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Supplier Bidding Manual

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DOCUMENT RELEASE NOTICE	
Supplier's Bidding Manual Release 1.0 Date of Release: 12.09.2011	
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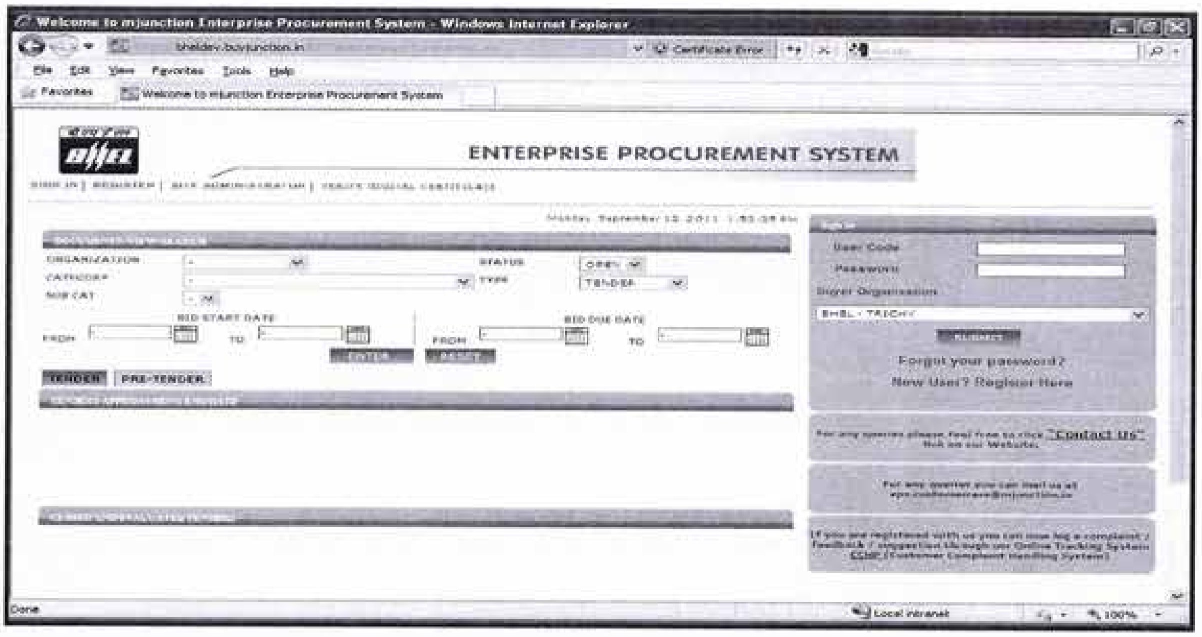
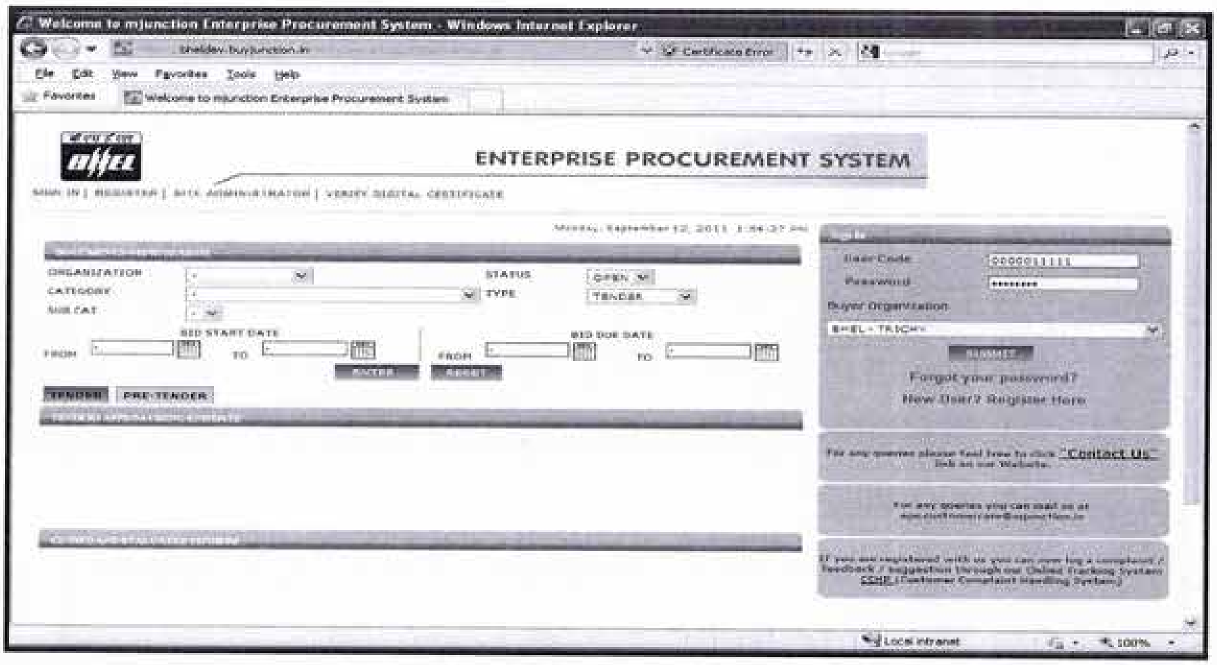
Reviewer(s): R.Vishwanathan	Date: 13.09.2011

1) The supplier opens the website https://bheleps.buyjunction.in in his computer using the browser Internet Explorer 6.0 or above.

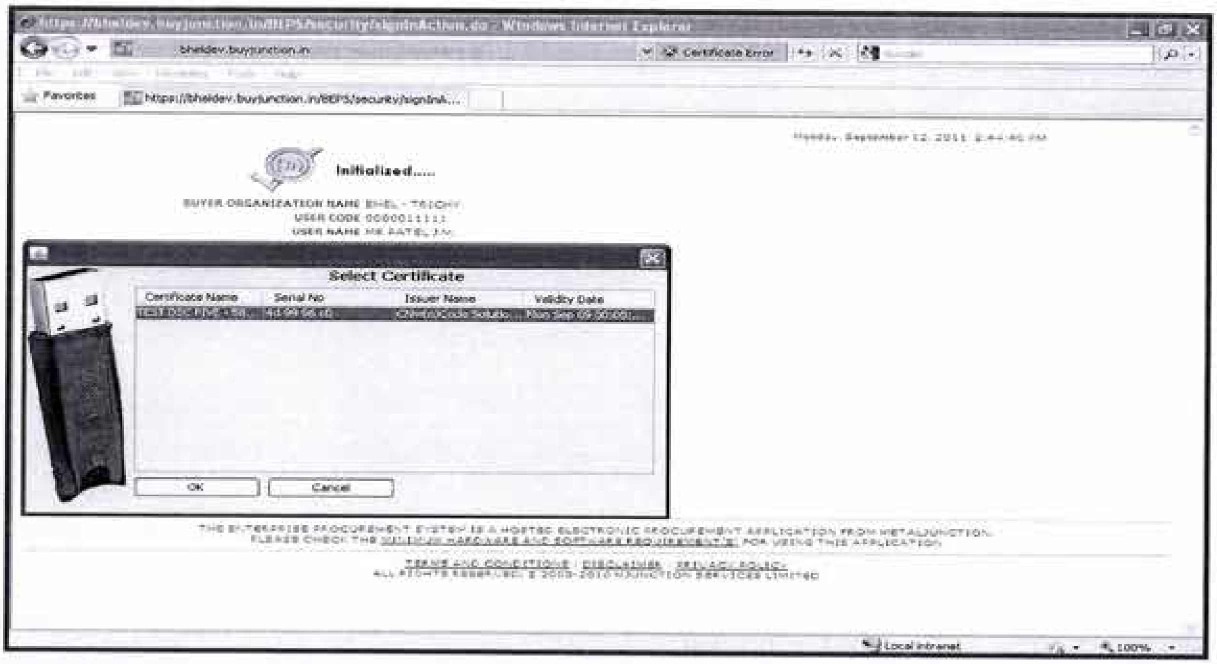
2) The supplier then clicks on the SIGN IN link on the top right of the page



3) The supplier then provides his User Code, Password, selects the buyer organization as BHEL – TRICHY and clicks on the SUBMIT button.

