

Summary of Key-Instructions FOR BIDDERS Participating in IREDA PLI Bidding

1. Procure a Class-3 Digital Signing Certificate (DSC)

- i. Only 'Class-III Digital Signing Certificate (DSC)' issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA), is allowed for use on the portal.
- ii. Encryption certificate not required for bidders.
- iii. In case a bidder already has a Class-3 DSC, they may use the same.

Steps on the Portal:

Minimum system Requirements at Bidder's End: Computer System having configuration with minimum Windows 7 or above, Broadband connectivity and Microsoft Internet Explorer 6.0 or above

Any user, that opens the portal for the first-time, certain one-time pre-requisites need to be completed. Steps will be given on the landing -page.



2. Register your organization on the ETS portal

Go to **Internet Explorer**, open the ETS portal (<https://www.Bharat-ElectronicTender.com>) and register as a 'Supplier-Organization/ Bidder' well in advance of important deadlines.

During the registration process each bidder will have to pay the applicable ETS Registration-Fee of Rs3,540 (including GST), for Registration in the Buyer-specific category (ie. for IREDA only).

Note: 1. Supplier Organization/ Bidders already registered on ETS under 'General Category' or 'Buyer Specific for IREDA' do not have to register again. In case their registration has expired, they can simply 'Renew' the registration.

2. After the fee has been paid there is process for ETS Admin to accept the registration request of each bidder. All these activities take time and Registration should be done well in advance.

After acceptance of Registration, for detailed steps of First Login to ETS, kindly read instructions given under the **User Guidance Center** (link available on ETS Home-Page) by clicking on link 'First Login'.

3. Initial Organization-Level Activities:

Create Marketing Authorities (MAs), Users and assign roles on ETS, as required by the bidder. It is mandatory to create at least one MA for proceeding with the bidding.

For detailed steps of Initial Organization-Level Activities on ETS, kindly read instructions given under the **User Guidance Center** (after logging-in) by clicking on the link '**Overview of Initial Organization-Level Activities**'.

4. Steps for Responding to IREDA PLI Scheme e-Tender:

- i) **Searching the Tender on the e-Tendering Portal:** The tender can be searched using the Tender Search Code (**IREDA-2021-TN000002**) from TSC-based search given on the Home Page of the Portal. **Alternatively**, it can be searched from **Advanced ElectronicSearch™** link also given on the Home Page of the Portal by using the keywords 'PLI' or 'IREDA'.
- ii) **Viewing Notice Inviting Tender (NIT):** After searching the tender, bidders have to view the NIT of the tender by clicking 'View NIT' link.
- iii) **Assigning the tender to a Marketing Authority:** View NIT of the tender and assign the Tender Search Code (TSC) to the bidders Marketing Authority (MA) from the bottom of the Page.
- iv) **Visit Tender Overview Page:** Visit '**Tender Overview**' Page from the 'Core Tendering Activities' Menu.

Note: All activities related to the tender shall be performed through the Tender Overview page.

- v) **Authorizations for the tender:** On Tender Overview page, go the Tender Administration Section and perform CTA Authorization. In CTA Authorization all roles can be assigned to a single user if required.
- vi) **Procurement of Tender Documents:** On Tender Overview page, bidders have to procure the 'Official Copy of Tender Documents'. It is a mandatory step for making bid submission.
- vii) **Bid Submission:** Bid Submission for the tender can be initiated from 'Submission of Bid' link from Tender Overview page.
- viii) **ETS Bid Processing Fee:** On clicking 'Submission of Bid' link from Tender Overview page, bidders are redirected to pay ETS Bid Processing Fee (Portal Charges) for the tender. ETS Bid Processing Fee for IREDA PLI Bidding is INR 30,000/- plus applicable GST. ETS Bid Processing is to be paid Online before proceeding to Bid Submission.

5. Steps for Bid Submission:

- i) **Signing of Tender Documents/ Addendum:** Bidders have to sign the Tender Documents/ Addendum. A copy of the Tender Documents/ Addendum is to be uploaded and signed digitally. Once these are signed the Status will be shown as '**Signed**'. It is to be noted that Signing of Tender Documents/ Addendum is a mandatory process.
- ii) **Earnest Money Deposit (EMD)/ Bid Security:** Not Applicable
- iii) **Technical Bid Part:** For each Bid-Part (Technical, as well as, Financial), a bidder would have to submit an 'ElectronicForm™' and a detailed 'Main-Bid' (maximum 10 mb). Apart from that, the bidder can upload as many Bid-Annexures (each of up to 10 mb) as they wish. The contents of both the 'ElectronicForm™' and the 'Main-Bid' are securely encrypted using a Pass-Phrase provided by the Bidder.

