

MSTC's e-Procurement Portal Guidelines for Vendors

(The following section is meant only to provide guidance to bidders about the e-procurement portal of MSTC. 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 mis-understanding anything written hereunder.)

System Requirement

The following requirements need to be fulfilled for optimum use of MSTC e-procurement 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 XP SP3 or above.
- (4) The website is best viewed in Internet Explorer version 7 or above.
- (5) All the ActiveX controls of the Internet Explorer should be set in **Enable** mode. The settings under Browsing History (Under Tools → Internet Options → General) for Check for newer versions of web pages should be kept as Every time I visit the webpage.
- (6) All Pop-Blockers should be kept in **Disable** or turn off mode.
- (7) The protected mode of the computer should be turned off for higher version of Windows where available.
- (8) Latest Drivers for your Digital Signature Certificate should be installed properly in the computer.
- (9) The website <https://www.mstcecommerce.com> should be added to the list of Trusted Sites.
- (10) The computer should have Java Runtime Environment version 7 update 9 or above installed in it.

(11) Windows user should have the privilege to install packages on being prompted on screen like TCS signer certificate needs to be installed for DSC operation, java applet needs to be loaded etc.

NB:- For further queries the vendors May refer to the FAQ at www.mstcecommerce.com/eprochome

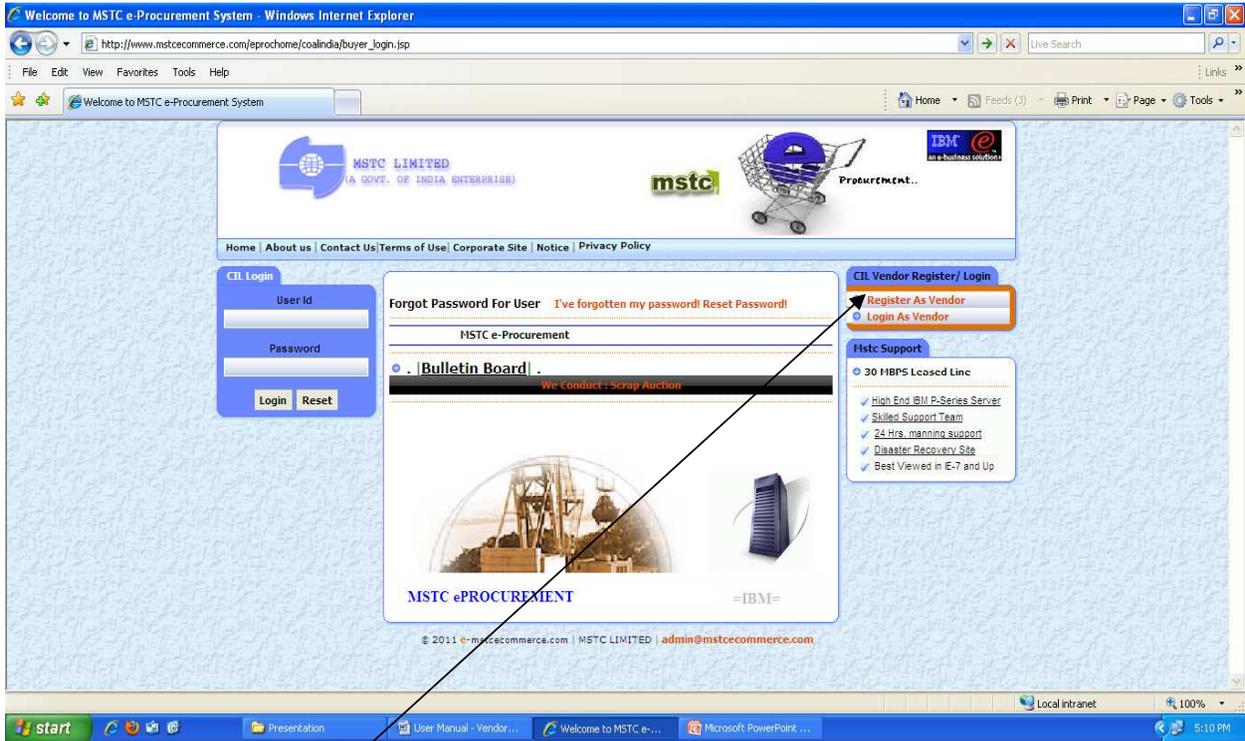
Registration

Vendors have to register separately for each Buyer in whose e-procurement events they wish to participate. For example, if a vendor wishes to participate in e-procurement events for Buyer A and Buyer B, he will have to register separately for the two Buyers.

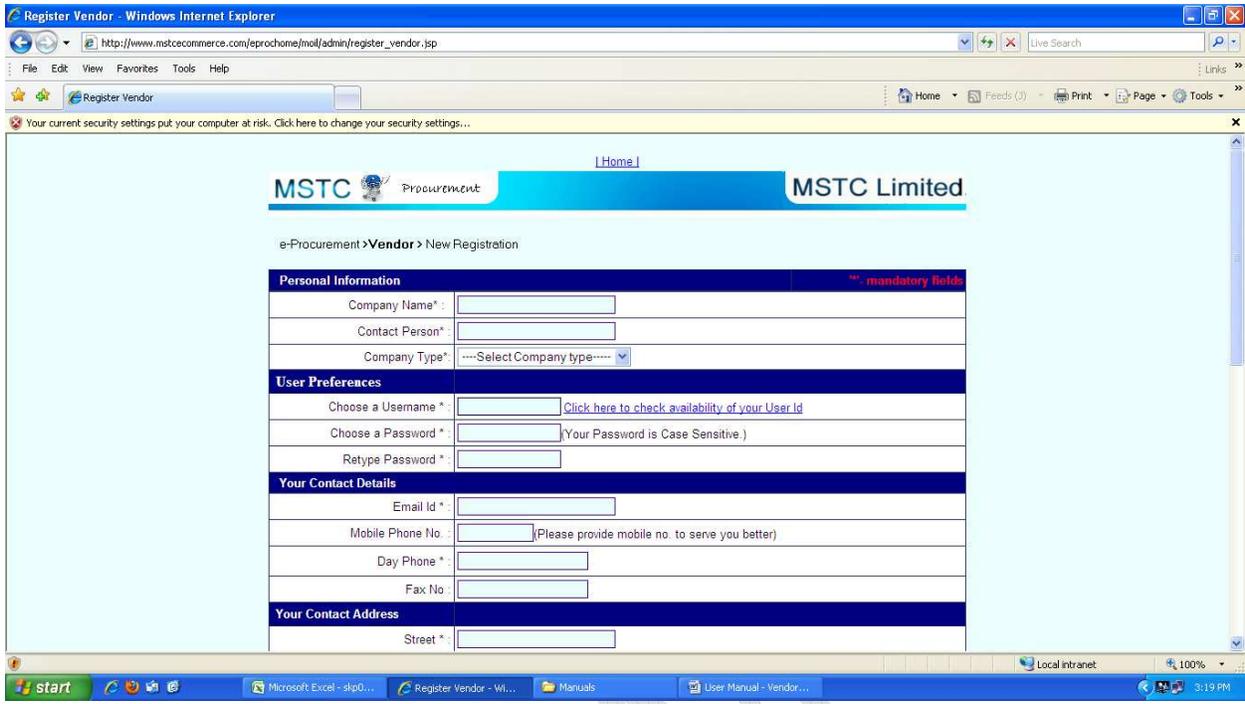
Visit the website www.mstcecommerce.com/eprochome and the screen will look like



Click on the name of the Buyer where you wish to register.

