



Bhagyanagar Gas Ltd.

(E-Tendering)

BIDDER MANUAL



BIDDER MANUAL

1. Visit the URL- <https://petroleum.euniwizarde.com/>. Enter the User ID, Password, Captcha and click on “Submit”.



Fig – 1

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



Fig– 2

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



BIDDER MANUAL

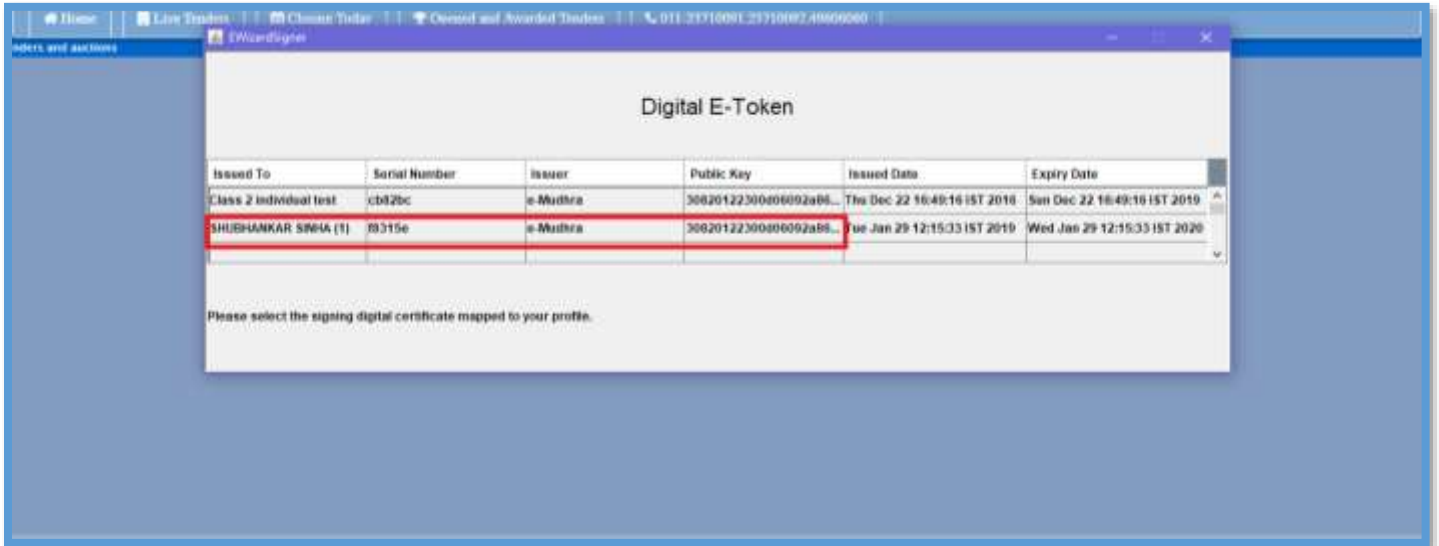


Fig – 3

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

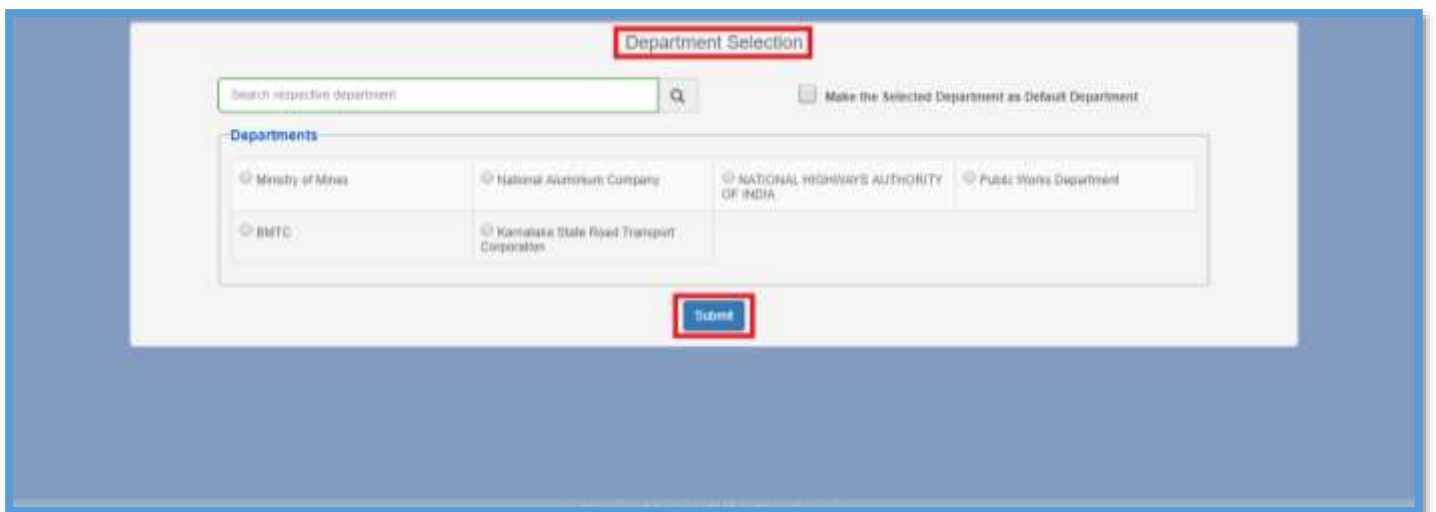


Fig – 4

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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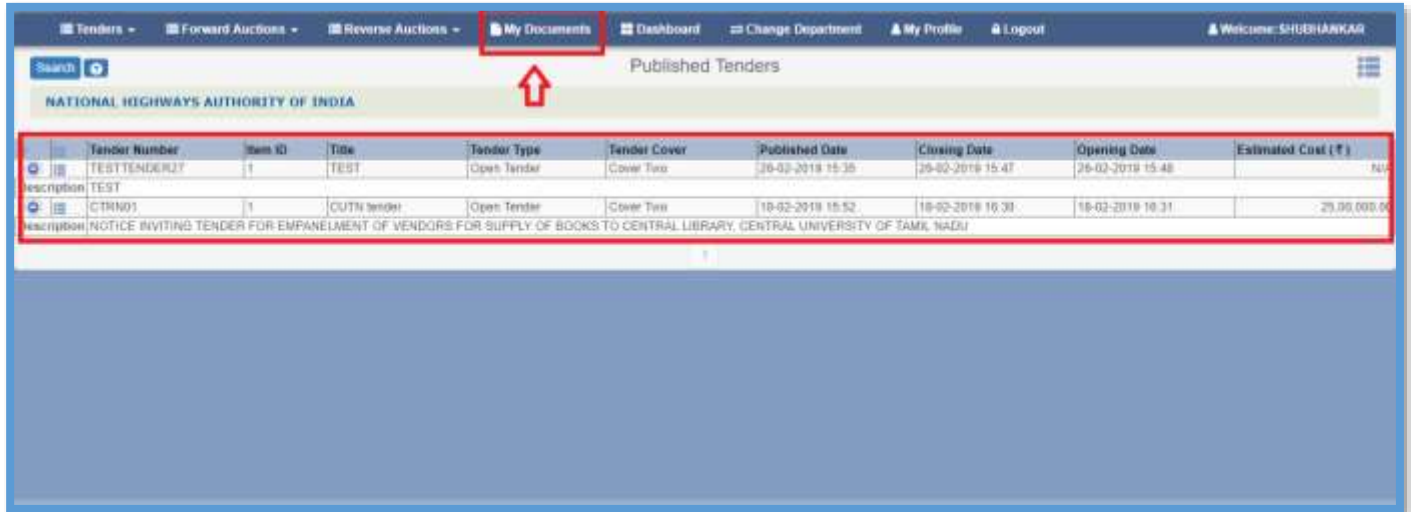


