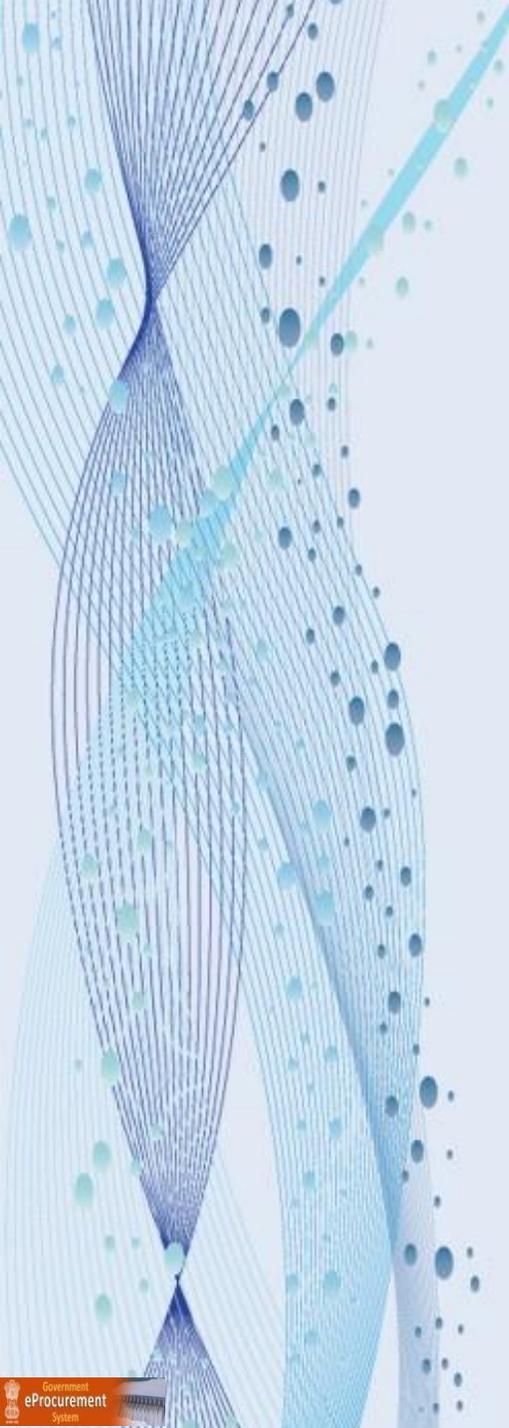


# **Government eProcurement System of National Informatics Centre**

**(GePNIC Version 1.09.06)**



# Bidders Training Kit

## My Documents

# My Documents

- This document assists you on how to have Other Important Documents stored.
- Go to My Documents after successfully logging in.
- Upload the Other Important Documents and have them stored in the space given.
- The documents stored will be submitted as available while placing bid.



11-Apr-2018

[Search](#) | [Active Tenders](#) | [Tenders by Closing Date](#) | [Corrigendum](#) | [Bid Awards](#) | [CPPP Home](#)

[Home](#) | [Contact Us](#) | [SiteMap](#)

< Additional Helpdesk Number: 0120-4001005.

- MIS Reports
- Tenders by Location
- Tenders by Organisation
- Tenders by Classification
- Tenders in Archive
- Tenders Status
- Cancelled/Retendered
- Downloads
- Announcements
- Recognitions
- Site compatibility

## Welcome to eProcurement System

The eProcurement System of India enables the Tenderers to download the tender documents, submit the bids online through this portal.



### Latest Tenders

Tender Title	Reference No	Closing Date	Bid Opening
1. SUPPLY OF BOLT WITH NUTS	E230180452	25-Apr-2018 10:00 AM	
2. LOCAL PURCHASE FOR SUPPLY OF MILK FRESH AND BUTTER FRESH AT FSD AKHNOOR FOR THE PD FROM 23 APR TO 29 APR 2018	5430/LP/Milk Butter Fr/ST-5	13-Apr-2018 12:00 PM	13-Apr-2018 12:00 PM

Latest Tenders updates every 15 mins. [More...](#)

### Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
1. Corrigendum for FMD and ...	...	...	...

