

- **System requirements**

1. Windows XP SP3 or above
2. Internet Explorer version 7.0 or above
3. Java to be installed in the computer. Java download is available at
<http://www.oracle.com/technetwork/java/javase/downloads/jre7-downloads-1880261.html>
4. In case any previous versions of java are installed they should be uninstalled.
5. Class three, Signing & encryption type Digital Signatures (DSC) for each of the users.
6. The Office of Controller of Certifying Authorities (CCA), issues Certificate only to Certifying Authorities. CA issue Digital Signature Certificate to end-user. You can approach any one of the CAs for getting Digital Signature Certificate. The website addresses are given below.

www.safescrypt.com

www.nic.in

www.idrbtca.org.in

www.tcs-ca.tcs.co.in

www.ncodesolutions.com

www.e-Mudhra.com

- **System configuration**

1. In Internet Explorer
2. Tools → Internet Options → Security →
3. Untick “Enable Protected Mode” for Windows 7 and above
4. Click on Custom Level → Enable all ActiveX controls & plugins
→ Disable Pop up blocker
→ Put custom setting to the lowest value
5. Click on OK and accept prompt.
6. Go to Compatibility view settings → input
“mstcecommerce.com” → click on “Add sites”

7. Close Internet Explorer.
8. Open control panel and search JAVA on the top right corner
9. Open the Java panel.
10. In the java panel click update on the top and uncheck check for updates automatically. When prompted click continue.
11. Click on the security panel on the top and select Medium in the list. In case medium is not visible click on high.
12. Then click on add site to exception list.
13. Click add and enter <http://www.mstcecommerce.com> , when prompted click continue.

Your system is now ready to use the DEEP e-Bidding portal.

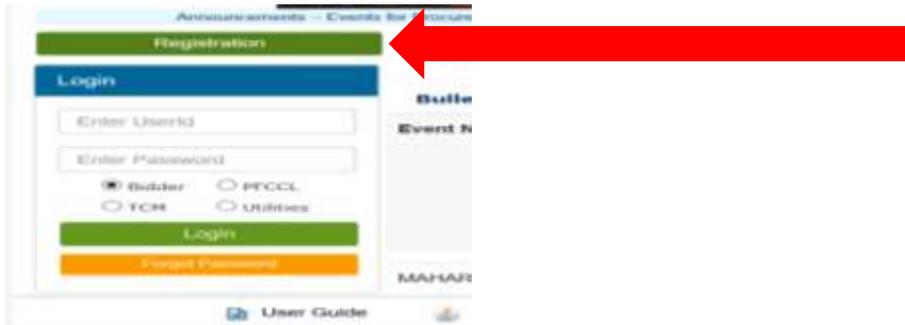
Note: Do not click on Fix Setting tab, if prompted

