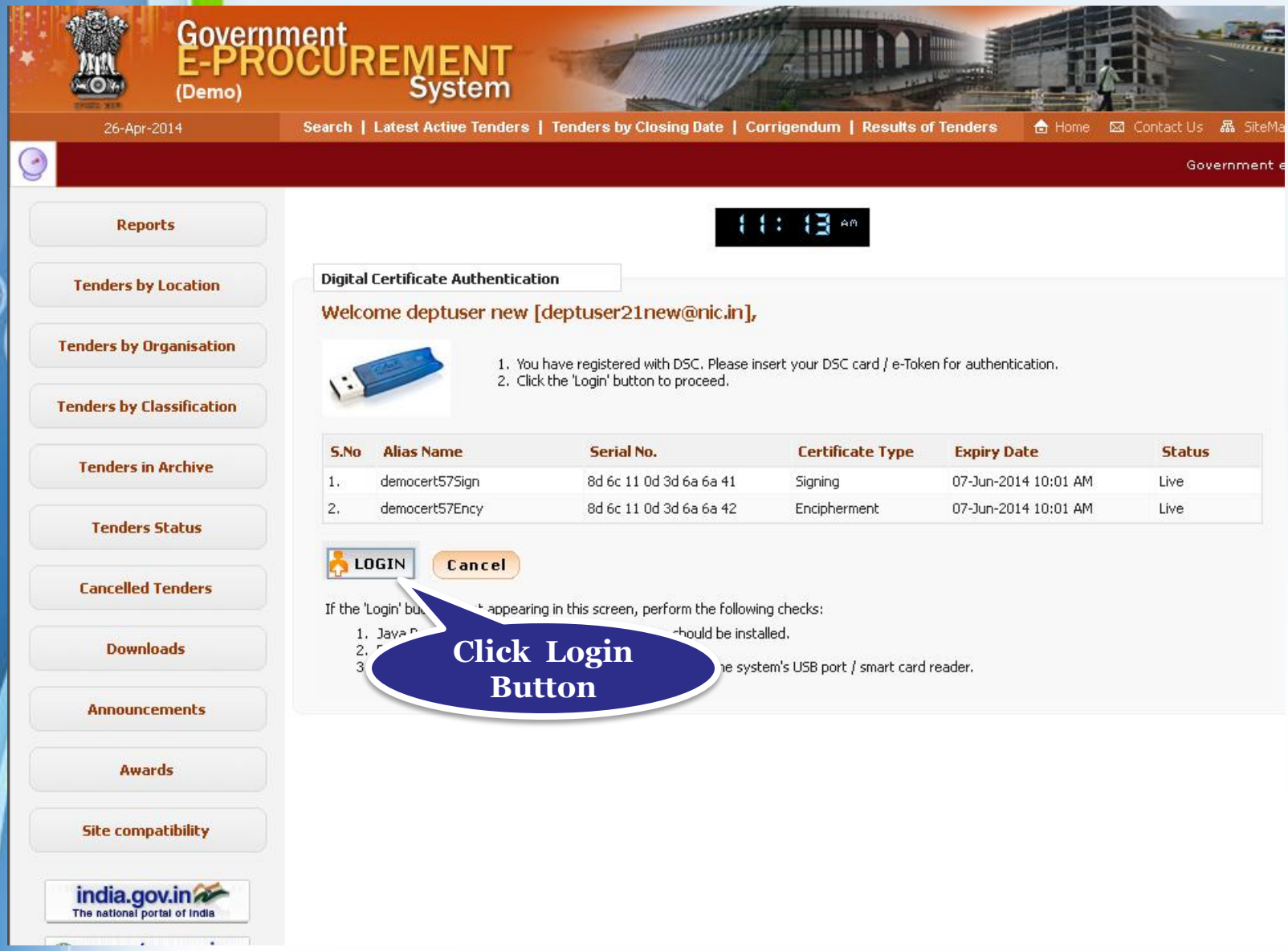
# Government eProcurement System of National Informatics Centre

**(GePNIC Version1.09.02)**

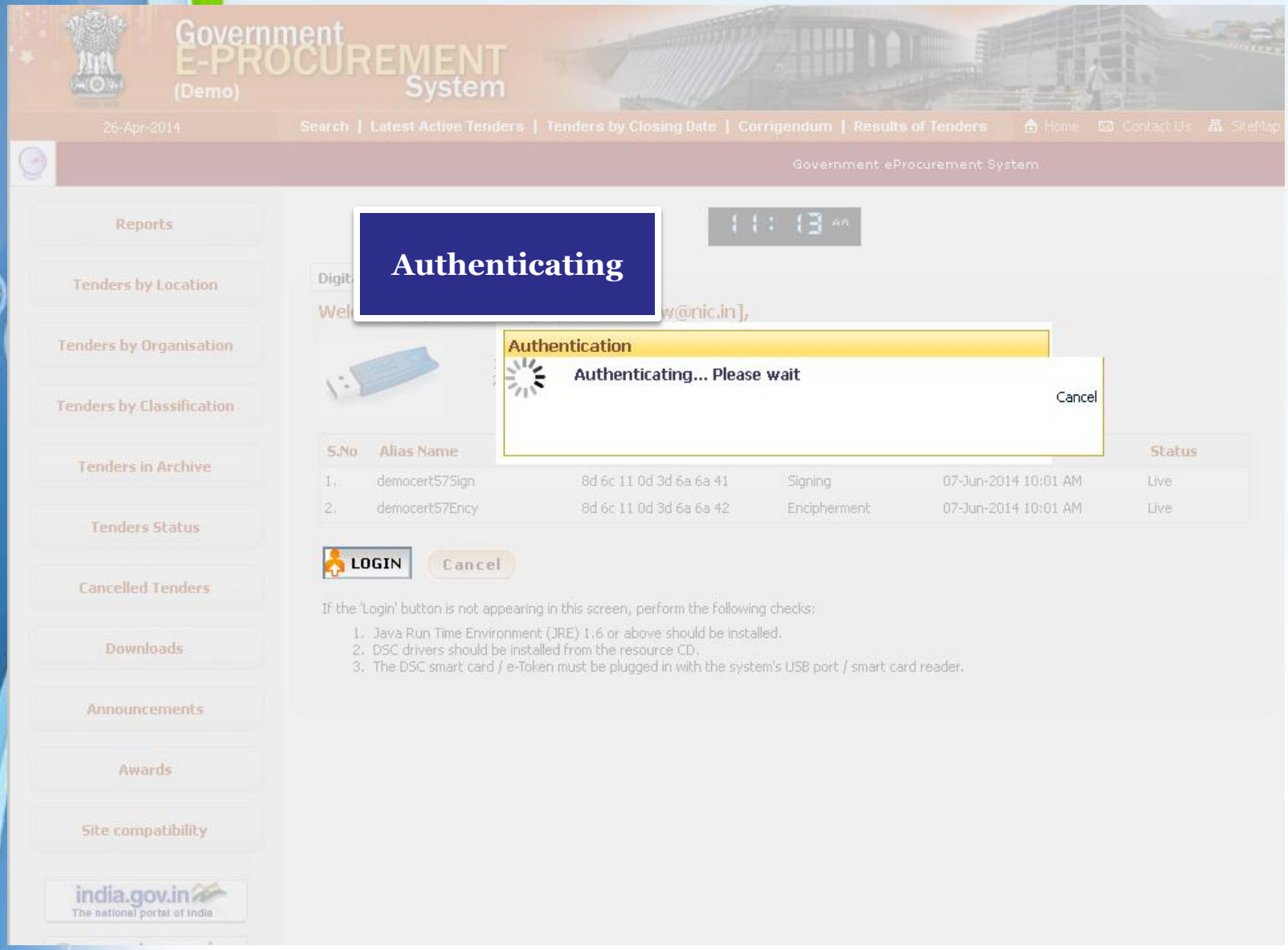
# Technical bid Opening

- **Enter Login id and password and click Login button**

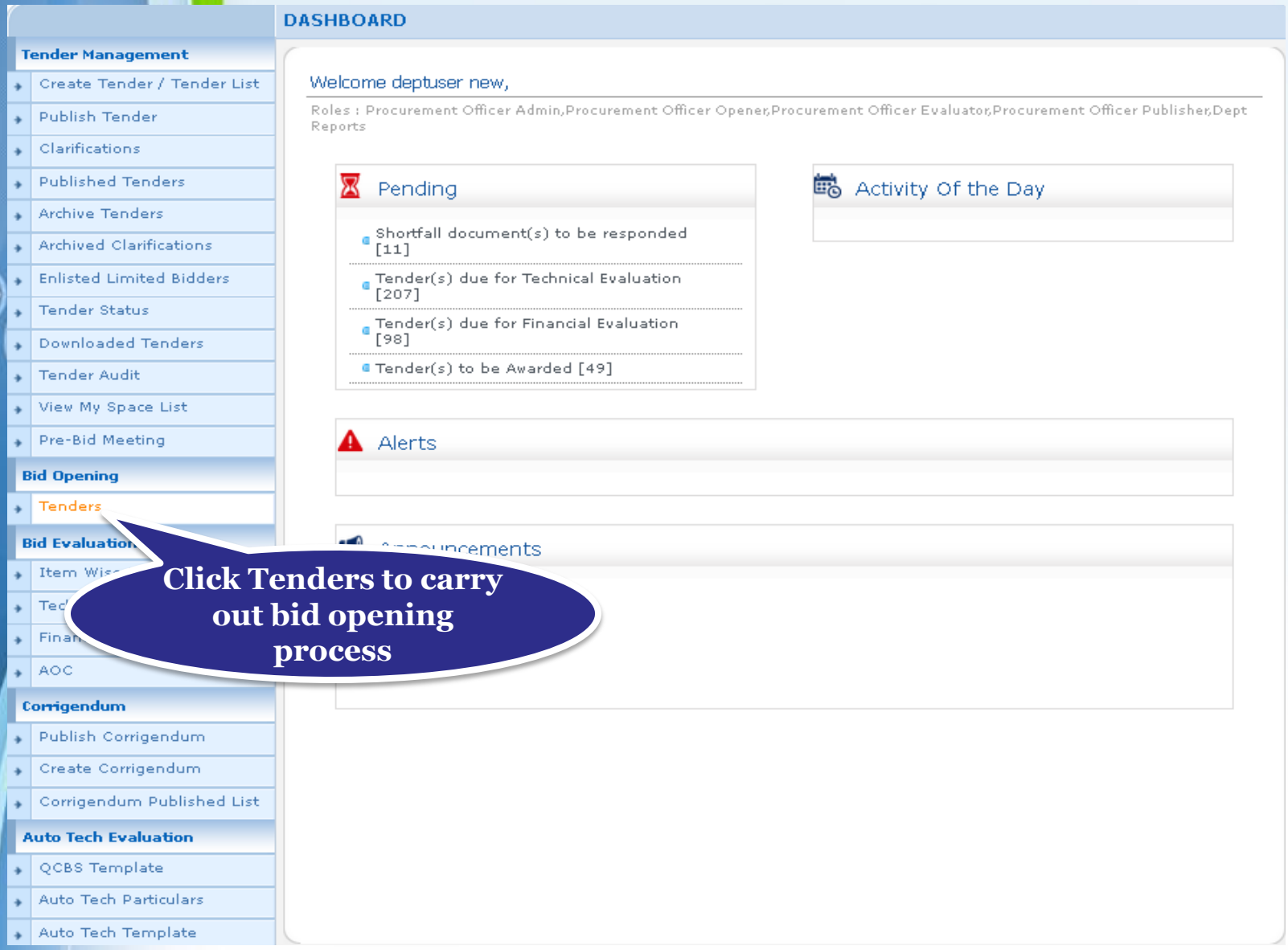
- **Click the Login Button**
- **Physically Insert the DSC token into the system and Click LOGIN**



