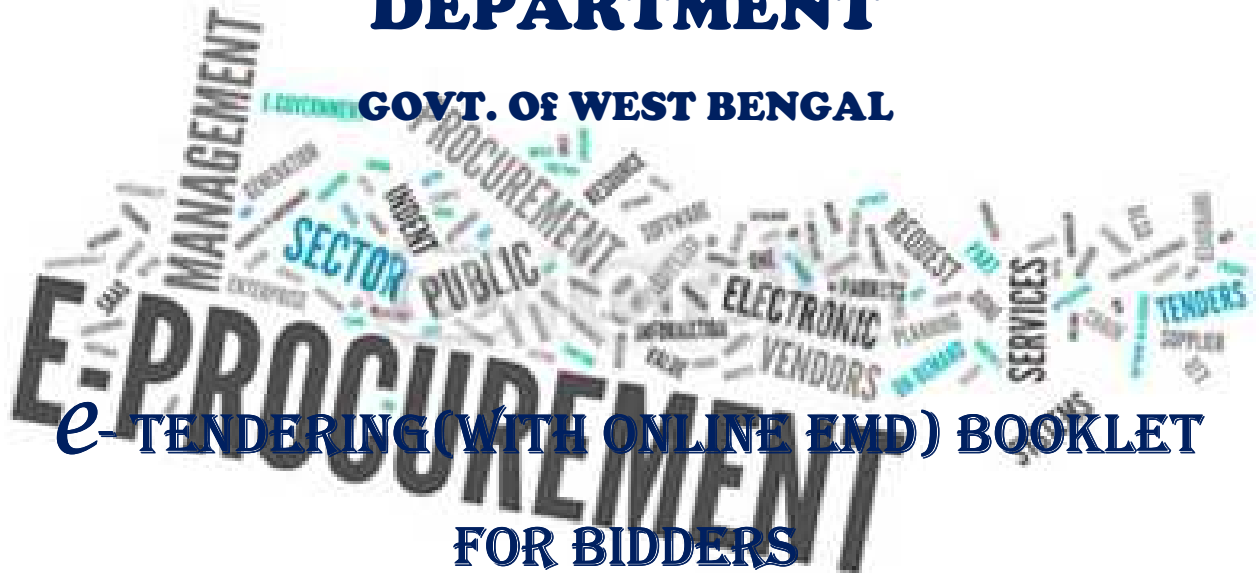




सत्यमेव जयते

IRRIGATION AND WATERWAYS DEPARTMENT

GOVT. OF WEST BENGAL



e-TENDERING (WITH ONLINE EMD) BOOKLET FOR BIDDERS

PREPARED BY:

Mr. Raj Kapoor Sharma (Nodal Officer, e-Gov.)

Mr. Raj Kumar Yadav

Mr. B. Bhaskar Rao

Mr. Chandan Dey

1.1) Bidders Login Process for Online EMD Payment through NetBanking.

i) Type your Login ID and Password you have given during the Enrollment process and click the Login Button. Follow the steps given below:

The screenshot shows the eProcurement System login page. A blue callout box at the top right says "Bidder 1 Login (Online NetBanking)". A purple callout box in the center says "Bidder Login Here with Login ID & Password" with an arrow pointing to the login form. The login form includes fields for "Login ID" (containing "mca@redffmail.com") and "Password" (containing "*****"), and a "Login" button. Below the login form are links for "Online Bidder Enrollment", "Generate / Forgot Login ID?", and "Search with ID/Title/Reference no". The main content area features a "Latest Tenders" table with columns for Tender Title, Reference No, Closing Date, and Bid Opening Date. The table lists three tenders: "supply of computer", "CONSTRUCTION OF ROAD", and "AMC OF COMPUTER". A "Certifying Agency" section at the bottom shows logos for STQC and MCCA. The footer includes the "india.gov.in" logo and the text "The national portal of India".

Tender Title	Reference No	Closing Date	Bid Opening Date
8. supply of computer	10/08/su	17-Aug-2015 01:00 PM	17-Aug-2015 03:00 PM
9. CONSTRUCTION OF ROAD	BBNDA-06 PROJECT	28-Aug-2015 05:00 PM	31-Aug-2015 10:00 AM
10. AMC OF COMPUTER	E/STOCK/MDK	01-Oct-2015 06:00 PM	02-Oct-2015 09:00 AM

Corrigendum	Bid Opening Date
1. change of time	13-Aug-2015 02:15 PM
2. Exstention of Date	13-Aug-2015 02:05 PM
3. BID OPENING DATE CHANGE	04-Sep-2015 02:00 PM

Figure 1.1.1. Login Process

ii) Click the Login Button and wait for Authentication Process.


13-Aug-2015 Search | Latest Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders Home Contact Us SiteMap
Government eProcurement System

MIS Reports
Tenders by Location
Tenders by Organisation
Tenders by Classification
Tenders in Archive
Tenders Status
Cancelled Tenders
Downloads
Announcements
Awards
Site compatibility

India.gov.in
The national portal of India

Digital Certificate Authentication

Welcome **NIC HELPDESK BIDDER II [atanu.bhuniyamca@rediffmail.com]**,

 1. You have registered with DSC. Please insert your DSC card / e-Token for authentication.
2. Click the 'Login' button to proceed.

S.No	Alias Name	Serial No.	Certificate Type	Expiry Date	Status
1.	SUDIPTA KUMAR SEN	c3b1d	Signing	17-Jan-2016 03:07 PM	Live

LOGIN Cancel

If the 'Login' button is not appearing in this screen, perform the following checks:

1. Java Run Time Environment (JRE) 1.6 or above should be installed.
2. DSC Drivers should be installed from the resource CD.
3. The smart card / e-Token must be plugged in with the system's USB port / smart card reader.

Click to login with Dsc

Figure 1.1.2. Second Authentication Process

iii) It will ask you for the PIN Number. Give the PIN Number of your token.

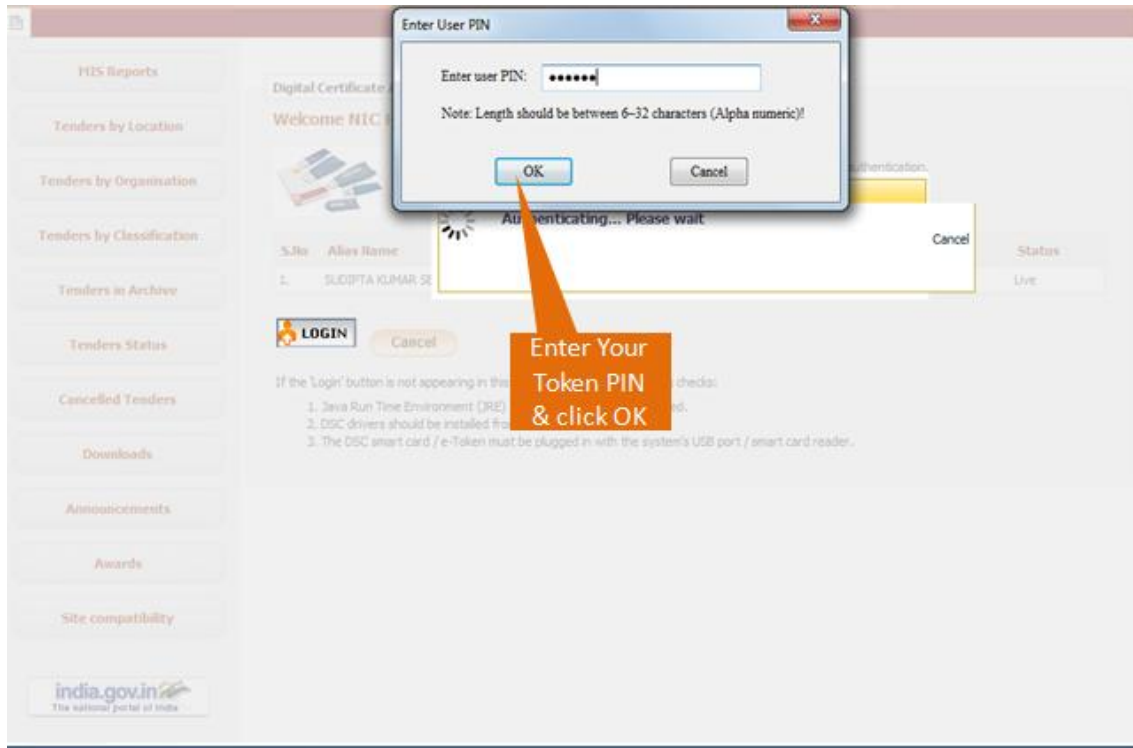


Figure 1.1.3. Asking the PIN Number for Login

1.2) Tender Searching Process.

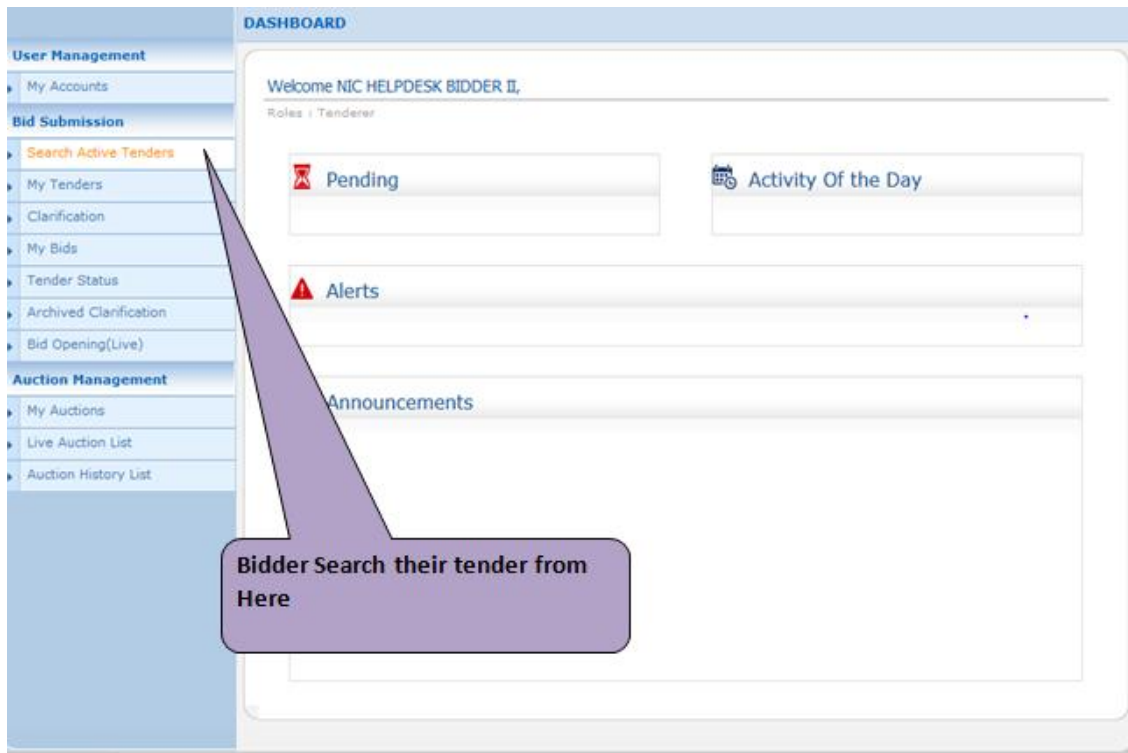


Figure 1.2.1. Searching for a tender to participate.

i) Before searching a tender it is to be noted that which organization or department is publishing the Tender. If possible try to get the Tender ID from the department in which you want to participate.

ii) The process of participating in the tender is very simple, firstly search the tender in which you want to participate then make that tender as my favorite and then only you can participate in that particular tender.

iii) Put the Tender ID and click on Submit button.

The screenshot displays the 'BID MANAGEMENT' system interface. On the left is a sidebar menu with sections: 'User Management' (My Accounts), 'Bid Submission' (Search Active Tenders, My Tenders, Clarification, My Bids, Tender Status, Archived Clarification, Bid Opening(Live)), and 'Auction Management' (My Auctions, Live Auction List, Auction History List). The main content area is titled 'BID MANAGEMENT' and 'Search Tenders'. It features a 'Search Active Tenders' form with the following fields: Organisation, Department, Division, Sub Division, Org Chain, Location/City, Tender Type, Value Criteria, Date Criteria, Tender ID (containing '2015_NIC_36995_1'), Keyword #, Tender Category, Product, Form of Contract, and From/To date pickers. A purple callout box with a pointer to the Tender ID field contains the text: 'Type the tender id and then click on submit button'. At the bottom of the form are 'Cancel' and 'Submit' buttons, and a separate 'Submit' button is located below the form area. A small note at the bottom of the form reads: '#- Keyword finds the match in tender title, work description and technical description'.

Figure 1.2.2. Process of searching a Tender.

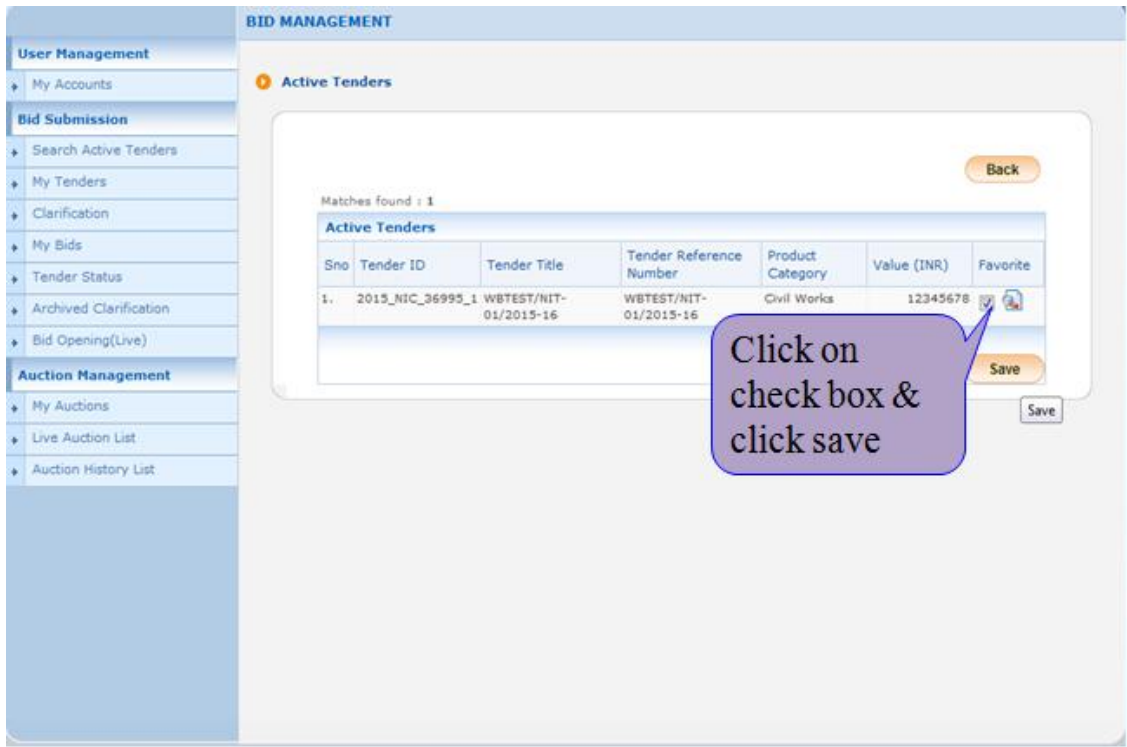


Figure 1.2.3. Making the tender as My Favorite.

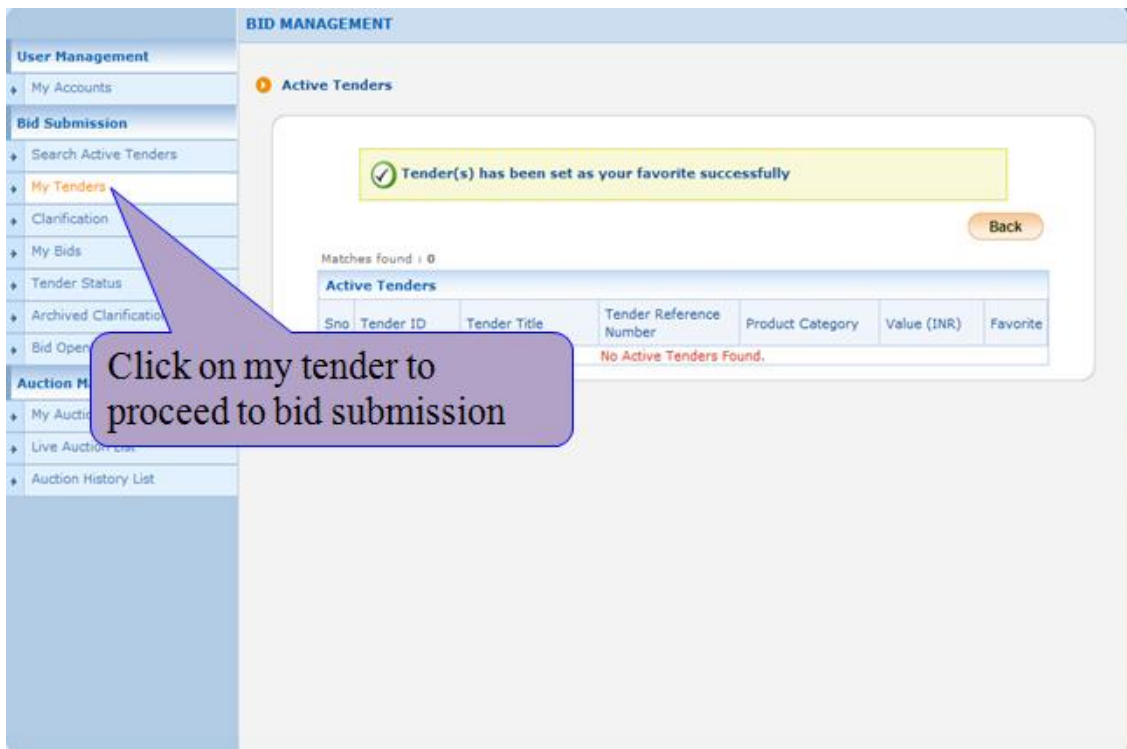


Figure 1.2.4. Successful Message after making the tender as My Favorite.

1.3) Tender Submission Process.

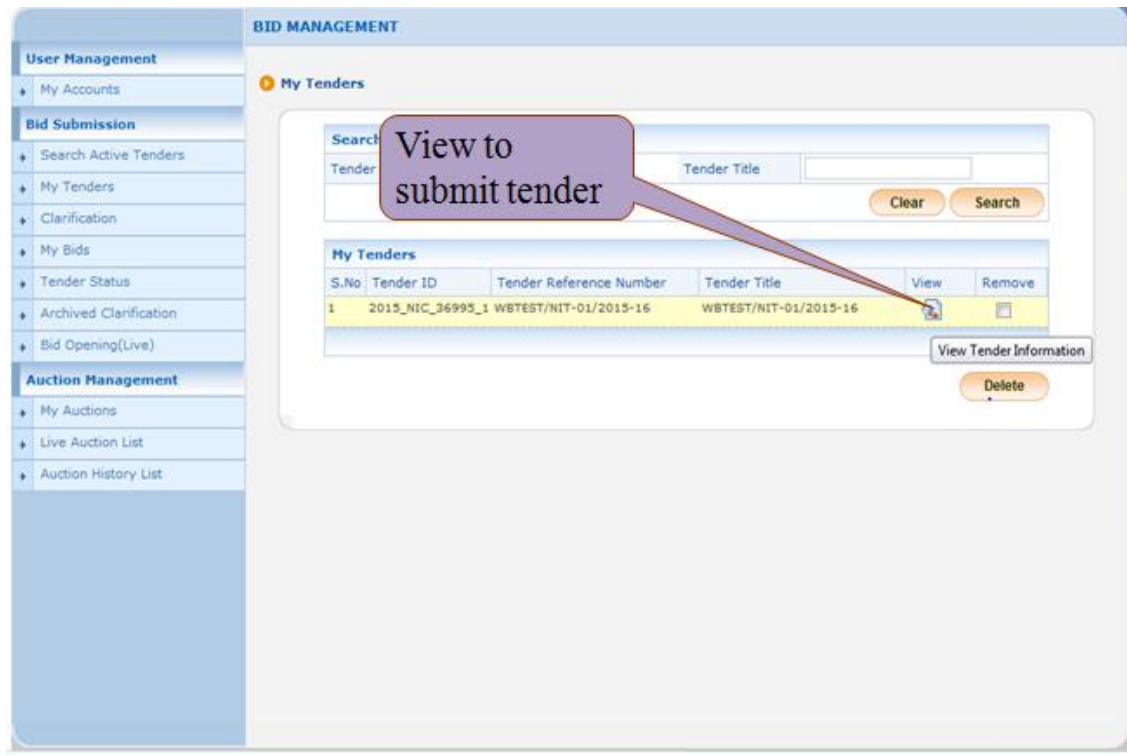


Figure 1.3.1. Participating in the Tender

- ➔ After clicking the view button see the details of the tender and Download the Documents provided by the Department along with the NIT and BOQ. To do that, follow the steps given below.

