User Manual fQL Application

For

Bidder / Supplier

Prepared by:
e-Procurement Technologies Limited (ETL)
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<td>10</td>
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<td>29</td>
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1. PRE REQUISITE TO E-TENDERING

a) An Internet connection with minimum 1 Mbps speed
c) Supported Browsers : Internet explorer - 6.0 or Higher/ Mozilla Firefox 13.0 or Higher / Google Chrome
d) System Access with Administrator Rights
e) Digital Certificate: To participate in an e-Tender, you need to have a valid Digital Certificate from certifying authority of India as per the IT Act, 2000.

Valid Digital Certificate must be installed in a computer system from where you want to login on website. Perform the below steps to confirm whether valid digital certificate is available on your computer system or not:

Steps:

• Open Internet Explorer.
• Select Tools menu from menu bar. OR (Press Alt + T on your keyboard)
• Click on Internet Options Content Certificate button.
• You should view your digital certificate in this window as shown in the below screenshot:
Screen shot: Digital Certificate

- Select your certificate and click on **View** button to view certificate details.
- In certificate window, you can view general details, certification path and other details as shown in the below given screen shots:
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- If you have a digital certificate in e-Token then make sure that e-Token Driver is installed in computer system before accessing an e-Token.
- You can check whether e-Token driver is installed in your computer system or not, perform below mentioned steps:
  
  **Start Menu ^ Programs ^ e-Token ^ e-Token Properties**

- If you don't have an e-Token driver installed your computer system, you can acquire the same from the vendor from whom you have procured an e-Token device.
- If you have a digital certificate stored on an e-Token then please insert e-Token in USB port of the computer system to logon to the website.

2. **BROWSER CONFIGURATION**

1. In case of Mozilla Firefox / Google chrome, browser itself check its compatibility, if it's not compatible with the web application then please refer the instructions as per the instruction pop up while opening the website. In case, if you are opening a website in Internet Explorer, Pl refer the instructions as mentioned below:

2. Download & Install "**Intermediary Certificate**" available under, Download Section on e-Tendering website.  

<table>
<thead>
<tr>
<th>Downloads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediary Certificate</td>
</tr>
<tr>
<td>WinZip</td>
</tr>
<tr>
<td>PDF Reader</td>
</tr>
<tr>
<td>Digital Certificate</td>
</tr>
<tr>
<td>Signer</td>
</tr>
<tr>
<td>eToken Driver</td>
</tr>
</tbody>
</table>
3. In case of Digital Certificate based Login, user need to download & install "Signer" file available under Download Section on e-Tendering website.

4. Please add website in to Trusted Zone.
   (Open Internet Explorer ^Go to Tools Menu -> Internet Options^ Security^ Trusted Sites - > Sites - > Add the URL. (https://*.abcprocure.com & http://*.abcprocure.com )
   **Steps as mentioned below:**
Step -1 (Open Internet Explorer and Press Alt + T on your keyboard)

Step - 2

Step - 3

Step - 4

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5. Please enable ActiveX Controls & Plug-ins in Internet Explorer Browser. (Open Internet Explorer -> Go to Tools Menu -> Internet Options -> Security ^ Custom Level) -

**Steps as mentioned below:**

6. Select "Medium Default" options from given drop down box and then System will prompted a messages "Are you sure you want to change settings for this zone" pl. click on "Ok" button and then finally click on "Ok".

**Step -1** (Open Internet Explorer and Press Alt + T on your keyboard)  
**Step -2**

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Step - 3

Security Settings - Internet Zone

- ActiveX controls and plugins
  - Enable
  - Allow previously undiscovered ActiveX controls to run without prompt
  - Enable

- AutoComplete for forms
  - Enable

- Save session state
  - Enable

- MIME and script behavior
  - Subclass extension associations

*Take effect after you restart Internet Explorer

Step - 4

Security Settings - Internet Zone

- Download signed ActiveX controls (not secure)
  - Enable (not secure)

- Download unsigned ActiveX controls (not secure)
  - Enable (recommended)

- Enable (not secure)

- Prompt for script ActiveX controls to run as safe for scripting
  - Enable

- Specify script Activex controls run as safe for scripting
  - Enable

*Take effect after you restart Internet Explorer

**WARNING!** Are you sure you want to change the settings for this zone?

[Yes] [No]

7. In case if you find any pop like "this website wants to install this add-on CAPICOM 2.1.0.0,..." then do the **Right click and install the same**. (As per below screen)

```plaintext
[IV] Th i 5 web site wants to install the following add-on; 'CAPICOM ZL.0.1' from 'Micro soft Corp Pl at o p'.
Instaff This Add-on for All Users on This Computer,.
```
3. HOME PAGE

For the e Tendering purpose, you can visit the website where you can find the e-tenders floated by Department.

