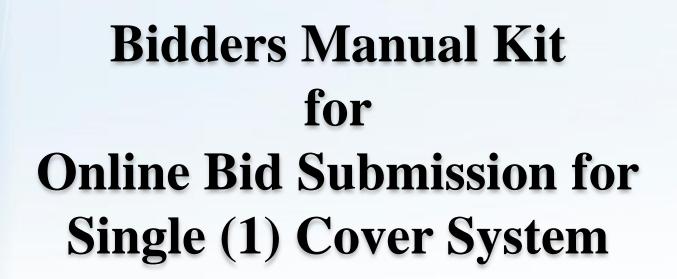


# Government eProcurement System of National Informatics Centre

(GePNIC Version1.09.02)



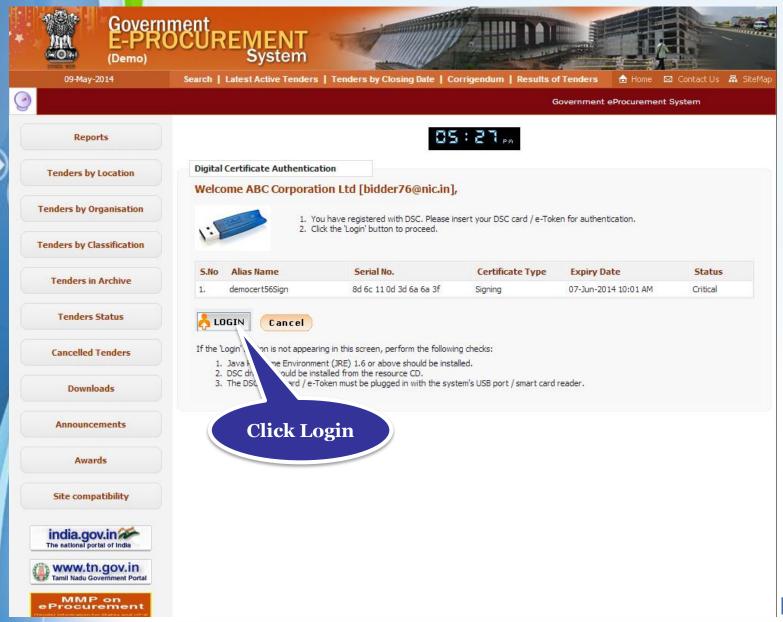
### Logging in

- Enter the following address in the address bar of a browser <a href="http://demoeproc.nic.in/">http://demoeproc.nic.in/</a>
- Click onto Demo eProcurement link to go to the home page of the site where you did the registration process.
- On the right top of the page, Enter the login ID and password under User login section to login into your profile.

Enter Login id and password and click Login button.



• Physically Insert the DSC token into the system and Click LOGIN. When prompted enter the DSC PIN also.



### Enter DSC Password and Click Ok.

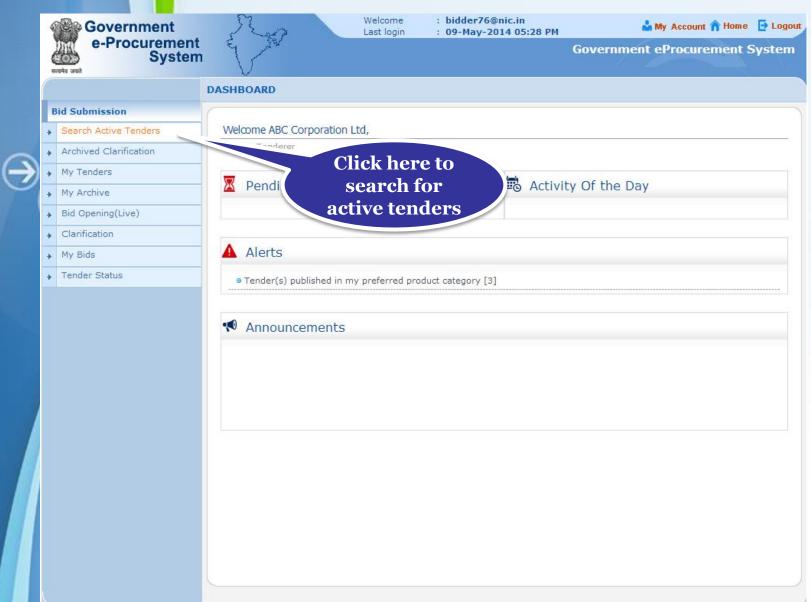


# **Bid Submission**

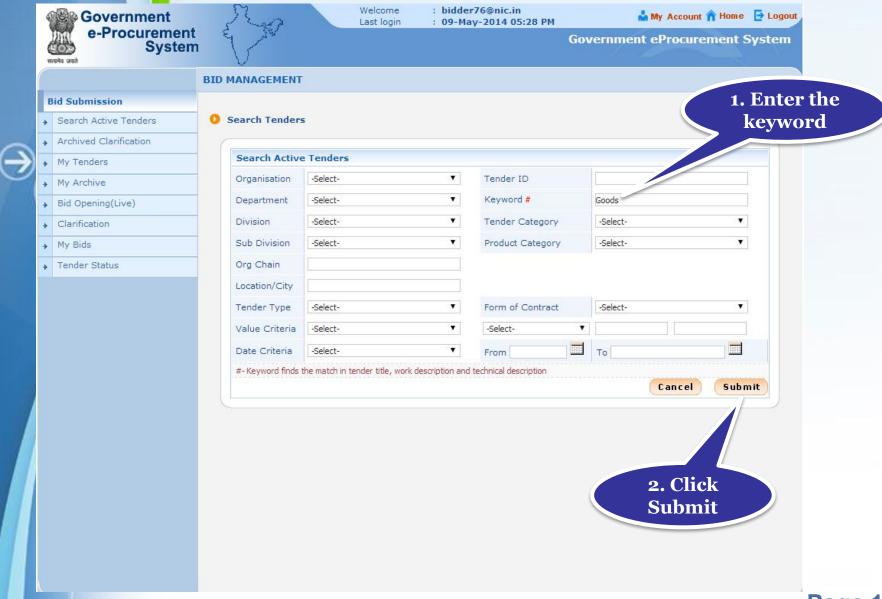
### **Search Tender**

After successfully logging in, You will be able to view the Dashboard of your profile.

 Click Search Active Tenders on the left side of the page to search the tenders. Click Search Active Tenders to search for the required tender.



