



**SRM  
BIDDER'S  
MANUAL**

# INDEX

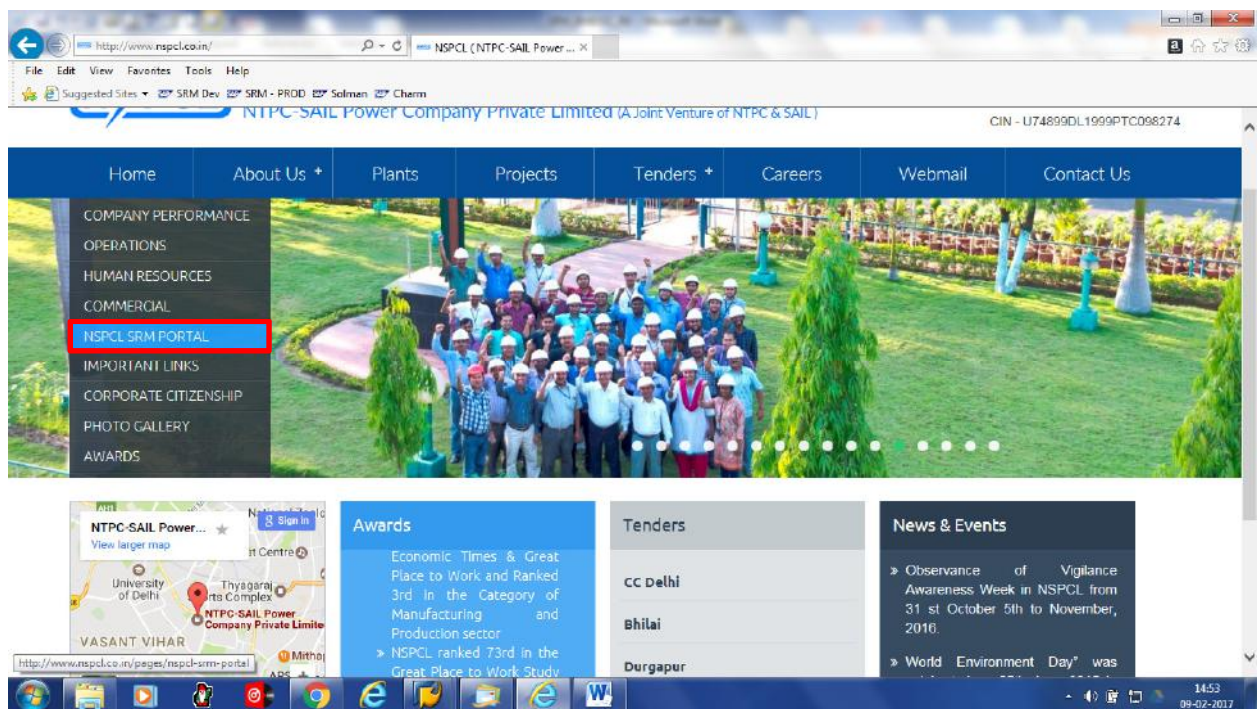
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## PROCESS DESCRIPTION:

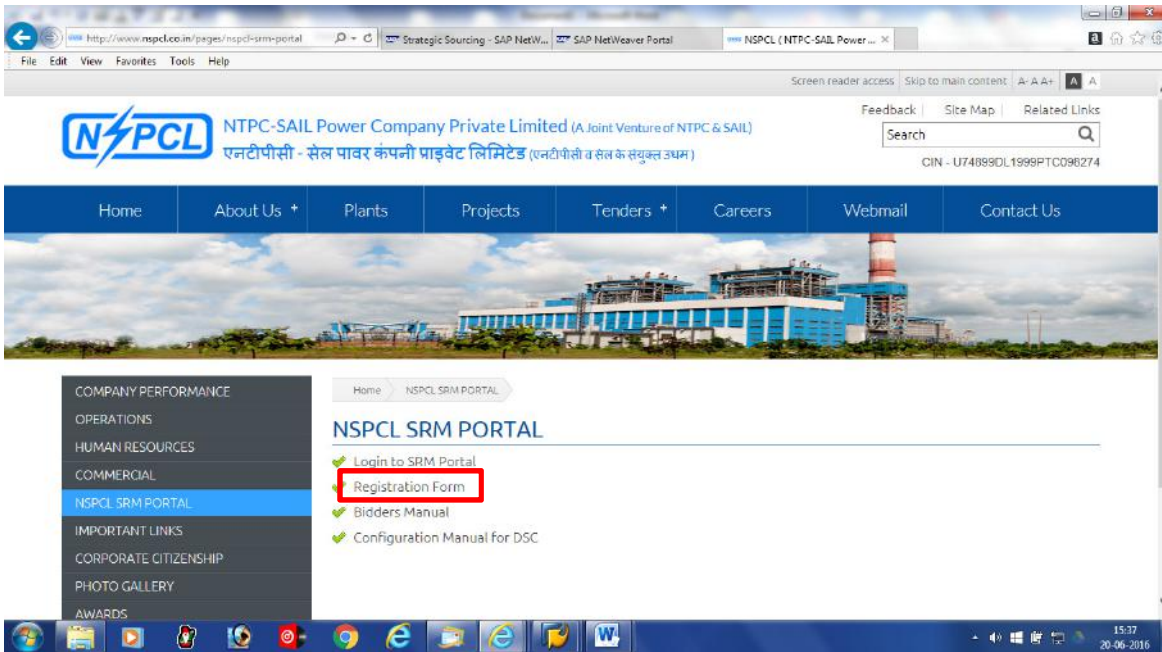
When a Tender Enquiry is published by NSPCL in the SRM portal, the Bidders, who are invited via any NIT, shall quote their responses only through the SRM Portal. For this purpose, they shall be provided with the credentials to logon to the portal to view the **RFx, i.e., the tender document** with the details of the items which are required.

Pre-requisites for submission of bid through SRM portal:

- (i) User ID and password.
- (ii) Internet connection and [Internet Explorer](#).  
(The offer can be submitted through Internet Explorer only)
- (iii) Digital signature Class – 3.
- (iv) The bidders who are not having User ID and password are requested to download the Registration Form available in the NSPCL website [www.nspcl.co.in](http://www.nspcl.co.in).



- (v) Click on NSPCL SRM Portal (available on left side) you will find link of registration form. Filled Registration Form may be mailed to the NSPCL concerned person for getting registered in the SRM portal of NSPCL.

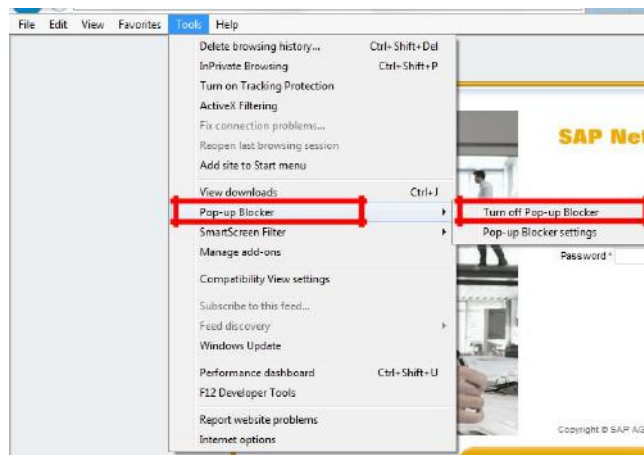


The detailed process to view, prepare and submission of bids against any Tender enquiry/NIT is described below along with the relevant screenshots:–

### Check points before you logon to NSPCL, SRM Portal.

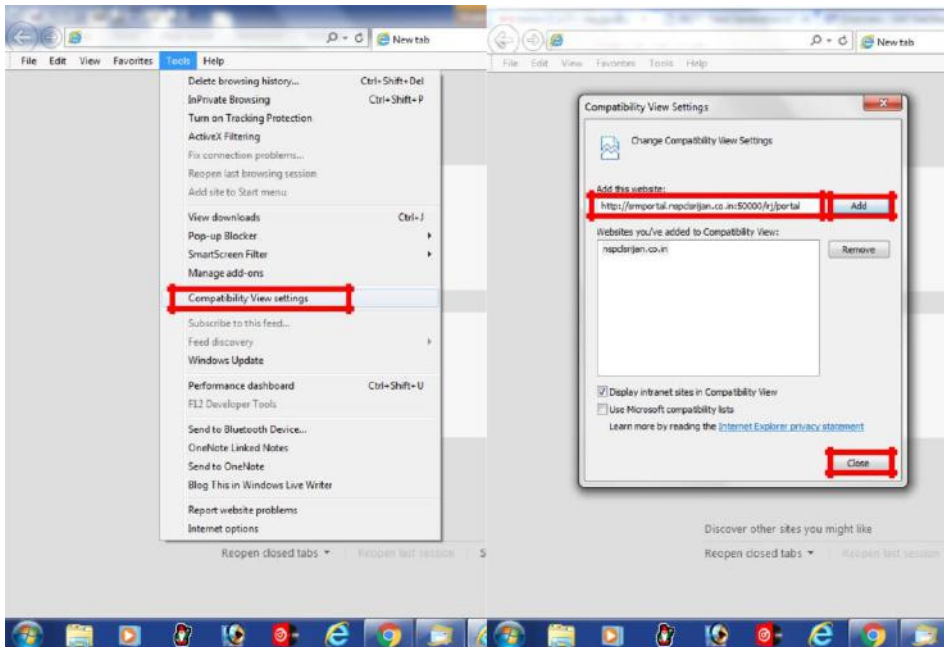
- (i) Make sure that your Internet Explorer is of updated version.
- (ii) Make sure to allow pop ups from your internet explorer (IE).

Go to Tools -> Pop-up Blocker -> Turn off Pop-up Blocker



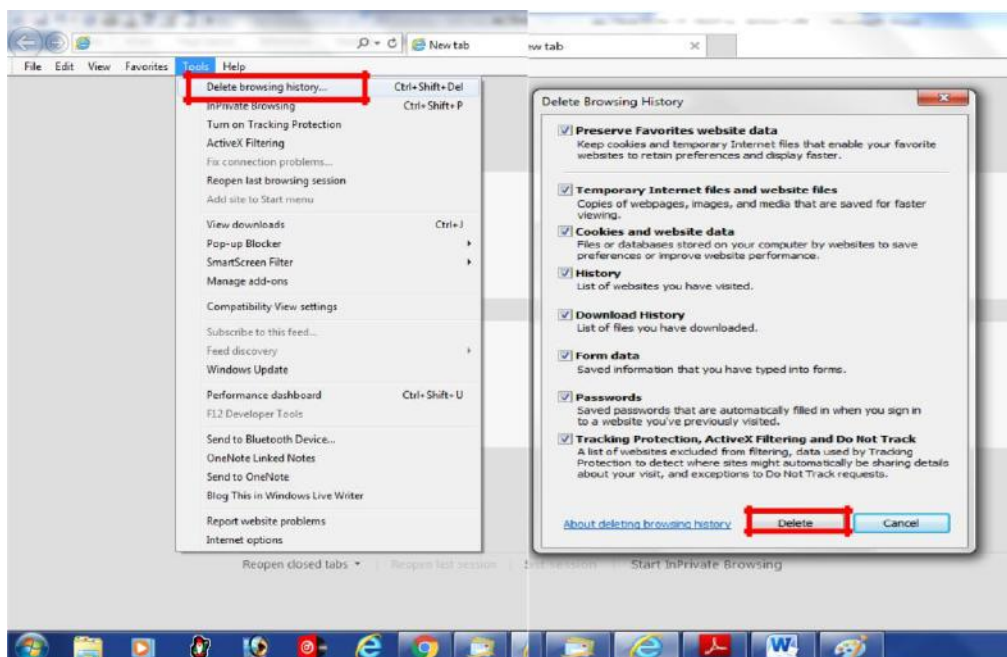
- (iii) Make sure to add the SRM URL to the compatibility view in order to avoid error messages/note from your IE.

Compatibility View Setting: Go to Tools -> Compatibility View Settings -> Add SRM Link (<http://srmportal.nspclsrijan.co.in:50000/irj/portal>) -> Close



- (iv) Make sure to delete internet browsing history/cookies (Go to internet options) for the smooth functioning of the SRM link

Open Internet Explorer, Go to Help -> About Internet Explorer Delete Browsing history :

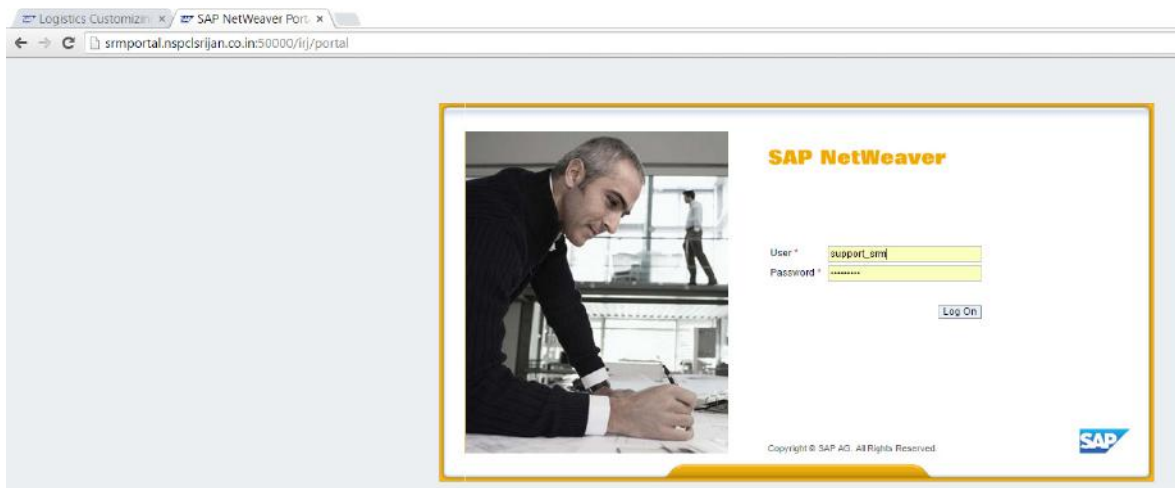
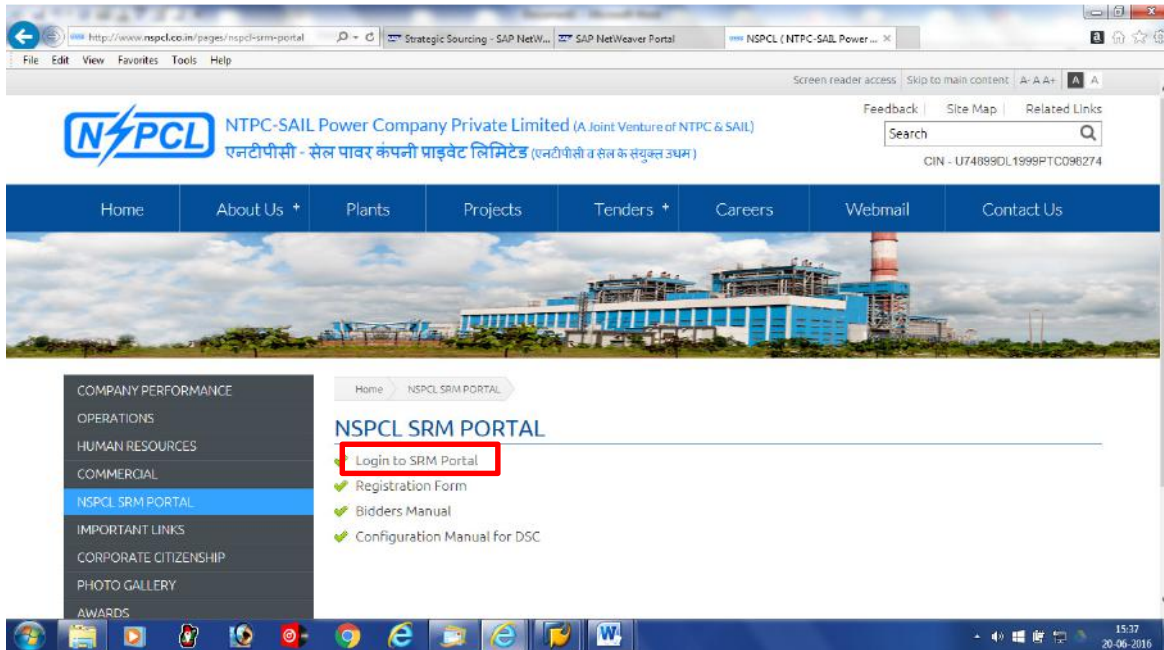


**Please close all the windows of IE and open again.**



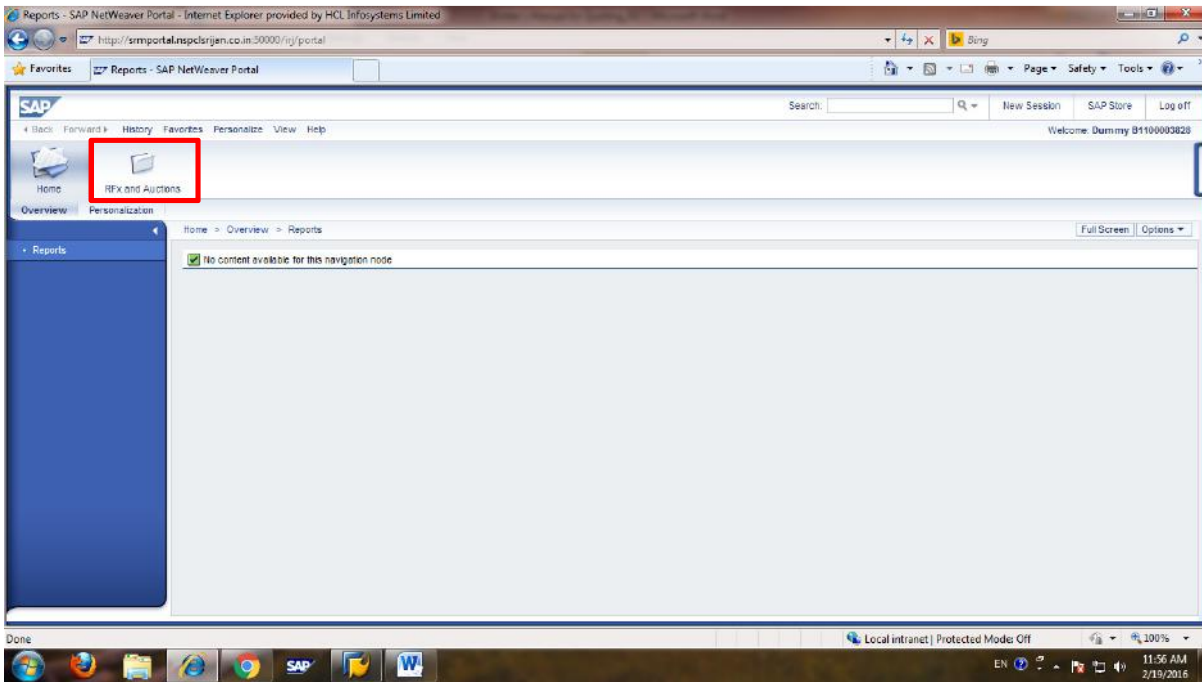
## Logging on to the NSPCL SRM website.

- Use **Internet Explorer** to open NSPCL website [www.nspcl.co.in](http://www.nspcl.co.in) and click on NSPCL SRM Portal (available on left side). Click on the Login to SRM Portal link. Enter the credentials provided to you for the logon.



