



**(INSTRUCTIONS FOR PARTICIPATION IN E-TENDER)**

**(Ready Reckoner to Participate in BCPL e-tender through CPP Portal of NIC)**

**1. General:**

This section contains detailed instructions regarding bid submission procedure under BCPL's e-tender under NIC CPP Portal system. Bidders are required to read the following instructions in addition to various instructions mentioned elsewhere in the bid document for e-tendering, Ready Reckoner and FAQs etc. The instructions mentioned herein related to bid submission procedure shall supersede and shall prevail over the conditions enumerated elsewhere in the bid/tender document.

Bidders who wish to participate in e-tenders must go through the following in BCPL website in tender section:-

- 1) **“Guideline for Bidder enrolment process to Participate in BCPL e-tender through CPP Portal of NIC”.**
- 2) **“Ready Reckoner to Participate in BCPL e-tender through CPP Portal of NIC.**
- 3) **“Bidder Manual Kit”**

which contains instructions in respect of e-Tendering essentially covering security settings required for bidder's PC / Laptop, uploading and checking the status of digital signature in the bidder's PC / Laptop, obtaining unique login ID and password, re-setting the password, downloading of Tender document and uploading of Offer/Bid etc. Further, the troubleshooting issues are also available in the form of FAQs (link given in website) which can be downloaded from E-Tender Portal (<https://etenders.gov.in/eprocure/app> ).

**2. About E-Tender Portal (Web):**

BCPL's e-tender under NIC CPP Portal system enabling bidders to Search, View, Download tender document(s) directly from the portal <https://etenders.gov.in/eprocure/app> (referred hereunder as “E-Tender Portal”) and also enables the bidders to participate and submit online prices directly in the e-tender portal or uploading of SOR/Price Schedule (Price Bid) in note and attachment folder, as applicable and technical bids in secured and transparent manner maintaining absolute confidentiality and security throughout the tender evaluation process and award.

**3. Pre-requisite for participation in bidding process:**

The following are the pre-requisite for participation in e-Tendering Process:

**3.1 PC/Laptop with Windows OS, Internet Explorer:**

Bidder must possess a PC / Laptop with Windows 7 professional operating system and Internet Explorer 9 or above for hassle free bidding. Bidder must go through the system setting as



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mentioned in Resources required (go to <https://etenders.gov.in/eprocure/app> → click downloads → click resources) and also refer Trouble Shooting (go to <https://etenders.gov.in/eprocure/app> → click bidder Manual kit → click Trouble shooting).

### **3.2 Internet Broadband Connectivity:**

The Bidder must have a high speed internet connectivity (preferably Broadband) to access NIC Portal for downloading the Tender document and uploading/submitted the Bids.

### **3.3 A valid e-mail Id of the Organization/Firm:**

Bidder must possess an e-mail ID, preferably of the Organisation (in case of a company)/Individual (in case of proprietorship concern)/Partner having Power of Attorney (in case of a partnership firm) to create login ID. The e-mail ID should not be changed frequently. All communication related to e-tendering including system generated mails shall be sent on this e-mail Id only. The communication to bidder is fully automated through the system and hence email-ID of bidder is very important for online communication with bidder during various stages of tendering process and should be preferably common e-mail Id of the Organisation.

### **3.4 User ID and Password for new Bidder(s):**

To participate in the bidding process, it is mandatory on the part of bidder(s) to have user ID and password. Without user ID (Login ID) and password, bidders cannot participate in e-tender. There will be single login ID for a bidder/vendor code. To obtain User ID and Password Vendor/Bidder must visit <https://etenders.gov.in/eprocure/app> site and perform the following steps:

- i) Click on Online bidder enrolment (For new Bidders)
- ii) Fill the on line self-registration form and submit. Ensure that the e-mail address given in the form is valid and active.
- iii) Ensure that all the mandatory fields (identified with a \* mark) are filled in the self-registration form for User Id creation.

Steps for creating user id & Password is available in file name “steps by steps guide for online Bidder enrolment process” in BCPL website.

### **3.5 Procedure for change of E-mail ID of the Bidder:**

Login E-Mail ID cannot be changed.

### **3.6 About Digital Signature:**

#### **(I) What is a Digital Signature?**

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the



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message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain Certifying Authorities (CA) to issue Digital Certificates. Digitally signed documents are legally valid as per the Indian IT Act 2000. One Digital Certificate is valid for a specified period and can be used for digitally signing any number of documents. For details go to <https://etenders.gov.in/eprocure/app> → click Information about DSC.

Digital signature should be in the name of authorized signatory who has signed the bid on behalf of bidder.

## **(II) Why Digital Signature is required?**

In order to bid for NIC e-tenders, bidders are required to obtain a legally valid Digital Certificate as per Indian IT Act 2000 from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

## **(III) How to obtain Digital Signatures from Certifying Authority (CA)?**

Valid Digital Certificate (class 3b) can be obtained from Certifying Agency (C.A).

