

Bidders' Help Manual for availing Preferential Benefits in IOCL E-Tendering Portal

IOCL has “Preferential Bidding Module” in its E-Tendering portal (<https://iocletenders.nic.in/nicgep/app>) which will allow bidders to claim preferential benefit as per his preferential category while participating in a tender in the system itself. **Bidders who do not claim preferential benefit at the designated section of the portal while participating in the tender, will not be considered for any preferential benefit in that tender.**

There are three preferential categories in the portal:

- Purchase Preference to MSEs against PPP 2012
- Public Procurement Preference to Make in India (PPP-MII order 2017)
- Domestically manufactured electronic products (DMEP)

Tender Inviting Authority reserves the right to allow one or more or none of the above preference categories in his tender as per Tender Terms and Conditions.

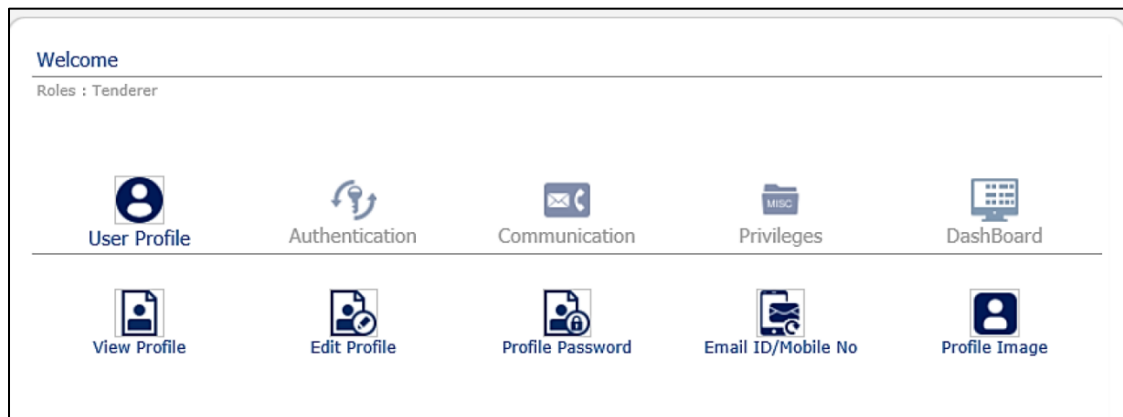
1. Profile Updation:

In the tenders where “Preferential Bidding” is allowed, Bidders will be able to claim preferential benefit only if they have declared themselves as preferential bidder in their profile. In view of the same, all the existing bidders are advised to edit their profile and declare themselves as preferential bidder. Detailed Process to update profile is as given below:

1.1 For existing Bidders:

All the preferential bidders already registered in IOCL E-Tendering portal (<https://iocletenders.nic.in/nicgep/app>) must edit their profile and update their preferential status as shown below:

- a) Click on **My Account** menu and go to **User Profile** and **Edit profile** Option as shown below:



- b) Declare himself as **Preferential Bidder** and define your preferential category from the available list as shown below:

Corporate Users → Edit

Login ID:
User Type:
GEPID:

Company Details

Company Name / Licence Holder Name *

Preferential Bidder: ☒ Yes

Preference Category* **-Select-**

If you have selected MSME or Startup Company in India Icon under My Accounts--> Privileges menu and complete registration

Domestically Manf. Electronic Products (DMEP)
PPP-MII Order 2017
Purchase Preference to MSEs against PPP 2012

Registration Number *

Registered Address*

1.2 New Bidders:

While registering in the portal as new bidder using **"Online Bidder Enrolment"** option available in homepage, bidders will get option to declare themselves as **Preferential Bidder** and define their **preferential category** from the available list as shown below:

Online Enrollment of Corporate/Bidder

Login Id *

Enter email address for login id. eg: abc@nic.com
(Care may be taken to enter valid e-mail ID. This information will be kept confidential. The login ID cannot be modified once registered.)

Correspondence Email*

(Correspondence Email ID can be same as your Login ID.)

