



User Manual for e-Tendering Application

(Bidder /Supplier)



(Nasik Municipal Corporation)

User Manual No. (In Any)

User Manual for working on the (Nasik Municipal Corporation) e-Tendering application

Sr. No.	Title	Rev.	Date of Issue	No. of pages
1.	User Manual for working on the (NASIK MUNICIPAL CORPORATION) e-Tendering application for Bidder/Supplier.			

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Reviewed by:

Approved by:

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Please do below mentioned things to operate this website smoothly

- Download & Install "**Intermediary Certificate**" available under Download Section at <https://nmctenders.procuretiger.com>
- In case of Digital Certificate based Login, user need to download & install "**Signer**" file available under Download Section at <https://nmctenders.procuretiger.com>.
- Please disable or uninstall **Third Party Toolbar / Add-ons from Browser.**
- Please enable **ActiveX Controls & Plug-ins. (Tools->Internet Options-> Security->Custom Level)**
- Please add <https://nmctenders.procuretiger.com> in to **Trusted Website. (Tools->Internet Options->Security->Trusted Sites)**



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1 Preface

This guide provides the information and instruction for using e-Tendering application on <https://nmctenders.procuretiger.com>

This preface contains information about the following topics:

- Who should use this document?
- Definitions
- **Procure tiger** welcomes your comments/suggestions
- Contact Technical Support Team

1.1 Who should use this document?

This guide is intended for the bidders/suppliers who wish to participate in an e-Tender of **(Nasik Municipal Corporation)** floated on <https://nmctenders.procuretiger.com>

This guide assumes that you are familiar with the following topics:

- Tendering Process
- General understanding of computer terms
- Usage of web browser

1.2 Definitions

Term	Description
Digital Certificate	An electronic "passport", typically contain a user's name and public key. A CA authorizes certificates by signing the contents using its CA signing private key. Online bids should be digitally signed, and for the same Digital Certificate (According to Indian IT Act 2000) is required. You can sign any number of documents with the help of this certificate.
Public Key	The portion of a key pair that is available publicly.
Encryption/Decryption	To encrypt a file is to apply a mathematical function that transforms character(s) in the file into some other character(s). Encryption renders the file unreadable. This means no one, including the actor, can read the file until it is decrypted. Only authorized recipients can decrypt the file.
Web Portal	A Web portal is a single doorway for employees, customers and partners to access an organization's content, data and services online. Web portals make it possible to establish online relationships by providing personalized content to different individuals and entities.
Time Stamping	The validity of storing the official date and time a business transaction has occurred.



1.3 *Contact details of abc procure technical support team*

If you have any question which is not answered in this document, you may please contact our support team. Contact details are as mentioned below:

Contact Person	Contact No.	e-Mail ID's
Tapan Desai	079-40016879	tapan@procuretiger.com
Help Desk Nos.	079 400 16 879/ 802/ 867/852/865/837	support@abcprocure.com

1.1 *Procure tiger team welcomes your suggestions*

Procure tiger is interested in improving its documentations and welcomes your comments/suggestions.

Please send your comments/suggestions on below email ids:
support@abcprocure.com



2 Getting started

We assume that you have obtained a valid digital certificate and you have the basic knowledge of operating web browser and computer system. If you don't have a valid digital certificate, please contact our support team members on contact no. mentioned above.

This chapter covers primary system requirements to participate in e-Tenders floated on <https://nmctenders.procuretiger.com>.

2.1 Primary requirements to participate in e-Tenders

Below are the primary requirements which you need to fulfill to participate in eTenders floated on <https://nmctenders.procuretiger.com>

2.1.1 Basic/Minimum System Requirements:

Software:	
1	Operating System should be Windows 2000 or higher version
2	Internet Explorer 6 or higher version
3	Internet Explorer with Cipher strength 128 bits
Hardware:	
4	Processor should be Celeron or higher version
5	1 GB RAM
6	20 GB hard disk
Internet connection:	
7	An internet connection with minimum 512 kbps speed

2.1.2 Digital Certificate

To participate in any online tenders published on <https://nmctenders.procuretiger.com>, you must have a valid digital certificate as per **India IT Act 2000**.

Valid Digital Certificate must be installed in a computer system from where you want to login on website. Perform below given steps to confirm whether valid digital certificate is available on your computer system or not:

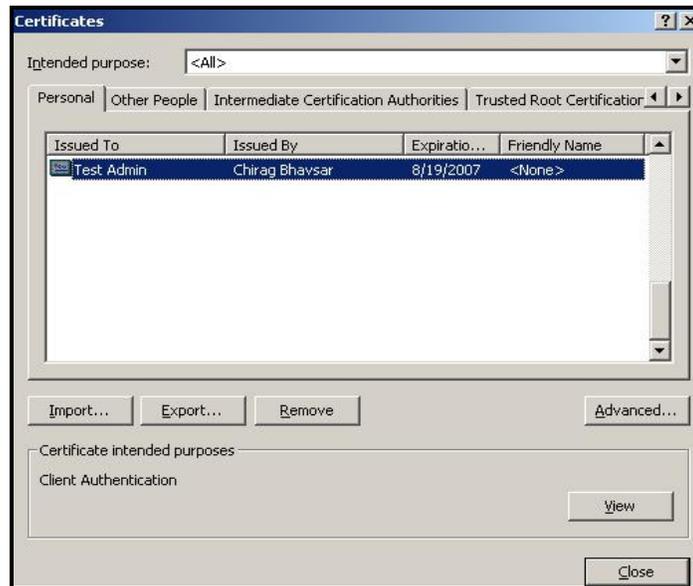
Steps:

- Open **Internet Explorer**.
- Select **Tools** menu from menu bar.



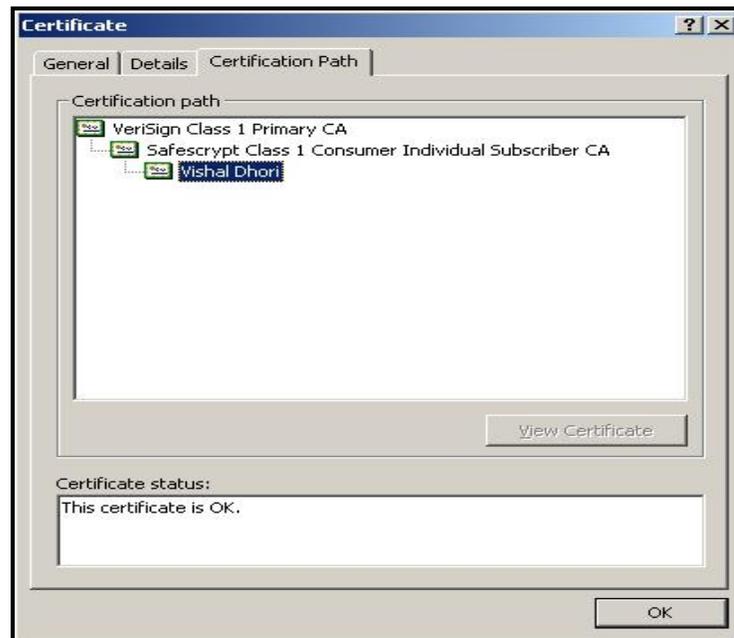
- Click on **Internet Options** ->**Content**->**Certificate button**.
- You should view your digital certificate in this window as shown in the below given screen shot -1

Screen shot -1: Digital Certificate

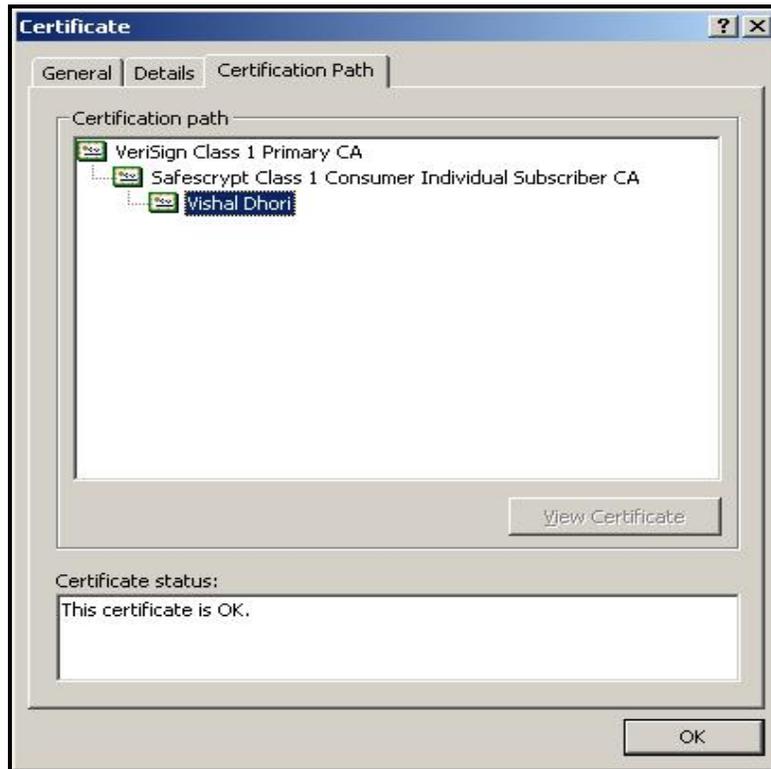


- Select your certificate and click on "View" button to view certificate details.
- In certificate window, you can view general details, certification path and other details as shown in the below given screen shot -2 & 3

Screen shot -2: View general details of certificate



Screen shot-3: View certificate path details



Important Note:

- Your computer **system's date** should be matched with the date of the digital certificate.
- Certification path should be **CCA-> CA ->Name of Certificate holder** as shown in the screen shot -3.

- If you have a digital certificate in e-Token then make sure that e-Token Driver is installed in computer system before accessing an e-Token.
- You can check whether e-Token driver *is installed in your computer system or not, perform below mentioned steps:*

Start Menu ->Programs ->e-Token ->e-Token Properties

- If you don't have an e-Token driver installed your computer system, you can download the same from <https://nmctenders.procuretiger.com>
- If you have a digital certificate stored on an e-Token then please insert e-Token in USB port of the computer system to login on the website.



