

SJVN Limited
E-Tendering Applications
Bidder Manual





Bidder Manual

TATA CONSULTANCY SERVICES

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



Bidder Manual

TATA CONSULTANCY SERVICES

Document Notice

Notice

© 2022 Tata Consultancy Services Limited

This is a controlled document. Unauthorized access, copying, replication or usage for a purpose other than for which it is intended, are prohibited.

All trademarks that appear in the document have been used for identification purposes only and belong to their respective companies.

SJVN



Contents

1.	System Readiness.....	1
2.	Purpose	1
3.	Operating System	1
4.	Web Browser	1
4.1	Version	1
4.2	Run as Administrator mode	3
4.3	Compatibility View	4
4.4	Browser Security Settings	5
5.	Adobe Reader	9
6.	Java.....	9
6.1	Java Version	9
6.2	Java in Control Panel.....	9
6.3	Security Settings for Java version 8	10
7.	Installation of Digital Certificate	12
8.	Microsoft Visual C++ 2010 Redistributable Package (x86)	13
9.	References/Resources	14
10.	Supplier Registration and Validation	15
10.1	Supplier Registration	15
11.	Submit Initial Registration Form	15
12.	Submit Questionnaire	17
13.	Receive Login Credentials	19
13.1	Validation	21
13.1.1	Bidder Logging on	23
13.1.2	Reset Password	24
13.1.3	Mapping of Digital Signature.....	25
13.1.4	Validations:	26
13.1.5	RFx Details	27
13.1.6	View RFx Details	28
13.1.7	FI bid screen:.....	30
13.1.8	Normal single envelope bid screen:.....	30



Bidder Manual

TATA CONSULTANCY SERVICES

13.1.9	Percentage based single envelope:	30
13.1.10	Response Creation.....	31
13.1.11	FI bid screen:	32
13.1.12	Submission of Price.....	33
13.1.13	FI Single envelope bid:	33
13.1.14	Normal Single envelope bid:.....	33
13.1.15	Percentage based single envelope bid:.....	34
13.1.16	Note:	36
13.1.17	Validation:	37
13.1.18	Final Submission:	39
13.1.19	Important Note:	41
13.1.20	Flow Diagram	43
13.1.21	Bid Submission by Bidder	44
13.1.22	Logging on	44
13.1.23	Reset Password.....	45
13.1.24	Mapping of Digital Signature	46
13.1.25	Validations:	47
13.1.26	RFx Details.....	48
13.1.27	View RFx Details.....	49
13.1.28	Response Creation.....	50
13.1.29	Tender Fees:	51
13.1.30	Other Validations:	54
13.1.31	EMD Payment	55
13.1.32	Other Validations:	58
13.1.33	Qualifying criteria parameters:	58
13.1.34	Notes and Documents:.....	59
13.1.35	Other Validations:	60
13.1.36	Submission of Price.....	61
13.1.37	Percentage Bid:	61
13.1.38	Note:	63
13.1.39	Validation:	65



Bidder Manual

TATA CONSULTANCY SERVICES

13.1.40	Final Submission:	65
13.1.41	Important Note:	68
13.1.42	Validations for Bidder:	68
13.1.43	Auction Bidder View:	69

SJVN

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 involving digital signing, decryption and encryption. E-procurement application for SJVN Limited is accessed from URL: <https://etender.sjvn.co.in/>.

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: <https://etender.sjvn.co.in/>.

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 by Microsoft Corporation™ (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>

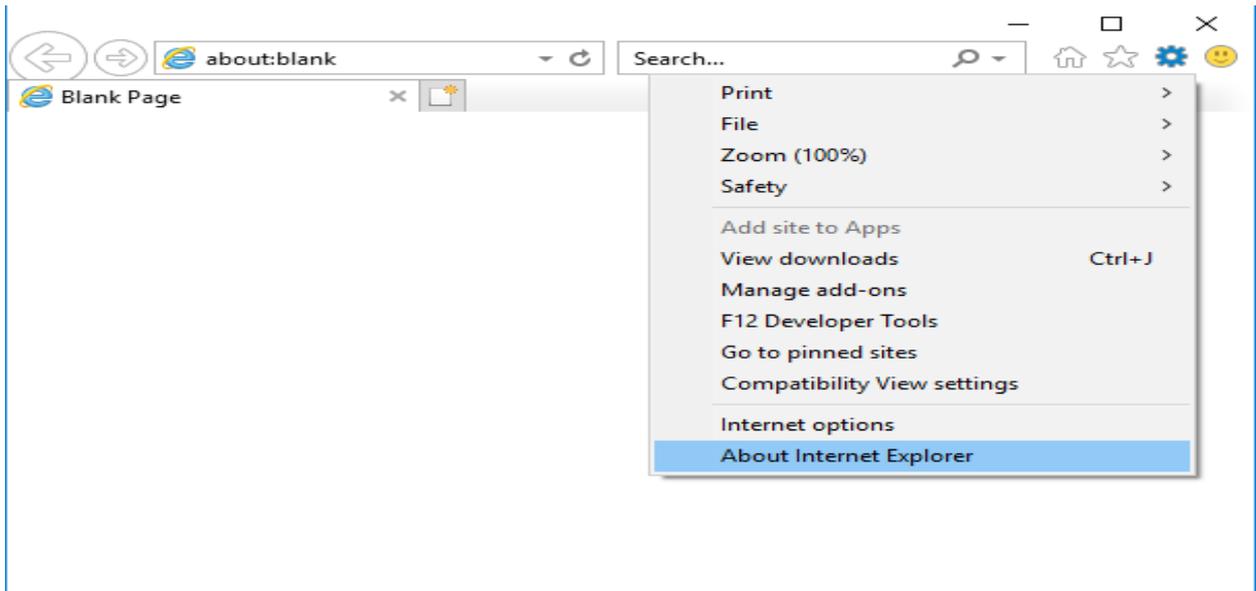
4.1 Version

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



Bidder Manual

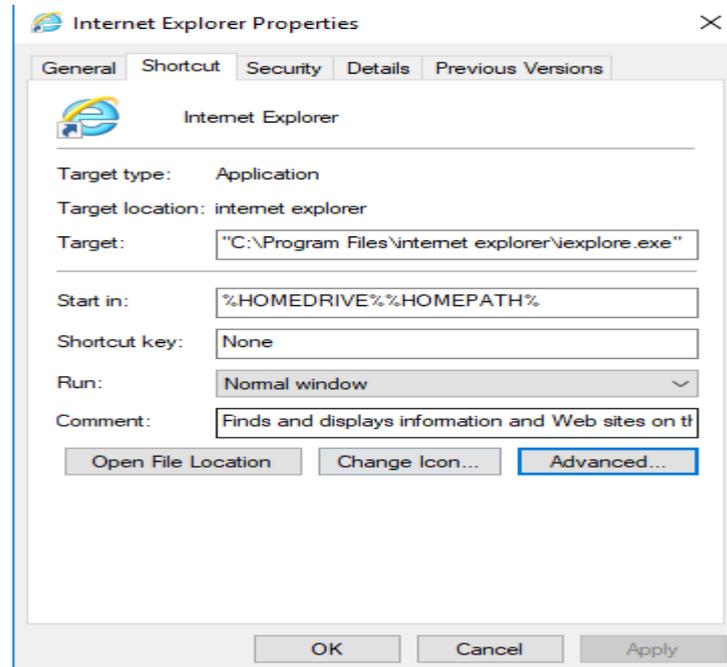
TATA CONSULTANCY SERVICES



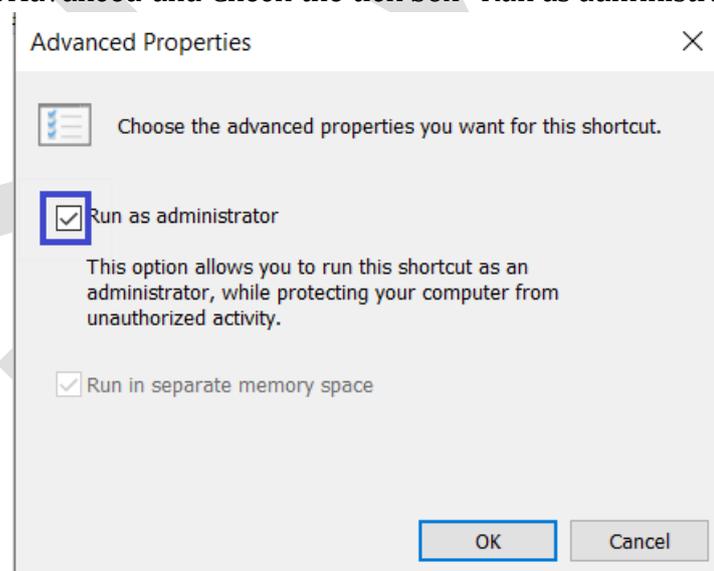
4.2 Run as Administrator mode

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



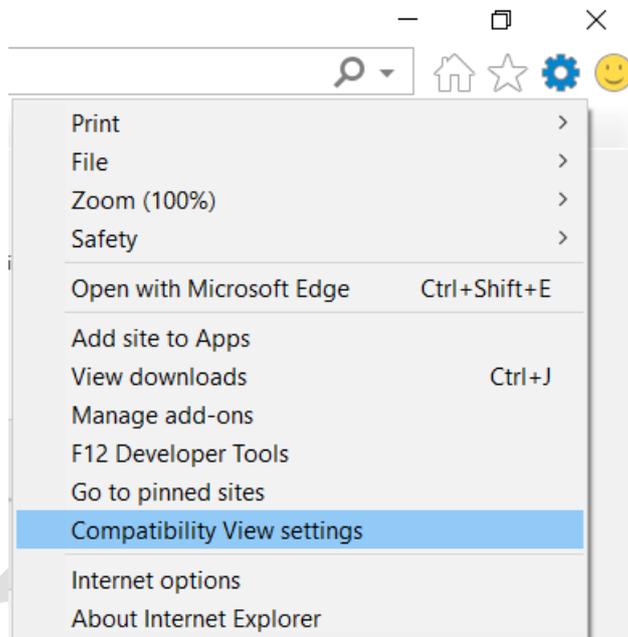
- Then click on Advanced and Check the tick box "Run as administrator"



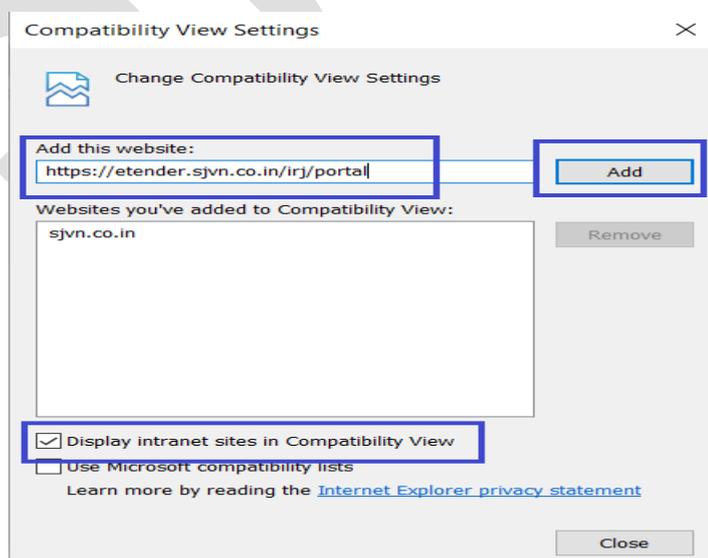
4.3 Compatibility View

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

Go to Tools → Compatibility view setting

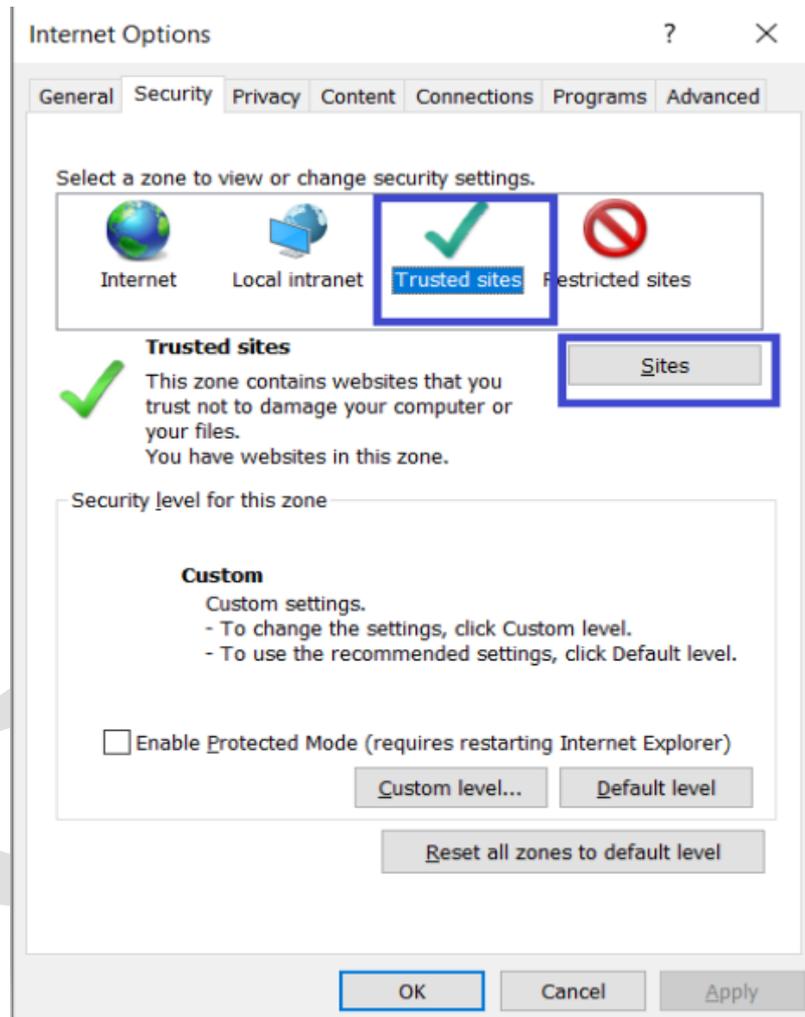


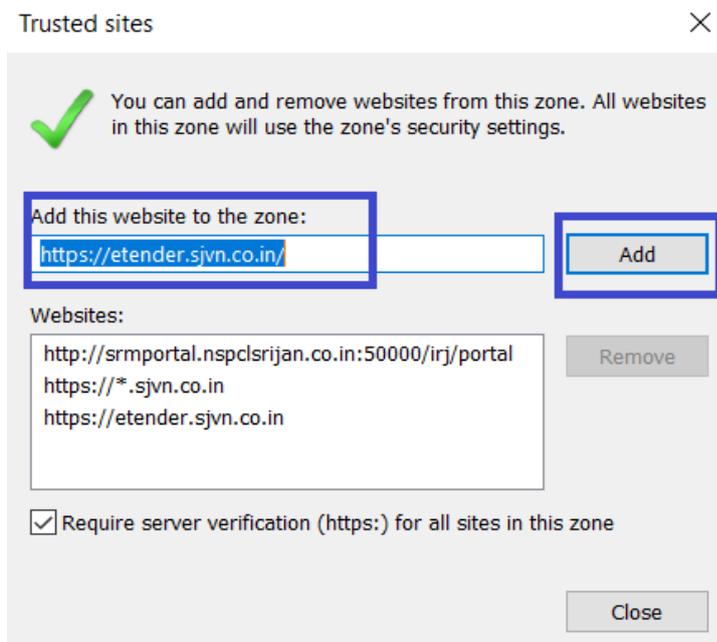
In the “Add this website”, please type: <https://etender.sjvn.co.in/irj/portal> and click on “Add”.



