## **Guide on Submission of RFP Information – Cement Sub Sector**

Login with user id and password.

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Click on RFP Information.

The screen will have space for the bidder to type the Capacity of individual units in TPA and a dropdown for selecting the Clinker Manufacturing Process (Wet / Semi dry / Dry).



Fill up the spaces with correct information. If more than one unit exist, click Add More to generate additional rows as shown below.

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Fill up the details against Coal from FSA1 by typing the annual contracted quantity (ACQ) for the FSA. If more than one FSA exist, click Add More to generate additional rows.

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Then provide information about coal obtained from captive coal mines. The information about peak rated capacity (PRC) and the grade of coal from each coal mine should be provided.

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Available Energy (Kcal) :	49675000000		
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Based on the total capacity of the units as mentioned by the bidder, the system calculates the annual requirement of G10 grade coal based on the applicable norms and displays the Annual Energy Requirement (KCal) for the bidder.

The system shall also display the Balance Energy (Kcal) that the bidder is eligible to bid i.e.

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Click on Save button. The system displays the maximum quantity of coal for the bidder in each grade from G1 to G14 as shown below.

No.	Grade	Max Quantity(Tonne/Annum)	Bid Security and Transaction Fee for Max Quantity (Rs.)		
1.	G1	145940	14958799.83		
2.	G2	152331	15613929.74		
3.	G3	159308	16329071.56		
4.	G4	166955	17112867.00		
5.	G5	175373	17975700.63		
6.	G6	184685	18930162.61		
7.	<b>G</b> 7	195041	19991667.00		
8.	G8	206627	21179290.84		
9.	<b>G</b> 9	219677	22516930.20		
10.	G10	234487	24034925.50		
11.	G11	251438	25772390.00		
12.	G12	271031	27780628.25		
13.	G13	293935	30128286.97		
14.	G14	321067	32909359.62		
Please check the data submitted by you above carefully before proceeding. If you are sure, click on Proceed to make final submission or close the window to Cancel. Once the data is submitted, no further modification shall be allowed. The bidder shall be solely responsible for any mistake made in submission of the data.         Proceed       Cancel					

The screen displays the maximum quantity of coal in each grade from G1 to G14 that the bidder is eligible to bid based on the information provided by it in the previous step. The system also displays the amount to be deposited by the bidder to be able to bid for the maximum quantity of coal in each grade. This amount includes the Bid Security of Rs 100/- per tonne and the process fee of Rs 5.00 per tonne. In the above screen, transaction fee refers to the process fee.

The bidder should read the text in RED colour before clicking on the Proceed button. The bidder may click the Cancel button to go back to the previous page.

On clicking the Proceed button, the data will be saved and can't be changed any more. The <u>Save button will get disabled</u>.

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The system shall prompt for uploading documents, if not already done.

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Clicking on Submit button may give the above pop up which prompts the bidder to upload the mandatory documents. For this, the bidder should click on OK and then on the Home button to go back to the homepage as shown below.



## Then click on Upload Documents. The following page will appear.

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Click on Upload button. The following screen will appear.



Click on Home button to go back to the homepage.



Click on RFP Information again to get the following screen.

Click on Submit button (Save button will remain disabled).

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Now the screen will give a confirmation that the RFP has been successfully submitted as shown below.

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## Click on Ok.

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The Submit button now gets disabled. Click on Home button to go back to homepage.

## Please note that

- 1. <u>It is mandatory for the bidder to fill up and submit the RFP Information to be able</u> to bid in the auction process. The bidder may check the information provided by it through the link RFP Info Report.
- 2. <u>The submission of the above information is allowed only once for each bidder and hence bidders should fill up the information very carefully. Modification of information once submitted or re-submission of information will not be allowed.</u>