

Government eProcurement System of National Informatics Centre

(GePNIC Version1.09.02)



Merits of GePNIC System

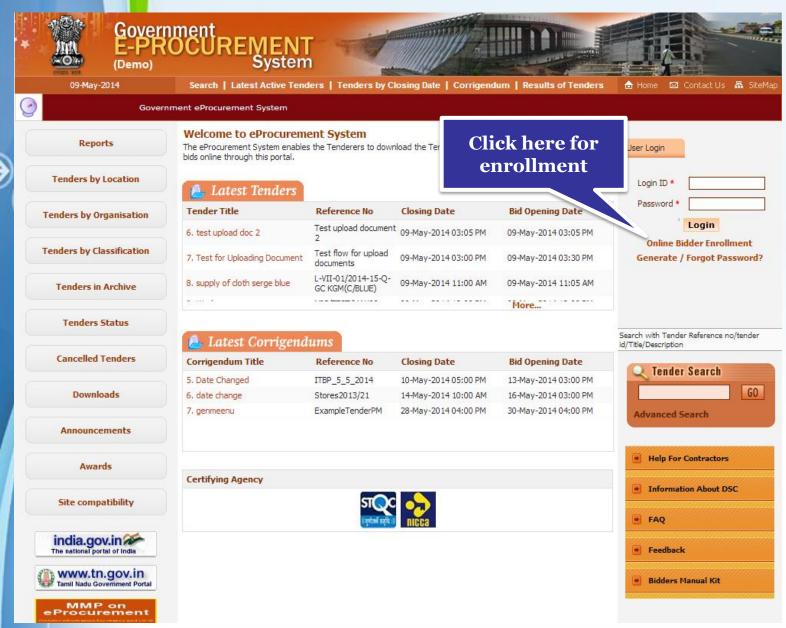
- Free portal Registration to the Bidders.
- Offers equal opportunity to all to submit their offers.
- Encourages maximum participation, competition and hence better terms.
- Is free from favoritism and eliminates /reduces the scope for Tender Inviting Authorities (TIA) to indulge in unfair practices and also
- Brings in transparency in the whole tendering process of the Government.

Pre-Requisites for System using eProcurement sites

- A computer system with at least 1 GB RAM and Internet Connectivity.
- Internet Explorer 7.0 or Mozilla Firefox 3.0 or above.
- Internet Connectivity with at least 256 Kbps connectivity.
- Java Run Time Engine (JRE 1.6.0) or higher.

Bidder Enrollment

 Click Online Bidder Enrollment link to perform registration.



Enroll

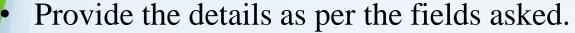
A page for enrollment will be displayed.

- Enter a valid email address for login ID. The login ID cannot be modified once registered.
- Provide a password which must be minimum 8 characters and maximum 32 characters and must be a combination of alphabets and non-alphabetic characters.
- Confirm the password by re-entering and then click Next.

• Enter the details as per the fields and click Next.

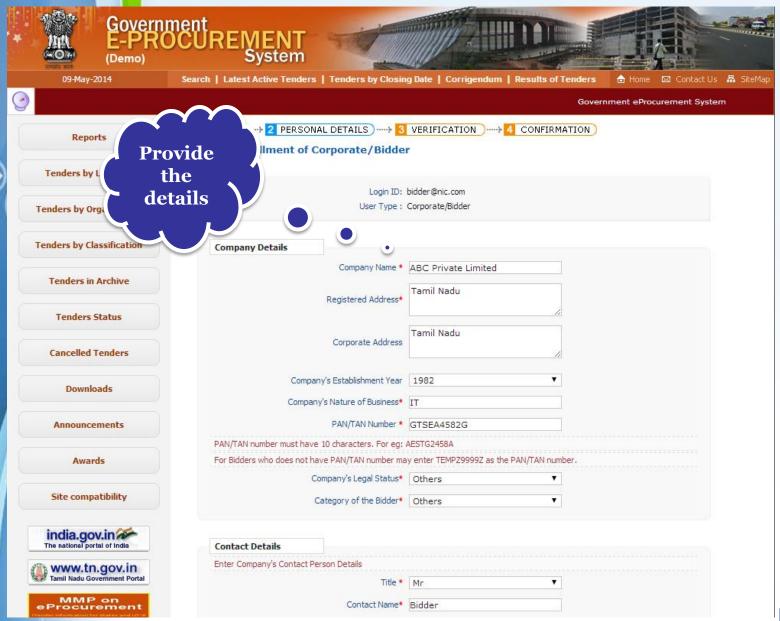






- The fields marked with red asterisk are mandatory.
- Please read the question given at the bottom of the page once after filling up the details and answer it.
- Click submit to save the ent

Enter the company details and contact details.



• Click submit once you have finished entering the details.



	Phone*		eg: +910	2224578		
Designation						
				Email ID can be same ill be sent only to the		
		sivaganesh.v@gmail.com				
Contact Name* Date Of Birth (DD/MM/YYYY)*		Bidder				
					Y	
nter Company's Contact Person D	etails Title *					
Contact Details						
Categor	ry or the bluder	Other	5		- 1	
Company's Legal Status* Category of the Bidder*						
or Bidders who does not have PAI		Manager 1		9Z as the PAN/TAN		
AN/TAN number must have 10 cha						
PAN/TAN Number *			44582G			
Company's Nature of Business*		IT				
Company's Establishment Year		1902			7	

Contents owned and maintained by Portal Administrator, eProcurement System

Verification and Confirmation

 Click Submit for confirmation. Government E-PROCUR 09-May-2014 Search | Latest Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders Government eProcurement System 1 ENROLL ----- 2 PERSONAL DETAILS ----- 3 VERIFICATION ------ 4 CONFIRMATION Reports Print Enrollment of Corporate Tenderer Tenders by Location Login ID: bidder@nic.com User Type: Corporate **Tenders by Organisation Tenders by Classification Company Details** Verify the details Company Name: ABC Private Limited Tenders in Archive Registered Address: Tamil Nadu Corporate Address: Tamil Nadu Company's Establishment Year: 1982 **Tenders Status** Company's Nature of Business: IT PAN/TAN Number: GTSEA4582G **Cancelled Tenders** Company's Legal Status: Others Category of the Bidder Others Downloads **Contact Details Announcements** Title : Mr Contact Name: Bidder Awards DOB (Date Of Birth): 09-May-1977 Correspondence Email: sivaganesh.v@gmail.com **Click Submit** Designation: Bidder Site compatibility Phone: 91 - 044 - 2224578 for Mobile: 9790310021 india.gov.in confirmation Date of Registration: 09-May-2014 www.tn.gov.in Tamil Nadu Government Portal Digital Signature Certificate Registered: No

