

Supplier Bidding Manual



DOCUMENT RELEASE NOTICE

Supplier's Bidding Manual
Release 1.0
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Author(s):

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Date: 09.09.2011

Reviewer(s):

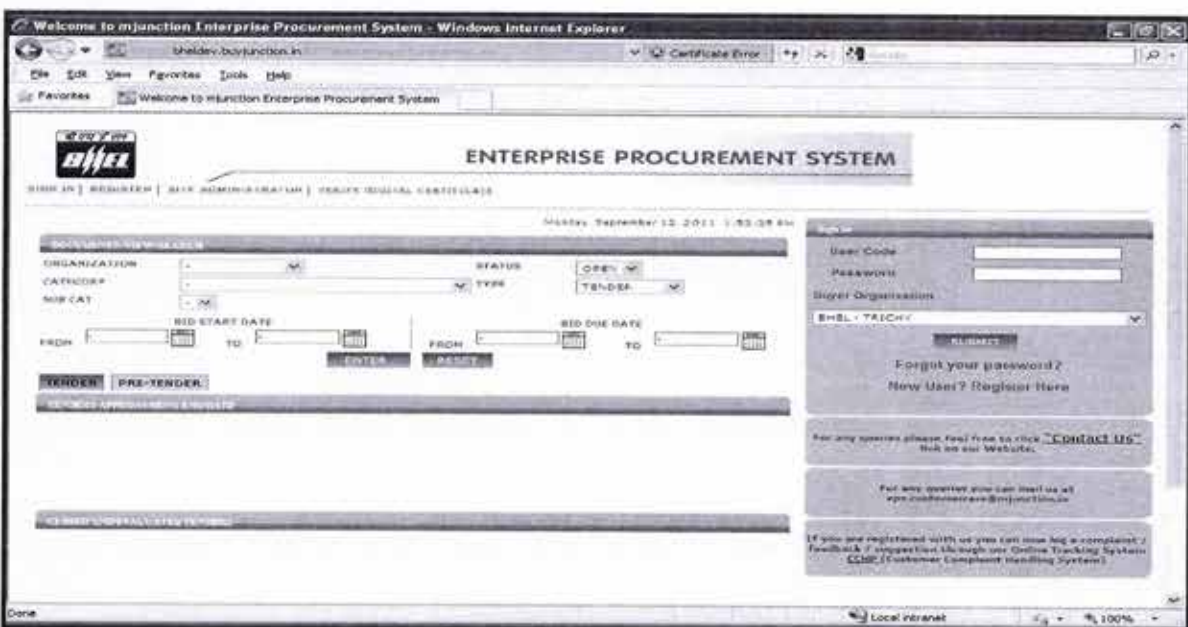
R. Vishwanathan

Date: 13.09.2011

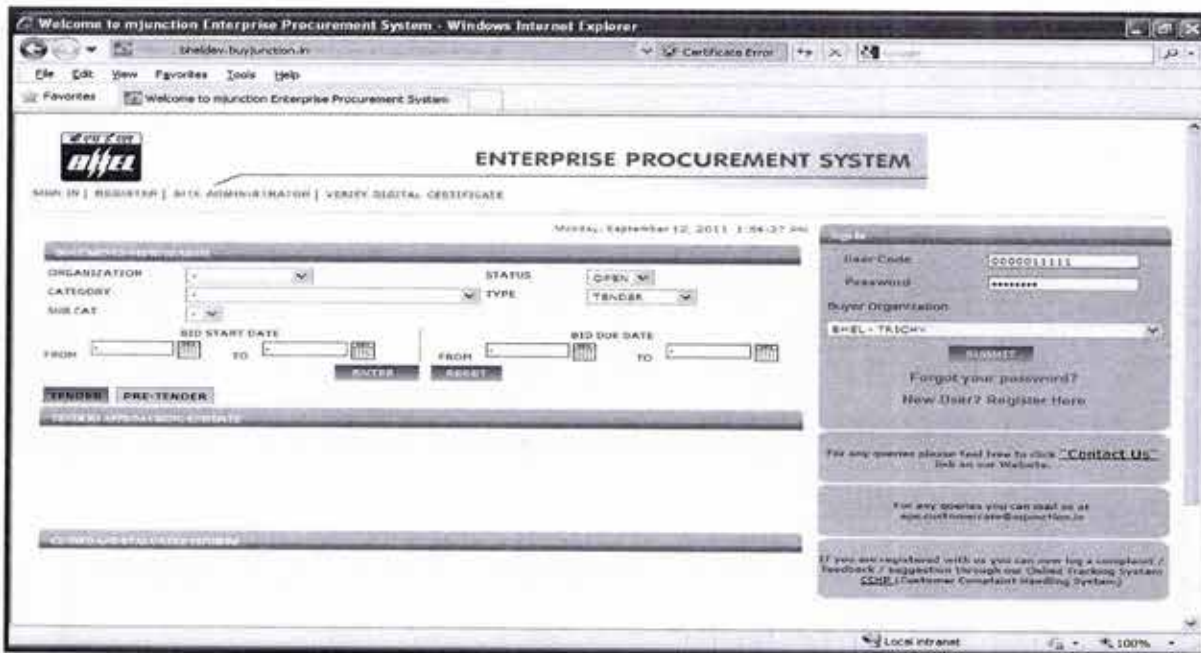
1) The supplier opens the website <https://bheleps.buyjunction.in> in his computer using the browser Internet Explorer 6.0 or above.



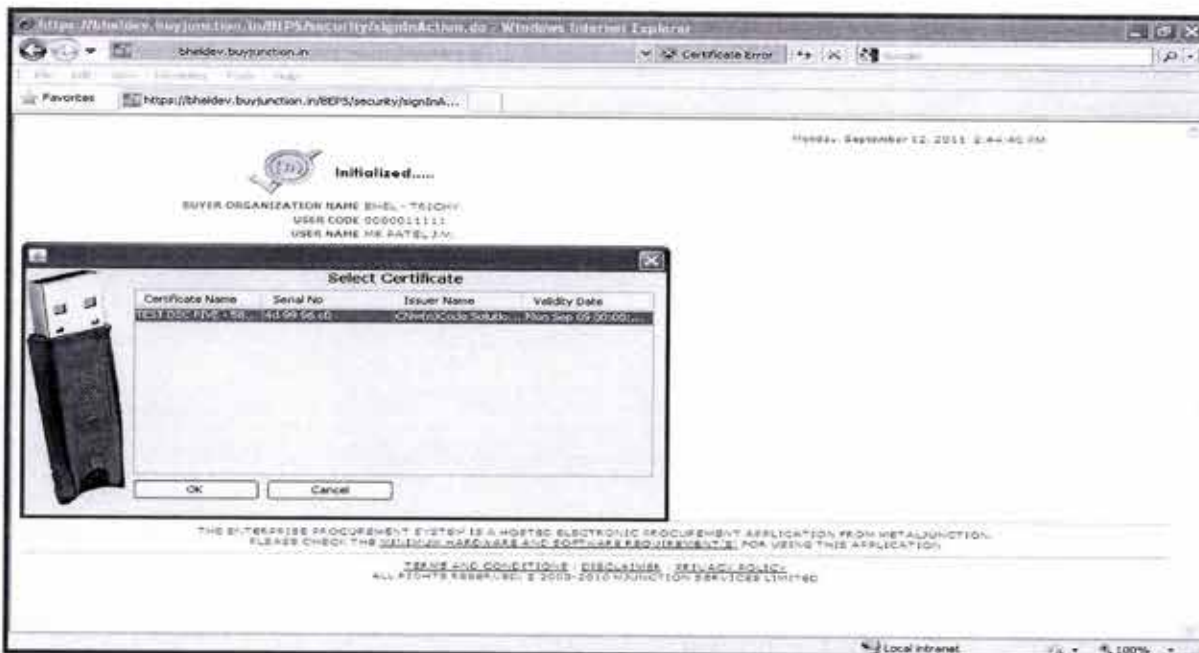
2) The supplier then clicks on the SIGN IN link on the top right of the page



