



TRICHY, BHEL, TRICHY, POSTAL CODE :620014, TIRUCHIRAPALLI, TAMIL NADU, INDIA

RFQ/NIT HEADER DETAIL

ORGANIZATION NAME	TRICHY, BHEL	RFQ FLOATED UNDER THE	PURCHASE POLICY
RFQ/NIT REFERENCE	2661700439	POLICY	
CODE/ENQUIRY NO		RFQ OWNER/NIT	MR SUBRAMANIAN S(AE1/PUR)
RFQ/NIT TYPE	OPEN TENDER	OFFICER/ENQUIRY OWNER	
NUMBER OF ITEMS ALREADY	1		
ATTACHED			
CURRENCY	INR - INDIAN RUPEE		
DESCRIPTION	20Amps INDUSTRIAL PLUG TOP		
DETAILED DESCRIPTION	PROCUREMENT OF 20Amps INDUSTRIAL PLUG TOP		
NUMBER OF BID PART(S)	2	PUBLISHED DATE	19 Jun , 2017 2:32:37 PM

ATTRIBUTE(S)

ATTRIBUTE NAME	ATTRIBUTE VALUE
Delivery at	BHEL STORES TRICHY
Inspection By	BHEL ENGINEERS TRICHY
Validity of the Offer	PRICE SHOULD BE FIXED AND VALID FOR 120 DAYS FROM THE
	DATE OF TENDER OPENING
Inspection	AT BHEL WORKS

DATE-TIME DETAIL(S)

BID START DATE	19 Jun , 2017 12:30:00 PM	BID DUE DATE	12 Jul , 2017 2:00:00 PM
BID OPEN DATE	12 Jul , 2017 2:30:00 PM		
(SCHEDULED)			

PRE-BID DISCUSSION DETAILS

PRE-BID DISCUSSION TYPE NOT REQUIRED

ALTERNATE BID DECRYPTOR(S)

USER DETAILS
MR Admin SANJEEVI B(SDGM/PUR)
MR CHANDRAMOHAN D(DGM/PUR)
MR SUBRAMANIAN S(AE1/PUR)

SELLER DETAIL(S)

CODE	ORGANIZATION NAME
023505	TEST (Mr test ot test)

TERM AND CONDITION DETAIL(S) - SPECIAL TERM(S)

SL. NO.	CATEGORY	DESCRIPTION
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TRICHY, BHEL, TRICHY, POSTAL CODE :620014. TIRUCHIRAPALLI, TAMIL NADU, INDIA

1	SPECIAL TERM(S)	SPECIAL TERM(S) GENERAL NOTE: PLEASE SUBMIT YOUR OFFER IN "TWO PART BID SYSTEM" AS PER THE ANNEXURE ENCLOSED THROUGH E-TENDER ONLY. In case GST is implemented, the taxes & duties will prevail as per the government notification/ guidelines at the time of delivery. Our Provisional GST registration no.-33AAACB4146P2ZL. Since it is provisional, hence it will be mandatory to confirm from BHEL for this mentioned GST no. Suppliers may quote their GST no with valid proof in the quotation. Also before quoting of tender it is suggested to consider all the factors before quoting the tender in line with GST guidelines for input tax credit to arrive ranking of quoted suppliers ENCLOSURES: ANNEXURE - 'A':- COMMERCIAL TERMS AND CONDITIONS MUST BE FILLED AND SUBMITTED ALONG WITH TECHNICAL COMMERCIAL BID. OPENING OF TENDERS: The Part I - Technical & commercial bid alone would be opened on the Tender opening date. The Part II - Price bid of technically suitable Bidders alone would be opened. The Technically Suitable Bidders would be informed about the Price Bid opening date through e-mail / EPS. The bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website http://www.bhel.com and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.
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RFQ/NIT ITEM DETAILS

