

Start up guide for Bidders of Gas Bidding portal



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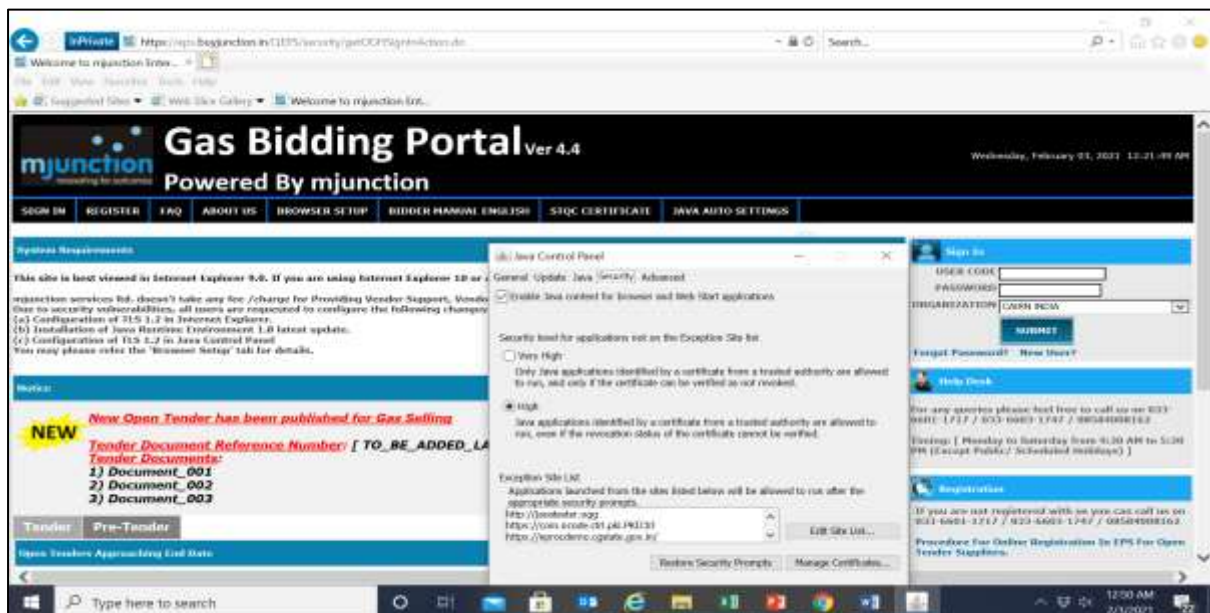
1. Minimum System Requirements

Operating System	Microsoft Windows 7 / Windows 10
Memory	2 GB
Processor	Intel Pentium IV
Browser	Microsoft Internet Explorer 9.0 . Website is best viewed in Internet Explorer 9.0. For higher version of IE, please view in compatibility mode.
Internet Connectivity	256 KBPS or more, Broadband

2. Java and Internet Explorer Settings

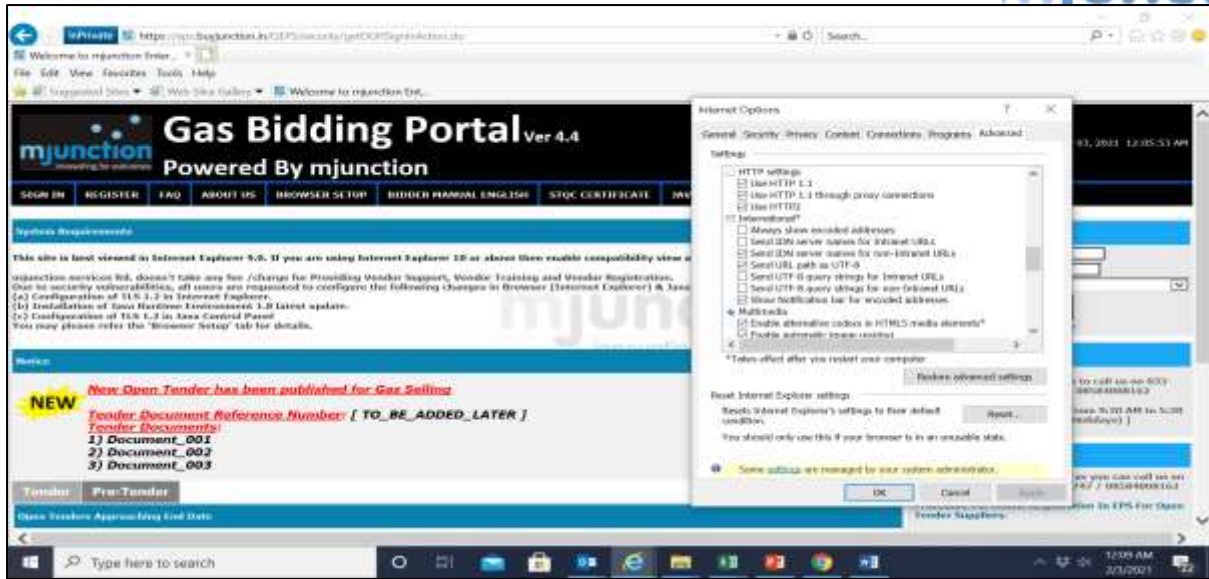
JAVA Settings

- Open Control panel – Java – Java – View (to check the version)/ Java – Security – Security level (high) – Edit Site List – Add – type manually (<https://eps.buyjunction.in>) – Add
- Java – Advanced – Tick Enable Logging//Under Advanced security settings below (Tick Use SSL 3.0, Use TLS 1.0, 1.1, 1.2)//Do not Tick SSL 2.0
- (For all 64 bit Operating systems, please install both 32 & 64 bit Java from the link provided below)
- 32 - <http://javadl.oracle.com/webapps/download/AutoDL?BundleId=207773>
- 64 - <http://javadl.oracle.com/webapps/download/AutoDL?BundleId=207775>



Internet Explorer Settings

- Click Tools – Internet Options – Advanced – Tick (Use SSL 3.0, Use TLS 1.0, Use TLS 1.1, Use TLS 1.2)// Do NOT Tick SSL 2.0.
- Tools – internet Options – Security – Trusted Sites – Sites – Add – <https://eps.buyjunction.in>
- Tools – Manage Add-ons – Enable All Java Plug Ins.
- For Internet Explorer 10, Please press F12 (keyboard) & change the browser mode to IE9//For Internet Explorer 11 (tools – compatibility view settings – Add (buyjunction.in)
- Tools – Internet Options – Security – Custom Level – Press 'I' on your keyboard twice – ENABLE Include Local Directory path when uploading files to a server – OK



