

# ONGC Guidelines to Bidders for E-Procurement Application

# 1. Guidelines :

The Notice Inviting Tenders (NITs) of all tenders/bid invitations above value of Rs.5.00 lakhs including e-procurement tenders are available for public viewing on http://tenders.ongc.co.in site.

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To view e-Procurement tenders you need to login into e-Procurement site https://etender.ongc.co.in using your user id and password.



# 2. Prerequisites to submit tenders through e-Procurement

- Bidder should have a valid User Id to access ONGC e-Procurement site.
- Bidder should have a legally valid class 3 Signing digital certificate as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- Tender fee must have been paid, if applicable for the Bid Invitation. If Bidder is exempt from paying tender fee, Bidder must contact the tender dealing officer for getting exemption of tender fee payment. Details of tender dealing officer are available at Contact details in RFx Information Tab.
- Bidder should fulfill any other pre-requisites mentioned in the tender documents of a specific tender.

# 3. How to obtain User ID?

- Click on New Bidder? Apply for Access Authorization link on the eProcurement login page.
- Fill the online form. Also attach relevant documents. After completion click on Submit button.
- After creation of user id, you will receive mail in your registered mail id with user id and password.

Note-1: User id will be created normally within 4 working days after reviewing sent data. In case you don't receive any user id ,please send a email to concerned location Helpdesk (list of Local Helpdesk can be download under "<u>Contact Us</u>"→ <u>Local Help-Desk</u>)

**Note-2:** Obtaining User Id is an on-going process and is not linked to any particular Bid Invitation (tender). Any bidder willing to participate in ONGC tenders can obtain User Id as described above. Bidders are requested to designate one officer from their organizations who will submit bids on line. Bidders interested in a particular bid invitation should apply for user id at least 7 days prior to the submission deadline.

### 4. How to Obtain Digital Certificate?

In order to bid for ONGC e-tenders all the bidders are required to obtain a legally valid digital certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The digital certificate should be taken in the name of the person who is legally authorized to represent the company through either board resolution in case of company or by any other document like power of attorney which make the signatory authorized and binding for the tender.

- > Visit the site of the licensed CA using internet browser.
- Apply online for a class 3 certificate (used for Signing). Ensure that digital certificate is legally valid in India. Note that only signing certificate is required for ONGC eprocurement, encryption certificate is not required.
- For making payment and submission of documents required for issue of the digital certificate, follow the instructions on the CA's website.

NOTE: For Licensed CA's in India, you can also check the website: www.cca.gov.in

### 5. System Requirements for E-Procurement Application:

- Web Browser supported: Microsoft IE 5.5 to 10 (Recommended IE 10) NOTE: Check the Annexure- I for the Technical setting require for the IE-11 apart from setting mentioned below.
- Active Content: JavaScript, cookies, ActiveX controls, pop-ups must be enabled on all browsers.
- Recommended Screen Resolution: 1024 by 768 pixels.
- Download and install Signer tool from e-procurement site available on Downloads-Signer tool tab (Required for Signing), while installing close all internet explorer windows.
- If Log Off link is not working correctly, turn on Compatibility View for the webpage in internet explorer.
- ⊳

Below settings are needed for using Signing application, remember to maintain settings whenever you're signing documents

# 5.1. Purpose

This document is prepared for the users of e-procurement used at ONGC. This document elaborates the system requirements/settings needed for transactions in the SAP SRM e-procurement system in general and particularly for bidding activities involving digital signing.

E-procurement application for ONGC is accessed from URL <u>https://etender.ongc.co.in</u>.

# 5.2. Operating System

It is recommended to use a system which is running on Windows 7 and above from Microsoft Corporation and is capable to run internet explorer of a version of at least 8.Recommended version is IE10

# 5.3. Web Browser

The supported browser is Internet Explorer provided my Microsoft

Corporation©<sup>™</sup> (Other browsers like Mozilla, Chrome, Firefox, Safari, etc. are not supported).

## 5.3.1 Version

The browser should be of at least version IE 8 and should be run in administrator mode.



