

# I. A Quick Tour of ONGC Bid-Invitation

## Technical Settings

- Web Browser supported: Microsoft IE 6.0 & 7.0
- Active Content: JavaScript, cookies, ActiveX controls, pop-ups must be enabled on all browsers
- Recommended Screen Resolution: 1024 by 768 pixels.

### *Settings for Microsoft Internet Explorer*

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

- <https://etender.ongc.co.in>
  - <https://etenderdocs.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.
  6. Again in the Add this Web site to the zone: text box, type <https://etenderdocs.ongc.co.in>.
  7. Click Add button and then choose OK or Close button.
  8. Now, 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 plug-in	Enable
Script ActiveX controls marked safe for scripting	Enable

Use Pop-up Blocker	Disable
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9. After maintaining appropriate values, Click OK button.
10. Again Click OK button to confirm and close Security tab.
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.
13. You should have paid Tender fee, if applicable for the tender.
14. You should fulfill any other pre-requisites mentioned in the tender documents of a specific tender.

### a) List Bid Invitations

- 1) Login to ONGC eTender site <https://etender.ongc.co.in>  
Use your login id & password. If you do not have one click on 'Guest' as shown below.



- 2) List of Bid Invitation will appear on the screen  
*Please note ; this list is as per the last update*

shav Kumar | ONGC e-Procurement | Time(IST) 3:04:33 PM | Change Password | Log Off

RFX and Auctions - Quality System

Active Queries

eRFxs All (14) Published (6) Ended (0) Completed (0)

eAuctions All (9) Published (2) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View	Export	Create Response	Display RFX	Display Response	Refresh	Start Date	End Date	Response Number	Response Status	Response
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
ZNTLL09001	CMM_LTTY 25.04.2009 17:23	Lim Ten Two Bid Sys	Published			27.05.2009	650001914	Saved		
ZNSZL05001	Dummy tender for SRM	Lim Ten Two Bid Sys	Published			24.11.2005	650000010	Returned		
ZNRMC06001	Purchase of Geophone Strings	Open Ten Two Bid Sys	Published			19.09.2006	650000355	Saved		
ZNCJC09031	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			24.05.2009		No Bid Created		
ZNCJC09019	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			14.05.2009	650001977	Submitted	2	
ZNCJC09015	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			14.05.2009	650001975	Submitted	2	
ZNCJC09010	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			02.05.2009	650001932	Submitted	2	
ZNCJC09008	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			02.05.2009	650001934	Saved		
ZNCJC06001	Casing Pipe 5" to 13-3/8" OD for 2006-08	Open Ten Two Bid Sys	Published			26.07.2009		No Bid Created		
XRLC09002	CMM_LTTY 27.04.2009 12:42	Open Ten Two Bid Sys	Published			28.05.2009	650001995	Submitted	2	

Last Refresh 20.05.2009 05:3

3) To have a wider view you may collapse the navigation panel. The same button can be used to open the navigation panel.

shav Kumar | ONGC e-Procurement | Time(IST) 3:04:33 PM | Change Password | Log Off

RFX and Auctions - Quality System

To collapse or to open navigation

Collapse navigation panel

eRFxs All (14) Published (6) Ended (0) Completed (0)

eAuctions All (9) Published (2) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View	Export	Create Response	Display RFX	Display Response	Refresh	Start Date	End Date	Response Number	Response Status	Response
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
ZNTLL09001	CMM_LTTY 25.04.2009 17:23	Lim Ten Two Bid Sys	Published			27.05.2009	650001914	Saved		
ZNSZL05001	Dummy tender for SRM	Lim Ten Two Bid Sys	Published			24.11.2005	650000010	Returned		
ZNRMC06001	Purchase of Geophone Strings	Open Ten Two Bid Sys	Published			19.09.2006	650000355	Saved		
ZNCJC09031	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			24.05.2009		No Bid Created		
ZNCJC09019	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			14.05.2009	650001977	Submitted	2	
ZNCJC09015	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			14.05.2009	650001975	Submitted	2	
ZNCJC09010	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			02.05.2009	650001932	Submitted	2	
ZNCJC09008	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published			02.05.2009	650001934	Saved		
ZNCJC06001	Casing Pipe 5" to 13-3/8" OD for 2006-08	Open Ten Two Bid Sys	Published			26.07.2009		No Bid Created		
XRLC09002	CMM_LTTY 27.04.2009 12:42	Open Ten Two Bid Sys	Published			28.05.2009	650001995	Submitted	2	

Last Refresh 20.05.2009 05:3

4) User can change the listing criteria by clicking on it. In the example below, 'Published' criteria is chosen. The listing can be refreshed by clicking on the refresh button. To see the selection parameter of the selected criteria click on 'Quick Criteria Maintenance'

Criteria for listing

Refresh the list

To see the listing criteria selection parameter

Rfx Number	RFX Description	RFX Type	RFX Status	Start Date	End Date	Response Number	Response Status	Response Version
VTLL09001	CMM_LITTY 25.04.2009 17:23	Lim Ten Two Bid Sys	Published	27.05.2009	27.05.2009	650001914	Saved	
VCJC09031	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published	24.05.2009	24.05.2009		No Bid Created	
VCJC09001	Casing Pipe 5" to 13-3/8" OD for 2006-08	Open Ten Two Bid Sys	Published	26.07.2009	26.07.2009		No Bid Created	
31LC09002	CMM_LITTY 27.04.2009 12:42	Open Ten Two Bid Sys	Published	28.05.2009	28.05.2009	650001995	Submitted	2
H0CC08013	Hiring of under balanced drg. expert	Open Ten Two Bid Sys	Published	23.12.2009	23.12.2009		No Bid Created	
I0PC09006	CMM_RPRAKASH 07.05.2009 12:24	Open Ten Two Bid Sys	Published	01.09.2009	01.09.2009	650001948	Submitted	2

- 5) The selection parameter of the selected criteria is visible. User can close the selection parameter by clicking on the 'Hide Quick Criteria Maintenance'.

To close the selection parameter of the criteria, click here

Selection parameter for the selected criteria.

