

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the GRSE Ltd. E-Procurement Portal <http://eprocuregrse.co.in> or <http://eprocuregrse.co.in/nicgep/app>, using valid Digital Signature Certificates (Class III Signing). The instructions given below are meant to assist the bidders for registering on the Portal, for downloading NIT documents and uploading their offer online in GRSE e-portal.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the GRSE Ltd. e-Procurement Portal (<http://eprocuregrse.co.in/nicgep/app>) by clicking on the link **“Online bidder Enrolment”** on the Portal **which is free of cost.**
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
- 3) Bidders are advised to register their **valid email id and mobile number** as part of the registration process. These would be used for any communication from the GRSE e-Procurement Portal.
- 4) Upon enrolment, the bidders will be required to register **their valid Digital Signature Certificate (Class III Certificates with signing key)** issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only **one valid DSC should be registered by a bidder.** Please note that the bidders are responsible to ensure that they **do not lend their DSC's to others which may lead to misuse.**
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the e-Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the Portal.
- 2) Once the bidders have selected the tenders they are interested in, these tenders will be moved to the respective 'My Tenders' folder. This would enable the Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account (if any) corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready their bid documents to be submitted before closing date and time as indicated in the tender documents and generally, they can be in PDF / XLS / RAR / DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents (OID)” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log in to the site well in advance for bid submission so that they can upload the bid within the stipulated date and time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard ‘BoQ’ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the ‘BoQ’ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder, HSN/SAC code etc.). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The documents submitted and data entered in e-portal can be viewed by authorized persons only after bid opening. The confidentiality of the bids are maintained using the Secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public

keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Bidders can re-submit/ revise their bid documents till last date/time of bid submission. Hence, bidders are advised to submit their bids early in order to avoid last minute hassles.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to Portal in general may be directed to the 24x7 Portal Helpdesk and on 033-2489 3902
(Monday – Friday 8:30 am to 5:00 pm and Saturday 8:30 am to 1pm)