It should be noted that Main Bid can be uploaded only after submission of ElectronicForm. Bid-Annexures should be uploaded prior to uploading the Main Bid. Once the Main Bid is uploaded, the option for uploading Annexures will be disabled.

- iv) **Financial Part:** The steps as followed in the Technical Bid-Part also have to be followed for the Financial Bid.

Note on Pass-phrase: A Pass-Phrase is like a 'password', the major difference being that a Pass-Phrase can also be a multi-word sentence with spaces between words (eg I love India). Pass-phrase should be of a minimum of 11 characters and there should be two spaces in it. In other words it can be said that a Pass-phrase consists of three words having a minimum of 11 characters. **Pass-phrases for Technical and Financial Part of the tender must be different.**

It is important that the user does not forget the Pass-Phrase used for encrypting its bids (ie equivalent of sealing). In case the Pass-Phrase is forgotten during the process of Bid-Submission, the previous submissions made for that Bid-Part will have to be annulled, and fresh submissions made with a new 'Pass-Phrase'. **If a Pass-Phrase is forgotten after the 'Last Date and Time of Receipt of Bids' of a particular tender has elapsed, then it would not be possible to open (decrypt) the bid**, and such bids will be 'Archived Un-opened' during the Tender Opening Event (TOE). This is important from Security perspective and ensures that a bid can only be opened (decrypted) with the Pass-Phrase provided by the bidder himself'.

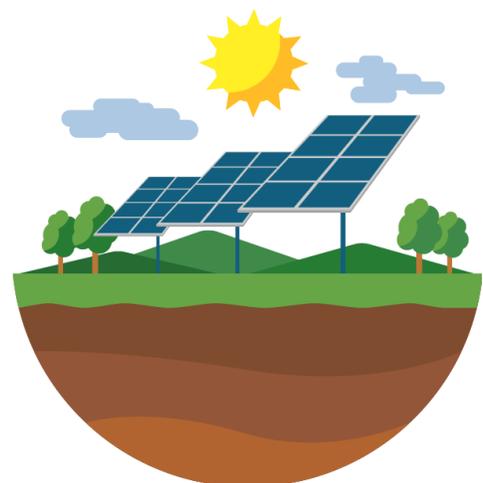
- v) Once all the steps mentioned in Point i) to iv) is done the Status pertaining overall Bid-Submission will be shown as **'Complete'**.
- vi) Even after completion of bid submission, if required, bidders can Modify or Substitute their bid before elapse of Bid Submission time by initiating Supplementary Bid.
- vii) **IMPORTANT (SUBMISSION OF PASS-PHRASE):** The bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted into the 'Time Locked Electronic Key Box (EKB)' after the corresponding deadline of Bid Submission, and before the commencement of the Online TOE. The process of submission of this Pass-Phrase in the 'Time Locked Electronic Key Box' is done in a secure manner by first encrypting this Pass-Phrase with the designated keys provided by IREDA.

8. Bharat-ElectronicTender Helpdesk

Phone 0124-4229071, 4229072; E-mail: support@isn-ets.com
(900 hrs to 1800 hrs on all Working Days i.e. from Monday to Friday except on Government Holidays)

Bidders Training: To request for training, kindly send an email on support@isn-ets.com

This is subject to receipt of timely request by ISN-ETS from the concerned Bidder/ Supplier Organization, and availability of ISN-ETS trainer/support executive on the requested dates.



9. General Instructions

- a. It is important to complete all initial activities required for bidding described above well in advance of the deadline of Bid-Submission.
- b. It is important for each bidder to thoroughly read the 'rules and related criterion' for responding to the Tender as defined by IREDA in the Tender Documents.
- c. There are many more facilities and features on ETS. For a particular e-Tender/ e-Auction, the screens viewed by a Bidder will depend upon the options selected by the concerned Buyer.
- d. For further instructions, the vendor should visit the home-page of the portal <https://www.bharat-electronictender.com>, and go to the **User-Guidance Center**

The help information provided through 'ETS User-Guidance Center' is available in three categories:

- Users intending to Register / First-Time Users
- Logged-in users of Buyer organizations, and
- Logged-in users of Supplier organizations