

# Government eProcurement System of **National Informatics Centre**

**(GePNIC Version 1.09.06)**



# **Bidders Training Kit**

## **Online Bid Re-Submission**



# Government of India Central Public Procurement Portal (eProcurement)



11-Apr-2018

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< Additional Helpdesk Number: 0120-4001005.

MIS Reports

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Site compatibility

The national portal of India  
**india.gov.in**

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

## Welcome to eProcurement System

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



### Latest Tenders

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

### Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
1. Corrigendum for FMD and...	...	...	...
Latest Corrigendum updates every 15 mins.		<a href="#">More...</a>	

Certifying Agency

The Bidder logs in using his/her User ID/Password and DSC

1. Enter Login id and password

2. Click Login

User Login

Login ID \*

Password \*

Login

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

Search with ID/Title/Reference no

Tender Search

Go

Advanced Search

[Help For Contractors](#)

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[Bidders Manual Kit](#)

« Attention - Users should upgrade their Java to JRE8

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

[MIS Reports](#)[Tenders by Location](#)[Tenders by Organisation](#)[Tenders](#)[Tenders](#)[Tenders Status](#)[Cancelled/Retendered](#)[Downloads](#)[Announcements](#)[Recognitions](#)[Site compatibility](#)

Click here to  
DSC Login

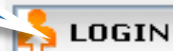
### Digital Certificate Authentication

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



1. You have registered with DSC. Please insert your DSC card / e-Token for authentication.
2. Click the 'Login' button to proceed.

S.No	Alias Name	Serial No.	Certificate Type	Expiry Date	Type	Status
1.	USHA SAXENA	53 86 ed 12	Signing	11-Dec-2019 01:15 PM	Class 2	Live

[Logout](#)

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

1. Java Run Time Environment (JRE) 1.8 or above should be installed.
2. DSC drivers should be installed from the resource CD.
3. The DSC smart card / e-Token must be plugged in with the system's USB port / smart card reader.



Training will

MIS Reports

Tenders by Location

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Digital Certificate Authentication

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



S.No	Alias Name
1.	USHA S

 **LOGIN**

If the 'Login' button

1. Java Run
2. DSC driver
3. The DSC smart card / e-Token must be plugged in with the system's USB port / smart card reader.

Verify User PIN



Now verify your User PIN:

User PIN: .....

☐ Enable soft keyboard

Change User PIN

Login

Cancel

1. Enter DSC Token password

2. Click Login

Status

Live

Logout

- Go to My Active Bids to Resubmit bids

**DASHBOARD**

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**Post Award Management**

**Welcome ABCD Pvt.Ltd.,**  
Roles : Tenderer

 **Announcements**

**Click My Active Bids**



### Bid Information

 **Print**

Bid ID : 43854

Organization Chain : NIC Org||NIC\_Dest

Tender Reference Number : NIC/06/2018

Tender ID : 2018

Tender Title : Supply

Bid Submitted Date & Time : 06-Feb-2018 10:10:10

Bid Frozen IP Address : 10.1.1.1

**Bid information  
page**

**Click here to  
Resubmit the  
Tender fee**

### Offline Tender Fee Payment Details

 **Resubmit**

S.No	Instrument No.	Name	Issued Date	Expiry Date	Amount in ₹
1	78945612	DD - Demand Draft	06-Feb-2018		500
					<b>500</b>

**Click here to  
Resubmit  
the EMD fee**

### Offline EMD Fee Payment Details

 **Resubmit**

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount in ₹
1	45123678	DD - Demand Draft	06-Feb-2018	15-Feb-2018	11000000022	50,000
						<b>50,000</b>

**Click here to  
Resubmit the  
Bid Documents**

### Uploaded Documents

 **Resubmit**

S.No	Packet Type	File Name	Description	File Size (KB)
1	Fee/PreQual/Technical	EMD_FEE_COPY.pdf	Scanned Copy of EMD	7.00
		TECHNICAL_BID.pdf	Technical Document	7.00
2	Finance	BOQ_51000.xls	Price Bid	283.00