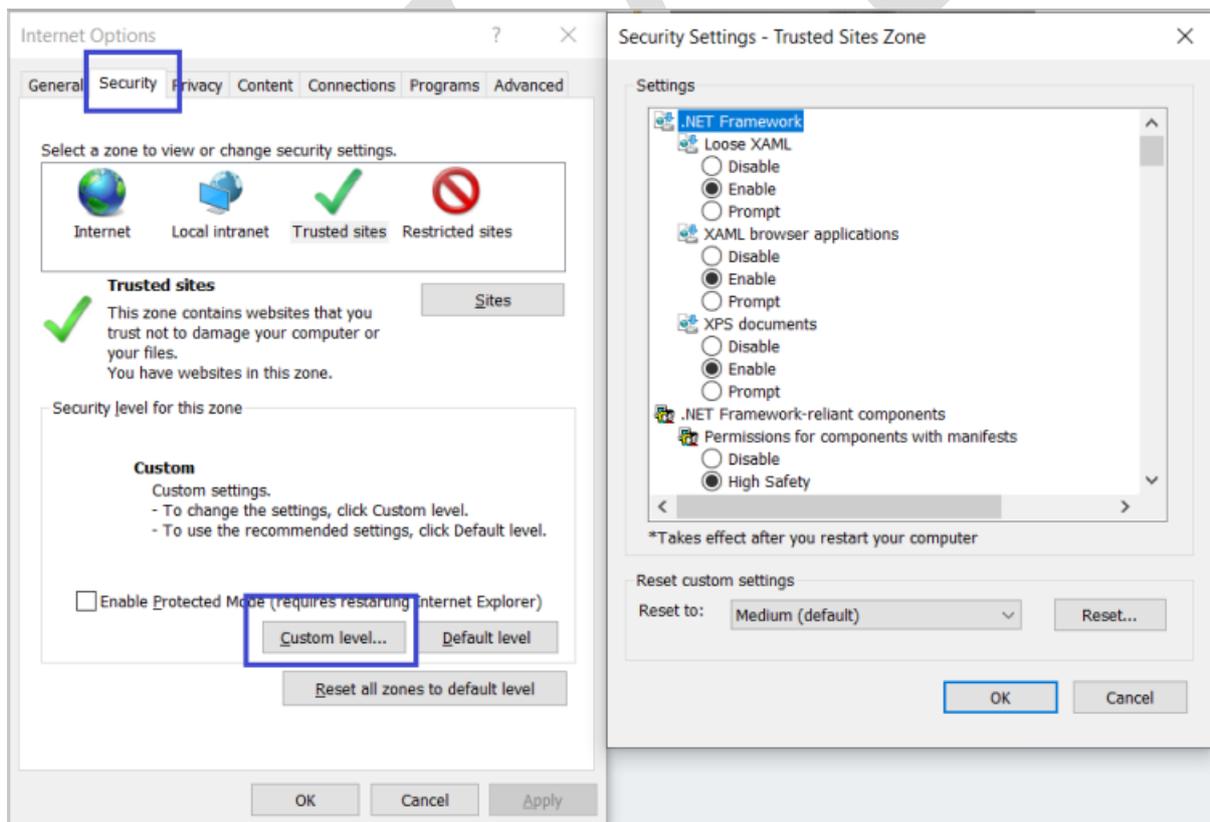
4.4 Browser Security Settings

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.





Further security setting of explorer to be adjusted as below



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



Bidder Manual

TATA CONSULTANCY SERVICES

The screenshot displays the Internet Options dialog box with the Content Advisor tab selected. The settings are as follows:

- .NET Framework**
 - Loose XAML: Disable, Enable, Prompt
 - XAML browser applications: Disable, Enable, Prompt
 - XPS documents: Disable, Enable, Prompt
 - .NET Framework-reliant components
 - Permissions for components with manifests: Disable, High Safety
- .NET Framework-reliant components**
 - Permissions for components with manifests: Disable, High Safety
 - Run components not signed with Authenticode: Disable, Enable, Prompt
 - Run components signed with Authenticode: Disable, Enable, Prompt
 - ActiveX controls and plug-ins
 - Allow ActiveX Filtering: Disable, Enable
 - Allow previously unused ActiveX controls to run without prompt: Disable, Enable
- Content Advisor**
 - Allow previously unused ActiveX controls to run without prompt: Disable, Enable
 - Allow Scriptlets: Disable, Enable, Prompt
 - Automatic prompting for ActiveX controls: Disable, Enable
 - Binary and script behaviors: Administrator approved, Disable, Enable
 - Display video and animation on a webpage that does not use ActiveX: Disable, Enable
- ActiveX**
 - Download signed ActiveX controls: Disable, Enable, Prompt
 - Download unsigned ActiveX controls: Disable, Enable, Prompt
 - Initialize and script ActiveX controls not marked as safe for scripting: Disable, Enable, Prompt
 - Only allow approved domains to use ActiveX without prompt: Disable, Enable
 - Run ActiveX controls and plug-ins: Administrator approved, Enable, Prompt
- Content Advisor**
 - Run ActiveX controls and plug-ins: Administrator approved, Disable, Enable, Prompt
 - Run antimalware software on ActiveX controls: Disable, Enable
 - Script ActiveX controls marked safe for scripting*: Disable, Enable, Prompt
 - Downloads
 - File download: Disable, Enable
 - Font download: Enable, Disable, Prompt
- Font download**
 - Font download: Disable, Enable, Prompt
- Enable .NET Framework setup**
 - Enable .NET Framework setup: Disable, Enable
- Miscellaneous**
 - Access data sources across domains: Disable, Enable, Prompt
 - Allow dragging of content between domains into separate windows: Disable, Enable
 - Allow dragging of content between domains into the same window: Disable, Enable



Bidder Manual

TATA CONSULTANCY SERVICES

Allow META REFRESH
 Disable
 Enable

Allow scripting of Microsoft web browser control
 Disable
 Enable

Allow script-initiated windows without size or position constraints
 Disable
 Enable

Allow the TDC Control
 Disable
 Enable

Allow webpages to use restricted protocols for active content
 Disable
 Enable
 Prompt

Allow websites to open windows without address or status bar
 Disable
 Enable

Display mixed content
 Disable
 Enable
 Prompt

Don't prompt for client certificate selection when only one certificate is available
 Disable
 Enable

Drag and drop or copy and paste files
 Disable
 Enable
 Prompt

Enable MIME Sniffing
 Disable
 Enable

Include local directory path when uploading files to a server
 Disable
 Enable

Launching applications and unsafe files
 Disable
 Enable
 Prompt

Launching programs and files in an IFRAME
 Disable
 Enable
 Prompt

Navigate windows and frames across different domains
 Disable
 Enable
 Prompt

Render legacy filters
 Disable
 Enable

Render legacy filters
 Disable
 Enable

Submit non-encrypted form data
 Disable
 Enable
 Prompt

Use Pop-up Blocker
 Disable
 Enable

Use Windows Defender SmartScreen
 Disable
 Enable

Userdata persistence
 Disable
 Enable

Websites in less privileged web content zone can navigate in
 Disable
 Enable

Websites in less privileged web content zone can navigate in
 Disable
 Enable
 Prompt

Scripting

Active scripting
 Disable
 Enable
 Prompt

Allow Programmatic clipboard access
 Disable
 Enable
 Prompt

Allow status bar updates via script
 Disable
 Enable

Allow websites to prompt for information using scripted windows
 Enable
 Disable

Enable XSS filter
 Disable
 Enable

Scripting of Java applets
 Disable
 Enable
 Prompt

User Authentication

Logon
 Anonymous logon
 Automatic logon only in Intranet zone
 Automatic logon with current user name and password
 Prompt for user name and password

Takes effect after you restart your computer

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

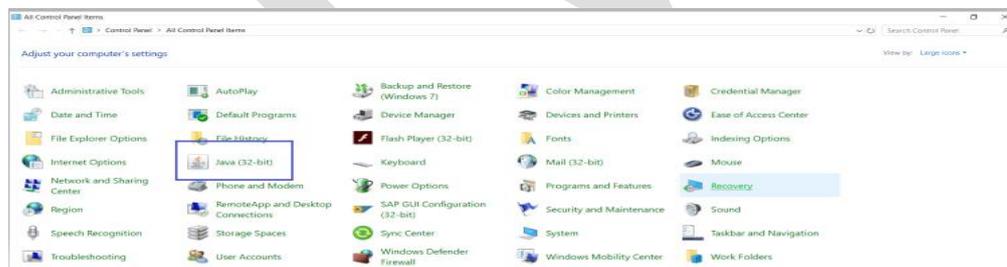
Java version should be at least 8. For Java download please go to URL

<https://www.java.com/en/download/>

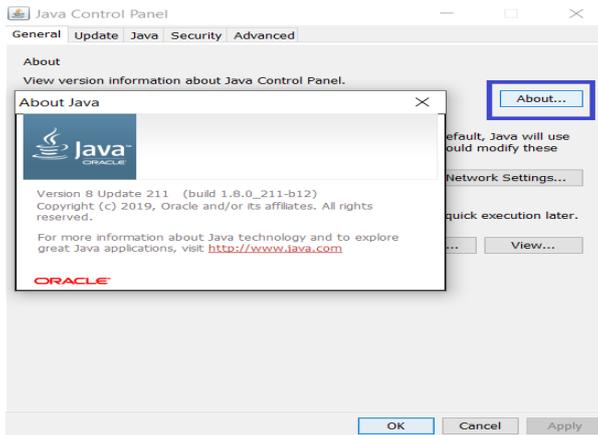
6.2 Java in Control Panel

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.

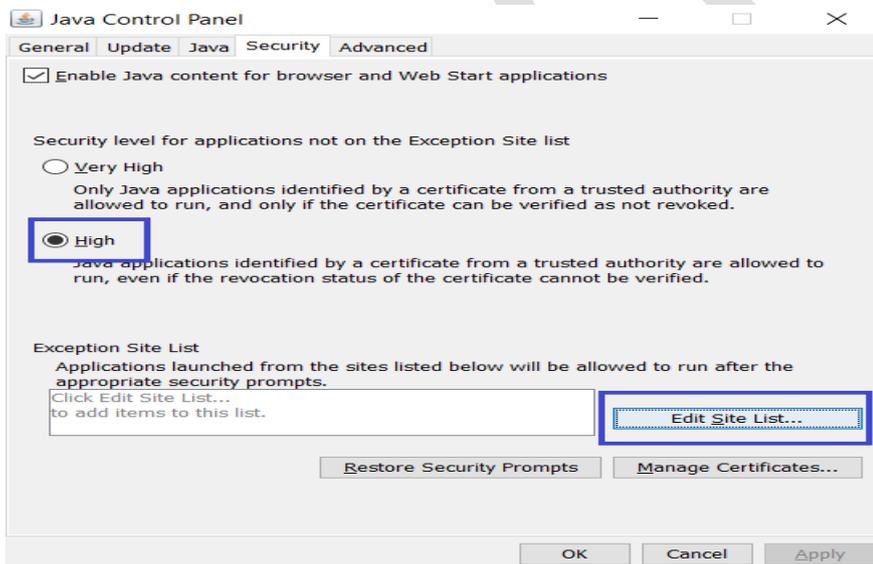


You can check version using the option as below

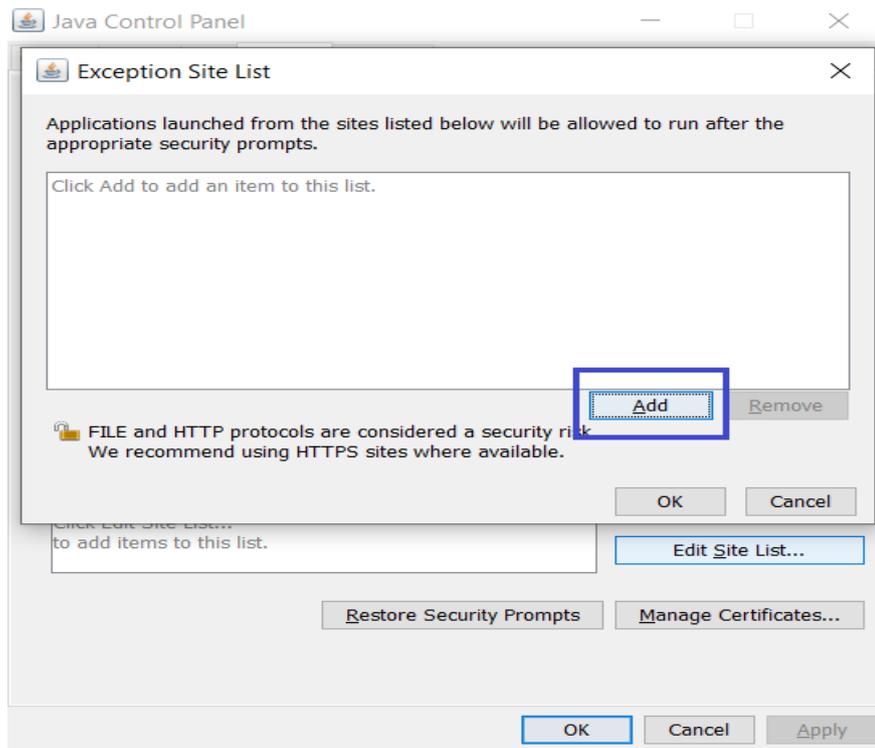


6.3 Security Settings for Java version 8

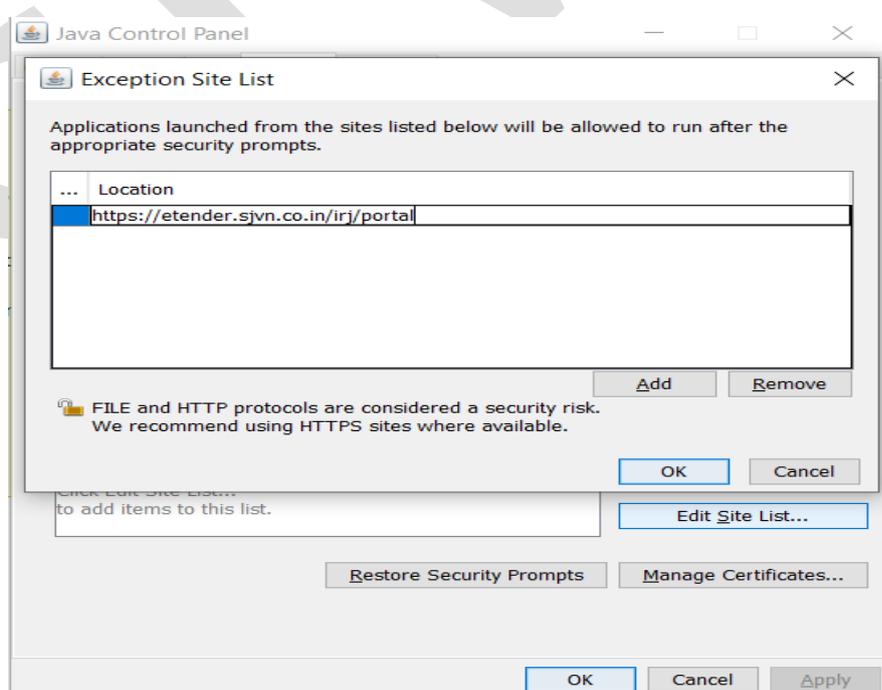
Please click on “High” then click on “Edit Site List”.



