

# **Government eProcurement System of National Informatics Centre**

**(GePNIC Version 1.09.02)**



# **Bidders Training Kit**

## **My Documents**

# My Documents

- This document assists you on how to have Other Important Documents stored.
- Go to My Accounts after successfully logging in.
- Select My Documents icon,
- You will be provided with 10 MB of Space.
- Upload the Other Important Documents and have them stored in the space given.
- The documents stored will be taken as available while placing bid.

- Enter Login id and password and click Login button

**Government E-PROCUREMENT System (Demo)**

09-May-2014    Search | Latest Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders    Home | Contact Us | SiteMap

Welcome to eProcurement System  
The eProcurement System enables the Tenderers to download and submit bids online through this portal.

**Latest Tenders**

Tender Title	Reference No	Closing Date	Bid Opening Date
2. drfstst	0101	09-May-2014 11:05 AM	09-May-2014 11:15 AM
3. suppy of computers	a/bd/cf	10-May-2014 05:00 PM	15-May-2014 05:00 PM
4. sd.	sd/mm	29-May-2014 05:00 PM	30-May-2014 03:00 PM
5. test upload doc 2	Test upload document 2	09-May-2014 03:05 PM	
6. Test for Uploading Document	Test flow for upload	09-May-2014 03:00 PM	

**Latest Corrigendums**

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
6. date change	stores2U13/21	14-May-2014 10:00 AM	16-May-2014 03:00 PM
7. genmeenu	ExampleTenderPM	28-May-2014 04:00 PM	30-May-2014 04:00 PM

**1. Enter Login id and password**

**2. Click Login**

**The Bidder logs in using his User ID/Password and DSC**

India.gov.in - The national portal of India  
www.tn.gov.in - Tamil Nadu Government Portal  
MMP on eProcurement

- Physically Insert the DSC token into the system and Click LOGIN

Government  
**E-PROCUREMENT**  
(Demo) System


09-May-2014 Search | Latest Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders Home Contact Us SiteMap

Government eProcurement System

10:33 AM



**Digital Certificate Authentication**

Welcome NIC [bidder7B@nic.in],



1. You have registered with DSC. Please insert your DSC card / e-Token for authentication.  
2. Click the 'Login' button to proceed.

S.No	Alias Name	Serial No.	Certificate Type	Expiry Date	Status
1.	democert615ign	8d 6c 11 0d 3d 6a 6a 49	Signing	07-Jun-2014 10:01 AM	Critical

 LOGIN  Cancel

If the 'Login' button is not appearing in this screen, perform the following checks:

1. Java Runtime Environment (JRE) should be installed.
2. DSC should be inserted into the system's USB port / smart card reader.
3. The system should be connected to the internet.