Mobile* **-Select-**

Email ID and Mobile No Policy

Email and mobile must comply following requisites,

1. As Mobile and Email are the modes of correspondence, ensure that mobile no and email id provided are correct.
2. The verification codes are valid for 900 seconds from the time Send Verification Code is clicked.

Company Details

Company Name / Licence Holder Name *

Preferential Bidder: ☒ Yes

Preference Category* **-Select-**

If you have selected MSME or Startup India Icon under My Accounts--> Privileges menu and complete registration

Domestically Manf. Electronic Products (DMEP)
PPP-MII Order 2017
Purchase Preference to MSEs against PPP 2012

Registration Number *

Registered Address*

Name of Partners / Directors

2. Bidding in Tender with Preferential Bidding

In Tenders with “**Preferential Bidding**” module, its details will be visible in the Tender details in the portal along with “Preference categories” applicable as per tender Terms and Conditions.

E.g. in below sample tender, Preferential bidding is enabled with all three preference categories.

Work Item Details			
Title	Test Tender		
Work Description	Test Tender		
Pre Qualification Details	Please refer Tender documents.		
Independent External Monitor/Remarks	NA		
Show Tender Value in Public Domain	No		
Tender Value in ₹	0.00	Product Category	Administration and Welfare works
Contract Type	Tender	Bid Validity(Days)	30
Location	test	Pincode	123456
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA
Should Allow NDA Tender	No	Allow Preferential Bidder	Yes
Preferential Bidder Category			
S.No	Preference Category	Tolerance Percentage	
1.	PPP-MII Order 2017	20.00	
2.	Purchase Preference to MSEs against PPP 2012	15.00	
3.	Domestically Manf. Electronic Products (DMEP)	20.00	

2.1 Bid Submission by bidders who have declared themselves as “Preferential Bidder” and tender allows Preferential Bidder:

- When bidder proceeds for bid submission in Tender with Preferential Bidding, his own preferential credentials (as updated in his profile) will be visible in his profile as shown below:

Bidder Details →

Company Details			
Login ID	cbtck1@cbtc.com		
Company Name / Licence Holder Name	CBTCK1	Registration Number	12345658
Preferential Bidder	Yes	Preference Category	Purchase Preference to MSEs against PPP 2012
Establishment Year	2021	Nature of Business	IT
Legal Status	Limited Company	Company Category	Others
City	Gurgaon	State	Haryana
Postal Code	122001	PAN Number	AESTG2458A

Bidder Pre Registration Details

Bidder Pre Registered With : NA

Contact Details	
Title *	Mr <input type="text"/>
Contact Name*	<input type="text"/>
Correspondence Email*	<input type="text"/>
Designation	<input type="text"/>
Phone	-Select- <input type="text"/> <input type="text"/>
Mobile*	IND (91) <input type="text"/>

In this tender, bidder will be able to claim preferential benefit as per **Preference Category** updated in his profile and visible in above screen.

If bidder wishes to avail preferential benefit by changing the Preference category, he must update the same in his profile as mentioned at point 1.1 above and Proceed as per following:

At the time of bid submission, bidder need to click "Profile" and click "Show My Latest Profile" to fetch the latest profile of the bidder.




Organisation Chain :

Tender Reference Number :

Tender ID :

Tender Title :

Bid Process List

S.No	Bid Process	Action
1	ITE Details	
2	Profile	
3	Avail Preferential Bidder Option	

Bid Payment Details

S.No	Fee Type	Actual Fee (Inclusive of Taxes)	Exempted Fee	Fee To Be Paid	Paid Fee	Edit Exemption
1	Emd Fee	1,33,000 (INR)	0.00	1,33,000 (INR)	0.00	

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Bidder Details →

Show My Latest Profile

Company Details

Login ID	cbtck1@cbtc.com	Registration Number	12345658
Company Name / Licence Holder Name	CBTCK1	Preference Category	Nil
Preferential Bidder	No	Nature of Business	IT
Establishment Year	2021	Company Category	Others
Legal Status	Limited Company	State	Haryana
City	Gurgaon	PAN Number	AESTG2458A
Postal Code	122001		

Bidder Pre Registration Details

Bidder Pre Registered With : NA

[Show My Latest Profile](#)