![Image of the website interface]

4. NEW BIDDER REGISTRATION

To participate for the E-Tendering of any Department, Bidder has to do the New Bidder registration, for this please follow below steps. This is only one time activity. **Once the bidder registers himself, he / she need to send Login-Id to abcprocure’s mail id for an approval of it. AbcProcure will approve Login-Id and after that He / She can login into the website.**

a) Open - Internet explorer 6.0 or above
b) Mention the URL of the Department (i.e. https://etender.abcprocure.com)
c) On the Homepage - click on “New Bidder Registration” just below the Login ID & Password.
d) A Registration form will be appeared, fill up the same as required, Like Login ID, Password, company details, Item categories etc.
e) Please inform ETL (abcProcure - Help Desk) for Approval of Login-ID.
f) After approval, Enter Login-Id & Password to Log in into the website.
g) Digital Certificate is mandatory while logging into the website.
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5. USER LOGIN

Bidder needs to enter the Login ID & Password and click on "Login" button as per the below screen, after this bidder has to select his Digital certificate and click on login.

[Image: Login screen]

[Image: Certificate selection screen]
6. BIDDER DASHBOARD

After login the below home page will come, where bidder has to click on **Tender** to search the tenders, if the Tenders are limited then needs to click on **Limited Tender**.

![Bidder Dashboard Image]

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A) DOWNLOAD DOCUMENT

After that bidder will get the tender details like Tender No., Department Name, Tender NIT, Due date & opening date etc. as per the below screen.

To participate bidder has to click on quick link icon in the Dashboard tab, and to download the Tender document has to click on download icon.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Tender Id</th>
<th>Tender No.</th>
<th>Department/Unit</th>
<th>Tender Description</th>
<th>Estimated Value</th>
<th>Due Date</th>
<th>Opening Date</th>
<th>Corri.</th>
<th>Dashboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2862</td>
<td>Test Tender Publish Sanjay</td>
<td>ETL</td>
<td>Test Tender Publish Sanjay</td>
<td></td>
<td>29/05/2010 18:08</td>
<td>31/05/2010 07:08</td>
<td>0</td>
<td>□ S</td>
</tr>
</tbody>
</table>

To download the Tender documents Bidder needs to click on download icon as per the below screen.

B) BIDDING DASHBOARD FOR PARTICIPATION.

For participation in e-Tender bidder needs to click on the quick link icon.
After clicking on the quick link icon the bidding dashboard page will appear as per the below screen.

<table>
<thead>
<tr>
<th>Declaration</th>
<th>Prepare Bid</th>
<th>Final Submission</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>BIDDING DASHBOARD</td>
</tr>
</tbody>
</table>

7. DECLARATION (DOCUMENT READ CONFIRMATION)

Here Bidder needs to click on the Declaration tab, and has to confirm his participation by clicking on "I Agree" button as per the below screen.

8. PREPARE BID

A) ADD

You are requested to refer file "Instructions for Online Payment" for Online Payment Activity which is available on homepage of e-tender portal.

After that Prepare Bid tab will appear automatically, where you'll find the online bidding forms like "Technical forms, Price Schedule etc", and then needs to click on Add link to fill up the form.
Bidder has to fill up the details as required. After that needs to click on **Sign button**. The message will come “**Data Signed successfully**”. And Save.
In case of **Price Bid / Commercial Offer** bidder will get another option after Sign, "**Encrypt Data**" to encrypt the data.

