Cochin Shipyard Guidelines

to Bidders for

E-Procurement Application

System Requirements for E-Procurement Application:

There are certain pre-requisites to be performed in PC/Laptop for e-Tendering process. Below are the pre-requisites required for bidding the Tenders published by Cochin Shipyard Limited

1) Login as "Administrator" of your computer.

2) The e-tendering application is compatible with computers having operating system Windows 7/ 8/ 10 from Microsoft Corporation and must have IE (Internet explorer) of version at least 9 & but the recommended version is IE11.Google Chrome and Mozilla Firefox are not supported by the application.

3) JAVA jre-8 patch update 101 is the minimum required for Encrypting the Bid. You can update to latest version if you want. (JAVA jre-8 patch 101 Recommended).

It's recommended to use only one version of JAVA in your system. If your JAVA is on version less than 8, please update to latest version. If there are multiple versions/ components (like JDK, J2SE, JRE etc), uninstall those components.

JAVA Configuration:

Open Control Panel – Check whether JAVA is installed or not

To view some of the components, you need to install the latest JAVA plug-in from the link:

http://JAVA.com/en/download

Please ensure that the computer does not have multiple versions of JAVA. If JAVA is already installed then go to Control Panel -> JAVA -> Security -> Edit Site List ->

Add SRM link (https://csl.cochinshipyard.in:8800/irj/portal) and click OK

Java Control Panel   — □ ✕

General | Update | Java | **Security** | Advanced

☑ Enable Java content in the browser

Security level for applications not on the Exception Site list

○ Very High

　Only Java applications identified by a certificate from a trusted authority are allowed to run,
　and only if the certificate can be verified as not revoked.

◉ High

　Java applications identified by a certificate from a trusted authority are allowed to run, even if
　the revocation status of the certificate cannot be verified.

Exception Site List

　Applications launched from the sites listed below will be allowed to run after the appropriate security
　prompts.

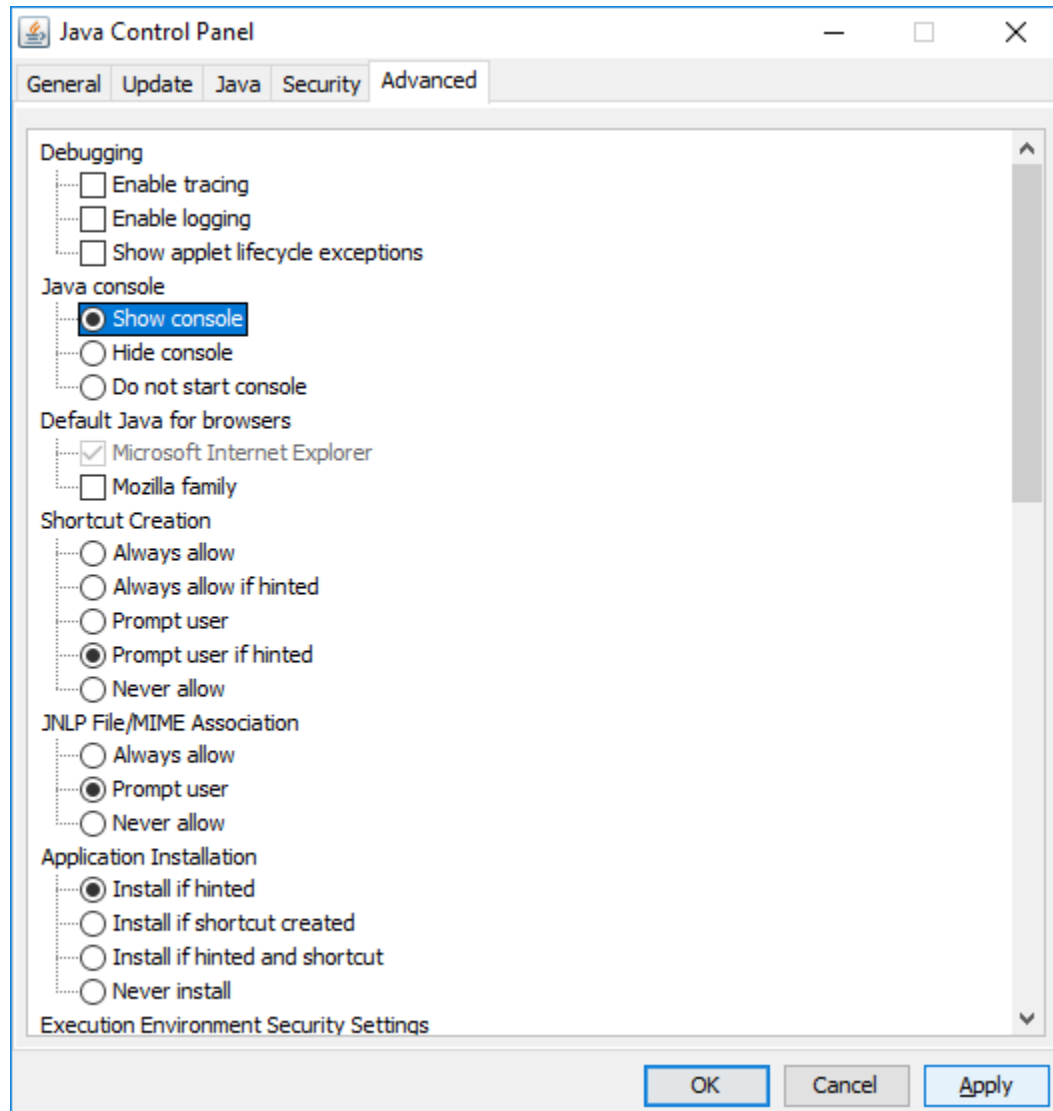| https://csl.cochinshipyard.in:8800/irj/portal |

