Government eProcurement System of National Informatics Centre

(GePNIC Version 1.09.03)





Bidders Manual Kit for Enrollment





Merits of GePNIC System

- Free portal Registration to the Bidders.
- Offers equal opportunity to all to submit their offers.
- Encourages maximum participation, competition and hence better terms.
- Is free from favoritism and eliminates /reduces the scope for Tender Inviting Authorities (TIA) to indulge in unfair practices and also
- Brings in transparency in the whole tendering process of the Government.





Pre-Requisites for System using eProcurement sites

- A computer system with at least 1 GB RAM and Internet Connectivity.
- Internet Explorer 7.0 or Mozilla Firefox 3.0 or above.
- Internet Connectivity with at least 2Mbps speed.
- Java Run Time Engine (JRE 1.7.0) or higher.



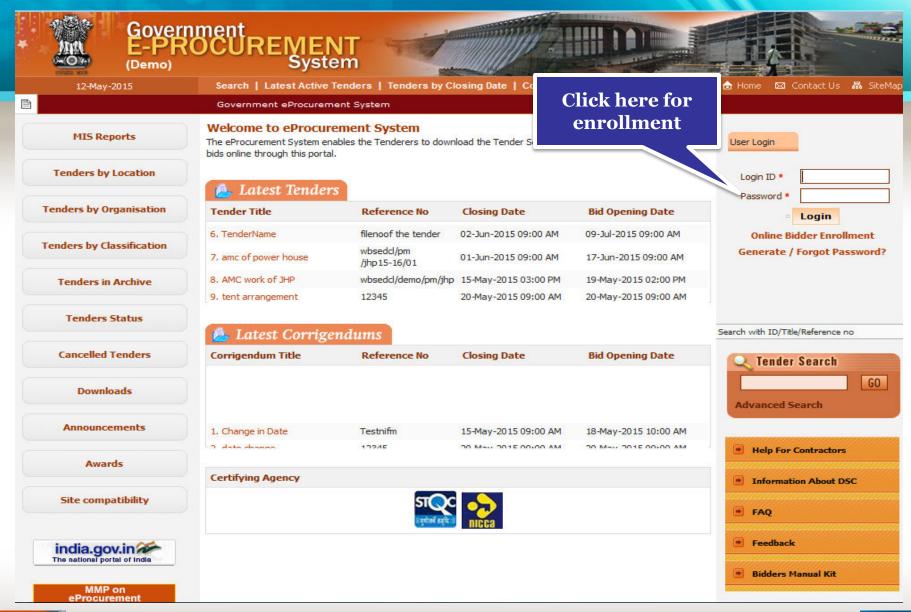


Bidder Enrollment





• Click Online Bidder Enrollment link to perform registration.







Enroll

A page for enrollment will be displayed.

- Enter a valid email address for login ID. The login ID cannot be modified once registered.
- Provide a password which must be minimum 8 characters and maximum 32 characters and must be a combination of alphabets and non-alphabetic characters.
- Confirm the password by re-entering and then click Next.





• Enter the details as per the fields and click Next.







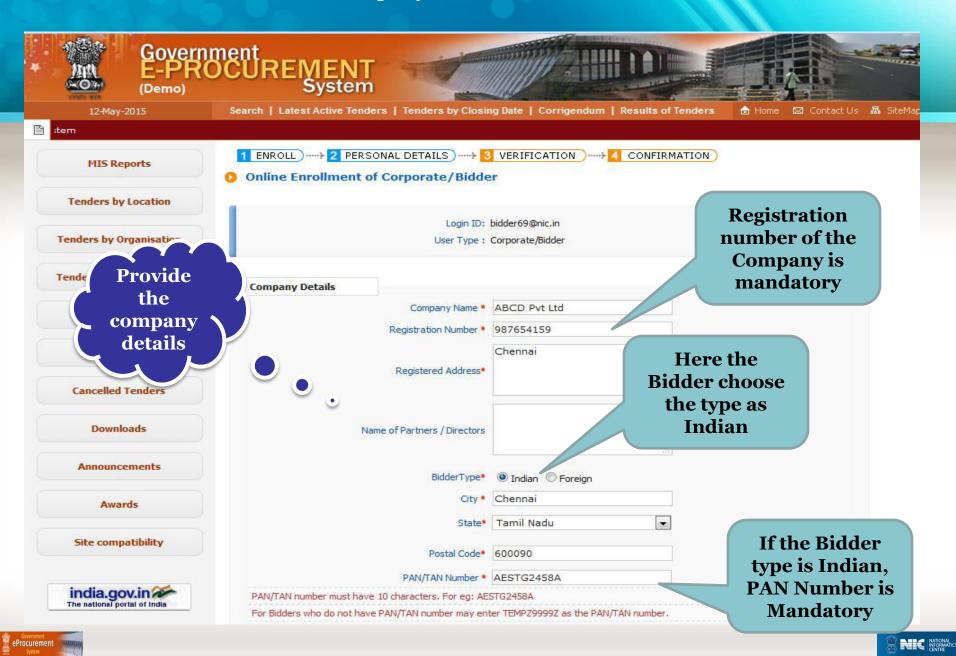
Personal Details

- Provide the details as per the fields asked.
- The fields marked with red asterisk are mandatory.
- Company Name cannot be change once registered.
- Please read the question given at the bottom of the page once after filling up the details and answer it.
- Click submit to save the entries





• Enter the company details



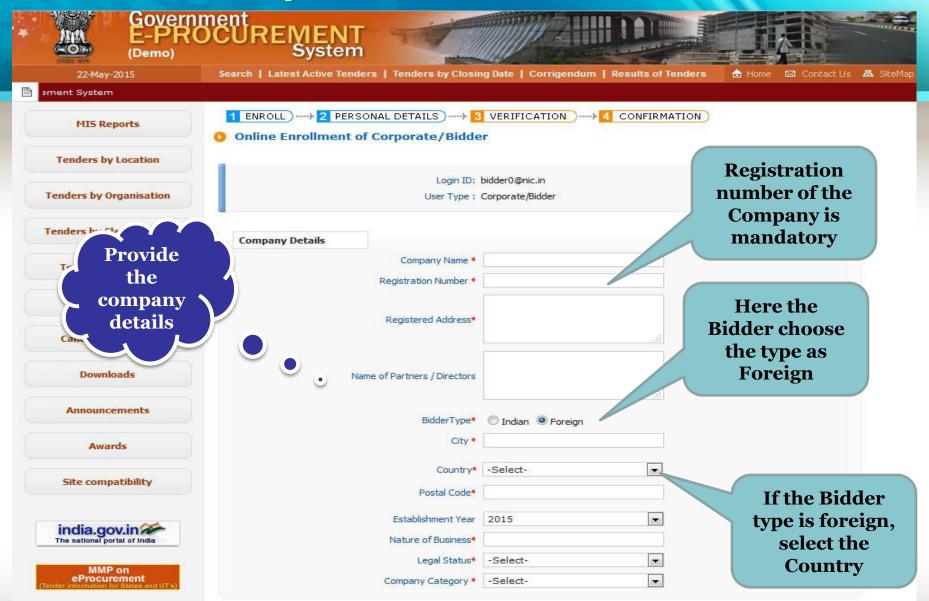
NOTE:

- •The following slide explains the fields mandatory for the Foreign Bidder.
- •If the Bidder choose the Bidder type as Indian, skip the next slide.





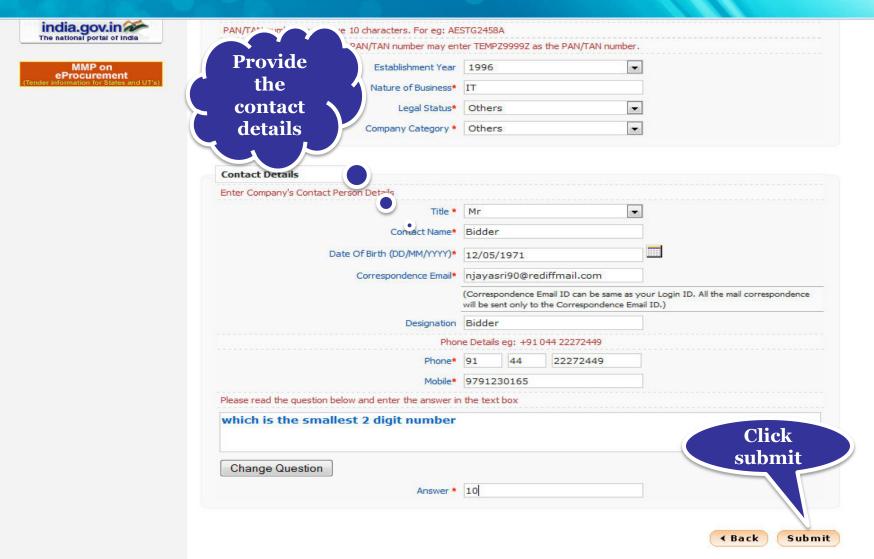
• For the Foreign Bidder, Country name is Mandatory and the PAN number is not required.







