



**SAP SRM 7 Up gradation
At
Municipal Corporation Greater Mumbai
Supplier Relationship Management (SRM)
SRM Bidder Percentage/Item rate Manual
Version 1.0**

Contents

- 1. Pre-requisites for SRM e-tendering Process..... 3
- 1.1 System Requirement. 3
- 1.2 Technical Settings 4
- 1.3 Technical Settings of PC/Laptop:..... 9
- 1.4 Java Configuration: 10
- 2. E-Tendering Login..... 14
- 3. Wallet Account Process 16
- 3.2 Operating e-wallet 16
- 4. Vendor Three stage bid Invitation process. 18
- 3.1 Download tender document. 19
- 3.3 Create Response 20
- 3.4 EMD Payment..... 21
- 3.5 Documents Uploading 23
- 3.5.1 Packet A Documents..... 23
- 3.5.2 Packet B Documents..... 29
- 3.5.3 Packet C Documents 32
- 3.6 Commercial Quote 33
- 3.6.1 Commercial Quote for Percentage Rate bid 33
- 3.6.2 Commercial Quote for Item Rate bid..... 34
- 4. Submission of Bid 35
- 5. Change Bid..... 39
- 6. EMD Reversal Process 44
- 7 To Account Process 49
- 8. To Release locked bid.....51
- 9. FAQ:..... 53

1. Pre-requisites for SRM e-tendering Process

1.1 System Requirement.

The system requirements for MCGM SRM (E-tendering) are:

SR NO.	Hardware requirement	Software's requirement	DSC
1	OS Platform: Windows 10	Java component to be installed with 32 bit	Digital signature- III certificate with organization name and to be Installed and plug-in.
2	Browser: Internet explorer version 11	JAVA Runtime: Version 8 update 141 or above (multiple version to be removed)	Driver for DSC to be properly installed
3	Pop-up Blocker: OFF		Encryption/Decryption certificate: a. - Class III certificates b. - Public Key should be of 2048 bits c. - Key usage: Key encipherment Note: Certificate should be valid and not expired
4	Internet connectivity: Required		
5	ActiveX setting (Multiple settings): Enabled		
6	Compatibility view: Enabled (For mcgm.gov.in)		
7	Display: Resolution 1024 x 768		

1.2 Technical Settings

Web Browser: Only Internet Explorer (version ver. 11 or above) should be used. Other browsers like Mozilla, Firefox etc. not to be used.

Java: To view some of the components, you need to install latest Java Internet component JRE/JDK from

<http://www.oracle.com/technetwork/java/javase/downloads/index.html> After downloading the Java components make sure that you start your internet browser again.

Internet Explorer Settings: Recommended way is to add following mcgm.gov.in sites to Trusted Sites zone

1. In Internet Explorer, go to Tools > InternetOptions...
2. Click on Security tab, and then click Trusted siteszone.
3. Click Sites...button.
4. In the Add this Web site to the zone: text box,type-mcgm.gov.in
5. Choose OK or Closebutton.
6. Add the SRM portal site in the list of trusted sites , the path is as below:-
Tools-Internet options-security-trusted site-add the URL of SRM portal site- mcgm.gov.in and click on OK.
7. Now, Click on Custom Level. Button, Security settings window opens up,maintain following

ACTIVE-X CONTROL SETTINGS:

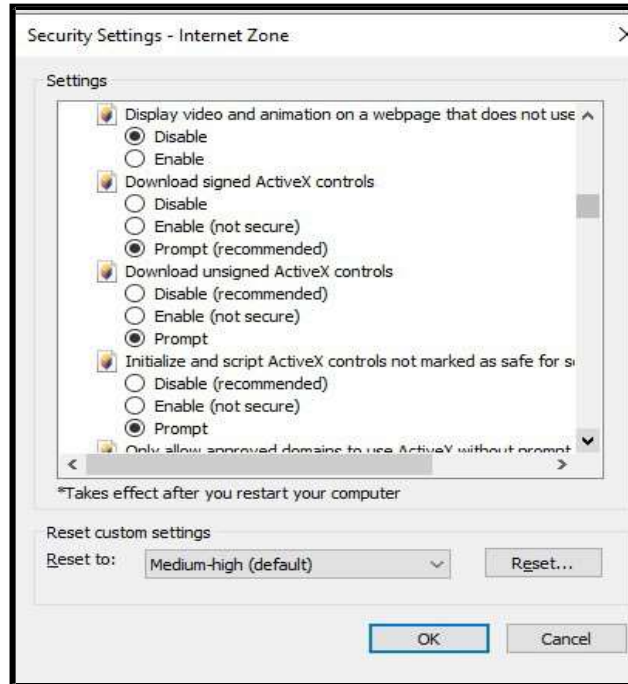
You can do settings manually as mentioned below:

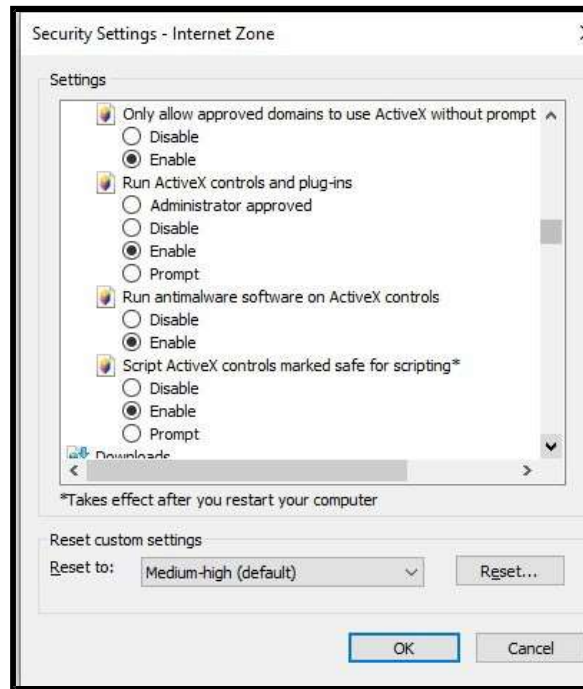
Go to ->Tools ->Internet options ->Security ->Trusted sites ->Custom level -

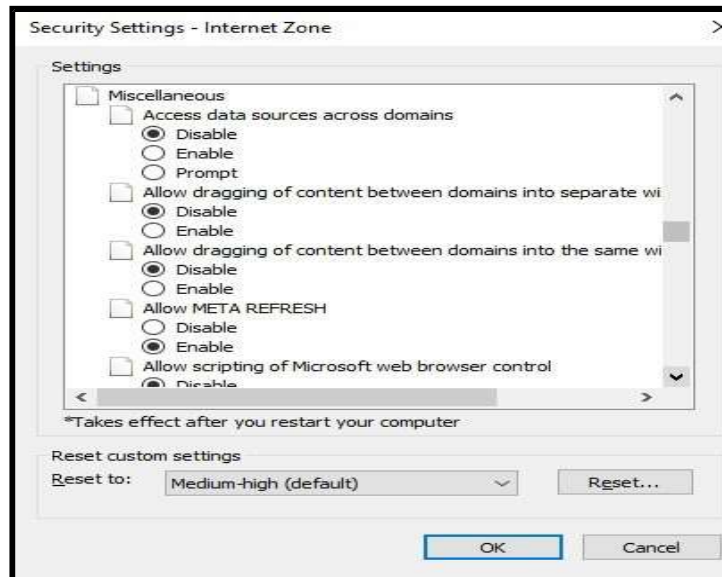
>Select Enable/Prompt radio button for following options:

NOTE: The below setting need to be perform for Internet, Local intranet and Trusted sites











ActiveX Controls and plug-ins

Allow ActiveX filtering - **Enable.**

Allow previously unused ActiveX controls to run without prompt - **Enable.**

Allow Scriptlets – **Prompt.**

Automatic prompting for ActiveX controls - **Enable.**

Binary and script behavior - **Enable.**

Display video and animation on a webpage that does not use external media player - **Disable.**

Download signed ActiveX controls - **Prompt.**

Download Unsigned ActiveX controls - **Prompt.**

Initialize and script ActiveX controls not marked as safe for scripting - **Prompt.**

Downloads

File Download - **Enable.**

Font Download - **Enable.**

Miscellaneous

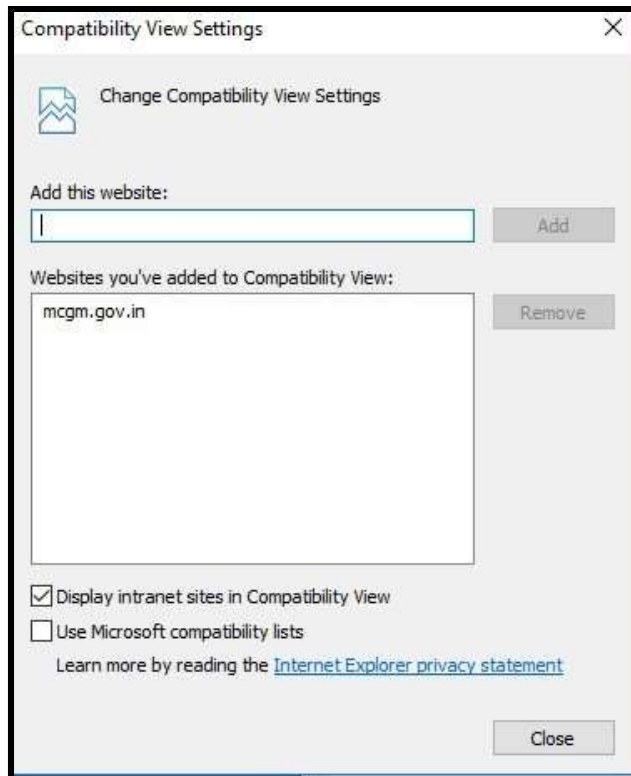
Allow Meta Refresh - **Enable.**

Display Mixed content - **Enable.**

1.3 Technical Settings of PC/Laptop:

1. Compatibility View Settings

Go to Tools -> Compatibility View Settings -> Add SRM Link (mcgm.gov.in) -> Close

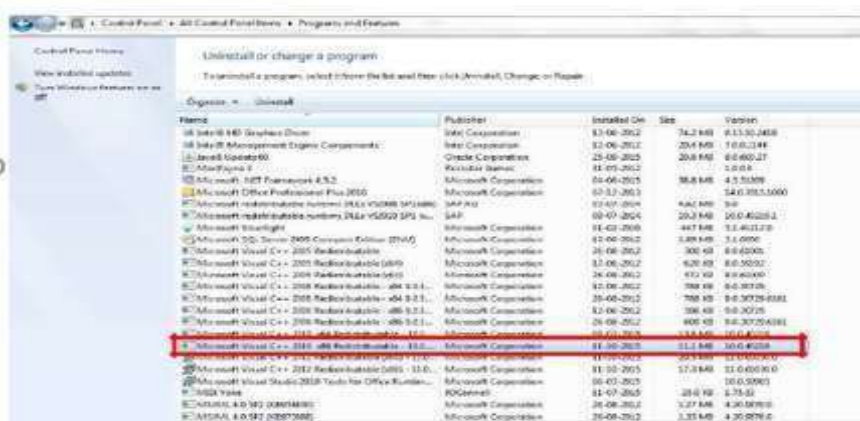


Internet Options> General tab -> if "Delete browsing history on exit" is checked, uncheck it. Clearing History also clears the Compatibility View list.

Sites might stay in the Compatibility View list (theoretically they should) if the site is in Favorites and "Preserve favorites website data" is checked on the Delete Browsing History screen.

Microsoft Visual C++ 2010 X 86 redistributable package:

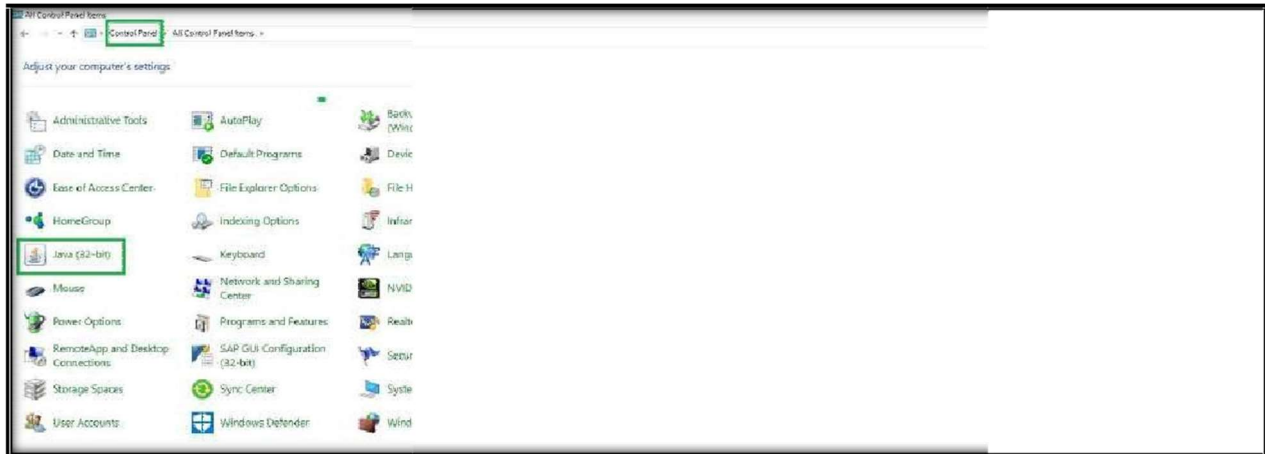
Open control Panel -> Program and Features -> Check whether Microsoft Visual C++ 2010 X 86 redistributable package is installed on your PC:



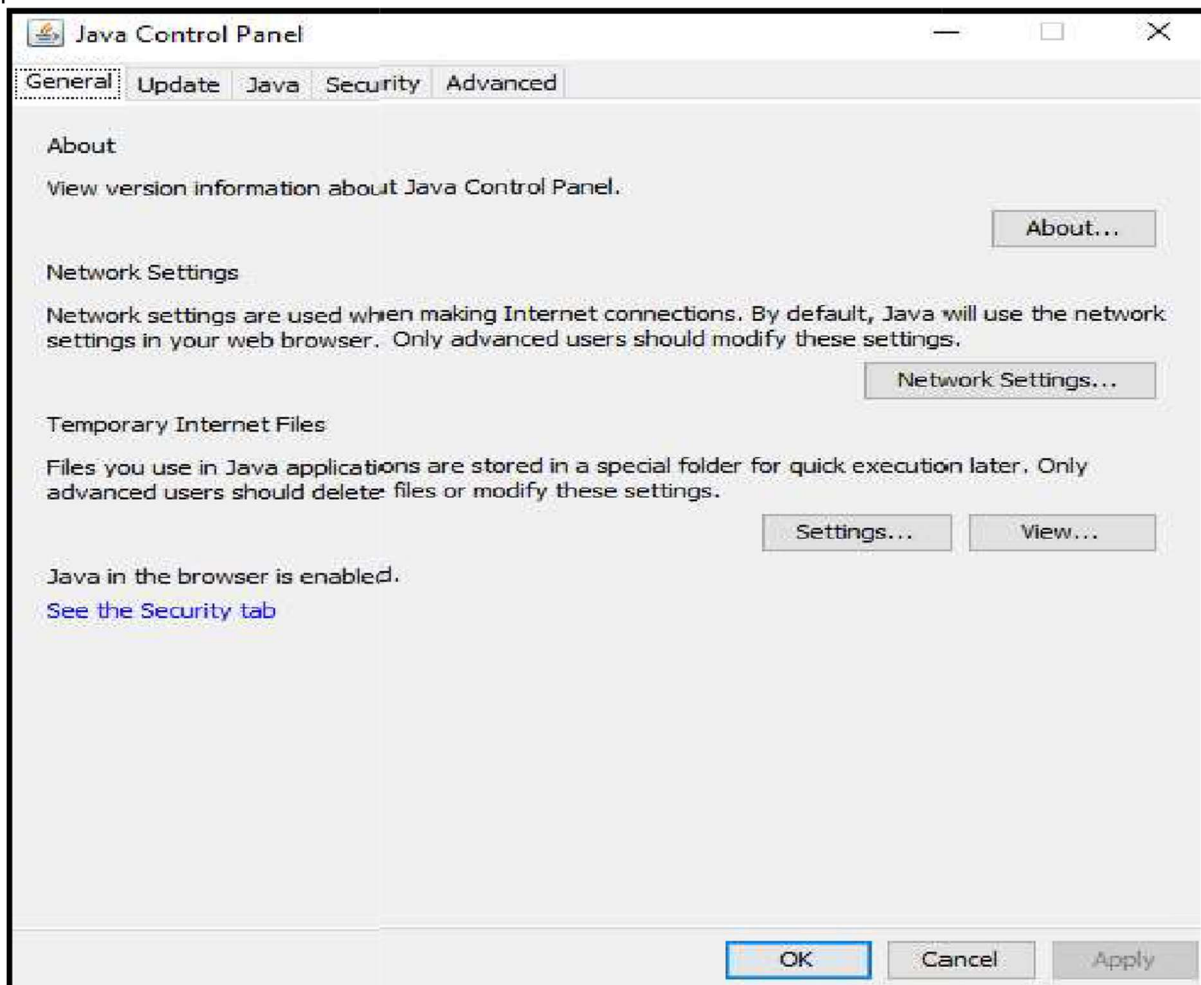
If it's not installed, click on the below link and download and install it.
<https://www.microsoft.com/en-in/download/details.aspx?id=26999>

