

Tender reference number	297369
Tender description	Supply of Hot Tap Fitting & Hot Tapping Services across GGL Operation areas.

ONLINE PRE-BID MEETING & BID SUBMISSION ON N-PROCURE

1. PRE-BID QUERIES - PRE-BID MEETING shall be organized on-line as per date and time mentioned below:

Date – 29.04.2026 (Wednesday)

Time – 03:30 PM Onwards

Venue - Through Online-Cisco Webex

Meeting link: <https://ggl.webex.com/ggl/j.php?MTID=m33903a7dbc786bf20507f295ded54517>

Meeting number: 2519 243 6984

Password: 7547

Guideline/ User manual for attending online pre-bid meeting is attached at **Annexure-A**.

All interested BIDDERS shall ensure submission of pre-bid queries in the format provided in tender prior to pre-bid meeting date.

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2. DOCUMENT UPLOADING ON N-PROCURE:

Following points may be noted that while uploading documents in primary as well as technical stage of tender.

1. Click "Browse" to select a file (.pdf, .doc, .txt, .xls, .ppt, .pps, .png, .gif, .jpg, .zip, .rar) to upload.
2. Please upload the documents in black/white resolution with 75-100 DPI only.
3. Maximum File Size to upload is 3 MB. i.e. Per document size should not be more than 3 MB. However, there is no restriction on number of documents that can be uploaded; just size restriction of 3 MB per document to be adhered to.
4. File Name Cannot Accept Special Characters Like (' % @ < > : * ? | & ~ ^)
5. File Name should not be greater than 70 characters.
6. Kindly open the uploaded file once to verify if the document is opening or not and an error in document opening is not observed.



ANNEXURE-A

USER GUIDE –HOW TO USE CISCO WEBEX MEETING FOR VIDEOCONFERENCING

Overview:

This guide will walk you through the steps to use Videoconferencing via Cisco WebEx.

Mandatory : Open the meeting link in Google chrome browser , If your default browser is Internet explorer (IE) ,then copy the link and open in Google chrome browser.

Step-1 : User will receive automated email -meeting invite as below for Videoconference meeting .

	<p>sop View on Google Calendar</p> <p>When Wed Apr 1, 2020 21:55 – 22:25 (IST)</p> <p>Where https://gujaratgasltd.webex.com/gujaratgasltd/j.php?MTID=m2a65f34d5286d678793be58f7c658a71</p> <p>Who Rakesh Prajapati*</p> <p><input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> More options</p>	<p>Agenda Wed Apr 1, 2020</p> <p>08:00 sketing</p> <p>17:25 testing for ggl</p> <p>21:55 sop</p> <p>No later events</p>
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Rakesh Prajapati invites you to join this Webex meeting.

Meeting number (access code): 576 663 626

Meeting password: cWX8rMxHU35

Wednesday, April 1, 2020

9:55 pm | (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi | 30 mins


[Join meeting](#)

Step 2: User need to click on “Join Meeting” button. user will be redirected to new page.



sop

Wednesday, Apr 1 2020 | 9:55 PM - 10:25 PM ⓘ

Install the Cisco Webex Meetings app and start collaborating.

Having trouble downloading the app? [Join from your browser.](#)





Step 3: Users need to click “Join from your browser” written in blue color. Then fill out basic Details and click next.

- Participant Name
- Email Id for login (ex : @gujaratgas.com)

