



# **ONGC E-Procurement - Online Guide**

## 1. Technical Settings (detailed help on this is available at Guidelines to Bidders)

- Web Browser supported: Microsoft IE 5.5+ (for IE version 11 Plz do setting given at **Annexure -1** along with setting given below)
- Active Content: JavaScript, cookies, ActiveX controls, pop-ups must be enabled on all browsers
- Recommended Screen Resolution: 1024 by 768 pixels.
- Download Technical Setting tool from “Download” and save it on desk top. Run the utility after closing all the browsers. (optional)

### Settings for Microsoft Internet Explorer

Recommended way is to add following e-Procurement site to Trusted Sites zone.

<https://etender.ongc.co.in>

1. In Internet Explorer, go to Tools → Internet Options...
2. Click on Security tab, and then click Trusted sites zone.
3. Click Sites button.
4. In the Add this Web site to the zone: text box, type <https://etender.ongc.co.in> .
5. Click Add button and then choose OK or Close button.
6. Then Click on Custom Level button, Security settings window opens up, maintain following values for below parameters.

Parameter	Value
Allow Scriptlets	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviors	Enable
Download signed ActiveX controls	Enable
Download unsigned ActiveX controls	Enable
Initialize and script ActiveX controls not marked as safe	Enable
Run ActiveX controls and plugins	Enable
Script ActiveX controls marked safe for Scripting	Enable

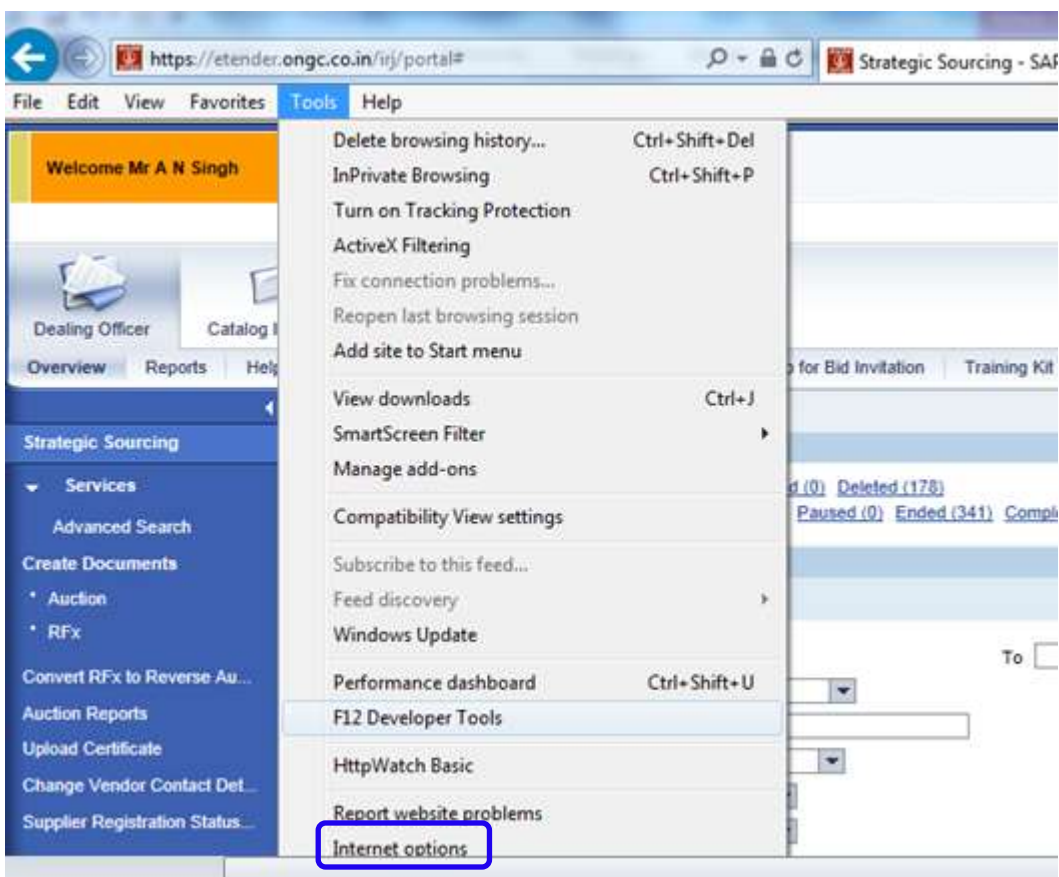
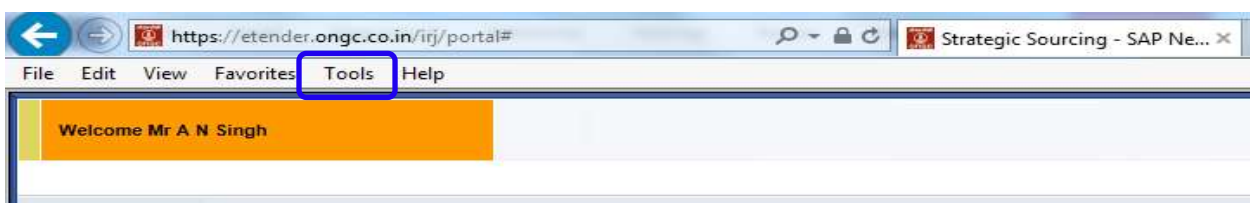
Use Pop-up Blocker	Disable
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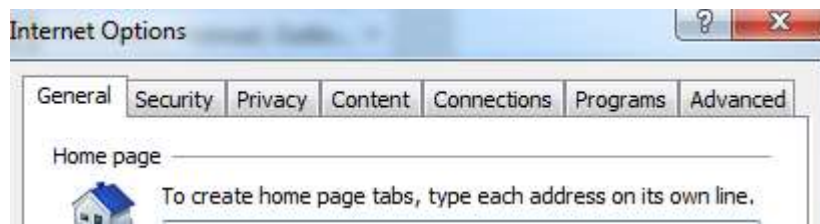
- 7. After maintaining appropriate values, Click OK button.
- 8. Again Click OK button to confirm and close Security tab.

**Annexure - I**

9. Technical setting require for the IE-11 apart from setting mentioned above setting.

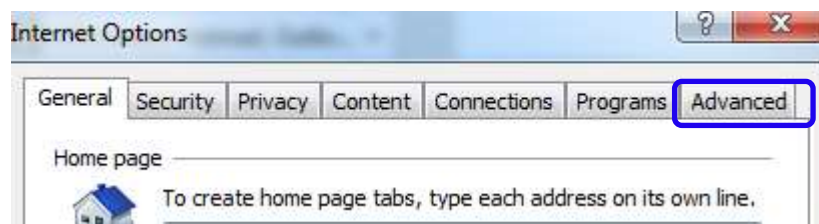
- A. Go to **Tools -> Internet Options** by clicking on **Tools** menu from menu bar or **Tools icon** from left top corner as shown in below image.



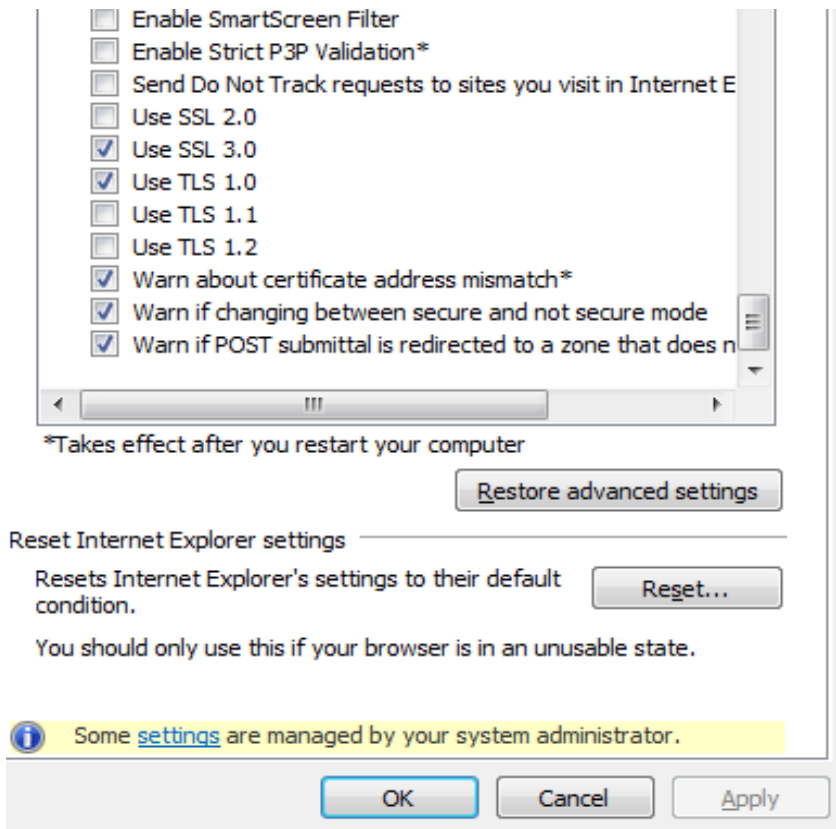
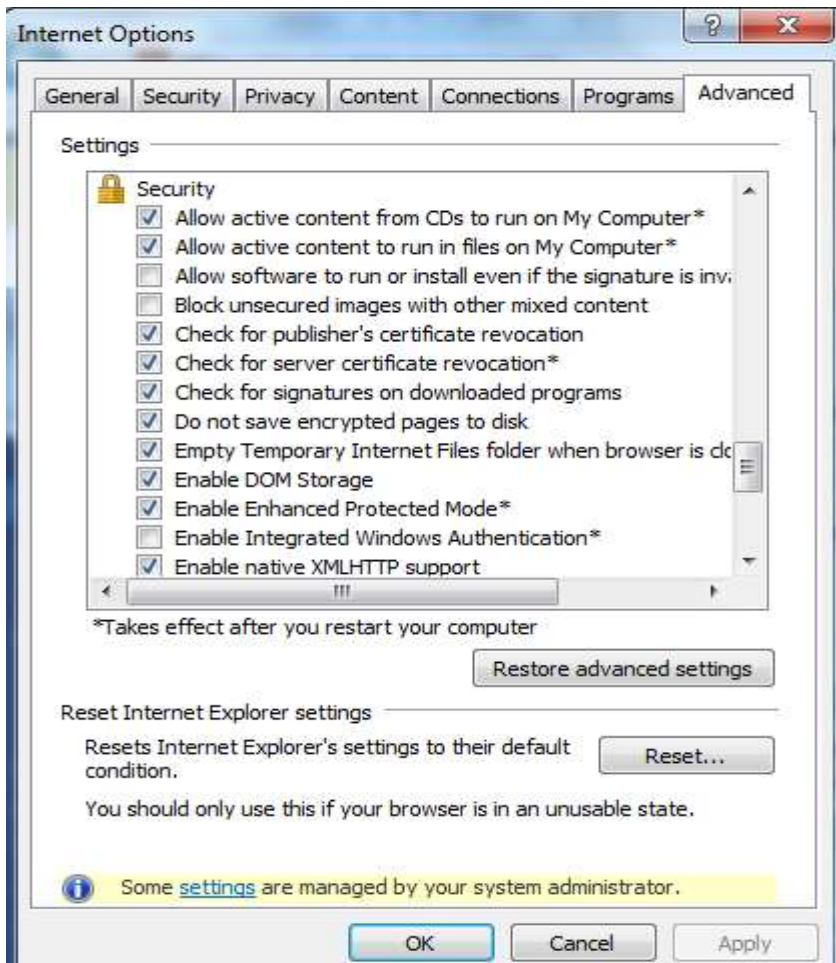


B. Click on Adanced

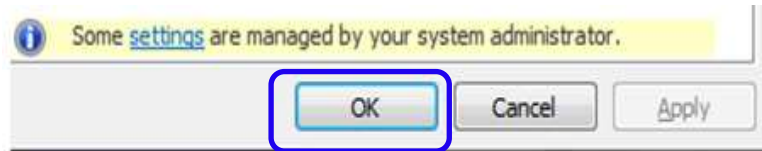
NODE: Tools→ Internet option→Adanced



C. In security, make the setting as below:



D. Click on OK button



NOTE: Make sure that after doing this technical settings, you must install the signer Tool.