- Enter the contact details
- Click submit once you have finished entering the details.



Contents owned and maintained by respective tender inviting organisation / department

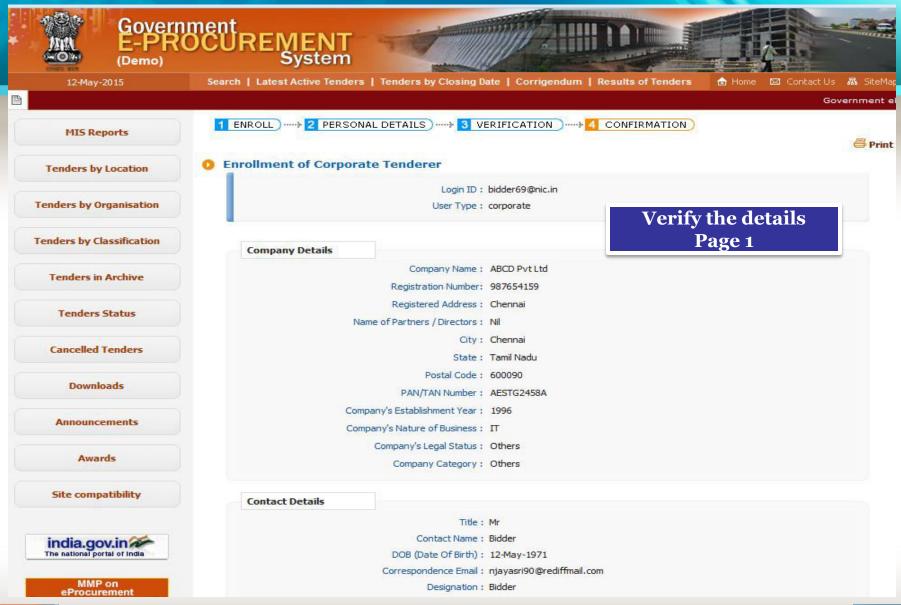
Visitors No: 5184034





Verification and Confirmation

• After submitting, the details entered will be displayed which can be verified .







Click Submit for confirmation.

Tenders by Classification

Tenders in Archive

Tenders Status

Cancelled Tenders

Downloads

Announcements

Awards

Site compatibility

india.gov.in

MMP on eProcurement

esigned, Developed and Hosted by

ational Informatics Centre

Company Details

Company Name: ABCD Pvt Ltd

Registration Number: 987654159

Registered Address: Chennai

Name of Partners / Directors: Nil

City: Chennai

State: Tamil Nadu

Postal Code: 600090

PAN/TAN Number: AESTG2458A

Company's Establishment Year: 1996

Company's Nature of Business: IT

Company's Legal Status: Others

Company Category: Others

Verify the details
Page 2

Contact Details

Title: Mr

Contact Name: Bidder

DOB (Date Of Birth): 12-May-1971

Correspondence Email: njayasri90@rediffmail.com

Designation: Bidder

Phone: 91 - 44 - 22272449

Mobile: 9791230165

Click Submit for confirmation

Date of Registration: 12-May-2015

Digital Signature Certificate Registered: No

Contents owned and maintained by respective tender inviting organisation / department

Visitors No : 5184035

Version: 1.09.03 05-02-15

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Site best viewed in IE 6 and above, with a screen resolution 1024 x 768.



Portal policies

Submit





End of Basic Bidder Enrollment





DSC Registration





Pre-Requisites for DSC Registration

- The Bidder becomes a valid bidder only after the registration of the DSC
- Bidders need to posses a valid DSC for participating in eTendering (either class 2/class3 DSC)
- Bidders need to register DSC 24 hrs prior to Bid submission.
- It can be procured from any of the Certifying Authority registered under CCA India.eg Sify, nCode, MTNL, eMudra etc
- Respective DSC Drivers needs to be installed.
- DSC needs to be physically inserted into the system.
- DSC should appear in the Browser.





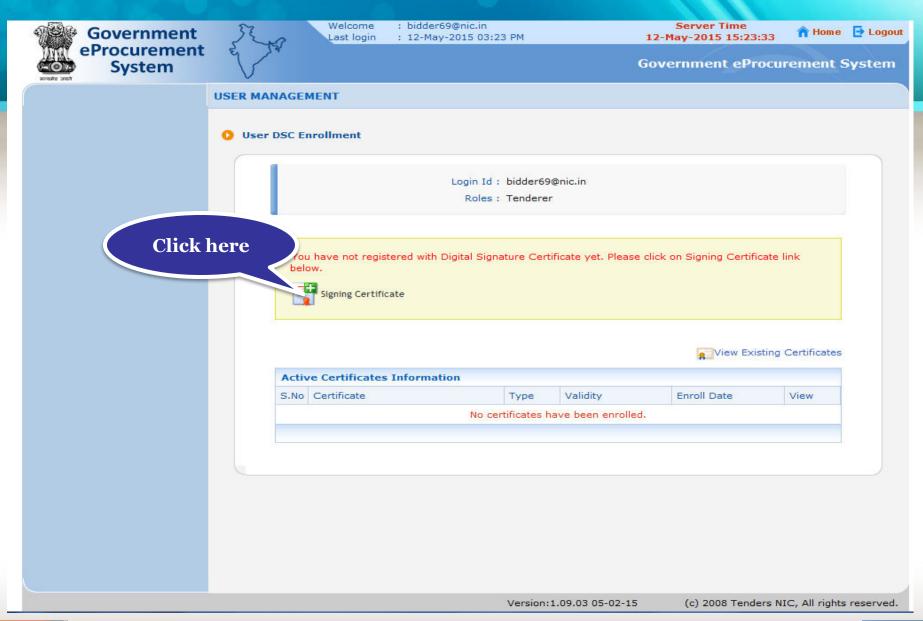
- Enter the login ID and password.
- Click Login







Click Signing Certificate to sign the certificate.







Select appropriate name and click Ok.





Welcome Last login

: bidder69@nic.in : 12-May-2015 03:23 PM

Server Time 12-May-2015 15:24:20



n Home 📑 Logout

Government eProcurement System

USER MANAGEMENT

DSC Enrollment

Login Id: bidder69@nic.in

Roles: Tenderer

Please go through the below points before registering the DSC card / e-Token:



- 1. User needs to properly install drivers for the DSC smart card or USB Token in the system before clicking the DSC enrollment menu (Signing Certificate).
- 2. DSC once registered to the login cannot be removed or reassigned.
- 3. User can access the 'Information about DSC' tab on the Homepage of the application to view the DSC certificate issuing authorities.
- 4. This screen lists the signing certificate available in the inserted DSC card / e-token, user needs to select the relevant DSC to register.
- 5. DSC registered user only can perform any action in the application.

Select appropriate name

Please insert your e-Token to read your Digital Signature Certificate information.



Digital	Certificate	:	Signin	
			7.7	

Certificate	Issued By	Type
Certificate	Issued by	Type
RAJARAMAN K	NIC sub-CA for NIC 2	Signin/
uemocert90Sign	DemoCA, NIC Chennai	Signin
BASKAR T	NIC sub-CA for NIC 2	Signing
democert92Sign	DemoCA, NIC Chennai	Signir
democert93Sign	DemoCA NIC Chennai	Sic

