

# **PRANIT Portal - Bidder Manual**

Bidding Type - Conventional Bidding

Mode of Bidding – Domestic Competitive Bidding

(Portal Link – <a href="https://etender.powergrid.in">https://etender.powergrid.in</a>)

## **Version History**

Version No.	Release Date	Remarks
Version 1.0	06.03.2024	

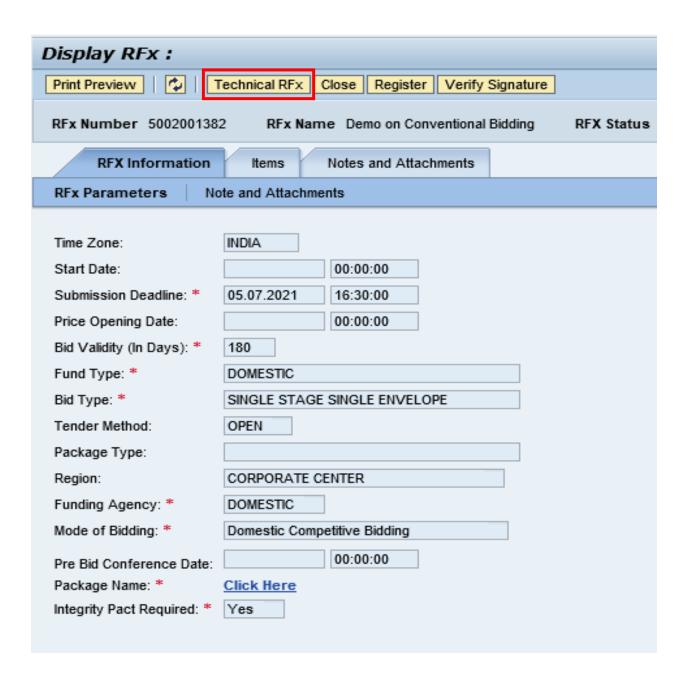
### Power Grid Corporation of India Limited

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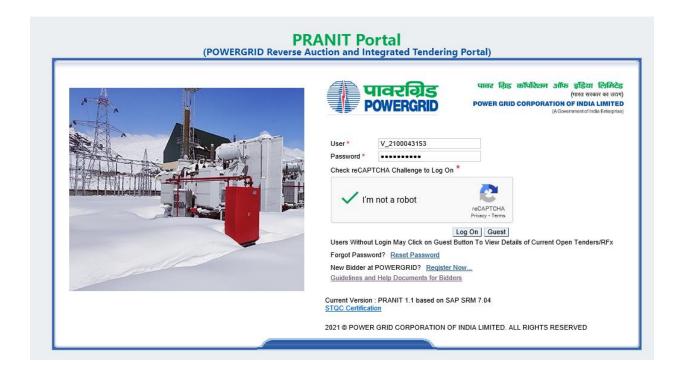
### 1 Introduction

Bidders need to refer to this manual while creating/submitting response to RFx wherein Mode of Bidding mentioned as Domestic Competitive Bidding. Bidder can view these details in his login on clicking the RFx number hyper link in the RFx and auction Tab. Generic details of response creation and submission procedure has been captured in this manual, for further details kindly refer to the Bidding documents of the respective RFxat Technical RFx button.



## 2 Bidder Login

Open URL - <a href="https://etender.powergrid.in">https://etender.powergrid.in</a> Enter user id and password & click on Log On.

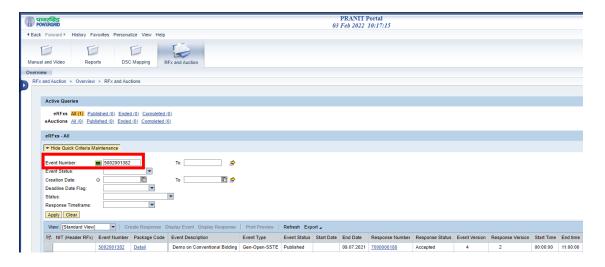


## 3 Tender/RFX Search

Note- Event Number refers to 'RFx Number for e-tendering' & 'Auction Number for e-RA'.

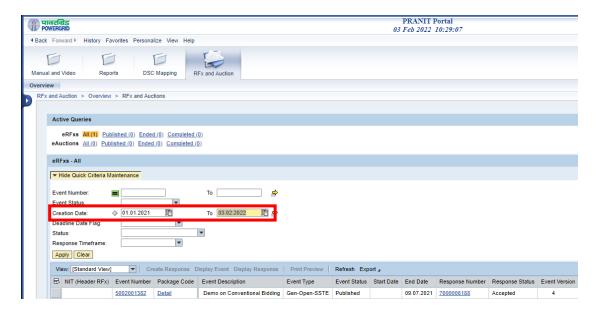
### 3.1 By RFX Number

For searching RFx number in POWL, please enter RFx Number in QuickCriteria Maintenance ->Event Number->Apply.



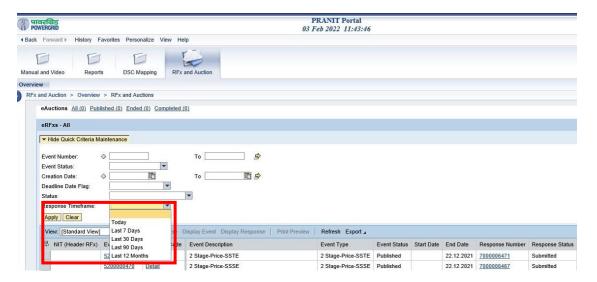
### 3.2 By RFx Creation Date

We can search RFx via date range in Quick Criteria Maintenance. Searched results will be displayed as below.

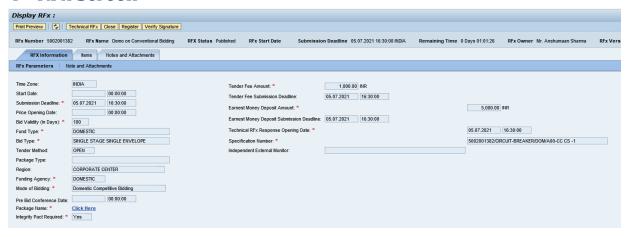


#### 3.3 Status of RFx

We can search the RFx based on its status in Quick Criteria Maintenance.



### 4 RFx Screen

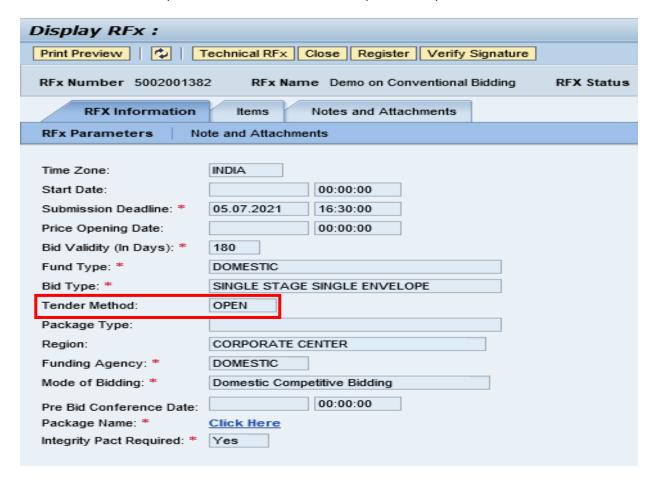


#### 4.1 RFx Information Tab

#### 4.1.1 RFx Parameters

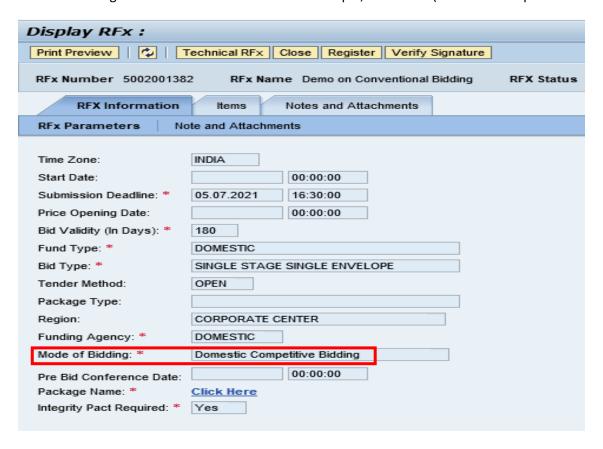
#### 4.1.1.1 Tender Method

Tender Method can be open or limited. Here for the example, RFx is open.



#### 4.1.1.2 Mode of Bidding

Mode of Bidding can be DCB or ICB. Here for the example, RFx is DCB (Domestic Competitive Bidding)



#### 4.2 Technical RFX Button

Bidder can download the Bid Documents along with the BOQ items pertaining to the RFx, after clicking on "Technical RFx" button.



After clicking on Technical RFx button, next would be the directory (Folder: External Area) containing the documents as shown in figure:

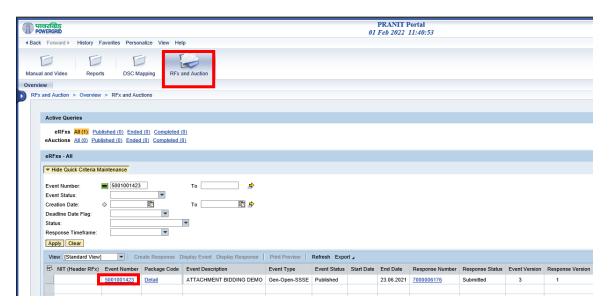


## 5 Registering on RFx/ Tender (Only for Open Tender Cases)

### 5.1 Registration

**Note-** RFx is visible in bidder's POWL only after it is published and within the submission deadline.

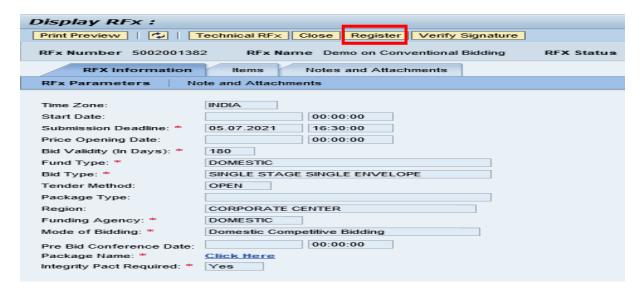
**Note-** It is suggested that user should click on SAVE button always to save the response at all intermediate stages.



Click on Event Number (RFx) Column RFx Opens in display mode.

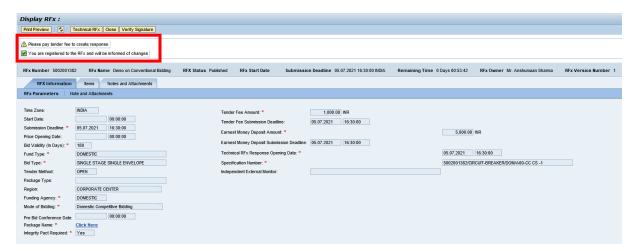
**Note** - Start Date in the RFx Parameters screen refers to timeline after which bidders can start creating responses, if the Start Date field is blank the bidder can create responses immediately after RFx publication.

Click on Register button on top.



## 6 Tender Fee Payment

After Click on Register button, message will display.



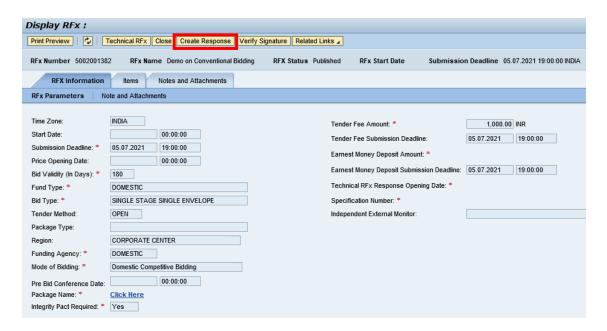
In case if tender fee amount and submission timeline is appearing in RFx Parameter tab under RFx information, Bidder need to submit tender fee with the concerned RFx/Tender coordinator at POWERGRID Office, once the receipt is generated by the POWERGRID coordinator only then the bidder can create response.

In case if no details about tender fee are mentioned at RFx Parameters tab under RFxinformation, bidder is requested to refer to Tender Fee Text under notes and attachment or Bid Documents at Technical RFx Tab and do the needful as mentioned.

## 7 Response Creation

### 7.1 Create Response Button

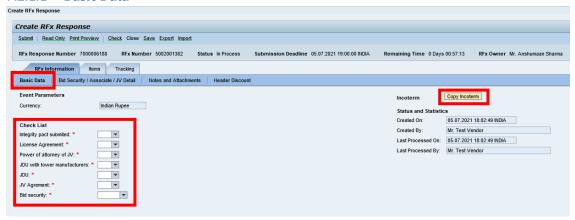
Once the tender fee is paid, Create Response button will be enabled. Click on Create Response Button.



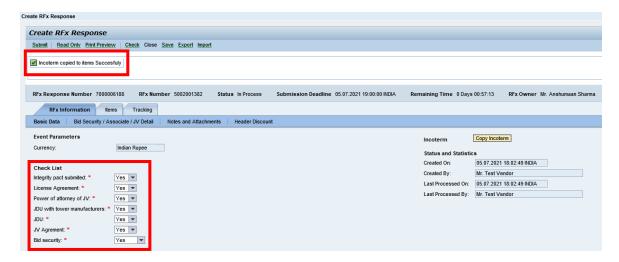
### 7.2 Response Screen

#### 7.2.1 RFx Information tab

#### 7.2.1.1 Basic Data

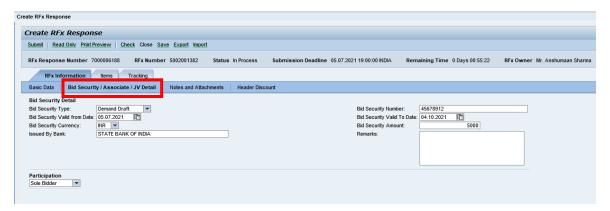


Kindly fill the Check List. Click on Copy Incoterm after filling Check List.

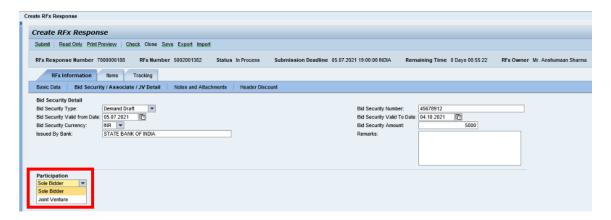


#### 7.2.1.2 Bid Security/ Associate/JV Detail

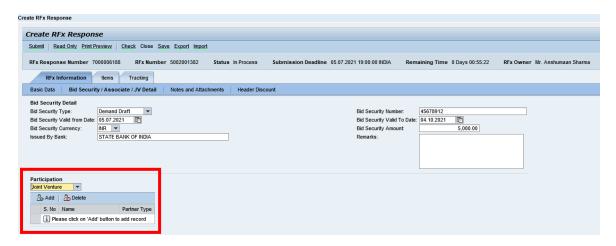
Fill in the Bid Security Details, if Bid Security is selected as Yes from the drop-down menu in Checklist area.



Please select the role or type of relationships that are interested in bid along with bidder as Sole Bidder or as Joint Venture.



Add below fields in detail in case of Joint Venture.

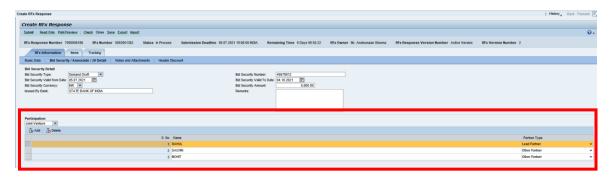


Participant's information will be stored as information field in below screen,

Add- To add the new participant's name,

Delete – To delete the existing entry.

Note - There can be only one lead partner.



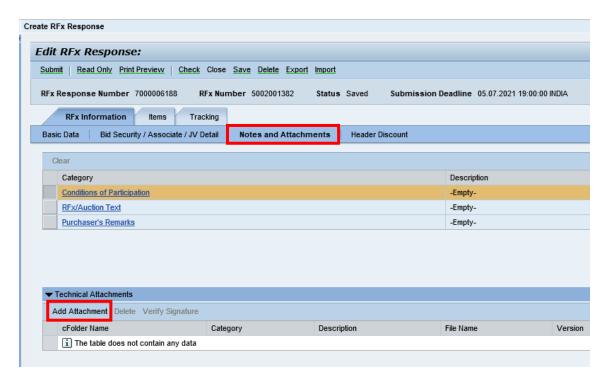
#### 7.2.1.3 Notes and Attachments

While creating RFx response, go to RFx Information -> Notes and Attachments -> AddAttachment.

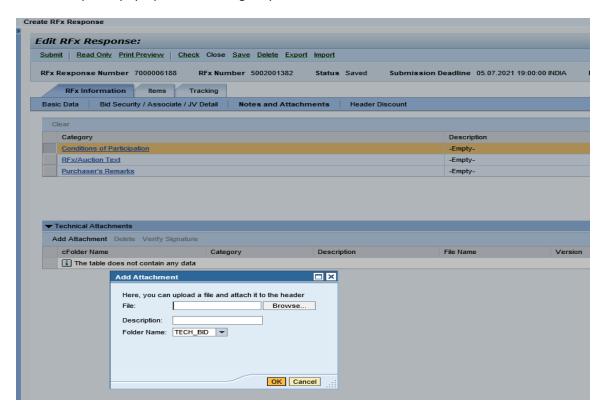
**Note** - It is mandatory to attach atleast one technical document.

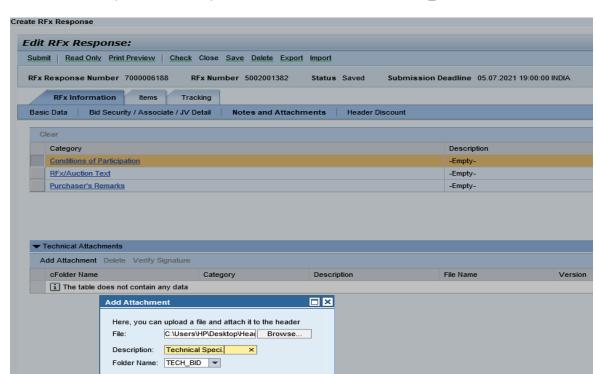
**Note** - It is mandatory to attach an excel file with name "First Envelope and Bid Forms" in Technical Attachments.

Click on Add attachment.



Selection option, pop up window will get opened as below:



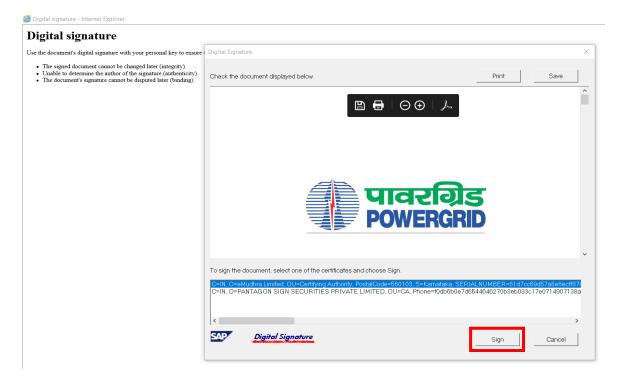


Bidder needs to upload the tech specification documents here in TECH\_BID folder.

**Note**- Before attaching any documents please have digital token connected to system. System will identify the bidder via digital signature.

OK Cancel

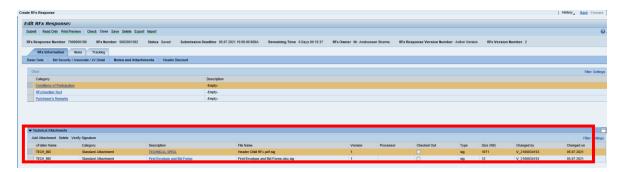
Select the appropriate signature and click on Sign.



#### Click on OK



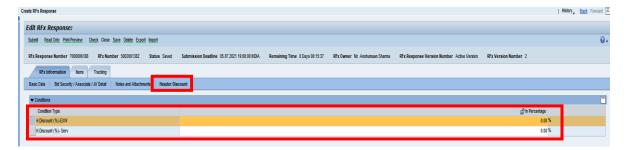
In the RFX response bidder will be able to see below attachment, with its file name and date.



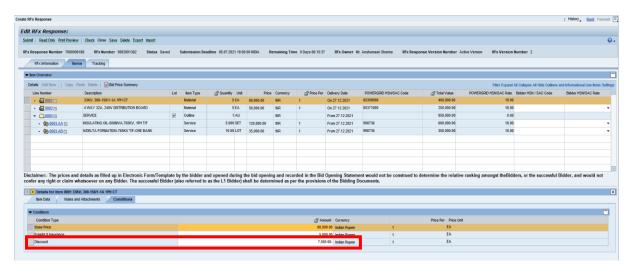
#### 7.2.1.4 Header Discount

There are two ways the discount can be added.

Header condition discount – Go to RFx information -> Header Discounts Enter therate % and press enter.



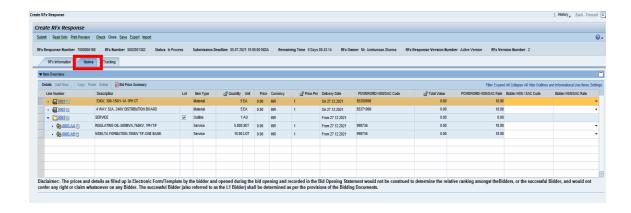
Item level discount – This discount is entered at item level in the items tab.



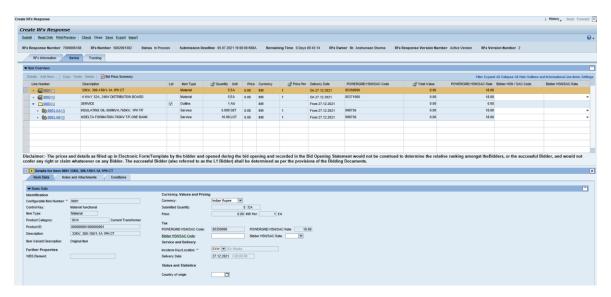
#### 7.2.2 Item Tab

Go to Items tab in RFX response.

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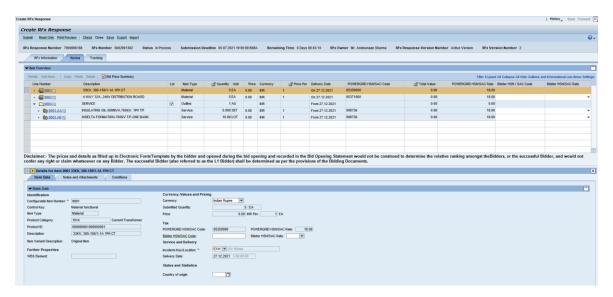
All the items will be displayed as shown below.



#### 7.2.2.1 Enter Prices

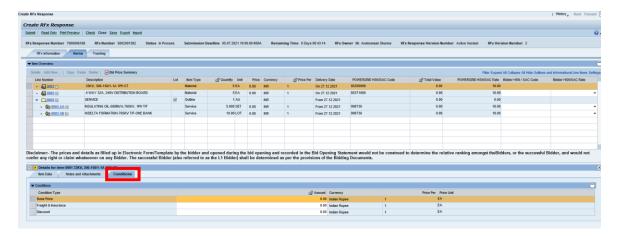
Click on Details button to fill Incoterm (if not copied from the main screen), prices and discounts as applicable at each line items.

Items Data Tab opens up.



Go to conditions tab to fill the amount against each item price conditions.

There are different conditions (Base price, discount etc.) appearing for different material groups.

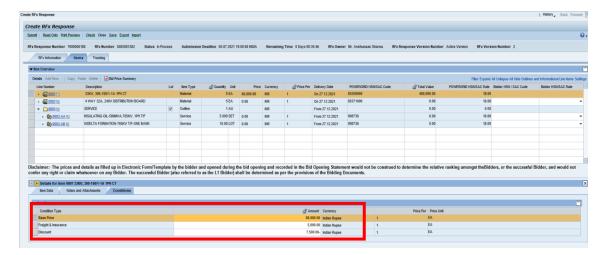


#### Example -

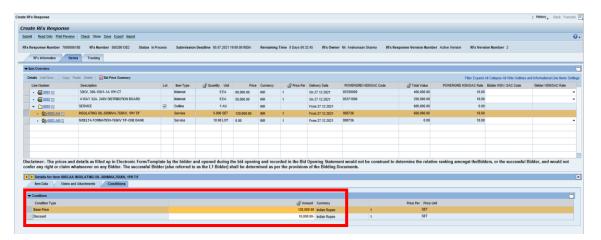
Normal Material – Material other than Type test and services.

Example- Reactor, Tower, Conductor, Insulator etc.

Fill the prices against the three conditions displayed.

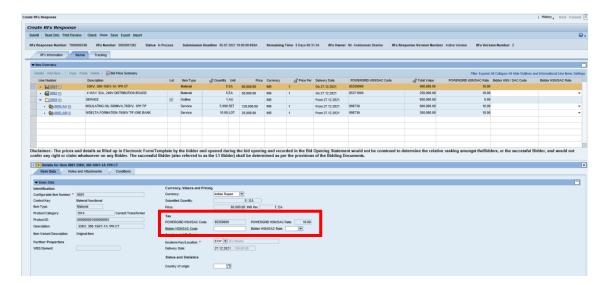


Service – Fill the prices against the two conditions displayed.



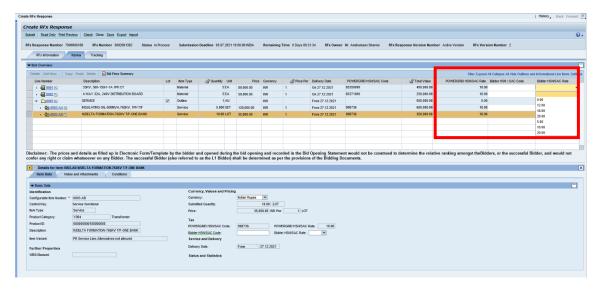
#### 7.2.2.2 Enter Tax

Bidder can see the HSN/SAC Code and Rate of materials and services provided by the POWERGRID.

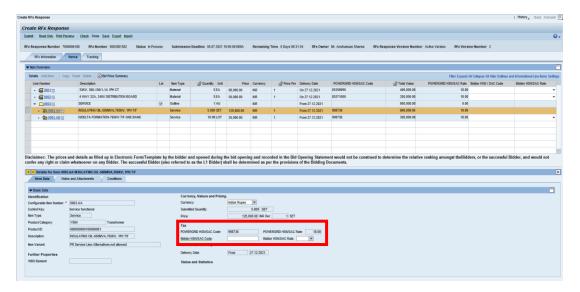


And option is given to bidder also, he/she can fill a different HSN/SAC code and rate for any of the material and service which is different from POWERGRID's.

Bidder can type the HSN/SAC code and select the corresponding rate from the drop down given;



The same can be filled into the Detail at the bottom of the screen, as shown;



**Note** - If the bidder does not fill the HSN/SAC code and corresponding rate, then POWERGRID HSN/SAC code will be considered.

Bidder is required either not to fill HSN/SAC code and Rate (If he/she wants to accept POWERGRID Code and rate), or will have to fill both.

If Bidder has filled code, he/she will have to fill rate as well and vice versa.

## 8 Response and Bid Price Summary

We have two important reports also as mentioned below

#### 8.1 Print Preview

Print Preview of Response, where the details of materials and services, with HSN/SAC code & rate, quantity and price quoted by bidder on individual item can be viewed:

Click on Print Preview tab:







Company Test Vendor for Dummy RFx Sector 292 122001 GURGAON

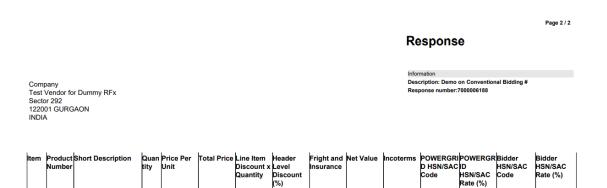
### Response

Information
Description: Demo on Conventional Bidding #
Response number:7000006188

Attachments: First Envelope and Bid Forms Header Child RFx

Remark: In case the bidder leaves the cell for confirmation of the HSN/SAC code and/or GST rate "blank", the HSN/SAC code and corresponding GST rate indicated by the POWERGRID / Employer shall be deemed to be the one confirmed by the Bidder.

Bid d	etails												
Item					Total Price				Net Value		POWERGRI		Bidder
	Number		tity	Unit			Level Discount (%)	Insurance		ı		_	 HSN/SAC Rate (%)
1		33KV, 300-150/1-1A 1PH CT		80,000.00 INR/1 EA	400,000.00	37,500.00-	0.00	,	362,500.00 INR	EXW	85359090	18.00	
2	002	4 WAY 32A, 240V DISTRIBUTION BOARD		50,000.00 INR/1 EA	250,000.00	0.00	0.00		250,000.00 INR	EXW	85371000	18.00	
3		SERVICE		0.00 INR/ AU	0.00	0.00	0.00	0.00	0.00 INR			0.00	
3. <b>A</b> A		INSULATING OIL-500MVA,765KV,		120,000.00 INR/1 SET		50,000.00-	0.00	0.00	550,000.00		998736	18.00	



0.00

# 8.2 Bid Price Summary

35,000.00 10.00 NR/1 LOT 350,000.00 0.00

1PH T/F

T/F-ONE BANK

3.AB 1000000 N/DELTA 05 FORMATION-765KV

Another report is BPS (Bid Price Summary), which shows the price quoted by bidder in various schedules.

0.00

NR

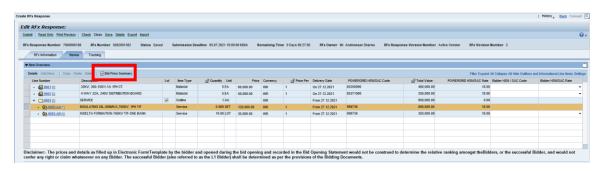
INR

350,000.00

998736

18.00

Click on the tab Bid Price Summary;





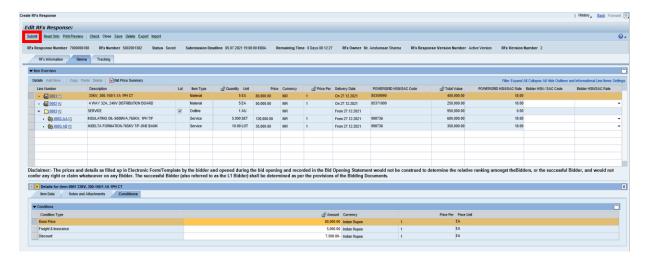
Disclaimer: If '0' is displayed under any of the heads then the same is either not applicable or has been deemed to be included somewhere.

## 9 Submitting Bid Response

Bidder needs to log in to SRM portal to submit the response. Complete the response as mentioned in above steps.

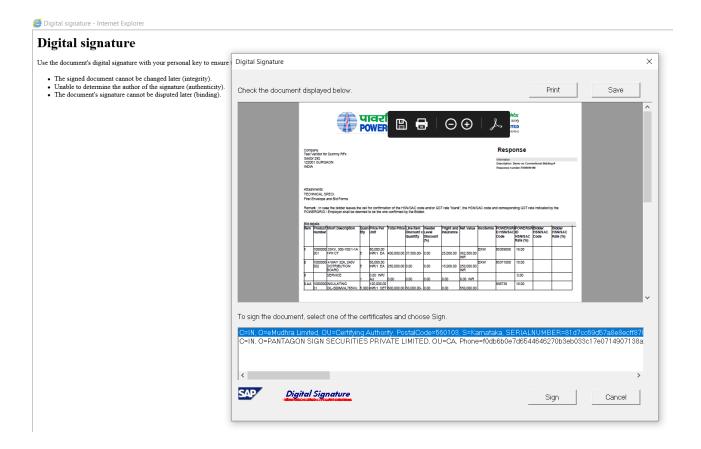
If the response is in Saved status, then go to response from POWL and click on EDIT button.

**Note-** On clicking Save/ Edit / Submit buttons in response, system will perform Encryption and Decryption of response, so bidder should be connected to his own digital token while submitting response.

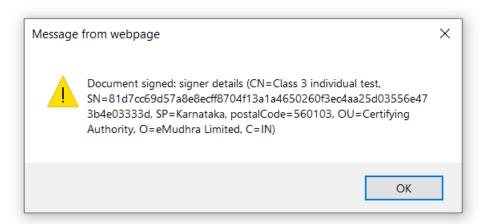


Select the appropriate signature and click on Sign.

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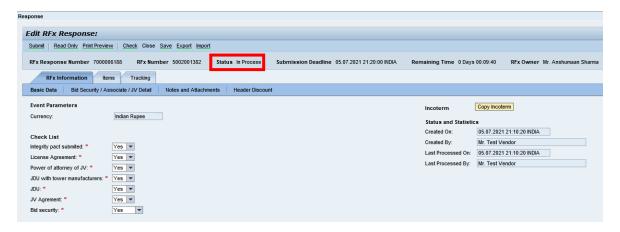
#### Click on OK

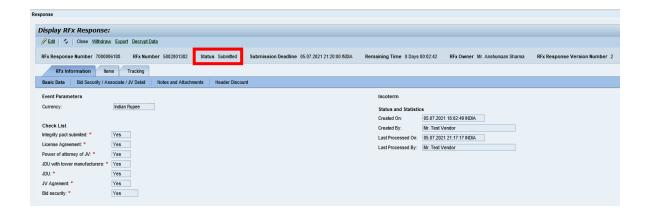


Select the appropriate signature and Encrypt Bid.



