.:	QUESTION 0010 0020	IS 💌			
				OK Cano	el	

System will prompt to digital sign the documents at the time of uploading documents.

	(भ्याद सरकर द्वारा हिंद (भ्याद सरकर द्वारा हिंद ( A Mini Ratna (६४२३६०४४ नाथ पापण पर सीहदा विधान, जीव, 01782,275526,27545)	•         •         •         >		
एसजवीएन SJVN	GSTIN No. 02AAICS1307F1ZY	सिन् संडया (CIN No.) L40101HP1988G0	0008409	
NO. SJVN/NJHPS/P&C/	F INVITING TENDE	Date: R/नितिटा आसंबण सचना		
Open tender enquiry i	is hereby invited through	e-tendering NJHPS, SJVN I	imited for	
following job: Description of Wo	ork Earnest Money	Last Date & Time of Subr	nission of	
	In (KS)	filled in bids and Opening		
sign the document, select one of the certific	ates and choose Sign.			
sign the document, select one of the certific	ates and choose Sign.	netoka, SERIALNUMBER+8167cc69d	768eUecmi704r13e	
sign the document, select one of the certific ICL Deskloches Limited, OAA Certifications N+Administrator (CN+Administrator   4a2tbc20	ates and choose Sign. 220da676d48c2b1b83c330586)	nmaka, SERIALNUMBER+01d7cc69d	768e0ec#0704813e	
sign the document, select one of the certific	ates and choose Sign. anay, PostalPoolar565101 Self an 120da678d48c2b1b83c330586)	NINNA SERALNUMBER-INTRACERIO	763686cm3704t136	
sign the document, select one of the certific H-Administrator (CN-Administrator   462620 =	ates and choose Sign. cody Postel Poder 5(0) (0) (20) Set Sat 220da678d48c2b1b83c330586)	nerska, SERGU NUMBER egi officiale	76565601704136	
sign the document, select one of the certific H-Administrator (CH-Administrator) 4-2020 <b>Digital Signature</b>	ates and choose Sign. conv. ExterCode 569101. Set an 2004678d48c2b1b83c339566)	eeska SECALIJUMDESK IIIPooloo Sign	Cancel	
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sign the document, select one of the centific +->dmnsteater (C+>-dmnsteater   4-3th2) Digital Signature sage from webpage	ates and choose Sign.	eenska SEFALIKUMEEn-STATaathaf Sign		
sign the document, select one of the certific 4+Administrator (24+Administrator   442tb2)	ates and choose Sign.	nonska SERVALNA MERHATOŽevino Sopo	Cancel	
isign the document, select one of the certific invadimentation (201-Administrator) (42/1621 Digital Signature sage from webpage Document signed: sign Document signed: signed:	ates and choose Sign.	rende SEPALA MERINI (Control Sign reganization test, and the DEFENSION of the	Cancel	
sign the document, select one of the certific 4+Administrator (24+Administrator) 442/te21	etes end choose Sign. 2014/06/16/46/2016/03/305/50 2014/06/16/46/2016/03/305/50 er details (CN=Class 2 Or rff87/04/13/a1.46/50/2007/a	rganization test, celation test, celation test, celation test,	Cancel	
sign the document, select one of the certific (Administrator (CH-Administrator ) 42021 <b>Digital Signature</b> sage from webpage Document signed: signed: SN=8147cc69457864ec S333d, SP=Karmatka, p O=eMudhra Limited, C2	ates and choose Sign.	rganization test, cdaa250/3556e473b4e0 Certifying Authority,	Cancel	
isign the document, select one of the certific isign the document, select one of the certific isign the document signature Digital Signature sage from webpage Document signed: sign SIN=81 d7 cc69d57 a8e8ec 3333d, SP=Karnataka, p O=eMudhra Limited, Cs	ates and choose Sign.	rganization test, c4aa25d03556e473b4e0 Certifying Authority,	Cancel	
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#### **13.1.35 Other Validations:**

- Attachment is mandatory. Maximum file size should not exceed 25 MB. Acceptable file types (.txt, .zip, .pdf, .jpeg, .jpg, .gif, .bmp, .png, .tif, .tiff, .doc, .xls, .ppt, .pps, .dxf, .docx, .xlsx, .eml)
- Size of attachment is 25 mb for single file. No validation on numbers of file and total size of attachments
- System will prompt the error message as shown below for not mapping the required document w.r.t questions.

