

Bidder's Guide

Go to website: www.mstcecommerce.com

or

go to the below link directly:

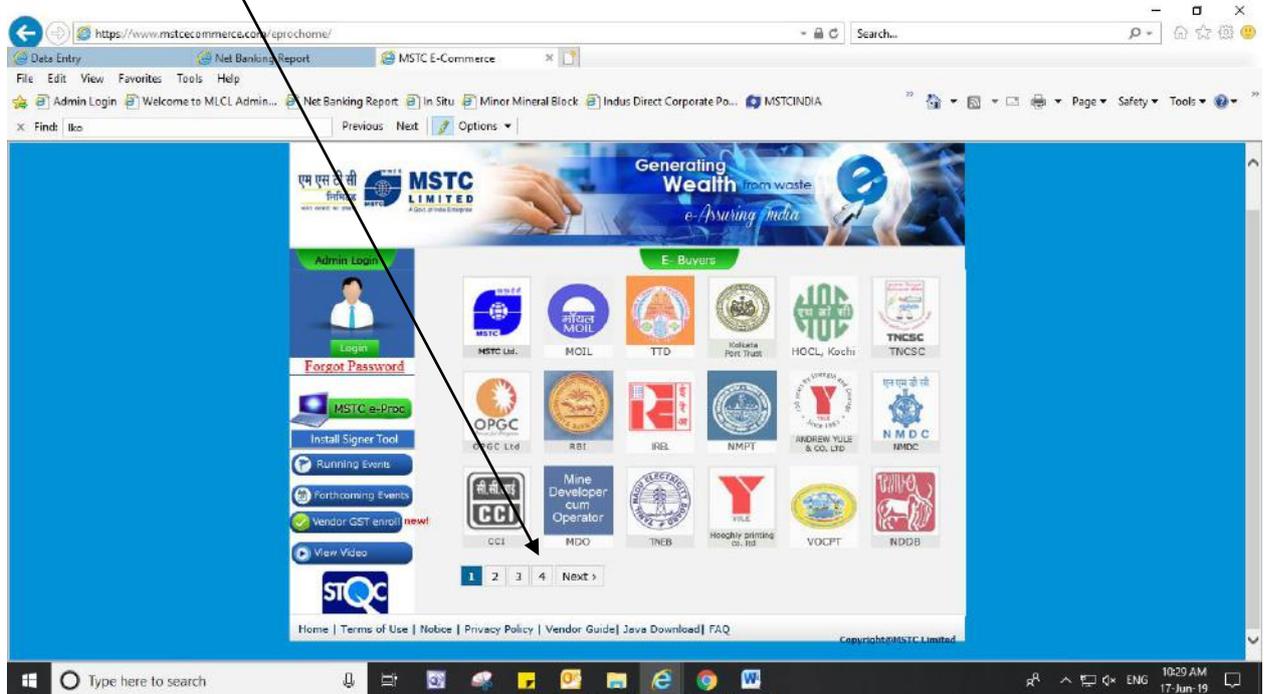
https://www.mstcecommerce.com/eprochome/uprvunl/buyer_login.jsp



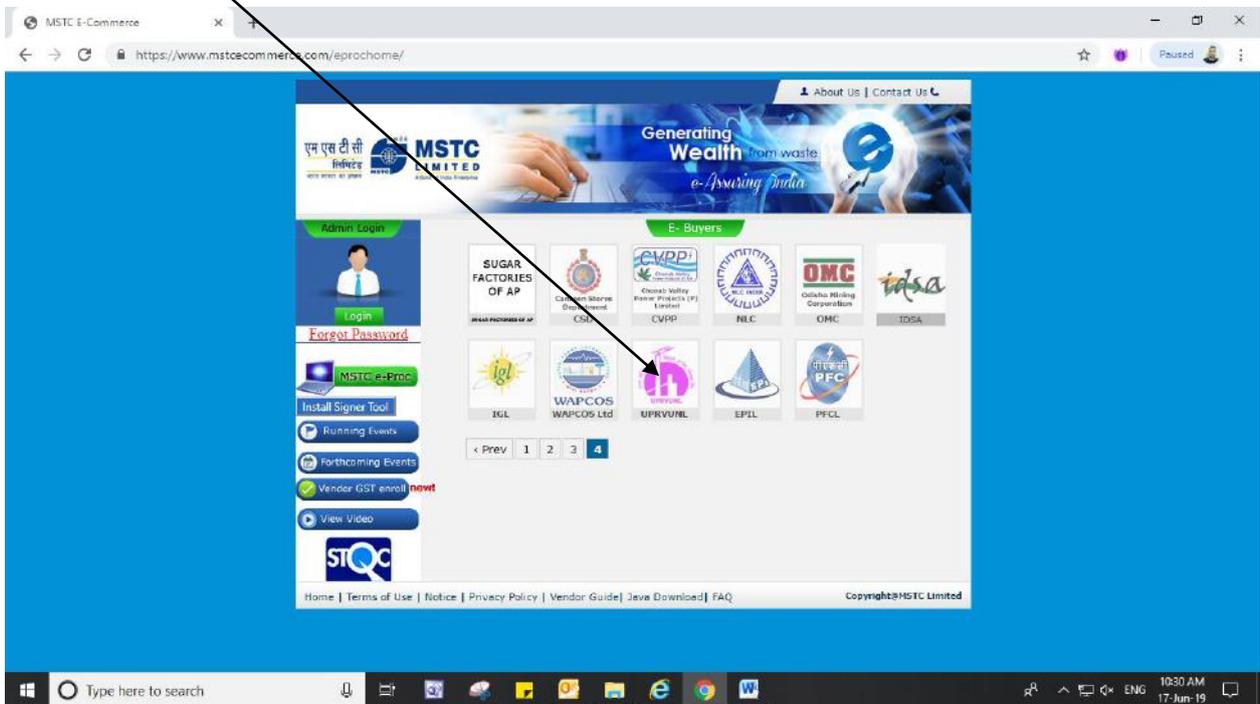
Click on link 'e-Procurement' and then on 'PSUs/Govt. Departments'



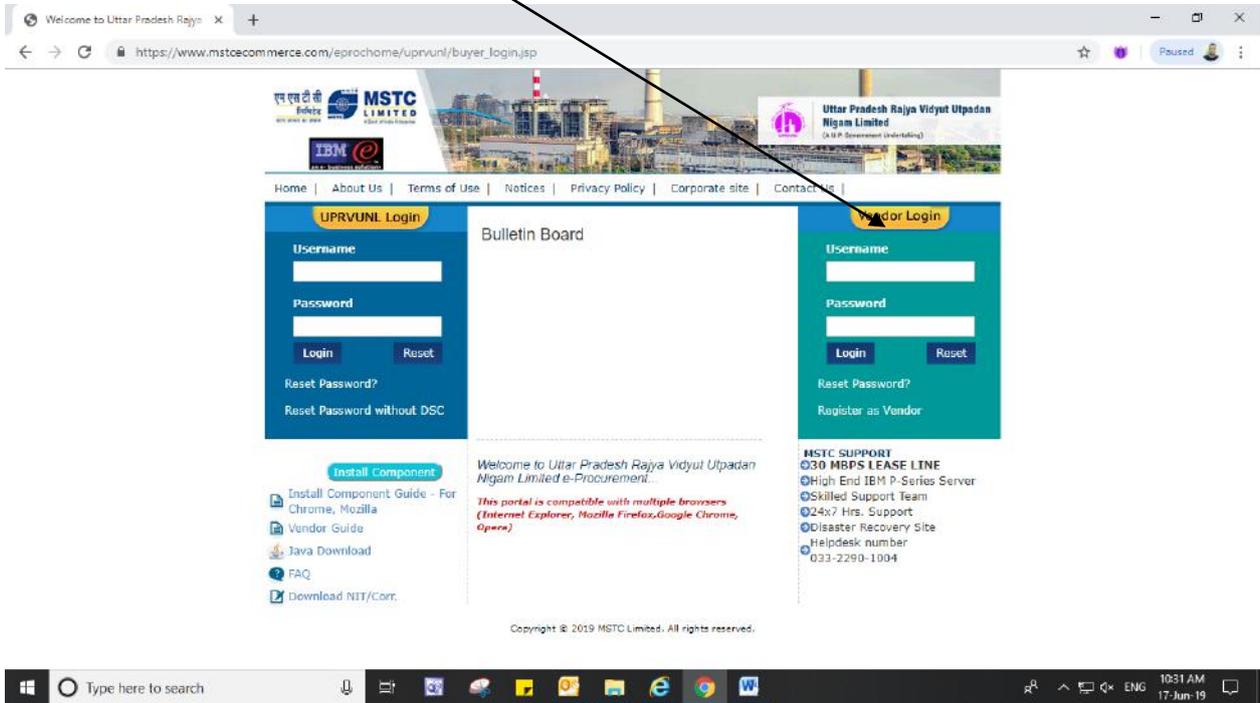
Click on Page Number 4 on the page



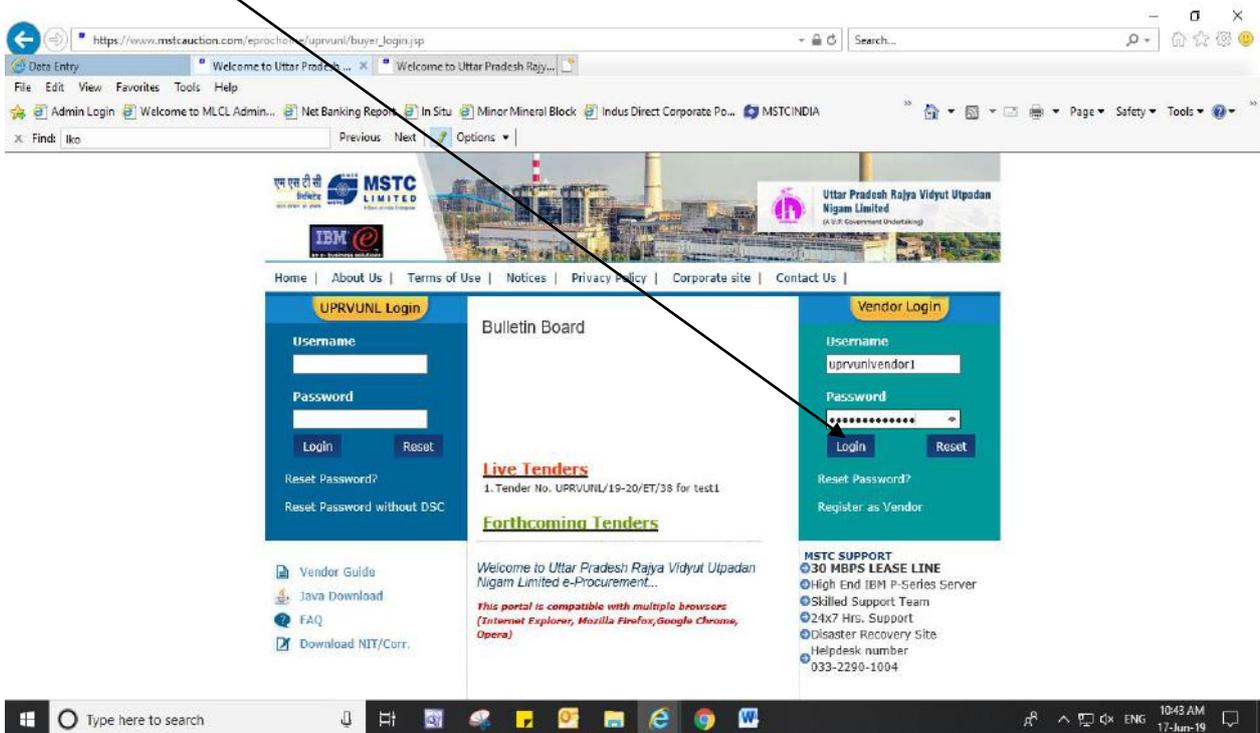
Click on link "UPRVUNL"



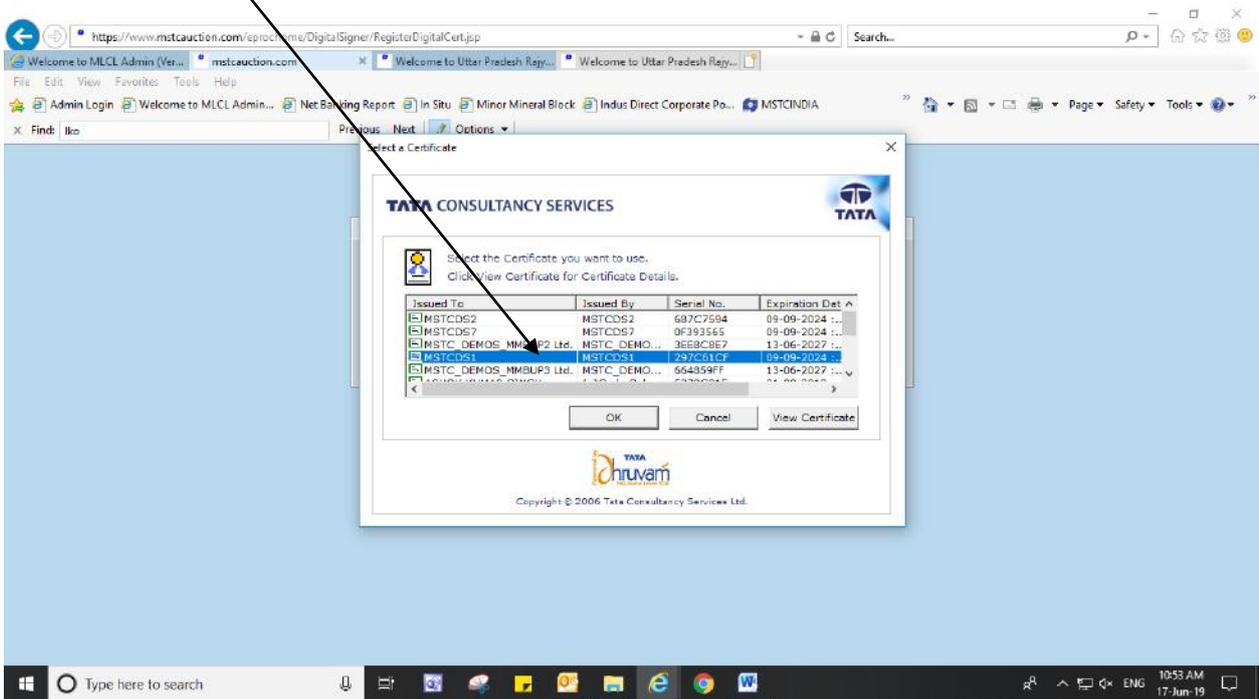
Login with your User id and Password created at the time of registration.