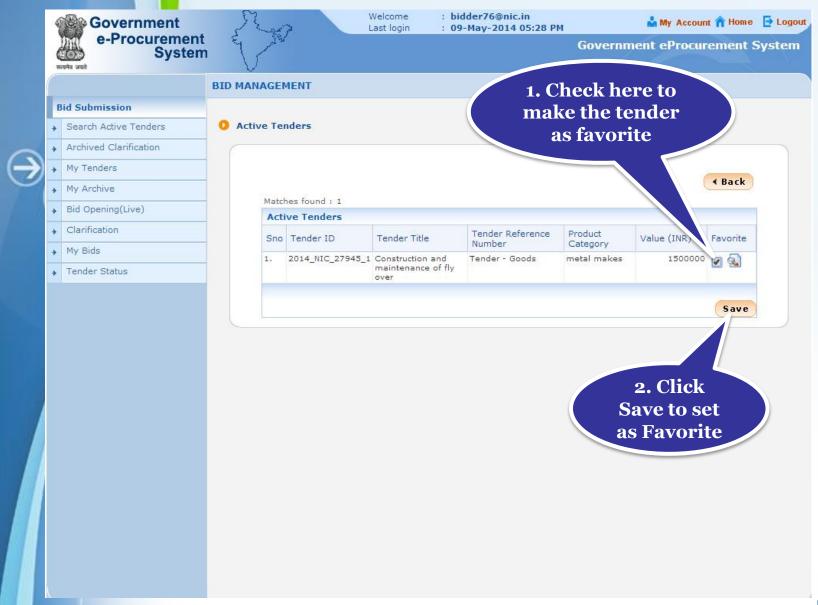
Enter the keyword or tender ID and click Submit.



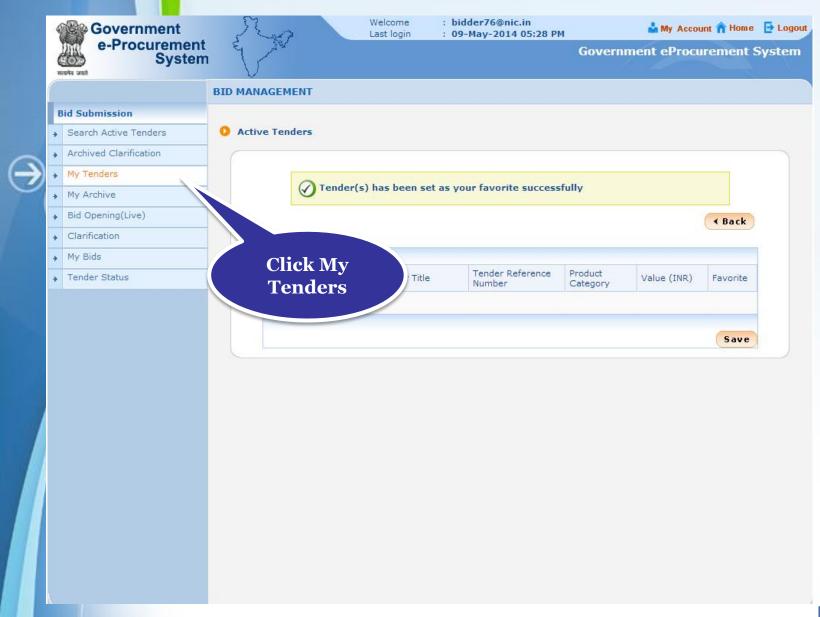
### My Tenders

- A tender searched using either keyword or tender id can be made as favorite.
- Check the field under favorite and click Save. The tender is made as your favorite.
- The tenders gets moved to My Tenders.
- Click My Tenders from the menu in the left side of the page.
- The tenders made as favorite get displayed.
- Click View to view the details of a particular tender.

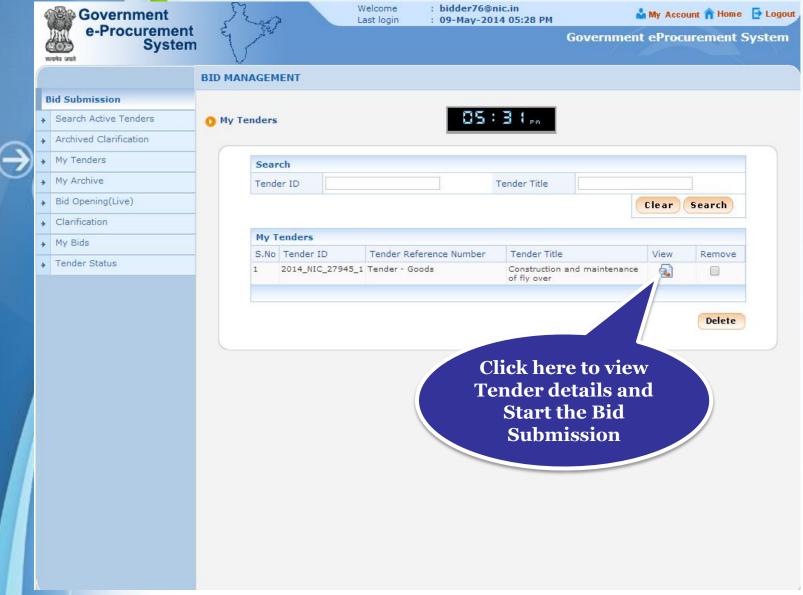
- Check the box under Favorite.
- Click Save to make the selected tender as your favorite.



Click My Tenders tab under Bid submission.

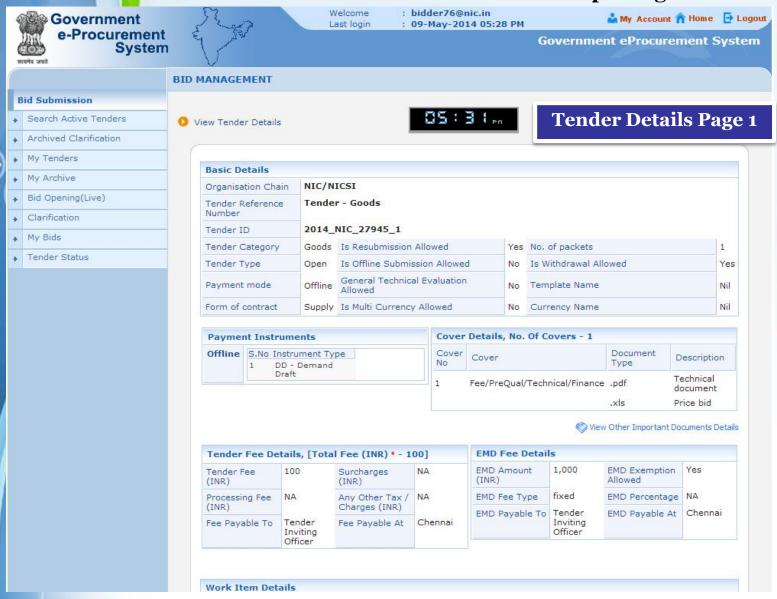


- List of tenders moved from Search Active Tenders get displayed.
- Click View to view Tender details and Start the Bid Submission.