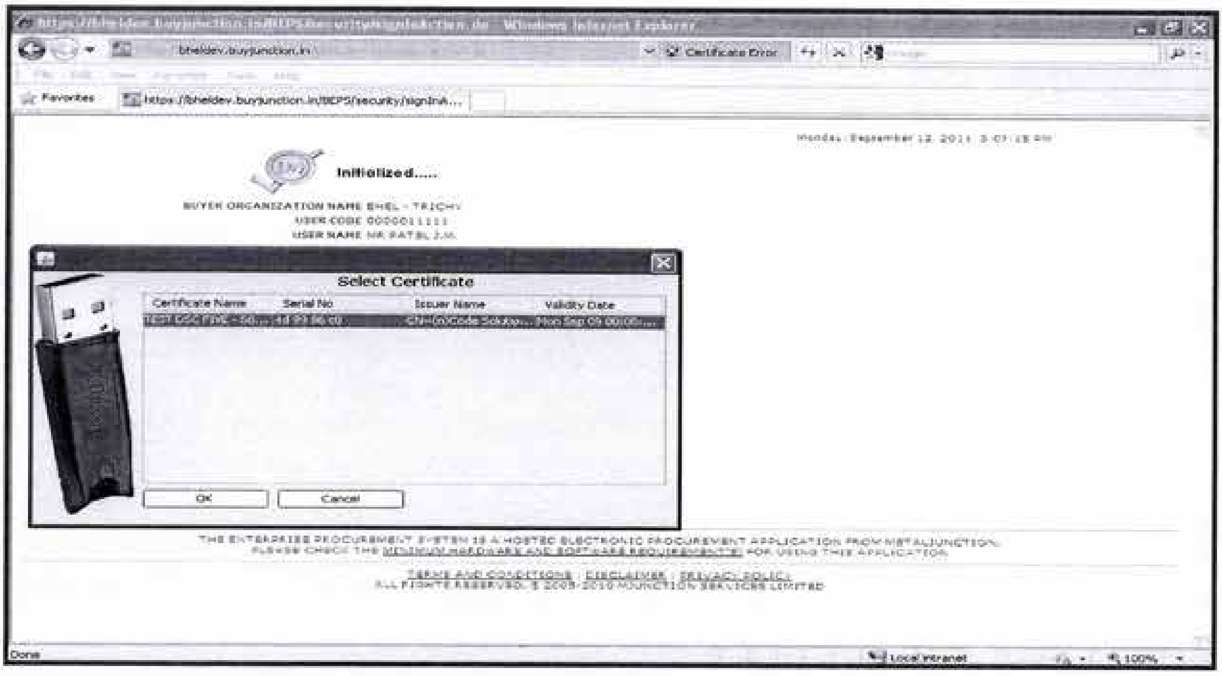


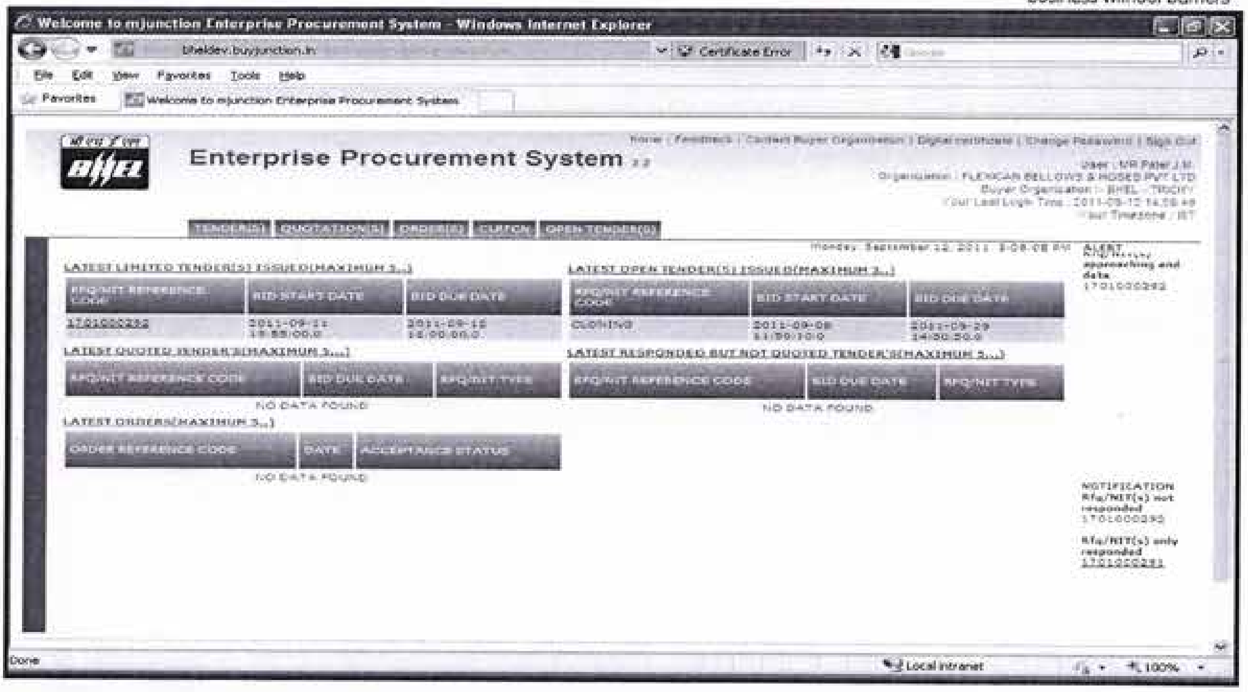
4) The system will then ask for the sign in DSC from the supplier (In case of 1024 bit DSC there will be a single sign in and encryption DSC but in case of 2048 bit DSC there will be different DSC for sign in and encryption). The supplier has to select the relevant DSC in the pop-up window and click on OK button.



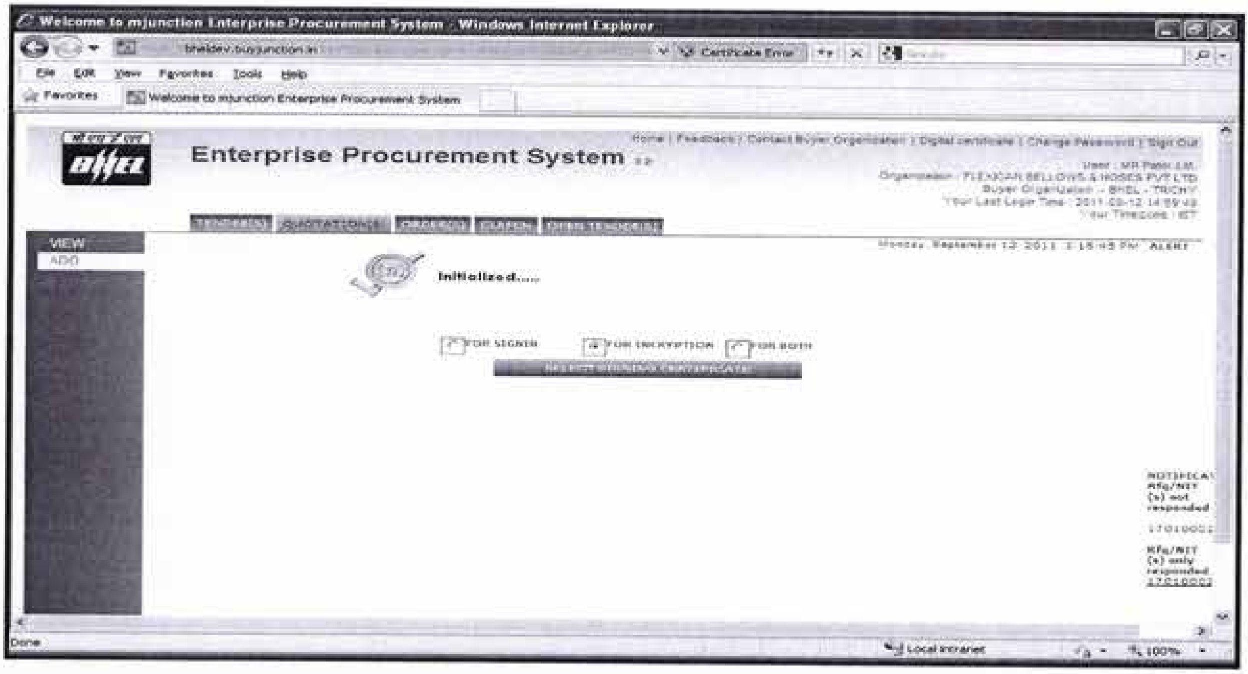
5) The system will verify the provided DSC and will momentarily display a "Pending for Approval" message on the screen and then will immediately logout the supplier of the system and will take him back to the sign in page.

6) After the supplier sign in DSC is approved in the system by the Admin the supplier can re-login to the system using the same sign in DSC. This time the system will validate the DSC and will allow the supplier to view his dashboard.

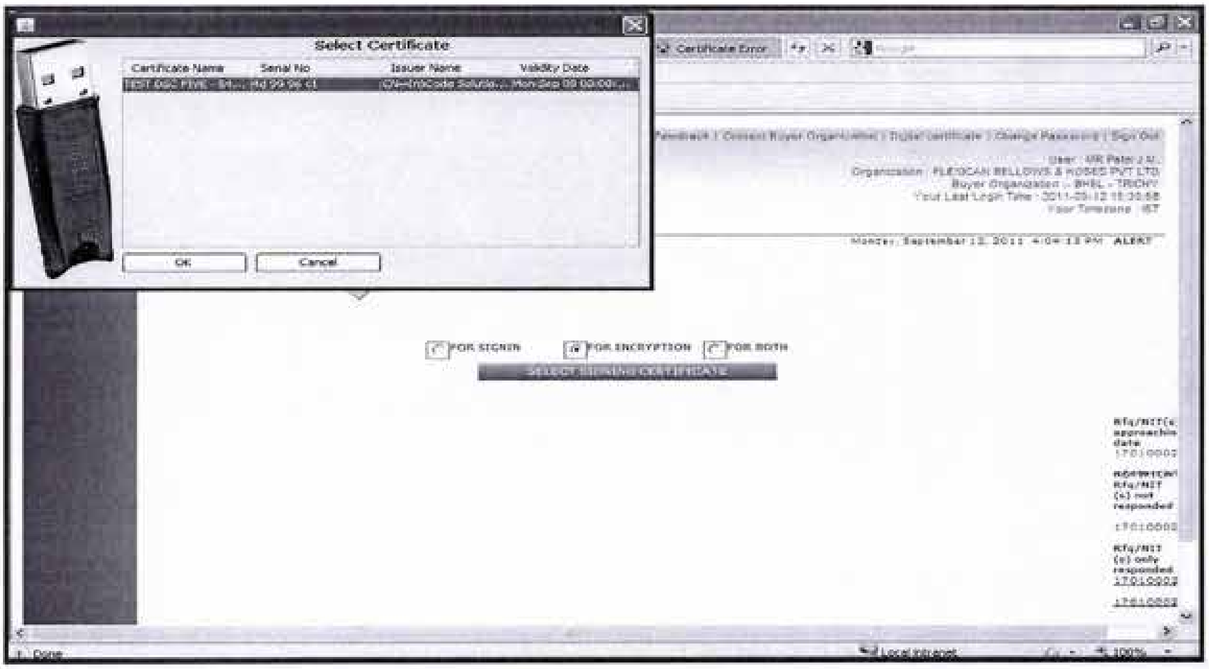




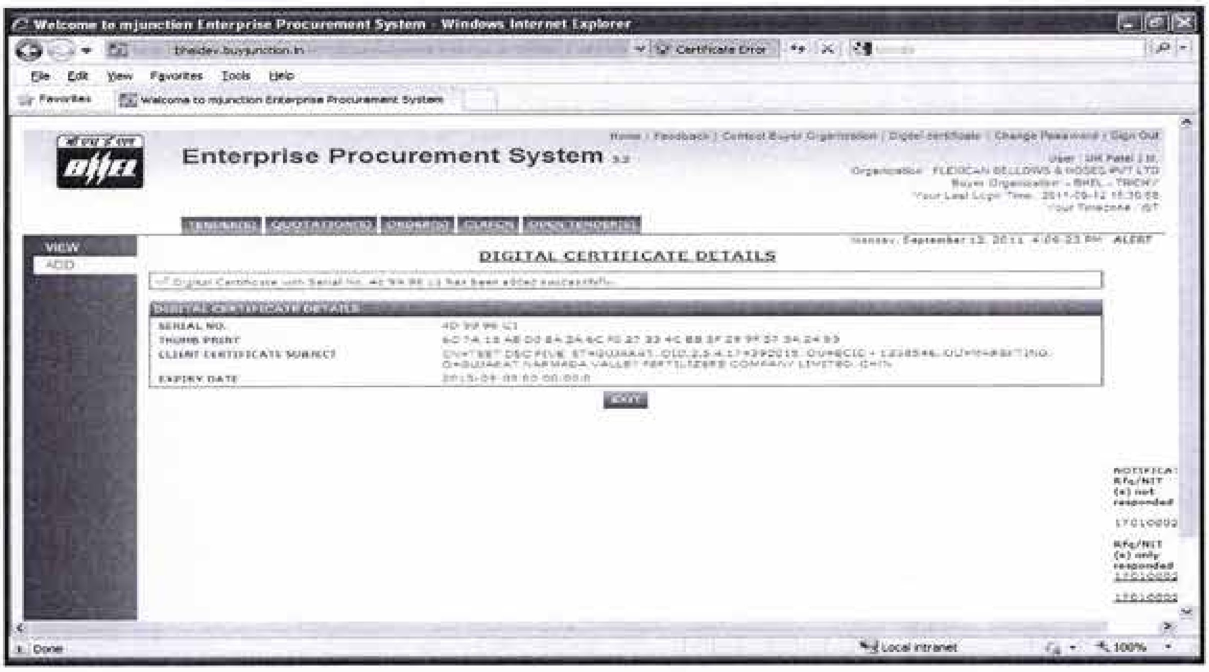
7) After successfully logging in the supplier needs to map his encryption DSC in the system (In case of 1024 bit DSC there will be a single sign in and encryption DSC but in case of 2048 bit DSC there will be different DSC for sign in and encryption). The supplier needs to click on the"Digital certificate" link on the top right of the page, then click on ADD link on the left pane of the page. Then "FOR ENCRYPTION" option needs to be chosen in case of 2048 bit certificate or "FOR BOTH" option needs to be chosen if 1024 bit certificate is used. Then click on the "SELECT CERTIFICATE" button



