

Introducing for Using e-Procurement Technologies Ltd's Website

Prepared by:

e-Procurement Technologies Ltd.

ISO 9001:2008, ISO 27001:2013 & CMMI Level-3
Certified Company

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*Notified by: Gartner for Strategic Sourcing Application
Suites.*

1. Preface

General Information and Instruction for using E-Procurement Technologies Ltd (ETL) Web Portal.

This preface contains information about the following topics:

- Who should use this document?
- Definitions
- Contact Support Team

1.1 who should use this document?

Those bidders/Officers use this document who want to Participate/Conducting e-Tender, Sealed Bid & e-Auction on e-Procurement Technologies Ltd website :

- General understanding of computer terms.
- Usage of web browser.

Before participating in e-Tender/Sealed bid/e-Auction, you need to ensure that you have system with the following minimum requirements and system settings.

Minimum system requirements:

Computer with Internet Connection of minimum 256 kbps speed.

Operating System : Windows XP Service Pack -3 / Window Vista / Windows 7 and above.

Supported Browsers : Internet explorer 9.0 or above (32 bit only), Mozilla Firefox 13.0 or above, Google Chrome 20.0 to 41.0.

System Access with Administrator Rights.

Toolbar / Add on / Pop up blocker

Users should ensure that there is no software installed on the computers which are to be used for using the website that might interfere with the normal operation of their Internet browser. Users have to ensure that they do not use any pop-up blockers, such as those provided by Internet Explorer and complementary software, like for example the Google tool bar. This might, in certain cases depending on users' settings, prevent the access of the EAS application.

Power management settings

Turn off any power management features on their computer such as automatic hibernation or suspension; and Disable any screensavers.

Digital Signature Certificate

Term	Description
Digital Signature Certificate	User have a valid Class-II/III Digital Signature Certificate (DSC) with Signing & Encryption, issued by CCA (Controller of Certifying Authorities) in India. The details of the License CA's are available on www.cca.gov.in wherein the details have been mentioned.
Definitions of Digital Signature Certificate	An electronic "passport", typically contain a user's name and public key. A CA authorizes certificates by signing the contents using its CA signing private key.
Encryption/Decryption	To encrypt a file is to apply a mathematical function that transforms character(s) in the file into some other character(s). Encryption renders the file unreadable. This means no one, including the actor, can read the file until it is decrypted. Only authorized recipients can decrypt the file.

Digital Signature Certificate Applicable base on Department Wise Requirement

Digital Signature Certificate as applicable with event wise for e-Tender/Sealed bid/e-Auction as decided by the Department.

E-Tender (PKI) : Required Digital Signature Certificate (Signing + Encryption)

E-Auction (PKI) : Required Digital Signature Certificate (Signing)

Non PKI : No need to required Digital Signature Certificate

Verify and System Setting for using Digital Signature Certificate

Section – I (Digital Signature Certificate Verification)

Valid digital signature certificate must be installed in a system from where you want to login on website. Perform the below steps to confirm whether valid Digital signature certificate is available on your system or not:

steps:

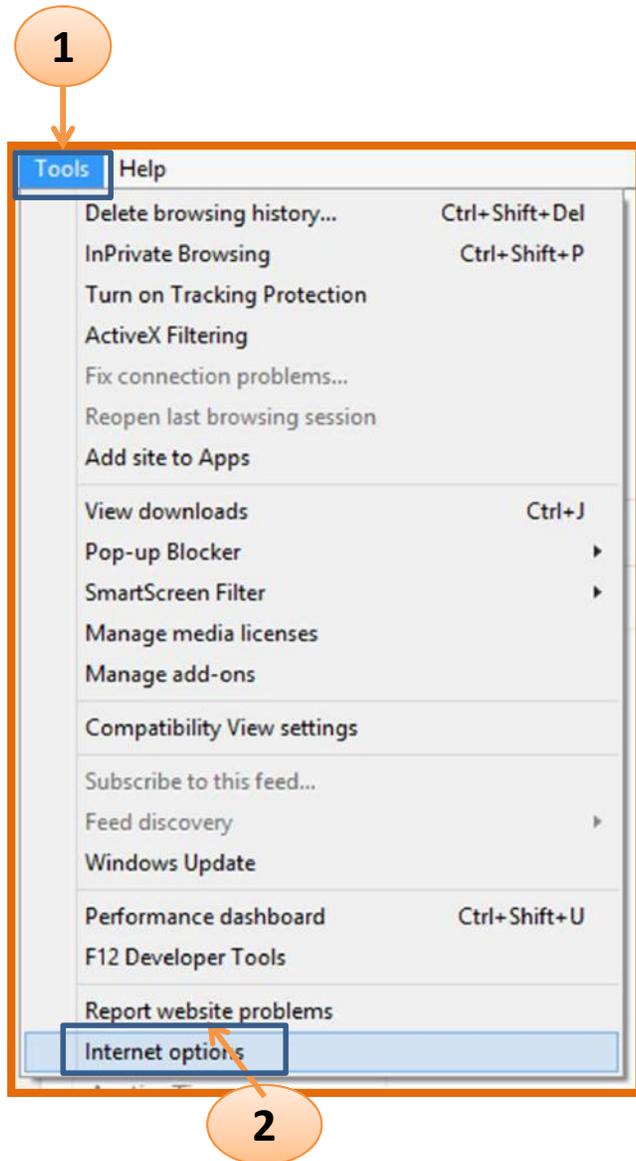
Open **Internet Explorer**.

Select **Tools** menu from menu bar. (**Alt+t**)

Click on Internet Options ->**Content**->**Certificate** button.

You should view your digital signature certificate in this window as shown in the below screen shot:

Following Steps for Verify Digital Signature Certificate



1. Open **Internet Explorer** & Select **Tools** menu from menu bar

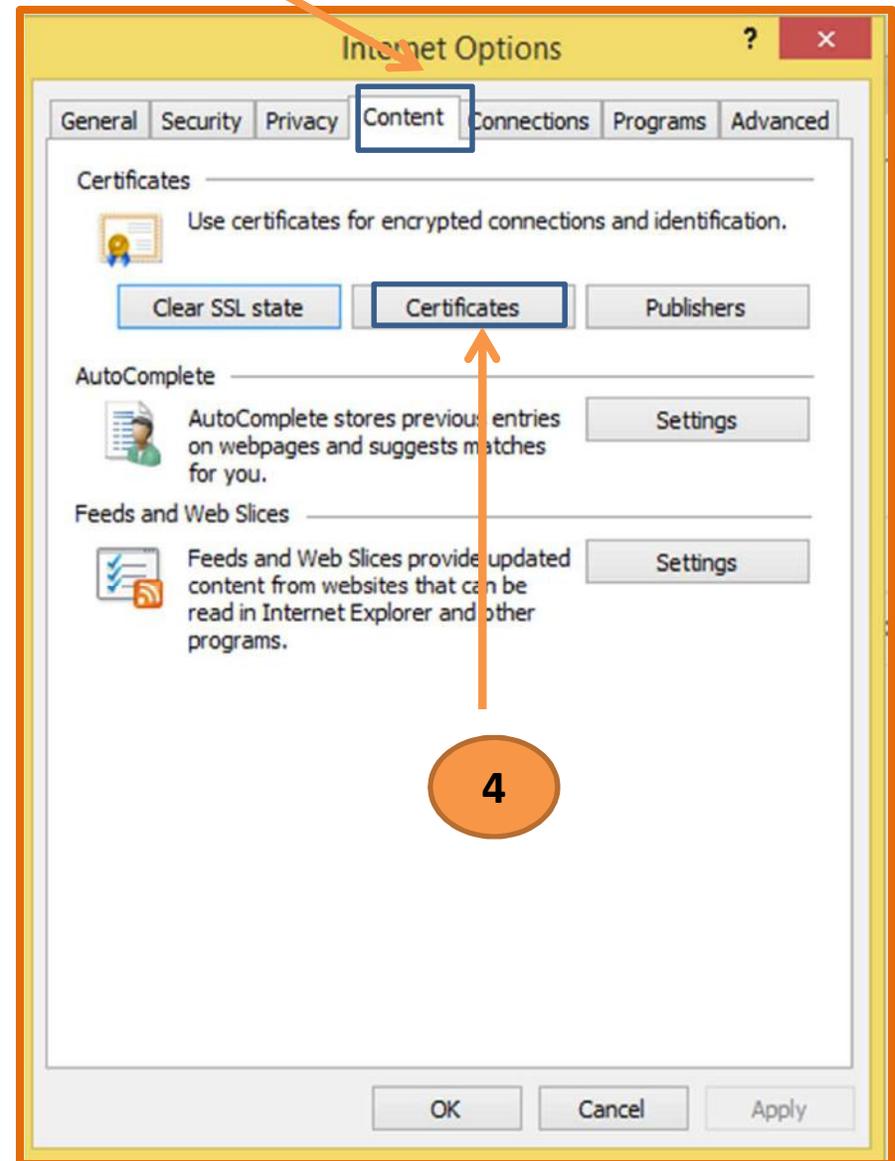
2. Click on **Internet Options** sub menu

