

# BHUTAN POWER CORPORATION LIMITED



## e-PROCUREMENT SUPPLIER USER MANUAL FOR REGISTRATION & TENDER PARTICIPATION -2023

**AMENDMENT RECORD**

<b>Amendment No.</b>	<b>Amendment Date</b>	<b>Remarks</b>

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## Supplier Registration

# Registering as a new supplier, Contractor or Service Provider on Ariba Network.

## E-Procurement (Ariba) vendor registration:

As a supplier, contractor or service provider, you all have to register as Ariba supplier to participate in the sourcing event (Tender). Once you are registered, you all can directly login using user credential and participate in sourcing event (Tender) unless you are debarred.

To Register, click on below mentioned link:

1. <https://service.ariba.com/Discovery.aw/109527025/aw?awh=r&awssk=yhzFzSS4>
2. If you already have an Ariba Network account, Login using your user credentials as shown in below screen.



3. For first time registration, click on “Register as Supplier”. The screen shot is attached for references:

## SAP Business Network Discovery Log In

*Trading Partners: Use your SAP Business Network user ID and password*

Log In

[Forgot Username](#)  
[Forgot Password](#)

## Ariba Discovery is now SAP Business Network Discovery

New features and functionalities have been added and old functionalities have been replaced.

[Learn More](#)

[Explore Leads](#)

## New user? Register here for FREE!

*Join the network of companies that already depend on SAP Business Network to help establish new business relationships!*

### Register as a Buyer and enjoy these privileges:

- ▶ Automated distribution of your Discovery Posting to qualified suppliers
- ▶ Receive and manage supplier responses with an online dashboard
- ▶ Search and discover new suppliers in over 12,000 categories