### Withdrawal Bid

 **Withdraw**

**Back My Bids**



Bid Information

Bid ID : 43854  
 Organization Chain : NIC Org||NIC\_De  
 Tender Reference Number : NIC/06/2018  
 Tender ID : 2018\_NIC\_54777\_1  
 Tender Title : Supply of Construction Items  
 Bid Submitted Date & Time : 06-Feb-2018 01:09 PM  
 Bid Frozen IP Address : 10.1.14.139

Click here to  
 Resubmit the  
 Tender fee

Print

Offline Tender Fee Payment Details

Resubmit

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount in ₹
1	78945612	DD - Demand Draft	06-Feb-2018	15-Feb-2018	001122335544	500
Total in ₹ :						500

Tender Fee Re-Bi

Offline EMD Fee Payment Details

Resubmit

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount in ₹
1	45123678	DD - Demand Draft	06-Feb-2018	15-Feb-2018	111100000022	50,000
Total in ₹ :						50,000

Uploaded Documents

Resubmit

S.No	Packet Type	File Name	Description	File Size (KB)
1	Fee/PreQual/Technical	EMD_FEE_COPY.pdf	Scanned Copy of EMD	7.00
		TECHNICAL_BID.pdf	Technical Document	7.00
2	Finance	BOQ_51000.xls	Price Bid	283.00

Withdrawal Bid

Withdraw

Back My Bids



Welcome : bidder10@gmail.com  
Last login : 06-Feb-2018 01:02 PM

**Server Time**  
**06-Feb-2018 13:42:10**

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## Government eProcurement System

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## Post Award Management

### Award Declaration

[▶ My Tenders](#) → [Offline Fee Payment](#)

Organisation Chain : NIC Org||NIC\_Dept  
 Tender Reference Number : NIC/06/2018  
 Tender ID : 2018\_NIC\_54777\_1  
 Tender Title : Supply of Construction Items

**Fee to be paid (Inclusive of Taxes) (INR): 500**


S.No	Instrument Type*	Instrument No.*	Issued Date*	Expiry Date*	Amount*	Issuer Details*	Challan Number	Acc.No	Delete
1	DD - D 	68945612	06/02/20 	15/02/20 	500	SBI	453213	001122	<input type="checkbox"/>

**Back**

**Save**

**Click  
Save**






**Government eProcurement System**

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Government eProcurement System - Internet Explorer

http://demoeproc.nic.in/nicgep/app?component=%24DirectLink&page=ReBidConfirmation&servi



**Government eProcurement System**

**Bid Submission Confirmation**

Date : 06-Feb-2018 01:42 PM

[Print](#)

**Bid Information**

<b>Bid ID :</b>	43854
<b>Bidder Name :</b>	ABCD Pvt.Ltd.
<b>Organisation Chain :</b>	NIC Org  NIC_Dept
<b>Tender Ref No :</b>	NIC/06/2018
<b>Tender ID :</b>	2018_NIC_54777_1
<b>Tender Title :</b>	Supply of Construction Items
<b>Bid Submitted Date &amp; Time :</b>	06-Feb-2018 01:42 PM

**Corporate Tenderer Details**

<b>Login ID:</b>	bidder10@gmail.com	<b>User Type:</b>	Corporate/Bidder
<b>Company Name:</b>	ABCD Pvt.Ltd.	<b>Registration Number:</b>	987654159
<b>Registered Address :</b>	New Delhi	<b>Name of Partners / Directors :</b>	Nil
<b>City :</b>	New Delhi	<b>State :</b>	Delhi
<b>Postal Code :</b>	110003	<b>PAN Number:</b>	AESTG2458A
<b>Company's Establishment Year(yyyy):</b>	2010	<b>Company's Nature of Business:</b>	IT
<b>Company's Legal</b>		<b>Company</b>	