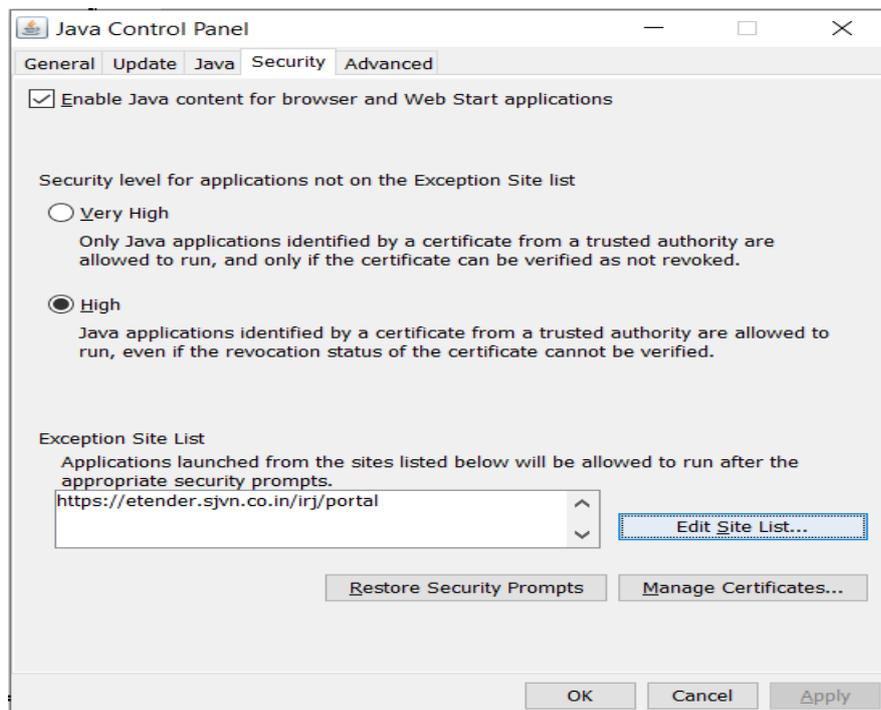
Now Click on “Add”



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



Click on “Ok”.



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

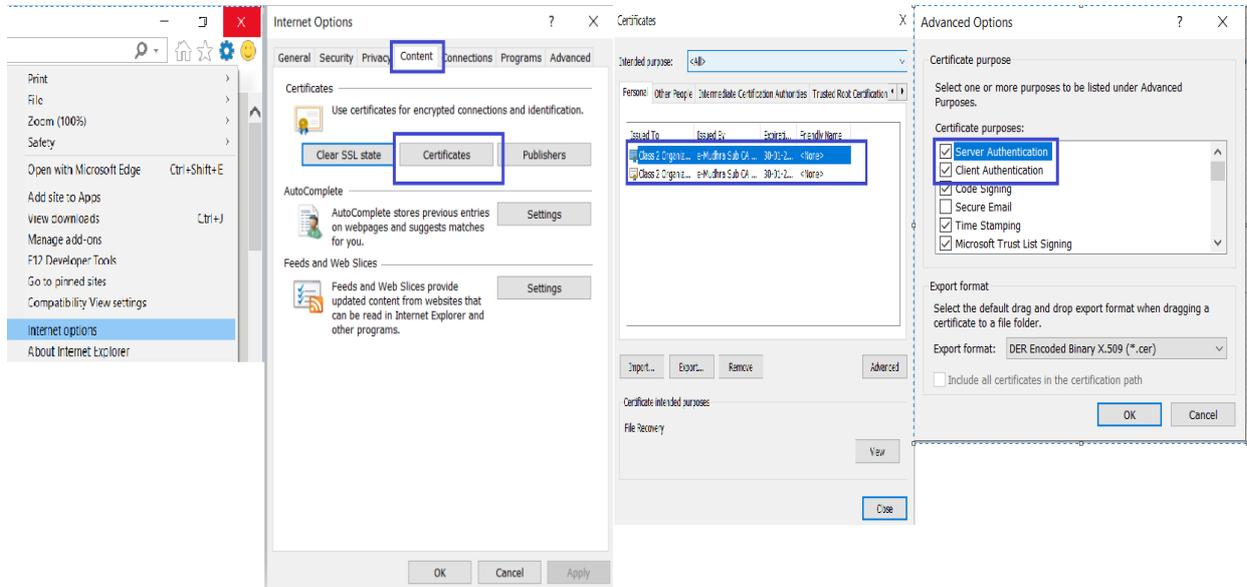
http://cca.gov.in/licensed_ca.html

- 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:

Open IE → Tools → Internet options → Content → 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.

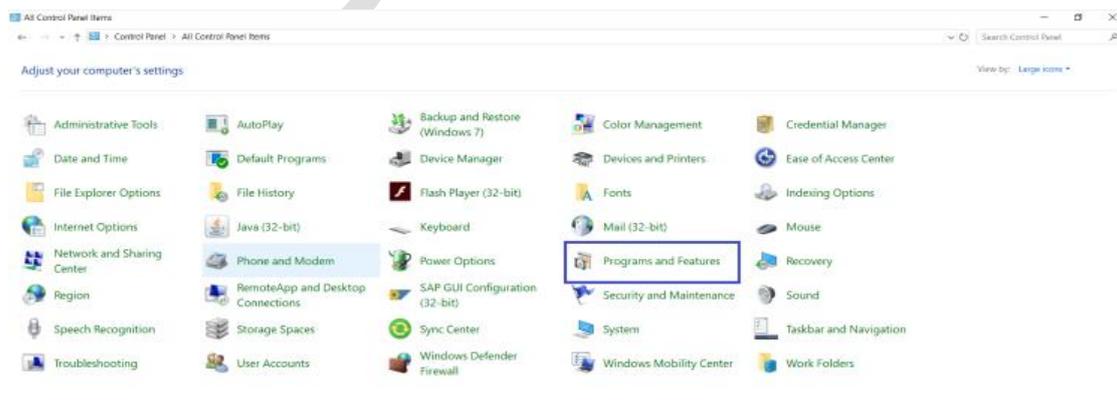


Further click on: Advanced → Click Check Box → Server Authentication and Client Authentication → Ok

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:





Programs and features

FortiClient 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
Microsoft Office Standard 2010	Microsoft Corporation	24-09-2019		14.0.4763.1000
Microsoft OneDrive	Microsoft Corporation	23-03-2020	137 MB	10.232.1124.0010
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 (x86) - 14.11.25925	Microsoft Corporation	24-09-2019	23.3 MB	14.11.25925.0
Notepad++ (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
SAP Business Client 6.5	SAP SE	24-09-2019		6.5 PL5
SAP 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		
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: <https://www.microsoft.com/en-ie/download/details.aspx?id=26999>

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?sap-client=100&WDUIGUIDELINE=FIORI#

SAP Supplier Self-Registration

Send Close

Welcome to SJVN Vendor Registration Portal

* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name:

* Language: EN

Address

* Country:

* Region:

District:

* Postal Code / City:

Company Postal Code:

* Street/House Number:

Street Prefix:

Street Suffix:

Building/Floor/Room:

PO Box Address

PO Box: Without Number:

Country:

Postal Code / City:

Communication

* Phone Number:

Fax Number:

* E-Mail Address:

Additional Information

* PAN Number:

TAN Number:

* Person Category:

* GST Number:

Small and medium enterprise:

Women Owned:

Make in India:



Contact Person Information

* First Name:
* Last Name:
* Form of Address:
Academic Title:
Department:

* Phone Number:
Fax Number:
* E-Mail Address:
* Language:
* Country:

Product Categories Provided

Material Service Works

Attachment

File Name

Notes

Declaration

* Yes, I have read the data privacy statement and accept the terms.:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting I am aware 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>) and accept the terms.

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

Format of GSTIN

22 AAAAAA0000A 1 Z 5



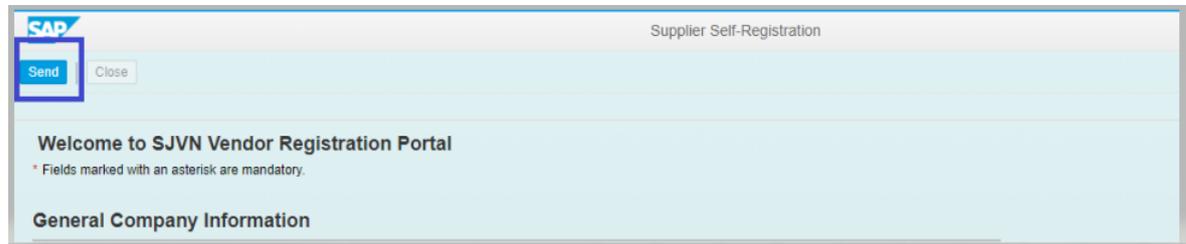
3. Any other relevant documents



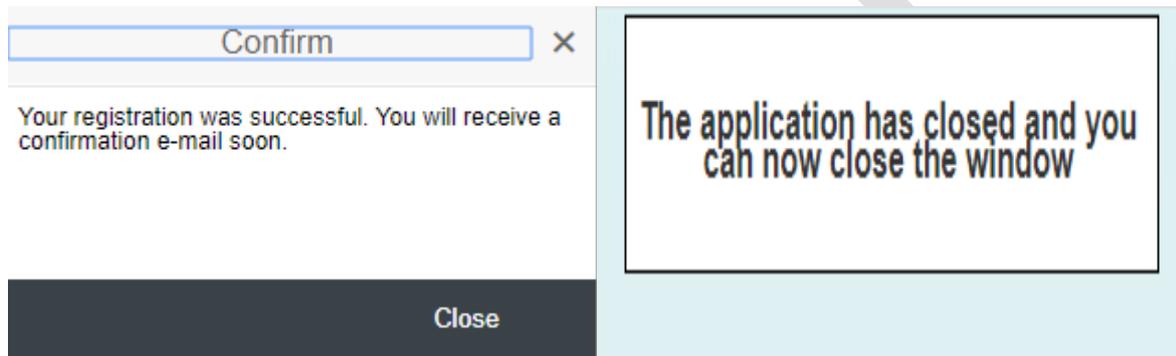
Bidder Manual

TATA CONSULTANCY SERVICES

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



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



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.



Bidder Manual

TATA CONSULTANCY SERVICES

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 'Send 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 below link

Use the following URL to navigate to the questionnaire.
<https://WEBPORTAL.SJVN.CO.IN/sap/bc/bsp/sap/uws_form_public/page1.htm?uws_application=ROS_QUESTIONNAIRES&uws_mode=MAINTAIN&uws_refguid=005056ACA1041EDA9CECD8BC06A84E4D&sap-client=100&sap-language=EN&CalledAsBSP=X>
This e-mail has been generated automatically. Please do not reply.

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 Generic Questionnaire

Type Of Vendor *

- Domestic
- International

Name of Directors/Partners/Proprietors

SL	Name	Partners
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

Nature of Business

Manufacturer
 Authorized Distributor
 Trader
 Service Provider
 Transporter
 Excise Consultancy
 Sales Related Consultancy
 Paint Related Consultancy
 Contractor
 Labour Contractor
 Others

[Send Questionnaire](#)



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

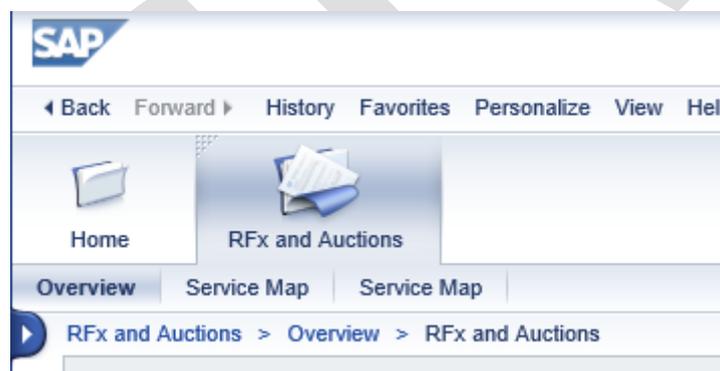
Once you have submitted your details, the same will go through an internal evaluation process. Once evaluation process is complete, you will receive the username and password on the contact person email ID.

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.

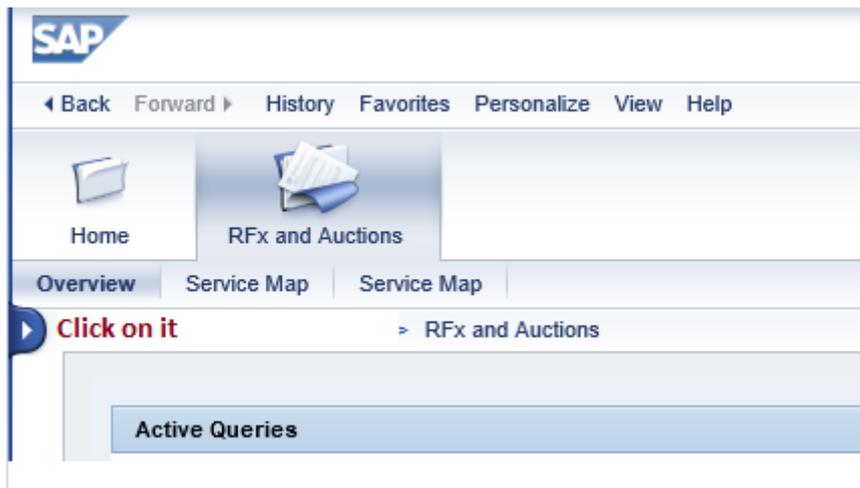
Go to URL: <https://etender.sjvn.co.in/>

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**”



The Navigation panel will open and click on **“Display Company Data”**



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



Bidder Manual

TATA CONSULTANCY SERVICES

Display Bidder : 3000032

Edit | Close Delete System Information Create Memory Snapshot

Business Partner Type Bidder Document Date 31.03.2020 Business Partner Number 3000032 Name of Business Partner ABC Bank

Company Data Bidder Data

Company Data Contact Data

Basic Data

* Company Name 1: ABC Bank * Central Organizational Object for Bidder: 50000637
Company Name 2: . Industry Sector: .
* Language: EN English DUNS Number: .
Partner Number: 3000032 Print Format: .
Search Term 1: ABC BANK Tax Jurisdiction: .
Search Term 2: ROS-105
c/o: .
Street Prefix: . PO Box: .
Street: Circular Road PO Box Without Number: No
Street Suffix: . PO Box Postal Code: .
House Number: 1/A PO Box Location: .
District: . PO Box Country: .
Postal Code: 110001 Company Post Code: .
* City: Delhi Building Code: .
* Country: IN India Floor: .
Region: 07 Delhi Room Number: .

▶ Status of Business Partner

▶ Business Partner Type

13.1 Validation

Please check the below screenshots and validation maintained during Supplier Registration

SAP Supplier Self-Registration

Send Close

Welcome to SJVN Vendor Registration Portal

* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name: .
* Language: EN

Address

* Country: .
* Region: .
District: .
* Postal Code / City: .
Company Postal Code: .
* Street/House Number: .
Street Prefix: .
Street Suffix: .
Building/Floor/Room: .