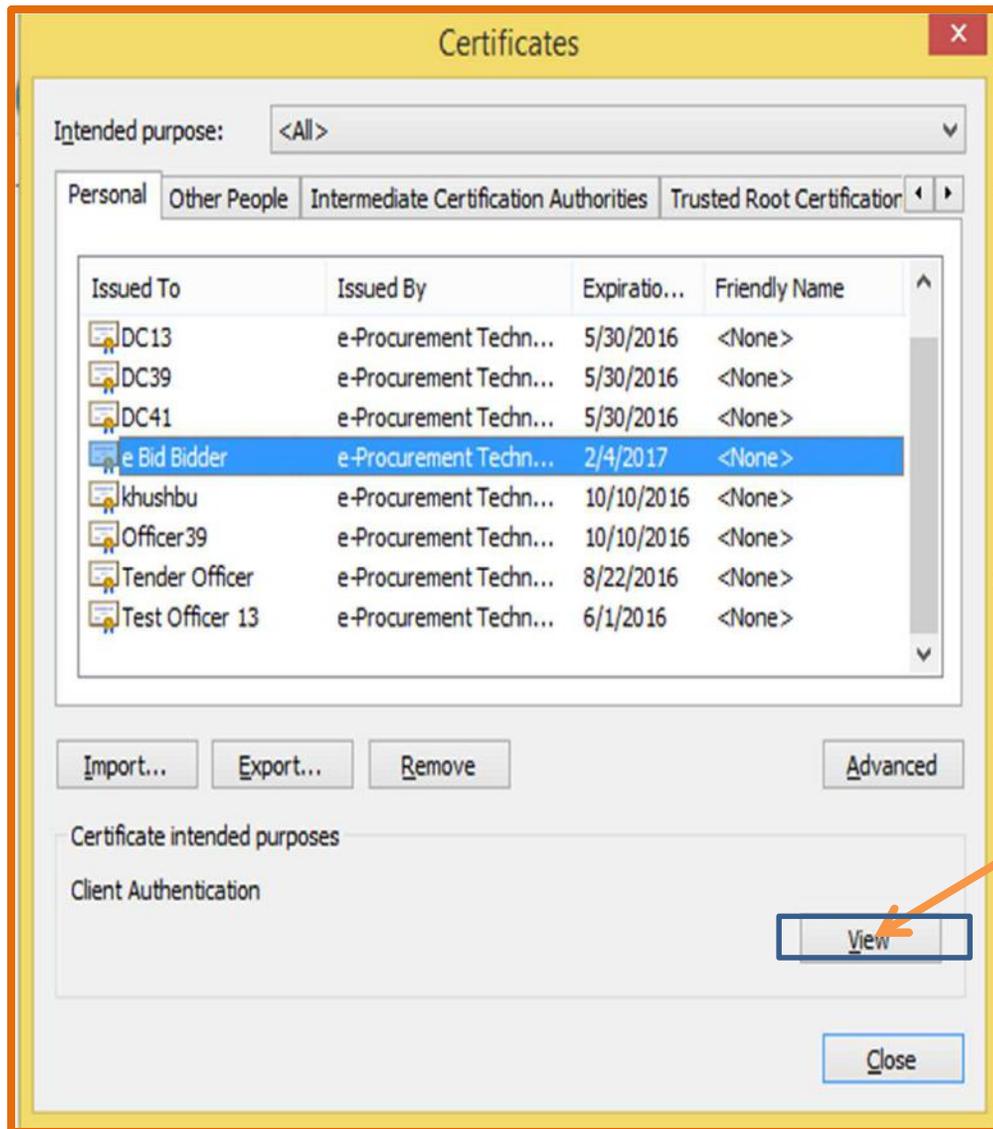
View Digital Signature Certificate

3. Click on Content Option



4. Click on Certificate Button





- Select your certificate and click on **View** button to view certificate details.

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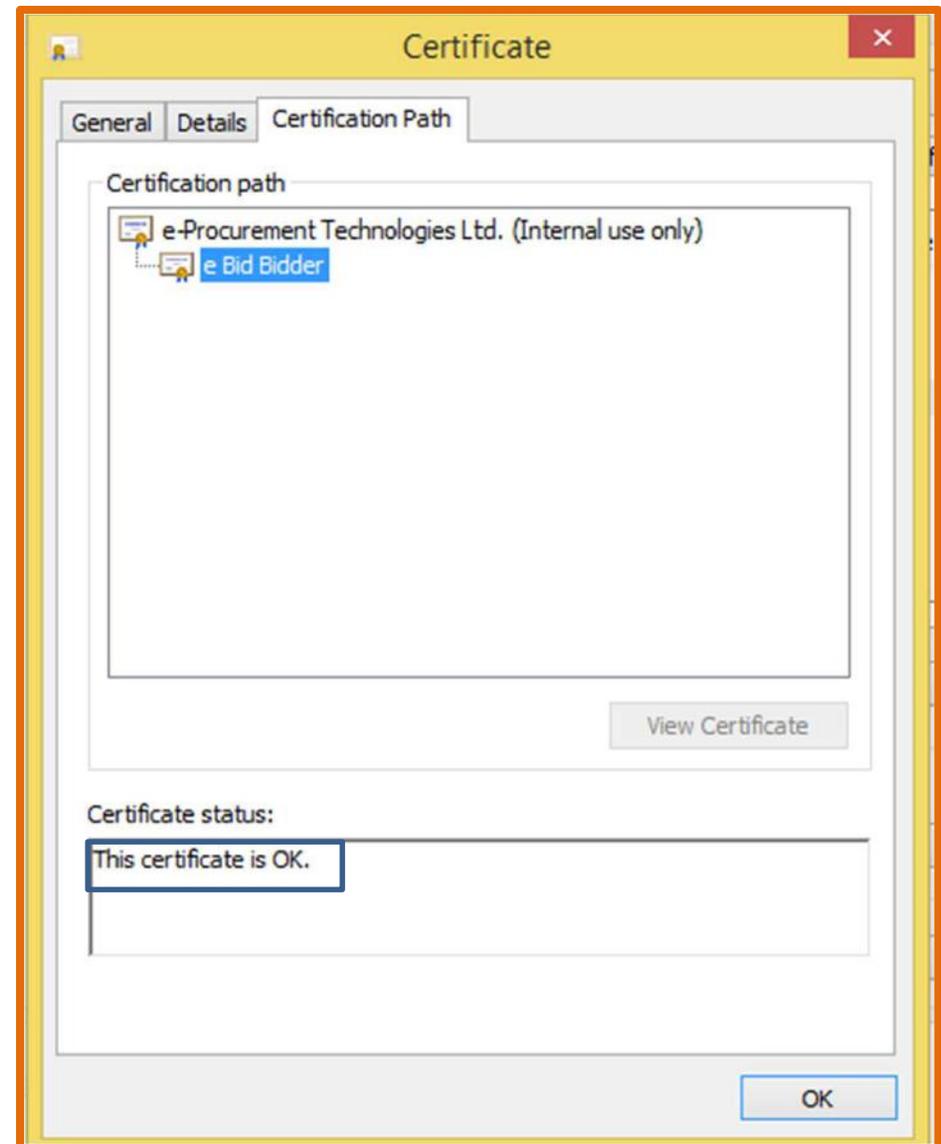
- In certificate window, you can view general details, certification path and other details as shown in the given screen shot.

