



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.

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

| | |
|---|--|
|  | Note: If you do not have a user id, please click on Guest button to view available bid invitations. |
|---|--|

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 “Contact Us”→ Local Help-Desk)*

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

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 by Microsoft

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

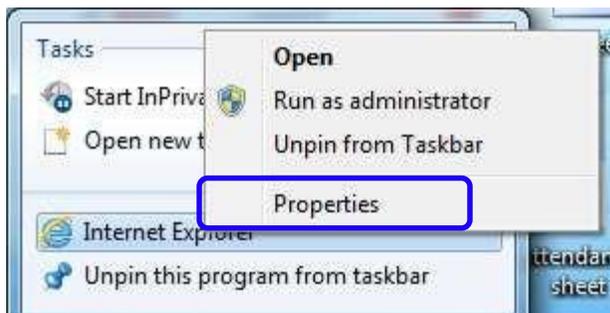
5.3.1 Version

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

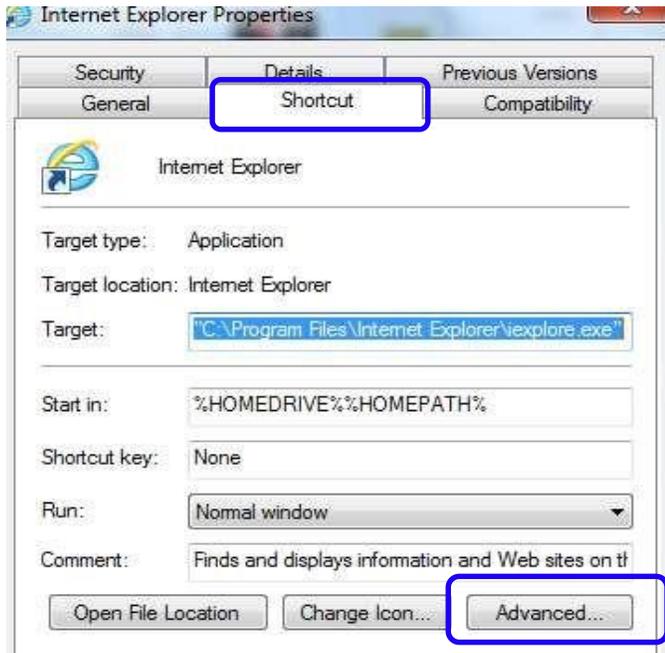


5.3.2 Run in administrator mode

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



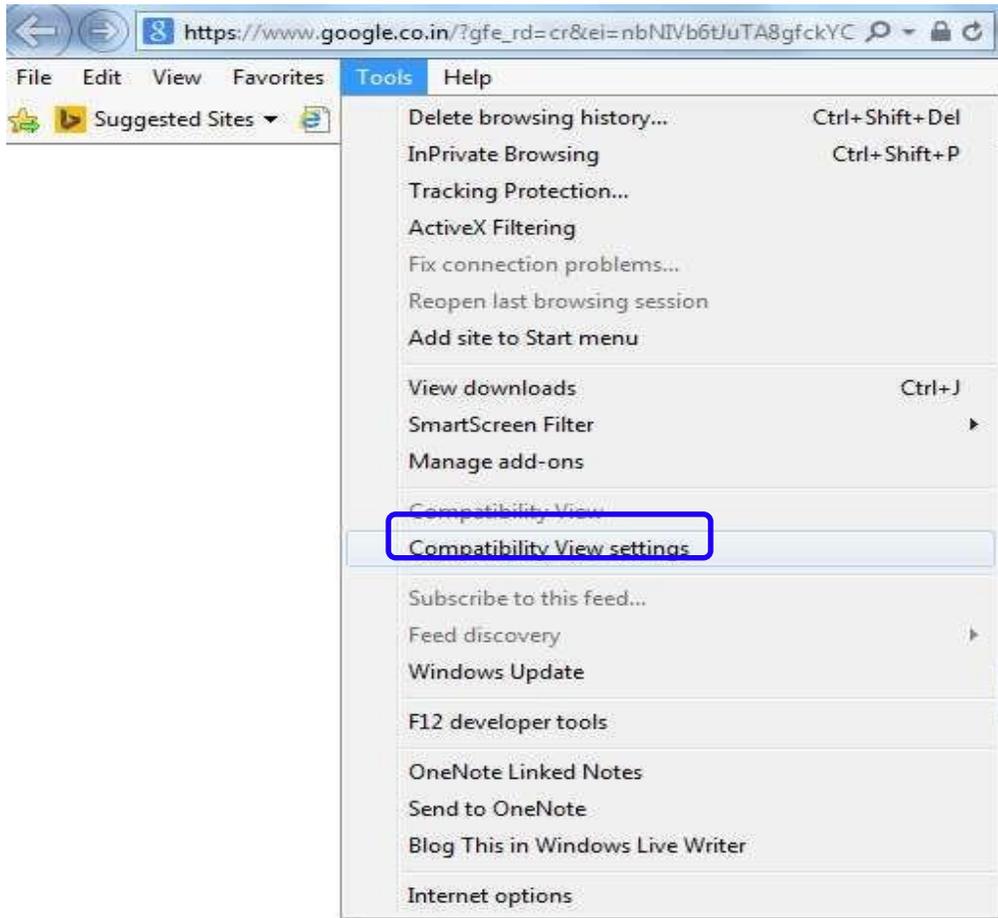
Click Advanced button from the shortcut tab as shown below