**Click Login Button**

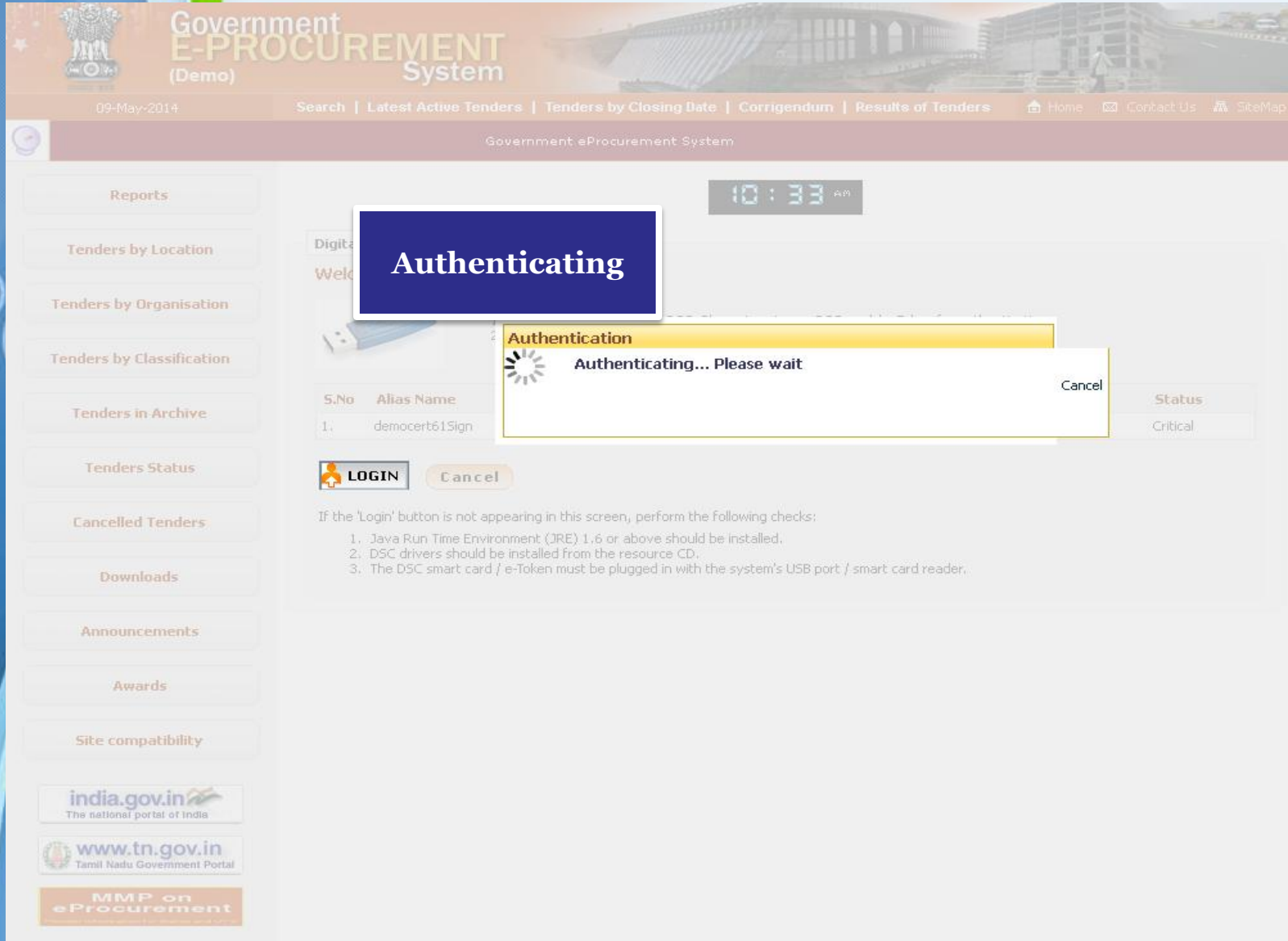
india.gov.in  
The national portal of India

www.tn.gov.in  
Tamil Nadu Government Portal

MMP on eProcurement  
MMP on eProcurement



- Enter DSC Password and Click Ok when prompted



The screenshot displays the Government e-Procurement System (Demo) interface. The header includes the Government of India logo, the system name, and the date 09-May-2014. A navigation bar contains links for Search, Latest Active Tenders, Tenders by Closing Date, Corrigendum, Results of Tenders, Home, Contact Us, and SiteMap. The main content area features a sidebar with various menu items and a central section with a digital clock showing 10:33 AM. A blue box with the text "Authenticating" is overlaid on the page. A yellow dialog box titled "Authentication" is open, displaying a loading spinner and the text "Authenticating... Please wait" with a "Cancel" button. Below the dialog, there is a table with columns "S.No", "Alias Name", and "Status". The table contains one row with the value "1" in the "S.No" column and "democert615Sign" in the "Alias Name" column. Below the table, there is a "LOGIN" button with a user icon and a "Cancel" button. A note below the buttons states: "If the 'Login' button is not appearing in this screen, perform the following checks:" followed by a list of three items: 1. Java Run Time Environment (JRE) 1.6 or above should be installed. 2. DSC drivers should be installed from the resource CD. 3. The DSC smart card / e-Token must be plugged in with the system's USB port / smart card reader. The footer contains logos for india.gov.in, www.tn.gov.in, and MMP on eProcurement.

