

**NALCO Alumina e-Tender  
System  
Bidder User Manual  
Ver 1.0**

Developed by NALCO  
Systems

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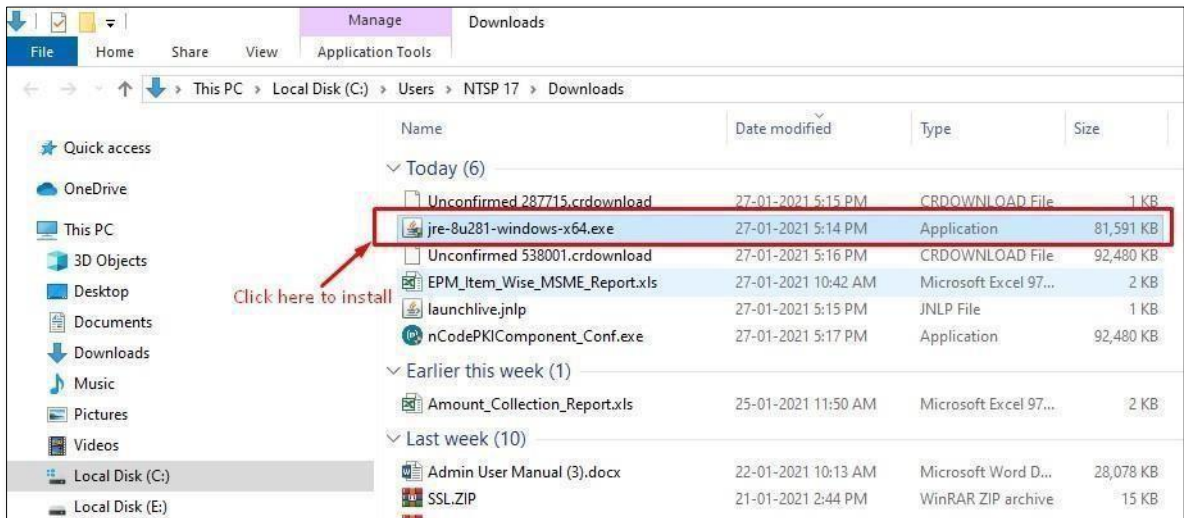
## 1. Prerequisites Installation

Before accessing to the NALCO e-Tender Application bidding process, you must have to installed the following prerequisites software in your system.

1. <https://etender.nalcoindia.co.in/resources/jre-8u281-windows-x64.exe>
2. [https://etender.nalcoindia.co.in/resources/nCodePKIComponent\\_Conf\\_32\\_bit.exe](https://etender.nalcoindia.co.in/resources/nCodePKIComponent_Conf_32_bit.exe)
3. [https://etender.nalcoindia.co.in/resources/nCodePKIComponent\\_Conf\\_64\\_bit.exe](https://etender.nalcoindia.co.in/resources/nCodePKIComponent_Conf_64_bit.exe)
4. <https://etender.nalcoindia.co.in/resources/launchlive.jnlp>

First of all please download the java software from the link provided in Sl. No.1. Then download the nCodePKIComponent from 2<sup>nd</sup> (For 32 bit OS) or 3<sup>rd</sup> (For 64 bit OS) link as per your system configuration. Please download the lunchlive.jnlp file from the link provided in Sl. No.3. After downloaded the above software's, you need follow the below step for installation.

**Step-1:** The software component listed above needs to be installed in the order as mentioned above. Following screenshots explains the complete installation process.



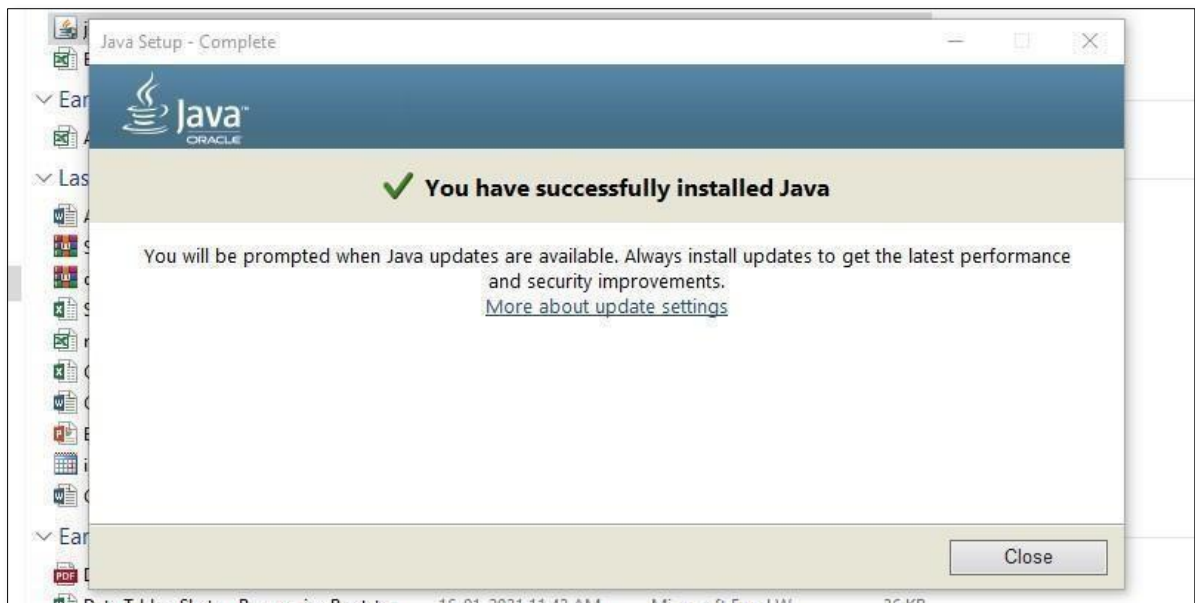
Screenshot - 1 (Downloaded Application)



Screenshot - 2 (Downloaded Java Runtime Environment Installation)

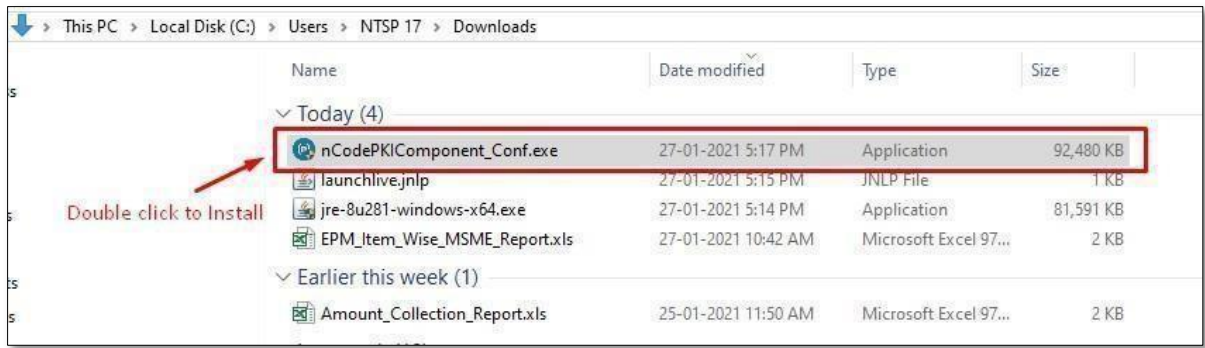


Screenshot - 3 (Java Runtime Environment Installation Progress)