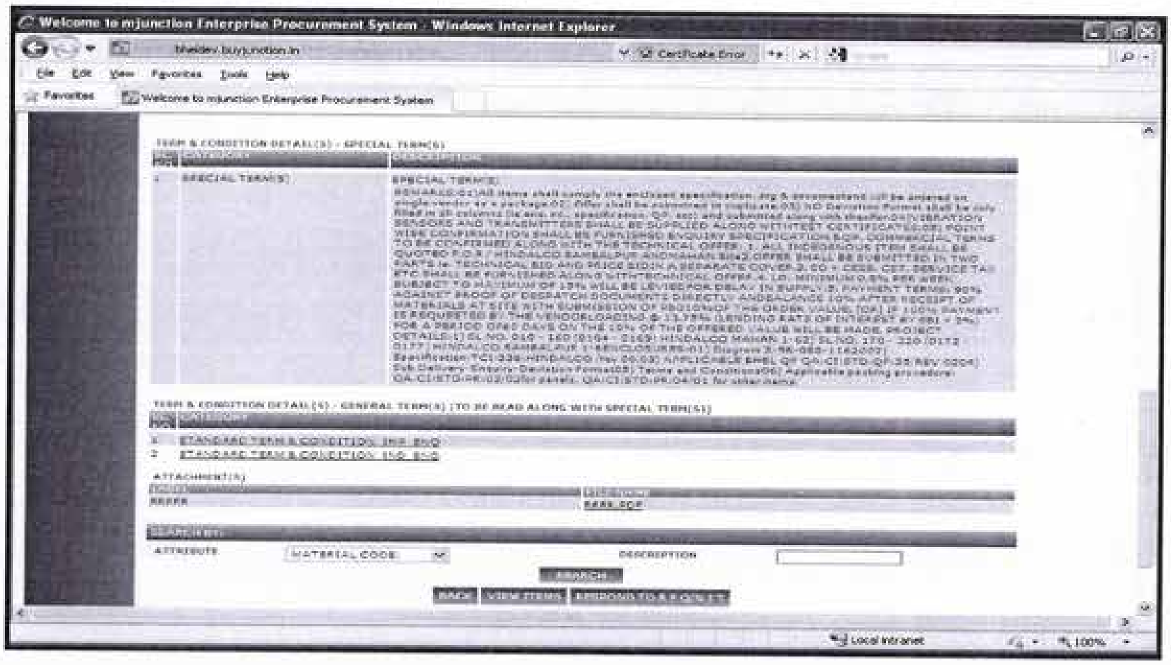
8) On clicking the abovementioned button will open a pop-up menu where the supplier needs to provide his encryption DSC (In case of 1024 bit DSC there will be a single sign in and encryption DSC but in case of 2048 bit DSC there will be different DSC for sign in and encryption) and click on OK.



On successful mapping of encryption DSC the system will display a success message.



9) Now the supplier can visit his homepage and access the RFQ under Latest limited Tender(s) issued heading. Alternatively he can go to TENDERS ->VIEW and select status as OPEN FOR QUOTATION SUBMISSION and click on ENTER, this will display all the eligible RFQs and the supplier can click on the relevant RFQ to view all the RFQ details



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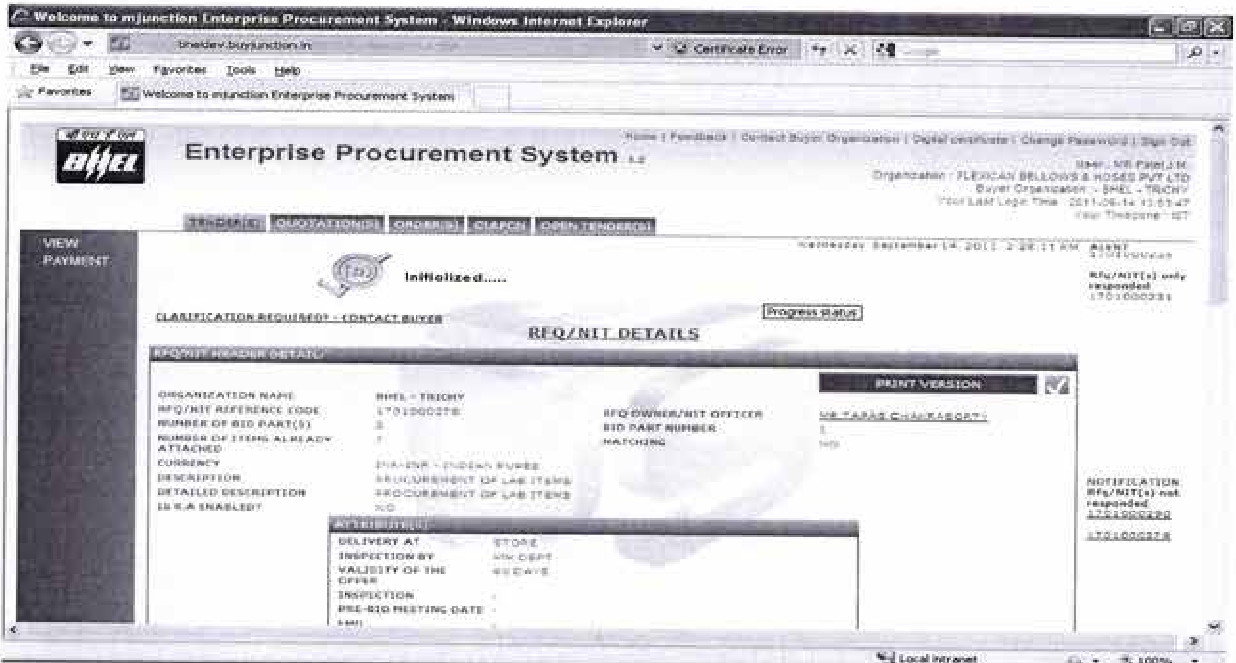
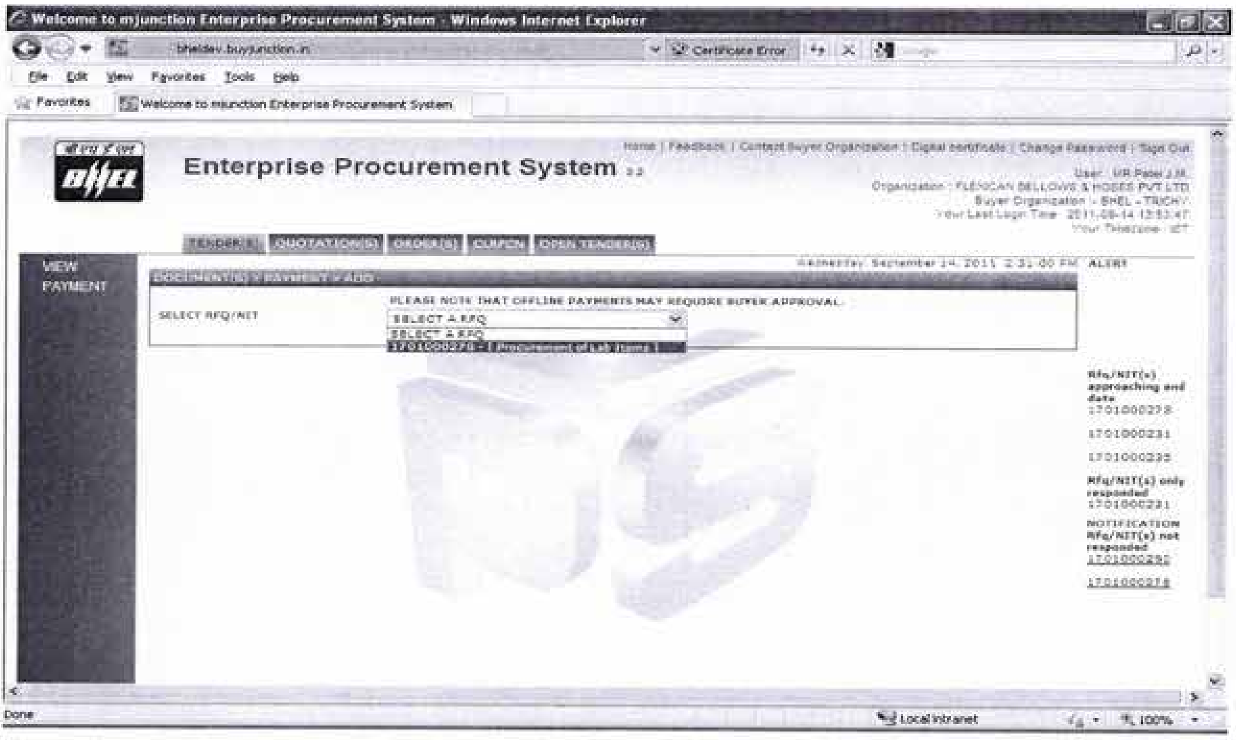
10) By clicking on VIEW ITEMS the suppliers can also view all the items attached to the RFQ.