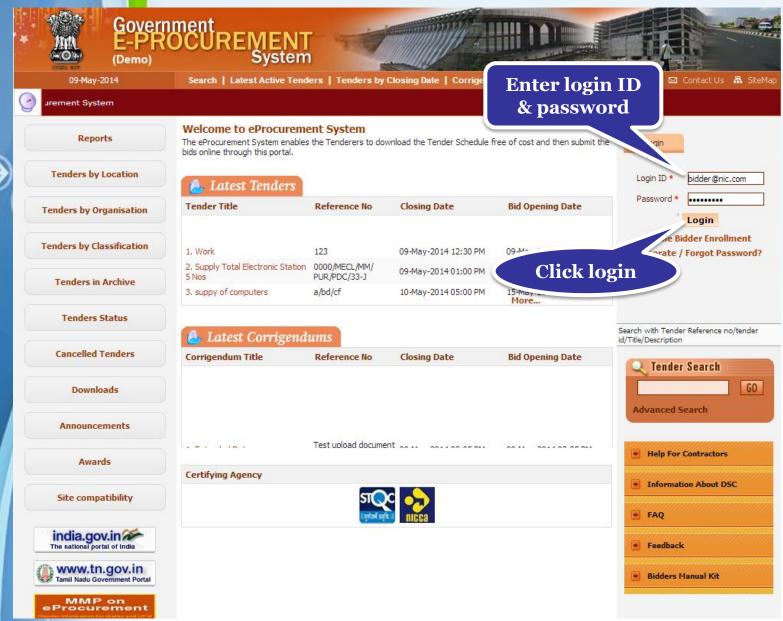
MMP on Procurement

Submit

End of Bidder Enrollment

DSC Registration

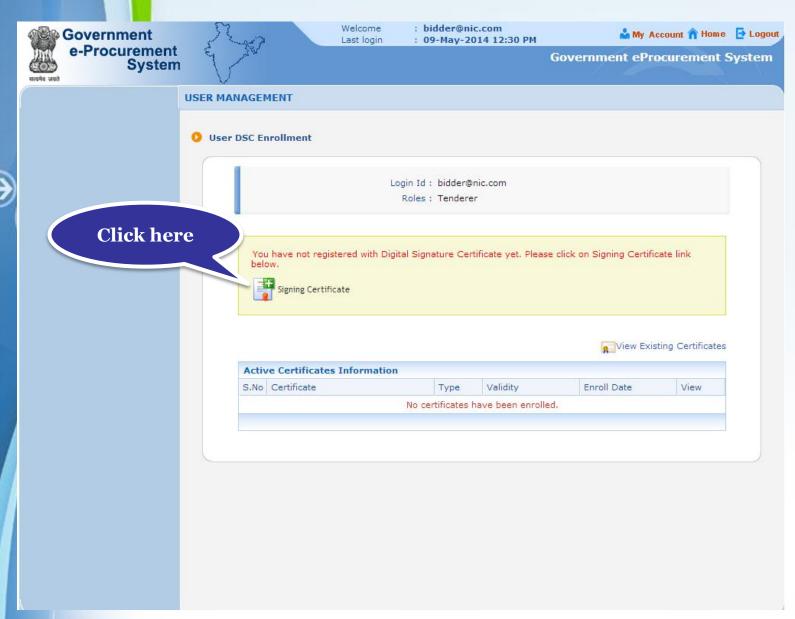
- Enter the login ID and password.
- Click Login



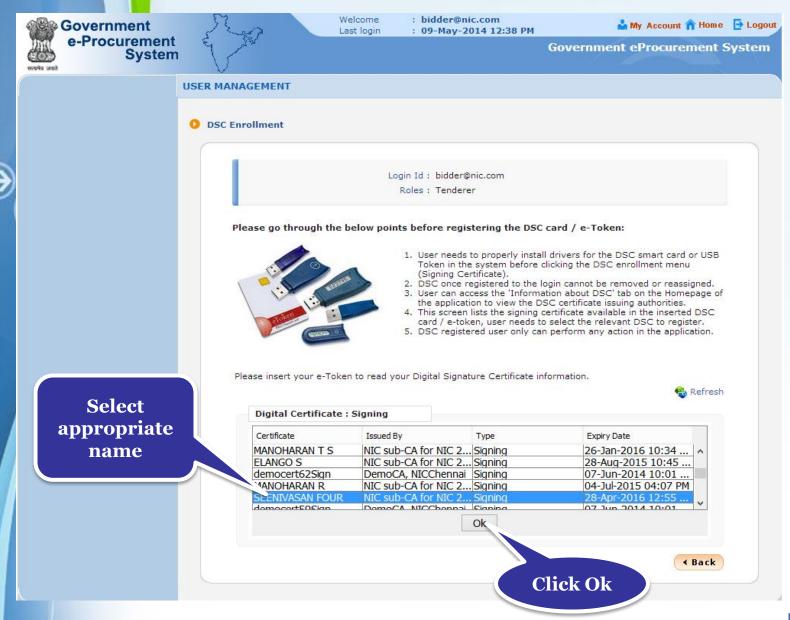


- Bidders need to posses a valid DSC for participating in eTendering.
- Bidders need to register DSC 24 hrs prior to Bid submission.
- It can be procured from any of the Certifying Authority registered under CCA India.eg Sify, nCode, MTNL, eMudra etc
- Respective DSC Drivers needs to be installed.
- DSC needs to be physical inserted into the system.
- DSC should appear in the Browser.

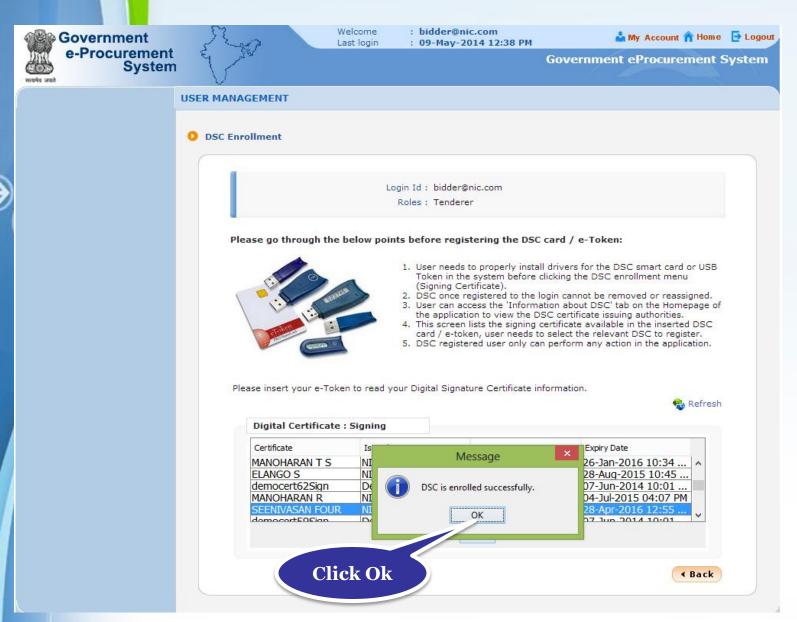
Click Signing Certificate to sign the certificate.



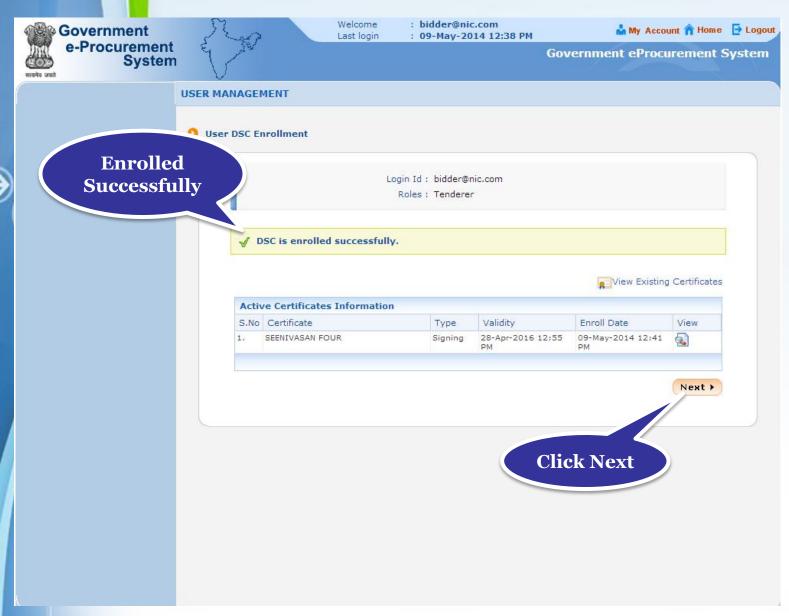
Select appropriate name and click Ok.



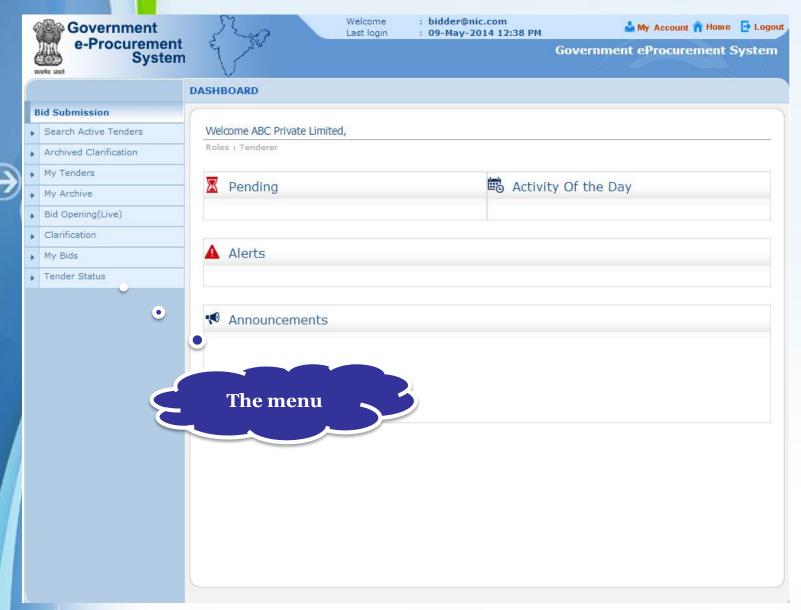
Click OK once DSC is enrolled successfully