Screenshot - 4 (Java Runtime Environment Installed Successfully)

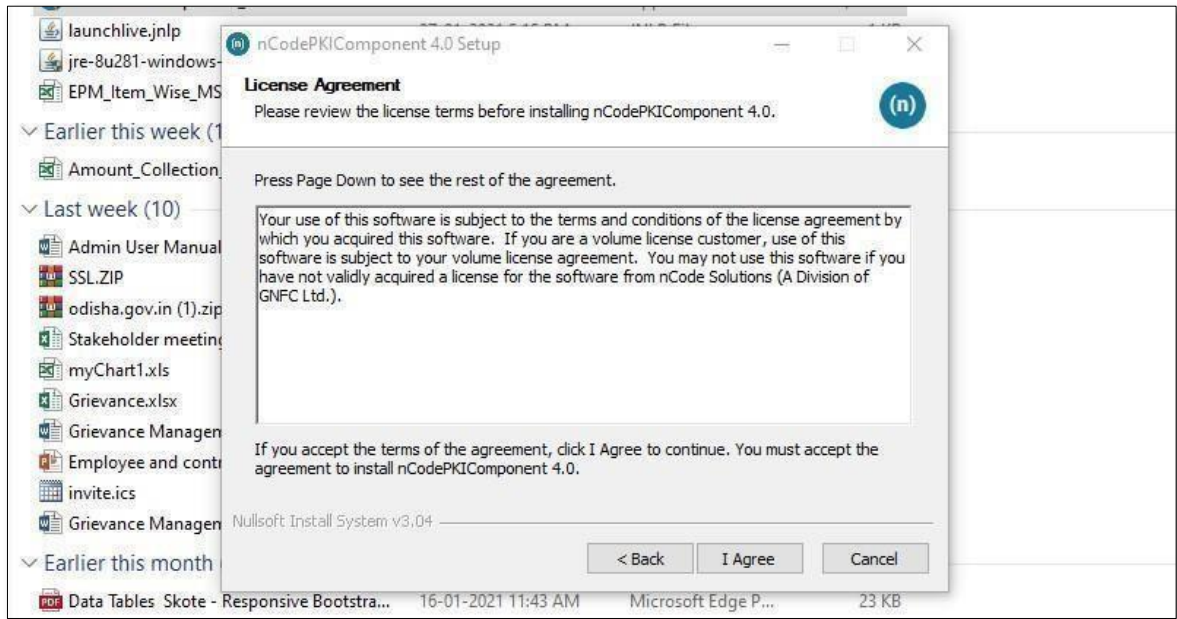
**Step-2:** The software component in point 2 needs to be installed subsequently. Following screenshots explain the installation process.



**Screenshot - 5 (Download nCode PKI Application from the Point No -2 Link)**



**Screenshot - 6 (Click on Downloaded PKI Application .exe file for Installation)**



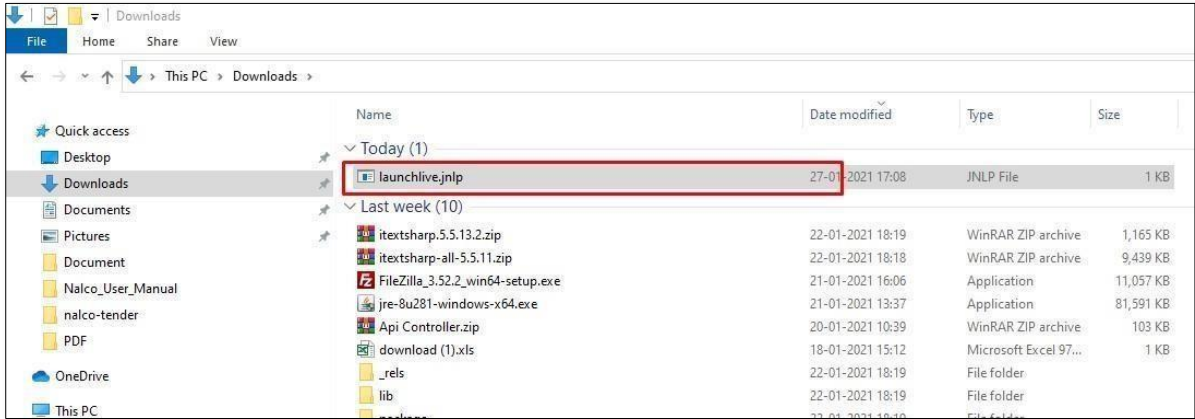
Screenshot - 7 (Installation is on Progress)



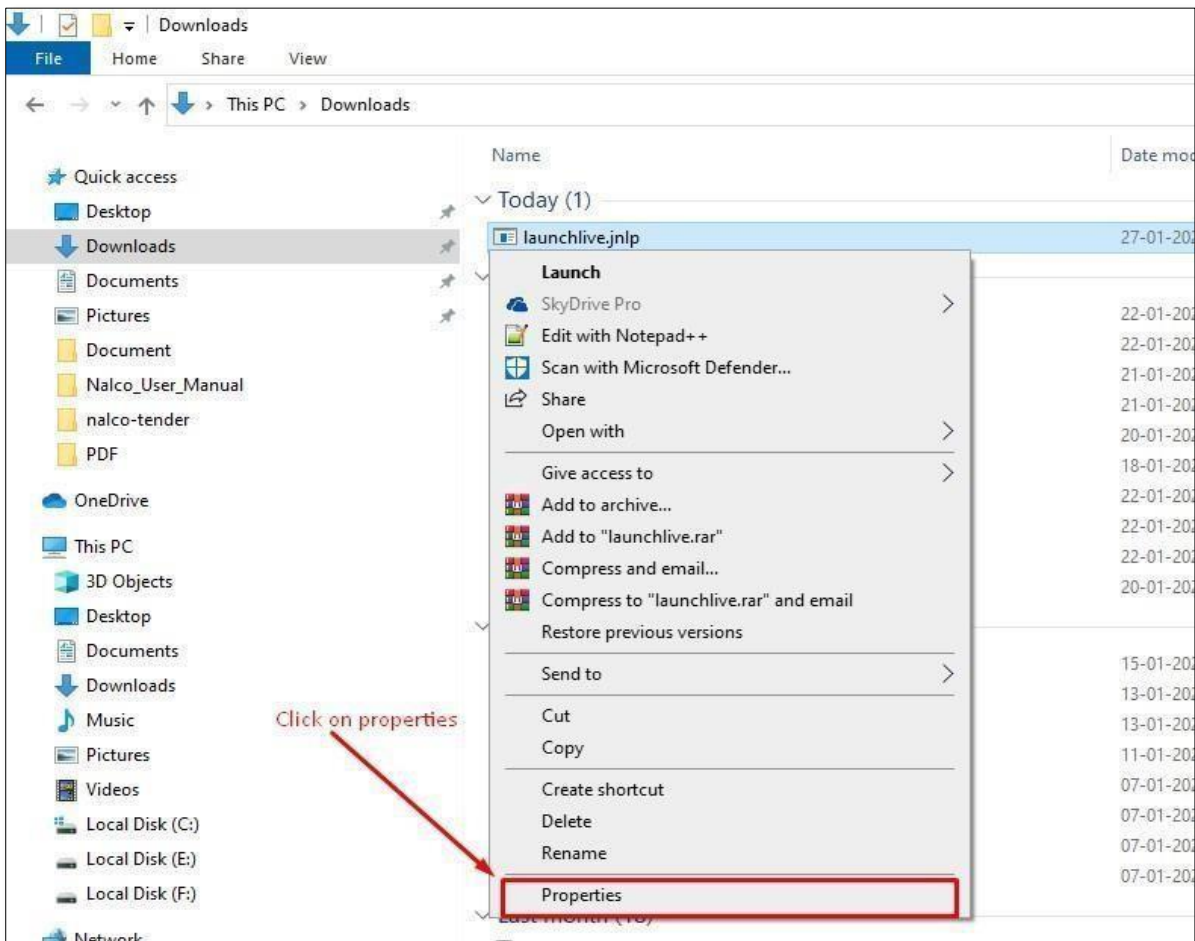
Screenshot - 8 (nCode PKI Application Installation Completed)

