User Manual (e-Tendering)

Guidelines to Vendors for Online Tender Submission on MIDC Portal

Online Tender Management Module PWIMS

e-Tendering Vendor Guidelines Manual

1) Introduction

Maharashtra Industrial Development Corporation (MIDC) has undertaken an initiative to automate the complete Works Procurement Lifecycle Process of Engineering Department. Under this initiative MIDC has adopted the product Works management System (PWIMSTM). The complete system ensures seamless data flow among the various processes under 3 major stages of procurement of works - Pre-Tendering, Tendering and Post tendering. The Works Management system is a part of Microsoft Dynamics based ERP system implemented at MIDC to operate and control entire functionality of MIDC organization connecting all the departments.

Under the tendering stage, MIDC is going to invite bids online by implementing e-Tendering module of PWIMS

The purpose of this document is to explain the entire process of how a Vendor (read as Contractor in case of Works) is going to use e-Tendering system to participate in bidding process online.

This manual explains How to:

- 1. Register on e-Tendering Portal System
- 2. Get the list of published tenders
- 3. Submit a bid online

2) Registration Process

User Registration on the e-Tendering Portal of MIDC is required for all users to access the system online and to participate in the bidding process.

In order to get registered on e-Tendering portal, vendors needs to have a valid endorsement number which is issued by MIDC office.

Registration on the e-Tendering portal of MIDC will be in two Stages.

Stage 1: If the vendor is already registered with MIDC, he/she needs to go to the concern division office and collect the Endorsement Number from MIDC authority. After collecting endorsement number, follow the steps as mentioned below for Stage 1 (Registered Vendor).

Stage 2: If the vendor is not registered with MIDC, he/she needs to complete the registration process on the portal as mentioned below for Stage -2. (Non Registered Vendor)

Steps to be followed by Vendor who fall in Stage 1: (Registered Vendor)

Step 1: Open the MIDC website – <u>www.midcindia.org</u> (preferred browser: Internet Explorer)



Step 2: Click on E-Tender link as shown below

e-Tendering Vendor Guidelines Manual

Step 3: On the Vendor Login/Registration Page, click on the 'Register Here' button

	Vendor Login	
User Id]
Password	1]
	Logins	
	Eorgot Password2	
	New Users 1 tegister Here	
ownloade		

Step 4: In the 'Validate Registration Details' section, enter the valid PAN Number and click Validate

Maharashtra Industrial	Development Corpo	ration		
Validate Registration Details				Validate
* Required Fields				
	*PAN No. :	ATAPE8526P	(e.g. ATAPE1234P)	

If the PAN number is in valid format and vendor data is available in MIDC system, the following message is displayed:

Â	Your data is already present in the sys MIDC office, verify your data and get your PAN Card for verification purpos Endorsement No. please enter it to rea	tem, can you please go to the the Endorsement No. Please carry se. Once you receive the gister for eTendering.
		ОК

If PAN number is not entered properly, the following message is displayed: "PAN number entered is not valid, please enter valid PAN Number"

Step 5: For existing vendors, the Endorsement No. should be entered. Then click on 'Validate' button.

An undertaking of valid PAN belonging to the vendor/authorized person will appear. Accept the same by clicking 'OK' button.

Validate Registration Details	na pereiopinen corp.			Validate	Back
* Required Fields					-
	*PAN No. :	AMAPK4714F	(e.g. ATAPE1234P)		
	*Endorsement No. :	01760			
	Message from w	etpage mandatory to register only with your own (compar otherized to use details of others. Do you accept th ceed further ?	vy) details, it's is and wish to Cancel		

Step 6: On the Registration Form, create a User ID, Password and register with a valid email ID. Click 'Submit' button.

	(has)
Fill out the Form and Gel Registered with MDC.	* required Beter
Constitution of the Processor of the Pro	
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* Bolone Percent : * Security Goriton Securit	
* Beauty Annue * Beauty Annue	

Guidelines for filling the fields on Registration Form:

User Id: This field contains 6-20 characters, only letters numbers, Underscores are allowed. You should not use any special characters while defining User ID. This ID will be unique to you for e-Tendering Portal.

Password: This field can contain minimum 6-20 character and should contain at least one special character for eg. _, or !or@ and one numeric character. Example: abcDFr@53

Security Questions: This is the question which will be asked by you when you forget your password and want the system to reset this. You need to select the most appropriate question out of a list of questions given in the selection box. (Tip: Select the one of which you can easily remember the answer but it is difficult for others to crack that)

Security Answer: Type your own answer for selected security question. Remember that this Security answer will be matched with what you would give in case you select Forget Password option. It is important that you remember this or note it down at secured place.

Step 7: On successful registration (after clicking OK button), a message is displayed. Users can now login into the E-Tendering System with their User ID and Password.