- **Registration procedure**

1. Go to the DEEP e-bidding portal at “
<http://www.mstcecommerce.com/auctionhome/ppa/index.jsp>”

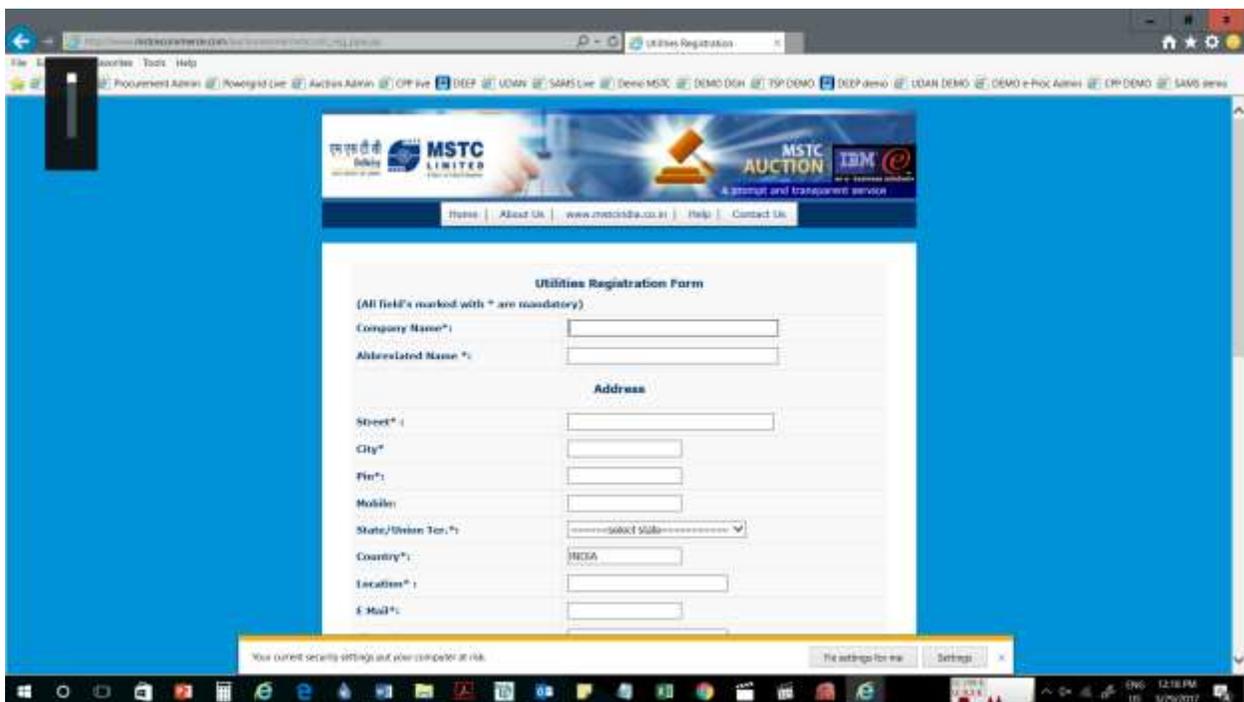


2. Click on the “Registration” tab on left hand side



3. Click on “Register as PFCCL/Utility”

4. Select Utility

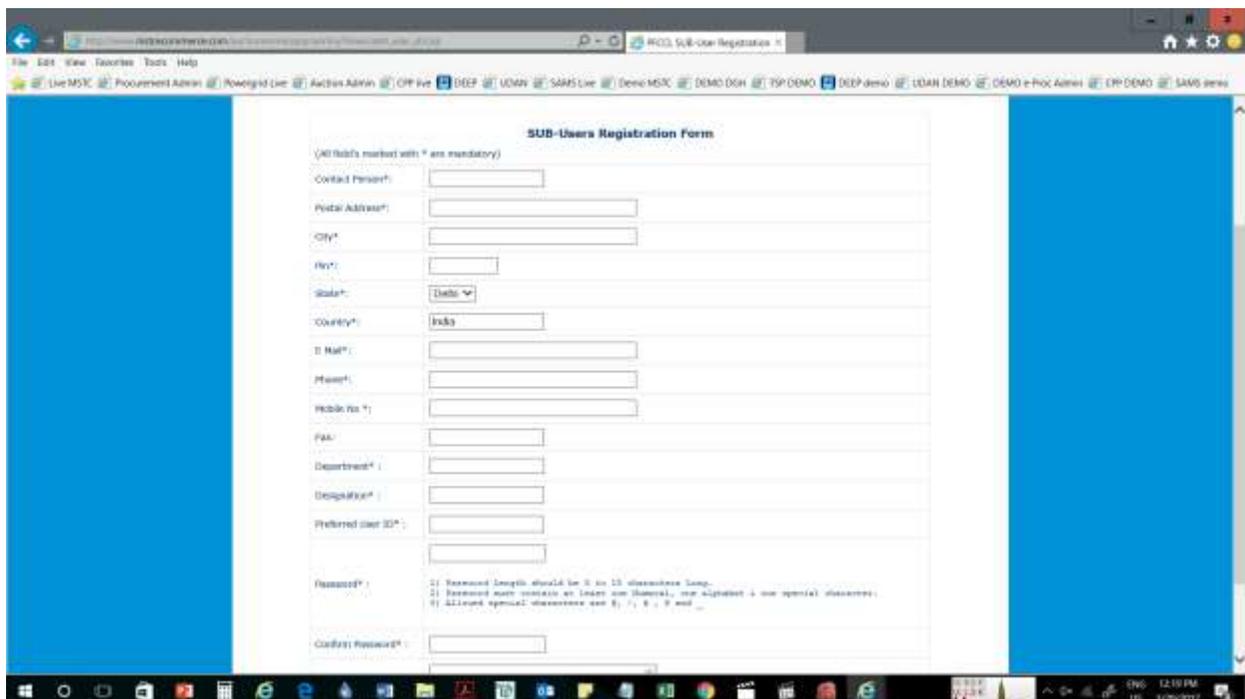
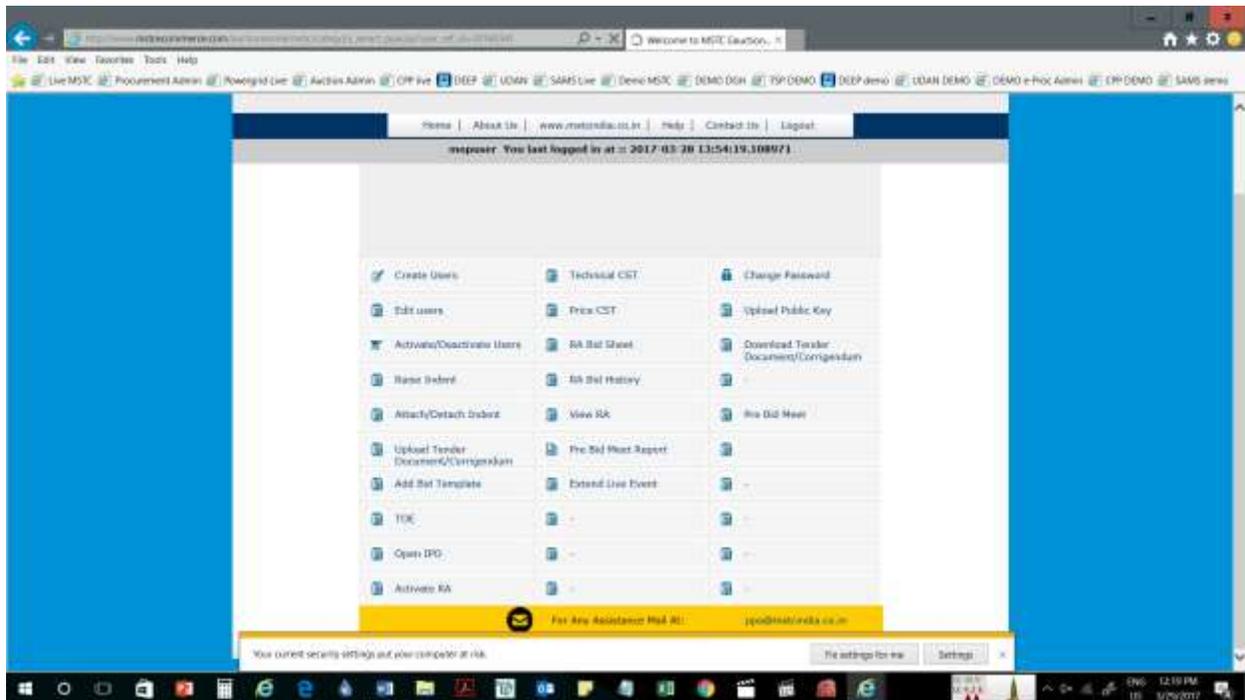


5. Fill the registration form and submit it

6. Submission will be digitally signed with digital signatures

7. First registration is considered as super admin user-id

8. Super admin can then login and click on create users to add more User-id for other members which will act as Tender Committee.



9. System requires a minimum of two users to open a Tender, but it is recommended that at least 3 users be identified as Tender Opening Committee members.

8. Enter “EMD per MW”
9. Enter “Tender No”
10. Click on “Save and Proceed”

The screenshot shows a web browser window with a URL starting with 'http://www.INDIA...'. The page content includes a header 'Select Type of PPA Terms' with radio buttons for 'Short', 'Medium', and 'Long'. Below this is a 'Create e-Tender' section. The 'Tender Details' table has the following entries:

Field	Value
RFP Bid Start Date & Time	10-03-2017 00:00:00
RFP Bid Close Date & Time	11-03-2017 00:00:00
Publish Date	29-03-2017 00:00:00
TOE Start Date & Time	01-04-2017 00:00:00
No of TC Members	2
EMD per MW	10000
Tender No	

Below the 'Tender Details' is a 'Create Reverse Auction' section with the following entries:

Field	Value
e-RA Start Date & Time	29-03-2017 00:00:00
e-RA Close Date & Time	29-03-2017 00:00:00
EMD per MW	10000
Bid Quantity Increment (MW)	1

A 'Save & Proceed' button is located at the bottom of the form. The current server time is displayed as 29/03/2017 12:27:40.

11. As soon as you click on “Save and Proceed”, a “Create Reverse Auction” section will be created.
12. Enter “e-RA Start Date & Time”
13. Enter “e-RA Close Date & Time”
14. Enter “EMD per MW”
15. Enter “Bid Quantity Increment (MW)”
16. An event consists of Tender and Reserve auction.
17. A pop up will come mentioning the no. of e-tender and e-RA. Note them down. System will automatically generate corresponding e-tender and e-Reverse Auction numbers.



- **Raise Indent**

1. Now go to “**Raise Indent**”- On clicking the button Raise Indent, user will be able to enter details in a prescribed format like Delivery Point - location where power is required, Period (DD/MM/YYYY:HH.MM) format, Required Quantity, UOM (Unit of Measurement), and Minimum Bid Quantity. The user will then sign the requisition with their Digital Signature.