- My Tenders
- Clarification
- My Bids
- Tender Status
- Archived Clarification
- Bid Opening(Live)
- Auction Management**
- My Auctions
- Live Auction List
- Auction History List

Basic Details

Organisation Chain	NIC		
Tender Reference Number	WBTEST/NIT-01/2015-16		
Tender ID	2015_NIC_36995_1		
Tender Category	Works	No. of packets	2
Tender Type	Open Tender	Form of contract	Percentage
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments		Cover Details, No. Of Covers - 2				
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description
	1	DD - Demand Draft	1	Fee/PreQual /Technical	.pdf	NIT
	2	BC - Bankers Cheque			.pdf	SCAN COPY OF EMD
3	FDR - Fixed Deposit	2	Finance	.xls		BOQ

Tender Fee Details, [Total Fee (INR) * - 0.00]				EMD Fee Details		
Tender Fee(INR)	0.00	EMD Amount (INR)	2,46,914	EMD Exemption Allowed	Yes	
Fee Payable To	NA	Fee Payable At	NA	EMD Fee Type	percentage	EMD Percentage
Tender Fee Exemption Allowed	NA			EMD Payable To	WBNIC	EMD Payable At
						2.0%
						KOLKATA

Work Item Details

Title	WBTEST/NIT-01/2015-16
Work Description	CIVIL WORK

Scroll Down

Figure 1.3.2. Tender Details View

The screenshot shows a web portal interface for tender documents. It includes sections for 'Critical Dates', 'Tender Documents', 'Work Item Documents', and 'Tender Inviting Authority'. Callouts provide instructions on how to download the documents.

Critical Dates

Publish Date	23-Dec-2013 06:00 PM	Bid Opening Date	08-Jan-2014 02:00 PM
Document Download / Sale Start Date	24-Dec-2013 10:00 AM	Document Download / Sale End Date	06-Jan-2014 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	24-Dec-2013 10:00 AM	Bid Submission End Date	06-Jan-2014 02:00 PM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	NIT45.pdf	NIT-45 of 2013-14	593.0
2	Form1.pdf	Form-1	1035.0
3	TandC.pdf	Spl.Terms and Condition for Electrical Work	97.0

Work Item Documents

S.No	Document Name	Document Type	Description	Document Size (in KB)
1	BOQ_30136.xls	BOQ	NIT-45 of 2013-14-1	387.0

Tender Inviting Authority

Name	Executive Engineer/Assistant Engineer
Address	31, Black Bum lane, 4th floor, Kolkata-12

Callouts:

- 1. Click here to download the NIT (points to the NIT45.pdf document name)
- 2. Click the Save As Button to save the NIT File (points to the 'Save as' option in the browser's save dialog)
- 3. Similarly click over every document to download them in your system.
- 4. After all the documents have been downloaded click here (points to the 'Proceed for Bid Submission' button)

Browser Save Dialog:

Do you want to open or save NIT45.pdf (593 KB) from wbtenders.gov.in?

Buttons: Open, Save, Save as, Save and open

Figure 1.3.3. Downloading the Tender documents.

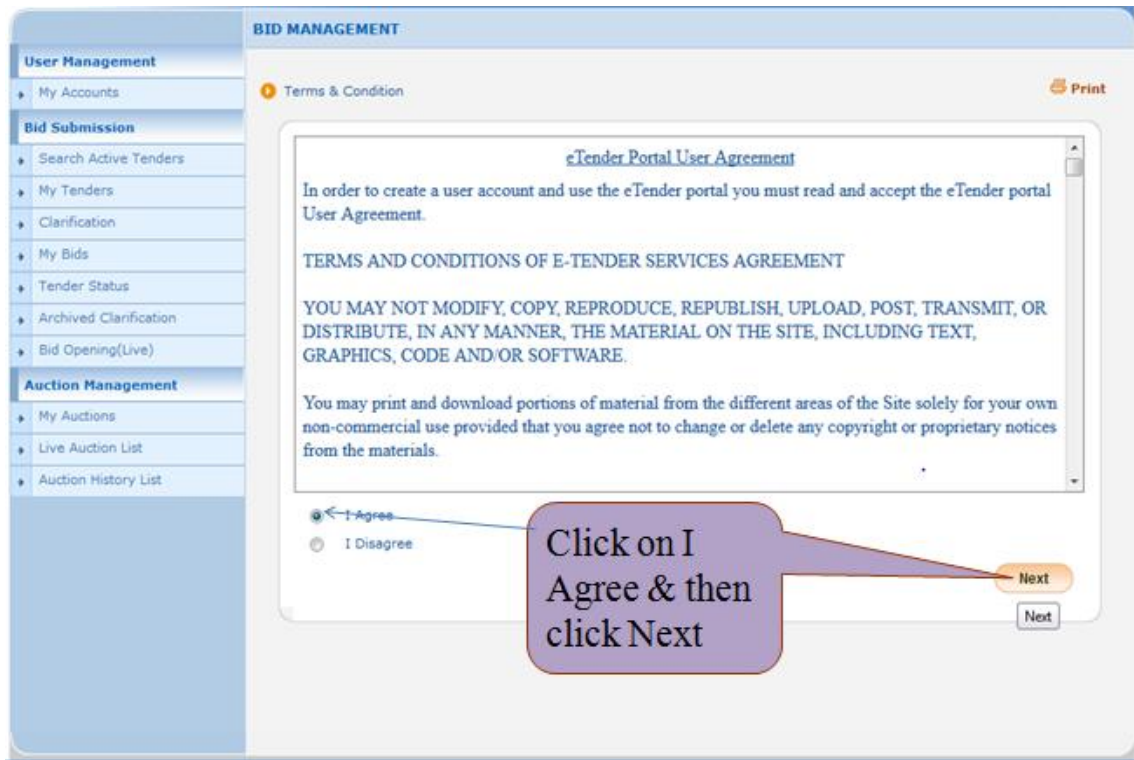


Figure 1.3.4. Accepting the Agreement with e-Tender Portal.

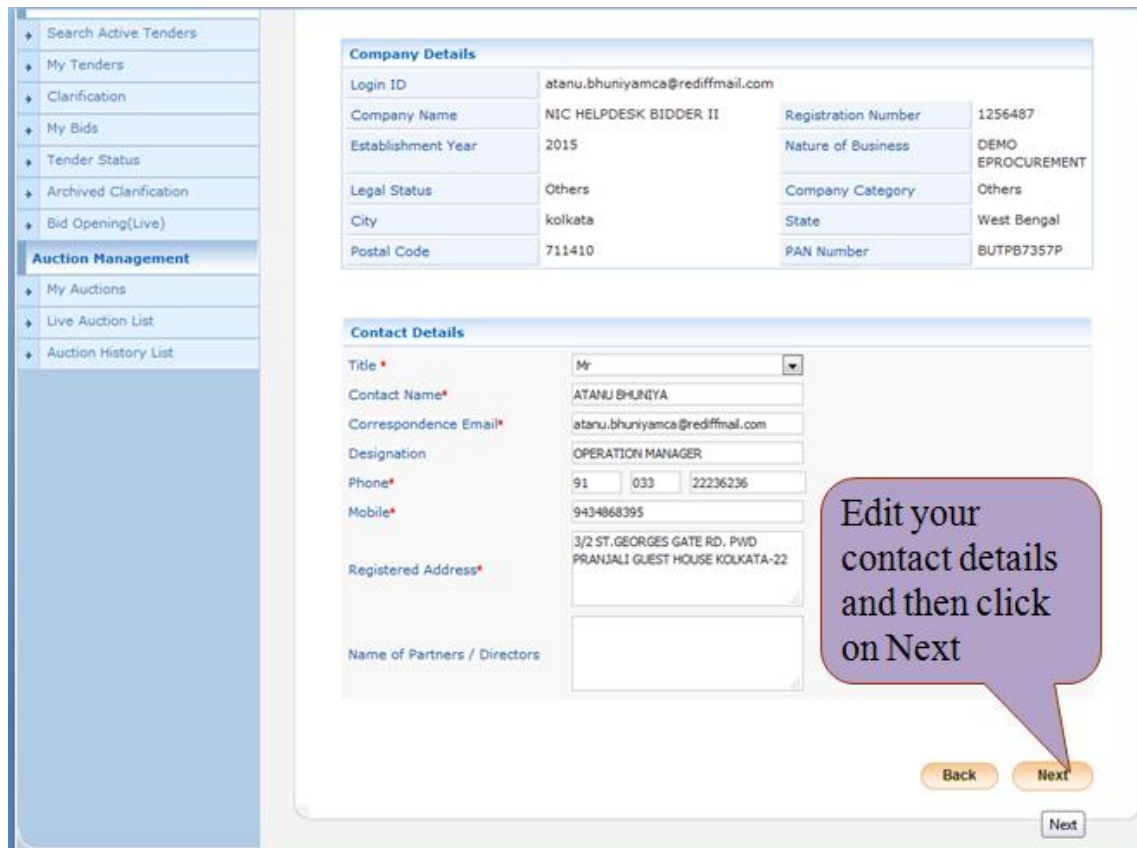


Figure 1.3.5. User Details Page.

- On the next page it will show you whether you are Exempted or not. If Exempted click the Yes Button else click Next Button, because by default the system will accept as not Exempted. Now according to the I & W Department's rules, exemptions are not allowed.

The screenshot displays a web application interface for bid submission. On the left is a navigation menu with sections: 'User Management' (My Accounts), 'Bid Submission' (Search Active Tenders, My Tenders, Clarification, My Bids, Tender Status, Archived Clarification, Bid Opening(Live)), and 'Auction Management' (My Auctions, Live Auction List, Auction History List). The main content area is titled 'BID SUBMISSION' and shows a progress bar with five steps: 1. FEE DETAILS, 2. EMD DETAILS, 3. FEE CONFIRMATION, 4. UPLOAD DOCUMENTS, and 5. BID CONFIRMATION. Below the progress bar, it says 'My Tenders → EMD Offline Payment'. The main form area contains a text box with the instruction: 'If, You are exempted from EMD payment, then select the option to 'Yes' and provide the details.' Below this is a question: 'Are you exempted from EMD payment:' followed by two radio buttons, 'Yes' and 'No'. The 'No' radio button is selected. To the right of the form are two 'Next' buttons. A callout box with a purple background and white text says 'Click on exempted or not' with an arrow pointing to the 'No' radio button.

Figure 1.3.6. EMD Payment Exemption.

- The next Page will ask you to submit the Non Statutory documents.
- There are two ways to submit the NSD (Non statutory Documents).
- While publishing the Tender there is a provision of selecting the Non statutory Documents list. If the Department officers are selecting the list then it is mandatory for the bidders to upload the documents in the My Documents list as given in the Picture below. If the Department is not selecting the Non Statutory Cover List then you have to upload according to the NIT. For that when you are clicking the Next Button, then click the **“Submit Other Important Document”** button to select the documents you have uploaded in the My Document folder.

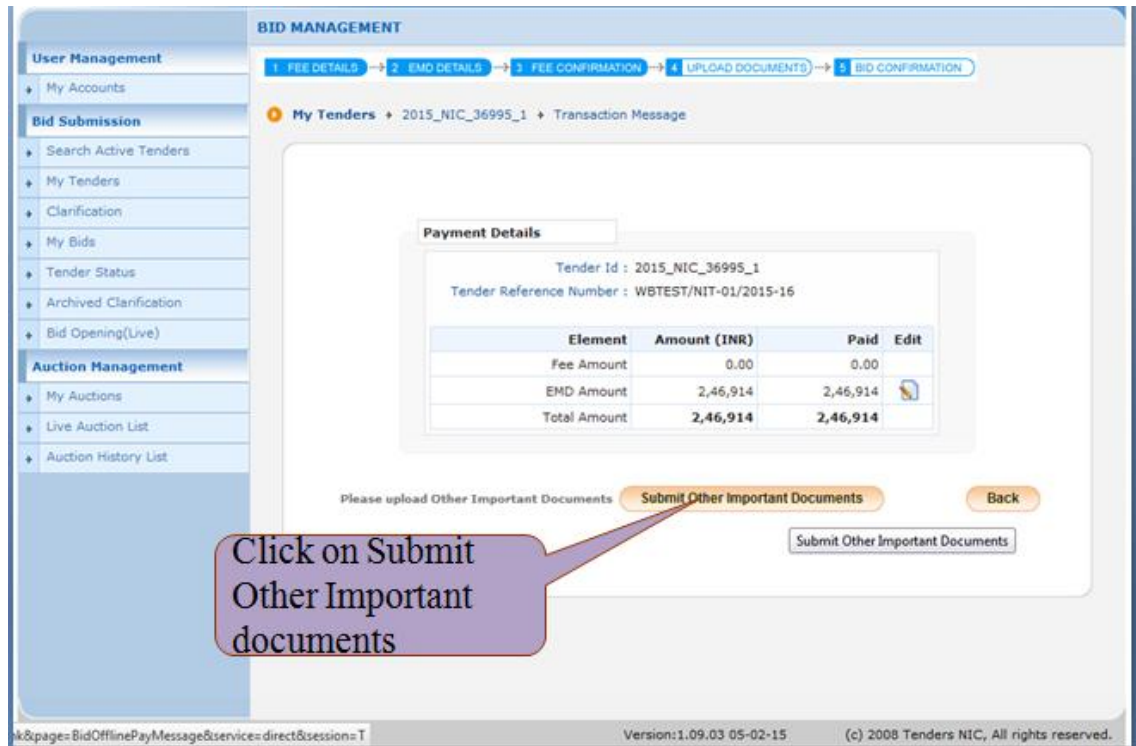


Figure 1.3.7(i). Submitting the Other Important Documents.

My Tenders
 Clarification
 My Bids
 Tender Status
 Archived Clarification
 Bid Opening(Live)
Auction Management
 My Auctions
 Live Auction List
 Auction History List

Tender Ref. No : WBTEST/NIT-01/2015-16
 Tender Id : 2015_NIC_36995_1
 Tender Title : WBTEST/NIT-01/2015-16
 Bid Opening Date & Time : 13-Aug-2015 02:05 PM

My Documents

Required Other Important Documents

SNo	Category Name	Sub Category Name	Status
1	Financial Detail	Annual Turn over certificates from CA	Available
2	Litigation Details	Access of Credit Facility issued by Bankers	Available
3	Man Power Details	as	Available
		Details of Technical Manpower	Available

Available Other Important Documents

SNo	Category Name	Sub Category Name	Document Name	Document View	Document Size (in KB)	Select
1	Financial Detail	Annual Turn over certificates from CA	1.pdf		10	<input checked="" type="checkbox"/>
		Access of Credit Facility issued by Bankers	TECHINICALEVALUATION.pdf		56	<input checked="" type="checkbox"/>
		as	admin_corr_eproc10072014.pdf		10	<input checked="" type="checkbox"/>
		Details of Technical Manpower	2.pdf		10	<input checked="" type="checkbox"/>

Back Submit Other Important Documents

Submit Other Important Documents

Select the OID which are required for the tender and then click on submit OID

Figure 1.3.7(ii). Submitting the Other Important Documents.

- While selecting the other important Documents, if any of the documents is not available in the My Documents list, then, the system will not allow you to proceed further.
- For that again you have to click My Account and then **My Document** and upload that document in the respective folder which is shown as not available. Then click the “**My Tenders**” list and proceed further as you did earlier.

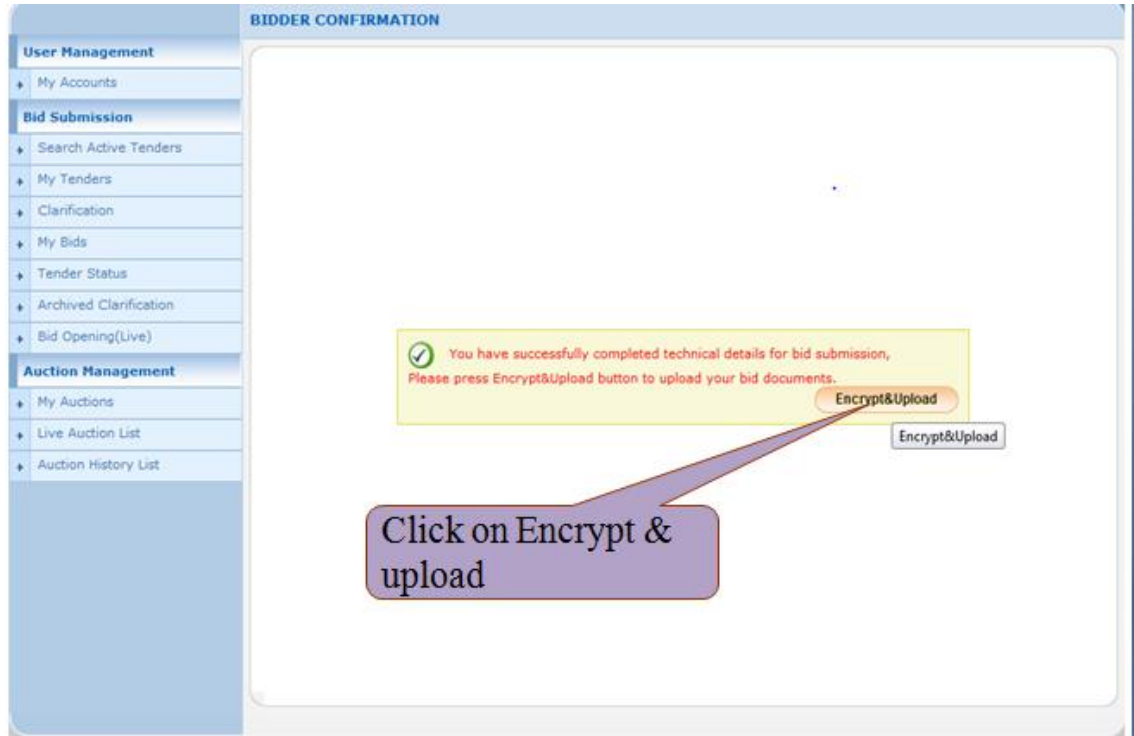


Figure 1.3.7(iii). Encrypting the Other Important document.

- To upload the Statutory Documents, click the respective folder to upload the documents as instructed in the NIT. Before uploading the documents be sure that the documents they are asking in the Technical and Financial folders are all ready.
- To upload the documents follow the steps given below.