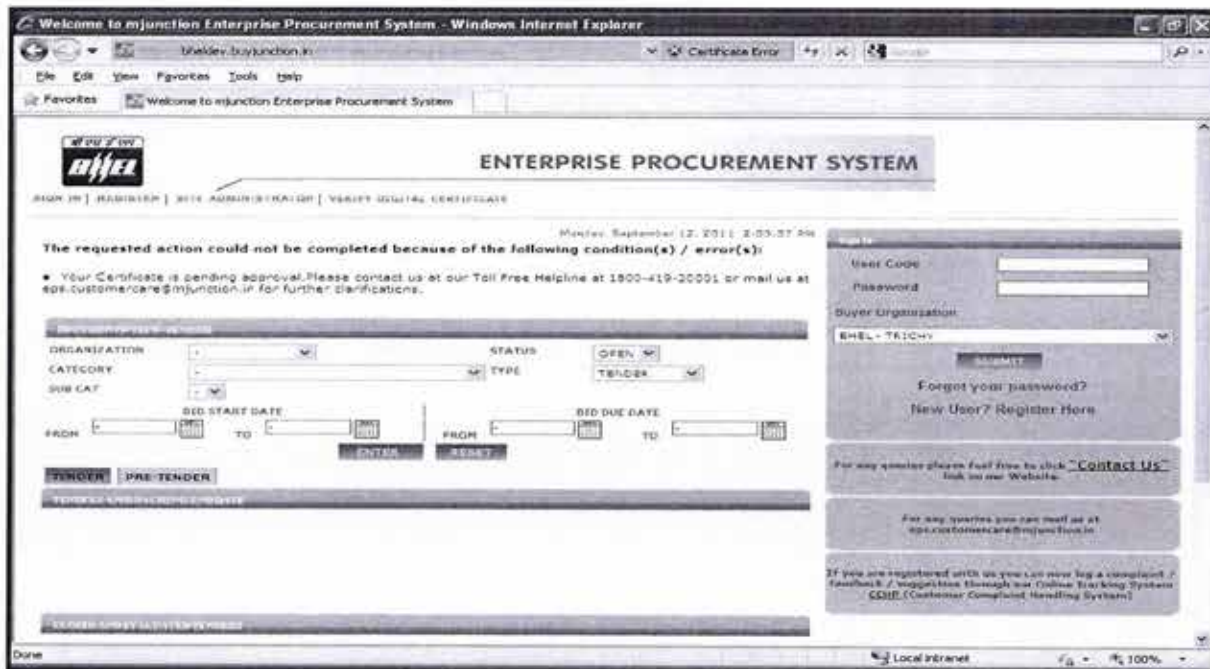
3) The supplier then provides his User Code, Password, selects the buyer organization as BHEL – TRICHY and clicks on the SUBMIT button.



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.



Welcome to mjunction Enterprise Procurement System - Windows Internet Explorer

theldev.buyjunction.in

File Edit View Favorites Tools Help

Welcome to mjunction Enterprise Procurement System

ENTERPRISE PROCUREMENT SYSTEM

MONDAY, SEPTEMBER 12, 2011 2:05:37 AM

The requested action could not be completed because of the following condition(s) / error(s):

- Your Certificate is pending approval. Please contact us at our Toll Free Helpline at 1800-419-20001 or mail us at epr.customercare@mjunction.in for further clarifications.

ORGANIZATION: [dropdown] STATUS: OPEN

CATEGORY: [dropdown] TYPE: TENDER

SUB CAT: [dropdown]

FROM: [date] TO: [date] FROM: [date] TO: [date]

ENTER RESET

TENDER PRE TENDER

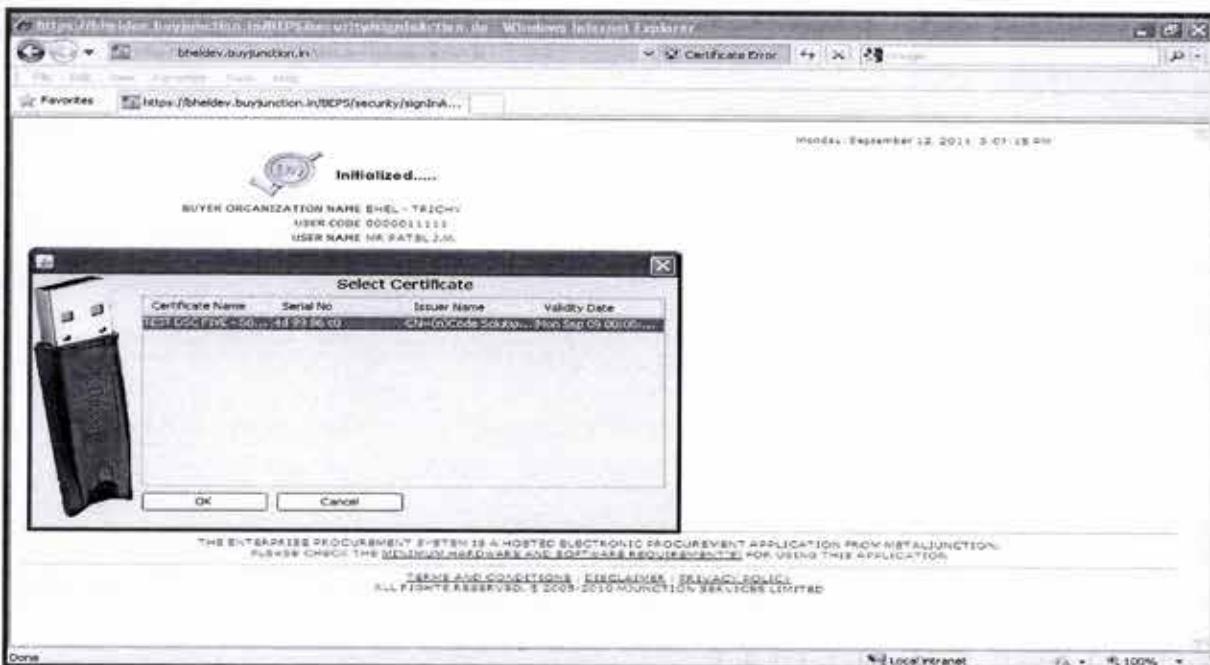
Forgot your password? New User? Register Here

For any queries please feel free to click "Contact Us" link in our Website.

For any queries you can mail us at epr.customercare@mjunction.in

If you are registered with us you can now log a complaint / feedback / suggestion through our Online Tracking System CSUR (Customer Complaint Handling System)

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.



theldev.buyjunction.in

MONDAY, SEPTEMBER 12, 2011 3:07:18 PM

Initialized.....

BUYER ORGANIZATION NAME: EHEL - TRICHY
USER CODE: 00001111
USER NAME: NA PATIL J.M.

Select Certificate

Certificate Name	Serial No	Issuer Name	Validity Date
TEST DSC FIVE - 56...	44 99 86 09	CN=CodeSakya...	Mon Sep 05 00:00:00...

OK Cancel

THE ENTERPRISE PROCUREMENT SYSTEM IS A HOSTED ELECTRONIC PROCUREMENT APPLICATION FROM MJBUNCTION. PLEASE CHECK THE MJBUNCTION WEBSITE FOR SOFTWARE REQUIREMENTS FOR USING THIS APPLICATION.

TERMS AND CONDITIONS: EXCLUDED: DELIVERY POLICY.
ALL RIGHTS RESERVED. © 2009-2010 MJUNCTION SERVICES LIMITED

Welcome to mjunction Enterprise Procurement System - Windows Internet Explorer

theldev.buyjunction.in Certificate Error

Enterprise Procurement System 2.2

Home | Feedback | Contact Buyer Organization | Digital certificate | Change Password | Sign Out

User: MR Pater J M
Organization: FLEXICAR BELLINGS & HOSER PVT LTD
Buyer Organization: BHSL - TRICHY
Your Last Login Time: 2011-09-12 14:28:49
Your Timezone: IST

TENDER(S) QUOTATION(S) ORDER(S) CLMTRN OPEN TENDER(S)

Monday, September 12, 2011 3:08:08 PM

LATEST LIMITED TENDER(S) ISSUED (MAXIMUM 3...)

RFQ/NT REFERENCE CODE	BID START DATE	BID DUE DATE
1701000292	2011-09-12 15:55:00.0	2011-09-12 14:00:00.0

LATEST OPEN TENDER(S) ISSUED (MAXIMUM 3...)

RFQ/NT REFERENCE CODE	BID START DATE	BID DUE DATE
CLOTHING	2011-09-08 11:59:30.0	2011-09-29 14:00:00.0

LATEST QUOTED TENDER(S) (MAXIMUM 3...)