### 5.3.2 Run in administrator mode

Set the browser to run in administrator mode as per the steps given below. -Go to properties of Internet explorer by right clicking the Internet explorer icon

🐻 Start InPriva 🚱	Open Run as administrator	r
📑 Open new t	Unpin from Taskbar	
Internet Ev	Properties	
Unpin this progra	am from taskbar	itende

Click Advanced button from the shortcut tab as shown below

General	Shortcut	Conservation			
	C+0.1045 010 C104 / W	Compatibility			
P Inte	met Explorer				
arget type: /	Application				
arget location: I	nternet Explorer				
arget:	"C:\Program Files\Intern	et Explorer\iexplore.exe"			
itart in:	%HOMEDRIVE%%HOM	EPATH%			
hortcut key:	None				
lun: (	Normal window				
omment:	Finds and displays information and Web sites on th				
Open File Loc	ation Change Ico	n Advanced			
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vanced Prope	rties	I Company of the			
Choose	e the advanced proper	ties you want for this short			
	ninistrator				

# 5.3.3 Compatibility view

Run in separate memory space

Higher versions of IE should have the e-procurement URL set to run in compatibility mode. If Internet explorer version is higher than IE 8, follow this process to access the e-procurement site in compatibility mode.

OK

Cancel

Go to Tools > Compatibility view setting:

Edit View Favorites	Tools Help	
🕑 Suggested Sites 🔻 🧃	Delete browsing history	Ctrl+Shift+Del
	InPrivate Browsing	Ctrl+Shift+P
	Tracking Protection	
	ActiveX Filtering	
	Proper last browsing service	
	Add site to Start menu	
	View downloads	Ctrl+J
	SmartScreen Filter	J
	Manage add-ons	
	Compatibility View	
	Compatibility View settings	
	Subscribe to this feed	
	Feed discovery	3
	Windows Update	
	F12 developer tools	
	OneNote Linked Notes	
	Send to OneNote	
	Blog This in Windows Live Writer	
	Internet options	
ompatibility View Settings	Internet options	
Ompatibility View Settings         You can add and remove Compatibility View.         Add this website:         Websites you've added to Compatibility	Internet options	
Impatibility View Settings         You can add and remove Compatibility View.         Add this website:         Websites you've added to Compatibility View.         Impatibility View added to Compatibility View.         Display all websites in Compatibility View.	Internet options	
Image: Section of the section of th	Internet options	
Ompatibility View Settings         You can add and remove Compatibility View.         Add this website:         Websites you've added to Compatibility View.         Display all websites in Compare         Display all websites in Compare         Display intranet sites in Compare         Download updated compatibility	Internet options	
Impatibility View Settings         Impatibility View Settings         Impatibility View Compatibility View.         Add this website:         Impatibility View websites         Impatibility websites         Impathbility websites	Internet options	
Image: Section of the section of th	Internet options	

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# In the Add this Web site: text box, type: https://etender.ongc.co.in

Compatibility View Settings	X
You can add and remove websites to Compatibility View.	be displayed in
Add this website:	
https://etender.ongc.co.in	Add
Websites you've added to Compatibility View:	
	Remove
	<u></u> j
Disalar all acketter in Consultation Mary	
Display all websites in Compatibility View      Display intranet sites in Compatibility View	
Display intranet sites in Compatibility view	
Download updated compatibility lists from	Microsoft
Learn more by reading the <u>Internet Explo</u>	rer privacy statement
	Close

dd this website:	
	Add
Websites you've added to Compatibili	ty View:
ongc.co.in	<u>R</u> emove
	1
Display all websites in Compatibilit	y View
Display intranet sites in Compatibil	ity View
Download updated compatibility lis	ts from Microsoft
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Click Add button and then choose "*Close*" button.

### 5.3.4 Browser Security settings

Adding of ONGC e-procurement web site URL to Trusted Site as below from internet options of internet explorer. In tab for security after selecting trusted sites, click the button sites as shown below.

File Edit View Favorites	Tools Help	
🍰 ▶ Suggested Sites 🔻 🥭	Delete browsing history InPrivate Browsing Tracking Protection ActiveX Filtering Fix connection problems Reopen last browsing session Add site to Start menu	Ctrl+Shift+Del Ctrl+Shift+P
	View downloads SmartScreen Filter Manage add-ons	Ctrl+J
	Compatibility View Compatibility View settings	
	Subscribe to this feed Feed discovery Windows Update	
	F12 developer tools	
	OneNote Linked Notes Send to OneNote Blog This in Windows Live Writer	

