Government eProcurement System of
National Informatics Centre

(GePNIC Version1.09.02)

Bidders Manual Kit
for
Online Bid Submission for
Three (3) Cover System

Logging in

- Enter the following address in the address bar of a browser http://demoeproc.nic.in/

- 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.

Welcome : bidder76@nic.in
Last login : 09-May-2014 05:28 PM

My Account Home Logout

Government e-Procurement System

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BID MANAGEMENT

Bid Submission

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

Active Tenders

✓ Tender(s) has been set as your favorite successfully

‹ Back

nd :

Click My Tenders

	Tender Title	Tender Reference Number	Product Category	Value (INR)	Favorite

Save

- **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.**

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My Account | Home | Logout

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BID MANAGEMENT

Bid Submission
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View Tender Details

06:03 PM

Tender Details Page 1

Basic Details

Organisation Chain	**NIC/NICSI**		
Tender Reference Number	**Tender - Services**		
Tender ID	**2014_NIC_27946_1**		
Tender Category	Services	Is Resubmission Allowed	Yes	No. of packets	3
Tender Type	Open	Is Offline Submission Allowed	No	Is Withdrawal Allowed	Yes
Payment mode	Offline	General Technical Evaluation Allowed	Yes	Template Name	temp
Form of contract	Service	Is Multi Currency Allowed	No	Currency Name	Nil

Payment Instruments

Offline	S.No	Instrument Type
	1	DD - Demand Draft

Cover Details, No. Of Covers - 3

Cover No	Cover	Document Type	Description
1	Fee	.pdf	Scanned copy of EMD
2	PreQual/Technical	.pdf	Technical Documents
3	Finance	.xls	Price Bid

View Other Important Documents Details

Tender Fee Details, [Total Fee (INR) * - 100]

Tender Fee (INR)	100	Surcharges (INR)	NA
Processing Fee (INR)	NA	Any Other Tax / Charges (INR)	NA
Fee Payable To	Tender Inviting Officer	Fee Payable At	Chennai

EMD Fee Details

EMD Amount (INR)	1,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Tender Inviting Officer	EMD Payable At	Chennai

View GTE Details

• Click Proceed for Bid Submission to start placing bid.

Tender Details Page 2

Title	Construction and maintenance of fly over
Work Description	Construction and maintenance of fly over
Pre Qualification Details	Refer tender documents

Tender Value	INR 15,00,000	Bid Validity(Days)	60	Period Of Work(Days)	300
Product Category	Support/Maintenance Service	Sub category	NA	Contract Type	Tender
Location	Chennai	Pre Bid Meeting Place	NA	Pre Bid Meeting Date	NA
Bid Opening Place	chennai	Pre Bid Meeting Address	NA	Created Date	09-May-2014 04:27 PM

Critical Dates

Publish Date	09-May-2014 04:35 PM	Bid Opening Date	09-May-2014 06:30 PM
Document Download / Sale Start Date	09-May-2014 04:35 PM	Document Download / Sale End Date	09-May-2014 06:30 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	09-May-2014 04:35 PM	Bid Submission End Date	09-May-2014 06:30 PM

Tender Documents

NIT Document	S.No	Document Name	Description		Document Size (in KB)
	1	NIT_1.pdf	Notice Inviting Tender		90.29

Work Item Documents	S.No	Document Name	Document Type	Description	Document Size (in KB)
	1	BOQ_24595.xls	BOQ	Price Bid	
	2	Tender_Documents.pdf	Tender Documents	Tender Documen	

Click Proceed for Bid Submission

Tender Inviting Authority

Name	Tender Inviting Officer
Address	Chennai

Proceed for Bid Submission   **◄ Back**

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

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BID MANAGEMENT

Bid Submission

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⏵ Terms & Condition

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Print

eTender Portal User Agreement

In order to create a user account and use the eTender portal you must read and accept the eTender portal User Agreement.

TERMS AND CONDITIONS OF E-TENDER SERVICES AGREEMENT

YOU MAY NOT MODIFY, COPY, REPRODUCE, REPUBLISH, UPLOAD, POST, TRANSMIT, OR DISTRIBUTE, IN ANY MANNER, THE MATERIAL ON THE SITE, INCLUDING TEXT, GRAPHICS, CODE AND/OR SOFTWARE.

You may print and download portions of material from the different areas of the Site solely for your own non-commercial use provided that you agree not to change or delete any copyright or proprietary notices from the materials.

