Guidelines for Bidders

(The following section is meant only to provide guidance to bidders about MSTC's e-bidding portal for CoPT Land lease portal for Cochin Port Trust. These guidelines are subject to change from time to time depending on the development of the portal. Bidders are advised to keep checking the latest guidelines from the website to keep themselves updated. They may also contact the offices of MSTC to seek clarification on any point. MSTC shall not be responsible for any mistake committed by any bidder or for any consequent loss to the bidder due to misunderstanding anything written hereunder.)

System Requirement:

The following requirements need to be fulfilled for optimum use of MSTC e-auction system:

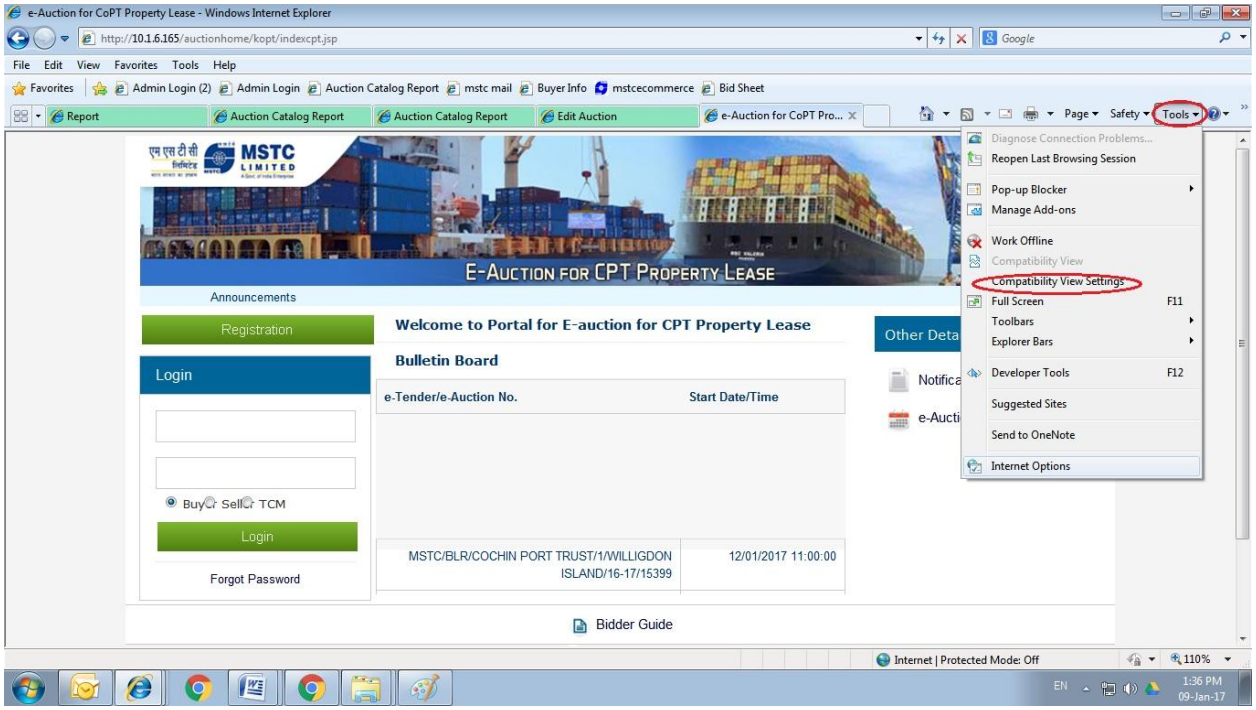
(1)A computer connected to internet through an ISP.

(2)The computer should have adequate RAM depending on version of Windows.

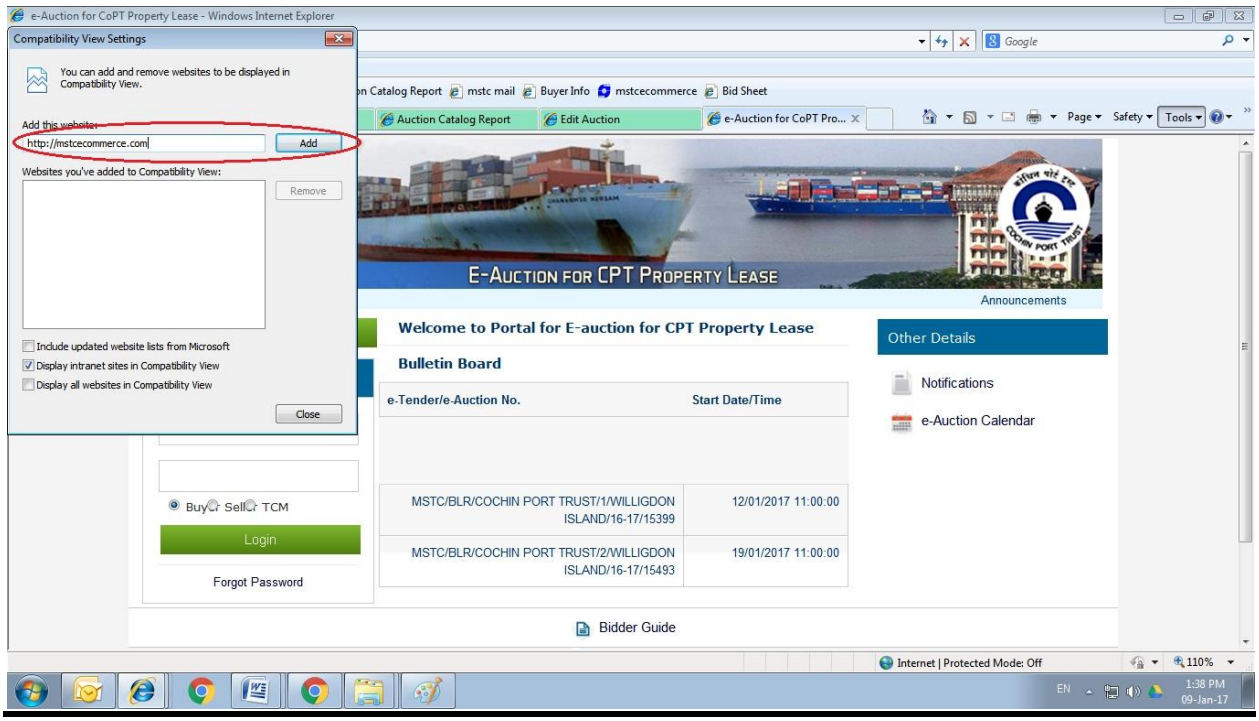
(3)The computer (Desktop / Laptop) should have Windows 7 or above.

The website is best viewed in Internet Explorer version 7 or above. In case there is a different version being used, the website should be added to Compatibility View Settings as shown below:

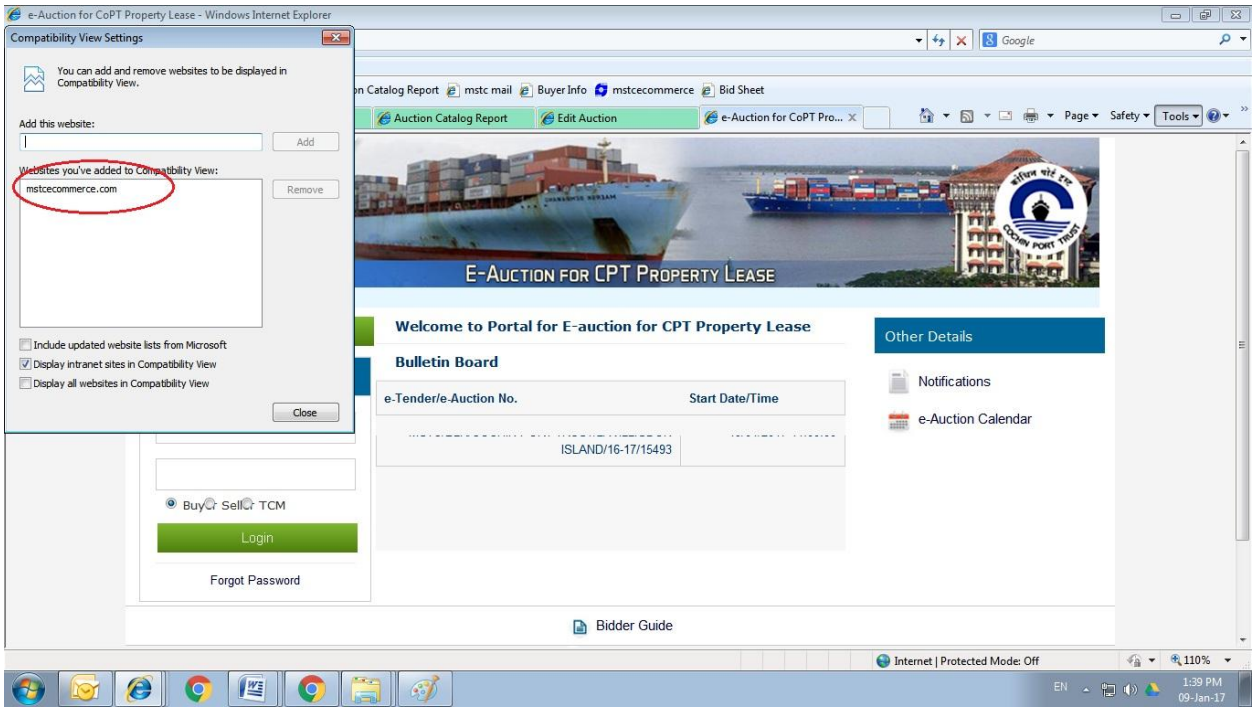
Tools > Compatibility View Settings>



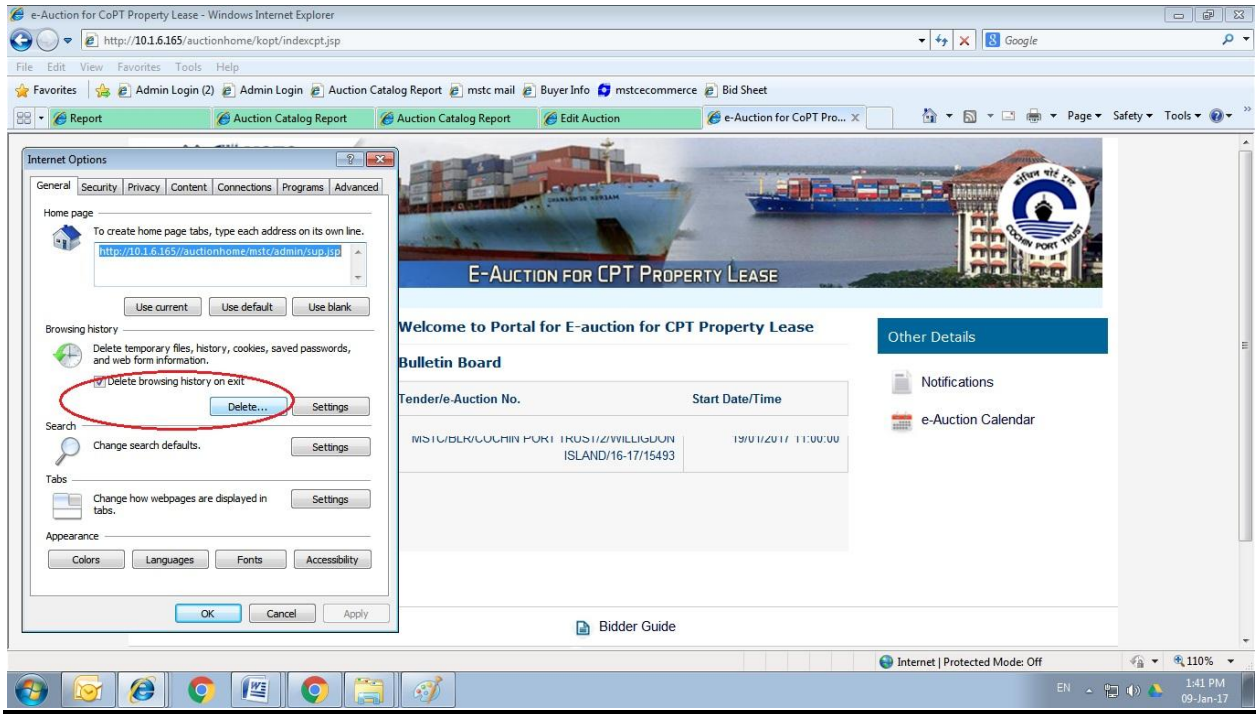
Add our website mstcecommerce.com



The website http://www.mstcecommerce.com should be added to the list of "Trusted Sites".

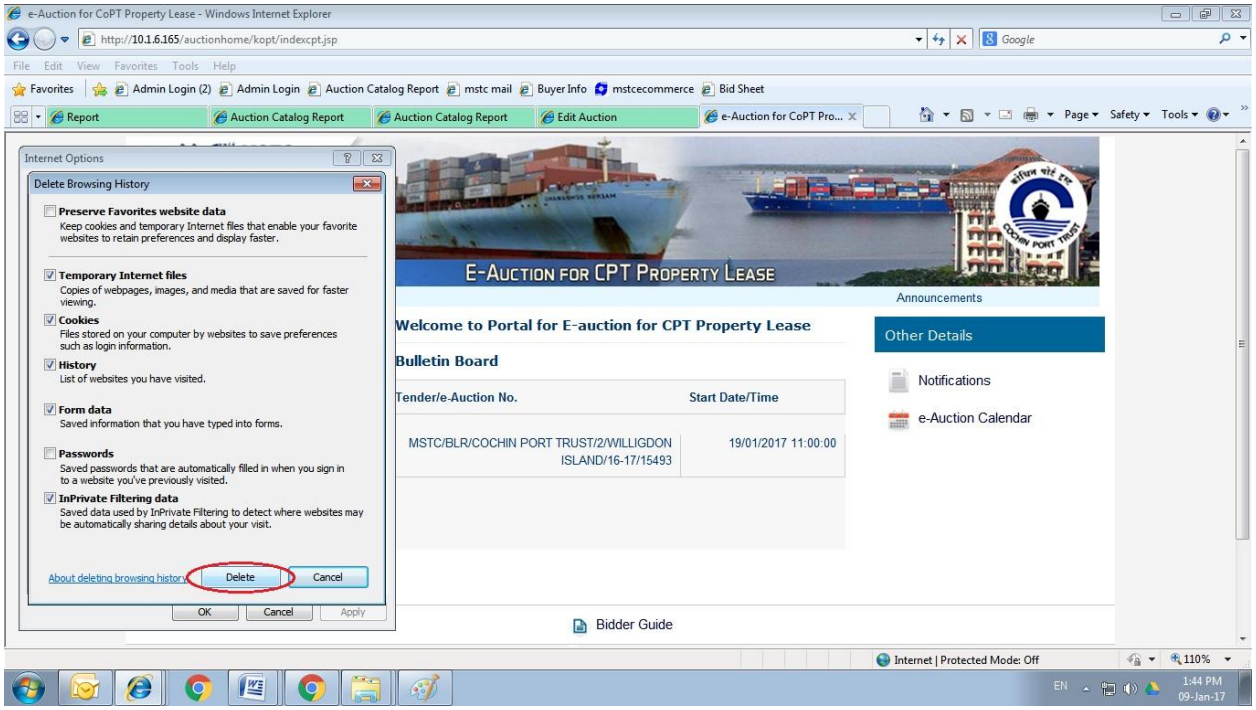


Delete all the cookies and browsing history.
Tools > Internet Options



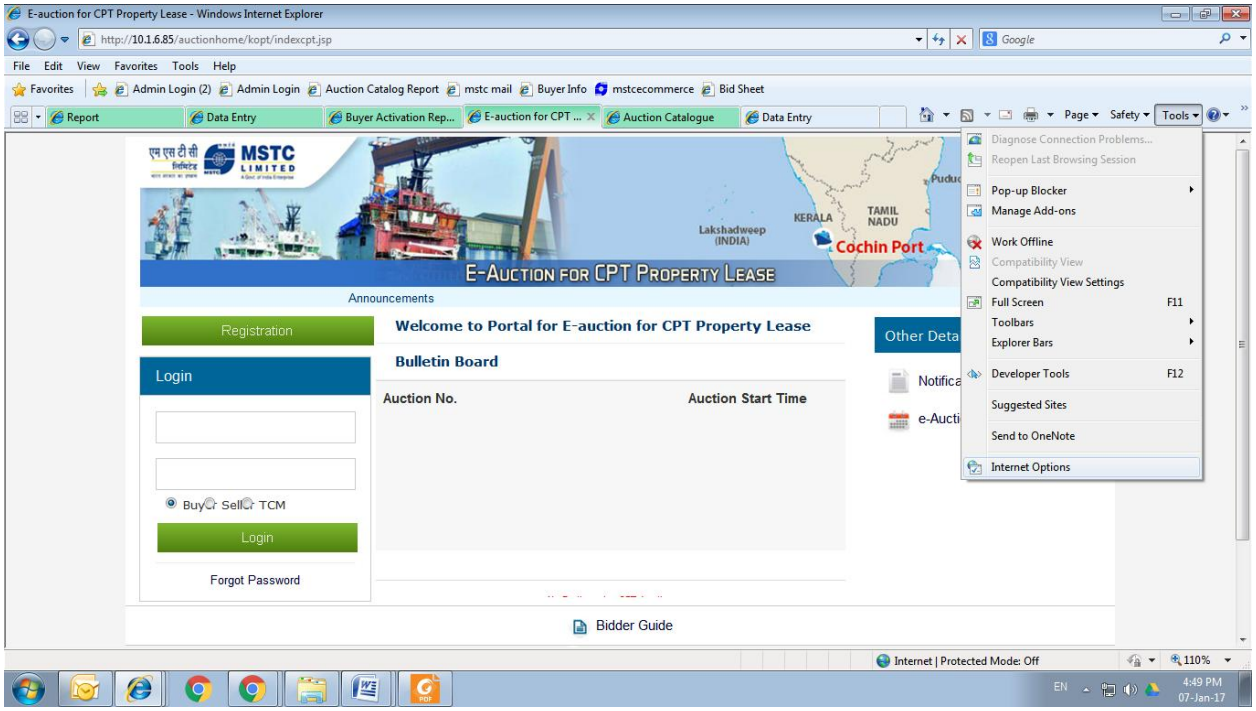
General>Delete browsing history on exit (check the box)>Delete.