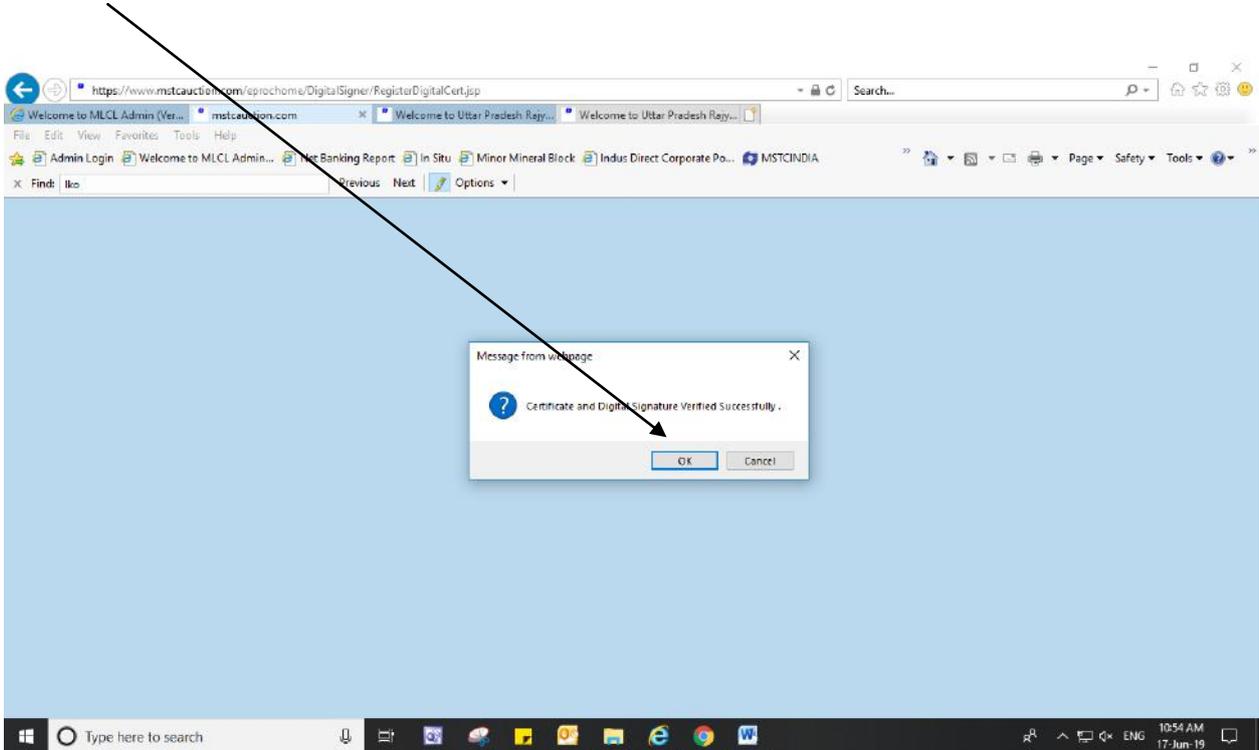
Enter the user name & password and login:



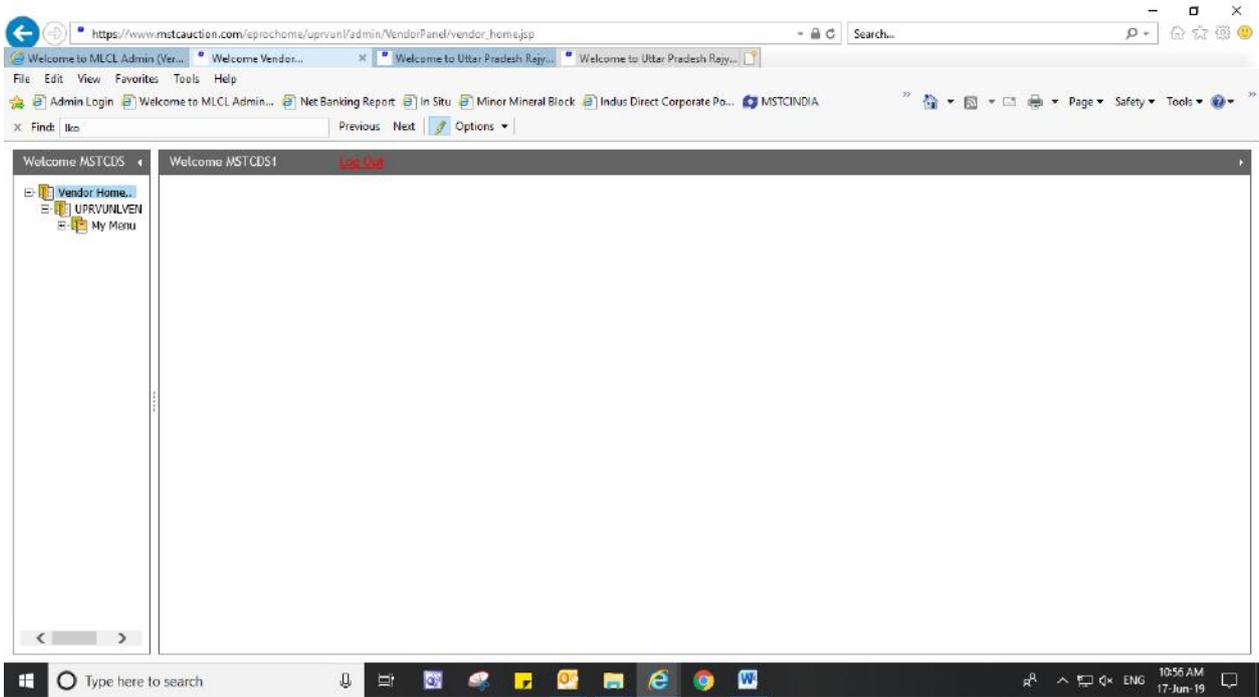
A pop message will appear for “Digital Signature Signing”. Select your Digital Signature Certificate (DSC). DSC selected must be the same as provided at the time of registration.



Click on 'Ok'

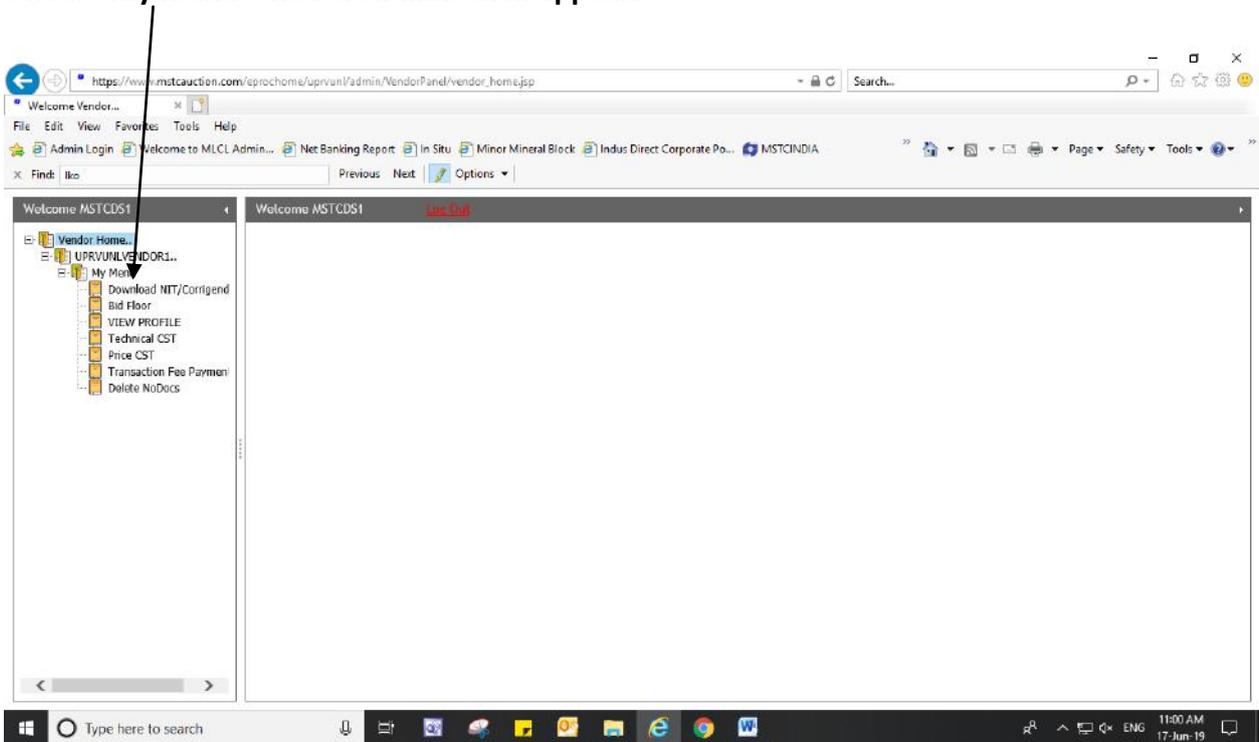


You are logged in now.

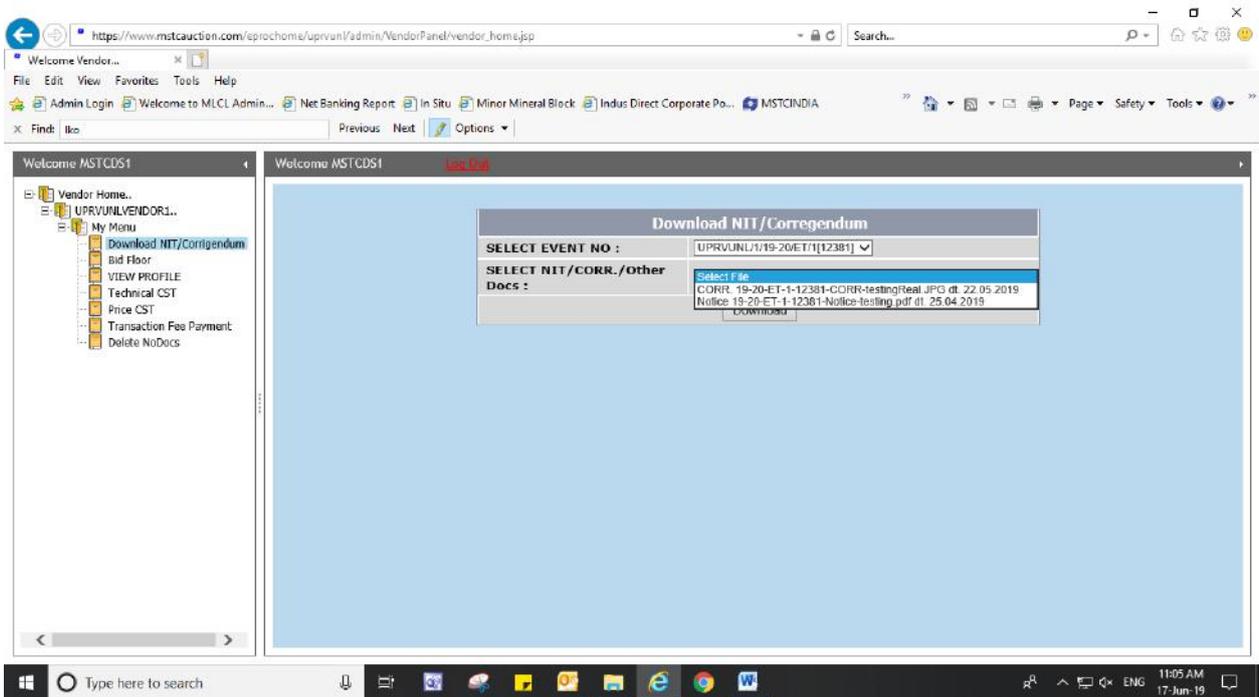


Note: User ID, Password, Digital Signature certificate must be correct for successful login.