INDENT RAISE

(All fields marked with * are mandatory)

Short Term Medium Term Long Term

Sl. No* :

Delivery Point* :

Required Time*(HH:MM) : From : : To :

Required Period/Date* (DD/MM/YYYY) : From : To :

Required Quantity* :

UOM* :

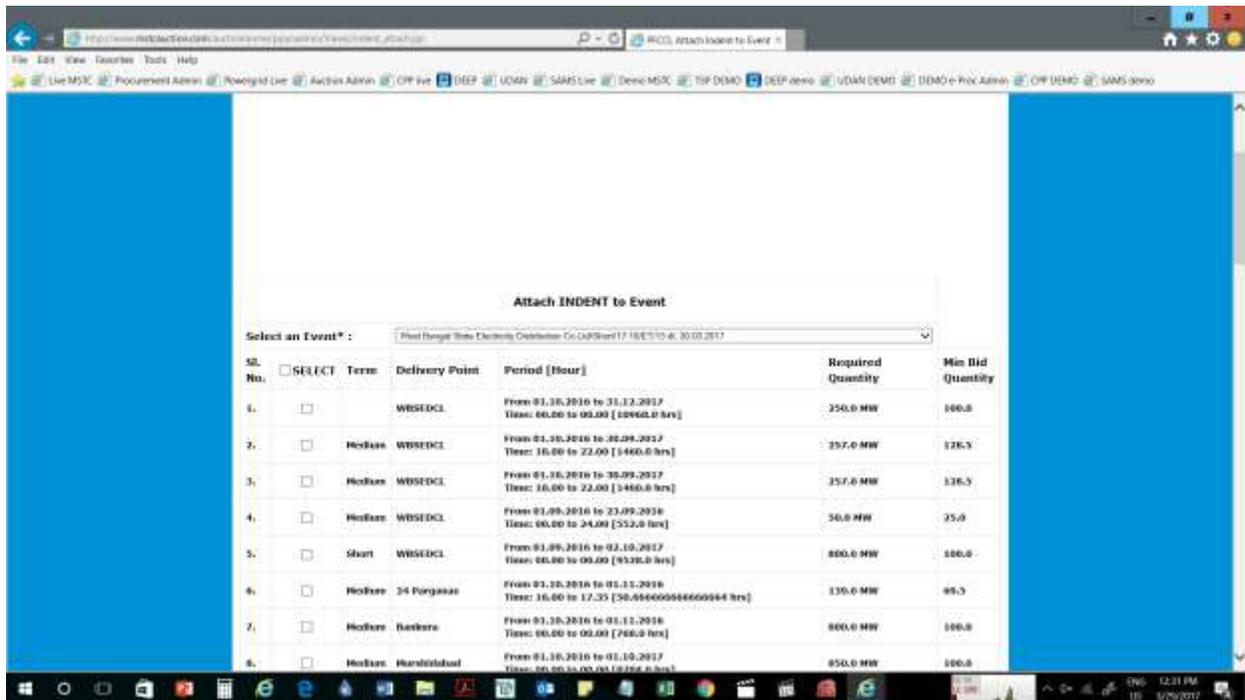
Minimum Bid Quantity* :

2. An event can have maximum of 10 requisitions.

3. Enter "Sl. No"
4. Enter "Delivery Point" - i.e. delivery place where GENCOM's will supply power to Utilities.
5. Enter "Period (DD/MM/YYYY:HH.MM)" in the bracket mentioned format – i.e. from (DD/MM/YYYY:HH.MM) and to (DD/MM/YYYY:HH.MM).
6. Enter "Required Quantity"
7. Go to "UOM", where you will have to select from - MW or KW. UOM is to be read as Unit of Measurement.
8. Enter "Minimum Bid Quantity" – i.e. the minimum threshold quantity below which bidders cannot bid.
9. "Indent successfully added" - message will pop up.

- **Attach/Detach Indent**

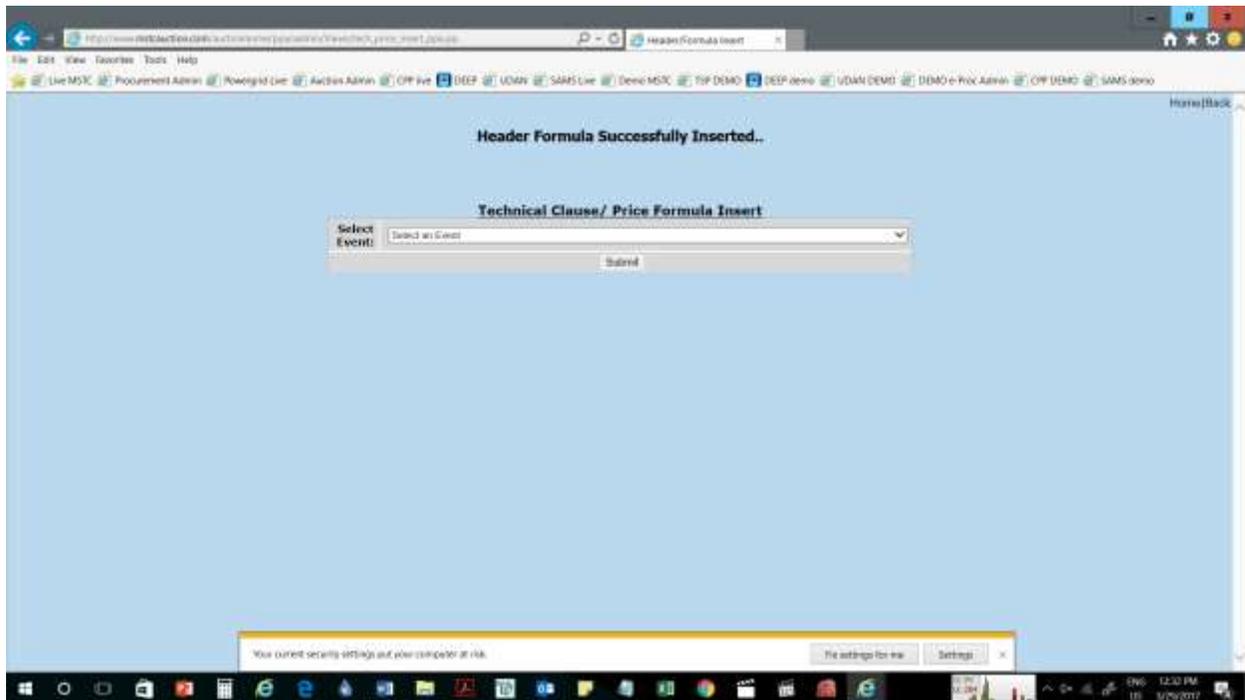
1. Raised indents will have to be attached to specific events. For that go to "**Attach/Detach Indent**". Select a specific event and attach the respective indents against that event. At this stage, you can choose among various indents to attach or detach.



