

NALCO has implemented "e-procurement solution in SRM-7 system" for accepting quotations/ offers in on-line mode. Your organisation being one of our esteemed registered supplier, we would request you to furnish information as per attached files towards necessary updation in our supplier's database. If we do not receive the required information in the prescribed format (attached herewith) , it may not be possible on our part to issue Purchase Enquiry to you for our E-Tenders in future. In on-line tendering mode, intimation of bid invitation (or Purchase Enquiry) shall be sent on-line to your authorized contact persons through email only.

Further you are requested to procure "Class-III Digital Signature Certificate" for participating in on-line bidding process in our SRM-7 portal. If you are already having Class-III Digital Signature Certificate with you, please confirm your participation in on-line bidding process in SRM-7 system of NALCO.

Please Note: Enquiry/ NIT shall only be issued in your favour in SRM7 and acceptance of your participation in on-line bidding process in SRM-7 using Class-III Digital Signature Certificate shall only be considered.

Your cooperation in this regard is highly solicited enabling us to keep you in our regular vendor list for e-procurement process.

THIS MAY PLEASE BE TREATED AS URGENT.

To guide the vendors, NALCO has set up a helpdesk which operates during working hours of NALCO's corporate office. The mail id is "srm7helpdesk@nalcoindia.co.in" and phone number is 0674-2300003.

You are requested to take training, if required and submit offers in SRM7 only. Please note If online offers are not submitted, NALCO reserves right not to accept the offer.

1. Please fill in the enclosed form duly signed & stamped by your authorized signatories and submit the scan copy of same as mail attachment.
2. In case there is change of contact person the same should be communicated to above mail id" **srm7helpdesk @nalcoindia.co.in**" immediately with fresh authorization.

Particulars to be filled in by the vendor on their own letter head to participate in E-Tendering process of NALCO.

1. Name of the vendor: _____
2. Vendor code (allotted by Nalco): _____
3. Official Mailing Address: _____

4. Company's Email ID: _____
5. Telephone Number(s): _____
6. Fax Number(s): _____
7. Name of Contact Person with designation: _____
8. Address of the contact person: _____

9. Email ID of the contact person: _____
Cell No. & Land Line No. _____

10. We do undertake that in case of any change in contact person the same shall be communicated to us immediately with fresh authorization.

(Name & signature of the authorized person with stamp)

Frequently Asked Questions

1. **What is "e-Procurement" on NALCO e-Procurement Site?**
Selected NALCO Tenders are hosted on NALCO e-Procurement site. Registered Vendors can participate in such tenders through this site.
2. **Do I have to compulsorily submit my tender through the Internet?**
Yes. For NALCO tenders which are hosted on NALCO e-procurement site, the Bids have to be submitted online **only**. No hard copy offers against E-procurement tender will be entertained.
3. **What are the pre-requisites to submit tenders on-line?**
 1. Vendor should have a valid User-id to access NALCO e-Tendering application.
 2. Should have internet connectivity / Broadband connectivity.
 3. Vendors should fulfill any other pre-requisites mentioned in the tender documents of a specific tender.
4. **How do I attach my tender documents?**
You can submit your Bid(offer) directly from your PC and attach required documents in the –My notes Tab of both Header and Item section of the bid.
5. **What if I need help while submitting my electronic tender?**
If you need help while submitting your electronic tender, please contact our helpdesk during Business Hours at: 0674-2300003 . Emails to be addressed to **srm7helpdesk@nalcoindia.co.in** , Business Hours: 09:30 to 17:30 Hrs India Time (GMT + 5:30 Hrs) Or you can also contact as per the contact details in the Tender Documents.
6. **What if I don't submit my tender through the Internet before the closing time of the tender?**
NALCO e-Procurement system does not allow you to submit the tender, once the submission deadline is passed. You have to submit your tender before the submission deadline. Bidders are advised to submit bids sufficiently in advance before the bid submission time.
7. **What are the benefits in receiving / submitting tenders online?**
Electronic or Online Tendering is just carrying out the same traditional tendering process in an electronic form, using the Internet.
Using Online Tendering, the Bidders can:
 - a) Receive notification of the relevant tenders.
 - b) Receive tender documents online.
 - c) Submit Bids Online
8. **How Secure is it?**
The security features incorporated in the application ensures that all activities are logged and no unauthorized person has access to data.
Process Validation: The Solution has been so architected that a user (NALCO Officers / Vendors) cannot view the quotation/bid of any vendor till the date & time specified for the opening of the quotation/bid is due.
Unauthorized Access: The entire solution is behind a firewall and Unauthorized access is not allowed. The login passwords of all users are encrypted at the database level. 128 bit SSL Certificate of Entrust provided by M/s GNFC is used for communication between the browser and the web server. This ensures that all communication between browser and web server is encrypted and cannot be hacked.
9. **What is a Firewall?**
A firewall is a set of related programs, located at a network gateway server that protects the resources of a private network from users from other networks. Basically, a firewall, working closely with a router program, filters all network packets to determine whether to forward them toward their destination.
10. **What is downloading & uploading?**
Downloading means to download a particular file from a remote server using the Internet or any kind of Network. Uploading means to upload a particular file into a remote server using the internet.
11. **Glossary**
Bid: Bid is a response or Quotation from vendor to a Bid Invitation from buying organization. Bids are to be submitted against the Bid Invitation Number.
Bid Status 'Held': Bid Saved, but not submitted. (By clicking on Hold Button)
Invitation for Bid (IFB): Invitation for Bid refers to enquiry floated by the Buying Organization (NALCO) inviting vendors to submit their Bids/Quotation. This is abbreviated as IFB.

The below information may be submitted in excel file as a mail attachment.

VENDOR CODE ALLOTTED BY NALCO			
NAME OF THE VENDOR			
OFFICIAL ADDRESSES			
CITY			
PIN			
Country		IN	
CONTACT PERSON	Title	Mr	
	First name		
	Last name	-	
	Cell No.	-	
OFFICIAL TELEPHONE NUMBER	Tel No		
	Fax No		
E-Mail		-	
MSME CATEGORY	MICRO		
	SMALL		
OWNER /PROPRIETOR BELONGS TO SC / ST	SC		
	ST		
	NOT APPLICABLE		