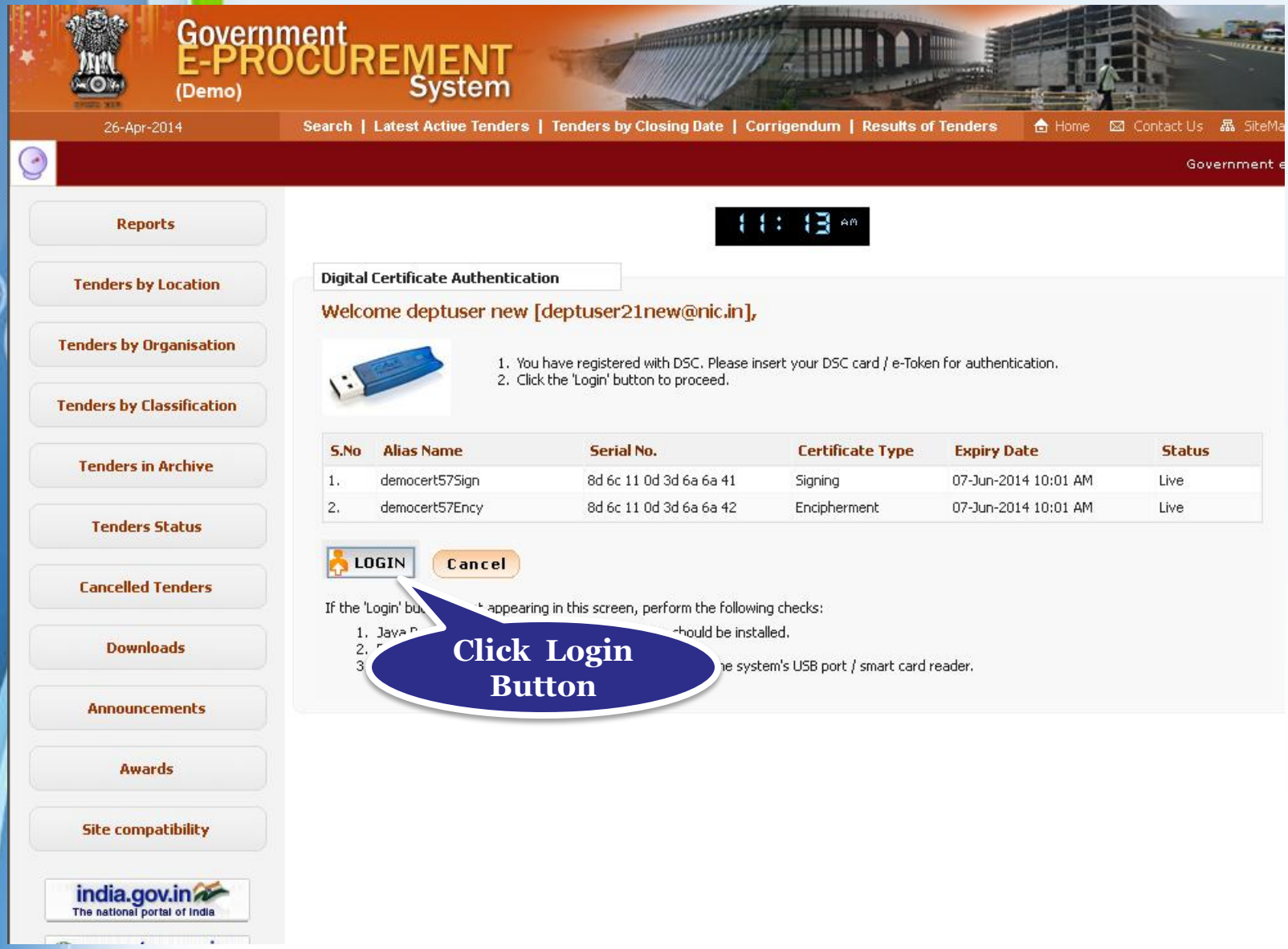
Government eProcurement System of National Informatics Centre

(GePNIC Version1.09.02)

