

Government eProcurement System of National Informatics Centre

(GePNIC Version1.09.02)



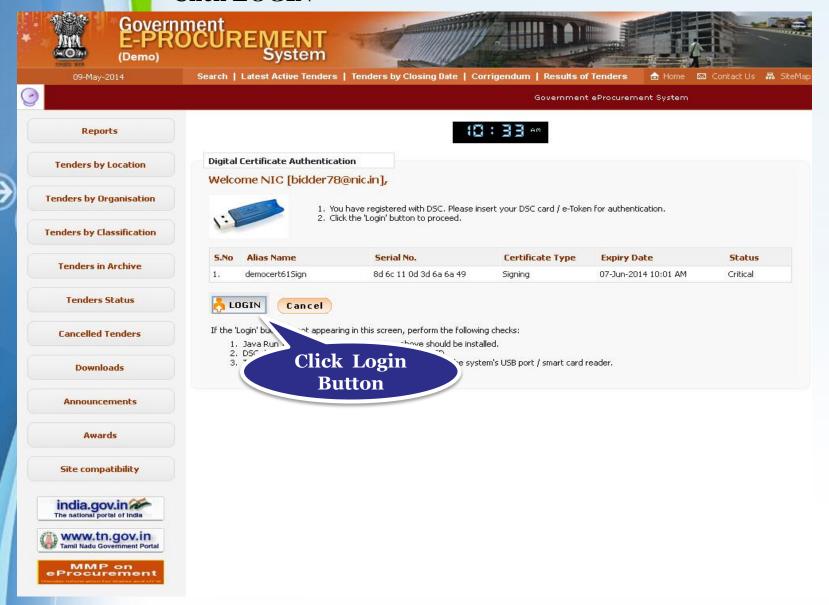
Bidders Training Kit

Online Bid Submission for Four cover system

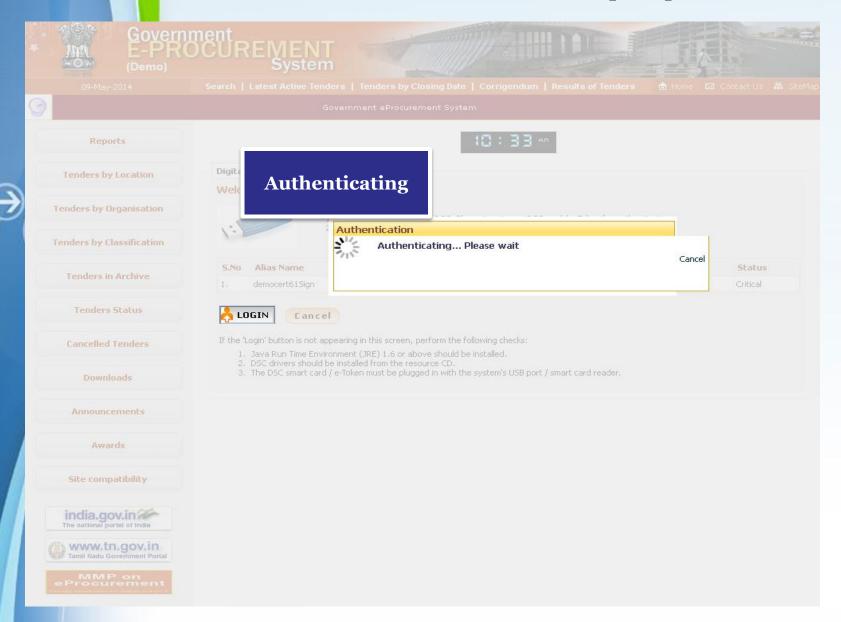
Enter Login id and password and click Login button



 Physically Insert the DSC token into the system and Click LOGIN



• Enter DSC Password and Click Ok when prompted

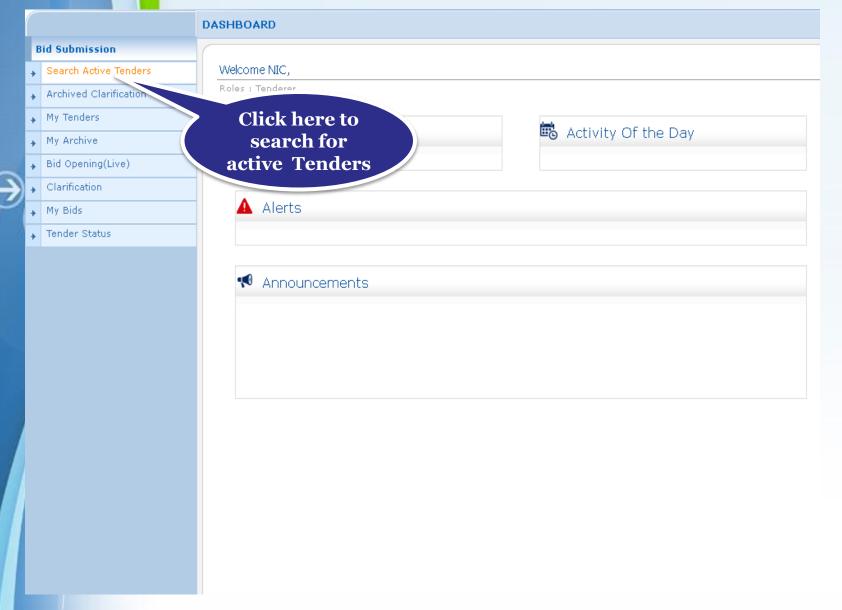


Bid Submission

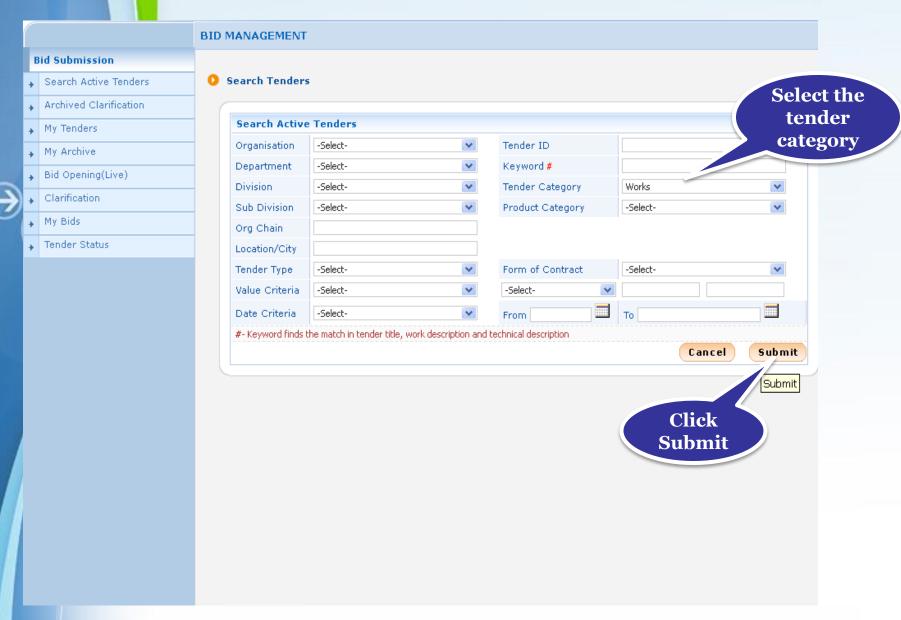
Search Tender

- 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



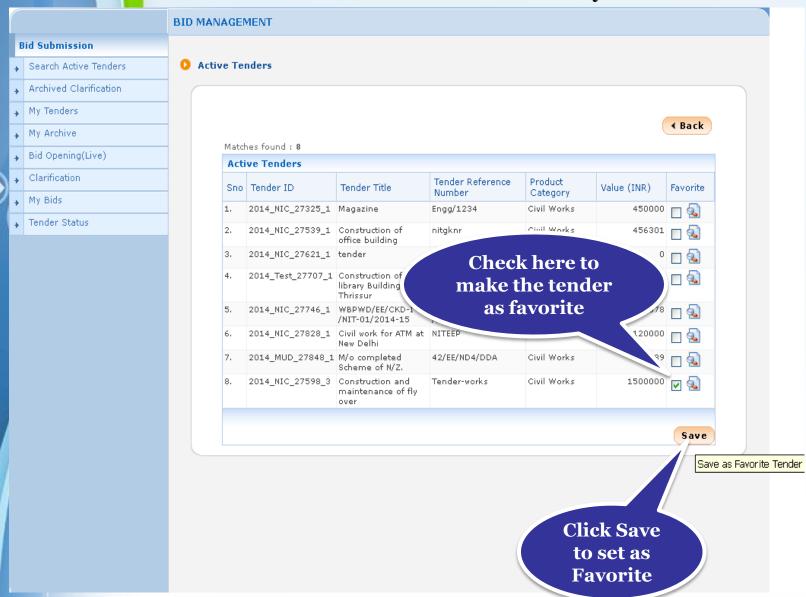
Select the tender category and click Submit