After clicking on Delete the page will be shown as given below:



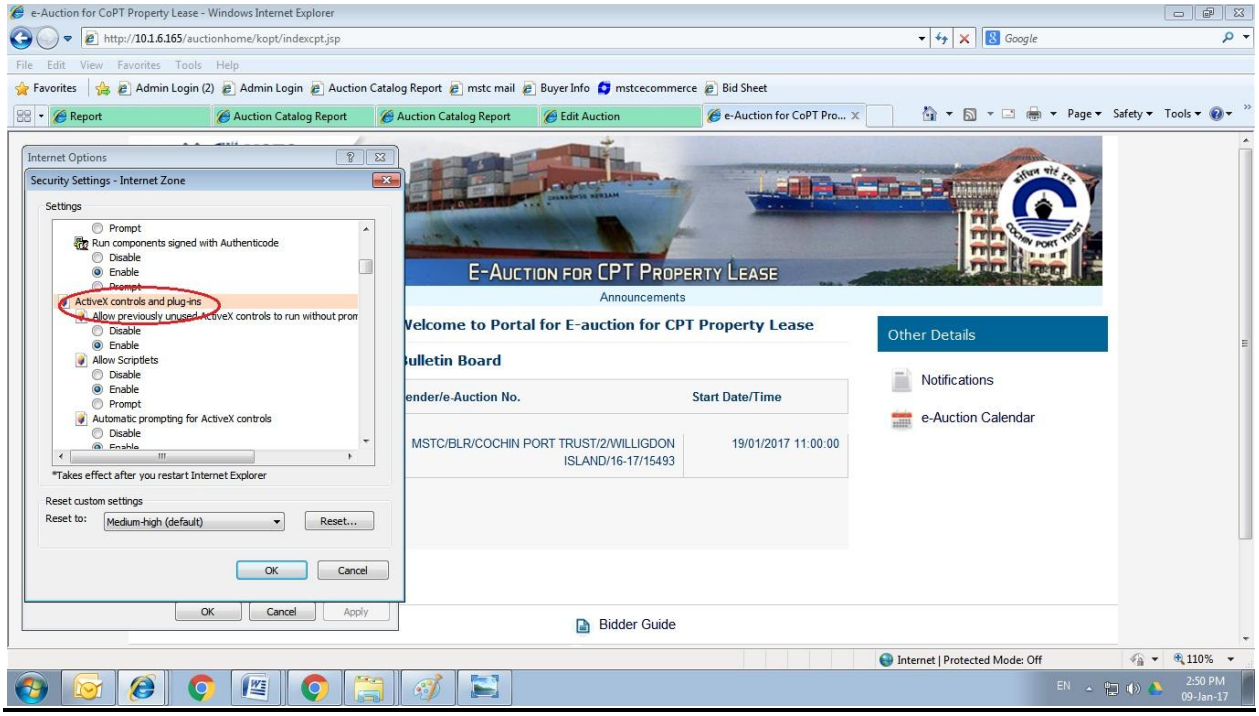
Click on the Delete button

All the <u>ActiveX controls</u> of the Internet Explorer should be enabled as shown below.
Tools > Internet Options

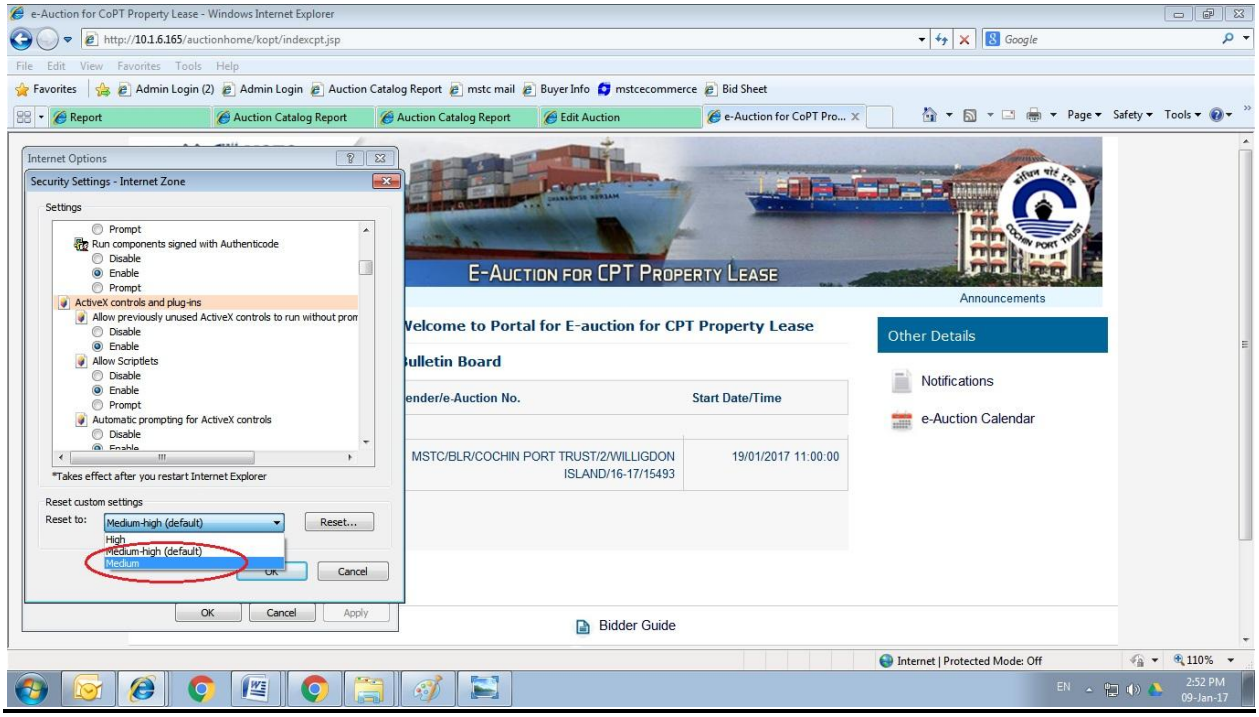


Security > Custom level >

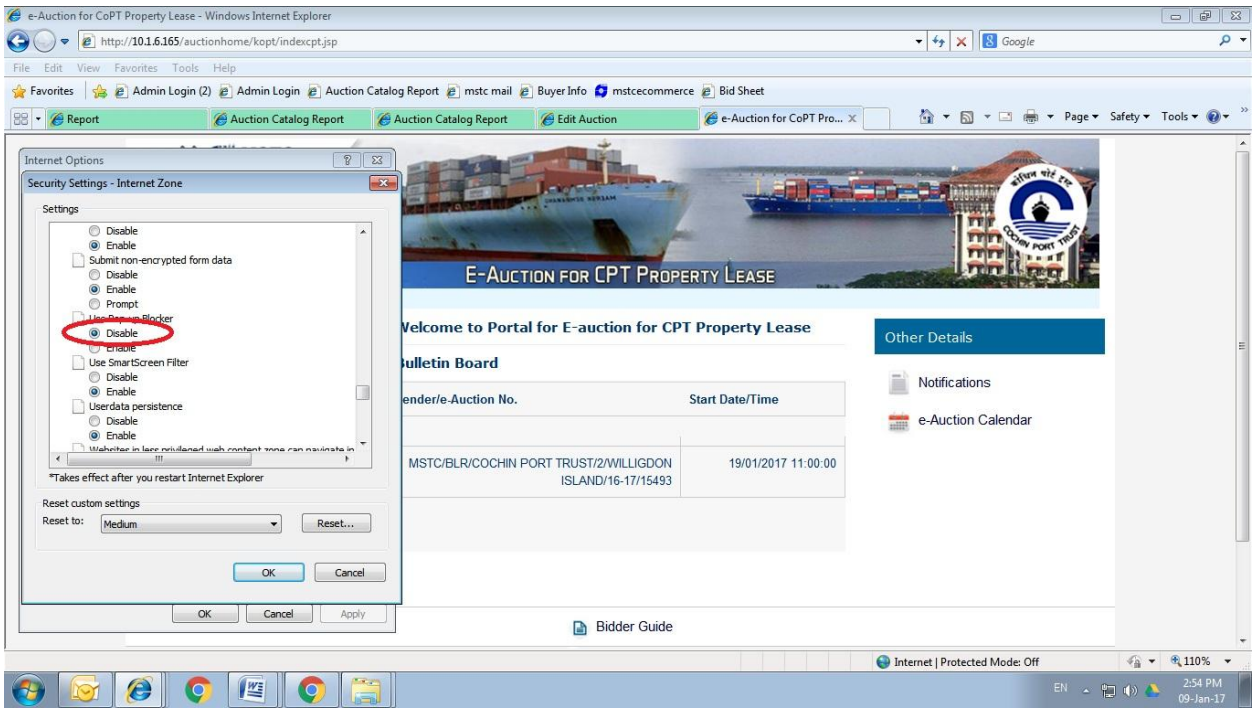
Enable ALL Active–X Controls and Plug-ins



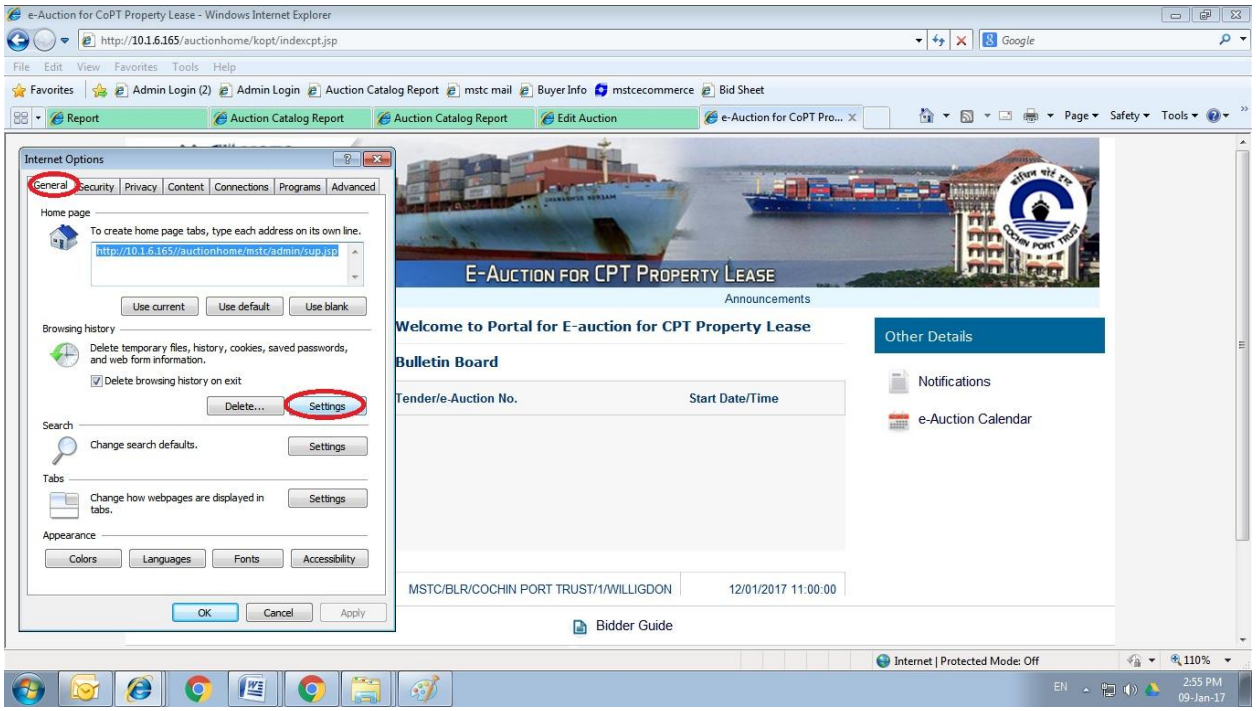
The custom settings should be reset to the lowest possible option from the drop down.



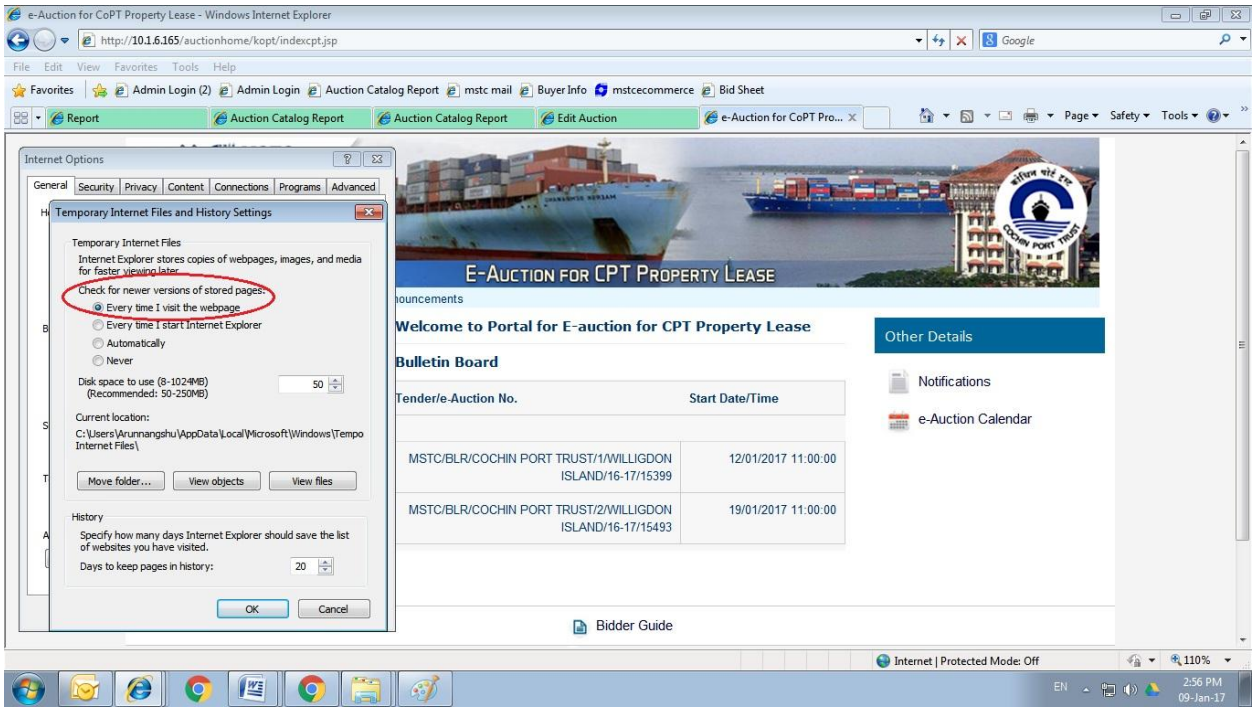
Disable "**Use Pop-up blocker**" under the heading **Miscellaneous**



Now go to the settings under Browsing History (Under **Tools >Internet Options> General**)



Check for newer versions of web pages should be kept at◊ **Every time I visit the webpage** as shown below:

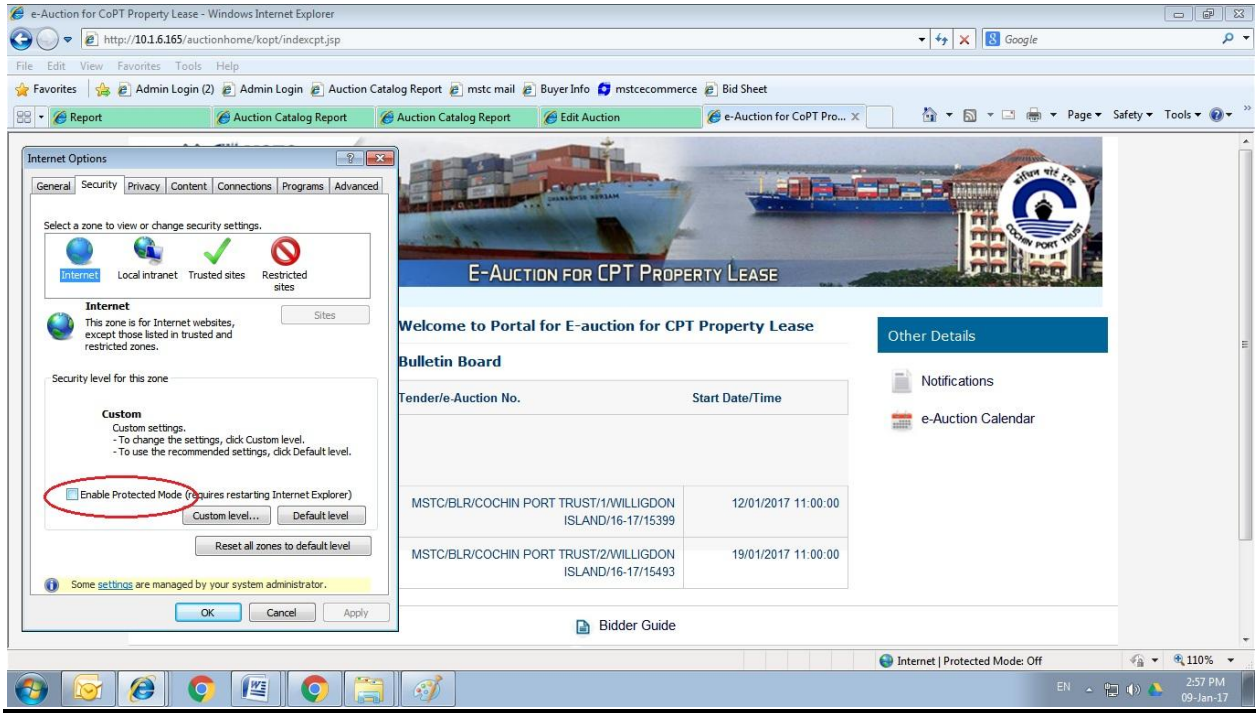


- **Latest Drivers for your Digital Signature Certificate should be installed properly in the computer.**

