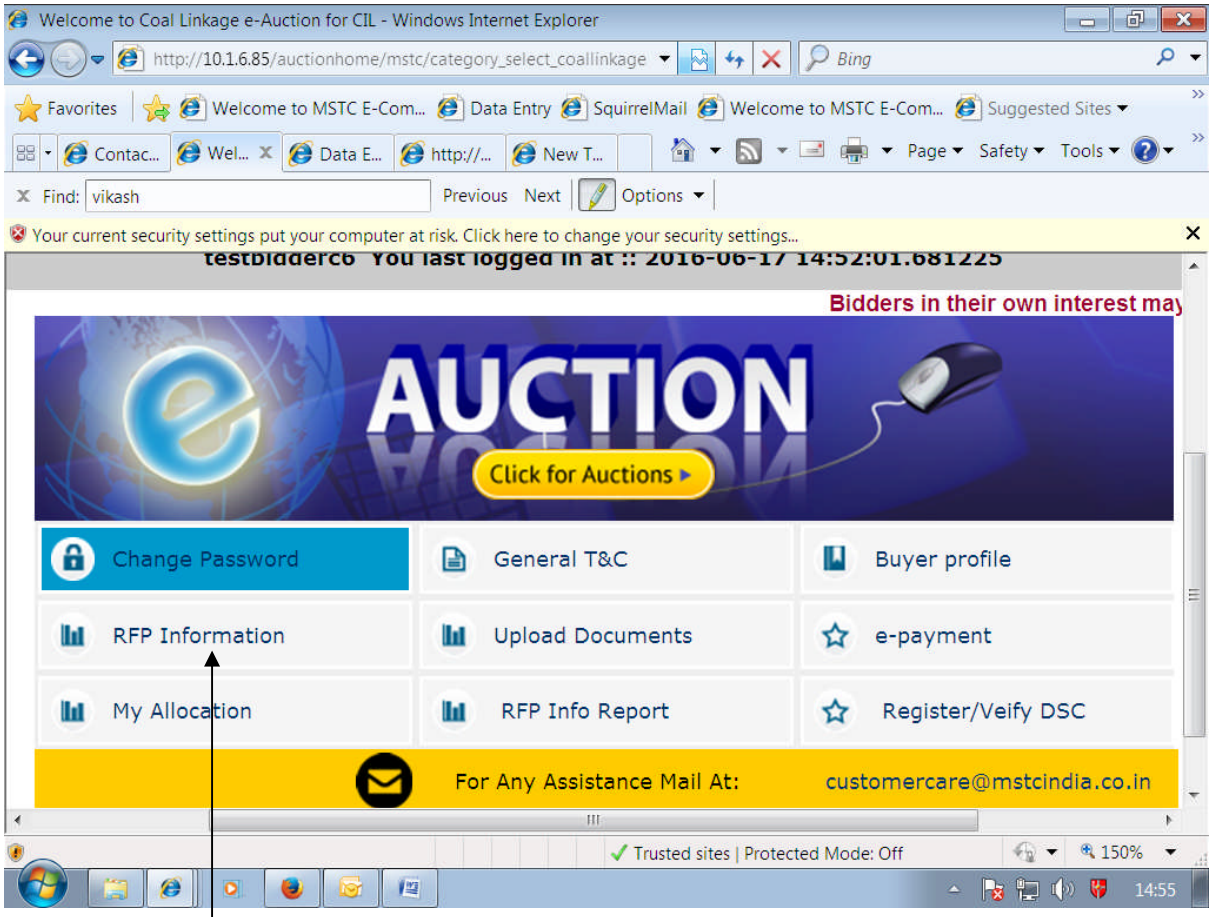
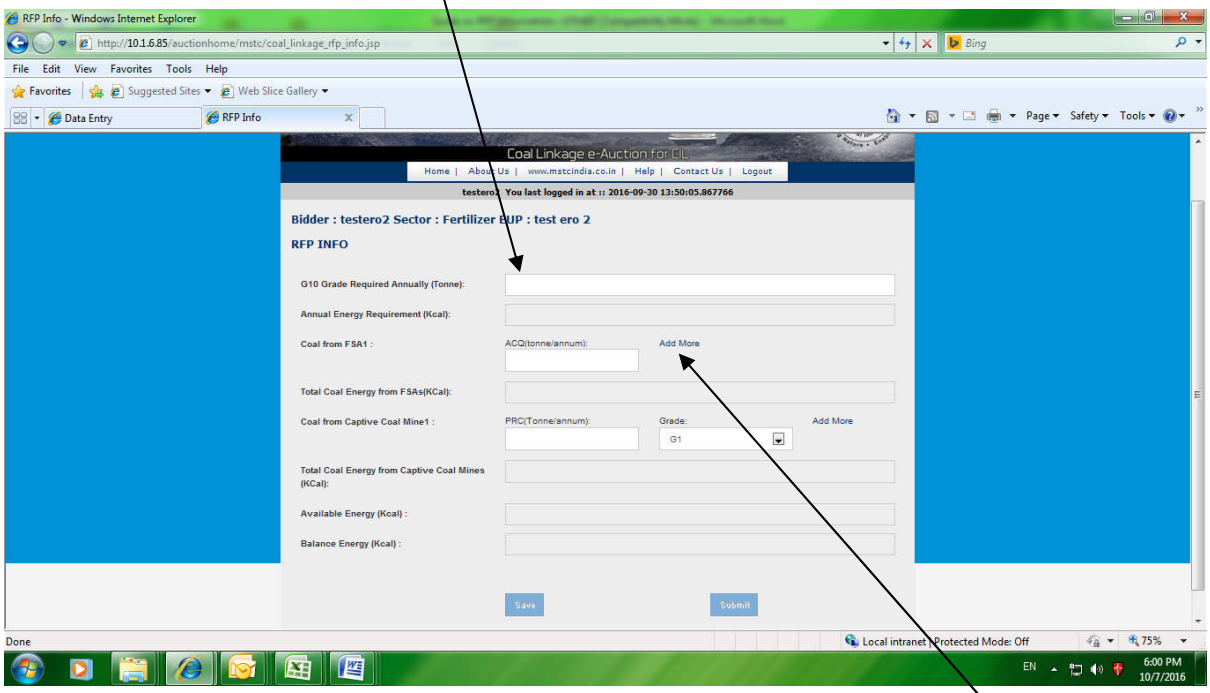
Guide on Submission of RFP Information – Other Sub Sector

Login with user id and password.

