Please follow below steps to quote against published tenders.

1. Login with your credentials.

ORACLE	A REAL PROPERTY OF THE REAL PR
P	* User Name AM091947@GMAILCOM * Passworl ====================================
	Select a Language:

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

ORAC	LE'					Diagnostics Hom	e Preferences Personalize P	Page
Supplier Registra	tion And Authentication							
		Authentication	and continue Re	Register Encryption Certificate	Re-Register Sign Certificate	View Certificate		
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1	-			Diagnostics Home Preferences Pe	sonalize Page			(
About this Page	Privacy Statement						Copyright (c) 2006, Oracle.	All rights reserved

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

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Content to <mark>Sign</mark> :				0-
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Common Name testsig	Issuer Name e-Mudhra Sub CA for C	Serial No 174877885b	Expiry Date 20-06-2020	^
Common Name testsig test27	Issuer Name e-Mudhra Sub CA for C e-Mudhra Sub CA for C	Serial No 174877885b 17487788a3	Expiry Date 20-06-2020 25-06-2020	^
Common Name testsig test27 testsign2	Issuer Name e-Mudhra Sub CA for C e-Mudhra Sub CA for C e-Mudhra Sub CA for C	Serial No 174877885b 17487788a3 174877885d	Expiry Date 20-06-2020 25-06-2020 20-06-2020	^

4. Enter your DSC pin & click on sign.

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

cle Applications Home Page					
Main Menu	Worklist				
Personalize				Full Lis	st (10
Phone of the	From	Туре	Subject	Sent	Due
Sourcing Supplier	Sahu, Vishnu Pras	ad Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 65 (Test for Tender Released By in Portal)	04-Jul-2019	
Sourcing	Sahu, Vishnu Pras	ad Sourcing Publish	Acknowledgement Required: Amendment 2 to RFQ 65 (Test for Tender Released By in Portal)	05-Jul-2019	
Worklist	Bhandari, Sushil Kumar	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 97)	27-Nov-2018	8
	Rhandari Sushil	Sourcing Two-Stage	Two-Stage REO Evaluation Complete: Technical (REO 102)	16-lan-2019	3

6. Click on Sourcing HOME Page.

Main Menu	Worklist				
Personalize				Full Lis	st (10
E Countra Cuestas	From	Туре	Subject	Sent	Due
E Causian	Sahu, Vishnu Prasad	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 65 (Test for Tender Released By in Portal)	04-Jul-2019	
Counting Home Dans	Sahu, Vishnu Prasad	Sourcing Publish	Acknowledgement Required: Amendment 2 to RFQ 65 (Test for Tender Released By in Portal)	05-Jul-2019	
Worklist	Bhandari, Sushil Kumar	Sourcing Two-Stage Evaluation	Two-Stage RFQ Evaluation Complete: Technical (RFQ 97)	27-Nov-2018	3
	Bhandari Sushil	Sourcing Two-Stage	Two-Stage REO Evaluation Complete: Technical (REO 102)	16-lan-2019	5

7. New page will open.

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legotiations									
Search Open Ne	egotiations Title	~		Go					
Welcome, Moho	d. Aslam.								
Your Active	and Draft Respo	nses							
Press Full List to	o view all your con	pany's respon	ses.					Full	List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monito	Unread or Messages	
35	Active		<u>60</u>	Sweeping and cleaning	RFQ	0 seconds	躍	Q	
<u>40</u>	Active		<u>44,1</u>	Annual Contract for Sweeping and cleaning of Colony area of Rampur Sub-Dn.I M	RFQ	0 seconds	豳	<u>0</u>	
<u>62</u>	Active		<u>70,1</u>	External Cleaning & Sweeping work of Shakati Bhawan & Periodical cleaning of pla	RFQ	0 seconds		<u>0</u>	
<u>76</u>	Active		<u>84</u>	Maintenance of Lawns & gardens situated in front of Shakti Bhawan Bhawan Buildin	RFQ	0 seconds		<u>0</u>	
			2.2		DEO	0de	inster.	0	