- E-Token Driver must be installed in the system.

- **Step for Verify the e-Token driver**

Start Menu ->Programs ->e-Token ->e-Token Properties

- If e-Token driver doesn't installed in the system, you may contact to the support team from where you have to procure the Digital Signature Certificate.
- Certificate STATUS should be having **“This certificate is OK”**.
- If the “Certificate Status” is **“Not Ok”** or **“Invalid”** etc. then pl. contact your Digital Signature Certificate Service Provider.

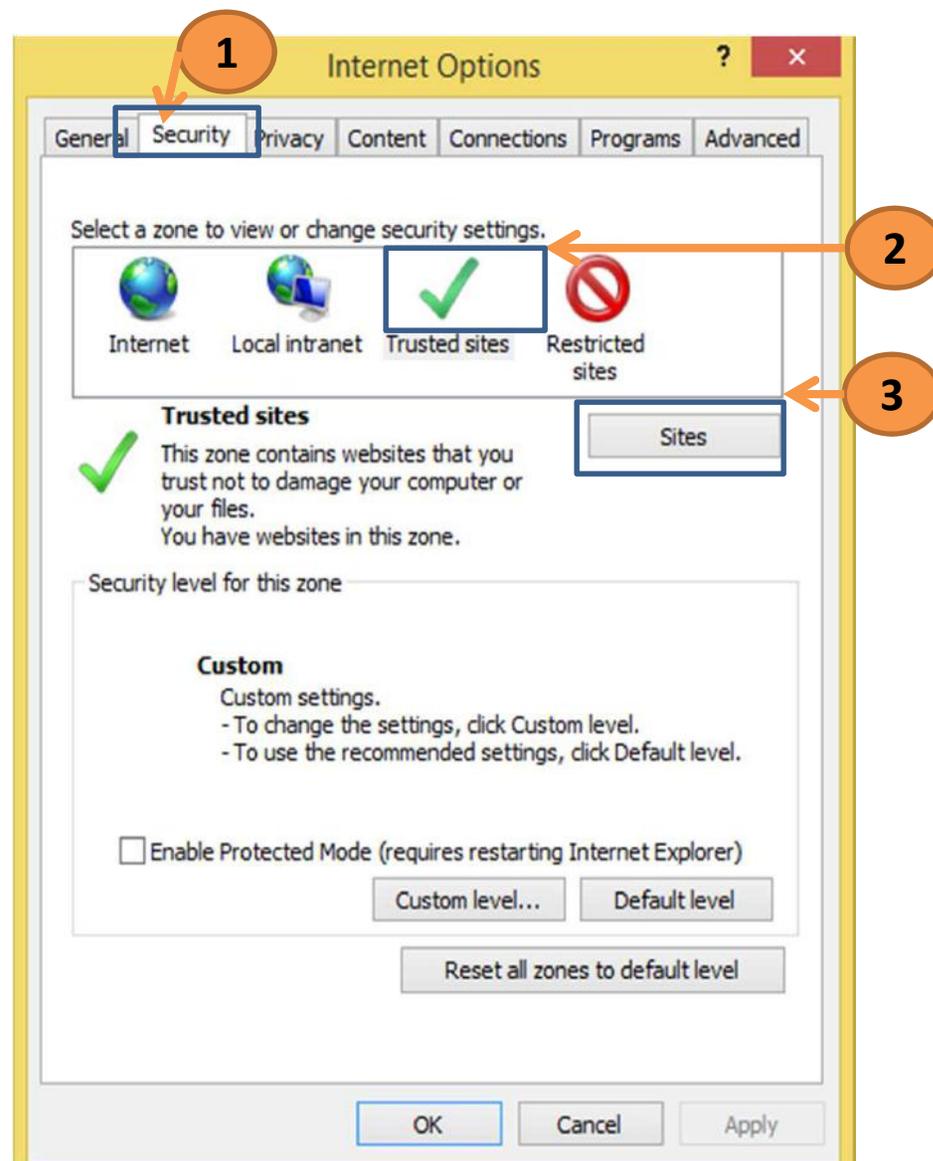


Section – II (Website add in Trusted Zone)

