User Manual

Process flow for Submission of EOI Response
Section: 01- User ID Creation
To apply for EoI, the prospective TP/PIA (user) needs to create a Single sign On (SSO) ID using the Rajasthan SSO Portal. The URL of the portal is: www.sso.rajasthan.gov.in

After landing on the aforementioned SSO Portal, User should create a SSO ID using their Gmail ID, Aadhaar No., Bhamasha No., Facebook and Twitter details. Following are the steps to create a SSO login ID / Password.

**Step: 01** - Open Single Sign On Portal. (www.sso.rajasthan.gov.in)

**Step: 02** - Click on Registration tab (as suggested in below screen shot with red circle) to create your new SSO ID.
Step: 02 (A) - Click on Citizen Icon (as suggested in below screen shot with red circle).

Step: 03 - Under Citizen tab, you will get five options. Here you will choose/click on any one option from Bhamashah, Aadhaar, Facebook, Google and Twitter. (For example Google)
Step: 04- Before clicking on Google Icon, you should have a gmail id & password. After clicking on Google, you will be redirect automatically on Google Sing in page.

Step: 04 (A)- Now, enter your gmail id & click on NEXT button.
**Step: 05** – After that, enter your gmail password & click on NEXT button.

**Step: 06** – After clicking on Next button, the page will be auto redirected on SSO page and the SSO portal will suggest a default SSO ID according to your gmail ID.
**Step: 06(A)** – Choose/enter password for your SSO login and fill your contact number. Then, click on Register button. After clicking on Register button, you will get a massage for confirmation of SSO registration.

**Step: 07** – To login via SSO portal, enter your SSO ID & Password and click on login button.
**Step: 08** – After SSO login, the profile page will appear for update your profile details. You should fill the all mandatory details and click on update button.

![Profile Page](image1.png)

**Step: 09** – After click on update button, a massage will be appear for confirmation of profile update and the page will be auto redirected on SSO portal dashboard.

![Confirmation Message](image2.png)
Step: 10 – Now click on RSLDC logo, for creating / feeding the EOI response.
Section: 02- Creating / Feeding RFP Response Details
**Step: 11** – When you will click on RSLDC logo, then a page will appear and three button will be available (i.e. Apply for EOI, Map SSOID & Sign In and Back to SSO). Here, you should click on Apply for EOI.

![Image of RSLDC portal](image1.png)

**Step: 12** – After clicking on “Apply for EOI” button, you will be auto redirected on RSLDC ISMS portal dashboard. Here, you will be able to see the all ongoing EOI, you can download the EOI document you need and you can also apply for ongoing EOI(s). To apply for a particular EOI, you should click on “Apply for EOI” link to the corresponding EOI item.

![Image of RSLDC portal dashboard](image2.png)
Step: 13 – When you will click on “Apply for EoI”, the EOI form will be appear. You should fill all the details required.

Step: 14 – Fill your company / organization bank details by clicking on “bank details” tab and click on “Save as Draft” button.
**Step: 15** – Fill authorized person details (Organization Level) by clicking on “Authorized Person Details (Organization Level)” tab and click on “Save as Draft” button.

**Step: 16** – Fill authorized person details (Project Level) by clicking on “Authorized Person Details (Project Level)” tab and click on “Save as Draft” button.

**Step: 17** – Fill the training provider details by clicking on “Training Provider Details” tab and click on “Save as Draft” button.
**Step: 18** – Fill the Financial details of organization by clicking on “Financial Details” tab and click on “Save as Draft” button.

**Step: 19** – Fill the previous training & placement details by clicking on “Training & Placement Details” tab and click on “Save as Draft” button.

**Step: 20** – Fill the Training Center details by clicking on “Training Center Details” tab and click on “Save as Draft” button.
**Step: 21** – Fill the Annual Action Plan details by clicking on “Annual Action Plan” tab and click on “Save as Draft” button.

**Step: 22** – Upload all documents in JPEG / PDF format as per the check list and click on “Save as Draft” button. Uploading all the documents (as per the guidelines mentioned in EOI documents) as per check list is mandatory to submit the EOI response.
Section: 03- Online Submission of EMD & Processing Fees
**Online EMD & Processing Fee Payment** – When you have filled all the details, the “EMD” and “Processing Fee” payment button will be activated. You need to ensure that the submission of EMD payment and Processing Fee Payment completed online. If the payments are not complete, you will not be able to submit the EOI response online.

**Step: 23** – For making an online EMD payment, click on “Make Online EMD Payment” button. On click you will be redirected to payment gateway for making the online payment. Complete the full process and return back to EOI response form.

**Step: 24** – For making an online Processing Fee payment, click on “Make Online Processing Fee Payment” button. On click you will be redirected to payment gateway for making the online payment. Complete the full process and return back to EOI response form.
Step: 24 — After ensuring 1. All the required details have been filled as per guideline 2. All the documents as per check list have been uploaded 3. The EMD & Processing Fee have been submitted, you can click on “Save & Submit” Button. By clicking on Save & Submit button the EOI response will be submitted and the process is complete.