**Step-3:** For the component in point 3 need to be installed as per the following screenshots.

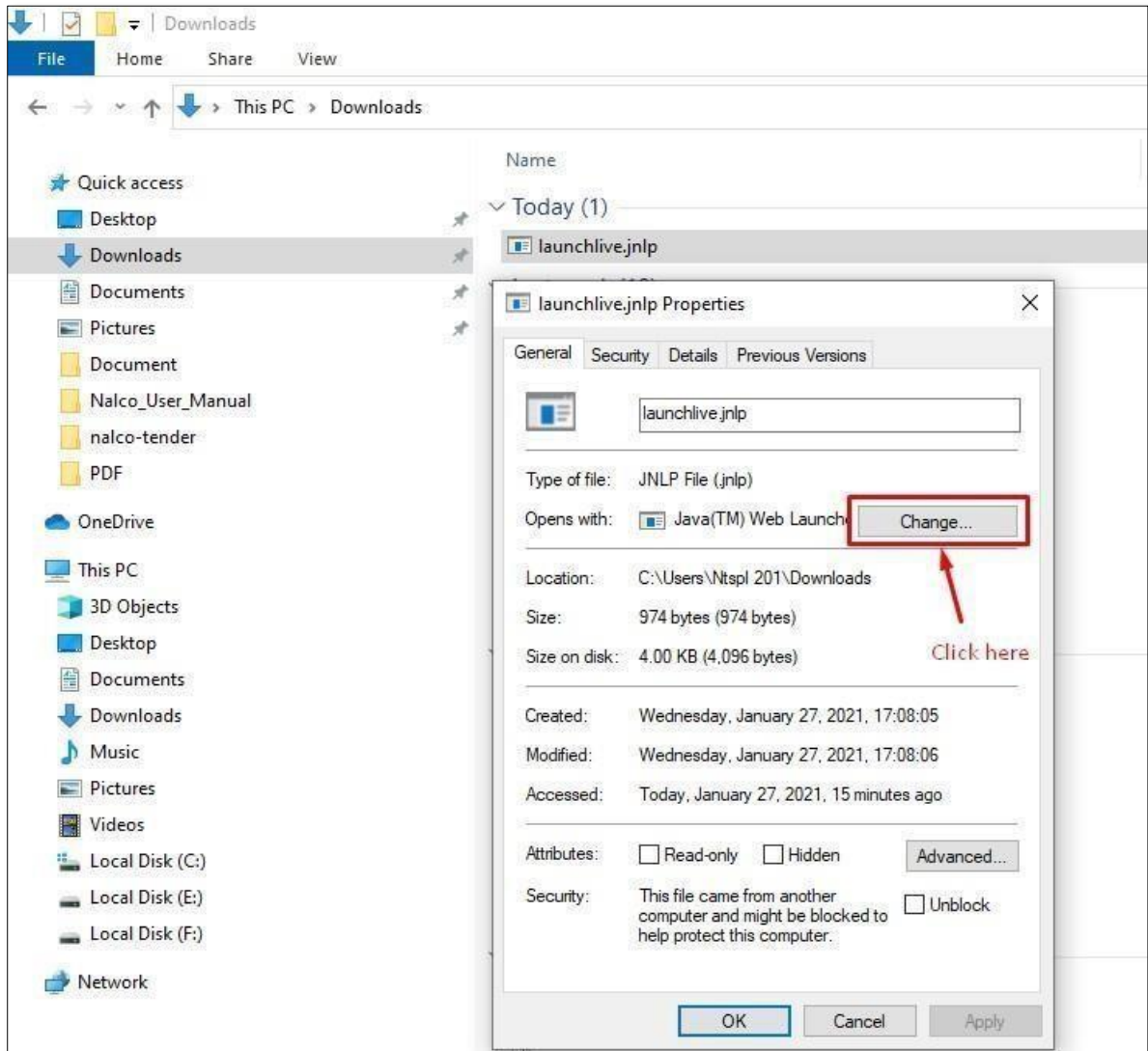
1st go to download folder then you can see the launchlive.jnlp file in the download folder so right click on the file then click on properties.



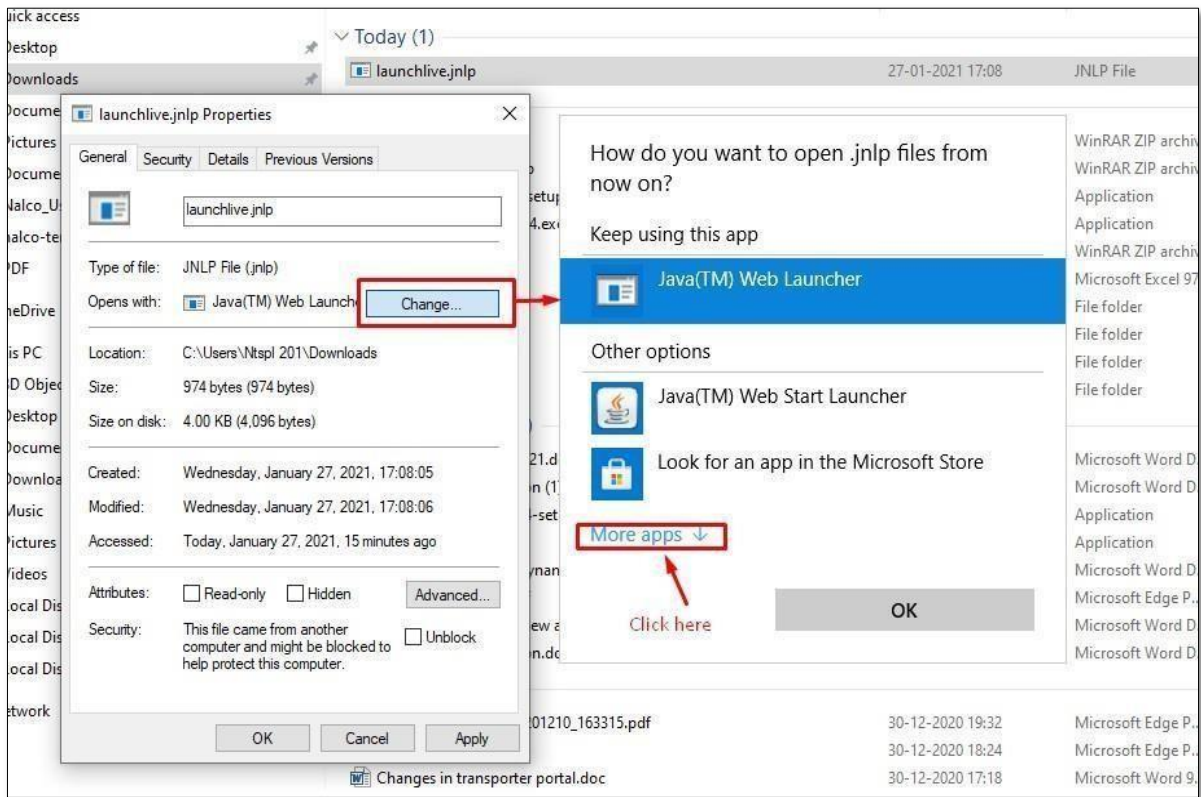
**Screenshot - 9 (Download nCode Launch Live Component from the Point No -3 Link)**