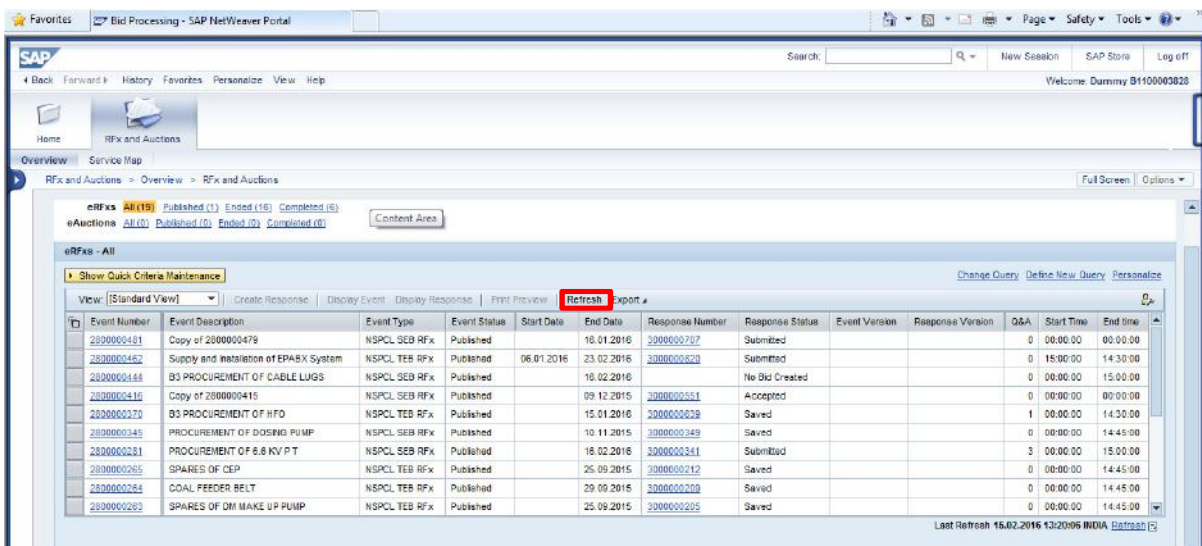
## View of the Tender Enquiry/NIT.

➤ Once login successfully, you will view the screen presented below:



➤ Click on 'RFx and Auction' as shown in the above screenshot.

This will navigate you to a screen which has a list of all the RFx, for which you have been invited to quote. Below is the screenshot for the same.

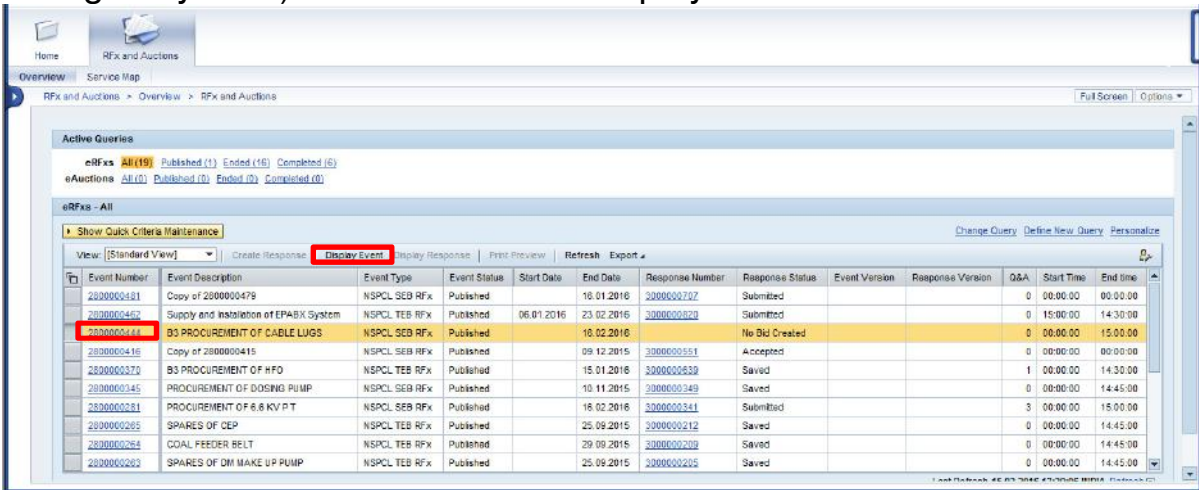


➤ Make sure to click on the **refresh** icon once you reach on to this page in order to update the list of Tender enquiries (RFx) visible to you.

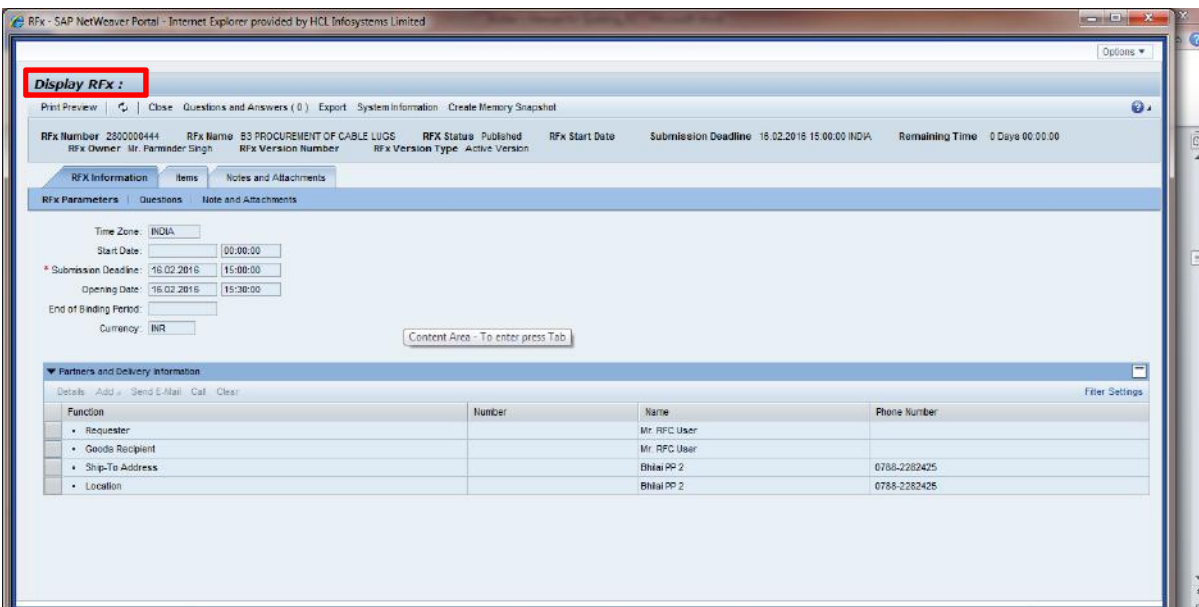
You can view or display the Bid invitation details by simply clicking on the RfX number (Event number), as shown below:

Or

Alternatively, you can select the concerned RfX line (color of the line will change to yellow) and click on the “Display event” icon.

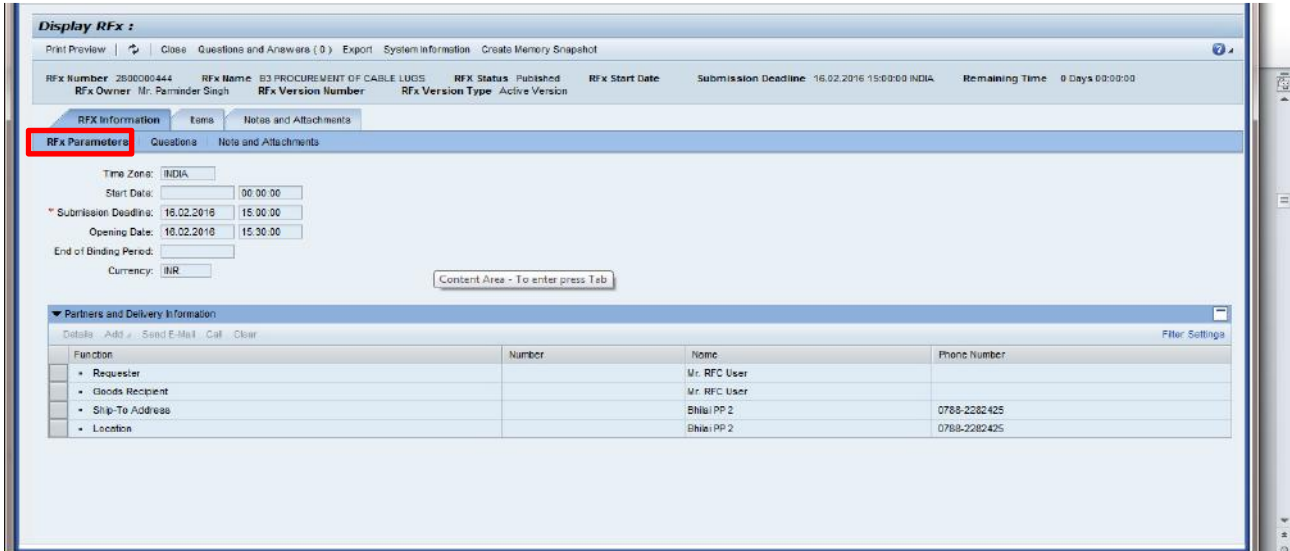


The concerned Tender enquiry (RfX) will open in a new pop up screen in display mode only that will look as shown below (Make sure to allow pop ups from your internet explorer, if you have not done it already). In case pop ups are blocked in your IE then no RfX shall be displayed.

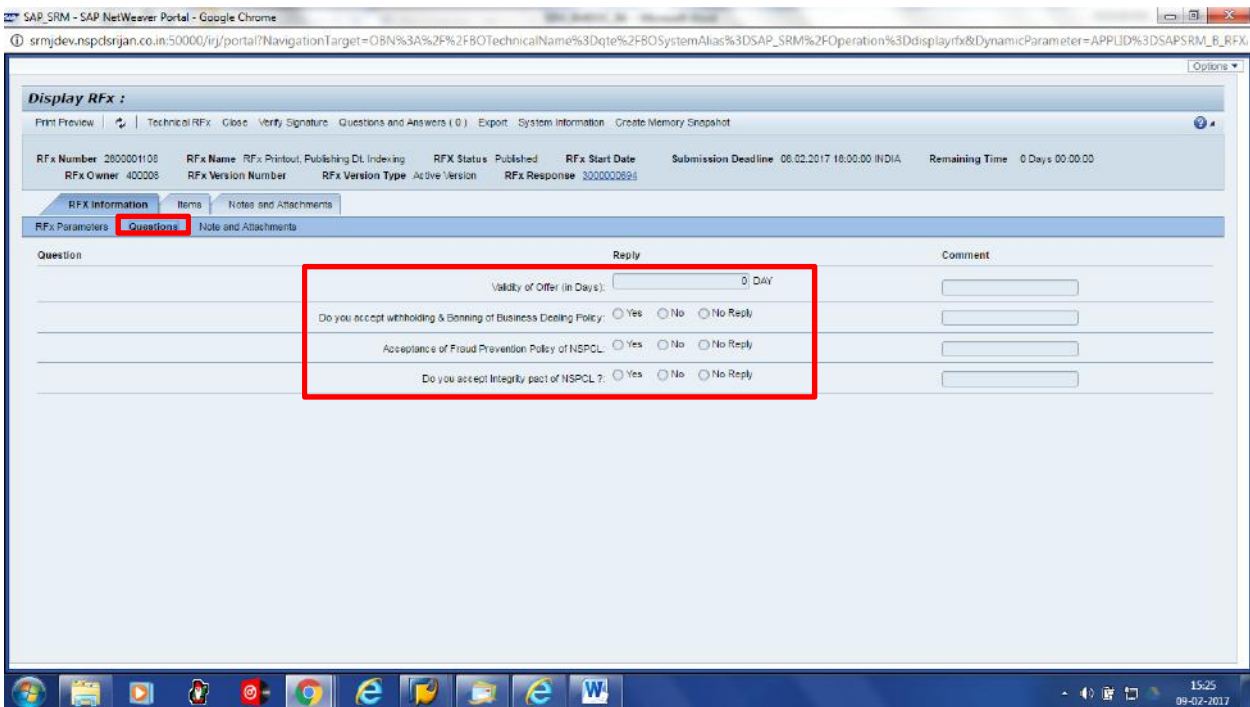




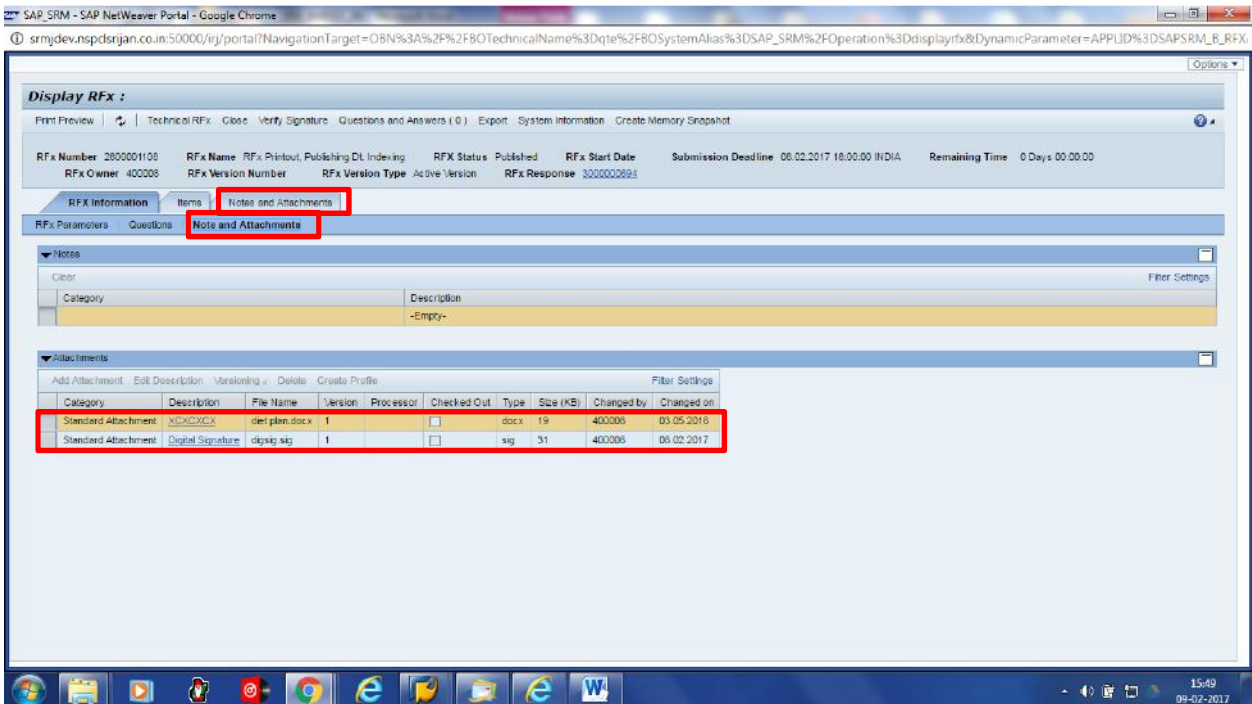
- The basic information related to RFX shall be available on the “RFX information” page in the “RFX parameters” tab as shown below. Here, you may view the various informations such as bid submission deadline, EMD submission deadline, Tender fee submission deadline etc.



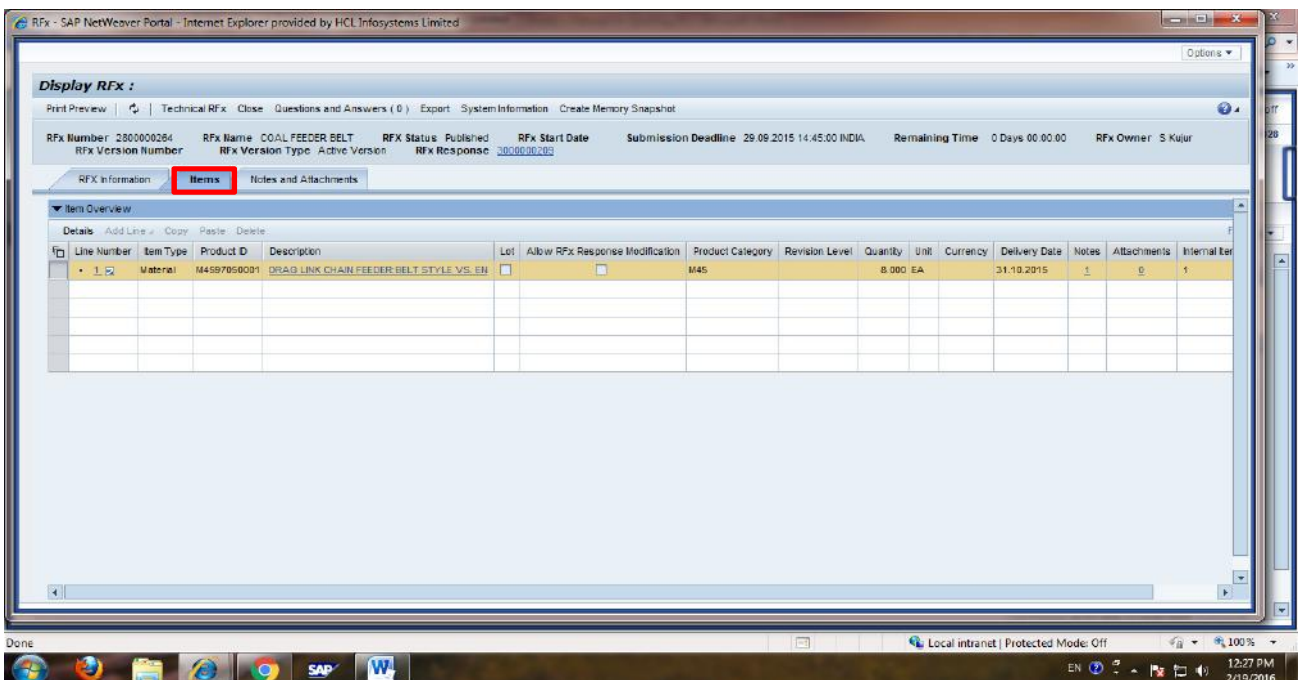
- Check the Header level questions by clicking on “Question” tab as shown below:



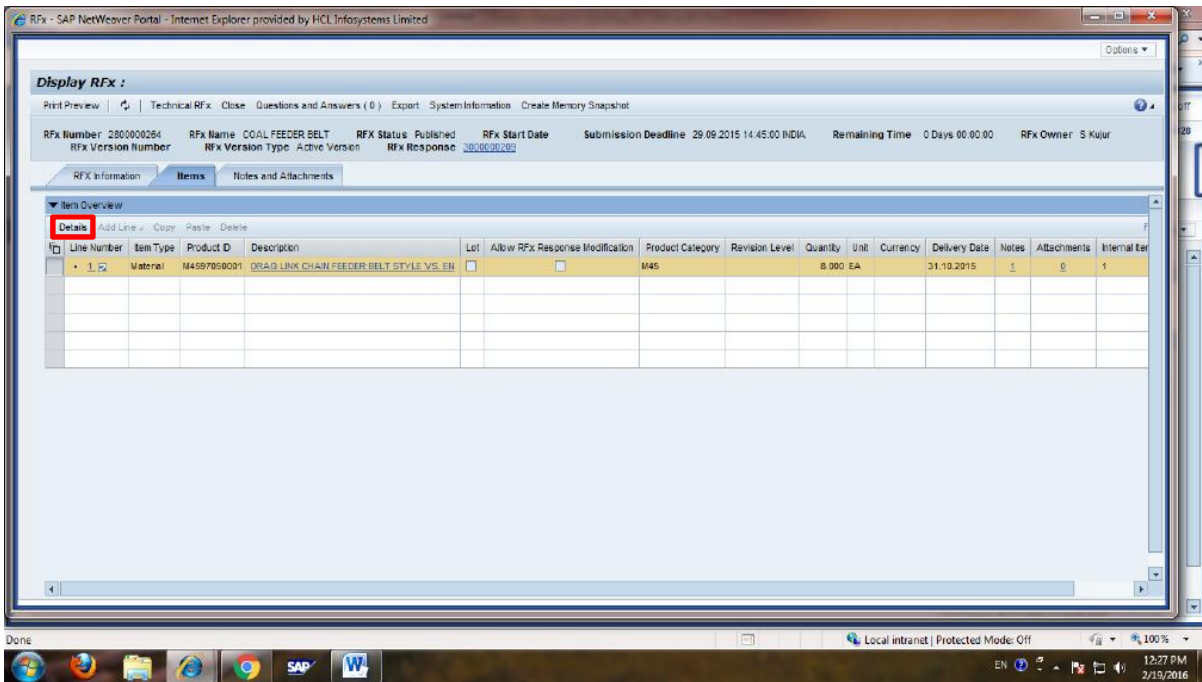
- Header level informations can be viewed by clicking on “Notes and Attachment” tab



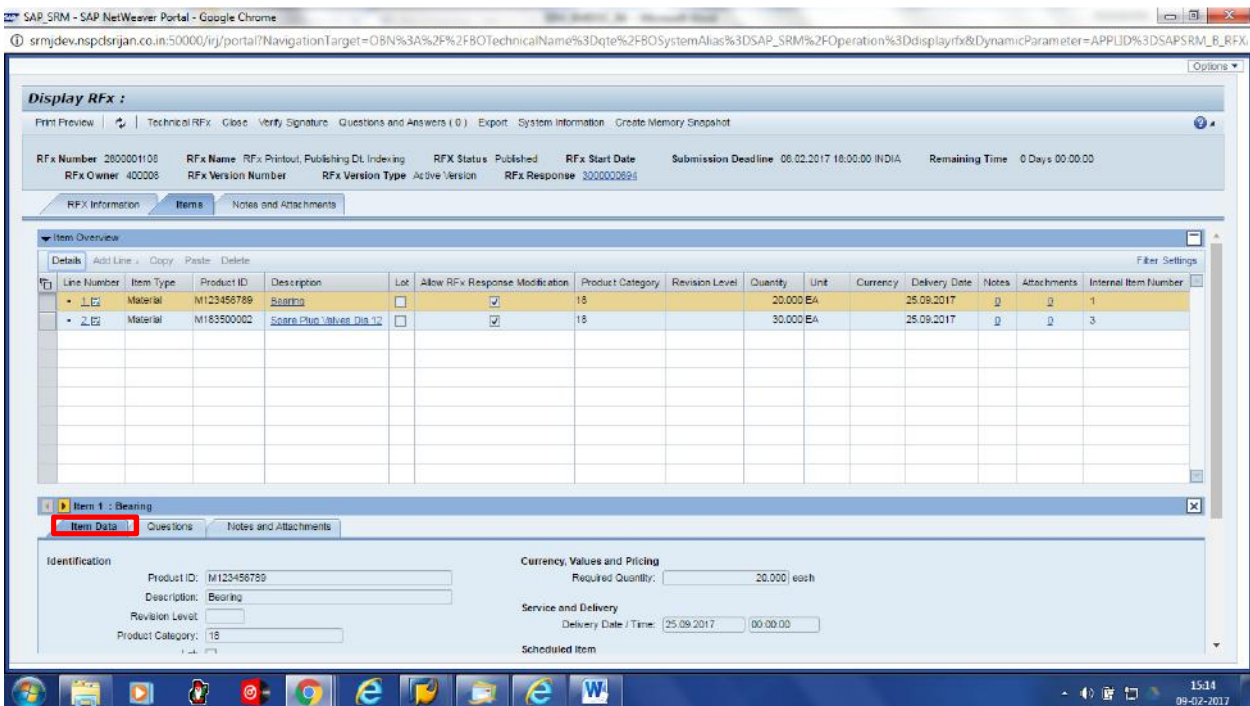
- Subsequently you are requested to go to “Items” page where you can see the short description, Unit of measurement, quantities of the tendered items.



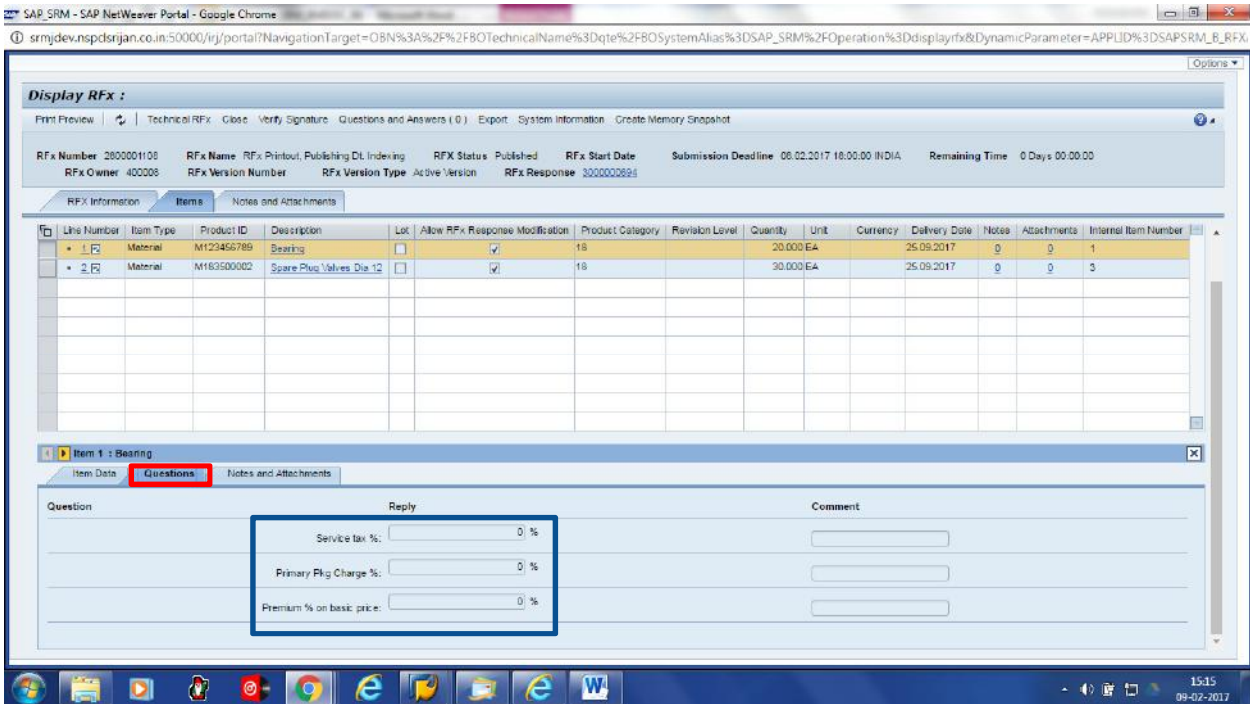
- To view the long description, delivery deadline and other details of the items you are requested to click on the “**details**” tab of each of the items.



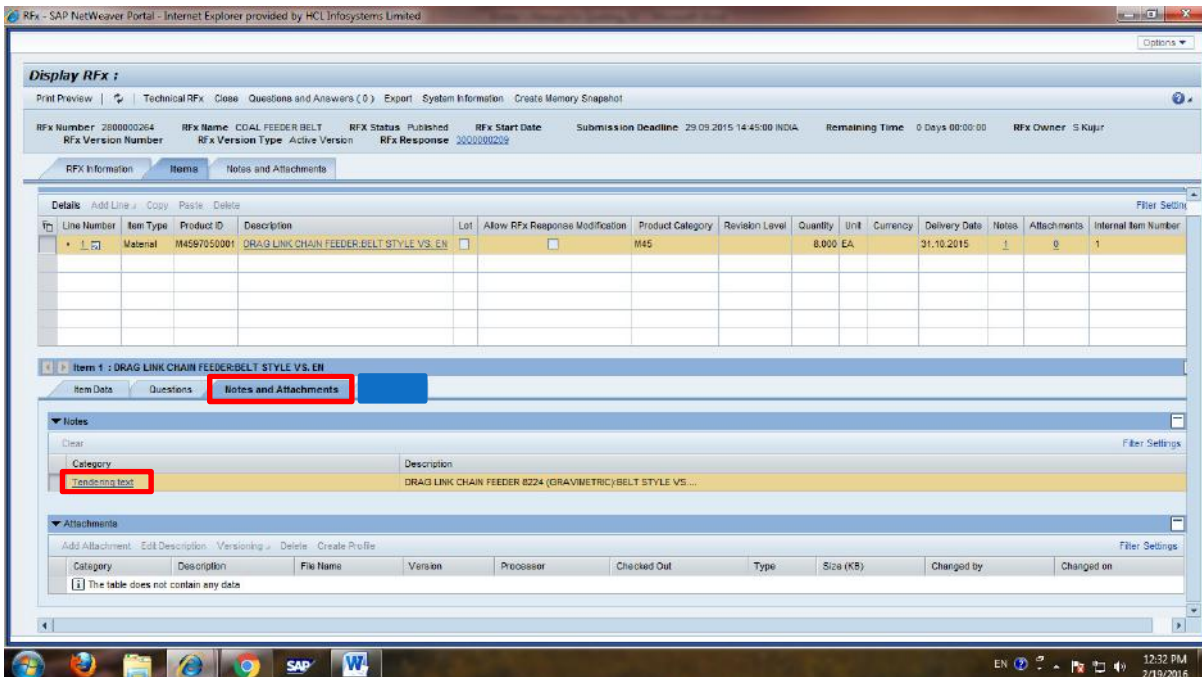
- The basic details of an item are available at the “Item details” page for each of the items as shown below.



- The other details like “pricing conditions” are available at the “Questions” tab for each of the items as shown below.

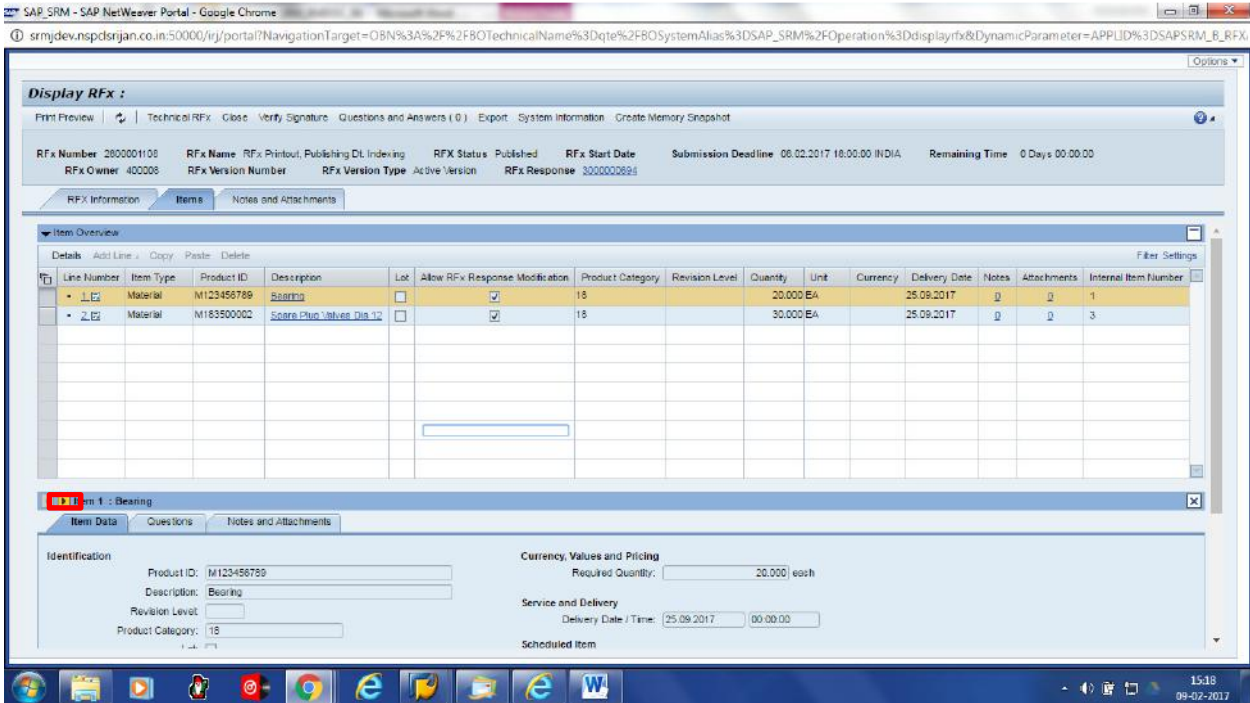


- The long description comprising technical specifications and other details related to the materials are available at the “Notes and attachments” tab in the “Tendering text” icon for each of the items as shown below.

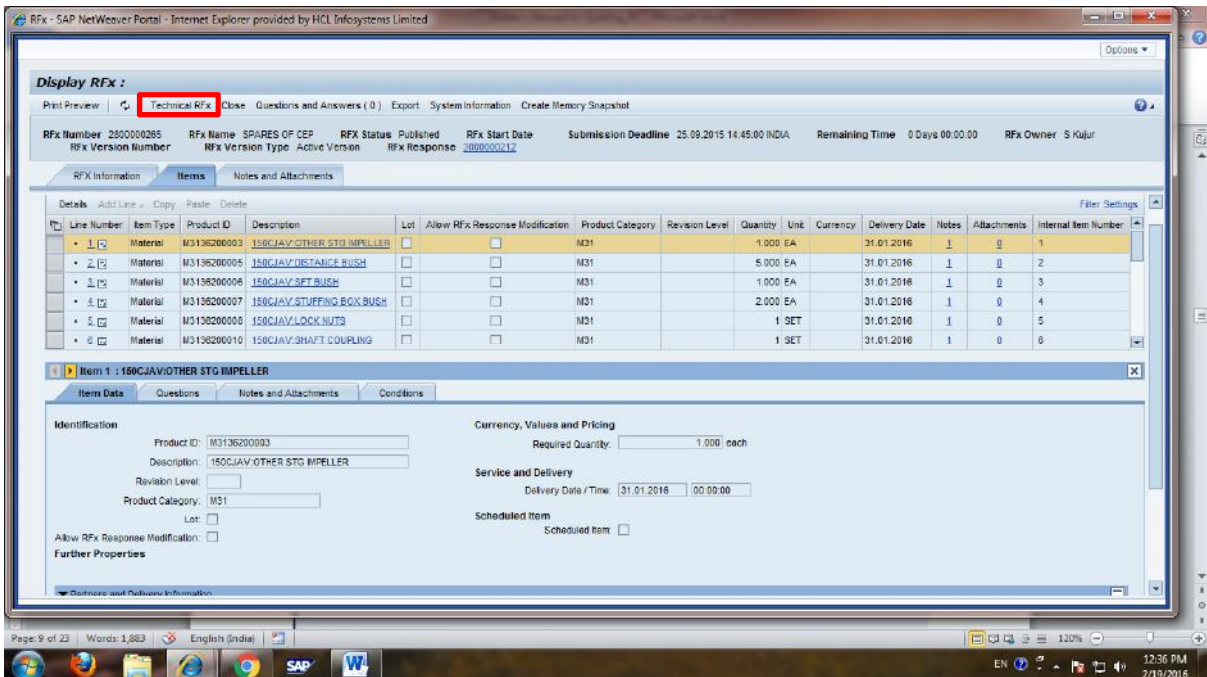




Similarly details of subsequent items (Item Data, Questions & Notes and Attachment) can be viewed using the “play” button as shown in the screen shot below.

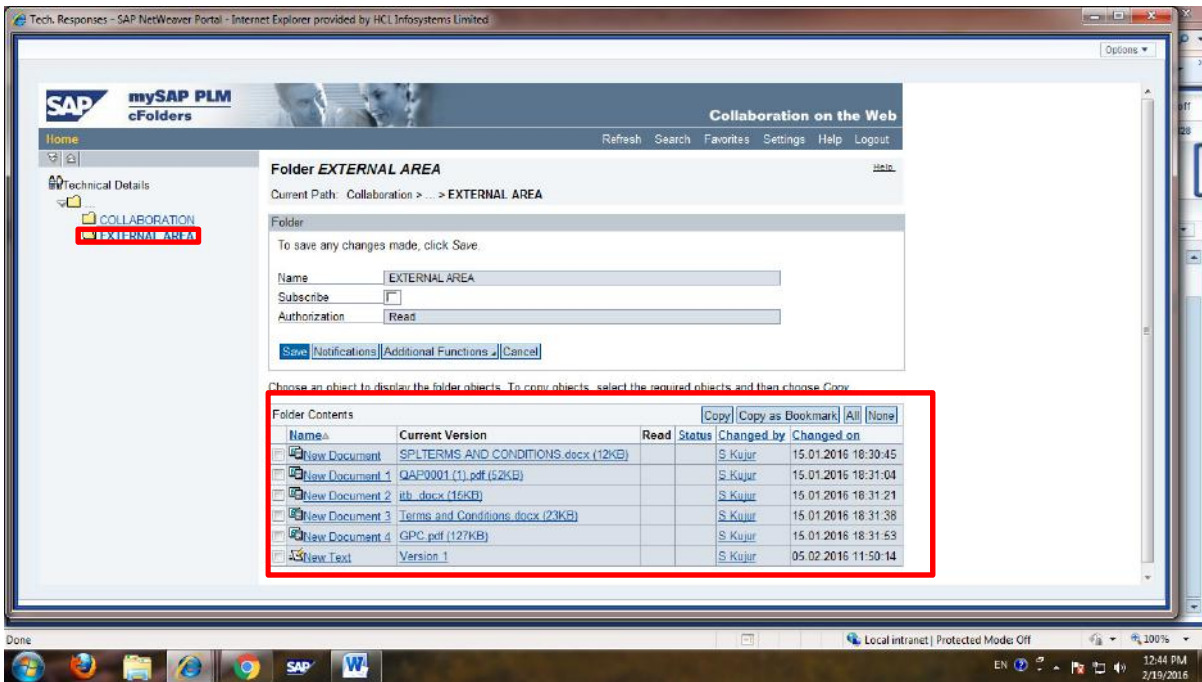


➤ Tender “Terms & Conditions” and other important instructions can be viewed by clicking on “Technical RFX” button as shown below:





Upon clicking the “Technical Rfx” button C-folder shall open in a new window tab of the Internet Explorer as shown below:



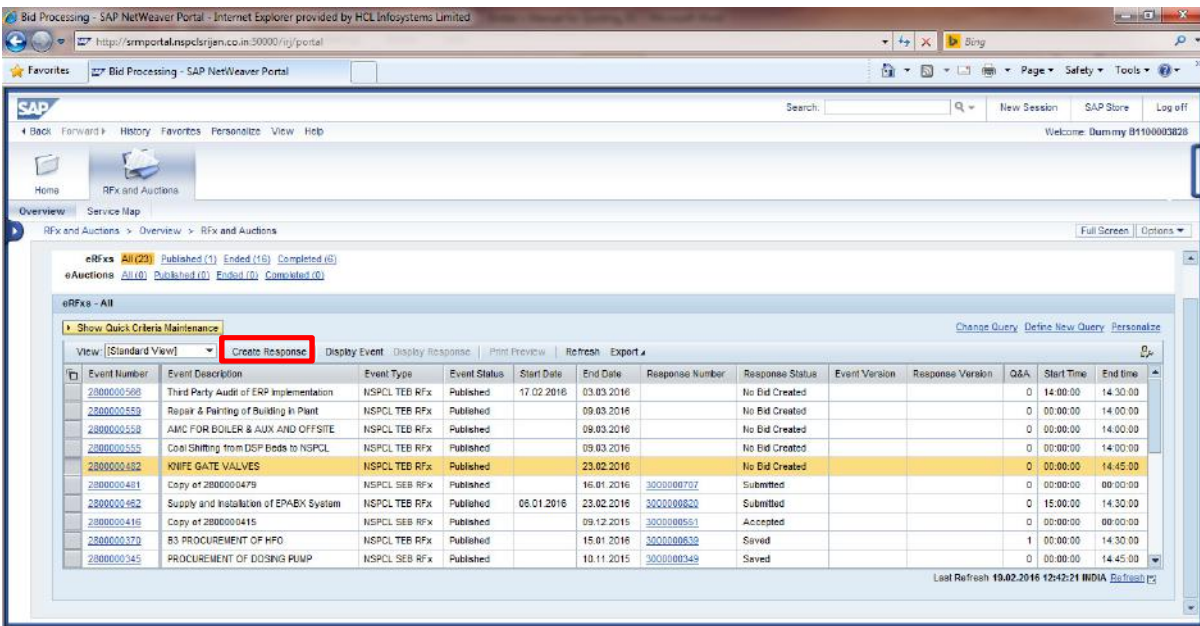
All the tender documents shall be visible to you as shown in the above screen shot in the **External Area folder**. You may download all the contents of this particular folder as shown above. Upon downloading all the concerned documents you are requested to simply close this window (take care not to click on logout icon on this page).

