Government eProcurement System of National Informatics Centre

(GePNIC Version1.09.02)

Tender Creation

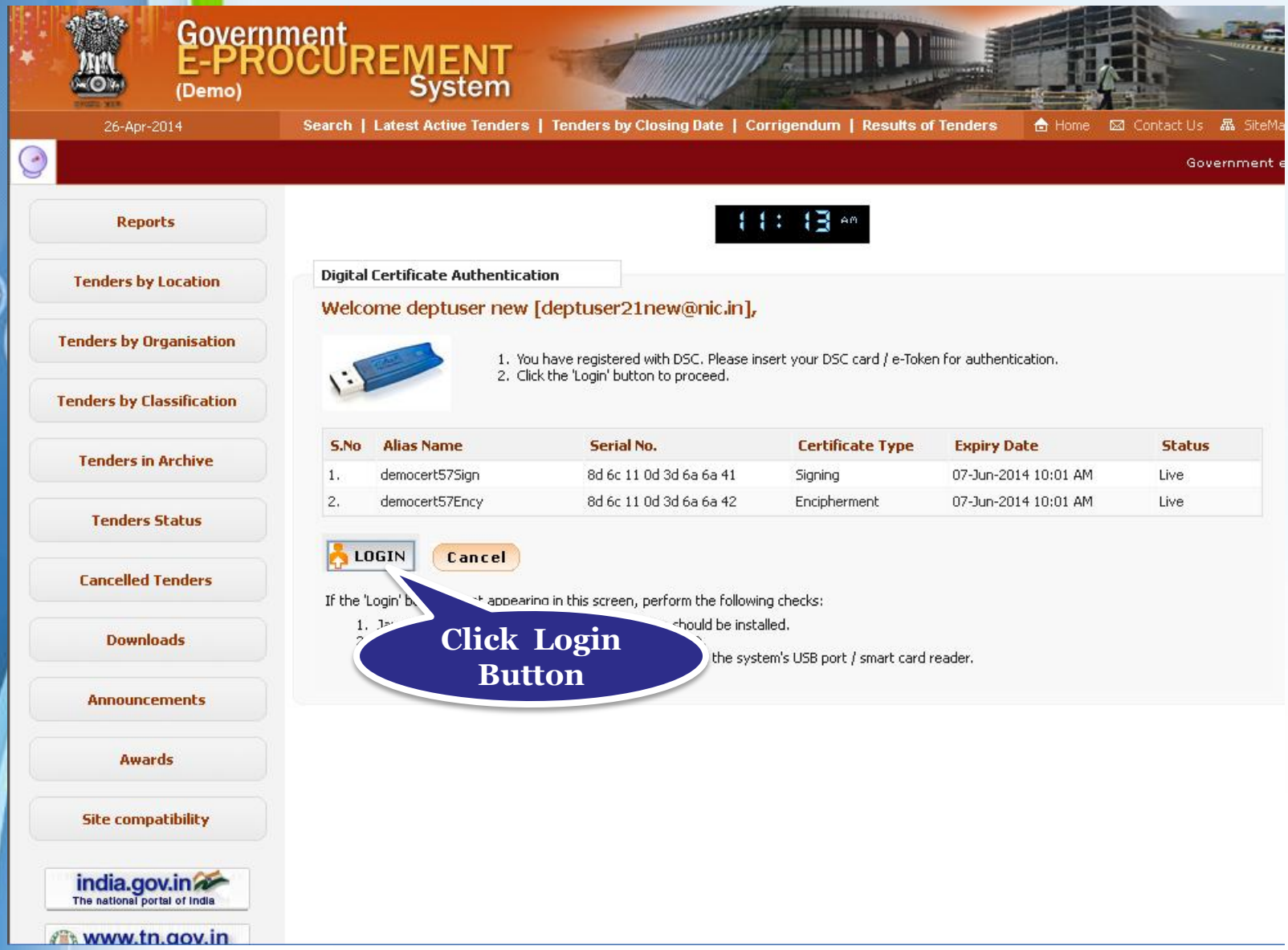
Welcome to the Step by Step Guide
on
Tender Creation

Logging into the System

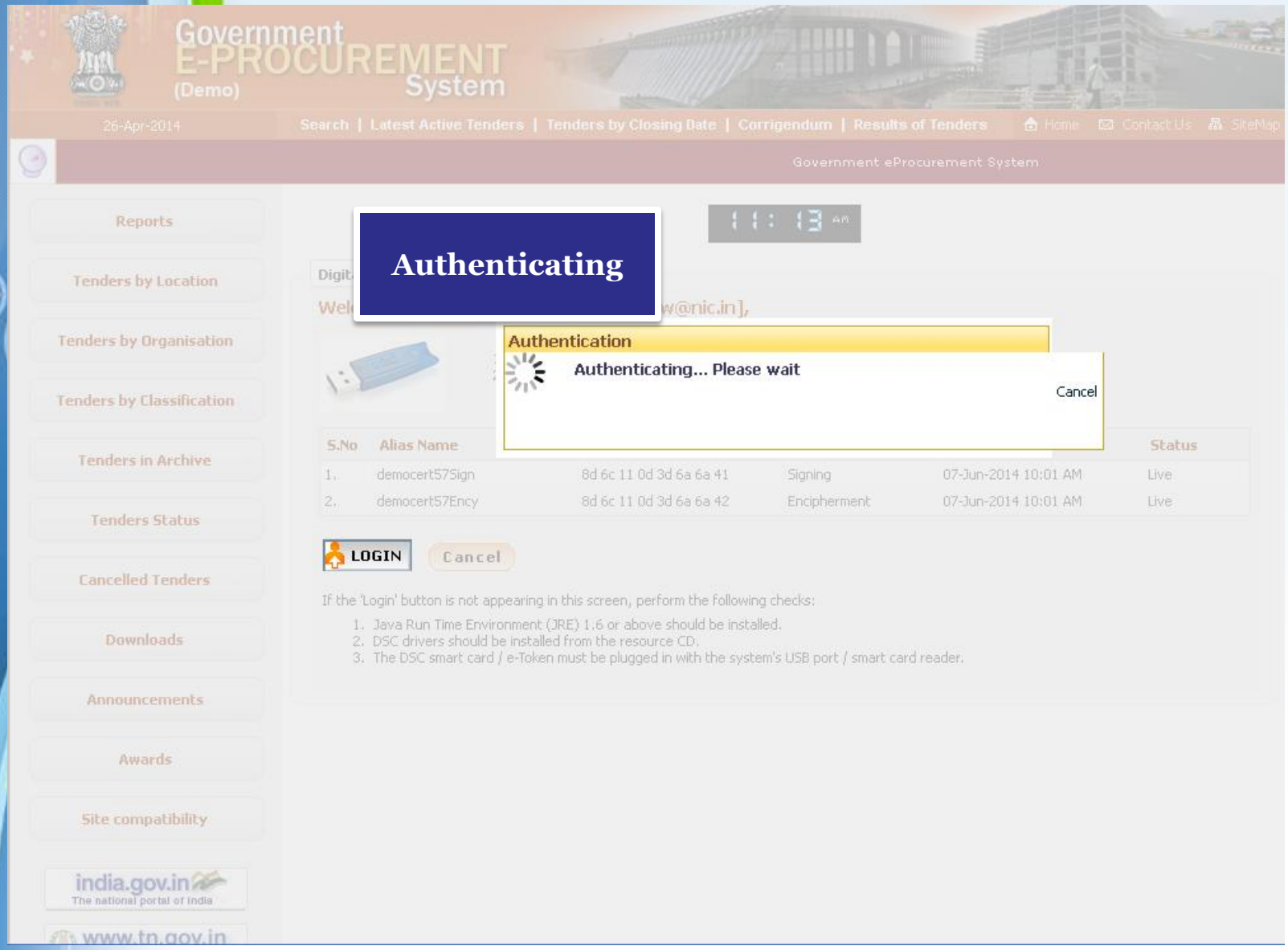
- You should have a valid eMail ID as the Login ID of the System to create a Tender
- You should posses the valid password for the Login ID
- You should also have the DSC which is registered with your Login ID
- Once you log in, the main page that gets displayed is the Dash Board and on the left side the relevant menu items get displayed
- Subsequent steps to be followed is explained in detail below

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

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

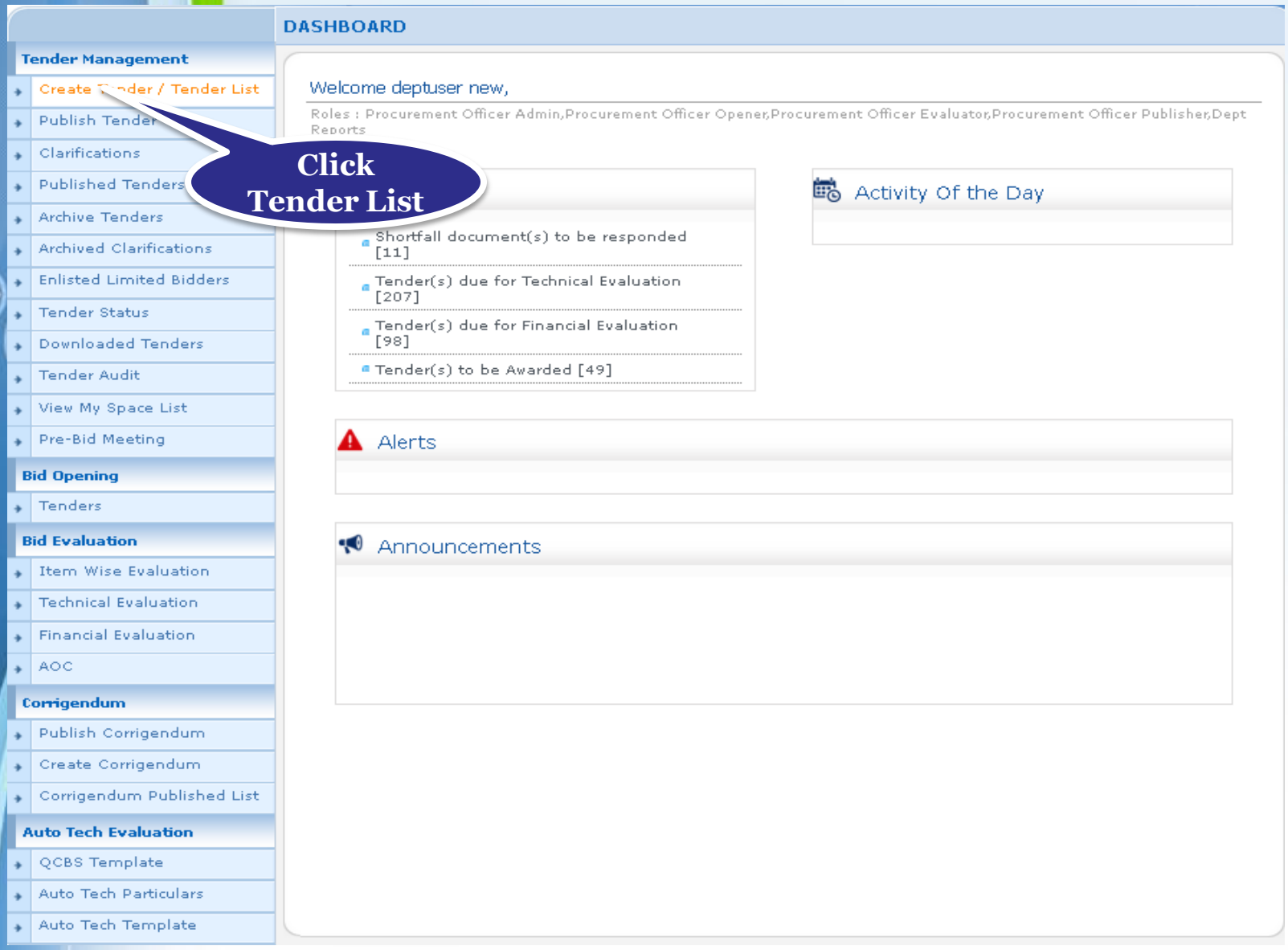


- **Enter DSC Password when prompted**

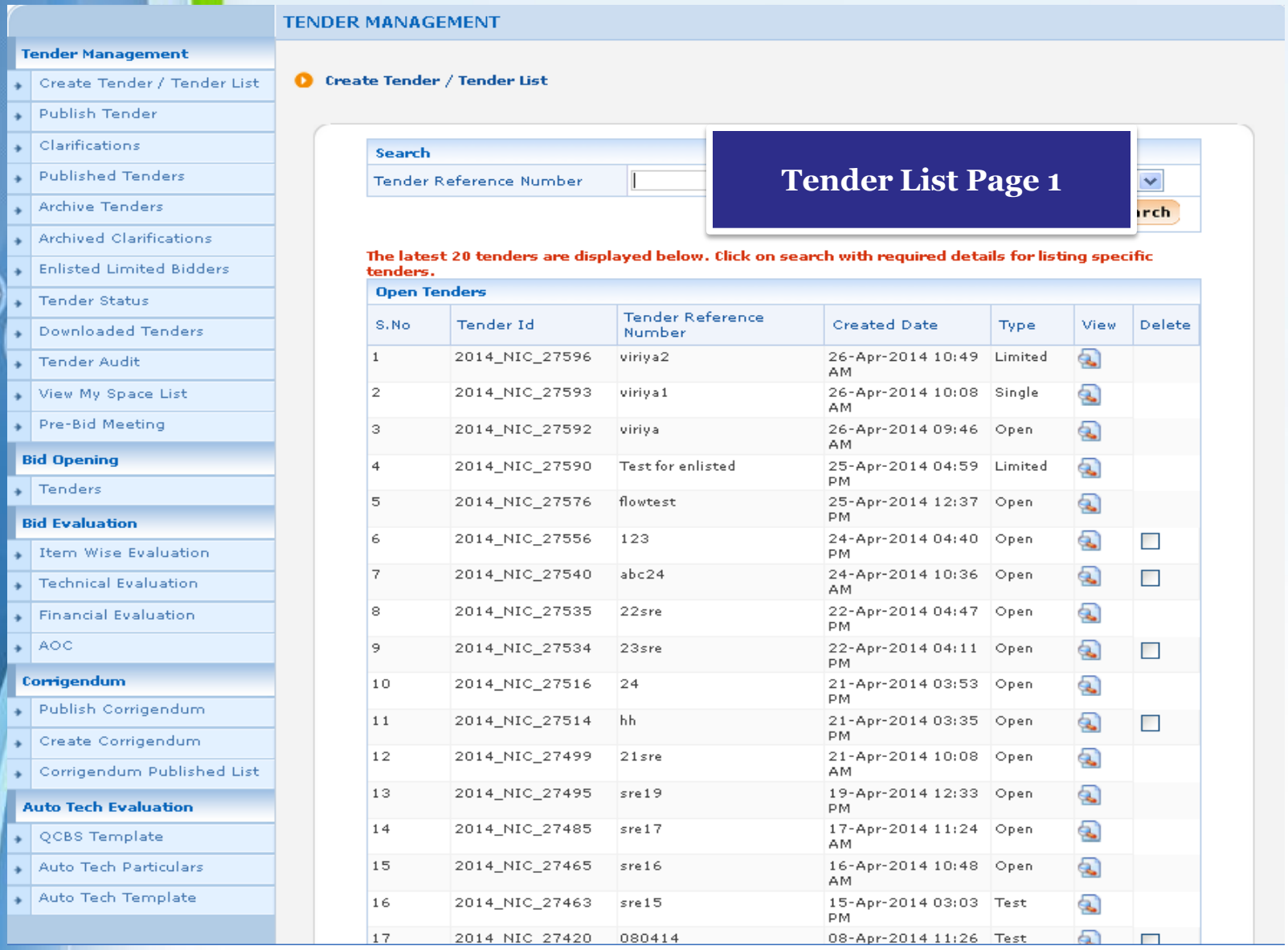


Creating a Tender

- **Click Tender List to Create a Tender**

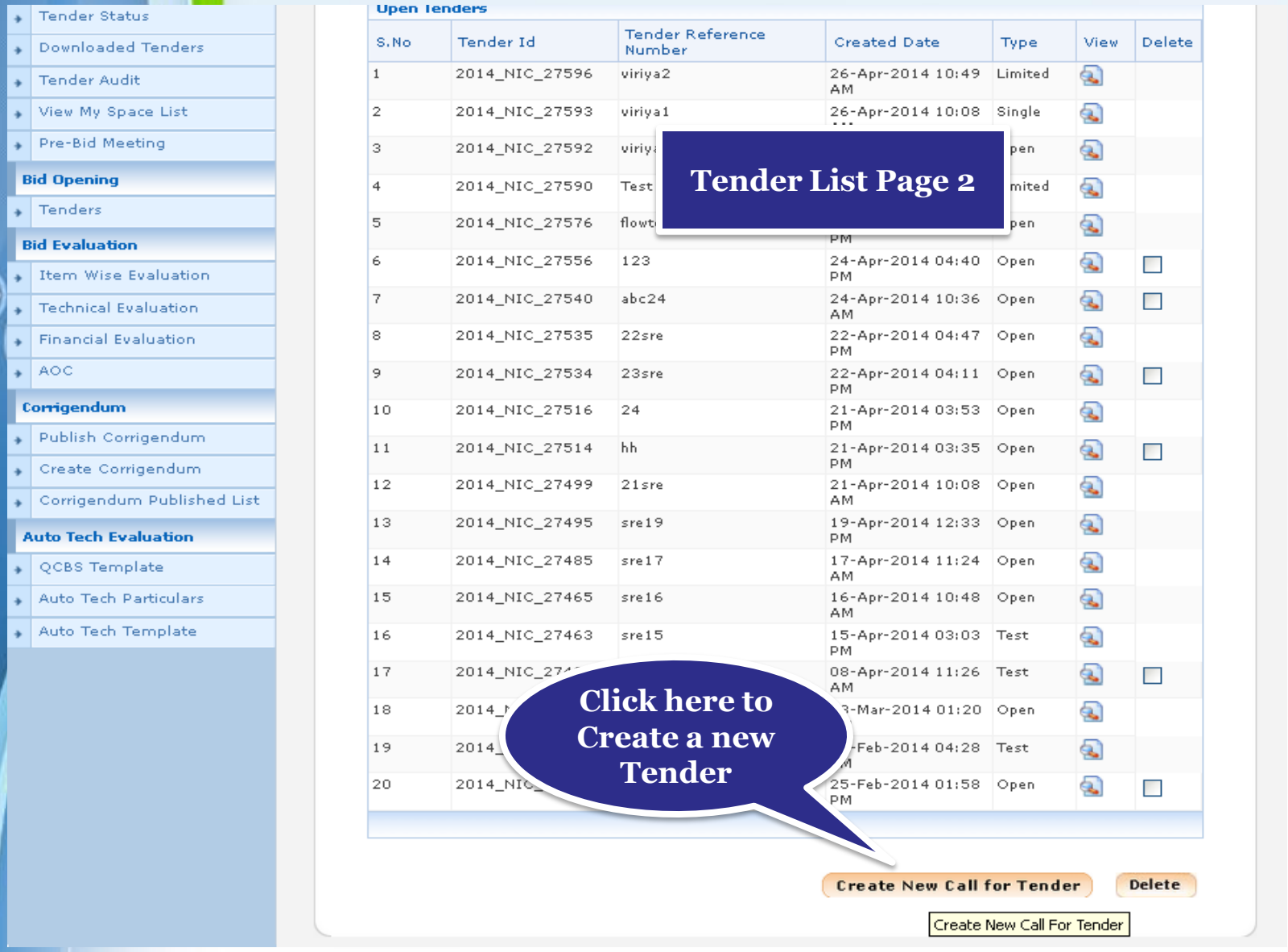


- **The latest twenty tenders are displayed**



S.No	Tender Id	Tender Reference Number	Created Date	Type	View	Delete
1	2014_NIC_27596	viriya2	26-Apr-2014 10:49 AM	Limited		
2	2014_NIC_27593	viriya1	26-Apr-2014 10:08 AM	Single		
3	2014_NIC_27592	viriya	26-Apr-2014 09:46 AM	Open		
4	2014_NIC_27590	Test for enlisted	25-Apr-2014 04:59 PM	Limited		
5	2014_NIC_27576	flowtest	25-Apr-2014 12:37 PM	Open		
6	2014_NIC_27556	123	24-Apr-2014 04:40 PM	Open		
7	2014_NIC_27540	abc24	24-Apr-2014 10:36 AM	Open		
8	2014_NIC_27535	22sre	22-Apr-2014 04:47 PM	Open		
9	2014_NIC_27534	23sre	22-Apr-2014 04:11 PM	Open		
10	2014_NIC_27516	24	21-Apr-2014 03:53 PM	Open		
11	2014_NIC_27514	hh	21-Apr-2014 03:35 PM	Open		
12	2014_NIC_27499	21sre	21-Apr-2014 10:08 AM	Open		
13	2014_NIC_27495	sre19	19-Apr-2014 12:33 PM	Open		
14	2014_NIC_27485	sre17	17-Apr-2014 11:24 AM	Open		
15	2014_NIC_27465	sre16	16-Apr-2014 10:48 AM	Open		
16	2014_NIC_27463	sre15	15-Apr-2014 03:03 PM	Test		
17	2014_NIC_27420	080414	08-Apr-2014 11:26	Test		

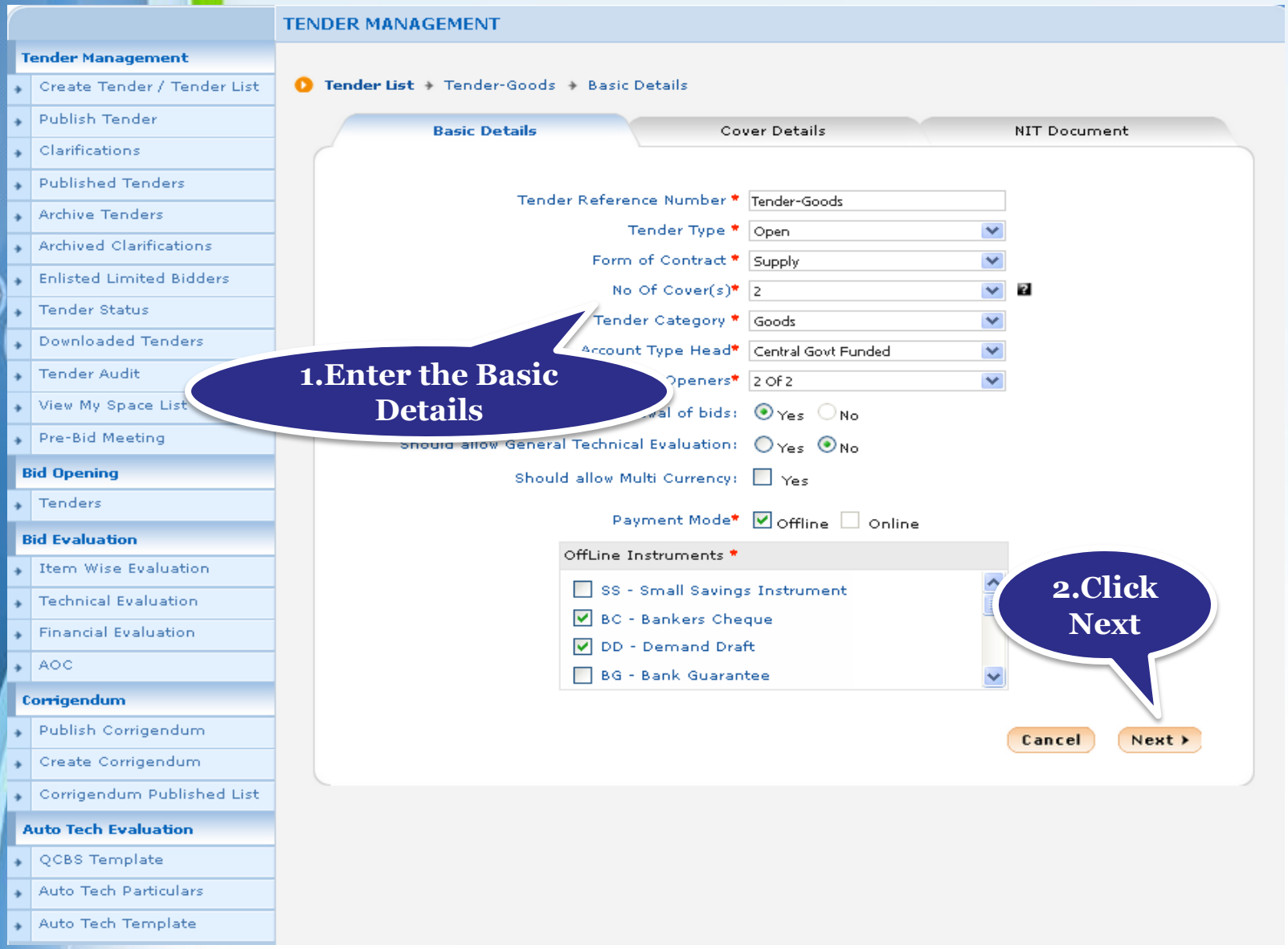
- **Click Create New Call for Tender to Create a new Tender**