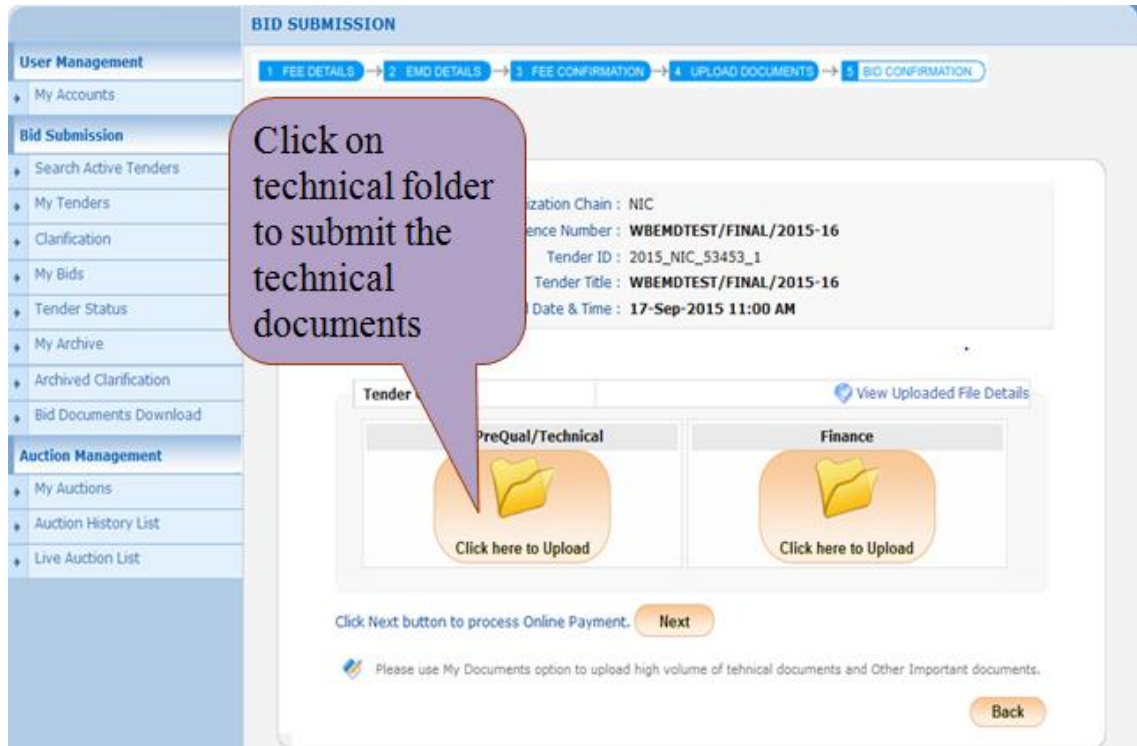


Figure 1.3.8. Uploading the Statutory Documents

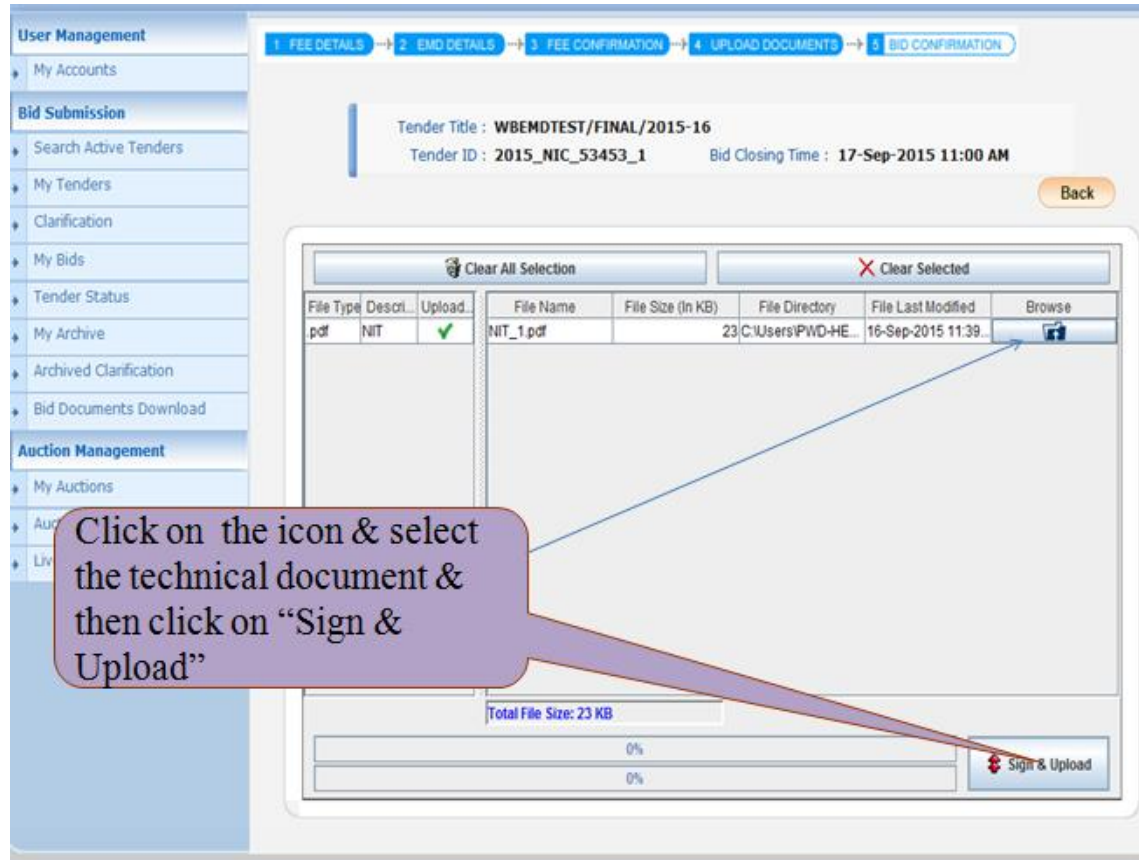


Figure 1.3.9. Uploading the Statutory Documents Technical part.

- ➔ In the above picture it is showing the documents name and the format which you have to upload.
- ➔ **Instruction to Bidders :** The file size of NIT's as well as other documents are sometimes very large, the bidders have to download those files and upload the same. Manual signing is not necessary for this type of documents. Some of the Annexures or Application forms are available with the Tender documents which the bidders have to fill up manually by taking print outs and sign those documents by providing companies seal and then those documents must be scanned and uploaded in the space provided by the department in the Technical cover.

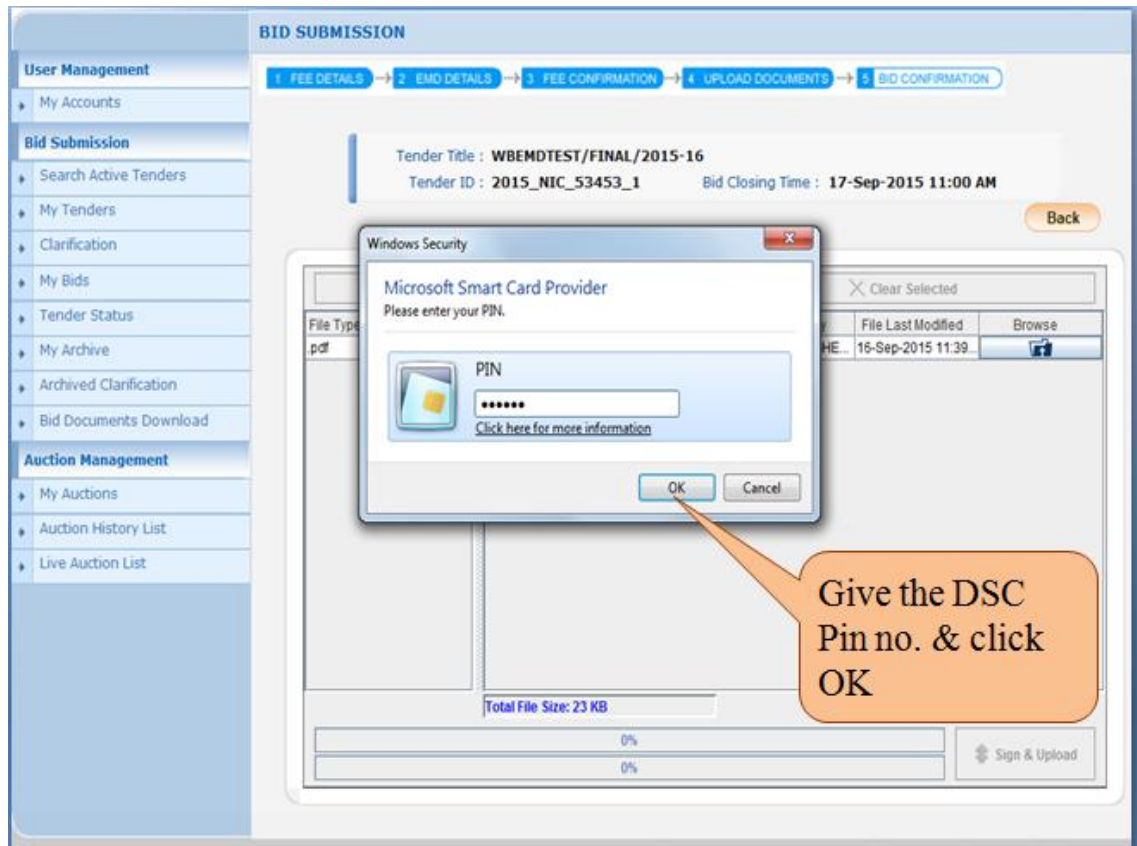


Figure 1.3.10. Encrypting and Uploading the documents.

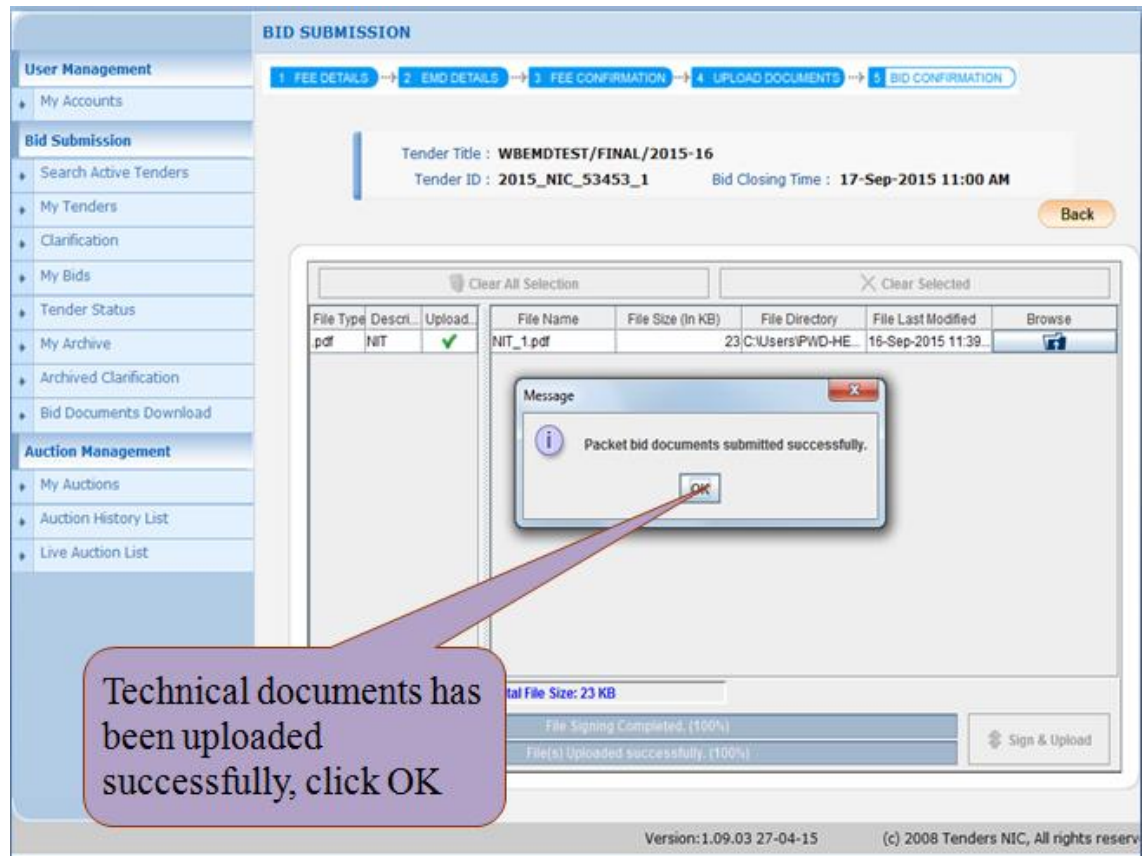


Figure 1.3.11. Successful submission of the Technical cover documents.

- After clicking the Ok Button the page will be refreshed automatically.
- The next step is given below.

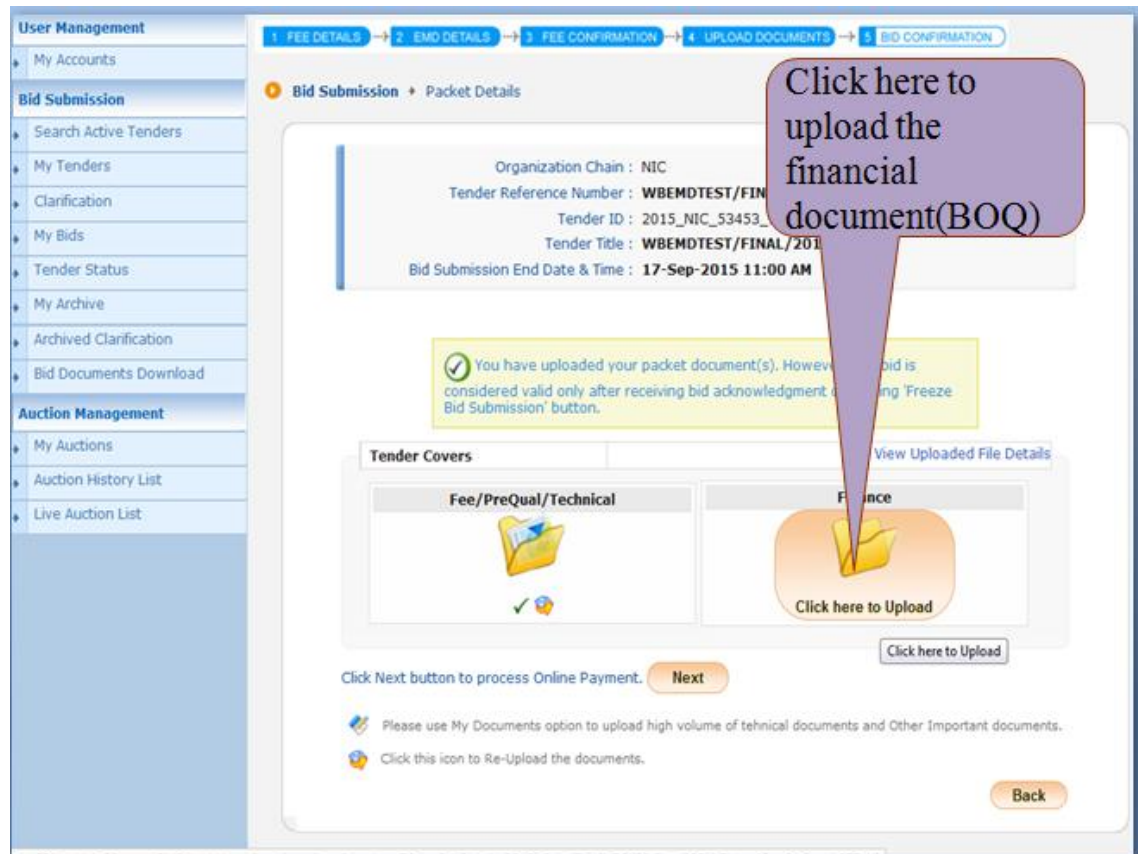


Figure 1.3.12. Uploading the Financial Cover

- ➔ Before uploading the BOQ you have to fill the details, which can be done when you have downloaded the BOQ file.
- ➔ The name of the BOQ file must not be changed at any cost as the system will not accept it. The name of the BOQ varies for each and every NIT as well as the serial numbers/name of the works.
- ➔ In percentage type BOQ, you have to fill the name of the Company, Quote the percentage rate either Less or Excess.. If less, then please select the less option.

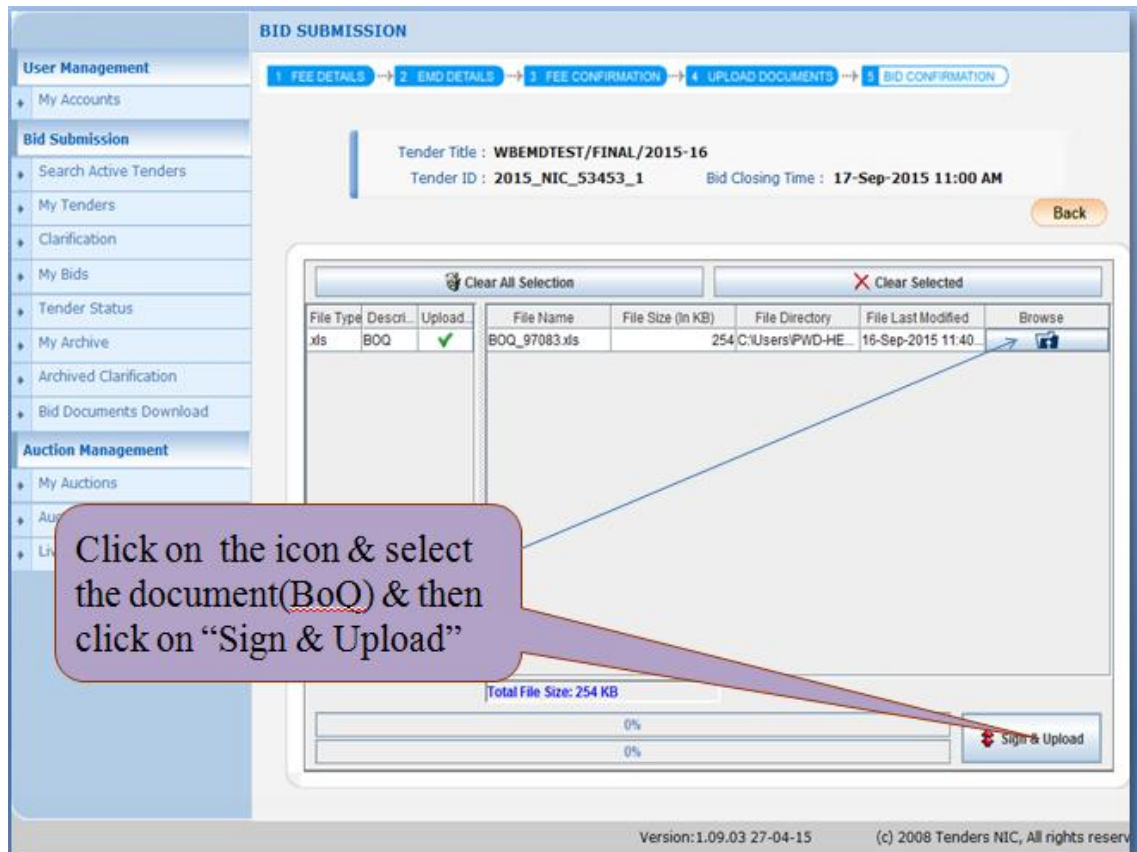


Figure 1.3.13. Verifying the BOQ Document

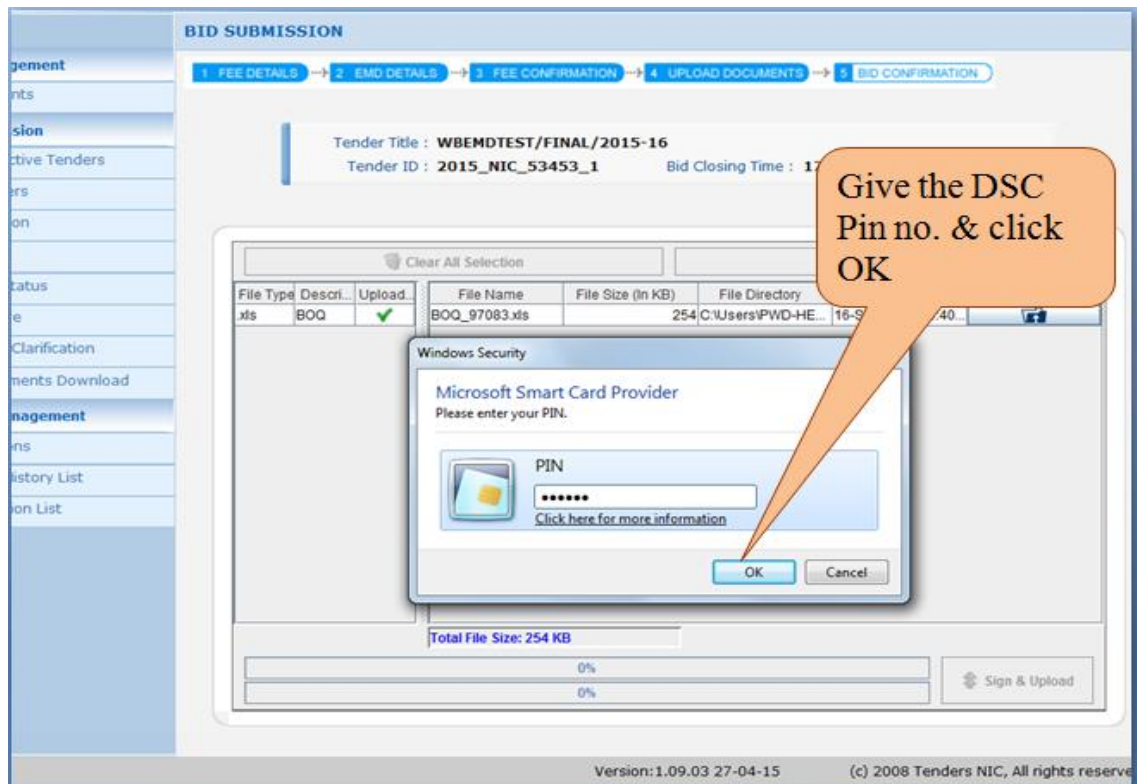


Figure 1.3.14. Verifying the BOQ Document to submit.