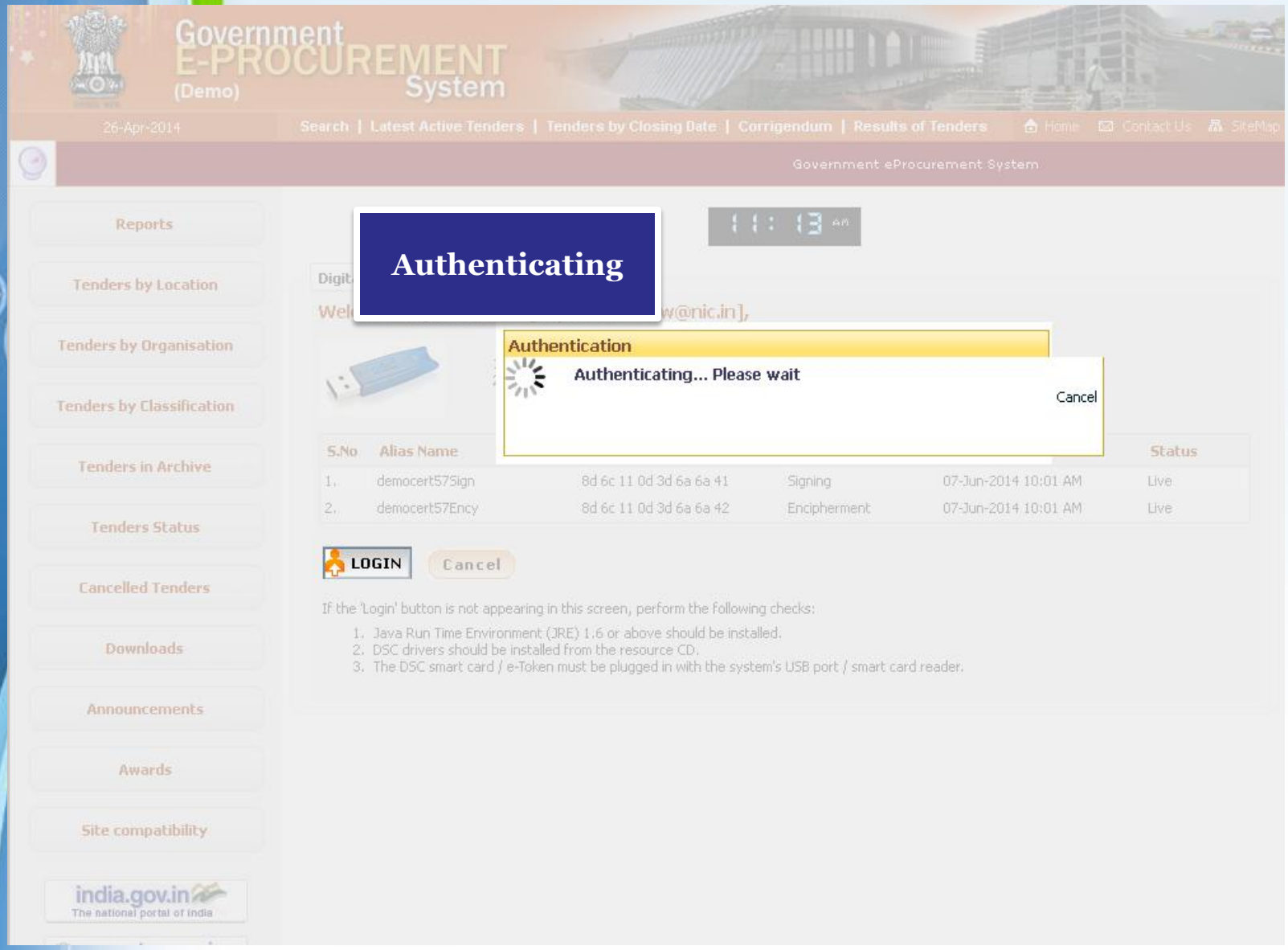
Financial Evaluation

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

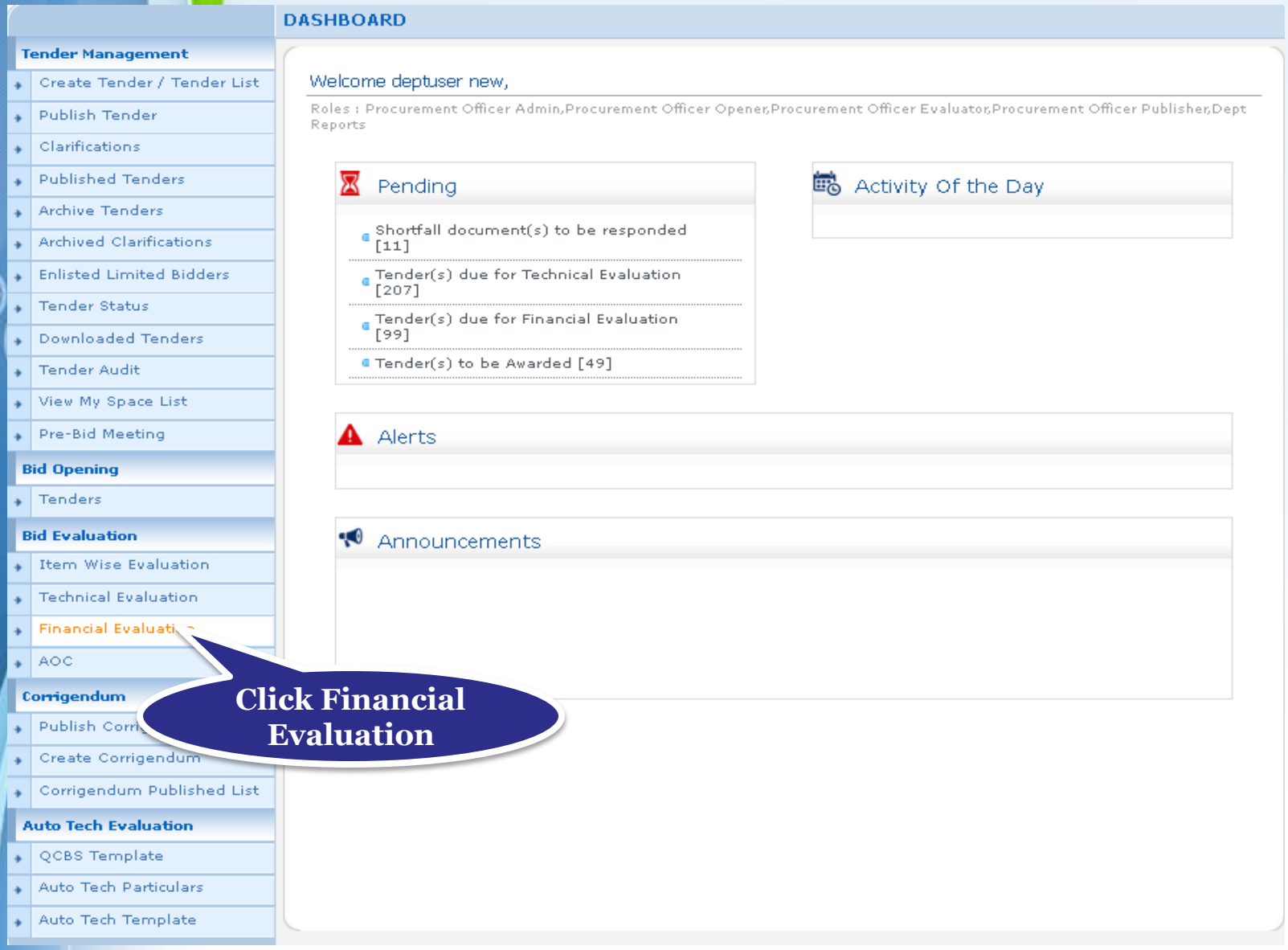
- **Click the Login Button**
- **Physically Insert the DSC token into the system and Click LOGIN**



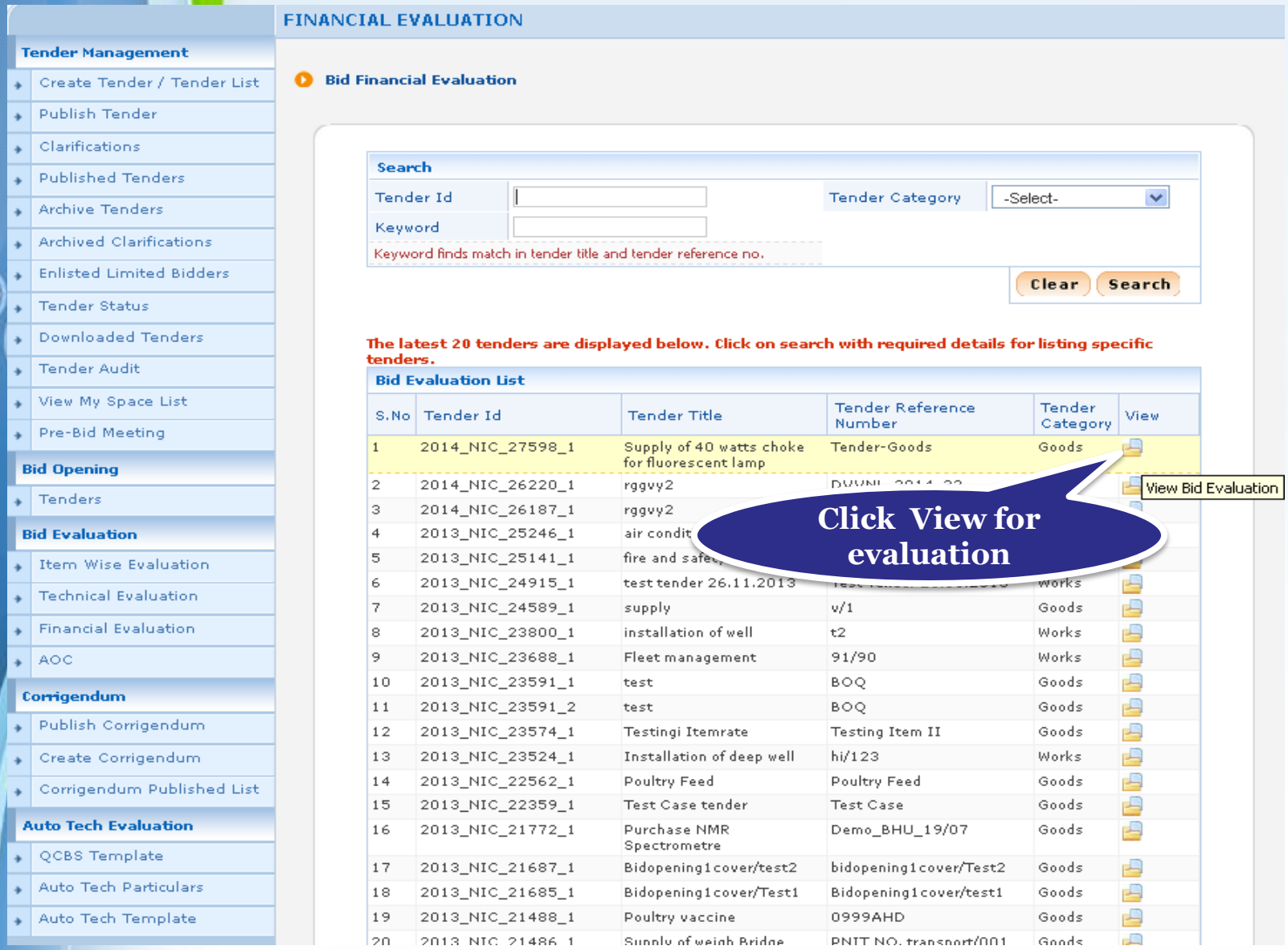
- **Enter DSC Password when prompted**



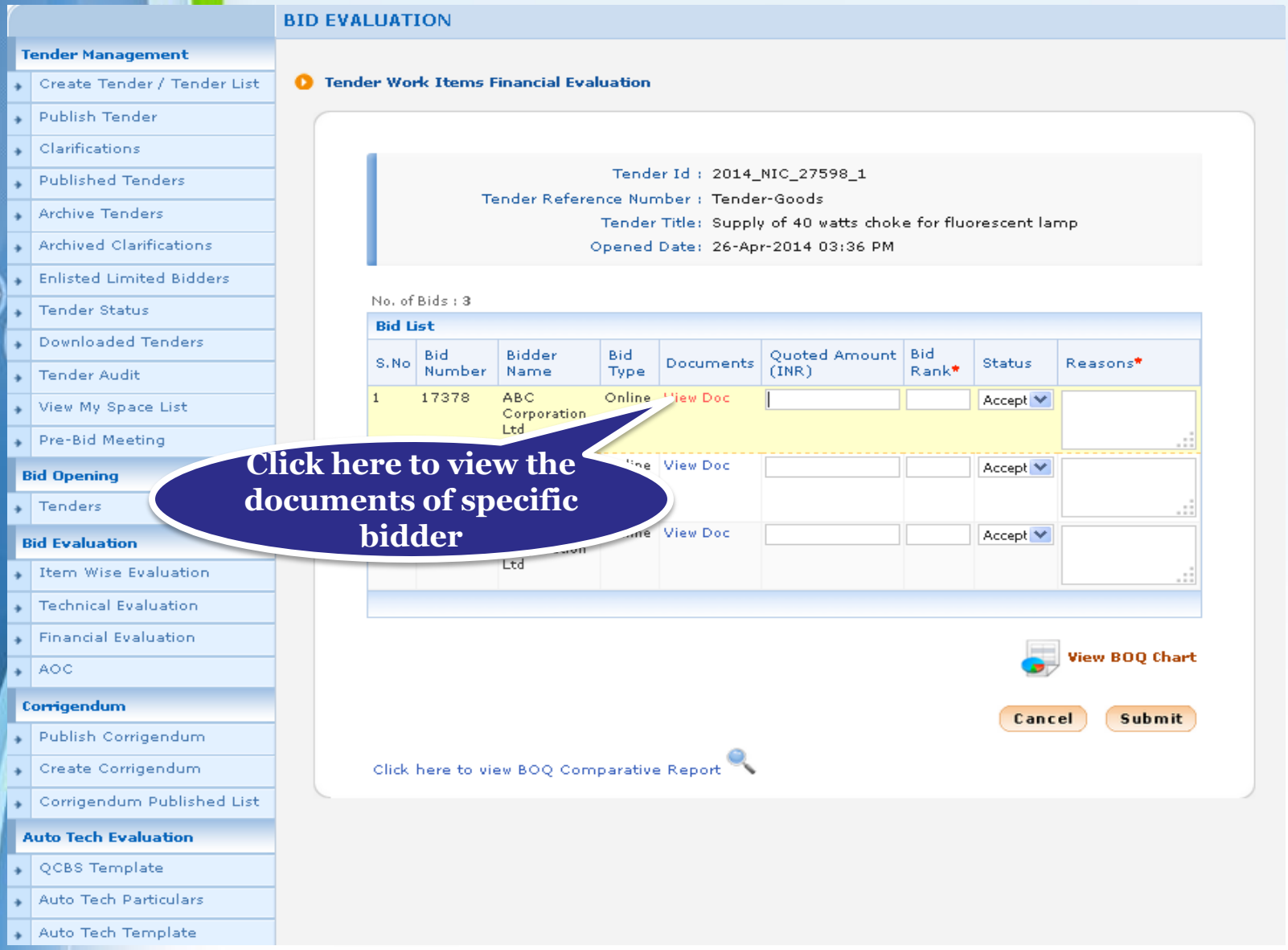
- **Select the 'Financial Evaluation' tab under Bid Evaluation from the left panel on the dashboard screen**