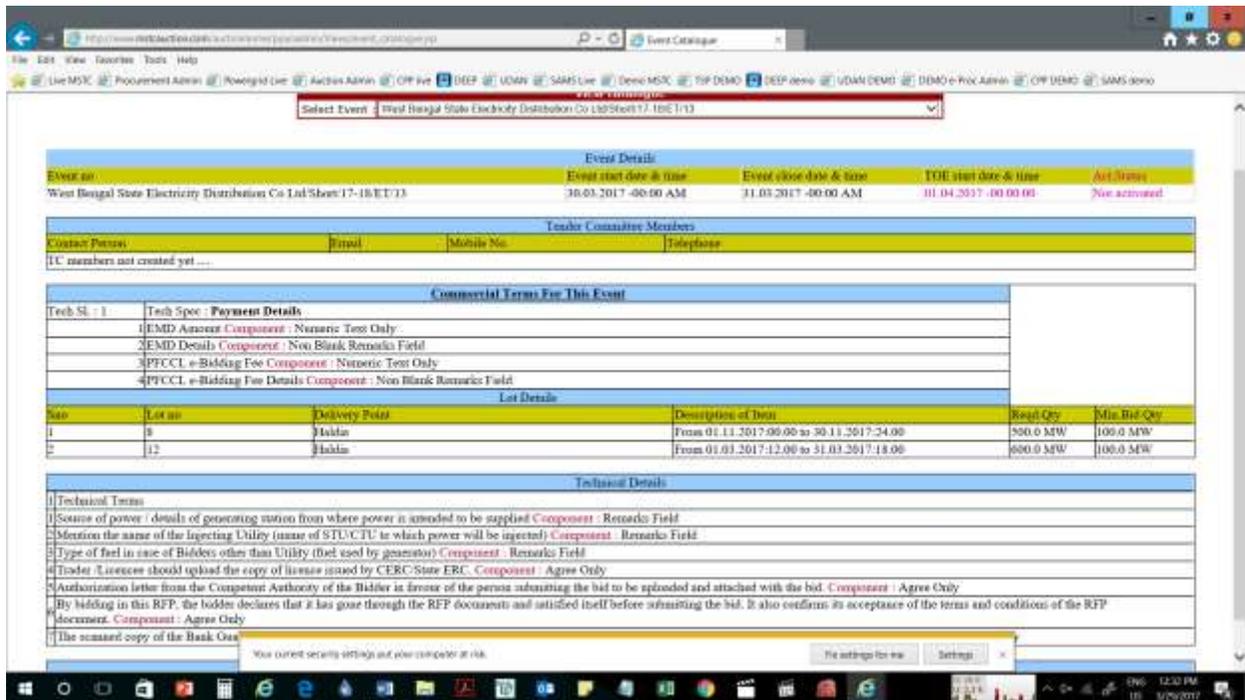
2. "Select an event" section will be displayed
3. Select the e-tender no from the drop down menu
4. Multiple created indents will be displayed.
5. From there, you can tick mark or check, which indent you want to select.
6. After selecting, click on "submit" button
7. Indent Successfully Attached"- message will pop up.

- **Add Bid template**

1. Go to the "Add Bid Template" option, select the specific event and click on submit bid template tab. Bid template will be submitted. Technical Clause/ Price Formula gets inserted.
2. "Header Formula Successfully Inserted" - message will pop up.



Catalog: Check the prepared tender thoroughly through “**View Catalogue**” link. Click on “**View Catalogue**” and select the specific event. Catalogue will give the whole details with respect to that event. View Catalogue at every step to check the entries made and edit the required field.



- **Uploading Tender Document/Corrigendum**

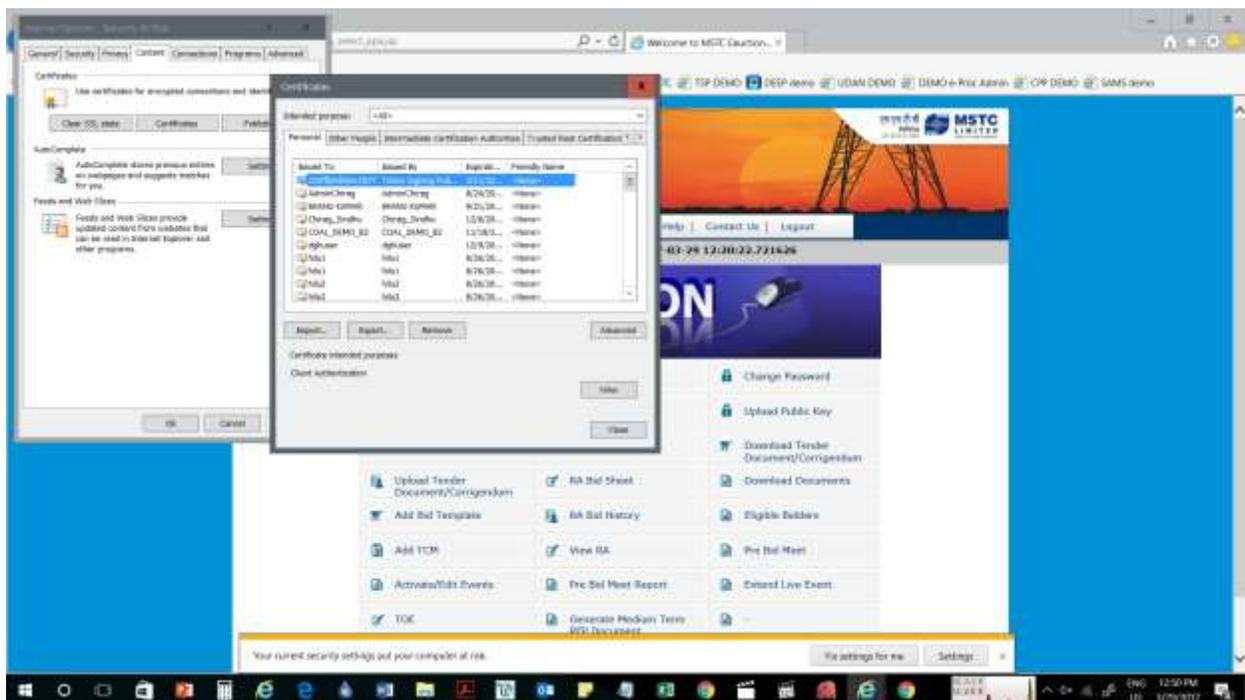
1. Insert these system generated e-tender number and e-Reverse Auction number in the MS Word file of NIT or RFP & convert it into pdf.
2. Upload the pdf format of the tender document through the link “**Upload Tender Document/Corrigendum**” to give specific information to the bidders.



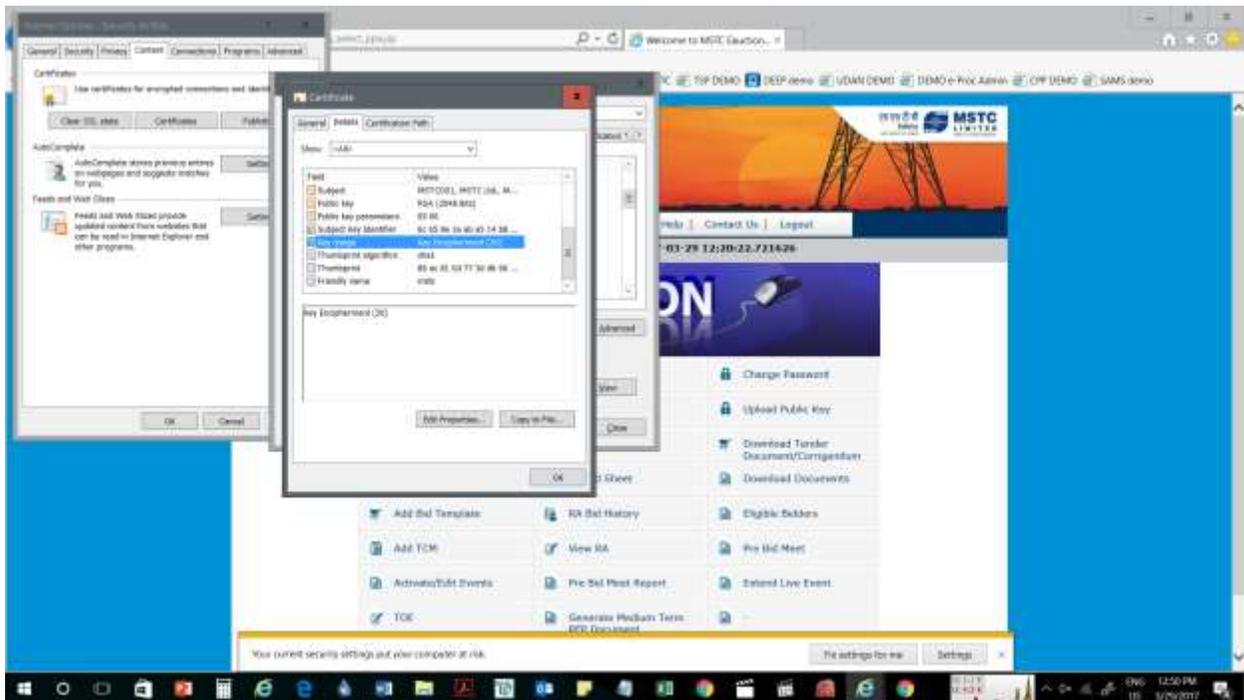
- **Upload Public Key**

1. All tender Committee need to upload their Public Encryption key from their Digital Signatures so that they can open the tenders. This process has to be done only once and before any event has been uploaded.
2. To upload public key, log in the DEEP portal and go to the home page.