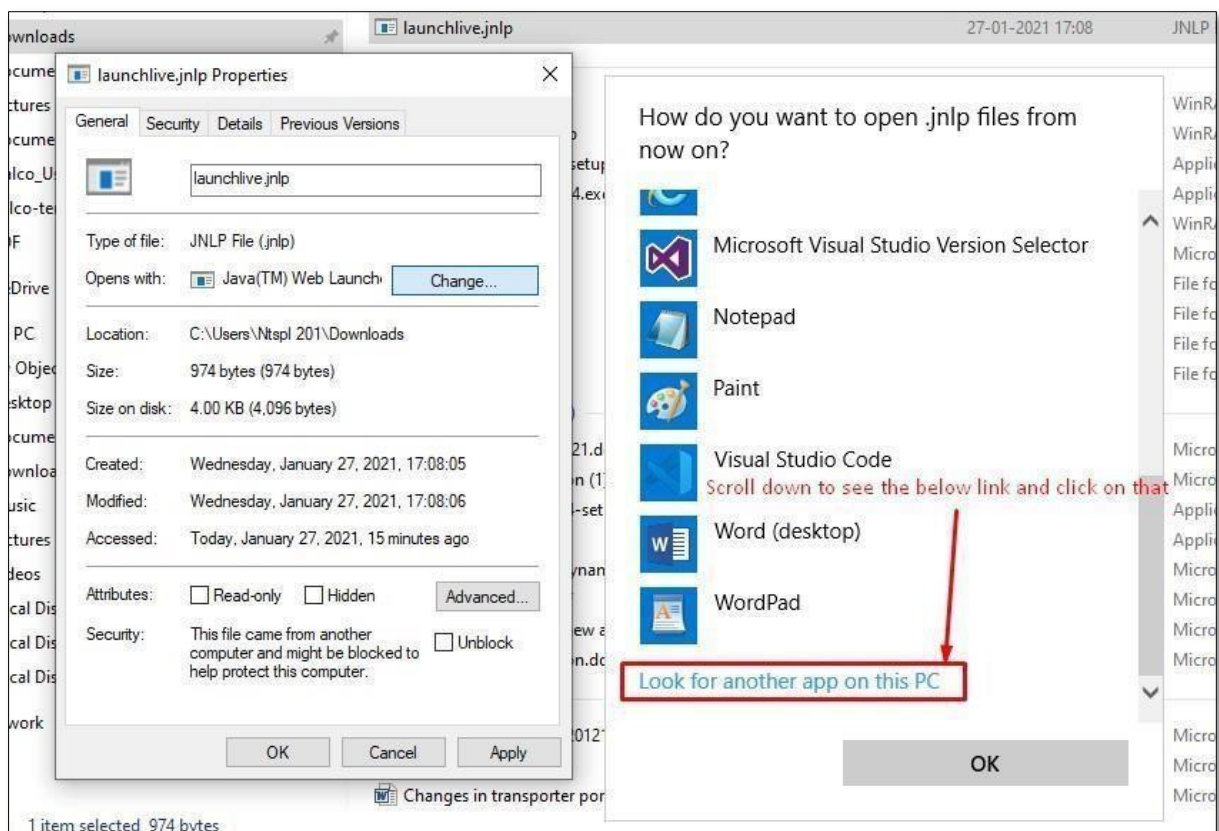
**Screenshot - 10 (Right Click on the above downloaded file & click on properties)**



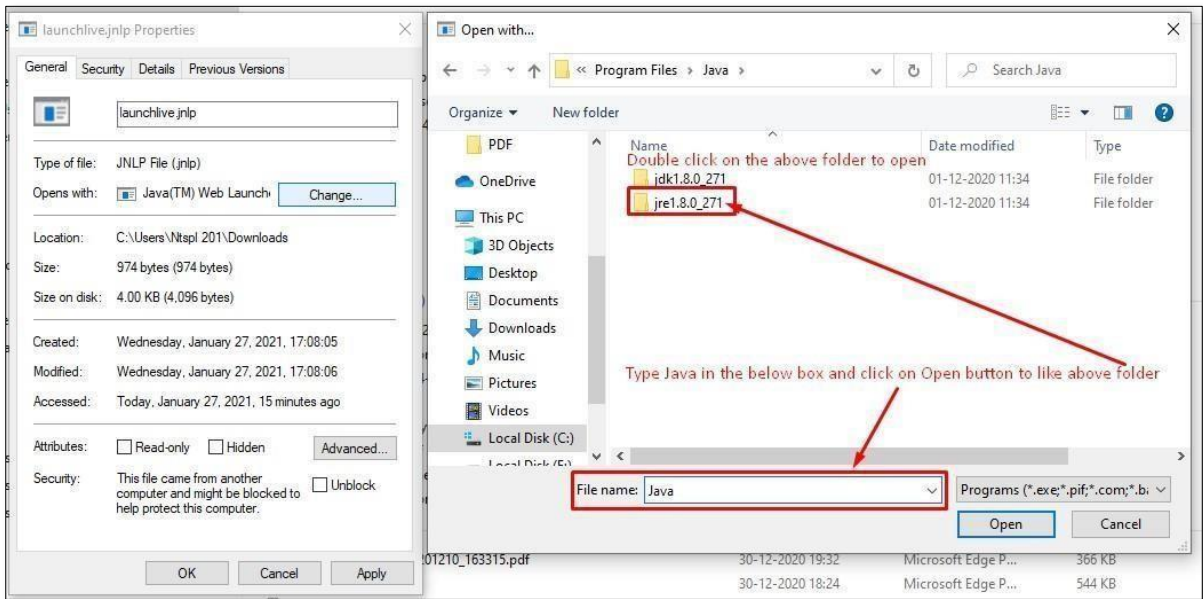
**Screenshot - 11 (As per the screen please click on change button on properties window)**