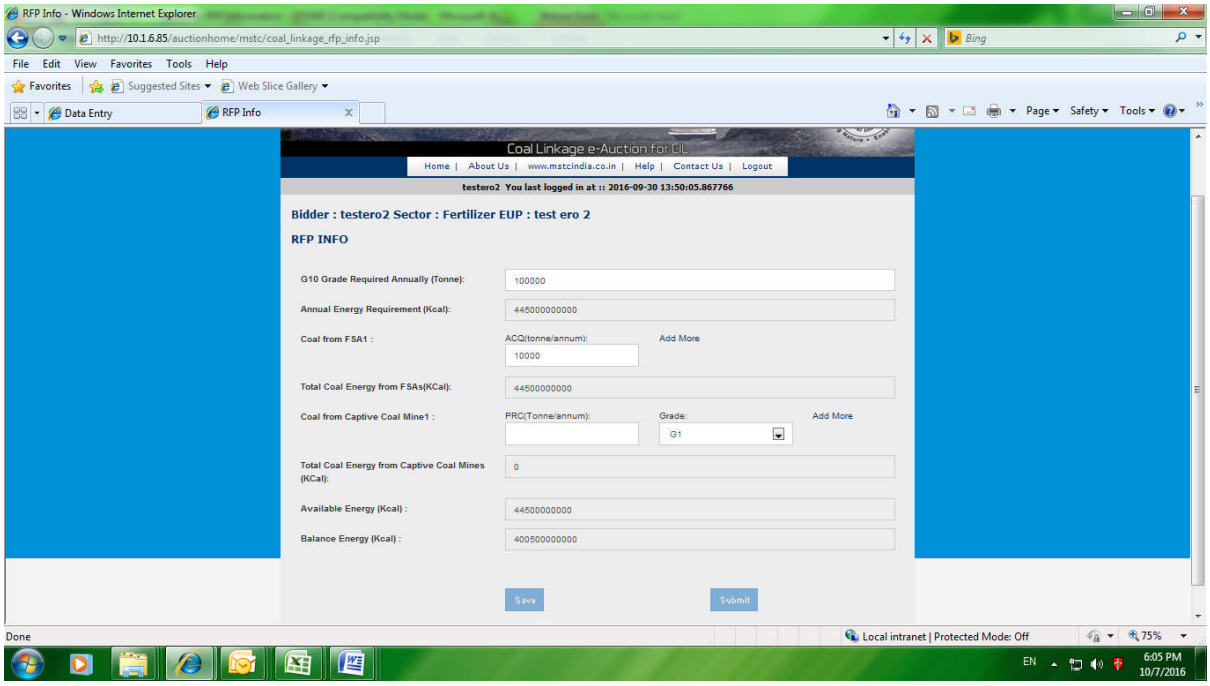


Click on RFP Information.

The screen will have space for the bidder to type the Self Assessed Quantity of coal required annually in tonnes for their industry for G10 Grade.

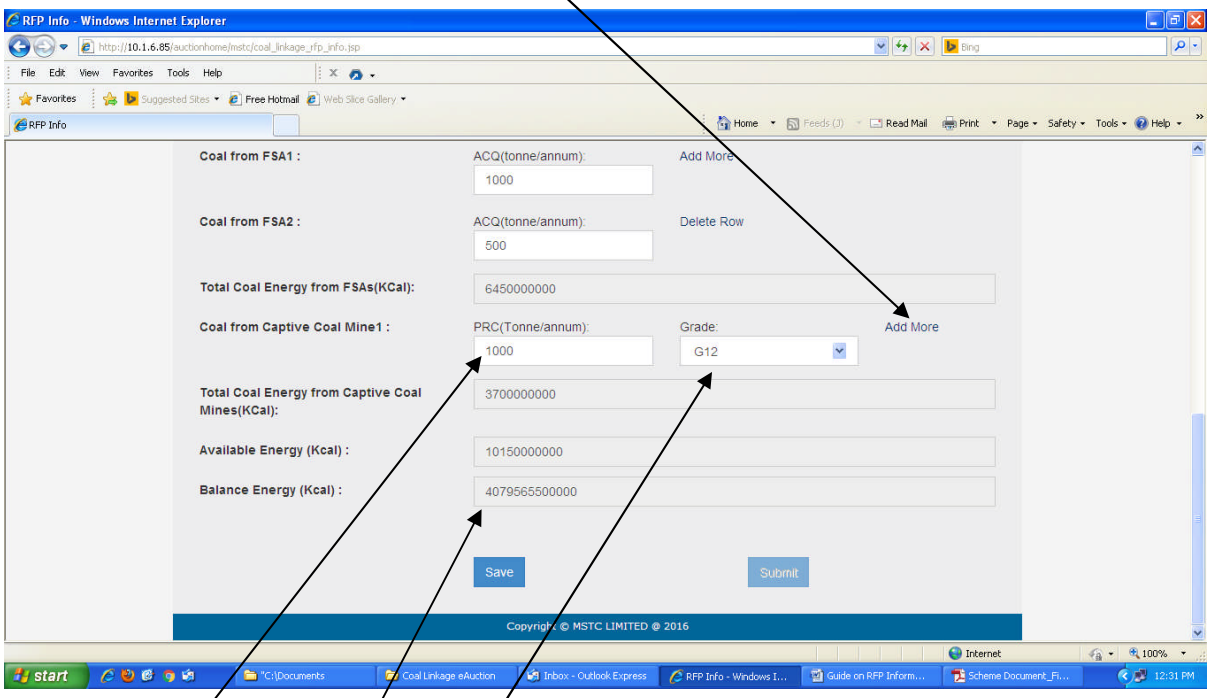


Fill up the spaces with correct information. If more than one unit exist, click Add More to generate additional rows as shown below.



The system shall calculate and display the annual quantity of G10 grade coal for the bidder based on the inputs given as well as the annual energy requirement.

Fill up the details against Coal from FSAs by typing the annual contracted quantity (ACQ) for the FSA. If more than one FSA exist, click Add More to generate additional rows.