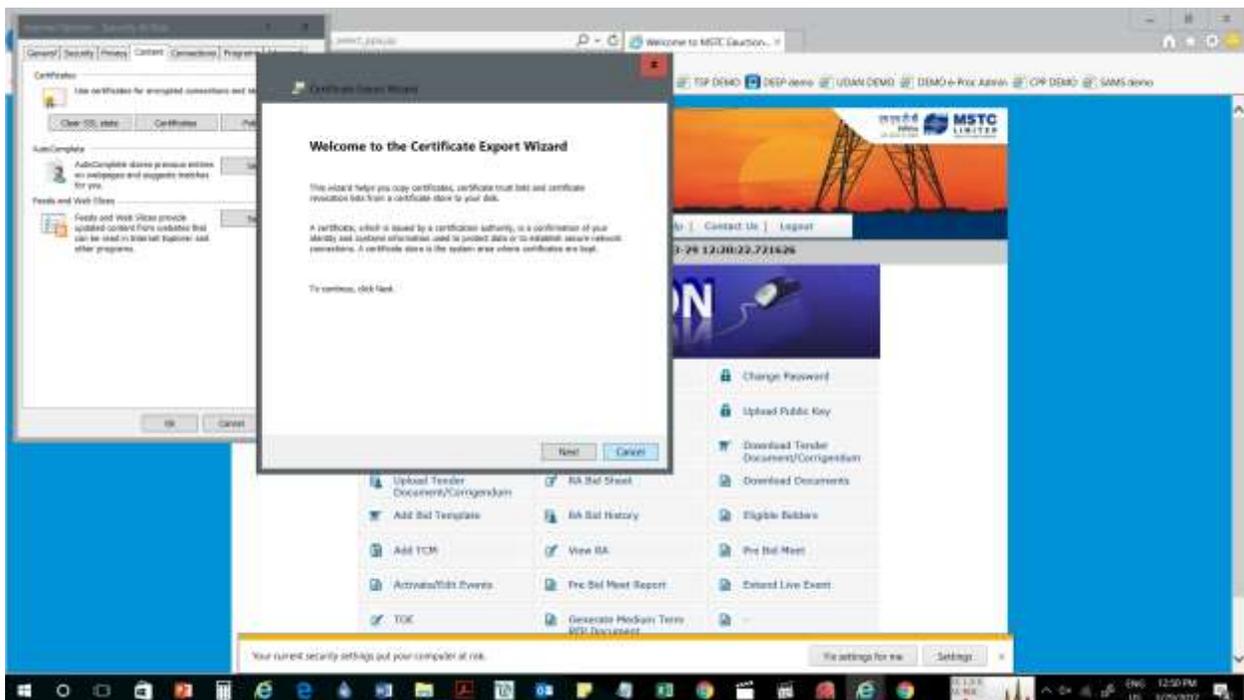
3. Then click on Internet Options.
4. Click on Content tab
5. In content tab click on certificates
6. On clicking certificates tab the two Digital Signatures will be visible with the name of the user.



7. Double click on one certificate and a pop up showing details of the certificate will open.
8. Click on details tab.
9. In the details tab scroll down to Key usage. In case the key usage is Digital Signature non-repudiation press ok. In case the key usage is encipherment press ok and click on export.



10. On the pop up that opens click next three times.
11. Then click on browse, go to the desktop and write the name of the user and press ok/save.

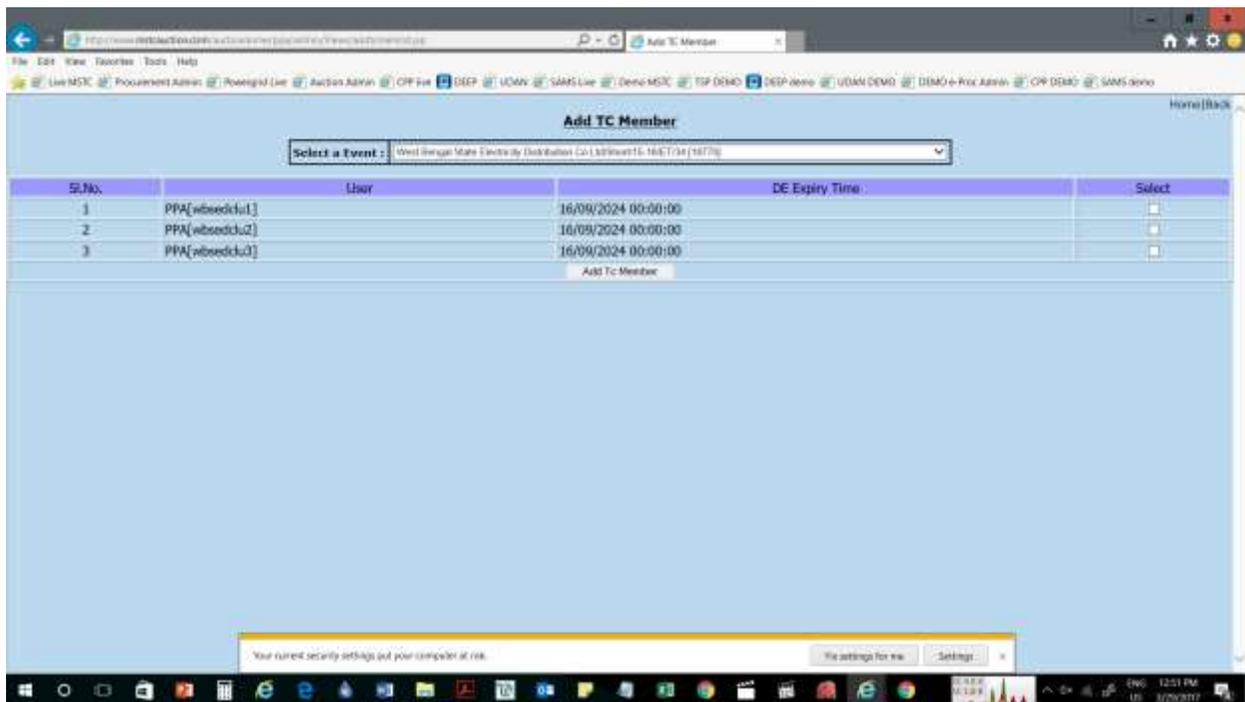


12. Press finish to complete export of the certificate.

13. After the certificate has been successfully exported click on upload pub key button on the home page.
14. Click on browse and find the certificate previously saved.
15. Click on the certificate and press ok to upload the certificate.

