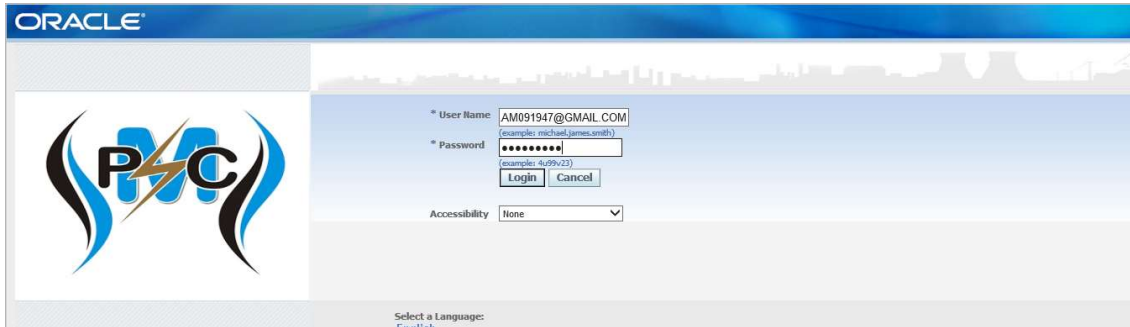


Please follow below steps to quote against published tenders.

1. Login with your credentials.



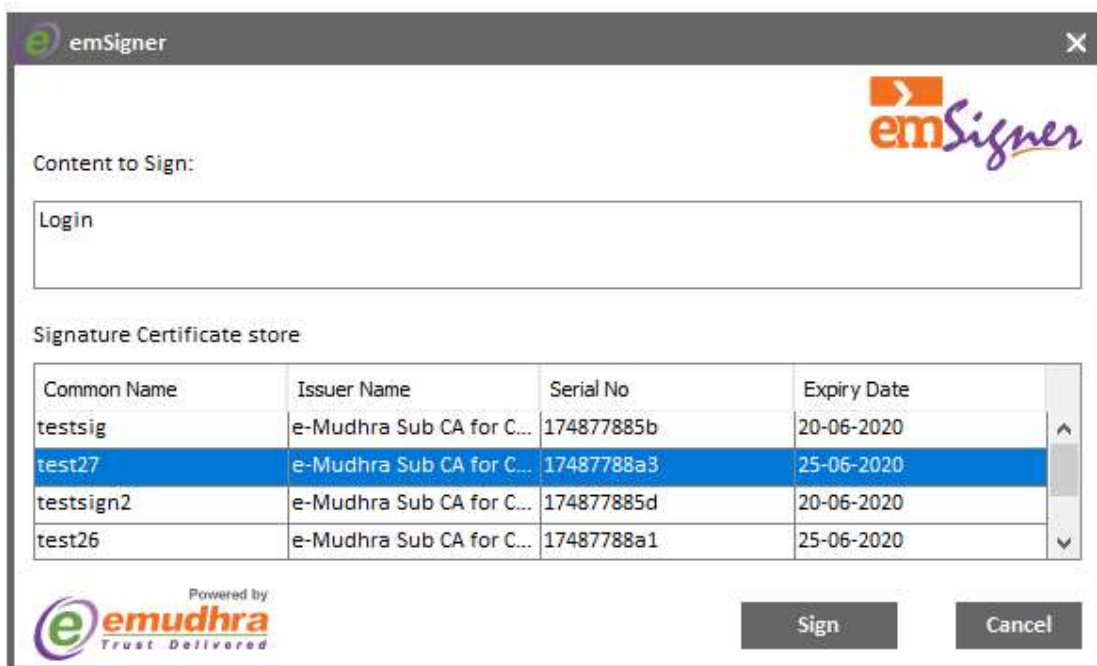
The image shows the Oracle login page. On the left is the PMCL logo. On the right, there are input fields for 'User Name' (containing 'AM091947@GMAIL.COM') and 'Password' (masked with dots). Below these are 'Login' and 'Cancel' buttons. An 'Accessibility' dropdown menu is set to 'None'. At the bottom, there is a 'Select a Language' dropdown menu with 'English' selected.