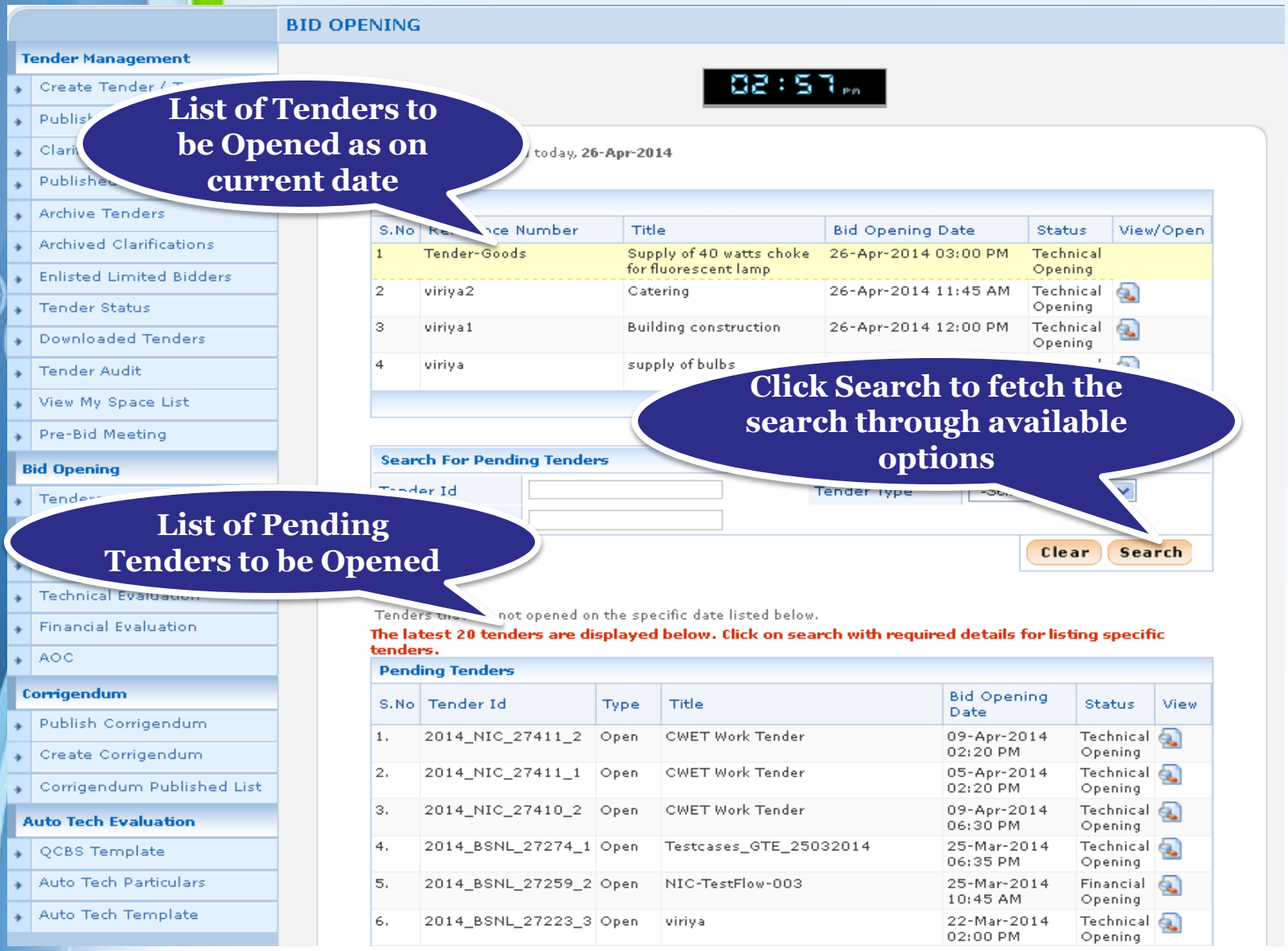
- **Enter DSC Password when prompted**



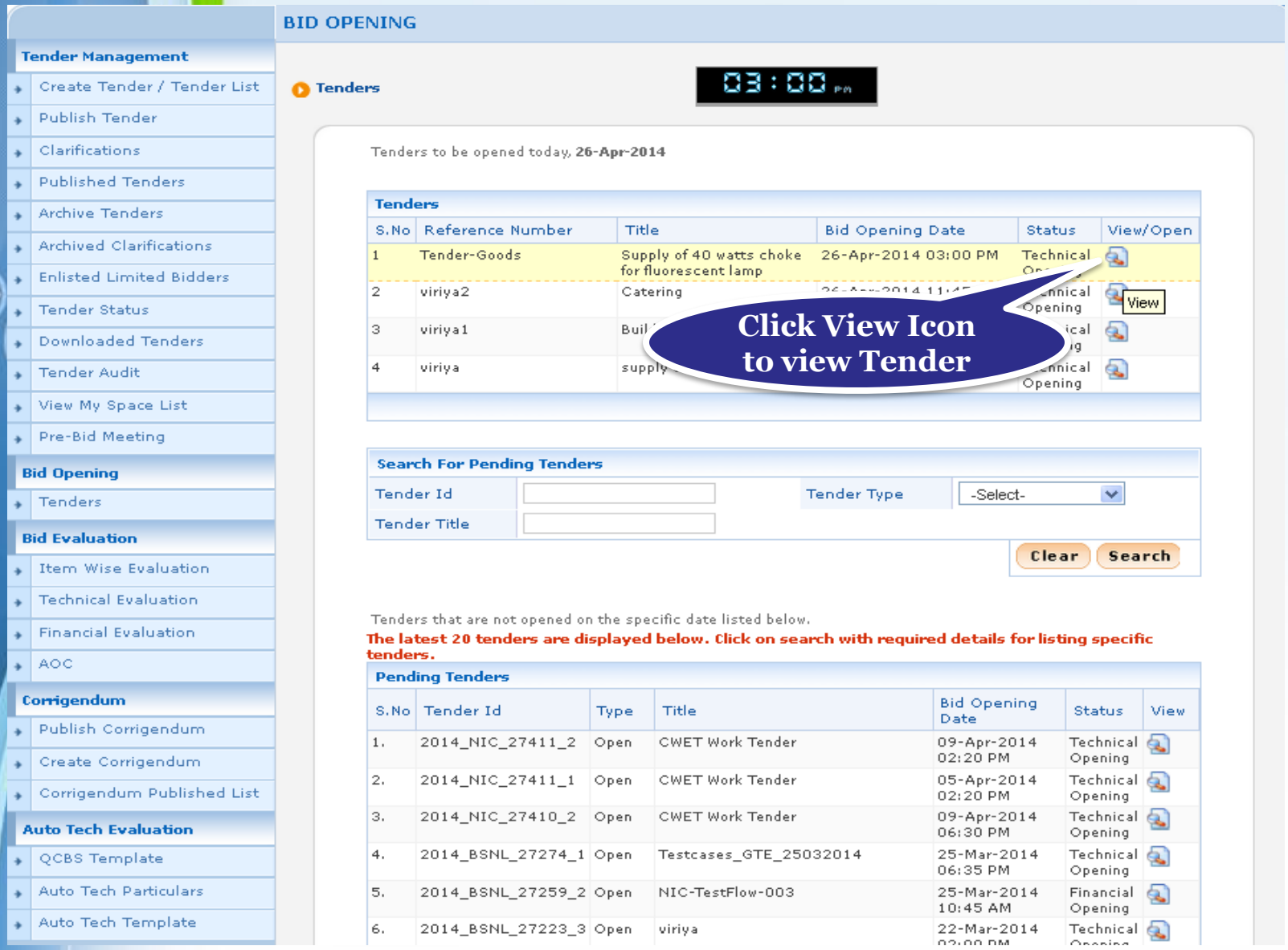
- **Select the 'Tenders' tab under Bid Opening from the left panel on the dashboard screen**



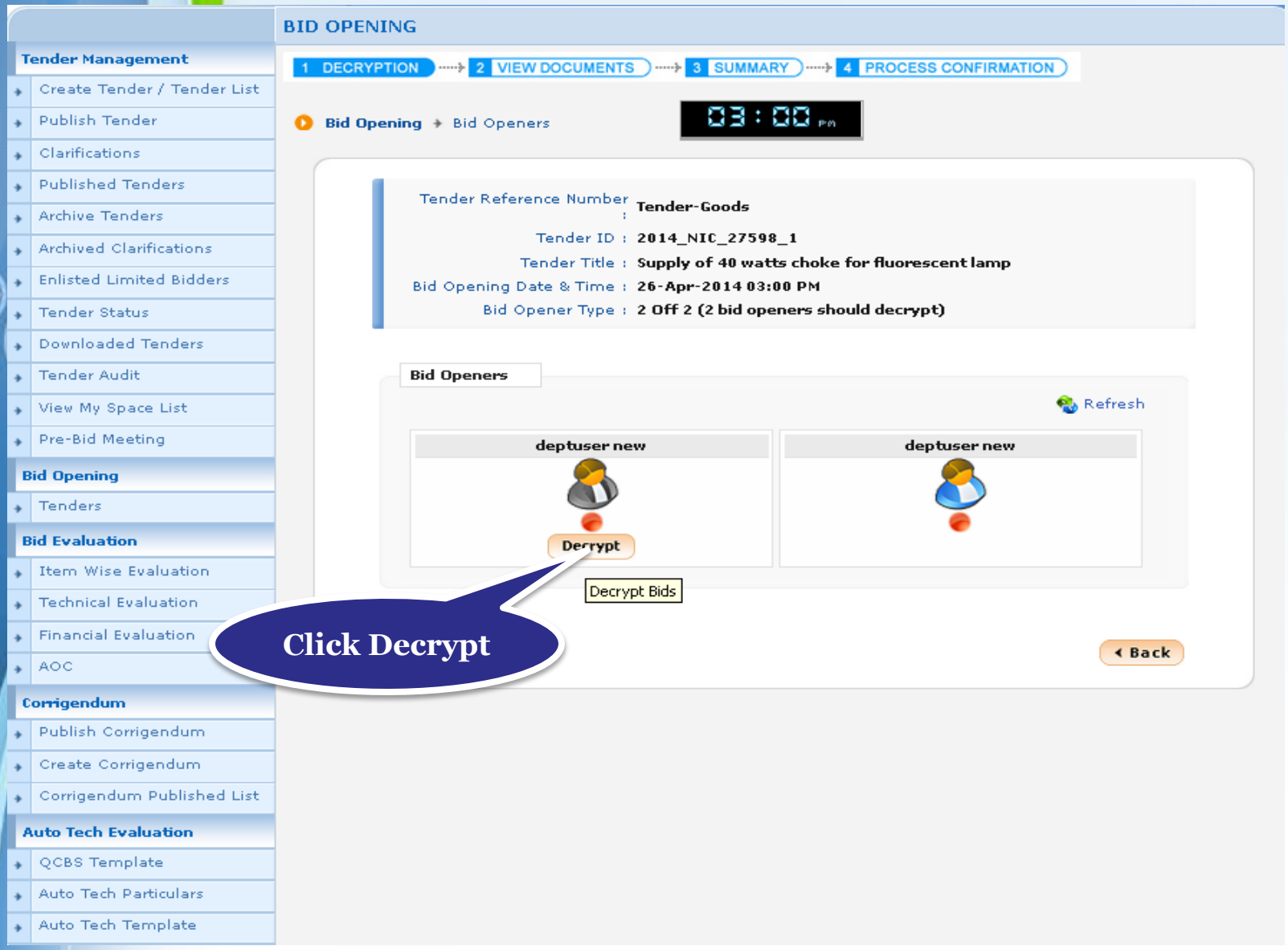
- **Search for the tender to be opened**



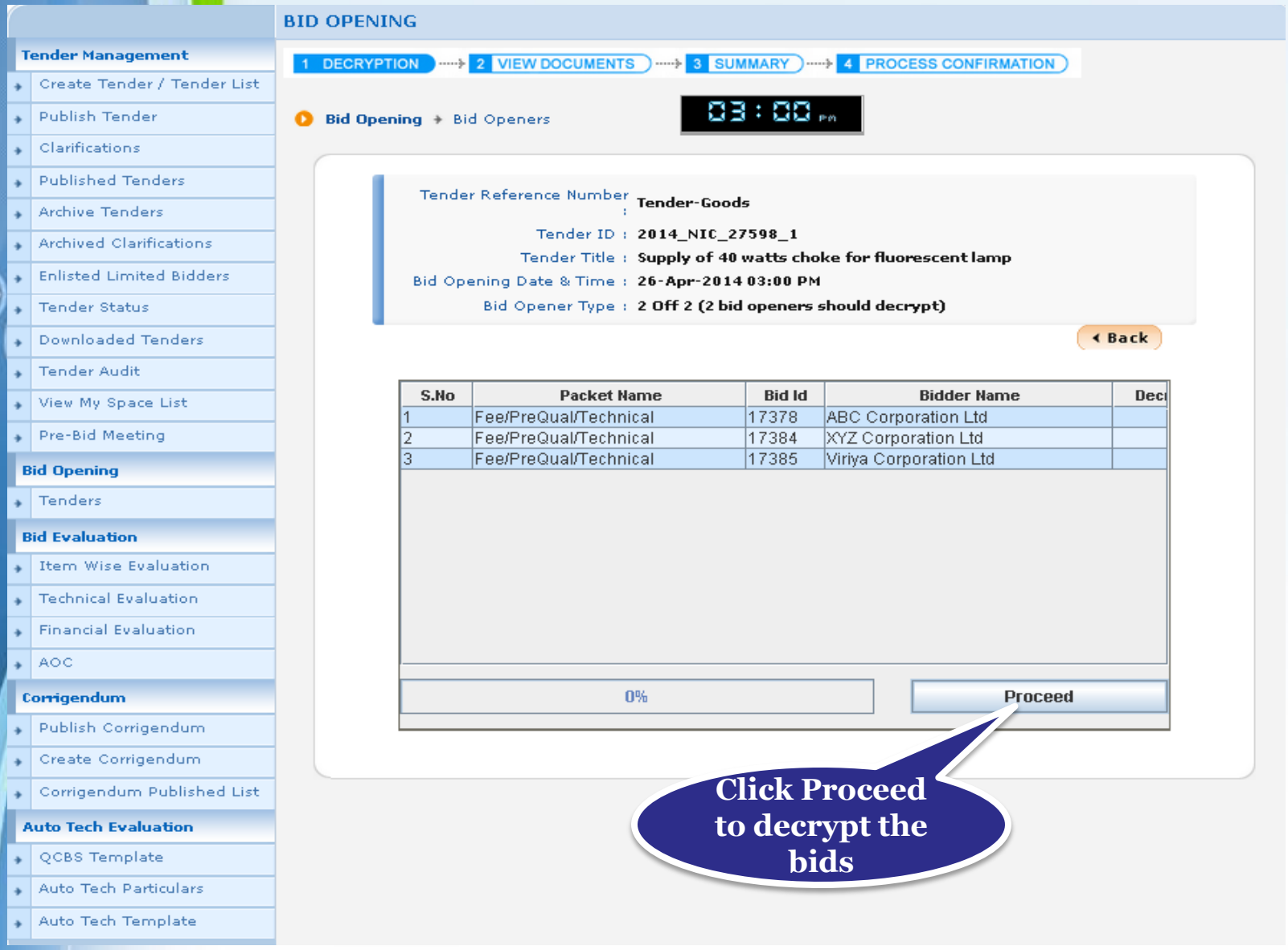
- **Click View Icon to start technical bid opening of the Tender**