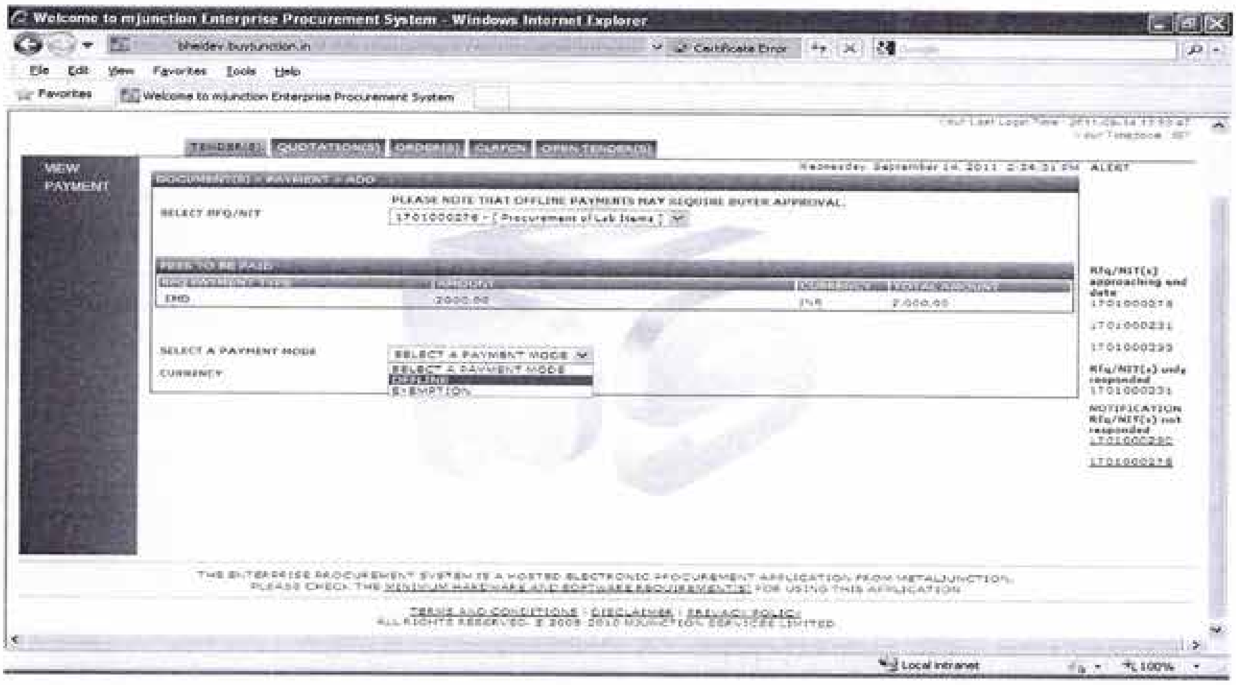
11) By clicking on BACK TO RFQ the supplier gets back to the RFQ Header. Now he needs to click on the PAYMENT link on the left pane of the page to proceed towards completion of the payment formalities associated with the RFQ.



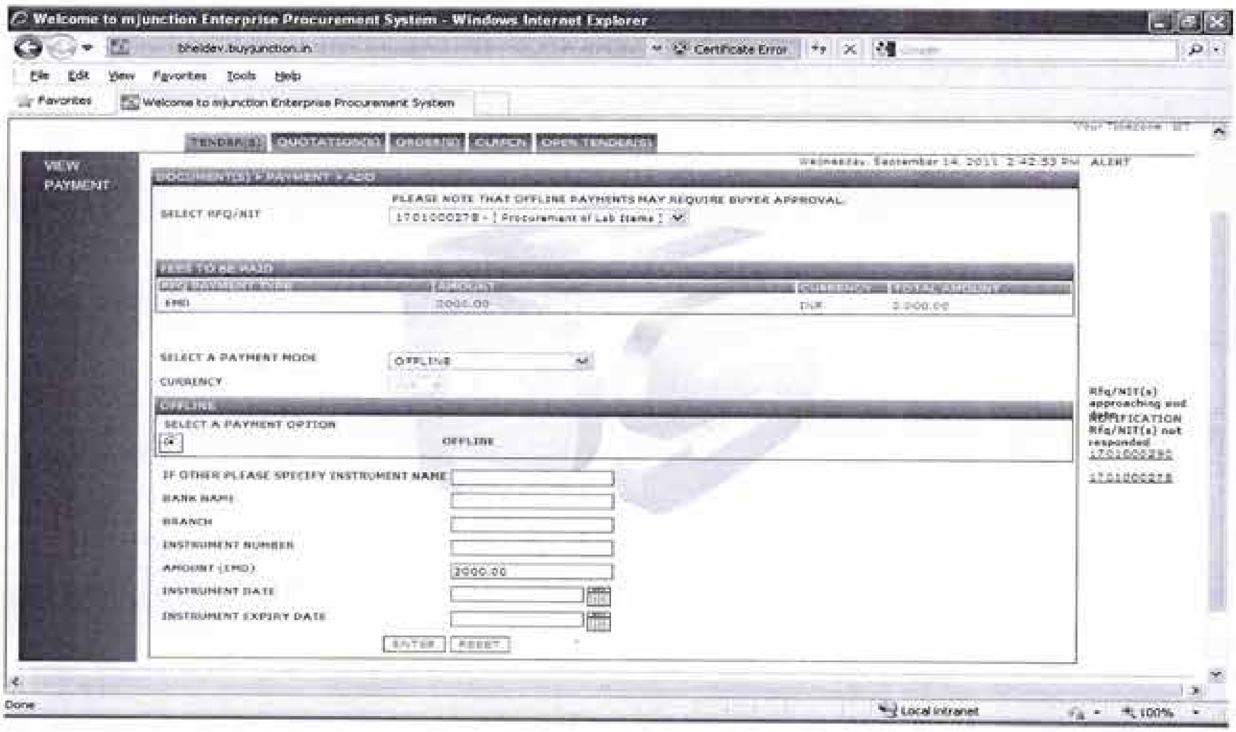
12) Now the supplier has to select the particular RFQ from the drop-down list displayed on the page



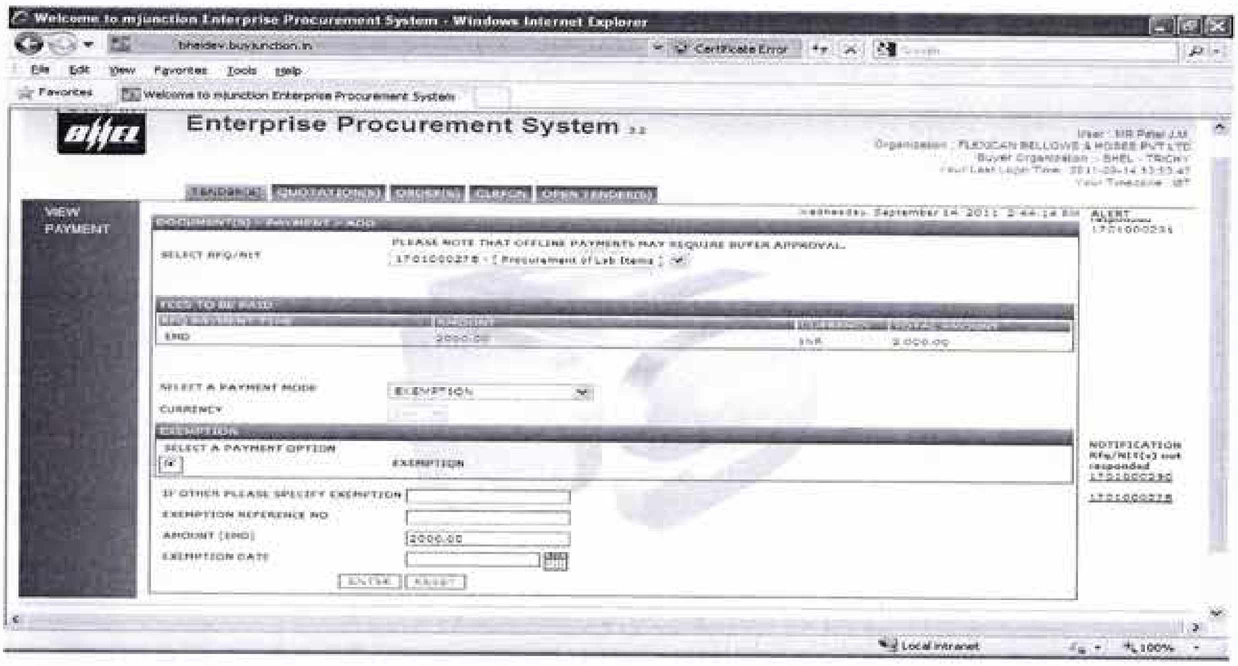
13) In the subsequent page the supplier selects the suitable payment mode from the SELECT PAYMENT MODE drop-down list and then follows the instructions displayed on screen to complete the payment process.



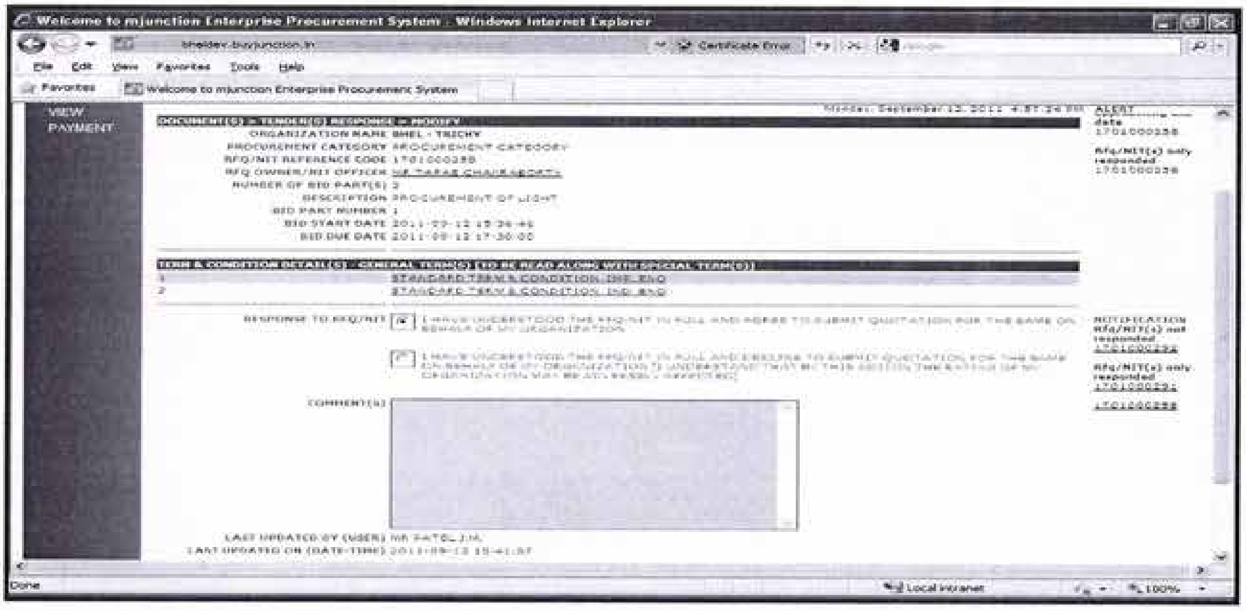
If he selects OFFLINE then he has to provide all the relevant details as required in the fields displayed and then click on the ENTER button to complete the payment process.