SL. NO.	CODE	DESCRIPTION	QUANTITY	RFQ/NIT U.O.M	OFFER U.O.M
10	000000911001600000	Metal plug with scrapping earth confirming to IS 8804. Body made of cast Aluminium LM6, Dully powder coated. Plug sleeve made of high Grey plastic, Two pole with earth, rated for 20Amps, suitable for 230V, single phase. METAL CLAD PLUG 2POLE 20 AMPS 250VOLT	300.00	NUMBER	NUMBER
ATTRIBUTE DETAILS		ATTRIBUTE NAME		ATTRIBUTE VALUE	
		MATERIAL CODE:		000000911001600000	
		MATERIAL GROUP:		91ELECSTD	
		KILOGRAM PER UNIT:		0.0	
		Cenvatable (Yes / No)		Yes	
		Delivery Location		TAMIL NADU	
		Vatable (Yes / No)		Yes	
		Delivery Date (i) :		31-AUG-2017	
		Delivery Qty (i) :		300	





TRICHY, BHEL, TRICHY, POSTAL CODE :620014, TIRUCHIRAPALLI, TAMIL NADU, INDIA

IMPORTANT NOTICE

PLEASE READ THE FOLLOWING ATTACHMENT(S) [SEPARATELY DOWNLOADABLE] ALONG WITH THIS RFQ/NIT/ENQUIRY .

RFQ/NIT/ENQUIRY - ATTACHMENTS

LABEL	FILE NAME
T and C indigenous A	T and C indigenous A.pdf





TRICHY, BHEL, TRICHY, POSTAL CODE :620014, TIRUCHIRAPALLI, TAMIL NADU, INDIA



BHARAT HEAVY ELECTRICALS LIMITED TIRUCHIRAPALLI
CAPITAL PURCHASE

Annexure-A

PART - I

ACCEPTANCE OF COMMERCIAL TERMS AND CONDITIONS BY THE VENDORS.

(This should be essentially filled in and attach with the techno-commercial offer without fail. If this check list is not filled and submitted along with techno-commercial offer (Part I) or if the vendor does not confirm acceptance to the terms and conditions proposed herein, BHEL reserves the right to reject such offers)

CHECK-LIST FOR INDIGENOUS VENDORS

DESCRIPTION
Submit your offer through E-Procurement website only www.bheleps.buyjunction.in. <u>OPENING OF TENDERS:</u> The Part I - Technical & commercial bid alone would be opened on the Tender opening date through EPS. The Part II - Price bid of technically suitable Bidders alone would be opened through EPS. The Technically Suitable Bidders would be informed about the Price Bid opening date through e-mail / EPS. Clarifications if any required by BHEL for Technical evaluation would be sought from Bidders before opening of Part II - price bid. For any clarification the bidders may contact us through ssm@bheltry.co.in / dcm@bheltry.co.in
<u>TAXES AND DUTIES :</u> All Taxes and Duties payable as extra to the quoted price should be specifically stated in offers along with CST & TIN No / Tariff No. etc., failing which the purchaser will not be liable for payment of such Taxes and Duties. Our TIN No. 33243560005, TNGST No. 3560005, CST. No. 239383 Dt. 11-06-1991 & BHEL ECC No. AAACB4146PXM012, Service Tax Reg. No (STC)- AAACB4146PST006. Assessment circle Tiruverambur. Cenvat credit & VAT credit (for Indian Bidders only): If any Excise Duty is payable, the chapter head / sub-head reference and the rate of the duty should be quoted. If the tenderer is availing CENVAT credit for his input materials, the effect of Proforma credit should be passed on to the purchaser <u>Income Tax applicable</u> Any service charges payable towards supervision of E&C, training, performance prove-out etc., will be released after deduction of Income Tax as per Indian Income Tax Act / as per the Govt. of India rules and TDS certificate will be issued by BHEL for such deductions. Applicable service tax on E&C charges will be payable extra. The liability of depositing the same to the Govt. will be of the supplier