3 Home page

For the eTendering purpose, you can visit <https://nmctenders.procuretiger.com> where you can find the e-tenders floated by (NASIK MUNICIPAL CORPORATION). On home page, you can view all public tenders published by (NASIK MUNICIPAL CORPORATION).

After login you can view limited tender notice details as well as you can download tender documents free of cost.

Screen shot : Home page



Sr. No.	Id.	Tender No.	Department/Unit	View NIT	Last Date & Time of Purchase	Last Date & Time of Submission	Corrigendum / Amendment	Quick Links	Result
(0) Live Tender(s) Found									

3.1 Contents of the home page:

- **Header of the page:** Header Part of the home page contains server date and time (**IST**) according to which (NASIK MUNICIPAL CORPORATION) officer and bidder needs to carry out their respective e-Tendering tasks.
- **Message Board:** You can view important messages related to eTenders flashed by the tendering authority.
- **Login Page:** You can login to the website by entering your user id & password as well as your digital certificate.
- **New Bidder Registration:** You can register yourself on <https://nmctenders.procuretiger.com> and can participate in e-Tenders published by (NASIK MUNICIPAL CORPORATION)
- **Forgot Password:** You can get a new password in case if you have forgotten your current password.
- **Downloads:** You can download essential software like Adobe Reader, Winzip etc.
- **Search:** By default live open tenders are displayed on home page, but you can search your choice of e-Tenders on the basis of search criteria like department, Tender type (Live, Archive, All).
- **View Tender Notice:** You can view tender notice details by clicking on tender notice brief.
- **Download Documents ():** You can download tender documents by clicking on this icon before last date of download documents.
- **Page Navigation Link:** By default 10 tenders display on home of the website, so if you want to locate a tender which is not available on first page can be found by using navigation link available on the home page.



4 New Bidder Registration

To participate in online tenders published on <https://nmctenders.procuretiger.com>, you need to register yourself on website.

4.1 Steps for New Bidder Registration:

Perform below mentioned steps to register yourself on <https://nmctenders.procuretiger.com>

- Click on a "**New Bidder Registration**" link available on home page as shown in a below screen shot

Screen shot: New Bidder Registration

The screenshot shows the Nashik Municipal Corporation website interface. The header includes the logo and name of the corporation, the date and time (Thursday 17/04/2014 16:48:25 IST), and navigation links for Feedback/Complaint/Suggestion, Help/Support, and Contact Us. The main content area is divided into several sections: Login, Message Board, Online Tenders, Offline Tenders/Quotations, and Advertising Details. The 'New Bidder Registration' link is highlighted in red in the 'Online Tenders' section. Below this, there is a table showing the results of a search for live tenders, which currently shows 0 results.

Sr. No.	Id.	Tender No.	Department/Unit	View NIT	Last Date & Time of Purchase	Last Date & Time of Submission	Corrigendum / Amendment	Quick Links	Result
(0) Live Tender(s) Found									

- You need to furnish individual details as well as of company details in registration form as shown in below given screen shot



Screen shot: New Bidder Registration Form

 नाशिक महानगरपालिका
Nashik Municipal Corporation

Wednesday 14/05/2014 10:44:12 IST

 abc PROCURE TIGER
Procurement, Simplified

New Supplier Registration - Step 1

[Back To Home Page](#) Fields Marked (*) are Mandatory

→ Login id details

Login Id : *

Password : *
• Minimum 8 characters are required for password
• Password must comprise of Alphanumeric & Special characters

Confirm Password : *

Hint Question : *
select your hint question

Hint Answer : *

→ Company Details

Company Name : *

Address : *

Country : *
India

State : *
Gujarat

City : *

Phone (1) : *

Fax :

Email 1 *
For Example : xyz@abc.com

WebSite :

Time Zone : *
(GMT+05:30) Bombay, Calcutta, Madras, New Delhi

Business Category Keywords : *
Use (,) to separate keywords i.e. Hand pump,Mobile etc.

Business Type : *
 Manufacturer Government Trading Company/Agent Retailer
 Buying Office Wholesaler Distributor/Wholesaler Importer
 Agent Exporter Diversified Service
 Other

→ Contact person details

Prefix : *
Mr.

Contact Person : *

Designation : *

Mobile No. :

Enter Verification Code: *
a nll x 6
Can't read text in image? Click on an image to get new one.

I request and authorize e-Procurement Technologies Limited to contact me on my phone number/e-mail given above for this inquiry/transaction and thus such contacting is 'transactional' as per 'Telecom Regulation Authority of India' rules.

[Next Step](#) [Reset](#) [Back](#)

- After filling all mandatory fields, you need to click on "submit" button to complete registration process.

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- On successful completion of registration you will be prompted a message saying that **"You have successfully registered on (NASIK MUNICIPAL CORPORATION)'s e-Procurement Portal"**

5 User login

Assuming that you have obtained a valid Digital Certificate from any of the Certifying Authorities and have registered yourself on <https://nmctenders.procuretiger.com>

Perform below given steps to login on the website:

- Enter Login Id ,Password and click on **Login** button as shown in below given **screen shot**
- You will be redirected to the certificate selection page, where you can select a digital certificate to login. Select a digital certificate and click on **Attach / Login** as shown in the below given **screen shot**

Screen shot: Login page

The screenshot displays the login page of the Nashik Municipal Corporation's e-Procurement Portal. The page header includes the Nashik Municipal Corporation logo and the 'abc PROCURE TIGER' logo. The date and time are shown as Thursday 17/04/2014 16:48:25 IST. The main content area features a login form with fields for 'Login Id' and 'Password', and a 'Login' button circled in red. Below the login form is a 'Message Board' section with a search bar and a 'Live Tenders' dropdown. The 'Online Tenders' section shows a table with columns for Sr. No., Id., Tender No., Department/Unit, View NIT, Last Date & Time of Purchase, Last Date & Time of Submission, Corrigendum / Amendment, Quick Links, and Result. The table currently shows '(0) Live Tender(s) Found'. There are also links for 'Forgot Password?', 'New Bidder Registration', and 'FAQ's'. A 'Confidentiality Guaranteed!' banner is visible, along with a 'Downloads' section listing various documents like 'Intermediary Certificate', 'WinZip', 'PDF Reader', 'Digital Certificate', 'Socket', 'eToken Driver', 'SSL patch for Windows XP', 'SSL patch for Windows 2003', 'ePass Driver', and 'Upcoming Tenders'.

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Screen shot : Map Digital Certificate

Thursday 27/05/2010 12:12:50 IST

[Back To Home Page](#)

Attach Certificate to Login Id

Login ID :	buyer1
Select Certificate :	buyer1
Certificate Detail :	
Subject :	E=support@abcprocure.com, CN=buyer1, OU=Marketing, O=e-Procurement Technologies Ltd., L=Ahmedabad, S=Gujarat, C=IN
Issuer :	CN=eProcurement Technologies Pvt. Ltd.
Serial :	14D8727E0000000000E0
Valid From :	Mon Dec 14 11:02:22 UTC+0530 2009 To : Tue Dec 14 11:12:22 UTC+0530 2010
Public Key :	MIIFPzCCBCegAwIBAgIKFNhyfgAAAAA4DANBgkqhkiG9w0BAQUFADAuMSwwKgYDVQQDEyNIHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIFB2dC4gTHRkLjAeFw0wOTEyMTQwNTMyjjaFw0xDEyMTQwNTQyMjjaMIGpMQswCQYDVQQGEwJJTjJEQMA4GA1UECBMHR3VqYXJhdDFESMBAGA1UE



6 Bidder Dash Board

After successful login on to the website you will be redirected to the Bidder Dash Board as shown in the below given screen shot

Screen shot: Bidder Dash Board

Wednesday 02/06/2010 13:15:30 IST Last Login: 02/06/2010 10:10:06 Welcome: Mr. Satya

Message Box Tender Briefcase Documents Change Password Edit Profile Logout

[My Tenders](#) | [Limited Tenders](#) | [Upcoming Tender\(s\)](#)

Message Board

Search

Tender Id Department Submission Date >= <=

Tender No Opening Date >= <=

Tender Type Estimated Value <= Keyword

(0) Live Tender(s) Found. (Tender Dashboard , Download Document)

Sr. No.	Tender Id	Tender No.	Department/Unit	Tender Description	Estimated Value	Due Date	Opening Date	Corri.	Dashboard
---------	-----------	------------	-----------------	--------------------	-----------------	----------	--------------	--------	-----------

6.1 Contents of the Bidder Dash Board

- **Server Date & Time (IST):**

Server date & time appears on top of the page. All e-Tendering activities i.e. Submission of tender, Opening of tender etc. are governed by server date & time (IST). **Please note that you need to refer website's server date and time, not your own PC's or wrist watch date & time.**



- **Login Id:** Your login id displays on top of the page.
- **Last Login:** Displays date & time of your last login for security audit purpose.
- **Menu:**

Menu	Name	Description
	Message Box	You get notification through system for all important activities such as Consortium, Pre bid answers etc.
	Tender	<ul style="list-style-type: none"> • My Tenders: All Tenders in which you have given Document Read Confirmation or documents read confirmation are classified under My Tenders. • Limited Tenders - All Limited Tenders in which you are authorized by the Tendering Authority can be viewed and accessed.
	Briefcase Documents	You can upload & save all reference documents.
	Change Password	You can change your password by using this option. <ul style="list-style-type: none"> • Minimum 8 characters are required for password • Password must comprise of Alphanumeric & Special characters
	Edit Profile	You can modify your registrations details.
	Logout	You can logout from the website by clicking on this menu.

- **Message Board:** You can view important message relevant to e-Tenders.
- **Tender Search:** By default system displays all the Open Live Tenders but you can search Tenders on the basis of below search criteria:
 - **Tender ID**
 - **Tender No.**
 - **Tender Type**
 - **Department**
 - **Submission Date**
 - **Opening Date**
 - **Estimated Value**
 - **Keyword**
- **(📄)Tender Dashboard:** Bidding Dash Board is a page to perform all bidding activities of an e-Tender such as To post Query, Document Read confirmation, Prepare Bid, Final Submission, Result etc.
- **Page Navigation Link:** You can click on page no. link to go directly on the specific page and to locate an e-Tender of your choice. System displays 10 e-Tenders on first page.