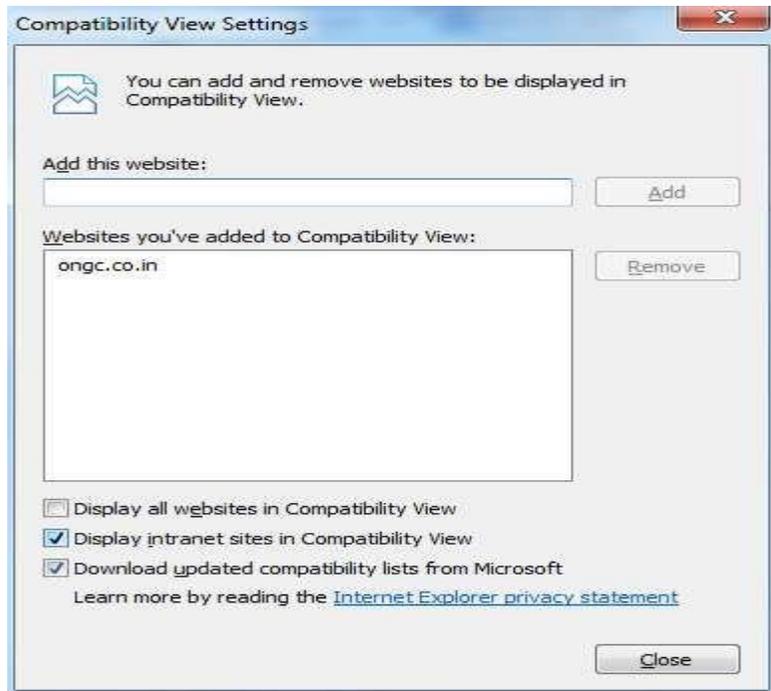
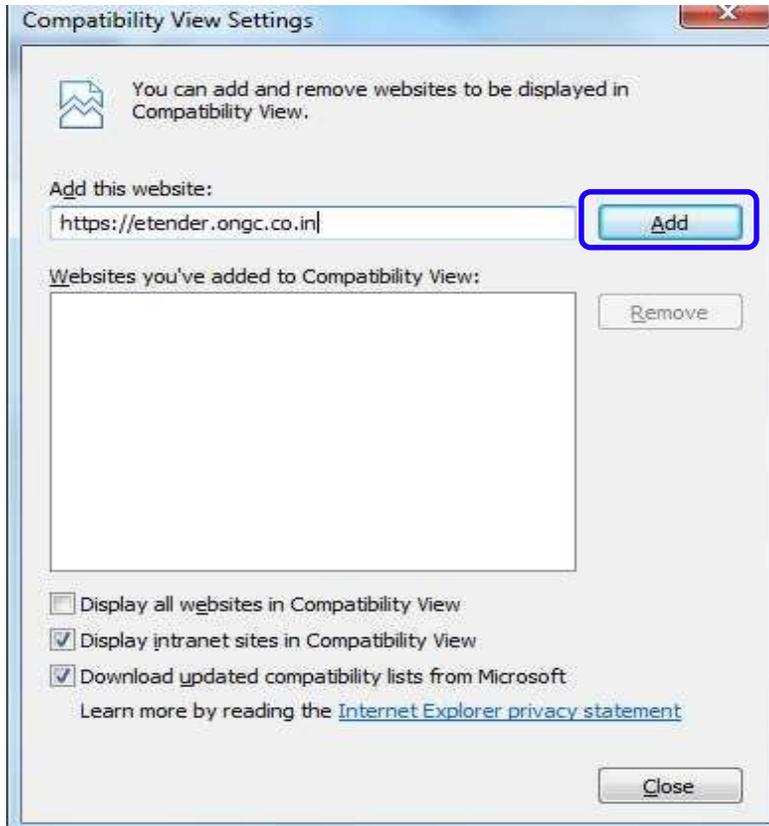
5.3.3 Compatibility view

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.

Go to Tools > Compatibility view setting:



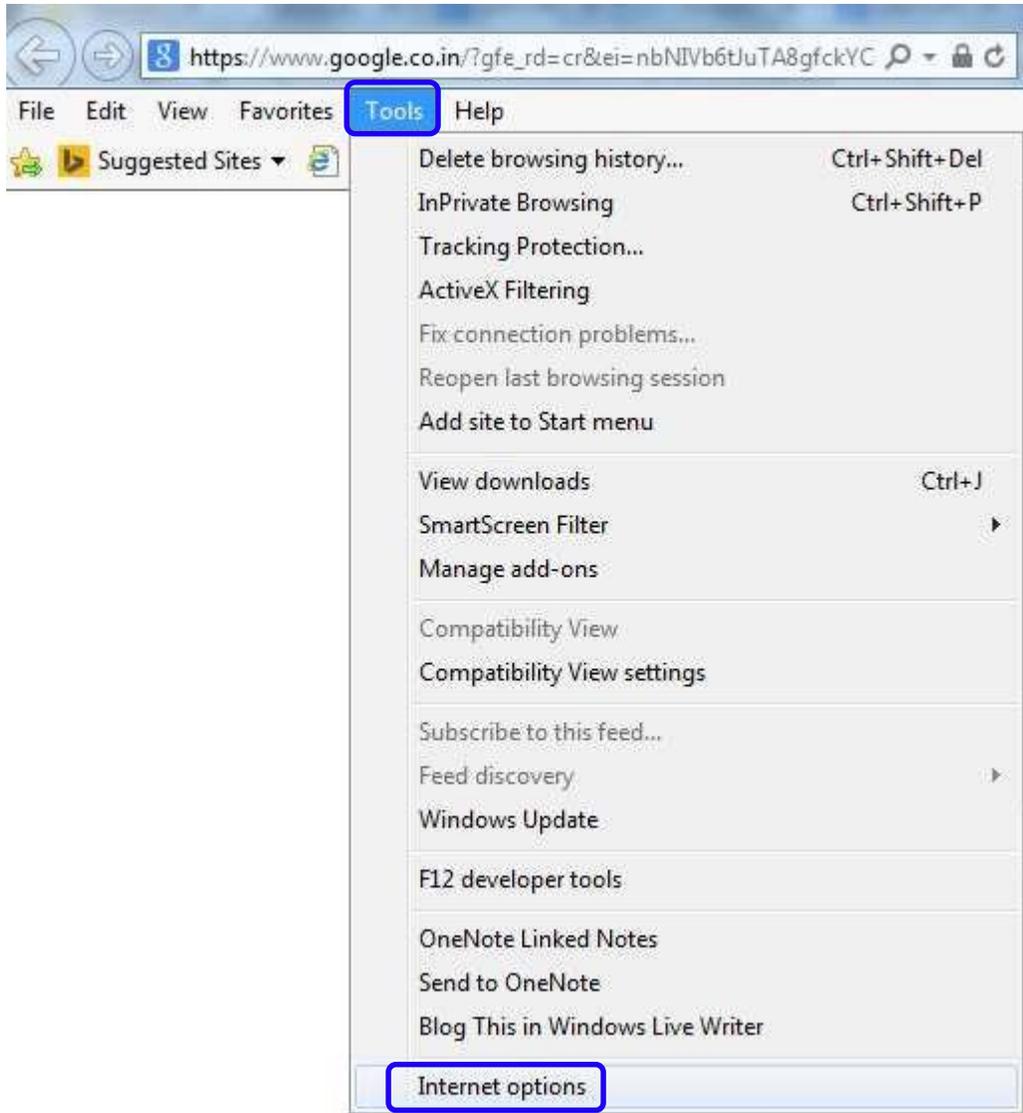
In the Add this Web site: text box, type: <https://etender.ongc.co.in>

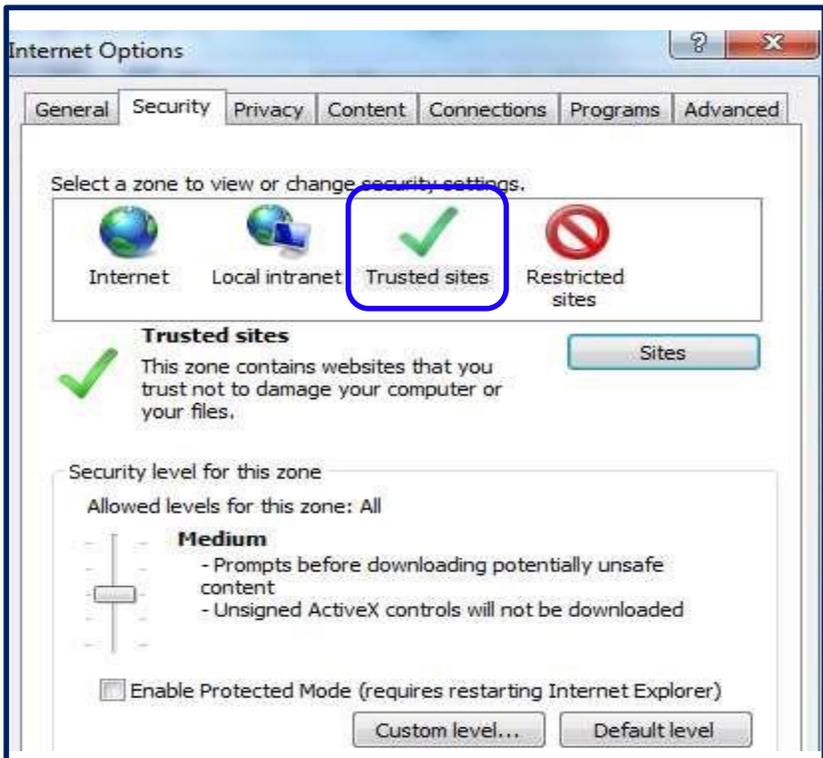
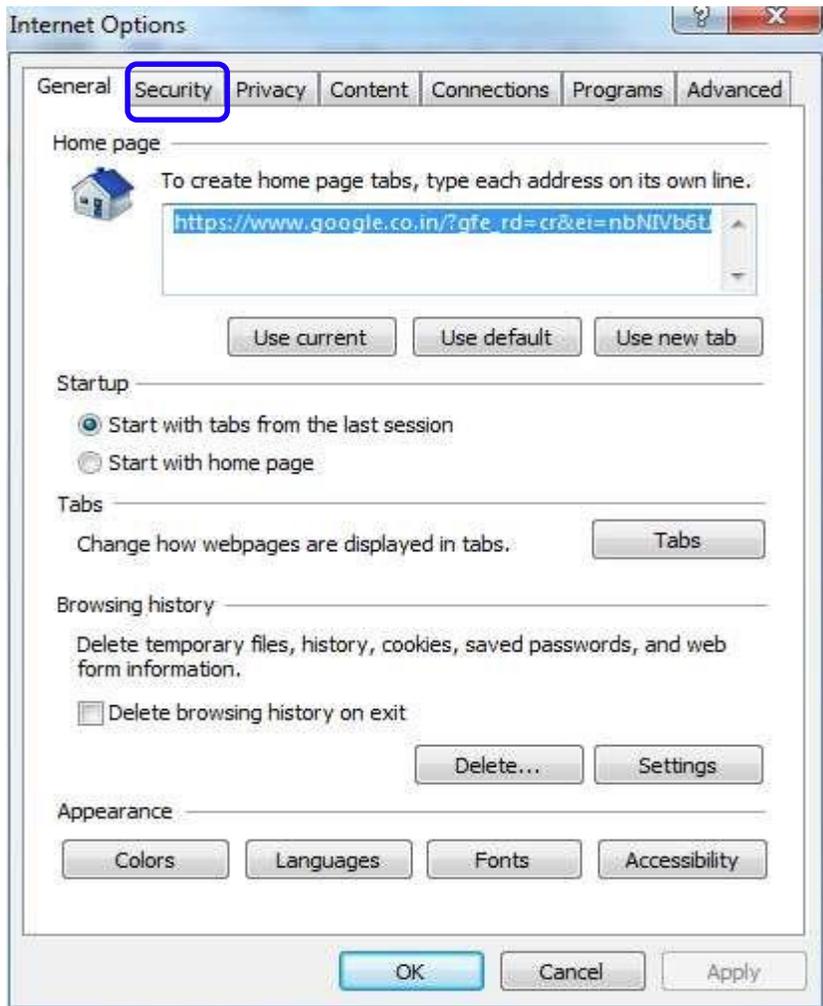