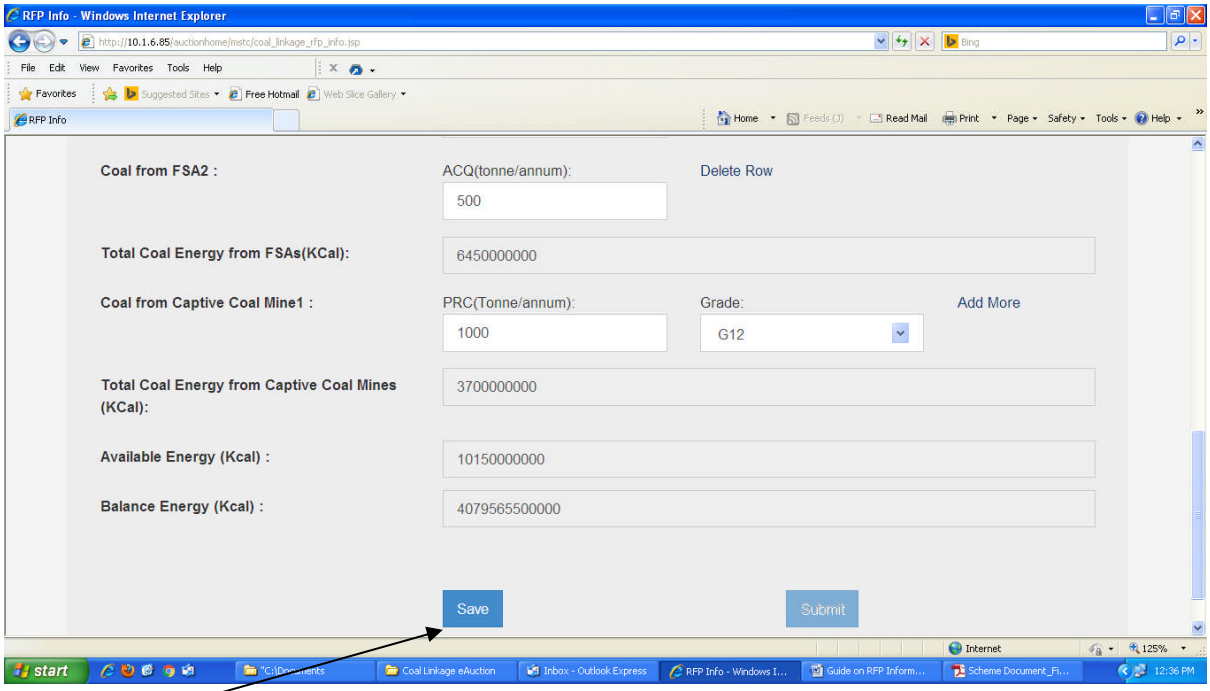


Then provide information about coal obtained from captive coal mines. The information about peak rated capacity (PRC) and the grade of coal from each coal mine should be provided.

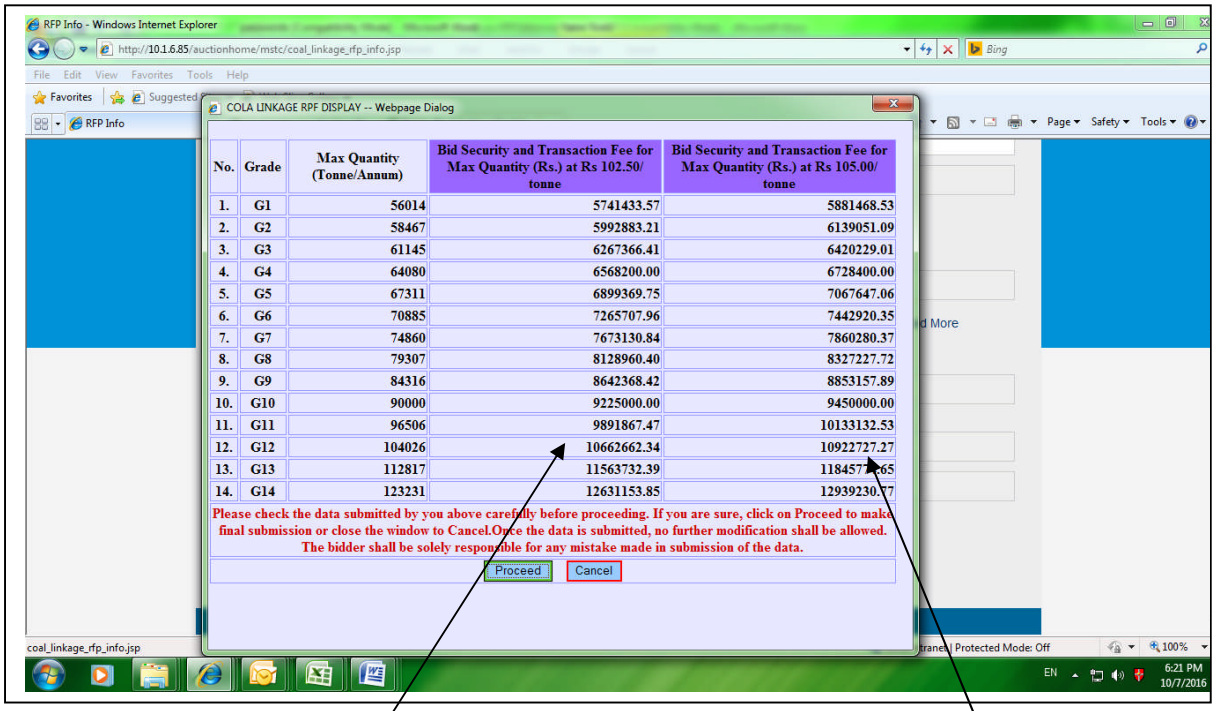
Based on the total capacity of the units as mentioned by the bidder, the system calculates the annual requirement of G10 grade coal based on the applicable norms and displays the Annual Energy Requirement (KCal) for the bidder.

Balance Energy (Kcal) that the bidder is eligible to bid is equal to

Annual Energy Requirement minus **Available Energy.**



Click on Save button. The system displays the maximum quantity of coal for the bidder in each grade from G1 to G14 as shown below.



