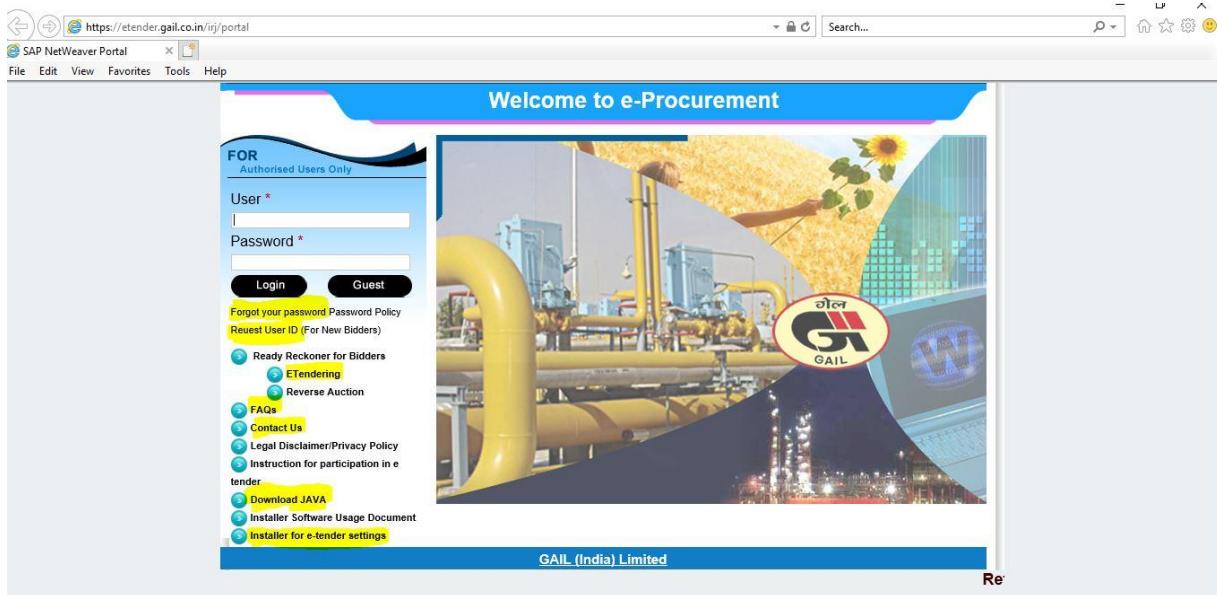


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ABOUT E-TENDER WEB PORTAL

Refers to the site <https://etender.gail.co.in>



IMPORTANT LINKS: Important Links mentioned as under.

Forgot your Password: To obtain new password in case **Password is forgotten or expired**. This link can also be used in case your **user id is locked** after repetitive wrong password attempt.

Request User ID (for new bidders): To obtain User ID for e-bidding for new bidders and for bidders who have **forgotten both User ID & Password**.

Ready Reckoner for Bidder(e-tendering/Reverse Auction): Online help Guide for E-tendering and Reverse Auction. **Please use the online guide during e-bidding.**

FAQs: Answers to Frequently Asked questions on e-tendering and about digital signature and Certifying Authorities in India from where Digital Signature certificate can be obtained.

Contact Us: Contact details for help

Legal Disclaimer/Privacy Policy: Gail Policy detail

Download JAVA: To downloading the java

Installer for E-tender setting: To download the installer file for E-tender related setting in internet explorer.

PRE-REQUISITES TO PARTICIPATE IN BIDDING:

- Bidder must possess a PC/laptop with Operating system windows professional **7,8,8.1,10 only**, Internet Explorer 8, 9,10,11 for hassle free Bidding.
- Obtain /possess ***digital signature& encryption class 3 or 3b certificate*** (Refer link FAQs available on the logon page of the portal for detail).
- Must possess the valid ***Email Id*** of the organization.
- Obtain ***user id and password*** from Gail for e-bidding (Refer **page no 10**)

NOTE:

All bidders are requested to carryout PC/LAPTOP setting (**Refer Page No4**) and practice e-bidding [**Refer Page No 22**] using a Test demo tender No 8000011984 before bidding on live actual tender. This will help in resolving any problem faced during practice on demo tender and successful e-bidding.

Please upload the bid at least three days before the last submission date to avoid the system failures.

PC/LAPTOP SETTING

Bidder must possess a PC/laptop with Operating system windows professional 7, 8, 8.1,10 **only**, Internet Explorer 8, 9, 10, and 11 for hassle free bidding.

Internet connectivity

If bidders are unable to access GAIL's e-tender portal or Bid Documents, the bidders may please check whether they are using proxy to connect to internet or their Pc is behind any firewall and may contact their system administrator to enable connectivity. Please note that Port SSL/443 should be enable on proxy/firewall for HTTPS connectivity. Dial-up/Broad band internet connectivity without proxy settings is another option.

1. JAVA INSTALLATION

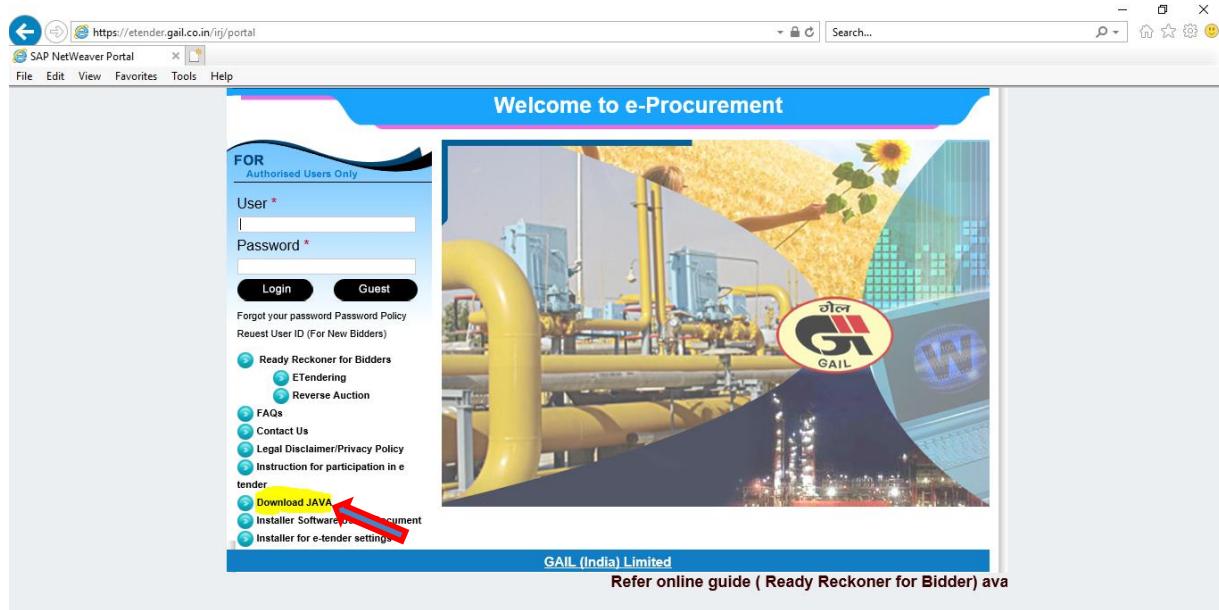
In order to sign the document using digital certificate or view the digitally signed document, installation of Java (JRE) s/w in the system is required.

NOTE:- If your browser Internet Explorer is 32 bit then use 32 bit version java but if you are using 64 bit version of your browser then use 64 bit version java.

For installation of Java from GAIL web-site,

Execute the URL: <https://etender.gail.co.in>

Click on the link: “**Download JAVA**”



Choose the JRE for windows system

Download the JRE for “**Windows**” platform as per shown below in the screenshot. Save the file & install JRE completely.

Choose the **Online file download** if you will be installing on a machine with an internet connection.

Choose the **Offline file download** if you will be installing on a machine without an internet connection, or you are having problems with the Online install.

Note: Preferably, select offline file (Windows offline) download, save the file and install.

Please Choose Second Option “windows offline”

- Internet Explorer

Java Downloads for All Operating Systems
Recommended Version 8 Update 231
Release date October 15, 2019

Important Oracle Java License Update
The Oracle Java License has changed for releases starting April 16, 2019.
The new Oracle Technology Network License Agreement for Oracle Java SE is substantially different from prior Oracle Java licenses. The new license permits certain uses, such as personal use and development use, at no cost -- but other uses authorized under prior Oracle Java licenses may no longer be available. Please review the terms carefully before downloading and using this product. An FAQ is available [here](#).

Commercial license and support is available with a low cost [Java SE Subscription](#).
Oracle also provides the latest OpenJDK release under the open source [GPL License](#) at [jdk.java.net](#).

Select the file according to your operating system from the list below to get the latest Java for your computer.

> [Remove Older Versions](#)

> [What is Java?](#)

By downloading Java you acknowledge that you have read and accepted the terms of the [Oracle Technology Network License Agreement for Oracle Java SE](#)

Windows Which should I choose?

[Windows Online](#) filesize: 1.97 MB [Instructions](#) After installing Java, you may need to restart your browser in order to enable Java in your browser.

[Windows Offline](#) filesize: 64.93 MB [Instructions](#)

[Windows Offline \(64-bit\)](#) filesize: 72.8 MB [Instructions](#)

If you use 32-bit and 64-bit browsers interchangeably, you will need to install both 32-bit and 64-bit Java in order to have the Java plug-in for both browsers. » [FAQ about 64-bit Java for Windows](#)

NOTE:

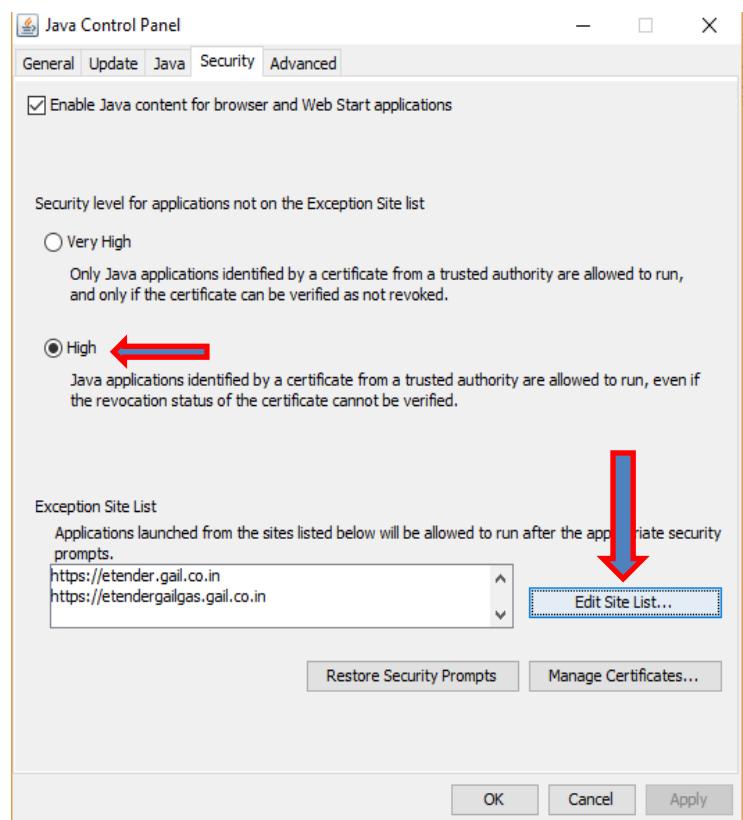
And after installation make some Settings as under:

1) Go to Start->Control panel

2) Java->Security

3) Security level-> HIGH

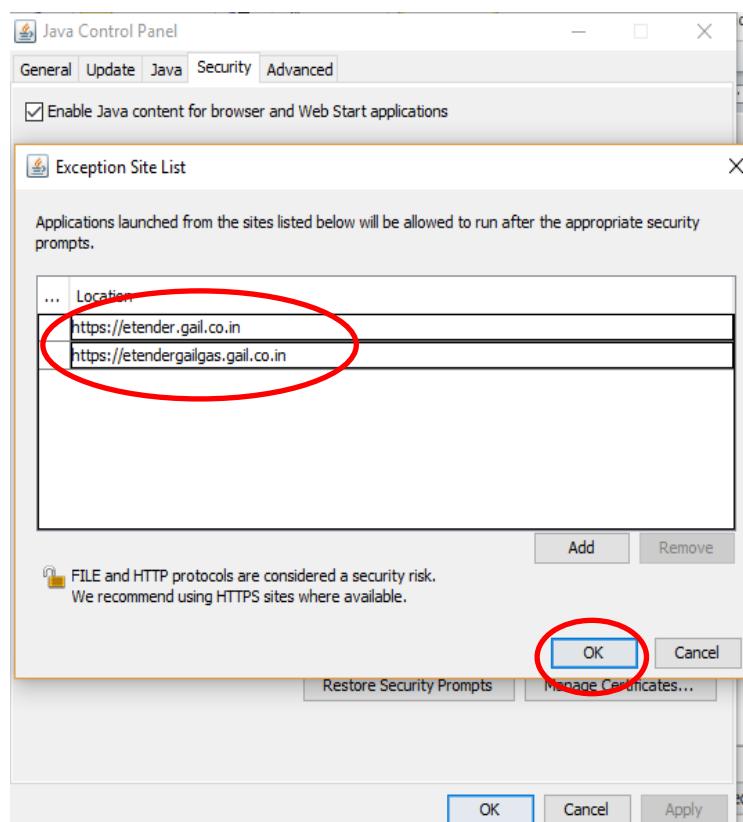
4) Click 'Edit Site list' button under 'Exception site List'



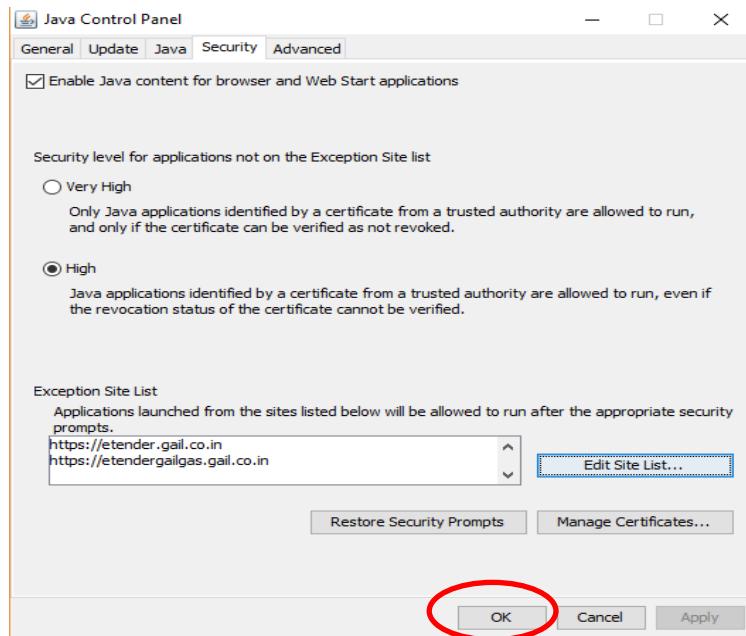
5) Click 'Add' button and enter the following URL

<https://etender.gail.co.in>

6) Click OK to save the location.



7) Finally Click 'OK' to save the changes made to the Java Control Panel.



Note: - Please do not use two or more java. Make sure only Single java should be installed as per browser bit version.

Steps to check go to <start button <Control Panel <programs & feature.

Name	Publisher	Installed On	Size	Version
Cisco Systems VPN Client 5.0.06.0160	Cisco Systems, Inc.	12/5/2011	12.3 MB	5.0.6
Data Recovery Pro	ParetoLogic, Inc.	12/13/2016		2.1.1.0
DHTML Editing Component	Microsoft Corporation	10/15/2011	554 KB	6.02.0001
EditPlus 3	ES-Computing	11/16/2011		
ePass2003	Fetian Technologies Co., Ltd.	7/13/2017		1.1.15.1127
eToken PKI Client 5.1 SP1	Aladdin Knowledge Systems Ltd.	11/27/2012	28.4 MB	5.1.57.0
Gemalto - SCSED	Gemalto	2/23/2017		1.3.0.0
Gemalto Minidriver for IDPprime smart cards	Gemalto	2/23/2017	865 KB	8.3.2.01
GemPCCID	Gemalto	2/23/2017	106 KB	2.0.4
Google Chrome	Google Inc.	11/9/2012		61.0.3163.100
Hindi Indic IME 1 V 5.1	Webdunia.com(India) Pvt. Ltd.	10/15/2011	902 KB	5.1
HttpWatch Basic 10.0.24	Simtec Limited	8/1/2017		10.0.24
IDGo 800 Minidriver v1.2	Gemalto	2/23/2017	2.57 MB	1.2.0.06
IDGo 800 PKCS#11 libraries v1.2	Gemalto	2/23/2017	4.37 MB	1.2.0.02
Intel(R) Network Connections Drivers	Intel	10/14/2011	916 KB	15.4
Intel® Control Center	Intel Corporation	10/14/2011	1.46 MB	1.2.1.1007
Intel® HD Graphics Driver	Intel Corporation	10/14/2011	74.2 MB	8.15.10.2253
Intel® Management Engine Components	Intel Corporation	10/14/2011	20.4 MB	7.0.0.1144
Java 8 Update 131	Oracle Corporation	5/15/2017	27.6 MB	8.0.1310.11
Java(TM) 6 Update 23	Oracle	11/14/2017	97.1 MB	6.0.230
Malware Protection Live		9/6/2016		
M8laze UI		3/24/2014		
McAfee Agent	McAfee, Inc.	3/26/2012	24.4 MB	4.6.0.1694
McAfee VirusScan Enterprise	McAfee, Inc.	3/26/2012	40.8 MB	8.8.00000
Microsoft .NET Framework 4.5.2	Microsoft Corporation	6/17/2015	38.8 MB	4.5.51209
Microsoft Office Standard 2010	Microsoft Corporation	10/15/2011		14.0.4763.1000
Microsoft redistributable runtime DLLs VS2008 SP1(x86)	SAP AG	10/15/2011	8.89 MB	9.0

Currently installed programs: Total size: 826 MB

Use only single Java.