Click Next for displayed the left side menu

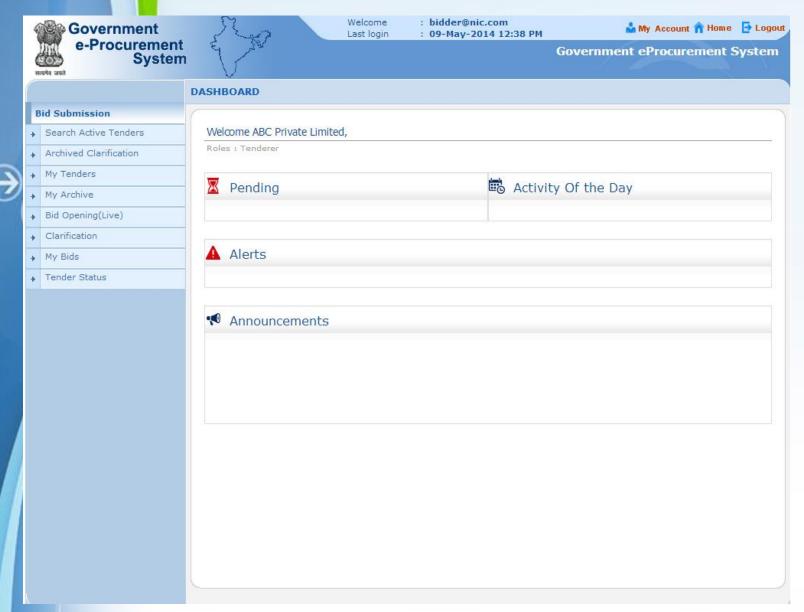


The menu gets displayed only after DSC enrollment.



End of DSC Registration

Bidder's Profile

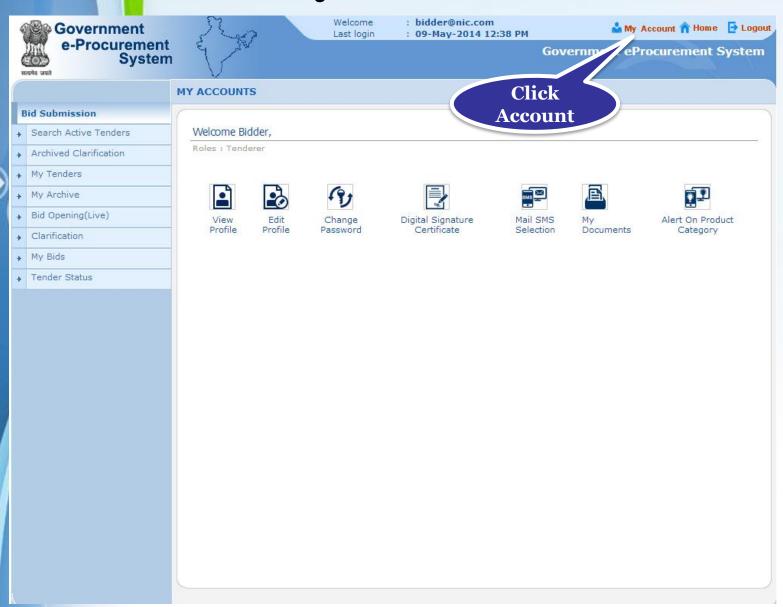




- Search Active Tenders-Click here to search the tenders.
- Archived Clarification Click Archived Clarification to see previous clarification
- My Tenders- To move tenders in which bidder intends to participate.
- My Archive- Lists the tenders which are moved from my tenders (after bid submission).

- Bid Opening (Live) -Click Bid Opening (Live) to get the current status of the Bid opening
- Clarification- Enables to seek clarification related to tenders from the tender inviting officials. (Seek Clarification would be available only if it has been configured in the Tender by TIA)
- My Bids- Lists all bids submitted, allows resubmission and withdrawal.
- Tender Status- Stages in which various tenders which are under processing can be seen.

My Accounts



Under My Accounts of the Bidder's Profile, a bidder can do the following





Click here to view profile



Click here to edit profile



Click here to change the password



Click here to view DSC information

Digital Signature Certificate



Click here to view the Mail / Sms selection

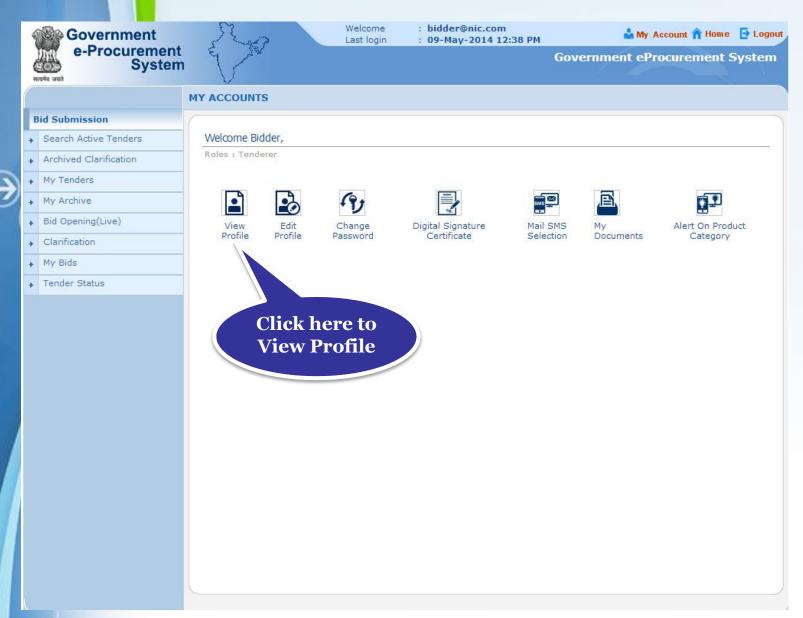


Click here to upload other important documents. Frequently asked documents can be uploaded and kept ready to be attached with the bid while submitting a bid.

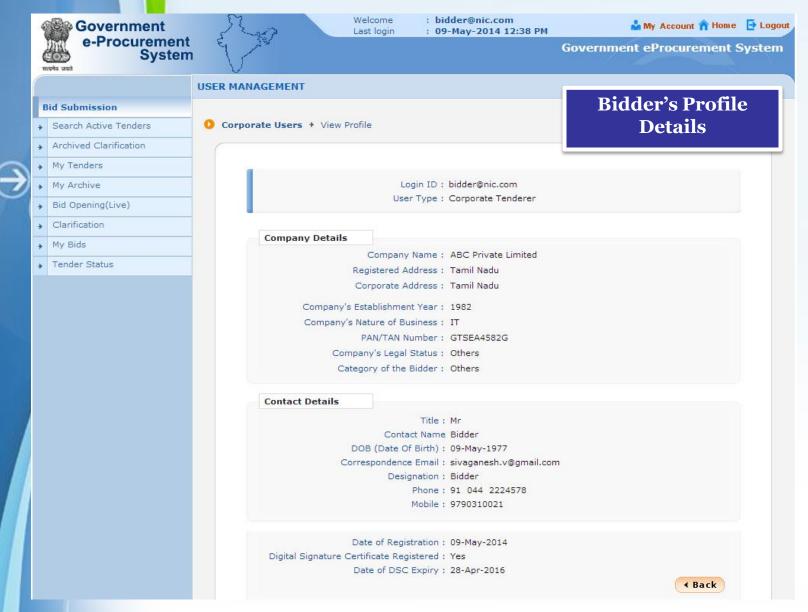


A bidder can specify product category. Mails will be generated and sent if a tender is published under the selected product category.

