

Government eProcurement System of **National Informatics Centre**

(GePNIC Version1.09.06)

Bidders Training Kit

Online Bid Submission
for Four cover system



Government of India Central Public Procurement Portal (eProcurement)



11-Apr-2018

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< Additional Helpdesk Number: 0120-4001005.

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The national portal of India
india.gov.in

MMP on
eProcurement
(Tender information for States and UT's)

Welcome to eProcurement System

The eProcurement System of India enables the Tenderers to download the tender documents and submit the bids online through this portal.



Latest Tenders

Tender Title	Reference No	Closing Date	Bid Opening
1. SUPPLY OF BOLT WITH NUTS	E230180452	25-Apr-2018 10:00 AM	
2. LOCAL PURCHASE FOR SUPPLY OF MILK FRESH AND BUTTER FRESH AT FSD AKHNOOR FOR THE PD FROM 23 APR TO 29 APR 2018	5430/LP/Milk Butter Fr/ST-5	13-Apr-2018 12:00 PM	13-Apr-2018 12:00 PM
Latest Tenders updates every 15 mins.		More...	

Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
1. Corrigendum for FMD and
Latest Corrigendum updates every 15 mins.		More...	

Certifying Agency



1. Enter Login id and password

2. Click Login

User Login

Login ID *

Password *

Login

[Online Bidder Enrollment Generate / Forgot Password?](#)
[Find My Nodal Officer](#)

Search with ID/Title/Reference no

Tender Search

Go

Advanced Search

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Digital Certificate Authentication

Welcome ABCD Pvt.Ltd. [bidder10@gmail.com],



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	Type	Status
1.	USHA SAXENA	53 86 ed 12	Signing	11-Dec-2019 01:15 PM	Class 2	Live



LOGIN

Logout

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

1. Java Run Time Environment (JRE) 1.8 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.

Click Login
Button

« Attention - Users should upgrade their Java to JRE8

« Web based training on Government eProcurement System is being conducted be conducted on all Central Government working days from 2.30 PM to 4.30 PM

Authenticating

Digital Certificate Authentication

Welcome ABCD Pvt.Ltd. [bidder10@gmail.com],



Authentication

Authenticating... Please wait

Cancel

S.No	Alias Name
1.	USHA SAXENA

Status
2 Live



LOGIN

Logout

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

1. Java Run Time Environment (JRE) 1.8 or above should be installed.
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Digital Certificate Authentication

Welcome ABCD Pvt.Ltd. [bidder10@gmail.com],



Authentication

Verify User PIN



Now verify your User PIN:

User PIN:

☐ Enable soft keyboard

Change User PIN

Login

Cancel

Cancel

Status

Live

Logout



LOGIN

If the 'Login' button is disabled, it means you are already logged in.

1. Java Runtime Environment (JRE) is installed on your system.
2. DSC driver is installed on your system.
3. The DSC card is inserted in the card reader.

The national portal of India
india.gov.in

MMP on

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.



DASHBOARD

User Management

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[Search Active Tenders](#)

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Post Award Management

Welcome ABCD Pvt.Ltd.,

Roles : Tenderer



Announcements

- Attention - Users should upgrade their Java to JRE8

Web based training on Government eProcurement System is being conducted on various topics on a regular basis. The Web based training will be conducted on all Central Government working days from 2.30 PM to 4.30 PM in English only.

Click here to
search for
active Tenders



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BID MANAGEMENT

Search Active Tenders

Tender ID	<input type="text"/>		
Organisation	<input type="text" value="-Select-"/>	My Product Categories	<input type="checkbox"/>
Department	<input type="text" value="-Select-"/>	Tender Reference Number	<input type="text"/>
Division	<input type="text" value="-Select-"/>	Work/Item Title	<input type="text" value="Catering"/>
Sub Division	<input type="text" value="-Select-"/>	Tender Category	<input type="text" value="-Select-"/>
Product Category	<input type="text" value="-Select-"/>		
Form of Contract	<input type="text" value="-Select-"/>		
Pincode	<input type="text"/>		
Value Criteria	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text"/>
Date Criteria	<input type="text" value="-Select-"/>	From <input type="text"/>	To <input type="text"/>

Clear

Search

Enter
Work/Item Title

Click
Search

My Tenders

- A tender searched using either keyword or tender id or any search criteria 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.