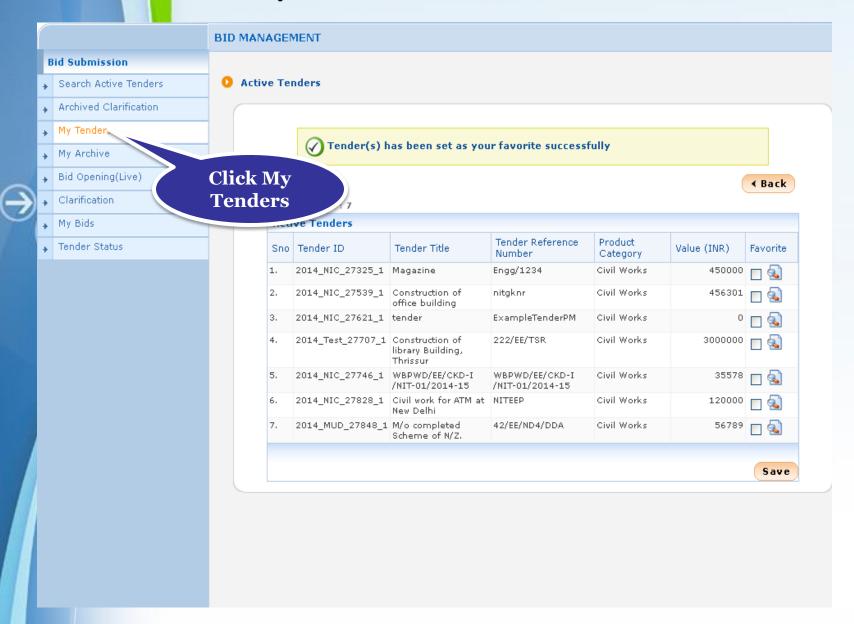


- A tender searched using either keyword or tender id can be made as favorite.
- Check the field under favorite and click Save. The tender is made as your favorite.
- The tenders gets moved to My Tenders.
- Click My Tenders from the menu in the left side of the page.
- The tenders made as favorite get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

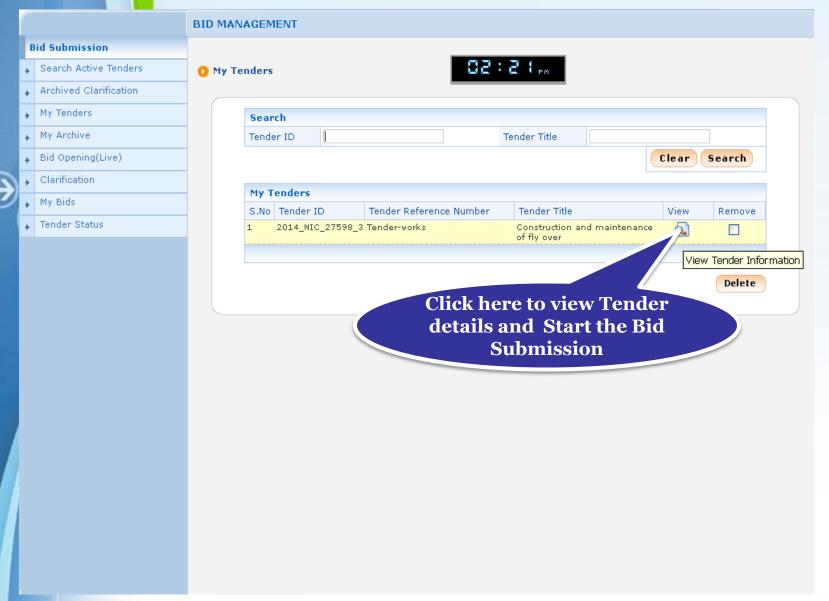
- **Check the box under Favorite**
- Click Save to make the selected tender as your favorite



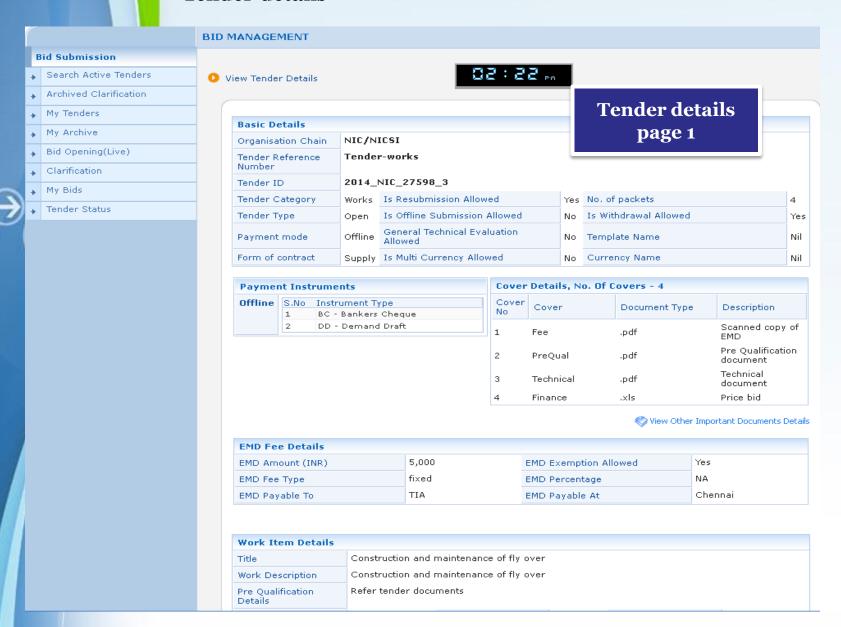
Click My Tenders tab under Bid submission



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



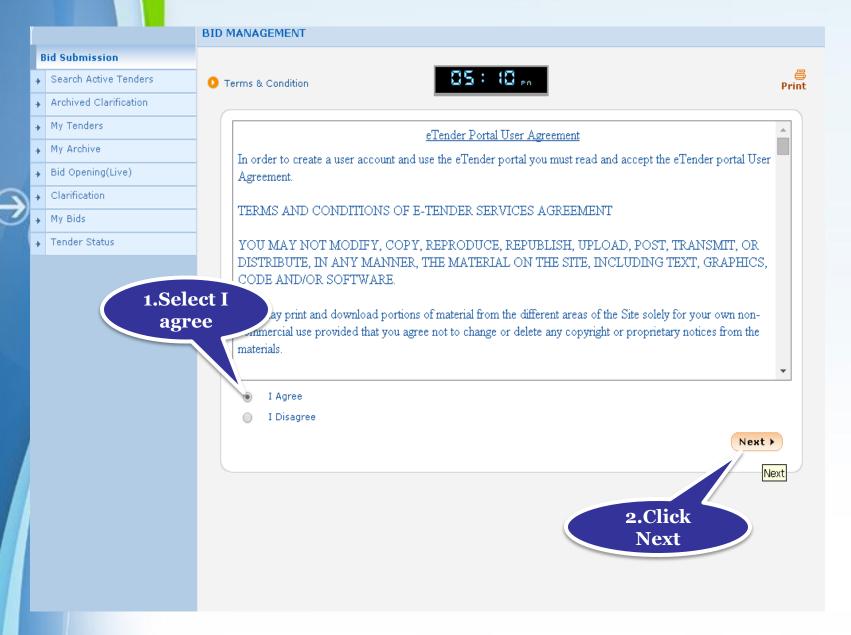
Tender details



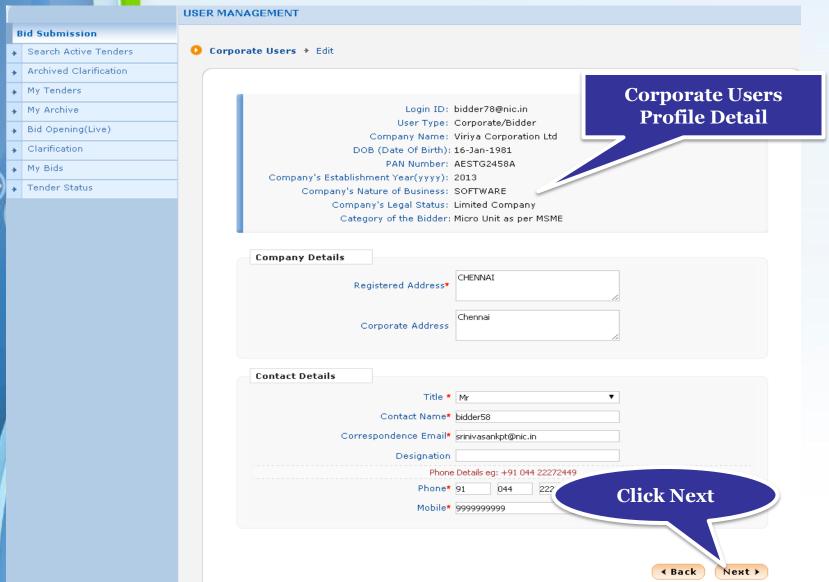
Proceed for Bid Submission Click Proceed for Bid Submission to start placing bid