Information about CA's can be obtained through CCA India website

(<http://www.cca.gov.in>).

### **Digital Signatures can be obtained using following steps:**

- a) Visit the site of the licensed CA\* using internet browser.
- b) Follow the instructions on the CA's website for submission of requisite documents for issue of the Digital Certificate and making payment.

**\*Links to some of the licensed CA's are provided below:**

1. <http://www.ncodesolutions.com>
2. <http://www.sifycorp.com>
3. <http://www.tcs-ca.tcs.co.in>
4. <http://www.e-mudhra.com>
5. <http://www.nicca.nic.in>
6. [www.idrbtca.org.in](http://www.idrbtca.org.in)



For foreign bidder please refer:-<https://etenders.gov.in/eprocure/app> then click on download – where procedure for obtaining DSC for Foreign Bidders is given.

#### **4. How to submit On-line Bids/Offers electronically against E-tenders?**

Bidders who wish to participate against e-tenders uploaded on BCPL's e-tender under NIC CPP Portal website (<https://etenders.gov.in/eprocure/app/cppp/>) (e-tender portal) should follow the steps Mentioned in the “**Bidders Manual Kit**” available on BCPL website / (go to <https://etenders.gov.in/eprocure/app> → click Bidder manual kit) which shall guide them to Search, Display/View, Download and Submit electronic Bids/Offers online in a secured manner ensuring confidentiality. Bidder can also download the tender documents from BCPL websites, but they must have to quote through e-mode only (CPP Portal).

#### **5. How to search, view and download e-tender?**

Explained in **Bidders Manual Kit** which is available in BCPL website.

### **8.0 Content of Bid:**

#### **8.1 Un-Priced Bid:**

The Un-priced Bid - “SOR” (i.e. Part I – Technical Bid, refer ITB of tender for details) to be uploaded using Link “TECHNICAL DOCUMENT”. Bidders are advised to not upload duly filled Schedule of Rates/Price Schedule (Price Bid) at this link. For detailed instructions, **Bidders Manual Kit** which is available in BCPL website for bidders may be referred.

Before the bid is uploaded, the bid comprising of all relevant documents mentioned in the tender document should be digitally signed in accordance with the Indian IT Act 2000. If any modifications are required to be made to a document thereafter the modified documents shall be again digitally signed before uploading.

Bidders are required to upload all Tender forms and supporting documents which form part of the bid/tender under tender document of e-tender portal.

Uploading the documents relevant to bid before the bid submission date and time is the sole responsibility of the bidder. **No Manual/Hard copy** of bid is acceptable. **Bids submitted manually shall be rejected.**

**Bidders are required to submit the Earnest Money Deposit (EMD)/Bid Bond either through net banking (SBIMOPS) or through BG.**

The complete bid (each page) shall be continuously numbered in sequence, from start till end i.e. 1, 2, 3... n. The bid shall be uploaded along with proper index and indicating page numbers against each category of documents.

Note:



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- i) Bidder may save/store the bid documents in the PC/Laptop before submitting the bid into in e-tender portal.
  - ii) Bidder is required to fill up the price(s)/rate(s) strictly in the Schedule of Rate (SOR)/Price Schedule attached with the tender.

Inadvertently, if a document is uploaded in by the bidders, such document can be deleted by the bidder and can be replaced by a digitally signed new/modified document prior to due date & time.

Un-priced techno-commercial bid document should be placed in the private area earmarked in the C-folder of Tender Document in e-tender portal.

### **8.2 Priced Bid:**

The Priced Bid (i.e. Part II – Price Bid, refer ITB for details) to be uploaded using “FINANCE ATTACHMENTS” and NOT using link “TECHNICAL DOCUMENT”. Bidders are advised not to upload any other documents and same shall be ignored. For detailed instructions, refer tender document and Ready Reckoner.

BCPL shall not be responsible for any failure on the part of the bidder in submission of Priced Bid and the manner prescribed elsewhere in this instruction sheet in tender documents.

### **9. e-Tender demo during pre-bid conference:**

During the Pre-Bid Conference, BCPL shall also arrange demonstration for submission of bids in e-tender portal for interested bidders.

### **10. Submission of documents:**

Bidders are requested to upload small sized documents preferably (up to 25 MB) at a time to facilitate easy uploading into e-tender portal. BCPL shall not be responsible in case of failure of the bidder to upload documents/bids within specified time of tender submission.

### **11. Last date for submission of bids:**

System does not allow for submission or modification of bids beyond the deadline for bid submission. However, if the bidder for some reason intends to change the bid already entered, he may change/revise the same on or before the last date and time of submission. The system time displayed on NIC’s e-tender webpage shall be final and binding on the bidders for all purposes pertaining to various events of the subject tender and no other time shall be taken into cognizance.

Bidders are advised in their own interest to ensure that bids are uploaded in e-tender system well before the closing date and time of bid.