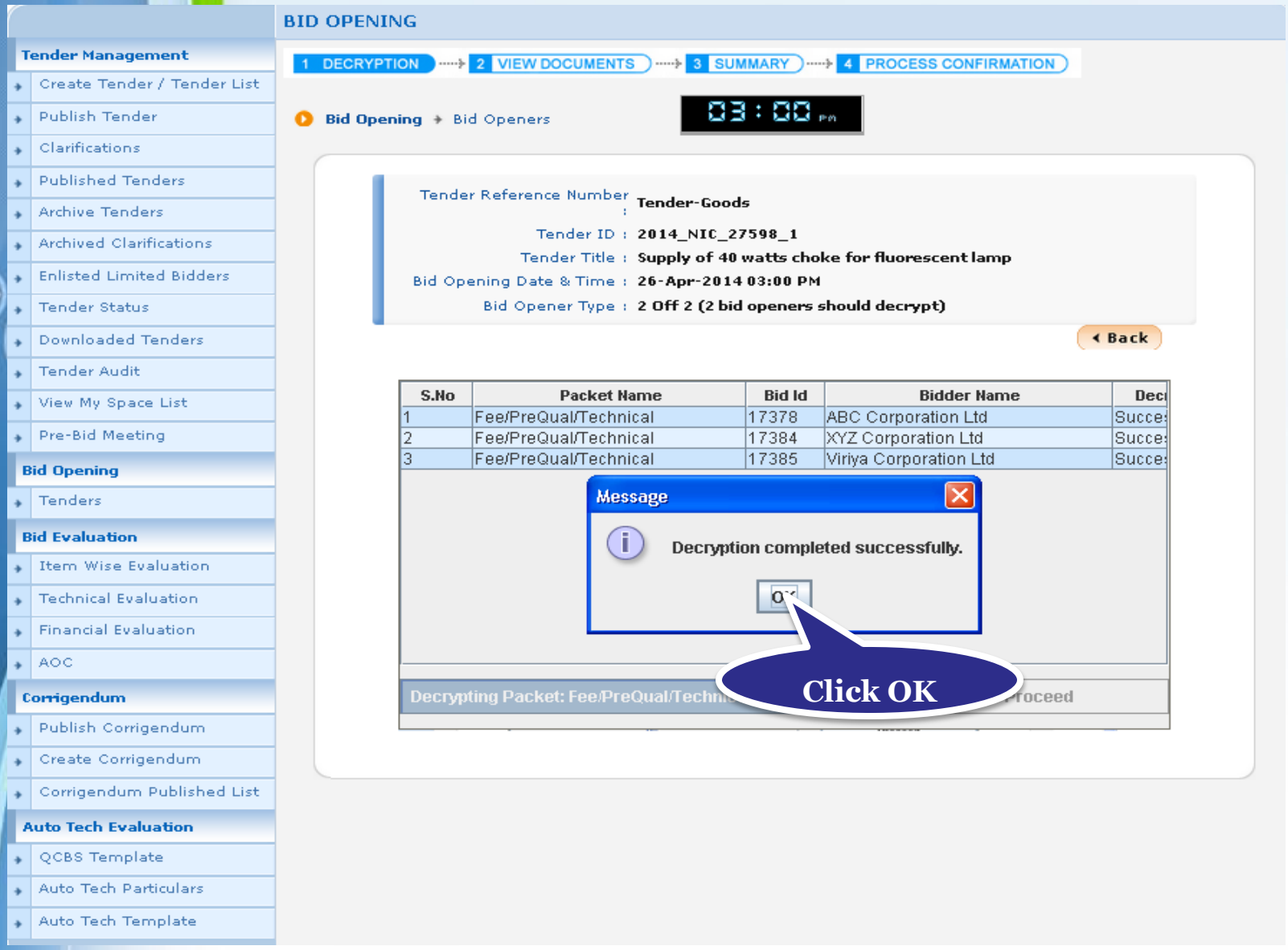
- **Click Decrypt to decrypt the key**



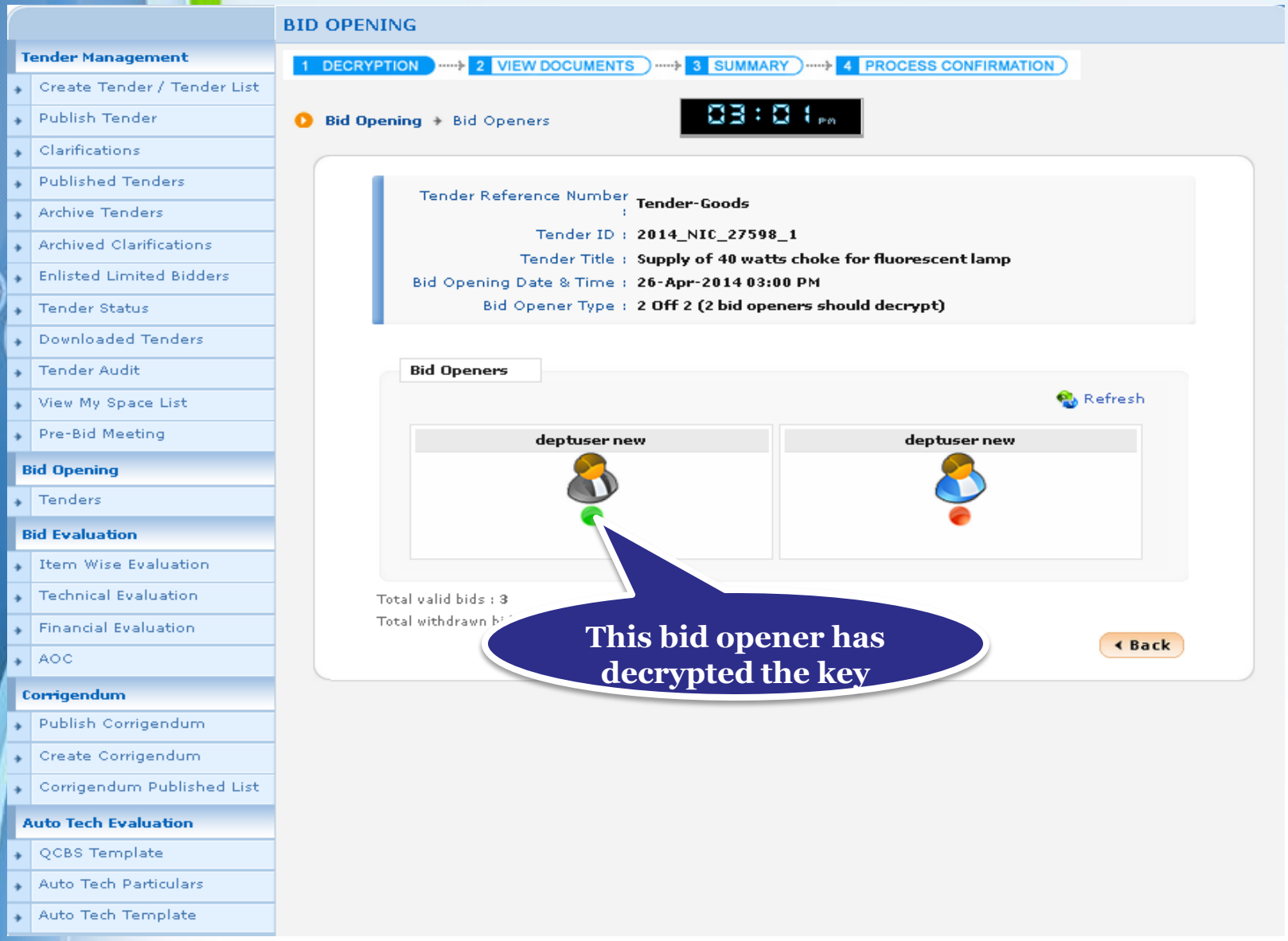
- **Click Proceed for decrypting the bids received**



- **Click Ok once the decryption is completed successfully**



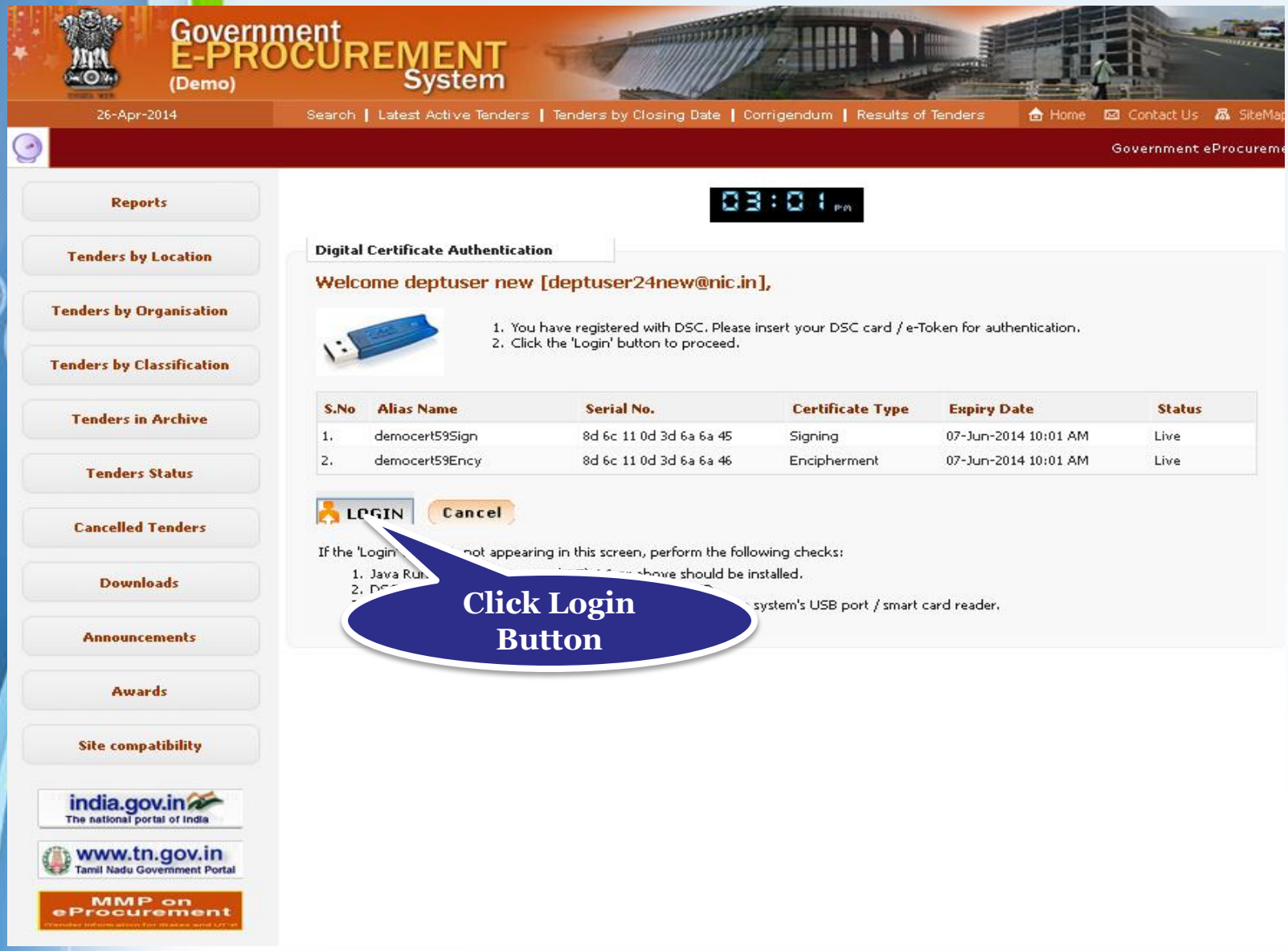
- **Minimum two bid openers should decrypt the key**



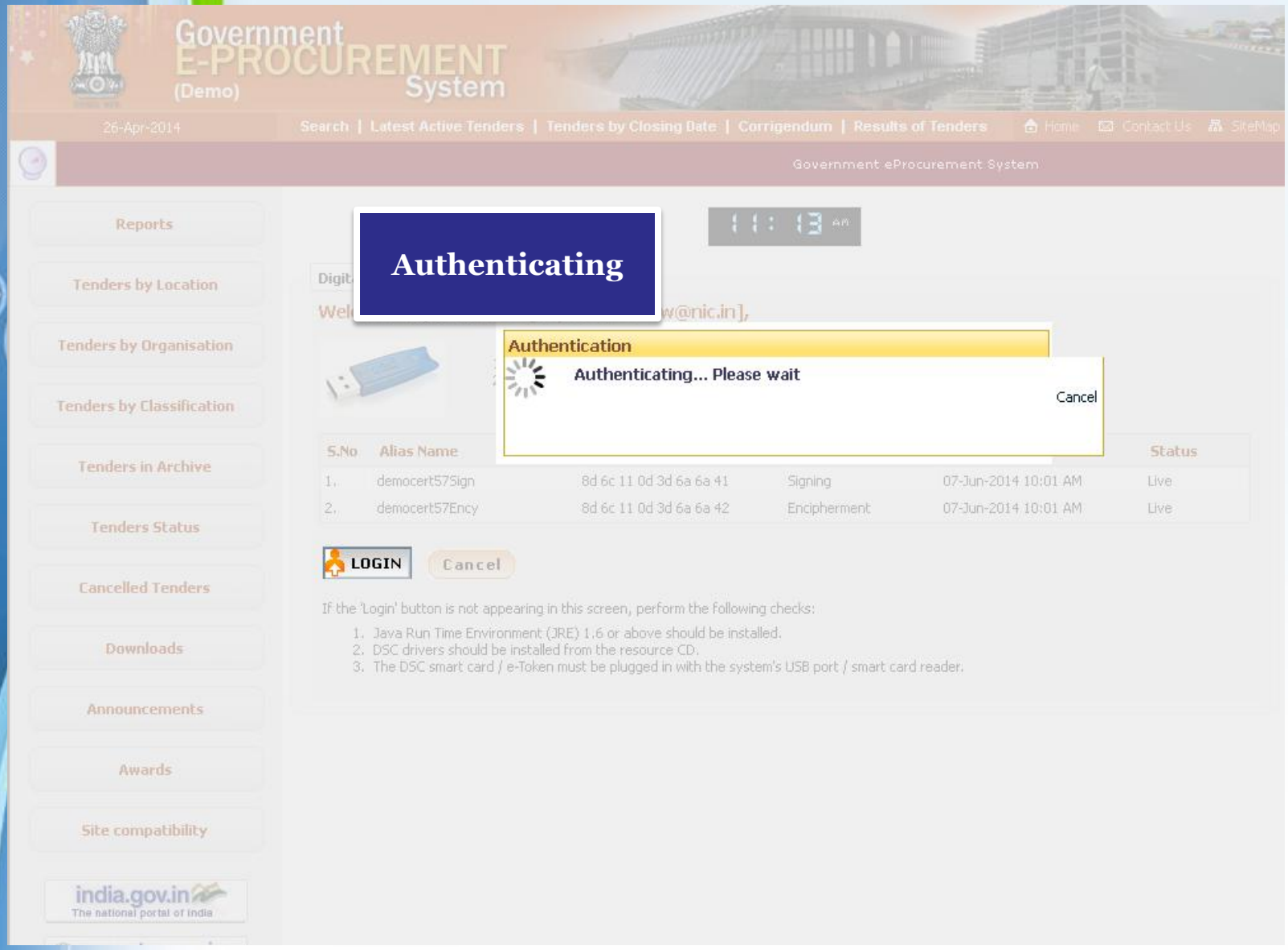
- **Now another Bid Opener logs in**
- **Enter Login id and password**

**The second Bid Opener logs in using his User ID/Password and DSC**

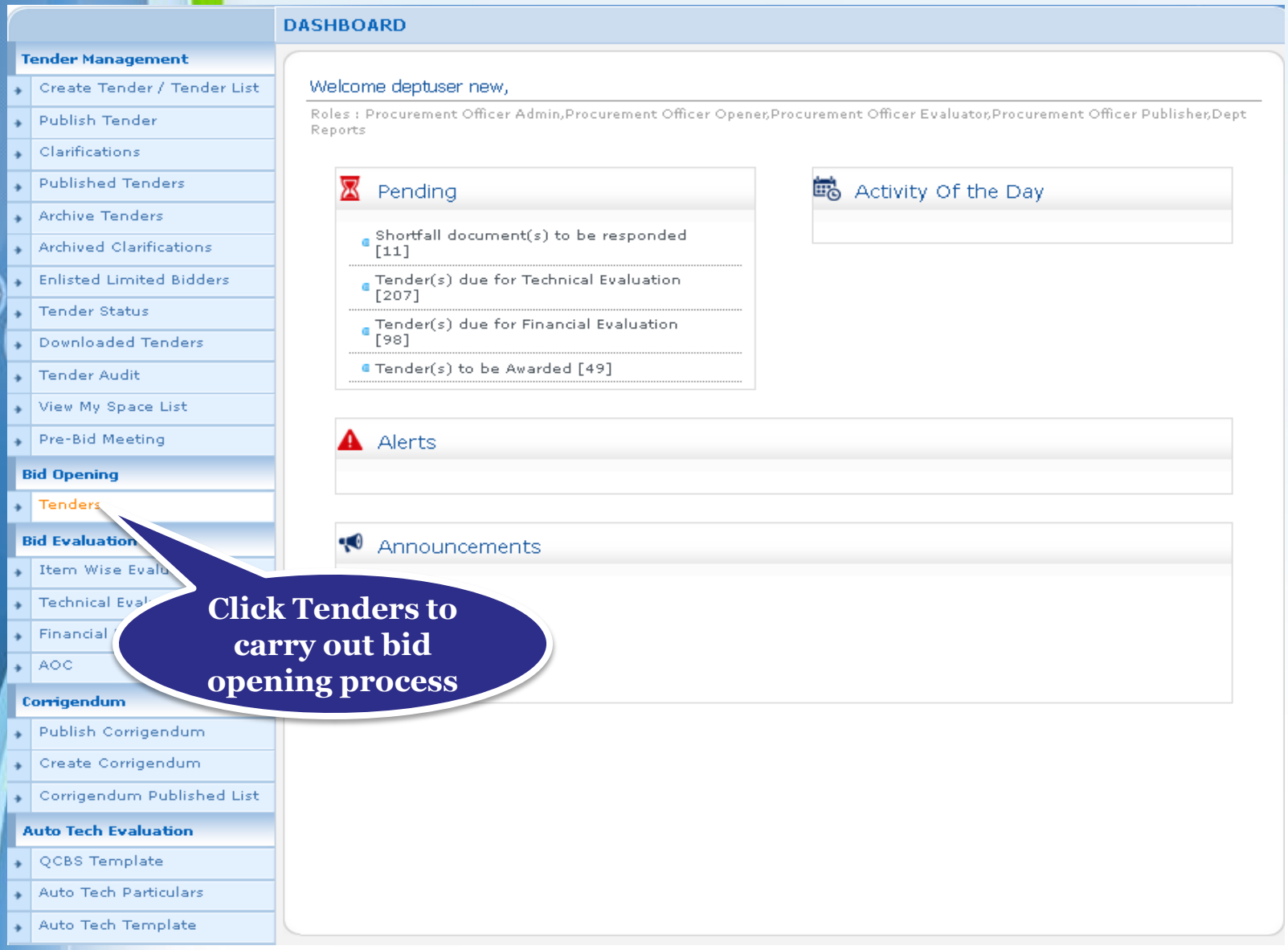
- **Click the Login Button**
- **Physically Insert the DSC token into the system and Click LOGIN**