9:55 PM – 10:25 PM

Enter your information




Sandip Patel

sandip538@gmail.com

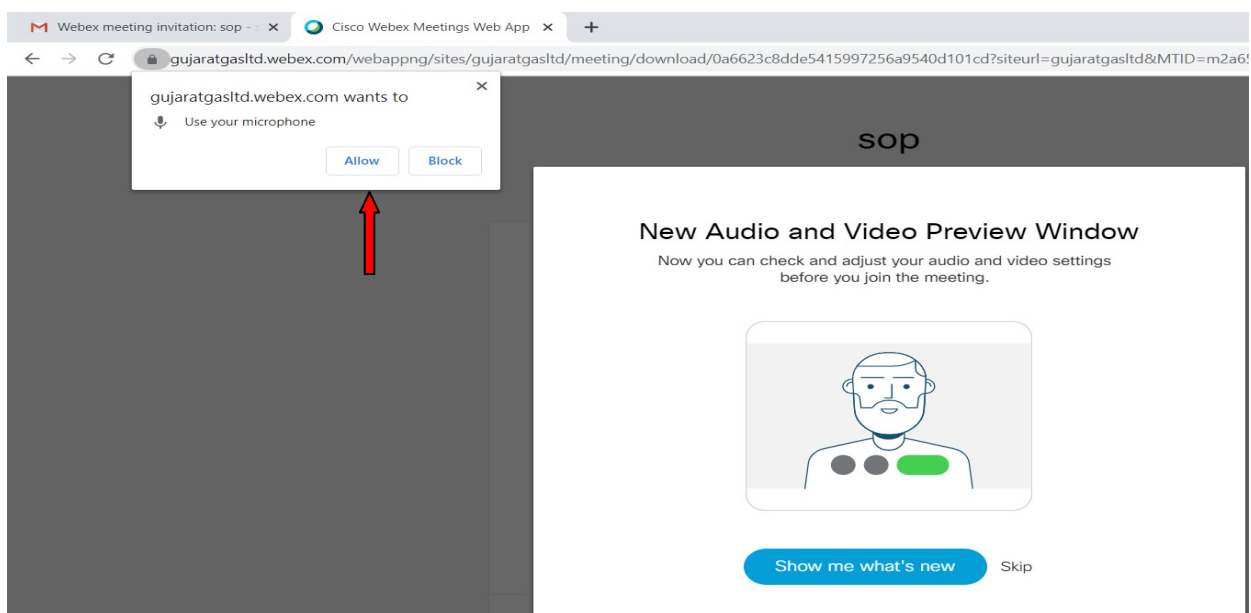
Next

Already have an account? [Sign in](#)

More ways to sign in

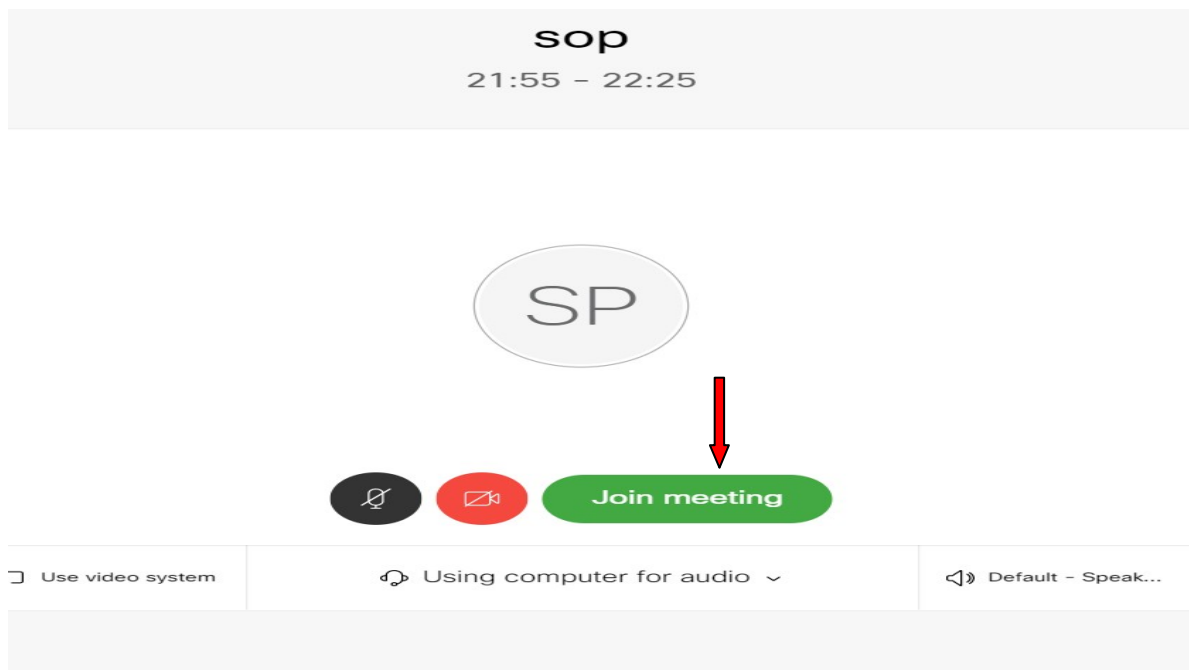
Step 4: Click “ Allow “ button to use your Microphone and Video Camera permission notification, if prompted.