Fig - 5

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

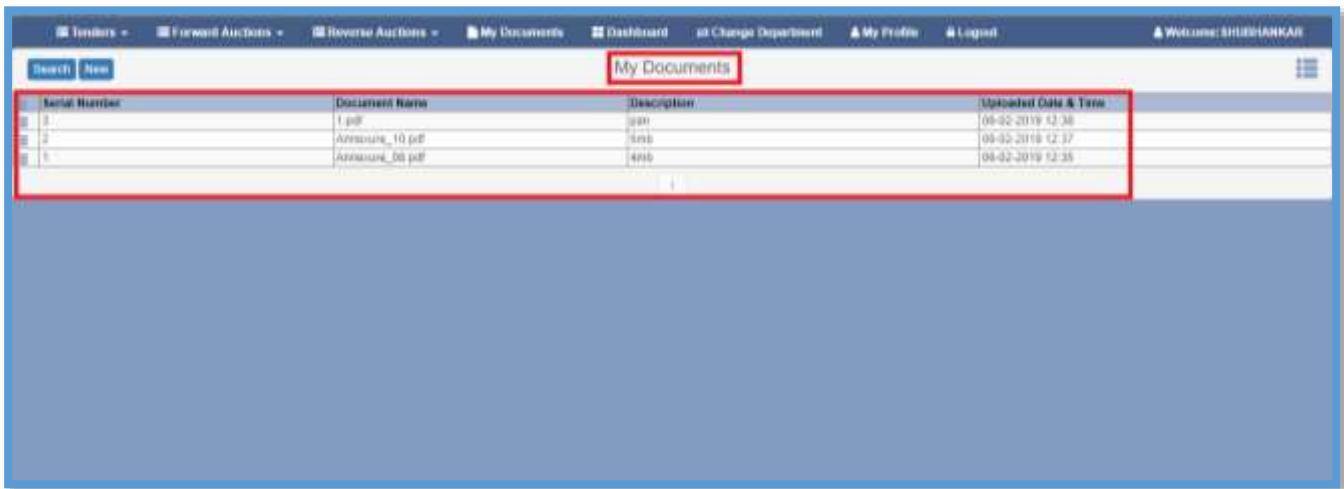


Fig - 6

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



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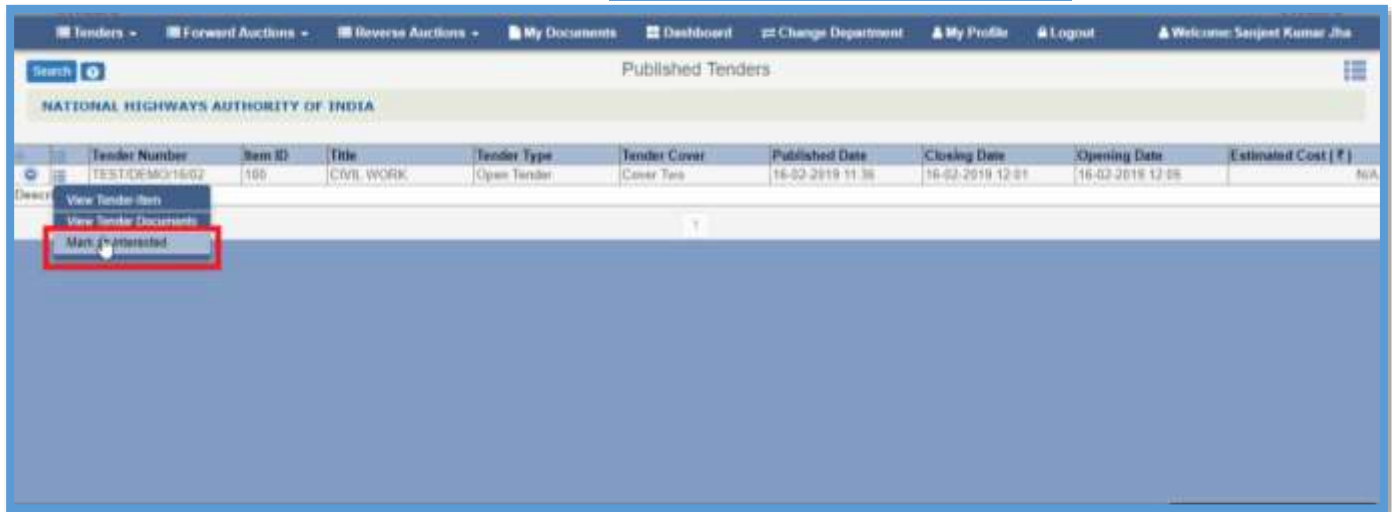


