

Instructions to Bidders

1) Please refer to the process flow chart.

2) Digital Signature certificate is required to submit the quotation. Please refer http://www.bhel.com/pdf/DSC_checklist_web.pdf regarding the DSC Related guidelines.

3) New Bidders may simultaneously register themselves online at for the product Opacity Monitor (SD200) <https://supplier.bhel.in/> (or) <https://suppliers.bheltry.co.in/> . Er/Purchase

Processflow of OPEN TENDER

Module	Steps	Remarks
Supplier Registration	Supplier visits EPS at https://bheleps.buyjunction.in . Clicks "NEW SUPPLIER" button for registration. Fills up the Registration form. <u>REGISTERED SUPPLIERS :</u> For registered suppliers, they can select the ENLISTED option & complete their registration with their existing vendor code. <u>UNREGISTERED SUPPLIERS :</u> For un-registered suppliers, they can select the INTERESTED option & complete their registration with their preferred Login Code.	
	Supplier maps their digital certificate at the time of registration.	
Authentication of registration	MJunction will ensure Authentication of vendor registration as PAN BHEL basis.	
Bid Submission	Supplier will login using his/her login ID & password	
	View the RFQs under OPEN TENDER section	
	Suppliers will show their INTEREST to participate	
	Respond to RFQ	
	Upload details of TENDER FEE & EMD with the valid document proof (as attachment)	
	Uploads Pre-qualification docs, Fills Techno-commercial & Price template	
	Submits Quotation	

2. Registration of Suppliers and Flow.

unregistered Supplier: Supplier visits EPS at <https://bheleps.buyjunction.in>

- a. Supplier visits EPS at <https://bheleps.buyjunction.in>
- b. Clicks "REGISTER" for registration
- c. Fills up the Registration Page form
- d. MJ will ensure Authentication of Registration ¹
- e. Supplier logs in with the ID and password
- f. Supplier Maps the signing Certificate
- g. MJ will ensure the authentication the signing certificate ¹.
- h. Supplier Logs in to the system again and views the RFQ
- i. Supplier Attaches himself to the RFQ by clicking the Interested button
- j. Supplier fills the bid template and makes necessary attachments
- k. Supplier submits his bid by clicking CONFIRM.

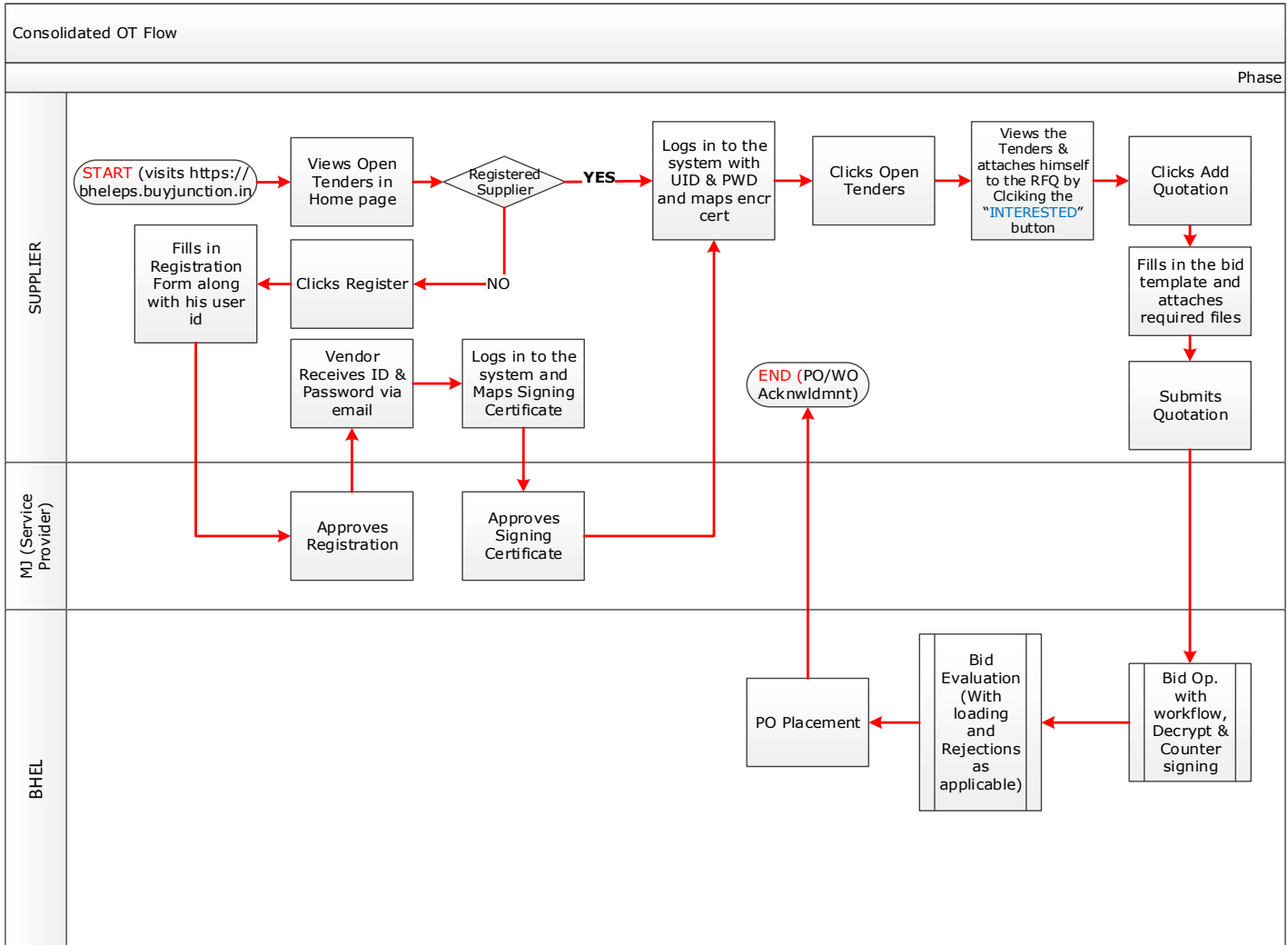
NB:-

¹ -- 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:**

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

12. Consolidated Flow Diagram of OT process



Please follow the below mentioned requirement & process for proper Bid submission (BHEL)

The Requirement :

1. A PC with Internet connectivity.
2. DSC (Digital Signature Certificate)(**Class 3- SHA2- 2048 BIT-WITH BOTH SIGNING & ENCRYPTION COMPONENT SEPARATELY**)
3. JRE (Java) 1.7 updated 51 version (32/64-bit Operating System) must be installed in your system (Remove the additional Java if you have already installed earlier)
4. Browser - "Internet Explorer" 8 or 9

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

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|-----------------|--|--------------|--|
| 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 | | |

Open the below Link to download the "**SELLER MANUAL**" –

https://bheleps.buyjunction.in/BQEPS/html/Standard%20Documents/BHEL_Supplier_Manual.pdf?OWASP_CSRFTOKEN=UT2O-U5HT-FCV2-TVZL-BP4W-BK7A-PO56-NIEL