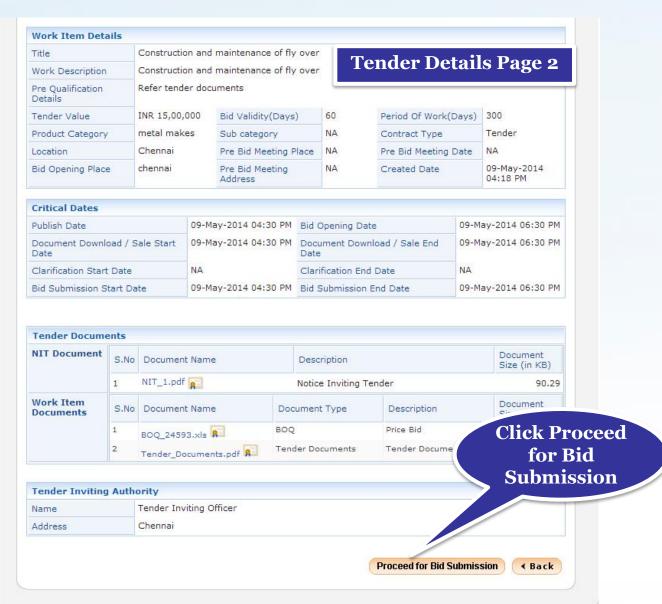


### **Proceed for Bid Submission**

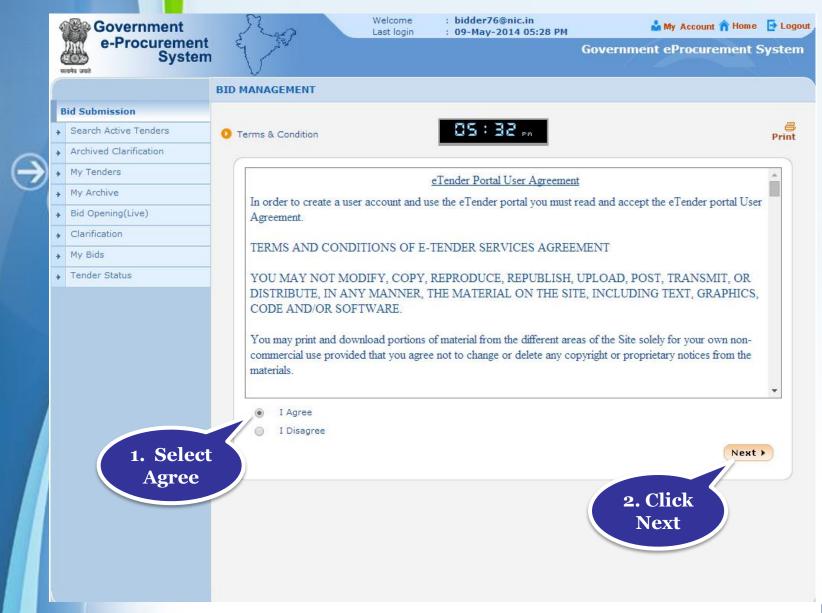
Click Proceed for Bid Submission to start placing bid.



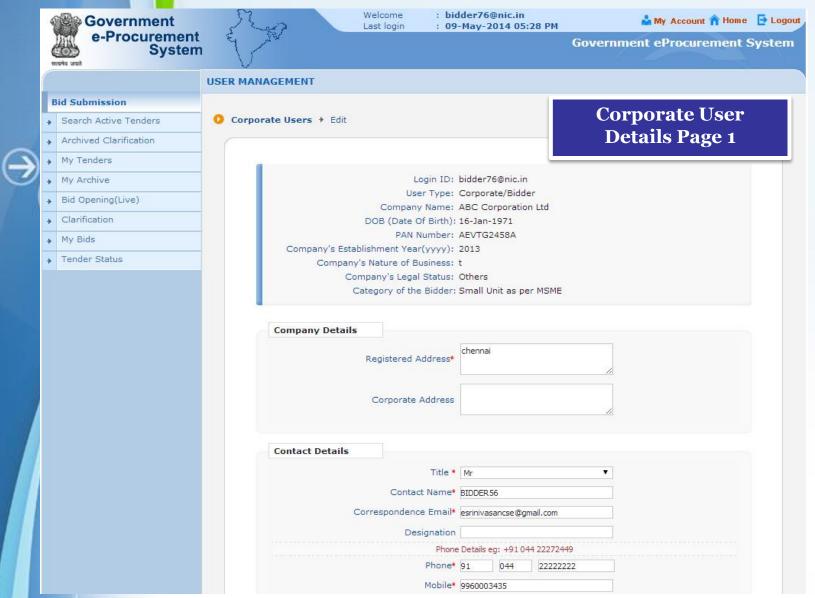
Click Proceed for Bid Submission to start placing bid.

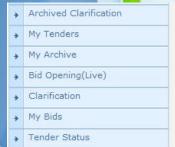


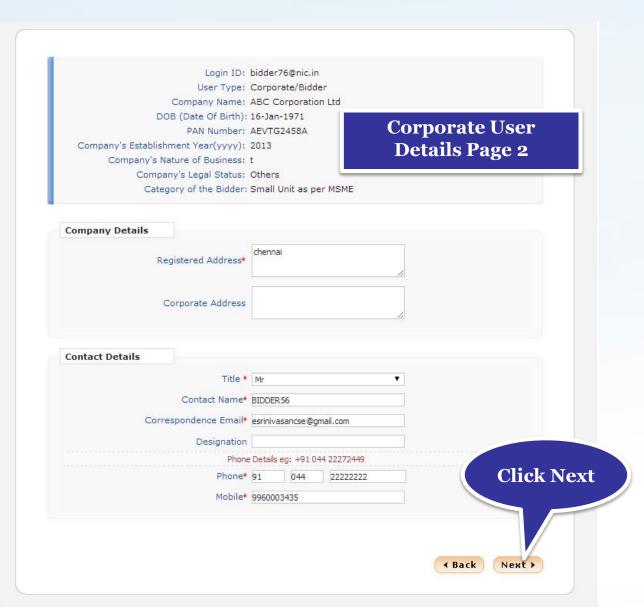
### Read the terms and conditions, agree the same and click Next.



