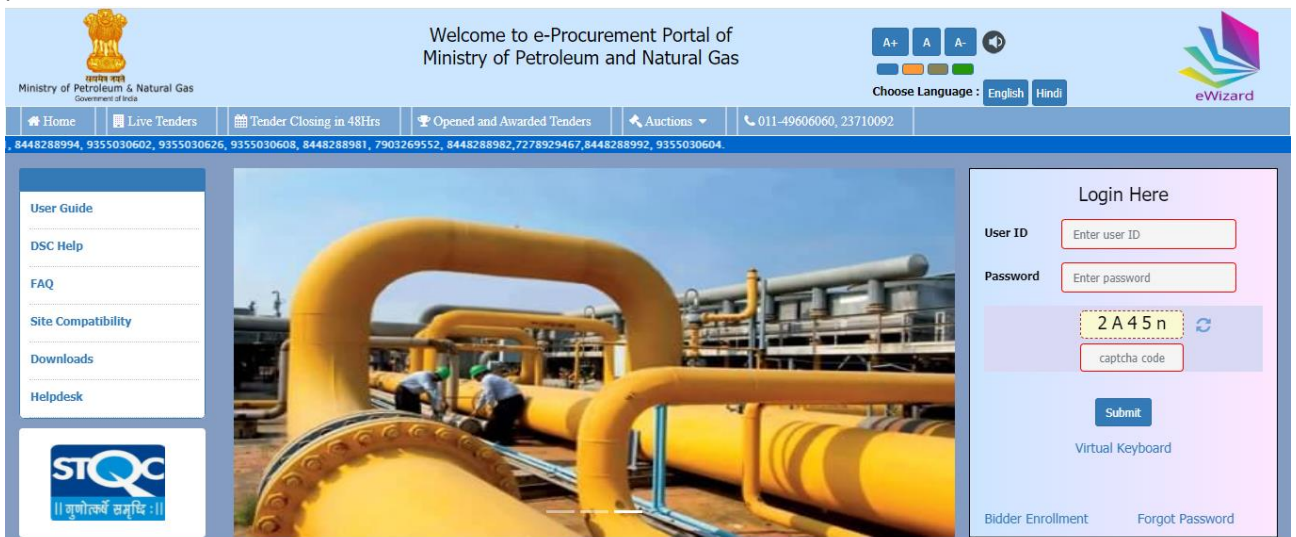# E-tender Guide

https://petroleum.euniwizarde.com

Preferred browser: Google Chrome

Prerequisites:
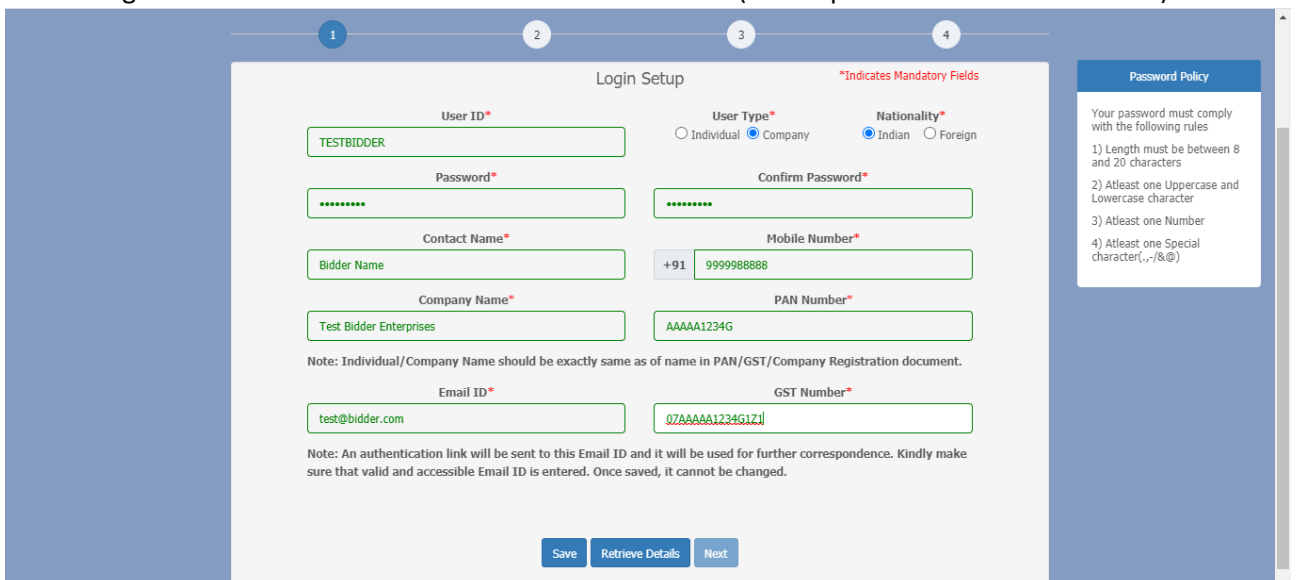
1. Your system should have Java installed and configured for the portal, if not follow these steps:
   a. Go to https://www.java.com/en/
   b. Click on "Download" and run the downloaded setup file.
   c. Once fully installed, search and run in your start menu- "Configure Java"
   d. Go to tab "Security" of the window, click on "Edit site list"
   e. Click on "Add" and enter https://petroleum.euniwizarde.com in the new row
   f. Click on "Add" then "Ok" then "Ok"