S.No	Tender Id	Tender Reference Number	Created Date	Type	View	Delete
1	2014_NIC_27596	viriya2	26-Apr-2014 10:49 AM	Limited		
2	2014_NIC_27593	viriya1	26-Apr-2014 10:08	Single		
3	2014_NIC_27592	viriy		pen		
4	2014_NIC_27590	Test		mited		
5	2014_NIC_27576	flowt	PM	pen		
6	2014_NIC_27556	123	24-Apr-2014 04:40 PM	Open		☐
7	2014_NIC_27540	abc24	24-Apr-2014 10:36 AM	Open		☐
8	2014_NIC_27535	22sre	22-Apr-2014 04:47 PM	Open		
9	2014_NIC_27534	23sre	22-Apr-2014 04:11 PM	Open		☐
10	2014_NIC_27516	24	21-Apr-2014 03:53 PM	Open		
11	2014_NIC_27514	hh	21-Apr-2014 03:35 PM	Open		☐
12	2014_NIC_27499	21sre	21-Apr-2014 10:08 AM	Open		
13	2014_NIC_27495	sre19	19-Apr-2014 12:33 PM	Open		
14	2014_NIC_27485	sre17	17-Apr-2014 11:24 AM	Open		
15	2014_NIC_27465	sre16	16-Apr-2014 10:48 AM	Open		
16	2014_NIC_27463	sre15	15-Apr-2014 03:03 PM	Test		
17	2014_NIC_27		08-Apr-2014 11:26 AM	Test		☐
18	2014_		3-Mar-2014 01:20	Open		
19	2014_		-Feb-2014 04:28 M	Test		
20	2014_NIC_		25-Feb-2014 01:58 PM	Open		☐

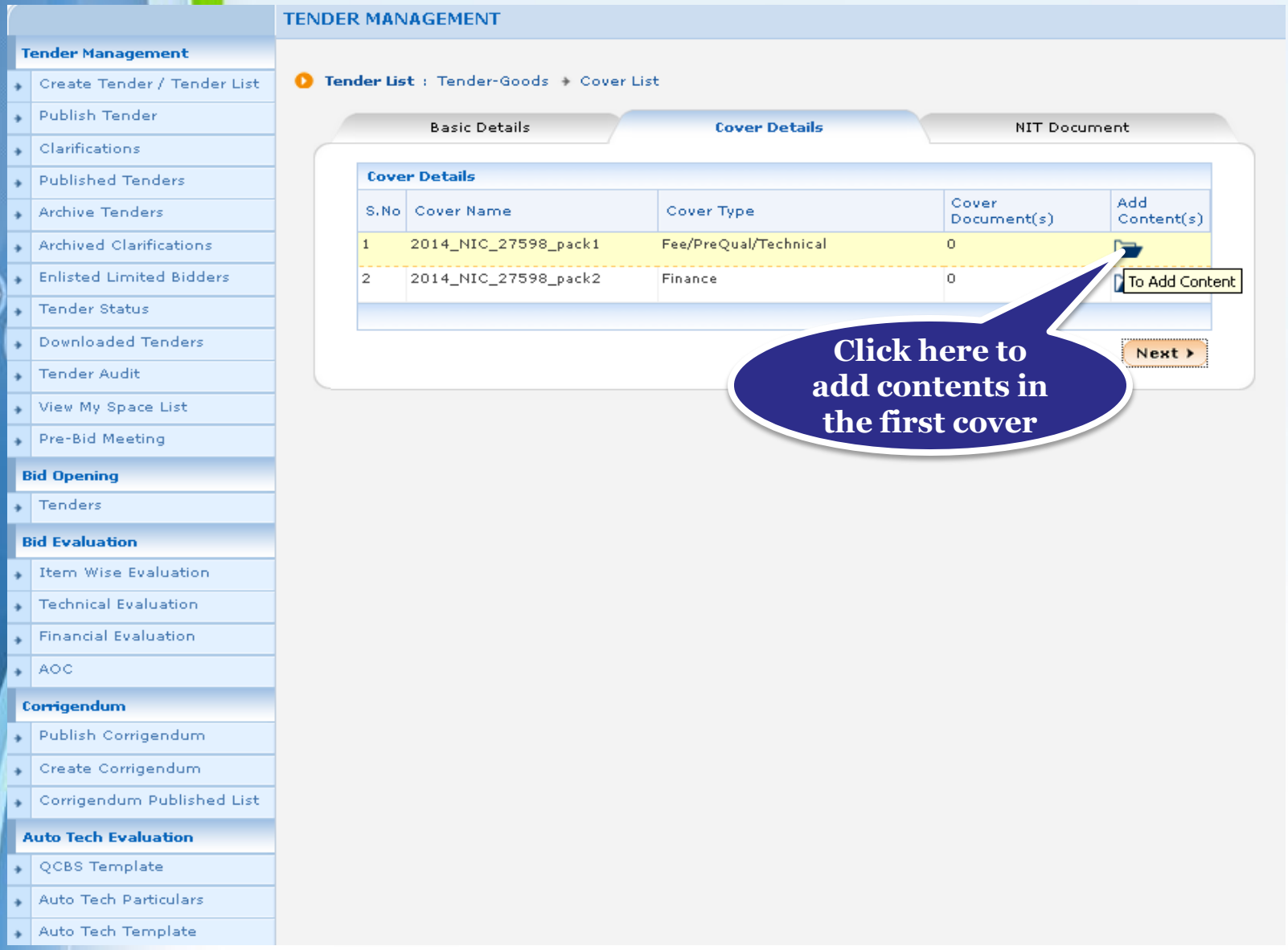
Basic Details

- **Enter the Basic Details of a Tender and click Next**

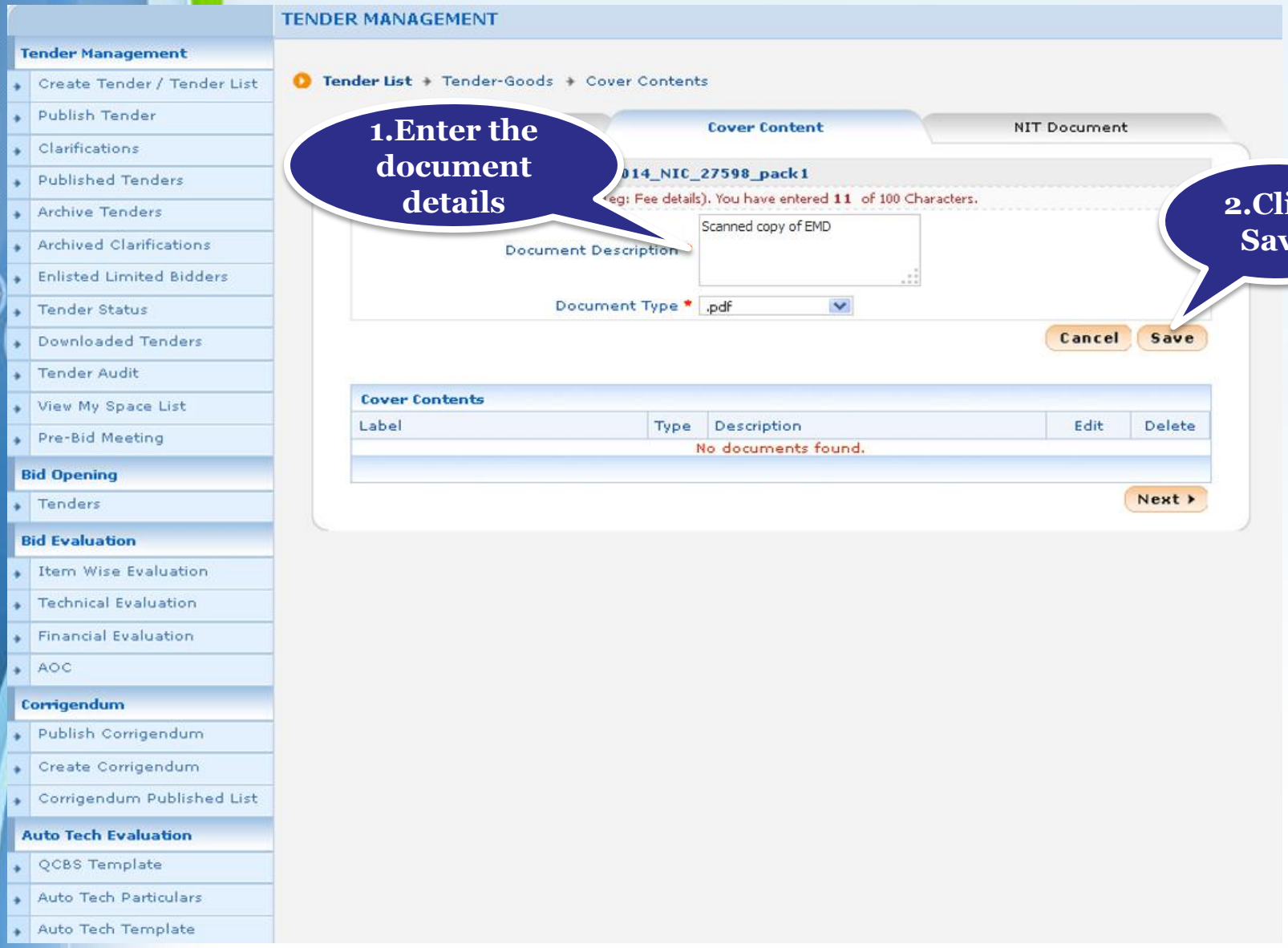


Cover Details

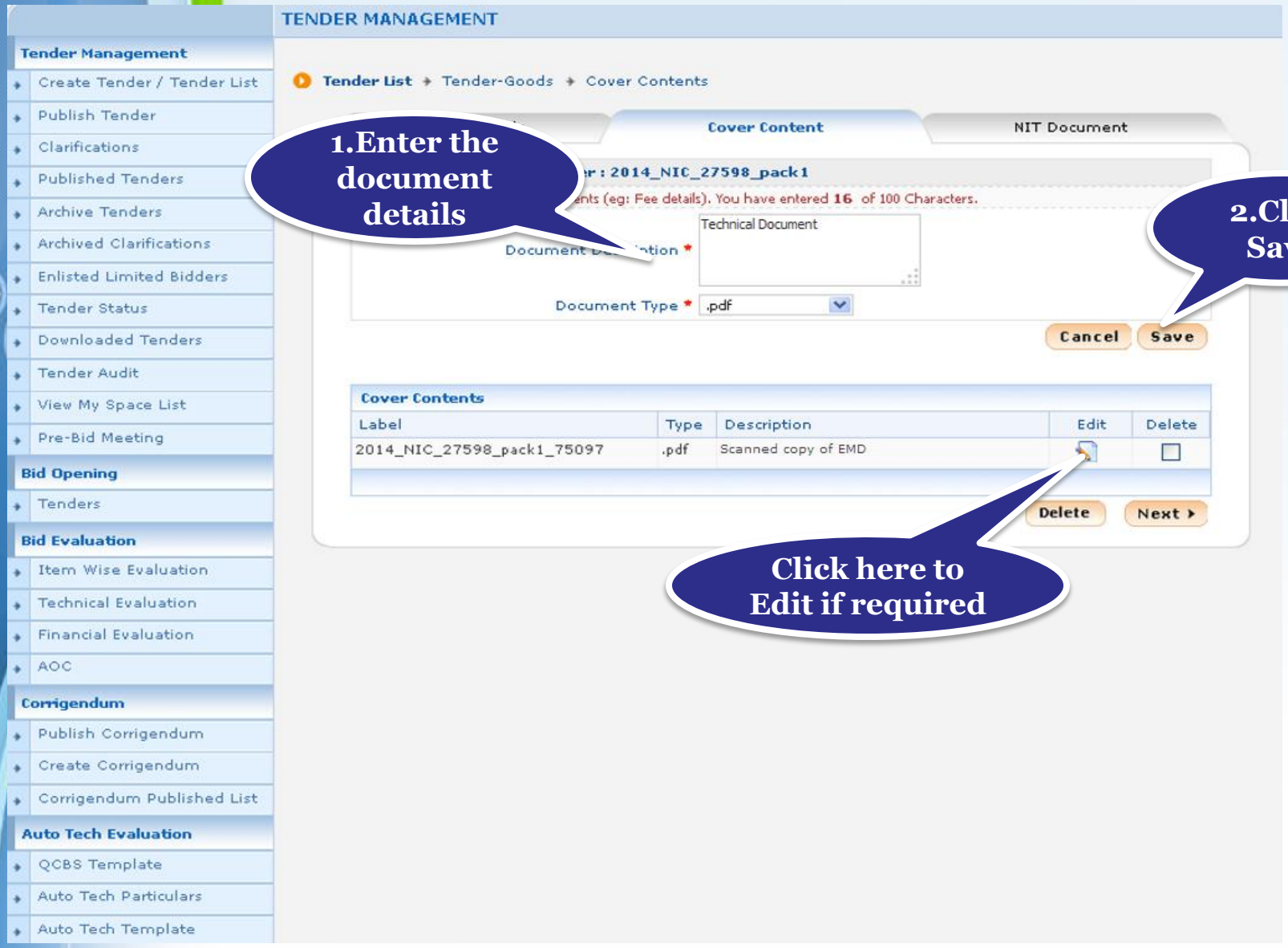
- The selected number of covers get displayed



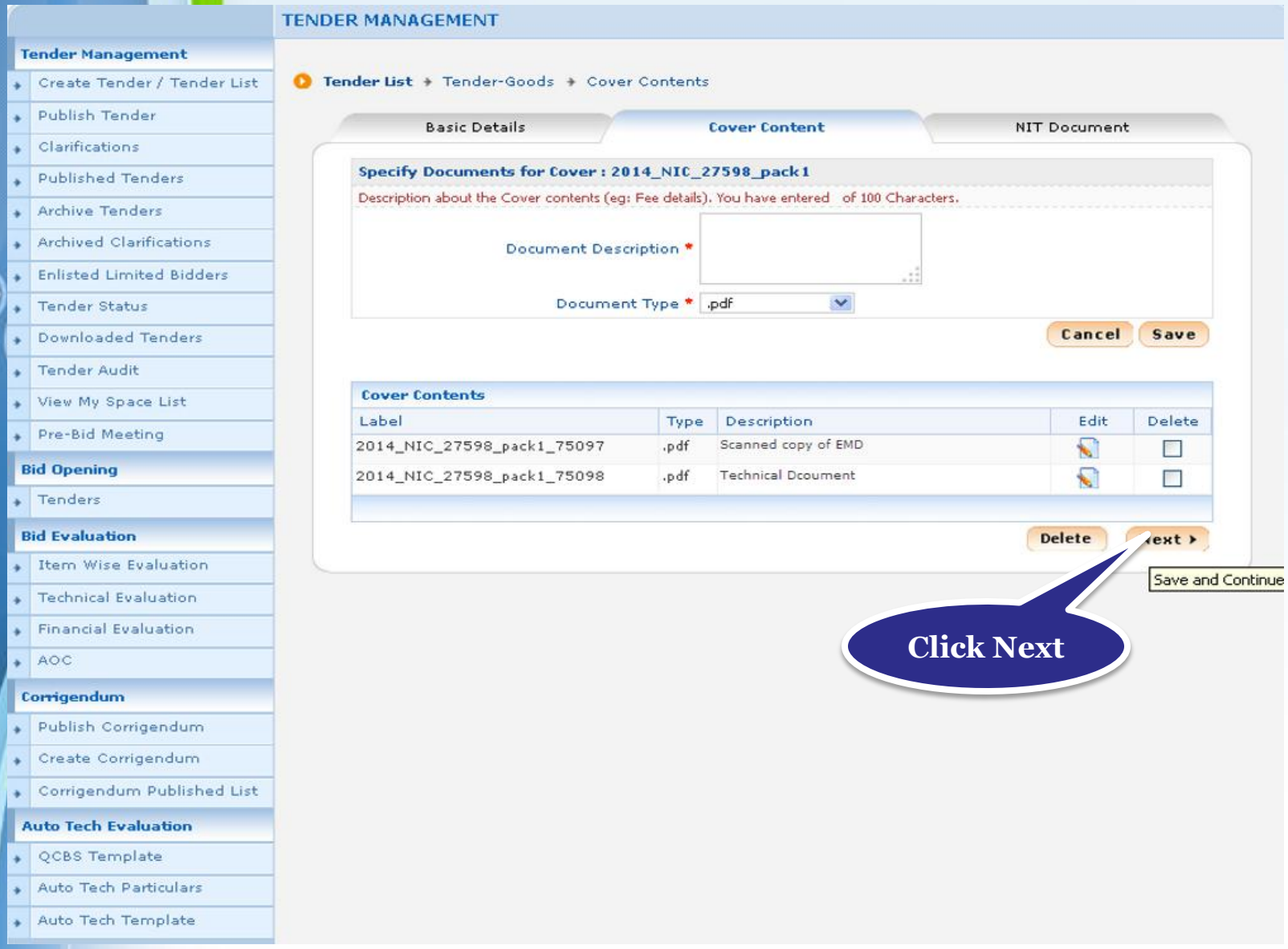
- **Enter the document description and type that you require in the first Cover and click Save**



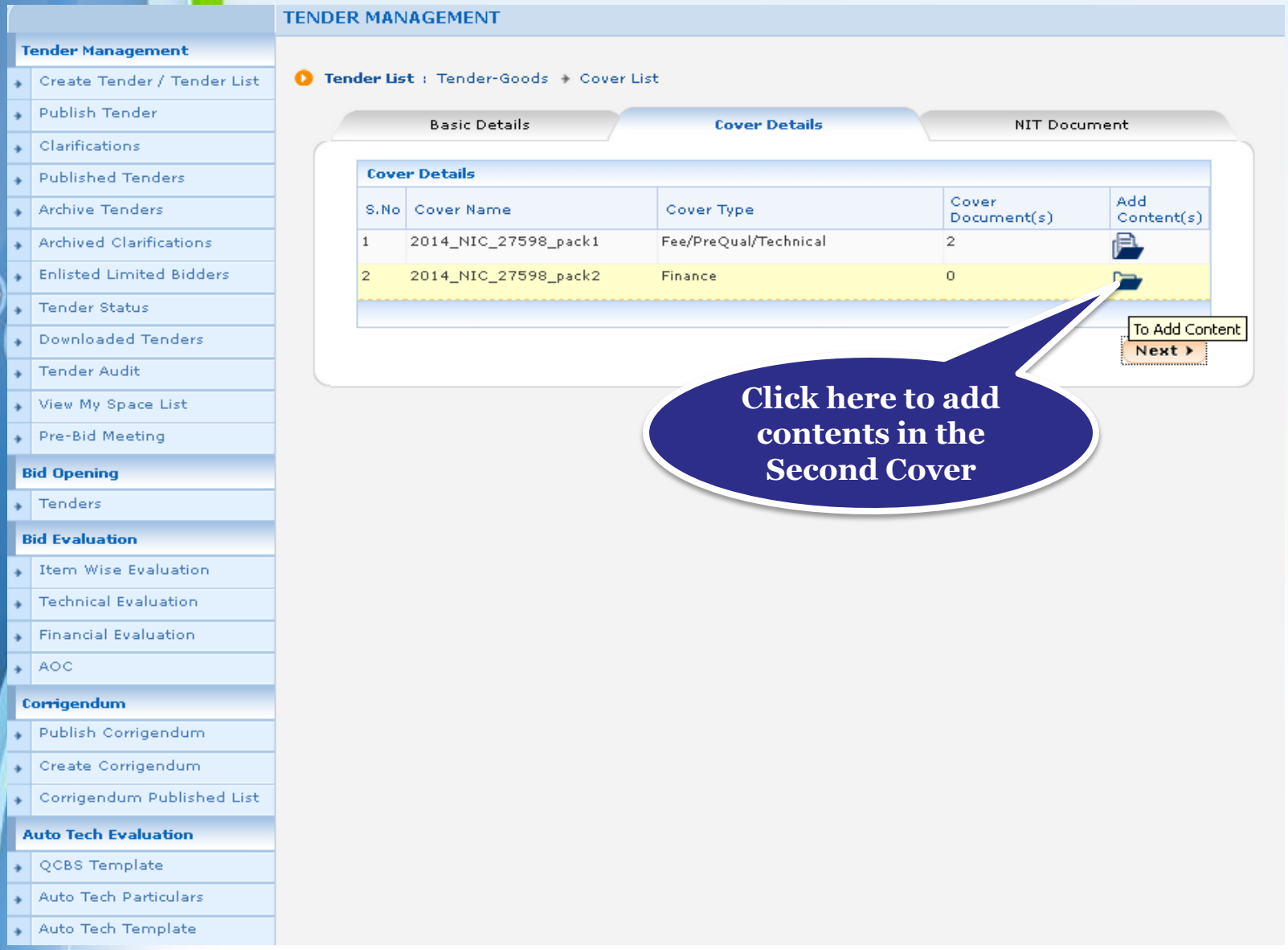
- **Give the document description and type if you require any other document in the first Cover and click Save**



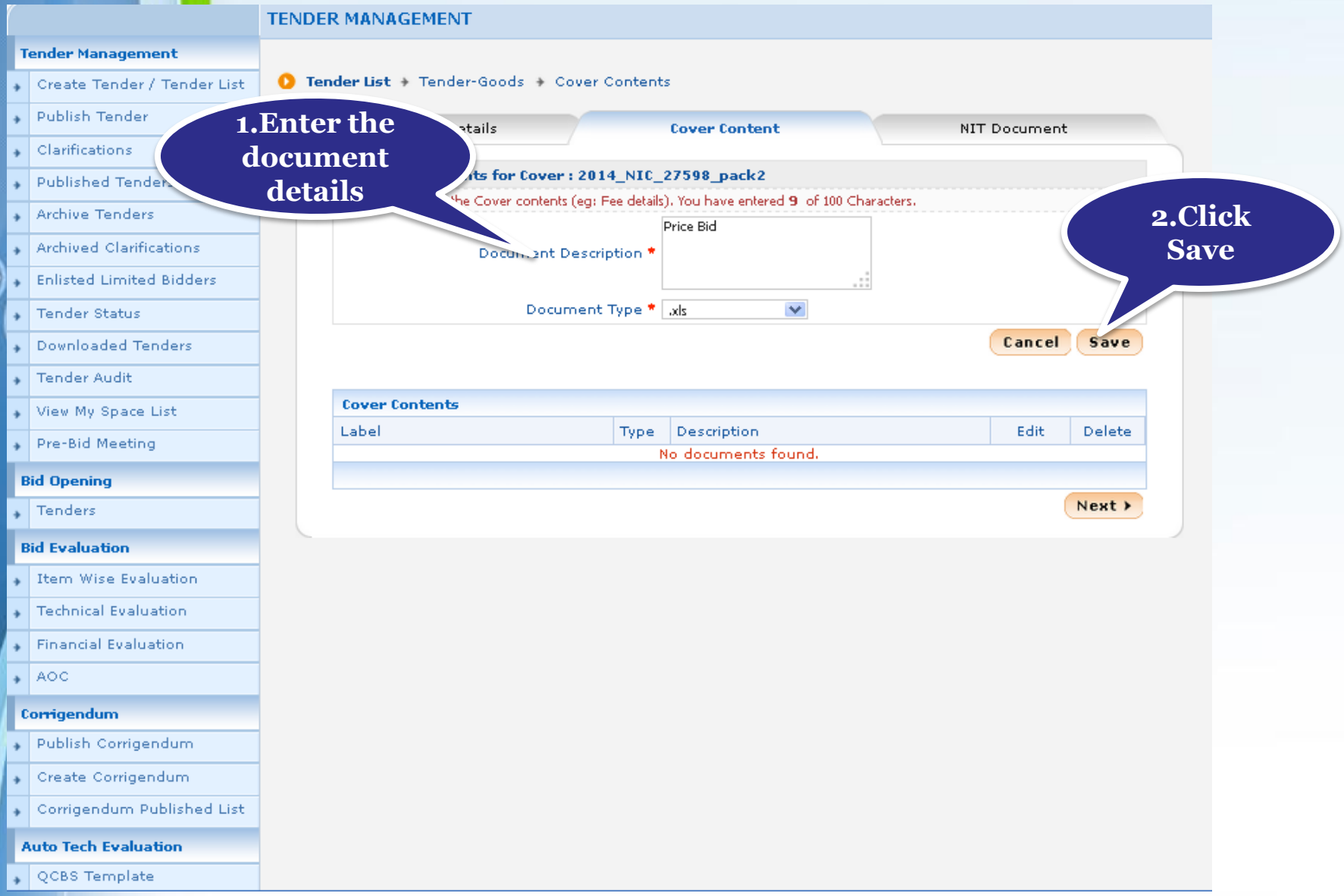
- **Click Next to add contents in the Second Cover**