- The details of your profile is displayed.
- Make changes if required and click Next.



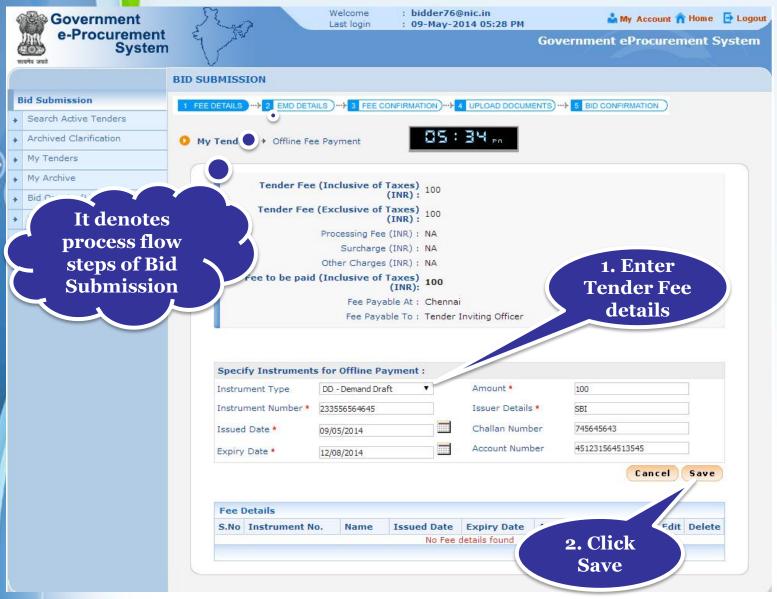




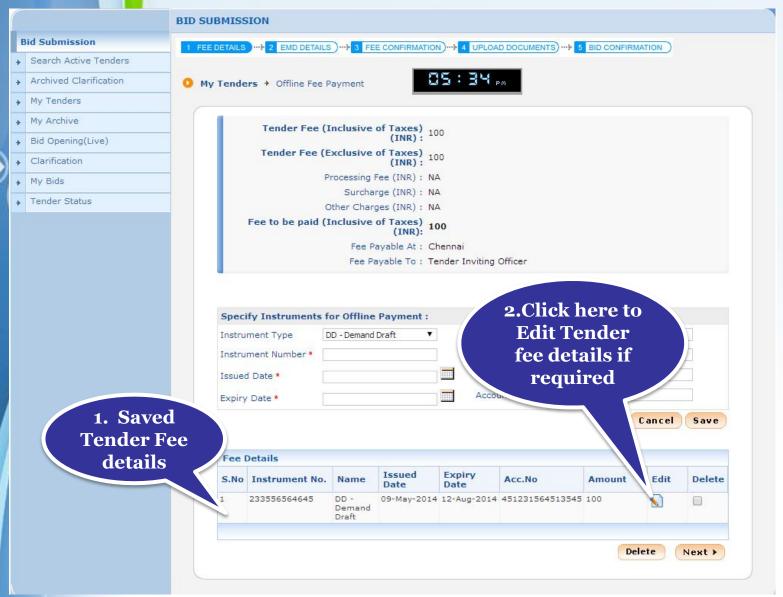
# **Process Flow Steps**

### Fee details

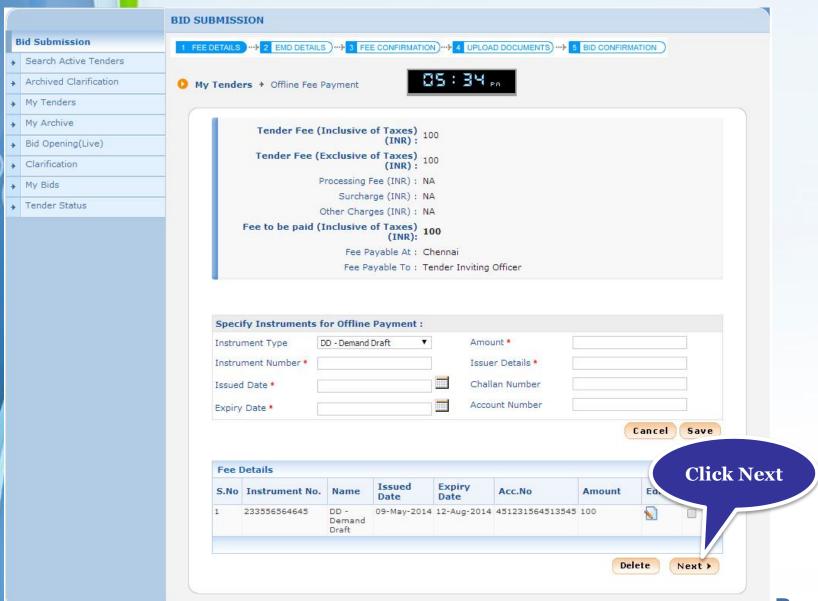
Enter tender fee details and Click Save to save the entered details.



The fee details can be edited using Edit option.



