

Government eProcurement System of National Informatics Centre

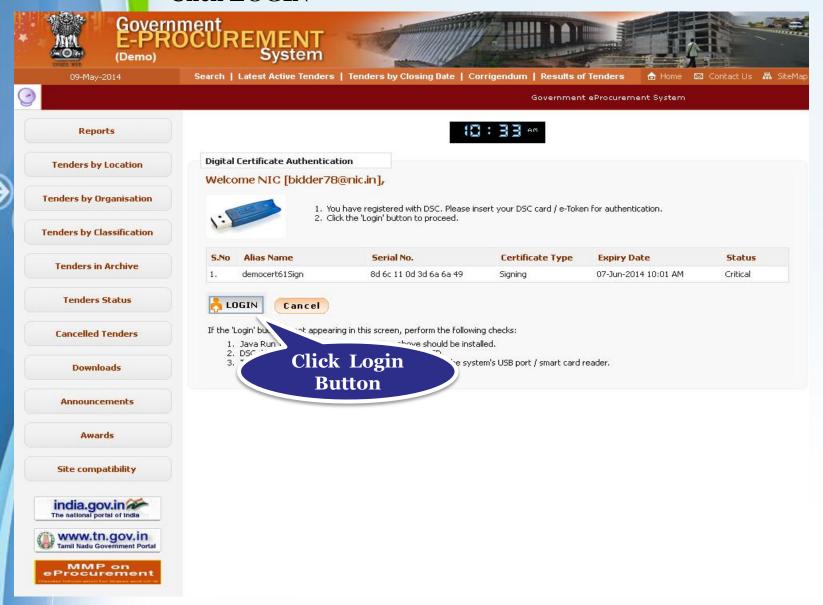
(GePNIC Version1.09.02)

Bidders Clarifications

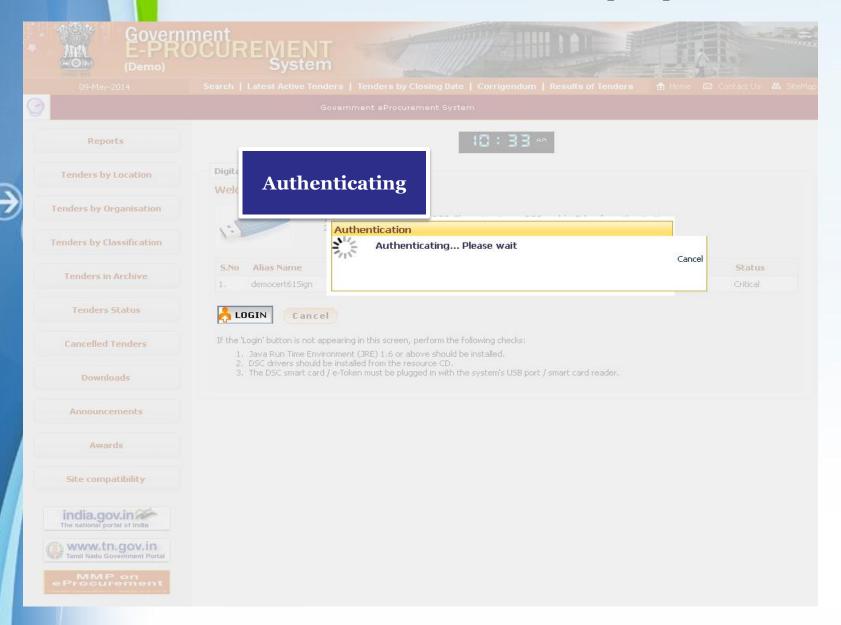
Enter Login id and password and click Login button



