Guidelines for Users on system configuration for PPA Portal

(The following section is meant only to provide guidance to users on how to configure their computers / browsers for bidding in PPA portal on the web portal of MSTC. These guidelines are subject to change from time to time depending on the development of the portal. Users 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 mis-understanding anything written hereunder.)

System Requirement

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

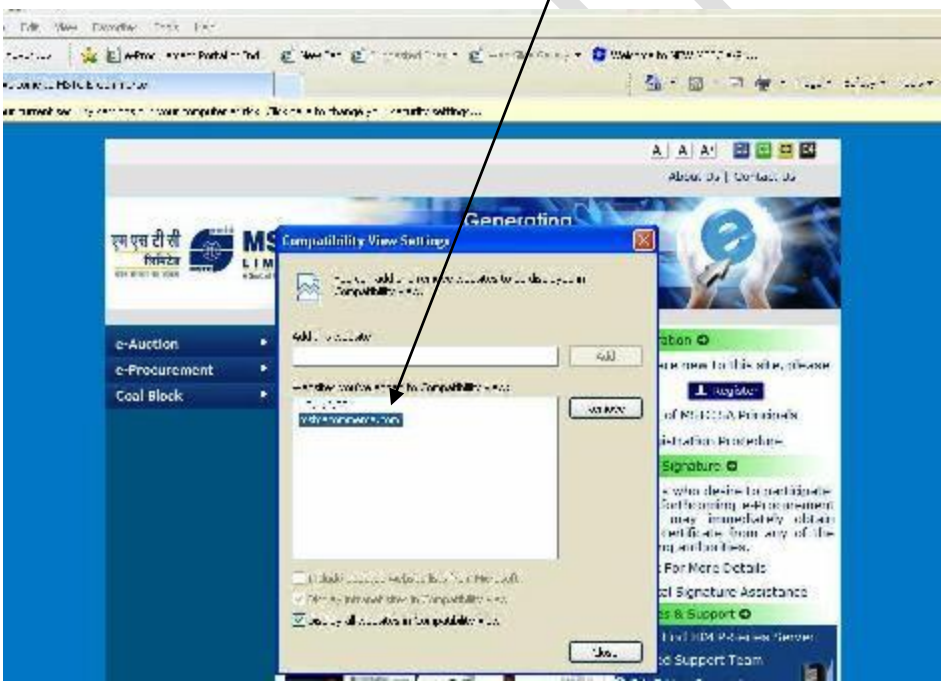
(1) A computer connected to internet through an ISP.

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

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

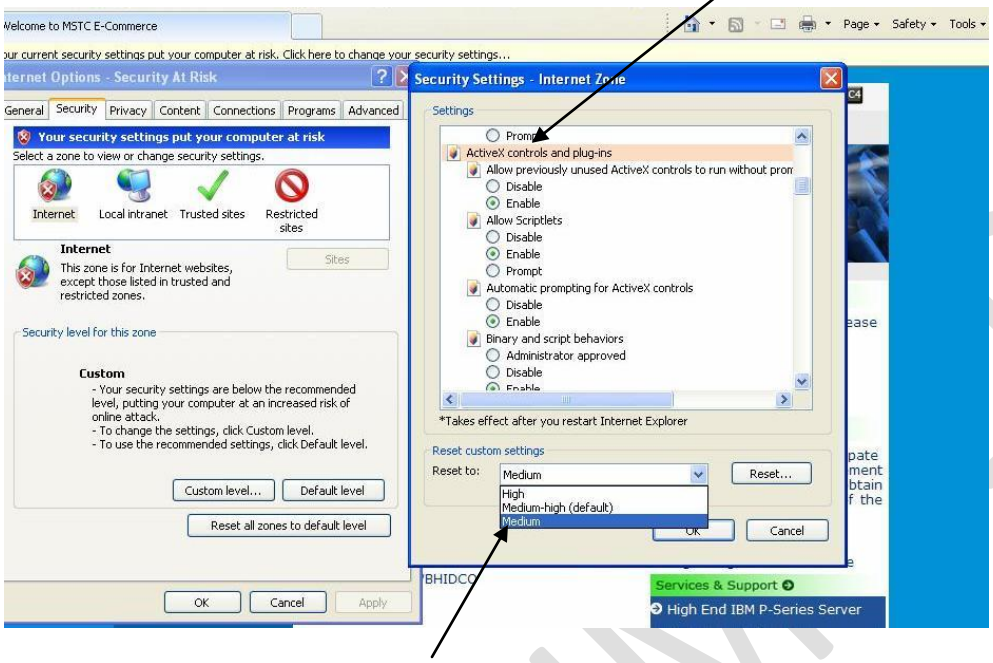
The website is best viewed in Internet Explorer version 7 or above. In case there is a different version being used, the website should be added to Compatibility View Settings as shown below

Tools > Compatibility View Settings > Add our website

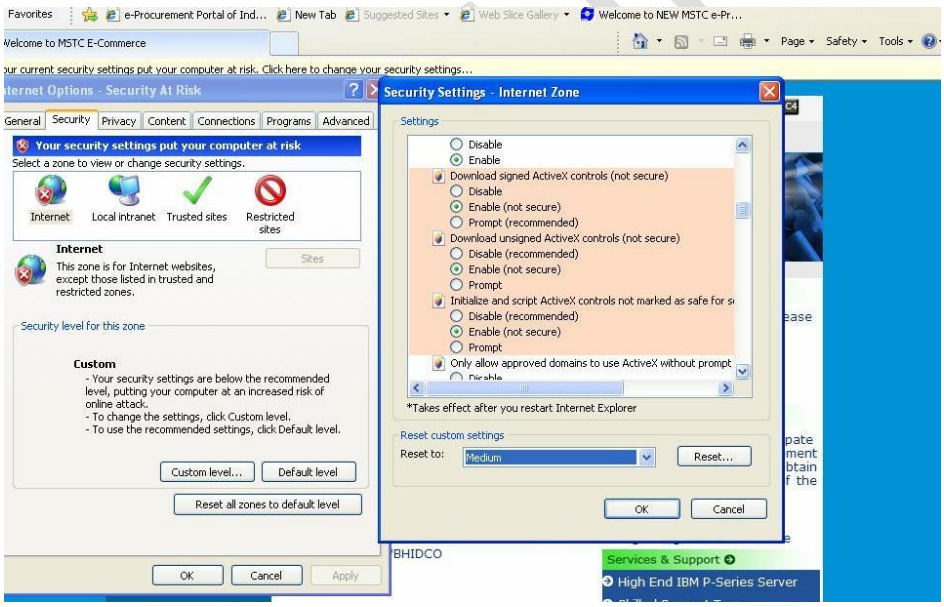


(4) All the ActiveX controls of the Internet Explorer should be **Enabled** as shown below.

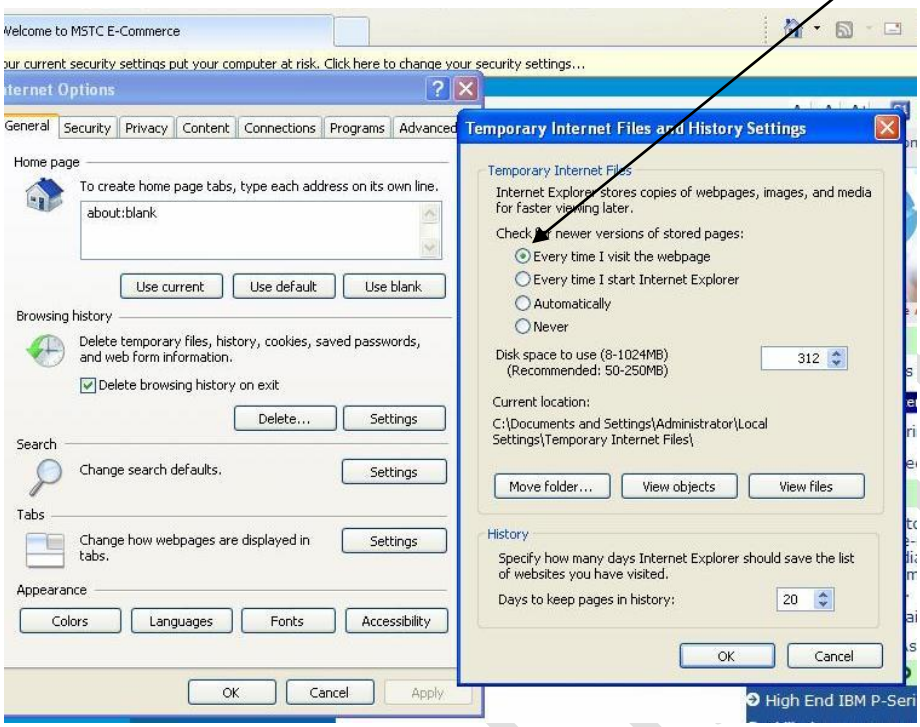
Tools> Internet Options > Security > Custom level > Enable **ALL** Active–X Controls and Plug-ins



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

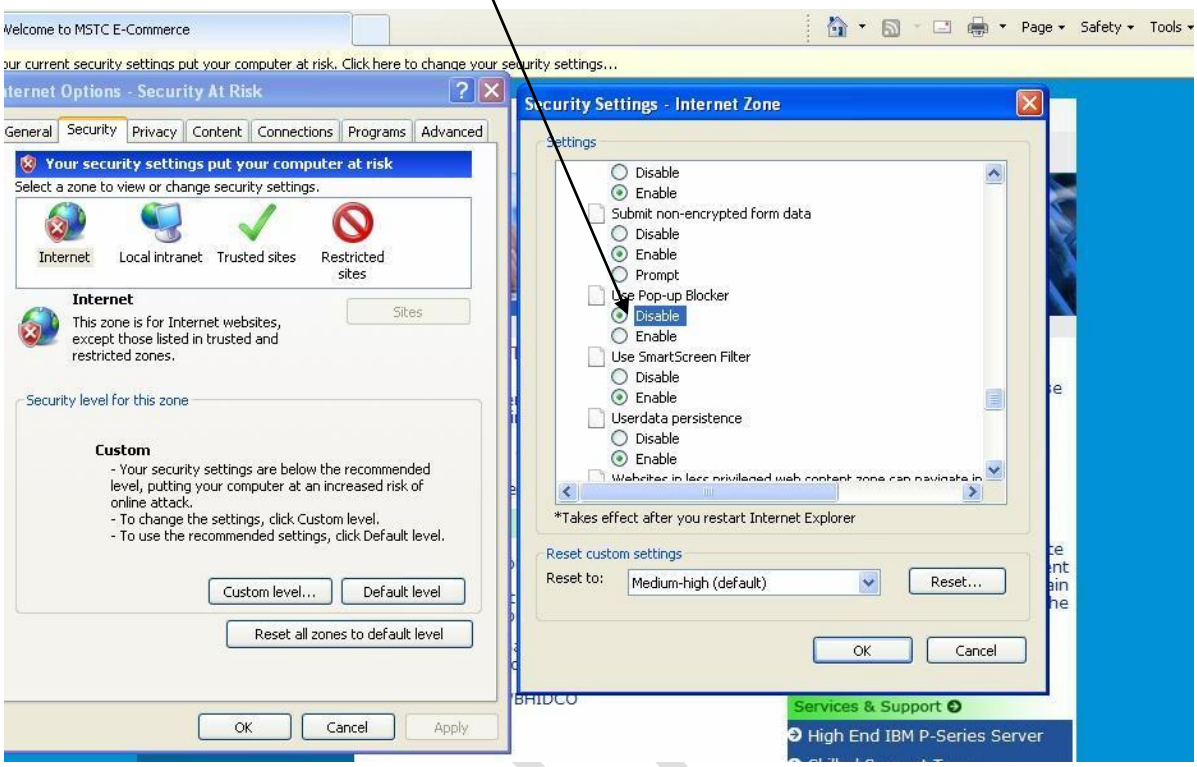


(5) The settings under Browsing History (Under Tools → Internet Options → General) for Check for newer versions of web pages should be kept at **Every time I visit the webpage** as shown below.