SL. NO.	<u>BHEL COMMERCIAL TERMS AND CONDITIONS FOR INDIGENOUS SUPPLIES</u>	Vendor's Confirmation / Comments
1	<u>Bid should be submitted in Two Parts.</u> 1. Techno-commercial Bid (Part-I) and 2. Price Bid (Part-II)	

2	<u>ARBITRATION:</u> All disputes or differences whatsoever which may arise at any time during execution of the Contract shall be mutually settled by BHEL and Contractor as per provision of the Contract. However, in the event such disputes cannot be settled mutually, such disputes shall be settled as per the Arbitration and reconciliation Act, 1996 of the Govt. of India and it's subsequent amendments. In case of disputes with the Central PSUs, the same shall be settled at Tiruchirappalli as per the Guidelines of the Govt. of India. However, during the period such disputes are settled either by mutual discussions between the parties or by legal means, Contractor shall continue to do the work as per terms & conditions of Contract.	
3	If offer is received from both OEM/Manufacturer and authorized dealers or Agent, then OEM/Manufacturer offer will only be considered and dealers or Agent offer will be ignored.	
4	Technical confirmation to BHEL's Specification shall be furnished. If needed additional sheets shall be used.	
5	Prices shall be quoted item wise only. Order will be placed to L1 vendor (s) on each individual item basis.	
6	Delivery INCO TERMS- Price quoted - FOR BHEL TRICHY (TN), STORES only Prices shall be quoted on "FIRM PRICE" basis only.	
7	Validity of offer shall be for a minimum period of 120 days from the date of Tender opening	
8	Delivery period from the date of Letter of Intent / Purchase order (write in DAYS/WEEKS)	
9	<u>LIQUIDATED DAMAGES:</u> The delivery of the goods specified in the purchase order should be made within the time prescribed. LD for delay in 'Supply' and/or 'E&C' will be applicable to the delays attributed to vendor. LD will be considered separately for 'Delivery' and 'E&C'. Where the seller supplies or dispatches the goods, beyond the delivery period Liquidated damages shall be applicable 0.5% of the total order value per week or part thereof subject to a maximum of 10% of the total order value. ** In case of single delivery date , Order should be completed 100% for processing the bill, otherwise LD will be calculated based on Total PO Value restricted to Max % as mentioned in the PO Condition column Material Despatched after Due date: Once the delivery due date is crossed, bills have to be clubbed till final despatch and forwarded for processing of payment as a single bunch. LD percentage will be calculated from Delivery due date to final despatch date. The rate of LD for delayed E&C shall be @ 0.5% per week of delay of total PO value (Supply + E&C) in E&C subject to a maximum of 10% of total PO value (Supply + E&C).	

	For staggered delivery schedule, LD shall be 0.5% of the undelivered portion per week of the delay or part thereof subject to a maximum of 10% of the total order value. Maximum penalty for delay in Supply and E&C together shall be limited to 15% of total PO value (Supply + E&C). Any deviation from the above LD clause, loading will be applied to the extent to which it is not agreed by the bidder (at offered value). For the purpose of Imposing LD, the Lorry way Bill date shall be considered	
10	<u>Payment term for supply portion:</u> Payment term is 100% direct payment after 45 days from the date of receipt and acceptance of materials. Note: Only Direct Payment after goods receipt & acceptance will be accepted. Above payment term acceptance is essential for consideration of your offer Any deviation in the above payment term will attract loading as mentioned below. "Base rate of SBI (as applicable on the date of bid opening. Techno-commercial bid opening in case of two part bids) + 6% shall be considered for loading for the period of relaxation sought by bidders. Payment through Bank is not preferred. In case of Payment through Bank is opted by Supplier, BHEL prefers documents submission through bank with copy of LR and door delivery of Goods to Stores with Consignee copy attached. In this case Loading will be 3% on the offered value. Offers of indigenous Suppliers with payment terms as <u>LC/Advance Payment are liable for rejection.</u> <u>Important Note:</u> BHEL will consider the ranking after the loading is applied as referred vide Sl. No. 9 &10 above wherever deviations are observed.	
11	<u>Following Risk Purchase clause shall be applicable:</u> The purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the Purchaser may sustain by reason of such risk purchases.	
12	<u>Erection / commissioning: (if applicable only)</u> Erection / commissioning charges if any has been mentioned in the offer or else confirmation that Erection / commissioning shall be done at free of cost is available in the offer.	
13	The equipment shall be guaranteed as per tender condition from the date of receipt & acceptance /(commissioning date ,if applicable as per tender condition). Normally No deviation permitted and the <u>deviated offers are liable for rejection.</u>	