[Edit Site List...]

[Restore Security Prompts]   [Manage Certificates...]

[OK]   [Cancel]   [Apply]

Go to Advanced -> Select 'Show Console' radio button. Click on Apply and click OK.
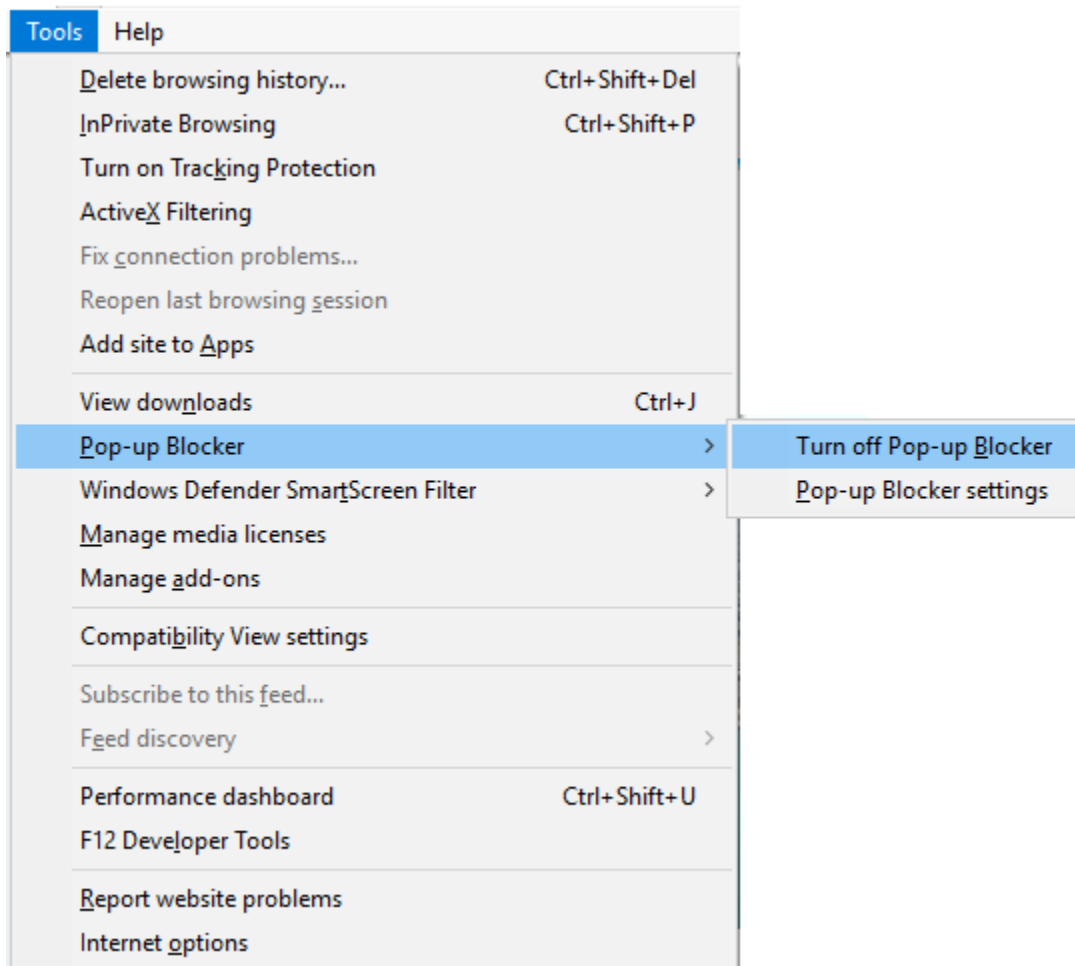