7 Bidding dash board

Bidding Dashboard allows you to carryout all activities related to Tender Submission from a single screen. Our Intelligent software will take you through the entire bidding process in Step by Step manner such that you do not have to remember any links/bidding sequence. Just follow the instructions and you can easily complete the bidding process.

You can click on a bidding dashboard icon of a tender in which you want to participate as shown in the below given screen shots

Screen shot: Tender bidding dash board

Sr. No.	Tender Id	Tender No.	Department/Unit	View NIT	Estimated Value	Due Date	Opening Date	Corri.	Dashboard
1.	9173	187-2012	Garden Department	प्रभाग क्र. ६७ अ, नाला गार्डन, बागुल उद्यान ते फुलपाखर उद्यान वरम्यान फुलपाखर उद्यान येथे नाल्यावर लाकडी आभासामध्ये पुल बांधणे	3153020	05/09/2012 14:30	05/09/2012 15:00	0	
2.	9171	186-2012	Garden Department	प्रभाग क्र १ धानोरी स.नं. ५५/१ गोकुळनगर येथील उद्यान विकसीत करणेसाठी सिमाभित बांधणे, बाँचमन कोंटे बांधणे व संपवेल बांधणे.	3374553.15	05/09/2012 14:30	05/09/2012 15:00	0	

Screen shot: Bidding dash board

Declaration | **Document Fees** | **Prepare Bid** | **Final Submission** | **Result** | **Online Payment Detail**

We, hereby declare that,
1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same.,
2. We offer to execute the works in conformity with the tender Documents
3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.
4. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive

Tender Information Bar: You can view Key tender information such as Tender Id, Tender No., Due date & time etc.

Tender notice: Click on this link to view detailed Tender Notice

Download document: Click on this link to Download Tender Documents

Entire bidding process can be split into following steps:

- **Declaration (Document Read Confirmation)**
- **Consortium : (Optional)**
- **Prepare Bid**
- **Final Submission**



8 Declaration (Document read confirmation)

Before you start bidding online in a tender, you need to give document read confirmation. Once you complete this step then and then only you will be allowed to proceed further.

You need to click on “**I Agree**” button to give document read confirmation as shown in the below screen shot. The e-Tender in which you have given document read confirmation can be accessed from **My Tenders** option available on Dash Board directly.

Screen shot: Declaration (Document Read Confirmation)

Declaration	Document Fees	Prepare Bid	Final Submission	Result	Online Payment Detail
--------------------	----------------------	--------------------	-------------------------	---------------	------------------------------

We, hereby declare that,

1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same,.
2. We offer to execute the works in conformity with the tender Documents
3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.
4. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive

Note: If bidding in Consortium is allowed in a tender then after completion of the above mentioned step you will be directed to the Consortium phase directly, otherwise Consortium will not appear on a bidding dash board and you will be redirected directly to the Prepare Bid phase.

Bidders can participate jointly in high value Tenders in which consortium is allowed by tendering authority.

To form a Consortium online, each Consortium partner has to login on the website and has to perform below mentioned steps. Bidder must complete “**Declaration (Document Read Confirmation Step)**” then only he can enter into Consortium step.

Consortium :

9.1 Lead Partner

Perform below mentioned steps to participate in a tender as a lead partner:

- Select whether you want to participate in Consortium (If you want to participate without Consortium then you can select Individual option and can click on submit button to move onto next step) as shown in the below given screen shot
- Select your Consortium Role i.e. Lead or Secondary Partner.



Screen shot: Lead Partner

Friday 28/05/2010 10:02:10 IST Last Login: 27/05/2010 20:00:29 Welcome: Mr. vendor1

Message Box Tender Briefcase Documents Change Password Edit Profile Logout

My Tenders | **Limited Tenders** | Upcoming Tender(s)

Message Board MARQUEE TEST

Tender Detail [Go Back To Home](#)

Tender Id : 2876 Tender No : testtendercons Due date & time : 28/05/2010 10:40 Opening date & time : 28/05/2010 10:41
Brief : test [Tender Notice](#)

Declaration Consortium Prepare Bid Final Submission Result Regret

You want to participate in this Tender as

<input type="radio"/> Consortium	<input checked="" type="radio"/> Individual
Select your Consortium Role	<input type="radio"/> Lead <input checked="" type="radio"/> Secondary

- Lead partner needs to search secondary partner to send him an invitation for becoming a secondary partner in Consortium as shown in the below given screen shot.

Screen shot: Search Secondary Partner(s)

Tender Detail

Tender Id : 2876 Tender No : testtendercons Due date & time : 28/05/2010 10:40 Opening date & time : 28/05/2010 10:41
Brief : test [Tender Notice](#)

Declaration Consortium Prepare Bid Final Submission Result Regret

You are participating in this tender as Lead Partner.
Do you want to change this status?

Enter Login Id to search registration of your Secondary partner:

Stake of Secondary partner in percentage





Screen shot: Specify stake of (%) of secondary partner(s)

Tender Detail

Tender Id : 2876 Tender No : testtendercons Due date & time : 28/05/2010 10:40 Opening date & time: 28/05/2010 10:41
Brief : test [Tender Notice](#)

[Declaration](#) **[Consortium](#)** [Prepare Bid](#) [Final Submission](#) [Result](#) [Regret](#)

You are participating in this tender as Lead Partner.
Do you want to change this status? [Reset](#)

Enter Login Id to search registration of your Secondary partner: [Search](#)
Stake of Secondary partner in percentage: [Invite](#)

- Lead partner can invite more than one bidder to become a secondary partner in Consortium. After inviting all secondary partners, lead partner can complete Consortium process by clicking on Finish Consortium Process button as shown in the below given screen shot

Screen shot: Finish Consortium Process

[Declaration](#) **[Consortium](#)** [Prepare Bid](#) [Final Submission](#) [Result](#) [Regret](#)

You are participating in this tender as Lead Partner.
Do you want to change this status? [Reset](#)

Your Consortium Status

Company Name	Role	Stake (%)	Company Details	Status	Remarks	Bidding Currency
vendor1 Company	Lead	55.0	View	-	-	INR
vendor2 Company	Secondary	45.0	View	Pending delete	-	INR

Enter Login Id to search registration of your Secondary partner: [Search](#)
Stake of Secondary partner in percentage: [Invite](#)

[Finish Consortium Process](#) [Click on Finish Consortium Process to complete the Consortium step](#)

Screen shot: After completion of consortium process



Declaration Consortium Prepare Bid Final Submission Result Regret

You are participating in this tender as Lead Partner.
Do you want to change this status? [Reset](#)

Your Consortium Status

Company Name	Role	Stake (%)	Company Details	Status	Remarks	Bidding Currency
vendor1 Company	Lead	55.0	View	Accepted	-	INR
vendor2 Company	Secondary	45.0	View	Pending	-	INR

9.2 Secondary Partner

Perform below mentioned steps to participate in a tender as a secondary partner:

- On message box under consortium tab, you will be shown a secondary partner invitation message along with a link of **"Process"**
- Clicking upon which you will be redirected to the bidding dashboard as shown in the below given screen shot.
- Select whether you want to participate as Consortium (If you want to participate without Consortium then you can select Individual option and can click on submit button to move onto next step) as shown in the below given screen shot.
- Select Secondary as a Consortium as shown in the below given screen shot.

Screen shot: Secondary Partner

Tender Detail

Tender Id : 2876 Tender No : testtendercons Due date & time : 28/05/2010 10:40 Opening date & time: 28/05/2010 10:41
Brief : test [Tender Notice](#)

Declaration Consortium Prepare Bid Final Submission Result

You want to participate in this Tender as Consortium Individual
Select your Consortium Role Lead Secondary [submit](#)

- You will see all the requests for becoming a secondary partner in Consortium sent by lead partner for the specific tender. You can accept any of the requests after entering valid remarks as shown in the below given screen shot.

Screen shot: Accept Invitation



Declaration Consortium Prepare Bid Final Submission Result

You are participating in this tender as Secondary Partner.
Do you want to change this status? [Reset](#)

Your Consortium Status

Company Name	Role	Stake (%)	Company Details	Status	Remarks	Bidding Currency
vendor1 Company	Lead	55.0	View	Accepted	-	INR
vendor2 Company	Secondary	45.0	View	Pending	-	INR

You have been selected as partner in following Consortium !

Select	Lead Partner	Lead Partner's Stake (%)	Secondary Partner	Offered Stake (%)
<input checked="" type="radio"/> Accept <input type="radio"/> Reject	vendor1 Company	55.0	vendor2 Company	45.0

Remark: *

[Submit](#)

9.3 Reset Consortium Option

You can reset your JV before making final submission of a tender. You can click on **"Reset"** button to reset your JV details as shown in the below screen shot.

Screen shot: Reset your joint venture status

Declaration Consortium Prepare Bid Final Submission Result

You are participating in this tender as Secondary Partner.
Do you want to change this status? [Reset](#)

Your Consortium Status

Company Name	Role	Stake (%)	Company Details	Status	Remarks	Bidding Currency
vendor1 Company	Lead	55.0	View	Accepted	-	INR
vendor2 Company	Secondary	45.0	View	Pending	-	INR

You have been selected as partner in following Consortium !

Select	Lead Partner	Lead Partner's Stake (%)	Secondary Partner	Offered Stake (%)
<input checked="" type="radio"/> Accept <input type="radio"/> Reject	vendor1 Company	55.0	vendor2 Company	45.0

Remark: *

[Submit](#)

Important Note: If Lead Partner resets his Consortium status, then Consortium step of all Secondary partners will also be reset automatically by the system.