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Active Tenders

Open Tenders

S.No	Tender ID	Tender Title	Tender Reference Number	Product Category	Value in ₹	Favorite
1.	2018_NIC_54660_1	Providing Catering Services for Conference	Tender Services	Hotel/ Catering	0	<input checked="" type="checkbox"/>

Check here to
make the tender
as favorite

Back

Set Open Tender as Favorite

Click set Open
Tender as
Favorite



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Active Tenders

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

Open Tenders

S.No	Tender ID	Tender Title	Tender Reference Number	Product Category	Value in ₹	Favorite
No Open Tenders Found.						

Click My
Tenders

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My Tenders

Search	
Tender ID	<input type="text"/>
Tender Title	<input type="text"/>
<div>Clear</div> <div>Search</div>	

My Tenders				
S.No	Tender ID	Tender Reference Number	Tender Title	View
1	2018_NIC_54660_1	Tender Services	Providing Catering Services for Conference	

Click here to view Tender details and Start the Bid Submission

Tender Fee Details, [Total Fee in ₹ - 0.00]			
Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details			
EMD Amount in ₹	60,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	PAO	EMD Payable At	New Delhi


Work Item Details					
Title	Providing Catering Services for Conference				
Work Description	Providing Catering Services for Conference				
Pre Qualification Details	As per Tender Document				
Independent External Monitor	NA				
Tender Value in ₹	0.00	Product Category	Hotel/ Catering	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	270	Period Of Work(Days)	30
Location	New Delhi	Pincode	110003	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	New Delhi

Tender details

page 2

Critical Dates			
Publish Date	29-Jan-2018 02:30 PM	Bid Opening Date	05-Feb-2018 02:30 PM
Document Download / Sale Start Date	29-Jan-2018 02:30 PM	Document Download / Sale End Date	05-Feb-2018 02:30 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	29-Jan-2018 02:30 PM	Bid Submission End Date	05-Feb-2018 02:30 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf 	NIT	26.72

Tender details page 3


Tender Value in ₹	0.00	Product Category	Hotel/ Catering	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	270	Period Of Work(Days)	30
Location	New Delhi	Pincode	110003	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	New Delhi

Critical Dates

Publish Date	29-Jan-2018 02:30 PM	Bid Opening Date	05-Feb-2018 02:30 PM
Document Download / Sale Start Date	29-Jan-2018 02:30 PM	Document Download / Sale End Date	05-Feb-2018 02:30 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	29-Jan-2018 02:30 PM	Bid Submission End Date	05-Feb-2018 02:30 PM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	Tendernotice_1.pdf 	NIT	26.72



Download as zip file

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	BOQ	BOQ_50877.xls	Price Bid	50
2	Tender Documents	Tender_Doc.pdf	TD	

Tender Inviting Authority

Name	Director
Address	New Delhi

Click Proceed
for Bid
Submission

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Proceed For Bid Submission



BID MANAGEMENT

▶ Terms & Condition

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.

THIS E TENDER PORTAL AND RELATED SERVICES SUBJECT TO YOUR COMPLIANCE

☒ I Agree

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Next

1.Select I agree

2.Click Next

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▶ Bidder Details →

Corporate Users
Profile Detail

Company Details

Login ID	ubidder5@nic.in		
Company Name	Usha Bidder5	Registration Number	BHU898MK
Establishment Year	2016	Nature of Business	Hardware
Legal Status	Limited Company	Company Category	Others
City	New Delhi	State	Delhi
Postal Code	110001	PAN Number	FGFHH5468A

Bidder Pre Registration Details

Bidder Pre Registered With	Not Applicable
----------------------------	----------------

Contact Details

Title *	<input type="text" value="Mr"/>
Contact Name*	<input type="text" value="Bidder"/>
Correspondence Email*	<input type="text" value="sachinsharma.rishishwar@gmail.com"/>
Designation	<input type="text" value="MD"/>
Phone*	<input type="text" value="91"/> <input type="text" value="011"/> <input type="text" value="24305770"/>
Mobile*	<input type="text" value="9871285424"/>
Registered Address*	<input type="text" value="New Delhi"/>
Name of Partners / Directors	<input type="text"/>

Click Next

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Process Flow Steps



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BID SUBMISSION

My Tenders → EMD Offline Payment

If, You are exempted from EMD payment, then select the option to 'Yes' and provide the details.