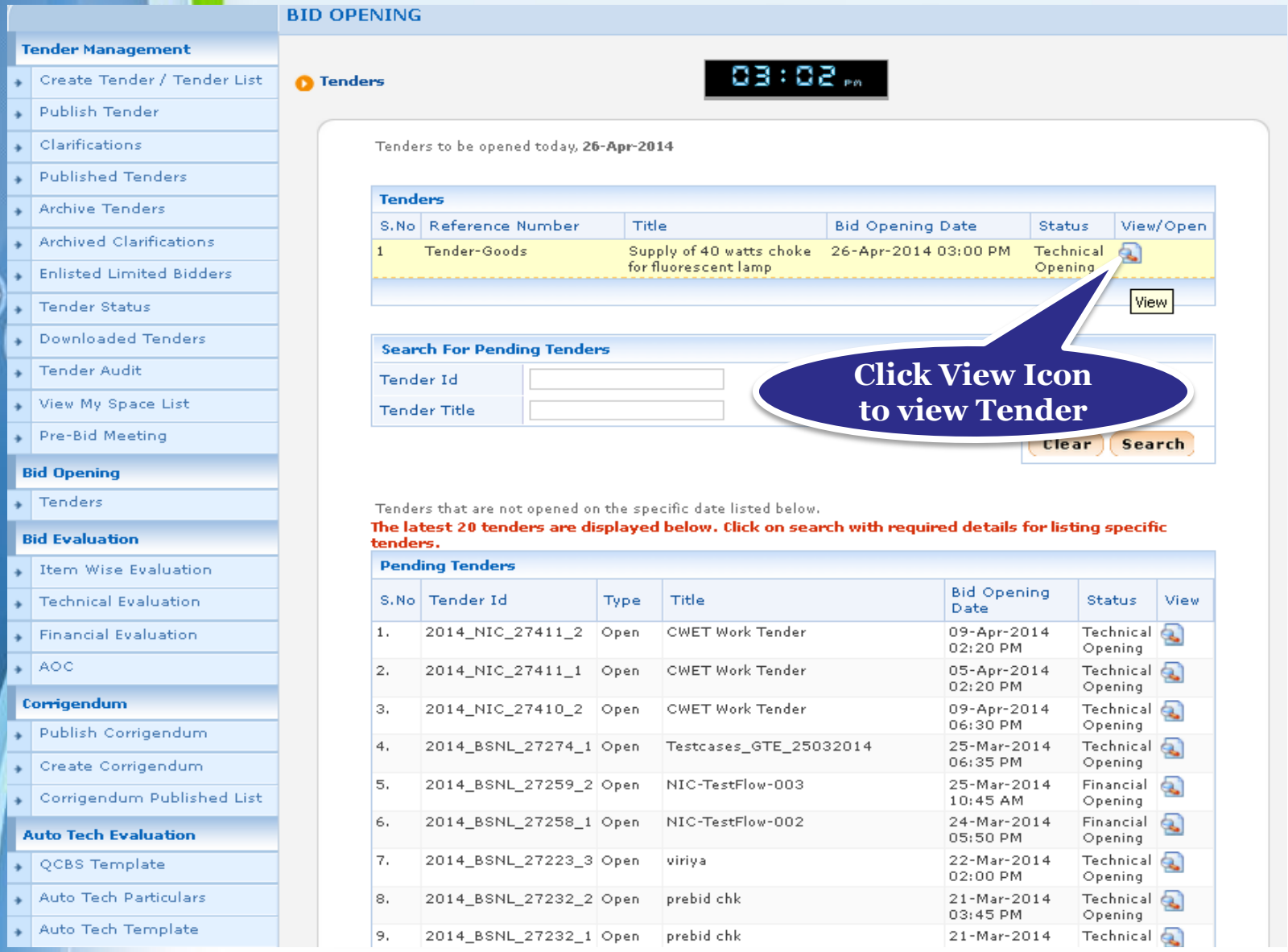
- **Enter DSC Password when prompted**



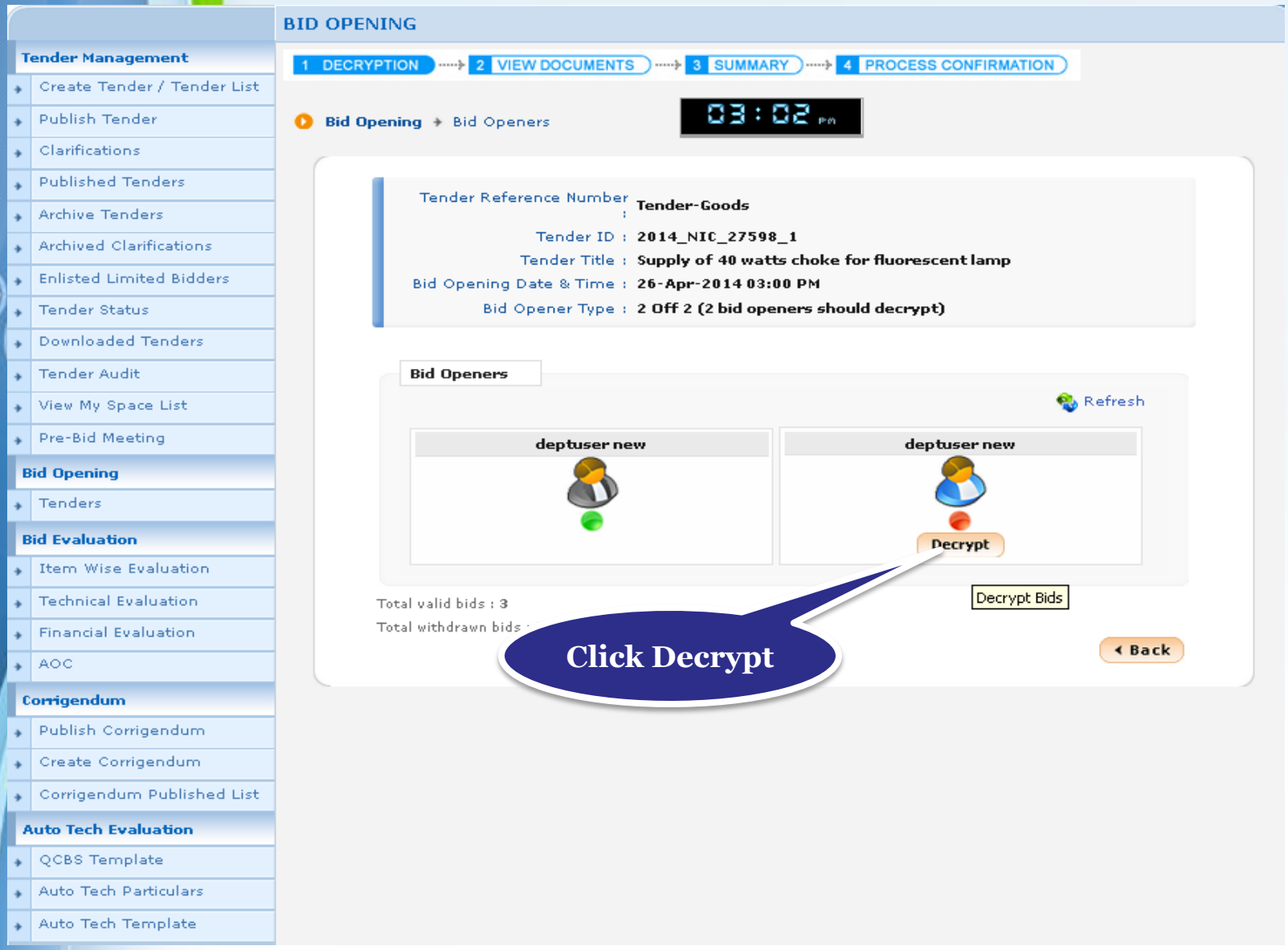
- **Select the 'Tenders' tab under Bid Opening from the left panel on the dashboard screen**



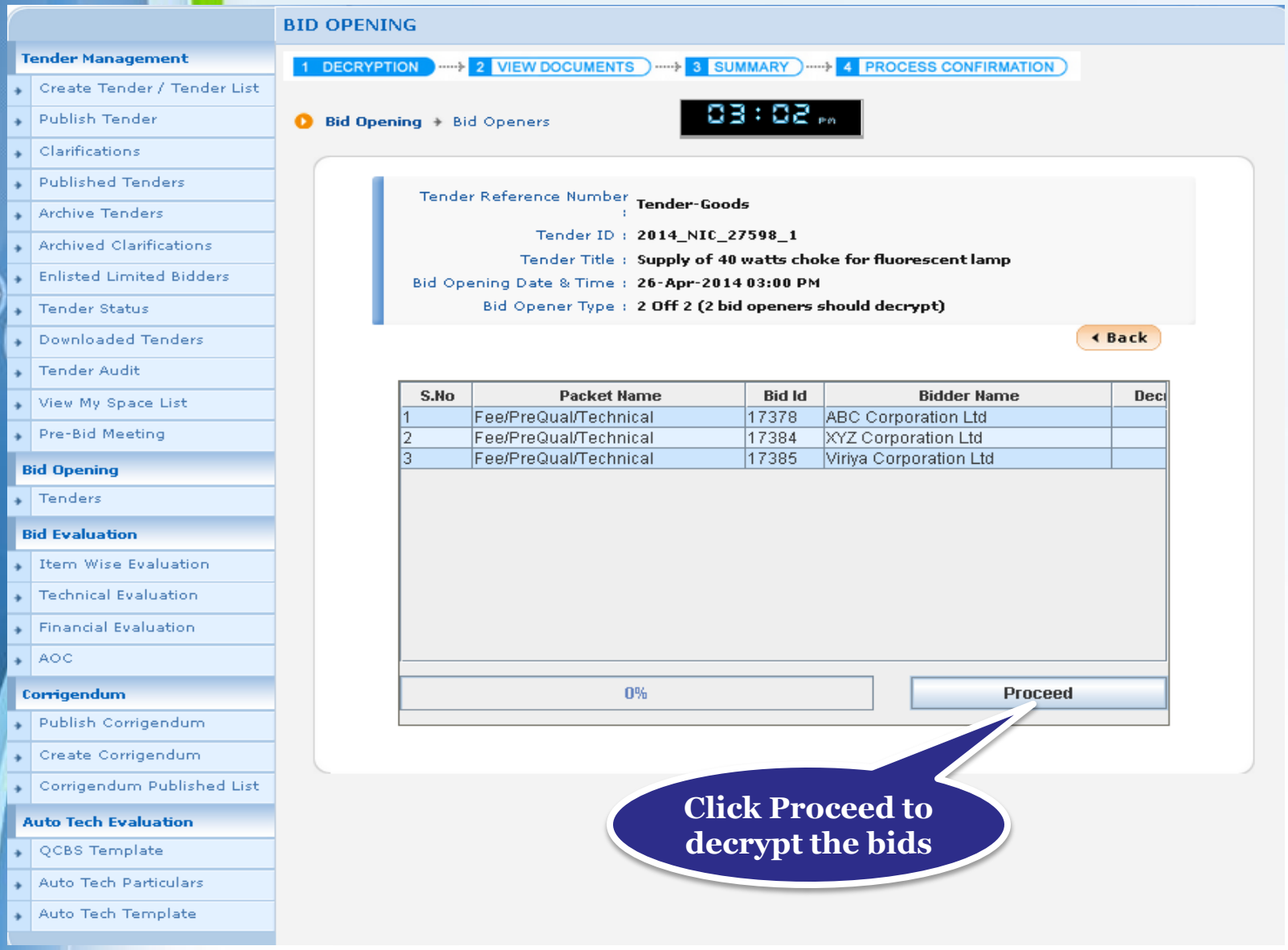
- **Click View Icon to start technical bid opening of the Tender**



