



Guidelines to Bidders

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Guidelines

- The NITs of all tenders/bid invitations above value of Rs.5.00 lakhs including e-procurement tenders are available for public viewing on www.opalindia.in site.
- To view e-Procurement tenders you need to login into e-Procurement site <https://etender.opalindia.in:50300/irj/portal> using your user id and password.



Note: If you do not have a user id, please click on **Guest** button to view available bid invitations.

Prerequisites to submit tenders through e-Procurement

- Bidder should have a valid User Id to access OPaL e-Procurement site.
- Bidder should have a legally valid **class 3 Signing** digital certificate as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- Tender fee must have been paid, if applicable for the Bid Invitation. If Bidder is exempt from paying tender fee, Bidder must hold exemption from the Tender Officer.
- Bidder should fulfill any other pre-requisites mentioned in the tender documents of a specific tender

How to obtain User ID?

1. Click on **New Bidder? Apply for Access Authorization** link on the e-Procurement login page.
2. Fill the online form. After completion, please click on **Submit** button. Email with a URL link from srmadmin@opalindia.in will be mailed to your email address.



Note: You must provide only one valid e-mail id.

3. Click on URL link in email, which opens up Questionnaire page in a browser.
4. Fill the Questionnaire, After completion click on **Send Questionnaire** button.
5. After creation of user id you will receive email with user id and password.



Note: User id will be created normally within **4** working days after reviewing sent data. In case you don't receive any user id please send an email to opalsrmhelp@opalindia.in.

Note: Obtaining User Id is an on-going process and is not linked to any particular Bid Invitation (tender). Any bidder willing to participate in OPaL tenders can obtain User Id as described above. Each bidder will get one user id. Bidders are requested to designate one officer from their organizations who will submit

bids on line. Bidders interested in a particular bid invitation should apply for user id at least 7 days prior to the last date mentioned (Last Date for Tender Fee Payment, if exists or Submission Deadline) in the bid invitation

How to Obtain Digital Certificate?

In order to bid for OPaL e-tenders all the bidders are required to obtain a legally valid digital certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

- Visit the site of the licensed CA using internet browser.
- Apply online for a **class 3 certificate** (used for Signing) for the designated individual with organization name.
- Ensure that digital certificate is legally valid in India. Note that signing certificate with encryption is required for OPaL e- procurement.
- For making payment and submission of documents required for issue of the digital certificate, follow the instructions on the CA's website.

Licensed CA's in India

[Safescrypt](#)

[TCS](#)

[\(n\)Code Solutions](#)

[e-mudhra](#)

[NIC](#)

Technical Settings

- Web Browser supported: Microsoft IE 5.5 and above up to IE 10.
- Active Content: JavaScript, cookies, ActiveX controls, pop-ups must be enabled on all browsers.
- Recommended Screen Resolution: 1024 by 768 pixels.
- Microsoft Visual C++ 2010 redistributable (x86) should be installed on your system.
- Microsoft.net framework required.
- Java 7.1.0.
- Download and install Signer tool from e-procurement site available on Downloads-Signer tool tab (Required for Signing), while installing close all internet explorer windows.
- If Log Off link is not working correctly, turn on Compatibility View for the webpage in internet explorer.
- Below settings are needed for using Signing application, remember to maintain settings whenever you're signing documents.

Settings for Microsoft Internet Explorer

Recommended way is to add opalindia.in site to Trusted Sites zone.

1. In Internet Explorer, go to **Tools > Internet Options...**
2. Click on **Security** tab, and then click **Trusted sites** zone.
3. Click **Sites...** button.
4. In the **Add this Web site to the zone:** text box, type [*.opalindia.in](#)
5. **Uncheck** the box in the beginning of "Require server verification (https:) for all sites in the zone"
6. Click **Add** button and then choose **OK** or **Close** button.
7. Now, Click on **Custom Level** button, **Security settings** window opens up, maintain following values for below parameters.

Parameter	Value
Allow Scriptlets	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviors	Enable
Download signed ActiveX controls	Enable

Parameter	Value
Download unsigned ActiveX controls	Enable
Initialize and script ActiveX controls not marked as safe	Enable
Run ActiveX controls and plug-ins	Enable
Script ActiveX controls marked safe for scripting	Enable
Use Pop-up Blocker	Disable

8. After maintaining appropriate values, Click **OK** button.
9. Again Click **OK** button to confirm and close **Security** tab.

Contact Information

If you want any help regarding e-Procurement or you have any suggestions/comments, feel free to contact...

 opalsrmhelp@opalindia.in

Before asking a question, please make sure that you have read the e-Procurement help including the Frequently Asked Questions.