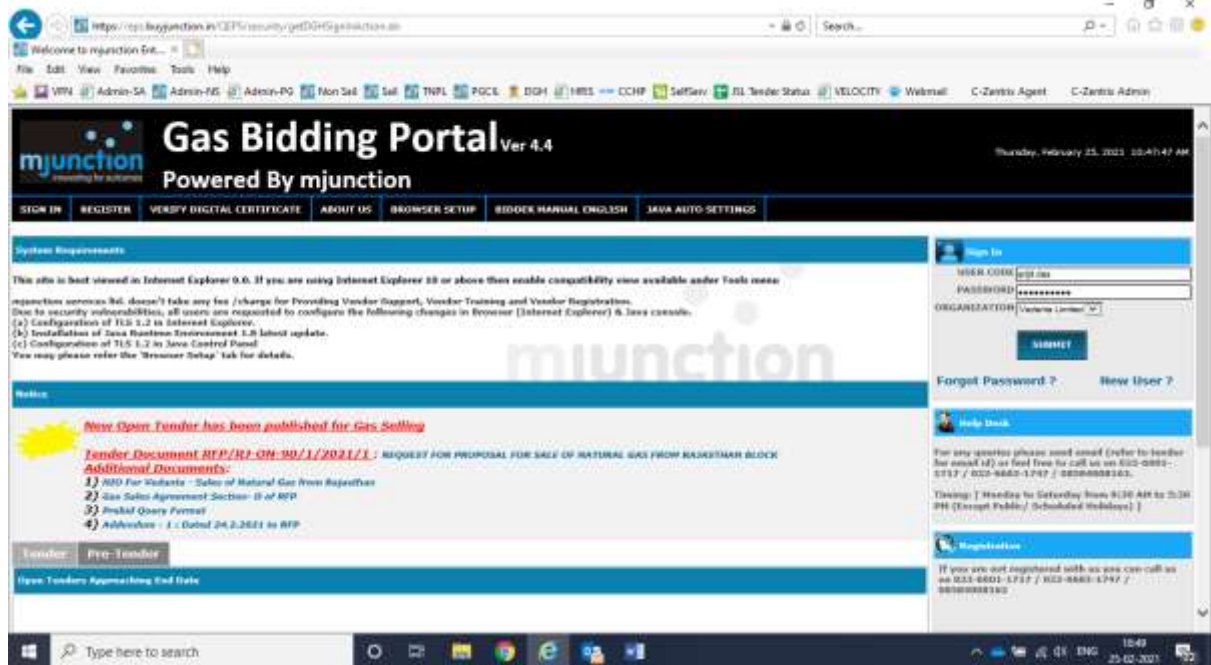
3. DSC Requirements

- Class-III
- Signing Certificate and Encryption Certificate
- SHA 2 2048 bit

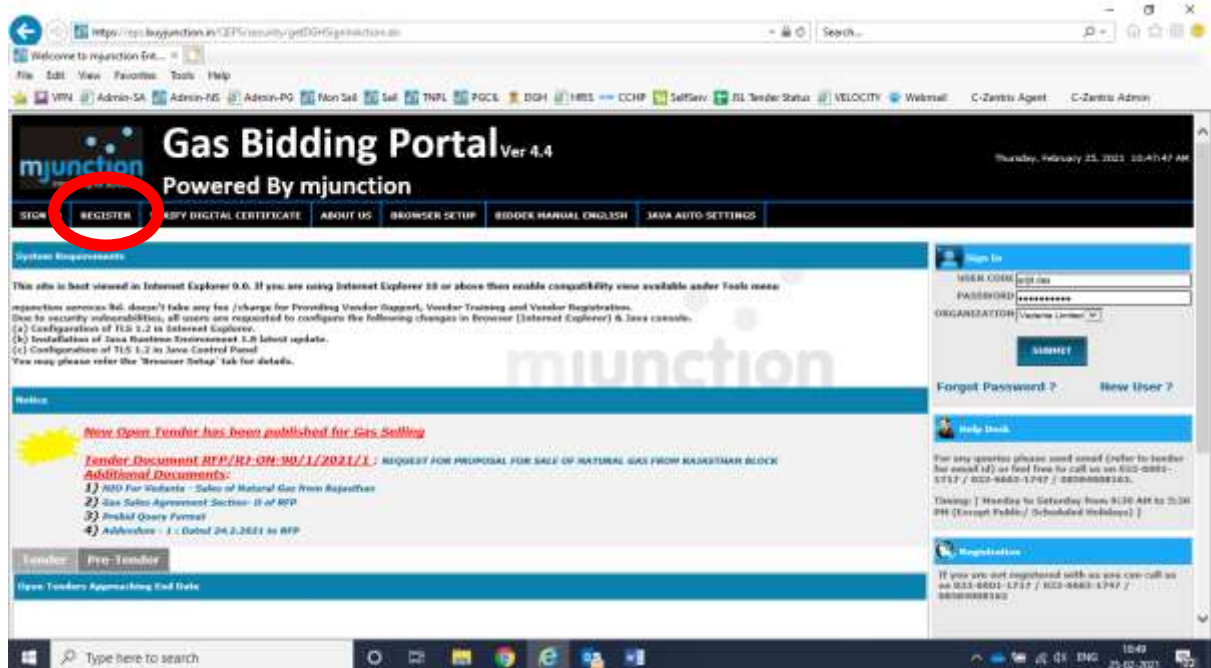
The DSC USB token driver should be compatible to your Operating System (Please contact certificate vendor).

4. Registration Process

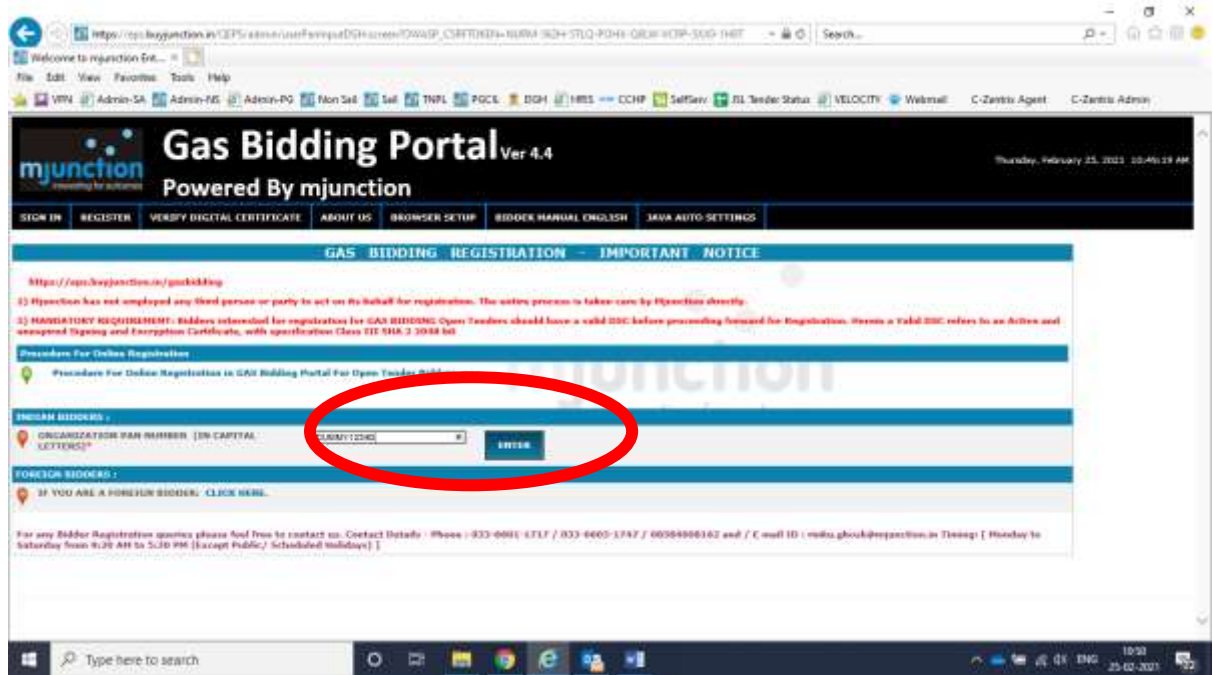
1. Open the internet explorer (version 9 or above) and type URL as <https://eps.buyjunction.in/gasbidding>