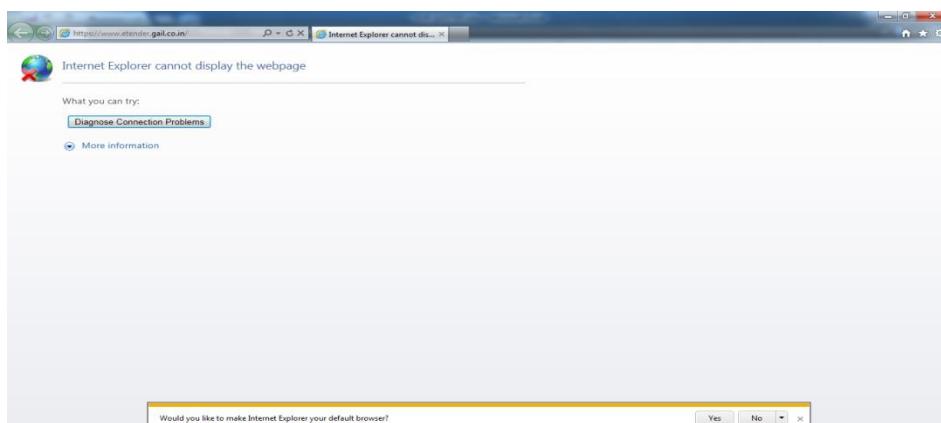
2. INTERNET EXPLORER SETTING

The system requirement for e-bidding is PC/Laptop having windows Operating System (please avoid using Windows Ultimate operating system), Internet explorer browser &internet broadband connectivity.

Following settings are required to be carried out in pc/laptop for proper functioning of digital signature in Gail e-tender application. Before using e-tender site for bidding, ensure that the below mentioned settings in Internet Explorer are properly configured.

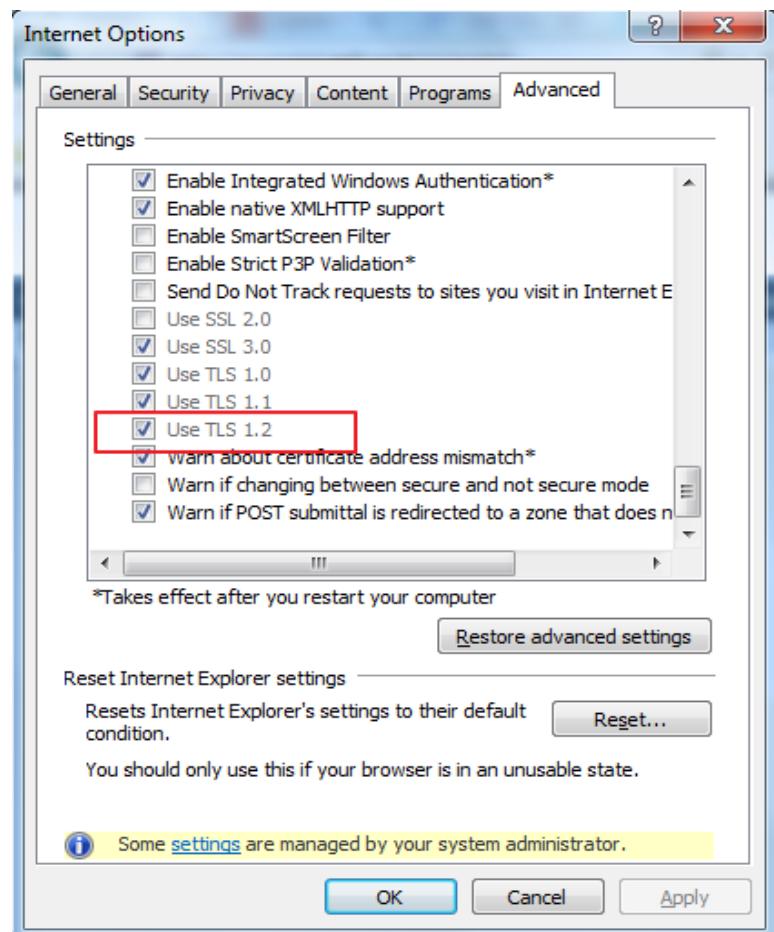
Step 1	Open internet explorer-> tools-> internet options ->security tab: trusted sites->First uncheck the require server verification (https:) for all sites in this zone ->then add the site :-> “etender.gail.co.in”
Step 2	Open internet explorer->tools->internet options->security tab->trusted sites ->custom level ->disable the “use pop-up blocker” Option. Under the head “miscellaneous” set custom setting to low or medium. Press ok button to save the settings.
Step 3	Open internet explorer->tools->internet options->privacy tab->untick the Turn on pop-up Blocker check box. Open internet explorer->tools->internet options->privacy tab ->set the level to “Accept all cookies” Press ok button to save the settings.
Step 4	Turn off pop-up blocker / remove any toolbar programs like rediff toolbar, yahoo toolbar etc. from your PC using add/remove Programs. Restart the computer.
Step 5	Changing the zoom level of IE to exactly 100%. The “Zoom level” option is available on the right side bottom of the internet explorer screen. Set the zoom level to 100%.
Step 6	Open internet explorer->tools->compatibility view settings>add “gail.co.in” make sure it is added in added website box.

Note 1: For portal issue/Unable to access portal



It is required to check “Use TLS 1.2” is ticked.

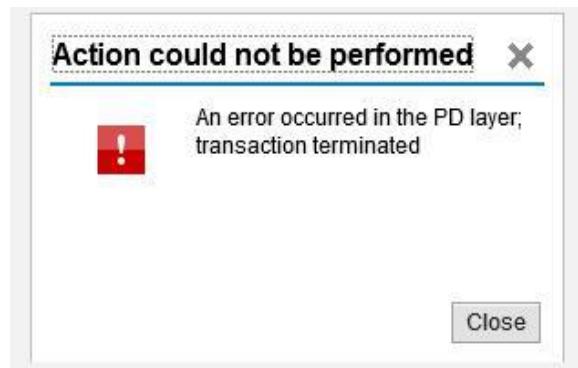
Go to “Internet Explorer>> Tools>> Internet options>>Advanced” checkbox ticked on “Use TLS 1.2”.

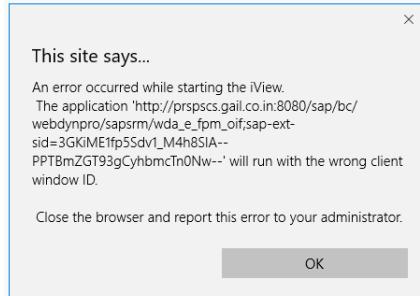
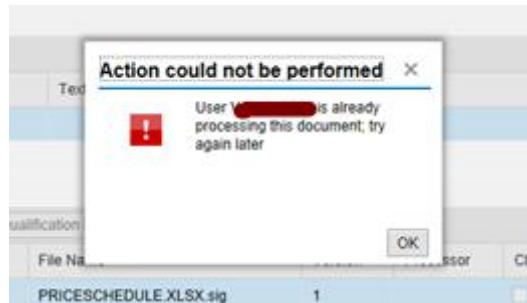
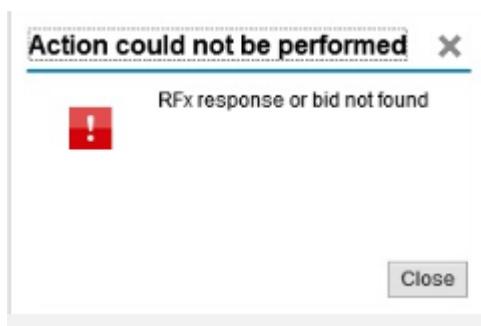


Click apply button.

Note 2: If you are getting an error at any stage:

A. An error occurred in the PD layer; Transaction Terminated.



B. An error Occurred while starting the iView**C. Action could not be performed 'user is already processing this document try again later'****D. Action could not be performed 'Rfx response or bid not found'****Solution 1:**

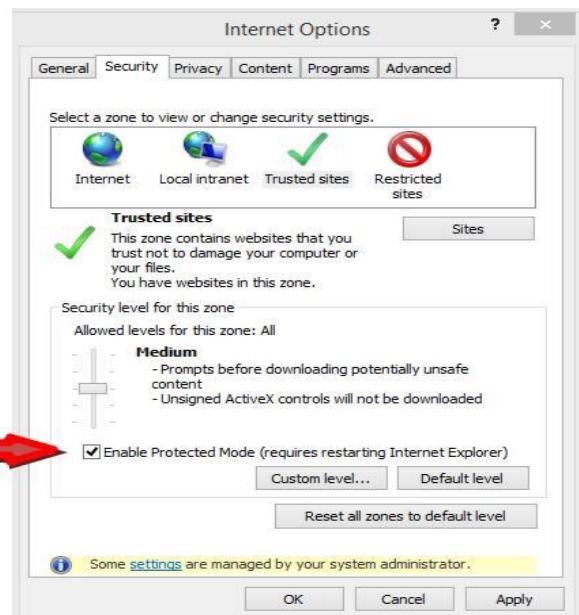
Open internet explorer-> tools-> internet options ->security tab-> trusted sites->First uncheck the require server verification ([https:](https://)) for all sites in this zone ->then add the site -> "etender.gail.co.in". Then restart your browser and try again.

Please note don't add <https://etender.gail.co.in>

OR

Ready Reckoner for Bidders version 2.0 JAN 2020

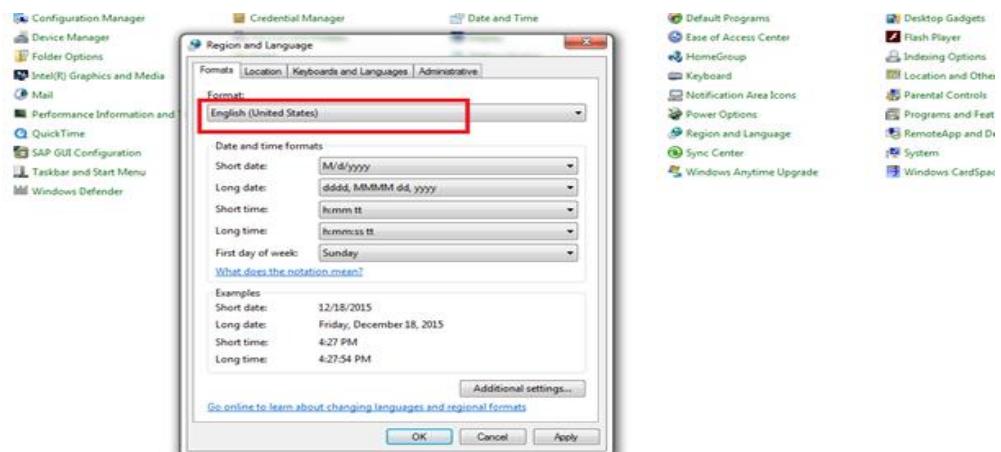
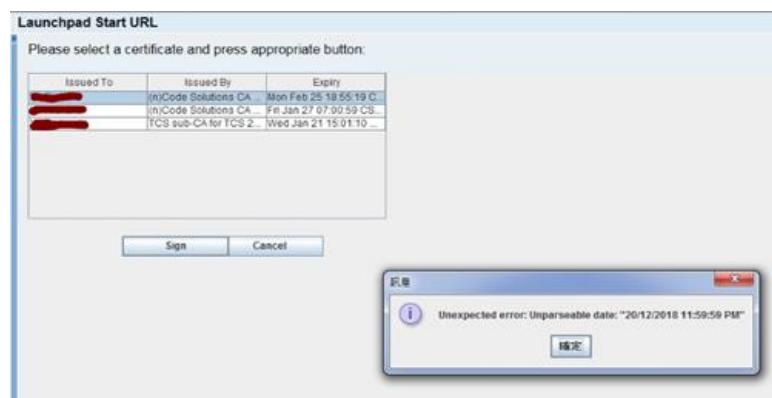
Solution 2: Please follow the steps: - Open>> Internet explorer>>tools>>internet options>>security tab>>trusted sites please tick on “Enable protected mode”



Then press OK/Apply button. Restart your browser and try again.

Note 3: If you are getting below “Unexpected error”.

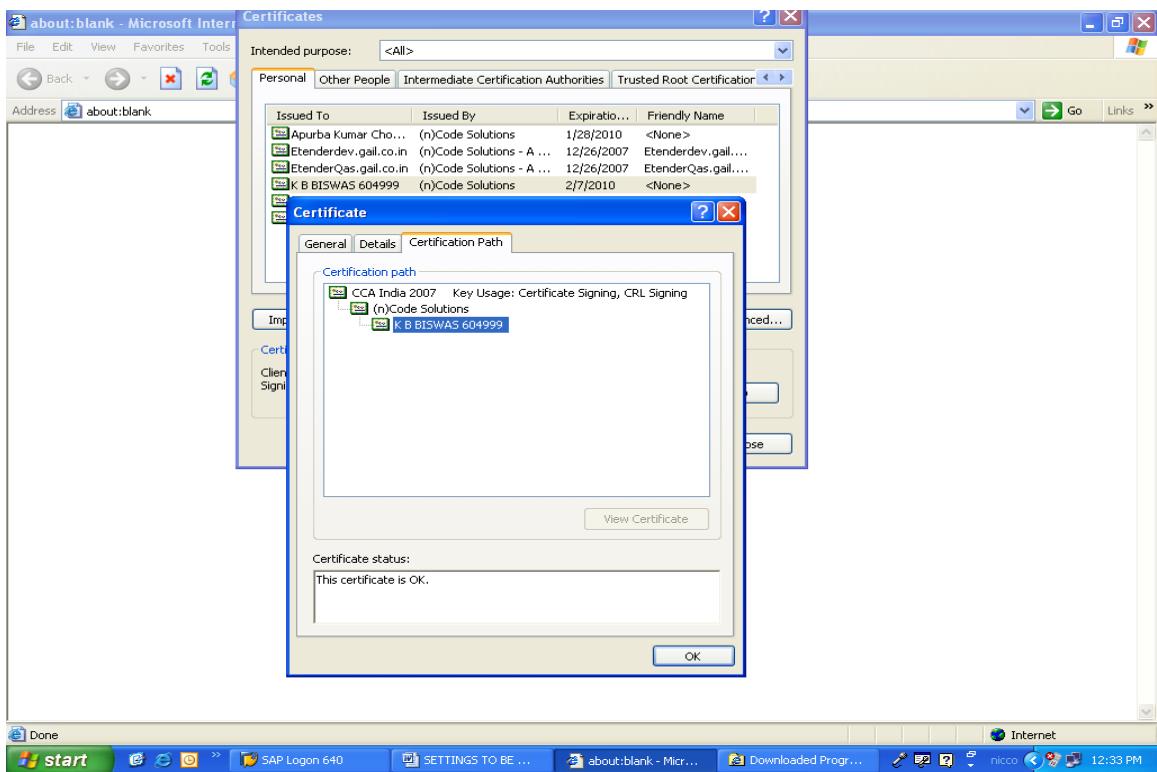
Please select 'English (United States)' in Region and language from control panel.



3. INSTALLATION OF DIGITAL SIGNATURE E-TOKEN DRIVER CD

Install the driver cd of digital signature e-token in consultation with the vendor from where the digital signature certificate is purchased. After installation of the driver CD, attach the e-token in your system USB port. Perform the following check to ensure that the digital signature is proper and its driver is installed properly:

1. Go to tools ->internet options->contents->certificates, click on certificate.
2. After clicking on certificate, the name of the person to whom the certificate is issued will appear.
3. Click on the name (refer the screen shot below)
4. Go to “General” tab and check the validity of your certificate.