Registration process:

1. Go to site URL: https://petroleum.euniwizarde.com and click on link "Bidder enrolment" under the login panel.

2. Enter the general details and click "Save" button then "Next" (ID and password are case sensitive)

3. Enter all the mandatory information on the second page

4. Choose the procurement categories. You shall only be shown the tenders floated under the selected categories after login to your portal. You can update these anytime from the profile section after login. Enter the bank account details. Any refund from the portal (including EMD if paid through portal e-payment gateway) shall be refunded to this account only. These details can also be updated any time after login.

5. Check mark on terms and conditions box after going through it. Then click "Save". Registration details with MSME, GeM, Khadi, etc., if applicable, can then be updated through "Add registration details" button. Once done, click button "Next".

6. On 3rd page, upload documents such as PAN, GST, Proof of address along with a request letter on company letterhead for activation of user ID. Once all documents are uploaded, click "Next"

7. On 4th page, make the payment of annual registration fee through the "Pay now" button. The click on the gateway (eg. PayUbiz)

8. Make the payment through any of the available payment options. Upon payment you will be taken back to the 4th registration page. Your payment shall appear along with its status. If not appearing as successful, click on "Verify payment" option. The payment acknowledgement receipt can also be viewed and downloaded from the option "View payment"

9. If the registration process is left anywhere in between, it can be resumed from the same step by clicking the "Retrieve details" button that appears on the 1st registration page (upon clicking "Bidder enrolment" on homepage). The user ID and password should however be known to retrieve any details.
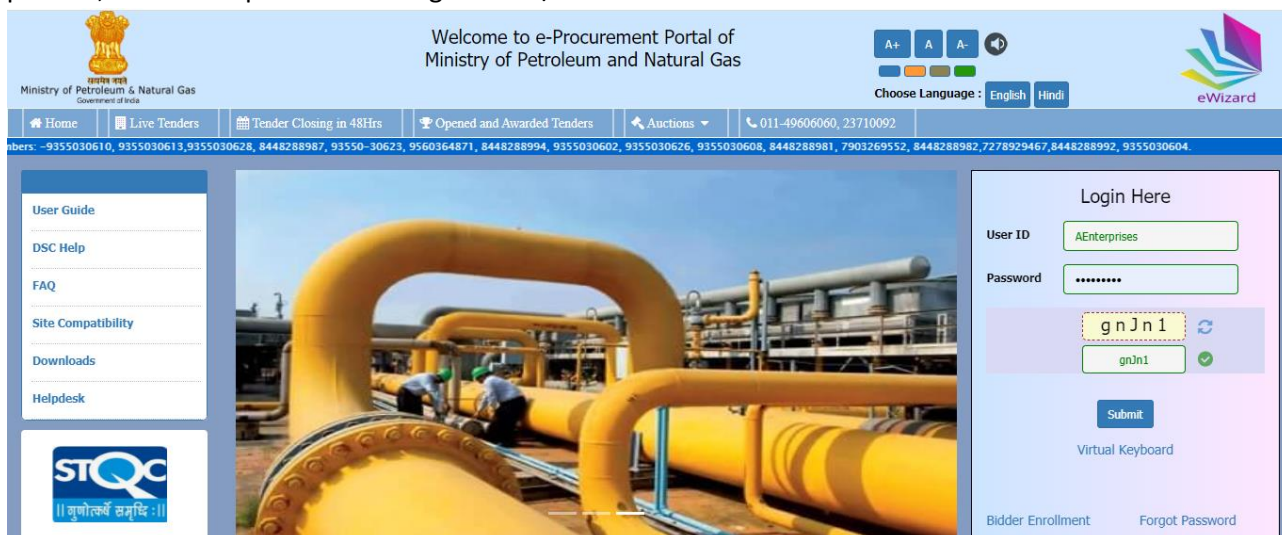