- **The PC should run as an Administrator to install packages on being prompted on screen like TCS signer file for signing with DSC, Java encryption applet for data encryption, etc.**

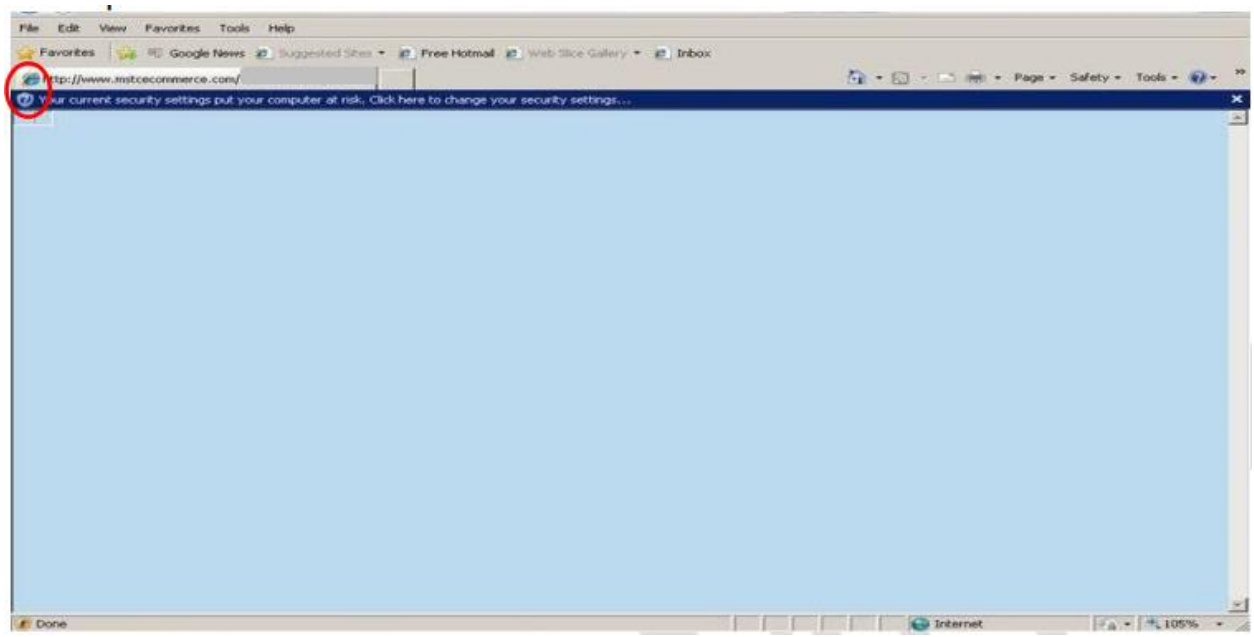
- **The protected mode of the computer should be turned off as described in the next page.**

Under Tools> Internet Options > Security > There is a check box "ENABLE PROTECTED MODE". To enable the Digital Signature Certificate appear in the Signer the box should be unchecked as shown below.

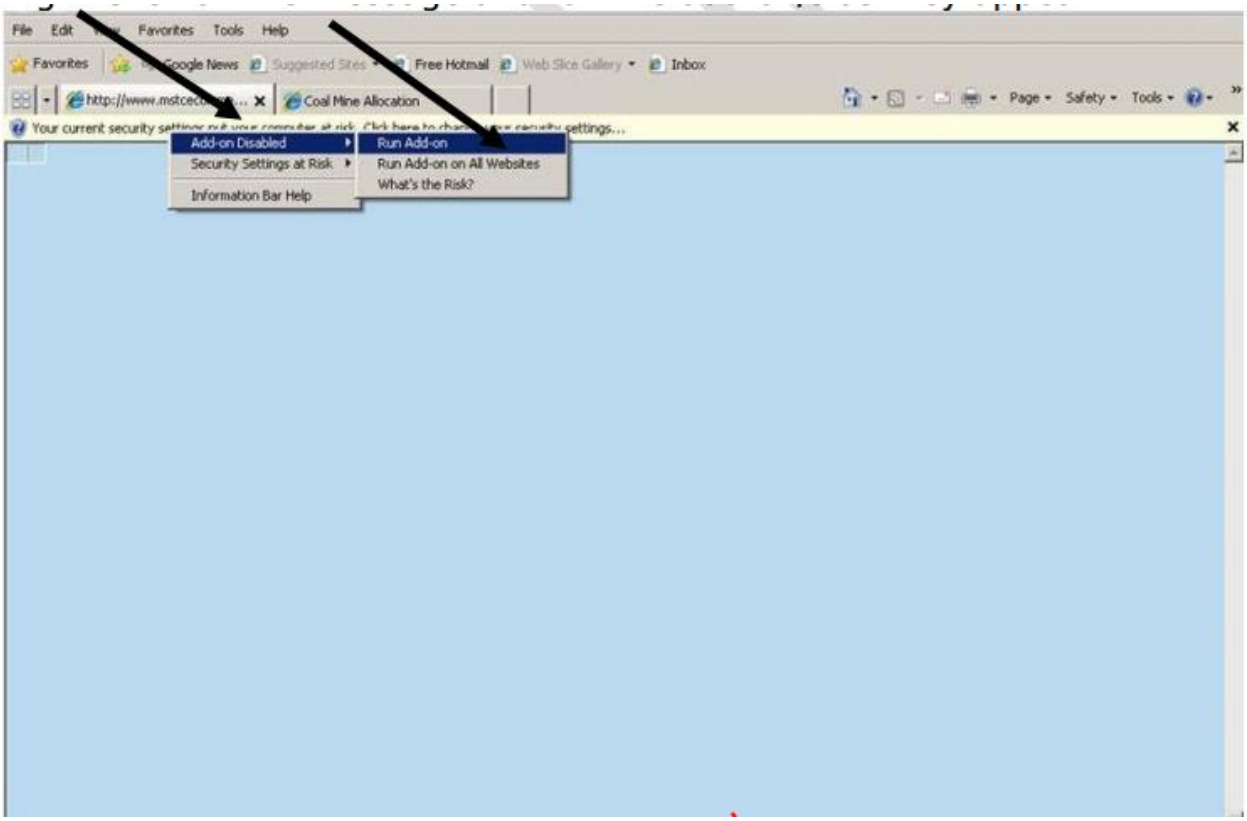


Uncheck the box "**Enable Protected Mode**"

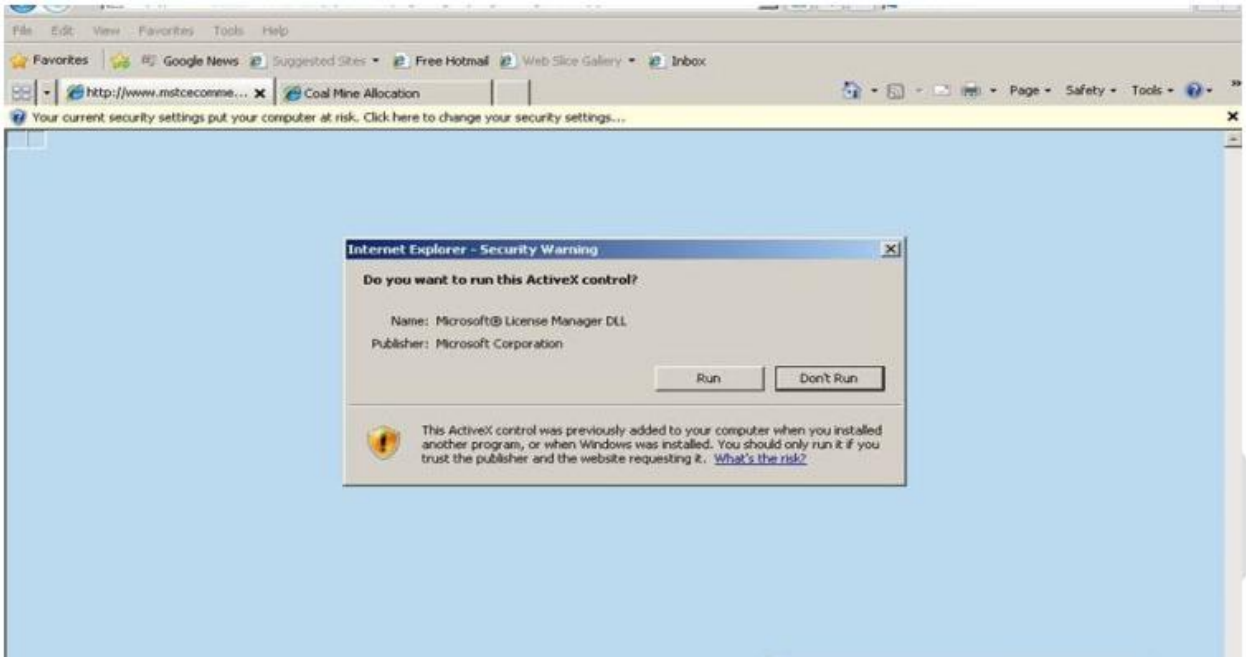
After changing the settings, the message might appear on your screen **"Your current security settings put your computer at risk. Click here to change your security settings"** as shown in subsequent screenshots. This should not be fixed under any circumstances. Initially it might appear with a blue question mark as shown below.



In the above case, the blue question mark sign indicates that the website wants to run certain add-on/s. That should be done by right clicking on the icon and running the add-ons as shown in subsequent screenshots. Right Click on the message and run the add-on/s as they appear.



A sample add-on is shown below when the add-on wants to run. Click on Run to allow that add-on.

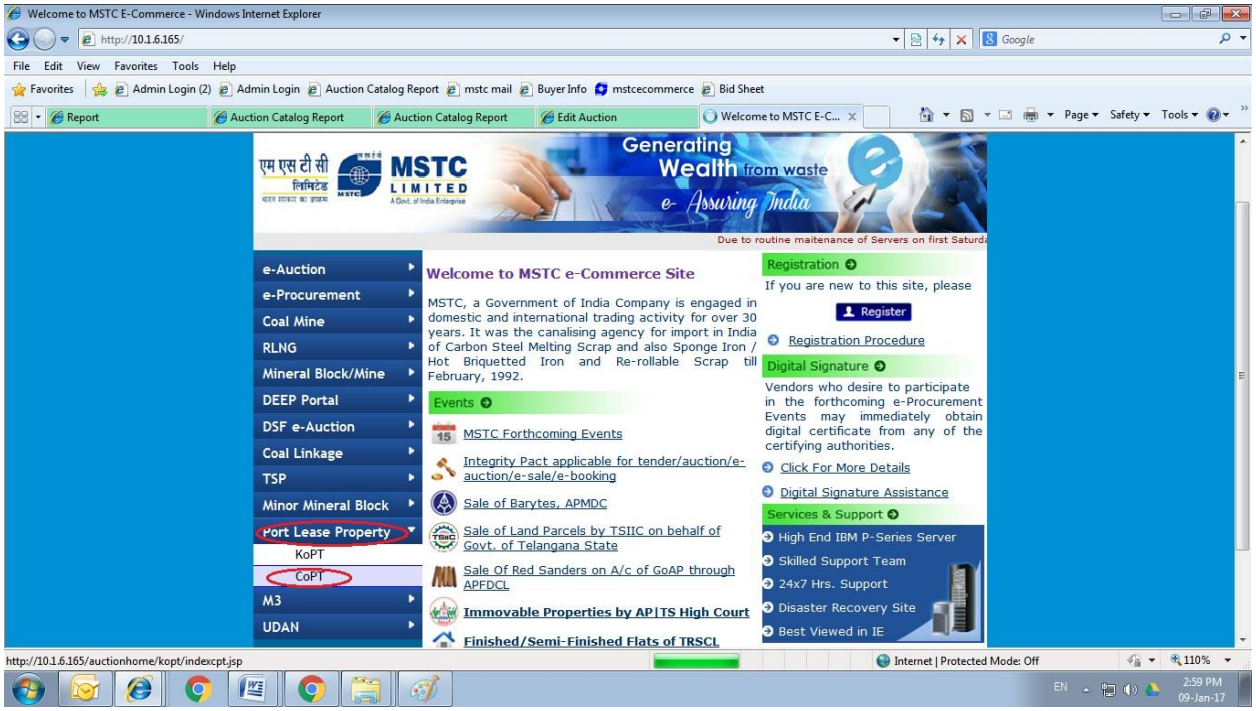


Another add-on **"TCS Signer"** also needs to run similarly to allow DSC's to sign digitally.

Java (Latest version JRE8 update101- file name Windows X-86 Offline) should be downloaded and configured as shown in the video guide.

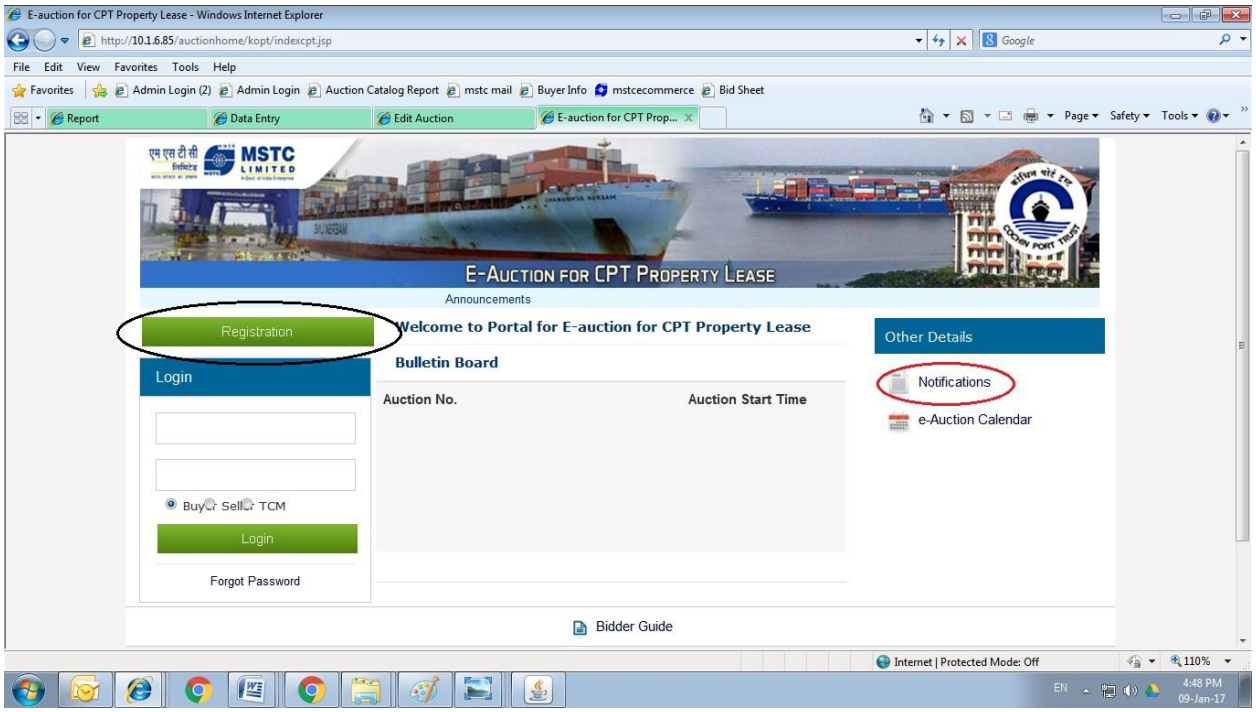
BIDDING PROCESS

The bidder should visit http://www.mstcecommerce.com to participate in the land lease tenders and click on **Port Lease Property> CoPT**:

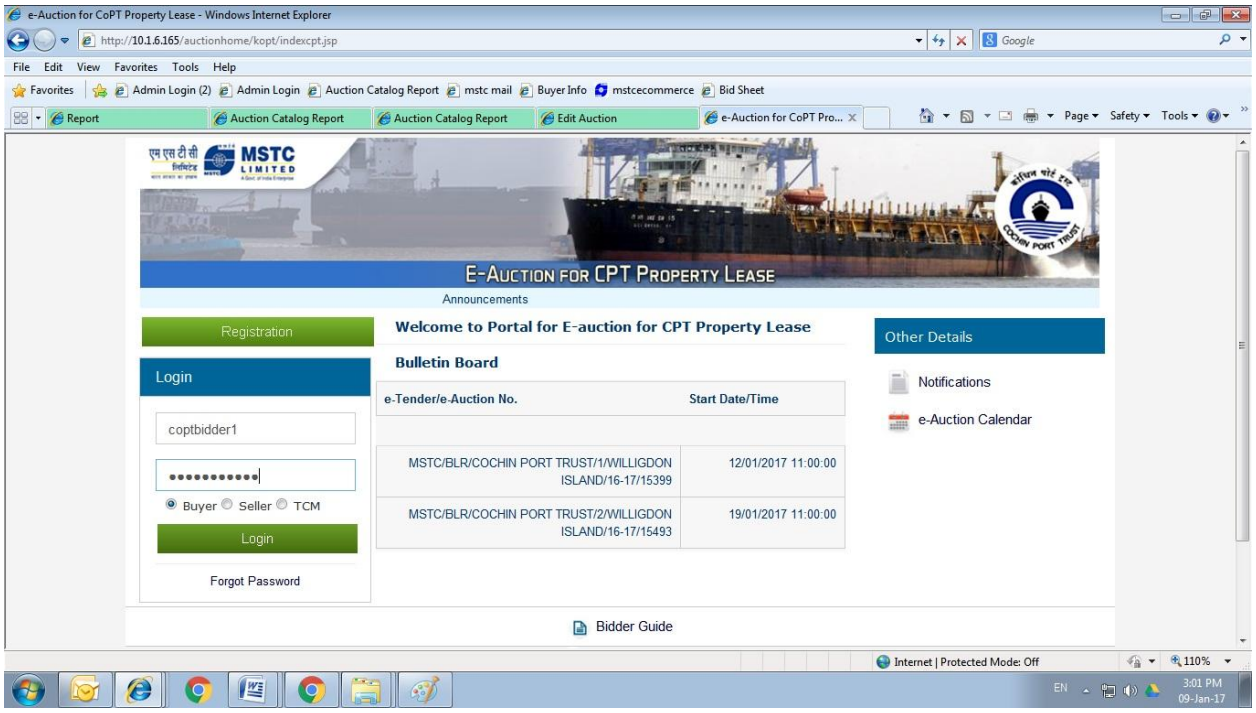


The page that appears on clicking is given below. The **Notification Link** shall contain all the necessary tender documents (NIT) along with the corrigendum/addendum (if any).