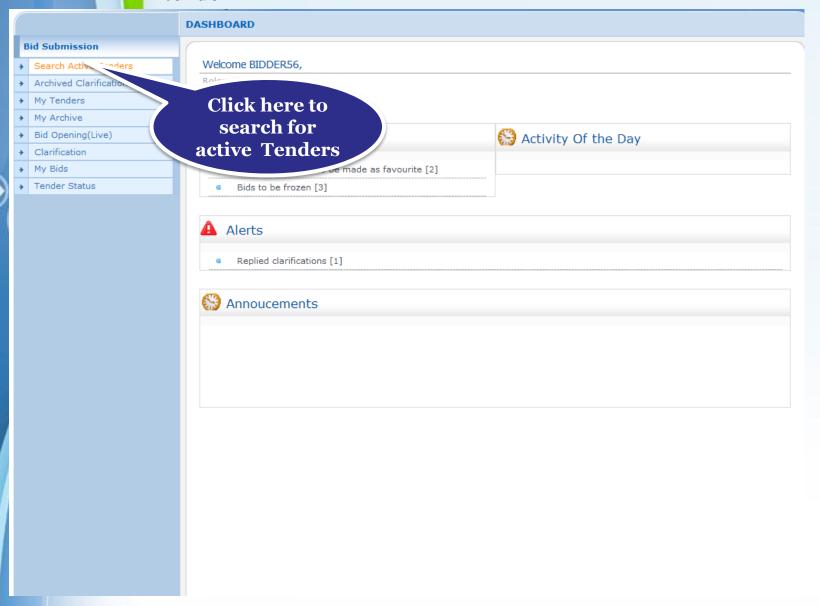
 Physically Insert the DSC token into the system and Click LOGIN



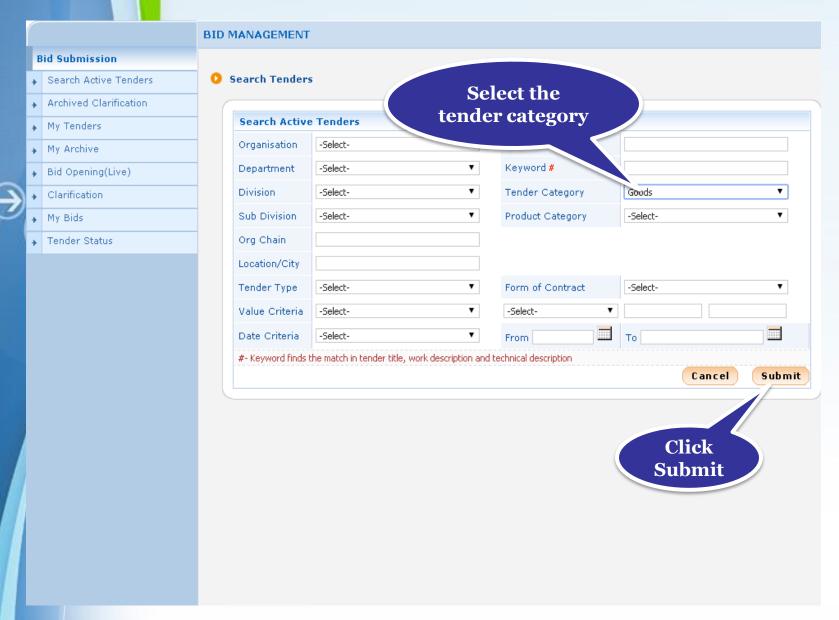
• Enter DSC Password and Click Ok when prompted



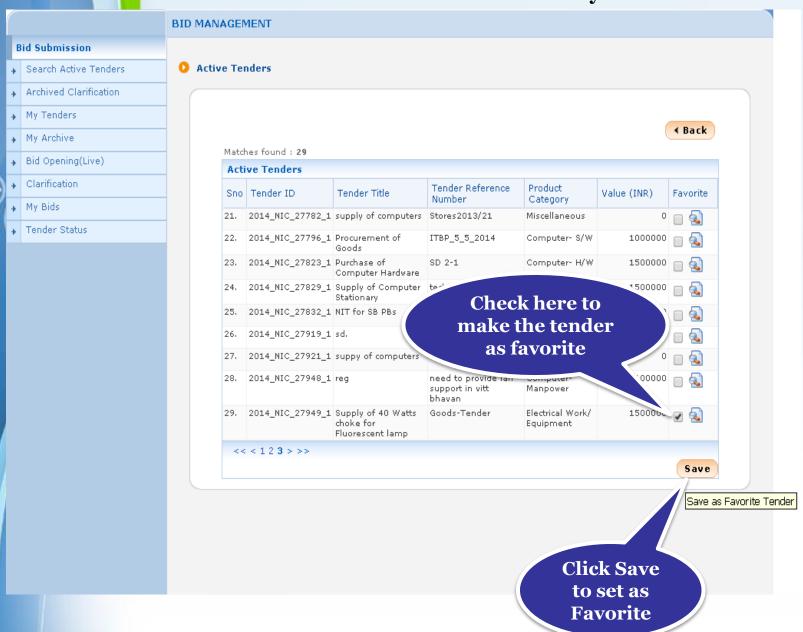
Click Search Active Tenders to search for the required tender