11. You should have a valid User id to access ONGC e-Tendering application.

12. You should have a legally valid Class 3 digital certificate as per Indian IT Act 2000 from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

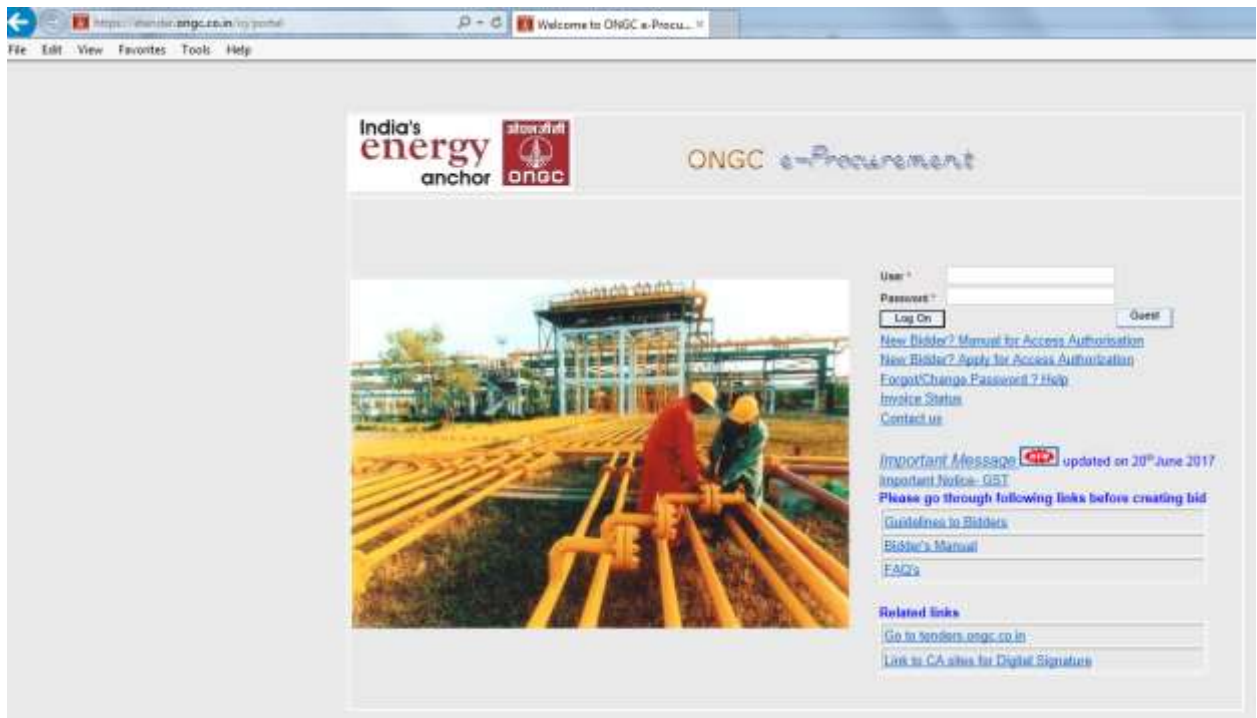
#### Installation of Signer Tool

Signer tool is available on home page of e-tender after you logged in under Downloads tab. First the signer tool needs to be downloaded and saved on the Desktop. Then close all the internet explorer browsers opened in the system at that time. Then run the Signer tool to install it.

a) Selecting the desired Bid Invitations

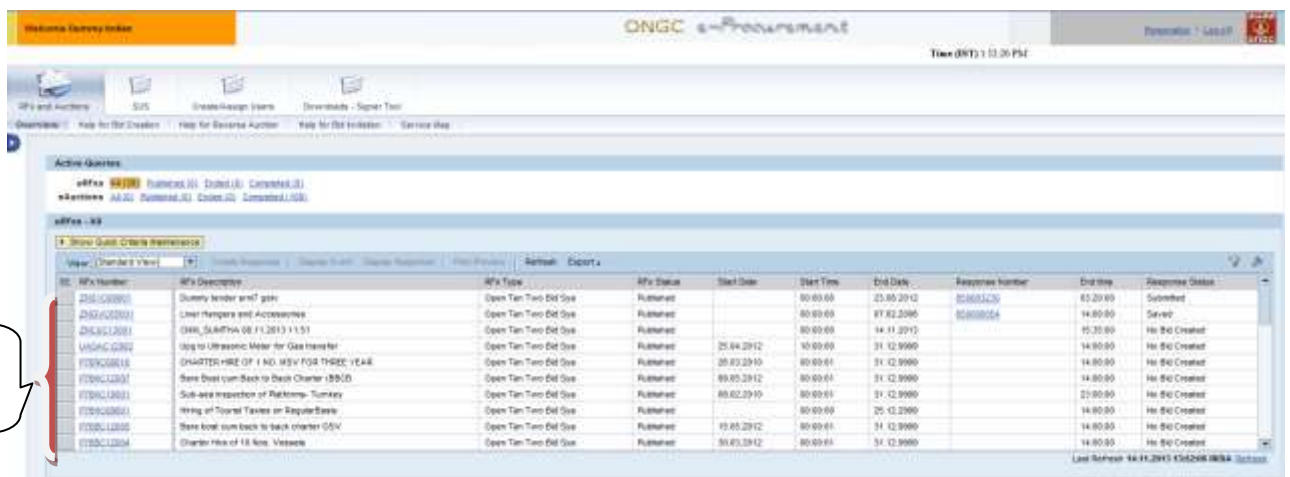
1) Login to ONGC e-Tender site <https://etender.ongc.co.in>

Use your login id & password

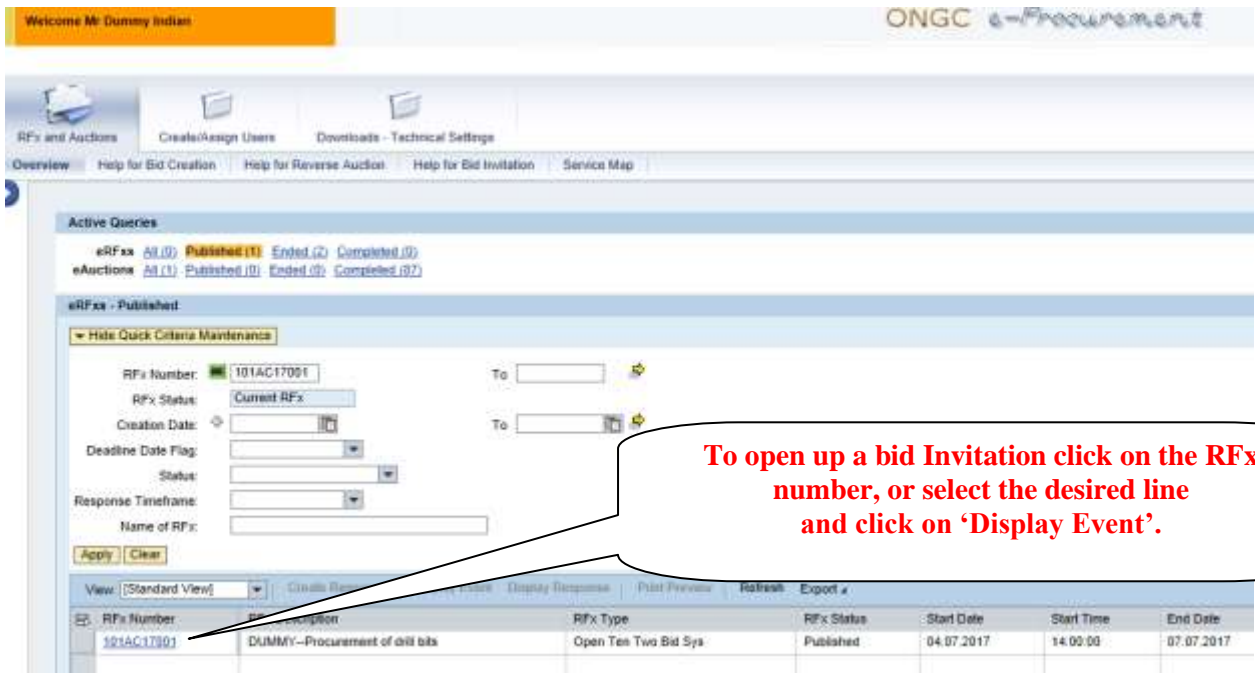


2) List of Bid Invitation will appear on the screen

**Please note that list will be populated as per the last update**



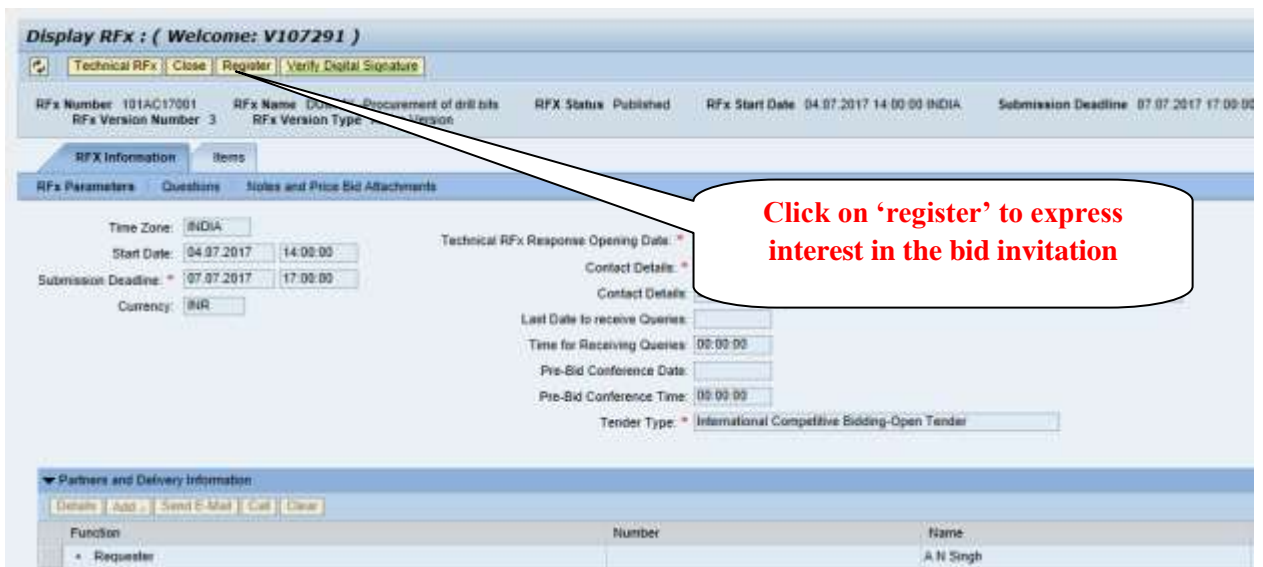
3) To open up a bid Invitation click on the RFX, or select the desired line and click on 'Display Event'.



b) Bid (quote) creation (Material)

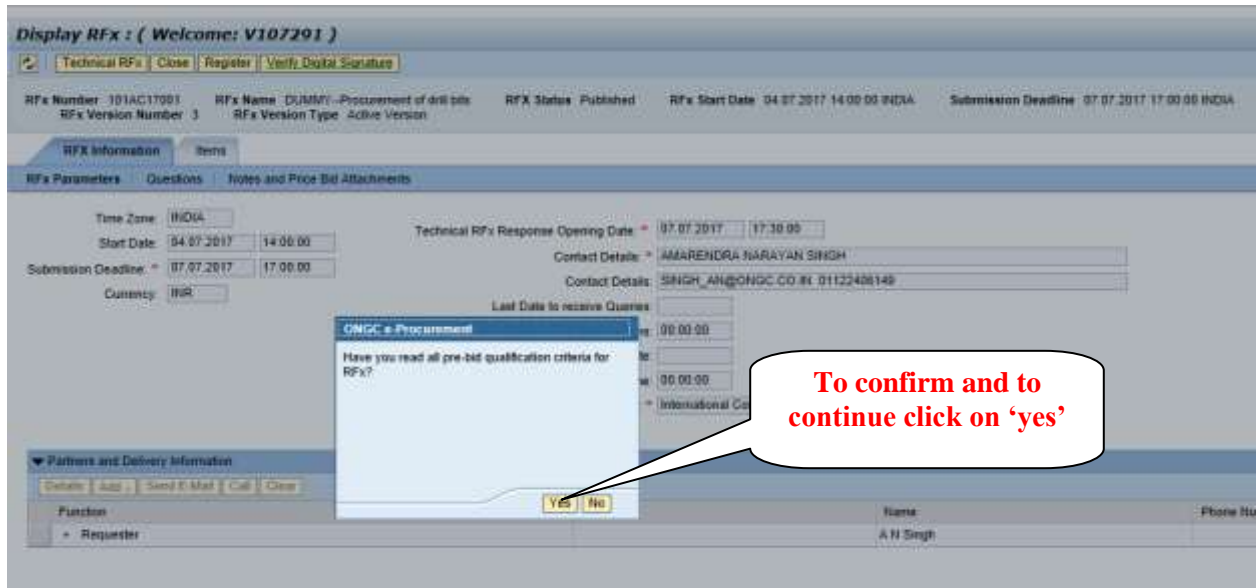
1) Steps 1 to 13 are required only for open tenders.