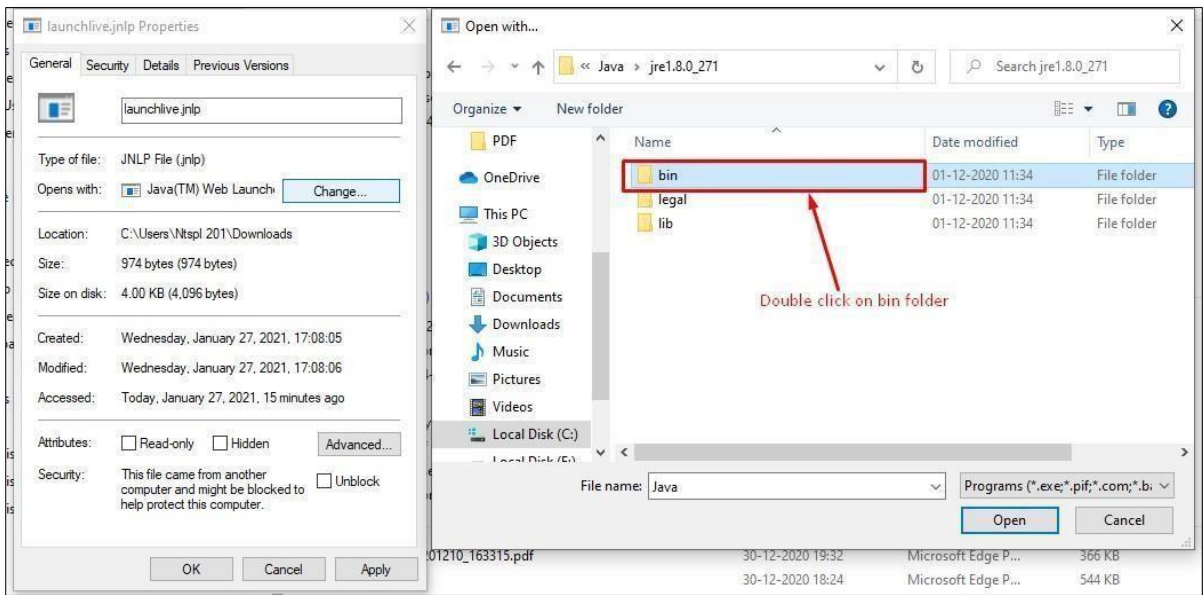
Screenshot - 12 (As per the screen please click on More Apps link)



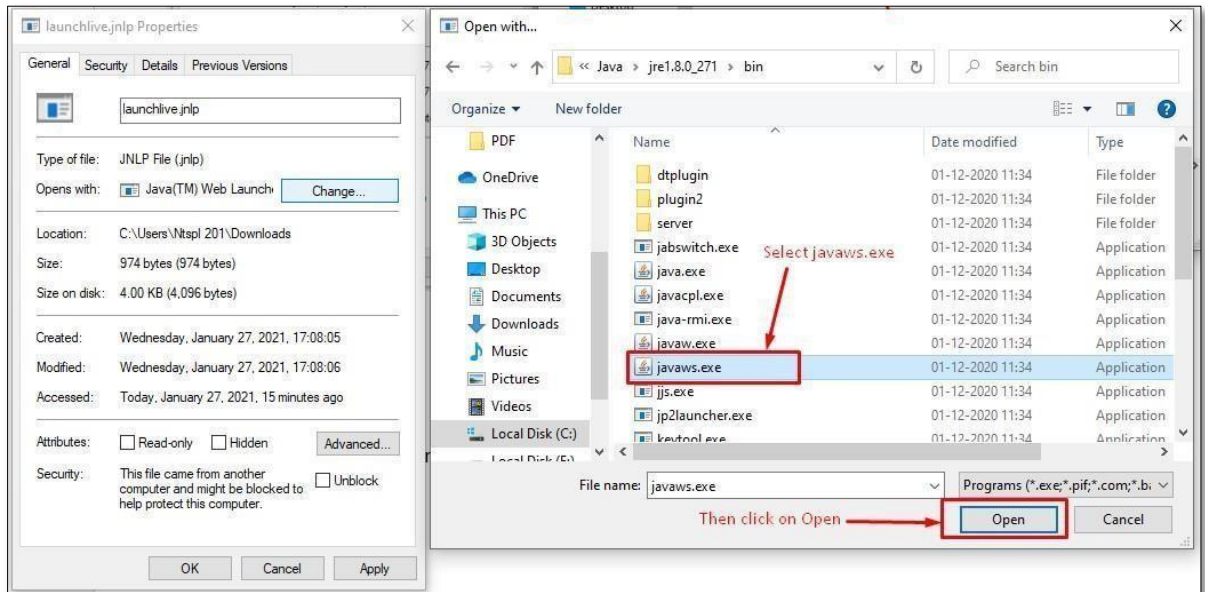
Screenshot - 13 (Please scroll and click on the link as mentioned on the screenshot)



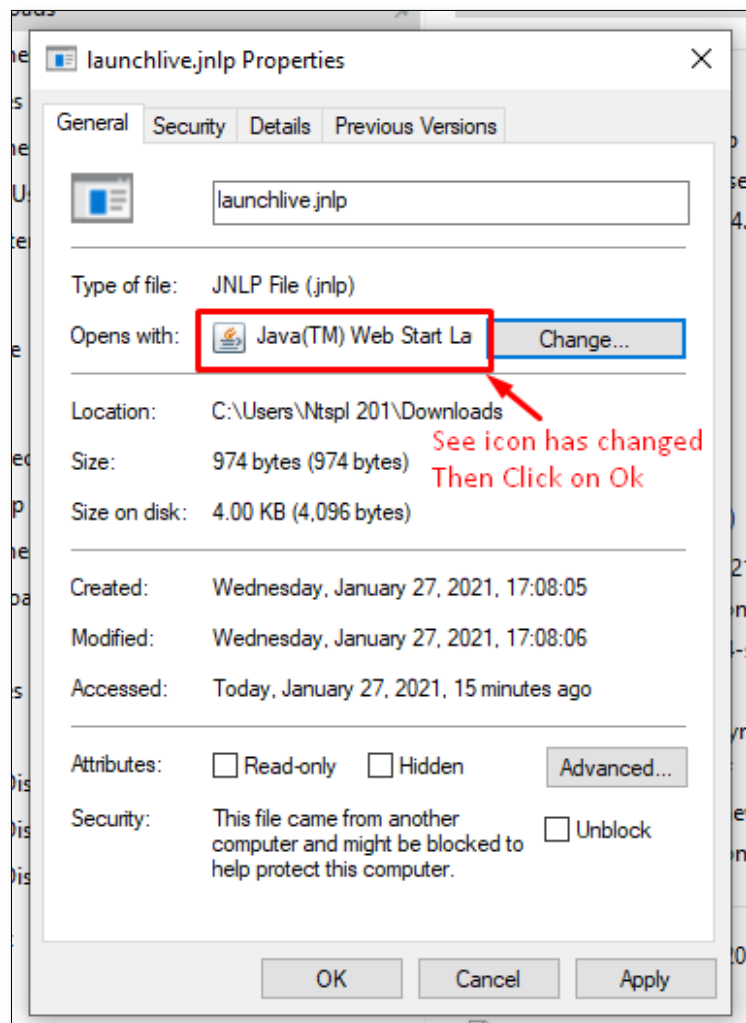
Screenshot - 14 (Please do the needful as mentioned on above screenshot 14)



Screenshot - 15 (Please double click on bin folder as mentioned in screenshot 15)



Screenshot - 16 (Please click on javaws.exe as per screenshot 16)