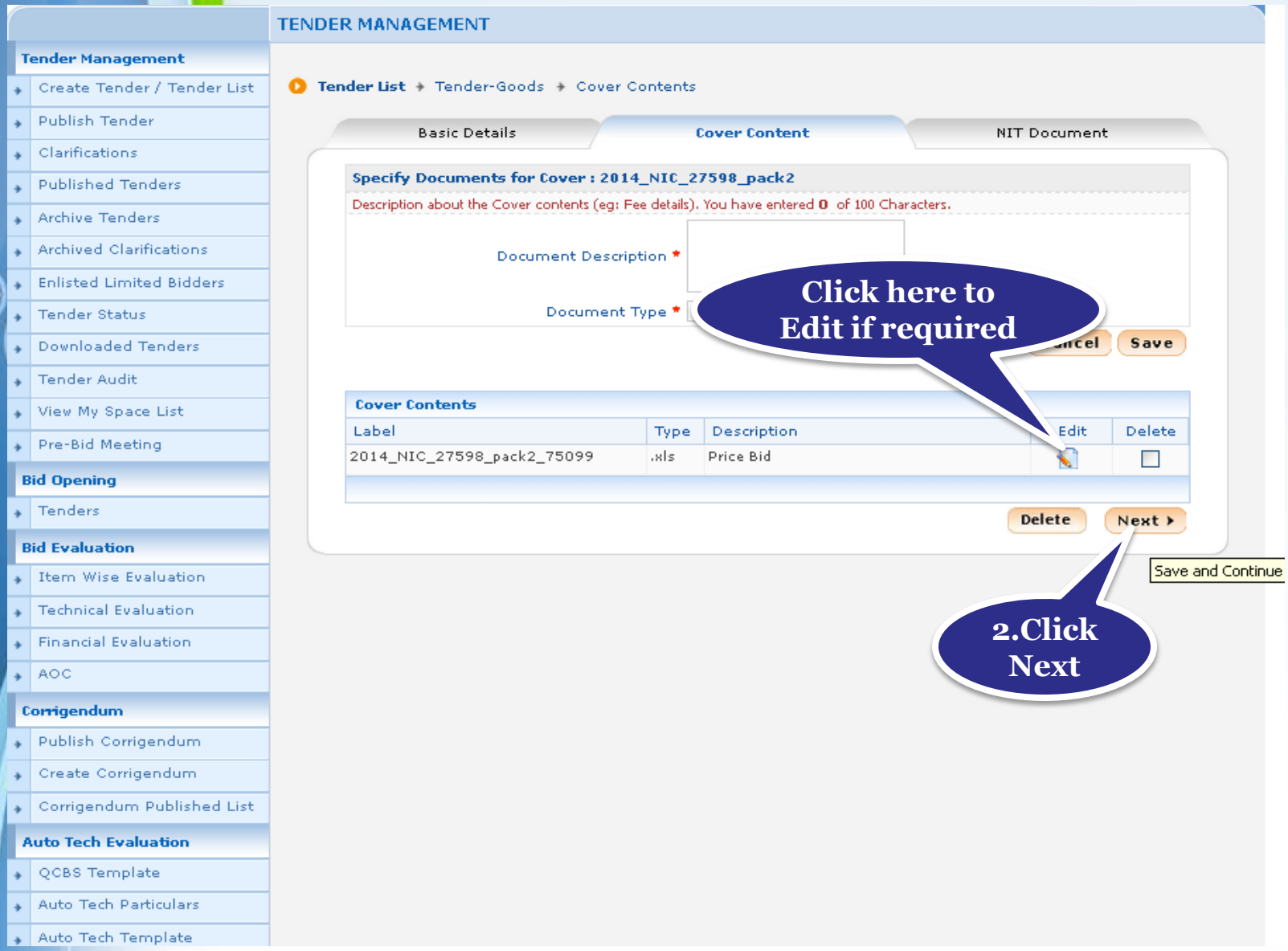
- **Click the second cover under Add Contents to add contents in it**



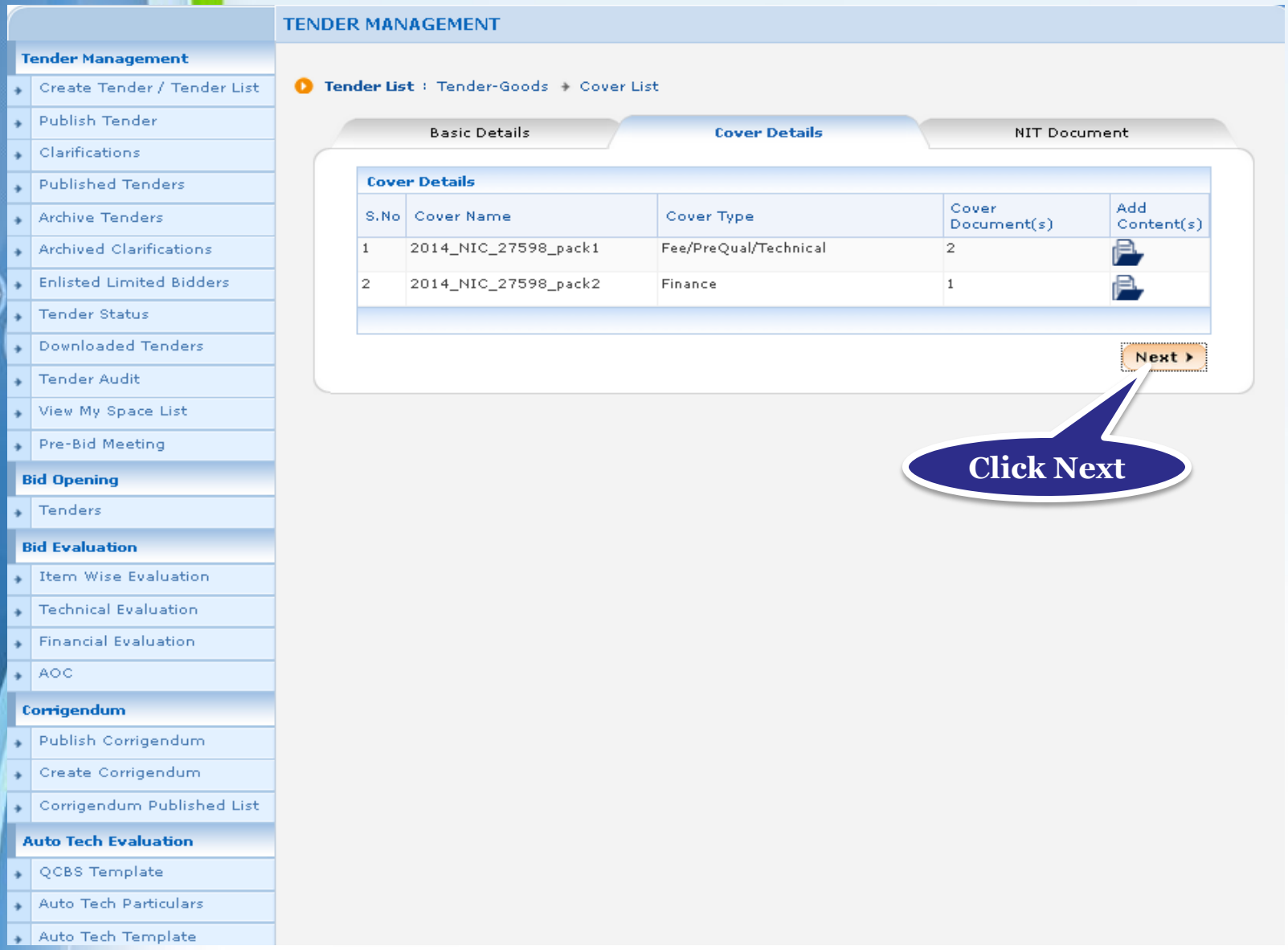
- **Enter the document description and type that you require in the Second Cover and click Save**



- **Click Next to continue**

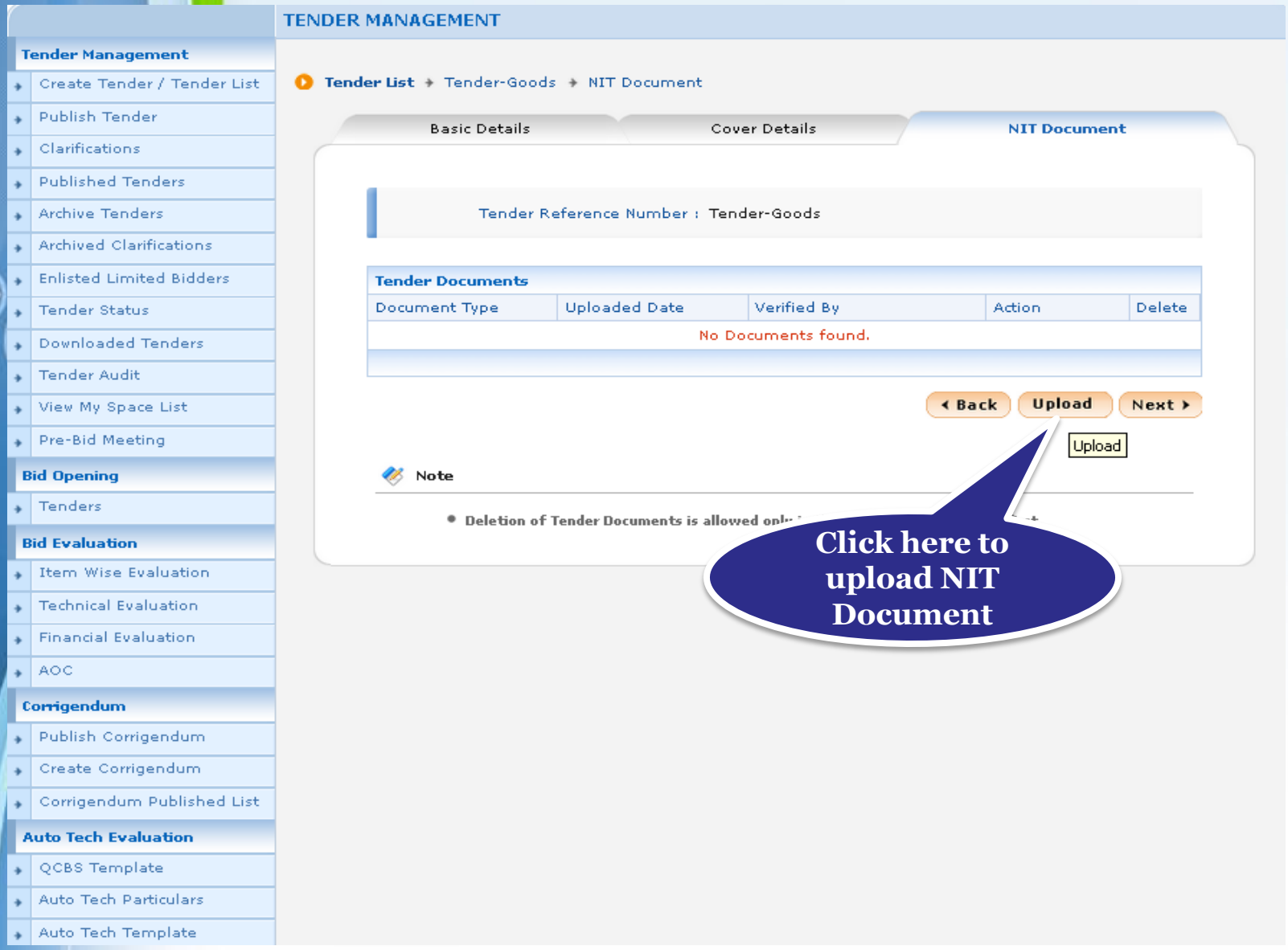


- **Click Next to go to NIT Document Tab**

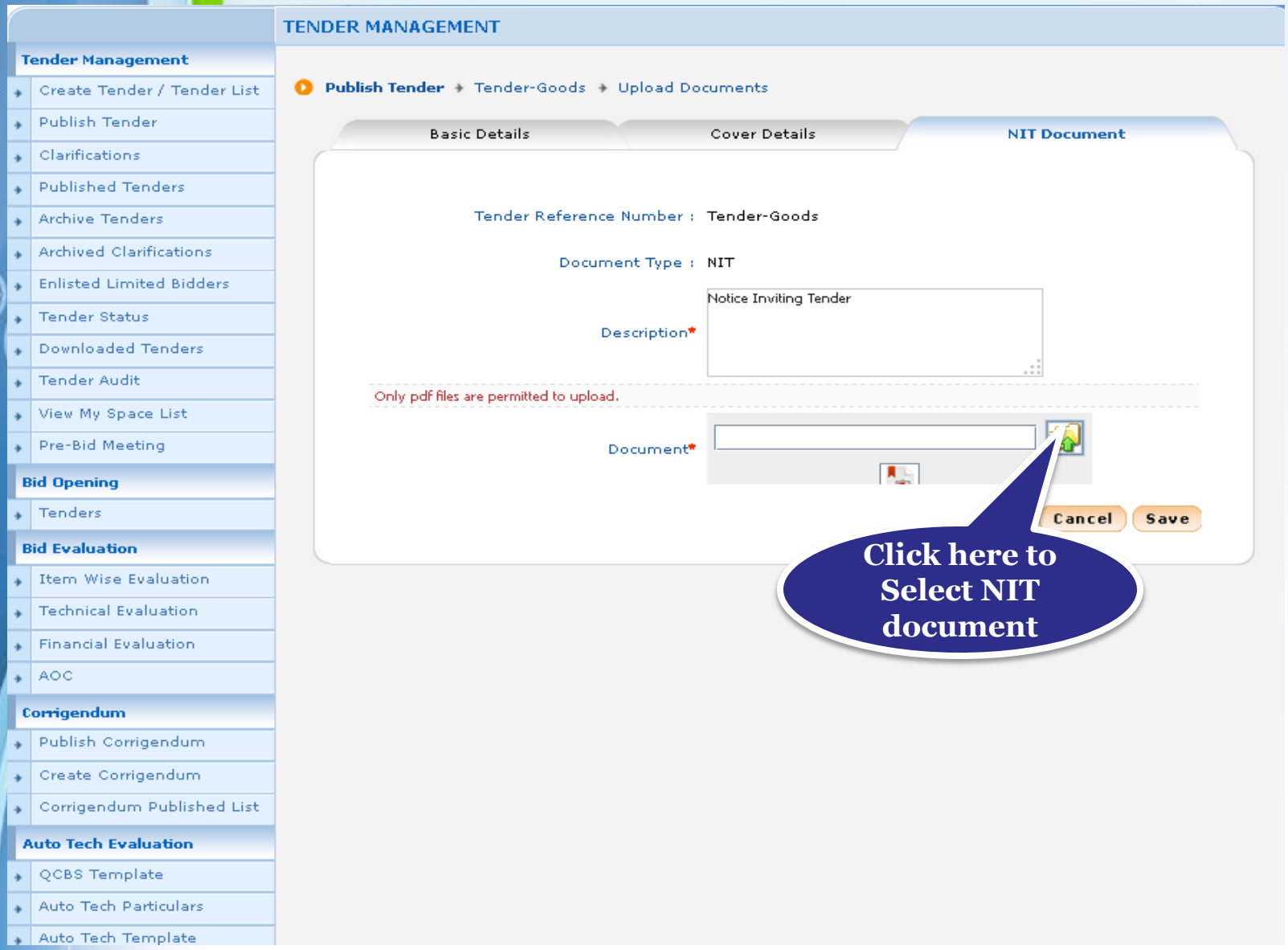


NIT Document

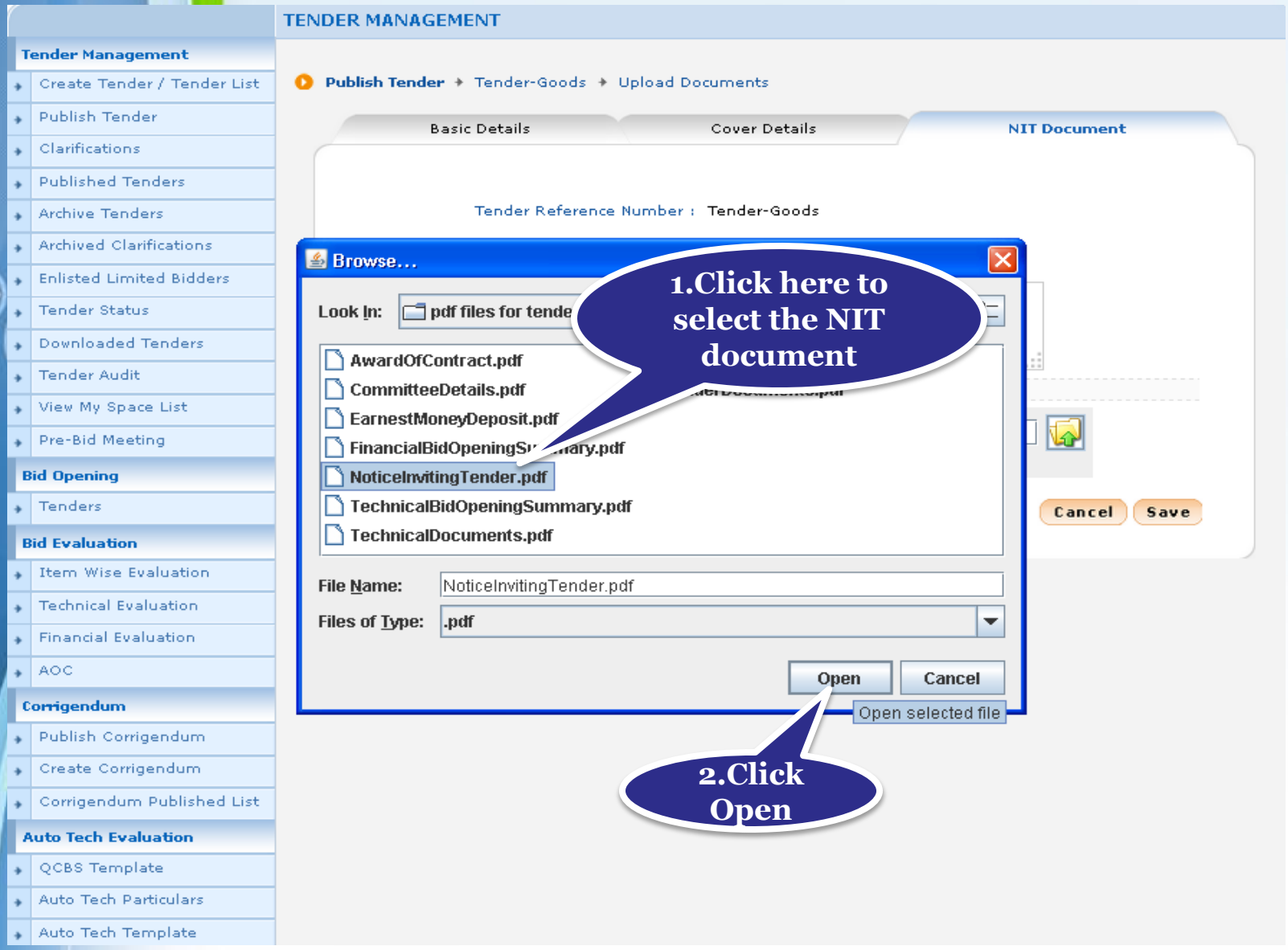
- **Click upload button to upload Notice Inviting Tender Document**



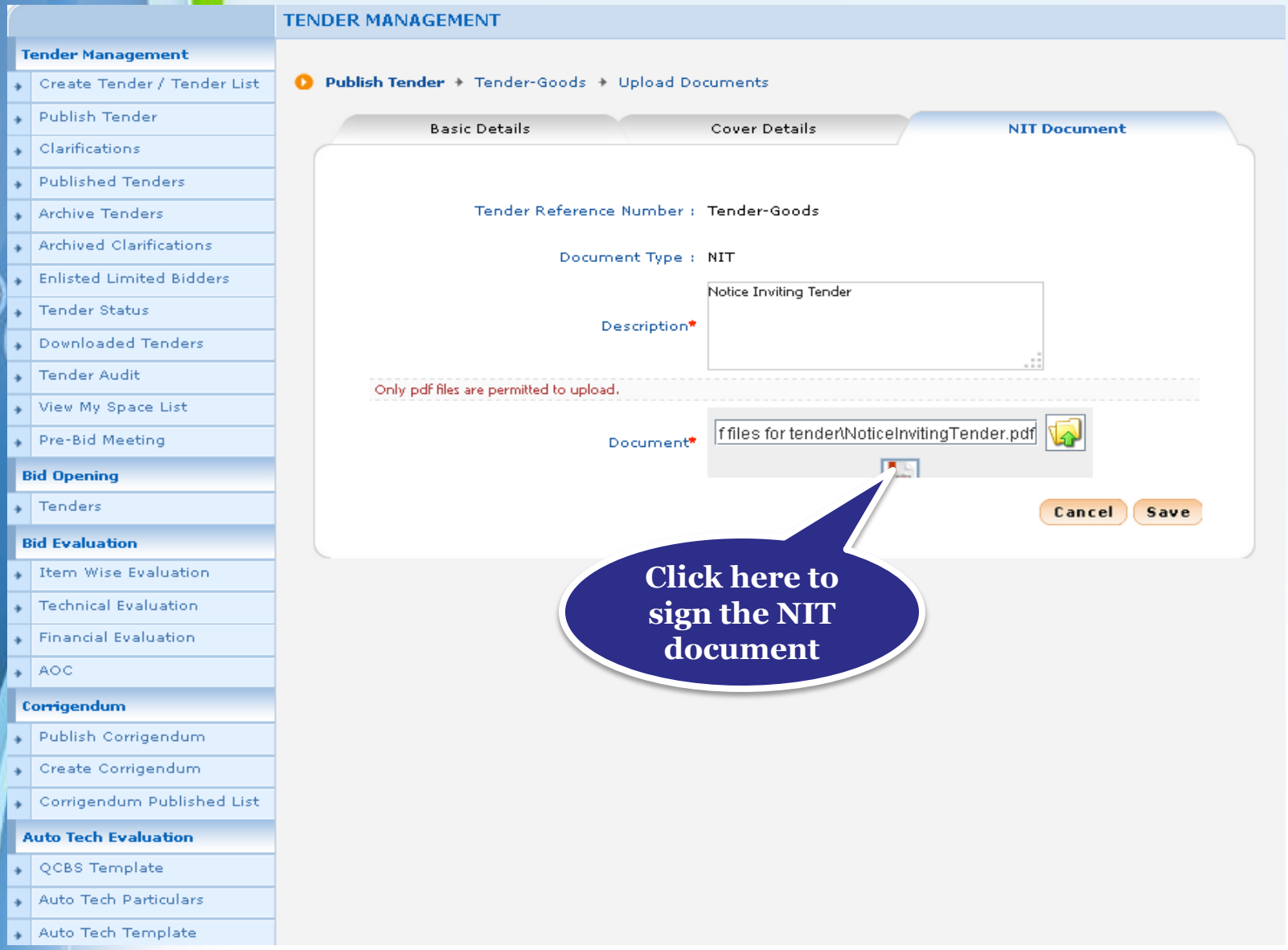
- **Browse the system to select the NIT document**



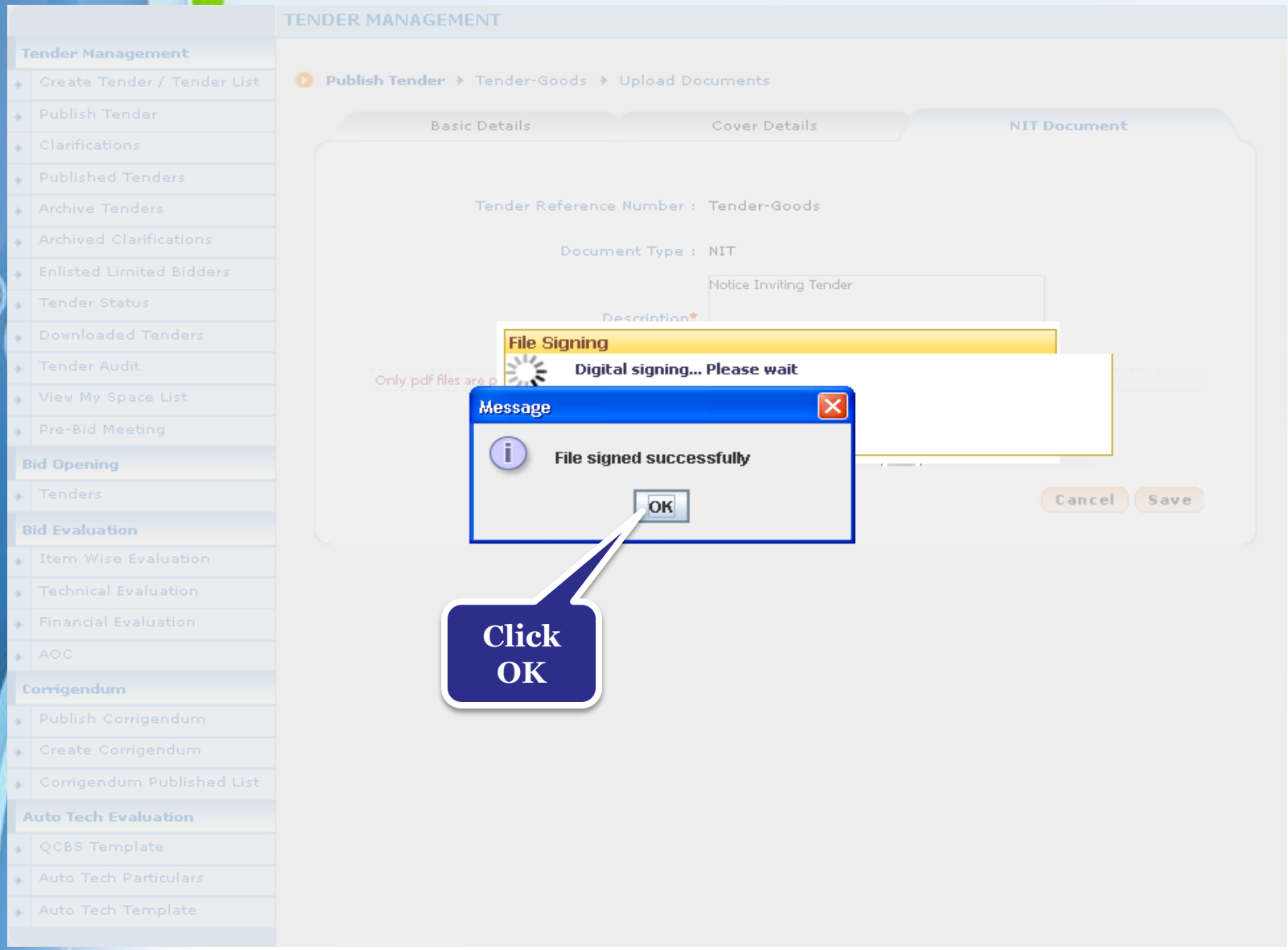
- **Select the NIT document and click open**