2) To express your interest in the bid invitation, click on 'Register'

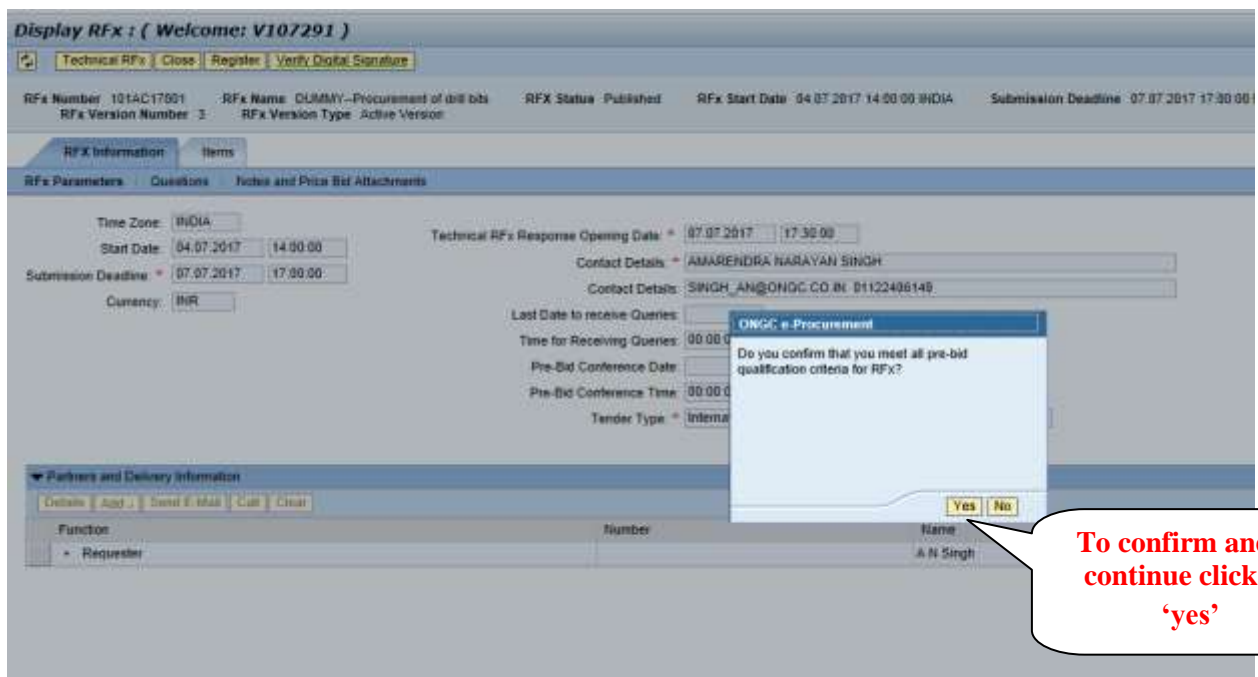




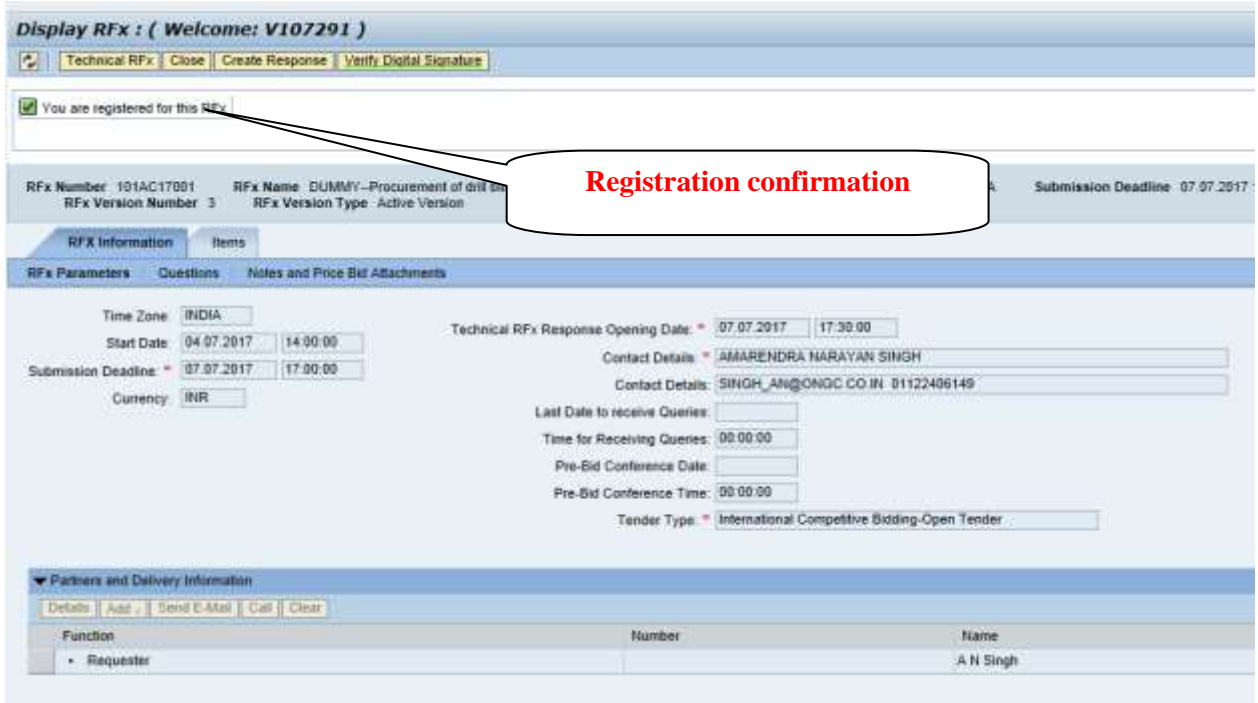
3) System confirms if bidder has read the pre-qualification criteria for this bid invitation. To confirm and continue, click on 'Yes'.



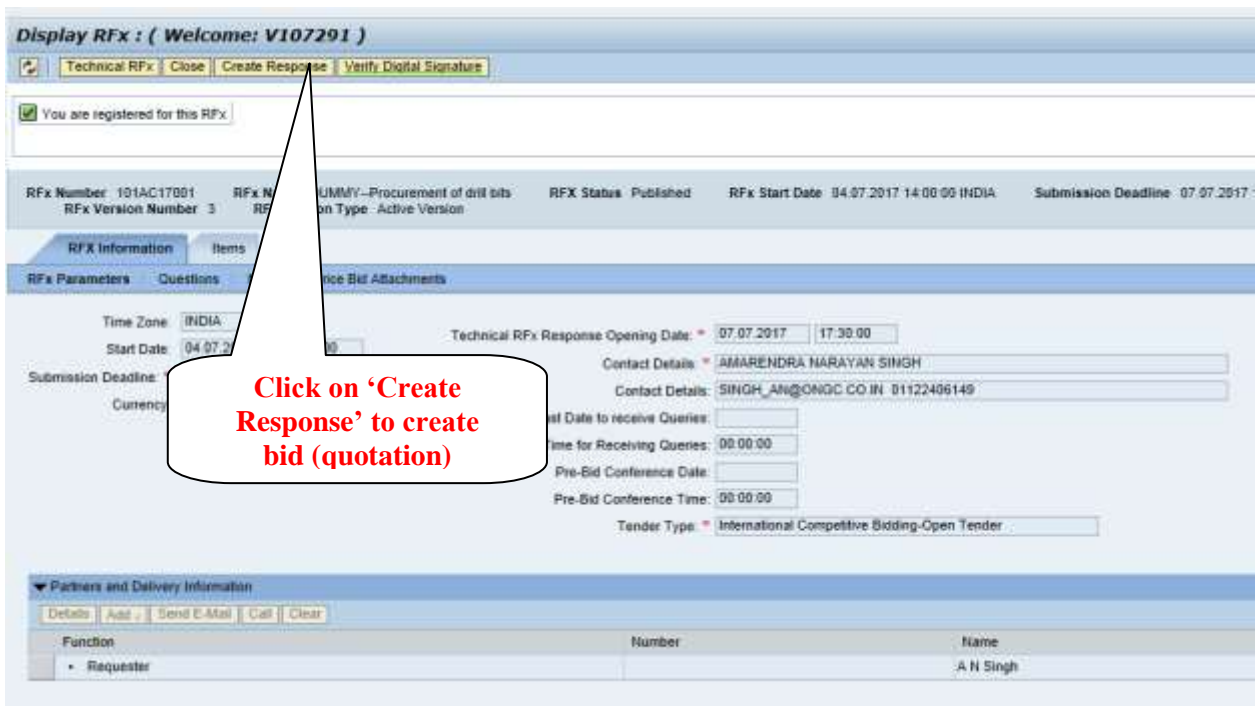
4) System further confirms if bidder meets all the pre qualification criteria for this bid invitation. To confirm and continue, click on 'Yes'.



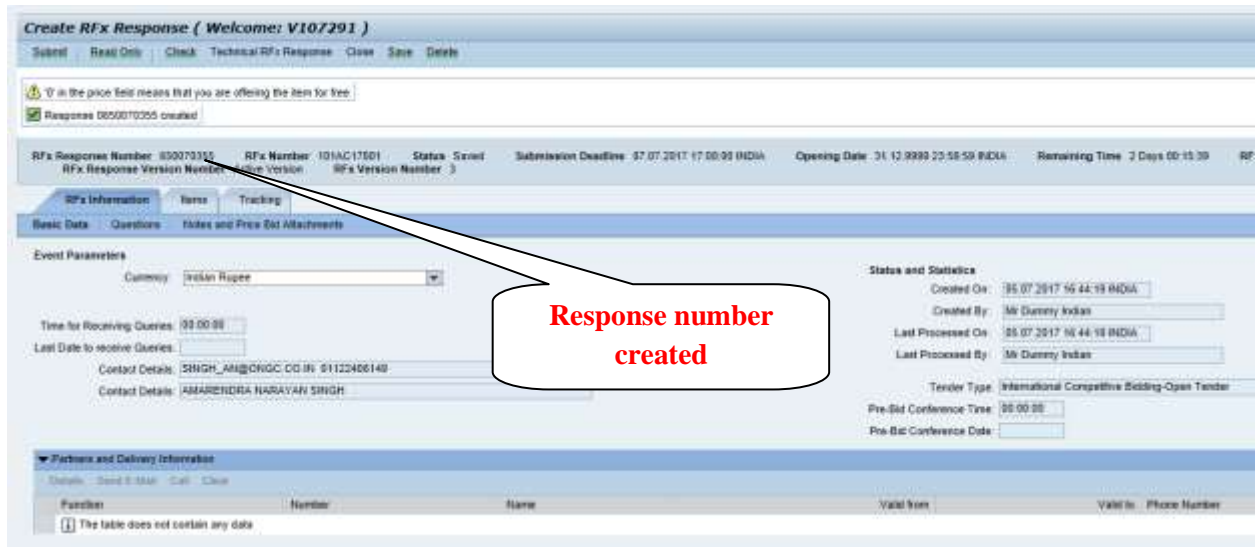
5) System gives registration confirmation. To refresh the screen, user needs to click on the 'refresh' button.



