



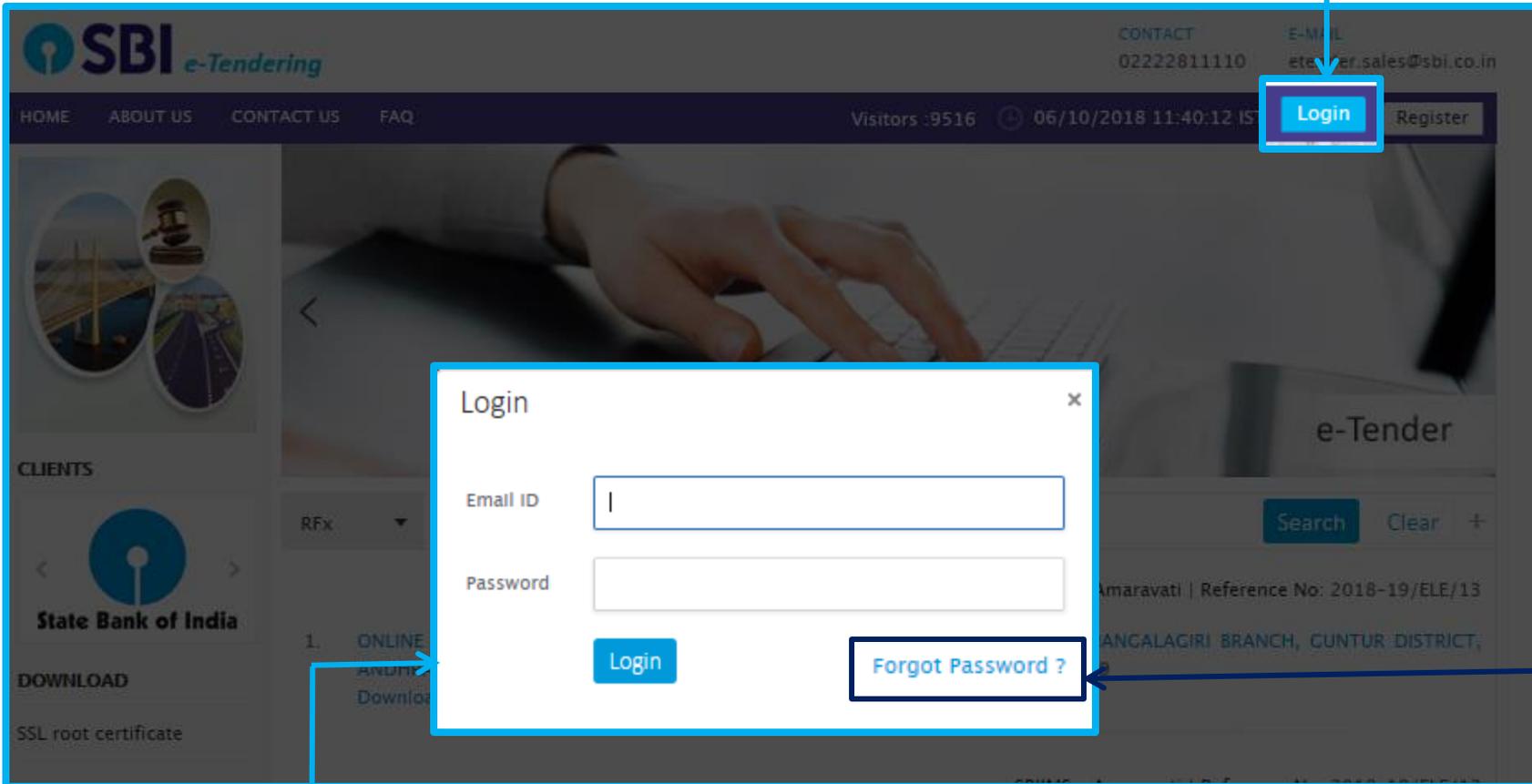
# Tender Submission Process

## **Confidential / Disclaimer:**

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To train and familiarize you with e-Bidding, we have created this manual for e-Bidding on our application. You are requested to follow the mentioned steps to participate in the Demo / Live e-Bidding. Please note that the given steps are only for training purposes to familiarize you with the process. They may change in the actual live e-Tender as per the Department's requirements.

1. Open the website <https://etender.sbi/SBI/>
2. Click on Login.



3. Enter the registered email ID and password, then click on 'Login'.
4. Forgot Password : If the password is forgotten, retrieve a revised password using the 'Forgot Password' link.

