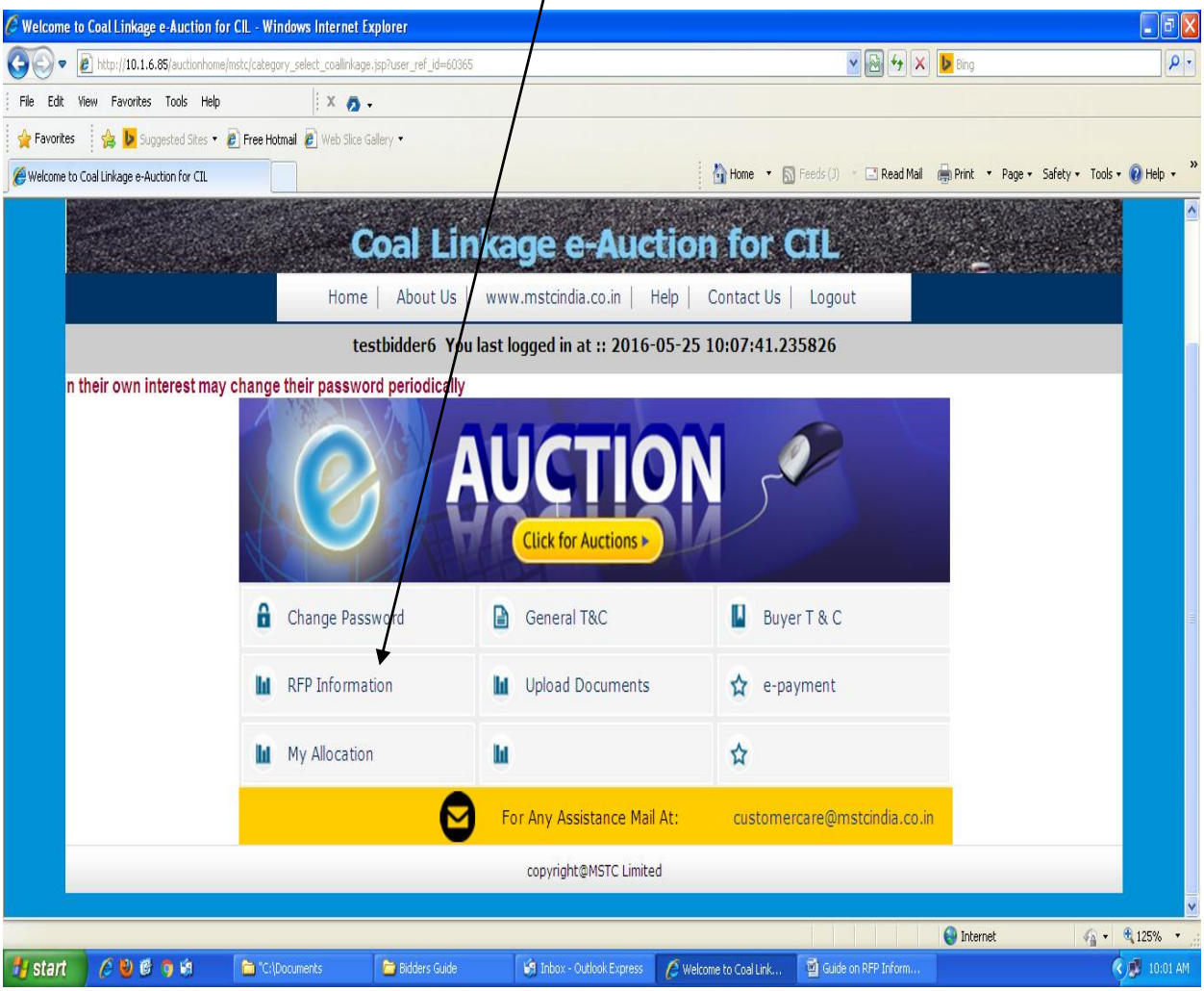
Guide on Submission of RFP Information

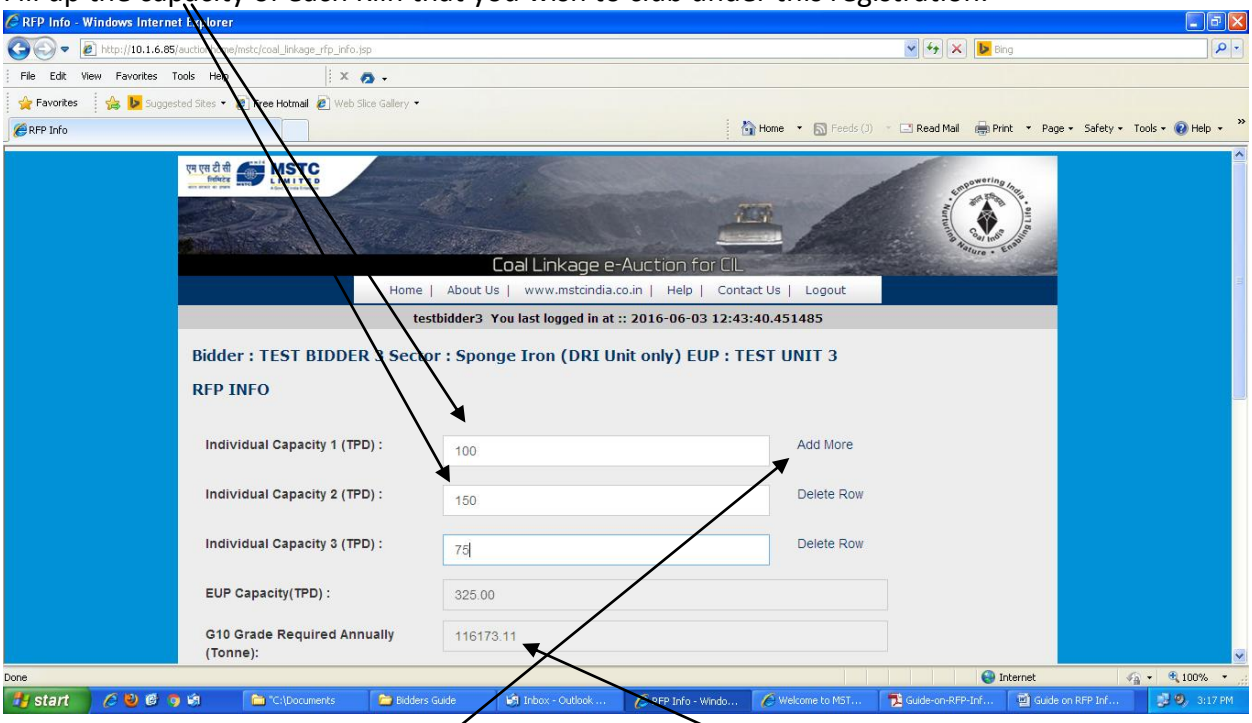
Bidder is required to submit the information regarding the capacity of the EUP (in Tonne Per Day) for which coal is required along with the annual quantity and grade of coal it receives through existing FSAs and captive coal mine, if any. The responsibility to provide correct information lies solely with the bidder. If at any later stage it is found that the Bidder has submitted false / incorrect information either intentionally or inadvertently, action as per the provisions of this Scheme document will be taken against such Bidder.