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

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Welcome, Moh	d. Aslam.			5							
Your Active	and Draft Respo	nses									
Press Full List	o view all your com	pany's respon	ses.					1	Full List		
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time e Left	Monito	Unread or Messag	les		
35	Active		<u>60</u>	Sweeping and cleaning	RFQ	0 seconds		Q			
<u>40</u>	Active		44.1	Annual Contract for Sweeping and cleaning of Colony area of Rampur Sub-Dn.I M	RFQ	0 seconds		<u>0</u>			
<u>62</u>	Active		<u>70,1</u>	External Cleaning & Sweeping work of Shakati Bhawan & Periodica cleaning of pla	I RFQ	0 seconds		<u>0</u>			
<u>76</u>	Active		<u>84</u>	Maintenance of Lawns & gardens situated in front of Shakti Bhawai Bhawan Buildin	n RFQ	0 seconds		0			
70	Active		86	Maintenance of Lawns & Gardens and Hedge cutting	RFO	0 seconds	inter .	0			

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

Negotiations						
Negotiations >						
Active Negotiations						
Courch						1
Search						
Note that the search is case insensitive						
Number				Cor	ntact	
Title %					Line	
Category				E	vent	
Go Clear						
Select Number Title	Contact	Time Left 🔺	Close Date	All Responses	Your Company's Responses	Monitor Unread Messages
Iso Printing and binding of annual reports of MPPMCL, BTPCL and STPCL	Choudhary, Mr. Milind	22 hours 2 minutes	26-Jul-2019 15:00:00	Sealed	0	Q
Return to Negotiations						

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

Negotiations									
Negotiations > Active Neg	otistions >								
Terms and Conditions									
The following terms and conc	ditions must be accepted	d before a quote is placed in	this RFQ						Cancel Accept
The BrightPire accounts and not be reinforced by M NEPROL Decisions to towing authorited by accounts of the second authorited by accounts of the second authorited by accounts of the second authorited by accounts of the second accounts of the second accounts of the temperature of the second accounts of the NPRMCLB may not be de-	nent to purchase, and a PMM In supplier asked to parti- net with the supplier asked to parti- and regularements and a shection process. Unless solutions and a solutions of according to a solution of according to a solution of solutions of the solution of solutions of solutions solutions of solutions of solutions of s	ny expenditure incurred in p cipate in a formal RFQ/DP grass service areas covers predictions what its counts of derivate states (throughour energic and areas and priority and the service areas priority Ween consert from 1	reparation and submission will be based on the overall d. and the set of the set of the set d. the set of the set of the set d. the set of the set of the set of the set of the set of the set of the MERMICA.	response A					
Attachments									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									
* [2] I have read and accepter	d the terms and conditio	ons							Cance! Accept

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

					Actions Pay Bid Document Fee
	Title Status Time Left		Title         company's land spreaded in five revenue         Closing Time for Bid Submi villages           Villages         Date and Time for Bid Op           Status         Active (Locked)         Date and Time for Bid Op           Time Left         23:47:54         Pre-Bid Meeting		08-AUG-2019 15:30:00 25-Jul-2019 10:29:48
	Closin	g Time for Bid Submission			
leader Lines	Controls	Contract Terms			
		Buyer Quote Style Outcome Event Description	Dwivedi, Mr. Chandramoulendu Kant Sealed Standard Purchase Order Marking of boundary of company's land spreaded in fiv at MPPMCL Jabalpur including other survey works with	Estimated Cost re revenue villages under head quarter area the help of total stations machine.	☑ Enable EMD □ Enquiry ☑ Enable Bid Fee 23000
erms					
		Bill-To Address Ship-To Address FOB	Jabalpur Jabalpur	Payment Terms Carrier Freight Terms	
urrency					
		RFQ Currency	INR	Price Precision	Any

## 12. Click on Pay

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Vegotiations >	Active Negotiations >	RFQ: 172 >				
Payment Detail	5	and a second second second				
			Tender Number Supplier Amount	172 SHARMA BUILDCON 224		
					Click on Pay to Pay the A	Amount Pay
			Negotiation	Home Logout Preferences Personalize Page Diagnos	atics	
bout this Page	Privacy Statement				Copyright (c) 2008, One	cle. All rights reserved.

13. Page will redirect you to Bill Desk Screen.

Debit Card	Pay by Credit Card	Merchant Name M.P. Power Management Company Limited, Jabalpur
Debit Card + ATM PIN  Internet Banking	Card Number	Payment Amount: ₹2830.00
	Expiration Date CVV/CVC Month Vear V Card Holder Name	
	Enter card holder name	training4
	Make Payment	

- 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.