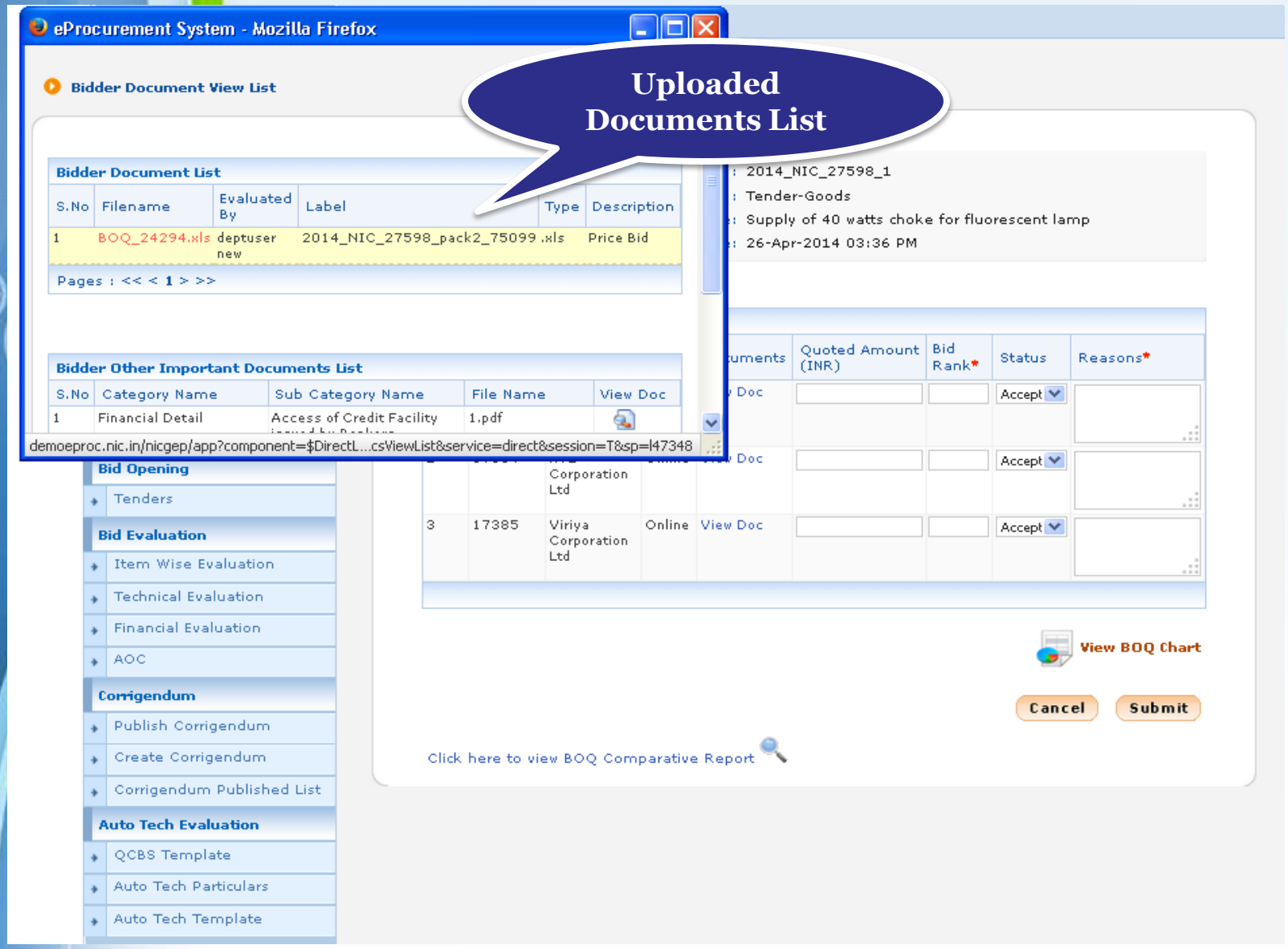
- **Click View to start evaluating the financial bids**



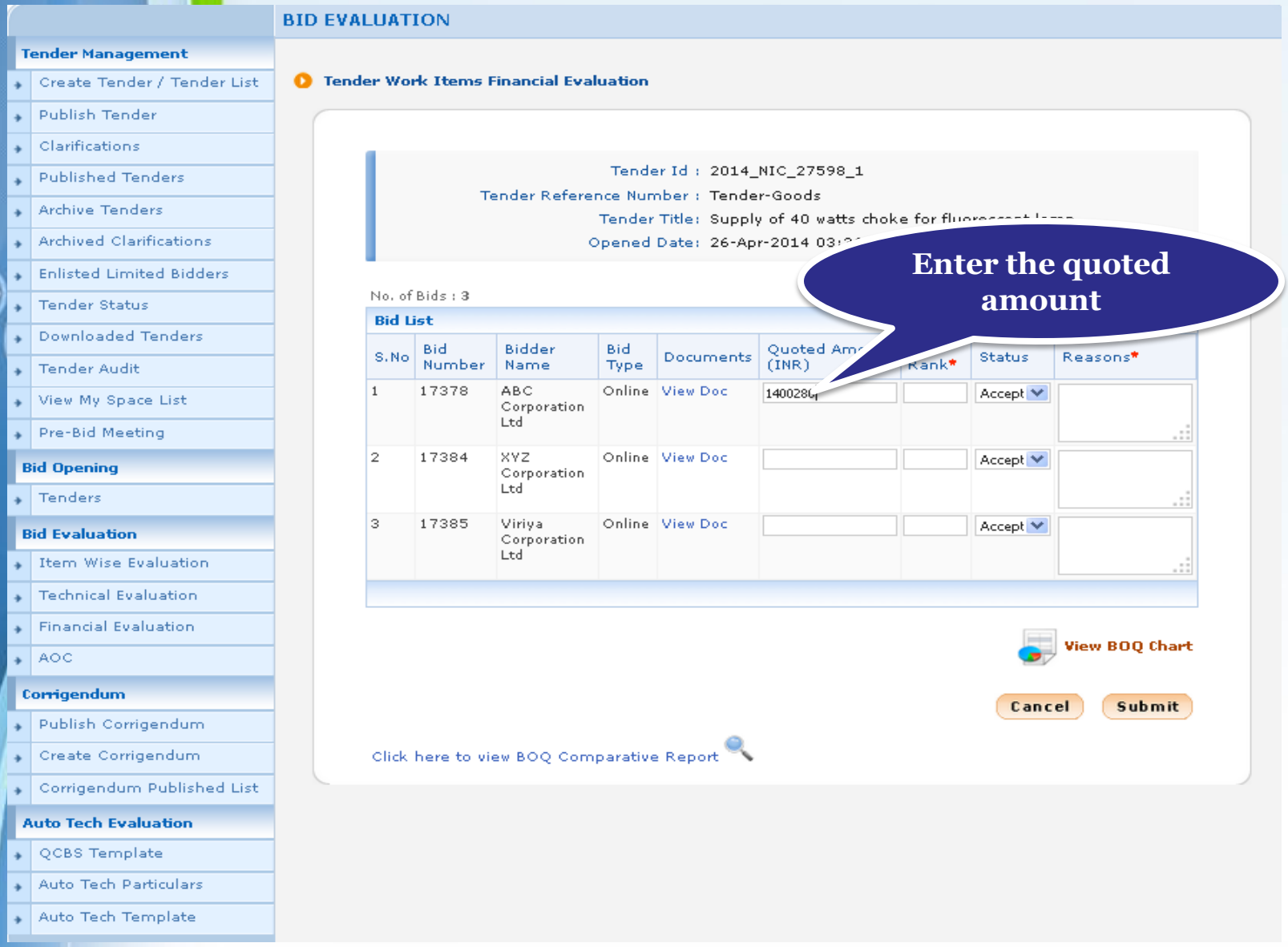
- Click View Doc to view the documents of a specific bidder
- Click View BOQ Chart to view the BOQ chart



