Bidder's Guide

Go to website: www.mstcecommerce.com

or

go to the below link directly:

https://www.mstcecommerce.com/eprochome/uprvunl/buyer_login.jsp



Click on link 'e-Procurement' and then on 'PSUs/Govt. Departments"



Click on Page Number 4 on the page



Click on link "UPRVUNL"



Login with your User id and Password created at the time of registration.



Enter the user name & password and login:



Click on 'Ok'



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A pop message will appear for "Digital Signature Signing". Select your Digital Signature Certificate (DSC). DSC selected must be the same as provided at the time of registration.



Click on 'Ok'



You are logged in now.

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Note: User ID, Password, Digital Signature certificate must be correct for successful login.

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Under "My Menu" the below links shall appear:

Under 'Download NIT/Corrigendum" the vendor shall be able to select the event number and download the NITs (Notice Inviting Tender) and Corrigendum's as uploaded by the Buyer (i.e UPRVUNL).



Under 'Bid Floor', the vendor shall be able to see links for 'Live Events' and 'Forthcoming Events'.

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Click on 'Live Events' to see and participate in the events:

The below page shall appear:

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Click on the event link you wish to participate in. As soon as you click on the link you shall be prompted to pay the transaction fee (go to page 22 for steps to pay the transaction fee)

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The below page shall appear with corresponding lot details of the event and the "Bid Status" shall be "No Bid Saved"

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The vendor shall click on 'Attach Docs' to attach the documents as requested by UPRVUNL: (The onus to upload all the documents (correct documents) as requested by UPRVUNL lies solely with the vendor and MSTC shall in no case be responsible for the same).

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In case the vendor has no documents to upload, they may exercise the option 'I have no documents to attach'.

Upload Documents: The vendor may browse the file and click on 'Upload' to upload the documents. Once uploaded the document shall appear on the page as below:

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Fill in the requested details and click on 'Save':



The Pop Up as shown in the below screenshot may appear, Click on 'Allow':

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After that, the page will prompt you with the message in the below screenshot. Click on 'Ok'

The bid status for that particular lot shall be changed to 'Technical Saved'.

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After that click on 'Final Submission' to submit your bid for that particular lot.

The page will prompt to digitally sign your final submission bid:

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The message as shown in the below screenshot shall appear and bid status shall be updated to "Bid Submitted":

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		2	test2	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	No Bid Saved	

<u>Delete Bid:</u> This option shall delete the already submitted bid by you and you shall be able to resubmit you bid. However, if you do not resubmit your bid, the transaction fee paid shall not be refunded.





After the bid has been deleted, a message shall be shown as in the below screenshot "Bid Successfully Deleted....", the status shall change to 'No Bid Saved'. You may resubmit your bid.

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<u>Withdraw Bid Option</u>: "If you withdraw your bid, your bid will not be considered and Transaction fee paid shall not be refunded. Further, you will not get any opportunity to resubmit you bid against the said lot".

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After the bid has been withdrawn, a message shall be shown as in the below screenshot "Bid Successfully Withdrawn...", the status shall change to 'Bid Withdrawn'. You shall not be able to resubmit your bid.

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	2	test2	Techno-Commercial	Final Submission	Withdraw Bid	Delete Bid	No Bid Saved	

Steps to Pay Transaction fee:

Click on the link "Transaction Fee Payment" under "My Menu" in your login:

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The below page shall appear, select the corresponding event from the drop down:



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As soon as you select the event, the below page shall appear, the amount shall be shown against the "Transaction fee:" :

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Select a Event :	U	IPRVUNL/19-20/ET/38 V
Transaction fee :		1180.0
Select Payment Type:	() NE	EFT/RTGS Online Payment
	Proceed To Payment	
	Note:	
1. Payment should be made within	n 3 days after generating the Challan for NEFT/RTGS otherwise the cha	allan shall become invalid.
2. For making payment through Online Payment option, please make sure the	at your website address has https and you have enabled "access data a Options> Security> Custam Level -> Miscellaneous).	sources across domains" under Miscellaneous tab. (Tools> Internet
3. Bidders are advised not to combine different challans (in NEFT/RTGS option) be made; els	while making payment towards transaction fee for different e-tenders, se such combined payment for two or more e-tenders won't be conside	. For every challan generated from the system, separate payment shou ered.
4.0	Online Payment option can be used in IE version 9 and above only.	

You may pay the fee through 'NEFT/RTGS' or 'Online Payment':

If you select 'NEFT/RTGS' and Click on 'Proceed To Payment', the below page shall appear:

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	Address 2 :			
	Address 3 :			
	City :			
	Pin Code :			
	Account Title :			
	Debit Account No :			
	Account Type :	Savings 🗸		
	Amount (in figures.) :	1180.0		
		Generate Challan		

Fill in your bank details and click on 'Generate Challan':

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Print the challan which appears on the page and make the payment in the bank account as generated on the page.



After the payment has been made, please wait for some time before you try to bid for the event. The payment update takes some time.

Note: Please pay the transaction fee at least one day prior to closing day so that you may submit your bid on time. Vendors must ensure timely payment of the transaction fee. MSTC shall not be responsible for non receipt of transaction fee for any reason whatsoever and thus non submission of bid.

If you select 'Online Payment' and Click on 'Proceed To Payment', the below page shall appear: Click on 'Ok':

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be ma	de; else such combined payment h 4. Online Payment option can be	or two or more e-tenders won't be con used in IE version 9 and above only.	sudered.	

You shall be directed to payment gateway page:

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Please make payment as per your choice through the available options.

After the payment has been made, please wait for some time before you try to bid for the event. The payment update takes some time.

Note: Please pay the transaction fee at least one day prior to closing day so that you may submit your bid on time. Vendors must ensure timely payment of the transaction fee. MSTC shall not be responsible for non-receipt of transaction fee for any reason whatsoever and thus non submission of bid.