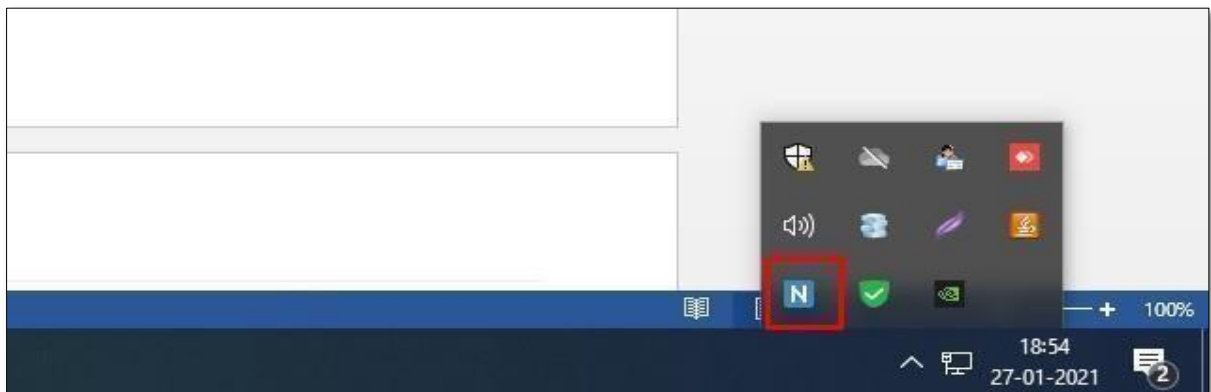
Screenshot - 17 (Now Java(TM) Web Start icon will display and then click on OK button)



Screenshot - 18 (Now click on launchlive.jnlp as mentioned on screenshot 18)




Screenshot - 19 (Now click on Run button as mentioned in screenshot 19)




Screenshot - 20 (After installation of all the three software components you will find the icon with Capital 'N' in the taskbar as per screenshot 20)

If the icon is available, then ensure that everything is running perfectly. Now you will be able to follow the below process.

## 2. Vendor/Bidder Bidding Process



**नालको**  **NALCO**  
NALCO e-Tender System

Dear Bidder/Customer,

The captioned tender for Alumina has been published by NALCO. The Tender Document is attached herewith.

Please find the product details below:

Product Name	Product Description	Minimum Fixed Price(Rs./MT)	Quantity(MT)
Calcined Alumina	Calcined Alumina	37500.0000	9000

Please go through the Tender document and Terms and Conditions of the E-Tender Process carefully and submit your bid online before the bid closing date & time.

The system will not accept any bids after expiry of the Bid Closing time. Once the bid is submitted bid will remain valid till the bid validity mentioned in the tender Document. Please note that the system will record your last bid only replacing any previous bid and the last bid submitted by you will be your valid bid against the tender.

Please use the unique System Generated USERID and create your password and login into NALCO etender website.

**Your Userid : NFndqzEgJopr**

[Click here](#) to create password and login into Nalco e-Tender website.

**Bid Closing Date & Time: 08-Apr-2026 19:10 Hrs IST**

**Bid Validity Date and Time :30-Apr-2026 23:59 Hrs IST**

We advise you to take adequate precautions at your end to prevent misuse of your unique USERID, which is valid for this tender only and will expire after Bid Closing Time & Date.

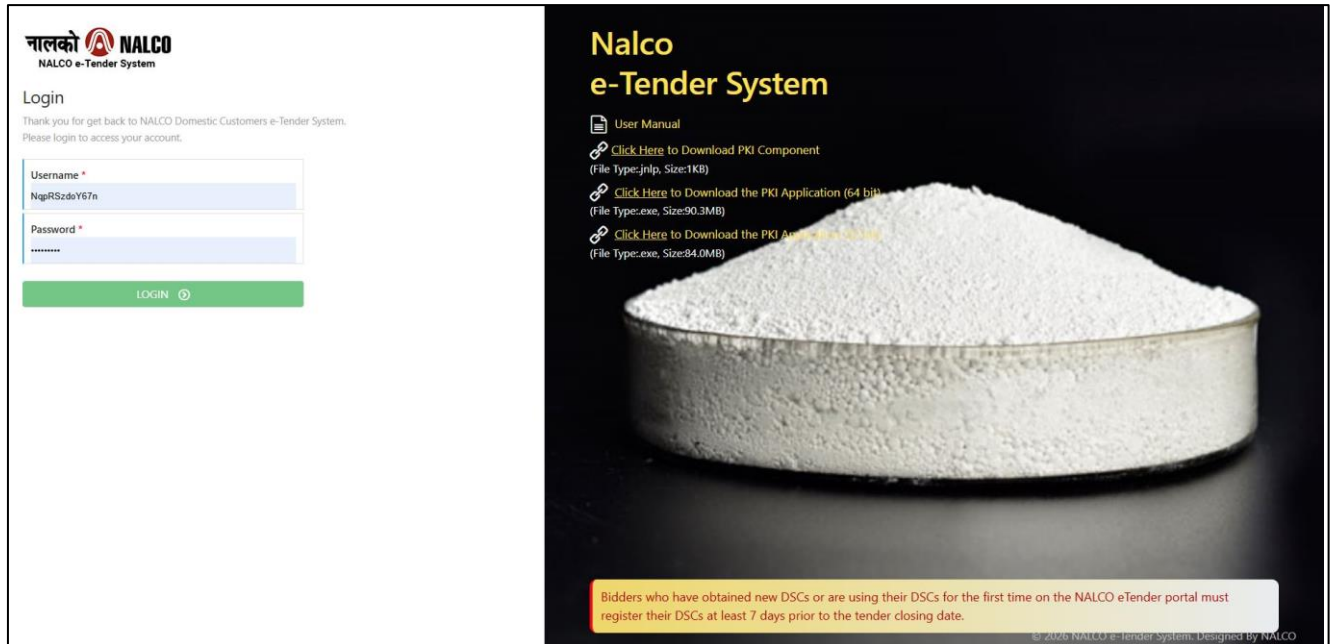
Thanks & Regards,  
Nalco Bidder

**Screenshot - 21 (New Tender alert mail to bidders)**

On Floating of tender by Nalco, a mail will trigger to the bidders for participating in the tender. Bidders will receive the below email with details about the tender and credentials for login and participating in the bidding process. In this mail you can find out the tender no, bid closing date and time, bid validity date and time, product name etc. The Bidder must generate the password by clicking on the link given in the mail

### 3. Login Page

Through login screen Bidder shall be able to login the application. Bidders will get new user name from application on every new tender floated. So every time they need to set a password for a particular tender bidding.



Screenshot - 22 (Login Page)

## 4. Disclaimer Page

After login you need to confirm Disclaimer Page, Terms & Conditions to accept the tender bidding.

Disclaimer

**1. WELCOME TO NALCO E-TENDERING SYSTEM (NETS)**

This service of E-Tendering on the net is offered to you, subject to the following General Terms & Conditions of Service ("GTC"), which may be updated by us, from time to time. You can view the most current version of the GTC at any time at: <https://etender.nalcoindia.co.in>. In addition, when using NALCO E- Tendering System (NETS), you and NALCO shall be subject to any posted Guidelines or Rules applicable to such NETS which may be posted from time to time. All such Guidelines or Rules are hereby incorporated by reference into the GTC.

The GTC is in addition to the Standard Terms and Conditions which are part of the Notice Inviting Tender (NIT) which you are required to go through. It will be presumed that you have read and understood and accepted the Standard Terms and Condition of the NIT as well as the GTC before submitting your bid in the NETS. You are also fully responsible for the participation in the NALCO E-Tendering System (NETS) under your USERID (account) or password.