10. Upon completion of registration process (all 4 pages along with successful payment), email to helpdeskeuniwizarde@gmail.com requesting activation of your ID. Mention you correct user ID and attach payment acknowledgement receipt in the email. ID activation would require 24 to 48 hours. Activation confirmation will be emailed to the registered email ID of bidder. Once activated, you can proceed to log on.
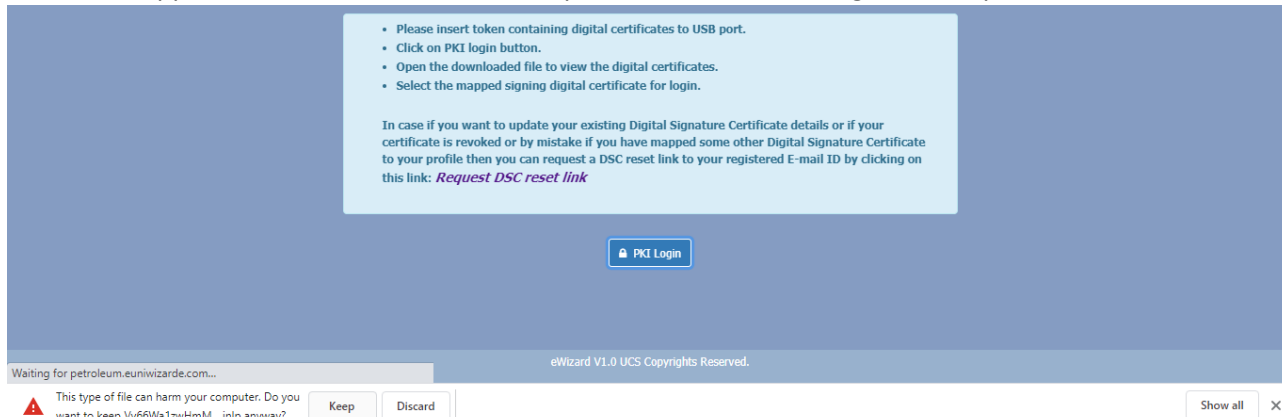
Steps for login and profile setup

1. Go to site URL: https://petroleum.euniwizarde.com and enter your Login ID, password and captcha (all are case sensitive) in the login panel. Ensure that your Digital Signature Certificate (DSC) is attached to your local system. Click on "Submit" button to login.

   If an error is shown by the portal for Login failure, ensure that your user ID is activated. For activation process, refer to steps for bidder registration/enrolment above.

2. Page with "PKI Login" button should open up. Upon clicking "PKI Login" button, a java file should download asking to Keep or Discard at the bottom left of the page. Click on "Keep".

   If you are logging in the first time, instead of "PKI Login" button, "Capture Digital Signature Certificate" button will appear, click on the same. The rest process is similar to the general steps mentioned here.

3. Run the downloaded file (by single clicking on it or by clicking on arrow button then clicking open as shown below). Java window should open up after clicking this. Please note that Java prerequisites must be installed for proceeding to the next steps.

4. Click on Accept/Continue/Run in the any Java prompts, if they appear. EWizard Signer window should open up showing the DSCs attached in the local system. Select upon your DSC name and press OK in the confirmation pop-up. Enter your DSC pin if asked and click login.
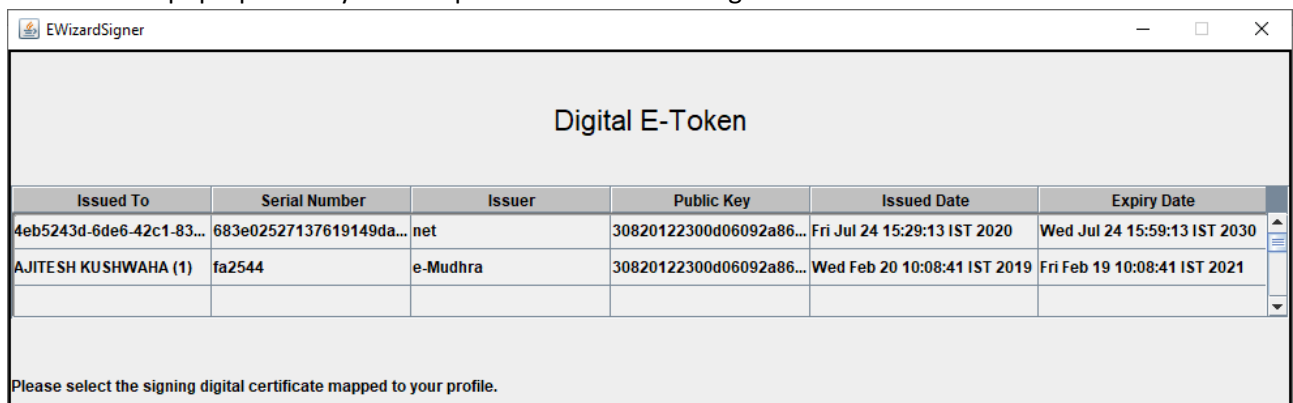