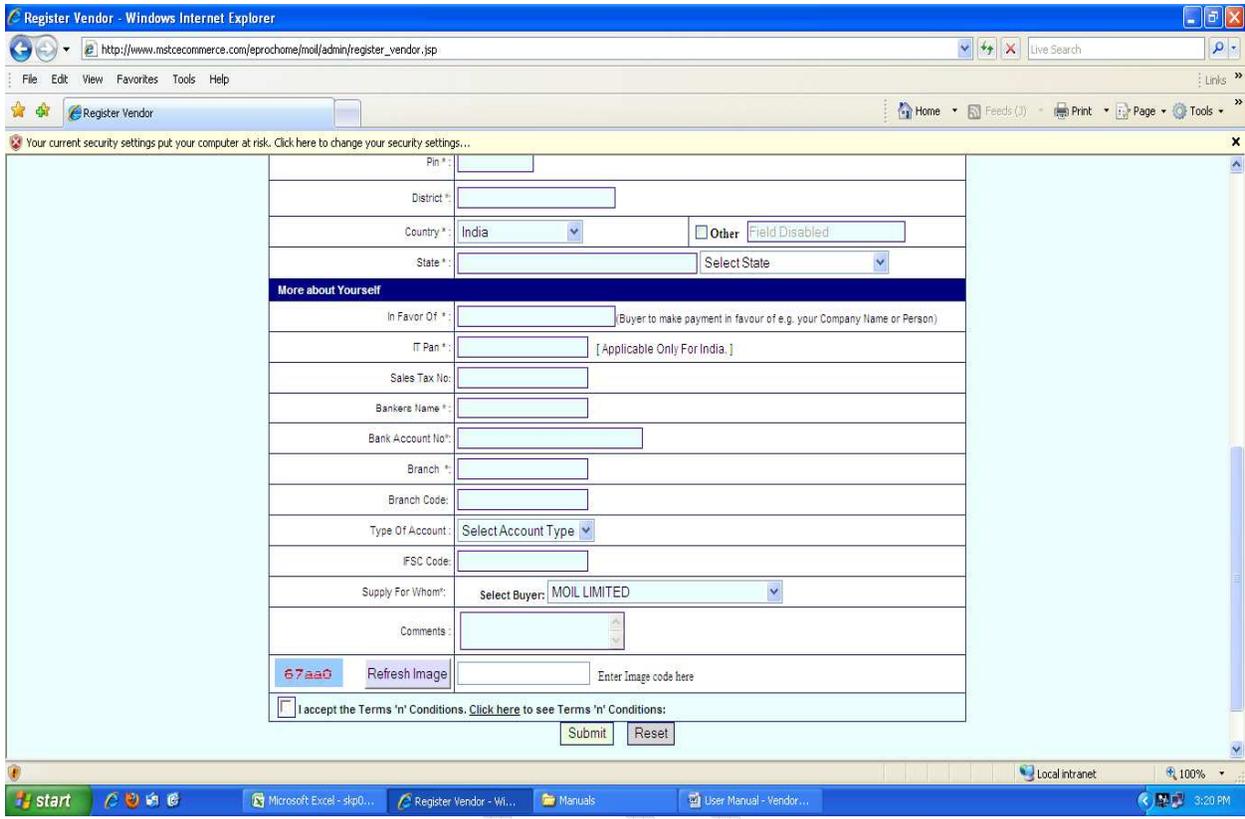


Click on “Register As Vendor”. A Form will open up. Fill up the Form and click on Submit.



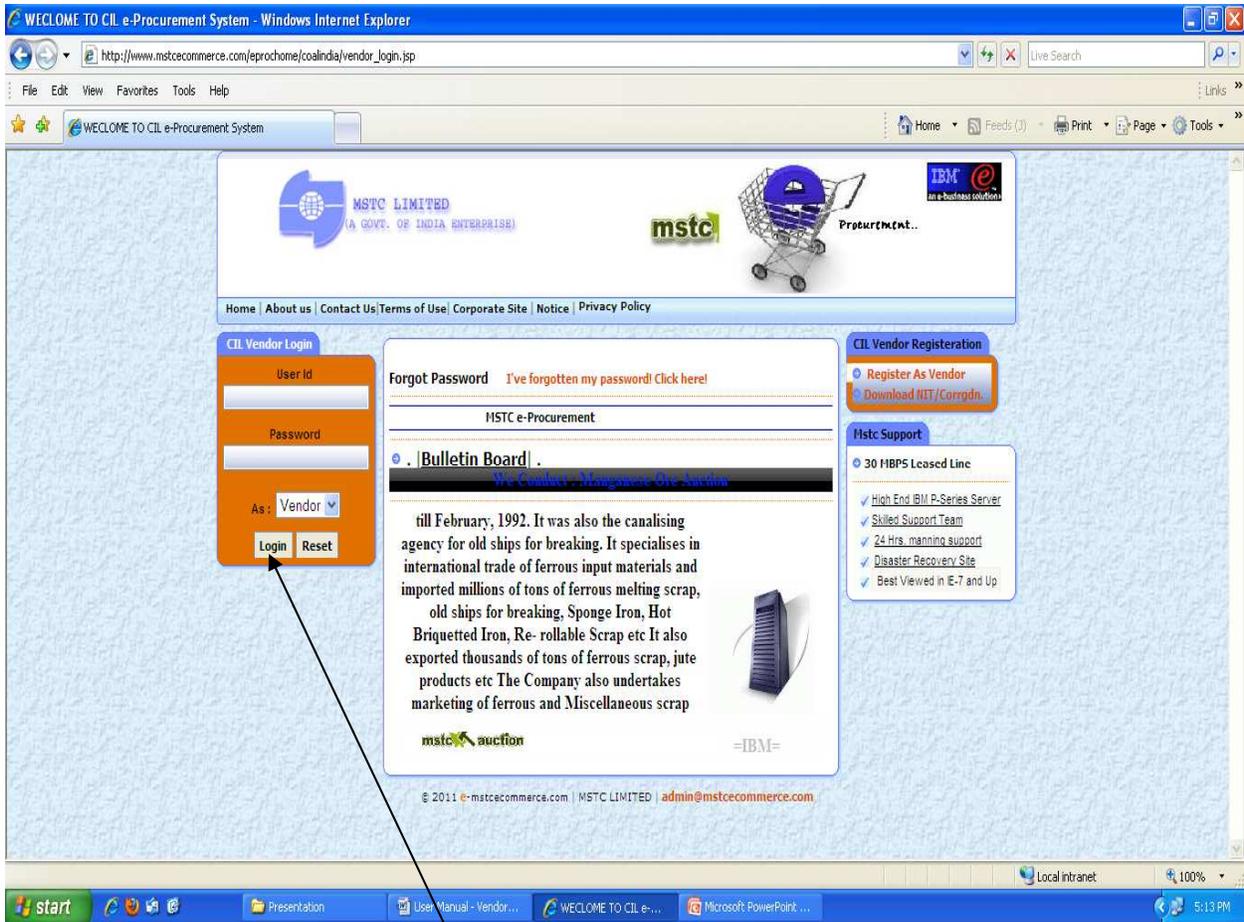
You need to create your own user name and password.

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.