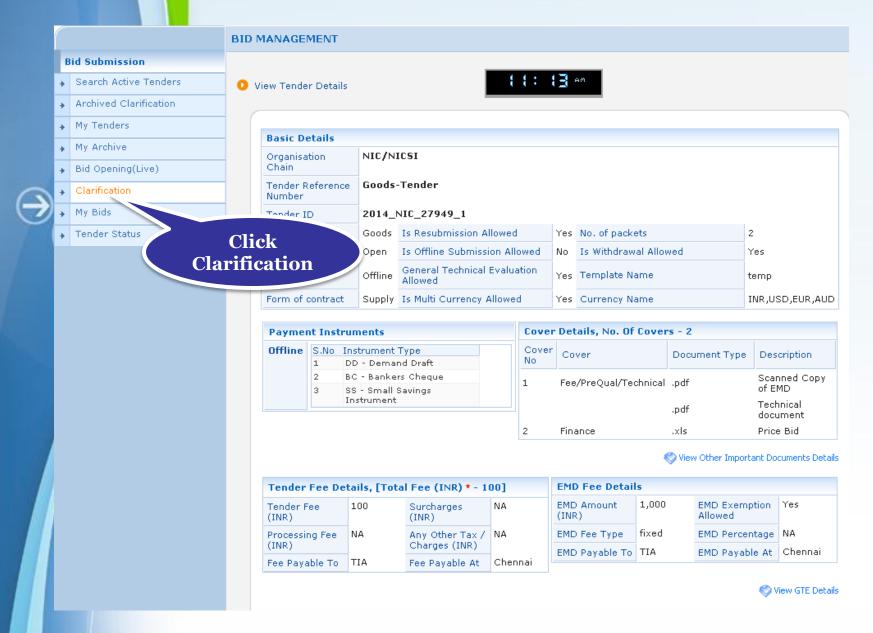
Select the tender category and click Submit



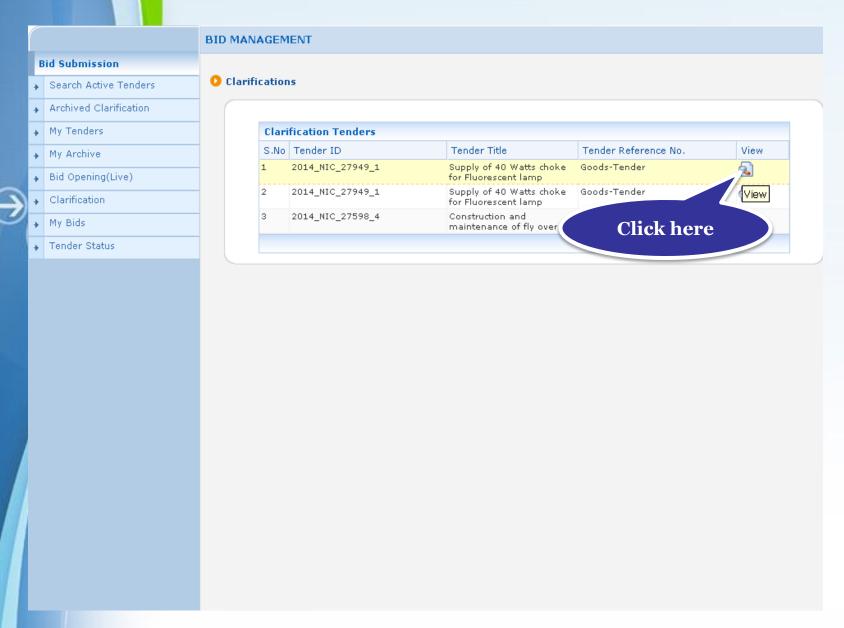
- **Check the box under Favorite**
- Click Save to make the selected tender as your favorite



