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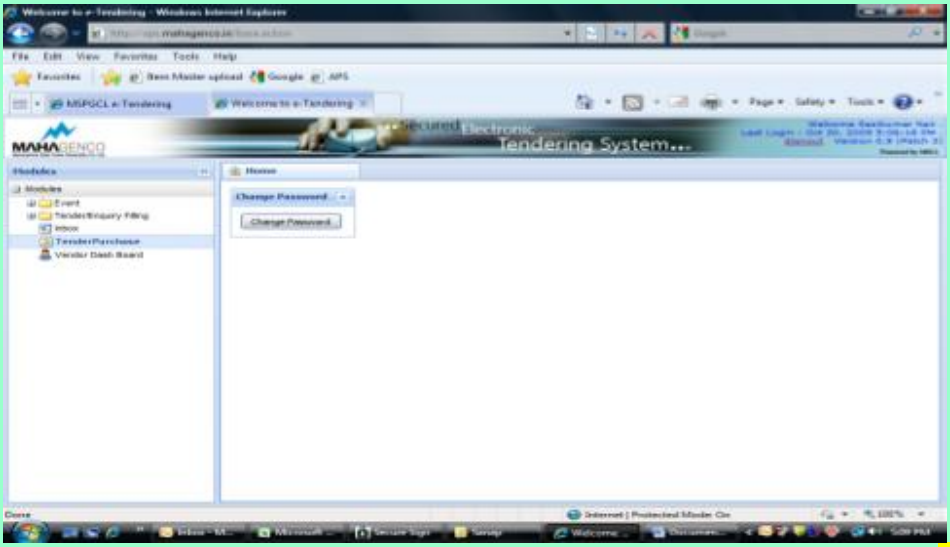
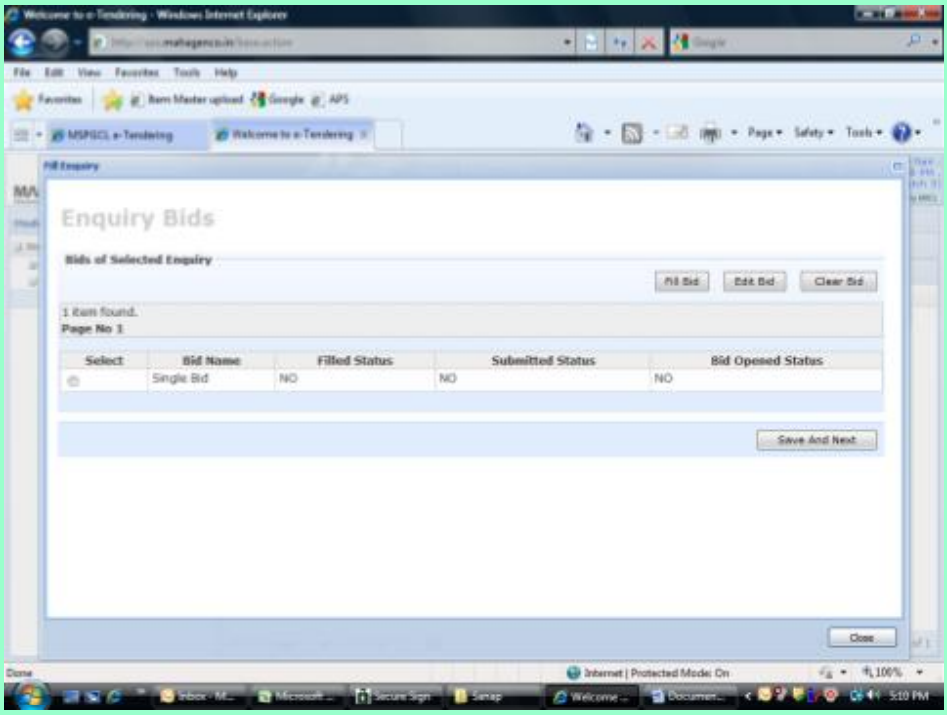
Ensure that you are using internet explorer version 6 and above – add our web site h p://aps.mahagenco.in/ as well as TCS h ps://www.tcs-ca.tcs.co.in in trusted web site – allow popups - select ac ve x controls enabled - install ikey 1000 or 2032 drivers as per key handed over to you, ensure digital cer cate / sign (Name of representa ve of Company) is downloaded in key - install secure sign u lity so ware to sign the vendor pdf le and bids before submitting. Software's are available in our download sec on of website.

Log in to your account – go to Tender/enquiry Filling tab – expand – select enquiry tab – select the enquiry you want to ll – download enquiry pdf le if required – read carefully – note down the documents requested if any in techno commercial bids – prepare documents for uploading during enquiry lling process. Note down the item wise rate and taxes / du es to be quoted.

Start to fill quotation / bid from ll enquiry tab – pop up will occur



Check the status **filled status – no, submitted status – no**. Select single bid and press ll bid