- **Add TCM**

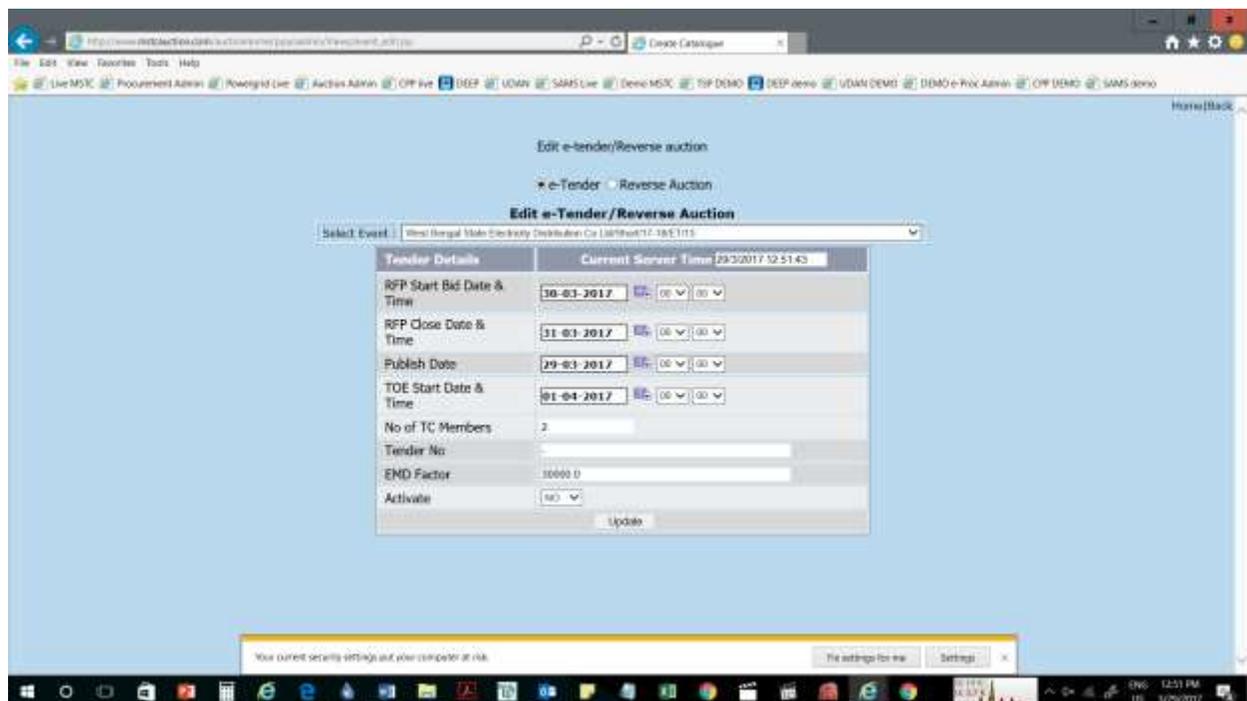
1. Add TC members to the online e-tender by clicking on “**Add TCM**”.
2. Select the e-tender for which TC members are to be added
3. List of TC members whose public key has been uploaded will be displayed with their expiry times and a check box in front of each of them
4. Tick mark the TC members which you want to be added and click on Add TC member tab.
5. “TC Member Successfully entered” - message will pop up.



- **To edit or activate e-tender**

1. Go to Activate/Edit Events option

2. Double check on e-tender option
3. “Select an event” section will be displayed
4. Select the e-tender no from the drop down menu
5. Change the date and timings
6. Go to Activate option, and change from “No” option to “Yes” to activate
7. Click on update button
8. “e-tender updated successfully” – message will pop up.

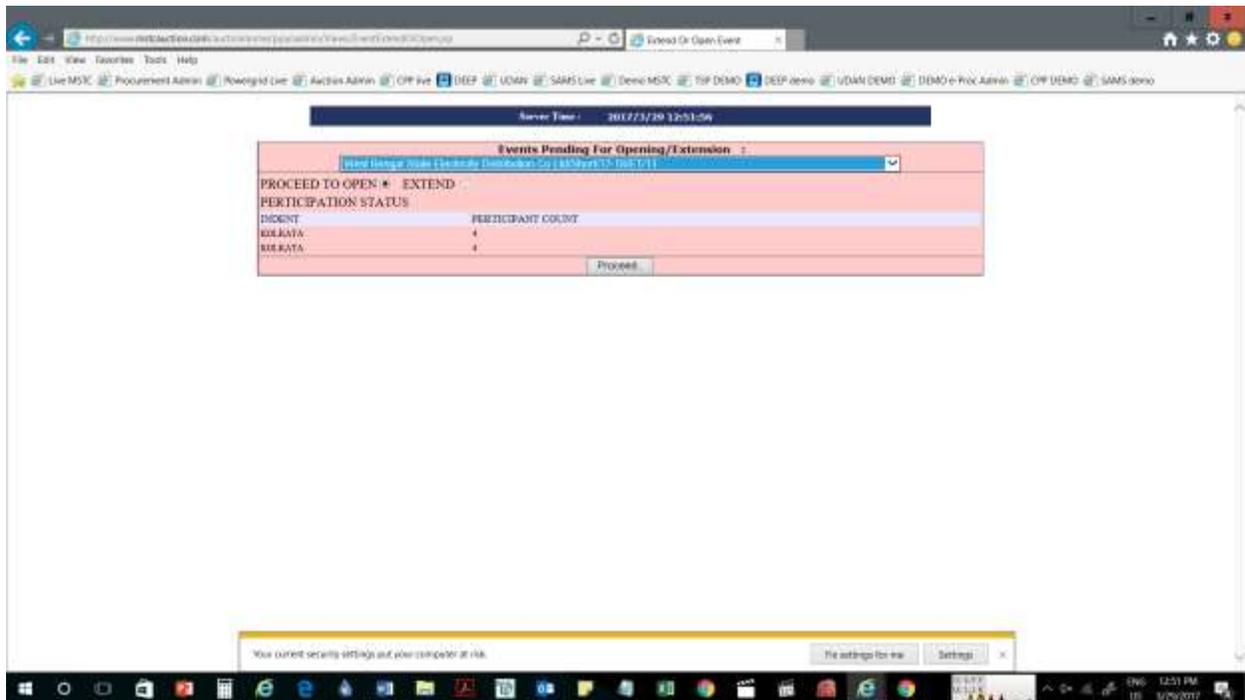


Now the bidders can view the tender in their logins and submit their bids.