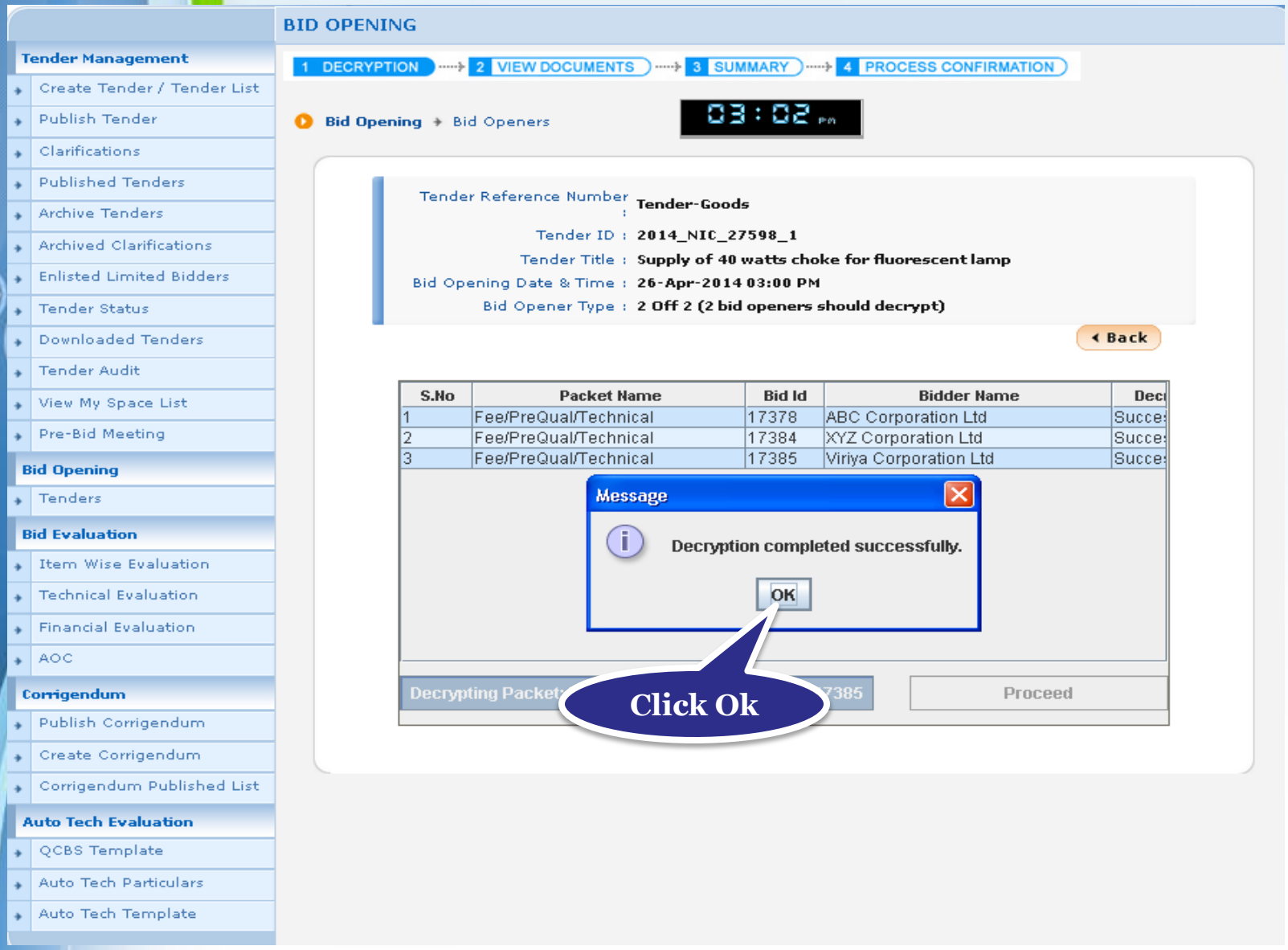
- **Click Decrypt to decrypt the key**



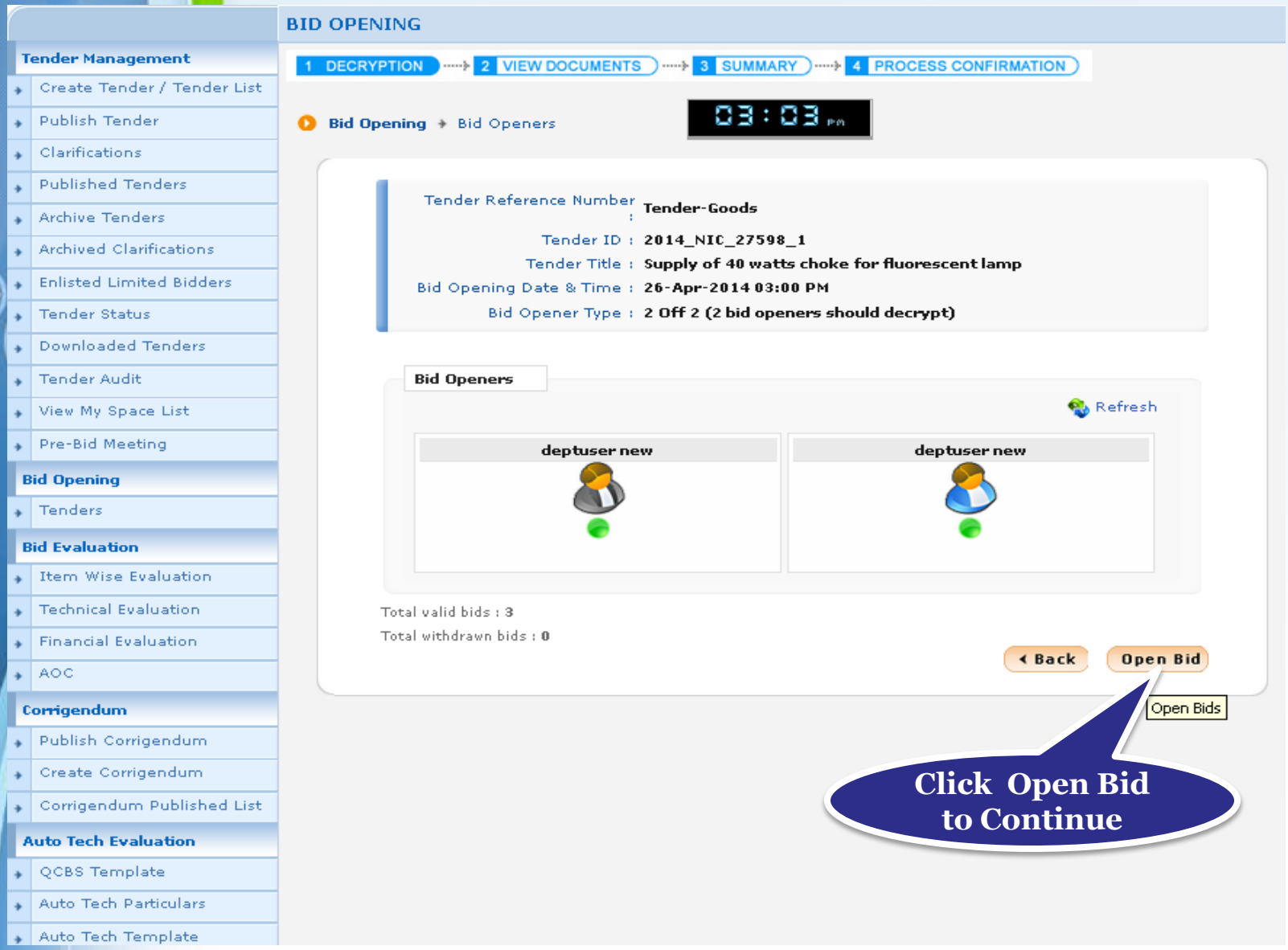
- **Click Proceed for decrypting the bids received**



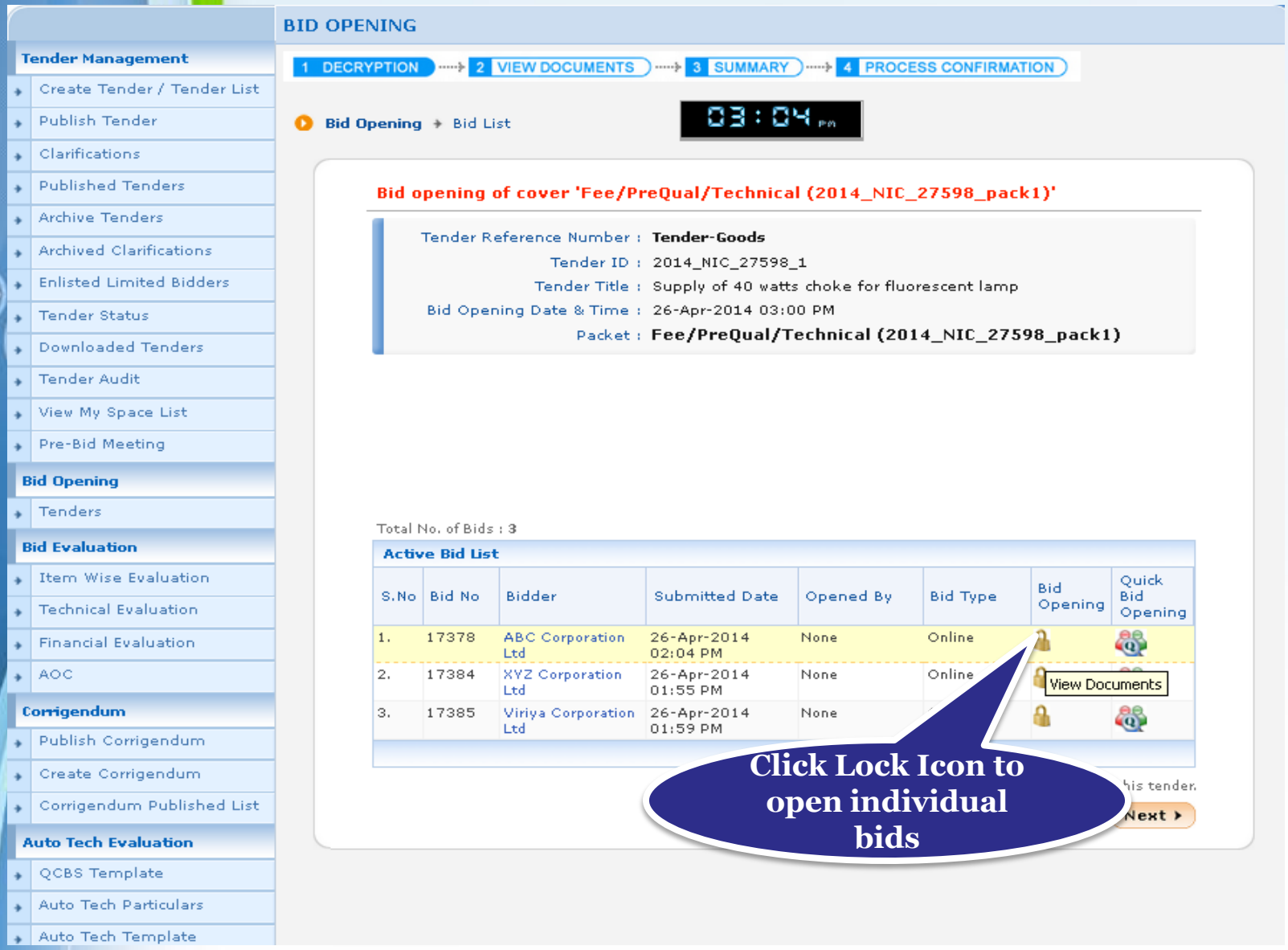
- **Click OK once decryption is completed successfully**



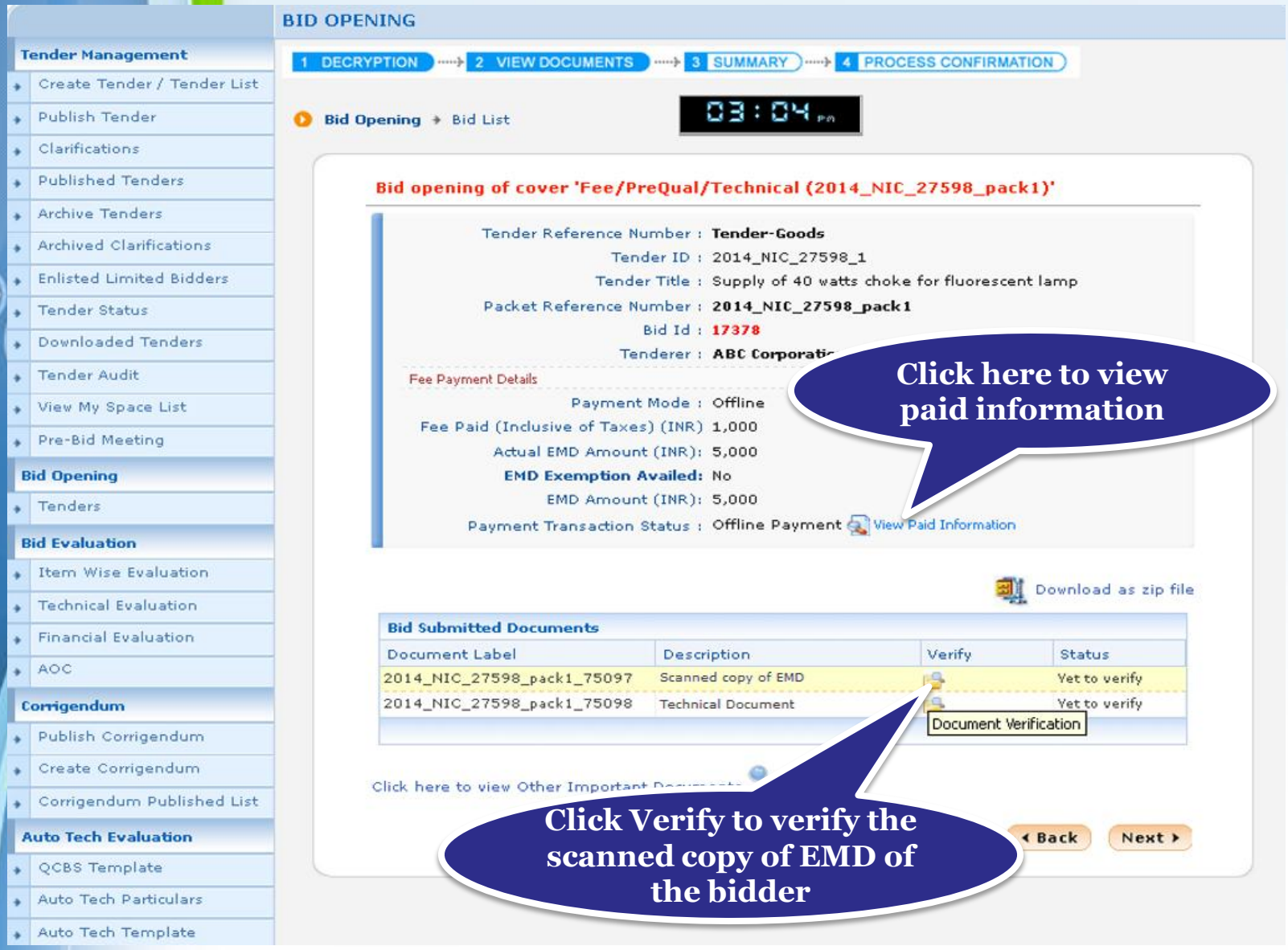
- **The bids are ready to be opened**
- **Click Open Bid to open the technical bids**



- **Click Lock Icon to open the bids submitted by the bidders**

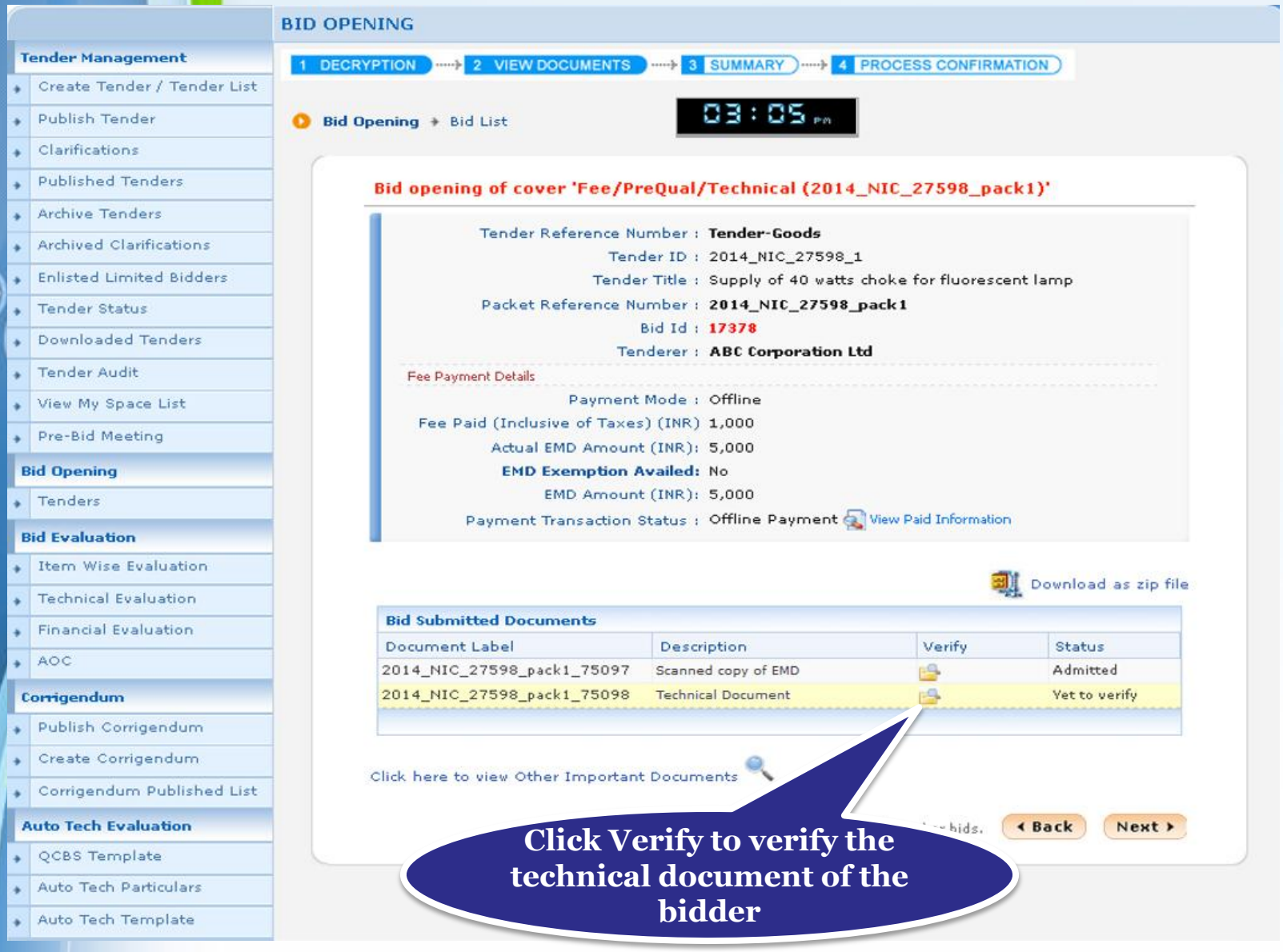


- **Click View Paid Information to view paid information**
- **Click verify to verify the documents submitted by the bidder**



