



Bidder Manual For e-Tender

Prepared by:

e-Procurement Technologies Ltd.

ISO 9001:2015, ISO 27001:2013 & CMMI Level-5
Certified Company

B-705, Wall Street - II, Opp. Orient Club, Ellisbridge,
Ahmedabad – 380006, State Gujarat, India

*Notified by: Gartner for Strategic Sourcing Application
Suites.*

Preface

This information provide guidance and instructions for using Tender application on <https://eauction.auctiontiger.net>

This preface contains information about the following topics:

- who should use this document?
- Definitions
- contact technical support team

1.1 who should use this document?

This guidance assumes that you are familiar with the following topics:

- Tender process.
- General understanding of computer terms.
- Usage of web browser.

Getting started

- We assume that you have obtained a valid digital certificate and you have the basic knowledge of operating web browser and computer system. If you don't have a valid digital certificate, please contact our support team members on contact no. Mentioned above.

2.1.1 minimum system requirements:

Internet Connection : minimum 256 kbps speed

Operating System : Windows XP(32-Bit) Service Pack -3/ Vista / Windows 7 or above

Supported Browsers : Internet explorer 9.0 or above/Mozilla Firefox 13.0 or above/Google Chrome 20.0 or above

System Access with Administrator Rights

Digital Certificate: To participate in e-tender, you need to have a valid Digital Certificate from certifying authority of India as per the IT Act, 2000. Valid Digital Certificate (DC) must be installed in a computer system from where you want to access the website

Please add website in to Trusted Zone (Mandatory) : (i.e. Open Internet Explorer -Go to Tools Menu- Internet Options - Security - Trusted Sites-- Sites Add the URL

System Setting and Digital Certificate

To perform any online tender related activity on <https://eauction.auctiontiger.net> Bidder must have a valid digital certificate as per India 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**.

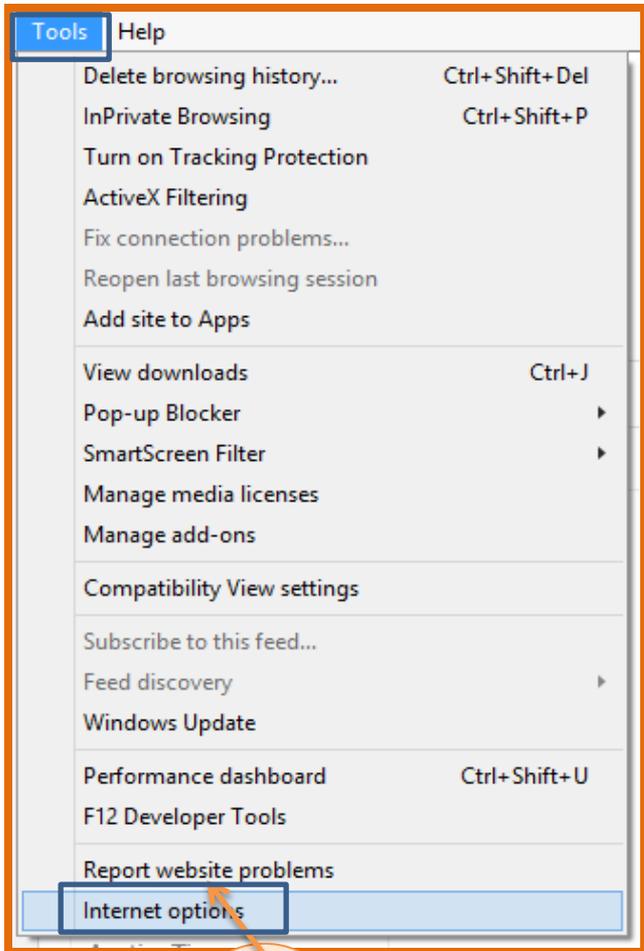
Select **Tools** menu from menu bar. (**Alt+t**)

Click on Internet Options ->**Content**->**Certificate** button.

Bidder should view their digital certificate in this window as shown in the below screen shot:

1

Following the Steps for System Setting



2

1. Open **Internet Explorer** & Select **Tools** menu from menu bar

2. **Internet Options**

3

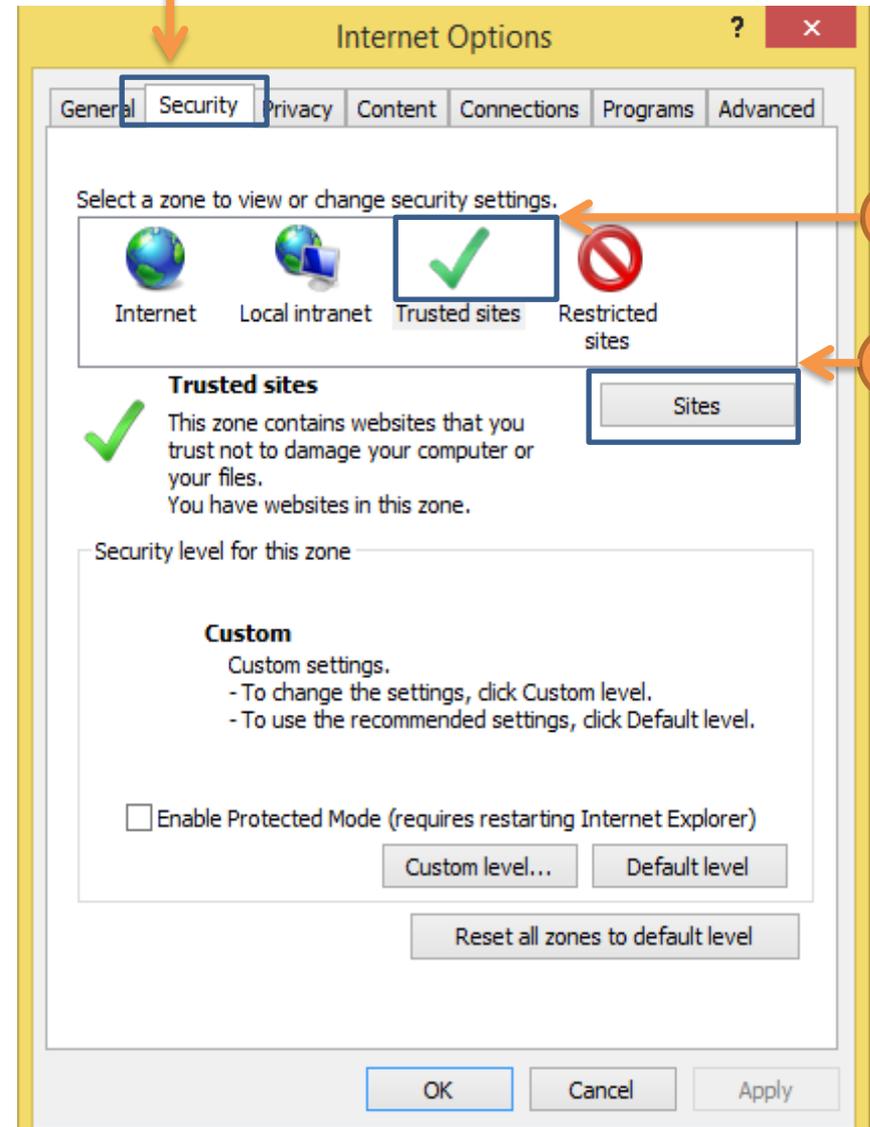
3. Security

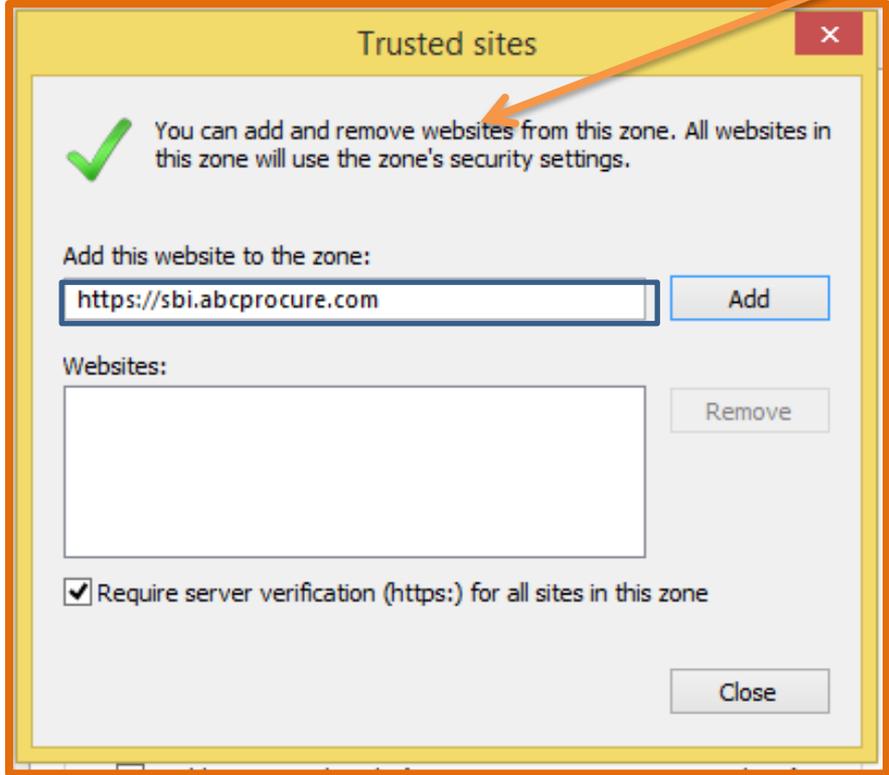