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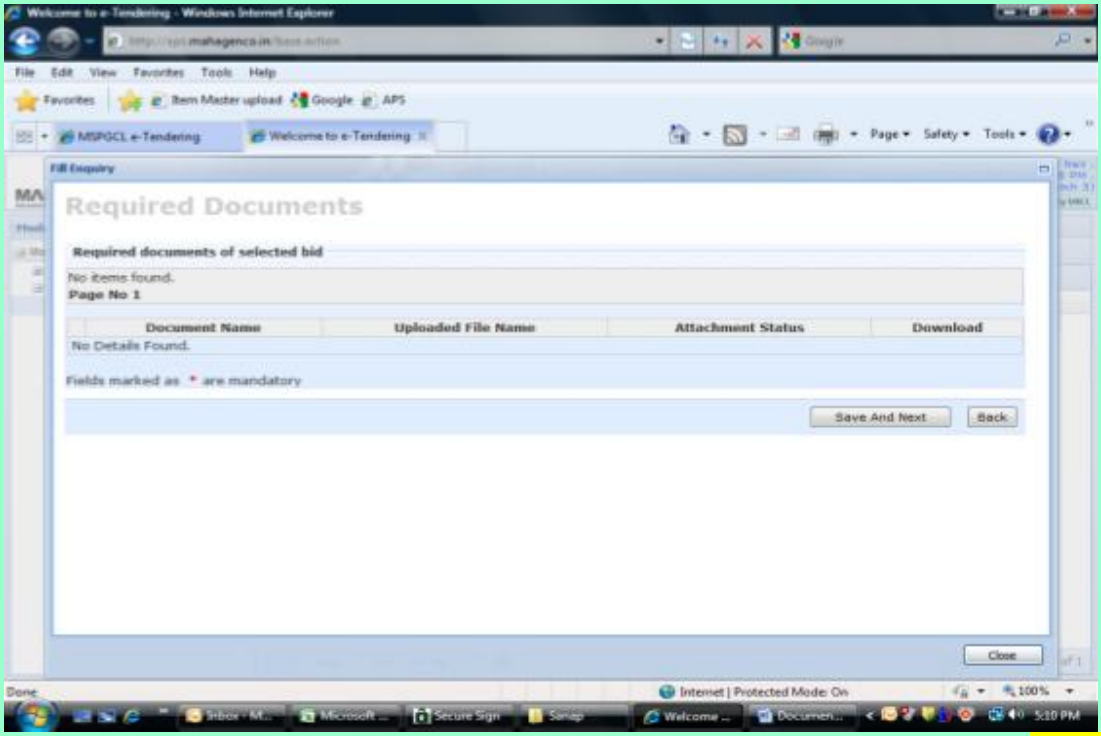
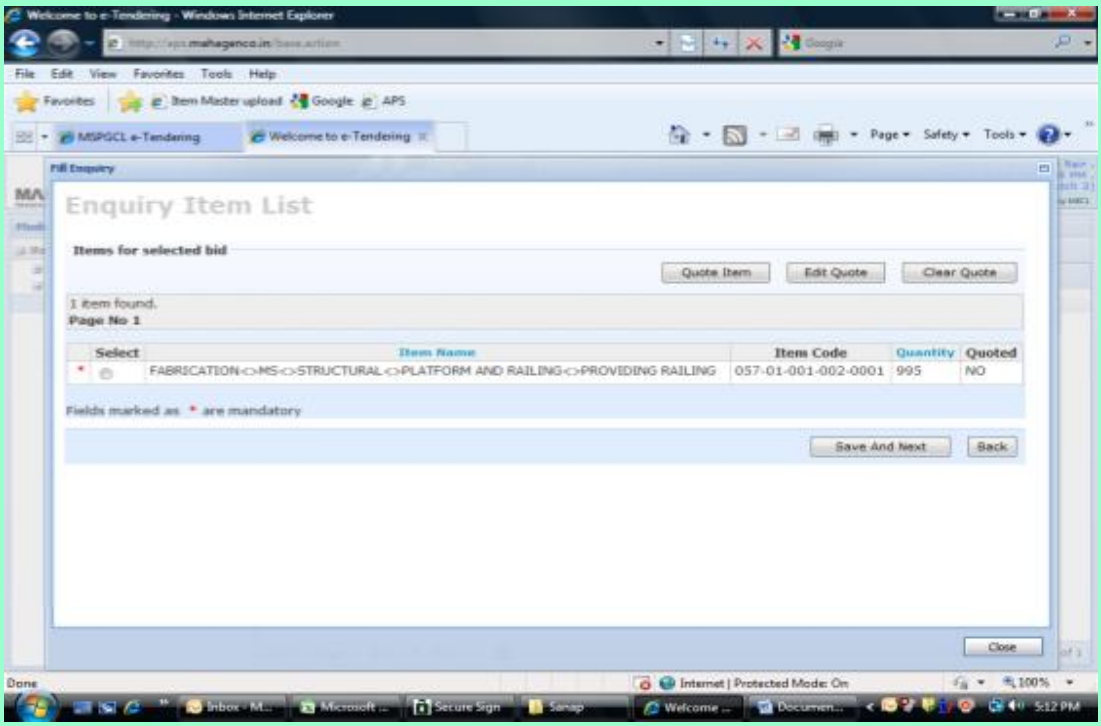
In next pop up, if documents for qualifying criteria are requested by the purchaser, list will be seen or else **no details found** will appear. Upload the documents as requested or else proceed further by save and next



Next list of items in enquiry will be displayed. Select one by one item and ll rates by clicking quote item



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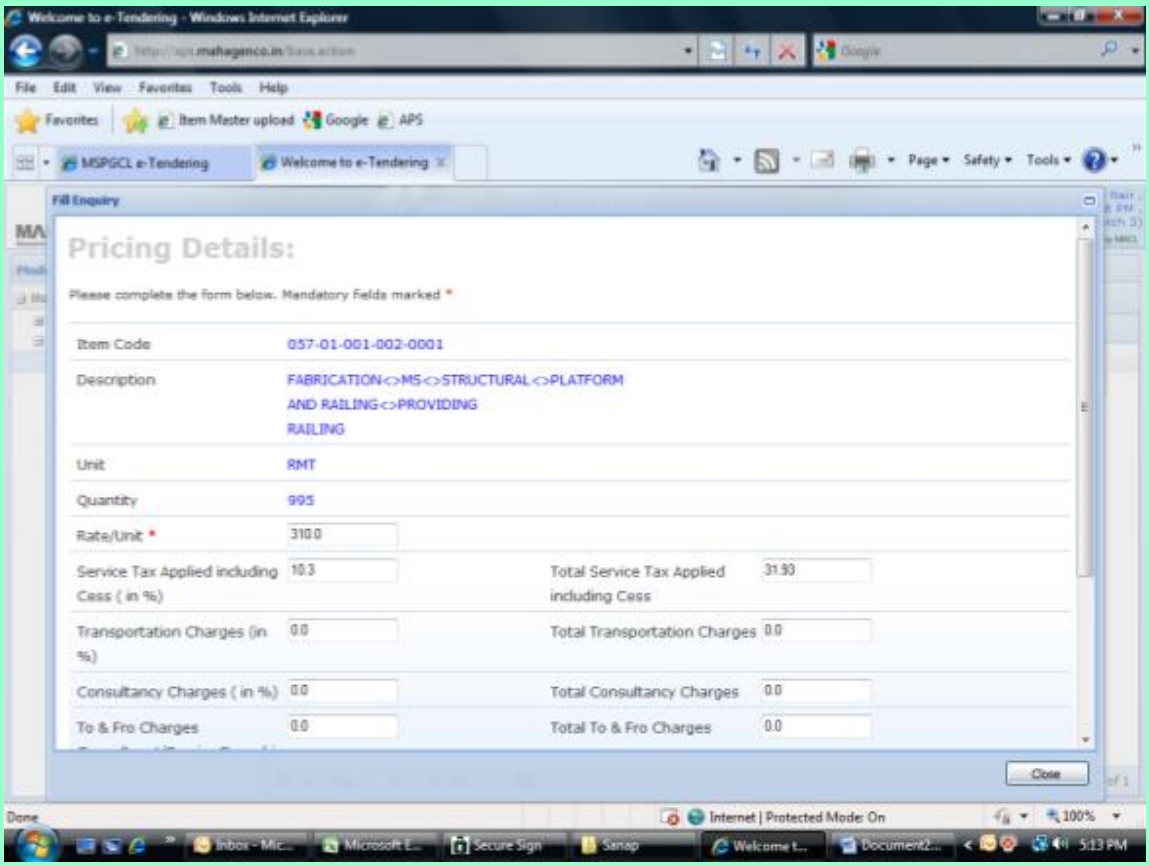
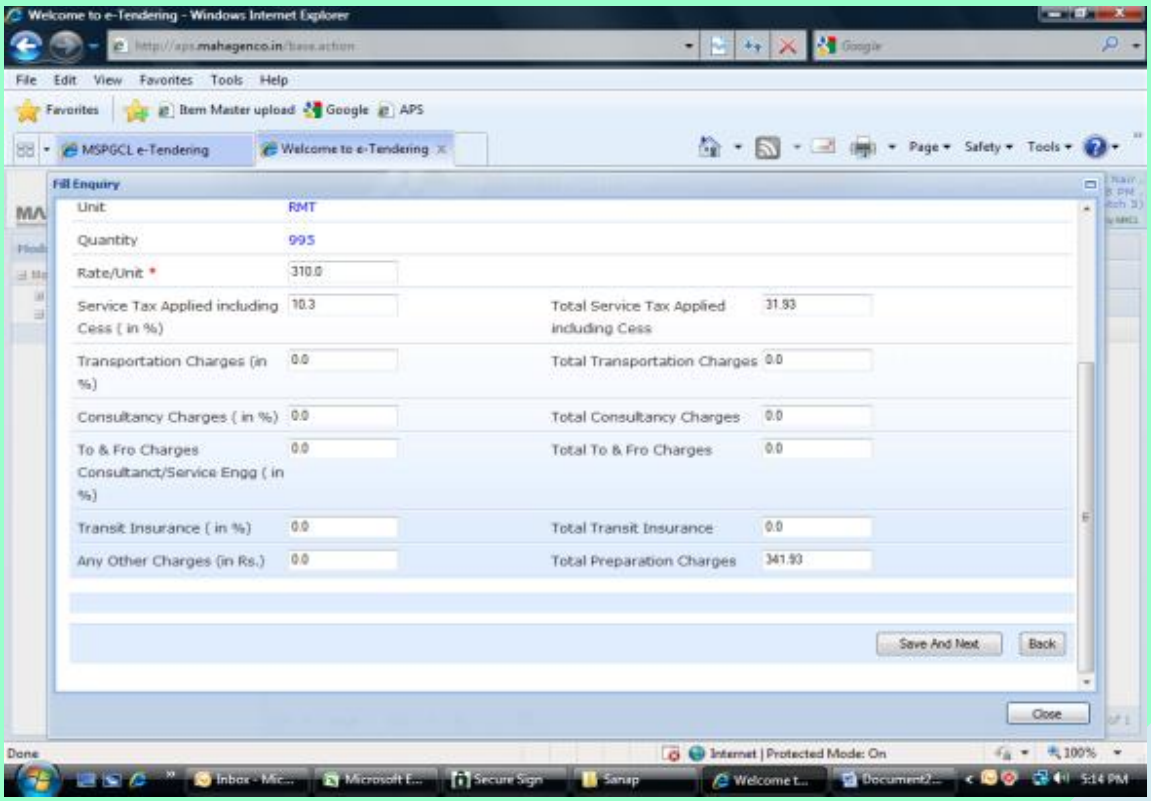