Negotiation	s		14 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C			and the second se	
Payment Red RFQ: 172	ceipt >	Negotiatio	ns Home > Active Neg	ofiations >			
Header	Lines	Closin	Title Statu Time Lef g Time for Bid Submission Contract Terms	e company's land spreaded in five revenue villages s Active (Locked) t 23:19:12	Closing Time for Bid Submission Date and Time for Bid Opening Date and Time for Bid Preview Pre-Bid Meeting Date	Actions Pay/View EMD 08-AUG-2019 15:30:00 25-Jul-2019 10:29:48	V Go
			Buye Ouote Style	r Dwivedi, Mr. Chandramoulendu Kant 2 Sealed		Enable EMD	

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

etails	Supplier Name	Supplier Site	Supplier Contact	EMD Status	EMD Action	View EMD	Print Receipt
Show	SHARMA BUILDCON			Not Paid		90	1223
turn T	Tender Summary				Receive		

- 17. Select payment method online & continue.
- 18. Page will redirect you to Bill Desk Screen.

	Pay by Credit Card	Merchant Name
Debit Card	VISA Democratik RuPays	Company Limited, Jabalpur
Debit Card + ATM PIN	Card Number	
internet Banking		Payment Amount: ₹2830.00
	Expiration Date CVV/CVC Month V Year V Card Holder Name	
	Enter card holder name	raining4
	Make Payment	

- 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.

gotiations >	Active Negotial	tions >			
Header Lines	Closin	Title Status Time Left g Time for Bid Submission Contract Terms	AMC FOR MP ENERGY DEPARTMENT Active (Locked) 22:26:58	Closing Time for Bid Submission Date and Time for Bid Opening Date and Time for Bid Preview Pre-Bid Meeting Date	Actions Create Quote
		Buyer Quote Style Outcome Description	Choudhary, Mr. Nilind Ø Two-Stage Envelope Sealed Standard Purchase Order AMC FOR MP ENERGY DEPARTMENT	Event Estimated Cost	□ Enquiry □ Enable Bid Fee

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.)

							Cancel	View RFQ Q	uote By Spreadsheet	Encrypt and Save Draft	Continu
		Title	AMC FOR MP ENERGY DEP/	ARTMENT			Clasing Tir	Time Le	ft 22:24:46		
eader	Lines		M Two-Stage RFQ M				closing th	ne for bla Submissi	m 08-Aug-2019 15:00		
	(	Supplier RFQ Currency Juote Currency	Medinova INR INR					* Quote Valid Ur Reference Numb	til (example: 23-Jul-2019)	_	
		Price Precision	Any					Note to Buy	er		
ttachn	ients										
Add Atl	tachment										
e		Туре	Description	Category		Last Update	d By	Last Updat	ed Usa	ge Update	Delete
results	found.										
Requirer Expand A	ments II Collapse All										
					RFQ	Target					
ocus In	Bequirements				Stage	Value	Quote Value				
4	Eligibility Criteri	a			Technical						
*							-				,
	The bidder s	hould be a com	nany registered under Comr	anies Act or							
	Dente confile i	Disease			Technical						

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

Negotiations									
Negotiations > Active Nego	otiations > R	FQ: 1818 >							
Create Quote: 157 (RFQ 181	18)								
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Attachments	Supplier RFQ Currency Juote Currency Price Precision	Medinova INR INR Any			* Quote Va Reference Note t	id Until 31-Dec-2019 (example: 23-3ul-20 Number 5 Buyer	19)		
Add Attachment	Type	Description	Category	Last lindated By	l set l	Indated	licano	Undate	Delete
No results found.	. Mbc	beschpuon	curegory	cust opuated by	Lust	puttu	obuge	opute	Delete
Requirements									

22. Click on Lines, below page will open.

Negotiations									
Negotiations > Active Nego	otiations > F	RFQ: 1818 3	>						
Create Quote: 157 (RFQ 181	18)								
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1 Annual maintenanc	1	Jabalpur	Sealed		l l	Year	3	3	
Indicates more information	requested. Cli	ck the Updal	te icon.						
						Cancel View RFQ	Quote By Spreadsheet	Encrypt and Save Draft	Continue
							10000		

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										
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Create Quote: 157 (RFQ	1818)									~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
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24. After entering quote price against all the lines please click on Encrypt & Save Draft.