Server Time  
06-Feb-2018 13:42:47

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**Government eProcurement System**

[Print](#)


Dept  
77\_1  
struction Items

Address	Submitted Date
14.139	06-Feb-2018 01:42 PM


Acc.No	Amount in ₹
001122335544	500

Total in ₹ : 500

[Back My Active Bids](#)



Government eProcurement System



NATIONAL INFORMATICS CENTRE







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BID SUBMISSION

▶ EMD Offline Payment

Edit EMD Fee  
Details If  
Required

Organisation Chain : NIC Org||NIC\_Dept  
Tender Reference Number : NIC/06/2018  
Tender ID : 2018\_NIC\_54777\_1  
Tender Title : Supply of Construction Items  
Amount to be paid (Inclusive of Taxes) (INR): 50,000

EMD Fee Details

S.No	Instrument Type*	Instrument No.*	Issued Date*	Expiry Date*	Amount*	Issuer Details*	Challan Number	Acc.No	Delete
1	DD - D <sup>n</sup> ▼	45123678	06/02/20	16/02/20	50000	PNB	465413	111100	<input type="checkbox"/>

Back

Save

Click  
Save



Welcome : bidder10@gmail.com  
Last login : 06-Feb-2018 01:02 PM

Server Time  
06-Feb-2018 13:43:37

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**ReBid Confirmation**

## Change in EMD fee

### ReBid Confirmation

Organization Chain : NIC Org||NIC\_Dept  
Tender Reference Number : NIC/06/2018  
Tender ID : 2018\_NIC\_54777\_1  
Tender Title : Supply of Construction Items

 **Print**

### ReBids Submission Detail

S.No	Status	IP Address	Submitted Date
1	Change in EMD Fee	10.1.14.139	06-Feb-2018 01:43 PM

### Offline EMD Fee Payment Details

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount in ₹
1	45123678	DD - Demand Draft	06-Feb-2018	16-Feb-2018	111100000022	50,000
Total in ₹ :						<b>50,000</b>

### Back My Active Bids



**Government eProcurement System**

**Bid Submission Confirmation**

Date : 06-Feb-2018 01:44 PM

**Print**

**Bid Information**

<b>Bid ID :</b>	<b>43854</b>
<b>Bidder Name :</b>	<b>ABCD Pvt.Ltd.</b>
<b>Organisation Chain :</b>	NIC Org  NIC_Dept
<b>Tender Ref No :</b>	NIC/06/2018
<b>Tender ID :</b>	2018_NIC_54777_1
<b>Tender Title :</b>	Supply of Construction Items
<b>Bid Submitted Date &amp; Time :</b>	<b>06-Feb-2018 01:43 PM</b>

**Corporate Tenderer Details**

<b>Login ID:</b>	bidder10@gmail.com	<b>User Type:</b>	Corporate/Bidder
<b>Company Name:</b>	ABCD Pvt.Ltd.	<b>Registration Number:</b>	987654159
<b>Registered Address :</b>	New Delhi	<b>Name of Partners / Directors :</b>	Nil
<b>City :</b>	New Delhi	<b>State :</b>	Delhi
<b>Postal Code :</b>	110003	<b>PAN Number:</b>	AESTG2458A
<b>Company's Establishment Year(yyyy):</b>	2010	<b>Company's Nature of Business:</b>	IT
<b>Company's Legal</b>		<b>Company</b>	

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Contract Award Management

**Print**

Dept

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Construction Items

Address	Submitted Date
14.139	06-Feb-2018 01:43 PM

Acc.No	Amount in ₹
111100000022	50,000
Total in ₹ : 50,000	

**Back My Active Bids**

**Bid Information**

Bid ID : 43854  
Organization Chain : NIC Org||NIC\_Dept  
Tender Reference Number : NIC/06/2018  
Tender ID : 2018\_NIC\_54777\_1  
Tender Title : Supply of Construction Items  
Bid Submitted Date & Time : 06-Feb-2018 01:43 PM  
Bid Frozen IP Address : 10.1.14.139