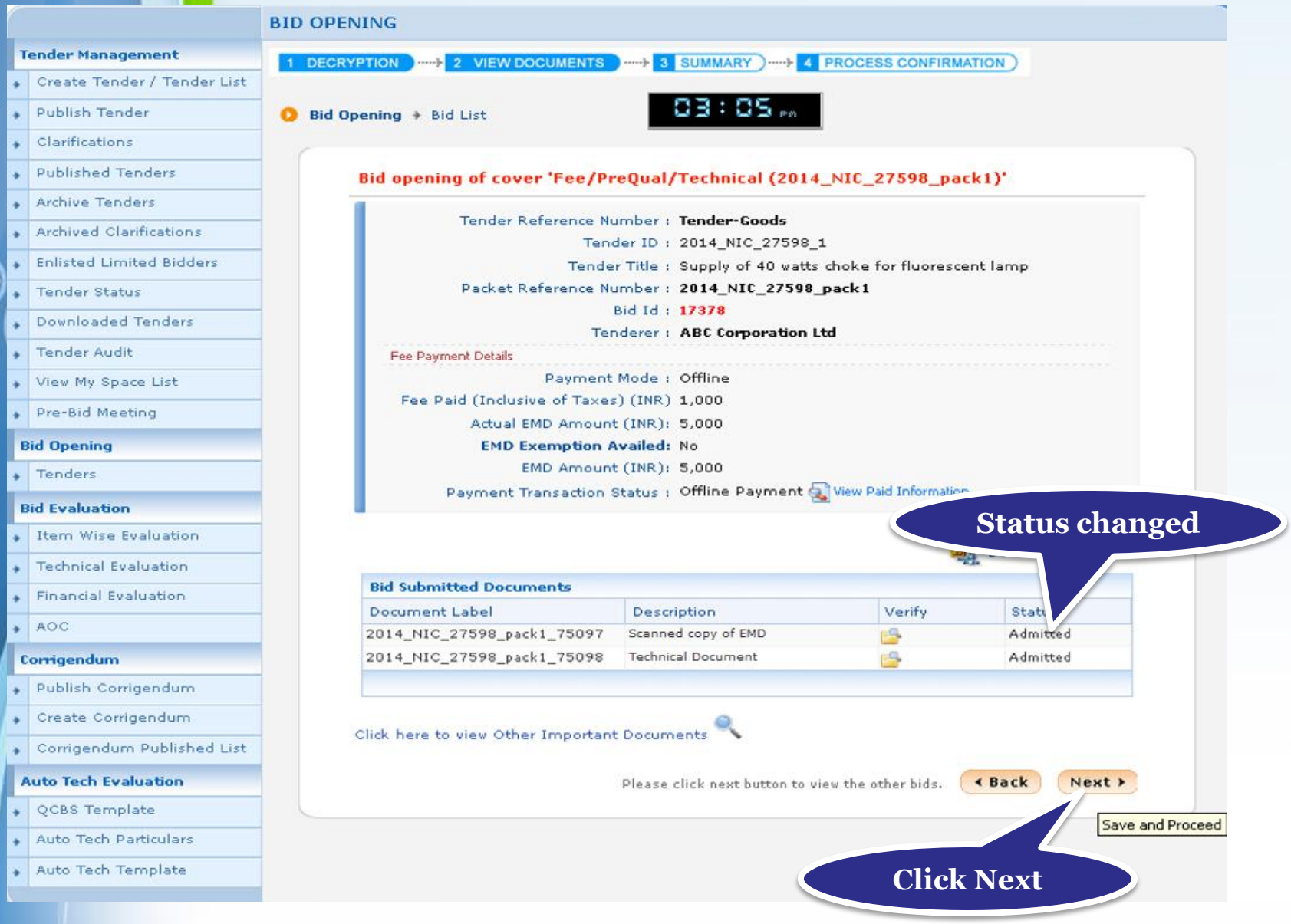
- **Enter Comments in the Comments field and Click Submit button**