Fig- 7

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

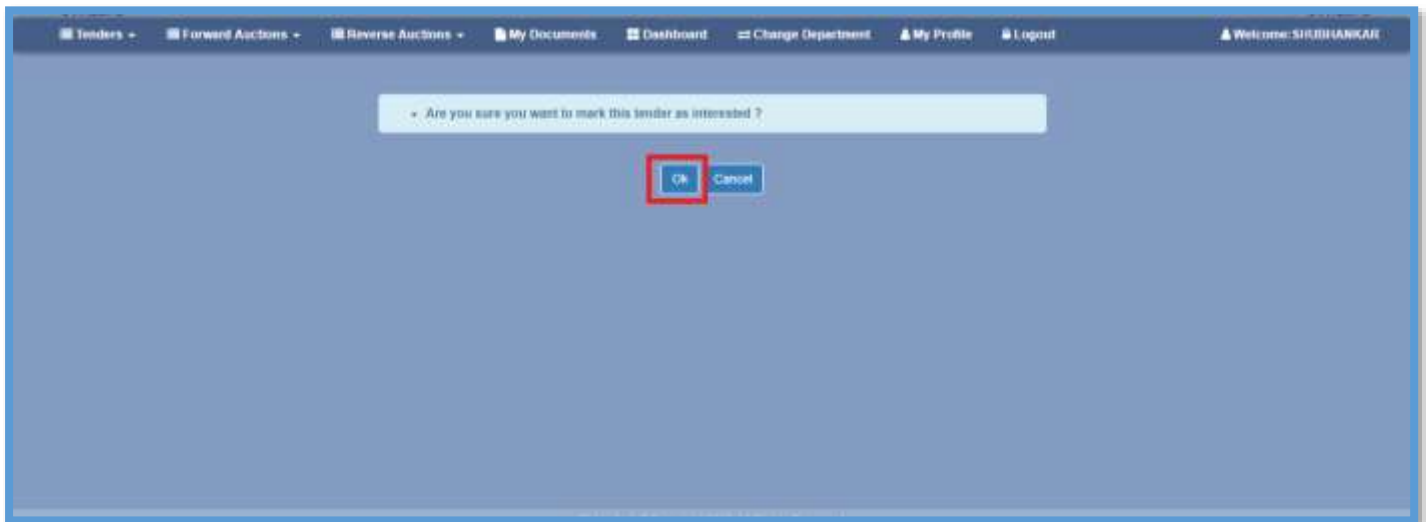


Fig - 8

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



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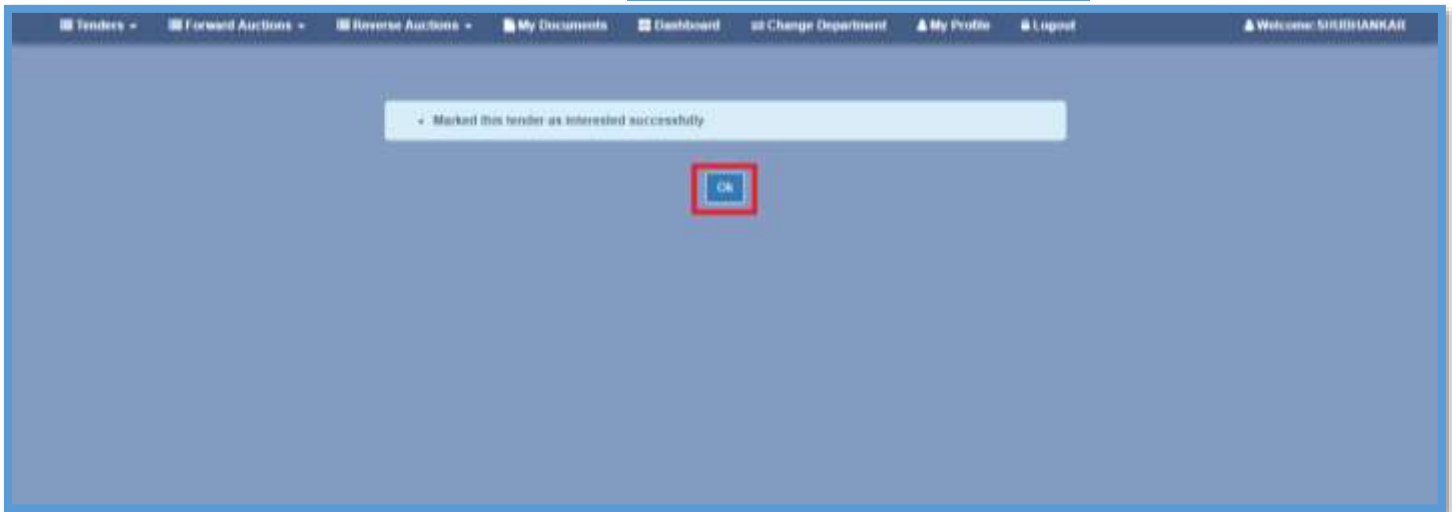