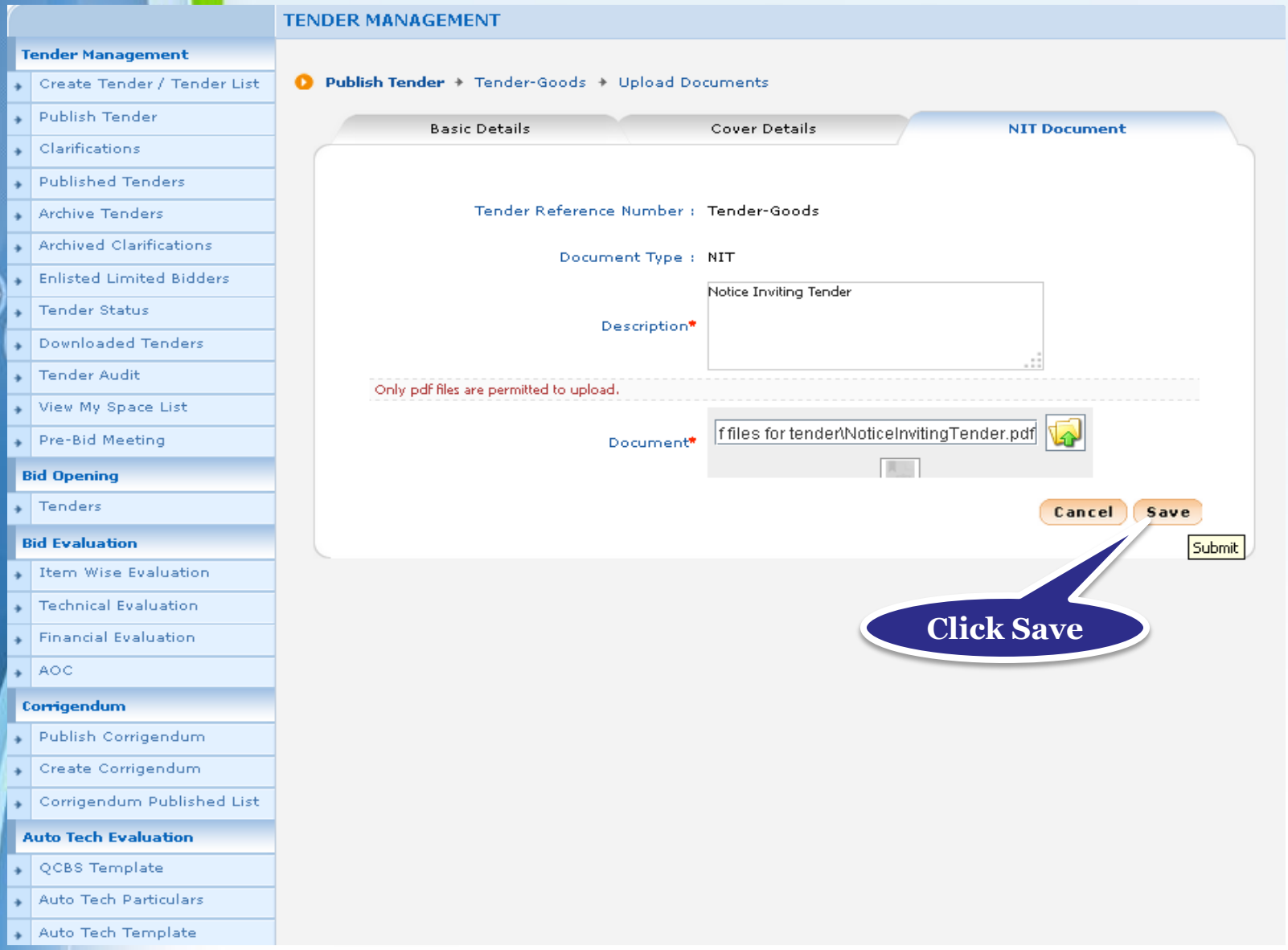
- **Digitally sign the uploaded document NIT using DSC**



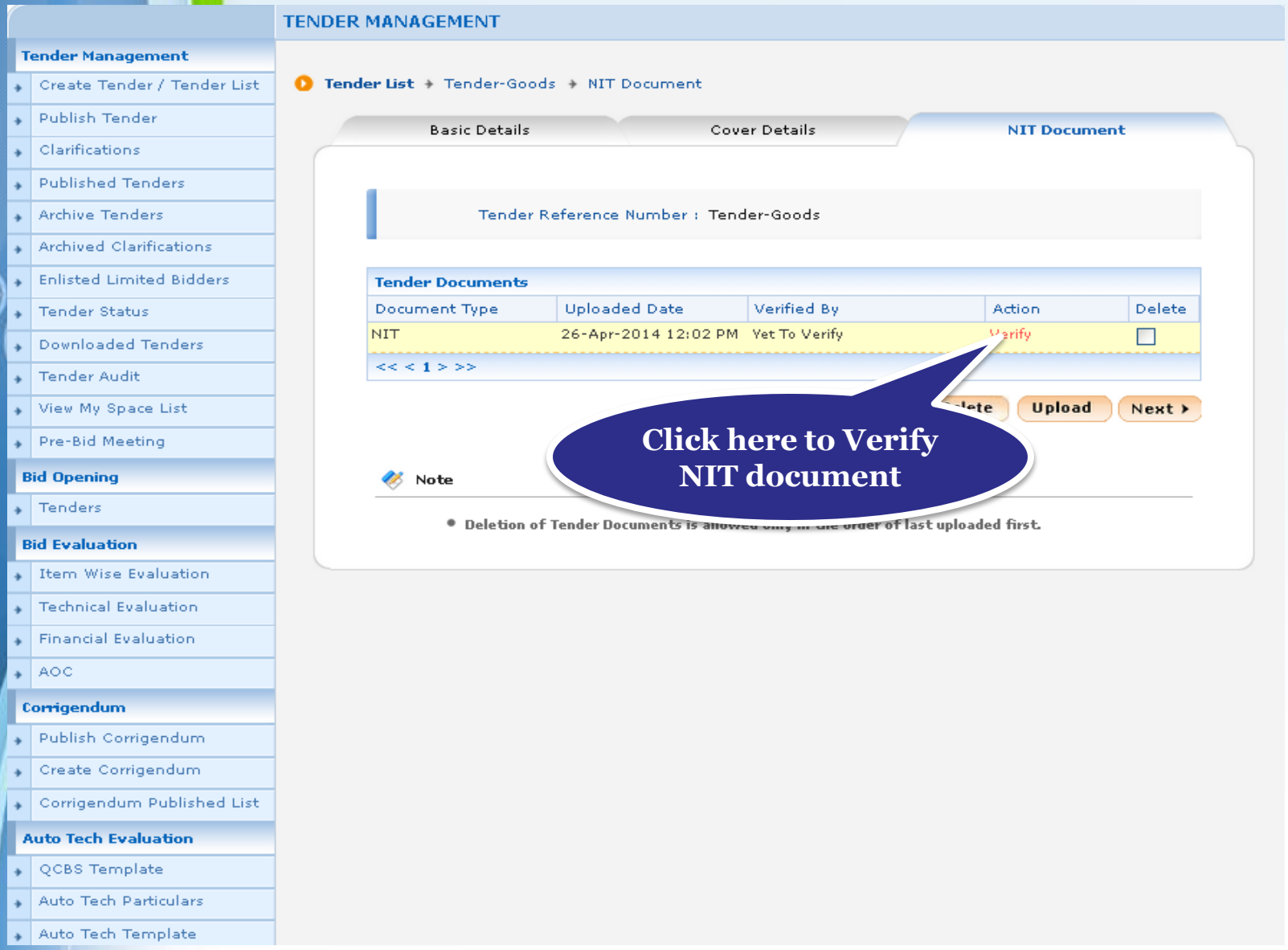
- **Click OK once the file is signed successfully**



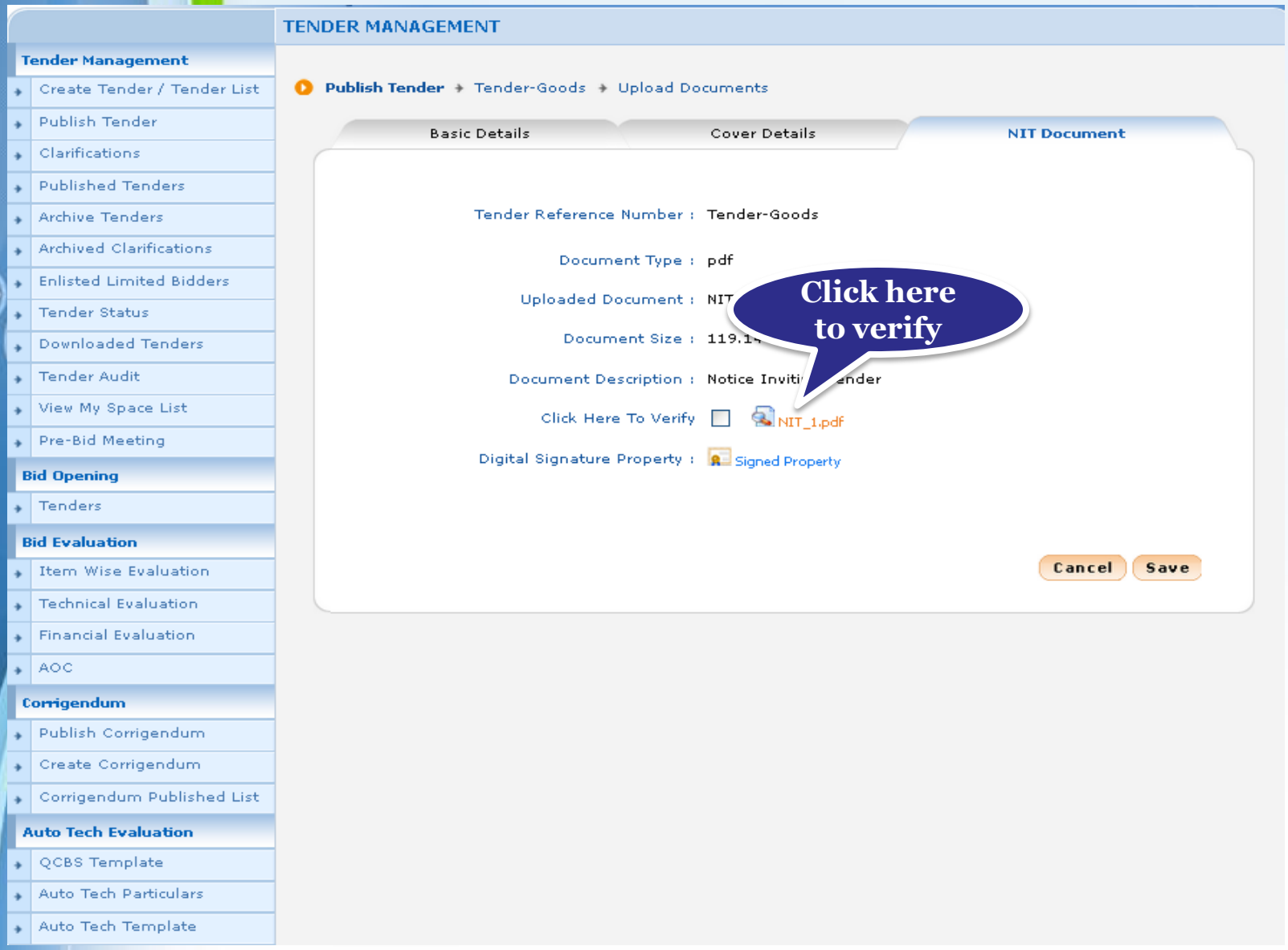
- **Click Save to save the uploaded NIT document**



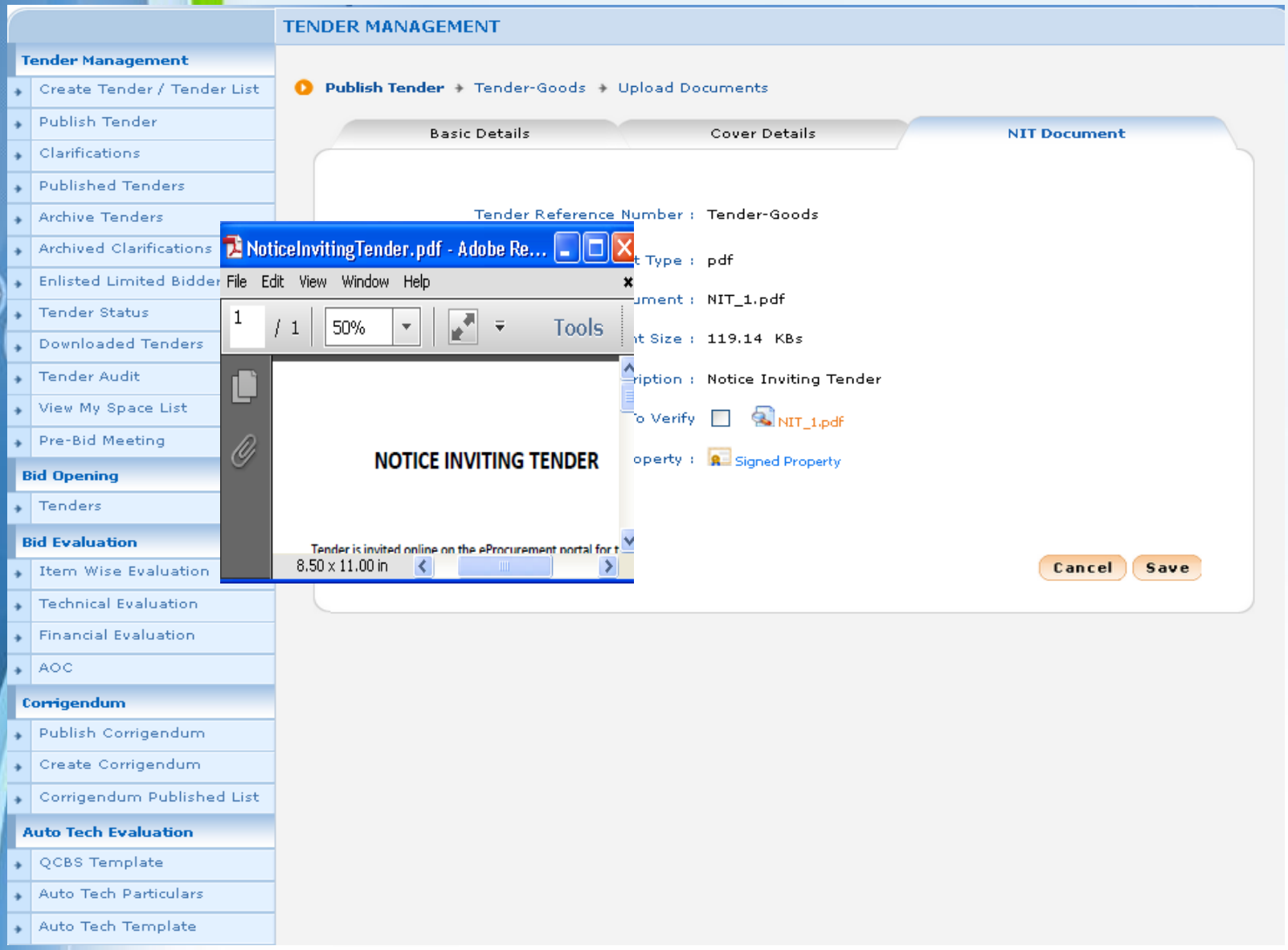
- **Click Verify to verify the NIT document**



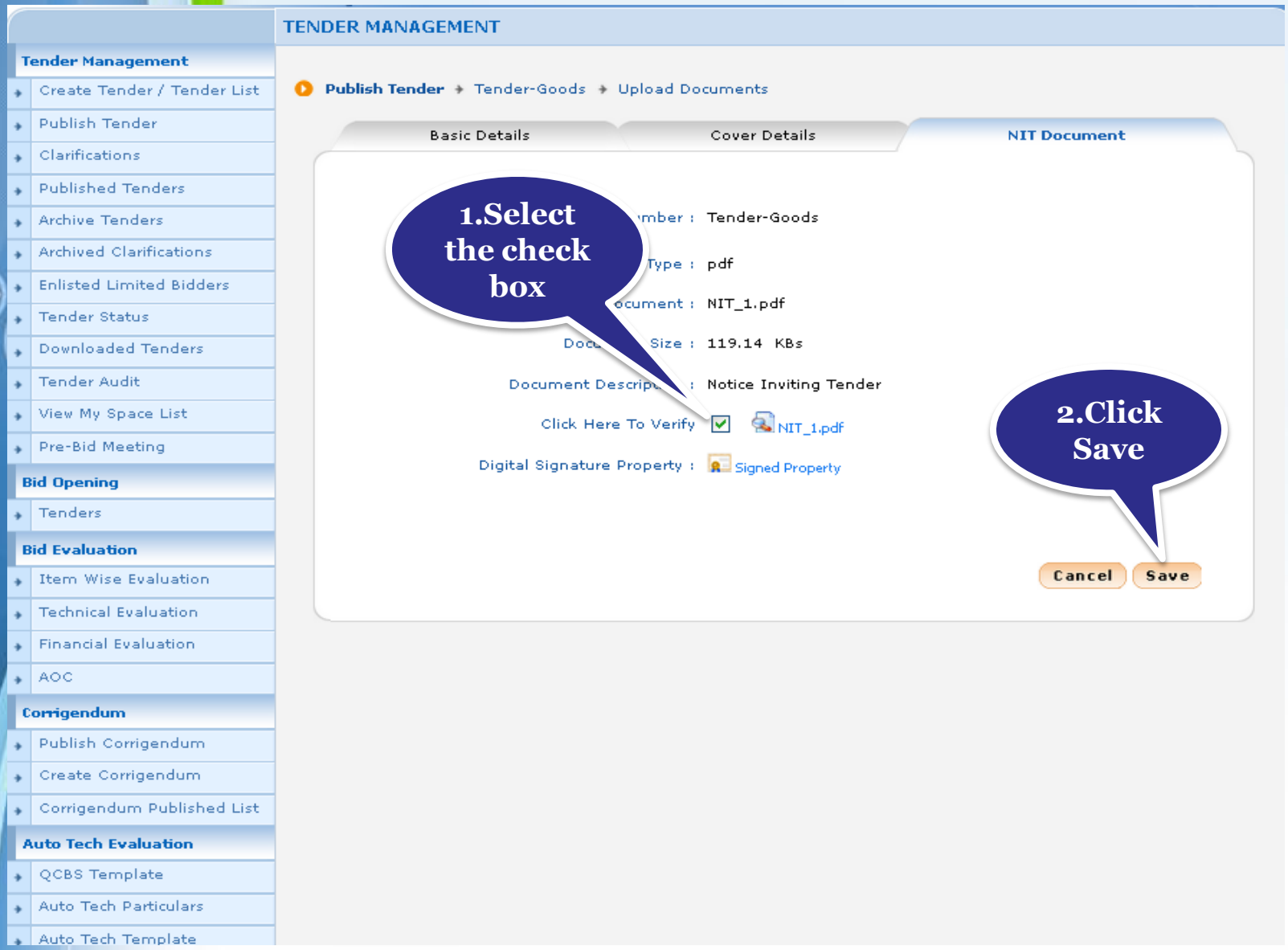
- **Click the uploaded NIT document**



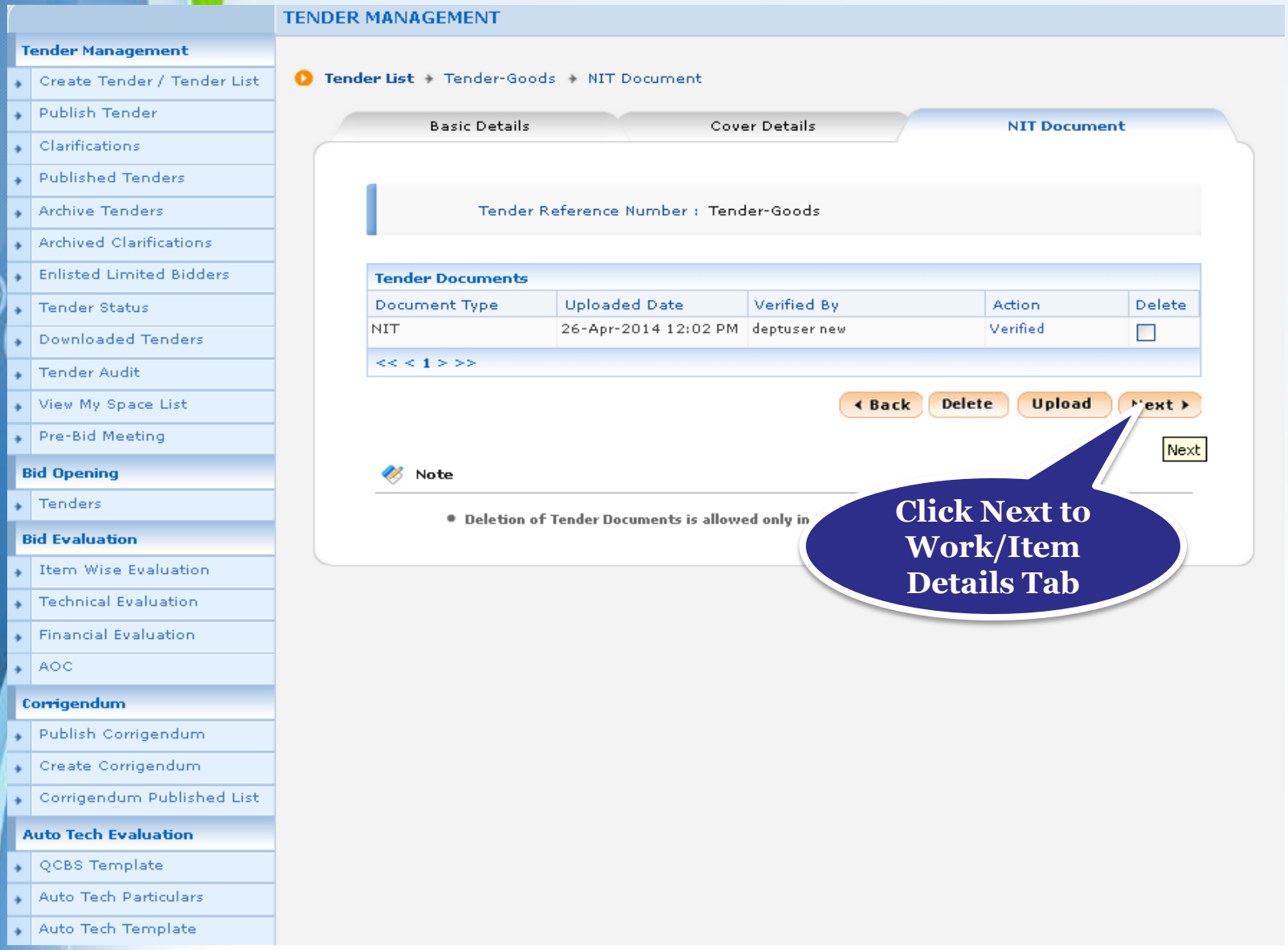
- **You will be able to view the uploaded NIT document**
- **Read for the correctness of the document**