Loaded unit price will be displayed at the end of window. Con rm and click save and next



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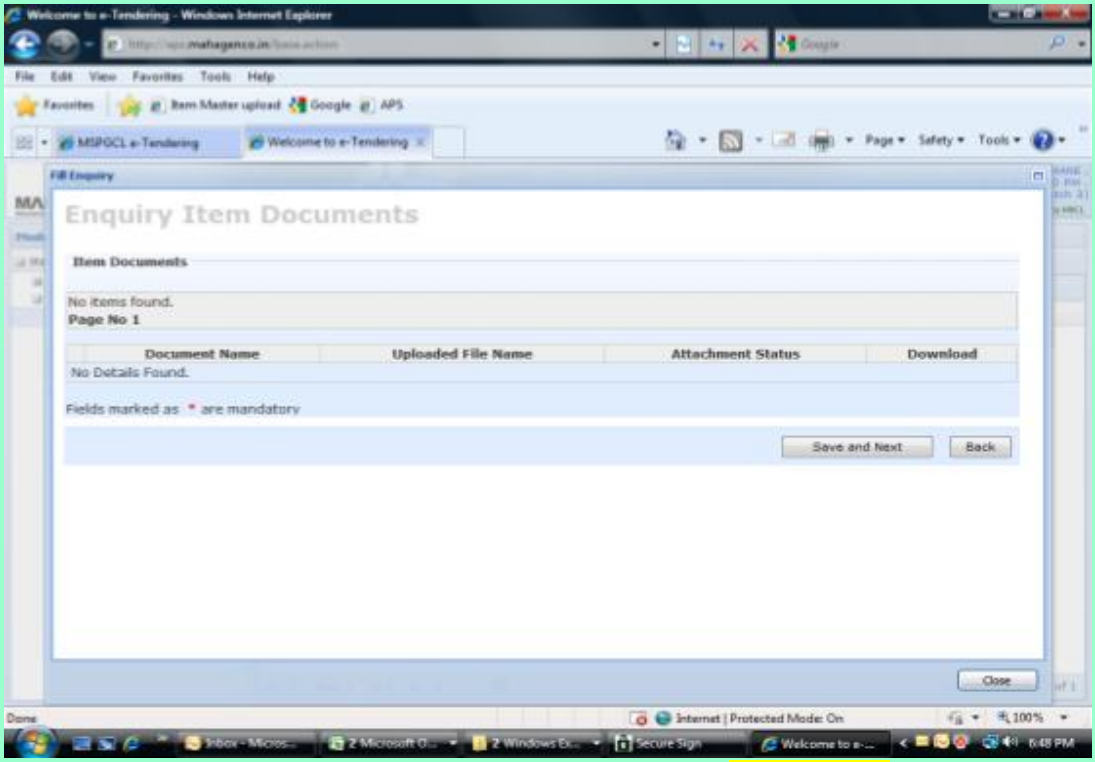
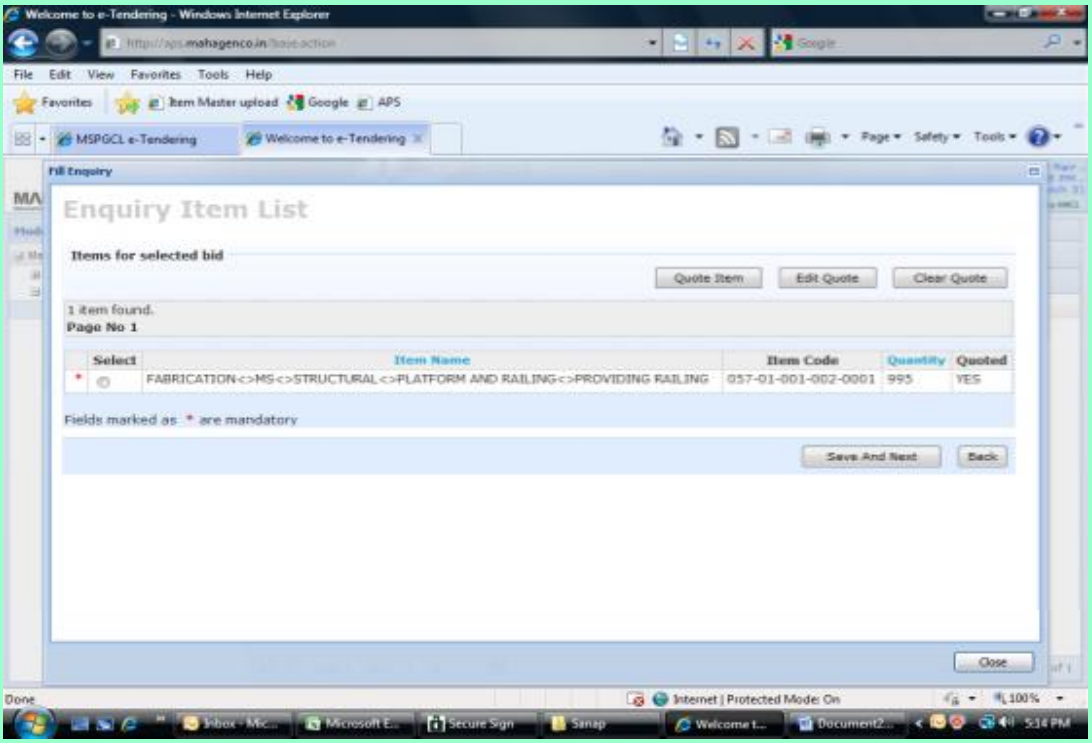
In next window list of technical documents will be displayed if requested by purchaser such as orders exected previously as experience, dealership, item speci ca ons, devia ons, statutory documents etc. if not **no items found** will be seen then click save and next