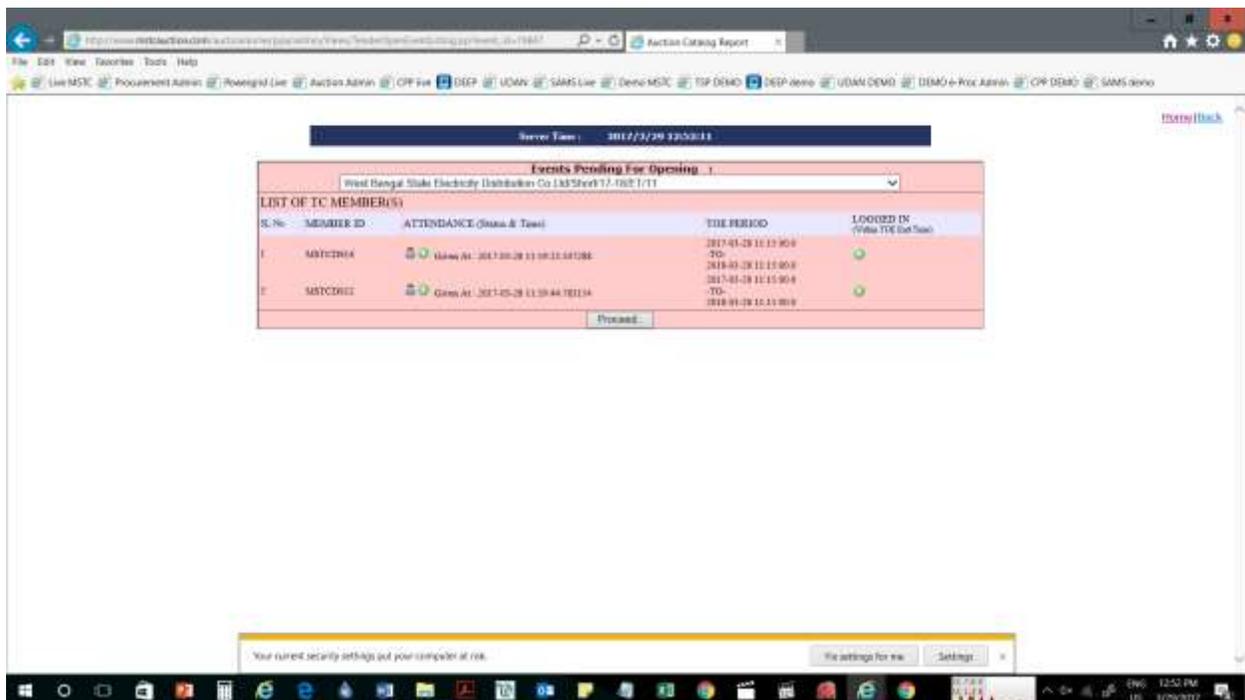
On the date and time the tender has to be opened the added tender committee members have to login to DEEP portal and click on TOE (Tender Opening Event).

- **TOE**

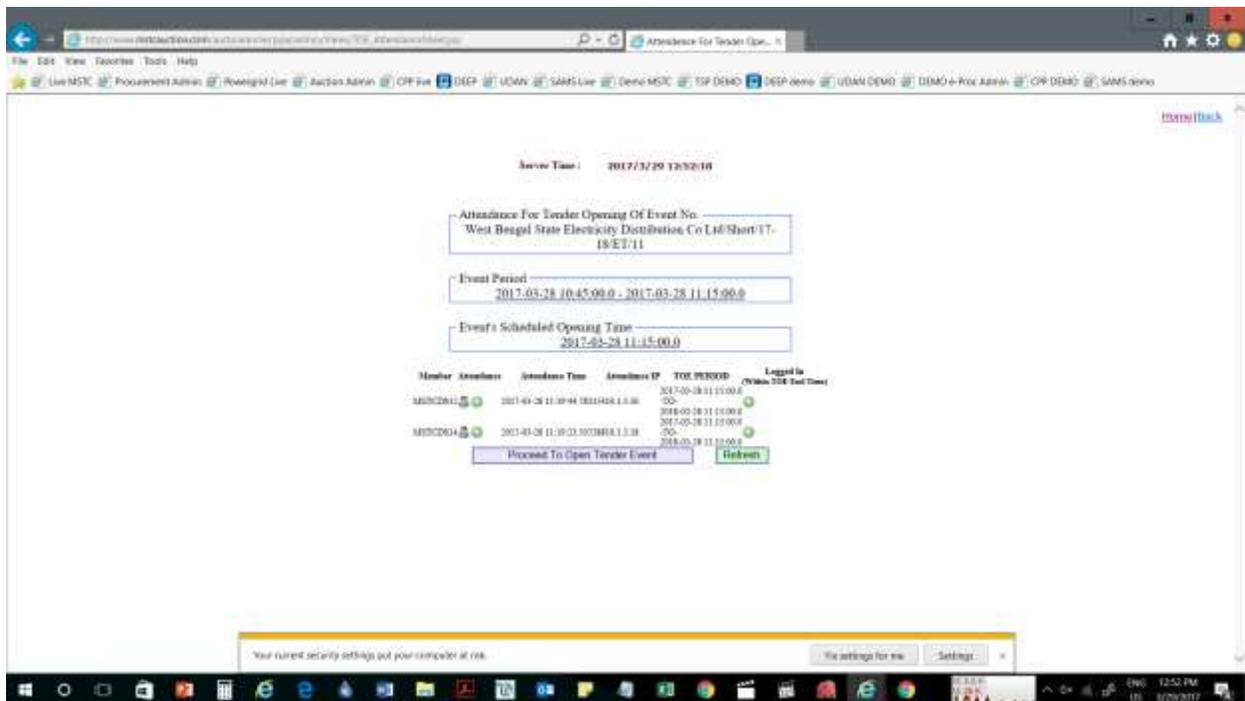
1. Go to TOE
2. “Select an event” section will be displayed
3. Select the e-tender no from the drop down menu
4. You will see for a particular tender how many participants are there.



5. Click on proceed
6. List of TC members will be mentioned and their attendance status, TOE period and logged in time



7. Then click on proceed, incase all the tender committee members have not marked their attendance with the same process a pop up box will be displayed, “a minimum of 2 TC members are required to open the e-tender”.
8. Then other TC members will have to log-in and follow the same step as mentioned above
9. After all TC members have marked their attendance for a specific event, any one member can follow the same steps again to open the tender event.
10. Next step is it will ask for “Proceed to open tender event”



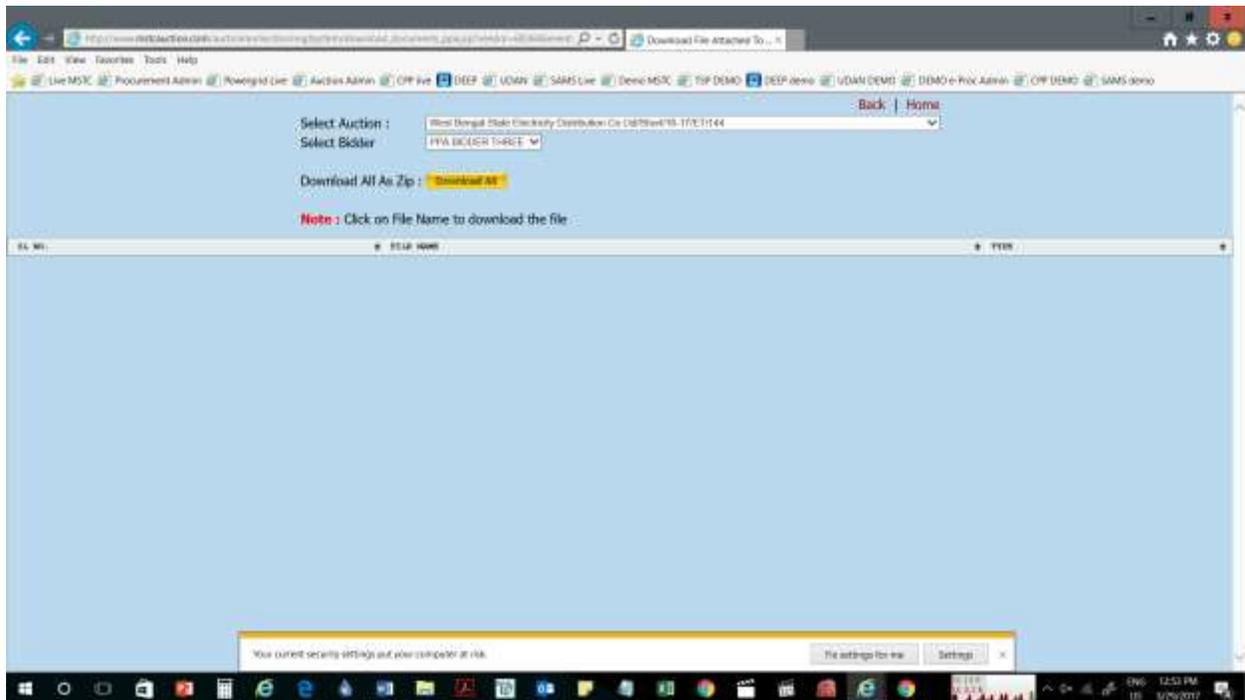
11. Select all items to click on “Proceed to open technical bids”
12. You will have to digitally sign the opening of bid
13. Click on – “open technical bids of all items”
14. Then it will prompt again to “press Ok” if you want to continue
15. Bids will be restored message will pop up
16. “Bids are successfully decrypted”- message will also pop up