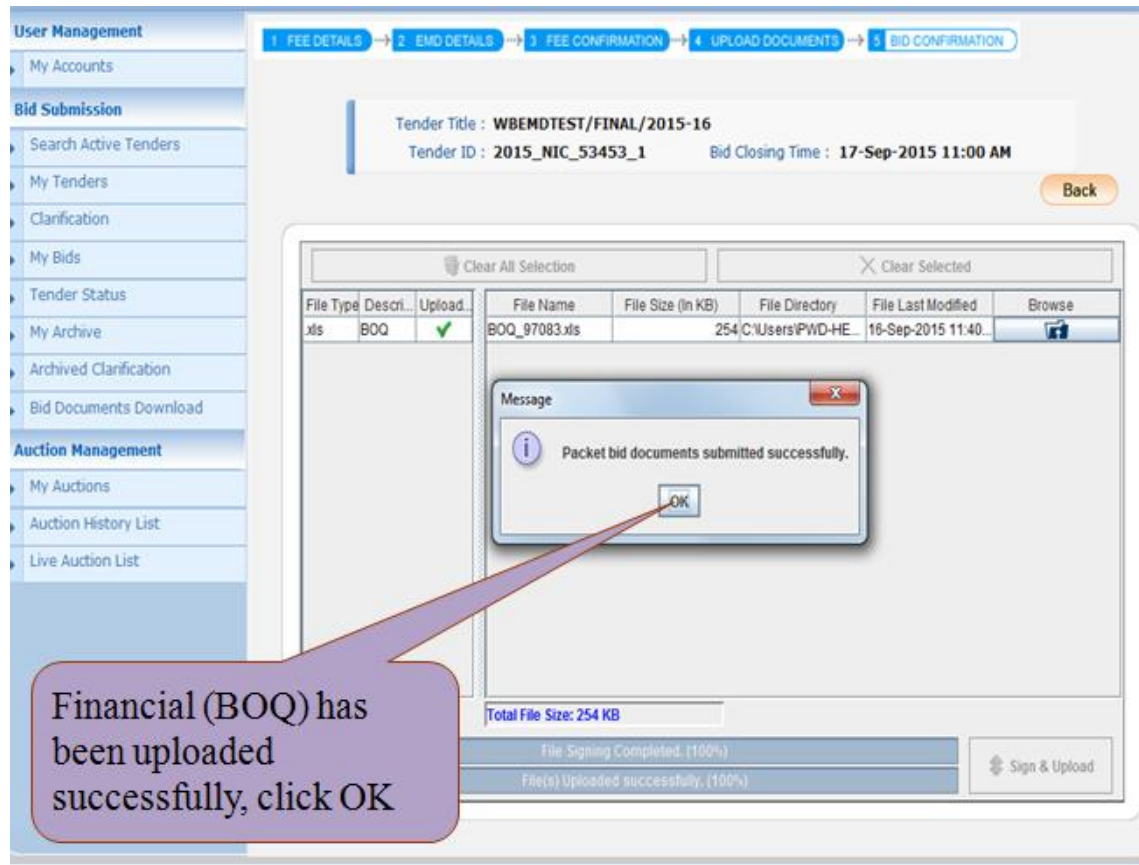


Figure 1.3.15. Submitting the BOQ Document.

- ➔ After all the Documents are submitted the two folders viz., **Fee/PreQual/Technical** and **Finance** folder will show the confirmation that both the folders are filled.

→ The next step is to submit the **EMD Amount in Online through Net Banking**.

The screenshot displays the 'West Bengal Tenders' eProcurement System interface. The top header includes the system logo, user information (Welcome: wbttestbidder3@gmail.com, Last login: 16-Sep-2015 11:36 AM), server time (16-Sep-2015 11:43:22), and navigation links (Home, Logout). The main navigation menu on the left is divided into 'User Management', 'Bid Submission', and 'Auction Management'. The 'BID SUBMISSION' section is active, showing a progress bar with steps: 1. FEE DETAILS, 2. EMD DETAILS, 3. FEE CONFIRMATION, and 4. UPLOAD DOCUMENTS. The current step is 'EMD DETAILS', which includes a 'Bid Submission' link and 'Packet Details'. The main content area displays tender information: Organization Chain: NIC, Tender Reference Number: WBEMDTEST/FINAL/2015-16, Tender ID: 2015_NIC_53453_1, Tender Title: WBEMDTEST/FINAL/2015-16, and Bid Submission End Date & Time: 17-Sep-2015 11:00 AM. A yellow notification box states: 'You have uploaded your packet document(s). How your bid is considered valid only after receiving bid acknowledgment. Clicking 'Freeze Bid Submission' button.' Below this, the 'Tender Covers' section shows two categories: 'Fee/PreQual/Technical' and 'Finance', each with a folder icon and a checkmark. At the bottom, there is a 'Save' button and a note: 'Click Next button to process Online Payment.'

Figure 1.3.16(i). Online EMD Payment.

1 FEE DETAILS → 2 EMD DETAILS → 3 FEE CONFIRMATION → 4 UPLOAD DOCUMENTS → 5 BID CONFIRMATION

My Tenders : → Online Payment

Organisation Chain : NIC
 Tender Reference Number : WBEMDTEST/FINAL/2015-16
 Title : **WBEMDTEST/FINAL/2015-16**
 Tender Id : 2015_NIC_53453_1

Fee Payment Details
 Provide your information for payment gateway

Tender Fee (Inclusive of Taxes)(INR)	0.00
Availed Tender Fee Exemption (INR)	0.00
Tender Fee To be Paid (Inclusive of Taxes)(INR)	0.00
EMD Fee (INR)	20
Availed EMD Exemption Fee in Percentage	0
Availed EMD Exemption Fee (INR)	0.00
EMD Fee To be Paid (EMD Fee - Availed EMD Exemption Fee)(INR)	20
Total Fee (Tender Fee To be Paid + EMD Fee To be Paid) (INR)	20

Click the 'Submit' button to pay the amount in payment gateway.

Click on Submit, to proceed

Cancel Submit

Submit

Figure 1.3.16(ii). Online EMD Payment.

- Select the Online Payment Gateway –
- a) **ICICI Bank** – Select this option to pay EMD through Net Banking. (Here Select this option)
 - b) **NEFT** – Select this option to pay EMD through RTGS/NEFT Challan.



Figure 1.3.17(i). Selecting Online Payment Gateway

West Bengal Tenders eProcurement System of Government of West Bengal

Welcome : wbttestbidder3@gmail.com Server Time : 16-Sep-2015 11:44:39 Home Logout

Last login : 16-Sep-2015 11:36 AM

BID MANAGEMENT

OnLine Payment Gateway Payment Verification

Organisation Chain : **NIC**
 Tender Title : **WBEMDTEST/FINAL/2015-16**
 Tender Id : **2015_NIC_53453_1**
 Tender Ref No. : **WBEMDTEST/FINAL/2015-16**

You have been Selected : ICICI Bank

✓ **Terms And Conditions.**

- You are being redirected to the ICICI Bank site.
- You have to complete the transaction with in the session time which is approximately 15 minutes.
- Money once transferred towards tender fee shall not be refunded at any point of time. This is applicable even in case you have not completed the tender process.
- Once payment is successfully completed, you will be automatically redirected back to e-Procurement
- It is the responsibility of the Individual to ensure that the payment is successfully completed and eProcurement system is not responsible for any malfunctions in the Bank payment gateway.
- please take print screen for bank acknowledgement page.

Back Submit

Submit

Click on Submit, to proceed further

Figure 1.3.17(ii). Selecting Online Payment Gateway

→ Select the Bank where your account is present and Net Banking facility is available.

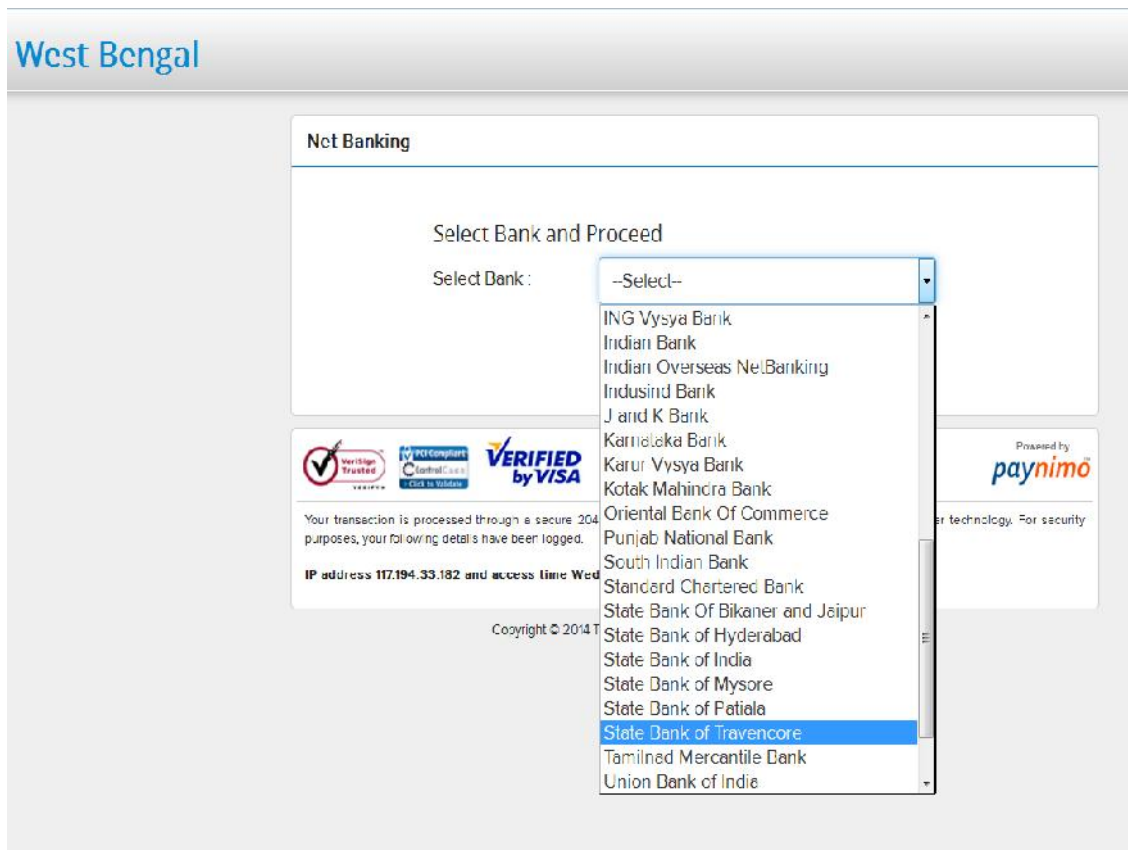


Figure 1.3.18(j). Selecting Your Bank for Net Banking Payment

→ After selecting the Bank, Click on **PAY NOW** button.

The screenshot shows a web browser window with the URL <https://www.tpsl-irda.in/PaymentGateway/bnreq.pg?id=daa16160-6800-4756-891-fa6e18eba3343>. The page header includes "Most Visited" and "Getting Started" links. The main heading is "Govt of West Bengal". The central content area is titled "Net Banking" and contains the instruction "Select Bank and Proceed". Below this, there is a "Select Bank:" label and a dropdown menu currently displaying "State Bank of Travencore". A prominent blue "PAY NOW" button is positioned below the dropdown, with a "Cancel" link underneath it. At the bottom of the form, there are several security logos: "TrustSign Trusted VERIFY", "Complaint Control Cases Click to Validate", "VERIFIED by VISA", and "MasterCard SecureCode". A security notice states: "Your transaction is processed through a secure 2048 bit: https internet connection based on secure socket purposes, your following details have been logged." Below the notice, it specifies "IP address 11.194.33.182 and access time Wed Sep 16 11:45:41 IS| 2015." The footer contains the copyright notice: "Copyright © 2014 TechProcess Payment Services Ltd. All rights reserved."

Figure 1.3.18(ii). Selecting Your Bank for Net Banking Payment

➔ Put Your **User Name** and **Password** for Net Banking then Click **Submit** button.

The screenshot shows the login interface for the State Bank of Travancore. At the top left is the bank's logo and name in Malayalam and English. The page title is "Login" and the date is "16-Sep-2015 [11:48 AM]". The main form contains fields for "User Name *" and "Password *", an "Enable Virtual Keyboard" checkbox, and "Submit" and "Reset" buttons. An "Online Virtual Keyboard" is visible on the right side. Below the form is a "VeriSign Secured" logo and a disclaimer: "Disclaimer: The privacy of contract is between you and the service provider Bank is only facilitating a payment mechanism and is not responsible for any deficiency in service by the service provider." At the bottom, there are instructions: "Mandatory fields are marked with an asterisk (*)", "Do not provide your username and password anywhere other than in this page", and "Your user name and password are highly confidential. Never part with them. SBT will never ask for this information." The footer includes "Copyright SBT" and links for "Privacy Statement", "Disclosure", "Password Management", and "Security Tips".

Figure 1.3.19. Login Screen for Net Banking Payment

➔ Provide High Security Password you receive in your Mobile and Click on **Confirm** button.

The screenshot shows the "High security transaction password" screen. At the top, it says "Most Visited" and "Getting Started". The bank's logo and name are at the top left. Below the logo, it says "Your previous site visit: 09-Sep-2015 11:48 IST". The main heading is "High security transaction password". Below this, it says "Enter High security transaction password received in your Mobile Phone". There is a text input field for "Enter High Security Password *". Below the input field are "Confirm" and "Reset" buttons. At the bottom, there is a link: "If you did not receive the High Security Password on SMS, you can [click here to resend the SMS](#)." The footer includes "Copyright SBT".

Figure 1.3.20. Provide High Security Password

→ After successful payment, system display message “Your Online transaction has been completed successfully”.

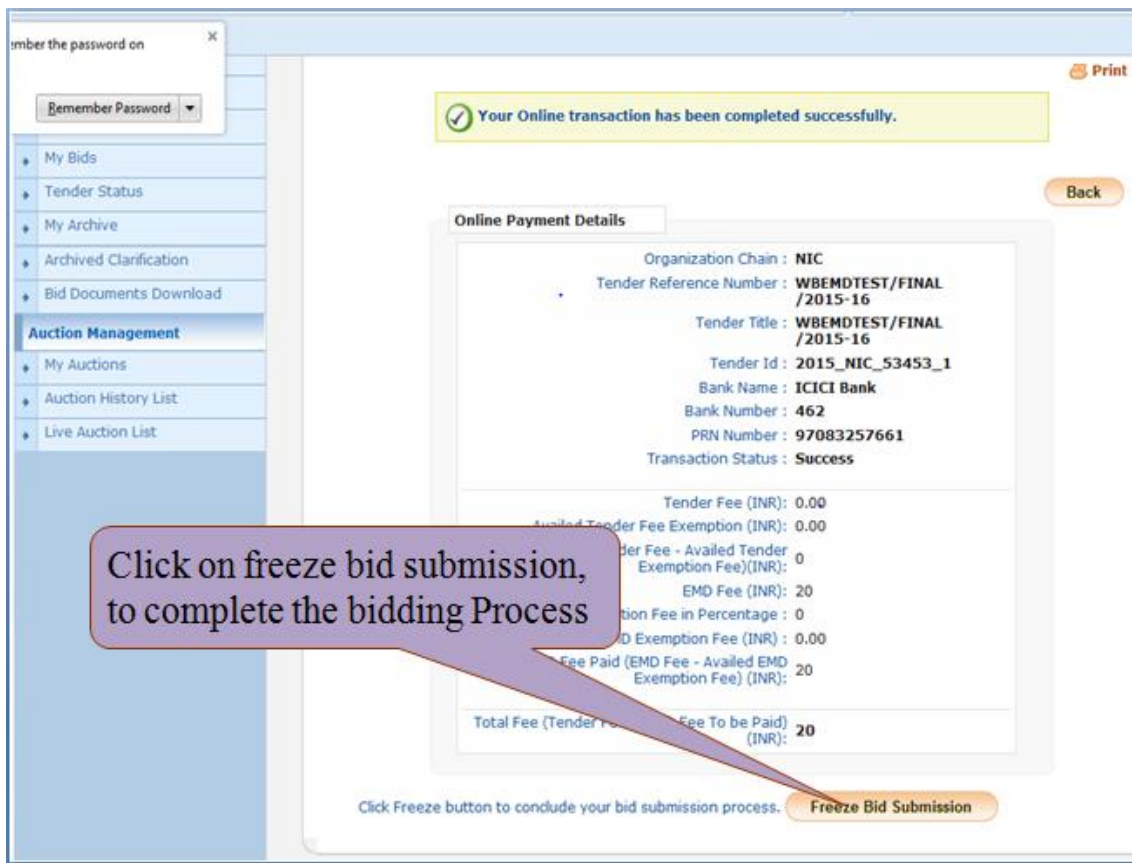


Figure 1.3.21. Submitting the BID

→ The next step is to submit the BID. For that click the **Freeze Bid Submission** Button to submit the BID with all the detail as instructed in the NIT.

- My Tenders
- Clarification
- My Bids
- Tender Status
- My Archive
- Archived Clarification
- Bid Documents Download
- Auction Management**
- My Auctions
- Auction History List
- Live Auction List

Print

Bid Information

Your bid has been placed successfully.
Please make a note of your bid number. You can use status.

Bid ID : 257661
Name : LAHIRI AND C
Bid Start Date & Time : 16-Sep-2015 11:30 AM
Bid End Date & Time : 17-Sep-2015 11:00 AM
Bid Submitted Date & Time : **16-Sep-2015 11:49 AM**
Organization Chain : NIC
Tender Ref No : WBEMDTEST/FINAL/2015-16
Tender ID : 2015_NIC_53453_1
Tender Title : WBEMDTEST/FINAL/2015-16
Bid Opening Date & Time : **17-Sep-2015 11:15 AM**
Bidder IP Address : **117.194.33.182**

Online Payment Information

Bank Name : **ICICI Bank**
Bank Number : **462**
Ref Number : **97083257661**
PRN Number : **97083257661**
Transaction Status : **Success**
Paid Date : **16-Sep-2015 11:48 AM**
Tender Fee Paid (INR) : 0.00
EMD Fee Paid (INR) : 20
Total Fee (Tender Fee + EMD Fee) (INR) : **20**

Uploaded Documents

S.No.	Packet Type	File Name	Description	File Size	File Hash

Your Bid has been placed successfully, take the printout of the acknowledgement slip

Figure 1.3.22. Acknowledgement page for BID Submission.