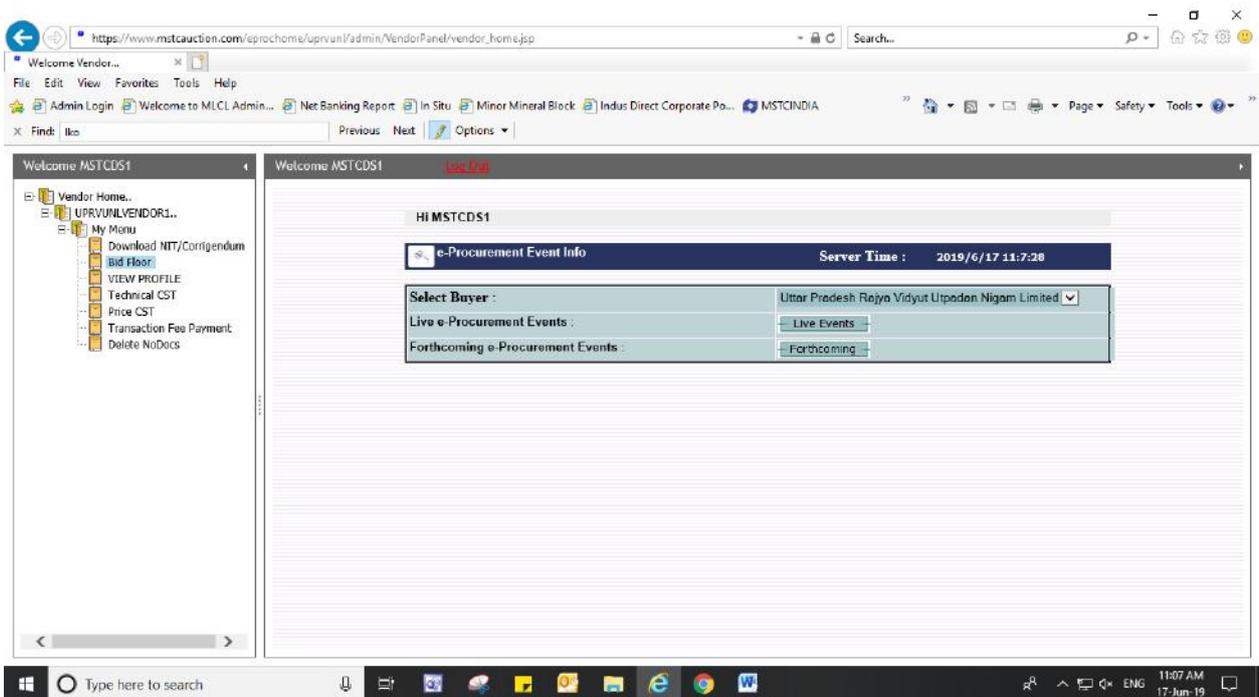
Under “My Menu” the below links shall appear:



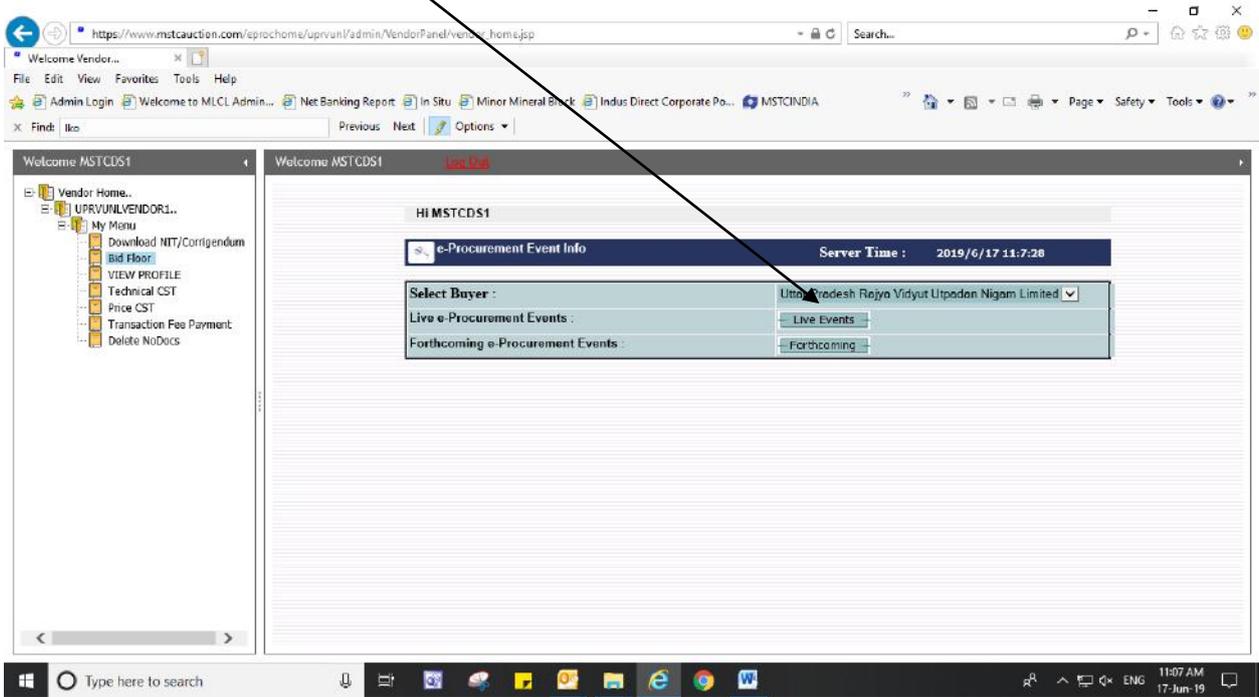
Under 'Download NIT/Corrigendum' the vendor shall be able to select the event number and download the NITs (Notice Inviting Tender) and Corrigendum's as uploaded by the Buyer (i.e UPRVUNL).



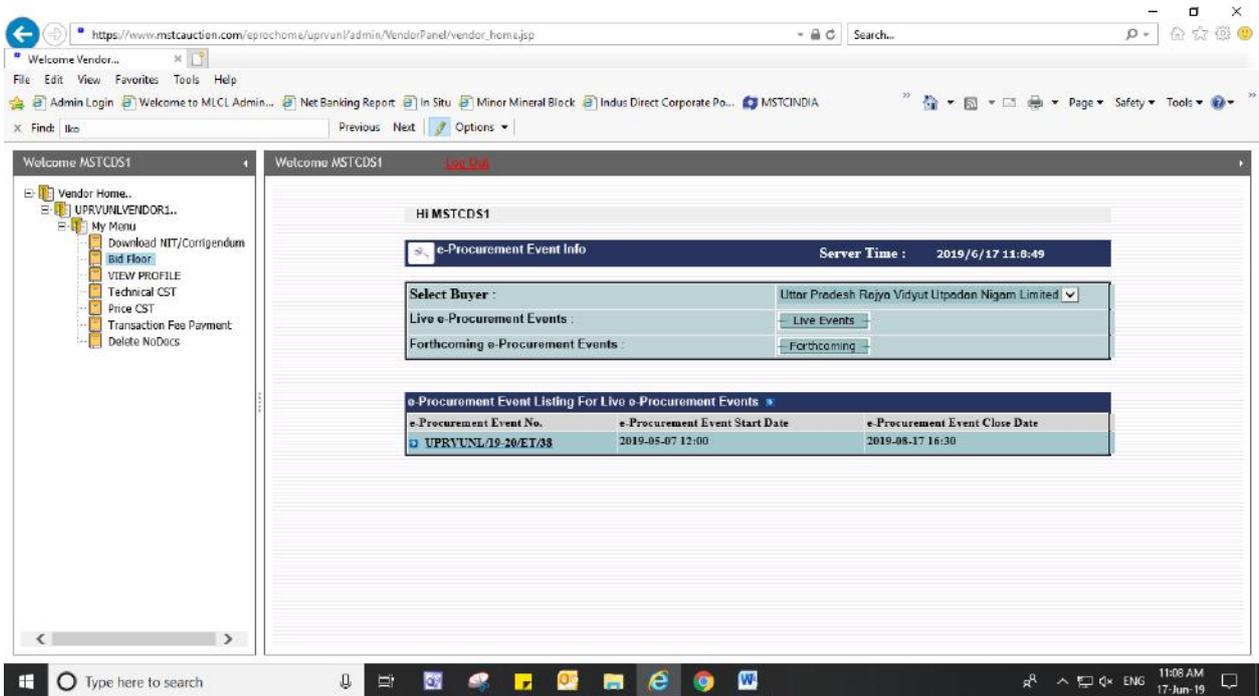
Under 'Bid Floor', the vendor shall be able to see links for 'Live Events' and 'Forthcoming Events'.



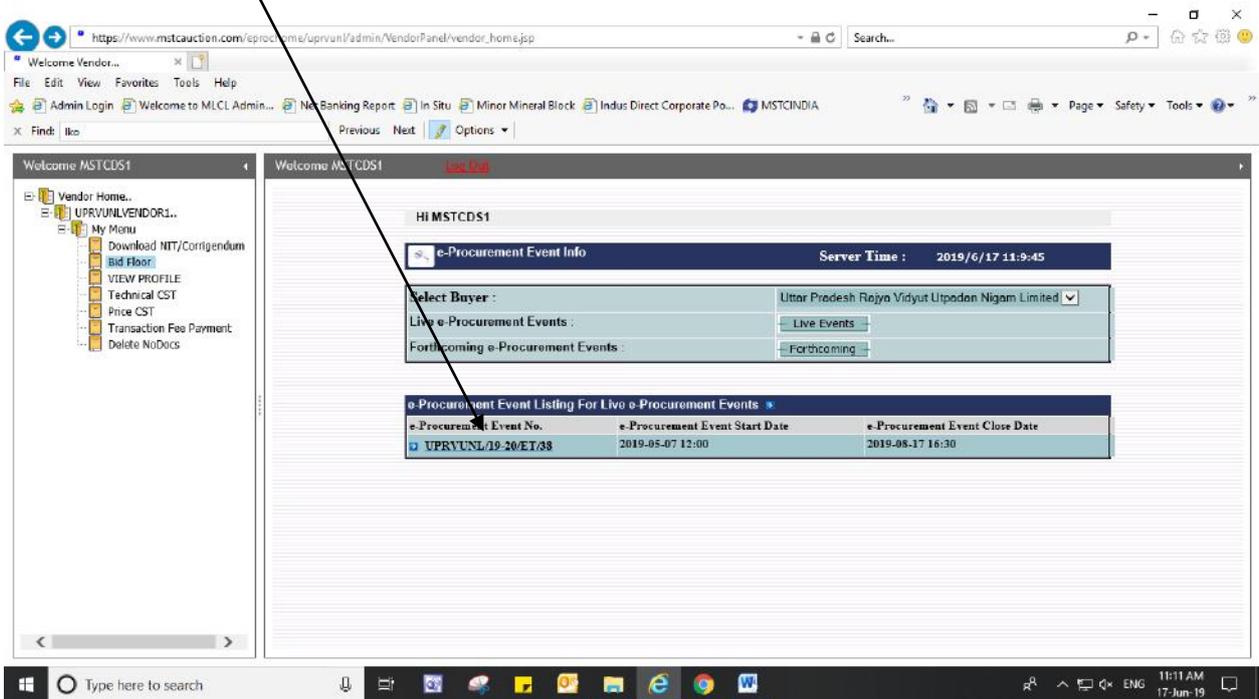
Click on 'Live Events' to see and participate in the events:



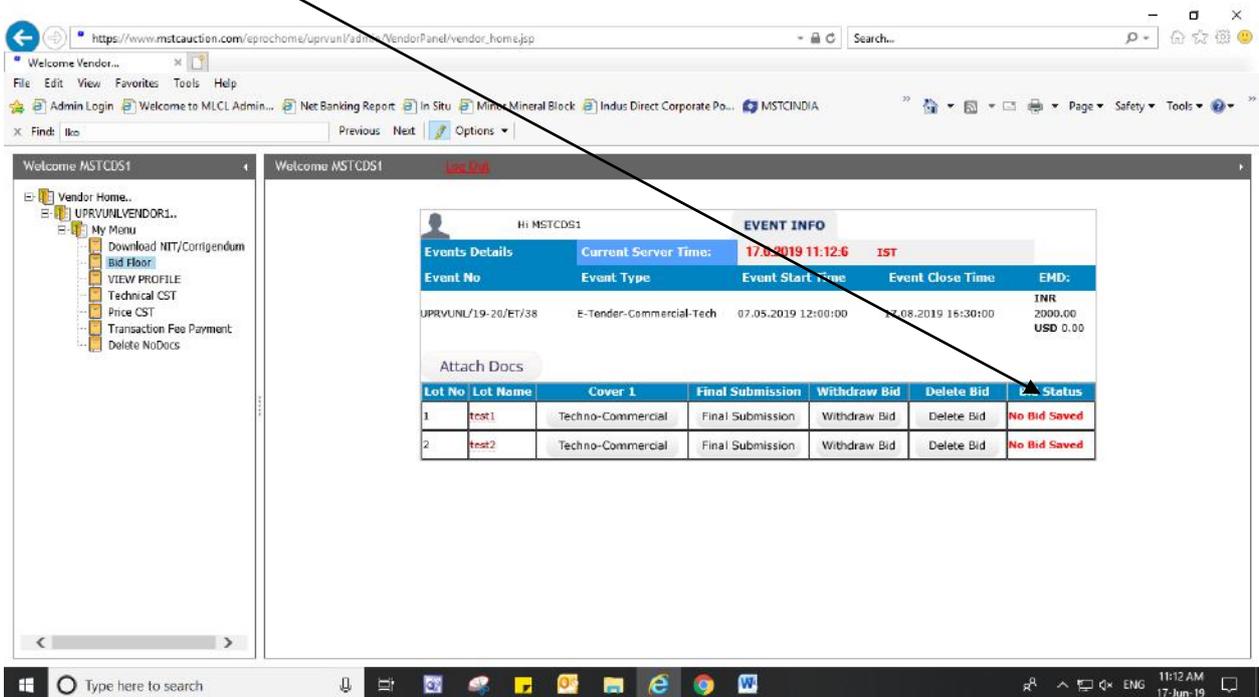
The below page shall appear:



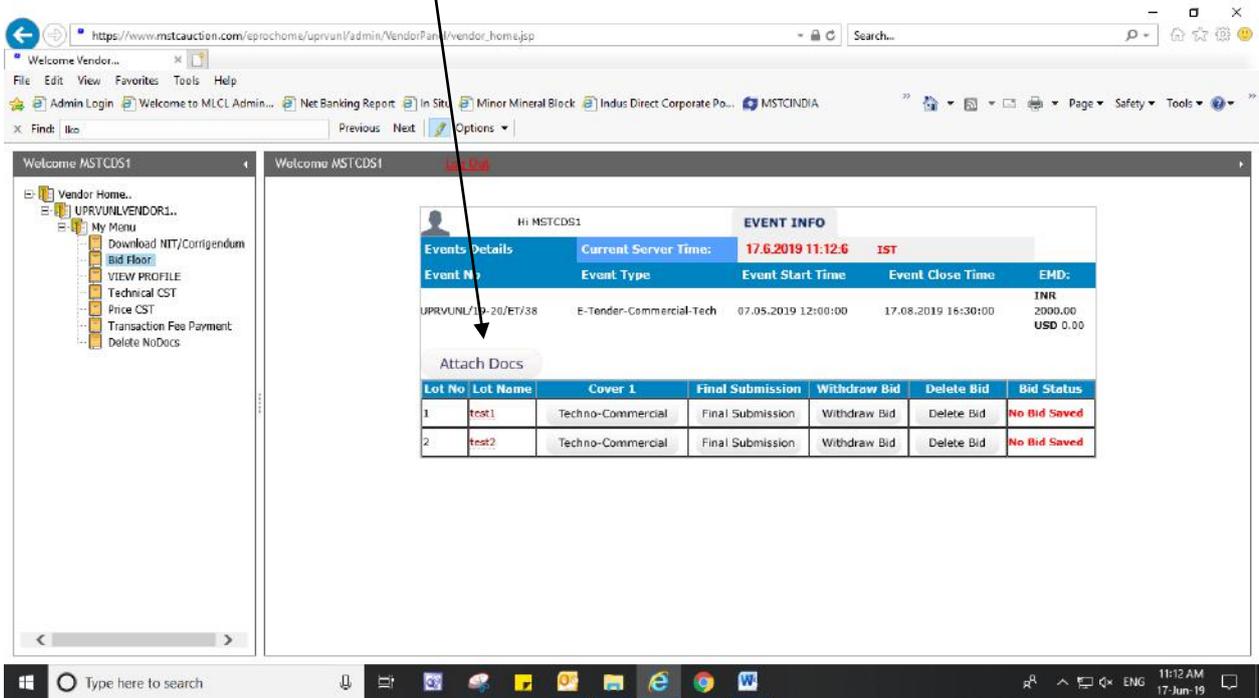
Click on the event link you wish to participate in. As soon as you click on the link you shall be prompted to pay the transaction fee (**go to page 22 for steps to pay the transaction fee**)