14	Equipment will be inspected at vendor's works prior to dispatch if applicable. However final inspection and acceptance of equipment will be after installation at BHEL, Trichy and Tamilnadu.											
15	The vendor shall provide necessary drawings, Test Certificates and Operating Maintenance Manuals etc., as called for in the Technical Specification, in the required number of copies at no extra cost.											
16	Any warranty replacement during warranty period shall be supplied free of charge on FOR BHEL, Trichy, Tamilnadu basis.											
17	<u>MSME</u> The bidder may also be a Micro and Small Enterprises (MSE) vendor registered as per MSE act. As per the public procurement policy notified by the Central government, 20% of the tendered quantity is earmarked for MSE suppliers in this tender. Out of the 20% tendered quantity reserved for MSE suppliers, 4% shall be earmarked for procurement from MSE owned by SC / ST entrepreneurs. In case MSE vendor participating in the tender quotes within the price band of L1 + 15%, they will be allowed to supply the portion of the requirement subject to acceptance of L1 price by MSE vendor. In case of more than one such MSE, the supply shall be shared proportionately. "MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM, II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -V where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. Documents should be notarized or attested by a Gazetted officer for consideration of MSE certificate." <u>KINDLY FILL THE FOLLOWING BOX:</u> <table border="1"> <tr> <td>MSME Type (Please Tick the type of MSME) or Non-MSME</td> <td>Micro / Small / Medium / Non-MSME</td> </tr> <tr> <td>MSME Certificate no/Date (Details must be given) for MSME vendor. Certificate needs to be attached</td> <td></td> </tr> <tr> <td>Whether SC/ST (please tick the relevant category) (Community Certificate issued by competent authority shall be attached)</td> <td></td> </tr> <tr> <td>If the Firm is SC/ST category, whether Proprietary or Partnership</td> <td>Proprietary / Partnership</td> </tr> <tr> <td>If partnership firm, % share held (Value must be entered)</td> <td></td> </tr> </table>	MSME Type (Please Tick the type of MSME) or Non-MSME	Micro / Small / Medium / Non-MSME	MSME Certificate no/Date (Details must be given) for MSME vendor. Certificate needs to be attached		Whether SC/ST (please tick the relevant category) (Community Certificate issued by competent authority shall be attached)		If the Firm is SC/ST category, whether Proprietary or Partnership	Proprietary / Partnership	If partnership firm, % share held (Value must be entered)		
MSME Type (Please Tick the type of MSME) or Non-MSME	Micro / Small / Medium / Non-MSME											
MSME Certificate no/Date (Details must be given) for MSME vendor. Certificate needs to be attached												
Whether SC/ST (please tick the relevant category) (Community Certificate issued by competent authority shall be attached)												
If the Firm is SC/ST category, whether Proprietary or Partnership	Proprietary / Partnership											
If partnership firm, % share held (Value must be entered)												