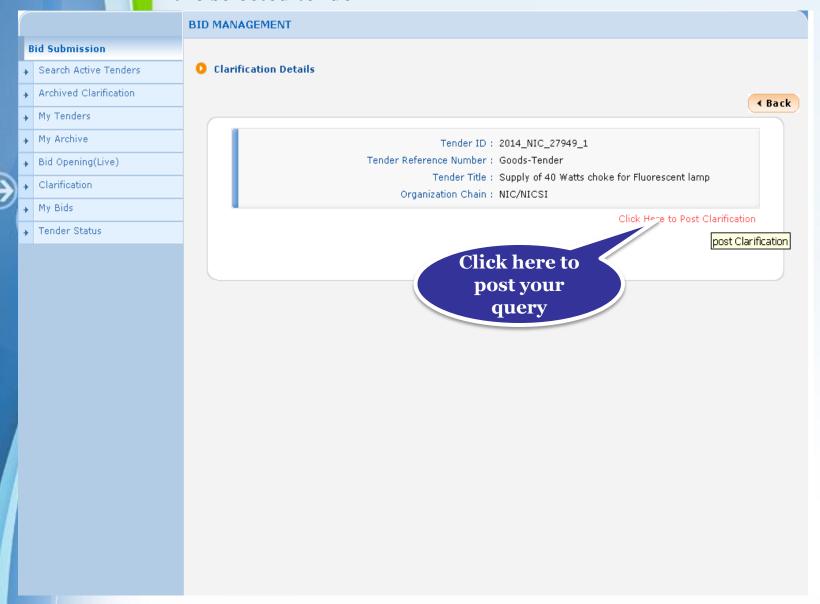
Click Clarification tab under Bid submission



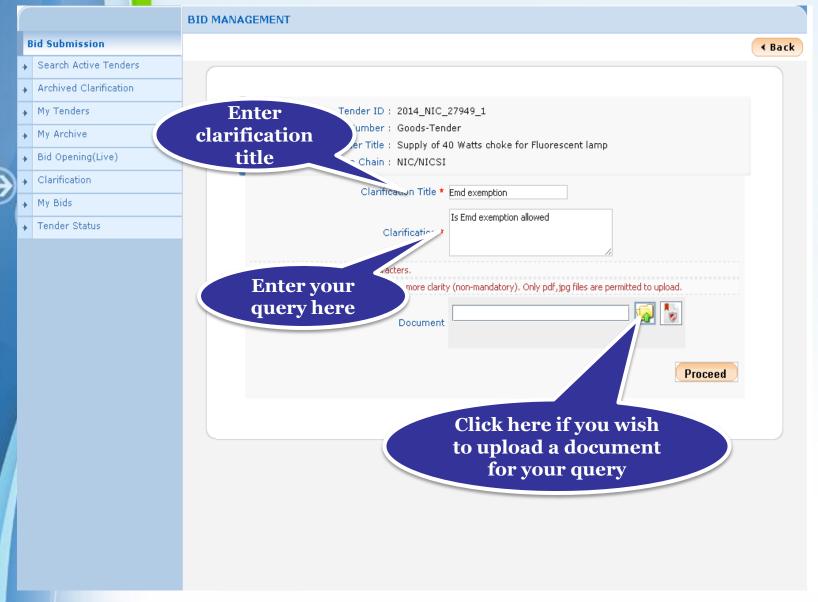
Click View icon to view the clarification details



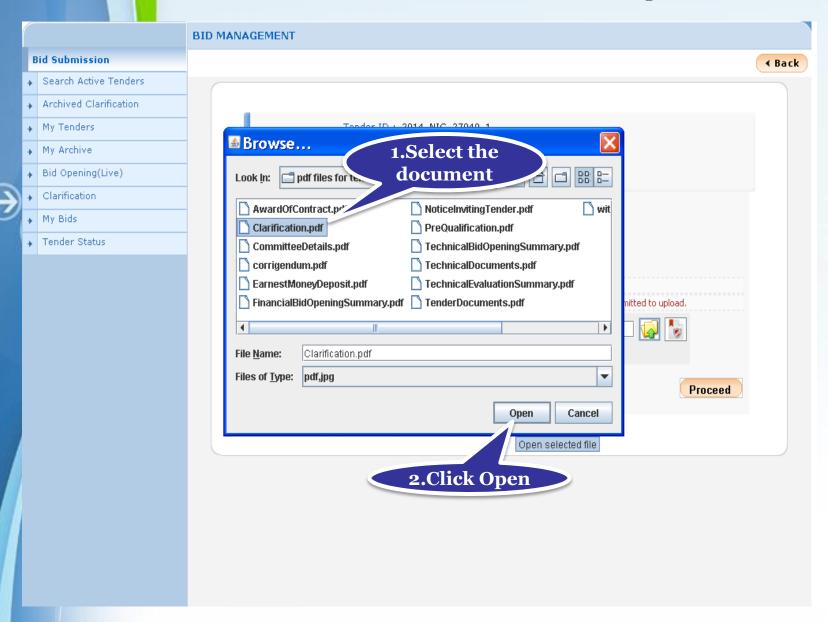
 Click "Click Here to Post Clarification" to post a query about the selected tender