#### Create RFx Response

Submit EMD Fee Read Only Print Preview Check Technical RFx Response Close Save Export Import Questions and Answers (0) System Information Create Memory Snapshot



#### 13.1.36 Submission of Price

Now go to the "Items" page. This is the most important section of the RFx screen. Here, you will have to specify the quotation rates for each and every line item of the RFx and also you have to make sure that you have entered all the information asked in the 'Details' section for each of the items.

The screenshot of the Items section is presented below for normal two envelope bid: Goto  $\rightarrow$  Item  $\rightarrow$  Fill rates in Price column (numeric values)  $\rightarrow$  Tax Code (If applicable Search the tax Code accordingly)

Crea	te RFx Res	oonse														
Submi	it Read Only	Print Preview   C	heck Close Save	e Export Im	port Questions and	d Answ	ers (0) System	m Information	Create Men	nory Snapshot						04
RFx R	lesponse Numb RFx Owner Mr.	er 8400001174 Sanjay Bhatnagar	RFx Number 8 RFx Respons	000000630 e Version Nu	Status In Proce umber Active Vers	ion	Submission E RFx Version I	leadline 06 Number	.11.2020 15:0 1	10:00 INDIA Op	enir	ng Date 06.11	2020 15:01:00 🕪	DIA Remaining Tir	ne 0 Days 23:23:25	
	RFx Information	Items	Notes and Attachr	ments C	onditions Trac	king										
🕶 ite	em Overview															
De	etails Add New	Copy Paste	Delete Calculat	e Value			_	-			Г			Filter E:	pand All Collapse All Se	ettings
	Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Total Value		Tax Code	Tax Amount	Amount with Tax	Internal Item Number	
	• 👼 0001 🗊	TESTING	Material		10	NO	0.0	NR		1 (	00		0.00	0.00	1	
											Ц					_
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																3
														Total Value	0.00 IN	R
														Tax Value	0.00 INR	_ 1
														Net Amount	0.00 INR	_ 1
				_							_		_			

#### **13.1.37 Percentage Bid:**

If purchaser has set RFx to be quoted on the basis of percentage (above/below/at par). Then in case of percentage bid tender bidders has just select the variation type and need to put the percentage figure

Goto  $\rightarrow$  RFx Information  $\rightarrow$  Percentage Bid  $\rightarrow$  Variation type (Select from drop down)

Create RFx Response	
Submit   Read Only Print Preview   Check Technical RFx Response Close	Save Export Import Questions and Answers (0) System Information Create Memory Snapshot
RFx Response Number 8400001179 RFx Number 8000000634 Stat RFx Response Version Number Active Version RFx Version Number	us In Process Submission Deadline 06.11.2020 18:00:00 INDIA Remaining Time 0 Days 05:12:41 RFx Owner Mr. Sanjay Bhatnagar ber 1
RFx Information Items Notes and Attachments Conditions	Tracking
Basic Data Qualifying Criteria Parameters Notes and Attachments C	onditions
Event Parameters Currency: Indian Rupee	Service and Delivery Incoterm: FOB 🗇 Free on Board
Miscellaneous Detail	Status and Statistics           Created On:         06.11.2020 12.47:20 NDIA           Created By:         Mr. Annt Kumar           Last Processed On:         06.11.2020 12.47:20 NDIA           Last Processed Dy:         Mr. Annt Kumar
	Percentage Bid         Total SJVN Estimated Amount         1,000,000.00         Variation Type:         -Select-         Variation Percentage:         0.00         (Kindly press enter after entering the variation percentage):

Goto  $\rightarrow$  RFx Information  $\rightarrow$  Percentage Bid  $\rightarrow$  Variation type (Select from drop down)  $\rightarrow$  Above/Below/At Par



Create RFx Response			
Submit   Read Only Print Preview   Check Technical RFx Response Close	Save Export Import Question	tions and Answers (0) System Information Create Memory Snapshot	
RFx Response Number 8400001179 RFx Number 8000000634 Statu RFx Response Version Number Active Version RFx Version Numb	is In Process Submissic er 1	sion Deadline 06.11.2020 18:00:00 INDIA Remaining Time 0 Days 05:12:41 RFx Owner Mr. Sanjay Bhalnaga	r
RFx Information Items Notes and Attachments Conditions	Tracking		
Basic Data Qualifying Criteria Parameters Notes and Attachments Co	nditions		
Event Parameters	Service and Delivery		
Currency: Indian Rupee	Incoterm:	FOB D Free on Board	
Miscellaneous Detail	Status and Statistics		
	Created On:	06.11.2020 12:47:20 INDIA	
	Created By:	Mr. Amt Kumar	
	Last Processed On.	U6.11.2020 12.47.20 INDIA	
	Last Processeu by.	wir. Amit Kumar	
	Percentage Bid		
	Total SJVN Estimated Amount:	t: 1,000,000.00	
	Variation Type:	-Select-	
	Variation Percentage:	-Select- y press enter after entering the variation percentage):	
▼ Partners and Delivery Information		Below	
Details Send E-Mail Call Clear		At Par	F