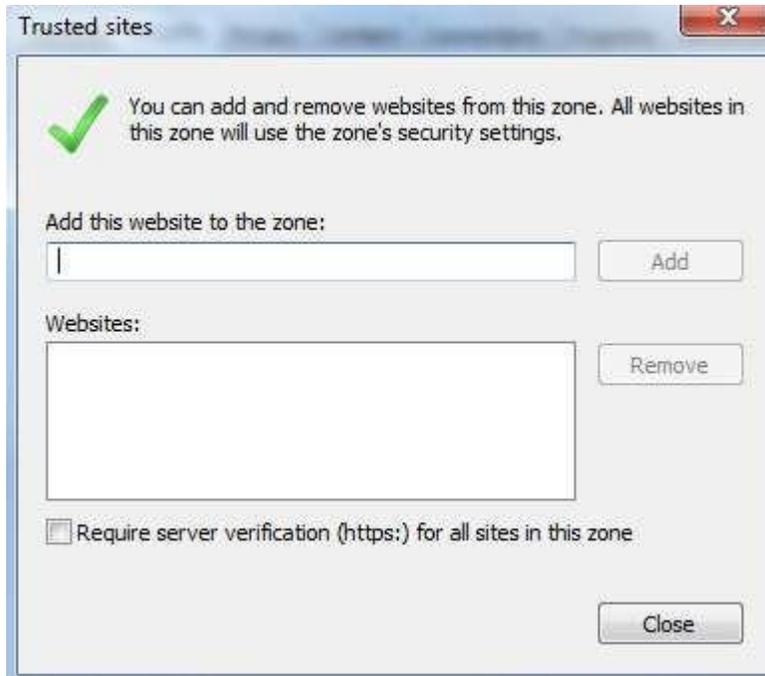
Click Add button and then choose "Close" button.

5.3.4 Browser Security settings

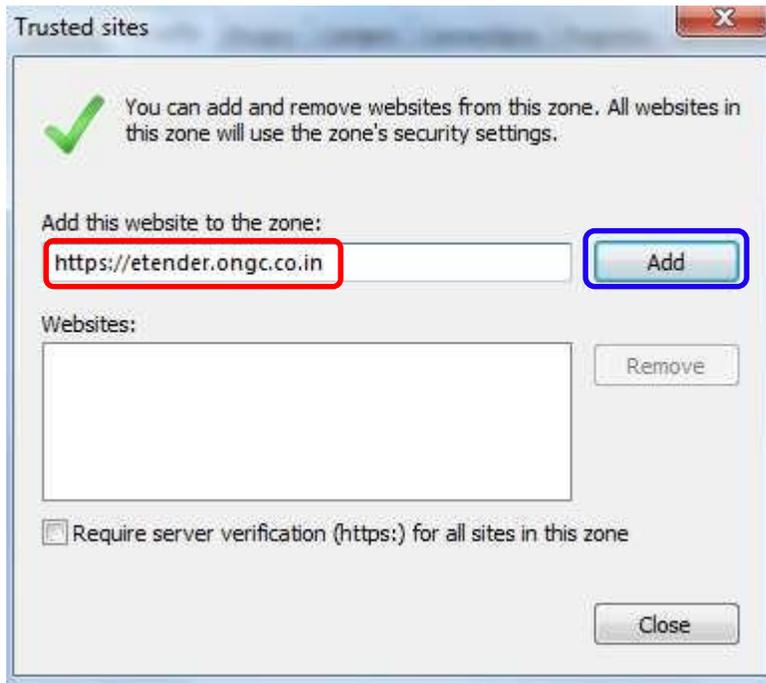
Adding of ONGC e-procurement web site URL to Trusted Site as below from internet options of internet explorer. In tab for security after selecting trusted sites, click the button sites as shown below.

