



OIL INDIA LIMITED

GUIDELINES TO BIDDERS

FOR

E-PROCUREMENT APPLICATION

E-TENDERING GUIDE FOR BIDDER

<u>TABLE OF CONTENTS</u>		
Sl. No.	Contents	Page No.
1.	Introduction	3
2.	General instructions to bidder for e-tender	4
3.	Pre-requisites	5
4.	Accessing oil's e-tender site	6
5.	Online vendor registration	8
6.	Process for obtaining user ID & password for participation in OIL's E-tenders	8
7.	View and download tender documents	10
8.	Online payment for tender fee/ EMD	15
9.	Procedure for online bid submission flow chart	22
9.1	Create, Save & Encrypt Response	23
9.2	Edit & Decrypt Response	27
9.3	Payment Term & Incoterm	29
9.4	Fill up Questions	31
9.5	Upload Technical Documents	32
9.6	Upload Price Bid	38
9.7	Check and Submit Response	52
10.	Disclaimer	57

1. INTRODUCTION

User manual for viewing, downloading and participation of tenders in oil's e-tender portal

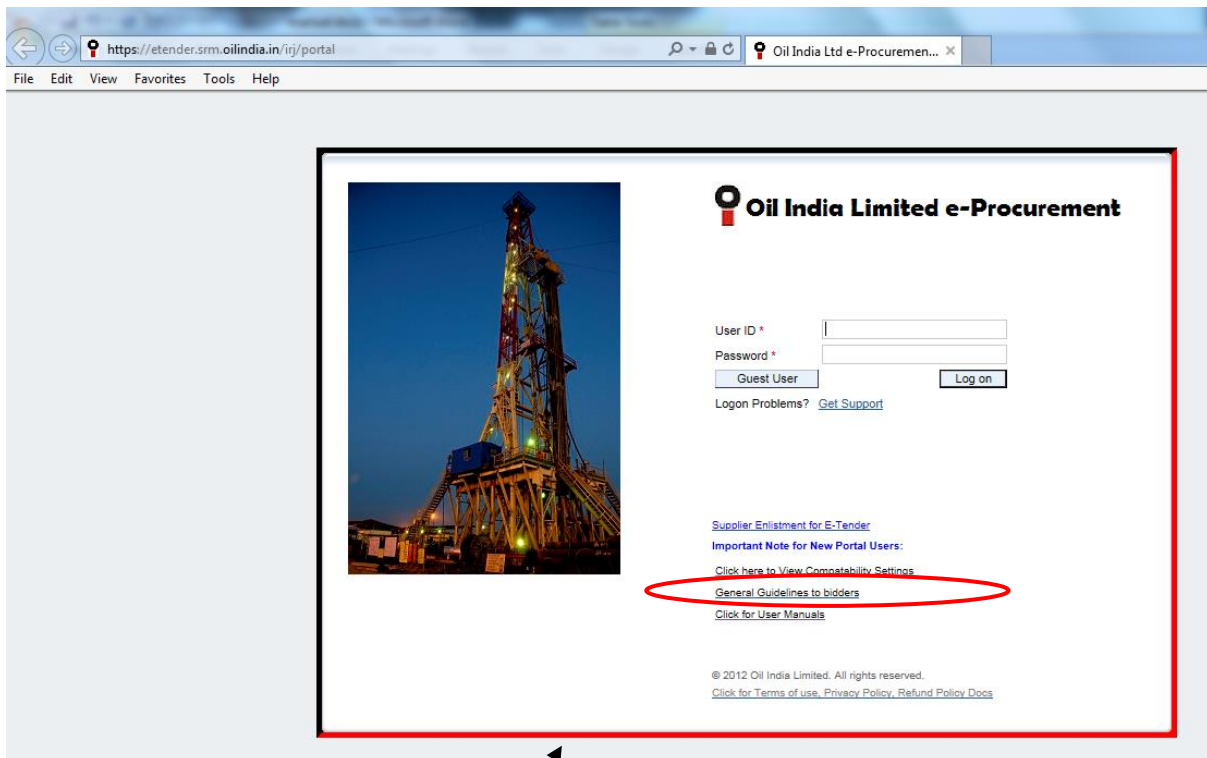
PURPOSE

The Purpose of this document is to educate the bidders about how to view and download the tender details from the OIL's e-tender portal. The steps to be followed for participation and submission of offers.



E-TENDERING GUIDE FOR BIDDER

2. GENERAL INSTRUCTIONS TO BIDDER FOR E-TENDER



Two important documents are uploaded on this webpage:

[Important Note for New Portal Users:](#)
[Click here to View Compatibility Settings](#)
[General Guidelines to bidders](#)

The Compatibility Settings guides about the Internet Explorer Browser setting to work properly the OIL's e-tender portal.

The second is guideline to the bidders about the details of the pre-requisite for the e-tendering in OIL.

Users are requested to go through this document in detail before actually working on the system.

3. PRE-REQUISITES

FOR VIEWING AND DOWNLOADING:

- ✓ OIL's E-Tender Portal runs only on Internet Explorer (IE) 8.0 and above.
- ✓ User should have a valid User ID from OIL for E-Tender Access [Else Guest Login can be used]
- ✓ Tender should have been published in the E-tender Portal.
- ✓ All Open Tender which are **open** can be viewed by all including Guest Users.
- ✓ Limited Tenders meant for specific Vendor can only access through the Login with their User ID, provided the tender is addressed to them.

FOR PARTICIPATION:


- ✓ Bidders should have a valid logon ID and Password.
- ✓ Tender Fee has to be paid as per the Tender requirement.
- ✓ For Open Tenders, bidders need to go to the Individual Tender and Register [Tender wise] for allowing them for participation [Detail Procedure available in the manual under participation]
- ✓ Valid Digital Signature of Class III with Organizations Name along with Encryption Certificate.

For Technical setting and other information please refer “Guidelines to Bidders for participating in OIL” and “FAQ”.

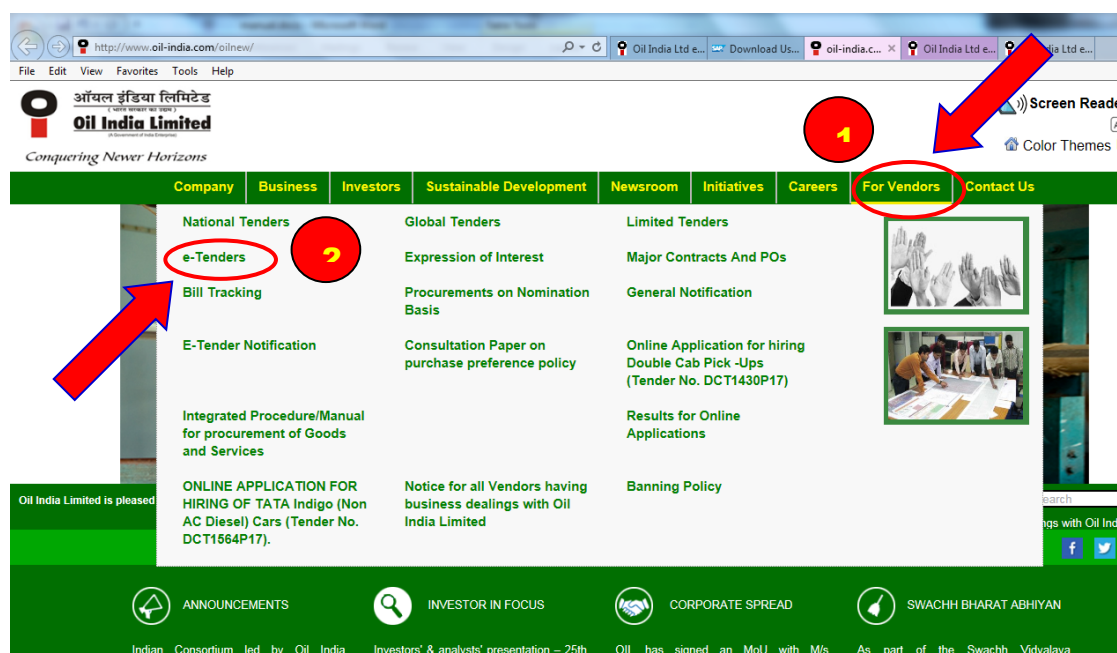
NOTE:

Since, our – tender portal is running on port: 1443, please ask your network team to open the port no. 1443 in the firewall so that the page gets displayed in the browser properly.

4. ACCESSING OIL'S E-TENDER SITE

- Open internet explorer  (IE 8.0 or above)
- Go to Oil India Limited's website : www.oil-india.com
- Go to **"For vendors"** menu and the **"e-tenders"**

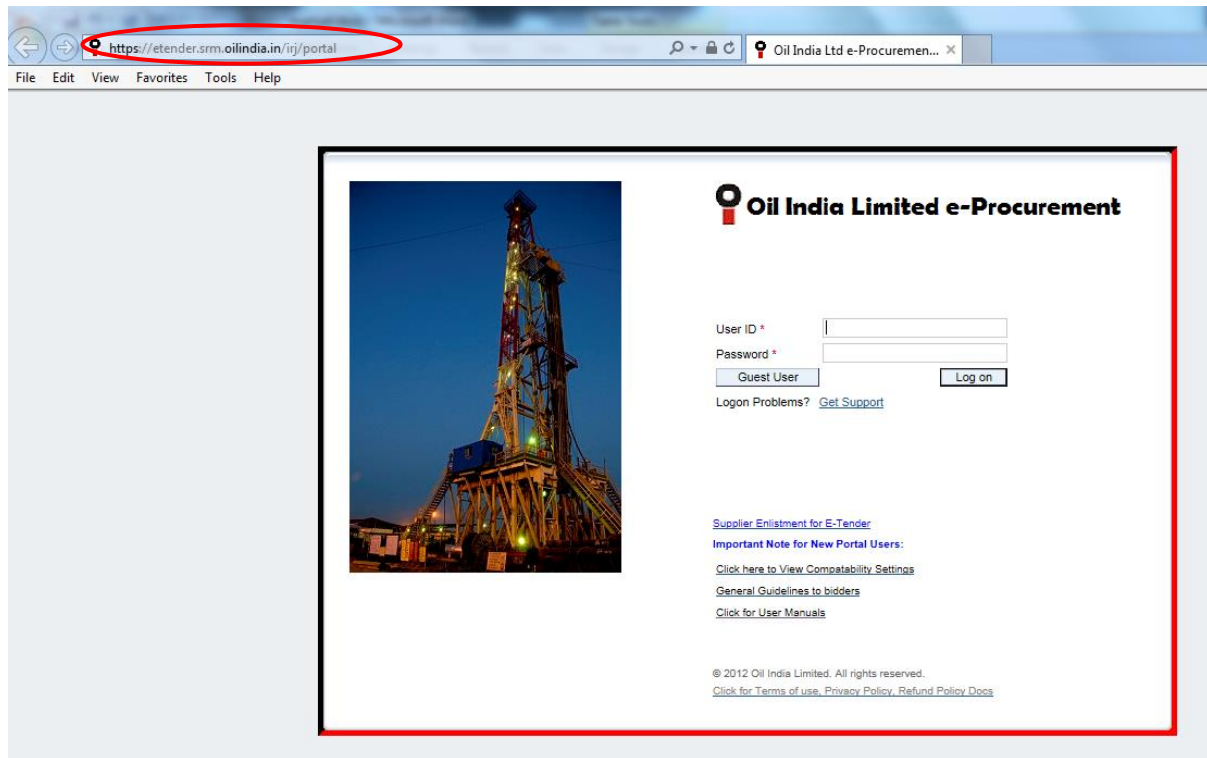
For opening the e-tender Log-on page, one can go through the following path:



Bidder May Access the OIL's E-tender site directly by using the URL:
<https://etender.srm.oilindia.in/irj/portal>

NOTE :

Bidders are requested to use Internet Explorer only for OIL's E-tender



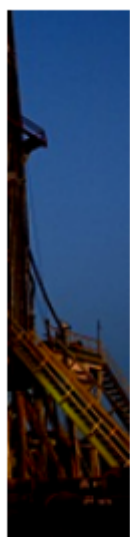
5. ONLINE VENDOR REGISTRATION

- 1) For obtaining User ID and Password, interested bidders are requested to go for Online Registration. Please do go to the url: <https://etender.srm.oilindia.in/irj/portal> And go to the link Supplier Enlistment for E-Tender .Other details can be viewed in www.oil-india.com. Bidders are advised to apply for user ID at least 7 days prior to the last date of tender fee payment for their own interests. User ID's shall be processed **within 4 days**, subject to furnish complete information by the bidder. OIL shall not be responsible for any delays in allocation of user ID/password and other tender related formalities.
- 2) Once the registration is completed initially user id and password will be assigned to the bidder.

6. PROCESS FOR OBTAINING USER ID & PASSWORD FOR PARTICIPATION IN OIL'S E- TENDERS

For participating in Oil India limited e-tenders, all new vendors must get themselves enlisted in Oil India Limited's e-procurement portal through the following steps. **Also, please use only internet explorer IE-8 or above only.**

- 1) Please do go to the url: <https://etender.srm.oilindia.in/irj/portal> and go to the link "Supplier Enlistment" for E-Tender



User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

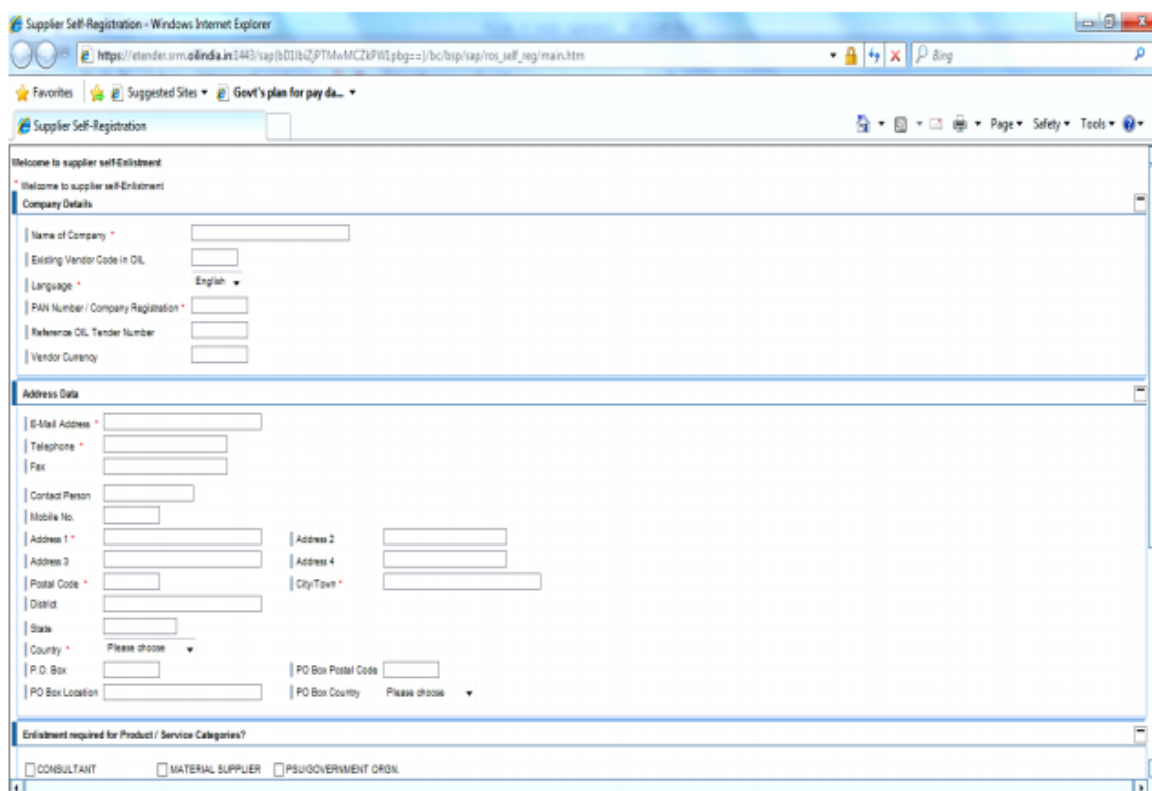
[Important Note for New Portal Users:](#)

[Click here to View Compatability Settings](#)

[General Guidelines to bidders](#)

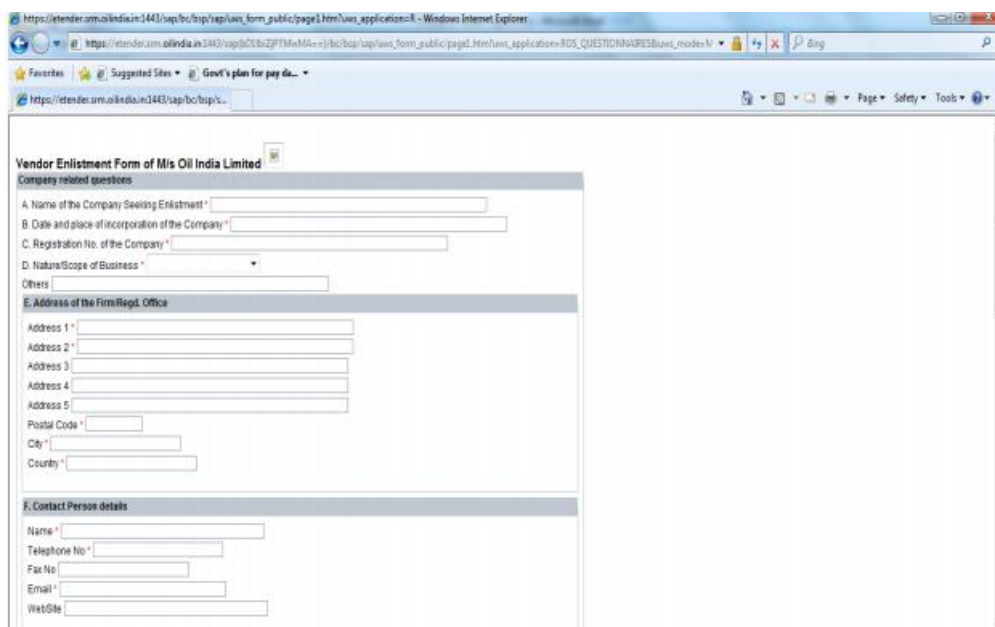
[Click for User Manuals](#)

2) Fill up the details for issuing user ID:



3) Following are the **mandatory** documents to be uploaded during registration:

- a) PAN Card and previous year's audited balance sheet in case of domestic vendor.
 - b) Valid Business License/Company registration certificate (translated to English, if provided in a foreign language) and previous year's audited balance sheet, in case of foreign vendor.
- 4) After submission of the required details, a link for questionnaire form shall be issued to the registered email:

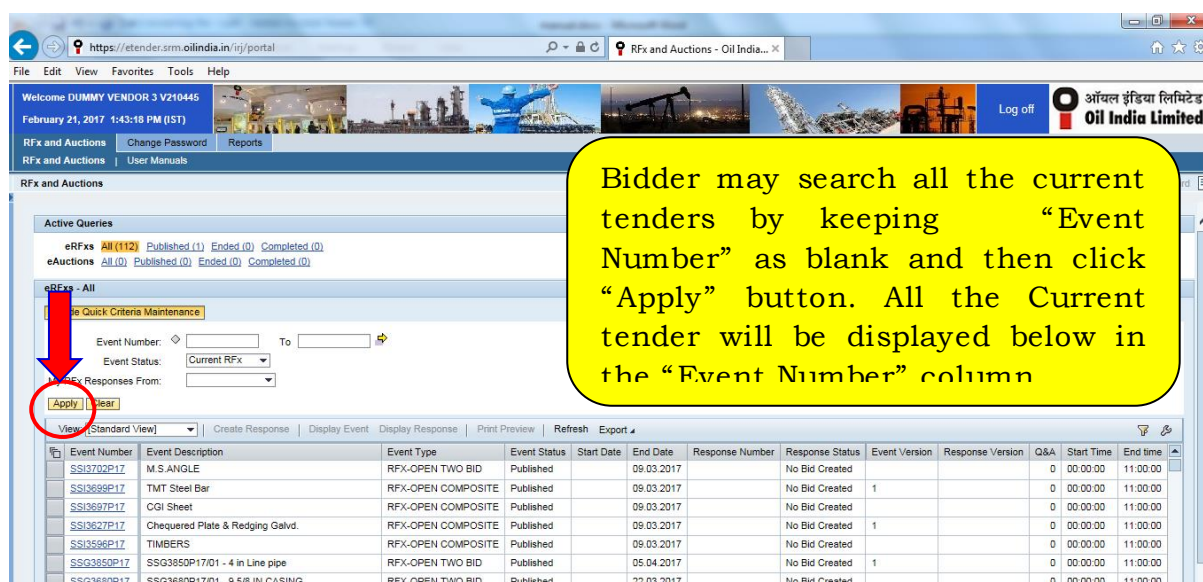


- 5) Please fill up the questionnaire and submit the same to complete the registration process.
- 6) After successful submission of the questionnaire, a request ID shall be generated for correspondence.
- 7) After scrutiny of your documents, 'Vendor code' and 'Password' will be communicated to your e-mail, if the documents are found to be in order.

For, the detailed procedure for payments towards 'Tender Fee' and 'Bid Security/EMD' through 'Payment Gateway', please refer the instructions as incorporated in the tender(s).

7. VIEW AND DOWNLOAD TENDER DOCUMENTS

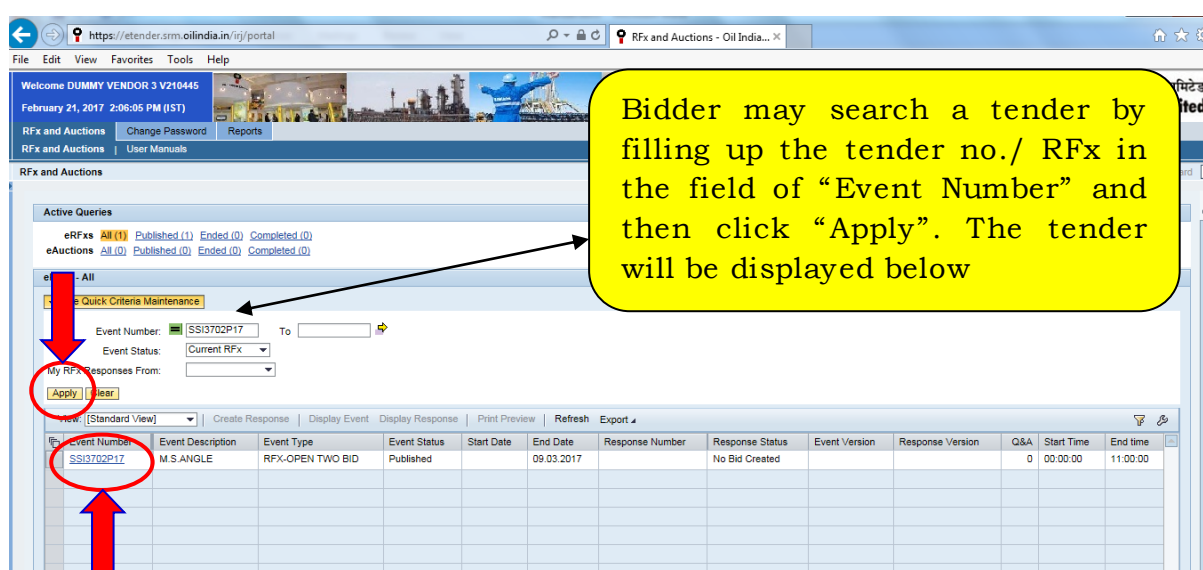
For accessing and participation, e-tender portal user Id and Passwords are issued from OIL. Else, users without having user ID can to use 'Guest' to login into the portal. On Login into the portal, the first page comes as under:



Bidder may search all the current tenders by keeping "Event Number" as blank and then click "Apply" button. All the Current tender will be displayed below in the "Event Number" column

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
SSI3702P17	M.S. ANGLE	RFX-OPEN TWO BID	Published	09.03.2017	09.03.2017		No Bid Created			0	00:00:00	11:00:00
SSI3688P17	TMT Steel Bar	RFX-OPEN COMPOSITE	Published	09.03.2017	09.03.2017		No Bid Created	1		0	00:00:00	11:00:00
SSI3697P17	CGI Sheet	RFX-OPEN COMPOSITE	Published	09.03.2017	09.03.2017		No Bid Created			0	00:00:00	11:00:00
SSI3627P17	Chequered Plate & Redding Galv.	RFX-OPEN COMPOSITE	Published	09.03.2017	09.03.2017		No Bid Created	1		0	00:00:00	11:00:00
SSI3586P17	TIMBERS	RFX-OPEN COMPOSITE	Published	09.03.2017	09.03.2017		No Bid Created			0	00:00:00	11:00:00
SSG3850P17	SSG3850P17/01 - 4 in Line pipe	RFX-OPEN TWO BID	Published	05.04.2017	05.04.2017		No Bid Created	1		0	00:00:00	11:00:00
SSG3880P17	SSG3880P17/01 - 9.5/8 IN CASING	RFX-OPEN TWO BID	Published	22.03.2017	22.03.2017		No Bid Created			0	00:00:00	11:00:00

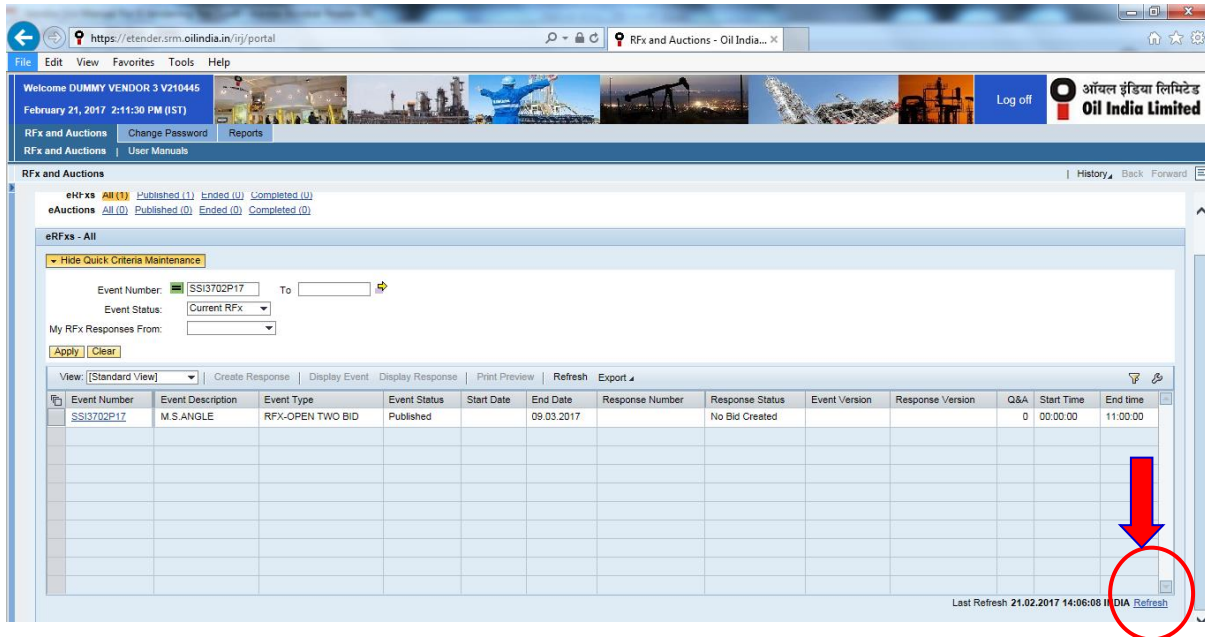
To Search a particular Tender / Rfx Number



Bidder may search a tender by filling up the tender no./ RFX in the field of "Event Number" and then click "Apply". The tender will be displayed below

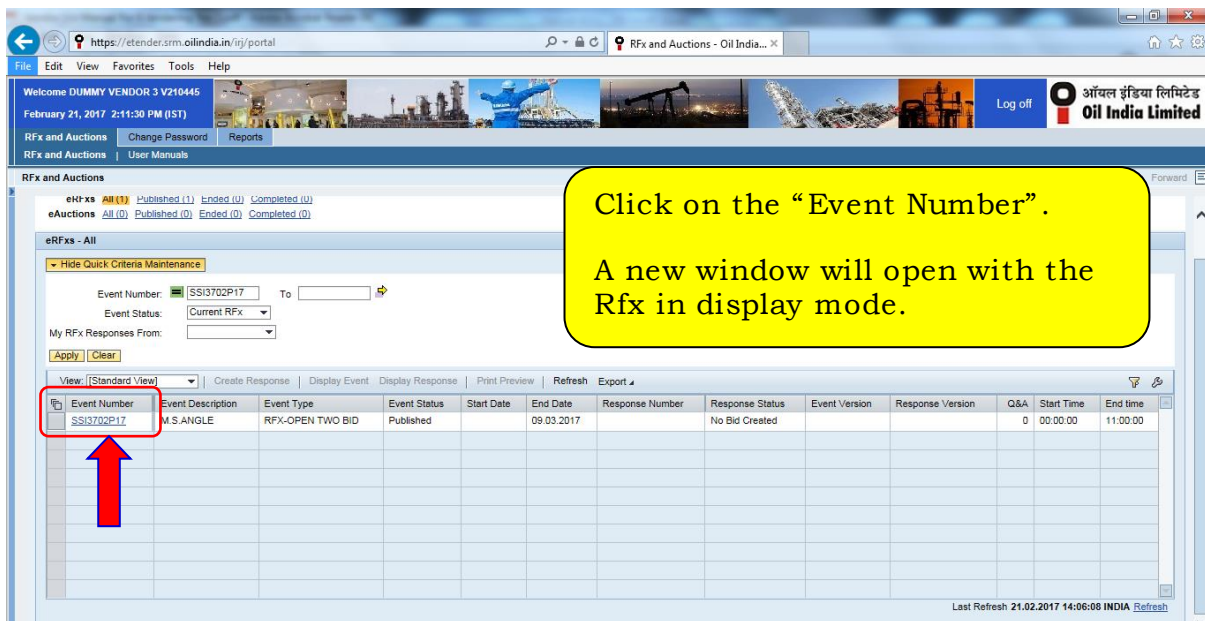
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
SSI3702P17	M.S. ANGLE	RFX-OPEN TWO BID	Published	09.03.2017	09.03.2017		No Bid Created			0	00:00:00	11:00:00

Click on “Refresh” at the bottom of the page to get the updated data.

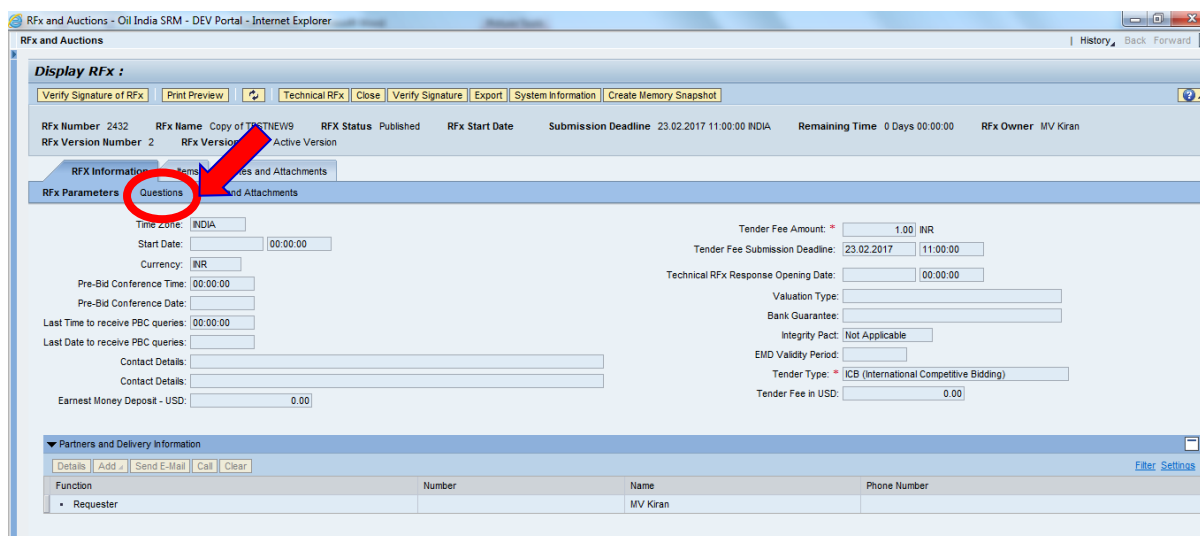


Display Tender [Rfx]

On clicking on the Tender number [In the field of Event No.] [RFX] , a new window will open with the Rfx in display mode.



RFX Display



Display RFX :

Verify Signature of RFX | Print Preview | Technical RFX | Close | Verify Signature | Export | System Information | Create Memory Snapshot

Rfx Number: 2432 | Rfx Name: Copy of TENDERS | Rfx Status: Published | Rfx Start Date: | Submission Deadline: 23.02.2017 11:00:00 INDIA | Remaining Time: 0 Days 00:00:00 | Rfx Owner: MV Kiran

Rfx Version Number: 2 | Rfx Version: Active Version

Rfx Parameters | Questions | Notes and Attachments

Time Zone: INDIA | Tender Fee Amount: * 1.00 INR

Start Date: | 00:00:00 | Tender Fee Submission Deadline: 23.02.2017 11:00:00

Currency: INR | Technical Rfx Response Opening Date: | 00:00:00

Pre-Bid Conference Time: | 00:00:00 | Valuation Type: |

Pre-Bid Conference Date: | Bank Guarantee: |

Last Time to receive PBC queries: | 00:00:00 | Integrity Pact: Not Applicable

Last Date to receive PBC queries: | EMD Validity Period: |

Contact Details: | Tender Type: * ICB (International Competitive Bidding)

Contact Details: | Tender Fee in USD: 0.00

Earnest Money Deposit - USD: 0.00

Partners and Delivery Information

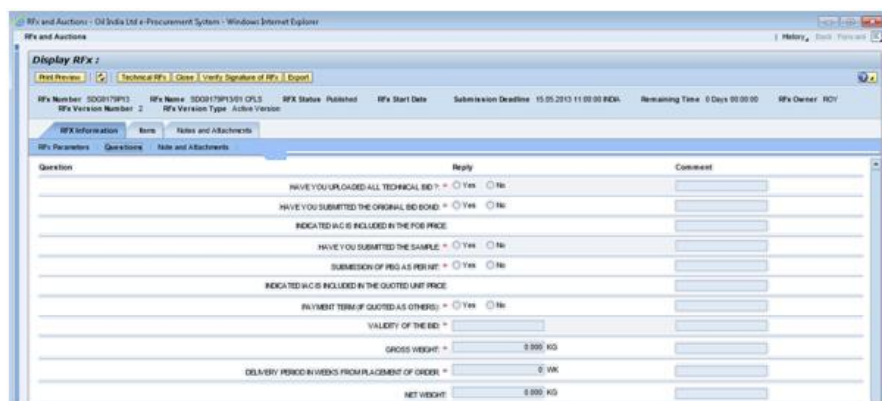
Details | Add | Send E-Mail | Call | Clear | Filter Settings

Function	Number	Name	Phone Number
Requester		MV Kiran	

In the display mode, details are available as submission deadline, opening date, Tender fee, EMD requirements, Integrity Pact etc.