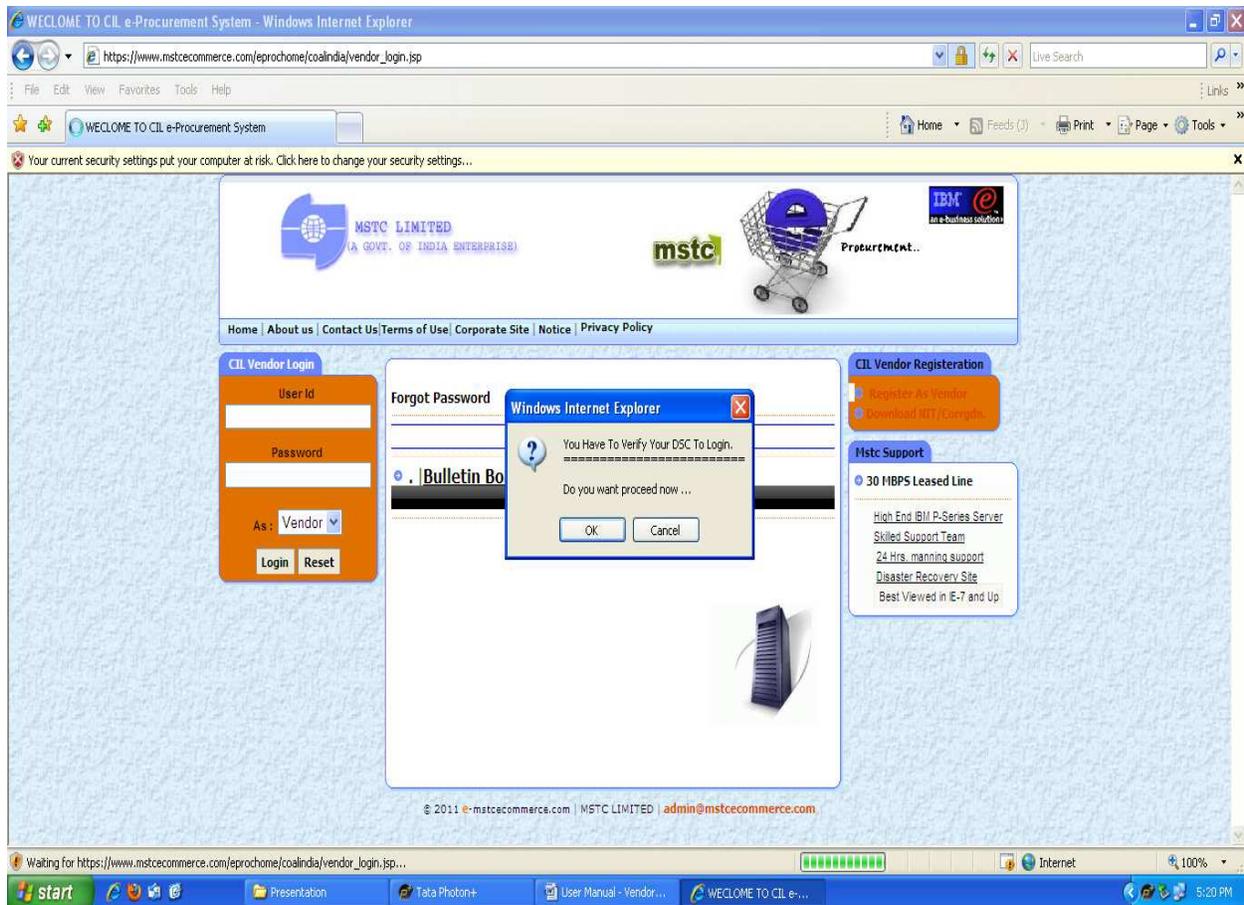


Please refresh the image before clicking on Submit button. After that a preview page will appear and if you press continue then a message of successful registration will come

This completes the on-line registration process. Your account is auto-activated (unless mentioned otherwise) and you may proceed to login.



Type your user id and password and click on Login. The system shall ask for your DSC as below.

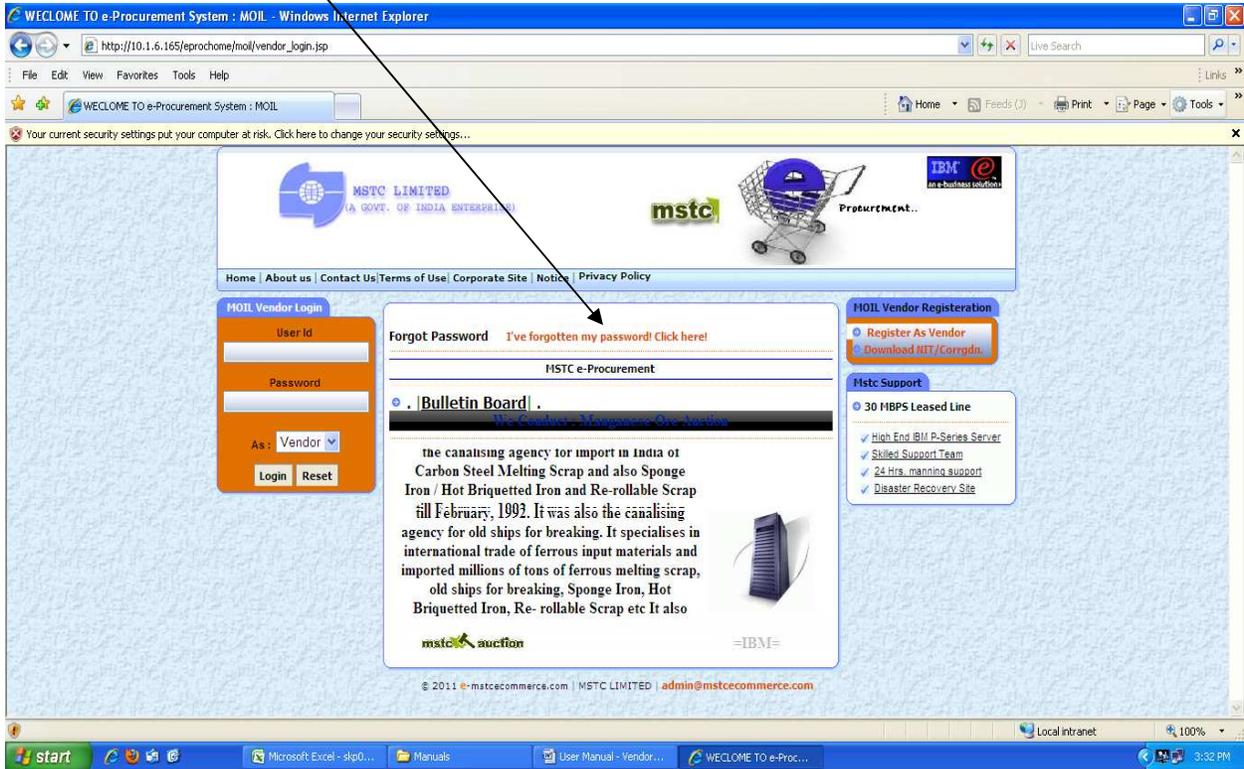


Click on OK and select your DSC for authentication. When you are logging into the system for the first time, system shall verify the name of the person to whom the DSC has been issued and the name of the contact person provided during registration for the user id being used for logging in. If the two names match, system will map the user id with the DSC without any prompt. If the two names don't match, system will give an alert stating that the two names are different and will ask you to confirm that the DSC being used is the correct DSC for the user id. If you proceed with the DSC, system will automatically change the contact person's name to match with the DSC Issued to name and will map the DSC with the user id for future use. For all subsequent logins, system will check if the correct pair of user id and DSC are being used or not and will allow login only if the correct pair of DSC and user id are used. Else, system will prevent you from logging into the system.

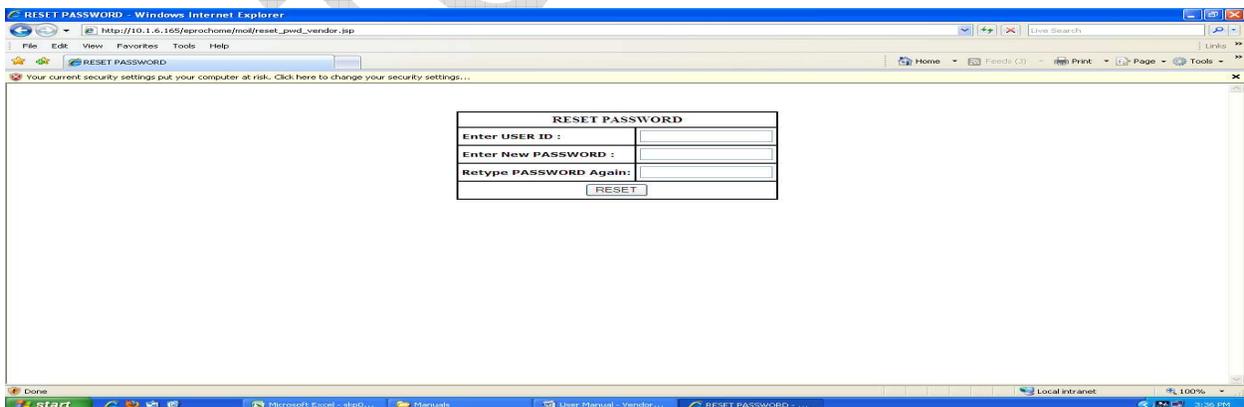
NB:- For further queries about system configuration the vendors May refer to the FAQ at www.mstcecommerce.com/eprochome

Change / Forget Password

In case a vendor forgets his password or wishes to change his password, he shall click on the link “I’ve forgotten my password”.



The system will ask for user id and new password as shown below.



Fill up the fields and click on reset. The system will ask for DSC and if authenticated correctly, the password will be reset. Please remember that this facility is available only after first successful login with the DSC.

DOWNLOADING OF NIT / CORRIGENDUM BY VENDOR

a. Unregistered Vendors

Step 1: Click “Login as Vendor” link on

“http://www.mstcecommerce.com/eprochome/.....”.

Step 2: On vendors login page Click “Download NIT/Corrigendum” link.

Step 3: Click ‘proceed’ button and fill up the format providing the details of Company Name, e-mail ID, Mobile No. & Name of the contact person.