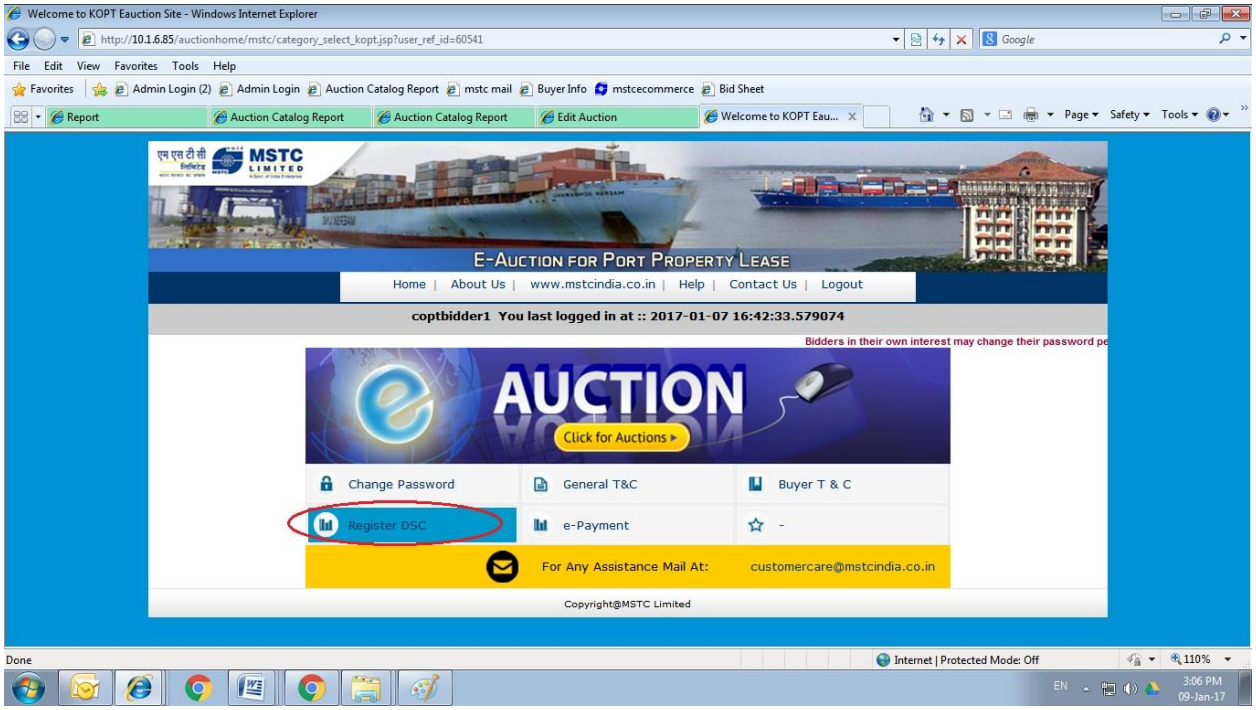
The bidder should click on **"Registration**" Link below to fill up a Performa and create his own user id and password. After filling up, intimation mail may be sent to MSTC contact persons as mentioned in the NIT.



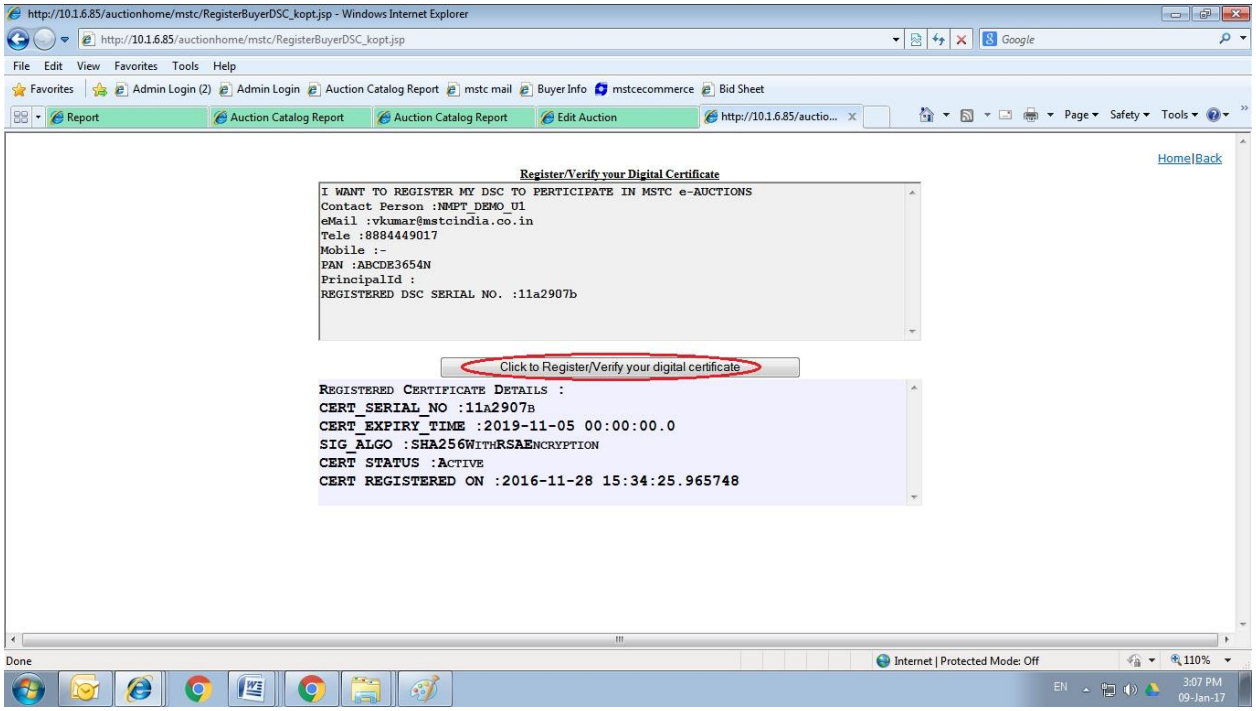
The bidder should type in the **user id** and **password** generated by them while filling up the registration form, in the fields given above.



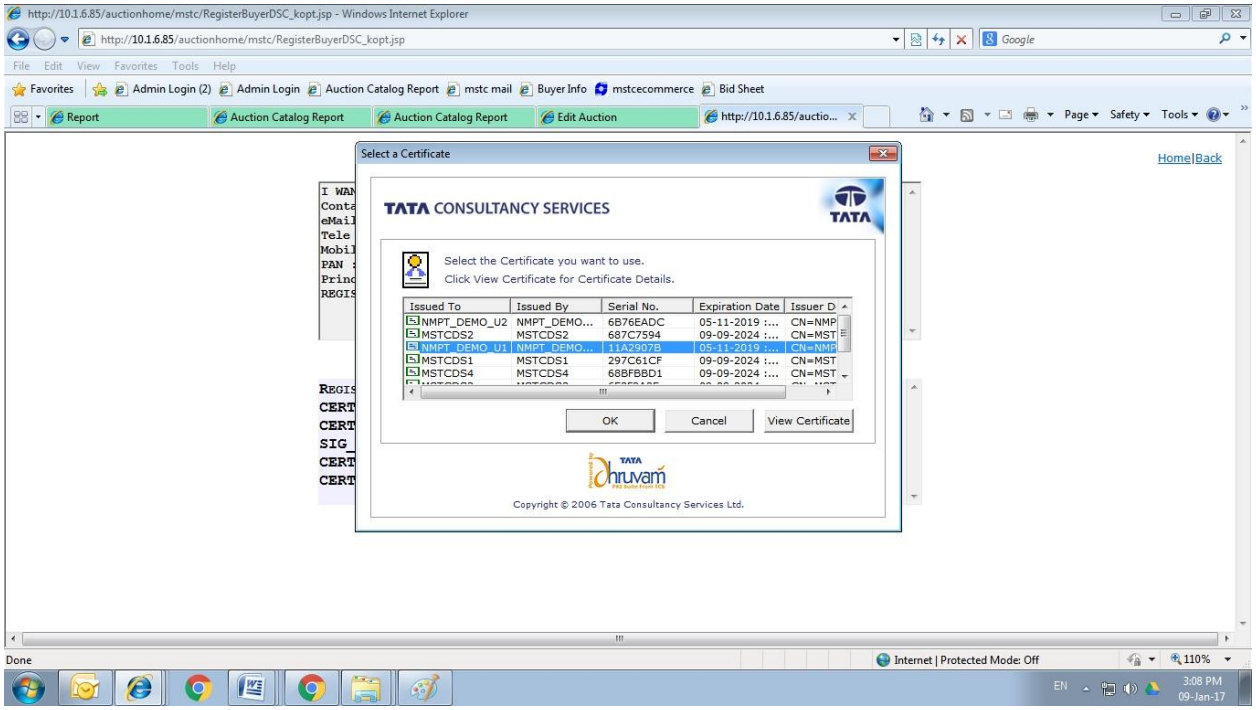
This will generate the home screen as shown below the bidder should now click on register DSC link to register their Digital Signature Certificates (DSCs)

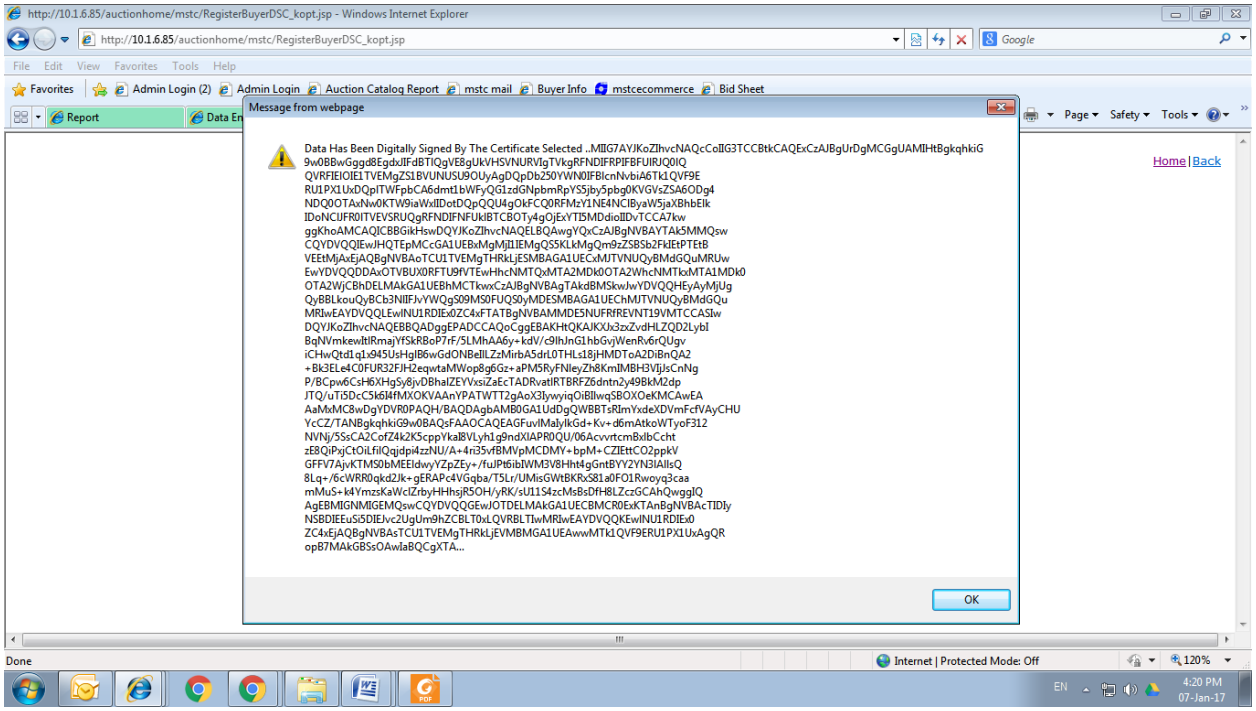


After clicking on Register DSC, the screen will be shown as:

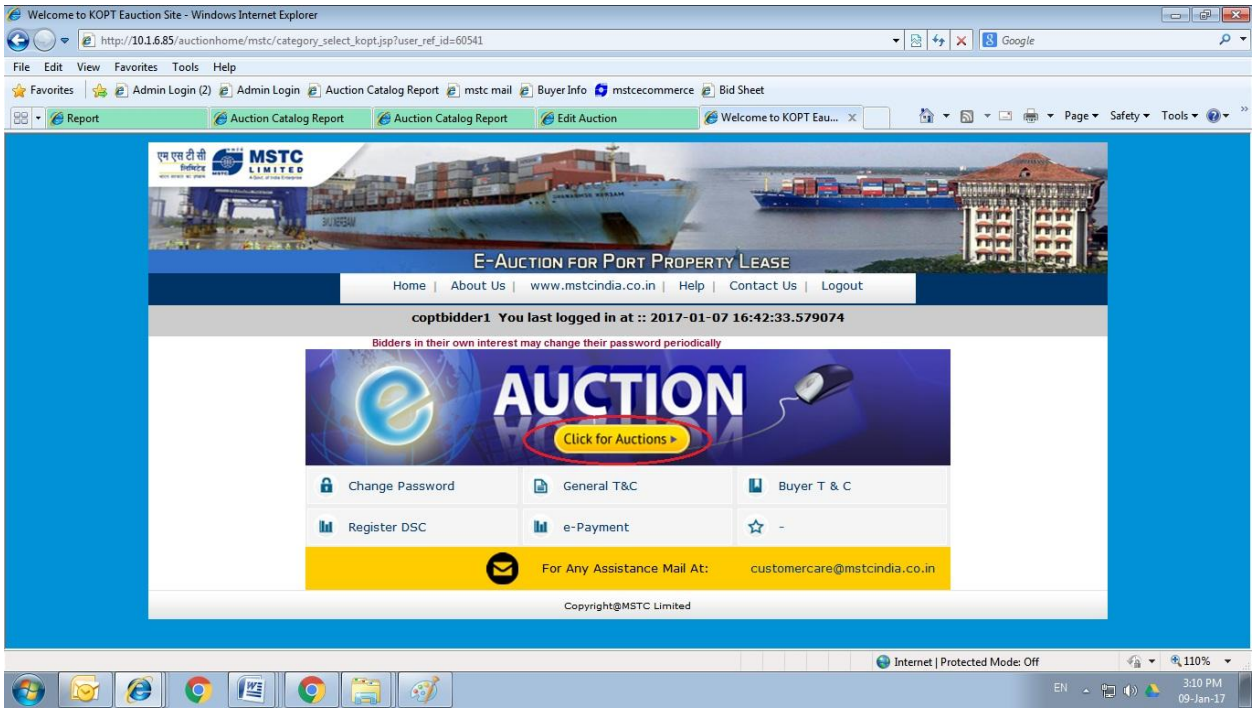


After clicking on "Click to register/Verify your digital certificate", select your DSC and register. If DSC is successfully registered, the subsequent screens will show as:

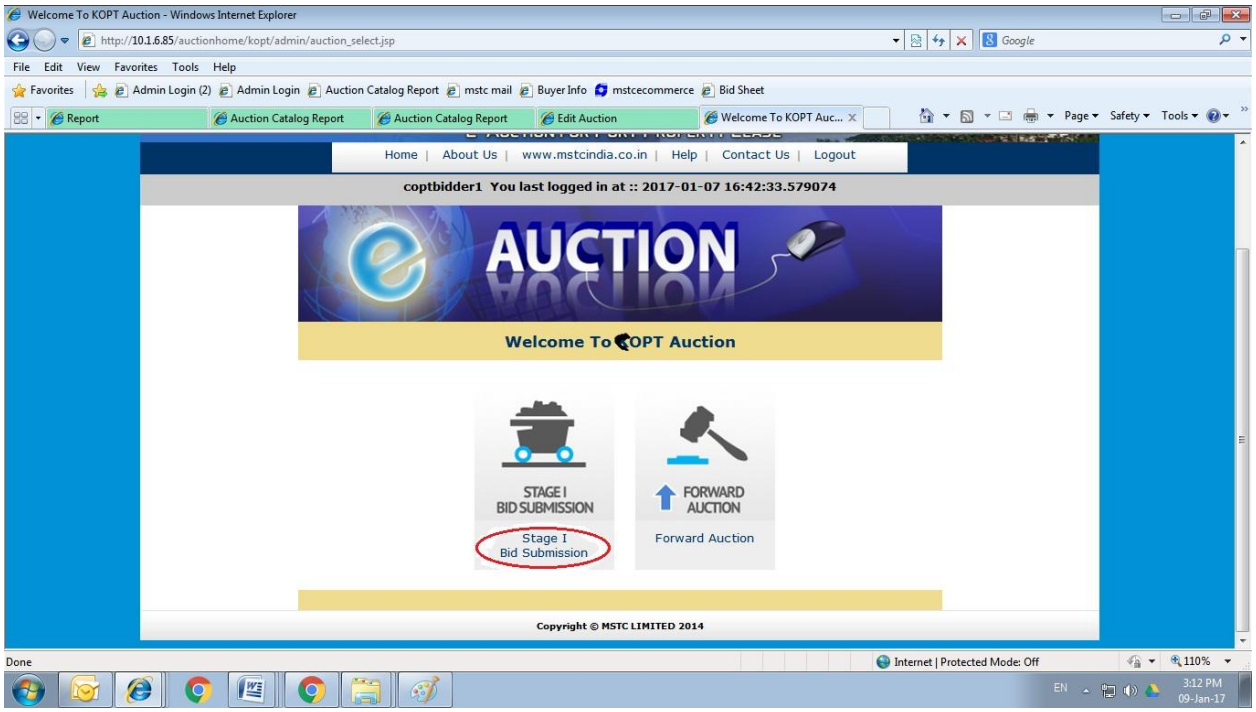




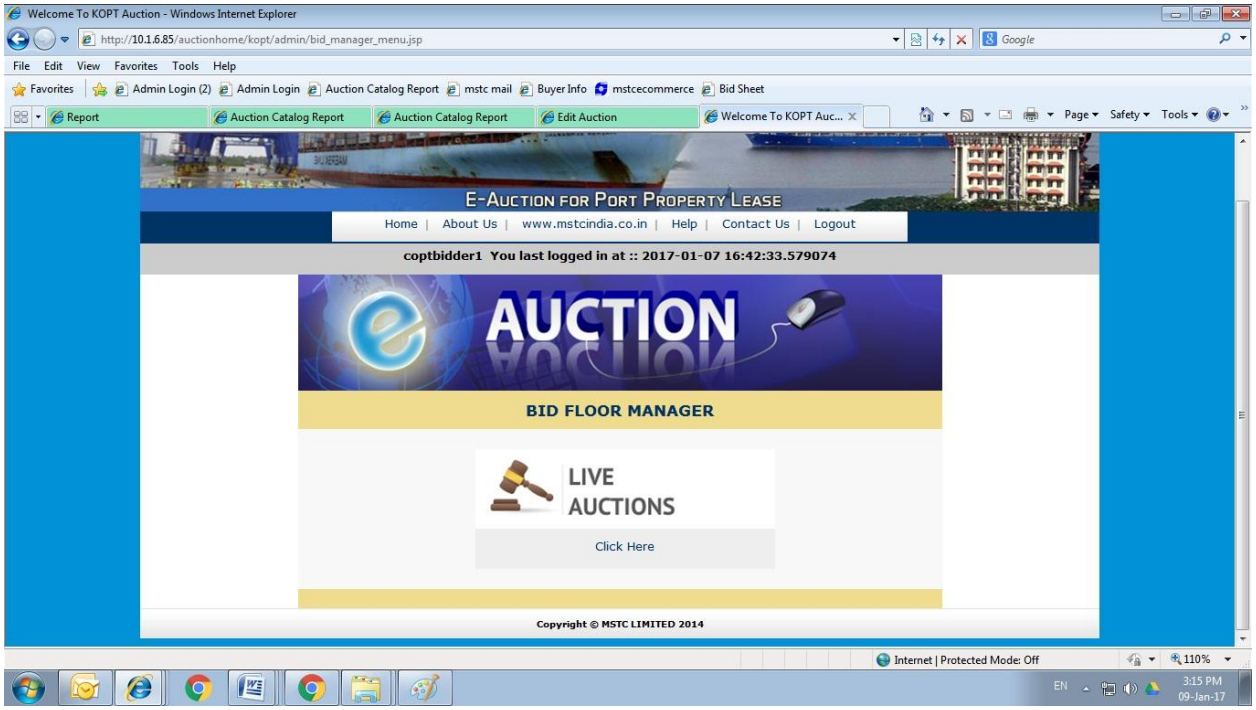
After registering their Digital Signature, the bidder may click on "**Click for Auctions**" link to proceed for e-tender or e-auction participation, as the case may be.



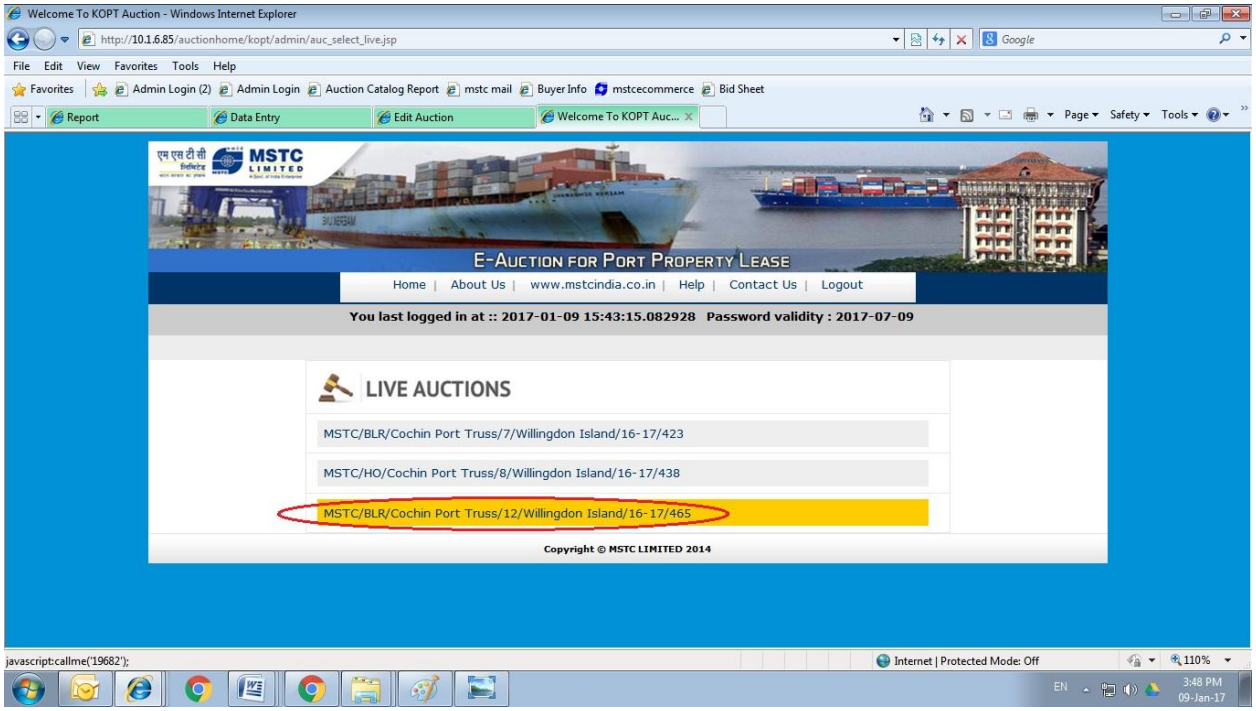
On the page that appears, click on **"Stage I Bid Submission"** for submitting techno-commercial offer and the initial price offer. For second stage bidding, click on **'Forward Auction** '. This shall happen after the IPO is opened by the respective authorities and shall be intimated separately.



Then Click on **"Live Auctions**" for both stage I bid submission as well as forward auctions.

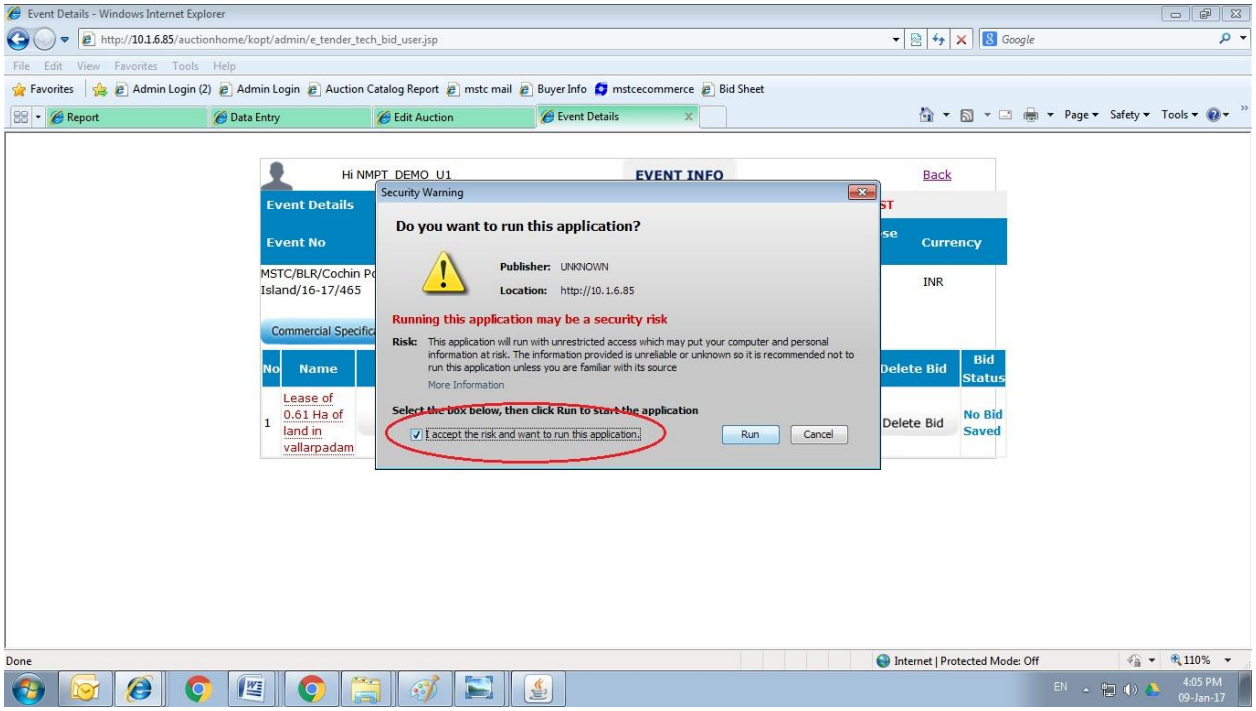


Select the tender from the list of tenders.

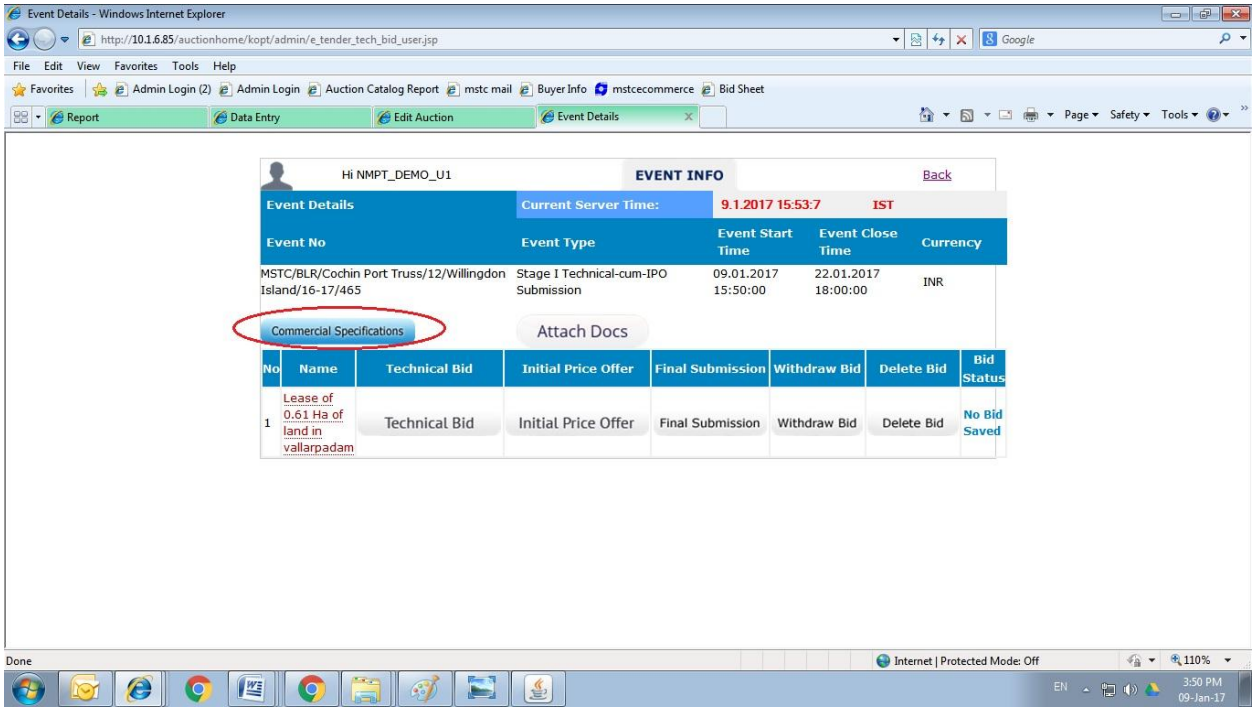


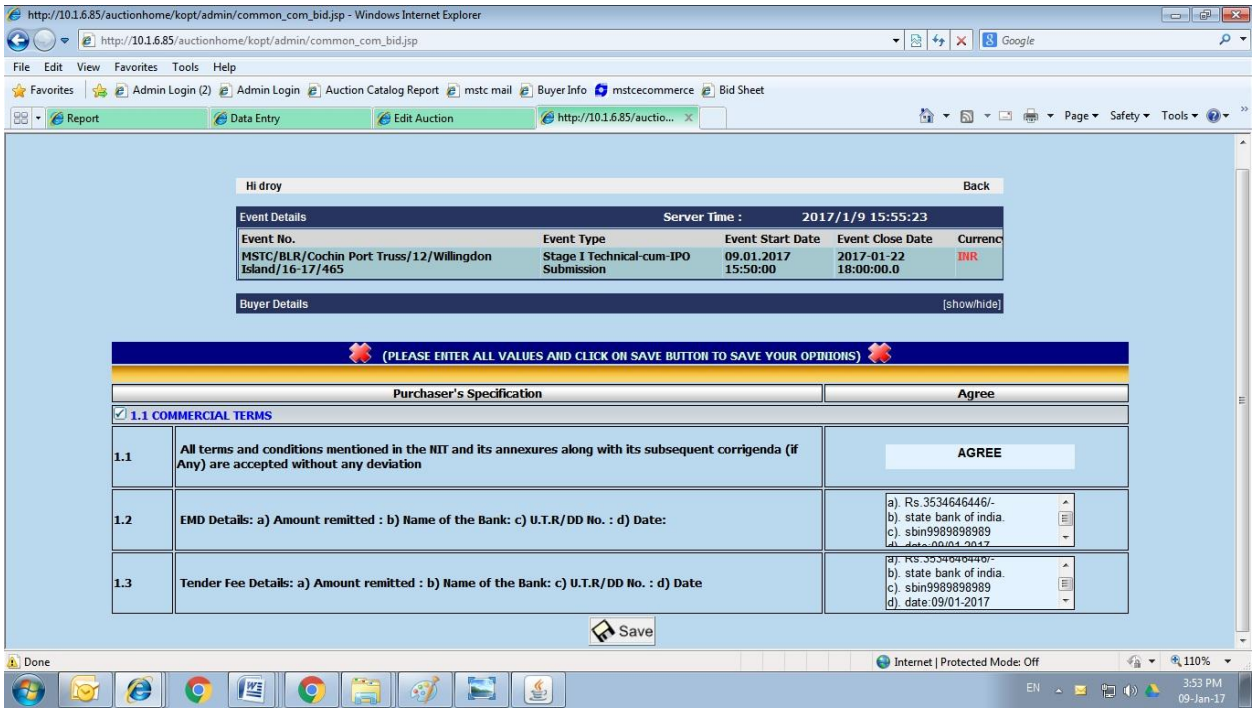
On the following page wait for the Java Encryption applet to load.

"Accept" and "Run" the application **TWICE**. Or else "Object Error" messages may pop up.

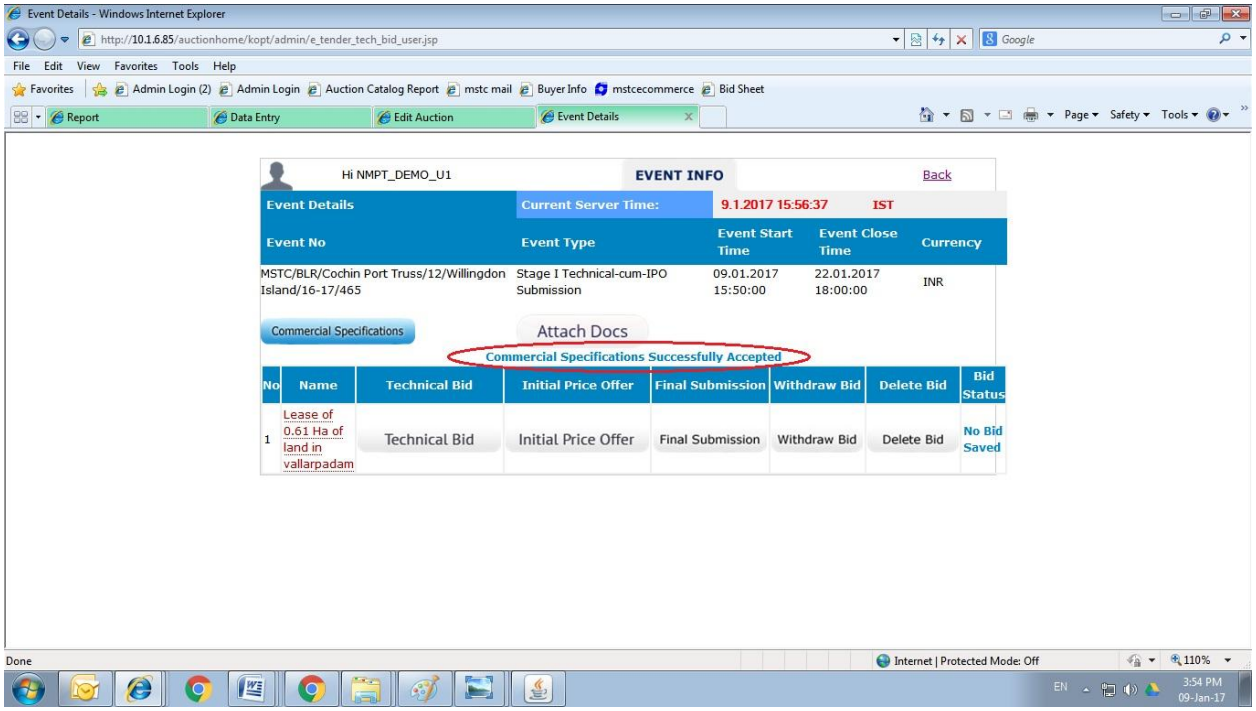


Next, click on “Commercial Specifications” and fill up.