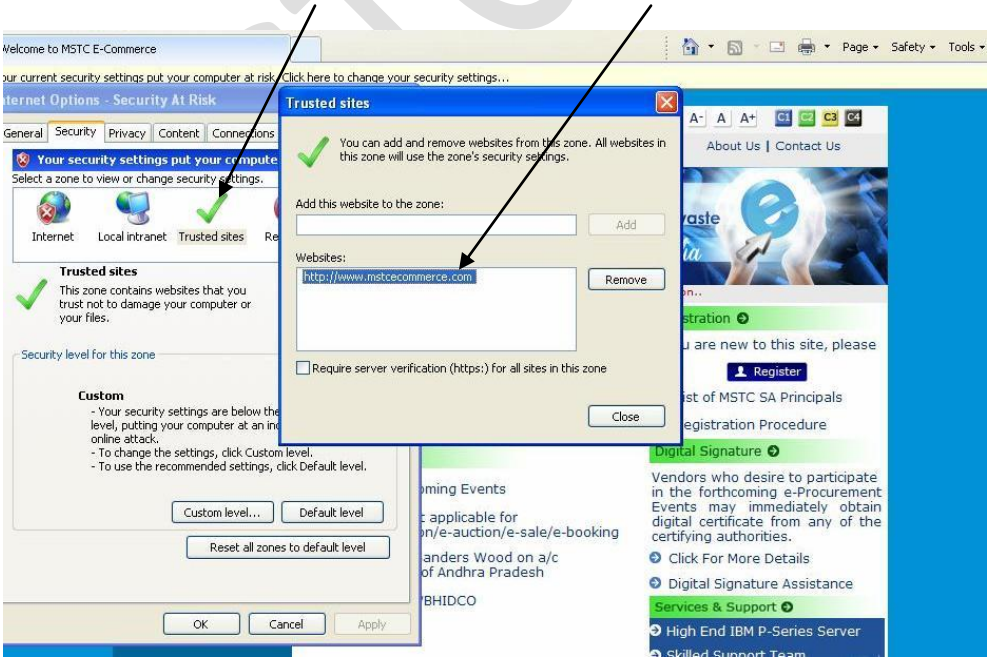
MSTC LIMITED

(6) Pop-Blockers should be **Disabled.**



(7) Latest Drivers for your Digital Signature Certificate should be installed properly in the computer.

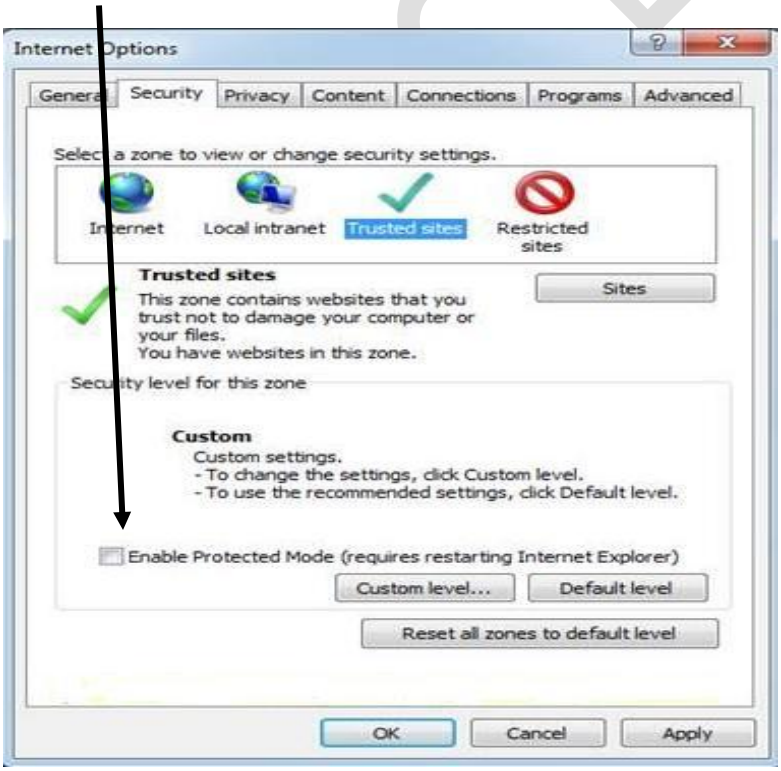
(8) The website http://www.mstcecommerce.com should be added to the list of "**Trusted Sites**".



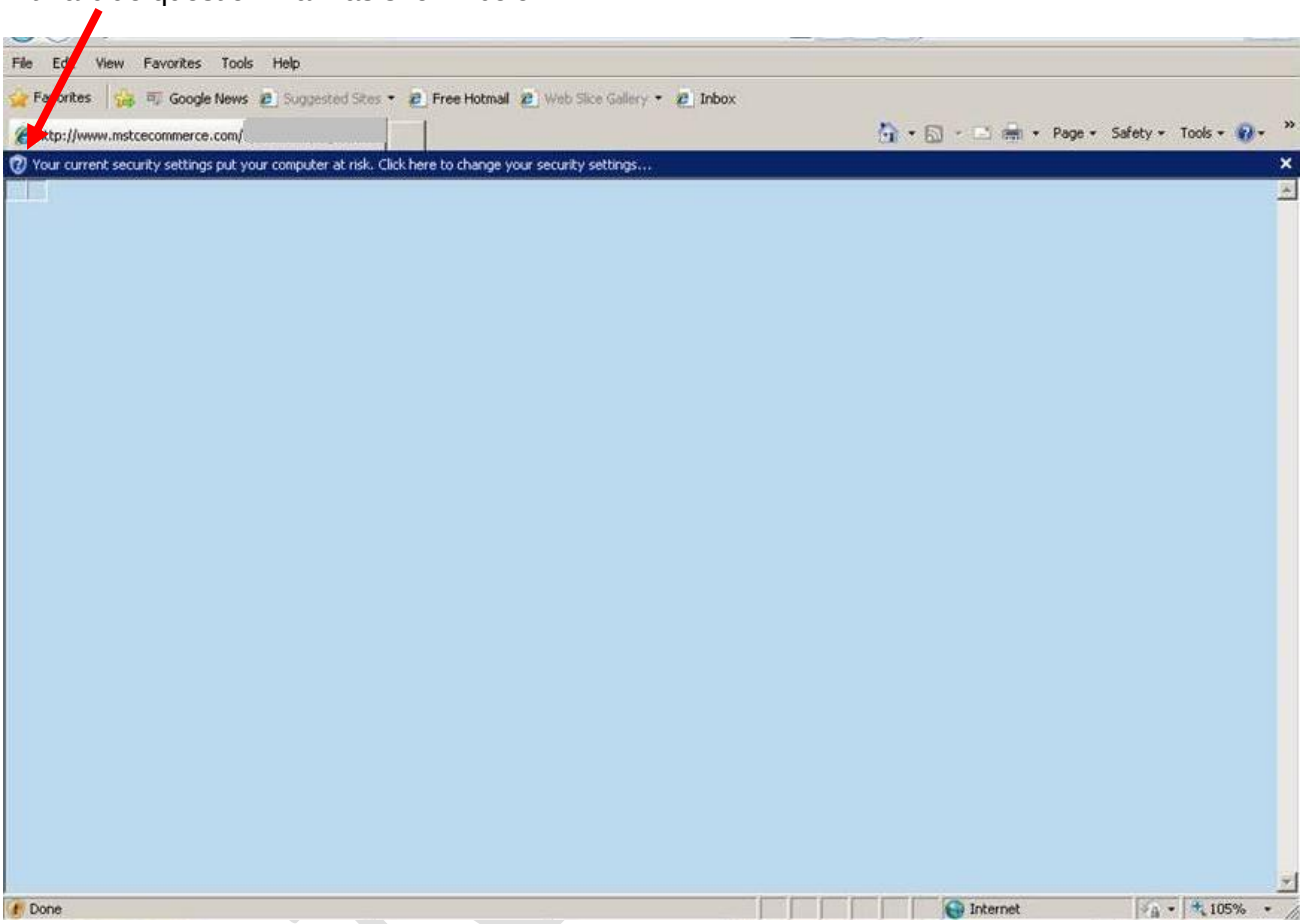
(9) The PC should run as an **Administrator** to install packages on being prompted on screen like TCS signer file for signing with DSC, Java encryption applet for data encryption, etc.

(10) The protected mode of the computer should be turned off as shown below.

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.

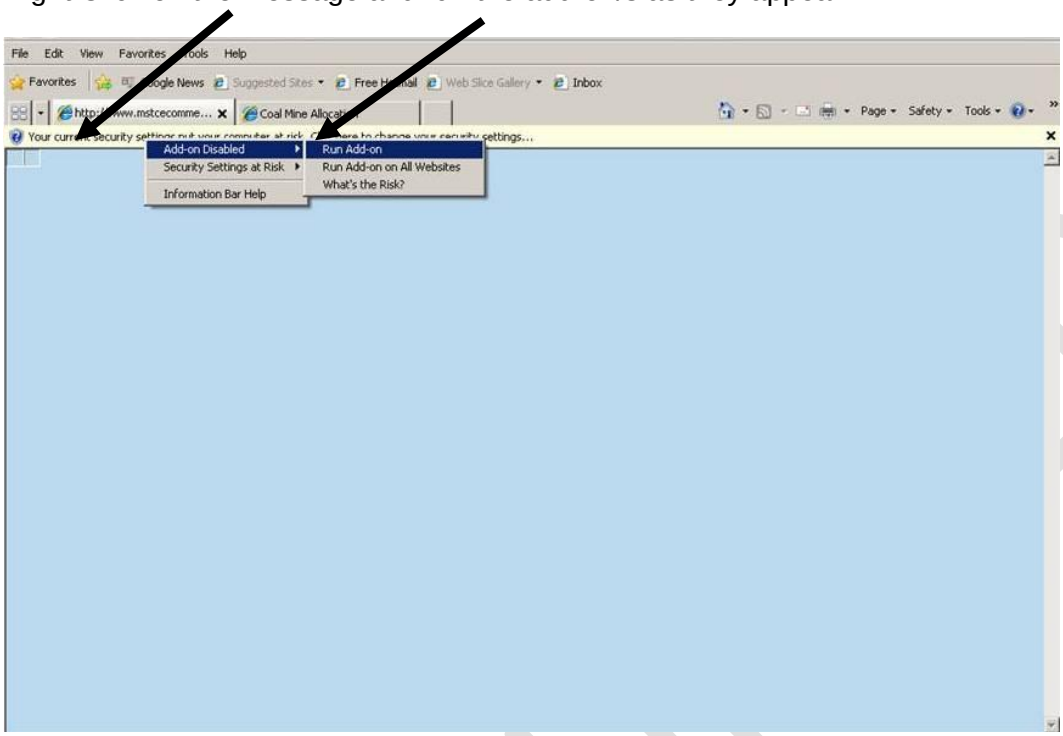


After Changing the settings the message might appear on your screen "**Your current security settings put your computer at risk. Click here to change your security settings"** as shown in subsequent screenshots. This should not be fixed under any circumstances. Initially it might appear with a blue question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

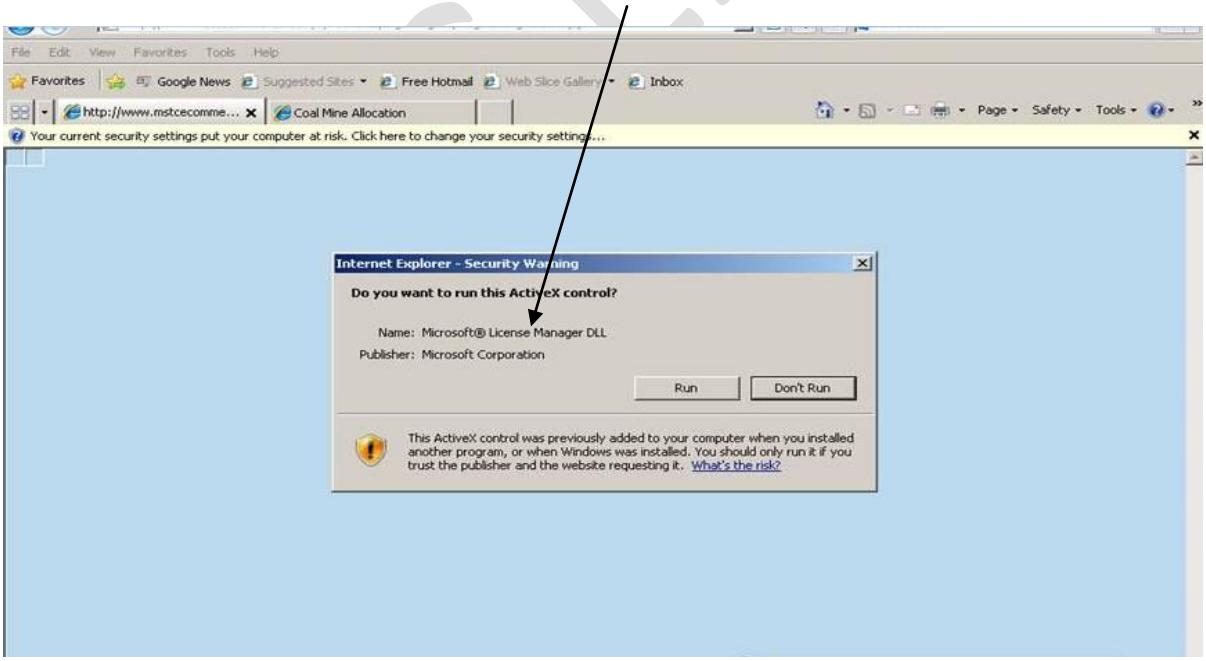


In the above case, the **blue question mark** sign indicates that the website wants to run certain add-on/s. That should be done by right clicking on the icon and running the add-ons as shown in subsequent screenshots.