6) To create bid (quotation) click on 'Create Response ( Click on refresh button  if you do not find Create Response button)

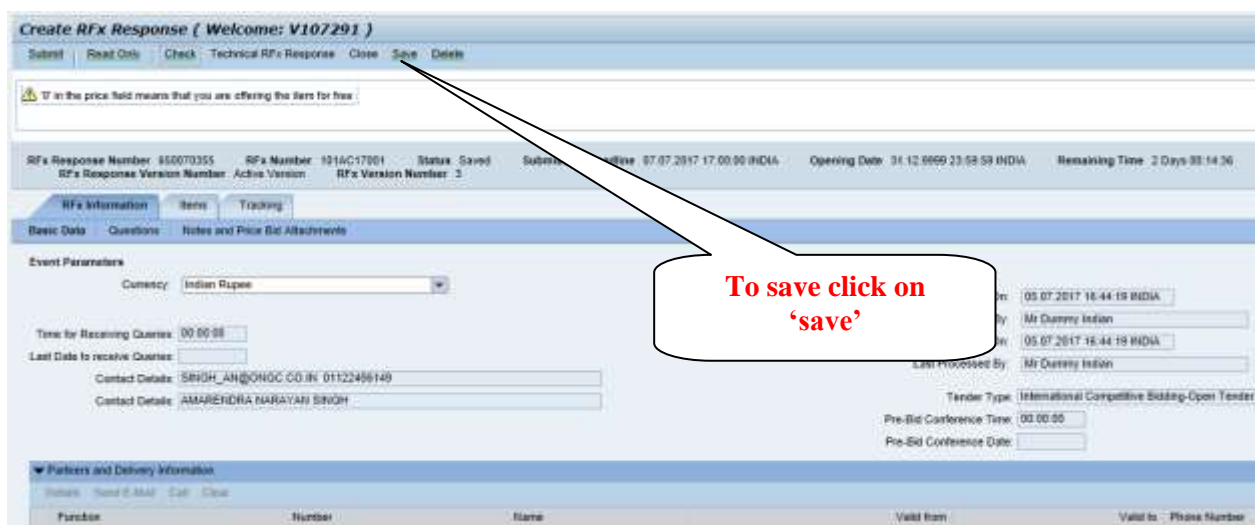


7) A Response number (quotation) number will be assigned, and a blank bid will be created.

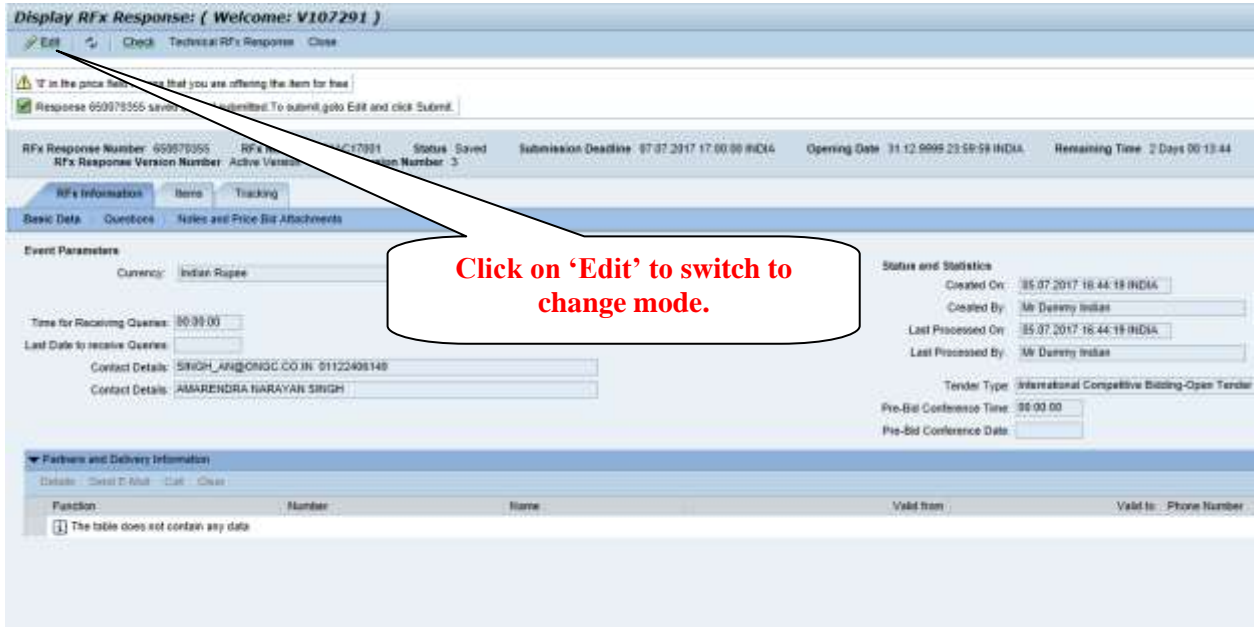


8) It is always good to save entries at regular interval. To save click on 'save'. On saving the document will come in display mode.

Please note: on saving the bid, the current entries are saved. It is not submitted.

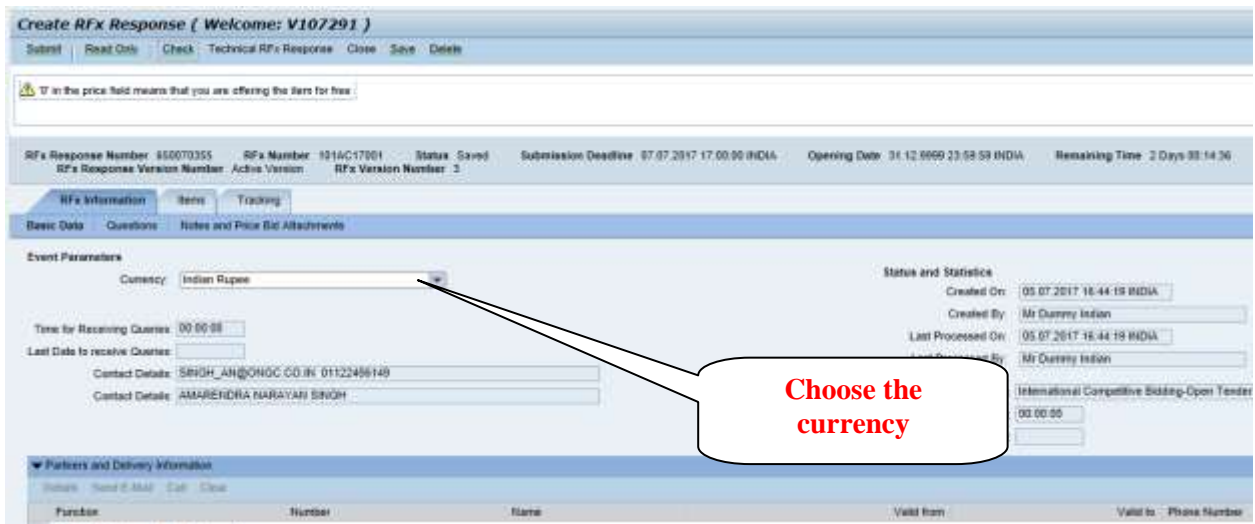


9) To continue working on the bid, click on 'Edit' button. It will bring the document in change mode.



**Click on 'Edit' to switch to change mode.**

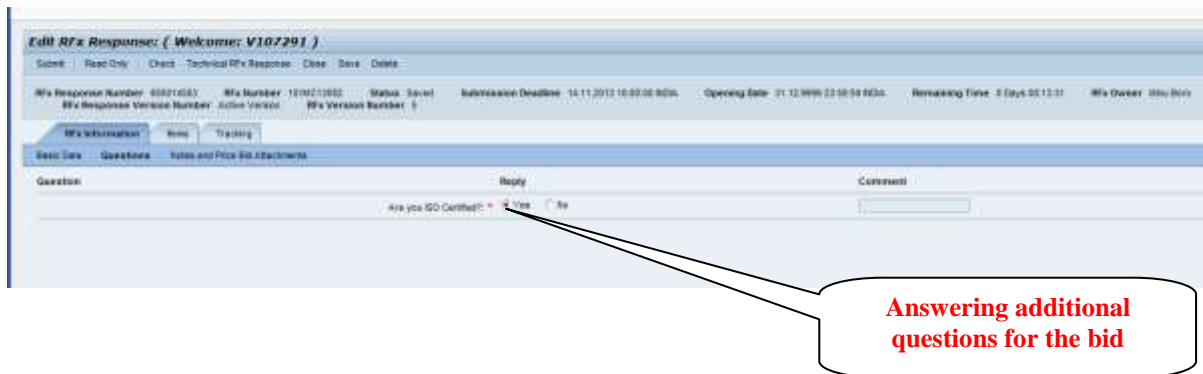
10) In the RFX Information->Basic Data tab: Choose the currency in which bid is to be submitted.



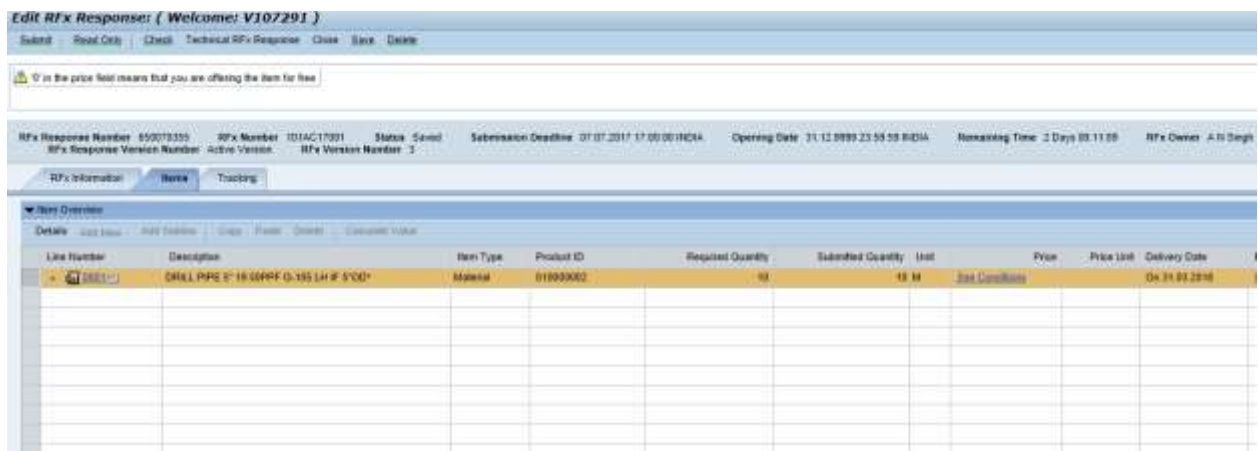
**Choose the currency**

11) In the RFx Information->Questions tab: Answer the entire mandatory and the relevant questions for the bid.

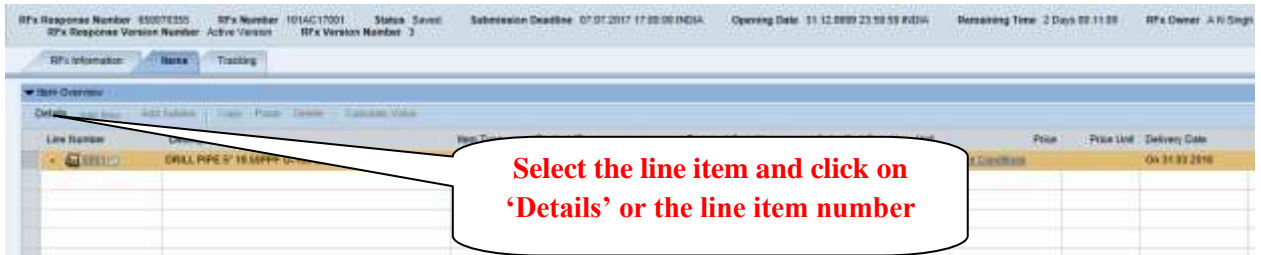
**Please note:** Depending on the type of question, the answer could be in yes/no or short text or value or with some possible given values.



12) In the Item tab: Item overview will be displayed.

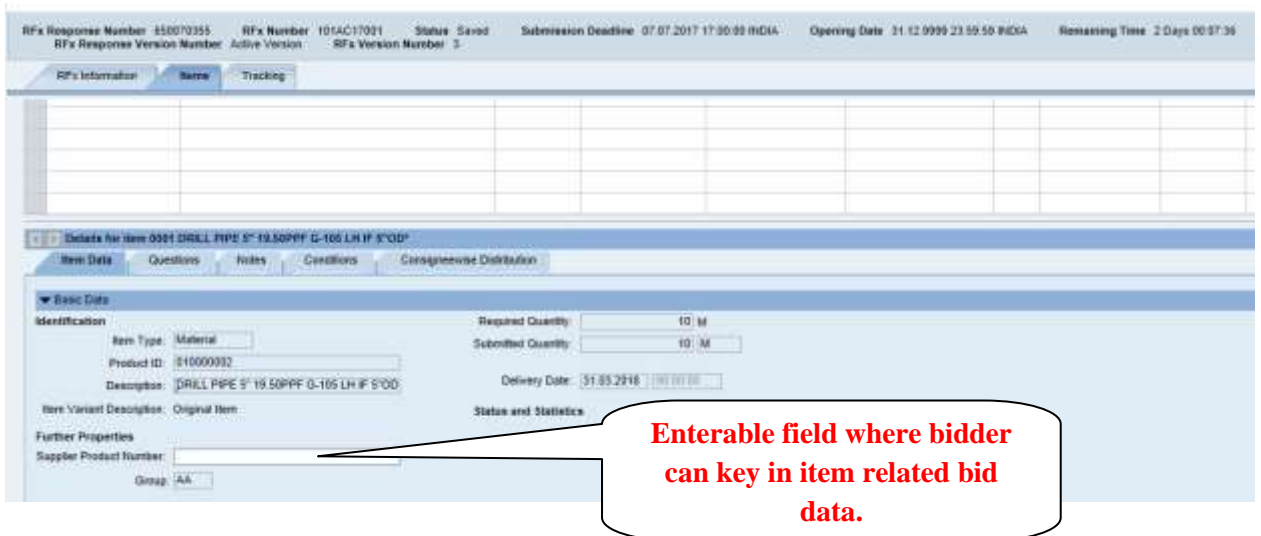


13) To get to the details click on the line item number or select the line item and click on 'Details'.



