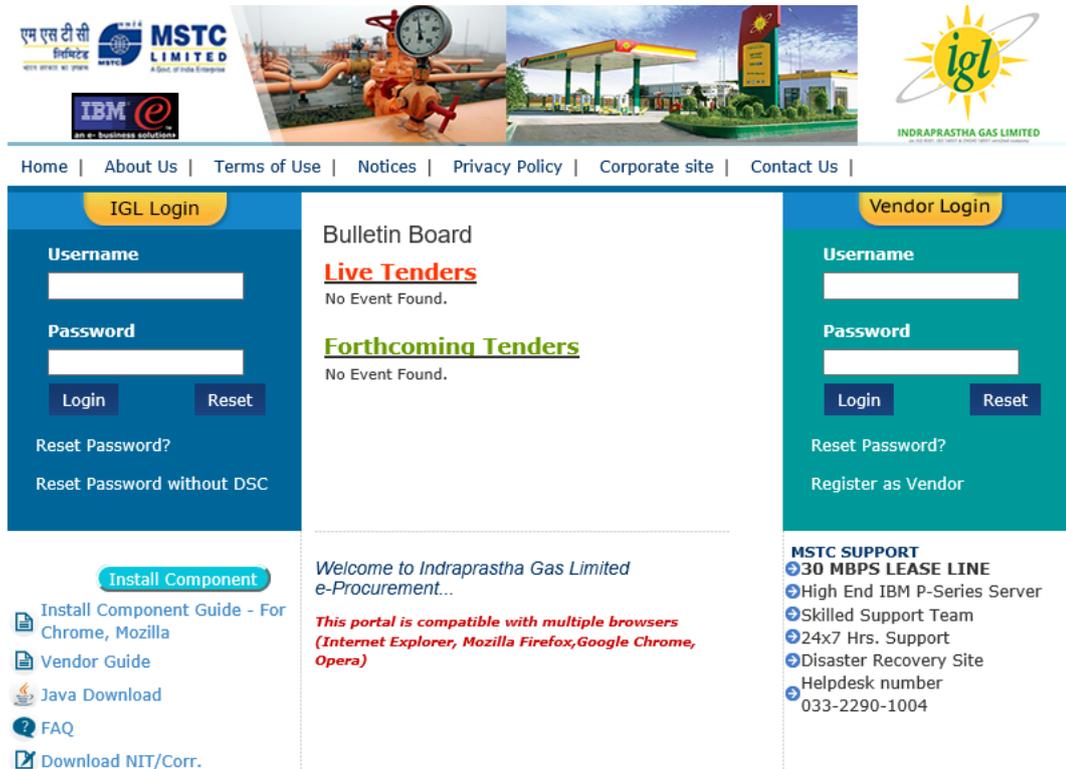




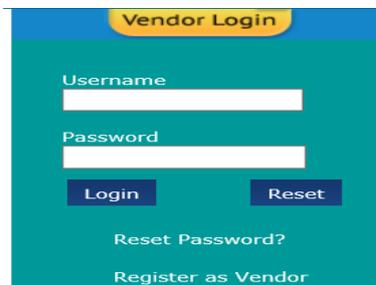
INDRAPRASTHA GAS LIMITED (IGL)

BIDDER'S GUIDE FOR E-TENDER

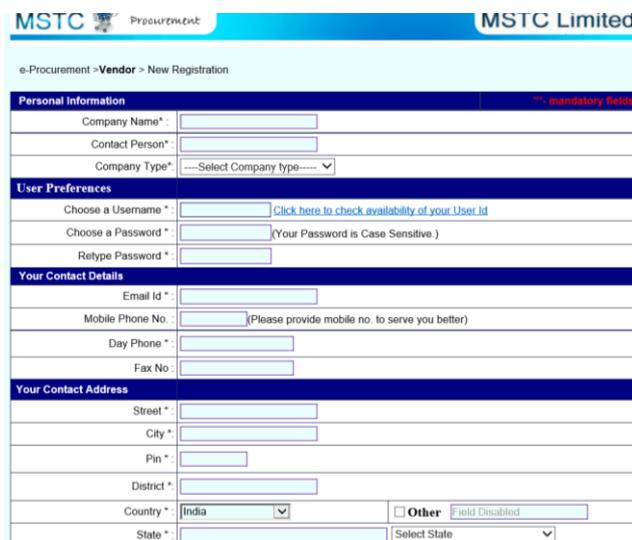
1. Use Internet Explorer to go to <https://www.mstcecommerce.com/eprohome/igl>