Goto  $\rightarrow$  RFx Information  $\rightarrow$  Percentage Bid  $\rightarrow$  Variation type (Select from drop down)  $\rightarrow$  above/Below/At Par  $\rightarrow$  Variation Percentage (put numeric values only)

Create RFx Response	
Submit   Read Only Print Preview   Check Technical RFx Response Close	Save Export Import Questions and Answers (0) System Information Create Memory Snapshot
RFx Response Number 8400001179 RFx Number 8000000634 Stat RFx Response Version Number Active Version RFx Version Number	tus In Process Submission Deadline 06.11.2020 18:00:00 NDIA Remaining Time 0 Days 05:11:35 RFx Owner Mr. Sanjay Bhatnagar Iber 1
RFx Information Items Notes and Attachments Conditions	Tracking
Basic Data Qualifying Criteria Parameters Notes and Attachments C	Conditions
Event Parameters Currency: Indian Rupee	Service and Delivery           Incolerm:         FOB          Free on Board
Miscellaneous Detail	Status and Statistics       Created On:     06.11.2020 12:47:20 INDIA       Created By:     Mr. Amit Kumar       Last Processed On:     06.11.2020 12:47:20 INDIA       Last Processed By:     Mr. Amit Kumar
	Percentage Bid       Total SJVN Estimated Amount:     1,000,000.00       Variation Type:     Below         Variation Percentage:     4.00 (Kindly press enter after entering the variation percentage):

Goto  $\rightarrow$  Items  $\rightarrow$  Check the price in each line accordingly

ate RFx Res	oonse															
mit Read Only	Print Preview	Check Te	chnical RFx F	esponse Close	Save Export Import	Questions and	Answers (0) System Info	rmation	n Crea	ite Memory S	Snapshot					
Response Numb	er 840000117	9 RFx N	umber 8000	000634 Statu	s In Process Si	ubmission Dead	lline 06.11.2020 18:00:00 #	IDIA	Ren	naining Tin	ne 0 Day	s 05:11:10	RFx Own	ner Mr. Sanjay	Bhatnagar	
RFx Response	Version Numb	Der Active Ve	ersion H	Fx Version Numbe	er 1											
RFx Information	Items	Notes a	nd Attachmer	ts Conditions	Tracking											
tem Overview																
etails Add New	. Copy Pa	ste Delete	Calculate V	'alue												
Line Number	Description	Item Type	Product ID	Required Quantity	SJVN Default Price	Variation Type	Variation Percentage (%)	Unit	Price	Currency	Price Per	Total Value	Tax Code	Tax Amount	Amount with Tax	Internal
• 🐻 <u>0001</u> 🗊	TESTING	Material		10	1,000,000.00	Below	0.00	NO	100,	INR	1	1,000,000		0.00	1,000,000.00	1
							1									
		_														
														То	tal Value	1,000,000
														Та	x Value 0.00	INR
														Ne	t Amount 1,00	0,000.00

Now in items tab bidder can view that as per selection system is calculating the value.



Before final submission bidder can check the Rfx response to verify whether RFx contains any error (system will prompt error as shown in screenshot below) or not and then can save the RFx response, then response no will be generated.