EMD Fee Type fixed EMD Percentage EMD Payable To TIA EMD Payable At Chennai Work Item Details **Tender details** Construction and maintenance of fly over Title page 2 Construction and maintenance of fly over Work Description Refer tender documents Pre Qualification Details INR 15,00,000 Bid Validity(Days) 10 Period Of Work(Days) Tender Value Product Category Civil Works Sub category NA Contract Type Tender Chennai Pre Bid Meeting Place NA Pre Bid Meeting Date NA Location Bid Opening Place chennai Pre Bid Meeting Created Date 09-May-2014 04:56 PM Address **Critical Dates** 09-May-2014 05:00 PM Bid Opening Date Publish Date 10-May-2014 05:00 PM Document Download / Sale Start 09-May-2014 05:00 PM Document Download / Sale End 10-May-2014 05:00 PM 09-May-2014 05:00 PM Clarification End Date Clarification Start Date 10-May-2014 05:00 PM 09-May-2014 05:00 PM Bid Submission End Date Bid Submission Start Date 10-May-2014 05:00 PM **Tender Documents NIT Document** Document S.No Document Name Description Size (in KB) NIT_1.pdf 🛜 Notice Inviting Tender 119.14 Work Item Document Description S.No. Document Na **Documents Click Proceed** Size (in KB) 356.5 1 BOQ_24/ for Bid der document 48.61 TenderD **Submission Tender Inviting Authority** Name Address TIA, Chennai Proceed for Bid Submission **∢** Back Offline Payment

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

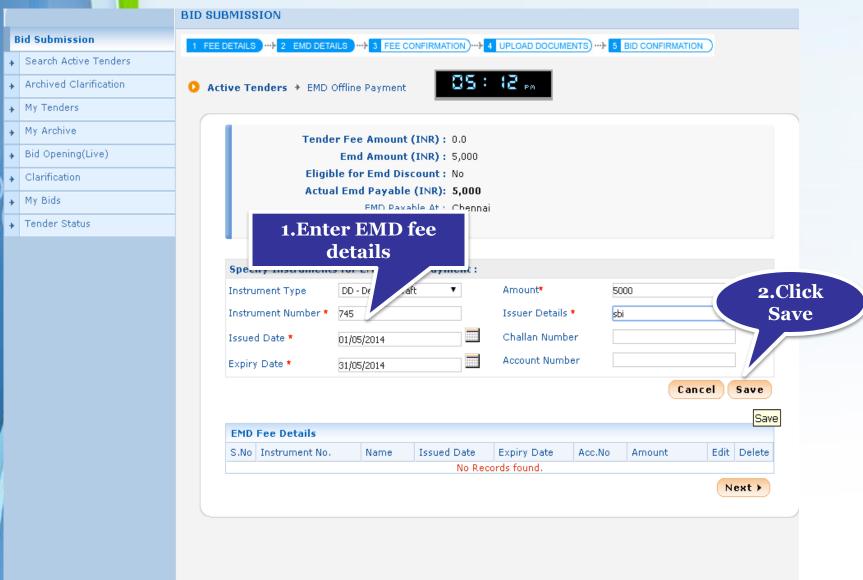


- The details of your profile is displayed.
- Make changes if required and click Next.

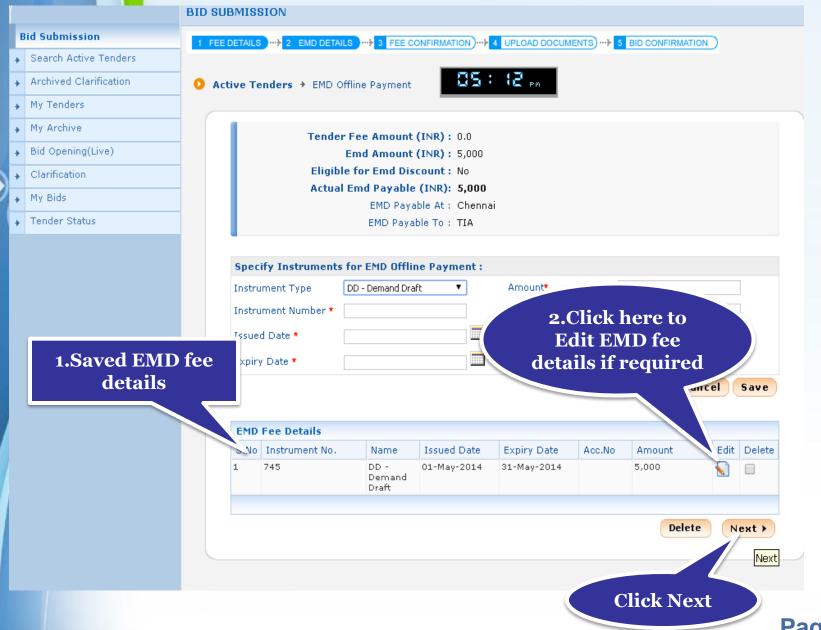


Process Flow Steps

• Enter EMD fee details and then click Save

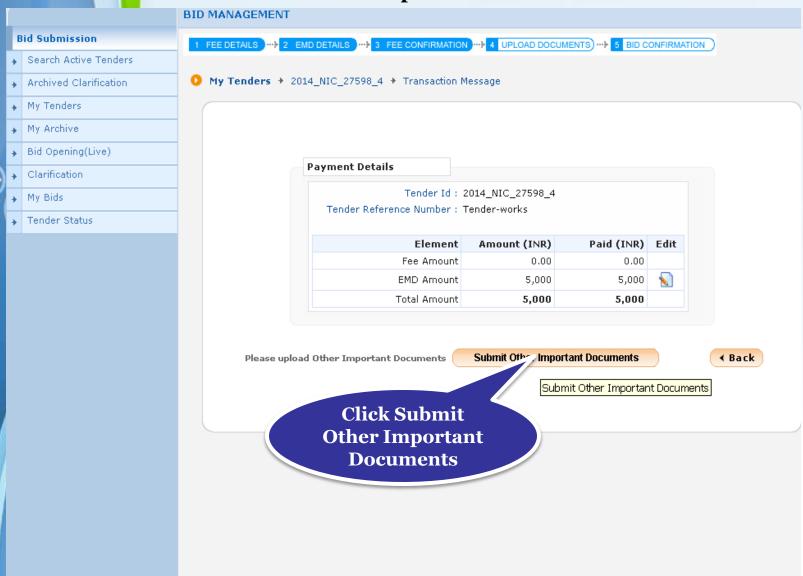


Click Next to Upload the cover Documents.