10 Online Document Fees & EMD Payment

After completion of the previous step (Declaration/ Consortium), now you can pay the Document fees & EMD online, To pay the Document Fees & EMD online you need to click on **"Document fees"** & **"EMD"** tab available on bidding dashboard as shown in the below given screen shot:

10.1 Online Document Fees & EMD Payment

Screenshot for Document Fees Payment

Declaration	Document Fees	EMD	Prepare Bid	Final Submission	Result	Online Payment Detail
-------------	---------------	-----	-------------	------------------	--------	-----------------------

Document Payment Detail	
Document Fees :	1
Payment Mode :	<input type="radio"/> Online
<input type="button" value="Submit"/>	

Instruction:

- Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is **Turned Off**.
- Bidders are requested to add <https://www.tpsl-india.in/> website in trusted site, For that perform below given steps:
Go to the Tools menu of the Internet Explorer -> Internet options -> Security -> Trusted Site -> Sites -> type <https://www.tpsl-india.in/> -> click on Add -> Close -> then click on OK button

Document Payment Detail	
Document Fees :	1
Payment Mode :	<input checked="" type="radio"/> Online
Payment Type :	<input type="radio"/> Net Banking
	<input type="radio"/> ICICI Bank's Credit Card / Debit Card
	<input type="radio"/> RTGS/ NEFT (Security Deposit Account) - Available Balance : 140.00000
<input type="button" value="Submit"/>	



Instruction:

- Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is **Turned Off**.
- Bidders are requested to add <https://www.tpsl-india.in/> website in trusted site, For that perform below given steps:
Go to the Tools menu of the **Internet Explorer** -> **Internet options** -> **Security** -> **Trusted Site** -> **Sites** -> type <https://www.tpsl-india.in/> -> click on **Add** -> **Close** -> then click on **OK** button

Document Payment Detail

Document Fees :	1
<input type="button" value="Pay Now"/> <input type="button" value="Back"/>	

Confirmation

Amount (in Rs.)	1
Transaction Fee (in Rs.)	0.01
Service Tax (in Rs.)	0.0
Total Amount (in Rs.)	1.01



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भारतीय स्टेट बैंक
State Bank of India
With you - all the way



Welcome to State Bank of India's Secure Payment Gateway

Dear Customer,
 SBI Payment Gateway will secure your payment to **Pune Mu Corp E Tend_TPSSL**.

Select the type of card*

Card Number *
(Please enter your card number without any spaces)

Expiry Date *
(Please enter expiry date provided on your card)

CVV2 / CVC2 Number *
(CVV2 / CVC2 is the three digit security code printed on the back of card)

Name on Card

Purchase Amount **INR 1.01**

Word Verification *
Type the characters you see in the picture below



AFTER PRESSING PAY, KINDLY DO NOT REFRESH AND DO NOT PRESS THE BACK BUTTON.

भारतीय स्टेट बैंक
State Bank of India
With you - all the way

"SBI's Secure Payment Gateway"

Dear Customer,

For added security your transaction is being processed through MasterCard SecureCode
 Please click on proceed button to continue this secure transaction.





MasterCard SecureCode **ICICI Bank**

Enter Your 3D Secure PIN

Please enter your MasterCard® SecureCode™ 3D Secure PIN in the field below to confirm your identity for this purchase. This information is not shared with the merchant.

Merchant Name: Mu Corp E Tend_TPSL
Date: Jan 31, 2012

Total Charge: Rs 1.01
Card Number: XXXX XXXX XXXX 9008
Personal Message: 3D Secure Authentication
Name: PARIN R DESAI

3D Secure PIN: [?]

[\(Authenticate using OTP\)](#) [\(forgot 3D Secure PIN?\)](#)

This page will automatically timeout after 180 seconds.



Document Payment Detail	
Document Fees :	1
Receipt No :	CC/2012/35763
Payment Date :	31/01/2012

Screenshot for EMD Payment



Instruction:

- Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is **Turned Off**.
- Bidders are requested to add <https://www.tpsl-india.in/> website in trusted site, For that perform below given steps:
Go to the Tools menu of the **Internet Explorer** -> **Internet options** -> **Security** -> **Trusted Site** -> **Sites** -> type <https://www.tpsl-india.in/> -> click on **Add** -> **Close** -> then click on **OK** button

EMD Payment Detail

EMD :	1
Payment Mode :	<input type="radio"/> Online <input checked="" type="radio"/> Offline
	<input type="button" value="Submit"/>

Instruction:

- Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is **Turned Off**.
- Bidders are requested to add <https://www.tpsl-india.in/> website in trusted site, For that perform below given steps:
Go to the Tools menu of the **Internet Explorer** -> **Internet options** -> **Security** -> **Trusted Site** -> **Sites** -> type <https://www.tpsl-india.in/> -> click on **Add** -> **Close** -> then click on **OK** button

EMD Payment Detail

EMD :	1
Payment Mode :	<input checked="" type="radio"/> Online <input type="radio"/> Offline
Payment Type :	<input type="radio"/> Net Banking <input type="radio"/> ICICI Bank's Credit Card / Debit Card <input checked="" type="radio"/> RTGS/ NEFT (Security Deposit Account) - Available Balance : 139.00000
	<input type="button" value="Submit"/>

Instruction:

- Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is **Turned Off**.
- Bidders are requested to add <https://www.tpsl-india.in/> website in trusted site, For that perform below given steps:
Go to the Tools menu of the **Internet Explorer** -> **Internet options** -> **Security** -> **Trusted Site** -> **Sites** -> type <https://www.tpsl-india.in/> -> click on **Add** -> **Close** -> then click on **OK** button

EMD Payment Detail

EMD :	1
	<input type="button" value="Pay Now"/> <input type="button" value="Back"/>

Declaration Document Fees **EMD** Prepare Bid Final Submission Result Online Payment Detail

EMD Payment Detail

EMD :	1
Receipt No :	ESC/2012/184673
Payment Date :	20/10/2012

11 Prepare Technical bid & other bidding forms

After completion of the previous step (Online Document Fees and EMD Payment), you can start filling the bidding schedules. To fill in bidding schedules (technical bid and price bid forms) click on "**Prepare bid**" tab available on bidding dashboard as shown in the below given screen shot:

Key contents of Prepare Bid page:

Confidential



Envelop Name: You can view envelop name i.e. Document Fees, EMD, Technical Bid, Price bid etc.

Form Name: You can view bidding form (technical or price) name.

Action: Which action you want to perform on bidding form i.e. **Add/Edit/View/Delete / Encrypt**

Reference Document(s): You can map bid supporting documents which were uploaded earlier.

Rebate: You can enter rebate in (%) by clicking on this link. Bidding schedules marked with (*) are mandatory. This is optional i.e. this may not be available in each and every tender.

11.1.1 Add details in technical bidding form

- Click on **Add** link to open a blank bidding form to fill up. Please refer below given **screen shot**
- After opening up of a bidding form, Enter necessary details as required in a bidding form. Please refer **screen shot**
- After filling details in all the fields click on **Sign** button to attach digital signature to the bidding form. If any field is left blank
- You will be prompted a message to fill up the detail in that field. Please refer below given **screen shot**
- Click on **save** button to submit the bidding form. Please refer below given **screen shot**



Screen shot: Add details in bidding form

Message Board [Go Back To Home](#)

Tender Detail

Tender Id : 5768 Tender No : Mock Tender for Submission Only Due date & time : 31/12/2011 18:00 Opening date & time: 31/12/2011 18:01
 Brief : e-Tender - Mock Tender for Submission Only [Tender Notice](#) | [Download Document](#)

Declaration **Prepare Bid** **Final Submission** **Result**

You may map uploaded documents with bidding form by clicking on MAP link !

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Letter of Technical Bid *	[Add]	Map
FORM - I : General Information *	[Add]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Schedule - 1 - A *	[Add]	Map
Rebate		
Rebate		

Screen shot: Fill details in bidding form

FORM - I : General Information

All individual firms and each partner of a joint venture are requested to complete the information in this form.

FORM - I : General Informa

Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2134567
5	Contact	Mr. K N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian



Main lines of business	
Business	Since
Construction Work	2000

[Add Table](#)

Digital Signature

[Sign](#) [Save](#) [Back](#)

Screen shot: Attach digital signature to bidding form

2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Microsoft Internet Explorer

! Data Signed Successfully

OK

Main lines of business	
Business	Since
Construction Work	2000

[Add Table](#)

Digital Signature

[Sign](#) [Save](#) [Back](#)



Screen shot: Save bidding form

FORM - I : General Information

All individual firms and each partner of a joint venture are requested to complete the information in this form.

FORM - I : General Informa		
Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2134567
5	Contact	Mr. K N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Main lines of business	
Business	Since
Construction Work	2000

Add Table

Digital Signature: MIIKgyJKoZIHvcNAQcCoIIIGzCCCBcCAQExCzAJBgUrDgMCGGUAMIIBOwYJKoZIHvcNAQcBoIIBLASCASH2AGEAbAB1AGUAIABmAG8AcgAgAE4AZQB3ACAAVABhAGIA

Save Back





11.1.2 Edit bidding form

- You can modify bidding form details as many times as you wish but before doing final submission of a tender.
- To modify the bidding form details, click on "**Edit**" link available in front of form title as shown in below given **screen shot**
- After opening up of a bidding form, you need to verify digital signature attached to that form by clicking on a **Verify** button as shown in the below given **screen shot**
- Only after verifying the digital signature, you can modify bidding form details. Please refer **screen shot**
- After editing the details, you need to sign and save the bidding form as shown in the below given **screen shot**

Screen shot: Edit bidding form

Message Board [Go Back To Home](#)

Tender Detail

Tender Id : 5768 Tender No : Mock Tender for Submission Only Due date & time : 31/12/2011 18:00 Opening date & time: 31/12/2011 18:01
Brief : e-Tender - Mock Tender for Submission Only [Tender Notice](#) | [Download Document](#)

Declaration Prepare Bid Final Submission Result

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map

Price Bid		
Schedule Name	Actions	Reference Document(s)
Schedule - 1 - A *	[Add]	Map

Rebate
[Rebate](#)

Screen shot: Verify digital signature



FORM - I : General Information

All individual firms and each partner of a joint venture are requested to complete the information in this form.

FORM - I : General Informa		
Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Main lines of business	
Business	Since
Construction Work	2000
<input type="button" value="Add Table"/>	

Digital Signature: MIIKgyJKoZIHvcNAQcCoIIIGzCCCBcCAQExCzAJBgUrDgMCGGUAMIIBOwYJKoZIhvcNAQcBoIIBLASCASH2AGEAbAB1AGUAIABmAG8AcgAgAE4AZQB3ACA AVABhAGIA

[Back](#)

Screen shot: Successful verification of Digital Signature



FORM - I : General Information

All individual firms and each partner of a joint venture are requested to complete the information in this form.