Fig -9

10. Click on “Request Tender” option to proceed.



Fig -10

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



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BIDDER MANUAL

Tender Form Request

Department	NATIONAL HIGHWAYS AUTHORITY OF INDIA	Tender Number	TESTDEMG1802
Item ID	100	Title	CIVIL WORK
Form Request Till Date	16-02-2019 12:00	Tender Closing Date	16-02-2019 12:01
Form Fee (₹)	1.00	TFF (₹)	1.00
EMD (₹)	5.00		
Department Hierarchy	NATIONAL HIGHWAYS AUTHORITY OF INDIA == Head office NHAI == North Zone		
Description	NAME OF WORK		
Bidder Department Name	Sanjeet Kumar Jha		Bidder Login ID: SANTEST1

Pay TFF

Amount (₹): 1.00

Payment Mode: Select Payment mode

Transaction Reference | Bid Reference | Base Amount (₹) | Actual Amount (₹) | Payment mode | Payment Status | Initiated/Instrument Date | Reconcile Date

No data available

Fig -11

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

Interested Tenders

NATIONAL HIGHWAYS AUTHORITY OF INDIA

Tender Number	Item ID	Title	Tender Type	Tender Cover	Status	Published Date	Closing Date	Opening Date	Estimated Cost (₹)
CTRhd01	1	CUTs tender	Open Tender	Cover Two	Form Received	16-02-2019 15:52	02-03-2019 11:40	02-03-2019 11:41	25,00,000.00
		DER FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO CENTRAL LIBRARY, CENTRAL UNIVERSITY OF TAMIL NADU	Open Tender	Cover Two	Form Submitted	06-02-2019 15:21	06-02-2019 15:36	06-02-2019 15:37	10,50,000.00

Context menu options: View Tender Item, View Tender Documents, **Proceed for Bid Submission**, View Payments, View Logs

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.



BIDDER MANUAL

Bid Submission

Department : NATIONAL HIGHWAYS AUTHORITY OF INDIA	Tender Number : TESTIDEMO16/02
Item ID : 100	Title : CIVIL WORK
Form Request Till Date : 16-02-2019 12:00	Tender Closing Date : 16-02-2019 12:01
Form Fee (₹) : 1.00	TPF (₹) : 1.00
EMD (₹) : 5.00	
Department Hierarchy : NATIONAL HIGHWAYS AUTHORITY OF INDIA >> Head office NHAI >> North Zone	
Description : NAME OF WORK	

Bidder Department Name: Sanjay Kumar Jha Bidder Login ID: SANTEST1

Pay Form Fee **Pay EMD** **Upload Bid Documents** **Other Documents**

EMD Paid Amount (₹)	EMD Balance Amount (₹)	EMD Initiated Amount (₹)	Payment Mode
0	5	5	DD

DD Number	DD Date	Bank Name	Browse & Upload (Pdf, Jpg, Png)
1234567	06-02-2019	Bank of India	Choose File Cheque.pdf

Submit **Back**

Transaction Reference	Ebid Reference	Base Amount (₹)	Actual Amount (₹)	Payment mode	Payment Status	Initiated/Instrument Date	Reconcile Date
No data available							

Fig -13

14. You are required to pay the EMD & upload the required bid and qualifying documents. Select the payment mode.

Bid Submission

Department : NATIONAL HIGHWAYS AUTHORITY OF INDIA	Tender Number : CTR001
Item ID : 1	Title : C/ITR BIDDING
Form Request Till Date : 02-03-2019 11:10	Tender Closing Date : 02-03-2019 11:48
Form Fee (₹) : 0.00	TPF (₹) : 0.00
EMD (₹) : 50,000.00	
Department Hierarchy : NATIONAL HIGHWAYS AUTHORITY OF INDIA >> Head office NHAI >> North Zone	
Description : NOTICE INVITING TENDER FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO CENTRAL LIBRARY CENTRAL UNIVERSITY OF TAMIL NADU	

Bidder Department Name: SHUBHANKAR Bidder Login ID: SHUBHT

Pay EMD **Upload Bid Documents** **Other Documents**

EMD Paid Amount (₹)	EMD Balance Amount (₹)	EMD Initiated Amount (₹)	Payment Mode
0	50000	50000	Select Payment mode

Transaction Reference	Ebid Reference	Base Amount (₹)	Actual Amount (₹)	Payment mode	Payment Status	Initiated/Instrument Date	Reconcile Date
No data available							