2.1) Bidders Login Process for Online EMD Payment through NEFT/RTGS.

i) Type your Login ID and Password you have given during the Enrollment process and click the Login Button. Follow the steps given below:

The screenshot shows the eProcurement System interface. A blue callout box at the top right says "Bidder 2 Login (NEFT/RTGS)". A purple callout box in the center says "Bidder Login Here with Login ID & Password" and points to the login form. The login form includes fields for "Login ID" (containing "mca@rediffmail.com") and "Password" (masked with dots), and a "Login" button. Below the login form are links for "Online Bidder Enrollment", "Generate / Forgot ID?", and "Login ID?". The main content area features a "Welcome to eProcurement System" message, a "Latest Tenders" table, and a "Tender Search" section. The table lists tenders with columns for Tender Title, Reference No, Closing Date, and Bid Opening Date. The "Certifying Agency" section shows logos for STQC and MCCA. The footer includes the "india.gov.in" logo and the text "The national portal of India".

Tender Title	Reference No	Closing Date	Bid Opening Date
8. supply of computer	10/08/su	17-Aug-2015 01:00 PM	17-Aug-2015 03:00 PM
9. CONSTRUCTION OF ROAD	BBNDA-06 PROJECT	28-Aug-2015 05:00 PM	31-Aug-2015 10:00 AM
10. AMC OF COMPUTER	E/STOCK/MDK	01-Oct-2015 06:00 PM	02-Oct-2015 06:00 PM

Corrigendum	Reference No	Closing Date	Bid Opening Date
1. change of time	e6-01-15-16	13-Aug-2015 02:15 PM	13-Aug-2015 02:20 PM
2. Extension of Date	1111/2015/5	13-Aug-2015 02:05 PM	13-Aug-2015 02:05 PM
3. BID OPENING DATE CHANGE	J-6/MCO/BIR/15-16	03-Sep-2015 12:00 PM	04-Sep-2015 02:00 PM

Figure 2.1.1. Login Process

ii) Click the Login Button and wait for Authentication Process.


13-Aug-2015 Search | Latest Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders Home Contact Us SiteMap
Government eProcurement System

MIS Reports
Tenders by Location
Tenders by Organisation
Tenders by Classification
Tenders in Archive
Tenders Status
Cancelled Tenders
Downloads
Announcements
Awards
Site compatibility

India.gov.in
The national portal of India

Digital Certificate Authentication

Welcome **NIC HELPDESK BIDDER II [atanu.bhuniyamca@rediffmail.com]**,

 1. You have registered with DSC. Please insert your DSC card / e-Token for authentication.
2. Click the 'Login' button to proceed.

S.No	Alias Name	Serial No.	Certificate Type	Expiry Date	Status
1.	SUDIPTA KUMAR SEN	c3b1d	Signing	17-Jan-2016 03:07 PM	Live

LOGIN Cancel

If the 'Login' button is not appearing in this screen, perform the following checks:

1. Java Run Time Environment (JRE) 1.6 or above should be installed.
2. DSC Drivers should be installed from the resource CD.
3. The smart card / e-Token must be plugged in with the system's USB port / smart card reader.

Click to login with Dsc

Figure 2.1.2. Second Authentication Process

iii) It will ask you for the PIN Number. Give the PIN Number of your token.

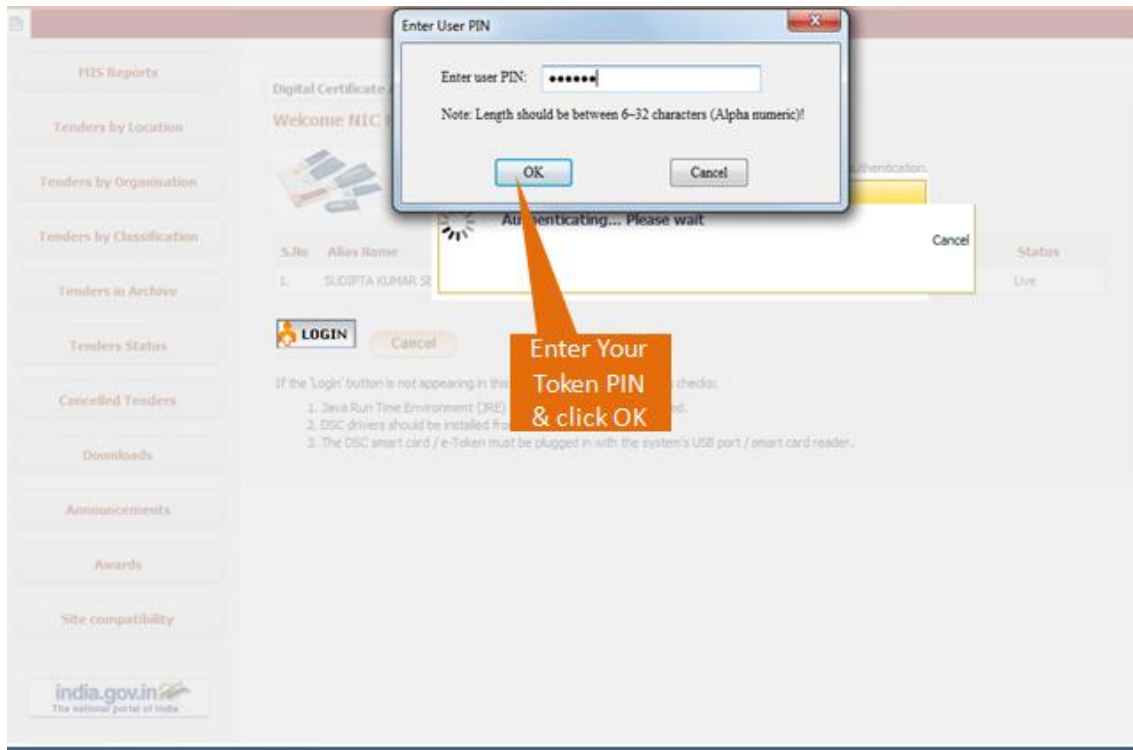


Figure 2.1.3. Asking the PIN Number for Login

2.2) Tender Searching Process.

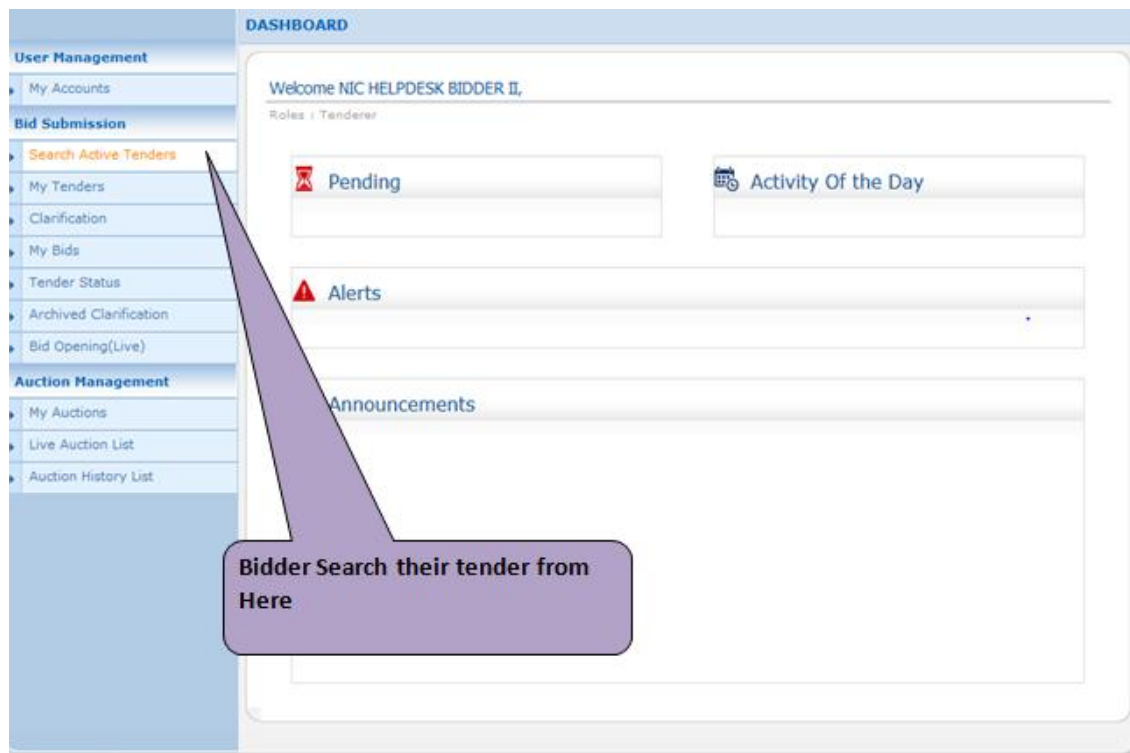


Figure 2.2.1. Searching for a tender to participate.

i) Before searching a tender it is to be noted that which organization or department is publishing the Tender. If possible try to get the Tender ID from the department in which you want to participate.

ii) The process of participating in the tender is very simple, firstly search the tender in which you want to participate then make that tender as my favorite and then only you can participate in that particular tender.

iii) Put the Tender ID and click on Submit button.

The screenshot shows a web application interface for 'BID MANAGEMENT'. On the left is a sidebar menu with sections: 'User Management' (My Accounts), 'Bid Submission' (Search Active Tenders, My Tenders, Clarification, My Bids, Tender Status, Archived Clarification, Bid Opening(Live)), and 'Auction Management' (My Auctions, Live Auction List, Auction History List). The main content area is titled 'Search Tenders' and contains a 'Search Active Tenders' form. The form has two columns of fields. The left column includes: Organisation (-Select-), Department (-Select-), Division (-Select-), Sub Division (-Select-), Org Chain (text input), Location/City (text input), Tender Type (-Select-), Value Criteria (-Select-), and Date Criteria (-Select-). The right column includes: Tender ID (text input with '2015_NIC_36995_1'), Keyword # (text input), Tender Category (-Select-), Product (text input), Form of Contract (-Select-), and From/To date pickers. A purple callout box with a pointer to the 'Tender ID' field contains the text: 'Type the tender id and then click on submit button'. At the bottom of the form are 'Cancel' and 'Submit' buttons. A small note at the bottom of the form reads: '#- Keyword finds the match in tender title, work description and technical description'. A 'Submit' button is also located at the bottom right of the main content area.

Figure 2.2.2. Process of searching a Tender.

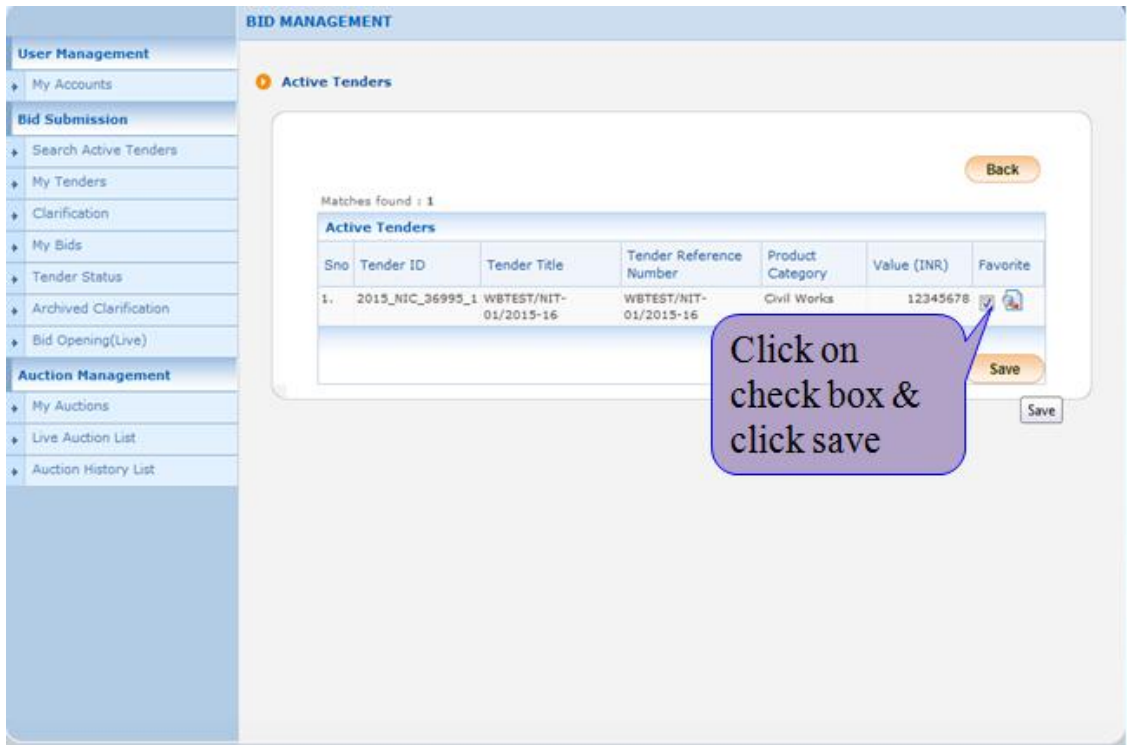


Figure 2.2.3. Making the tender as My Favorite.

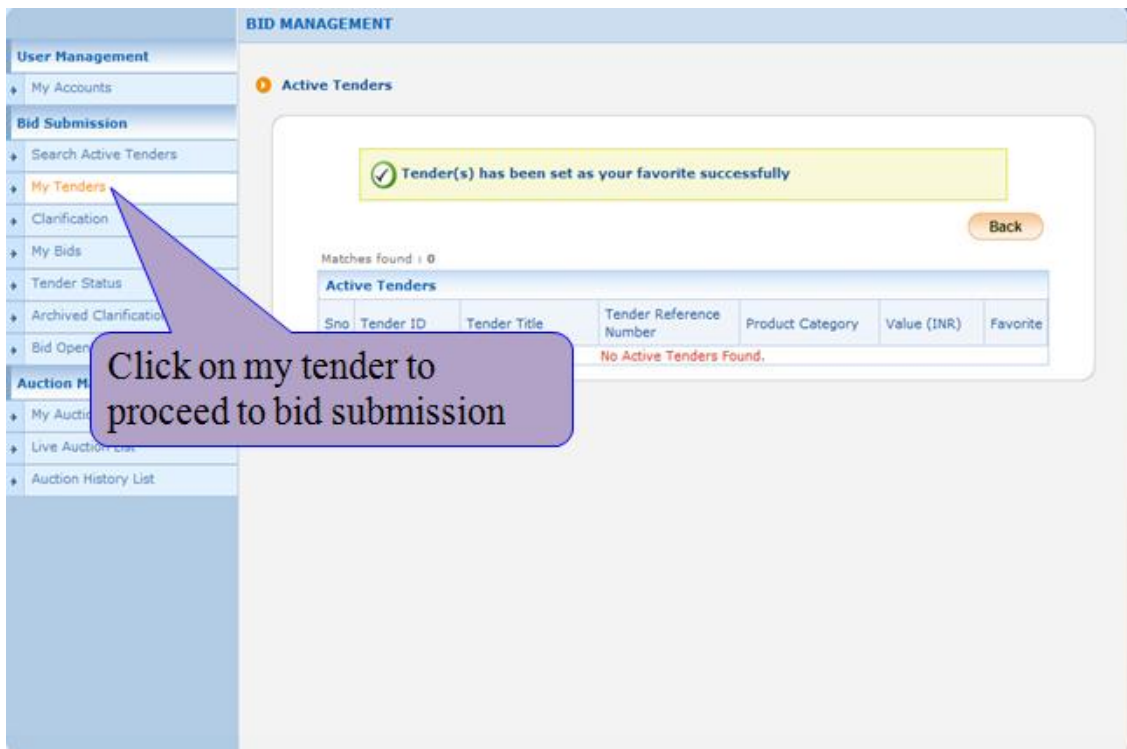


Figure 2.2.4. Successful Message after making the tender as My Favorite.

2.3) Tender Submission Process.

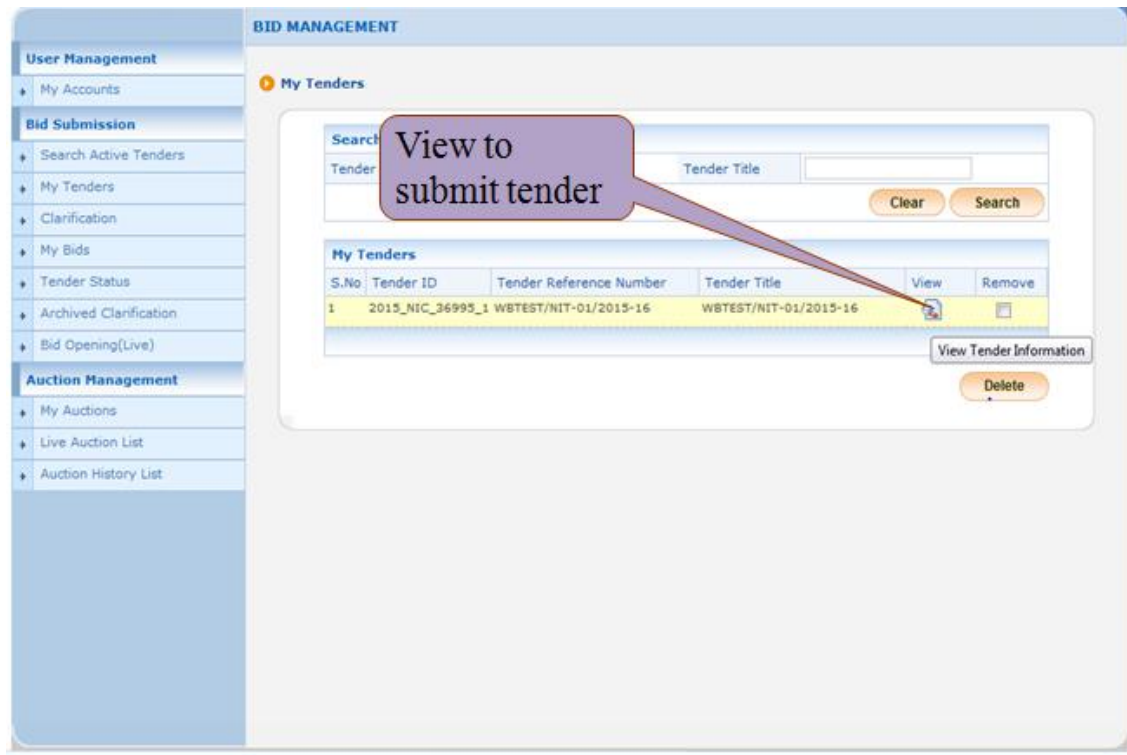


Figure 2.3.1. Participating in the Tender

- ➔ After clicking the view button see the details of the tender and Download the Documents provided by the Department along with the NIT and BOQ. To do that, follow the steps given below.

- My Tenders
- Clarification
- My Bids
- Tender Status
- Archived Clarification
- Bid Opening(Live)
- Auction Management**
- My Auctions
- Live Auction List
- Auction History List

Basic Details

Organisation Chain	NIC		
Tender Reference Number	WBTEST/NIT-01/2015-16		
Tender ID	2015_NIC_36995_1		
Tender Category	Works	No. of packets	2
Tender Type	Open Tender	Form of contract	Percentage
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments		Cover Details, No. Of Covers - 2				
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description
	1	DD - Demand Draft	1	Fee/PreQual /Technical	.pdf	NIT
	2	BC - Bankers Cheque			.pdf	SCAN COPY OF EMD
3	FDR - Fixed Deposit	2	Finance	.xls		BOQ

Tender Fee Details, [Total Fee (INR) * - 0.00]				EMD Fee Details		
Tender Fee(INR)	0.00	EMD Amount (INR)	2,46,914	EMD Exemption Allowed	Yes	
Fee Payable To	NA	Fee Payable At	NA	EMD Fee Type	percentage	EMD Percentage
Tender Fee Exemption Allowed	NA			EMD Payable To	WBNIC	EMD Payable At
						2.0%
						KOLKATA

Work Item Details

Title	WBTEST/NIT-01/2015-16
Work Description	CIVIL WORK

Scroll Down

Figure 2.3.2. Tender Details View

The screenshot shows a web portal interface for tender documents. It includes sections for 'Critical Dates', 'Tender Documents', 'Work Item Documents', and 'Tender Inviting Authority'. Callouts provide step-by-step instructions for downloading the documents.