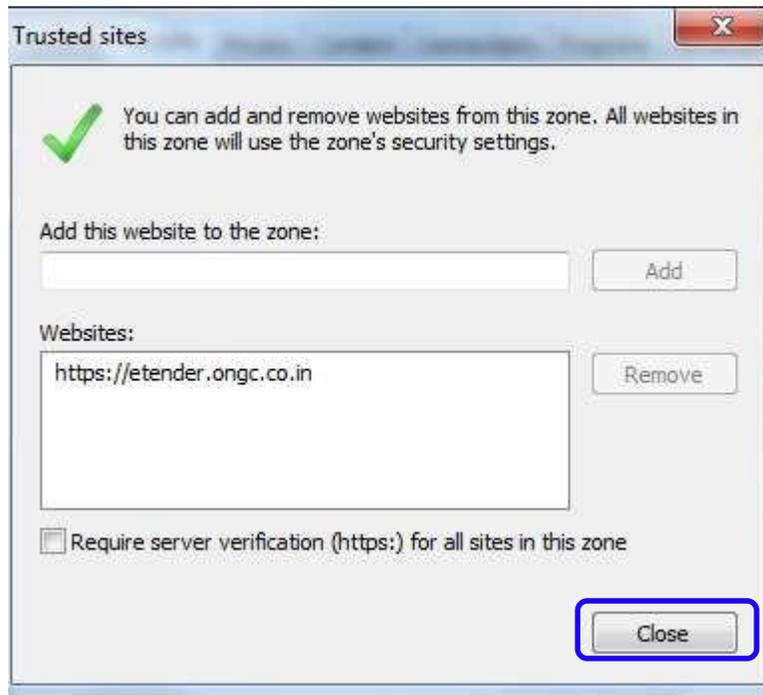






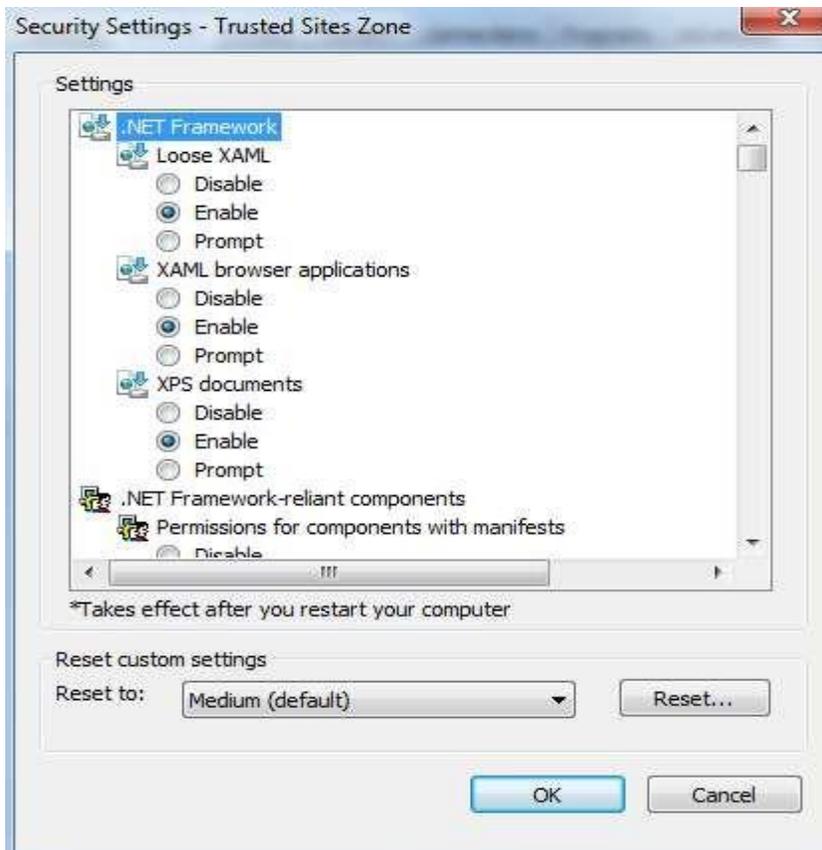
Maintain URL <https://etender.ongc.co.in> and add as shown below





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.