### Click Next for EMD Payment.

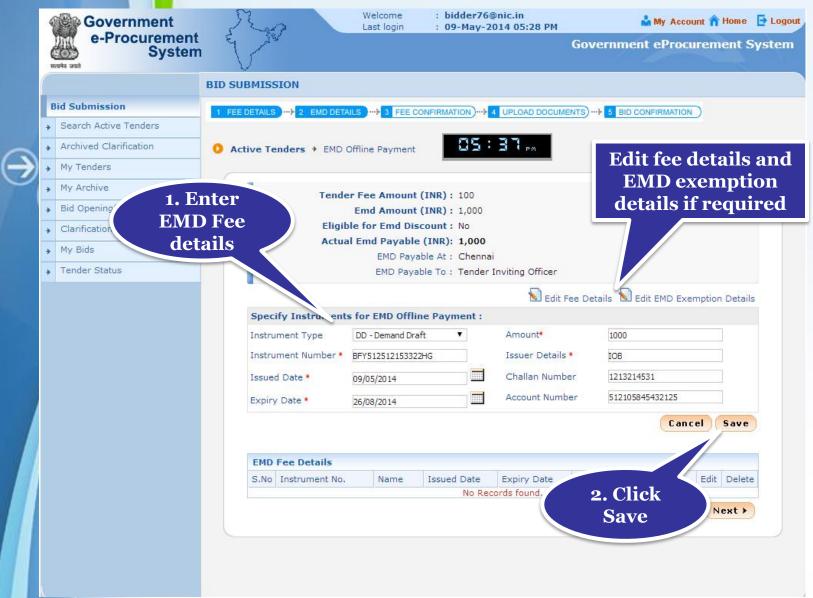


### **EMD** details

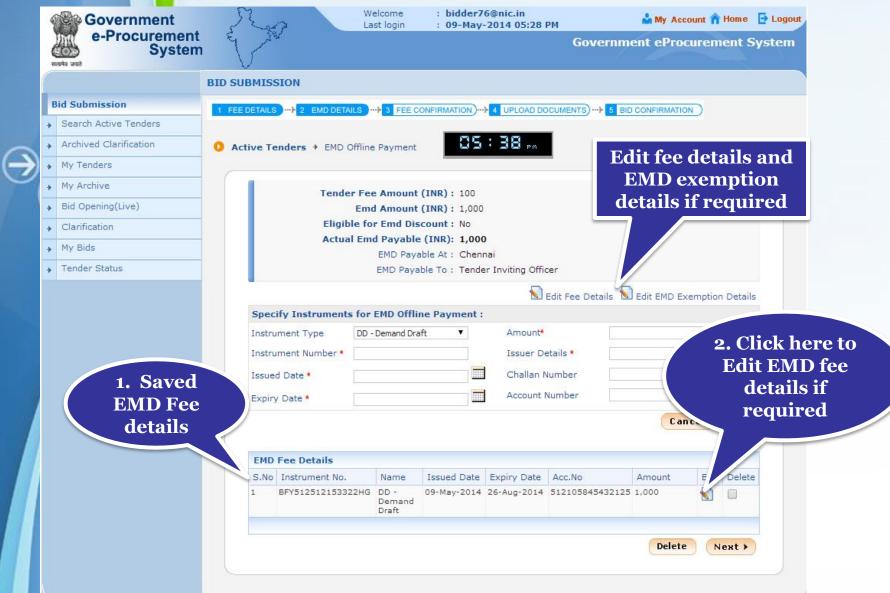
Select the exemption from EMD payment "Yes" or "No".



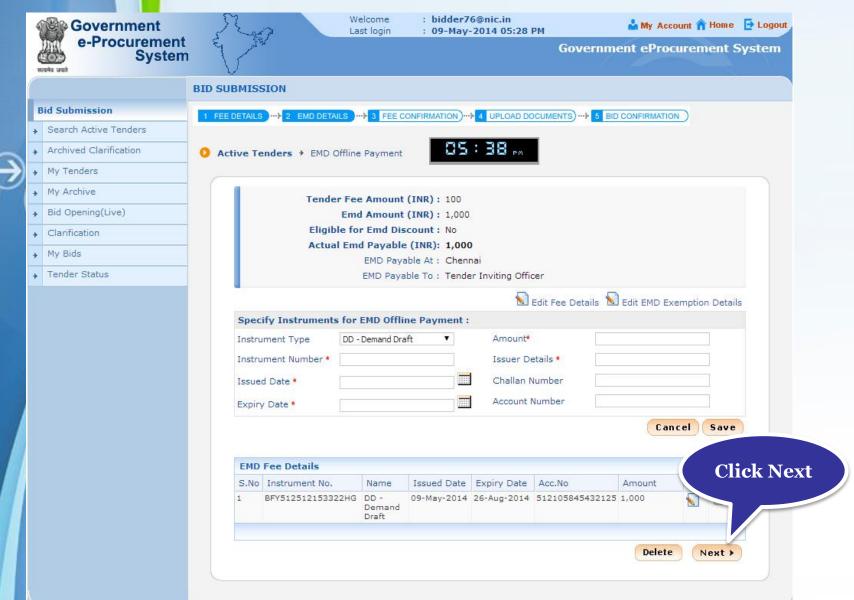
### Enter EMD fee details and then click Save.



