

## INSTRUCTIONS FOR BIDDERS

### ONLINE BIDDER ENROLLMENT

1. Go to <https://etenders.kerala.gov.in> site.
2. Click on **Online Bidder Enrollment**
3. Enter a valid email address for login ID. The login ID cannot be modified once registered.
4. Add company details and contact details
5. In Contact Details section, Give landline number for phone (if want to add mobile number, give 91 in the 1st column, and give mobile number in the 2nd column).
6. Click on Submit
7. Enter a password (according to the instructions provided)
8. Submit details.

### QUOTING BOQ

1. Go to [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) site
2. In the left side of the screen select **Tenders by Organisation**
3. Locate Oil Palm
4. It will list all the tenders of Oil Palm
5. Select the tender you want to quote
6. All the details are listed.
7. In the Tender Documents section download the zip file.
8. Unzip the file and save the excel file(BOQ) to desktop and quote your rate in the BOQ. (don't change the name of BOQ)

### TENDER SUBMISSION

1. Go to [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) site
2. Enter Login ID and Captcha : Login
3. Enter Password and Captcha : Proceed
4. Connect the Digital Signature to PC
5. Click on LOGIN ---- > Enter User PIN of Digital Signature
6. In the Bid Management Section ----- > Select **Search Active Tenders**
7. Enter Tender ID of the tender you want to quote.
8. Press **SEARCH**
9. Mark the tender as Favorite by clicking the check box.
10. Click on **SET OPEN TENDER AS FAVORITE**
11. In the Bid Management Section, Go to **My Tenders**.
12. Press on **View** button of the tender we marked as Favorite.
13. In the bottom of the page click on **Proceed for Bid Submission**
14. **Agree** the Terms and Conditions.

15. Press Next Button
16. It will show bidder details. Press on **Next**
17. Press on **Encrypt and Upload**
18. **In the finance section Click on ' Click here to upload'.**
19. Click on **Browse** button and select the BOQ that we quoted earlier
20. Click on **Sign & Upload**. Give Digital signature User Pin
21. Click **OK**

\*Java JRE (X.86 ) needed

\* Internet Explorer / Mozilla Firefox 50.0.1 or below supported.

\* Microsoft Edge and Google Chrome not supported.