- **Click verify to verify the document yet to be verified**

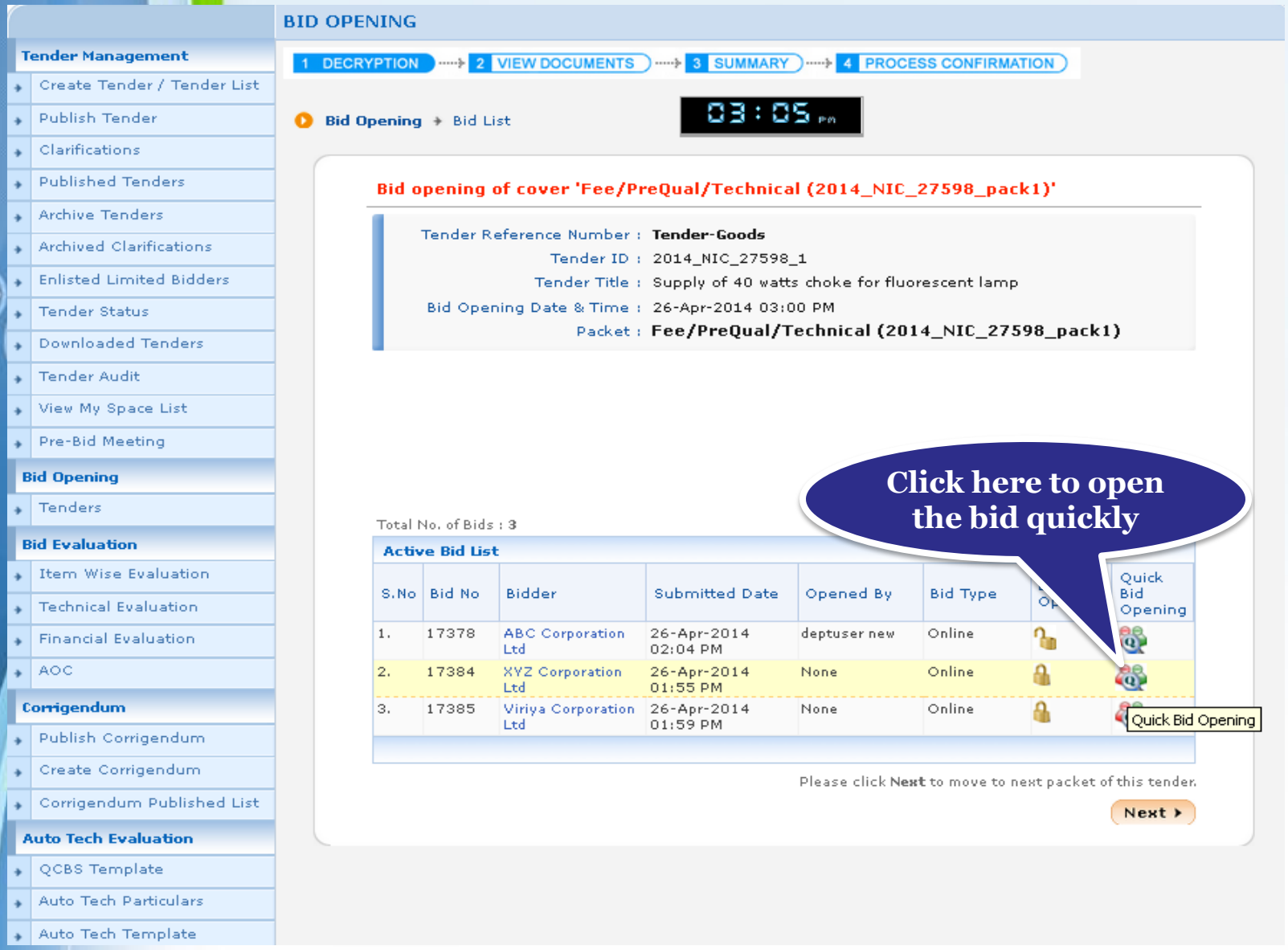


- **Enter Comments in the Comments field and Click Submit button**

- **The status of the verified document is changed**
- **Click Next**

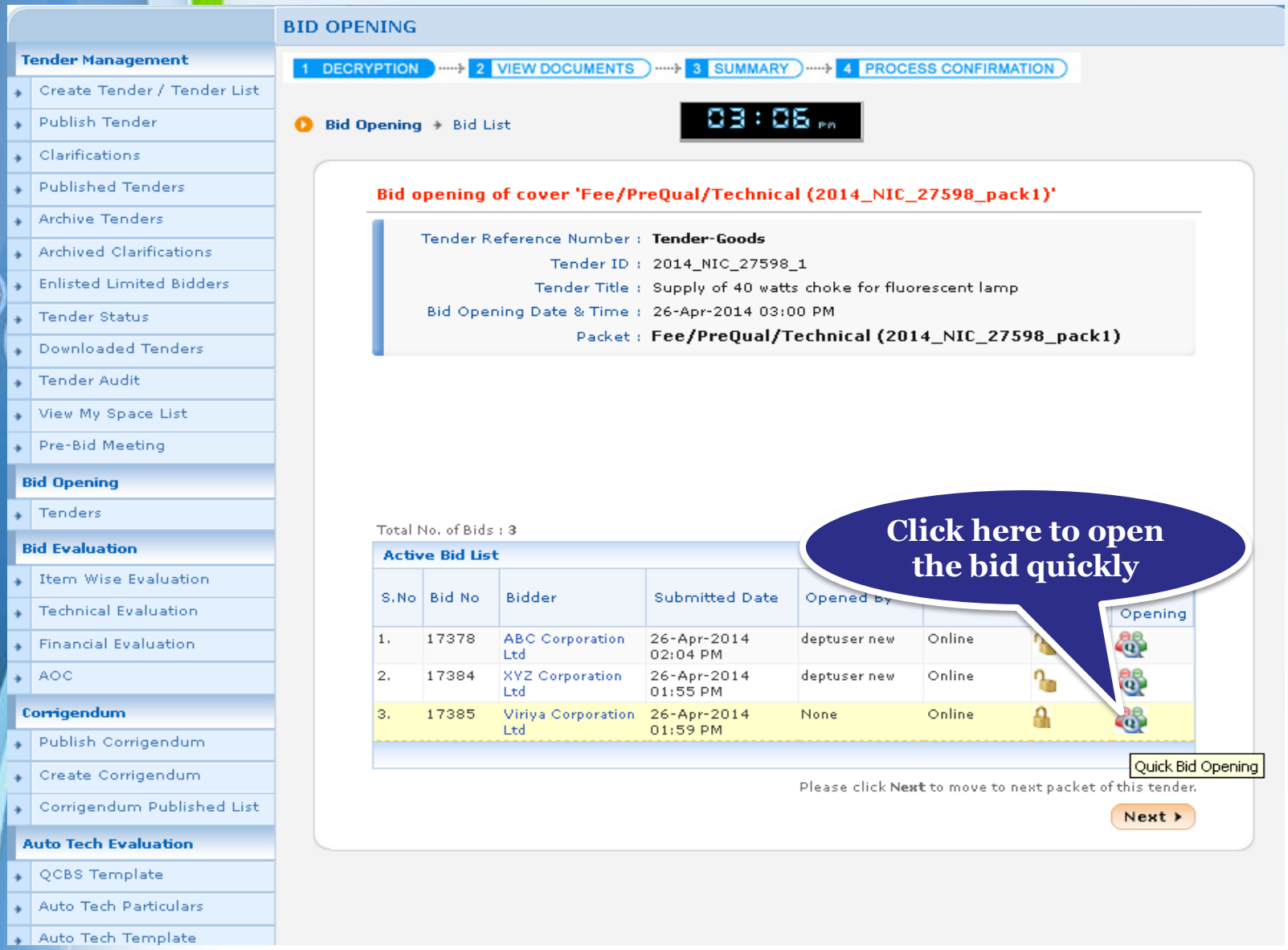


- **Click Quick bid opening icon to quickly open the bids**

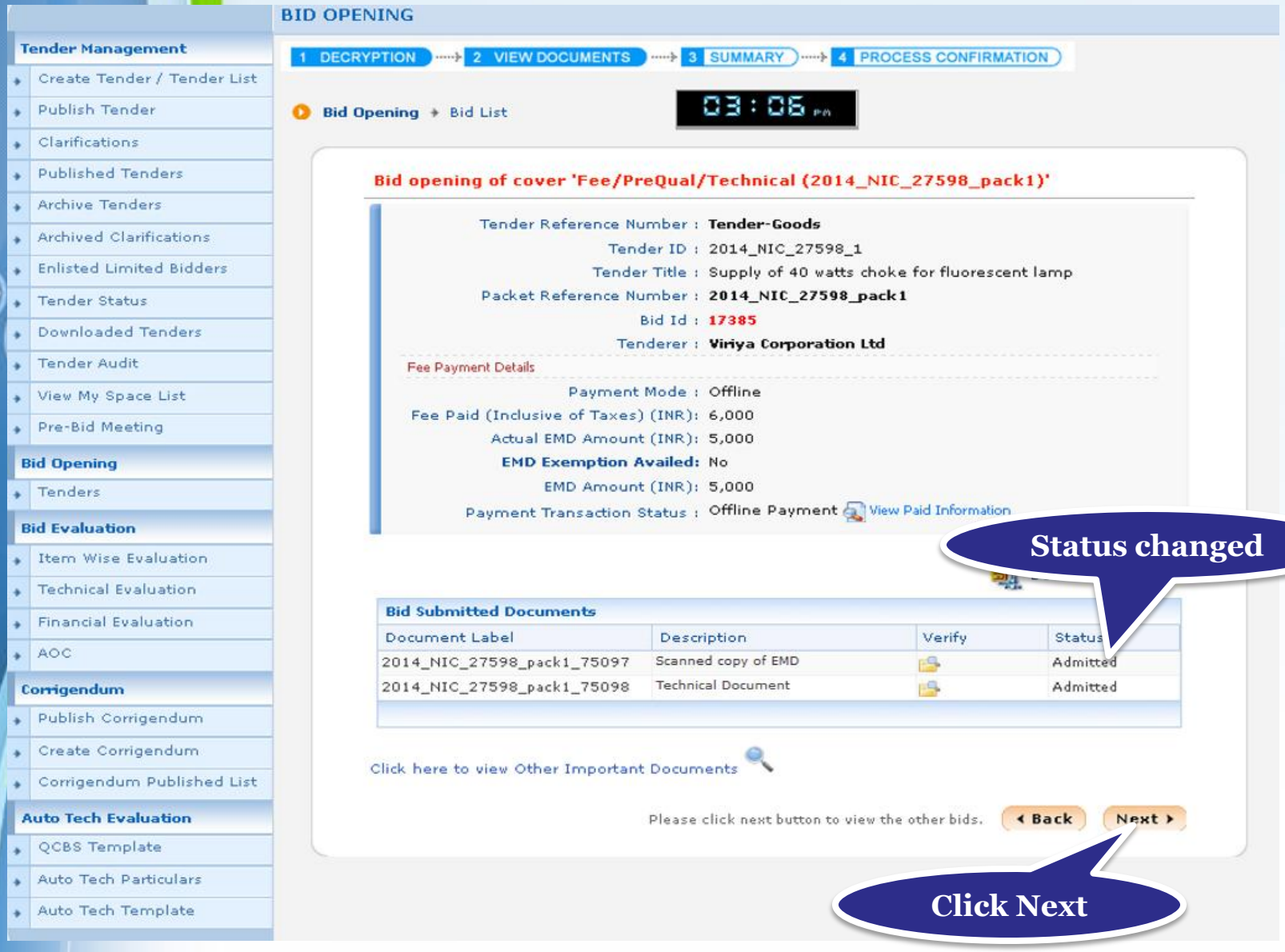


- **The status of the documents are changed**
- **Click Next**

- **Click Quick bid opening icon to quickly open the bids**

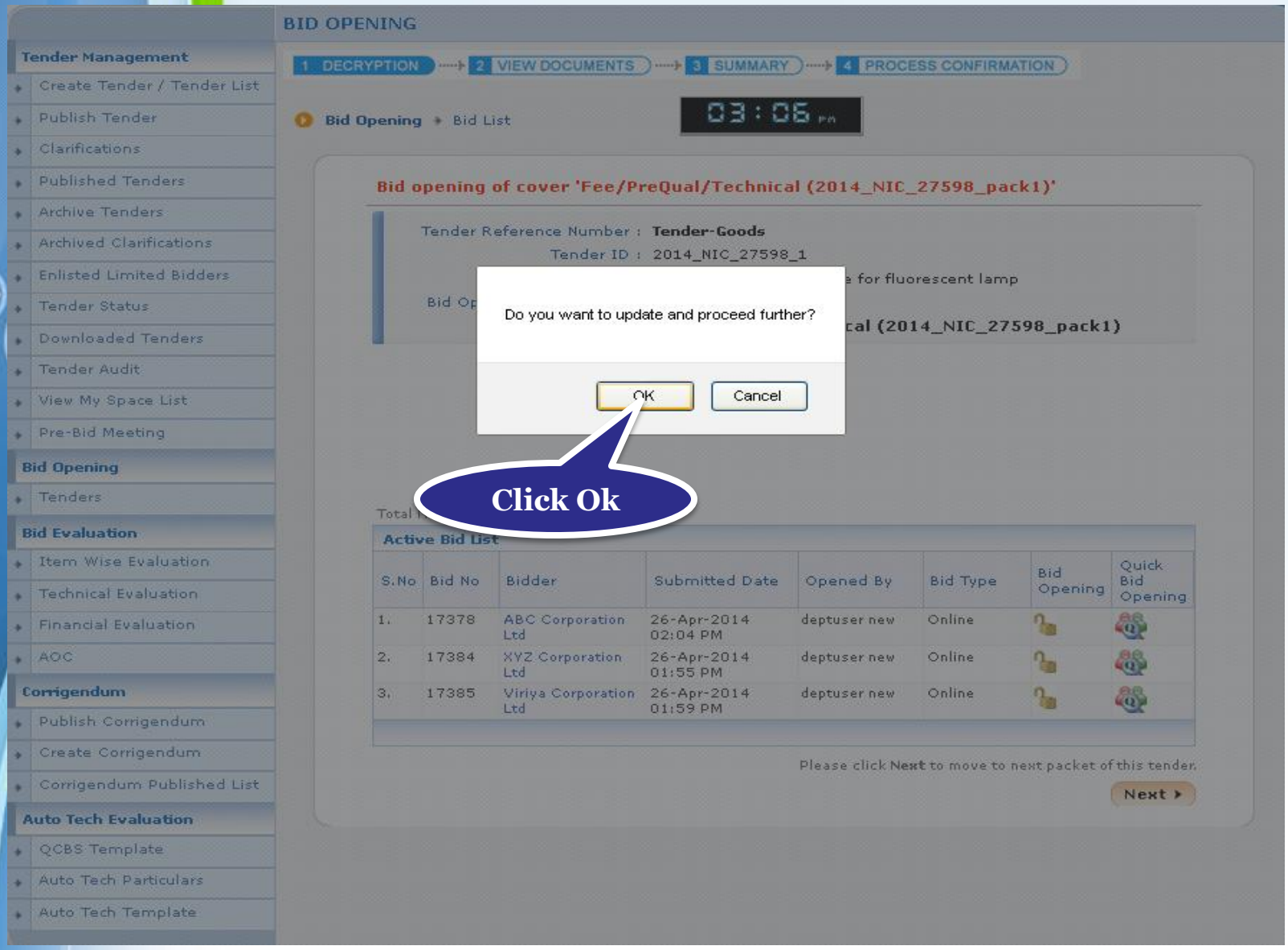


- **The status of the verified documents are changed**
- **Click Next**

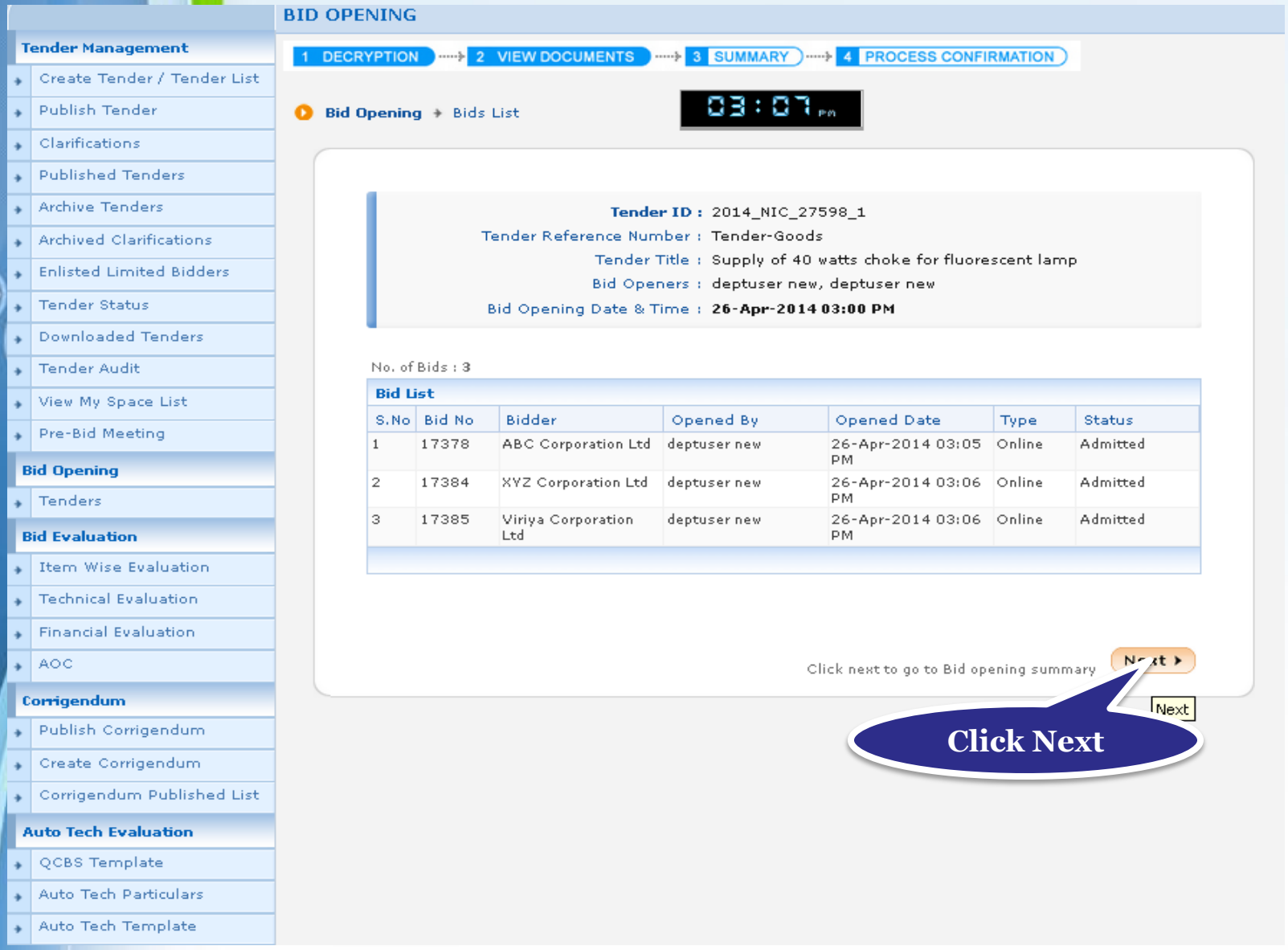


- **Click Next to continue**

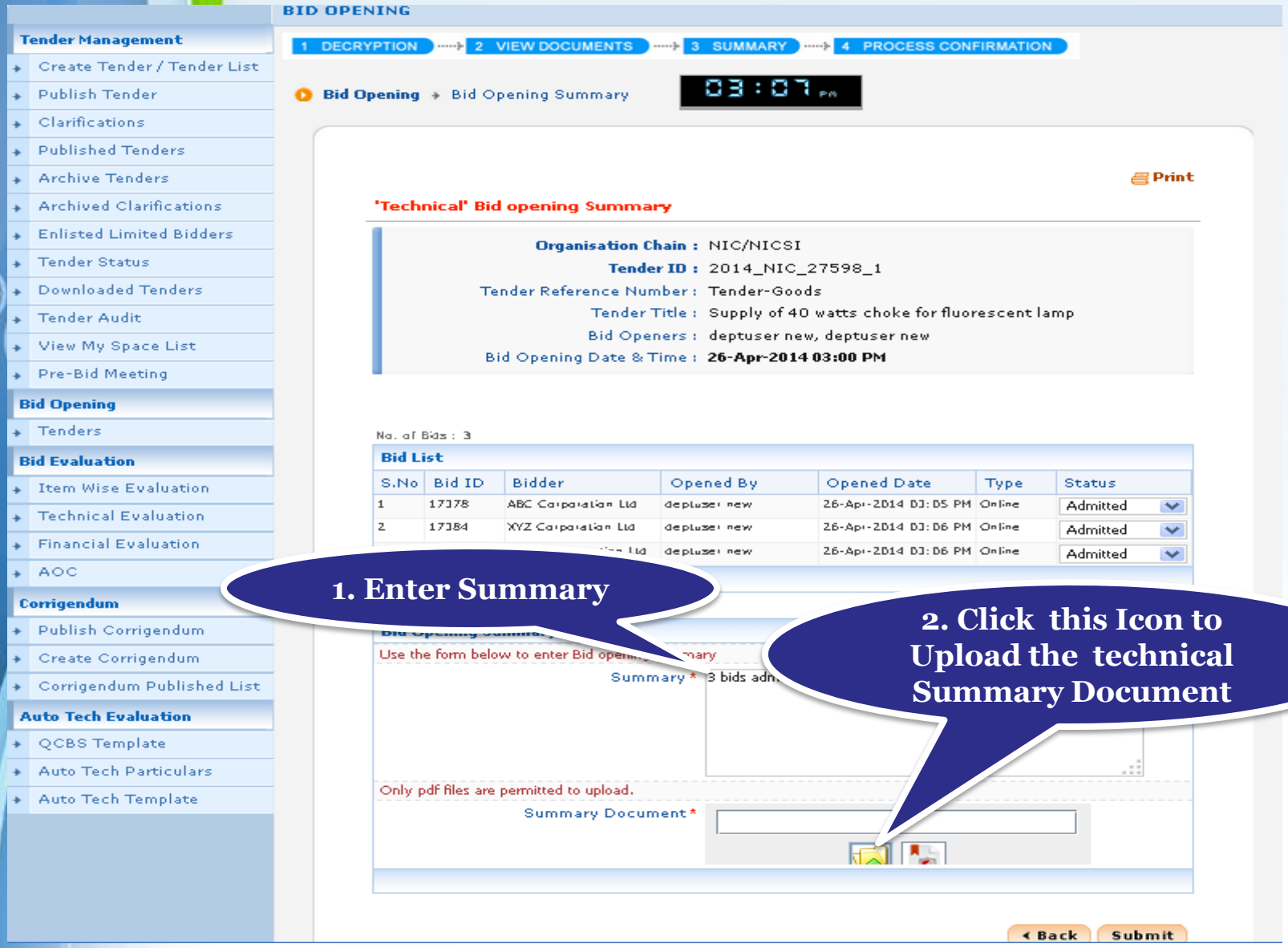
- **Click OK to update and proceed further**



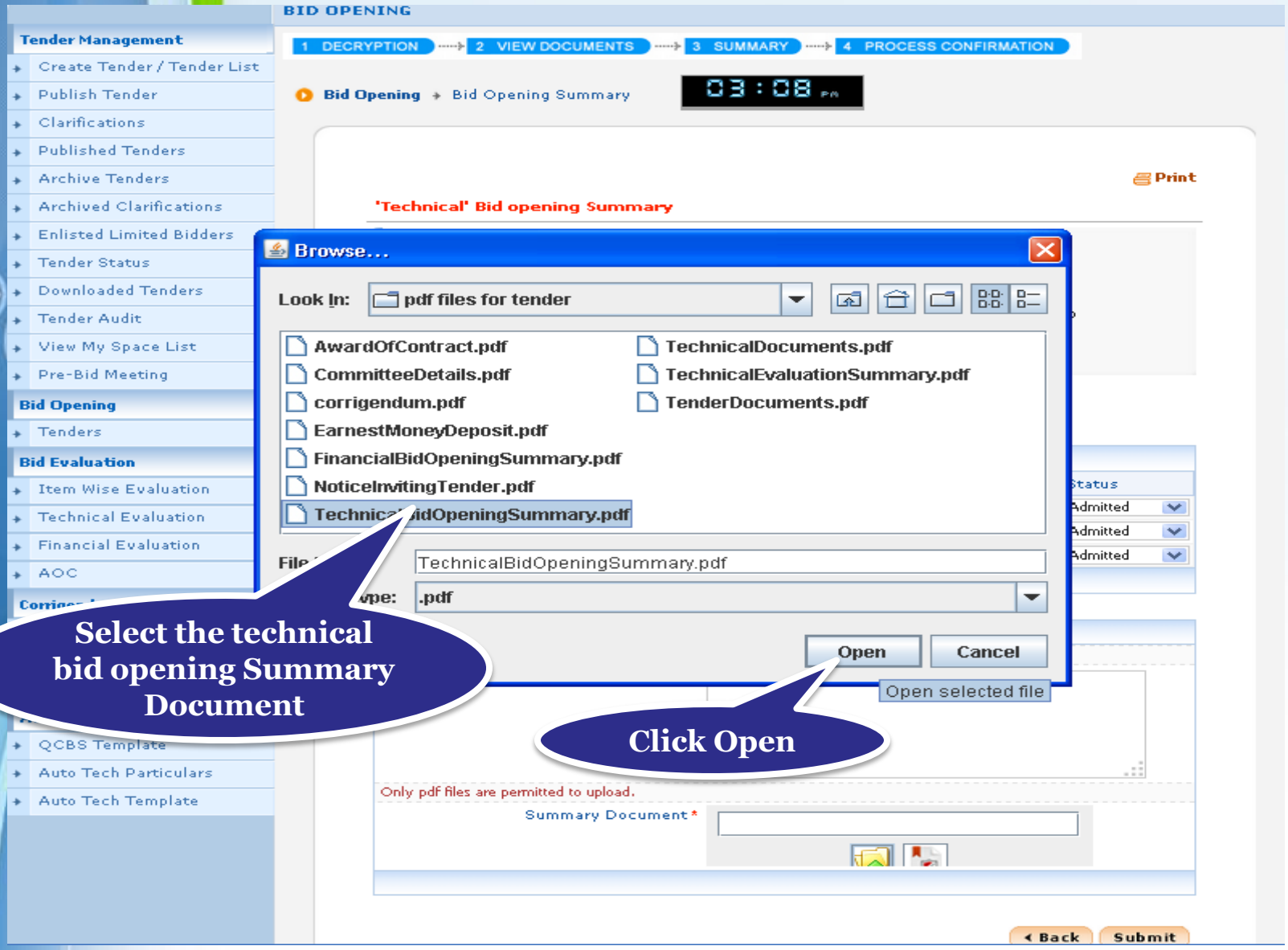
- **Click Next to go to Bid opening Summary**