Company Details			
Login ID	cbtck1@cbtc.com		
Company Name / Licence Holder Name	CBTCK1	Registration Number	12345658
Preferential Bidder	Yes	Preference Category	PPP-MII Order 2017
Establishment Year	2021	Nature of Business	IT
Legal Status	Limited Company	Company Category	Others
City	Gurgaon	State	Haryana
Postal Code	122001	PAN Number	AESTG2458A

Bidder Pre Registration Details
 Bidder Pre Registered With : NA

- b) In the next step, bidder will click on “**Avail Preferential Bidder Option**” and claim **preferential benefit** and upload the supporting document if he is meeting the Tender T&C for preferential benefit under his preference category as shown below:

➤ **My Tenders** ➤ 2019_COIS_106258_1 ➤ Transaction Message

Organisation Chain :
 Tender Reference Number :
 Tender ID :
 Tender Title :

Bid Process List		
S.No	Bid Process	Action
1	ITE Details	✔
2	Profile	✔
3	Avail Preferential Bidder Option	⚙

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PREFERENTIAL BIDDER DETAIL

Organization Chain :

Tender Reference Number :

Tender ID :

Tender Title :

Preference Category : Purchase Preference to MSEs against PPP 2012

Avail Preferential Bidder Option: ☒ Yes ☐ No

Only pdf files are permitted to upload.

Upload Preference Document *

Back Save

Note

- If you want to Change Preference Category go to Edit profile

- c) In this case when bidder proceeds to freeze his bid, his claim for preferential benefit will be visible in **Bid Preparation Confirmation** page as shown below.

BID MANAGEMENT

Bid Preparation Confirmation Back

Bid Information

Organisation Chain :

Tender Reference Number :

Tender ID :

Tender Title :

Bid Submission Closing Date :

Avail Preferential Bidder Option : Yes

Preferential Bidder Document Details

S.No	File Name	File Size (KB)	Preference Name	Tolerance Percentage
1	TestFile.pdf	235.56	Purchase Preference to MSEs against PPP 2012	15.00

Uploaded Documents

S.No	Packet Type	File Name	Description	File Size (KB)	File Hash
1	Fee/PreQual/Technical	1.pdf	Commercial Documents	724.00	2sRM3VKSOgKTHk6K9y5kAGRBPZk=
		2.pdf	Technical Documents	724.00	2sRM3VKSOgKTHk6K9y5kAGRBPZk=
		BOQ_75281.xls	Bid Documents	352.00	ShI4W5zdb7znxbdv3ZycK3JHQTl=
		2a.pdf	BQC Documents	305.00	6A/Hm20EkmbGVN77AzRd2hsWQVg=
		a2.pdf	Technical Offer Check List as per Annexure 5 of MR and Clause 3.29 of NIT	193.00	ToIvJHURpJx4KTZqgQ2xhVoXm1s=
2	Finance	BOQ_163374.xls	BOQ	318.00	ymyihUNzC8SW+Dd9LbWY841lcUw=

Stagewise Bid Status

Tender Stages	Result
ItemWise Technical Evaluation	
ItemWise Technical Evaluation	✓

Submit / Freeze Bid

- d) And Even If bidder has declared himself as "Preferential Bidder" in his profile and has selected "No" in Avail Preferential Bidder Option, then the bidder will be considered as

Normal bidder only same will be visible in **Bid Preparation Confirmation** page as shown below:

PREFERENTIAL BIDDER DETAIL

Organization Chain :

Tender Reference Number :


Tender ID :

Tender Title :

Preference Category : Purchase Preference to MSEs against PPP 2012

Avail Preferential Bidder Option: ☐ Yes ☒ No

[Back](#) [Save](#)

 **Note**

* If you want to Change Preference Category go to Edit profile

Bid Preparation Confirmation [Back](#)

Bid Information

Organisation Chain :

Tender Reference Number :

Tender ID :

Tender Title :

Bid Submission Closing Date :

Avail Preferential Bidder Option : No

Uploaded Documents

S.No	Packet Type	File Name	Description	File Size (KB)	File Hash
1	Fee/PreQual/Technical	TestFile1.pdf	Tech Bid	87.00	+eWOr6GzT+WBpW8jX/6nKq4yk8=
2	Finance	BOQ_116982.xls	BOQ	267.00	nT/rDQFtbMRfQxMQI2M/IGfn6xE=

[Submit / Freeze Bid](#)

NOTE:

Bidders are advised to check the preference category available in tender and preference category in the bidders' profile.