#### Click on check $\rightarrow$ No error $\rightarrow$ Click on Save $\rightarrow$ Response no will be generated

Crea	ate RFx Respons	e										
Subr	nit Read Only Print P	review Check	Cose Save	e Export Im	nport Questions and	d Answe	ers (0) System Info	rmation Cr	eate Memory S	Snapshot		24
🗶 RF:	k response is complete a	nd contains no err	k Response									
RFx	Response Number 84 Opening Date 24.03.2 RFx Version Number	00000922 RI 2020 11:05:00 INDL 1	Fx Number 80 A Remain	00000481 ning Time	Status In Proce 0 Days 23:50:28	ss RFx (	Submission Deadli Dwner Mr. Sanjay Bl	ne 24.03.2 hatnagar	020 11:00:00 RFx Resp	INDIA onse Version Nur	nber Active Version	
/	RFx Information	Items Not	tes and Attachn	nents S	ummary Track	ing						
-	tem Overview											
C	Details Add New 🖌 🛛 C	opy Paste Dele	ete Calculate	e Value					Filte	er Expand All Collap	se All Hide Outline Sett	ings
	Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number	
	• 静 <u>0014.AC</u> 🕫	Rs.10 CR <	Service		1	NO	4.00		1		84	
	• 静 <u>0014.AD</u> 🗊	Rs. 20 CR <	Service		1	NO	2.00		1		85	
	• 静 <u>0014.AE</u> 🗐	Above Rs. 5	Service		1	NO	6.00		1		86	
	👻 🧰 <u>0015</u> 🕫	One year	Outline		0.000						15	
	• 静 <u>0015.AA</u> 🕫	<rs 2cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>1.50</td><td></td><td>1</td><td></td><td>87</td><td></td></rs>	Service		1	NO	1.50		1		87	
	• 静 <u>0015.AB</u> 🗊	Rs.2 CR < R	Service		1	NO	2.25		1		88	
	• 🏠 <u>0015.AC</u> 🕫	Rs.10 CR <	Service		1	NO	3.60		1		89	
	• 😭 <u>0015.AD</u> 🗊	Rs. 20 CR <	Service		1	NO	36.00		1		90	
	• 🎲 <u>0015.AE</u>	Above Rs. 5	Service		1	NO	0.36		1		91	
	• 🕢 <u>0016</u>	Penalty on pr	Material		1	NO	0.02		1		16	-

#### 13.1.38 Note:

The Bidder may also choose to save the bid and submit it at a later point of time. In this case, the bidder, at any point of time while creating the response (Price or Technical), can save their responses and further edit & submit it afterwards upon the completion of the response till scheduled time of date of submission.

											Op	mons 🔻
Cro	eate RFx Respons	Save D	ocument									
Su	bmit   Read Only Print P	review Check Close S	ave Export Inport Que	estions and A	nswers (0) Syst	em Information Cre	ate Memory Snapshot					2 4
RF	x Response Number 84 RFx Owner SJVN PUR	00000049 RFx Number CHASER3 RFx Respon	8000000021 Status se Version Number Ac	s In Process tive Version	Submission RFx Version	Deadline 01.04.20 Number 2	20 18:00:00 INDIA Opening	JDate 01.0	4.2020 18:01:00 INDIA	Remaining Tim	e 2 Days 02:22:48	
	RFx Information	Items Notes and Atta	chments Conditions	Summa	ry Tracking							
	r Item Overview											
	Details Add New 🦼 🛛 C	opy Paste Delete   Calc	ulate Value							Filter Expan	d All Collapse All Hide Outline S	Settings
	Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number	
	▼ 10001 E	7-14 DAYS	Outline		0.000						1	
	• 🏠 0001.AA 🖂	<rs 2cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>3.60</td><td></td><td>1</td><td></td><td>2</td><td></td></rs>	Service		1	NO	3.60		1		2	
	• 🏠 0001.AB	Rs.2 CR < Rs 10 CR	Service		1	NO	2.50		1		3	
	• 🎲 <u>0001.AC</u> 🕫	Rs.10 CR < Rs 20 CR	Service		1	NO	3.60		1		4	
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	• 🎲 0001.AE 🕫	Above Rs. 50 CR	Service		1	NO	2.90 ×		1		6	
												-

After clicking on save system will ask you to encrypt the bid with your encryption certificate.



é https://etender.sjvn.co.in/?NavigationTarget=	navur1%3A%2F%2Fdec8e67cfa0ec	f53f2b49	9d42c77fdf3b⪻ - Internet Explo	orer				- 0 ×
								Options 🔻
			Please select an app	ropriate certificate				
	Issued To	Versi	Email	Issued By	Purpose	Valid Till		
	Class 2 Organization test	3	testdsc@e-mudhra.com	e-Mudhra Sub CA for Class 2	Encryption	30-Jan-2022		
			Encrypt B	id Cancel				
			ano, jpro					

After encryption of your bid aRfx response no will be generated auto by the system.

olay RFx Respons	e:										
idit 🕴 Print Preview 🛛 🗘	Check Clo	se Export Questions and	1 Answers ( 0 ) Decrypt Data	System Inforr	nation Create Memo	ry Snapshot					0
x response is complete and	l contains no e	ors									
Response Number 840	0000049 HASERS	x Number 8000000021 Fx Response Version Nu	Status Saved Submi mber Active Version RFx	ssion Deadli Version Nui	ine 01.04.2020 18:0 mber 2	):00 india	Opening Date 01	.04.2020 18:01:00 INDIA	Remaining Time	2 Days 02:19:57	
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• 翰 <u>0001.AC</u> 🗉	See Conditions	Rs.10 CR < Rs 20 CR	Service		1	NO		,	1	4	
• 翰 <u>0001.AD</u> 🕫	See Conditions	Rs. 20 CR <rs 50="" cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td></td><td>,</td><td>1</td><td>5</td><td></td></rs>	Service		1	NO		,	1	5	
• 🏠 <u>0001.AE</u> 🕫	See Conditions	Above Rs. 50 CR	Service		1	NO		,	1	6	
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In case you want to final, submit the bid at same time after saving then click on edit button else follow these steps:

Login in to portal  $\rightarrow$  Click on RFx and Auctions  $\rightarrow$  Refresh  $\rightarrow$  Click on response no.  $\rightarrow$  Click on eidt



Ci.,		se:										
/ E	Edit   rint Preview   🕈	🖓   Check Cli	ose Export Questions an	d Answers (0) Decrypt Data	System Inform	nation Create Memo	ry Snapshot					0.
8.00	se is complete an	d contains no err	ors									
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	• 醶 <u>0001.AC</u> 🗉	See Conditions	Rs.10 CR < Rs 20 CR	Service		1	NO				4	
	• 🏠 0001.AD 🗉	See Conditions	Rs. 20 CR <rs 50="" cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td></td><td></td><td></td><td>5</td><td></td></rs>	Service		1	NO				5	
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System will ask to decrypt the bid.

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I				Please select an app	ropriate certificate					
I		Issued To	Versi	Email	Issued By	Purpose	Valid Till			
I		Class 2 Organization test	3	testdsc@e-mudhra.com	e-Mudhra Sub CA for Class 2	Encryption	30-Jan-2022			
I										
I										
I										
I										
I										
				Decrypt Bid	Cancel					

#### 13.1.39 Validation:

- Clicking on save system will ask you to encrypt the bid with your encryption certificate; system will not allow saving the bid without certificate.
  - 13.1.40 Final Submission:

The response can only be submitted with a valid Digital Signature. In order to use the digital signature, the following points shall be kept in mind:

- > The Bidder must use Internet explorer version 11 or above.
- > The internet explorer must be made to 'Run as Administrator'.
- All the cookies and cache should be cleared prior to using the digital signature.

Once you have verified all the tabs and responses then finally click on Submit. Click on submit  $\rightarrow$  System will ask to digital sign  $\rightarrow$  Click on Sign



TATA CONSULTANCY SERVICES

											Options -
Submit   Read On Print	Preview Check Close	Save Delete Export Imp	ort Question	ns and Answers ( 0	) System Infor	mation Create Memory Snapshot					0
RFx Response Number 8- RFx Owner SJVN PU	400000049 RFx Numbe RCHASER3 RFx Respo	r 8000000021 Status nse Version Number Ac	s Saved tive Version	Submission Dea RFx Version 1	dline 01.04.20 Number 2	20 18:00:00 INDIA Opening Da	te 01.04.20	020 18:01:00 INDIA	Remaining Time	2 Days 02:18:46	
RFx Information	Items Notes and Att	achments Conditions	Summar	y Tracking							
➡ Item Overview											
Details Add New 🦼	Copy Paste Delete Cal	culate Value							Filter Expan	d All Collapse All Hide Outlin	ne Settings
Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number	
▼ 🗀 0001 🖾	7-14 DAYS	Outline		0.000						1	
• 🎲 <u>0001.AA</u> 🗉	<rs 2cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>3.60</td><td></td><td>1</td><td></td><td>2</td><td></td></rs>	Service		1	NO	3.60		1		2	
• 🎲 <u>0001.AB</u> 🕫	Rs.2 CR < Rs 10 CR	Service		1	NO	2.50		1		3	
• 🏠 0001.AC 🗉	Rs.10 CR < Rs 20 CR	Service		1	NO	3.60		1		4	
0001.AD E	Rs. 20 CR <rs 50="" cr<="" td=""><td>Service</td><td></td><td>1</td><td>NO</td><td>2.85</td><td></td><td>1</td><td></td><td>5</td><td></td></rs>	Service		1	NO	2.85		1		5	
• 🎲 <u>0001.AE</u> 🗐	Above Rs. 50 CR	Service		1	NO	2.90		1		6	

System will ask to digitally sign the bid. Click on sign.

	Print	Save
		Â
Bid		_
Description: Bid number:	Testing for bidder manual part 8400000049	1
id choose Sign. ostalCode=560103, S=Karnataka, SER	NALNUMBER=81d7cc69d57a8e8e	ec#8704H3a1a46
		>
	Sign	Cancel
	Image: Second secon	Print

Successful message after digital sign. After signing in, the response shall be digitally signed and afterclicking OK button the bid shall be submitted.