FORM - I : General Informa		
Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Main lines of business

Business	Since
Construction Work	2000

[Add Table](#)

Digital Signature: Verification Successful

[Sign](#) [Update](#) [Back](#)

Screen shot: Attach digital signature & save bidding form



2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Main lines of business

Business	Since
Construction Work	2000

Add Table

Digital Signature: MIIIZgYJKoZIhvcNAQcCoIIIVzCCCCFMAQExCzAJBgUrDgMCGGUAMIIBdwYJKoZIhvcNAQcBoIIBaASCAWR2AGEAbAB1AGUAIAbmAG8AcgAgAE4AZQB3ACAABVABhAGIA

Sign Update Back



11.1.3 View bidding form details

You can view details of bidding form by clicking on **View** link as shown in the below given **screen shot**

Screen shot: View bidding form details



Message Board [Go Back To Home](#)

Tender Detail

Tender Id : 5768 Tender No : Mock Tender for Submission Only Due date & time : 31/12/2011 18:00 Opening date & time: 31/12/2011 18:01
 Brief : e-Tender - Mock Tender for Submission Only [Tender Notice](#) | [Download Document](#)

Declaration **Prepare Bid** **Final Submission** **Result**

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Schedule - 1 - A *	[Add]	Map
Rebate		
Rebate		

Screen shot: View bidding form details

Company Name : pradipvendor1 (pradipvendor1)

FORM - I : General Information

All individual firms and each partner of a joint venture are requested to complete the information in this form.

FORM - I : General Informa

Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Main lines of business

Business	Since
Construction Work	2000

[Back](#) [Verify](#)

List of Files Uploaded

FILE NAME	DESCRIPTION	DOWNLOAD

Digital Signature

Confidential



11.1.4 Delete bidding form

You can delete bidding form by clicking on "**Delete**" link. System prompts a message to you confirming deletion of bidding form as shown in below given **screen shot**

Screen shot: Deletion of a bidding form

Message Board		
Go Back To Home		
Tender Detail		
Tender Id : 5768	Tender No : Mock Tender for Submission Only	Due date & time : 31/12/2011 18:00
Brief : e-Tender - Mock Tender for Submission Only		Opening date & time: 31/12/2011 18:01
		Tender Notice Download Document
Declaration Prepare Bid Final Submission Result		
Technical Bid		
Schedule Name	Actions	Reference Document(s)
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Schedule - 1 - A *	[Add]	Map
Rebate		
Rebate		





12 Upload bid supporting/reference documents

12.1 Upload bid reference documents

- You can upload all bid supporting documents online and can save it into the virtual briefcase so in future whenever any document has to be submitted along with the tender you can simply re-use it.
- You can upload bid supporting documents by performing the below given steps:
 - Click on the **"Upload document"** link available under **"Briefcase Document"** menu available on top of bidder dash board page as shown in the below given screen shot

Screen shot - : Upload bid supporting/reference document

Thursday 27/05/2010 15:11:17 IST Last Login: 27/05/2010 14:48:45 Welcome: Mr. vendor1

Message Box Tender **Briefcase Documents** Change Password Edit Profile Logout

Upload Documents | Folder Management

Message Board MARQUEE TESTING - UVM

Select a file to upload : * Browse...

Description : *

Upload

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.
- Acceptable File Types
(* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf)
- A file path may contain any below given special characters:
(Space, -, _ , \)
- Click on **Map** link available in front of uploaded document to map it with a **Folder**

View Unmapped Files View Folderwise Files View All Files

Important file uploading instruction

- Click on browse button to open a file to be uploaded and enter Document description and click on **"Upload"** button as shown in the below given screen shot
- A single file size must not exceed 4 MB. Please ensure that you follow all the other instructions mentioned on the upload document page as shown in the above given screen shot

Screen shot: Select a file to upload online

Select a file to upload : * C:\Documents and Settings\Administrator\C Browse...

Description : * test

Upload

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.
- Acceptable File Types
(* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf)
- A file path may contain any below given special characters:
(Space, -, _ , \)
- Click on **Map** link available in front of uploaded document to map it with a **Folder**

Confidential



Screen shot: Uploaded documents list

Select a file to upload : * [Browse...](#)

Description : *

[Upload](#)

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.
- Acceptable File Types
(* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf)
- A file path may contain any below given special characters:
(Space, -, _, \)
- Click on [Map](#) link available in front of uploaded document to map it with a **Folder**

View Unmapped Files [View Folderwise Files](#) [View All Files](#)

File Information

Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download
1	test.doc	test	10752	Map	Approved	Cancel	Download Document
2	test1.doc	test1	10752	Map	Approve	Delete	Download Document

12.2 Cancel uploaded document

- You can cancel uploaded and approved document if required.
- You need to click on "**Cancel**" link available in front of a respective document as shown in the below given screen shot

Screen shot: Cancel document

Select a file to upload : * [Browse...](#)

Description : *

[Upload](#)

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.
- Acceptable File Types
(* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf)
- A file path may contain any below given special characters:
(Space, -, _, \)
- Click on [Map](#) link available in front of uploaded document to map it with a **Folder**

View Unmapped Files [View Folderwise Files](#) [View All Files](#)

File Information

Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download
1	New Microsoft Word Document3.doc	test1	10752	Map	Approved	Cancel	Download Document

- On successful cancellation of a document, you will be prompted an alert message "Document Cancelled Successfully"
- After cancellation of a document, you can delete a document.



12.3 Delete uploaded Document

- You can delete any of the uploaded documents by clicking on a **“Delete”** link available on the upload document page as shown in the below given screen shot

Screen shot: Delete uploaded document

Select a file to upload : * Browse...

Description : *

[Upload](#)

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.
- Acceptable File Types
(* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf)
- A file path may contain any below given special characters:
(Space, -, _, \)
- Click on **Map** link available in front of uploaded document to map it with a **Folder**

[View Unmapped Files](#) [View Folderwise Files](#) [View All Files](#)

Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download
1	test.doc	test	10752	Map	Approved	Cancel	Download Document
2	test1.doc	test1	10752	Map	Approve	Delete	Download Document

- On successfully deletion of a document, a message “File Deleted Successfully” would be prompted to you as shown in the below given screen shot

Screen shot: Successful file/document deletion

Message Board

Select a file to upload : * Browse...

Description : *

[Upload](#)

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.
- Acceptable File Types
(* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf)
- A file path may contain any below given special characters:
(Space, -, _, \)
- Click on **Map** link available in front of uploaded document to map it with a **Folder**

[View Unmapped Files](#) [View Folderwise Files](#) [View All Files](#)

Performing requested Operation. Please wait.

Message from webpage

File deleted successfully

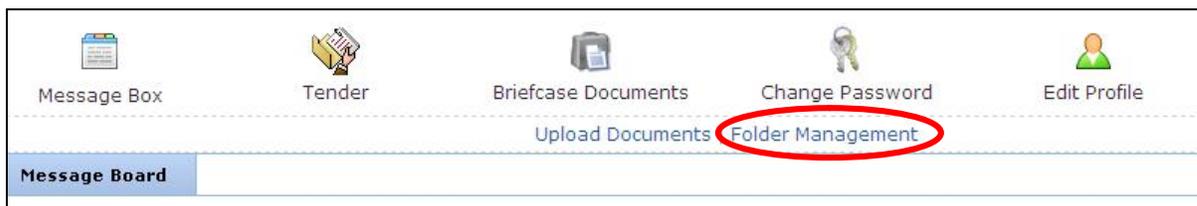
[OK](#)



12.4 Folder wise documents management

- You can manage documents folder wise. I.e. you may create past experience; ISO documents etc. folders to store the uploaded documents.
- To manage the folders click on "**Folder Management**" link available under "**Briefcase Documents**" menu as shown in the below given screen shot

Screen shot: Folder wise documents management



- To create a new folder click on "**Create Folder**" button as shown in the below given screen shot

Screen shot: Folder creation

Folder Management			
Folder Name	<input type="text"/>	<input type="button" value="Create Folder"/>	
Folder Information			
Sr. No.	Folder Name	No. of files mapped	Action
No folders created.			

- Enter folder name and click on "**Submit**" button.
- Click on a "**Map**" link available in front of each document to move a file to particular folder as shown in the below given screen shot

Screen shot: Map documents to a folder



Select a file to upload : *

Description : *

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size
- Acceptable File Types (* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.x
- A file path may contain any below given special char (Space, -, _ \)
- Click on **Map** link available in front of uploaded docu

View Unmapped Files

Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download
1	New Microsoft Word Document3.doc	test1	10752	Map	Approved	Cancel	Download Document

12.4.1 Attach/Map Bid supporting documents to bidding form

- You can map/attach uploaded reference documents to the specific bidding form in a tender. If you have not uploaded any documents yet on website then please upload documents first. Kindly refer **Upload Bid Supporting Documents** to know how to upload bid reference documents online. You need to perform below mentioned steps to map bid supporting documents to the bidding schedule in a tender:
- Click on "**Map**" link available on bidding dash board appears in front of each bidding schedule as shown in **screen shot**.