4. Microsoft runtime re-distributional library Visual C++ 2012 11.061030 is required for digitally signing the Bid & link is provided below.

**Microsoft Visual C++ Redistributable Package:**

Microsoft runtime Re-distributional library need to be installed on the PC/Laptop. Go to the following URL and install it based on 32 or 64 bit Operating System

https://www.microsoft.com/en-my/download/details.aspx?id=26999

5. Turn off Pop-up blocker in Internet explorer which is required for displaying some Pop-ups while using SAP SRM portal.

Tools	Help	
Delete browsing history...		Ctrl+Shift+Del
InPrivate Browsing		Ctrl+Shift+P
Turn on Tracking Protection		
ActiveX Filtering		
Fix connection problems...		
Reopen last browsing session		
Add site to Apps		
View downloads		Ctrl+J
Pop-up Blocker	>	Turn off Pop-up Blocker
Windows Defender SmartScreen Filter	>	Pop-up Blocker settings
Manage media licenses		
Manage add-ons		
Compatibility View settings		
Subscribe to this feed...		
Feed discovery	>	
Performance dashboard		Ctrl+Shift+U
F12 Developer Tools		
Report website problems		
Internet options		

6. In Internet Explorer, add Cochin Shipyard e-Procurement website to "Trusted sites" in order to allow the sapsign ActiveX control from CSL e-Procurement website
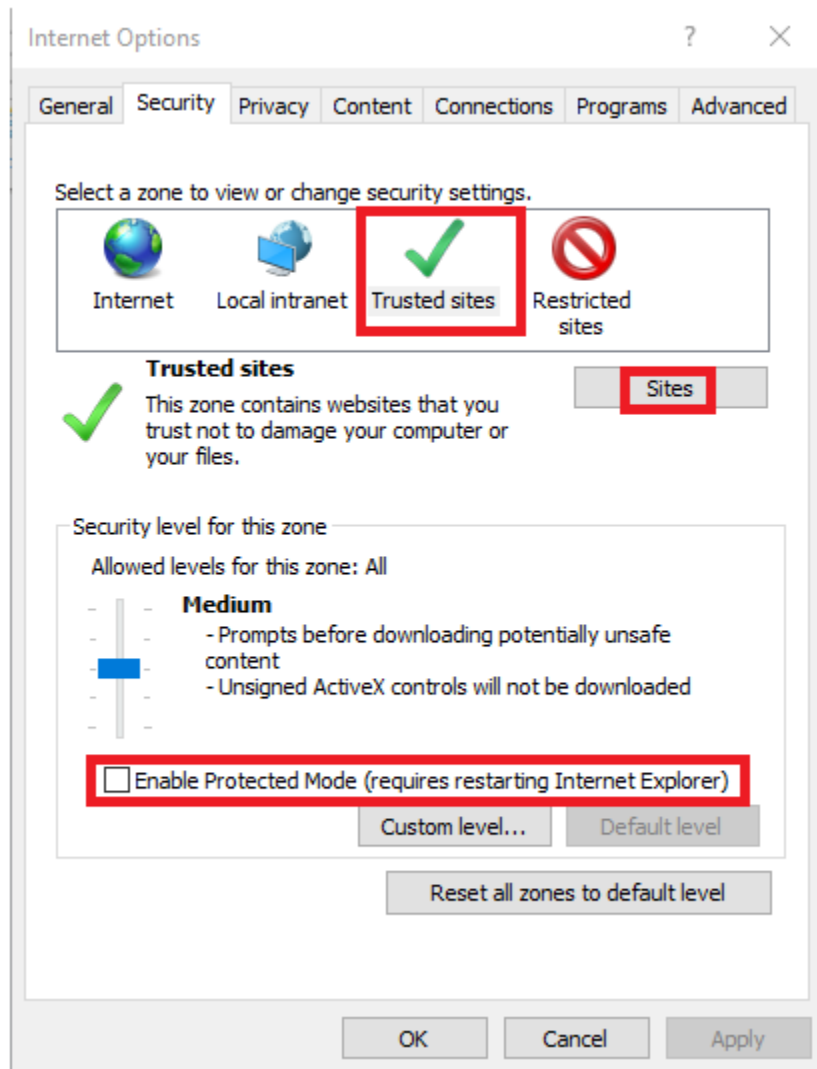
Uncheck tick mark from "Enable Protected Mode (requires restarting Internet Explorer)" as shown in the screenshot above

