

**E-Tender Ref: BHE/PW/PUR/ARC-CRN/1686**

Date: 19/10/2016

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**T.S NO. BHE/PW/PUR/ARC-CRN/1686**

JOB:

**Annual rate Contract for Providing Services for Break-down Repair, Dismantling, Loading, Unloading and Assembly of Cranes at sites under BHEL PS-WR.**

Mode of offer submission: Offer should be submitted through **Enterprise Procurement System (e-Procurement System)** only. For more details, please visit website: <https://bheleps.buyjunction.in>

**E Tender Ref:  
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**Tender Date:  
20/10/2016**

**Due date for  
submission of tender:  
05.11.2016, 1500 Hrs**

You are requested to quote the tender reference no/ NIT no in all your correspondences. This is only a request for quotation (RFQ).

Offer through Enterprise Procurement System (e-Procurement System) are invited by AGM/ Purchase for package as mentioned above.

For & on Behalf of BHEL  
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## **Enclosure:**

### 1. How to submit offers

#### **HOW TO SUBMIT TENDER**

Interested bidders / Suppliers shall submit their offer through e-Procurement mode at <https://bheleps.buyjunction.in>. Offers in any other mode will not be accepted.

For Enterprise Procurement System (EPS) Bidders/Suppliers are requested to follow these steps.

#### **MANDATORY REQUIREMENTS:**

1. A PC with Internet connectivity.
2. The site is best viewed in Internet Explorer 9.0. If you are using Internet Explorer 10 or above then enable compatibility view available under Tools menu
3. Install Java 1.8 Update 67/72/79/77 (32 OR 64 Bit)
4. DSC (Digital Signature Certificate) (Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION)  
Suppliers interested for registration for BHEL Open Tenders should have a valid DSC (Digital Signature Certificate) before Proceeding forward for Registration. Herein a Valid DSC refers to an active and unexpired Signing and Encryption Certificate, with specification Class III SHA 2 2048 bit.

#### **FOR UNREGISTERED SUPPLIER IN EPS:**

Procedure for Online Registration in EPS for Open Tender Suppliers for BHEL:

Please follow the below steps for registration:

1. Click Register Button (Top of the Screen)
2. Please input your organization PAN No (in case of Indian supplier) or click "Foreign" in case you are an overseas Supplier.
3. Click on INTERESTED Button against the respective BHEL Unit
4. Key in your desired login id (Login Code should be 8 - 24 characters in length and can only use numeric values) If you have registered by keying in PAN No. then your desired login id will be prefixed by "OTI", In case of overseas suppliers it will be prefixed with "OTF"
5. Fill in the other details.
6. Fill in the Captcha code and click next
7. Register your Signing certificate and click next
8. Select atleast one procurement category you may be dealing in.

Once the above steps are completed, your profile will be activated by mjunction within 2 business hours. After registering follow the steps provided in "For Registered Supplier" to view RFQ.

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In case of any assistance, please call the following nos for support: 033-6601 1717 (From 9:30am to 5:30pm) & 9163348280/83/84/85/86, 8584008116, 8584008205, 8336925964 (FROM 5:30 pm to 8:30 pm) or send e-mail at [eps.customercare@mjunction.in](mailto:eps.customercare@mjunction.in) / [peter.raj@mjunction.in](mailto:peter.raj@mjunction.in)

**NB**- BHEL Administrator or user will have no role for approving Registration and Open Tenders and DSC for Any supplier who has registered himself from the front END which is in case of OT.

**FOR REGISTERED SUPPLIER IN EPS:**

- Supplier visits EPS home page
- Supplier signs in with their user id and password
- Selects the RFQ Code and views it.
- Attaches themselves to the RFQ by clicking the interested button
- Supplier fills the bid template and makes necessary attachments
- Supplier submits their bid by clicking CONFIRM.

In case of any assistance, please call the following Nos for support: 033-6601 1717 (From 9:30am to 5:30pm) & 9163348280/83/84/85/86, 8584008116, 8584008205, 8336925964 (FROM 5:30 pm to 8:30 pm) or send e-mail at [eps.customercare@mjunction.in](mailto:eps.customercare@mjunction.in) / [peter.raj@mjunction.in](mailto:peter.raj@mjunction.in)

**Digital Signature Certificate Details:**

The contact details of the DSC Certifying Authority as given below who issue the DSC?

- Certifying Authority (CA) issues the digital certificates
- There are 5 CA's in India who in turn report to the Controller of Certifying Authorities (CCA)
- The licensed CA's in India are:

1. e-Mudhra: <http://www.e-Mudhra.com>,
2. GNFC: [www.ncodesolutions.com](http://www.ncodesolutions.com),
3. IDRBT: [www.idrbtca.org.in](http://www.idrbtca.org.in)
4. MTNLTrustline: [www.mtnltrustline.com](http://www.mtnltrustline.com),
5. Safes crypt: [www.safescrypt.com](http://www.safescrypt.com)
6. TCS: [www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)

**How to Apply for a Digital Certificate?**

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A digital certificate can be bought from any of the CAs or from any of the Local Registration Authority (LRA) as approved by any of the CAs.

### 1. Application –

- Fill the application form and submit the required documents duly attested wherever applicable.
- After due verification of mandatory fields, confirm the given details again and print the displayed form to hand sign and send it across to the CA / LRA.
- Post verification, DSC will be processed by CA / LRA.
- DSC will be communicated through e-mail.
- DSC to be downloaded in the e-token.
- Normally it takes maximum of 5 – 7 days to obtain the DSC.

Thanking you,

For & on Behalf of BHEL PSWR,  
AGM (Purchase)