Check that item will be seen as quoted **yes** at each item level. Click save and next



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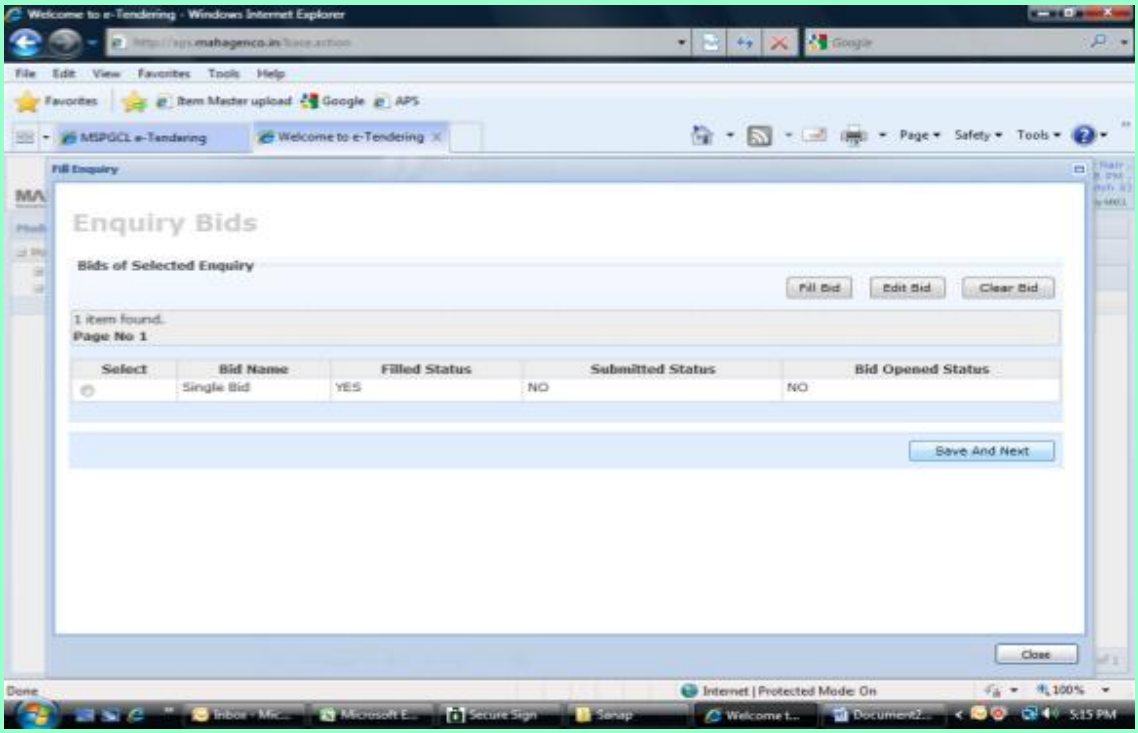
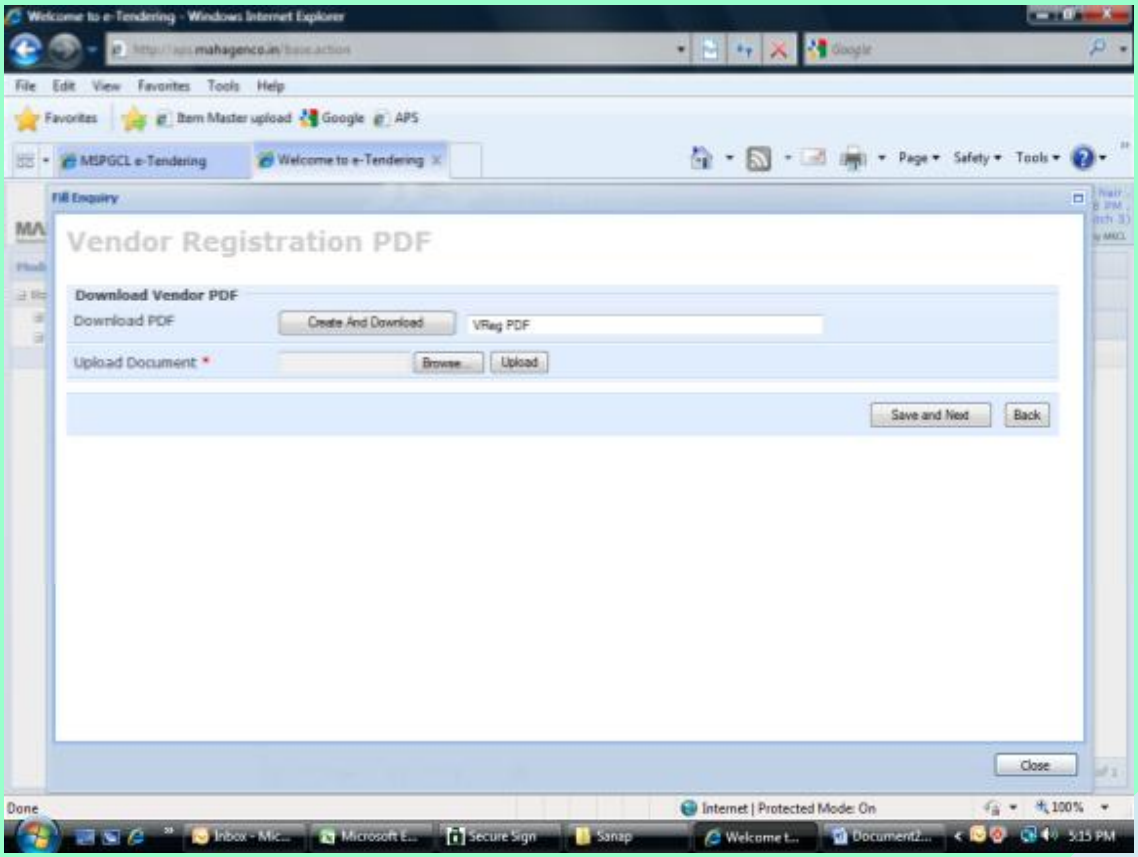
The single bid lled status of will be seen as **Yes**. Click save and next