RFQ/NT REFERENCE CODE	BID DUE DATE	RFQ/NT TYPE
NO DATA FOUND		

LATEST RESPONDED BUT NOT QUOTED TENDER(S) (MAXIMUM 3...)

RFQ/NT REFERENCE CODE	BID DUE DATE	RFQ/NT TYPE
NO DATA FOUND		

LATEST ORDERS (MAXIMUM 3...)

ORDER REFERENCE CODE	DATE	ACCEPTANCE STATUS
NO DATA FOUND		

NOTIFICATION
RfQ/NT(s) not responded
1701000292
RfQ/NT(s) only responded
1701000291

Done Local intranet 100%

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

Welcome to mjunction Enterprise Procurement System - Windows Internet Explorer

theldev.buyjunction.in Certificate Error

Enterprise Procurement System 2.2

Home | Feedback | Contact Buyer Organization | Digital certificate | Change Password | Sign Out

User: MR Pater J M
Organization: FLEXICAR BELLINGS & HOSER PVT LTD
Buyer Organization: BHSL - TRICHY
Your Last Login Time: 2011-09-12 14:29:49
Your Timezone: IST

TENDER(S) QUOTATION(S) ORDER(S) CLMTRN OPEN TENDER(S)

Monday, September 12, 2011 3:18:45 PM

VIEW
ADD

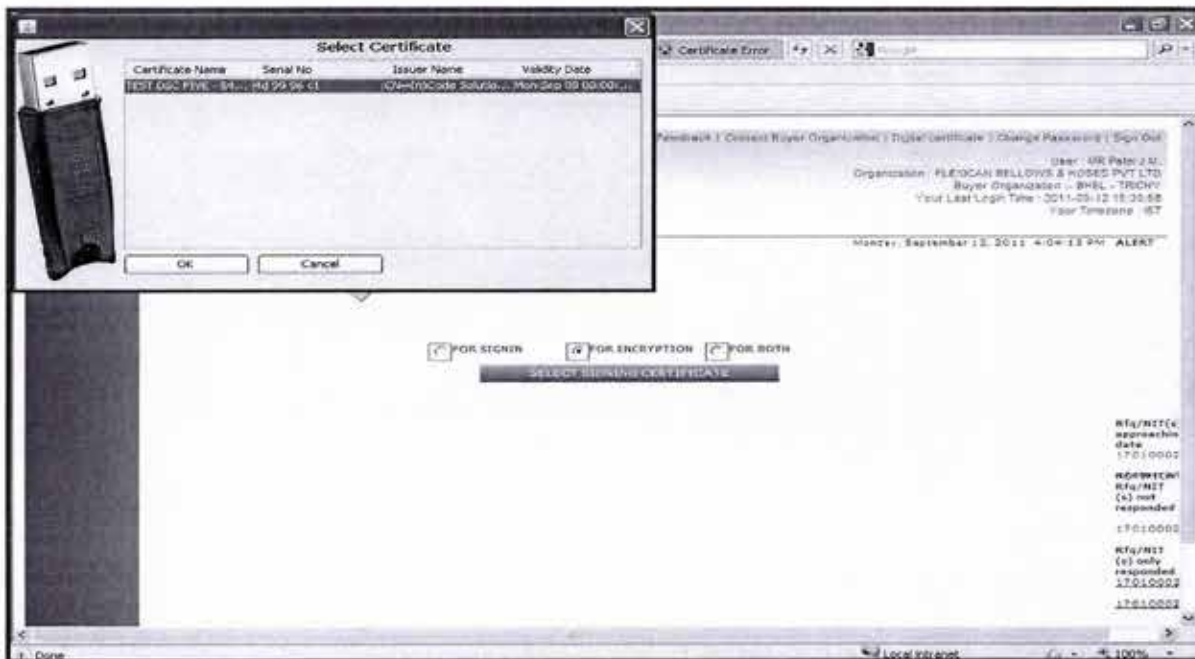
Initialized....

☐ FOR SIGNIN ☒ FOR ENCRYPTION ☐ FOR BOTH

SELECT BEUING CERTIFICATE

NOTIFICATION
RfQ/NT(s) not responded
1701000292
RfQ/NT(s) only responded
1701000291

Done Local intranet 100%



Welcome to mjunction Enterprise Procurement System - Windows Internet Explorer

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Certificate Error

File Edit View Favorites Tools Help

Favorites Welcome to mjunction Enterprise Procurement System

Home / Feedback / Contact Us / Organization / Digital certificate / Change Password / Sign Out

Enterprise Procurement System 3.2

User: SH Patel 137
 Organization: FLETCAN BELLOW'S & HOSES PVT LTD
 Buyer Organization: BHFL - TRICW/
 Your Last Login Time: 2011-09-12 15:30:58
 Your Telephone: 957

TENDERING QUOTATIONING ORDERING CANCELLING CANCELLED TENDERING

Monday, September 12, 2011 4:04:33 PM ALERT

DIGITAL CERTIFICATE DETAILS

Full Digital Certificate with Serial No. 40 94 88 13 has been added successfully.

DIGITAL CERTIFICATE DETAILS

SERIAL NO.	40 94 88 13
THUMB PRINT	6C7A 15 A8 D0 8A 2A 6C FC 27 23 4C E8 3F 28 9F 57 3A 24 B9
CLIENT CERTIFICATE SUBJECT	CN=TRIST DSC FILE ETHQUARANT,OID.2.5.4.17=392015,OU=6CIC+1238546,OU=HARSHIT@NO, O=BUJARAT NARMADA VALLEY FERTILIZERS COMPANY LIMITED,CHN
EXPIRY DATE	2015-09-09 00:00:00

NOTIFICATION
 Rfq/NTT
 (s) not responded
 17010002
 Rfq/NTT
 (s) only responded
 17010002
 17010002

Done Local intranet 100%

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http://mjunction.in

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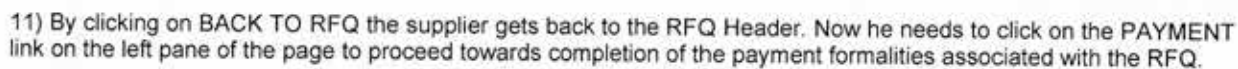
Favorite Welcome to mjunction Enterprise Procurement System

TERMS & CONDITION DETAIL(S) - SPECIAL TERM(S)

ITEM NO	DESCRIPTION
001	SPECIAL TERM(S)
002	SPECIAL TERM(S)

SPECIAL TERM(S)

BONAFIDE GC/MS items shall comply the enclosed specification, and a procurement will be entered on single tender or a package. 01. Offer shall be submitted in digital and 03. NO Derivation Permit shall be only used in all chemical and re. specifications. 04. and submitted along with the order. 05. DERIVATION PERMIT AND TRANSMITTED SHALL BE SUPPLIED ALONG WITH THE CERTIFICATE. 06. POINT WISE CONFIRMATION SHALL BE FURNISHED ENQUIRY SPECIFICATION. 07. COMMERCIAL TERMS TO BE CONFIRMED ALONG WITH THE TECHNICAL OFFER. 08. ALL INDOOR/OUTDOOR ITEMS SHALL BE QUOTED IN TWO PARTS IN TECHNICAL BID AND PRICE BID IN A SEPARATE COVER. 09. 00. 01. 02. 03. 04. 05. 06. 07. 08. 09. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 72



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

The screenshot shows the 'Enterprise Procurement System' interface in a Windows Internet Explorer browser. The browser address bar shows 'sheldev.buyjunction.in'. The page has a navigation bar with links: Home, Feedback, Contact Buyer Organization, Digital certificate, Change Password, Sign Out. The user is identified as 'User: UR Patel J.M.' from 'Organization: FLENOCAN BELLOWES & HOSES PVT LTD' and 'Buyer Organization: SHEL - TRICHY'. The last login time is '2011-09-14 12:53:47' and the time zone is 'IST'.

The main content area has a sidebar with 'VIEW PAYMENT' and a central panel with tabs: TENDERS, QUOTATION(S), ORDER(S), CLAFIN, OPEN TENDERS. The 'QUOTATION(S)' tab is active, showing 'DOCUMENT(S) > PAYMENT > ADD'. A message states: 'PLEASE NOTE THAT OFFLINE PAYMENTS MAY REQUIRE BUYER APPROVAL.' Below this is a 'SELECT RFQ/NIT' dropdown menu with a list of RFQ/NITs. The selected item is '1701000278 - [Procurement of Lab Items]'.