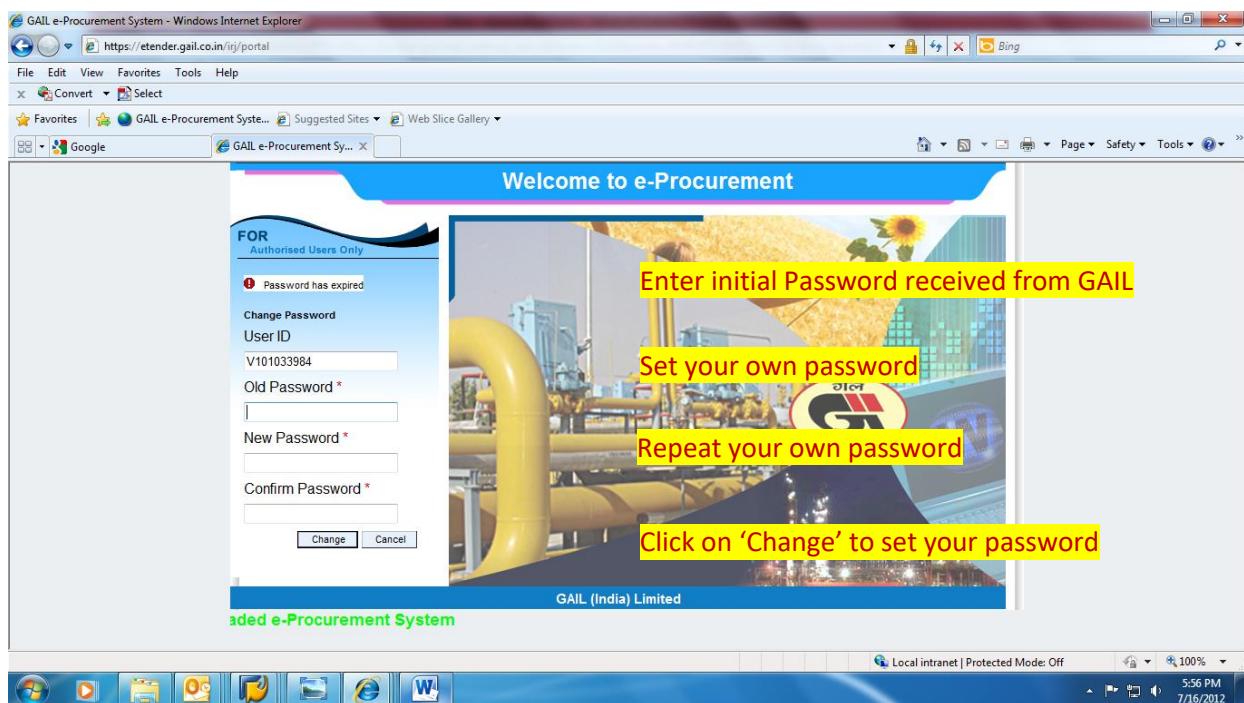


5. Check that when you click on “Certification Path” the certificate hierarchy should appear in the following hierarchical manner.
 - i) CCA India 2014
 - ii) Name of the (CA) issuing authority (say TCS, Safes crypt or (n) code solutions etc.)
 - iii) Name of the person to whom the digital Signature is issued.
- In case the root of the hierarchy i.e. CCA India 2014 does not appear, then consult the certificate provider.

OBTAINING USER ID/PASSWORD FOR e-BIDDING

The link “Request user id (for new bidders)” is available on the home page/logon page of e-tender portal (<https://etender.gail.co.in>). This link is to be used to obtain user id & password from GAIL. After submission of the detail using the same link, the bidder would get the user id & password on the specified e-mail ID **with in three working days**. Once the user ID is generated for a bidder organization, the same user id can be used to participate in any tender of GAIL. Hence this process is required only for new bidders who are first time participating in e-tender or for bidders who have forgotten both user id & password. Please **keep note of your user id, password and registered e-mail ID** for future correspondence.

In case the **password is forgotten or the password is expired** due to not using the same for long period or **your user-id is locked** due to repeated attempts to logon to the portal with wrong password, use the link “Forgot your password” available on the logon page of the portal to obtain new password. **The password provided by GAIL is a initial password and can be used only once. Once used, the initial password will get expired and subsequently you have to set your own password as per the screenshot.**



DOWNLOADING THE TENDER

- 1) In the home page of e-tender site of Gail (<https://etender.gail.co.in>)
Click on “Guest” button to logon as guest user [Refer the screenshot] Active tenders will be displayed on the screen.

- 2) To search for a particular tender

Active Queries

eRFxs Published (1) All (0)
eAuctions Published (0) All (1)

eRFxs - Published

Event Number: To
Event Status: Current RFX
Creation Date: To
Deadline Date Flag:

Apply Clear

View: [Standard View] Create Response Display Tender Display Response Print Preview Refresh

Tender Number	Tender Name	Trans Type	Submission Date	Submission Time
8000011950	test tender for BSE	Open Tender 2 Bid	11.10.2017	16:30:00

- Select “Tender number”

Active Queries

eAuctions eRFxs FRESH TENDERS (103)
Without Category Assignment All Rfx (94)

All Rfx

View: [Standard View] Create Response Display Tender Display Response Print Preview Refresh

Tender Number	Tender Name	Trans Type	Submission Date	Submission Time	Bid Number	Bid Status	Start Date
8000003126	DEMO TENDER FOR BIDDER(TESTING PURPOSES)	Open Tender 2 Bid	01.04.9999	14:50:00		No Bid Created	
8000006790	Test Tender Not for Quote(SP)	Open Tender 2 Bid	31.03.9999	16:35:00		No Bid Created	
8000008188	test tender	Open Tender 2 Bid	20.06.2020	14:00:00		No Bid Created	26.06.2015
8000008199	Test tender for online price	Open Tender 2 Bid	31.12.2030	15:00:00		No Bid Created	
8000008531	DEMO TENDER FOR BIDDER(ONLINE BID SER)	Open Tender 2 Bid	01.04.9999	14:50:00		No Bid Created	
8000011984	DEMO TENDER FOR BIDDER(TESTING PURPOSES)	Open Tender 2 Bid	01.04.9999	14:00:00		No Bid Created	
8000014110	HDD TENDER - DHPL	Open Tender 2 Bid	13.05.2019	14:00:00		No Bid Created	22.04.2019
8000014196	Completion of Balance works of Breakwater	Open Tender 2 Bid	07.05.2019	14:00:00		No Bid Created	08.02.2019
8000014263	ARC Laying Tender for Western Region	Open Tender 2 Bid	16.05.2019	14:00:00		No Bid Created	24.04.2019

Click on ‘Tender Number’ and select “User Defined Filter”.

The screenshot shows the GAIL e-Procurement system's Bid Processing module. A context menu is open over the 'Tender Name' column header, with the 'User-Defined Filter...' option highlighted and circled in red. The main table displays a list of tenders under the heading 'FRESH TENDERS (103)'. The first few rows of the table are:

Tender Name	Trans Type	Submission Date	Submission Time	Bid Number	Bid Status	Start Date
Open Tender 2 Bid	01.04.9999	14:50:00			No Bid Created	
Open Tender 2 Bid	31.03.9999	16:35:00			No Bid Created	
Open Tender 2 Bid	20.06.2020	14:00:00			No Bid Created	26.06.2015
Open Tender 2 Bid	31.12.2030	15:00:00			No Bid Created	
Open Tender 2 Bid	01.04.9999	14:50:00			No Bid Created	
Open Tender 2 Bid	01.04.9999	14:00:00			No Bid Created	
Open Tender 2 Bid	13.05.2019	14:00:00			No Bid Created	22.04.2019
Open Tender 2 Bid	07.05.2019	14:00:00			No Bid Created	08.02.2019
Open Tender 2 Bid	16.05.2019	14:00:00			No Bid Created	24.04.2019

A Custom Filter box will pop-up. Enter the ‘tender number’ and click on Filter button as shown in the screenshot.

NOTE: The screenshots in the whole Ready Reckoner contain **demo tender** which begins with ‘8’. All GAIL tenders starts with ‘8’ and are of 10 digit tender number

The screenshot shows the GAIL e-Procurement system's Bid Processing module. A 'Custom Filter' dialog box is open, prompting the user to enter a 'Tender Number' and click 'Filter'. The main table below shows a filtered list of tenders starting with '8'. The first few rows of the table are:

Tender Number	Tender Name	Trans Type	Submission Date	Submission Time	Bid Number	Bid Status	Start Date
8000003126	DEMO TENDER FOR BIDDER(TESTING PURPOSES)	Open Tender 2 Bid	01.04.9999	14:50:00		No Bid Created	
8000006790	Test Tender Not for Quote(SP)	Open Tender 2 Bid	31.03.9999	16:35:00		No Bid Created	
8000008188	test tender	Open Tender 2 Bid	20.06.2020	14:00:00		No Bid Created	26.06.2015
8000008199	Test tender for online price	Open Tender 2 Bid	31.12.2030	15:00:00		No Bid Created	
8000008531	DEMO TENDER FOR BIDDER(ONLINE BID SER)	Open Tender 2 Bid	01.04.9999	14:50:00		No Bid Created	
8000011984	DEMO TENDER FOR BIDDER(TESTING PURPOSES)	Open Tender 2 Bid	01.04.9999	14:00:00		No Bid Created	
8000014110	HDD TENDER - DHPL	Open Tender 2 Bid	13.05.2019	14:00:00		No Bid Created	22.04.2019
8000014196	Completion of Balance works of Breakwater	Open Tender 2 Bid	07.05.2019	14:00:00		No Bid Created	08.02.2019
8000014263	ARC Laying Tender for Western Region	Open Tender 2 Bid	16.05.2019	14:00:00		No Bid Created	24.04.2019

The searched tender appeared on the screen. Click on the searched **tender no.**

The screenshot shows a web browser window for the GAIL e-Procurement portal. The URL is https://etender.gail.co.in/rij/portal. The page title is "Bid Processing - SAP NetWeaver". The header includes "e-Procurement", "Tenders", "View Tenders", "USER Welcome GAIL India Guest User", "TIME(IST) April 24, 2019 5:10:33 PM", "Help", and "Log off". Below the header, the main content area is titled "Bid Processing". It displays "Active Queries" with sections for "eAuctions" (FRESH TENDERS (92)) and "Without Category Assignment" (All Rfx (97)). The "All Rfx" section has a toolbar with "View * [Standard View]", "Create Response", "Display Tender", "Display Response", "Print Preview", and "Refresh". A grid table lists tenders with columns: Tender Number, Tender Name, Trans Type, Submission Date, Submission Time, Bid Number, Bid Status, and Start Date. The first row in the grid is highlighted with a red arrow pointing to the "Tender Number" cell containing "8000003126". The "Tender Name" cell contains "DEMO TENDER FOR BIDDER(TESTING PURPOSES)". The "Trans Type" cell shows "Open Tender 2 Bid". The "Submission Date" cell shows "01.04.9999". The "Submission Time" cell shows "14:50:00". The "Bid Number" cell shows "No Bid Created".

[In case the tender is not appearing, please talk to the concerned purchase officer/ dealing officer of the tender. Refer the link "[Contact Us](#)" on the logon page of the portal to get the dealing officer detail.]

DOWNLOADING SOR PRICE

- The tender detail will be displayed on the screen: Refer the below screenshot. Click on “Step 3 Notes & Attachment” tab to download SOR price attachment.

RFx

Display Tender : 8000006790

Tender Number 8000006790 Tender Name Test Tender Not for Quote(SP) Remaining Time *4610 Days 23:19:12 Tender Status Published Tender Start Date Submission Deadline 31.03.9999 16:35:00 INDIA

Step 1 : See Tender Information Step 2 : See item details Step 3 : See Notes and Attachments

Step 3 : See Notes and Attachments

Click on the “Step 3: See Notes and Attachment” tab to download SOR price attachment.

The bidders can download the SOR- Price attachment by clicking on the ‘See Notes & attachment’

The SOR [price] attachment(s) of purchaser will appear. Click on the attachment link to download the file

Step 1 : See Tender Information Step 2 : See item details Step 3 : See Notes and Attachments

Here you can add documents or edit internal and supplier notes; changes are accepted automatically

▼ Notes

▼ Attachments/SOR

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	REVISED TEST SOR	REVISED TEST SOR.XLSX.sig	1			sig	10	0000536	18.07.2014

Click on the Attachment link under Description tab to download SOR price attachment.

The signature initialization window will appear. Then click on “verify” button to verify the signer of the file.

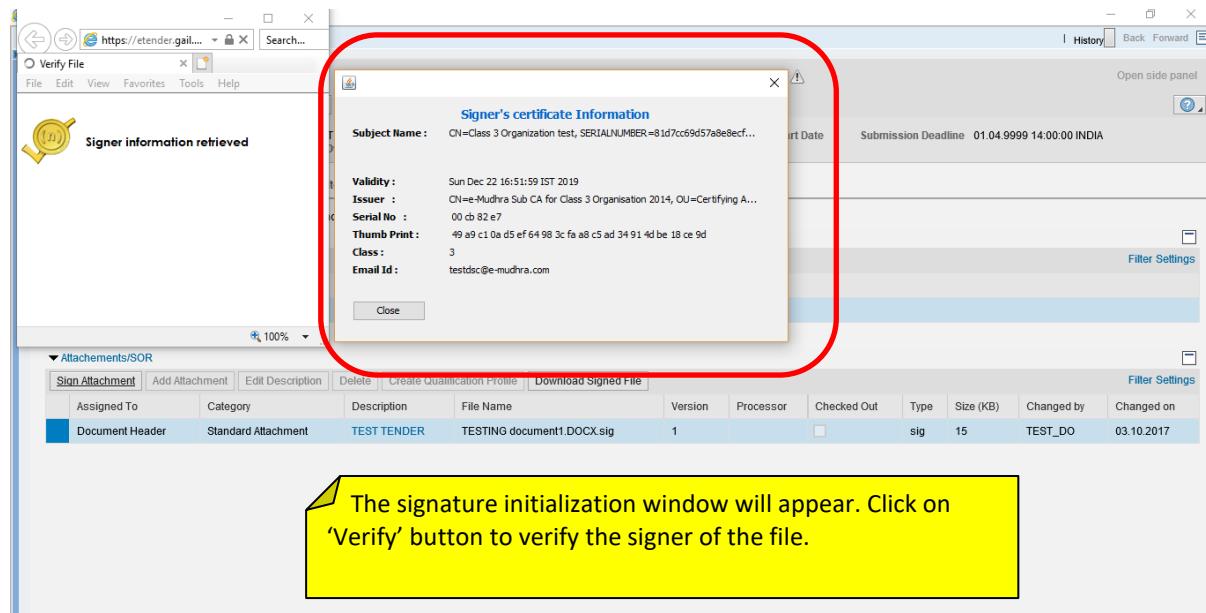
Note: in case signature initialization window does not appear, it means java Runtime s/w is not installed. [Refer Page no 4: Java Installation]

During Verification of file, you may come across the message:

- “**Application Blocked by Security Settings**”. In such case, follow the under mentioned steps.
 - Close all e-tender screens and log off from e-tender portal. Close Internet explorer.
 - Go to page no 6[Refer page no 6:**NOTE**]
- “**Component Validity Expired, File Verification failed**”. In such case, follow the under mentioned steps.
 - Close all e-tender screens and log off from e-tender portal. Close
 - Go to Start->Control panel->Java->General->Temporary Internet file->Settings->Delete files
 - Select all check boxes and click Ok.