Trusted sites

✓ You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:

https://csl.cochinshipyard.in   [Add]

Websites:

[   ]   [Remove]

☑ Require server verification (https:) for all sites in this zone

[Close]

Trusted sites

✓ You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:

[|]   [Add]

Websites:

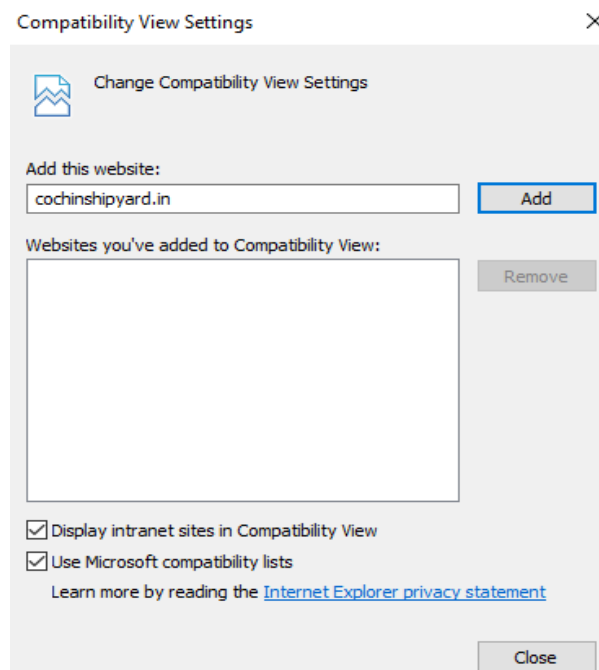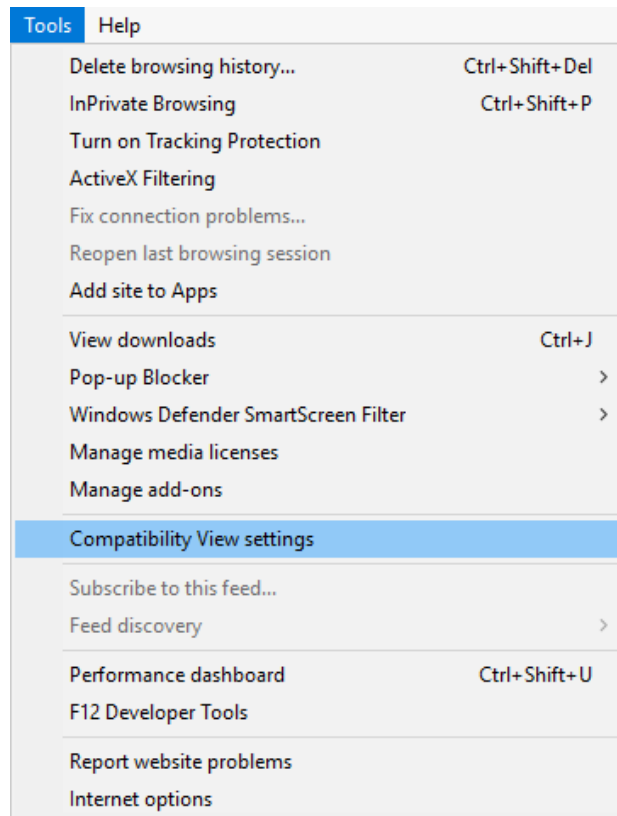https://csl.cochinshipyard.in   [Remove]