PO Box Address

PO Box: . Without Number:
Country: .
Postal Code / City: .

Communication

* Phone Number: .
Fax Number: .
* E-Mail Address: .

Additional Information

* PAN Number: .
TAN Number: .
* Person Category: .
* GST Number: .
Small and medium enterprise:
Women Owned:
Make in India:



Bidder Manual

TATA CONSULTANCY SERVICES

Contact Person Information

* First Name:

* Last Name:

* Form of Address:

Academic Title:

Department:

* Phone Number:

Fax Number:

* E-Mail Address:

* Language:

* Country:

Product Categories Provided

Material Service Works

Attachment

File Name

Notes

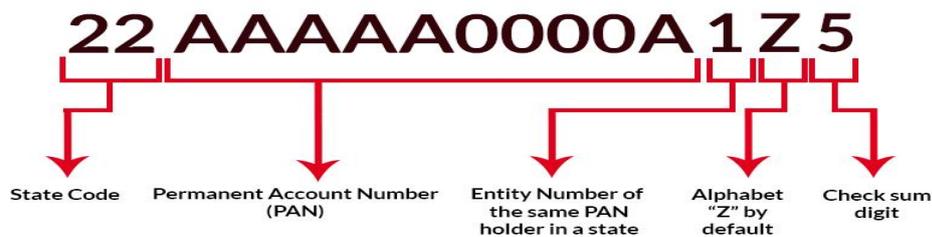
Declaration

* Yes, I have read the data privacy statement and accept the terms.:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting I am aware 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>) and accept the terms.

- a) All * marks fields are mandatory.
- b) Duplicate Phone No and E-mail address is not allowed.
- c) PAN no should not be duplicate
- d) GST no as per the Govt. guidelines.

Format of GSTIN





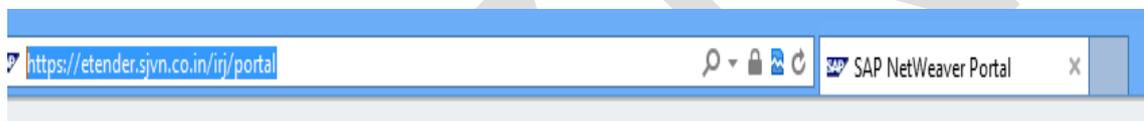
- e) Attachment is mandatory. Maximum file size should not exceed 10MB. Acceptable file types (.txt, .zip, .pdf, .jpeg, .jpg, .gif, .bmp, .png, .tif, .tiff, .doc, .xls, .ppt, .pps, .dxf, .docx, .xlsx, .eml)

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: <https://etender.sjvn.co.in/>



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 *

Forgot Password? [Click here to reset Password](#)

Copyright © SJVN. All Rights Reserved.

Click on **Log On**





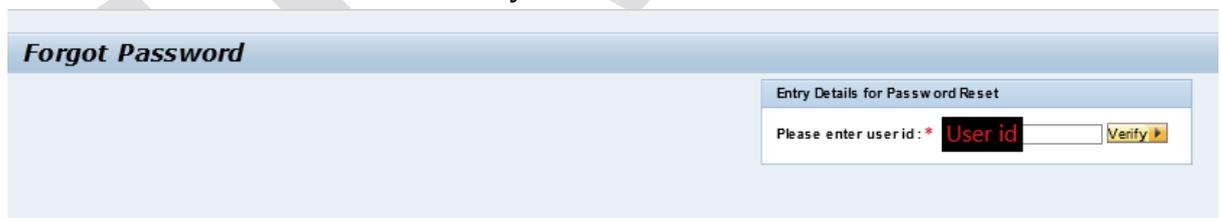
13.1.2 Reset Password

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.

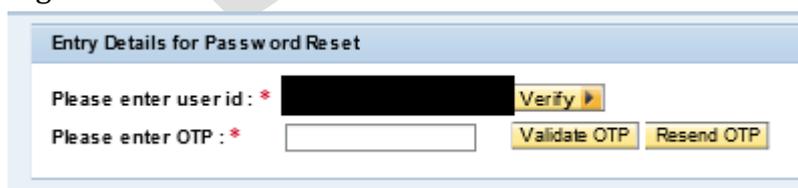
As per image below click on reset password system will redirect you to new page:



Please enter User Id → Click on Verify



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





Bidder Manual

TATA CONSULTANCY SERVICES

Click on validate OTP → System will ask to enter new password and re-enter new password → Click on Change password

Forgot Password

Entry Details for Password Reset

Please enter user id : *

Please enter OTP : *

Please enter new password : *

Please reenter new password : *

System will prompt message on successful password change.

✔ Your Passw ord has been changed now

Entry Details for Password Reset

Please enter user id : *

Please enter OTP : *

Please enter new password : *

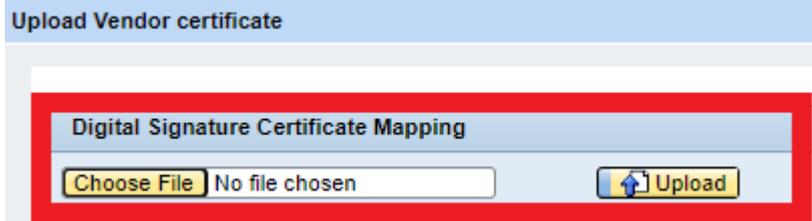
Please reenter new password : *

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.

Active Certificate	Serial No	Certificate Valid From	Certificate Valid To	Subject
<input checked="" type="checkbox"/>	02FDD727	24.03.2020	24.03.2022	CN=Mahender Kumar, SN=03008950525e2b6603a85999a366a03eb077e6776a4405615330e86610, SP=Himachal Pradesh, postalCode=171006, telephoneNumber=+47557...
<input type="checkbox"/>	F87213	31.01.2019	30.01.2022	CN=Class 2 Organization Test, SN=8167cc69657a8e8ec8b704f13a1a465026075ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=...
<input type="checkbox"/>	F87232	31.01.2019	30.01.2022	CN=Class 2 Organization Test, SN=8167cc69657a8e8ec8b704f13a1a465026075ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=...
<input type="checkbox"/>	F87213	31.01.2019	30.01.2022	CN=Class 2 Organization Test, SN=8167cc69657a8e8ec8b704f13a1a465026075ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=...
<input type="checkbox"/>	F87232	31.01.2019	30.01.2022	CN=CLASS 2 ORGANIZATION TEST, SN=81D7CC68D57ABE8ECF87874F13A1A465026075EC4AA25D03556E473BAE03333D, SP=KARNATAKA, POSTALCODE=560103, OU=C...
<input type="checkbox"/>	F87213	31.01.2019	30.01.2022	CN=Class 2 Organization Test, SN=8167cc69657a8e8ec8b704f13a1a465026075ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=...



Click on Log (after filling user id, password and OTP → Click on certificate upload → Click on Choose file (.cer file) → 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 → Refresh → 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 \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFXs - All

[Hide Quick Criteria Maintenance](#) [Change Query](#) [Define New Query](#) [Personalize](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

View: [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#)

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	8400000054	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	8400000053	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	8400000047	Submitted	1	1	0	14:00:00	15:00:00
8000000003	FI Bid I	Single Envelop RFX	Published	26.03.2020	27.03.2020	8400000038	Submitted	1	1	0	22:30:00	16:00:00

All RFX as per search criteria displayed



The screenshot shows the 'RFx and Auctions' overview page. It includes a navigation bar with 'Home' and 'RFx and Auctions' tabs, and a sub-menu with 'Overview', 'Service Map', and 'Service Map'. The main content area is titled 'Active Queries' and shows counts for 'eRFxs' and 'eAuctions'. Below this is a table titled 'eRFxs - All' with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End time. The table contains four rows of data, with the first row highlighted in yellow.

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 part1	Single Envelop RFx	Published	28.03.2020	29.03.2020		No Bid Created	1		0	18:00:00	18:00:00
8000000020	Final Testing Part 2	Single Envelop RFx	Published	27.03.2020	27.03.2020	8400000052	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	8400000044	Submitted	1	1	0	14:00:00	15:00:00
8000000003	FI Bid1	Single Envelop RFx	Published	26.03.2020	27.03.2020	8400000029	Submitted	1	1	0	22:30:00	16:00:00

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:

Or

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



Bidder Manual

TATA CONSULTANCY SERVICES

The screenshot shows the 'RFx and Auctions' section of the application. The 'Active Queries' section indicates 4 eRFxs (All) and 0 eAuctions (All). The 'eRFxs - All' section displays a table of events. The first row is highlighted, and the 'Display Event' button is highlighted in red.

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		No Bid Created	1		0	18:00:00	18:00:00
8000000020	Final Testing Part 2	Single Envelop RFx	Published	27.03.2020	27.03.2020	8400000052	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	8400000044	Submitted	1	1	0	14:00:00	15:00:00
8000000003	FI Bid I	Single Envelop RFx	Published	26.03.2020	27.03.2020	8400000029	Submitted	1	1	0	22:30:00	16:00:00

Last Refresh 28.03.2020 20:39:56 INDIA Refresh

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:

RFx | History | Back | Forward | Open side panel

Display RFx :

Print Preview | Close | Participate | Do Not Participate | Tentative | Create Response | Verify Signature | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

RFx Number 800000481 | RFx Name Testing for bidder manual | RFx Status Published | RFx Start Date 23.03.2020 10:45:00 INDIA
 Submission Deadline 24.03.2020 11:00:00 INDIA | Remaining Time 1 Days 00:05:56 | 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: 23.03.2020 10:45:00
 * Submission Deadline Date and Time: 24.03.2020 11:00:00 | Percentage Bid:
 Pre Bid Start Date and Time: 00:00:00 | Investment Amount: 1,000,000.00
 Pre Bid End Date and Time: 00:00:00
 Price Opening Date and Time: 24.03.2020 11:05:00
 Currency: INR
 Document Download End Date and Time: 00:00:00
 Bid Validity (In Days): 000

13.1.8 Normal single envelope bid screen:

Display RFx :

Print Preview | Close | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

RFx Number 800000630 | RFx Name TESTING FOR SRS | RFx Status Published | RFx Start Date 05.11.2020 15:30:00 INDIA | Submission Deadline 06.11.2020 15:00:00 INDIA | Remaining Time 0 Days 22:46:42
 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 | Conditions

Time Zone: INDIA
 Start Date and Time: 05.11.2020 15:30:00 | Percentage Bid:
 * Submission Deadline Date and Time: 06.11.2020 15:00:00
 Pre Bid Start Date and Time: 00:00:00
 Pre Bid End Date and Time: 00:00:00
 Price Opening Date and Time: 06.11.2020 15:01:00
 Currency: INR
 Document Download End Date and Time: 00:00:00
 Bid Validity (In Days): 000

13.1.9 Percentage based single envelope:

Display RFx :

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 Name Percentage bid for SRS | RFx Status Published | RFx Start Date 05.11.2020 15:30:00 INDIA | Submission Deadline 06.11.2020 15:00:00 INDIA | Remaining Time 0 Days 22:45:53
 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 | Conditions

Time Zone: INDIA
 Start Date and Time: 05.11.2020 15:30:00 | Percentage Bid:
 * Submission Deadline Date and Time: 06.11.2020 15:00:00
 Pre Bid Start Date and Time: 00:00:00
 Pre Bid End Date and Time: 00:00:00
 Price Opening Date and Time: 06.11.2020 15:01:00
 Currency: INR
 Document Download End Date and Time: 00:00:00
 Bid Validity (In Days): 000

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



Bidder Manual

TATA CONSULTANCY SERVICES

Display RFX : Open side panel

RFX Number: 800000021 RFX Name: Testing for bidder manual part I RFX Status: Published RFX Start Date: 28.03.2020 18:00:00 INDIA Submission Deadline: 01.04.2020 18:00:00 INDIA Remaining Time: 2 Days 02:24:36
 RFX Owner: SJVN PURCHASER3 RFX Version Number: 2 RFX Version Type: Active Version

▼ Item Overview

Line Number	Item Type	Product ID	Description	Lot	Allow RFX Response Modification	Product Category	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Number
0001	Outline		7-14 DAYS	<input type="checkbox"/>	<input type="checkbox"/>		0.000		INR		0	0	1
0001.AA	Service		<Rs 2CR	<input type="checkbox"/>	<input type="checkbox"/>	9000	1	NO	INR		0	0	2
0001.AB	Service		Rs 2 CR < Rs 10 CR	<input type="checkbox"/>	<input type="checkbox"/>	9000	1	NO	INR		0	0	3
0001.AC	Service		Rs 10 CR < Rs 20 CR	<input type="checkbox"/>	<input type="checkbox"/>	9000	1	NO	INR		0	0	4
0001.AD	Service		Rs 20 CR < Rs 50 CR	<input type="checkbox"/>	<input type="checkbox"/>	9000	1	NO	INR		0	0	5
0001.AE	Service		Above Rs 50 CR	<input type="checkbox"/>	<input type="checkbox"/>	9000	1	NO	INR		0	0	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 → Click on Rfx No → Click on Participate. You can view the RFX details

Display RFX :

RFX Number: 8000000492 RFX Name: Testing for Bidder manual Part I RFX Status: Published RFX Start Date: 31.03.2020 21:10:00 INDIA Submission Deadline: 01.04.2020 18:00:00 INDIA Remaining Time: 00:00:00
 RFX Owner: Mr. Sanjay Bhatnagar RFX Version Number: 1 RFX Version Type: Active Version

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):

Percentage Bid:
 Investment Amount:

Display RFX :

You have been registered. You will be informed of RFX changes



Bidder Manual

TATA CONSULTANCY SERVICES

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

Display RFX : Create Bid

Print Preview Close Do Not Participate Tentative **Create Response** Verify Signature Questions and Answers (0) Export System Information Create Memory Snapshot

RFX Number 800000492 RFX Name Testing for Bidder manual Part I RFX Status Published RFX Start Date 31.03.2020 21:10:00 INDIA Submission Deadline 01.04.2020 18:00:00 INDIA Remaining Time 0 Days 20:49:51
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

Pre Bid End Date and Time: 00:00:00

Price Opening Date and Time: 01.04.2020 18:00:01

Currency: INR

Document Download End Date and Time: 00:00:00

Bid Validity (In Days): 000

Percentage Bid:

Investment Amount: 1,000,000.00

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 and Answers (0) System Information Create 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 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

Basic Data Qualifying Criteria Parameters Notes and Attachments

Event Parameters

Currency: Indian Rupee

Miscellaneous Detail

Bank Account No:

Account Holder Name:

Bank Name:

Branch Code:

IFSC Code:

Service and Delivery

Incoterm: FOB Free on Board

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 By: 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 → Item → Fill rates in Interest rate (% means to fill in percentage only)

Create RfX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create 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 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

Item Overview

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
0001.AA	<Rs 2CR	Service		1	NO	0.00		1		17
0001.AB	Rs.2 CR < R...	Service		1	NO	0.00		1		18
0001.AC	Rs.10 CR < ...	Service		1	NO	0.00		1		19
0001.AD	Rs. 20 CR <...	Service		1	NO	0.00		1		20
0001.AE	Above Rs. 5...	Service		1	NO	0.00		1		21
0002	15-29 DAYS	Outline		0.000						2
0002.AA	<Rs 2CR	Service		1	NO	0.00		1		22
0002.AB	Rs.2 CR < R...	Service		1	NO	0.00		1		23
0002.AC	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 → Item → Fill rates in Price column (numeric values) → Tax Code (If applicable Search the tax Code accordingly)