	Security	Privacy	Content	Connections	Programs	Advanced
Home p	age	110-	3.97			
1	To cre	ate home	page tabs,	type each add	ress on its o	own line.
-	http:	s://www.	google.co.	in/?gfe_rd≠cri	8.ei=nbNIV	b6t. 👝
						-
		1 August	DH 2014		53075-3	1.2.1
		Use cu	urrent	Use default	Use n	ew tab
Startur	0					5
(a) S	tart with ta	abs from t	he last ses	sion		
65	tart with h	ome nade				
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Tabs	- 21	11	9. 9	a	( T)	aha ]
Char	nde now we	eppages a	are displaye	d in tabs.	1.4	aus
-		19 19	13			193
Browsi	ng history	13 .st	.cc.		7.47	
Browsii Dele	ng history te tempora	ry files, h	istory, coo	kies, saved pas	swords, and	d web
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Browsii Dele form	ng history te tempora informatio velete brow	ary files, h n. vsing histo	istory, coo ry on exit	kies, saved pas	swords, and	d web
Browsii Dele form	ng history te tempora informatio velete brow	nry files, h n. vsing histo	istory, coo ry on exit	kies, saved pas	swords, and	d web
Browsii Dele form	ng history te tempora informatio velete brow	ary files, h n. vsing histo	istory, coo ry on exit	kies, saved pas Delete	swords, and	d web tings
Browsii Dele form	ng history te tempora informatio velete brow rance —	ary files, h n. vsing histo	istory, coo ry on exit	kies, saved pas Delete	swords, and	d web tings
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Browsii Dele form D D D Appear	ng history te tempora informatio velete brow rance	ry files, h n. vsing histo	istory, coo ry on exit guages	kies, saved pas Delete Fonts	swords, and	d web tings ssibility



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this zor	ne will use the zone	security setting	s zone, All websites js.
dd this website	e to the zone:		
			Add
ebsites:			
			Remove
Require serv	er verification (htt	ns:) for all sites in	this zone
_ negate set v	ci vermeauori pice	pary for dirates in	0113 20110

Maintain URL https://etender.ongc.co.in and add as shown below

Id this website to the zone:	
nttps://etender.ongc.co.in	Add
ebsites:	
	Remove

vsted sites You can add and remove websites fro this zone will use the zone's security s	om this zone. All websites in settings.
Add this website to the zone:	
	Add
Websites:	
https://etender.ongc.co.in	Remove
Require server verification (https:) for all s	sites in this zone
	Close

Click Add button and then choose "*Close*" button.

Further security setting, Click on **Custom Level** button, **Security settings** window opens up, maintain following values for below parameters.

Seneral	Security	Privacy	Content	Connections	Programs	Advanced
Select a	a zone to v	iew or cha	ange securi	ty settings		
6		6		/	0	
Inte	ernet L	ocal intra	net Trust	ed sites F.es	stricted	
	Trustee	d sites			Site	
~	This zon trust not your file	e contains t to dama <u>c</u> s.	s websites i ge your cor	that you nputer or		
Secur	ity level fo	r this zone	e			
Allo	wed levels	for this ze	one: All			
	- Med - F - Co - L	lium Prompts be Intent Unsigned /	efore dowr ActiveX cor	nloading potent	ially unsafe downloade	d
	Enable Pr	otected M	lode <u>(requi</u>	res restarting I	nternet Exp	lorer)
			Cust	tom level	Default	level
				Reset all zone	s to default	level

NET Framework     Loose XAML     Disable     Enable     Prompt     XAML browser applications		<u>^</u>
<ul> <li>Loose XAML</li> <li>Disable</li> <li>Enable</li> <li>Prompt</li> <li>XAML browser applications</li> </ul>		
<ul> <li>Disable</li> <li>Enable</li> <li>Prompt</li> <li>XAM browser applications</li> </ul>		et est.
Enable     Prompt     XAM browser applications		
Prompt XAMI browser applications		
VAM browser applications		
A A A A A A A A A A A A A A A A A A A		
O Disable		
Enable		
Prompt		
XPS documents		
Oisable		
Enable		
Prompt		
NET Framework-reliant components		
Permissions for components with man	ifests	-
M Dicabla	1	
Takes effect after you restart your computer		
eset custom settings		
eset to: I was a called	- 1	Devet
Medium (default)		Reset

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Click on "Custom Level" button, Security settings window opens up, maintain following values for below.