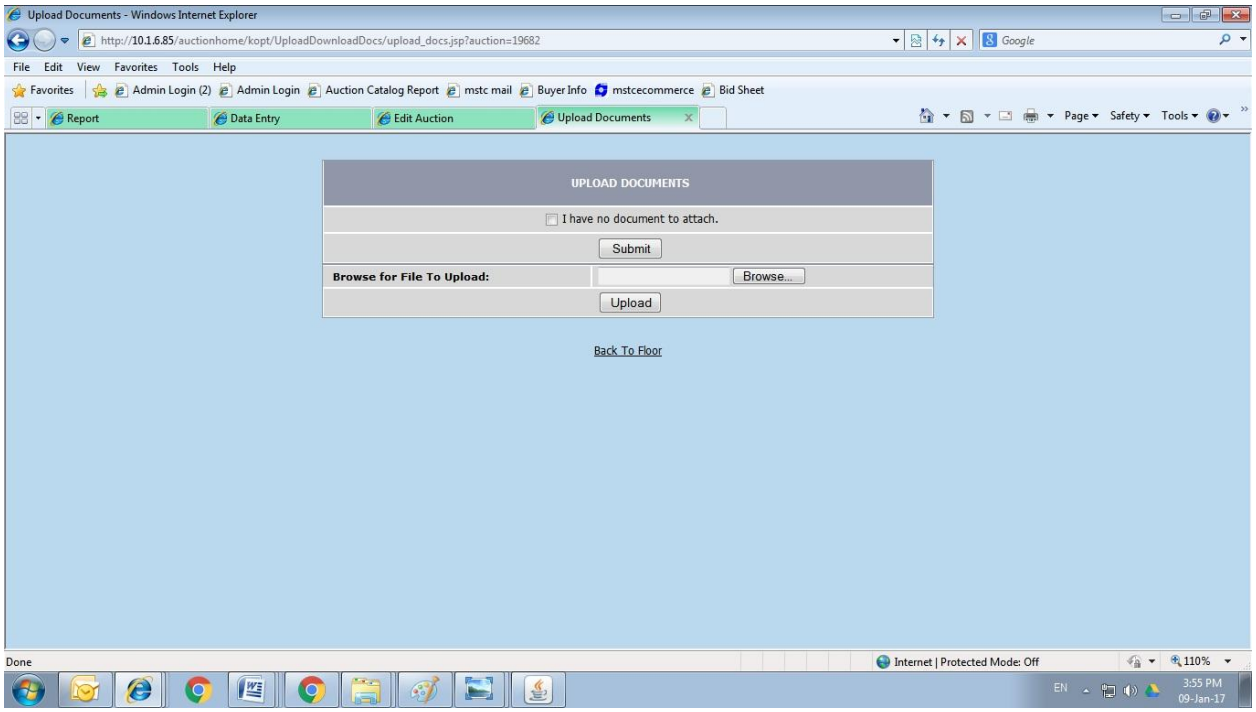


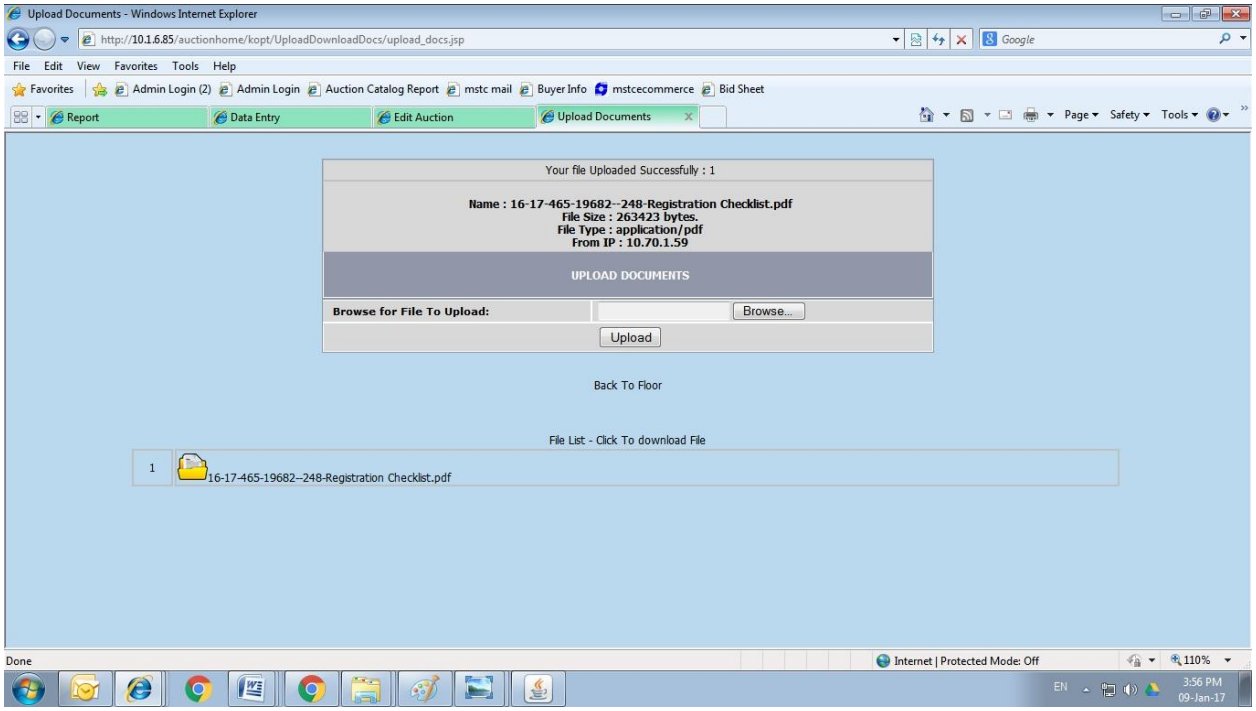


After accepting the “**Commercial Terms/Specification**”, the screen will be shown as:



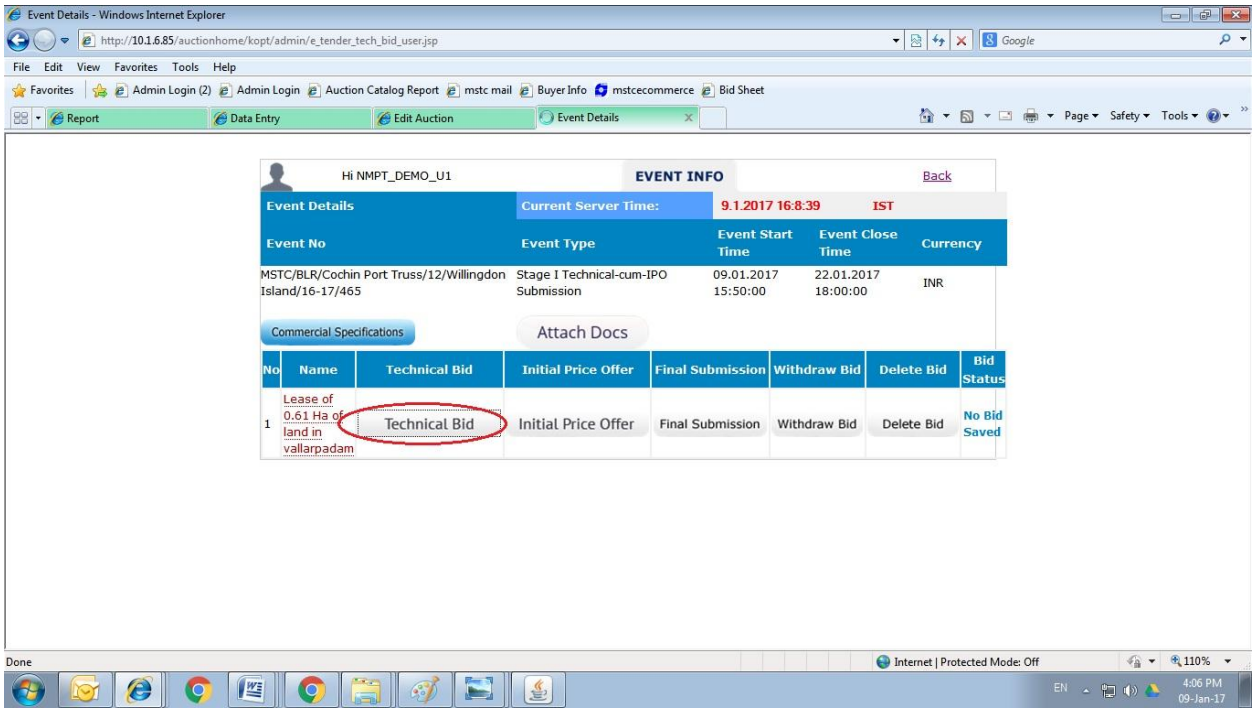
Then click on "**Attach Docs**" to submit documents.

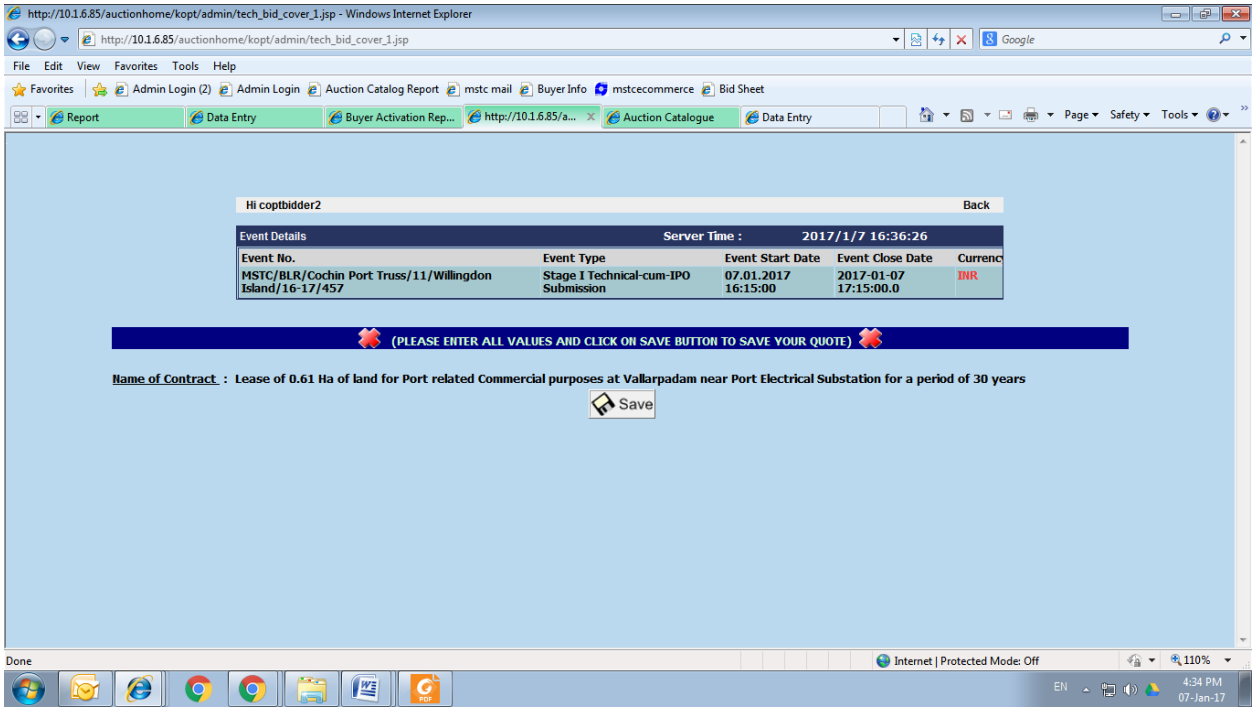


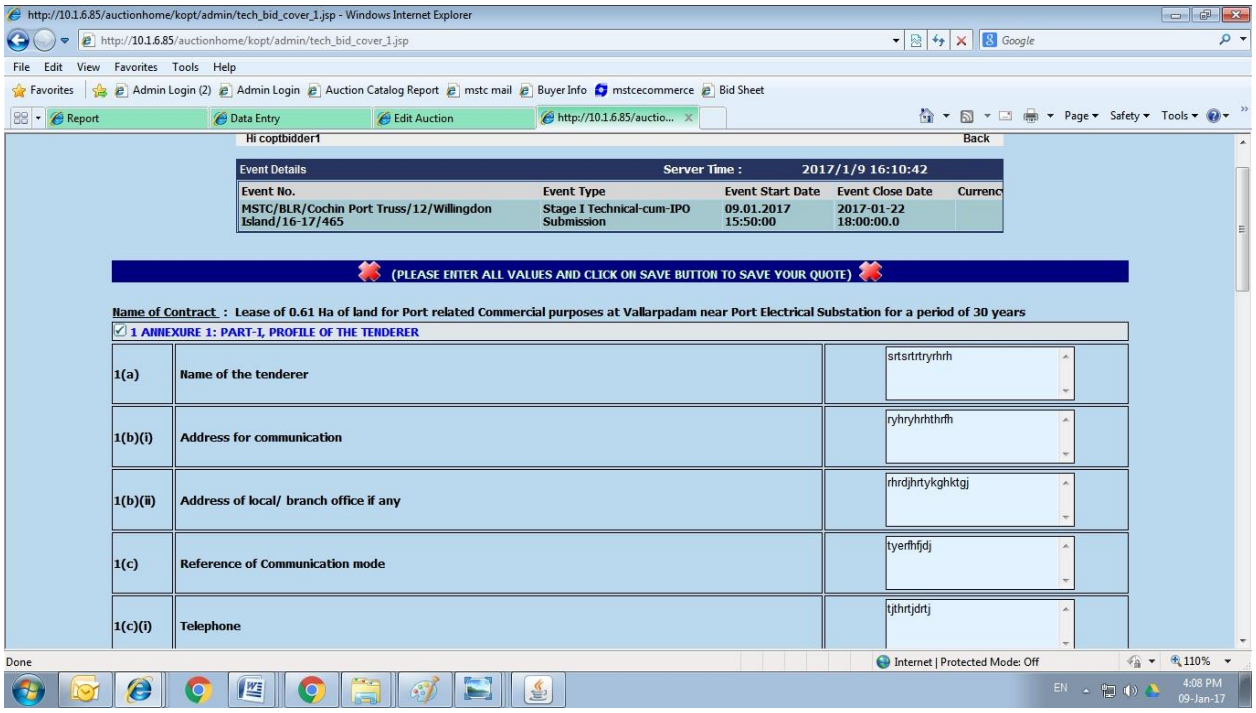


After document upload, the screen will be shown as above. After this, click on **"Back to Floor".**

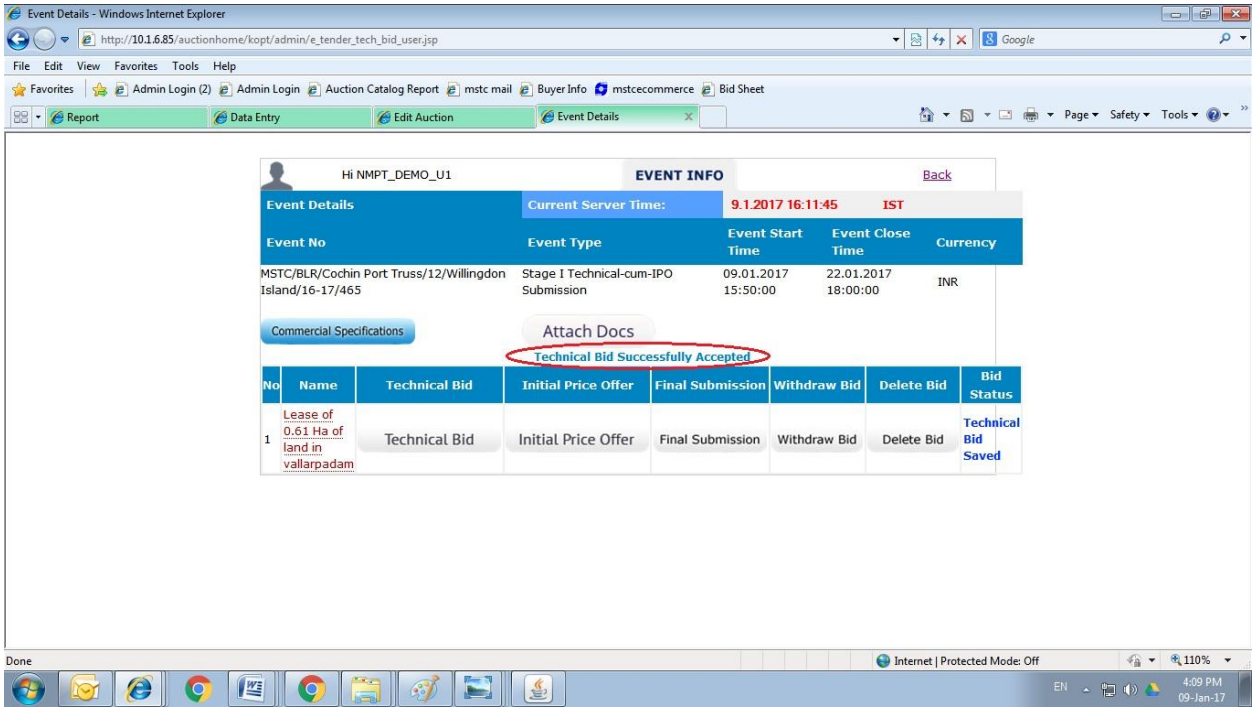
Then Click on "**Technical Bid**" and save after filling up terms and conditions, if any.