## STEPS OF TENDER SUBMISSION PROCESS

1. After logging in on the website, click on 'Search RFX/Tender'.
2. Search for the event by entering the Tender ID or description in the 'Search RFX/Tender' field.
3. Download Document: Download the tender documents uploaded by the department.
4. Dashboard: Click on 'Dashboard' to proceed with the tender submission.

The screenshot displays a web application interface for tender submission. On the left, a sidebar contains navigation options: 'Mail Box (3)', 'RFX/Tender', 'Search RFX/Tender' (highlighted with a red box), 'My RFX/Tender', and 'Auction'. The main content area features a search bar with the text 'Search RFX/Tender' and the value '14975' entered. Below the search bar are filters for 'Live (1)', 'Archive', 'Cancelled', and 'Future'. A search result is displayed for '1. Online Tender For Desktops - Demonstration Purpose only | Due date and time: 17/03/2016 15:00:00 | Event ID: 14975'. The result includes a 'Download document' button (highlighted with a blue box) and a 'Dashboard' button (highlighted with a green box). The interface also shows 'Test Dept | Reference No: -' and 'Event Type: Tender | Corrigendum: 0'.

## 5. Select Installed Digital Signing and Encryption Certificate and Click on Submit.

Note: If the Digital Signature Certificate (DSC) is not appearing, follow the steps mentioned in the 'Minimum System Requirement and DSC Process' document, And For EDGE Browser User, please follow the steps mentioned in the EDGE browser settings Document located in the website's download section.

### Select Certificate

Note: Certificate mapped here could not be mapped with any other login id.

Email/Login ID :      .....

Select Signing Certificate :      .....      ▾

Select Encryption Certificate :      Bidder1      ▾

Certificate Detail :

Subject	E=bidder1@localmail.com, CN=Bidder1, OU=Software, O=Bidder 1 & company, L=Ahmedabad, S=Cujrat, C=IN
Issuer	CN=e-Procurement Technologies Ltd. (Internal use only)
Serial No.	7A00000DF5470511FA9D22463400000000DF5
Valid From	Thu Oct 05 04:27:53 UTC+0530 2017
Valid To	Fri Oct 05 04:37:53 UTC+0530 2018

Submit

### Digital Signature Certificate Guideline

- All bidders have to use DSC as per their registered name on <https://etender.sbi/SBI/>.
- Bidder shall use valid Class II or Class III Digital Signature Certificate (DSC) issued by competent Certifying Authority with signing and encryption key.
- If bidder registered as Pvt Ltd / Limited / Partnership firm, then DSC should be as according to their company type only with the same name.
- If bidder registered as proprietary firm or individually then he/she may use individual type DSC.

## 6. Click on 'I Agree' on Declaration TAB.

Remaining time: 0 Hrs 48 Mins 39 Seconds

Declaration	Prepare bid	Final submission	Result
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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.

## Go To 'Prepare Bid' TAB

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*	<a href="#">Fill</a>	-

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

Form Name	Action	Reference document(s)
Commercial Bid*	<a href="#">Fill</a>	-

### To Fill 'Bid Forms'.

1. **Click on Fill Links against Each Forms.**
2. **Feed Data as per Required in the Forms.**
3. **Click on 'Sign' & 'Save' in Technical Forms and Click on 'Sign', 'Encrypt', & 'Save', in the Price Bid Forms.**

# Document Upload Process

✉ Technical bid (Min. mandatory form(s) :1)		
Form Name	Action	Reference document(s)
Detail of Bidder* (Min. mandatory table / lot(s):1)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Map documents</a>	-

After filled the forms, click on Map Document to Upload the Document

Map documents « Go back to Event Dashboard

Form name:

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

(\*) Mandatory fields

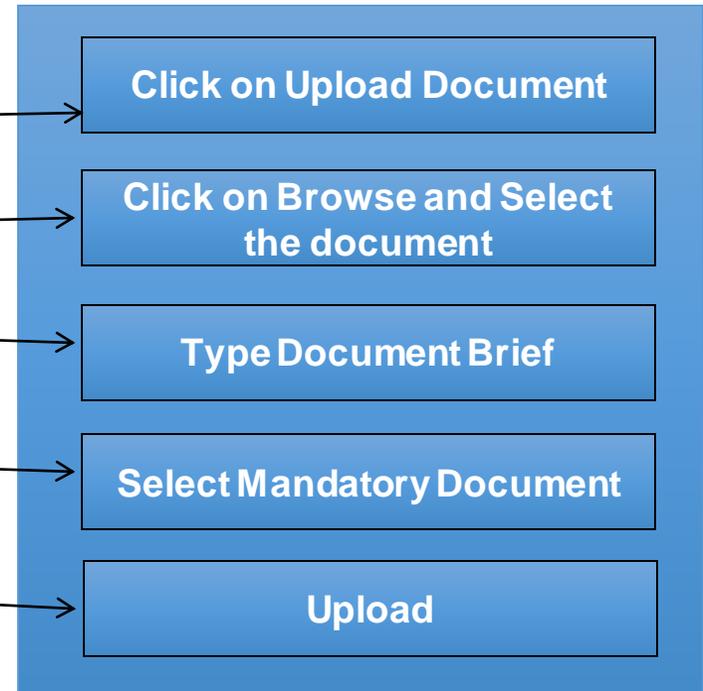
Select a file to upload\*

Document brief\*

Mandatory document\*

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,\*.rar)



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

Form Name	Action	Reference document(s)
Detail of Bidder* (Min. mandatory table / lot(s):1)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Map documents</a>	<a href="#">Test Document</a>

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

Form Name	Action	Reference document(s)
Commercial Bid* (Min. mandatory table / lot(s):1)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	-

[Final submission](#)

Verify Uploaded document

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](#)

Click on ok to confirm your Submission

✔ You have successfully completed final submission of your bid from 122.170.116.227 by 26/05/2016 18:39:45

### Final Submission Receipt

Company Name	khushbu1
Email ID	khushbu@bidder1.com
Address	Ahmedabad , Ahmedabad ,Gujarat, India

### ✉ Technical bid

Form name	Is submitted	Reference document(s)								
Pl.click on Fill link and view All property related documents.Note- Do not click on upload doc.link beside this form.*	Yes	-								
Submission of Bid Form*	Yes	-								
KYC Documents*	Yes	<table><thead><tr><th>Mandatory document name</th><th>Mapped documents</th></tr></thead><tbody><tr><td>EMD Reference</td><td>Sahara Document 1</td></tr><tr><td>Pan no</td><td>Sahara Document 3</td></tr><tr><td>Address Proof</td><td>Sahara Document 5</td></tr></tbody></table>	Mandatory document name	Mapped documents	EMD Reference	Sahara Document 1	Pan no	Sahara Document 3	Address Proof	Sahara Document 5
Mandatory document name	Mapped documents									
EMD Reference	Sahara Document 1									
Pan no	Sahara Document 3									
Address Proof	Sahara Document 5									



Take a print or download bid acknowledgement receipt by clicking on pdf icon.

## Withdraw Bid Process

 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 thirty-nine
Email ID	bid39@gmail.com
Address	hmedabad , ahmedabad ,Gujarat, India

### Technical bid

Form name	Is submitted	Reference document(s)
Detail of Bidder*	Yes	<a href="#">Test Document</a>

### Price Bid

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

Bid withdrawal [Withdraw bid](#)

Bidders can withdraw their bid after the final submission of a bid for a specific RFX/e-tender event based on the configuration needed by the bank. After withdrawing a bid, bidders can update and resubmit their bid until the end time of the Event bid submission.

Withdraw bid

Mandatory fields

Remarks \*

Withdraw bid

Withdraw

After clicking on the 'Withdraw' button, enter your valid remarks and click on 'Withdraw' to revise or edit your bid details.

For “Revise / Edit Bid details / Map Document” after Withdrawing Bid:

- **Go to the ‘Prepare Bid’ TAB:** Revise/Edit Bid details/Map Document as needed.
- **Edit Bidding Form:** Click on the 'Edit' button, then click on 'Verify' in Technical Forms or 'Decrypt & Verify' in the Price Bid Form to view previous details/amount and enter your revised details/amount. Click on ‘Sign’ & ‘Save’ in Technical Forms and click on ‘Sign’ and ‘Encrypt Bid Forms’ to update new details/values. (Applicable as per RFX event configuration based on client requirements. For more details, please contact the support team.)
- **Verify Uploaded Documents & Updated Bid Details.**
- **Click on Final Submission.**
- **Click on OK to Confirm Your Submission.**

## 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)

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

For Guidance, Please Contact to website's contact us Page or send email.

• Thank You...