Right Click on the message and run the add-on/s as they appear.



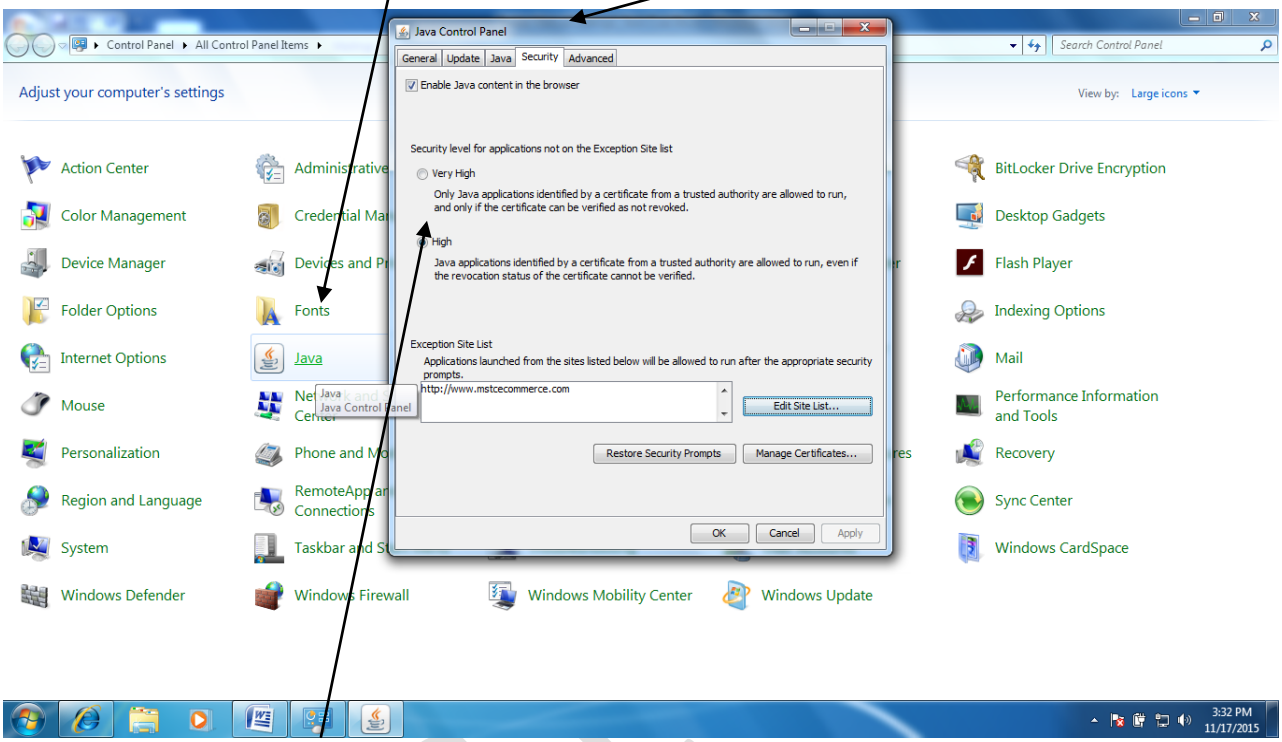
A sample add-on is shown below when the add-on wants to run. Click on run to allow that add-on.



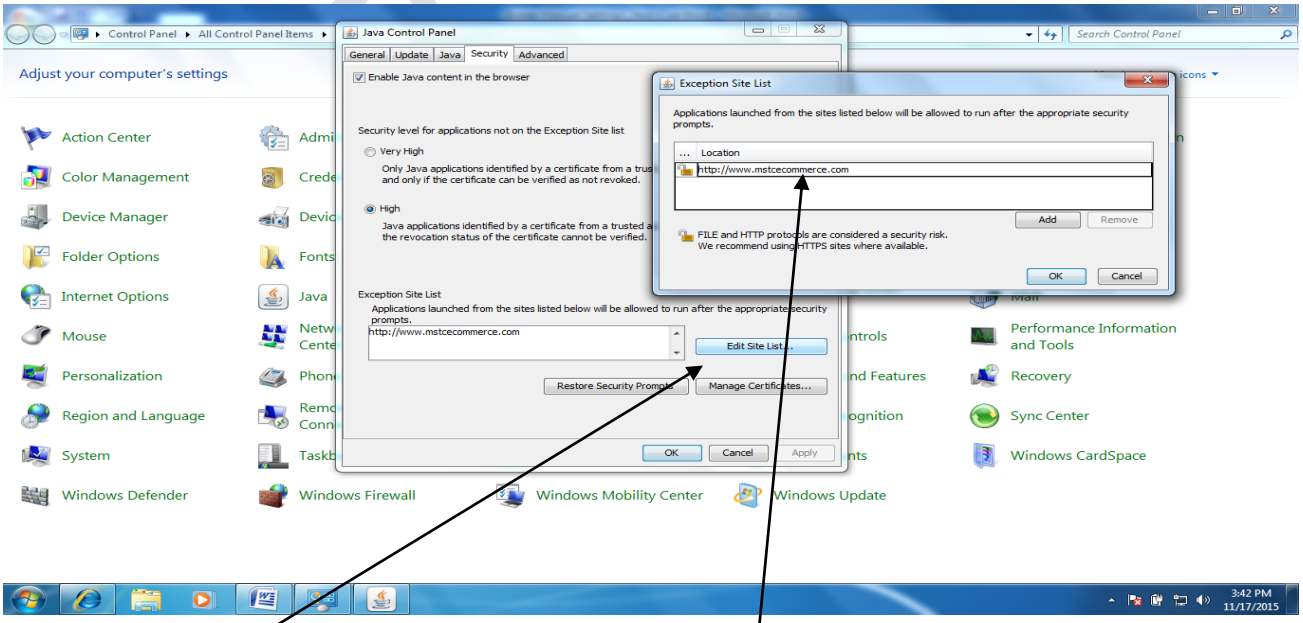
Another add-on "**TCS Signer" (cab file)** also needs to run similarly to allow DSC's to sign digitally.

For Java Configuration

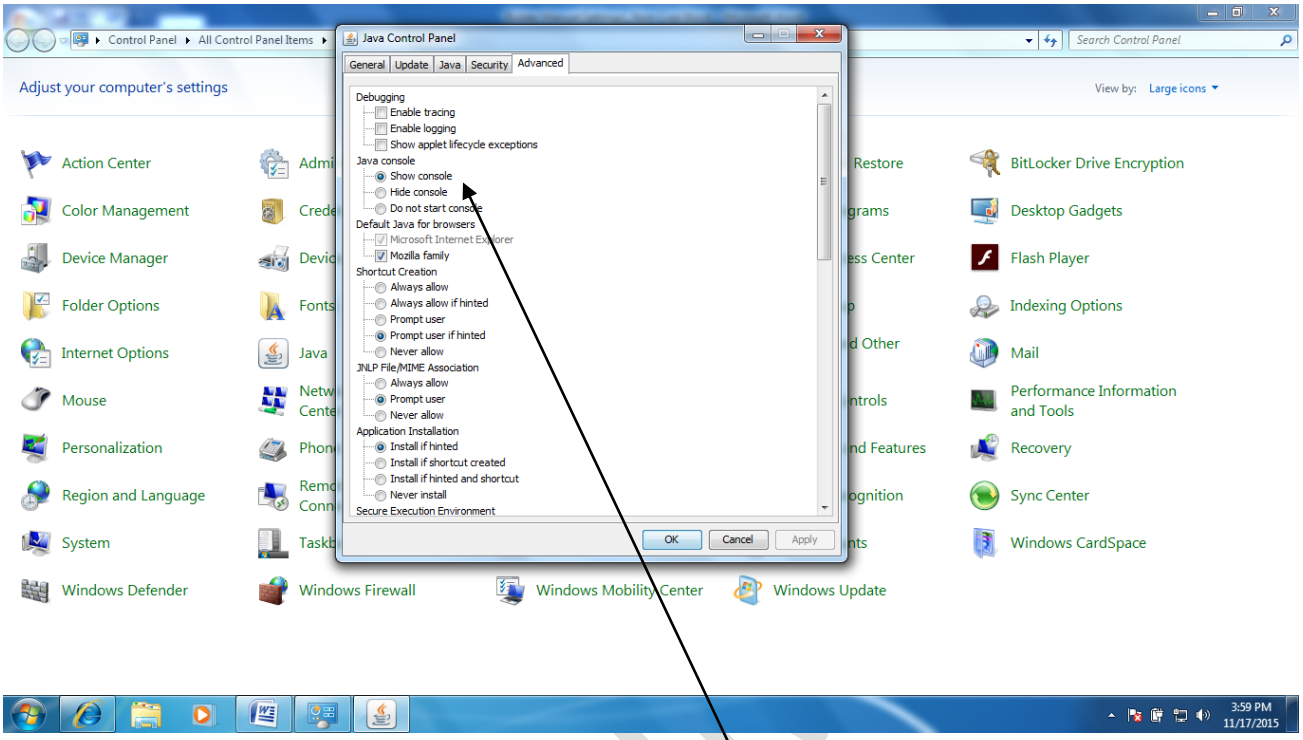
Go to Control Panel> Click on JAVA> Click on Security in JAVA Control Panel



Set security level at "High" for JRE 8 ("Medium" for JRE 7)

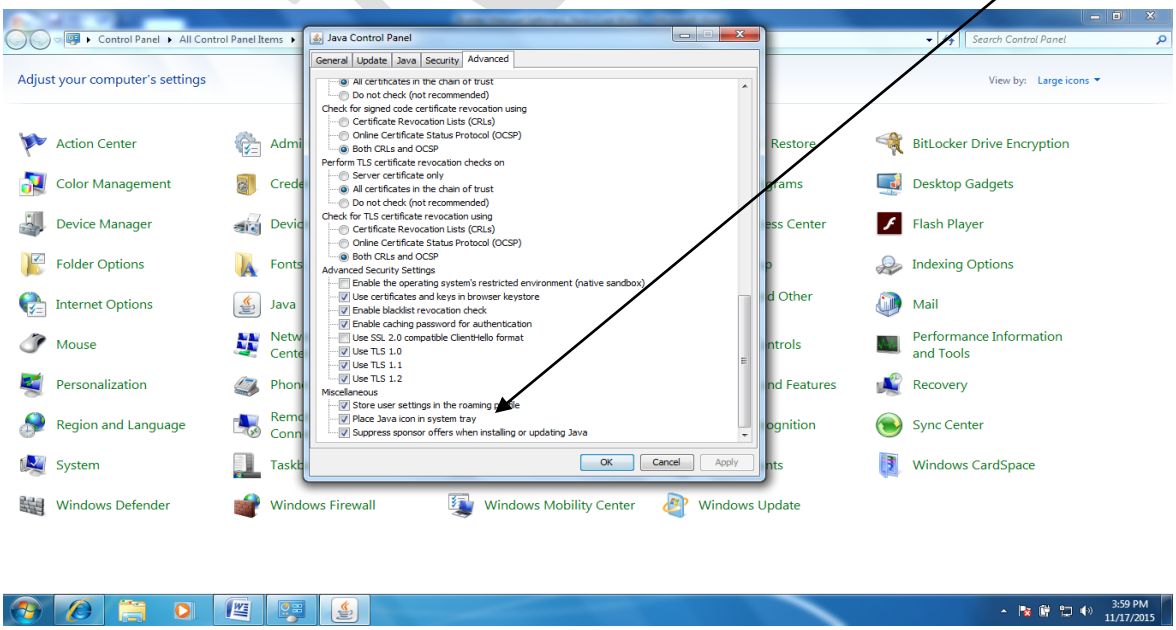


Click on "Edit Site List" and add our website http://www.mstcecommerce.com.



