## Government eProcurement System of National Informatics Centre

eProcurement

(GePNIC Version 1.09.06)

# Bidders Manual Kit for Online Bid Submission for Single (1) Cover System





- Enter the following address in the address bar of a browser <u>https://eprocure.gov.in/cppp/</u>
- Click onto eProcure to go to the home page of the portal where you did the registration process.
- On the right top of the page, Enter the login ID and password under User login section to login into your profile.







### **Bid Submission**

### Search Tender

• After successfully logging in, You will be able to view the Dashboard of your profile.

 Click Search Active Tenders on the left side of the page to search the tenders.

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### My Tenders

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



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+	My Tenders	General Technical Evaluation Allowed			Yes	ItemWise Technica Evaluation Allowed			No			
+	Clarification		Payment	t Mode		Offline		Is Multi Currency	Allowed For	No		
+	My Active Bids		Is Multi (	Currency All	lowed For	No						
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+	Tender Status		Tender F	Fee in ₹	0.00	Fee Deviction At	NG	EMD Amount in ₹	20,000	EMD Exemption Allowed	Yes	
+	My Withdrawn Bids		Tender P	able 10	No	Fee Payable At	INII	EMD Fee Type	fixed	EMD Percentage	NA	
F	Post Award Management		Exempti	on Allowed				EMD Payable To	PAO	EMD Payable At	New Delhi	
+	Award Declaration											
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Work Item Details											
Title	Supply of E	pply of Electrical Items pply of Electrical Items per Tender Document Tender Details Page 2									
Work Description	Supply of E										
Pre Qualification Details	As per Tend										
Independent External Monitor	NA										
Tender Value in ₹	0.00		Product Category		Electrical G	Goods	Sub	category	NA		
Contract Type	Tender		Bid Validity(Days) Pincode		90		Perio	od Of Work(Days)	21		
Location	New Delhi				110003		Pre E	Bid Meeting Place	NA		
Pre Bid Meeting Address	NA		Pre Bid Meeting D	ate	NA		Bid (	Opening Place	New Delhi		
Critical Dates											
Publish Date		29-Ja	n-2018 12:15 PM	Bid 0	Opening Date	8		05-Feb-2018 12:0	00 PM		
Document Download / Sale Start Date		29-Ja	n-2018 12:15 PM	Docu Date	Document Download / Sale   Date		d	05-Feb-2018 12:0	00 PM		
Clarification Start Date	•	NA		Clari	Clarification End Date			NA			
Bid Submission Start D	Date	29-Ja	n-2018 12:15 PM	Bid S	Submission E	ind Date		05-Feb-2018 12:0	00 PM		





### **Tender Details Page 3**

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Monitor					
Tender Value in ₹	0.00	Product Category	Electrical Goods	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	21
Location	New Delhi	Pincode	110003	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	New Delhi

Critical Dates									
Publish Date			29-Jan-2018	12:15 PM	Bid Opening Da	ate	05-Feb-2018 12:00 PM		
Document Downlo Date	oad / Sa	le Start	29-Jan-2018 12:15 PM		Document Dow Date	nload / Sale End	05-Feb-2018 12:00 PM		
Clarification Start	Date		NA		Clarification En	d Date	<b>*</b> *		
Bid Submission St	tart Dat	е	29-Jan-2018	12:15 PM	Bid Submission	n End Date	Click here to		
							Download Tende Document and BOO		
Tender Docume	nts						Dog		
S.No Document			Name		Description		cument ze (in KB)		
	1 Tendernoti				NIT for Supply of	FElectrical Items	26.72		
Work Item							Download as zip file		
Documents	S.No	Document	Туре	Documer	nt Name	Description	Size (in KB)		
	1	BOQ		BOQ_5087	70.xls Price Bid		327.00		
	2	Tender Doc	uments	Tender_Do	oc.pdf	TD	56.03		
		-							

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Back

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Proceed For Bid Submission





#### User Management

- My Accounts
- My Documents

#### Auction Management

- My Auctions
- Live Auctions
- View Auction History

#### **Bid Management**

- Search Active Tenders
   My Tenders
   Clarification
- My Active Bids
- Bid Opening (Live)
- Confirmatory Documents
- Techno Commercial Query History
   Short fall Documents
- Short fall Document
   My Bids History
- Confirmatory Documents
   History
- Short Fall Documents History
- Archived Clarification
- Tender Status

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My Withdrawn Bids

#### **Post Award Management**

Award Declaration

		Bidder Details Page	
Company Details			
Login ID	bidder10@gmail.com		
Company Name	ABCD Pvt.Ltd.	Registration Number	987654159
Establishment Year	2010	Nature of Business	IT
Legal Status	Others	Company Category	Others
City	New Delhi	State	Delhi
Postal Code	110003	PAN Number	AESTG2458A

idder Pre Registration Details								
Bidder Pre Registered With	MSME Registration							
Organisation Type	Others							
Udyog Aadhaar Number	456789123456							
Bidder Registered Type	Corporate							

#### Contact Details

🜔 Bidder Details 🔸

Title *	Mr	$\checkmark$
Contact Name*	Bidder	
Correspondence Email*	bidder8@gmail.com	
Designation		
Phone*	91 11 22334455	
Mobile*	9791230165	
	New Delhi	~
Registered Address*		$\sim$
		~
Name of Partners / Directors		$\sim$





## Single Cover Bid Submission Process Flow Steps

General Information to the Bidder before processing

- Scan all the documents at 75 to 100 DPI.
- Ensure the system is protected with anti-virus.
- Bid Submission involves the following steps,

Entering the fee details( if there is no tender fee the system directs to the EMD details page.)

Entering the EMD details

≻Fee Confirmation

- >Uploading of Bid Documents
- Bid Confirmation

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+	My Documents					
	Auction Management				_	
+	My Auctions	If, You are exempted from E	MD payment, then select the option to 'Yes'	nd provide the details.		
+	Live Auctions	Are you exempted from	n EMD payment: 🔿 Yes 💿 No			
+	View Auction History					
P	Bid Management				Next	
+	Search Active Tenders					
+	My Tenders					
+	Clarification					
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+	Live Auctions				Organisation Chain : NIC	C Org  NIC_Dept				
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+	Live Auctions				Tender I	D : 2018_NIC_54655	1			
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### Thank you End of Bid Submission