After login in, please click on the link "RFP Information".



The following screen will appear.

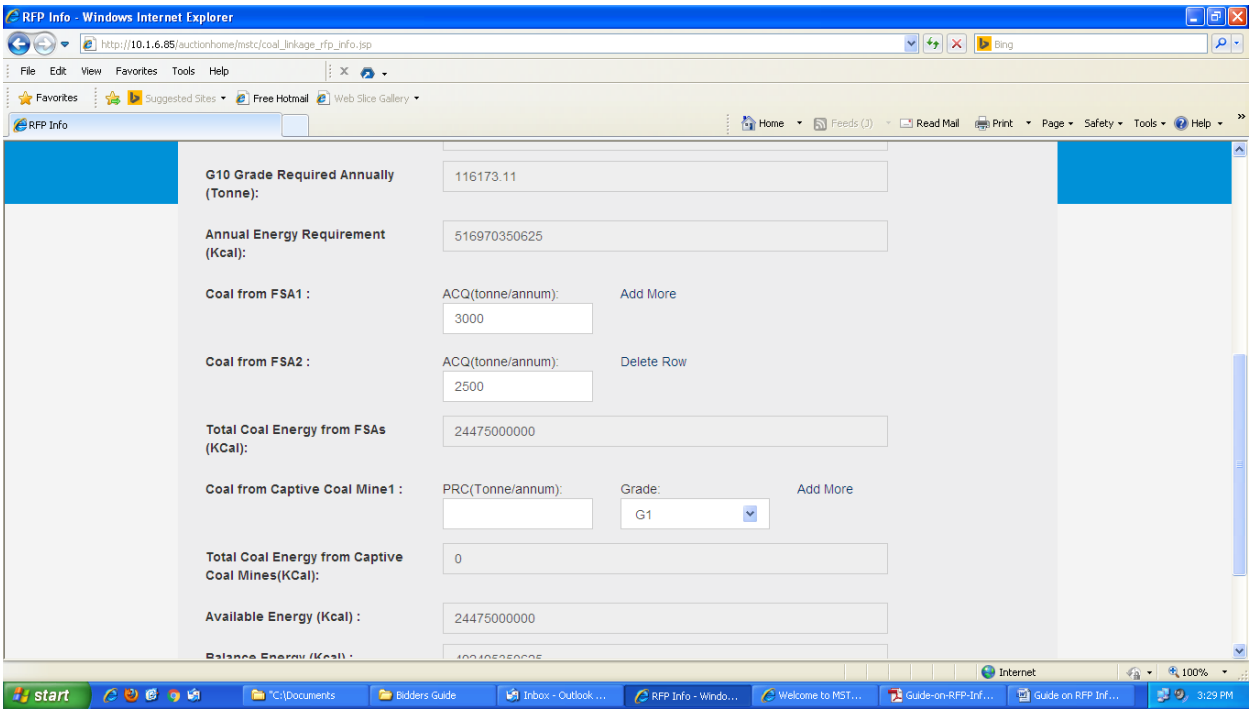
Fill up the capacity of each Kiln that you wish to club under this registration.



To add more EUPs, click on Add More.

The system will calculate the Normative Coal Requirement (per annum) in G10 equivalent grade for each kiln and the total coal requirement per annum in G10 grade will be displayed.

Fill up the ACQ of coal that is available through FSA(s) as shown below. To add more FSAs, click on Add More.