<u>OTHER DETAILS REQUIRED</u>		
18	% of Excise Duty with cess (EXTRA / INCLUSIVE / NIL)	
19	% of TAX (VAT) (With Industrial Input Form)	
20	% of TAX (VAT) without form	
21	% of TAX (CST) (with C-form)	
22	% of TAX (CST) (without form)	
23	Packing & Forwarding Charges (in % only)	
24	Freight & transit insurance charges (to be borne by supplier only), if any (in %) Freight charges from Dispatching station to BHEL STORES,TRICHY (TN) ONLY	Freight % Insurance %
25	Approximate Net weight of the total consignment	
26	Approximate Gross weight of the total consignment	
27	Approximate Dimensions of the Consignment	
28	Name of the contact person	
29	Land Line Number	
30	Fax Number	
31	Mobile Number	
32	E-mail ID	
33	PAN No.	
34	CST No.	TIN No.

a) It is confirmed that all the terms and conditions stipulated in the Enquiry have been fully understood by us and all clarifications & details have been obtained.

b) Applicable % of ED, Sales Tax -CST or VAT, Service Tax), Freight, Insurance and Installation and Commissioning Charges etc., are indicated in offer.

Full postal Address:

Signature & Office Seal of the vendor

Note:-

Your specific acceptances to our Arbitration, Payment terms, LD & Risk Purchase (RP) Clause are essential for consideration of your offer. Otherwise your offer is liable for rejection.

No row shall be left blank. Please indicate NA, in case the item is “**not applicable**”

PART - II**MODEL PRICE BID FORMAT FOR INDIAN BIDDERS**

Enquiry No. & Date:

Bidder's Offer No. & Date:

SI No	Description of item	Unit (SET /No)	QTY	Rate /No in Rs. (excluding of all taxes)	VAT/CST in % (CST with C-FORM)	ED in % (extra / inclusive)	Service Tax in %	Total Value in Rs. (inclusive of all taxes)
	Packing & Forwarding charges (if any) in percentage (or) Lumpsum							
	FOR Dispatching station value in Rs.							
	Percentage of Freight & transit insurance charges, if any (Lumpsum or %) Freight & Insurance charges from Dispatching station to BHEL, TRICHY, STORES (TN) ONLY							
	Approximate Net weight of the total consignment							
	Approximate Gross weight of the total consignment							
	Approximate Dimensions of the Consignment							

Signature & Seal of Vendor

The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "not applicable"

Certificate by Chartered Accountant on letter head

This is to Certify that M/S
 (Hereinafter referred to as 'company') having its registered office at
 is registered under MSMED Act 2006, (Entrepreneur
 Memorandum No (Part—II) dtd.....
 Category:(Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

- 1. For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No,S.0.1722(E) dated October 5, 2006 :

Rs...Lacs

- 2. For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:

Rs...Lacs

(Strike off whichever is not applicable)

The above investment of RsLacs is within permissible limit of
 Rs.Lacs for Micro / Small **(Strike off which is not applicable)**
 Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) **(Strike off which is not applicable)** and the date of graduation of such enterprise from its original category is
 (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number –

Seal of chartered accountant

e- Procurement – BHEL TRICHY

Dear Sir/Madam,

BHEL Trichy has implemented e-Procurement and it is going to be the way of working in future.

The Requirement :

1. A PC with Internet connectivity &
2. DSC (Digital Signature Certificate)(**Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION**)

The following are the benefits of e-Procurement Process.

1. Ensuring no offer is missed due to last minute submission, postal delays etc.
2. Reduced Tendering & ordering cycle time
3. Economical, smoother & speedy communication
4. Greater Transparency
5. Big step towards paperless procurement process, Minimal human error
6. No geographical barriers
7. Vendor gets alerts regarding issue of new tender enquiry, amendments, clarifications etc
8. Submission of offer from the comforts of their office from any location
9. On line clarifications
10. Direct Cost Savings such as reduced Paper costs, reduced printing costs, reduced mailing costs, reduced telephone costs and reduced fax costs.