**2. DESCRIPTION OF SERVICE**

Unless explicitly stated otherwise, any new features that augment or enhance the current NETS, shall be subject to the GTC. You are responsible for obtaining access to the NETS and that access may involve third party fees (such as Internet service provider or airtime charges or charges for Digital certificates). You are responsible for those fees. In addition, you must provide and are responsible for all equipment necessary to access the NETS. You must be at least 18 years of age to access and view. All cost towards using NETS by you shall be to your account. NALCO will only provide you with your USERID (account) and password along with site details.

**3. YOUR REGISTRATION OBLIGATIONS**

In consideration of your use of the NETS, you agree to: (a) provide true, accurate, current and complete information about yourself as prompted by the NETS's registration form which will be given by NALCO upon your fulfilling the registration requirements (such information being the "Registration Data") and (b) In case of change promptly inform NALCO for updating the Registration Data to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, not current or incomplete, or NALCO has apparent / reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, NALCO has the right to suspend or terminate your account and refuse any and all current or future use of the NETS (or any portion thereof).

**4. MEMBER ACCOUNT, PASSWORD AND SECURITY**

Upon your successful registration with NALCO for participating in the tenders for sale of its products (Calcined Alumina, Primary Aluminium, Rolled Products etc) your data, as declared by you, will be recorded in the NETS. You will then receive a unique system generated USERID (account) and Password for each tender that is floated by NALCO. You are required to change your password upon logging in for the first time. We advise you to take adequate precautions at your end to prevent misuse of your unique USERID & Password, which is valid for that tender only and will expire after Bid Closing Time & Date. You are fully responsible for all activities that occur under your account and password. You are bound to honour your bid submitted through NETS, therefore you are required to submit your bid only after going through the Standard Terms & Conditions of the NIT as well as the GTC. You may revise your bid any time before expiry of bid closing date and time. In case you revise your bid, the last revised bid will only be recorded in the NETS replacing your previous bid. The last bid submitted by you will be your valid bid against the tender. You also agree to ensure that you exit from your account at the end of each session. In the event of loss of your access credentials you may request for change of the access credentials, provided such request is made within reasonable time (1 working day), before the bid closing date and time. NALCO cannot and will not be liable for any loss or damage whatsoever arising from your failure to comply with this

I read and accept terms & conditions.

**ACCEPT** ✓ **REJECT** ✗

Screenshot - 23 (Disclaimer Page)

## 5. Bidding Page

After accept the 'Terms & Conditions' bidder will be redirected to the bidding page. Here they can see highlighted area for download the tender document. In this page bidders shall be able to see the details of a floated tender along with live time remaining for bidding.

If the bidder doesn't want to submit the price they can choose regret option, then accept terms & conditions and click on submit. If bidders want to change the bid value within the time period, they can update their bid value for multiple times but only the last bid value will be accepted.

Before submitting bidder needs to encrypt the bid value. After submitting the bid, bidder can see the latest bid details as shown below.

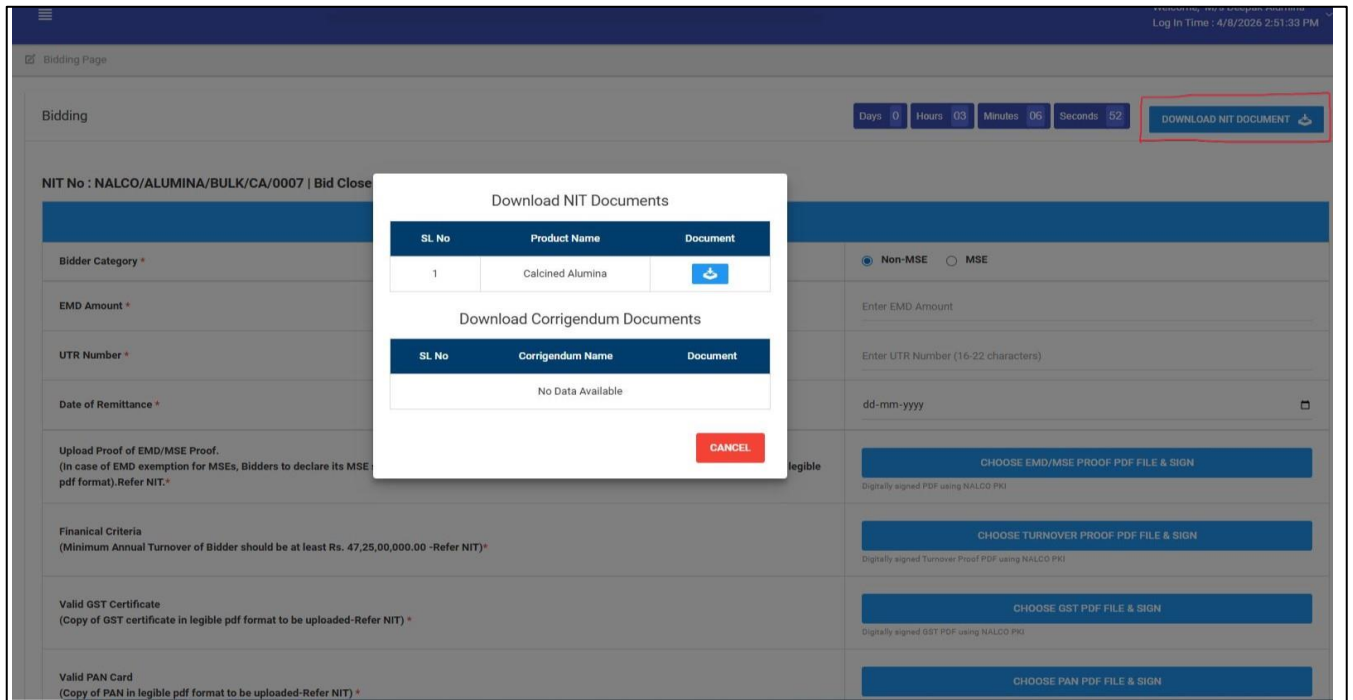
### Screenshot - 24 (Bidding Page)

Bidders are required to provide the following details while submitting their bids:

- a) **Bidder Category:** Select whether you are a **Non-MSE** or **MSE** bidder.
- b) **EMD Amount:** Enter the applicable EMD amount as per the NIT.
- c) **UTR Number:** Provide the UTR number (16–22 characters) for the EMD remittance.
- d) **Date of Remittance** Enter the date on which the EMD was remitted.
- e) **EMD/MSE Proof:** Upload the digitally signed EMD or MSE proof PDF file. In case of EMD exemption, MSE bidders must declare their MSE status and upload a valid UDYAM registration or NSIC certificate in digitally signed PDF format as per the NIT.
- f) **Financial Criteria:** Upload the digitally signed turnover proof confirming a minimum annual turnover as per the NIT.
- g) **Valid GST Certificate:** Upload a legible copy of the GST certificate in digitally signed PDF format as per NIT .
- h) **Valid PAN Card:** Upload a legible copy of the PAN card in digitally signed PDF format as per the NIT.