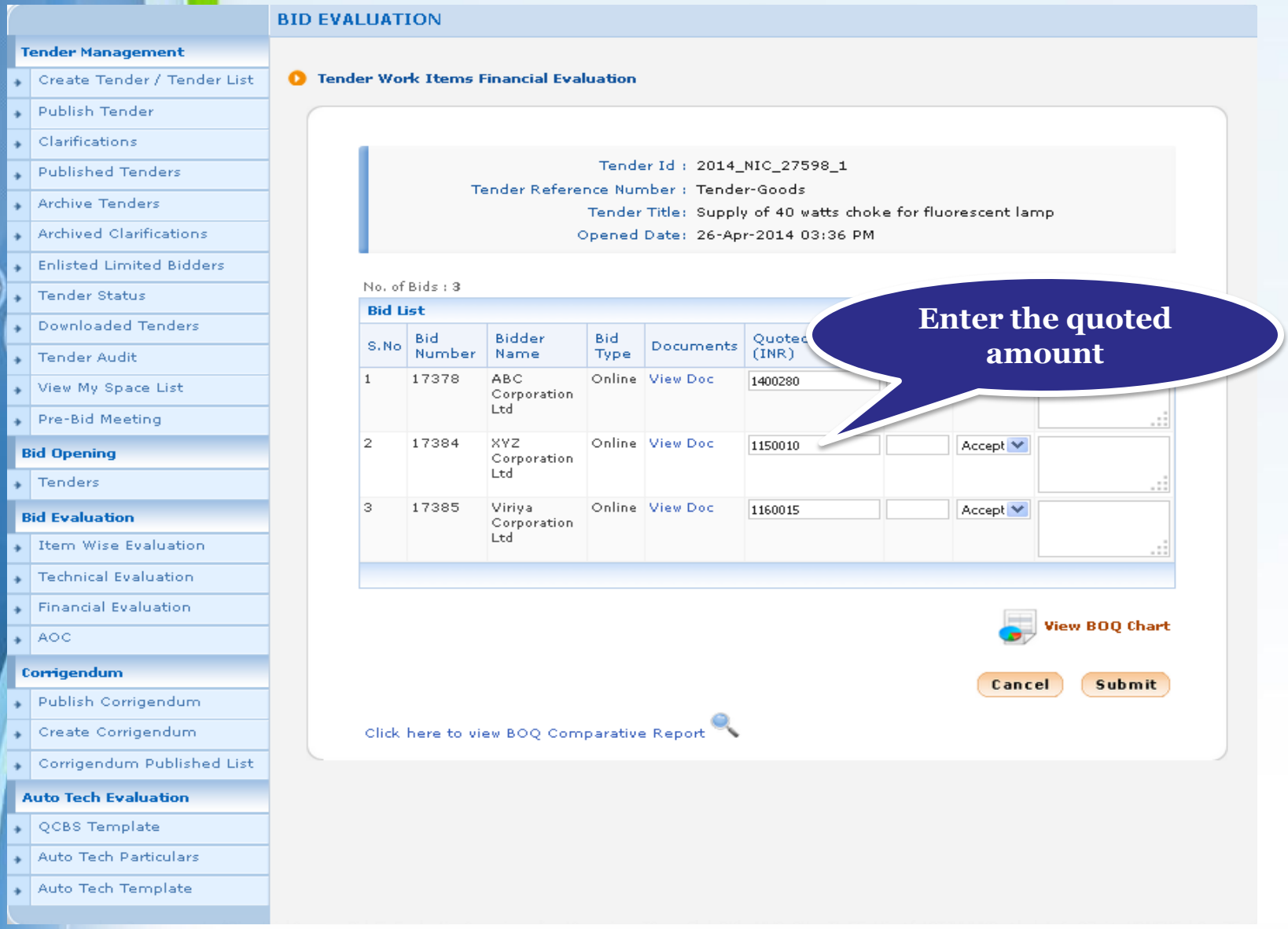
- **You will be able to view the documents uploaded by the bidder**



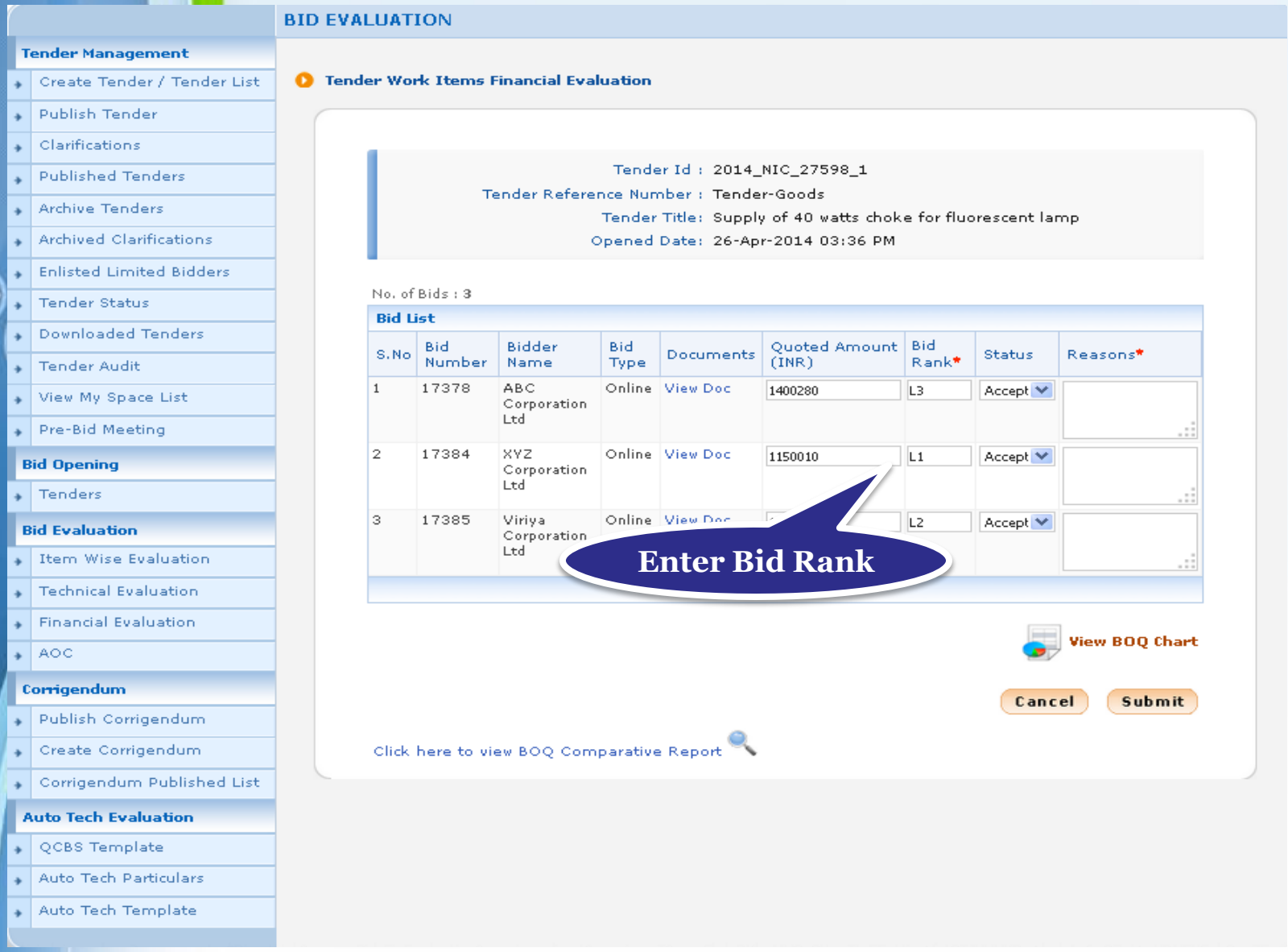
- **Enter quoted amount for the bidder**