Additional Settings : (This will allow the JAVA console to show the status of the Encryption applet. Any bid submitted before the encryption applet starts will throw up a message “Please Try Again. Object Error).

Click On Advanced in JAVA Control Panel> Click on Show Console and Place Java Icon in the systems Tray.



BIDDER'S GUIDE

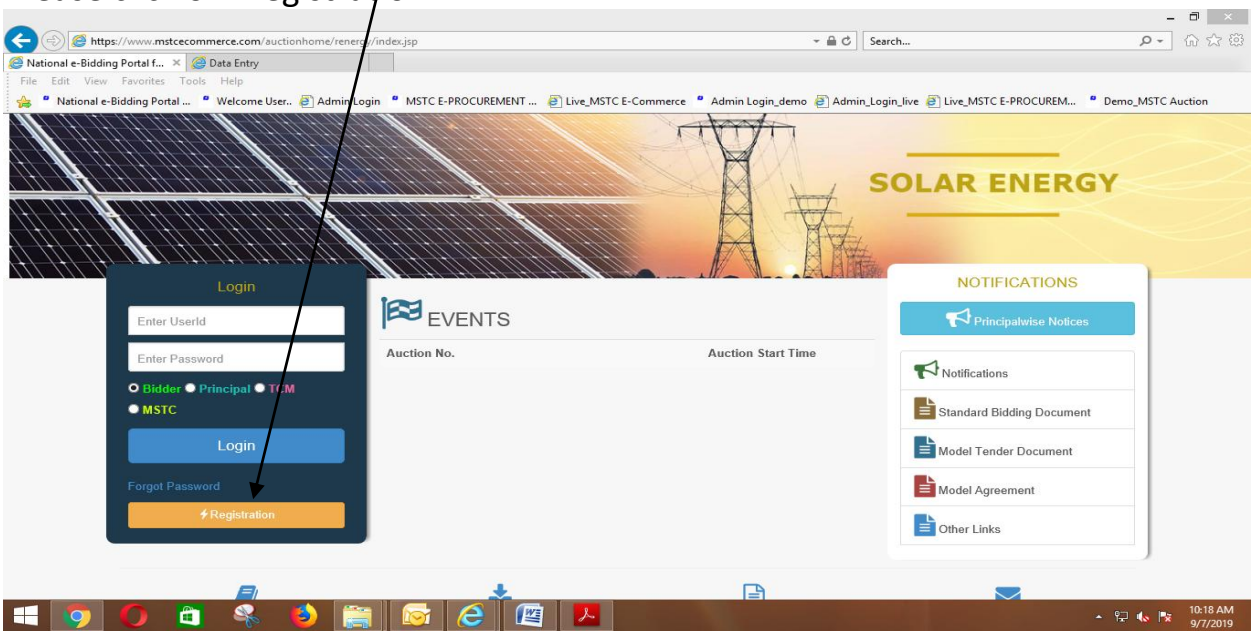
Go to https://www.mstcecommerce.com/auctionhome/renergy/index.jsp

A. Registration

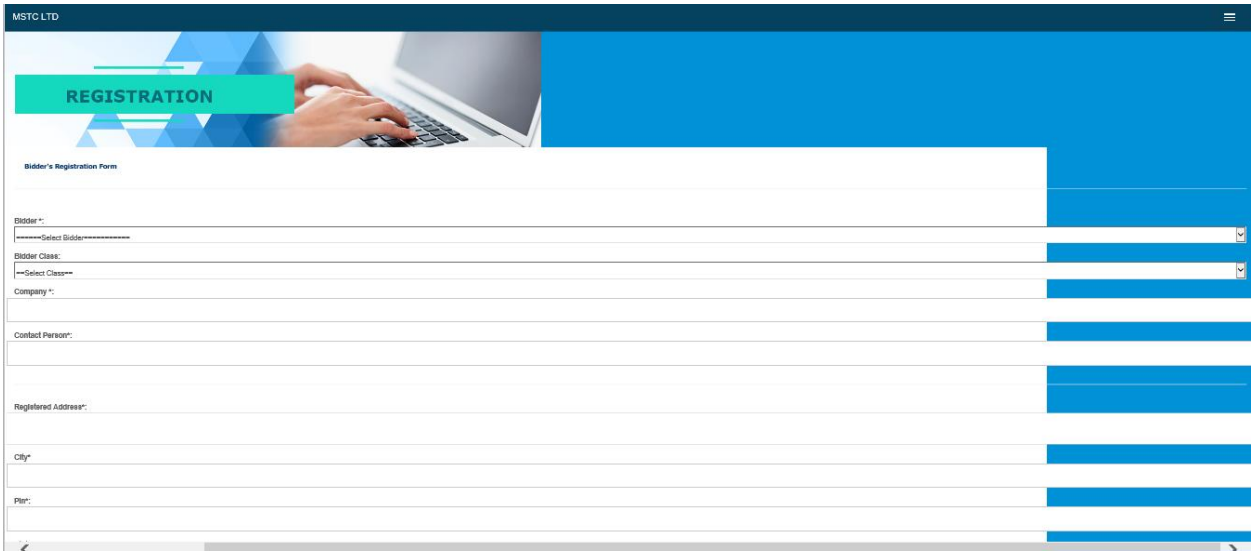
Visit the website https://www.mstcecommerce.com and click on dropdown of Renewable Energy.

Then click on "Renewable energy procurement". On clicking this, the Login page gets displayed with url https://www.mstcecommerce.com/auctionhome/renergy/index.jsp

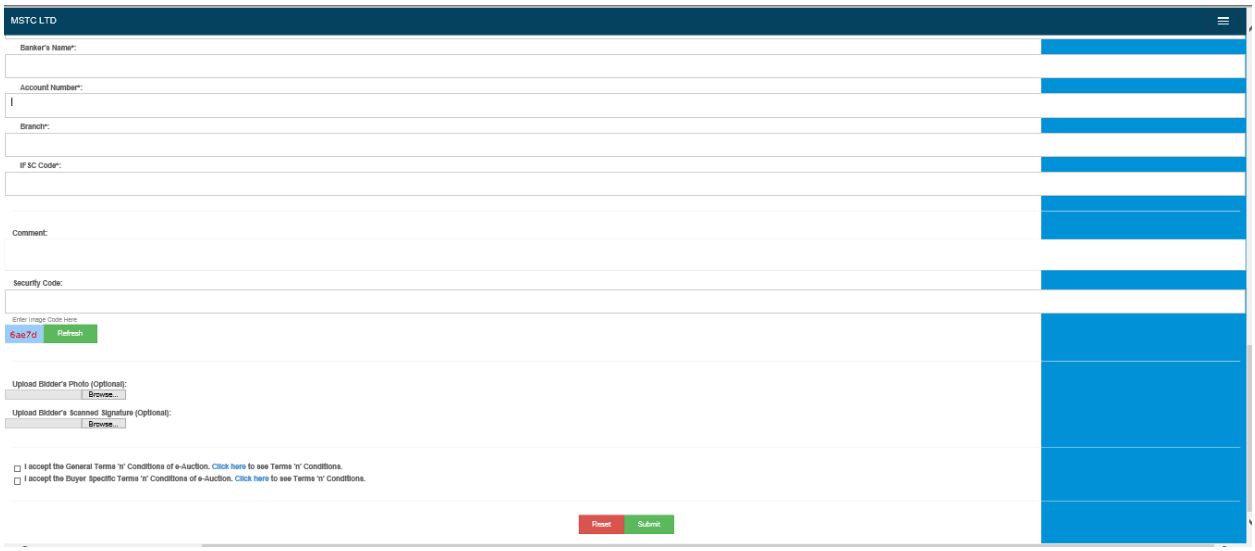
1. Please click on ‘Registration’.



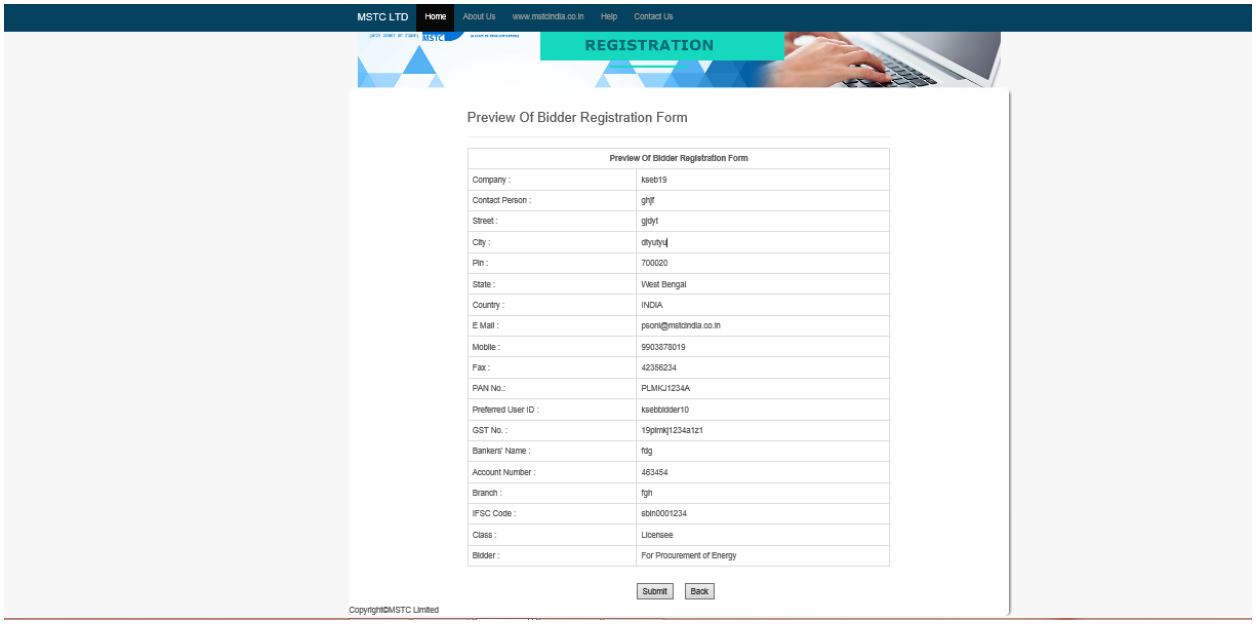
2. Fill up the online registration form and click on ‘Submit’.