16 05:21 ... Click Ok 16 02:57 ... เบช-Jun-2016 02:57 ... 08-Jun-2016 02:57

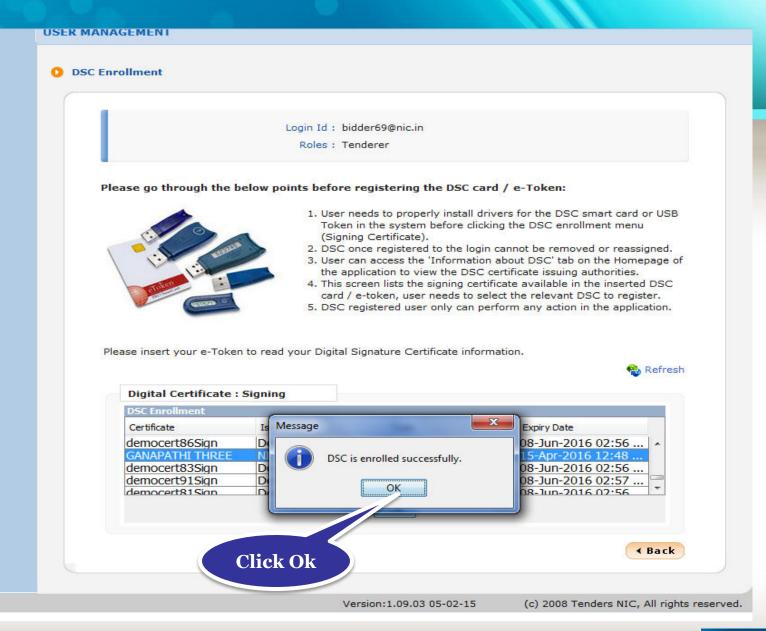
Ok

∢ Back





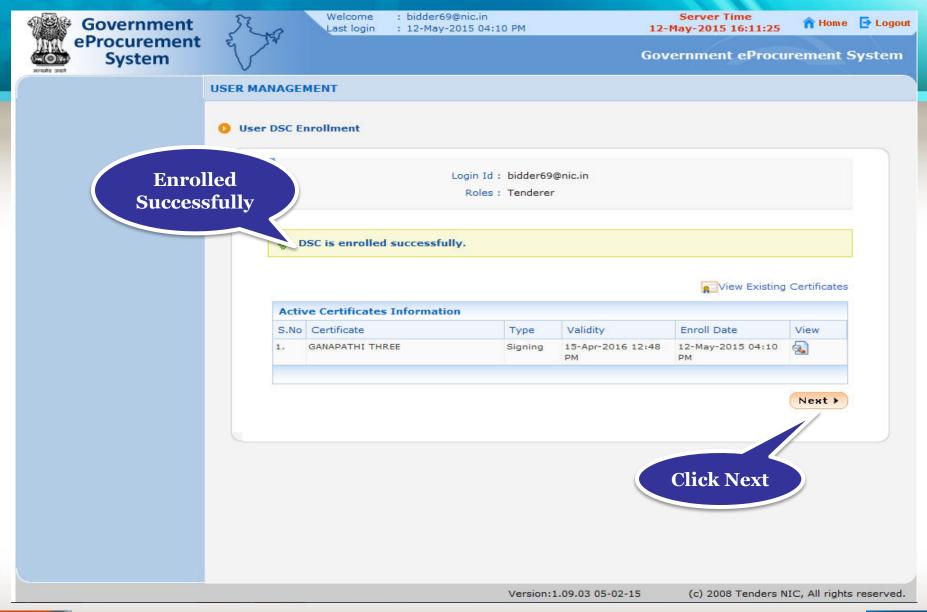
Click OK once DSC is enrolled successfully





NATIONAL INFORMATICENTRE

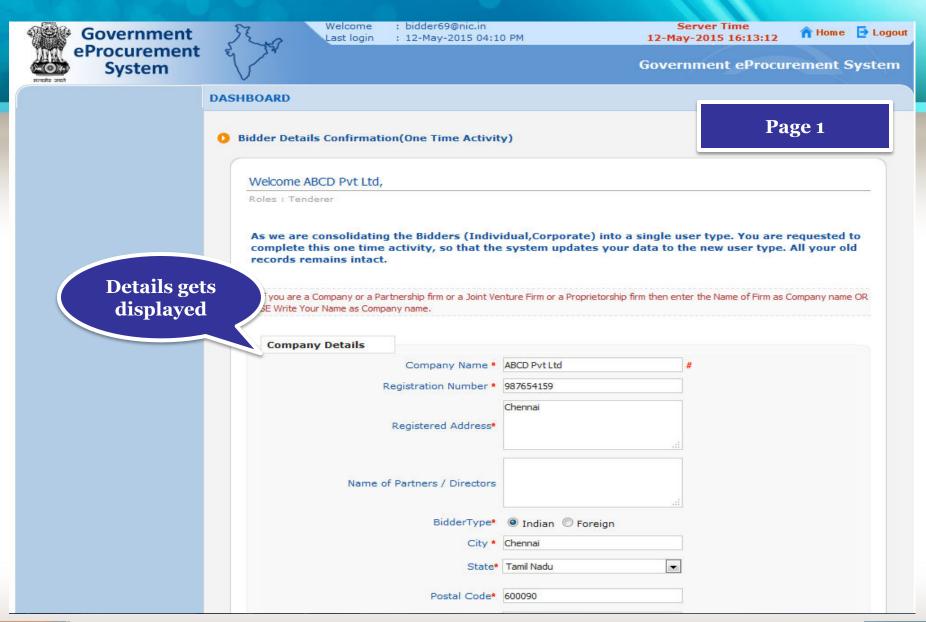
Click Next to continue







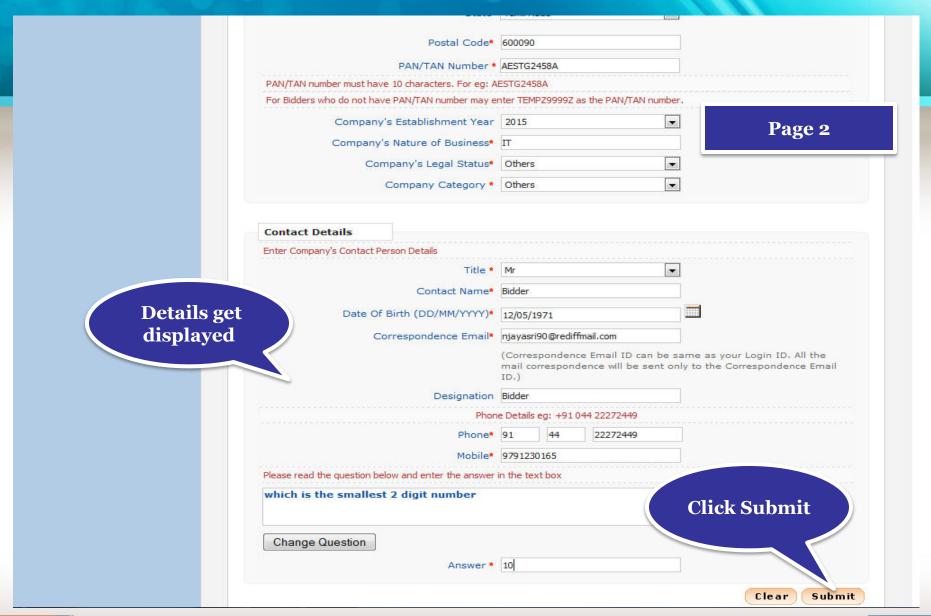
• Bidder Details Confirmation page will be gets displayed







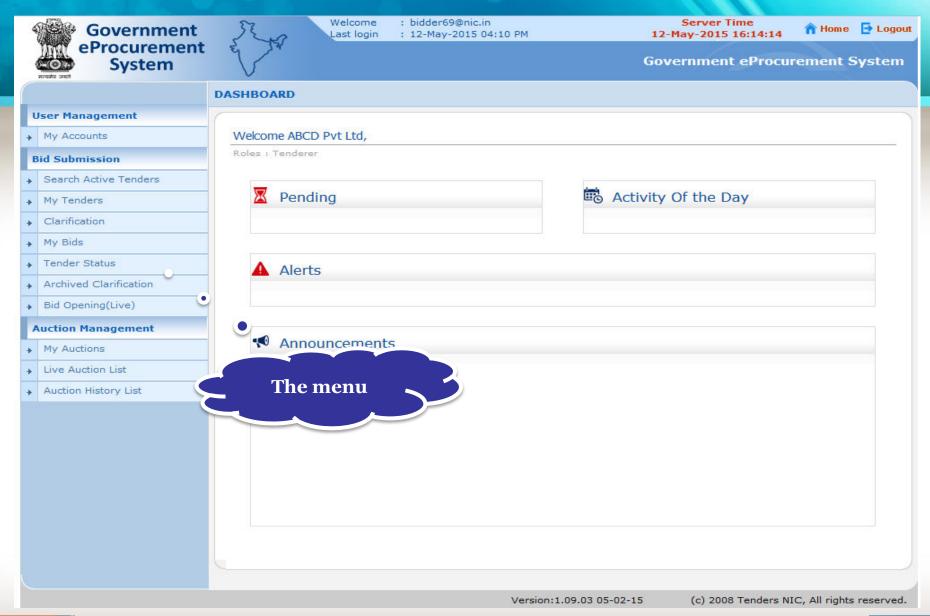
Click Submit to Confirm.







• The Left menu gets displayed only after DSC enrollment.