## 6. Download NIT Documents

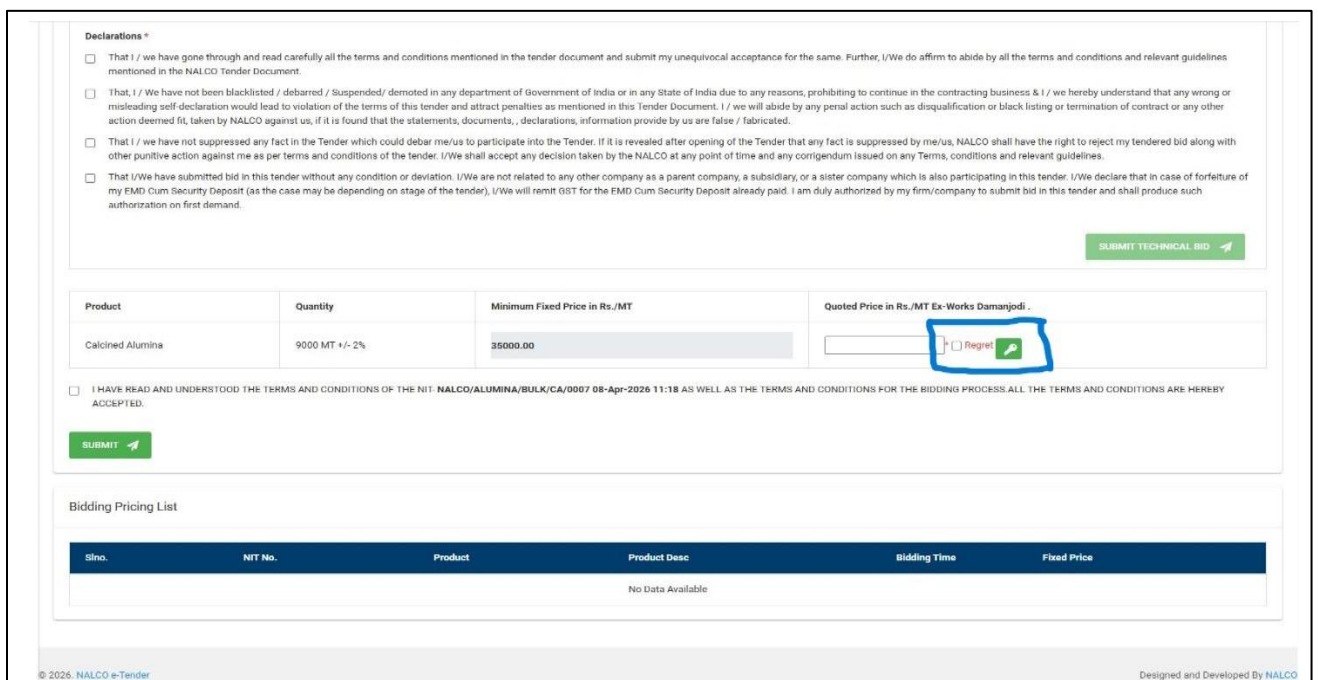
Click on the highlighted area to see the document and download the documents for your reference.



Screenshot - 25 (Download NIT Documents)

## 7. Price Encryption Process

Now you can bid by entering the price in the price text box but you need to encrypt the price before submit. So after entering price click on encrypt button. Then you have to tick on check box to accept the terms & conditions and click on submit button to submit the bid.



Screenshot - 26 (Price Encryption Process)

## 8. View Bidding Price List

After submitting, bidders can see their last bid as shown in the below screenshot.

Sino.	NIT No.	Product	Product Desc	Bidding Time	Fixed Price
1	NALCO/ALUMINA/BULK/CA/0010	Calcined Alumina	Calcined Alumina	08-04-2026 07:06:30 PM	40000

Screenshot - 27(View Bidding Price List)

## 9. Update Profile

After clicking Update Profile in the sidebar, fill in your Consignee Details and EMD Bank Account Details, then save the form.

Download Screen Reader

नलको NALCO NALCO e-Tender System

Welcome, Mr's Deepak Alumina  
Log In Time : 4/8/2026 2:51:33 PM

Update Bid Profile

Consignee Details

Distribution Channel \* SEZ

Consignee Name \* Deepak Kumar Pal

Consignee Address \* Bishnupriya Apartment

Consignee State \* Odisha

Consignee PIN \* 999999

EMD Bank Account Details (For EMD Refund)

Bank Name SBI

Account Number 1234567890

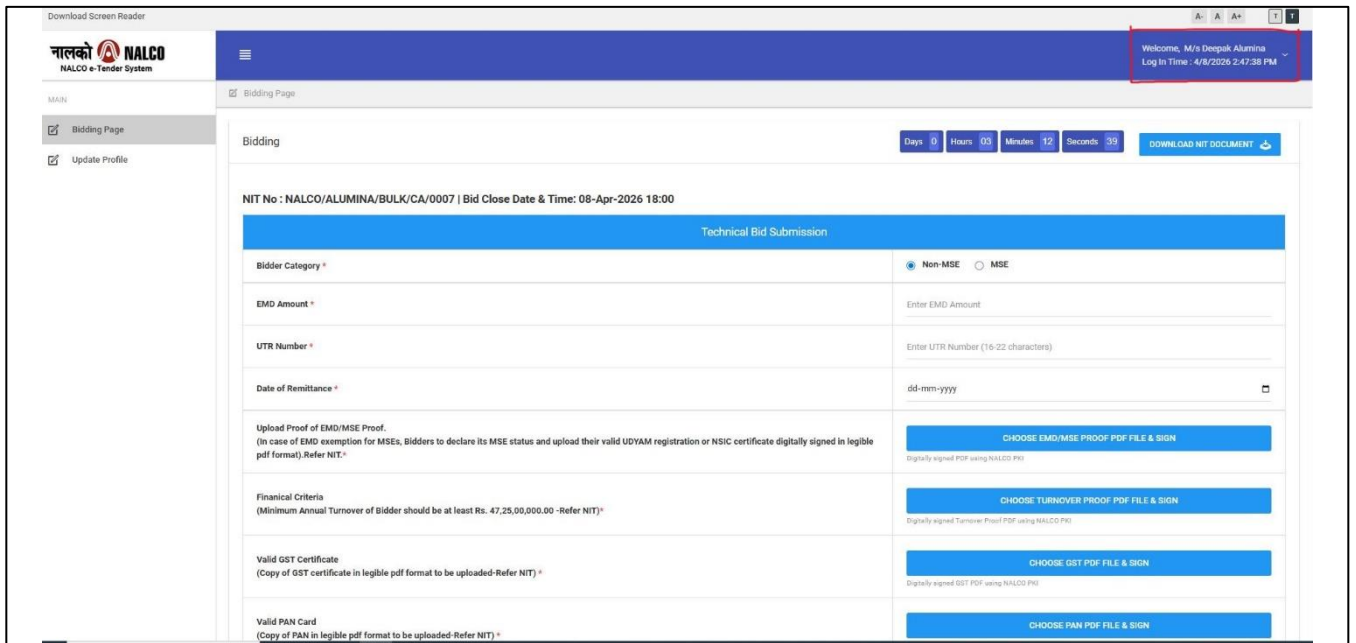
Account Type Current

IFSC Code SBI0000123

Screenshot - 28 (Update Profile Screen)

## 10. Bidder Logout

After bidding if you want to logout the application you need to click on the logout link from the top right corner as per the below screenshot.



Screenshot - 29(Logout Screen)