Screen shot: Map bid reference documents

Message Board [Go Back To Home](#)

Tender Detail

Tender Id : 5768 Tender No : Mock Tender for Submission Only Due date & time : 31/12/2011 18:00 Opening date & time: 31/12/2011 18:01

Brief : e-Tender - Mock Tender for Submission Only [Tender Notice](#) | [Download Document](#)

Declaration **Prepare Bid** Final Submission Result

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Schedule - 1 - A *	[Add]	Map
Rebate		
Rebate		

- Select documents from the list of uploaded documents which you want to attach/map with the bidding form and then click on "**Map**" button available on bottom of the page as shown in the **screen shot**



Screen shot: List of Uploaded documents

<input type="checkbox"/>	223	ws-11_price bid1.pdf	ws-11_price bid1	0	Approved	unmappen	2009-11-15 10:09:00.0	Approved	Approved & Mapped	
<input type="checkbox"/>	224	ws-11_price bid2.pdf	taufique	0	Approved	unmappen	2009-11-15 10:09:00.0	Approved	Cancel	
<input checked="" type="checkbox"/>	225	ws-17_price bid1.pdf	varun	0	Approved	unmappen	2009-11-15 10:09:00.0	Approved	Approved & Mapped	
<input type="button" value="Map"/>										

- On successful mapping of the documents, documents will start appearing under the "List of mapped documents" title and on the same page as shown in the below given **screen shot**
- You can also remove the attached documents by selecting the documents to be removed and by clicking on "**remove**" button as shown in **screen shot**

Screen shot: List of Mapped Documents

List of Mapped documents.					
Sr No.	File Name	File Description	Download	Select	
1	test doc.docx	Test Doc		<input type="checkbox"/>	<input type="button" value="Remove"/>



Tender Detail								
Tender Id : 5768	Tender No : Mock Tender for Submission Only	Due date & time : 31/12/2011 18:00						
Brief : e-Tender - Mock Tender for Submission Only		Opening date & time: 31/12/2011 18:01						
Tender Notice Download Document								
Declaration Prepare Bid Final Submission Result								
Technical Bid								
Schedule Name	Actions	Reference Document(s)						
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map <table border="1"><thead><tr><th>FILE NAME</th><th>DESCRIPTION</th><th>DOWNLOAD</th></tr></thead><tbody><tr><td>EMD Image.doc</td><td>emd image pradi vendor1</td><td></td></tr></tbody></table>	FILE NAME	DESCRIPTION	DOWNLOAD	EMD Image.doc	emd image pradi vendor1	
FILE NAME	DESCRIPTION	DOWNLOAD						
EMD Image.doc	emd image pradi vendor1							
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map <table border="1"><thead><tr><th>FILE NAME</th><th>DESCRIPTION</th><th>DOWNLOAD</th></tr></thead><tbody><tr><td>SCH F12A.pdf.enc</td><td>SCH F12A</td><td></td></tr></tbody></table>	FILE NAME	DESCRIPTION	DOWNLOAD	SCH F12A.pdf.enc	SCH F12A	
FILE NAME	DESCRIPTION	DOWNLOAD						
SCH F12A.pdf.enc	SCH F12A							

13 Prepare Financial/Price bid form

13.1.1 Add price bid form

- Click on **"Add"** link as shown in below given **screen shot**
- After opening up of a price bid form, enter rates into rate in Rs. column which will be converted into words by the system automatically as shown in below given **screen shot**
- Click on **"Sign"** button to attach digital signature to price bid form as shown in the below given **screen shot**
- Click on **Encrypt Data** button to encrypt price bid form as shown in **screen shot**
- Click on **"Save"** button to submit the price bid form. On successful submission of a price bid form, System prompts you a message **"Bid Form Successfully saved"**

Screen shot: Fill rate in price bid form



Message Board [Go Back To Home](#)

Tender Detail

Tender Id : 5768 Tender No : Mock Tender for Submission Only Due date & time : 31/12/2011 18:00 Opening date & time: 31/12/2011 18:01
Brief : e-Tender - Mock Tender for Submission Only [Tender Notice](#) | [Download Document](#)

Declaration **Prepare Bid** **Final Submission** **Result**

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Schedule - 1 - A *	[Add]	Map

Rebate
[Rebate](#)

Screen shot: Fill rate in price bid form

Price bid- Above/Below

Sr.No.	Particulars	Estimated Amount	Above / Below	Percentage	Difference Amount	Final Amount	Final Amount (In Words)
1	Test Item	10000	Above ▾	<input type="text" value="5"/>	<input type="text" value="500"/>	<input type="text" value="10500"/>	TEN THOUSAND FIVE HUNDRED

Digital Signature

 [Back](#)

Screen shot: Sign the price bid form



Price bid- Above/Below

Sr.No.	Percentage	Difference Amount	Final Amount	Final Amount (In Words)
1	5	500	10500	TEN THOUSAND FIVE HUNDRED

Message from webpage: Data Signed Successfully

OK

Digital Signature: MIIHdwYJKoZIhvcNAQcCoIIHaDCCB2QCAQExCzAJBgUrDgMCGGUAMIGFBgkqhkiG9w0BBwGaeAR2dqBhAGwAdOBIACAAZqBvAHIAIABOAGUAdwAqAFOAYQBiAGwAZOBf

Sign Encrypt Data Save Back

Screen shot: Encrypt data & Save price bid form

Price bid- Above/Below

Sr.No.	Particulars	Estimated Amount	Above / Below	Percentage	Difference Amount	Final Amount	Final Amount (In Words)
1	Test Item	10000	Above	5	500	10500	TEN THOUSAND FIVE HUNDRED

Digital Signature: MIIHdwYJKoZIhvcNAQcCoIIHaDCCB2QCAQExCzAJBgUrDgMCGGUAMIGFBgkqhkiG9w0BBwGaeAR2dqBhAGwAdOBIACAAZqBvAHIAIABOAGUAdwAqAFOAYQBiAGwAZOBf

Sign Encrypt Data Save Back

Price bid- Above/Below

Sr.No.	Particulars	Estimated Amount	Above / Below	Percentage	Difference Amount	Final Amount	Final Amount (In Words)
1	Test Item	10000	Above	MIIBSQYJKoZIhvcNAQcQ	MIIBSQYJKoZIhvcNAQcQ	MIIBUQYJKoZIhvcNAQcQ	MIIBeQYJKoZI JomT8ixkARkl aG5vbG9naWV BgkqhkiG9w0I iW36iqOdQHji IJkT5sYT7i+g MFsGCSqGSII GpjbZMe

Message from webpage: Encryption Successfully Completed

OK

MIIBUQYJKoZIhvcNAQcQ

MIIBeQYJKoZI JomT8ixkARkl aG5vbG9naWV BgkqhkiG9w0I iW36iqOdQHji IJkT5sYT7i+g MFsGCSqGSII GpjbZMe

Sign Encrypt Data Save Back



13.1.2 Edit form

- Click on “**Edit**” link to edit detail in price bid form as shown in below given **screen shot**
- Click on “**Decrypt Data**” button to decrypt encrypted data in a price bid form as shown in the below given **screen shot**
- Click on “**Verify**” button to verify digital signature attached to the price bid form as shown in the below given **screen shot**
- Edit details in price bid form and click on “**Sign**” button as shown in below given **screen shot**
- Click on “**Encrypt Data**” button to encrypt price bid and click on “**Update**” button as shown in the below given **screen shot**

Screen shot: Edit data in price bid form

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Schedule - 1 - A *	[Edit] - [Delete] - [View] - [Encrypt]	Map

Screen shot: Decrypt data of price bid form

Price Bid						
price bid						
Sr.No	Description	Est.Cost	Above Below	%	Amount	Total Amount
1	Zm[+H nvd@ à.H+\$. 30 _U'º g. Z\$. 446 JmoS>o~m~m ZJa 'oWrb _Znmá`m Iwe`m OmJov 20.00 bj {bQ>a i_VoMm ObHw\$S^~m\$YUo d ObenUXrH\$AU HJ\$X< voo àPvm{dv ObHw\$S^~mH\$[aVm Cúd@dm{hZr Q>mH\$Uo d {dVaU dm{hZr Q>mH\$Uo d ihm*6_Z H\$mQ>@a ~m\$YUo. à{d	458156	Above	MIIBLAYJKoZihvdNAQct	MIIBNAYJKoZihvdNAQct	MIIBPAYJKoZihvdNAQct

Digital Signature: [MIIH7AYJKoZihvdNAQcCoIHPTCCBzKCAQExCzAJBgUrDgMCGqUAMGECCSgqS1b3DOEHaaBUBF72AGEABAB1AGUAIABmAGBacqAaA54RZOB3CAAVABHAGIAbAB1AF8A]

[Verify] [Decrypt Data] [Update] [Back]

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Price Bid

Message from webpage

Decryption completed successfully

Sr.No	Description	Est.Cost	Above Below	%	Amount	Total Amount
1	Zm[H\$ nyl@ à.H=\$. 30_U' o g. Z\$. 446 JmoS>o~m~m ZJa `oWrb _ZnmÁ`m Iwè`m OmJoV 20.00 bj {bQ>a j_VoMm Obhw\$§^~m\$YUo d ObewUXrH\$AU H}\$X= Voo àrVm{dv Obhw\$§^~m\$YUo d {dVaU dm{hZr Q>mH\$Uo d ihm*e_Z H\$mQ>@a ~m\$YUo. a{d	458156	Above	10	45815.6	503971.6

Digital Signature

MIiHTAYJKoZIhvcNAQcCoIiHPTCCBzKCAQExCzA3BgUrDgMCGGUAMGEgCSqGS1b3DOEHaaBUBFJ2AGEAbAB1AGUAIABmAG8AcoAaAE4AZOB3ACAaVABhAGIAbABIAF8A

Verify Decrypt Data Update Back

Screen shot: Verify Digital Signature

Price Bid

price bid

Sr.No	Description	Est.Cost	Above Below	%	Amount	Total Amount
1	Zm[H\$ nyl@ à.H=\$. 30_U' o g. Z\$. 446 JmoS>o~m~m ZJa `oWrb _ZnmÁ`m Iwè`m OmJoV 20.00 bj {bQ>a j_VoMm Obhw\$§^~m\$YUo d ObewUXrH\$AU H}\$X= Voo àrVm{dv Obhw\$§^~m\$YUo d {dVaU dm{hZr Q>mH\$Uo d ihm*e_Z H\$mQ>@a ~m\$YUo. a{d	458156	Above	10	45815.6	503971.6

Digital Signature

MIiHTAYJKoZIhvcNAQcCoIiHPTCCBzKCAQExCzA3BgUrDgMCGGUAMGEgCSqGS1b3DOEHaaBUBFJ2AGEAbAB1AGUAIABmAG8AcoAaAE4AZOB3ACAaVABhAGIAbABIAF8A

Verify Decrypt Update Back

Screen shot: Sign Price bid form

Price Bid

Message from webpage

Data Signed Successfully

Sr.No	Description	Est.Cost	Above Below	%	Amount	Total Amount
1	Zm[H\$ nyl@ à.H=\$. 30_U' o g. Z\$. 446 JmoS>o~m~m ZJa `oWrb _ZnmÁ`m Iwè`m OmJoV 20.00 bj {bQ>a j_VoMm Obhw\$§^~m\$YUo d ObewUXrH\$AU H}\$X= Voo àrVm{dv Obhw\$§^~m\$YUo d {dVaU dm{hZr Q>mH\$Uo d ihm*e_Z H\$mQ>@a ~m\$YUo. a{d	458156	Above	10	45815.6	503971.6