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## 25. Click on Decrypt & Show in next step.

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Confirmation Quote 157 for RFQ 1818	(AMC FOR MP EN	ERGY DEPAR	TMENT) has be	en saved as a draft.						
Create Quote: 157 (RFQ 18	18)									
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26. Select your encryption certificate & click on Decrypt.

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

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Your Active	and Draft Resp	onses						_	
ress Full List to	view all your co	mpany's respo	onses.						Full List
Response lumber	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monito	Unrea r Messa	id ages
157	Draft		<u>1818</u>	AMC FOR MP ENERGY DEPARTMENT	RFQ	22 hours and 1 minu	te 📰	<u>0</u>	
155	Active		<u>1816</u>	AMC FOR MP ENERGY DEPARTMENT	RFQ	0 seconds		<u>0</u>	
156	Active		<u>1817</u>	AMC FOR MP ENERGY DEPARTMENT	RFQ	0 seconds	翻	<u>0</u>	
.53	Active		<u>1806</u>	Printing and binding of annual reports of MPPMCL, BTPCL and STPCL	RFQ	0 seconds		<u>0</u>	
<u>19</u>	Active		<u>98</u>	161-Procurement of Medicines, Disposables, Pathology, Radiology, dressing item	RFQ	Cancelled		<u>0</u>	
Your Compar	ny's Open Invit	ations							
									Full List
Supplier Site		Negotiation	Number	Title		Type Time Lo	eft		
		1811		July Thirty PART TWO		REO 1 day 2	2 hours		

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

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Negotiations						
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RFQ: 1818						
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Header Lines Controls Contract Terms						_
Buyer Chr 20 Quote Style Sec Outcome Sta Description A	noudhary, Mr. Milind Two-Stage Envelope ealed tandard Purchase Order AMC FOR MP ENERGY DEPARTMENT		Event Estimated Cost	Enquiry     Enable Bid Fee		
Terms						
Bill-To Address <u>Jal</u> Ship-To Address <u>Jal</u> FOB	<u>abalpur</u> abalpur		Payment Terms Carrier Freight Terms	MPPMCL 45 Days		
Currency						
RFQ Currency	NR		Price Precision	Any		
Bid Document Fee Details						
	Amount · O				175.01	

29. Now click on Continue.

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legotiations								
Vegotiations > RFQ: 1	1818 >							
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	Supplier RFQ Currency Quote Currency Price Precision	Medinova INR INR Any			* Quote Valid Until 31-Dec-2 (example: 2: Reference Number Note to Buyer	019 ()  - Jul-2019)		
Attachments								
Add Attachment								
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

30. Click on Submit.

Negotiations								
Negotiations > RFQ: 1818 >								
A Warning This quote is in response to an	RFQ whe	re the submitted quote will	be evaluated in two stage	s - Technical and Commercial.				
Create Quote 157: Review and S	ubmit (RI	-Q 1818)						
					Cancel Validate Encr	ypt and Save Draf	t Printable Vie	ew Sub <u>m</u> it
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Title AMC FOR MP ENERGY DEPARTMENT Supplier Medinova RFQ Currency INR Quote Currency INR Price Precision Any Attachments			Time Left 21:55:58 Close Date 08:Aug-2019 15:00:00 Quote Valid Until 31:Dec-2019 Reference Number Note to Buyer					
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31. Select your Signature certificate & click on Sign.

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	Bid Final Submission	1				Encrypt and Save Draft	Printable View	Submit		
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Supplier Medinova	Common Name	Issuer Name	Serial No	Expiry Date		Ig-2019 15:00:00				
Ouote Currency INR	testsig	e-Mudhra Sub CA for C	174877885b	20-06-2020	^	C-2019				
Price Precision Any	test27	e-Mudhra Sub CA for C	17487788a3	25-06-2020						
Attachments	testsign2	e-Mudhra Sub CA for C	174877885d	20-06-2020						
	test26	e-Mudhra Sub CA for C	17487788a1	25-06-2020	~					
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Requirements						4				
Show All Details Hide All Details										
Details Section				RFQ Stage						
Show Eligibility Criteria				Technical						
Contract Terms										

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 %.