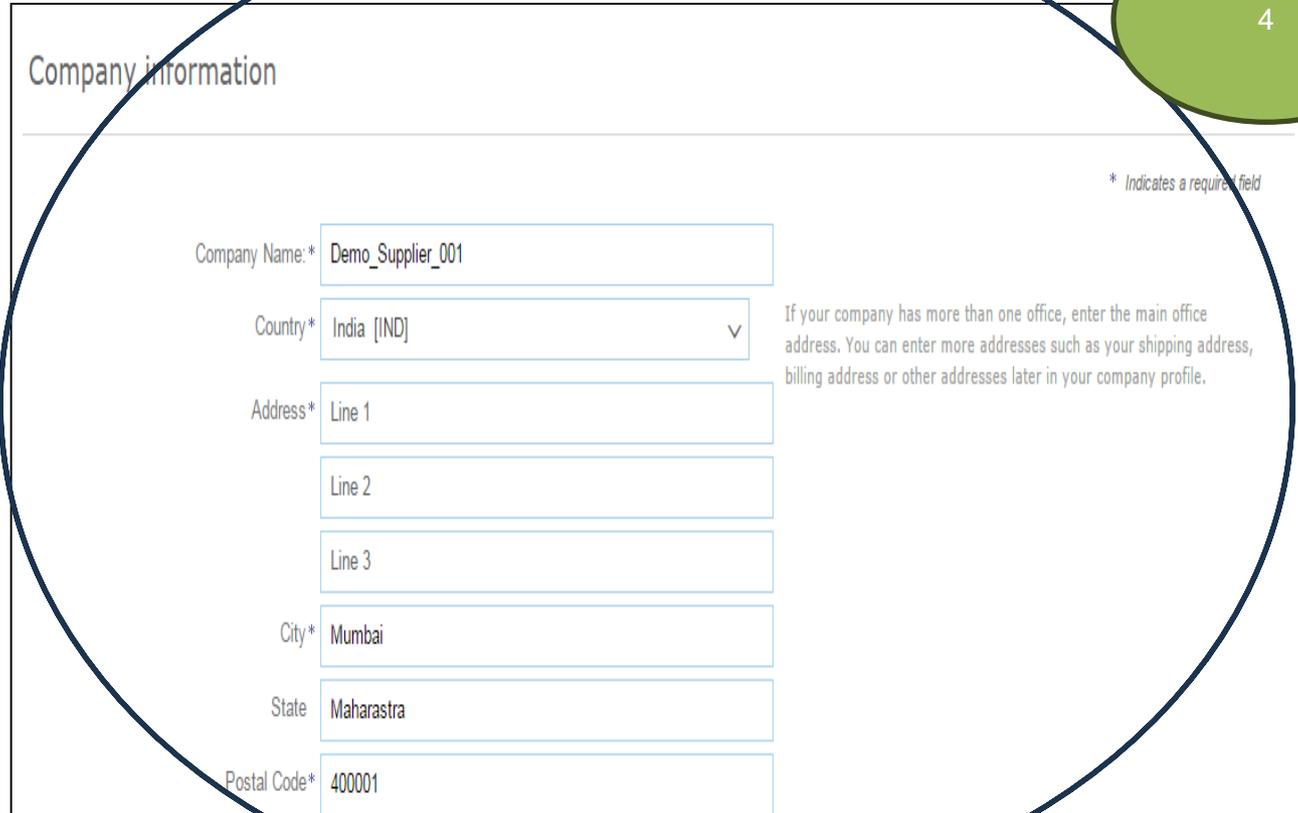
Register as Buyer

### Register as a Supplier and enjoy these privileges:

- ▶ Search and automatically receive new business opportunities
- ▶ Gain visibility to new potential customers and markets worldwide
- ▶ Build your reputation among a community of leading purchasers



#### 4. Enter company information & account information.



Company information

\* Indicates a required field

Company Name\* Demo\_Supplier\_001

Country\* India [IND] v

Address\* Line 1

Line 2

Line 3

City\* Mumbai

State Maharashtra

Postal Code\* 400001

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

4

Enter your basic company information.

Keep in mind that the fields marked with an \* are required.

## Administrator account information

First name \*

Last name \*

Email \*

rupolashekpa@gmail.com

Use my email as my username

Password \*



Show

Repeat password \*



I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.



I'm not a robot



reCAPTCHA  
Privacy - Terms

Create account

- Enter your user account information.
- Your *e-mail address will serve as your user's name*.
- If you do not want this to be your username, uncheck the box 'use my e-mail as my username' and enter a username.
- Accept the terms and conditions by tick mark.
- Check I'm not a robot and create an account.

**Recommendation Use your e-mail address as your username.**

**A confirmation email will be sent to the respective email and go to email confirm accordingly.**

# Browsing for Product and Service Categories and Ship-to or Service Location

Tell us more about your business ▾

---

Product and Service Categories:   -or- [Browse](#)

x

Ship-to or Service Locations:   -or- [Browse](#)

x

Tax ID:  Enter your Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

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Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

You can search for the categories by type the key word and then select

Other option is to click on 'Browse' which will enable you to select the category

Same feature is available for Ship-to or Service Location

# Browsing for Product and Service Categories and Ship-to or Service Location

Search **Browse**

Click the product and service category you want to add and click Add. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

### Browse Product and Service Categories

Agriculture, Farming & Fishing	Automation Control Devices, Components & Accessories	Circuit protection devices and accessories	Add	Cast device box	Add
Chemicals	Consumer Electronics	Distribution and Control centers and accessories	Add	Ceiling box	Add
Construction & Engineering	Discrete Semiconductor Devices	Electrical boxes and enclosures and fittings and accessories	Add	Ceiling flanges	Add
Culinary Equipment, Food & Beverage	Electrical Equipment, Components & Supplies	Electrical hardware and supplies	Add	Ceiling pan	Add
Education, Organizations & Clubs	Electrical Wire, Cable & Harness	Electrical lugs plugs and connectors	Add	Circuit breaker enclosure	Add
<b>Electronics &amp; Electrical Components</b>	Electrical Wire Management Devices, Accessories & Supplies	Electrical safety devices and	Add	Control board enclosure	Add
Energy, Drilling & Mining	Electronic Hardware, Component Parts &			Current transformer enclosure	Add
Facilities & Maintenance					
Industrial Equipment					

Didn't find what you were looking for? [Try Search >](#)

Global  
 Select Ship-to or Service Locations

Click the country you want to add and click Add. States or provinces are displayed after you click a country. Click OK to save your changes.

North America	Andorra	Add	Antwerpen (rd)	Add
Central America	<b>Belgium</b>	Add	Brabant Wallon (fr)	Add
South America	Estonia	Add	Brussels	Add
The Caribbean	France	Add	Hainaut (fr)	Add
Northern Europe	Germany	Add	Liège (fr)	Add
<b>Western Europe</b>	Gibraltar	Add	Limburg (nl)	Add
Eastern Europe	Greece	Add	Luxembour (fr)	Add
Central Europe				
Southern Asia				

**My Selections:**

You have selected: 1

You can search and browse and you need to click Add.

You can also select multiple values

# Accept terms of use

Tax ID:

Enter your Company Tax ID number.

DUNS Number:

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use and the Ariba Privacy Statement

Submit

Cancel

Accept terms of use

Click on 'Submit'

Accept the terms &  
then Click on Submit

# Account Activation

Welcome to the Ariba Commerce Cloud Inbox x

 **Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>  
to me ▾



**Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for Demo\_Supplier\_001 is now complete.

Your organization's account ID: **AN01054320373-T**

Your username: [test-Demo\\_Supplier\\_001@gmail.com](mailto:test-Demo_Supplier_001@gmail.com)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

**Good to Know:**

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

As a Supplier User, you will receive an e-mail in your mailbox from SAP Ariba with User Name and other details, verify your ID from email.