The system will calculate the total coal available through FSAs and the equivalent energy in KCal in terms of G10 grade coal.

Similarly, fill up the data for the coal available through captive coal mines (both annual peak rated capacity and the grade of coal).

If a bidder obtains coal from more than one FSA or coal mine, then he should click on **Add More** link and subsequently fill the information for all the FSAs and coal mines. The system would calculate and display the total coal energy from the existing FSAs and coal mines against the **Available Energy** (in KCal) field.

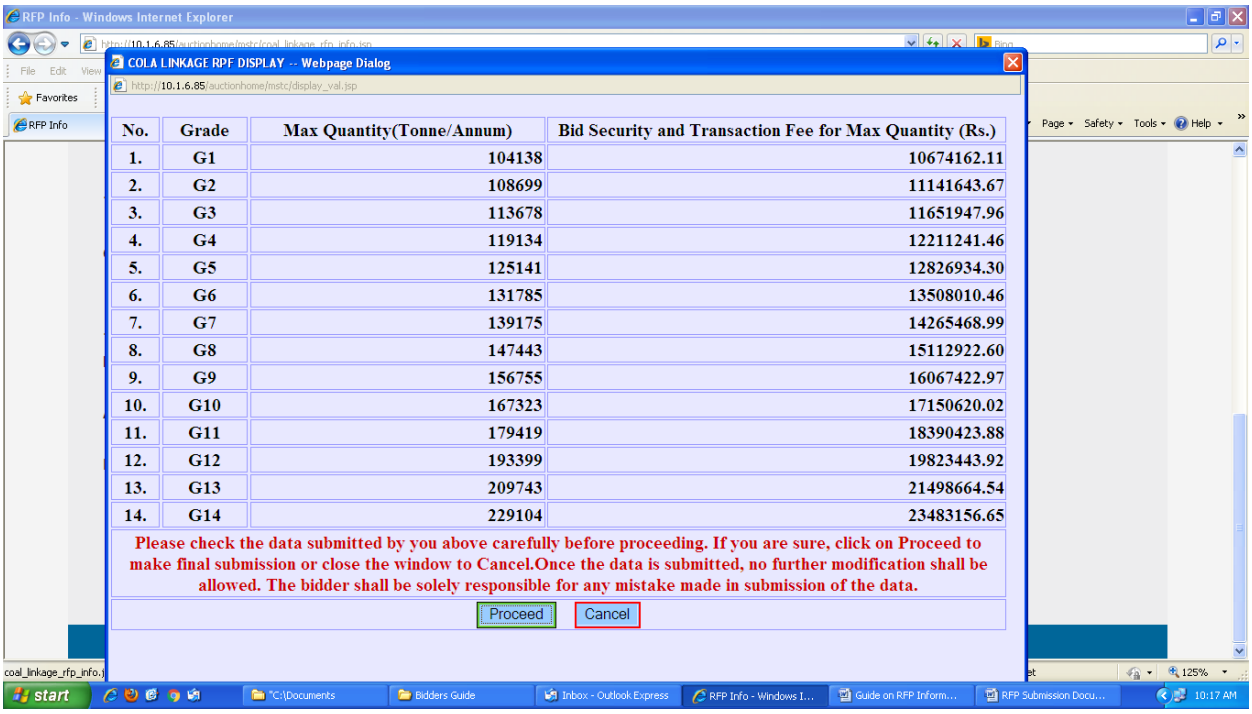
Based on the total capacity of the kilns as mentioned by the bidder, the system calculates the annual requirement of G10 grade coal based on the applicable norms and displays the Annual Energy Requirement (KCal) for the bidder.

The system shall also display the Balance Energy (Kcal) that the bidder is eligible to bid i.e.

Annual Energy Requirement minus **Available Energy.**

In the above screen ACQ stands for Annual Contract Quantity and PRC stands for Peak Rated Capacity.

After filling up the above stated information, the bidder shall click the Save button. This action will lead to the following screen.