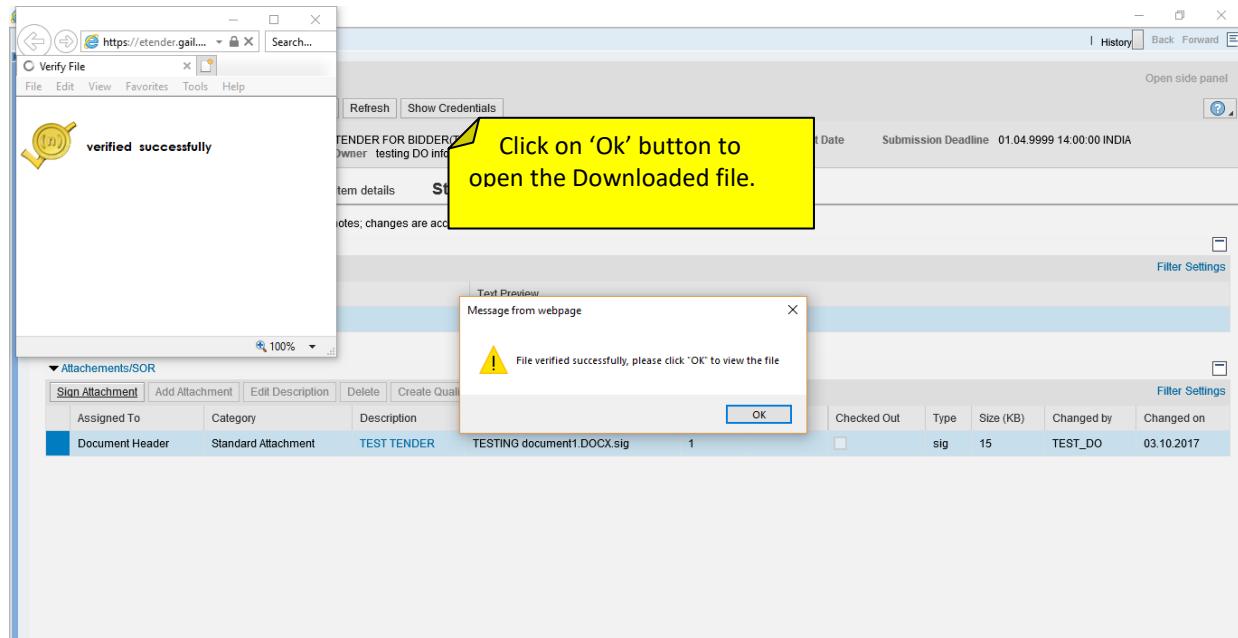
After above steps, re-start the **internet explorer** and run the e-tender site.

- The signature initialization window will appear. Click on ‘Verify’ button to verify the signer of the file



The signers” certificate information will appear as per the screenshot. Click on “**Close**” button, the “**file verification successful**” message will appear on the screen

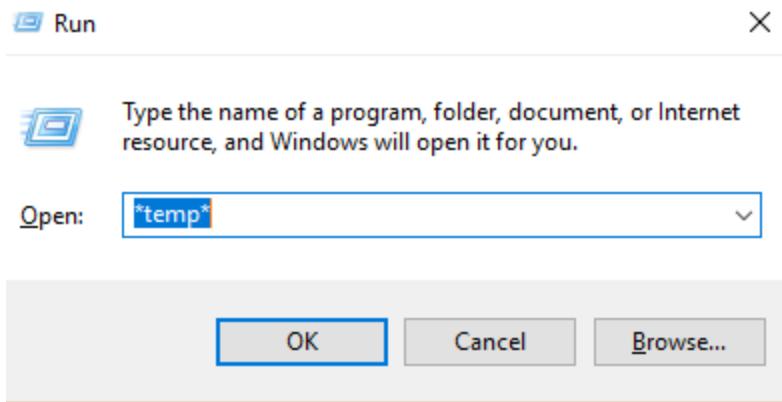
Click on “Ok” to download the file in “temp” folder of your system.



The file can be opened from the “temp” folder. The detail path of the “temp” folder of your system where the file gets downloaded and saved is mentioned below.

[To go to the “temp” folder of your system

Click on **Start->run->%temp%** and then enter]



DOWNLOADING TENDER DOCUMENT & CORRIGENDUM

To download the tender document and corrigendum etc.

Click on “Technical Document” tab. The technical window will open.

The screenshot shows a web browser window for 'Ready Reckoner for Bidders version 2.0'. The title bar says 'Ready Reckoner for Bidders version 2.0 | JAN 2020'. The main content is titled 'Display Tender : 8000006790'. At the top, there are tabs: 'Technical Document' (highlighted with a yellow box and a red arrow), 'Close', 'Refresh', and 'Show Credentials'. Below the tabs, there's information about the tender: 'Tender Number: 8000006790', 'Tender Name: Test Tender Not for Quote(SP)', 'Tender Status: Published', 'Tender Start Date: 31.03.9999 16:35:00 INDIA', and 'Submission Deadline: 31.03.9999 16:35:00 INDIA'. There are also buttons for 'Step 1 See Tender Information', 'Step 2: See item details', 'Step 3: See Notes and Attachments', 'Tender Parameters', and 'Questions'. A yellow box highlights the 'Technical Document' tab. To the right, there are fields for 'Technical Bid Opening Date' (31.03.9999 16:35:01), 'Tender Type' (Local Competitive Bid), 'Tender Fee (INR)' (0.00), 'Technical Analysis Date', and 'Commercial Analysis Date'. The left side of the form contains various input fields for tender details like opening date, currency, conference details, payment times, and contact information.

Select the subfolders under the folder “**PUBLIC**” [Refer the screenshot]

Check the individual subfolders under “**PUBLIC**” folder for files attached by dealing officer. The attachments will appear on the right side of the window. Click on the attachment link under “**Current Version**” to download the file.

The screenshot shows the 'Tech. Responses' section of the e-Procurement system. The top navigation bar includes 'History', 'Back', and 'Forward' buttons. The main area is titled 'Attachment on the Web'. On the left, there's a sidebar with 'Technical Details' and a tree view of folders: 'CORRESPONDENCE' (selected), 'PUBLIC' (highlighted with a red arrow), '1 INDEXING', '2 CORRIGENDUM', '3 UNPRICE-COMMER', '4 TECHNICAL DOCS' (selected), '5 GCC/GPC', and '6 OTHERS'. The right panel displays 'Folder 4 TECHNICAL DOCS' with 'Current Path: Collaboration > ... > PUBLIC > 4 TECHNICAL DOCS'. It shows a 'Folder' section with 'Name: 4 TECHNICAL DOCS' and 'Authorization: Read'. Below is a table titled 'Click on Folder to display details' with 'Folder Contents'. The table has columns: Name, Current Version, Status, Changed by, and Changed on. One row is highlighted with a red box: 'Name: TEST SOR XLSX.sig (11KB)', 'Current Version' (with a checkmark), 'Status: ✓', 'Changed by: B Sonowal', and 'Changed on: 18.07.2014 10:42:07'.

During Verification of file, you may come across the message:

- “**Application Blocked by Security Settings**”. In such case, follow the under mentioned steps.
 - Close all e-tender screens and log off from e-tender portal. Close Internet explorer.
 - Go to page no 6 [Refer page no 6: **NOTE**]
- “**Component Validity Expired, File Verification failed**”. In such case, follow the steps as mentioned in **Page No 18**.

After verification of signature of the attachment, the file will get downloaded and saved in “temp” folder of your system similar to SOR price download in temp folder

[Refer the screen shots: **Page no 19**: download of SOR price in temp folder]

UPLOADING OF BID

Logon to the portal using your user id & password. Click on the “Tenders And Auctions” link. The screen will appear as below. Click on “All” link to display all the tenders.

Note: “Creation/uploading of bid” is not allowed using “Guest” user login.

Tender Number	Tender Name	Trans Type	Submission Date	Submission Time	Bid Number	Bid Status	Start Date
8000016095	Security Caretaking services in UP State	Open Tender 2 Bid	24.12.2019	13:00:00		No Bid Created	10.12.2019
8000016092	DEVELOPMENTAL JOBS RELATED TO MODEL TERM	Open Tender 2 Bid	31.12.2019	13:00:00		No Bid Created	09.12.2019
8000016084	CONSTRUCTION OF RCC PLATFORM FOR STORAGE	Open Tender 2 Bid	24.12.2019	15:00:00		No Bid Created	09.12.2019
8000016080	CIVIL WORKS AT IP ROU	Open Tender 2 Bid	02.01.2020	14:00:00		No Bid Created	

All active tenders will be displayed.

- Search tender by Using “Show quick criteria maintenance”

Click on the Show “Quick Criteria maintenance”.

Tender Number	Tender Name	Trans Type	Submission Date	Submission Time	Bid Number	Bid Status	Start Date
8000016095	Security Caretaking services in UP State	Open Tender 2 Bid	24.12.2019	13:00:00		No Bid Created	10.12.2019
8000016092	DEVELOPMENTAL JOBS RELATED TO MODEL TERM	Open Tender 2 Bid	31.12.2019	13:00:00		No Bid Created	09.12.2019
8000016084	CONSTRUCTION OF RCC PLATFORM FOR STORAGE	Open Tender 2 Bid	24.12.2019	15:00:00		No Bid Created	09.12.2019
8000016080	CIVIL WORKS AT IP ROU	Open Tender 2 Bid	02.01.2020	14:00:00		No Bid Created	
8000016079	Remedial Measures for the washout at HVJ	Open Tender 2 Bid	31.12.2019	14:00:00		No Bid Created	07.12.2019
8000016077	PROCUREMENT OF RPD METERS	Open Tender 2 Bid	27.12.2019	14:00:00		No Bid Created	06.12.2019
8000016076	Housekeeping Services for GAIL Hazira	Open Tender 2 Bid	01.01.2020	14:00:00		No Bid Created	09.12.2019
8000016075	ARC FOR STANDBY DUTY SERVICES JOBS	Open Tender 2 Bid	27.12.2019	15:00:00		No Bid Created	04.12.2019
8000016073	AMC OF AIR PURIFICATION SYSTEM IN SCADA	Open Tender 2 Bid	26.12.2019	14:00:00		No Bid Created	

To search for the tender, click on clear button for clearing all the field then enter the **tender number (i.e. 80000.....)** and then click on “**Apply**” button.

The screenshot shows the 'Bid Processing' section of the portal. In the search criteria, the 'Event Number' field contains '8000011984'. A yellow callout box with the text 'Please Enter 10 digit E-tender no and click apply button.' is overlaid on the 'Apply' and 'Clear' buttons. The results table below shows several tenders, with the first one highlighted:

Tender Number	Tender Name	Trans Type	Submission Date	Submission Time	Bid Number	Bid Status	Start Date
8000016095	Security Caretaking services in UP State	Open Tender 2 Bid	24.12.2019	13:00:00		No Bid Created	10.12.2019
8000016092	DEVELOPMENTAL JOBS RELATED TO MODEL TERM	Open Tender 2 Bid	31.12.2019	13:00:00		No Bid Created	09.12.2019
8000016084	CONSTRUCTION OF RCC PLATFORM FOR STORAGE	Open Tender 2 Bid	24.12.2019	15:00:00		No Bid Created	09.12.2019
8000016080	CIVIL WORKS AT IP ROU	Open Tender 2 Bid	02.01.2020	14:00:00		No Bid Created	

The required tender will be displayed

The screenshot shows the search results for the tender number '8000011984'. The results table highlights the tender with the same details as the previous screenshot:

Tender Number	Tender Name	Trans Type	Submission Date	Submission Time	Bid Number	Bid Status	Start Date
8000011984	DEMO TENDER FOR BIDDER(TESTING PURPOSES)	Open Tender 2 Bid	01.04.9999	14:00:00		No Bid Created	

Note: In case the tender is not appearing using above search methods and the same is appearing for Guest user logon to the portal, please talk to the concerned purchase officer/ dealing officer of the tender. Use the link “Contact Us” available on the logon page of the portal to get the contact detail of dealing officers.

Check whether your bid for this tender is already created.

In case the bid/response is already created, the bid number (900000...) will appear under Bid Number column of the searched tender. Click on bid number link. Your bid/response will be displayed on the screen. **Refer page no 27 onwards to proceed further.**

The screenshot shows a web browser window for the e-Procurement system. The URL is https://etender.gail.co.in/irj/portal. The page title is "Bid Processing - SAP NetW...". The top menu includes File, Edit, View, Favorites, Tools, and Help. The header displays the user V101033404 :Welcome test vendor for migration., TIME(IST) December 11, 2019 4:51:20 PM, Help, and Log off. Below the header, there are tabs for Support Information, Tenders and Auctions, and Reports. The main content area is titled "Active Queries" and shows two sections: "eRFxs Published (1) All (1)" and "eAuctions Published (0) All (62)". Under "eRFxs - Published", there is a search form with fields for Event Number (8000011984), Event Status (Current RFx), Creation Date, Deadline Date Flag, and buttons for Apply and Clear. Below the search form is a table with columns: Tender Number, Tender Name, Trans Type, Submission Date, Submission Time, Bid Number, Bid Status, and Start Date. A single row is shown for tender 8000011984 with the details: DEMO TENDER FOR BIDDER(TESTING PURPOSES), Open Tender 2 Bid, 01.04.9999, 14:00:00, 9000099017, Submitted. The "Bid Number" cell is circled in red. At the bottom of the table, it says "No Bid Created". The status bar at the bottom right shows Desktop, Back, Forward, and other system information like ENG 04:47 PM.

In case there is no bid number appearing under “ Bid Number” column of the searched tender, then click on the Tender Number link.

This screenshot is similar to the one above, showing the e-Procurement Bid Processing module. The URL is https://etender.gail.co.in/irj/portal. The page title is "Bid Processing - SAP NetW...". The top menu, header, and tabs are identical. The "Active Queries" section shows "eRFxs Published (1) All (118)" and "eAuctions Published (0) All (14)". Under "eRFxs - Published", the search form and table are present. The table shows a single row for tender 8000011984 with the details: DEMO TENDER FOR BIDDER(TESTING PURPOSES), Open Tender 2 Bid, 01.04.9999, 14:00:00, No Bid Created. The "Tender Number" cell for the first row is circled in red. The status bar at the bottom right shows Desktop, Back, Forward, and other system information like ENG 04:53 PM.

The tender details will be displayed as per the Screenshot. Click on “Register for tender” for registration. The message “you are registered to the tender, you may create response now” will appear.

Please note that “If you are already registered then you will not get this tab. For further process keep following the next steps onwards.

“CLICK ON REGISTER FOR TENDER”

Display Tender : 8000011984

Print Preview | Technical Document | Close | Refresh | Show Credentials | **Register for tender**

Tender Number 8000011984 Tender Name DEMO TENDER FOR BIDDER(TESTING PURPOSES) Tender Status Published Tender Start Date Submission Deadline 01.04.9999 14:00:00 INDIA

Remaining Time *4380 Days 20:58:20 Tender Owner testing DO infohub.noidea

Step 1 : See Tender Information Step 2: See item details Step 3 : See Notes and Attachments

Tender Parameters Questions

Please click on “Register for Tender”

Time Zone: INDIA Start Date: 00:00:00 * Submission Deadline: 01.04.9999 14:00:00 * Opening Date: 31.12.9999 00:00:00 Currency: INR Pre-Bid Conference Venue: Pre-Bid Conference Time: 00:00:00 Pre-Bid Conference Date: Last Time for Tender Fee Payment: 00:00:00 Last Date for Tender Fee Payment: EMD Amount in USD: 0.00 EMD Amount in INR: 0.00 *Phone number: 1111111111 *E-mail: TEST@FAIL *Dealing Officer: TEST

* Tender Type: International Competitive Bid Tender Fee (INR): 0.00 Technical Analysis Date: Commercial Analysis Date:

Click on “create response” button to create your bid.

Display Tender : 8000011984

Print Preview | Technical Document | Close | Refresh | Show Credentials | **Create Response**

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

Tender Number 8000011984 Tender Name DEMO TENDER FOR BIDDER(TESTING PURPOSES) Tender Status Published Tender Start Date Submission Deadline 01.04.9999 14:00:00 INDIA

Remaining Time *4380 Days 20:53:44 Tender Owner testing DO infohub.noidea

Step 1 : See Tender Information Step 2: See item details Step 3 : See Notes and Attachments

Tender Parameters Questions

After tender registration a message “you are registered for the Rfx and will be inform for changes” will appear. You can now Create Response for Tender.

Click on “Create Response” to create your bid

Pre-Bid Conference Venue: Pre-Bid Conference Time: 00:00:00 Pre-Bid Conference Date: Last Time for Tender Fee Payment: 00:00:00 Last Date for Tender Fee Payment: EMD Amount in USD: 0.00 EMD Amount in INR: 0.00 *Phone number: 1111111111 *E-mail: TEST@FAIL *Dealing Officer: TEST

Tender Fee (INR): 0.00 competitive Bid Technical Analysis Date: Commercial Analysis Date:

Click on “Save” button to save your response/bid.