Rfx Number	RFX Description	RFX Type	RFX Status	Start Date	End Date	Response Number	Response Status	Response Version
VTLL09001	CMM_LITTY 25.04.2009 17:23	Lim Ten Two Bid Sys	Published	27.05.2009	27.05.2009	650001914	Saved	
VCJC09031	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published	24.05.2009	24.05.2009		No Bid Created	
VCJC09001	Casing Pipe 5" to 13-3/8" OD for 2006-08	Open Ten Two Bid Sys	Published	26.07.2009	26.07.2009		No Bid Created	
31LC09002	CMM_LITTY 27.04.2009 12:42	Open Ten Two Bid Sys	Published	28.05.2009	28.05.2009	650001995	Submitted	2
H0CC08013	Hiring of under balanced drg. expert	Open Ten Two Bid Sys	Published	23.12.2009	23.12.2009		No Bid Created	
I0PC09006	CMM_RPRAKASH 07.05.2009 12:24	Open Ten Two Bid Sys	Published	01.09.2009	01.09.2009	650001948	Submitted	2

- 6) User may further narrow down the list by entering further selection option, and press 'Apply'

Key in further selection option as desired

Click on Apply to enable the new selection option

RFX Number	RFX Description	RFX Type	RFX Status	Start Date	End Date	Response Number	Response Status	Response Version
ZNTLL09001	CMM_LITTY 25.04.2009 17:23	Lim Ten Two Bid Sys	Published		27.05.2009	650001914	Saved	
ZNCJC09031	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published		24.05.2009		No Bid Created	
ZNCJC09001	Casing Pipe 5" to 13-3/8" OD for 2006-08	Open Ten Two Bid Sys	Published		26.07.2009		No Bid Created	
XR1LC09002	CMM_LITTY 27.04.2009 12:42	Open Ten Two Bid Sys	Published		28.05.2009	650001995	Submitted	2
P46OC08013	Hiring of under balanced drg. expert	Open Ten Two Bid Sys	Published		23.12.2009		No Bid Created	
110PC09006	CMM_PPRAKASH 07.05.2009 12:24	Open Ten Two Bid Sys	Published		01.09.2009	650001948	Submitted	2

- 7) While the system is executing the refresh or applying the new selection criteria. System will show the message 'Refresh is running'. As shown below.

Message while system is executing the refresh or the new selection criteria.

RFX Number	RFX Description	RFX Type	RFX Status	Start Date	End Date	Response Number	Response Status	Response Version
ZNTLL09001	CMM_LITTY 25.04.2009 17:23	Lim Ten Two Bid Sys	Published		27.05.2009	650001914	Saved	
ZNCJC09031	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published		24.05.2009		No Bid Created	
ZNCJC09001	Casing Pipe 5" to 13-3/8" OD for 2006-08	Open Ten Two Bid Sys	Published		26.07.2009		No Bid Created	
XR1LC09002	CMM_LITTY 27.04.2009 12:42	Open Ten Two Bid Sys	Published		28.05.2009	650001995	Submitted	2
P46OC08013	Hiring of under balanced drg. expert	Open Ten Two Bid Sys	Published		23.12.2009		No Bid Created	
110PC09006	CMM_PPRAKASH 07.05.2009 12:24	Open Ten Two Bid Sys	Published		01.09.2009	650001948	Submitted	2

- 8) To open up a Bid invitation. User may click on the bid invitation number or select the row and click on 'display RFX'.

Overview

RFX and Auctions History Back Forward

Active Queries

eRFxs [All \(14\)](#) [Published \(2\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(9\)](#) [Published \(2\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - Published

Hide Quick Criteria Maintenance [Change Query](#)

RFX Number:  To

RFX Status:

My Responses From:

View [Standard View]      [Filter](#) [Settings](#)

RFX Number	RFX Description	RFX Type	RFX Status	Start Date	End Date	Response Number	Response Status	Response Vd	Open Settings Dialog
ZNCJC09031	Casing Pipe 5" to 13-3/8" OD for 2006-09	Open Ten Two Bid Sys	Published		24.05.2009		No Bid Created		
ZNCJC06001	Casing Pipe 5" to 13-3/8" OD for 2006-08	Open Ten Two Bid Sys	Published		26.07.2009		No Bid Created		

To open up a bid Invitation, click on the bid invitation number, or select the desired line and click on 'Display RFX'.

- 9) The selected Bid Invitation will open up in a new window. On the new window, by default the 'RFX Parameter' data under the tab 'RFX Information' will be displayed.

Display RFX : ZNCJC09031 ( Welcome: V403790 )

RFX Number ZNCJC09031 RFX Name Casing Pipe 5" to 13-3/8" OD for 2006-09 RFX Status Published RFX Start Date Submission Deadline 24.05.2009 16:45:00 EST  
Remaining Time RFX Number 4 Days 00:44:37 RFX Owner Ravi Prakash RFX Version Number 2 RFX Version Type Active Version

Close Refresh Register Technical RFX

RFX Information Items

RFX Parameters Questions Note and Attachments

Time Zone: EST  
Start Date: 00:00:00  
Submission Deadline: 24.05.2009 16:45:00  
Currency: INR

Tender Fee Amount: 0.01  
Last date of Tender fee payment: 24.05.2009 04:00:00  
Technical RFX Response Opening Date: 24.05.2009 07:17:00

Contact Details: PRAKASH\_R@ONGC.CO.IN  
MR RAVI PRAKASH

Last Date to receive Queries: 24.05.2009  
Time for Receiving Queries: 13:40:00  
Pre-Bid Conference Date: 24.05.2009  
Pre-Bid Conference Time: 13:45:00  
Tender Type: International Competitive Bidding-Open Tender

Partners and Delivery Information

Function	Number	Name
Requester		Ravi Prakash

Close Refresh Register Technical RFX

- 10) User may navigate as they wish. Going by sequence, click on 'Questions' to view additional question from Purchaser.

Display RFX : ZNCJC09031 ( Welcome: V403790 )

RFX Number ZNCJC09031 RFX Name Casing Pipe 5" to 13-3/8" OD for 2006-09 RFX Status Published RFX Start Date Submission Deadline 24.05.2009 16:45:00 EST  
Remaining Time RFX Number 4 Days 00:44:37 RFX Owner Ravi Prakash RFX Version Number 2 RFX Version Type Active Version