BHEL has finalized the e-procurement service Provider

M/s m Junction services Limited, Kolkata

Godrej Water Side, 3rd Floor, Tower-1, Plot-V, Block - DP
Sector - V, Salt Lake, Kolkata-700091, West Bengal, INDIA

Please get in touch with them immediately. The contact details of the service provider is given below:

SL	NAME	e-Mail ID	Mobile No	ROLE
1	DHANARAJ.P	panneer.dhanaraj@mjunction.in	(+91) 9500199108	Customer Relationship Mgr.
2	HELP DESK	eps.customercare@mjunction.in	033 – 66106426 / 54 9163348104,9231027017	

The process of utilizing e-procurement necessitates usage of DSC (Digital Signature Certificate)(**Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION**) and you are requested to procure the same immediately, if not presently available with you. Please note that only with DSC, you will be able to login the e-procurement secured site and take part in the tendering process.

The contact details of the DSC Certifying Authority as given below

1	e-Mudhra	http://www.e-Mudhra.com	5	NIC	www.safescrypt.com
2	GNFC	www.ncodesolutions.com	6	Safescrypt	www.safescrypt.com
3	IDRBT	www.idrbtca.org.in	7	TCS	www.tcs-ca.tcs.co.in
4	MTNLTrustline	www.mtnltrustline.com			

Your early action in this regard is highly solicited.

Regards

DSC GUIDELINES:

It should be DSC (Digital Signature Certificate) (**Class 3- SHA2- 2048 BIT-WITH BOTH SIGNING & ENCRYPTION COMPONENT SEPARATELY**)

For Dsc GUIDELINES & steps regarding procurement & further tasks to be done to submit offer as follows:
The Requirement :

1. A PC with Internet connectivity.
2. DSC (Digital Signature Certificate)(**Class 3- SHA2- 2048 BIT-WITH BOTH SIGNING & ENCRYPTION COMPONENT SEPARATELY**)
3. JRE 1.6 must be installed in your system.

The process of utilizing e-procurement necessitates usage of **DSC (Digital Signature Certificate)(Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION)** and you are requested to procure the same immediately, if not presently available with you. Please note that only with DSC, you will be able to login the e-procurement secured site and take part in the tendering process.

The contact details of the DSC Certifying Authority as given below

1 e-Mudhra	http://www.e-Mudhra.com	5 NIC	www.safescrypt.com
2 GNFC	www.ncodesolutions.com	6 Safescrypt	www.safescrypt.com
3 IDRBT	www.idrbtca.org.in	7 TCS	www.tcs-ca.tcs.co.in
4 MTNLTrustline	www.mtnltrustline.com		

(Other)DSC Contact details:

Ms. Solly (M/s. R3 eConsulting Pvt Ltd)

Mobile : 9444841015

Tel Nos. 044 2815 2670 / 72 / 4207 0906

Email : chennai@sgs-ds.com,

soy@saspartners.com

chennai@saspartners.com

We have finalized the e-procurement service Provider as,

M/s m Junction services Limited, Kolkata

Godrej Water Side, 3rd Floor, Tower-1, Plot-V, Block - DP

Sector - V, Salt Lake , Kolkata-700091, West Bengal , INDIA

Please get in touch at below numbers for any issues related to bid submission in EPS.

SL	NAME	e-Mail ID	Land Ph No	ROLE
1	Mr. P Peter Raj -	'peter.raj@mjunction.in'	09942069052	
2	HELP DESK	eps.customercare@mjunction.in	Landline : 033 – 66106217 / 6013 / 6426 / 6176 / 6046 (From 9:30am to 5:30pm) 033-66106426/6217/6013/6046/6176 9163348283/9163348284/9163348285 /9163348286/8584008116 (From 5:30pm to 8:30pm)	
3	Mr. Harish Kumar Ramu	harish.ramu@mjunction.in	- Cell No 09840704941	
4.	DHANARAJ.P	p.dhanaraj@mjunction.in <u>panneer.dhanaraj@mjunction.in;</u>	(+91) 9500199108, (+91) 9282403700	Customer Relationship Mgr
5	Saumendu Neogi	saumendu.neogi@mjunction.in	(+91) 9163348205	PROJECT MANAGER