Keep this email for future reference

## Tender Participation

# **Supplier Login:**



Supplier Login

Supplier Login Portal

User Name

Please enter User ID

Password

Please enter Password.

Login

[Forgot Username or Password](#)

# Sourcing Event Access and select the desired Tender.

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#) TEST MODE

BHUTAN POWER CORPORATION LIMITED - TEST

Bhutan Power Corporation Limited - TEST Requested Profile

All required customer requested fields have been completed.  
[View customer requested fields >](#)

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the BPC Ariba eProcurement System. This site assists in identifying the suppliers who are market leaders in quality, cost and service deliveries. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (32)				
▼ Status: Open (9)				
<a href="#">Tender for the Supplier Participants</a>	Doc630723258	3/29/2023 11:52 AM	RFP	No

Staus: Open shows Tender for quotaing

Event name which quotaing will be given

# Supplier View

Ariba Sourcing

Company Settings ▾ Mr. Jay ▾ Feedback Help ▾ Messages >>

< Go back to Bhutan Power Corporation Limited - TEST Dashboard

Desktop File Sync

## Event Details

Doc630723258 - Tender for the Supplier Participants

Time remaining  
29 days 23:31:08

- Event Messages
- Download Tutorials
- Response Team

### ▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Review Prerequisites

Decline to Respond

Print Event Information

## Event Overview and Timing Rules

Owner: Tashi Tobgay ⓘ  
Event Type: RFP

Publish time: 2/27/2023 11:52 AM  
Due date: 3/29/2023 11:52 AM

Currency: Bhutanese Ngultrum  
Commodity: Pin insulator 6  
Regions: BTN Bhutan

## Bidding Rules

Click on review prerequisites tab

# Supplier View

Ariba Sourcing



Company Settings ▾

Mr. Jay

Help ▾

Messages

[< Go back to Bhutan Power Corporation Limited - TEST Dashboard](#)

[Desktop File Sync](#)

Prerequisites

Doc630723258 - Tender for the Supplier Participants

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*  
BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Select I accept and  
Click on OK

OK

Cancel

# Supplier View

Ariba Sourcing

< Go back to Bhutan Power Corporation Limited - TEST Dashboard

Company Settings ▾ Mr. Jay Help ▾ Messages

Desktop File Sync

Prerequisites Doc630723258 - Tender for the Supplier Participants

Prerequisites must be completed prior to participation in the event.

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits are firm offers and are subject to the terms and conditions of the Bidder Agreement. Participant shall not provide any quotations without qualification, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules of the On-Line Event, including but not limited to the procedures and rules of the On-Line Event.
4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism provided by the Site and shall not submit bids through any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*  
BA v1.1 19Aug05

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Submit this agreement?  
Click OK to submit.

Click on OK

OK Cancel

# Supplier View

Select Lots

Doc630723258 - Tender for the Supplier Participants

Cancel

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items

Select Using Excel

Lots Available for Bidding

- | <input checked="" type="checkbox"/> | Name                             |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | ▼ 4.2.1 Lot 1 Supply of material |
|                                     | 4.2.1.1 Pin insulator            |
|                                     | 4.2.1.2 Cable                    |

Select the Lots/Line Items  
Click on Confirm Selected Lots/line Times

Confirm Selected Lots/Line Items

Cancel

# Supplier View

Ariba Sourcing

Company Settings ▾ Mr. Jay ▾ Feedback Help ▾ Messages >>

< Go back to Bhutan Power Corporation Limited - TEST Dashboard

Desktop File Sync

Console

Doc630723258 - Tender for the Supplier Participants

Time remaining  
29 days 21:41:07

Event Messages  
Response History  
Response Team

## Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

View each section of tender and give response.

## Event Contents

All Content

1 FORWARD

2 SECTION I - NOTICE I...

3 SECTION II - TERMS &...

4 SECTION III - ANNEXU...

5 SECTION IV - COMMERC...

## All Content

Name ↑ Price Quantity Total Costs

### 1 FORWARD

Less... -

Based on the DHI Group Procurement Manuals 2021 and with the guidance of the Group Procurement Manual Committee (GPMC), the respective Core Working Teams developed the Standard Bidding Documents (SBDs) for Goods and Works, and the Request for Proposal (RFP) for Services for DHI Group of Companies. The usage of the large and small SBDs and RFP is categorized according to the threshold value. Notwithstanding the general categorization, the procuring agency can also exercise discretion to use the most appropriate SBD or RFP according to the importance and criticality of the requirements as deemed fit. The category for the SBD and RFP for the respective manuals is as follows:

Procurement Manuals	SBD and RFP	Threshold value in Ngultrum (Nu.)
Goods, Works Services	Large	Above 2,000,000
	Small	Less than or equal to 2,000,000

While recognizing that the SBDs and RFP are operational documents within the authority of the respective Companies' management, the GPMC felt that it would be in congruence with the overall scheme to adopt the SBDs and RFP based on the Group Procurement Manuals. This would enable some of our Group Companies to improve their procurement process. At the same time, the DHI companies should be able to attract more bidders to participate. The SBDs and the RFP are finalized by the GPMC on 20th May 2021 after several rounds of deliberations and approved by the DHI. On behalf of the DHI Group Procurement Committee, we would like to herein circulate the SBDs and RFP to the DHI Group Companies for adoption and implementation with effect from 28th May 2021. Tashi Delek!

### 2 SECTION I - NOTICE INVITING TENDER

#### 2.1 Company details

2.1.1 Name of the Purchaser

2.1.2 Company name

Bhutan Power Corporation Limited

2.1.3 Department

(\*) indicates a required field

During giving response on section  
Please click on Save Draft to save responses.

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

# Supplier View

- Event Messages
- Response History
- Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

- All Content
- 1 FORWARD
- 2 SECTION I - NOTICE I...
- 3 SECTION II - TERMS &...
- 4 SECTION III - ANNEXU...

## SECTION III - ANNEXURE 1

(Section 4 of 8) < Prev. | Next >

Name ↑	Price	Quantity	Total Costs
4.1.13 Name of an Authorized Signatory	* sangay		
4.1.14 Attach the Power of Attorney	* Attachment for response.docx		
▼ 4.2 PRICE SCHEDULE			
	Less... -		2,800.00 BTN
Discount Amount: 1,200.00 BTN			
▼ 4.2.1 Lot 1 Supply of material	Less... -		2,800.00 BTN Fx✓
Discount Amount: 1,200.00 BTN			
4.2.1.1 Pin insulator	* 100.00	20 each	2,000.00 BTN Fx✓
Place of Origin: India			
4.2.1.2 Cable	* 200.00	10 kilometer	2,000.00 BTN Fx✓
Place of Origin: India			

Lots/Line items you selected

Fill Price and other required fields too

Click on Udate Totals

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Click on Submit Entire Response to submit your Quotes on entire tender.

# Supplier View

The screenshot displays the Ariba Sourcing interface. At the top left, the logo "Ariba Sourcing" is visible. The top right navigation bar includes "Company Settings", "Mr. Jay", "Feedback", "Help", and "Messages". Below the navigation bar, there is a breadcrumb trail: "< Go back to Bhutan Power Corporation Limited - TEST Dashboard". On the right side of this bar, there is a "Desktop File Sync" link and a clock icon with the text "Time remaining 29 days 20:58:26".

The main content area is titled "Console" and "Doc630723258 - Tender for the Supplier Participants". On the left side, there is a sidebar menu with "Event Messages", "Response History", "Response Team", and a "Checklist" section. The checklist items are: "1. Review Event Details", "2. Review and Accept Prerequisites", "3. Select Lots/Line Items", and "4. Submit Response".

The main content area shows "SECTION VII – SPECIAL CONDITIONS OF CONTRACT" with a "Name ↑" header. Below this, there is a list of items, including "8 SECTION VII – SPECIAL CONDITIONS OF CONTRACT" and "8.1 Refer Attachment of the Special Condition of Contract (SCC)". A note below the list states "(\*) indicates a required field". At the bottom of the main content area, there are buttons for "Submit Entire Response" (highlighted in blue), "Save draft", and "Cancel".

A modal dialog box is overlaid on the screen, titled "Submit this response?". It contains a green checkmark icon, the text "Submit this response?", and "Click OK to submit.". The dialog has two buttons: "OK" and "Cancel". A red box highlights the "OK" button, and a red arrow points from a red box labeled "Click on OK" to the "OK" button.

# Supplier View

Console

Doc630723258 - Tender for the Supplier Participants

Time remaining  
29 days 20:48:52

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

- All Content
- 1 FORWARD
- 2 SECTION I - NOTICE I...

You have submitted a response for this event. Thank you for participating.

Revise Response

To revise Quote click on Revise Response

All Content

Name ↑	Price	Quantity	Total Costs
▼ 2 SECTION I - NOTICE INVITING TENDER			
▼ 2.1 Company details			
2.1.1 Name of the Purchaser			
2.1.2 Company name			Bhutan Power Corporation Limited
2.1.3 Department			
2.1.4 Name of Office			

**NOTE-** Supplier can only revise his response to tender till time mentioned at top right corner.

Compose Message

**THANK YOU!**