### The EMD fee details can be edited using Edit option if required.

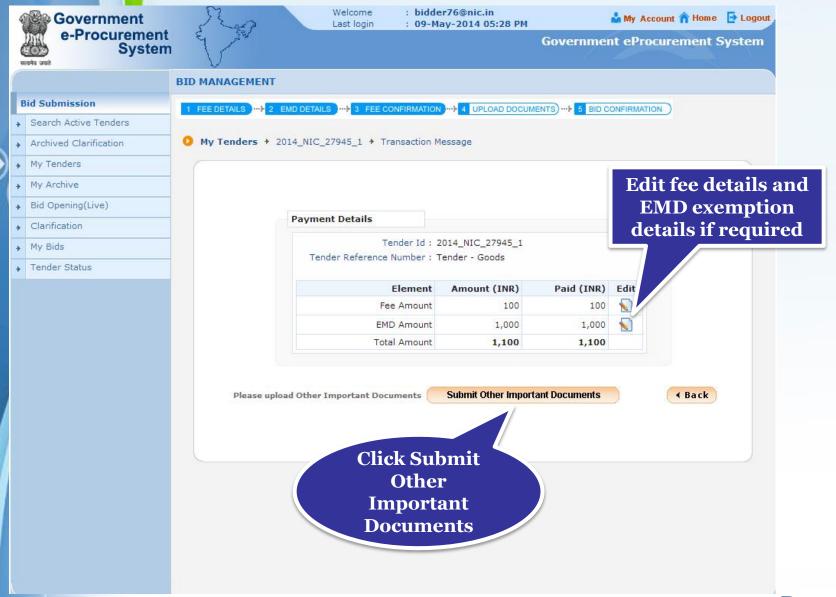


### Click Next to Upload the cover Documents.

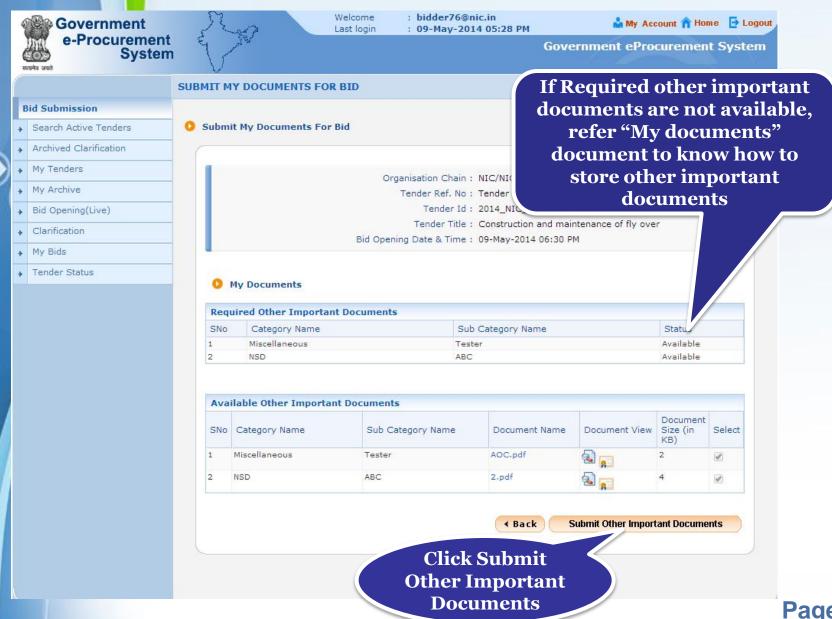


### **Upload Documents**

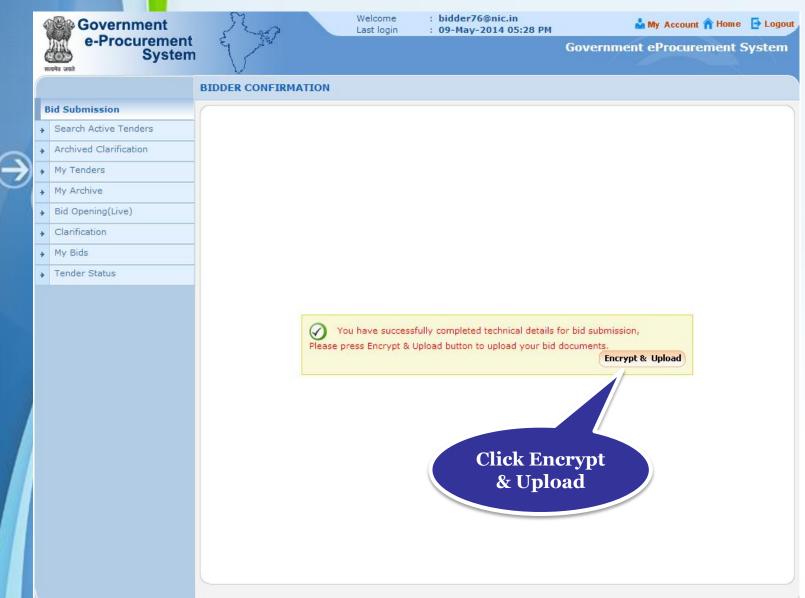
Click Submit Other Important Documents to submit the documents asked for.



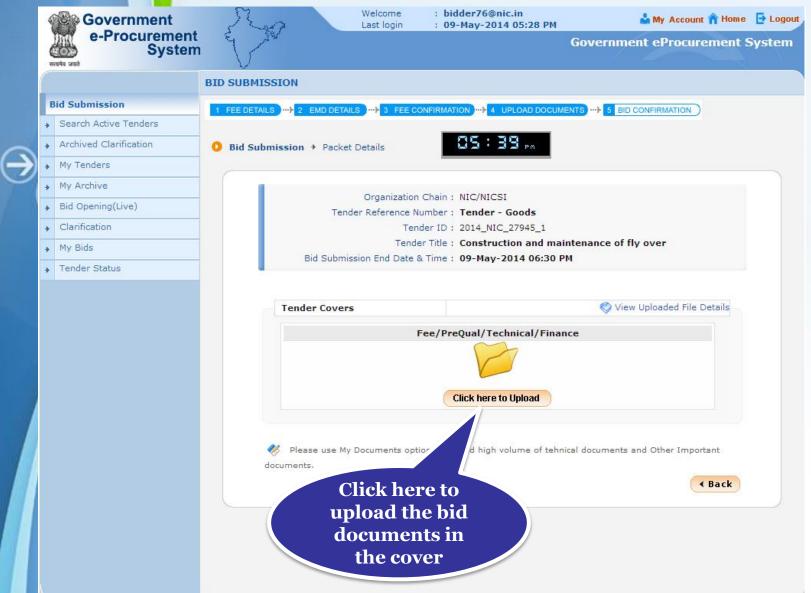
Select the documents need to upload and click Submit.



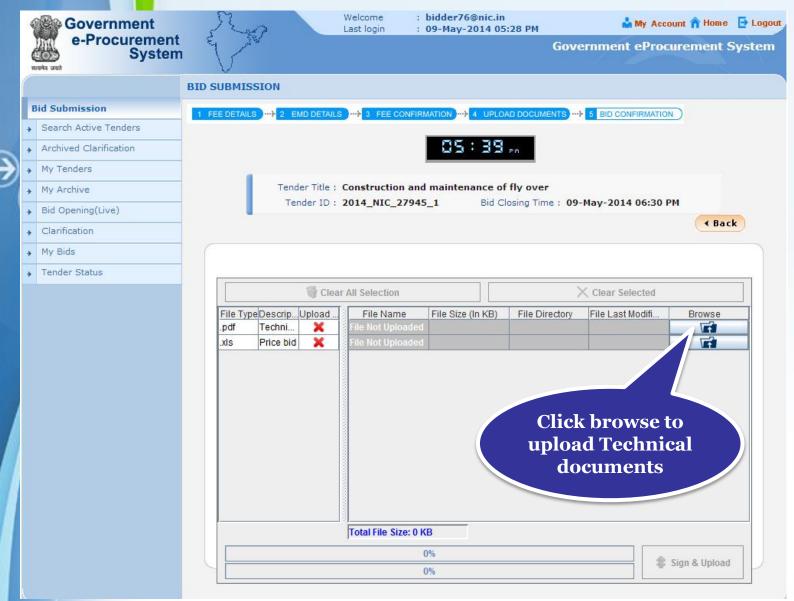
 Click Encrypt & Upload to upload your bid documents in encrypted format.