Now “click” on Question area near to Rfx parameter area under Rfx information tab to get all the questions maintained in the RFX.

All the questions whose answers are expected by the vendor to fill are displayed in this area (some of them are mandatory, marked with red star) as per tender requirements.



Display RFX :

Print Preview | Technical RFX | Close | Verify Signature of RFX | Export | System Information | Create Memory Snapshot | Related Links

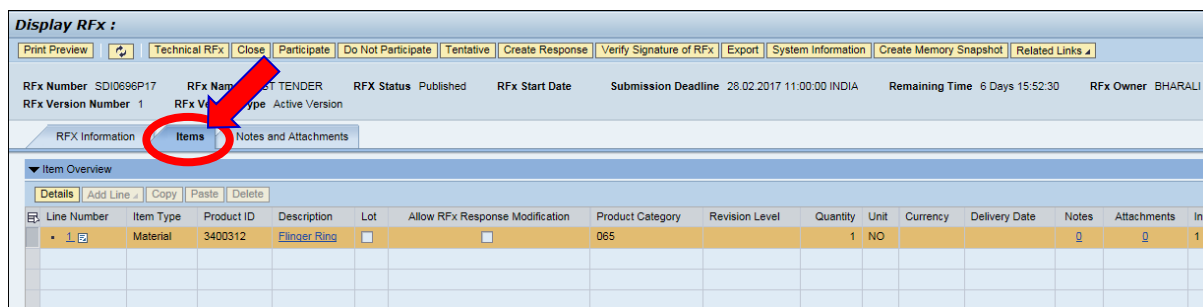
Rfx Number: SD0017SP13 | Rfx Name: SD0017SP13/13 CFS | Rfx Status: Published | Rfx Start Date: | Submission Deadline: 15.05.2013 11:00:00 INDIA | Remaining Time: 0 Days 00:00:00 | Rfx Owner: RDV

Rfx Version Number: 2 | Rfx Version: Active Version

Rfx Parameters | Questions | Notes and Attachments

Question	Reply	Comment
HAVE YOU UNLOADED ALL TECHNICAL BID ? *	<input type="radio"/> Yes <input type="radio"/> No	
HAVE YOU SUBMITTED THE ORIGINAL BID BOND ? *	<input type="radio"/> Yes <input type="radio"/> No	
INDICATED INC IS INCLUDED IN THE FOB PRICE	<input type="radio"/> Yes <input type="radio"/> No	
HAVE YOU SUBMITTED THE SAMPLE ? *	<input type="radio"/> Yes <input type="radio"/> No	
SUBMISSION OF PRO AS PER SET ? *	<input type="radio"/> Yes <input type="radio"/> No	
INDICATED INC IS INCLUDED IN THE QUOTED UNIT PRICE	<input type="radio"/> Yes <input type="radio"/> No	
PAYMENT TERM OF QUOTED AS OTHERS ? *	<input type="radio"/> Yes <input type="radio"/> No	
VALIDITY OF THE BID *		
GROSS WEIGHT *	0.000 KG	
DELIVERY PERIOD IN WEEKS FROM PLACEMENT OF ORDER *	0 WK	
NET WEIGHT *	0.000 KG	

Click on Item tab to view the details of the material and services of the RFX.



Display RFX :

Print Preview | Technical RFX | Close | Participate | Do Not Participate | Tentative | Create Response | Verify Signature of RFX | Export | System Information | Create Memory Snapshot | Related Links

Rfx Number: SDI0698P17 | Rfx Name: TEST TENDER | Rfx Status: Published | Rfx Start Date: | Submission Deadline: 28.02.2017 11:00:00 INDIA | Remaining Time: 6 Days 15:52:30 | Rfx Owner: BHARALI

Rfx Version Number: 1 | Rfx Version: Active Version

Rfx Parameters | Questions | Notes and Attachments

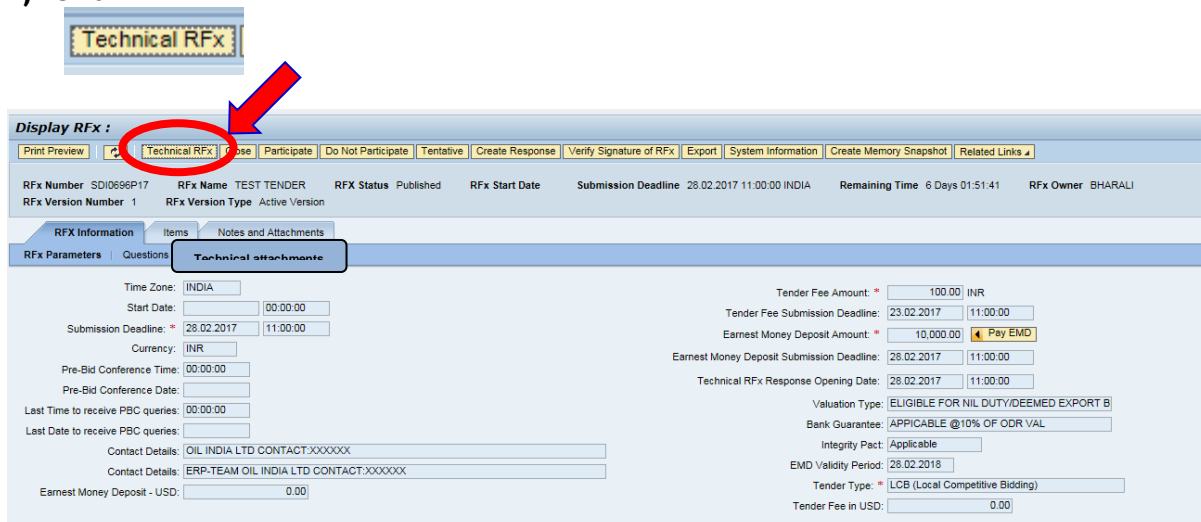
Item Overview

Details | Add Line | Copy | Paste | Delete

Line Number	Item Type	Product ID	Description	Lot	Allow Rfx Response Modification	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Inte
1	Material	3400312	Finger Ring			065		1	NO					1

Download Technical Documents/ Tender Documents

1) Click



Display RFX :

Print Preview **Technical RFX** [Close](#) [Participate](#) [Do Not Participate](#) [Tentative](#) [Create Response](#) [Verify Signature of RFX](#) [Export](#) [System Information](#) [Create Memory Snapshot](#) [Related Links](#)

RFX Number: SDI0696P17 RFX Name: TEST TENDER RFX Status: Published RFX Start Date: Submission Deadline: 28.02.2017 11:00:00 INDIA Remaining Time: 6 Days 01:51:41 RFX Owner: BHARALI

RFX Version Number: 1 RFX Version Type: Active Version

RFX Information **Items** **Notes and Attachments**

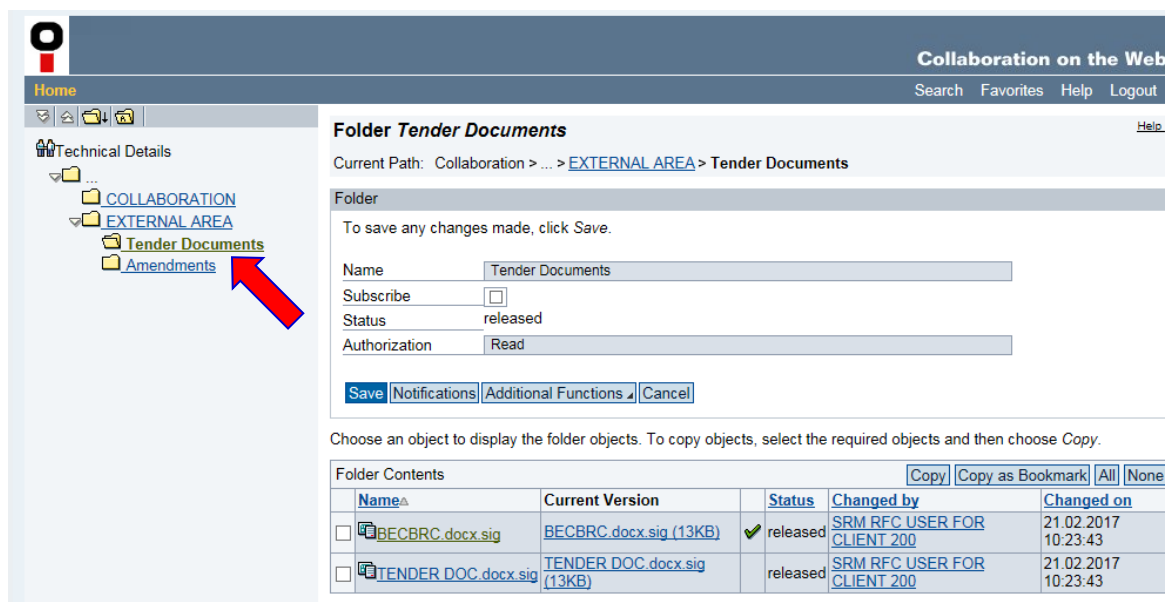
Technical attachments

Time Zone: INDIA Start Date: 28.02.2017 00:00:00 Submission Deadline: 28.02.2017 11:00:00 Currency: INR Pre-Bid Conference Time: 00:00:00 Pre-Bid Conference Date: Last Time to receive PBC queries: 00:00:00 Last Date to receive PBC queries: Contact Details: OIL INDIA LTD CONTACT:XXXXXX ERP-TEAM OIL INDIA LTD CONTACT:XXXXXX Earnest Money Deposit - USD: 0.00

Tender Fee Amount: 100.00 INR Tender Fee Submission Deadline: 23.02.2017 11:00:00 Earnest Money Deposit Amount: 10,000.00 Pay EMD Earnest Money Deposit Submission Deadline: 28.02.2017 11:00:00 Technical RFX Response Opening Date: 28.02.2017 11:00:00 Valuation Type: ELIGIBLE FOR NIL DUTY/DEEMED EXPORT B Bank Guarantee: APPLICABLE @10% OF ODR VAL Integrity Pact: Applicable EMD Validity Period: 28.02.2018 Tender Type: LCB (Local Competitive Bidding) Tender Fee in USD: 0.00

2) This will redirect to the C-folder in following structure. This is the area to view and download the Technical details like Details of Materials, Schedule of Services, BEC/BRC, Terms and Conditions of the Tender, Integrity Pact etc.

Window with Technical Rfx button, system will redirect to the following structure:



Collaboration on the Web

Home Search Favorites Help Logout

Folder Tender Documents [Help](#)

Current Path: Collaboration > ... > [EXTERNAL AREA](#) > Tender Documents

Folder

To save any changes made, click Save.

Name: Tender Documents

Subscribe: ☐

Status: released

Authorization: Read

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

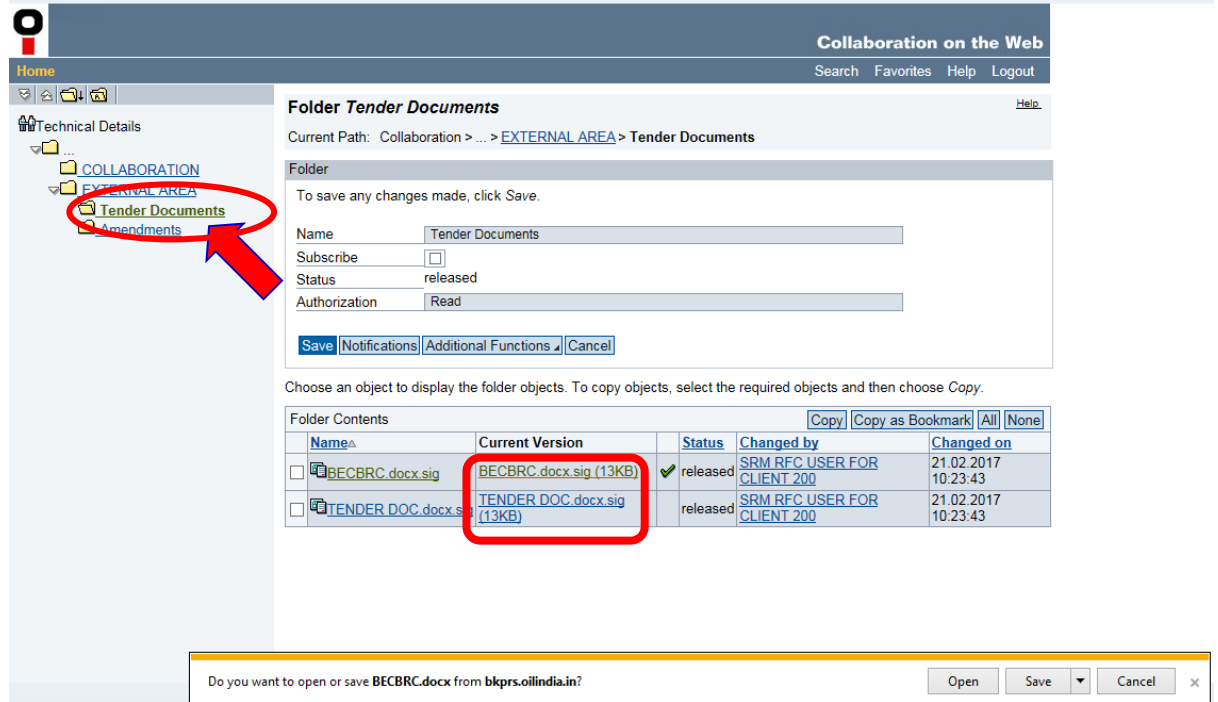
Folder Contents				
Name	Current Version	Status	Changed by	Changed on
<input type="checkbox"/> BECBRC.docx.sig	BECBRC.docx.sig (13KB)	released	SRM RFC USER FOR CLIENT 200	21.02.2017 10:23:43
<input type="checkbox"/> TENDER DOC.docx.sig	TENDER DOC.docx.sig (13KB)	released	SRM RFC USER FOR CLIENT 200	21.02.2017 10:23:43

3) Under **"EXTERNAL AREA"** Folder two folder will be visible:

Tender Documents folder: Contains all relevant documents for the tender

Amendment Folder: Contains all relevant documents for tender amendment.

To open/view/save the file, please click the documents in Current Version



Collaboration on the Web

Home Search Favorites Help Logout

Folder Tender Documents [Help](#)

Current Path: Collaboration > ... > [EXTERNAL AREA](#) > Tender Documents

Folder

To save any changes made, click Save.

Name: Tender Documents

Subscribe: ☐

Status: released

Authorization: Read

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

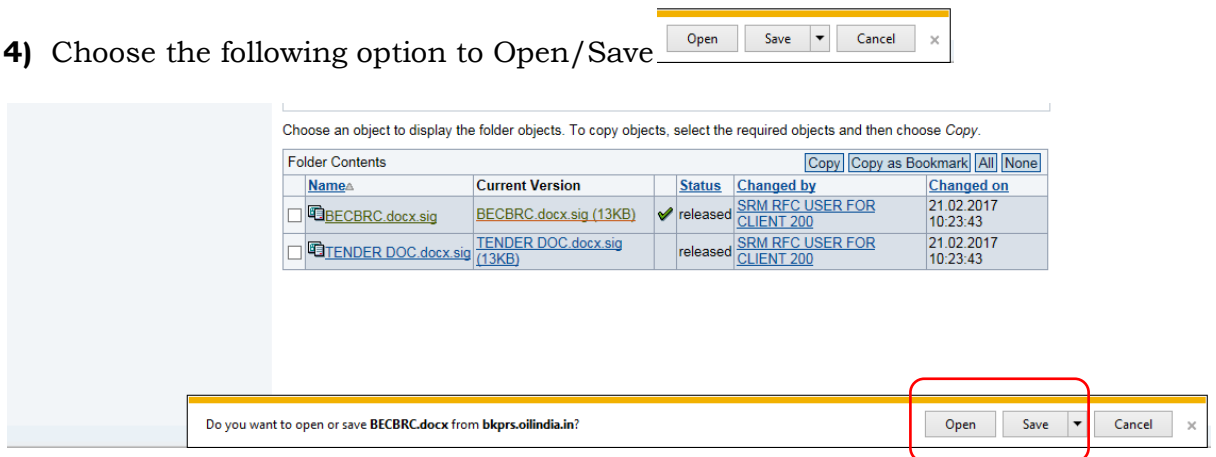
Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents					
Name	Current Version	Status	Changed by	Changed on	
<input type="checkbox"/> BECBRC.docx.sig	BECBRC.docx.sig (13KB)	✓ released	SRM RFC USER FOR CLIENT 200	21.02.2017 10:23:43	Copy Copy as Bookmark All None
<input type="checkbox"/> TENDER DOC.docx.sig	TENDER DOC.docx.sig (13KB)	released	SRM RFC USER FOR CLIENT 200	21.02.2017 10:23:43	

Do you want to open or save BECBRC.docx from bkpr.oilindia.in?

[Open](#) [Save](#) [Cancel](#) [X](#)

4) Choose the following option to Open/Save



Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents					
Name	Current Version	Status	Changed by	Changed on	
<input type="checkbox"/> BECBRC.docx.sig	BECBRC.docx.sig (13KB)	✓ released	SRM RFC USER FOR CLIENT 200	21.02.2017 10:23:43	Copy Copy as Bookmark All None
<input type="checkbox"/> TENDER DOC.docx.sig	TENDER DOC.docx.sig (13KB)	released	SRM RFC USER FOR CLIENT 200	21.02.2017 10:23:43	

Do you want to open or save BECBRC.docx from bkpr.oilindia.in?

[Open](#) [Save](#) [Cancel](#) [X](#)

8. ONLINE PAYMENT FOR TENDER FEE/ EMD



IMPORTANT POINTS TO THE BIDDERS:

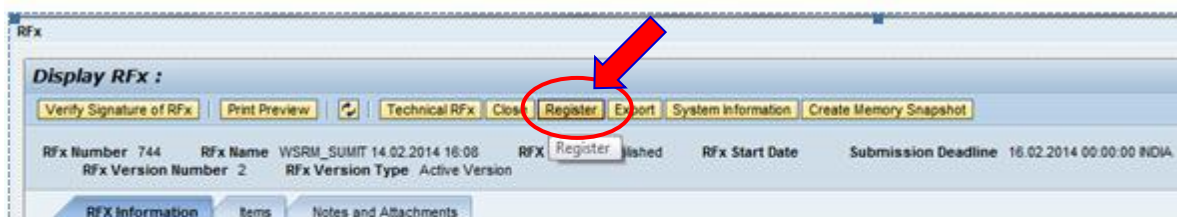
For Open Tenders, bidders need to go to the Individual Tender (After login with own credentials) and Click the Register Button once [Tender wise] for allowing them for participation or for paying Tender Fee on-line. Once the registration is done “PAY TENDER FEE” & “PAY EMD” button will automatically appear.

[Note: In some scenarios, if the bidder doesn't get the Register button, they will get the Create Response button [in that scenario, bidder has already been allowed to participate by the respective purchase department already.]

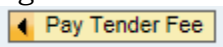
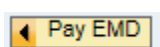
STEPS FOR PAYING ON-LINE TENDER FEE:

Step – I

On the Respective Tender [RFx] , click the “**Register**” Button.



Step – II

After registering in that Tender [RFx] two buttons will be visible - one is for Tender Fee payment  and second is for EMD payment  . Please click on “Pay Tender Fee” button for Paying Tender Fee.

E-TENDERING GUIDE FOR BIDDER

RFx - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

RFx

Display RFx :

☒ You are registered to the RFx, Create Response after Paying Tender Fee.

RFx Number 744 RFx Name WSRM_SUMIT 14.02.2014 16:08 RFx Status Published RFx Start Date Submission Deadline 16.02.2014 00:00:00 INDIA Remaining Time 0 Days 15:00:26 RFx Owner WSRM_SUMIT
 RFx Version Number 2 RFx Version Type Active Version

RFx Information Items Notes and Attachments
 RFx Parameters Questions Note and Attachments Conditions

Time Zone: INDIA
 Start Date: 16.02.2014 00:00:00
 Submission Deadline: 16.02.2014 00:00:00
 Opening Date: 16.02.2014 00:00:00
 Currency: INR
 Pre-Bid Conference Time: 00:00:00
 Pre-Bid Conference Date:
 Last Time to receive PBC queries: 00:00:00
 Last Date to receive PBC queries:
 Contact Details:
 Contact Details:
 Earnest Money Deposit - USD: 0.00

Tender Fee Amount: 10.00
 Tender Fee Submission Deadline: 16.02.2014 00:00:00
 Earnest Money Deposit Amount: 20.00
 Earnest Money Deposit Submission Deadline: 16.02.2014 00:00:00
 Technical RFx Response Opening Date: 16.02.2014 00:00:00
 Valuation Type:
 Bank Guarantee:
 Integrity Pact:
 EMD Validity Period:
 Tender Type: ICB (International Competitive Bidding)
 Tender Fee in USD: 0.00

Tender Fee Amount: * 10.00
 Tender Fee Submission Deadline: 16.02.2014 00:00:00
 Earnest Money Deposit Amount: * 20.00

Step – III

After clicking on “Pay Tender Fee” button one new page would open. In this page Tender [RFx] Fee details are available.

RFx Payment Confirm

Please donot press the refresh button or next button while making payment in browser

RFx No 0000000744
 RFx Description WSRM_SUMIT 14.02.2014 16:08
 Vendor Code V202047
 Amount to be Paid 10.00
 Currency of the Amount INR
 Payment Mode Selection:
 Please Press the Confirm & Pay button to go to Payment Gateway

Under Payment Selection Dropdown two options will be available:

- ✓ Pay through using Debit / Credit Card
- ✓ Pay through Net banking

RFx Payment Confirm

Please donot press the refresh button or next button while making payment in browser

RFx No 0000000744
 RFx Description WSRM_SUMIT 14.02.2014 16:08
 Vendor Code V202047
 Amount to be Paid 10.00
 Currency of the Amount INR
 Payment Mode Selection:
 Please Press the Confir

Step – IV

Based on your selection confirmation button is visible, please click on that and proceed further for payment.

A. Through Debit/Credit Card

RFx Payment Confirm

Please donot press the refresh button or next button while making payment in browser

RFx No 0000000744
RFx Description WSRM_SUMIT 14.02.2014 16:08
Vendor Code V202047
Amount to be Paid 10.00
Currency of the Amount INR
Payment Mode Selection: Pay through Payment Gateway using Debit/Credit Card
Please Press the Confirm & Pay button to go to Payment Gateway

Confirm & Pay through Payment Gateway

B. Through Net Banking

Payment Mode Selection: Pay through Netbanking

Please Press the Confirm & Pay button to go to Payment Gateway

Confirm & Pay through Netbanking


Step-V

After confirmation of payment one mail is sent to your registered mail id with RFx and Transaction ID.

Step-VI

Based on your selection please proceed with the payment process.

A. Through Debit/Credit Card




AXIS BANK

TEST MODE

Merchant name: Oil India LTD

Select your preferred payment method

Pay securely using SSL+ by clicking on the card logo below:

Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.

SECURE PAYMENTS POWERED BY DIALECT

E-TENDERING GUIDE FOR BIDDER



TEST MODE

Merchant name:

Oil India LTD

Enter your card details



MasterCard: You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date :: / month/year

Security Code ::

The 3 digits after the card number on the signature panel of your card.



Purchase Amount :: INR 10.00

PAY NOW

MasterCard.
SecureCode.

I hereby authorise the debit to my MasterCard Account in favour of Oil India LTD



TEST MODE

Merchant name:

Oil India LTD



Please wait while your payment is processed

Please wait...

The server is processing your payment using MasterCard for the value of INR 10.00.

Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.

SECURE PAYMENTS POWERED BY DIALECT



TEST MODE

Merchant name:

Oil India LTD



Please wait while your payment is processed

Please wait...


The server is processing your payment using MasterCard for the value of INR 10.00.

Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.

SECURE PAYMENTS POWERED BY DIALECT

E-TENDERING GUIDE FOR BIDDER

B. Through Net Banking




Please Press the Make Payment Button to pay through Netbanking.

Transaction Number:	1001000000000000278
Order Amount :	3.00
Currency:	INR
First Name:	V200205
Last Name:	test1
Email:	test@test.com
Phone No:	1234567890

Make Payment

Copyrights © 2012 Citrus.


Citrus Checkout
 Faster checkout for Citrus members (What's this?)

tedgdst@test.com

☒ Stay signed in | [Edit my settings](#)

Pay Now

Order Summary
 Merchant : OIL INDIA LIMITED
 Amount : 3.00 INR

Guest Payment (See b Please Enter Valid First Name count)

* Name: V200205 test1

* Email: test@test.com

* Address: Percy Evans Road
 India
 Duliajan 786602 Assam

* Mobile: 1234567890

Guest Checkout
 * Pay Using: ☒ Net Banking
 Bank Name:

E-TENDERING GUIDE FOR BIDDER

Select the Banking gateway

☒ Net Banking

Bank Name: Select Bank

Optional: Enter your Citrus like to save the details of the account.

Account Password:

(Dropdown menu options: Select Bank, Bank of India, Central Bank of India, Federal Bank, ICICI Bank, Indian Overseas Bank, United Bank of India, Vijaya Bank)

Make Payment

After selecting the Bank, click on
It will lead you to the Bank Gateway based on the bank selected.
In the example, we have shown ICICI bank Page.

<https://infinity.icicibank.co.in/BANKAWAY?TWQ> Payment Login

ICICI Bank

Payment through ICICI Bank

☒ ICICI Bank Savings A/c ☐ b2 - digital banking A/c

Payments made using this facility can NOT be stopped or modified.

Your User ID:

Password:

☐ Use virtual keyboard (Recommended)

Payment Login


After payment process is complete, it returns back to SRM with Payment details.

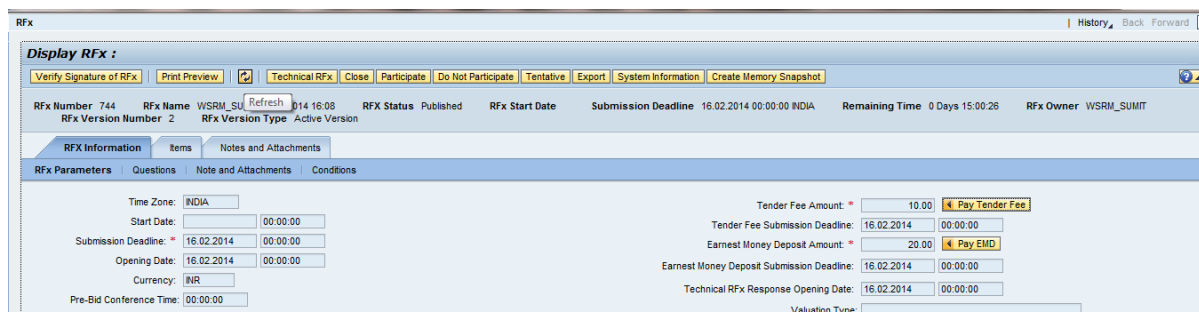
Status of Payment Gateway

Status of Payment	Transaction Successful
Transaction No	404614461196
Amount in Payment Gateway	10.00
Currency	INR
RFx No	0000000744
Vendor Code	V2000000
Mode of Payment	Payment Gateway using Debit/Credit Card

OK


Step-VII

Click on  button

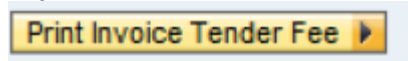


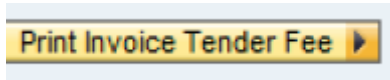
The screenshot shows the 'Display RFX' window. At the top, there are buttons: 'Verify Signature of RFX', 'Print Preview', 'Technical RFX', 'Close', 'Participate', 'Do Not Participate', 'Tentative', 'Export', 'System Information', and 'Create Memory Snapshot'. Below these, the RFX details are listed: RFX Number 744, RFX Name WSRM_SU, RFX Version Number 2, RFX Version Type Active Version, RFX Status Published, RFX Start Date, Submission Deadline 16.02.2014 00:00:00 INDIA, Remaining Time 0 Days 15:00:26, and RFX Owner WSRM_SUMIT. The 'RFX Parameters' tab is selected, showing fields for Time Zone (INDIA), Start Date (16.02.2014 00:00:00), Submission Deadline (16.02.2014 00:00:00), Opening Date (16.02.2014 00:00:00), Currency (INR), Pre-Bid Conference Time (00:00:00), Tender Fee Amount (10.00), Tender Fee Submission Deadline (16.02.2014 00:00:00), Earnest Money Deposit Amount (20.00), Earnest Money Deposit Submission Deadline (16.02.2014 00:00:00), Technical RFX Response Opening Date (16.02.2014 00:00:00), and Valuation Type. Buttons for 'Pay Tender Fee' and 'Pay EMD' are visible next to the respective amounts.

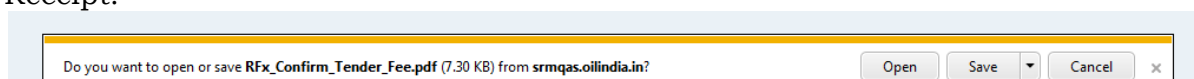
Step-VIII

Click on refresh button  to Refresh the Page and get the correct status. Once

Payment of Tender Fee is successful, pay tender fee button will be

**Step-IX**

Click on  and “Open” or “Save” to get the Payment Receipt.

**Step-X**

PDF is getting generated with payment details.

Step-XI

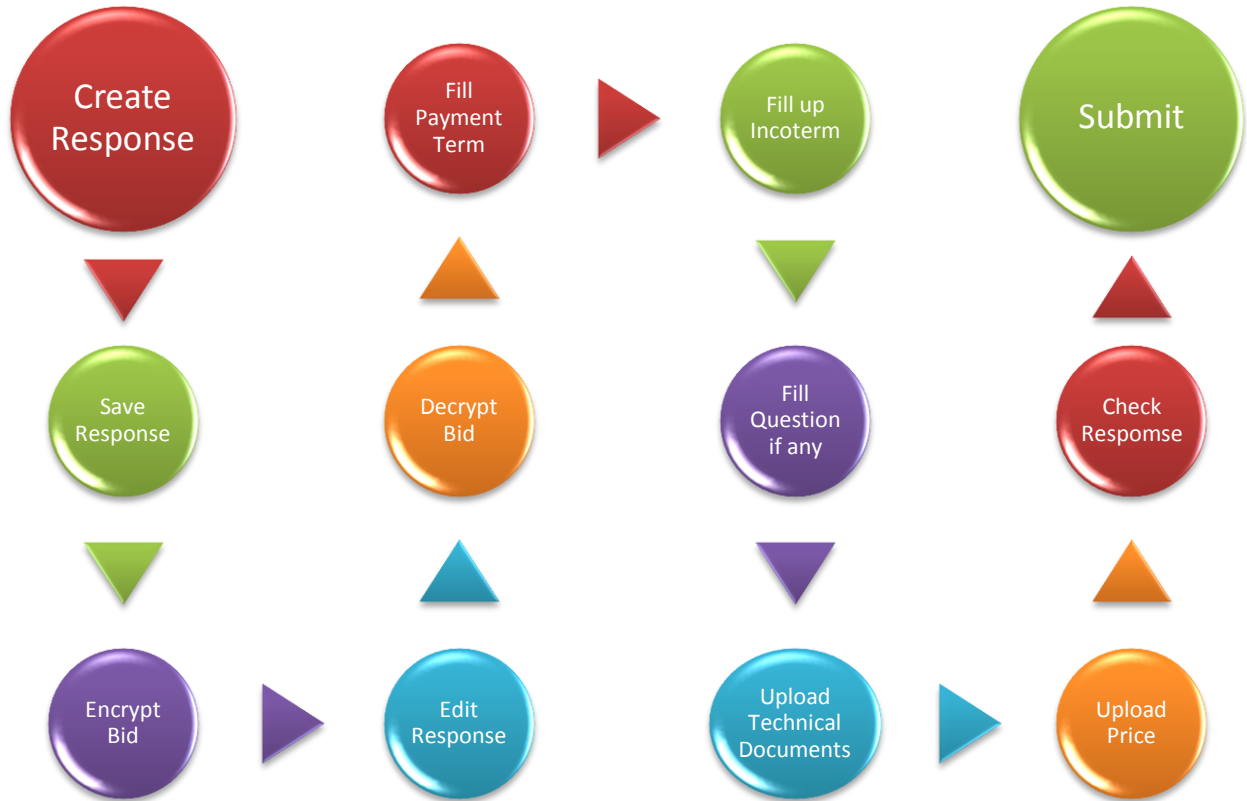
Once Payment is successful, you should get one mail with RFX and payment details. “**Create response**” button is also enabled. Click on that for further response creation. Follow the further Steps from the option **Create Response For the Tender**.

NOTE:

In case of a failed transaction for tender fee payment [vendor failed to get the create response button, although payment deducted from the card/bank account], the vendor will have to initiate the payment process again. Duplicate payment if any will be refunded. For details please refer “Important Points for the Bidders for on-line Payment”

For exemption of tender fee/ EMD , please submit the NSIC/MSME Certificate etc to contact details mentioned under RFX Details. In that scenario, bidder has been allowed to participate by the respective purchase department and “CRETE RESPONSE” button will be appeared only when exemption of tender fee is maintained by purchaser in system.