DEMO Admin Login - Windows Internet Explorer

http://www.mstcecommerce.com/eproc/coalindia/cil/non_req_buyer.jsp

File Edit View Favorites Tools Help

DEMO Admin Login

If You are a Registered Vendor Please Login and Download. LOGIN

Otherwise Please Proceed and Enter Details to Download ... **PROCEED**

COMPANY NAME :

EMAIL ADDRESS :

MOBILE :

CONTACT PERSON :

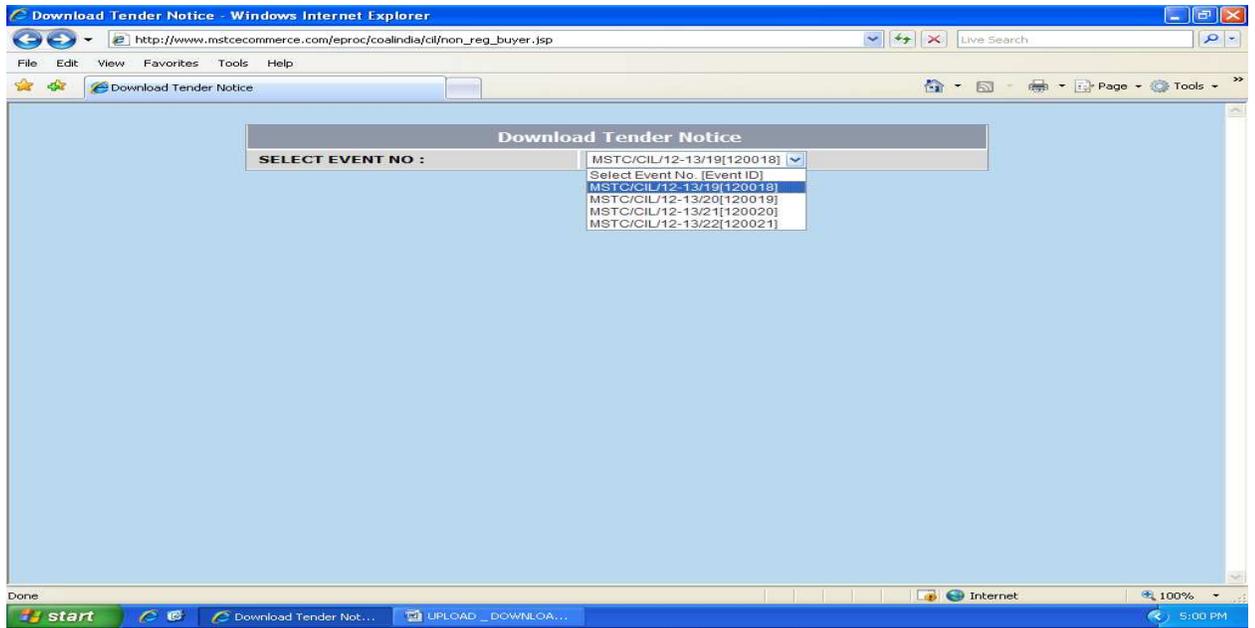
SUBMIT

Done

start DEMO Admin Login - ... UPLOAD _ DOWNLOA...

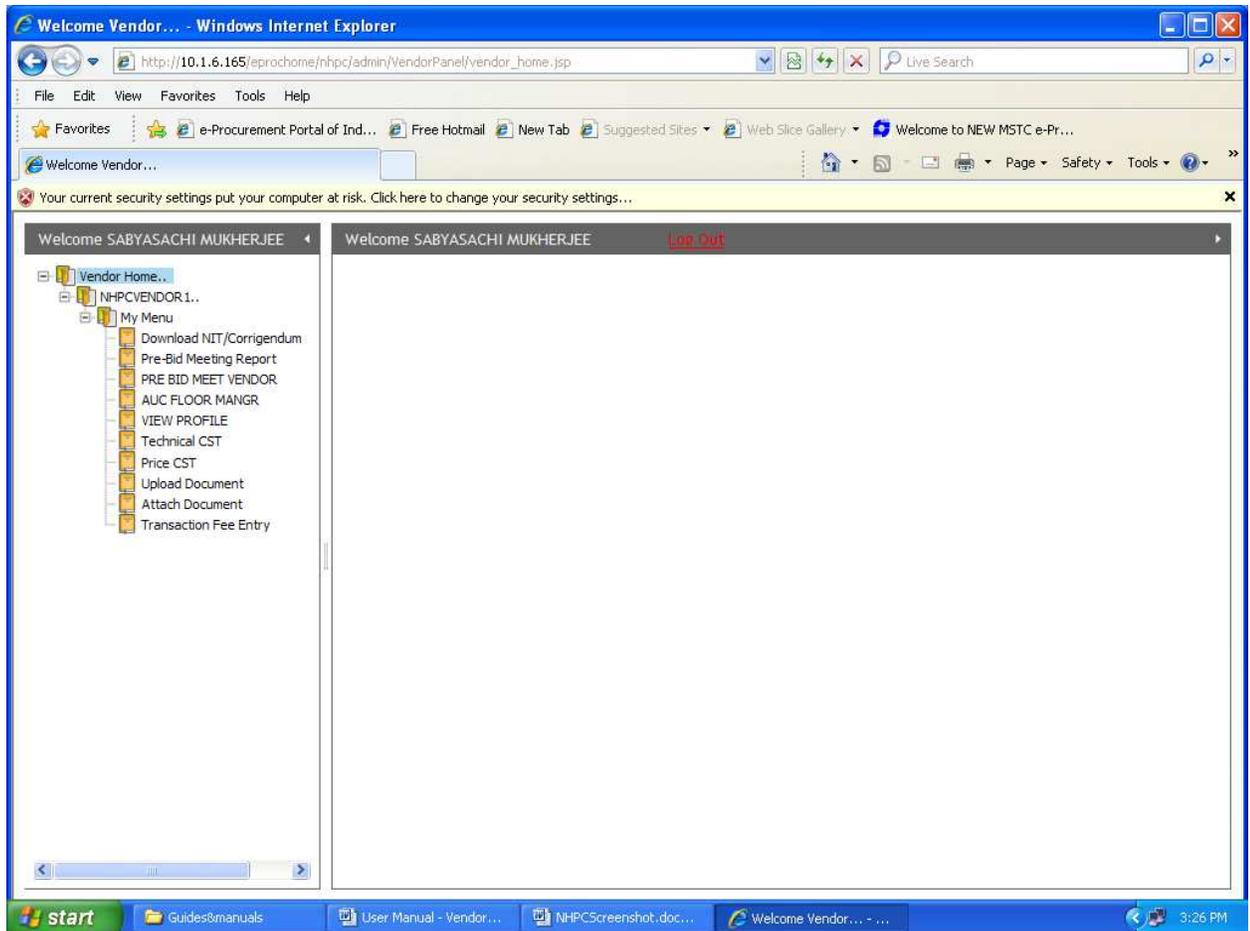
Internet 100% 5:01 PM

Step 4: After submission of the details, select the event No., select the notice/corrigendum and download the same .