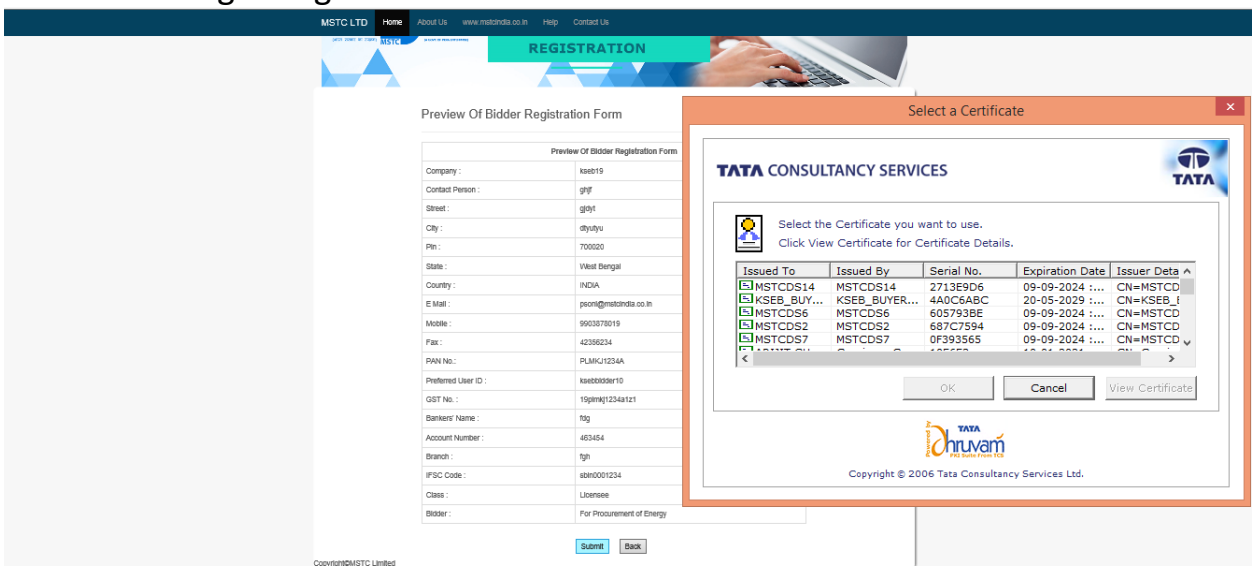
You need to create your own user name and password. Please check availability of user id and password policy before creating the same. Please do not use any special character in any field except one for password. The only special character allowed for password is “@”.

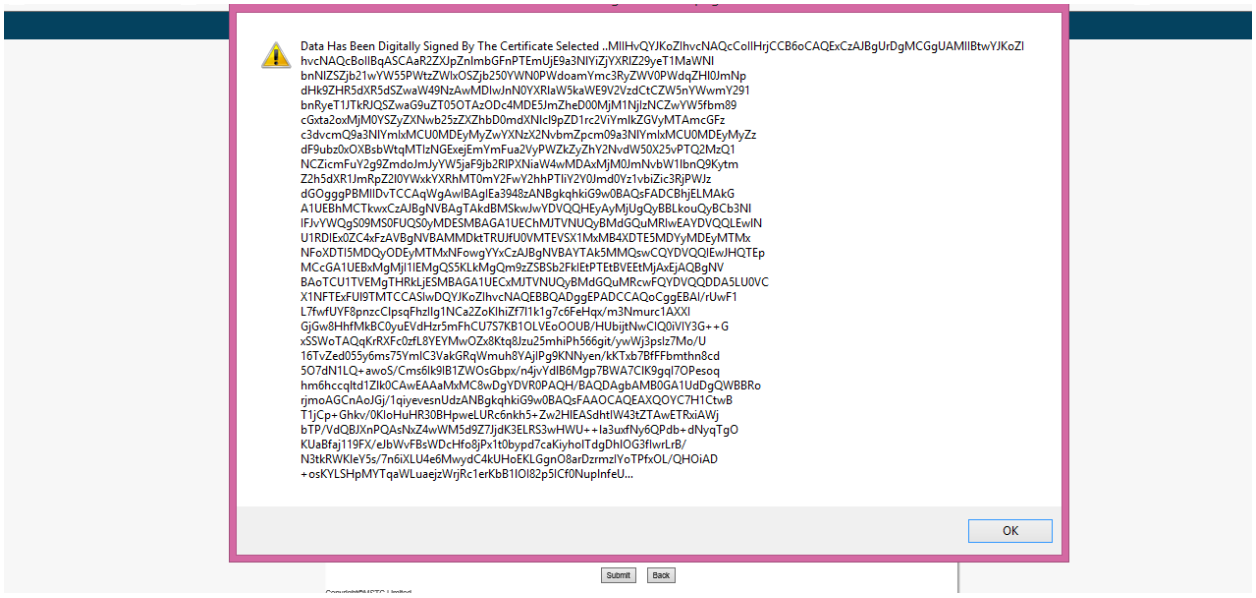


3. Check the preview and click on submit



4. Select the digital signature and Click on ‘OK’.





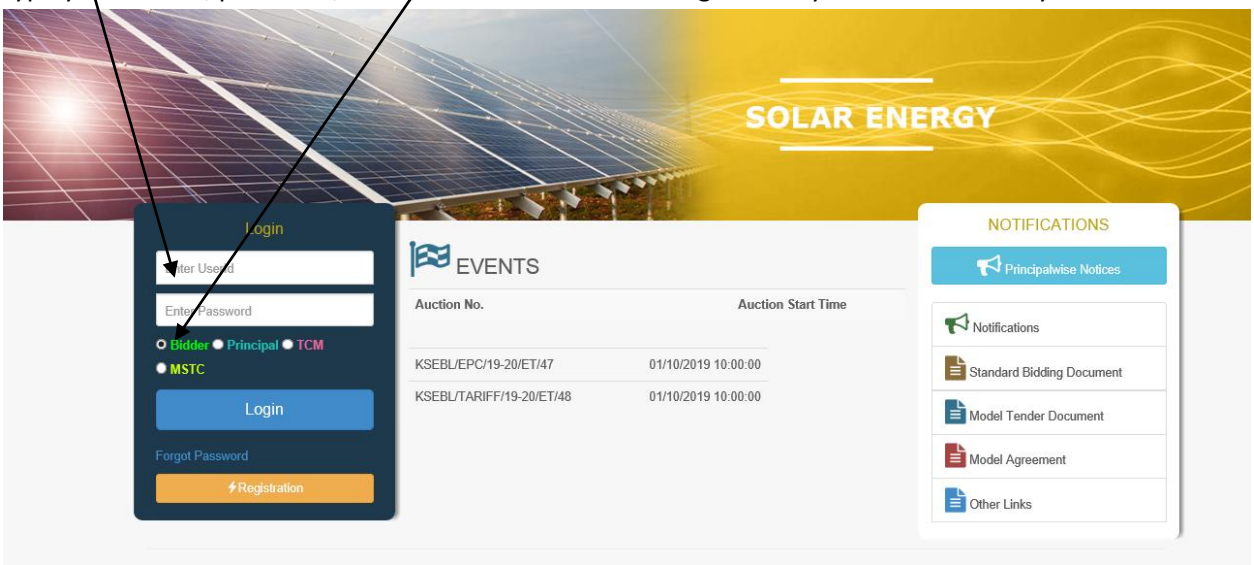
This completes the on-line registration process and you may proceed to login.

Bidder activation

Once the bidder has successfully registered, they need to contact MSTC Trivandrum branch for getting their profile activated. The confirmation mail received in the respective bidder ids should be forwarded to the mail ids: **skrajendran@mstcindia.co.in (Shri Santhosh Kumar Rajendran,AM: 08884600700) and kumaravelr@mstcindia.co.in(Shri Kumarravel R, MT: 9946570940).**

Guide for bidding in KSEB – SOURA

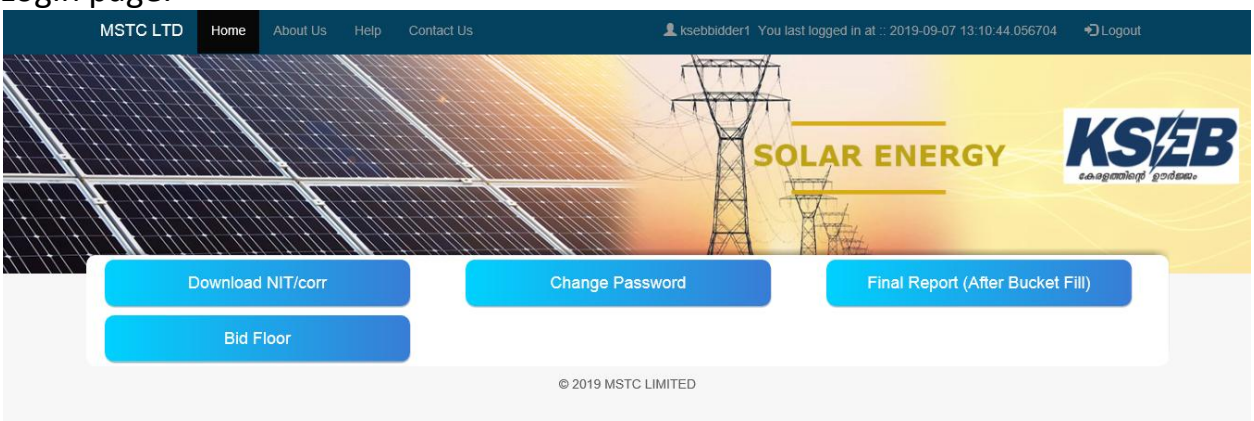
1. Type your user id, password, select 'bidder' and click on Login. The system shall ask for your DSC.



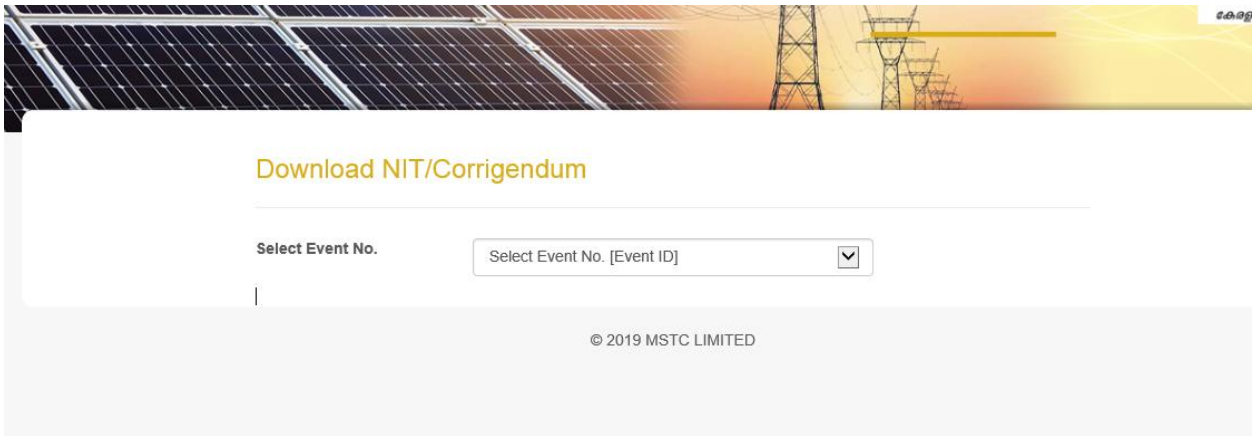
Click on 'Click To Sign' and select your DSC in the signer form for authentication. Click on Ok. Now you are logged in.

Pls Wait Verifying Your DSC..

2. Login page:



a. Download NIT/corr to download any e-tender NIT and corrigendum, please select the e-tender no. from the dropdown box and select the file to download it.