Are you exempted from EMD payment: ☐ Yes ☒ No

Next

Click here to change
EMD exemption details

Click Next



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BID MANAGEMENT

▶ My Tenders ▶ 2018_NIC_54660_1 ▶ Transaction Message

Organization Chain : NIC Org||NIC_Dept
Tender Reference Number : Tender Services
Tender ID : 2018_NIC_54660_1
Tender Title : Providing Catering Services for Conference

Bid Process List

S.No	Bid Process	Action
1	Profile	

Bid Payment Details

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee	Edit Exemption
1	Emd Fee	60000.00 (INR)	0.00	60000.00 (INR)	0.00	

Pay Offline

Encrypt&Upload

Click Pay Offline



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Offline/OnLine Payment Confirmation

Organization Chain : NIC Org||NIC_Dept
Tender Reference Number : Tender Services
Tender ID : 2018_NIC_54660_1
Tender Title : Providing Catering Services for Conference

Bid Payment Details

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid
1	Emd Fee	60000.00 (INR)	0.00	60000.00 (INR)

Portal Alert :

- Beyond this stage, you will not be able to edit Fee or Exemption details.
- Please confirm that the exemption and amount to be paid are correct.

I hereby confirm that the above payment details are correct.

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Confirm to Pay

Click Confirm to Pay



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BID SUBMISSION

▶ Active Tenders ▶ EMD Offline Payment

Organisation Chain : NIC Org||NIC_Dept
Tender Reference Number : Tender Services
Tender ID : 2018_NIC_54660_1
Tender Title : Providing Catering Services for Conference
10,000

Enter EMD fee
details

Specify Instruments for EMD

Instrument Type	DD - Demand Draft	Amount*	60000
Instrument Number *	78451263	Issuer Details *	UBI
Issued Date *	24/01/2018	Challan Number	123456POU
Expiry Date *	31/05/2018	Account Number	110000258964

Cancel

Save

Click
Save

EMD Fee Details

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount	Delete
No Records found.							

Next



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BID SUBMISSION

Active Tenders → EMD Offline Payment

Organisation Chain : NIC Org||NIC_Dept
Tender Reference Number : Tender Services
Tender ID : 2018_NIC_54660_1
Tender Title : Providing Catering Services for Conference
Fee to be paid in ₹ : 60,000

Specify Instruments for EMD Offline Payment :

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

Cancel Save

EMD Fee Details

No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount	Delete
1	78451263	DD - Demand Draft	24-Jan-2018	31-May-2018	110000258964	60,000	<input type="checkbox"/>

Delete Next

Saved EMD fee details

Click Next



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My Tenders → 2018_NIC_54660_1 → Transaction Message

Organization Chain : NIC Org||NIC_Dept
Tender Reference Number : Tender Services
Tender ID : 2018_NIC_54660_1
Tender Title : Providing Catering Services for Conference

Bid Process List

S.No	Bid Process	Action
1	Profile	

Bid Payment Details

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Emd Fee	60000.00 (INR)	0.00	0.00	60000.00 (INR)

Pay Offline

Encrypt&Upload

Click Encrypt & Upload



BID SUBMISSION

[Bid Submission](#) → [Packet Details](#)

Organisation Chain : NIC Org||NIC_Dept
Tender Reference Number : Tender Services
Tender ID : 2018_NIC_54660_1
Tender Title : Providing Catering Services for Co

Here the tender has been
published in Four Cover
System

Tender Covers

[View Uploaded File Details](#)

Fee



Click here to
Upload

PreQual



Click here to
Upload

Technical



Click here to
Upload

Finance



Click here to
Upload

Click here to
upload the bid
documents in the
first cover



Please use My Documents option to upload high volume of Technical Documents and Other Important Documents.