Fig -14

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



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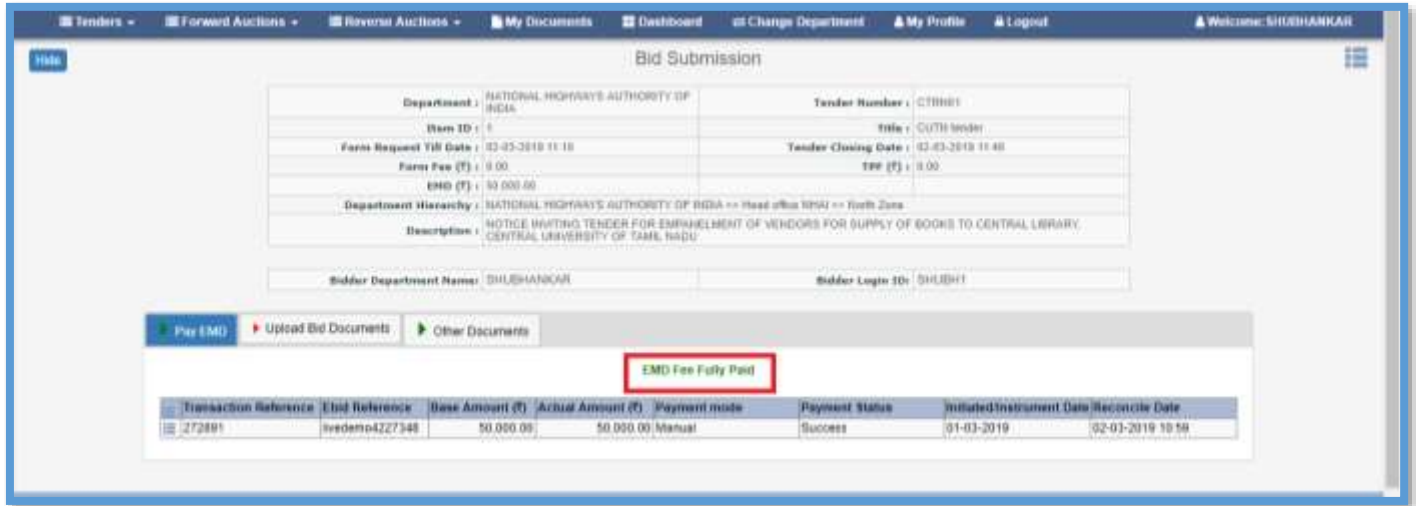


Fig - 15

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.