No.	Grade	Max Quantity (Tonne/Annum)	Bid Security and Transaction Fee for Max Quantity (Rs.) at Rs 102.50/ tonne	Bid Security and Transaction Fee for Max Quantity (Rs.) at Rs 105.00/ tonne
1.	G1	56014	5741433.57	5881468.53
2.	G2	58467	5992883.21	6139051.09
3.	G3	61145	6267366.41	6420229.01
4.	G4	64080	6568200.00	6728400.00
5.	G5	67311	6899369.75	7067647.06
6.	G6	70885	7265707.96	7442920.35
7.	G7	74860	7673130.84	7860280.37
8.	G8	79307	8128960.40	8327227.72
9.	G9	84316	8642368.42	8853157.89
10.	G10	90000	9225000.00	9450000.00
11.	G11	96506	9891867.47	10133132.53
12.	G12	104026	10662662.34	10922727.27
13.	G13	112817	11563732.39	11845[illegible]65
14.	G14	123231	12631153.85	12939230.[illegible]7

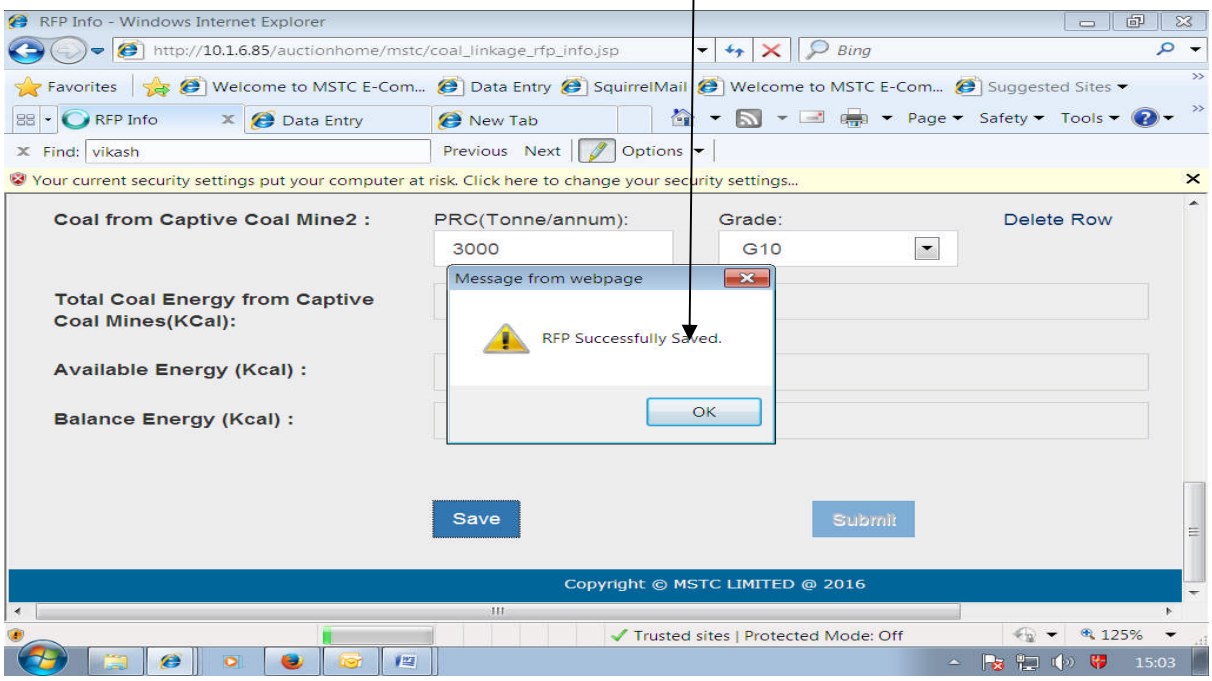
FOR CIL **FOR SCCL**

The screen displays the maximum quantity of coal in each grade from G1 to G14 that the bidder is eligible to bid based on the information provided by it in the previous step. The system also displays the amount to be deposited by the bidder to be able to bid for the

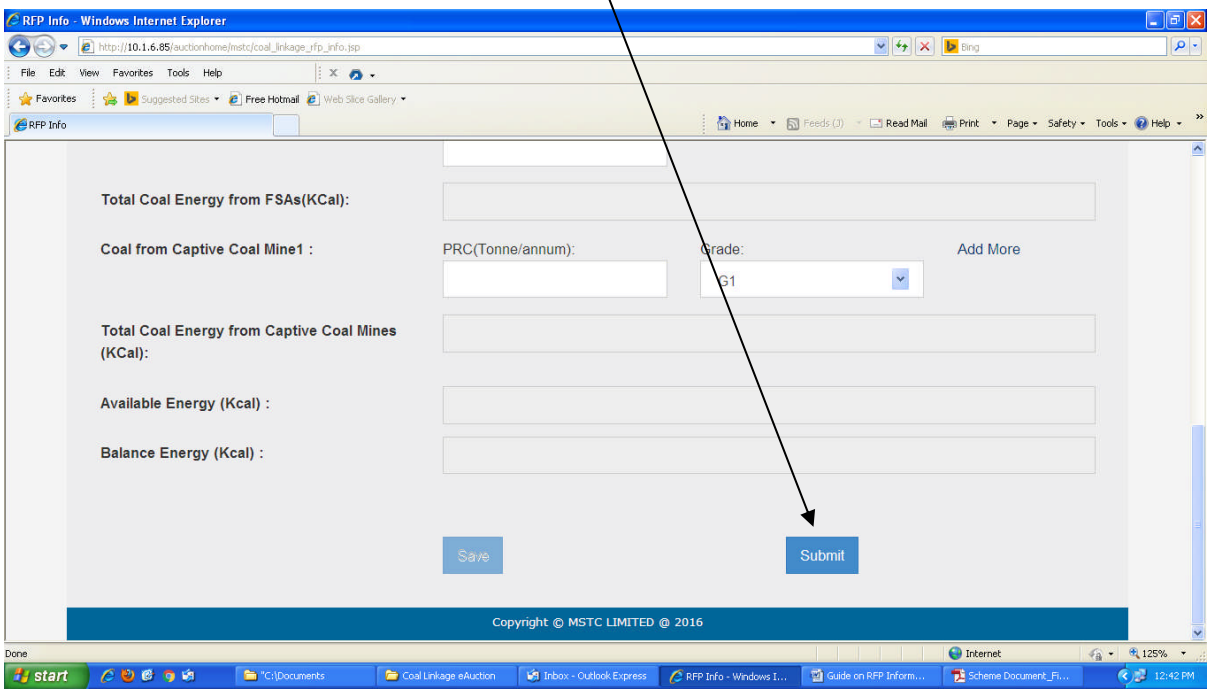
maximum quantity of coal in each grade. This amount includes the Bid Security of Rs 100/- per tonne and the process fee of Rs XXX per tonne. In the above screen, transaction fee refers to the process fee (Process fee for CIL is Rs 2.50 per tonnes and for SCCL process fee is Rs 5.00 per tonnes).