Government e-Procurement System

09-May-2014

Search | Latest Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders | Home | Contact Us | SiteMap

Government eProcurement System

10:33 AM

**Authenticating**

**Authentication**  
Authenticating... Please wait  
Cancel

S.No	Alias Name	Status
1	democert615Sign	Critical

**LOGIN** Cancel

If the 'Login' button is not appearing in this screen, perform the following checks:



1. Java Run Time Environment (JRE) 1.6 or above should be installed.
2. DSC drivers should be installed from the resource CD.
3. The DSC smart card / e-Token must be plugged in with the system's USB port / smart card reader.

india.gov.in  
The national portal of India

www.tn.gov.in  
Tamil Nadu Government Portal

MMP on eProcurement

# • Dashboard

 **Government e-Procurement System** 

Welcome : bidder78@nic.in  
Last login : 09-May-2014 10:32 AM

[My Account](#) [Home](#) [Logout](#)

Government eProcurement System

---


**DASHBOARD**


**Bid Submission**


- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status


Welcome NIC,


Roles

 **Dashboard**

 Activity Of the Day

 Alerts

 Announcements



- Click My Accounts to go to your account page

The screenshot shows the Government e-Procurement System dashboard. At the top left is the Government of India logo and the text "Government e-Procurement System". The top right shows user information: "Welcome : bidder78@nic.in" and "Last login : 09-May-2014 10:32 AM". Navigation links include "My Account", "Home", and "Logou". A "My Accounts" link is highlighted in a yellow box. A blue callout bubble with the text "Click My Accounts" points to this link. The dashboard content includes a "DASHBOARD" header, a "Bid Submission" sidebar with options like "Search Active Tenders", "Archived Clarification", "My Tenders", "My Archive", "Bid Opening(Live)", "Clarification", "My Bids", and "Tender Status". The main area displays "Welcome NIC, Roles : Tenderer" and sections for "Pending", "Alerts", "Announcements", and "Activity Of the Day".



# • My Accounts










### MY ACCOUNTS

**Bid Submission**

- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status

Welcome bidder58,  
Roles : Tenderer

## My Accounts

-  View Profile
-  Edit Profile
-  Change Password
-  Digital Signature Certificate
-  Mail SMS Selection
-  My Documents
-  Alert On Product Category

- **Click My Space icon to upload important documents in advance**

The screenshot displays a web application interface. On the left is a vertical navigation menu under the heading 'Bid Submission', containing items like 'Search Active Tenders', 'Archived Clarification', 'My Tenders', 'My Archive', 'Bid Opening(Live)', 'Clarification', 'My Bids', and 'Tender Status'. A blue arrow icon is positioned to the left of this menu. The main content area is titled 'MY ACCOUNTS' and shows a user profile for 'bidder58' with the role 'Tenderer'. Below this, there is a row of seven icons with labels: 'View Profile', 'Edit Profile', 'Change Password', 'Digital Signature Certificate', 'Mail SMS Selection', 'My Documents', and 'Alert On Product Category'. A blue callout bubble with white text points to the 'My Documents' icon, containing the instruction: 'Click here to upload and store the important documents in advance'.

- My documents list get displayed

**Bid Submission**

- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid
- Cla
- My Bids
- Tender Status

**TENDERER MY DOCUMENTS**

▶ **View My Documents**

▶ **Used Space**

You have used 41 % of 10 MB.

My Documents List

My Documents List								
SNo	Category Name	Sub Category Name	Document Name	Document View	Document Size (in KB)	Download Format	Edit	Delete
A	Financial Detail	Access of Credit Facility issued by Bankers	Turnover.pdf		79			<input type="checkbox"/>
		Annual Turn over certificates from CA	EMDCopy.pdf		79			<input type="checkbox"/>
		Annual Turn Over Details	16.pdf		79			<input type="checkbox"/>
		Bankers Details	Balance_sheet.pdf		101			<input type="checkbox"/>
		Undertaking affidavit of bidder to invest minimum cash	PreQualification_Details.pdf		79			<input type="checkbox"/>
B	Litigation Details	Litigation Details			Nil			
C	Machinery Details	Machinery Details			Nil			
		Machinery Lease/Hire agreement copy			Nil			
D	Man Power Details	Details of Technical Manpower	ManpowerDetails.pdf		79			<input type="checkbox"/>
		Details of Technical Manpower-Other Schemes	Other_Documents.pdf		101			<input type="checkbox"/>

<< < 1 2 3 > >>

Delete

Page 11

- Click on the upload icon of the required category to upload document in it

- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status



**Used Space**



You have used 41 % of 10 MB.