Latest Corrigendum updates every 15 mins. [More...](#)

Certifying Agency



1. Enter Login id and password

User Login

Login ID \*

Password \*

Login

2. Click Login

[Online Bidder Enrollment](#)  
[Generate / Forgot Password?](#)  
[Find My Nodal Officer](#)

Search with ID/Title/Reference no

**Tender Search**

Go

Advanced Search

- ➔ [Help For Contractors](#)
- ➔ [Information About DSC](#)
- ➔ [FAQ](#)
- ➔ [Feedback](#)
- ➔ [Bidders Manual Kit](#)



**MMP on eProcurement**  
(Tender information for States and UT's)

MIS Reports

Tenders by Location

Tenders by Organisation

Tenders by Classification

Tenders in Archive

Tenders Status

Cancelled/Retendered

Downloads

Announcements

Recognitions

Site compatibility

## Digital Certificate Authentication

Welcome ABCD Pvt.Ltd. [bidder10@gmail.com],



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

**Double Factor  
Authenticating**

S.No	Alias Name	Serial No.	Certificate Type	Expiry Date	Type	Status
1.	USHA SAXENA	53 86 ed 12	Signing	11-Dec-2019 01:15 PM	Class 2	Live

 **LOGIN**

Logout

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

1. Java Run Time Environment (JRE) 1.8 or above should be installed.
2. DSC drivers should be installed from the resource CD.
3. The DSC smart card / e-Token must be plugged in with the system's USB port / smart card reader.

Click here to login

tem is being conducted on various topics on a regular basis. The Web based training will  
om 2.30 PM to 4.30 PM in English only.

- MIS Reports
- Tenders by Location
- Tenders by Organisation
- Tenders by Classification
- Tenders in Archive
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### Digital Certificate Authentication

Welcome ABCD Pvt.Ltd. [bidder10@gmail.com],

S.No	Status
1.	Live

Logout

**Windows Security**

**Microsoft Smart Card Provider**  
Please enter your digital signature PIN.

 PIN

[Click here for more information](#)

OK Cancel

Enter token Password

Click Ok



### DASHBOARD

Welcome ABCD Pvt.Ltd.,

Roles : Tenderer

Click My Documents

#### User Management

My Accounts

My Documents

#### Auction Management

My Auctions

Live Auctions

View Auction History

#### Bid Management

Search Active Tenders

My Tenders

Clarification

My Active Bids

Bid Opening (Live)

Confirmatory Documents

Techno Commercial Query History

Short fall Documents

My Bids History

Confirmatory Documents History

Short Fall Documents History

Archived Clarification

Tender Status

My Withdrawn Bids

#### Post Award Management

/app?page=ViewMyDocumentsList&service=page



**User Management**

- My Accounts
- My Documents

**Auction Management**

- My Auctions
- Live Auctions
- View Auction History

**Bid Management**

- Search Active Tenders
- My Tenders
- Clarification
- My Active Bids
- Bid Opening (Live)
- Confirmatory Documents
- Techno Commercial Query History
- Short fall Documents
- My Bids History
- Confirmatory Documents History
- Short Fall Documents History
- Archived Clarification
- Tender Status
- My Withdrawn Bids

**Post Award Management**

- Award Declaration

**TENDERER MY DOCUMENTS**

▶ **View My Documents**

▶ **Used Space**



My Documents List						
SNo	Category Name	Document Name	Document View	Document Size (in KB)	Download Format	Delete
A	Financial Detail	bidder cash		Nil		
		Annual Turn Over Details		Nil		
		Bankers Details		Nil		
		Annual Turn over certificates from CA		Nil		
		Access of Credit Facility issued by Bankers		Nil		
B	Litigation Details	as		Nil		
		Litigation Details		Nil		
C	Machinery Details	Machinery Lease/Hire agreement copy		Nil		
		Machinery Details		Nil		
D	Man Power Details	Details of Technical Manpower		Nil		

**Click here to upload the document**

Delete



- User Management**
  - My Accounts
  - My Documents
- Auction Management**
  - My Auctions
  - Live Auctions
  - View Auction History
- Bid Management**
  - Search Active Tenders
  - My Tenders
  - Clarification
  - My Active Bids
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  - My Bids History
  - Confirmatory Documents History
  - Short Fall Documents History
  - Archived Clarification
  - Tender Status
  - My Withdrawn Bids
- Post Award Management**
  - Award Declaration

**UPLOAD MY DOCUMENTS**

**Category Name** Financial Detail  
**Sub Category Name** Bankers Details

Only pdf,rar,xls files are permitted to upload.

**Please Upload Document \***   

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User Management

- My Accounts
- My Documents

Auction Management

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- Live Auctions
- View Auction History

Bid Management

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Post Award Management

- Award Declaration

UPLOAD MY DOCUMENTS

Category Name Financial Detail  
Sub Category Name Bankers Details

Browse...