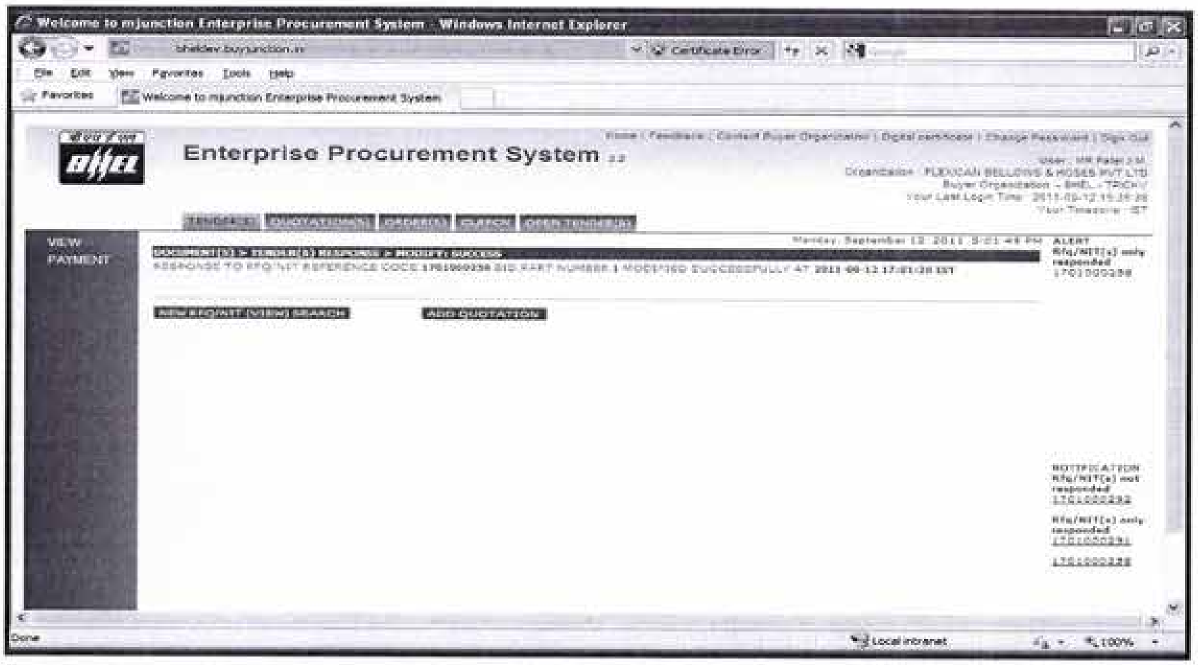
If he selects EXEMPTION then also he has to provide all the relevant details as required in the fields displayed and then click on the ENTER button to complete the payment process.



14) Now the supplier has to again follow Step 9 to access the RFQ header information and click on RESPOND TO RFQ/NIT button at the bottom of the page. The system again asks for the sign in DSC and on successful verification supplier is landed on to the Terms and Conditions page.



If he chooses the second option then he can provide comment on the text box and then clicks enter then he cannot participate in the RFQ and is taken out of the system. If the supplier chooses the first option and then clicks on enter button he is taken to the ADD QUOTATION page.



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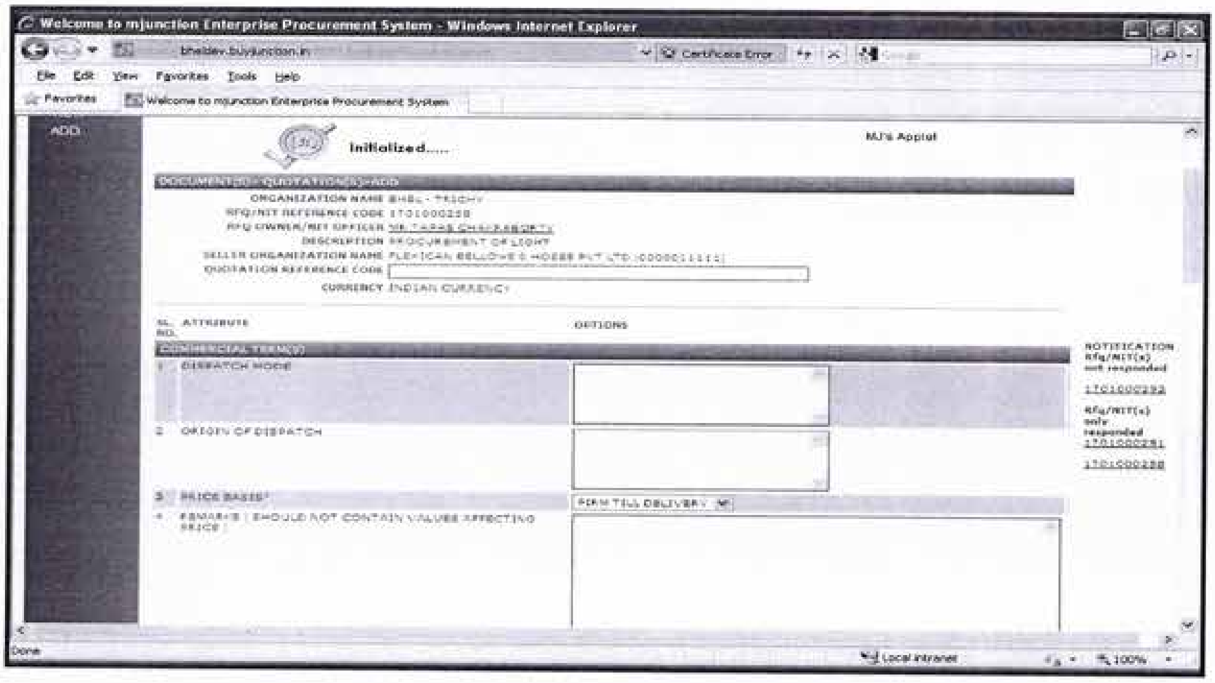
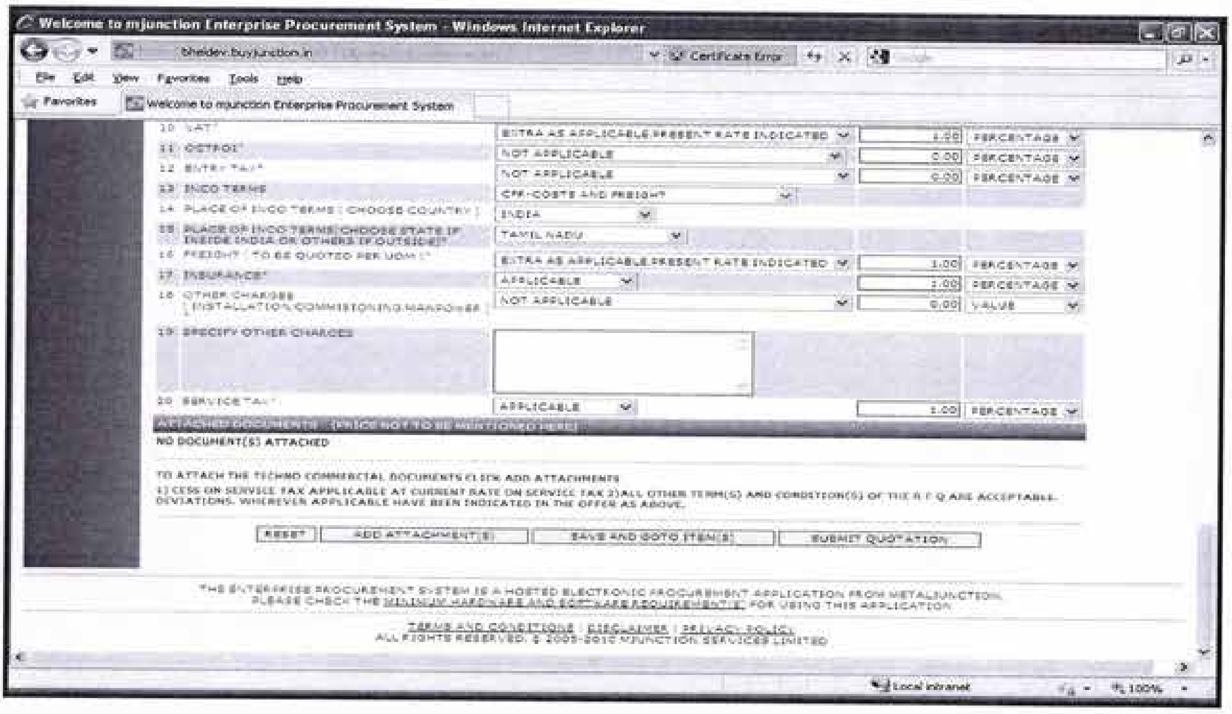
15) The supplier then clicks on the ADD QUOTATION button and fills in all the relevant bid details in the next page.

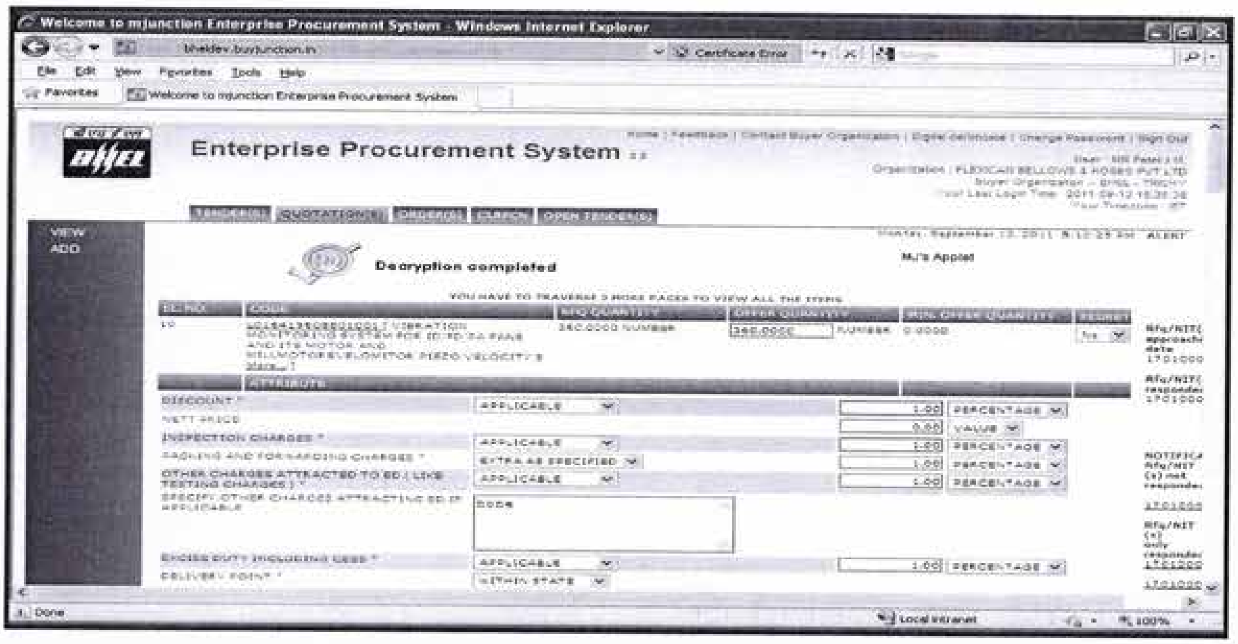


16) After filling up all the bid details the supplier clicks on SAVE AND GOTO ITEM(S) button at the bottom of the page.