Close Refresh Register Technical RFX

RFX Information Items

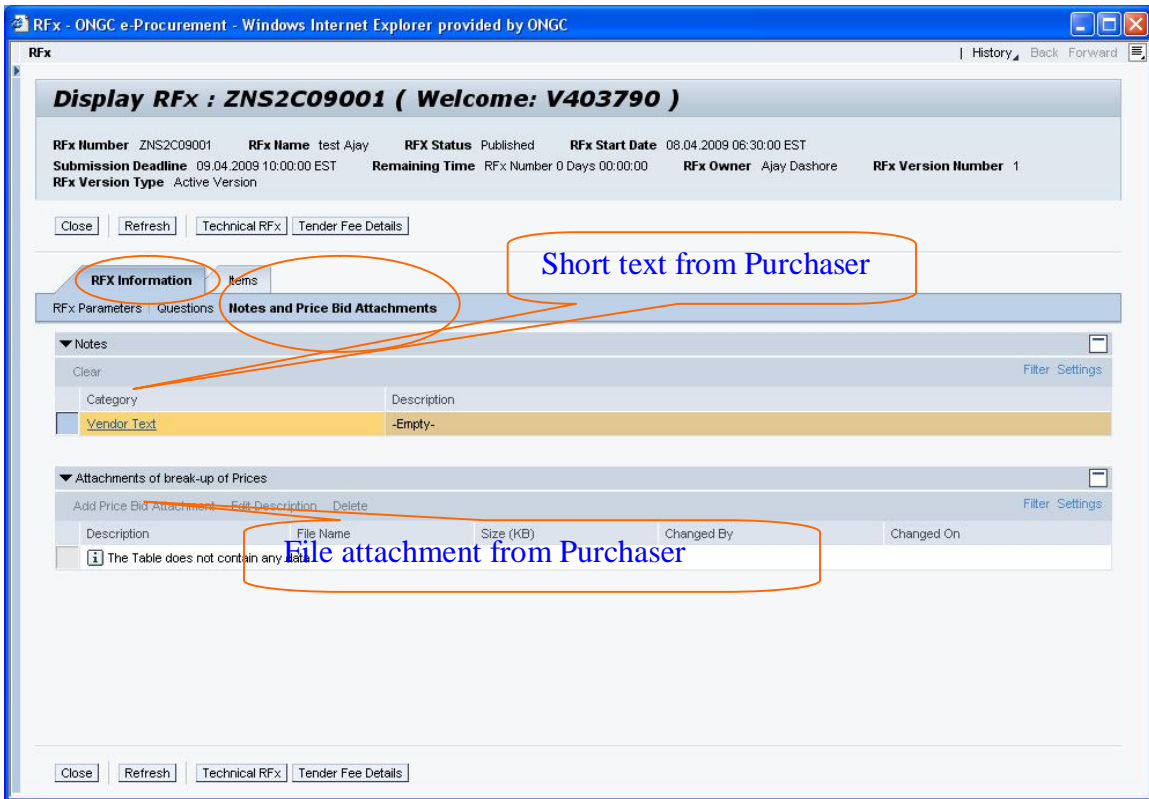
RFX Parameters Questions Note and Attachments

Question	Reply	Comment	Score
Are you ISO Certified?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Reply		0.00

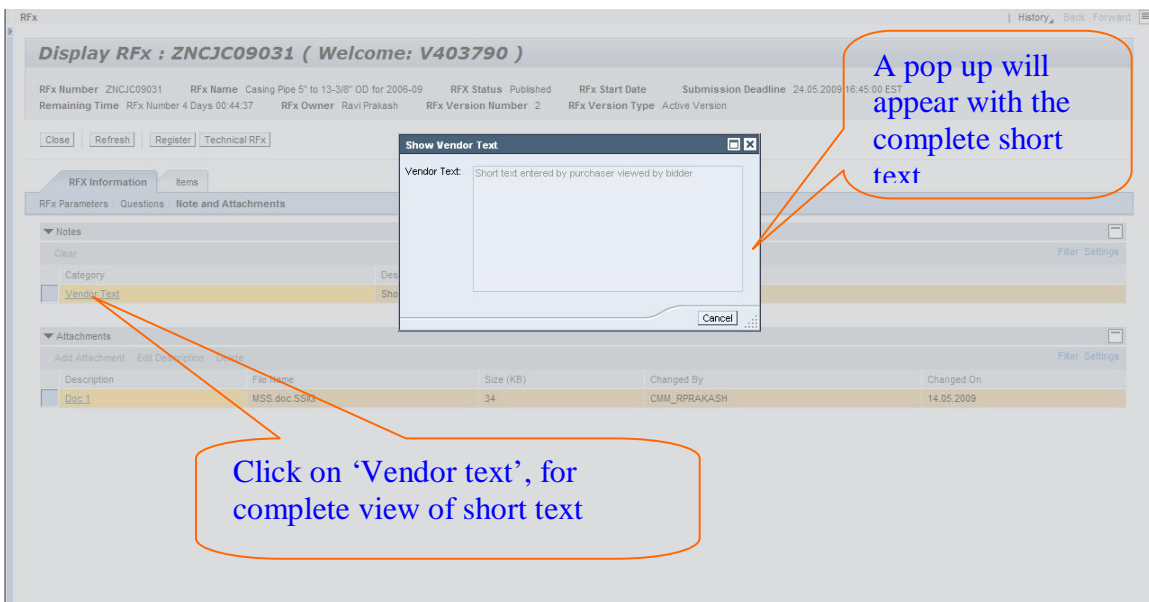
Questions from purchaser,

- 11) Click on 'Notes and Price bid attachments' to view short text and file attachment (not the technical document) relevant to the Bid invitation. The screen will give only the preview if the short text and the attached file description.





12) To view complete short text click on 'Vendor Text'. A popup will appear with the complete short text.



13) To view or download the attached file click on the description of the file attached.



**Display RFX : ZNCJC09031 ( Welcome: V403790 )**

RFX Number ZNCJC09031 RFX Name Casing Pipe 5" to 13-3/8" OD for 2006-09 RFX Status Published RFX Start Date Submission Deadline 24.05.2009 16:45:00 EST  
 Remaining Time RFX Number 4 Days 00:44:37 RFX Owner Ravi Prakash RFX Version Number 2 RFX Version Type Active Version

Close Refresh Register Technical RFX

**RFX Information** Items

RFX Parameters Questions Note and Attachments

▼ Notes

Clear Filter Settings

Category	Description
Vendor Text	Short text entered by purchaser viewed by bidder

▼ Attachments

Add Attachment Edit Description Delete Filter Settings

Description	File Name	Size (KB)	Changed By	Changed On
Doc 1	MSS.doc SIG	34	CMM_RPRAKASH	14.05.2009

Click on the description of the file attached to view or download the attached file.

- 14) A popup will appear displaying the details of the digital signature of the purchaser. To continue to download or view the file click on 'View content'. If there is any problem in the signing, the digital signature details will not appear, and user will not be able to download/ view the file.