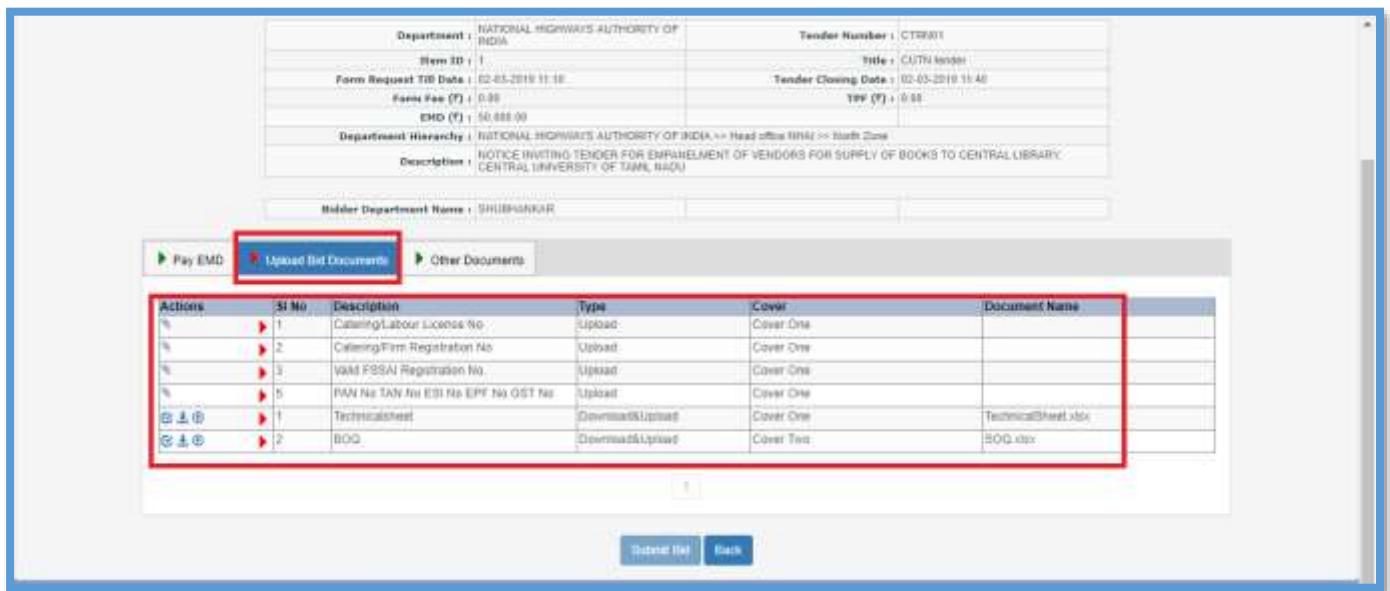


Fig - 16

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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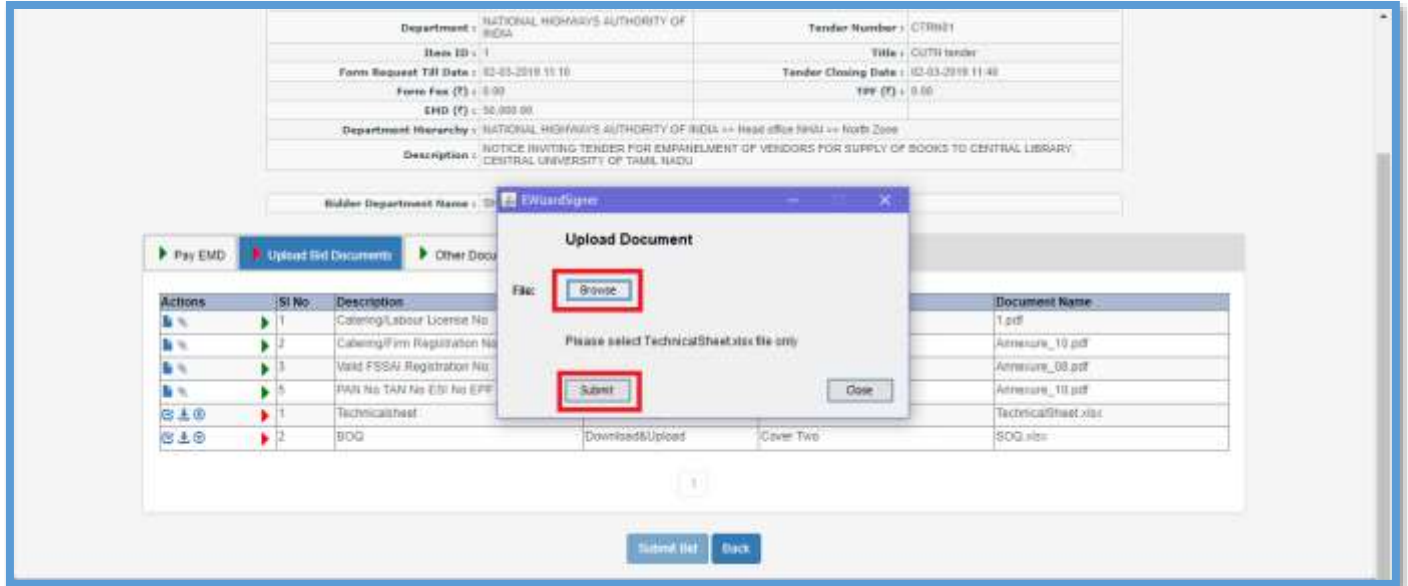


Fig - 17

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.