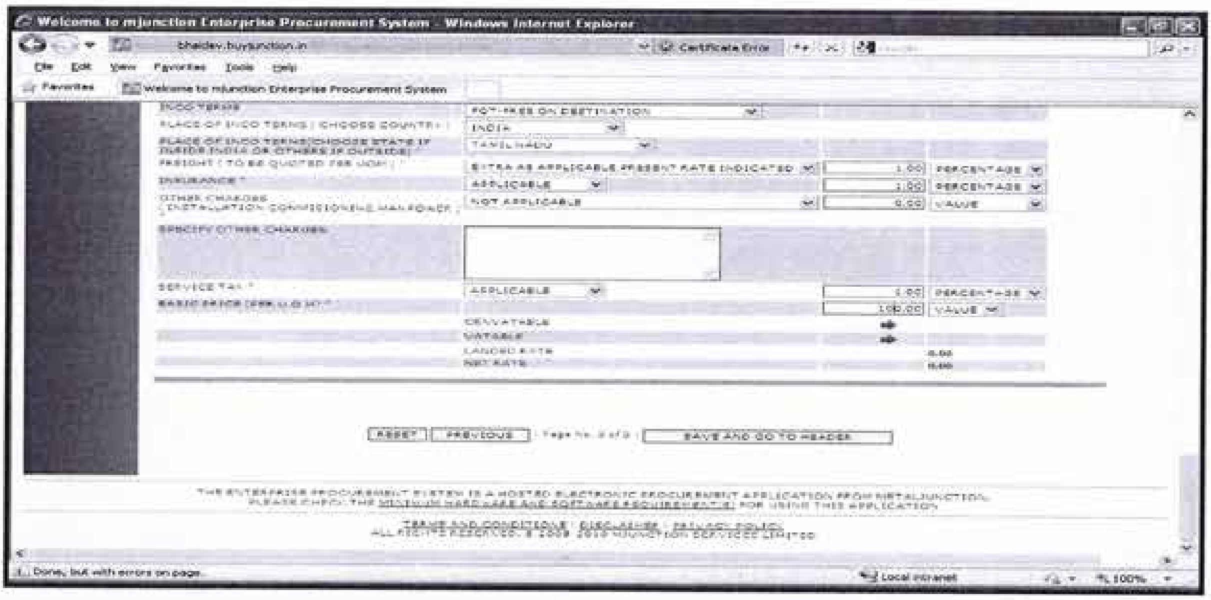


17) The system again asks for DSC twice (both the sign in and encryption)

18) On successful verification the system again asks for the decryption DSC for decrypting the bid data and opening up the price bid template. The supplier can put his price bid once the decryption activity is completed and the system shows "Decryption completed"



19) If there are more than 5 items in the RFQ the supplier clicks on NEXT button at the end of the page to bid for all the remaining items. For traversing from one page to another the system would ask for both sign in and encryption DSC a number of times and follow the instruction in Step 18.Once all the price bid data have been filled up the supplies clicks on SAVE AND GOTO HEADER



20) This time also the system will ask for both sign in as well as encryption DSC

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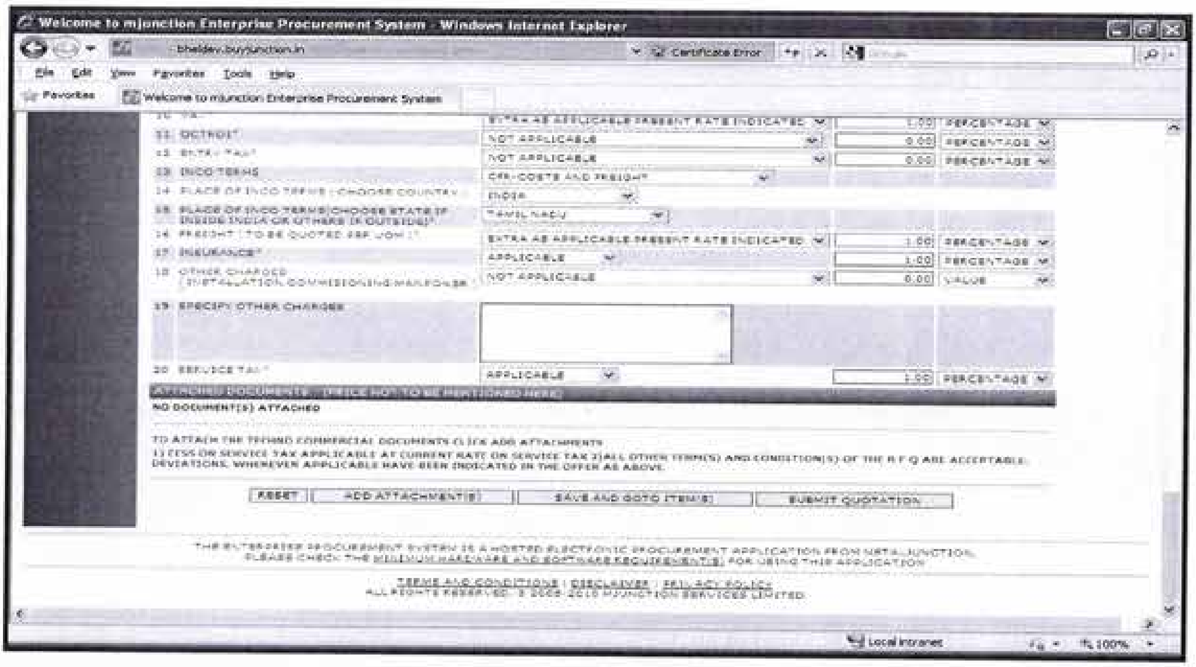
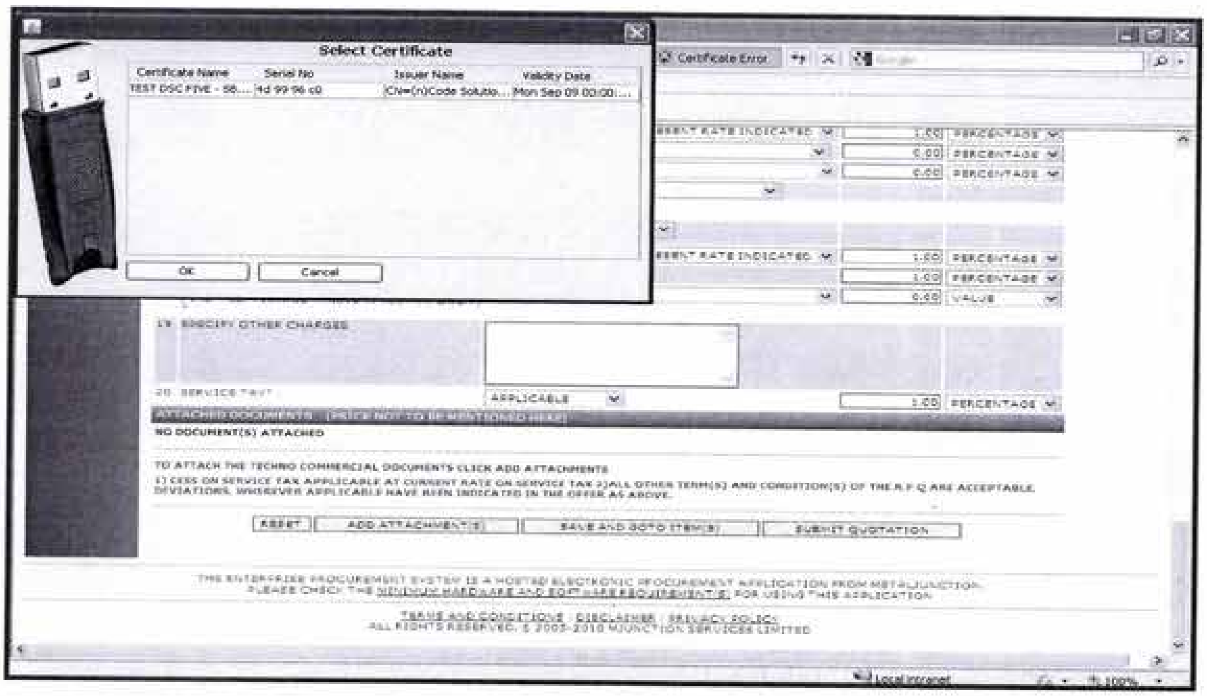
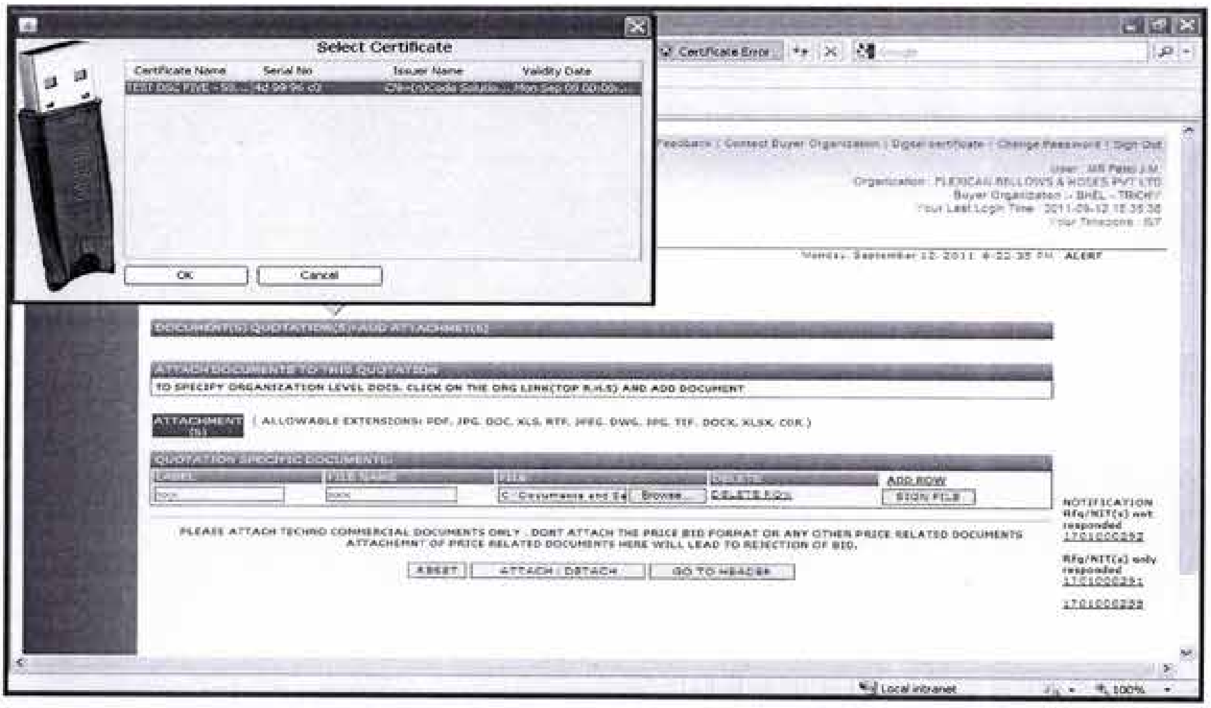
21) Once decryption is completed the supplier clicks on ADD ATTACHMENT(S) at the bottom of the page to upload any documents (if necessary)