View Sign File contents - Windows internet explorer

https://etenderqas.ongc.co.in/sap(bD1IbiZjPTU Certificate Error Google Search

**File Signature Verification**

Verification Successful

**Certificate Details**

Certificate has Expired

Subject Email: pcb@bhelindustry.com  
 Subject Name: CN=P.C.BHUTANI 582725 BHARAT HEAVY ELECTRICALS LIMITED, OU=Class IIIb, O=(n)C  
 Issuer Name: CN=(n)Code Solutions, OU=(n)Code Solutions Certifying Authority, O=India PKI, C=IN  
 Serial Number: 46870C47  
 Thumbprint: F8D61A4E597EBCDACB00E778B5FF7E58EC1A6906  
 Valid From: 9/3/2007 11:53:54 AM  
 Valid To: 9/3/2008 12:23:54 PM

[View Content](#)

To continue to download or view the attached file click on 'View Content'

- 15) A pop up will appear, that allows user to download 'save' or to view 'open'.

**File Signature Verification**

Verification Successful

**Certificate Details**

Certificate has Expired

**Subject Email:** pcb@bhelindustry.com  
**Subject Name:** CN=P. C. BHUTANI 582725 BHARAT HEAVY  
**Issuer Name:** CN=(n)Code Solutions, OU=(n)Code Solutions  
**Serial Number:** 46870C47  
**Thumbprint:** F6D61A4E597EBCDACB00E778B5FF7E  
**Valid From:** 9/3/2007 11:53:54 AM  
**Valid To:** 9/3/2008 12:23:54 PM

[View Center](#)

**File Download**

Do you want to open or save this file?

Name: MSS.doc  
Type: Microsoft Word Document, 31.5KB  
From: etenderqas.ongc.co.in

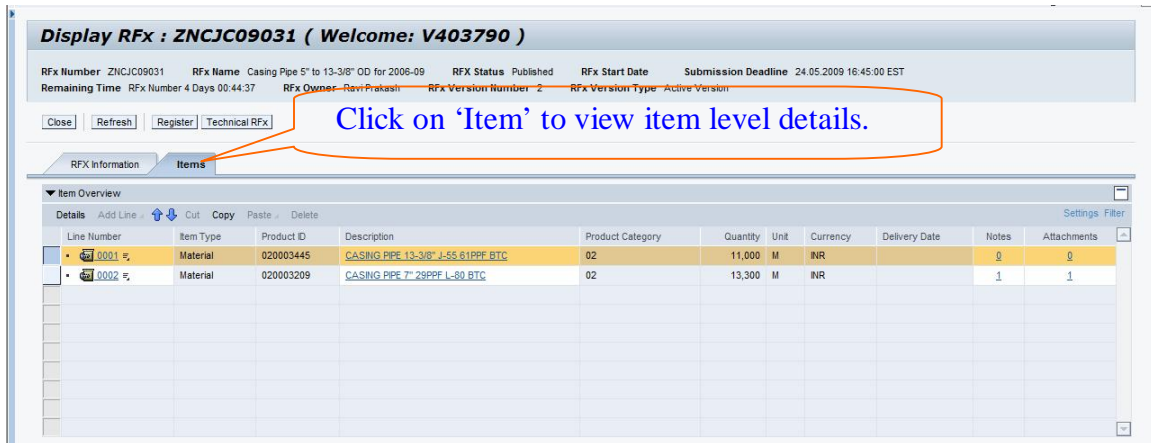
Open Save Cancel

While files from the internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

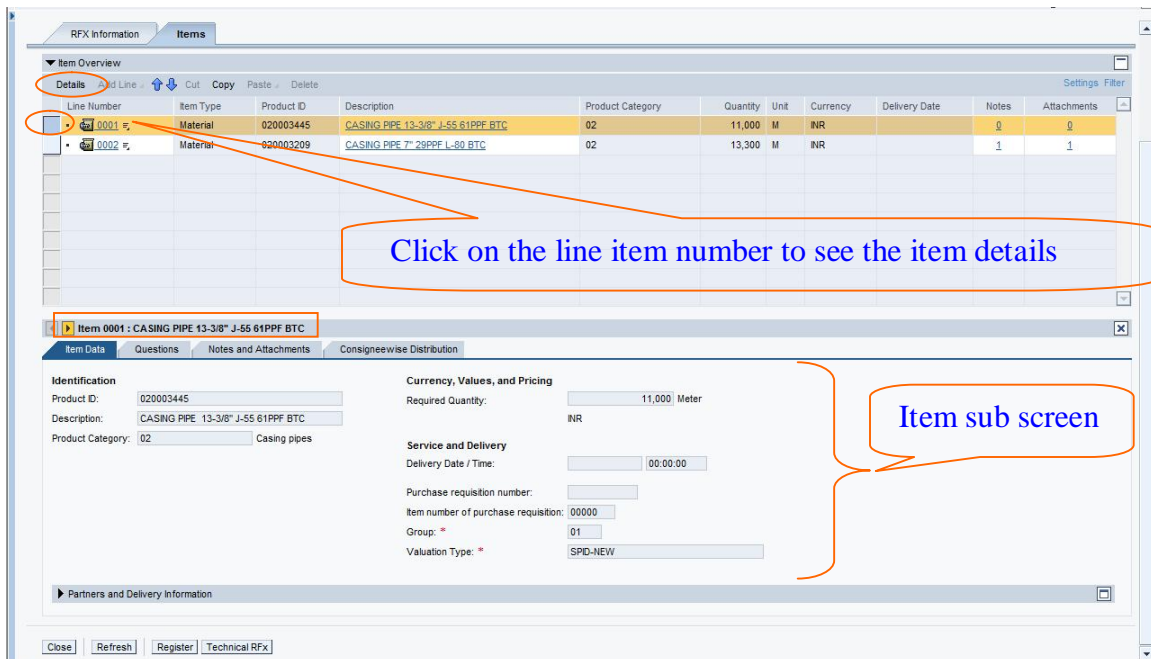
Click on 'open' to view the file

Click on 'Save' to download, user needs to specify location after this

16) Now user may view the item level detail, by clicking on the tab 'Item'. It will show item overview



17) To see further details of the item. Click on the line item number or select the line item and click on 'Details'. A sub screen opens up with the details of line item selected. Each item will have its own set of sub screens. In the screen below 'Item Data' tab on sub screen is open for line item 0001.



18) User may look at other details of the item selected. Second tab (questions) in the item detail will contain additional questions from the purchaser relevant for the selected item.