The bidder should read the text in RED colour before clicking on the Proceed button. The bidder may click the Cancel button to go back to the previous page.

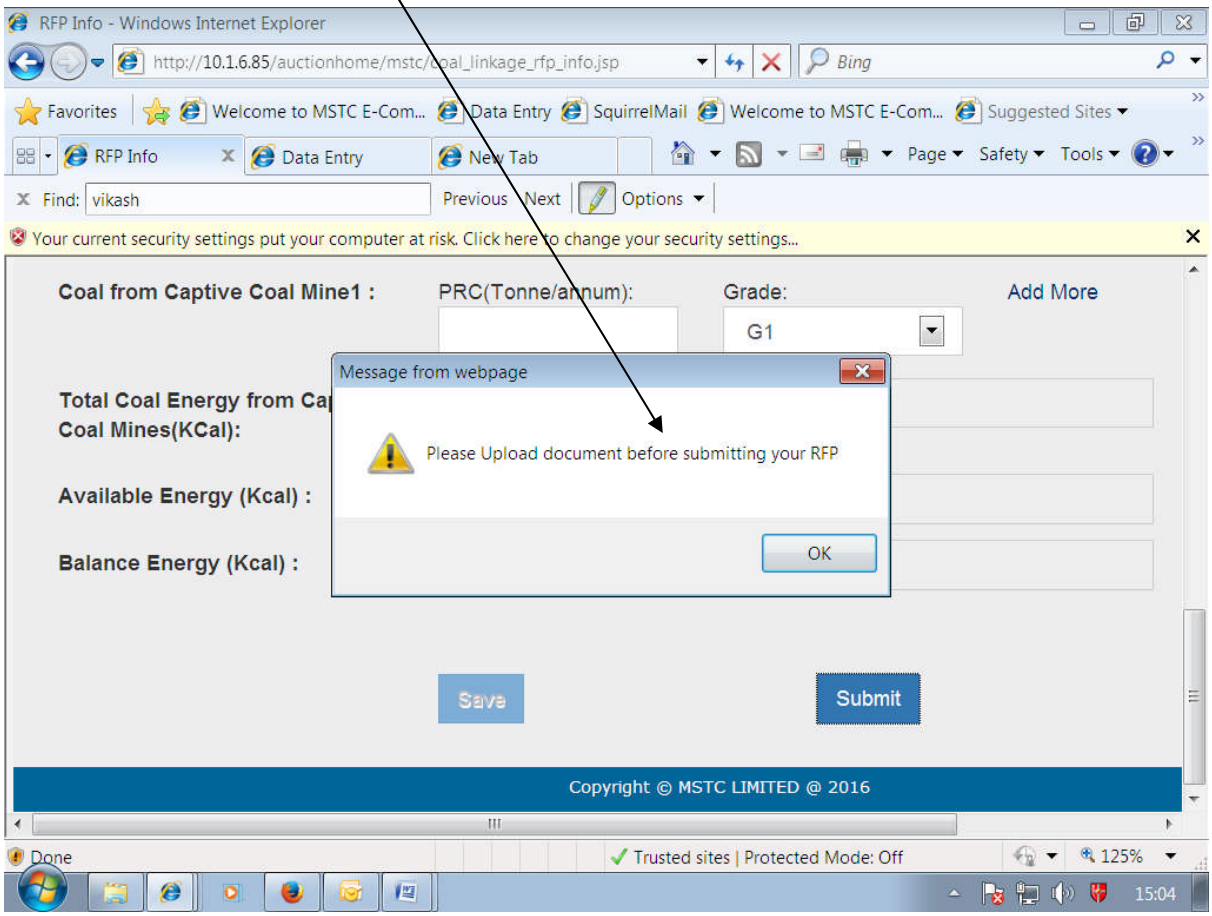
On clicking the Proceed button, the data will be saved and can't be changed any more. The <u>Save button will get disabled.</u>



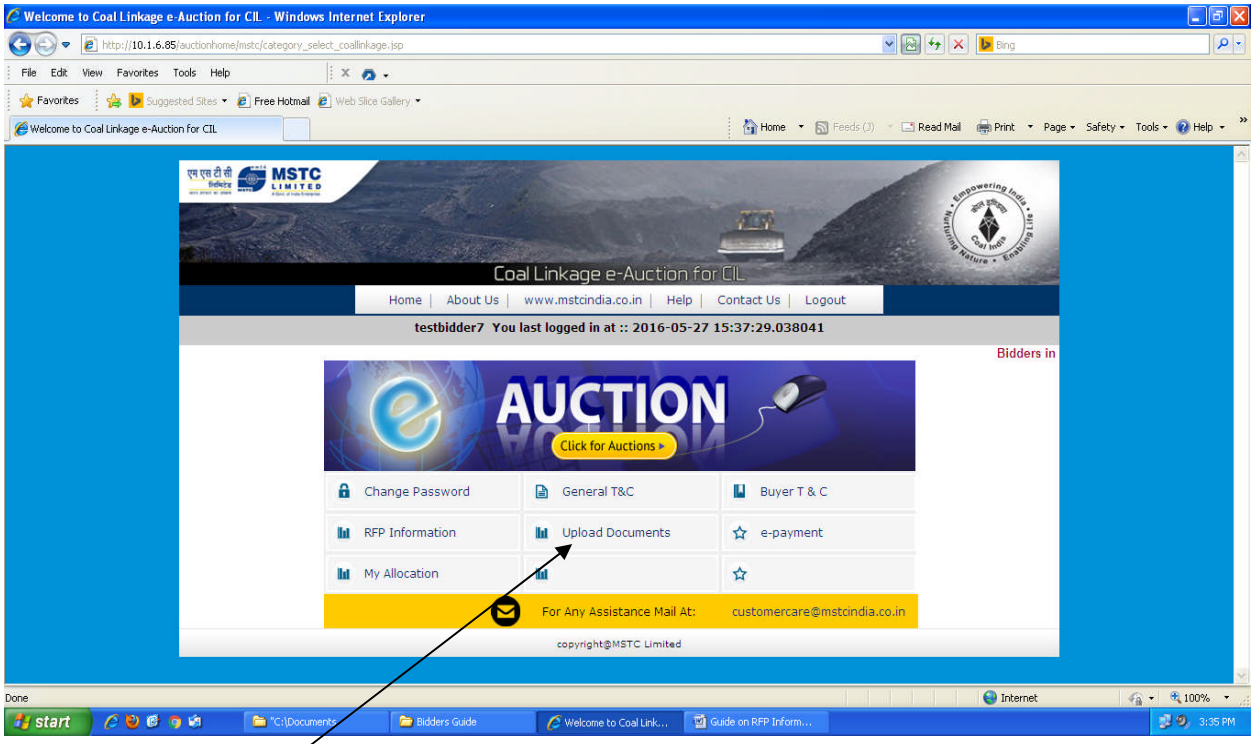
Thereafter, the bidder should click on Submit button to make final submission of the RFP Information.