E https://etender.sjvn.co.in/?NavigationTarget=p	pcd:portal_content/com.sap.pct	/specialist	t/com.sap Internet Explorer				− □ × Options ▼
			Please select an an	propriate certificate			
	Issued To	Versi	Email	Issued By	Purpose	Valid Till	
	Class 2 Organization test	3	testdsc@e-mudhra.com	e-Mudhra Sub CA for Class 2	. Encryption	30-Jan-2022	
			Encrypt	Bid Cancel			

Please make sure that the response has been correctly submitted by verifying that the below screenshot follows your Digital signature.

isplay RFx Respon	se:											
🖉 Edit 🔋 Print Preview 👘	🗘   Check Cl	ose Export Questions a	nd Ans	wers (0) Decrypt Data S	System Inform	nation Create Memo	ry Snapshot					0
RFx response is complete a	nd contains no er	rors										
RFx Response Number 84 RFx Owner SJVN PUF	00000049 R ICHASER3 F	Fx Number 800000021 RFx Response Version N	S lumber	tatus Saved Submis r Active Version RFx V	sion Deadli /ersion Nur	ine 01.04.2020 18:0 mber 2	0:00 INDIA Op	ening Date 0	1.04.2020 18:01:00 INDIA	Remaining Tim	e 2 Days 02:19:57	
RFx Information	Items No	tes and Attachments	Conditi	ons Summary Tr	acking							
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• 🏠 <u>0001.AC</u> 🗐	See Conditions	Rs.10 CR < Rs 20 CR		Service		1	NO		,	I	4	
• 翰 <u>0001.AD</u> 🗊	See Conditions	Rs. 20 CR <rs 50="" cr<="" td=""><td></td><td>Service</td><td></td><td>1</td><td>NO</td><td></td><td>,</td><td>I</td><td>5</td><td></td></rs>		Service		1	NO		,	I	5	
• 翰 <u>0001.AE</u> 🕫	See Conditions	Above Rs. 50 CR		Service		1	NO		,	I	6	
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Your offer gets submitted and the status of your bid changes to submit as shown below:



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and Au	ctions > Overvi	ew > RFx and Auctions										Fu	I Screen (
Activ	ve Queries												
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eAu	ettions All (0)	Published (0) Ended (0) Completed	(0)										
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eRF)	ks - All how Quick Criteri iew: [Standard V	ia Maintenance iew]	Display Event Displa	iy Response   1	Print Preview	Refresh Ex	port ⊿		_	Change C	Query D	fine New Qu	ery <u>Person</u>
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This completes your submission of the response against the tender enquiry.

## 13.1.41 Important Note:

- > The Bidders can change their bids and re-submit the same even after their submission till the submission deadline has expired.
- In case, a bidder has submitted his response, and the submission deadline is extended, he may change the bids and resubmit if he wishes.
- > The Bidder can may choose to Participate or not participate for any tender enquiry. He can also withdraw his offer once submitted if he wishes to.
- > The withdrawn Bid can also be re-submitted before the submission deadline date.

For detailed configurations required for the use of digital signature you all are requested to refer the document "Bidder Manual-System Settings \_ SJVN eTender" available in e-Tendering portal.

## 13.1.42 Validations for Bidder:

Sr. No.	Validations
1.	System will allow viewing and creating the response only after the start
	date/time has passed.
2.	System will ask to upload/migrate the digital signature mandatorily.
3.	System will enable create response button only after payment of tender fees
	in case of tender fees required checkbox is enabled at the time of publishing
	else after start date and time passed.



4.	System will allow final submitting of bid only after payment of EMD in case of
	emd required checkbox is enabled at the time of publishing
5.	System will ask to upload attachment mandatorily in tech bid folder.
6.	System will not allow to final submit the tender until all the documents not
	mapped w.r.t to questions in qualifying criteria parameters.
7.	System will not allow submitting the RFx without entering the price in Items
	sections.
8.	System will not allow changes when time is lapsed for the RFx.
9.	System will not allow uploading of documents without using digital signature.
10.	System will not allow encrypting of bid without using digital signature.
11.	System will not allow to use any other digital signature once mapped the same
	has to attached in system while bidding.
12.	Digital signature once mapped will not be mapped with other email id.
13.	System cannot restrict any bidder to bid the higher amount. Its sole discretion
	of bidder to bid as higher as per the requirement.