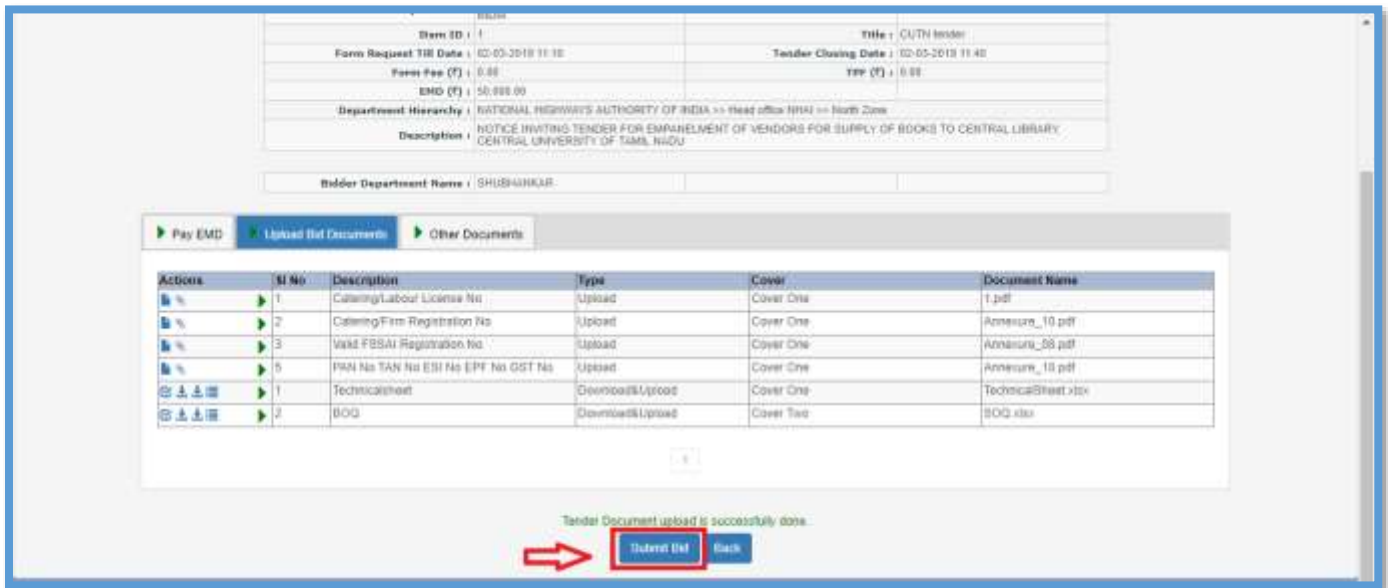


Fig - 18

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



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Sl No	Document Name	Cover	Uploading Date	Document Size
1	1.pdf	Cover One	02-03-2019 10:59	921.69 KB
2	Annexure_10.pdf	Cover One	02-03-2019 10:59	621.34 KB
3	Annexure_08.pdf	Cover One	02-03-2019 11:00	364 KB
4	Annexure_10.pdf	Cover One	02-03-2019 11:00	621.34 KB
5	TechnicalSheet.xlsx	Cover One	02-03-2019 11:09	47.53 KB
6	BOQ.xlsx	Cover Two	02-03-2019 11:11	45.61 KB

Terms & Conditions

"We hereby agree,

"a) To all the terms and conditions as mentioned in the tender document.

"b) To have paid all the fees as mentioned in the tender document and as per department requirement.

"c) To have uploaded all the documents in the tender as per tender document and department requirements.

"d) That Price bid/Technical bid excel sheet are downloaded for this tender from the e-tendering website. I/We have not modified the content, format, file type and version of the excel sheet (Price bid & Technical bid as applicable).

"e) That all the documents uploaded by me/us are properly checked and verified by me/us. In case any of the documents is found to be corrupted after opening of this tender I shall be totally responsible. The department can take appropriate action in this regard with respect to my bid.

"f) To be fully responsible for correctness of the document submitted and tender is being submitted by me/us to my/our best knowledge.

I have read and accepted the above Terms & Conditions

Final Submit Bid **Back**

Fig – 19

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

Form ID : 1 Title : COFL Tender

Form Request Till Date : 02-03-2019 11:00 Tender Closing Date : 02-03-2019 11:00

Form Fee (₹) : 0.00 TPF (₹) : 0.00

EMD (₹) : 50,000.00

Department Hierarchy : NATIONAL HIGHWAYS AUTHORITY OF INDIA >> Head Office NHA >> North Zone

Description : NOTICE INVITING TENDER FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO CENTRAL LIBRARY CENTRAL UNIVERSITY OF TAMIL NADU

Bidder Department Name : SPURBAHAR

Bid Taken Reference : 2720100303111234 Latest Submitted Date : 02-03-2019 11:12

Pay EMD **Upload Bid Documents** Other Documents

Actions	Sl No	Description	Type	Cover	Document Name
	1	Catering/Labour License No.	Upload	Cover One	1.pdf
	2	Catering/Firm Registration No.	Upload	Cover One	Annexure_10.pdf
	3	Valid FSSAI Registration No.	Upload	Cover One	Annexure_08.pdf
	4	PAN No TAN No ESI No EPF No CDT No.	Upload	Cover One	Annexure_10.pdf
	1	Technicalsheet	Download/Upload	Cover One	TechnicalSheet.xlsx
	2	BOQ	Download/Upload	Cover Two	BOQ.xlsx

Tender Form is Submitted Successfully

Back

Fig – 20