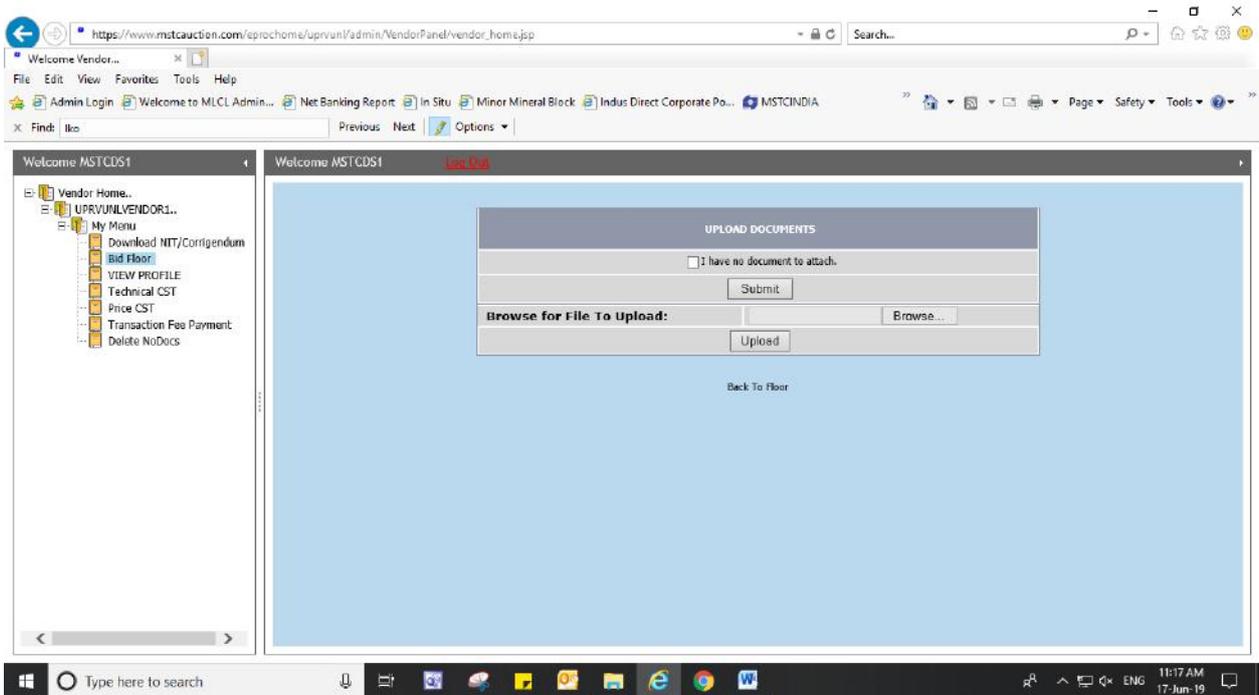
The below page shall appear with corresponding lot details of the event and the "Bid Status" shall be **"No Bid Saved"**



The vendor shall click on 'Attach Docs' to attach the documents as requested by UPRVUNL:
(The onus to upload all the documents (correct documents) as requested by UPRVUNL lies solely with the vendor and MSTC shall in no case be responsible for the same).

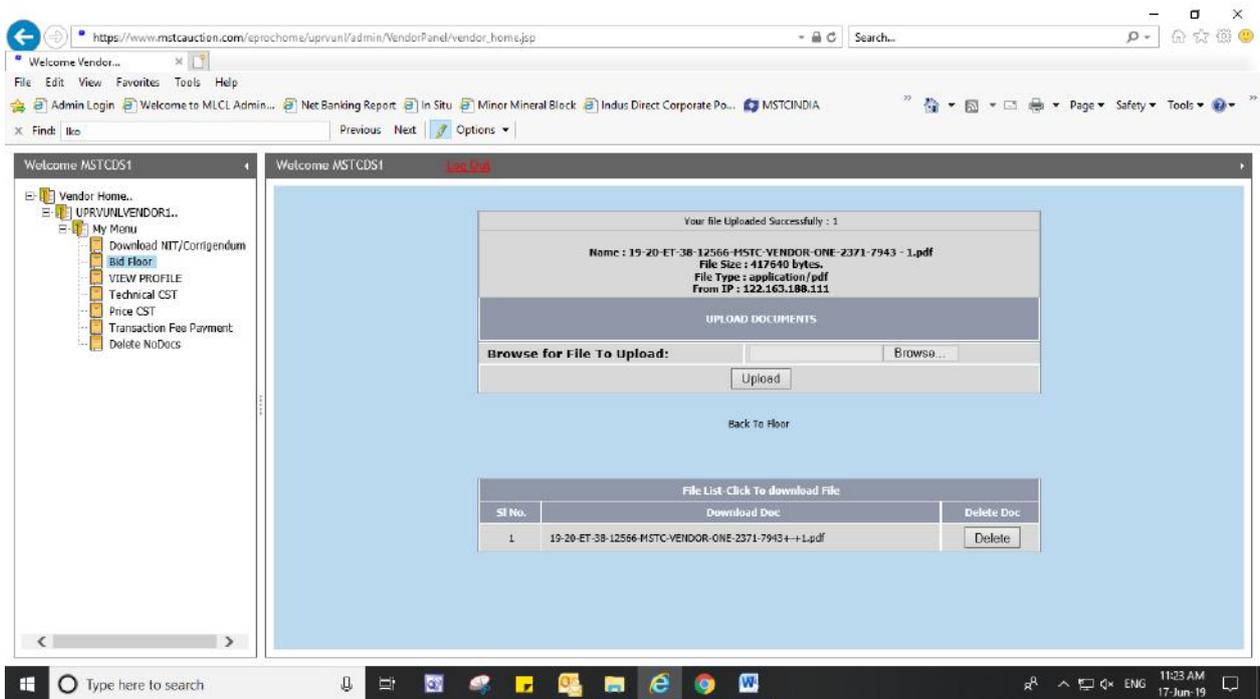


The below page shall appear:

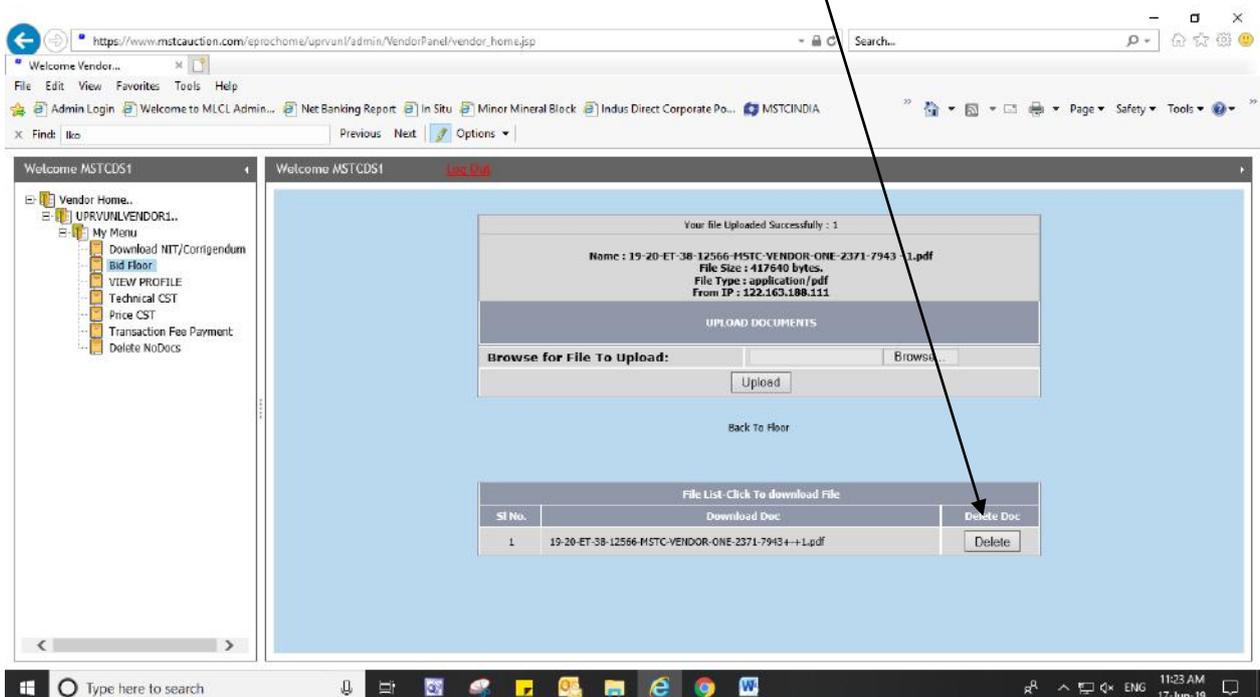


In case the vendor has no documents to upload, they may exercise the option **'I have no documents to attach'**.

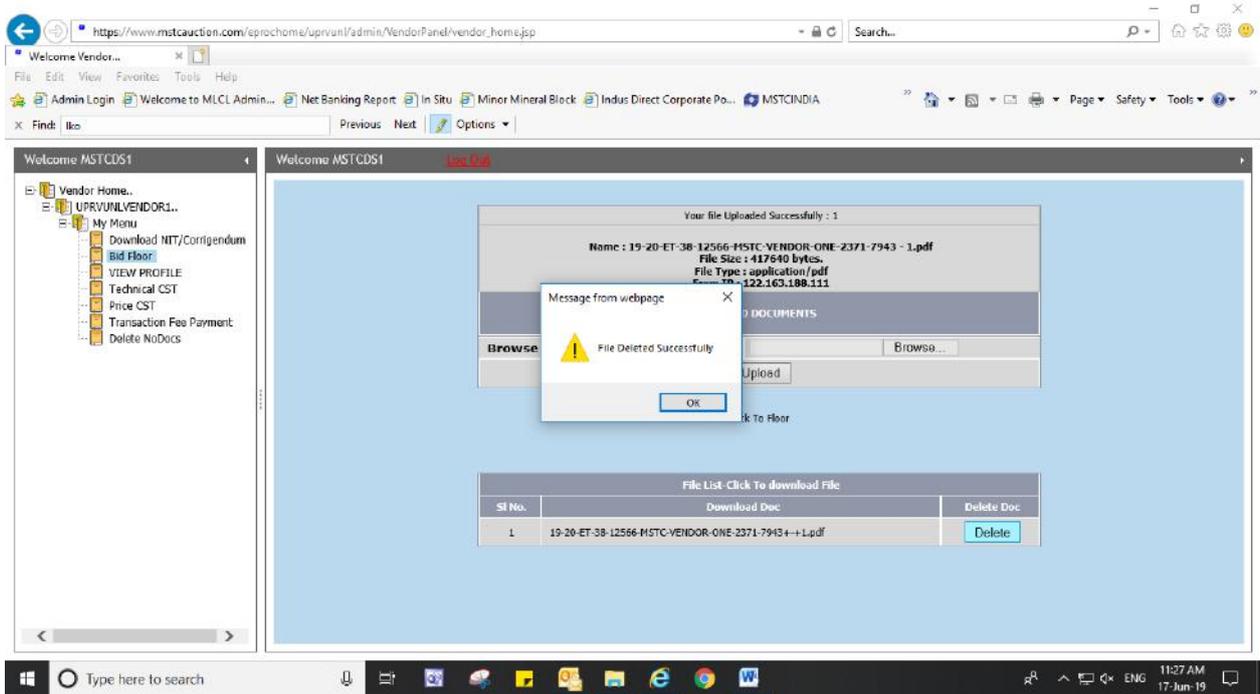
Upload Documents: The vendor may browse the file and click on **'Upload'** to upload the documents. Once uploaded the document shall appear on the page as below:



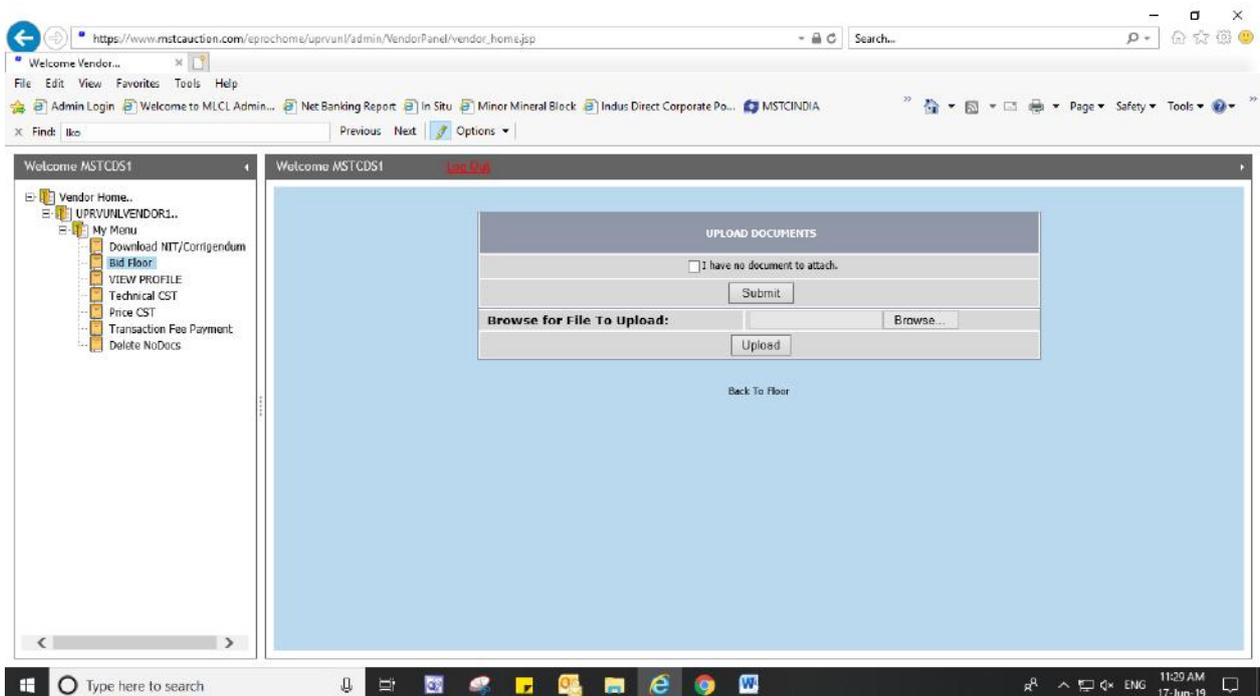
The uploaded documents may be deleted using the link **'Delete'**



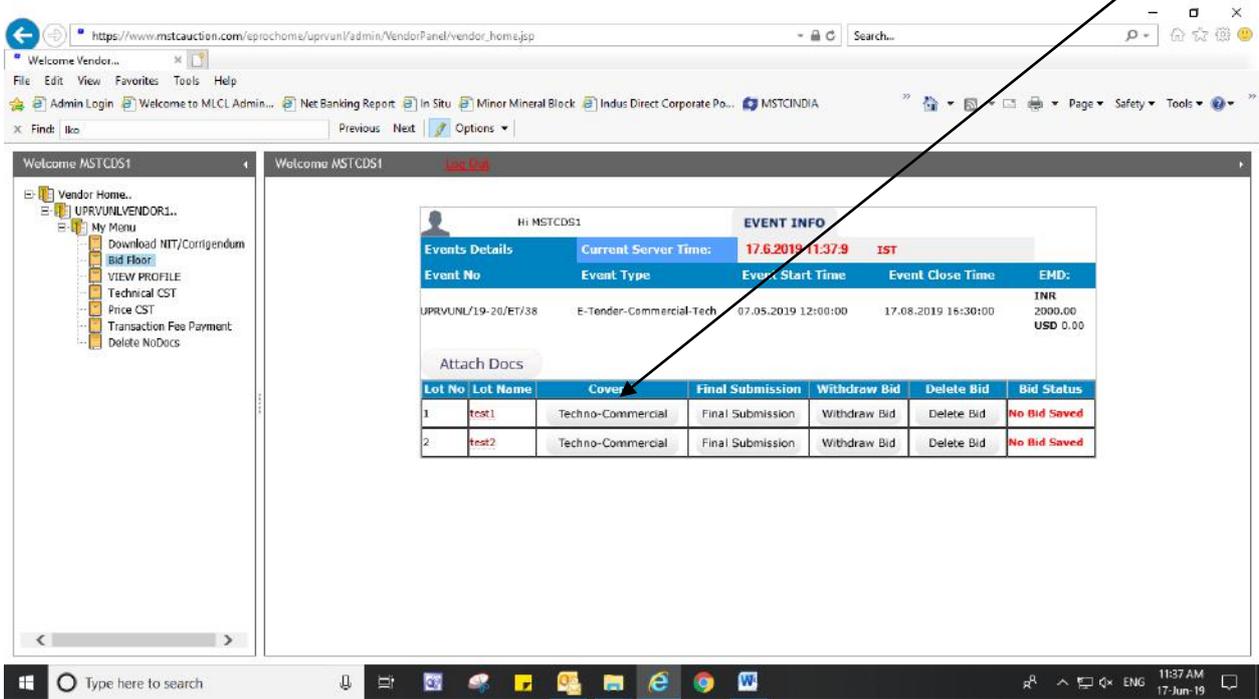
Below message shall appear on the page:



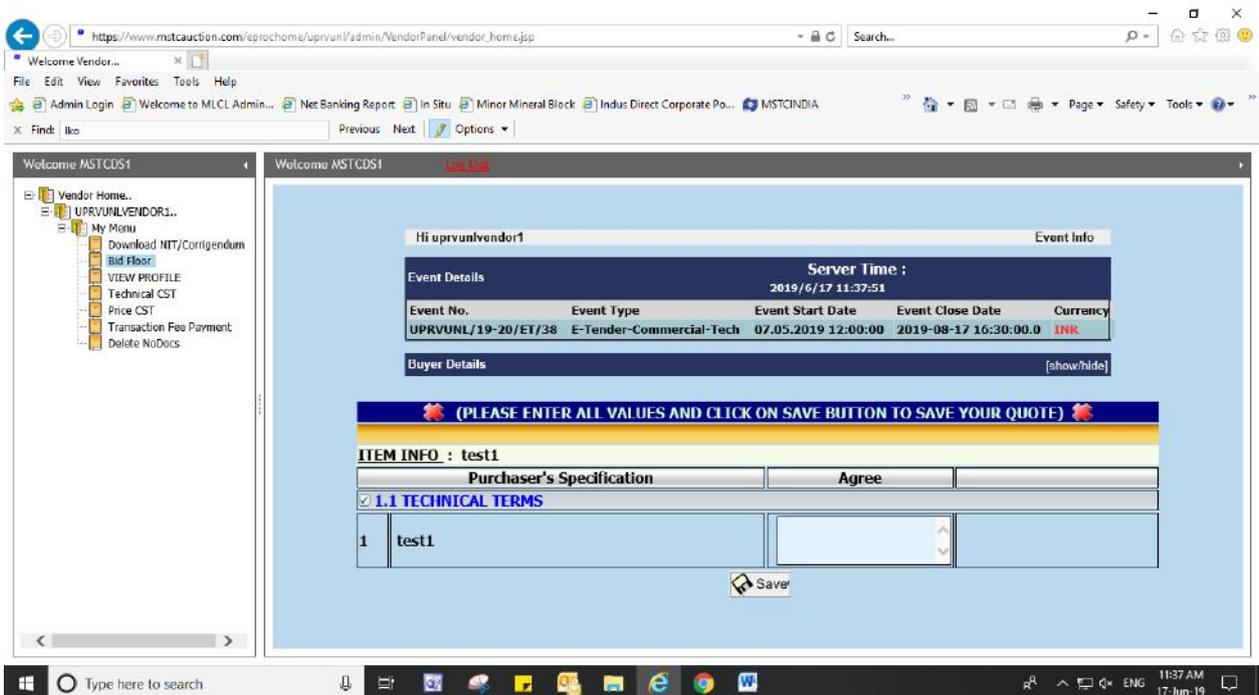
And the file will be deleted.



After the required documents have been uploaded by the vendor, they shall save the 'Techno Commercial'. Click on the link:



The below page shall appear:



Fill in the requested details and click on 'Save':

Hi uprvunvendor1

Server Time : 2019/6/17 11:40:4

Event No.	Event Type	Event Start Date	Event Close Date	Currency
UPRVUNL/19-20/ET/38	E-Tender-Commercial-Tech	07.05.2019 12:00:00	2019-08-17 16:30:00.0	INR

Buyer Details [show/hide]

(PLEASE ENTER ALL VALUES AND CLICK ON SAVE BUTTON TO SAVE YOUR QUOTE)

ITEM INFO : test1

Purchaser's Specification		Agree
1.1 TECHNICAL TERMS		
1	test1	Test

Save

The Pop Up as shown in the below screenshot may appear, Click on 'Allow':

Security Warning

Allow access to the following application from this web site:

Web Site: https://www.mstcauction.com

Application: MSTC-eProcurement

Publisher: MSTC Limited

This web site is requesting access and control of the Java application shown above. Allow access only if you trust the web site and know that the application is intended to run on this site.

Do not show this again for this app and web site.

Allow Do Not Allow

More information

ITEM INFO : test1

Purchaser's Specification		Agree
1.1 TECHNICAL TERMS		
1	test1	Test

After that, the page will prompt you with the message in the below screenshot. Click on 'Ok'

The screenshot shows a web browser window with the URL https://www.mstcauction.com/eprochome/uprvunl/admin/VendorPanel/vendor_home.jsp. The page displays a confirmation dialog box with the text: "Message from webpage" and "Do you want to save now? If yes, click ok else cancel". Below the dialog, there is a table with the following data:

Event No.	Event Start Time	Event Close Date	Currency
UPRVUNL	19 12:00:00	2019-08-17 16:30:00.0	INR

Below the table, there is a section for "ITEM INFO : test1" and a "Purchaser's Specification" table with one row containing "test1".

The bid status for that particular lot shall be changed to 'Technical Saved'.

The screenshot shows the same web browser window. The page displays a message: "Tech Bid Successfully Accepted For Lot No. 1". Below the message, there is a table with the following data:

Lot No	Lot Name	Cover 1	Final Submission	Withdraw Bid	Delete Bid	Bid Status
1	test1	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	Technical Saved
2	test2	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	No Bid Saved

After that click on 'Final Submission' to submit your bid for that particular lot.

The screenshot shows the MSTCAuction vendor portal interface. The browser address bar displays https://www.mstcauction.com/epochome/uprvunl/admin/VendorPanel/vendor_home.jsp. The page title is "Welcome Vendor...". The main content area shows "EVENT INFO" with "Current Server Time: 17.6.2019 11:45:56 IST". Below this is a table of events:

Event No	Event Type	Event Start Time	Event Close Time	EMD:
UPRVUNL/19-20/ET/38	E-Tender-Commercial-Tech	07.05.2019 12:00:00	17.08.2019 16:30:00	INR 2000.00 USD 0.00

Below the event table, there is a section titled "Tech Bid Successfully Accepted For Lot No. 1" with a table of lots:

Lot No	Lot Name	Cover 1	Final Submission	Withdraw Bid	Delete Bid	Bid Status
1	best1	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	Technical Saved
2	best2	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	No Bid Saved

An arrow points to the "Final Submission" button in the first row of the lot table.

The page will prompt to digitally sign your final submission bid:

The screenshot shows the same MSTCAuction vendor portal interface, but with a "Bid Signer -- Webpage Dialog" window open. The dialog box contains the following text:

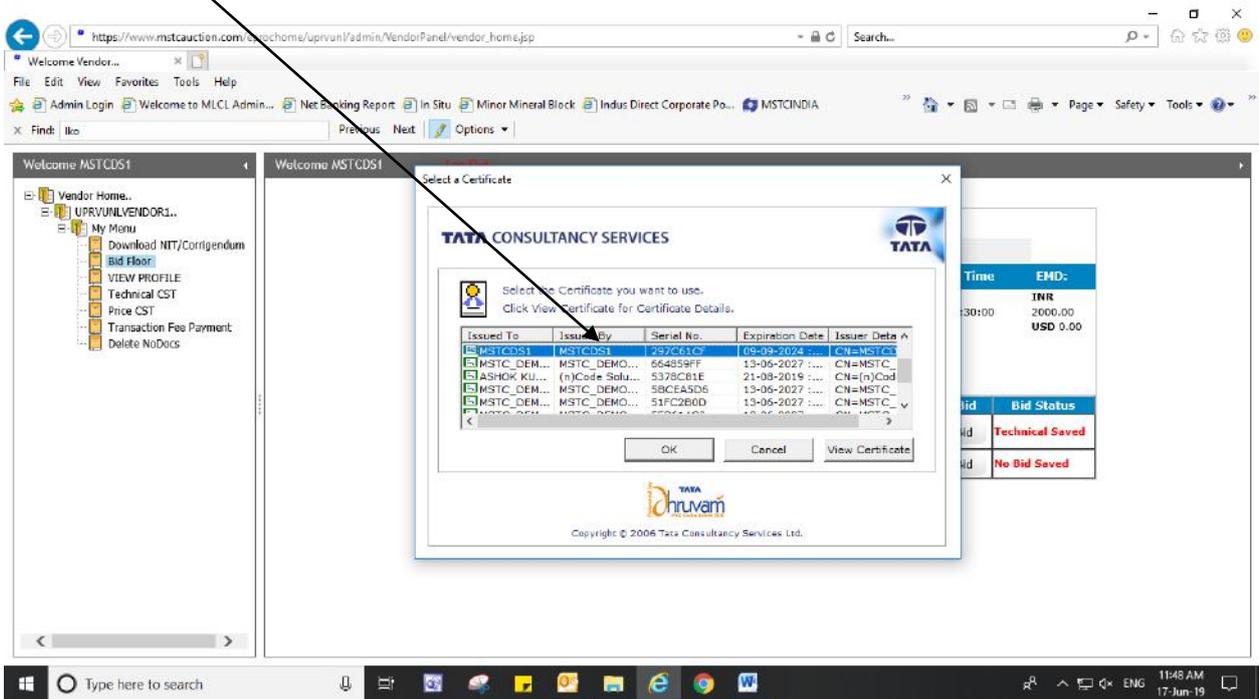
This is your final submission, no correction / addition / uploading etc can be carried out after this. Please confirm to proceed...