Look In: Upload\_Documents\_Bidder

New Folder	PQ_ALL_DOCUMENTS.pdf
Bank_Form.pdf	PQ_CONTRACTOR_REGN_CERTIF
BOC_2947.xls	PQ_OTHER_DOCUMENTS.pdf
Classification.pdf	PQ_SALESTAX_CLEARANCE.pdf
Exemption.pdf	TECHNICAL_BID.pdf
FEE_COPY.pdf	Tender_Fee.pdf

File name: Bank\_Form.pdf

Files of Type: pdf,rar,xls

Open Cancel

1. Select the document

2. Click Open



**User Management**

- My Accounts
- My Documents

**Auction Management**

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- Declaration

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- My Accounts
- My Documents
- Auction Management**
- My Auctions
- Live Auctions
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- Award Declaration

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**Category Name** Financial Detail  
**Sub Category Name** Bankers Details

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**Auction Management**

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**Bid Management**

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**UPLOAD MY DOCUMENTS**

**Category Name** Financial Detail

**Sub Category Name** Bankers Details

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pad\_Documents\_Bidder\Bank\_Form.pdf



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Click Save



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  - Award Declaration

**TENDERER MY DOCUMENTS**

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**Used Space**



You have used 4 % of 10 MB.

1. Click here if required to Delete the Uploaded Document

**My Documents List**

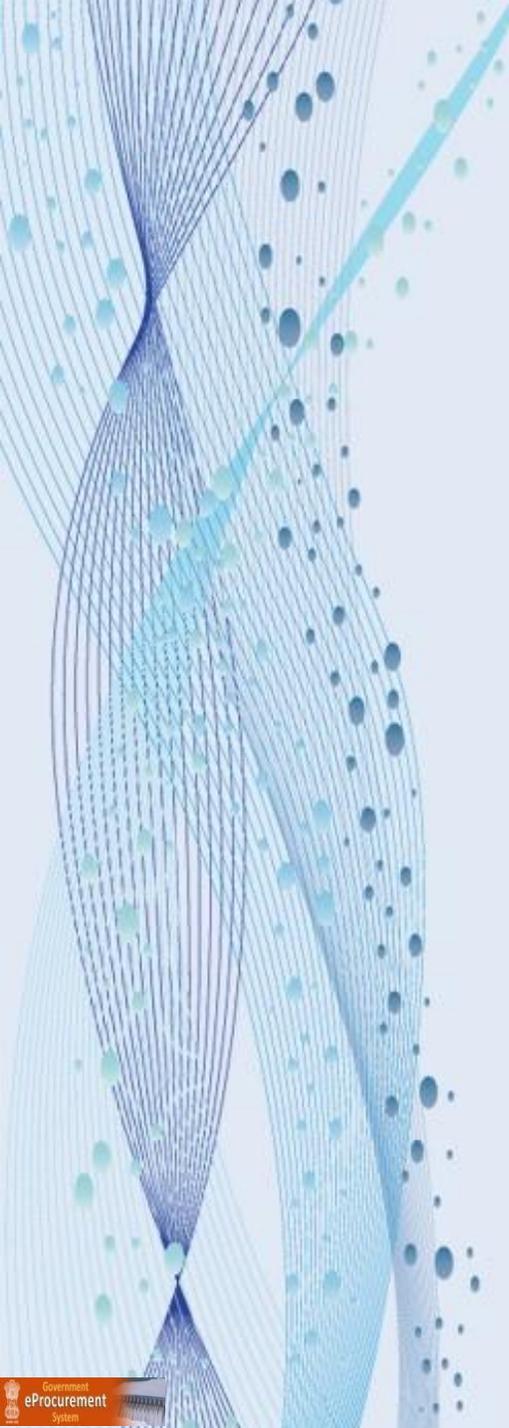
SNo	Category Name	Sub Category Name	Document Name	Document View	Document Size (in KB)	Download	Delete
A	Financial Detail	Undertaking affidavit of bidder to invest minimum cash			Nil		
		Annual Turn Over Details			Nil		
		Bankers Details	Bank_Form.pdf		424		<input type="checkbox"/>
		Annual Turn over certificates from CA			Nil		
		Access of Credit Facility issued by Bankers			Nil		
B	Litigation Details	as			Nil		
		Litigation Details			Nil		
C	Machinery Details	Machinery Le...			Nil		
		Machinery Deta...			Nil		
D	Man Power Details	Details of Technical Manpower			Nil		

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# Thank you End of My Documents

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