14) In the Items->Item Data tab: The fields that can be keyed in / changed are not grey. Bidder can key in the item related bid data. The item overview screen has been collapsed below.

**Please note:** The enterable / changeable fields will vary from bid invitation to bid invitation.



15) In the Items- > Questions tab: Bidder needs to answer the item specific additional questions.

Please note: The question is marked with "\*", hence mandatory.



16) In the Items- > Conditions tab: Bidder needs to key in the offering price of the item. The Price component will be different for Indian and foreign bidders as explained in the instruction on the screen.

**Please note:** The pricing components can differ from item to item.

Condition Type	Amount	Currency	Price Per	Price Unit
Price	100.00	Indian Rupee		1 M
ED / GST %	0.10 %		0	
% Import Content	0.50 %		0	

**Price components of the Item (for Indian bidders)**

**General Instructions**

Foreign bidder price components:

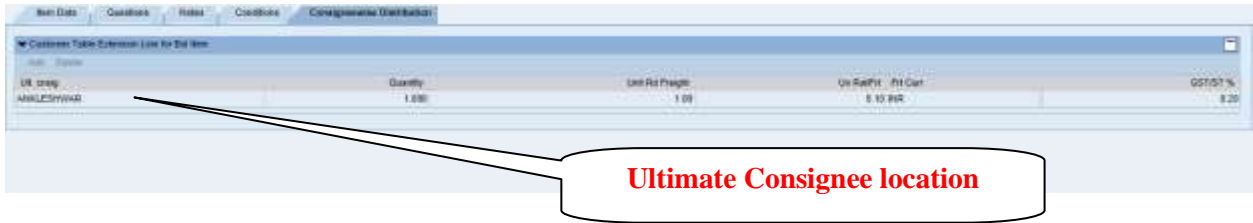
Condition Type	Amount	Currency	Price Per	Price Unit
Price	120.00	United States Dollar		1 M

**Price component for foreign bidders**

17) In the Items -> Consignee wise distribution tab: Bidder needs to key in the freight component.

**NOTE: This may not be applicable for service items.**

Indian bidder will be quoting freight for ultimate consignee. Bidder can quote road / rail freight and GST/ST %.



Foreign bidder need to quote freight for Port of Consignment.

For Foreign bidders port consignment:



To navigate to next item for the same sub-screen tab click on 'next item'

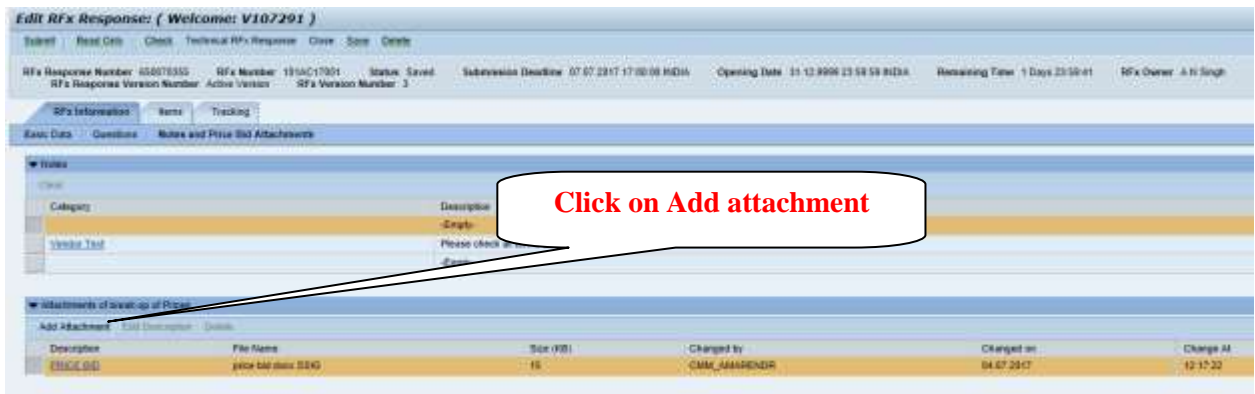
18) For services the breakup may be required to be uploaded as specified in the bid invitation in the Item detail→Notes & Price Bid Attachments Tab; below is the procedure to upload the file. Digital signature is required for this upload.

Note: **This is not the place to upload the Technical documents.**

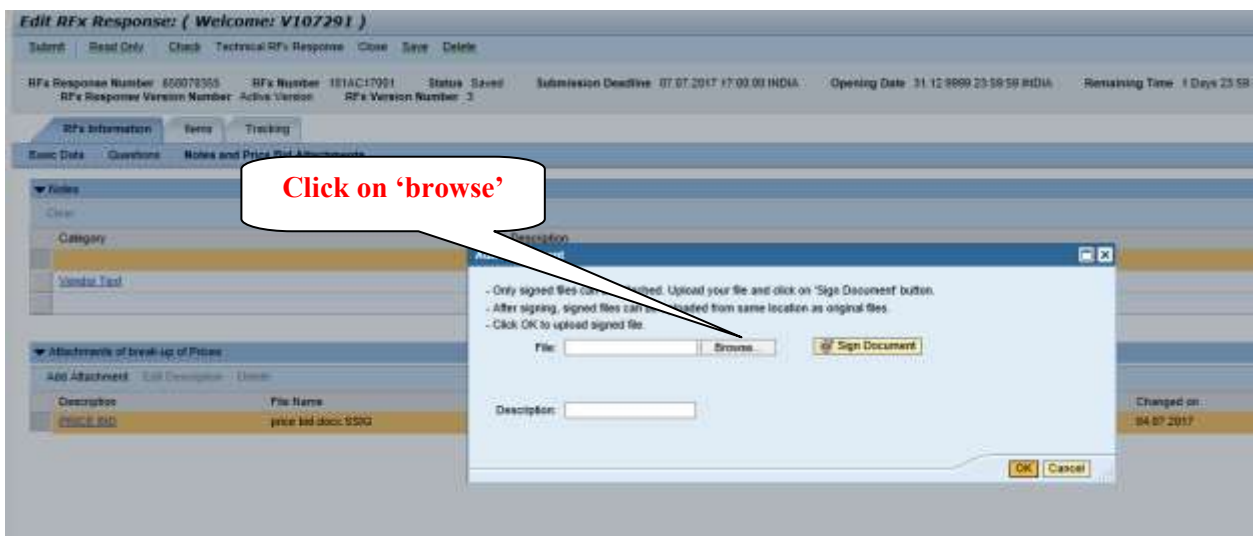
Click on 'Add Attachment' under the sub- tab Notes and attachment.

**NODE: RFX Information→ Notes & Price Bid Attachments→ Add Attachment'**





A Popup will appear where the file to be uploaded is selected. Click on 'Browse' to select the file.

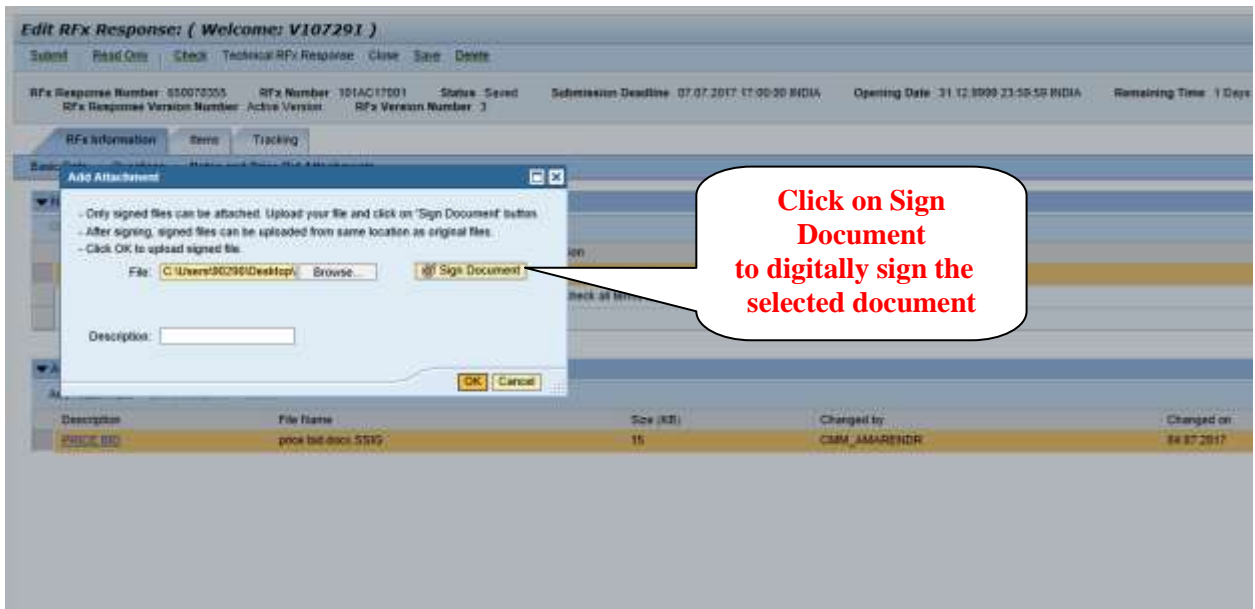


Another popup will appear, user needs to select the desired file from the local drive/Desktop. Click on 'Open' after selecting the file.

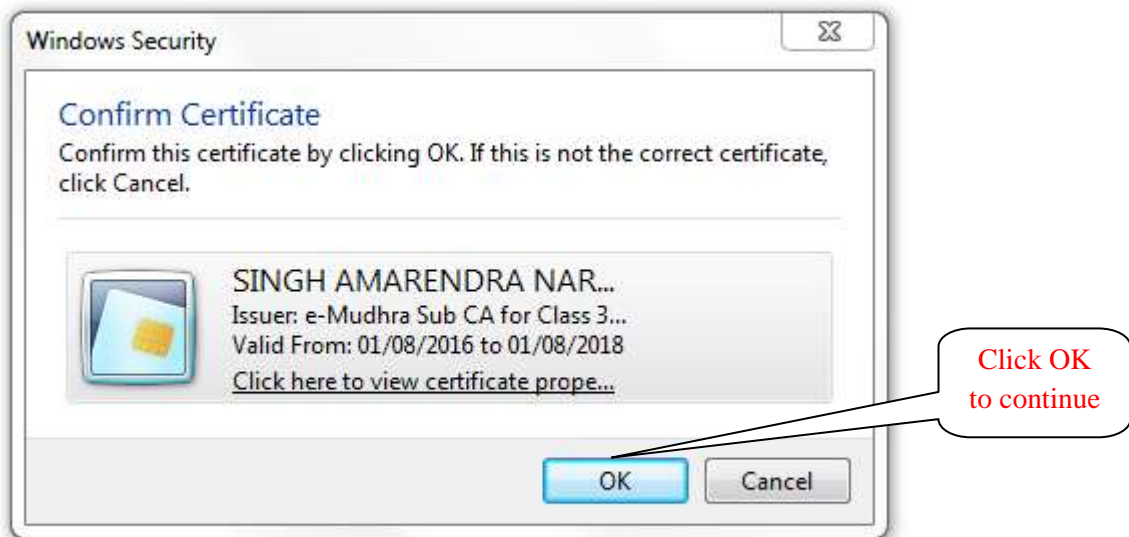
**Note: One needs to have a Class III digital signature to upload file.**



Click on 'Sign' document to digitally sign the document.