4. Trusted Sites



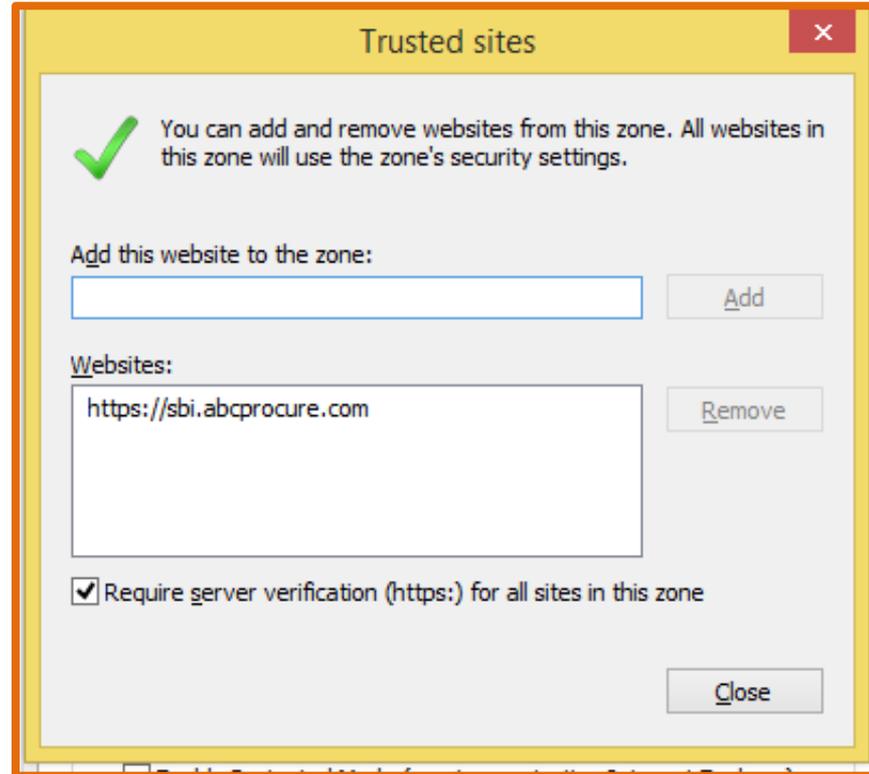
5. Site

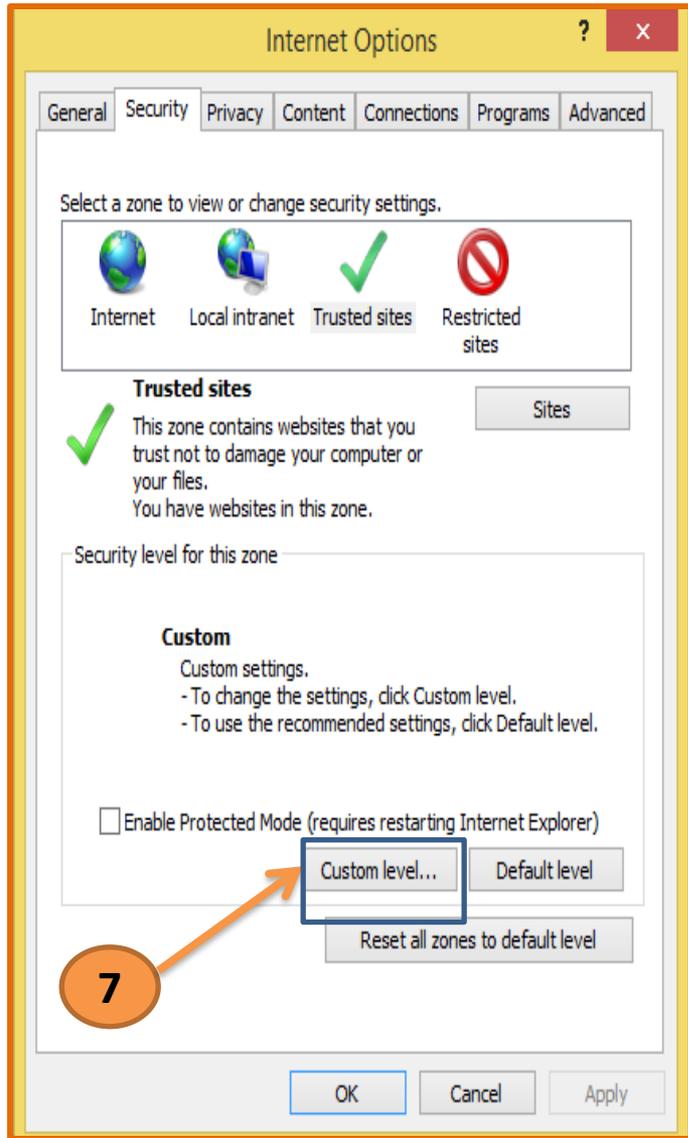




Please add website in to Trusted Zone. (For Add website in trusted sites zone as applicable website wise)