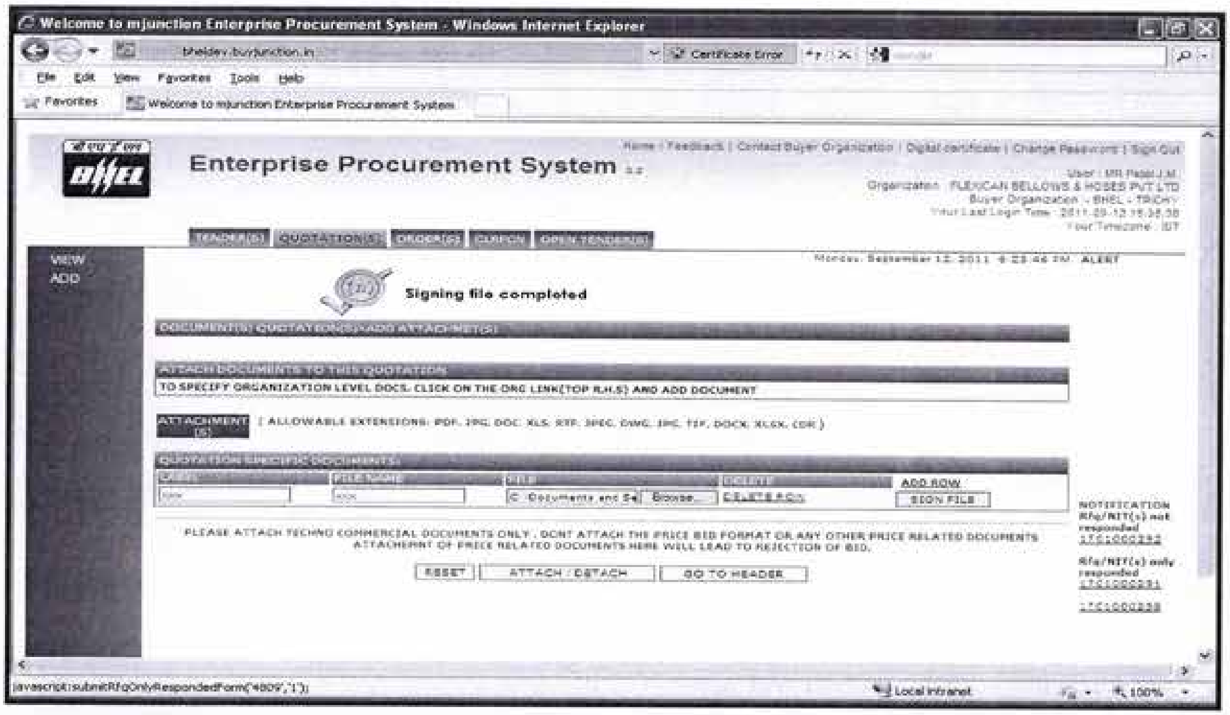


22) This time the system will ask for the sign in DSC from the supplier.



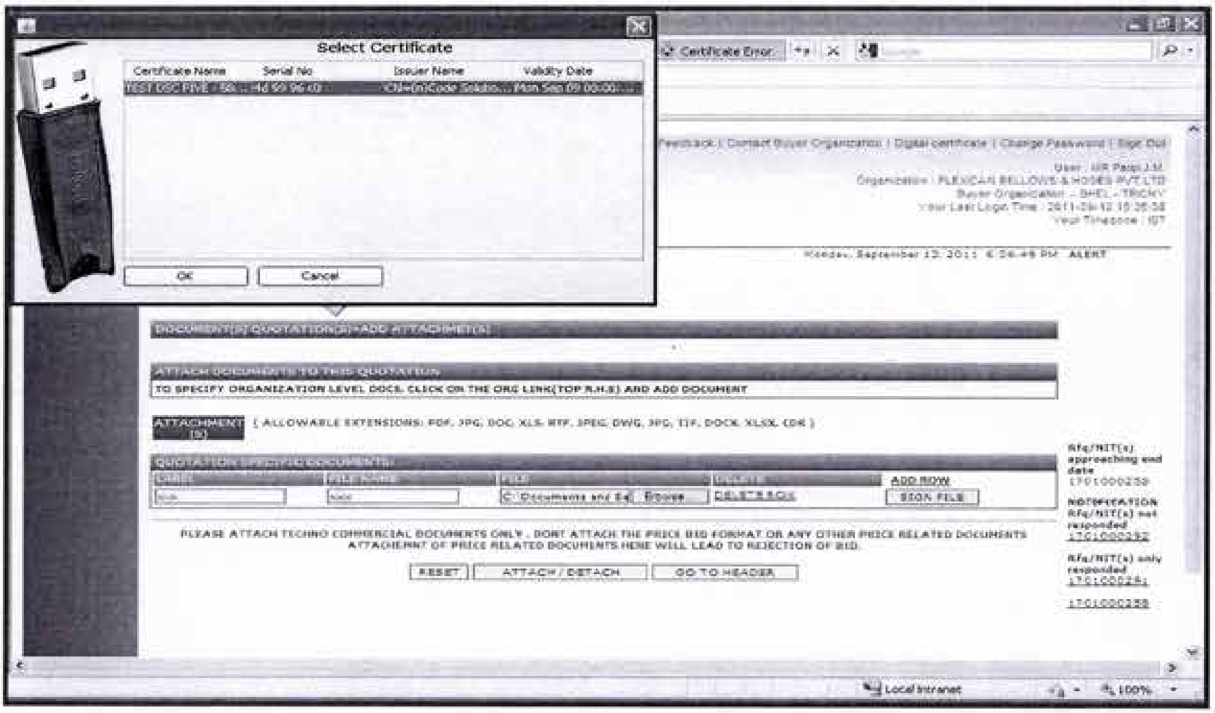
23) On the attachment section the supplier should click on ADD ROW, fill in relevant details and digitally sign the file to his bid by clicking the SIGN FILE button, when the system asks for the sign in DSC.





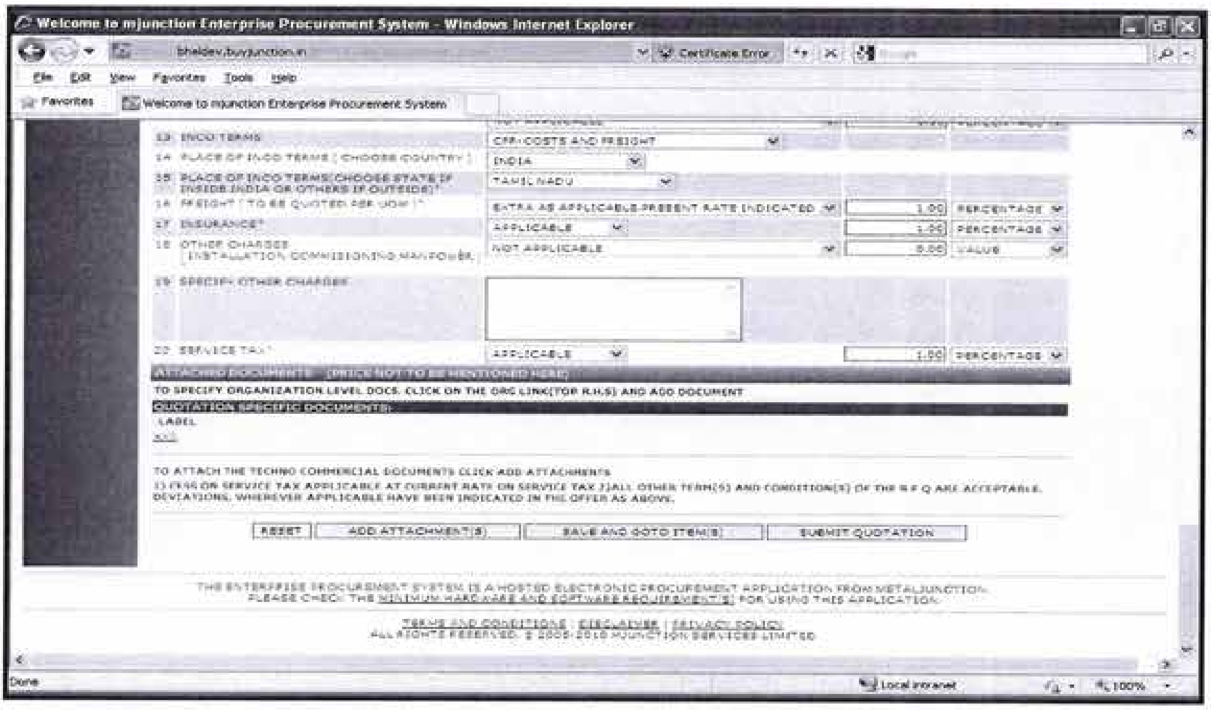
Once system shows Signing file completed the supplier can attach the next file similarly or click on GOTO HEADER.

24) The supplier the clicks on ATTACH/DETACH button when system again asks for the sign in DSC.