On the right side, there is a list of RFQ/NITs with their approaching and due dates. The list includes:

- RFQ/NIT(s) approaching and due: 1701000278, 1701000231, 1701000230
- RFQ/NIT(s) only responded: 1701000231
- NOTIFICATION RFQ/NIT(s) not responded: 1701000230, 1701000278

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.

The screenshot shows the 'Enterprise Procurement System' interface in a Windows Internet Explorer browser. The browser address bar shows 'sheldev.buyjunction.in'. The page has a navigation bar with links: Home, Feedback, Contact Buyer Organization, Digital certificate, Change Password, Sign Out. The user is identified as 'User: UR Patel J.M.' from 'Organization: FLENOCAN BELLOWES & HOSES PVT LTD' and 'Buyer Organization: SHEL - TRICHY'. The last login time is '2011-09-14 12:53:47' and the time zone is 'IST'.

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Below the RFQ/NIT selection, there is a table showing 'FREE TO BE PAID' and 'END PAYMENT DATE'. The table has columns for 'END PAYMENT DATE', 'AMOUNT', and 'DEBIT TO THE ACCOUNTING SYSTEM'. The data row shows 'END', '2000.00', and '1701000278'.

Below the table, there is a 'SELECT A PAYMENT MODE' dropdown menu with a list of payment modes. The selected item is '1701000278 - [Procurement of Lab Items]'.

On the right side, there is a list of RFQ/NITs with their approaching and due dates. The list includes:

- RFQ/NIT(s) approaching and due: 1701000278, 1701000231, 1701000230
- RFQ/NIT(s) only responded: 1701000231
- NOTIFICATION RFQ/NIT(s) not responded: 1701000230, 1701000278

At the bottom of the page, there is a footer with the text: 'THE ENTERPRISE PROCUREMENT SYSTEM IS A HOSTED ELECTRONIC PROCUREMENT APPLICATION FROM METALJUNCTION. PLEASE CHECK THE MINIMUM HARDWARE AND SOFTWARE REQUIREMENTS FOR USING THIS APPLICATION. TERMS AND CONDITIONS - DISCLAIMER - PRIVACY POLICY. ALL RIGHTS RESERVED. © 2009-2010 MJUNCTION SERVICES LIMITED.'

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.

Welcome to mjunction Enterprise Procurement System - Windows Internet Explorer

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Welcome to mjunction Enterprise Procurement System

TENDER(S) QUOTATION(S) ORDER(S) CLARIFY OPEN TENDER(S)

VIEW PAYMENT

DOCUMENT(S) PAYMENT ADD

PLEASE NOTE THAT OFFLINE PAYMENTS MAY REQUIRE BUYER APPROVAL.

SELECT RFQ/NIT 1701000278 - [Procurement of Lab Items]

FEES TO BE PAID

RFQ/NIT/NIT	AMOUNT	CURRENCY	STATUS
END	2000.00	INR	2,000.00

SELECT A PAYMENT MODE OFFLINE

CURRENCY

OFFLINE

SELECT A PAYMENT OPTION

OFFLINE

IF OTHER PLEASE SPECIFY INSTRUMENT NAME

BANK NAME

BRANCH

INSTRUMENT NUMBER

AMOUNT (END) 2000.00

INSTRUMENT DATE

INSTRUMENT EXPIRY DATE

ENTER RESET

Req/NIT(s) approaching and application Req/NIT(s) not responded 1701000278

Local Intranet

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.

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Welcome to mjunction Enterprise Procurement System

TENDER(S) QUOTATION(S) ORDER(S) CLARIFY OPEN TENDER(S)

VIEW PAYMENT

DOCUMENT(S) PAYMENT ADD

PLEASE NOTE THAT OFFLINE PAYMENTS MAY REQUIRE BUYER APPROVAL.

SELECT RFQ/NIT 1701000278 - [Procurement of Lab Items]

FEES TO BE PAID

RFQ/NIT/NIT	AMOUNT	CURRENCY	STATUS
END	2000.00	INR	2,000.00

SELECT A PAYMENT MODE EXEMPTION

CURRENCY

EXEMPTION

SELECT A PAYMENT OPTION

EXEMPTION

IF OTHER PLEASE SPECIFY EXEMPTION

EXEMPTION REFERENCE NO

AMOUNT (END) 2000.00

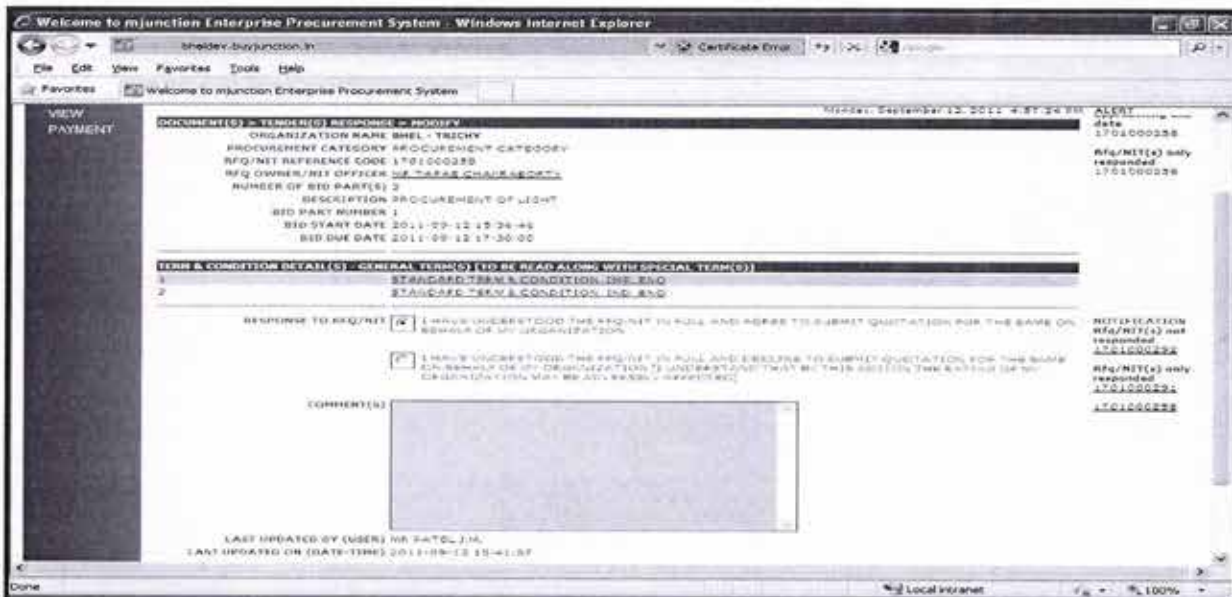
EXEMPTION DATE

ENTER RESET

Notification Req/NIT(s) not responded 1701000278

Local Intranet

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.



Welcome to mjunction Enterprise Procurement System - Windows Internet Explorer

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Document(s) - TENDER(S) RESPONSE - MODIFY

ORGANIZATION NAME: BHIL - TRICHY
PROCUREMENT CATEGORY: PROCUREMENT CATEGORY
RFQ/NIT REFERENCE CODE: 1701000238
RFQ OWNER/NIT OFFICER: [VIEW THESE CHANGES](#)
NUMBER OF BID PART(S): 3
DESCRIPTION: PROCUREMENT OF LIGHT
BID PART NUMBER: 1
BID START DATE: 2011-09-12 15:26:46
BID DUE DATE: 2011-09-12 17:30:00

TERM & CONDITION DETAIL(S) - GENERAL TERM(S) TO BE READ ALONG WITH SPECIAL TERM(S)

1	STANDARD TERMS AND CONDITIONS (SEE ENQ)
2	SPECIAL TERMS AND CONDITIONS (SEE ENQ)

RESPONSE TO RFQ/NIT: ☒ I HAVE UNDERSTOOD THE RFQ/NIT IN FULL AND AGREE TO SUBMIT QUOTATION FOR THE SAME ON BEHALF OF MY ORGANIZATION.

