



**Welcome
to
PSB e-Tendering Portal**
<https://psb.eproc.in>
Vendor Registration Manual



Click to the [Vendor Registration](https://psb.eproc.in) link shown on the website <https:// psb.eproc.in>



| Search By : | New Tenders | Tenders In Progress | View Amendments | | | |
|-------------------|-------------|--------------------------|---|----------------------|----------|--------|
| Select Department | S.No. | Tender No | Tender Title [English] | Department | Category | Detail |
| -- Select -- | 1. | PSB/HOIT/RFP/136/2019-20 | SELECTION OF SYSTEM INTEGRATOR FOR FINACLE CBS VER... | Punjab and Sind Bank | Services | |

Vendor Registration

| | |
|----------------------------|--|
| User ID :* | (6-15 characters) |
| Password :* | (8-15 characters) <small>Note : To have a strong password, your Password should contain minimum 8 digits/letters, 1 Uppercase Letter with Special character.(Do not use \$,<,>,&,#)</small> |
| Confirm Password :* | (8-15 characters) |
| Company Name In English :* | |
| Company Short Name :* | (Not More Than 15 characters) |
| Email Id :* | Please Enter Valid Official Email ID for Communication |
| Company Type : * | Local Vendor <input checked="" type="radio"/> International Vendor <input type="radio"/> |
| Secret Question* : | --Select-- |
| Answer* : | |

Type the characters you see in the picture above(Case Sensitive)

Step1: Fill the details

1. Enter your USER Id (6 to 15 character)
2. Enter your Password (8 to 15 character, with 1 Upper Case and Special Character and do not use \$,<,>,&,#)
3. Enter same Password you entered above.

4. Enter Your Company Name.
5. Enter a short name for your Company.
6. Enter Official Email Id for Communication.
7. Select Company Type (Local/ International)
8. Select secret question for drop down and Answer it for ID security purpose.
9. Type Captcha (shown in Image)
10. Click Submit button

Step2: Re-Login

1. Check your e-mail id (entered at time of registration) on which administration generated verification code has been sent.



2. Click on the Close. (Public Dashboard will appear)
3. Login using the same user-id and password entered at time of registration.



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| - Select - | | 1. | PSB/HOIT/RFP/136/2019-20 | SELECTION OF SYSTEM INTEGRATOR FOR FINACLE CBS VER... | Punjab and Sind Bank | Services | |

Step3: Verification Code

1. Enter Same Password created earlier and Challenge Phrase received on registered email.
2. Select User Role as Supplier
3. Click login.

Challenge Phrase

User ID :

Password :

Challenge Phrase :

User Role :

Step4a: DSC Registration (Signing Certificate Registration)

1. After Challenge Phrase Verification You will see DSC Registration Page.
2. Click on Browse and Upload any pdf document and Click on Sign.

| Digital Certificate Registration | |
|---|---|
| Save Details For DSC Registration Completion | |
| Document Signing : | <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Sign"/> |
| Document Signature: | <input type="text"/> |
| Document Verification: | <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="VerifySignature"/> |
| Signature Verification: | <input type="text"/> |
| User ID : | <input type="text" value="vsupplier5"/> |
| ThumbPrint : | <input type="text"/> |
| Subject : | <input type="text"/> |
| Certificate S No. : | <input type="text"/> |
| Issuer Name : | <input type="text"/> |
| Public Key : | <input type="text"/> |
| Valid From : | <input type="text"/> |
| Valid To : | <input type="text"/> |
| Default Certificate : | <input checked="" type="checkbox"/> |
| <input type="button" value="Save Details"/> <input type="button" value="Back"/> | |