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12. **Internet connectivity:**

If bidders are unable to access BCPL's e-tender under NIC CPP Portal system or Bid Documents, the bidders may please check whether they are using proxy to connect to internet or their PC is behind any firewall and may contact their system administrator to enable connectivity. Please note that Port SSL/443 should be enabled on proxy/firewall for HTTPS connectivity. Dial-up/Broad band internet connectivity without Proxy settings is another option.

13. **Help to Contractors:**

For special instructions to bidders / contractors please visit <https://etenders.gov.in/e procure/app> → click Help to contractors.

14. **FAQ:**

For various frequently asked question Please visit <https://etenders.gov.in/e procure/app> → click FAQ.

15. **e-Brochure:**

For e-brochure please visit <https://etenders.gov.in/e procure/app> → click Downloads → click e brochure (details & general).

16. **DSC for Foreign Bidders:**

For DSC for foreign bidders Please visit - <https://etenders.gov.in/e procure/app> → click Downloads → click DSC for foreign bidders.

17. **System Malfunction Procedure:**

For system malfunction procedure Please visit - <https://etenders.gov.in/e procure/app> → click Downloads → system malfunction procedure.

18. **IT Resources:**

For various IT resources please visit → <https://etenders.gov.in/e procure/app> → click Downloads --- Resources required. (Download Java for system compatibility).

19. **Form for DSC Deactivation for bidders:**

For DSC deactivation Please visit - <https://etenders.gov.in/e procure/app> → click Downloads → Form for DSC deactivation for bidders.

20. **Search Tender for Guest Users:**



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For tender search please visit - <https://etenders.gov.in/e procure/app> → click on Tenders by Location / Tenders by Organization / Tenders by classifications / Tenders by Archive.

The image shows a screenshot of the Central Public Procurement Portal (eProcurement) interface. The page features a navigation menu on the left with various options. A blue arrow points from the 'Tenders by Location' link in the menu to a large button labeled 'Tenders by Location' in a grey box. Other buttons in the grey box include 'Tenders by Organisation', 'Tenders by Classification', and 'Tenders in Archive'. The main content area shows a 'Welcome to eProcurement System' message and a table of 'Latest Convergences' with columns for 'Compendium Title', 'Reference No.', 'Closing Date', and 'Bid Opening Date'.



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21. Check list / Quick View Summary:

one time activity	1	GET THE DIGITAL SIGNATURE CERTIFICATE	plz. Refer	Please refer clause 3.6 of Ready reckoner to participate in e-tender available in BCPL website	also refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure - <b>click Information about DSC.</b>	
	2	GET THE HARDWARE / IT RESOURCES:- Computer/laptop, Internet etc	plz. Refer	Refer clause 3.1, 3.2, 12 of Ready reckoner to participate in e-tender available in BCPL website	also refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure - click downloads --- <b>click resources required</b>	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure - click bidder manual kit --- <b>click trouble shooting</b>
	3	GET ENROLLED WITH BCPL e-tender THROUGH CPP PORTAL OF NIC AND TO GET USERID & PASSWORD FOR NEW VENDORS	plz. Refer	Refer Guideline for Bidder enrolment process available in BCPL website	also refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure - click bidder manual kit --- <b>click Registration of Bidders</b>	
	4	UPLOADING OF MY DOCUMENTS	plz. Refer	Bidder can upload their regular documents like PAN, BALANCE SHEET, VAT/CAT and other certificate	also refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure - click bidder manual kit --- <b>click Uploading of my documents</b>	
	5	SEARCH BIDS	plz. Refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure --- click tender by location / by organization / by classification	also refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure - click bidder manual kit --- <b>click Clarifications (Tender Status, My Archive )</b>	
	6	ON LINE e-BID SUBMISSION involved EMD/FEE, technical bid (part I) & finance bid (part II)	plz. Refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure --- click bidder manual kit --- go through online e-bid submission	also refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure - click bidder manual kit --- <b>Online e-Bid Submission</b>	
	7	FINANCE BID/PRICE BID/PART II Preparation guidelines	plz. Refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure --- click bidder manual kit --- go BoQ Preparation Guidelines			
	8	ON LINE e-BID WITHDRAWL	plz. Refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure --- click bidder manual kit --- go Online Bid			
	9	ON LINE e-BID Re-SUBMISSION	plz. Refer	ROUTE:- <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> --- click e-procure --- click bidder manual kit --- go Online Bid Re-submission			

**HELP DESK (BCPL)**

Phone : 6900182953 (only for e-tender queries)

Mobile : 8811017320

Email: [etender@bcplindia.co.in](mailto:etender@bcplindia.co.in)

**HELP DESK (NIC)**

Phone : 1800-233-7315, 0120-4200462, 0120-4001002 (only for e-tender queries)

Mobile : 8826246593

Email : [support-eproc@nic.in](mailto:support-eproc@nic.in)