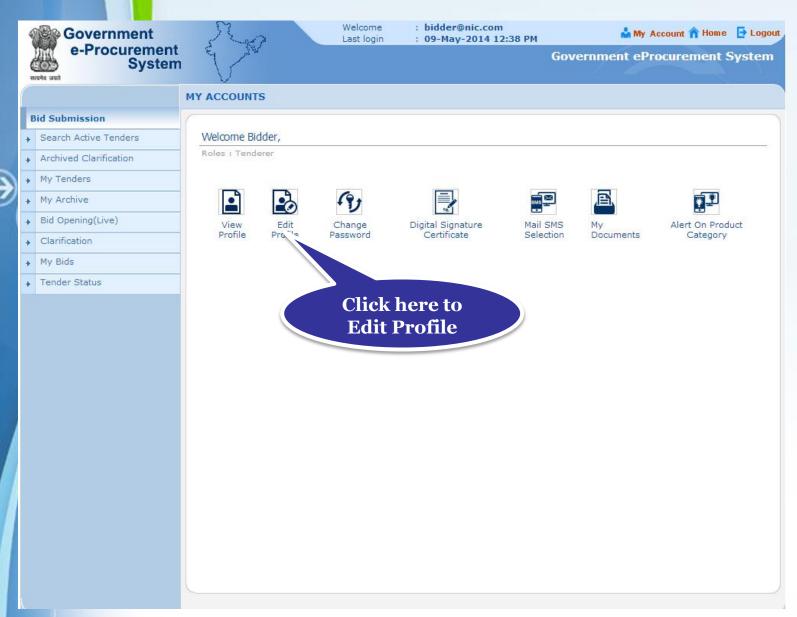
View Profile



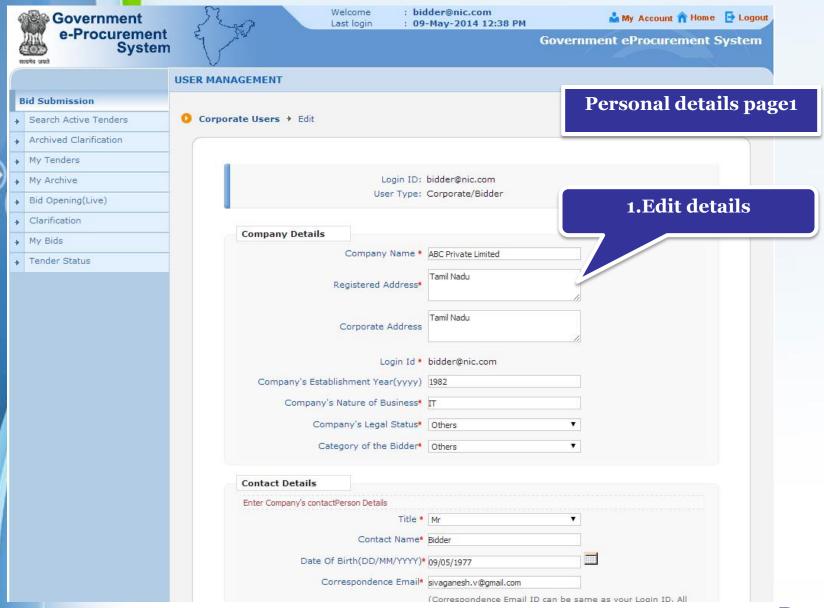
- You can view your profile.
- Click Back to go to MyAccounts.



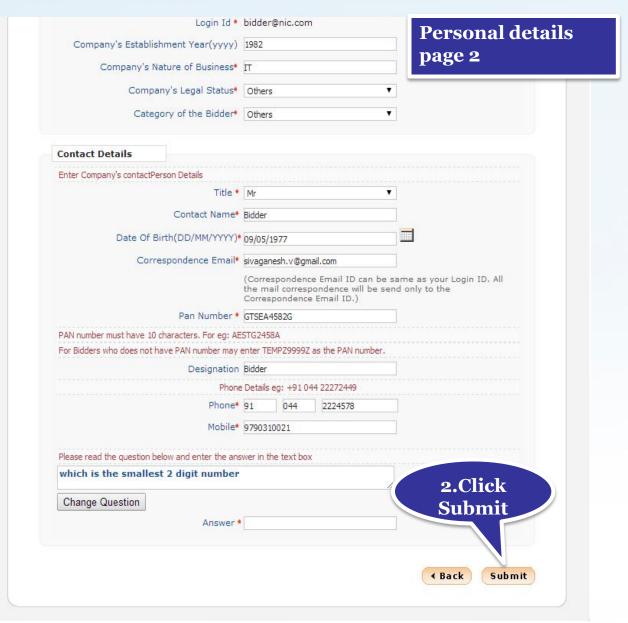
Edit Profile



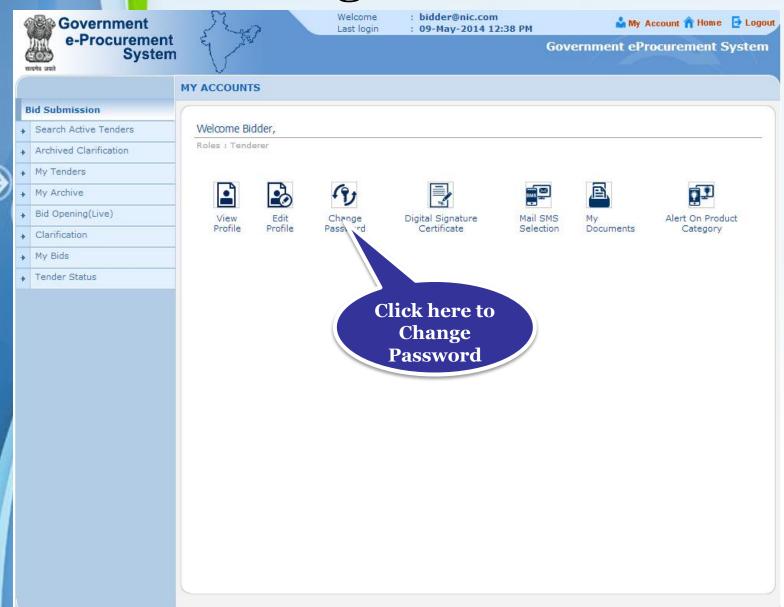
You can edit your profile details if required.



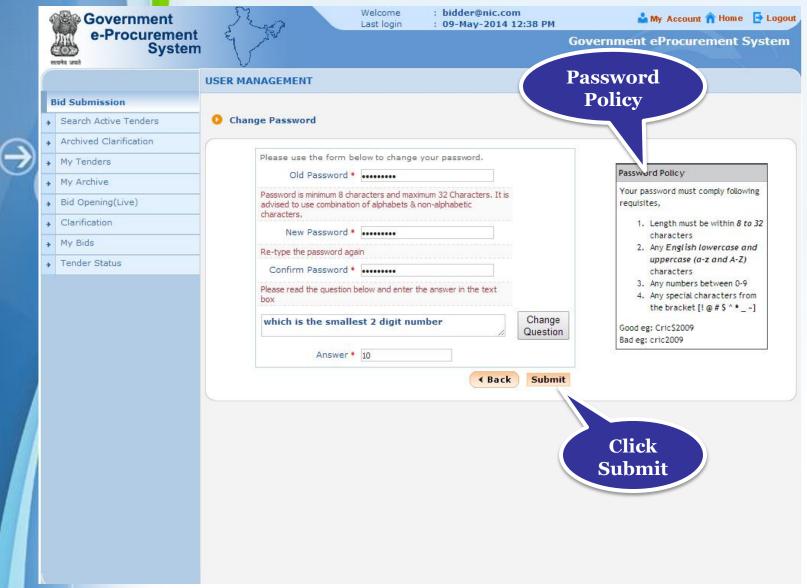
Click Submit to save the changes.



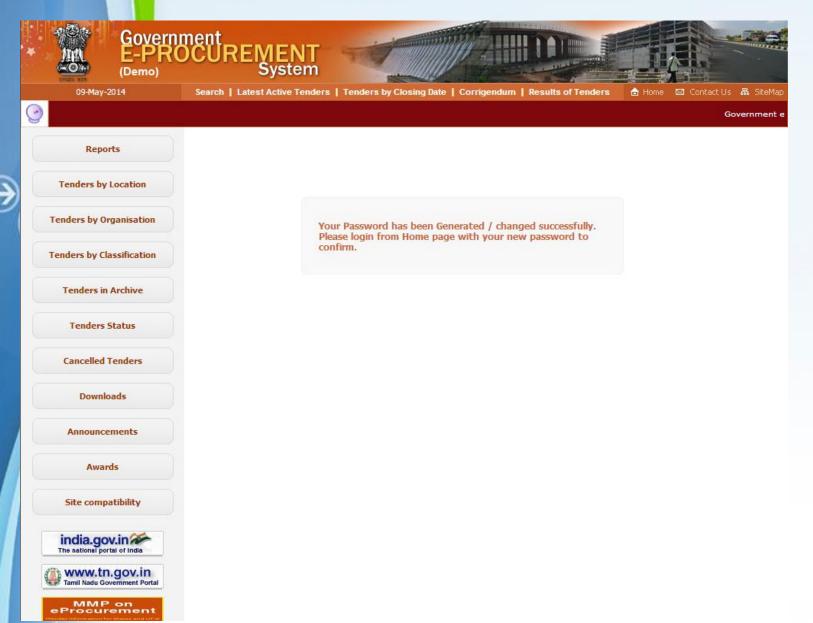
Change Password



- Enter the old password and new password. Retype the new one for confirmation.
- Click Submit to save the changes.