Digital Signature

MIiHTAYJKoZIhvcNAQcCoIiHPTCCBzKCAQExCzA3BgUrDgMCGGUAMGEgCSqGS1b3DOEHaaBUBFJ2AGEAbAB1AGUAIABmAG8AcoAaAE4AZOB3ACAaVABhAGIAbABIAF8A

Sign Encrypt Update Back

Screen shot: Encrypt & Update price bid form details

Price Bid

price bid

Sr.No	Description	Est.Cost	Above Below	%	Amount	Total Amount
1	Zm[H\$ nyl@ à.H=\$. 30_U' o g. Z\$. 446 JmoS>o~m~m ZJa `oWrb _ZnmÁ`m Iwè`m OmJoV 20.00 bj {bQ>a j_VoMm Obhw\$§^~m\$YUo d ObewUXrH\$AU H}\$X= Voo àrVm{dv Obhw\$§^~m\$YUo d {dVaU dm{hZr Q>mH\$Uo d ihm*e_Z H\$mQ>@a ~m\$YUo. a{d	458156	Above	10	45815.6	503971.6

Digital Signature

MIiHTAYJKoZIhvcNAQcCoIiHPTCCBzKCAQExCzA3BgUrDgMCGGUAMGEgCSqGS1b3DOEHaaBUBFJ2AGEAbAB1AGUAIABmAG8AcoAaAE4AZOB3ACAaVABhAGIAbABIAF8A

Sign Encrypt Update Back

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13.1.3 View form details

- Click on “**View**” link available in front of form title on bidding dash board.
- To view details of bidding form, first you need to decrypt data which was encrypted with your own private key of a digital certificate. Data can be decrypted by clicking on a Decrypt data button available on bottom left corner of the bidding form page as shown in below given **screen shot**

Screen shot: Decrypt price bid form details

Company Name : vendor1 Company (vendor1)

SL No.	Description	Quantity	Unit	
1	Laptop	10	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNIUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIF
2	Desktop	20	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNIUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIF



3	Printer	30	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VvZW1lbnQqVGVjaG5vbG9naWVz
4	CD	40	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VvZW1lbnQqVGVjaG5vbG9naWVz
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VvZW1lbnQqVGVjaG5vbG9naWVz

Back Verify **Decrypt**

Screen shot: View price bid form details

Price Bid - AA						
Price Bid - AA						
SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	10	TEN	100
2	Desktop	20	Nos.	10	TEN	200
3	Printer	30	Nos.	10	TEN	300
4	CD	40	Nos.	10	TEN	400
5	DVD	50	Nos.	10	TEN	500

Back Verify **Decrypt**

FILE NAME	DESCRIPTION	DOWNLOAD
No document mapped		

Digital Signature:



Price Bid - AA						
Price Bid - AA						
SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	10	TEN	100
2	Desktop	20	Nos.	10	TEN	200
3	Printer	30	Nos.	10	TEN	300
4	CD	40	Nos.	10	TEN	400
5	DVD	50	Nos.	10	TEN	500
Inclusive of all Taxes & Duties						
Back Verify Decrypt						
List of Files Uploaded						
FILE NAME	DESCRIPTION	DOWNLOAD				
No document mapped						
Digital Signature: <input type="text" value="MIIUWAYJKoZ1hvcNAQcDoIIUSTCCFEUCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQD"/>						

13.1.4 Delete price bid Schedule

- You can delete any of the price bid form by clicking on a **"Delete"** link available on bidding dash board as shown in the below given screen shot. When you click on delete link, system prompts you a message for the confirmation of the deletion of the price bid form.

Screen shot: Deletion of price bid form

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Technical Bid - A *	[Edit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid - A *	[Edit] - [Delete] - [View] - [Encrypt]	Map

Message from webpage

Do you want to delete Price Bid - A

- On deletion of a price bid form, you would be prompted an alert message "Form deleted successfully"

13.2 Encrypt price bid form

You need to encrypt each price bid schedule with the uploaded **public key of a concern government officer**. A link of final submission will be activated only if you have all the mandatory forms and have encrypted each price bid form.

Perform below given steps to encrypt price bid form:

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- Click on "**Encrypt**" link available on prepare bid page as shown in the below given screen shot.

Screen shot: Encrypt price bid form with the public key

Message Board [Go Back To Home](#)

Tender Detail

Tender Id : 5768 Tender No : Mock Tender for Submission Only Due date & time : 31/12/2011 18:00 Opening date & time : 31/12/2011 18:01
Brief : e-Tender - Mock Tender for Submission Only [Tender Notice](#) | [Download Document](#)

Declaration **Prepare Bid** Final Submission Result

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Schedule - 1 - A *	[Edit] - [Delete] - [View] - [Encrypt]	Map
Rebate		
Rebate		

- When you click on Encrypt link, system prompts you a message for the confirmation of encryption of the price bid form. You can click on Ok button if you are sure to encrypt the price bid form with the public key of government officer otherwise click on Cancel button.

Screen shot: Confirmation of encryption of price bid form

Declaration Document Fees **Prepare Bid** Final Submission Result [Online Payment Detail](#)

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Technical Bid *	[Edit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Price Bid *	[Edit] - [Delete] - [View] - [Encrypt]	Map



Declaration Document Fees **Prepare Bid** Final Submission Result Online Payment Detail

Technical Bid		Reference Document(s)
Schedule Name		Map
Technical Bid *		
Price Bid		Reference Document(s)
Schedule Name	Actions	Map
Price Bid *	[Edit] - [Delete] - [View] - [Encrypt]	

Message from webpage

Are you sure you want to encrypt & submit Price Bid

OK Cancel

Important Note:

1. It is advisable that you encrypt price bid form only if you are sure that no further modifications will be required in the price bid form.
2. If any change has to be made in the encrypted (with the public key of government officer) form then you need to delete the entire price bid form and will have to fill up again.

- As you click on the Encrypt link, a filled price bid schedule gets opened which you need to decrypt first with your own digital certificate and then to encrypt it with the government officer's public key as shown in the below given screen shot
- First you need to decrypt your price bid schedule with your own digital certificate which can be done by clicking on **Decrypt Data** button as shown in the below given screen shot

Screen shot: Decrypt price bid schedule with your digital certificate

Price Bid

Price Bid						
price bid						
Sr.No	Description	Est.Cost	Above Below	%	Amount	Total Ammount
1	Zm[HS nvd@ ä.H+\$ 30_U' o g. Z\$. 446 JmoS>o~m~m ZJa `oWrb _ZnmÄ' m Iwe' m OmJov 20.00 bj {bQ>a j_VoMm ObHw\$§^ ~m\$YUo d ObewÜXrH\$au H}\$X= Voo äRvM(dV ObHw\$§^mH\$[aVm CÜd@dm[hZr Q>mh\$Uo d {dVaU dm[hZr Q>mh\$Uo d lhm^e_Z H\$mQ>@a ~m\$YUo. a{d	458156	Above	MIIBLAYKozZlhvcNAQc	MIIBNAYKozZlhvcNAQc	MIIBPAYKozZlhvcNAQc

Decrypt Data Encrypt & Save

Price Bid

Message from webpage

Decryption completed successfully

OK

Price Bid						
price bid						
Sr.No	Description	Est.Cost	Above Below	%	Amount	Total Ammount
1	Zm[HS nvd@ ä.H+\$ 30_U' o g. Z\$. 446 JmoS>o~m~m ZJa `oWrb _ZnmÄ' m Iwe' m OmJov 20.00 bj {bQ>a j_VoMm ObHw\$§^ ~m\$YUo d ObewÜXrH\$au H}\$X= Voo äRvM(dV ObHw\$§^mH\$[aVm CÜd@dm[hZr Q>mh\$Uo d {dVaU dm[hZr Q>mh\$Uo d lhm^e_Z H\$mQ>@a ~m\$YUo. a{d	45815.6	Above	10	45815.6	503971.6

Decrypt Data Encrypt & Save

- To encrypt price bid form, you need to click on Encrypt & Save button as shown in the below given screen shot.

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Screen shot: Encrypt price bid form with public key

Sr.No	Description	Est.Cost	Above Below	%	Ammount	Total Ammount
1	Zm[H\$ nrd@ à.H+\$. 30 _U' o g. Z\$. 446 JmoS>o~m~m ZJa' oWrb _ZnmÁ'm lwe'm OmJoV 20.00 bj {bQ>a j_YoMm ObHwS\$^ ~m\$YUo d ObewUXRH\$AU H SX< Voo áR'Vm{dV ObHwS\$^mH\$[aVm CúD@dm[hZr Q>mH\$Uo d {dVatU dm[hZr Q>mH\$Uo d ihm*e_Z H\$mQ>@a ~m\$YUo. a{d	458156	Above	10	45815.6	503971.6

- After encrypting the price bid form if you want to modify the price bid details then you need to delete the filled price bid form and need to fill it up again.
- Link of **Edit & View** would not be displayed on the screen as shown in the below given screen shot

Screen shot: Encrypted price bid form

Schedule Name	Actions	Reference Document(s)
Technical Bid *	[Edit] - [Delete] - [View]	Map
Schedule Name	Actions	Reference Document(s)
Price Bid *	Form Encrypted [Delete] [View]	Map

13.2.1 Delete price bid Schedule

- You can delete any of the price bid form by clicking on a **"Delete"** link available on bidding dash board as shown in the below given screen shot. When you click on delete link, system prompts you a message for the confirmation of the deletion of the price bid form.

Screen shot: Deletion of price bid form

Message from webpage

Do you want to delete Price Bid

OK Cancel

On deletion of a price bid form, you would be prompted an alert message "Form deleted successfully"



14 Final submission

- After filling all the mandatory schedules and encrypting price bid forms the link of final submission gets activated as shown in the below given screen shot

Screen shot: Final submission button

Envelope Name	Form Name	Mandatory / Optional	Submitted	Attached Document List
Technical Bid	Technical Bid	Mandatory	Yes(1)	No
Price Bid	Price Bid	Mandatory	Yes(1)	No

[Final Submission](#)

- On the final submission page you can see the final submission button and clicking upon which you can do final submission of a tender. I.e. you can drop your e-Tender into Secure Electronic Time Stamped Tender Box.
- After completion of final submission of a tender, you will get an online receipt for the confirmation of your final submission as shown in the below given screen shot.
- Online receipt includes bid schedule details, list of documents attached and date & time and IP address from where you have completed final submission. Print out of the same can be taken out by you for future reference.