Bid submission process:

Click to create and download bu on so as to generate vendor document data le.



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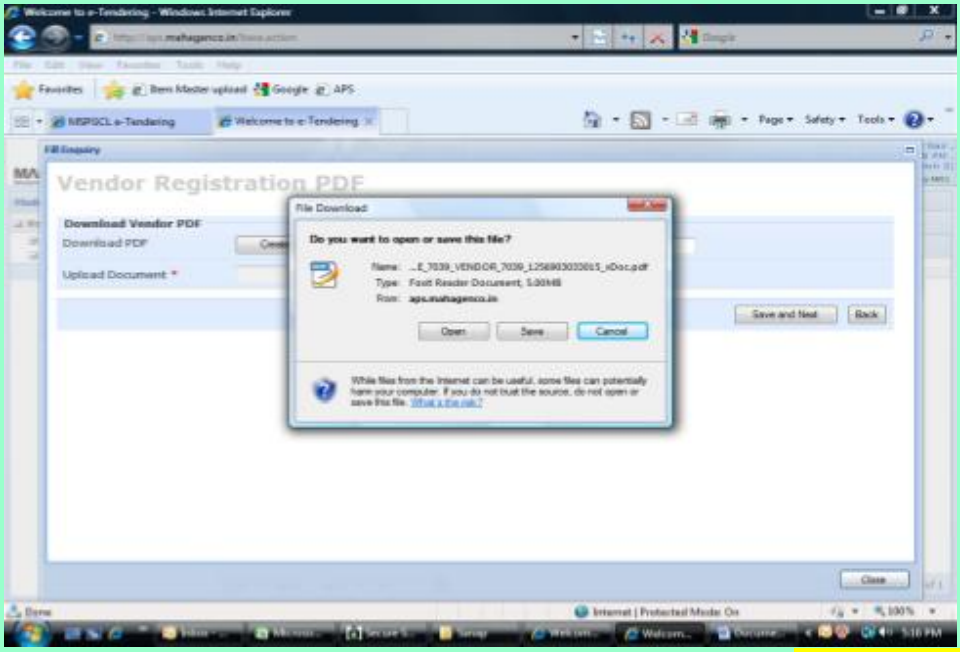
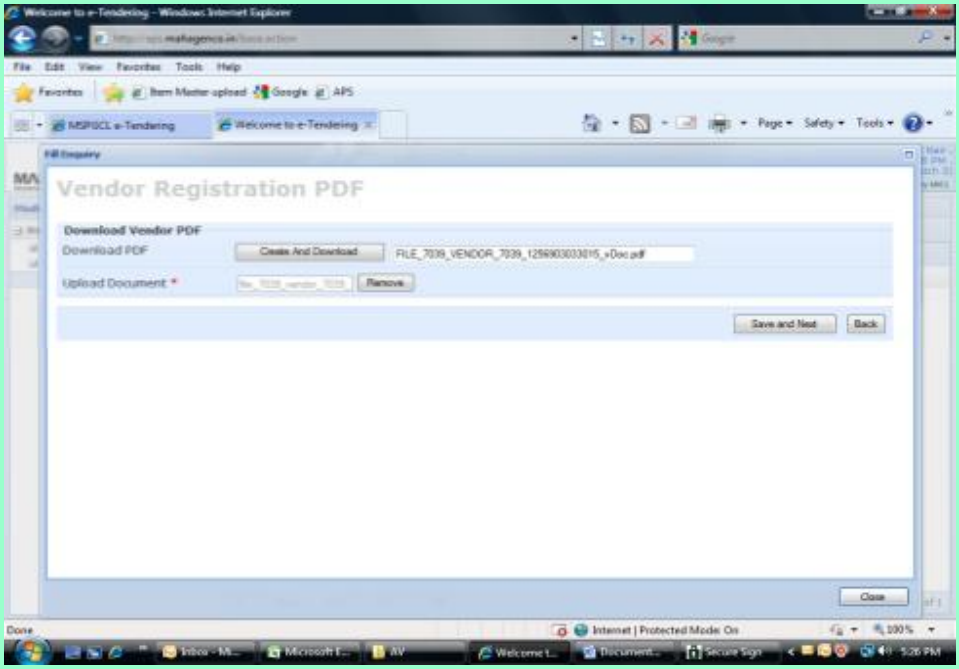
Pop up will occur click save and save pdf le generated in separate folder created for this enquiry at desktop or my document as per your convenience. Do not change the name of le. If desired you may open & check le. Minimize browser window and do not log out.



Digitally signing process: Insert the TCS key in USB port. Click to digital sign u lity icon created at desktop or program (Symbol of lock). Browse the vendor pdf le downloaded and saved in folder. Click to sign and wait a while for pop up window. A er pop up select the name of representa ve authorized to sign the documents by the company and click ok. Pop up will occur for password of key. Default password for ikey 1000 is **rainbow** and ikey 2032 is **Password#1**. Wait a while and next pop up of *Signature applied successfully* will appear. Click ok. The digitally signed le will be saved in the same folder created earlier with le extension as .sig. Now maximize browser window and browse signed vendor le to upload. A er uploading remove bu on will appear. Click save and next.