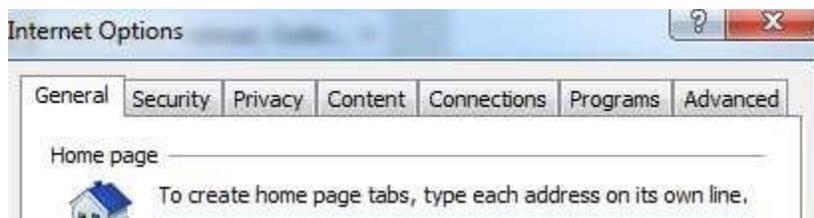
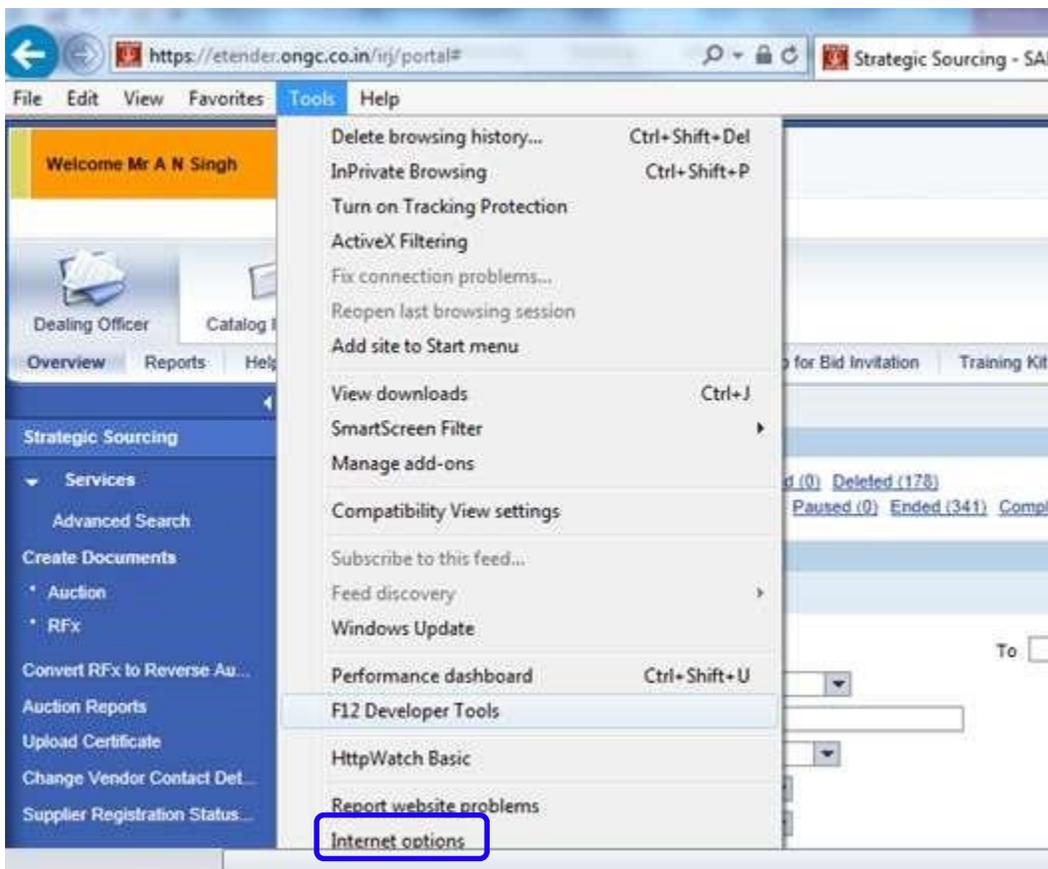
Click on “Custom Level” button, Security settings window opens up, maintain following values for below.

| Parameter | Value |
|---|----------------|
| Allow Scriptlets | Enable |
| Automatic prompting for ActiveX controls | Enable |
| Binary and script behaviors | Enable |
| Download signed 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 |

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

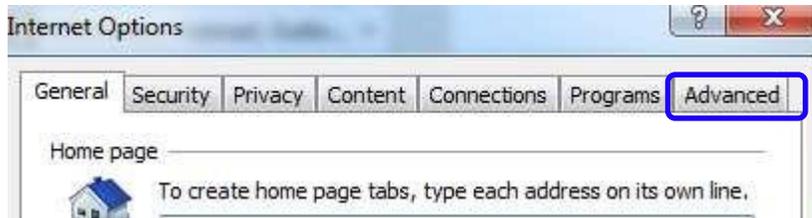
Technical setting require for the IE-11 apart from setting mentioned above setting.

1. 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.