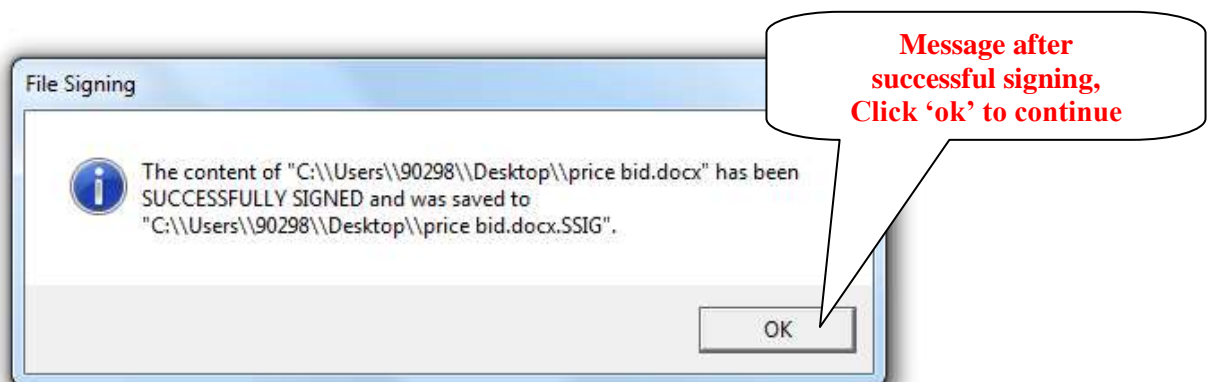


Depending on the type of digital signature being used another popup up will come to select the digital signature

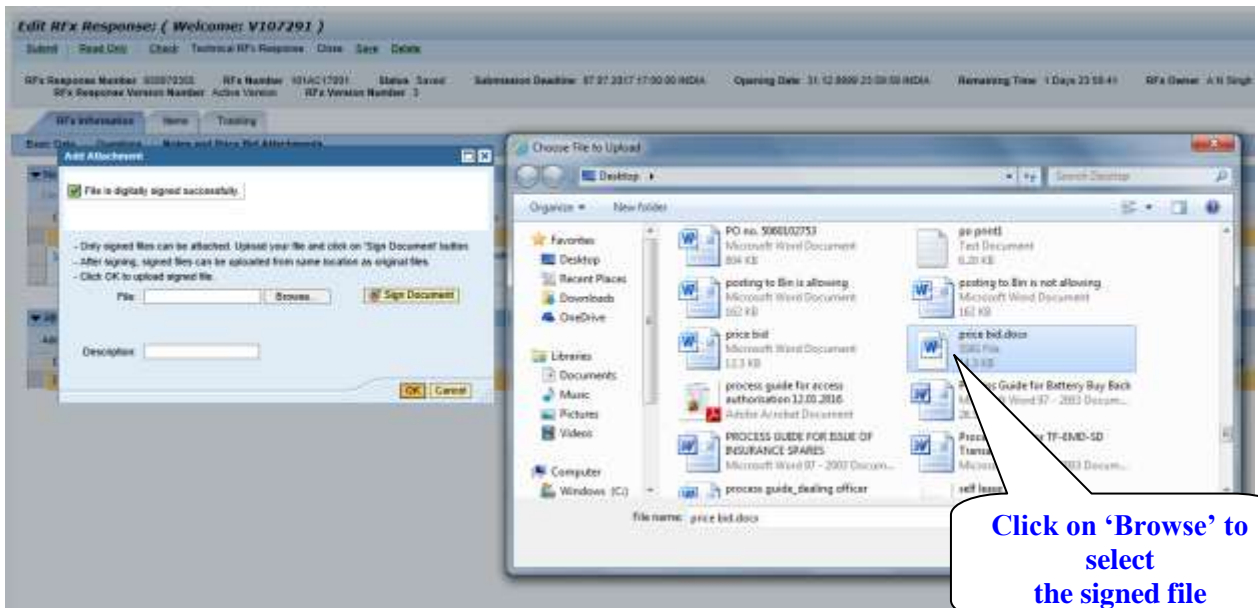


On successful signing, a confirmation message like below will appear.

It also shows where the digitally signed document is kept. Click on 'OK' to continue.

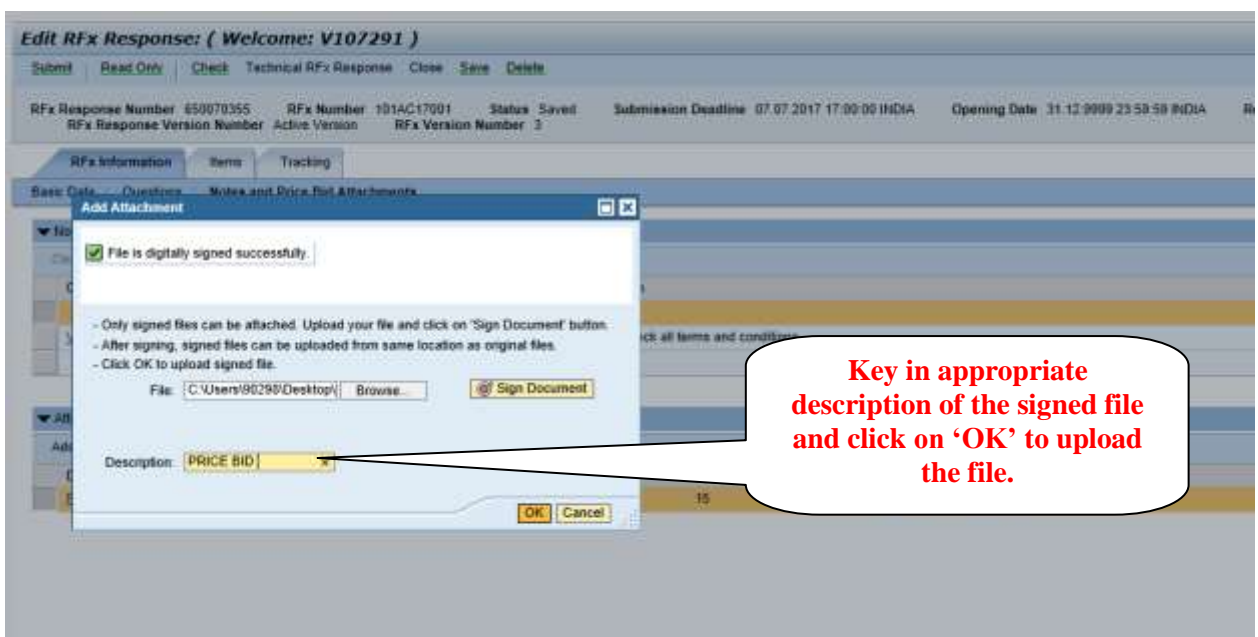


Click on 'Browse' again to select the digitally signed document. The extension will be .SSIG.



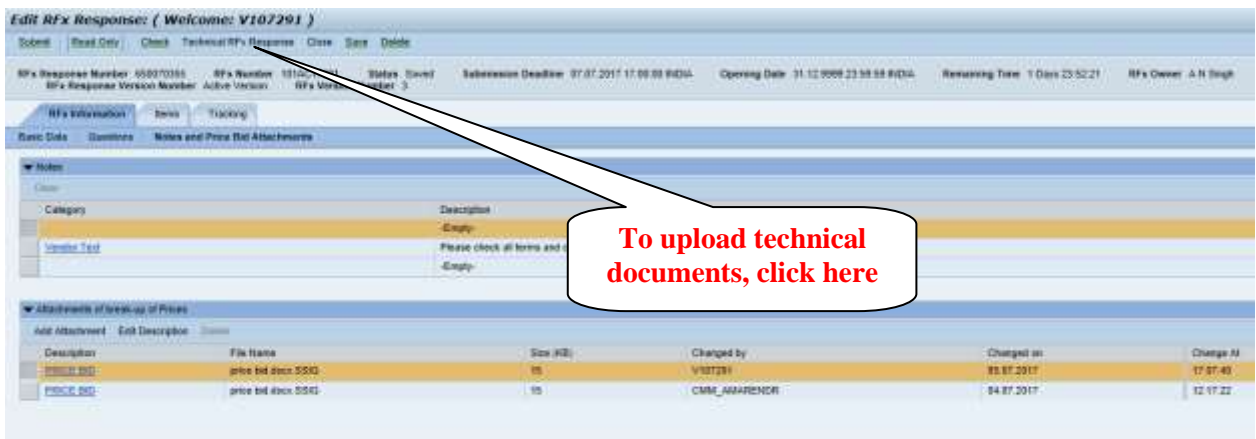
After the signed file is selected, give an appropriate file name and click on 'OK'. This will upload the selected signed file.

In similar fashion other files as required in the bid invitation can be uploaded.





19) To upload technical documents, click on 'Technical RFX Response'.



20) A new window will open up, as shown below.'



**NOTE: Do not upload any price bid documents here as it will also be opened at the time of technical bid opening itself.**

21) Various parts of the new window are shown below. To upload technical ensure the current path is

'Collaboration->RFx: 101AC17001(RFx no.)->Technical Bid-BIDDER :V.....'(USER ID)

To attach/upload a document, click on 'create'

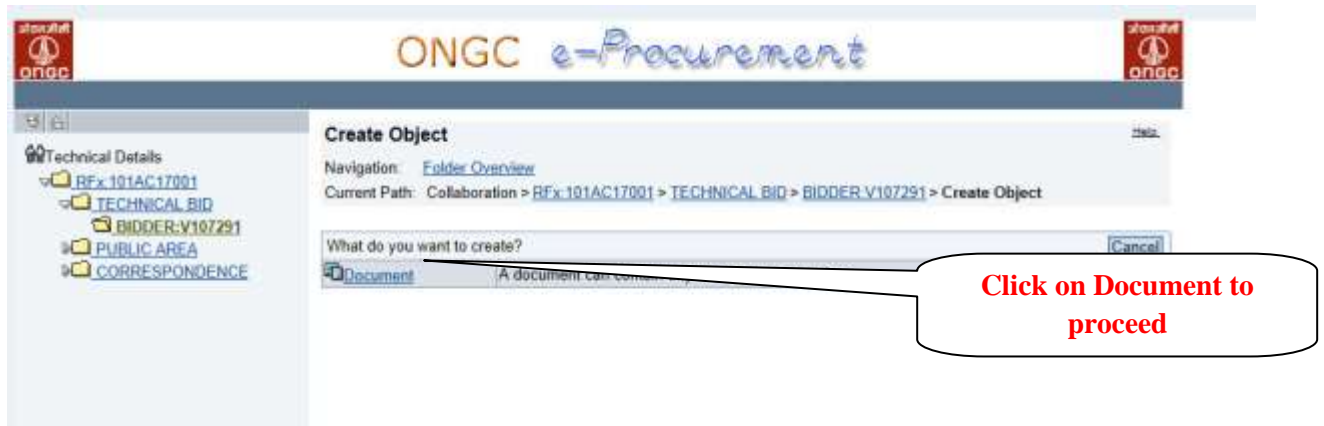
The screenshot displays the ONGC e-Procurement system interface. The main window title is "ONGC e-Procurement". The current path is "Collaboration > RFx: 101AC17001 > TECHNICAL BID > BIDDER:V107291". The left pane shows the "Directory structure" with folders: "RFx:101AC17001", "TECHNICAL BID", "BIDDER:V107291", "PUBLIC AREA", and "CORRESPONDENCE". The main area shows a "Folder" dialog box for "Folder BIDDER:V107291" with fields for "Name" (BIDDER:V107291) and "Authorization" (Write). Below the dialog is a "Folder Contents" table with columns: Name, Current Version, Status, Changed by, and Changed on. The table is currently empty. A "Create" button is visible in the bottom right corner of the folder contents area. Red callout boxes highlight the "Directory structure", the "Current path in the directory structure", and the "Create" button.

**Directory structure**

**Current path in the directory structure**

**To attach / upload a document click on 'create'**

22) Click on 'Document' to proceed.