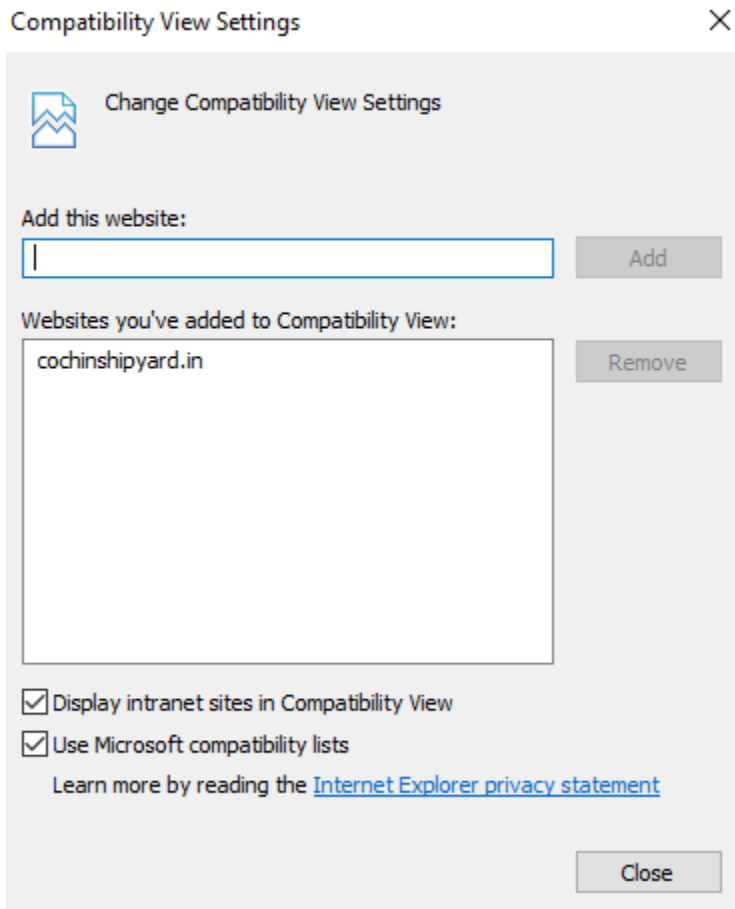☑ Require server verification (https:) for all sites in this zone

[Close]

7. Browser Security settings:

 Open Internet Explorer. Click on Tools → Compatibility View settings.

Add https://csl.cochinshipyard.in & click Close as shown below.

8. Install Adobe Acrobat Reader if not installed.

Prerequisites to submit tenders through e-Procurement:

1) Bidder should have a valid User Id to access Cochin Shipyard e-Procurement site

2) Instructions for obtaining Digital Certificate

In order to bid for CSL e-Procurement 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. The digital certificate should be taken in the name of the person who is legally authorized to represent the company through either board resolution in case of company or by any other document like power of attorney which makes the signatory authorized and binding for the tender.

Visit the site of the licensed CA using internet browser

Apply online for a class 3B certificate (used for signing & encryption) for the designated individual with Organization name. Ensure that digital certificate is legally page 4 of 24 valid in India. Note that both the signing and encryption certificates are required for participation in CSL 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

http://www.safescrypt.com/

http://www.e-mudhra.com/

https://www.ncodesolutions.com/

NOTE: For Licensed CA's in India, you can also check the website: www.cca.gov.in

ERROR MESSAGES WHILE USING DIGITAL SIGNATURE

1. **"Could not verify the Digital Signature"**
   Solution: If you are getting this error, the root of the certificate used for digitally signing is not uploaded in SRM.
   In this case, check whether the driver of DSC is properly installed in the system. If required, take help of Digital Signature provider.
2. **"Object not found" or "Done with errors" or No Active X POPUP for installation when you are trying installing the ActiveX (sapsign.cab) for the first time.**

Solution: This means "Microsoft runtime Re-distributable packages" is not installed on your PC. For installation please paste following link in IE and install ithttps://www.microsoft.com/en-my/download/details.aspx?id=26999

   Dump error during signing if the signing process exceeds 1 minute.
   Solution: SAP SRM digital signature has to be signing within 1 minute. So it would be helpful if your token password is ready before you start Submit (Don't run for password or don't use the print option in DSC control during signing).
   If it results in dump, a lock will be applied. In this case, e-mail the details of the problem along with Bidder User ID to *SRMSUPPORT@COCHINSHIPYARD.IN*

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(End of the document)