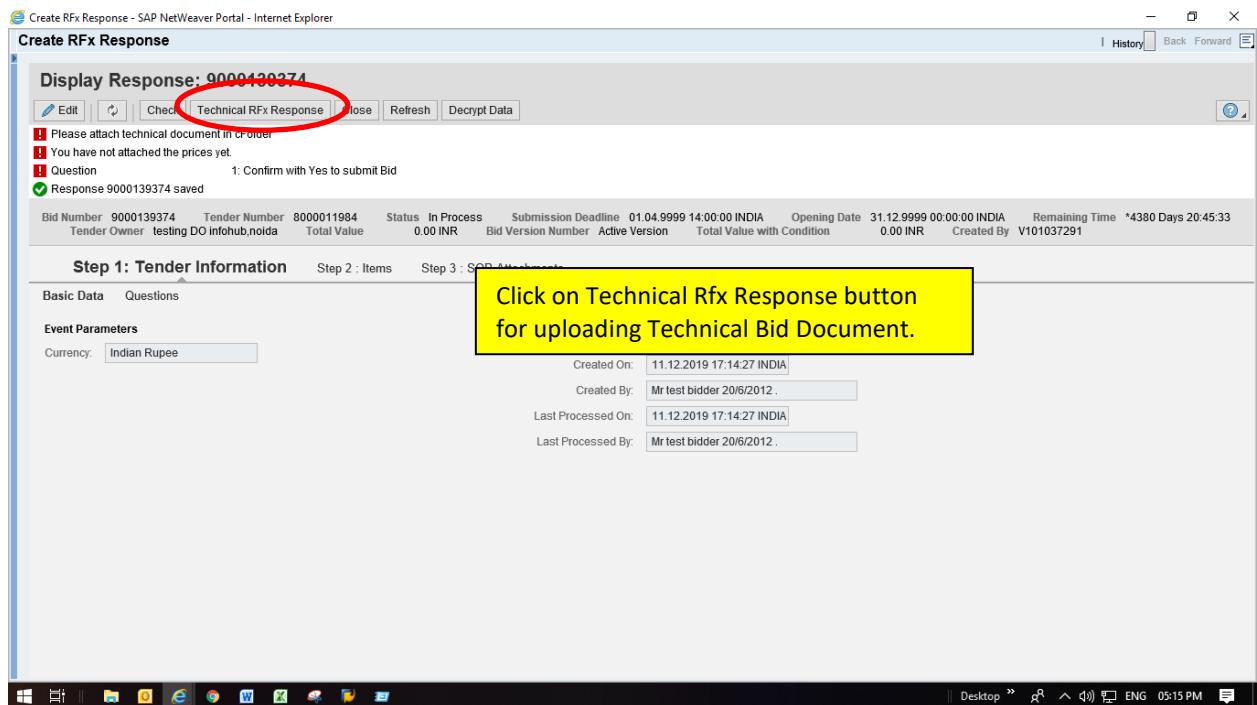
The screenshot shows the SAP NetWeaver Portal - Internet Explorer interface for creating an RFx response. The title bar says 'Create RFx Response - SAP NetWeaver Portal - Internet Explorer'. The main title is 'Create RFx Response: 9000139374'. Below it, there are tabs for 'Step 1: Tender Information', 'Step 2: Items', and 'Step 3: SOR Attachments'. The 'Step 1: Tender Information' tab is active. A yellow box highlights the 'Save' button at the top right of the form. The status bar at the bottom shows various system icons and the date/time '11.12.2019 17:14:27 INDIA'.

Your response/bid no will be displayed on the screen with response number.

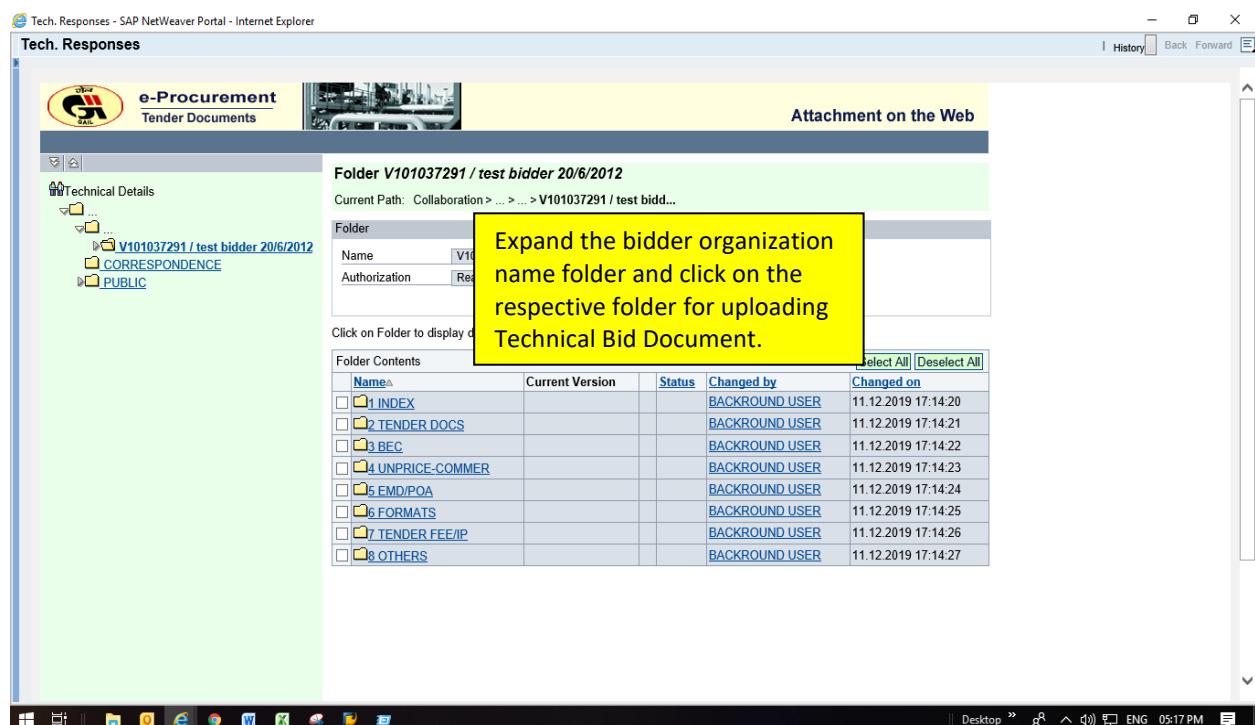
The screenshot shows the SAP NetWeaver Portal - Internet Explorer interface after saving the response. The title bar says 'Create RFx Response - SAP NetWeaver Portal - Internet Explorer'. The main title is 'Display Response: 9000139374'. Below it, there are tabs for 'Edit', 'Check', 'Technical RFx Response', 'Close', 'Refresh', and 'Decrypt Data'. The 'Edit' tab is active. A yellow box highlights the response number '9000139374' in the title. The status bar at the bottom shows various system icons and the date/time '11.12.2019 17:14:27 INDIA'.

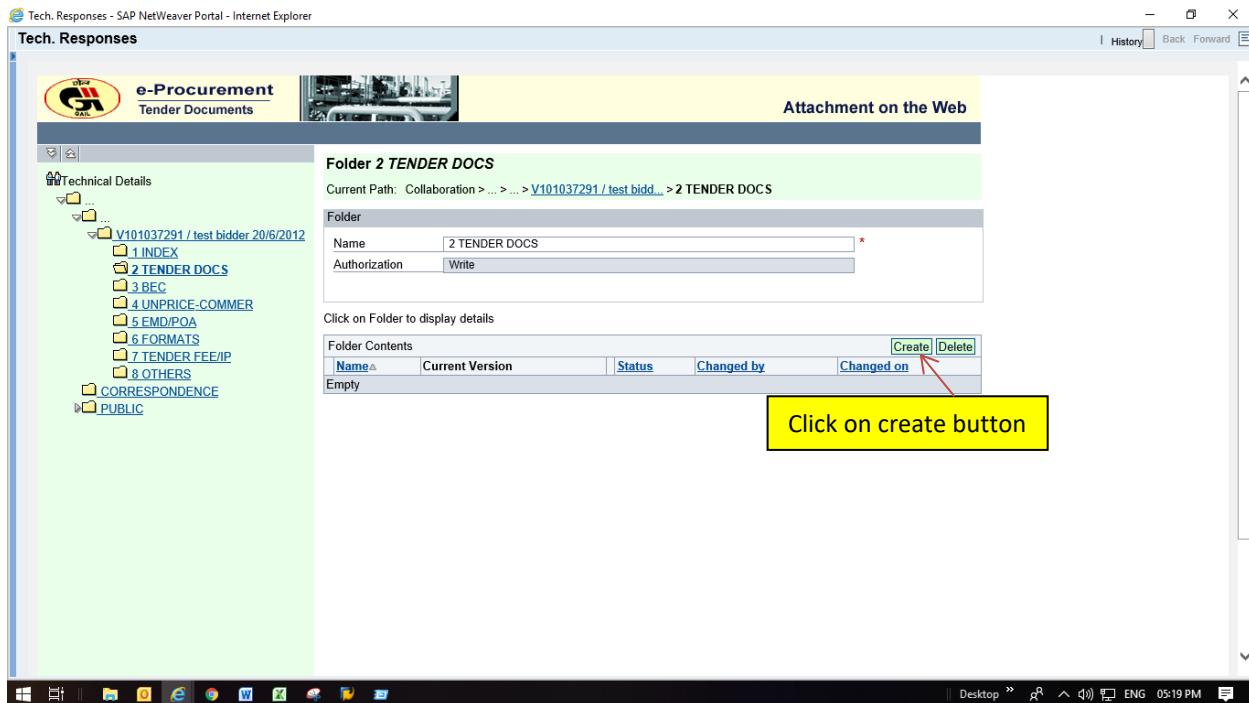
Uploading Technical Bid

Click on “Technical Rfx Response” tab to open the technical window for uploading of technical bid documents.



Expand the folder appearing with bidder organization name. The detail folder structure will appear. Click on the respective folder [e.g. BEC, Unpriced Commercial docs, Formats etc.] and click on “Create” on the right side of the technical window to upload the technical files [Ref below the screenshot].

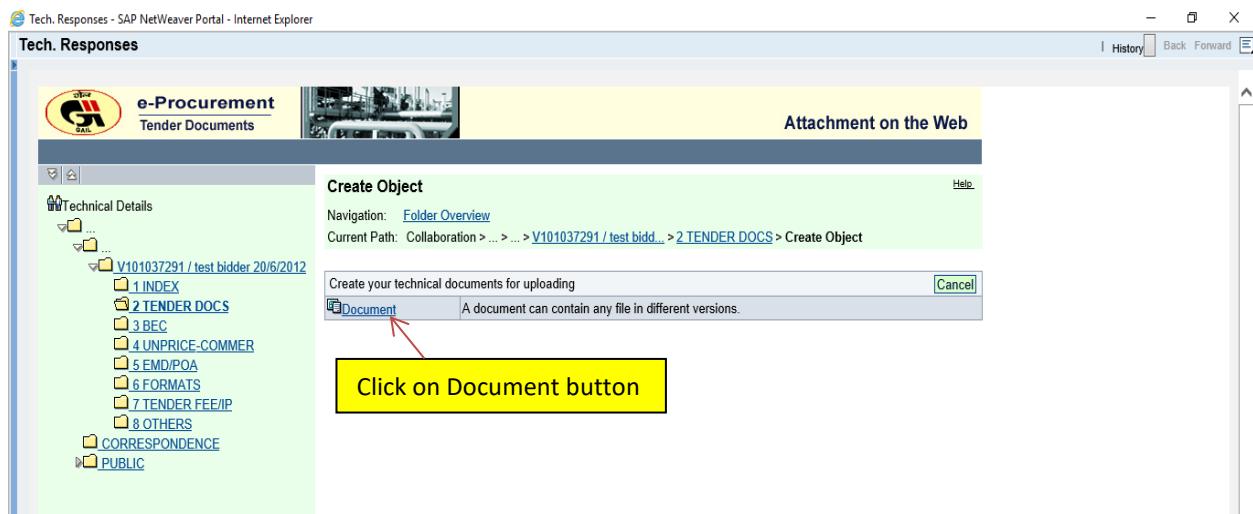




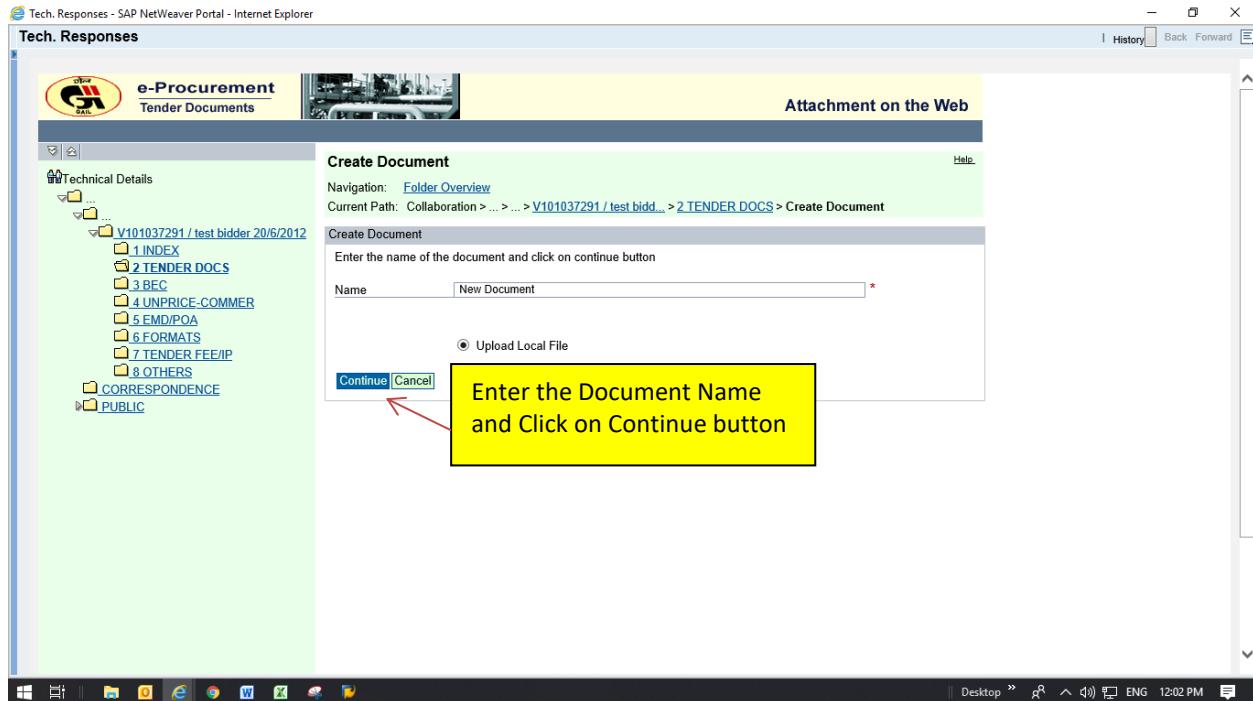
Click on “**Document**” for selecting the files to upload.

Keep all bidding related files/documents in a folder created under the local drive (C or D) and avoid keeping files on ‘**Desktop**’ or ‘**My document**’ folder.

The folder name should be a single word without any special character.



Enter the document name to be uploaded. Then click on “Continue”



Refer the screenshot below for steps to upload

While performing above steps, you may come across the message:

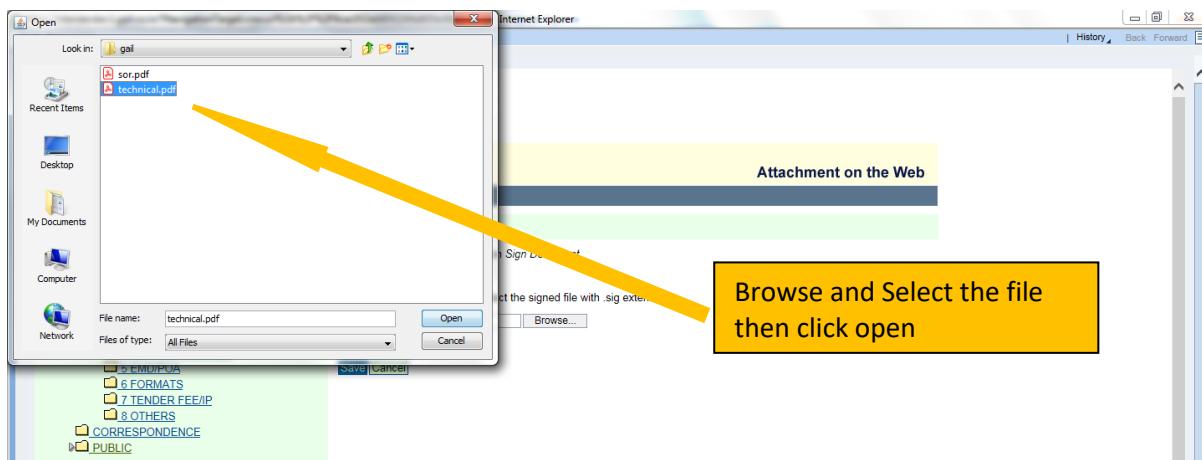
- **“Application Blocked by Security Settings”.** In such case, follow the under mentioned steps.
 - Close all e-tender screens and log off from e-tender portal. Close Internet explorer.
 - Go to page no 6[Refer page no 6: **NOTE**]
- **Component Validity Expired, File Signing Failed.** In such case, follow the steps mentioned at **Page No 18**.

Note: Please do ensure that only the virus free files are signed and uploaded during e-bidding. Further, do not try to sign/upload executable files (e.g. files with extension exe, bin etc.) or files with special characters in file name or folder name where the file exist. Also avoid keeping space in the name of the file as it may create problem during verify and upload of file.