Critical Dates

Publish Date	23-Dec-2013 06:00 PM	Bid Opening Date	08-Jan-2014 02:00 PM
Document Download / Sale Start Date	24-Dec-2013 10:00 AM	Document Download / Sale End Date	06-Jan-2014 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	24-Dec-2013 10:00 AM	Bid Submission End Date	06-Jan-2014 02:00 PM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	NIT45.pdf	NIT-45 of 2013-14	593.0
2	Form1.pdf	Form-1	1035.0
3	TandC.pdf	Spl.Terms and Condition for Electrical Work	97.0

Work Item Documents

S.No	Document Name	Document Type	Description	Document Size (in KB)
1	BOQ_30136.xls	BOQ	NIT-45 of 2013-14-1	387.0

Tender Inviting Authority

Name	Executive Engineer/Assistant Engineer
Address	31, Black Bum lane, 4th floor, Kolkata-12

Callouts:

- 1. Click here to download the NIT (points to the NIT45.pdf document name)
- 2. Click the Save As Button to save the NIT File (points to the 'Save as' option in the download dialog)
- 3. Similarly click over every document to download them in your system.
- 4. After all the documents have been downloaded click here (points to the 'Proceed for Bid Submission' button)

Download Dialog:

Do you want to open or save NIT45.pdf (593 KB) from wbtenders.gov.in?

Buttons: Open, Save, Save as, Save and open

Figure 2.3.3. Downloading the Tender documents.

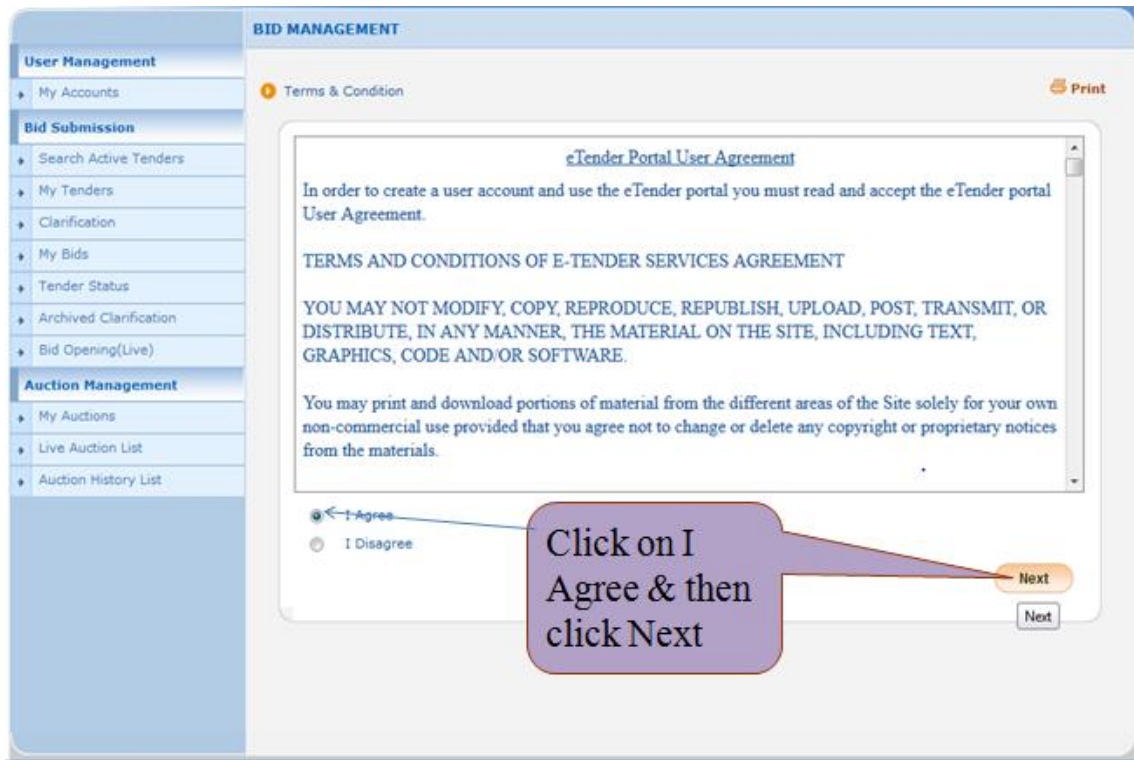


Figure 2.3.4. Accepting the Agreement with e-Tender Portal.

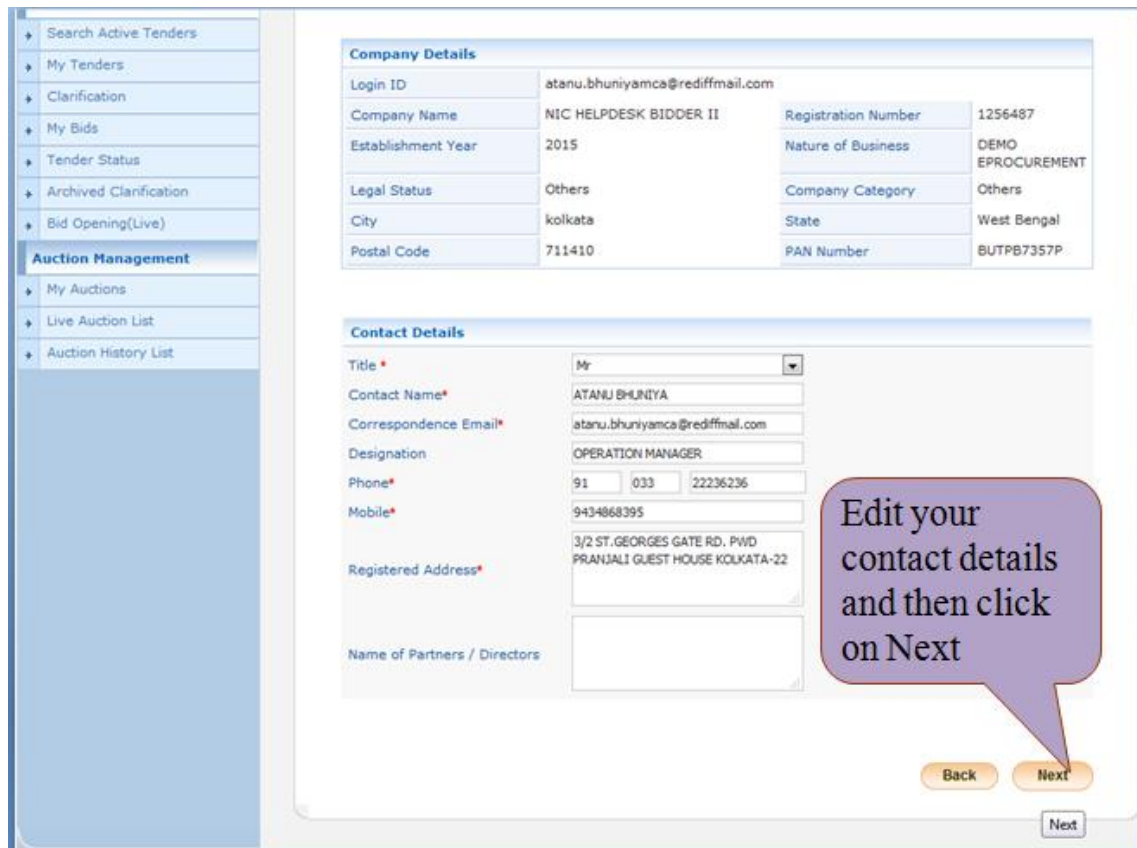


Figure 2.3.5. User Details Page.

- On the next page it will show you whether you are Exempted or not. If Exempted click the Yes Button else click Next Button, because by default the system will accept as not Exempted. Now according to the I & W Department's rules, exemptions are not allowed.

The screenshot displays a web application interface for bid submission. On the left is a navigation menu with sections: 'User Management' (My Accounts), 'Bid Submission' (Search Active Tenders, My Tenders, Clarification, My Bids, Tender Status, Archived Clarification, Bid Opening(Live)), and 'Auction Management' (My Auctions, Live Auction List, Auction History List). The main content area is titled 'BID SUBMISSION' and shows a progress bar with five steps: 1. FEE DETAILS, 2. EMD DETAILS, 3. FEE CONFIRMATION, 4. UPLOAD DOCUMENTS, and 5. BID CONFIRMATION. Below the progress bar, it says 'My Tenders → EMD Offline Payment'. The main form area contains a text box with the instruction: 'If, You are exempted from EMD payment, then select the option to 'Yes' and provide the details.' Below this is a question: 'Are you exempted from EMD payment:' followed by two radio buttons, 'Yes' and 'No'. The 'No' radio button is selected. To the right of the form are two 'Next' buttons. A callout box with a purple background and white text says 'Click on exempted or not' with an arrow pointing to the 'Yes' radio button.

Figure 2.3.6. EMD Payment Exemption.

- The next Page will ask you to submit the Non Statutory documents.
- There are two ways to submit the NSD (Non statutory Documents).
- While publishing the Tender there is a provision of selecting the Non statutory Documents list. If the Department officers are selecting the list then it is mandatory for the bidders to upload the documents in the My Documents list as given in the Picture below.
If the Department is not selecting the Non Statutory Cover List then you have to upload according to the NIT. For that when you are clicking the Next Button, then click the **“Submit Other Important Document”** button to select the documents you have uploaded in the My Document folder.

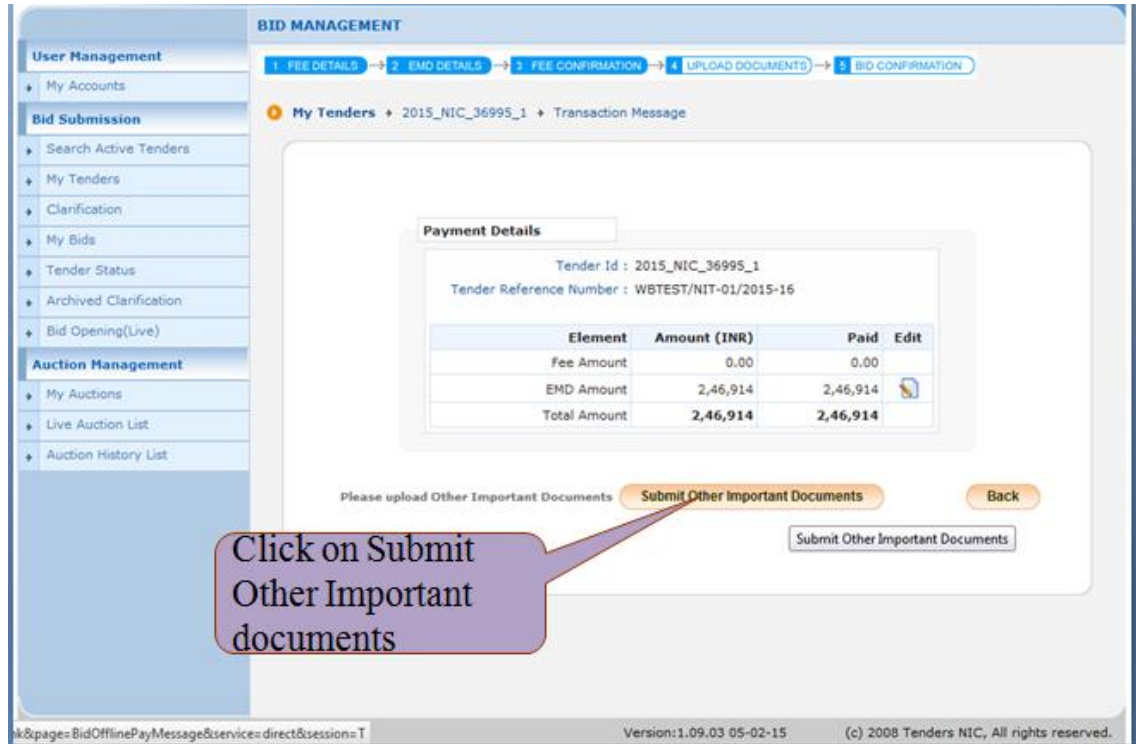


Figure 2.3.7(i). Submitting the Other Important Documents.

Tender Ref. No : WBTEST/NIT-01/2015-16
 Tender Id : 2015_NIC_36995_1
 Tender Title : WBTEST/NIT-01/2015-16
 Bid Opening Date & Time : 13-Aug-2015 02:05 PM

My Documents

Required Other Important Documents

SNo	Category Name	Sub Category Name	Status
1	Financial Detail	Annual Turn over certificates from CA	Available
2	Litigation Details	Access of Credit Facility issued by Bankers	Available
3	Man Power Details	as	Available
		Details of Technical Manpower	Available

Available Other Important Documents

SNo	Category Name	Sub Category Name	Document Name	Document View	Document Size (in KB)	Select
1	Financial Detail	Annual Turn over certificates from CA	1.pdf		10	<input checked="" type="checkbox"/>
		Access of Credit Facility issued by Bankers	TECHINICALEVALUATION.pdf		56	<input checked="" type="checkbox"/>
		as	admin_corr_eproc10072014.pdf		10	<input checked="" type="checkbox"/>
		Details of Technical Manpower	2.pdf		10	<input checked="" type="checkbox"/>

[Back](#) [Submit Other Important Documents](#)

Submit Other Important Documents

Select the OID which are required for the tender and then click on submit OID

Figure 2.3.7(ii). Submitting the Other Important Documents.

- While selecting the other important Documents, if any of the documents is not available in the My Documents list, then, the system will not allow you to proceed further.
- For that again you have to click My Account and then **My Document** and upload that document in the respective folder which is shown as not available. Then click the “**My Tenders**” list and proceed further as you did earlier.

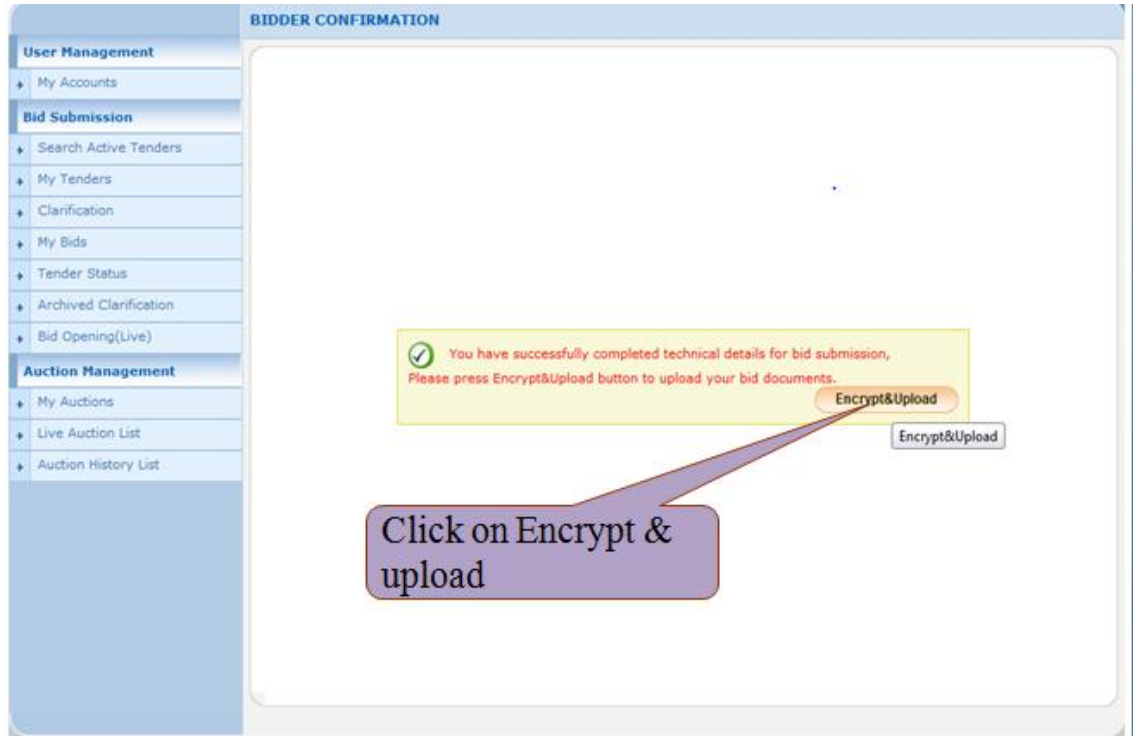


Figure 2.3.7(iii). Encrypting the Other Important document.

- To upload the Statutory Documents, click the respective folder to upload the documents as instructed in the NIT. Before uploading the documents be sure that the documents they are asking in the Technical and Financial folders are all ready.
- To upload the documents follow the steps given below.