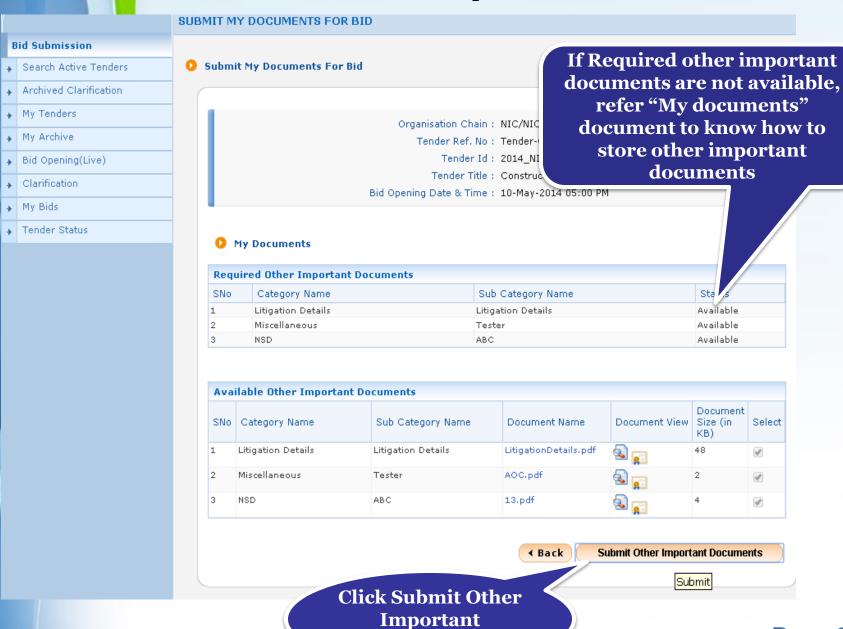


Upload Documents

Click Submit Other Important Documents

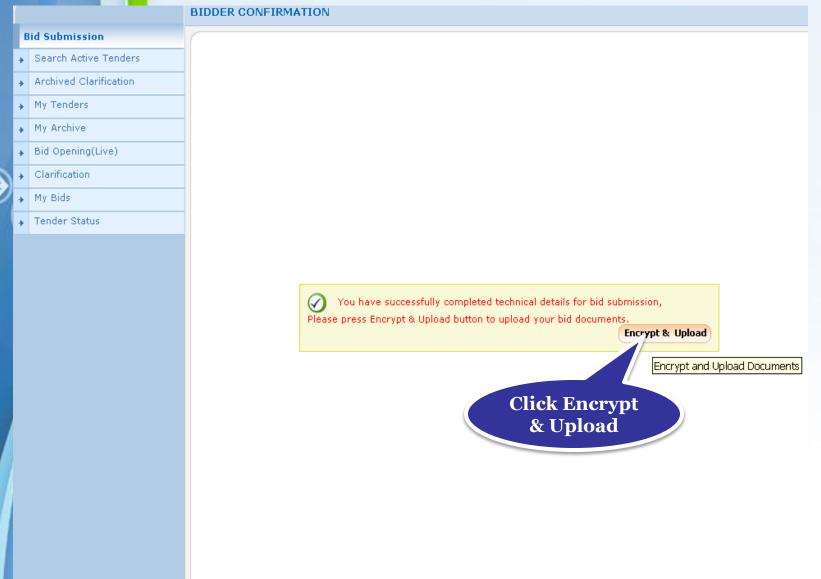


Select the documents need to upload and click Submit

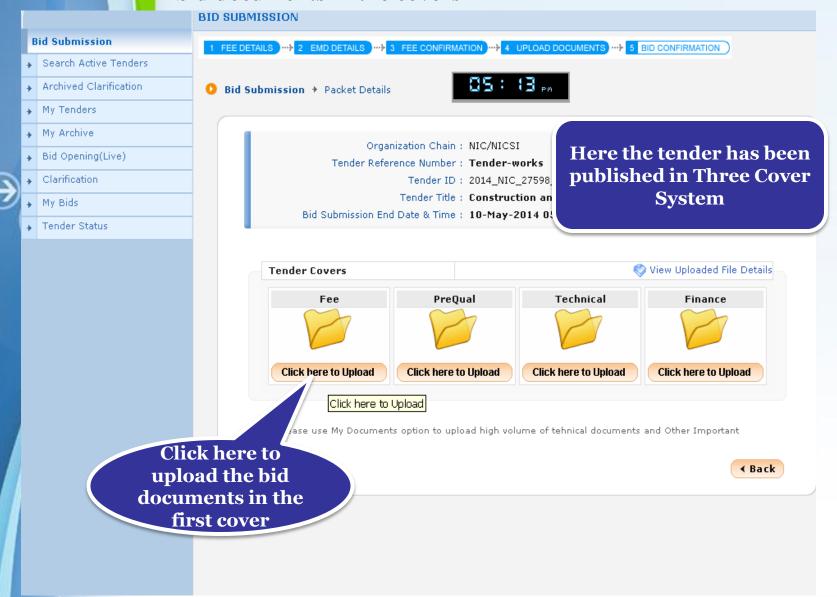


Documents

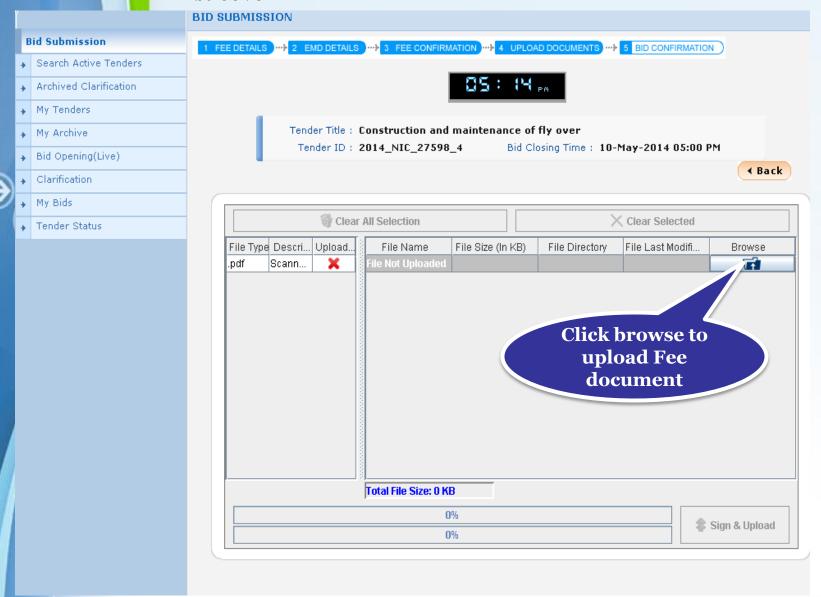
• Click Encrypt & Upload to upload your bid documents in encrypted format



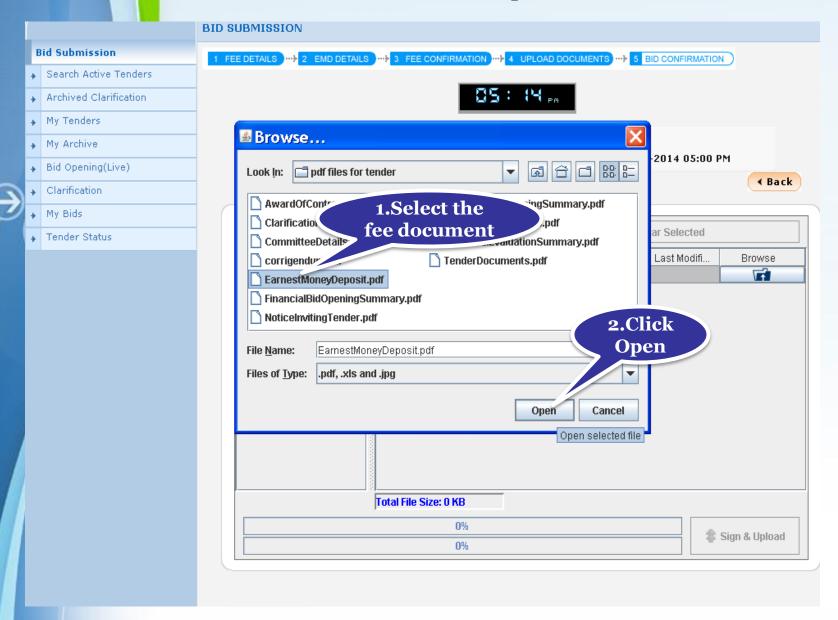
 Press "Click here to upload" or the cover to upload the bid documents in the covers