2. New page will open after login successfully, please enter your DSC & click on Authentication & continue tab.



The image shows the Oracle 'Supplier Registration And Authentication' page. It features a navigation bar with 'Diagnostics', 'Home', 'Preferences', and 'Personalize Page'. Below the navigation bar are tabs for 'Authentication and continue...', 'Re-Register Encryption Certificate', 'Re-Register Sign Certificate', and 'View Certificate'. A table titled 'Certificate details' is visible, with columns for 'Serial Number', 'Common Name', 'Issuer Name', 'Enc Cert IssuerName', 'Encryption certificate SR No', 'Encryption Expired Date', 'Sign Expired Date', and 'Email'. A red arrow points to the 'Issuer Name' column. At the bottom, there are links for 'About this Page' and 'Privacy Statement', and a copyright notice for Oracle (c) 2000.

3. On certificate window, please select your signature certificate.



The image shows the emSigner application window. It has a title bar with the emSigner logo and a close button. The main content area is titled 'Content to Sign:' and contains a text box with the word 'Login'. Below this is a section titled 'Signature Certificate store' which contains a table of certificates. The table has columns for 'Common Name', 'Issuer Name', 'Serial No', and 'Expiry Date'. The row with 'test27' is highlighted in blue. At the bottom of the window, there are 'Sign' and 'Cancel' buttons, and a logo for 'emudhra Trust Delivered'.

Common Name	Issuer Name	Serial No	Expiry Date
testsig	e-Mudhra Sub CA for C...	174877885b	20-06-2020
test27	e-Mudhra Sub CA for C...	17487788a3	25-06-2020
testsign2	e-Mudhra Sub CA for C...	174877885d	20-06-2020
test26	e-Mudhra Sub CA for C...	17487788a1	25-06-2020

4. Enter your DSC pin & click on sign.

5. Click on Sourcing Supplier, then click on Sourcing.

Oracle Applications Home Page

**Main Menu**

- Sourcing Supplier
- Sourcing
- Sourcing Home Page
- Worklist

**Worklist**

From	Type	Subject	Sent	Due
Sahu, Vishnu Prasad	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 65 (Test for Tender Released By in Portal)	04-Jul-2019	
Sahu, Vishnu Prasad	Sourcing Publish	Acknowledgement Required: Amendment 2 to RFQ 65 (Test for Tender Released By in Portal)	05-Jul-2019	
Bhandari, Sushil Kumar	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 97)	27-Nov-2018	
Bhandari, Sushil Kumar	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 102)	16-Jan-2019	

6. Click on Sourcing HOME Page.

Oracle Applications Home Page

**Main Menu**

- Sourcing Supplier
- Sourcing
- Sourcing Home Page
- Worklist

**Worklist**

From	Type	Subject	Sent	Due
Sahu, Vishnu Prasad	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 65 (Test for Tender Released By in Portal)	04-Jul-2019	
Sahu, Vishnu Prasad	Sourcing Publish	Acknowledgement Required: Amendment 2 to RFQ 65 (Test for Tender Released By in Portal)	05-Jul-2019	
Bhandari, Sushil Kumar	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 97)	27-Nov-2018	
Bhandari, Sushil Kumar	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 102)	16-Jan-2019	

7. New page will open.

ORACLE E-Tendering

Home Logout Preferences Help Personalize Page Diagnostics

**Negotiations**

Search Open Negotiations Title [ ] Go

Welcome, Mohd. Aslam.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Time Type Left	Monitor	Unread Messages
35	Active		60	Sweeping and cleaning	RFQ 0 seconds		0
40	Active		44,1	Annual Contract for Sweeping and cleaning of Colony area of Rampur Sub-Dn.1M	RFQ 0 seconds		0
62	Active		70,1	External Cleaning & Sweeping work of Shakati Bhawan & Periodical cleaning of pla	RFQ 0 seconds		0
76	Active		84	Maintenance of Lawns & gardens situated in front of Shakti Bhawan Bhawan Buildin	RFQ 0 seconds		0
78	Active		86	Maintenance of Lawns & Gardens and Hedge cutting	RFQ 0 seconds		0