1. Click on Security Option

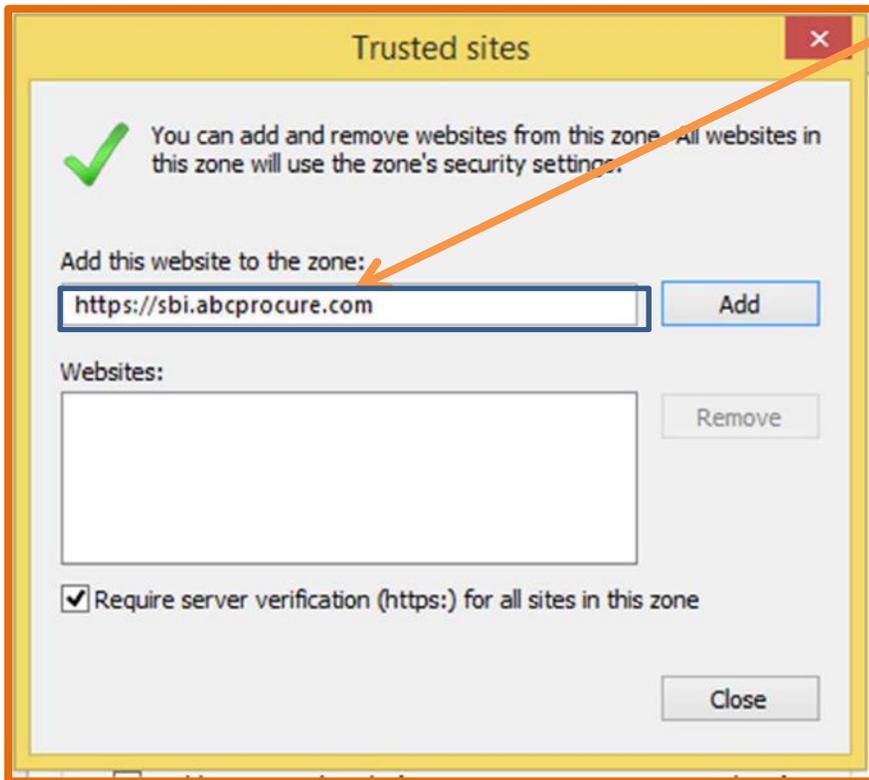
2. Click on Trusted Sites Icon

3. Click on Site Button

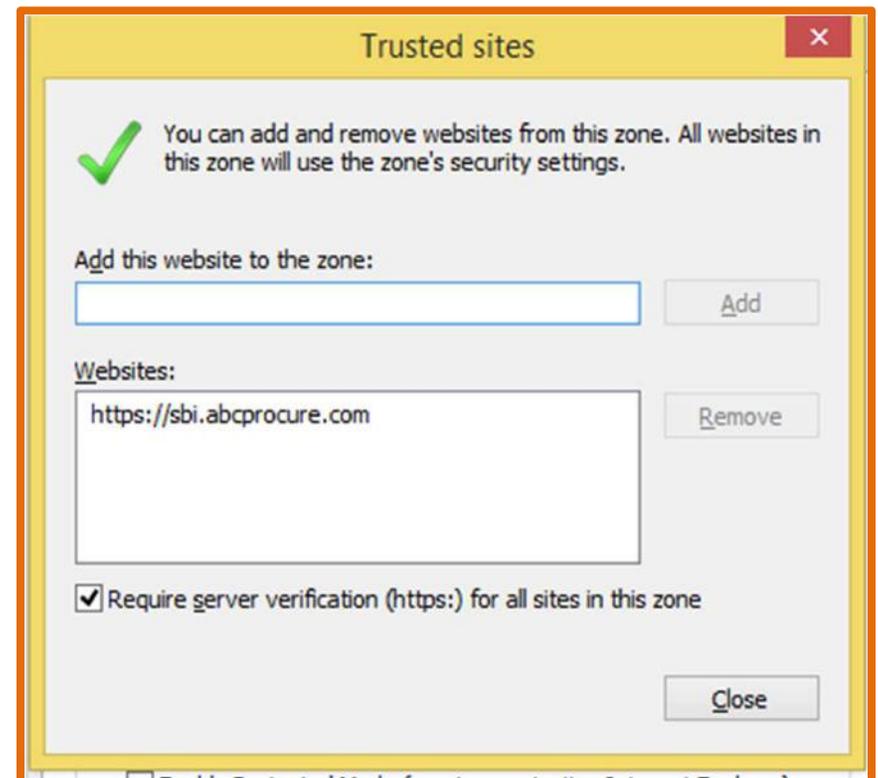


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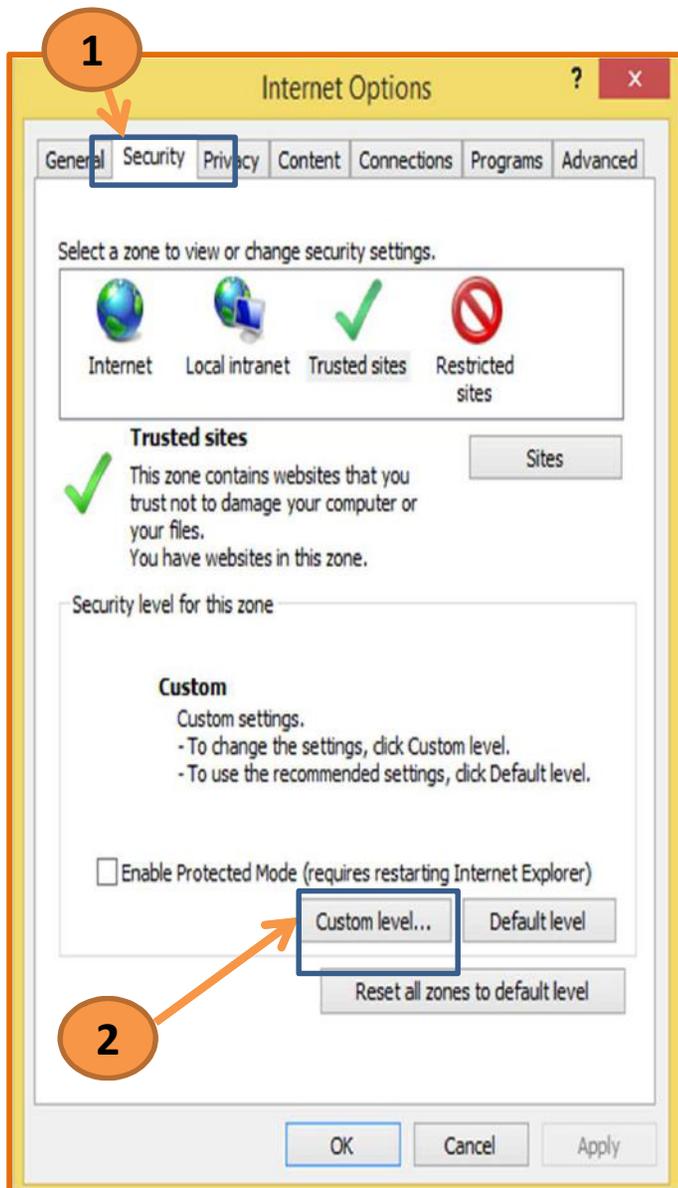
4. Please add Particular Provided website in to Trusted Zone.



Added the URL In website to the Zone.



Section – III (Browser-ActiveX Controls Setting)

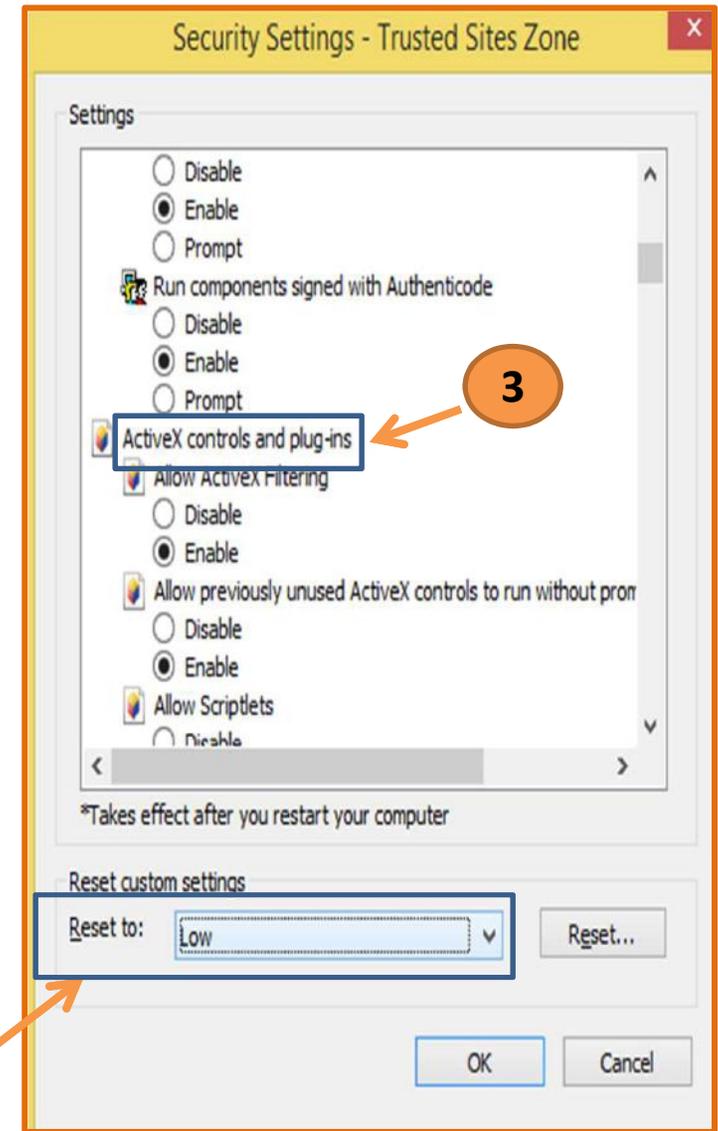


1. Click on Security option

2. Click on Custom Level Button

3. Enable to all option From Active X Control and plug-in Section

4. Select Reset to : Low then click on OK button



Section – IV (Installation of “Signer Component”)