**This ends the process for the display of the RFX (tender).**

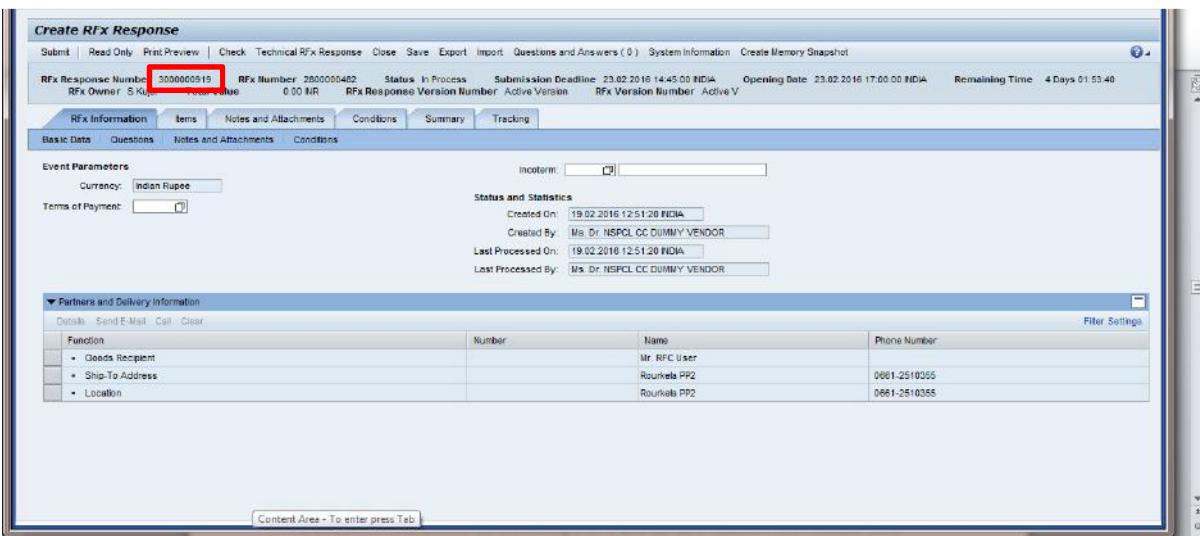
## CREATION OF OFFER

### Creation of response against an RFX number.

Upon viewing the RFX you are now requested to close all the windows of the IE except for the home page that looks as the screen shot below. You may now initiate the process for the creation of your bid. Please select the concerned RFX line (color of the line will change to yellow) and click on the “Create Response” icon as shown below:

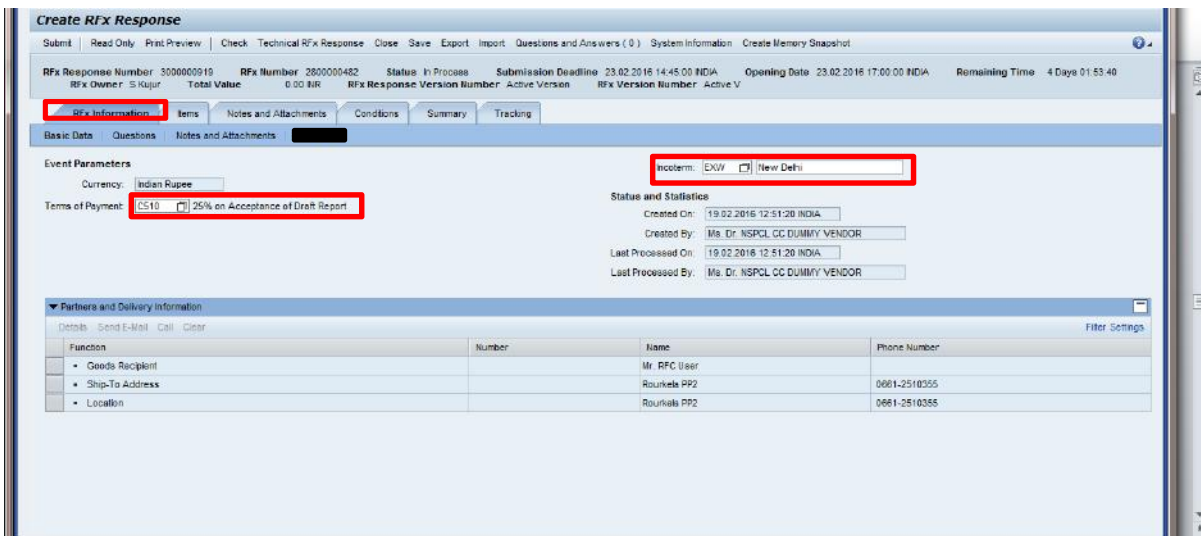


Upon clicking the ‘Create Response’, you will be redirected to your response page (a new pop up screen) that will look as shown below. A response number starts from **3XXXXXXXXX** will be generated.



Make sure to allow pop ups from your internet explorer, if you have not done it already. In case pop ups are blocked from your IE then no RFx response shall be displayed.

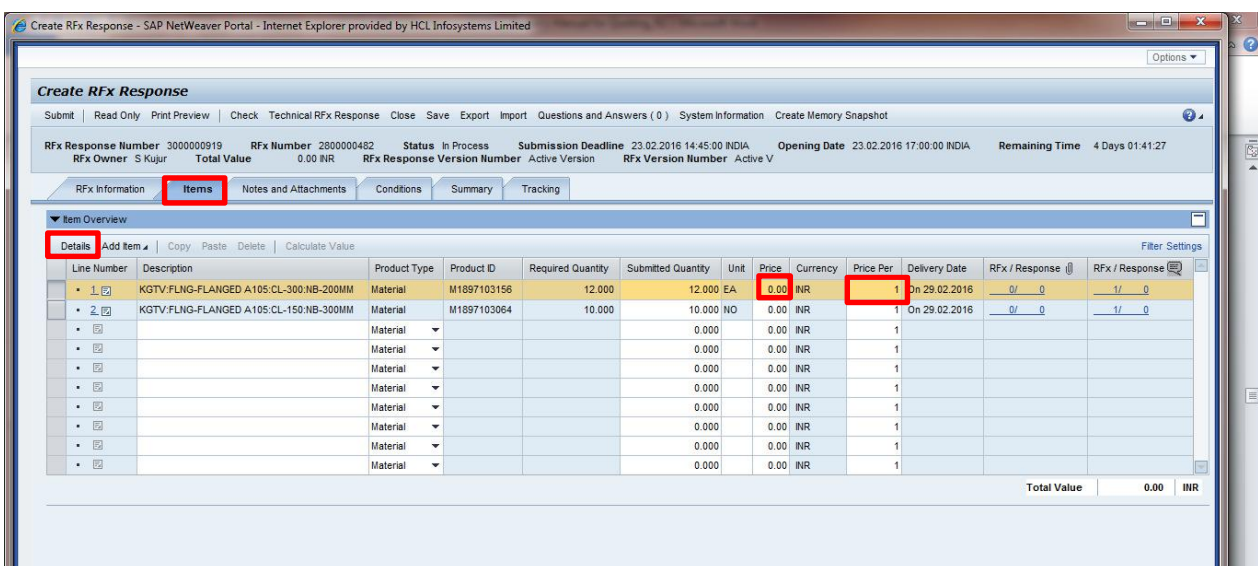
Fill in the details like “Terms of payment” and “Incoterms” on the “RFx information” page as shown below.



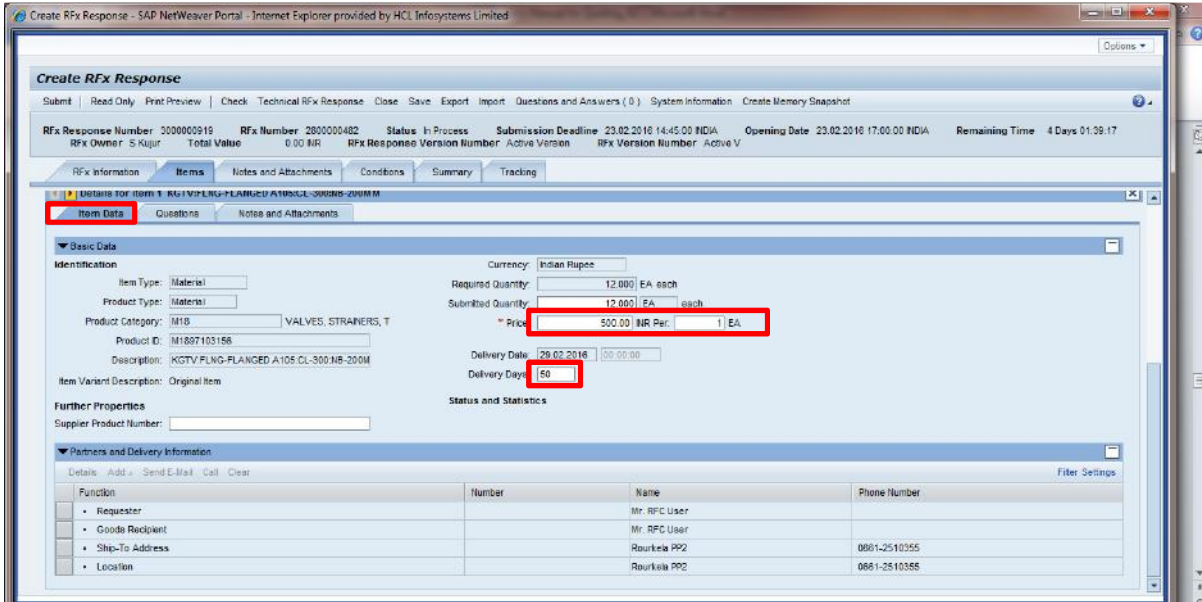
**(For header level Questions, Notes & Attachments please refer Page-20)**

➤ Now go to the “Items” page. This is the most important section of the RFx screen. Here, you will have to specify the quotation rates for each and every line item of the RFx and also you have to make sure that you have entered all the information asked in the ‘Details’ section for each of the items.

The screenshot of the Items section is presented below:

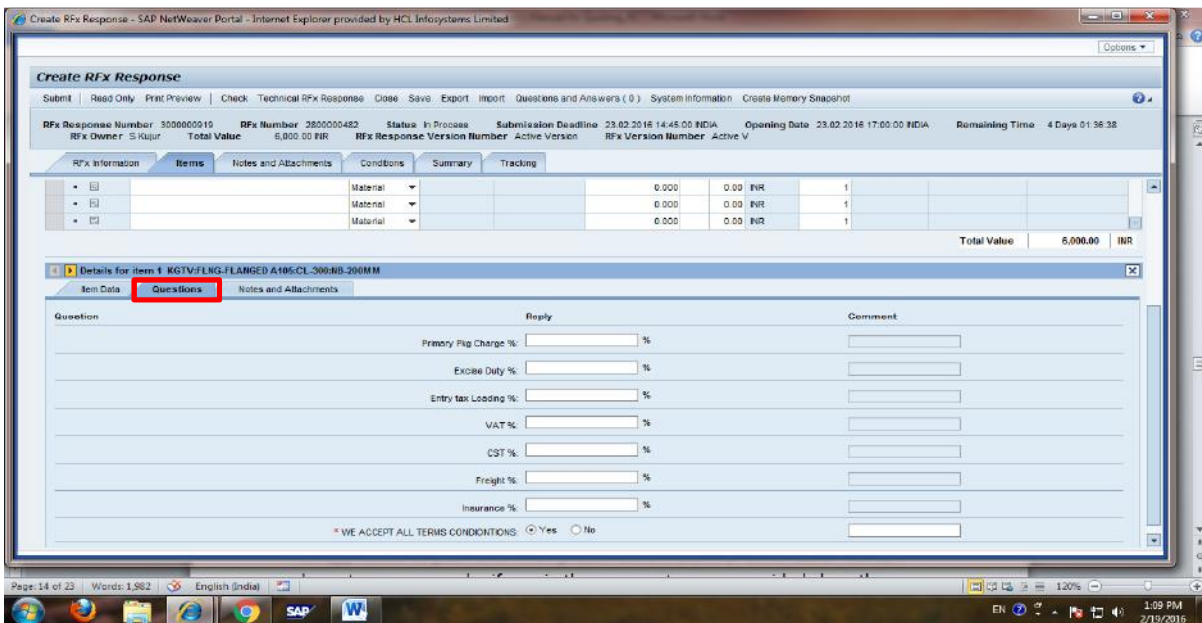


Click on “Details” for each of the items that shall lead you to the “Item data” page for each of the items as shown below and fill in the details like price, delivery period etc.



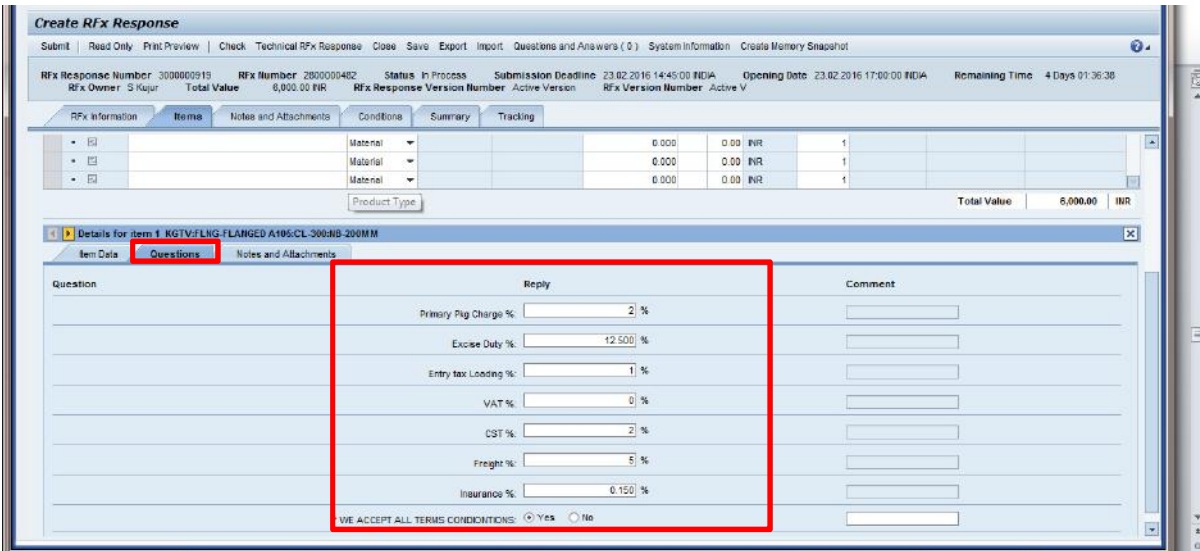
➤ After entering the basic price of all the requisitioned materials/services, the other pricing conditions such as VAT, service tax, premium, discounts etc., have to be entered.

For this purpose, you will have to go the “Questions” page of the respective line item by clicking on the respective “Questions” tab as shown below:

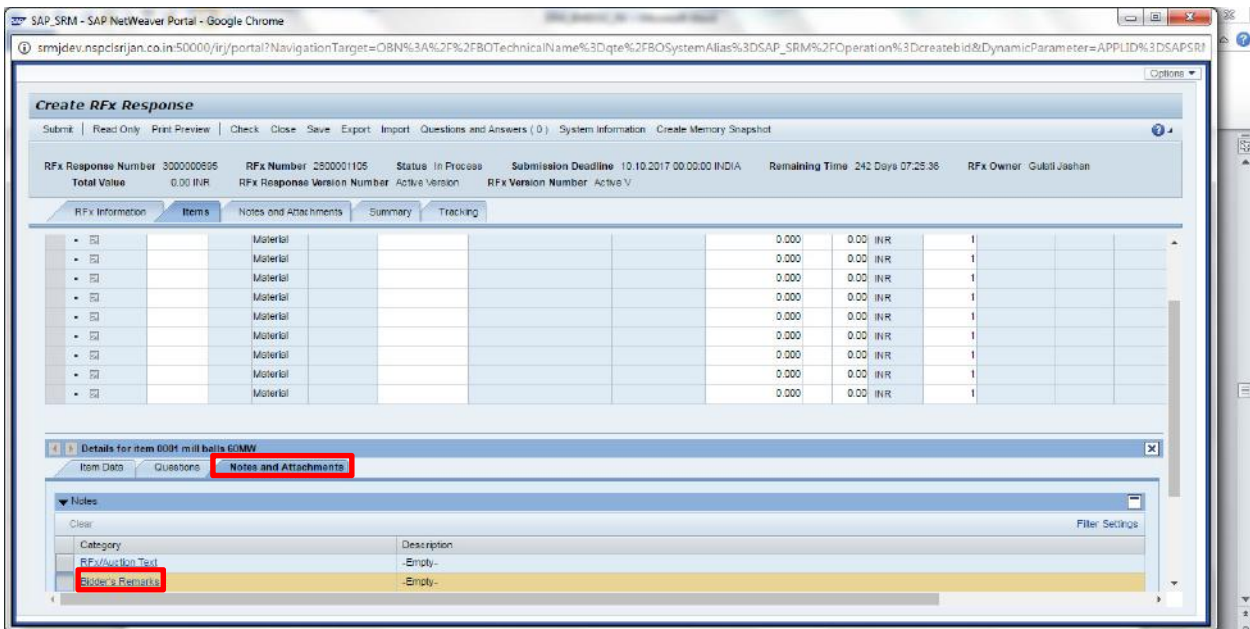




Here on this page you are requested to enter the value of pricing conditions as applicable on your quoted rate/price. If any pricing condition mentioned in the Rfx is not applicable to your offer then please leave it blank or enter zero. You can also enter your remarks, if any, in the comments space provided along the pricing conditions. Pls refer the below screen shot for this purpose:

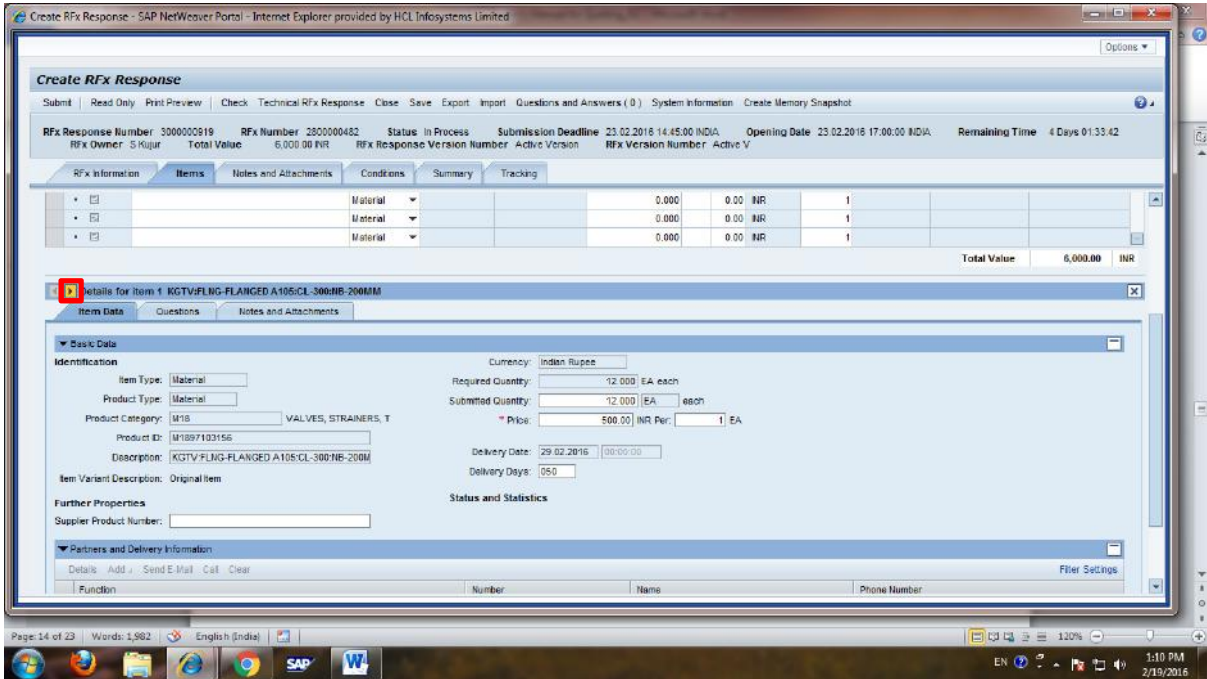


➤ Item specific remarks can be furnished by clicking on Bidder's Remarks tab.