**Your Company's Open Invitations**

8. Enter % in Field against title & click on go.

ORACLE E-Tendering

Home Logout Preferences Help Personalize Page Diagnostics

**Negotiations**

Search Open Negotiations Title [ ] [%] x Go

Welcome, Mohd. Aslam.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Time Type Left	Monitor	Unread Messages
35	Active		60	Sweeping and cleaning	RFQ 0 seconds		0
40	Active		44,1	Annual Contract for Sweeping and cleaning of Colony area of Rampur Sub-Dn.1M	RFQ 0 seconds		0
62	Active		70,1	External Cleaning & Sweeping work of Shakati Bhawan & Periodical cleaning of pla	RFQ 0 seconds		0
76	Active		84	Maintenance of Lawns & gardens situated in front of Shakti Bhawan Bhawan Buildin	RFQ 0 seconds		0
78	Active		86	Maintenance of Lawns & Gardens and Hedge cutting	RFQ 0 seconds		0

**Your Company's Open Invitations**

9. New page will open, list of all published tender will come, select the RFQ, you want to quote.

**Negotiations**

Negotiations >

**Active Negotiations**

**Search**

Note that the search is case insensitive

Number [ ] Contact [ ]  
 Title [%] Line [ ]  
 Category [ ] Event [ ]

Go Clear

Select Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
1894	Printing and binding of annual reports of MPPMCL, BTPCL and STPLC	Choudhary, Mr. Millind	22 hours 2 minutes	26-Jul-2019 15:00:00	Sealed	0		0

Return to Negotiations

10. New page will open for acknowledgement, click on checkbox & click on accept to go further.

Negotiations > Active Negotiations >

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ

The RFQ/RFP is not commitment to purchase, and any expenditure incurred in preparation and submission of responses shall not be reimbursed by MPPMCL.

MPPMCL Decision as to which supplier asked to participate in a formal RFQ/RFP will be based on the overall response submitted by each supplier, and will include such things as service areas covered.

All responses meeting the stated requirements and specifications shall be considered. Failure to meet requirements may disqualify a response from selection process. Unless otherwise stated, throughout this Bidding Document definition and interpretations shall be as prescribed in Section - General Conditions (GC).

All information disclosed to Suppliers by MPPMCL, including information containing in this document is considered proprietary to MPPMCL. It may not be disclosed to others without prior Written consent from MPPMCL.

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

I have read and accepted the terms and conditions

Cancel / Accept

11. New page will open, click on go to Pay Bid Document Fee.

Negotiations > Active Negotiations >

RFQ: 172

Title: **company's land spreaded in five revenue villages**

Status: **Active (Locked)**

Time Left: **23:47:54**

Closing Time for Bid Submission: **08-AUG-2019 15:30:00**

Date and Time for Bid Opening: **25-Jul-2019 10:29:48**

Date and Time for Bid Preview: **25-Jul-2019 10:29:48**

Pre-Bid Meeting Date:

Actions: **Pay Bid Document Fee**

Closing Time for Bid Submission

Header	Lines	Controls	Contract Terms
Buyer	<b>Dwivedi, Mr. Chandramoulendu Kant</b>	<input checked="" type="checkbox"/> Enable EMD	
Quote Style	<b>Sealed</b>	<input type="checkbox"/> Enquiry	
Outcome Event	<b>Standard Purchase Order</b>	<input checked="" type="checkbox"/> Enable Bid Fee	
Description	<b>Marking of boundary of company's land spreaded in five revenue villages under head quarter area at MPPMCL Jabalpur including other survey works with the help of total stations machine.</b>	Estimated Cost	<b>283000</b>
<b>Terms</b>			
Bill-To Address	<b>Jabalpur</b>	Payment Terms	
Ship-To Address	<b>Jabalpur</b>	Carrier	
FOB		Freight Terms	
<b>Currency</b>			
RFQ Currency	<b>INR</b>	Price Precision	<b>Any</b>
<b>EMD Details</b>			

12. Click on Pay

Negotiations > Active Negotiations > RFQ: 172 >

Payment Details

Tender Number: 172

Supplier: SHARMA BUILDCON

Amount: 224

Click on Pay to Pay the Amount

Negotiations Home Logout Preferences Personalize Page Diagnostics

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13. Page will redirect you to Bill Desk Screen.