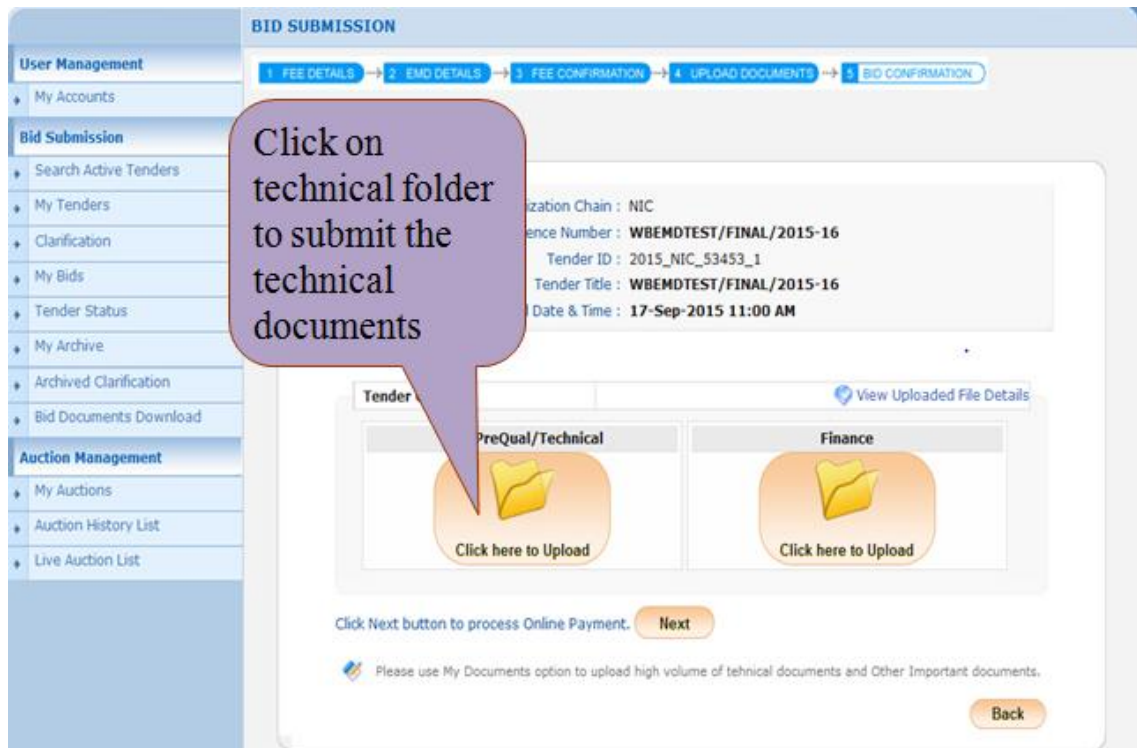


Figure 2.3.8. Uploading the Statutory Documents

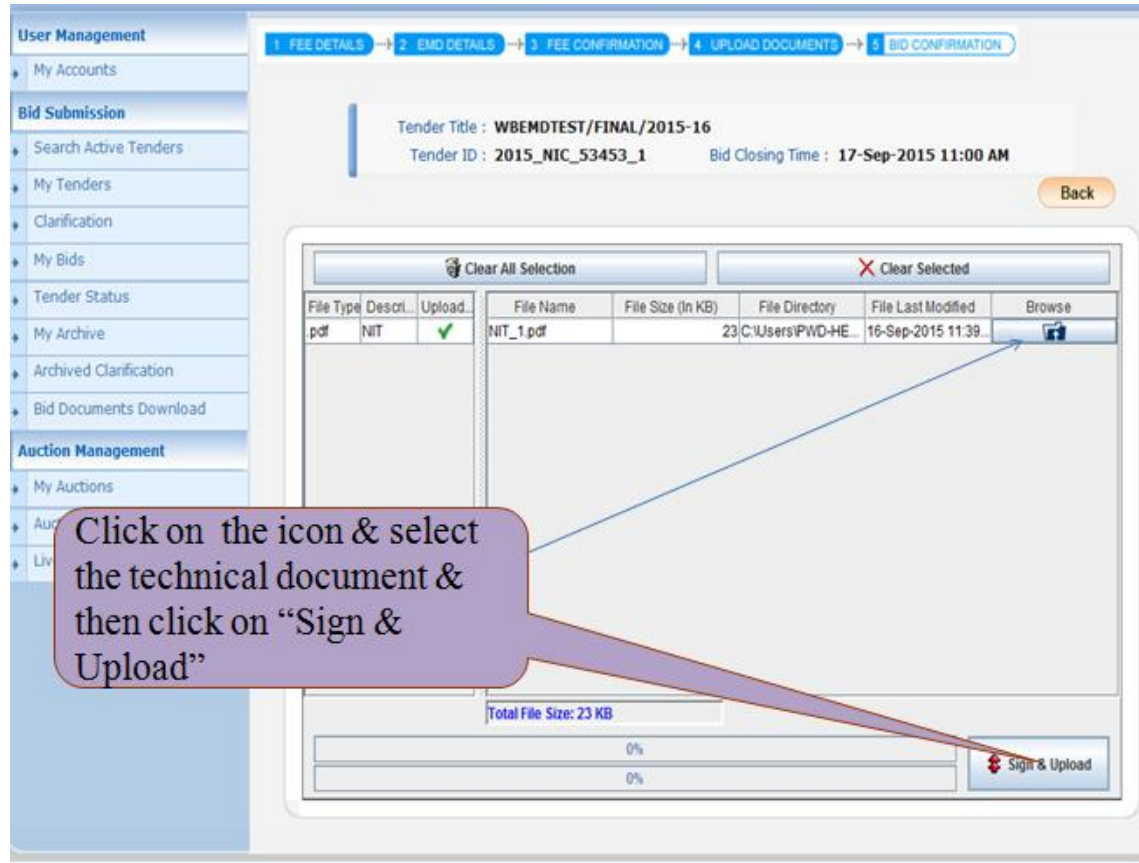


Figure 2.3.9. Uploading the Statutory Documents Technical part.

- ➔ In the above picture it is showing the documents name and the format which you have to upload.
- ➔ **Instruction to Bidders :** The file size of NIT's as well as other documents are sometimes very large, the bidders have to download those files and upload the same. Manual signing is not necessary for this type of documents. Some of the Annexures or Application forms are available with the Tender documents which the bidders have to fill up manually by taking print outs and sign those documents by providing companies seal and then those documents must be scanned and uploaded in the space provided by the department in the Technical cover.

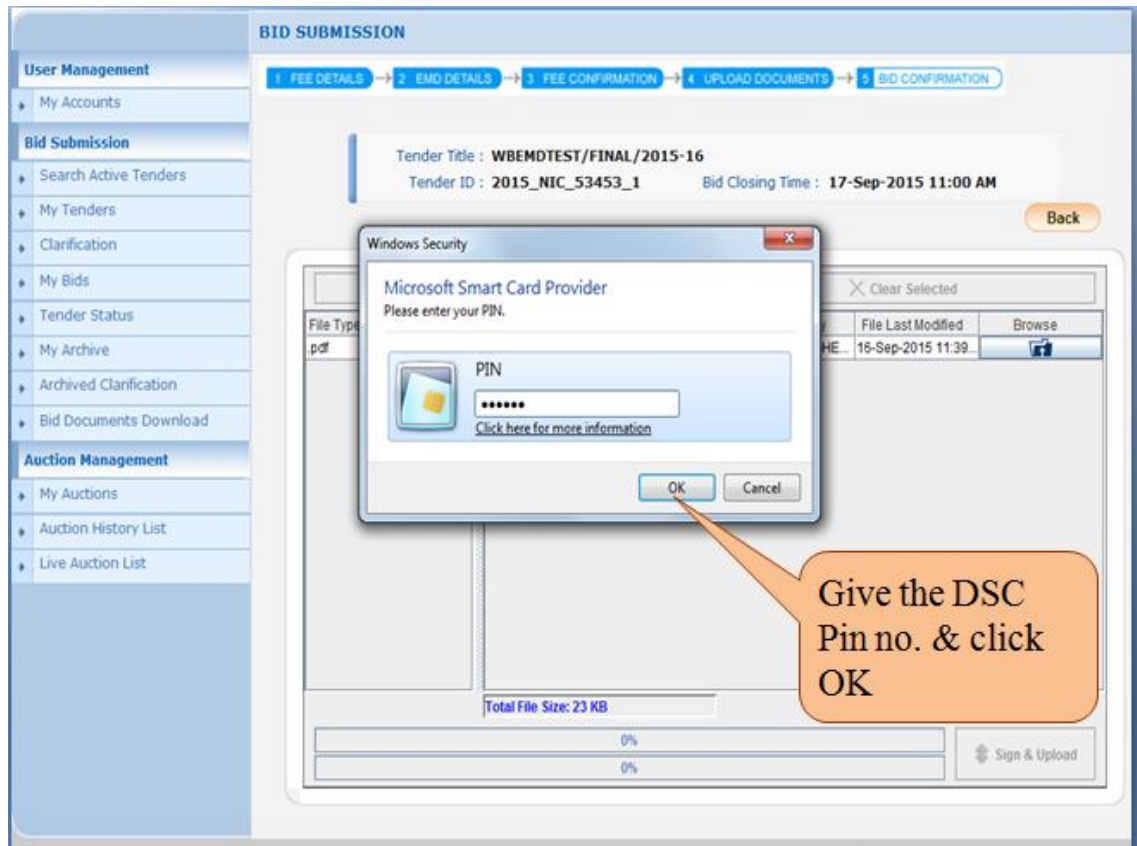


Figure 2.3.10. Encrypting and Uploading the documents.

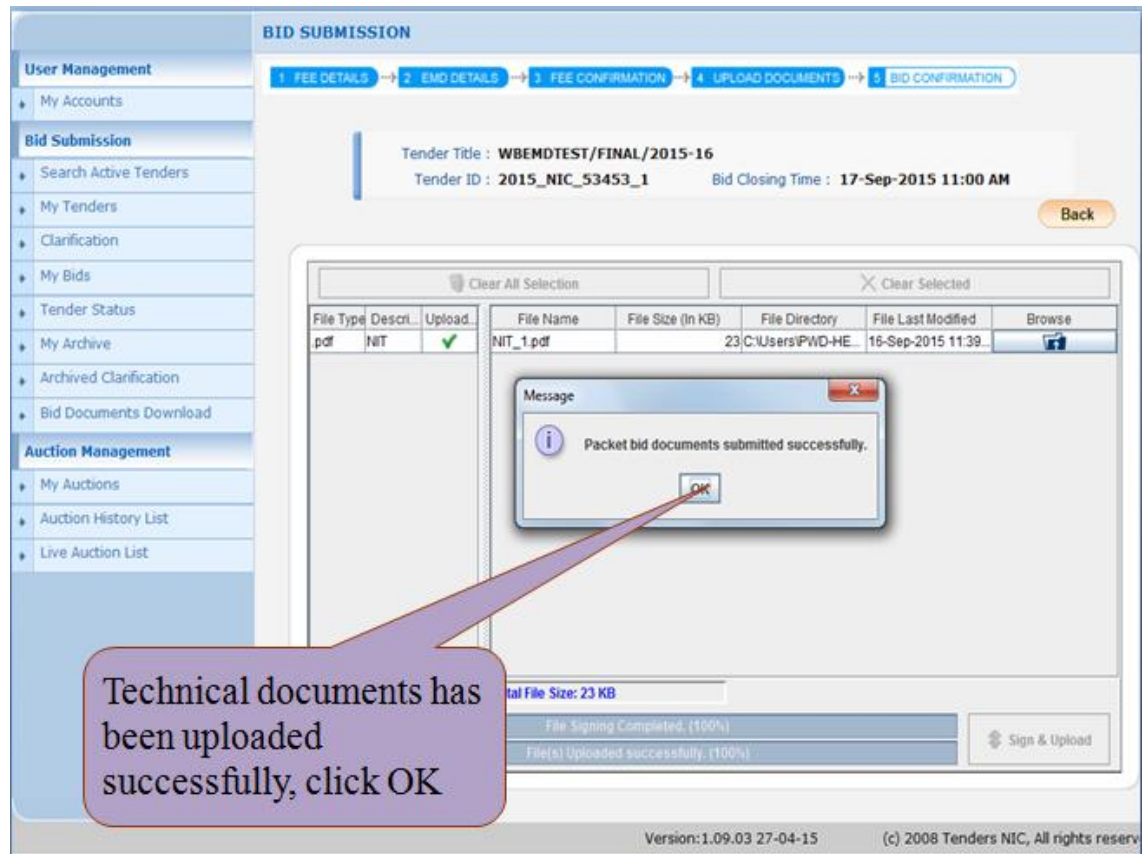


Figure 2.3.11. Successful submission of the Technical cover documents.

- ➔ After clicking the Ok Button the page will be refreshed automatically.
- ➔ The next step is given below.

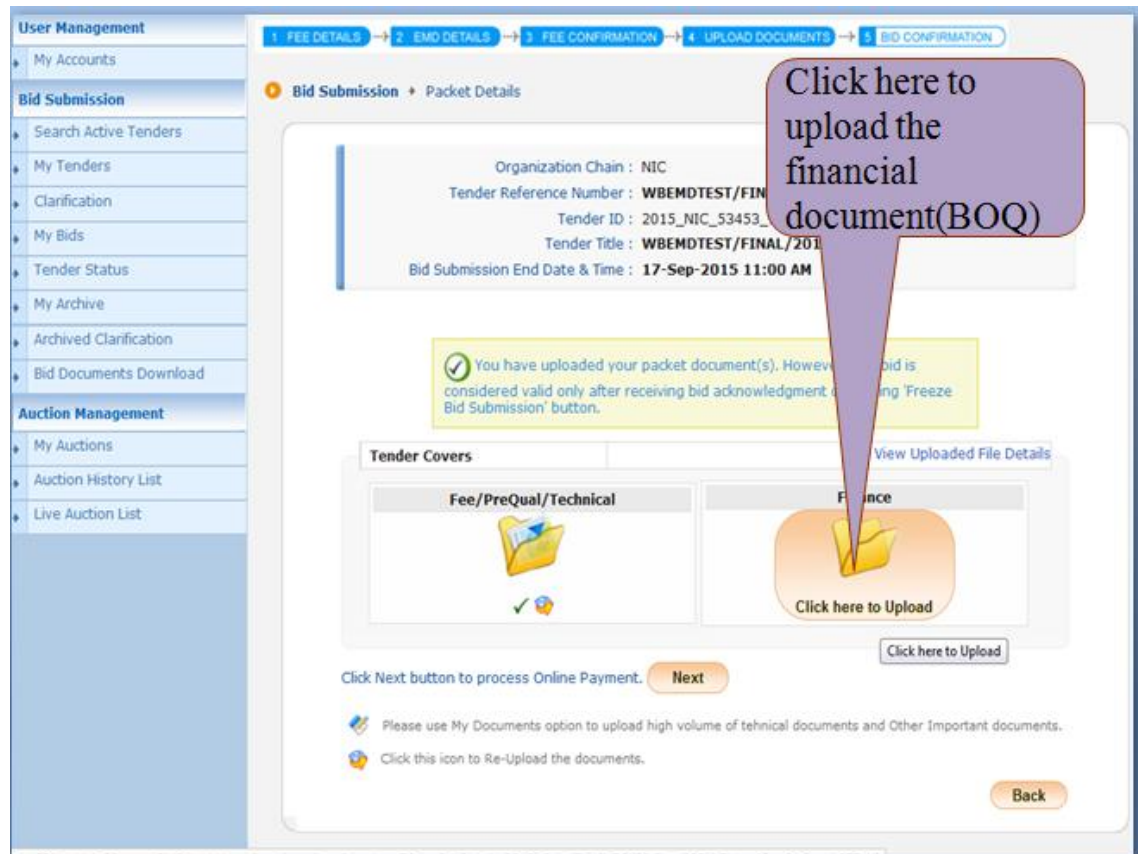


Figure 2.3.12. Uploading the Financial Cover

- ➔ Before uploading the BOQ you have to fill the details, which can be done when you have downloaded the BOQ file.
- ➔ The name of the BOQ file must not be changed at any cost as the system will not accept it. The name of the BOQ varies for each and every NIT as well as the serial numbers/name of the works.
- ➔ In percentage type BOQ, you have to fill the name of the Company, Quote the percentage rate either Less or Excess. If less, then please select the less option.

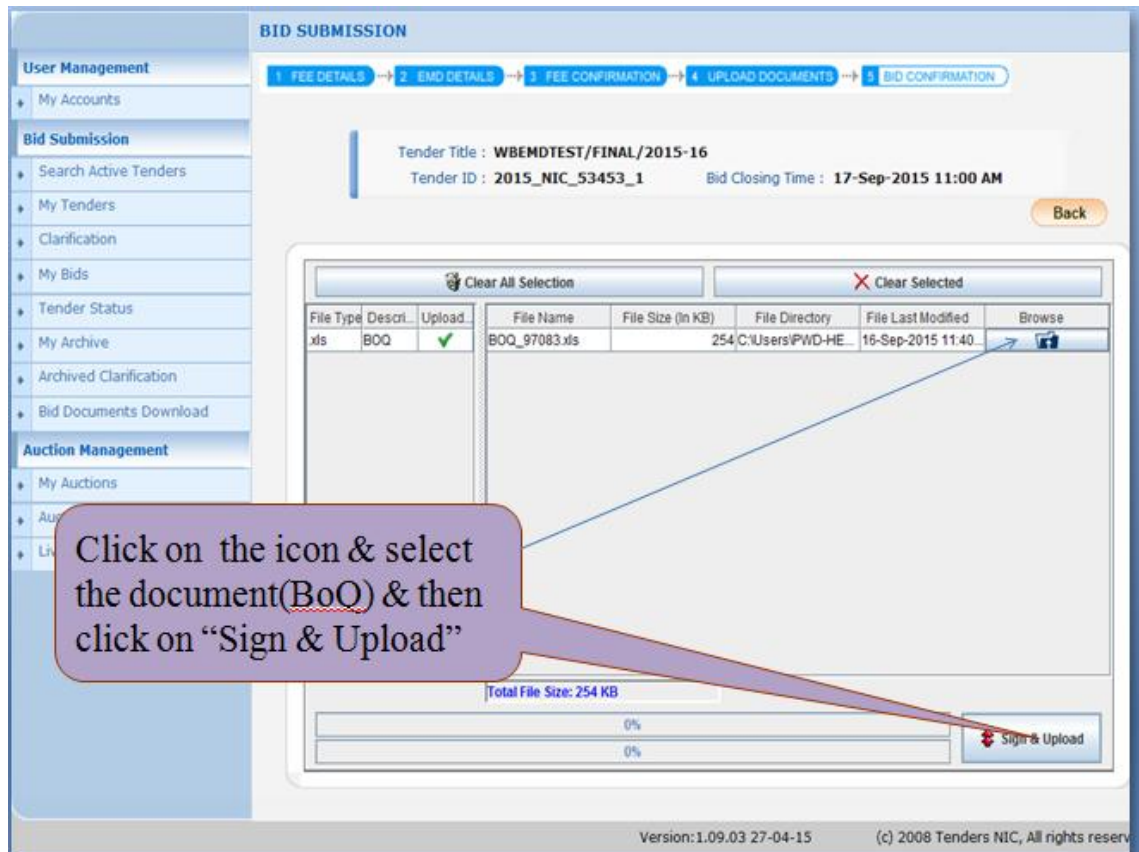


Figure 2.3.13. Verifying the BOQ Document

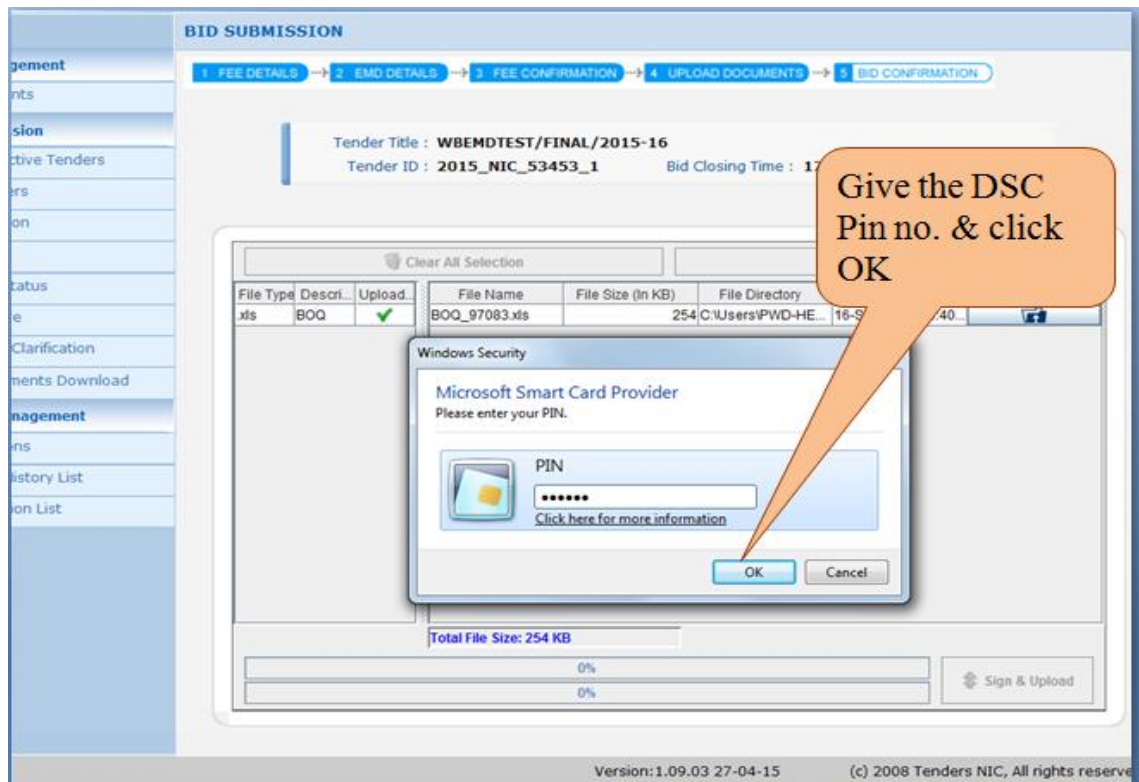


Figure 2.3.14. Verifying the BOQ Document to submit.