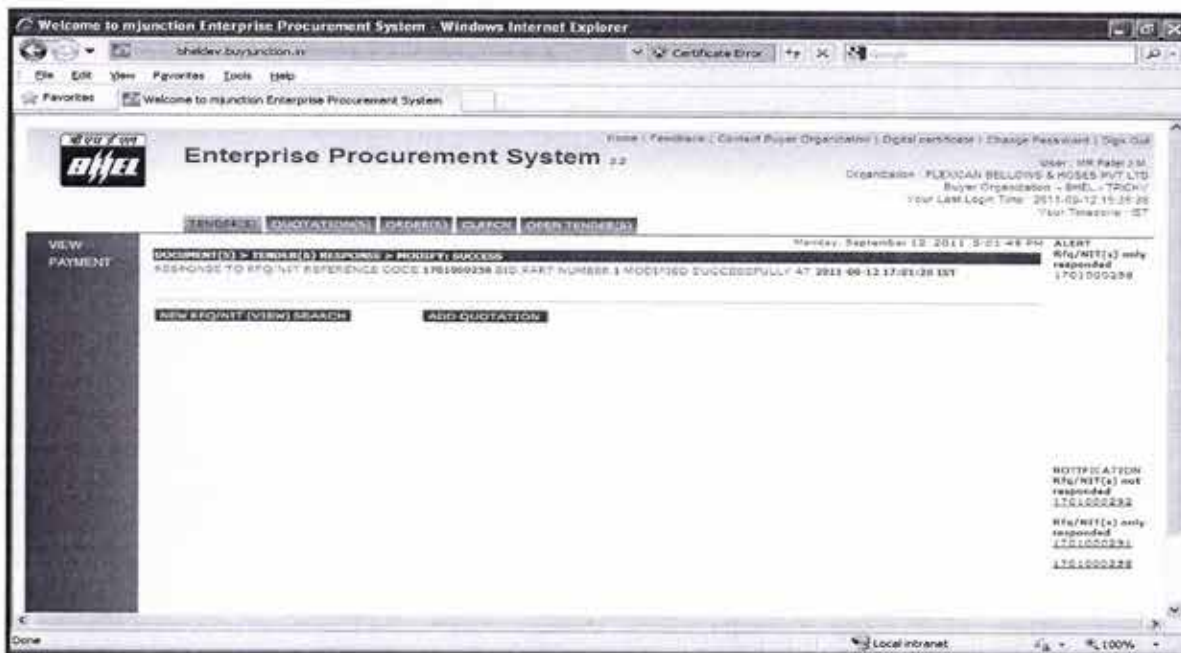
☐ I HAVE UNDERSTOOD THE RFQ/NIT IN FULL AND I BELIEVE TO SUBMIT QUOTATION FOR THE SAME ON BEHALF OF MY ORGANIZATION TO UNDEPARTED THAT BOTH IN 600100 TIME & WITHIN 100 DAY OR LONGER WITHIN MY BE ACH WOULD SUPPORTING

COMMENT(S):

LAST UPDATED BY (USER): MR. PATOL J.M.
LAST UPDATED ON (DATE-TIME): 2011-09-12 15:41:37

NOTIFICATION
Rfq/NIT(s) not responded
1701000238
Rfq/NIT(s) only responded
1701000238
1701000238

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.



Welcome to mjunction Enterprise Procurement System - Windows Internet Explorer

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Enterprise Procurement System 2.2

User: MR. Patel J.M.
Organization: PUDUCHI BELLOWS & HOSES PVT LTD
Buyer Organization: BHIL - TRICHY
Your Last Login Time: 2011-09-12 15:26:28
Your Timeout: 30

Home | Feedback | Contact Buyer Organization | Digital purchase | Change Password | Sign Out

TENDER(S) QUOTATION(S) ORDER(S) CLAREN OPEN TENDER(S)

VIEW PAYMENT

Document(s) - TENDER(S) RESPONSE - MODIFY SUCCESS

RESPONSE TO RFQ/NIT REFERENCE CODE: 1701000238 BID PART NUMBER: 1 MODIFIED SUCCESSFULLY AT 2011-09-12 17:01:08 IST

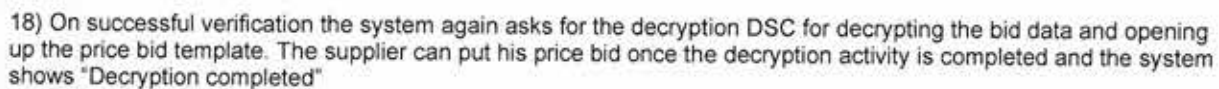
NEW ENQUIRY (VIEW) SEARCH

ADD QUOTATION

NOTIFICATION
Rfq/NIT(s) not responded
1701000238
Rfq/NIT(s) only responded
1701000238
1701000238

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.



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

15

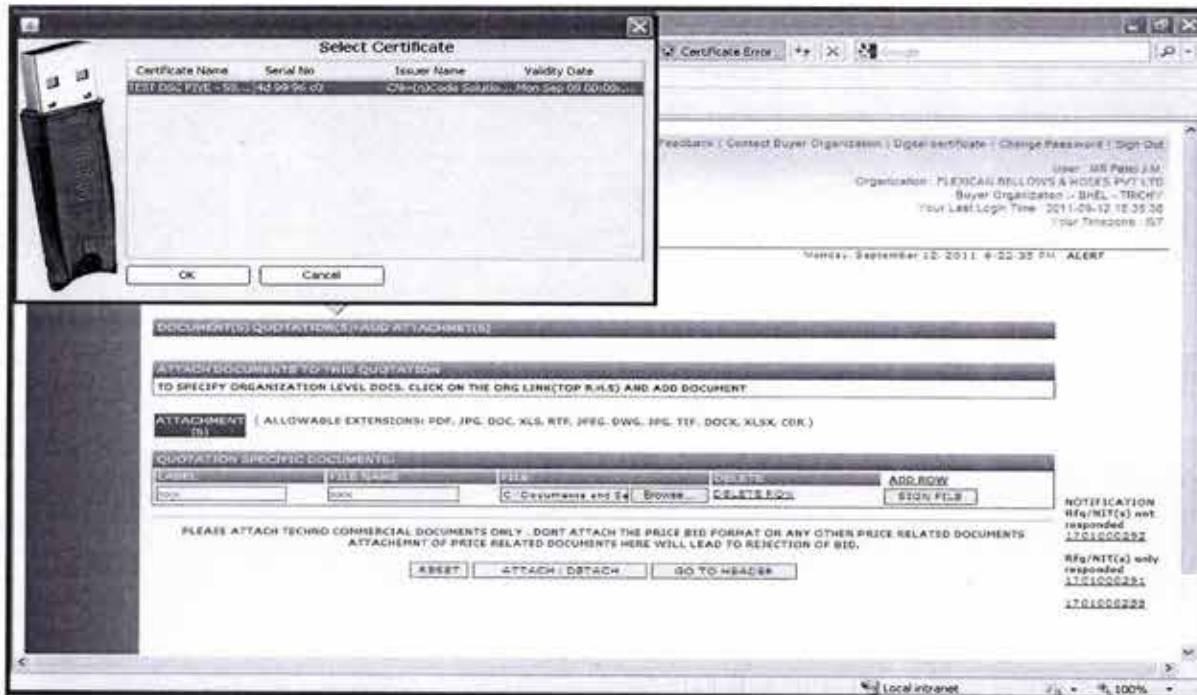
21) Once decryption is completed the supplier clicks on ADD ATTACHMENT(S) at the bottom of the page to upload any documents (if necessary)

The screenshot shows the 'Welcome to mjunction Enterprise Procurement System' window. The main form contains fields for '11. OCTROIT', '12. ENTRY TAX', '13. INDO TERMS', '14. PLACE OF INDO TERMS (CHOOSE COUNTRY)', '15. PLACE OF INDO TERMS (CHOOSE STATE IF INSIDE INDIA OR OTHERS IN OUTSIDE)', '16. FREIGHT (TO BE QUOTED PER LON)', '17. INSURANCE', '18. OTHER CHARGE (INSTALLATION, COMMISSION, MARKETING)', '19. SPECIFY OTHER CHARGE', and '20. SERVICE TAX'. Each field has a dropdown menu and a value field. The '11. OCTROIT' field is set to 'NOT APPLICABLE', '12. ENTRY TAX' is 'NOT APPLICABLE', '13. INDO TERMS' is 'C&F-COSTS AND FREIGHT', '14. PLACE OF INDO TERMS' is 'INDIA', '15. PLACE OF INDO TERMS' is 'RAJASTHAN', '16. FREIGHT' is 'EXTRA AS APPLICABLE PRESENT RATE INDICATED', '17. INSURANCE' is 'APPLICABLE', '18. OTHER CHARGE' is 'NOT APPLICABLE', '19. SPECIFY OTHER CHARGE' is empty, and '20. SERVICE TAX' is 'APPLICABLE'. Below the form, there is a section for 'ATTACHED DOCUMENTS' with a 'NO DOCUMENT(S) ATTACHED' message and a 'TO ATTACH THE TECHNICAL COMMERCIAL DOCUMENTS CLICK ADD ATTACHMENTS' instruction. At the bottom, there are buttons for 'RESET', 'ADD ATTACHMENT(S)', 'SAVE AND GO TO ITEM(S)', and 'SUBMIT QUOTATION'. A 'Certificate Error' dialog box is open in the top right corner, showing a message about a certificate error.