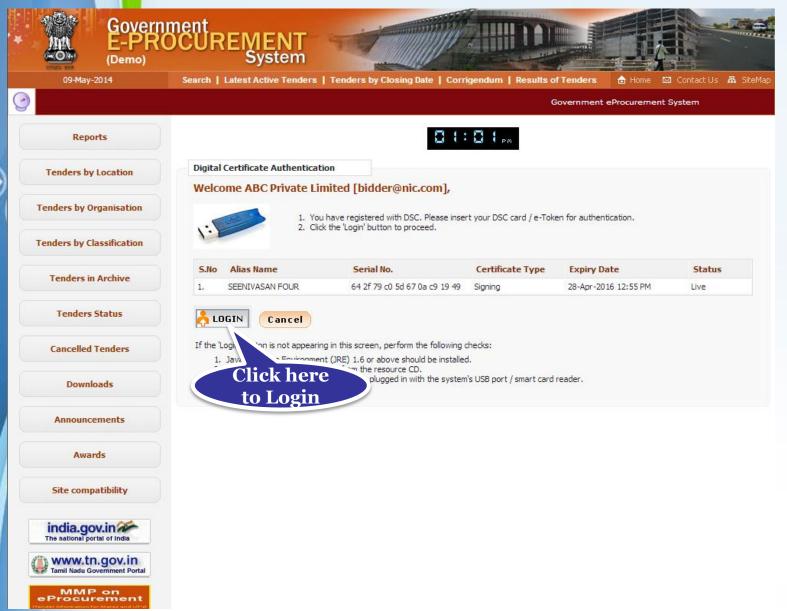
Password has been changed successfully.



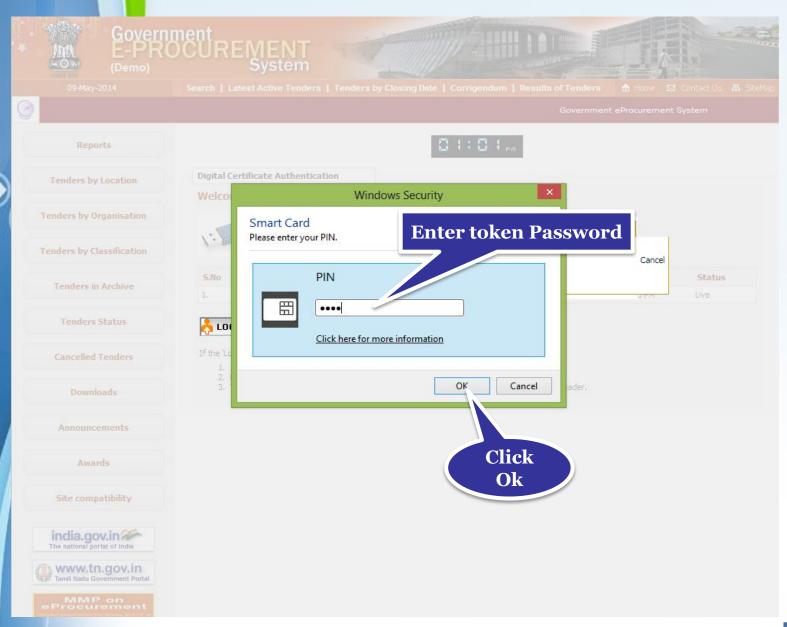
- Enter the login ID and new password.
- Click Login.



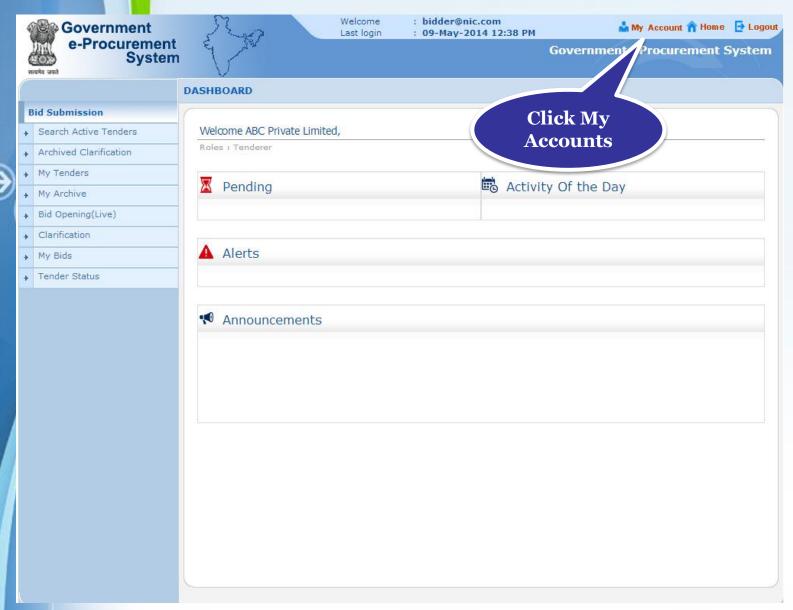
Physically insert the DSC and click Login.



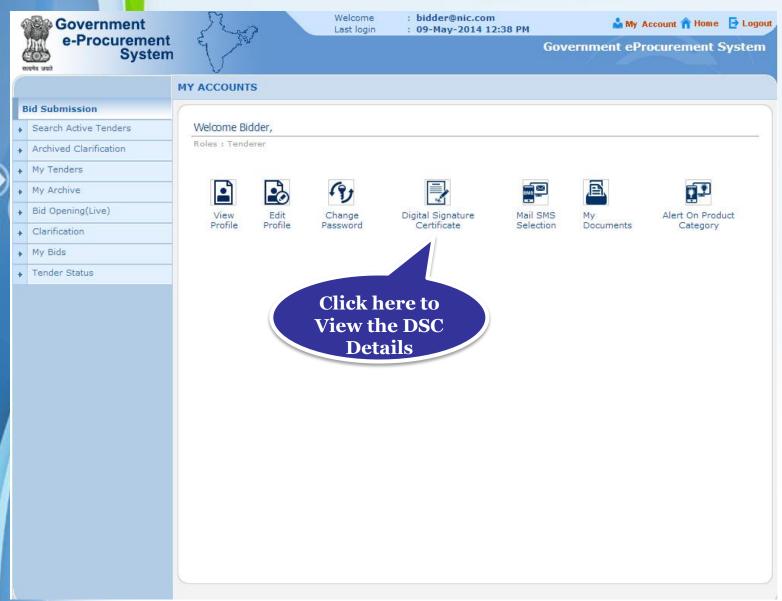
• Enter the DSC Password and Click Ok.



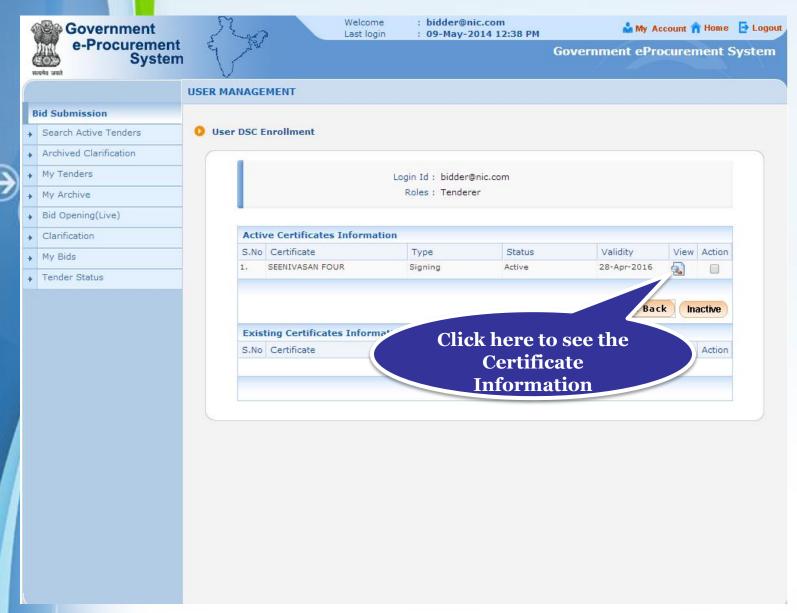
• Click My Accounts to go to your account page.