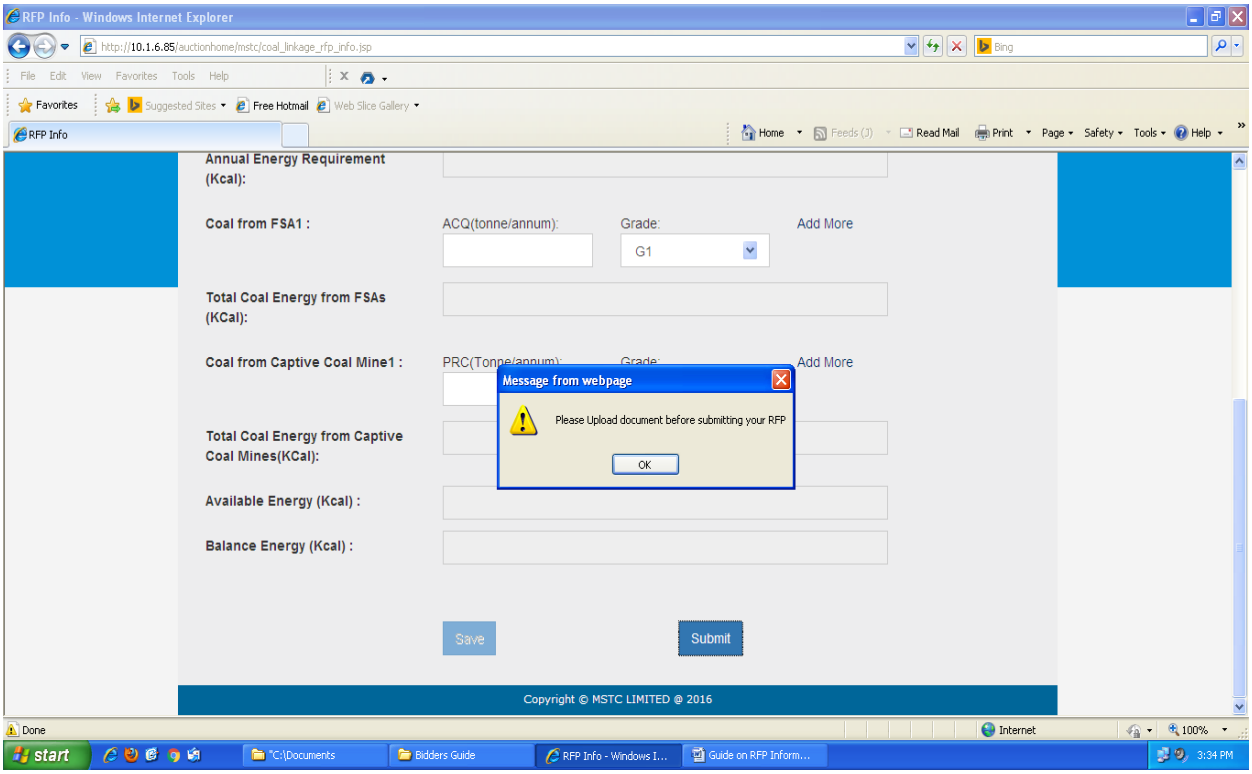
No.	Grade	Max Quantity(Tonne/Annum)	Bid Security and Transaction Fee for Max Quantity (Rs.)
1.	G1	104138	10674162.11
2.	G2	108699	11141643.67
3.	G3	113678	11651947.96
4.	G4	119134	12211241.46
5.	G5	125141	12826934.30
6.	G6	131785	13508010.46
7.	G7	139175	14265468.99
8.	G8	147443	15112922.60
9.	G9	156755	16067422.97
10.	G10	167323	17150620.02
11.	G11	179419	18390423.88
12.	G12	193399	19823443.92
13.	G13	209743	21498664.54
14.	G14	229104	23483156.65

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 2.50 per tonne. In the above screen, transaction fee refers to the process fee.

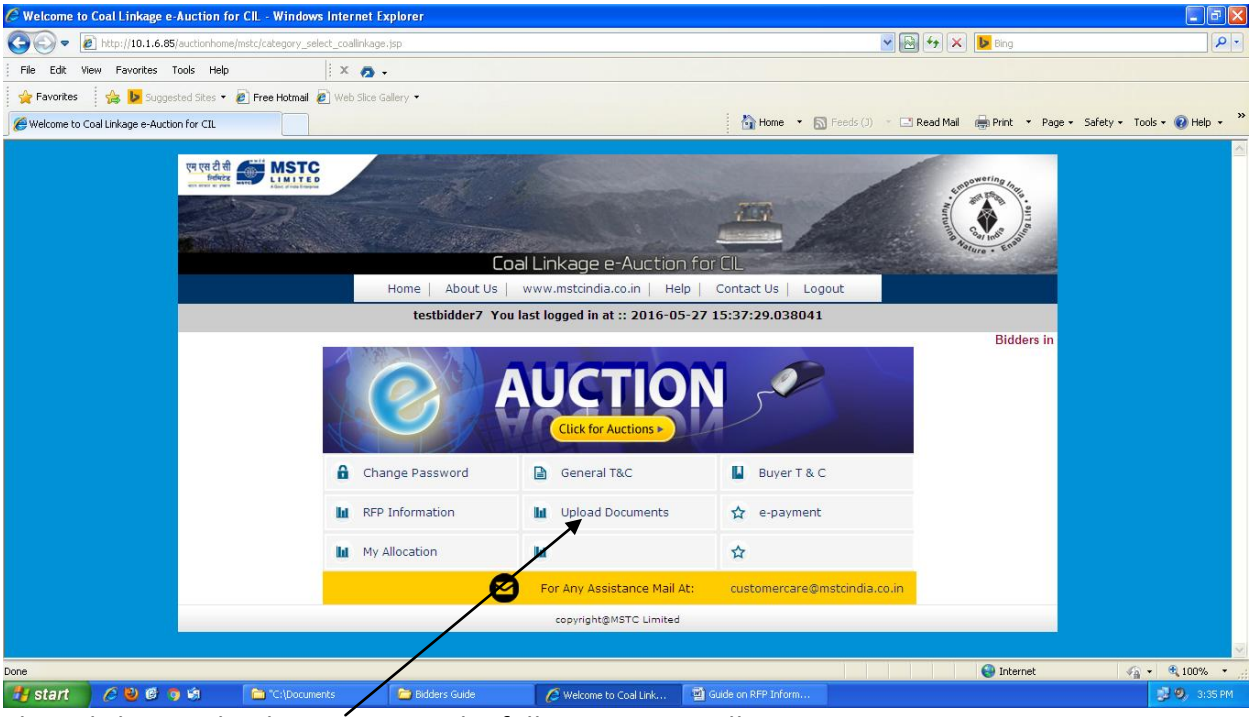
The bidder should read the text in RED colour before clicking on the Proceed button. The bidder may click the Cancel button to go back to the previous page.