Bidder Manual

TATA CONSULTANCY SERVICES

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX Response Number 8400001174 RFX Number 8000000630 Status In Process Submission Deadline 06.11.2020 15:00:00 INDIA Opening Date 06.11.2020 15:01:00 INDIA Remaining Time 0 Days 23:23:25
 RFX Owner Mr. Sanjay Bhatnagar RFX Response Version Number Active Version RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Item Overview

Details Add New Copy Paste Delete Calculate Value Filter Expand All Collapse All Settings

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	INR		0.00		0.00	0.00	

Total Value 0.00 INR
 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 → RFX Information → Percentage Bid → 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 Status In Process Submission Deadline 06.11.2020 18:00:00 INDIA Remaining Time 0 Days 05:12:41 RFX Owner Mr. Sanjay Bhatnagar
 RFX Response Version Number Active Version RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Basic Data | Qualifying Criteria Parameters | Notes and Attachments | Conditions

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 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: --Select--
 Variation Percentage: 0.00 (Kindly press enter after entering the variation percentage):

Goto → RFX Information → Percentage Bid → Variation type (Select from drop down) → Above/Below/At Par

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 Status In Process Submission Deadline 06.11.2020 18:00:00 INDIA Remaining Time 0 Days 05:12:41 RFX Owner Mr. Sanjay Bhatnagar
 RFX Response Version Number Active Version RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Basic Data | Qualifying Criteria Parameters | Notes and Attachments | Conditions

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 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: --Select--
 Variation Percentage: --Select-- y press enter after entering the variation percentage):
 Above
 Below
 At Par



Bidder Manual

TATA CONSULTANCY SERVICES

Goto → RFX Information → Percentage Bid → Variation type (Select from drop down) → above/Below/At Par → 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 800000634 Status In Process Submission Deadline 06.11.2020 18:00:00 INDIA Remaining Time 0 Days 05:11:35 RFX Owner Mr. Sanjay Bhatnagar

RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Conditions | Tracking

Basic Data | Qualifying Criteria Parameters | Notes and Attachments | Conditions

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 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 → Items → Check the price in each line accordingly

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 800000634 Status In Process Submission Deadline 06.11.2020 18:00:00 INDIA Remaining Time 0 Days 05:11:10 RFX Owner Mr. Sanjay Bhatnagar

RFX Response Version Number Active Version RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Item Overview

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
0001	TESTING	Material		10	1,000,000.00	Below	4.00	NO	100,000.00	INR		1,000,000.00		0.00	1,000,000.00	1

Total Value 1,000,000.00
Tax Value 0.00 INR
Net Amount 1,000,000.00 INR

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.



Bidder Manual

TATA CONSULTANCY SERVICES

Create RFX Response

Submit | **Read Only** | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create 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 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

Item Overview

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
0001_AA	<Rs 2CR	Service		1	NO	0.00		1		17
0001_AB	Rs.2 CR < R...	Service		1	NO	0.00		1		18
0001_AC	Rs.10 CR < ...	Service		1	NO	0.00		1		19
0001_AD	Rs. 20 CR <...	Service		1	NO	0.00		1		20
0001_AE	Above Rs. 5...	Service		1	NO	0.00		1		21
0002	15-29 DAYS	Outline		0.000						2
0002_AA	<Rs 2CR	Service		1	NO	0.00		1		22
0002_AB	Rs.2 CR < R...	Service		1	NO	0.00		1		23
0002_AC	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 → No error → Click on Save → Response no will be generated

Create RFX Response

Submit | Read Only | Print Preview | **Check** | **Close** | **Save** | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX response is complete and contains no errors. [Check Response](#)

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 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

Item Overview

Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number
0014_AC	Rs.10 CR < ...	Service		1	NO	4.00		1		84
0014_AD	Rs. 20 CR <...	Service		1	NO	2.00		1		85
0014_AE	Above Rs. 5...	Service		1	NO	6.00		1		86
0015	One year	Outline		0.000						15
0015_AA	<Rs 2CR	Service		1	NO	1.50		1		87
0015_AB	Rs.2 CR < R...	Service		1	NO	2.25		1		88
0015_AC	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



Bidder Manual

TATA CONSULTANCY SERVICES

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

Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Rem Number
0001	7-14 DAYS	Outline		0.000						1
0001.AA	<Rs 2CR	Service		1	NO		3.60		1	2
0001.AB	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	Rs. 20 CR <Rs 50 CR	Service		1	NO		2.85		1	5
0001.AE	Above Rs. 50 CR	Service		1	NO		2.90 X		1	6

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

Issued To	Veri...	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

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.



Bidder Manual

TATA CONSULTANCY SERVICES

Display RFX Response:

Print Preview | Check Close Export Questions and Answers (0) Decrypt Data System Information Create Memory Snapshot

RFX response is complete and contains no errors

RFX Response Number 8400000049 RFX Number 8000000021 Status Saved Submission Deadline 01.04.2020 18:00:00 INDIA Opening Date 01.04.2020 18:01:00 INDIA Remaining Time 2 Days 02:19:57

RFX Owner SJVN PURCHASER3 RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Notes and Attachments Conditions Summary Tracking

Item Overview

Details Add New Copy Paste Delete Calculate Value Filter Expand All Collapse All Hide Outline Settings

Line Number	Price	Description	Item Type	Product ID	Required Quantity	Unit	Currency	Price Per	Amount with Tax	Internal Item Number
0001		7-14 DAYS	Outline		0.000					1
0001.AA		<Rs 2CR	Service		1	NO			1	2
0001.AB		Rs.2 CR < Rs 10 CR	Service		1	NO			1	3
0001.AC		Rs.10 CR < Rs 20 CR	Service		1	NO			1	4
0001.AD		Rs. 20 CR <Rs 50 CR	Service		1	NO			1	5
0001.AE		Above Rs. 50 CR	Service		1	NO			1	6

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

Display RFX Response:

Edit Print Preview Check Close Export Questions and Answers (0) Decrypt Data System Information Create Memory Snapshot

RFX response is complete and contains no errors

RFX Response Number 8400000049 RFX Number 8000000021 Status Saved Submission Deadline 01.04.2020 18:00:00 INDIA Opening Date 01.04.2020 18:01:00 INDIA Remaining Time 2 Days 02:19:57

RFX Owner SJVN PURCHASER3 RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Notes and Attachments Conditions Summary Tracking

Item Overview

Details Add New Copy Paste Delete Calculate Value Filter Expand All Collapse All Hide Outline Settings

Line Number	Price	Description	Item Type	Product ID	Required Quantity	Unit	Currency	Price Per	Amount with Tax	Internal Item Number
0001		7-14 DAYS	Outline		0.000					1
0001.AA		<Rs 2CR	Service		1	NO			1	2
0001.AB		Rs.2 CR < Rs 10 CR	Service		1	NO			1	3
0001.AC		Rs.10 CR < Rs 20 CR	Service		1	NO			1	4
0001.AD		Rs. 20 CR <Rs 50 CR	Service		1	NO			1	5
0001.AE		Above Rs. 50 CR	Service		1	NO			1	6

System will ask to decrypt the bid.

https://etender.sjvn.co.in/?NavigationTarget=pcdiportal_content/com.sap.pct/specialist/com.sap - Internet Explorer

Please select an appropriate 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 → System will ask to digital sign → Click on Sign

The screenshot shows the 'Item Overview' section of the software. The 'Submit' button is highlighted with a red box. The table below shows the following data:

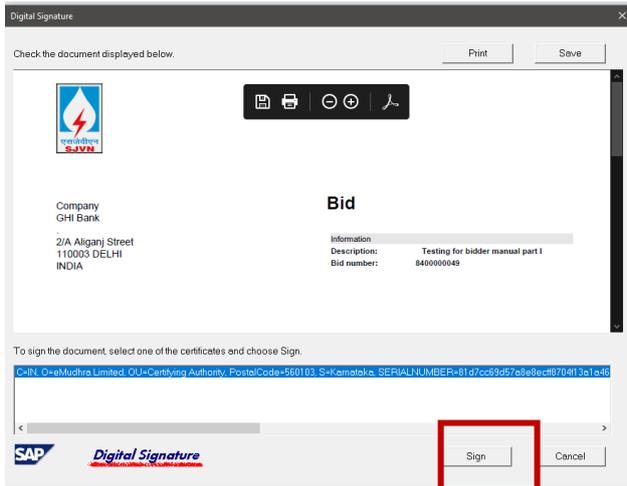
Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number
0001	7-14 DAYS	Outline		0.000						1
• 0001AA	<Rs 2CR	Service		1	NO		3.60		1	2
• 0001AB	Rs.2 CR < Rs 10 CR	Service		1	NO		2.50		1	3
• 0001AC	Rs.10 CR < Rs 20 CR	Service		1	NO		3.60		1	4
• 0001AD	Rs. 20 CR <Rs 50 CR	Service		1	NO		2.85		1	5
• 0001AE	Above Rs. 50 CR	Service		1	NO		2.90		1	6

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

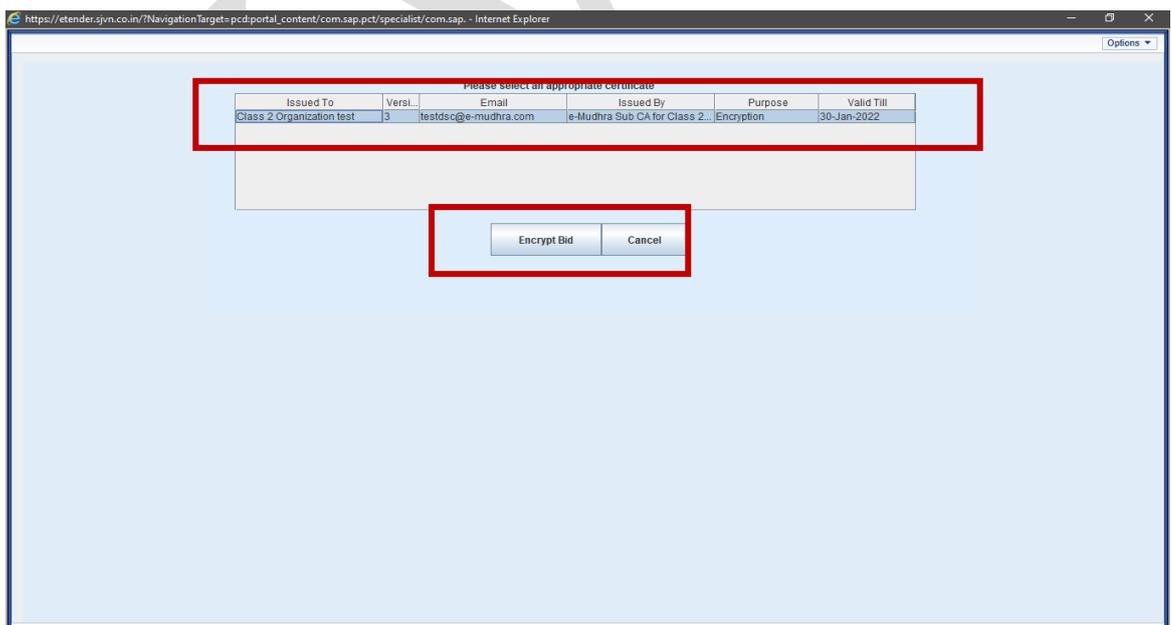


Bidder Manual

TATA CONSULTANCY SERVICES



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



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



Bidder Manual

TATA CONSULTANCY SERVICES

Display RFX Response:

✓ RFX response is complete and contains no errors

RFX Response Number 840000049 RFX Number 800000021 Status Saved Submission Deadline 01.04.2020 18:00:00 INDIA Opening Date 01.04.2020 18:01:00 INDIA Remaining Time 2 Days 02:19:57
RFX Owner SJVN PURCHASER3 RFX Response Version Number Active Version RFX Version Number 2

RFx Information Items Notes and Attachments Conditions Summary Tracking

▼ Item Overview

Details Add New Copy Paste Delete Calculate Value Filter Expand All Collapse All Hide Outline Settings

Line Number	Price	Description	Item Type	Product ID	Required Quantity	Unit	Currency	Price Per	Amount with Tax	Internal Item Number
0001		7-14 DAYS	Outline		0.000					1
0001.AA		<Rs 2CR	Service		1	NO			1	2
0001.AB		Rs 2 CR < Rs 10 CR	Service		1	NO			1	3
0001.AC		Rs 10 CR < Rs 20 CR	Service		1	NO			1	4
0001.AD		Rs 20 CR <Rs 50 CR	Service		1	NO			1	5
0001.AE		Above Rs. 50 CR	Service		1	NO			1	6

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

Home RFx and Auctions

Overview Service Map Service Map

RFx and Auctions > Overview > RFx and Auctions Full Screen Options

Active Queries

eRFxs All (4) Published (0) Ended (0) Completed (0)
eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance Change Query Define New Query Personalize

View: [Standard View]	Create Response	Display Event	Display Response	Print Preview	Refresh	Export						
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
800000021	Testing for bidder manual part 1	Single Envelop RFX	Published	28.03.2020	01.04.2020	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	840000051	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	840000045	Submitted	1	1	0	14:00:00	15:00:00
800000003	FI Bid I	Single Envelop RFX	Published	26.03.2020	27.03.2020	840000026	Submitted	1	1	0	22:30:00	16:00:00

Last Refresh 30.03.2020 15:44:49 INDIA Refresh

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.