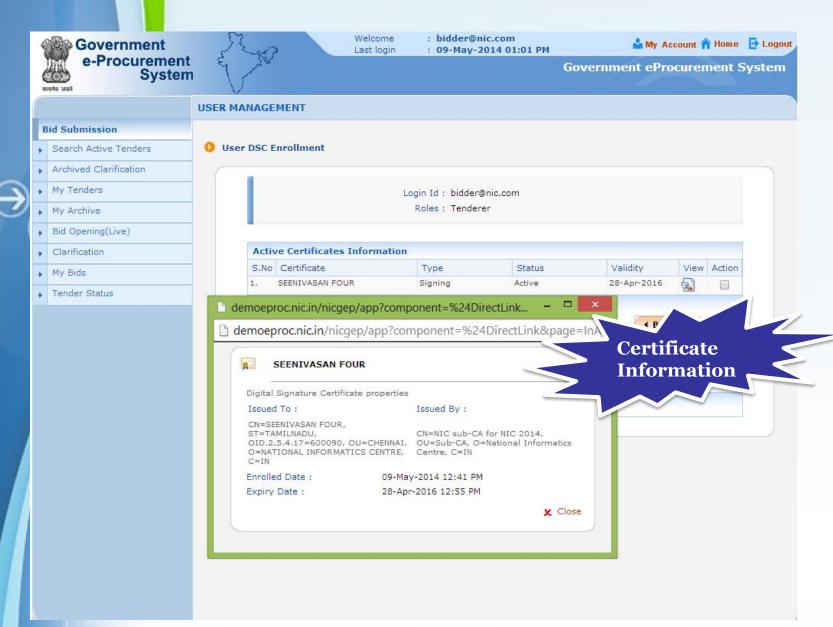


Digital Signature Certificate

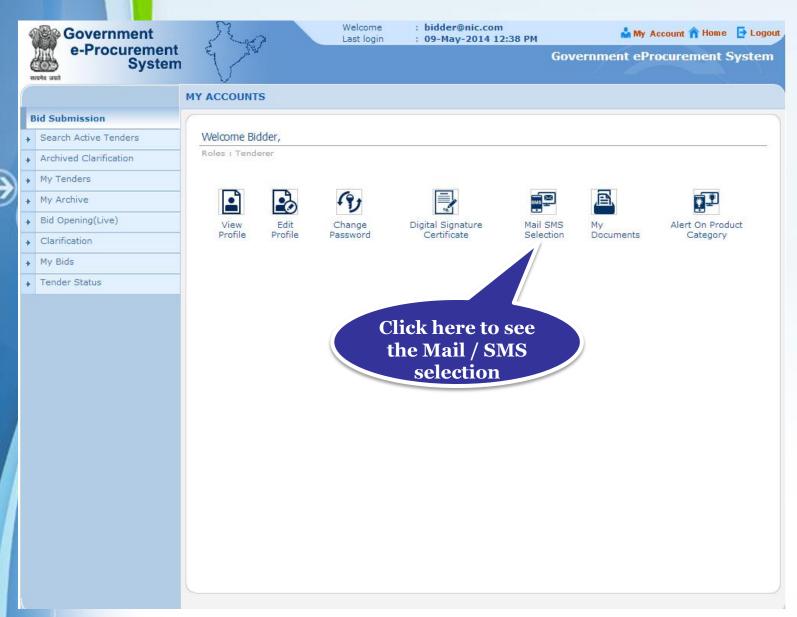


Click View icon to view the certificate information.

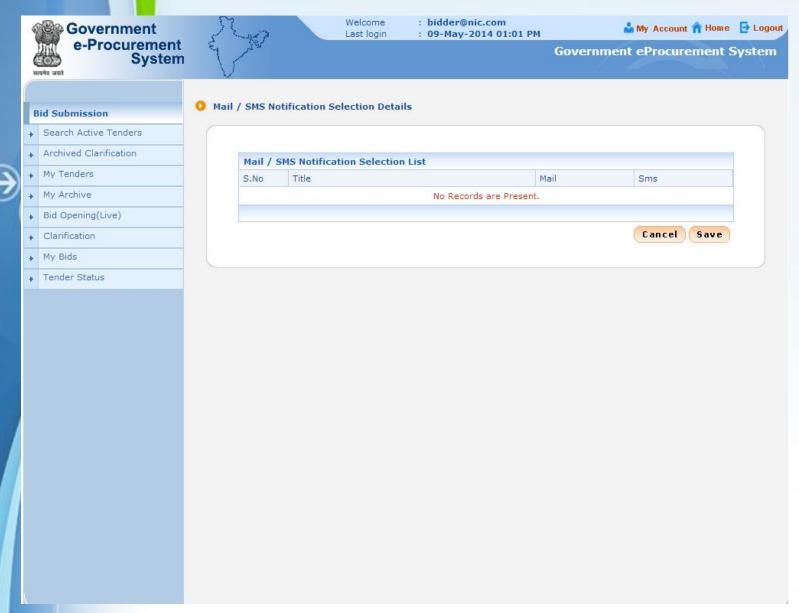




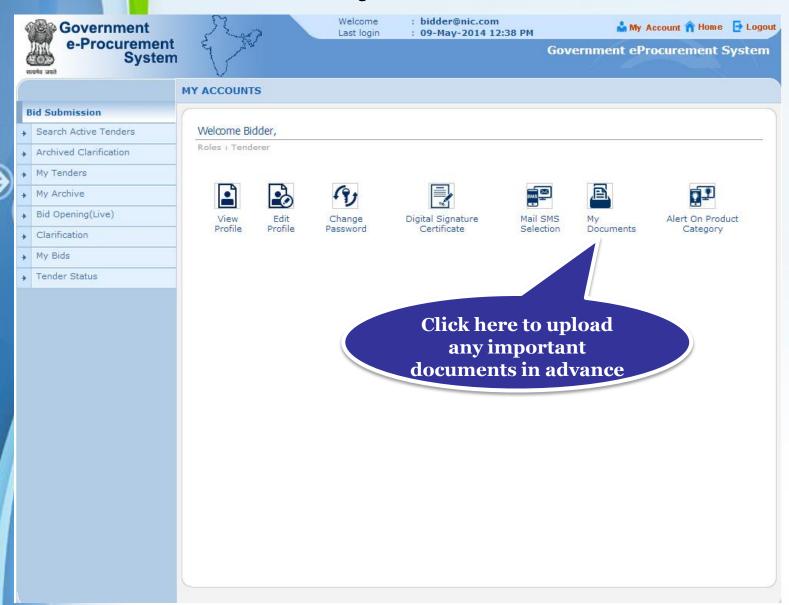
Mail / SMS Selection



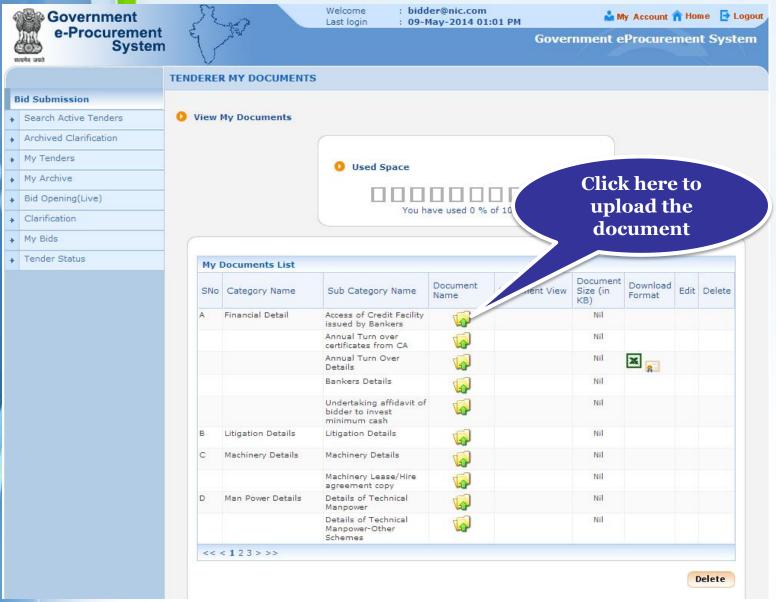
Here view the Mail / SMS Notification selection List