The system shall prompt for uploading documents, if not already done.

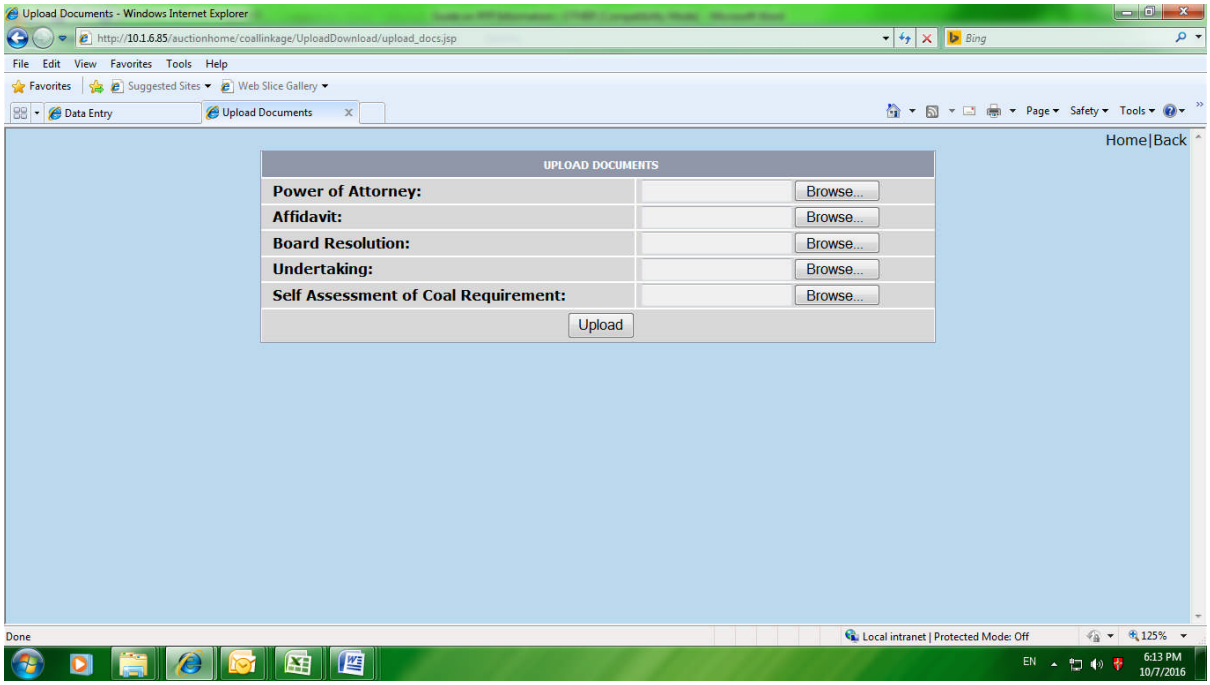


Clicking on Submit button may give the above pop up which prompts the bidder to upload the mandatory documents. For this, the bidder should click on OK and then on the Home button to go back to the homepage as shown below.

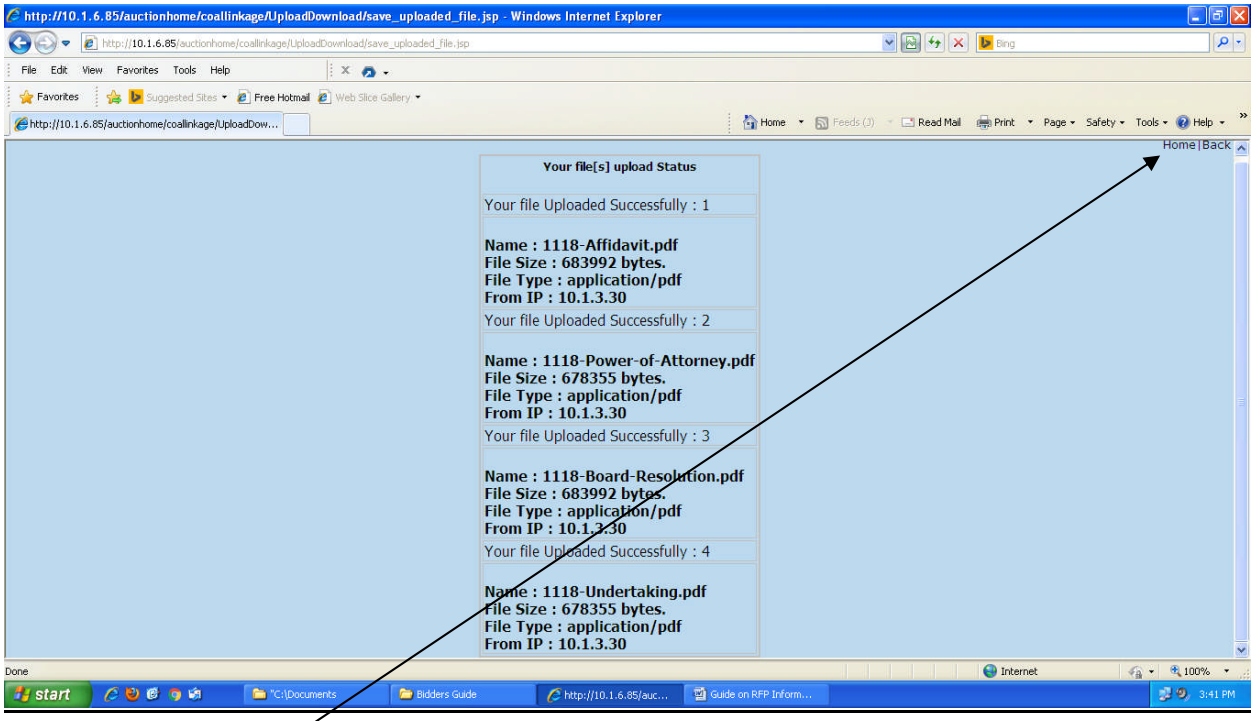


Then click on Upload Documents. The following page will appear.