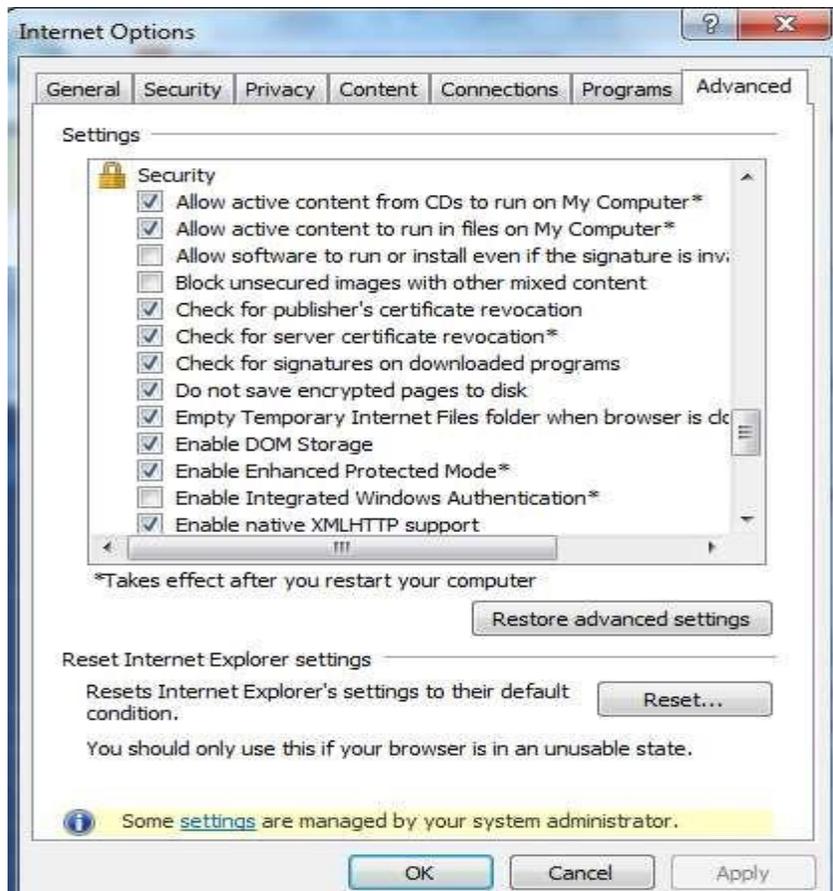


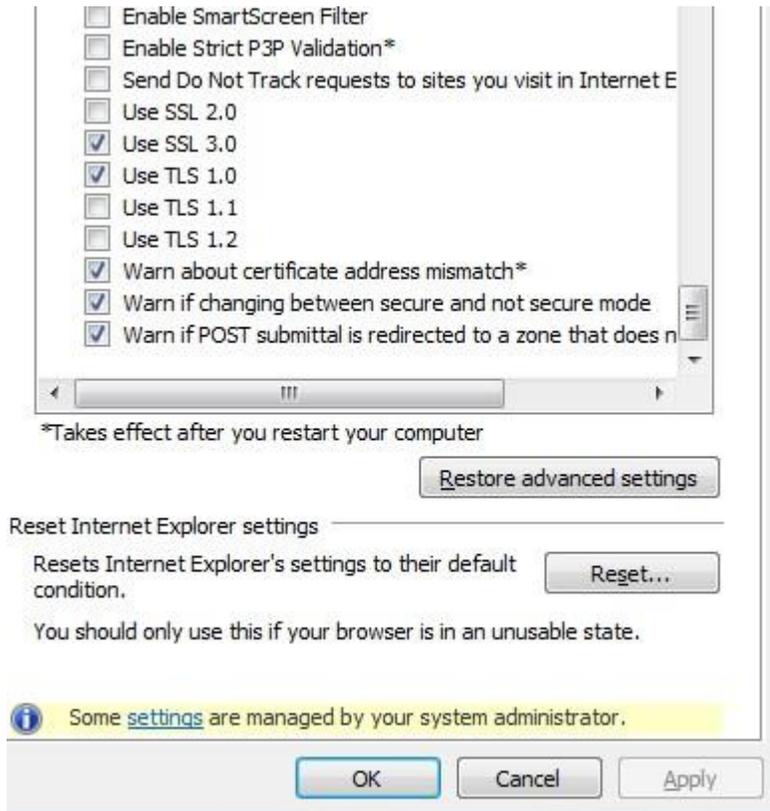
2. Click on Advanced

NODE: Tools→ Internet option→Advanced

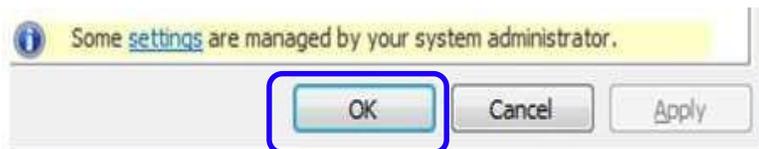


3. In security, make the setting as below





4. Click on OK button

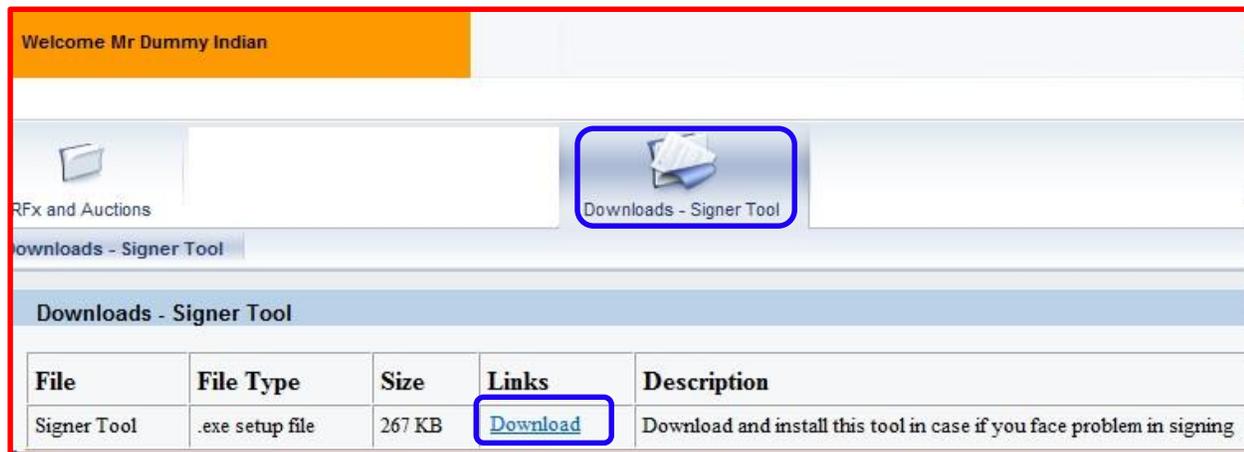


NOTE: Make sure that after doing this technical settings, you must install the signer Tool.