Screen shot: Online receipt for final submission of a tender

Screen shot: Online receipt

Tender Id : 2889				
Tendering Unit : NPCIL Group				
Tender No : NPCIL/Test/TT				
Company Name : vendor1 Company				
Address : vendor1				
LoginId : vendor1				
Receipt No : NPCIL/Test/TT/4237				
Envelope Name	Form Name	Mandatory / Optional	Submitted	Attached Document List
Technical Bid	Technical Bid - A	Mandatory	Yes(1)	No
Price Bid	Price Bid - A	Mandatory	Yes(1)	No
You have successfully completed final submission from IPAddress :192.168.100.115 on Date And Time 28/05/10 04:33:36				
Print Preview				

14.1 Note about Final submission of a tender

During prepare bid stage, you are preparing a tender in your personal briefcase which must be dropped into the secure, time stamped electronic tender box for consideration



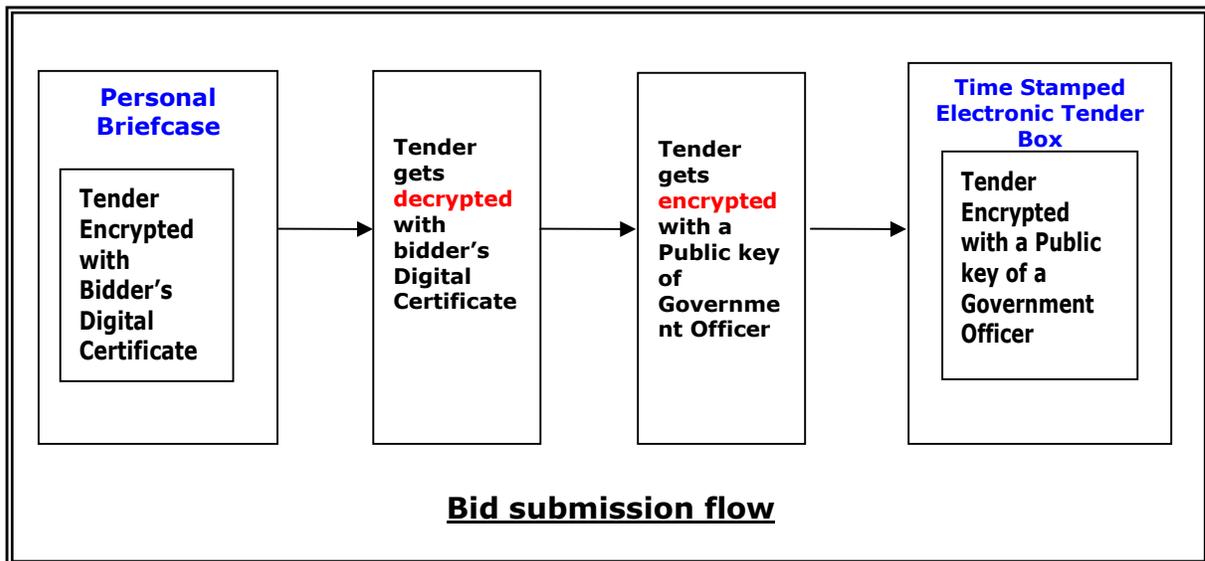
of your bid. You can drop your e-Tender into time stamped electronic tender box by doing final submission of a tender.

Phase 1: Preparation of a Tender in a Personal briefcase	Phase 2: Dropping Tender in a Time stamped electronic tender box
Bids are encrypted using your public key and gets stored into personal briefcase.	Tender is encrypted with the public key of tendering authority and gets stored in a time stamped electronic tender box.

Important notes:

1. Once you complete final submission of a tender online, you won't be allowed to edit bid details.
2. You should get an online receipt for the confirmation of online final submission of a tender.
3. You can't do final submission of a tender after submission due date & time as mentioned in tender document.

Screen shot: Process flow diagram of final submission



15 Change password

You can change your password as and when you wish. It is advisable that you change your password after every 2 months.



You can change your password by performing below given steps:

- Click on Change password icon available on top of the bidder dash board page as shown in the below given screen shot

Screen shot: Change Password

The screenshot shows the bidder dashboard for Nashik Municipal Corporation. The header includes the date and time (Wednesday 14/05/2014 12:28:44 IST), the user's last login (14/05/2014 11:13:11), and a welcome message (Welcome: Mr. Tapan). The navigation bar contains icons for Message Box, Tender, Briefcase Documents, Utility, Change Password (circled in red), Edit Profile, and Logout. Below the navigation bar is a search section with fields for Tender Id, Department, Submission Date, Tender No, Opening Date, Tender Type, Estimated Value, and Keyword. A table below the search section shows (0) Live Tender(s) Found. The table has columns for Sr. No., Tender Id, Tender No., Department/Unit, View NIT, Estimated Value, Due Date, Opening Date, Corri., and Dashboard.

- In a change password screen, you will be asked to enter current password and new password to set as shown in the below given screen shot

Screen shot: Enter new password

The screenshot shows the 'Change Password' form. The header includes the date and time (Friday 28/05/2010 14:19:34 IST), the user's last login (28/05/2010 13:54:57), and a welcome message (Welcome: Mr. vendor1). The navigation bar contains icons for Message Box, Tender, Briefcase Documents, Change Password, Edit Profile, and Logout. The form has a title 'Change Password' and a note 'Fields Marked (*) are Mandatory'. It contains three input fields: 'Enter Current Password:', 'Enter New Password:', and 'Retype New Password:'. Below the input fields are two bullet points: 'Minimum 8 characters are required for password' and 'Password must comprise of Alphanumeric & Special characters'. The 'Submit' button is circled in red.

- On successful changing of a password, system will prompt you an alert message "Password changed successfully"

16 My tenders

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You can access all the tenders in which you have completed **"Declaration (Document Read Confirmation) step"** by clicking on My Tender(s) icon available on top of the bidder dash board page.

Screen shot: My Tenders

Thursday 27/05/2010 15:06:13 IST Last Login: 27/05/2010 14:48:45 Welcome: Mr. vendor1

Message Box **Tender** Briefcase Documents Change Password Edit Profile Logout

My Tenders | Limited Tenders | Upcoming Tender(s)

17 Limited tenders

You can access all limited tenders for which you are authorized by the tendering authority by clicking on a limited tenders icon available on top of the bidder dash board page as shown in the below given screen shot

Screen shot: Limited tenders

Thursday 27/05/2010 15:06:13 IST Last Login: 27/05/2010 14:48:45 Welcome: Mr. vendor1

Message Box Tender Briefcase Documents Change Password Edit Profile Logout

My Tenders | **Limited Tenders** | Upcoming Tender(s)



18 Edit profile

You can edit your profile details by clicking on "**Edit Profile**" icon available on top of the bidder dash board page.

Screen shot: Edit Profile

Thursday 27/05/2010 15:06:13 IST		Last Login: 27/05/2010 14:48:45		Welcome: Mr. vendor1	
 Message Box	 Tender	 Briefcase Documents	 Change Password	 Edit Profile	 Logout
My Tenders Limited Tenders Upcoming Tender(s)					

Screen shot: Edit personal details

Message Board		MARQUEE TESTING - UVM	
Edit Supplier Profile			
Fields Marked (*) are Mandatory			
Current Password : *	<input type="password" value="•••••"/>	OK	
➤ Login id details			
Login Id :	<input type="text" value="jvendor1"/>		
Hint Question :	<input type="text" value="Which is your favorite colour"/>		
Hint Answer : *	<input type="text" value="Yellow"/>		
➤ Company Details			
Company Name : *	<input type="text" value="Vendor 1"/>		
Address : *	<input type="text" value="Ahmedabad"/>		



Country : *	India
State : *	Maharashtra
City : *	Mumbai
Phone (1) : *	022456789
Phone (2) :	
Fax :	
Email 1 *	satyanarayan@abcprocure.com All future communication will be done on this Email Id For Example : xyz@abc.com Email : jmaulik@abcprocure.coi Add More E-mails
WebSite :	
Time Zone : *	(GMT+05:30) Bombay, Calcutta, Madras, New Delhi
Business Category Keywords: *	<input type="text"/> Use (,) to separate keywords i.e. Hand pump,Mobile etc.
Business Type : *	<input checked="" type="checkbox"/> Manufacturer <input checked="" type="checkbox"/> Government <input type="checkbox"/> Trading Company/Agent <input type="checkbox"/> Retailer <input type="checkbox"/> Buying Office <input checked="" type="checkbox"/> Wholesaler <input type="checkbox"/> Distributor/Wholesaler <input type="checkbox"/> Importer <input type="checkbox"/> Agent <input type="checkbox"/> Exporter <input type="checkbox"/> Diversified <input type="checkbox"/> Service <input type="checkbox"/> Other

→ **Contact person details**

Prefix : *	Mr.
Contact Person : *	Vendor1
Designation : *	Manager
Mobile No. :	09374530102
<input type="button" value="Update"/> <input type="button" value="Back"/>	

19 Logout

Whenever you wish to exit from the website, do not close the browser directly. To exit, click on the Logout menu and wait for the system to close your session. This is for your own security.

- Click on **Logout** icon available on top of the bidder dash board page as shown in the below given screen shot

Screen shot: Log out from website

Confidential



Thursday 27/05/2010 15:06:13 IST Last Login: 27/05/2010 14:48:45 Welcome: Mr. vendor1

 Message Box	 Tender	 Briefcase Documents	 Change Password	 Edit Profile	 Logout
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Appendix –Do's & Don'ts

- ***Remember your User ID & Password to access the website.***
- ***Don't share your User ID, Password & Digital Certificate with anyone.***
- ***Use e-Token for storage of digital certificate.***
- ***If you have installed a Digital Certificate in someone else computer system, then don't forget to remove your Digital Certificate from the system.***
- ***Prepare the bids and make final submission well in advance before the scheduled Date & Time of bid submission.***
- ***Change your password after every month.***
- ***Password should comprise of alphanumeric characters and should be preferably more than 8 characters.***