

General guidelines during filling of E tender in POWERGRID E tender portal.

1. Use only window internet explorer.
2. Please refer procedure in bidder manual (E-tendering - Manual for Bidders) available in [Guidelines and Help Documents for Bidders](https://etender.powergrid.in/) in <https://etender.powergrid.in/>
3. Please refer “System Setting Procedure Document/ Required Software Installation File/Links” before login. Some PC required modification in setting to proceed further.
4. Go to E tender portal with the help of USER NAME & PASSWORD.
5. Go to Technical RFx Tab
6. Download all files named as Vol-I, II&III, General Guidelines & QR.
7. Vol-I, II having important information regarding tender documents.
8. Vol-III having BOM & BID FORM (EXCEL file).
9. BOM is for information only, to be referred before quoting the final rate.
10. ***BID FORM is very important. Please fill the required information (green shaded shells in relevant sheets) and upload the same in NOTES AND ATTACHMENT TAB. Uploading of BID Form is not explained in procedure/ help Video.***
11. For more detail / help in filling e-tender, please refer YouTube video : <https://youtu.be/7IE2YP3gDHA>
12. Without BID FORM your BID will be rejected hence please ensure for the uploading of BID form.
13. Digital signature must be CLASS III
14. Documents required in original:
 - a) **For Open Tender Enquiry:**
 - i) Tender fees of requisite amount is to be submitted in hard copy.
 - ii) Qualifying requirement is to be checked by the bidder as per enclosed format & then submit the bids online.
 - iii) EMD of requisite amount is to be submitted in hard copy.
 - iv) Power of Attorney (submission of Hard copy in ‘Original’ and uploading of Scanned Copy)

A power of attorney, duly notarized, indicating that the person(s) signing the bid has(ve) the authority to sign the bid and thus that the bid is binding upon the Bidder during full period of its validity, in accordance with ITB Clause 14.
 - i) Safety Pact is to be submitted in hard copy on Rs 100 Stamp paper.
 - ii) Power of attorney to be submitted in the name of the employee authorized for uploading of bids in e-tendering site.