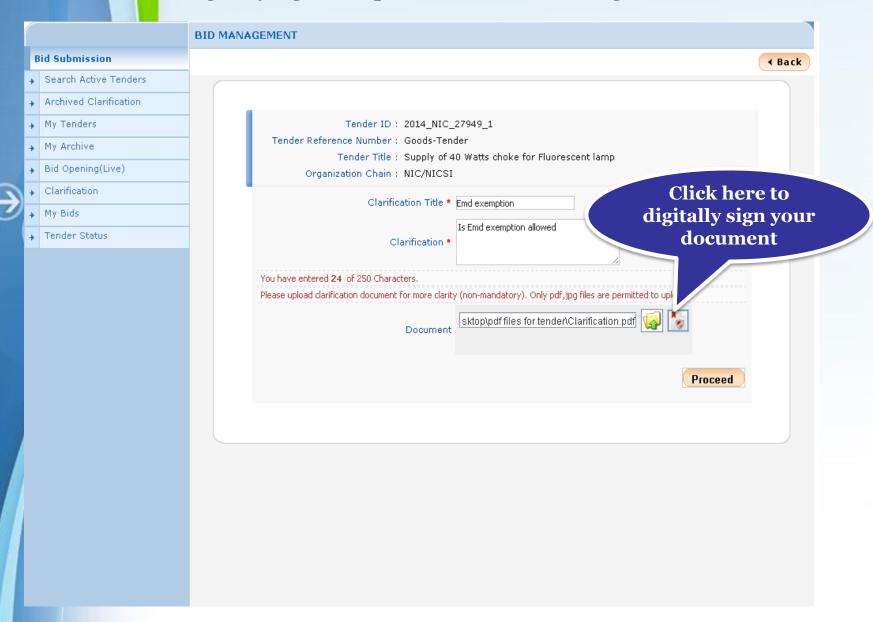
- Enter a title for clarification and type your query
- Upload a clarification document if required



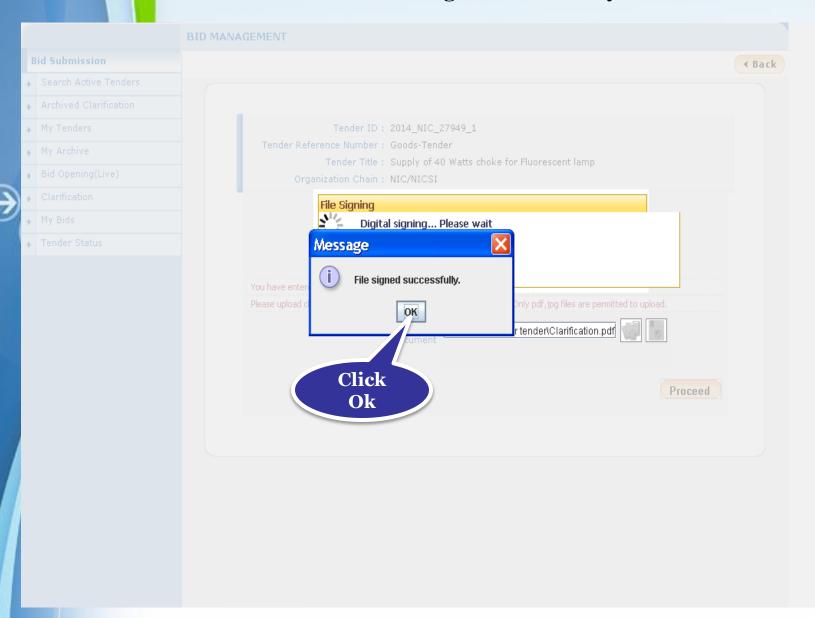
Select the clarification document and Click Open