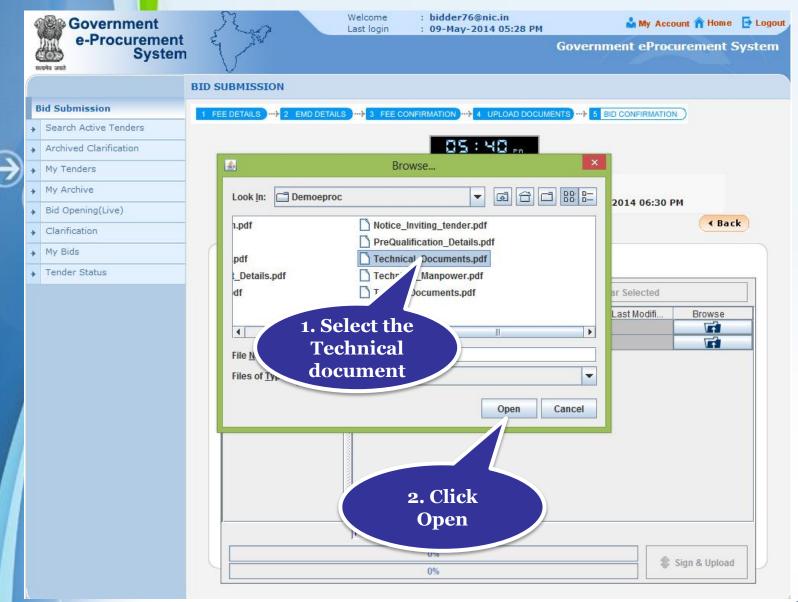
 Press "Click here to upload" or the cover to upload the bid documents in the cover.



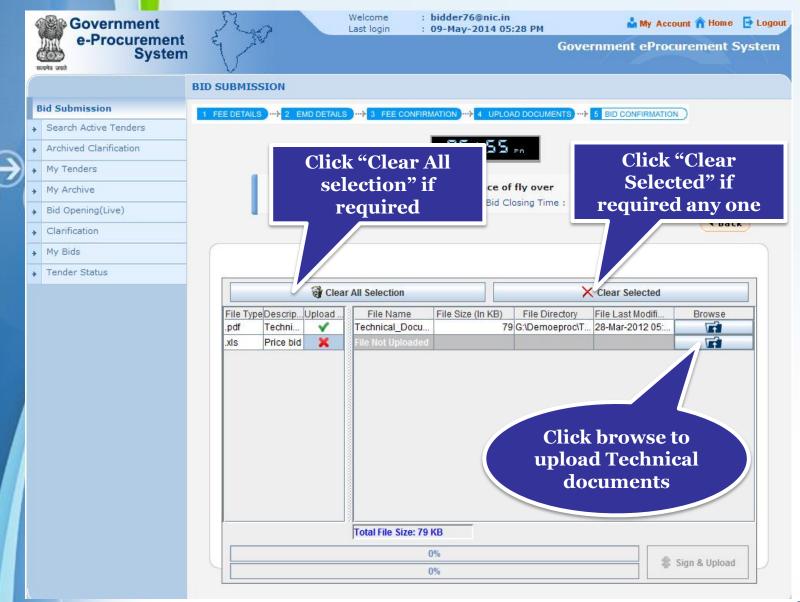
Browse the system to upload the necessary documents.



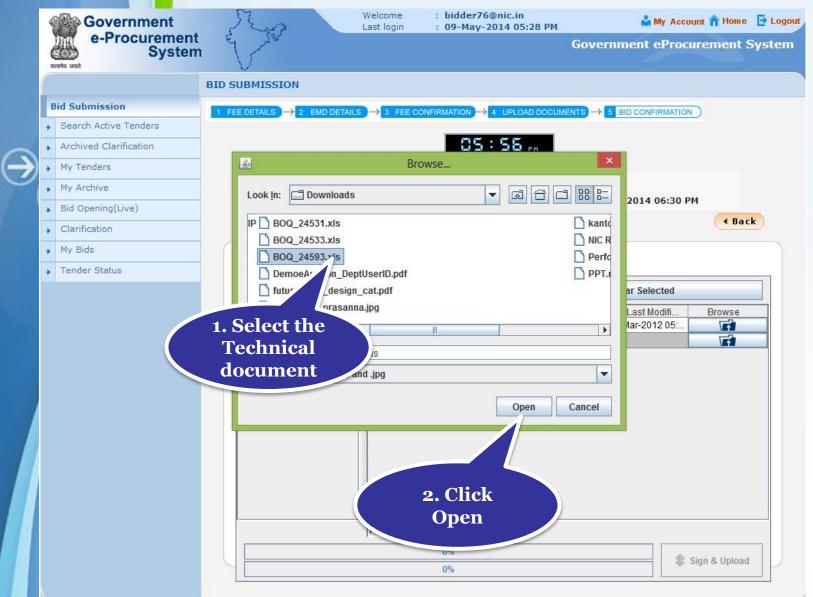
Select the document and click Open.



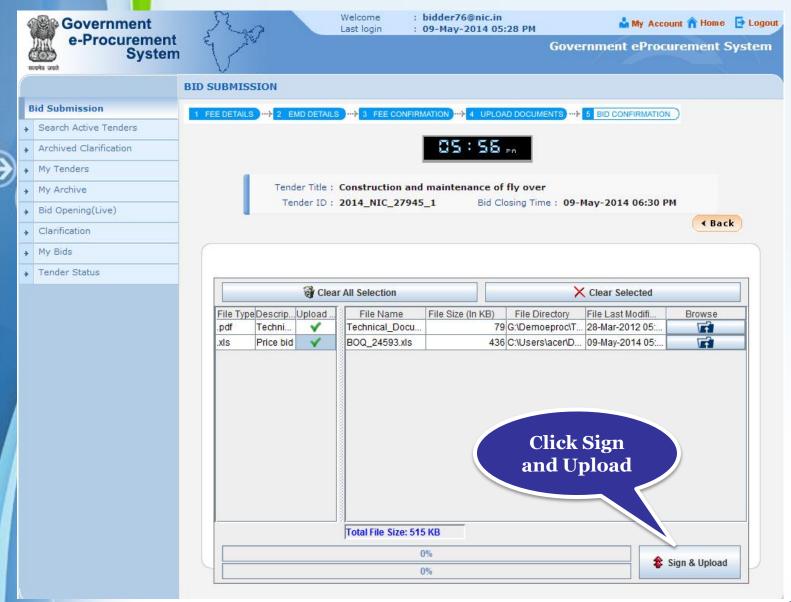
Browse the system to upload the BoQ file in the second cover.