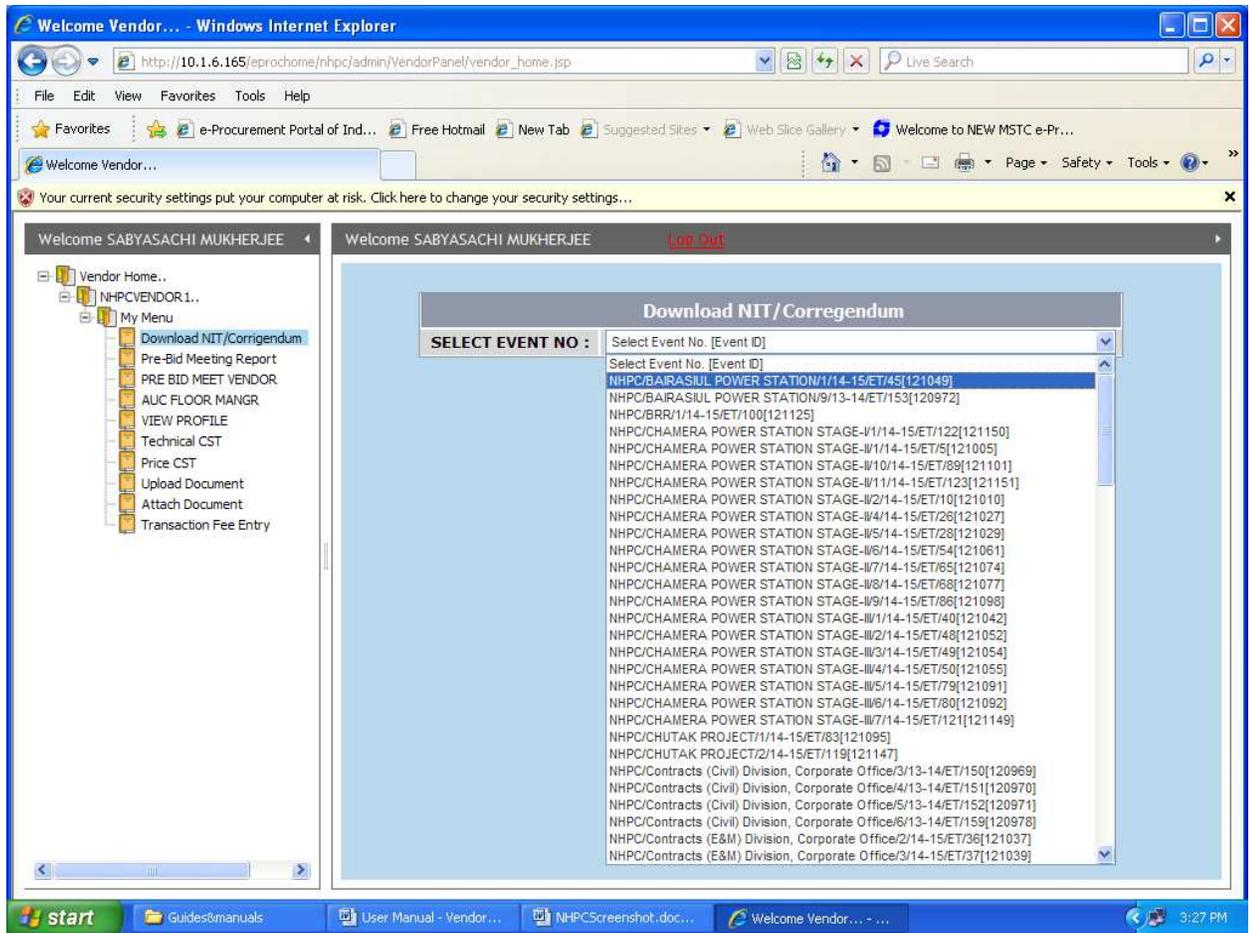
b. Registered Vendors

- Step 1: Click "Login as Vendor" link on "http://www.mstcecommerce.com/eprochome/.....".
- Step 2: Login with user ID, password & DSC..

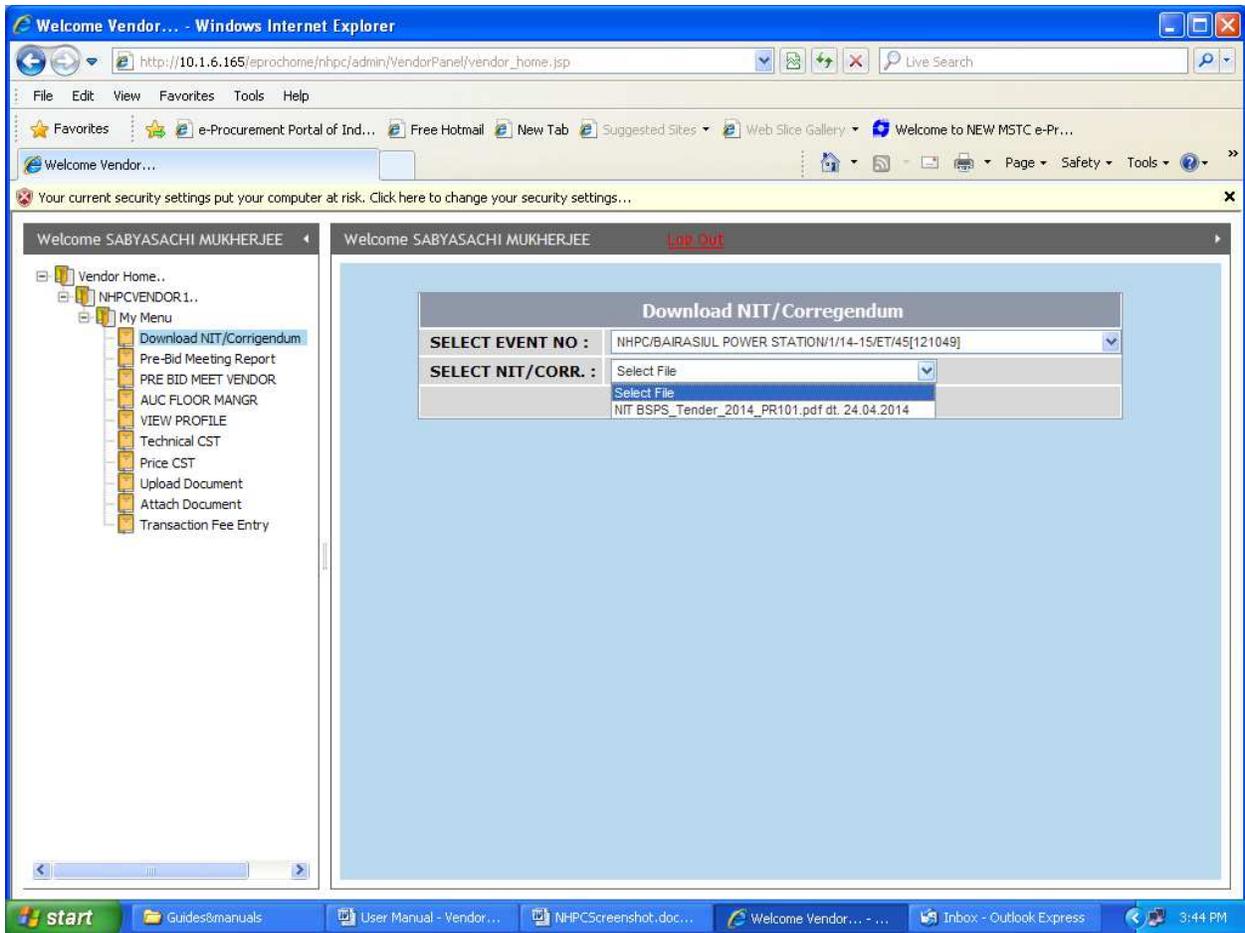


Step 3: Click "DOWNLOAD NIT/CORRIGENDUM" LINK.

MSTC



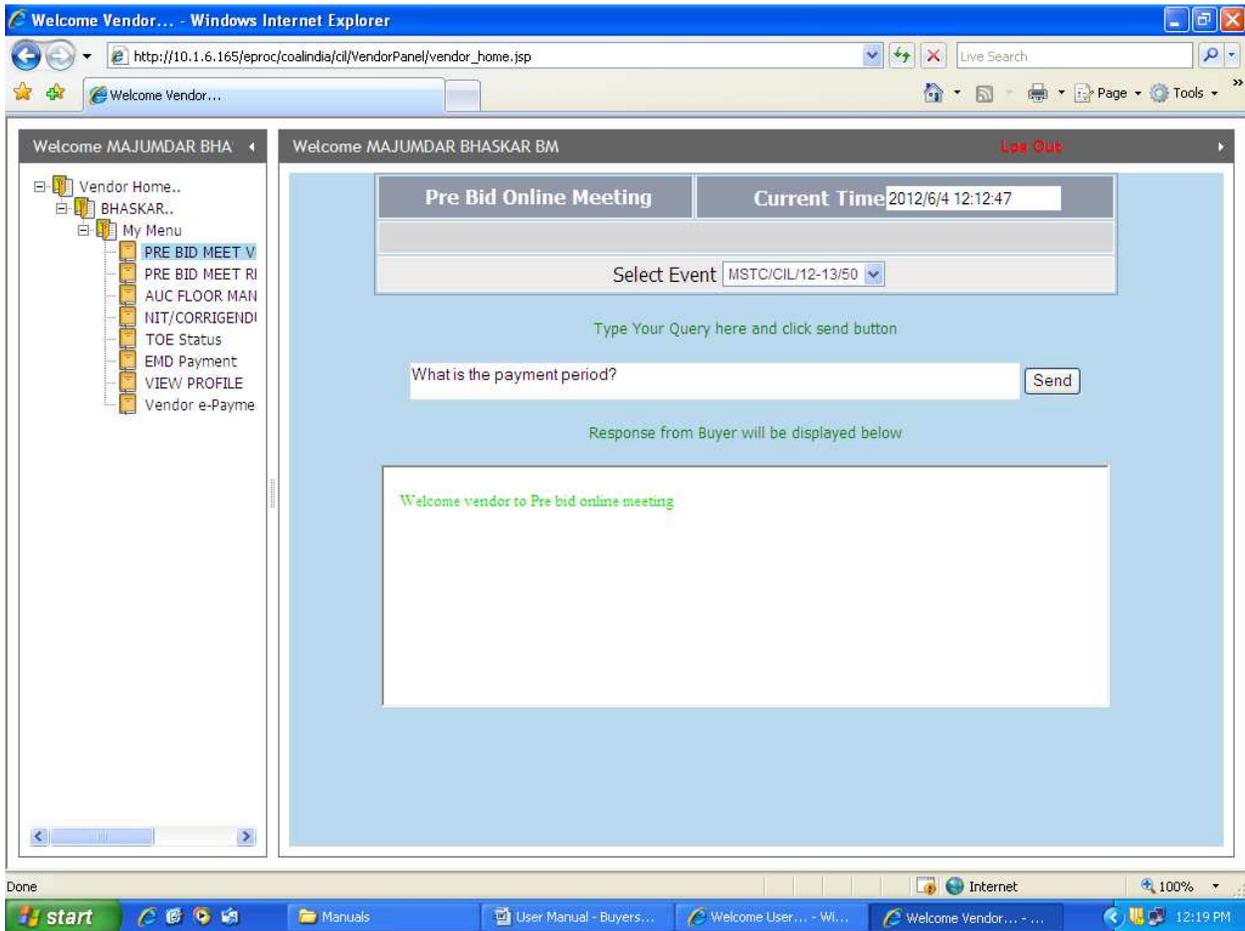
Step 4: Select the event and select the NIT/CORRIGENDUM and download & save.