1.4 Java Configuration:

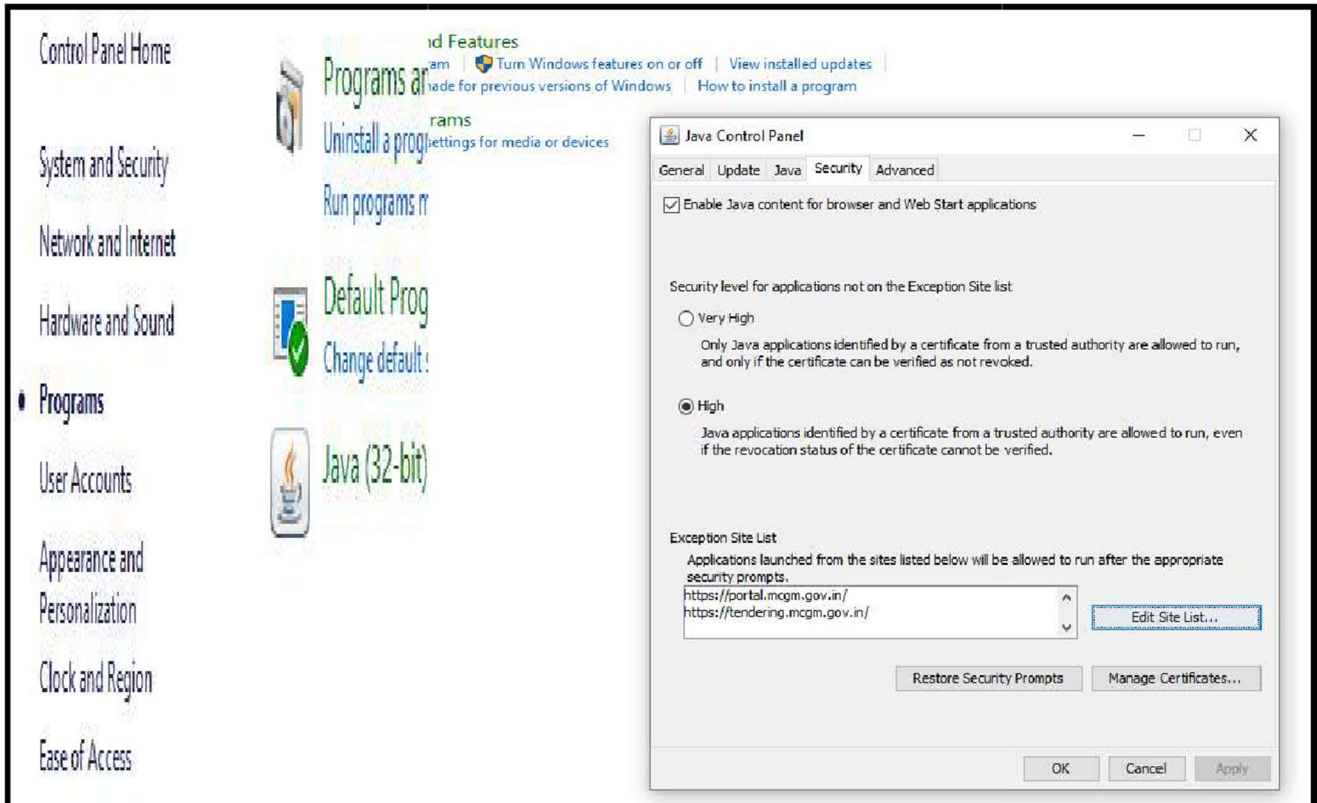
Note: The mandatory Java component to be installed is 32 bits
Go to Control Panel and check if Java is installed



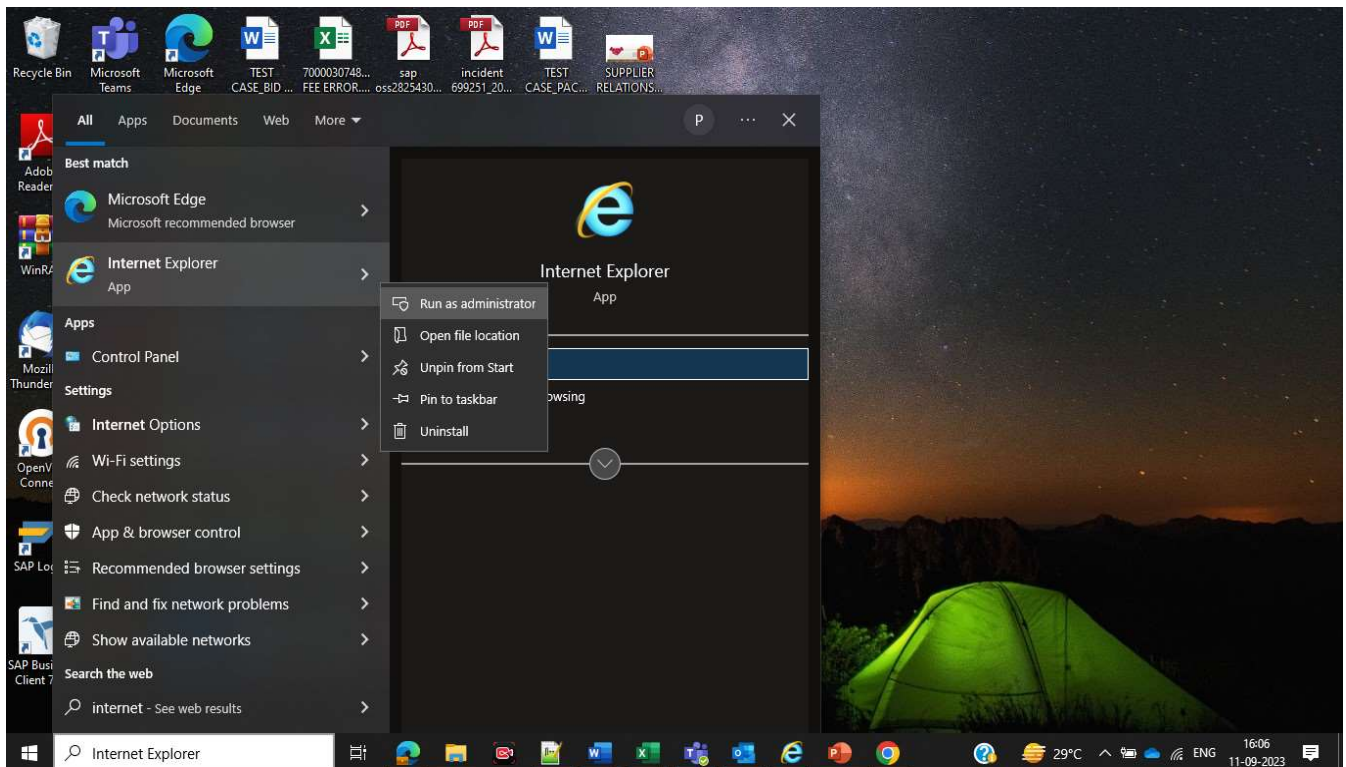
Click on java, click on the about button and make sure the java version is at least 8 update 141 or upwards.



And click on edit Site List



Once all settings is done, then Right click on Internet Explorer and click on “Run As Administrator” to open SRM link



ERROR MESSAGES WHILE USING DIGITAL SIGNATURE

1. "Could not verify the DigitalSignature"

Solution: If you are getting this error, the root of the certificate used for digitally signing is not uploaded in SRM.

In this case, check whether the driver of DSC is properly installed in the system. If required, take help of DigitalSignature provider.

2. "Object not found" or "Done with errors" or No Active X POPUP for installation when you are trying installing the ActiveX (sapsign.cab) for the first time.

Solution: This means "Microsoft runtime Re-distributable packages" is not installed on your PC. For installation

please paste following link in IE and install it:-

<https://www.microsoft.com/en-in/download/details.aspx?id=5555>

3. Dump error during signing if the signing process exceeds 1 minute.

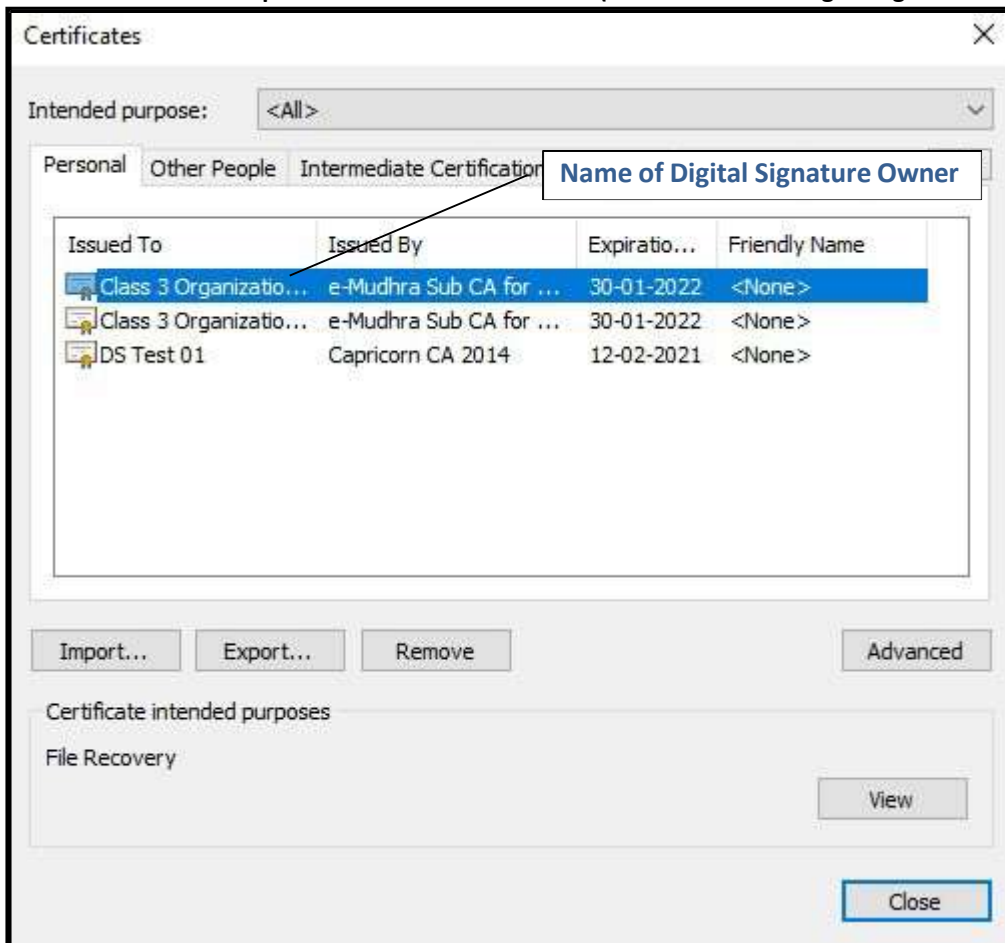
Solution: SAP SRM digital signature has to be signing within 1 minute. So it would be helpful if your tokenpassword is ready before you start Submit (Don't run for password or don't use the print option in DSC control during signing)

- 1) Maintain browser settings in Internet/Intranet Zone as well as Trusted Site Zone as per Manual
- 2) Add the SRM portal site in the list of trusted sites, the path is as below:-
Tools-Internet options-security-trusted site-add the URL of SRM portal site-
<https://tendering.mcgm.gov.in> and <https://portal.mcgm.gov.in> and click on OK.

3) Ensure Digital Signature is properly installed and visible.

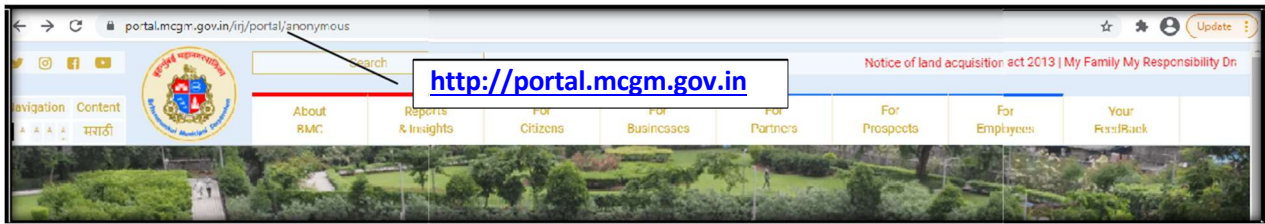
To check refer the path in Internet Explorer browser as:

Tools –Internet options –Contents –Certificates (here the name of digital signature owner will appear)

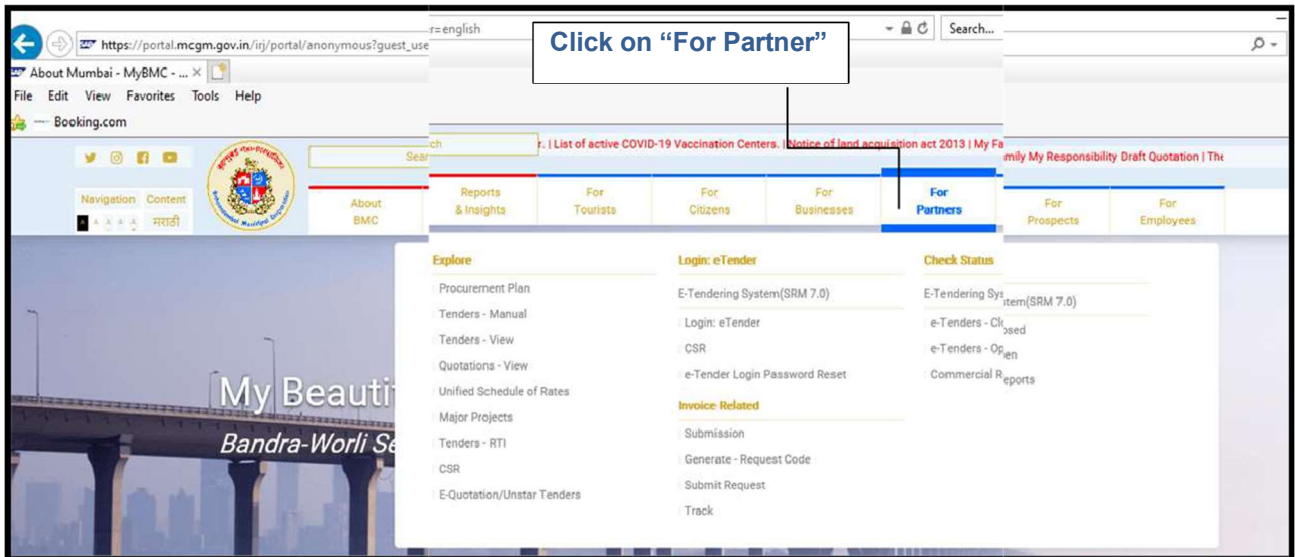


- Go through all the information available on MCGM portal.
- Link to access the MCGM Portal <http://portal.mcg.gov.in>