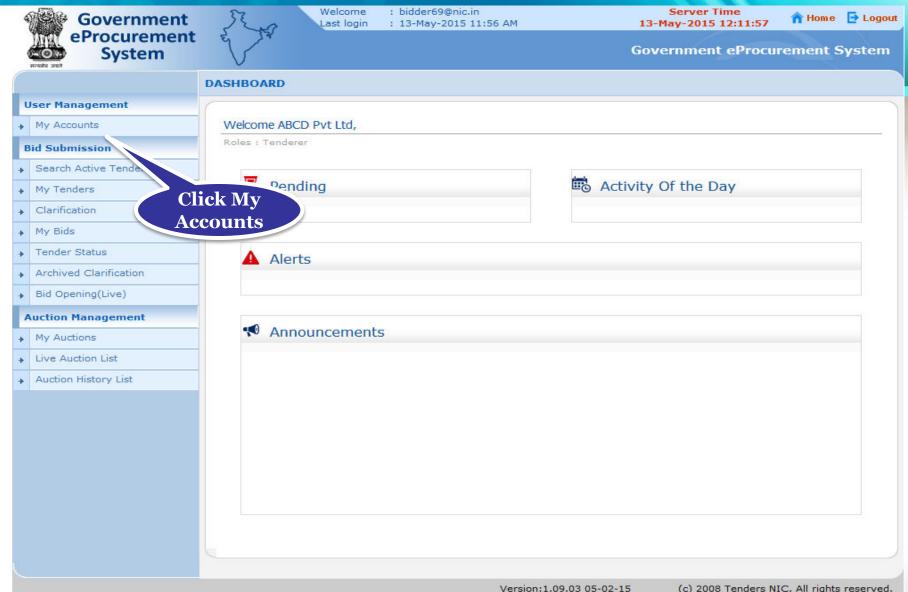


End of DSC Registration





Bidder's Profile







After DSC enrollment, the menu for bid submission gets displayed

- Search Active Tenders-Click here to search the tenders.
- Archived Clarification -Click Archived Clarification to see previous clarification
- My Tenders- To move tenders in which bidder intends to participate.
- My Archive- Lists the tenders which are moved from my tenders (after bid submission).





- Bid Opening (Live) -Click Bid Opening (Live) to get the current status of the Bid opening
- Clarification- Enables to seek clarification related to tenders from the tender inviting officials.(Seek Clarification would be available only if it has been configured in the Tender by TIA)
- My Bids- Lists all bids submitted, allows resubmission and withdrawal.
- Tender Status- Stages in which various tenders which are under processing can be seen.





My Accounts





Welcome Last login

: bidder69@nic.in : 13-May-2015 11:11 AM

Server Time 13-May-2015 11:14:21

A Home De Logout

Government eProcurement System

MY ACCOUNTS

User Management

My Accounts

Bid Submission

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

Auction Management

- My Auctions
- ▶ Live Auction List
- ◆ Auction History List

Welcome Bidder,

Roles : Tenderer



Profile



Profile



Password









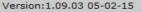
Mail SMS Selection



Documents



Alert On Product Category







Under My Accounts of the Bidder's Profile, a bidder can do the following



Click here to view profile



Click here to edit profile



Click here to change the password



Click here to view DSC information

Digital Signature Certificate







Click here to view the Mail / Sms selection



Click here to upload other important documents. Frequently asked documents can be uploaded and kept ready to be attached with the bid while submitting a bid.



A bidder can specify product category. Alert On Product Mails will be generated and sent if a tender is published under the selected product category.





View Profile





Welcome : bidder69@nic.in Last login : 13-May-2015 11:11 AM

Server Time 13-May-2015 11:14:21

A Home D Logout

Government eProcurement System

User Management

My Accounts

Bid Submission

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

Auction Management

- My Auctions
- Live Auction List
- Auction History List

MY ACCOUNTS

Welcome Bidder,

Roles : Tenderer



Profile



Profile











Selection



Documents



Alert On Product Category

Click here to **View Profile**



- You can view your profile.
- Click Back to go to My Accounts.





Welcome : bidder69@nic.in

Last login : 13-May-2015 11:11 AM

Server Time 13-May-2015 11:15:33



Government eProcurement System

User Management

My Accounts

Bid Submission

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

Auction Management

- My Auctions
- Live Auction List
- Auction History List

USER MANAGEMENT

Corporate Users > View Profile

Login ID: bidder69@nic.in

User Type: Corporate Tenderer

Bidder's Profile Details Page

Company Details

Company Name: ABCD Pvt Ltd

Registration Number: 987654159

Registered Address: Chennai

Name of Partners / Directors: Nil

City: Chennai

State: Tamil Nadu

Postal Code: 600090

PAN/TAN Number: AESTG2458A

Company's Establishment Year: 2015

Company's Nature of Business: IT

Company's Legal Status: Others

Company Category: Others

Contact Details

Title: Mr

Contact Name: Bidder





Edit Profile





MY ACCOUNTS

: bidder69@nic.in Welcome Last login : 13-May-2015 11:11 AM

Server Time 13-May-2015 11:14:21



Government eProcurement System

User Management

My Accounts

Bid Submission

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

Auction Management

- My Auctions
- Live Auction List
- → Auction History List

Welcome Bidder,

Roles : Tenderer



View Profile



Profile













Selection



Documents



Alert On Product Category

Click here to Edit Profile

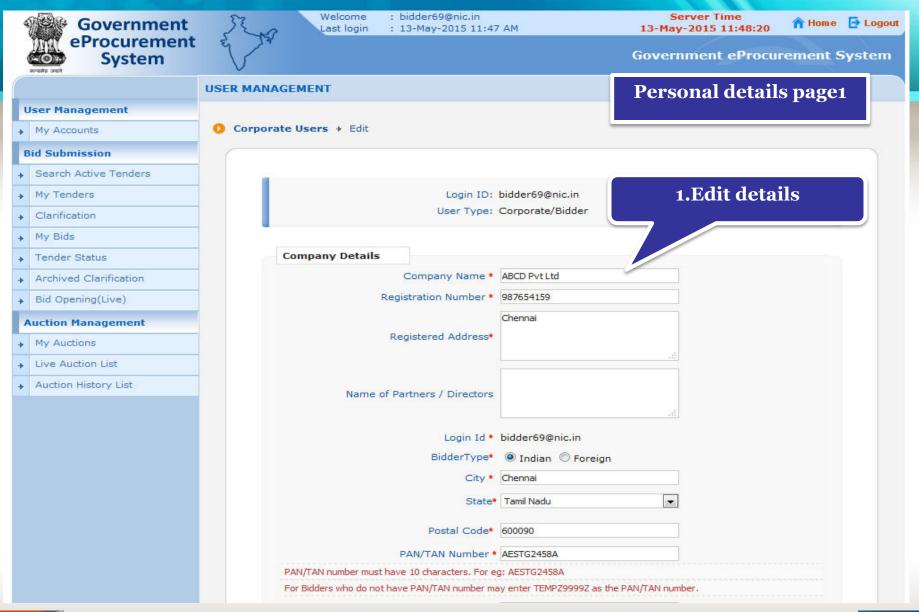


(c) 2008 Tenders NIC, All rights reserved.





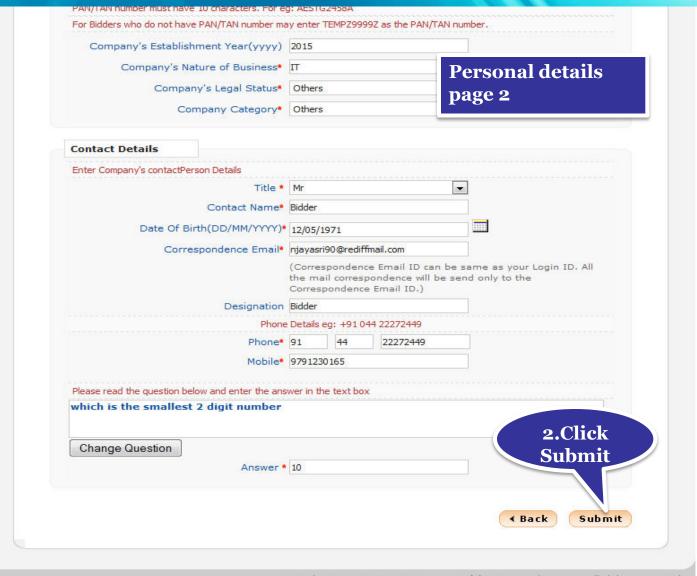
You can edit your profile details if required.







• Click Submit to save the changes.