Parameter	Value
Allow Scriplets	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviors	Enable
Download signed ActiveX controls	Enable
Initialize and script ActiveX	Enable
controls not marked as safe	
Run ActiveX controls and plugins	Enable
Script ActiveX controls marked safe	Enable
for scripting	
Use Pop-up Blocker	Disable

After maintaining appropriate values, Click **OK** button. Again Click **OK** button to confirm and close **Security** tab.

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

 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.

ile Edit View Favorites	Tools Help			
Welcome Mr A N Singh				
		0 - 0	a 199	
nttps://etender.or	igc.co.in/irg/portai=	,p+	Strategic	Sourcing - SAF
e cuit view Pavontes	Delete browning history	Ctda Shifta Dal		
Welcome Mr A N Singh	InPrivate Browsing	Ctrl+Shift+P		
	Turn on Tracking Protection	Curr Simerr		
	ActiveX Filtering			
TS F	Fix connection problems			
	Reopen last browsing session			
Dealing Officer Catalog I	Add site to Start menu			
Overview Reports Hel;	16-m damatas da	04.1	a for Bid Invitation	Training Kit
	SmartScreen Eilter	Cui+3		
Strategic Sourcing	Manage add.ons			
<ul> <li>Services</li> </ul>	Monage and ons		d (0) Deleted (178	1
Advanced Search	Compatibility View settings		Paused (0) Ender	d (341) Compli
Create Documents	Subscribe to this feed			
* Auction	Feed discovery	,		
* RFx	Windows Update			<b>T</b>
Convert RFx to Reverse Au	Performance dashboard	Ctrl+Shift+U		10
Auction Reports	F12 Developer Tools			
Upload Certificate	HttoWatch Basic			
Change Vendor Contact Det	- mprotoroux		1	
Supplier Registration Status	Report website problems		5	
	Internet options		r	
atomat Ontions		2	x	
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General Security Privac	v Content Connections P	rograms Advance	d	
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2. Click on Advanced

NODE: Tools  $\rightarrow$  Internet option  $\rightarrow$  Advanced

General	Security	Privacy	Content	Connections	Programs	Advanced
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3. In security, make the setting as below

	Security	Privacy	Content	Connections	Programs	Advanced
Setting	s —					
<b>a</b>	Security Allow Allow Allow Block Block Check Che	active cor active cor software unsecured for publis for serve for signa t save en Tempora DOM Sto Enhance Integrat native X	ntent from ntent to run to run or in d images wi ther's certificat tures on do crypted pai ry Internet orage ed Protecte ed Window MLHTTP su	CDs to run on I n in files on My stall even if the th other mixed icate revocation* e revocation* ownloaded prog ges to disk t Files folder wh d Mode* s Authentication pport	My Compute Computer* e signature i content m grams nen browser on*	r* s inv: is de
*		0	m			P.
Reset 1	internet Ex	plorer set	tings	Restore	advanced s	ettings
	ets Interne lition.	t Explorer	's settings	to their default	Res	et ]

	<ul> <li>Enable Strict P3P Validation</li> <li>Send Do Not Track reques</li> <li>Use SSL 2.0</li> <li>Use SSL 3.0</li> </ul>	n* sts to sites you visit in Internet E
	<ul> <li>Send Do Not Track reques</li> <li>Use SSL 2.0</li> <li>Use SSL 3.0</li> </ul>	sts to sites you visit in Internet E
	Use SSL 2.0 Use SSL 3.0	
	Use SSL 3.0	
	Use TLS 1.0	
	Use TLS 1.1	
	Use TLS 1.2	
	Warn about certificate add	dress mismatch*
	Warn if changing between	n secure and not secure mode
	Warn if POST submittal is r	redirected to a zone that does n
1	III	•
		Restore advanced settings
set II	nternet Explorer settings	
condi	ts Internet Explorer's settings ition.	to their default Reget
10110	should only use this if your brow	wser is in an unusable state

4. Click on OK button



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

#### 5.3.5 Signer tool

Download and install Signer tool from e-procurement site available on Downloads-Signer tool tab (Required for Signing).