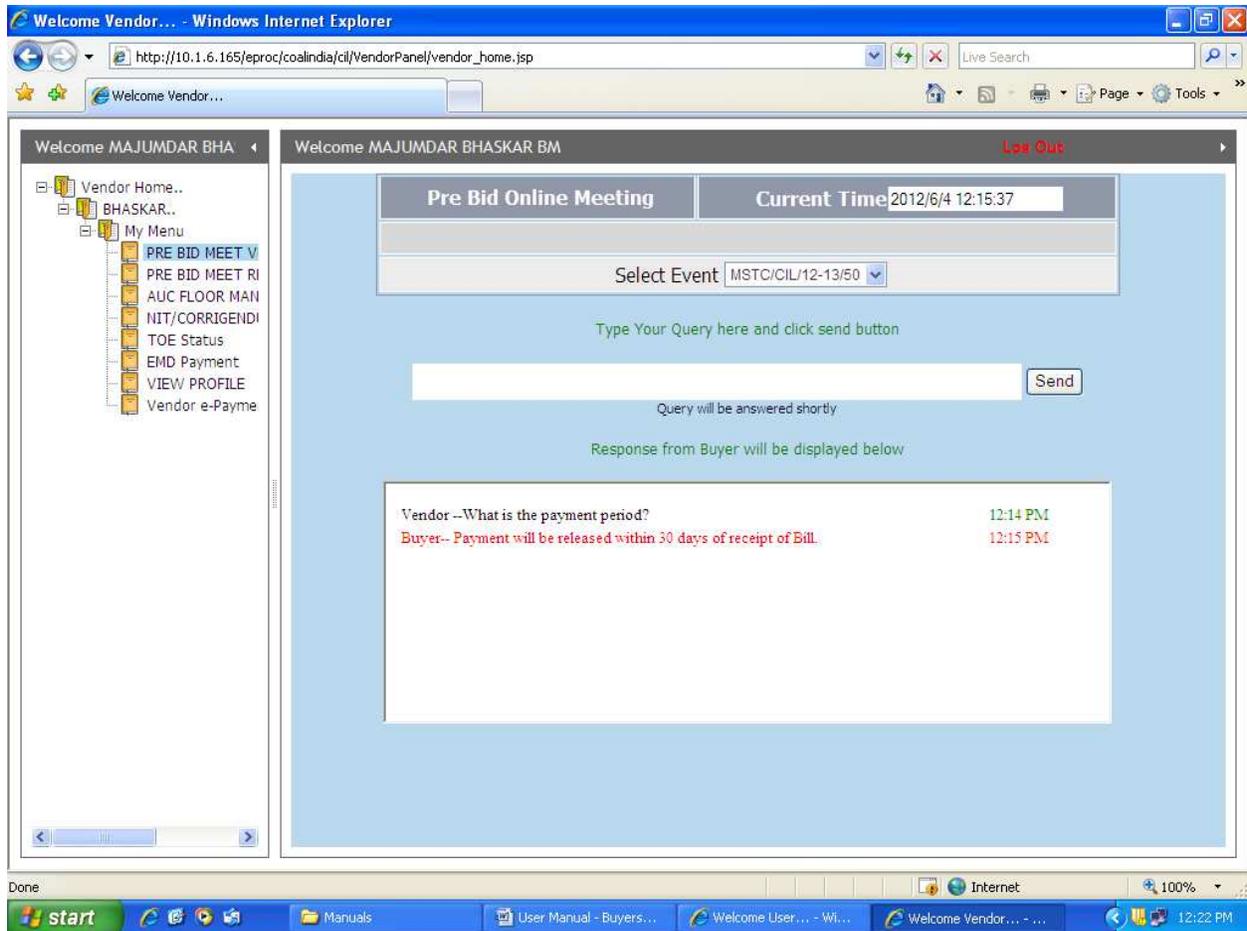


Pre-Bid Meet

Log in with your user id, password and DSC. Click on the link PRE BID MEET VENDOR.

Select the Event. Type in your query in the box provided and click on Send.





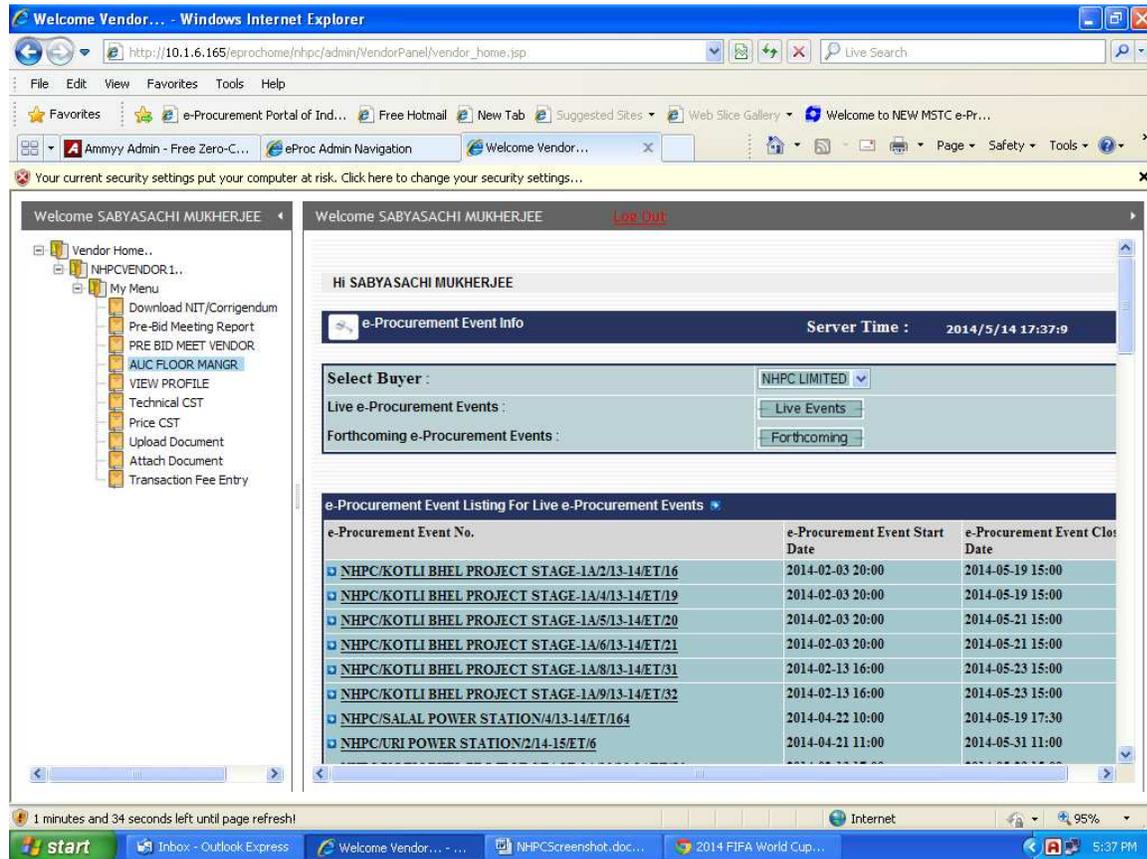
When the Buyer replies to your query, it will be automatically displayed under your query in the second display box as shown above. You can view all the queries and the replies thereto during the Pre Bid Meeting without knowing the names of the persons raising the queries.

The Pre Bid Reports of all concluded Pre Bid Meetings can be accessed through the link [PRE BID MEET REPORT](#).

Bidding in e-tender

Log into the website with your user id, password and DSC.