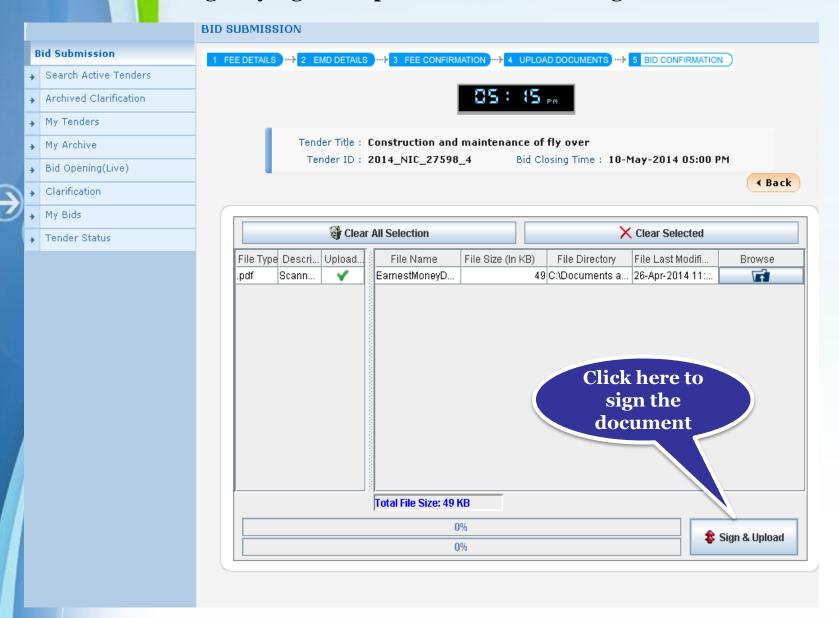
Browse the system to upload the necessary documents in the first cover



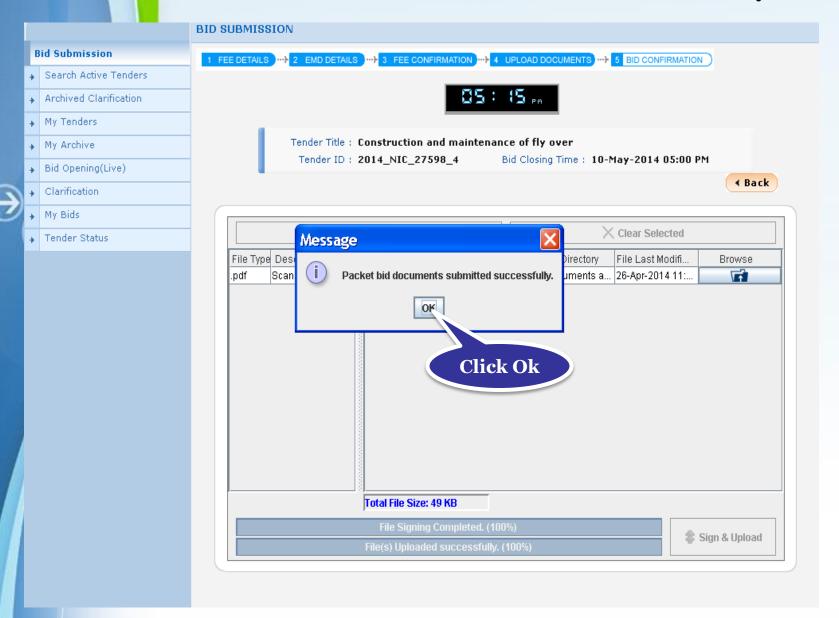
Select the document and click Open



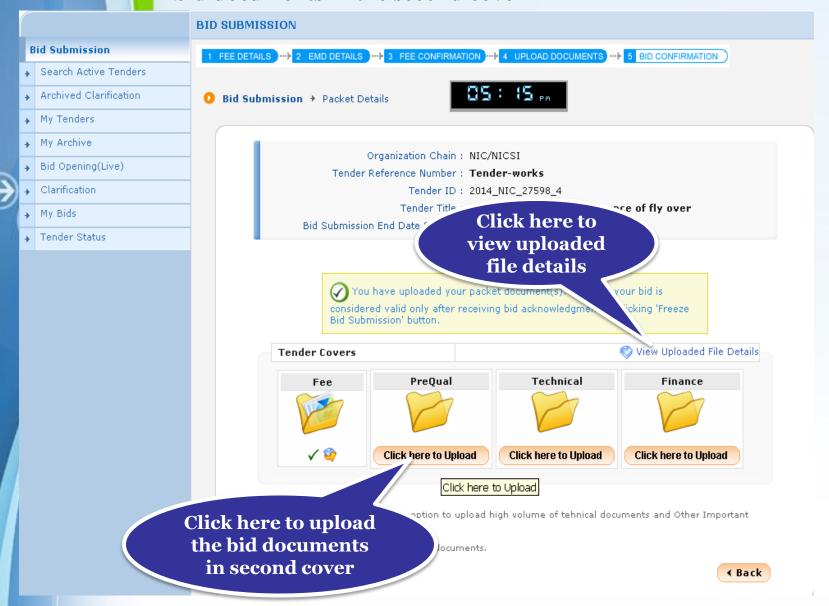
Digitally sign the uploaded document using DSC



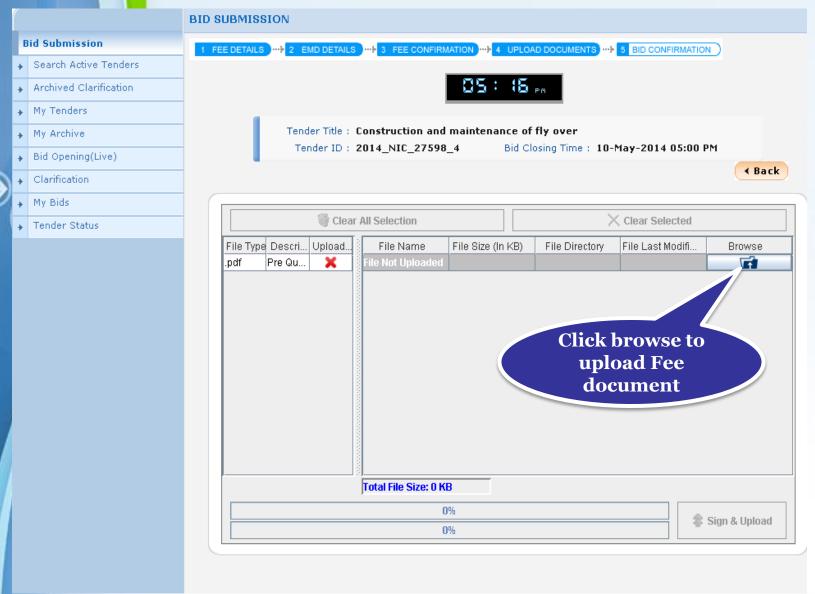
Click Ok once the bid document is submitted successfully



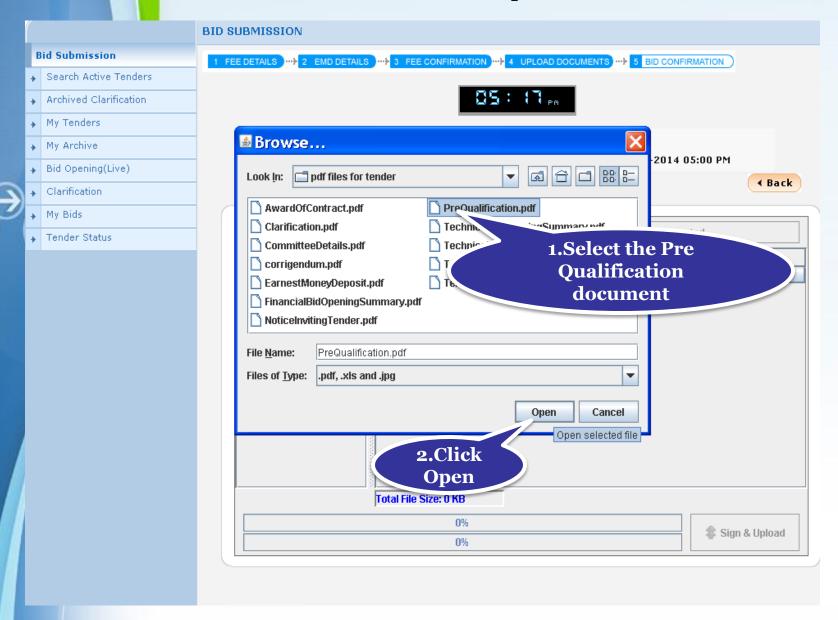
 Press "Click here to upload" or the cover to upload the bid documents in the second cover