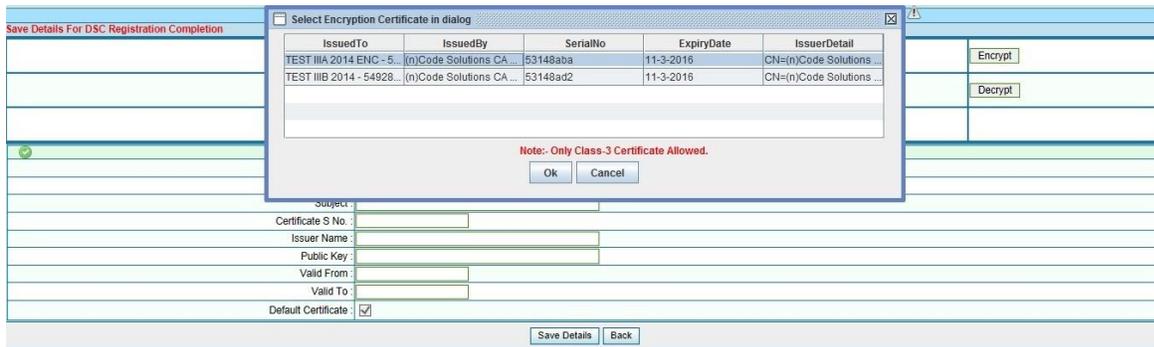
3. On Clicking Sign You will see list of Digital Signature select signature you want to register and Click Ok.

4. Once signed Click on Browse and Upload same file Uploaded earlier and Click on Verify Sign

5. On Clicking Verify Sign You will see list of Digital Signatures select Same signature selected earlier and Sign.

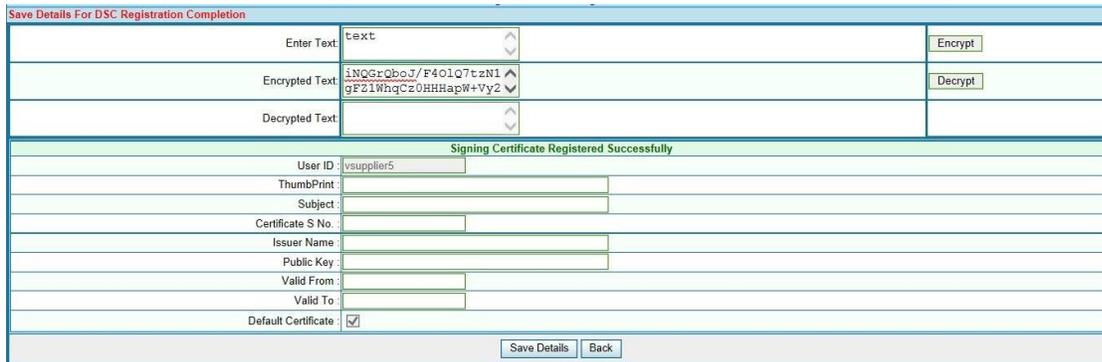
6. The details of Digital Signature Certificate will be automatically filled.

3. You will see list of Encryption Certificate select and Click ok.



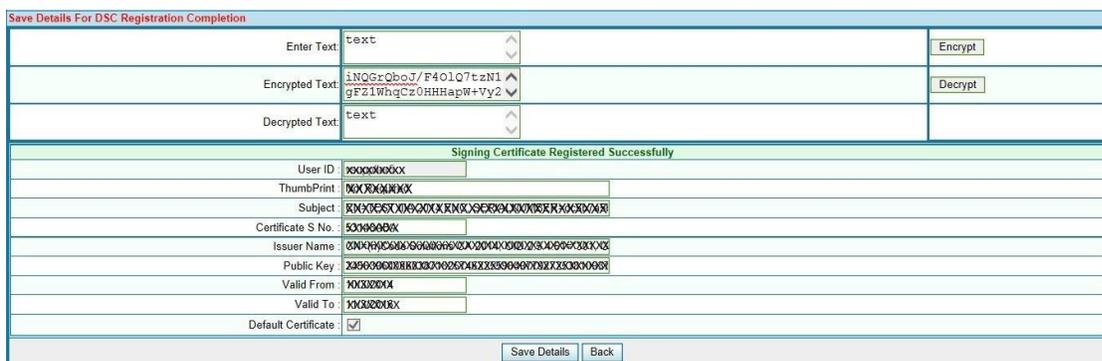
4. You will see screen with encrypted text (image shown below).