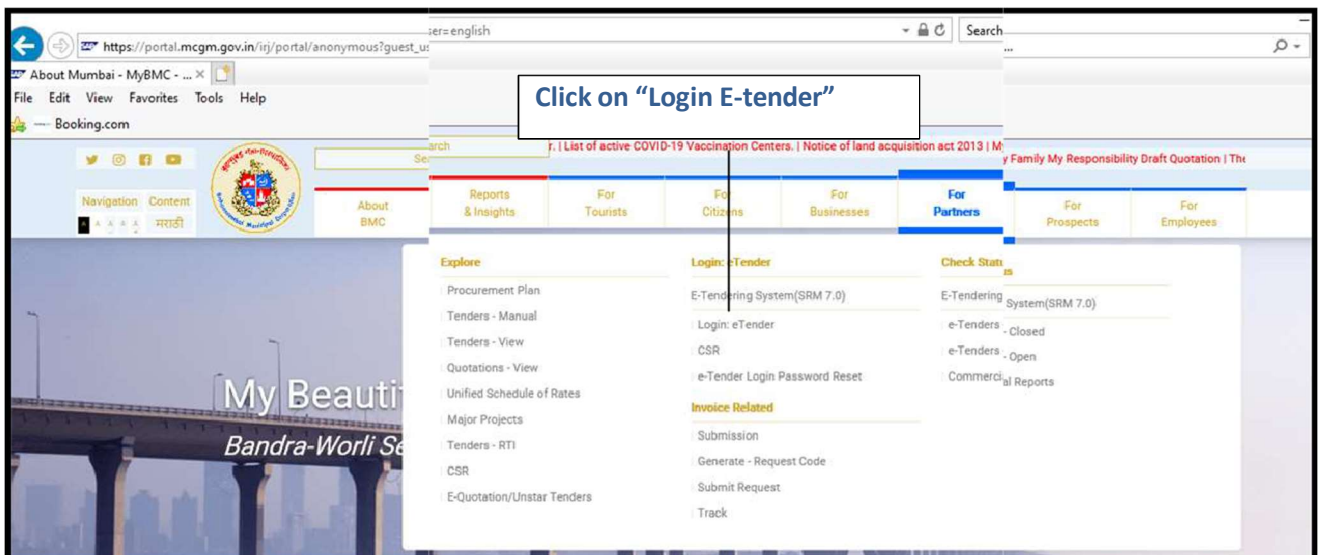
2. E-Tendering Login



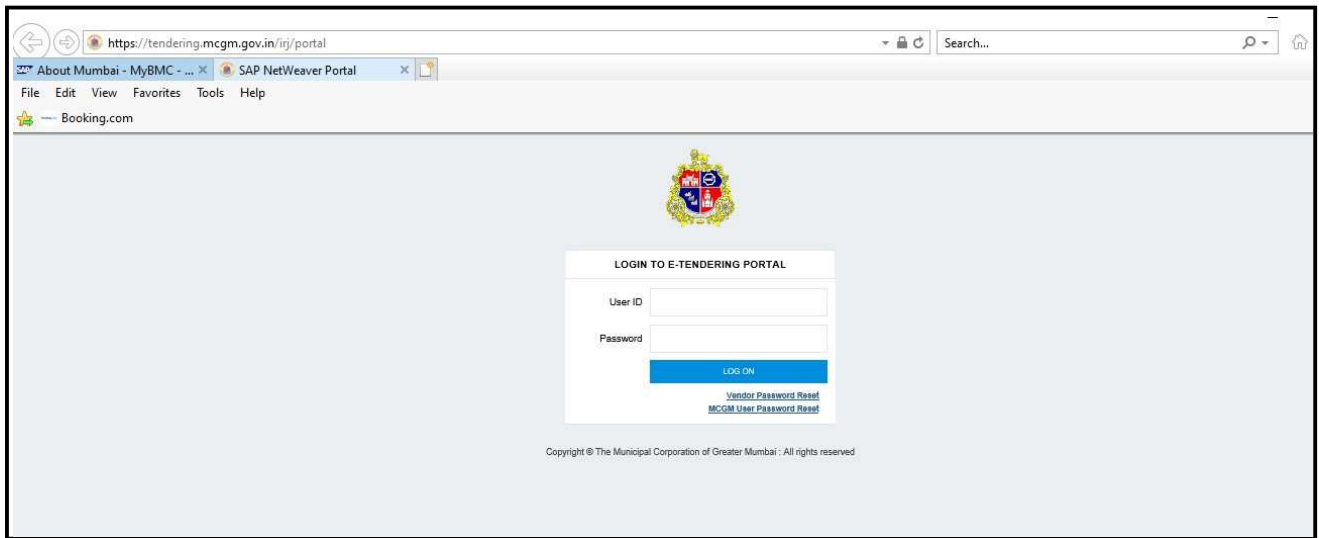
- Click on “For Partner” tab



- Vendor needs to logs into MCGM portal for Bidding process
- Click on “E-Tendering Login”.

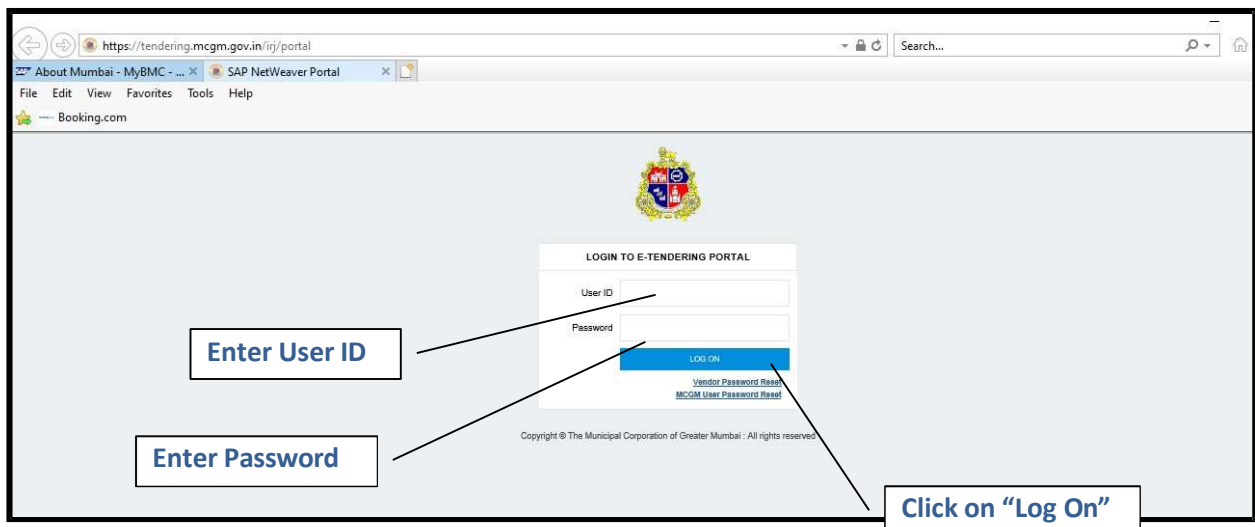


- Login screen shown as below.



- E-tendering access directly by below link
<https://tendering.mcg.gov.in/irj/portal>
- This link may be stored in the Favorites option of browser (Menu → Favorites → Add to Favorites). This URL may be useful to access the e-Tendering Application directly even if the MCGM portal is down.
- Enter your Username and password and Log In.

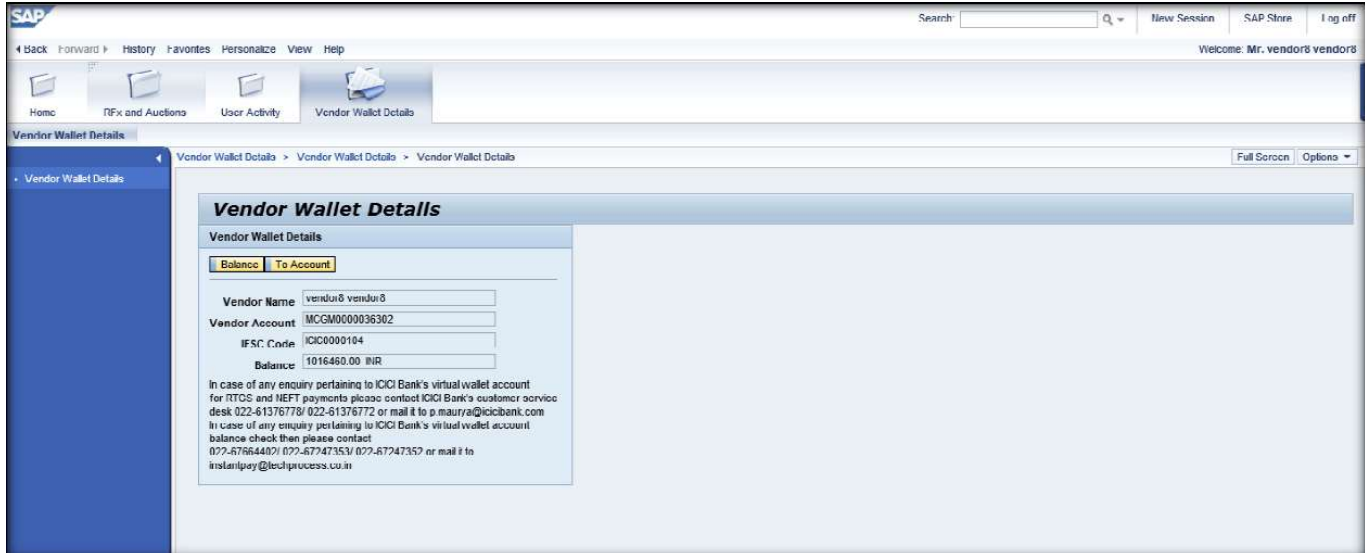
Vendor Login Screen:



3. Wallet Account Process

3.1 To Check Wallet balance

- Click on vendor Wallet Details and click on Balance button.



3.2 Operating e-wallet

- The vendor's e-wallet account will be created in ICICI bank.
- E-wallet account will be created within 24 hours at ICICI after creation of new user id and password by vendor.
- The vendor will receive an email from MCGM confirming creation and activation of the e-wallet account.
- The vendor's e-wallet account details will be mentioned in the aforesaid email.
- To fund the e-wallet account, the vendors are required to transfer the money through NEFT / RTGS mode only.
- The Banking NEFT / RTGS operational days and timing are required to be noted by the vendors for funding the wallet.
- RTGS or NEFT modes are used by banks for inter-bank transactions or transactions, where the sending and destination accounts are with two different banks. Therefore, vendors having accounts with ICICI Bank should use a non ICICI Bank account to fund their wallet using RTGS/NEFT transactions.
- E-wallet account number is MCGMXXXXXXXXXX where X denotes the vendor code no (10 digit). The e-wallet account number is to be confirmed with the Central Purchase Department.
- Standard time is 3-4 working hours required for amount reflection in e-wallet account from time of RTGS/NEFT transaction provided correct details are entered by the bidder at the time of making NEFT/RTGS transaction. Please note that in case of any exceptional event like NEFT/RTGS issue at sender's bank, receiving bank, RBI end or receipt/flow of information or transaction files, same could undergo a change and might increase.
- For transferring the money to e-wallet, the following details are required to be noted,

ICICI Wallet Account number: MCGM0000***** (***** indicates vendor number) e.g.,
MCGM0000023456 or MCGM0000004321

ICICI Bank IFSC: ICIC0000104

ICICI Bank Branch: ICICI BANK CMS

Beneficiary A/C Name: MCGM

Type of account : Current account

- ICICI bank Address:
ICICI Bank Ltd.
Backbay Reclamation Branch
ICICI Centre, 163, H.T.Parekh Marg
Backbay Reclamation, Churchgate
Mumbai-400 020
- For any inquiry pertaining to e-wallet creation, kindly contact to Central Purchase Department –
Contact NO.-022-23083161/62/63, Ext No- 228
- In case of any enquiry pertaining to RTGS and NEFT payment transfer to ICICI Bank Vendor wallet
please contact ICICI Bank's customer service desk 022-61376778/ 022-61376772 / 022-61376644/
022- 61376752.

4. Vendor Three stage bid Invitation process.

- To check the Bid Invitation Numbers - Go to Rfx and Auctions and check the required Bid invitation number under Event Number column.

Home RFX and Auctions User Activity Vendor Wallet Details Vendor Wallet Details

Overview RFX and Auctions > Overview > RFX and Auctions Full Screen

eRFxs All (158) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response | Display Event | Display Response | Print Preview | Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Start Time	End time
7200004292	THREE STAGE ITEM RATE	Three stage Bid	Published	11.09.2023	15.09.2023		No Bid Created	1		11:30:00	15:00:00
7200004291	TEST BID PERCENTAGE RATE TENDER	Three stage Bid	Published	11.09.2023	15.09.2023		No Bid Created	1		11:30:00	15:00:00
7200004271	UNSTAR TEST BID	Unstar Bid(CWC work)	Published	25.08.2023	25.08.2023	8200002471	Submitted	1		11:10:00	11:40:00
7200004261	EMD TESTING WITH MORE BIDDERS	Three stage Bid	Published	09.08.2023	10.08.2023	8200002441	Submitted	1		10:30:00	18:00:00
7200004251	EMD POSTING FOR CURRENT MONTH	Three stage Bid	Published	07.08.2023	07.08.2023	8200002432	Submitted	1		18:00:00	18:15:00
7200004241	PACKET BDOCUMENT DELETE	Three stage Bid	Published	03.08.2023	11.08.2023	8200002436	Saved	1		11:49:00	15:00:00
7200004231	emd refund bid test	Three stage Bid	Published	28.07.2023	03.08.2023	8200002396	Submitted	1		17:50:00	12:07:00
7200004221	EMD REFUND TESTING	Three stage Bid	Published	26.07.2023	03.08.2023	8200002397	Submitted	1		18:40:00	15:00:00
7200004212	TEST BID PACKET B DELETION TECH_BID	Three stage Bid	Published	25.07.2023	25.07.2024	8200002461	Saved	2		16:55:00	15:00:00
7200004201	TEST CASE PACKET B DELETION	Three stage Bid	Published	24.07.2023	24.07.2024		No Bid Created	1		18:20:00	15:00:00

Last Refresh 11.09.2023 16:12:16 INDIA Refresh

- Select & click the concerned Bid Invitation number.

Home RFX and Auctions User Activity Vendor Wallet Details Vendor Wallet Details

Overview RFX and Auctions > Overview > RFX and Auctions Full Screen

eRFxs All (158) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response | Display Event | Display Response | Print Preview | Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Start Time	End time
7200004292	THREE STAGE ITEM RATE	Three stage Bid	Published	11.09.2023	15.09.2023		No Bid Created	1		11:30:00	15:00:00
7200004291	TEST BID PERCENTAGE RATE TENDER	Three stage Bid	Published	11.09.2023	15.09.2023		No Bid Created	1		11:30:00	15:00:00
7200004271	UNSTAR TEST BID	Unstar Bid(CWC work)	Published	25.08.2023	25.08.2023	8200002471	Submitted	1		11:10:00	11:40:00
7200004261	EMD TESTING WITH MORE BIDDERS	Three stage Bid	Published	09.08.2023	10.08.2023	8200002441	Submitted	1		10:30:00	18:00:00
7200004251	EMD POSTING FOR CURRENT MONTH	Three stage Bid	Published	07.08.2023	07.08.2023	8200002432	Submitted	1		18:00:00	18:15:00
7200004241	PACKET BDOCUMENT DELETE	Three stage Bid	Published	03.08.2023	11.08.2023	8200002436	Saved	1		11:49:00	15:00:00
7200004231	emd refund bid test	Three stage Bid	Published	28.07.2023	03.08.2023	8200002396	Submitted	1		17:50:00	12:07:00
7200004221	EMD REFUND TESTING	Three stage Bid	Published	26.07.2023	03.08.2023	8200002397	Submitted	1		18:40:00	15:00:00
7200004212	TEST BID PACKET B DELETION TECH_BID	Three stage Bid	Published	25.07.2023	25.07.2024	8200002461	Saved	2		16:55:00	15:00:00
7200004201	TEST CASE PACKET B DELETION	Three stage Bid	Published	24.07.2023	24.07.2024		No Bid Created	1		18:20:00	15:00:00

Last Refresh 11.09.2023 16:14:53 INDIA Refresh

3.1 Download tender document.

- Click on 72 series tender number.
- To download tender document, follow the below process.
- RFX Information → Notes and Attachments → MCGM Document – Vendor Document attachment (Packet C)
- Click on Tender Document to download the document.

Display RFX :

Close Register To Account Wallet Balance

RFX Number 7200004291 RFX Name TEST BID PERCENTAGE RATE TENDER RFX Status Published Submission Deadline 15:00:00 INDIA Remaining Time 3 Days 22:42:48 RFX Owner creator SRM-M2-CR-11
RFX Version Type Active Version

RFX Information Items Notes and Attachments

RFX Parameters Notes and Attachments

Notes

Clear Filter Settings

Category Description

MCGM Document- Vendor Document attachment (Packet C)

Add Attachment Edit Description Versioning Delete Create Profile Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	TENDER DOCUMENT	1.pdf.sig	1		<input type="checkbox"/>	sig	709	SRM-M2-CR-11	11.09.2023
Standard Attachment	Digital Signature	digsig.sig	1		<input type="checkbox"/>	sig	10	SRM-M2-CR-11	11.09.2023

Note: Same process must be followed to download the Corrigendum document.