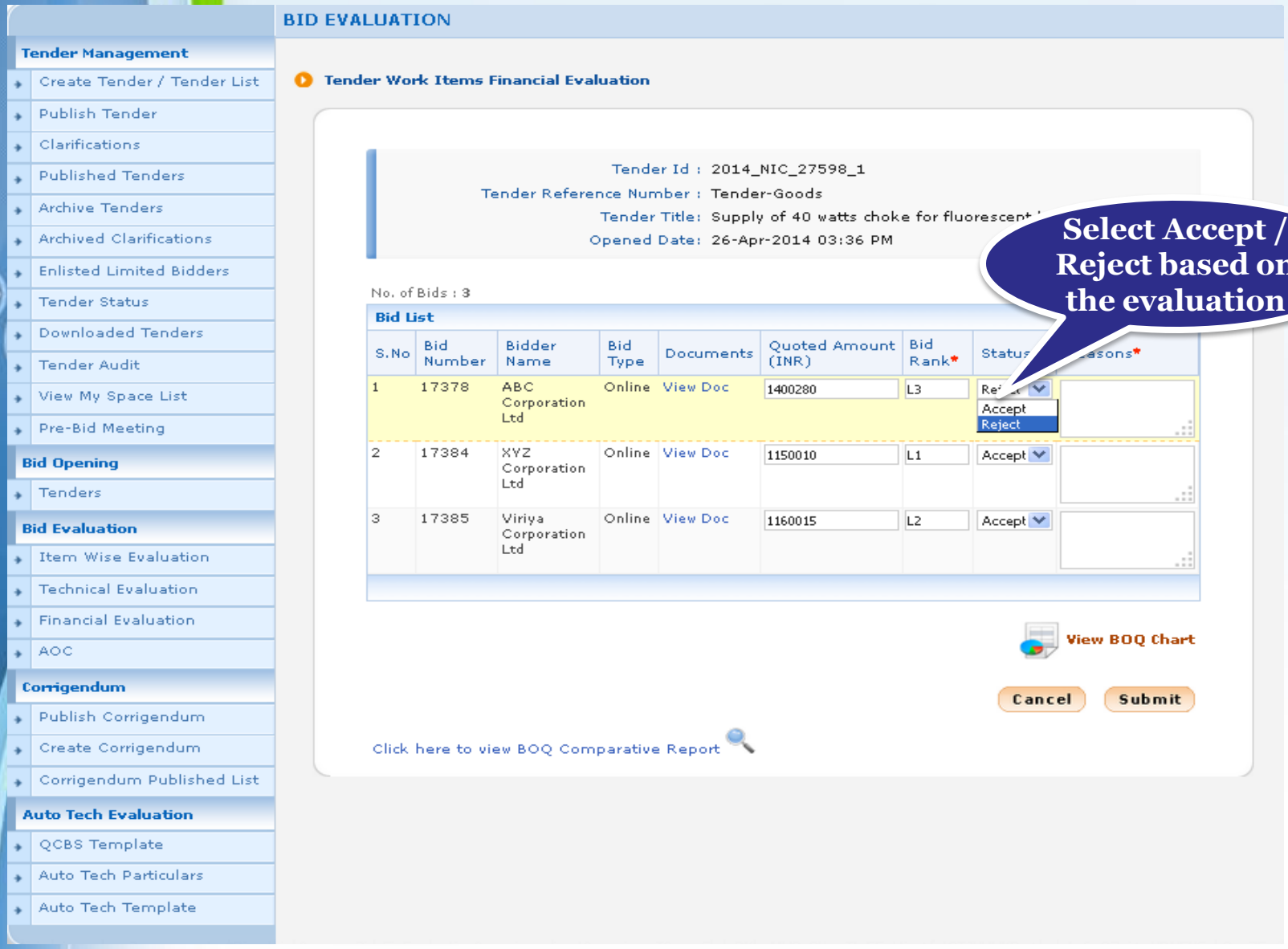
- **Similarly evaluate the price bids of other bidders and enter the quoted amount**



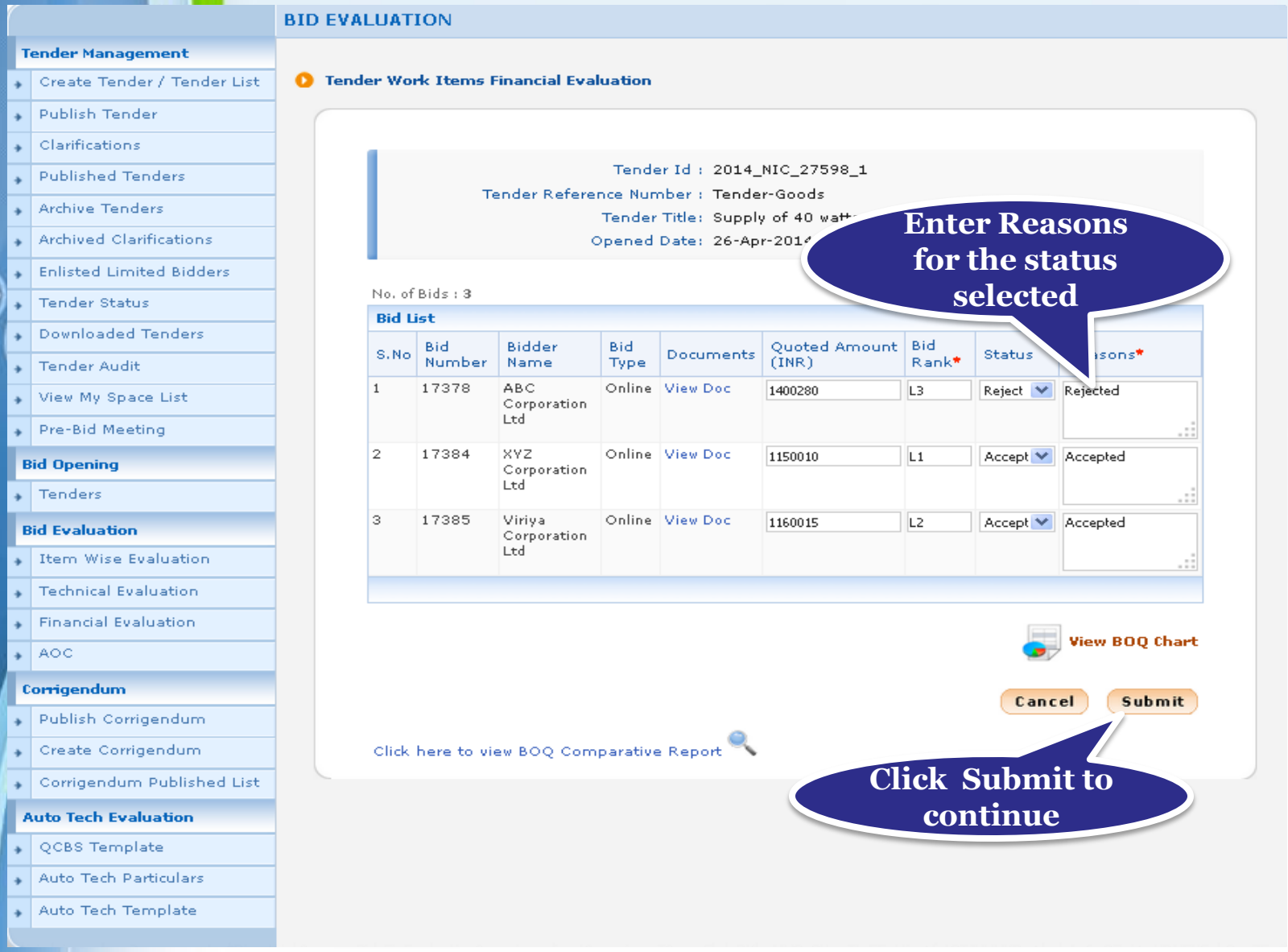
- **Enter ranks for the bids based on the evaluation**