**6. Add the URL In website to the Zone.
(e.g. <https://sbi.abcprocure.com>)**

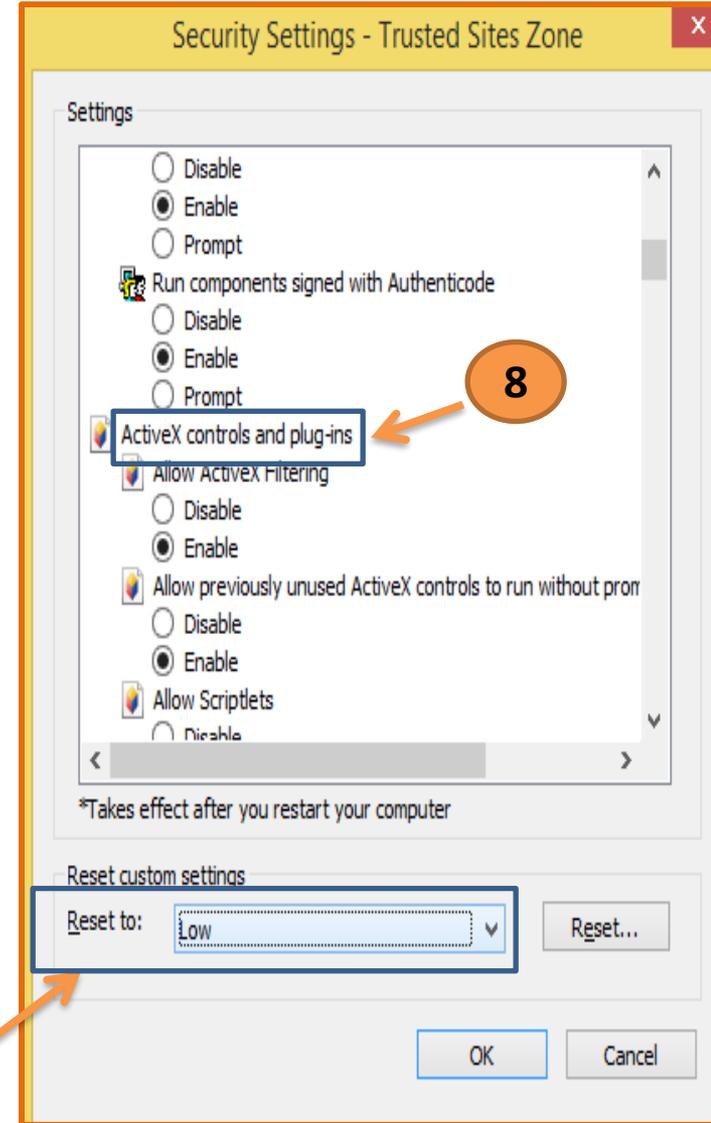




7. Custom Level

8. Enable to all option From Active X Control and plug-in

9. Reset to : Select Low

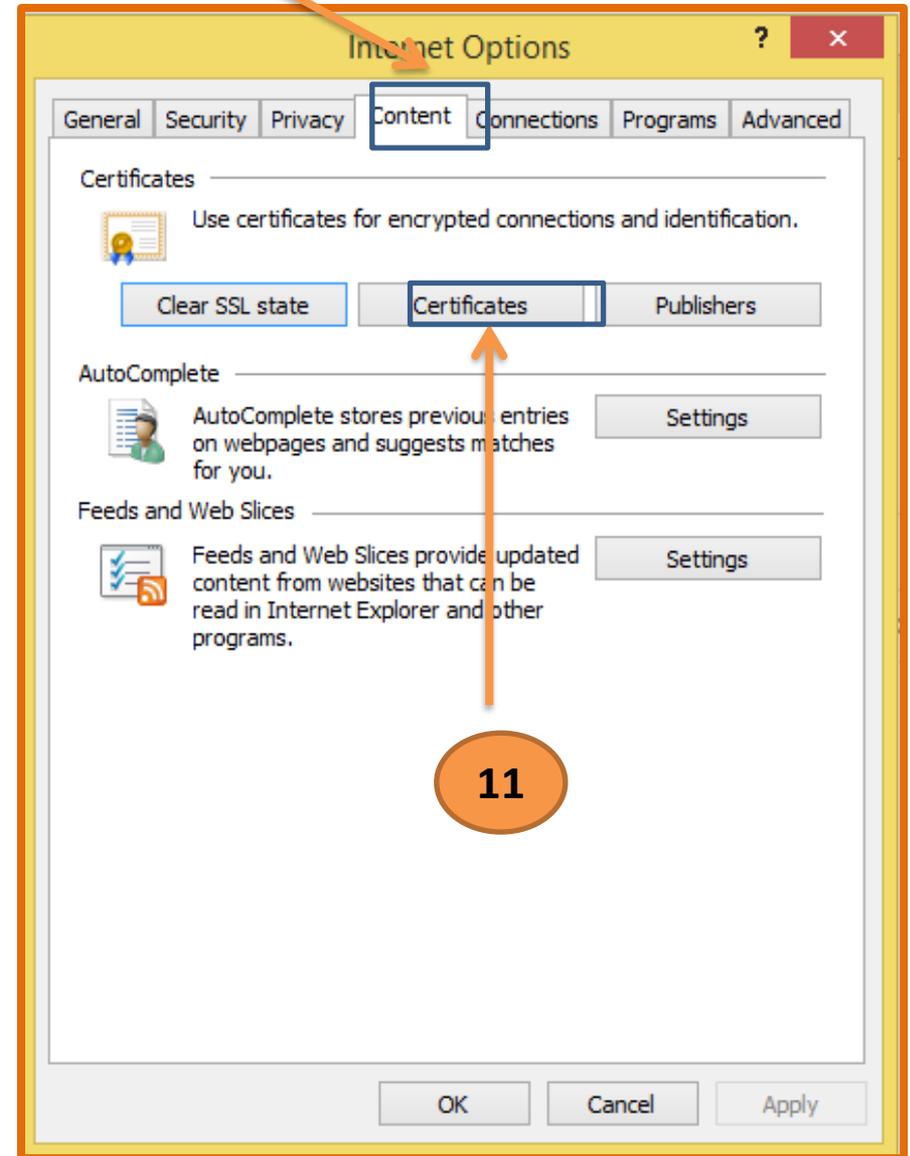


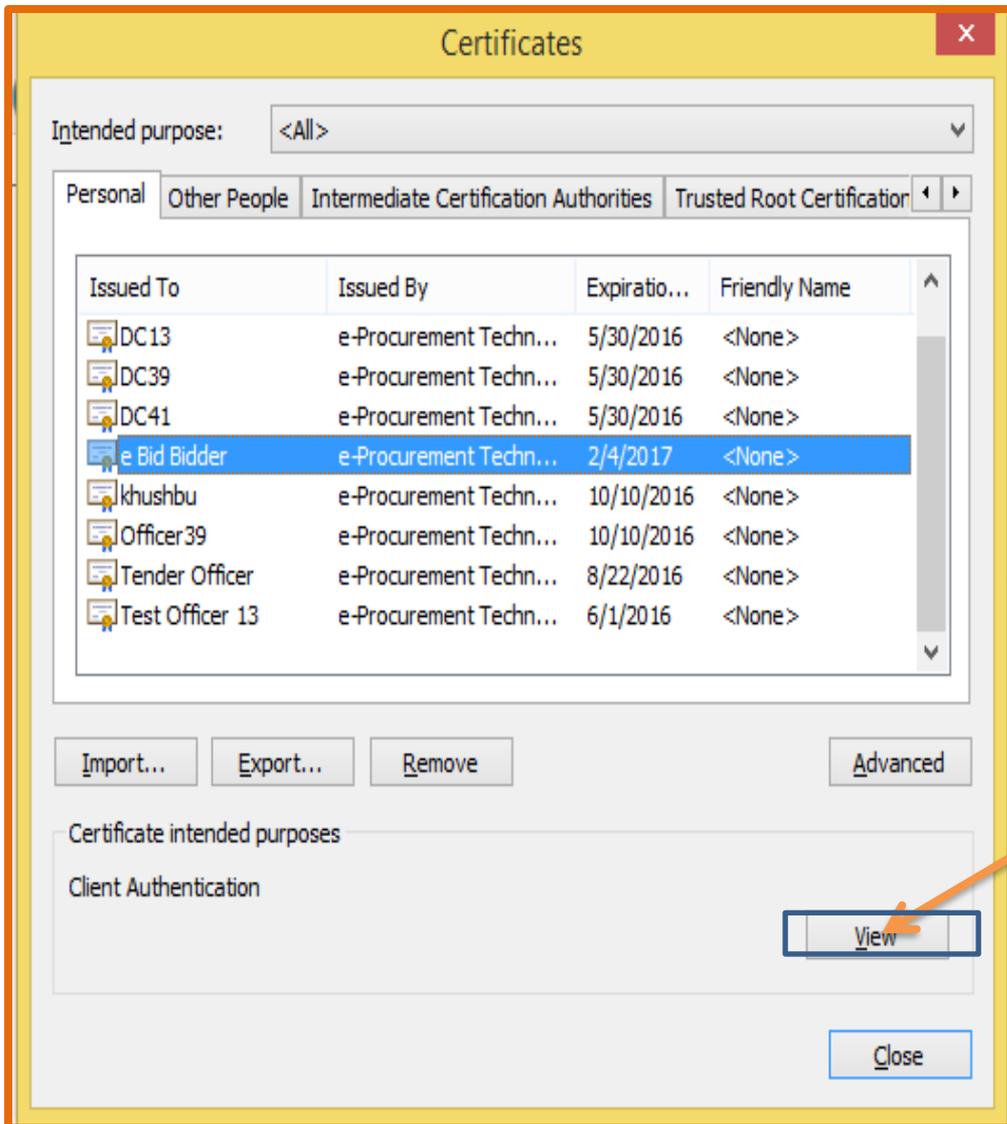
9

View Digital Certificate

10. Content

11. Certificate



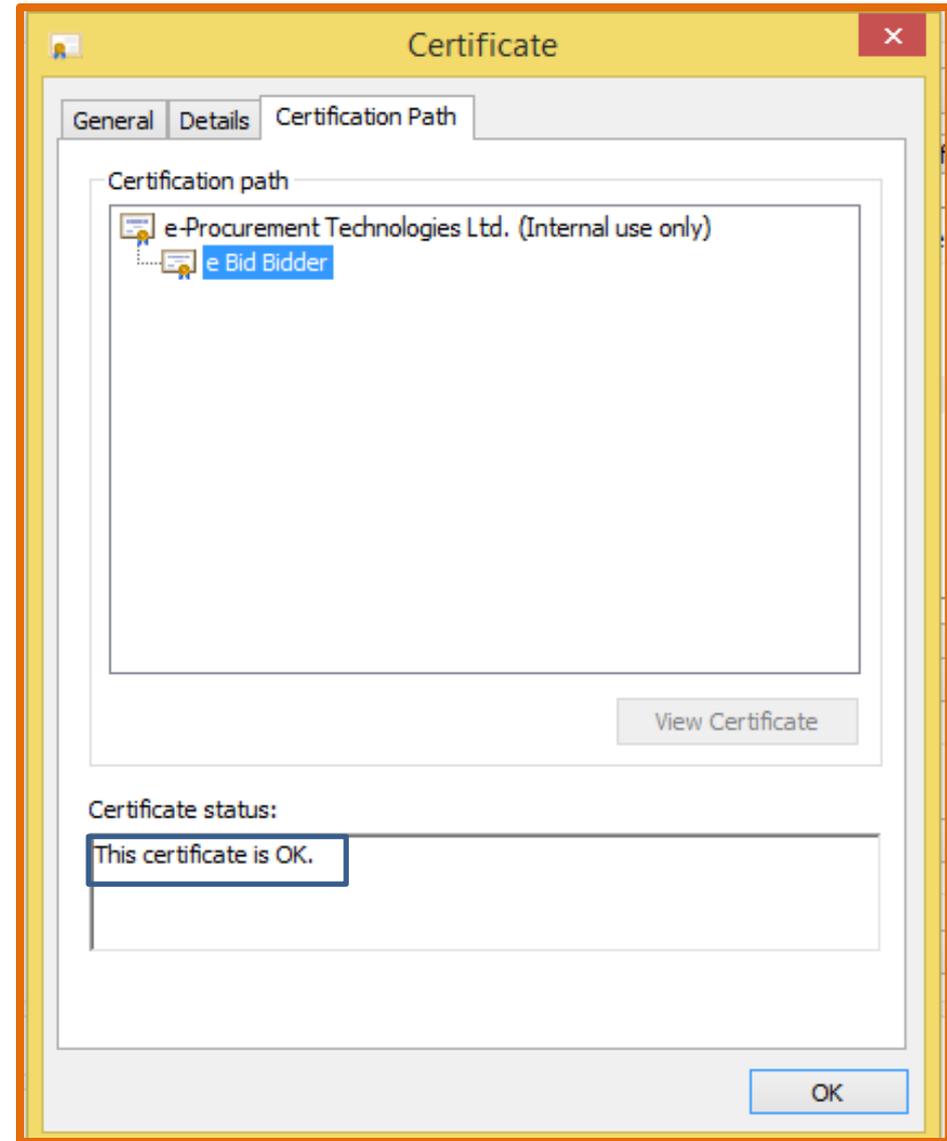


- Select your certificate and click on **View** button to view certificate details.

12

- In certificate window, you can view general details, certification path and other details as shown in the given screen shot.

- Ensure, your Certificate STATUS should be having :
This certificate is OK
- 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.



Important Note :

- Your computer system's date should be matched with the date of the digital certificate.
- Certification path should be **CCA -> CA -> Name of Certificate holders** shown in above given the screen shot.

Note :

As per the new Inter-operability guidelines released by Controller of Certifying Authorities (CCA), the Secured Socket Layer (SSL) certificate for a e-procurement application is generated on a new algorithm, SHA2. Also, the Digital Certificates that will be applicable for these platforms have to be SHA2 algorithm compliant. For the same, the users have to ensure that they have Windows XP (SP3) / Windows Vista /Windows 7 installed in their respective PC / Laptop. In case of Windows XP service pack -3, if you get any issue you can install the SSL patch, which is available at our download section of our e-Auction Portal and also at our corporate website www.abcprocure.com just below the label of "knowledge section".