**Display RFX : ZNCJC09031 ( Welcome: V403790 )**

RFX Number ZNCJC09031 RFX Name Casing Pipe 5" to 13-3/8" OD for 2006-09 RFX Status Published RFX Start Date Submission Deadline 24.05.2009 16:45:00 EST  
 Remaining Time RFX Number 4 Days 00:41:46 RFX Owner Ravi Prakash RFX Version Number 2 RFX Version Type Active Version

Close Refresh Register Technical RFX

RFX Information **Items**

Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Quantity	Unit	Currency	Delivery Date	Notes	Attachments
0001	Material	020003445	CASING PIPE 13-3/8" J-55 61PPF BTC	02	11,000	M	INR		0	0
0002	Material	020003209	CASING PIPE 7" 26PPF L-80 BTC	02	13,300	M	INR		1	1

Item 0001: CASING PIPE 13-3/8" J-55 61PPF BTC

Item Data Questions Notes and Attachments Consignee-wise Distribution

Question Reply Comment Score

Port of Export (foreign bidders only): \*

Additional question for selected line item

19) At any point of time, if user wishes to hide item overview. He/she can do so by clicking on the collapse try button. The same can be clicked again to open up the overview..

RFX - ONGC e-Procurement - Windows Internet Explorer provided by ONGC

**Display RFX : ZNS2C09001 ( Welcome: V403790 )**

RFX Number ZNS2C09001 RFX Name test Ajay RFX Status Published RFX Start Date 08.04.2009 06:30:00 EST  
 Submission Deadline 09.04.2009 10:00:00 EST Remaining Time RFX Number 0 Days 00:00:00 RFX Owner Ajay Dashore RFX Version Number 1  
 RFX Version Type Active Version

Close Refresh Technical RFX Tender Fee Details

RFX Information **Items**

Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Quantity	Unit	Currency	Delivery Date	Notes
0001	Material	010000001	HEAVY WEIGHT DRILL PIPE 3-1/2" 26PPF G-A	01	50	NO	INR		0