5. Now Click on Decrypt.



6. When you click on Decrypt the details of Encryption Certificate will be automatically filled.

7. Click on SaveDetails.

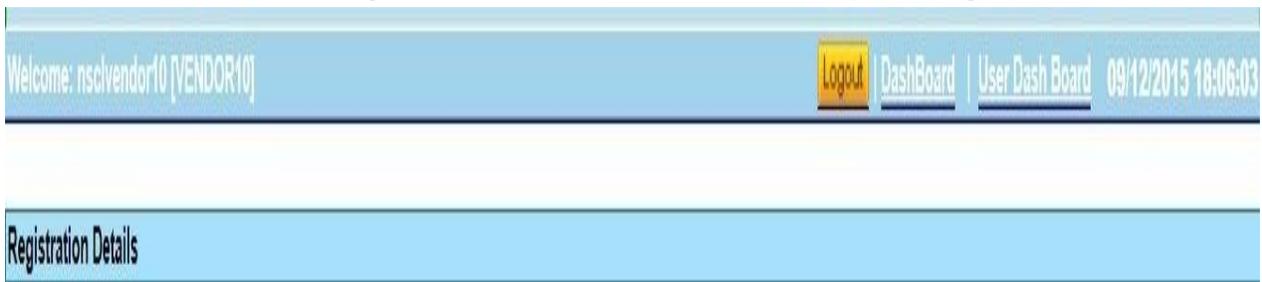


8. After saving details You will see confirmation Encryption Certificate Registered Successfully and Click on Back.

| Save Details For DSC Registration Completion | | |
|--|---|--|
| Enter Text | <input type="text"/> | <input type="button" value="Encrypt"/> |
| Encrypted Text | <input type="text"/> | <input type="button" value="Decrypt"/> |
| Decrypted Text | <input type="text"/> | |
| Encryption Certificate Registered Successfully Please click on back button and login with DSC to complete your Profile | | |
| User ID : | <input type="text" value="vsupplier5"/> | |
| ThumbPrint : | <input type="text"/> | |
| Subject : | <input type="text"/> | |
| Certificate S No. : | <input type="text"/> | |
| Issuer Name : | <input type="text"/> | |
| Public Key : | <input type="text"/> | |
| Valid From : | <input type="text"/> | |
| Valid To : | <input type="text"/> | |
| Default Certificate : | <input checked="" type="checkbox"/> | |
| <input type="button" value="Back"/> | | |

Step5a: Fill Registration Details (Profile)

1. On clicking back You will see Public dashboard.
2. Login with your userid, password and DSC registered.
3. You will see following screen. Click on [Click Here To Complete Registration](#).



[Click Here To Complete Registration](#)

4. Under Profile info fill Company's information
5. Select the Legal Status of the company.
6. Enter company's Address Information.
7. Enter Contact Information.
8. Select Category for Registration.
9. Click on Save to save details.

Company Registration

NOTE: If you are not completing the registration within 60 days, Your user details would not be available.

Home | Profile | [Common Info](#) | [Password For Bid Submission](#) | [Secret Question For Forgot Password](#)

Company Name: ABC (ABC) **Company Type:** Local

Company Information

Legal Status : * **Status If Others Selected :**

Contact Information Address

Address-1 : *

Country : *

P.O.Box : *

Address-2 :

City : *

Contact Information

| | | | |
|---|--|---|---|
| tel. Number : * | <input type="text"/> | <small>(Note :- You can enter multiple telephone Nos. with comma separated. Max upto 3 Nos with 15 Digit)</small> | Fax Number : <input type="text"/> |
| Email Id : * | <input type="text" value="abc@gmail.com"/> | | Secondary Email : <input type="text"/> |
| Contact Person : * | <input type="text"/> | | Authorized Person : * <input type="text"/> |
| Contact Person's Designation : * | <input type="text"/> | | Authorized Person Designation : * <input type="text"/> |
| Contact Person Mobile No. : * | <input type="text"/> | | |

Category Registration

| Select Category | Category | | |
|--------------------------|----------|--|--|
| <input type="checkbox"/> | Works | | |
| <input type="checkbox"/> | Goods | | |
| <input type="checkbox"/> | Services | | |

Step5b: Fill Registration Details (Common Info)

1. Click on Common Info and fill the details.
2. Enter Company's PAN Card number.
3. Enter Mobile number.
4. Enter Phone number.
5. Enter Fax number.
6. Upload Documents corresponding to details given in form. (for multiple files, zip the files).
7. Save details.