Download

SSL root certificate

Winzip

PDF reader

Signer component

Min. System Requirement

SSL patch for Windows XP

SSL Patch for Windows

2003

Install “**Signer Component**” from the website home page

User Registration / Login



[Home](#) | [About us](#) | [Contact Us](#)

17/03/2016 16:00:06 IST | Contact: (079-61200566/567/579/580/569) | support@auctiontiger.net

[Login](#) or [Register](#)

- To participate for the E-Tender of any Department, Bidder have to do the New Bidder registration, for this please follow below mention steps. This is only one time activity. Once the bidder registers him/ her self, he / she needs to send Login-Id to auction tiger's mail id for an approval of it. Auction tiger will approve Login-Id and after that he / she can login into the website.
- A Registration form will be appeared, fill up the same as required like Login ID Details, Contact Person Details, Company Details.
- Please inform ETL (Auction tiger – Help Desk) for Approval of Login-Id.
- After approval, Enter Login-Id & Password to Log in into the website.
- Digital Certificate is mandatory while logging into the website.

Email ID*

Password*

Confirm password*

Hint question*

- Select your hint question -



Hint answer*

Person name*

Company/Individual name*

Address*

Country*

State*

City*

Phone no.

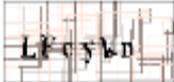
Mobile no.*

Website

Time zone*

Business category keywords*

Verification code*



(If you cannot read the text, you may get new Verification Code by clicking )

 I agree to the [terms & conditions](#) and [privacy policy](#) of this website.

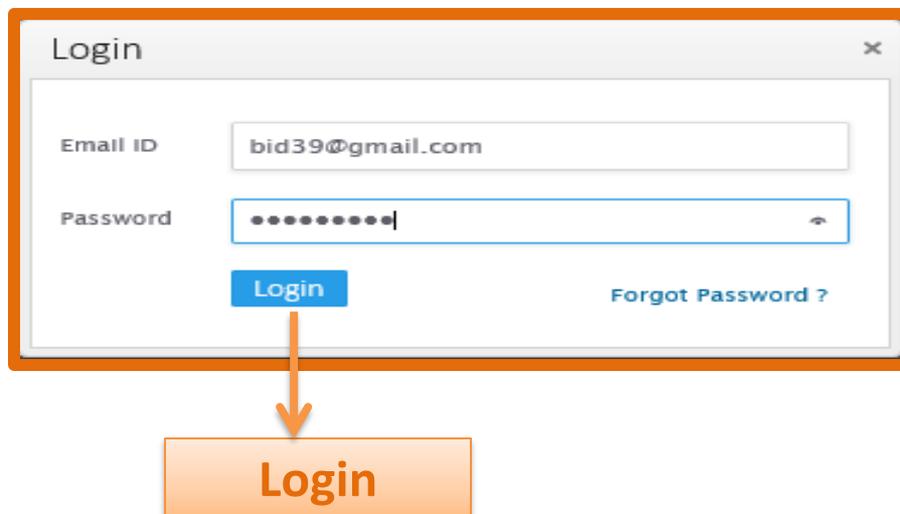
Submit

Go back

Registration Process

- Bidders are requested to get register by clicking on **“Register”** link on given e-Tender portal.
- (*)fields are mandatory for online portal registration. As given screen shot.
- Once bidders get register on portal, it is requested to send login id on Support@auctiontiger.net for approval purpose.

Login Process



The image shows a screenshot of a web browser window titled "Login". Inside the window, there are two input fields: "Email ID" with the value "bid39@gmail.com" and "Password" with a masked password represented by ten dots. Below the password field is a blue "Login" button and a link for "Forgot Password?". An orange arrow points from the "Login" button to a separate orange box containing the word "Login".

- Bidder can open URL : <https://eauction.auctiontiger.net> where you can online participation into e-Tender. (Applicable website wise)
- Once bidder login id gets activated then by clicking on Login button, bidder can proceed further.
- **Forgot Password:** In case if bidder forget password, can get a new password.

Change Password :

- When bidder Logged in first time in the system, system will prompt to change the password.

(Note: The new password would be minimum of 8 character and comprise of Alphanumeric, Numerical & special Character (e.g. abc@1234, bidder@1)

- Bidder can change your password by performing below given screen shot:

Change password

(*) Mandatory fields

Old password *

New password *

Confirm password *

Hint question *



Hint answer *

Submit

Tender Process



After Login on the website, Click on the Search RFX/Tender

Enter Tender ID then Search

A screenshot of the Auction Tiger website's search results page. The search bar at the top contains the text "Search RFX/Tender" and the ID "14975". Below the search bar, there are tabs for "Live (1)", "Archive", "Cancelled", and "Future". The search results list one item: "1. Online Tender For Desktops - Demonstration Purpose only | Due date and time: 17/03/2016 15:00:00 | Event ID: 14975". Below this item, there are two links: "Download document" and "Dashboard". The left sidebar shows a navigation menu with "Search RFX/Tender" highlighted. The top right corner of the page shows "Test Dept | Reference No: -".

To participate bidder has to click download document

For participation in e-Tender bidder needs to click on the Dashboard link.