◉ I Agree
○ I Disagree

Next ▶

1. Select Agree

2. Click Next

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

Corporate User Details Page 1

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My Account Home Logout

Government eProcurement System

USER MANAGEMENT

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- My Bids
- Tender Status

Corporate Users ▸ Edit

Login ID: bidder76@nic.in
User Type: Corporate/Bidder
Company Name: ABC Corporation Ltd
DOB (Date Of Birth): 16-Jan-1971
PAN Number: AEVTG2458A
Company's Establishment Year(yyyy): 2013
Company's Nature of Business: t
Company's Legal Status: Others
Category of the Bidder: Small Unit as per MSME

Company Details

Registered Address* chennai

Corporate Address

Contact Details

Title * Mr
Contact Name* BIDDER56
Correspondence Email* esrinivasancse@gmail.com
Designation
Phone Details eg: +91 044 22272449
Phone* 91 044 22222222
Mobile* 9960003435

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

Login ID: bidder76@nic.in
User Type: Corporate/Bidder
Company Name: ABC Corporation Ltd
DOB (Date Of Birth): 16-Jan-1971
PAN Number: AEVTG2458A
Company's Establishment Year(yyyy): 2013
Company's Nature of Business: t
Company's Legal Status: Others
Category of the Bidder: Small Unit as per MSME

Corporate User Details Page 2

Company Details

Registered Address* | chennai

Corporate Address |

Contact Details

Title * | Mr
Contact Name* | BIDDER56
Correspondence Email* | esrinivasancse@gmail.com
Designation |
Phone Details eg: +91 044 22272449
Phone* | 91 | 044 | 22222222
Mobile* | 9960003435

Click Next

◄ Back   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.**

BID SUBMISSION

Bid Submission

- → Search Active Tenders
- → Archived Clarification
- → My Tenders
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- → Clarification
- → My Bids
- → Tender Status

1 FEE DETAILS ···▸ 2 EMD DETAILS ···▸ 3 FEE CONFIRMATION ···▸ 4 UPLOAD DOCUMENTS ···▸ 5 BID CONFIRMATION

🔵 My Tenders → Offline Fee Payment

`05:34 PM`

Tender Fee (Inclusive of Taxes) (INR) :	100
Tender Fee (Exclusive of Taxes) (INR) :	100
Processing Fee (INR) :	NA
Surcharge (INR) :	NA
Other Charges (INR) :	NA
Fee to be paid (Inclusive of Taxes) (INR):	**100**
Fee Payable At :	Chennai
Fee Payable To :	Tender Inviting Officer

Specify Instruments for Offline Payment :

Instrument Type	DD - Demand Draft ▼
Instrument Number *	
Issued Date *	📅
Expiry Date *	📅 Accu

2.Click here to Edit Tender fee details if required

1. Saved Tender Fee details

Cancel Save

Fee Details

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount	Edit	Delete
	233556564645	DD - Demand Draft	09-May-2014	12-Aug-2014	451231564513545	100	✏️	☐

Delete Next ▸

• **Click Next for EMD Payment.**

BID SUBMISSION

| 1 FEE DETAILS | 2 EMD DETAILS | 3 FEE CONFIRMATION | 4 UPLOAD DOCUMENTS | 5 BID CONFIRMATION |

Bid Submission

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

🔶 **My Tenders** → Offline Fee Payment

`05:34` PM

Tender Fee (Inclusive of Taxes) (INR) :	100
Tender Fee (Exclusive of Taxes) (INR) :	100
Processing Fee (INR) :	NA
Surcharge (INR) :	NA
Other Charges (INR) :	NA
Fee to be paid (Inclusive of Taxes) (INR):	**100**
Fee Payable At :	Chennai
Fee Payable To :	Tender Inviting Officer

Specify Instruments for Offline Payment :

Instrument Type	DD - Demand Draft ▼	Amount *	
Instrument Number *		Issuer Details *	
Issued Date *	📅	Challan Number	
Expiry Date *	📅	Account Number	

Cancel   Save

Fee Details

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount	Ed
1	233556564645	DD - Demand Draft	09-May-2014	12-Aug-2014	451231564513545	100	📝 ☐

Click Next

Delete   Next ▶

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.**

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BID MANAGEMENT

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1 FEE DETAILS ⋯▶ 2 EMD DETAILS ⋯▶ 3 FEE CONFIRMATION ⋯▶ 4 UPLOAD DOCUMENTS ⋯▶ 5 BID CONFIRMATION

🔾 My Tenders ▸ 2014_NIC_27945_1 ▸ Transaction Message

Edit fee details and EMD exemption details if required

Payment Details

Tender Id : 2014_NIC_27945_1

Tender Reference Number : Tender - Goods

Element	Amount (INR)	Paid (INR)	Edit
Fee Amount	100	100	📝
EMD Amount	1,000	1,000	📝
Total Amount	**1,100**	**1,100**	

Please upload Other Important Documents   **Submit Other Important Documents**   ◀ Back

Click Submit Other Important Documents

• Select the documents need to upload and click Submit.