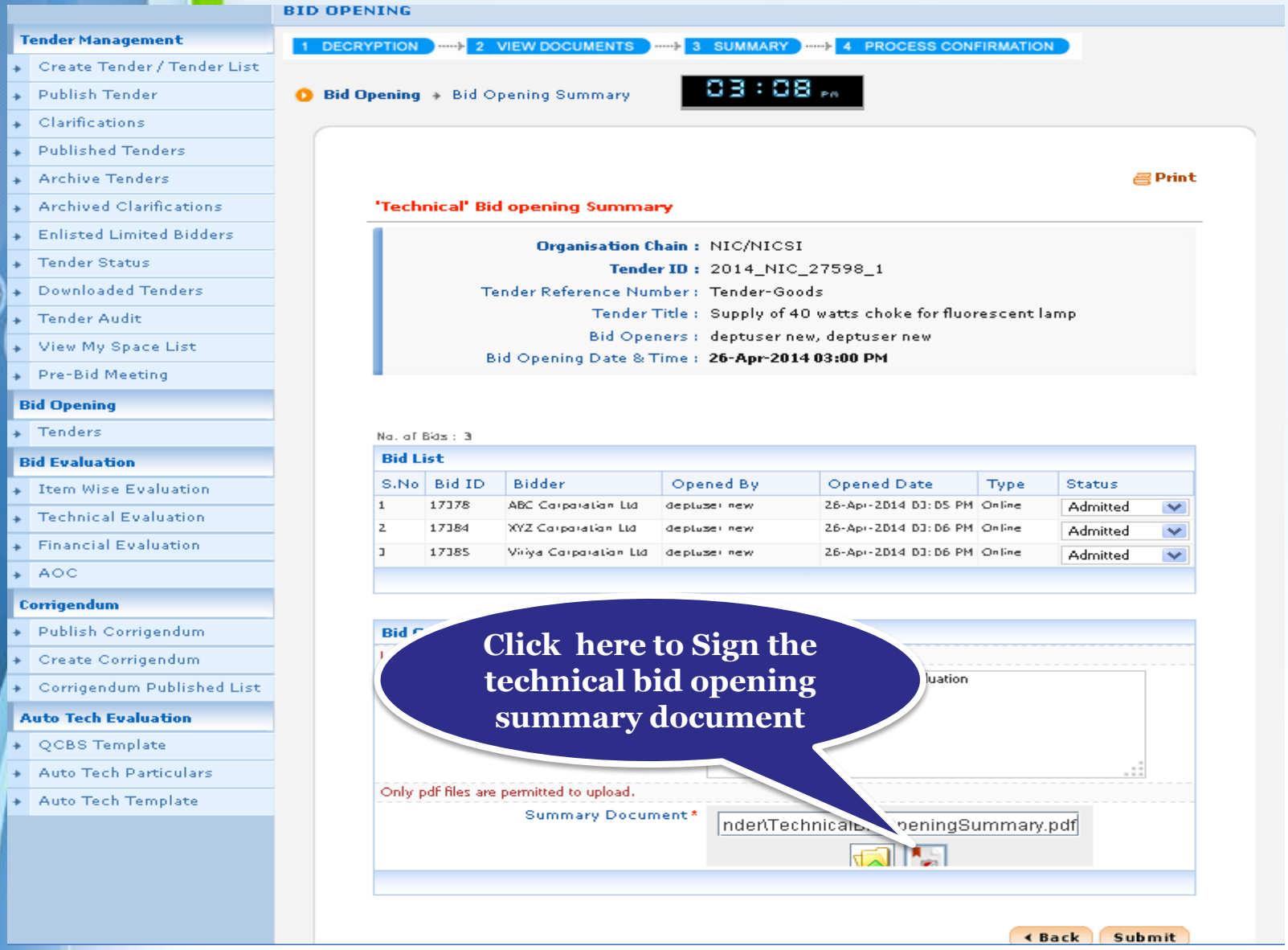
- **Enter Summary in the Summary field**
- **Upload the summary document**



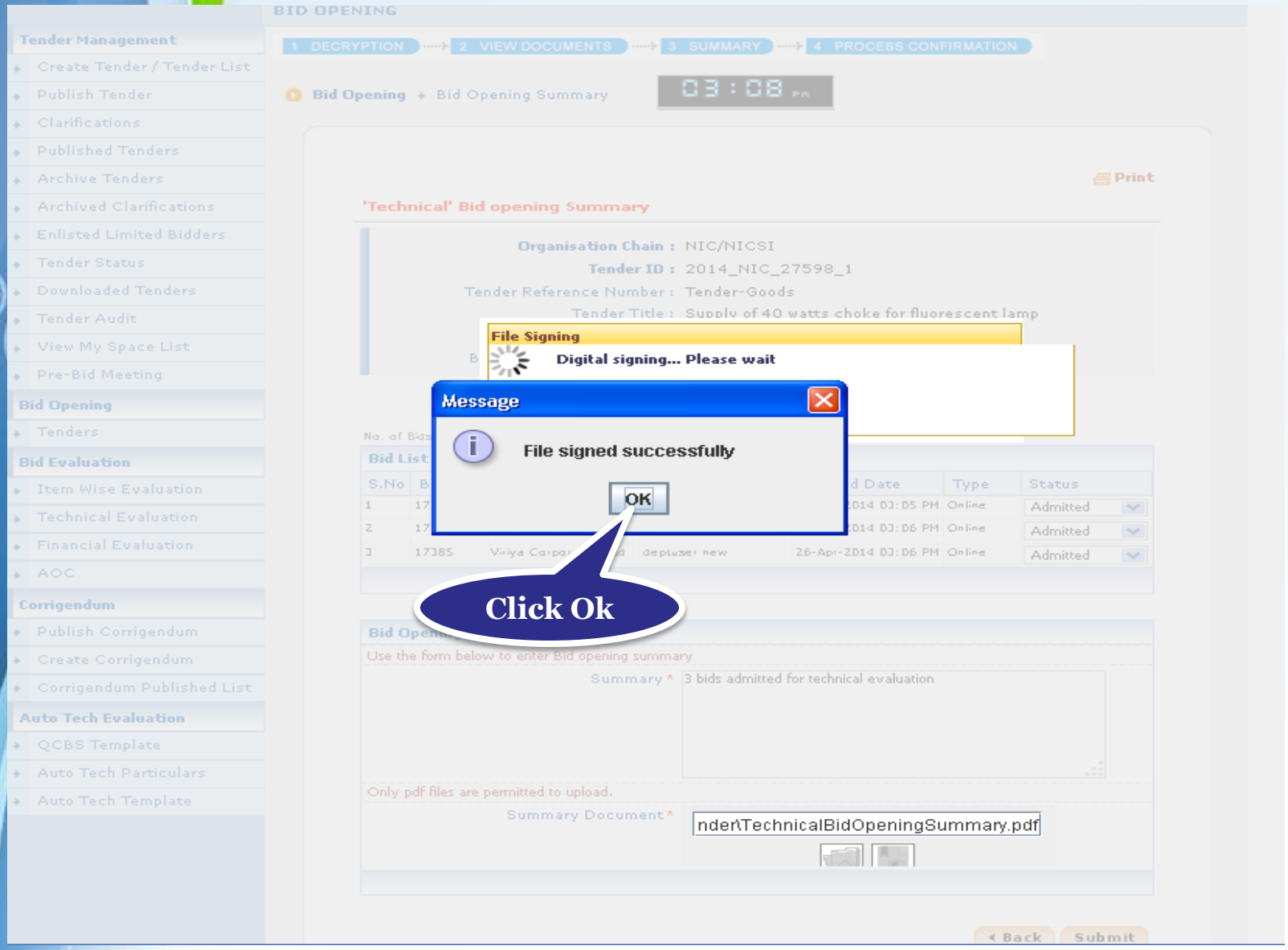
- **Browse the system and Select the Summary Document**
- **Click Open**



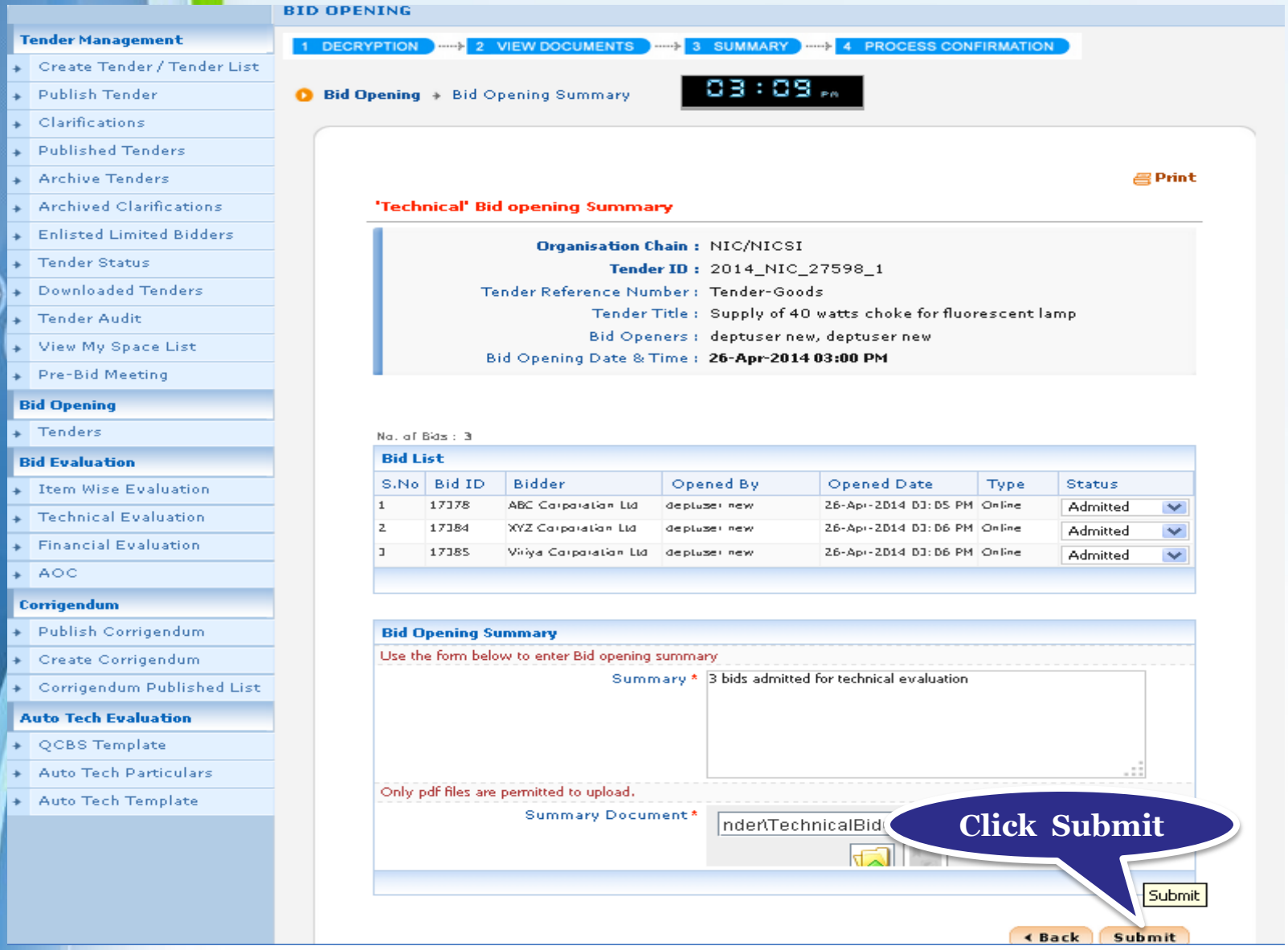
- **Sign the uploaded document using the DSC**



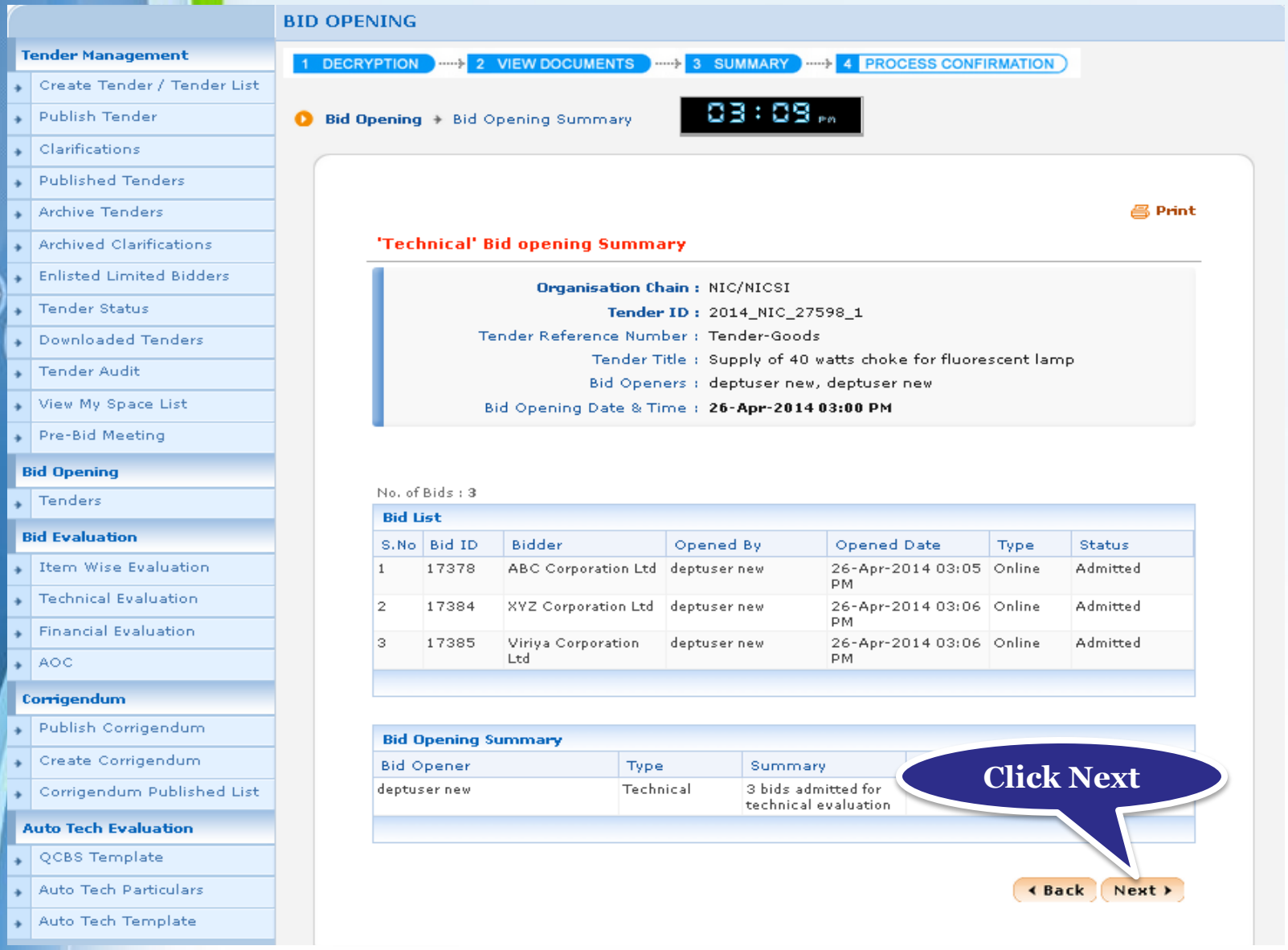
- **Click Ok once the file is signed successfully**



- **Click Submit to submit the technical bid opening summary**



- **Click Next ( This action will send mail to the Bidders about the summary of the Technical bid opening)**



# End of Technical Bid Opening