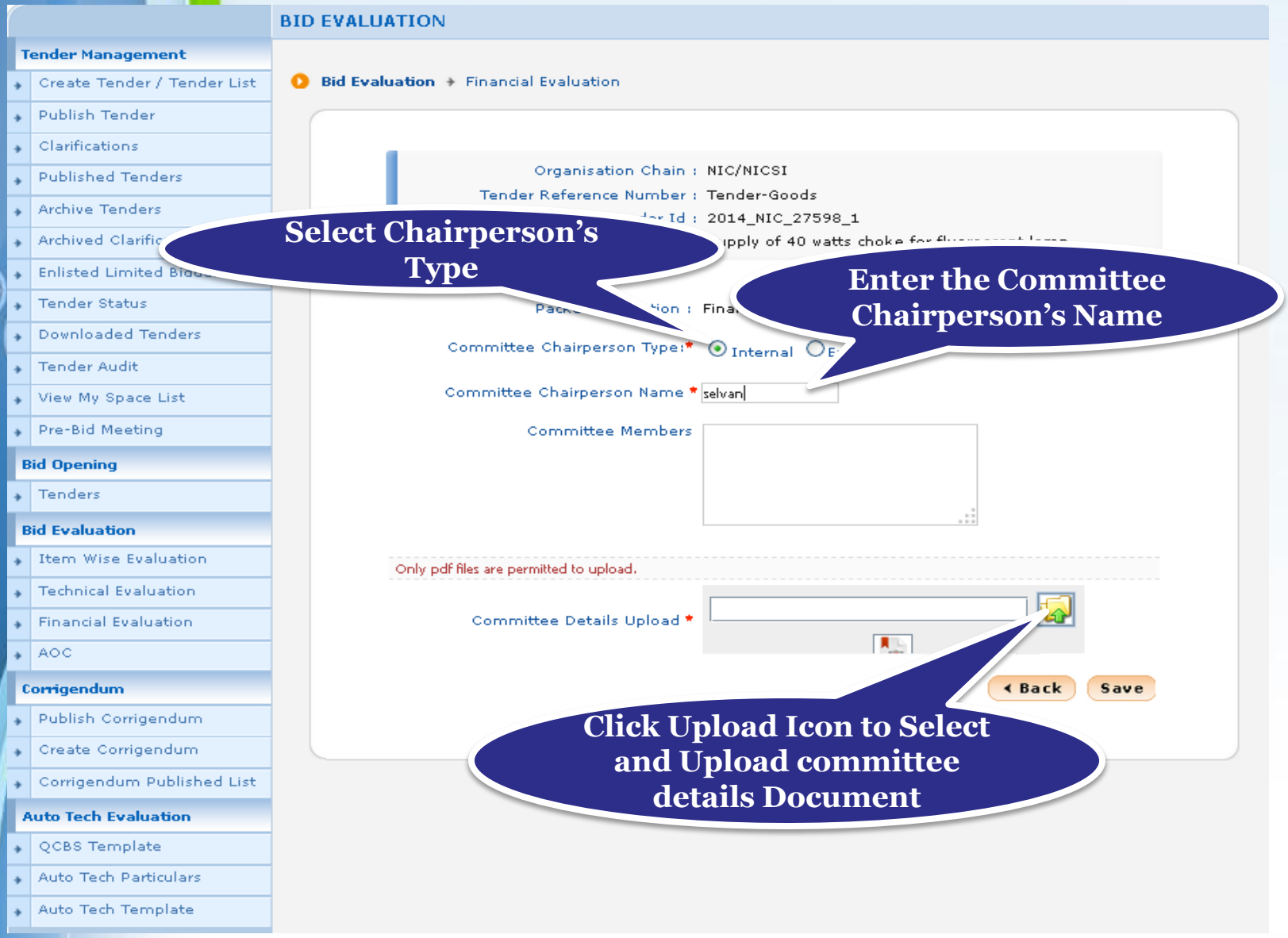
- **Select Accept / Reject to accept or reject the bids**



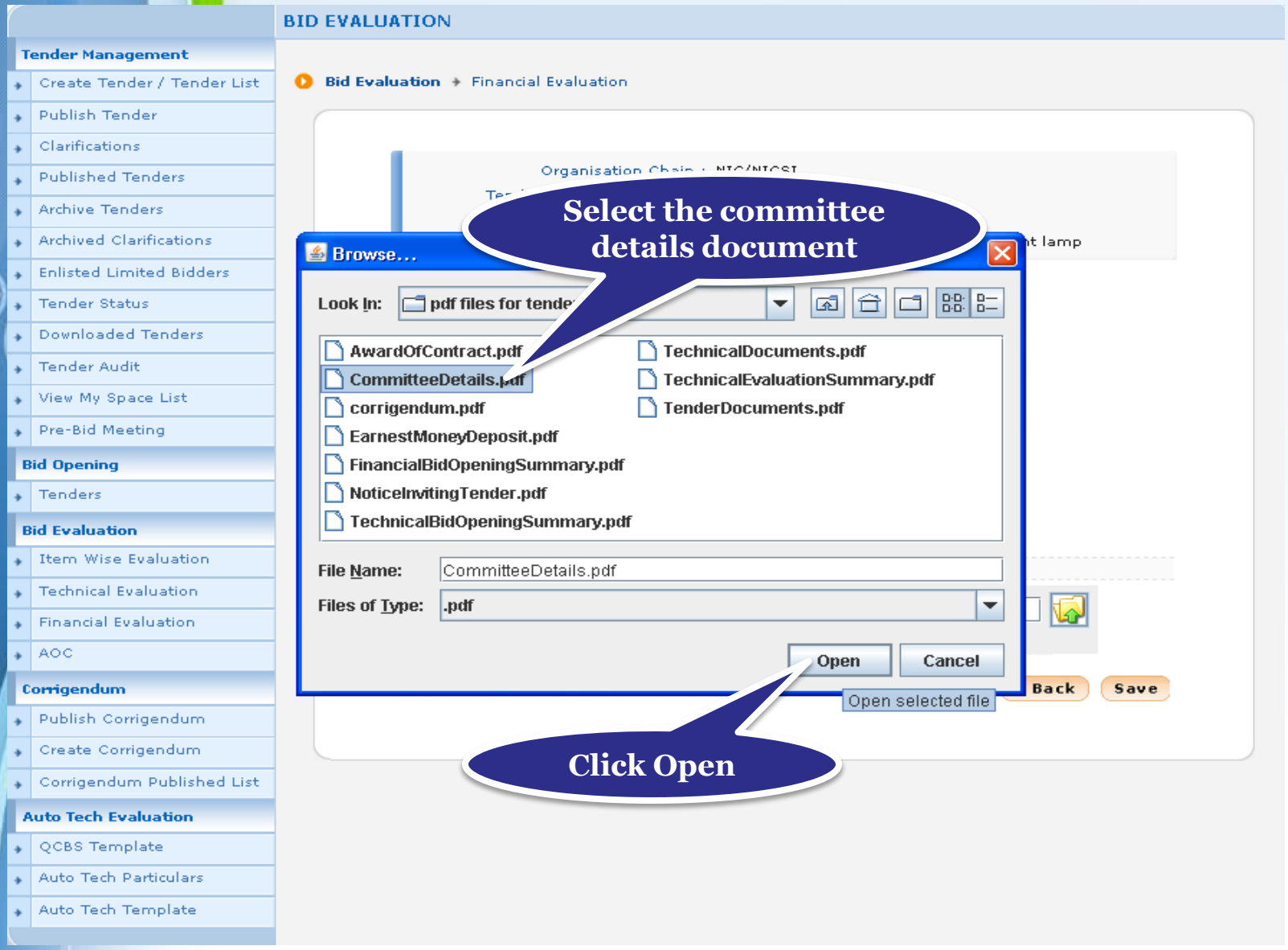
- **Enter reasons the status selected**
- **Click Submit to continue**



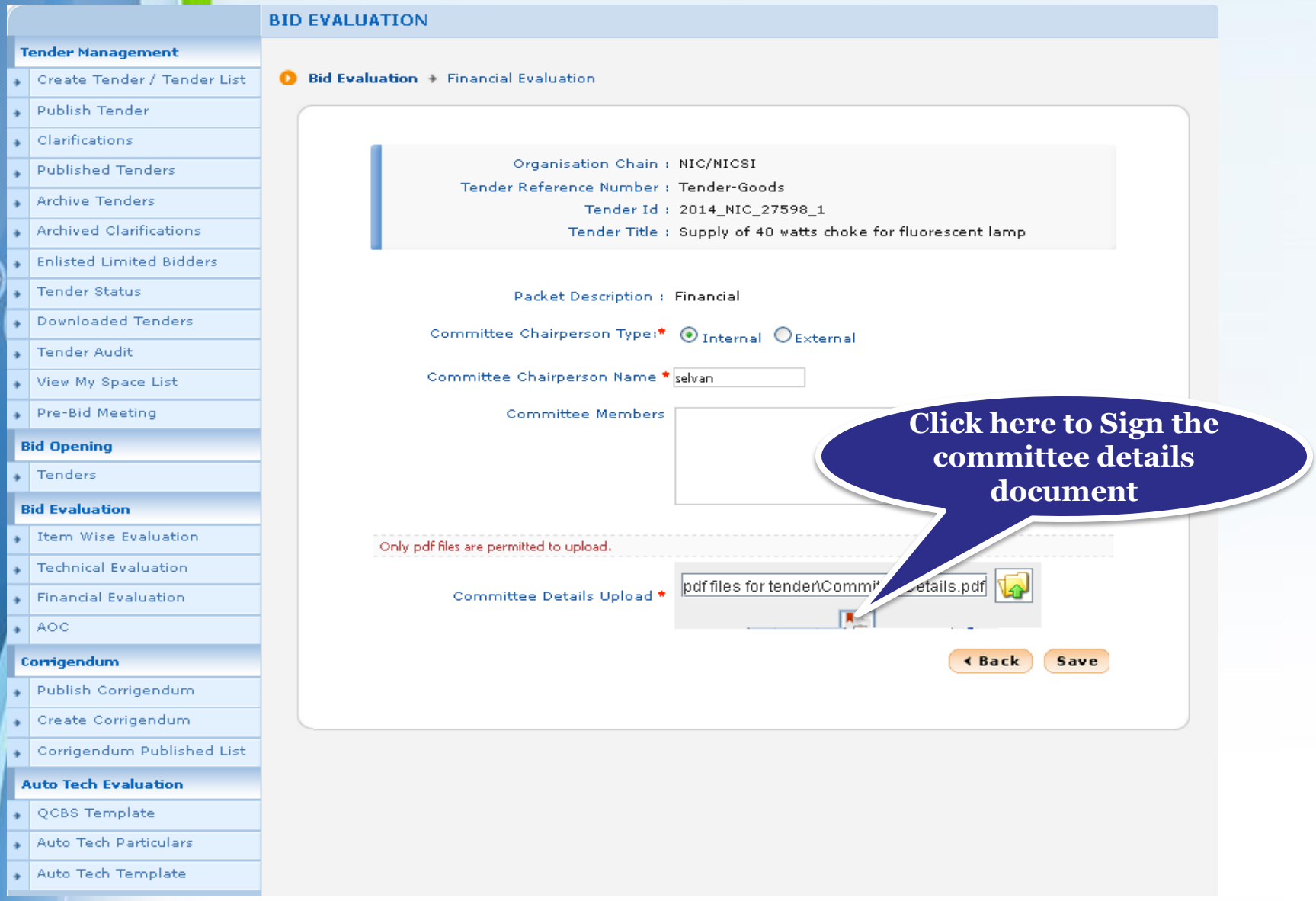
- **Give the details of the committee which performed the Financial Evaluation**