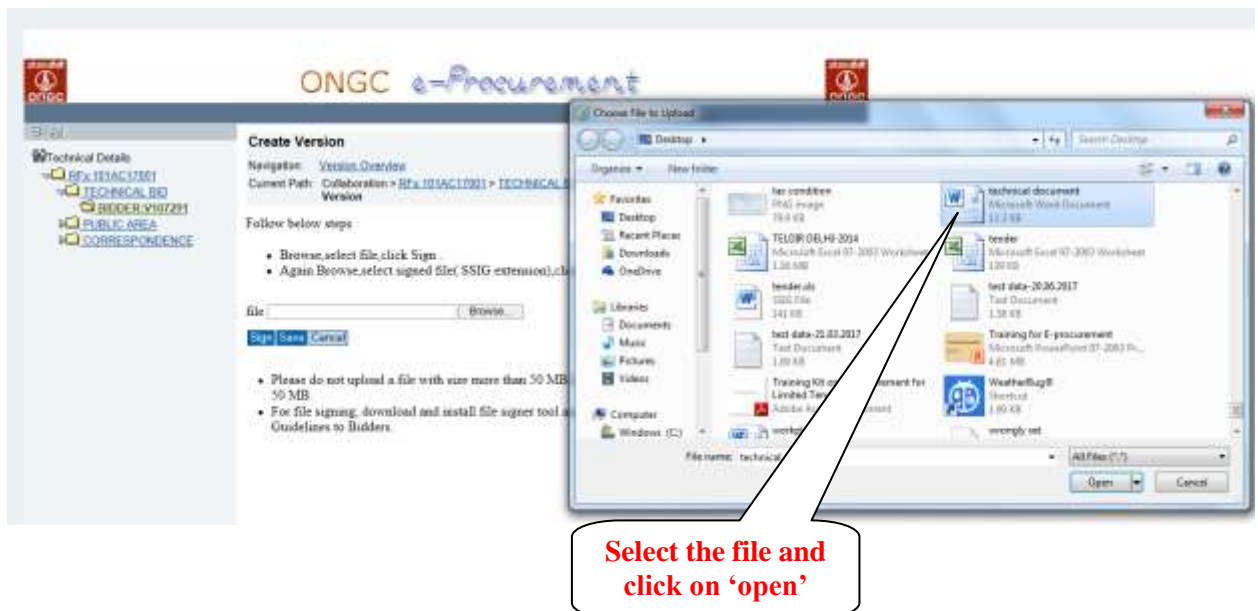
23) Key in appropriate name for the document. Click on 'Continue' to proceed.



24) Click on 'Browse' to select the physical file.

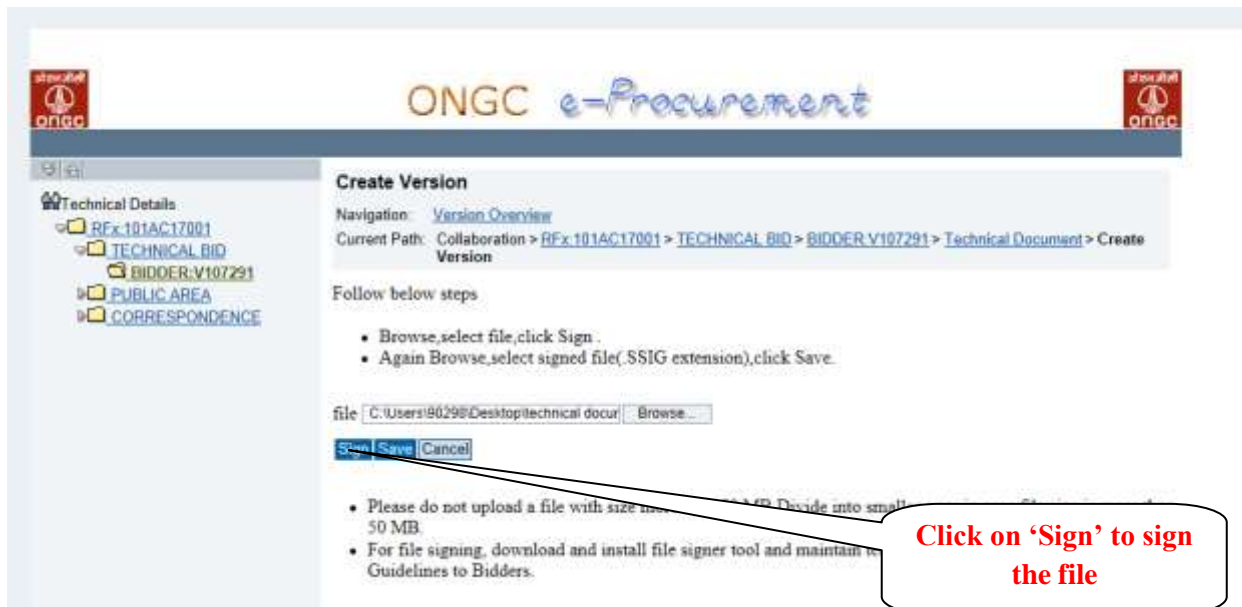


25) Select the file to be uploaded and click on 'Open'.





26) Click on 'Sign' to digitally sign the file.

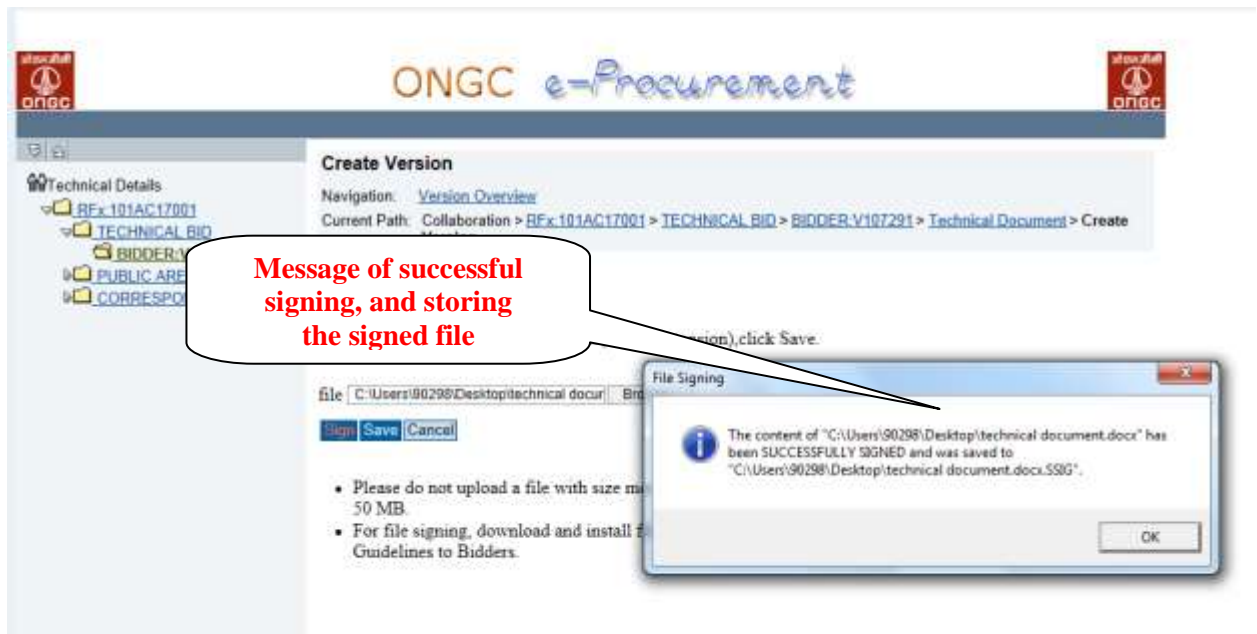


27) Choose the signature to be used from the popup.

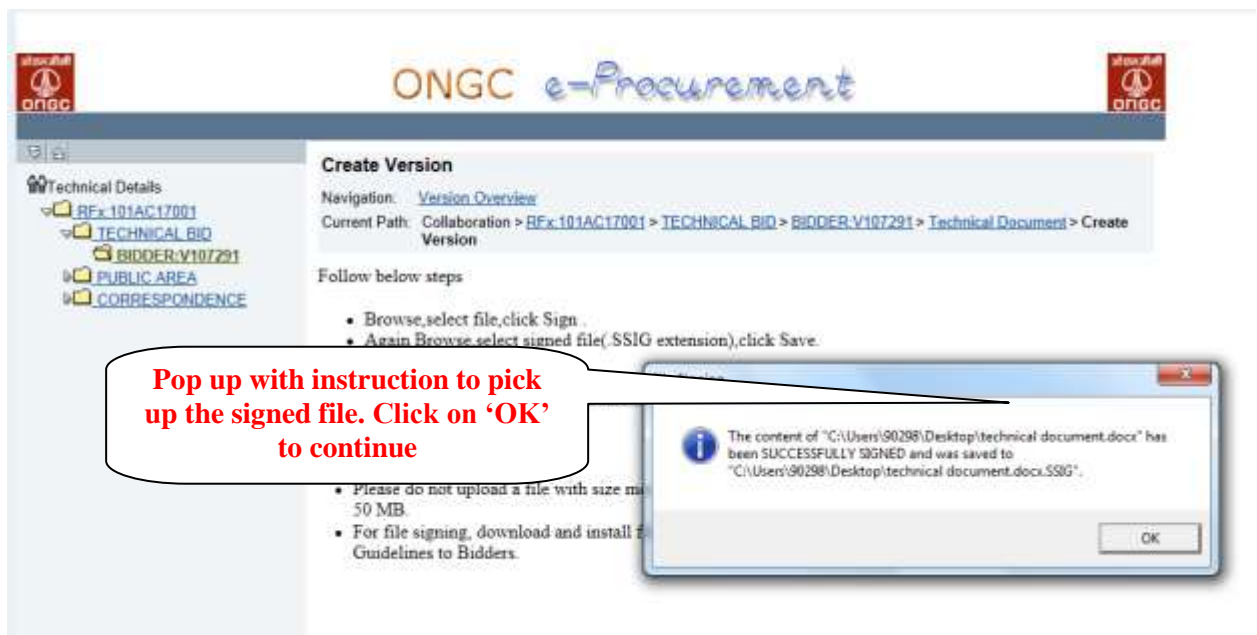


28) On successful signing the signed file will be stored in the same location with extension .SSIG. A popup with the message will appear.

Click on 'OK' to continue.

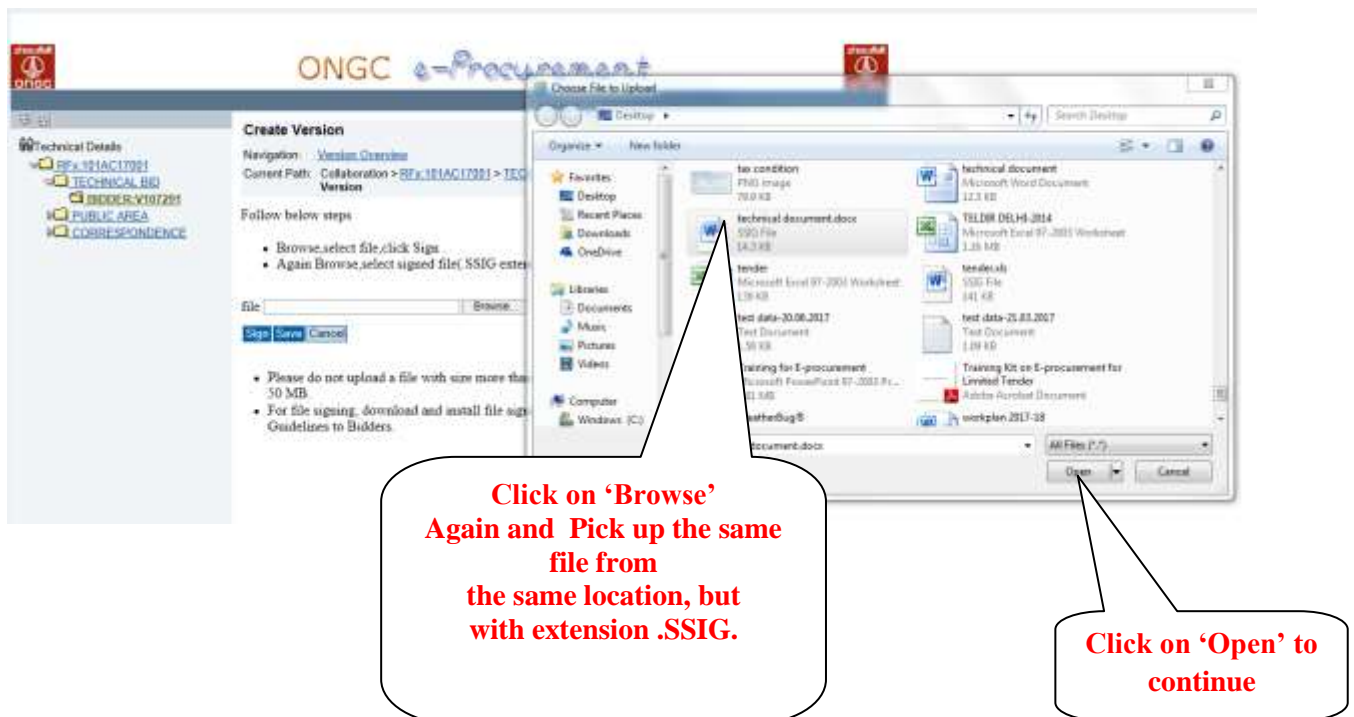


29) Another message to pick up the signed file will appear. Click on 'OK' to continue.