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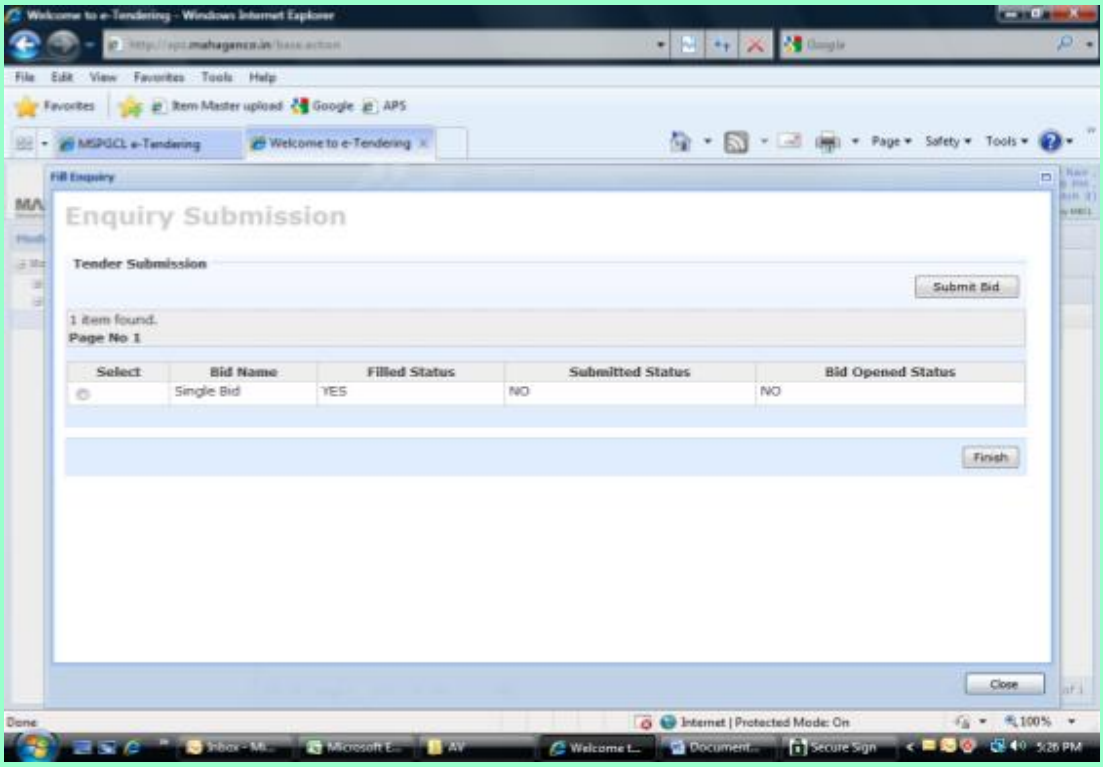
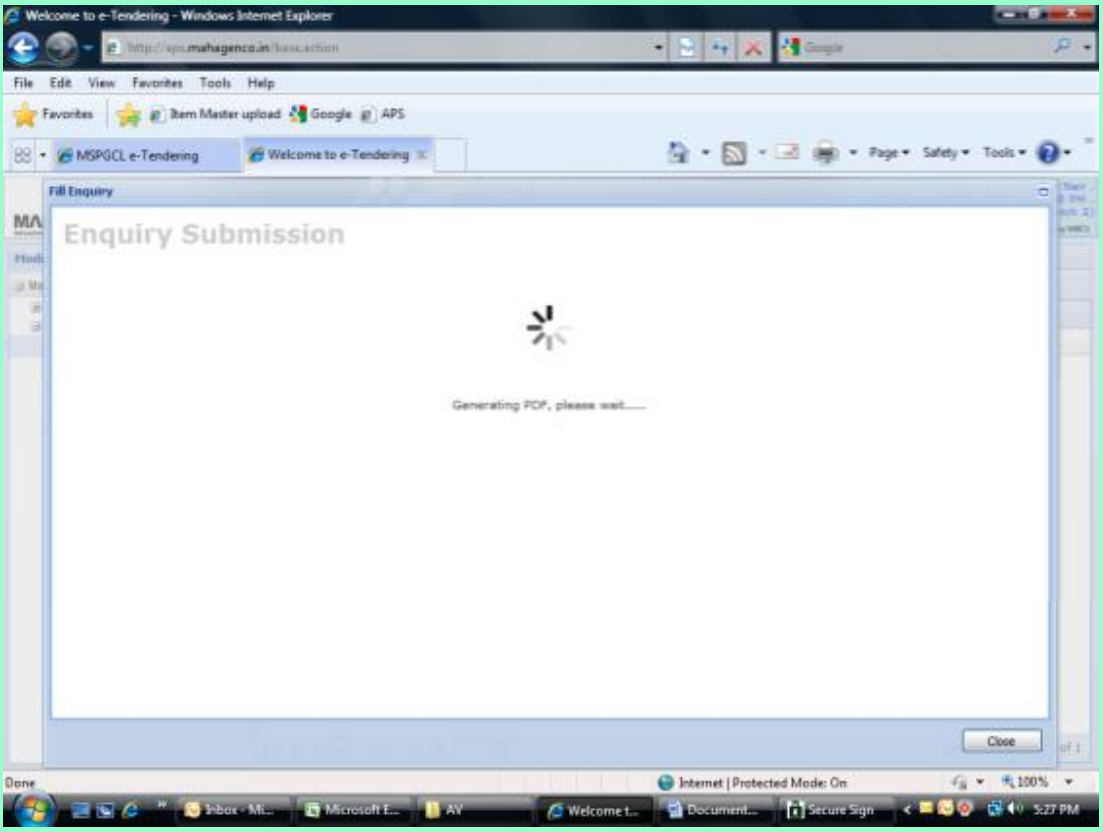
Now click for single bid and press submit bid bu on.



Wait for a while ll price bid le is generated.