3.2 Bid Register

- To register in the bid, click on the register button.

Display RFX :

Close Register To Account Wallet Balance

RFX Number 7200004291 RFX Name TEST BID PERCENTAGE RATE TENDER RFX Status Published Submission Deadline 15:00:00 INDIA Remaining Time 3 Days 22:42:48 RFX Owner creator SRM-M2-CR-11
RFX Version Type Active Version

RFX Information Items Notes and Attachments

RFX Parameters Notes and Attachments

Notes

Clear Filter Settings

Category Description

MCGM Document- Vendor Document attachment (Packet C)

Add Attachment Edit Description Versioning Delete Create Profile Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	TENDER DOCUMENT	1.pdf.sig	1		<input type="checkbox"/>	sig	709	SRM-M2-CR-11	11.09.2023
Standard Attachment	Digital Signature	digsig.sig	1		<input type="checkbox"/>	sig	10	SRM-M2-CR-11	11.09.2023

- After clicking on the Register button, message appears as shown below.

Display RFX :

Close Create Response To Account Wallet Balance

You are registered to the RFX and will be informed of changes

RFX Number 7200004292 RFX Name THREE STAGE ITEM RATE RFX Status Published Submission Deadline 15:00:00 INDIA Remaining Time 3 Days 22:33:32 RFX Owner creator SRM-M2-CR-11
RFX Version Type Active Version

3.3 Create Response

- Now Click on **Create Response** Button.

Options ▾

Display RFX :

Close Create Response To Account Wallet Balance

RFX Number 7200004291 RFX Name TEST BID PERCENTAGE RATE TENDER RFX Status Published Submission Deadline 15:00:00 INDIA Remaining Time 3 Days 22:26:45 RFX Owner creator SRM-M2-CR-11
RFX Version Type Active Version

RFX Information Items Notes and Attachments

RFX Parameters Notes and Attachments

Time Zone: INDIA

* Start Date: 11.09.2023 11:30:00 * Earnest Money Deposit Amount: 100.00 INR

* Submission Deadline: 15.09.2023 15:00:00 Earnest Money Deposit Submission Deadline: 15.09.2023 15:00:00

* Opening Date: 15.09.2023 15:30:00 * Packet B Opening Date & Time: 15.09.2023 15:20:00

End of Binding Period: 14.12.2023 Binding Period Days: 90

Currency: INR

Partners and Delivery Information

Number	Name
The table does not contain any data	

- When clicked on “Create Response” button, 82** series response number is generated.
- Status of tender fee payment will be shown as blank as tender fee has been discontinued in BMC tendering system.

Options ▾

Create RFX Response

Submit Read Only Check Close Save EMD Payment EMD Reversal

⚠ Please pay the EMD amount first

✅ Response 8200002491 created

RFX Response Number 8200002491 RFX Number 7200004291 Status Saved Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 22:25:51 RFX Owner creator SRM-M2-CR-11
RFX Response Version Number Active Version RFX Version Number 1

RFX Information Items Notes and Attachments Tracking

Basic Data Notes and Attachments

End of Binding Period: 15.09.2023

Currency: Indian Rupee

Payment Status

RFX Fee Payment Status:

EMD Payment Status:

Status and Statistics

Created On: 11.09.2023 16:34:05 INDIA

Created By: Mr. vendor4 vendor4

Last Processed On: 11.09.2023 16:34:05 INDIA

Last Processed By: Mr. vendor4 vendor4

3.4 EMD Payment

- Pay EMD payment by clicking on EMD payment button.

The screenshot shows the 'Create RFX Response' form in SAP. At the top, there is a search bar with the value '7200004291'. Below it, a navigation bar includes buttons for 'Submit', 'Read Only', 'Check', 'Close', 'Save', 'EMD Payment', and 'EMD Reversal'. A message states 'Please pay the EMD amount first' and 'Response 6200002491 created'. The form displays various fields: 'RFX Response Number' (8200002491), 'RFX Number' (7200004291), 'Status' (Saved), 'Opening Date' (15.09.2023 15:30:00 INDIA), 'Remaining Time' (3 Days 22:25:51), and 'RFX Owner' (creator SIRM-M2-CR-11). There are tabs for 'RFX Information', 'Items', 'Notes and Attachments', and 'Tracking'. The 'Basic Data' section includes 'End of Binding Period' (15.09.2023), 'Currency' (Indian Rupee), and 'Payment Status' (RFX Fee Payment Status, EMD Payment Status). The 'Status and Statistics' section shows 'Created On' (11.09.2023 16:34:05 INDIA), 'Created By' (Mr. vendor4 vendor4), 'Last Processed On' (11.09.2023 16:34:05 INDIA), and 'Last Processed By' (Mr. vendor4 vendor4). At the bottom, there is a 'Partners and Delivery Information' table with a message: 'The table does not contain any data'.

- Choose the account type and click on **Continue** button.

The screenshot shows the 'EMD Payment' dialog box in SAP. It features the SAP logo and the text 'EMD Payment'. Below this is a banner image with the 'mcgm.gov.in' logo. The main heading is 'Choose Account type for EMD Payment'. There are two radio buttons: 'Indian account EMD fee payment' (selected) and 'International account EMD fee payment'. Below the radio buttons are 'Close' and 'Continue' buttons. A message states: 'Click on the "Continue" button to continue the EMD Payment process. Click on the "Close" button to close this window and continue with your application.'

- Click on Proceed to Payment button to continue.

The screenshot shows the 'eWallet Balance Details' dialog box. It displays the following information:

Available Balance -	835928.00
Transaction Amount -	100.00
Remarks -	EMDPayment

At the bottom, there are two buttons: 'PROCEED TO PAYMENT' and 'CANCEL'.

- After paying EMD online, Transaction receipt will be generated as below and the status will be Successful.

mcgm.gov.in

Online Payment System

Status:

Status Code:

Amount:

Transaction Reference Number:

Transaction Date:

Transaction Time:

Please note the Transaction Reference No. displayed here.

In case of any problem please write-in to etendering.it@mcgm.gov.in with the subject line : Online Payment Problems.

Click on the "Close" button to close the window and continue with your application.

- For future reference note down/save the transaction details.
- Click "Close" to return to Bid screen.
- Click on the Check button so that EMD Payment status is updated as "Successful" under Basic Data tab.

Create RFx Response

Submit | Read Only | | Close | Save | EMD Payment | EMD Reversal

Successfully entered values
 Line 0001: Percent 0.00 will be treated as "AI Par"

RFx Response Number 8200002491 RFx Number 7200004291 Status Saved Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 22:25:51 RFx Owner creator SRM-M2-CR-11
 RFx Response Version Number Active Version RFx Version Number 1

RFx Information | Items | Notes and Attachments | Tracking

Basic Data | Notes and Attachments

End of Binding Period:
 Currency:

Payment Status
 RFx Fee Payment Status:
 EMD Payment Status:

Status and Statistics
 Created On:
 Created By:
 Last Processed On:
 Last Processed By:

3.5 Documents Uploading

3.5.1 Packet A Documents

- For uploading Packet A documents.
- Click on Rfx information and then on “Notes and Attachment” button.
- Click on Collaboration link under Collaboration (Packet A).

The screenshot shows the 'Create RFX Response' interface in SAP. At the top, there are tabs for 'RFx Information', 'Items', 'Notes and Attachments', and 'Tracking'. The 'Notes and Attachments' tab is active, showing a table with columns for 'Category', 'Description', 'File Name', 'Version', 'Processor', 'Checked Out', 'Type', 'Size (KB)', 'Changed by', and 'Changed on'. Below this, there are sections for 'MCGM Document- Vendor Document attachment (Packet C)', 'Collaboration (Packet A)', and 'cFolder Attachments (Packet B)'. The 'Collaboration (Packet A)' section shows a table with one entry: 'RFxResp 8200002491 test' with a 'Created on' date of '11.09.2023 16:34:00'.

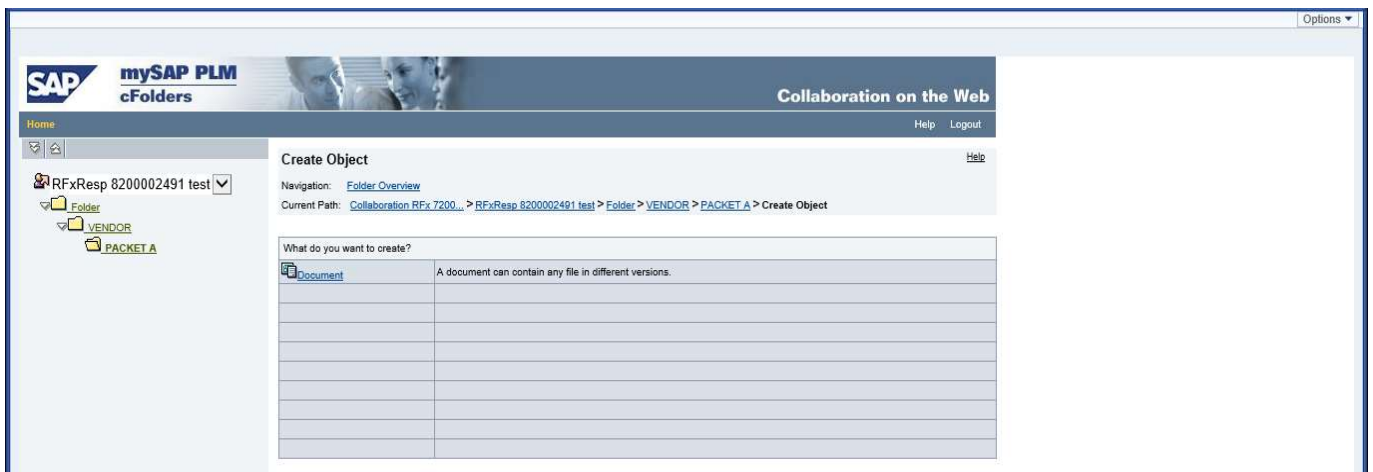
- New window will be open. Here one can upload their respective documents.

The screenshot shows the 'mySAP PLM cFolders' interface in SAP. The main area is titled 'Work Area RFXResp 8200002491 test'. It includes a navigation pane on the left with a tree view showing 'RFxResp 8200002491 test' and a 'Folder' icon. The main content area has a 'Change Work Area' section with a 'Collaboration' dropdown set to 'Collaboration RFX 72000'. Below this, there are input fields for 'Name' (RFxResp 8200002491 test) and 'Description' (RFxResp 8200002491 test). At the bottom, there are 'Save' and 'Cancel' buttons.

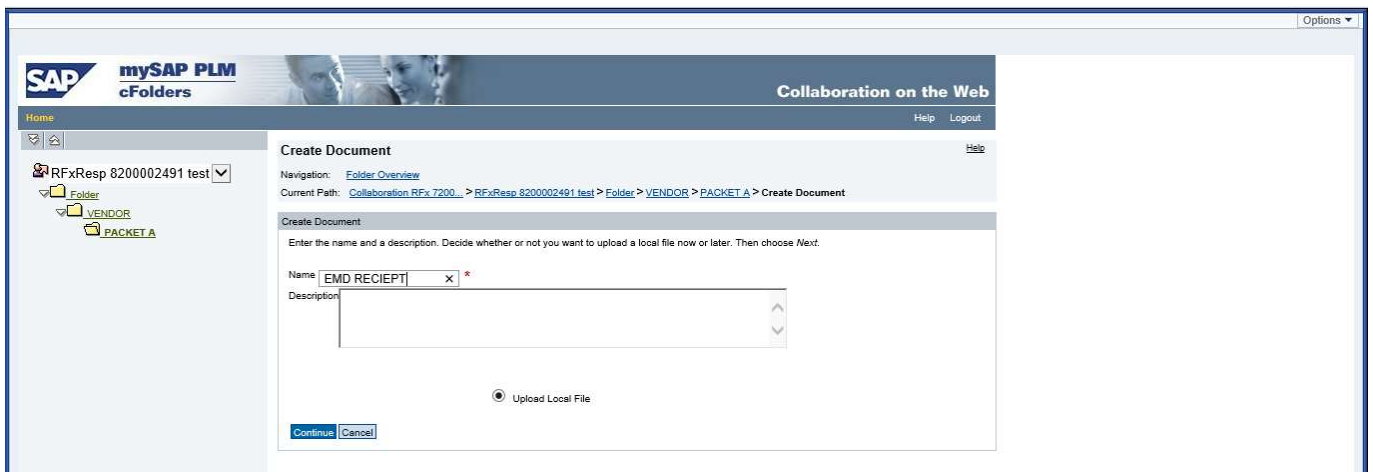
- First click on “create” button to create a document under Vendor under Packet A folder.



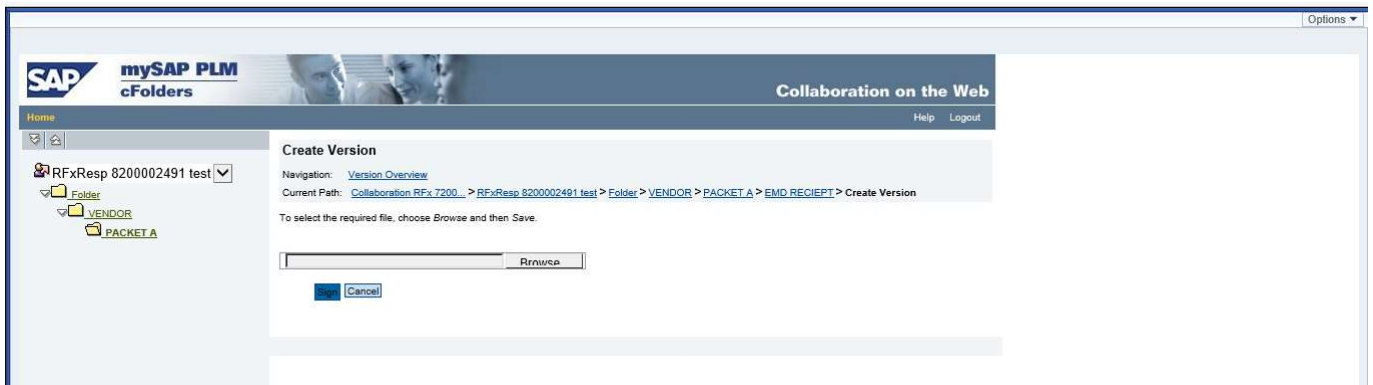
- Click on Document.



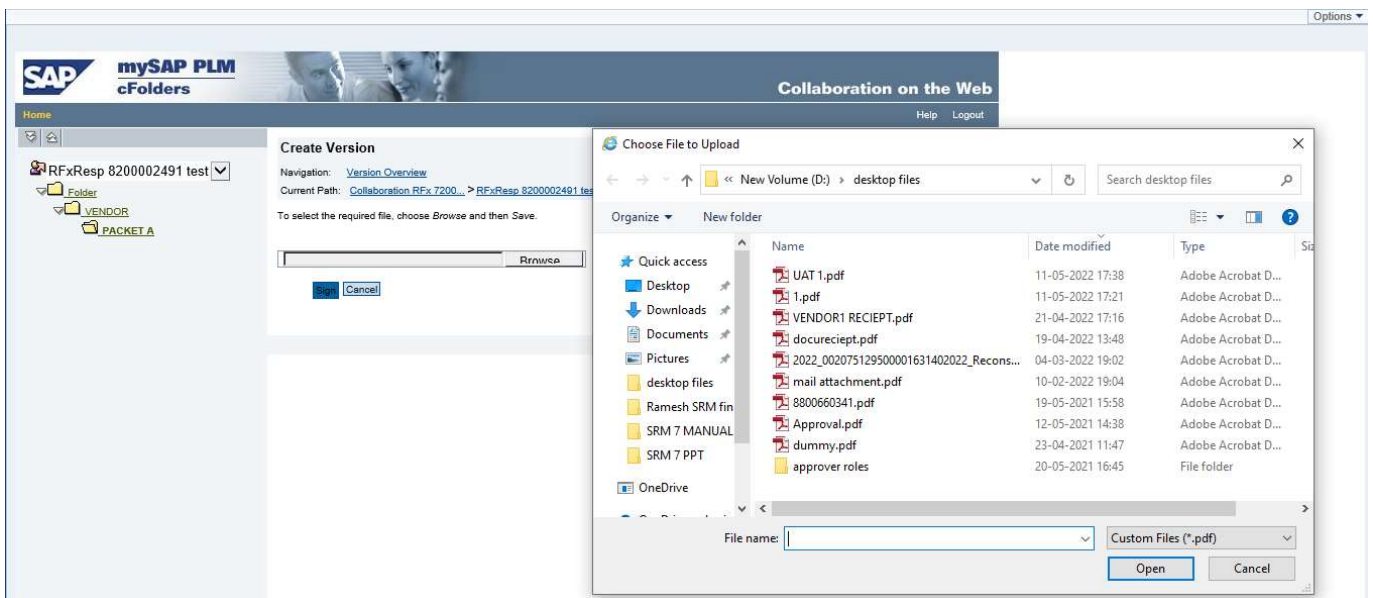
- Name the document and Click on Continue Button.