Change Password





: bidder69@nic.in Welcome

Last login : 13-May-2015 11:11 AM

Server Time 13-May-2015 11:14:21

A Home De Logout

Government eProcurement System

MY ACCOUNTS

User Management

My Accounts

Bid Submission

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

Auction Management

- My Auctions
- Live Auction List
- Auction History List

Welcome Bidder,

Roles : Tenderer



Profile

Profile





Password





Digital Signature Certificate



Selection

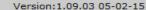


Documents



Alert On Product Category

Click here to Change **Password**

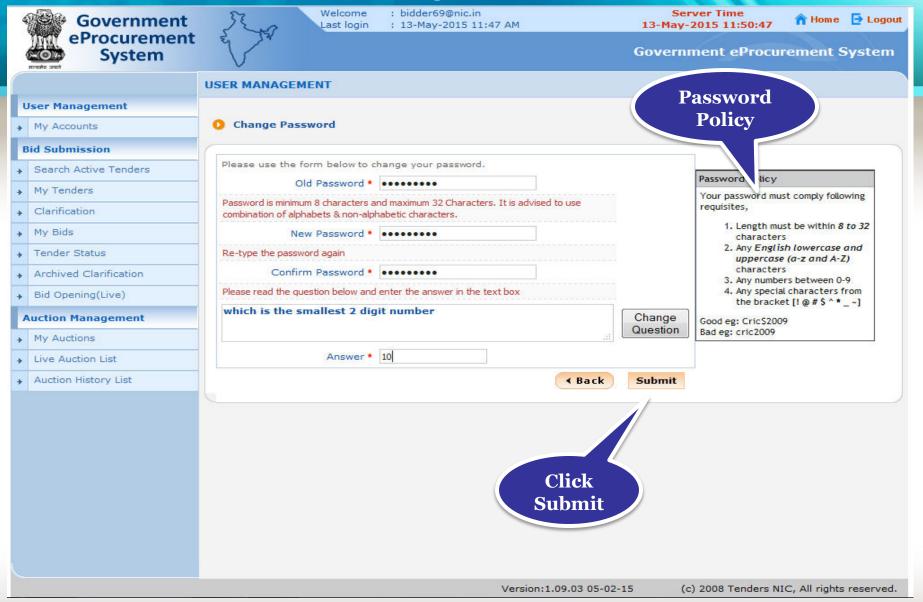


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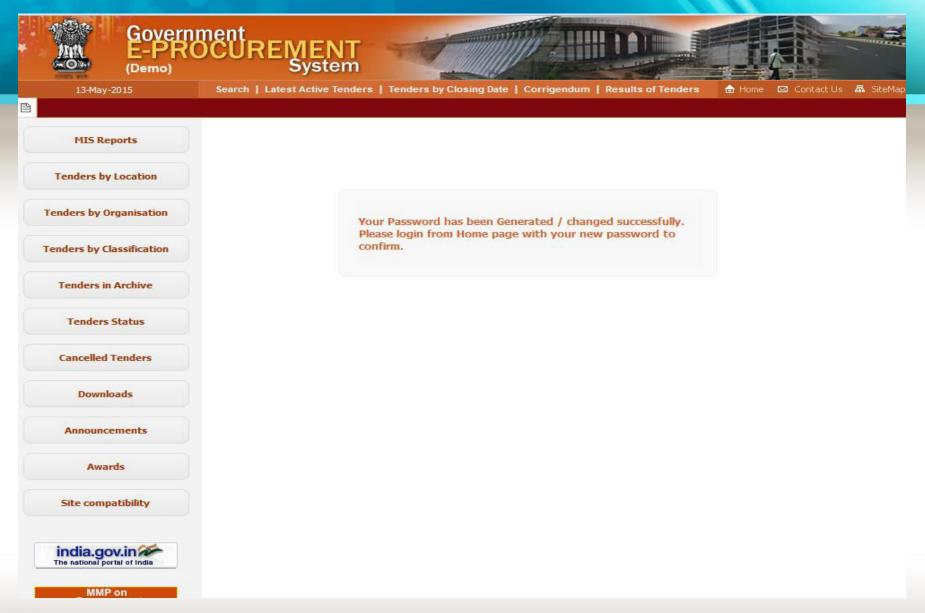
- Enter the old password and new password. Retype the new one for confirmation.
- Click Submit to save the changes.







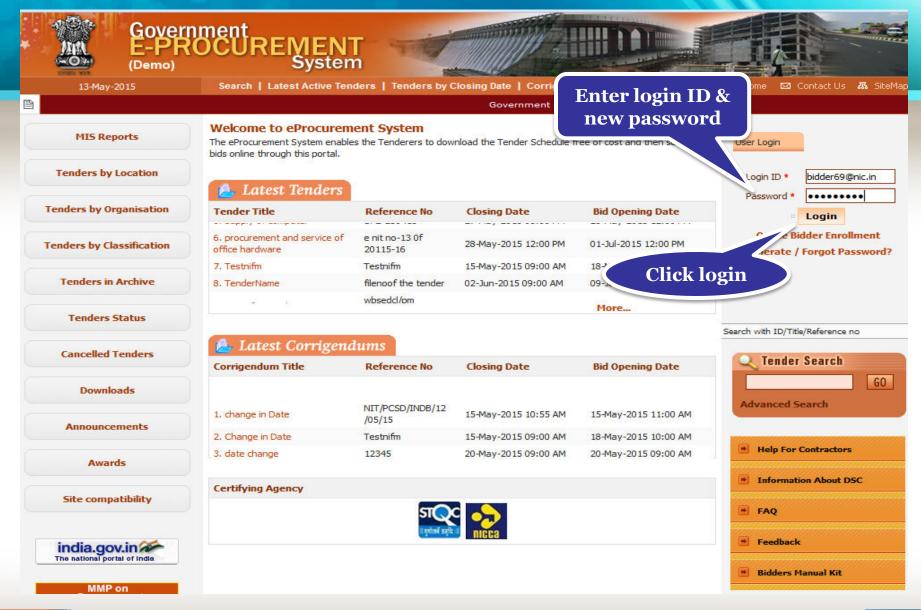
• Password has been changed successfully.







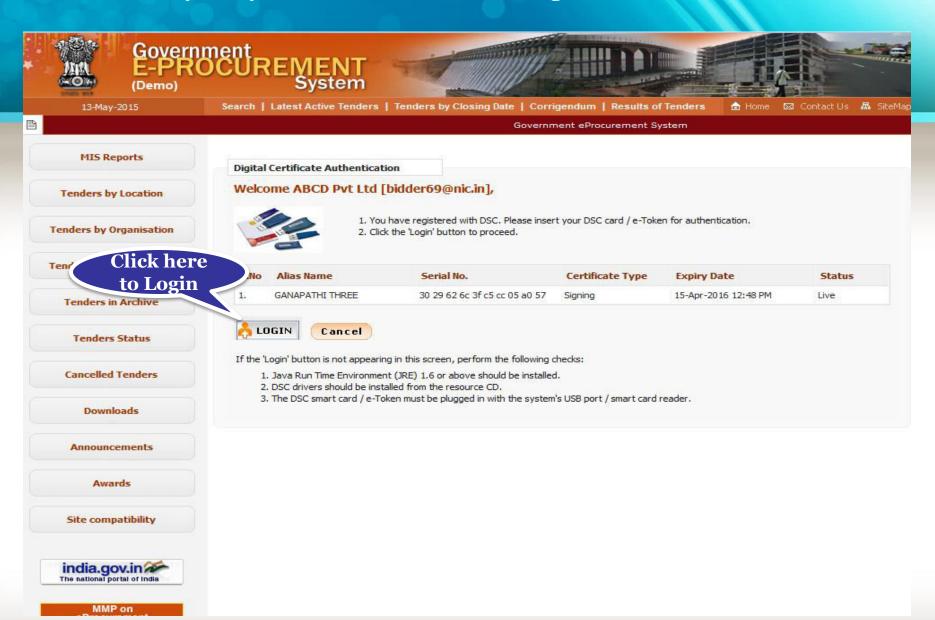
- Enter the login ID and new password.
- · Click Login.







