

Bidder's Manual Ver. 1.0



Powered By



Vendor Registration Process

Pre-Requisites:

- ❖ **Digital Signing Certificate (DSC) - Class-IIB & above**
- ❖ **Browser Version- Internet Explorer 5.5 & above**

Registration on e-procurement Portal:

Phase - I: Fill Registration form

- Open Home page of HEC e-procurement portal <http://hec.eproc.in>
- Click on Enrolment
- Submit Initial Enrolment Form (User ID and p/w, Co. Name, Co. Short Name, Email ID)
- Collect Challenge Phrase from your email
- Login again with your user ID, Password & Challenge Phrase
- Fill up vendor enrollment form
- Define Secret question to retrieve your password
- Proceed for final submission





Please intimate the officer of the respective plant of HEC to approve your user ID. After approval of your Use ID.....

Phase - II: Register DSC

- Install your Digital Signature in your PC
- Login with your user ID & Password
- “Register” & “Save” Your DSC Details against your User id.

Phase - III Proceed for Bidding

- Click on [Login](#) 
- Type your User id & password & click on [login](#).
- Select your digital signature & click [OK](#).
- Now you are at your Dashboard
- Click on the consolidated view icon  displayed against your tender under New Tender Section.
- Click on [Participate](#)
- A popup window, describing various stages of bidding process will appear.
- Scroll down & click on [Participate](#)
- Click on [Proceed](#)


- Click on [Add-Delete Items](#)
- Select your items & click on [Submit](#)
- If there are more than one schedule select the schedules & submit the respective items under those schedules.
- Click on [Load Bid Forms](#)

- Click on 
- After the message appears as *Bid forms have been created successfully for bidding!*
- Click on [Proceed](#).

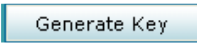
- Click on [Pay Tender Fee](#)
- Select on [Is Exempted](#) if your company is exempted otherwise
- Click on [Amount Payable in India Rupees](#)
- Select Payment mode & fill up all the details of your instrument.
- You may upload the scan copy of the instrument.
- Click on [Proceed](#)
- Click [Exit](#).

System No:	7160
Payment Mode *	Draft Payment
Currency	Indian Rupees
Amount * :	500
Instrument Date * :	1-5-2010
Draft Exp. Date * :	31-8-2010
Bank Name * :	STATE BANK OF INDIA
Bank Draft No * :	0256366
Payable At :	RANCHI

Upload instrument or exemption copy





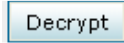
- After Dashboard appears click on the consolidated view icon  displayed against your Tender in your Dashboard under In Process Tender Section.

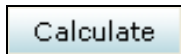
- Click on [Proceed](#)
- Click on [Techno Commercial](#)
- Fill up the required fields & click on [Save](#)
- Click on [Generate Key](#)
- Click on 


- You will get a message box  click on [OK](#).

- Select your digital signature & click [OK](#).
- **Key Generated** message is displaced.

- Click on [Edit Bid Common Forms](#)
- Click [Edit](#)  under Techno Commercial Envelope
- Click Edit under Action column 

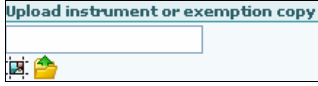
- Fill up the mandatory data & click on [Sign](#)
- Select your digital signature & click [OK](#).
- Click on [Save](#)
- After records updated successfully, If there are more forms please follow the above mentioned steps to fill up the those forms, after forms are duly filled up & saved
- Click on [Price Bid](#).
- Click on [Decrypt](#) 

- Fill up the mandatory field & click on [Calculate](#) 
- Click on [Save](#)
- Select your digital signature & click [OK](#).


- You will get a message box  click on [OK](#).

- After getting the message **Data Has Been Saved Successfully**, If there is more than one page, please follow the above mentioned process for each page.
- After all the pages are duly filled up & signed the confirm submission button will be highlighted

- Click on Confirm Submission 
- Click on [Proceed](#).

- Click on [Pay EMD](#)
- Select on [Is Exempted](#) if your company is exempted otherwise
- Click on [% of Bid Value](#)
- Select Payment mode & fill up all the details of your instrument.
- You may upload the scan copy of the instrument.
- Click on [Proceed](#) 
- Click [Exit](#).


System No:	7160
Payment Mode *	Draft Payment
Currency	Indian Rupees
Amount *	500
Instrument Date *	1-5-2010
Draft Exp. Date *	31-8-2010
Bank Name *	STATE BANK OF INDIA
Bank Draft No *	0256366
Payable At :	RANCHI


- Click on [Vendor undertaking](#)
- Click on [Accept](#) 
- Click on [OK](#)
- Select your digital signature & click [OK](#).
- Click on [Proceed](#)

- Click on [Envelope & Bid Signing](#)
- Click on [Submit](#)  of Price Bid Envelop.
- Click on [Sign](#)
- Select your digital signature & click [OK](#).

→ You will get a message box  click on [OK](#).


→ Click on [Encrypt Key](#)

→ Click on [Save](#). The page will be refreshed & tick  mark appears under Price Bid Envelop.

→ Click on [Submit](#) icon  of Technical Qualification Envelop.

→ Click on [Sign](#)

→ Select your digital signature & click [OK](#).

→ You will get a message box  click on [OK](#).

→ The page will be refreshed & the message **Please Click on Proceed to Submit Your Bid!** will be appeared

→ Click on [Proceed](#)

→ Click on [Final Submit](#) to Submit your Bid


→ Click on [Exit](#)

→ Click on [Bid View](#) 

→ Click on Own Bid View

Others Bid View
Tender Fee Pay Receipt
Own Bid View
Tender Emnd Pay Receipt


→ Click on  to view your own bid


→ Click on  to get envelop receipt.

❖ You may revise your bid as many times as you want till the Tender due date & time. Your revised bid will replace your previous bid. To revise your Bid you have to do the following steps:

→ Login

→ Click on the consolidated view icon  displayed against your tender under In Process Tender Section .

→ Click on 

→ Click on  [Accept](#) button if you want to revise your bid. If you do not want to submit your revised bid in this stage, click [Exit](#)

→ After clicking [Accept](#) click on [Techno Commercial](#)

→ Follow the same process to modify your bid as described above.

→ After [Envelope & Bid Signing](#)

→ Click [Proceed](#)

→ You will get the following message

Your Bid submission has been completed in all respects EXCEPT for final confirmation.
Do you want to **Replace** your Previous Bid:
If u Accept your Previous Bid will be Lost:

Accept

→ You have to click

→ You will get the following message

Your Bid Has Been Submitted Successfully ! Your New Bid Has Been Submitted Successfully ! Procced To Final Submit .

→ Click **Final Submit** to submit your revised bid.

Please feel free to call our Help Desk Officer for any kind of assistance you may require during the process.