- Select the check box to verify
- Click Save to confirm the verification

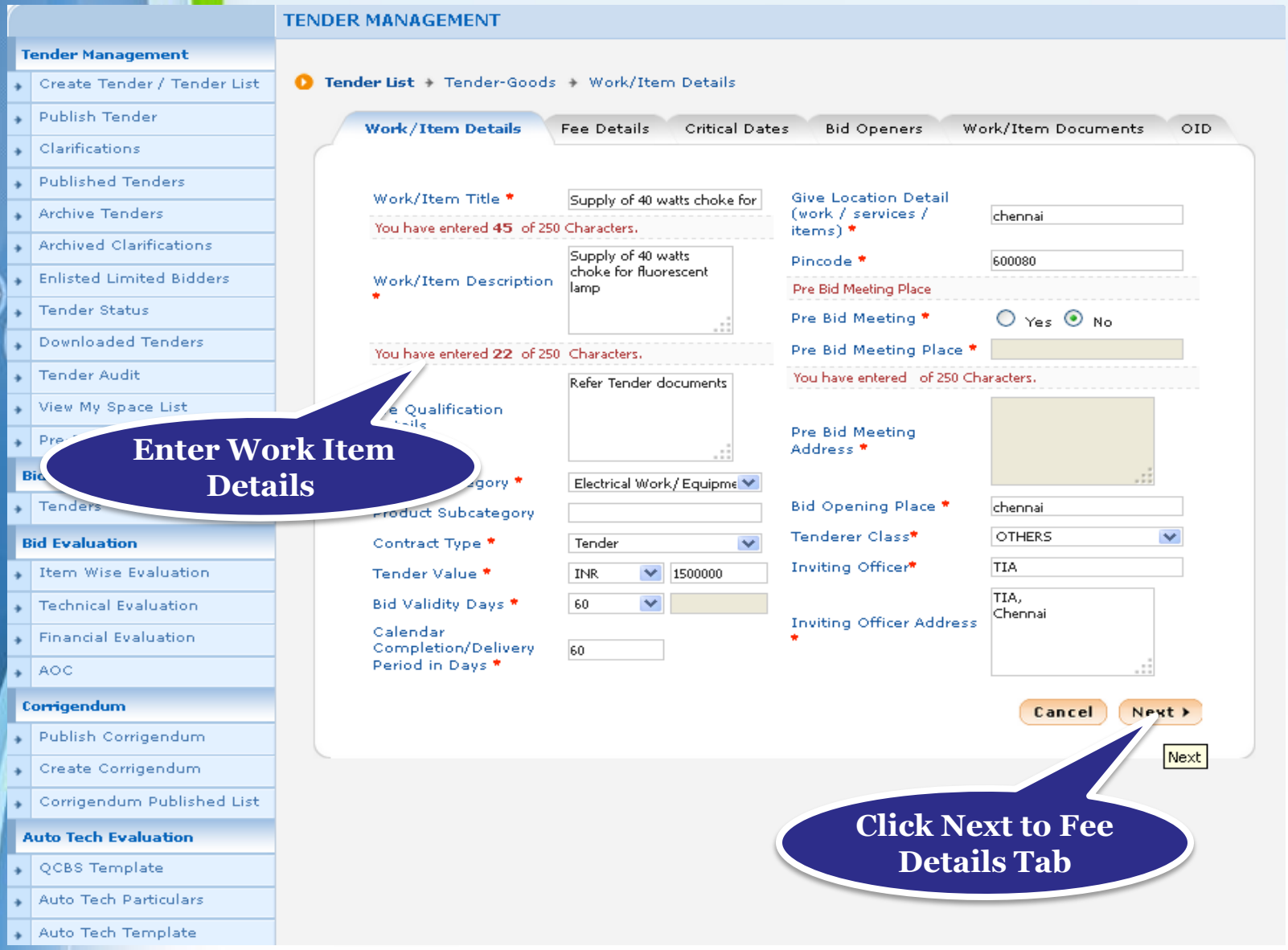


- **Click Next to go to work/item details**



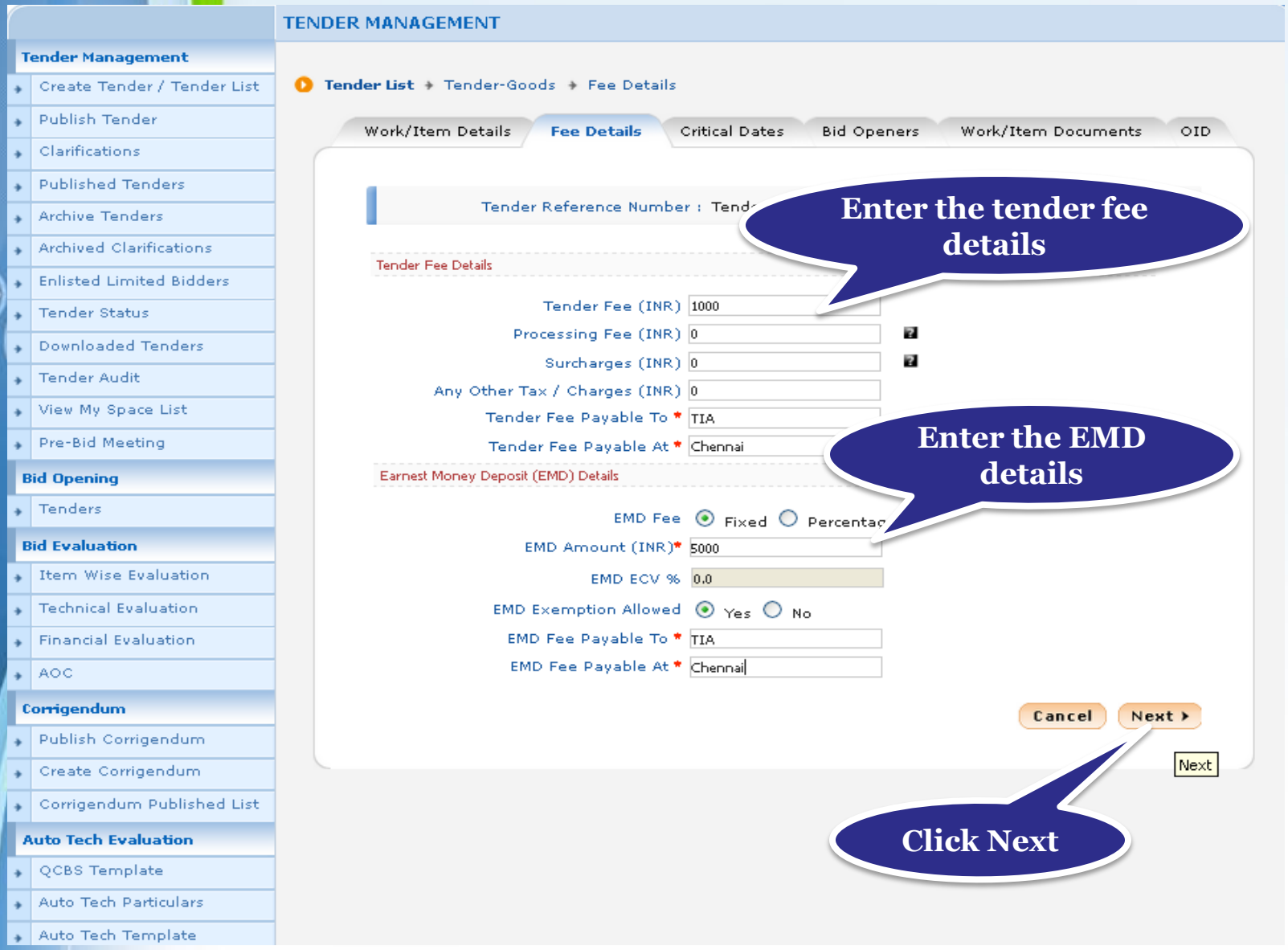
Work/Item Details

- **Enter Work Item Details and click Next button**



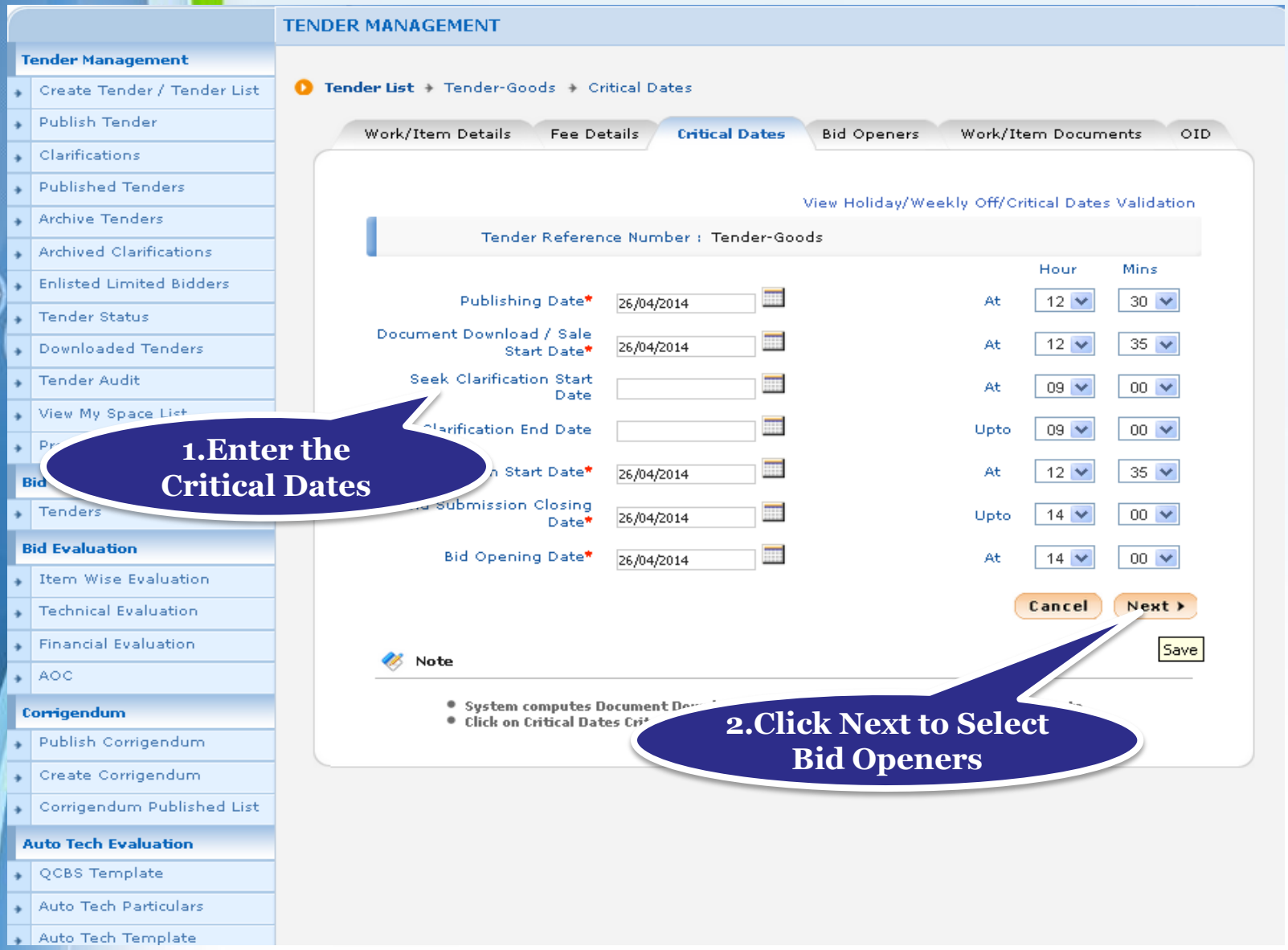
Fee Details

- **Enter the tender fee and earnest money deposit details Click Next**



Critical Dates

- **Enter the critical dates for the tender and click Next**



Bid Openers

- **Select the bid openers for the tender**

TENDER MANAGEMENT

Tender Management
- Create Tender / Tender List
- Publish Tender
- Clarifications
- Published Tenders
- Archive Tenders
- Archived Clarifications
- Enlisted Limited Bidders
- Tender Status
- Downloaded Tenders
- Tender Audit
- View My Space List
- Pre-Bid Meeting

Bid Opening
- Tenders

Bid Evaluation
- Item Wise Evaluation
- Technical Evaluation
- Financial Evaluation
- AOC

Corrigendum
- Publish Corrigendum
- Create Corrigendum
- Corrigendum Published List

Auto Tech Evaluation
- QCBS Template
- Auto Tech Particulars
- Auto Tech Template

Tender List → Tender-Goods → Bid Opener Selection

Work/Item Details | Fee Details | Bid Opener | Work/Item Documents | OID

Bid Openers List Page 1

Tender Reference Nun

Bid opener's type (2 Of 2). Required number of bid openers:2

Bid Openers List

S.No	User Name	Designation	Login Id	Status	Select
1	Alagarasu S	V.Asst.Surgen	alagarasus@gmail.com	Valid	☐
2	Bijoy Debbarma	MVI	vijaysrmvi@gmail.com	Valid	☐
3	Chanemogam T	Executive Engineer-10	ee10ped.pon@nic.in	Valid	☐
4	CHANEMOUGASOUNDAR CAYANADATH	Junior Engineer, Computer centre	jecompped.pon@nic.in	Valid	☐
5	cud dgr14	test	cuddrg14@nic.in	Valid	☐
6	Department User 101	Test User	dept101@in.com	Valid	☐
7	Department User 103	Test User	dept103@in.com	Valid	☐
8	Department User 104	Test User	dept104@in.com	Valid	☐
9	Department user 105	test user	dept105@in.com	Valid	☐
10	department user 109	test user	dept109@in.com	Valid	☐
11	department user 110	test user	dept110@in.com	Valid	☐
12	Department User17	SE17	duser17@in.com	Valid	☐
13	Department User18	SE2	duser18@in.com	Valid	☐
14	Department User 8	SE	dept8@in.com	Valid	☐
15	Department User 9	EE	dept9@in.com	Valid	☐
16	deprtment user 107	test user	dept107@in.com	Valid	☐
17	deprtment user 108	test user	dept108@in.com	Valid	☐
18	Dept One	AD	dept1@gov.in	Valid	

- **Click Submit to Upload Work/Item Documents**

Auto Tech Template

Bid Openers List Page 2

17	deprtment user 108	test user	dept108@in.com	Valid	☐
18	Dept One	AP	dept1@gov.in	Valid	☐
19	dept proc16	test	rdkar@nic.in	Valid	☐
		ap	dept2@gov.in	Valid	☐
	1	ap	dept1@nic.in	Valid	☐
	2	pgmr	deptuser12@nic.in	Valid	☐
23	DEPT USER2	td	dept2@nic.in	Valid	☐
24	deptuser new	test	deptuser21new@nic.in	Valid	☑
25	deptuser new	test	deptuser24new@nic.in		☑
26	deptuserpon23 nicpondy	Programmer		Valid	☐
27	deptuserpon 3	Pro		lid	☐
28	Gireeshkumar m	UDC		Valid	☐
29	Gopakumar Narayanan	Upper Division Clerk	s8phqtvpm@gmail.com	Valid	☐
30	Hari.V Vijayan	Junior Supdt	harithampy.vijayan@gmail.com	Valid	☐
31	Kumarimanju s	Upper division clerk	abhi171976@gmail.com	Valid	☐
32	Madhavan V	JE	madhavan.vijayabaskaran@gmail.com	Valid	☐
33	Manoharan R	Joint Director	ahd.pon@nic.in	Valid	☐
34	Murali R	Executive Engineer -7	ee7ped.pon@nic.in	Valid	☐
35	PRASHANT KUMAR	DEPUTY MANAGER	prashant@goashipyard.com	Valid	☐
36	RD Dept1	Demo User	rddept1@gmail.com	Valid	☐
37	rd dept2	Demo User2	rddept2@gmail.com	Valid	☐
38	Shibu Abdul rasheed	UDC	shadia@gmail.com	Valid	☐
39	Sumeet Lodh	MVI			☐
40	suresh babu k.s.nathan	upper divi clerk			☐

<< < 1 > >>

1.Select the Bid Openers

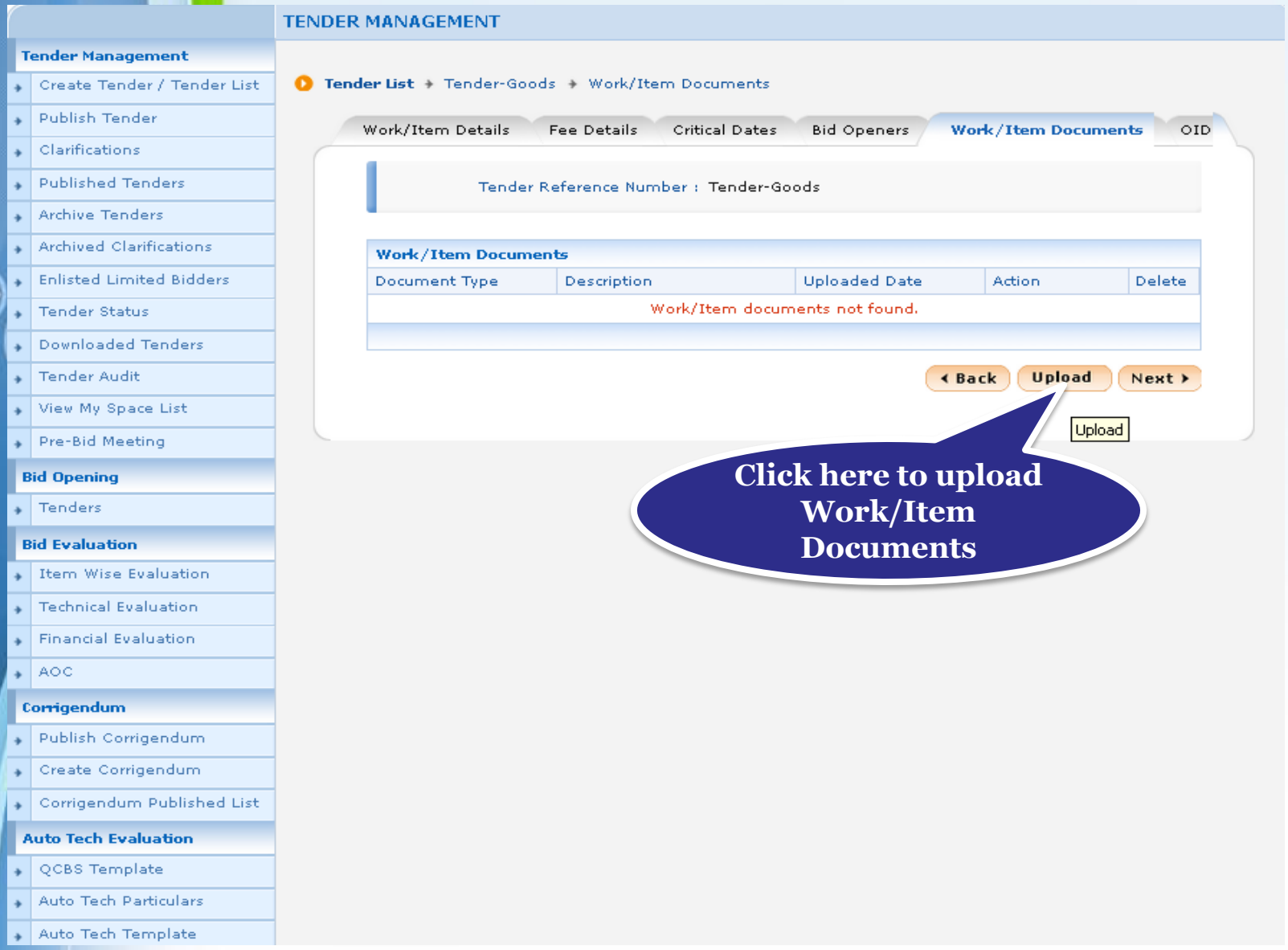
2.Click Submit

Cancel Submit

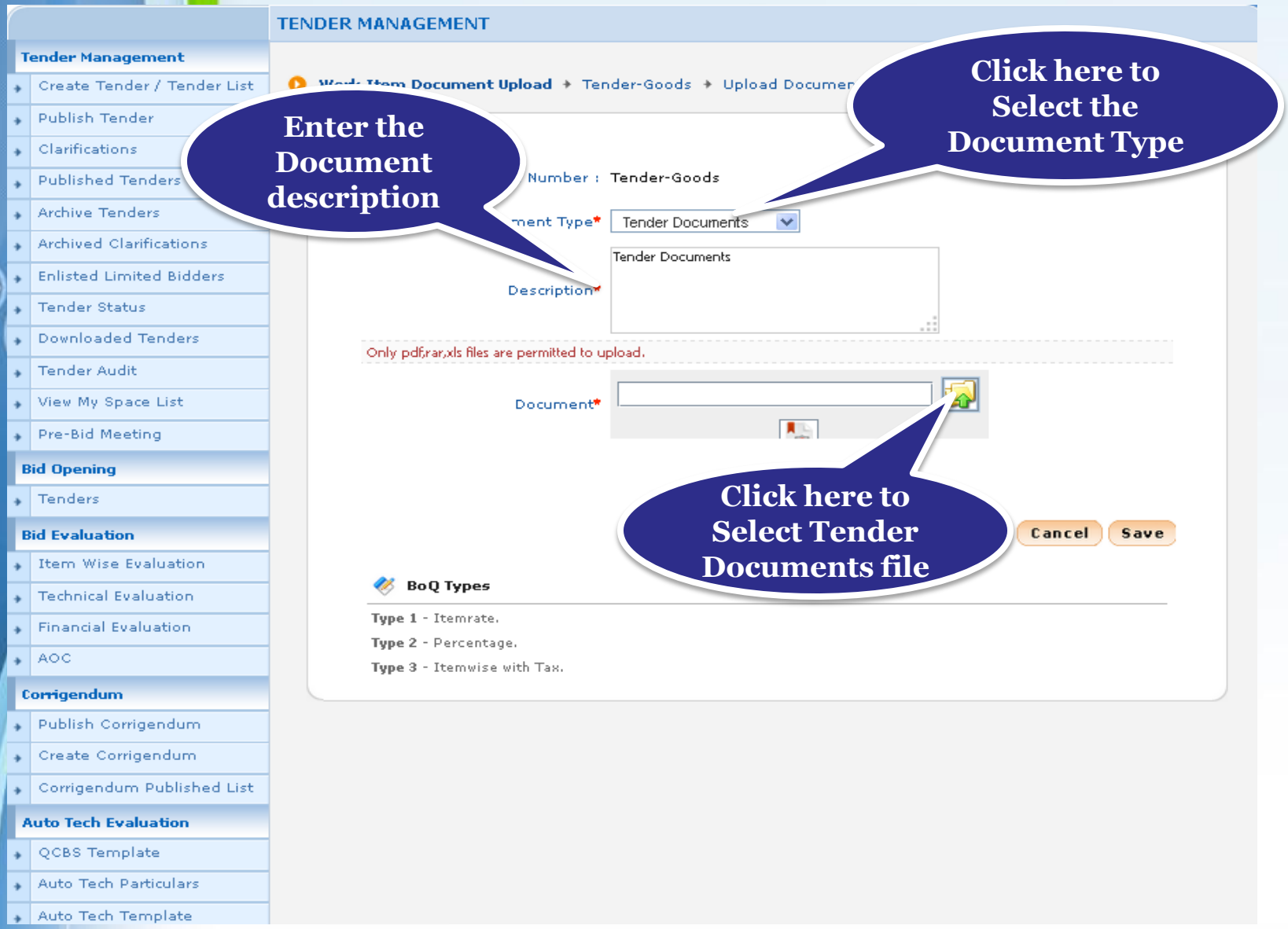
Submit

Work/Item Documents

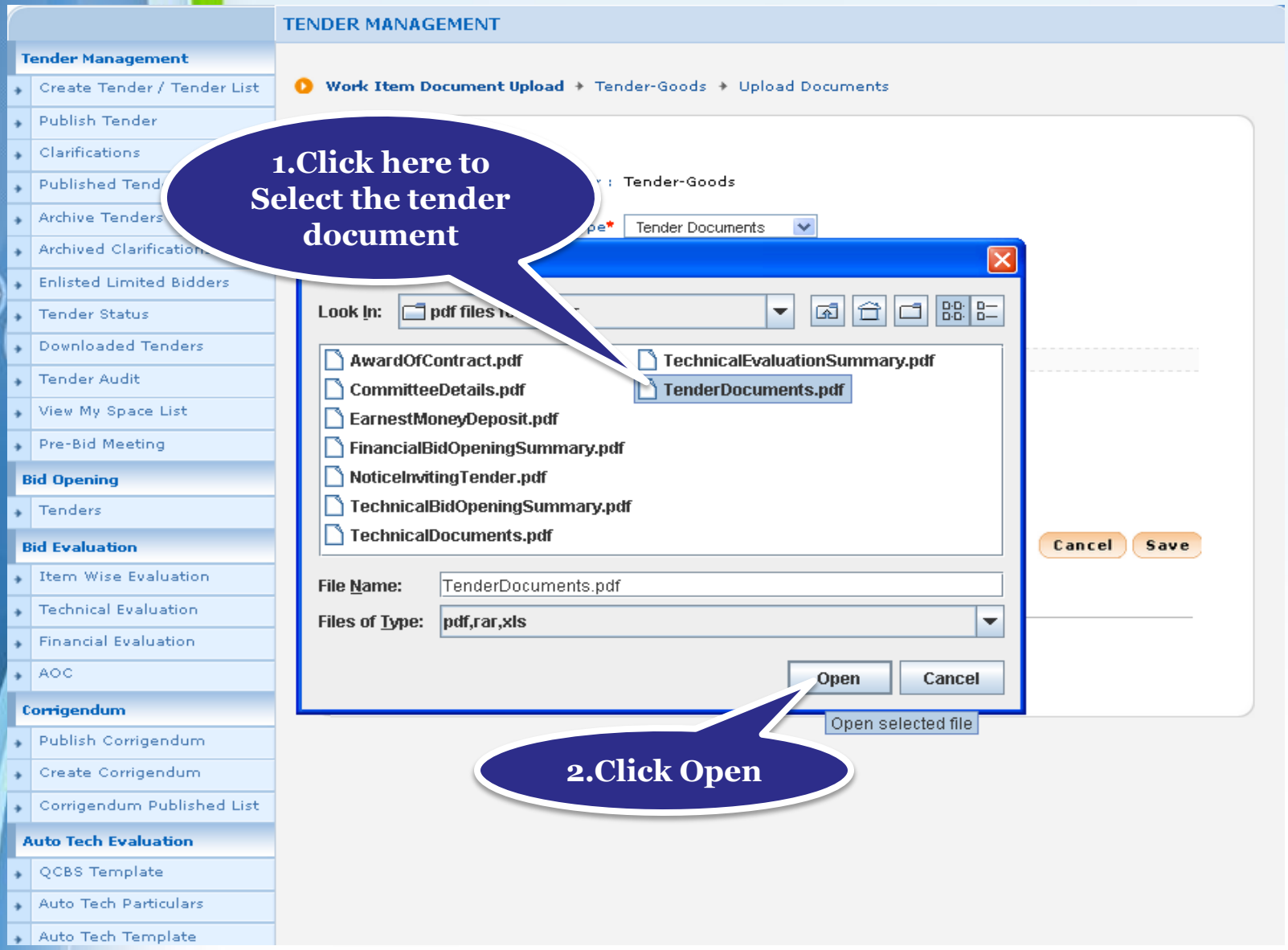
- **Click Upload button to upload necessary Work/Item Documents**