- Click on Browse button and Select the file and Click on Sign Button.



- After clicking on browse button, file explorer page will get open.
- select your Packet A pdf file and click on open button.




- The attached document path will be visible as shown below.
- Click on the Sign button.



- After clicking the sign button, click on “confirm details and sign” button.

MCGM



User ID
VENDOR4

EMP ID

EMP Name
vendor4 vendor4

RFX no
8200002491

IP Address
10.14.30.86

Digital Signature for
Sign document

Confirm details and Sign

- Digital signature certificate pop up, select your digital signature certificate and click on sign button.

Check the document displayed below.

Employee name: vendor4 vendor4
RFX: 8200002491
From IP: 10.14.30.86

To sign the document, select one of the certificates and choose Sign.

C=IN, O=eMudhra Limited, OU=Certifying Authority, PostalCode=560103, S=Karnataka, SERIALNUMBER=81d7cc69d57a8e8ecff8704f13a1e
C=IN, O=eMudhra Limited, OU=Certifying Authority, PostalCode=560103, S=Karnataka, SERIALNUMBER=81d7cc69d57a8e8ecff8704f13a1e
C=IN, O=PERSONAL, Phone=c2a809035fdc3cebc378ec7ce4f3d4d6b141486f87549c07c314830079df5832, PostalCode=400013, S=MAHARASHTRA, Phone=5f97cc29ffd5e513d38d427ca01cf73794c3877c323c628bbc9527e28fe96b72, PostalCode=400025, STREET="I
C=IN, S=Maharashtra, Phone=5f97cc29ffd5e513d38d427ca01cf73794c3877c323c628bbc9527e28fe96b72, PostalCode=400025, STREET="I

SAP Digital Signature

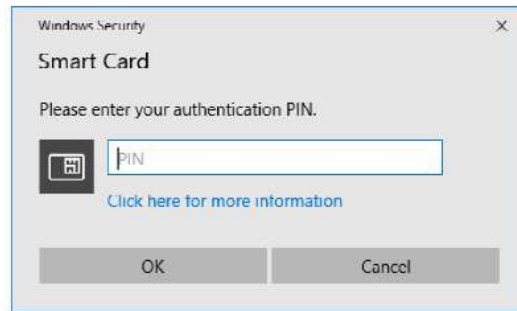
Sign Cancel

- Enter the Signature Pin and Press ok

Digital Signature

Use the document's digital signature with your personal key to ensure the following properties.

- The signed document cannot be changed later (integrity).
- Unable to determine the author of the signature (authenticity).
- The document's signature cannot be disputed later (binding).



- Press Ok to continue.



- After signing successfully, the message below will be displayed.

Signed successfully!! Please Click on SAVE button to save the document

- Uploaded documents will be shown under the current version column.
- Click on the document to verify whether you have uploaded the correct document, then close the document.

Name	Current Version	Read	Status	Changed by	Changed on
EMD RECEIPT	docurecipient.pdf (19KB)	<input checked="" type="checkbox"/>		vendor4 vendor4	11.09.2023 17:43:13

- Click on Save button for Green Tick mark to Flag under read column.
- You may upload only one document at a time, for uploading multiple documents repeat the process.
- After uploading all the documents, close the window (do not click on logout button as this will log off the entire session).

Name	Current Version	Read	Status	Changed by	Changed on
EMD RECEIPT	docurecipient.pdf (19KB)	<input checked="" type="checkbox"/>		vendor4 vendor4	11.09.2023 17:43:13

3.5.2 Packet B Documents

Note: Attachment of PACKET B is only for applicable three stages Bid.

Kindly verify your document before uploading, as once document is uploaded then it is not possible to delete.

- For Uploading Packet B Documents go to cFolder attachments (Packet B) under Note and attachments.

Edit RFX Response:

Submit | Read Only | Check | Close | Save | EMD Payment | EMD Reversal

RFX Response Number 8200002491 RFX Number 7200004291 Status Saved Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 21:00:56 RFX Owner creator SRM-M2-CR-11

RFX Response Version Number Active Version RFX Version Number 1

RFx Information | Items | Notes and Attachments | Tracking

Basic Data | Notes and Attachments

Bid Invitation/Auction Text -Empty-
 Bidder's Remarks -Empty-
 Purchaser's Remarks -Empty-

▼ MCGM Document- Vendor Document attachment (Packet C)

Add Attachment | Edit Description | Versioning | Delete | Create Profile Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									

▼ Collaboration (Packet A)

Collaboration Room Created on

RFXResp 8200002491 test									11.09.2023 16:34:08
-------------------------	--	--	--	--	--	--	--	--	---------------------

▼ cFolder Attachments (Packet B)

Add Attachment | Delete | Verify Signature Filter Settings

cFolder Name	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

- Click on add attachment.

Edit RFX Response:

Submit | Read Only | Check | Close | Save | EMD Payment | EMD Reversal

RFX Response Number 8200002491 RFX Number 7200004291 Status Saved Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 21:00:56 RFX Owner creator SRM-M2-CR-11

RFX Response Version Number Active Version RFX Version Number 1

RFx Information | Items | Notes and Attachments | Tracking

Basic Data | Notes and Attachments

Bid Invitation/Auction Text -Empty-
 Bidder's Remarks -Empty-
 Purchaser's Remarks -Empty-

▼ MCGM Document- Vendor Document attachment (Packet C)

Add Attachment | Edit Description | Versioning | Delete | Create Profile Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									

▼ Collaboration (Packet A)

Collaboration Room Created on

RFXResp 8200002491 test									11.09.2023 16:34:08
-------------------------	--	--	--	--	--	--	--	--	---------------------

▼ cFolder Attachments (Packet B)

Add Attachment | Delete | Verify Signature Filter Settings

cFolder Name	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

Add Attachment

Here, you can upload a file and attach it to the header

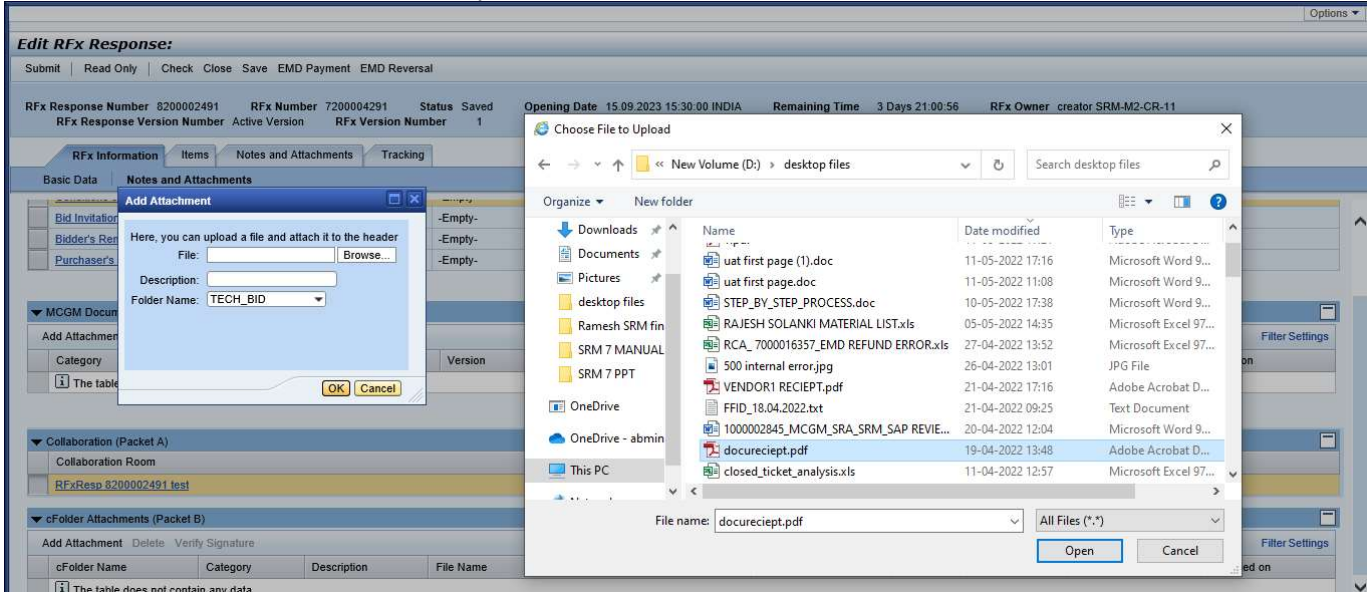
File: Browse...

Description:

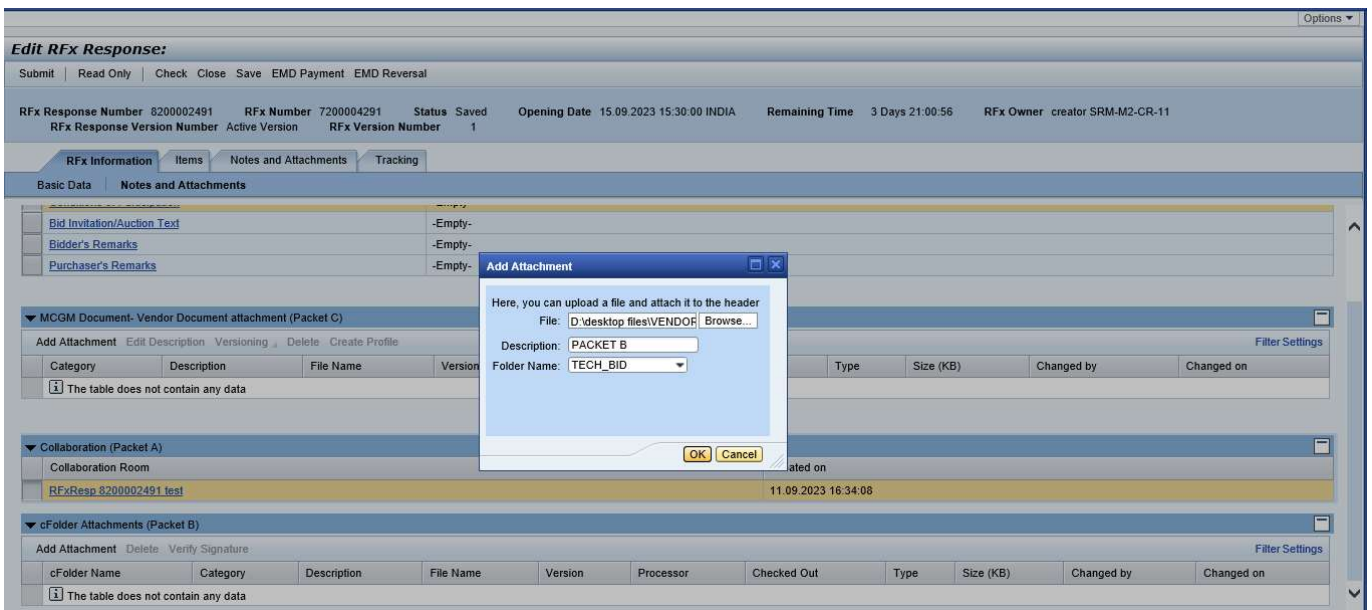
Folder Name: TECH_BID

OK Cancel

- Click on Browse and add the required documents.



- Enter the description and Click Ok to continue.




- Select the appropriate Signature certificate and Click on Sign button.

Digital Signature

Check the document displayed below.

Print Save



BRIHANMUMBAI MAHANAGARPALIKA
TENDER FEE RECEIPT

Receipt No. : 6200000000000862 Collection at: **Online**
Date & Time : 21.04.2022 17:03:34

Sap Doc No	: 6200000000000862
Reference No	: 7200003901
Transaction ID	: 1650540788652
Received from	: TEST
Address	: steta mumbai
State Name	: Maharashtra
State Code	: 27
PAN No	: AALFS6322C
GST No	: 27AALFS6322C1ZA
UIN No	:

To sign the document, select one of the certificates and choose Sign.

C=IN, O=eMudhra Limited, OU=Certifying Authority, PostalCode=560103, S=Karnataka, SERIALNUMBER=81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, CN=189ffd7b-16f1-43c0-a56c-741f39d8c203 (DC=net + DC=windows + CN=MS-Organization-Access + OU=82dbaca4-3e81-46ca-9c73-0950c1e

SAP Digital Signature Sign Cancel

- Press OK.

Message from webpage



Document signed: signer details (CN=Class 3 Organization test, SN=81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, SP=Karnataka, postalCode=560103, OU=Certifying Authority, O=eMudhra Limited, C=IN)

OK

- The document uploaded and visible under description column.

Collaboration (Packet A)										
Collaboration Room							Created on			
RFxResp 8200002491 test							11.09.2023 16:34:08			

cFolder Attachments (Packet B)										
Add Attachment Delete Verify Signature										Filter Settings
cFolder Name	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
TECH_BID	Standard Attachment	PACKET B	VENDOR1 RECIEPT.pdf.sig	1		<input type="checkbox"/>	sig	21	VENDOR4	11.09.2023

3.5.3 Packet C Documents

- If required Attached packet C document as per below screen.
- Path- Notes and attachments-MCGM Document- Vendor Documents attachments (Packet C).
- (Click on add attachment button and follow the same process for uploading the document as per packet B).

Edit RFx Response:											
Submit Read Only Check Close Save EMD Payment EMD Reversal											
RFx Response Number	8200002491	RFx Number	7200004291	Status	Saved	Opening Date	15.09.2023 15:30:00 INDIA	Remaining Time	3 Days 20:46:24	RFx Owner	creator SRM-M2-CR-11
RFx Response Version Number	Active Version	RFx Version Number	1								
RFx Information Items Notes and Attachments Tracking											
Basic Data Notes and Attachments											
Clear											
Category		Description									
Conditions of Participation		-Empty-									
Bid Invitation/Auction Text		-Empty-									
Bidder's Remarks		-Empty-									
Purchaser's Remarks		-Empty-									
MCGM Document- Vendor Document attachment (Packet C)											
Add Attachment Edit Description Versioning Delete Create Profile										Filter Settings	
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on		
Standard Attachment	PACKET C	1.pdf.sig	1		<input type="checkbox"/>	sig	709	VENDOR4	11.09.2023		

NOTE:

- Documents to be uploaded in PDF format only.
- Not to use any special characters while naming the PDF file.
- Always attach your digital signature to the system while uploading the documents.
- Keep document size up to 5 mb.

3.6 Commercial Quote

- Note:** 1) E-Quotation and Unstar Tender are always in “Percentage Rate bid”
 2) Three stage bid tenders are in either “Percentage rate’ or “Item rate”

3.6.1 Commercial Quote for Percentage Rate bid

- To quote percent, First Click on Edit RFx Response and then click on items field as shown below.
- Then Select the concerned item in the Line number field and press on the details tab.

Edit RFx Response:

Submit | Read Only | Check | Close | Save | EMD Payment | EMD Reversal

RFx Response Number 8200002491 | RFx Number 7200004291 | Status Saved | Opening Date 15.09.2023 15:30:00 INDIA | Remaining Time 3 Days 20:46:24 | RFx Owner creator SRM-M2-CR-11

RFx Response Version Number Active Version | RFx Version Number 1

RFx Information | **Items** | Notes and Attachments | Tracking

▼ Item Overview

Details Add New | Copy Paste Delete | Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFx / Response	RF
0001	SITC WORK		Service		PROJECT	Project Work Orders	1	JOB	0.00	INR	1		0.00	0.00	0.00

- Select the line item and click on the line number 0001 so that lines item data will expand as shown below.
- For quoting percentage, go to Item level details under which select Item data tab and Enter details of percentage in JOB Percentage Var Box.

