

Bidding Manual

It refers to the process whereby using digital signature, Buyer is able to login on EPS through respective User id & Password post which process of bid submission is carried over.

Please follow the below step-wise procedure held at various stages performed while **Bidding**:

Tender Appears in “New Tender” column.

1. **Tender Consolidate View:** Fill details asked in the screen like
 - a.) click on “Proceed”
2. **Pay Tender Fee:** Fill details asked in the screen like
 - a.) Payment fee
 - b.) Amount
 - c.) Instrument date
 - d.) Draft Expire Date
 - e.) Bank Name
 - f.) Bank draft no.

Tender Appears in “**In process**” under the tender column field.

3. **Tender Consolidate View:** Fill details asked in the screen like
 - a.) Click on “Proceed”
 - b.) Option for Download Tender Document”
 - c.) Click on “Proceed”
4. **Add delete Items:**
 - a.) Select items as per requirement (If items are non mandatory).
5. **Submit Forms-** Fill details asked in the screen like
 - a.) In **Bid common Form** –After Filled all details click on “**Save**”.
 - b.) In **Upload section**, user can upload tender related documents (if required).
 - c.) If **Bid Item form** is available then filled required details.
6. **Price Bid,** Fill details asked in the screen like
 - a.) **Fill Basic prices, Cost, Taxes, D-Vat, excise duties, etc.**
 - b.) **Then Click on “Calculate button’ (If available).**
 - c.) **Then click on “Save”.**
7. **Pay EMD Fee--** Fill details asked in the screen like
 - a.) Payment fee
 - b.) Amount

- c.) Instrument date
- d.) Draft Expire Date
- e.) Bank Name
- f.) Bank draft no.
- g.) Scan copy of D/D.

8. **Vendor Undertaking**, Fill details asked in the screen like

- a.) Click on “Accept” Button.

9. **Envelop & Bid signing**, Fill details asked in the screen like

- a.) Two envelops are available ‘**Price bid**’, ‘**Technical Qualification**’ for both click on icons reflect below ‘**Action**’ for Encryption.
- b.) For Submit Tender required ‘**Password**’
- c.) **Verify envelops, digitally signed.**
- d.) Then click on ‘**Proceed**’ Tab

10. **Confirmation of offer**

- a.) Read details appear in the screen

11. **Submission to Tender Box**

- 1. Message appears for confirmation “**Are you sure you want to proceed**” if Yes click “**OK**” If “**No**” click “**cancel**”.
- 2. **After Submission of Bid Successfully supplier are able to “View” & take “print out” of his own Bid. Through “Bid View” Link**
- 3. **Emd receipt**
- 4. **Tender Fee Receipt**
- 5. **Bid submission receipt including Bid submission no. .**

Note: If required “**Edit Bid**” Kindly Consider step from 3rd to 11.