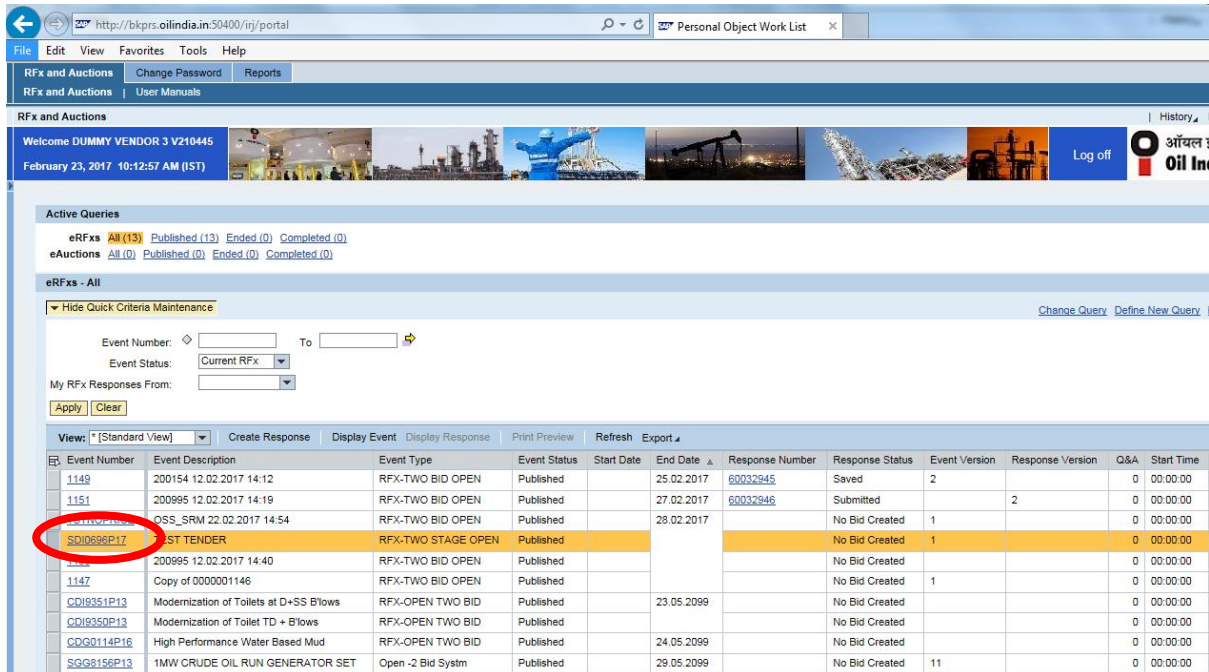
9. PROCEDURE FOR ONLINE BID SUBMISSION FLOW CHART



E-TENDERING GUIDE FOR BIDDER

CREATE, SAVE & ENCRYPT RESPONSE

1. Click on the SDI0696P17 <**TENDER NO.**>link.



Active Queries

eRFxs: All (13) Published (13) Ended (0) Completed (0)

eAuctions: All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

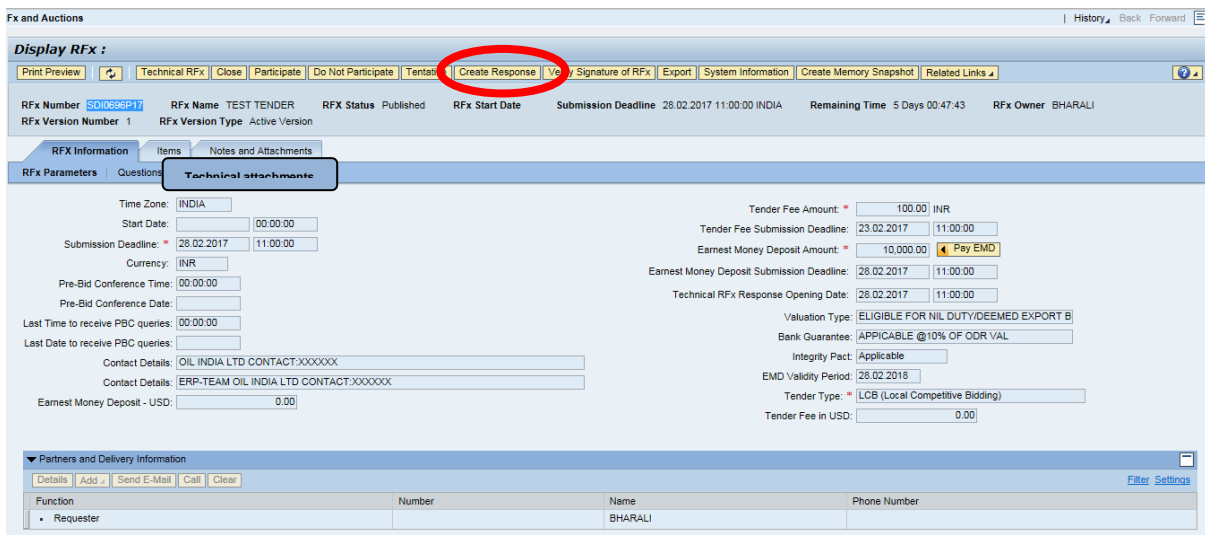
My RFX Responses From:

Apply Clear

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time
1149	200154 12.02.2017 14:12	RFX-TWO BID OPEN	Published	25.02.2017	26.02.2017	60032845	Saved	2		0	00:00:00
1151	200995 12.02.2017 14:19	RFX-TWO BID OPEN	Published	27.02.2017	28.02.2017	60032846	Submitted	2		0	00:00:00
SDI0696P17	TEST TENDER	RFX-TWO STAGE OPEN	Published	28.02.2017	29.02.2017		No Bid Created	1		0	00:00:00
1147	200995 12.02.2017 14:40	RFX-TWO BID OPEN	Published	28.02.2017	29.02.2017		No Bid Created	1		0	00:00:00
CDI9351P13	Modernization of Toilets at D+SS Blows	RFX-OPEN TWO BID	Published	23.05.2009	24.05.2009		No Bid Created	1		0	00:00:00
CDI9350P13	Modernization of Toilet TD + Blows	RFX-OPEN TWO BID	Published	23.05.2009	24.05.2009		No Bid Created	1		0	00:00:00
CDG0114P16	High Performance Water Based Mud	RFX-OPEN TWO BID	Published	24.05.2009	25.05.2009		No Bid Created	1		0	00:00:00
SGG8158P13	1MW CRUDE OIL RUN GENERATOR SET	Open -2 Bid System	Published	29.05.2009	30.05.2009		No Bid Created	11		0	00:00:00

2. Click on the **Create Response** button.



Display RFX :

Print Preview Technical RFX Close Participate Do Not Participate **Create Response** Signature of RFX Export System Information Create Memory Snapshot Related Links

RFX Number: SDI0696P17 RFX Name: TEST TENDER RFX Status: Published RFX Start Date: 28.02.2017 11:00:00 INDIA Remaining Time: 5 Days 00:47:43 RFX Owner: BHARALI

RFX Version Number: 1 RFX Version Type: Active Version

RFX Information Items Notes and Attachments

RFX Parameters Questions Technical Attachments

Time Zone: INDIA

Start Date: 28.02.2017 00:00:00

Submission Deadline: 28.02.2017 11:00:00

Currency: INR

Pre-Bid Conference Time: 00:00:00

Pre-Bid Conference Date: 00:00:00

Last Time to receive PBC queries: 00:00:00

Last Date to receive PBC queries: 00:00:00

Contact Details: OIL INDIA LTD CONTACT:XXXXXX

Contact Details: ERP-TEAM OIL INDIA LTD CONTACT:XXXXXX

Earnest Money Deposit - USD: 0.00

Tender Fee Amount: 100.00 INR

Tender Fee Submission Deadline: 23.02.2017 11:00:00

Earnest Money Deposit Amount: 10,000.00 Pay EMD

Earnest Money Deposit Submission Deadline: 28.02.2017 11:00:00

Technical RFX Response Opening Date: 28.02.2017 11:00:00

Valuation Type: ELIGIBLE FOR NIL DUTY/DEEMED EXPORT B

Bank Guarantee: APPLICABLE @10% OF OOR VAL

Integrity Pact: Applicable

EMD Validity Period: 28.02.2018

Tender Type: LCB (Local Competitive Bidding)

Tender Fee in USD: 0.00

Partners and Delivery Information

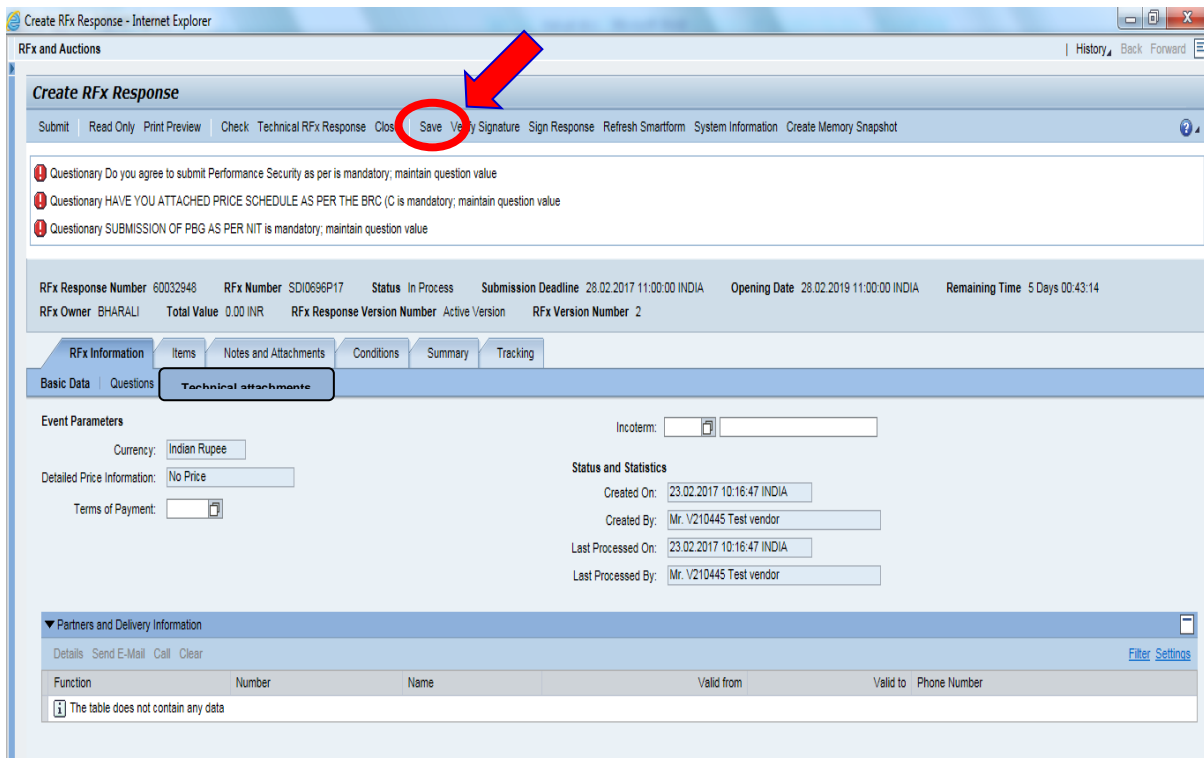
Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		BHARALI	

For Response Submission, please ensure that pre-conditions are full filled. In tenders, where Tender fee is applicable, it has to be paid on-line only before the tender fee submission deadline. Once the tender fee part is paid, bidders will get 'Create Response' button through which responses are to be created.

E-TENDERING GUIDE FOR BIDDER

3. Click on **Save** button



Create Rfx Response - Internet Explorer

Rfx and Auctions | History | Back | Forward

Create Rfx Response

Submit | Read Only | Print Preview | Check | Technical Rfx Response | Close | **Save** | Verify Signature | Sign Response | Refresh Smartform | System Information | Create Memory Snapshot

Questionary Do you agree to submit Performance Security as per is mandatory; maintain question value
 Questionary HAVE YOU ATTACHED PRICE SCHEDULE AS PER THE BRC (C is mandatory; maintain question value
 Questionary SUBMISSION OF PBG AS PER NIT is mandatory; maintain question value

Rfx Response Number 60032948 Rfx Number SDI0696P17 Status In Process Submission Deadline 28.02.2017 11:00:00 INDIA Opening Date 28.02.2019 11:00:00 INDIA Remaining Time 5 Days 00:43:14
 Rfx Owner BHARALI Total Value 0.00 INR Rfx Response Version Number Active Version Rfx Version Number 2

Rfx Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | **Technical attachments**

Event Parameters

Currency: Indian Rupee

Detailed Price Information: No Price

Terms of Payment:

Incoterm:

Status and Statistics

Created On: 23.02.2017 10:16:47 INDIA

Created By: Mr. V210445 Test vendor

Last Processed On: 23.02.2017 10:16:47 INDIA

Last Processed By: Mr. V210445 Test vendor

Partners and Delivery Information

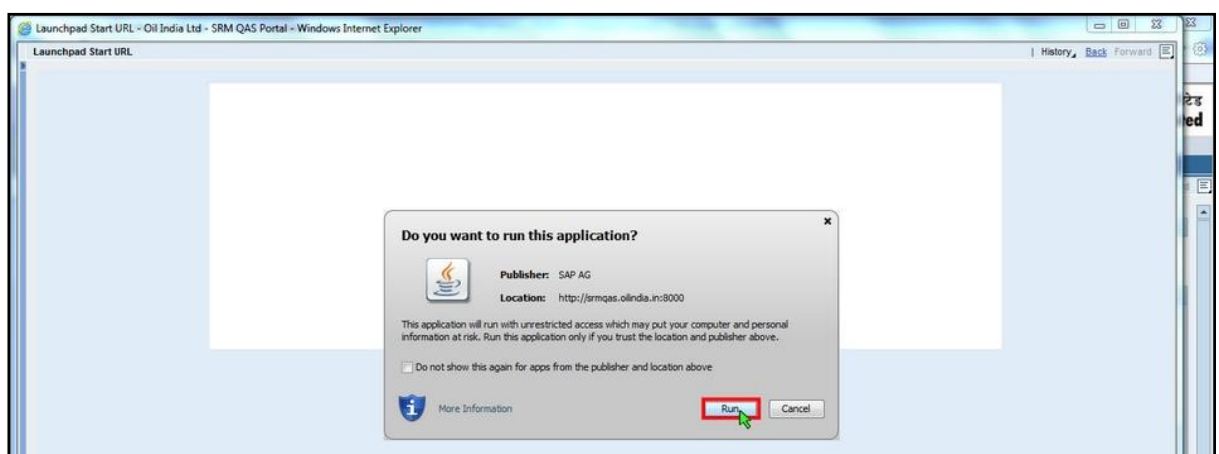
Details | Send E-Mail | Call | Clear

Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

On creating the Response, system will generate a response number. Once it is generated, it is advised to save the number. To work on that, go to **EDIT** mode & bidder can upload/modify till the same is submitted.

4. In case JAVA applet comes, Click on the **Run** button



- Click to select the desired Encryption Key from the list. In this case, select **"Encryption Key"**

RFx and Auctions

Please select an appropriate certificate

Issued To	Versi...	Email	Issued By	Purpose	Valid Till
BHARALI BALEN	3	balenbharali@gmail.com	e-Mudhra Sub CA for Class 2...	Encryption	10-Dec-2018

Encrypt Bid Cancel

In tender, Encryption Certificate to be used for all the Saved and Edit status. Make sure to install the key having the Encryption Certificate. Please also make sure to install the JAVA latest **32 bit** java version on the PC to work with the Encryption/Decryption Process.

- Click on the **Encrypt Bid** button.

RFx and Auctions

Please select an appropriate certificate

Issued To	Versi...	Email	Issued By	Purpose	Valid Till
BHARALI BALEN	3	balenbharali@gmail.com	e-Mudhra Sub CA for Class 2...	Encryption	10-Dec-2018

Encrypt Bid Cancel

7. Click on the **Close** button

RFx and Auctions | History | Back | Forward

Display RFx Response:

[Edit](#) | [Print Preview](#) | [Check](#) | [Technical RFx Response](#) | **Close** | [Verify Signature](#) | [Sign Response](#) | [Refresh Smartform](#) | [Decrypt Data](#) | [System Information](#) | [Create Memory Snapshot](#)

1 Questionary Do you agree to submit Performance Security as per is mandatory; maintain question value
 1 Questionary HAVE YOU ATTACHED PRICE SCHEDULE AS PER THE BRC (C is mandatory; maintain question value
 1 Questionary SUBMISSION OF PBG AS PER NIT is mandatory; maintain question value

RFx Response Number: 60032948 | RFx Number: SDI0696P17 | Status: Saved | Submission Deadline: 28.02.2017 11:00:00 INDIA | Opening Date: 28.02.2019 11:00:00 INDIA | Remaining Time: 5 Days 00:31:28
 RFx Owner: BHARALI | Total Value: XXXXX INR | RFx Response Version Number: Active Version | RFx Version Number: 2

[RFx Information](#) | [Items](#) | [Notes and Attachments](#) | [Conditions](#) | [Summary](#) | [Tracking](#)

Basic Data | **Questions** | **Technical attachments**

Event Parameters

Currency:
 Detailed Price Information:
 Terms of Payment:

Service and Delivery

Incoterm:

Status and Statistics

Created On:
 Created By:
 Last Processed On:
 Last Processed By:

Partners and Delivery Information

[Details](#) | [Send E-Mail](#) | [Call](#) | [Clear](#) | [Filter](#) | [Settings](#)

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

8. Click on **Refresh** button

[Back](#) | [Forward](#) | [Personal Object Work List](#)


File | Edit | View | Favorites | Tools | Help

RFx and Auctions | Change Password | Reports

RFx and Auctions | User Manuals

RFx and Auctions

Welcome DUMMY VENDOR 3 V210445
February 23, 2017 10:34:13 AM (IST)

Log off | 

Active Queries

eRFxs: [All \(13\)](#) | [Published \(13\)](#) | [Ended \(0\)](#) | [Completed \(0\)](#)
 eAuctions: [All \(0\)](#) | [Published \(0\)](#) | [Ended \(0\)](#) | [Completed \(0\)](#)

eRFxs - All

[Hide Quick Criteria Maintenance](#) | [Change Query](#) | [Define New Query](#) | [Personalize](#)

Event Number: To
 Event Status:
 My RFx Responses From:
[Apply](#) | [Clear](#)

View: | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | **Refresh** | [Report](#)

Event Number	Event Description	Event Type	Event Status	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
1149	200154 12.02.2017 14:12	RFx-TWO BID OPEN	Published	25.02.2017	60032945	Saved	2		0	00:00:00	00:00:00
1151	200995 12.02.2017 14:19	RFx-TWO BID OPEN	Published	27.02.2017	60032946	Submitted		2	0	00:00:00	00:00:00
TSTNOPRICE	OSS_SRM 22.02.2017 14:54	RFx-TWO BID OPEN	Published	28.02.2017		No Bid Created	1		0	00:00:00	00:00:00
SDI0696P17	TEST TENDER	RFx-TWO STAGE OPEN	Published			No Bid Created	1		0	00:00:00	11:00:00
1153	200995 12.02.2017 14:40	RFx-TWO BID OPEN	Published			No Bid Created			0	00:00:00	00:00:00
1147	Copy of 0000001146	RFx-TWO BID OPEN	Published			No Bid Created	1		0	00:00:00	00:00:00
CDI9351P13	Modernization of Toilets at D+SS B'ows	RFx-OPEN TWO BID	Published	23.05.2099		No Bid Created			0	00:00:00	11:00:00
CDI9350P13	Modernization of Toilet TD + B'ows	RFx-OPEN TWO BID	Published			No Bid Created			0	00:00:00	11:00:00
CDG0114P16	High Performance Water Based Mud	RFx-OPEN TWO BID	Published	24.05.2099		No Bid Created			0	00:00:00	11:00:00
SGG8156P13	1MW CRUDE OIL RUN GENERATOR SET	Open -2 Bid Systm	Published	29.05.2099		No Bid Created	11		0	00:00:00	11:00:00

EDIT & DECRYPT RESPONSE

9. After “**Refresh**”, the Response created will be displayed against the Event Number/Tender no./Rfx No.. Click on the Response No.

Click on the Response no.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
1149	200154 12.02.2017 14:12	RFX-TWO BID OPEN	Published	25.02.2017	27.02.2017	60032945	Saved	2		0	00:00:00	00:00:00
1151	200995 12.02.2017 14:19	RFX-TWO BID OPEN	Published	27.02.2017	28.02.2017	60032946	Submitted	2	2	0	00:00:00	00:00:00
TSTN0PRICE	OSS_SRM 22.02.2017 14:54	RFX-TWO BID OPEN	Published	28.02.2017		60032949	No Bid Created	1		0	00:00:00	00:00:00
SDI0696P17	TEST TENDER	RFX-TWO STAGE OPEN	Published				Saved	1		0	00:00:00	11:00:00
1153	200995 12.02.2017 14:40	RFX-TWO BID OPEN	Published				No Bid Created	1		0	00:00:00	00:00:00
1147	Copy of 0000001146	RFX-TWO BID OPEN	Published				No Bid Created	1		0	00:00:00	00:00:00
CDI9351P13	Modernization of Toilets at D+SS B'lows	RFX-OPEN TWO BID	Published	23.05.2099			No Bid Created			0	00:00:00	11:00:00
CDI9350P13	Modernization of Toilet TD + B'lows	RFX-OPEN TWO BID	Published				No Bid Created			0	00:00:00	11:00:00
CDG0114P16	High Performance Water Based Mud	RFX-OPEN TWO BID	Published	24.05.2099			No Bid Created			0	00:00:00	11:00:00
SGG8156P13	1MW CRUDE OIL RUN GENERATOR SET	Open -2 Bid System	Published	29.05.2099			No Bid Created	11		0	00:00:00	11:00:00

Once a response is saved, it gets updated for the corresponding tender. One can work directly by going to the EDIT mode or can come from the first screen as shown here.

10. Click on **Edit**

Display RFX Response:

Edit | Print Preview | Check | Technical RFX Response | Close | Verify Signature | Sign Response | Refresh Smartform | Decrypt Data | System Information | Create Memory Snapshot

RFX Response Number: 60032949 | RFX Number: SDI0696P17 | Status: Saved | Submission Deadline: 28.02.2017 11:00:00 INDIA | Opening Date: 28.02.2019 11:00:00 INDIA | Remaining Time: 5 Days 00:19:44

RFX Owner: BHARALI | Total Value: XXXXX INR | RFX Response Version Number: Active Version | RFX Version Number: 2

Technical attachments

Event Parameters

Currency: Indian Rupee

Detailed Price Information: No Price

Terms of Payment:

Service and Delivery

Incoterms: FOB | SINGAPORE

Status and Statistics

Created On: 23.02.2017 10:34:53 INDIA

Created By: Mr. V210445 Test vendor

Last Processed On: 23.02.2017 10:34:53 INDIA

Last Processed By: Mr. V210445 Test vendor

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

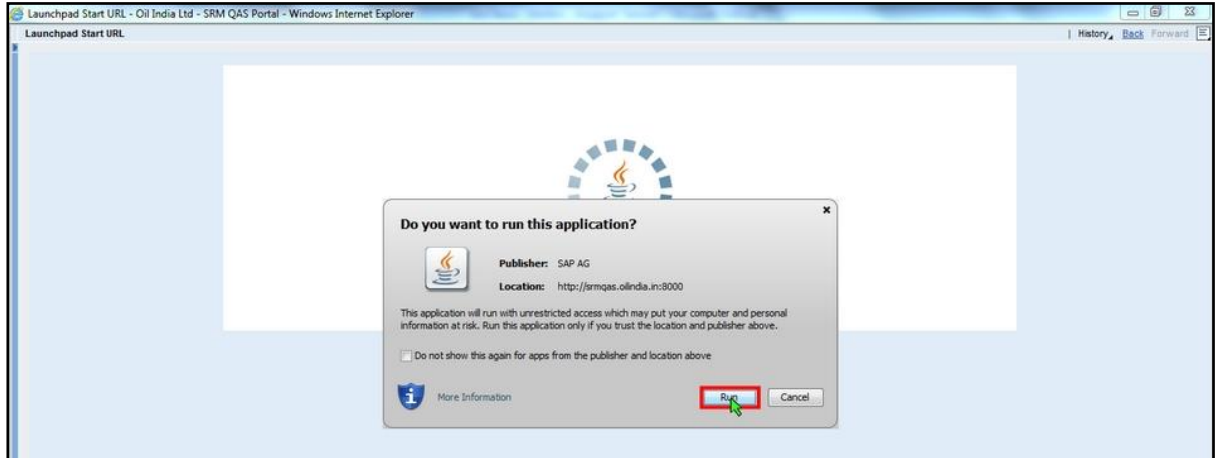
Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					



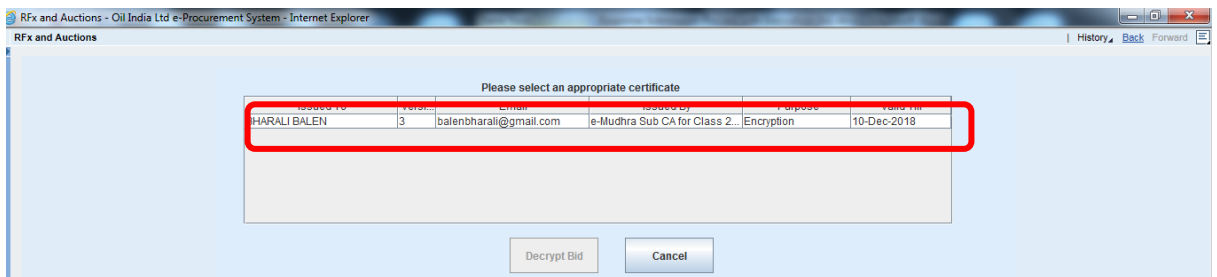
In Edit mode, system will prompt for the Encryption/De-Cryption Certificate for the Decryption process.

E-TENDERING GUIDE FOR BIDDER

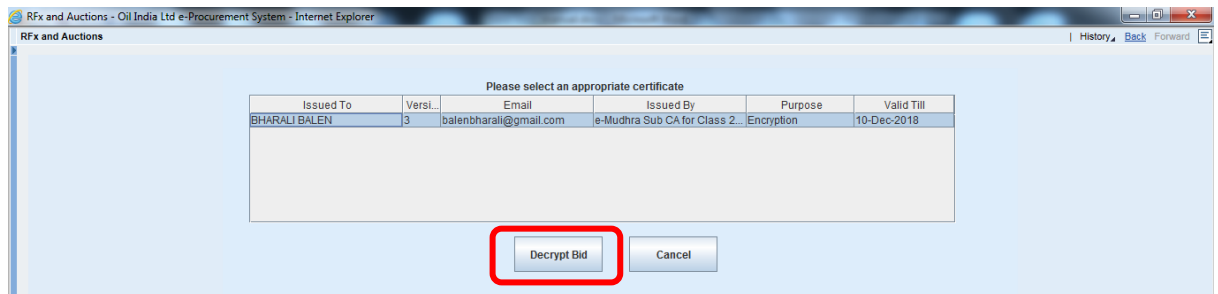
11. Click on the **Run** button.



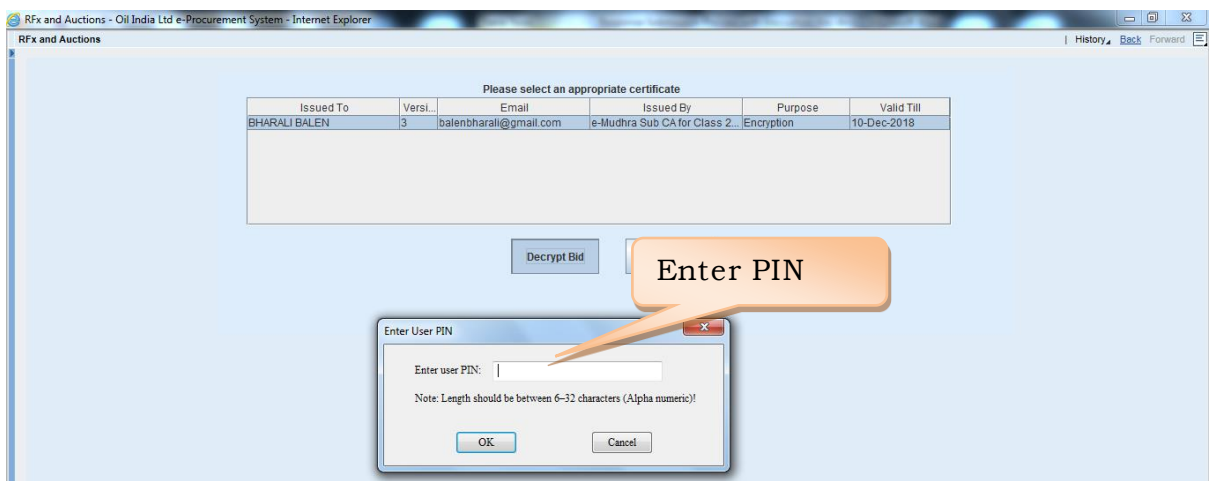
12. Click to select the same Certificate used for Encryption to De-Crypt



13. Click on the **Decrypt** button.



14. Enter **DSC Pin** and press **OK**

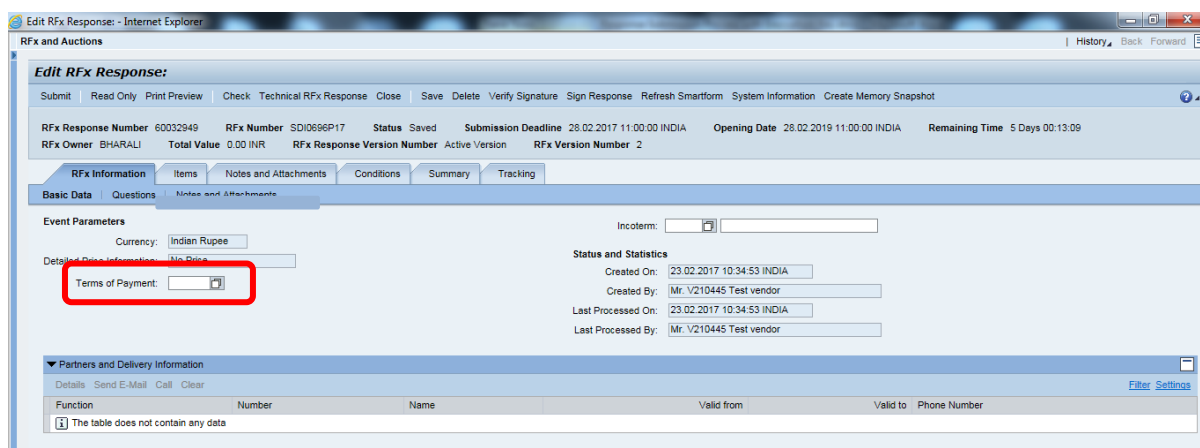


Notes

- All the processing of uploading technical and commercials will be as per the existing process except the use of Encryption Certificate. It is being demonstrated here.
- Kindly check what is maintained under the detailed Price Information. It will guide the pricing method. If price is not available, then prices to be uploaded as per the Price Bid Format. If it says Price with Condition or Simple Price, the prices to be maintained on line.
- This process will be explained here. For the rest of the submission process see the process as demonstrated.

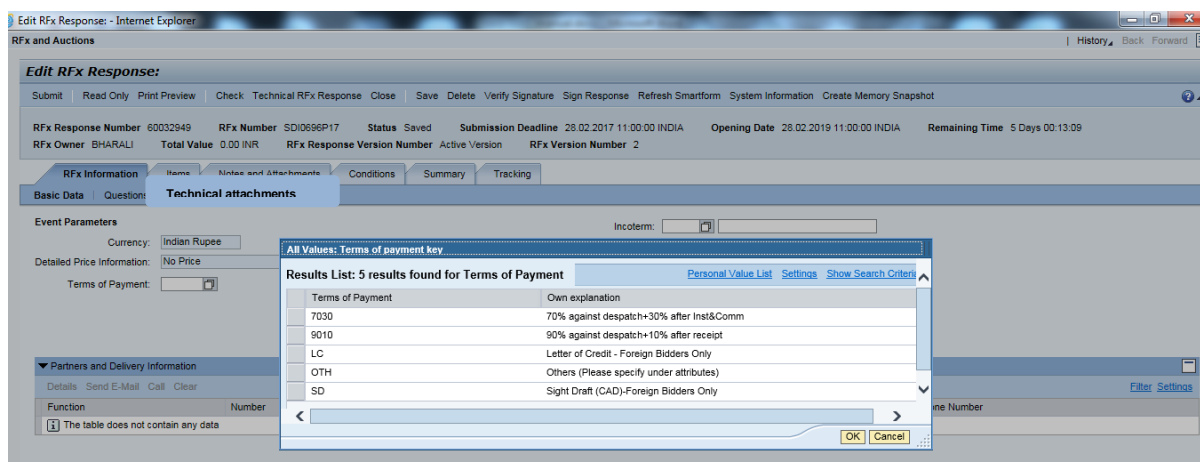
PAYMENT TERM & INCOTERM

15. Click on the possible entry button of **Terms of Payment** field.



The screenshot shows the 'Edit RFx Response' form in Internet Explorer. The 'Terms of Payment' field is highlighted with a red box. The form includes various tabs like 'Basic Data', 'Questions', 'Notes and Attachments', 'Conditions', 'Summary', and 'Tracking'. The 'Event Parameters' section shows 'Currency: Indian Rupee' and 'Incoterm:'. The 'Status and Statistics' section shows 'Created On: 23.02.2017 10:34:53 INDIA' and 'Created By: Mr. V210445 Test vendor'.

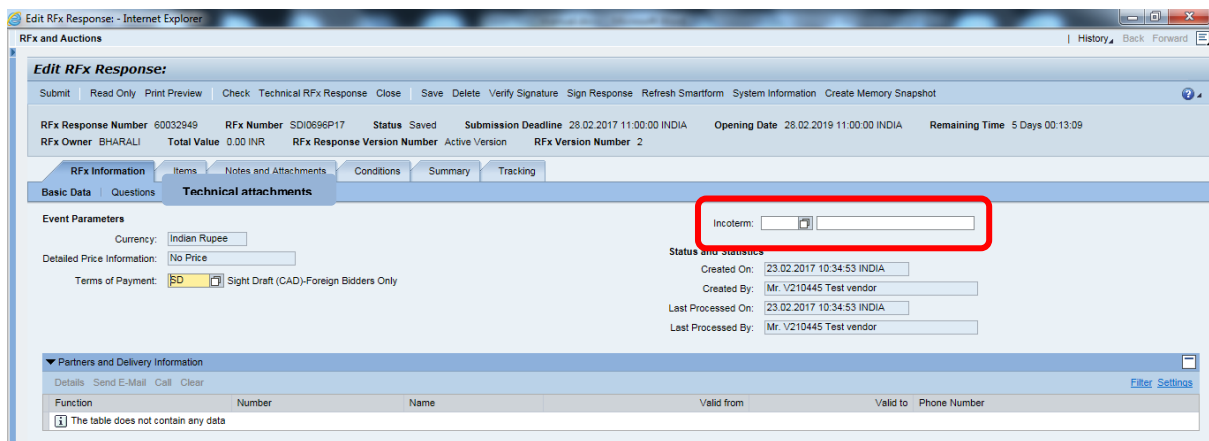
16. Select the desired **Terms of Payment** from the list



The screenshot shows the 'Edit RFx Response' form with the 'Terms of Payment' dropdown menu open. The dropdown menu displays a list of 5 results for 'Terms of Payment' with their own explanations. The list includes: 7030 (70% against despatch+30% after Inst&Comm), 9010 (90% against despatch+10% after receipt), LC (Letter of Credit - Foreign Bidders Only), OTH (Others (Please specify under attributes)), and SD (Sight Draft (CAD)-Foreign Bidders Only). The 'OK' button is highlighted.