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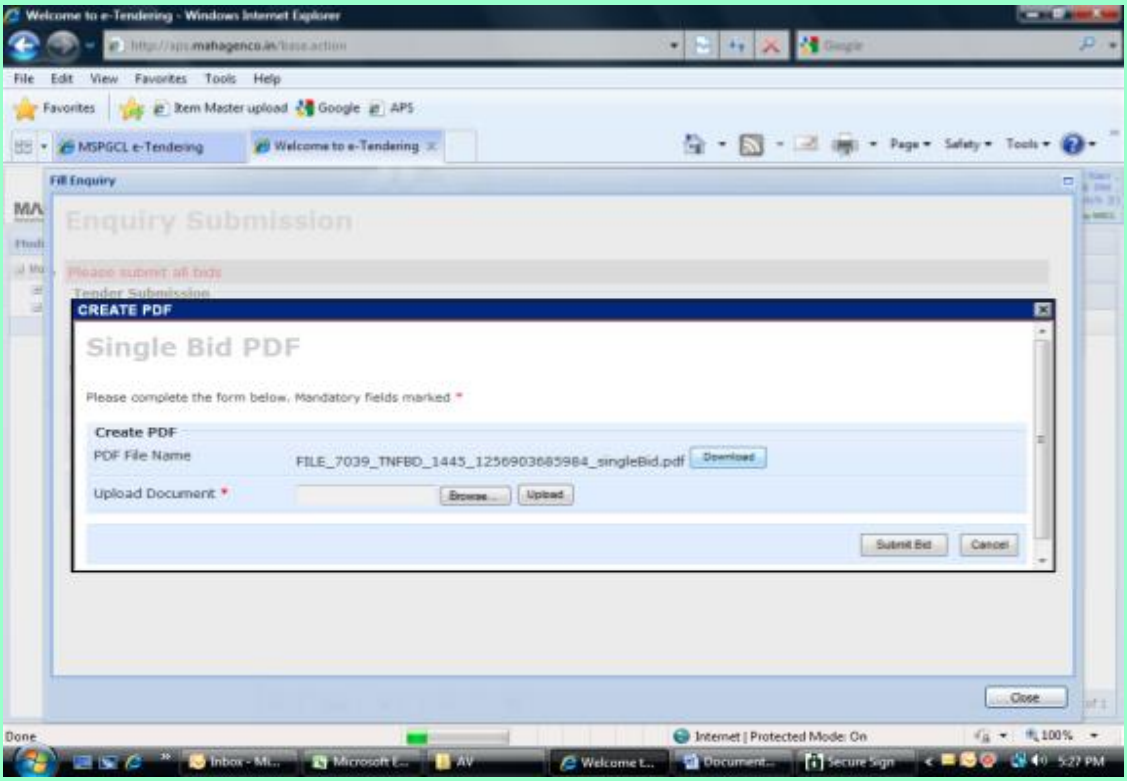
Download the single bid pdf le generated in to the same folder.



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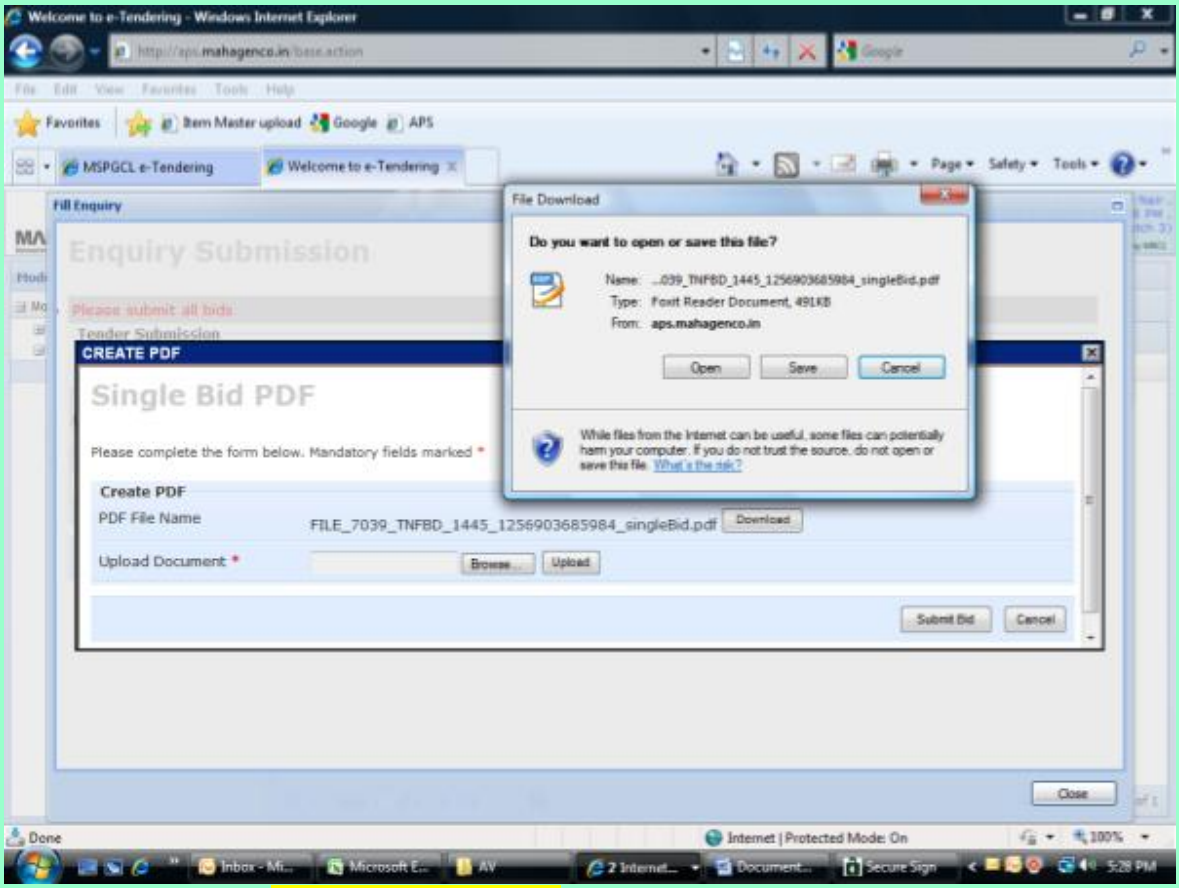
Do not change name of le. Open the le and check for the rates quoted if desired.