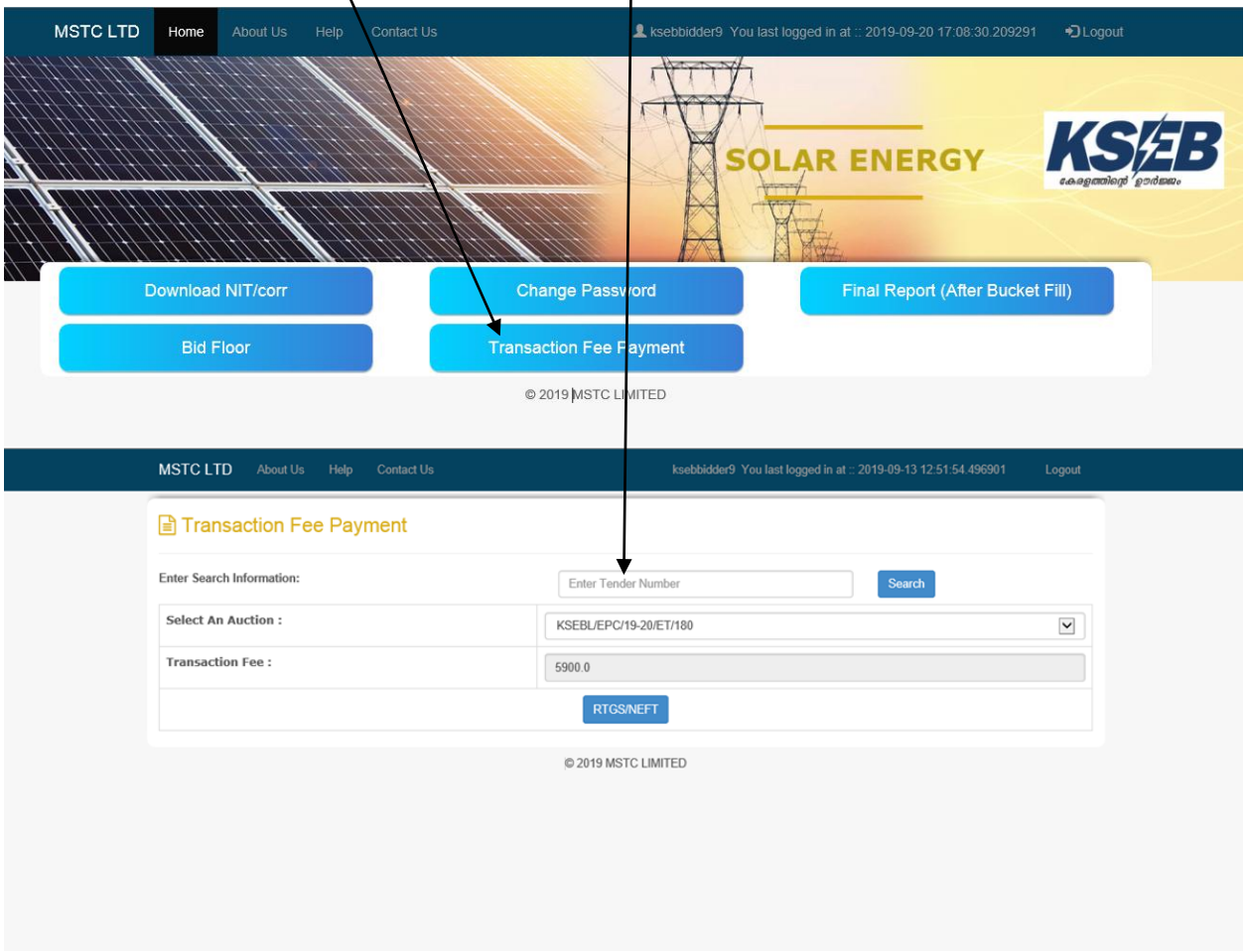
b. Change Password-to change your current password.
c. Bid Floor Manager-to submit bid in e-tender and e-reverse auction

I) E-Tender:

Transaction Fee Payment

Select the e-tender-Click on event no. on clicking event no. a message shall be displayed asking to transaction fee.

Click on “Transaction Fee Payment” option. Enter tender event no. transaction fee shall be displayed. On selecting RTGS/NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same.



MSTC LTD About Us Help Contact Us ksebbidder1 You last logged in at :: 2019-09-23 10:55:47.722192 Logout

Transaction Fee Payment

Enter Search Information: Enter Tender Number Search

Select An Auction :	KSEBL/EPC/19-20/ET/161
Transaction Fee :	5900.0

RTGS/NEFT

To be Filled by Applicant For Bank Details	
Bank Name	
Address 1	
Address 2	
Address 3	
City Name	
Pin Code	
To be Filled By Applicant	
Account Title	
Debit Account No	
Account Type	Savings
Remittance Details	
Amount (In figures.)	5900.0

Take the printout of the challan and make the payment.

MSTC LTD About Us Help Contact Us ksebbidder1 You last logged in at :: 2019-09-23 10:55:47.722192 Logout

Click here to Print

Date: 23/09/2019

TRANSACTION FEE PAYMENT

To,

sbi
kseb
kolkata
kolkata
kolkta
700020

Sub :: Request for RTGS/NEFT Payment

Applicant Details

Account Title	sbi
Debit Account No	23465456463
Account Type(Savings/Current/Over Draft)	Savings

Beneficiary Details

Beneficiary Name	MSTC LIMITED
Credit Account No	ZMSTVC0000103546
Bank	IndusInd Bank
Branch	Thiruvananthapuram
Account Type	Current
IFSC Code	INDB0000050

Remittance Details

Amount Rs. 5900.0 /-
Amount (In figures.)Rupees Five Thousand Nine Hundred Only

Please remit the amount as per the aforesaid details, by debiting my/our account for the amount of remittance with the following remittance details:

Remittance Data :TRANSACTION FEE KSEB;for Buyer::System/3389

Note: Instruction to the Bankers while remitting the funds

i) This Acknowledgement Receipt is valid for three days from the date of generation.
ii) No overwriting is allowed in the format above.

Thanking you,

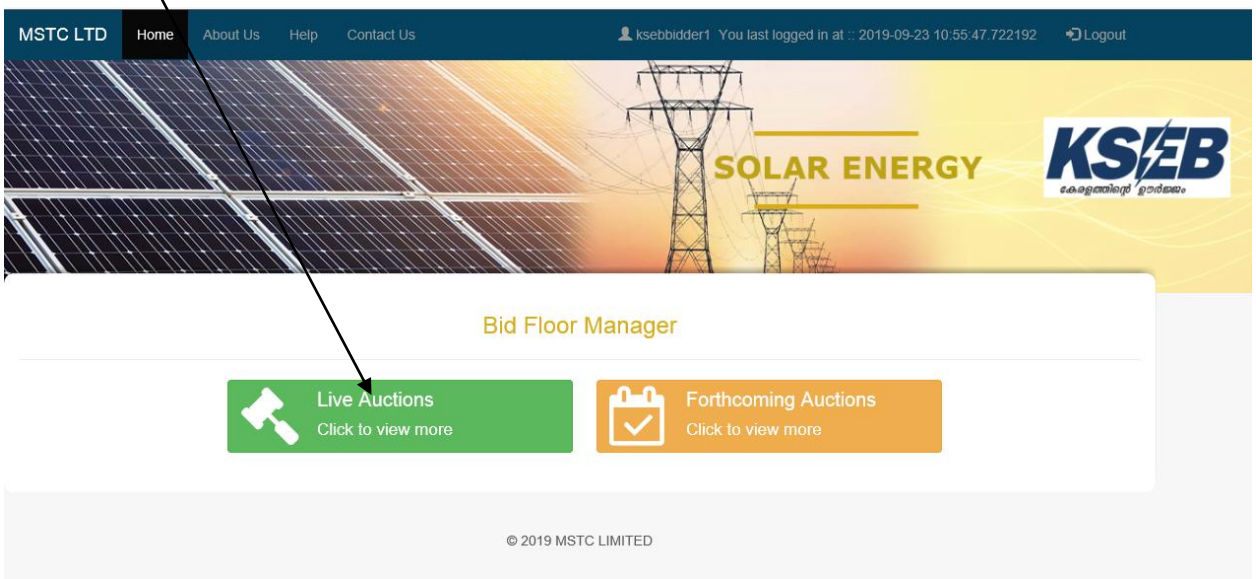
Print Close

© 2019 MSTC LIMITED

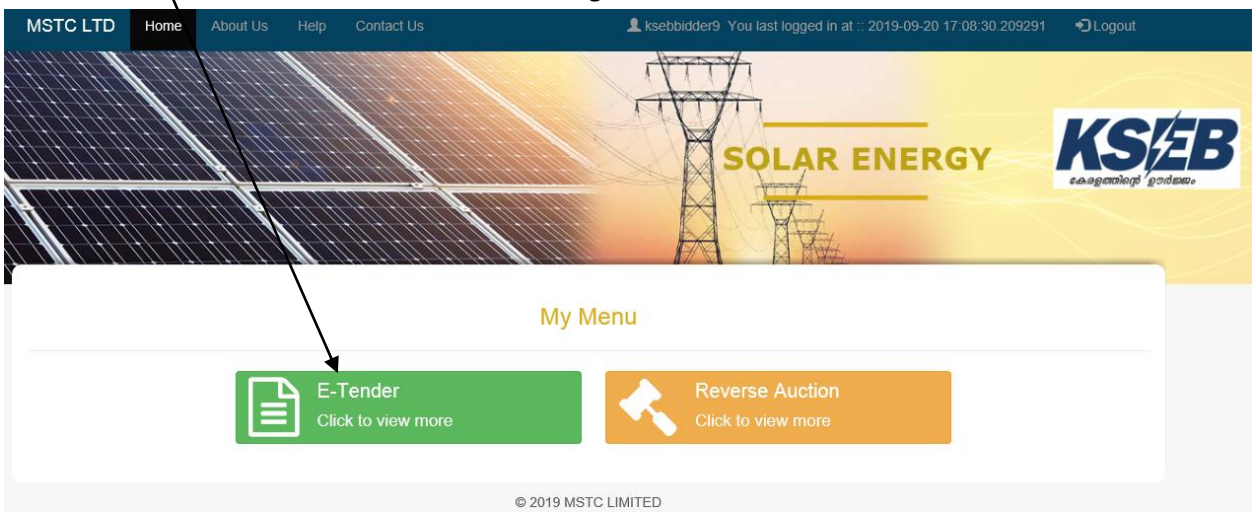
Bidding in e-tender

Click on Bid FLOOR.

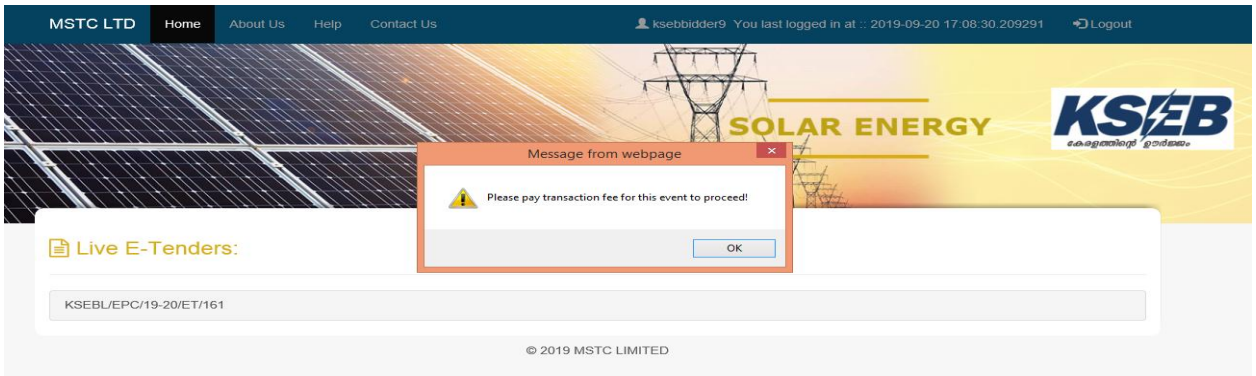
Click on Live Events to view and participate in running events



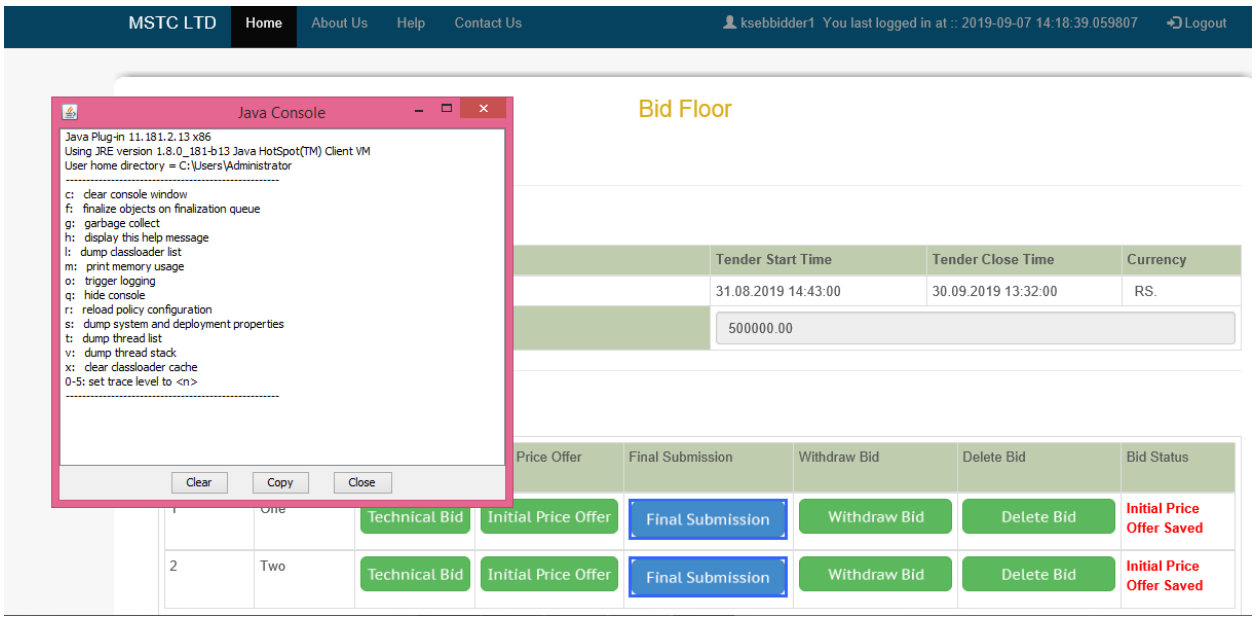
Click on E-Tender to see both live and forthcoming tender events.