5. You shall then be logged into your account with the "published tenders" page opened up by default.

Profile setup for bid submission (required to be done only once, not every login)**:**

1. Click on tab "My profile" appearing at top of page. Then select "Update profile".
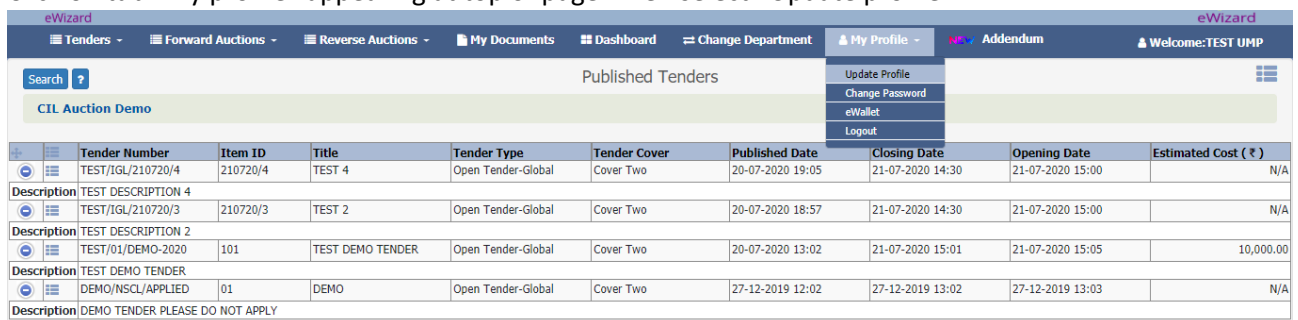
2. Scroll down to the bottom of the "Modify Profile" page and click on "Capture Cipher Certificate Details" button. A java file will be downloaded (same as the one during login), click on Keep and run the file. Accept any Java prompts that pop up and then select your cipher/encryption certificate name from the EWizard Signer window. Please note that your DSC must have signing + encryption capabilities for participating in a tender. In case encryption certificate is not present in your DSC, the EWizard Signer window will appear blank.
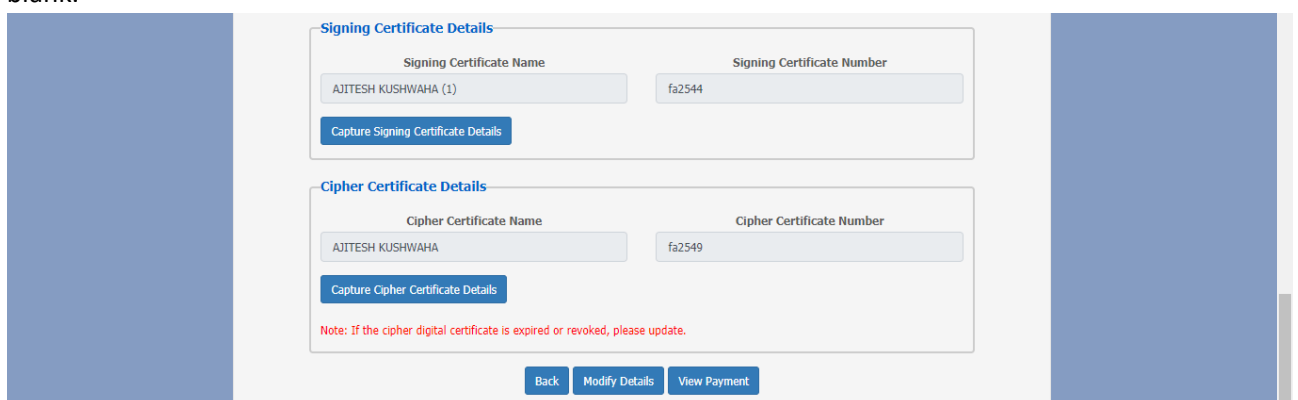
3. Your name should now appear in the cipher certificate details field. Click on "Modify details" button to save profile. Your profile is now ready for bid submission.