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

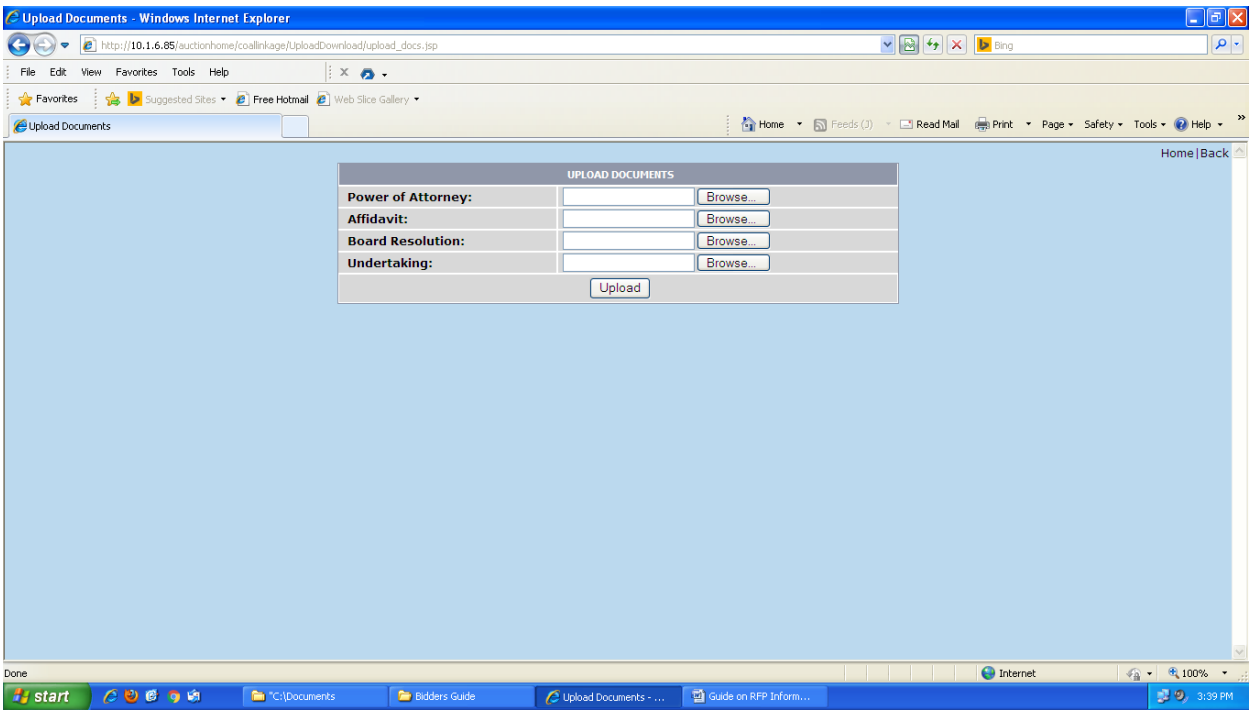
Thereafter, the bidder should click on Submit button to make final submission of the RFP Information.



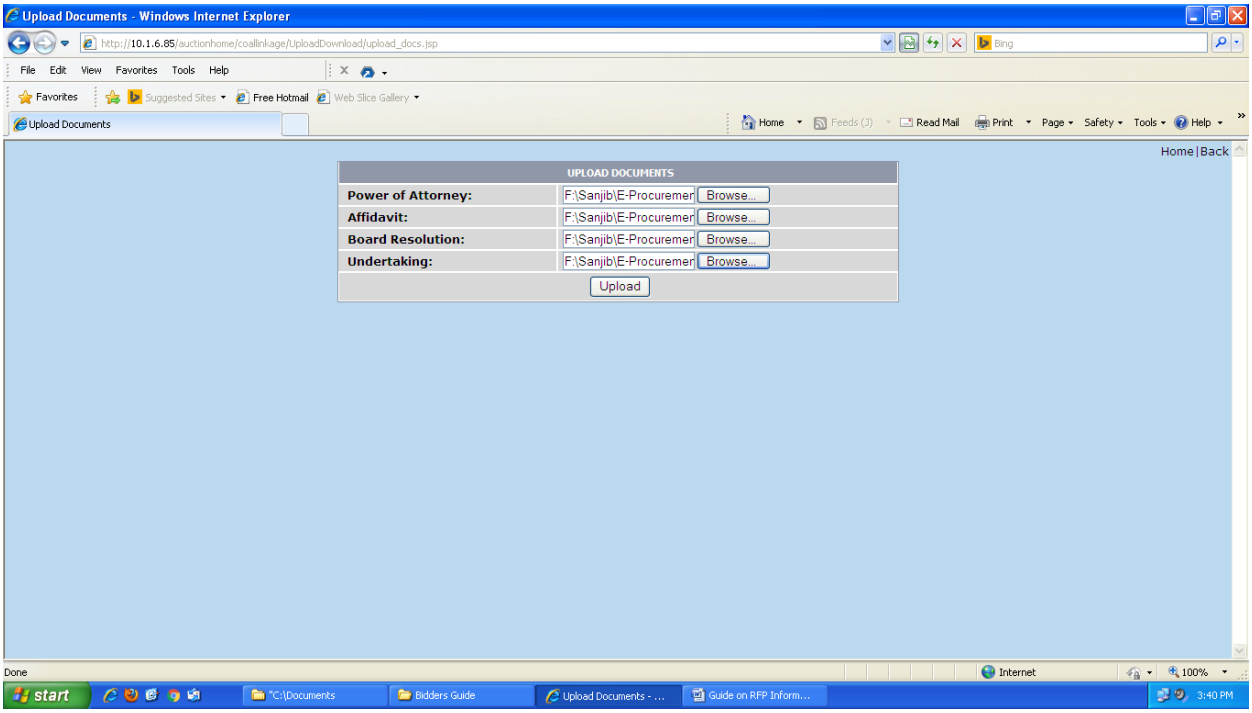
Clicking on Submit button may give the above pop up which prompts the bidder to upload the mandatory documents. For this, the bidder should click on OK and then on the Home button to go back to the homepage as shown below.