14. Select available options for payment with bank & make payment, once payment is done, page will again redirect to your response page in ERP, please take print of receipt.

15. Click on Go to pay EMD.

16. Select Receive on EMD action, New page will open.

Details	Supplier Name	Supplier Site	Supplier Contact	EMD Status	EMD Action	View EMD	Print Receipt
<a href="#">Show</a>	SHARMA BUILDCON			Not Paid	Receive	000	

17. Select payment method online & continue.

18. Page will redirect you to Bill Desk Screen.

19. Select available options for payment with bank & make payment, once payment is done, page will again redirect to your response page in ERP, please take print of receipt.

20. Now click on go to Create Quote.

21. Enter Your Quote validity by selecting Calendar Dates, enter your comment in Note to Buyer field like GST EXTRA, GST Excluding, etc.

(Enter your response in requirement, if has been asked in Tender else click on Lines.)

Create Quote: 157 (RFQ 1818) ×

Business (2) Can't reach this page PATCH Business GST INSTANCE Prod PREPROD EBS-DEV EBS-UAT https FTP root at 10.127.17.29

Title AMC FOR MP ENERGY DEPARTMENT  
 Two-Stage RFQ

Time Left: **22:24:46**  
 Closing Time for Bid Submission: **08-Aug-2019 15:00:00**

Supplier: **Medinova**  
 RFQ Currency: **INR**  
 Quote Currency: **INR**  
 Price Precision: **Any**

\* Quote Valid Until:   
 Reference Number:   
 Note to Buyer:

**Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**

Expand All | Collapse All

Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Eligibility Criteria	Technical		
The bidder should be a company registered under Companies Act or Partnership firm.			
	Technical		

(Click on Add Attachment, upload documents if you want to send documents to MPPMCL, then click on Lines.)

**Negotiations**

Negotiations > Active Negotiations > RFQ: 1818 >  
 Create Quote: 157 (RFQ 1818)

Title AMC FOR MP ENERGY DEPARTMENT  
 Two-Stage RFQ

Time Left: **22:18:59**  
 Closing Time for Bid Submission: **08-Aug-2019 15:00:00**

Supplier: **Medinova**  
 RFQ Currency: **INR**  
 Quote Currency: **INR**  
 Price Precision: **Any**

\* Quote Valid Until: **31-Dec-2019**  
 Reference Number:   
 Note to Buyer:

**Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**

Expand All | Collapse All

22. Click on Lines, below page will open.

**Negotiations**

Negotiations > Active Negotiations > RFQ: 1818 >  
 Create Quote: 157 (RFQ 1818)

Title AMC FOR MP ENERGY DEPARTMENT  
 Two-Stage RFQ

Time Left: **22:15:44**  
 Closing Time for Bid Submission: **08-Aug-2019 15:00:00**

Supplier: **Medinova**  
 RFQ Currency: **INR**  
 Quote Currency: **INR**  
 Price Precision: **Any**

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 Annual maintenanc...		Jabalpur	Sealed				Year	3	3	

Indicates more information requested. Click the Update icon.

23. Enter your price against all the items, please do not leave any items, if you want to skip quoting for any item, please enter "0" in Quote Price section, 0 neither gets considered as a quoted price nor gets evaluated.

Negotiations > Active Negotiations > RFQ: 1818 >  
 Create Quote: 157 (RFQ 1818)

Title: AMC FOR MP ENERGY DEPARTMENT  
 Time Left: 22:14:31  
 Closing Time for Bid Submission: 08-Aug-2019 15:00:00

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Encrypt and Save Draft, Continue

Header: Lines

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 Annual maintenanc...		Jabalpur	Sealed			200000	Year	3	3	

Indicates more information requested. Click the Update icon.