Edit RFx Response:

Submit | Read Only | Check | Close | Save | EMD Payment | EMD Reversal

RFx Response Number 8200002491 | RFx Number 7200004291 | Status Saved | Opening Date 15.09.2023 15:30:00 INDIA | Remaining Time 3 Days 20:37:43 | RFx Owner creator SRM-M2-CR-11

RFx Response Version Number Active Version | RFx Version Number 1

Items | Notes and Attachments | Tracking

Details Add New | Copy Paste Delete | Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFx / Response	RF
0001	SITC WORK		Service		PROJECT	Project Work Orders	1	JOB	0.00	INR	1		0.00	0.00	0.00

Details for Item 0001 SITC WORK

Item Data | Questions | Notes and Attachments

▼ Basic Data

Identification

* Configurable Item Number: 0001

Control Key: Service functional

Item Type: Service

Product Category: PROJECT Project Work Orders

Product ID:

Description: SITC WORK

Currency, Values and Pricing

Currency: Indian Rupee

Required Quantity: 1 JOB Job

Submitted Quantity: 1 JOB Job

Price: 0.00 INR Per. 1 JOB Percentage Var: 0.00

Service and Delivery

- Enter the rate in “Percentage Var” field and click on check button.

Details for Item 0001 SITC WORK

Item Data | Questions | Notes and Attachments

Basic Data

Identification
 * Configurable Item Number: 0001
 Control Key: Service functional
 Item Type: Service
 Product Category: PROJECT Project Work Orders
 Product ID:
 Description: SITC WORK
 Item Variant Description: Original Item

Currency, Values and Pricing
 Currency: Indian Rupee
 Required Quantity: 1 JOB Job
 Submitted Quantity: 1 JOB Job
 Price: 0.00 INR Per: 1 JOB Percentage Var: 12.00-

Service and Delivery
 Delivery Date: Between -
 Delivery Days: 000

Further Properties
 Supplier Product Number:

Status and Statistics

Partners and Delivery Information

3.6.2 Commercial Quote for Item Rate bid

- Commercial Quote for Item rate tender
- In case of item rate tender, one has to enter the price in “Price” column as shown below.

Create RFX Response

Submit | Read Only | Check | Close | Save | EMD Payment | EMD Reversal

RFX Response Number 8200002492 RFX Number 7200004292 Status Saved Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 20:27:49 RFX Owner creator SRM-M2-CR-11
 RFX Response Version Number Active Version RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Tracking

Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response
0001	Disposable Pulsatile Lavage 12 v batt...		Material	1010100600314	101	Accessory	100	NOS	110.00	INR	1		11,000.00	0/0
0002	UV LIGHT IMSET CLASSII BIOSAF...		Material	1010100700912	101	Accessory	100	NOS	110.00	INR	1		11,000.00	0/0
0003	BLOWER IMSET CLASSII BIOSAFE...		Material	1010100700914	101	Accessory	100	NOS	110.00	INR	1		11,000.00	0/0

4. Submission of Bid

- Click on the Check button for errors if any.

Response - SAP NetWeaver Portal - Work - Microsoft Edge
https://epsrmdev.mcgm.gov.in:50001/irj/portal?NavigationTarget=pcd:portal_content/com.sap.pct/specialist/com.sap.pct.srm.srm70/com.sap.pct.srm.fl_ehp1/com.sap.pct.srm.srm70.fl_core/com.sap.pct.sr...

You're in Internet Explorer mode. Most pages work better in Microsoft Edge. [Open in Microsoft Edge](#) [Learn more](#)

Edit RFX Res Check Response

Submit | Read Only | **Check** | Close | Save | EMD Payment | EMD Reversal

Successfully entered values

RFX Response Number 8200002491 RFX Number 7200004291 Status Saved Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 20:24:50 RFX Owner creator SRM-M2-CR-11

RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Notes and Attachments

End of Binding Period: 15.09.2023
Currency: Indian Rupee

Payment Status
RFX Fee Payment Status:
EMD Payment Status: Successful

Status and Statistics
Created On: 11.09.2023 16:34:05 INDIA
Created By: Mr. vendor4 vendor4
Last Processed On: 11.09.2023 18:29:53 INDIA
Last Processed By: Mr. vendor4 vendor4

Partners and Delivery Information

Number	Name	Valid from	Valid to
The table does not contain any data			

Type here to search

29°C ENG 18:35 11-09-2023

- Click on the Submit Button.

Edit RFX Response:

Submit | Read Only | **Check** | Close | Save | EMD Payment | EMD Reversal

Successfully entered values

RFX Response Number 8200002491 RFX Number 7200004291 Status Saved Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 20:24:50 RFX Owner creator SRM-M2-CR-11

RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Notes and Attachments

End of Binding Period: 15.09.2023
Currency: Indian Rupee

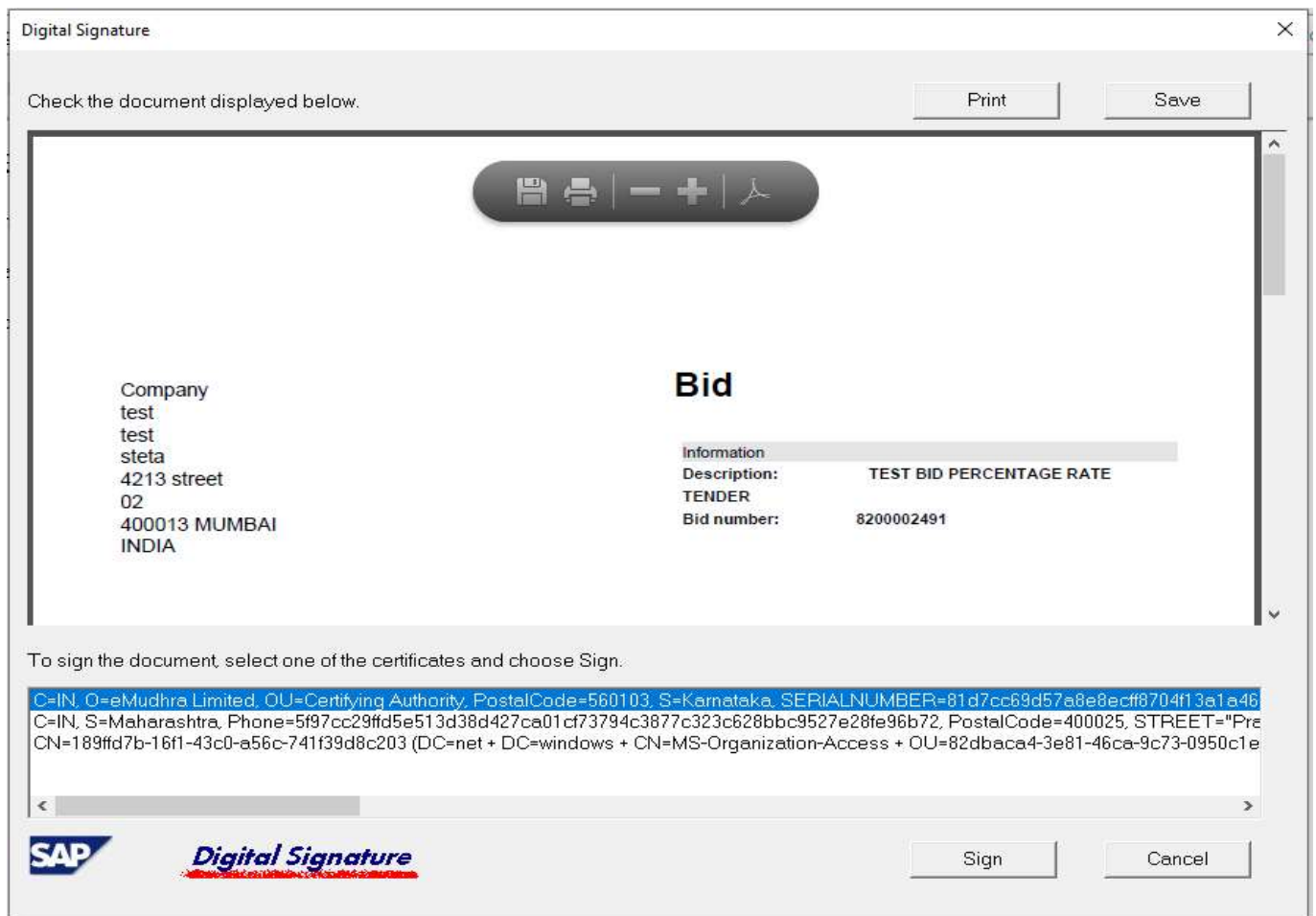
Payment Status
RFX Fee Payment Status:
EMD Payment Status: Successful

Status and Statistics
Created On: 11.09.2023 16:34:05 INDIA
Created By: Mr. vendor4 vendor4
Last Processed On: 11.09.2023 18:29:53 INDIA
Last Processed By: Mr. vendor4 vendor4

Partners and Delivery Information

Number	Name	Valid from	Valid to
The table does not contain any data			

- Select the signature and click on “sign” button.




- Click OK to continue.



- Java application message pop up, click on “run” to proceed ahead.




Do you want to run this application?

 **Publisher:** SAP SE
Location: http://mock2srm.mcgm.gov.in:8003

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.

Do not show this again for apps from the publisher and location above

 More Information **Run** **Cancel**

- Select the appropriate certificate and click on Encrypt bid as shown below.

Please select an appropriate certificate

Issued To	Versi...	Email	Issued By	Purpose	Valid Till
Class III Individual 2 Year En...	3	admin@vsign.in	Verasys Sub CA 2022	Encryption	26-Apr-2024
ABHIJIT RAOSAHEB DESAI	3	abhirdesai52@gmail.com	e-Mudhra Sub CA for Class 3...	Encryption	05-Dec-2023
Class 3 Organization test	3	testdsc@e-mudhra.com	e-Mudhra Sub CA for Class 3...	Encryption	31-Jan-2024

Encrypt Bid **Cancel**

- After encrypting bid, one shall get message as seen below and the bid is submitted successfully.

Display RFX Response:

Edit | Close | Decrypt Data | EMD Payment | EMD Reversal

Error during currency translation from INR to 1
 Successfully entered values

RFX Response Number 8200002491 RFX Number 7200004291 Status Submitted Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 20:15:53 RFX Owner creator SRM-M2-CR-11

RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Notes and Attachments

End of Binding Period: 15.09.2023
 Currency: 1

Payment Status
 RFX Fee Payment Status:
 EMD Payment Status: Successful

Status and Statistics
 Created On: 11.09.2023 16:34:05 INDIA
 Created By: Mr. vendor4 vendor4
 Last Processed On: 11.09.2023 18:44:00 INDIA
 Last Processed By: Mr. vendor4 vendor4

Partners and Delivery Information

Number	Name	Valid from	Valid to
The table does not contain any data			

Note: The message “Error during currency translation from INR to 1” is an encryption message and not an error message.

- Bid Submitted Status as shown below.

Log off | Welcome: Mr. vendor4 vendor4

Home | RFX and Auctions | User Activity | Vendor Wallet Details | Vendor Wallet Details

Overview | RFX and Auctions > Overview > RFX and Auctions | Full Screen

Active Queries
 eRFxs All (158) | Published (0) | Ended (0) | Completed (0)

eRFxs - All
 Show Quick Criteria Maintenance

View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | Refresh | Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Start Time	End time
7200004291	TEST BID PERCENTAGE RATE TENDER	Three stage Bid	Published	11.09.2023	15.09.2023	8200002491	Submitted	1		11:30:00	15:00:00
7200004271	UNSTAR TEST BID	Unstar Bid(CWC work)	Published	25.08.2023	25.08.2023	8200002471	Submitted	1		11:10:00	11:40:00
7200004261	EMD TESTING WITH MORE BIDDERS	Three stage Bid	Published	09.08.2023	10.08.2023	8200002441	Submitted	1		10:30:00	18:00:00
7200004251	EMD POSTING FOR CURRENT MONTH	Three stage Bid	Published	07.08.2023	07.08.2023	8200002432	Submitted	1		18:00:00	18:15:00
7200004241	PACKET BDOCUMENT DELETE	Three stage Bid	Published	03.08.2023	11.08.2023	8200002436	Saved	1		11:49:00	15:00:00
7200004231	emd refund bid test	Three stage Bid	Published	28.07.2023	03.08.2023	8200002396	Submitted	1		17:50:00	12:07:00
7200004221	EMD REFUND TESTING	Three stage Bid	Published	26.07.2023	03.08.2023	8200002397	Submitted	1		18:40:00	15:00:00
7200004212	TEST BID PACKET B DELETION TECH_BID	Three stage Bid	Published	25.07.2023	25.07.2024	8200002461	Saved	2		16:55:00	15:00:00
7200004201	TEST CASE PACKET B DELETION	Three stage Bid	Published	24.07.2023	24.07.2024		No Bid Created	1		18:20:00	15:00:00
7200004162	TEST	Three stage Bid	Published	07.07.2023	07.07.2024		No Bid Created	1		14:10:00	12:00:00

5. Change Bid

Note : If Vendor wants to Change earlier Submitted bid then follow below process

- Click on 82** series Response number.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Start Time	End time
7200004291	TEST BID PERCENTAGE RATE TENDER	Three stage Bid	Published	11.09.2023	15.09.2023	8200002491	Submitted	1		11:30:00	15:00:00
7200004271	UNSTAR TEST BID	Unstar Bid(CWC work)	Published	25.08.2023	25.08.2023	8200002471	Submitted	1		11:10:00	11:40:00
7200004261	EMD TESTING WITH MORE BIDDERS	Three stage Bid	Published	09.08.2023	10.08.2023	8200002441	Submitted	1		10:30:00	18:00:00
7200004251	EMD POSTING FOR CURRENT MONTH	Three stage Bid	Published	07.08.2023	07.08.2023	8200002432	Submitted	1		18:00:00	18:15:00
7200004241	PACKET BDOCUMENT DELETE	Three stage Bid	Published	03.08.2023	11.08.2023	8200002436	Saved	1		11:49:00	15:00:00
7200004231	emd refund bid test	Three stage Bid	Published	28.07.2023	03.08.2023	8200002396	Submitted	1		17:50:00	12:07:00
7200004221	EMD REFUND TESTING	Three stage Bid	Published	26.07.2023	03.08.2023	8200002397	Submitted	1		18:40:00	15:00:00
7200004212	TEST BID PACKET B DELETION TECH_BID	Three stage Bid	Published	25.07.2023	25.07.2024	8200002461	Saved	2		16:55:00	15:00:00
7200004201	TEST CASE PACKET B DELETION	Three stage Bid	Published	24.07.2023	24.07.2024		No Bid Created	1		18:20:00	15:00:00
7200004162	TEST	Three stage Bid	Published	07.07.2023	07.07.2024		No Bid Created	1		14:10:00	12:00:00

- Click on “Edit” button to change the bid

Display RFX Response:

Edit | Close | Decrypt Data | EMD Payment | EMD Reversal

Error during currency translation from INR to 1

RFX Response Number 8200002491 RFX Number 7200004291 Status Submitted Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 05:16:47 RFX Owner creator SRM-M2-CR-11

RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Notes and Attachments

End of Binding Period: 15.09.2023
Currency: 1

Payment Status
RFX Fee Payment Status:
EMD Payment Status: Successful

Status and Statistics
Created On: 11.09.2023 16:34:05 INDIA
Created By: Mr. vendor4 vendor4
Last Processed On: 11.09.2023 18:44:00 INDIA
Last Processed By: Mr. vendor4 vendor4

Partners and Delivery Information

Number	Name	Valid from	Valid to
The table does not contain any data			

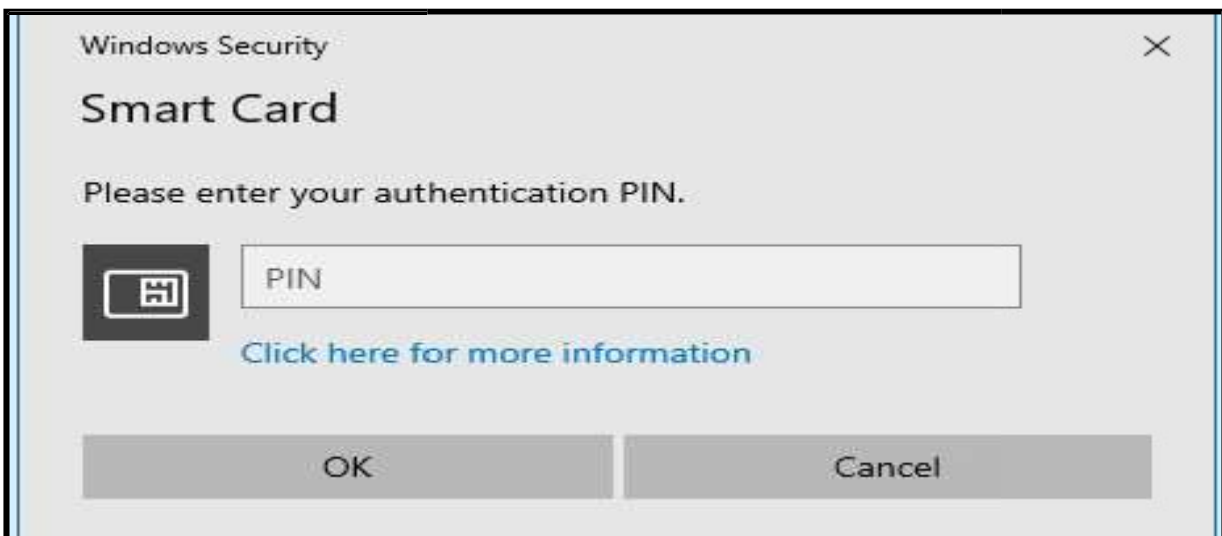
- System will decrypt the data as shown below and click on “Run”



- Select the appropriate signature and click on ‘Decrypt Bid’.