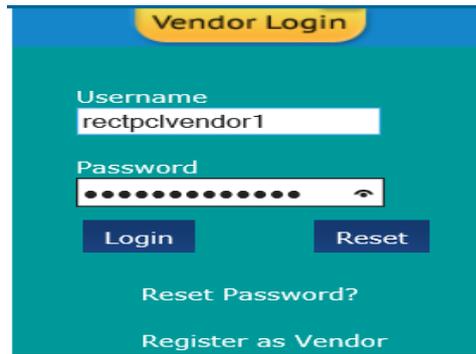
2. On the right side of the page click on Register as a Vendor:



3. Fill the form that appears to create username and password:

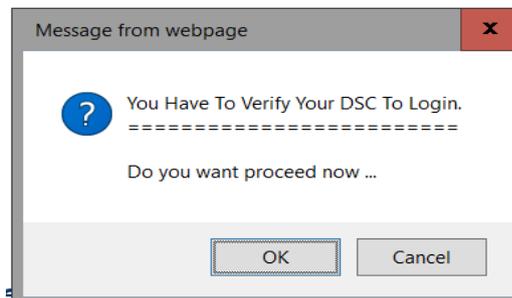


4. Once the registration is done, login with your user name and password:

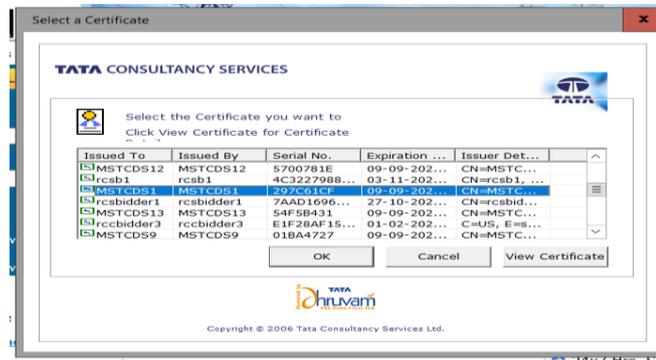


The image shows a 'Vendor Login' form with a teal background. At the top, there is a yellow banner with the text 'Vendor Login'. Below this, there are two input fields: 'Username' with the value 'rectplvendor1' and 'Password' with a masked password of ten dots. There are two buttons: 'Login' and 'Reset'. Below the buttons, there are two links: 'Reset Password?' and 'Register as Vendor'.

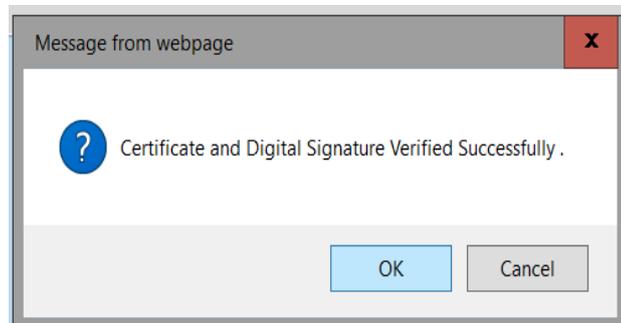
5. System will ask you to verify your digital signature



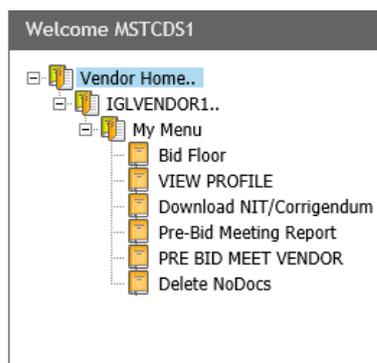
6. Press OK and select your digital signature from the list:



7. Your digital signature will be verified



8. Once login is complete, a bidder can access My Menu through the left side of the page:



9. Here click on Download NIT/Corrigendum button to download the NIT/Corrigenda. Select Event number and click on download to download the files:

Download NIT/Corrigendum

SELECT EVENT NO : [RECTPCL/17-18/ET/33605] v

SELECT NIT/CORR./Other Docs : [Select File] v

[Download]

10. To submit the bid a bidder can proceed to Bid Floor through the left side My Menu. In Bid Floor click on live events to view a list of Live events. In live events select the tender number where you wish to submit a bid:

Hi MSTCDS1

e-Procurement Event Info Server Time : 2019/3/18 16:42:31

Select Buyer : Indraprastha Gas Limited v

Live e-Procurement Events : [Live Events]

