

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the SBI E-Tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the SBI E-Tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the SBI E-Tender Portal.

More information useful for submitting online bids on the SBI E-Tender Portal may be obtained at <https://etender.sbi/>.

### REGISTRATION

- 1) For First time participation Bidders are required to enroll/Register on the SBI E-Tender Portal (URL: <https://etender.sbi/>) by clicking on the link “**Register**” on the SBI E-Tender Portal which is free of charge.
- 2) As part of the enrollment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the SBIIMSPL/SBI.
- 4) Upon enrollment, the bidders will be required to register their valid DSC i.e. Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized, with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**NOTE:** *Firm of proprietorship can hold DSC on owners name, but Firm of private partnership should hold DSC on firm name only.*

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the SBI E-Tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender Event ID, Reference No., Name of work, Branch name/Location, Date, Value, etc... to search for a tender published on the SBI E-Tender Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the SBI E-Tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender Event ID assigned to each tender, in case they want to obtain any clarification / help from the Help desk.

### PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Empanel certificate etc...) has been provided to the bidders. Bidders can use "Briefcase" area available to them to upload such documents. These documents may be directly submitted from the "Briefcase" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- 5) Bidder should be ready with the price bid as item wise published in Tender for fast filling without confusion. Bidder should be cautious while preparing rates as to fulfill the job without any deviation from Terms & Conditions of Tender.
- 6) Bidder should prepare the EMD/Document Fees as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. A photocopy should be retained with bidder for future reference.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the last bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The server time (which is displayed on the bidders' dashboard") will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 3) The bidder has to digitally sign and upload the required Technical bid documents one by one as indicated in the tender document.
- 4) Bidder has to select the fill payment options as to pay the Document tender fee / EMD as applicable and enter details of the DD/BG.
- 5) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Evaluation of Total Amount will be auto functioned/Sum by SBI e-Tender Portal, Hence only Item rates will be quoted by the bidder.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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8) Upon the successful and timely submission of bids (i.e. after Clicking “Final Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

1) Any assistance regarding online tender process /e-Tender/Bid Submission should be addressed to following address as specified in NIT.

[e-Procurement technologies Limited, Ahmedabad.](#)

Email id:- [sujith@eptl.in](mailto:sujith@eptl.in), [jaymeet.rathod@eptl.in](mailto:jaymeet.rathod@eptl.in), [pratik.parekh@eptl.in](mailto:pratik.parekh@eptl.in), [dharam@eptl.in](mailto:dharam@eptl.in)

Primary Contact No:- **079-61200579/580/566/596/576/569/ 567 , 9374519754**

2) Any queries relating to SBI E-Tender Portal in general may be directed to the 24x7 SBI E-Tender Portal Help desk.

3) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the NIT(Notice Inviting Tender) of tender.