#### a. Login in https://etender.ongc.co.in

b. Downloads-Signer tool tab as shown below:

Welcome Mr Du	mmy Indian			
RFx and Auctions			Down	nloads - Signer Tool
ownloads - Sign	er Tool			
Downloads -	Signer Tool			
File	File Type	Size	Links	Description
Signer Tool	.exe setup file	267 KB	Download	Download and install this tool in case if you face problem in signing

- c. Download and save the signer tool at your local disk. Don't run the installation of signer tool at the time of download.
- d. Close all internet explorer browsers and install the signer tool from your local disk which was saved earlier.

### 5.4. Installation of Digital Certificate

After obtaining the certificate you can install in the computer or can be used through

E-token.

Digital signature can be viewed as follows:



File Edit View Favorites	Tools Help	
😫 ▶ Suggested Sites 🔻 🗿	Delete browsing history InPrivate Browsing Tracking Protection ActiveX Filtering Fix connection problems Reopen last browsing session Add site to Start menu	Ctrl+Shift+Del Ctrl+Shift+P
	View downloads SmartScreen Filter Manage add-ons	Ctrl+J
	Compatibility View Compatibility View settings	
	Subscribe to this feed Feed discovery Windows Update	
	F12 developer tools	
	OneNote Linked Notes Send to OneNote Blog This in Windows Live Writer	

General	Security	Privacy	Content	Connections	Programs	Advanced
Home p	age					
1	To crea	ate home	page tabs,	type each add	ress on its o	own line.
and the second sec			Contraction of the second second	and the second states and		
1	https	s://www.g	joogle.co.	in/?gfe_rd=cr	&ei=nbNIV	b6t. 🔺
9	https	s://www.g	joogle.co	in/?gfe_rd=cr	&ei=nbNIV	b6t. 🔺
-1	https	s://www.g	joogle.co.	in/?gfe_rd=cr	&ei=nbNIV	b6t. *

General	Security	Privacy	Content	Connections	Programs	Advanced
Certific	ates Use ce	rtificates	for encrypt	ted connections	and identif	ication.
E	Clear SSL	state	Certi	ficates	Publish	ers
AutoCo	AutoC on wel	omplete si opages an u.	tores previ d suggests	ous entries [ matches	Settin	gs )
Feeds a	and Web Sl	ices —				
1	Feeds conter	and Web It from we	Slices prov bsites that	ide updated	Settin	gs

# Check for your certificate as shown below:

Sonal Other People	e Intermediate Certification A	uthorities Tru	sted Root Certification	
	Taxwad Du	Frankrike	Triandly Name	Check for the
	Issued By	Expiratio	Friendly Name	expiration
TEST CLASS IIIB	S (n)Code Solutions CA	04/01/2045		Data
ALLEST CLASS TUB	S (D)Code Solutions CA	04/01/2015	<none></none>	Date
Lest test capo	e-Mudhra Sub CA for	26/03/2016	ST=KARINATAKA	
Tosting with two	the TCS sub CA for TCS 2	11/02/2015	Testing with two	
Import Expo	ort Remove		Advanced	
	rposes			
ertificate intended pu ecure Email, Client Au	thentication			

ş	Certificate Information
Thi	<ul> <li>s certificate is intended for the following purpose(s):</li> <li>Protects e-mail messages</li> </ul>
	Proves your identity to a remote computer
⁼Re	efer to the certification authority's statement for details.
	Issued to: test test c3po
	Issued by: e-Mudhra Sub CA for Class 3 Organisation 2014
ſ	Valid from 26/03/2014 to 26/03/2016
9	You have a private key that corresponds to this certificate.

Field	Value	2
Version	V3	-
Serial number	0c dd a5	
🔄 Signature algorithm	sha256RSA	
Signature hash algorithm	sha256	
Issuer	e-Mudhra Sub CA for Class 3	
Valid from	Wednesday, March 26, 2014	
Valid to	Saturday, March 26, 2016 11:	3
Subject	KARNATAKA 560103 91920E	12

General	Details	Certification Path	
Certif	ication pa	ath	
	CCA India	a 2014 dhra CA 2014 - keyCerts -Mudhra Sub CA for Clas ST=KARNATAKA, 2.5	Sign,cRLSign ss 3 Organisation 2014 - keyCert 4.17=#0c06353630313033,2.5
	.III		*
			View Certificate
-	ate statu:	s:	
Certifica	rtificate i	s OK.	
Certifica This ce			
Certifica This ce			
Certific This ce Learn m	ore abou	t <u>certification paths</u>	
Certific This ce Learn m	ore abou	t <u>certification paths</u>	