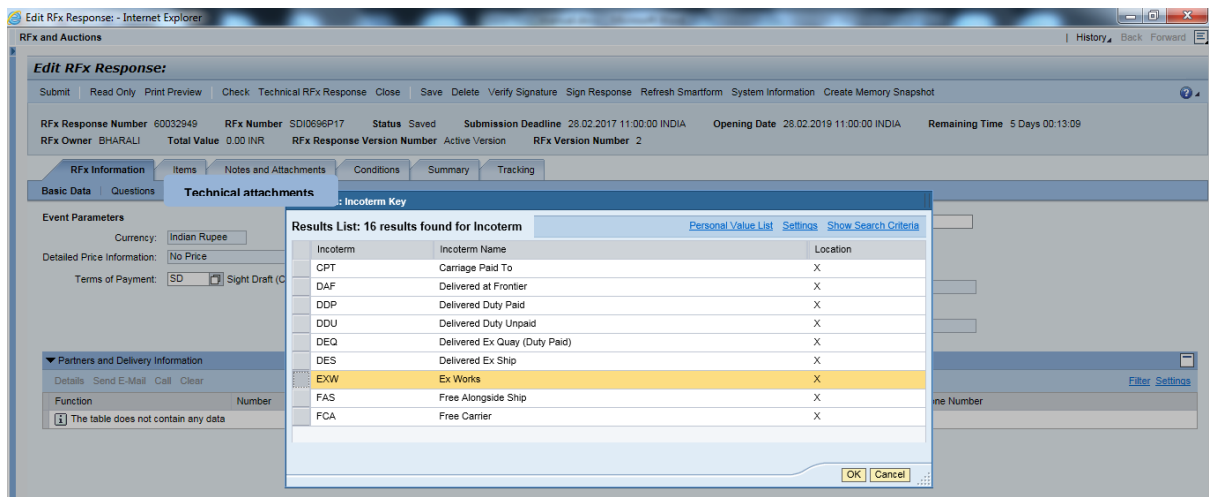
Terms of Payment	Own explanation
7030	70% against despatch+30% after Inst&Comm
9010	90% against despatch+10% after receipt
LC	Letter of Credit - Foreign Bidders Only
OTH	Others (Please specify under attributes)
SD	Sight Draft (CAD)-Foreign Bidders Only

17. Click on the possible entry button of **Incoterm** field



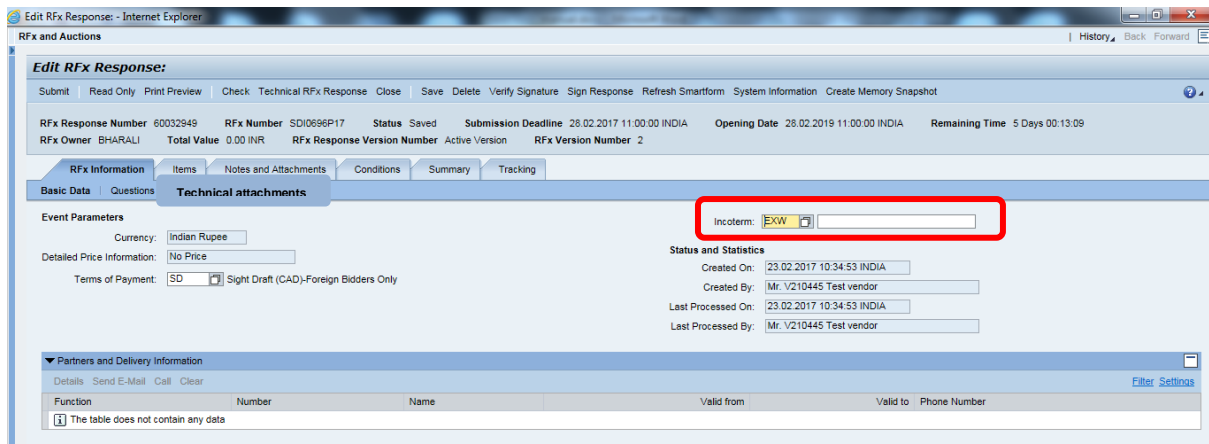
The screenshot shows the 'Edit RFx Response' window with the 'Technical attachments' tab selected. The 'Incoterm' field is highlighted with a red box. The window displays various RFx details including Response Number, Owner, Value, and Submission Deadline.

18. Select the desired **Incoterm** from the list



The screenshot shows the 'Edit RFx Response' window with the 'Incoterm Key' dialog box open. The dialog box displays a list of 16 results for Incoterms, including CPT, DAF, DDP, DDU, DEQ, DES, EXW, FAS, and FCA. The 'EXW' option is highlighted.

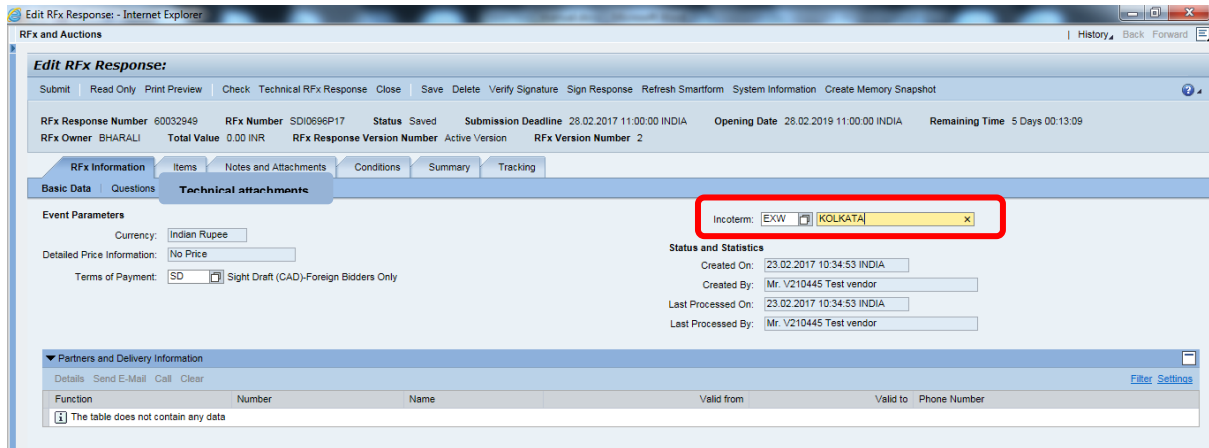
19. Click in the **Incoterm Location** field



The screenshot shows the 'Edit RFx Response' window with the 'Incoterm' field set to 'EXW'. The 'Incoterm Location' field is highlighted with a red box. The window displays various RFx details including Response Number, Owner, Value, and Submission Deadline.

E-TENDERING GUIDE FOR BIDDER

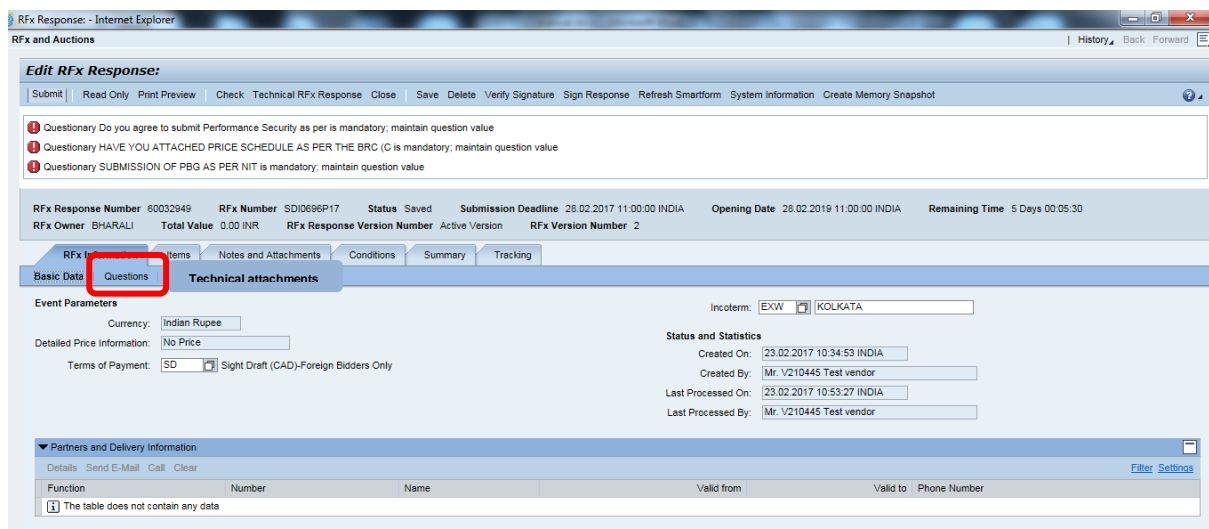
20. In the **Incoterm Location** field, enter the desired Incoterm Location



The screenshot shows the 'Edit RFx Response' form. The 'Incoterm' field is highlighted with a red box and contains the text 'EXW KOLKATA'. Other fields include 'RFX Response Number', 'RFX Number', 'Status', 'Submission Deadline', 'Opening Date', and 'Remaining Time'. The 'Event Parameters' section shows 'Currency' as 'Indian Rupee' and 'Detailed Price Information' as 'No Price'. The 'Partners and Delivery Information' section is also visible.

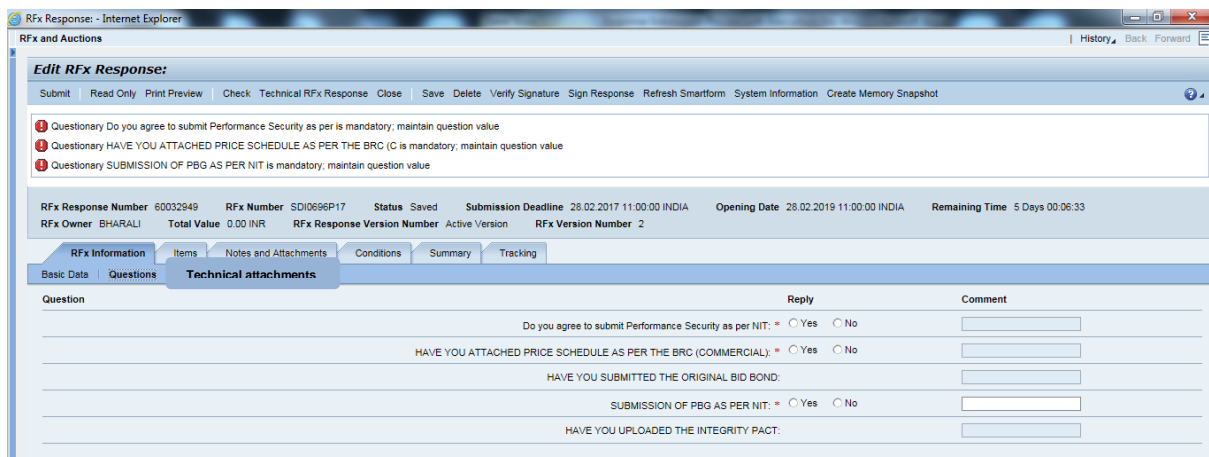
FILL UP QUESTION

21. Click on **Questions**



The screenshot shows the 'Edit RFx Response' form with the 'Questions' tab selected. The 'Incoterm' field is still set to 'EXW KOLKATA'. The 'Questions' section lists three questions related to the submission of Performance Security, Price Schedule, and PBG. The 'Partners and Delivery Information' section is also visible.

22. Fill up the Question, if any.



The screenshot shows the 'Edit RFx Response' form with the 'Questions' tab selected. The 'Questions' section contains a table with columns for 'Question', 'Reply', and 'Comment'. The table lists five questions related to the submission of Performance Security, Price Schedule, PBG, and Integrity Pact. The 'Reply' column contains radio buttons for 'Yes' and 'No'.

Question	Reply	Comment
Do you agree to submit Performance Security as per NIT: *	<input type="radio"/> Yes <input type="radio"/> No	
HAVE YOU ATTACHED PRICE SCHEDULE AS PER THE BRC (COMMERCIAL): *	<input type="radio"/> Yes <input type="radio"/> No	
HAVE YOU SUBMITTED THE ORIGINAL BID BOND:		
SUBMISSION OF PBG AS PER NIT: *	<input type="radio"/> Yes <input type="radio"/> No	
HAVE YOU UPLOADED THE INTEGRITY PACT:		

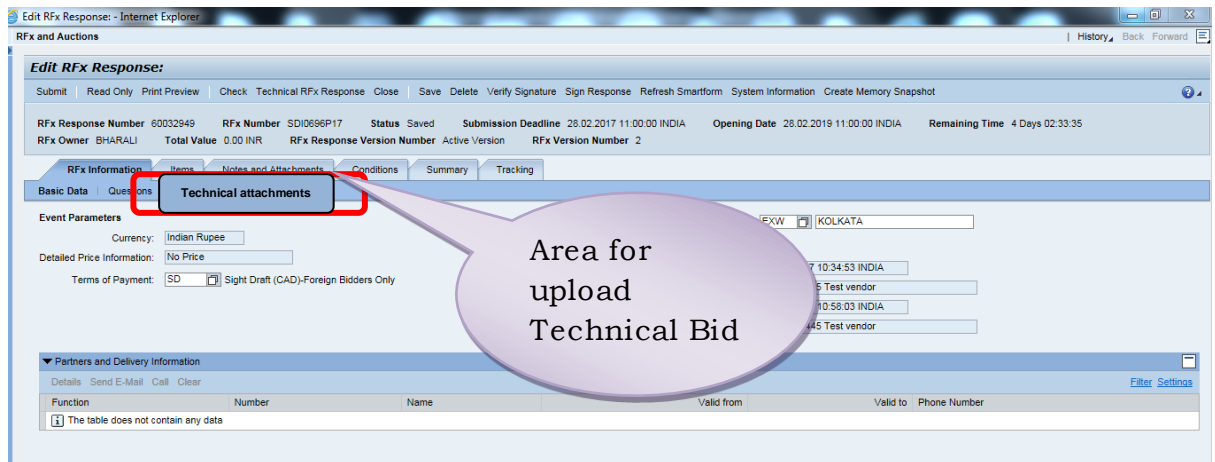
E-TENDERING GUIDE FOR BIDDER

NOTE: Sometime in some tender questions are not maintained. In such cases bidder may not require to fill any questions.

UPLOAD TECHNICAL DOCUMENTS

23. Technical Bid Upload:

Technical files to be added under RFX Information > “Technical Attachments”

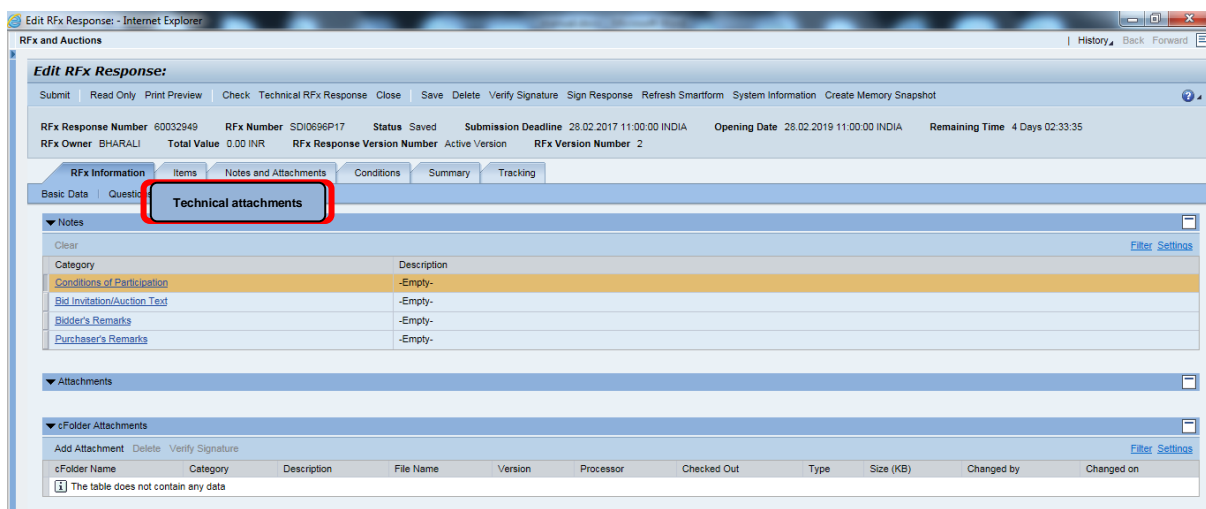


The screenshot shows the 'Edit RFX Response' interface. The 'Technical attachments' tab is selected and highlighted with a red box. A callout bubble points to this tab with the text 'Area for upload Technical Bid'. The interface includes various tabs like 'Basic Data', 'Questions', 'Technical attachments', 'Conditions', 'Summary', and 'Tracking'. The 'Technical attachments' tab is currently active, showing a table for 'Partners and Delivery Information'.

NOTES:

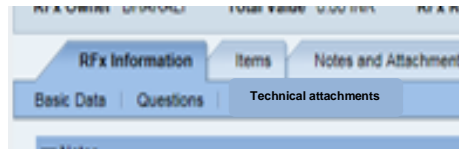
- System will allowed any file like doc, pdf, xls, jpg etc.
- Signed file should be less than 10 MB.** However, it is advisable to upload smaller file only.

24. Click “**TECHNICAL ATTACHMENTS**” under Rfx Information



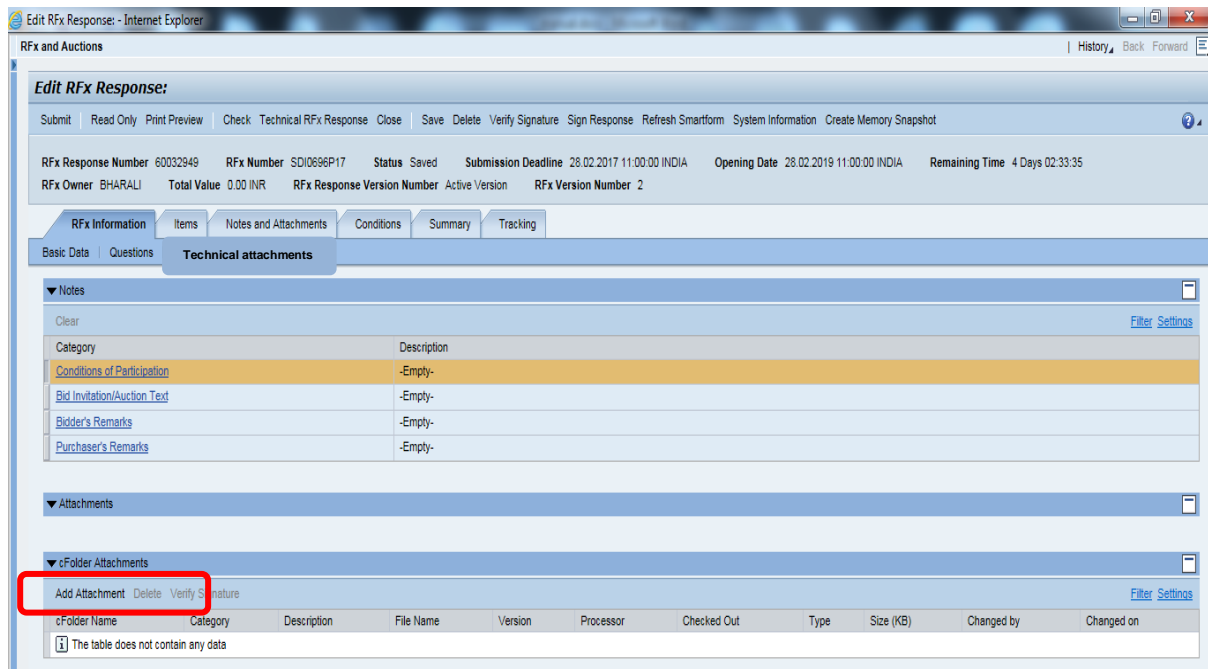
The screenshot shows the 'Edit RFX Response' interface with the 'Technical attachments' tab selected. The 'Notes' section is expanded, showing a table with categories like 'Conditions of Participation', 'Bid Invitation/Auction Text', 'Bidder's Remarks', and 'Purchaser's Remarks'. The 'Attachments' section is also visible, showing a table for 'Folder Attachments'.

E-TENDERING GUIDE FOR BIDDER



The area “**TECHNICAL ATTACHMENTS**” under “RFX Information” is used for uploading **Techno –Commercial Un-price Bid Only**. No price to be upload these are until and unless calls for particular tender.

25. Click “Add Attachment”



Edit RFX Response:

Submit Read Only Print Preview Check Technical RFX Response Close Save Delete Verify Signature Sign Response Refresh Smartform System Information Create Memory Snapshot

RFX Response Number 60032949 RFX Number SDI0696P17 Status Saved Submission Deadline 28.02.2017 11:00:00 INDIA Opening Date 28.02.2019 11:00:00 INDIA Remaining Time 4 Days 02:33:35

RFX Owner BHARALI Total Value 0.00 INR RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions **Technical attachments**

▼ Notes

Clear Filter Settings

Category	Description
Conditions of Participation	-Empty-
Bid Invitation/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-

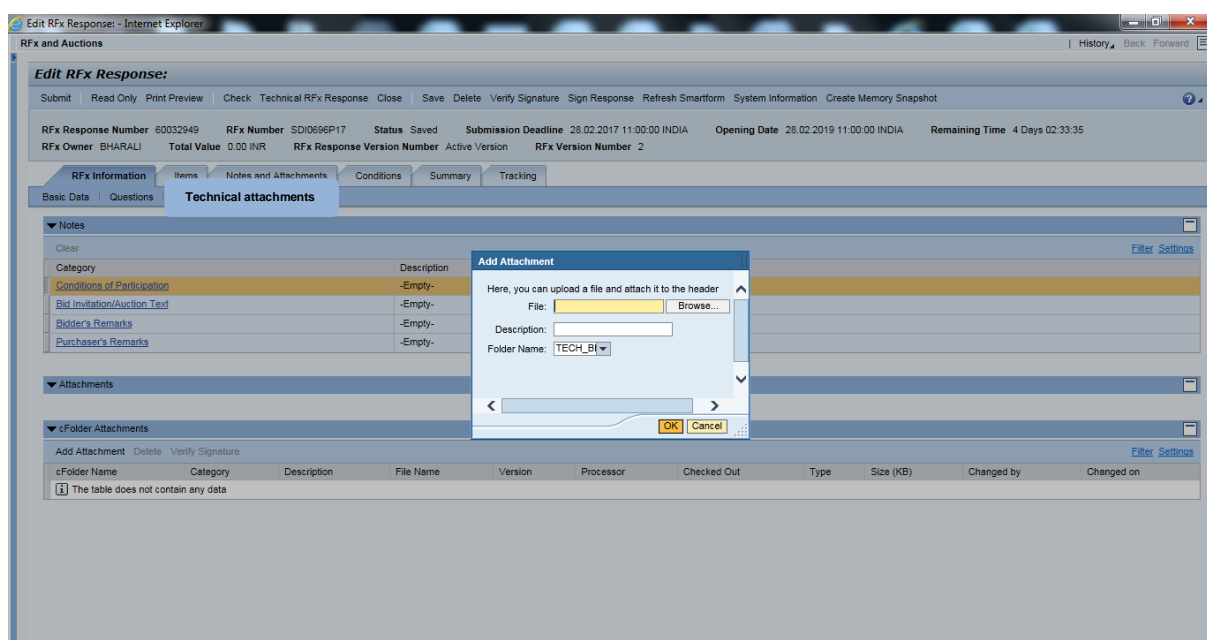
▼ Attachments

▼ cFolder Attachments

Add Attachment Delete Verify Signature Filter Settings

cFolder Name	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

26. Screen after click add attachment



Edit RFX Response:

Submit Read Only Print Preview Check Technical RFX Response Close Save Delete Verify Signature Sign Response Refresh Smartform System Information Create Memory Snapshot

RFX Response Number 60032949 RFX Number SDI0696P17 Status Saved Submission Deadline 28.02.2017 11:00:00 INDIA Opening Date 28.02.2019 11:00:00 INDIA Remaining Time 4 Days 02:33:35

RFX Owner BHARALI Total Value 0.00 INR RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions **Technical attachments**

▼ Notes

Clear Filter Settings

Category	Description
Conditions of Participation	-Empty-
Bid Invitation/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-

▼ Attachments

▼ cFolder Attachments

Add Attachment Delete Verify Signature Filter Settings

Add Attachment

Here, you can upload a file and attach it to the header

File: Browse...

Description:

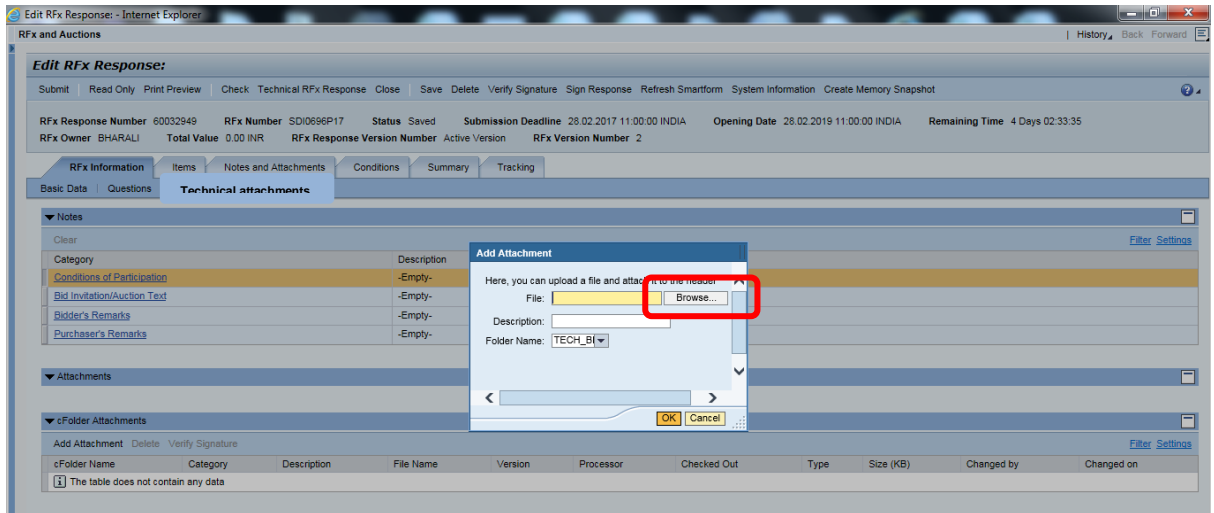
Folder Name: TECH_BI

OK Cancel

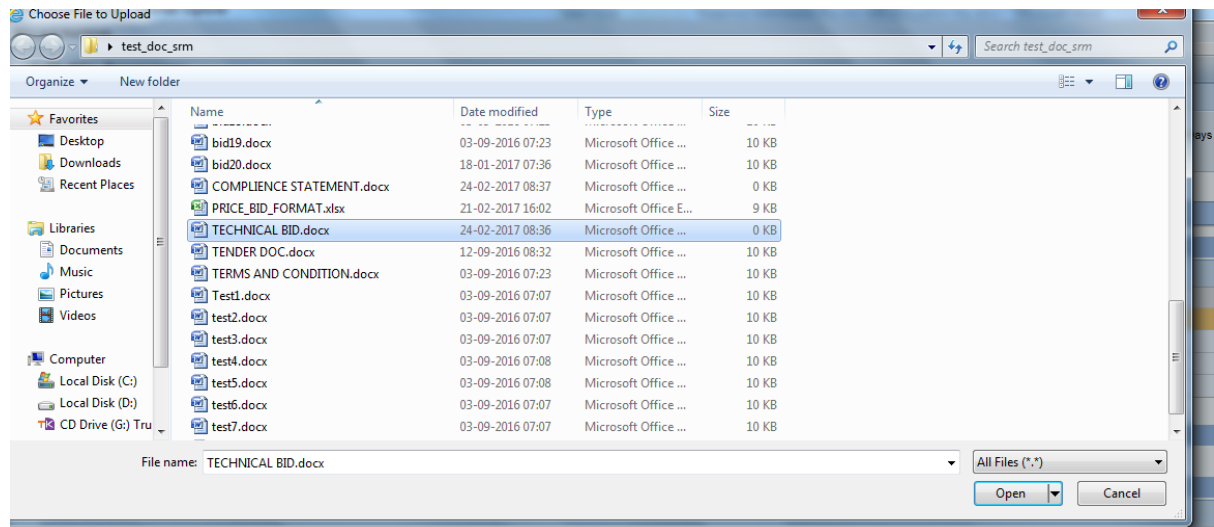
cFolder Name	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

E-TENDERING GUIDE FOR BIDDER

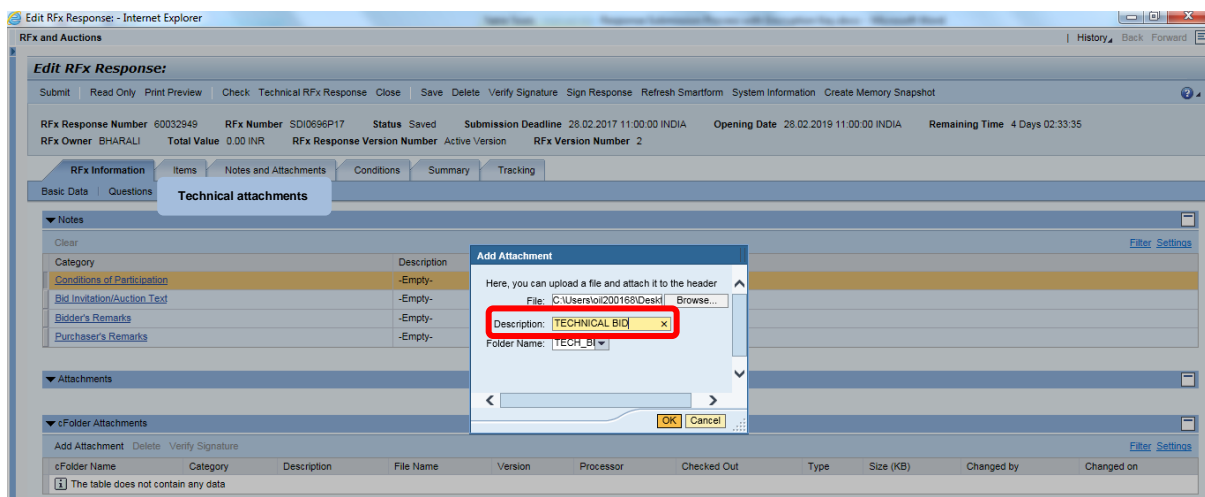
27. Click on the **Browse** field.



28. Select the file from the local PC **[TECHNICAL BID]**. Double-click on the selected file. **Please note the signed file less than 10 MB.**