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SUBMIT MY DOCUMENTS FOR BID

Bid Submission

→ Search Active Tenders
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❯ Submit My Documents For Bid

Organisation Chain : NIC/NICS
Tender Ref. No : Tender - (
Tender Id : 2014_NIC_27945_1
Tender Title : Construction and maintenance of fly over
Bid Opening Date & Time : 09-May-2014 06:30 PM

❯ My Documents

Required Other Important Documents

SNo	Category Name	Sub Category Name	Status
1	Miscellaneous	Tester	Available
2	NSD	ABC	Available

Available Other Important Documents

SNo	Category Name	Sub Category Name	Document Name	Document View	Document Size (in KB)	Select
1	Miscellaneous	Tester	AOC.pdf		2	☑
2	NSD	ABC	2.pdf		4	☑

◀ Back   **Submit Other Important Documents**

If Required other important documents are not available, refer "My documents" document to know how to store other important documents

Click Submit Other Important Documents

- **Select "yes" or "No" based on the Particulars so that GTE details Comply with the Expected Values.**

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BIDDER GENERAL TECHNICAL DETAILS

Bid Submission

- Search Active Tenders
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 Bidder General Technical Details

Organisation Chain : NIC/NICSI
Tender Ref. No : Tender - Services
Tender Id : 2014_NIC_27946_1
Tender Title : Construction and maintenance of fly over

Select 'Yes' or 'No'

Bidder General Technical Details

S.No	Particulars	Expected Value	Enter/Select Value
1.0	Pan card	Yes	Yes
			---Select---
			Yes
			No

◄ Back   Verify

- **Click Verify to check if the GTE details comply with the expected values.**

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BIDDER GENERAL TECHNICAL DETAILS

Bid Submission

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🟠 **Bidder General Technical Details**

Organisation Chain : NIC/NICSI
Tender Ref. No : Tender - Services
Tender Id : 2014_NIC_27946_1
Tender Title : Construction and maintenance of fly over

Bidder General Technical Details

S.No	Particulars	Expected Value	Enter/Select Value
1.0	Pan card	Yes	Yes ▼

◀ Back | Verify

Click Verify

- **Press Save & Continue button to save and confirm the entered values.**

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VIEW BIDDER GENERAL TECHNICAL DETAILS

Bid Submission

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○ **View Bidder General Technical Details**

✓ Your General Technical details comply with the expected values
Please press "Save & Continue" button to confirm

Organisation Chain : NIC/NICSI
Tender Ref. No : Tender - Services
Tender Id : 2014_NIC_27946_1
Tender Title : Construction and maintenance of fly over

View Bidder General Technical Details

S.No	Particulars	Expected Value	Bidder Value
1.0	Pan card	Yes	Yes

◀ Back   Save & Continue

Click Save & Continue

- **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.

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My Account Home Logout

Government eProcurement System

BID SUBMISSION

Bid Submission

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- Search Active Tenders
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06:08 PM

Browse...

Look In: Demoeproc

n.pdf   Notice_Inviting_tender.pdf
                               PreQualification_Details.pdf
.pdf   Scanned_Copy_of_EMD.pdf
t_Details.pdf   Techni...._Documents.pdf
df   T....l_Manpower.pdf
                               ....Documents.pdf

2014 06:30 PM

◀ Back

ar Selected

Last Modifi... | Browse

1. Select the Technical document

File N...

Files of Ty...

Open   Cancel

2. Click Open

Sign & Upload

• Click Sign and upload file.

• Enter the DSC Pin Password and Click OK

Government e-Procurement System

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My Account Home Logout

Government eProcurement System

BID SUBMISSION

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- My Bids
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1 FEE DETAILS → 2 EMD DETAILS → 3 FEE CONFIRMATION → 4 UPLOAD DOCUMENTS → 5 BID CONFIRMATION

`06:09 PM`

Signing data with your private exchange key

An application is requesting access to a Protected item.