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

The screenshot shows the 'Welcome to mjunction Enterprise Procurement System' window. The main form is the same as in the previous screenshot. A 'Select Certificate' dialog box is open in the top left corner, showing a list of certificates. The first certificate is 'TEST DSC FIVE - 58...14 99 96 c0' with an issuer name of 'CN=(n)Code Solutions' and a validity date of 'Mon Sep 09 00:00:00...'. The dialog box has 'OK' and 'Cancel' buttons. The 'Certificate Error' dialog box is also present in the top right corner. The main form and its buttons are the same as in the previous screenshot.

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.



Select Certificate

Certificate Name	Serial No	Issuer Name	Validity Date
TEST DSC PIVE - 58...	4d 9d 9c d2	CE-Code Solu...	Mon Sep 09 00:00:00...

OK Cancel

ATTACHMENT (5) ALLOWABLE EXTENSIONS: PDF, JPG, DOC, XLS, RTF, JPEG, PNG, EPS, TIFF, DOCX, XLSX, CDR

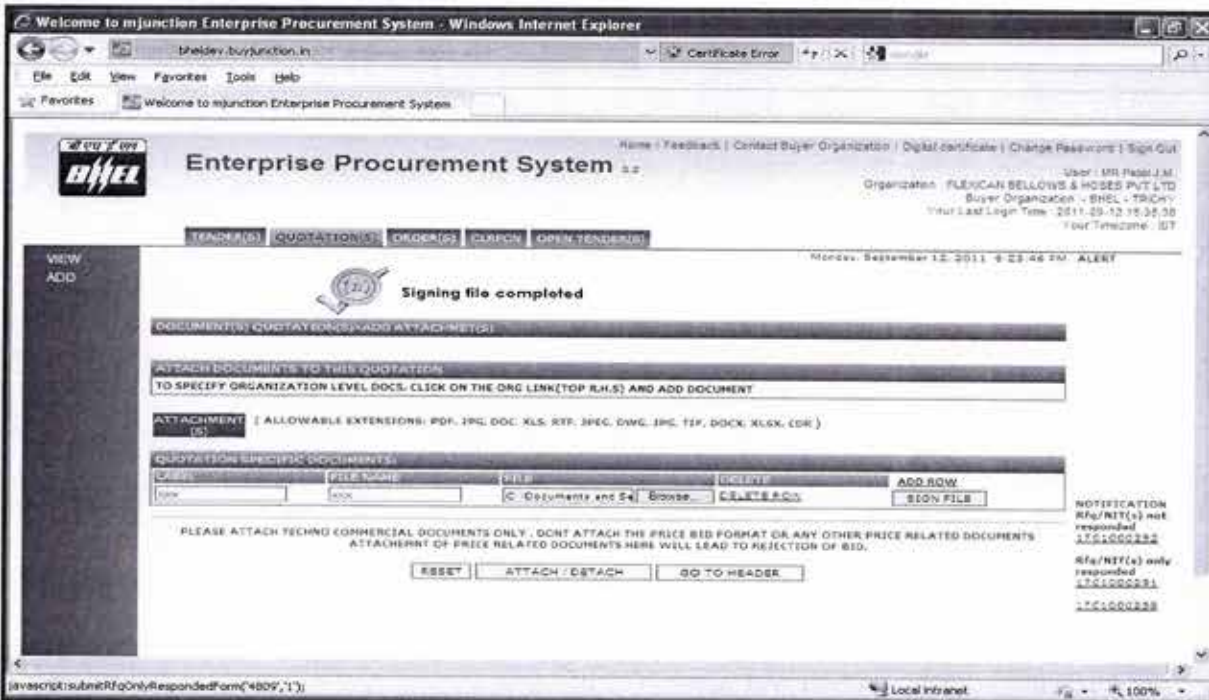
QUOTATION SPECIFIC DOCUMENTS:

INDEX	FILE NAME	FILE	DELETE	ADD ROW
1	Doc	C:\Documents and Settings\B... Browse...	DELETE ROW	SIGN FILE

PLEASE ATTACH TECHNICAL COMMERCIAL DOCUMENTS ONLY. DON'T ATTACH THE PRICE BID FORMAT OR ANY OTHER PRICE RELATED DOCUMENTS. ATTACHMENT OF PRICE RELATED DOCUMENTS HERE WILL LEAD TO REJECTION OF BID.

RESET ATTACH DETACH GO TO HEADER

NOTIFICATION
RfQ/NTF(s) not responded 1701000232
RfQ/NTF(s) only responded 1701000231
1701000232



Welcome to mjunction Enterprise Procurement System - Windows Internet Explorer

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Enterprise Procurement System 2.2

Home | Feedback | Contact Buyer Organization | Digital certificate | Change Password | Sign Out

Organization: PLEOCAN BELLONS & HODGES PVT LTD
Buyer Organization: BHSL - TSCCH
Your Last Login Time: 2011-09-12 15:35:38
Your Timezone: IST

Monday, September 12, 2011 9:23:46 PM ALERT

VIEW ADD

Signing file completed

ATTACHMENT (5) ALLOWABLE EXTENSIONS: PDF, JPG, DOC, XLS, RTF, JPEG, PNG, EPS, TIFF, DOCX, XLSX, CDR

QUOTATION SPECIFIC DOCUMENTS:

INDEX	FILE NAME	FILE	DELETE	ADD ROW
1	Doc	C:\Documents and Settings\B... Browse...	DELETE ROW	SIGN FILE

PLEASE ATTACH TECHNICAL COMMERCIAL DOCUMENTS ONLY. DON'T ATTACH THE PRICE BID FORMAT OR ANY OTHER PRICE RELATED DOCUMENTS. ATTACHMENT OF PRICE RELATED DOCUMENTS HERE WILL LEAD TO REJECTION OF BID.