The tender Committee members can now download the Technical Comparative Statement by opening the Tech CST link.

9. You will have to digitally sign the process
10. "Approval Done Successfully"- message will pop up
11. Now again bidders list will be mentioned.
12. Against each bidder three sections will be mentioned –
"Approve/disapproved on, Approved/disapproved by, and comments"
13. So respective sections can be filled up against each bidder
14. A common tab will be mentioned below the list of approved bidders –
"Open price bid of approved bidders"
15. Click on the tab
16. "Price cover of all approved bidders will be processed"- message will pop up.
17. "Click ok to continue"- message will pop up
18. Click ok
19. "Price cover opened successfully"- message will be displayed
20. "Price Cover Of All Approved Bidders Opened"- message will come

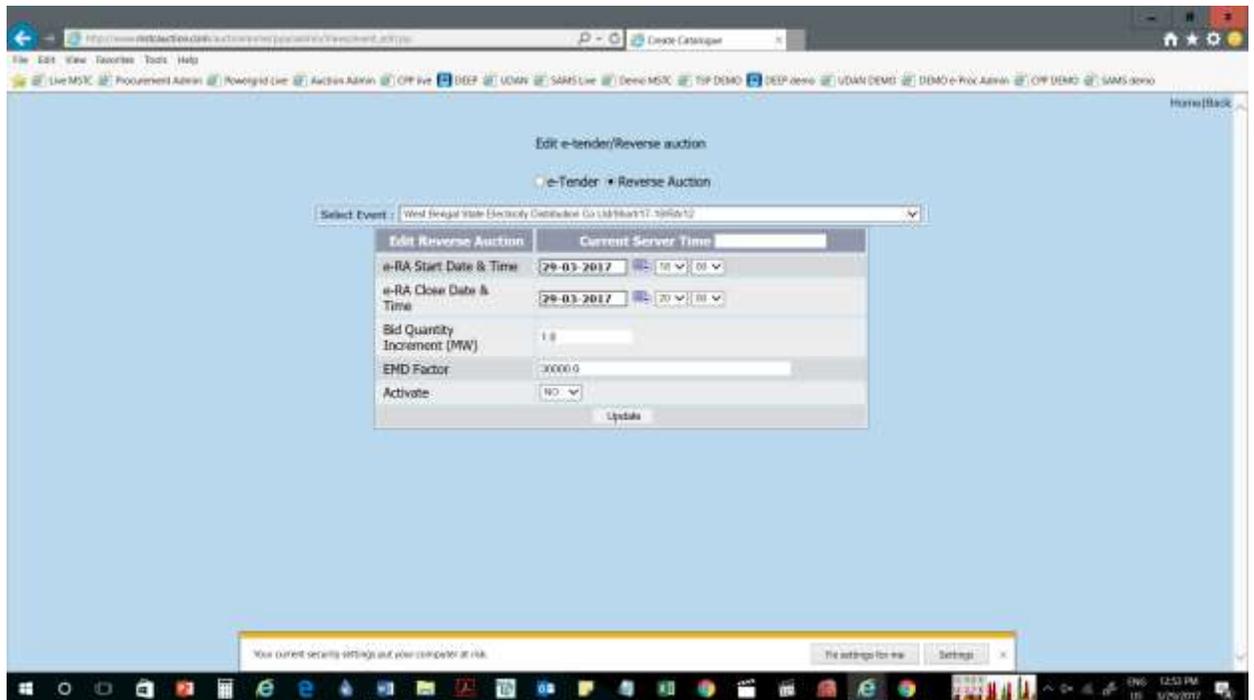
- **Download Documents**

1. Go to Download documents
2. "Select Auction" section will be displayed
3. Select the e-tender no from the drop down menu
4. "Select bidder" section will be displayed
5. Select the specific bidder from the drop down menu
6. A list of files will be mentioned with respect to the selected bidder, which he has attached
7. Click on File name to download the respective file
8. Or one can click on "Download All" option to download all documents at once.



- **Activate e-Reverse Auction**

1. After IPO has been opened go to Activate events click on e-Reverse Auction and select the Reverse auction.
2. Check all the dates and times and from the drop down to activate event select yes and press update.
3. The Reverse Auction has now been activated.
4. To view RA while the reverse auction is going on , you can go the tab of View RA



- **RA bid-sheet**

1. Go to RA bid sheet
2. “Select event” option will come
3. Select the RA for which you want the bid sheet
4. A bid sheet will be displayed wherein one can see the allocation according to bucket filling for various bidders
5. Further details would be mentioned of each successful bidder, like bidder reference no. , price quoted by them, quantity quoted, bucket filling.

Bid Sheet Short Term

Select Type: Go to Market Term Bid Sheet

Select Event: West Bengal State Electricity Distribution Co Ltd/ShortTm-17/RA/347

Event Ref. No.: West Bengal State Electricity Distribution Co Ltd/ShortTm-17/RA/347

Period: 01/01/2017 00:43:00 To 27/01/2017 14:30:00

Sl.No.	Item Name	Quantity (UOM):	Description	Bidder Ref. No.	Booking Quantity	Booking Amount	Booking Time	Source of power / details of generating station from where power is intended to be supplied
1	2 (Purchase)	586.0(MW)	From 01.01.2017-13.00 to 20.04.2017-13.00	PPA/000002/344	100.0	3.091	01/01/2017 08:45:25	
				PPA Company/341	399.0	3.111	01/01/2017 18:46:40	
				PPA BIDDERS THROU/345	300.0	1.005	SPQ 26/12/2016 13:03:39	

Bucket Filling				
Sl.No.	Bidder Ref. No.	Quantity	Price	Event Type
1	PPA BIDDERS THROU/345	200.0	1.005	BD
2	PPA/000002/344	150.0	3.091	RA
3	PPA Company/341	150.0	3.111	RA

Your current security settings put your computer at risk. [Fix settings for me](#) [Settings](#)

The utility may now sign the PPAs as per the bucket filling indicated by the System.