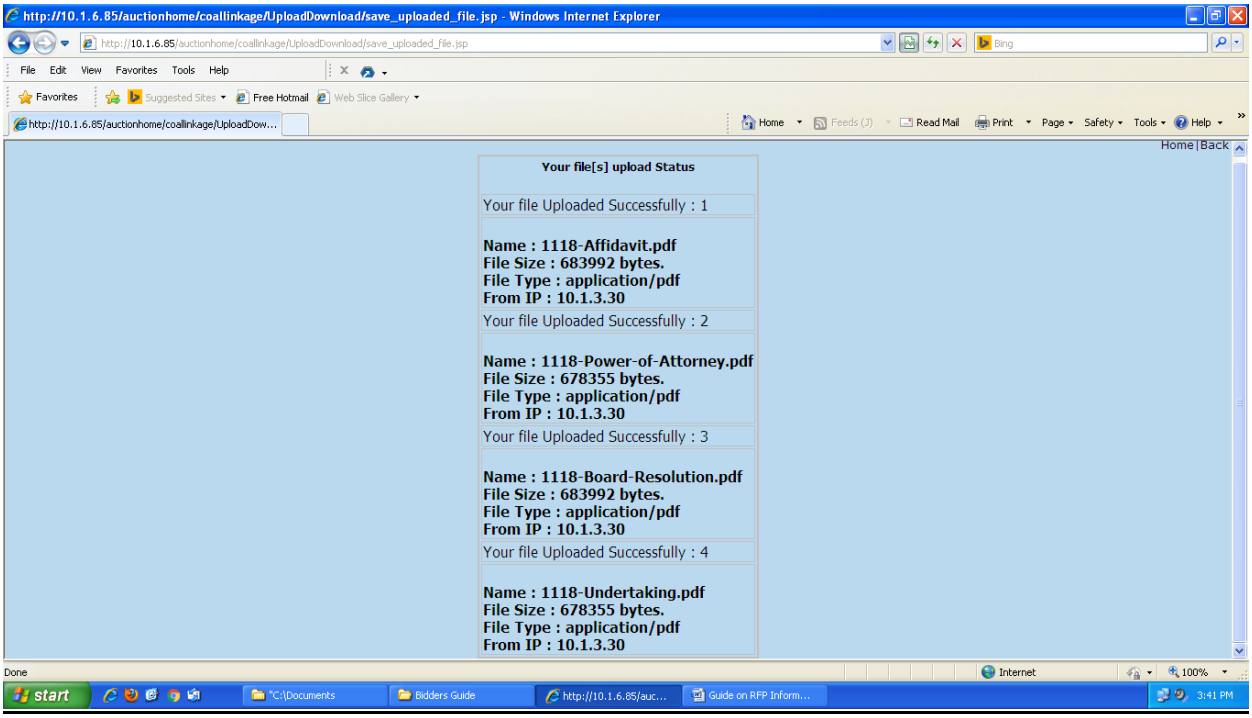
Then click on Upload Documents. The following page will appear.