## 13.1.43 Auction Bidder View:

Bidder has to login into e-procurement portal mentioned in Bidder User manual for etendering with same login credentials. Follow below mentioned steps to participate in the Auction

<u>Click on Strategic Purchasing  $\rightarrow$  Strategic sourcing  $\rightarrow$  Clik on refresh  $\rightarrow$  Click on eAuctions  $\rightarrow$  Click on desired auction number</u>

RFx and Auctions	nvoice Upload and Track							
I Service Map								
ssing							History Ba	<u>ack</u> P
ve Queries								
eRFxs All (98) Published	d (3) Ended (0) Completed (3)							
ictions All (45) Publishe	d (0) Ended (0) Completed (0)							
ations - All								
cuons - All								
							Observe Octaor, Define New Octaor	
how Quick Criteria Mainten	ance						Change Query Denne New Query	Pers
ihow Quick Criteria Mainten	ance	review Refresh Export					Change Guery Denne New Guery	Pers
how Quick Criteria Mainten ew: [Standard View] Event Number	Ince     Insplay Event Display Bid   Live Auction Print	Refresh Export _	Event Status	Start Date	End Date	Birl Number	Rid Status	Pers
How Quick Criteria Mainten ew: [Standard View] Event Number 8500000172	Osplay Event Display Bid   Live Auction Print P Event Description Testing PART 1.0	review Refresh Export a	Event Status Active	Start Date 16.06.2020	End Date 19.06.2020	Birl Mumber	Bird Status No Bird Created	Peri
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how Cuck Criteria Mainten ew: [[Standard View] Exect Number 5500000172 8500000170 8500000150 850000140 850000132	Depty Event Display Bid Live Auction Print	Review Refresh Broort , Fereit Tron SJVN Auction SJVN Auction SJVN Auction SJVN Auction SJVN Auction SJVN Auction SJVN Auction	Event Status Active Ended Ended Ended Ended Ended Ended Ended	Start Date           16.06.2020           12.06.2020           27.02.2020           11.02.2020           11.02.2020           15.01.2020	For Date 19.06.2020 12.06.2020 27.02.2020 11.02.2020 11.02.2020 11.02.2020 15.01.2020	Bit Number 8400000994 840000093 840000041 8400000738 8400000738 8400000538	Bid Status     No Bid Created     Submitted     Submitted     Submitted     Submitted     Submitted     Submitted     Submitted     Submitted	Pers
how Cutck Criteria Mainten ew: [[Standard View] Exent Namber 5500000172 550000170 550000150 550000130 550000132 550000132	Display Event Display Bid Live Auction Print Pri	teviar Refresh Export , Fater Type SAVN Auction SAVN Auction SAVN Auction SAVN Auction SAVN Auction SAVN Auction SAVN Auction SAVN Auction	Event Status Active Ended Ended Ended Ended Ended Ended Ended Ended	Start Date           16.06.2020           12.05.2020           12.05.2020           12.05.2020           27.02.2020           11.02.2020           21.01.2020           15.01.2020           15.01.2020	Ent Fate 19.06 2020 12.05 2020 12.05 2020 27.02 2020 11.02 2020 21.01 2020 15.01 2020 16.01 2020	Bit Matther 8400000993 8400000993 8400000041 940000038 840000038 840000033	Bet State No Bit Created Submitted Submitted Submitted Submitted Accepted Submitted Submitted	
Description         Calcity Criteria Mainterner           Exerct Manuferr         Exerct Manuferr           S500000772         E500000772           E500000770         E500000710           E5000007150         E500000713           E500000712         E500007140           E5000007132         E50000132	Display Event Display Bid   Live Auction Print P	Review Refresh Broot J Faret Tron SJVN Auction SJVN Auction SJVN Auction SJVN Auction SJVN Auction SJVN Auction SJVN Auction SJVN Auction SJVN Auction	Event Status Active Enled Enled Enled Enled Enled Enled Enled Enled	Start Date           150.65.2020           12.05.2020           12.05.2020           27.02.2020           11.02.2020           15.01.2020           15.01.2020           15.01.2020           14.01.2020	Ent Date 19.06 2020 12.05 2020 27.02 2020 11.02 2020 21.01 2020 15.01 2020 16.01 2020 14.01 2020	Eithisther 840000293 840000293 840000293 840000238 840000038 840000038 840000038 840000038	Red States     Red States     Red States     Submitted     Submitted	

Bidder can view basic parameters of the auction as shown in the screenshot below.