Step 5: Select “Using Computer for audio “ button



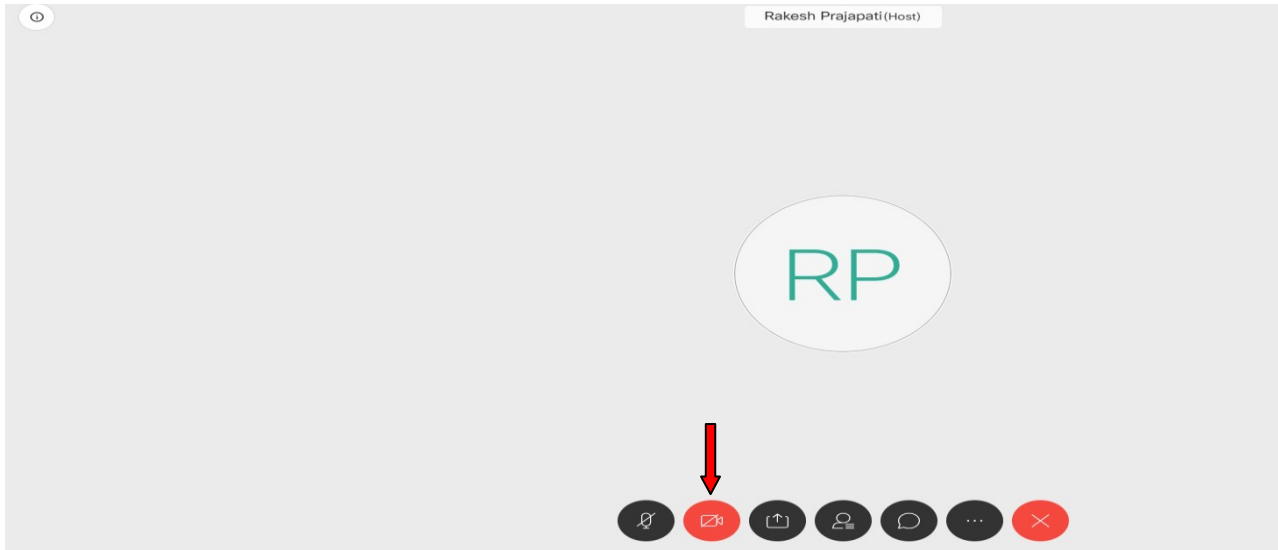
Step 6: select “Join Meeting “ button



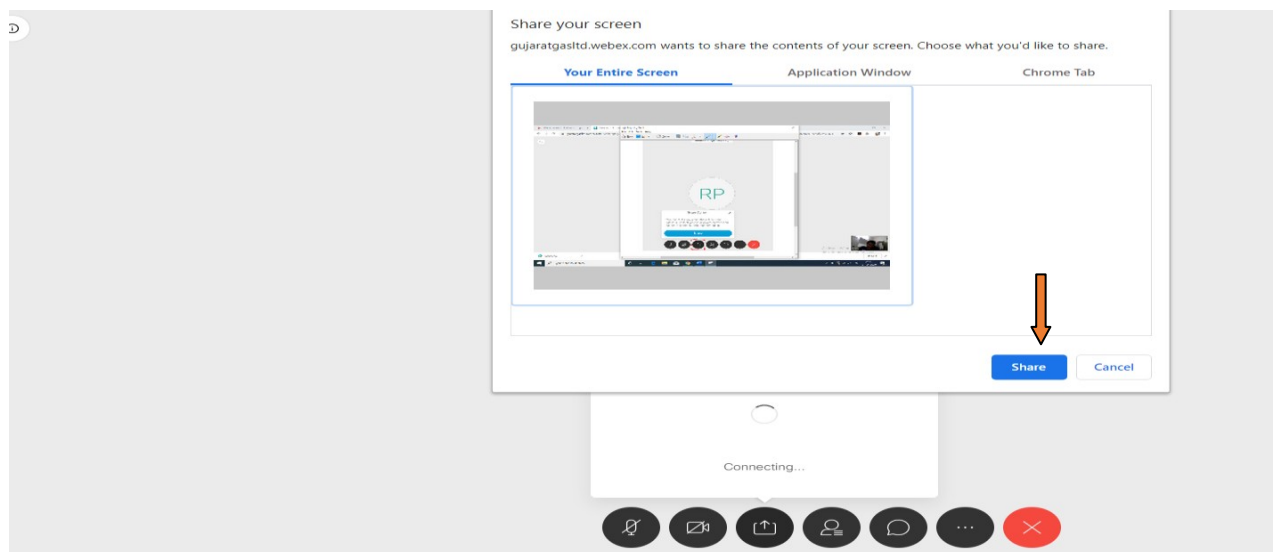


Step 7: User will be in meeting as participant “Participant name will appear in topmost right corner of screen”

