TENDER MANAGEMENT

1. TENDER CREATION
2. TENDER PUBLISH
TENDER CREATION
1. Dept user logs in with login id and password

2. Click Login
1. Click login

### DSC status for both signing and encipherment certificates

<table>
<thead>
<tr>
<th>S.No</th>
<th>Alias Name</th>
<th>Certificate Type</th>
<th>Expiry Date</th>
<th>Interim Days</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>upadeshine SIDN 84-9993</td>
<td>Signing</td>
<td>10-Jul-2012 12:00 AM</td>
<td>41 days</td>
<td>Live</td>
</tr>
<tr>
<td>2</td>
<td>upadeshine ENCRTF 844996</td>
<td>Encipherment</td>
<td>10-Jul-2012 12:00 AM</td>
<td>41 days</td>
<td>Live</td>
</tr>
</tbody>
</table>

You have registered with DSC. Please insert your DSC card for authentication. Then click the Login button to proceed.
Enter the DSC/token password and click ok
1. Click here to create a new tender or at step 2.

2. Click here.
Enter Basic details

Click next
### Cover Details

<table>
<thead>
<tr>
<th>S.No</th>
<th>Cover Name</th>
<th>Cover Type</th>
<th>Cover Documents</th>
<th>Add Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2008_NICSI_111_pack1</td>
<td>Fee/PreQual/Technical</td>
<td>0</td>
<td><img src="image" alt="Add Contents" /></td>
</tr>
<tr>
<td>2</td>
<td>2008_NICSI_111_pack2</td>
<td>Finance</td>
<td>0</td>
<td><img src="image" alt="Add Contents" /></td>
</tr>
</tbody>
</table>

**Entry of Cover content details**

**Click here to add contents**
1. Type the document description
2. Select the document type
3. Click save
Here, the content has been saved
1. Like wise type the document description and click save.

2. Edit the content.

3. Delete the content.

Here, three contents have been saved.

4. Click Submit.
Here, three contents have been saved in 1st cover.

Likewise, Click here to add contents in 2nd cover.
1. Type the doc description and select doc type

2. Price bid should be in ‘xls’ format

3. Click save
Here, finance doc saved in ‘xls’ type

Click submit
Here, 2 contents saved in 1st cover and 1 content in 2nd cover.

Click next.
Click here to upload NIT Document
Publish Tender → dem_test_30_5_2012 → Upload Documents

Tender Reference Number: dem_test_30_5_2012

Document Type: NIT

Description:

You can upload .jpg and .pdf files only.

Document

Click Browse
1. Click here to sign the document
2. Click ok
2. Click save
Click here to verify the NIT document.
2. Verifying the document

1. Click here to view the uploaded NIT document

click save

2. Verifying the document
1. Here the action is getting changed to verified

2. Click next
Work item details entry. This may be more than one item.
Page:1

Click next
Fee details

Click here to view help for processing fee

Click here to view help for surcharges

Select EMD exemption

Click next
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publishing Date</td>
<td>01/05/2009</td>
<td>At 15</td>
<td>Mins 25</td>
</tr>
<tr>
<td>Document Download Start Date</td>
<td>01/05/2009</td>
<td>At 15</td>
<td>Mins 35</td>
</tr>
<tr>
<td>Document Download End Date</td>
<td>10/05/2009</td>
<td>Upto 15</td>
<td>00</td>
</tr>
<tr>
<td>Seek Clarification Start Date</td>
<td>01/05/2009</td>
<td>At 15</td>
<td>Mins 35</td>
</tr>
<tr>
<td>Seek Clarification End Date</td>
<td>10/05/2009</td>
<td>Upto 15</td>
<td>00</td>
</tr>
<tr>
<td>PreBidMeeting Date</td>
<td>05/05/2009</td>
<td>At 10</td>
<td>00</td>
</tr>
<tr>
<td>Bid Submission Start Date</td>
<td>06/05/2009</td>
<td>At 10</td>
<td>00</td>
</tr>
<tr>
<td>Bid Submission Closing Date</td>
<td>10/05/2009</td>
<td>Upto 15</td>
<td>00</td>
</tr>
<tr>
<td>Bid Opening Date</td>
<td>10/05/2009</td>
<td>At 18</td>
<td></td>
</tr>
</tbody>
</table>

Click next
Bid Openers Selection should be minimum 2 or maximum 4

5. Click submit
Click here to upload the tender docs
1. Select the doc type

2. Click on Browse to upload the tender document
Select the document
1. Click here to sign the doc

2. Click OK
1. Enter the Document description

2. Click Save
Click here to upload more documents.
BOQ selection
2. Click here to **Verify** the Tender Documents
1. Click here to view the document
2. Select check box to verify
3. Click Save
1. Check BOQ Format

2. This message will be displayed after compilation

3. Verify the BoQ document

4. Click save
1. Here, action is getting changed to **verified** for both documents

2. Click for next
This page will display after tender creation

### Cover Details (No. of Covers 2)

<table>
<thead>
<tr>
<th>Cover No</th>
<th>Cover Type</th>
<th>Document Label</th>
<th>Document Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fee/PraQual/Technical</td>
<td>2008_PWD_21_pack1_73.pdf</td>
<td>pdf</td>
<td>fee doc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2008_PWD_21_pack1_74.pdf</td>
<td>pdf</td>
<td>tech doc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2008_PWD_21_pack1_75.pdf</td>
<td>pdf</td>
<td>pre doc</td>
</tr>
<tr>
<td>2</td>
<td>Finance</td>
<td>2008_PWD_21_pack2_76.xls</td>
<td>.xls</td>
<td>finance doc</td>
</tr>
</tbody>
</table>

### NIT Documents

<table>
<thead>
<tr>
<th>S.No</th>
<th>Document</th>
<th>Size (in KB)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NIT</td>
<td>14.0</td>
<td>nitr doc</td>
</tr>
</tbody>
</table>

### Work Items

<table>
<thead>
<tr>
<th>S.No</th>
<th>Inviting Bids</th>
<th>Tender Id</th>
<th>Work Item Title</th>
<th>ECV</th>
<th>Fee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>se</td>
<td>2008_PWD_21_1</td>
<td>demo</td>
<td>INR</td>
<td>INR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000</td>
<td>3,000</td>
<td></td>
</tr>
</tbody>
</table>
END OF TENDER CREATION
PUBLISH TENDER
1. Click here to publish the tender

2. List of tenders to be published

3. Click here to view
1. Click here to see the published tenders

NIT document
1. Tender documents

2. Click here to publish the tender
END OF TENDER PUBLISHING