- Only if both matches, bidder will be allowed to upload the preference document.
- In case of mismatch NO SCREEN will be visible to upload preference document.

2.2 Bid Submission by bidders who have NOT declared themselves as "Preferential Bidder" and tender allows Preferential Bidder:

Bidder who has not declared himself as "Preferential Bidder" in his profile, will when proceed for bid submission against that tender, he will receive below pop-up message after his profile verification.

My Tenders → 2019_COIS_106258_1 → Transaction Message

Organisation Chain :
Tender Reference Number :
Tender ID :
Tender Title :

Bid Process List		
S.No	Bid Process	Action
1	ITE Details	
2	Profile	

Message from webpage

? This tender allow bidders to avail preferential treatment.If you are a preferential bidder, update the necessary details in your profile in My Accounts Menu. Otherwise you will not be considered for preferential benefits.

OK Cancel

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If bidder wants to claim preferential benefit in this tender, he will have to make appropriate changes in his profile as detailed in clause 1.1 above and proceed for bid submission as detailed in clause 2.1 above.

2.3 Bid Submission by Non-Preferential bidders and tender allows Preferential Bidder:

If bidder is NOT a preferential bidder at all, he need not declare himself as preferential bidder and he should proceed for bid submission without claiming any preferential benefit. In this cases, the bidder's Bid Preparation summary will not include any preference details as shown below:

Bid Preparation Confirmation Back

Bid Information

Organisation Chain :
Tender Reference Number :
Tender ID :
Tender Title :
Bid Submission Closing Date :

Uploaded Documents

S.No	Packet Type	File Name	Description	File Size (KB)	File Hash
1	Fee/PreQual/Technical	TestFile2.pdf	tech response	87.00	V6mJxxrMi24r3Ur24/UHhUFLPSU=
2	Finance	BOQ_116263.xls	price bid	283.00	V/Y0K/VwzxEAY3KuRIQPWohJOPDs=
		TestFile4.pdf	comm. response	87.00	V6mJxxrMi24r3Ur24/UHhUFLPSU=

Stagewise Bid Status

Tender Stages	Result
ItemWise Technical Evaluation	
ItemWise Technical Evaluation	

Submit / Freeze Bid

2.4 Tender does not allow preferential bidder

In case tender does not allow preferential bidder (Screen shown below), All bidders including preferential bidder shall be treated as Normal bidder. There will not be any option and/or

screen visible to avail preference and upload preferential document. Bid shall be uploaded like Normal tender

Work Item Details			
Title	Test Tender		
Work Description	Test Tender		
Pre Qualification Details	Please refer Tender documents.		
Independent External Monitor/Remarks	NA		
Show Tender Value in Public Domain	No		
Tender Value in ₹	0.00	Product Category	Administration and Welfare works
Contract Type	Tender	Bid Validity(Days)	30
Location	test	Pincode	123456
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA
Should Allow NDA Tender	No	Sub-category	NA
		Period Of Work (Days)	10
		Pre Bid Meeting Place	NA
		Bid Opening Date	test
		Allow Preferential Bidder	No

My Tenders + 2019_COIS_106258_1 + Transaction Message

Organisation Chain :
Tender Reference Number :
Tender ID :
Tender Title :

Bid Process List		
S.No	Bid Process	Action
1	ITE Details	
2	Profile	

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NOTE :-

- 1) Uploading of preferential document does not guarantee that the bidder shall be given preference. In this case decision of Tender Inviting Authority will be binding on the bidder.
- 2) Once bidder has submitted the bid as non-preferential bidder or has submitted the bid with a particular preference category, he cannot change the category even during Resubmission of bid.

All other steps of bid submission will be as normal bidding procedure.

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