**Offline Tender Fee Payment Details**

 **Resubmit**

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount in ₹
1	68945612	DD - Demand Draft	06-Feb-2018	15-Feb-2018	001122335544	500
						<b>500</b>

**Offline EMD Fee Payment Details**

 **Resubmit**


S.No	Instrument No.	Name	Issued Date	Expiry Date	Amount in ₹
1	45123678	DD - Demand Draft	06-Feb-2018	16-Feb-2018	50,000
Total in					<b>50,000</b>

**Uploaded Documents**

 **Resubmit**

S.No	Packet Type	File Name	Description	File Size (KB)
1	Fee/PreQual/Technical	EMD_FEE_COPY.pdf	Scanned Copy of EMD	7.00
		TECHNICAL_BID.pdf	Technical Document	7.00
2	Finance	BOQ_51000.xls	Price Bid	283.00

**Withdrawal Bid**

 **Withdraw**

**Back My Bids**

Click here to  
Resubmit the bid  
documents

Re-Bid Submission



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RE-BID SUBMISSION

Re-Bid Submission → Packet Details

Organisation Chain : NIC Org||NIC\_Dept

Tender Reference Number : NIC/06/2018

Tender ID : 2018\_NIC\_54777\_1

Tender Title : Supply of Construction Items

Tender Covers

Fee/PreQual/Technical



Finance



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Click here to  
Resubmit the bid  
documents in first  
cover

Uploaded documents would be updated in the system only on clicking Freeze Bid button.





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Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**

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Clear All Selection

Clear Selected

File Type	Descri...	Upload...	File Name	File Size (In KB)	File Directory	File Last Modifi...	Browse
.pdf	Scane...	✗	File Not Uploaded				
.pdf	Techni...	✗	File Not Uploaded				

Total File Size: 0 KB

0%

0%

Sign & Upload

Browse to upload  
scanned copy of  
EMD



## BID SUBMISSION

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### Bid Management

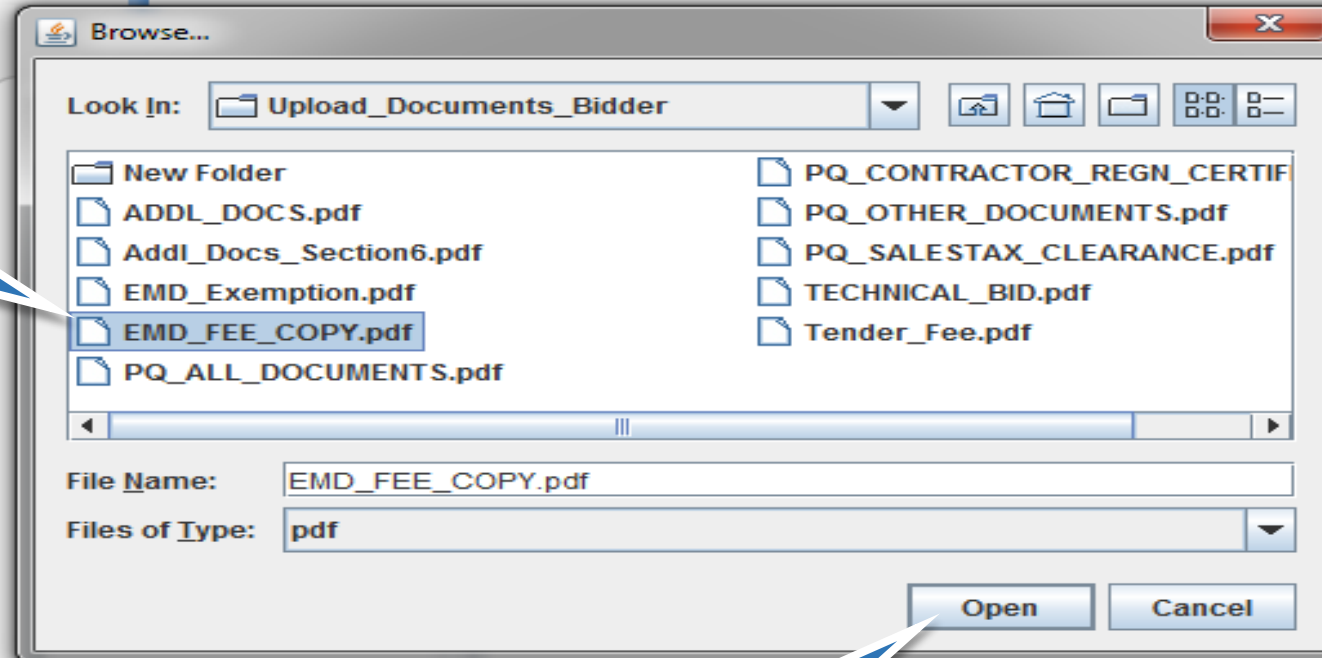
- Search Active Bids
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- Award Declaration

Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**



1.Select the document

2.Click Open

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Sign & Upload



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Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**

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File Type	Descri...	Upload...	File Name	File Size (In KB)	File Directory	File Last Modifi...	Browse
.pdf	Scane...	✓	EMD_FEE_COP...	7	C:\Users\nic\De...	02-Dec-2010 11:...	
.pdf	Techni...	✗	File Not Uploaded				

**Browse to upload  
Technical  
Document**

Total File Size: 7 KB

0%

0%



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Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**

Browse...

Documents\_Bidder

- PQ\_CONTRACTOR\_REGN\_CERTIFICATE.pdf
- PQ\_OTHER\_DOCUMENTS.pdf
- PQ\_SALESTAX\_CLEARANCE.pdf
- TECHNICAL\_BID.pdf
- Tender\_Fee.pdf

File Name: TECHNICAL\_BID.pdf

Files of Type: pdf

Open Cancel

1. Select the document

2. Click Open

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Sign & Upload



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Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**

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Clear All Selection			Clear Selected				
File Type	Descri...	Upload...	File Name	File Size (In KB)	File Directory	File Last Modifi...	Browse
.pdf	Scane...	✓	EMD_FEE_COP...	7	C:\Users\nic\De...	02-Dec-2010 11:...	
.pdf	Techni...	✓	TECHNICAL_BI...	7	C:\Users\nic\De...	03-Dec-2010 10:...	
<p>Click here to sign the Document</p>							
Total File Size: 14 KB							
				0%			
				0%			

Sign & Upload





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BID SUBMISSION

Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**

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Clear All Selection

Clear Selected

File Type	Description	Directory	File Last Modified	Browse
.pdf	Scanned	s\nic\De...	02-Dec-2010 11:...	
.pdf	Technical	s\nic\De...	03-Dec-2010 10:...	

Message

Packet bid documents submitted successfully.

OK

Click OK

Total File Size: 14 KB

File Signing Completed. (100%)

File(s) Uploaded successfully. (100%)

Sign & Upload



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RE-BID SUBMISSION

Re-Bid Submission → Packet Details

Organisation Chain : NIC Org||NIC\_Dept  
Tender Reference Number : NIC/06/2018  
Tender ID : 2018\_NIC\_54777\_1  
Tender Title : Supply of Construction Items



Please click Freeze button to submit the documents.

Freeze Bid



Note

The uploaded documents would be upl'd on clicking Freeze Bid button.