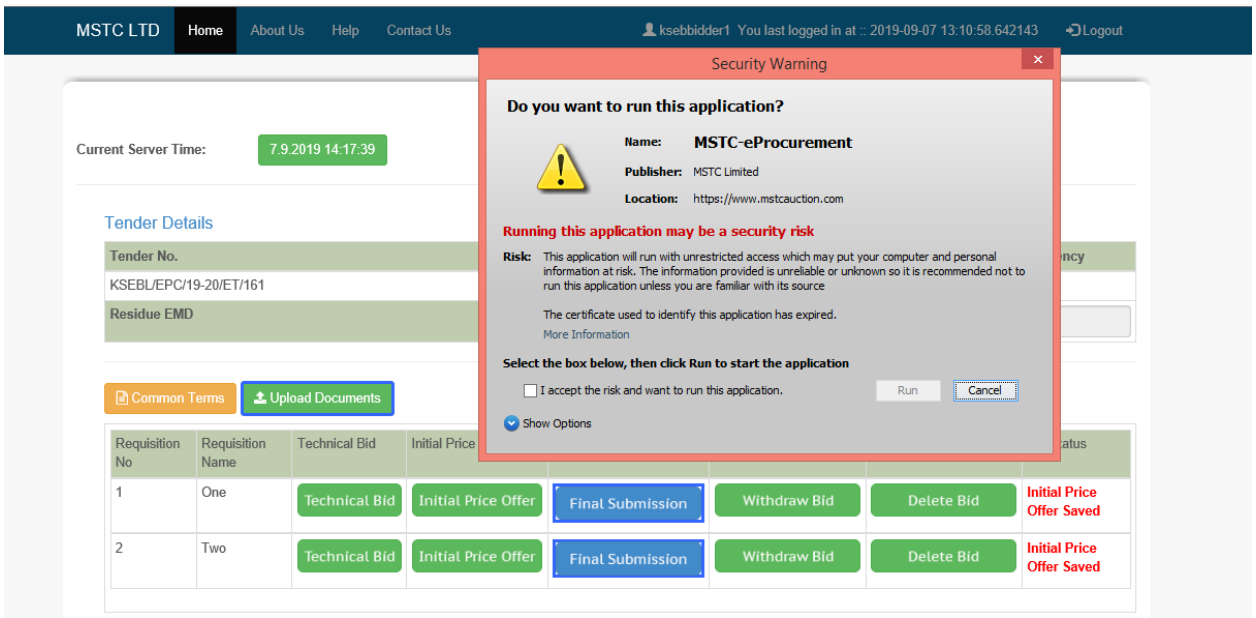


For bidding in any e-tender, click on the event number from the list of live events. Only after paying transaction fee you will be able to participate in any event.

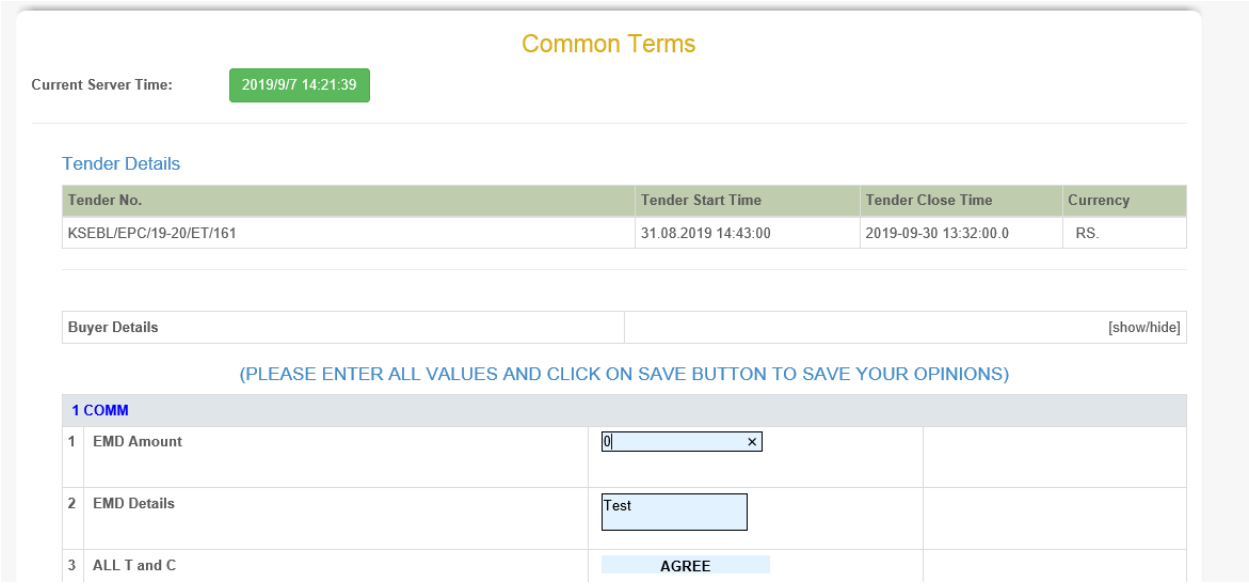


Click on event no. and wait till the JAVA encryption applets ask to accept and Run. It has to be done twice.

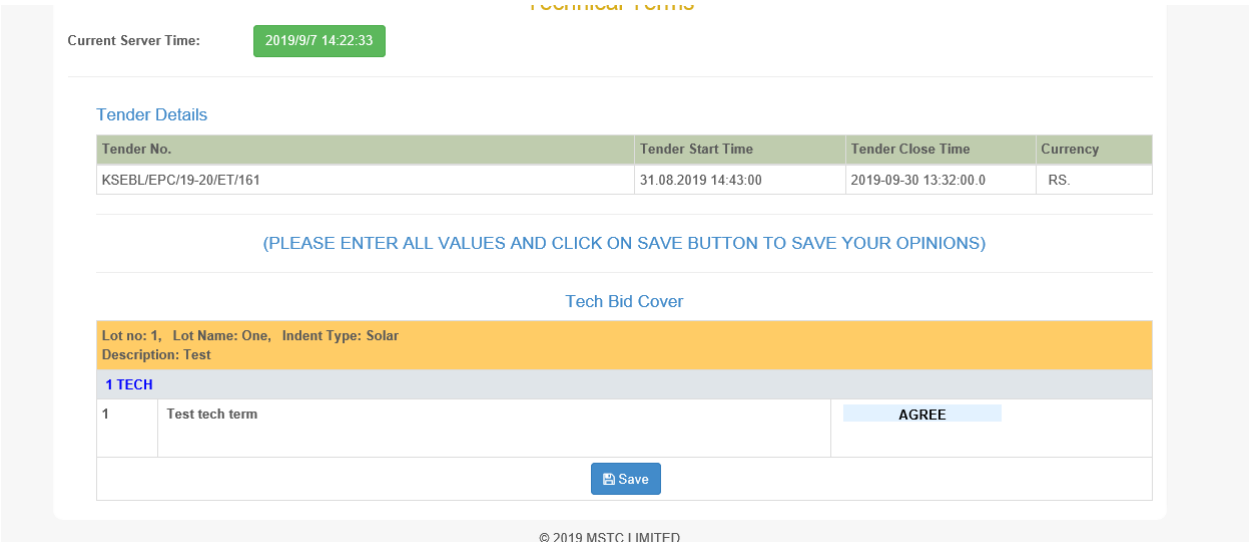




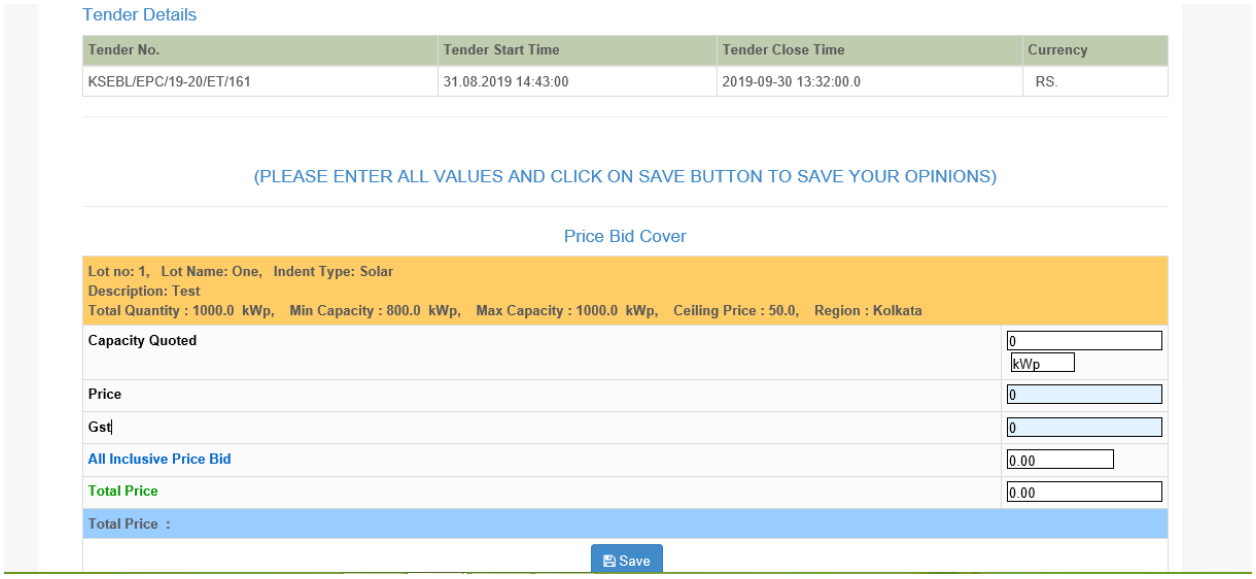
Click on ‘Common Terms’ to enter the details (EMD) and click on ‘Save’. If You are an MSME bidder then enter ‘0’ in the EMD field and upload the related documents.