Digitally sign the le by clicking digital sign u lity as earlier

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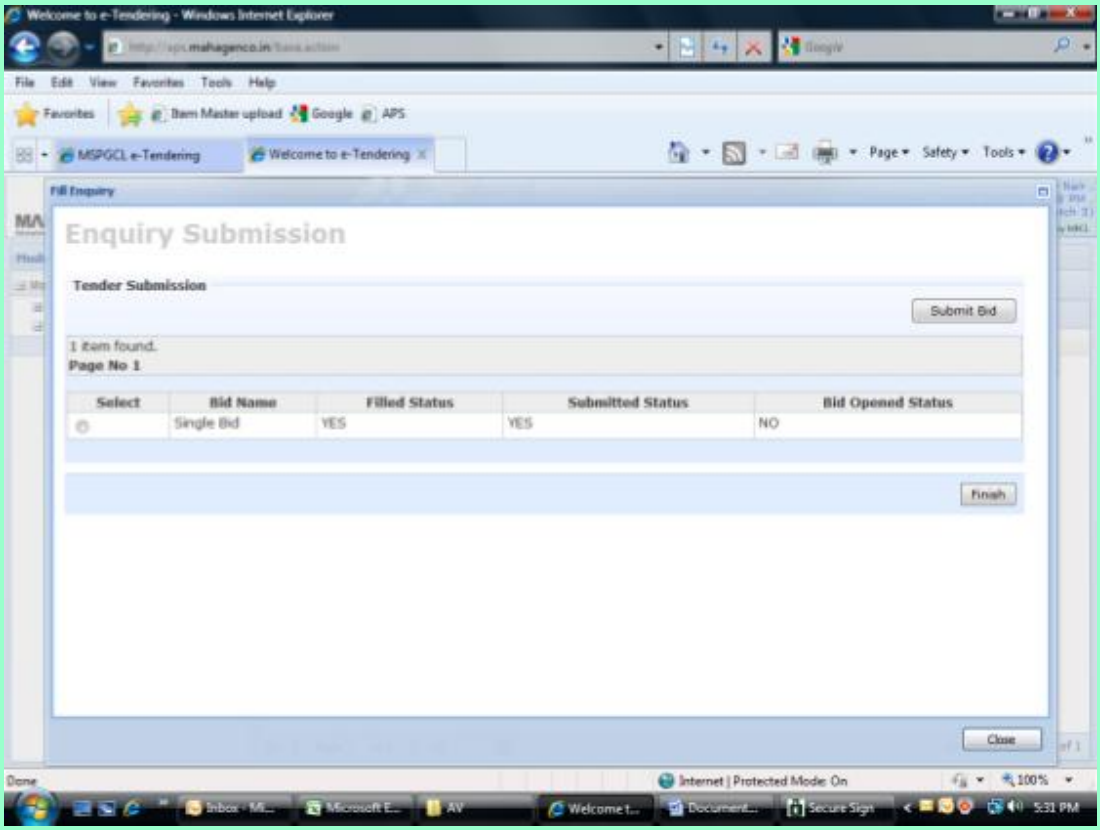
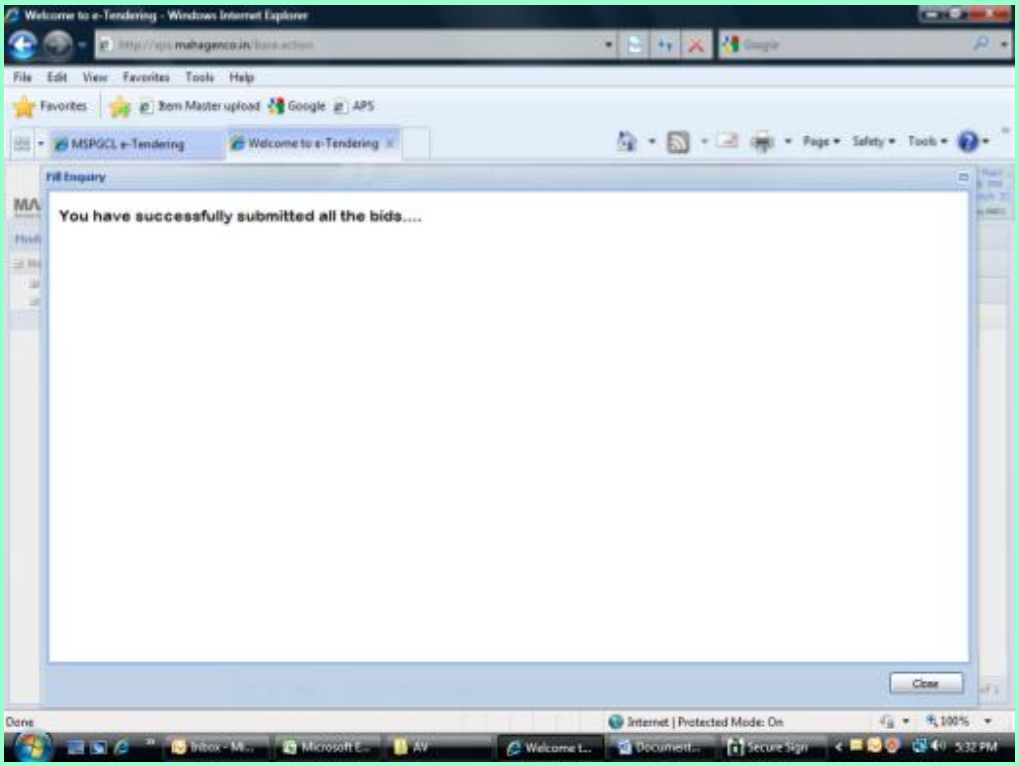
Maximize Brower window and bourse digitally signed le and upload. Click nish bu on. The message **You have successfully submitted bids.....** will appear.





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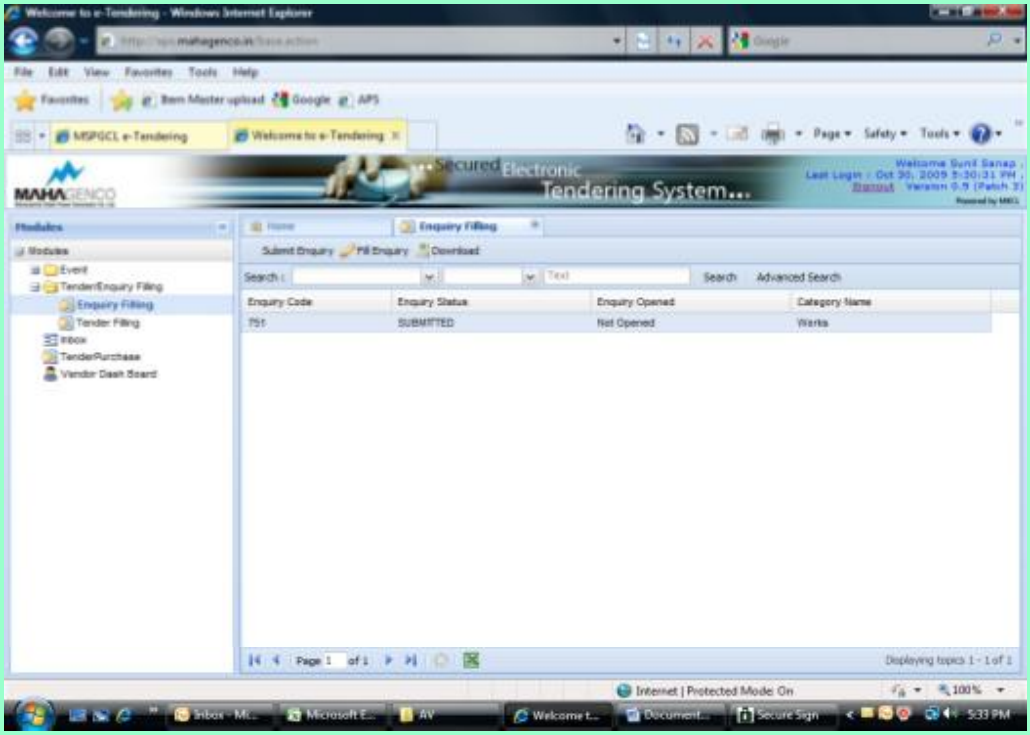
Close the window and check the status of enquiry is changed from not lled to **submitted**. Submission process is over. Now wait ll opening of quota ons by purchaser



If you are s ll facing problems, please contact or mail to Athare BG, Dy EE, E_Purchase, TPS Parli, Ph 02446 223503. Cell 9960516825, mail athareb@gmail.com