Click Freeze Bid  
to freeze the  
Resubmission



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ReBid Confirmation

Organization Chain : NIC Org||NIC\_Dept  
Tender Reference Number : NIC/06/2018  
Tender ID : 2018\_NIC\_54777\_1  
Tender Title : Supply of Construction Items

ReBid Submission Detail

S.No	Status	IP Address	Submitted Date
1	Bid Documents Resubmitted	10.1.14.139	06-Feb-2018 01:46 PM

Uploaded Documents

S.No	Packet Type	File Name	Description	File Size (KB)
1	Fee/PreQual/Technical	EMD_FEE_COPY.pdf	Scanned Copy of EMD	7.00
		TECHNICAL_BID.pdf	Technical Document	7.00
2	Finance	BOQ_51000.xls	Price Bid	283.00

[Back My Active Bids](#)

Bid ID : 43854

Organization Chain : NIC Org||NIC\_Dept

Tender Reference Number : NIC/06/2018

Tender ID : 2018\_NIC\_54777\_1

Tender Title : Supply of Construction Items

Bid Submitted Date & Time : 06-Feb-2018 01:43 PM

Bid Frozen IP Address : 10.1.14.139

Offline Tender Fee Payment Details

Resubmit

S.No	Instrument No.	Name	Issued Date	Expiry Date	Acc.No	Amount in ₹
1	68945612	DD - Demand Draft	06-Feb-2018	15-Feb-2018	001122335544	500
Total in ₹ :						500

Offline EMD Fee Payment Details

Resubmit

S.No	Instrument No.	Name	Issued Date	Expiry Date	Amount in ₹
1	45123678	DD - Demand Draft	06-Feb-2018	16-Feb-2018	50,000
					50,000

Uploaded Documents

Resubmit

S.No	Packet Type	File Name	Description	File Size (KB)
1	Fee/PreQual/Technical	EMD_FEE_COPY.pdf	Scanned Copy of EMD	7.00
		TECHNICAL_BID.pdf	Technical Document	7.00
2	Finance	BOQ_51000.xls	Price Bid	283.00

Withdrawal Bid

Withdraw

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Click here to Resubmit the bid documents

Re-Bid Submission



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RE-BID SUBMISSION

Re-Bid Submission → Packet Details

Organisation Chain : NIC Org||NIC\_Dept  
Tender Reference Number : NIC/06/2018  
Tender ID : 2018\_NIC\_54777\_1  
Tender Title : Supply of Construction Items

Tender Covers

Fee/PreQual/Technical



Finance



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Note

The uploaded documents will be considered for the second cover by clicking Freeze Bid button.

Click here to  
Resubmit the bid  
documents in  
second cover





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Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**

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Clear All Selection

Clear Selected

File Type	Descri...	Upload...	File Name	File Size (In KB)	File Directory	File Last Modifi...	Browse
.xls	Price Bid	✖	File Not Uploaded				