After procurement of Digital Certificate kindly follow the process below **for properly login into the BHEL EPS portal.**

1. Please install JRE 1.6 and your Digital Certificates (Class 3) for sign in and encryption.
2. Please install net meeting software like TeamViewer (www.teamviewer.com) for online support.
3. You are required to login to <https://bheleps.buyjunction.in> and click **Sign in**
4. Key in your login code and password and click **Enter**
5. System will ask you to change password,
6. Again login with new password
7. System will show sign in certificate, Select your sign in certificate and click **OK**
8. You will be logged out automatically
9. Contact Buyer for certificate approval
10. After your certificate is approved by Buyer, login again with login code and new password
11. Select Digital certificate
12. On the top right hand margin you will find "**Digital Certificate**" Click on "**Digital Certificate**"
13. Select "**For Encryption**" Radio button if you have **2048** bit certificate. Else you select "**Both**" Radio button if you have **1024** bit certificate.
14. System will display your encryption certificate, Select the same
15. New window will appear showing thumbprint of certificate, Click "**CLOSE**"
16. Then Click "Exit"

Now follow the steps for submission of the tender.

Go to "**TENDERS**" and then click on then "**VIEW**" button. Than select status as "**OPEN FOR QUOTATION SUBMISSION**" and click on the "**ENTER**" button. This will display all the eligible RFQs and then you can click on the relevant RFQ to view all the RFQ details.

- After clicking on the RFQ you would be able to see the RFQ details.
- To view all the items attached to the RFQ, you can click on "**VIEW ITEMS**" button. By clicking on "**BACK**" you can go back to the RFQ header. Now you need to click on "**Response to RFQ/NIT**".
- You will be landed to the RFQ/NIT details page where you will be able to see the Item details..
- To go back to the RFQ you have to click on the "**BACK TO RFQ**" button.
- To respond to the RFQ you have to click on "**RESPOND TO RFQ/NIT**" button and you will be taken to the Terms And Condition page.
- To participate in the RFQ you have to choose the first option (i.e "**I have understood the RFQ/NIT in full and agree to submit quotation for the same on behalf of my organization**") and click on "**ENTER**" button.
- You will be then taken to the **ADD QUOTATION** page where you have to click on "**ADD QUOTATION**" and fill in the relevant bid details.
- You will be taken to the techno-commercial page where you have to fill the relevant fields.
- To add any techno-commercial documents you have to click on "**ADD ATTACHMENT**" button than you have to click on the "ADD ROW" button.
- Then insert **LABEL** name, **FILE** Name and then attach the required file by clicking on the BROWSE option. Now click on the "**SIGN FILE**" button, now the system will ask for the encryption DSC and after successful verification you have to click on "**ATTACH/DETACH**" button for successful file attachment.
- Then click on "**GO TO HEADER**" button to go back to RFQ Header.
- The system will again ask for the Certificate and after successful verification you will be landed to the techno-commercial page.
- After successful verification of the certificate you have to click on "**SAVE AND GOTO ITEMS**" button to put the basic price for the items.
- Again the system will ask for DSC and you have to select you DSC.
- You have to put the basic price in the basic price column and then Click on the "**SAVE AND GOTO HEADER**" button
- Again the system will ask for DSC and you have to select you DSC.
- To submit the quotation click on "**SUBMIT QUOTATION**" button
- After successful verification of DSC, you can submit your quotation by clicking on the "**CONFIRM**" button.

After successful submission of your quotation the system will show that your quotation has been submitted successfully. You are requested to submit the bid well before the due date to avoid the last minute issues.

Please download the Supplier Manual from the below link