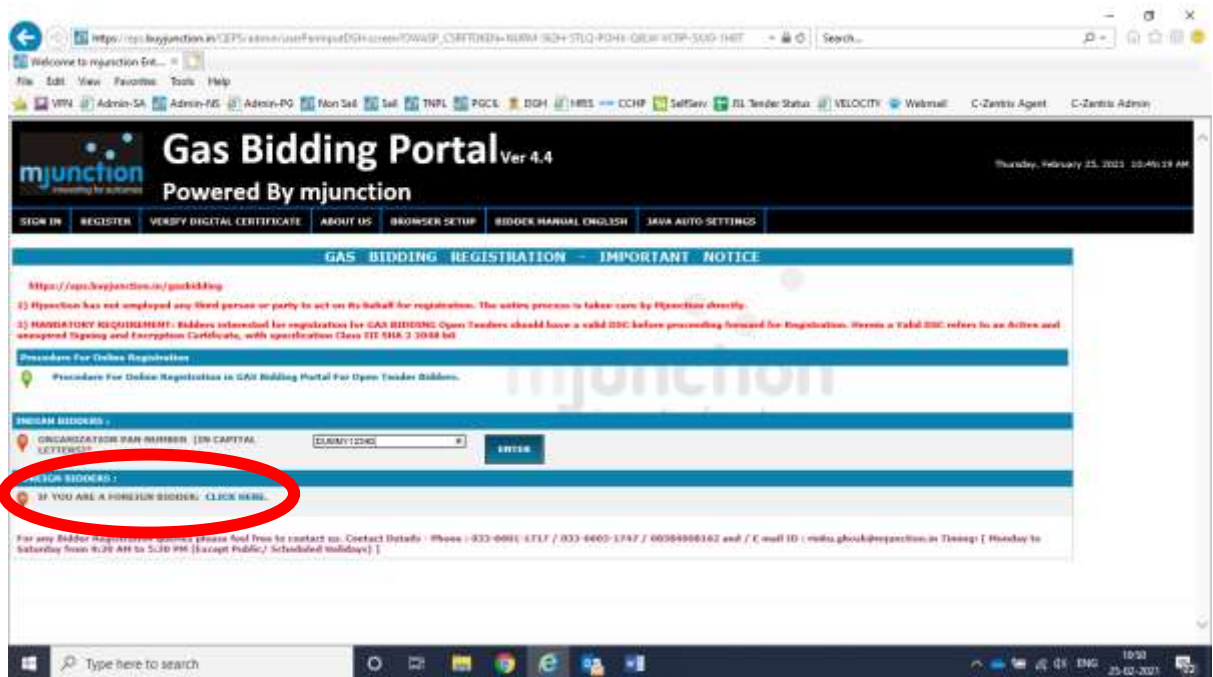
2. Click Register Button (Top of the Screen)



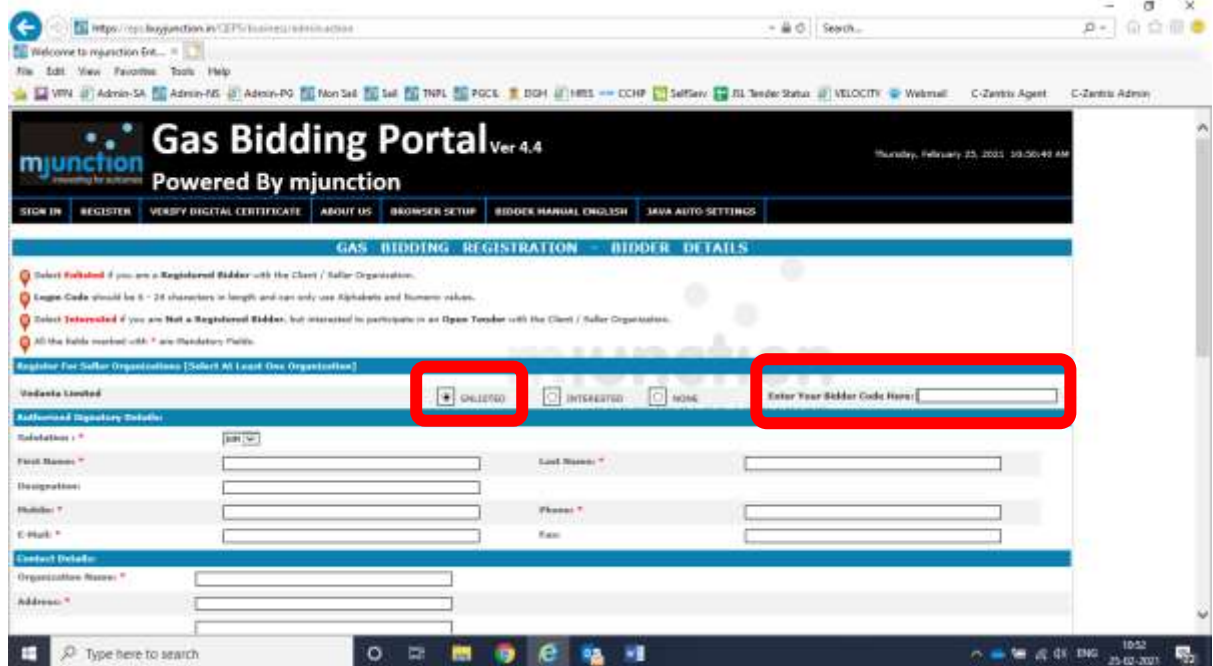
3. For Indigenous bidders: Please input your organization PAN No and Click Enter



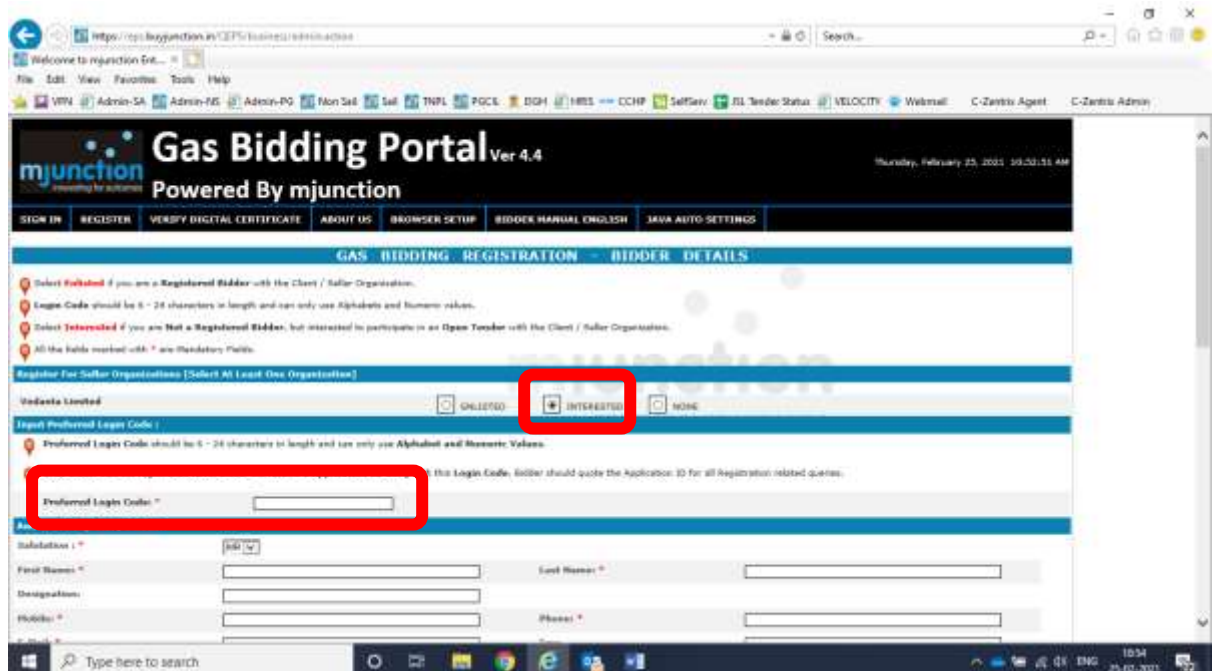
4. For foreign bidders : Click on “ CLICK HERE “ Option.