Item 0001: HEAVY WEIGHT DRILL PIPE 3-1/2" 26PPF G-A

Item Data Questions Notes Consignee-wise Distribution

Identification

Product ID: 010000001

Description: HEAVY WEIGHT DRILL PIPE 3-1/2" 26PPF G-A

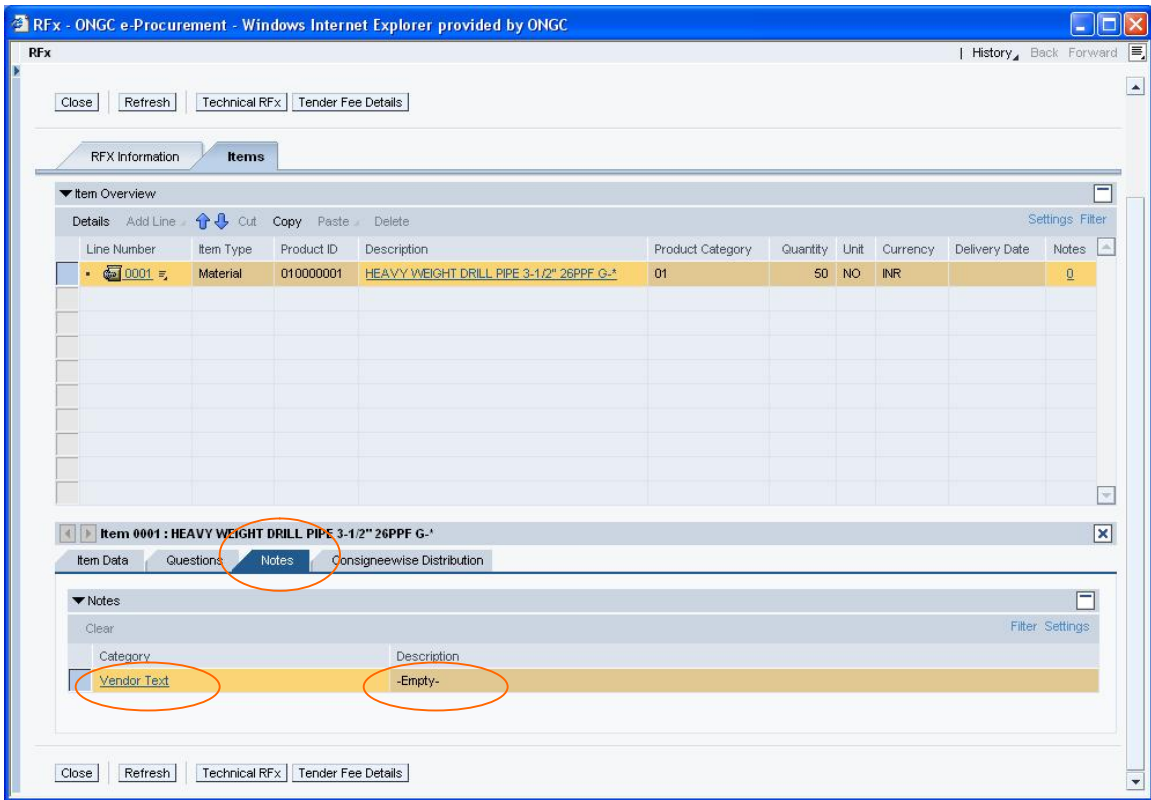
Currency, Values, and Pricing

Required Quantity: 50 NUMBERS/TINS/BARRELS/CANS

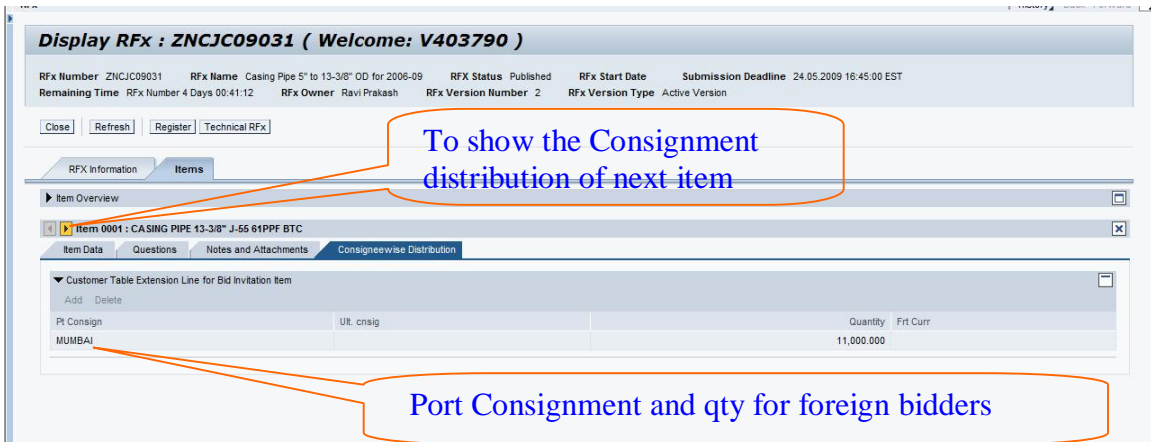
INR

To hide item overview, click here

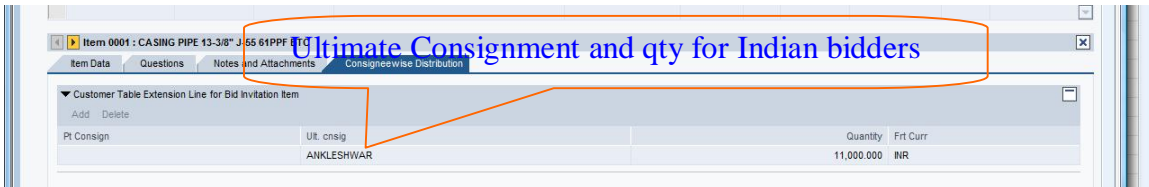
20) Next tab in the item detail is 'Notes'. Any short text for the selected item will be visible. In the screen below none is available.



21) Last tab in the item detail is 'Consignee wise Distribution. Indian bidder will be able to see ultimate consignee and foreign bidders will be able to see port Consignee.  
Please note : This tab is not applicable for services.



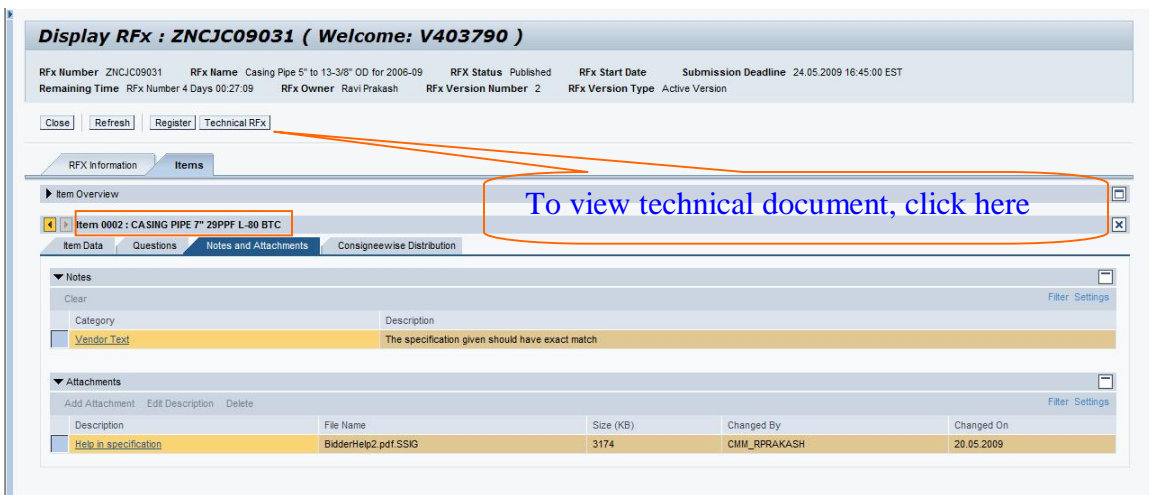
For Indian Bidders



Port Consignment for foreign Bidders for Line item 0002



22) To view technical document and other tender related documents, click on 'Technical RFX'. A new window will appear.



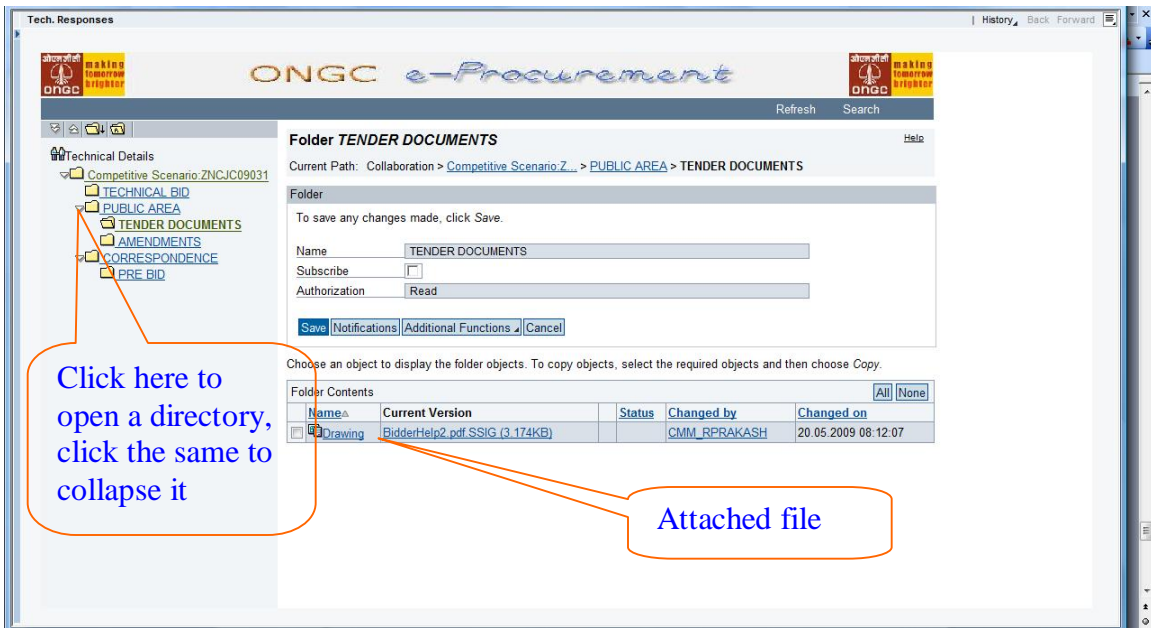
23) Below is the default screen that comes up. On the left is the hierarchical directory structure. The current location in the structure is shown in the 'Current path' and the contents of current path is shown in the tabular field.

The screenshot displays the ONGC e-Procurement system interface. On the left, a hierarchical directory structure is shown under 'Technical Details', with 'PUBLIC AREA' selected. A callout box labeled 'Overview of the directory structure' points to this tree view. The main area shows 'Folder PUBLIC AREA' with the 'Current Path' as 'Collaboration > Competitive\_Scenario\_Z... > PUBLIC AREA', highlighted by a callout box labeled 'Current path'. Below this, there are fields for Name (PUBLIC AREA), Subscribe (unchecked), and Authorization (Read). A 'Folder Contents' table is displayed below, showing two folders: 'AMENDMENTS' and 'TENDER DOCUMENTS'. A callout box labeled 'Contents in current path' points to this table.