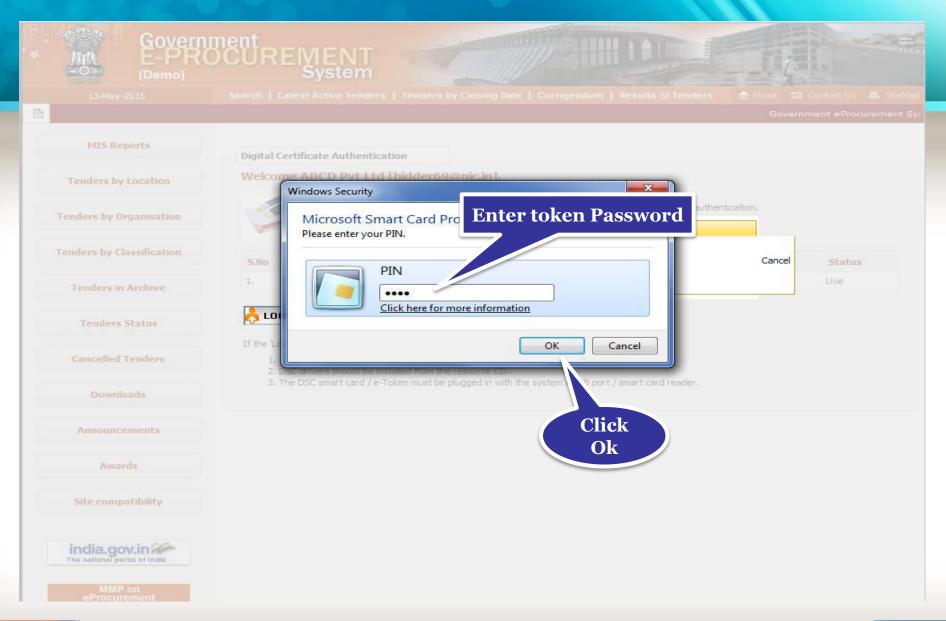
• Physically insert the DSC and click Login.







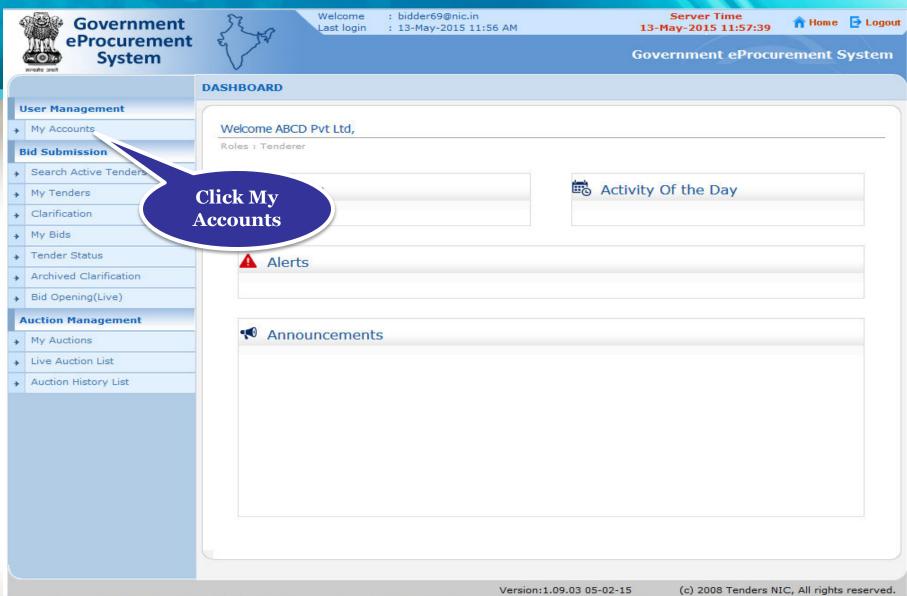
• Enter the DSC Password and Click Ok.







Click My Accounts to go to your account page.







Digital Signature Certificate





Last login

: bidder69@nic.in : 13-May-2015 11:56 AM

Server Time 13-May-2015 11:58:11

n Home De Logout

Government eProcurement System

MY ACCOUNTS

User Management

My Accounts

Bid Submission

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

Auction Management

- My Auctions
- Live Auction List
- Auction History List

Welcome Bidder,

Roles : Tenderer



View Profile



Edit Profile



Change Password



Digital Signature Certificate



Selection

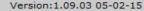


Documents



Alert On Product Category

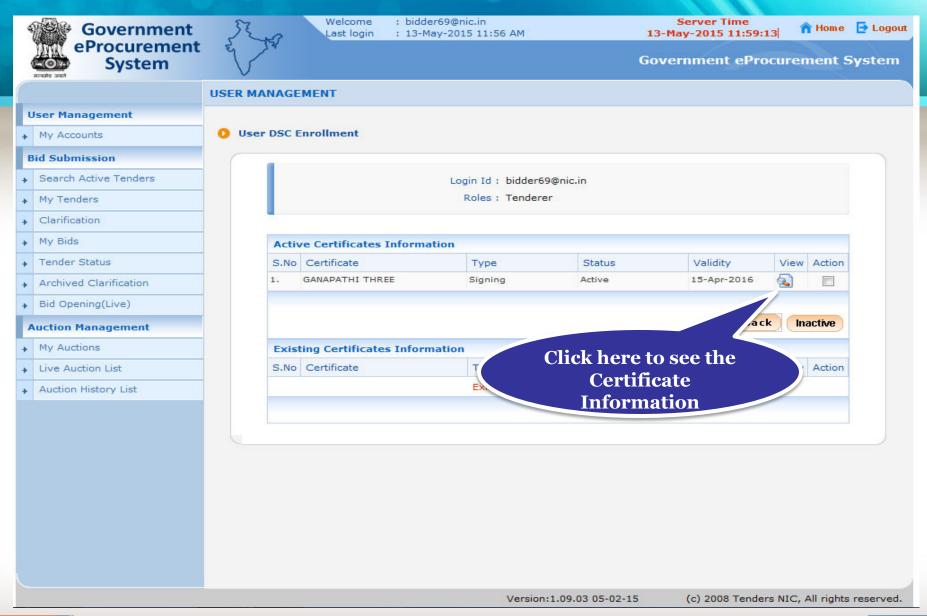
Click here to View the DSC **Details**







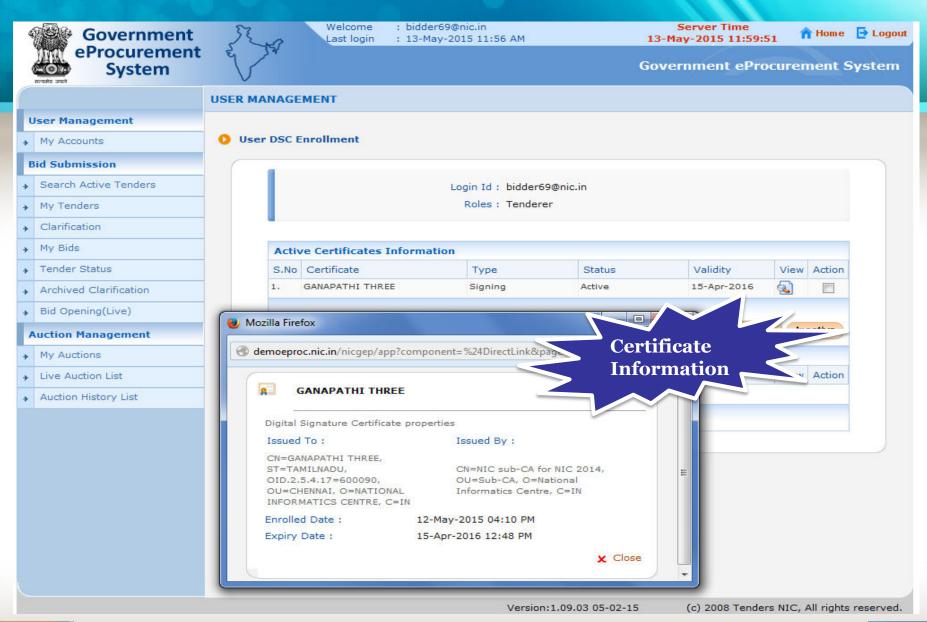
• Click View icon to view the certificate information.







• Certificate information get displayed.