Download

SSL root certificate

Winzip

PDF reader

Signer component

Min. System Requirement

SSL patch for Windows XP

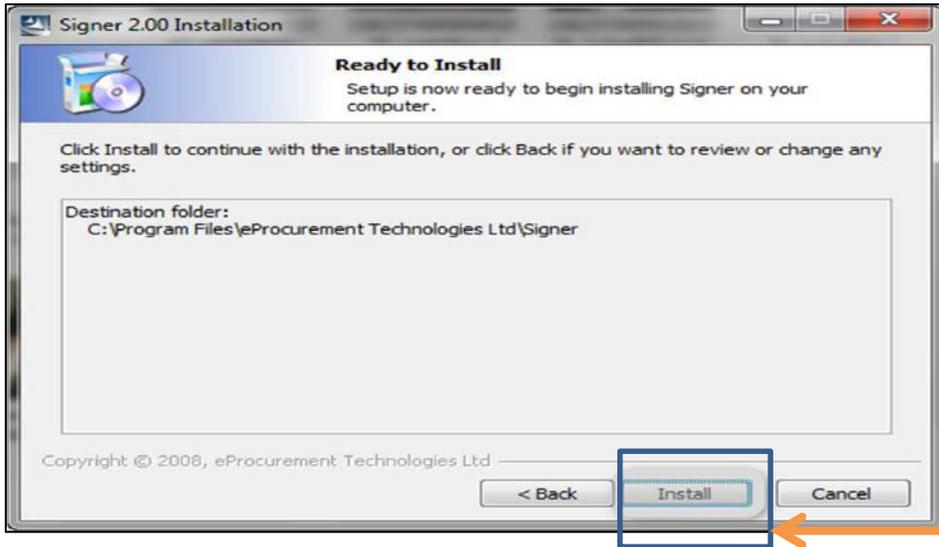
SSL Patch for Windows

2003

Installation of Signer Component from Download Section on website.



Run the installation file and
Click on "Next"



Click on
"Install" Button



Click on
"Finish" Button

Java

The application uses the Java Application/Applet for Digital Signature generation, verification, data encryption, and decryption in Mozilla Firefox and Chrome browsers.

Under Windows, the browsers will usually, but not always, have Java enabled by default. However, users are advised to check their respective browsers to ensure that Java plug-in is enabled. It is important that Bidders have an updated version of Java installed on the computers which are going to be used for bidding in the Auctions.

Bidders who intend to use Firefox and Chrome browsers will have to update Java Cryptography Extension (JCE) to strengthen the security from the default key size to unlimited key size. If this is not done prior to auction start date and time, user may face problem in login and bid submission.

Application checks and updates the JCE policy from default key size to unlimited key size but if user doesn't have administrator rights then user will have to update JCE policy manually. To update the JCE policy, user needs to follow the instructions.

Bidders can find out if they have Java installed on their respective computer using Java installation verification tool which can be found at

<http://www.java.com/en/download/installed.jsp>

In these cases, Bidders may need to refer to their IT department or other suitably qualified persons to ensure that their PC has a Java installed and enabled on their browser, and that their Internet browser is correctly set up. Java website at <http://java.com> may provide helpful information on how to do this. Please note that you may need appropriate administrative rights in order to install Java and digital certificates on the client computer.

Bidders should ensure that their bidding computer is free from viruses, especially key-logging programs. It is the responsibility of bidders to ensure that bidding computer is functioning reliably and that appropriate computer security measures are in force. Once the digital certificate that authenticates the bidder has been installed on the bidding computer, the bidder should ensure that the bidding computer is kept securely and not accessible to unauthorized personnel.

Java Runtime Environment (JRE) Installation (For Google Chrome and Mozilla Firefox browsers)

Java Runtime Environment (JRE).

Dear User,

Either JRE is not installed in your PC/laptop or you are using older version of JRE. You need to install latest version of JRE to use e-Auction System smoothly.

To download latest version of JRE, please [Click Here](#)  **Click Here**

Once the JRE is downloaded, you need to follow below mentioned steps to install JRE in your PC/Laptop:

1. Click on **Install** button as shown in the below given screen shot:



2. Agree to Terms of Use and Privacy Policy and click upon **Next** button as shown in the below given screen shot.



3. You will get the successful JRE installation window which is as shown below:



Thanking you

Java Cryptography Extension (JCE)

Java Cryptographic Extension (JCE) Policy requires update

Dear User,

For security reason, JCE policy in your system needs to be updated from 128 bit key strength to unlimited key strength for highest level. Please follow below given steps to update your JCE policy:

1. Download the unlimited strength JCE policy files [Click Here to download](#)
2. Uncompress and extract the downloaded file.
3. Copy all the extracted files and paste those files to below mentioned location: The standard place for JCE jurisdiction policy JAR files is:
C:\Program Files\Java\jre7\lib\security ← **System generated path**
4. Now open the website in new browser window.

Thanking you

Enable Java Script

The following screen will come in web browser, if Java Script is disabled.

Please Enable JavaScript in Your Browser

Dear User,

Safety and security of your information and transactions, integrity of your data, and availability of complete EAS(SMRA) System functionality is of prime importance for carrying out procurement processes through EAS(SMRA) System and one of the requirement for this is JavaScript enabled browser. Currently JavaScript is not enabled in your browser and request you to enable the same. To enable JavaScript in your browser please follow below mentioned instructions.

You are using IE MSIE 7.0 browser.

To know how to enable Java Script in IE 9, please click on enable-javascript.com/#ie

Once Java Script is enabled, please go the Login page.

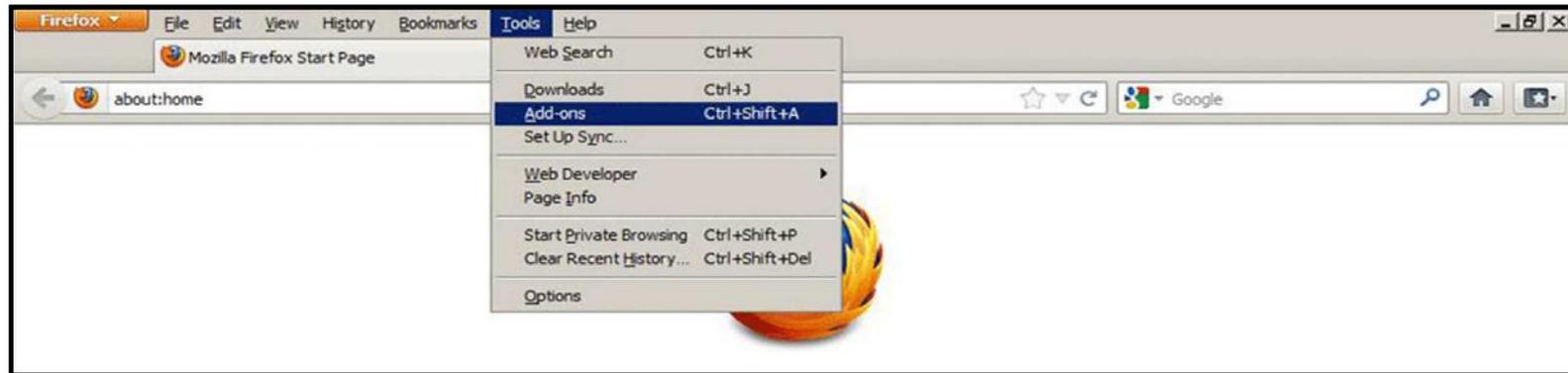
Please note that DOT or Auction Administrator is not responsible for any issues or problems resulting from use of browsers where JavaScript is not enabled.

Thanking You for your support.