Click on “Start video option” button in below pane

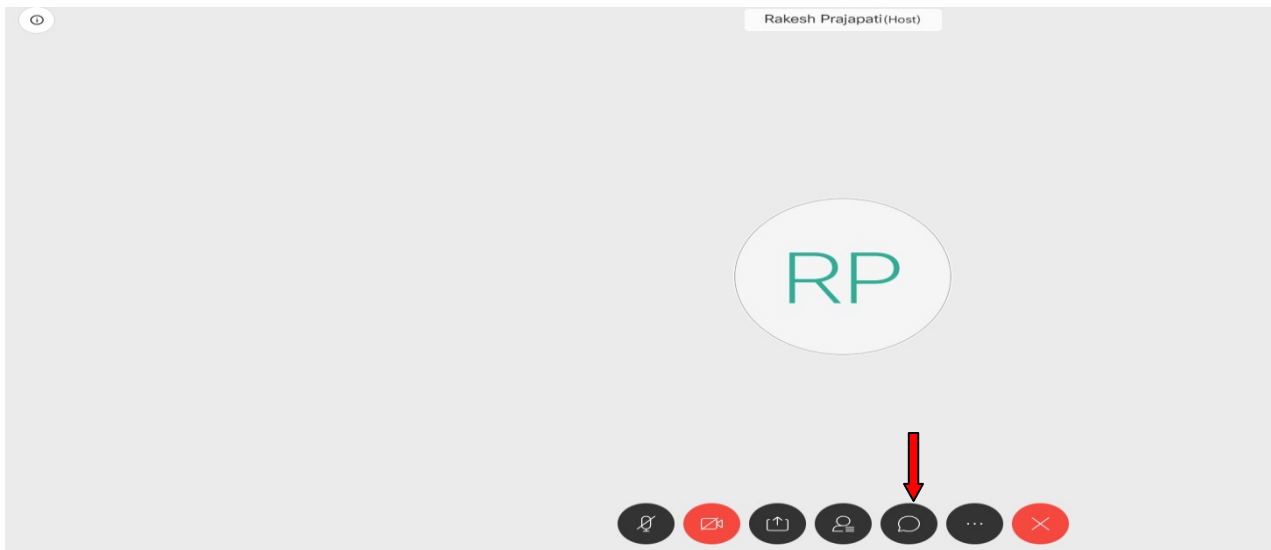


Step 8: user can share their screen by clicking “Share ” button in below pane

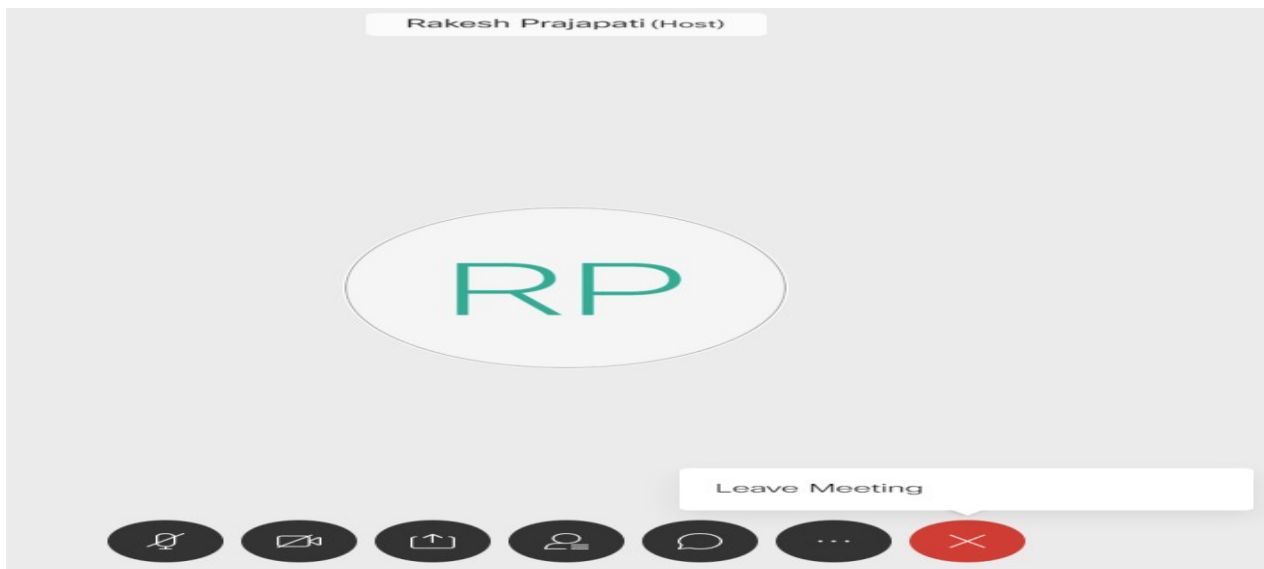




Step 9: user can chat by clicking “chat “ button in below pane



Step 10: User can exit by clicking “leave meeting” button



For any issue user may contact : **IT Helpdesk - 7574 800 400 / 9714 800 500**