

# 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	<u>Microsoft Internet Explorer 9.0.</u> 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 (<u>https://eps.buyjunction.in</u>) 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 <u>http://javadl.oracle.com/webapps/download/AutoDL?BundleId=207775</u>



#### **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 <u>https://eps.buyjunction.in</u>
- 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

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2. Click Register Button (Top of the Screen)

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

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#### 10. checkmark terms & conditions option and then click Submit

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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 <u>https://eps.buyjunction.in/gasselling</u>
- 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

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#### 7. Select the Check Box and Click I Agree



#### 8. Click Payment

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- 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

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• 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

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

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- 16. If you do not want to submit bid, Select 2<sup>nd</sup> option, key in reason in comment box and Click Enter
- 17. If you want to proceed for bid submission, Select the 1<sup>st</sup> option , select INDIAN or FOREIGN CURRENCY and click Enter

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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