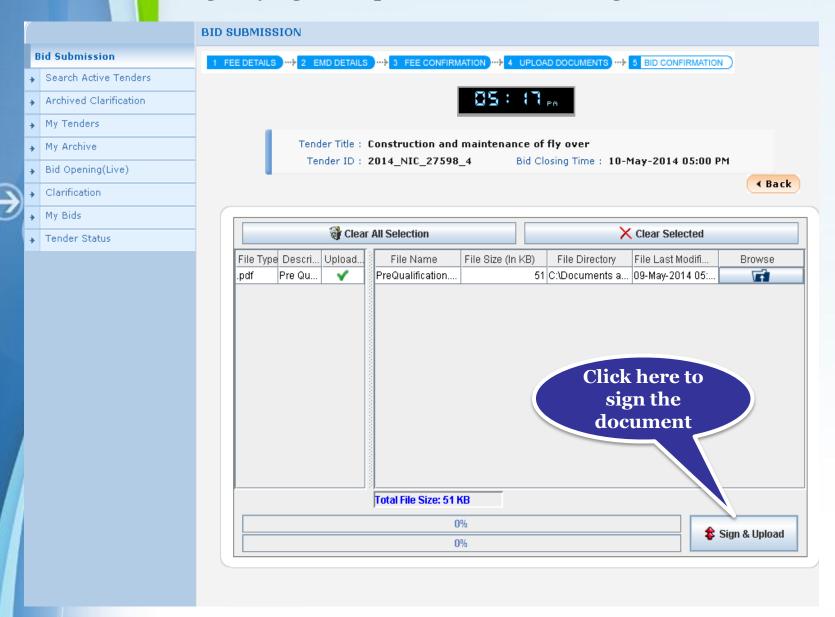
 Browse the system to select and upload Pre Qualification documents in the second cover



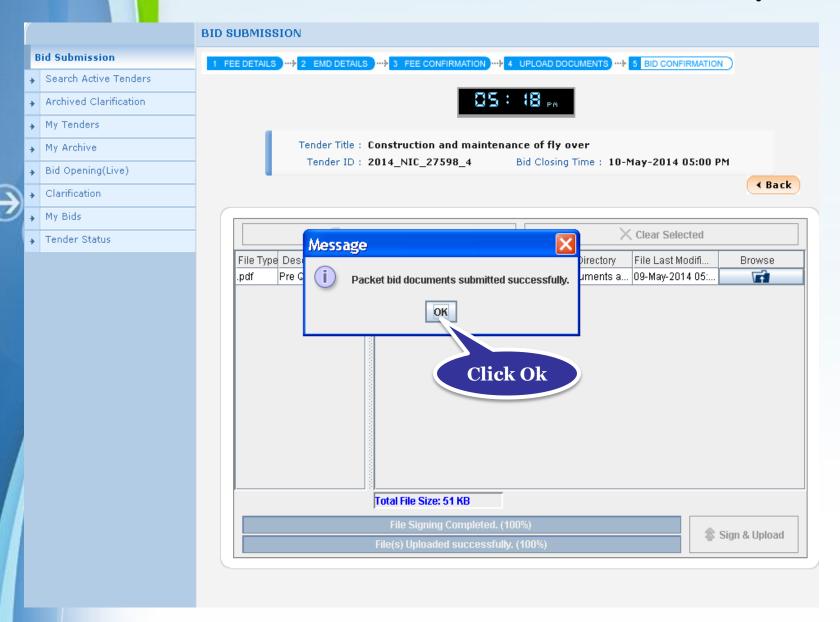
Select the document and click Open



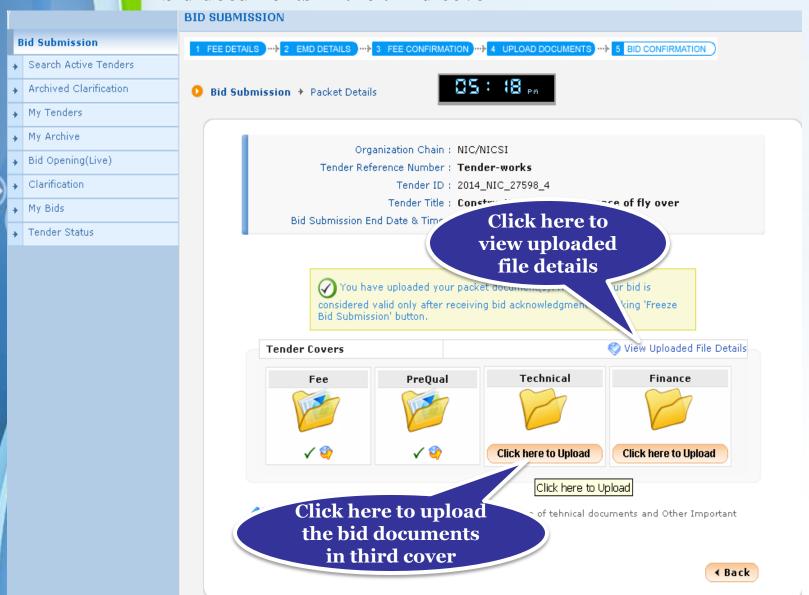
Digitally sign the uploaded document using DSC



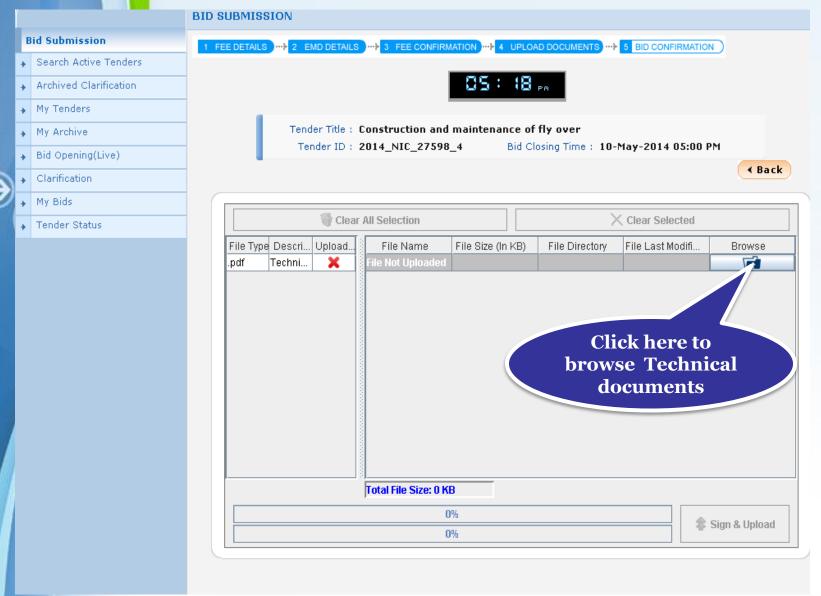
Click Ok once the bid document is submitted successfully



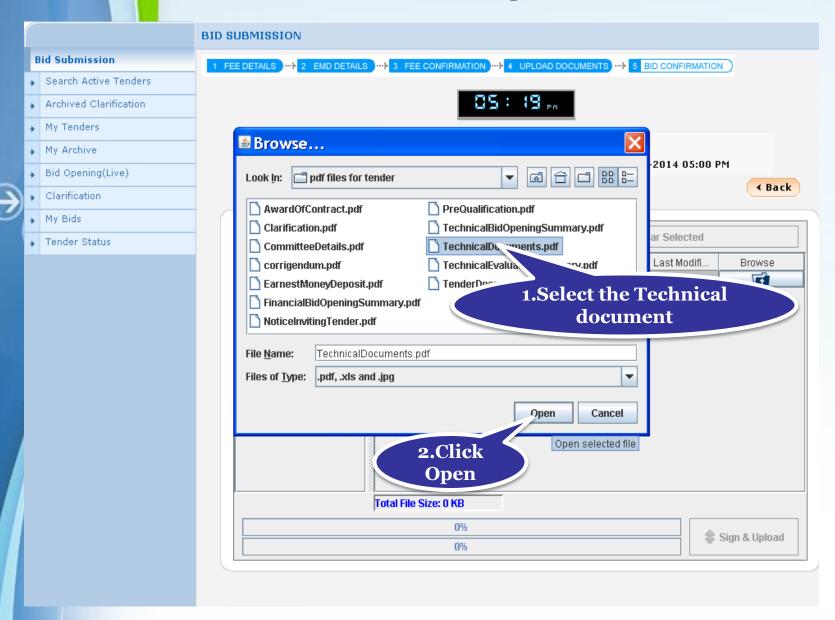
 Press "Click here to upload" or the cover to upload the bid documents in the third cover