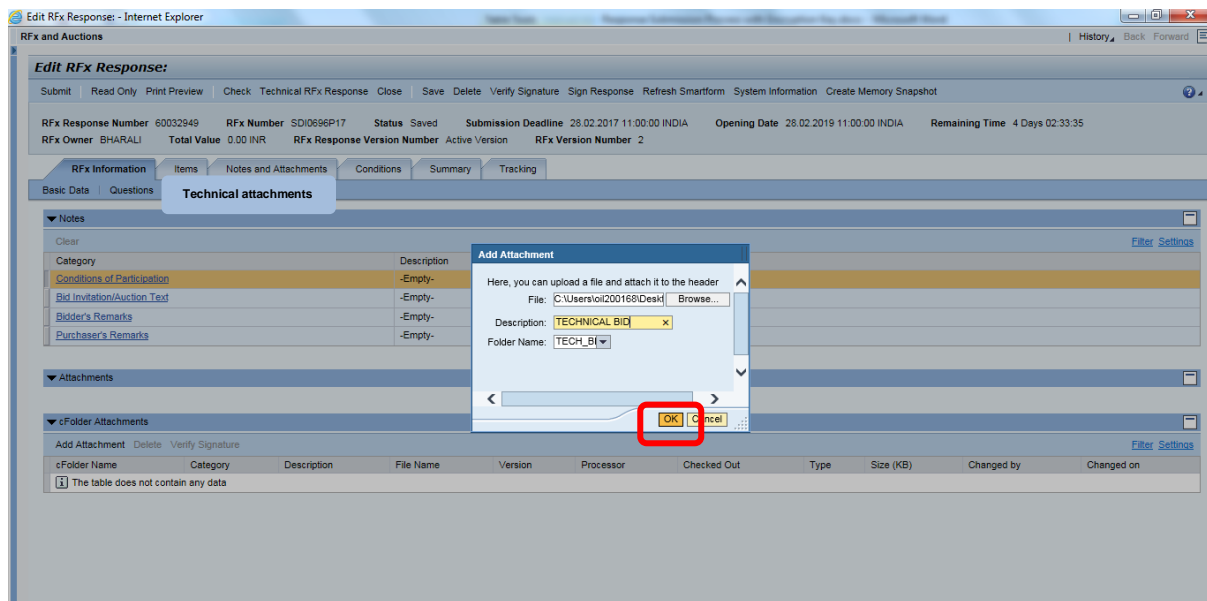


29. Fill up Description

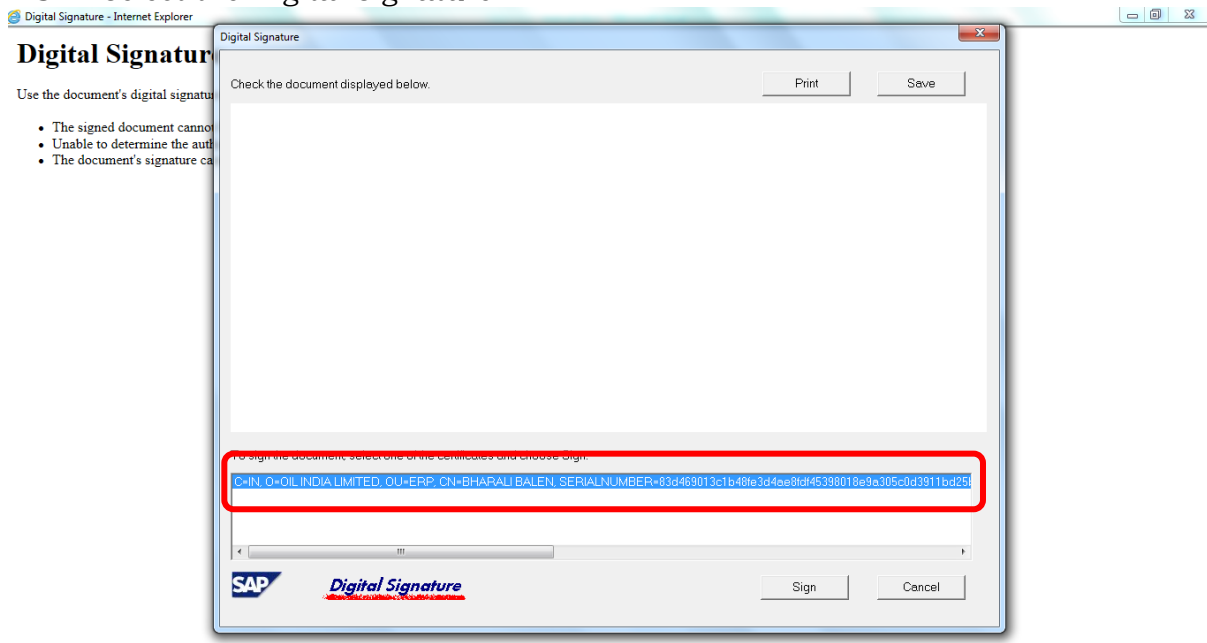


E-TENDERING GUIDE FOR BIDDER

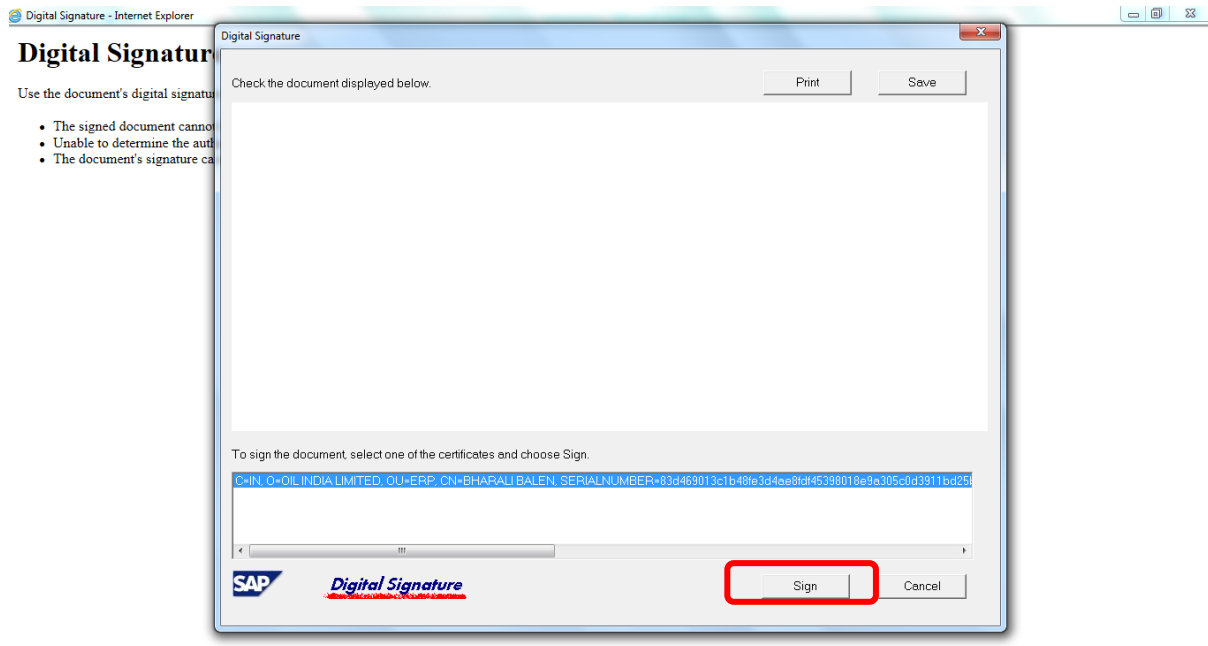
30. Click **OK**



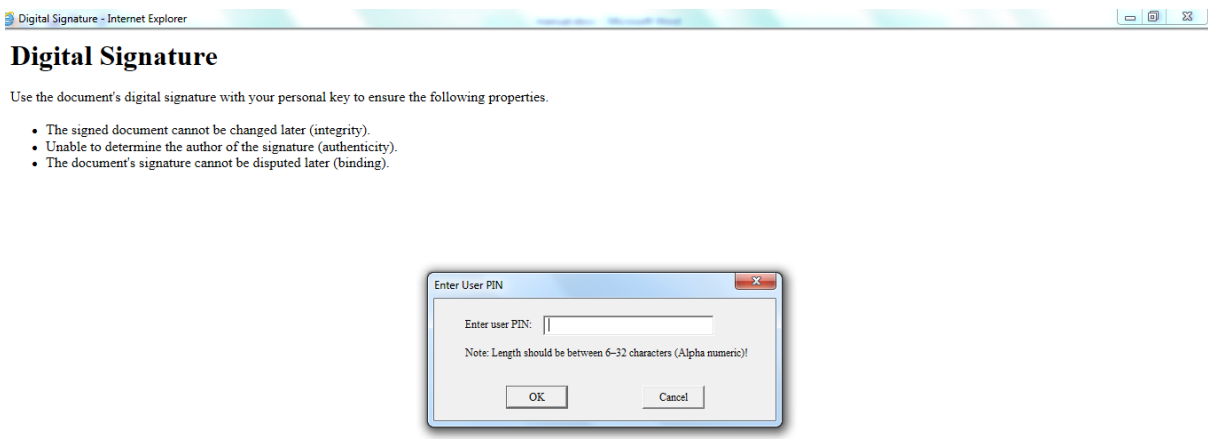
31. Select the Digital Signature



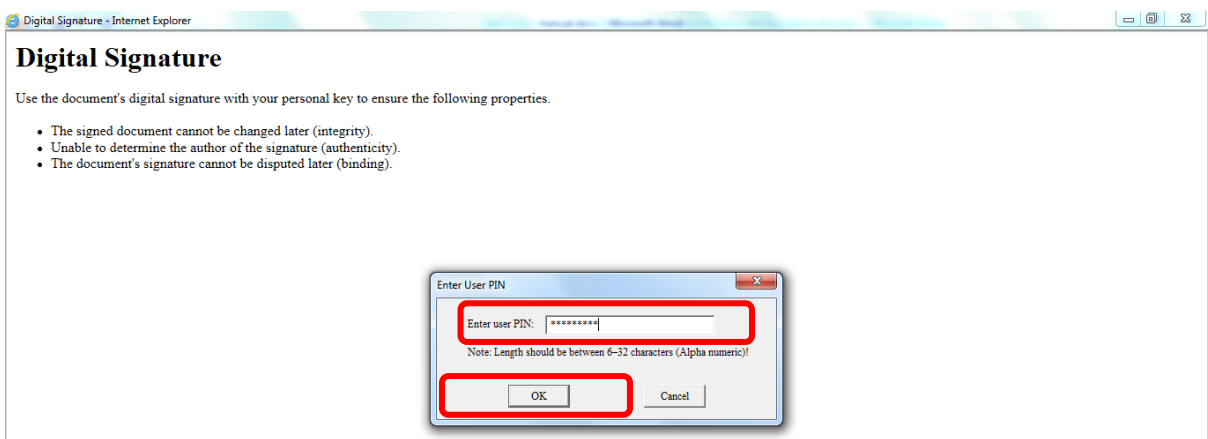
32. Click **Sign**



33. Screen after click Sign

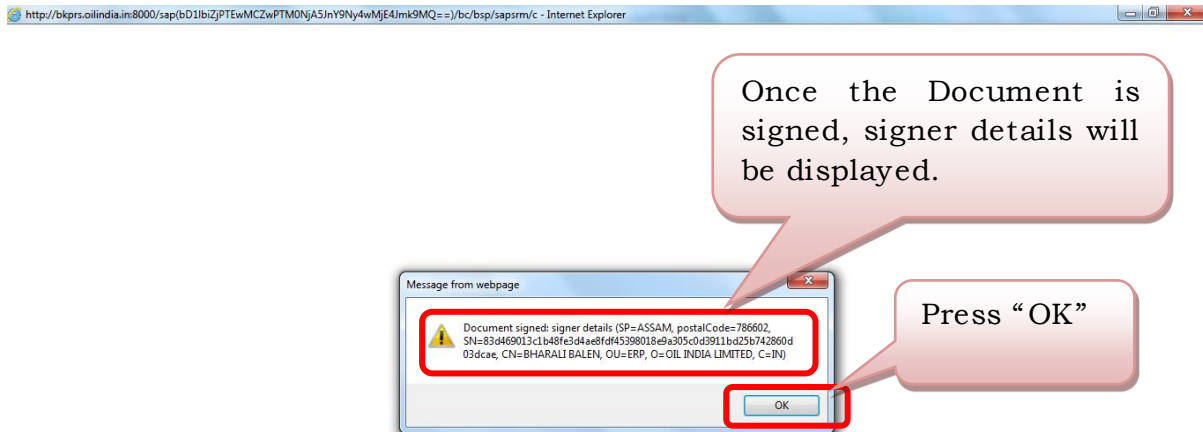


34. Enter **PIN** for Digital Signature and Press **OK**. [PIN is the Password of the Signature Token.]

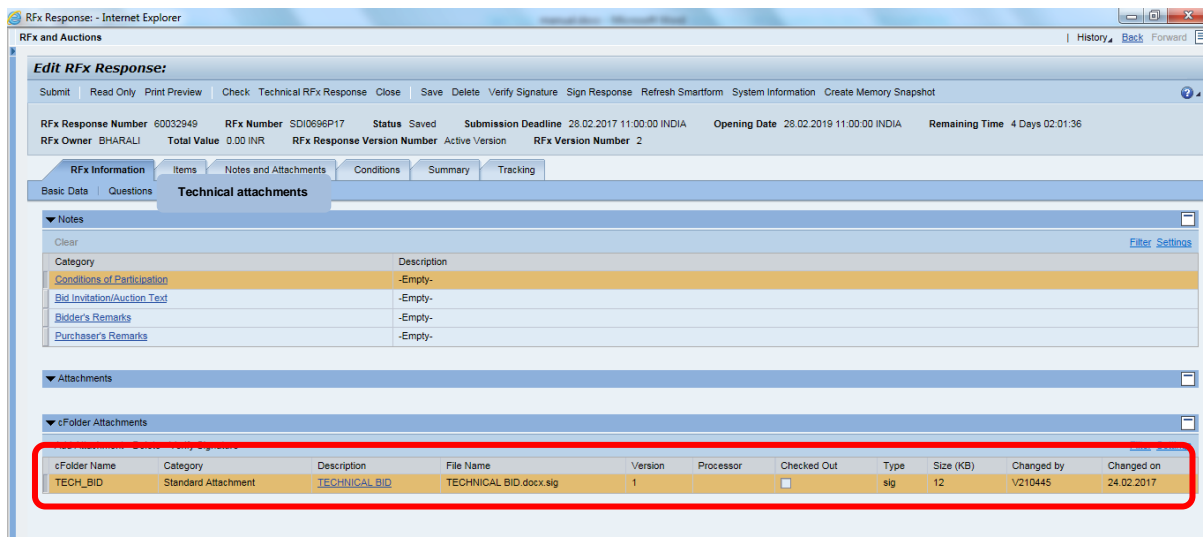


E-TENDERING GUIDE FOR BIDDER

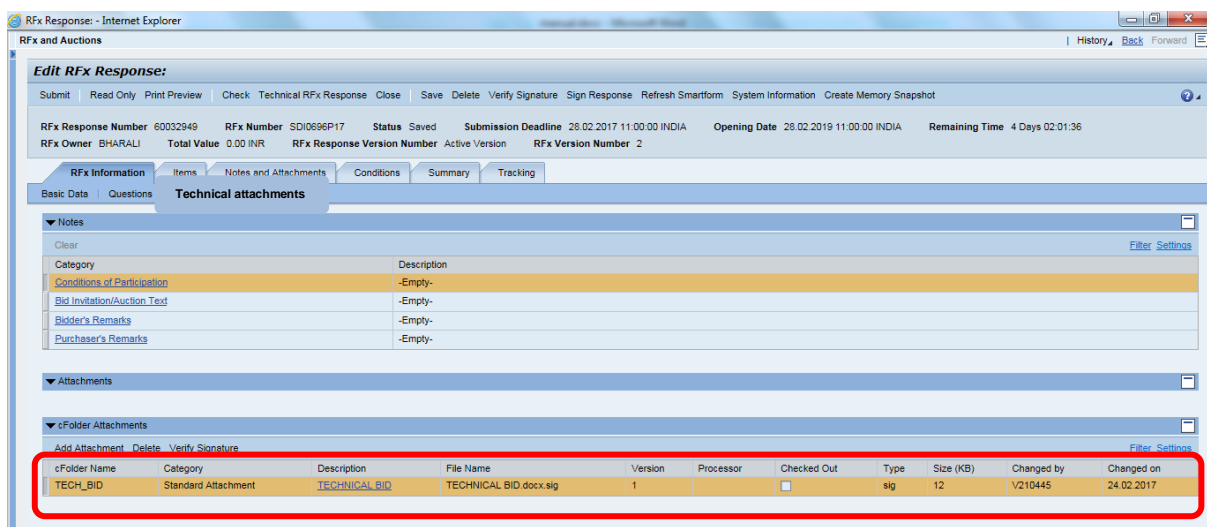
35. Documents Signed and Details of the Signer will be displayed. Press **OK**



36. Technical Documents Uploaded Successfully

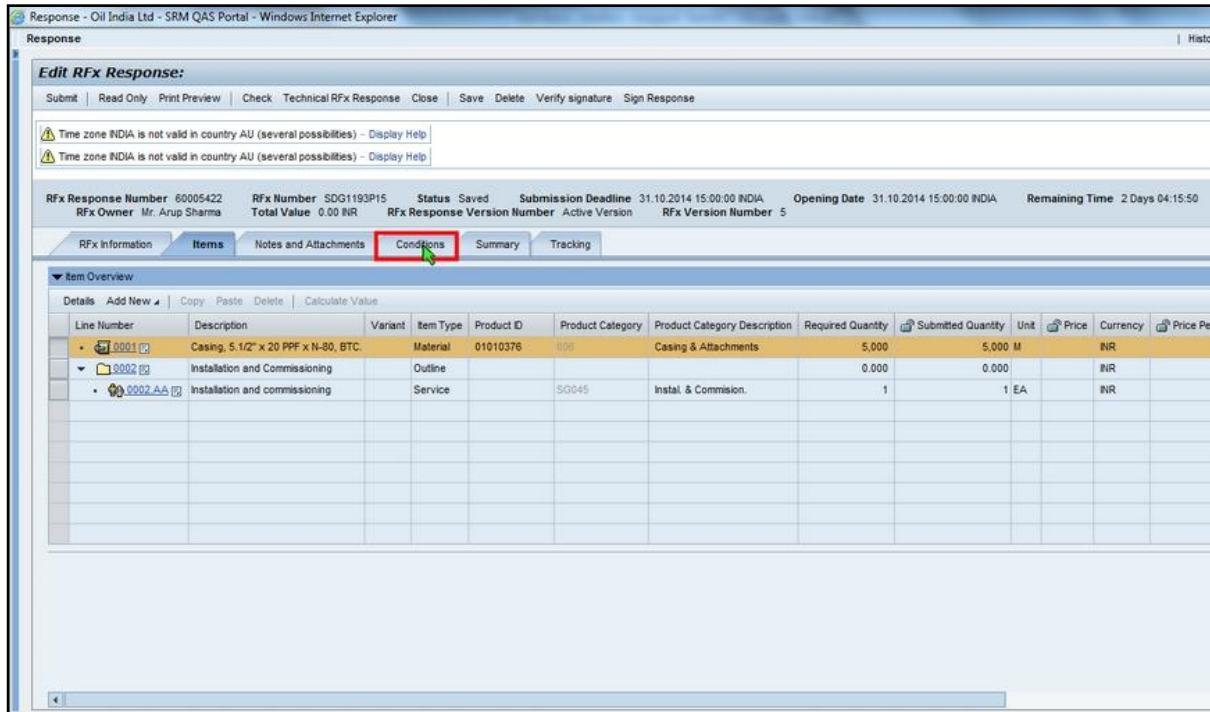


37. The uploaded files should be displayed with file name. In the same way upload all the technical files one-by-one through the '**Add Attachment**' button as explained. Once all the files are uploaded then click on the **Save** button & close the screen and reopen to edit.



UPLOAD PRICE BID

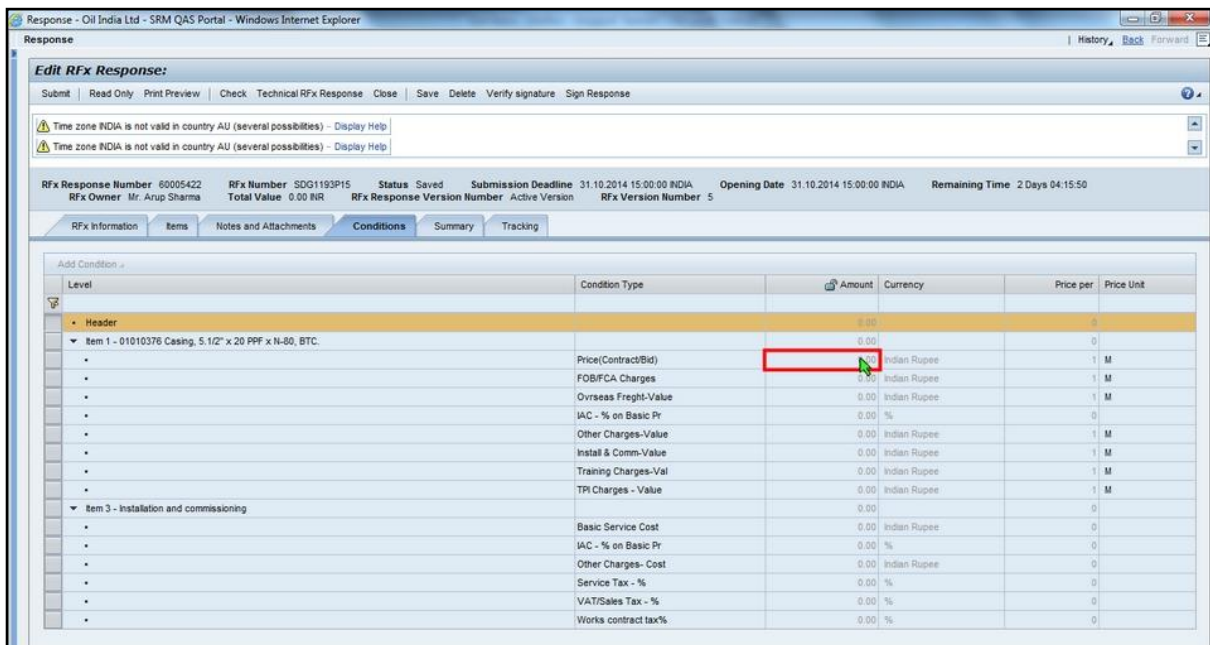
38. Select the **Conditions** tab.



The screenshot shows the 'Edit RFx Response' window in the SRM QAS Portal. The 'Conditions' tab is highlighted in the navigation bar. The window displays various RFx details including the RFx Number (SG01193P15), Status (Saved), Submission Deadline (31.10.2014 15:00:00 INDIA), and Opening Date (31.10.2014 15:00:00 INDIA). The 'Item Overview' table lists items with their descriptions, quantities, and prices.

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
0001	Casing, 5.1/2" x 20 PPF x N-80, BTC.		Material	01010376	005	Casing & Attachments	5,000	5,000	M		INR	
0002	Installation and Commissioning		Outline				0.000	0.000			INR	
0002AA	Installation and commissioning		Service	SG045		Instal. & Commision.	1	1	EA		INR	

39. Click in the **Amount** field

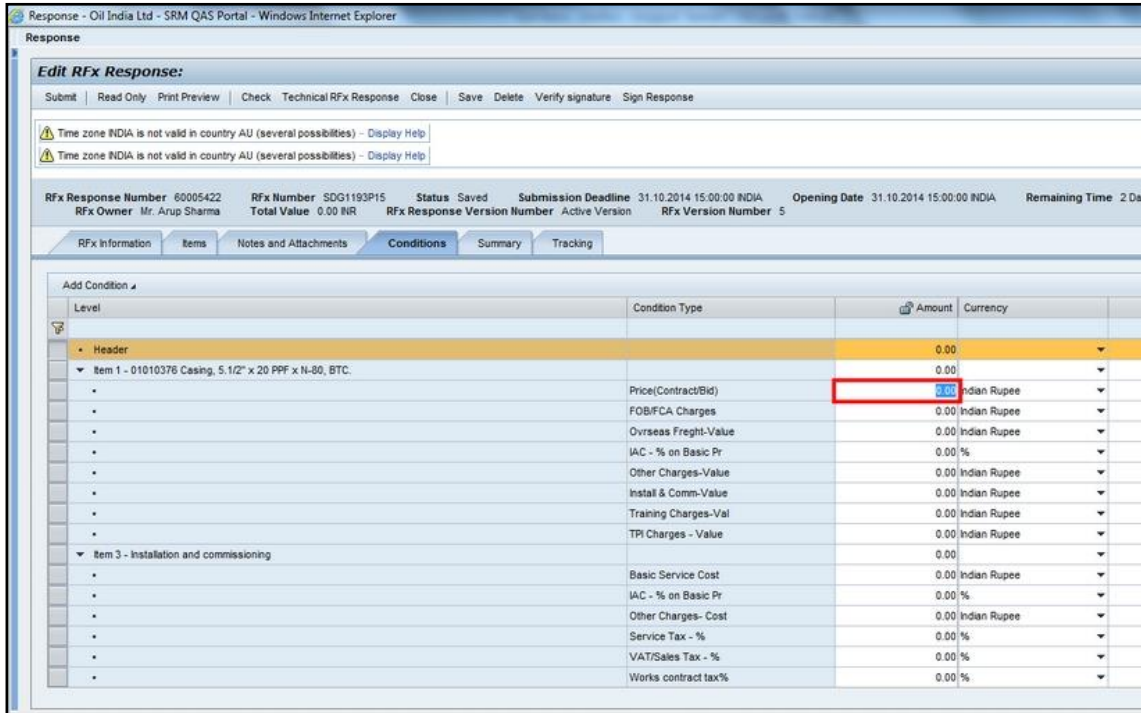


The screenshot shows the 'Edit RFx Response' window with the 'Conditions' tab selected. The 'Add Condition' table is visible, showing various conditions and their amounts. The 'Amount' field for the first condition is highlighted with a red box.

Level	Condition Type	Amount	Currency	Price per	Price Unit
Header		0.00			
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00			
	Price(Contract/Bid)	0.00	Indian Rupee	1	M
	FOB/FCA Charges	0.00	Indian Rupee	1	M
	Overseas Freight-Value	0.00	Indian Rupee	1	M
	IAC - % on Basic Pr	0.00	%		
	Other Charges-Value	0.00	Indian Rupee	1	M
	Instal & Comm-Value	0.00	Indian Rupee	1	M
	Training Charges-Val	0.00	Indian Rupee	1	M
	TPI Charges - Value	0.00	Indian Rupee	1	M
Item 3 - Installation and commissioning		0.00			
	Basic Service Cost	0.00	Indian Rupee		
	IAC - % on Basic Pr	0.00	%		
	Other Charges- Cost	0.00	Indian Rupee		
	Service Tax - %	0.00	%		
	VAT/Sales Tax - %	0.00	%		
	Works contract tax%	0.00	%		

E-TENDERING GUIDE FOR BIDDER

40 In the **Amount** field, enter the desired Amount. In this case, enter "500000".



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Edit RFx Response:

Submit | Read Only | Print Preview | Check | Technical RFx Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
Time zone INDIA is not valid in country AU (several possibilities) - Display Help

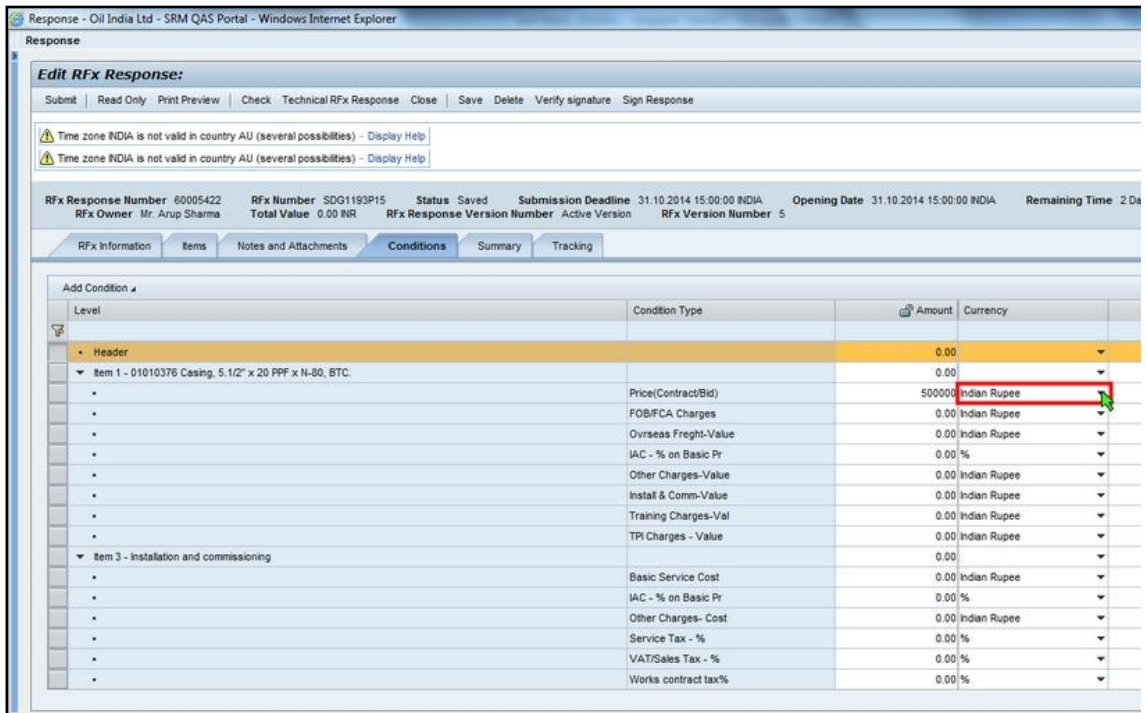
RFx Response Number: 60005422 | RFx Owner: Mr. Arup Sharma | RFx Number: SDG1193P15 | Status: Saved | Submission Deadline: 31.10.2014 15:00:00 INDIA | Opening Date: 31.10.2014 15:00:00 INDIA | Remaining Time: 2 Days
Total Value: 0.00 INR | RFx Response Version Number: Active Version | RFx Version Number: 5

RFx Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
Price(Contract/Bid)		3.00	Indian Rupee
FOB/FCA Charges		0.00	Indian Rupee
Overseas Freight-Value		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges-Value		0.00	Indian Rupee
Install & Comm-Value		0.00	Indian Rupee
Training Charges-Val		0.00	Indian Rupee
TPI Charges - Value		0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
Basic Service Cost		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges- Cost		0.00	Indian Rupee
Service Tax - %		0.00	%
VAT/Sales Tax - %		0.00	%
Works contract tax%		0.00	%

41 Click to drop down the **Currency** list.



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Edit RFx Response:

Submit | Read Only | Print Preview | Check | Technical RFx Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
Time zone INDIA is not valid in country AU (several possibilities) - Display Help

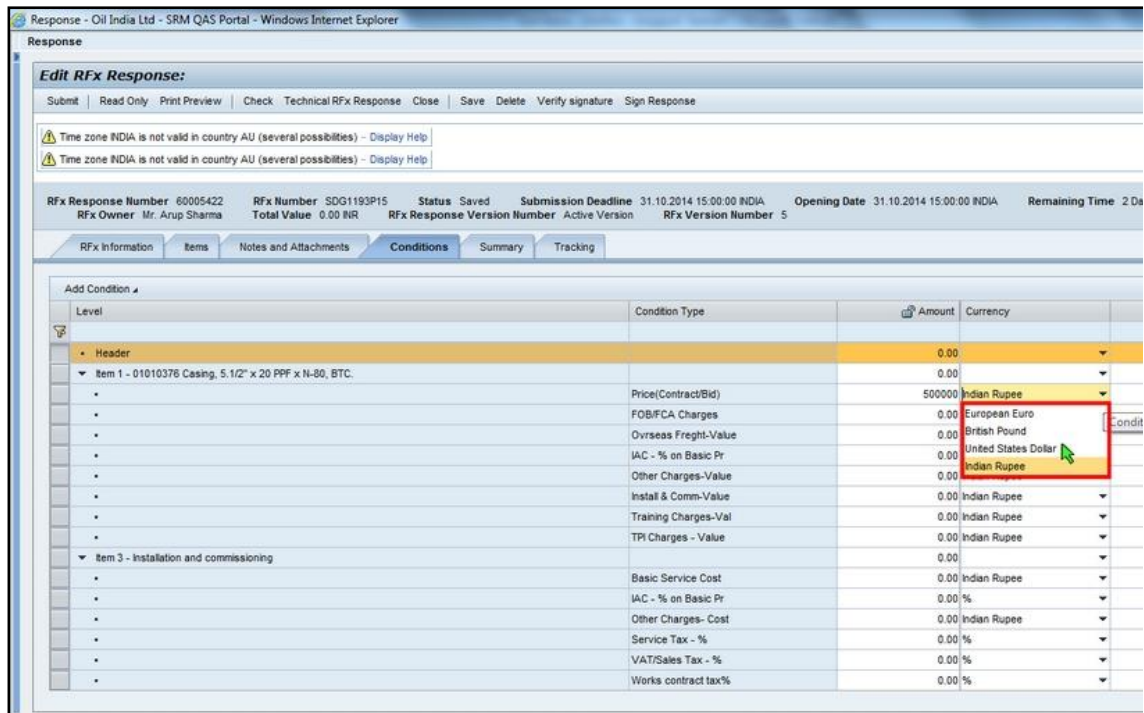
RFx Response Number: 60005422 | RFx Owner: Mr. Arup Sharma | RFx Number: SDG1193P15 | Status: Saved | Submission Deadline: 31.10.2014 15:00:00 INDIA | Opening Date: 31.10.2014 15:00:00 INDIA | Remaining Time: 2 Days
Total Value: 0.00 INR | RFx Response Version Number: Active Version | RFx Version Number: 5

RFx Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
Price(Contract/Bid)		500000	Indian Rupee
FOB/FCA Charges		0.00	Indian Rupee
Overseas Freight-Value		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges-Value		0.00	Indian Rupee
Install & Comm-Value		0.00	Indian Rupee
Training Charges-Val		0.00	Indian Rupee
TPI Charges - Value		0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
Basic Service Cost		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges- Cost		0.00	Indian Rupee
Service Tax - %		0.00	%
VAT/Sales Tax - %		0.00	%
Works contract tax%		0.00	%

- 42 Select the desired **Currency** from the list. In this case, select "**United States Dollar**".



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help

Time zone INDIA is not valid in country AU (several possibilities) - Display Help

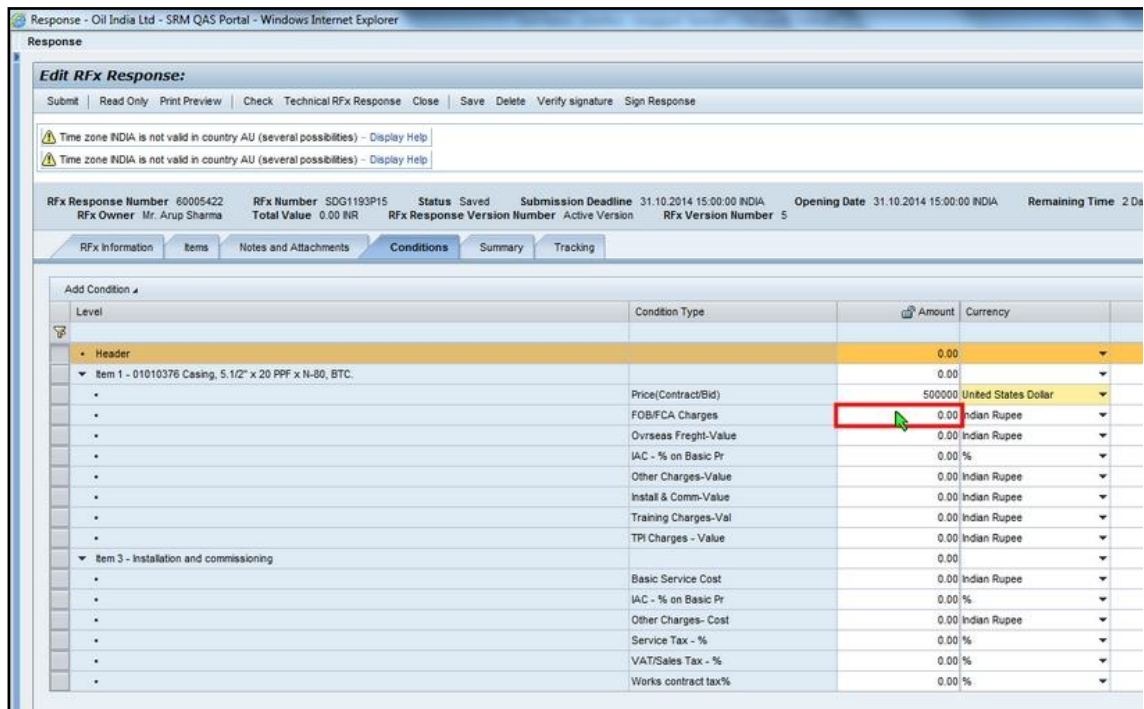
RFX Response Number: 60005422 RFX Owner: Mr. Arup Sharma RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Days

RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
Price(Contract/Bid)		500000	Indian Rupee
FOB/FCA Charges		0.00	European Euro
Ovrseas Freight-Value		0.00	British Pound
IAC - % on Basic Pr		0.00	United States Dollar
Other Charges-Value		0.00	Indian Rupee
Install & Comm-Value		0.00	Indian Rupee
Training Charges-Val		0.00	Indian Rupee
TPI Charges - Value		0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
Basic Service Cost		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges- Cost		0.00	Indian Rupee
Service Tax - %		0.00	%
VAT/Sales Tax - %		0.00	%
Works contract tax%		0.00	%

- 43 Click in the **Amount** field.