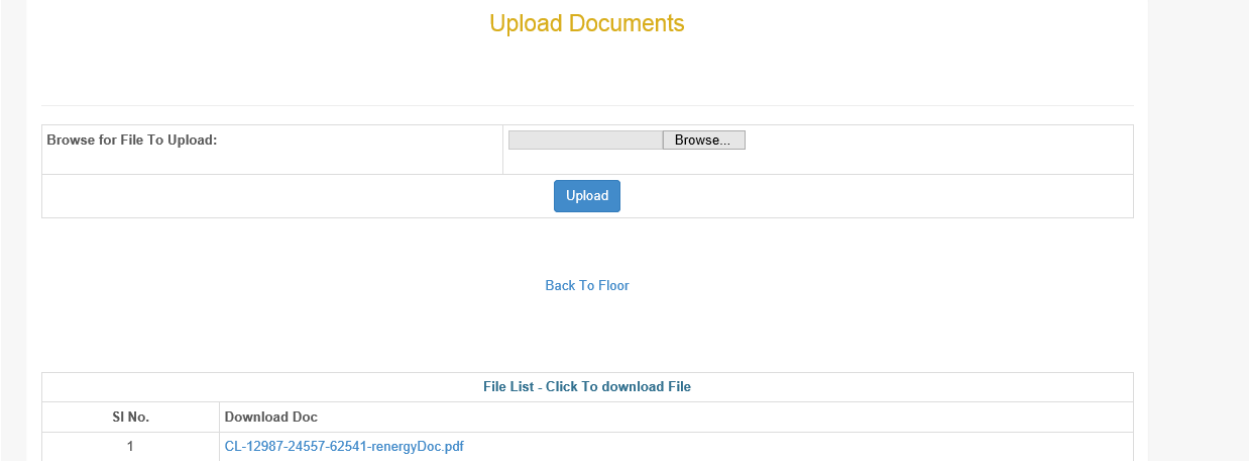
Please click on ‘Technical Bid’, enter the details and click on ‘save’. Click on ‘Initial Price Offer’, enter the details and click on ‘Save’.



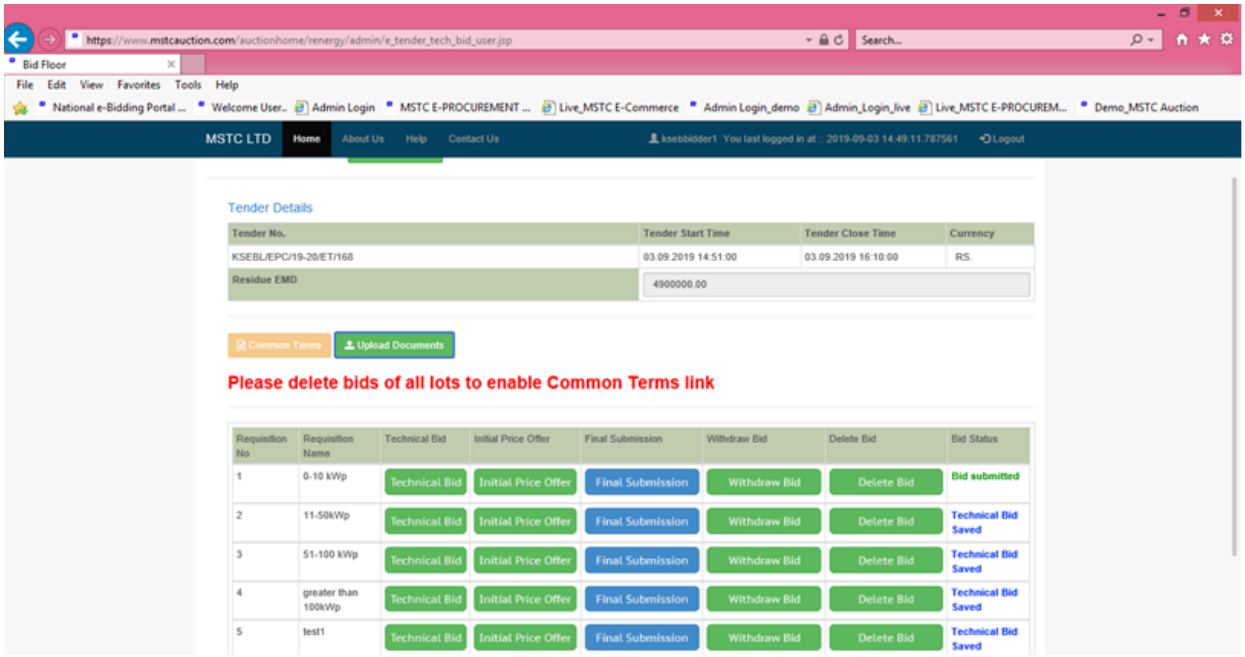
Click on ‘Initial Price Offer’, enter the details and click on ‘Save’.



Click on ‘Upload Document’. Select the e-tender no. from the dropdown. Browse a file to upload and click on ‘Upload’.



Click on ‘Final Submission’. The final submission is digitally signed with the digital signature. If the bidder wants to change the quotation, then he may select ‘Delete Bid’. The bids get deleted. The bidder needs to submit the bid again. The process is same as above.



A message shall be displayed as “Final Bid Successfully Submitted” and the links for Technical and Price Bids will get disabled. The Bid Status shall be updated as ‘Bid Submitted’.

Bidders are required to take special note of the following points:

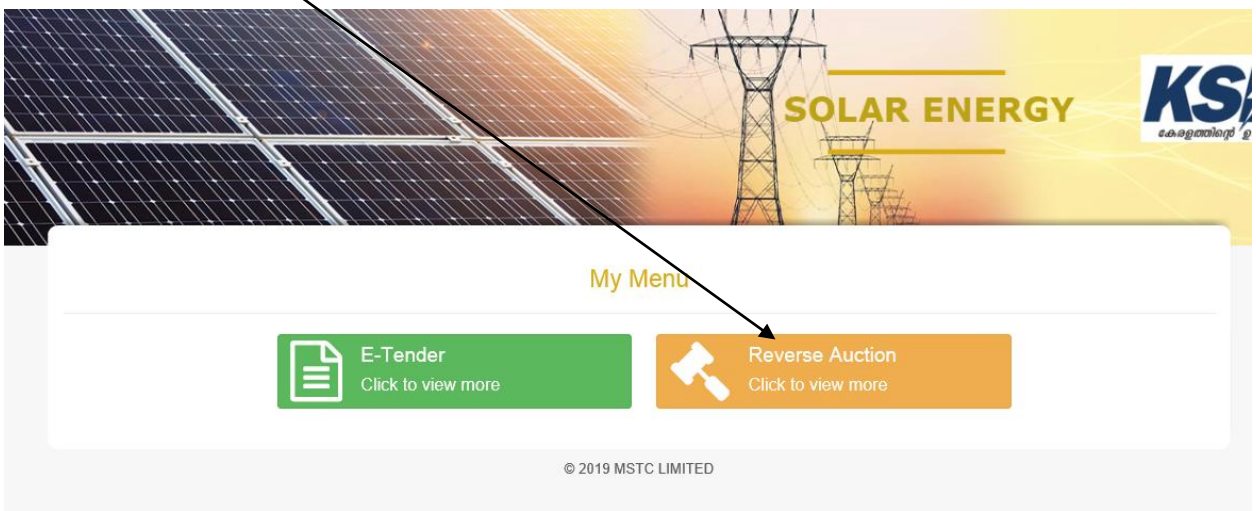
(a) A bid can be edited any number of times and documents can be uploaded before the final submission of bid (i.e before clicking on Sign & Encrypt). Once the bid has been submitted by clicking on Final Submission with its DSC, no further editing of bid or uploading of documents is possible.

(b) A bid can be submitted up to the scheduled closing time of the event. After the closing time of event has passed, no bid will be accepted by the system. Hence, bidders are advised to make final submission of their bids well in advance.

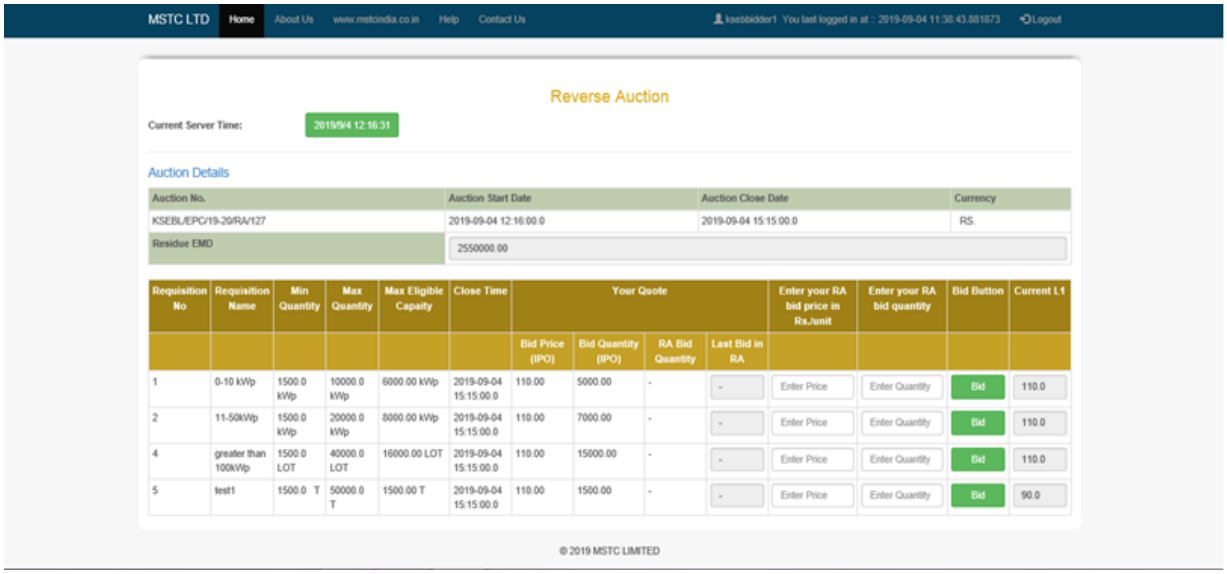
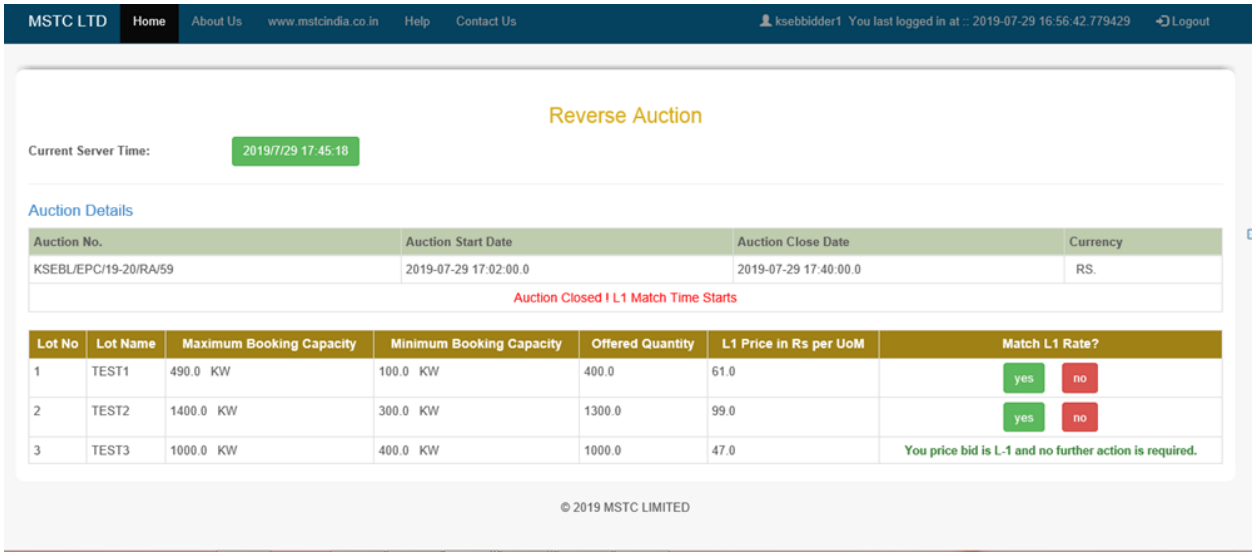
(c) A bid can be withdrawn or deleted with its DSC prior to the closing time of the event. However in case of withdrawal of bid, no fresh bid can be submitted. On the other hand if a bidder wishes to edit its bid after final submission he may do so by clicking the "Delete Bid" button with its DSC and re-submit his bid.

II) **Reverse auction.**

a. Click on Reverse auction.



b. Select e-reverse auction number. On selecting event no. bid floor will be displayed.
c. Enter the Bid Price and Bid Quantity, after that, click on 'Bid'. Every bid is digitally signed with the digital signature.



Once reverse auction is closed L1 matching starts and it remains open for half an hour. After that the event shall be closed.