- Enter the pin of digital signature and click on OK.



- After decrypting, the system allow to EDIT bid.

Edit RFX Response:

Submit | Read Only | Check | Close | Save | EMD Payment | EMD Reversal

Successfully entered values

RFX Response Number 8200002491 RFX Number 7200004291 Status In Process Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 05:13:35 RFX Owner creator SRM-M2-CR-11

RFX Response Version Number C1 RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Tracking

Details for item 0001 SITC WORK

Item Data | Questions | Notes and Attachments

Basic Data

Identification

* Configurable Item Number: 0001

Control Key: Service functional

Item Type: Service

Product Category: PROJECT Project Work Orders

Product ID:

Description: SITC WORK

Item Variant Description: Original Item

Further Properties

Supplier Product Number:

Currency, Values and Pricing

Currency: Indian Rupee

Required Quantity: 1 JOB Job

Submitted Quantity: 1 JOB Job

Price: 0.00 INR Per: 1 JOB Percentage.Var: 12.00-

Service and Delivery

Delivery Date: Between -

Delivery Days: 000

Status and Statistics

- Bidders can change their bid as per the requirement.

Edit RFX Response:

Submit | Read Only | Check | Close | Save | EMD Payment | EMD Reversal

Successfully entered values

RFX Response Number 8200002491 RFX Number 7200004291 Status In Process Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 05:10:45 RFX Owner creator SRM-M2-CR-11

RFX Response Version Number C1 RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Tracking

Details for item 0001 SITC WORK

Item Data | Questions | Notes and Attachments

Basic Data

Identification

* Configurable Item Number: 0001

Control Key: Service functional

Item Type: Service

Product Category: PROJECT Project Work Orders

Product ID:

Description: SITC WORK

Item Variant Description: Original Item

Further Properties

Supplier Product Number:

Currency, Values and Pricing

Currency: Indian Rupee

Required Quantity: 1 JOB Job

Submitted Quantity: 1 JOB Job

Price: 0.00 INR Per: 1 JOB Percentage.Var: 10.00-

Service and Delivery

Delivery Date: Between -

Delivery Days: 000

Status and Statistics

- After making necessary changes, click on submit button to submit the bid.

Edit RFX Response:

Submit | Read Only | Check | Close | Save | EMD Payment | EMD Reversal

Successfully entered values

RFX Response Number 8200002491 RFX Number 7200004291 Status In Process Opening Date 15.09.2023 15:30:00 INDIA Remaining Time 3 Days 05:10:45 RFX Owner creator SRM-M2-CR-11

RFX Response Version Number C1 RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Tracking

Details for item 0001 SITC WORK

Item Data | Questions | Notes and Attachments

Basic Data

Identification

* Configurable Item Number: 0001

Control Key: Service functional

Item Type: Service

Product Category: PROJECT Project Work Orders

Product ID:

Description: SITC WORK

Item Variant Description: Original Item

Further Properties

Supplier Product Number:

Currency, Values and Pricing

Currency: Indian Rupee

Required Quantity: 1 JOB Job

Submitted Quantity: 1 JOB Job

Price: 0.00 INR Per: 1 JOB Percentage.Var: 10.00-

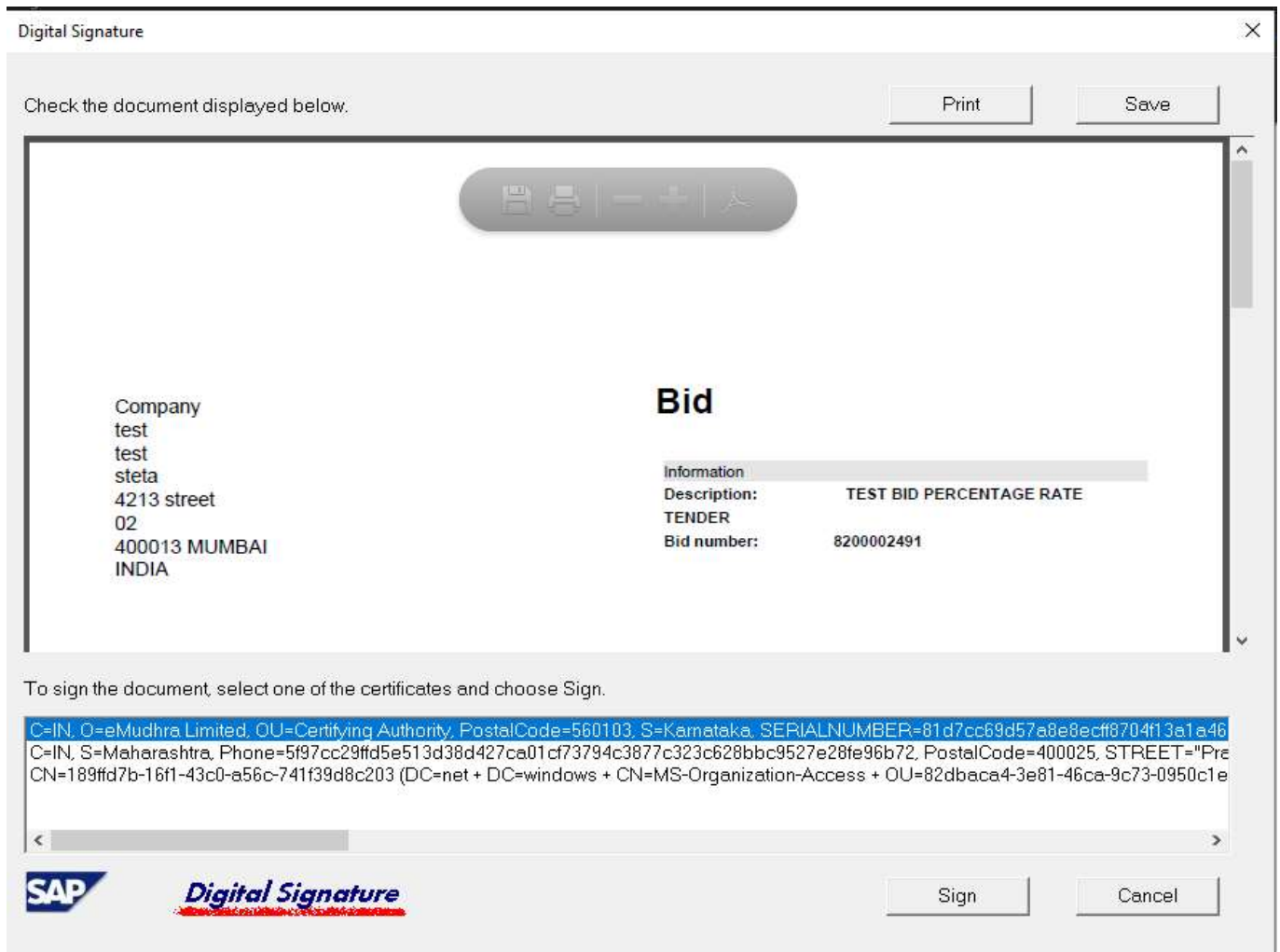
Service and Delivery

Delivery Date: Between -

Delivery Days: 000

Status and Statistics

- After clicking on submit button system ask for signature, select the appropriate signature certificate and click on sign.



- Click on ok.



- Select the appropriate certificate and click on “Encrypt Bid” button.

Please select an appropriate certificate

Issued To	Versi...	Email	Issued By	Purpose	Valid Till
Class III Individual 2 Year En...	3	admin@vsign.in	Verasys Sub CA 2022	Encryption	26-Apr-2024
ABHIJIT RAOSAHEB DESAI	3	abhirdesai52@gmail.com	e-Mudhra Sub CA for Class 3...	Encryption	05-Dec-2023
Class 3 Organization test	3	testdsc@e-mudhra.com	e-Mudhra Sub CA for Class 3...	Encryption	31-Jan-2024

- After encrypt bid, System show error Bid been successfully.

Display RFX Response:

Close Decrypt Data EMD Payment EMD Reversal

Error during currency translation from INR to 1
 Successfully entered values

RFX Response Number: 6200002491 RFX Number: 7200004291 Status: Submitted Opening Date: 15.09.2023 15:30:00 INDIA Remaining Time: 3 Days 05:02:43 RFX Owner: creator SRM-M2-CR-11

RFX Response Version Number: Active Version RFX Version Number: 1

Items Notes and Attachments Tracking

Item Data Questions Notes and Attachments

Basic Data

Identification
 * Configurable Item Number: 0001
 Control Key: Service functional
 Item Type: Service
 Product Category: PROJECT Project Work Orders
 Product ID:
 Description: SITC WORK
 Item Variant Description: Original Item

Further Properties
 Supplier Product Number:

Currency, Values and Pricing
 Currency: Indian Rupee
 Required Quantity: 1 JOB Job
 Submitted Quantity: 1 JOB Job
 Price: 1.00 INR Per: 1 JOB Percentage Var: 1.00

Service and Delivery
 Delivery Date: Between -
 Delivery Days: 000

Status and Statistics

NOTE:

- The system allows changing the bid till bid submission End date and time.
- If the creator changes the bid (corrigendum) then repeat the steps related to bid submission.

6. EMD Reversal Process

- If the bidder do not wants to participate in the bid and he had already paid EMD amount (EMD amount payment status should be “Successful”), he may opt to reverse EMD. To do this, he may click on “EMD Reversal” button.
- Till Bid submission end date / time, Bidder can reverse EMD irrespective of bid status (Saved/Submitted).
- Click on 82** series Response number.

The screenshot shows the 'Overview' page for 'RFX and Auctions'. It features a navigation bar with 'Home', 'RFX and Auctions', 'User Activity', and 'Vendor Wallet Details'. Below the navigation, there are filters for 'Active Queries' and 'eRFxs - All'. A table lists various eRFxs with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Start Time, and End time.

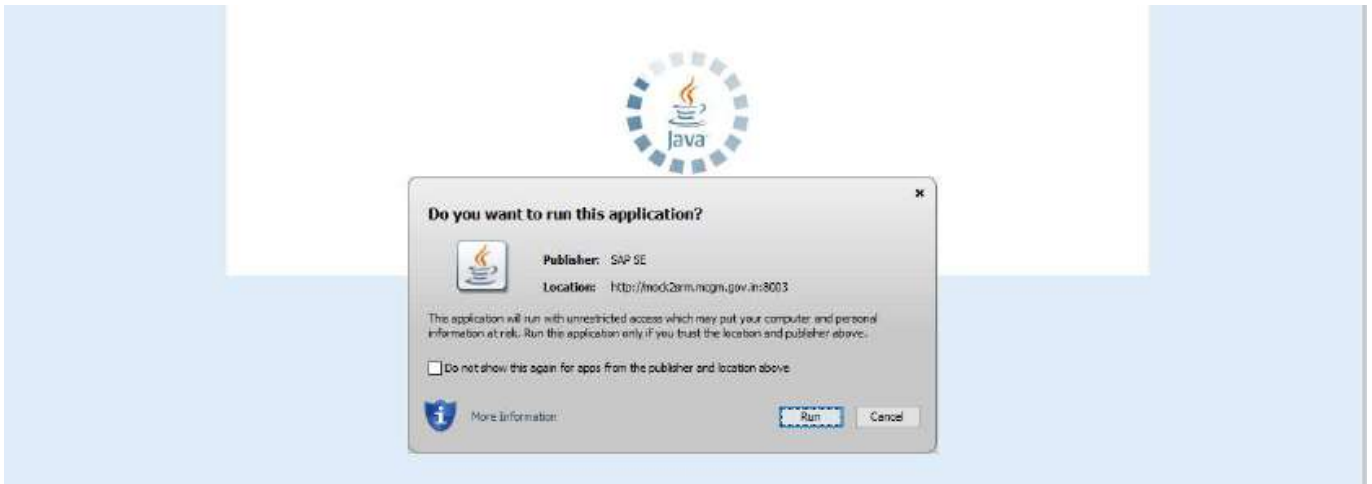
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Start Time	End time
7200004291	TEST BID PERCENTAGE RATE TENDER	Three stage Bid	Published	11.09.2023	15.09.2023	8200002491	Submitted	1		11:30:00	15:00:00
7200004271	UNSTAR TEST BID	Unstar Bid(CWC work)	Published	25.08.2023	25.08.2023	8200002471	Submitted	1		11:10:00	11:40:00
7200004261	EMD TESTING WITH MORE BIDDERS	Three stage Bid	Published	09.08.2023	10.08.2023	8200002441	Submitted	1		10:30:00	18:00:00
7200004251	EMD POSTING FOR CURRENT MONTH	Three stage Bid	Published	07.08.2023	07.08.2023	8200002432	Submitted	1		18:00:00	18:15:00
7200004241	PACKET BDOCUMENT DELETE	Three stage Bid	Published	03.08.2023	11.08.2023	8200002436	Saved	1		11:49:00	15:00:00
7200004231	emd refund bid test	Three stage Bid	Published	28.07.2023	03.08.2023	8200002396	Submitted	1		17:50:00	12:07:00
7200004221	EMD REFUND TESTING	Three stage Bid	Published	26.07.2023	03.08.2023	8200002397	Submitted	1		18:40:00	15:00:00
7200004212	TEST BID PACKET B DELETION TECH_BID	Three stage Bid	Published	25.07.2023	25.07.2024	8200002461	Saved	2		16:55:00	15:00:00
7200004201	TEST CASE PACKET B DELETION	Three stage Bid	Published	24.07.2023	24.07.2024		No Bid Created	1		18:20:00	15:00:00
7200004162	TEST	Three stage Bid	Published	07.07.2023	07.07.2024		No Bid Created	1		14:10:00	12:00:00

- Click on Decrypt data.

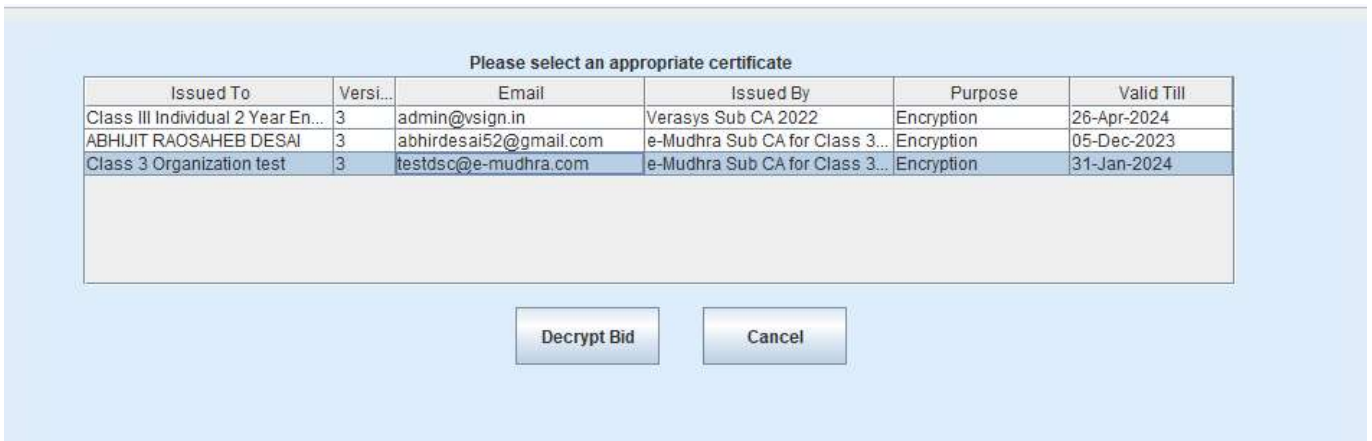
The screenshot shows the 'Display RFX Response' page for response number 8200002491. It includes a header with 'Display RFX Response:' and a toolbar with 'Edit', 'Close', 'Decrypt Data', 'EMD Payment', and 'EMD Reversal'. A message indicates an error during currency translation from INR to 1. The page displays key information such as RFX Response Number, RFX Number, Status, Opening Date, Remaining Time, and RFX Owner. It also has tabs for 'RFX Information', 'Items', 'Notes and Attachments', and 'Tracking'. The 'Basic Data' section shows 'End of Binding Period' and 'Currency'. The 'Payment Status' section shows 'EMD Payment Status' as 'Successful'. The 'Status and Statistics' section shows 'Created On' and 'Last Processed On' dates. At the bottom, there is a section for 'Partners and Delivery Information' with a table that currently contains no data.