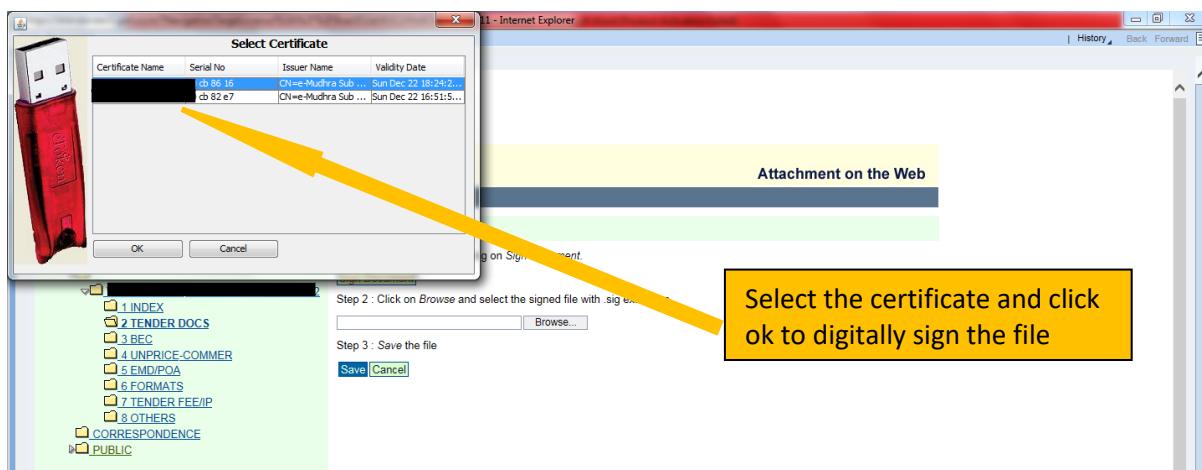
Step-1: Click on “Sign Document”: Browse and Select the file to be signed. Click on “Sign” for signing the file by Digital certificate.



Step 1: Click on sign document button to digitally sign the file.



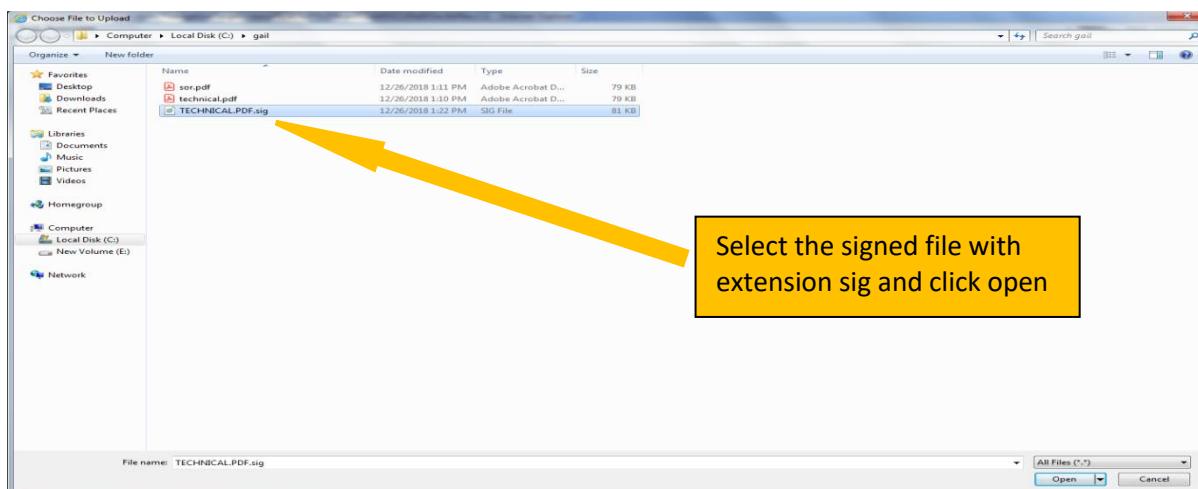
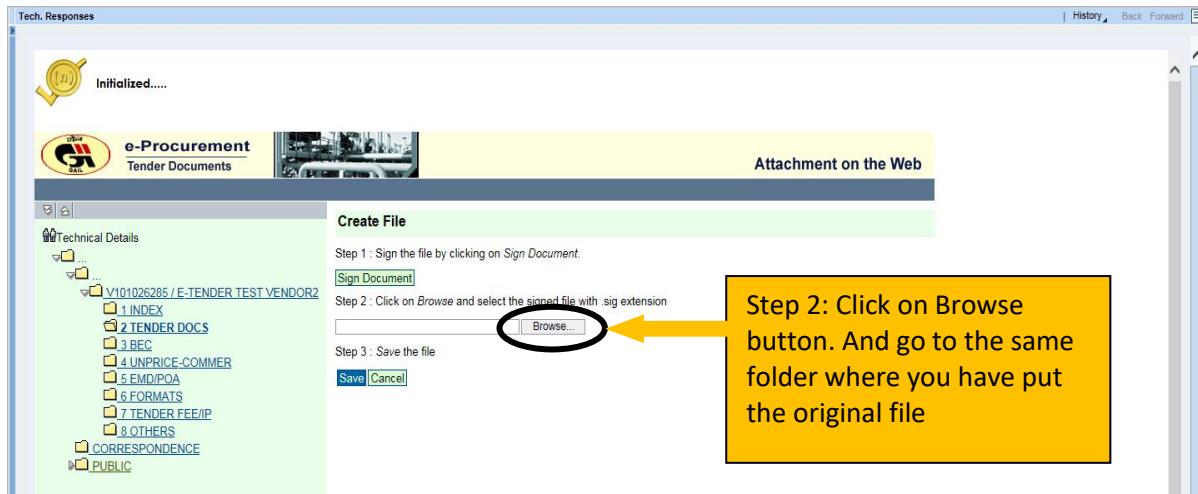
Browse and Select the file then click open



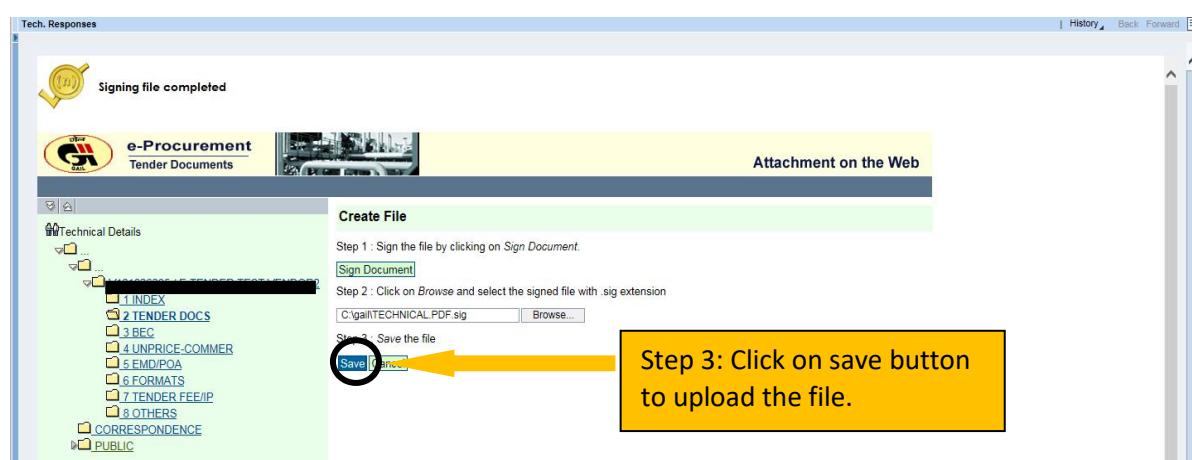
Select the certificate and click ok to digitally sign the file

After signing the file The sign file will be saved in the same path and just below the Original file .

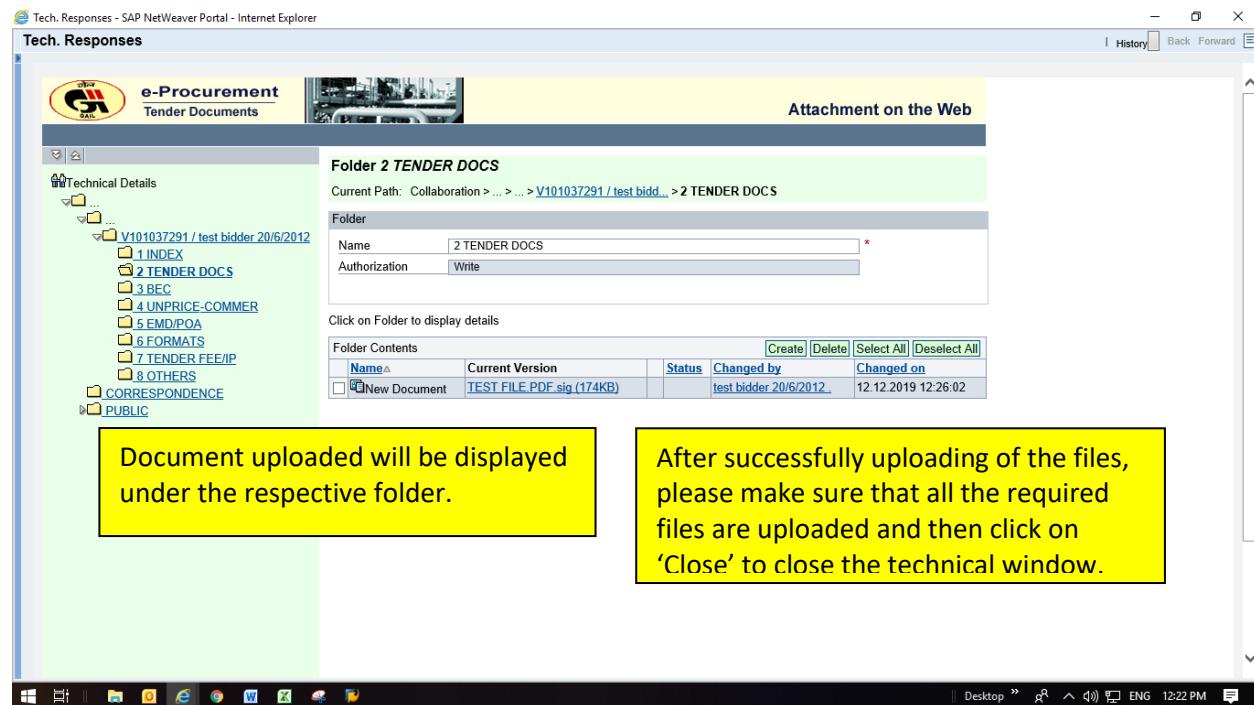
Step-2: Select the signed file with sig extension under: Browse and select the signed file with extension sig. [Note: The signed files means the files signed as per step-1 above. Do not try to upload files which are signed using other tools i.e. other than using GAIL e-tender sign as per above].



Click on Save as per step-3, to upload the signed file.



The file has been uploaded as per the below screen shot. Similarly, other technical documents can be uploaded in the related folders. After uploading all the files in related folder, close the technical window.



Note: In case of **Runtime Error** such as “**Installation Error**” appears during upload of technical/tender document etc. then, save your bid, close all e-tender windows and logoff from e-tender portal. Close internet explorer. Go to Start->Control Panel->Java->General->Settings->Delete files->select all options and click OK. Restart the internet explorer, start e-tender portal and continue.

Note: During “Save/ upload”, if there is an error “**Invalid Signed file**”

Please follow:

- A. Open internet explorer-> tools-> internet options ->security tab>trusted sites->First uncheck the require server verification ([https :\)](https://) for all sites in this zone ->then add the site -> “etender.gail.co.in”. Then restart your browser and try again. Please note don’t add <https://etender.gail.co.in>
- B. Please ensure that there is no blank space/Special Character in the name of the file/folder.
- C. Please avoid keeping files on ‘Desktop’ or ‘My document’ folder.

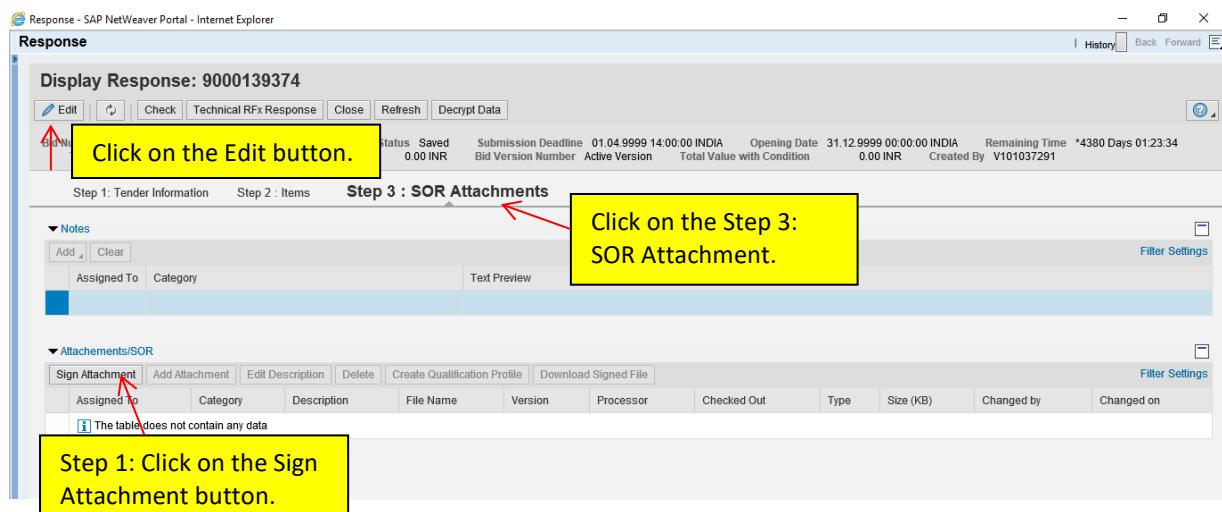
PRICE BID[Attachment]

After closing the technical response window, the main response window will appear. Please ensure that the response is in edit mode. In case the response is in display mode, **click on “edit” button** to edit your response.

For price attachment: Click on “SOR Attachment” tab.

Keep all bidding related files/documents in a folder created under the local drive(C or D) and avoid keeping files on ‘Desktop’ or ‘My document ’ folder.

The folder name should be a single word without any special character.



Step 1: Click on “Sign Attachment” button to sign the file.

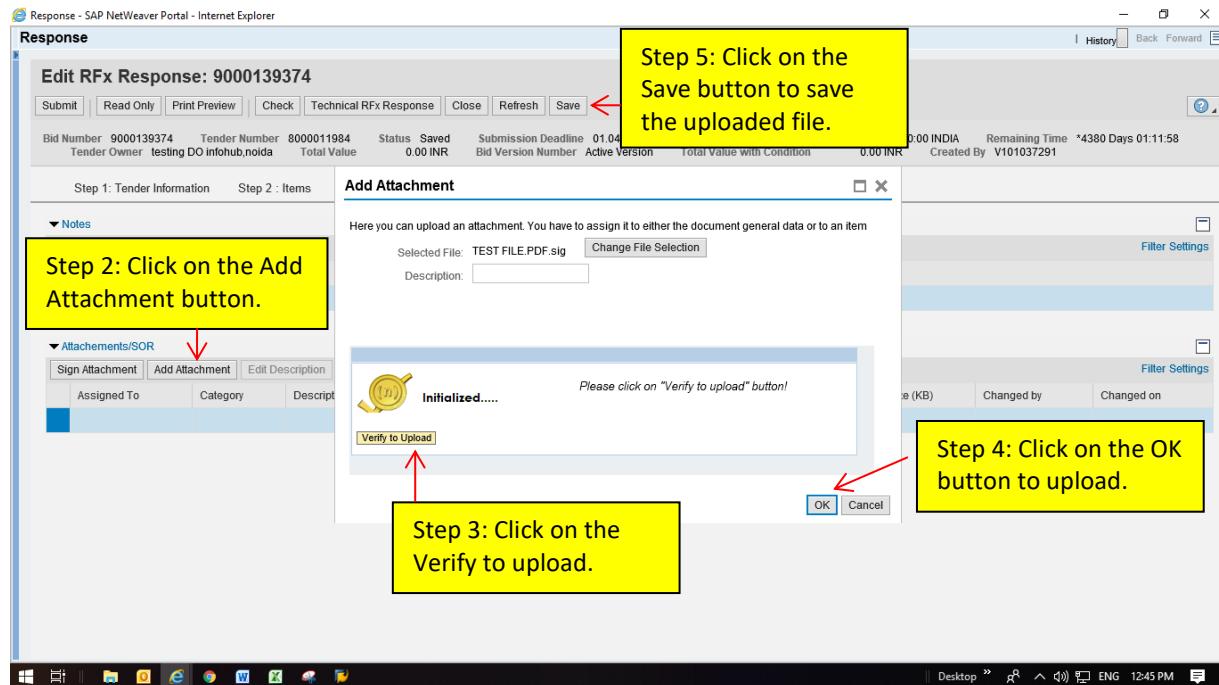
During signing of file, you may come across the message:

- “**Application Blocked by Security Settings** ” . In such case, follow the under mentioned steps.
 - Close all e-tender screens and log off from e-tender portal. Close Internet explorer.
 - Go to page no 6 [Refer page no 6: **NOTE**]
- **Component Validity Expired, File Signing Failed.** In such case, follow the below steps mentioned.
 - Close all e-tender screens and log off from e-tender portal. Close
 - Go to Start->Control panel->Java->General->Temporary Internet file->Settings->Delete files
 - Select all check boxes and click Ok.