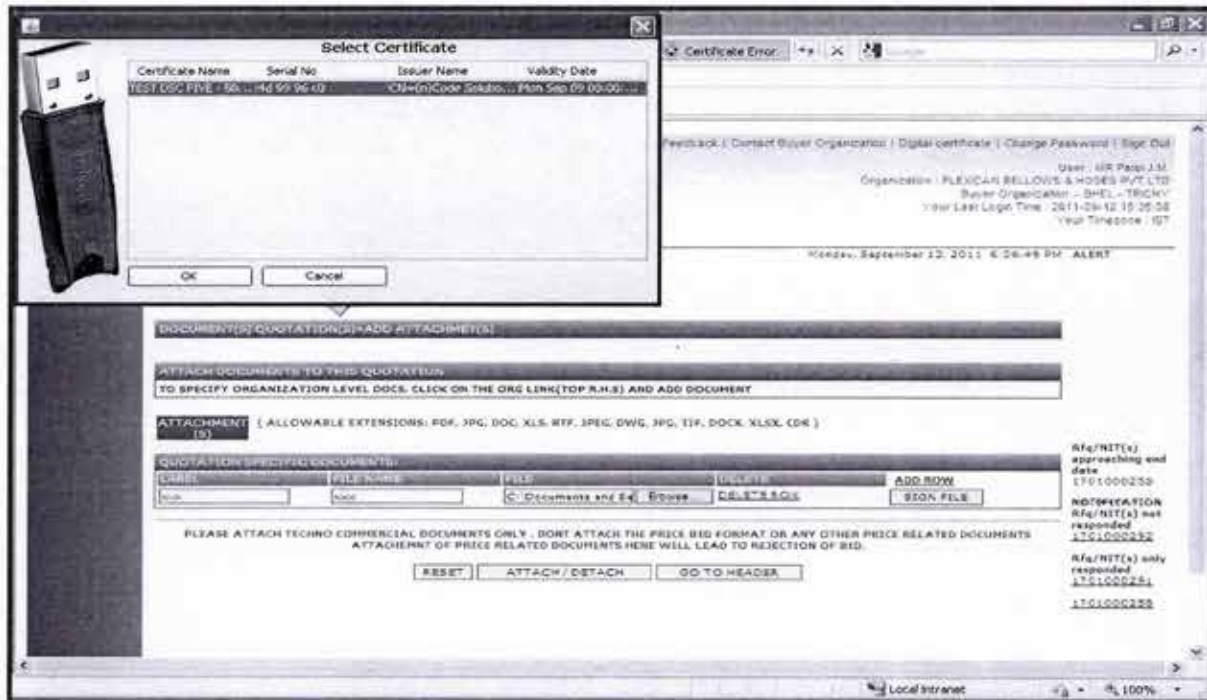
RESET ATTACH DETACH GO TO HEADER

NOTIFICATION
RfQ/NTF(s) not responded 1701000232
RfQ/NTF(s) only responded 1701000231
1701000232

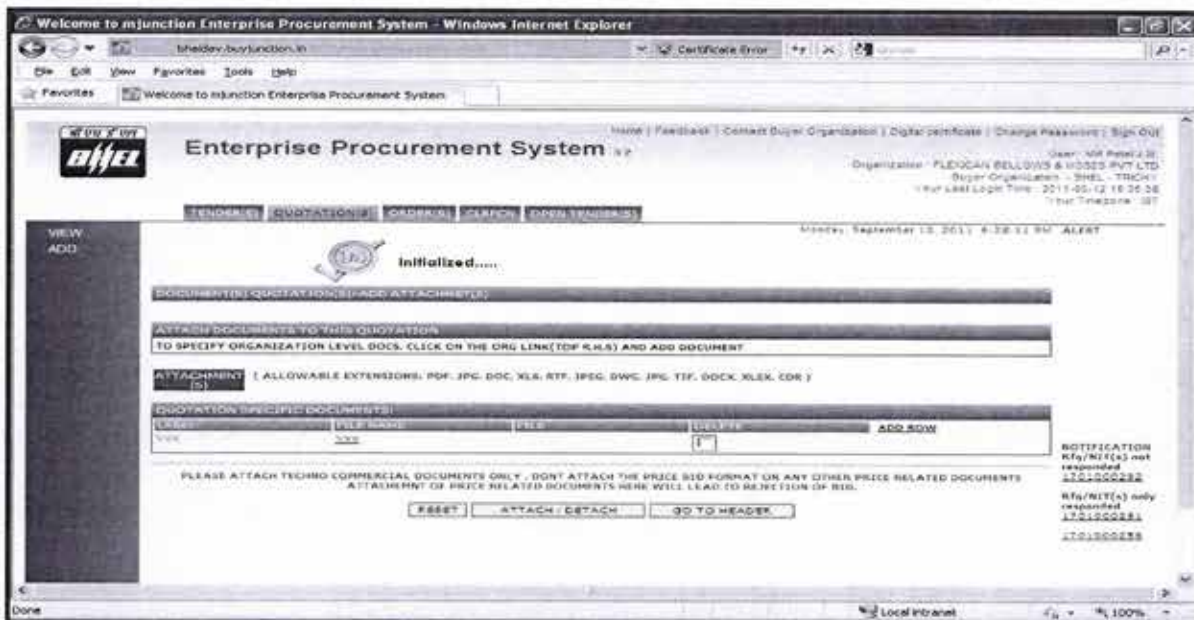
javascript:submitRfQOnlyRespondedForm("4809","1");

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.

Welcome to mjunction Enterprise Procurement System - Windows Internet Explorer

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Welcome to mjunction Enterprise Procurement System

13. INCO TERMS: CFR-COSTS AND FREIGHT

14. PLACE OF INCO TERMS (CHOOSE COUNTRY): INDIA

15. PLACE OF INCO TERMS (CHOOSE STATE IF INSIDE INDIA OR OTHERS IF OUTSIDE): TAMIL NADU

16. FREIGHT (TO BE QUOTED PER UNIT): EXTRA AS APPLICABLE PRESENT RATE INDICATED 1.00 PERCENTAGE

17. INSURANCE: APPLICABLE 1.00 PERCENTAGE

18. OTHER CHARGES (INSTALLATION, COMMISSIONING, MAINTENANCE): NOT APPLICABLE 0.00 VALUE

19. SPECIFY OTHER CHARGES:

20. SERVICE TAX: APPLICABLE 1.00 PERCENTAGE

ATTACHED DOCUMENTS - (PRICE NOT TO BE MENTIONED HERE)

TO SPECIFY ORGANIZATION LEVEL DOCS. CLICK ON THE ORG LINK (TOP R.H.S) AND ADD DOCUMENT

QUOTATION SPECIFIC DOCUMENTS:

LABEL

TO ATTACH THE TECHNICAL DOCUMENTS CLICK ADD ATTACHMENTS

1) (VAT OR SERVICE TAX APPLICABLE AT CURRENT RATE ON SERVICE TAX 2) ALL OTHER TERM(S) AND CONDITION(S) OF THE B.F.Q ARE ACCEPTABLE. DEVIATIONS, WHEREVER APPLICABLE HAVE BEEN INDICATED IN THE OFFER AS ABOVE.

THE ENTERPRISE PROCUREMENT SYSTEM IS A HOSTED ELECTRONIC PROCUREMENT APPLICATION FROM METALJUNCTION. PLEASE CHECK THE [MIDIMUM HARDWARE AND SOFTWARE REQUIREMENTS](#) FOR USING THIS APPLICATION.

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

Select Certificate

Certificate Name	Serial No	Issuer Name	Validity Date
TEST DSC FIVE - 50...	48 99 96 c0	ICN=cnCode Soluio...	Mon Sep 09 00:00:...

20. SERVICE TAX: APPLICABLE 1.00 PERCENTAGE

ATTACHED DOCUMENTS - (PRICE NOT TO BE MENTIONED HERE)

TO SPECIFY ORGANIZATION LEVEL DOCS. CLICK ON THE ORG LINK (TOP R.H.S) AND ADD DOCUMENT

QUOTATION SPECIFIC DOCUMENTS:

LABEL

TO ATTACH THE TECHNICAL DOCUMENTS CLICK ADD ATTACHMENTS

1) (VAT OR SERVICE TAX APPLICABLE AT CURRENT RATE ON SERVICE TAX 2) ALL OTHER TERM(S) AND CONDITION(S) OF THE B.F.Q ARE ACCEPTABLE. DEVIATIONS, WHEREVER APPLICABLE HAVE BEEN INDICATED IN THE OFFER AS ABOVE.

THE ENTERPRISE PROCUREMENT SYSTEM IS A HOSTED ELECTRONIC PROCUREMENT APPLICATION FROM METALJUNCTION. PLEASE CHECK THE [MIDIMUM HARDWARE AND SOFTWARE REQUIREMENTS](#) FOR USING THIS APPLICATION.

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Welcome to mjunction Enterprise Procurement System

QUOTATION DETAIL(S): REQUEST LEVEL

ATTRIBUTE	OPTIONS	ENTRY	INDICATOR VALUE	Rfq/NTI(s) only responded
DISPATCH MODE		ROAD	ROAD	17C1000282
ORIGIN OF DISPATCH		TAMIL NADU	TAMIL NADU	17C1000281
PRICE BASIS	FIRM TILL DELIVERY			17C1000288

REMARKS : SHOULD NOT CONTAIN VALUES AFFECTING PRICE

TERMS OF PAYMENT

ORDER TO BE PLACED ON

QUOTATION VALIDITY

CONTACT PERSON

CONTACT DETAILS

I HAVE DOWNLOADED AND THOROUGHLY READ AND UNDERSTOOD THE RELATED TERMS & CONDITIONS OF THIS TENDER. ACCEPT UNCONDITIONALLY

IN CASE OF DEVIATIONS LIST CLAUSE WISE WITH REASONS

ATTACHED DOCUMENTS (PRICE NOT TO BE MENTIONED HERE)

NO DOCUMENT(S) ATTACHED

QUOTATION SPECIFIC DOCUMENTS:

LABEL

...