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:

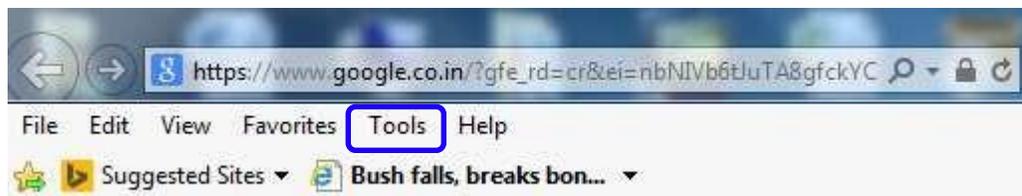


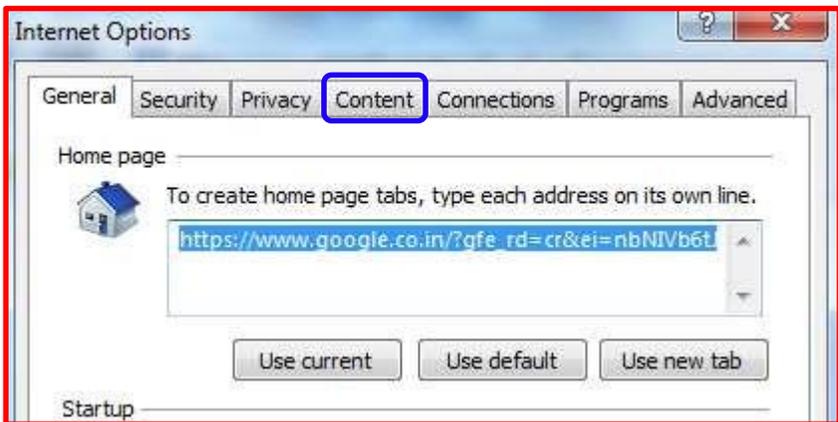
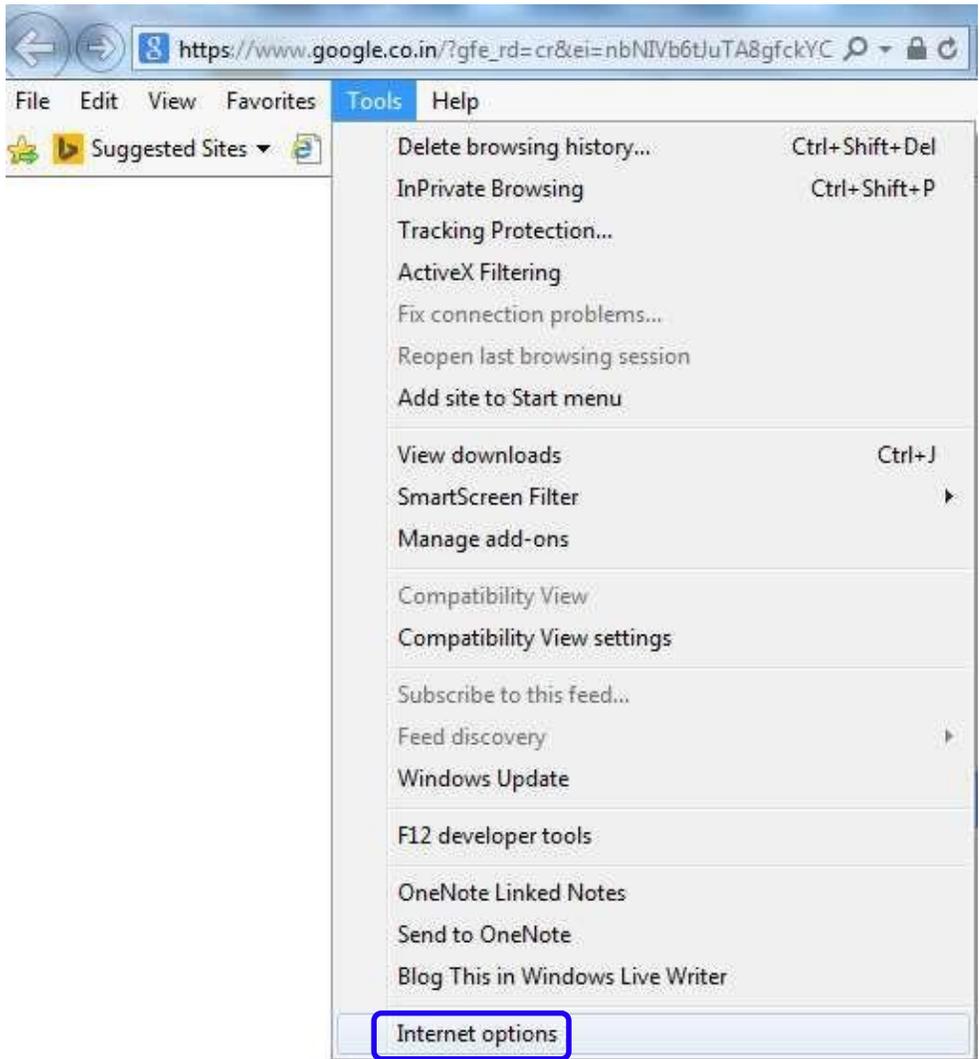
- c. Download and **save the signer tool** at your local disk. Don't run the installation of signer tool at the time of download.
- d. Close all internet explorer browsers and install the signer tool from your local disk which was saved earlier.

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:







Check for your certificate as shown below:

