

VENDOR'S GUIDE TO OFB EPROCUREMENT APPLICATION

In line with the emerging global best practices in the procurement space, OFB has adopted e-procurement to automate the tendering system which will be live from 1st September, 2010 and all tenders above Rs. 10 Lakhs will be invited online through OFB e-procurement application.

Readiness to Use:

In order to actively start using OFB e-procurement application, the following is needed:

- Awareness of Procurement Processes
- Access to a Computer and internet
- Knowledge of simple Internet applications and basic computer skills (e.g. basic MS office)
- A valid email address
 - All communication (enrolment approval confirmation, intimation for any clarification required by OFB, password reset etc) will be sent on the email.
 - For all published tender vendor will receive tender intimation.
- A valid class III Digital Certificate
 - Digital certificate can be obtained from any of the seven CA (Certifying Authorities).
 - List of CAs is available on <http://cca.gov.in>
 - Digital certificate should be Company User certificate and should display company name along with the name of the digital certificate holder.
 - Only class III Digital Certificate will be used for tender submission.

How to get started

1) Vendor Enrolment

- (1) Go to <https://ofbeproc.gov.in/> (not yet active, likely to be activated by June 30, 2010) and click on the vendor enrolment link and proceed to the *Vendor Enrolment Instruction* page
- (2) Vendor need to select 'New' option and Click on *Terms and Conditions* link to read the Terms and Conditions. Tick the box if you agree to the Terms and Conditions.
- (3) Click the *Acknowledge* button to proceed further
- (4) Fill Company Information required in the form like company name, registered address, CEO/ Proprietor, Marketing & Sales representative, etc
- (5) Please note that the details filled in the '*Company Information*' section will be used for further communication
- (6) Enter a ID which will be used as your e-procurement ID (Login Id to login into OFB e-procurement Application)
- (7) Check availability of this ID. In case this ID is not available you will have to create another one and repeat the step till you get an available ID

- (8) Click on '*Select Certificate*' button to register the digital certificate. Certificate details will be shown on the page after registering the certificate.
- (9) Click on the '*Next Step*' to proceed to the next page – '*Area of Business*'
- (10) In case you want to abort the enrolment, click on the '*Cancel*' button to go back to the '*Vendor Enrolment Instruction*' page
- (11) Enter the category of materials you deal in and the minor category from the drop down menu. This is a mandatory field.
- (12) If for the selected factory, you deal in more than one category of materials, you can add more by clicking on the '*Add Category*' button. Your list will appear in a tabular form below
- (13) Click on the '*Next Step*' and proceed to fill in a paragraph about your company
- (14) Click on the '*Next Step*' and proceed to view "Final Submission". You can check all the filled in details and if you want to make changes click on "*Previous Step*"
- (15) Enter verification code below and click on the '*Next Step*' to submit your Enrolment Form.
- (16) You will get an Acknowledgement that you can take a print out of.

b) Activate Login

- i) After submitting enrolment form, the details will be forwarded to OFB factory for enrolment approval.
- ii) As a enrolment confirmation, you will receive an email along with a link to activate your login.
- iii) Click on the link provided in the email. Enter e-procurement Id (login id) created at the time for enrolment process and submit for verification.
- iv) You have to change your login password.
- v) To login, Go to <https://ofbeproc.gov.in/> (not yet active, likely to be activated by June 30, 2010) and click on '*Vendor Login*' and put login ID and password
- vi) Enter '*Verification Code*' and click on login button
- vii) A '*Select Certificate*' box to select your digital certificate will pop out. Select Certificate and press OK to proceed
- viii) You will be taken to your workplace where you can select from a number of activities on the navigation column on your left hand side – such as update your information, participate in tenders, view past Transaction history etc.

2) Working on OFB e-procurement Application

a) Update Information

- (1) After logging in, you can update your information in the '*Company Admin*' and '*Personal Admin*' Sections

- (2) You can add more factories to your list (in Area of Business)
- (3) You can further add more major and minor item categories

b) Bid Submission

- (1) In *Workplace*, click on 'Tenders and Quotations' under '*Business Opportunities*' to view a list of all published NITs'
- (2) In case of a Limited Tender, you will get an email invitation for participation and only invited vendors will be allowed to participate. This will be visible in '*Invitations*' under '*Business Opportunities*'
- (3) For Limited Tender, you can also decline the tender participation which reason in case you doesn't want to participate
- (4) In case of an Open Tender, on clicking on the tender you want to participate in you will be able to view the NIT and all the tender details including the list of items
- (5) To submit the Tender Fee, click on the '*Fee*' tab in the Tenders and Quotations page
- (6) The fee details will appear in a table below – click on the icon in the '*Action*' column, fill in and submit the details
- (7) Once the '*Status*' column (in the Fee page) is updated, you can start tender preparation.
- (8) Only on submission of fees, a new tab – '*Response*' - will be activated.
- (9) In the Response page, click on the hyperlink '*Add New Response*' button to read the Instructions.
- (10) Click on the '*Next Step*' button to view and select the items you want to bid for (this selection is applicable for optional items not for mandatory item)
- (11) Click on the '*Bid Selected Items*' button to move to '*Contact Information*' Page.
- (12) Fill the EMD details and other required information. Currently Tender Fees and EMD will be submitted offline only the details will be entered during bid submission but after implementing online payment integration, you can also pay it online.
- (13) Click on the '*Next Step*' button to fill the Technical bid (Technical Specifications, Compliance Forms, Terms and conditions etc.)
- (14) Click on '*Save*' button to save and sign the details entered in the form and then click on '*Next Step*' button to enter the Price bid.
- (15) After filling the price bid and taxes, click on '*Save*' button and then click on '*Next Step*' button.
- (16) Upload the annexure required by OFB as part of technical and price bid. (If any).
- (17) Click on '*Next Step*' button to view the complete bid preview. Verify all the filled details of the tender. If you want to modify tender details, click on "*Edit*" link.

- (18) Click on '*Submit*' button to submit the tender. You will receive acknowledgement of the submitted tender.
 - (19) To resubmit / edit responses before tender closing date, click on the '*Responses*' link **under** *Workplace*.
 - (20) To view your submitted tender details after tender closing, click on the '*Transaction History*' link under *Workplace*.
 - (21) Any clarifications that OFB may required from you related to your submitted bid will appear in '*Request for Information*' link under '*Business Opportunities*'
 - (22) Award details will appear in the '*Transaction History*' link under *Workplace*.
 - (23) Purchase Order details will appear in the '*Past Tenders*' link under *Workplace*.
- c) *Others*
- i) You can view all Past Opportunities in the '*Past Tenders*' link under *Workplace*.
 - ii) You can view details of submitted bids that you have made in the past in the '*Transaction History*' link under *Workplace*.