PLS. SIGN THE BID WITH YOUR REGISTERED DSC

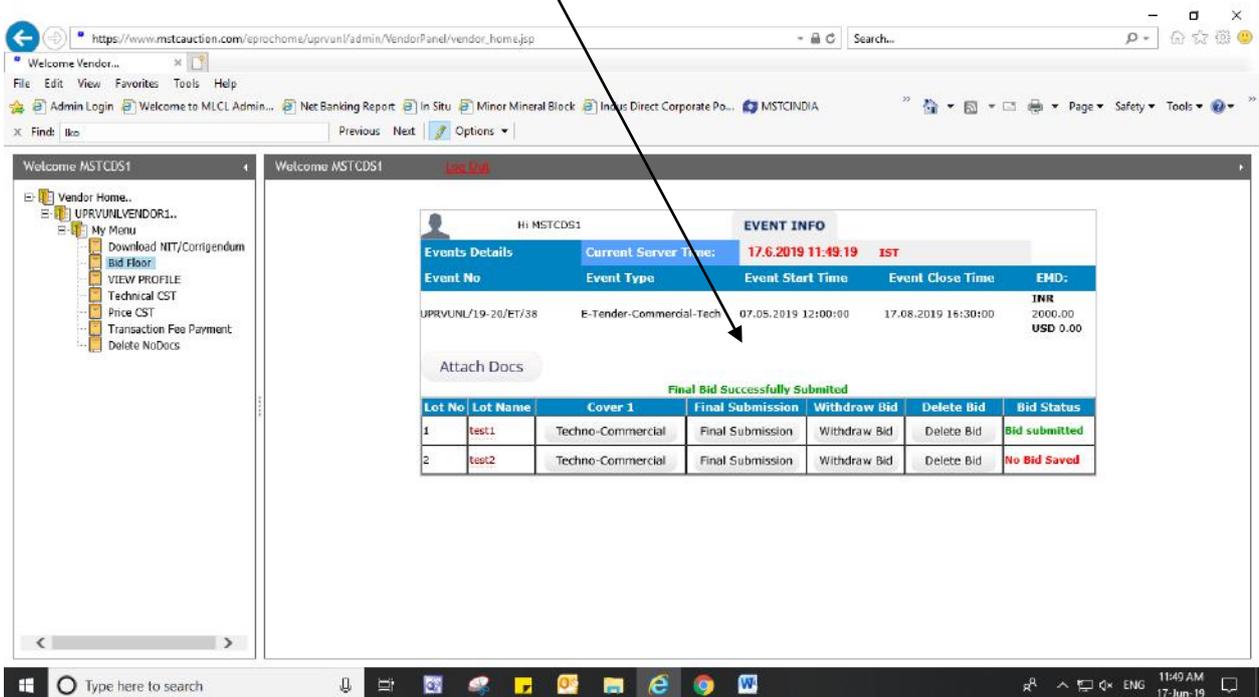
Proceed To Sign Your Bid...

The background shows the same event and lot information as the previous screenshot, but the "Final Submission" button is now disabled.

Select your DSC from the list and click on 'ok':

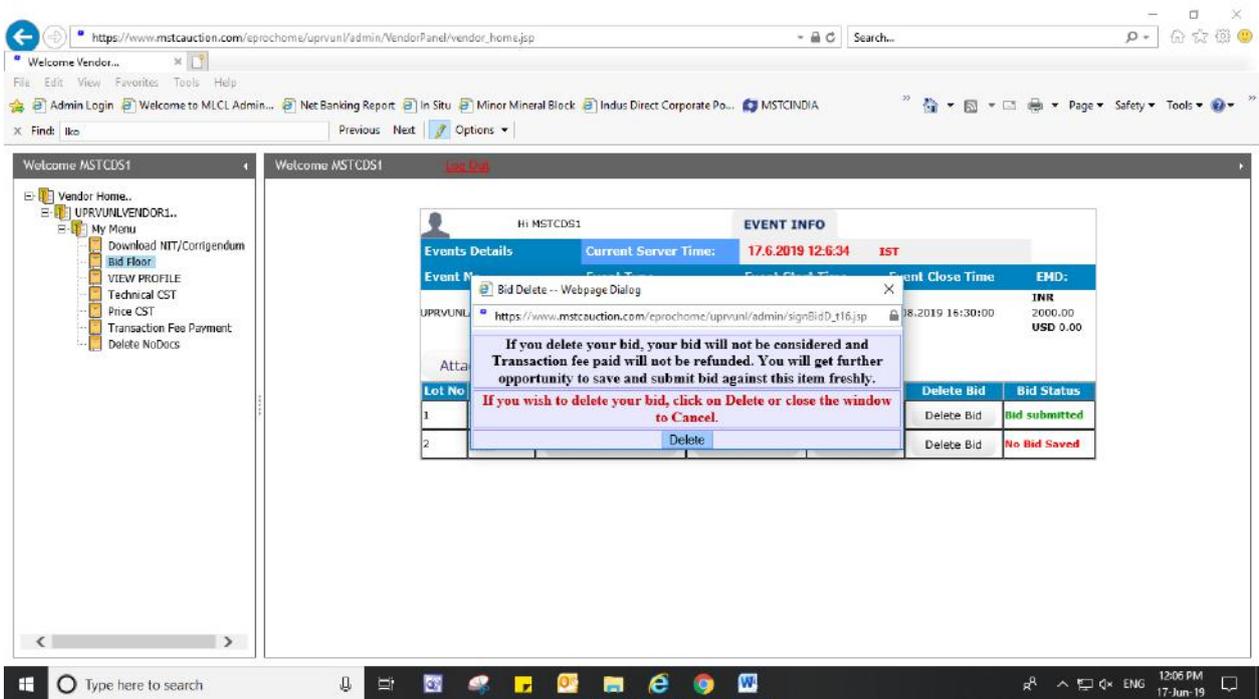
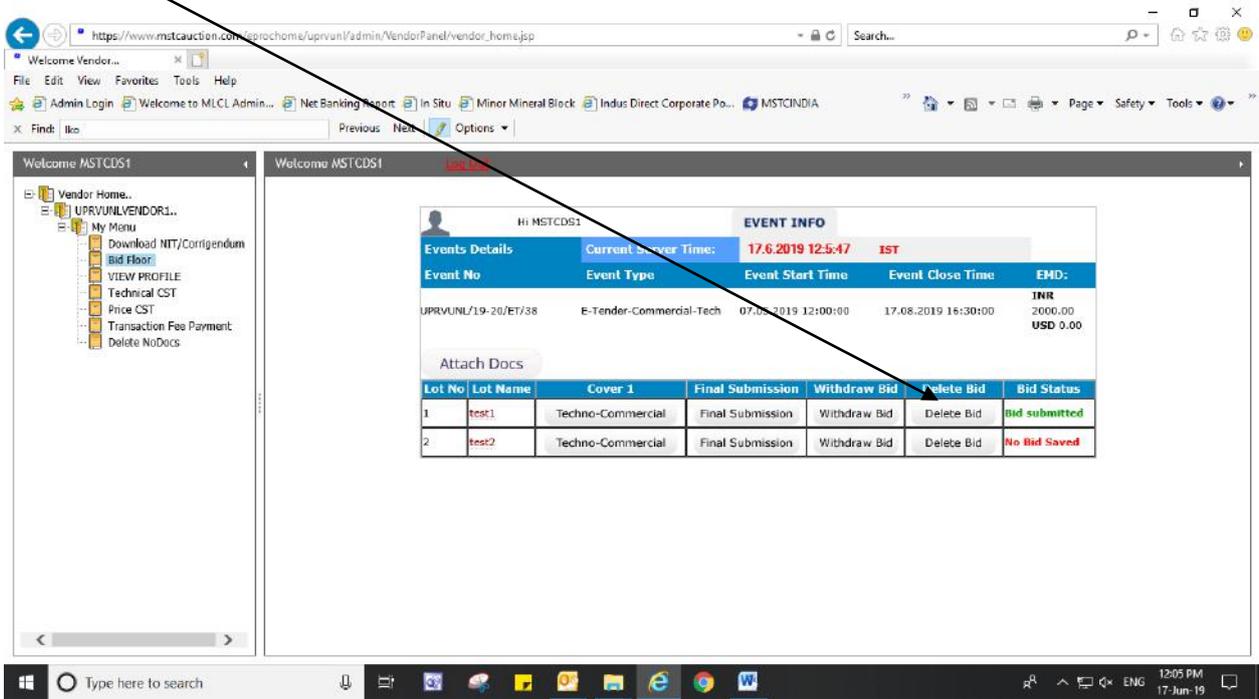


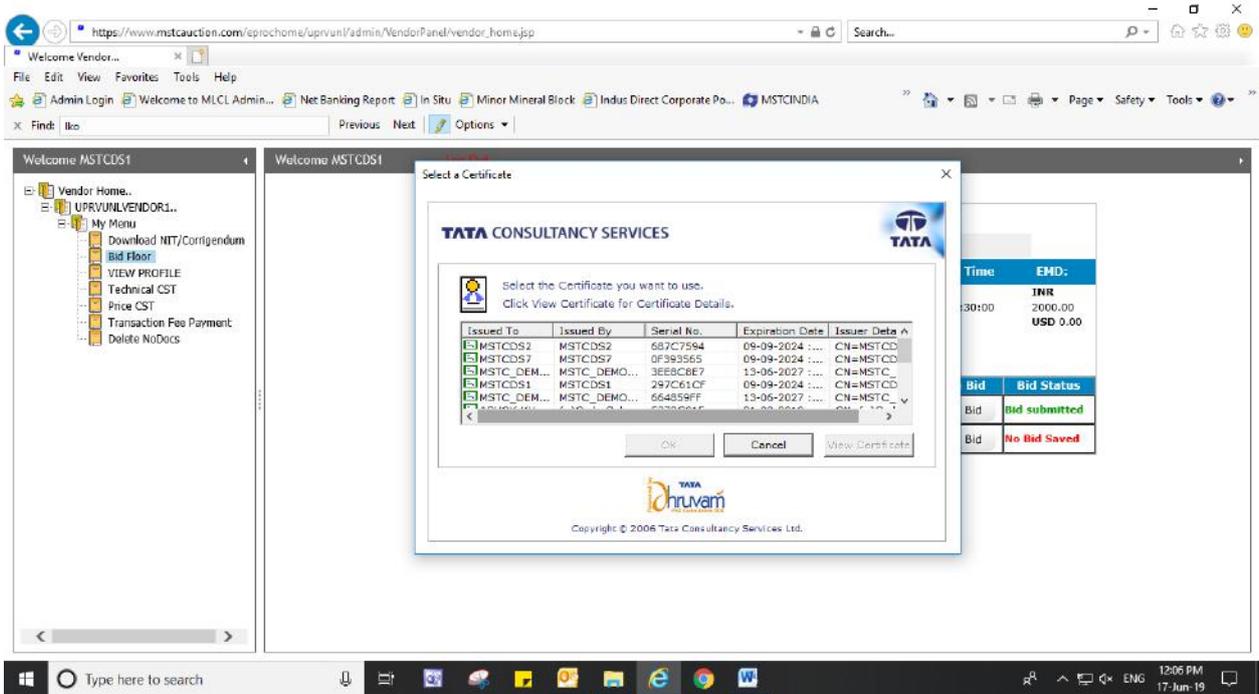
The message as shown in the below screenshot shall appear and bid status shall be updated to "Bid Submitted":



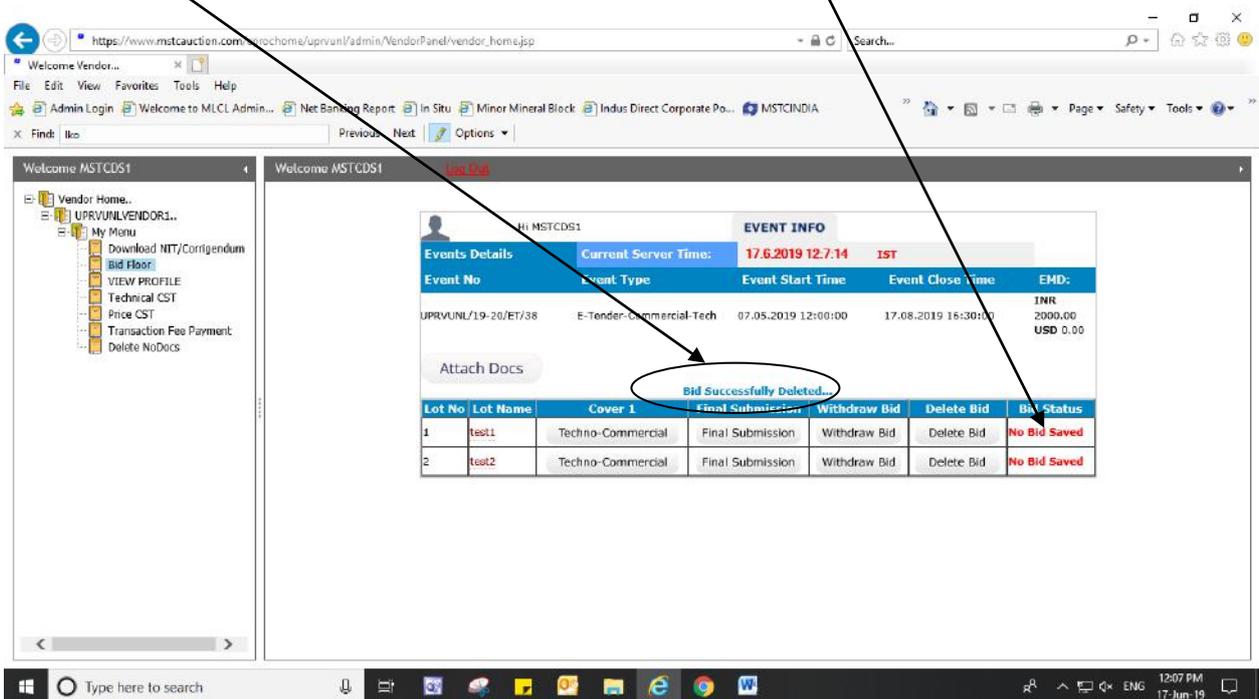
Delete Bid: This option shall delete the already submitted bid by you and you shall be able to resubmit your bid. However, if you do not resubmit your bid, the transaction fee paid shall not be refunded.

