

(E-Tendering)

BIDDER MANUAL



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2. User need to insert DSC into the system and click on PKI Login. Run the downloaded file.

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Fig– 2

3. Select your DSC from the list and click on OK to proceed.



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Fig – 3

4. Select the department whose tender User wish to participate in. Then, click on "Submit" tab.

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Fig – 4

5. This is the publishtender page. Upon logging in for the first time, the system defaults to this page. The My Documents section is where bidder will upload the required qualifying documents for the specific tender.

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Fig - 5

6. Click on "New" Tab, and then browse to the required file. Click on "Upload" to store that file in My Documents.

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Fig - 6

7. From the published tender's page, click on the action button next to the tender and select the "Mark as Interested" option.



Reverse Auctions + Dashboerit p# Change Department A My Profile & Logout EForward Auctions -My Docse A Welcome: Sergent Kumar Jh Intenders --Seath 0 **Published Tenders** NATIONAL HIGHWAYS AUTHORITY OF INDIA Tender Cove unterit Cost (#) Tender Type er Number Ettle. ed Date Closing Date ng Date 3Op



8. Confirm your interest in the tender by clicking on "OK" tab.

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Fig - 8

9. Final confirmation message will appear, bidder Again, click on "OK".

Bhagyanagar Gas Ltd. Bidder MANUAL									
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10. Click on "Request Tender" option to proceed.

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11. Bidder has to pay the Form Fee and Tender Processing Fee (TPF) before proceeding for bid submission.



Bhagyanagar Gas Ltd. BIDDER MANUAL

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Fig -11

12. After completing the payments, proceed for bid submission.

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Fig -12

13. Click on "Pay EMD" tab for doing payment for Tender EMD fee.Bidder has to fill all necessary details as shown in below screen and then click on "Submit" tab to proceed.

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	Bid Submis	sion	
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Description :	NAME OF WORK		

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Bidder Depart	ment Name: Sanjant K	umar Jha	Bidder Login ID: SA	NTESTI	
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14. You are required to pay the EMD & upload the required bid and qualifying documents. Select the payment mode.

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Fig -14

15. On successful payment, the following message is shown.

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16. Now, bidder has to upload the technical as well as price bid in the form of excel sheets. To do this, click on the Download action button next to the file name, edit in your details and then upload the same file here.

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Fig - 16

17. Do NOT modify the file name, or any contents of the excel file, as doing so will result in the system rejecting the file. Browse same file and then click on "submit" tab for final submission of Bid documents.

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Fig - 17

18. Similarly, attach the qualifying documents by selecting them from the My Documents library. After attaching all your documents here, click on "Submit Bid" tab.

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Fig - 18

19. Accept the T&C checkbox and click on "Final Submit Bid" to complete the process.



Fig – 19

20. After final submission of bid, one notification message will reflect "Tender Form is Submitted Successfully"

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Fig – 20