Mail / SMS Selection





Welcome : bidder69@nic.in

: 13-May-2015 11:56 AM Last login

Server Time 13-May-2015 11:58:11

n Home 📑 Logout

Government eProcurement System

MY ACCOUNTS

User Management

My Accounts

Bid Submission

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

Auction Management

- My Auctions
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- Auction History List

Welcome Bidder,

Roles : Tenderer



Profile



Profile





Password





Certificate







Documents



Alert On Product Category

Click here to see the Mail / SMS selection

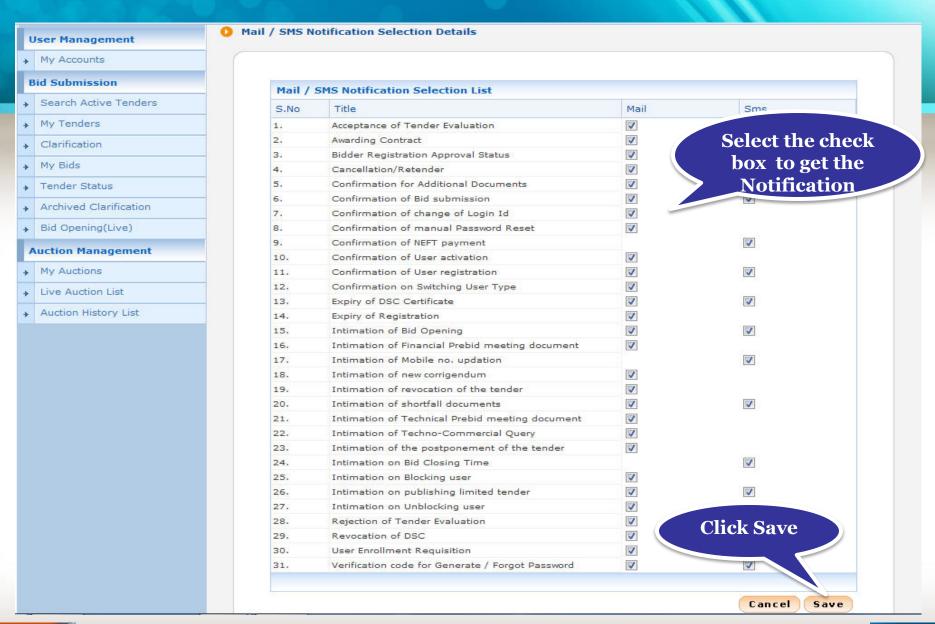


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- Here view the Mail/SMS Notification selection List.
- The Bidder has the rights to select the Mail/SMS as per their needs







My Documents





Welcome : bidder69@nic.in

Last login : 13-May-2015 11:56 AM

Server Time 13-May-2015 11:58:11

n Home 📑 Logout

Government eProcurement System

MY ACCOUNTS

User Management

My Accounts

Bid Submission

- Search Active Tenders
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- Bid Opening(Live)

Auction Management

- My Auctions
- Live Auction List
- Auction History List

Welcome Bidder,

Roles : Tenderer



Profile

Profile



Change Password



Digital Signature Certificate



Mail SMS Selection



Documents



Alert On Product Category

Click here to upload any other important documents in advance

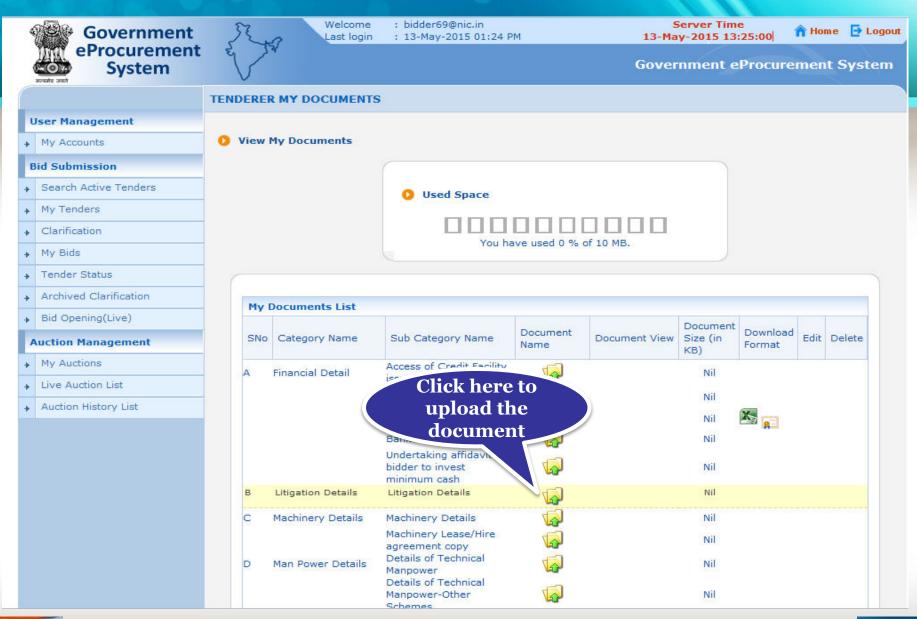


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- My documents list get displayed
- Click on the upload icon of the required category to upload document in it







• Click on the upload icon to upload document in the specified category





: bidder69@nic.in Welcome Last login : 13-May-2015 01:24 PM

Server Time 13-May-2015 13:27:07

A Home 🔁 Logout

Government eProcurement System

UPLOAD MY DOCUMENTS

User Management

My Accounts

Bid Submission

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

Auction Management

- My Auctions
- Live Auction List
- Auction History List

Category Name Litigation Details

Sub Category Name Litigation Details

Only pdf,rar,xls files are permitted to upload.

Please Upload Document *

Cancel Save

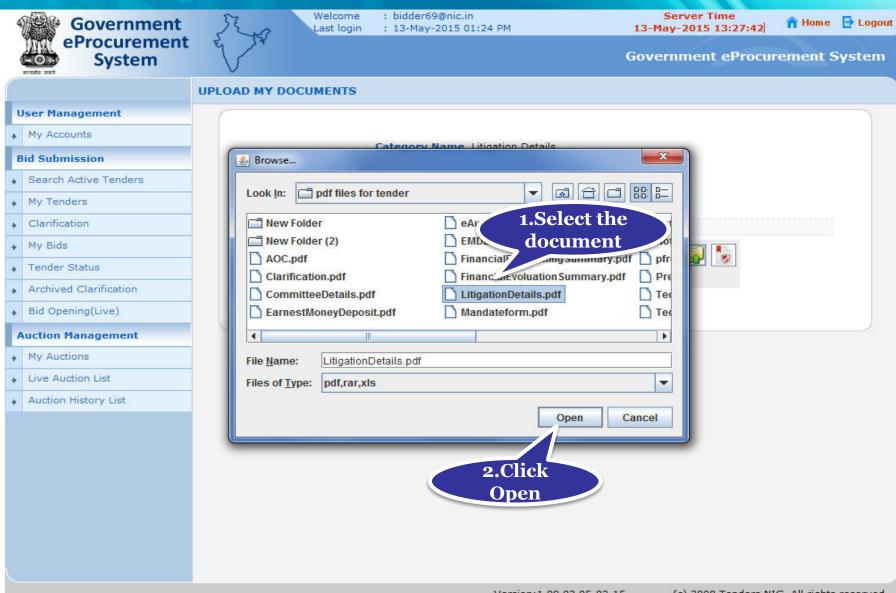
> Click here to upload the document







Select the document and Click Open







• Digitally sign the document using DSC





UPLOAD MY DOCUMENTS

Welcome : bidder69@nic.in Last login : 13-May-2015 01:24 PM

Server Time 13-May-2015 13:26:11

n Home 🔁 Logout

Click here to

sign the

document

Government eProcurement System

User Management

My Accounts

Bid Submission

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

Auction Management

- My Auctions
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- Auction History List

Sub Category Name Litigation Details

Category Name Litigation Details

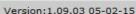
Only pdf,rar,xls files are permitted to upload.

Please Upload Document *

p\pdf files for tender\LitigationDetails.pdf

Cancel

Save







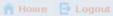
Click Ok once the file is signed successfully