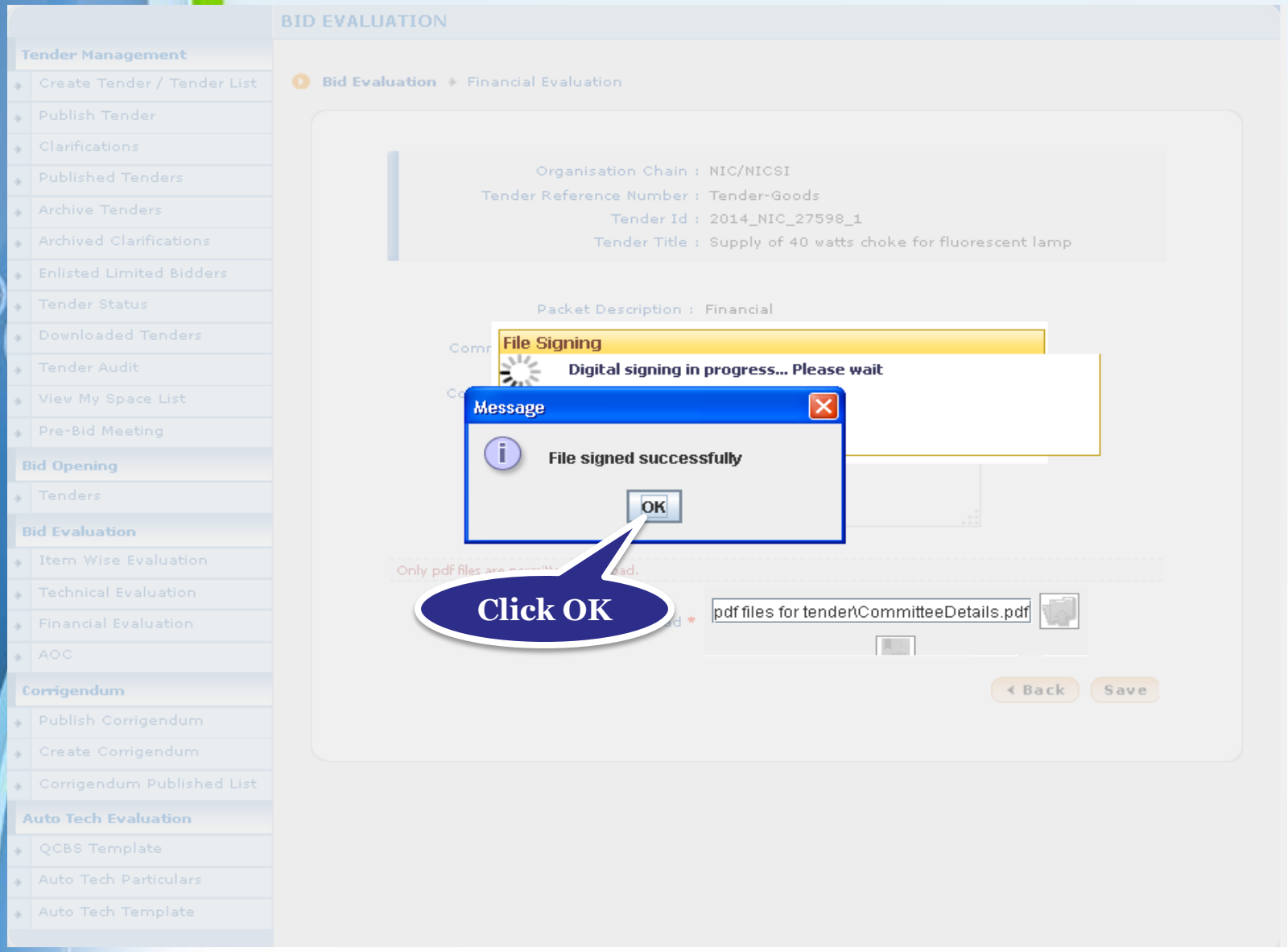
- **Select the document and click Open**



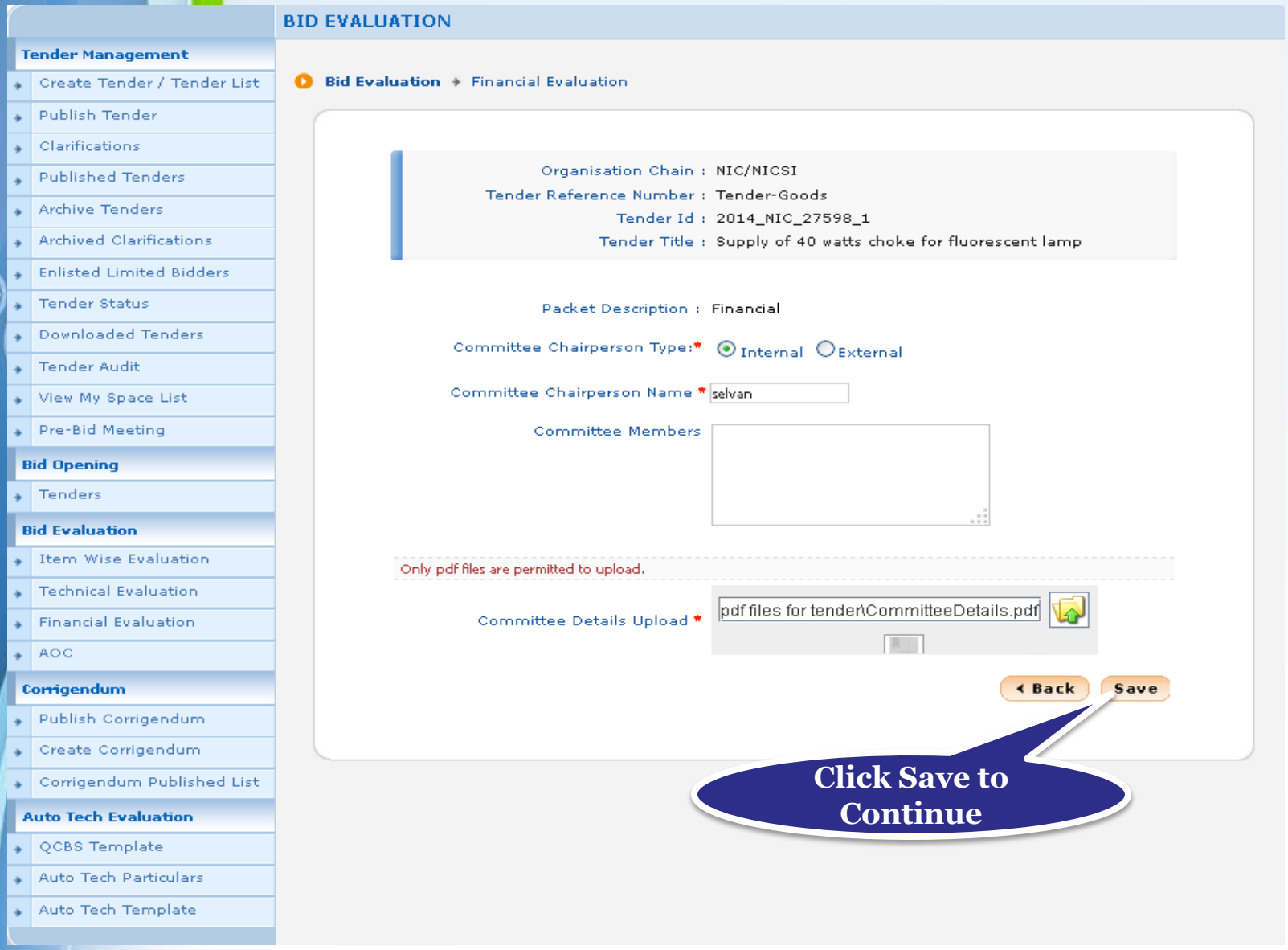
- **Digitally sign the uploaded document using DSC**