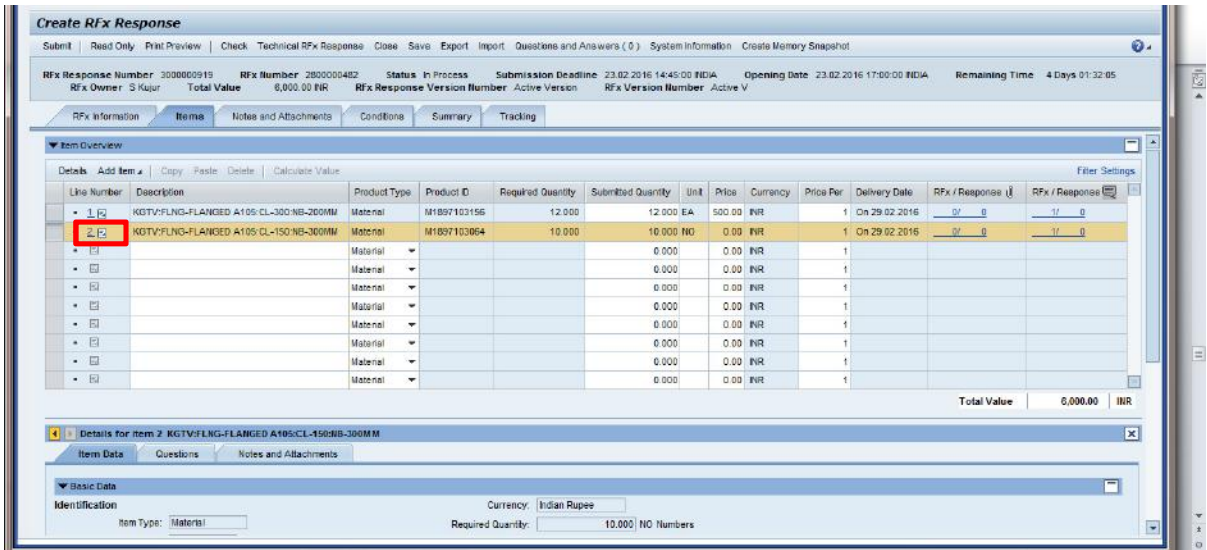


To furnish the details of subsequent items (shown in above screen), you can move to 2<sup>nd</sup> item by clicking on the play button. You don't need to navigate back, after filling up the required fields.





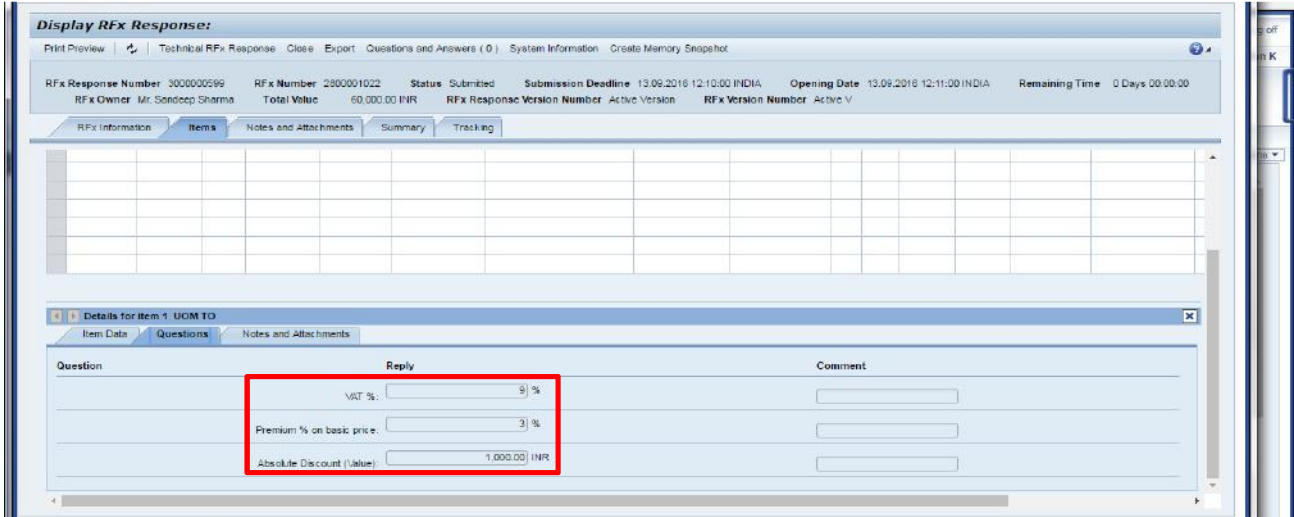
Or alternatively you can select on the second line item (the color of the second line shall change to yellow) and go to its “details” page in order to fill up its “items data” and “questions” page as shown below:



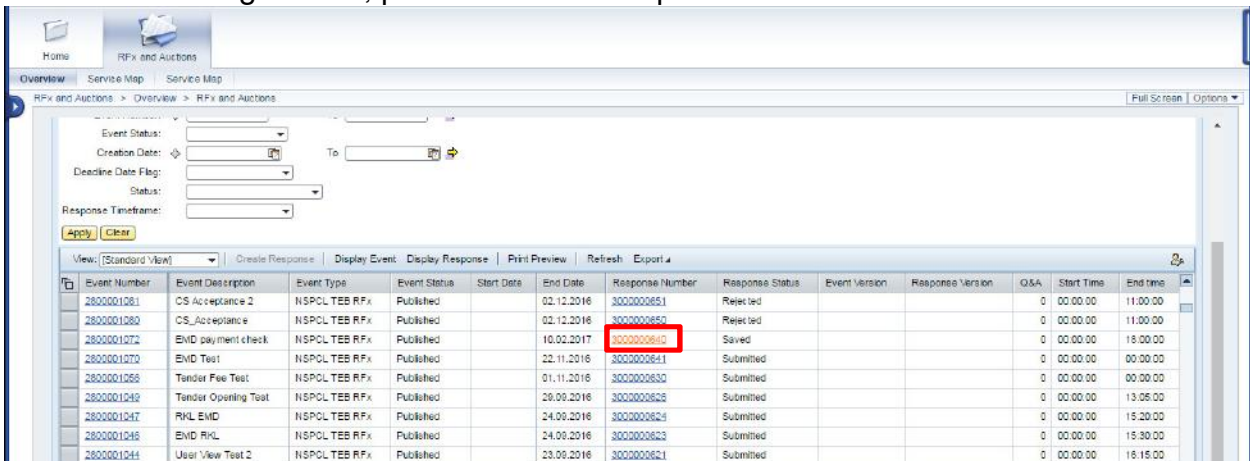
This will take you to a screen where you can enter all the details against the next line item. This step has to be carried out for all the line items of the RFX.

In case the RFX contains any “Scheduled Item” then the total price for this item is auto-fetched and cannot be changed by the bidder. You can, however quote for all other items in this RFX. The details of the items of the Scheduled items shall be displayed in the attachments of the tender.

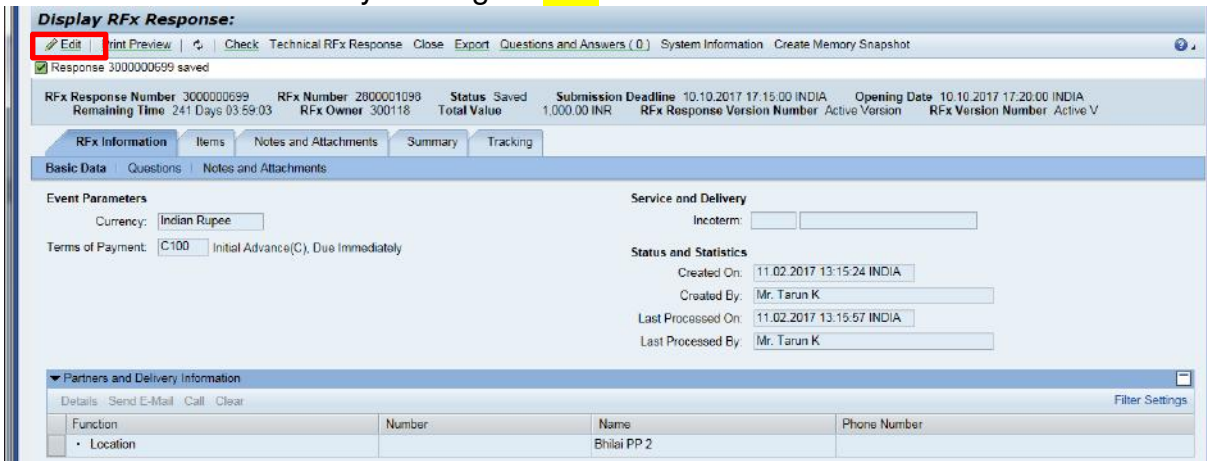
- The Bidders are required to quote for all items except the DSR/scheduled items, In case of DSR/scheduled items; the rate shall be a non-editable field, where no value can be entered. The bidders can only specify the conditions of taxes, discounts, premium etc., under the 'Questions' tab of the RfX as shown below:



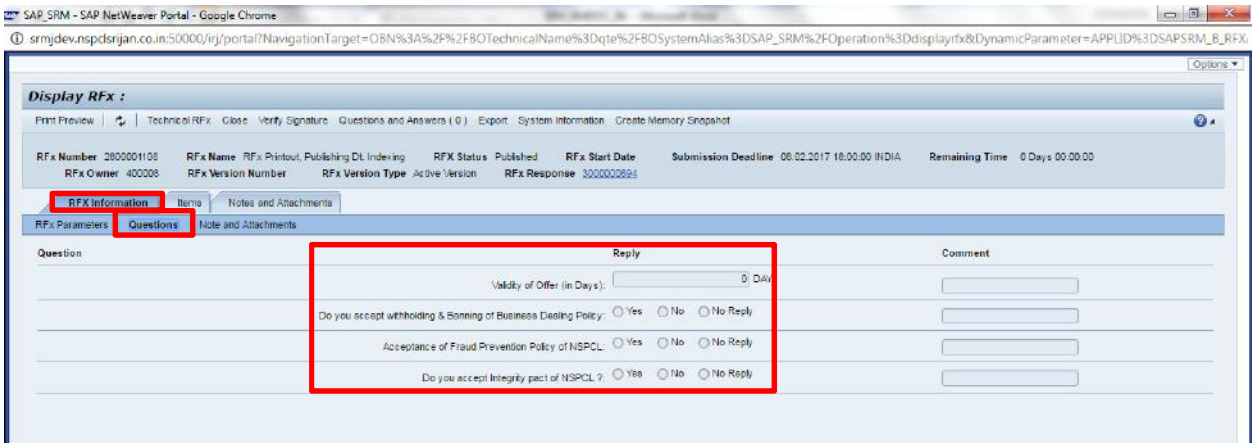
For further editing in offer, please click on Response Number.



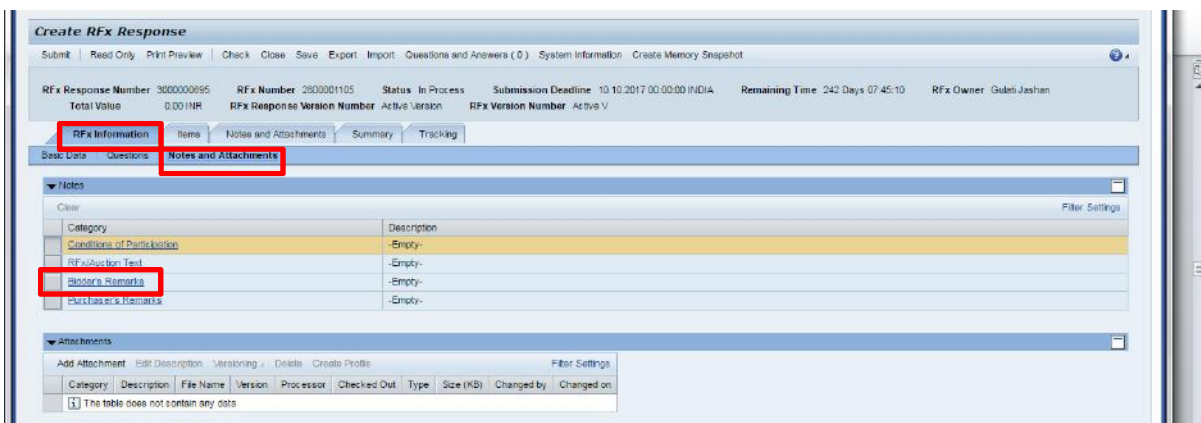
The offer can be edited by clicking on **Edit** tab till submission date & time.



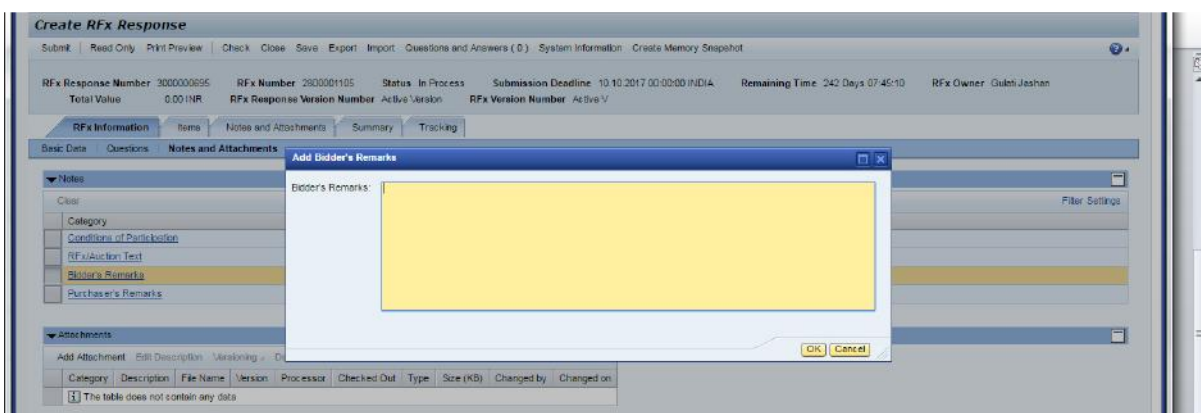
➤ Header level questions, if asked, to be filled as shown in below screen shot.



➤ Further, bidder can write their remarks if desired, in the **Bidder's Remarks** column as shown below:-

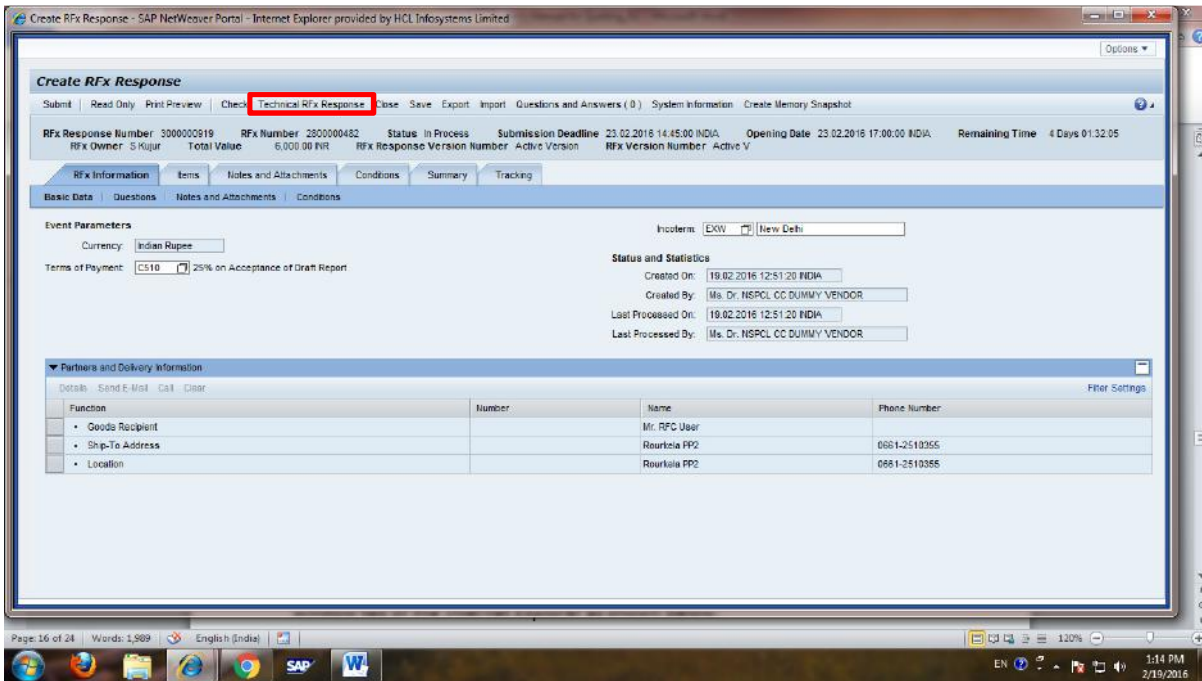


By clicking on Bidder's Remarks tab, a screen will appear to write comment if desired so.