### Technical Bid

<table>
<thead>
<tr>
<th>Schedule Name</th>
<th>Actions</th>
<th>Reference Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Technical Bid</td>
<td>Edt - TDel - TView</td>
<td>Map</td>
</tr>
<tr>
<td>FORM - I : General Information</td>
<td>Edt - TDel - TView</td>
<td>Map</td>
</tr>
</tbody>
</table>

### Price Bid

<table>
<thead>
<tr>
<th>Schedule Name</th>
<th>Actions</th>
<th>Reference Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule - I : A</td>
<td>Edt - TDel - TView</td>
<td>Map</td>
</tr>
</tbody>
</table>

---

**Declaration**

**Price Bid** -> **ADD** -> Fill up the details^ Sign -> Encrypt Data -> Save
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B) EDIT

If Bidder needs edit the data then needs to click on "Edit" Link, then the online bidding form will appear where bidder has to follow the below steps.

- Click on "Decrypt" to decrypt the data.
- Click on "verify" to verify the same.
- Then edit your data and then click on Sign, Encrypt, and update to save the bidding form.

C) MAP / UPLOAD SUPPORTING DOCUMENT

If bidder needs to upload any reference document then needs to click on "Map" link below the Reference Document(s), then the needs to browse the file & fill the Description and click on upload. Please refer the below screens. **Please ensure that you follow all the other instructions mentioned on the upload document page as shown in the below given screen shots.**

<table>
<thead>
<tr>
<th>Declaration</th>
<th>Prepare Bid</th>
<th>Final Submission</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Technical Bid</em></td>
<td>Actions</td>
<td>Reference Document(s)</td>
<td></td>
</tr>
<tr>
<td>Schedule Name</td>
<td>[Edit] · [Delete] · [View]</td>
<td>Map</td>
<td></td>
</tr>
<tr>
<td>Letter of Technical Bid *</td>
<td></td>
<td>Map</td>
<td></td>
</tr>
<tr>
<td>FORM - 1 : General Information *</td>
<td></td>
<td>Map</td>
<td></td>
</tr>
</tbody>
</table>

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### Technical Bid

<table>
<thead>
<tr>
<th>Schedule Name</th>
<th>Action</th>
<th>File Name</th>
<th>Description</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION V *</td>
<td>Add</td>
<td>Testing 2.xlsx</td>
<td>Testing 2</td>
<td></td>
</tr>
<tr>
<td>Pressure - B *</td>
<td>Add</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Tender Detail

- **Tender Id:** 7543  
- **Tender No:** DEMO - TFARMMP/S/GTJ/107/2011-12  
- **Due date & time:** 05/11/2012 16:00  
- **Opening date & time:** 05/11/2011 16:01

**Brief:** Tender Notice  
[Download Document](#)
D) **FINAL ENCRYPT**

Bidder needs click on "**Final Encrypt**" link to do the final encryption.

Here bidder has to decrypt the data for that needs to click on "**Decrypt Data**" button and then needs to click on "**Encrypt & Save**" to save the same.
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9. FINAL SUBMISSION

A) FINAL SUBMISSION

After confirming the same bidder needs to click on Final submission tab and then again click on "Final Submission" to the final submission.
B) RECEIPT

Bidder has to click on "Receipt" to get the acknowledgement of the final submission. As per the below screen.

<table>
<thead>
<tr>
<th>Envelope Name</th>
<th>Form Name</th>
<th>Mandatory / Optional</th>
<th>Submitted</th>
<th>Attached Document List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Bid</td>
<td>FORM - I - General Information</td>
<td>Optional</td>
<td>Yes</td>
<td>Requirement Format.xls</td>
</tr>
<tr>
<td></td>
<td>Letter of Technical Bid</td>
<td>Optional</td>
<td>Yes</td>
<td>Requirement Format.xls</td>
</tr>
<tr>
<td>Price Bid</td>
<td>Schedule - I - A</td>
<td>Mandatory</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

10. CONTACT INFORMATION

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E-mail: Support@abcProcure.com | Website: www.abcprocure.com

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Appendix - Do's & Don'ts

• Remember your User ID & Password to access the website.
• Don't share your User ID, Password & Digital Certificate with anyone.
• Use e-Token for storage of digital certificate.
• If you have installed a Digital Certificate in someone else computer system, then don't forget to remove your Digital Certificate from the system.
• Change your password after every month.
• Password should comprise of alphanumeric & special characters and should be preferably more than 8 characters. (i.e. password@489)