5. If you are an enlisted bidder, select “ENLISTED” and enter your bidder code



If you are not an enlisted bidder, select “INTERESTED” and enter your Preferred Login Code



6. Fill up all the relevant details

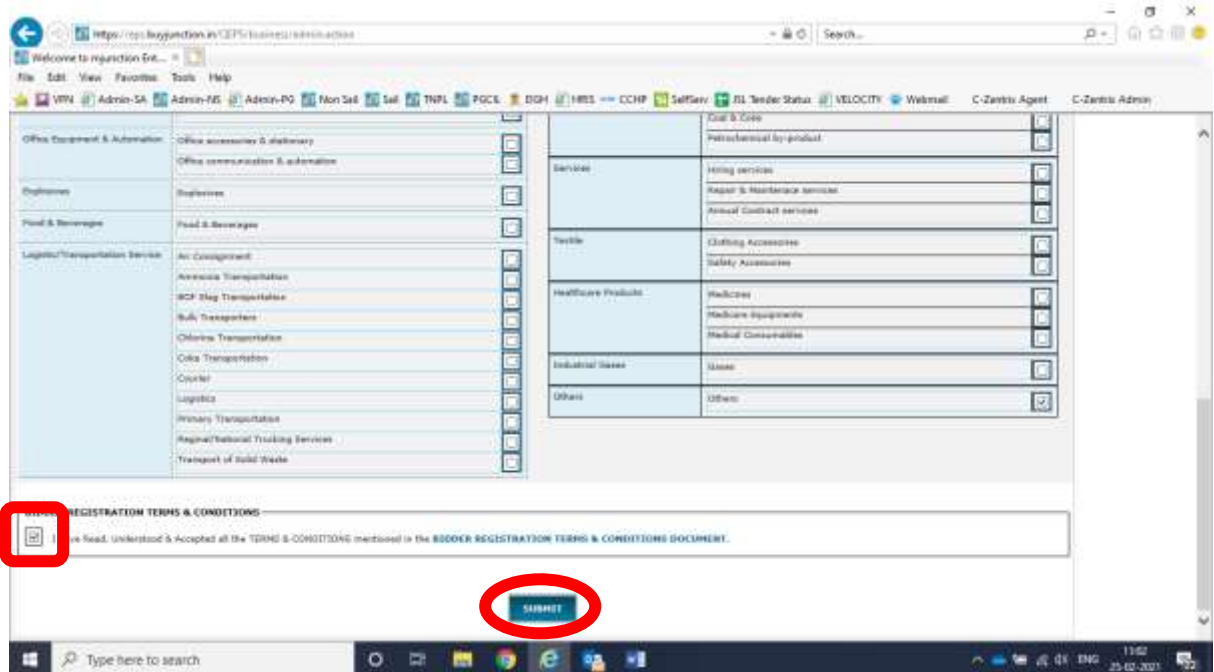
The screenshot shows the registration form on the mjunction website. A large red rounded rectangle highlights the main registration section, which includes fields for:

- Registration ID (with a dropdown menu)
- Registration Name
- Registration Address
- Registration City
- Registration State
- Registration Country
- Registration Postal Code
- Registration Phone
- Registration Email
- Registration Password
- Registration Confirm Password
- Registration Terms & Conditions (checkbox)
- Registration Privacy Policy (checkbox)
- Registration CAPTCHA
- Registration Next Button

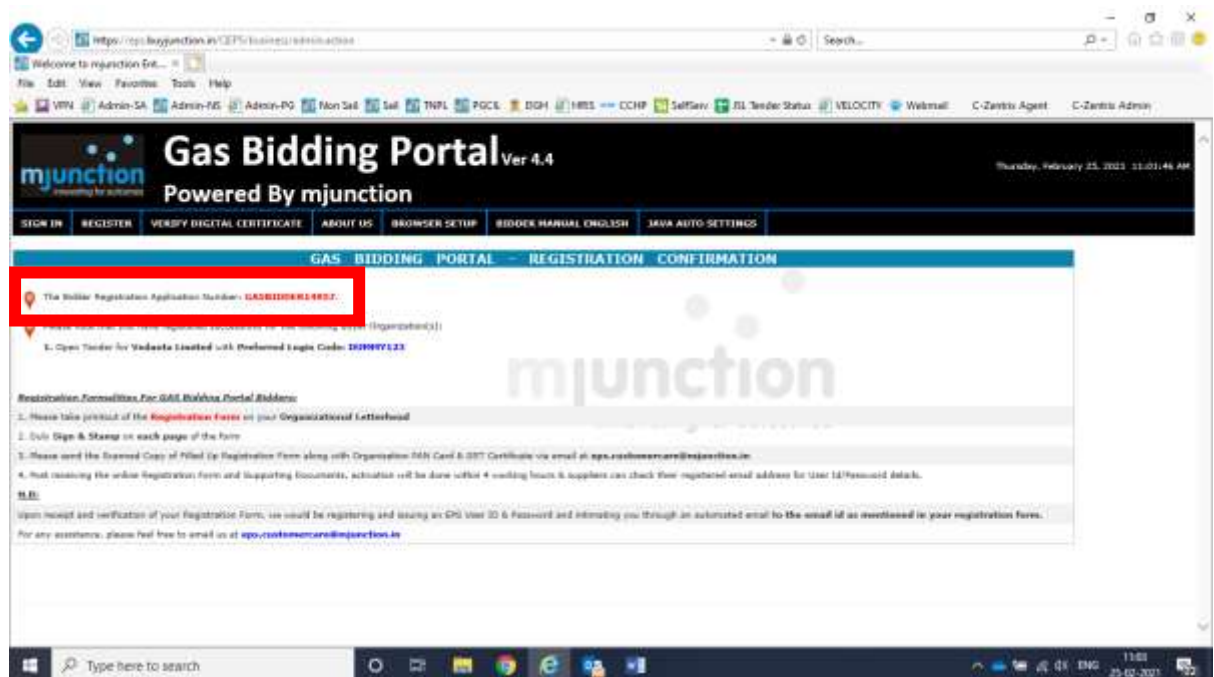
7. key-in the captcha & then Click "NEXT" Button

The screenshot shows the registration form on the mjunction website. A red rounded rectangle highlights the CAPTCHA field and the "NEXT" button. The CAPTCHA field contains the text "Algeria". The "NEXT" button is a blue button with the text "NEXT" in white. The "RESET" button is also visible next to it.