VIEW ITEMS

THE LMC CALCULATED IS PROVISIONAL AND IS SUBJECT TO LOADING AS PER STANDARD TERMS & CONDITIONS

BACK CONFIRM

YOU HAVE NOT YET SUBMITTED YOUR BID. PLEASE PRESS CONFIRM TO SUBMIT YOUR BID.

THE ENTERPRISE PROCUREMENT SYSTEM IS A HOSTED ELECTRONIC PROCUREMENT APPLICATION FROM METALJUNCTION. PLEASE CHECK THE [MINIMUM HARDWARE AND SOFTWARE REQUIREMENTS](#) FOR USING THIS APPLICATION.

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Done Local intranet 100%

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

Select Certificate

Certificate Name	Serial No	Issuer Name	Validity Date
TEST DSC FIVE - 08...	4439576000	ChennaiCode Token...	Mon Sep 09 00:00:00...

OK Cancel

QUOTATION DETAIL(S): REQUEST LEVEL

ATTRIBUTE	OPTIONS	ENTRY	INDICATOR VALUE	Rfq/NTI(s) only responded
DISPATCH MODE		ROAD	ROAD	17C1000282
ORIGIN OF DISPATCH		TAMIL NADU	TAMIL NADU	17C1000281
PRICE BASIS	FIRM TILL DELIVERY			17C1000288

REMARKS : SHOULD NOT CONTAIN VALUES AFFECTING PRICE

TERMS OF PAYMENT

ORDER TO BE PLACED ON

QUOTATION VALIDITY

CONTACT PERSON

CONTACT DETAILS

I HAVE DOWNLOADED AND THOROUGHLY READ AND UNDERSTOOD THE RELATED TERMS & CONDITIONS OF THIS TENDER. ACCEPT UNCONDITIONALLY

IN CASE OF DEVIATIONS LIST CLAUSE WISE WITH REASONS

ATTACHED DOCUMENTS (PRICE NOT TO BE MENTIONED HERE)

NO DOCUMENT(S) ATTACHED

QUOTATION SPECIFIC DOCUMENTS:

LABEL

...

VIEW ITEMS

THE LMC CALCULATED IS PROVISIONAL AND IS SUBJECT TO LOADING AS PER STANDARD TERMS & CONDITIONS

BACK CONFIRM

YOU HAVE NOT YET SUBMITTED YOUR BID. PLEASE PRESS CONFIRM TO SUBMIT YOUR BID.

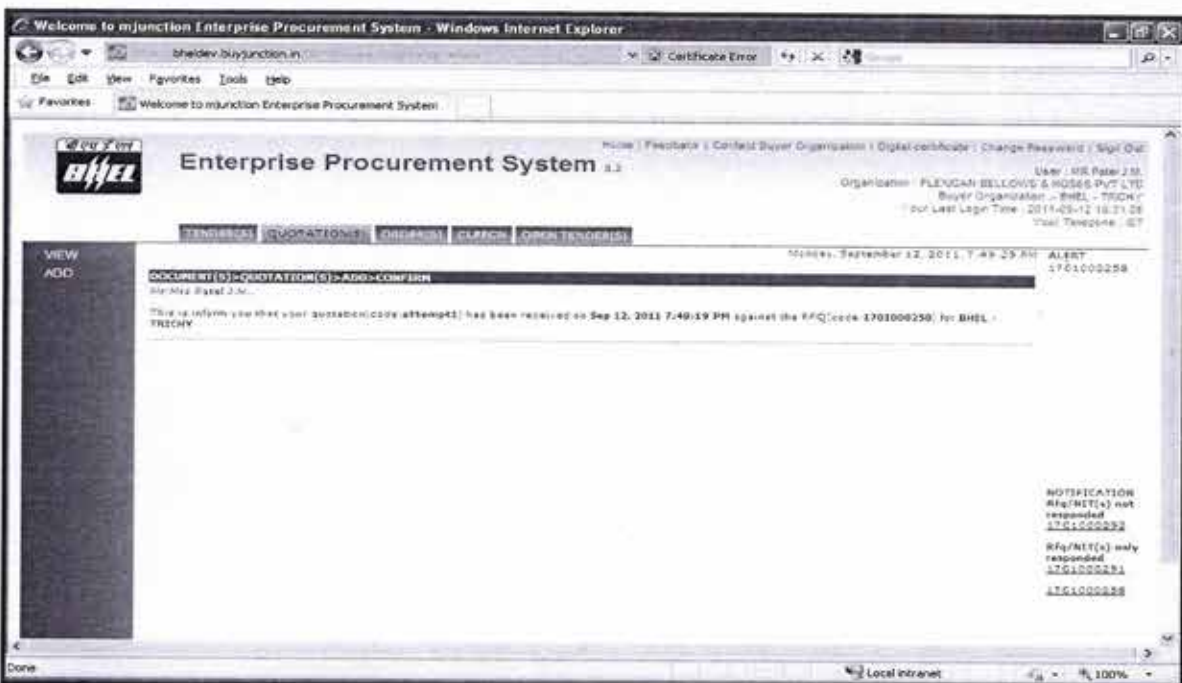
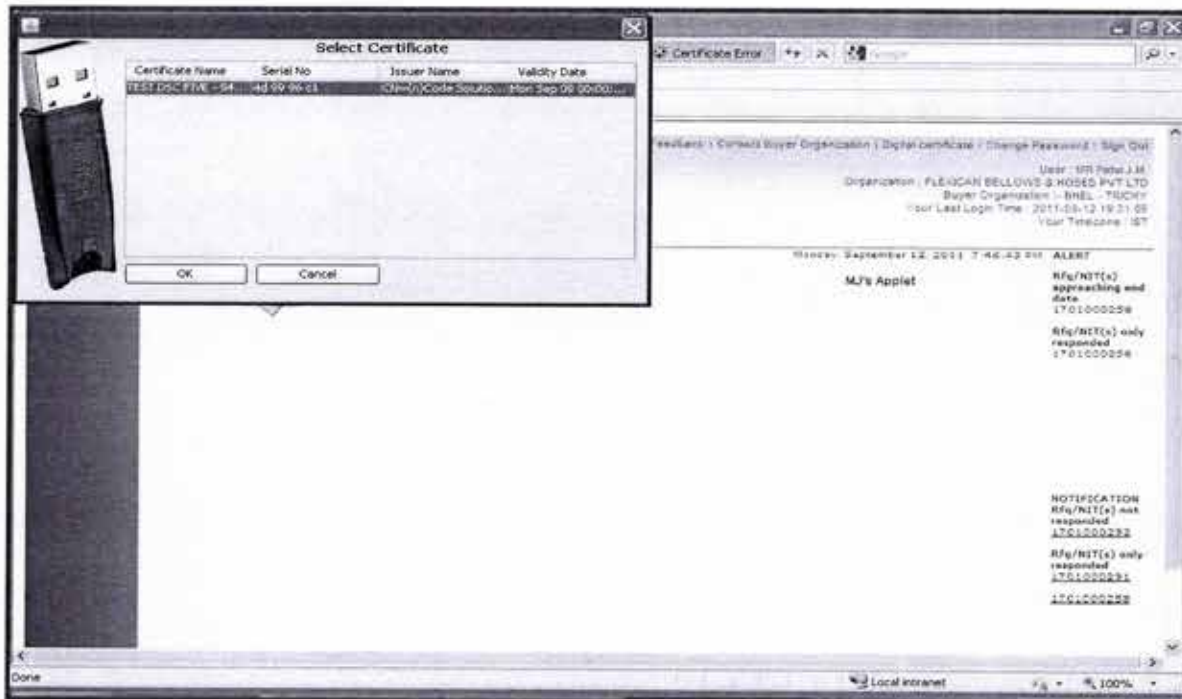
THE ENTERPRISE PROCUREMENT SYSTEM IS A HOSTED ELECTRONIC PROCUREMENT APPLICATION FROM METALJUNCTION. PLEASE CHECK THE [MINIMUM HARDWARE AND SOFTWARE REQUIREMENTS](#) FOR USING THIS APPLICATION.

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Waiting for https://theldev.buyjunction.in/BEPS/business/quotation.action... Local intranet 100%

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



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