Password for:
CryptoAPI Private Key

••••

☐ Remember password

OK   Cancel   Details...

1. Enter DSC Password

2.Click OK

X Clear Selected

File Type			ory	File Last Modifi...	Browse
.pdf			oc\S...	28-Mar-2012 05:...	

Total File Size: 79 KB

0%

0%

Sign & Upload

• 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 the PreQual / Technical Document**

• Browse the system to upload the necessary documents.

- **Select the document and click Open.**

• Click Sign and upload file.

• Enter the DSC Pin Password and Click OK

• Click Ok once the bid documents are submitted successfully.

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Welcome : bidder76@nic.in
Last login : 09-May-2014 05:59 PM

My Account Home Logout

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BID SUBMISSION

Bid Submission

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1 FEE DETAILS ---> 2 EMD DETAILS ---> 3 FEE CONFIRMATION ---> 4 UPLOAD DOCUMENTS ---> 5 BID CONFIRMATION

06:09 PM

Tender Title : **Construction and maintenance of fly over**
Tender ID : **2014_NIC_27946_1**   Bid Closing Time : **09-May-2014 06:30 PM**

‹ Back

✕ Clear Selected

File Type	Des			irectory	File Last Modifi...	Browse
.pdf	Scar			oeproc\S...	28-Mar-2012 05:...	

Message ✕

ⓘ Packet bid documents submitted successfully.

OK

2.Click OK

Total File Size: 79 KB

File Signing Completed. (100%)

File(s) Uploaded successfully. (100%)

🗞 Sign & Upload

- **After uploading the documents, a tick mark under the cover indicates the documents have been successfully uploaded.**
- **Click the finance cover**

• Browse the system to upload the necessary documents.

• Select the BoQ document and click Open.

• Click Sign and upload file.

• Click Ok once the bid documents are submitted successfully.

• Click Ok once the bid documents are submitted successfully.

- **After uploading the documents, a tick mark under the covers 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.**

Acknowledgement Page 1

BID MANAGEMENT

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Bid Preparation Confirmation

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🖨 Print

Take Print

Bid Information

✓ Your bid has been placed successfully.

Please make a note of your bid number. You can use the number for tracking your bid status.

Bid ID : **17665**
Name : **ABC Corporation Ltd**
Bid Start Date & Time : 09-May-2014 04:35 PM
Bid End Date & Time : 09-May-2014 06:30 PM
Bid Submitted Date & Time : **09-May-2014 06:14 PM**
Organization Chain : NIC/NICSI
Tender Ref No : Tender - Services
Tender ID : 2014_NIC_27946_1
Tender Title : Construction and maintenance of fly over
Bid Opening Date & Time : **09-May-2014 06:30 PM**
Bidder IP Address: **10.163.2.228**

Tender Fee Details

Offline Tender Fee Payment Details

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount (INR)
1	BFY512512153322HG	DD - Demand Draft	09-May-2014	24-Sep-2014	451231564513545	100
					Total (INR):	**100**

Offline EMD Fee Payment Details

| S.No | Instrument No. | Name | Issued Date | Expiry Date | Acc.No | Amount (INR) |

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Last login : 09-May-2014 05:59 PM

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My Account Home Logout

Bid Confirmation

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

Acknowledgement Page 2

Offline EMD Fee Payment Details

S.No	Instrument No.	Name	Issued Date	Expiry Date	A
1	BFY512512153322HG	DD - Demand Draft	09-May-2014	10-Sep-2014	5:

Total (INR): **1,000**

EMD Fee Details

Uploaded Documents

S.No	Packet Type	File Name	Description	File Size (KB)
1	Fee	Scanned_Copy_of_EMD.pdf	Scanned copy of EMD	79.0
2	PreQual/Technical	Technical_Documents.pdf	Technical Documents	79.0
3	Finance	BOQ_24595.xls	Price Bid	442.0

Uploaded Documents

Other Important Documents Submitted

SNo	Category Name	Sub Category Description	Document Name	Document Size (in KB)
1	Miscellaneous	TesterRFT	AOC.pdf	2
2	NSD	ABC	2.pdf	4

OID Documents

Stagewise Bid Status

Tender Stages	Result
General Technical Evaluation	
General Technical Evaluation	✓

Click here to view Bidder General Technical Details 🔍

Thanks
Tender Inviting Authority

🔸 My Tenders 🔸 My Bids

Thank You