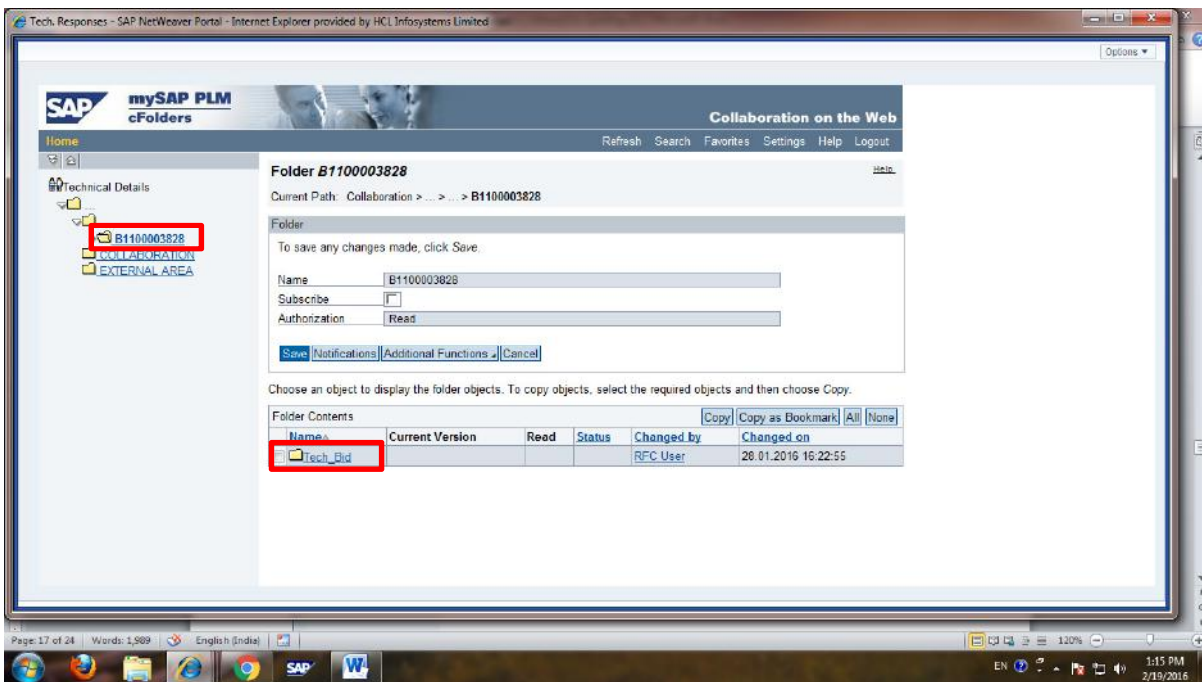




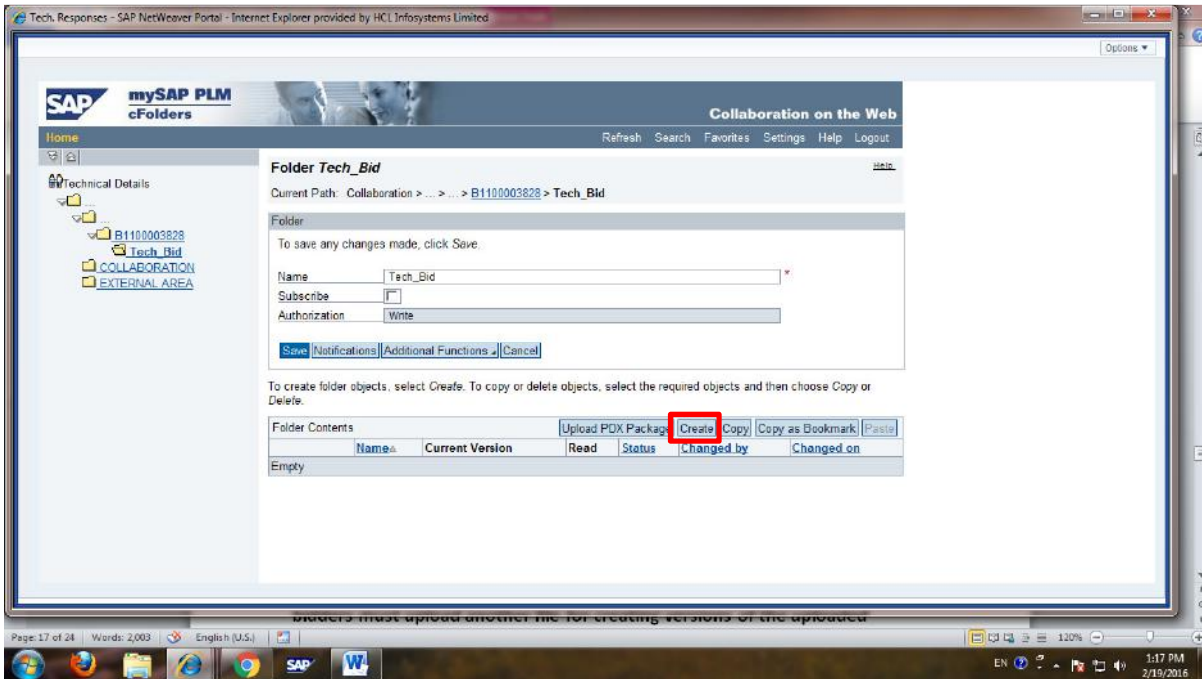
- All the other documents related to the bid such as Technical bid, Commercial Terms & Conditions, drawings etc. can be uploaded in the “Technical RfX response” as shown below:



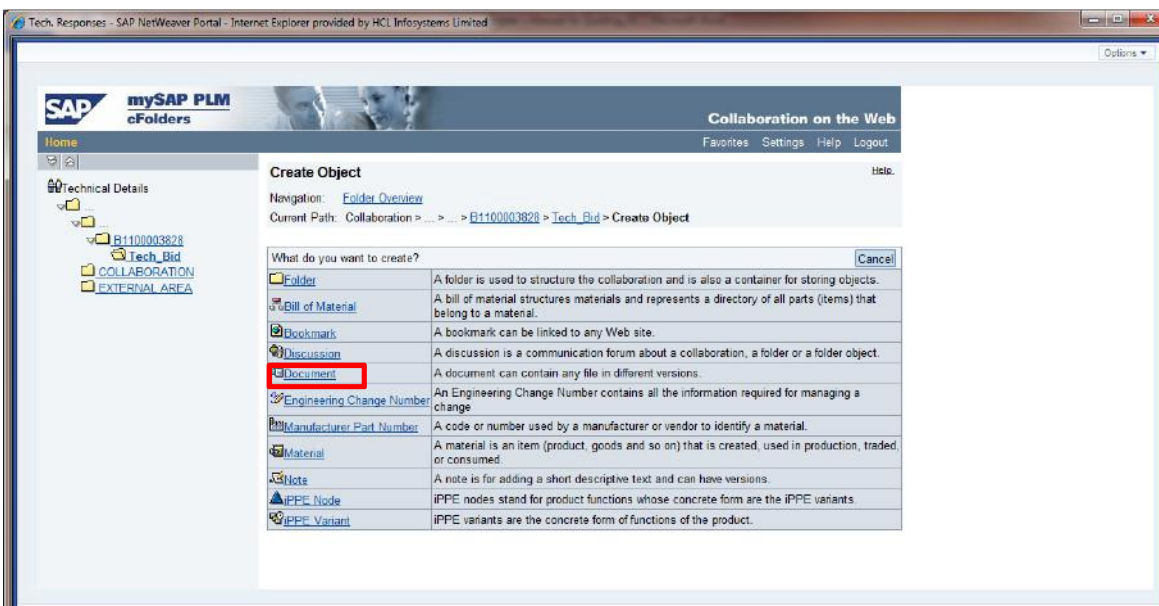
- Upon clicking the “Technical Rfx Response” button C-folder shall open in a new window tab of the Internet Explorer as shown below:



- Here in the C-folder a “Tech bid” is automatically created in your vendor code as shown above. You are requested to click on the “Technical bid” folder in order to upload your bid documents as shown above. A new page will open where you can upload all your relevant documents by clicking on “create” icon.

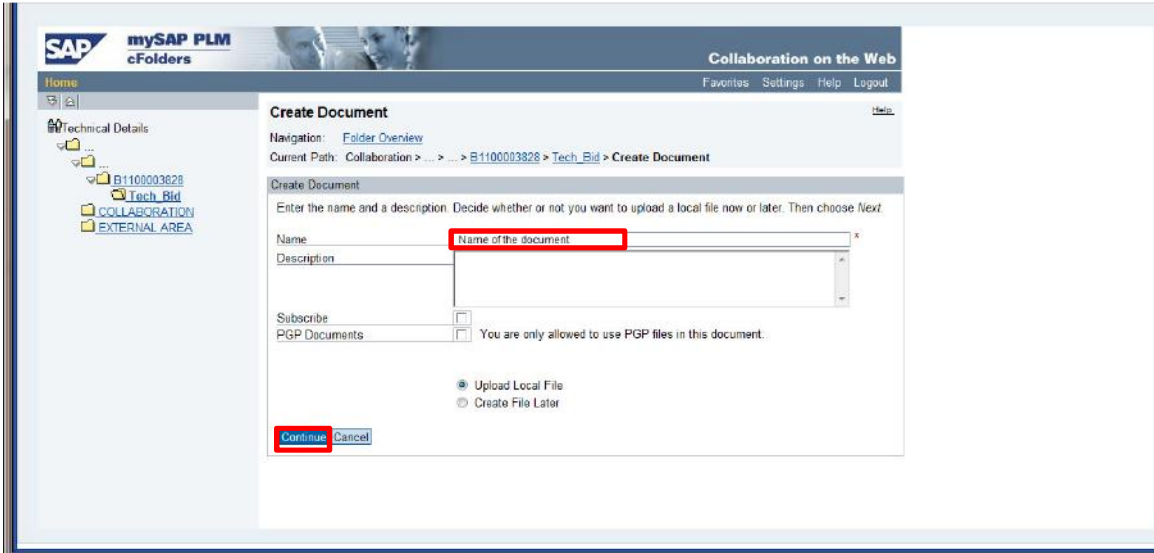


This shall open the next page where you can Upload/Create your respective technical bid into the tech bid folder by choosing the option “Documents” as shown below.

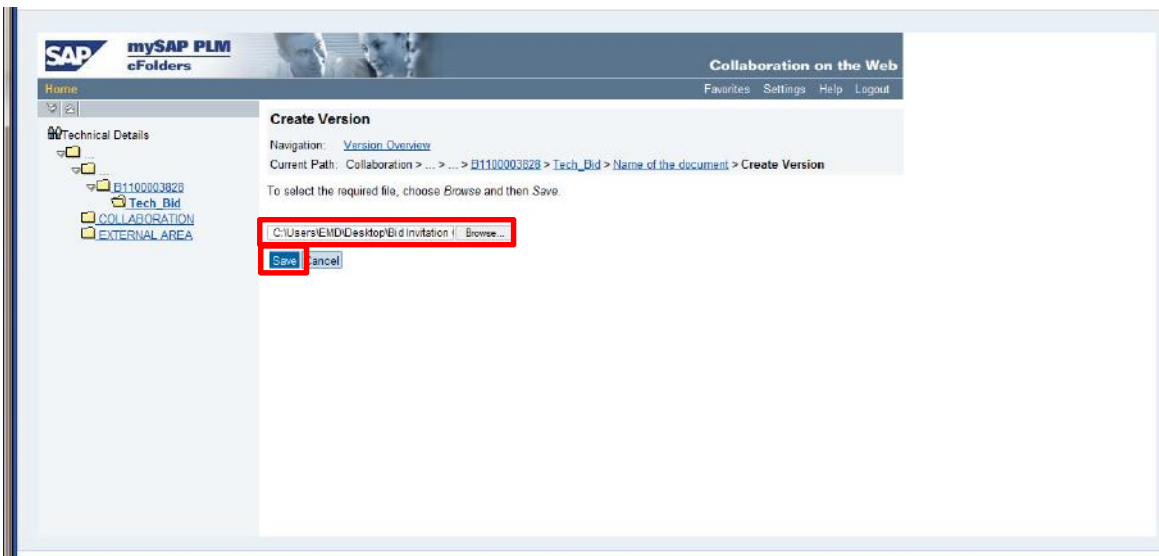




This shall take you to the next page where can upload documents of PDF, Word, JPG etc. formats in the C-folder. Please enter the name of the file and click on continue.

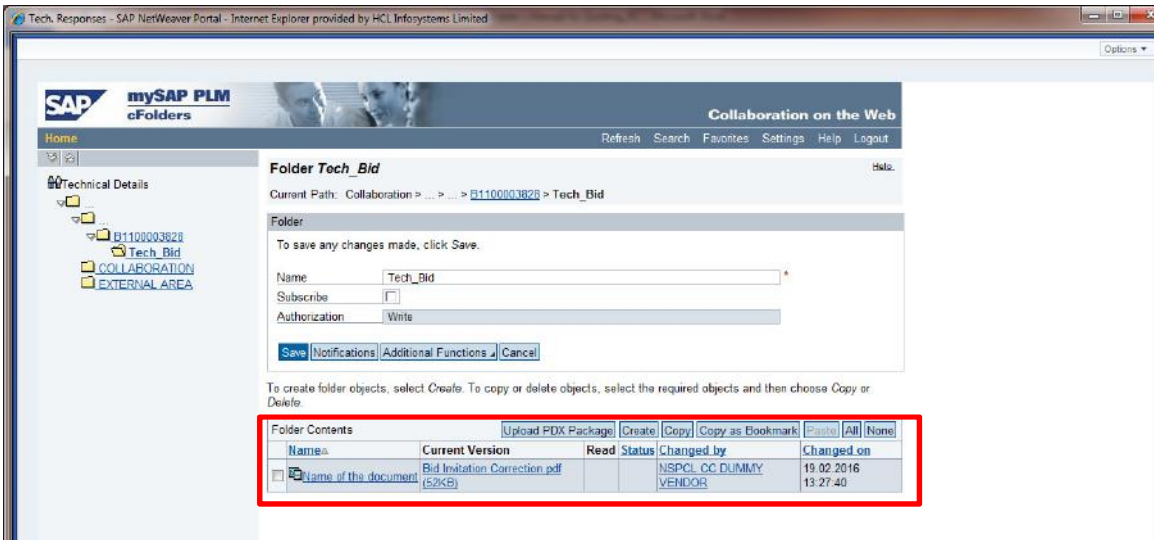


This shall take you to the next page where you can browse and upload the document as shown below:

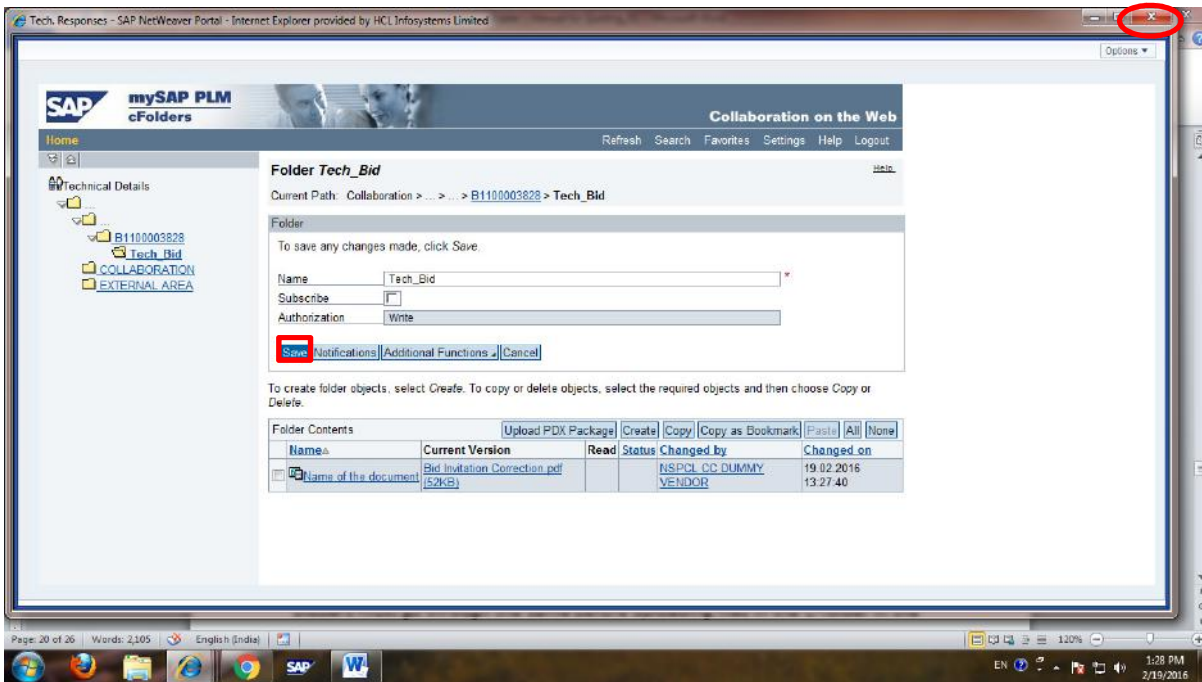


Click on save to after choosing the link of your document.

The “Tech bid” shall be updated with your document as shown below:



Similarly you are requested to upload all the relevant documents in the C-folder. Once you have uploaded the documents in the C-folder and saved it then please close the window tab.

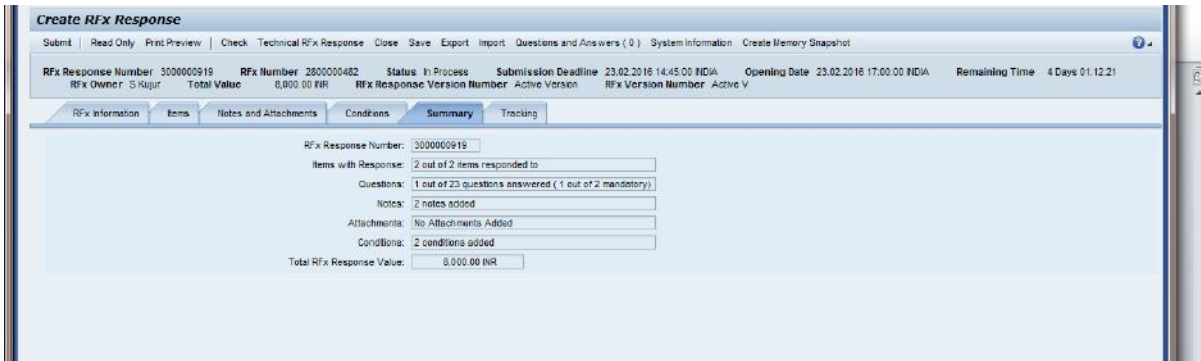


**Important note:**

**The documents once uploaded cannot be deleted or marked inactive, the bidders may upload another file for creating versions of the uploaded document and the same must be clearly mentioned in the file name.**

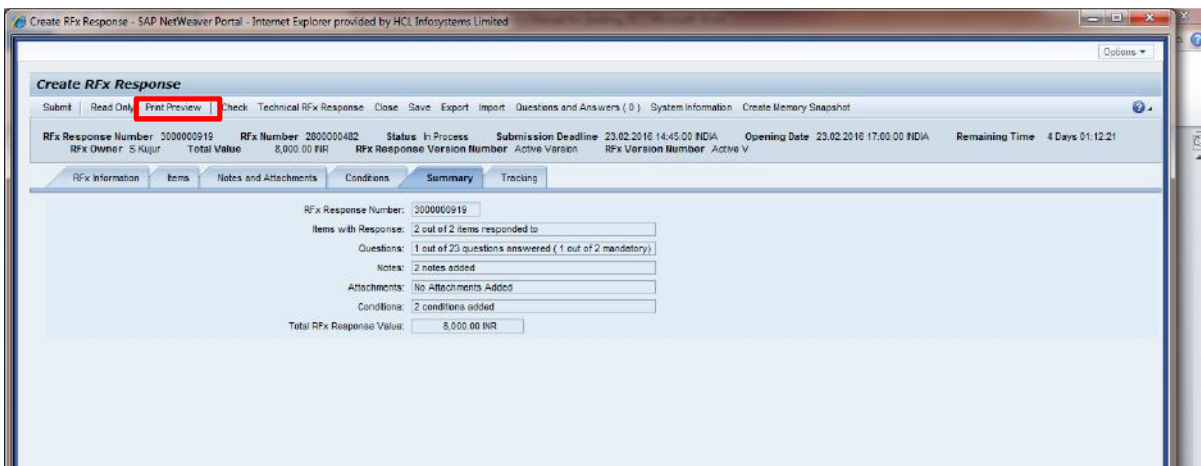
The Bidders are requested to upload the technical documents only in the **Technical Bid Response C-folder** and **not** in the “**Notes and Attachments**” of the RFX section.