Participating in tender and bid submission process

1. Login to your ID on portal. Go to published tenders page by clicking on tab "Tenders" at the top left of the page and select "Published tenders".

2. Search your tender by clicking on "Search" button at top left (under Tenders tab) and entering respective Tender Item ID or title or description or any other known parameter.

3. Click on the action button ( ) in front of your desired tender. Following option will be available to you:
   a. View Tender Item: to view basic tender information like subject, dates, fee, emd, etc. Also to view "Corrigendum" issued against that particualr tender, if any.
   b. View Tender Documents: to view and download the tender document in pdf format
   c. Mark as Interested: to proceed for partcipation in the tender

4. Upon clicking "Mark as interested" option, click on "OK" in the next confirmation window. This tender will now be visible in the "Interested tenders" page instead of "published tenders", accessible through "Tenders" tab.

5. On the "interested tenders" page, click on the action button (▤) in front of your desired tender and select "Request tender" option to pay the e-tender processing fee (as defined in tender document)

6. Choose the payment mode option as "E-payment" and click "Pay now" button. On the next page, click on payment gateway name (eg. PayUbiz) and you will be taken to the payment gateway screen.

7. Choose your desired payment option to pay the e-tender processing fee. Fill in the details and click "pay now"

8. You will again be taken back to the request tender page. The payment details shall now be visible in a table at the bottom of page. Check the payment status column, if it says "initiated" instead of success (as the gateway may take some time to verify payment), click on action button in front of transaction reference and click on "Verify payment".

9. Upon successful payment, you can proceed for bid submission. Go to the "interested tenders" page from the "Tenders" tab, search your tender, click on its action button and click option "Proceed for bid submission"

10. "Pay EMD" tab should now be visible. Choose the EMD payment mode and fill in the details. Upload a scanned copy of EMD in case it is in form of DD or BG. In case of E-payment mode, you will be taken to the payment gateway screen as mentioned above during processing fee payment. Follow the same process here also.

In case of exemption, select "Exemption" from the payment mode drop down list and fill in the details such as certificate no., issue date, etc.

Click on "submit" button to proceed. The small red arrow on the "Pay EMD" tab will turn green upon successful payment.

11. Click on tab "Upload Bid Documents" to view and upload your bid against the tender. There shall be 2 document types – "Upload" and "Download&Upload".

12. For "Upload" type documents, you need to upload pdf file. To do the same you have to first upload the necessary asked documents in the "My Documents" tab at the top of the page. On this page, click button "New" to add document. A java file will be downloaded, click on keep and run the file. Accept any prompts that pop up.

13. An upload box will appear, enter the serial no., brief document description and browse the file you want to upload. Click on "Sign&Upload" button. Select you DSC from the EWizard Signer window that will open next.

14. To attach these documents to your bid. Go to bid submission page and click icon (✎) "Attach". Select the document from the my document list and click proceed. That document will be attached to your bid with a green arrow indicator showing successful attachment. To change any already attached document, simply click the "attach" icon again and reselect the new document.

15. For "Download&Upload" type documents (i.e. excel documents), first download the excel document with ⬇ button. Fill in the excel as desired and save. Then upload the saved file (without changing name in any way) with the ⬆ button. Uploading would require your cipher certificate to be uploaded in the profile as described in this guide above. Once successfully uploaded, the red arrow icon for that document will turn green.

To change any uploaded document, simply click the reupload icon ↻ and choose the changed file you want to upload (file name should be the same).

16. You can also upload any other of your desired documents in the "Other Documents" tab by clicking the "Attach document" button. Then choose your document from the "My documents" list.

17. Once all the documents are uploaded (green arrow in front of all as well as in tab "upload bid documents"), click on final "submit bid" button to submit your bid.

18. Check mark after reading terms & conditions and click "final submit bid" button.

19. A confirmation message in green will appear at the bottom upon successful submission. Also a "Bid token reference" will be generated above the bid documents tabs mentioned along with latest submission date. Click on this to view and print a bid submission acknowledgement receipt.

20. Status on the interested tenders page shall also be updated as "Form submitted" upon successful bid submission. In case you want to change any document in your already submitted bid, click on "view bid submission" option and use the "reattach" or "reupload" buttons appearing in front of each document. DO **NOT** press the "withdraw tender" button unless you want to cancel your participation in the tender. Kindly note that clicking "Withdraw tender" option will restrict you from participating in that tender again.