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BID SUBMISSION

Tender Title : **Providing Catering Services for Conference**

Tender ID : **2018_NIC_54660_1**

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Clear All Selection			Clear Selected				
File Type	Descri...	Upload...	File Name	File Size (In KB)	File Directory	File Last Modifi...	Browse
.pdf	Scann...	✖	File Not Uploaded				
Total File Size: 0 KB							
				0%		Sign & Upload	
				0%			

Click browse to
upload Fee
document



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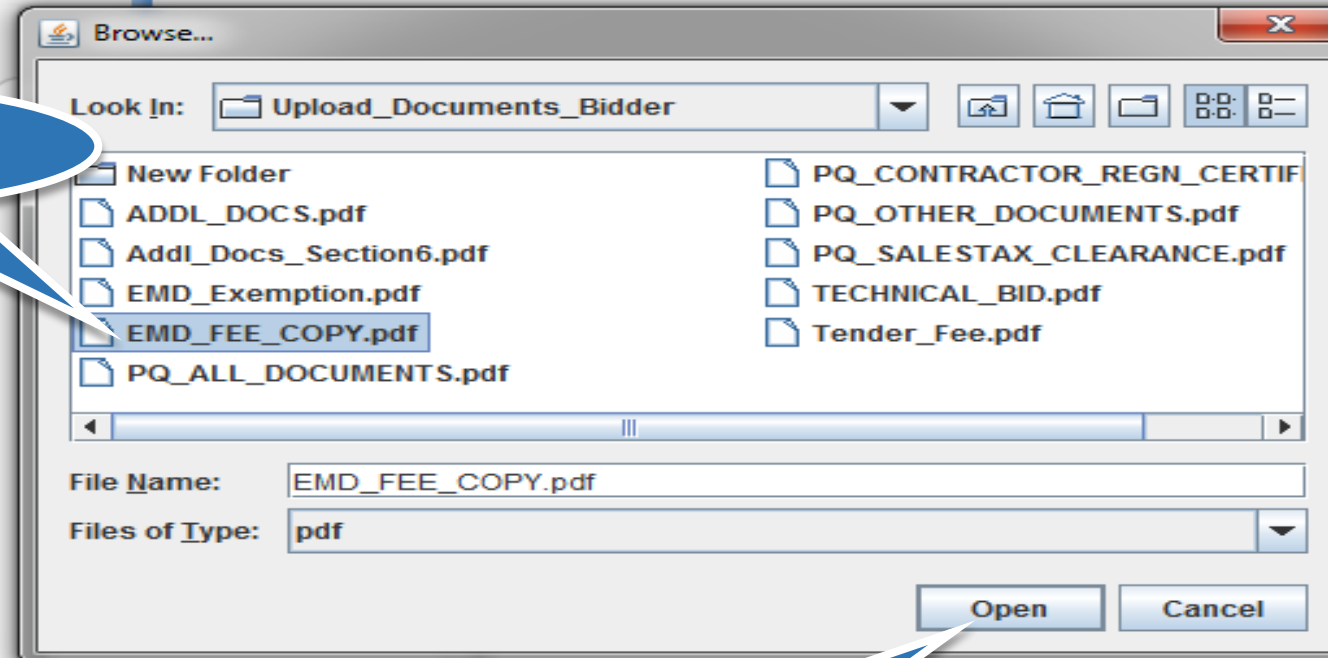
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Tender Title : **Providing Catering Services for Conference**
Tender ID : **2018_NIC_54660_1**

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1. Select the
fee document



2. Click
Open

Sign & Upload



BID SUBMISSION

Tender Title : **Providing Catering Services for Conference**

Tender ID : **2018_NIC_54660_1**

[Back](#)

Clear All Selection

Clear Selected

File Type	Descri...	Upload...	File Name	File Size (In KB)	File Directory	File Last Modifi...	Browse
.pdf	Scann...	✓	EMD_FEE_COP...	7	C:\Users\nic\De...	02-Dec-2010 11:...	

Total File Size: 7 KB

0%

0%

Sign & Upload

Click here to
sign the
document



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Tender Title : **Providing Catering Services for Conference**

Tender ID : **2018_NIC_54660_1**

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Enter DSC PIN

File Type

.pdf

File Last Modifi...

02-Dec-2010 11:...