Click on AUC FLOOR MANGR



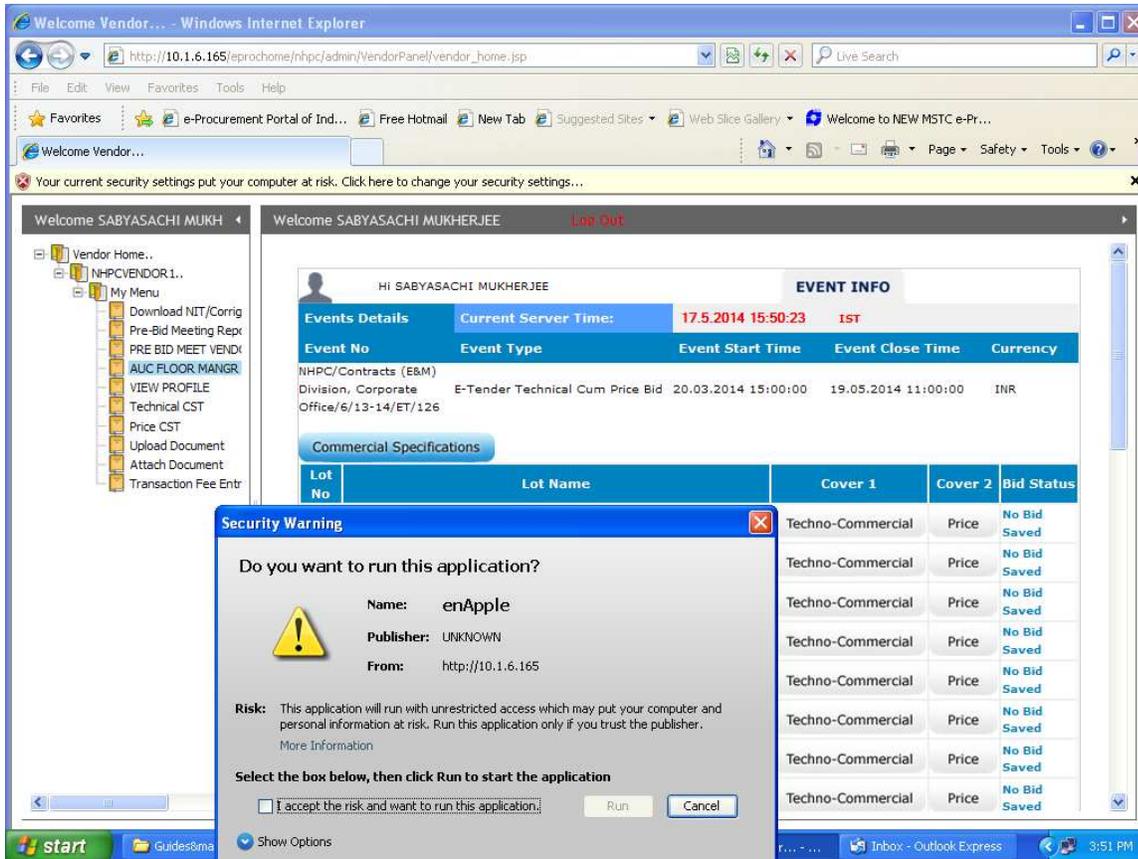
The screenshot shows a web browser window displaying the e-Procurement Portal. The user is logged in as Sabyasachi Mukherjee. The interface includes a navigation menu on the left with options like 'Download NIT/Corrigendum', 'Pre-Bid Meeting Report', and 'AUC FLOOR MANGR'. The main content area shows 'e-Procurement Event Info' with a 'Server Time' of 2014/5/14 17:37:9. Below this, there are sections for 'Live e-Procurement Events' and 'Forthcoming e-Procurement Events'. A table lists several e-Procurement events with columns for 'e-Procurement Event No.', 'e-Procurement Event Start Date', and 'e-Procurement Event Close Date'. The table contains 8 rows of event data.

e-Procurement Event No.	e-Procurement Event Start Date	e-Procurement Event Close Date
NHPC/KOTLI BHEL PROJECT STAGE-1A/2/13-14/ET/16	2014-02-03 20:00	2014-05-19 15:00
NHPC/KOTLI BHEL PROJECT STAGE-1A/4/13-14/ET/19	2014-02-03 20:00	2014-05-19 15:00
NHPC/KOTLI BHEL PROJECT STAGE-1A/5/13-14/ET/20	2014-02-03 20:00	2014-05-21 15:00
NHPC/KOTLI BHEL PROJECT STAGE-1A/6/13-14/ET/21	2014-02-03 20:00	2014-05-21 15:00
NHPC/KOTLI BHEL PROJECT STAGE-1A/8/13-14/ET/31	2014-02-13 16:00	2014-05-23 15:00
NHPC/KOTLI BHEL PROJECT STAGE-1A/9/13-14/ET/32	2014-02-13 16:00	2014-05-23 15:00
NHPC/SALAL POWER STATION/4/13-14/ET/164	2014-04-22 10:00	2014-05-19 17:30
NHPC/URI POWER STATION/2/14-15/ET/6	2014-04-21 11:00	2014-05-31 11:00

Click on Live Events to view and participate in running events.

Click on Forthcoming to view upcoming events.

For bidding in any e-tender, click on the event number from the list of live events. Wait for the enApple application to be downloaded on your computer and Run the application by ticking the check box and clicking on the Run button. This exercise has to be done twice before proceeding further.



If there is any problem in the Running of enApple application, check for the JRE version installed in the computer and upgrade the same if necessary.

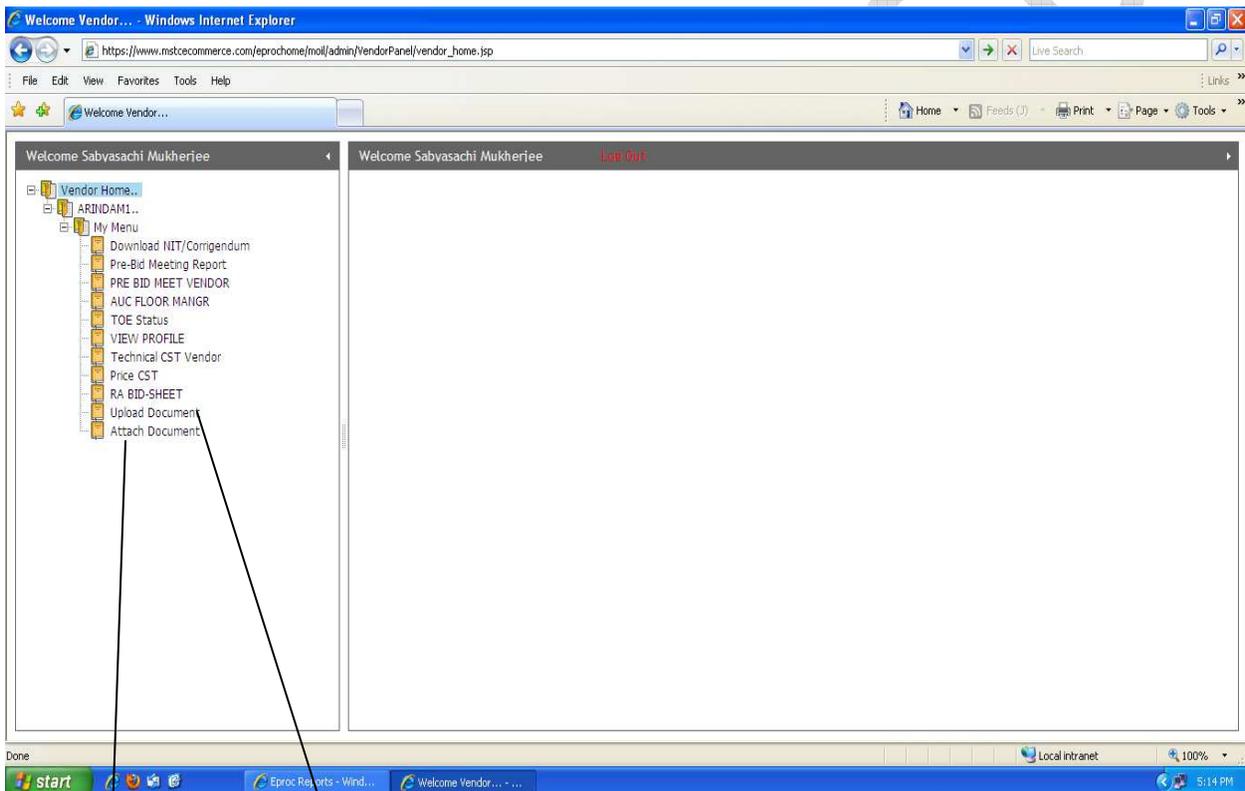
To bid in an e-tender, click on the “Techno- Commercial” and “price” links under Cover 1 and Cover 2 respectively and save them for entering your Bid against the desired lot. Some tenders may have “Common/Commercial Specification or Terms”. In those tenders both the aforesaid links will be activated only after saving the “Common/Commercial Specifications or Terms”

After opening the Tech Cover, fill up the form and click on Save button provided at the bottom of the page. This will save your bid which you can edit later on.