Bidder Manual

TATA CONSULTANCY SERVICES

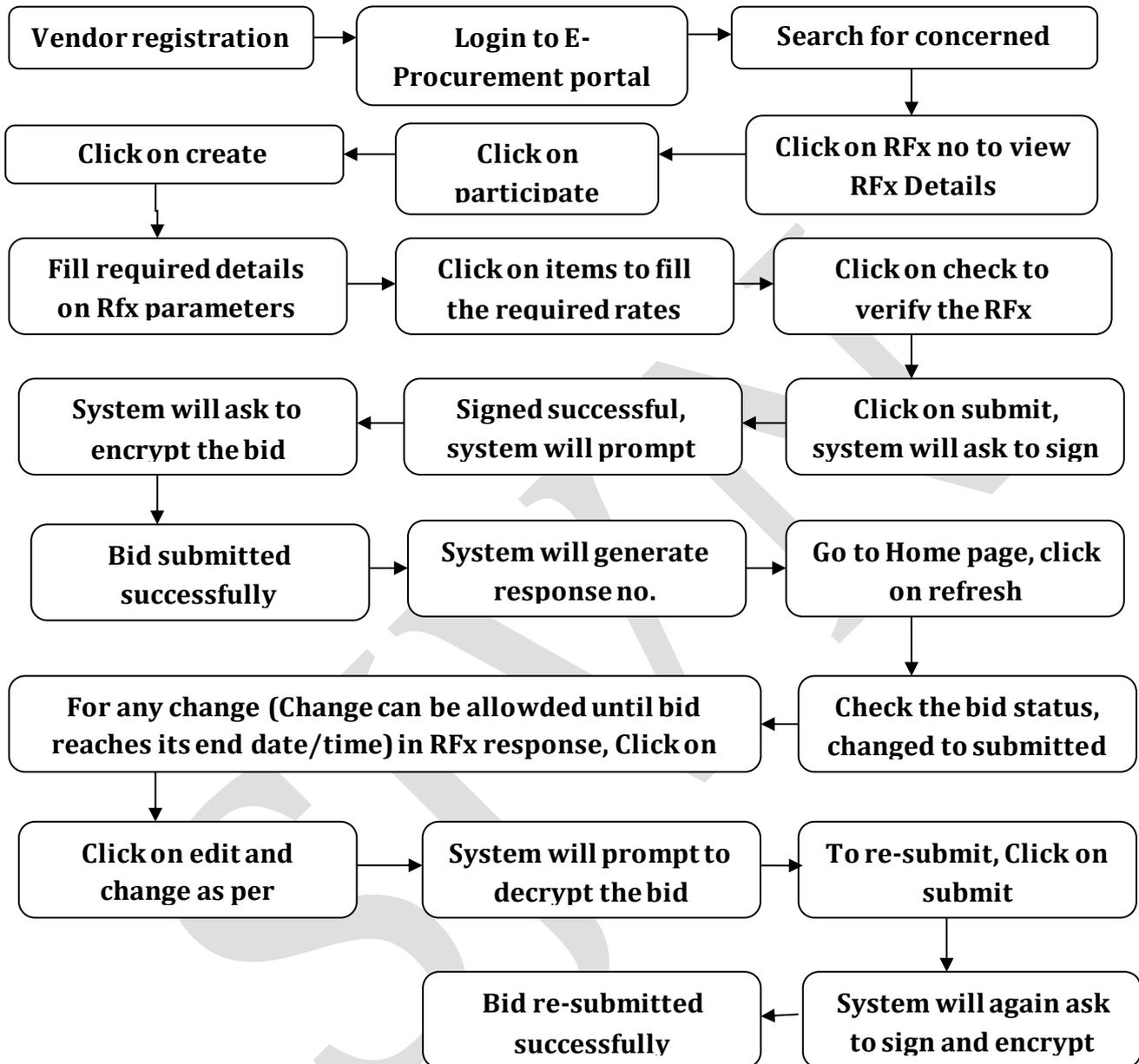
- In case, a bidder has submitted his response, and the submission deadline is extended, he may change the bids and resubmit if he wishes.
- The Bidder can may choose to Participate or not participate for any tender enquiry. He can also withdraw his offer once submitted if he wishes to.
- The withdrawn 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:





13.1.21 Bid Submission by Bidder

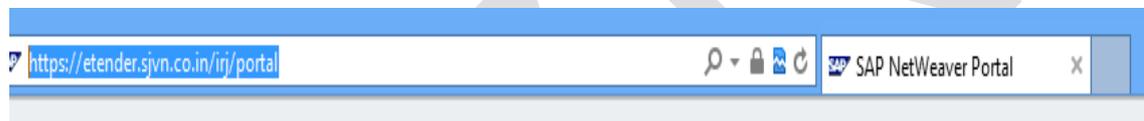
After bid was published by Purchaser, bidder will submit the bid.

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/>



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 *

Forgot Password? [Click here to reset Password](#)

Copyright © SJVN. All Rights Reserved.

Click on **Log On**





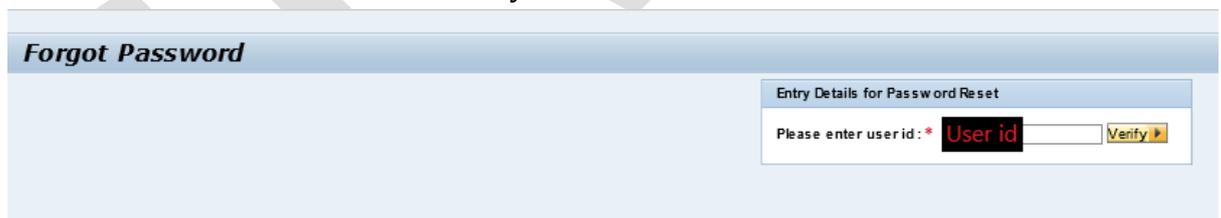
13.1.23 Reset Password

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.

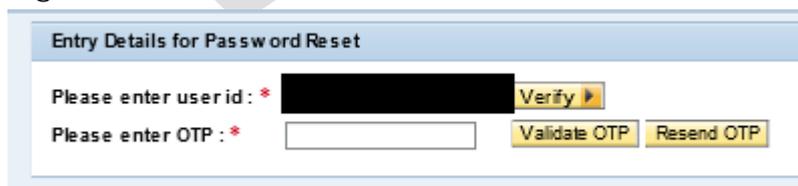
As per image below click on reset password system will redirect you to new page:



Please enter User Id → Click on Verify



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





Bidder Manual

TATA CONSULTANCY SERVICES

Click on validate OTP → System will ask to enter new password and re-enter new password → Click on Change password

Forgot Password

Entry Details for Password Reset

Please enter user id : *

Please enter OTP : *

Please enter new password : *

Please reenter new password : *

System will prompt message on successful password change.

Your Passw ord has been changed now

Entry Details for Password Reset

Please enter user id : *

Please enter OTP : *

Please enter new password : *

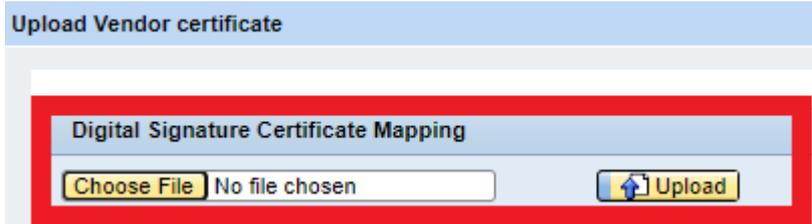
Please reenter new password : *

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.

Active Certificate	Serial No	Certificate Valid From	Certificate Valid To	Subject
<input checked="" type="checkbox"/>	02FDD727	24.03.2020	24.03.2022	CN=Mahender Kumar, SN=03008950525e2b6603a65999a366a036eb077e6776a4405615330f5e86610, SP=Himachal Pradesh, postalCode=171006, telephoneNumber=+47557...
<input type="checkbox"/>	F87213	31.01.2019	30.01.2022	CN=Class 2 Organization Test, SN=8167cc69657a8e8ec8b704f13a1a4650260f5ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=...
<input type="checkbox"/>	F87232	31.01.2019	30.01.2022	CN=Class 2 Organization Test, SN=8167cc69657a8e8ec8b704f13a1a4650260f5ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=...
<input type="checkbox"/>	F87213	31.01.2019	30.01.2022	CN=Class 2 Organization Test, SN=8167cc69657a8e8ec8b704f13a1a4650260f5ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=...
<input type="checkbox"/>	F87232	31.01.2019	30.01.2022	CN=CLASS 2 ORGANIZATION TEST, SN=81D7CC68D57ABE8ECFF87874F13A1A4650260F5EC4AA25D03556E473BAE03333D, SP=KARNATAKA, POSTALCODE=560103, O=...
<input type="checkbox"/>	F87213	31.01.2019	30.01.2022	CN=Class 2 Organization Test, SN=8167cc69657a8e8ec8b704f13a1a4650260f5ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=...



Click on Log (after filling user id, password and OTP → Click on certificate upload → Click on Choose file (.cer file) → 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.



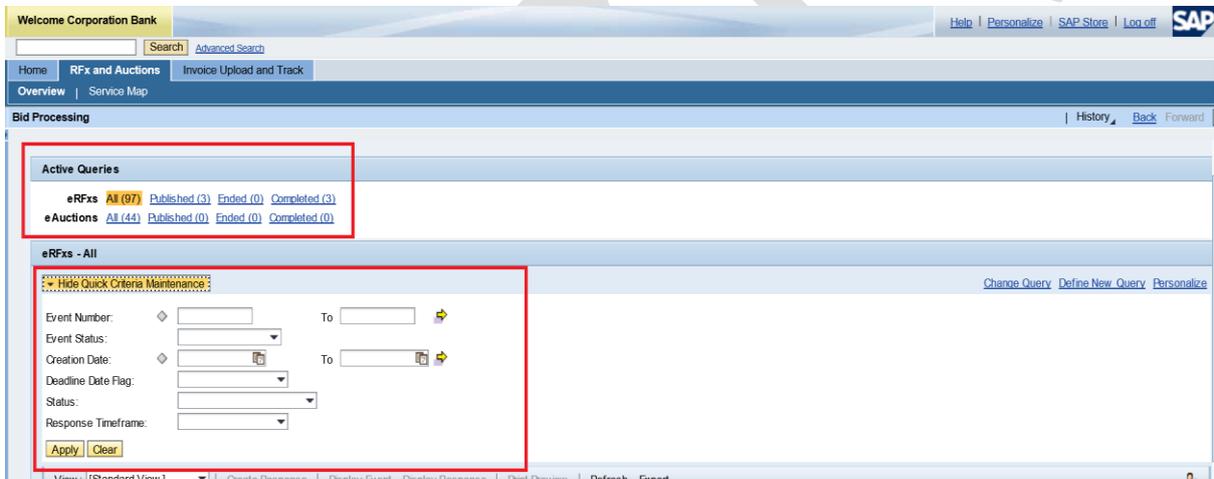
13.1.26 RFX Details

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



Click on RFX and Auctions → Refresh → 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.



All RFX as per search criteria displayed



Bidder Manual

TATA CONSULTANCY SERVICES

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
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
800000506	FI Investment Bid FY21-21	Single Envelop RFX	Published	11.04.2020	11.04.2020	8400000952	Submitted	1	1	0	11:40:00	12:00:00
800000505	Fl test 11042020	Single Envelop RFX	Published	11.04.2020	11.04.2020	8400000950	Submitted	1	1	0	09:07:00	09:20:00
800000495	testing fl bid	Tw o Envelop RFX	Published	06.04.2020	06.04.2020	8400000943	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	8400000934	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

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:

Or

Alternatively, you can select the concerned RFX line (color of the line will change to yellow) and click on the “Display event” icon.

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
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

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.



Bidder Manual

TATA CONSULTANCY SERVICES

Display RFX :

Print Preview | Technical RFX | Tender Fee | Close | Participate | Do Not Participate | Tentative | Verify Signature | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

RFX Number 800000533 RFX Name For Bidder Manual RFX Status Published RFX Start Date 16.06.2020 06:10:00 INDIA Submission Deadline 18.06.2020 00:00:00 INDIA
 Remaining Time 1 Days 17:48:50 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:

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):

* Tender Fee (Including GST): INR
 Tender Fee Submission Deadline:

* Earnest Money Deposit Amount: INR
 Earnest Money Deposit Submission Deadline:

Technical Opening Date and Time(tentative):

Percentage Bid:

In case of percentage bid

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

Display RFX :

Print Preview | Technical RFX | Tender Fee | Close | Participate | Do Not Participate | Tentative | Verify Signature | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

RFX Number 800000533 RFX Name For Bidder Manual RFX Status Published RFX Start Date 16.06.2020 06:10:00 INDIA Submission Deadline 18.06.2020 00:00:00 INDIA
 Remaining Time 1 Days 17:48:50 RFX Owner Mr. Sanjay Bhatnagar RFX Version Number 1 RFX Version Type Active Version

RFX Information | **Items** | Notes and Attachments

Item Overview

Details | Add Line | Add Subline | Cut | Copy | Paste | Delete

Line Number	Item Type	Product ID	Description	Lot	Allow RFX Response Modification	Product Category	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Number
0001	Outline		Maintenance	<input type="checkbox"/>	<input type="checkbox"/>		0.000		INR		0	0	1
0001.AA	Service		Tovota Innova	<input type="checkbox"/>	<input type="checkbox"/>	5006	5	MON	INR		0	0	3
0001.AB	Service		Sw fit Desire	<input type="checkbox"/>	<input type="checkbox"/>	5006	5	MON	INR		0	0	4
0001.AC	Service		Tovota Elix	<input type="checkbox"/>	<input type="checkbox"/>	5006	5	MON	INR		0	0	5
0002	Outline		Rate Contract for Hiring of taxis	<input type="checkbox"/>	<input type="checkbox"/>		0.000		INR		0	0	2
0002.AA	Service		Maintenance for 2 years	<input type="checkbox"/>	<input type="checkbox"/>	5006	2,000	YR	INR		0	0	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 → Click on Rfx No → Click on Participate/ you can view the RFX details



Bidder Manual

TATA CONSULTANCY SERVICES

Display RFX :

Print Preview | Technical RFX | Tender Fee | Close | **Participate** | Do Not Participate | Tentative | Verify Signature | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

RFX Number: 800000533 RFX Name: For Bidder Manual RFX Status: Published RFX Start Date: 16.06.2020 06:10:00 INDIA Submission Deadline: 18.06.2020 00:00:00 INDIA
 Remaining Time: 1 Days 17:48:50 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: 16.06.2020 06:10:00
 * Submission Deadline Date and Time: 18.06.2020 00:00:00
 Pre Bid Start Date and Time: 00:00:00
 Pre Bid End Date and Time: 00:00:00
 Price Opening Date and Time: 00:00:00
 Currency: INR
 Document Download End Date and Time: 00:00:00
 Bid Validity (In Days): 000

* Tender Fee (Including GST): 1,000.00 INR
 Tender Fee Submission Deadline: 00:00:00
 * Earnest Money Deposit Amount: 10,000.00 INR
 Earnest Money Deposit Submission Deadline: 00:00:00
 Technical Opening Date and Time(tentative): 18.06.2020 00:00:00
 Percentage Bid:

Display RFX :

Print Preview | Technical RFX | Tender Fee | Close | 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 Number: 800000533 RFX Name: For Bidder Manual RFX Status: Published RFX Start Date: 16.06.2020 06:10:00 INDIA Submission Deadline: 18.06.2020 00:00:00 INDIA
 Remaining Time: 1 Days 17:42:59 RFX Owner: Mr. Sanjay Bhatnagar RFX Version Number: 1 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 → Click on Tender fees button → Choose payment mode**

RFX

Display RFX :

Print Preview | Technical RFX | **Tender Fee** | Close | Do Not Participate | Tentative | Verify Signature | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

RFX Number: 800000533 RFX Name: For Bidder Manual RFX Status: Published RFX Start Date: 16.06.2020 06:10:00 INDIA Submission Deadline: 18.06.2020 00:00:00 INDIA
 Remaining Time: 1 Days 17:42:22 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.

Tender Fee Exemption

RFX ID: 800000533 Company Name: Corporation Bank
 RFX Description: For Bidder Manual Full Name: Amit Kumar
 Amount: 1,000.00 INR

Is your company MSME/ Start up:
 Is your's company NSIC:

Continue



Bidder Manual

TATA CONSULTANCY SERVICES

Tender fees payment steps using payment gateway:

Click on continue → System will redirect to payment gateway page

AXIS BANK | EASYPAY

SJVN shimla

Unique ID:	65666566800000533	Bidder Name:	Subhabarta Banerjee
RFQ ID:	800000533	Supplier Name:	Canara Bank
Amount:	1000.00		

URN : 851366
(SAVE FOR FUTURE REFERENCE)

Select the payment mode → Click on Pay at axis

AXIS BANK | EASYPAY

RFQ ID:	800000533	Supplier Name:	Canara Bank
Amount:	1000.00		

URN : 851366
(SAVE FOR FUTURE REFERENCE)

Terms and Conditions :
Payments 1. Axis Bank, obligations, undertakings shall be subject to the laws in force in India, as well as any directives/ procedures of Government of India. Each User accepts and agrees that the 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

Payment Options

INTERNET BANKING NEFT/RTGS → **Choose payment mode**

Pay at Axis

System will ask for the confirmation → click on confirm payment at Axis



Payment Options

INTERNET BANKING

NEFT/RTGS

Amount:	Rs. 1,000.00
Convenience fees:	Rs. 0.00
GST on Convenience Fee :	Rs. 0.00
Total Amount :	Rs. 1,000.00

 Confirm Payment at Axis

Cancel

After successful payment system will generate the receipt.