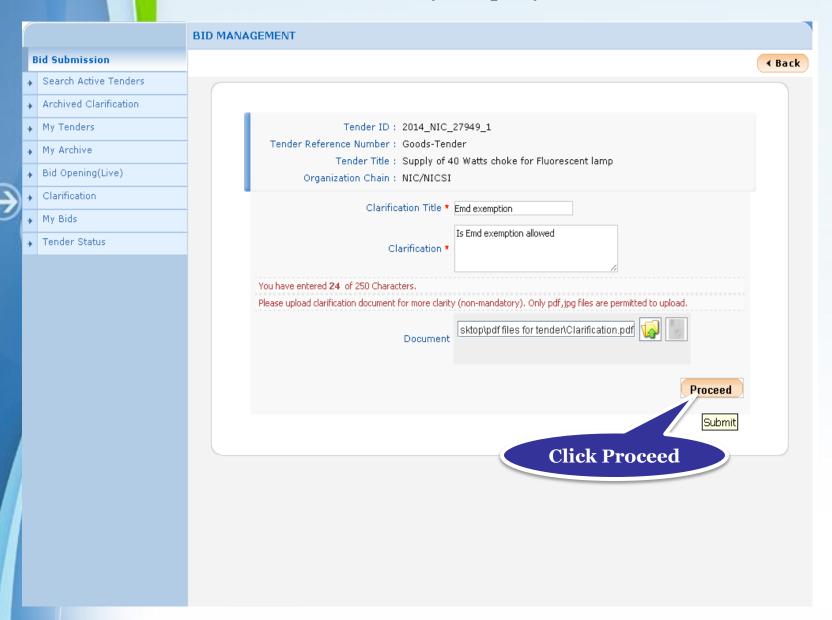
Digitally sign the uploaded document using DSC



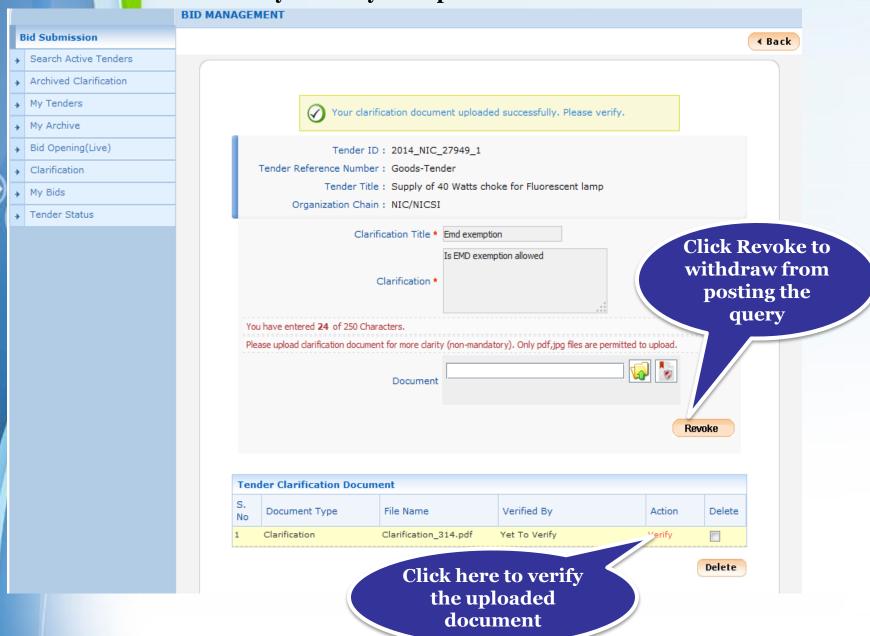
Click Ok once the file is signed successfully