10. checkmark terms & conditions option and then click Submit



11. Registration Confirmation page wherein Bidder Registration Application Number will get generated.



NB. - For Gas Bidding portal, there is no requirement for taking a print out of the documents. Upon verification of your details, you will receive your id and Password through a system-generated email in your registered email id

5. Mapping of DSC

5a. Signing Certificate Mapping

- Open Internet Explorer browser
- Type in address bar <https://eps.buyjunction.in/gasselling>
- Plug in the DSC token in USB port
- Input your user id, password & Click Submit
- Select the respective seller organization
- System will prompt you to select you signing Certificate
- Post selection, DSC Driver will ask for DSC password
- System will display “your certificate is pending for approval” in the left of your screen

Your Signing Certificate will be approved by Gas Bidding portal Administrator. Once the Administrator approves, you can login to the website successfully

5b. Encryption Certificate Mapping

Encryption certificate can be mapped only after successful login, Your DSC token should be plugged in to the USB port

- On your successful login, system will display the DSC list. In this page please Click “Register DSC”
- The page will further open up and seek for selection of type of DSC
- Select “For Encryption”
- Click “Select Digital Certificate”
- System will prompt you to select you Encryption Certificate
- Post selection, DSC Driver will ask for DSC password

NB:

1. Encryption Certificate is required for Bid Submission and viewing your own bid.
2. Encryption Certificate is not required for downloading and viewing tender docs, keying in tender fee or EMD payment information.
3. Encryption Certificate does not need any approval from administrator.

6. Downloading the entire Tender Documents

Entire Tender Document will be available for Download online only after all the 3 below scenarios chronologically are met.

1. Tender fee is paid offline at Gas Bidding
2. Tender fee Details are keyed in the system against the said tender
3. Gas Bidding Administrator approves the tender fee in the system.

Steps to Download the Entire Tender Document

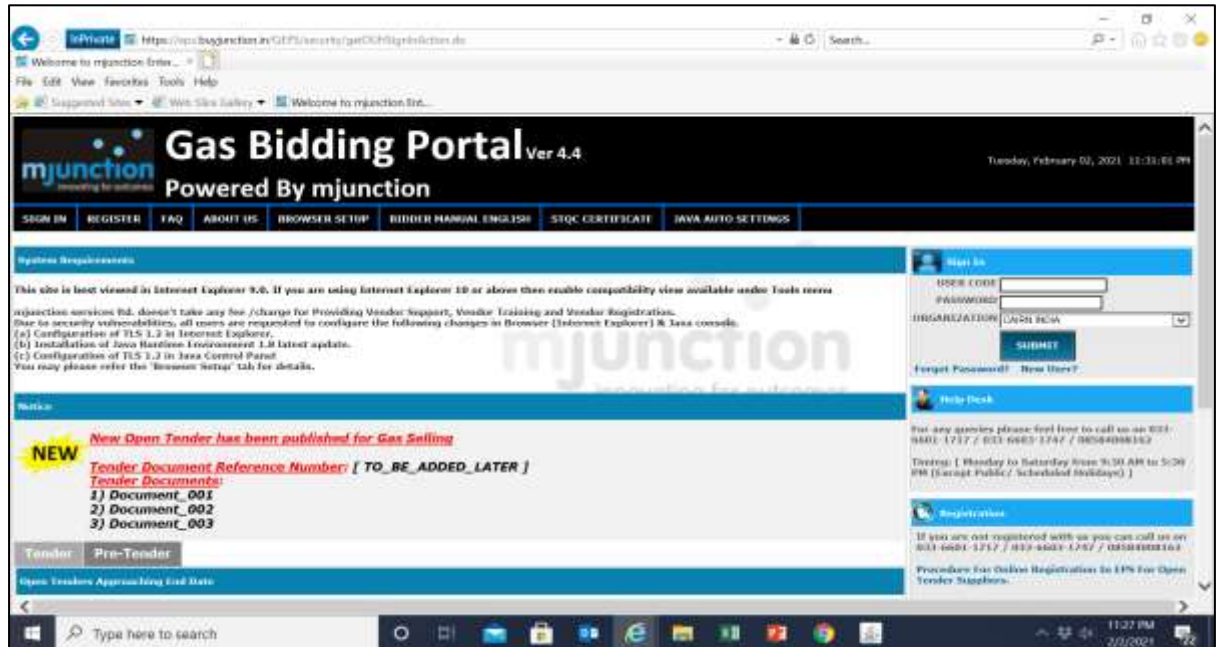
1. Pay the tender fee at offline at Gas Bidding and obtain a money receipt
2. Login to the system and click "Continue to Dashboard"
3. In the Dashboard Click "Open Tenders" in the top menu"
4. Click on the tender reference no and click "interested"
5. Accept the terms and conditions and click submit
6. Click Add Payments
7. Select Offline
8. Key in the details of tender fee payment you have submitted at Gas Bidding portal
9. Upload the scanned copy money receipt (if you have obtained the same) or the scanned copy of the instrument you have submitted at Gas Bidding portal

NB:

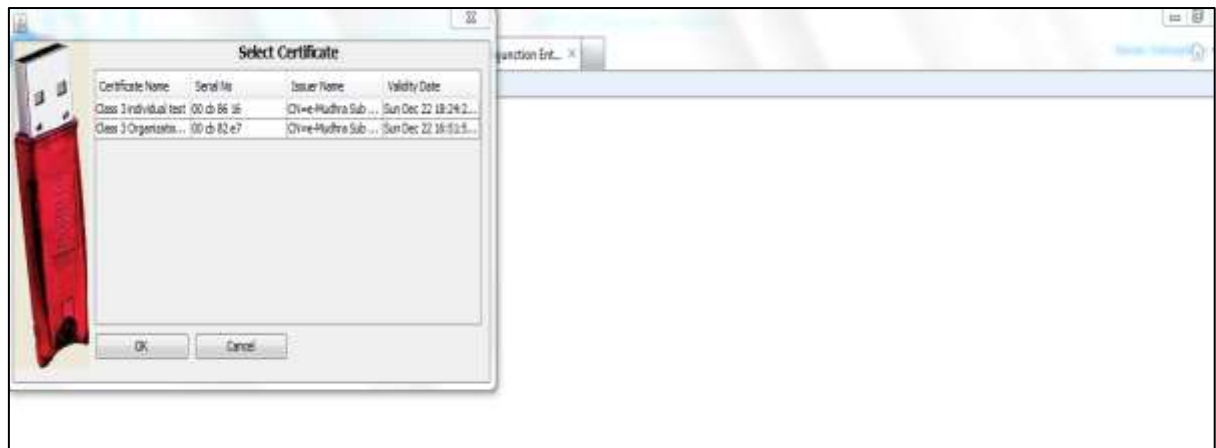
- Gas Bidding portal administrator will cross check the documents submitted offline at Gas Bidding portal against your entry online and provide his confirmation. On payment confirmation, you can download the entire tender document
- You can also start drafting your bid and upload.
- However for final submission of your bid, you need to key in the EMD Details (Which you intend to submit offline or have submitted at Gas Bidding portal) and the same has to be again approved by Gas Bidding portal Administrator, similarly like Tender fee. Without obtaining the EMD payment approval bidder cannot submit the bid.