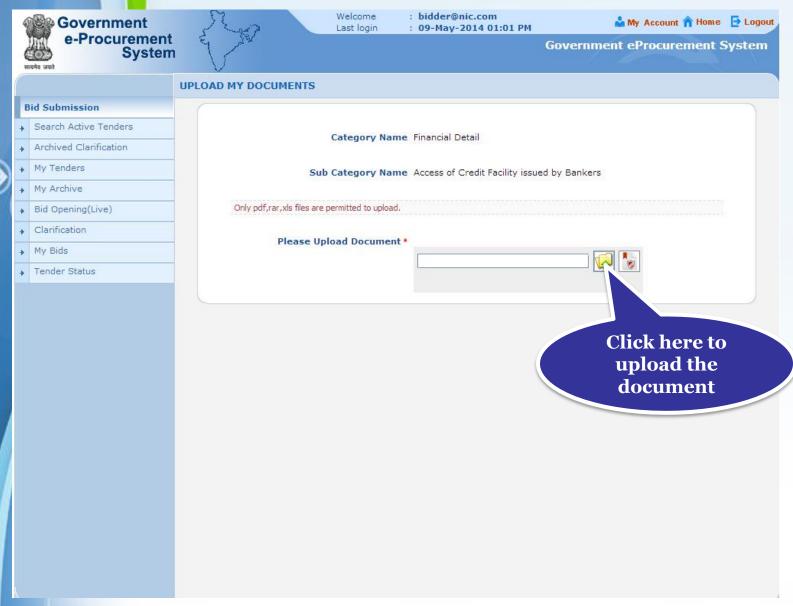
My Documents



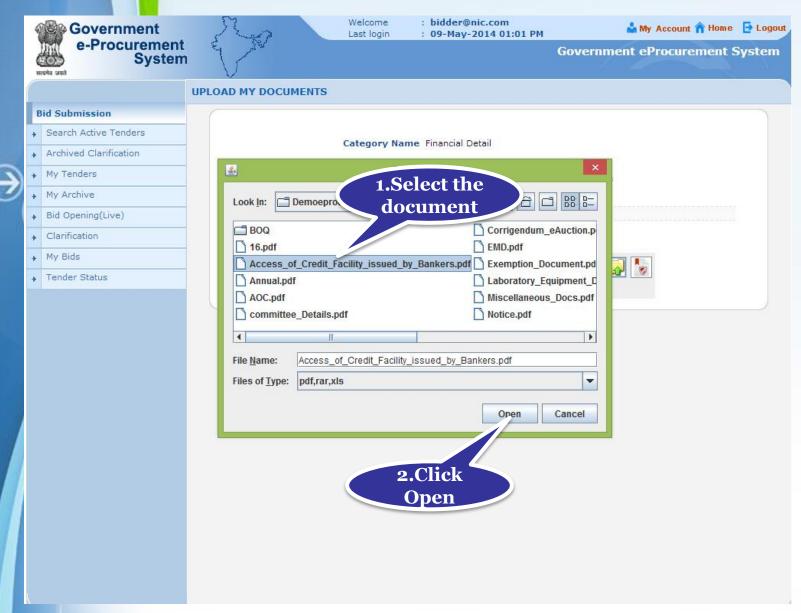
 Click the folder icon to upload the required documents in advance.



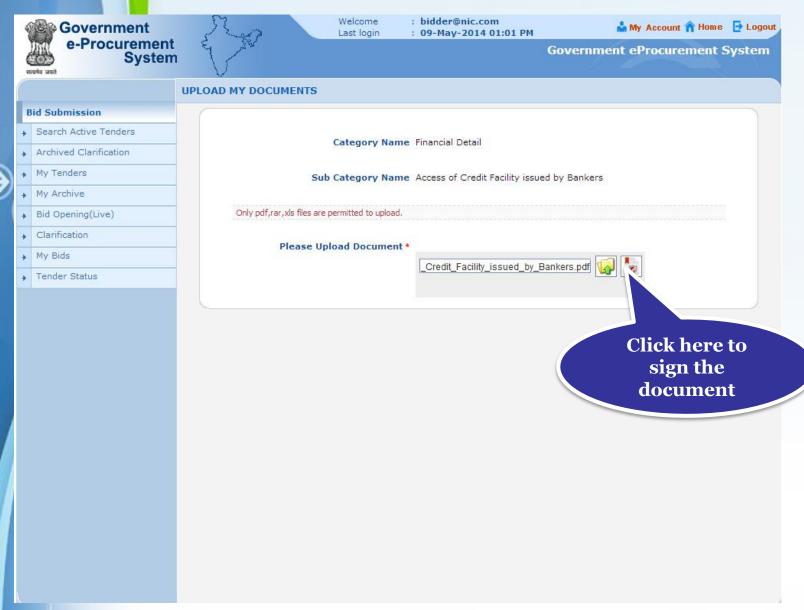
Browse the system to upload the documents



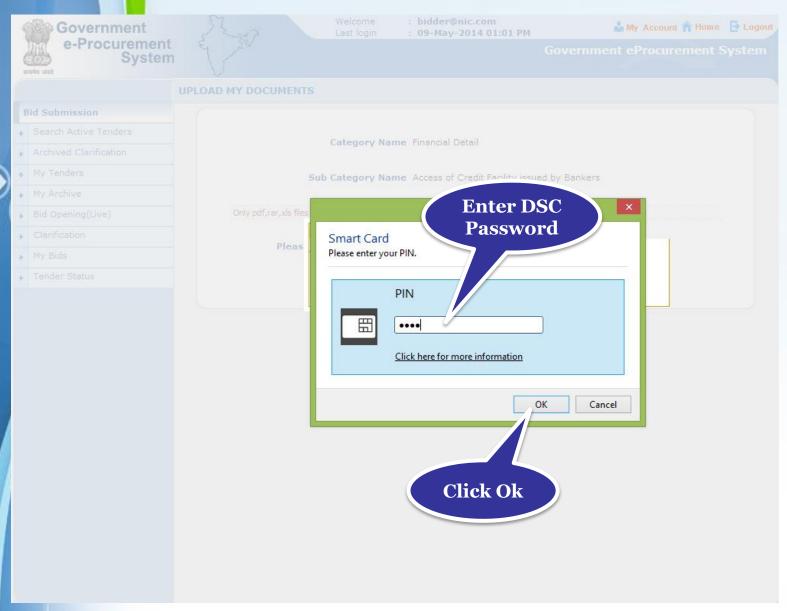
Select the document and Click Open.



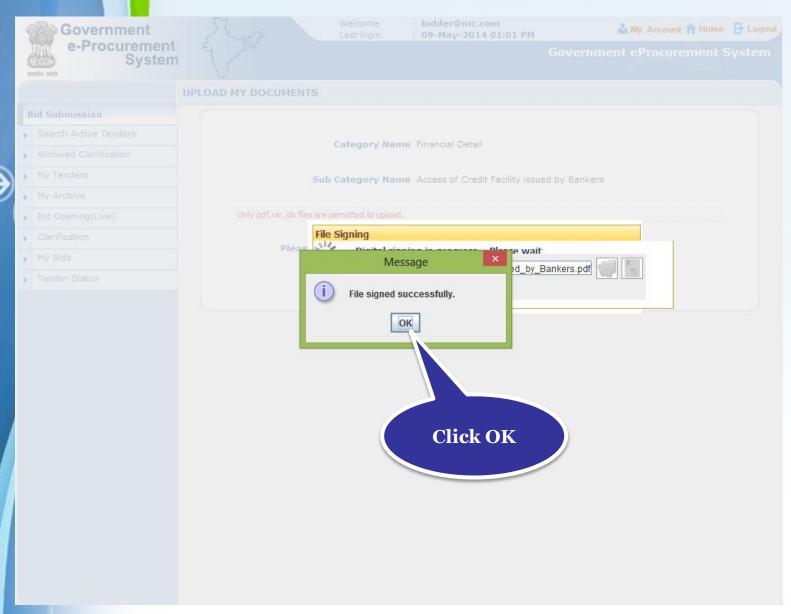
• Digitally sign the document using DSC.