Total File Size: 0 KB

0%

0%

Sign & Upload

Browse to  
upload the  
BoQ file



## BID SUBMISSION

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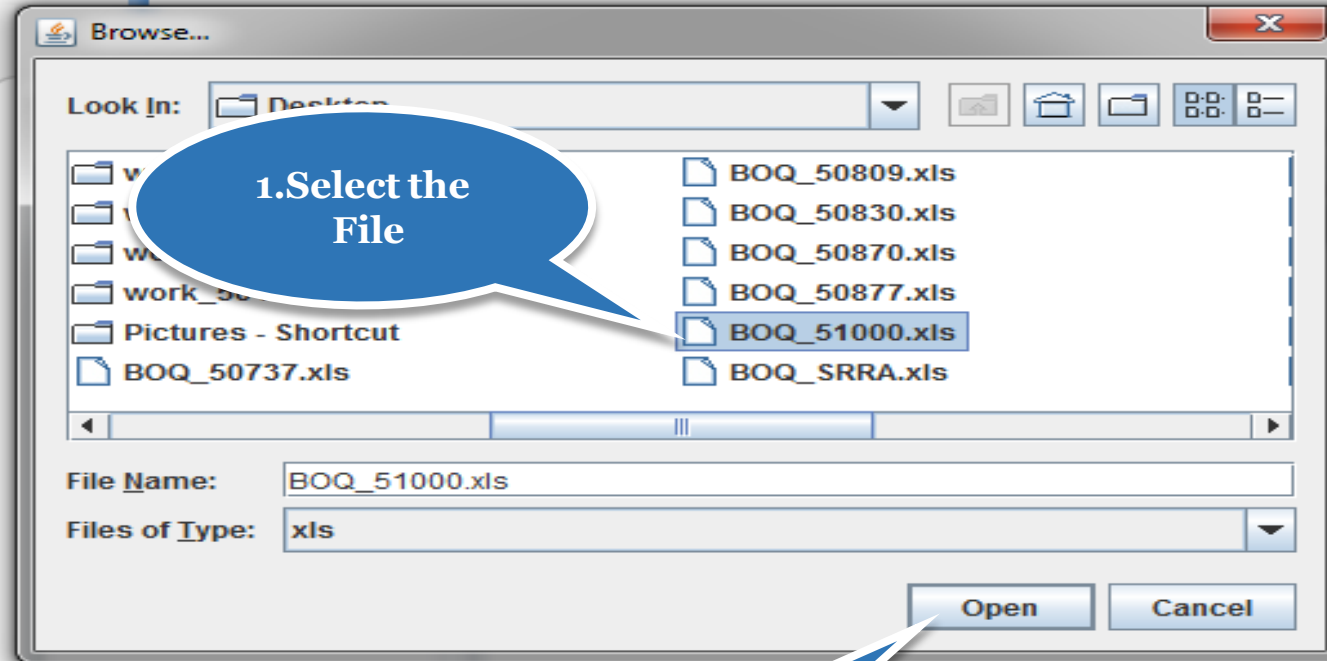
- Search Active Tenders
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### Post Award Management

- Award Declaration

Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**



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Total File Size: 0 KB

Sign & Upload



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Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**

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Clear All Selection			Clear Selected				
File Type	Descri...	Upload...	File Name	File Size (In KB)	File Directory	File Last Modifi...	Browse
.xls	Price Bid	✓	BOQ_51000.xls	283	C:\Users\nic\De...	06-Feb-2018 01:...	
Total File Size: 283 KB							
				0%			
				0%			
Sign & Upload							

Click here to sign the  
File



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Tender Title : **Supply of Construction Items**

Tender ID : **2018\_NIC\_54777\_1**

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Clear All Selection

Clear Selected

File Type	Description	Directory	File Last Modified	Browse
.xls	Price	s\nic\De...	06-Feb-2018 01:...	

Message

Packet bid documents submitted successfully.

OK

Click OK

Total File Size: 283 KB

File Signing Completed. (100%)

File(s) Uploaded successfully. (100%)

Sign & Upload



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RE-BID SUBMISSION

Re-Bid Submission → Packet Details

Organisation Chain : NIC Org||NIC\_Dept  
Tender Reference Number : NIC/06/2018  
Tender ID : 2018\_NIC\_54777\_1  
Tender Title : Supply of Construction Items



Please click Freeze button to submit the documents.

Freeze Bid



Note

The uploaded documents would be up' ly on clicking Freeze Bid button.

Click Freeze Bid  
to freeze the  
Resubmission





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Organization Chain : NIC Org||NIC\_Dept  
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Tender ID : 2018\_NIC\_54777\_1  
Tender Title : Supply of Construction Items

ReBidSubmission Detail

S.No	Status	IP Address	Submitted Date
1	Bid Documents Resubmitted	10.1.14.139	06-Feb-2018 01:48 PM

Uploaded Documents

S.No	Packet Type	File Name	Description	File Size (KB)
1	Fee/PreQual/Technical	EMD_FEE_COPY.pdf	Scanned Copy of EMD	7.00
		TECHNICAL_BID.pdf	Technical Document	7.00
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# End of Online Bid Re-Submission