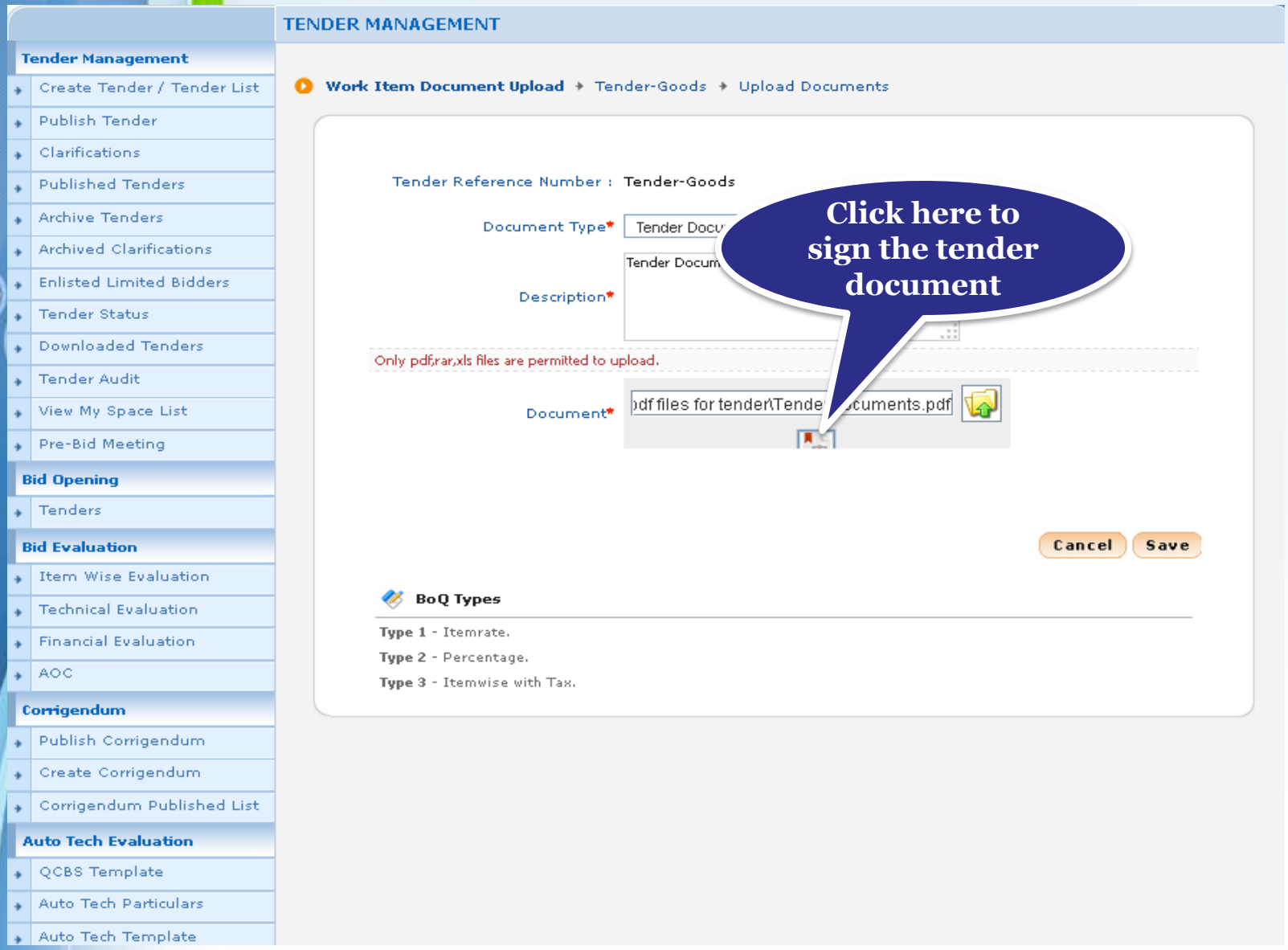
- Select the document type and enter the document description
- Browse the system to select the document to upload



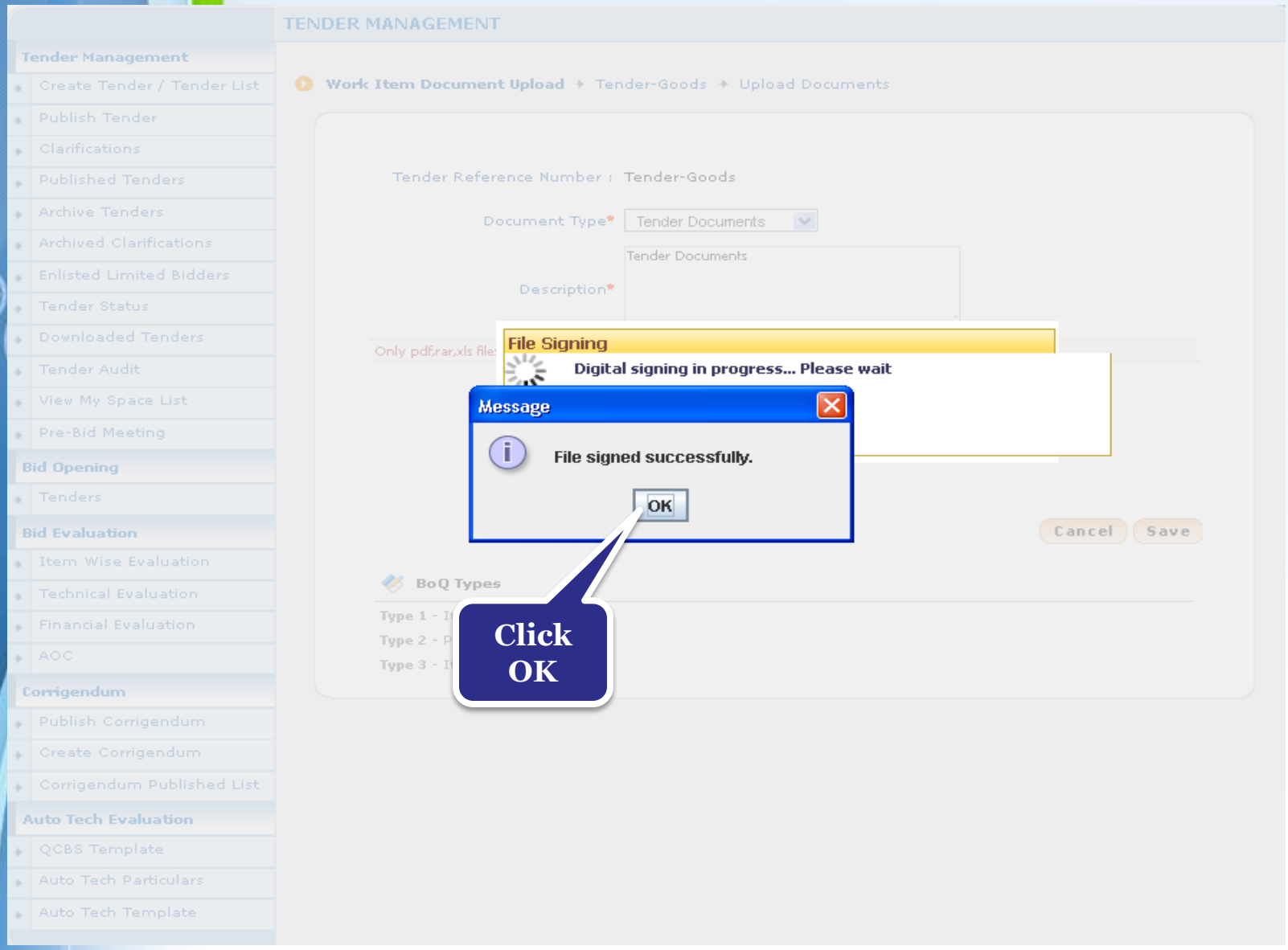
- **Select the tender document and click Open**



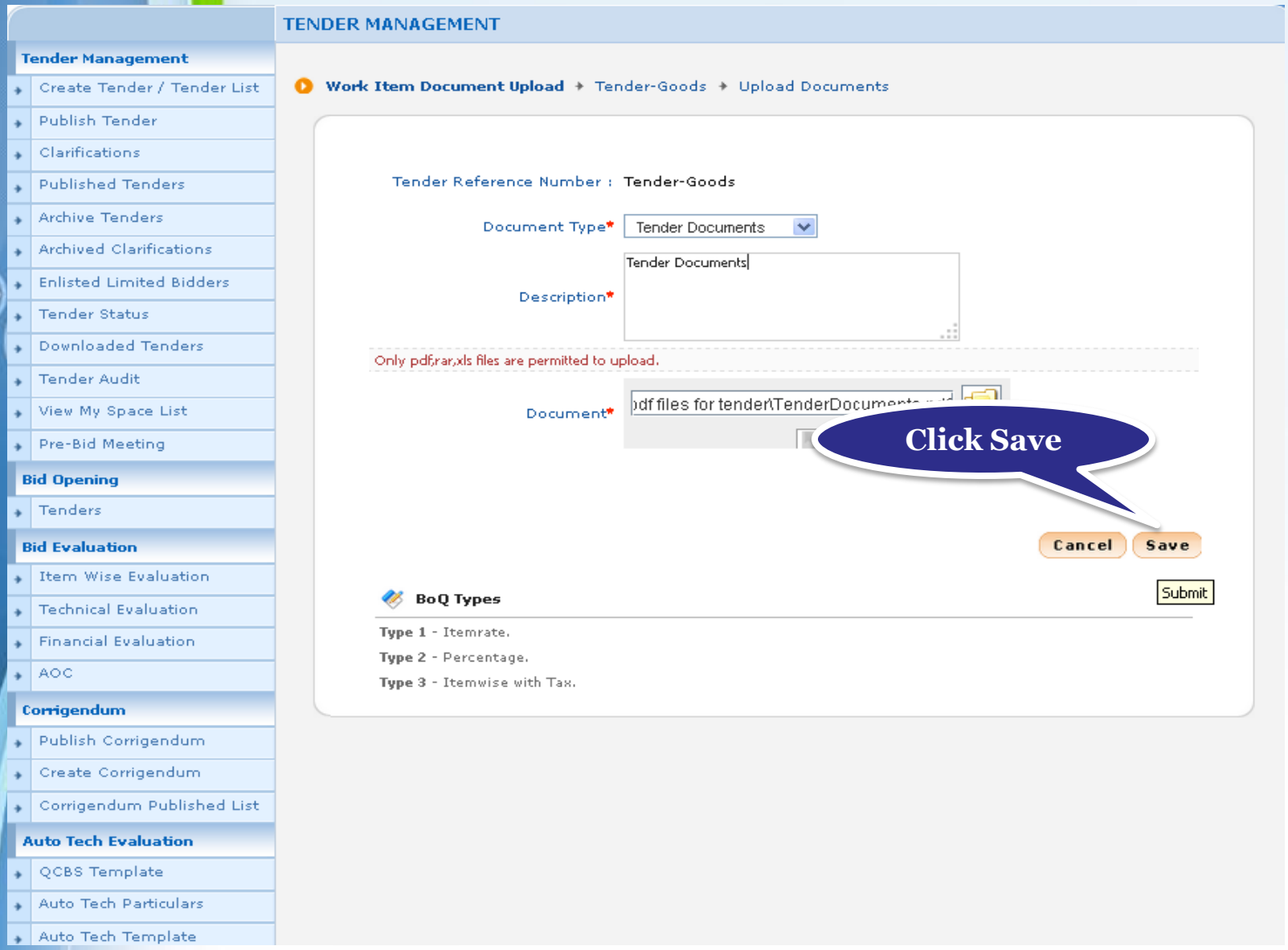
- **Digitally sign the uploaded tender document using DSC**



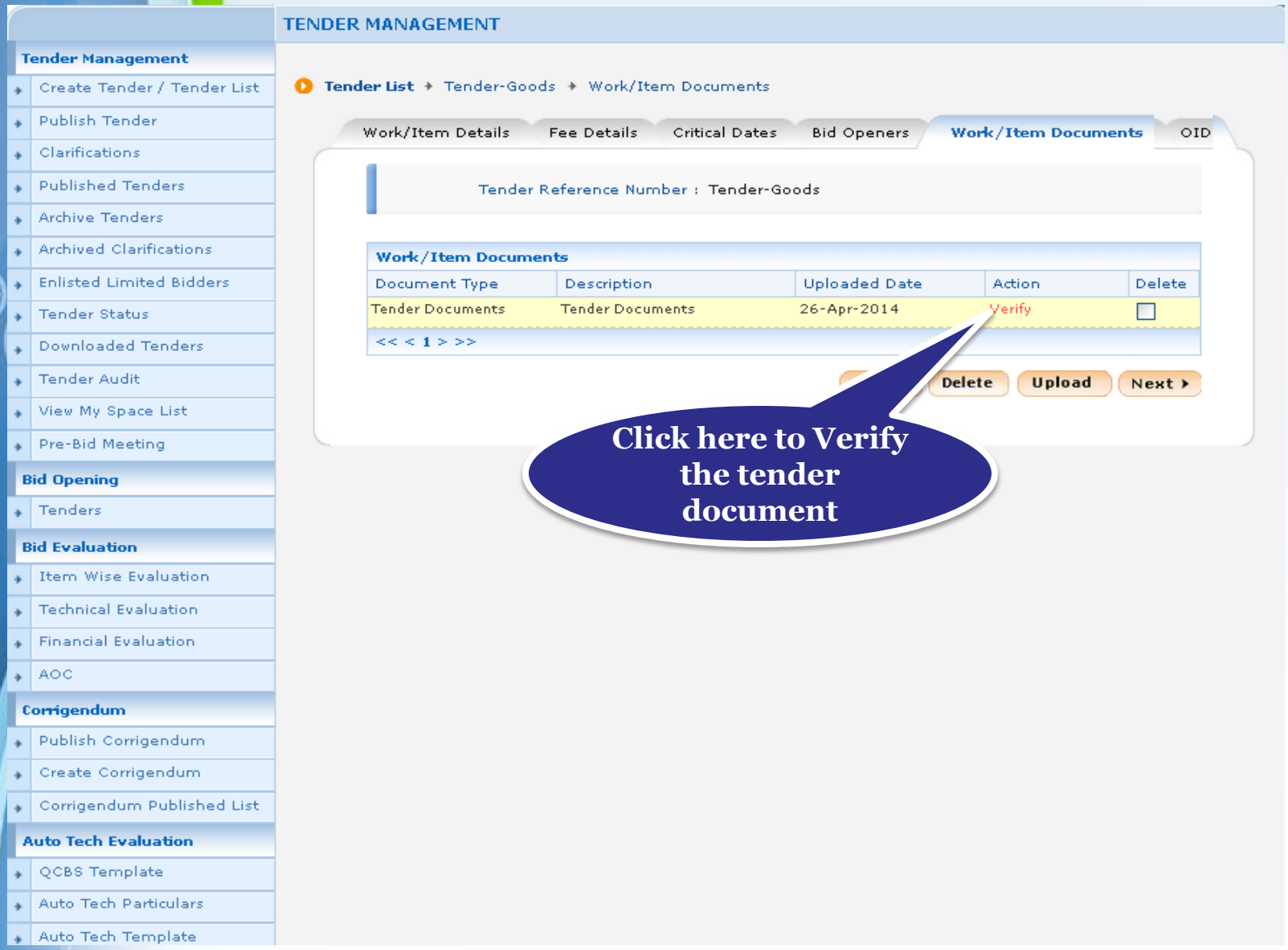
- **Click OK once the file is signed successfully**



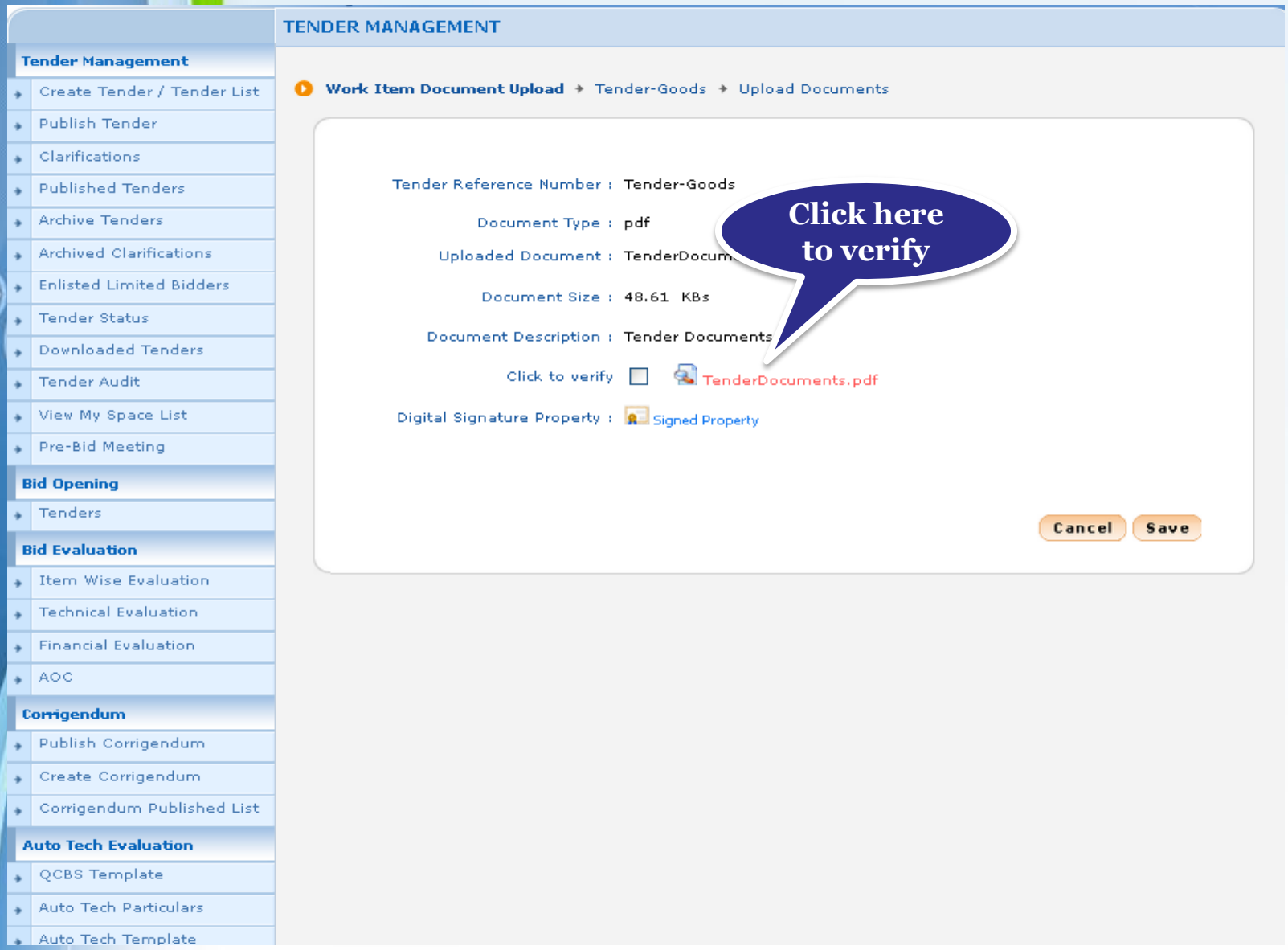
- **Click Save to save the uploaded tender document successfully**



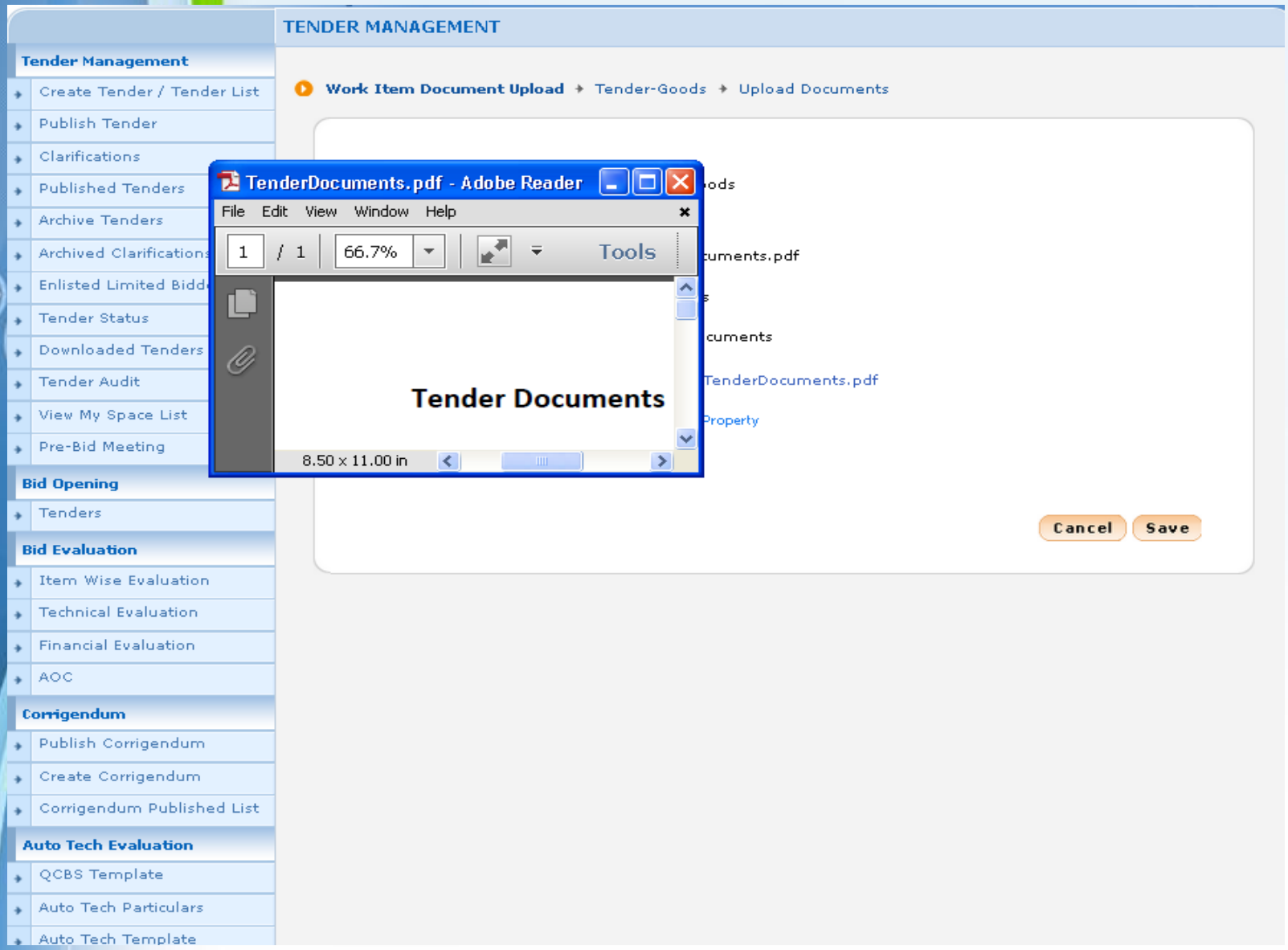
- **Click Verify to verify the tender document**