Payment Reference ID

851366

RFQ ID

8000000533

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



The screenshot shows a 'Tender Fee Exemption' form with the following details: RFX ID: 8000000533, RFX Description: For Bidder Manual, Amount: 1,000.00 INR. A 'Confirmation' dialog box is overlaid on the form, asking the user to confirm if their company is MSME/Startup. The dialog text reads: 'Kindly confirm that your company is MSME / Start up, If Yes then click on Continue Your Tender Fee will be exempted to 100%. Please attach document under Notes and Attachment, If you failed to do the same, your bid will be liable to rejection.' The dialog has 'Continue' and 'Cancel' buttons. In the background form, the checkbox for 'Is your company MSME / Start up:' is checked.



This screenshot shows the 'Tender Fee Exemption' form after the exemption process. The RFX ID is 8000000533, RFX Description is 'For Bidder Manual', and the Amount is now 0.00 INR. The 'Is your company MSME / Start up:' checkbox is still checked. The 'Continue' button is visible at the bottom right.

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.



The screenshot shows the 'Display RFX' interface. A toolbar contains several buttons: 'Print Preview', 'Technical RFX', 'Tender Fee', 'Close', 'Do Not Participate', 'Tentative', 'Create Response', 'Verify Signature', 'Questions and Answers (0)', 'Export', 'System Information', and 'Create Memory Snapshot'. The 'Create Response' button is highlighted with a red box. Below the toolbar, a 'Create Bid' button is also visible. The interface displays RFX details: RFX Number 8000000533, RFX Name For Bidder Manual, RFX Status Published, RFX Start Date 16.06.2020 06:10:00 INDIA, Submission Deadline 18.06.2020 00:00:00 INDIA, Remaining Time 1 Days 17:16:58, RFX Owner Mr. Sanjay Bhatnagar, RFX Version Number 1, and RFX Version Type Active Version.

After successful payment of tender fees → Click on create response Button (Create response button will appear after bid submission start date past) → 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 → Click on EMD button



EMD button enabled



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



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



Bidder Manual

TATA CONSULTANCY SERVICES

Tender Fee Exemption

RFx ID:	8000000533	Company Name:	Corporation Bank
RFx Description:	For Bidder Manual	Full Name:	Amit Kumar
Amount:	0.00 INR		

Is your company MSME / Start up:

Is your's company NSIC:

[Continue](#)

EMD payment Via payment mode: Select payment option → online → Click on continue

EMD Fee Exemption

RFx ID:	8000000533	Company Name:	Canara Bank
RFx Description:	For Bidder Manual	Full Name:	Subhabarta Banerjee
Amount:	10,000.00 INR		

Is your company MSME / Start up:

Is your's company NSIC:

Payment Mode:
-Select-
-Select-
Online
Bank Guarantee

[Continue](#)

Payment gateway page

AXIS BANK | EASYPAY

SJVN shimla

Unique ID :	656665668000000533	Bidder Name :	Subhabarta Banerjee
RFQ ID :	8000000533	Supplier Name :	Canara Bank
Amount :	1000.00		

URN : 851366
(SAVE FOR FUTURE REFERENCE)

Click on check box of terms and conditions



Bidder Manual

TATA CONSULTANCY SERVICES

URN : 851367
(SAVE FOR FUTURE REFERENCE)

Terms and Conditions :

Payments 1. Axis bank, obligations, undertakings shall be subject to the laws in force in India, as well as any directives/ procedures of Government of India. Each User accepts and agrees that the 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 complaints 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

Payment Options

INTERNET BANKING NEFT/RTGS

Pay at Axis

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

Payment Options

INTERNET BANKING NEFT/RTGS

Amount:	Rs. 10,000.00
Convenience fees:	Rs. 0.00
GST on Convenience Fee :	Rs. 0.00
Total Amount :	Rs. 10,000.00

Confirm Payment at Axis Cancel

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

Payment Options

INTERNET BANKING NEFT/RTGS

Post generation of payment slip. Please initiate the remittance through your home branch.

Amount:	Rs. 10,000.00
Convenience fees:	Rs. 0.00
GST on Convenience Fee :	Rs. 0.00
Total Amount :	Rs. 10,000.00

Generate Payment Slip



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

EMD Fee Exemption

RFX ID: 800000533 Company Name: Canara Bank
 RFX Description: For Bidder Manual Full Name: Subhabarta Banerjee
 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.

Continue

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 | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX Response Number: 8400001011 RFX Number: 800000533 Status: In Process Submission Deadline: 18.06.2020 00:00:00 INDIA Remaining Time: 1 Days 16:52:03 RFX Owner:
 RFX Response Version Number: Active Version RFX Version Number: 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | **Qualifying Criteria Parameters** | Notes and Attachments

Question No.	Question	Reply	Comment
0010	* Average Annual Turnover:	10000.00 INR	UPLADED
0020	* Amount in Last Contract:	100000.00 INR	UPLADED

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.

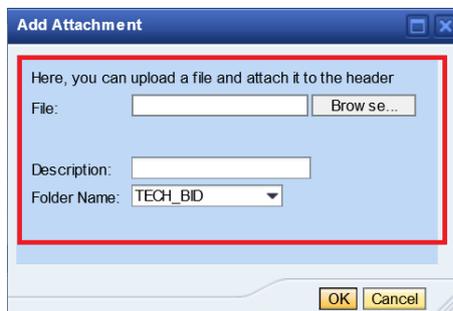
Click notes and attachment



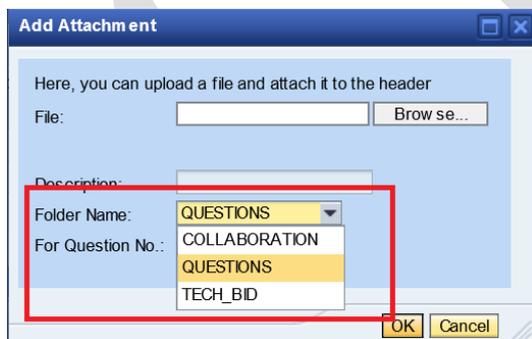
Click on add attachment in cFolder section



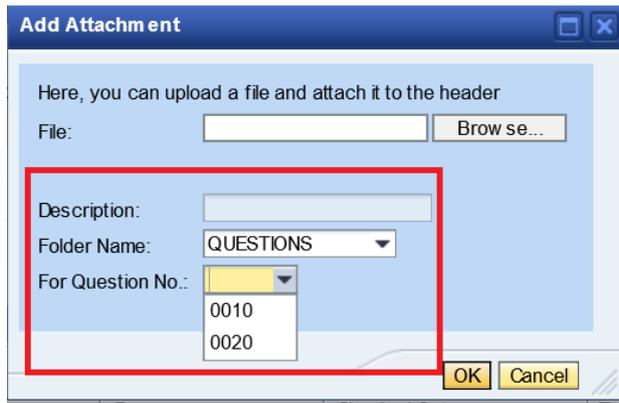
Browse the attachment → Choose folder name TECH_BID in case of general documents



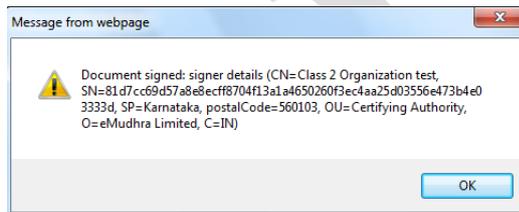
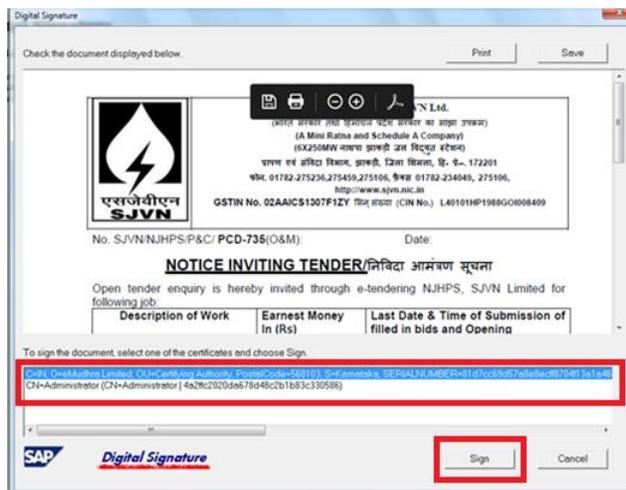
Browse the attachment → Choose foldername Questions in case of documents to be attached with reference to questions asked by purchase in Qualifying criteria Parameters



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



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



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

Kindly attach file in Notes and Attachments Tab for Question sequence 0010



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 → Item → Fill rates in Price column (numeric values) → Tax Code (If applicable Search the tax Code accordingly)

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	INR		0.00		0.00	0.00	

Total Value: 0.00 INR
 Tax Value: 0.00 INR
 Net Amount: 0.00 INR

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 → RFx Information → Percentage Bid → Variation type (Select from drop down)

RFx Response Number: 8400001179 | RFx Number: 8000000634 | Status: In Process | Submission Deadline: 06.11.2020 18:00:00 INDIA | Remaining Time: 0 Days 05:12:41 | RFx Owner: Mr. Sanjay Bhatnagar

Event Parameters: Currency: Indian Rupee

Service and Delivery: Incoterm: FOB [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: --Select--
 Variation Percentage: 0.00 (Kindly press enter after entering the variation percentage):

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



Bidder Manual

TATA CONSULTANCY SERVICES

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 | Status: In Process | Submission Deadline: 06.11.2020 18:00:00 INDIA | Remaining Time: 0 Days 05:12:41 | RFX Owner: Mr. Sanjay Bhatnagar

RFX Response Version Number: Active Version | RFX Version Number: 1

RFx Information | Items | Notes and Attachments | Conditions | Tracking

Basic Data | Qualifying Criteria Parameters | Notes and Attachments | Conditions

Event Parameters
Currency: Indian Rupee

Miscellaneous Detail

Service and Delivery
Incoterm: FOB 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: --Select--
Variation Percentage: (Kindly press enter after entering the variation percentage):

Partners and Delivery Information

Goto → RFx Information → Percentage Bid → Variation type (Select from drop down) → above/Below/At Par → 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 | Status: In Process | Submission Deadline: 06.11.2020 18:00:00 INDIA | Remaining Time: 0 Days 05:11:35 | RFX Owner: Mr. Sanjay Bhatnagar

RFX Response Version Number: Active Version | RFX Version Number: 1

RFx Information | Items | Notes and Attachments | Conditions | Tracking

Basic Data | Qualifying Criteria Parameters | Notes and Attachments | Conditions

Event Parameters
Currency: Indian Rupee

Miscellaneous Detail

Service and Delivery
Incoterm: FOB 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 → Items → Check the price in each line accordingly

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 | Status: In Process | Submission Deadline: 06.11.2020 18:00:00 INDIA | Remaining Time: 0 Days 05:11:10 | RFX Owner: Mr. Sanjay Bhatnagar

RFX Response Version Number: Active Version | RFX Version Number: 1

RFx Information | **Items** | Notes and Attachments | Conditions | Tracking

Item Overview

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
0001	TESTING	Material		1	1,000,000.00	Below		0.00	NO	100,...	INR	1,000,000...		0.00	1,000,000.00	1

Total Value: 1,000,000.00
Tax Value: 0.00 INR
Net Amount: 1,000,000.00 INR

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



Bidder Manual

TATA CONSULTANCY SERVICES

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 → No error → Click on Save → Response no will be generated

Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number
0014.AC	Rs. 10 CR < ...	Service		1	NO	4.00		1		84
0014.AD	Rs. 20 CR <...	Service		1	NO	2.00		1		85
0014.AE	Above Rs. 5...	Service		1	NO	6.00		1		86
0015	One year	Outline		0.000						15
0015.AA	<Rs 2CR	Service		1	NO	1.50		1		87
0015.AB	Rs.2 CR < R...	Service		1	NO	2.25		1		88
0015.AC	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

13.1.38 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.

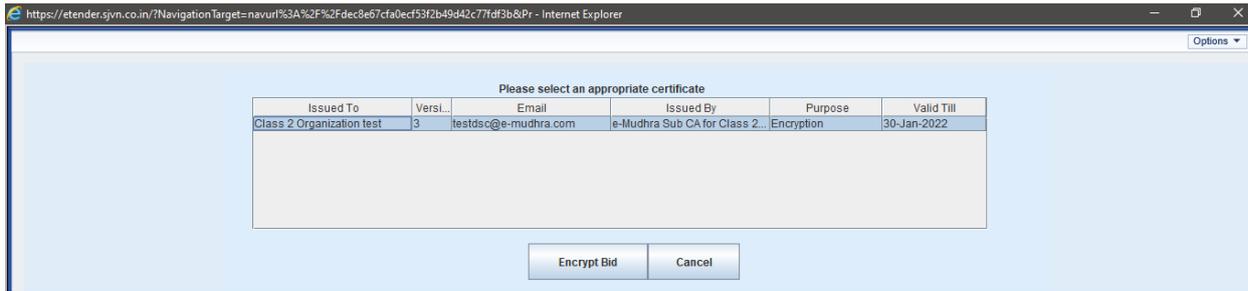
Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Interest Rate(%)	Currency	Price Per	Amount with Tax	Internal Item Number
0001	7-14 DAYS	Outline		0.000						1
0001.AA	<Rs 2CR	Service		1	NO	3.60		1		2
0001.AB	Rs.2 CR < Rs 10 CR	Service		1	NO	2.50		1		3
0001.AC	Rs. 10 CR < Rs 20 CR	Service		1	NO	3.60		1		4
0001.AD	Rs. 20 CR <Rs 50 CR	Service		1	NO	2.85		1		5
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.