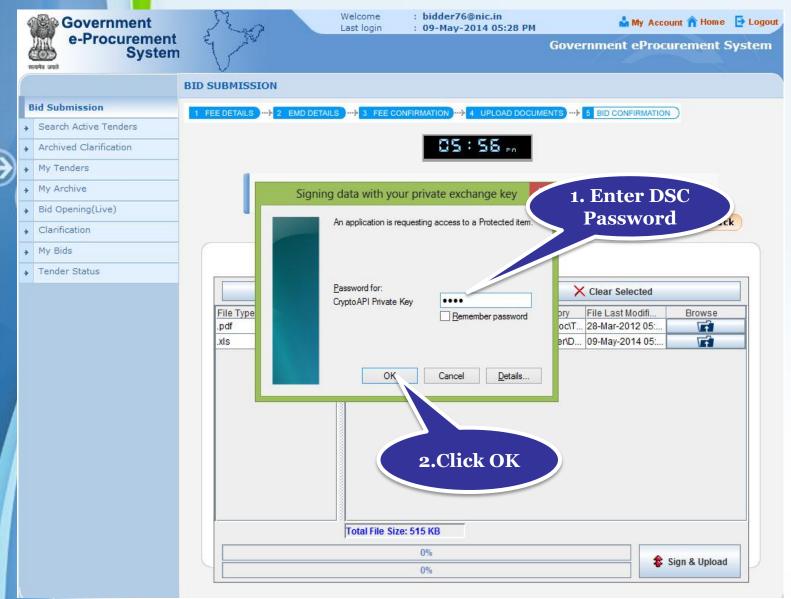
Select the BoQ file and click Open.



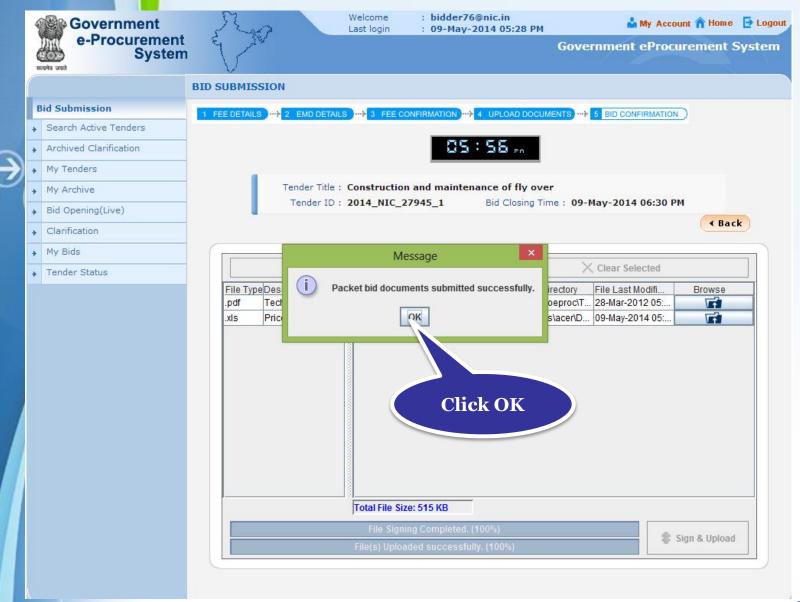
### Click Sign and upload files.



### Enter DSC password and Click OK button.

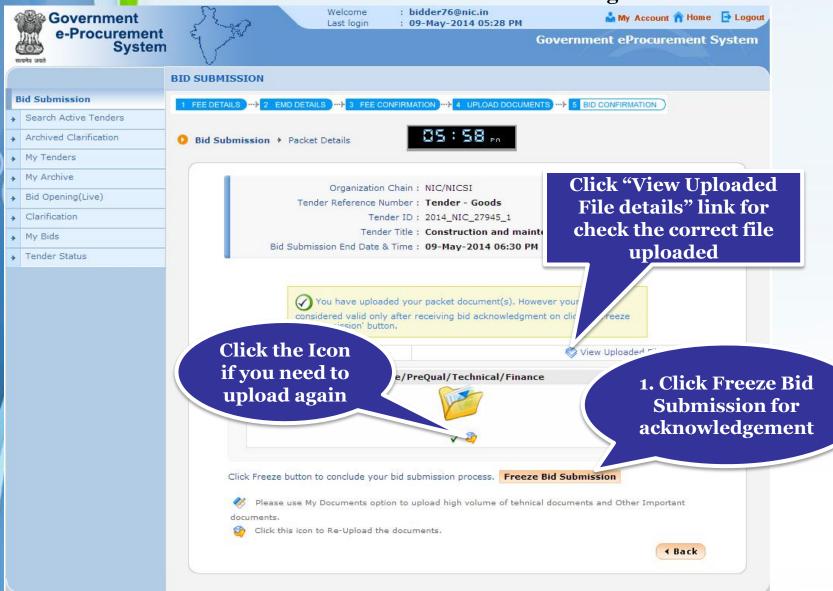


### Click Ok once the bid documents are submitted successfully.



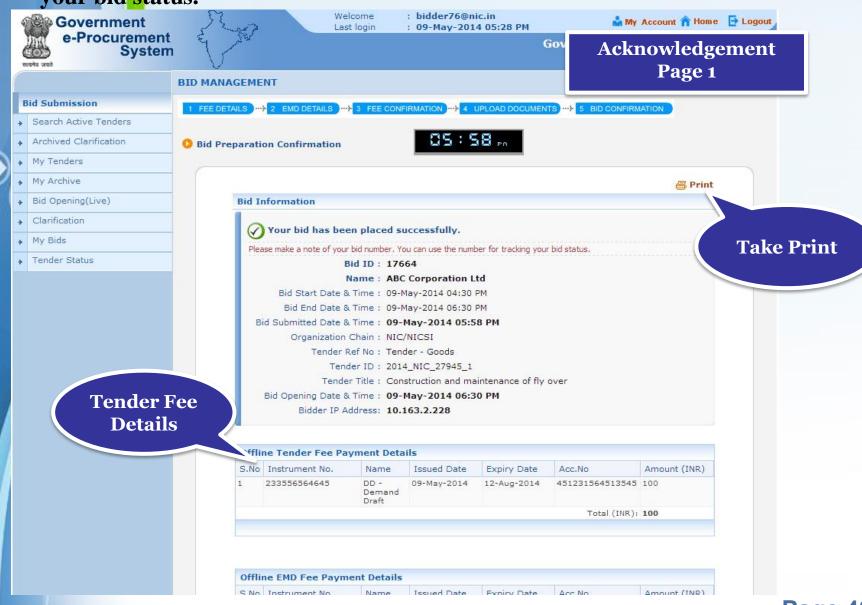
• After uploading the documents, a tick mark under the cover indicates the documents have been successfully uploaded.

Click Freeze Bid Submission for acknowledgement.



Bid Confirmation

• You will be acknowledged with your bid number which can be used for tracking your bid status.



Bid Confirmation

• You will be acknowledged with your bid number which can be used for tracking your bid status.





# Thank You