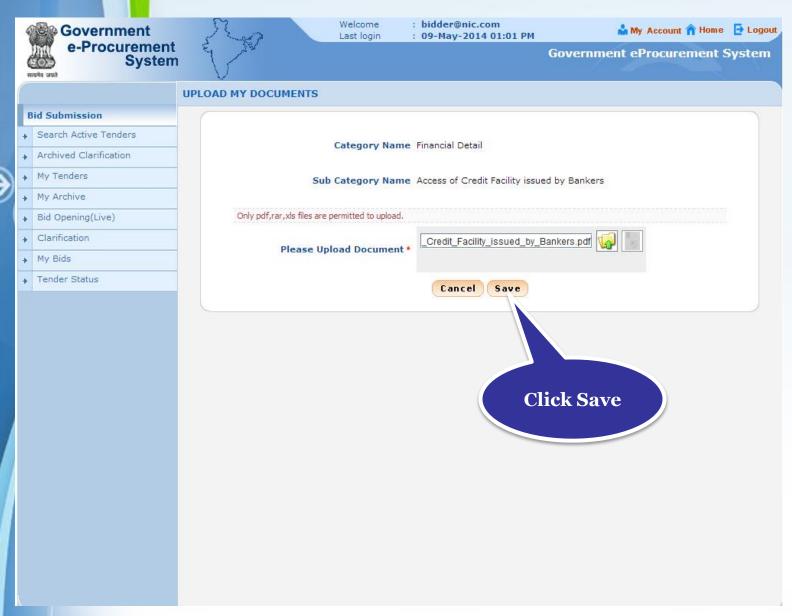
Enter DSC Password and click OK



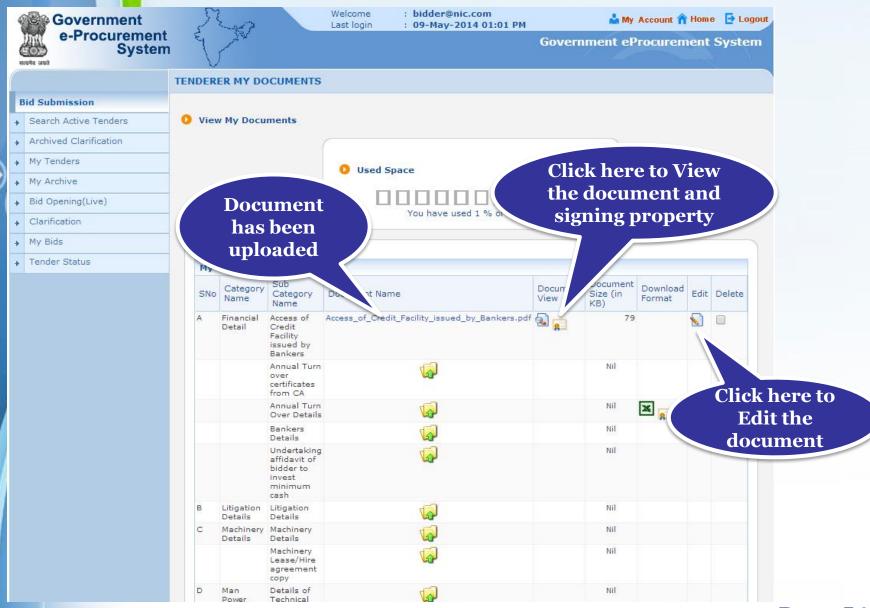
Click OK the file signed successfully



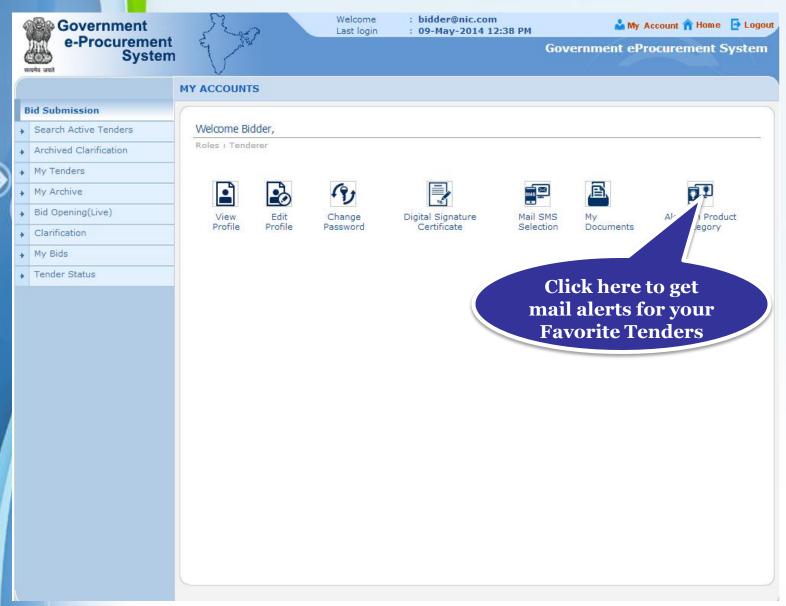
Click Save to upload the document in My Documents.



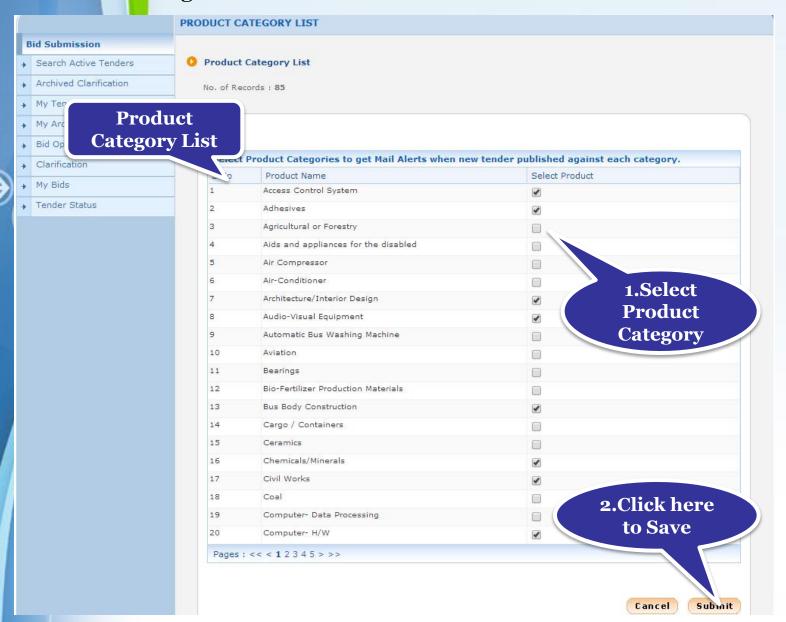
You can view the uploaded document and do edit if required.



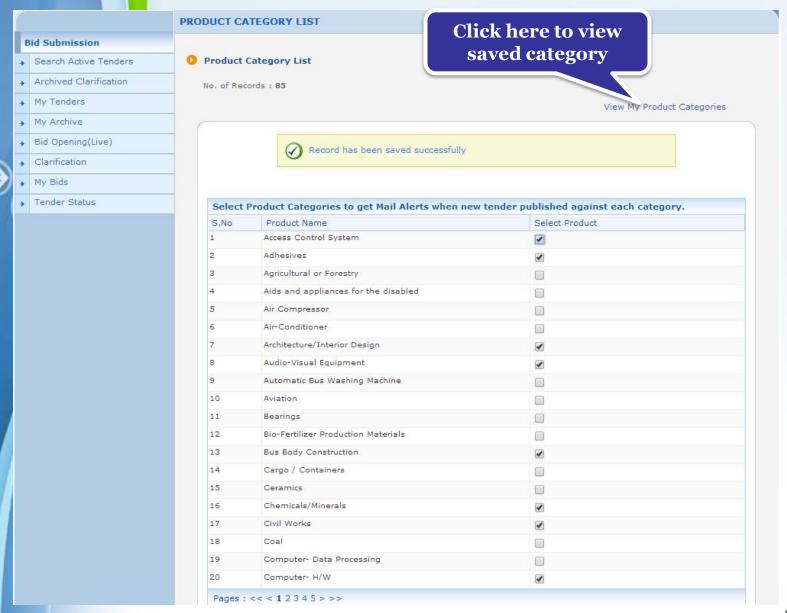
Alert on Product category



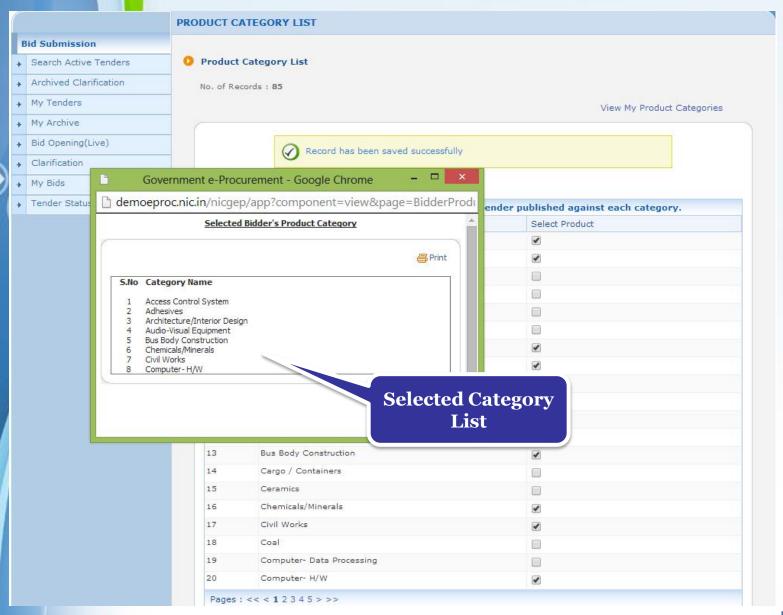
 Select the product categories to get mails if tenders are published against the selected ones and click Submit



 Click View My Product Categories to view the categories selected.



Selected Product Category is listed.





Thank You