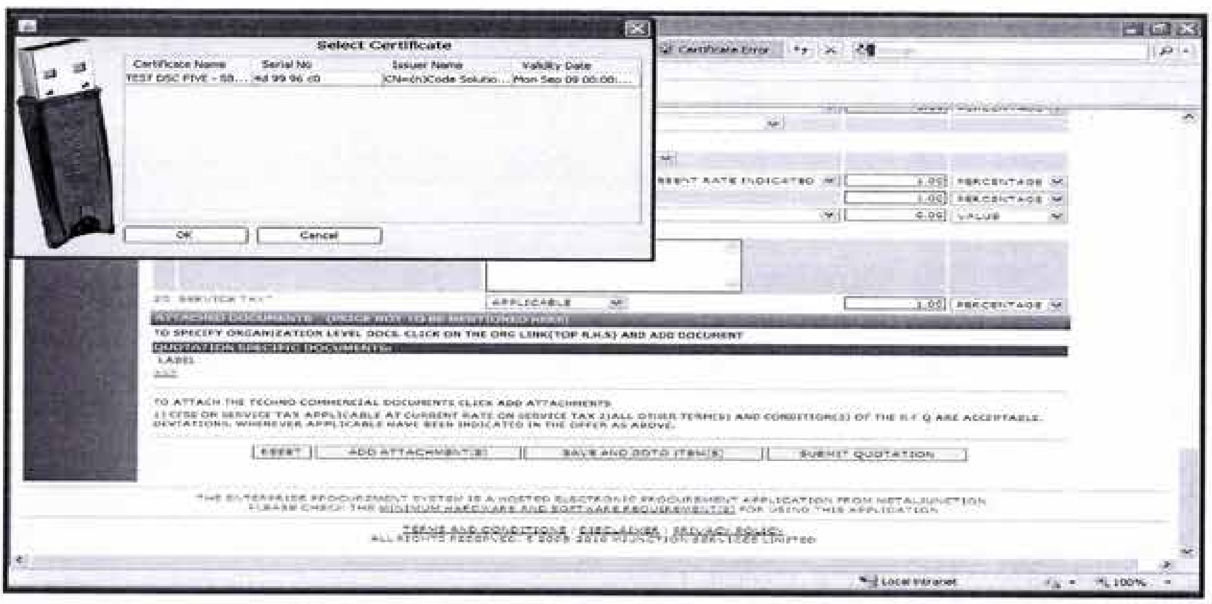


25) Once the document is attached the supplier clicks on GOTO HEADER button

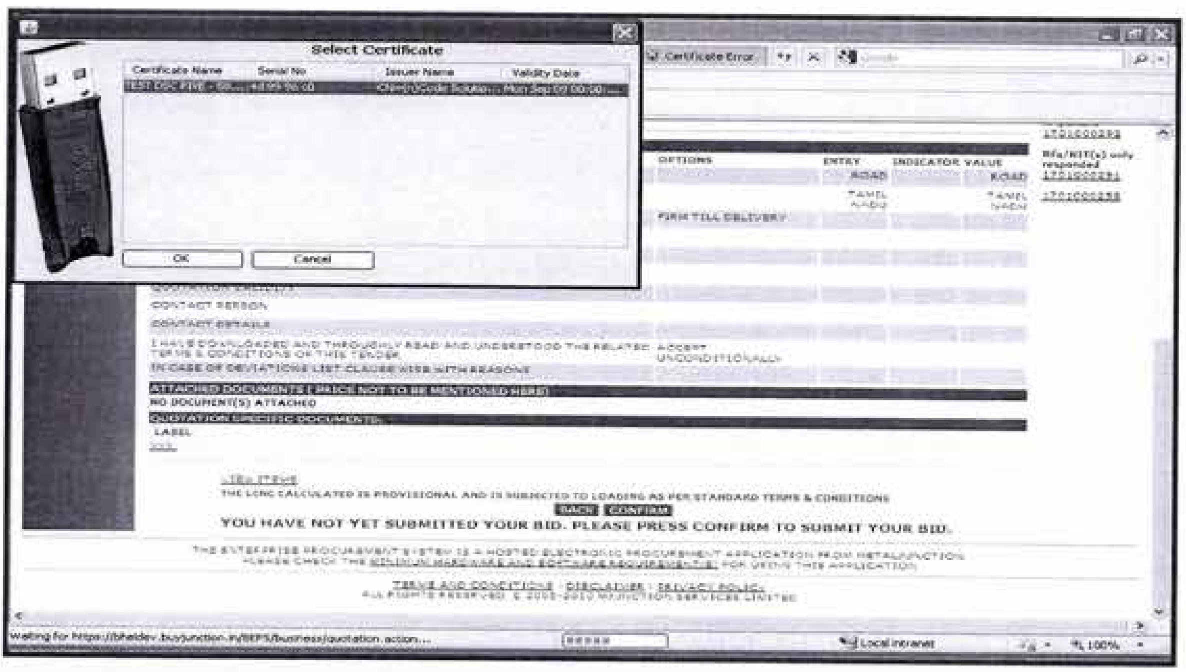
26) The system again asks for the encryption DSC and once decryption activity is completed the supplier can click on SUBMIT QUOTATION button.



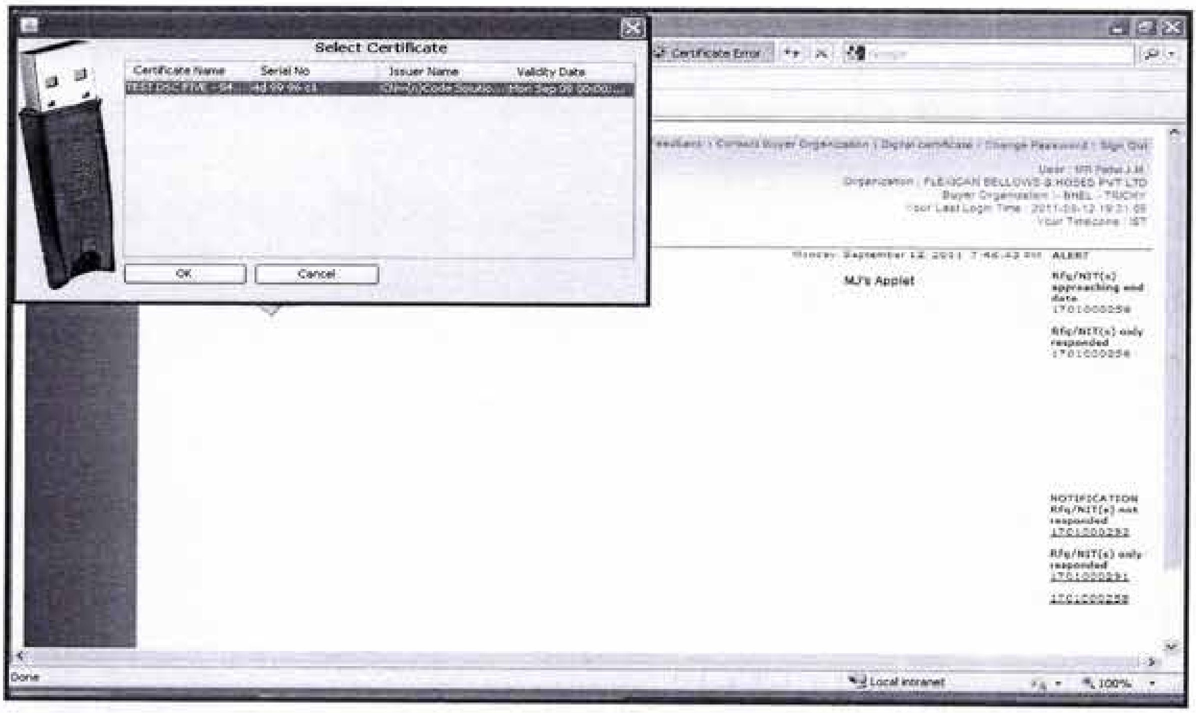
27) The system again asks for both sign in as well as encryption DSC before the supplier is taken to bid submission confirmation page.

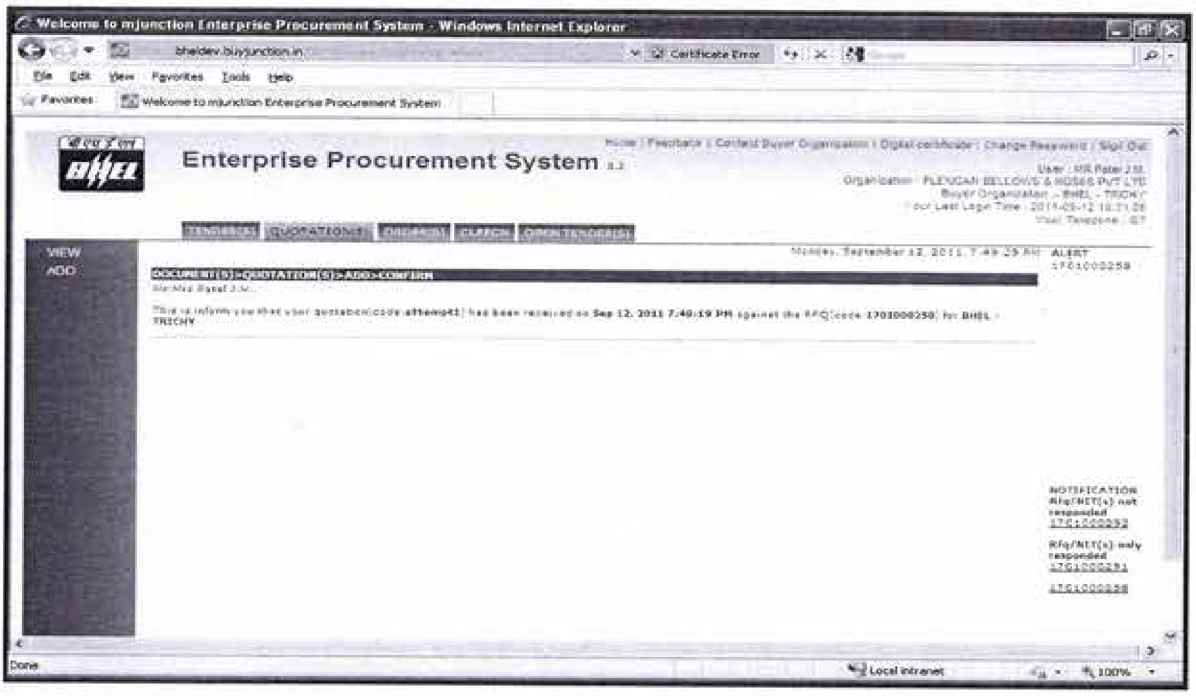


28) The supplier then clicks on the confirm button when the system asks for the sign in DSC again before final submission.



29) Before showing the bid submission confirmation message the system will ask for the encryption DSC as many times as there are items in the RFQ. Once the encryption process is completed the bid submission confirmation message is displayed





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PC Set up and initial login guide

- Install JAVA Run time Environment (JRE) 1.6 and above.
- Please install net meeting software like Teamviewer (www.teamviewer.com) , showmypc (www.showmypc.com) for online support.
- Install Digital signature certificate with .pfx extension. Install CA & CRL (Chain Certificate)
- If your Digital Signature is in eToken , please Install eToken Driver,

  For viewing your Digital Signature Certificate in the eToken:

  Click Start > Programs > eToken > eToken Properties. Click "Advanced" and double-click on eToken" – under that you will see User Certificates & CA Certificates. Under User certificates option one can view certificate details viz. Issued To, Issued By, Validity, Serial Number etc.
- Login in BHEL EPS
- Put your user id & password.
- Select your respective BHEL Plant
- Click on submit.
- For the first time user, one Applet Window appears. Check the box " always trust content from this publishers" Click run..
- DSC dialog box appears. Select the respective certificate.
- Contact Buyer for certificate approval.
- Buyer approves supplier certificate
- Now Login into BHEL EPS with User ID and Password provided.
- Click Digital Certificate button on top of the page.
- Click Add button on left hand side of the page
- Select "For Encryption" Radio button if you have 2048 bit certificate. Else you select "Both" Radio button if you have 1024 bit certificate.

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	CRM
2	HELP DESK	eps.customercare@mjunction.in	033-66106426/6217/6013/6046/6176 9163348283/9163348284/9163348285 /9163348286/8584008116	

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