Browse

Verify User PIN

Now verify your User PIN:

User PIN:

☐ Enable soft keyboard

Change User PIN

Login

Cancel

Total File Size: 7 KB

0%

0%

Sign & Upload



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Tender Title : **Providing Catering Services for Conference**

Tender ID : **2018_NIC_54660_1**

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Clear All Selection

Clear Selected

File Type	Description	Directory	File Last Modified	Browse
.pdf	Scanned	stnicDe...	02-Dec-2010 11:...	

Message

Packet bid documents submitted successfully.

OK

Total File Size: 7 KB

File Signing Completed. (100%)

File(s) Uploaded successfully. (100%)

Sign & Upload

Click Ok



BID SUBMISSION

[Bid Submission](#) → Packet Details

Organisation Chain : NIC Org||NIC_Dept
Tender Reference Number : Tender Services
Tender ID : 2018_NIC_54660_1
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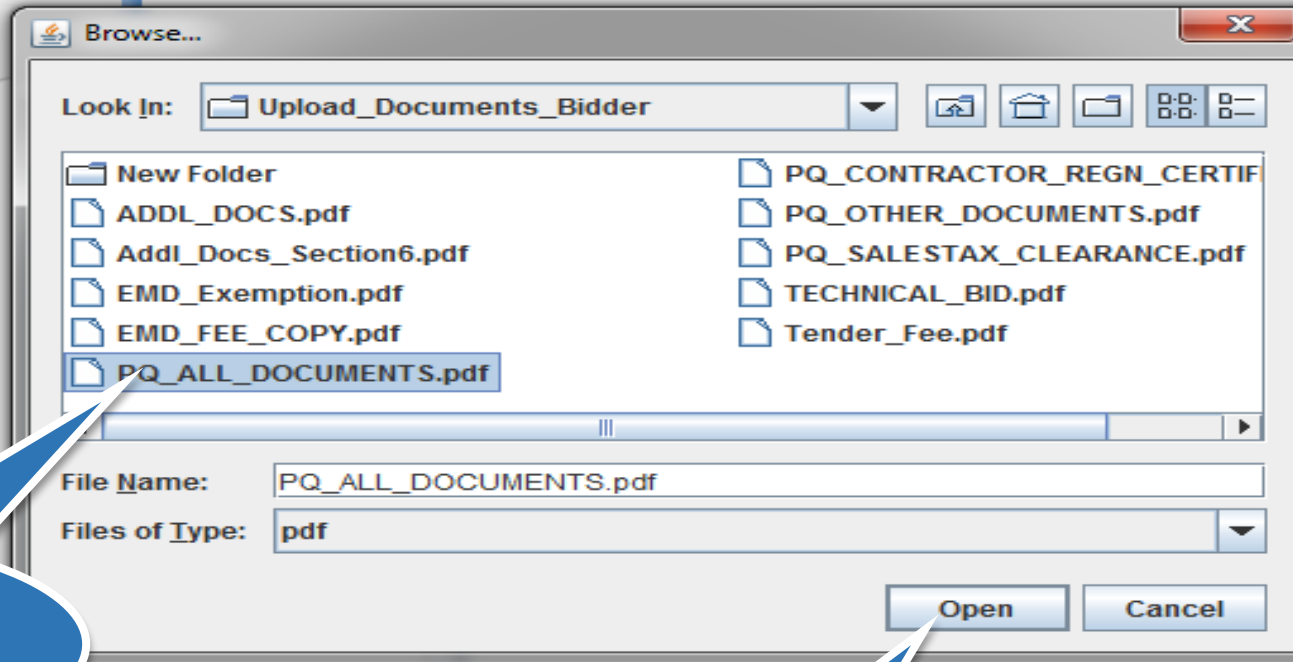
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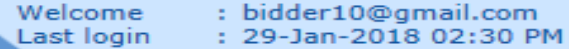