Number	Name	Valid from	Valid to
The table does not contain any data			

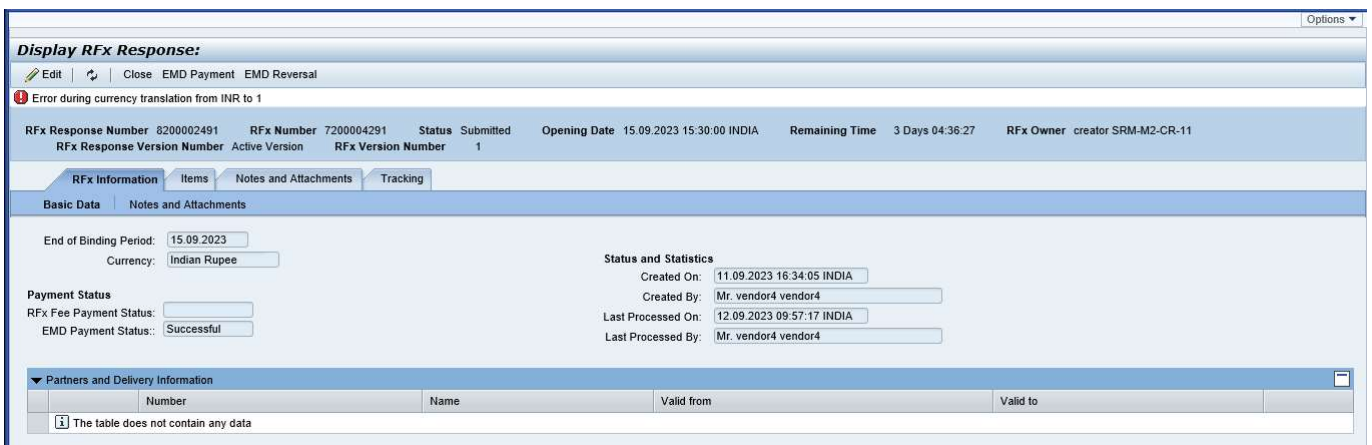
- Click on Run



- Select the appropriate signature certificate and click on decrypt Bid.



- Click on the EDIT button.



- Click on save.

Edit RFX Response: Save Document

Submit | Read Only | Check | Close | Save | EMD Payment | EMD Reversal

Error during currency translation from INR to 1

RFX Response Number: 8200002491 | RFX Number: 7200004291 | Status: In Process | Opening Date: 15.09.2023 15:30:00 INDIA | Remaining Time: 3 Days 04:35:33 | RFX Owner: creator SRM-M2-CR-11

RFX Response Version Number: C2 | RFX Version Number: 1

Basic Data | Notes and Attachments

End of Binding Period: 15.09.2023
Currency: Indian Rupee

Payment Status
RFX Fee Payment Status:
EMD Payment Status: Successful

Status and Statistics
Created On: 12.09.2023 10:24:28 INDIA
Created By: Mr. vendor4 vendor4
Last Processed On: 12.09.2023 10:24:28 INDIA
Last Processed By: Mr. vendor4 vendor4

Partners and Delivery Information

Number	Name	Valid from	Valid to
The table does not contain any data			

- After click on SAVE, select the appropriate certificate and Click on “Encrypt bid” button.

Please select an appropriate certificate

Issued To	Versi...	Email	Issued By	Purpose	Valid Till
Class III Individual 2 Year En...	3	admin@vsign.in	Verasys Sub CA 2022	Encryption	26-Apr-2024
ABHIJIT RAOSAHEB DESAI	3	abhirdesai52@gmail.com	e-Mudhra Sub CA for Class 3...	Encryption	05-Dec-2023
Class 3 Organization test	3	testdsc@e-mudhra.com	e-Mudhra Sub CA for Class 3...	Encryption	31-Jan-2024

Encrypt Bid | Cancel

- After encrypting, bid status will be updated as “saved”.

Display RFX Response: Options

Edit | Check | Close | Decrypt Data | EMD Payment | EMD Reversal

Successfully entered values

RFX Response Number: 8200002491 | RFX Number: 7200004291 | Status: Saved | Opening Date: 15.09.2023 15:30:00 INDIA | Remaining Time: 3 Days 04:32:27 | RFX Owner: creator SRM-M2-CR-11

RFX Response Version Number: C2 | RFX Version Number: 1

Basic Data | Notes and Attachments

End of Binding Period: 15.09.2023
Currency: 1

Payment Status
RFX Fee Payment Status:
EMD Payment Status: Successful

Status and Statistics
Created On: 12.09.2023 10:24:28 INDIA
Created By: Mr. vendor4 vendor4
Last Processed On: 12.09.2023 10:24:28 INDIA
Last Processed By: Mr. vendor4 vendor4

Partners and Delivery Information

Number	Name	Valid from	Valid to
The table does not contain any data			

- Click on “EMD Reversal” button.

- Click on “Continue” button to reverse the EMD.
- The following details will appear on screen. Users may select appropriate Tab.
- “Close” Tab cancels the reversal procedure
- “Continue” Tab proceeds further.

- Reversal details message appears as shown below.

- Click on the check button and EMD payment status updated as “Reversed” will be seen on page of Basic data.

Options ▾
Display RFX Response:

Edit | Check | Close | Decrypt Data | EMD Payment | EMD Reversal

⚠ Please pay the EMD amount first

RFX Response Number	8200002491	RFX Number	7200004291	Status	Saved	Opening Date	15.09.2023 15:30:00 INDIA	Remaining Time	3 Days 04:32:27	RFX Owner	creator SRM-M2-CR-11
RFX Response Version Number	C2	RFX Version Number	1								

RFX Information

Items

Notes and Attachments

Tracking

Basic Data

Notes and Attachments

<p>End of Binding Period: <input type="text" value="15.09.2023"/></p> <p>Currency: <input type="text" value="1"/></p> <p>Payment Status</p> <p>RFX Fee Payment Status: <input type="text"/></p> <p>EMD Payment Status: <input type="text" value="Reversed"/></p>	<p>Status and Statistics</p> <p>Created On: <input type="text" value="12.09.2023 10:24:28 INDIA"/></p> <p>Created By: <input type="text" value="Mr. vendor4 vendor4"/></p> <p>Last Processed On: <input type="text" value="12.09.2023 10:24:28 INDIA"/></p> <p>Last Processed By: <input type="text" value="Mr. vendor4 vendor4"/></p>
--	---

Partners and Delivery Information

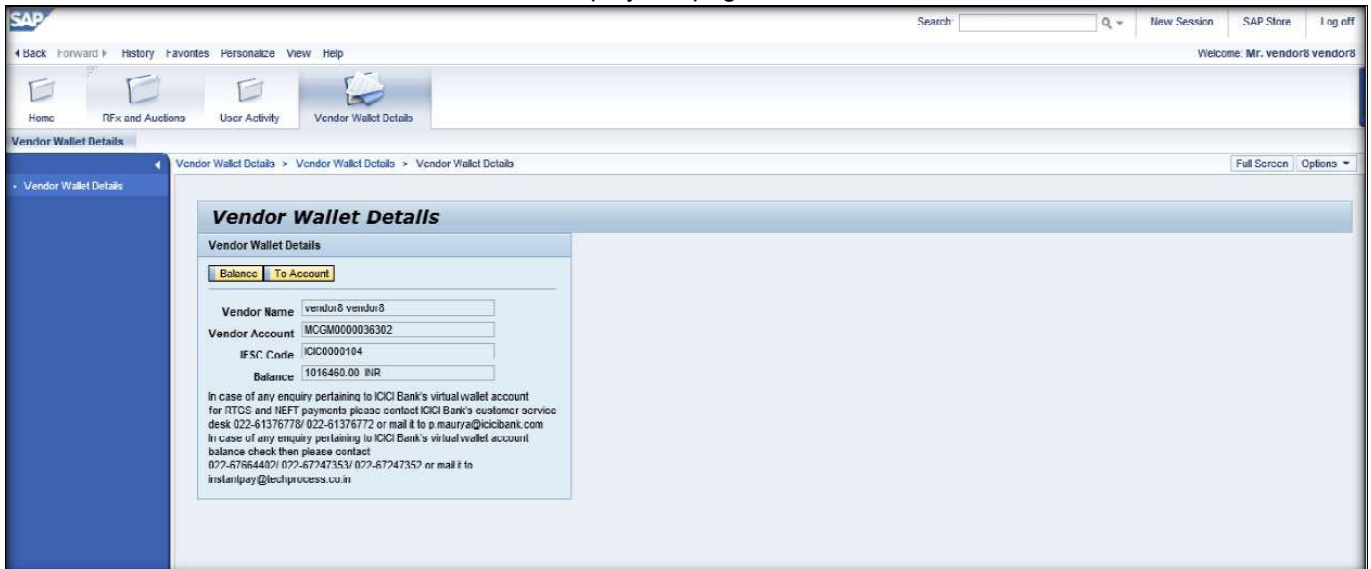
	Number	Name	Valid from	Valid to
ⓘ	The table does not contain any data			

NOTE:

- After bid submission End date / time, if bid status is “Bid Submitted”, EMD reversal is not possible. In this case contact bid inviting department for EMD Refund.
- In case of “Saved” status of the bid, EMD reverse is possible at any time.
- EMD reverse will be credit in vendor wallet account.

7. To Account Process

- Amount Reverse from e-Wallet to Register Bank Account: PATH- Vendor wallets details
- Click on “To Account” button on display Rfx page as shown below.



The screenshot shows the SAP Vendor Wallet Details page. The page title is "Vendor Wallet Details". There are two tabs: "Balance" and "To Account". The "To Account" tab is selected. The form displays the following information:

Vendor Name	vendor8 vendor8
Vendor Account	MCGM0000036302
IFSC Code	ICIC0001014
Balance	1016460.00 INR

In case of any enquiry pertaining to ICICI Bank's virtual wallet account for RTGS and NEFT payments please contact ICICI Bank's customer service desk 022-61376778/ 022-61376772 or mail it to p.maurra@icicibank.com
In case of any enquiry pertaining to ICICI Bank's virtual wallet account balance check then please contact 077-67864402/ 077-67747353/ 077-67747357 or mail it to itranipay@techprocess.co.in

- The system will display the available balance in the wallet.
- Enter amount in “Enter Amount to Refund to personal Account (in INR)”.
- Click on “Refund”.



The screenshot shows the mcgm.gov.in Payment Refund page. The page features the mcgm.gov.in logo and a banner image of a cityscape. The main content area displays the following information:

Present Available Balance in the Wallet(in INR): 951,380.00
Enter Amount to Refund to Personal Account(in INR): *

Click on the "Cancel" button to cancel the process
Click on the "Refund" button to reverse the previous paid amount.

Buttons:

- Click on Yes to re-confirm.

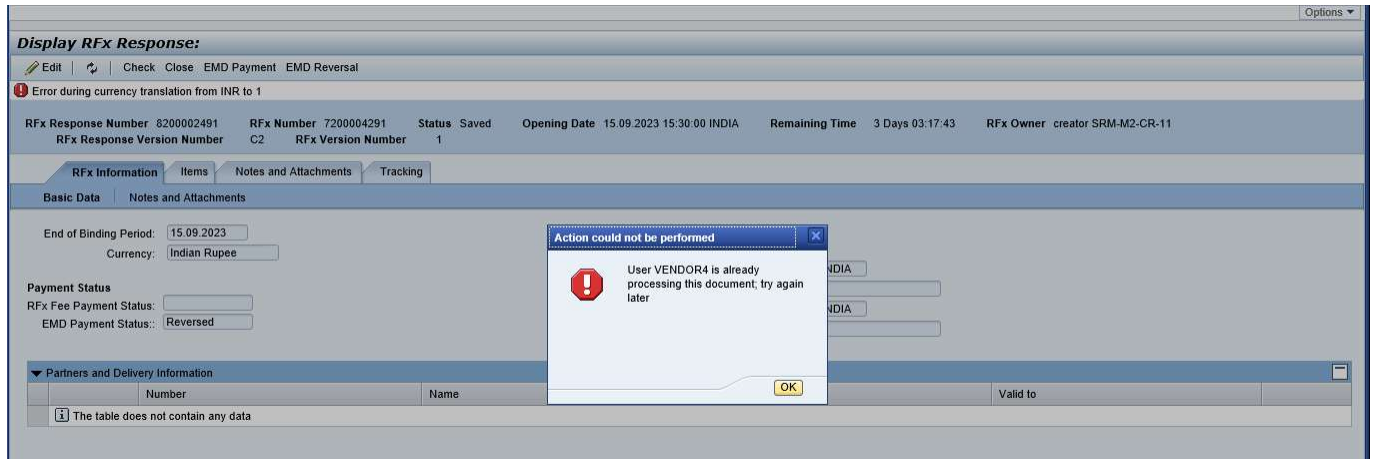


- The system will display transaction details as below.



8. To release the locked bid.

- While editing the bid, sometimes the system displays the error message as “Vendor is already processing the document”.
- This happens if the bidder closed the bid screen directly while processing the bid.



- To release the locked bid, follow the path as “User Activity” → Lock Delete Application – Vendor”.



- Enter the 72** series bid number and click on “Delete Lock” button.



- Message appears as “Lock entry removed successfully.”

The screenshot displays a web application interface with a navigation bar at the top containing icons for Home, RFX and Auctions, User Activity, and two Vendor Wallet Details sections. Below the navigation bar is a breadcrumb trail: User Activity > User Activity > Lock Delete Application - Vendor. A left-hand sidebar menu is visible, listing 'Self Declaration for Govt.Registered Contractors' and 'Lock Delete Application - Vendor'. The main content area features a green checkmark icon followed by the text 'Lock Entry removed successfully'. Below this message is a form titled 'Lock Delete Ap...' with a sub-section 'Lock Removal Application'. This section includes a label 'Bid Number(7 Series):' and a text input field containing the value '7200004291'. A yellow button labeled 'Delete Lock' is positioned below the input field.

9. FAQ:

Issue	Whom and how to reach
<p>a) E-Tender clause related clarification / information</p> <p>a) Vendor Registration / Changes in registered details</p> <p>b) Vendor E-tendering new User Id and Password</p> <p>c) Vendor Wallet confirmation</p>	<p>E-tender Inviting Department Central Purchase Department</p> <p>Contact Central Purchase Department: Contact No.: 022-23083161/62/63, Ext No- 228 Email To – CPD Central Purchase Department</p> <p>jraaa01.cpd@mcgm.gov.in, ao.cpa@mcgm.gov.in, ca.cpa@mcgm.gov.in</p>
<p>Please ensure the following for informing IT related issues:</p> <p>a) Vendor User ID forgotten i) Email Sub: Vendor no. – User ID forgotten b) Vendor User ID Password reset i) Email Sub: Vendor no. – Password reset</p> <p>c) E-tender locked i) Email Sub: Vendor no. – E-tender Locked ii) Email Body: E-Tender no. and Vendor no. iii) Attachment: Screen shot of the error message.</p> <p>d) E-tender Tender Fee related issues i) Email Sub: Vendor no. – E-tender tender fee ii) Email Body: E-Tender no., Vendor no. and the issue in brief. iii) Attachment: Screen shot of the error message.</p> <p>e) E-tender EMD / ASD charges related issues i) Email Sub: Vendor no. – E-tender EMD /ASD ii) Email Body: E-Tender no., Vendor no. and the issue in brief. (1) For NEFT / RTGS transfer not reflected in the Wallet: Mention Vendor no, the date and time of transaction initiated, Name of the Bank, UTR no. (2) EMD / ASD Payment or reversal: Mention Vendor no, the date and time of transaction initiated, Transaction no. iii) Attachment: Screen shot of the Check Balance page, EMD / ASD Status on Basic data page and Transaction Status page.</p> <p>f) For any other issues i) Email Sub: Vendor no. – E-tender (Mention issue) ii) Email Body: E-Tender no., Vendor no. and issue in brief iii) Attachment: Screen shot of the error message and relevant page</p>	<p>Information Technology Department</p> <p>Contact No.: 022-24811275 in MCGM working hours.</p> <p>Email To – etendering.it@mcgm.gov.in</p> <p>Email From - Vendor's registered email ID with MCGM</p>