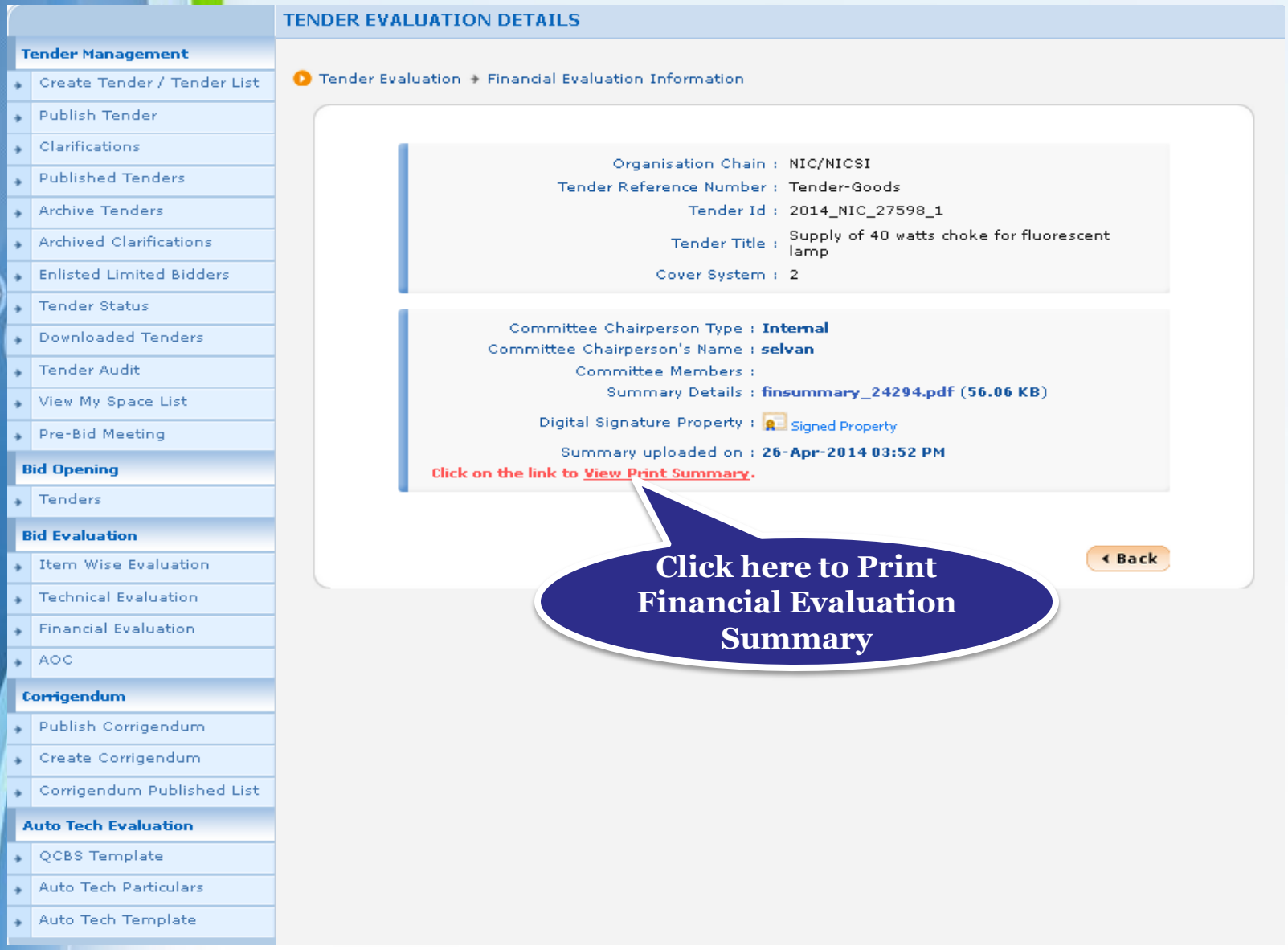
- **Click OK once the file is signed successfully**



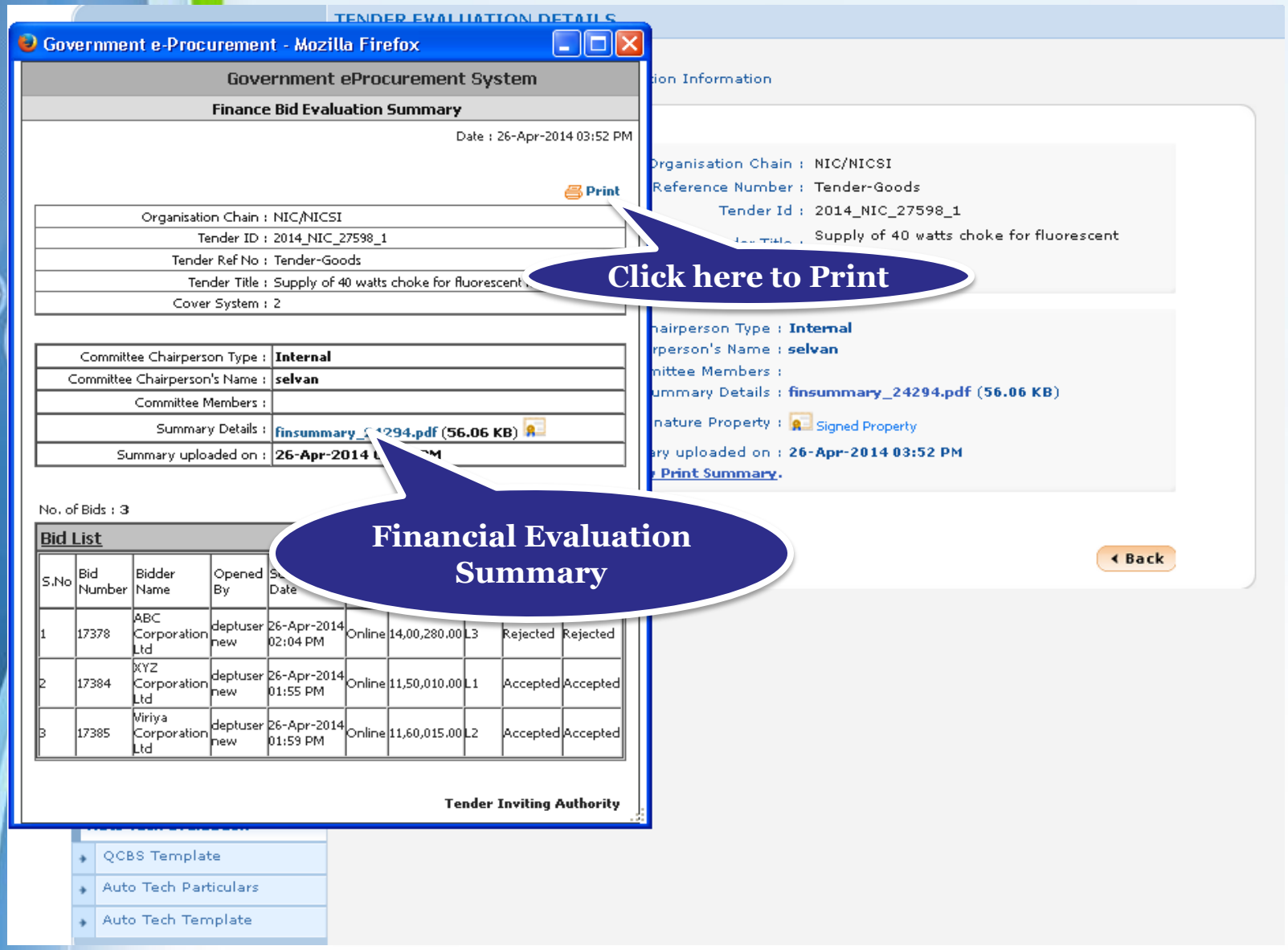
- **Click Save to Continue**



- **Click View Print Summary to view and Print Financial Evaluation Summary**



- **Financial Evaluation Summary is displayed**
- **Click Print to print the summary**



End of Financial Evaluation