7. Bid Submission Process

1. Login with User ID and Password



2. Select the Signing Certificate



3. Click "Continue to Dashboard"



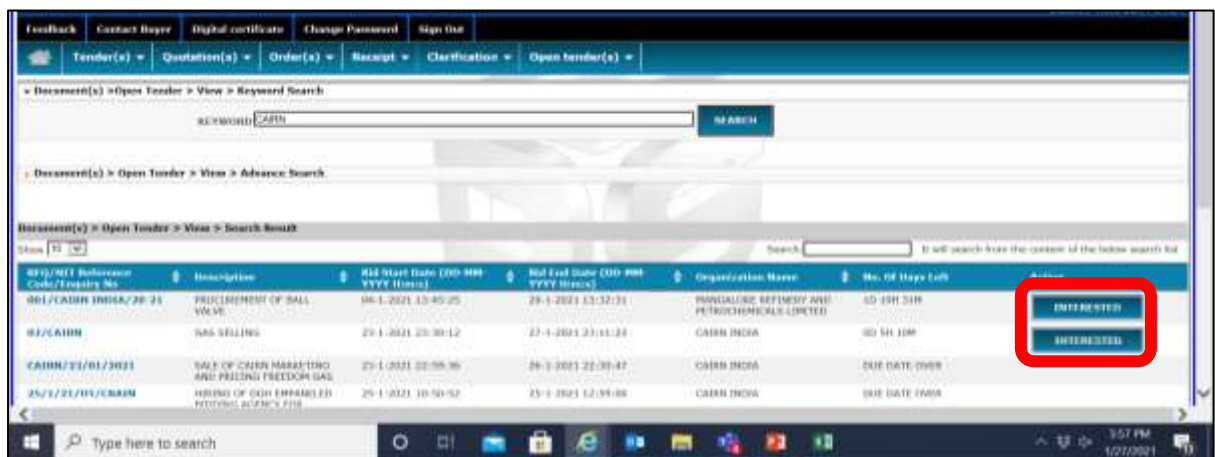
4. Click Open RFQ's



5. Click View RFQ



6. Click Interested



7. Select the Check Box and Click I Agree

The Terms And Conditions For Participating In Tendering Process To Follow:

- All entries in the quotation should be entered at on-line submission form without any ambiguity and can be corrected by the vendor till the date and time of closing. The last modified quotation will be taken into consideration only.
- Quotation cannot be accessed on-line after the DUE DATE.

VIEW REQUEST/BID DOCUMENT

I HAVE READ, UNDERSTOOD AND ACCEPTED ALL THE TERMS AND CONDITIONS

I AGREE **BACK**

8. Click Payment

Tender(s) | Quotation(s) | Clarification | Open tender(s)

Document(s) > RFQ > Response

YOU ARE ALREADY ATTACHED TO RFQ/NIT (CODE-DUMMY TRAINING) TO ACTIVATE FOR BID SUBMISSION PLEASE CONTACT MJUNCTION.

IF YOU WANT TO UPLOAD, CLICK ON THE 'UPLOADS' BUTTON. IF YOU WANT TO MAKE PAYMENT FOR THIS RFQ/NIT, CLICK ON THE 'PAYMENT' BUTTON.

UPLOAD **PAYMENT**

9. Select Offline in Payment Mode

10. Enter Tender Fee Payment Details

11. Attach the scan copy of DD or Money Receipt obtained from Gas Bidding

12. Click Enter Payment Now

REQ PAYMENT TYPE	Amount	CURRENCY	TOTAL AMOUNT
TENDER FEE	22000.00	INR	22,000.00
TD	93900000.00	INR	939,000,000.00
WD	7786000.00	USD	7,786,000.00

Select Payment Mode: OFFLINE

Select Payment Option: DEMAND DRAFT

Tenderment Name: DEMAND DRAFT

If Other Please Specify Instrument Name: DEMAND DRAFT

Bank Name: SBI

Branch: MUMBAI

Tenderment Number: 123456

Amount (TENDER FEE): 22000.00000

Instrument Date: 2015-11-15

Instrument Expiry Date: 2017-11-24

Upload File:

ENTER PAYMENT LATER **ENTER PAYMENT NOW** **RESET**

NB.

- Contact Gas Bidding RFQ Owner for approving Tender Fee Payment. On Approval, you can download, view entire Tender Document and Proceed for Drafting your bid

13. Once the Tender Fee Payment is approved, Click Live RFQs in Dashboard



14. Click View RFQ to view the entire RFQ along with its attachments

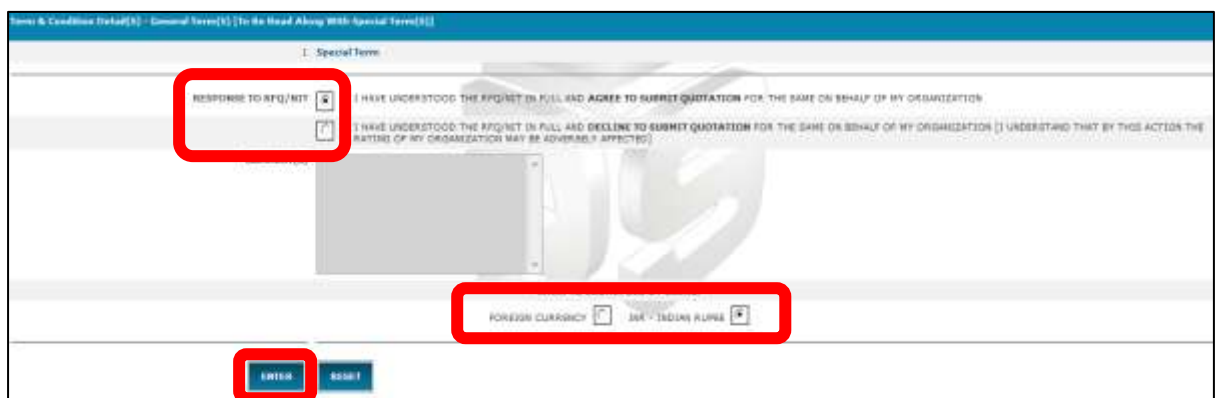


15. Scroll to the bottom of the page and Click Respond to RFQ/NIT



16. If you do not want to submit bid, Select 2nd option, key in reason in comment box and Click Enter

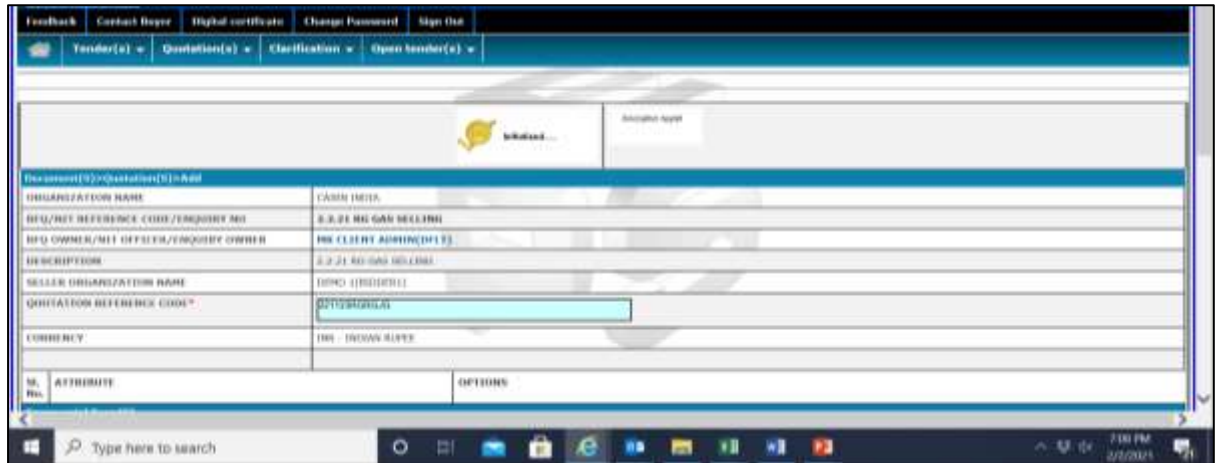
17. If you want to proceed for bid submission, Select the 1st option , select INDIAN or FOREIGN CURRENCY and click Enter



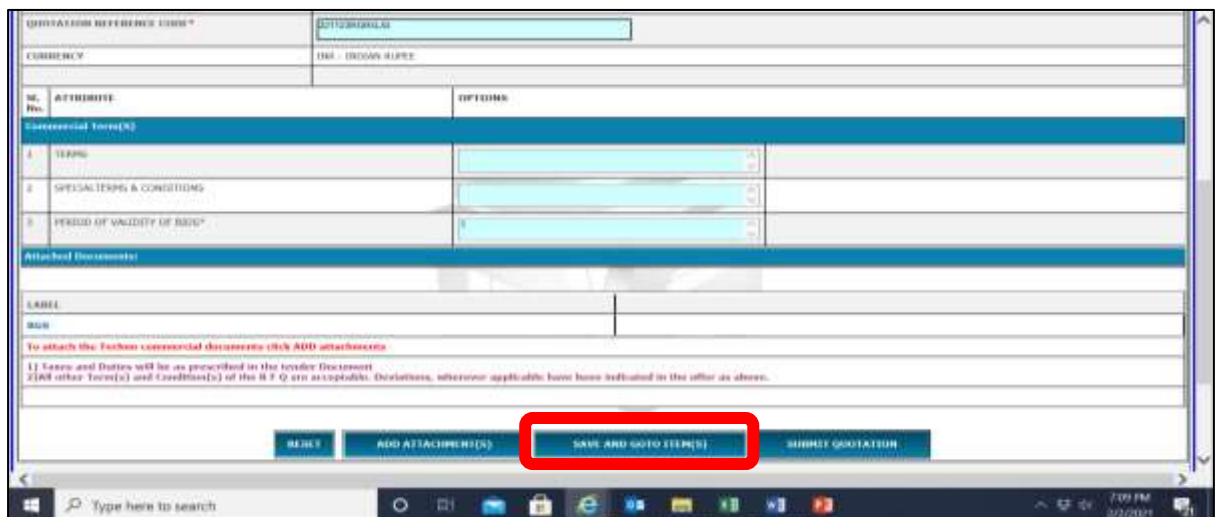
18. Click Add Quotation



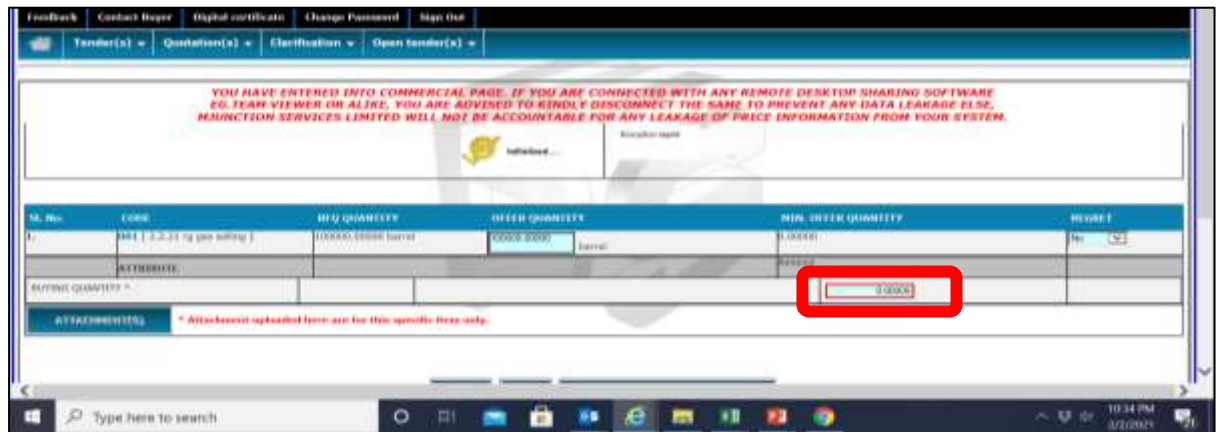
19. Fillup the Quotation Format



20. Click Save and Goto Items



21. Provide Tentative Buying Quantity



Feedback Contact Buyer Digital certificate Change Password Sign Out

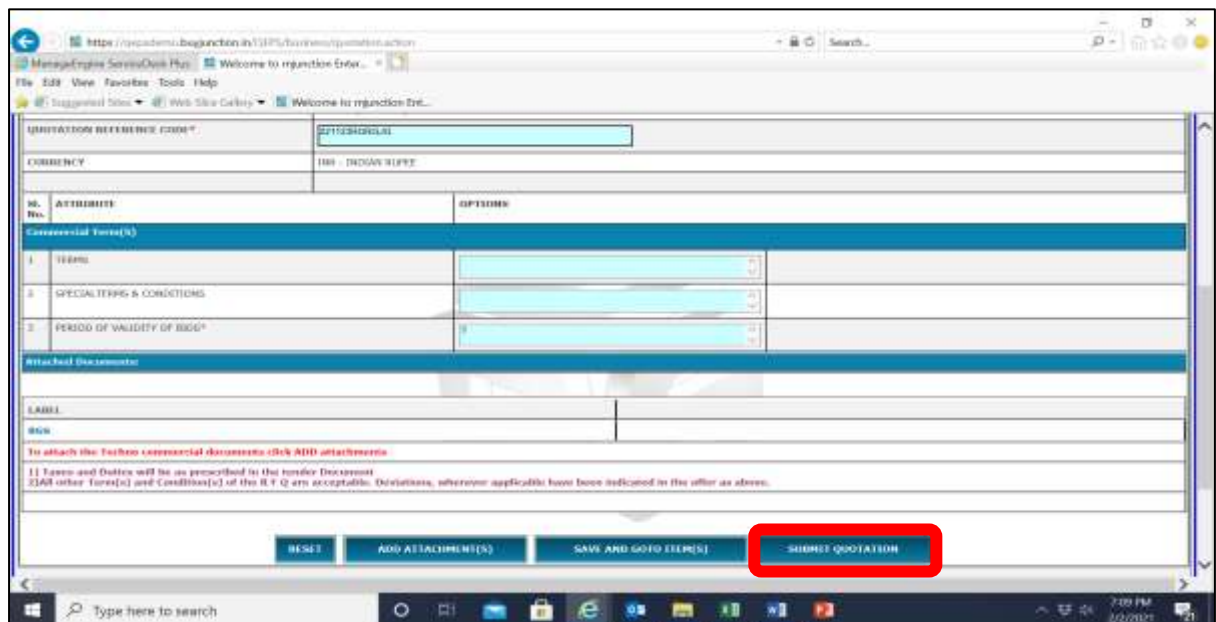
Tender(s) + Quotation(s) + Classification + Open tender(s) +

YOU HAVE ENTERED INFO COMMERCIAL PAGE. IF YOU ARE CONNECTED WITH ANY REMOTE DESKTOP SHARING SOFTWARE (E.G. TEAM VIEWER OR ALIKE), YOU ARE ADVISED TO KINDLY DISCONNECT THE SAME TO PREVENT ANY DATA LEAKAGE ELSE, MUNCTION SERVICES LIMITED WILL NOT BE ACCOUNTABLE FOR ANY LEAKAGE OF PRICE INFORMATION FROM YOUR SYSTEM.

Sl. No.	CODE	BUY QUANTITY	OFFER QUANTITY	MIN. OFFER QUANTITY	BIDDER
1	M1 (2.2-21 (g per mltrg)	0000.0000 (barr)	0000.0000 (barr)	0.0000	
ATTRIBUTE					
BUYER QUANTITY *				<input type="text" value="0.0000"/>	

ATTACHMENTS * Attachment uploaded here are for this specific item only.