**My Documents List**

SNo	Category Name	Sub Category Name	Document Name	Document View	Document Size (in KB)	Download Format	Edit	Delete
A	Financial Detail	Access of Credit Facility issued by Bankers	Turnover.pdf		79			<input type="checkbox"/>
		Annual ...			79			<input type="checkbox"/>
					79			<input type="checkbox"/>
					101			<input type="checkbox"/>
		Undertaking affidavit of bidder to invest minimum cash	ation_Details.pdf		79			<input type="checkbox"/>
B	Litigation Details	Litigation Details			Nil			
C	Machinery Details	Machinery Details			Nil			
		Machinery Lease/Hire agreement copy			Nil			
D	Man Power Details	Details of Technical Manpower	ManpowerDetails.pdf		79			<input type="checkbox"/>
		Details of Technical Manpower-Other Schemes	Other_Documents.pdf		101			<input type="checkbox"/>

**Click here to upload the document**

<< < 1 2 3 > >>

Delete

- Click on the upload icon to upload document in the specified category



**UPLOAD MY DOCUMENTS**

**Bid Submission**



- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status

**Category Name** Litigation Details

**Sub Category Name** Litigation Details

Only pdf,rar,xls files are permitted to upload.

**Please Upload Document \***

**Click here to upload the document**

- **Select the document and Click Open**

**UPLOAD MY DOCUMENTS**

**Bid Submission**

- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status

Category Name: **Litigation Details**

**Browse...**

Look In: Desktop

- viriya
- ET 01332.pdf
- HowtoPrepareBOQ.rar
- LitigationDetails.pdf**
- preparation guide.rar
- SSC.pdf

File Name: LitigationDetails.pdf

Files of Type: pdf,rar,xls

Open Cancel

Open selected file



- **Digitally sign the document using DSC**

**UPLOAD MY DOCUMENTS**



**Bid Submission**

- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status

**Category Name** Litigation Details

**Sub Category Name** Litigation Details

Only pdf,rar,xls files are permitted to upload.

**Please Upload Document \***   

**Cancel** **Save**

**Click here to sign the document**

- **Click Ok once the file is signed successfully**

UPLOAD MY DOCUMENTS

**Bid Submission**

- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status

Category Name Litigation Details

Sub Category Name Litigation Details

Only pdf,rar,xls files are permitted to upload.

Please **File Signing** Digital signing in progress. Please wait

**Message** File signed successfully.

OK

**Click Ok**

- Click Save to upload the document in My Space



**UPLOAD MY DOCUMENTS**



**Bid Submission**

- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status

**Category Name** Litigation Details

**Sub Category Name** Litigation Details

Only pdf,rar,xls files are permitted to upload.

**Please Upload Document \*** ABUDOSS\Desktop\LitigationDetails.pdf  

**Cancel** **Save**

**Click Save**

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


**Bid Submission**

- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status

**TENDERER MY DOCUMENTS**

▶ **View My Documents**

▶ **Used Space**



You have used 42 % of 10 MB.

**My Documents List**

SNo	Category Name	Sub Category Name	Document Name	Document View	Document Size (in)	Download Format	Edit	Delete
	Financial Detail	Access of Credit Facility issued by Bankers	Turnover.pdf					<input type="checkbox"/>
		Annual Turn over certificates from CA	EMDCopy.pdf					<input type="checkbox"/>
		Annual Turn Over details	16.pdf					<input type="checkbox"/>
		Bankers Details	Balance_sheet.pdf			101		<input type="checkbox"/>
		Undertaking affidavit of bidder to invest minimum	PreQualification_Details.pdf			79		<input type="checkbox"/>
B	Litigation Details	Litigation Details	LitigationDetails.pdf			48		<input type="checkbox"/>
C	Machinery Details	Machinery Details		<a href="#">View Bidder Document</a>		Nil		
		Machinery Lease/Hire agreement copy				Nil		
D	Man Power Details	Details of Technical Manpower	ManpowerDetails.pdf			79		<input type="checkbox"/>
		Details of Technical Manpower-Other Schemes	Other_Documents.pdf			101		<input type="checkbox"/>

<< < 1 2 3 >> >>

Document has been uploaded

Click here to View the document and signing property

Delete

Page 18



# **End of My Documents**