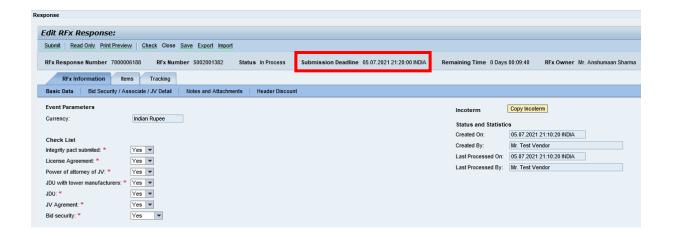
The status of response changes from In-Process/Saved to Submitted.

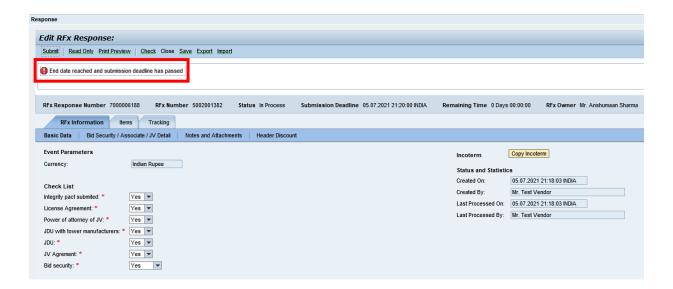




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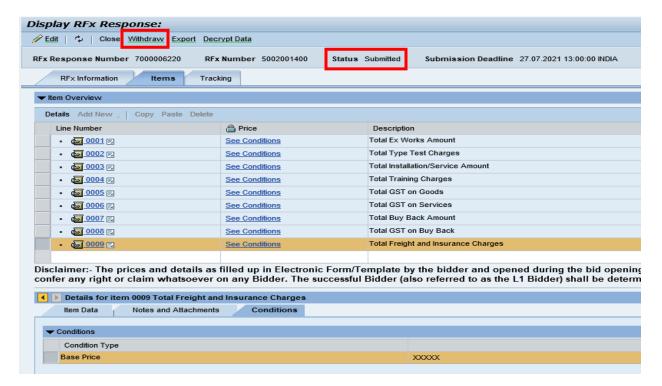
If submission deadline is reached for RFx then bidder will not able to submit the response, however the response can be saved. Hence please submit the response within the mentioned submission deadline.



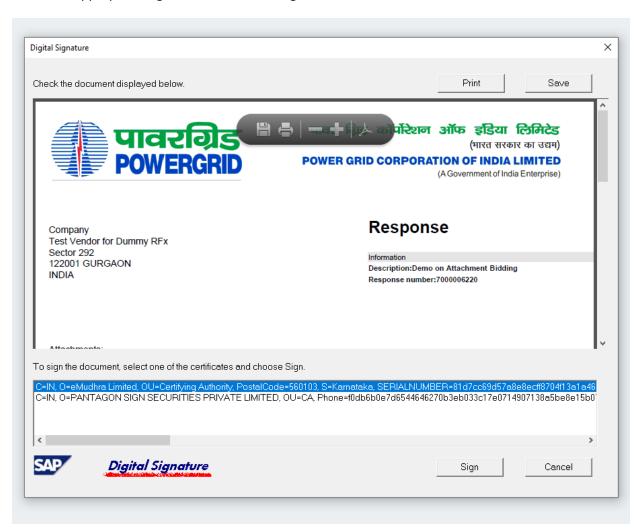


## 10 Withdraw & Re-Submit the RFx Response

In order to Withdraw the submitted response, click on Withdraw button on RFx Response screen.



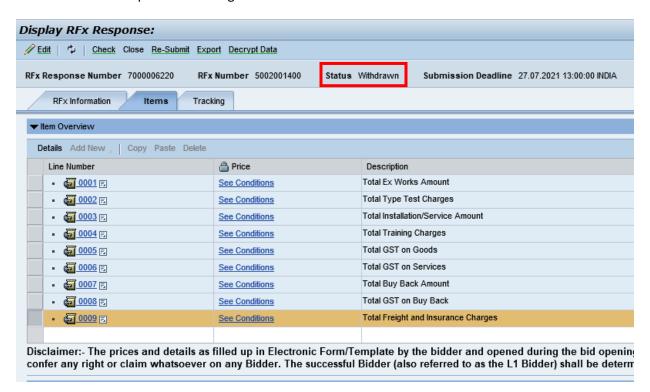
Select the appropriate signature and click on Sign.



#### Click on OK

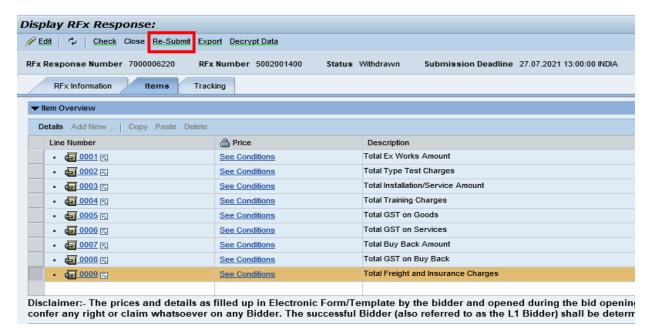


The status of RFx response will change from Submitted to Withdrawn.