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help

Time zone INDIA is not valid in country AU (several possibilities) - Display Help

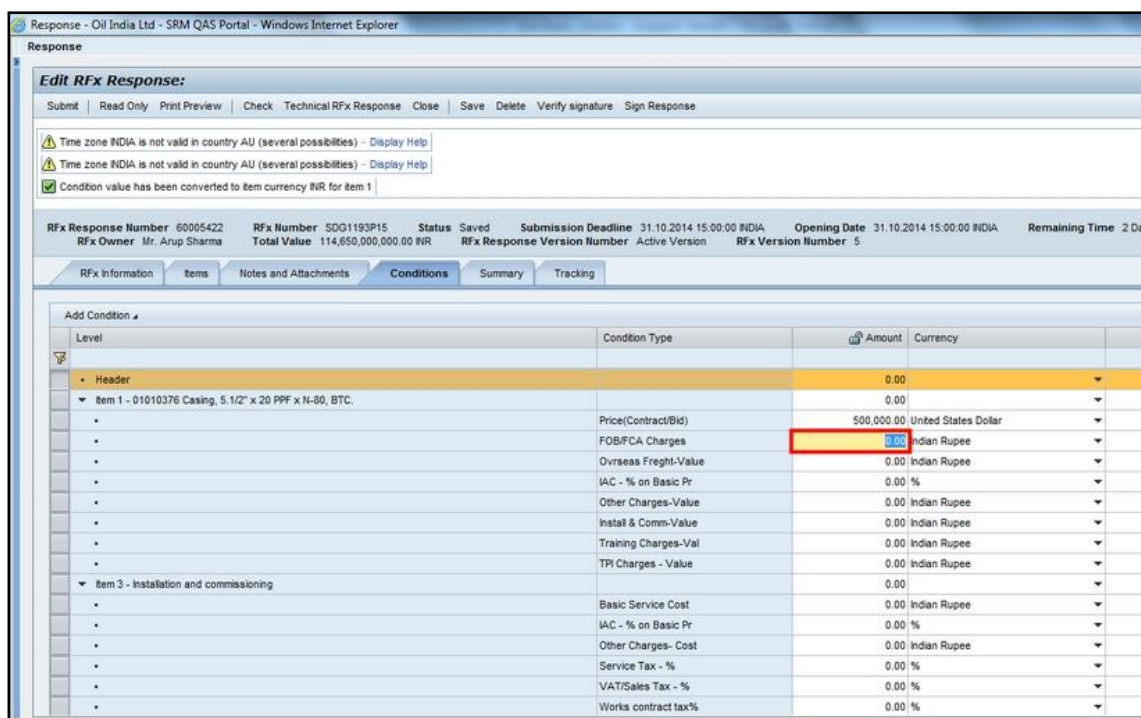
RFX Response Number: 60005422 RFX Owner: Mr. Arup Sharma RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Days

RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
Price(Contract/Bid)		500000	United States Dollar
FOB/FCA Charges		0.00	Indian Rupee
Ovrseas Freight-Value		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges-Value		0.00	Indian Rupee
Install & Comm-Value		0.00	Indian Rupee
Training Charges-Val		0.00	Indian Rupee
TPI Charges - Value		0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
Basic Service Cost		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges- Cost		0.00	Indian Rupee
Service Tax - %		0.00	%
VAT/Sales Tax - %		0.00	%
Works contract tax%		0.00	%

44 In the **Amount** field, enter the desired Amount. In this case, enter "500".



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Condition value has been converted to item currency INR for item 1

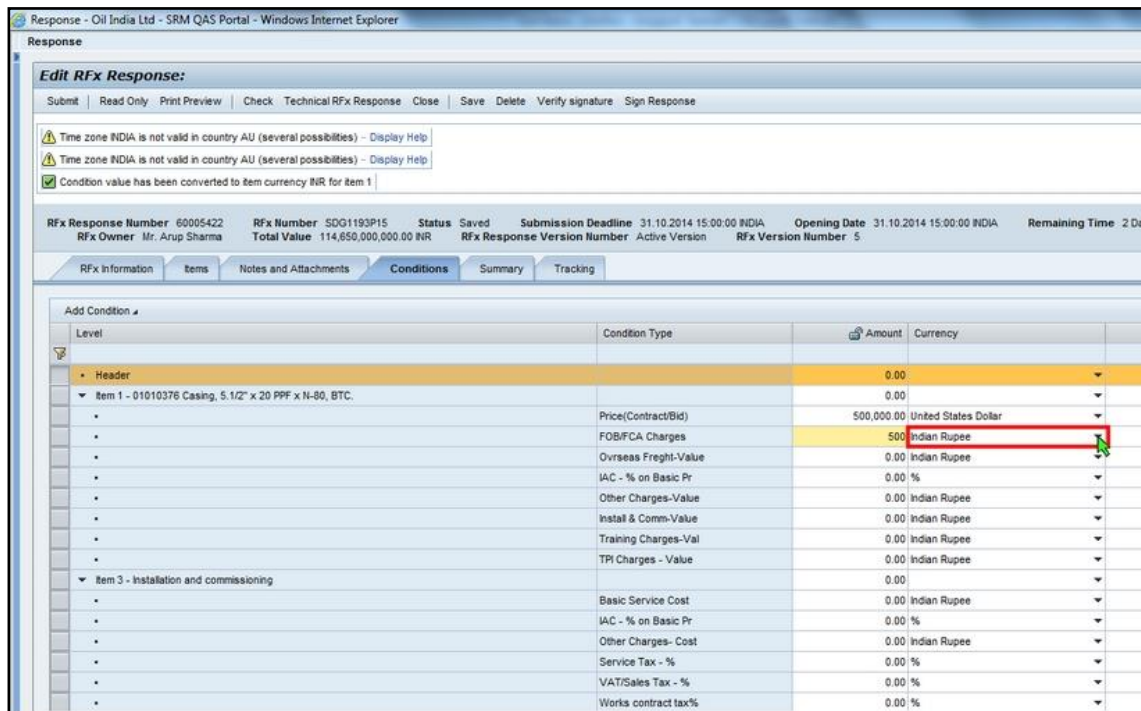
RFX Response Number: 60005422 RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Da
 RFX Owner: Mr. Arup Sharma Total Value: 114,650,000,000.00 INR RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.	Price(Contract/Bid)	500,000.00	United States Dollar
	FOB/FCA Charges	0.00	Indian Rupee
	Overseas Freight-Value	0.00	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges-Value	0.00	Indian Rupee
	Install & Comm-Value	0.00	Indian Rupee
	Training Charges-Val	0.00	Indian Rupee
	TPI Charges - Value	0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
	Basic Service Cost	0.00	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges- Cost	0.00	Indian Rupee
	Service Tax - %	0.00	%
	VAT/Sales Tax - %	0.00	%
	Works contract tax%	0.00	%

45 Click to drop down the **Currency** list.



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Condition value has been converted to item currency INR for item 1

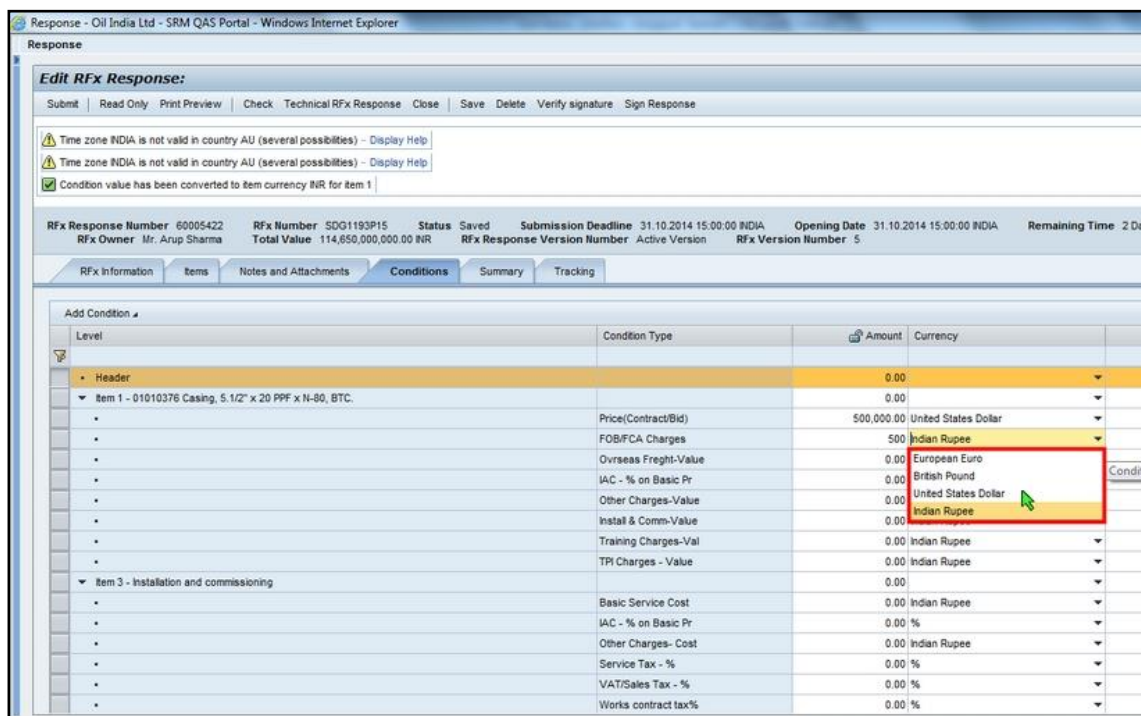
RFX Response Number: 60005422 RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Da
 RFX Owner: Mr. Arup Sharma Total Value: 114,650,000,000.00 INR RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.	Price(Contract/Bid)	500,000.00	United States Dollar
	FOB/FCA Charges	500	Indian Rupee
	Overseas Freight-Value	0.00	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges-Value	0.00	Indian Rupee
	Install & Comm-Value	0.00	Indian Rupee
	Training Charges-Val	0.00	Indian Rupee
	TPI Charges - Value	0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
	Basic Service Cost	0.00	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges- Cost	0.00	Indian Rupee
	Service Tax - %	0.00	%
	VAT/Sales Tax - %	0.00	%
	Works contract tax%	0.00	%

- 46 Select the desired **Currency** from the list. In this case, select "**United States Dollar**".



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Response

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Condition value has been converted to item currency INR for item 1

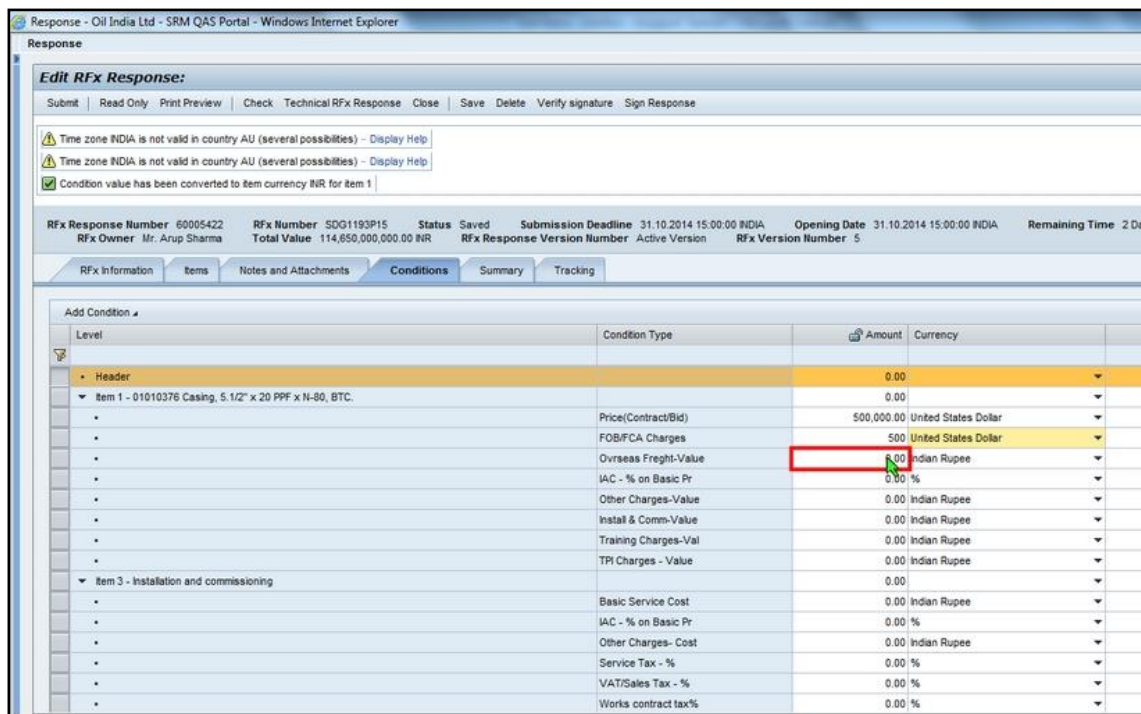
RFX Response Number: 60005422 RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Days
 RFX Owner: Mr. Arup Sharma Total Value: 114,650,000,000.00 INR RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
Price(Contract/Bid)		500,000.00	United States Dollar
FOB/FCA Charges		500	Indian Rupee
Overseas Freight-Value		0.00	European Euro
IAC - % on Basic Pr		0.00	British Pound
Other Charges-Value		0.00	United States Dollar
Install & Comm-Value		0.00	Indian Rupee
Training Charges-Val		0.00	Indian Rupee
TPI Charges - Value		0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
Basic Service Cost		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges- Cost		0.00	Indian Rupee
Service Tax - %		0.00	%
VAT/Sales Tax - %		0.00	%
Works contract tax%		0.00	%

- 47 Click in the **Amount** field.



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Response

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Condition value has been converted to item currency INR for item 1

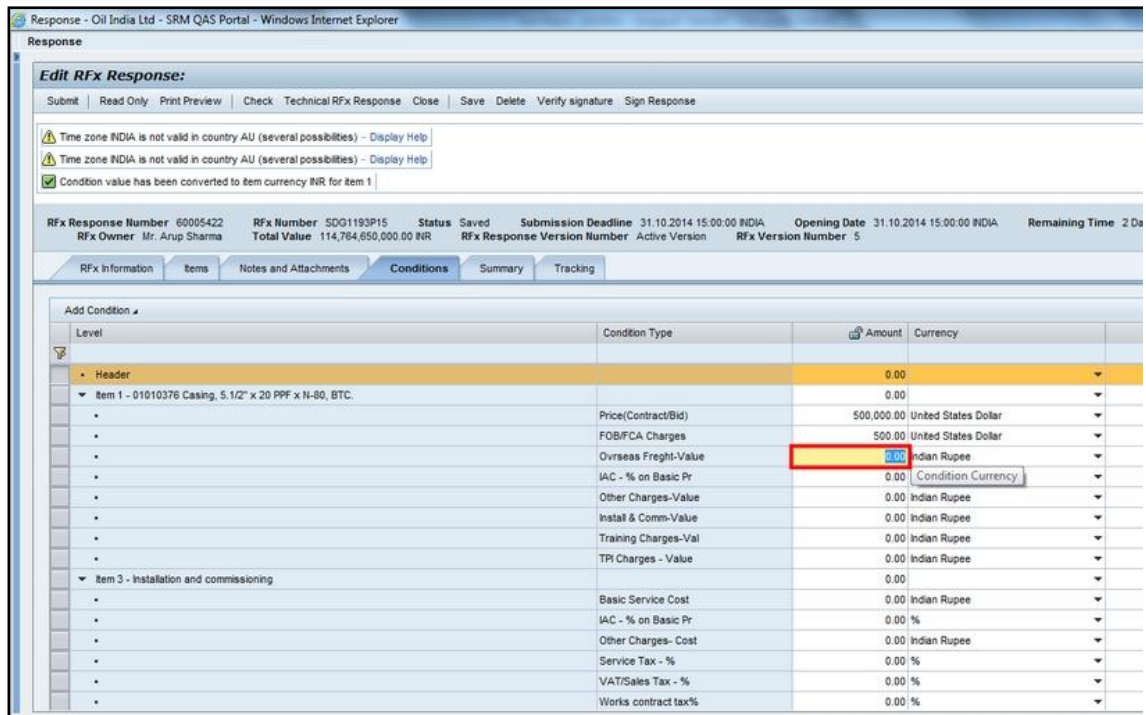
RFX Response Number: 60005422 RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Days
 RFX Owner: Mr. Arup Sharma Total Value: 114,650,000,000.00 INR RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
Price(Contract/Bid)		500,000.00	United States Dollar
FOB/FCA Charges		500	United States Dollar
Overseas Freight-Value		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges-Value		0.00	Indian Rupee
Install & Comm-Value		0.00	Indian Rupee
Training Charges-Val		0.00	Indian Rupee
TPI Charges - Value		0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
Basic Service Cost		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges- Cost		0.00	Indian Rupee
Service Tax - %		0.00	%
VAT/Sales Tax - %		0.00	%
Works contract tax%		0.00	%

48 In the **Amount** field, enter the desired Amount. In this case, enter "5000".



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Condition value has been converted to item currency INR for item 1

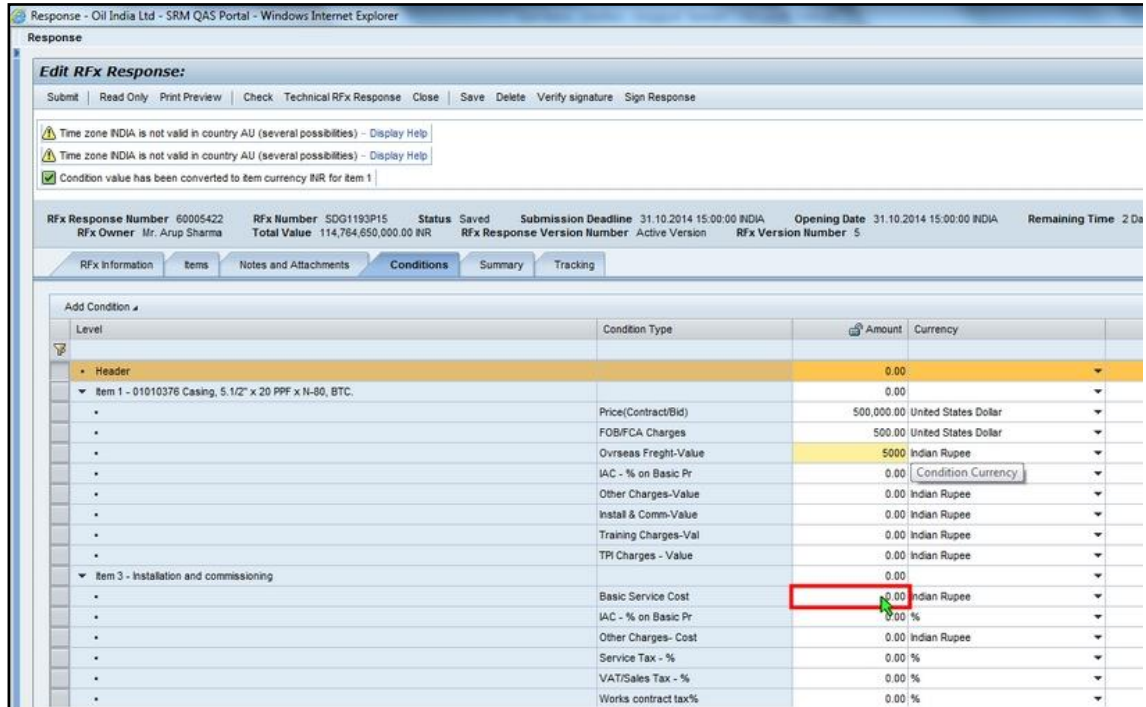
RFX Response Number: 60005422 RFX Owner: Mr. Arup Sharma
 RFX Number: SDG1193P15 Total Value: 114,764,650,000.00 INR
 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Days
 RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
Price(Contract/Bid)		500,000.00	United States Dollar
FOB/FCA Charges		500.00	United States Dollar
Ovrseas Freight-Value		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	Condition Currency
Other Charges-Value		0.00	Indian Rupee
Install & Comm-Value		0.00	Indian Rupee
Training Charges-Val		0.00	Indian Rupee
TPI Charges - Value		0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
Basic Service Cost		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges- Cost		0.00	Indian Rupee
Service Tax - %		0.00	%
VAT/Sales Tax - %		0.00	%
Works contract tax%		0.00	%

49 Click in the **Amount** field.



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Condition value has been converted to item currency INR for item 1

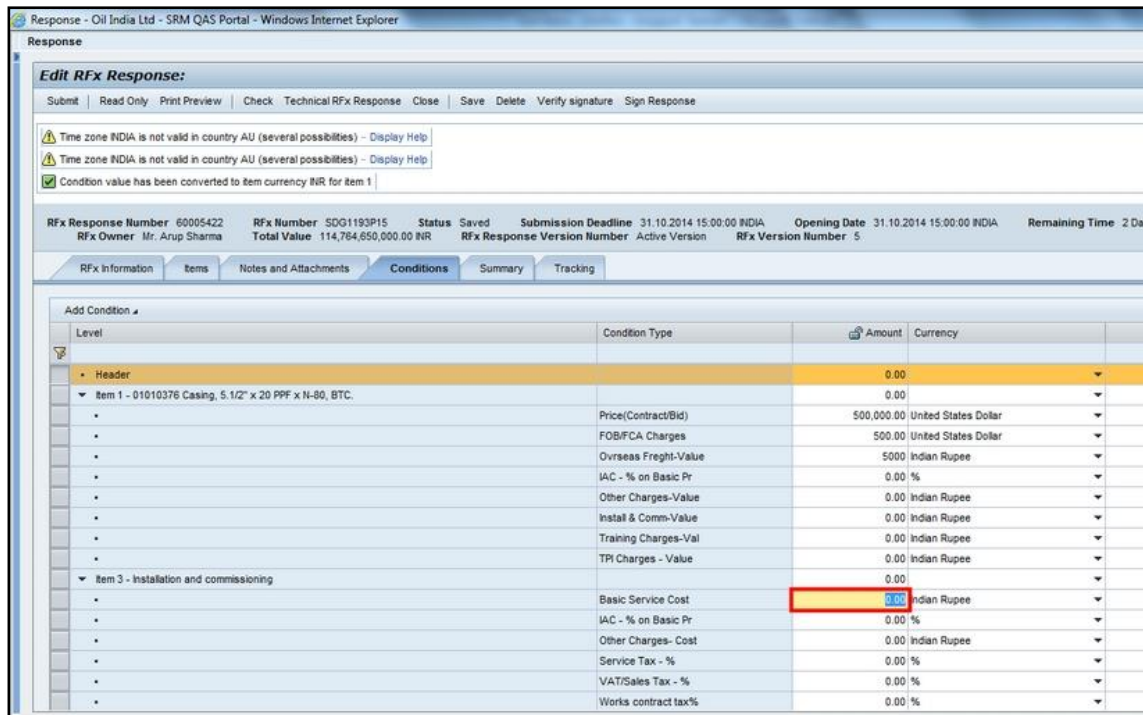
RFX Response Number: 60005422 RFX Owner: Mr. Arup Sharma
 RFX Number: SDG1193P15 Total Value: 114,764,650,000.00 INR
 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Days
 RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
Price(Contract/Bid)		500,000.00	United States Dollar
FOB/FCA Charges		500.00	United States Dollar
Ovrseas Freight-Value		5000	Indian Rupee
IAC - % on Basic Pr		0.00	Condition Currency
Other Charges-Value		0.00	Indian Rupee
Install & Comm-Value		0.00	Indian Rupee
Training Charges-Val		0.00	Indian Rupee
TPI Charges - Value		0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
Basic Service Cost		0.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges- Cost		0.00	Indian Rupee
Service Tax - %		0.00	%
VAT/Sales Tax - %		0.00	%
Works contract tax%		0.00	%

50 In the **Amount** field, enter the desired Amount. In this case, enter "5000".



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Response

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Condition value has been converted to item currency INR for item 1

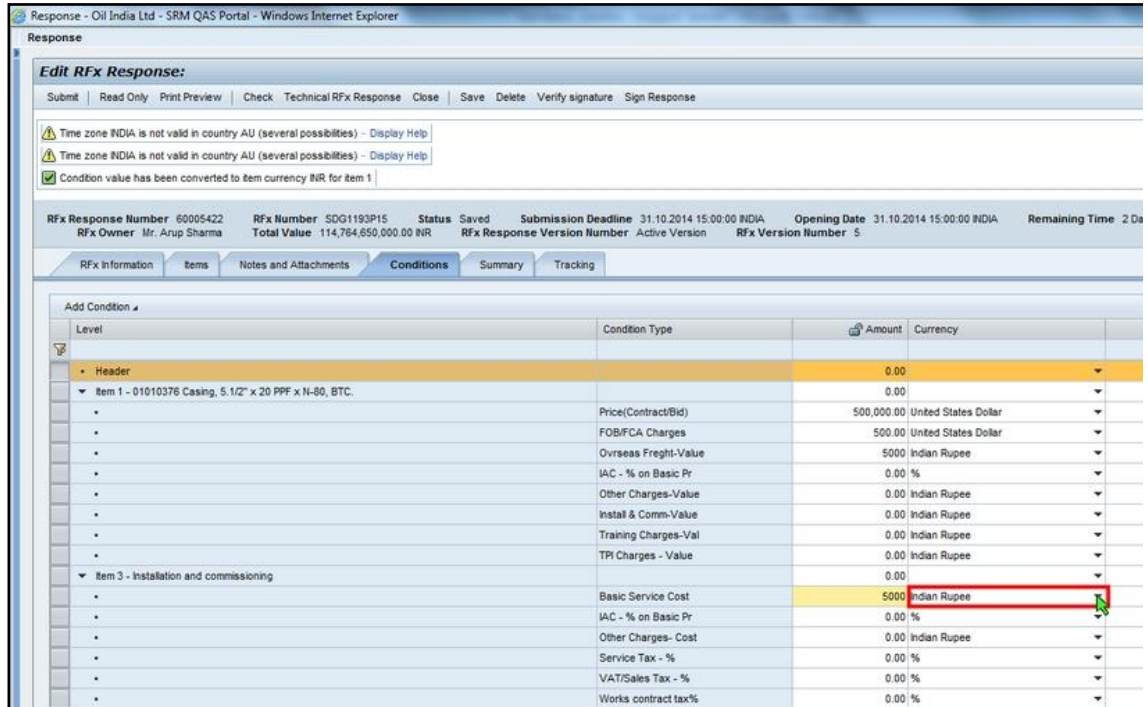
RFX Response Number: 60005422 RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Da
 RFX Owner: Mr. Arup Sharma Total Value: 114,764,650,000.00 INR RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
	Price(Contract/Bid)	500,000.00	United States Dollar
	FOB/FCA Charges	500.00	United States Dollar
	Overseas Freight-Value	5000	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges-Value	0.00	Indian Rupee
	Install & Comm-Value	0.00	Indian Rupee
	Training Charges-Val	0.00	Indian Rupee
	TPI Charges - Value	0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
	Basic Service Cost	0.00	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges- Cost	0.00	Indian Rupee
	Service Tax - %	0.00	%
	VAT/Sales Tax - %	0.00	%
	Works contract tax%	0.00	%

51 Click to drop down the **Currency** list.



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Response

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Condition value has been converted to item currency INR for item 1

RFX Response Number: 60005422 RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Da
 RFX Owner: Mr. Arup Sharma Total Value: 114,764,650,000.00 INR RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
	Price(Contract/Bid)	500,000.00	United States Dollar
	FOB/FCA Charges	500.00	United States Dollar
	Overseas Freight-Value	5000	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges-Value	0.00	Indian Rupee
	Install & Comm-Value	0.00	Indian Rupee
	Training Charges-Val	0.00	Indian Rupee
	TPI Charges - Value	0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
	Basic Service Cost	5000	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges- Cost	0.00	Indian Rupee
	Service Tax - %	0.00	%
	VAT/Sales Tax - %	0.00	%
	Works contract tax%	0.00	%

- 52 Select the desired **Currency** from the list. In this case, select "**United States Dollar**".

Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Response

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
☒ Condition value has been converted to item currency INR for item 1

RFX Response Number: 60005422 RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Da
 RFX Owner: Mr. Arup Sharma Total Value: 114,764,650,000.00 INR RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
	Price(Contract/Bid)	500,000.00	United States Dollar
	FOB/FCA Charges	500.00	United States Dollar
	Overseas Freight-Value	5000	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges-Value	0.00	Indian Rupee
	Install & Comm-Value	0.00	Indian Rupee
	Training Charges-Val	0.00	Indian Rupee
	TPI Charges - Value	0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
	Basic Service Cost	5000	Indian Rupee
	IAC - % on Basic Pr	0.00	European Euro
	Other Charges- Cost	0.00	British Pound
	Service Tax - %	0.00	United States Dollar
	VAT/Sales Tax - %	0.00	Indian Rupee
	Works contract tax%	0.00	%

- 53 Click in the **Amount** field.

Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Response

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
☒ Condition value has been converted to item currency INR for item 1

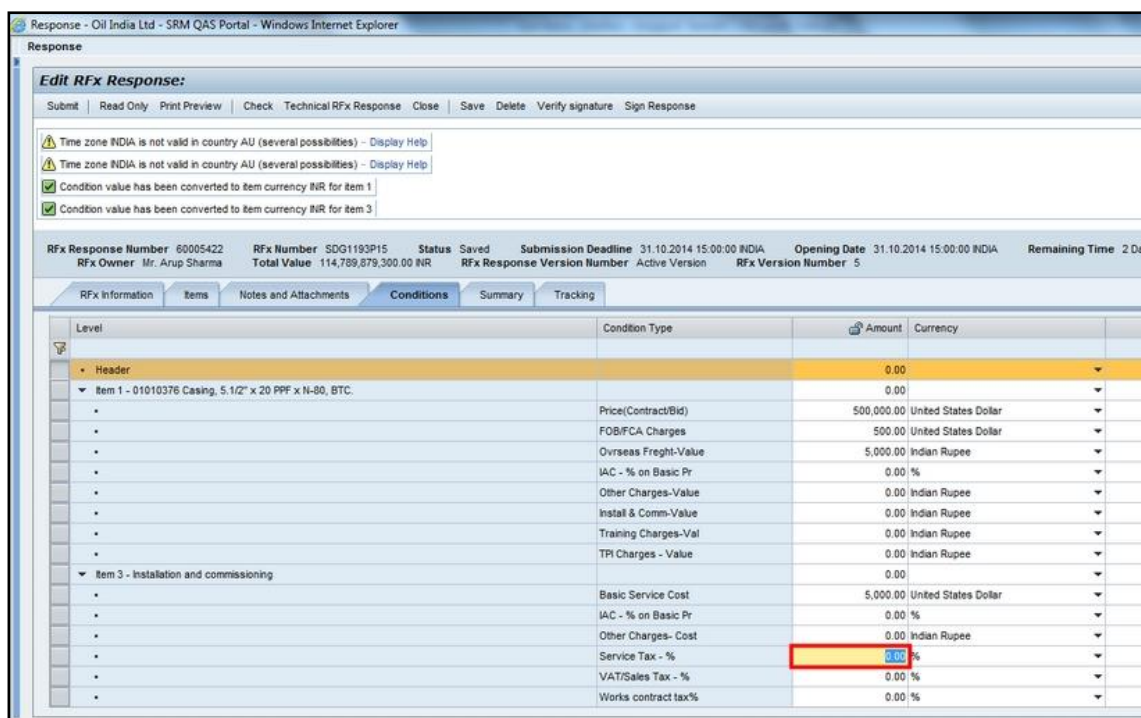
RFX Response Number: 60005422 RFX Number: SDG1193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Da
 RFX Owner: Mr. Arup Sharma Total Value: 114,764,650,000.00 INR RFX Response Version Number: Active Version RFX Version Number: 5

RFX Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Add Condition

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
	Price(Contract/Bid)	500,000.00	United States Dollar
	FOB/FCA Charges	500.00	United States Dollar
	Overseas Freight-Value	5000	Indian Rupee
	IAC - % on Basic Pr	0.00	%
	Other Charges-Value	0.00	Indian Rupee
	Install & Comm-Value	0.00	Indian Rupee
	Training Charges-Val	0.00	Indian Rupee
	TPI Charges - Value	0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
	Basic Service Cost	5000	United States Dollar
	IAC - % on Basic Pr	0.00	%
	Other Charges- Cost	0.00	Indian Rupee
	Service Tax - %	0.00	%
	VAT/Sales Tax - %	0.00	%
	Works contract tax%	0.00	%

54 In the **Amount** field, enter the desired Amount. In this case, enter "12.36".



Response - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify signature | Sign Response

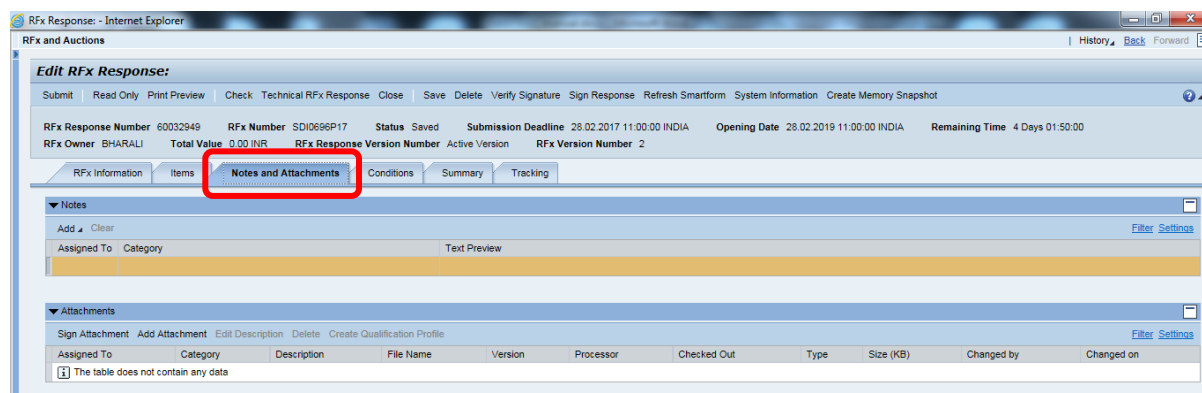
Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Time zone INDIA is not valid in country AU (several possibilities) - Display Help
 Condition value has been converted to item currency INR for item 1
 Condition value has been converted to item currency INR for item 3

RFX Response Number: 60005422 RFX Number: SD01193P15 Status: Saved Submission Deadline: 31.10.2014 15:00:00 INDIA Opening Date: 31.10.2014 15:00:00 INDIA Remaining Time: 2 Days
 RFX Owner: Mr. Arup Sharma Total Value: 114,789,879,300.00 INR RFX Response Version Number: Active Version RFX Version Number: 5

RFx Information | Items | Notes and Attachments | **Conditions** | Summary | Tracking

Level	Condition Type	Amount	Currency
Header		0.00	
Item 1 - 01010376 Casing, 5.1/2" x 20 PPF x N-80, BTC.		0.00	
Price(Contract/Bid)		500,000.00	United States Dollar
FOB/FCA Charges		500.00	United States Dollar
Overseas Freight-Value		5,000.00	Indian Rupee
IAC - % on Basic Pr		0.00	%
Other Charges-Value		0.00	Indian Rupee
Install & Comm-Value		0.00	Indian Rupee
Training Charges-Val		0.00	Indian Rupee
TPI Charges - Value		0.00	Indian Rupee
Item 3 - Installation and commissioning		0.00	
Basic Service Cost		5,000.00	United States Dollar
IAC - % on Basic Pr		0.00	%
Other Charges- Cost		0.00	Indian Rupee
Service Tax - %		12.36	%
VAT/Sales Tax - %		0.00	%
Works contract tax%		0.00	%

55. If the “Details Price Information” of the Tender is “No Price” then Price to be filled up under Header “**Notes & Attachment**”



RFx Response - Internet Explorer

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify Signature | Sign Response | Refresh Smartform | System Information | Create Memory Snapshot

RFX Response Number: 60032949 RFX Number: SDI0696P17 Status: Saved Submission Deadline: 28.02.2017 11:00:00 INDIA Opening Date: 28.02.2019 11:00:00 INDIA Remaining Time: 4 Days 01:50:00
 RFX Owner: BHARALI Total Value: 0.00 INR RFX Response Version Number: Active Version RFX Version Number: 2

RFx Information | Items | **Notes and Attachments** | Conditions | Summary | Tracking

Notes

Add | Clear

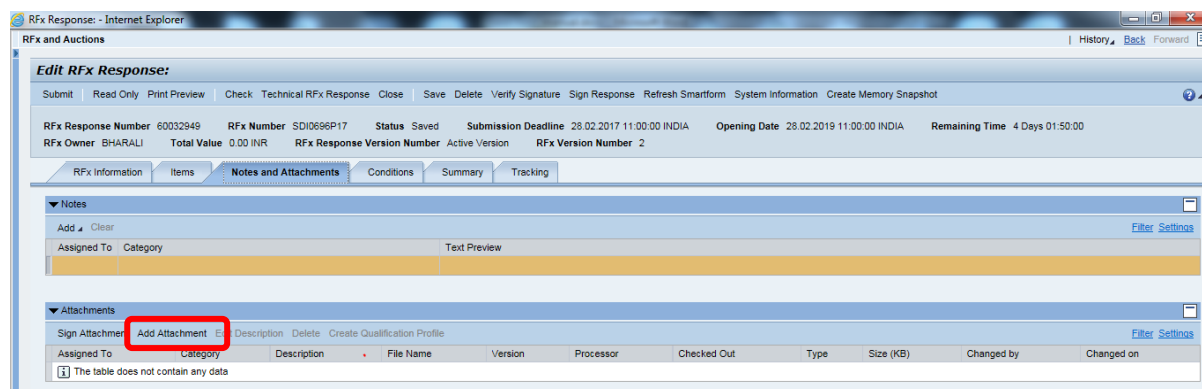
Assigned To	Category	Text Preview

Attachments

Sign Attachment | Add Attachment | Edit Description | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

56. Click “**Add Attachment**”



RFx Response - Internet Explorer

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Verify Signature | Sign Response | Refresh Smartform | System Information | Create Memory Snapshot

RFX Response Number: 60032949 RFX Number: SDI0696P17 Status: Saved Submission Deadline: 28.02.2017 11:00:00 INDIA Opening Date: 28.02.2019 11:00:00 INDIA Remaining Time: 4 Days 01:50:00
 RFX Owner: BHARALI Total Value: 0.00 INR RFX Response Version Number: Active Version RFX Version Number: 2

RFx Information | Items | **Notes and Attachments** | Conditions | Summary | Tracking