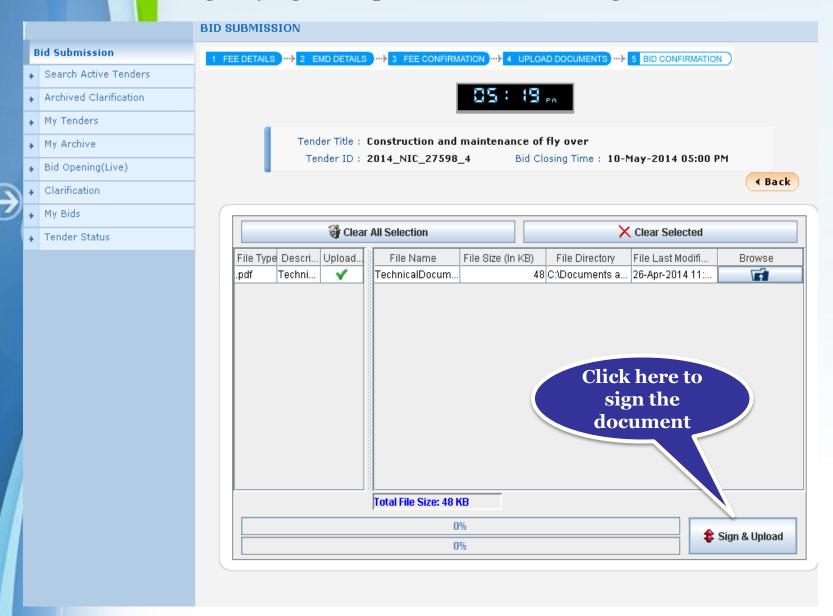
 Browse the system to select and upload technical documents in the third cover



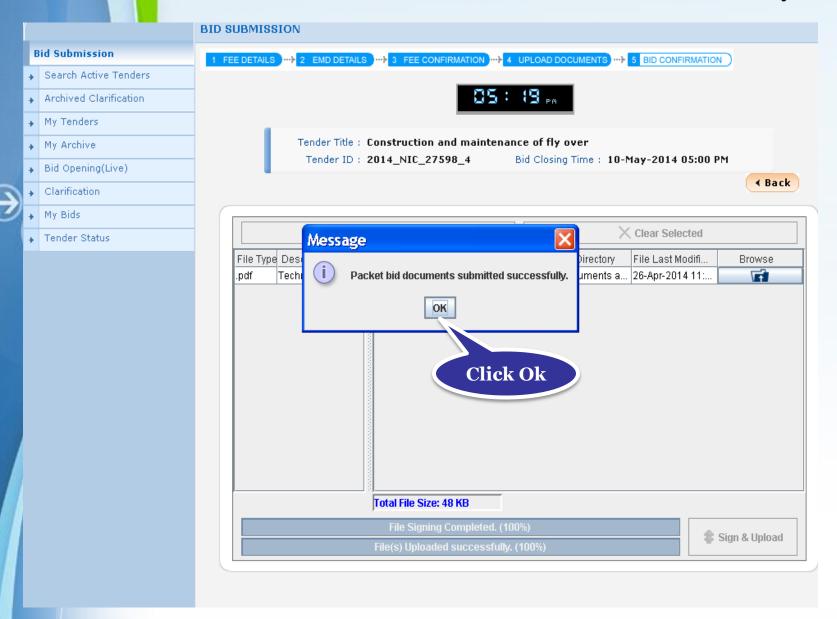
Select the document and click Open



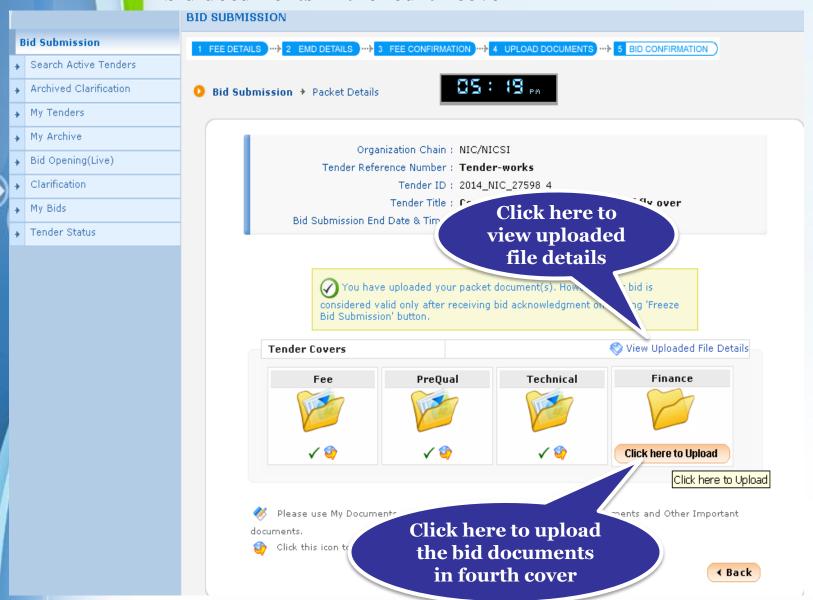
Digitally sign the uploaded document using DSC



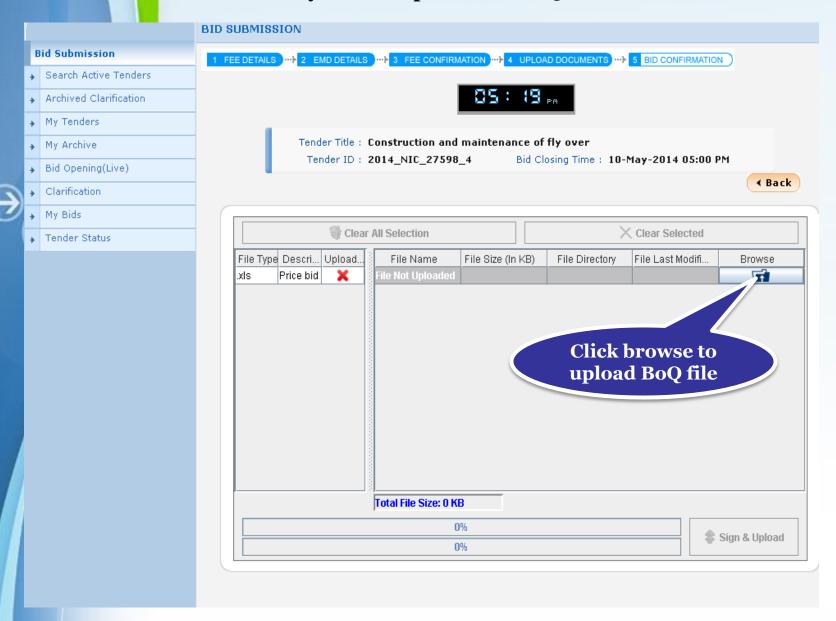
Click Ok once the bid documents are submitted successfully



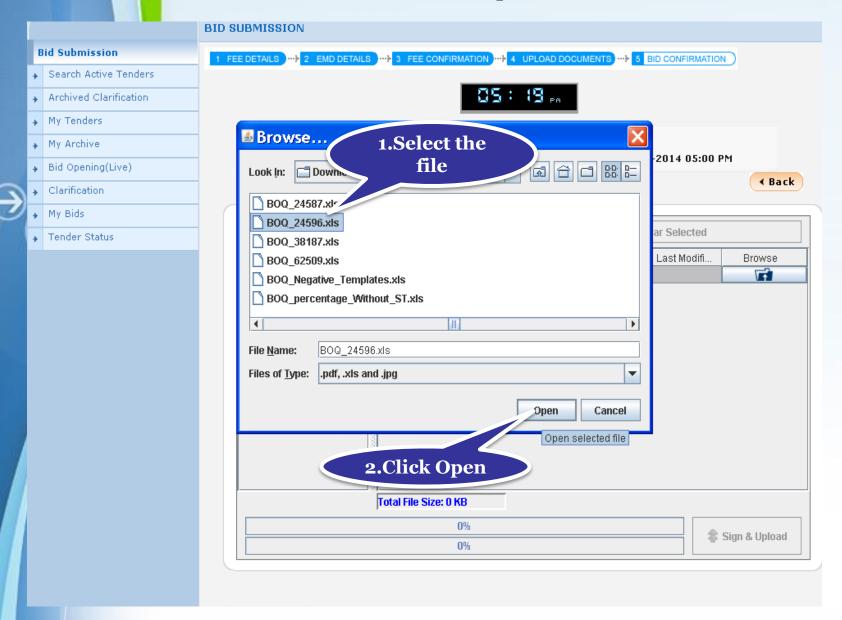
 Press "Click here to upload" or the cover to upload the bid documents in the fourth cover