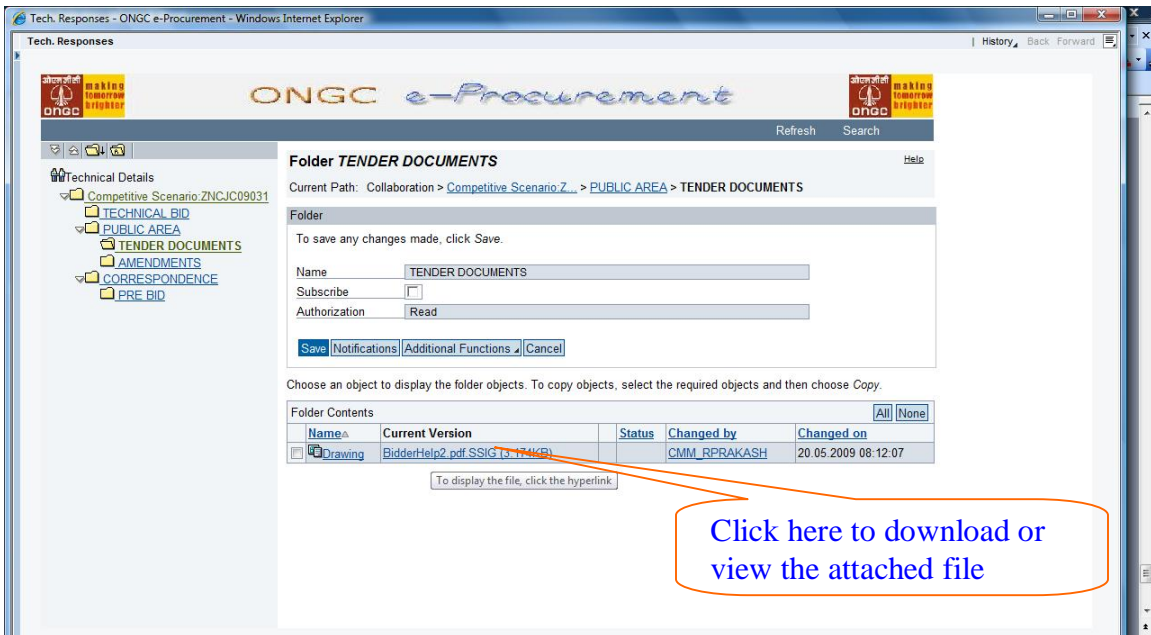
Name	Current Version	Status	Changed by	Changed on
AMENDMENTS			GMM_RPRAKASH	20.05.2009 08:03:38
TENDER DOCUMENTS			GMM_RPRAKASH	20.05.2009 08:03:38

24) The tender documents will be stored under the directory 'Tender Documents' In the screen there is one file stored..

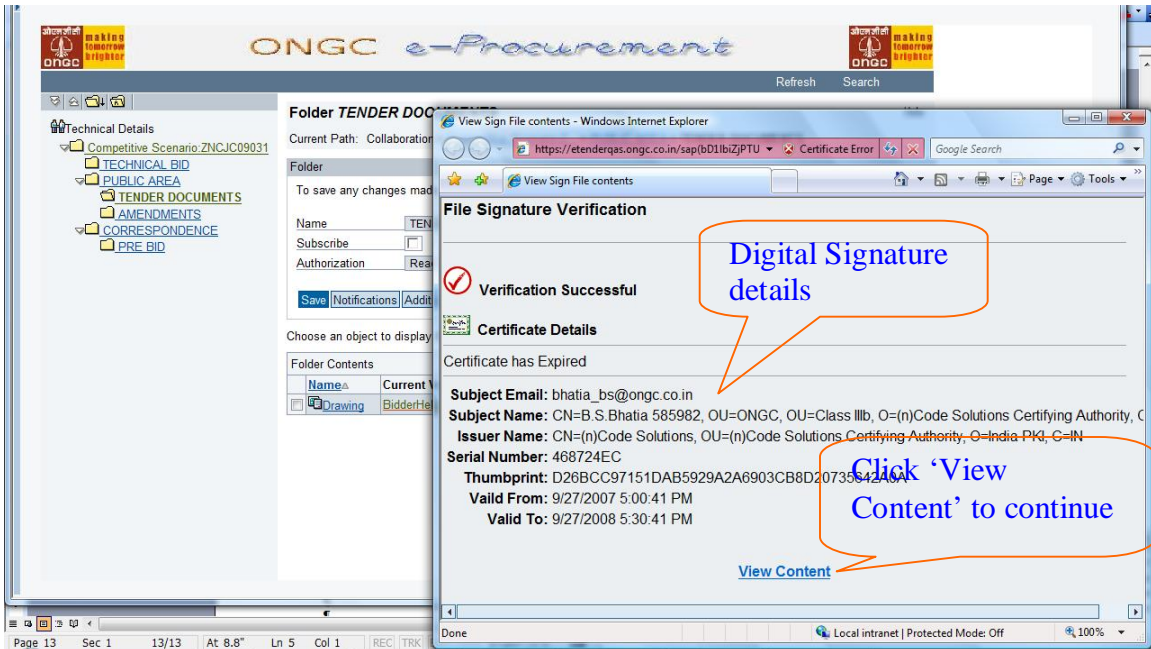




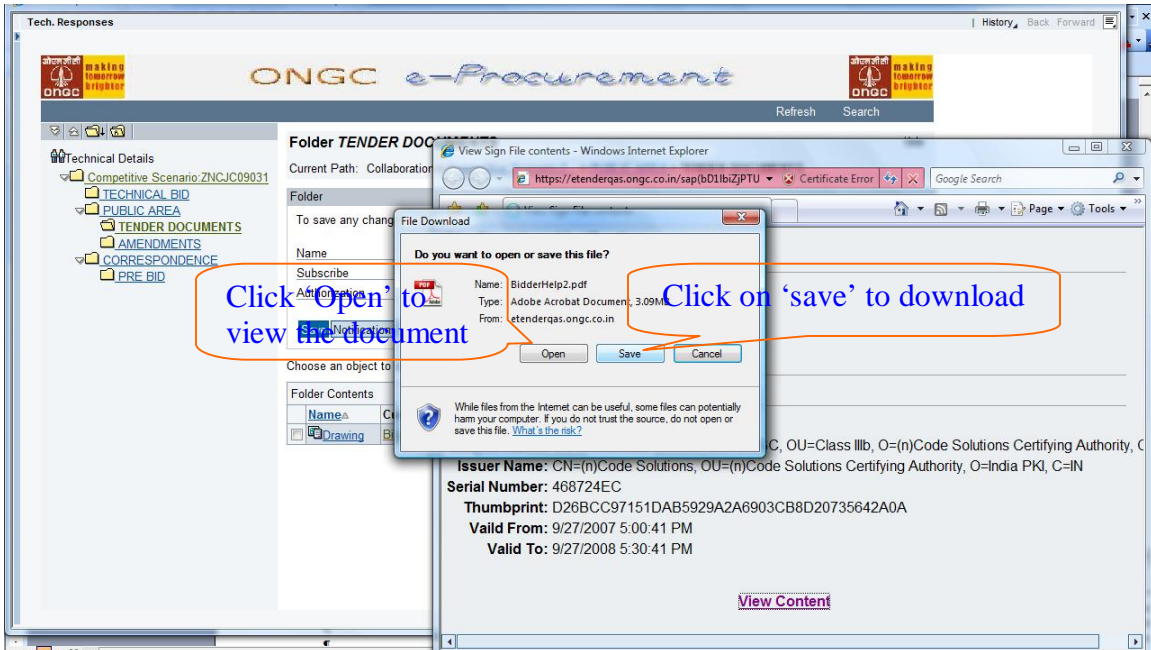
25) To download or to view the attached file, click on the hyperlink in the column 'Current version' of the relevant file.