Welcome: PSBVENDOR [ABC] [Logout](#) | [DashBoard](#) | [User Dash Board](#) 05/06/2019 16:37:05

1-Fill Registration Info | 2-Terms And Conditions | [3-Proceed](#) | [Where Am I](#)

NOTE: The Field Mark With * Is Mandatory.

[PAGE HELP CONTENT](#)

NOTE: If you are not completing the registration with In 60 days, Your user details would not be available.

Pages : [Profile](#) | [Common Info](#) | [Password For Bid Submission](#) | [Secret Question For Forgot Password](#)

Company Short Name : ABC | Company Name : ABC

Registration Dynamic Form

PAN No.

GST No.

Upload Scan Copy OF Relevant Documents

Upload Scan copy of your PAN Card *

Upload Scan Copy OF Relevant Documents

Step5c: Fill Registration Details (Bid Submission Password)

1. Click on Password For Bid Submission.
2. Define Bid Submission Password. (should be different from the login password)
3. Click Save Password and then Close.

1-Fill Registration Info | 2-Terms And Conditions | [3-Proceed](#) | [Where Am I](#)

NOTE: The Field Mark With * Is Mandatory.

[PAGE HELP CONTENT](#)

NOTE: If you are not completing the registration with In 60 days, Your user details would not be available.

Pages : [Profile](#) | [Common Info](#) | [Password For Bid Submission](#) | [Secret Question For Forgot Password](#)

Company Short Name : ABC | Company Name : ABC

Registration Dynamic Form

AN No.

ST No.

Change Password - Internet Explorer

Password For Bid Submission

New Password

Confirm Password :

Note : To have a strong password, your Password should contain minimum 8 digits/letters, 1 Uppercase Letter with Special character.
(Do not use \$, <, >, &, #) (?<-> \$!*)

Step6: Accept Terms and Conditions

1. Click on Terms and Conditions to view and accept terms and Conditions of Registration.
2. Scroll and Click on Accept to accept the terms and Conditions.
3. to complete your registration click on Proceed.