30) Choose the same file but with extension .SSIG and click on 'Open' to continue.



31) Click on 'Save' to upload the signed file.

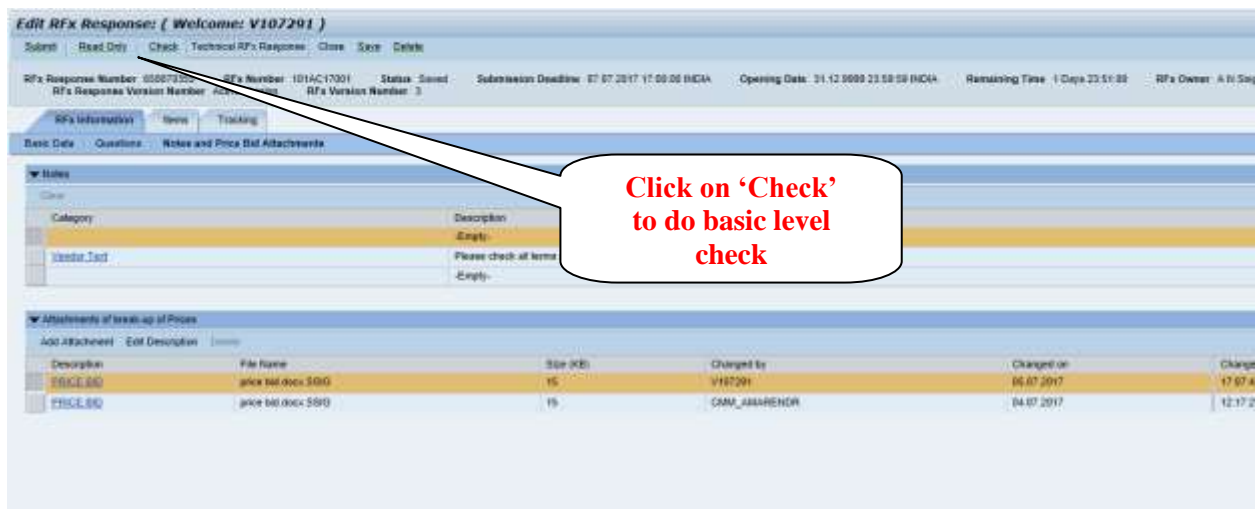


32) If the upload is successful it will appear in the column 'Current Version' else it will be blank. In similar fashion all the relevant technical document is to be loaded.



**Note: The document once uploaded cannot be deleted. It can be renamed or changed as “not to be considered” or “to be ignored”. Alternatively you can delete the bid response and create a new bid response if the response has not been submitted.**

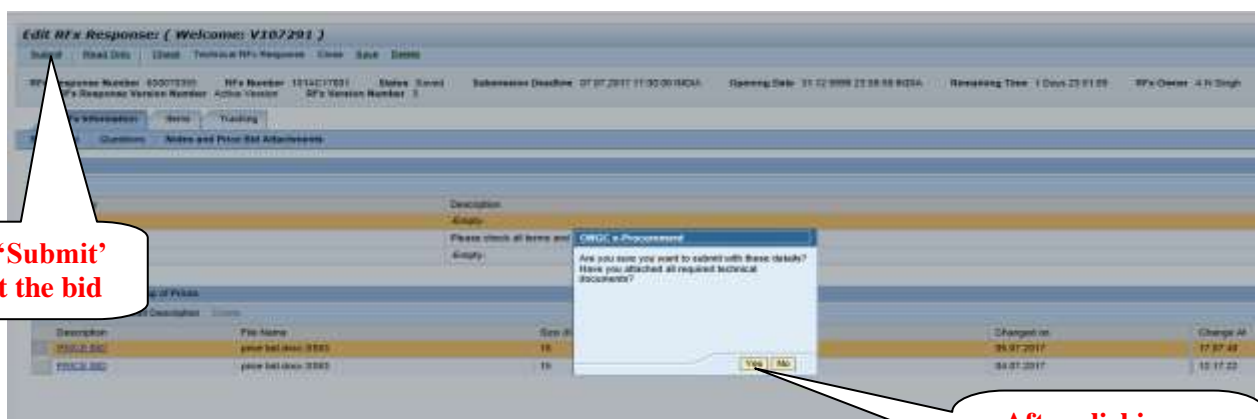
33) System does basic level check on completeness and correctness of the bid. Click on ‘Check’ to perform check. Please note: this check does not guarantee the bid is complete and correct. It has to be done by the bidder.



34) If there are any errors it will appear.

35) If bidder is satisfied the bid is complete and correct and wishes to submit the bid he/she needs to click on ‘Submit’

**Note: One needs digital signature to submit the bid.**



**After clicking on Submit a POPUP for confirmation**

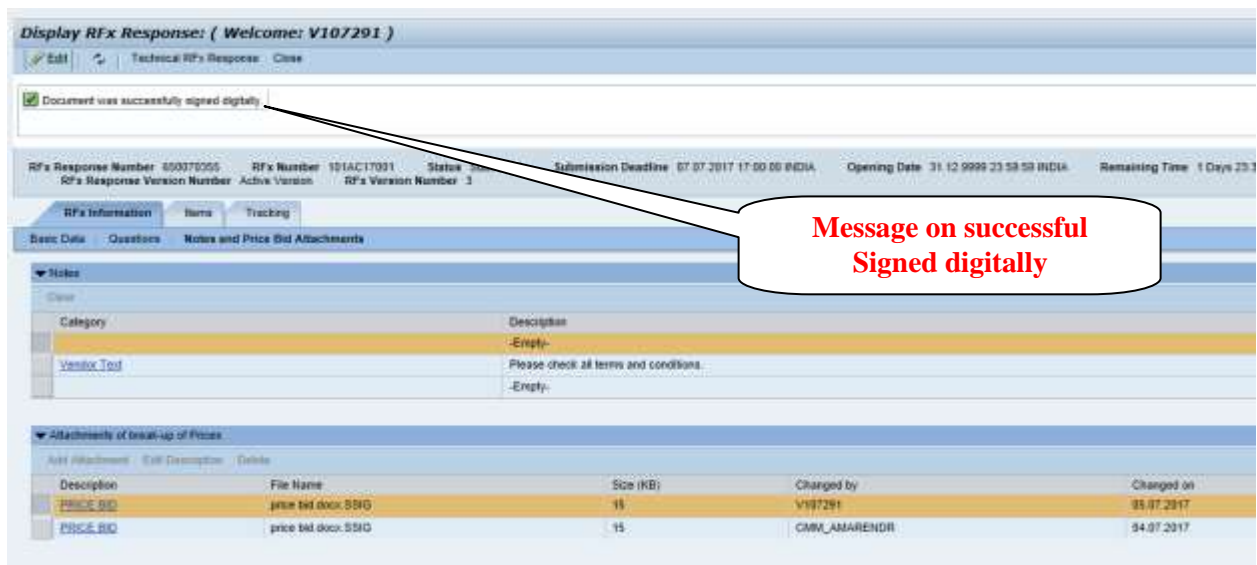
36) A popup will appear to choose the digital signature to be used.

Choose the appropriate digital signature and click ok.

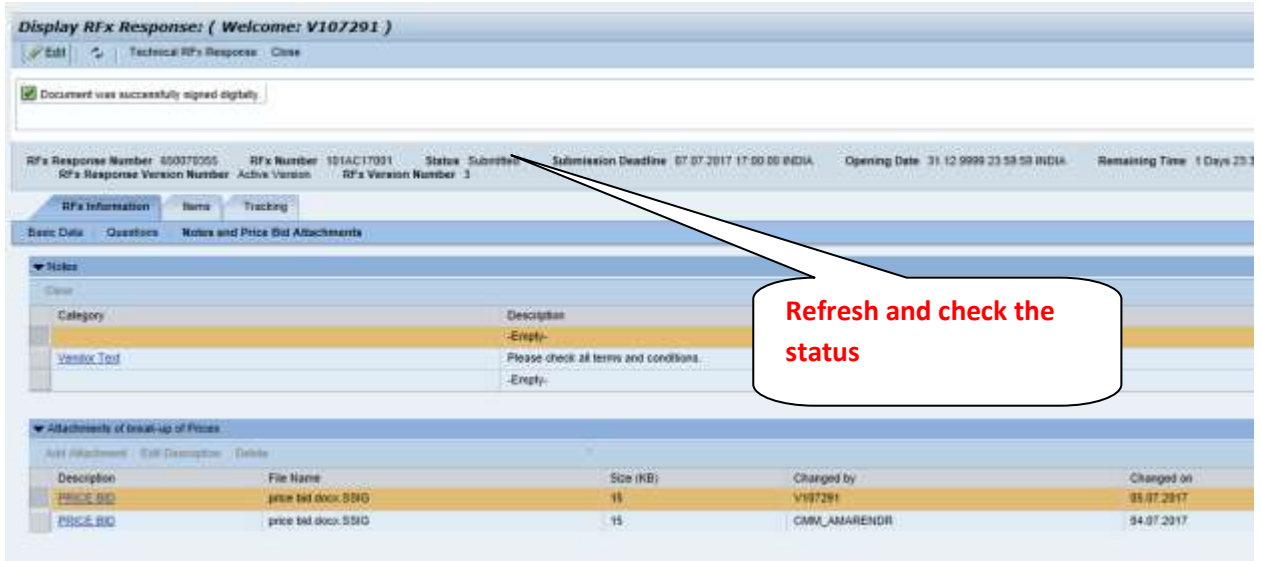


**Choose the digital signature and click on 'OK'**

36) On successful submission, system will give message as below.

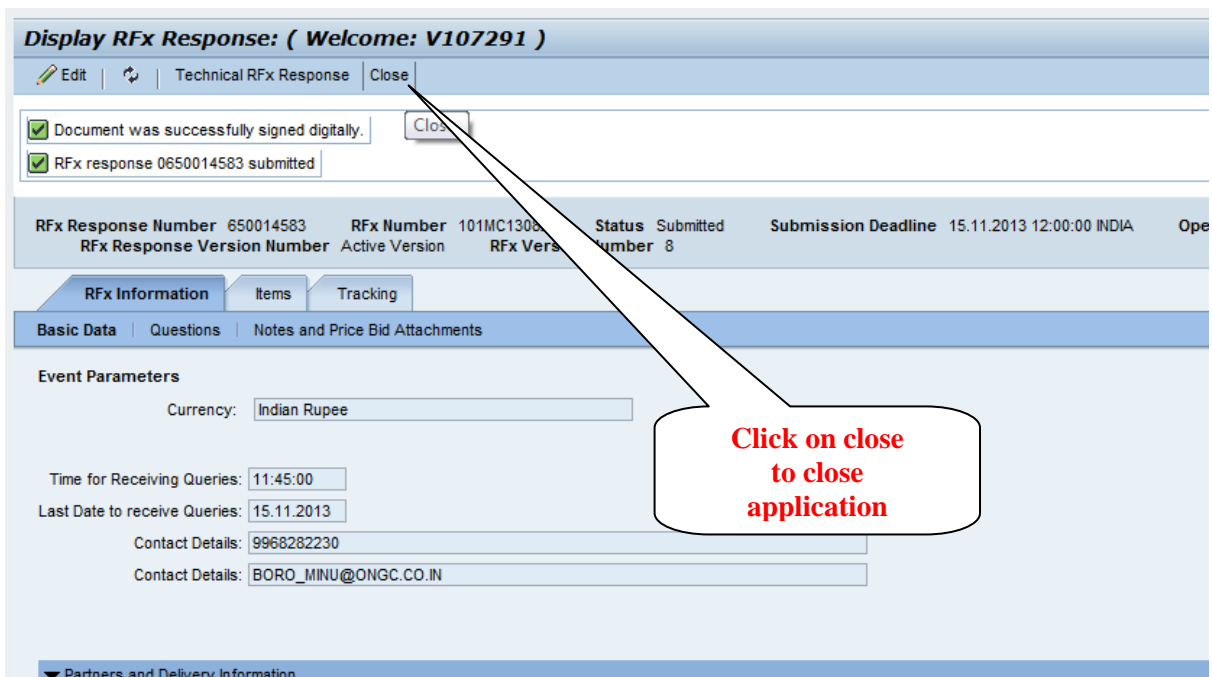


**Message on successful Signed digitally**



37) It is good to close application and log out once work is done.

Click on 'Close' to close application.



THANK YOU!