After above steps, re-start the **internet explorer** and run the e-tender site.

Note: Please do ensure that only the virus free files are signed and uploaded during e-bidding. Further do not try to sign/upload executable files (e.g. files with extension exe, bin etc.) or files with special characters in file name or folder name where the file exists. Avoid keeping blank space in the name of the file [keep one word file name] as it may create problem during verify and upload the signed file.

Step 2: Click on “Add Attachment” to upload the signed file. “Add attachment” will be highlighted only when the response is in edit mode. Click on “Edit” button to edit your response.



NOTE: - Please do not remove “sig” extension from file name of signed file. Please Select sign file only from “add attachment” tab.

Step 3: Click on verify to upload to upload the SOR attachment. After verify the file message “File verified successfully” will pop up.

Step 4: Then click ok to upload the SOR attachment. Uploaded file will display under Step 3: SOR Attachment tab. Then Save the uploaded File by “Save” button.

Note: During “Verify to upload”, if there is an error “Invalid Signed file”

Please follow:

- Open internet explorer-> tools-> internet options ->security tab>trusted sites->First uncheck the require server verification ([https :\)](https://) for all sites in this zone ->then add the site -> “etender.gail.co.in”. Then restart your browser and try again. Please note don't add <https://etender.gail.co.in>
- Please ensure that there is no blank space/Special Character in the name of the file/folder. The file path should be small.
- Please avoid keeping files on ‘Desktop’ or ‘My document’ folder.

[**Note:** The signed files means the files signed as per above. Do not try to upload files which are signed using other tools i.e. other than using GAIL e-tender “sign” button as per above]

Questions

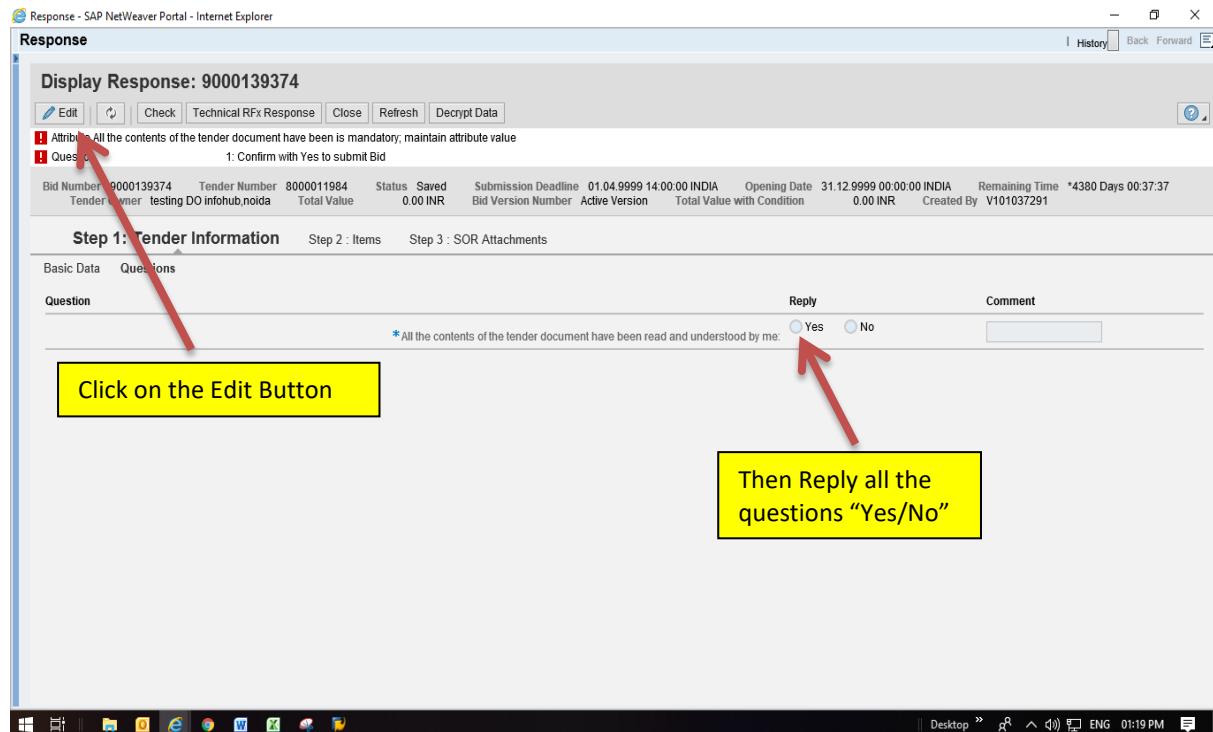
In case of incomplete bid, on clicking “check” button, warnings might appear. Refer below screen: Warnings such as **“Attribute all the contents of the tender document have been mandatory”** and **“Questions”** are appearing. In such case, click on “Tender Information” tab.

The screenshot shows a browser window titled "Response - SAP NetWeaver Portal - Internet Explorer". The main content area displays a warning message: "Attribute All the contents of the tender document have been mandatory; maintain attribute value" and "Question 1: Confirm with Yes to submit Bid". Below the warning, there is a table with various fields like Bid Number, Tender Number, Status, etc. At the bottom of the table, there are tabs: "Step 1: Tender Information", "Step 2 : Items", and "Step 3 : SOR Attachments". A yellow box highlights the "Step 1: Tender Information" tab, and a red circle highlights the same tab. A tooltip "Click on the Step 1: Tender Information tab." points to the highlighted tab.

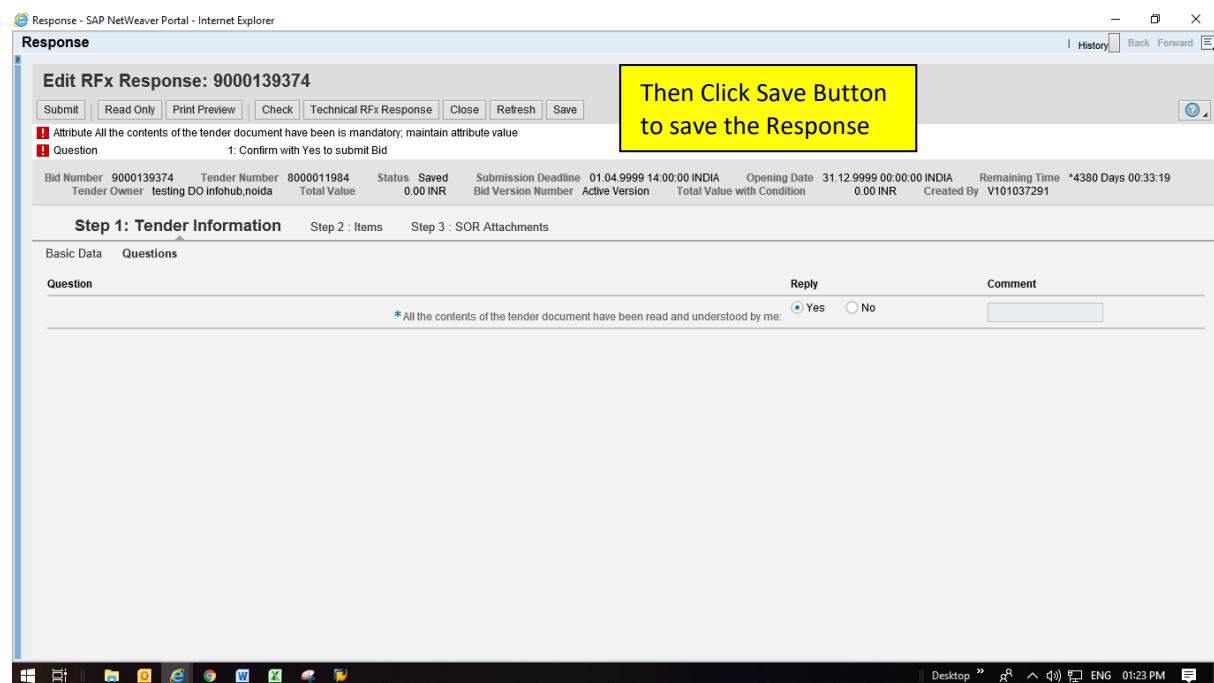
In Step 1 “Tender Information” a “Question tab” is attached just below there.

This screenshot shows the same SAP NetWeaver Portal interface as the previous one, but with a different focus. The "Step 1: Tender Information" tab is now active, and a new tab labeled "Questions" is visible just below it. A red arrow points from the text "Click on the Question tab under Step 1: Tender Information tab." to the "Questions" tab. The rest of the interface remains similar, with the warning message and the table of tender details.

First Click on the Edit Button to Edit the Response Then Reply all The Questions by Radio Button.

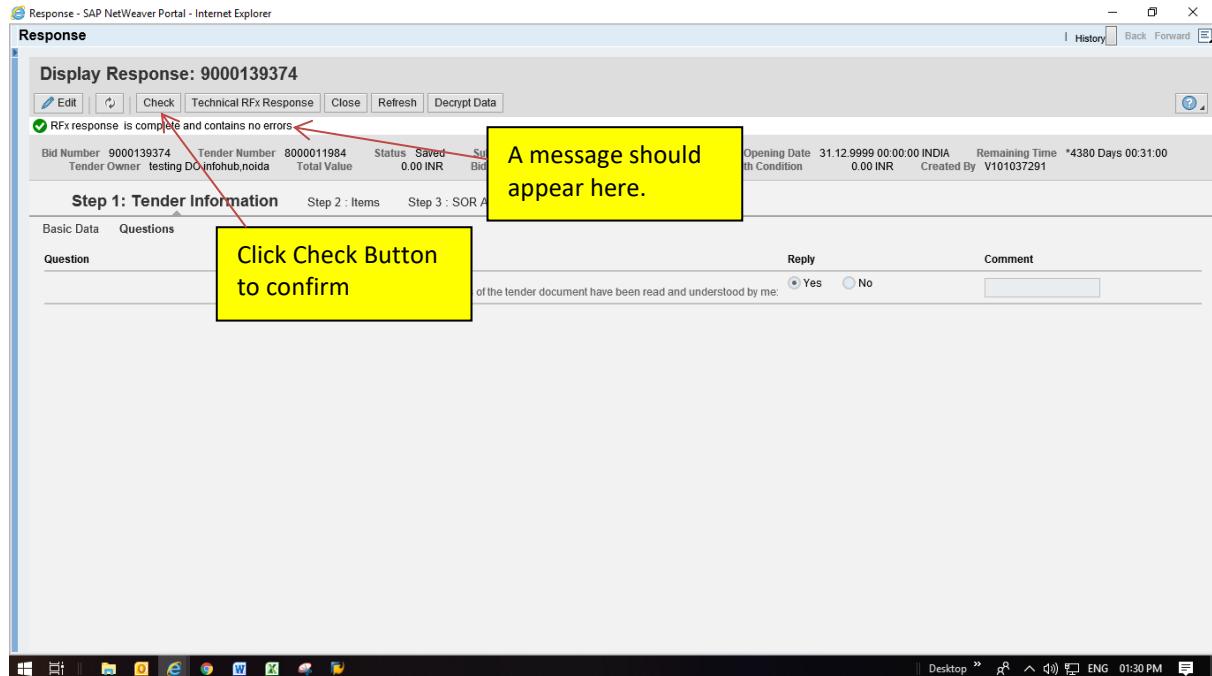


After Reply Click on Save Button to save your Response.

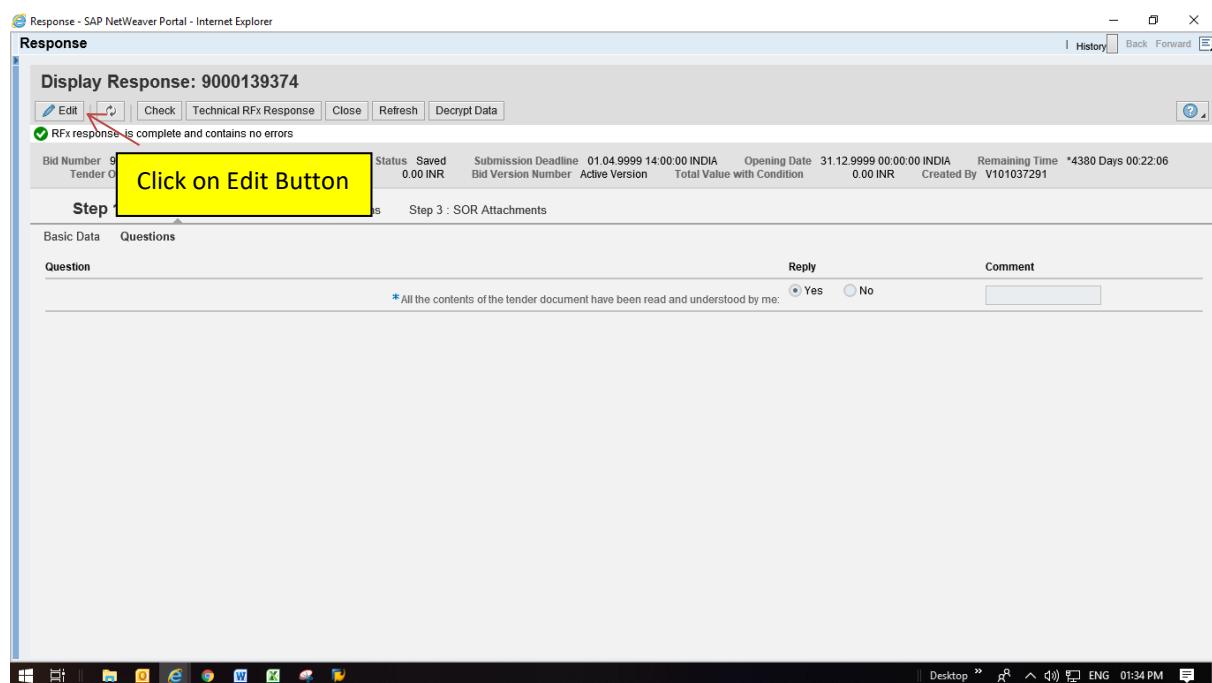


BID SUBMISSION

Click on “check” button to confirm the correctness of the bid. A message “RFx response is complete and contains no errors” should appear.

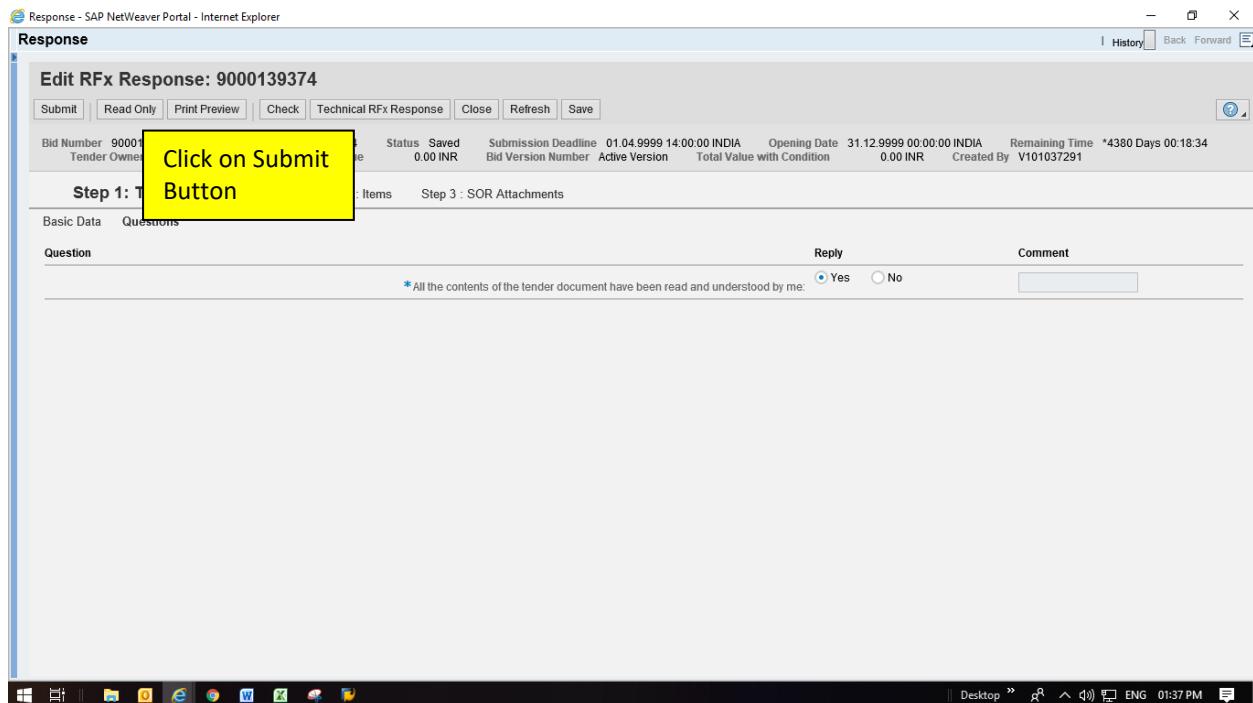


If message “RFx response is complete and contains no errors” should appear then click Edit button .