- To find out exact Tender ID , bidders are requested to mentioned i.e. Tender ID from where Tender to be conducted in given searching criteria

Select Certificate

Email/Login ID : bid39@gmail.com

Select Signing Certificate :

Certificate Detail :

Subject	E=DC39, CN=DC39, OU=DC39, O=DC39, L=DC39, S=DC39, C=IN
Issuer	CN=e-Procurement Technologies Ltd. (Internal use only)
Serial No.	7A00000232C118A73BA96AAD66000000000232
Valid From	Sat May 30 04:39:42 UTC+0530 2015
Valid To	Mon May 30 04:49:42 UTC+0530 2016

Select Your Valid Digital Certificate

Click on Submit

- In case if you find any pop up 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)



Remaining time: 0 Hrs 48 Mins 39 Seconds Bid submission end date: 17/03/2016 15:00:00

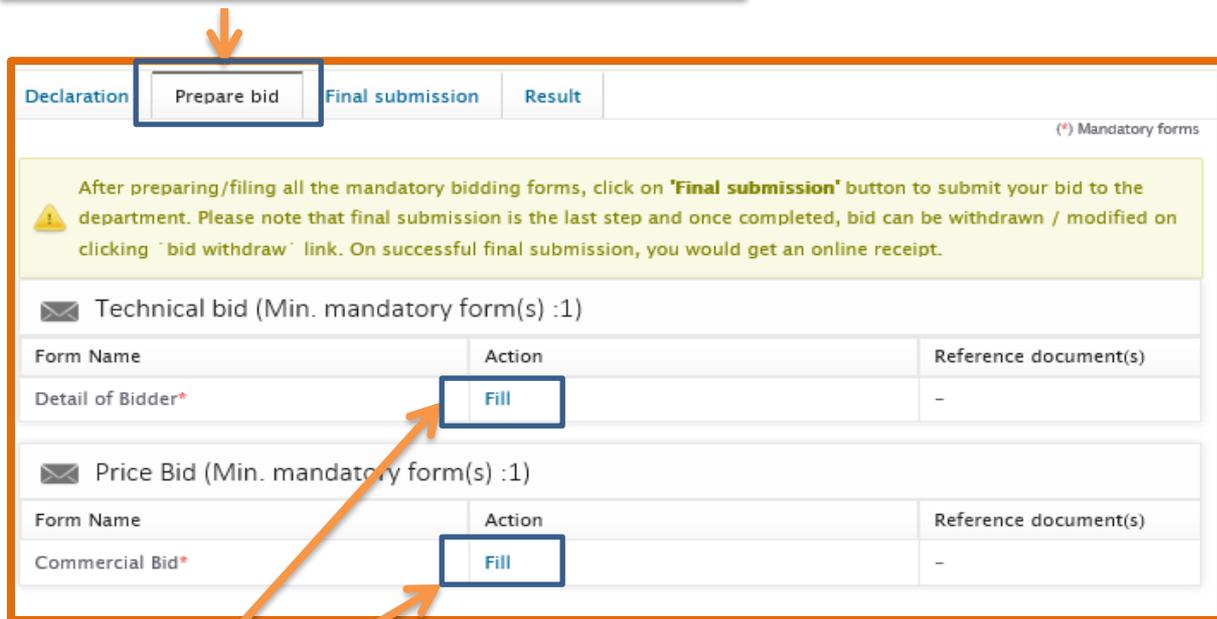
Declaration	Prepare bid	Final submission	Result
-------------	-------------	------------------	--------

We, hereby declare that,

We have read, examined and understood the Tender Document pertaining to this tender notice and have no reservations to the same. We offer to execute the works in conformity with the Tender Documents. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Once Tender is searched, and clicked on dashboard, Bidder needs to click on the Declaration tab, and confirm his participation by clicking on “**I Agree**” button as per the above the screen.

Go to “Prepare Bid”



Declaration **Prepare bid** Final submission Result (*) Mandatory forms

⚠ After preparing/filing all the mandatory bidding forms, click on '**Final submission**' button to submit your bid to the department. Please note that final submission is the last step and once completed, bid can be withdrawn / modified on clicking 'bid withdraw' link. On successful final submission, you would get an online receipt.

✉ Technical bid (Min. mandatory form(s) :1)

Form Name	Action	Reference document(s)
Detail of Bidder*	Fill	-

✉ Price Bid (Min. mandatory form(s) :1)

Form Name	Action	Reference document(s)
Commercial Bid*	Fill	-

After that Prepare Bid tab, click on **Fill** link to fill up the Technical bid and price bid.

Technical Bid



✉ Technical bid (Min. mandatory form(s) :1)

Form Name	Action	Reference document(s)
Detail of Bidder*	Fill	-

Click on Fill link to fill up the Technical bid

Sr. No.	Description	Bidder Response
1	Name of Company:	Abc pvt. Ltd.
2	Postal Address: Telephone Mobile Fax Numbers Email Address:	Ahmedabad, Gujarat 99999 aaa@abc.co.in
3	Website address of the Company:	www.abc.com
4	Year of commencement of Business:	6
5	Sales Tax / VAT / CST Registration Number:	116546sc211

Digital signature

MIICTgYJKoZihvcNAQcCoIIpZCCBqMCAQEExCzAJBgUrDgMCGGUAMIIBBQYJKoZI@##hvcNAQcBoIBXgSCAVpbAHsAIGAyADAANQA3ADgAMQA4AF8AMQAwACIAOgAIAEEA@##Yg8JACAACAB2AHQALgAgAEwAdABkAC4AIGB9ACWAEWAIDIAMAA1ADcAOAAxADkA@##XwAXADEAIGa6ACIAQQBoAC0AZQBkAGEAYgBhAGQALAAgAECAdQBqAGEAcgBhAHQA@##JgAJAHgAYQA7ADkAOQA5ADkAOQAACMAeABhADsAYQBhAGEAQABhACIAAYWAAUAGMA@##bWAAUACKAbgAIAH0ALAB7ACIAMgAWADUA.Nw44ADIA MARFADFAmNAIDDoAInR3AHc4@##rW@1tACFAyNRIAC4BYwRVACDAInR9ACWAEWAID

Save as draft [Sign](#) [Save](#)

According to Form, please fill mandatory detail and click





Upload Document

✉ Technical bid (Min. mandatory form(s) :1)

Form Name	Action	Reference document(s)
Detail of Bidder* (Min. mandatory table / lot(s):1)	View Edit Delete Map documents	-

After fill the technical form, click on **Map Document to Upload the Document**

Map from briefcase **Upload documents** [View Event Information](#)