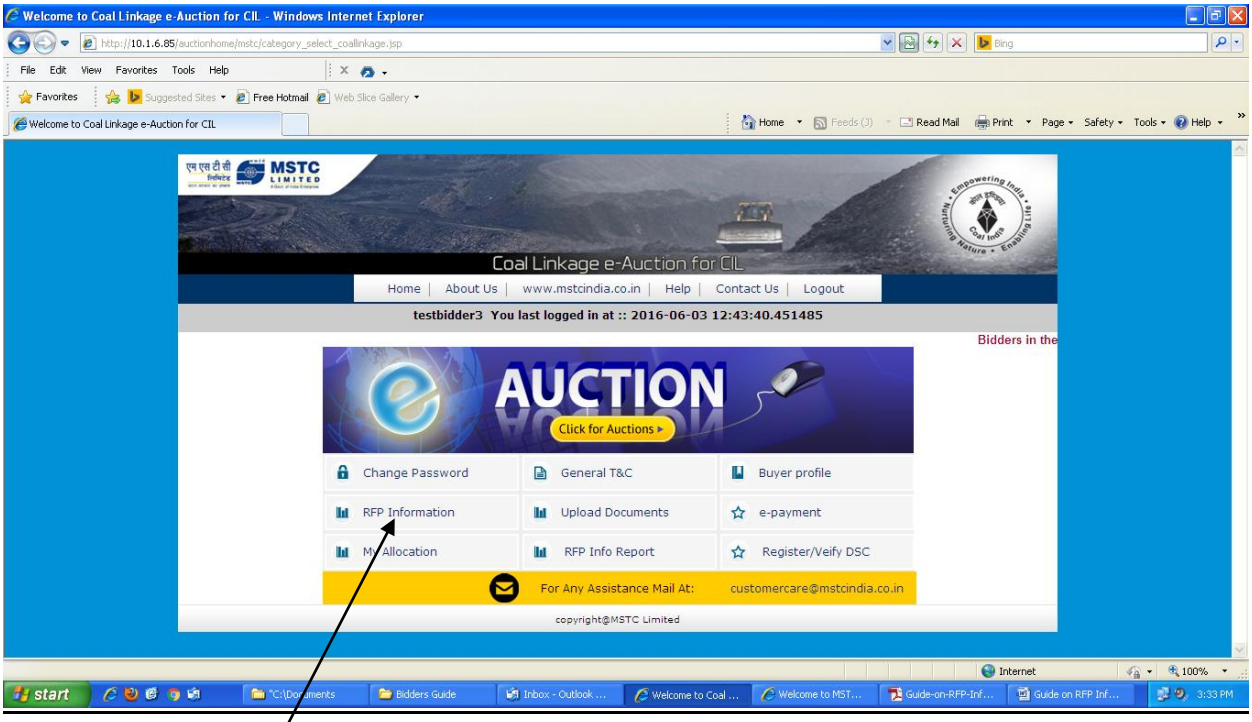
Browse the files.



Click on Upload button. The following screen will appear.