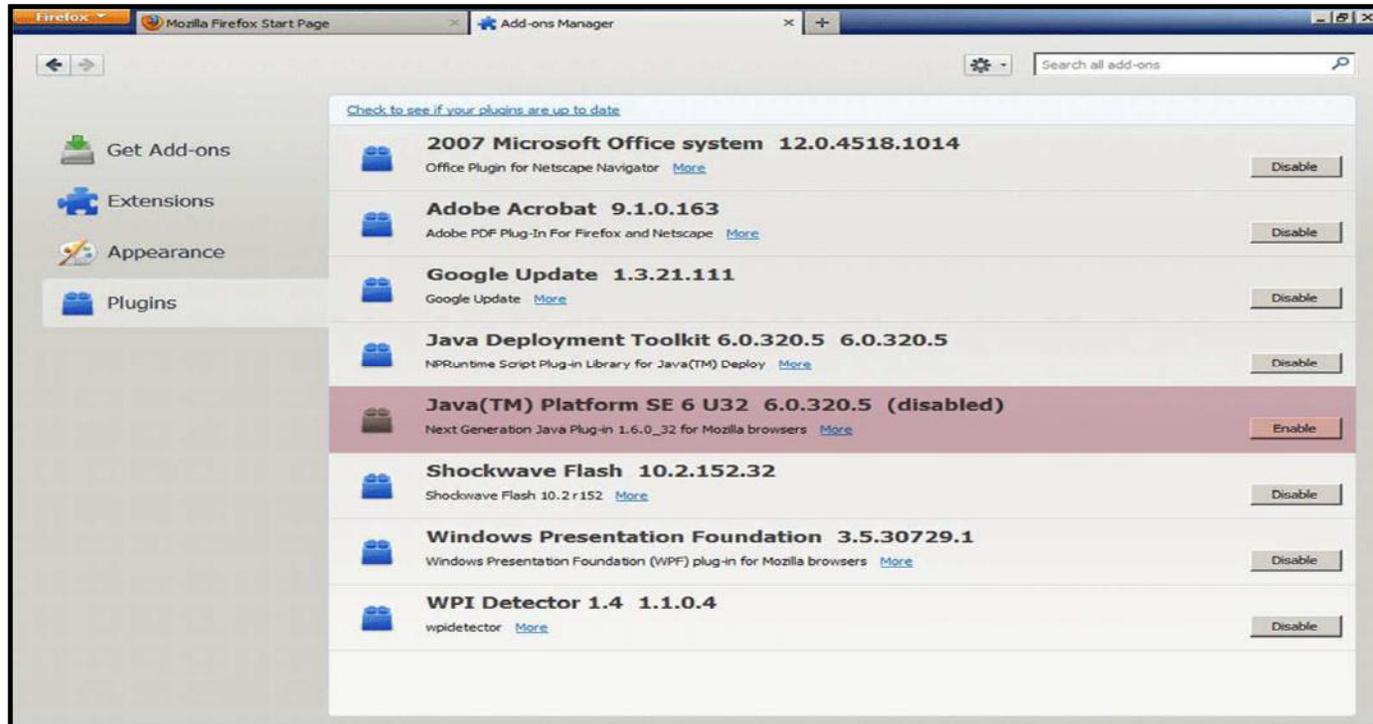
Java Plug-in

Bidder need to enable Java Plug-in to use the website smoothly. This is given in the following mentioned steps to enable Java Plug-in browser.

Step 1: Click on “Tools” tab and then Click on “Add-ons” menu

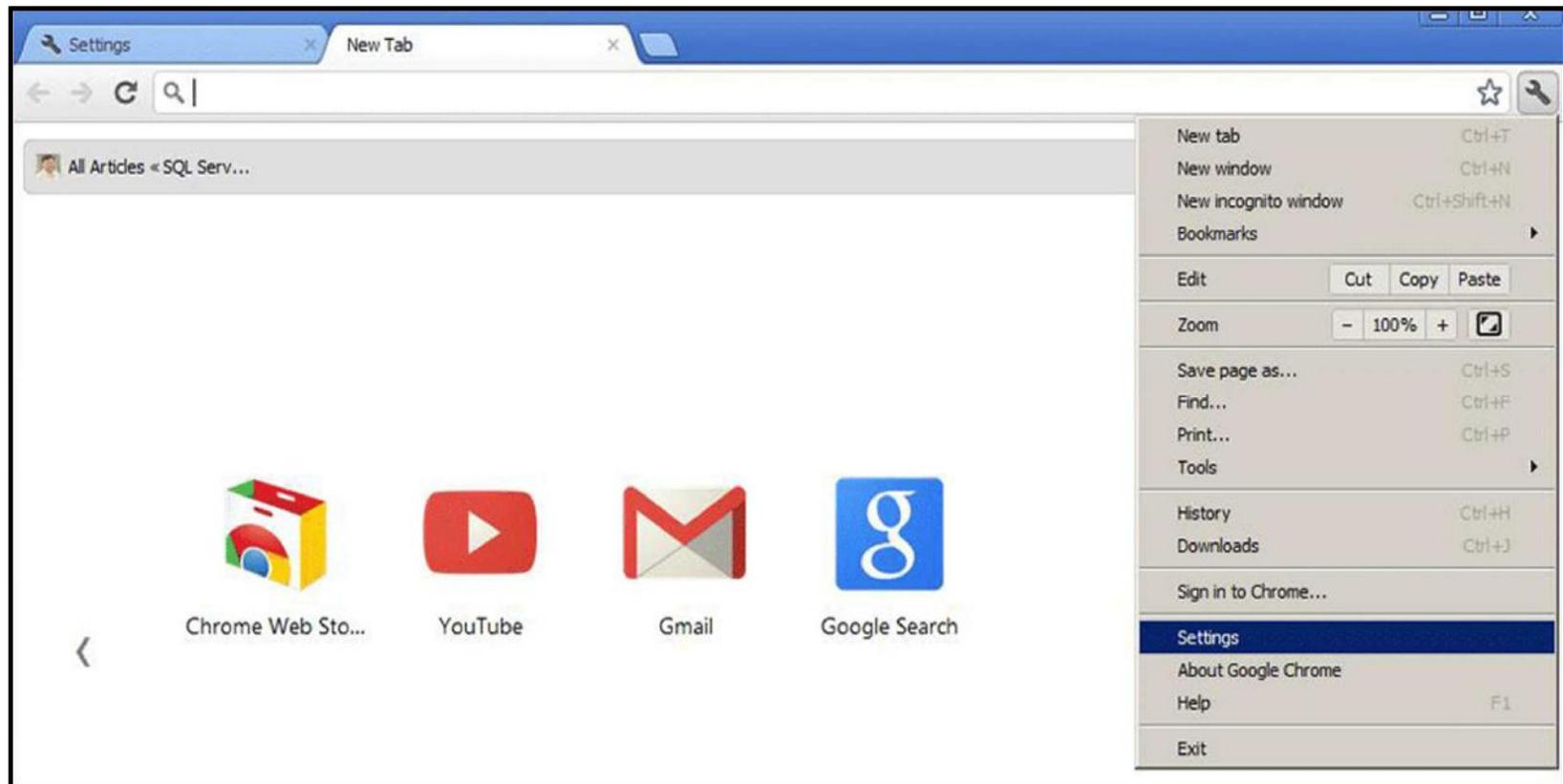


Step 2: Click on “Disable” Button to enable Java plug-in: “Java(TM) Platform SE 6/7”