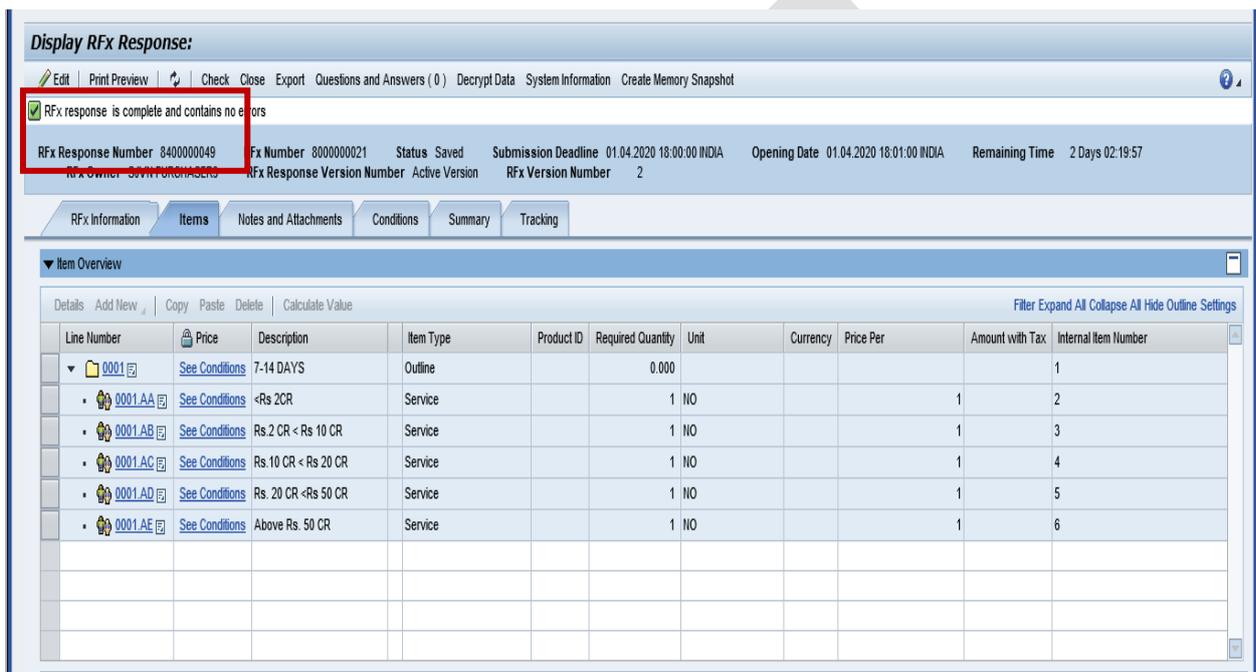


Bidder Manual

TATA CONSULTANCY SERVICES



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



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 → Click on Rfx and Auctions → Refresh → Click on response no. → Click on edit



Bidder Manual

TATA CONSULTANCY SERVICES

Display Rfx Response:

RFx Response Number: 0400000049 | RFx Number: 0000000021 | Status: Saved | Submission Deadline: 01.04.2020 18:00:00 INDIA | Opening Date: 01.04.2020 18:01:00 INDIA | Remaining Time: 2 Days 02:19:57

RFx Owner: SJVN PURCHASER3 | RFx Response Version Number: Active Version | RFx Version Number: 2

Line Number	Price	Description	Item Type	Product ID	Required Quantity	Unit	Currency	Price Per	Amount with Tax	Internal Item Number
0001		7-14 DAYS	Outline		0.000					1
0001.AA		<Rs 2CR	Service		1	NO			1	2
0001.AB		Rs.2 CR < Rs 10 CR	Service		1	NO			1	3
0001.AC		Rs.10 CR < Rs 20 CR	Service		1	NO			1	4
0001.AD		Rs. 20 CR <Rs 50 CR	Service		1	NO			1	5
0001.AE		Above Rs. 50 CR	Service		1	NO			1	6

System will ask to decrypt the bid.

Please select an appropriate certificate

Issued To	Vers...	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

Buttons: 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 → System will ask to digital sign → Click on Sign



Bidder Manual

TATA CONSULTANCY SERVICES

Submit Document Response:

Submit | Read On | Print Preview | Check | Close | Save | Delete | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFx Response Number: 8400000049 | RFx Number: 8000000021 | Status: Saved | Submission Deadline: 01.04.2020 18:00:00 INDIA | Opening Date: 01.04.2020 18:01:00 INDIA | Remaining Time: 2 Days 02:18:46

RFx Owner: SJVN PURCHASER3 | RFx Response Version Number: Active Version | RFx Version Number: 2

RFx Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Item Overview

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
0001.AA	<Rs 2CR	Service		1	NO		3.60		1	2
0001.AB	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	Rs. 20 CR <Rs 50 CR	Service		1	NO		2.85		1	5
0001.AE	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

Company: GHI Bank
2/A Aliganj Street
110003 DELHI
INDIA

Bid

Information
Description: Testing for bidder manual part 1
Bid number: 8400000049

To sign the document, select one of the certificates and choose Sign.

[CA\[IN\], O=eMudhra Limited, OU=Certifying Authority, PostalCode=580103, S=Karnataka, SERIALNUMBER=81d7cc63d57a8e9ecf8704f13a1e46](#)

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

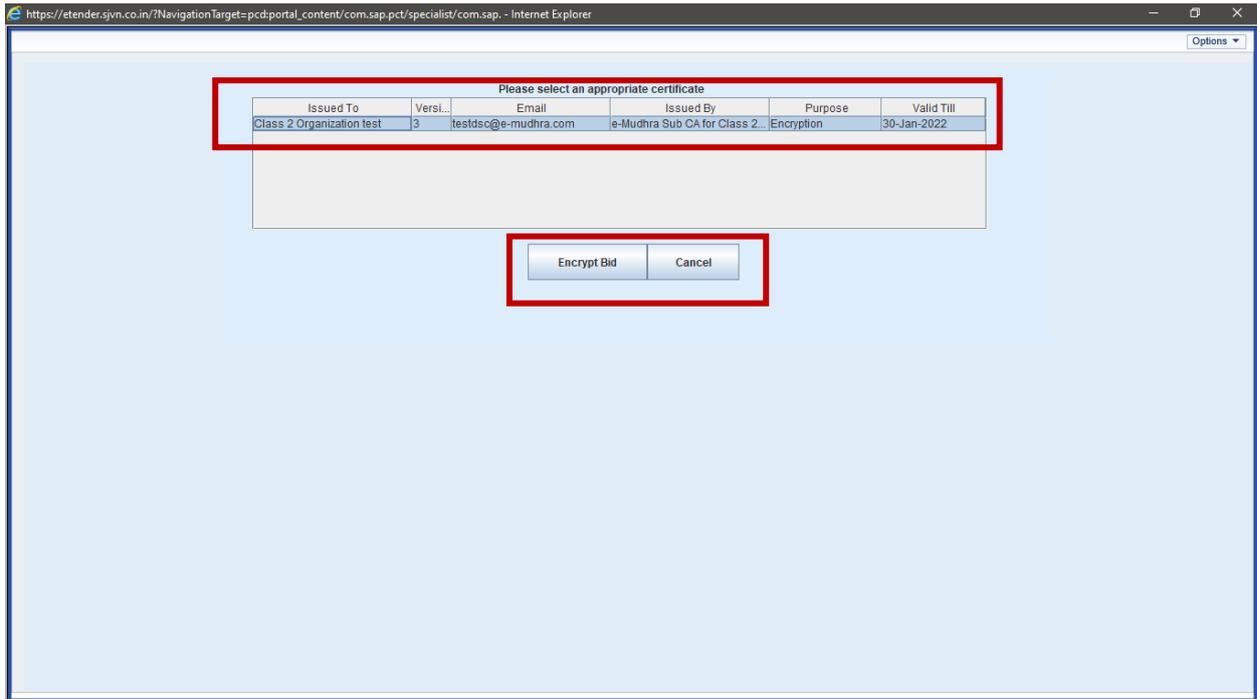
Document signed: signer details (CN=Class 2 Organization test, SN=81d7cc69d57a8e9ecf1f704f13a1e4650260f3e4aa25d03556e473ba4c0333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=eMudhra Limited, C=IN)

OK

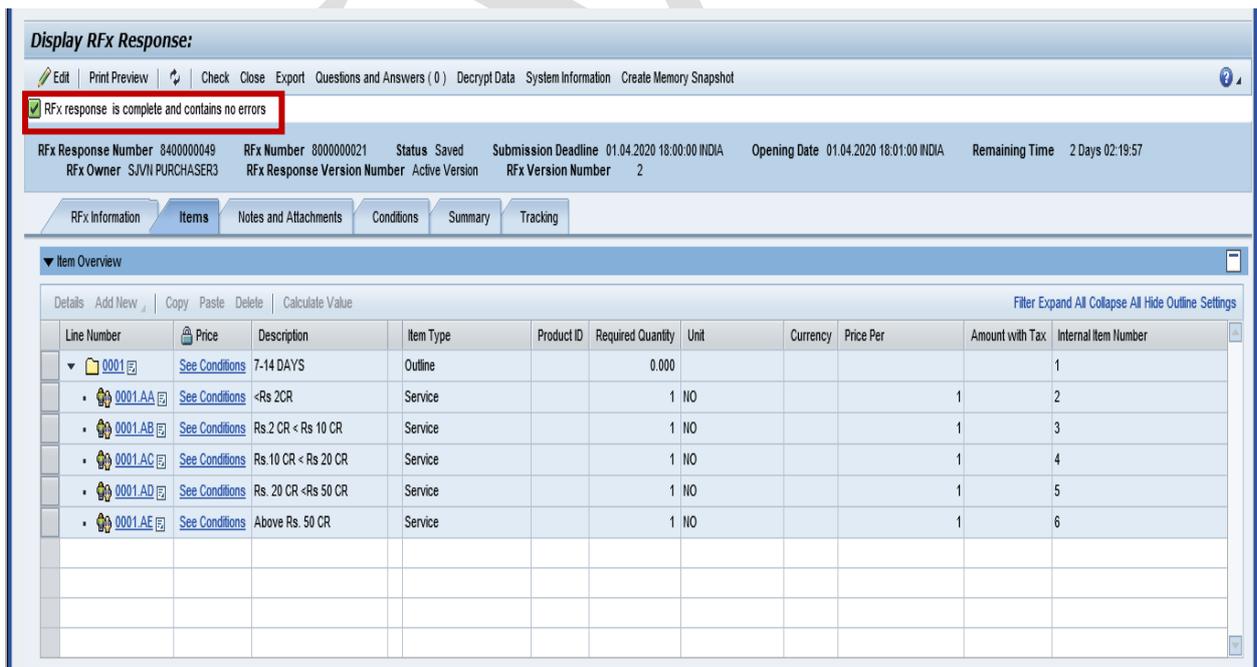


Bidder Manual

TATA CONSULTANCY SERVICES



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



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



Bidder Manual

TATA CONSULTANCY SERVICES

Active Queries

eRFxs All (4) Published (0) Ended (0) Completed (0)

eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

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	01.04.2020	8400000049	Submitted	2	2	0	18:00:00	18:00:00
8000000020	Final Testing Part 2	Single Envelop RFx	Published	27.03.2020	27.03.2020	8400000051	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	8400000045	Submitted	1	1	0	14:00:00	15:00:00
8000000003	FI Bid I	Single Envelop RFx	Published	26.03.2020	27.03.2020	8400000026	Submitted	1	1	0	22:30:00	16:00:00

Last Refresh 30.03.2020 15:44:49 INDIA Refresh

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.



Bidder Manual

TATA CONSULTANCY SERVICES

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 e-tendering with same login credentials. Follow below mentioned steps to participate in the Auction

Click on Strategic Purchasing→Strategic sourcing→Clik on refresh→ Click on eAuctions→ Click on desired auction number

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status
8500000172	Testing PART 1.0	S/WN Auction	Active	16.06.2020	19.06.2020		No Bid Created
8500000171	STOC	S/WN Auction	Ended	12.05.2020	12.05.2020	8400000594	Submitted
8500000170	TESTING PART 7.0	S/WN Auction	Ended	12.05.2020	12.05.2020	8400000593	Submitted
8500000159	For SAP OSS	S/WN Auction	Ended	27.02.2020	27.02.2020	8400000941	Submitted
8500000140	Testign for decrement value	S/WN Auction	Ended	11.02.2020	11.02.2020	8400000738	Submitted
8500000133	Testing for Contract Creation	S/WN Auction	Ended	21.01.2020	21.01.2020	8400000638	Accepted
8500000132	Masking	S/WN Auction	Ended	15.01.2020	15.01.2020	8400000629	Submitted
8500000131	Masking	S/WN Auction	Ended	15.01.2020	16.01.2020	8400000633	Submitted
8500000130	Extension of time	S/WN Auction	Ended	14.01.2020	14.01.2020	8400000627	Submitted
8500000129	Testing with queries ill now	S/WN Auction	Ended	14.01.2020	14.01.2020	8400000625	Accepted

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



Bidder Manual

TATA CONSULTANCY SERVICES

Display Auction | History

Display Auction | Live Auction | System Information | Create Memory Snapshot

Print Preview | Close | Live Auction | System Information | Create Memory Snapshot

2 Days 10:01:00 Remaining Time | 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 INDIA | End Date: 19.06.2020 08:00:00 INDIA

Auction Information | Items | Notes and Attachments

Auction Parameters | Notes and Attachments

Identification

Auction Name: Testing PART 1.0
 Auction Type: SJVN Auction
 Product Category:
 Currency: INR

Dates

Start Date: 16.06.2020 | 21:56:00
 End Date: 19.06.2020 | 08:00:00
 Time Zone: INDIA

Event Parameters

Bid Decrement: Percentage
 Bid Validation: New bid must beat overall best bid
 Follow On Document: Contract
 Sequential Line Items:
 Sequential Initial Duration: 0
 Sequential End-Time Gap: 0

Automatic Extensions:

Remaining Time Trigger: 0
 Extension Period: 0
 Number of Extensions: 999,999

Status and Statistics

Creation Date: 12.05.2020 | 15:03:45
 Created By: 00122

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

Display Auction | History

Print Preview | Close | Live Auction | System Information | Create Memory Snapshot

2 Days 10:01:00 Remaining Time | 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 INDIA | End Date: 19.06.2020 08:00:00 INDIA

Auction Information | **Items** | Notes and Attachments

Item Overview

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Percent	Delivery Date	Notes	Attachments
1	Service		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

Print Preview | Close | **Live Auction** | System Information | Create Memory Snapshot

2 Days 10:01:00 Remaining Time | 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 INDIA | End Date: 19.06.2020 08:00:00 INDIA

Auction Information | Items | Notes and Attachments

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

Live Auction Cockpit

Name: Testing PART 1.0 | Requester: SJVN Ltd.
 Number: 8500000172 | Start Date: 16.06.2020 21:56:00 GMT+05:30
 Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding | End Date: 19.06.2020 08:00:00 GMT+05:30
 Currency: INR | Time Remaining: 2 Days 09:54:48
 Description: - | Status: Active

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Company Rank	My Bid	My Bid Value	Company Best Bid	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 | Start Price: 1,000.00
 Unit: Number | Revision Level: -
 Price Unit: 1 | Supplier Text: -
 Decrement: 0.00
 Currency: INR

Chat and System Messages | Chat and System messages are displayed here | Users: 2 | Purchaser Status: Online

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



Bidder Manual

TATA CONSULTANCY SERVICES

Confirm Action

You are about to submit a total bid value of 900.00 INR for the following items:

Item 1.1: 900.00 INR

OK Cancel

By history tab bidder can view all bids with reference to the live auction.

Live Auction Cockpit

Name : Testing PART 1.0
 Number : 850000172
 Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding
 Currency : INR
 Description : -

Requester : SJVN Ltd.
 Start Date : 16.06.2020 21:56:00 GMT+05:30
 End Date : 19.06.2020 08:00:00 GMT+05:30
 Time Remaining : **2 Days 09:53:05**
 Status : **Active**

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Company Rank	My Bid	My Bid Value	Company Best Bid	Bid Price
1.1	Total Amount	1.00	Number	1	1,000.00	18.00	1	900.00	900.00	900.00	

Total Value of My Bids: 900.00 Total Bid Value: Submit

Details	Calculation	History
Company	Bidder	Bid Price
CORPORATION BANK	Amit Kumar	900.00
		16.06.2020 22:06:46 GMT+05:30