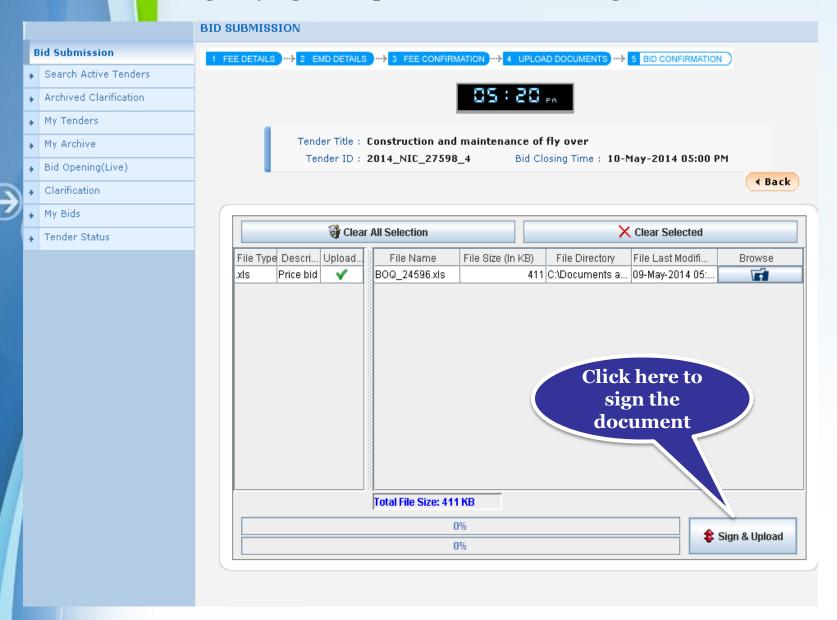
Browse the system to upload the BoQ file in the fourth cover



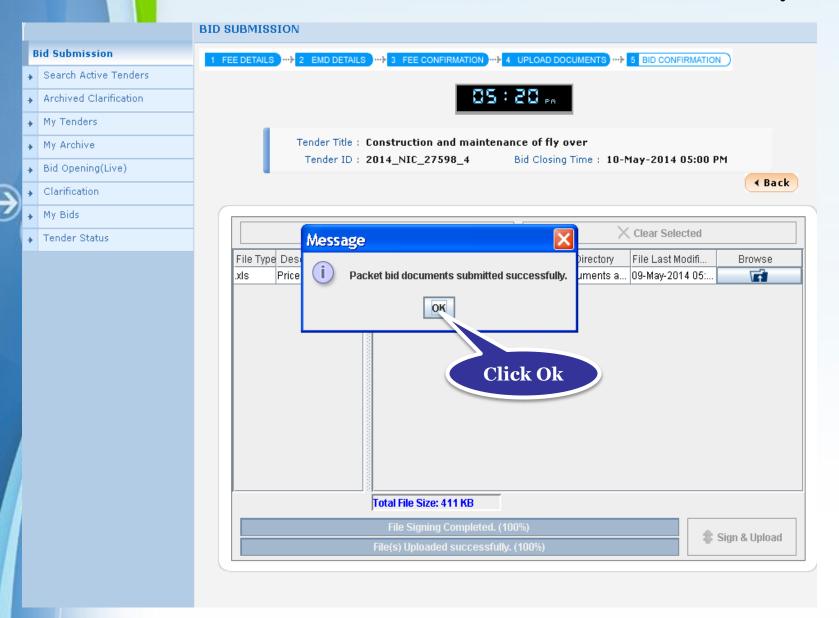
Select the BoQ file and click Open



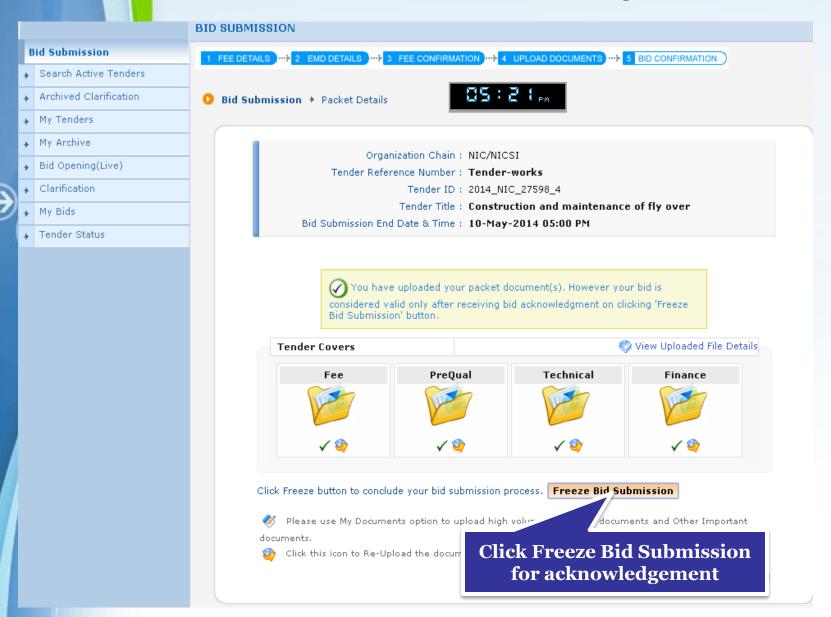
Digitally sign the uploaded document using DSC



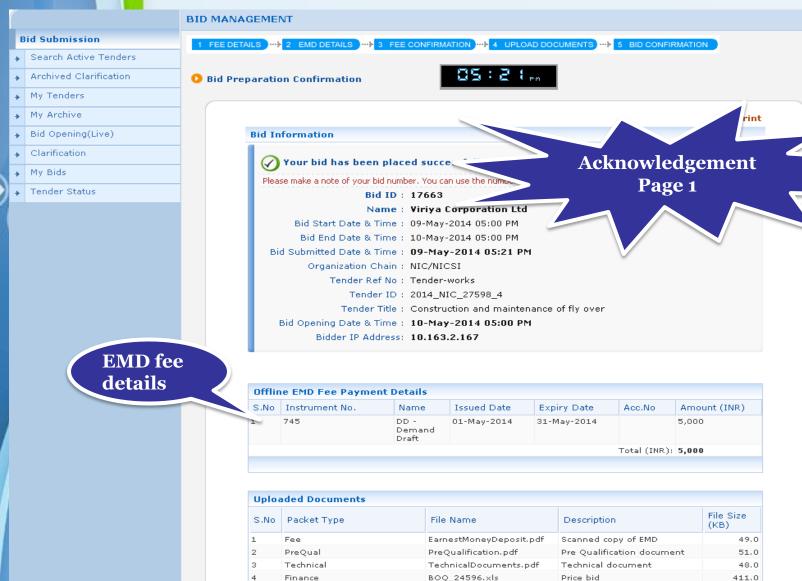
Click Ok once the bid documents are submitted successfully



Click Freeze Bid Submission for acknowledgement



Bid Confirmation



Finance

411.0

Tender Ref No: Tender-works

Tender ID: 2014_NIC_27598_4

Tender Title: Construction and maintenance of fly

Bid Opening Date & Time: 10-May-2014 05:00 PM

Bidder IP Address: 10.163.2.167

Acknowledgement Page 2

Uploaded bid documents details

FMD Fee Payment Details

Name Issued Date Expiry Date ument No. DD -01-May-2014 31-May-2014

Demand Draft

Acc.No mount 5,000

Total (INR): 5,000

Other important documents details

1 Documents

S.No	Pack Type	File Name	Description	File Size (KB)
1	Fee	EarnestMoneyDeposit.pdf	Scanned copy of EMD	49.0
	PreQual	PreQualification.pdf	Pre Qualification document	51.0
	chnical	TechnicalDocuments.pdf	Technical document	48.0
	ance	BOQ_24596.xls	Price bid	411.0

Other Important Documents Submitted

Swo	Category Name	Sub Category Description	Document Name	Document Size (in KB)
1	Litigation Details	Litigation Details	LitigationDetails.pdf	48
2	Miscellaneous	TesterRFT	AOC.pdf	2
3	NSD	ABC	13.pdf	4

Thanks

Tender Inviting Authority



My Tenders 👩 My Bids



End of Bid Submission for Four Cover System