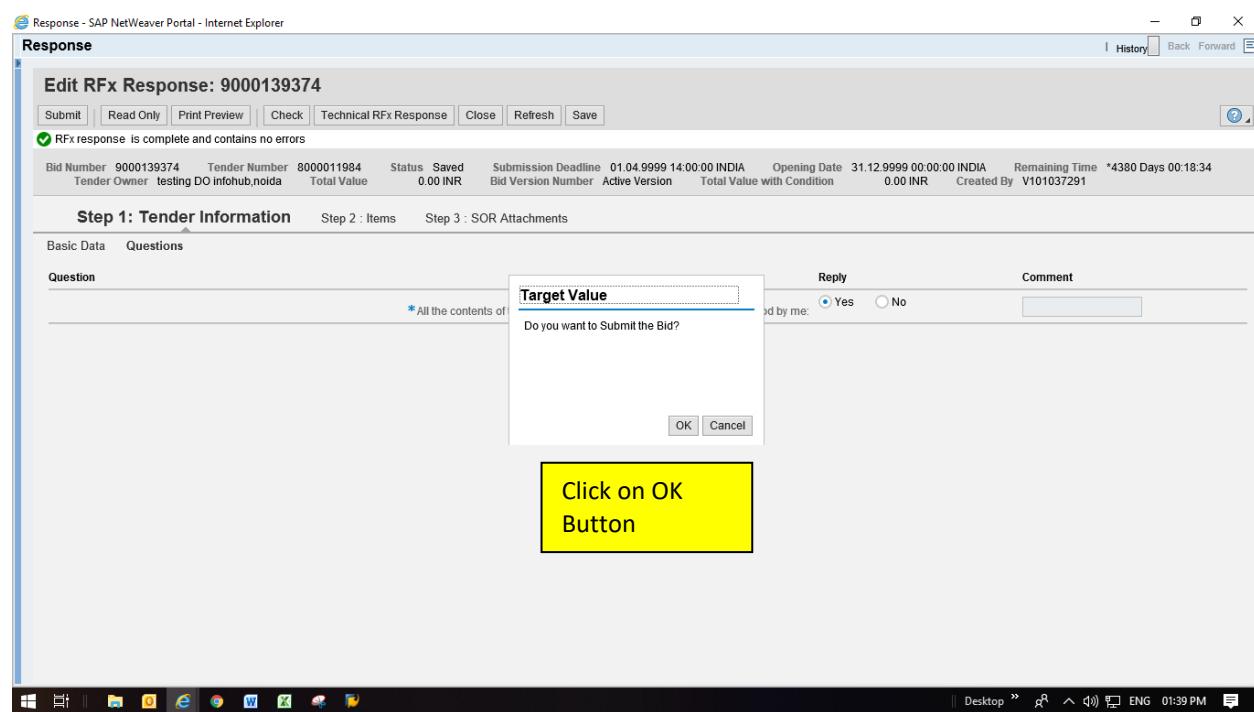


The “submit” button appears only when your response is in “edit” mode. In case it is in “display” mode, **click on “edit” button then only “submit” button will appear.**

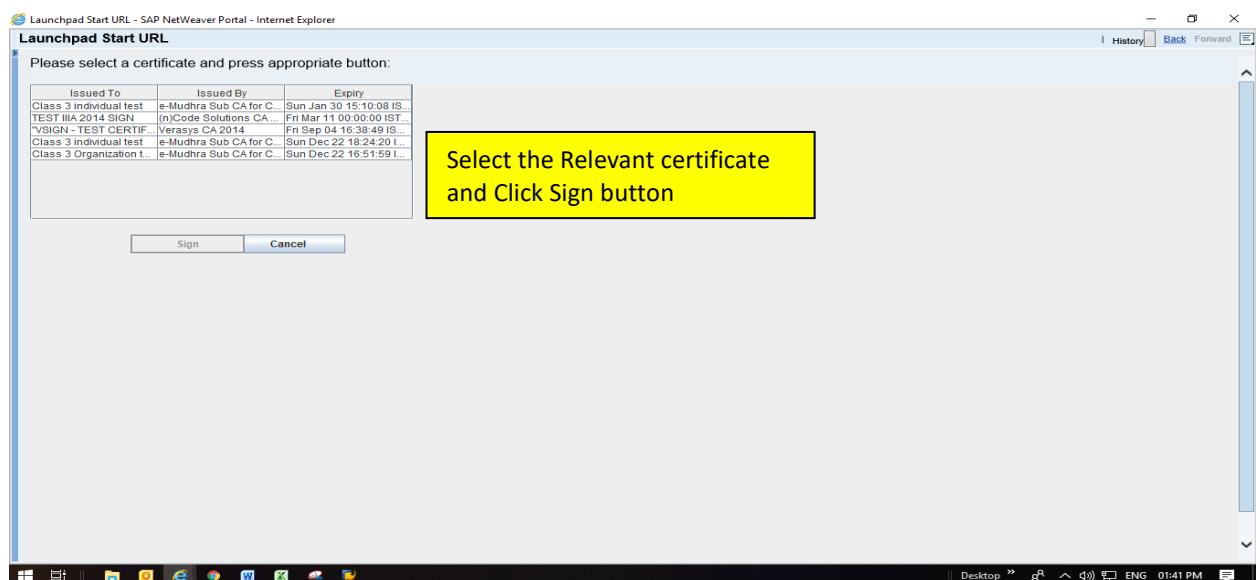
Before submission, you can view/print your quotation using “**Print Preview**” button. Click on “**submit**” button for bid submission.



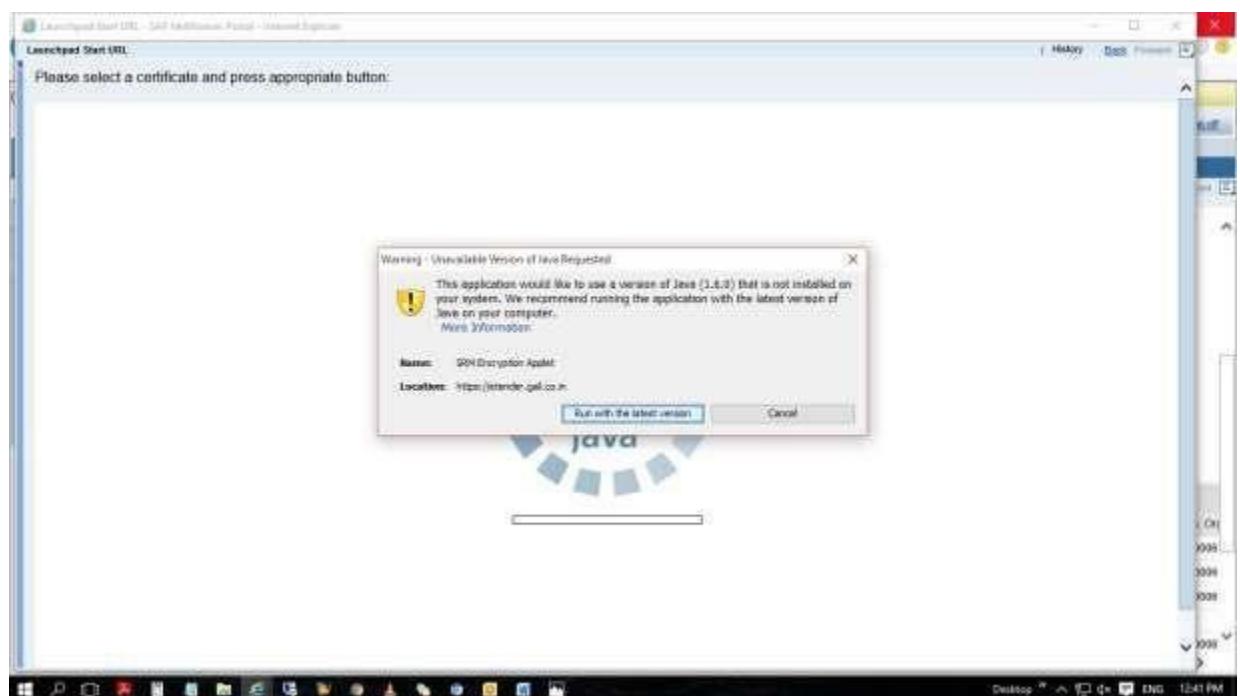
A confirmation Pop up “Do you want to submit” the bid will appear. Click ok button to Submit you Bid.



After confirmation, digital certificate will appear. Select the relevant certificate and click on “Sign & encryption” button.



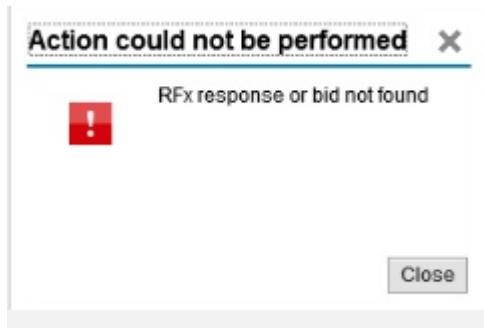
A POP-UP will appear of JAVA i.e. (**Run with the latest version**), CLICK on it.



Note: In case digital signature certificate does not appear, **Refer page no 7**, IE Setting.

Further, ensure that the Java (tm) Plug-In SSV Helper & Java (tm) Plug-In 2 SSV Helper are enabled in **IE->Tools->Manage Ad-ons**

Note : If you are getting below error:
“RFx response or bid not found”

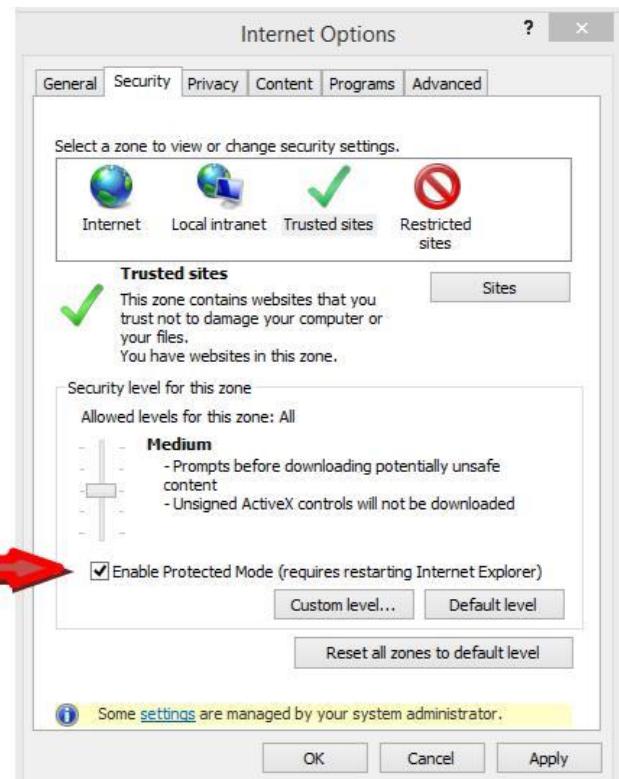


Please follow:

- Open internet explorer-> tools-> internet options ->security tab>trusted sites->First uncheck the require server verification (https :) for all sites in this zone ->then add the site -> “etender.gail.co.in”. Then restart your browser and try again.
Please note don't add <https://etender.gail.co.in>

OR

- Kindly please follow the steps: - Open>> Internet explorer>>tools>>internet options>>security tab>>trusted sites please tick on “Enable protected mode” then restart your browser and try again.



The message “RFX Response submitted” will appear.

TO CHECK YOUR BID STATUS

Click on “Refresh” button to refresh the screen. Your Bid status: “Submitted” will appear as shown. On successful submission of bid, mail intimation also goes to bidders registered e-mail ID.

VIEWING BID OF PAST e-TENDER

Logon to the e-tender portal using your User ID & password. The tender screen will appear [Refer below]. On the top->Click on “All”. Enter **e-tender no** under the field “Event Number”. Click on “Apply”. The e-tender record will be displayed where in the bid number will appear. Click on the bid number to display your bid.

The screenshot shows the SAP NetWeaver Portal interface for Bid Processing. The top navigation bar includes links for Bid Processing - SAP NetW... (closed), File, Edit, View, Favorites, Tools, Help, and a search bar. The title bar displays the URL https://etender.gail.co.in/irj/portal and the current user information: USER V101033404 :Welcome test vendor for migration . TIME(IST) December 11, 2019 4:07:11 PM Help | Log off.

The main content area is titled "Bid Processing". On the left, there's a sidebar with "Services" and two verification links: "Verification of file in SIG format" and "Verification of file signed in p7sec format".

The central part of the screen is divided into sections:

- Active Queries:** Shows two categories: "eRFxs Published (All (1))" and "eAuctions Published (0) (0)".
- eRFxs - All:** Contains search criteria fields for Event Number (set to 8000011984), Event Status, Creation Date, and Broadcast Date Flag. The "Apply" button is highlighted with a red circle.
- Results Table:** A grid showing tender details. The columns are: View, Tender Number, Tender Name, Trans Type, Submission Date, Submission Time, Bid Number, Bid Status, and Start Date. One row is highlighted with a red circle, showing Tender Number 8000011984, Tender Name DEMO TENDER FOR BIDDER(TESTING PURPOSES), Trans Type Open Tender 2 Bid, Submission Date 01.04.9999, Submission Time 14:00:00, Bid Number 9000099017, Bid Status Submitted, and Start Date.

PROCEDURE FOR CHANGE OF EMAIL ID OF BIDDER

The e-mail-id of bidder is registered in our e-tender system at the time when the bidder submits his request to obtain valid user-id/password from GAIL.

The registered e-mail id of bidder is used to communicate his user-id, password, tendering message and opening of tender. The communication to bidder is fully automated in the system and hence email-id of bidder is very important for online communication with bidder during various stages of tendering process. Hence bidders are requested to enter their valid organization e-mail id while submitting the request to obtain user-id & password.

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In case the bidder is required to get their registered e-mail id changed in our e-tender system, the under mentioned steps are to be followed.

- Go to the link “**Contact Us**” available on the logon page of e-tender portal
- Note the e-mail id of dealing officer/purchasing officer
- Send a scan copy of request letter in your company letter head to dealing officers’ e-mail ID requesting to update the new e-mail ID. **Please mention your user id in the letter.**
- Also send a copy of that mail to **vendorsap@gail.co.in**

IMPORTANT POINTS TO BE NOTED

1. Please enter your user id & password for login to the e-tender portal for bidding. In case, password is forgotten or password is expired, do not try entering password repeatedly as this will lock your user-id. In case the password does not work or expired or user id is locked, use the link "[Forgot your password](#)" available in the home page/logon page of the portal and input your user id and registered e-mail ID. After this process the new password will be allotted by the system and forwarded to your registered e-mail id on the same day.

Please do ensure that only the virus free files are signed and uploaded during e-bidding. Further, do not try to sign/upload executable files (e.g. files with extension exe, bin etc.) or files with special characters in file name or name of the folder where the file exist. Also avoid blank space in the name of the file as it may create problem during verify and upload the signed file.

2. In order to successfully close /log off from the e-tendering system, click on **log off** on top right corner of the bidding screen.
3. In case you do not logout properly as above, your transaction may get locked for some time. In this case, you may not be able to process the bid. The transaction gets automatically unlocked after 10 minutes approximately. You need to log-off from the system as explained above and re-login after 10 minutes (in case of locked transaction) to further processing your bid.
4. You need to have broadband connectivity for improved performance fore-bidding process.
5. Please go through FAQs available in the home page of the e-tender portal.
6. Bid is to be submitted in totality before due date & time. In case the bidder is trying to submit the bid after due date & time, the message appears as "**end time has been reached**" and the system may display as bid submitted temporarily in the current session. But after log off from the current session and re-login, the bid status will be shown as "Saved" in this scenario. In nutshell, the bid will not get submitted when trying to submit bid after due date and time has reached.

DISCLAIMER

(It may be noted that this is an effort to help bidders with ready reckoner for downloading/uploading of bids during e-bidding process. Gail does not stand responsible on failure to upload the e-bids successfully based on these instructions)