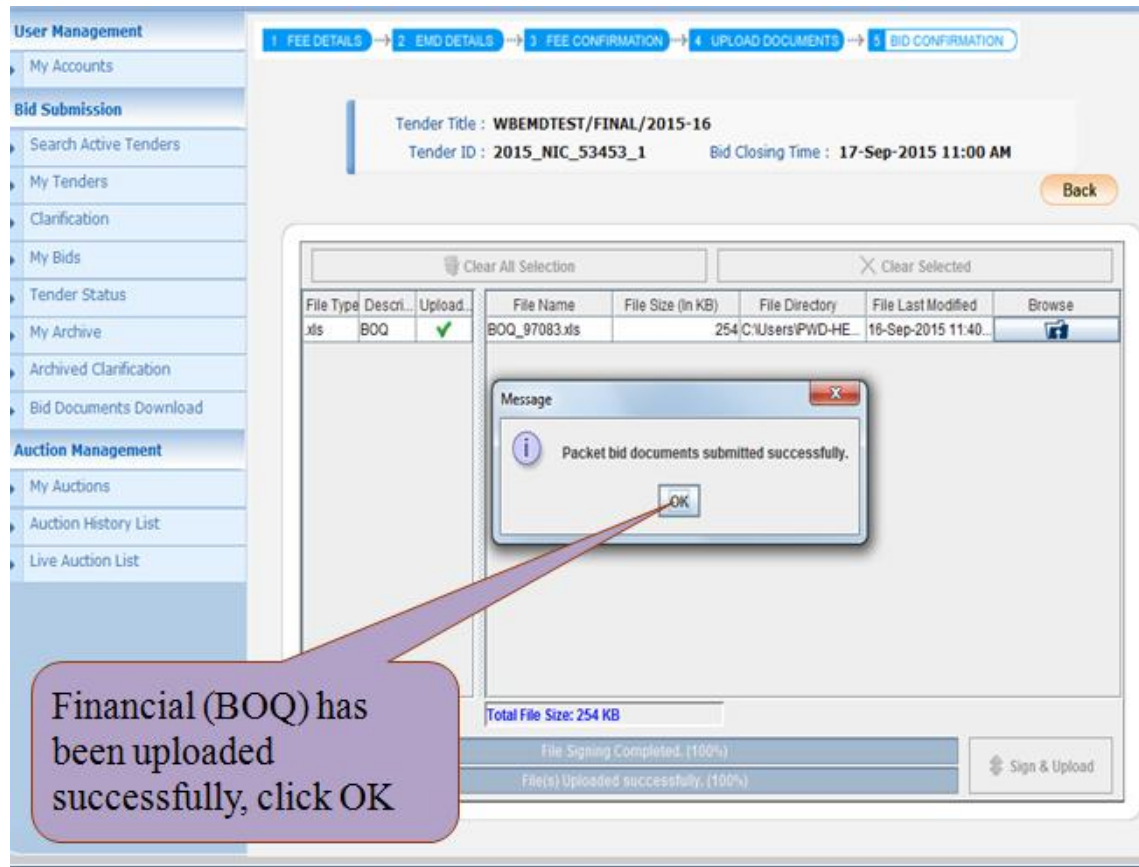


Figure 2.3.15. Submitting the BOQ Document.

- After all the Documents are submitted the two folders viz., **Fee/PreQual/Technical** and **Finance** folder will show the confirmation that both the folders are filled.

→ The next step is to submit the **EMD Amount in Online through NEFT / RTGS.**

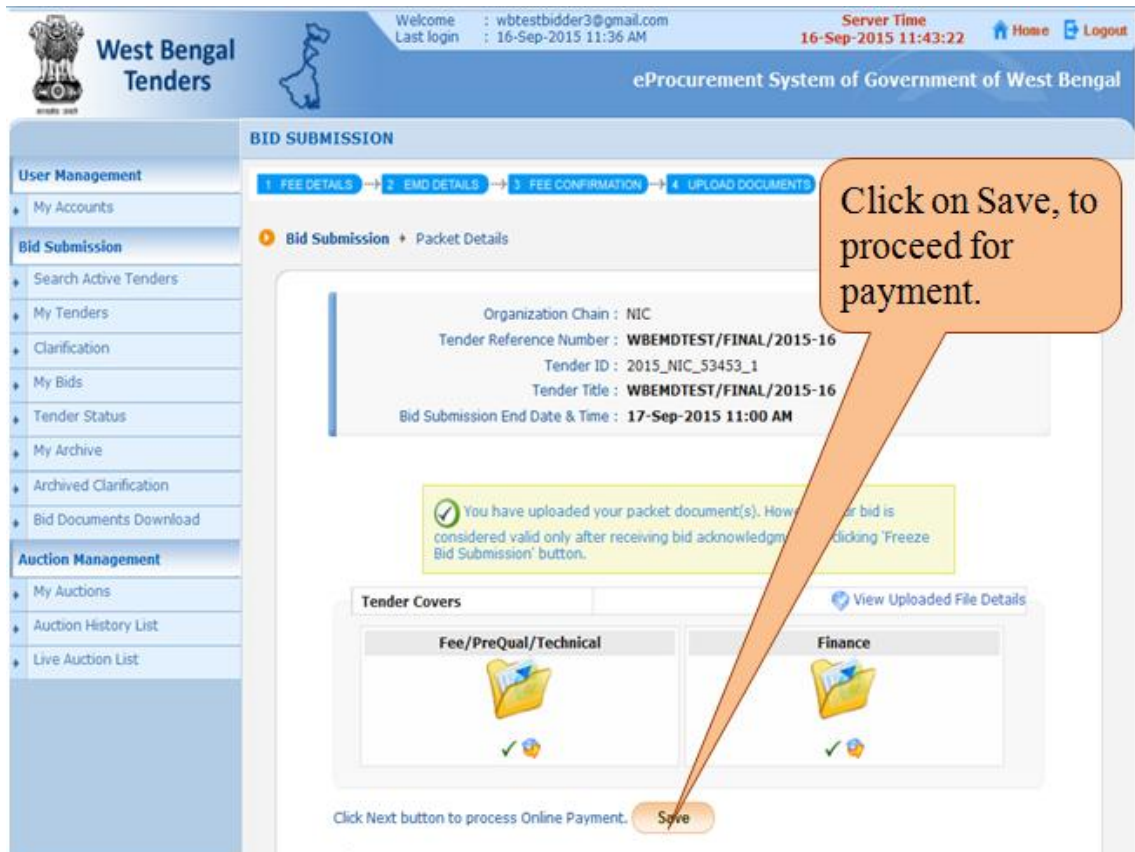


Figure 2.3.16(i). Online EMD Payment.

1 FEE DETAILS → 2 EMD DETAILS → 3 FEE CONFIRMATION → 4 UPLOAD DOCUMENTS → 5 BID CONFIRMATION

My Tenders : → Online Payment

Organisation Chain : NIC
 Tender Reference Number : WBEMDTEST/FINAL/2015-16
 Title : **WBEMDTEST/FINAL/2015-16**
 Tender Id : 2015_NIC_53453_1

Fee Payment Details
 Provide your information for payment gateway

Tender Fee (Inclusive of Taxes)(INR)	0.00
Availed Tender Fee Exemption (INR)	0.00
Tender Fee To be Paid (Inclusive of Taxes)(INR)	0.00
EMD Fee (INR)	20
Availed EMD Exemption Fee in Percentage	0
Availed EMD Exemption Fee (INR)	0.00
EMD Fee To be Paid (EMD Fee - Availed EMD Exemption Fee)(INR)	20
Total Fee (Tender Fee To be Paid + EMD Fee To be Paid) (INR)	20

Click the 'Submit' button to pay the amount in payment gateway.

Click on Submit, to proceed

Cancel Submit

Submit

Figure 2.3.16(ii). Online EMD Payment.

- Select the Online Payment Gateway –
- a) **ICICI Bank** – Select this option to pay EMD through Net Banking.
 - b) **NEFT** – Select this option to pay EMD through RTGS/NEFT Challan. (Here Select this option)

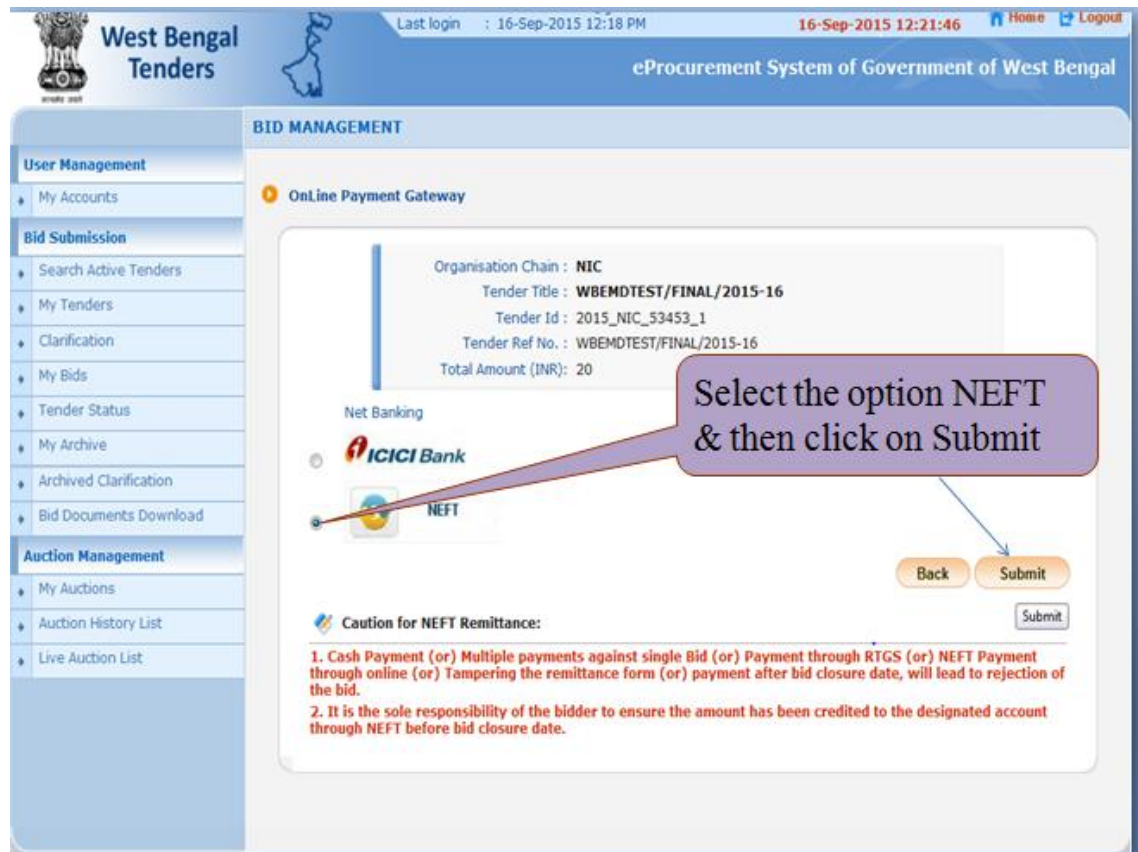


Figure 2.3.17. Selecting Online Payment Gateway

- ➔ Take a Print-out of NEFT Challan Copy or you can save it in your computer.
- ➔ Put your Signature and Contact Phone No in the Challan, go to your desired bank and pay the EMD amount.
- ➔ Bank will provide you a Receipt Copy and UTR (Unique Transaction Reference No.) Remittance Number.

NATIONAL ELECTRONIC FUND TRANSFER (NEFT)/ REAL TIME GROSS SETTLEMENT (RTGS)

(To be filled by Applicant in BLOCK LETTERS)

Bank's Copy

Date : 15/09/15

Sr No	Details of Beneficiary	
1	E-Proc Ref No	97083257679
2	Beneficiary Name	WBPS
3	Account No.	WBPS463
4	IFSC code	ICIC000104
5	Bank	ICICI Bank
6	Branch	ICICI Bank, Mumbai
7	Amount in Rs.	20.00
8	Amount in words	Rupees Twenty Only

1. It is advised that all bidder make payment via RTGS/NEFT atleast one day in advance to the last day. In the event bidder making payment on the last day and same is not available for the bidder for validation on account of any reason whatsoever, ICICI its banks, or e-procurement service provider or payment gateway service provider would not be held responsible in any manner. In such cases bidder may not be able to submit the tenders.

2. It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan. In the event of any discrepancy, payment would not be considered and would not be available for validation of EMD payment.

3. Bidder is required to generate challan for every tender since details in the challan are unique to the tender and bidder combination. Bidder is not supposed to use challan generated in one tender for payment against another tender

4. Under no circumstance, including whether the bidder has made duplicate/incorrect payments or correct payments not validated by the bidder for which tender validity has expired, ICICI Division or its Banker or its service providers are under no obligation to disclose the details of payment made by any bidder.

Remit the amount as per above details, by debiting my/our account for the amount of remittance plus Bank charges.

Customer's Signature

Contact Phone No:

Rupees

Debited Applications A/c. Date of Transfer

Remittance No.

Authorised Signatory

FOR BANK'S USE ONLY

NEFT Challan copy

BACK
PRINT
SAVE

POWERED BY

Figure 2.3.18. NEFT / RTGS Challan Copy

➔ In system , first you see Status as **Pending**.

BID MANAGEMENT

ICICI NEFT/RTGS

Status Pending

Download ICICI Bank NEFT/RTGS Form

Organisation Chain : **NIC**
Tender Title : **WBEMDTEST/FINAL/2015-16**
Tender Id : 2015_NIC_53453_1
Tender Ref No. : WBEMDTEST/FINAL/2015-16
EMD Fee (INR): 20
Total Amount (INR): 20

ICICI Bank Response On Payment Details

Reference No : 97083257679
Amount : 20.00
Bank Reference No : 476
Status : P
Status Description : Pending

Instrument Type : ICICI NEFT/RTGS

UTR Remittance Number *

EMD Fee Amount (INR)* 20

Issuer Details *

Issued Date *

Back

Note:

1. Success - Payment Status has reached the eprocurement system from Bank. Please proceed bidding.
2. Pending - Payment Status has not been reached the eprocurement system from Bank. Please try after some time.

Figure 2.3.19. Payment Status Screen.

- ➔ After the Status is changed to Success, then you enter UTR Remittance Number and other information related to the NEFT Transaction and Click on Save button.

Bid Submission

- Search Active Tenders
- My Tenders
- Clarification
- My Bids
- Tender Status
- My Archive
- Archived Clarification
- Bid Documents Download

Auction Management

- My Auctions
- Auction History List
- Live Auction List

Download ICICI Bank NEFT/RTGS Form

Tender Title : **WBEMDTEST/FINAL/2015-16/1**
Tender Id : 2015_NIC_53469_1
Tender Ref No. : WBEMDTEST/FINAL/2015-16/1
EMD Fee (INR): 20
Total Amount (INR): 20

ICICI Bank Response On Payment Details

Reference No : 97103257734
Amount : 20.00
Bank Reference No : 470
Status : Success
Status Description : Success

Instrument Type : ICICI NEFT/RTGS
UTR Remittance Number *
EMD Fee Amount (INR)*
Issuer Details *
Issued Date *

Note:

1. Success - Payment Status has reached the eprocurement system from Bank.Please proceed bidding.
2. Pending - Payment Status has not been reached the eprocurement system from Bank.Please try after some time.
3. Failure - Payment Failure, please contact the remitted bank.

Figure 2.3.20. Transaction Details Screen

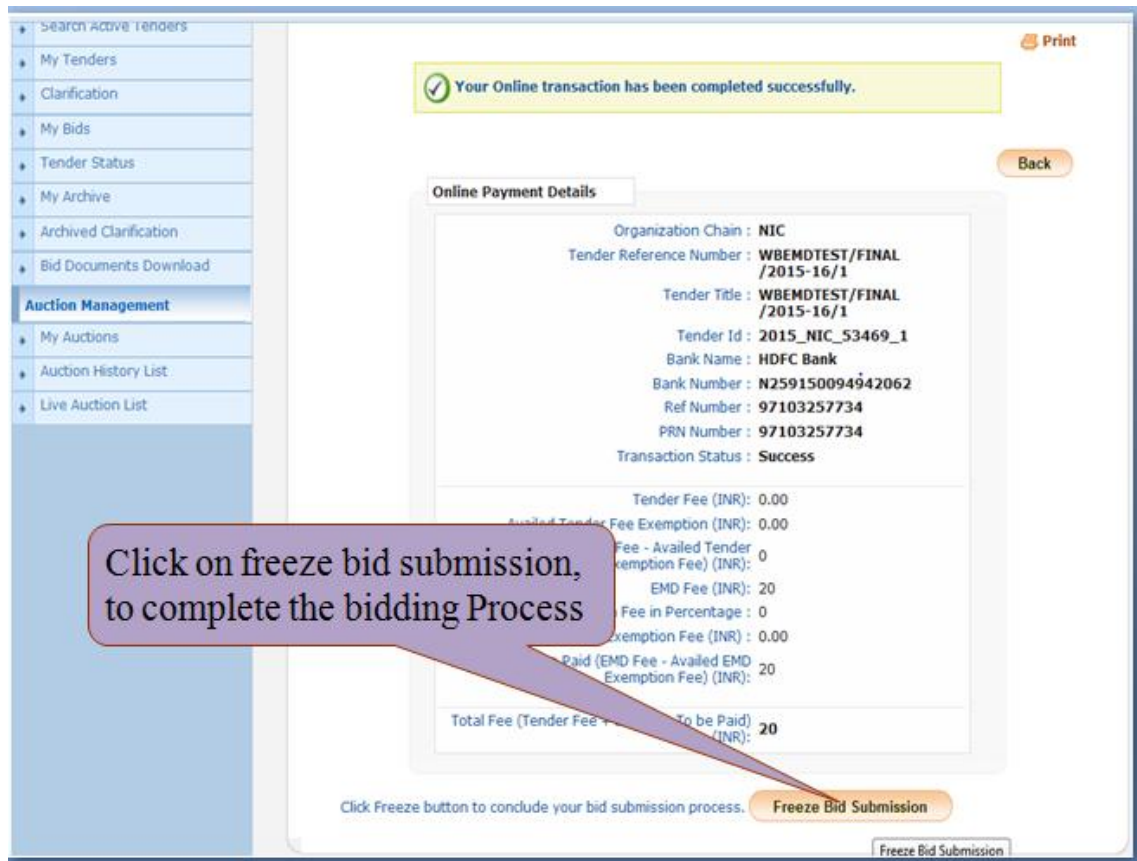


Figure 2.3.21. Submitting the BID

- ➔ The next step is to submit the BID. For that click the **Freeze Bid Submission** Button to submit the BID with all the detail as instructed in the NIT.

- ▶ Clarification
- ▶ My Bids
- ▶ Tender Status
- ▶ My Archive
- ▶ Archived Clarification
- ▶ Bid Documents Download
- Auction Management**
- ▶ My Auctions
- ▶ Auction History List
- ▶ Live Auction List

Your bid has been placed successfully.

Please make a note of your bid number. You can use the number for

Bid ID : 257734

Name : ARGHA AND CO

Bid Start Date & Time : 16-Sep-2015 01:00 PM

Bid End Date & Time : 17-Sep-2015 11:30 AM

Bid Submitted Date & Time : **17-Sep-2015 10:36 AM**

Organization Chain : NIC

Tender Ref No : WBEMDTEST/FINAL/2015-16/1

Tender ID : 2015_NIC_53469_1

Tender Title : WBEMDTEST/FINAL/2015-16/1

Bid Opening Date & Time : **17-Sep-2015 11:35 AM**

Bidder IP Address : **117.194.62.195**

Online Payment Information

Bank Name : **HDFC Bank**

Bank Number : **N259150094942062**

Ref Number : **97103257734**

PRN Number : **97103257734**

Transaction Status : **Success**

Paid Date : **17-Sep-2015 10:34 AM**

Tender Fee Paid (INR) : 0.00

EMD Fee Paid (INR) : 20

Total Fee (Tender Fee + EMD Fee) (INR) : **20**

Uploaded Documents

S.No	Packet Type	File Name	Description	File Size (KB)	File Hash
1	Fee/PreQual	NIT_1.pdf	NIT	23.0	fywF0UyRlwg4Jfjd7W1Ly/e8fw1=

Your Bid has been placed successfully, take the printout of the acknowledgement slip

Figure 2.3.22. Acknowledgement page for BID Submission.