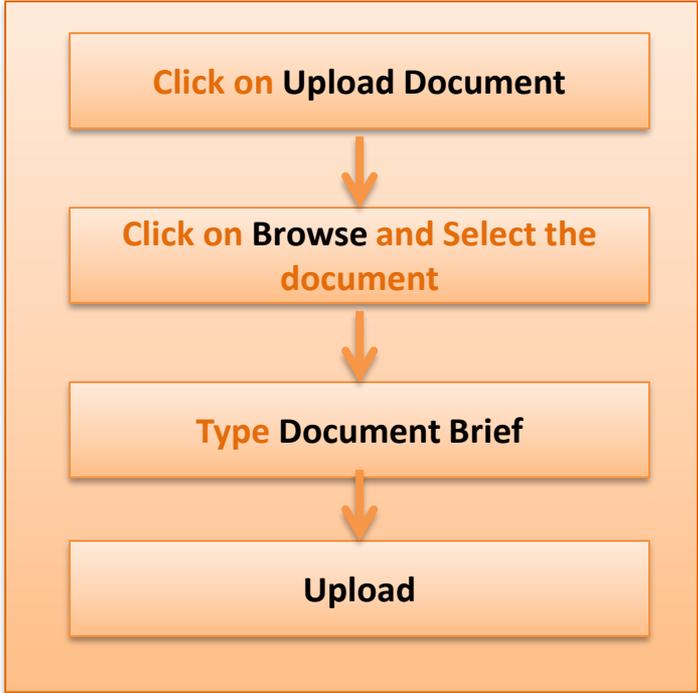
(*) Mandatory fields

Select a file to upload*

Document brief*

Folder name

Instruction
Any number of files can be uploaded. Maximum file size should not exceed 10 MB.
Acceptable file types: (*.txt,*.zip,*.pdf,*.jpeg,*.jpg,*.gif,*.bmp,*.png,*.tif,*.tiff,*.doc,*.xls,*.ppt,*.pps,*.dxf,*.docx,*.xlsx,*.eml)



✉ Technical bid (Min. mandatory form(s) :1)

Form Name	Action	Reference document(s)
Detail of Bidder* (Min. mandatory table / lot(s):1)	View Edit Delete Map documents	Test Document

✉ Price Bid (Min. mandatory form(s) :1)

Form Name	Action	Reference document(s)
Commercial Bid* (Min. mandatory table / lot(s):1)	View Edit Delete	-

[Final submission](#)

Verify the downloaded document and Click on Final Submission.

Message from webpage

?

Please note that final submission is the last step and once completed, bid can be withdrawn / modified on clicking `bid withdraw` link. Are you sure you want to complete final submission?

[OK](#) [Cancel](#)

You getting confirmation for final submission and click on ok to confirm your Submission

After click on confirmation message ,You getting confirmation for final submission



 You have successfully completed final submission of your bid from 122.170.119.66 by 17/03/2016 14:23:48

Final Submission Receipt

Company Name	bid thirtynine
Email ID	bid39@gmail.com
Address	hmedabad , ahmedabad ,Gujarat, India

Technical bid

Form name	Is submitted	Reference document(s)
Detail of Bidder*	Yes	Test Document

Price Bid

Form name	Is submitted	Reference document(s)
Commercial Bid*	Yes	-

Bid withdrawal	Withdraw bid
----------------	------------------------------

- How to **Withdraw**

✔ You have successfully completed final submission of your bid from 122.170.119.66 by 17/03/2016 14:23:48

Final Submission Receipt		
Company Name	bid thirtynine	
Email ID	bid39@gmail.com	
Address	hmedabad , ahmedabad ,Gujarat, India	

✉ Technical bid		
Form name	Is submitted	Reference document(s)
Detail of Bidder*	Yes	Test Document

✉ Price Bid		
Form name	Is submitted	Reference document(s)
Commercial Bid*	Yes	-

Bid withdrawal	Withdraw bid
----------------	------------------------------

If you wants to change your quotation after final submission, bidder click on **Withdraw** Button and then make correction in during the Tender timing.

Withdraw bid

(*) Mandatory fields

Remarks *

Withdraw bid

Withdraw

After Click on Withdraw button, put your valid Remarks and click on Withdraw

✉ Price Bid (Min. mandatory form(s) :1)

Form Name	Action	Reference document(s)
Commercial Bid* (Min. mandatory table / lot(s):1)	View Edit Delete	-

After put your Remarks again click on prepare bid and click on **EDIT** button.

After click on confirmation message ,You getting confirmation for final submission



 You have successfully completed final submission of your bid from 122.170.119.66 by 17/03/2016 14:23:48

Final Submission Receipt

Company Name	bid thirtynine
Email ID	bid39@gmail.com
Address	hmedabad , ahmedabad ,Gujarat, India

Technical bid

Form name	Is submitted	Reference document(s)
Detail of Bidder*	Yes	Test Document

Price Bid

Form name	Is submitted	Reference document(s)
Commercial Bid*	Yes	-

Bid withdrawal [Withdraw bid](#)

Note: Above given Steps are only For Training purpose and It may get changed as per Bank's Requirement in the Actual Tender.

Confidential

The information contained in this document represents the current views of ETL and are proprietary to ETL on the issues discussed as of the date of publication. Because ETL must respond to changing market conditions, it should not be interpreted to be a commitment on the part of ETL, and ETL cannot guarantee the accuracy of any information presented after the date of publication. This document is for informational purposes only. ETL MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS DOCUMENT

Contact Technical Support Team:

For more information please contact us on :

Address :	e-Procurement Technologies Limited A-801/802, Wall Street - II, Opp. Orient Club, Nr. Gujarat College, Ellis Bridge, Ahmedabad - 380 006 Gujarat, India
Contact Detail :	9265562821 / 9265562819
Email :	support@auctiontiger.net

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)



Auction
Tiger

Thank You...