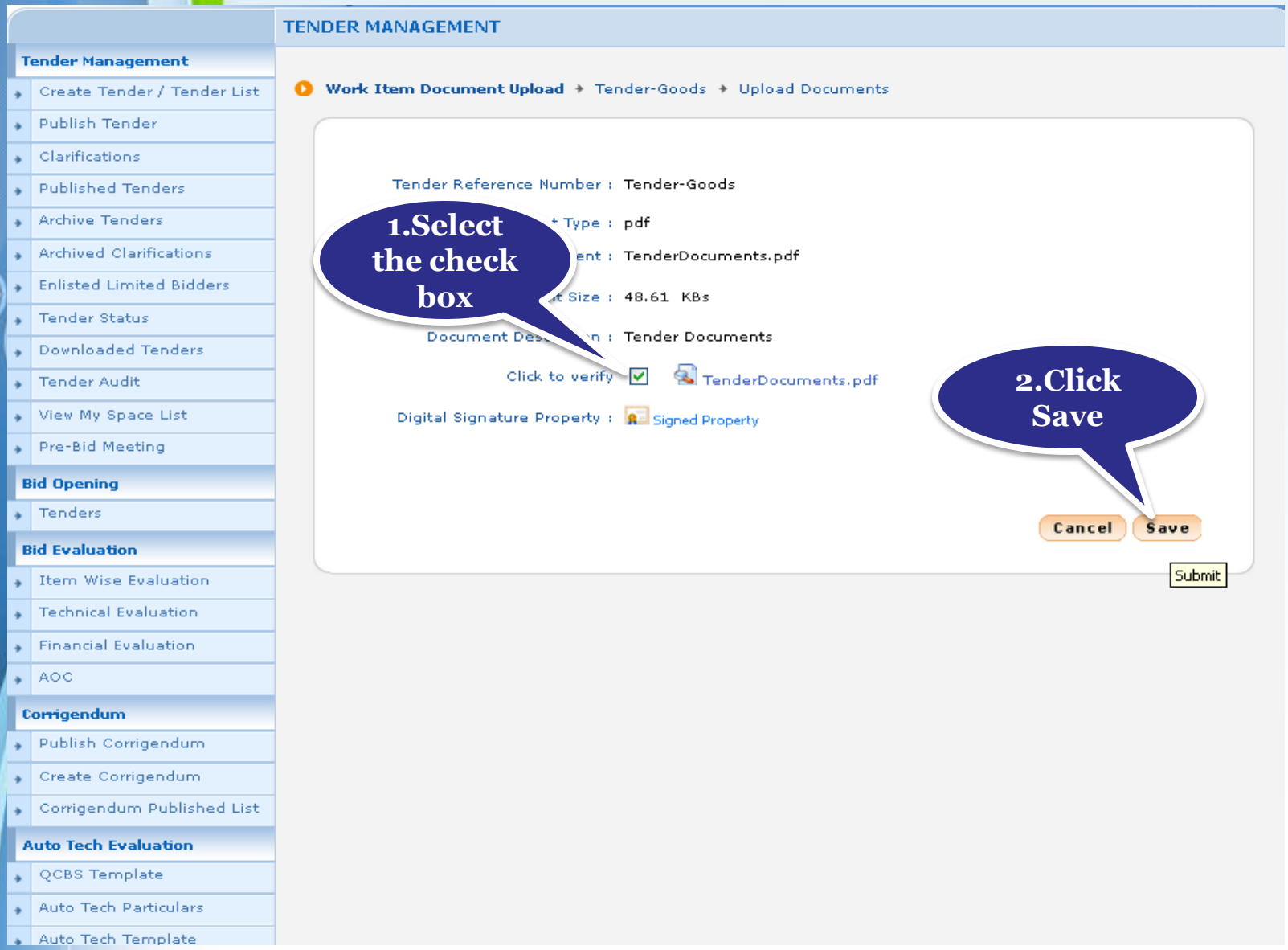
- **Click the uploaded tender document**



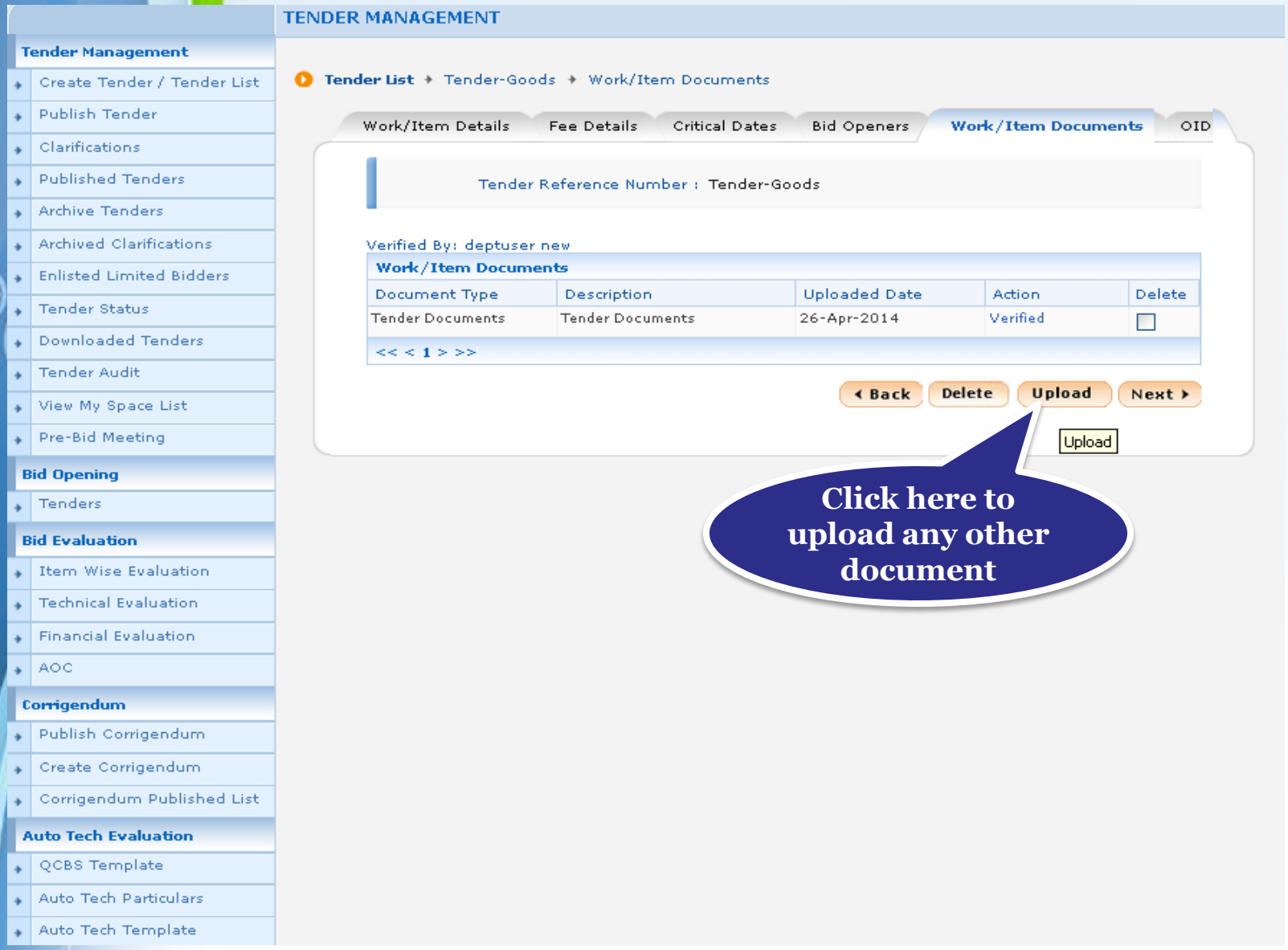
- You will be able to view the uploaded tender document
- Read for the correctness of the document



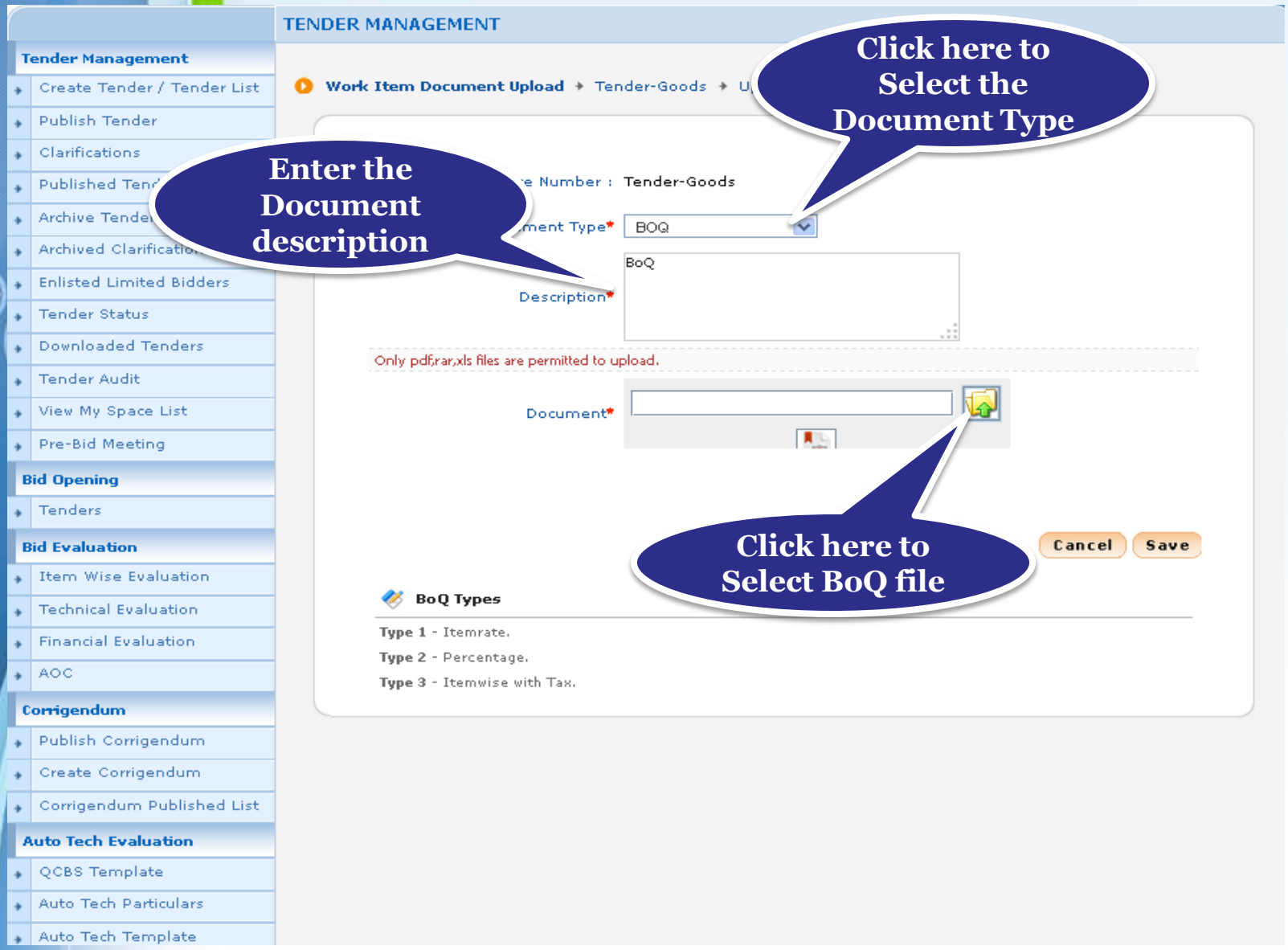
- **Select the check box to verify**
- **Click Save to confirm the verification**



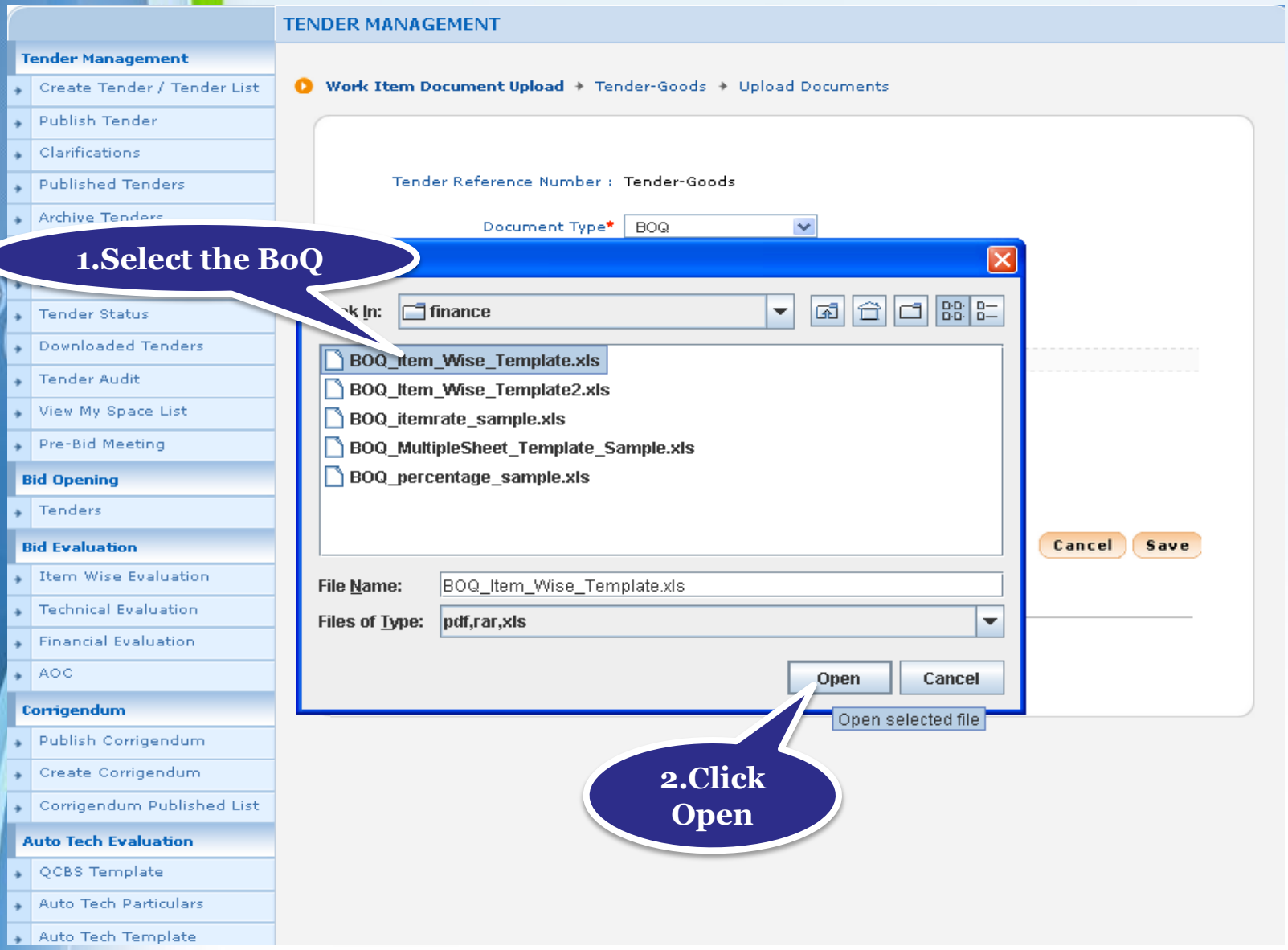
- **Click Upload button to upload any other necessary Work/Item Document**



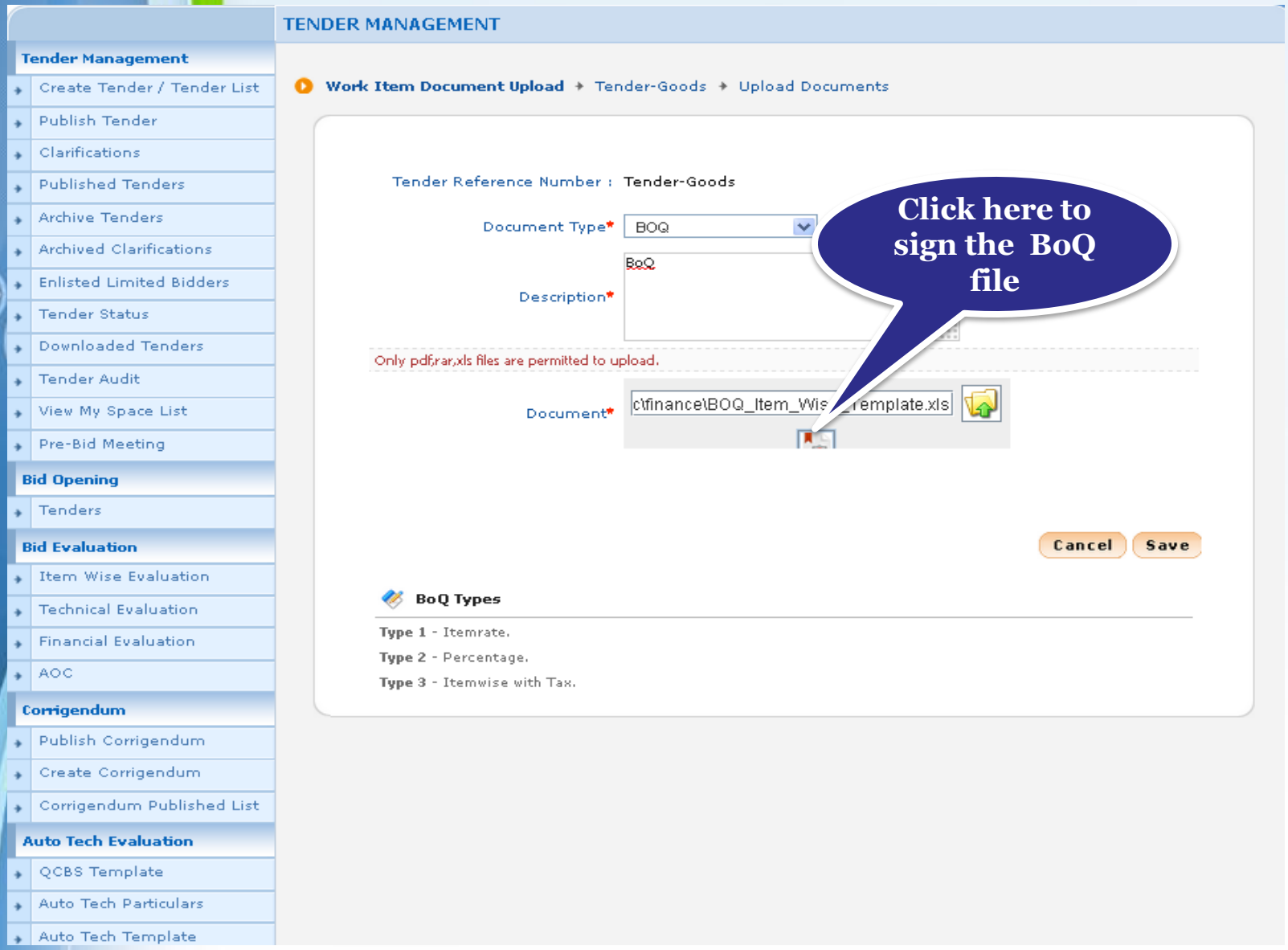
- Select the document type and enter the document description
- Browse the system to select the document to upload



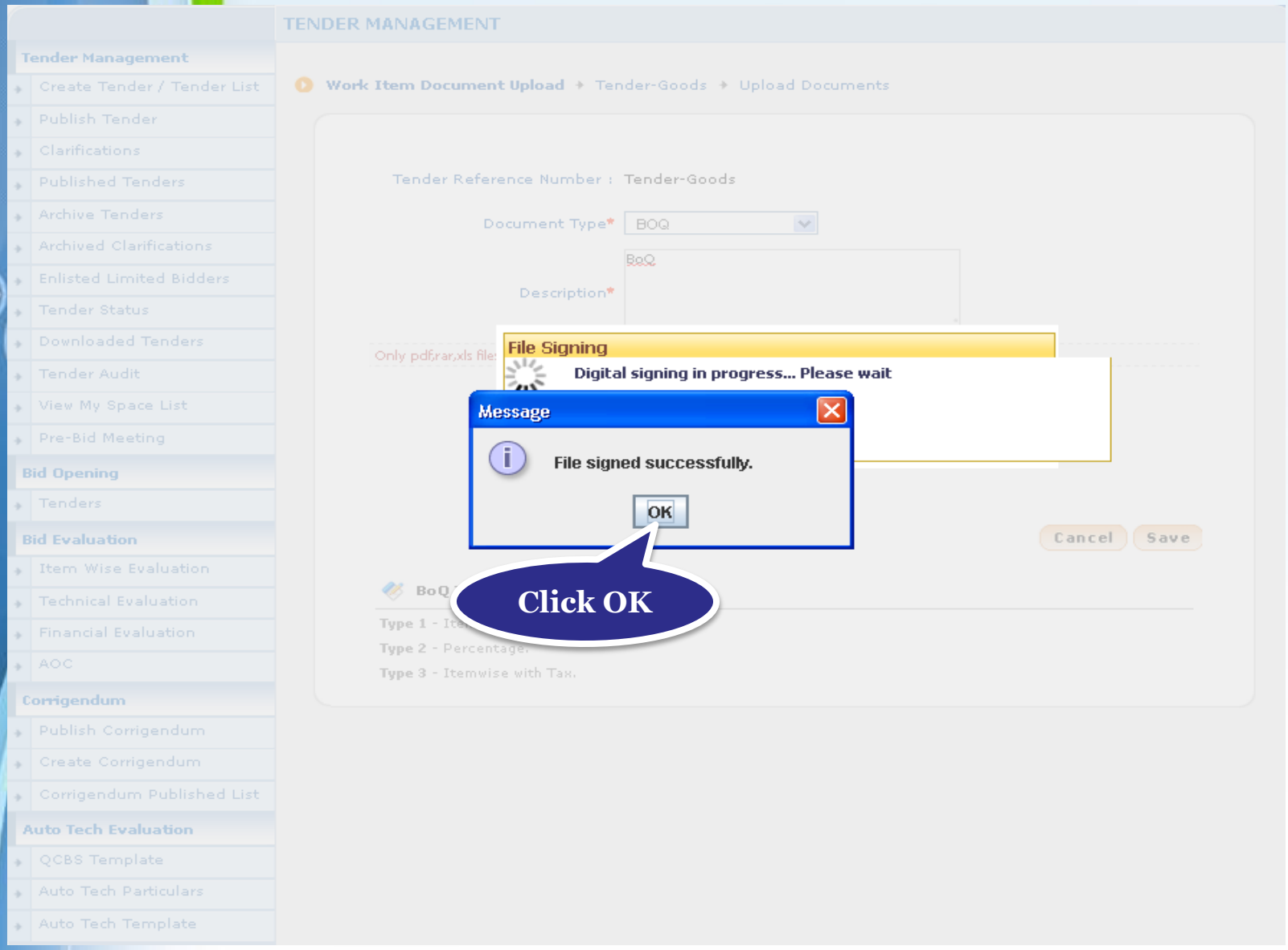
- **Select the BoQ file and click Open**



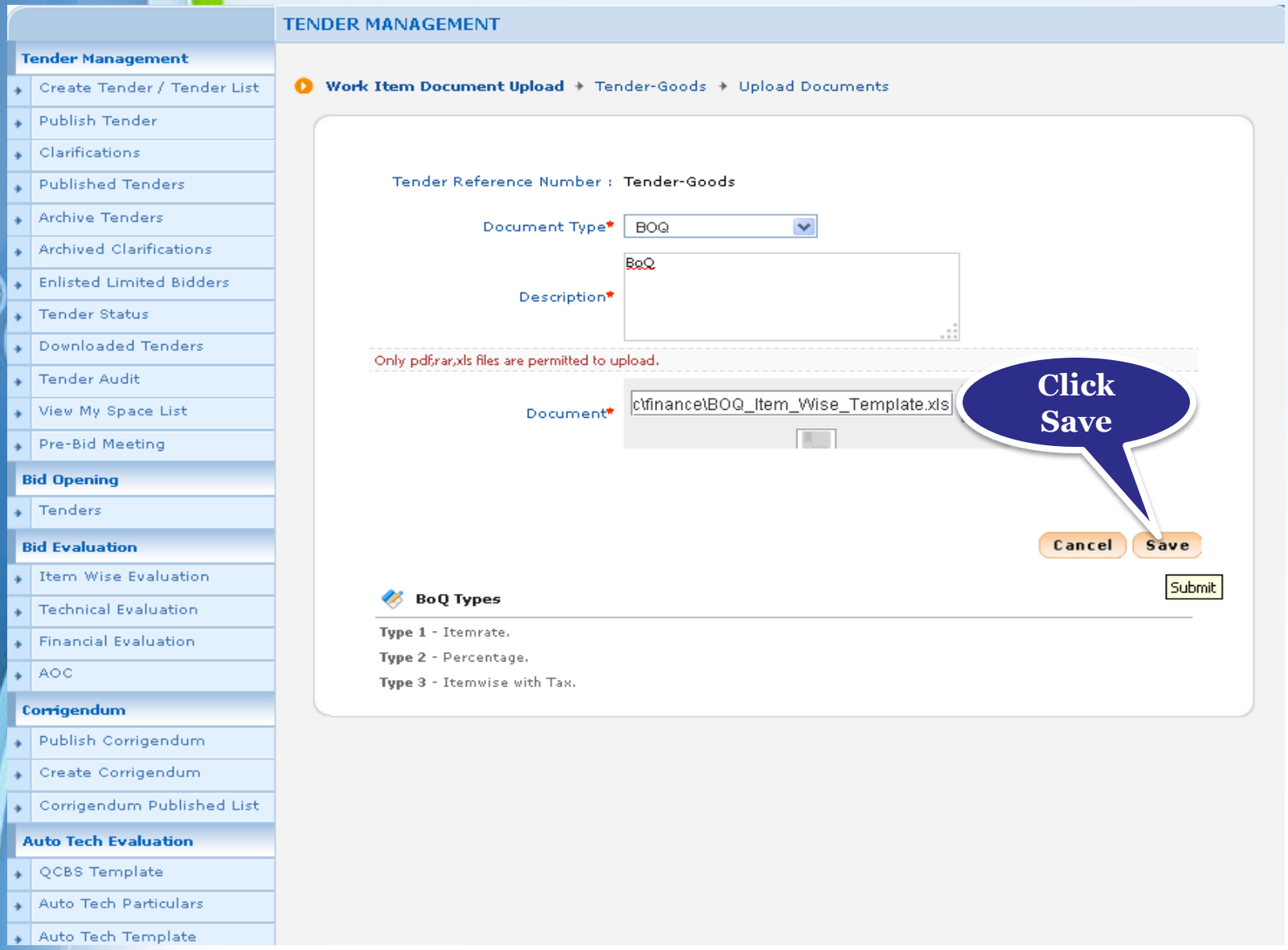
- **Digitally sign the uploaded BoQ file using DSC**