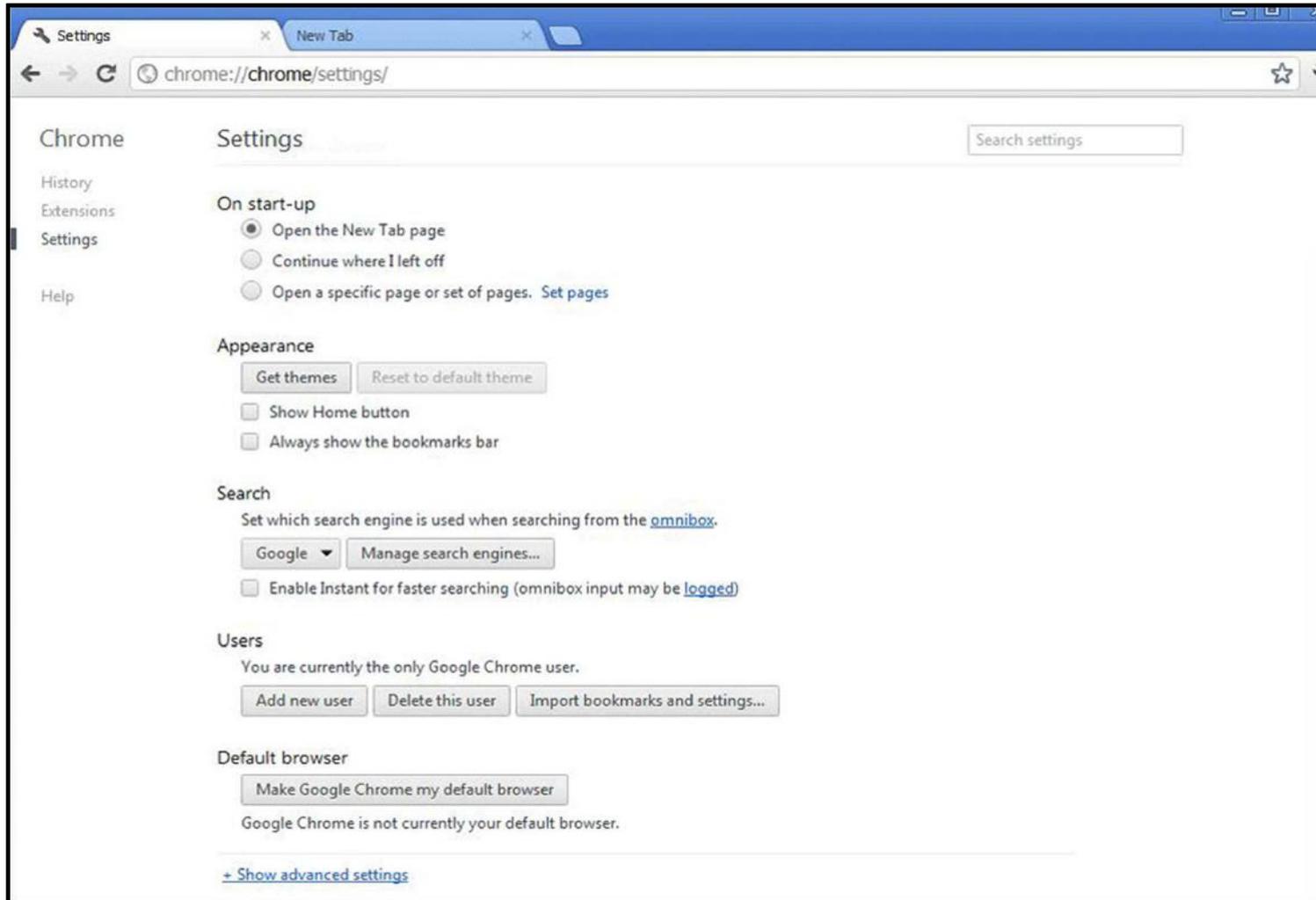


Plug-ins for Google Chrome browser

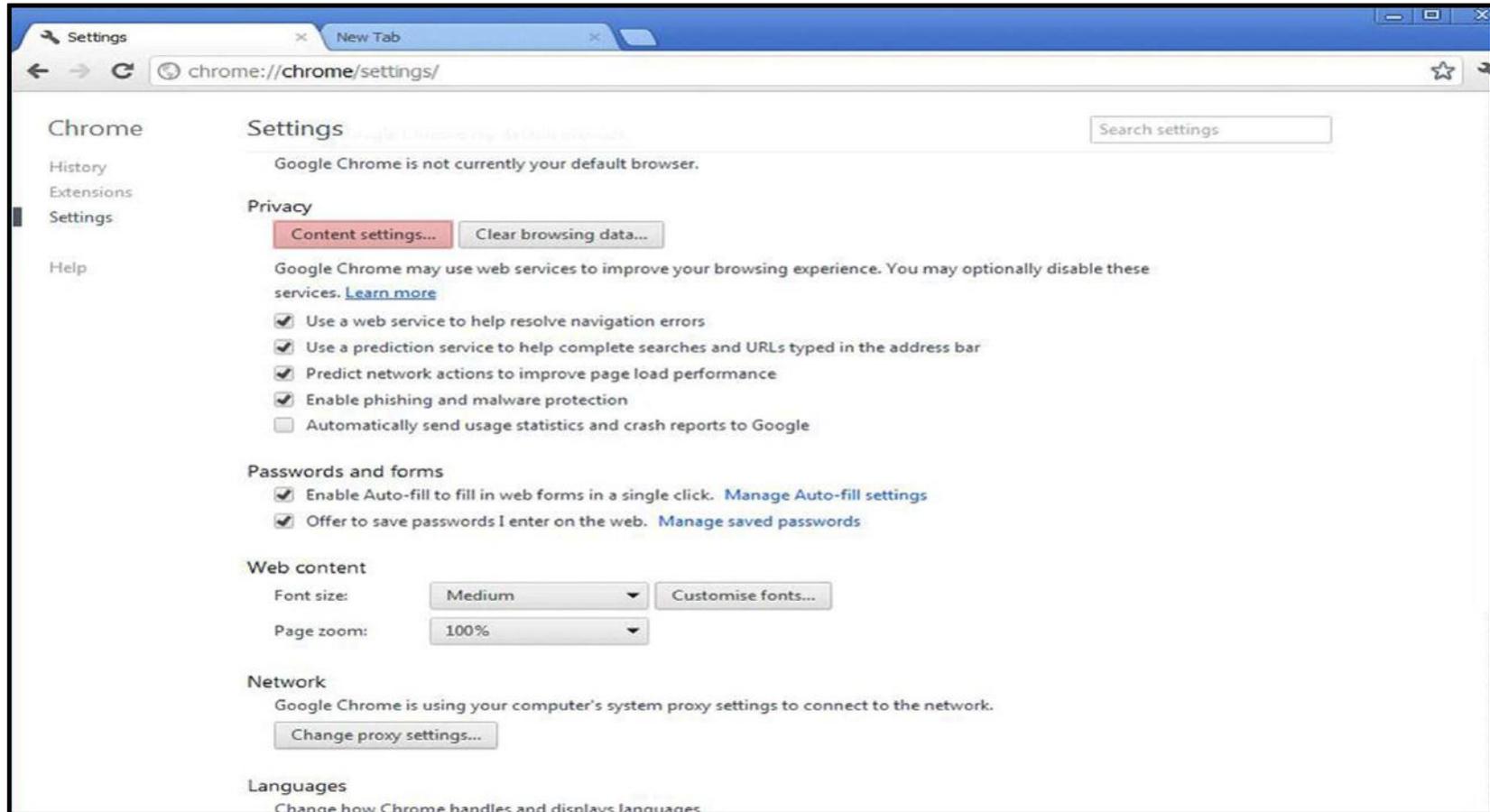
Step 1: Click on Customize and control icon then Click on Setting.