Notes

Add | Clear

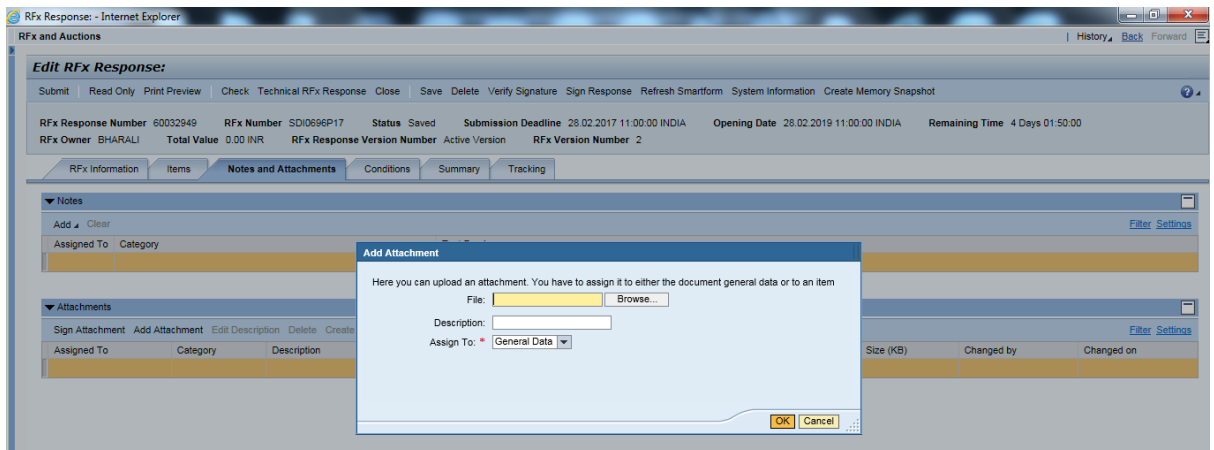
Assigned To	Category	Text Preview

Attachments

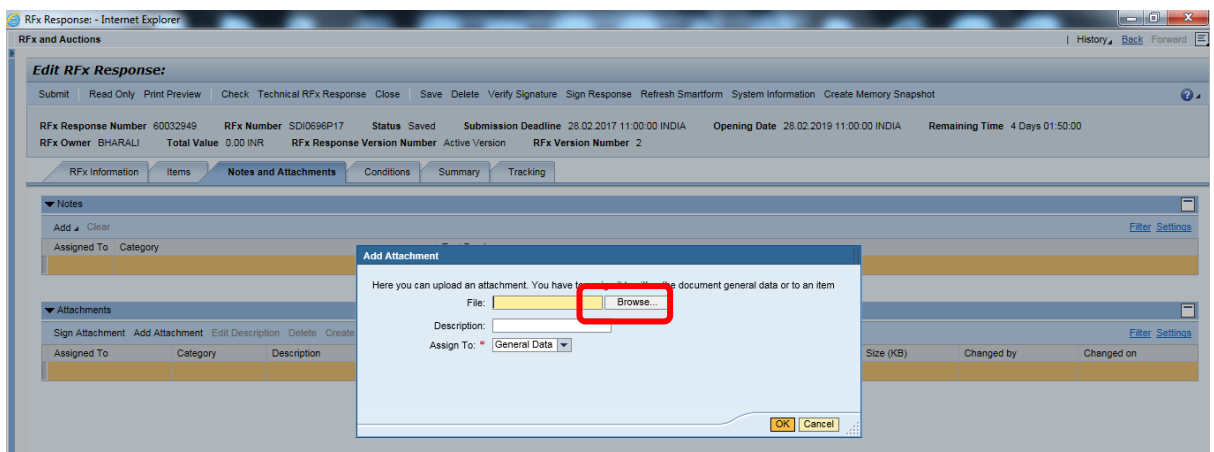
Sign Attachment | **Add Attachment** | Edit Description | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

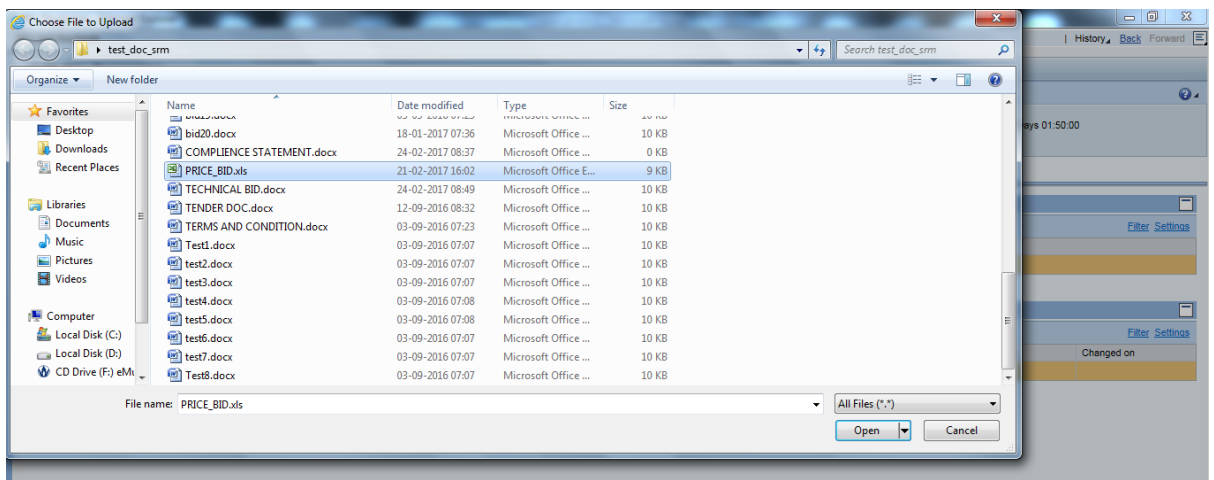
57. Screen after click **Add Attachment**



58. Click **Browse** and select the **Price Bid** file from the Computer

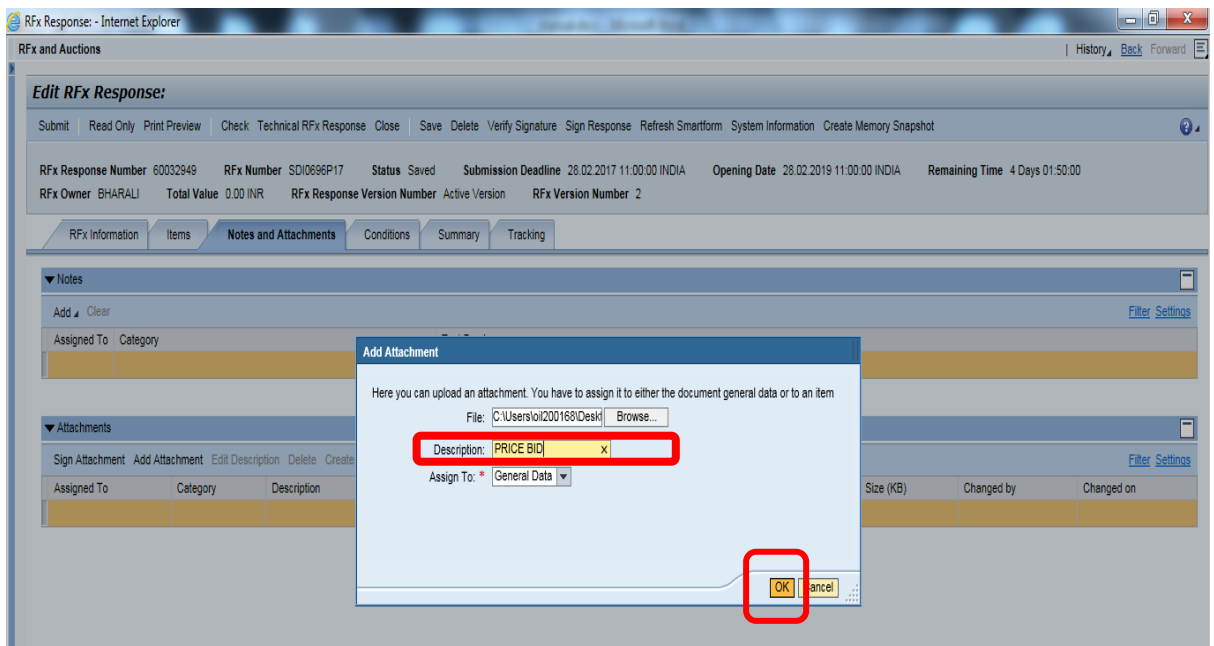


59. Select the file and double click on the same

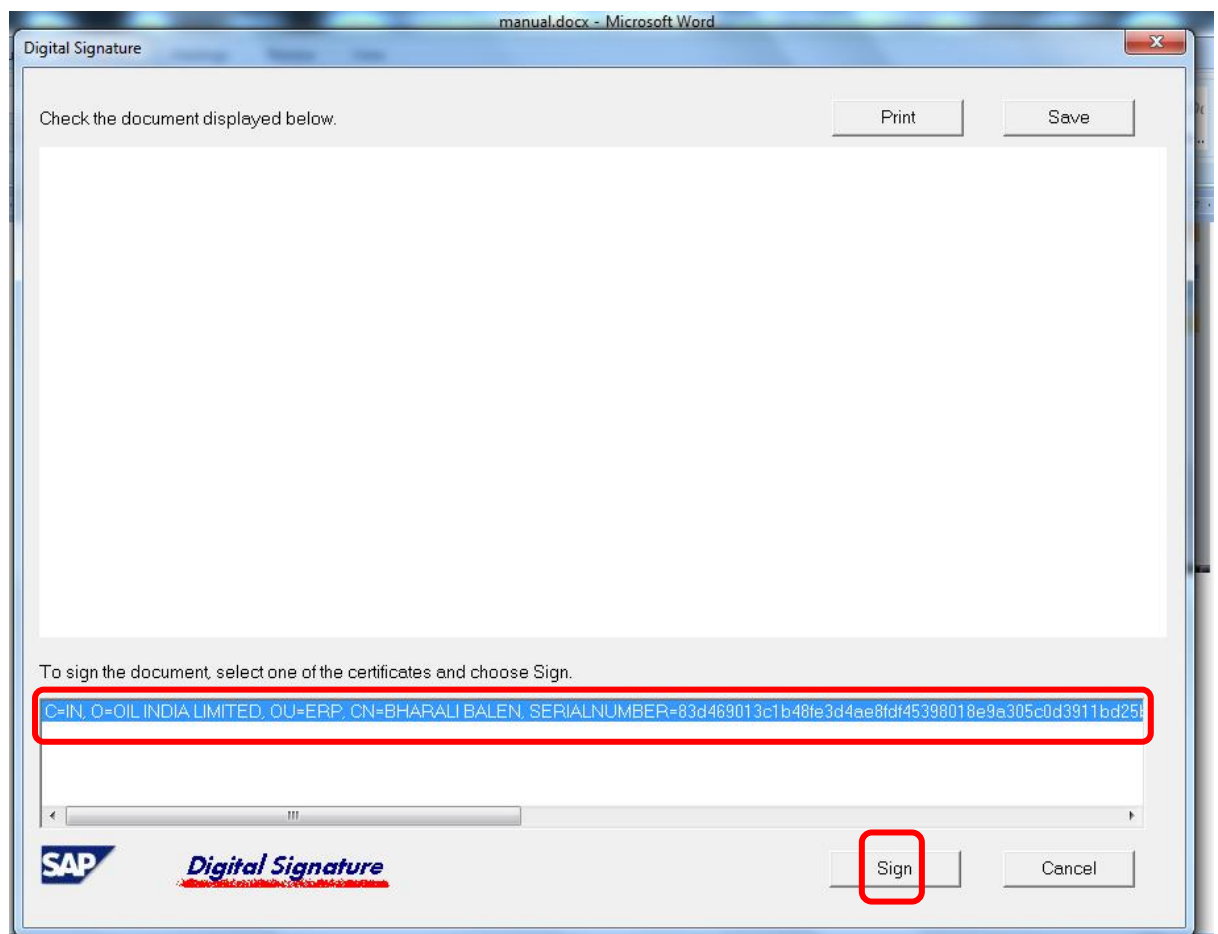


E-TENDERING GUIDE FOR BIDDER

60. Fill up the Description and click "OK"

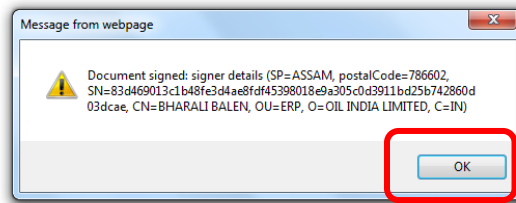


61. Select the Digital Signature and click **Sign**

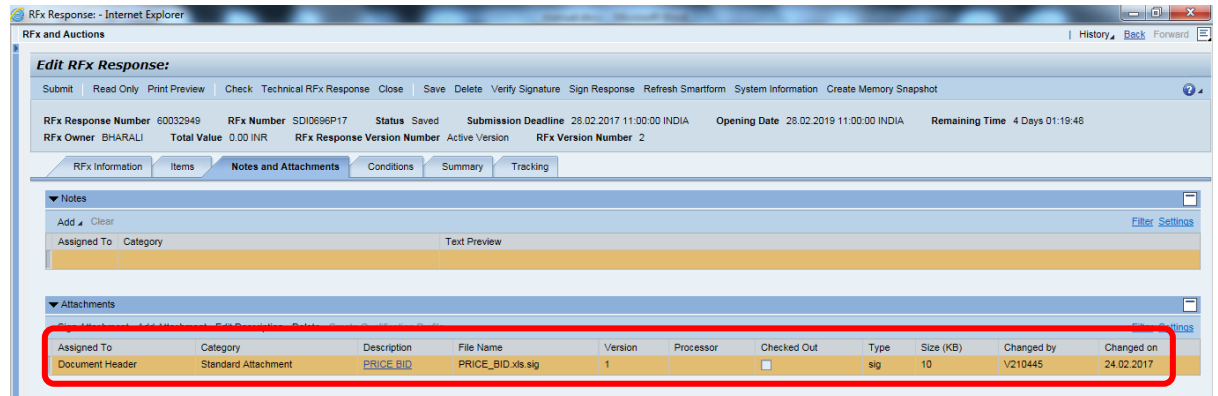


E-TENDERING GUIDE FOR BIDDER

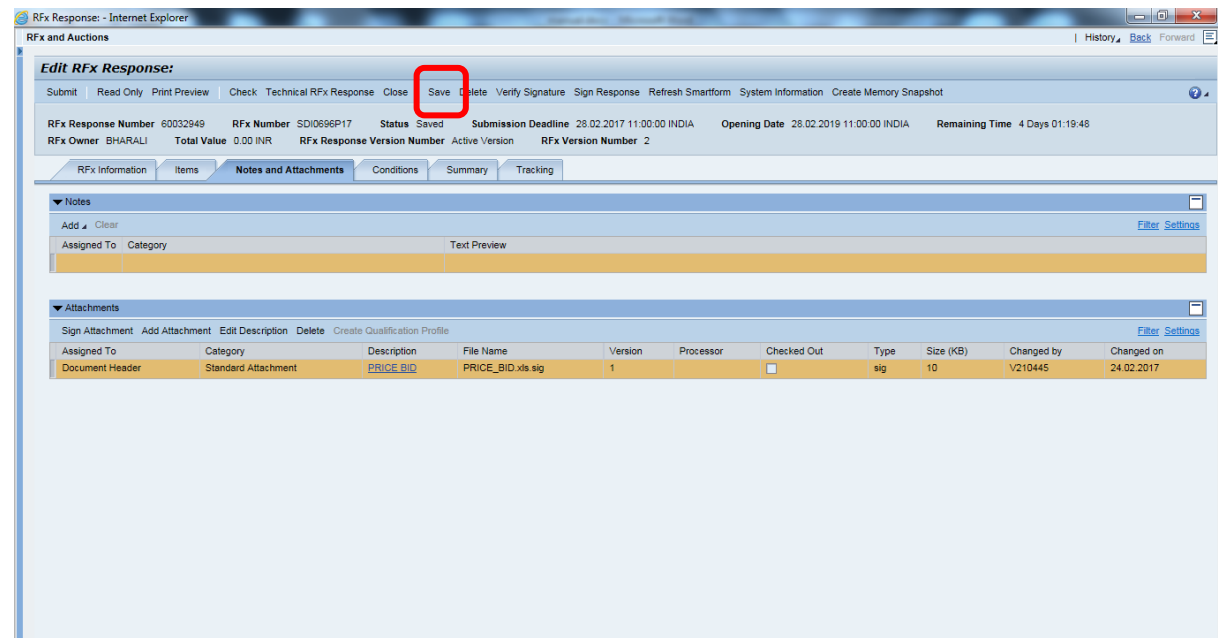
62. Documents Signed and click **OK**



63. In this way Price Bid is Uploaded Successfully.



64. Click on **Save**.



Once saved, the data will be encrypted and the encryption certification will be in use.

RFx and Auctions - Oil India Ltd e-Procurement System - Internet Explorer

History Back Forward

Please select an appropriate certificate

Issued To	Versi...	Email	Issued By	Purpose	Valid Till
BHARALI BALEN	3	balen_bharali@oilindia.in	e-Mudhra Sub CA for Class 3	Encryption	22-Dec-2017

Encrypt Bid Cancel



The screenshot shows a web browser window titled "RFx and Auctions - Oil India Ltd e-Procurement System - Internet Explorer". The main content area displays a dialog box titled "Please select an appropriate certificate". Inside the dialog, there is a table with the following data:

Issued To	Version	Email	Issued By	Purpose	Valid Till
BHARALI BALEN	3	balen_bharali@oilindia.in	e-Mudhra Sub CA for Class 3	Encryption	22-Dec-2017

Below the table is a large empty rectangular area. At the bottom of the dialog, there are two buttons: "Encrypt Bid" and "Cancel". The "Encrypt Bid" button is highlighted with a red rectangular box.

Display RFX Response: - Internet Explorer

RFX and Auctions | History | Back Forward

Display RFX Response:

[Edit](#) | [Print Preview](#) | [Check](#) | [Technical RFX Response](#) | [Close](#) | [Verify Signature](#) | [Sign Response](#) | [Refresh Smartform](#) | [Decrypt Data](#) | [System Information](#) | [Create Memory Snapshot](#)

RFX Response Number	604249	RFX Number	10696P17	Status	Saved	Submission Deadline	28.02.2017 11:00:00 INDIA	Opening Date	28.02.2019 11:00:00 INDIA	Remaining Time	4 Days 01:09:57
RFX Owner	BHARALI	Total Value	XXXXXX INR	RFX Response Version Number	Active Version	RFX Version Number	2				

[RFX Information](#) | [Items](#) | [Notes and Attachments](#) | [Conditions](#) | [Summary](#) | [Tracking](#)

Notes

Add | Clear

Assigned To	Category	Text Preview

[Filter Settings](#)

Attachments

[Sign Attachment](#) | [Add Attachment](#) | [Edit Description](#) | [Delete](#) | [Create Qualification Profile](#)

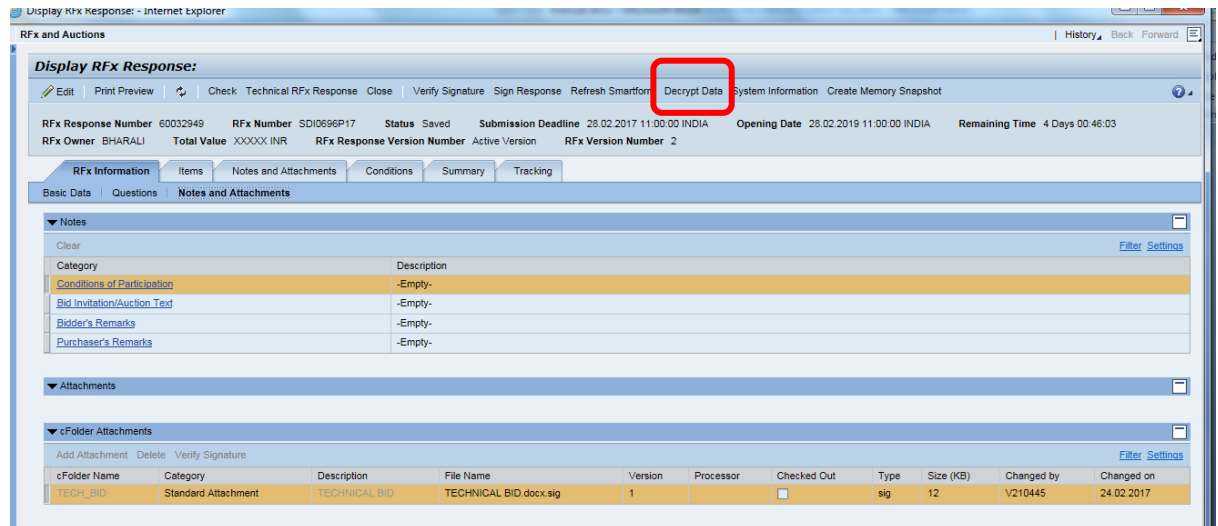
Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	PRICE BID	PRICE_BID.xls.sig	1		<input type="checkbox"/>	sig	10	V210445	24.02.2017

[Filter Settings](#)

50

E-TENDERING GUIDE FOR BIDDER

68. The encrypted Data will be displayed only when click **“Decrypt data”**



Display RFX Response: - Internet Explorer

RFX and Auctions | History | Back | Forward

Display RFX Response:

Edit | Print Preview | Check | Technical RFX Response | Close | Verify Signature | Sign Response | Refresh Smartform | Decrypt Data | System Information | Create Memory Snapshot

RFX Response Number: 60032949 | RFX Number: SDI0696P17 | Status: Saved | Submission Deadline: 28.02.2017 11:00:00 INDIA | Opening Date: 28.02.2019 11:00:00 INDIA | Remaining Time: 4 Days 00:46:03

RFX Owner: BHARALI | Total Value: XXXXX INR | RFX Response Version Number: Active Version | RFX Version Number: 2

RFX Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments

▼ Notes

Clear

Category	Description
Conditions of Participation	-Empty-
Bid Invitation/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-

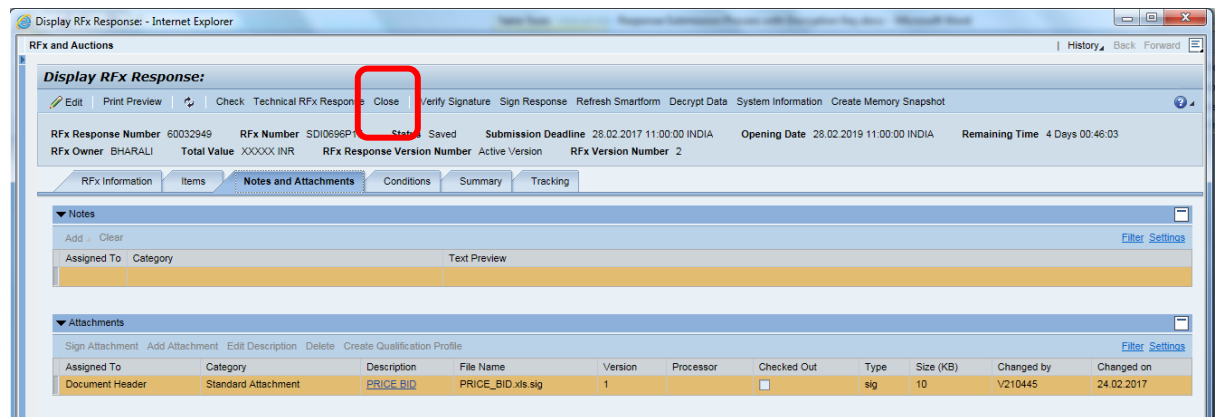
▼ Attachments

▼ Folder Attachments

Add Attachment | Delete | Verify Signature

cFolder Name	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
TECH_BID	Standard Attachment	TECHNICAL BID	TECHNICAL BID.docx.sig	1		<input type="checkbox"/>	sig	12	V210445	24.02.2017

69. Click on **“Close”**



Display RFX Response: - Internet Explorer

RFX and Auctions | History | Back | Forward

Display RFX Response:

Edit | Print Preview | Check | Technical RFX Response | Close | Verify Signature | Sign Response | Refresh Smartform | Decrypt Data | System Information | Create Memory Snapshot

RFX Response Number: 60032949 | RFX Number: SDI0696P17 | Status: Saved | Submission Deadline: 28.02.2017 11:00:00 INDIA | Opening Date: 28.02.2019 11:00:00 INDIA | Remaining Time: 4 Days 00:46:03

RFX Owner: BHARALI | Total Value: XXXXX INR | RFX Response Version Number: Active Version | RFX Version Number: 2

RFX Information | Items | Notes and Attachments | Conditions | Summary | Tracking

▼ Notes

Add | Clear

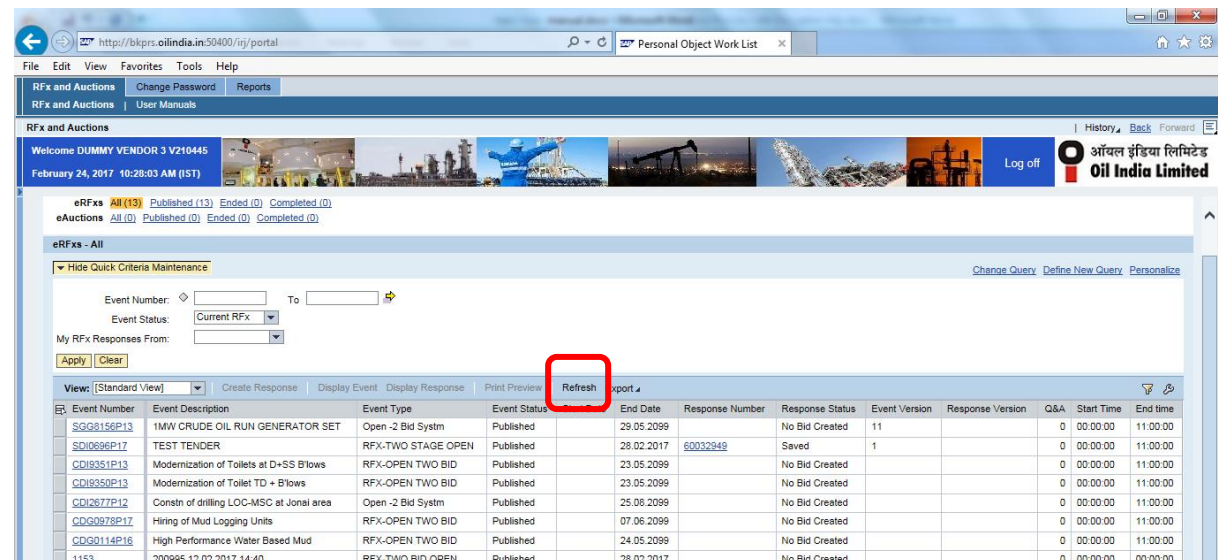
Assigned To	Category	Text Preview

▼ Attachments

Sign Attachment | Add Attachment | Edit Description | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	PRICE BID	PRICE_BID.xls.sig	1		<input type="checkbox"/>	sig	10	V210445	24.02.2017

70. Click on **Refresh**



http://bkpr.oilindia.in:50400/rij/portal

Personal Object Work List

RFX and Auctions | Change Password | Reports

RFX and Auctions | User Manuals

RFX and Auctions

Welcome DUMMY VENDOR 3 V210445

February 24, 2017 10:28:03 AM (IST)

Log off

ऑयल इंडिया लिमिटेड
Oil India Limited

eRFxs: All (13) | Published (13) | Ended (0) | Completed (0)

eAuctions: All (0) | Published (0) | Ended (0) | Completed (0)

eRFxs - All

▼ Hide Quick Criteria Maintenance

Change Query | Define New Query | Personalize

Event Number: To:

Event Status: Current RFX

My RFX Responses From:

Apply | Clear

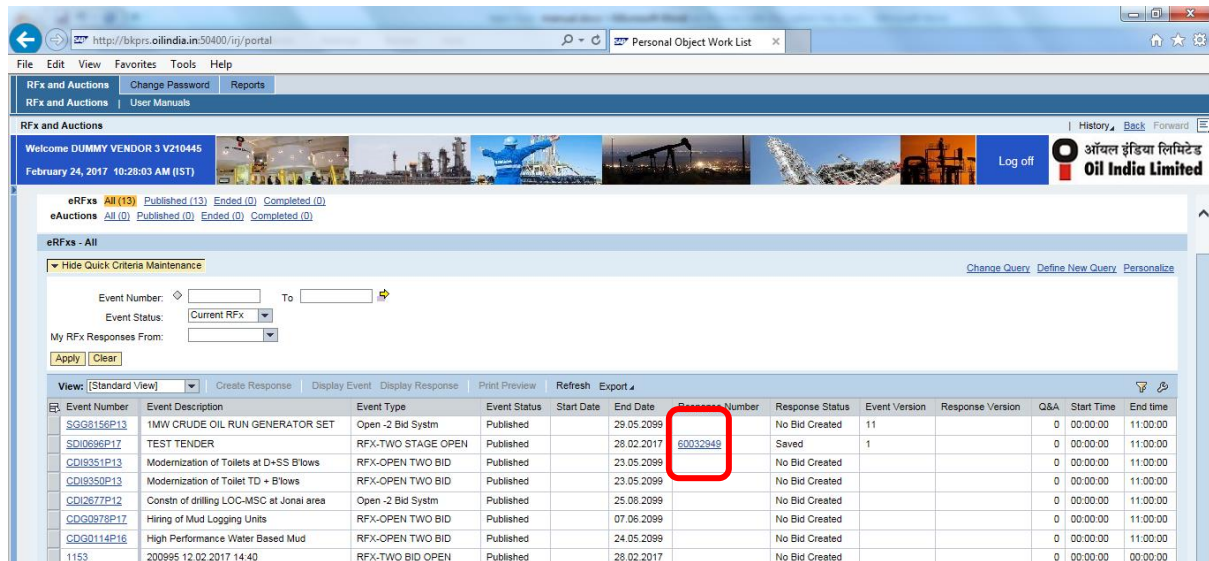
View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | Refresh | Export

Event Number	Event Description	Event Type	Event Status	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
SQG8156P13	1MW CRUDE OIL RUN GENERATOR SET	Open -2 Bid System	Published	29.05.2099		No Bid Created	11		0	00:00:00	11:00:00
SDI0696P17	TEST TENDER	RFX-TWO STAGE OPEN	Published	28.02.2017	60032949	Saved	1		0	00:00:00	11:00:00
CDI8351P13	Modernization of Toilets at D+SS B'blows	RFX-OPEN TWO BID	Published	23.05.2099		No Bid Created			0	00:00:00	11:00:00
CDI8350P13	Modernization of Toilet TD + B'blows	RFX-OPEN TWO BID	Published	23.05.2099		No Bid Created			0	00:00:00	11:00:00
CDI2677P12	Constn of drilling LOC-MSC at Jonal area	Open -2 Bid System	Published	25.08.2099		No Bid Created			0	00:00:00	11:00:00
CDG0978P17	Hiring of Mud Logging Units	RFX-OPEN TWO BID	Published	07.06.2099		No Bid Created			0	00:00:00	11:00:00
CDG0114P16	High Performance Water Based Mud	RFX-OPEN TWO BID	Published	24.05.2099		No Bid Created			0	00:00:00	11:00:00
1153	200995 12.02.2017 14:40	RFX-TWO BID OPEN	Published	28.02.2017		No Bid Created			0	00:00:00	00:00:00

Now uploading part is complete. We have to come to the initial screen. It is always better to come to the first screen and refresh the page and then going in into the response for the submission process.