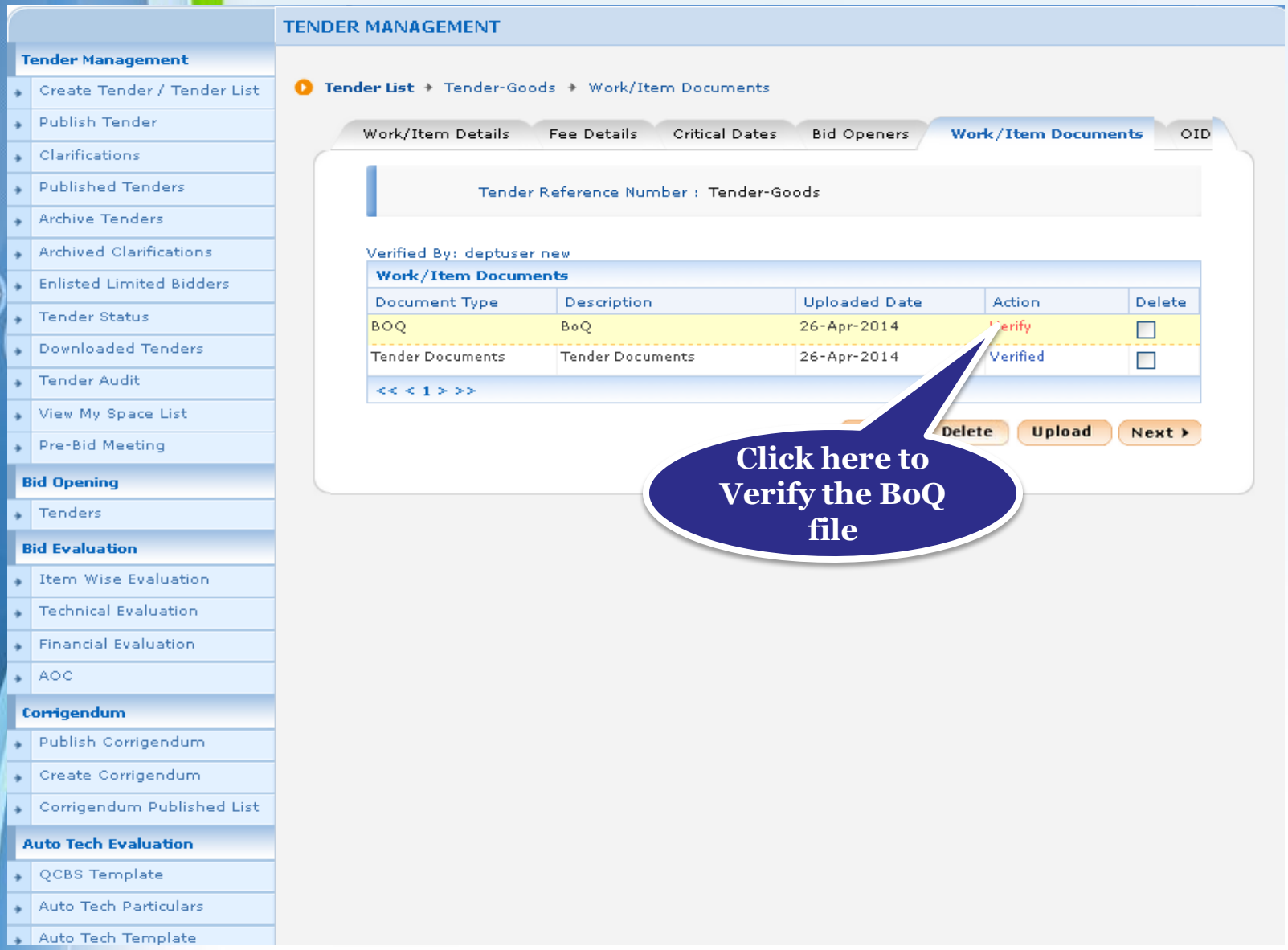
- **Click OK once the file is signed successfully**



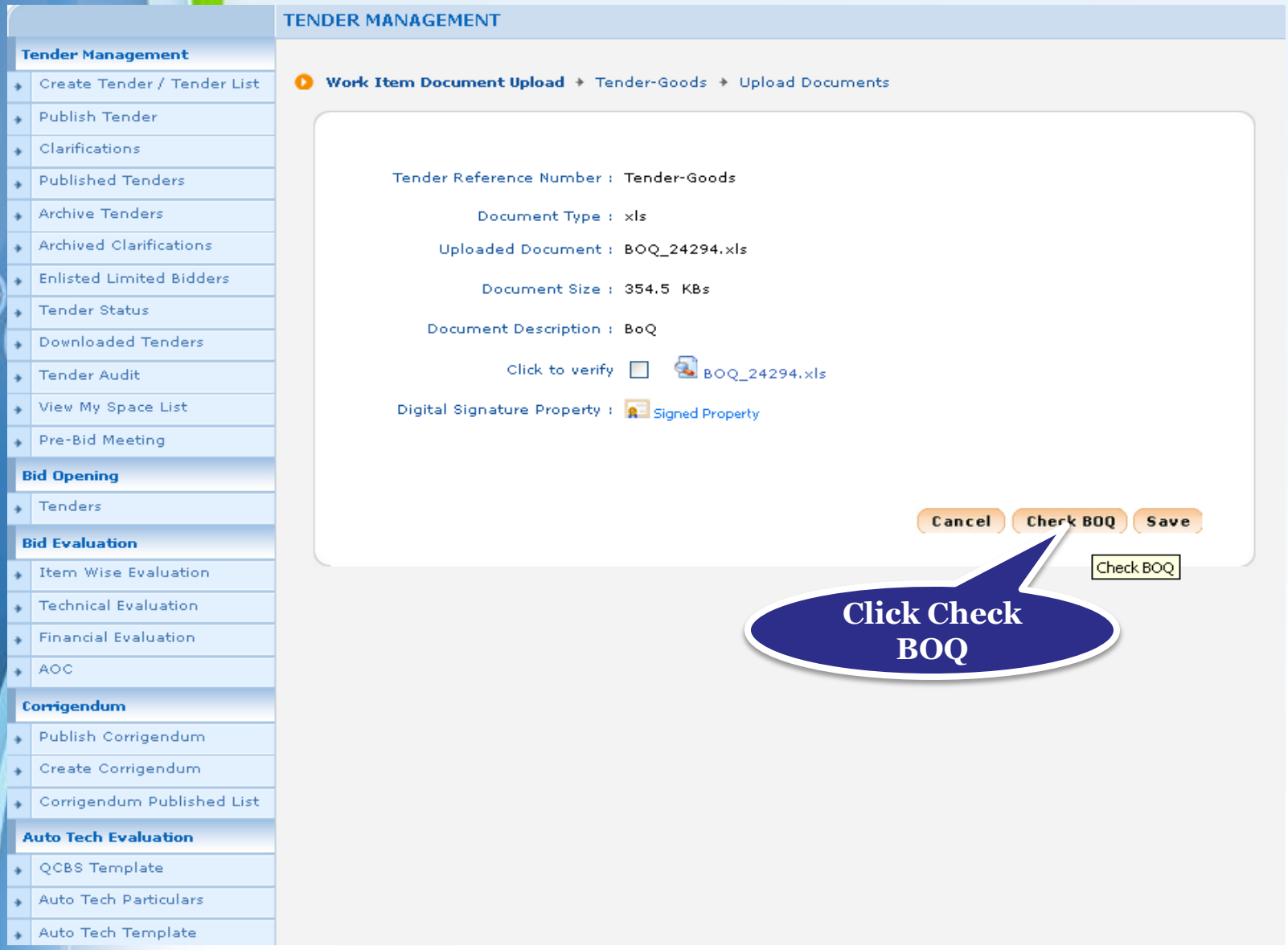
- **Click Save to save the uploaded BoQ file successfully**



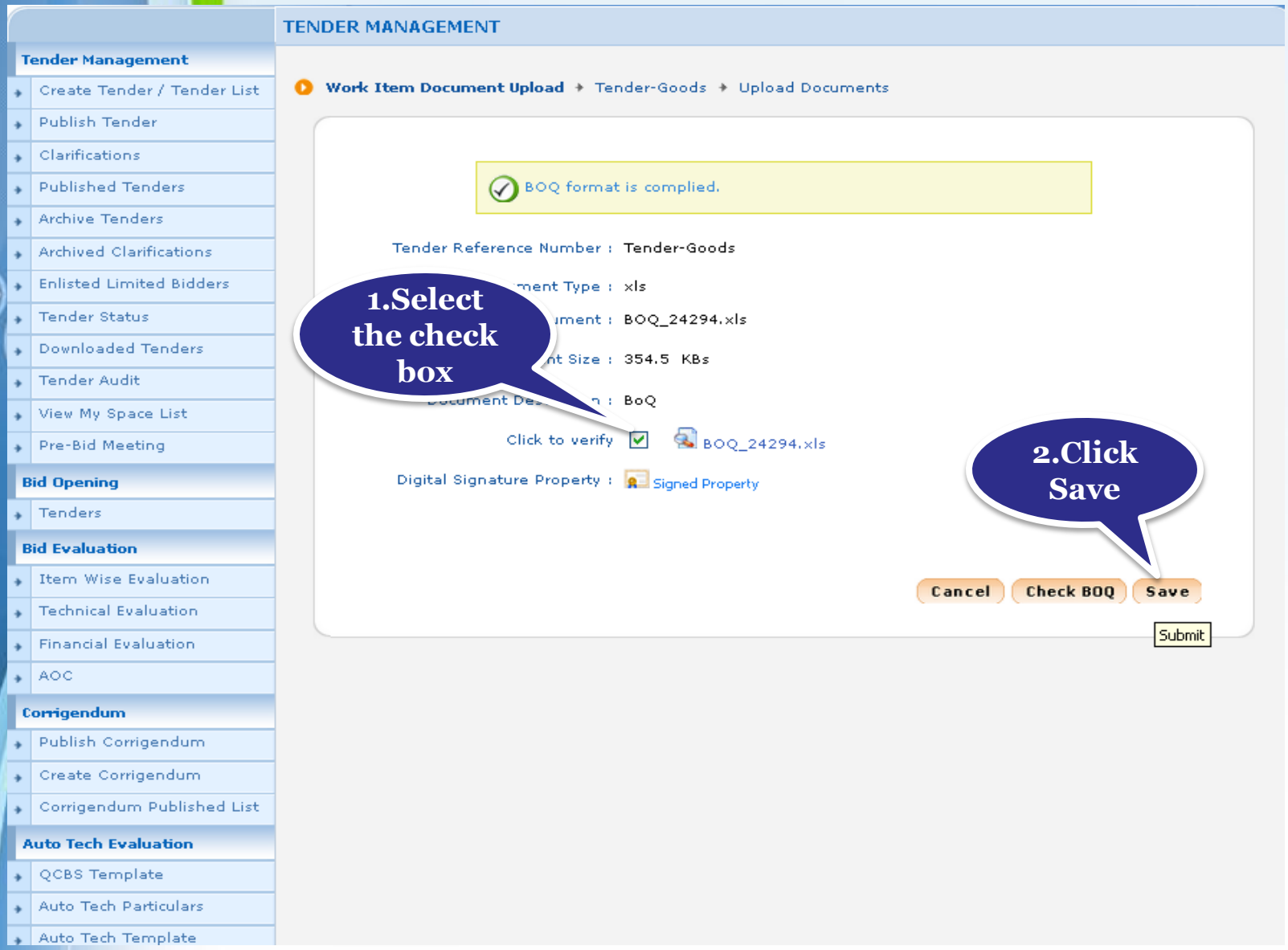
- **Click Verify to verify the BoQ file**



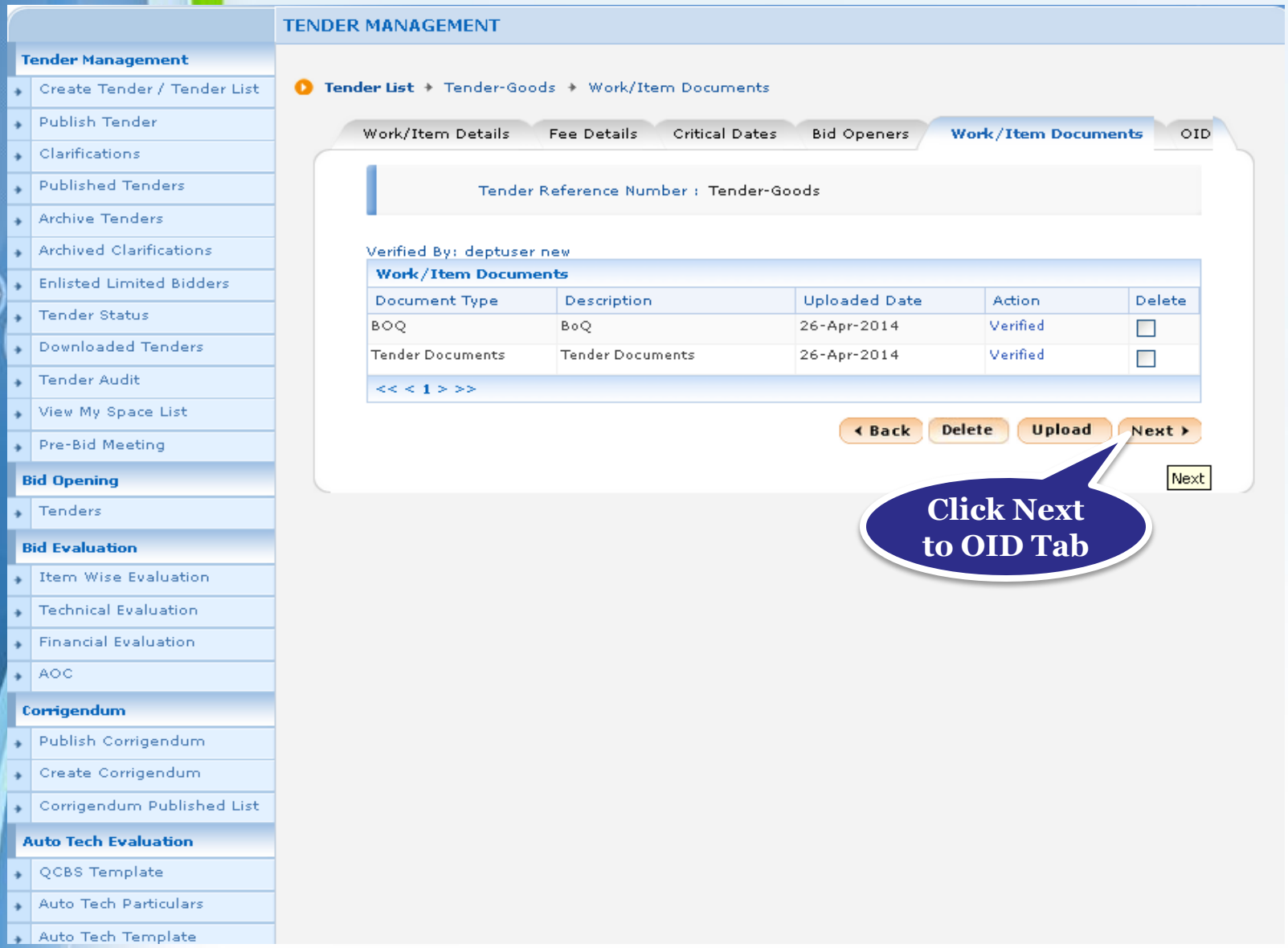
- **Click Check BOQ (this action checks if the BoQ is protected and its format gets complied)**



- Select the check box to verify
- Click Save to confirm the verification



- **Click Next to go to OID tab**



OID

- **Select the documents that you require from the bidders**

TENDER MANAGEMENT

Tender Management
- Create Tender / Tender List
- Publish Tender
- Clarifications
- Published Tenders
- Archive Tenders
- Archived Clarifications
- Enlisted Limited Bidders
- Tender Status
- Downloaded Tenders
- Tender Audit
- View My Space List
- Pre-Bid Meeting

Bid Opening
- Tenders

Bid Evaluation
- Item Wise Evaluation
- Technical Evaluation
- Financial Evaluation
- AOC

Corrigendum
- Publish Corrigendum
- Create Corrigendum
- Corrigendum Published List

Auto Tech Evaluation
- QCBS Template
- Auto Tech Particulars
- Auto Tech Template

Tender List → Tender-Goods → Other Important Document List

Work/Item Details | Fee Details | Critical Dates | Bid Openers | Work/Item Documents | **OID**

Organisation Chain : NIC/NICSI
Tender Reference Number : Tender-Goods
Tender Id : 2014_NIC_27598_1
Tender Title : Supply of 40 watts chok

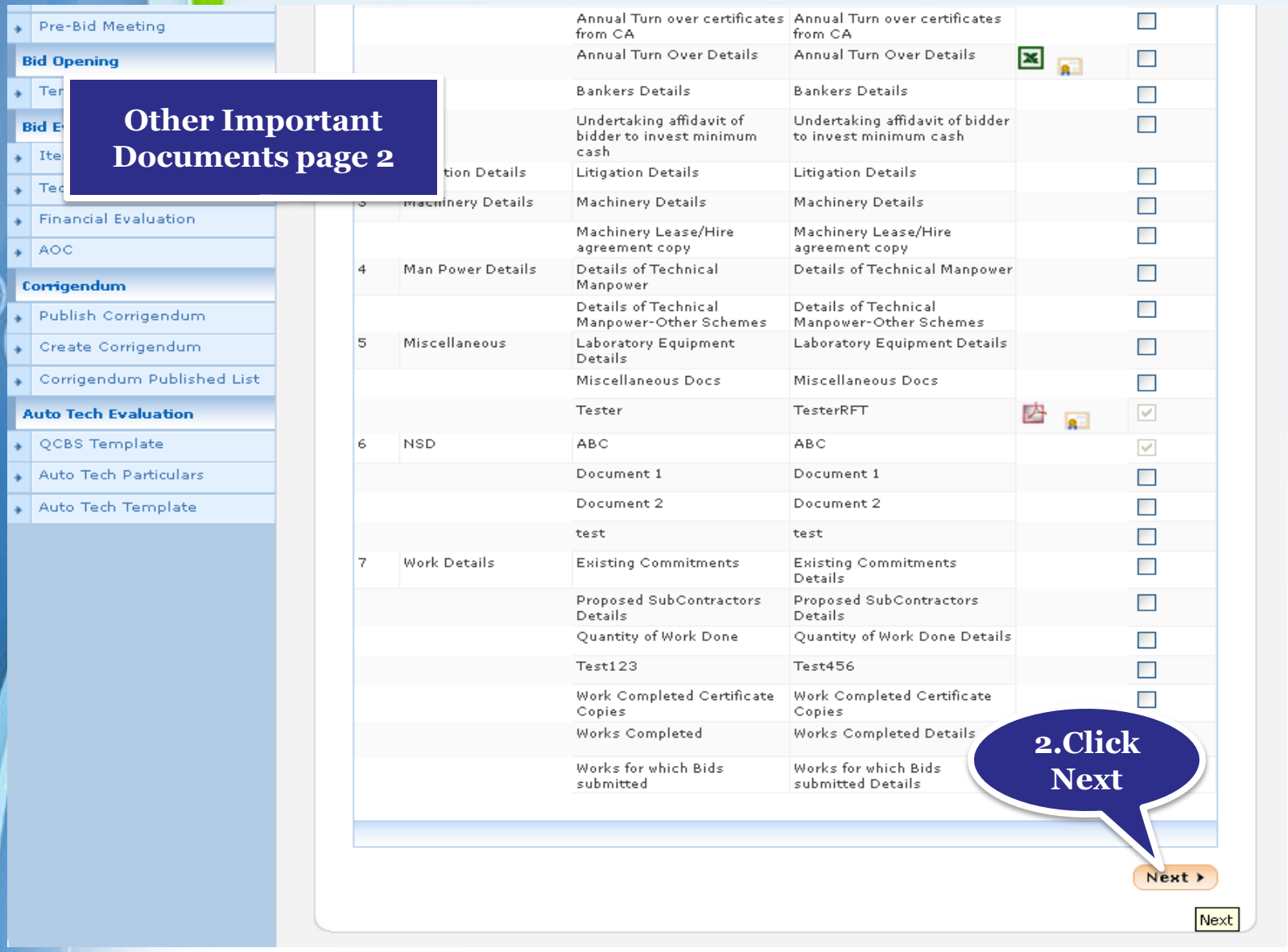
Other Important Documents page 1

Other Important Documents

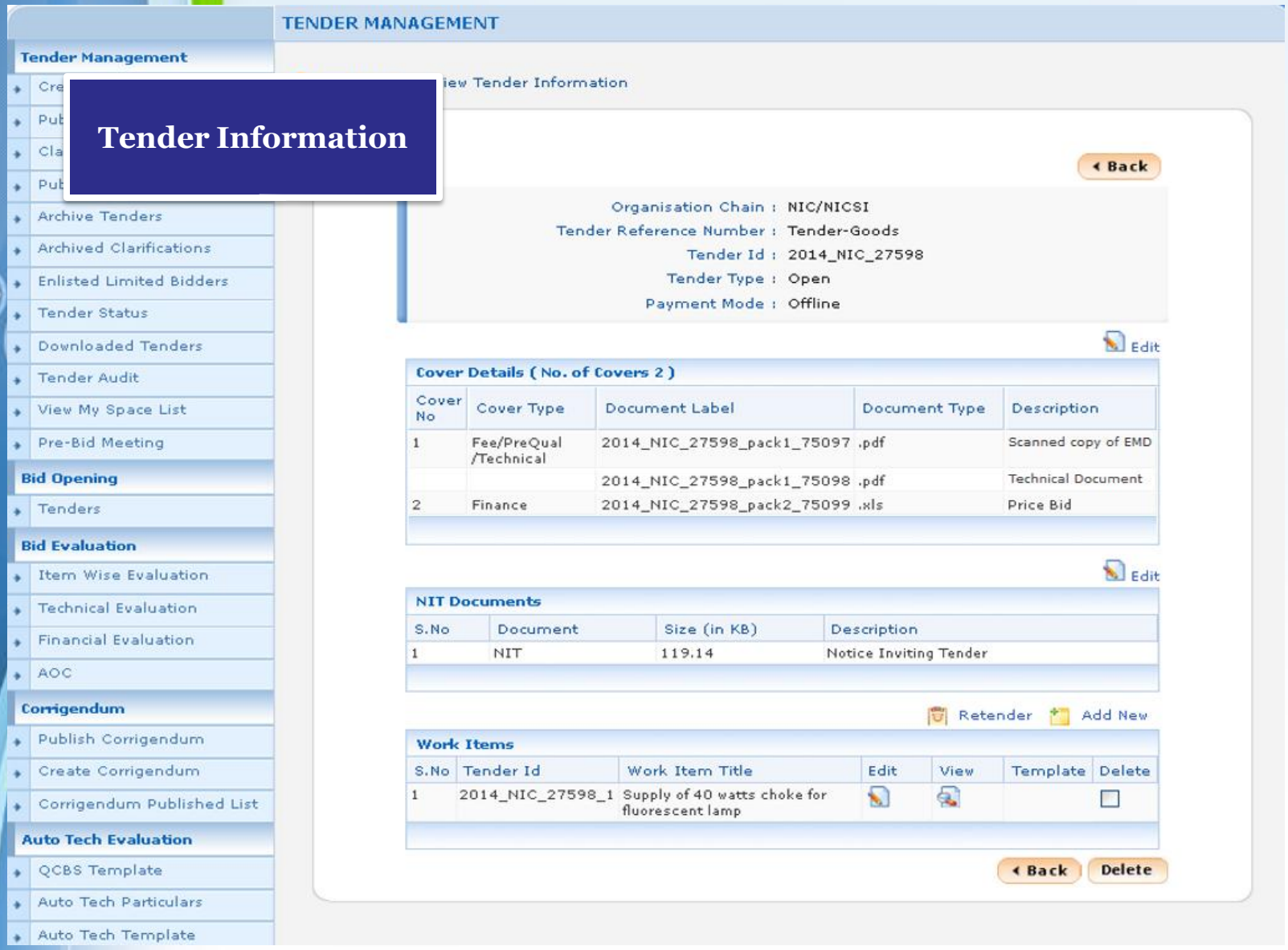
SNo	Category	Sub Category	Sub Category Description	Format/File	Select
1	Financial Detail	Access of Credit Facility issued by Bankers	Access of Credit Facility issued by Bankers		☑
		Annual Turn over certificates from CA	Annual Turn over certificates from CA		☐
		Annual Turn Over Details			☐
		Bankers Details			☐
		Undertaking affidavit of bidder to invest minimum cash			☐
2	Litigation Details	Litigation Details	Litigation Details		☐
3	Machinery Details	Machinery Details	Machinery Details		☐
		Machinery Lease/Hire agreement copy	Machinery Lease/Hire agreement copy		☐
4	Man Power Details	Details of Technical Manpower	Details of Technical Manpower		☐
		Details of Technical Manpower-Other Schemes	Details of Technical Manpower-Other Schemes		☐
5	Miscellaneous	Laboratory Equipment Details	Laboratory Equipment Details		☐
		Miscellaneous Docs	Miscellaneous Docs		☐
		Tester	TesterRFT		☑
6	NSD	ABC	ABC		☑
		Document 1	Document 1		☐
		Document 2	Document 2		☐

1.Click here to Select

- **Click Next to save the selections**



- **Tender is created and is ready for publishing**



End