Tender Status

Auction Management





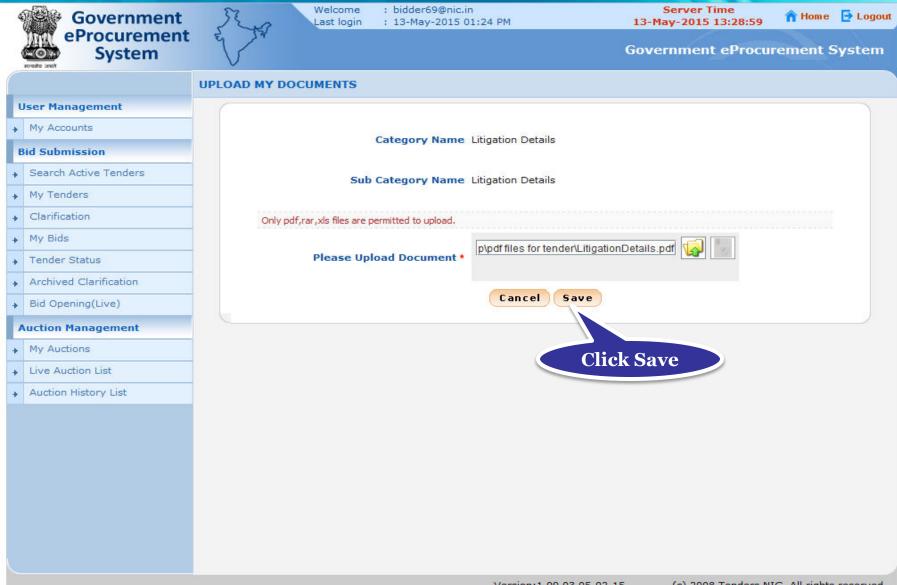








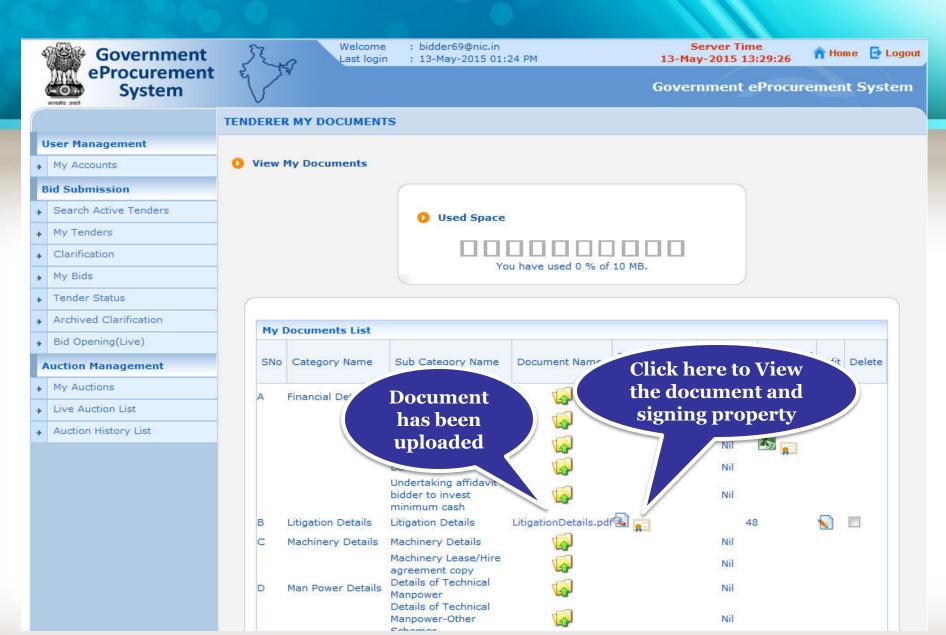
Click Save to upload the document in My Space







You can view the uploaded document and edit if required.







Alert on Product category





MY ACCOUNTS

: bidder69@nic.in Welcome Last login

: 13-May-2015 11:56 AM

Server Time 13-May-2015 11:58:11

n Home De Logout

Government eProcurement System

User Management

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Welcome Bidder,

Roles : Tenderer



Profile



Profile





Password







Selection



Documents



Alert On Product Category

Click here to get mail alerts for your **Favorite Tenders**

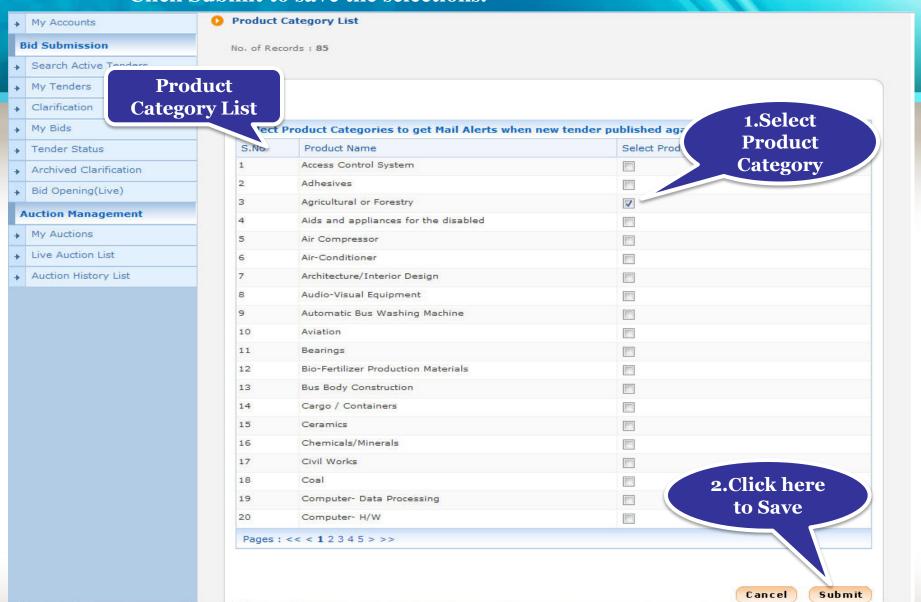


(c) 2008 Tenders NIC, All rights reserved.





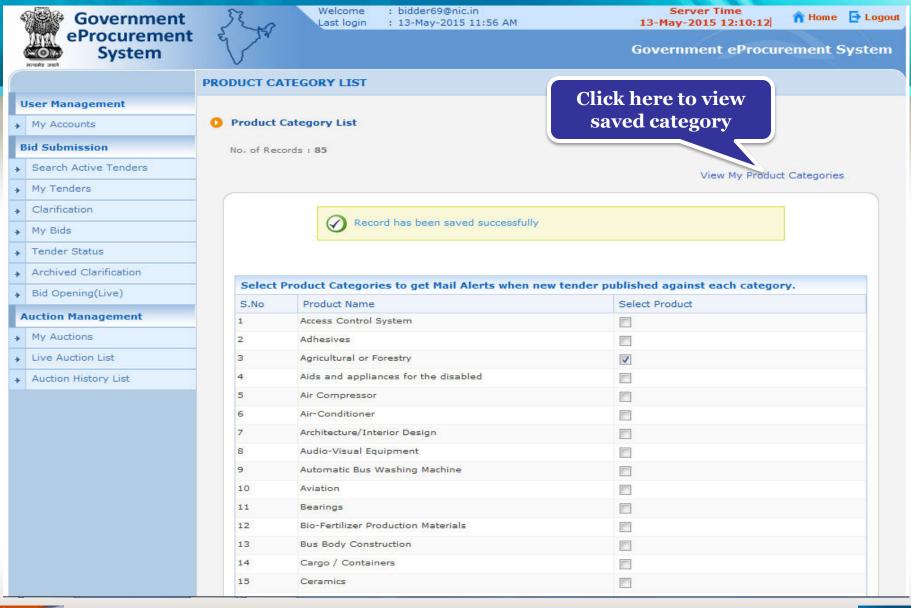
- Select the product categories to get mails if tenders are published against the selected ones.
- Click Submit to save the selections.







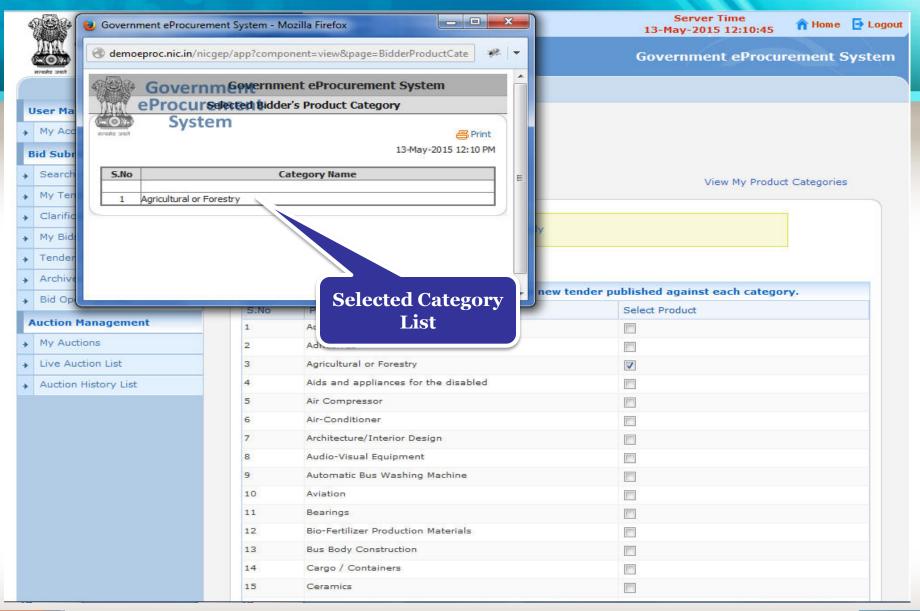
- Maximum of 10 Products category can be selected.
- Click View My Product Categories to view the categories selected.







• Selected Product Category is listed.







Thank you End of Bidders Registration

(GePNIC Version 1.09.03)