Click on delete bid:





After the bid has been deleted, a message shall be shown as in the below screenshot **"Bid Successfully Deleted..."**, the status shall change to **'No Bid Saved'**. You may resubmit your bid.



Withdraw Bid Option: "If you withdraw your bid, your bid will not be considered and Transaction fee paid shall not be refunded. Further, you will not get any opportunity to resubmit you bid against the said lot".

Hi MSTCDS1

EVENT INFO

Events Details | Current Server Time: 17.6.2019 11:58:47 IST

Event No	Event Type	Event Start Time	Event Close Time	EMD:
UPRVUNL/19-20/ET/38	E-Tender-Commercial-Tech	07.05.2019 12:00:00	17.08.2019 16:30:00	INR 2000.00 USD 0.00

Attach Docs

Lot No	Lot Name	Cover 1	Final Submission	Withdraw Bid	Delete Bid	Bid Status
1	test1	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	Bid submitted
2	test2	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	No Bid Saved

Hi MSTCDS1

EVENT INFO

Events Details | Current Server Time: 17.6.2019 12:23:1 IST

Event No	Event Type	Event Start Time	Event Close Time	EMD:
UPRVUNL/19-20/ET/38	E-Tender-Commercial-Tech	07.05.2019 12:00:00	17.08.2019 16:30:00	INR 2000.00 USD 0.00

Attach Docs

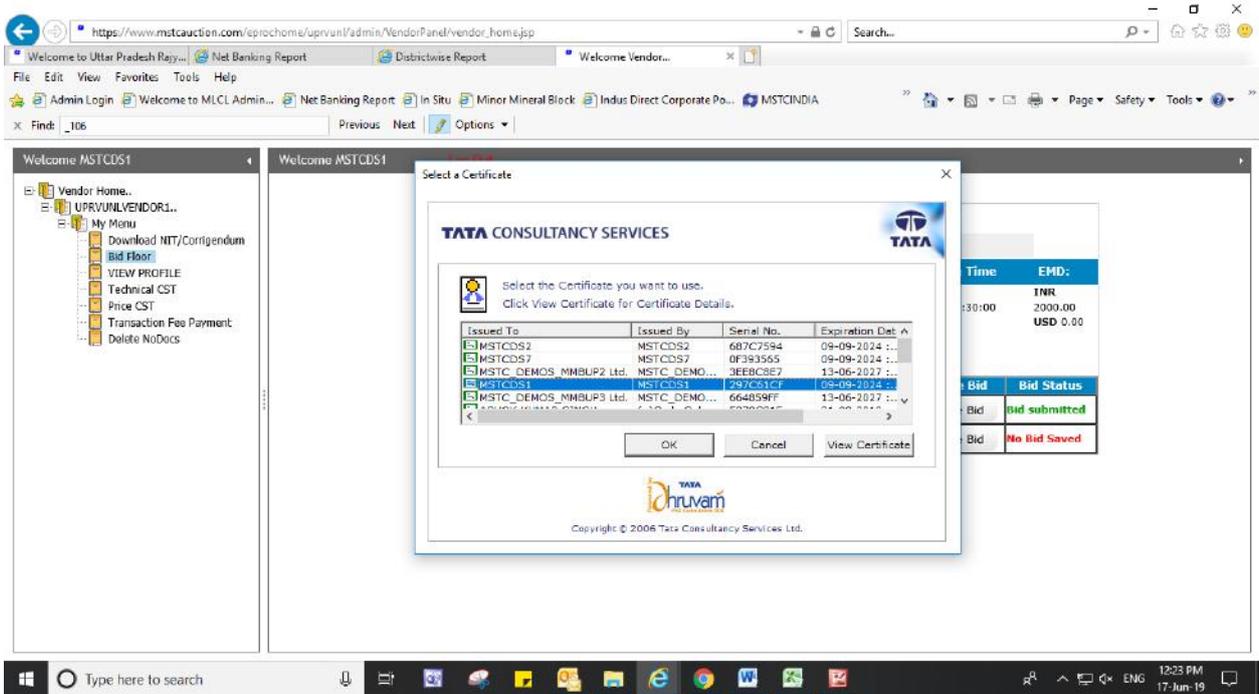
Lot No	Lot Name	Cover 1	Final Submission	Withdraw Bid	Delete Bid	Bid Status
1	test1	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	Bid submitted
2	test2	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	No Bid Saved

Bid Withdraw -- Webpage Dialog

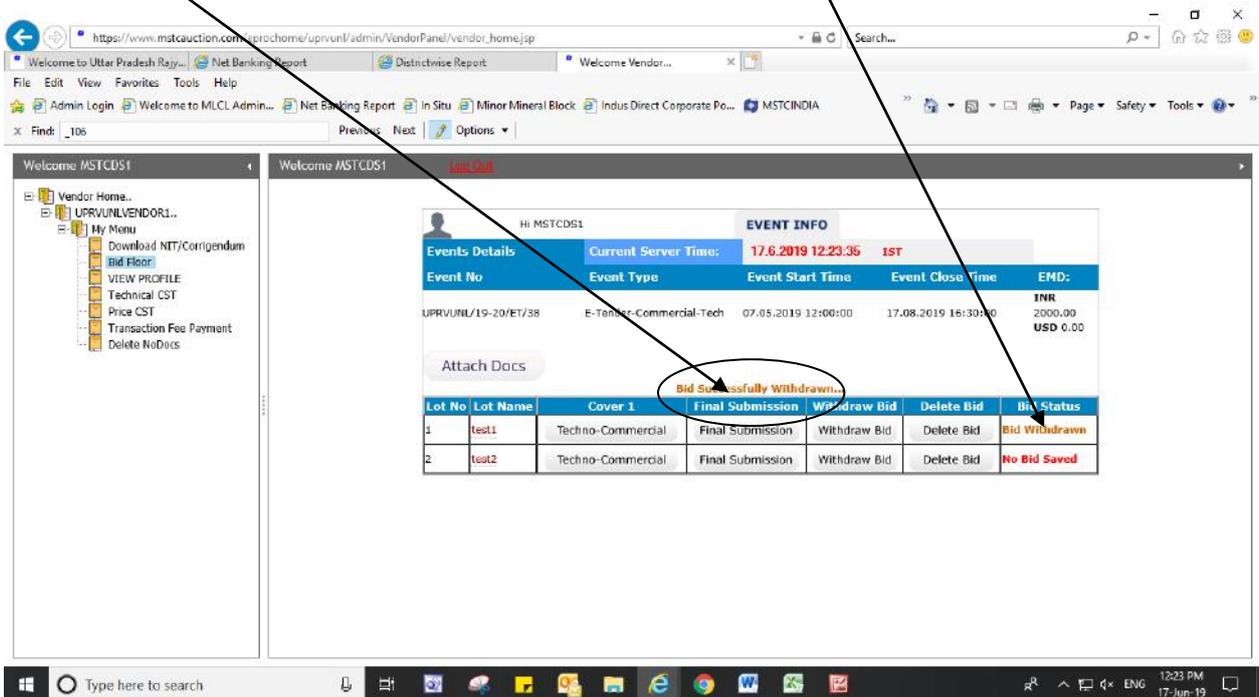
If you withdraw your bid, your bid will not be considered and Transaction fee paid will not be refunded. You will also not get further opportunity to submit bid against this item.

If you wish to withdraw your bid, click on Withdraw or close the window to Cancel.

[Withdraw](#)

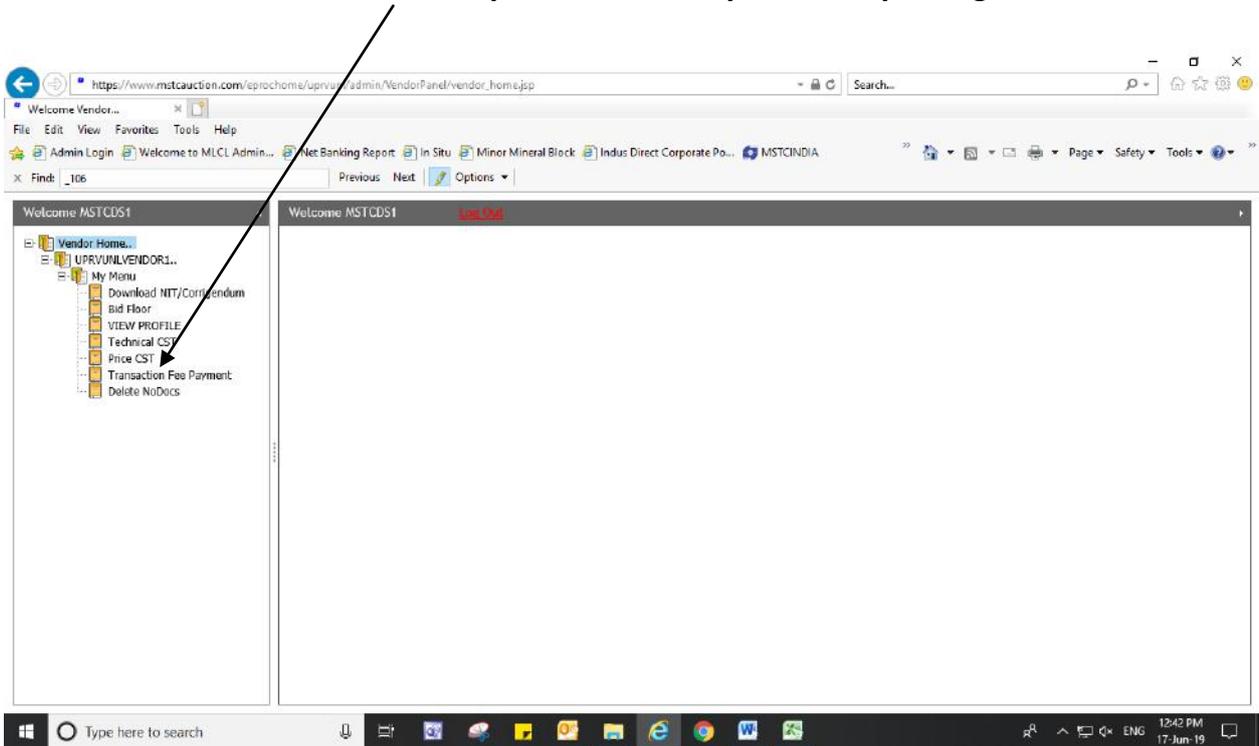


After the bid has been **withdrawn**, a message shall be shown as in the below screenshot **"Bid Successfully Withdrawn..."**, the status shall change to **'Bid Withdrawn'**. You shall not be able to resubmit your bid.

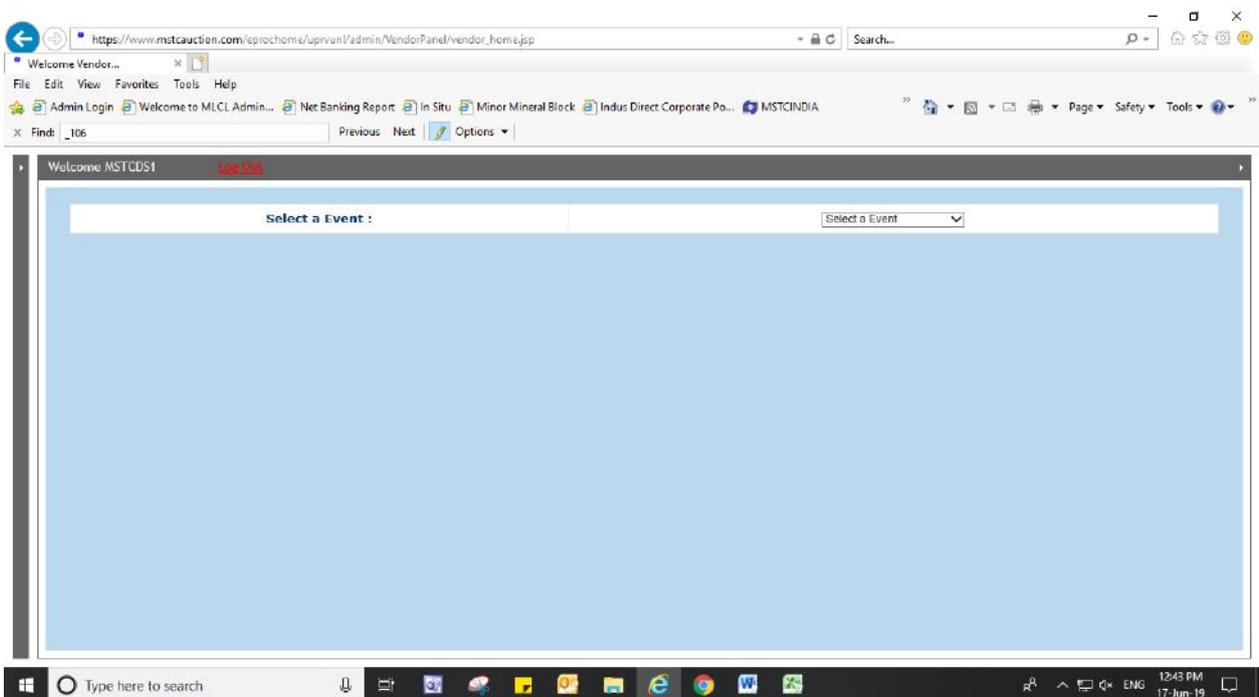


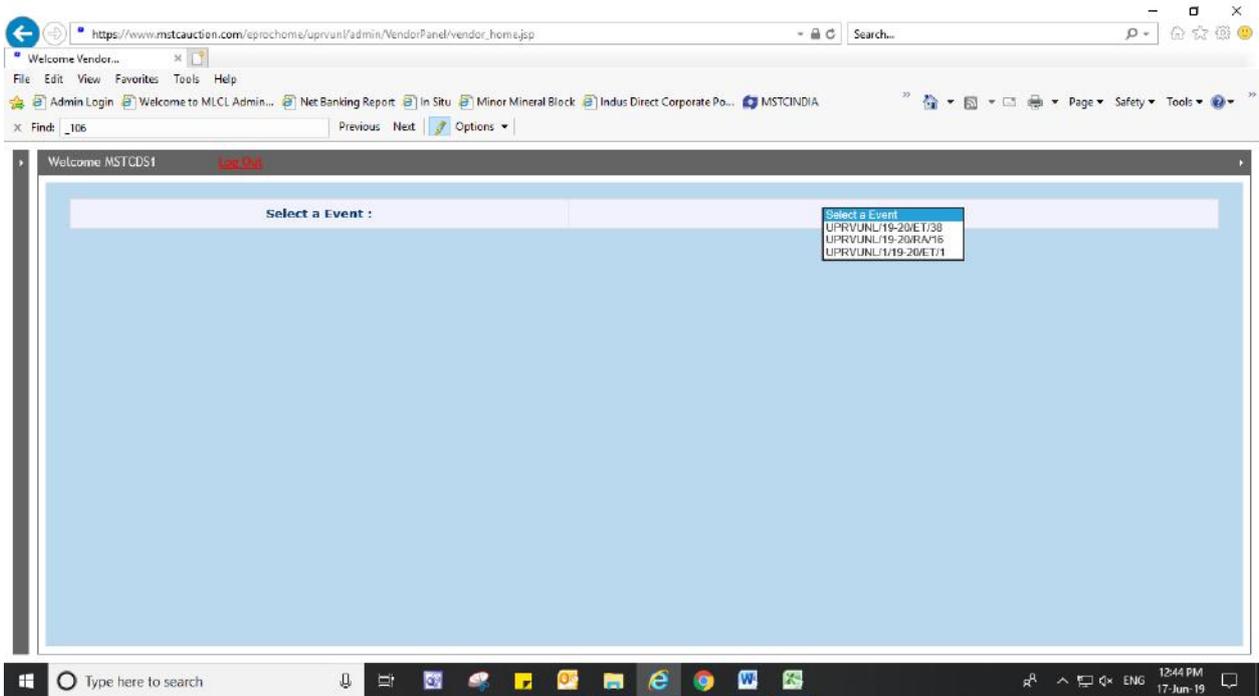
Steps to Pay Transaction fee:

Click on the link “Transaction Fee Payment” under “My Menu” in your login:

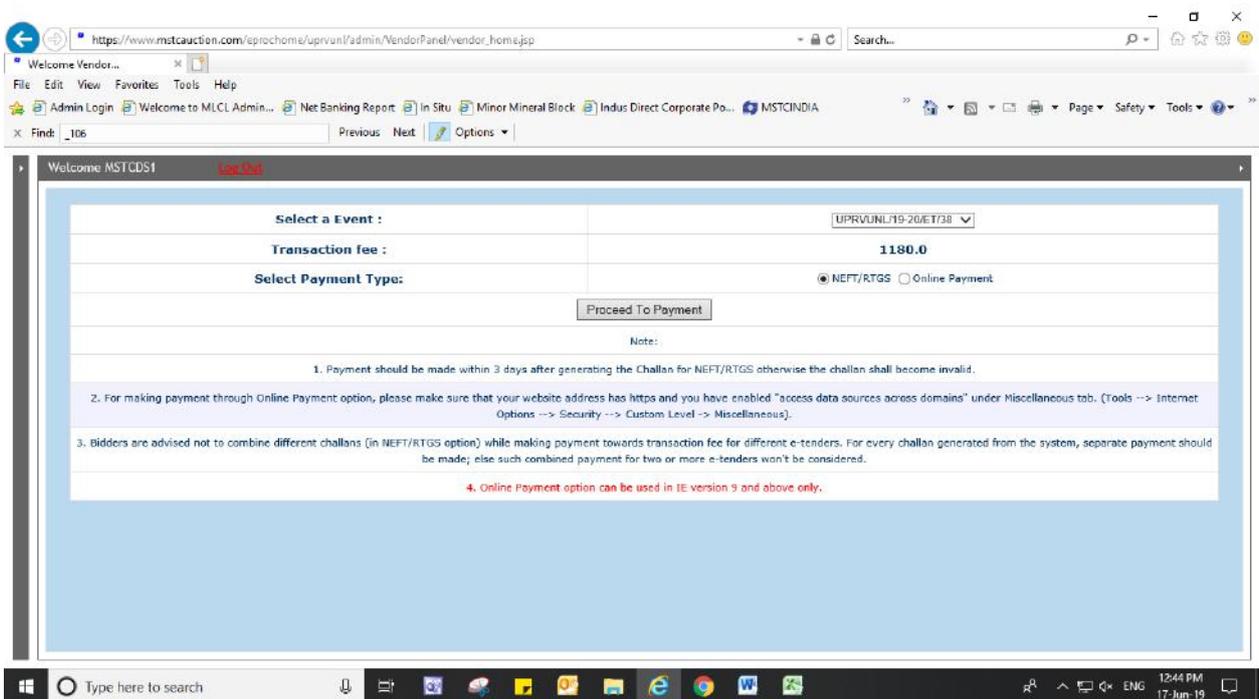


The below page shall appear, select the corresponding event from the drop down:





As soon as you select the event, the below page shall appear, the amount shall be shown against the "Transaction fee:" :



You may pay the fee through 'NEFT/RTGS' or 'Online Payment':

If you select 'NEFT/RTGS' and Click on 'Proceed To Payment', the below page shall appear:

The screenshot shows a web browser window with the URL https://www.mstcauction.com/eprochome/uprvunl/admin/ VendorPanel/ vendor_home.jsp. The page title is "Welcome Vendor...". The main content area displays a form titled "RTGS/NEFT Transaction Fees (To be Filled by Applicant For Bank Details)". The form includes the following fields:

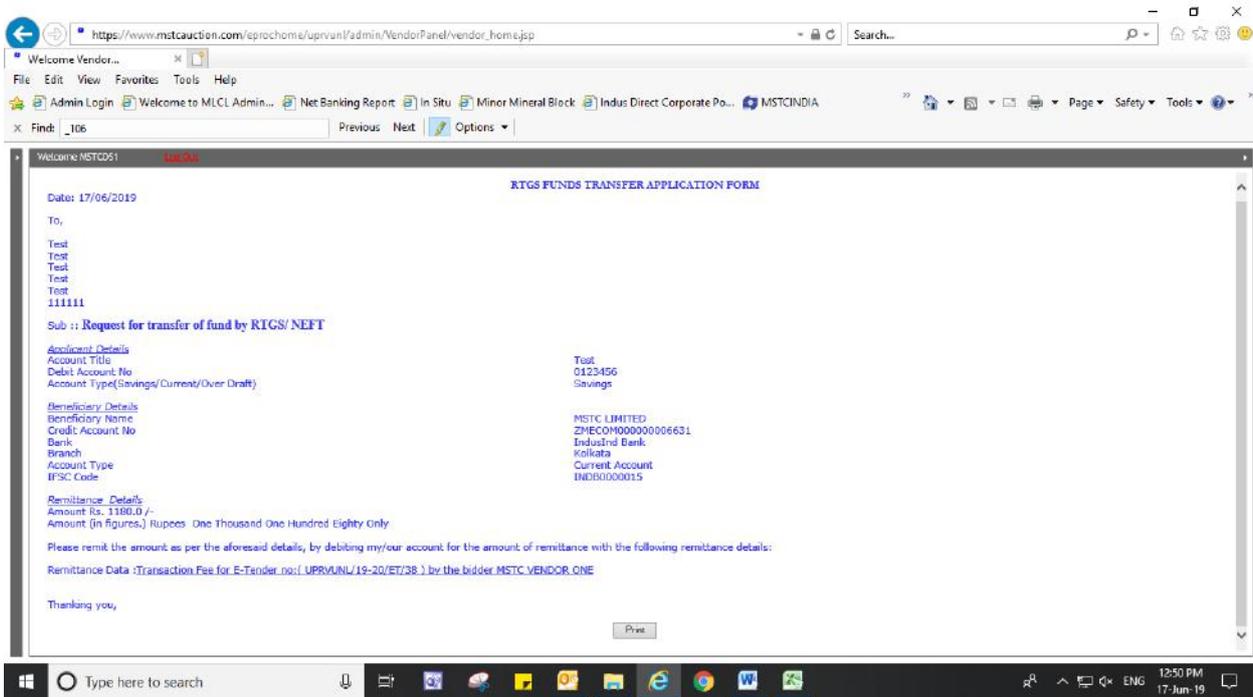
RTGS/NEFT Transaction Fees (To be Filled by Applicant For Bank Details)	
Date : 17/06/2019	
Bank Name :	<input type="text"/>
Address 1 :	<input type="text"/>
Address 2 :	<input type="text"/>
Address 3 :	<input type="text"/>
City :	<input type="text"/>
Pin Code :	<input type="text"/>
Account Title :	<input type="text"/>
Debit Account No :	<input type="text"/>
Account Type :	Savings
Amount (in figures.) :	1180.0
<input type="button" value="Generate Challan"/>	

Fill in your bank details and click on 'Generate Challan':

The screenshot shows the same web browser window as above, but with test data entered into the form fields. A black arrow points from the text "Fill in your bank details and click on 'Generate Challan':" to the "Generate Challan" button. The form fields are now populated with the following test data:

RTGS/NEFT Transaction Fees (To be Filled by Applicant For Bank Details)	
Date : 17/06/2019	
Bank Name :	Test
Address 1 :	Test
Address 2 :	Test
Address 3 :	Test
City :	Test
Pin Code :	111111
Account Title :	Test
Debit Account No :	0123456
Account Type :	Savings
Amount (in figures.) :	1180.0
<input type="button" value="Generate Challan"/>	

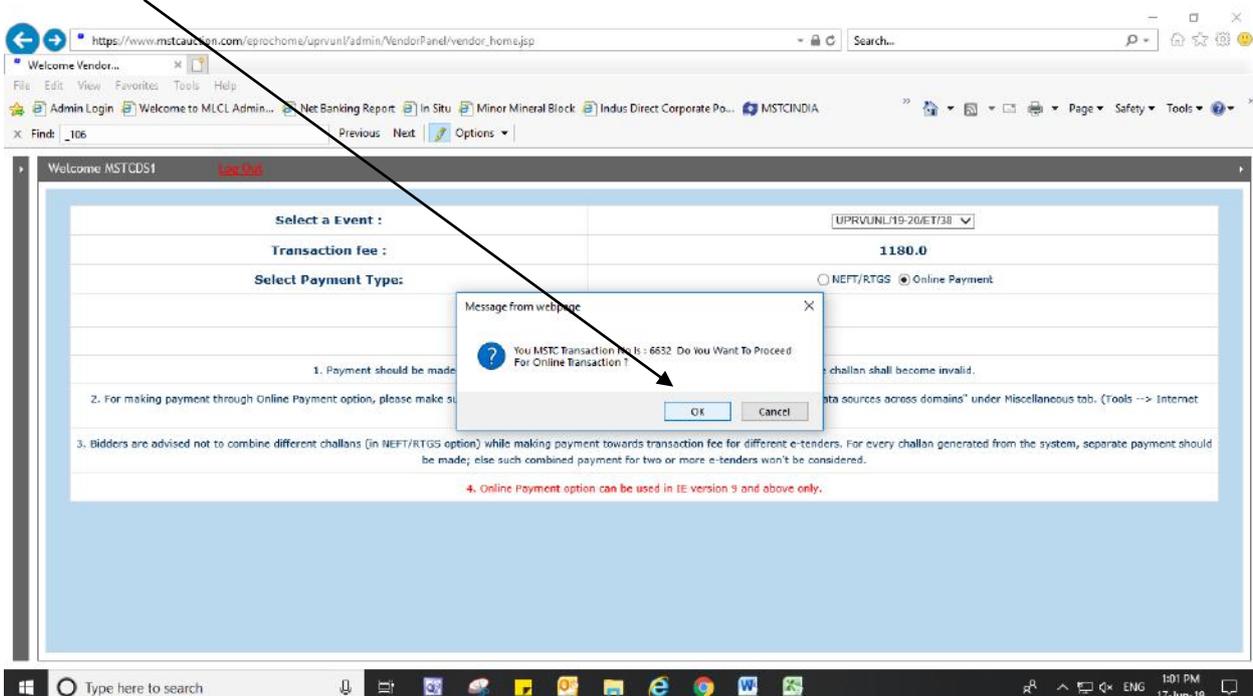
Print the challan which appears on the page and make the payment in the bank account as generated on the page.



After the payment has been made, please wait for some time before you try to bid for the event. The payment update takes some time.

Note: Please pay the transaction fee at least one day prior to closing day so that you may submit your bid on time. Vendors must ensure timely payment of the transaction fee. MSTC shall not be responsible for non receipt of transaction fee for any reason whatsoever and thus non submission of bid.

If you select 'Online Payment' and Click on 'Proceed To Payment', the below page shall appear: Click on 'OK':



You shall be directed to payment gateway page:

The screenshot displays the Atom payment gateway interface. On the left, a blue sidebar lists payment modes: Saved Card, Credit Card (highlighted), Debit Card, Debit Card with ATM PIN, Net Banking, UPI, and Wallet. The main content area is titled 'Credit Card' and contains several input fields: Credit Card Number (with dropdowns for 01 and 2019), CVV, Name On Card, Bank Name, Mobile Number, and Email Id. A checkbox for 'Save card for future use' is checked. Below this is a 'Billing Details' section with fields for Mobile Number and Email Id. On the right, a summary box shows the 'Amount Payable' as ₹ 1191.80, the merchant as 'MSTC LIMITED -WWW.MSTCECOMMERCE.COM/EP', and the transaction ID as '6632'. A table below lists the 'Amount: 1180.00', 'Processing Fee: 11.80', and 'GST: 0.00'. A note at the bottom states: '* Processing Fee & GST are non refundable.' The browser address bar shows a URL starting with 'https://payment.atomtech.in/'.

Please make payment as per your choice through the available options.

After the payment has been made, please wait for some time before you try to bid for the event. The payment update takes some time.

Note: Please pay the transaction fee at least one day prior to closing day so that you may submit your bid on time. Vendors must ensure timely payment of the transaction fee. MSTC shall not be responsible for non-receipt of transaction fee for any reason whatsoever and thus non submission of bid.