Once a bid has been saved, the Bid Status would change to “Technical Bid Saved” after saving Cover 1 and “Price Saved” after Saving Cover 2. To edit your technical/price bid, click on the links “Techno-Commercial” and “Price” Respectively .

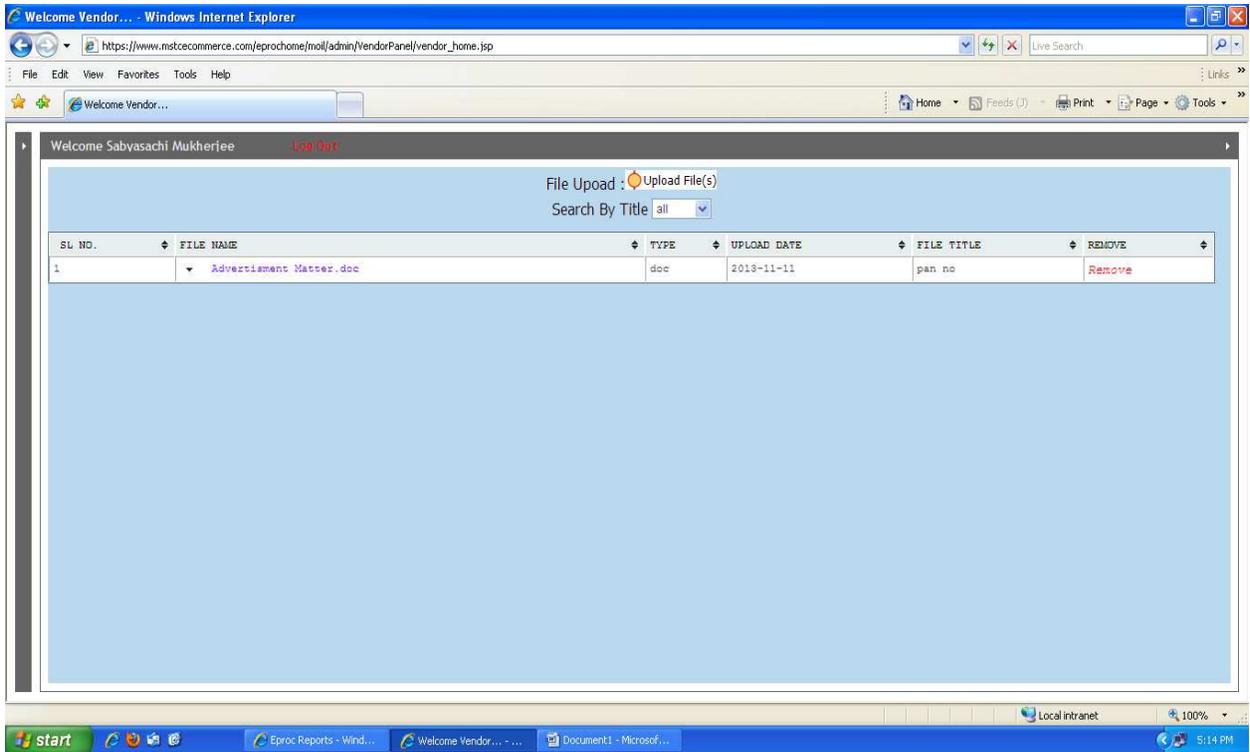
To quote the price bid, click on the link “Price” under cover 2. As you fill the required fields, the system displays the site cost per unit and total site cost as alerts. The price bid can be saved and edited subsequently through the same link.

To upload & attach documents

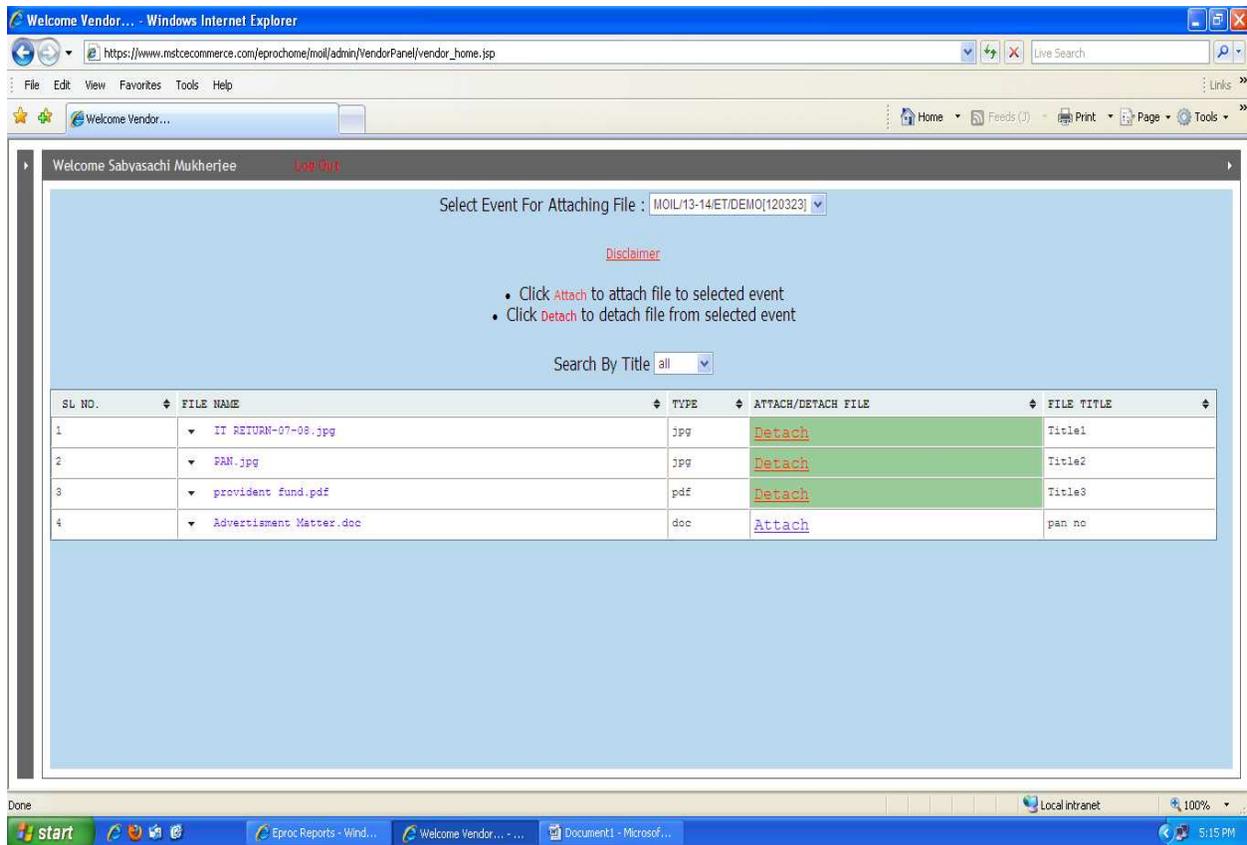


Please select the Upload documents link from My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.

Once documents are uploaded in the library, vendors can attach documents through **Attach Document** link against the particular tender.



Documents can be removed from the library also.



In the attached document link, Documents already uploaded, will be available. Vendors just need to select the particular tender and click attach against the documents which are required. Vendors may detach the documents also if required.

Documents once uploaded can be used for multiple tenders and need not be re-uploaded for each tender separately.

Documents need to be attached with tenders; otherwise such documents will not be available to buyer for downloading against any tender.

Once the technical and price bids have been filled and documents have been uploaded and you feel that you won't edit them any further, you are required to submit the bid by clicking on Final submission button provided at the extreme right against each lot. Once the said button is clicked and the data is digitally signed with bidder's Digital Signature, the bid stands submitted and no further editing of the bid is possible thereafter. The screen will appear to read as Bid Already Submitted and the links for Technical and Price Bids will get disabled.

Bidders will receive an acknowledgement mail in their registered email id against each tender after final submission against each lot

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, no further editing of bid or uploading of documents is possible.**
- (b) A bid can be submitted upto 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 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 his bid after final submission he may do so by clicking the “Delete Bid” button and re-submit his bid**