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Encrypt and Save Draft, Continue

Footer: Negotiations Home Logout Preferences Help Personalize Page Diagnostics

24. After entering quote price against all the lines please click on Encrypt & Save Draft.

Negotiations > Active Negotiations > RFQ: 1818 >  
 Create Quote: 157 (RFQ 1818)

Title: AMC FOR MP ENERGY DEPARTMENT  
 Time Left: 22:08:14  
 Closing Time for Bid Submission: 08-Aug-2019 15:00:00

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Encrypt and Save Draft, Continue

Header: Lines

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 Annual maintenanc...		Jabalpur	Sealed			200000	Year	3	3	

Indicates more information requested. Click the Update icon.

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Encrypt and Save Draft, Continue

Footer: Negotiations Home Logout Preferences Help Personalize Page Diagnostics

25. Click on Decrypt & Show in next step.

Negotiations > Active Negotiations > RFQ: 1818 >

Confirmation  
 Quote 157 for RFQ 1818 (AMC FOR MP ENERGY DEPARTMENT) has been saved as a draft.

Create Quote: 157 (RFQ 1818)

Title: AMC FOR MP ENERGY DEPARTMENT  
 Time Left: 22:06:38  
 Closing Time for Bid Submission: 08-Aug-2019 15:00:00

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Decrypt and show

Header: Lines

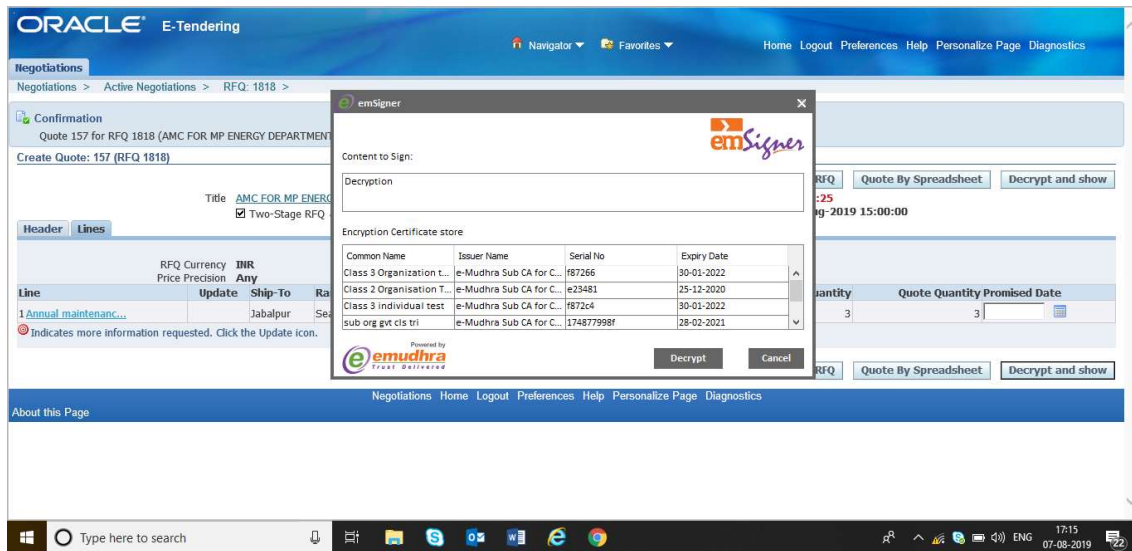
Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 Annual maintenanc...		Jabalpur	Sealed			*****	Year	3	3	

Indicates more information requested. Click the Update icon.

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Decrypt and show

Footer: Negotiations Home Logout Preferences Help Personalize Page Diagnostics

26. Select your encryption certificate & click on Decrypt.



27. It will be decrypted & you will reach to sourcing homepage.



28. Click on the Negotiation no. you wanted to quote, below page will open, click on go to create quote.



**ORACLE E-Tendering**

Home Logout Preferences Help Personalize Page Diagnostics

Negotiations > RFQ: 1818

Title **AMC FOR MP ENERGY DEPARTMENT**  
 Status **Active (Locked)**  
 Time Left **21:58:22**

Closing Time for Bid Submission  
 Date and Time for Bid Opening **08-AUG-2019 15:30:00**  
 Date and Time for Bid Preview **07-Aug-2019 16:30:29**  
 Pre-Bid Meeting Date