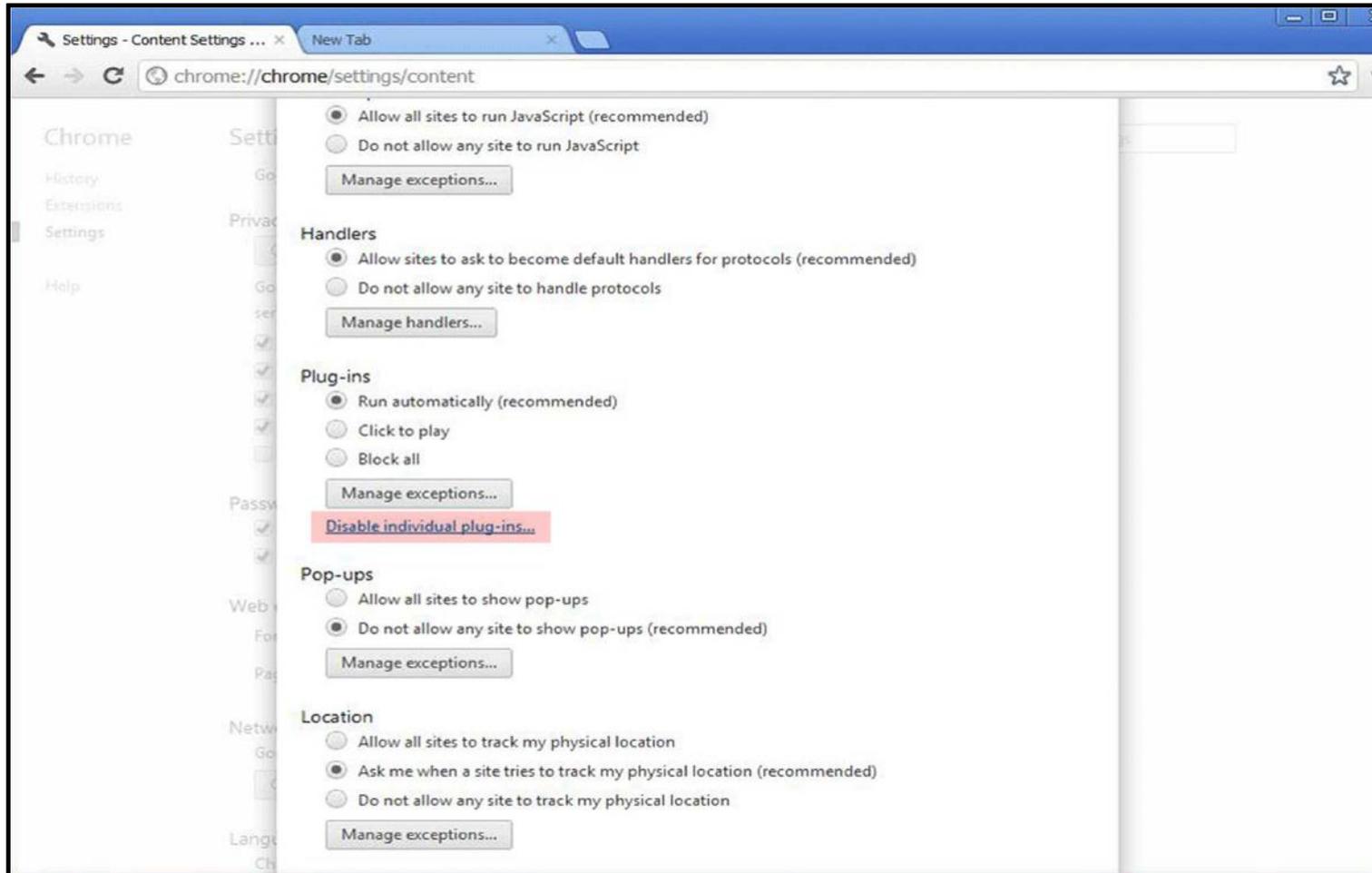
Step 2: Click on “Show advanced settings”



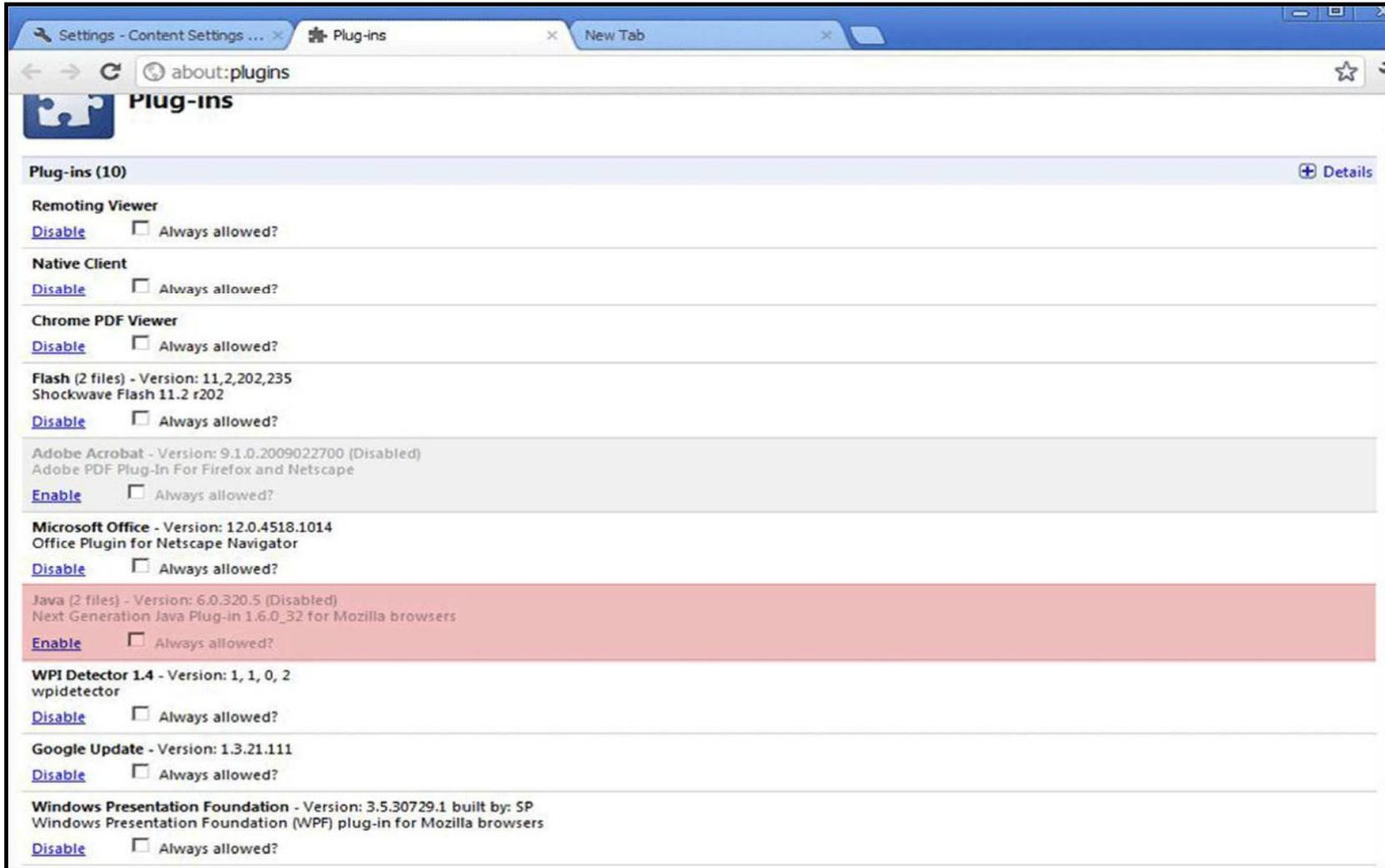
Step 3: Click on “Content Settings...” Button in Privacy Settings



Step 4: Click on “Disable Individual plug-ins...”



Step 5: Click on “Disable” to Enable “Java (2 files)”



Access of Other Software / Website during participation in event

It is recommended that Bidders do not open other web pages when they are accessing the application. Viewing other web pages (especially complex ones) at the same time as viewing application pages increases the risk of possible problems with their browser. Therefore, we recommend that ideally Bidders should dedicate one computer to running the application, and do not access other web pages or run other Applications on this computer while using the application. This will help to minimize the risk of crashes or other potential problems.

Internet connection

It is recommended that Bidders have a back-up computer and back-up Internet connection that can be used in the case that either their primary computer or Internet connection fails.

Please get in touch with e-Procurement Implementation & Support Team in case any clarification is required. Contact details are available on our e-Tender /e-Auction website.

Note

As per the new Inter-operability guidelines released by Controller of Certifying Authorities (CCA), the Secured Socket Layer (SSL) certificate for a e-Procurement application is generated on a new algorithm, SHA2. Also, the Digital Certificates that will be applicable for these platforms have to be SHA2 algorithm compliant. For the same, the users have to ensure that they have Windows XP (SP3) / Windows Vista / Windows 7 installed in their respective PC / Laptop. In case of Windows XP service pack -3, if you get any issue you can install the SSL patch, which is available at our download section on site.

Contact Information

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