22. Click on Submit Quotation



https://academi.mjunction.in/ERP/submitquotation.action

ManageEngine ServiceDesk Plus Welcome to mjunction Enter...

File Edit View Favorites Tools Help

Suggested Sites Web Site Gallery Welcome to mjunction Ent...

QUOTATION REFERENCE CODE* QUOTE00000001

CURRENCY INR - INDIAN RUPEE

Sl. No.	ATTRIBUTE	OPTION
Commercial Terms(s)		
1	TERMS	<input type="text"/>
2	SPECIAL TERMS & CONDITIONS	<input type="text"/>
3	PERIOD OF VALIDITY OF BIDD*	<input type="text"/>

Attached Documents

LABEL

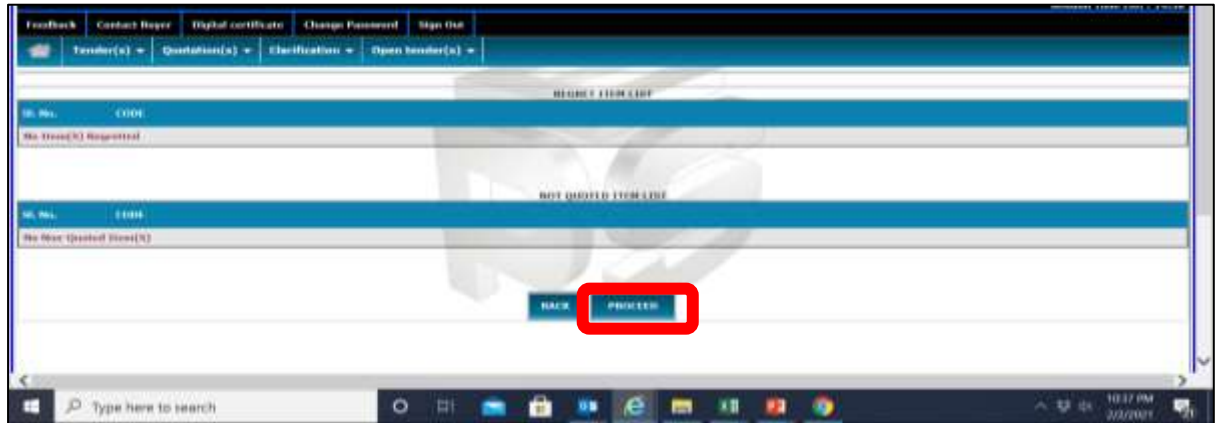
BOX

To attach the further commercial documents click ADD attachments

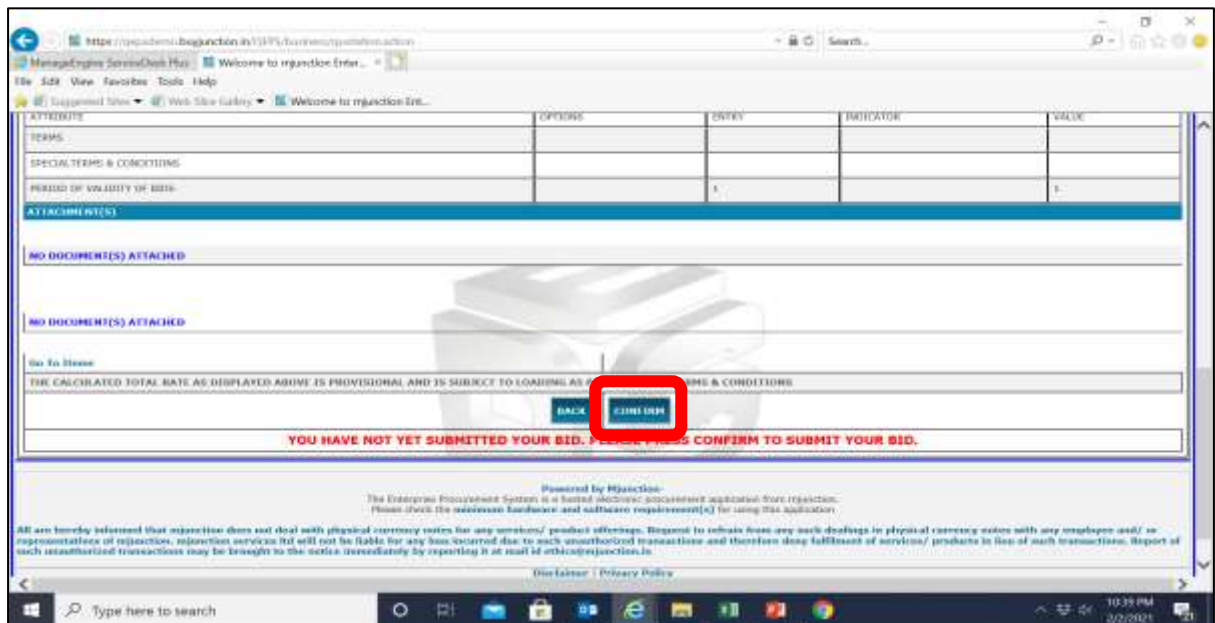
1) Terms and Dates will be as prescribed in the tender Document
2) All other Terms(s) and Condition(s) of the B.T.Q are acceptable. Deviations, wherever applicable have been indicated in the offer as above.

RESET ADD ATTACHMENT(S) SAVE AND GO TO ITEM(S) **SUBMIT QUOTATION**

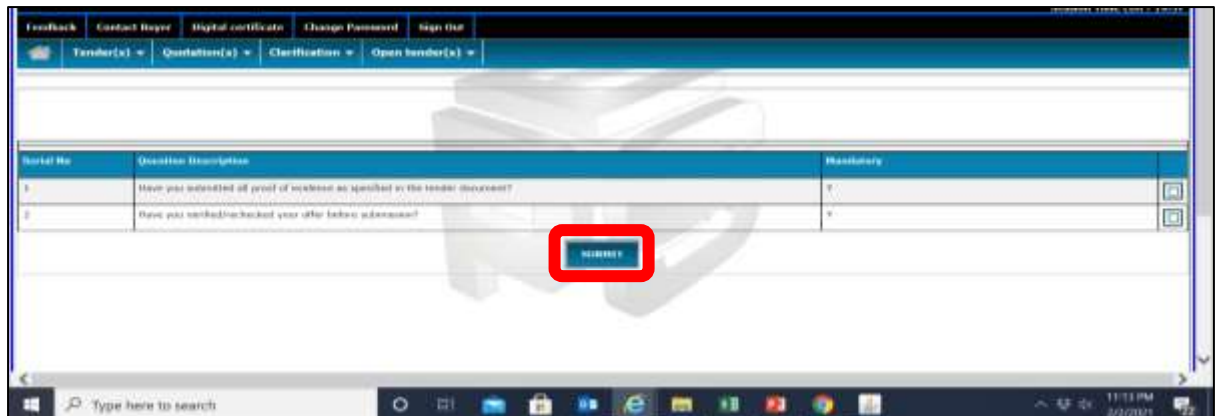
23. Click Proceed



24. Click Confirm



25. Click Submit



26. You will be displayed an Acknowledgement on the screen. This Acknowledgement screen is the indicator which will signify your bid submission



NB.

- You can view your Submitted Quotation from here
- You can also revise your bid by submitting again till final submission date and time, i.e the due date and time. Your last submitted bid will be only considered for opening