Actions **Create Quote**

Closing Time for Bid Submission

**Header** | Lines | Controls | Contract Terms

Buyer **Choudhary, Mr. Milind** Event  
 Two-Stage Envelope  Enquiry  
 Quote Style **Sealed**  Enable Bid Fee  
 Outcome **Standard Purchase Order**  
 Description **AMC FOR MP ENERGY DEPARTMENT** Estimated Cost

**Terms**

Bill-To Address **Jabalpur** Payment Terms **MPPMCL 45 Days**  
 Ship-To Address **Jabalpur** Carrier  
 FOB Freight Terms

**Currency**

RFQ Currency **INR** Price Precision **Any**

**Bid Document Fee Details**

Amount: 0

29. Now click on Continue.

**ORACLE E-Tendering**

Home Logout Preferences Help Personalize Page Diagnostics

Negotiations > RFQ: 1818 >  
 Create Quote: 157 (RFQ 1818)

Title **AMC FOR MP ENERGY DEPARTMENT**  
 Two-Stage RFQ

Time Left **21:56:55**  
 Closing Time for Bid Submission **08-Aug-2019 15:00:00**

**Header** | Lines

Supplier **Medinova** \* Quote Valid Until **31-Dec-2019**  
 RFQ Currency **INR** (examples: 23-Jul-2019)  
 Quote Currency **INR** Reference Number  
 Price Precision **Any** Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**

30. Click on Submit.

**ORACLE E-Tendering**

Home Logout Preferences Help Personalize Page Diagnostics

Negotiations > RFQ: 1818 >

**Warning**  
 This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 157: Review and Submit (RFQ 1818)

**Header**

Title **AMC FOR MP ENERGY DEPARTMENT** Time Left **21:55:58**  
 Supplier **Medinova** Close Date **08-Aug-2019 15:00:00**  
 RFQ Currency **INR** Quote Valid Until **31-Dec-2019**  
 Quote Currency **INR** Reference Number  
 Price Precision **Any** Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**

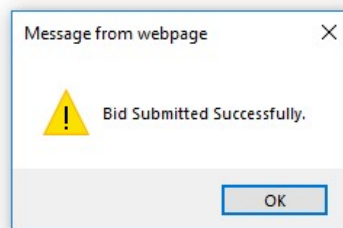
[Show All Details](#) | [Hide All Details](#)

**Details Section** RFQ Stage  
 Technical

31. Select your Signature certificate & click on Sign.

The screenshot shows the Oracle E-Tendering interface. At the top, there is a navigation bar with 'ORACLE E-Tendering' and various menu items like 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Help', 'Personalize Page', and 'Diagnostics'. Below this, the main content area displays 'Negotiations > RFQ: 1818 >'. A warning message states: 'Warning: This quote is in response to an RFQ where the submitted quote is not valid. Create Quote 157: Review and Submit (RFQ 1818)'. The interface includes sections for 'Header', 'Attachments', and 'Requirements'. A table in the 'Header' section lists details like Title (AMC FOR MP ENER), Supplier (Medinova), RFQ Currency (INR), Quote Currency (INR), and Price Precision (Any). An 'emSigner' dialog box is open, showing 'Content to Sign: Bid Final Submission' and a 'Signature Certificate store' table with columns for Common Name, Issuer Name, Serial No, and Expiry Date. The table lists certificates like 'testsign', 'test27', 'testsign2', and 'test26'. The dialog also features 'Sign' and 'Cancel' buttons and is powered by 'emudhra Trust Delivered'.

32. You will get message that Bid Submitted Successfully, that means your bid against that Tender/Enquiry is finally submitted.



**\*\* NOTE : If you are quoting parentage rate for Works (CIVIL) USR Items, please enter only rate. \*\***

Do not put any sign like % after rate or write Plus or Minus before rate, if GST is exclusive it should be written in Note to Supplier field.

Eg. If you want to quote + 5 %, then enter in quote field only 5, 5 will be considered as + 5 %, if you want to quote – 5 %, just enter in -5 in quote field, it will be considered as – 5 %.