CHECK AND SUBMIT RESPONSE

71. Click on the “Response No”



Welcome DUMMY VENDOR 3 V210445
 February 24, 2017 10:28:03 AM (IST)

eRFxs: All (13) Published (13) Ended (0) Completed (0)
 eAuctions: All (0) Published (0) Ended (0) Completed (0)

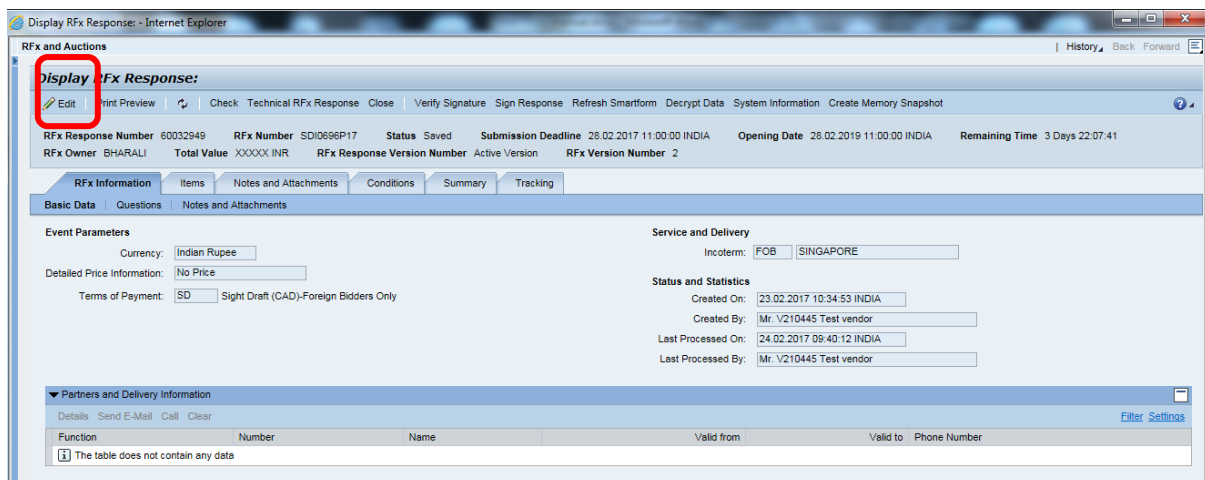
eRFxs - All
 Hide Quick Criteria Maintenance

Event Number: To
 Event Status: Current RFx
 My RFx Responses From:
 Apply Clear

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
SGG8156P13	1MW CRUDE OIL RUN GENERATOR SET	Open -2 Bid System	Published	29.05.2099		60032949	No Bid Created	11		0	00:00:00	11:00:00
SDI0696P17	TEST TENDER	RFx-TWO STAGE OPEN	Published	28.02.2017			Saved	1		0	00:00:00	11:00:00
CDI0351P13	Modernization of Toilets at D+SS B'flows	RFx-OPEN TWO BID	Published	23.05.2099			No Bid Created			0	00:00:00	11:00:00
CDI0350P13	Modernization of Toilet TD + B'flows	RFx-OPEN TWO BID	Published	23.05.2099			No Bid Created			0	00:00:00	11:00:00
CDI0677P12	Constn of drilling LOC-MSC at Jonai area	Open -2 Bid System	Published	25.08.2099			No Bid Created			0	00:00:00	11:00:00
CDG0978P17	Hiring of Mud Logging Units	RFx-OPEN TWO BID	Published	07.06.2099			No Bid Created			0	00:00:00	11:00:00
CDG0114P16	High Performance Water Based Mud	RFx-OPEN TWO BID	Published	24.05.2099			No Bid Created			0	00:00:00	11:00:00
1153	200995 12.02.2017 14:40	RFx-TWO BID OPEN	Published	28.02.2017			No Bid Created			0	00:00:00	00:00:00

72. Click on Edit



Display RFx Response:
 Edit Print Preview Check Technical RFx Response Close Verify Signature Sign Response Refresh Smartform Decrypt Data System Information Create Memory Snapshot

RFx Response Number 60032949 RFx Number SDI0696P17 Status Saved Submission Deadline 28.02.2017 11:00:00 INDIA Opening Date 28.02.2019 11:00:00 INDIA Remaining Time 3 Days 22:07:41
 RFx Owner BHARALI Total Value XXXXX INR RFx Response Version Number Active Version RFx Version Number 2

RFx Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments

Event Parameters
 Currency: Indian Rupee
 Detailed Price Information: No Price
 Terms of Payment: SD Sight Draft (CAD)-Foreign Bidders Only

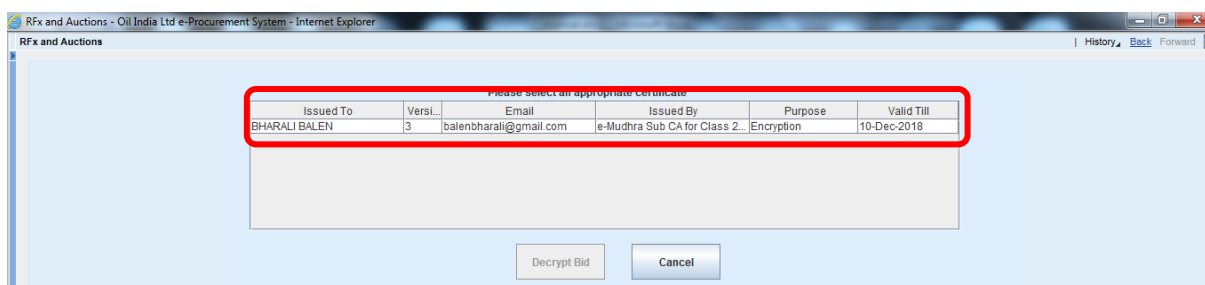
Service and Delivery
 Incoterm: FOB SINGAPORE

Status and Statistics
 Created On: 23.02.2017 10:34:53 INDIA
 Created By: Mr. V210445 Test vendor
 Last Processed On: 24.02.2017 09:40:12 INDIA
 Last Processed By: Mr. V210445 Test vendor

Partners and Delivery Information
 Details Send E-Mail Call Clear Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

73. Click to select the same encryption certificate used for De-cryption else data will not decrypt.



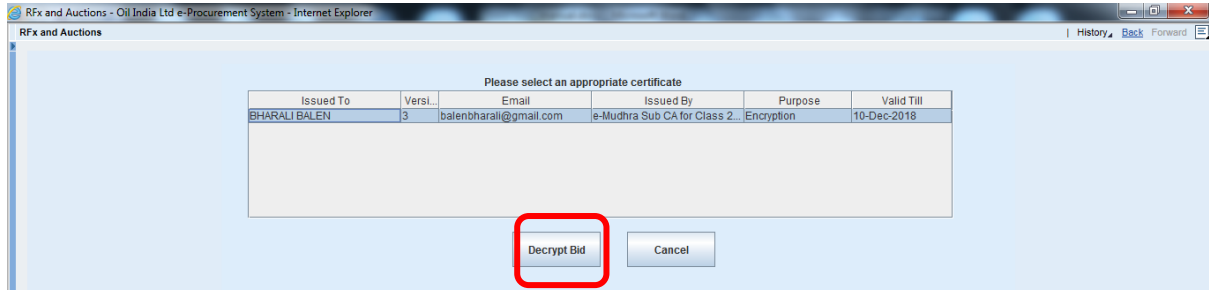
Please select an appropriate certificate

Issued To	Version	Email	Issued By	Purpose	Valid Till
BHARALI BALEN	3	balenbharali@gmail.com	e-Mudhra Sub CA for Class 2	Encryption	10-Dec-2018

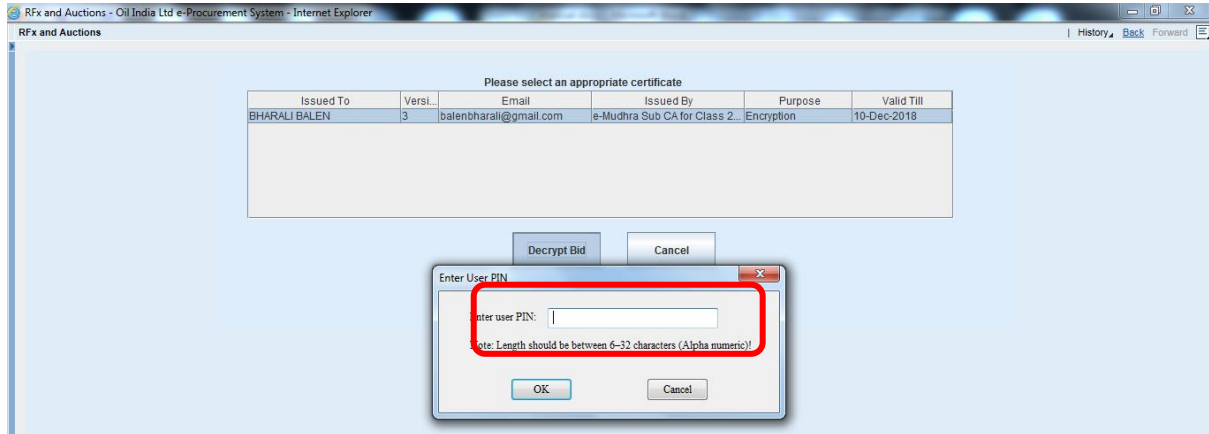
Decrypt Bid Cancel

E-TENDERING GUIDE FOR BIDDER

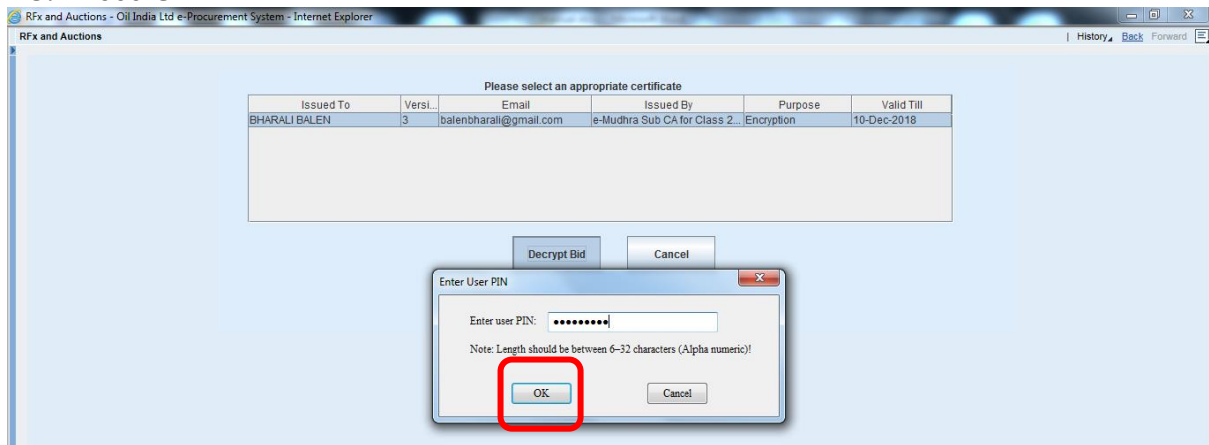
74. Click on the **Decrypt Bid** button



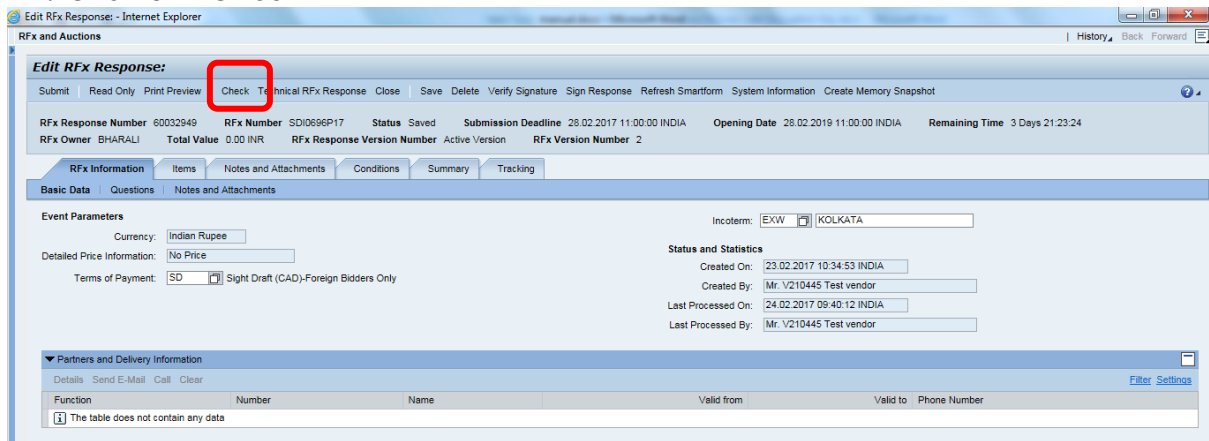
75. Enter PIN



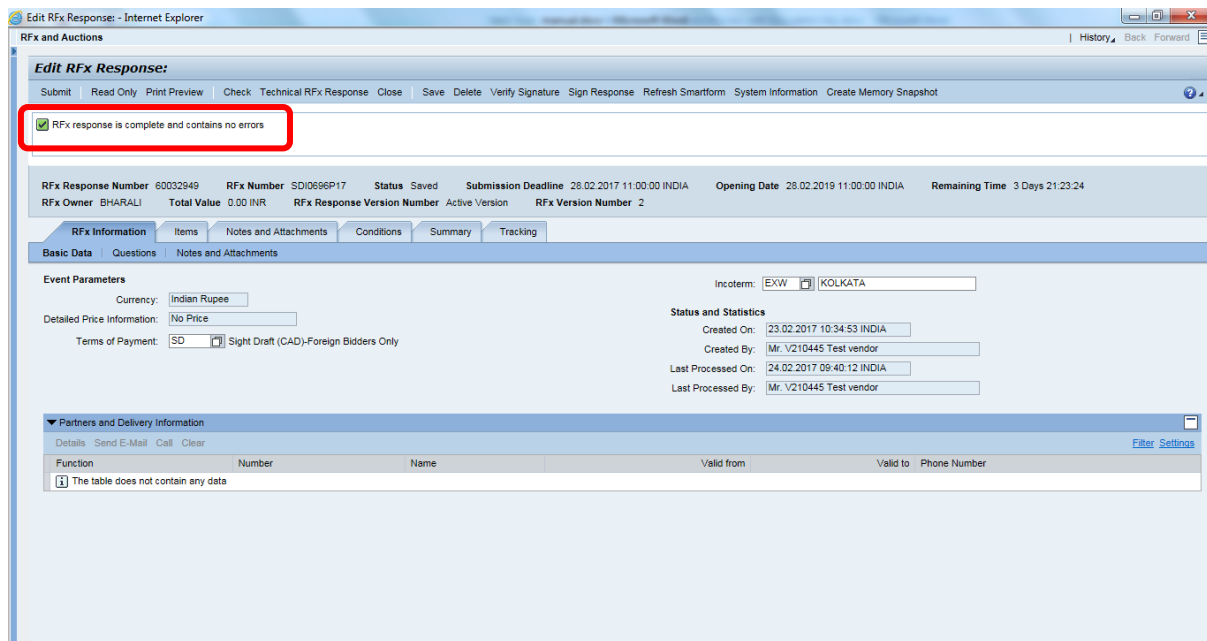
76. Press OK



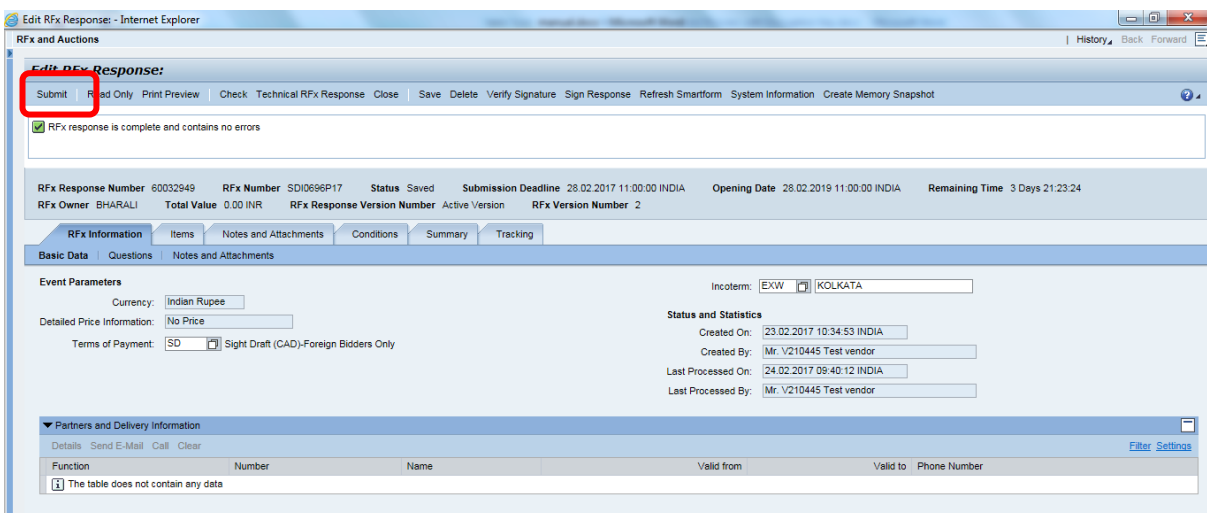
77. Click on **“Check ”**



78. Bidder may submit the response, in case there is no error.



79. Click on the “**Submit**” button

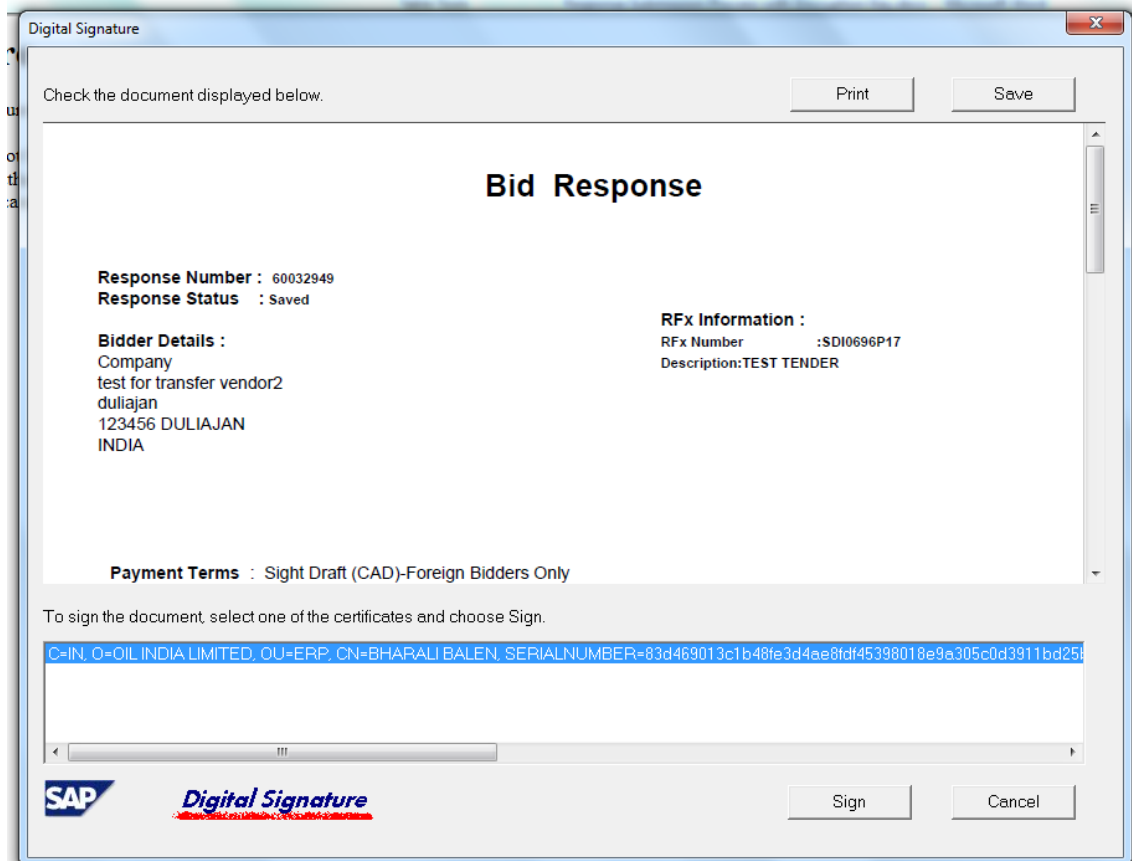



Before submit, please do check all the documents uploaded & on-line data maintained are correct.

80. Screen After click submit:

Bidder may see the total Response summery before submission:

E-TENDERING GUIDE FOR BIDDER



Check the document displayed below.

Bid Response

Response Number : 60032949
Response Status : Saved

Bidder Details :
 Company
 test for transfer vendor2
 duliajan
 123456 DULIAJAN
 INDIA

RFx Information :
 RFx Number :SDI0696P17
 Description:TEST TENDER

Payment Terms : Sight Draft (CAD)-Foreign Bidders Only

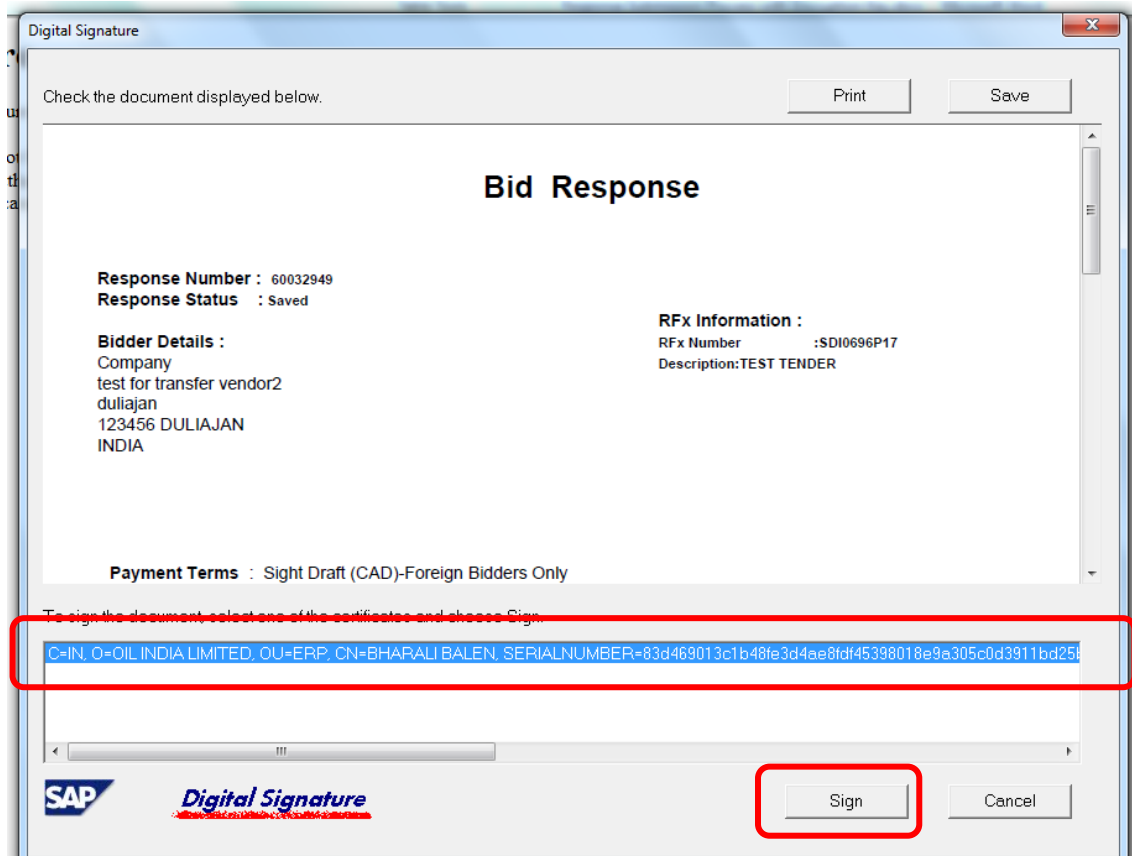
To sign the document, select one of the certificates and choose Sign.

C=IN, O=OIL INDIA LIMITED, OU=ERP, CN=BHARALI BALEN, SERIALNUMBER=83d469013c1b48fe3d4ae8fd45398018e9a305c0d3911bd25

SAP **Digital Signature**

Sign Cancel

81. Select the Digital Signature and click “Sign”



Check the document displayed below.

Bid Response

Response Number : 60032949
Response Status : Saved

Bidder Details :
 Company
 test for transfer vendor2
 duliajan
 123456 DULIAJAN
 INDIA

RFx Information :
 RFx Number :SDI0696P17
 Description:TEST TENDER

Payment Terms : Sight Draft (CAD)-Foreign Bidders Only

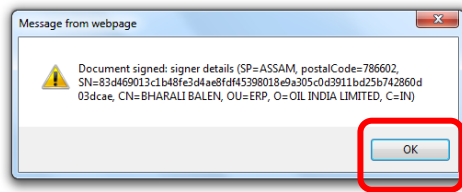
To sign the document, select one of the certificates and choose Sign.

C=IN, O=OIL INDIA LIMITED, OU=ERP, CN=BHARALI BALEN, SERIALNUMBER=83d469013c1b48fe3d4ae8fd45398018e9a305c0d3911bd25

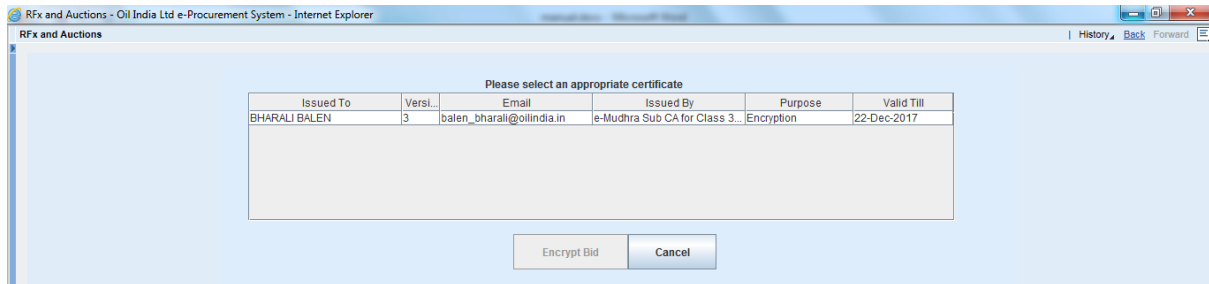
SAP **Digital Signature**

Sign Cancel

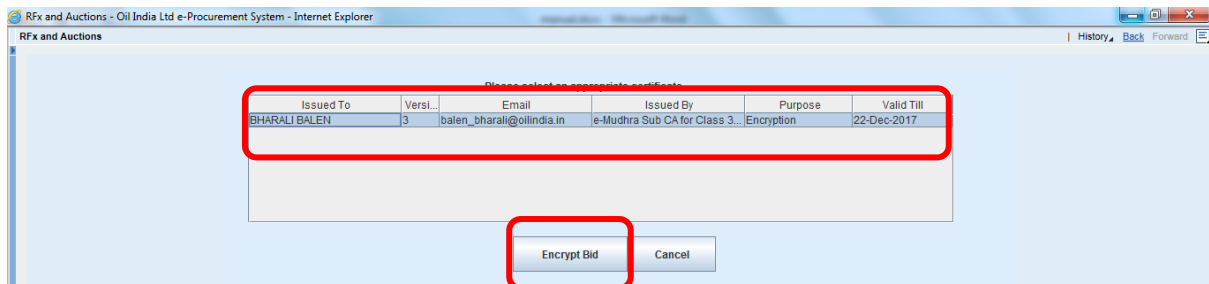
82. Documents Signed and Click **OK**



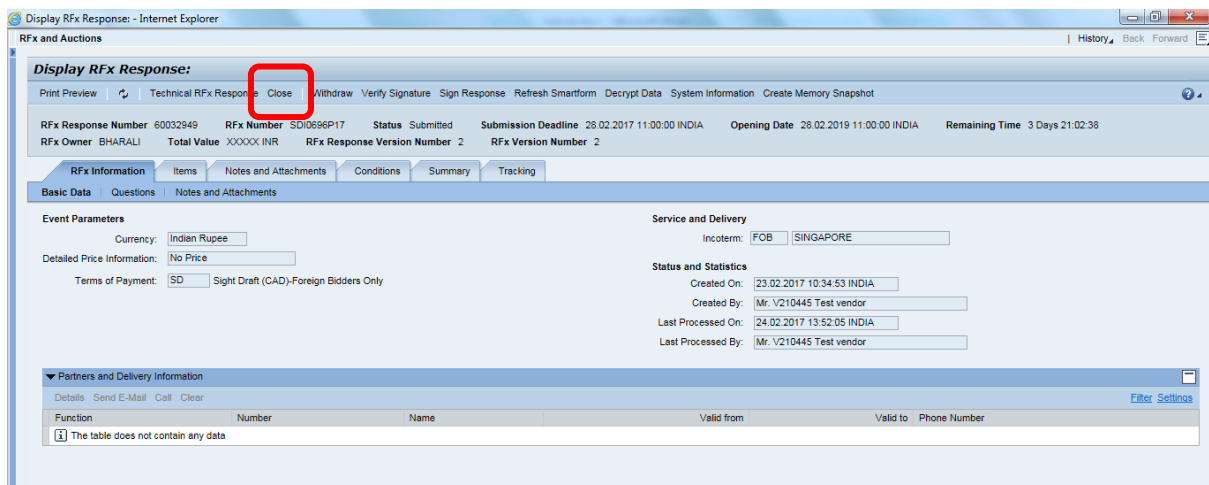
83. After signing, the response has to be **Encrypted** again.



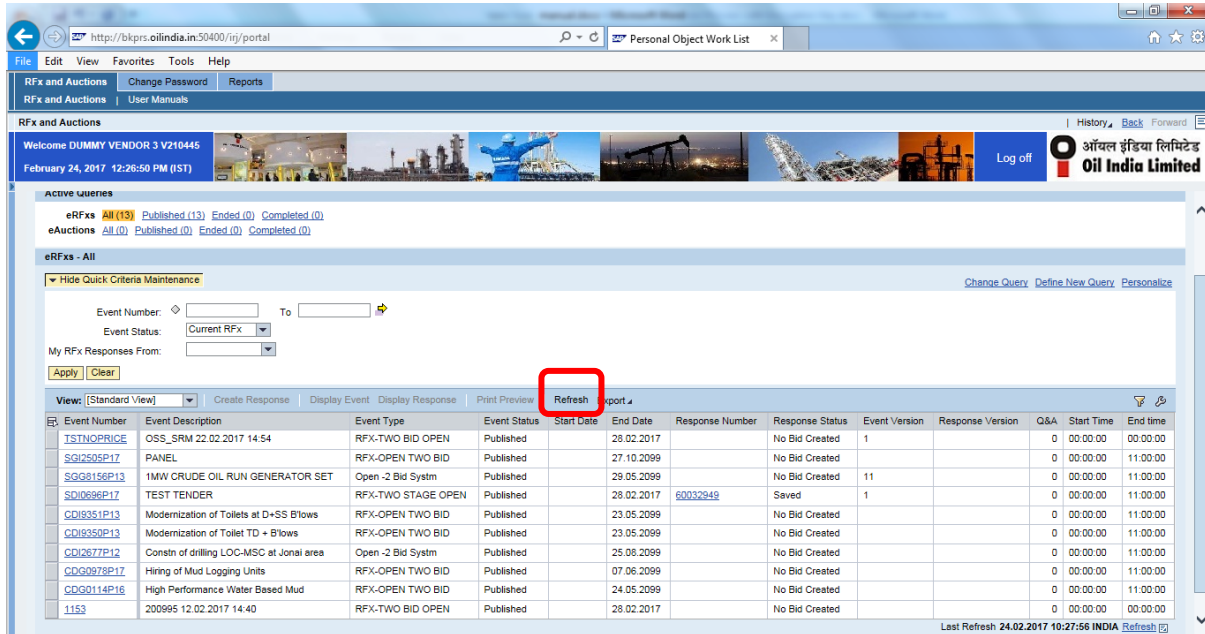
84. Select the Encryption Certificate and Press Encrypt Bid



85. Click **Close** button



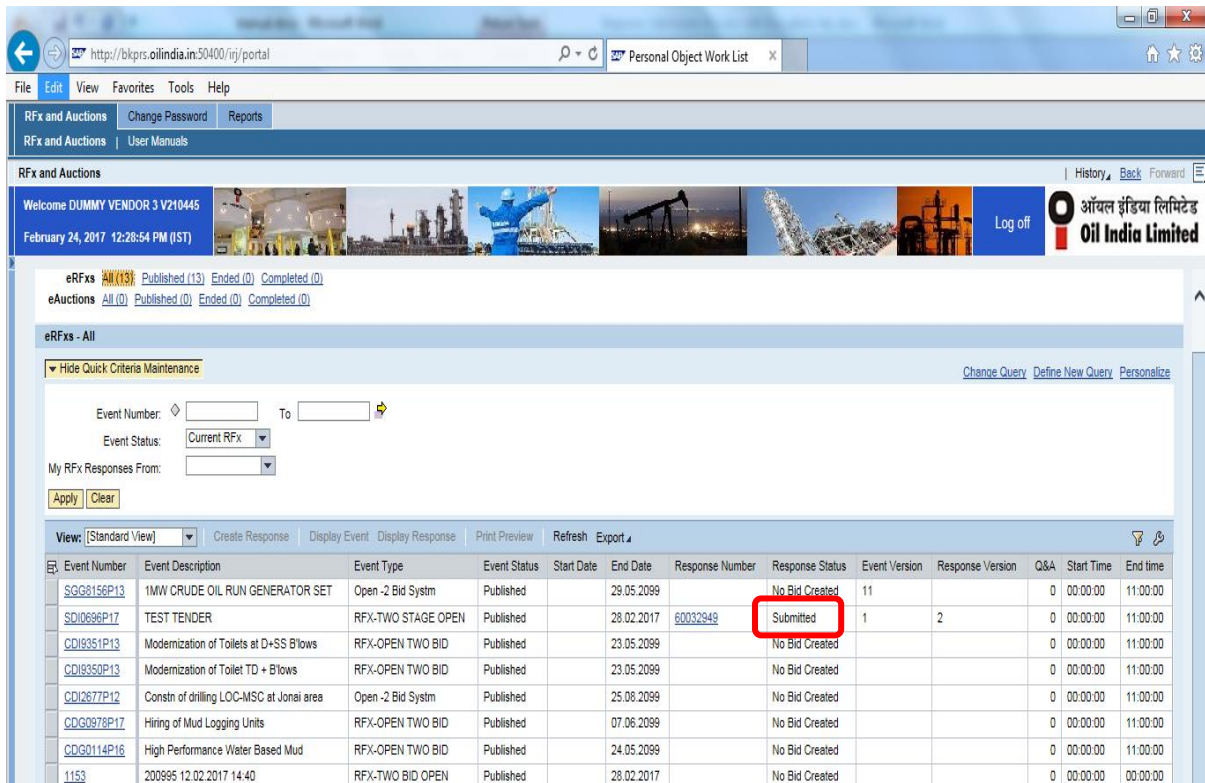
86. Click on Refresh.



The screenshot shows the 'RFx and Auctions' section of the portal. The 'Refresh' button in the top toolbar is highlighted with a red box. Below the toolbar, there is a table of active queries. The table has columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End time. The 'Response Status' column for the event 'CDG0114P16' is highlighted with a red box, showing 'Submitted'.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
TSTNOPRICE	QSS_SRM 22.02.2017 14:54	RFX-TWO BID OPEN	Published	28.02.2017			No Bid Created	1		0	00:00:00	00:00:00
SGG209P17	PANEL	RFX-OPEN TWO BID	Published	27.10.2099			No Bid Created			0	00:00:00	11:00:00
SGG8156P13	1MW CRUDE OIL RUN GENERATOR SET	Open -2 Bid System	Published	29.05.2099			No Bid Created	11		0	00:00:00	11:00:00
SDI0696P17	TEST TENDER	RFX-TWO STAGE OPEN	Published	28.02.2017		60032949	Saved	1		0	00:00:00	11:00:00
CDI9351P13	Modernization of Toilets at D+SS B'flows	RFX-OPEN TWO BID	Published	23.05.2099			No Bid Created			0	00:00:00	11:00:00
CDI9350P13	Modernization of Toilet TD + B'flows	RFX-OPEN TWO BID	Published	23.05.2099			No Bid Created			0	00:00:00	11:00:00
CDI2677P12	Constn of drilling LOC-MSC at Jonai area	Open -2 Bid System	Published	25.08.2099			No Bid Created			0	00:00:00	11:00:00
CDG0978P17	Hiring of Mud Logging Units	RFX-OPEN TWO BID	Published	07.06.2099			No Bid Created			0	00:00:00	11:00:00
CDG0114P16	High Performance Water Based Mud	RFX-OPEN TWO BID	Published	24.05.2099			No Bid Created			0	00:00:00	11:00:00
1153	200995 12.02.2017 14:40	RFX-TWO BID OPEN	Published	28.02.2017			No Bid Created			0	00:00:00	00:00:00

87. The Status of the Response must be submitted



The screenshot shows the 'RFx and Auctions' section of the portal. The 'Submitted' status in the 'Response Status' column for the event 'CDG0114P16' is highlighted with a red box. The table below shows the status of various events.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
SGG8156P13	1MW CRUDE OIL RUN GENERATOR SET	Open -2 Bid System	Published	29.05.2099			No Bid Created	11		0	00:00:00	11:00:00
SDI0696P17	TEST TENDER	RFX-TWO STAGE OPEN	Published	28.02.2017		60032949	Submitted	1	2	0	00:00:00	11:00:00
CDI9351P13	Modernization of Toilets at D+SS B'flows	RFX-OPEN TWO BID	Published	23.05.2099			No Bid Created			0	00:00:00	11:00:00
CDI9350P13	Modernization of Toilet TD + B'flows	RFX-OPEN TWO BID	Published	23.05.2099			No Bid Created			0	00:00:00	11:00:00
CDI2677P12	Constn of drilling LOC-MSC at Jonai area	Open -2 Bid System	Published	25.08.2099			No Bid Created			0	00:00:00	11:00:00
CDG0978P17	Hiring of Mud Logging Units	RFX-OPEN TWO BID	Published	07.06.2099			No Bid Created			0	00:00:00	11:00:00
CDG0114P16	High Performance Water Based Mud	RFX-OPEN TWO BID	Published	24.05.2099			No Bid Created			0	00:00:00	11:00:00
1153	200995 12.02.2017 14:40	RFX-TWO BID OPEN	Published	28.02.2017			No Bid Created			0	00:00:00	00:00:00

This is the end of **Response Submission with Encryption Key** process.

DISCLAIMER

It may be noted that this is an effort to help bidders with E-Tendering Guide for downloading/uploading of bids during e-bidding process. OIL does not stand responsible on failure to upload the e-bids successfully based on these Instructions

(END OF THE DOCUMENT)