You can see the “Summary” of your created bid as shown below:



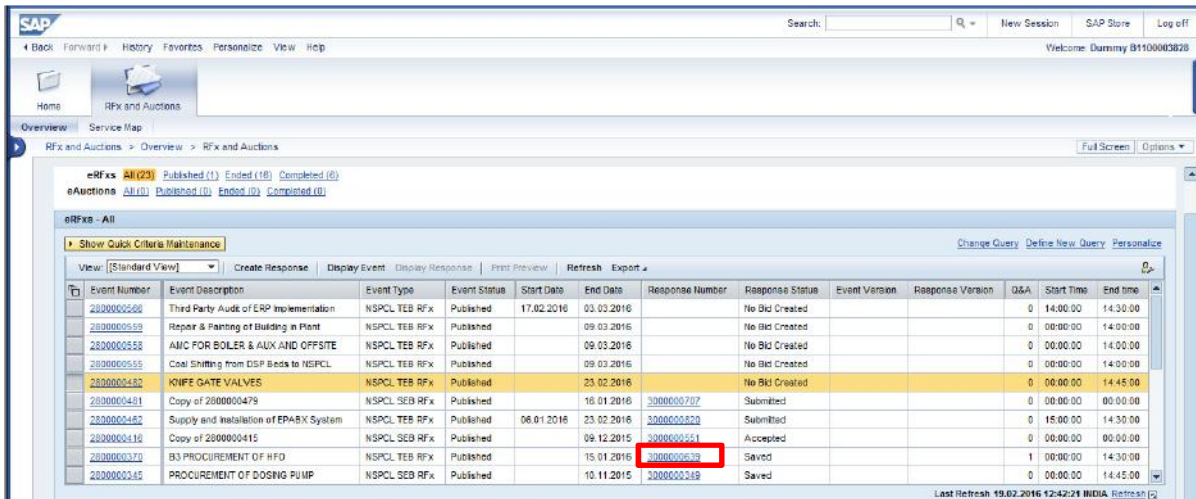
This shows your unique Response Number, number of items for which you have quoted, Questions (taxes and other condition) for which you have answered, and the total value.

**Once, all these steps have been performed, your response is ready to be submitted. You may verify this again by going to the “Print Preview” of your offer, download it, print it and verify it once again.**



### Important Instructions:

The Bidder may also choose to save the bid and submit it at a later point of time. In this case, the bidder, at any point of time while creating the response (Price or Technical), can save his response and further edit & submit it afterwards upon the completion of the response till scheduled time of date of submission.

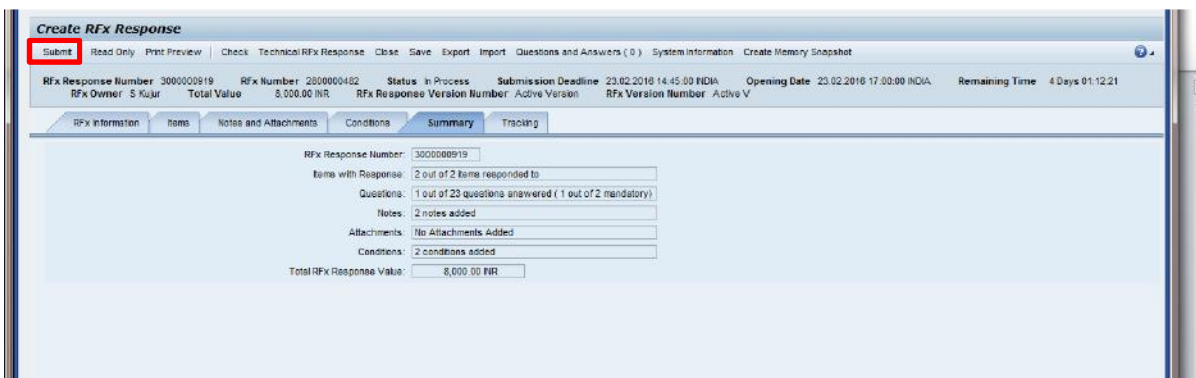


### Submission of Bid/Offer:-

The response can only be submitted with a valid **Digital Signature**. In order to use the digital signature, the following points shall be kept in mind:

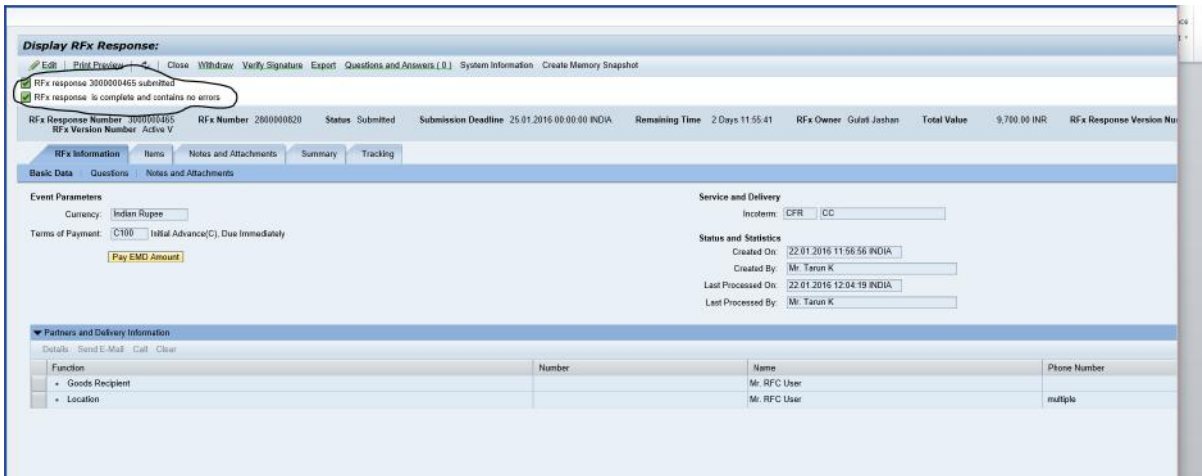
- 1) The Bidder must use Internet explorer version 8 or above.
- 2) The internet explorer must be made to 'Run as Administrator'.
- 3) All the cookies and cache should be cleared prior to using the digital signature.

Once you have verified all the tabs and responses then finally click on **Submit**.

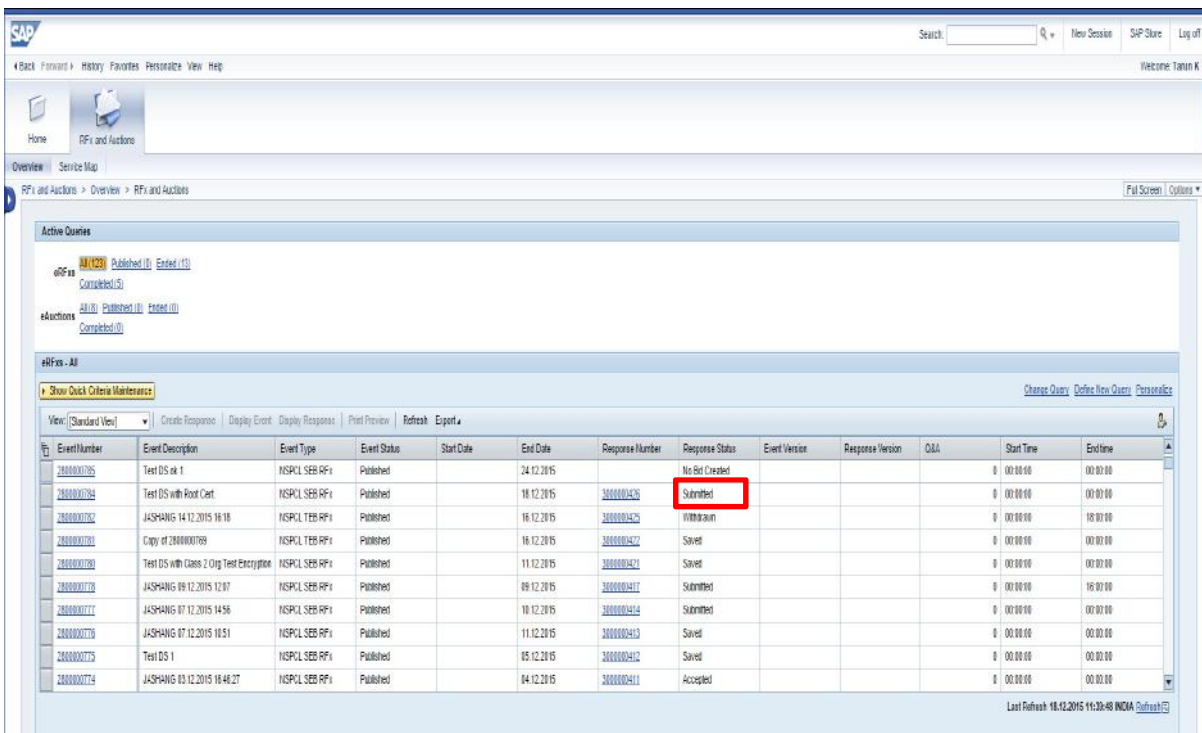








Your offer gets submitted and the status of your bid changes to submit as shown below:



This completes your submission of the response against the tender enquiry.

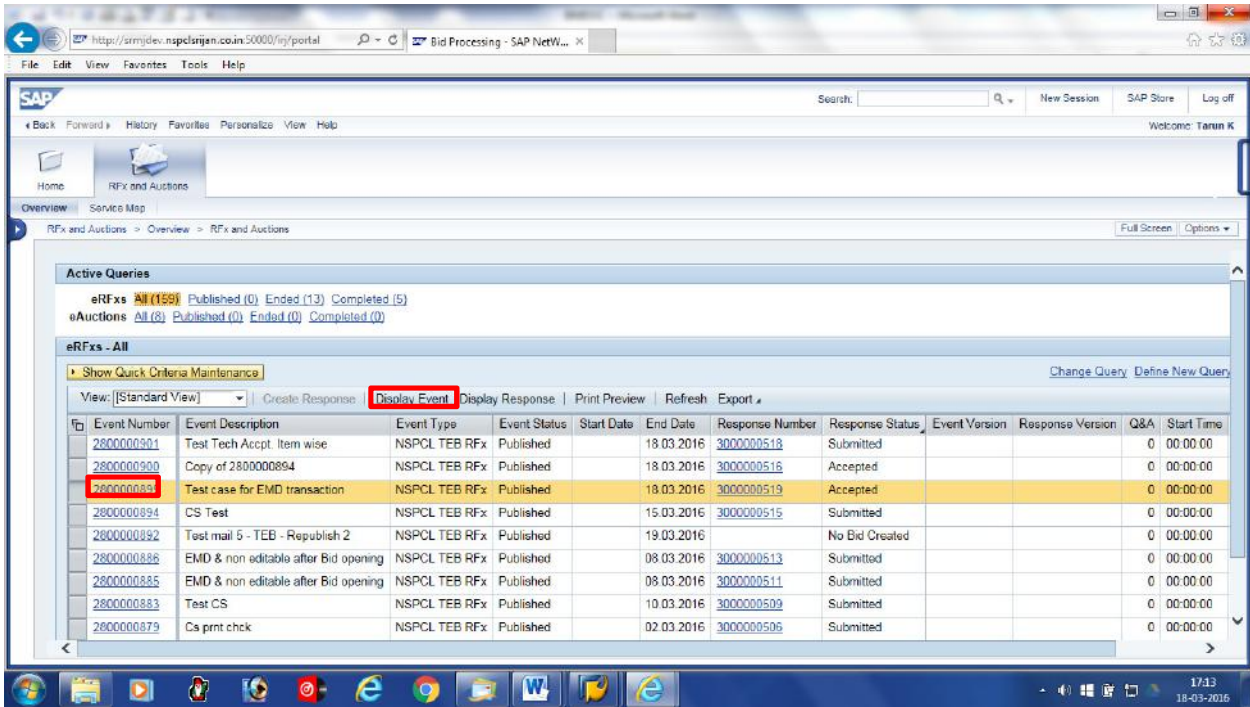
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**IMPORTANT NOTE:**

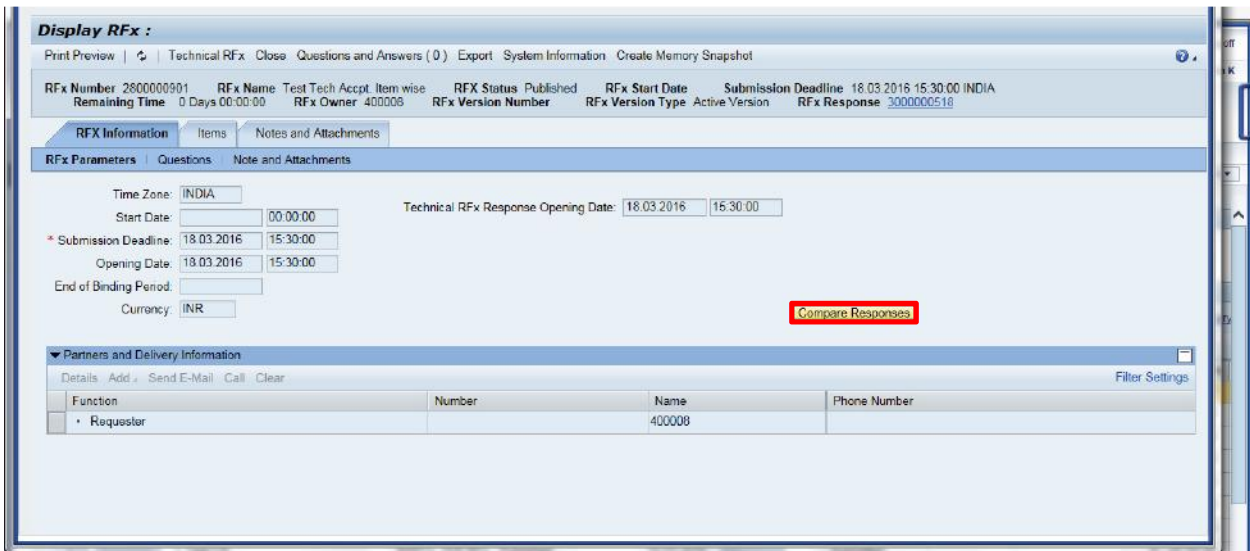
- The Bidders can change their bids and re-submit the same even after their submission till the submission deadline has expired.
- In case, a bidder has submitted his response, and the submission deadline is extended, he may change the bids and resubmit if he wishes.
- The Bidder can may choose to Participate or not participate for any tender enquiry. He can also withdraw his offer once submitted if he wishes to.
- The withdrawn Bid can also be re-submitted before the submission deadline date.
- For detailed configurations required for the use of digital signature you all are requested to refer the document “Configurations of DSC” available on NSPCL website.

## STEPS TO VIEW SUBMITTED RESPONSES AFTER SCHEDULED BID OPENING:-

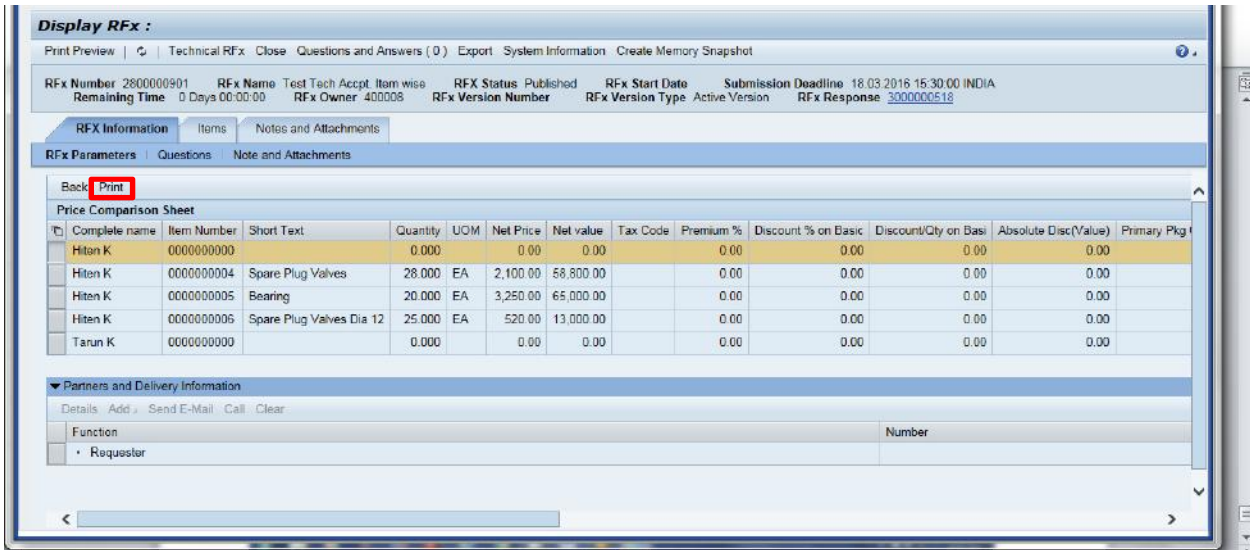
- GO TO MAIN PAGE AND SELECT EVENT NUMBER – CLICK ON DISPLAY EVENT



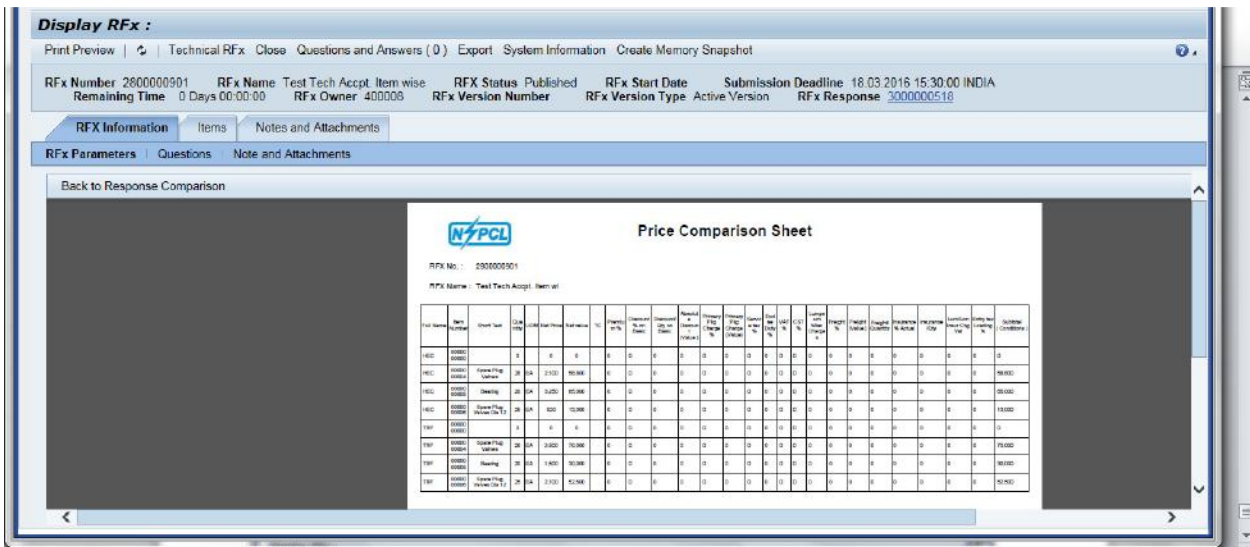
- CLICK ON COMPARE RESPONSE



- THE DETAILS OF ALL THE OFFERS WILL BE DISPLAYED AS SHOWN IN BELOW SCREEN – FURTHER TO TAKE PRINT OR VIEW IN PRINT PREVIEW – SELECT PRINT