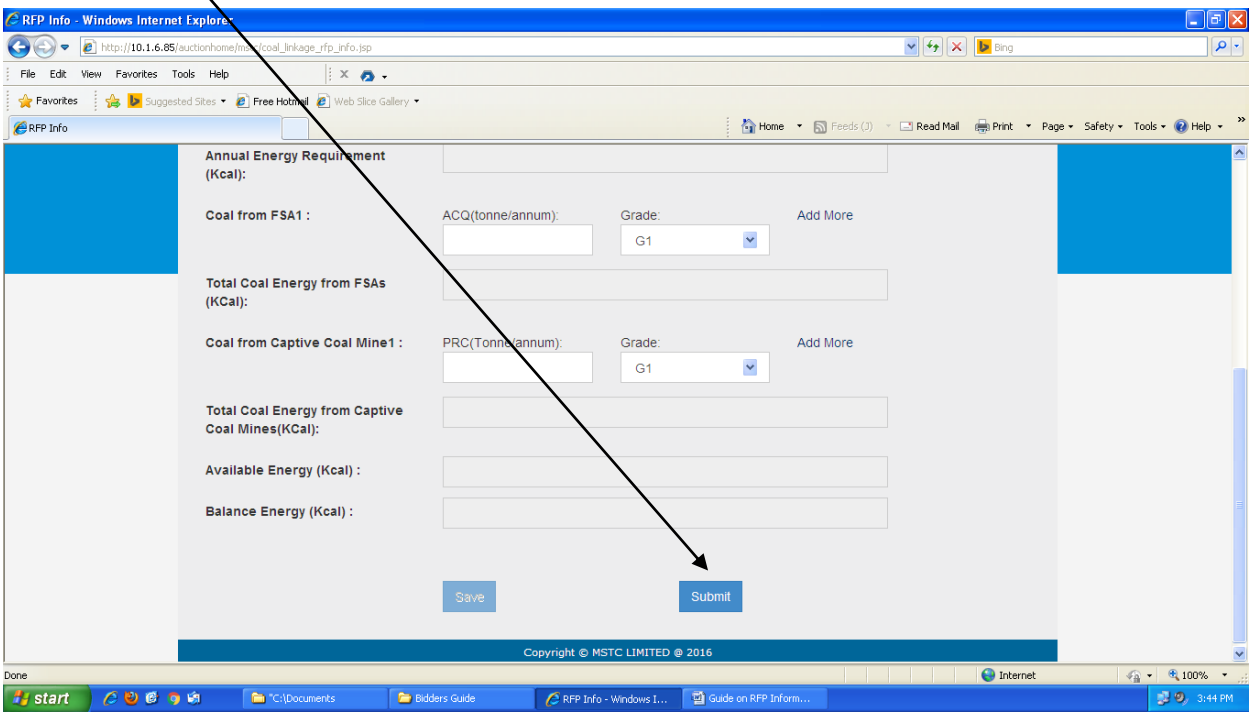


Click on Home button to go back to the homepage

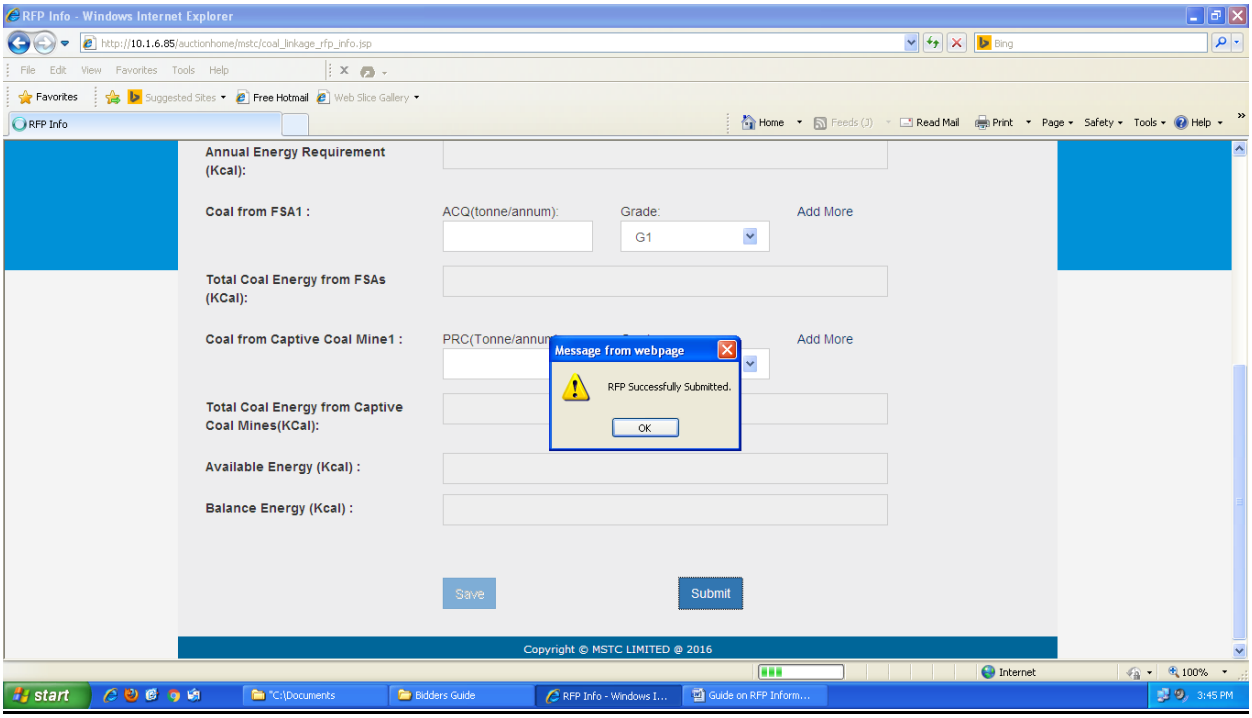


Click on RFP Information again to get the following screen.

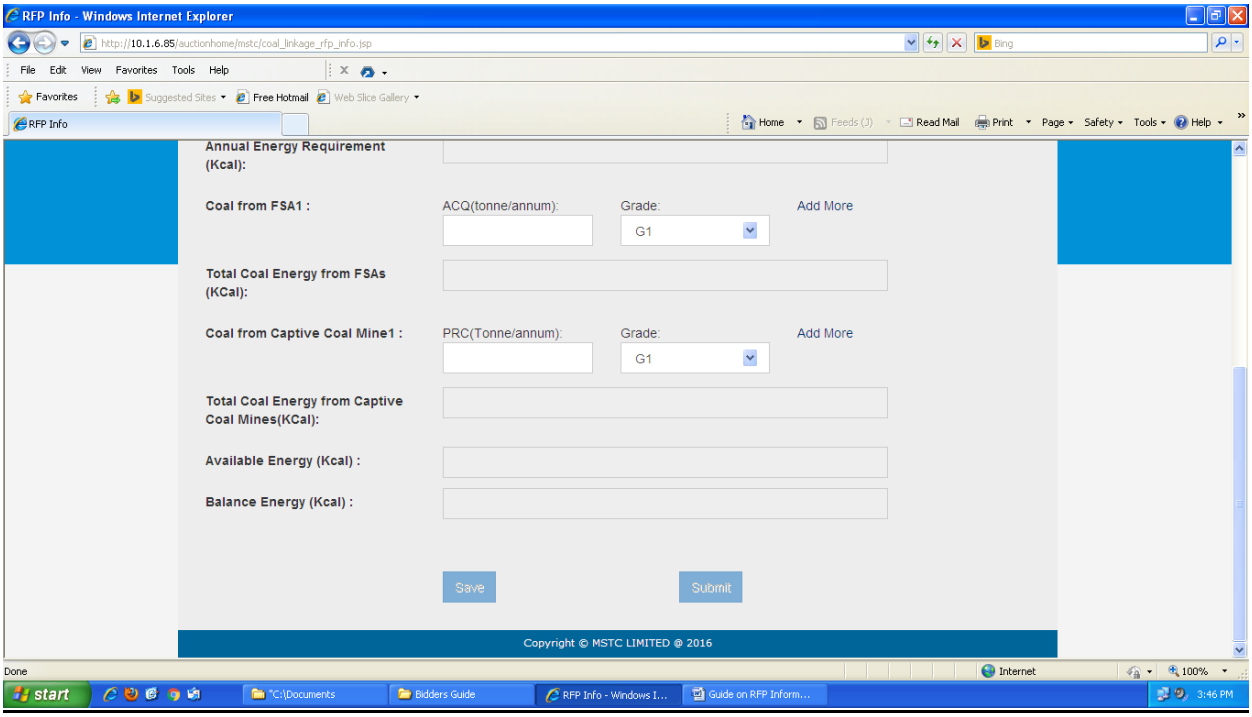
Click on Submit button (Save button will remain disabled).



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.

<u>Please note that</u>

<u>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.</u>

<u>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.</u>