Display Auction Display Auction Print Preview 2 Days 10:01:00 Auction Num ber: 6500000172 Auction Remaining Time	e Memory Snapshot Name Testing PART 1.0	Auction Owner Mr. Sanjay Bhahagar	Status Active	Currency INR	Start Date 16.06.2020 21.56.00 NDA	History _
Auction Parameters         Notes and Attachments           Identification         Auction Name:         Testing PART 1.0           Auction Type:         SAVN Auction         Product Category:           Product Category:         NR         Dates           Start Date:         16.06.2020         21.56.00           End Date:         19.06.2020         06.00.00	Event Param eters Bid Decrement Bid Valdation: Folow On Document Sequential Line Items: Sequential Indi Duration: Sequential End-Inne Gap: Automatic Extensions: Remaining Time Trigger: Extension Period: Number of Extensions: Status and Statistics Creation Date: Created By:	Percentage New bid must best overall best bid Contract 0 0 0 999,999 12 05,2020 [15 03 45 00122				

Bidder can view start price and bid decrement value by clicking Items tab as shown in the screenshot below:

Display Auction															
Print Preview	Close Live Auction	System informati	on Create Memor	y Snapshot											0.
2 Days 10:01:00 Remaining Time	Auction Number	8500000172	Auction Name	Testing PART 1.0	Auction C	) w ne	r Mr. Sanjay Bhatnagar	Status Active	Currenc	y INR Start Date 16.	06.2020 21:56:00 INDIA	End Date 19.0	5.2020 08:00:00	INDIA	
Auction Information	ltem s	Notes and Attach	ments												
them Overview															E
Details Copy Paste													Expand	All Collapse	All Filter Setting
1 Line Number Item	Гуре	Product ID		Description		Lot	Quantity	Unit	St	art Price	Bid Decrement Percent		Delivery Date	Notes 🖳	Attachments
<b>*</b> 1				Total Aount										0/0	0/0
• <u>1.1</u> Servic	æ			Total Amount				1 NO		1,000.00		2.00		0/0	0/0

## Live Auction Screen:

To participate in the auction bidder has to click on Live Auction button.

Display Auction								History
	Live Auction							
Display Auction								
Print Preview	Close Live Auction	System informat	ion Create Memory Snapshot					
2 Days 10:01:00	Auction Number	8500000172	Auction Name Testing PART 1.0	Auction Owner Mr. Sanjay Bhatnagar	Status Active	Currency INR	Start Date 16.06.2020 21:56:00 NDIA	End Date 19.06.2020 08:00:00 INDIA

In Live Auction cockpit bidder can has to put the price in bid price column and then press enter.

Live Auction Cockpit	N.		X	A		
Name: Testing PART 1.0 Number: 8500000172 Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding Currency: INR Description: -			Requester : Start Date : End Date : Time Remaining : Status :	SJVN Ltd. 16.06.2020 21:56:00 GMT+05:3/ 19.06.2020 08:00:00 GMT+05:3/ 2 Days 09:54:48 Active	0	
Item Description Quantity Unit Price Unit Start Price Decrement Company R	ank My Bid N	ly Bid Value	Bid Price			
1.1 Total Amount 1.00 Number 1 1,000.00	-		900.00			
						]
Total Value of My Bids	0.00	Total Bid Value		900.00	Submit	
Details Calculation History						
Details for Item 2-Total Amount Quantity 1 00 Unit Number			Start Price 1,	000.00		
Decrement 0.00			Revision Level - Supplier Text -			
oundry net						
Chat and System Messages			"hat and System	messages are displayed be	ders 2 Purcha	ser Status Online

System will ask the confirmation of the bid amount entered by the bidder, Click on Ok.





Ry history tab hidder can view all hids with reference to the live auction

Testing PAPT 1.0		///		Vin Will	
9500000470				Requester : SJVN Ltd. Start Date : 16.06.2020 21:	56:00 GMT+05:30
Profile : Reverse auction with t	oroken lot, full quantity, anonymous biddin	ng		End Date : 19.06.2020 08: Time Remaining : 2 Dave 09:53	00:00 GMT+05:30
ncy: INR iption: -				Status : Active	
Description Quantity U	nit Price Unit Start Price Decreme	ent Company Rank My Bid My	Bid Value Company Best Bid	Bid Price	
Total Amount 1.00 Nur	mber 1 1,000.00 18.	.00 1 900.00	900.00 900.00		
Value of My Bids		900.00	Total Bid Value		Submit
		300.00			Subinit
Details Calculation	History Bidder	Bid Price	Bid Date		
ORPORATION BANK	Amit Kumar	900.00 1	6.06.2020 22:06:46 GMT+05:30		
		*			