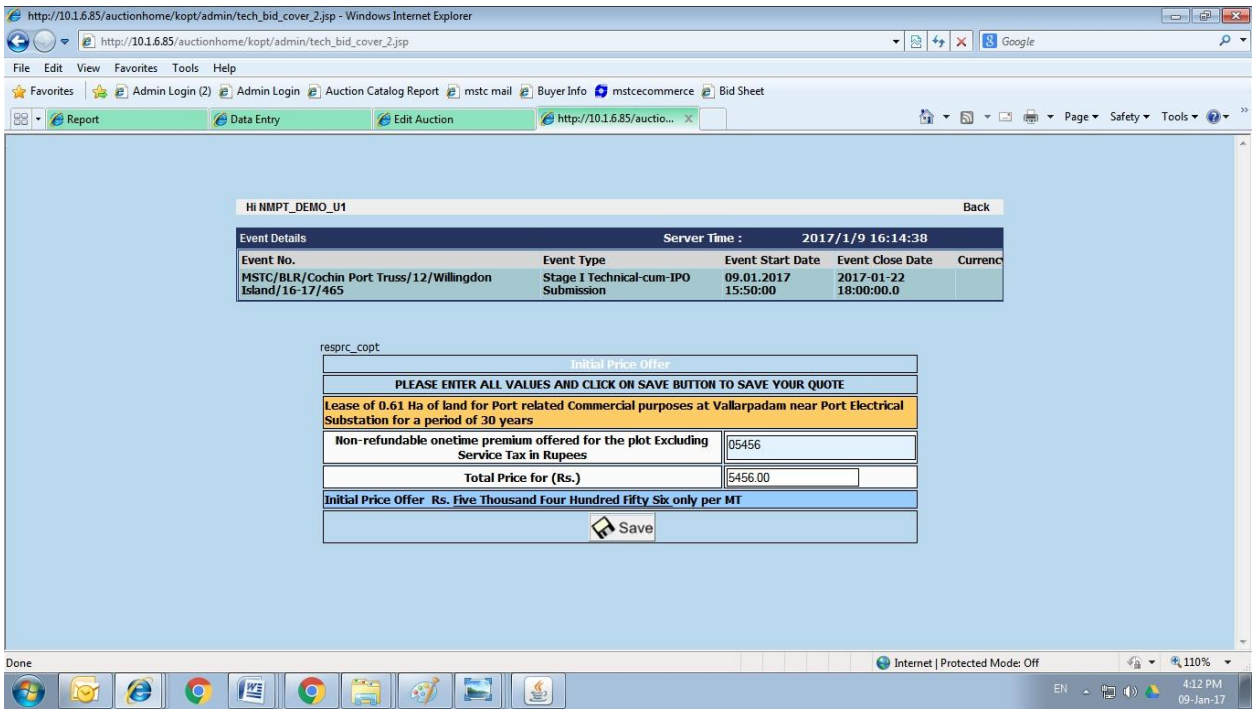




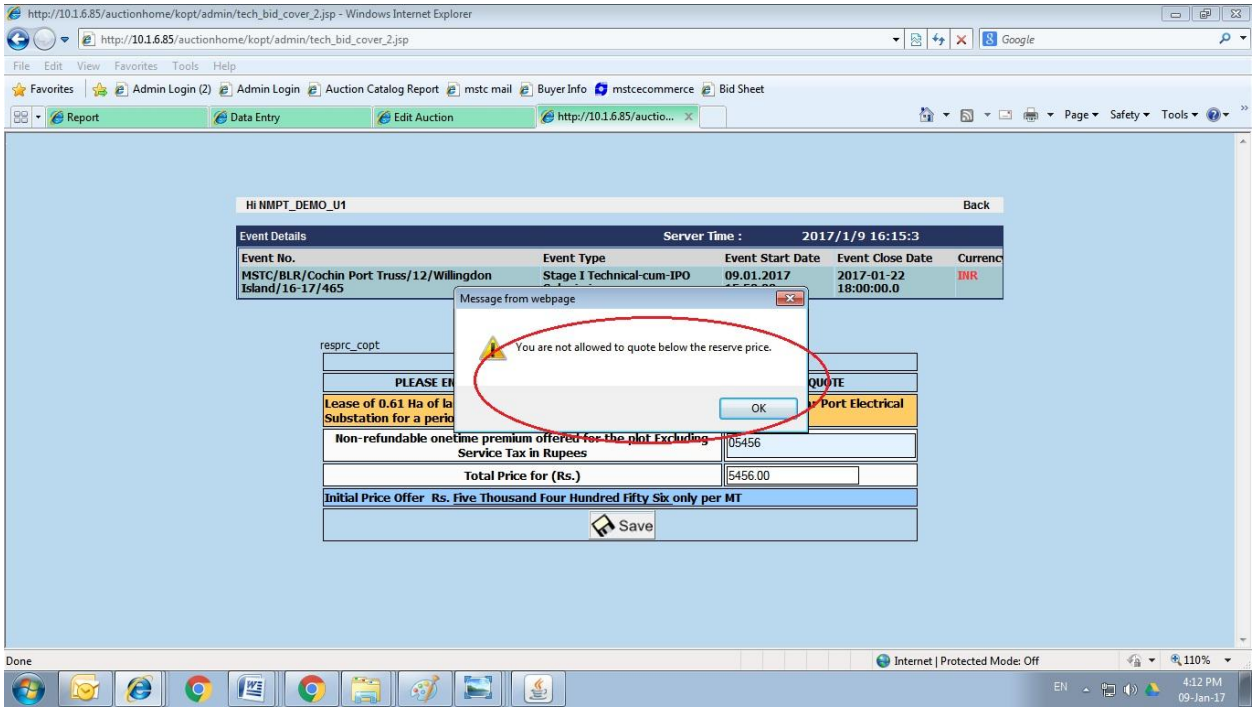
After submission of "**Technical Bid**", screen will be shown as:



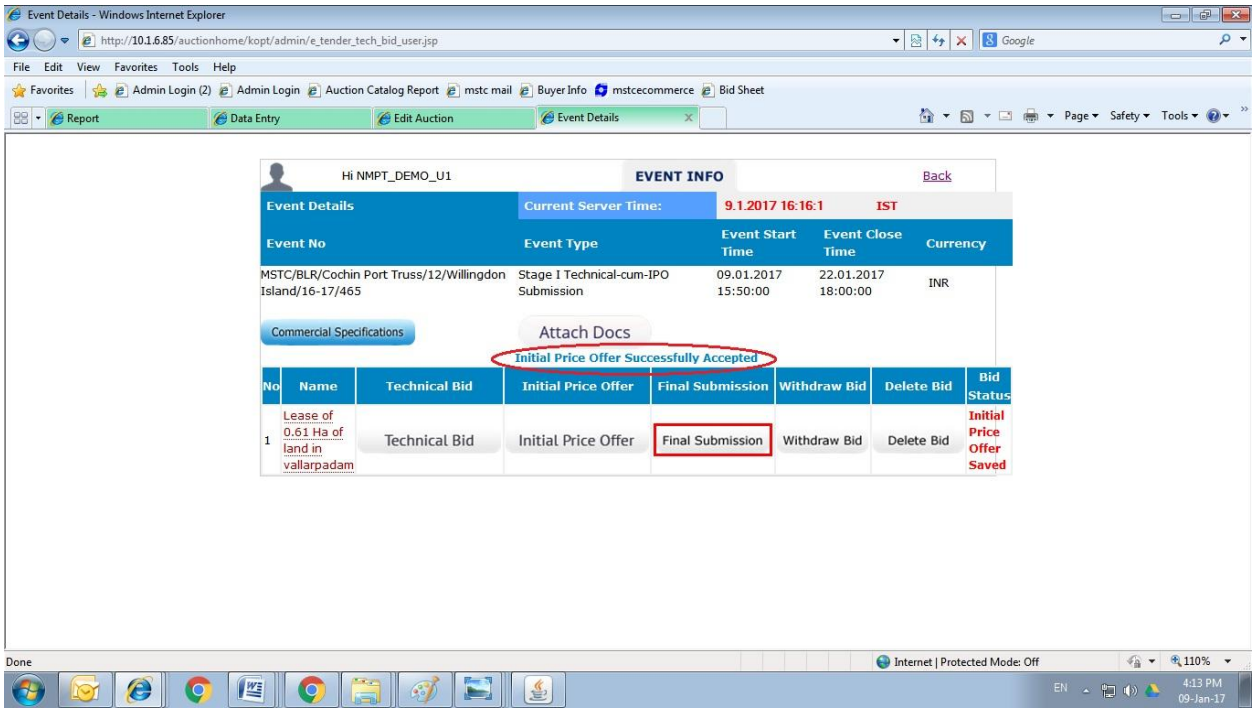
Now go to "**Initial Price Offer**" and submit your bid.



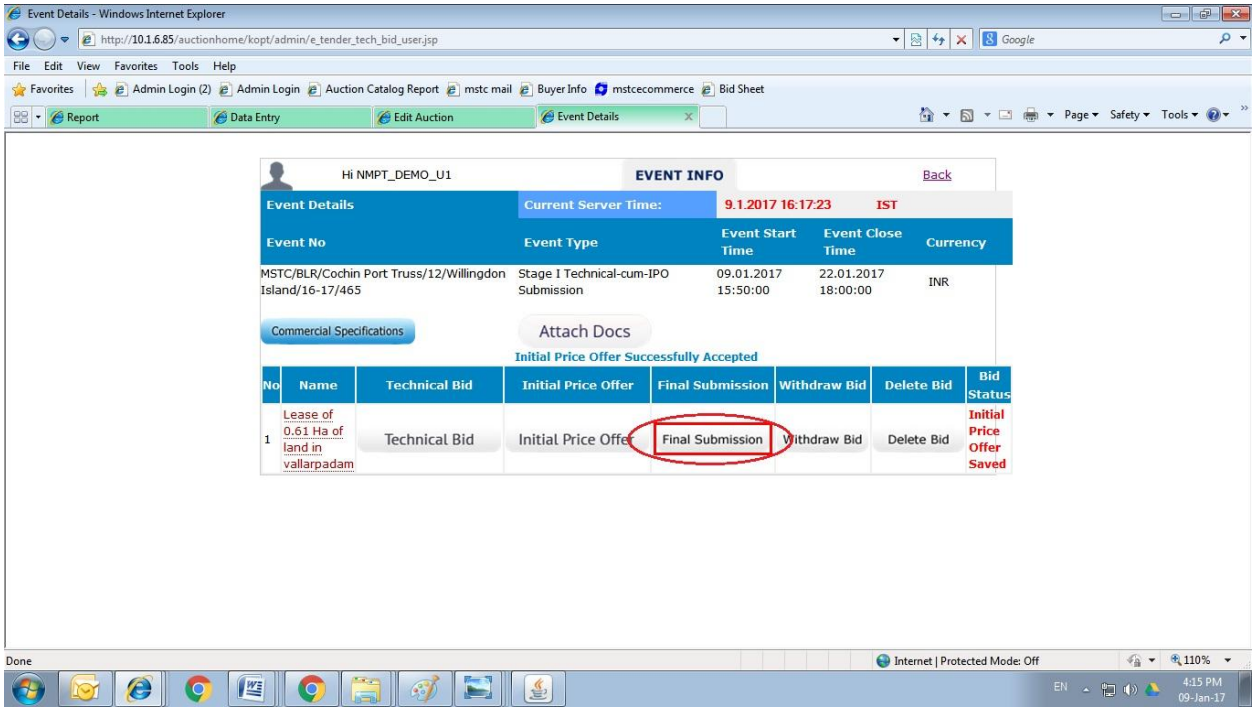
If you quote below the reserve price, a message will display stating "**You are not allowed to quote below the reserve price.**"



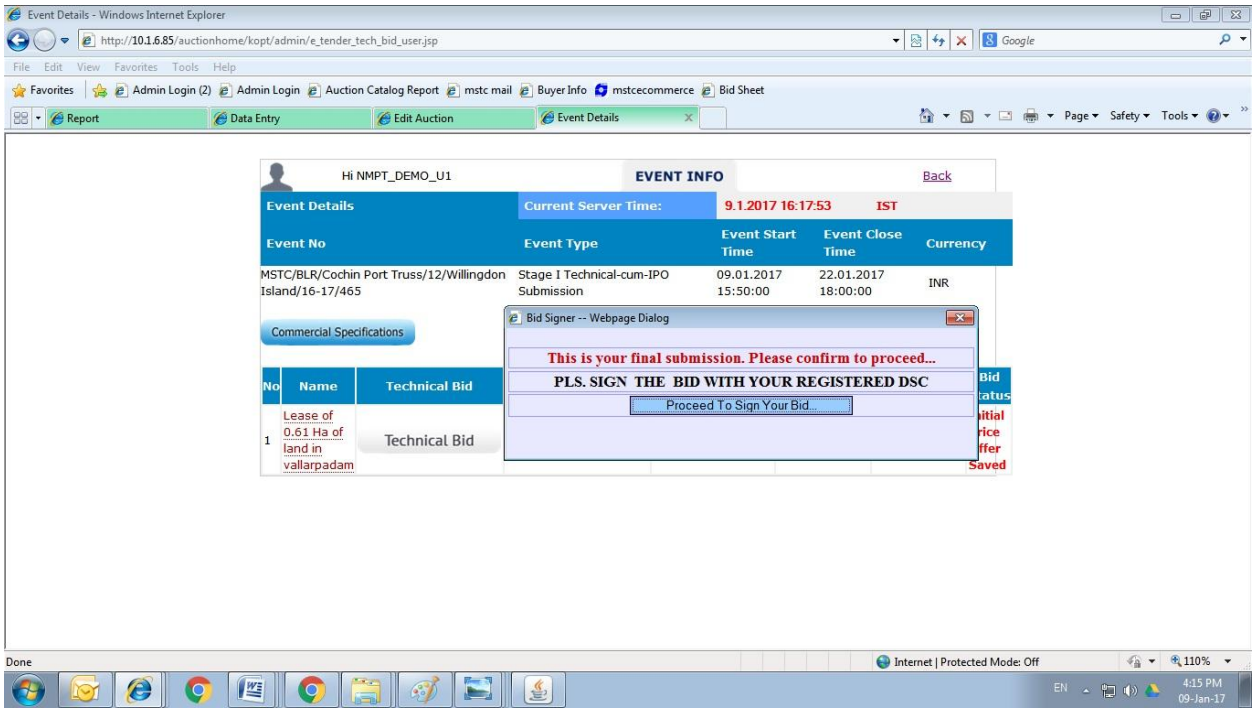
After successful submission of the bid, the screen will be displayed as:

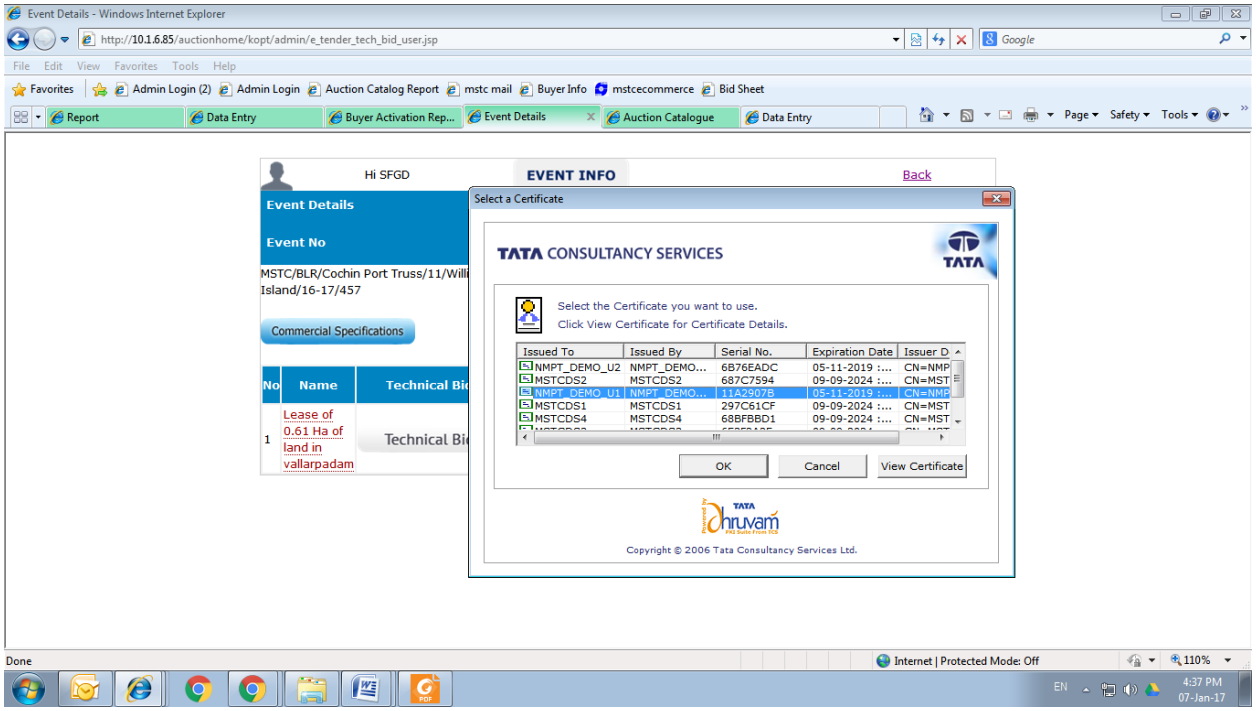


Now go for "**Final Submission**" of the bid. Click on it to record the bid in the server