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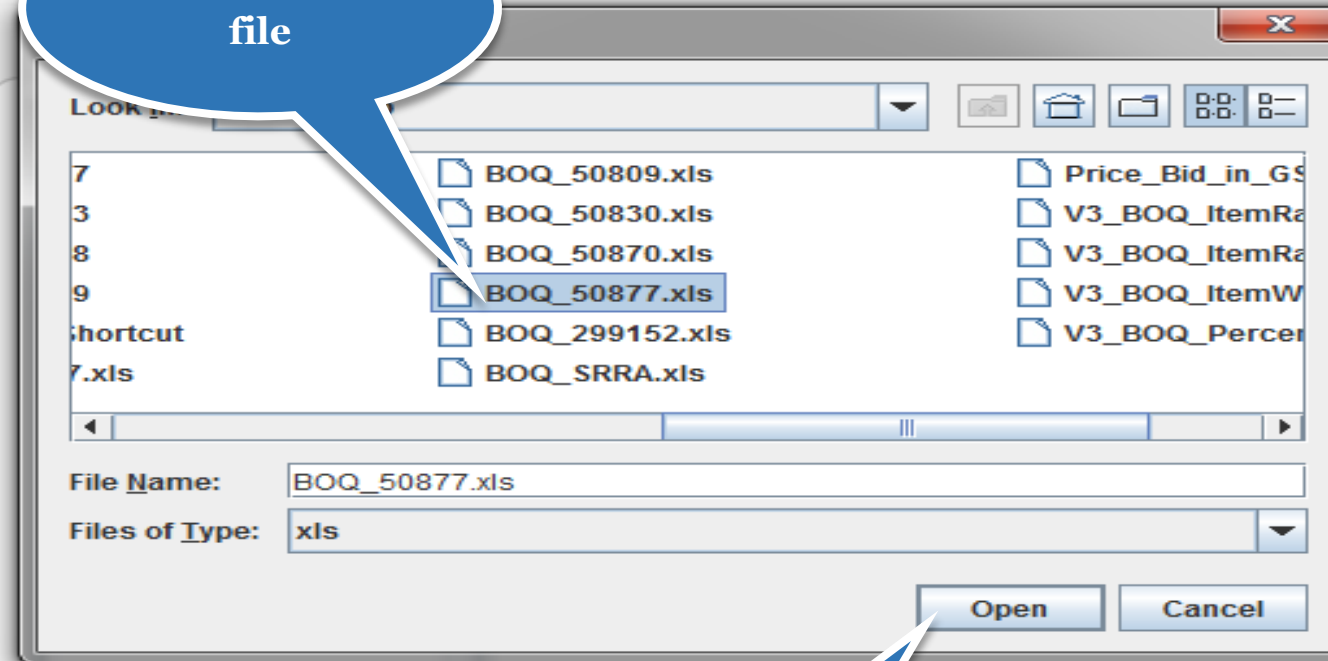
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Bid Submission Closing Date : 05-Feb-2018 02:30 PM

Offline EMD Fee Payment Details

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount in ₹
1	78451263	DD - Demand Draft	24-Jan-2018	31-May-2018	110000258964	60,000
Total in ₹ :						60,000

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S.No	Packet Type	File Name	Description	File Size (KB)	File Hash
1	Fee	EMD_FEE_COPY.pdf	Scanned Copy of EMD	7.00	otOIsAWfK/bzoK4Kj...
2	PreQual	PQ_ALL_DOCUMENTS.pdf	Pre qualification Document	7.00	56Ro9CopIiBtxfQbqs7...K6A=
3	Technical	TECHNICAL_BID.pdf	Technical Document	7.00	jMtpugbZQ00DpHsKY...SyJUZI4=
4	Finance	BOQ_50877.xls	Price Bid	283.00	x66t7PVeG15BKsyt+S...FneLFZQ=

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Bid Start Date & Time : 29-Jan-2018 02:30 PM

Bid End Date & Time : 05-Feb-2018 02:30 PM

Bid ID : 43698

Bidder Name : ABCD Pvt.Ltd.

Bid Submitted Date & Time : 29-Jan-2018 02:55 PM

Bidder IP Address: 10.1.14.139



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Bid End Date & Time :	05-Feb-2018 02:30 PM
Bid ID :	43698
Bidder Name :	ABCD Pvt.Ltd.
Bid Submitted Date & Time :	29-Jan-2018 02:55 PM
Bidder IP Address:	10.1.14.139

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