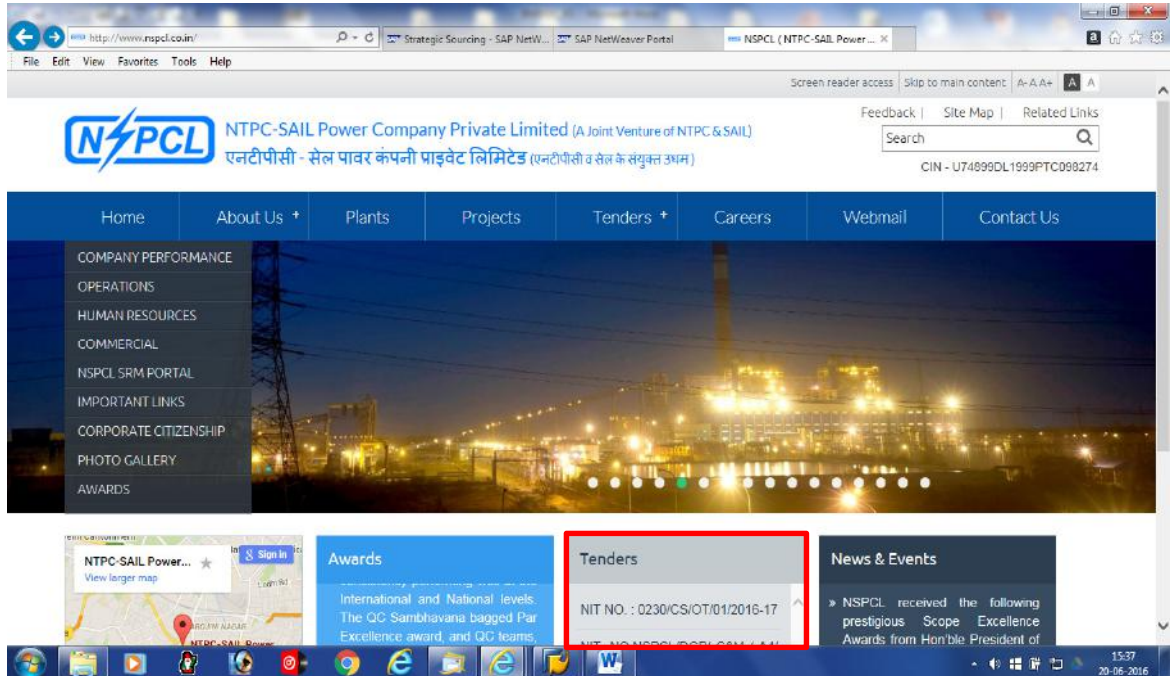
- A PDF PRINTABLE PAGE WILL APEAR AS SHOWN IN BELOW SCREEN -





## TO PARTICIPATE IN NSPCL'S OPEN TENDERS VENDOR CAN REGISTER THEMSELVES WITH FOLLOWING STEPS:-

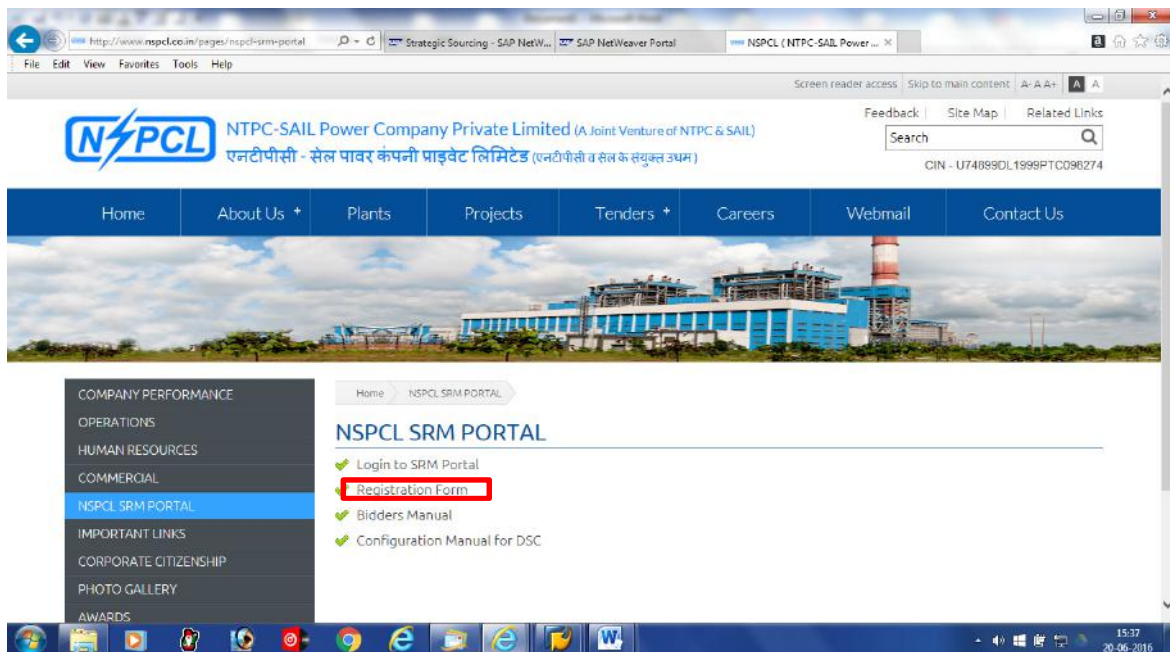
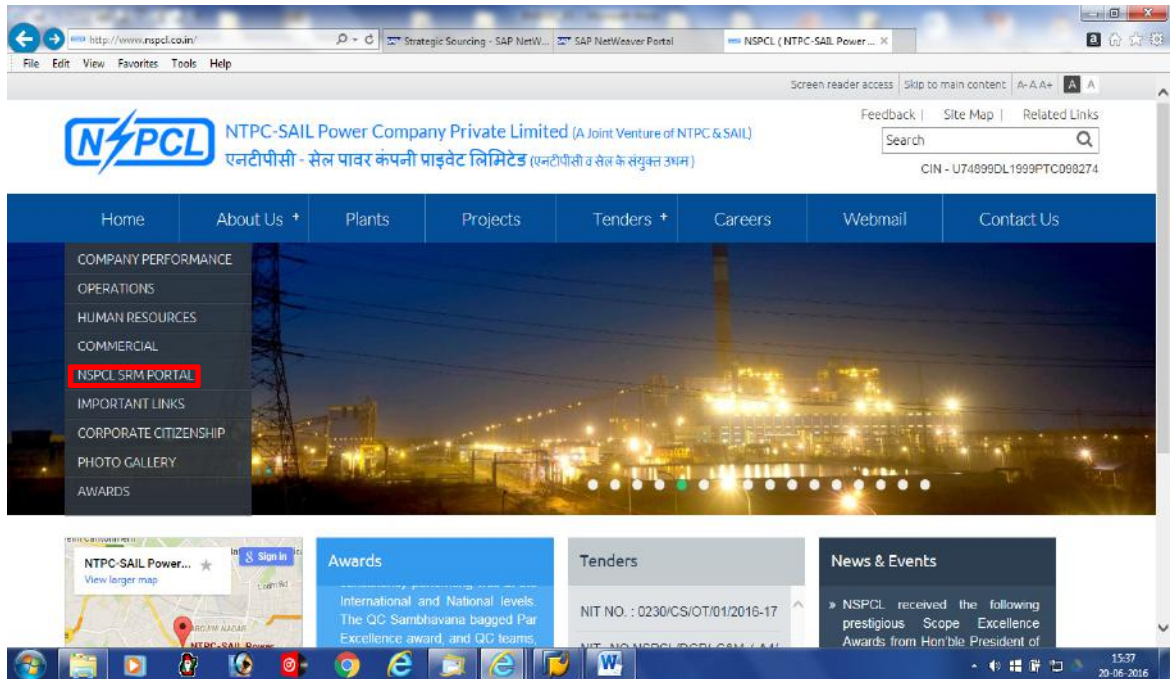
- Visit our official website: <http://www.nspcl.co.in/>



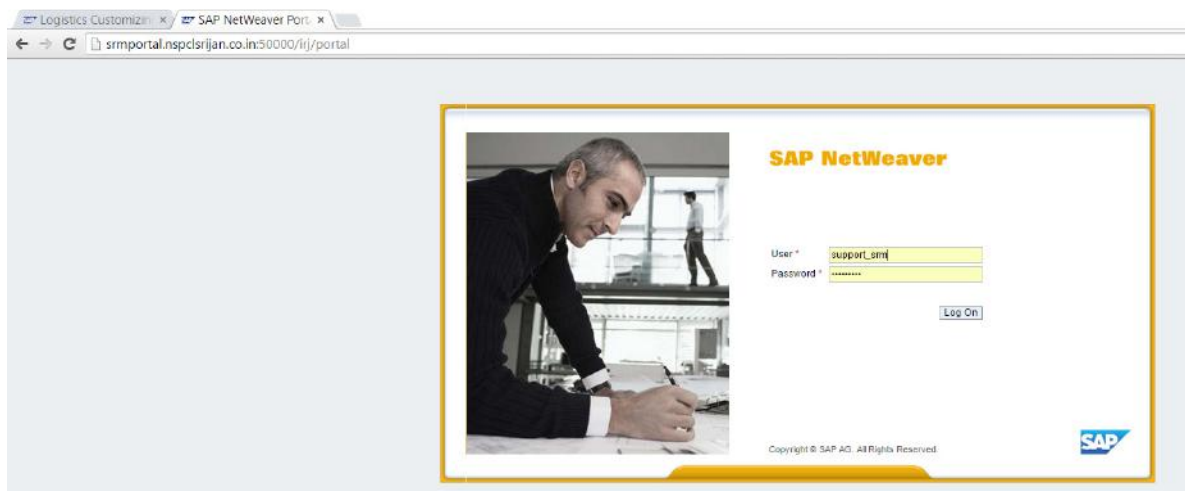
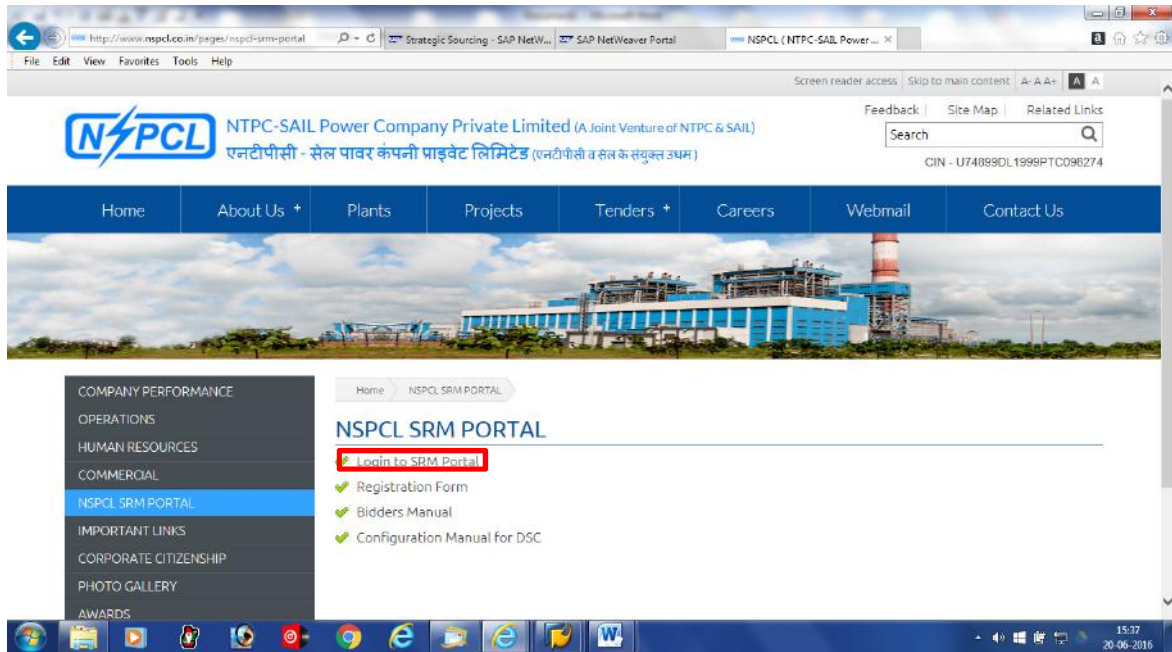
All the published open tenders can be viewed.

Vendors who have valid login id & password, can register themselves for Public Rfx directly in SRM portal.

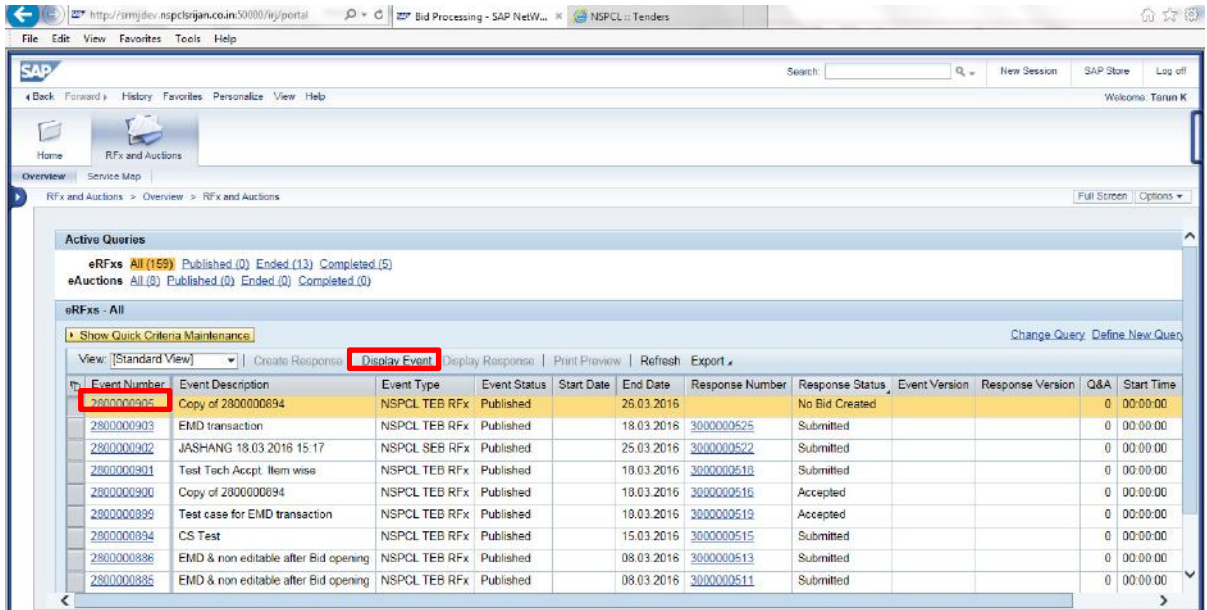
New Vendor has to obtain login id & password from NSPCL. It will be issued on submission of registration form duly filled available in our SRM page in respective office or concerned person of NSPCL. The registration form can be downloaded from NSPCL SRM Portal (Details at page 2 & 3).



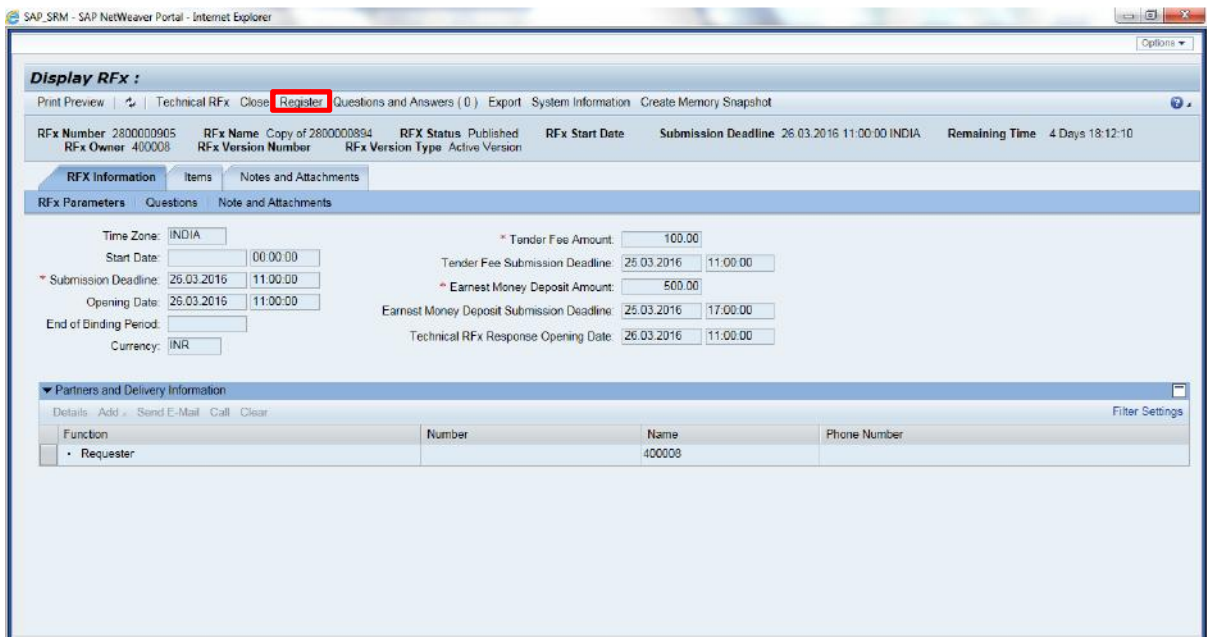
After obtaining Login id & Password, vendor has to login in NSPCL SRM Portal as furnished below:-







Select the desired Event Number and click on Display Event.



Click on Register & you will get registered for desired Open Tender.

View of Open Tender RFX will be restricted to RFX information only for registered vendors. The complete RFX document can be viewed/download after completion of following steps:-

- Registration for Public RFX (Open Tender)
- Submission of Required Tender Fee
- Confirmation of receipt of Tender Fee from NSPCL

After completion of above steps, access to view complete tender document will be available and further offer/response can be created/submitted.