Forthcoming e-Procurement Events : [Forthcoming]

e-Procurement Event Listing For Future e-Procurement Events v

e-Procurement Event No.	e-Procurement Event Start Date	e-Procurement Event Close Date
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11. Tender can be of multiple types with price bid uploading in Excel or Technical-cum-Price type. The bid floor for each type of event will change automatically. On clicking the tender number one of the following screens will appear:

For 2 cover with price bid in excel:

Hi MSTCDS1

EVENT INFO

Events Details Current Server Time: 18.3.2019 16:48:59 IST

Event No	Event Type	Event Start Time	Event Close Time
IGL/11/18-19/ET/30	2Cover_Price_Bid_Upload_in_Excel	05.02.2019 12:55:00	18.03.2019 18:00:00

Technical Bid Upload Docs

ITEM NO	ITEM Name	Price Bid	Final Submission	Withdraw Bid	Delete Bid	Bid Status
1	BUILDING	[Download] [Upload Price]	Final Submission	Withdraw Bid Submit regret letter with	Delete Bid	No Bid Saved

E-Tender Technical-cum-Price Bid:

Hi MSTCDS1

EVENT INFO

Events Details Current Server Time: 18.3.2019 16:50:6 IST

Event No	Event Type	Event Start Time	Event Close Time
IGL/abc/18-19/ET/77	E-Tender Technical Cum Price Bid	16.03.2019 13:36:00	19.03.2019 00:00:00

Common Terms Upload Documents

Lot No/Lot Name	Cover 1	Cover 2	Final Submission	Withdraw Bid	Delete Bid	Bid Status
1 test 1	Techno-Commercial	Price	Final Submission	Withdraw Bid	Delete Bid	Price Saved
2 test 2	Techno-Commercial	Price	Final Submission	Withdraw Bid	Delete Bid	No Bid Saved

12. For each type of event the event details including start time and close time the details will be given on the top of the page.

13. To submit the tender the bidder has to start from top left and submit the details one by one.
14. For 2 cover with price bid in excel, the bidder has to submit technical bid, by filling the details and clicking the save button.

Purchaser's Specification		Agree
1 Technical Terms		
1.1	a	Agree Agree with remarks
1.2	a	Remarks
1.3	a	AGREE
1.4	a	Agree Agree
1.5	a	AGREE

- a. After the technical bid is saved, a bidder can proceed to uploading documents through the link upload docs:

UPLOAD DOCUMENTS

Select Cover : Technical Bid

spec Browse...

Upload

Back To Floor

- b. Please note that under no circumstance the price bid excel has to be uploaded here.
- c. After the documents have been uploaded, the bidder can click on download excel to download the excel format.
- d. Fill up the excel sheet as per the details given therein and tender document.
- e. To upload the filled up excel click on Upload Price Button, click on browse to select the file and then click on Upload and Save encrypt file.

Upload Price Bid File :17-18-ET-19-5312-38840-Book2.xls

• Browse File : Browse...

Uploaded File Details

• File Name : File Size[bytes] : Encrypted File Size[bytes] :

• File Size % Increase After Encryption :

• Uploaded And Encrypted Bid File:

Upload And Save Encrypt File

- f. The bidder can then click on **Final Submit** to finally submit the bid. In case of any amendments after final submit, click on delete bid button to delete the techno-commercial and price bids and resubmit the same. Please note that at the end the bid must be clicked as Final Submit, otherwise the same will not be considered.

15. For E-Tender Technical Cum Price Bid:

- a. In the manner similar to above the bidder has to fill up Common terms, then press save button to submit.
- b. Then the bidder has to upload documents as per the list shown therein.
- c. Once the documents are uploaded the bidder has to submit the Technical and Price bids.
- d. The bidder can then click on final submit to finally submit the bid. In case of any amendments after final submit, click on delete bid button to delete the techno-commercial and price bids and resubmit the same. Please note that at the end the bid must be final submit, otherwise the same will not be considered.

Bidder's may note that in each case using the Delete bid button will only delete the bids and then the bidder can resubmit upload tender closing time.

Using the withdraw button the bid will be withdrawn and the bidder will not be allowed to submit any further bid in that event.

For any assistance regarding the Tender Document and/or terms and conditions the bidders may contact IGL as per contact details mentioned in this tender document at Section - IFB.

For any assistance during bid submission, system settings etc. bidders may contact at MSTC:

Phone Number:

03322901004, 01123212357, 01123215163, 01123217850

Email:

mstcnro@mstcindia.co.in

Please mention "Helpdesk" as subject while sending emails.

Availability:

10 AM to 5:30 PM on all working days.