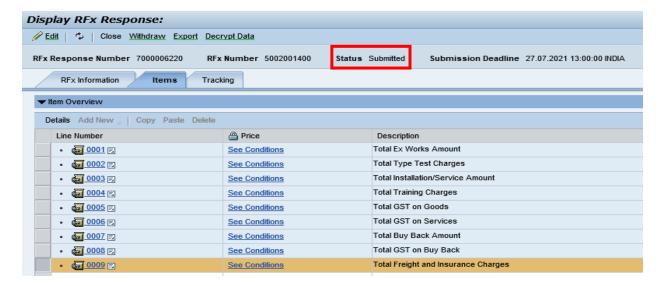


If required, bidder can Re-Submit the RFx response even after the response has been Withdrawn.

Click on Re-Submit.



After successful Re-submission the status of the response shall be updated to "Submitted".



## 11 Reports

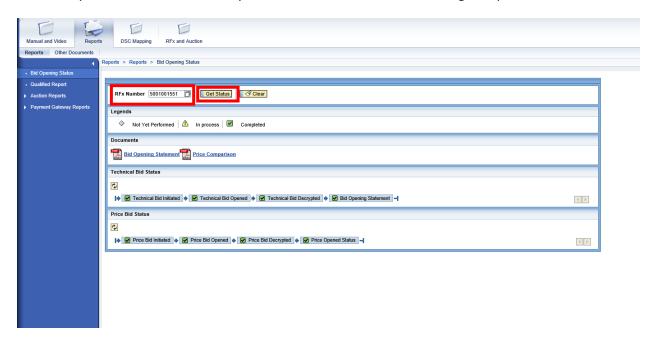
This report helps bidders to track their bid opening for RFx with different stages of process, and to view details of past or completed RFx.

Bid opening will be performed by Bid Opening Committee or members from BOC.

Below is the area in SRM portal to view the report.

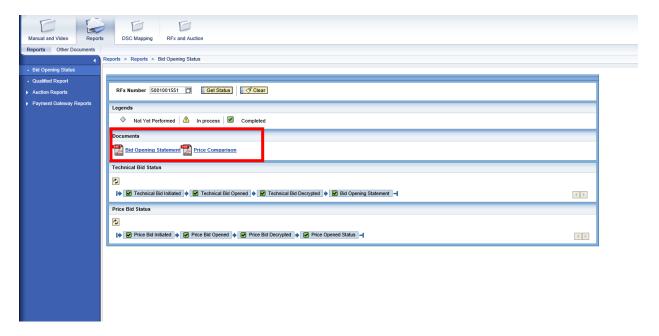


Bidder may enter RFx number directly and click on GET STATUS button to get Report.



<u>Note:</u> For RFx wherein, the value of Private Bid Opening Indicator is 'Yes', bidders shall not be able to view the bid opening details and statements and get an error message – 'RFx not under the category of public bid opening' for RFx.

In below Level, bidder can see documents like Bid Opening Statement, Price comparison in PDF format.



### 11.1 Technical Bid Opening Statement



### पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)

#### **POWER GRID CORPORATION OF INDIA LIMITED**

(A Government of India Enterprise)

						ng Staten					
Specification I	No:	500	5002001382/CIRCUIT-BREAKER/DOM/A00-CC CS -1								
Rfx Number:			2001382		Submi	ssion Deadline :0	)				
Mode of Biddi	ode of Bidding: Domestic Competitive Bid				ng Bid Type: Single S			e Stage Two Envelope			
Date of Openin	ng First Enve	elope 09.	07.2021 / 11:56:43								
Package Name	6300015540 Demo on Co	nventional Bidding		70			951		en 91	56	
Package Name Physical Bid Receipt	Demo on Co		Bidder's Name	Total Number of Offline Packets	Integrity Pact Submitted	Bid opening Remarks	Bid Uploaded By	Sole Bidder	JV Lead Partner	JV Other Partner	
Physical Bid Receipt	Demo on Co	nventional Bidding	Bidder's Name  Test Vendor for Dummy RFx	of Offline	Integrity Pact Submitted	Bid opening Remarks	Bid Uploaded By Test Vendor	Sole Bidder	JV Lead Partner		

## 11.2 Price Comparison Statement



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)

#### **POWER GRID CORPORATION OF INDIA LIMITED**

(A Government of India Enterprise)

Bid Comparison Statement													
RFx Numbe	RFx Number : 5002001382 Specification Number: 5002001382/CIRCUIT-BREAKER/DOM/A00-CC CS -1												
Mode of Bidding : Domestic Competitive Bidding Bid Type : Single Stage Two Envelope													
Date of Opening First Envelope : 09.07.2021 / 11:56:43 Date of Opening Second Envelope : 09.07.2021 / 12:01:56													
Number of Bid Received : 02 Number of Bids Opened : 02													
Package Na	Package Name : 6300015540 Demo on Conventional Bidding												
Bidder Number													
1	2	3	4	5	6	7	8	9	10 = sum of (4 to 9)	11 = GST on (4+9)	12 = GST on (7 + 8)	13 = 11 +12	14 = 10 + 13
2100034153	Test Vendor for Dummy RFx	INR	612500.00	0.00	40000.00	900000.00	0.00	0.00	1552500.00	110250.00	162000.00	272250.00	1824750.00
2100043770	Sarada Enterprise	INR	675000.00	0.00	52500.00	980000.00	0.00	0.00	1707500.00	121500.00	176400.00	297900.00	2005400.00

Disclaimer: - If '0' is displayed under any of the heads then the same is either not applicable or has been deemed to be included somewhere.