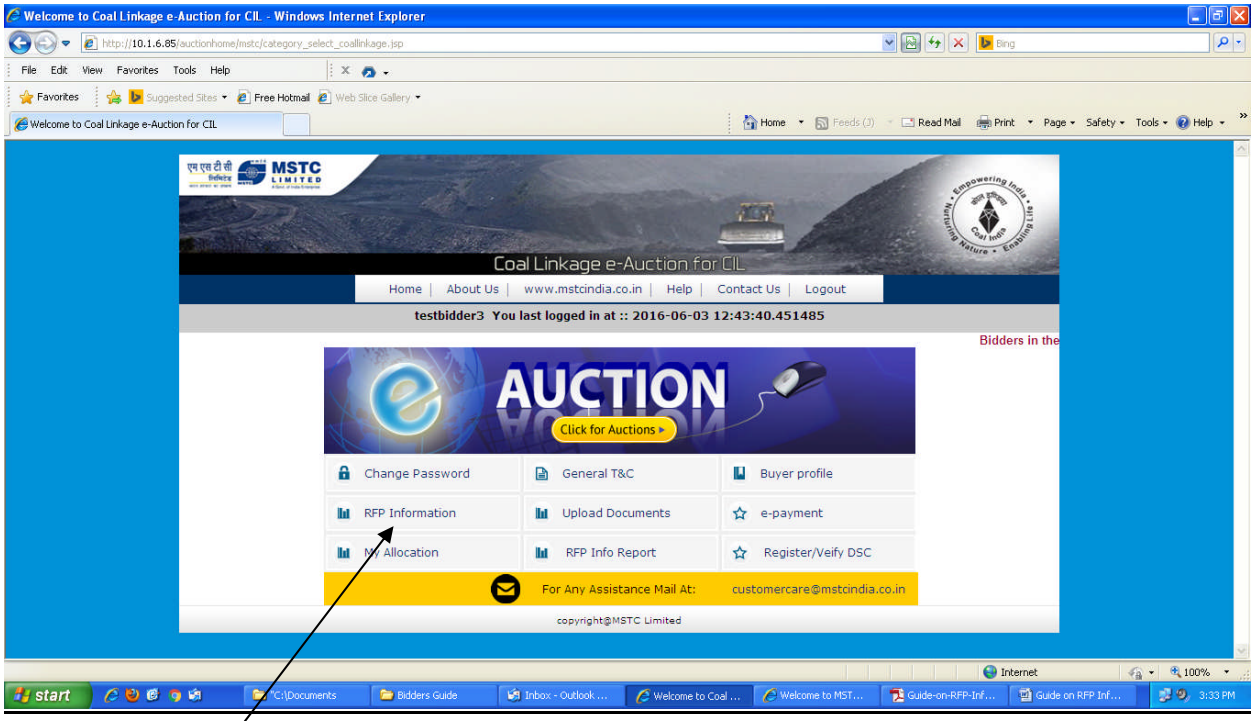
Browse the files.



Click on Upload button. The following screen will appear.

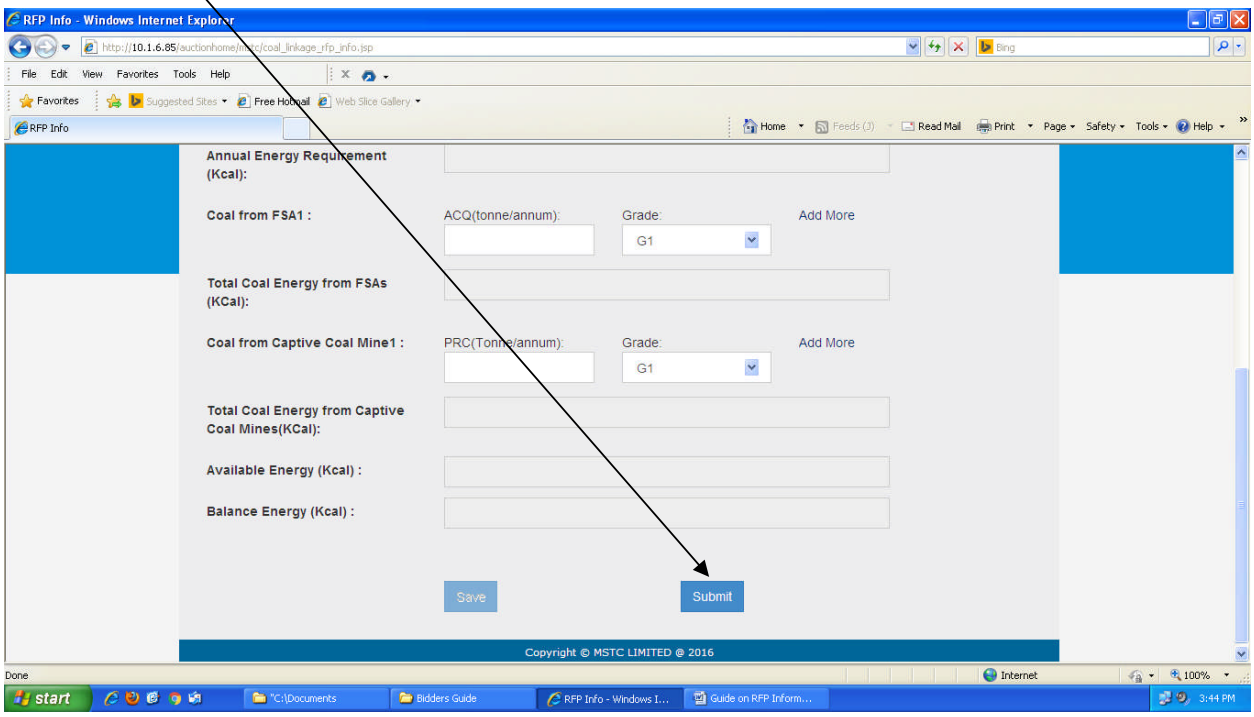


Click on Home button to go back to the homepage.