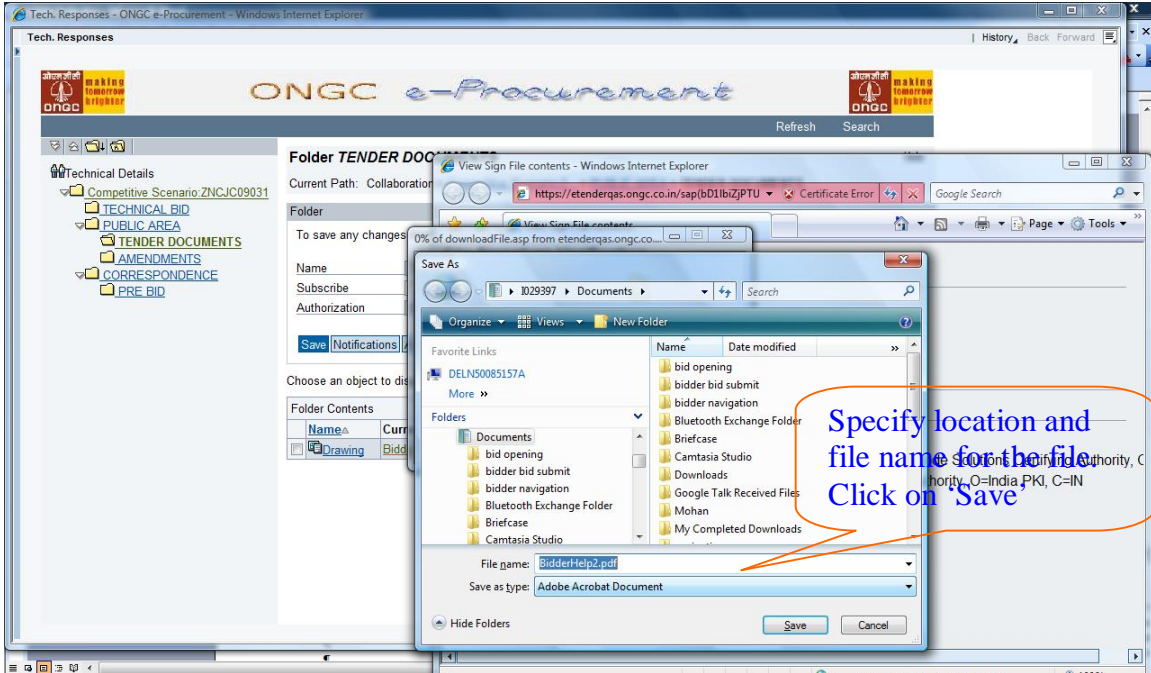
26) A popup will appear showing the digital signature details. If the digital signature is not proper, user will not be able to download / view the file.  
To continue to download or view the document click on 'View Content'



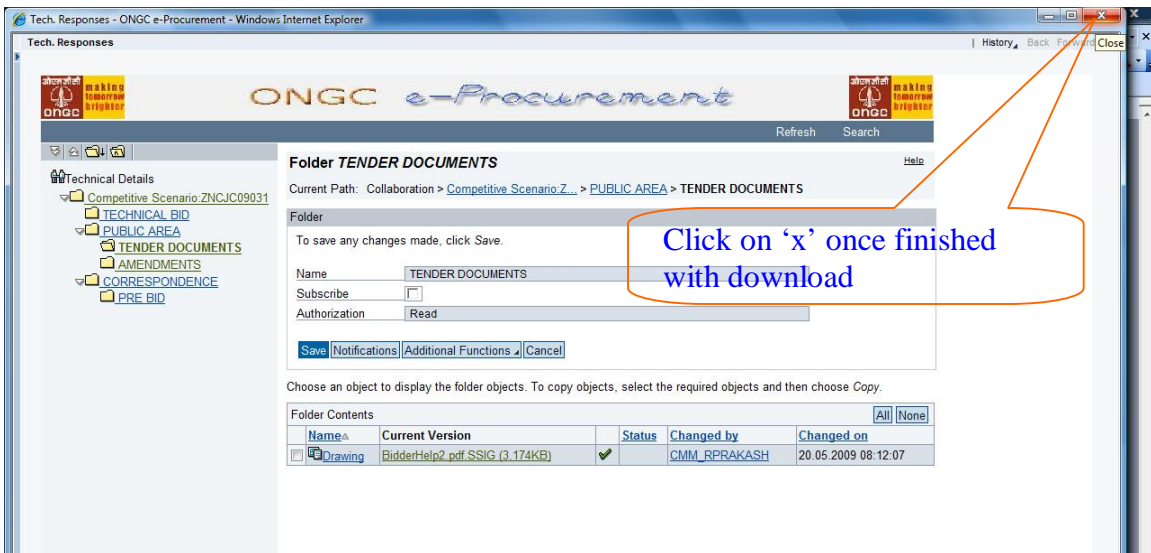
27) Here user can choose between downloading the file or viewing it. If user wishes to download click on 'Save' to proceed, else click on 'open' to view.



28) Specify a file name and location for the file, and click on 'Save'. The file will be saved  
 If there are multiple files, and download is required, the download procedure is to be repeated.



29) Close the window once all the download is done.



In case you are a new vendor then click on the link [Guidelines for Bidder](#), where details of registration process of new bidder are available.