| | | |
|--|------------------------|--|
| Welcome: PSVENDOR (ABC) | | Logout Dashboard User Dash Board 05/08/2019 16:39:04 |
| 1-Fill Registration Info 2-Terms And Conditions | 3-Proceed Where Am I | |
| NOTE: The Field Mark With * Is Mandatory. | | |
| PAGE HELP CONTENT | | |
| Registration Terms And Conditions | | |
| <p>Terms and conditions for eTendering Portal usage TERMS AND CONDITIONS Welcome to https://psb.eproc.in (hereinafter referred to as the website). The eTendering and related services are provided by C1 India Pvt. Ltd. (hereinafter referred to as C1 India) on the website. C1 India is an e-commerce service provider managed by the buyer to facilitate tender issued by the buyer using online web based eTendering Platform at https://psb.eproc.in The website is an online tendering platform, a virtual marketplace/venue for buyers to conduct eTender and for bidders to make/place bids/offers. C1 India is considered as third party not particularly interested in the terms or services being sold/bought on behalf of the seller/buyer.</p> <p>DEFINITIONS 1. BUYER - M/s psb, (hereinafter referred to as Buyer) in this agreement is the legal entity who wishes to issue online Tender on the website for its assets and who has mandated C1 India to provide the website and other related support services. 2. BIDDER - Any legal entity who is registered at https://psb.eproc.in (eTendering Portal) website) and who makes or places a bid on the website to buy/sell is considered as a Bidder. 3. One individual can represent as a bidder on his own behalf and on behalf of other legal entities provided he registers at eTendering portal separately in different capacities. 4. USER - Any legal entity that uses the website and/or the related services provided by C1 India is considered as a user. 5. AGREEMENT - The terms and conditions, together with any additional terms and conditions specific to a particular online tendering event on the website (which can be found through one or more links on the website for the eTendering) constitute the Agreement. 6. ONLINE BID SUBMISSION- An Online Bid Submission is a process for price determination through competitive interaction between Bidders on the website. 7. On accessing the website or using the services provided by C1 India or by registering either as a buyer/ seller / user, agree that the user have read the terms and conditions including the terms and conditions specific to a particular online tendering event.</p> <p>MODIFICATIONS TO WEBSITE, SERVICES AND TERMS AND CONDITIONS C1 India, as Application Service Provider, reserves the right to modify, amend, suspend or discontinue any aspect of the services or the website at any time without notice. C1 India reserves the right to amend any or all of the terms and conditions without notice at any time at its sole discretion and announce the same on the website. Accessing the website and/or using the services shall constitute acceptance of the terms and conditions including the amendments.</p> <p>PASSWORD AND SECURITY Once user registers on the website, he/ she will be allotted user identification (User ID) by the website and will be prompted to enter a password. User is solely responsible for all use and for maintaining and protecting the confidentiality of its User ID and User password.</p> <p>TERM OF AGREEMENT This Agreement shall continue to be in full force and effect for so long as the user is using the services and the website.</p> <p>C1 India provides the online tendering platform wherein the users can sell, purchase, bid and buy or bid and sell the assets/ services listed on the website pursuant to the terms and conditions set forth below</p> <p>1.0 GENERAL TERMS AND CONDITIONS 1.1 Participation and bidding in the eTendering on the website shall be treated as conclusive evidence of the fact that the bidder has understood the NIT terms & conditions of the selected tender and the related documents pertaining to the eTendering. It shall also imply that the bidder has carefully gone through the terms and conditions, including amendments, if any, prevailing at the time of eTendering. No objections or complaints will be entertained once the bid is placed.</p> <p>1.0 ONLINE BIDDING 1.2 Bids - All bids placed are legally valid bids and are to be considered as bids from the bidder himself. Once the bid is submitted, the bidders cannot modify or withdraw the bid for whatever reason.</p> <p>1.0 TERMINATION 1.1 - C1 India expressly reserves the right to terminate the use of, or to refuse to permit the use of, the Services and the Website by any person or entity, at the sole discretion of C1 India, for any reason and without notice.</p> <p>1.0 FORCE MAJEURE 1.1 C1 India shall not be liable for any failure or delay in performance due to any cause beyond its control including fire, strike, go-slow, lock-out, closure, theft, dislocation of normal working conditions, internal or network non-availability, accident, war, riots, civil commotion, political upheaval, epidemics, break-down of machinery, any terrorist activity, any natural calamity, adverse weather or climatic condition, or any other causes or conditions beyond the control of C1 India, whether directly due to or in consequence of the aforesaid cause and the existence of such causes or consequences shall operate to extend the time of performance till the cause of delay shall have ceased to exist.</p> <p>1.0 DISCLAIMER 1.1 C1 India runs its business on the basis of a robust Web Site. C1 India is outsourcing server space from a third party hosting company and hence shall ensure the smooth running in all good faith and intention. However C1 India will not be held responsible for any failure of power, network, server, hosting server, internet connectivity, ISP or otherwise at Bidder's) end or at C1 India directly or indirectly affecting online method of Bidding. 1.2 C1 India takes no responsibility of the quality, quantity, documentation details of buyers/bidders. Both the buyers & bidders agree to defend indemnify and hold C1 India harmless from any loss, damage, cost and expenses caused by any reason during the transactions on the website. In no event shall C1 India be liable for any loss for the transactions by business, revenues, profit, costs direct and incidental, consequential or punitive damages of any claim. Both the parties agree to have discussed all the related matter regarding the transactions and have understood in full that C1 India has provided a source of supply and has nothing to do any further especially with regards to quality, warranty, guarantees, delivery schedules, payments, rejections, transportation, legal laws and regulations to be followed from time to time etc. Since C1 India does not possess knowledge base of the assets/ services under transaction both the parties agree that the matter contained in the assets as a part or as a whole does not violate any applicable law. C1 India is only an e-commerce service provider, and is not and cannot be a party to or control in any manner any transactions between the Buyer and the Bidder</p> <p>1.0 GOVERNING LAW AND JURISDICTION 1.1 This agreement is governed and construed in accordance with the laws of Union of India. 1.2 Users agree to indemnify and hold C1 India and its officials and employees harmless from any claim, demand or damage asserted by any third party due to and arising out of use of services and the website.</p> | | |
| <input type="button" value="Accept"/> | | |