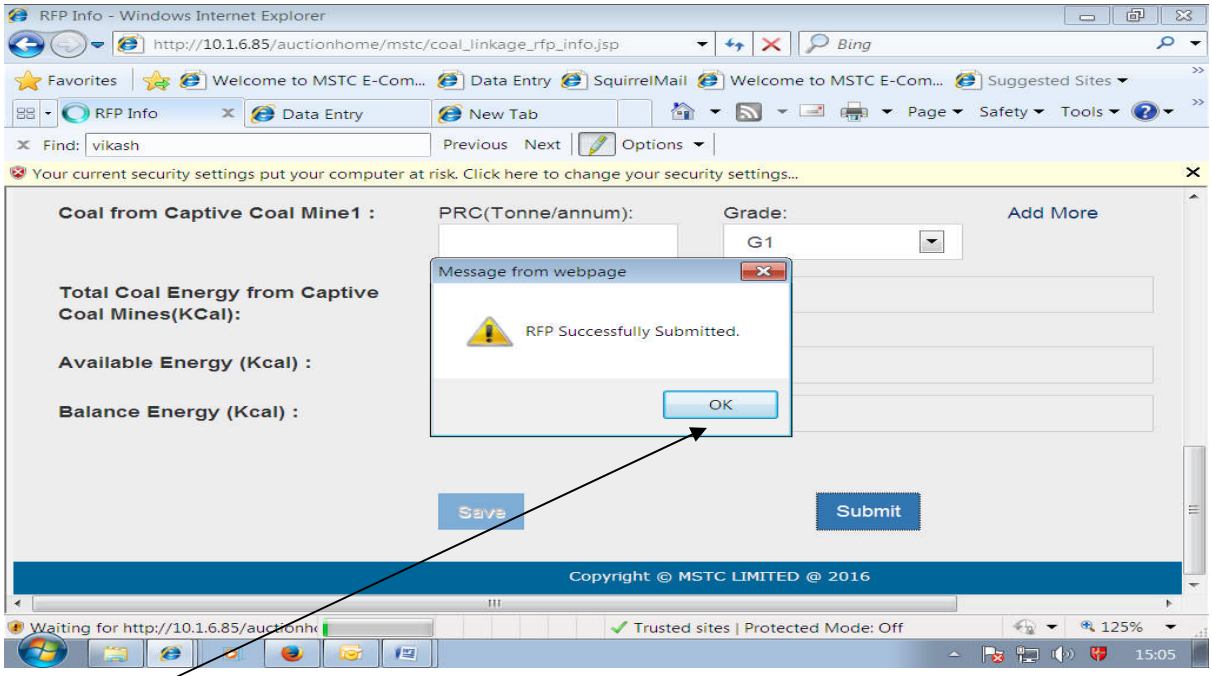


Click on RFP Information again to get the following screen.

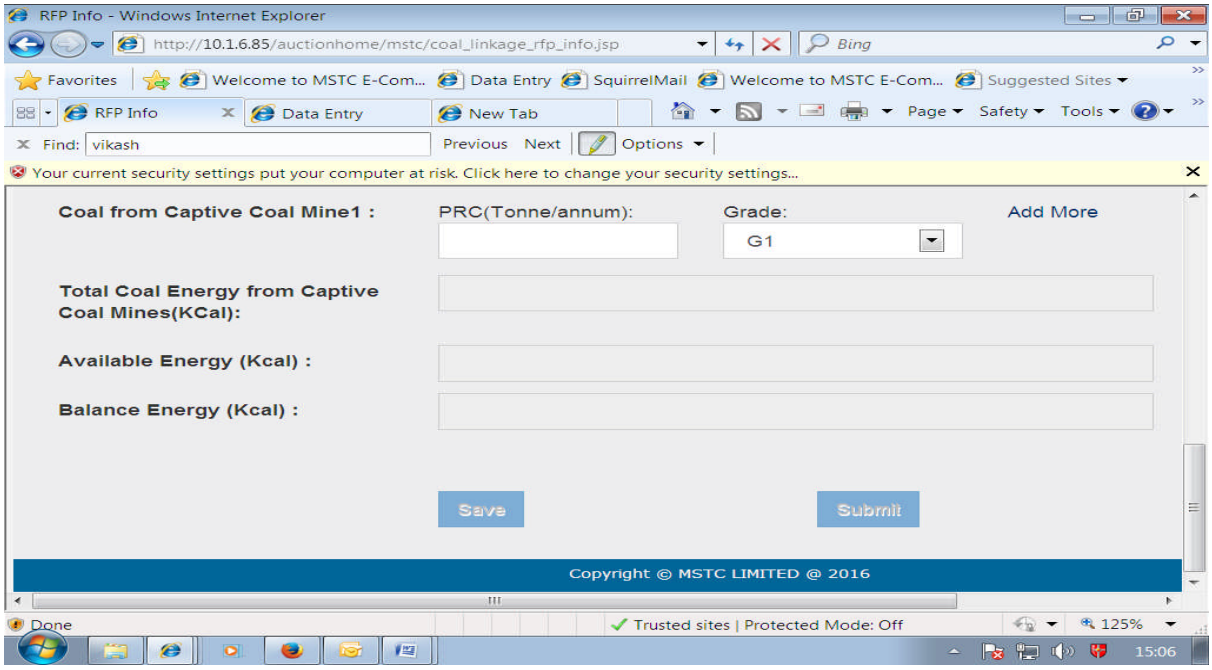
Click on Submit button (Save button will remain disabled).



Now the screen will give a confirmation that the RFP has been successfully submitted as shown below.



Click on Ok.



The Submit button now gets disabled. Click on Home button to go back to homepage.

Please note that

1. **It is mandatory for the bidder to fill up and submit the RFP Information to be able to bid in the auction process. The bidder may check the information provided by it through the link RFP Info Report.**

2. **The submission of the above information is allowed only once for each bidder and hence bidders should fill up the information very carefully. Modification of information once submitted or re-submission of information will not be allowed.**