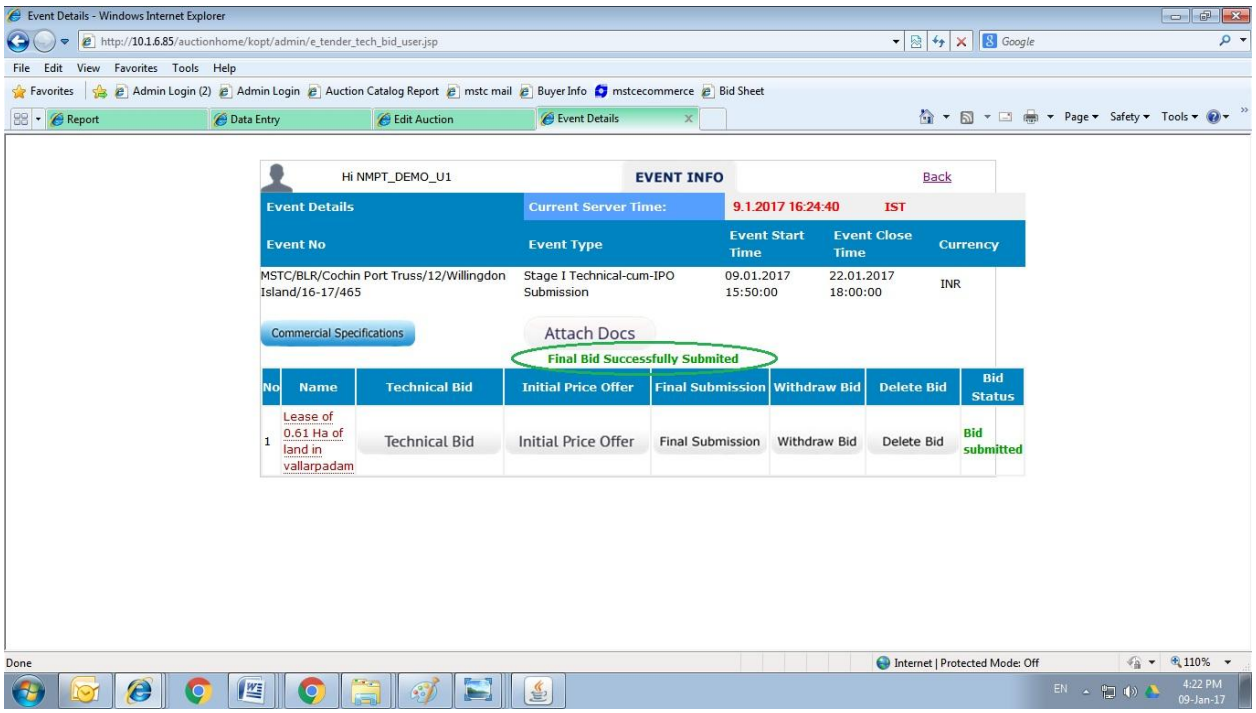


Select the DSC from the signer box and submit the bid finally.

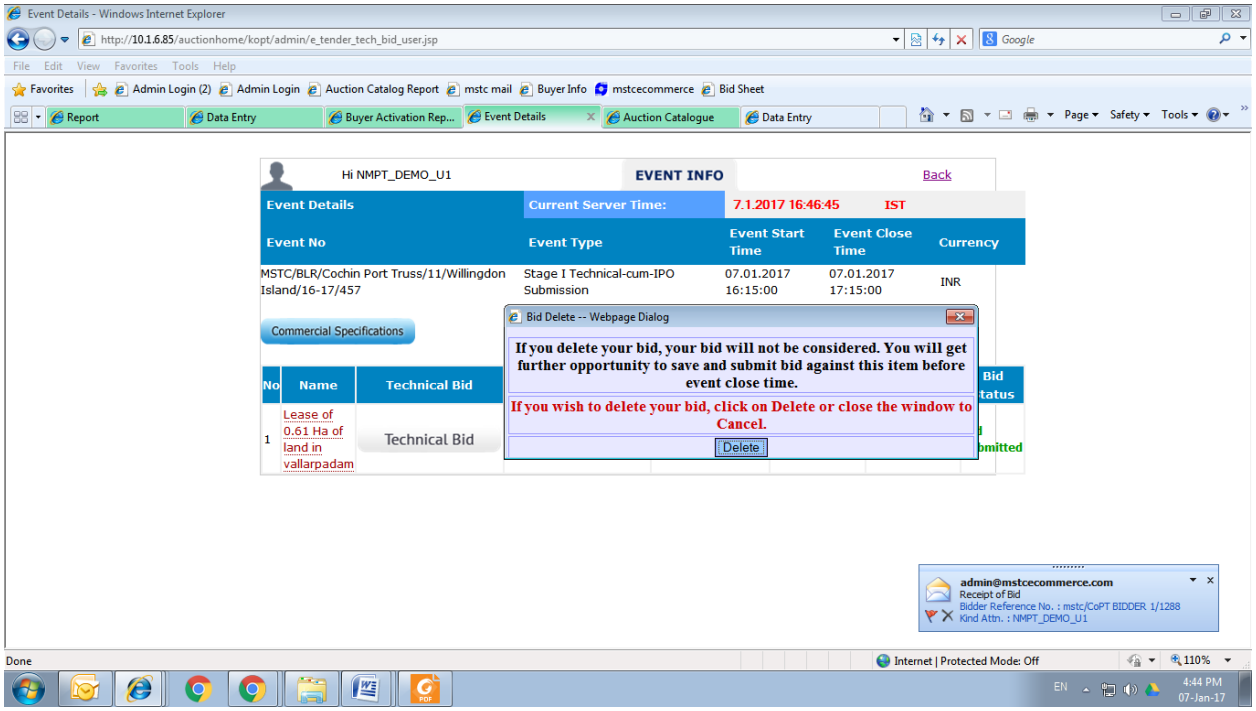




The bid status will show "**Bid Submitted**" in **green** after successful submission as shown below.

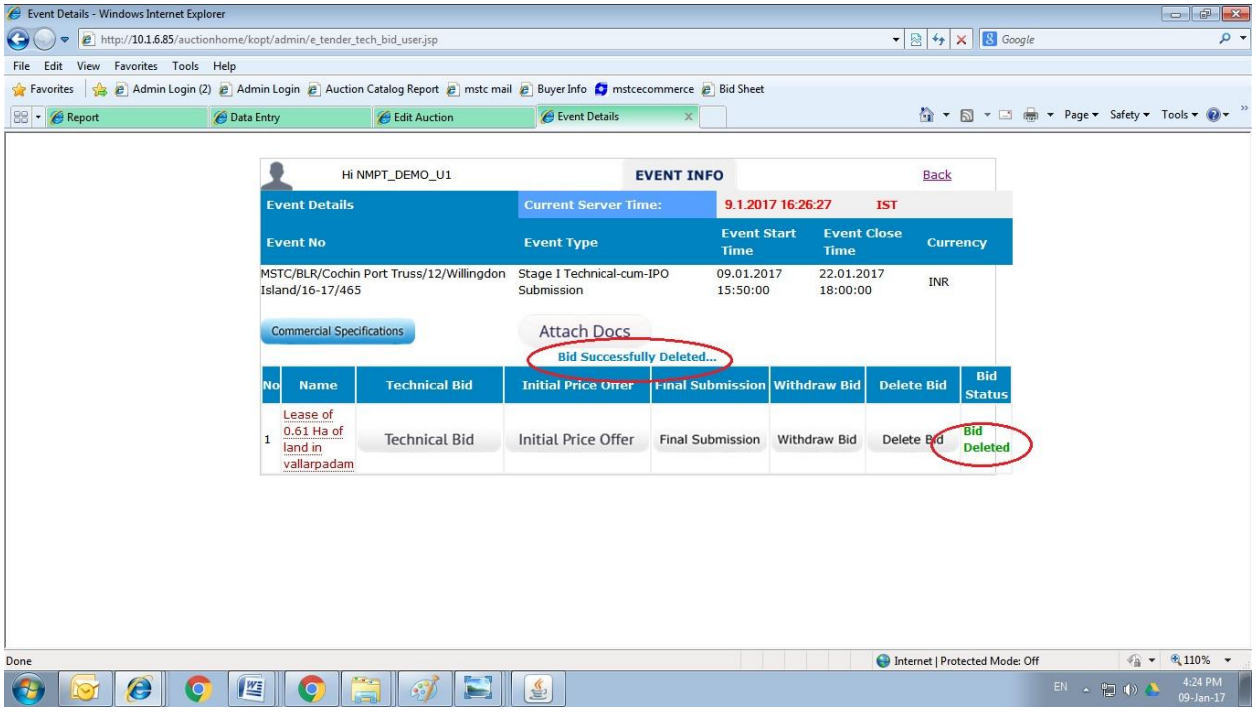


If the bidders wants **change** the bid value earlier submitted by them, go to “**Delete Bid”.**



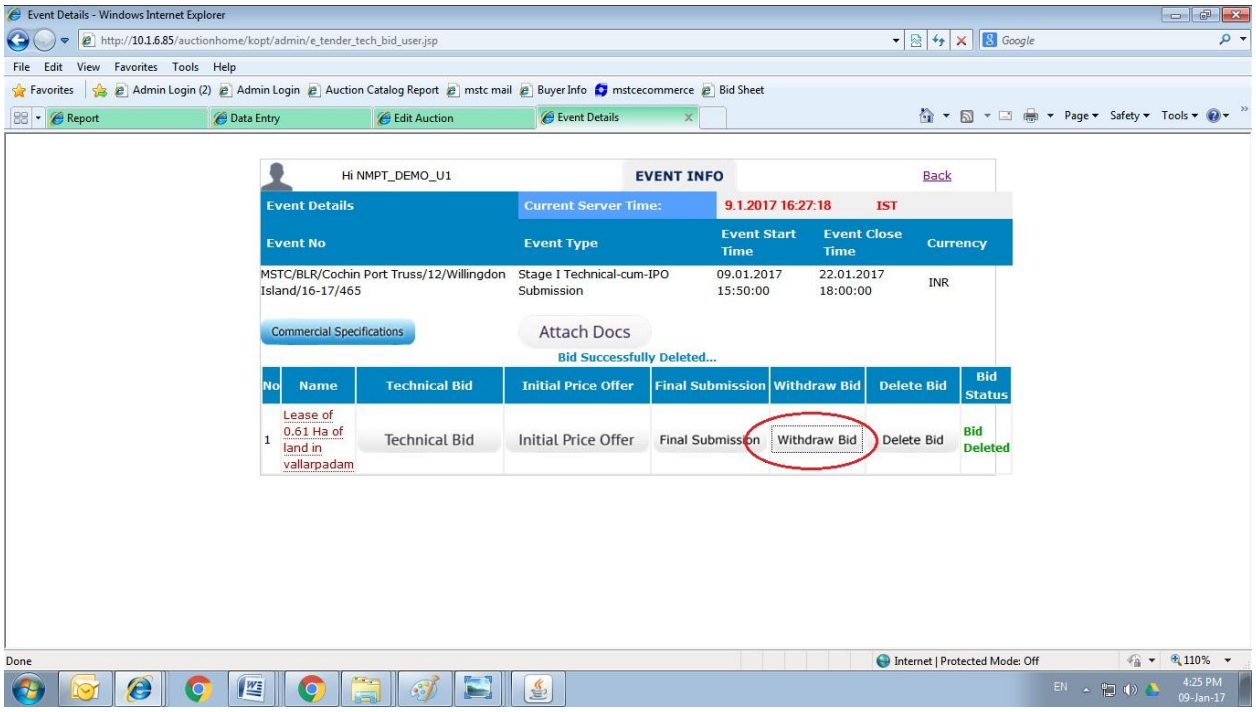
Here, again the bidder will have to sign in with their DSC to delete the bid.

After successful deletion, the screen will be shown as:



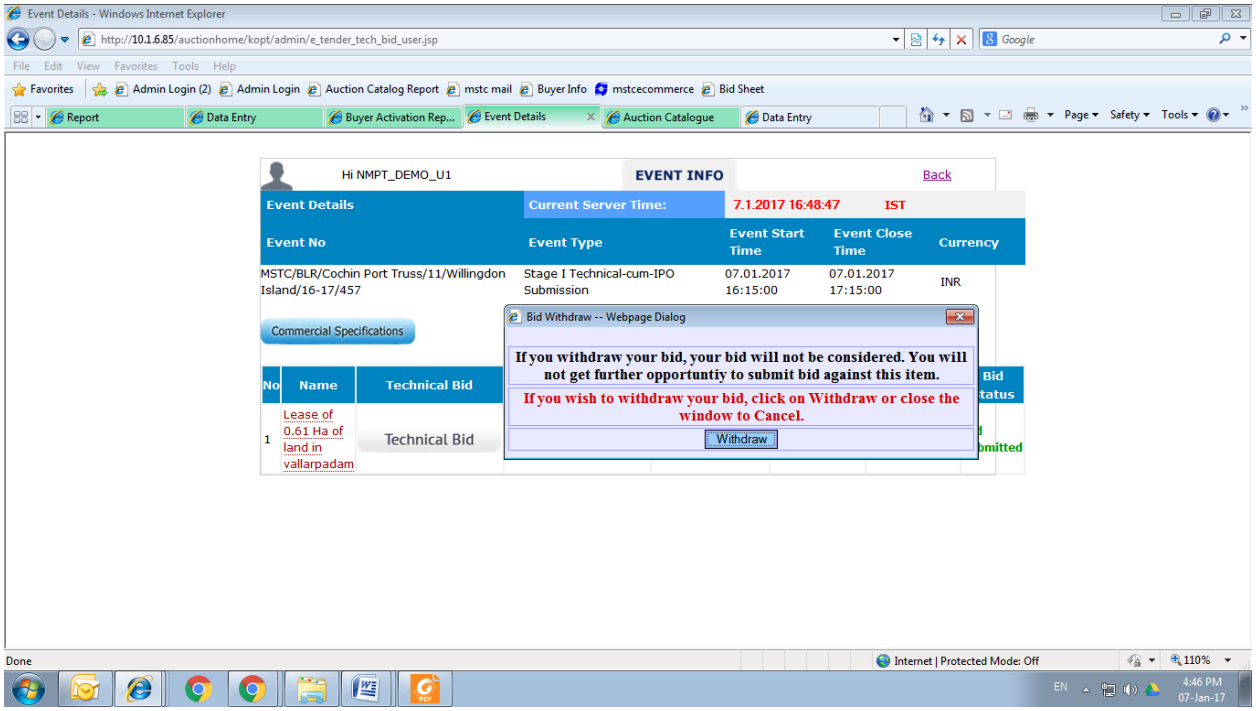
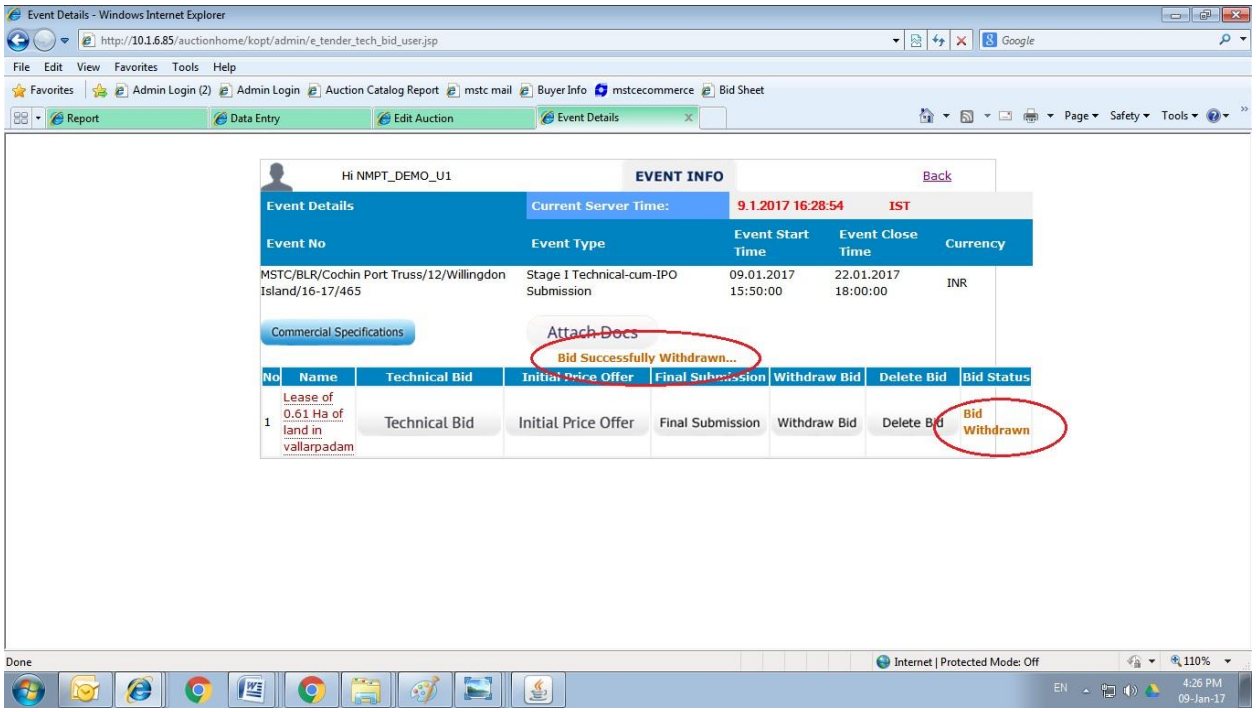
In order to submit your bid again, start from the beginning of the bid submission, that is, **"Commercial Specifications"** and repeat the same procedure**.**

If the bidder wants to withdraw his participation from the e-tender event, click on **"Withdraw Bid"**



Again, sign in with your DSC and withdraw the bid.

Please note that after the bidder withdraws the bid, he will no longer be able to participate in the event.



sign in with your DSC and withdraw the bid.