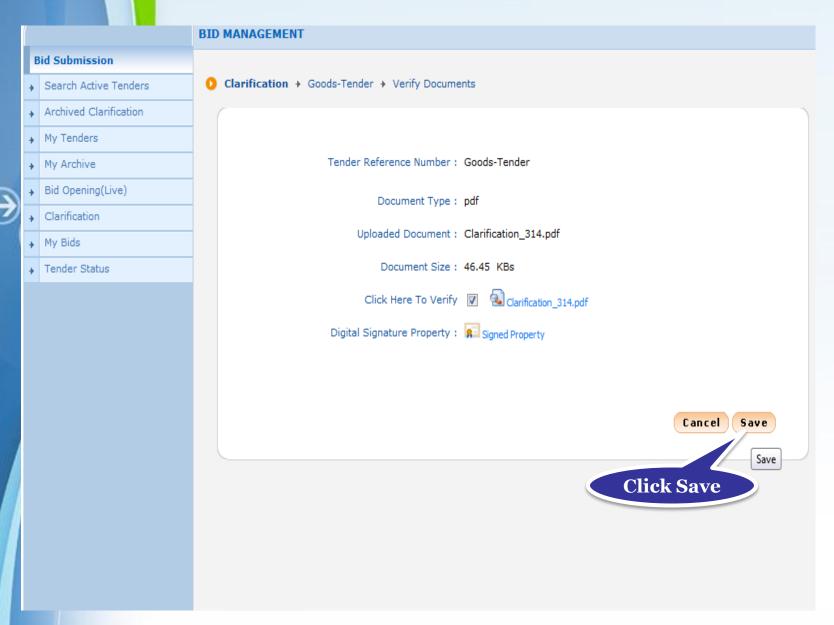
Click Proceed to submit your query



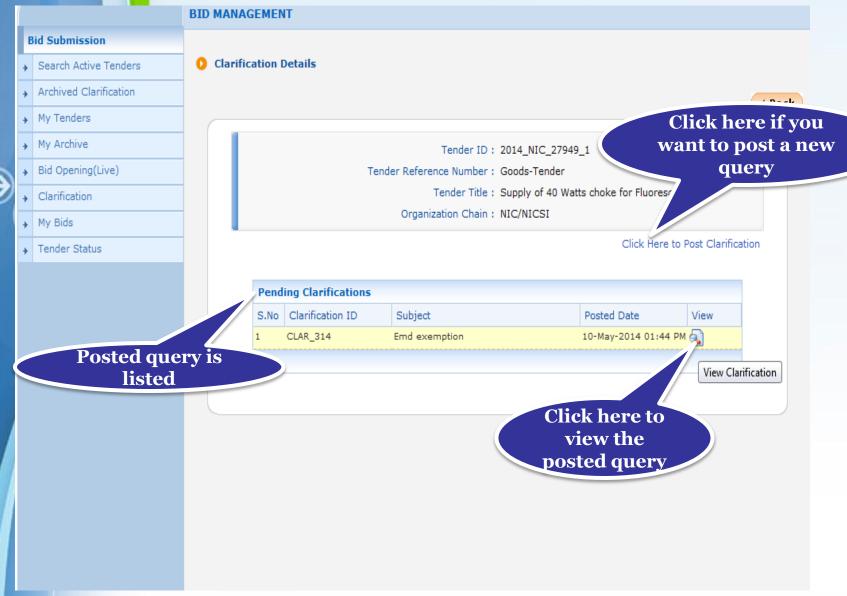
- Click revoke if you wish to withdraw from posting the query
- Click Verify to verify the uploaded document



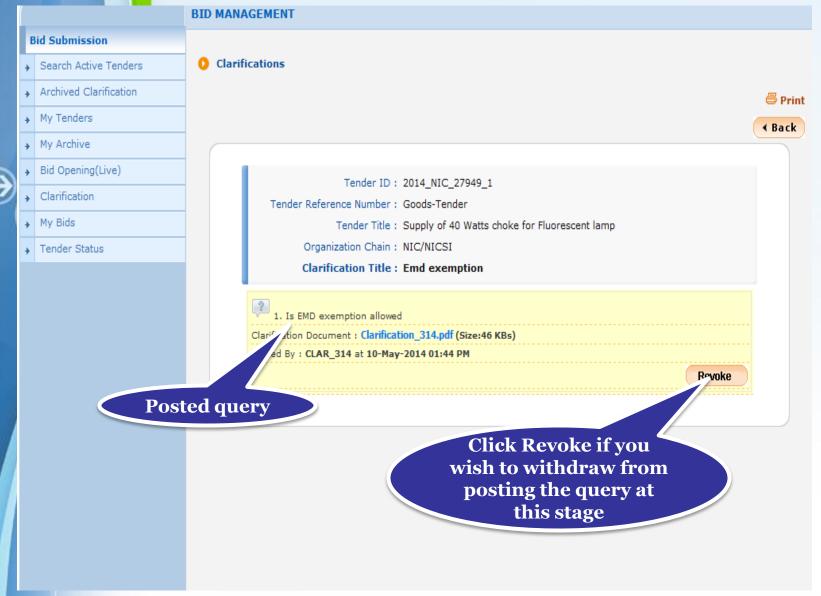
Check the box and click Save to confirm the verification



- Posted queries will be displayed under Pending Clarifications
- Click View to view the posted query



 Even at this stage, you can withdraw your query by clicking Revoke, i.e, before a reply is received



Reply back to the received reply if required