Steps to be followed by Vendor who fall in Stage 2: (Non-Registered Vendor)

Step 1: Open the MIDC website – <u>www.midcindia.org</u> (preferred browser: Internet Explorer)

Step 2: Click on E-Tender link as shown below

	SHTRA INDUSTRIAL DEVELOPMENT CORP	ORATION		search
- Home page - En	repreneur Zone - Investment Destination - Infrastructure	- Tariff - Links - Tenders	- MIDC Online - E-Tend	ά.
M HOME	For Auction of PLOTS visit Tenders s	ection THERMAL POWER PLANT AT I	BIADE	
Governance				Single Windows Clearance [SWC]
Right to Information	Welcome to MIDC Online			Introduction to SWC
Citizen Charter	MDC online offers you simple and convenient access to all the government is providing essential information on planning, starting and growing your busing	formation, forms and senrices you need. If risk	a a whole-of-government service	Industrial Policy-2013
Rules & Circulars		RATH		PIL Affidavits
Govt Policies	OU TO BE			Why Maharashtra 2
Notifications				
Rules				Con Con
DSR DSR				Man Connect
b Announcements	Doing Business in Maharashtra	Hagnetic Halu	arashtra	
b MDC Online				

Step 3: On the Vendor Login/Registration Page, click on the 'Register Here' button

	Vendor Login	P-	
User Id			
Password	1		
	Logins		
	Forgot Pass	owerd2	
	New Users	segister Here	
ownloads			

Step 4: In the 'Validate Registration Details' section, enter the valid PAN Number and click on 'Validate' button.

Maharashtra Industrial D	evelopment Corpo	ration		
Validate Registration Details				Validate
* Required Fields				
	*PAN No. :	ATAPE8526P	(e.g. ATAPE1234P)	

If the PAN number is in valid format, an undertaking for valid PAN details belonging to the vendor/authorized person will appear. Click OK



If PAN number is not entered properly, the following message is displayed: "PAN number entered is not valid, please enter valid PAN Number"

Step 5: On the Registration Form, fill the company information, contact information, general information, and document upload section. Create a User ID and Password after entering a valid email ID

<u>Guidelines for filling the fields on Registration Form:</u>

Please Note: Fields marked with '*' are mandatory.

Company Information Section: Fill in the fields Name of company, Address Country, State, District, City and Pin code. The Company's General or Board Phone Number, Fax Number and URL of website should be mentioned in the respective fields.

Contact Information Section: Under this section vendor should provide information about the person who is going to be a contact point with the MIDC officials. The Contractor's field of specialization will also be given here. Company Registration numbers in VAT & Service Tax are also entered in this section of the page. **Login Information Section**: In this section you create Login ID and Password which will be used by you subsequently to log into the e-Tendering Portal for bid information, preparation and submission process.

The fields under this section should be filled using following guidelines.

User Id: This field contains 6-20 characters, only letters numbers, Underscores are allowed. You should not use any special characters while defining User ID. This ID will be unique to you for e-Tendering Portal.

Password: This field can contain minimum 6-20 character and should contain at least one special character for eg. _, or !or@ and one numeric character. Example: abcDFr@53

Security Questions: This is the question which will be asked by you when you forget your password and want the system to reset this. You need to select the most appropriate question out of a list of questions given in the selection box. (Tip: Select the one of which you can easily remember the answer but it is difficult for others to crack that)

Security Answer: Type your own answer for selected security question. Remember that this Security answer will be matched with what you would give in case you select Forget Password option. It is important that you remember this or note it down at secured place.

Data Authentication: In order to ensure that data is being placed in the system through authentic page a Captcha is displayed on the page by the system. The user needs to type exactly the same characters to validate and ensure that entry of fields is through an authentic page displayed by the application.

Attachment: In order to ensure that details provided about VAT, CST, PAN, BST need to attach scan copy for validating the data.

Fill out the Form and Get Registered with MIDC.

Enter Your Company Info	ormation
* Name of Company :	
Address :	1
Country :	Select -
* State :	•
District :	•
* City :	-
* Pin Code :	
* Phone No :	
Fax No :	
Web Site :	
Enter Your Contact Infor	mation
Name :	
Designation :	
Phone No :	
Mobile No :	
* Email :	
* Specialization :	Select -
operation	JUNEA -
Enter Your General Info	rmation
PAN NO: A	LCPR0330H
* VAT No. :	
Service Tax No. :	
Please provide Scanned	Copies of PAN, VAT, CST, BST documents.(Mandatory)
Greate your lines	Attach
create your oper	C PERFYAN
* Use	r ID : 6 - 20 characters (A-Z, a-z, 0-9 aniv)
* Passw	rord :
Re-Enter Passw	nord :
 Security Quest 	tion : Select
* Security Answ	wer:
Enter the	code
displayed in the in	2005510 B

* required field

Step 6: Click the 'Submit' button after filling all the information. A successful registration message will be displayed. Click on 'OK' button.



Step 7: After completion of the above steps, vendor will have to visit the concerned MIDC division office with original data for cross verification.

Step 8: After successful verification of data, MIDC will provide Endorsement Number to the vendor for completion of registration process in MIDC E-Tendering Portal.

Step 9: After getting the Endorsement Number, Vendor has to follow the steps which are defined in Stage 1 Process.

Step 10: During registration process for Stage 1, users can enter the same User ID and Password as entered before, or can change the details here.

Step 11: After successful completion of above all steps, Vendor will get registered on E-Tender Portal of MIDC. Vendor can use the User ID and Password for login into E-Tendering System.

3) Prerequisites for Submission of Bids on MIDC e-Tendering Portal

1. Vendor should have successfully completed online e-Tendering Portal registration process as described in earlier section and should have a valid User ID and Password to login the system.

2. Vendor should have procured Digital Signature Key from an authorized agency. Procedural guidelines document to procure digital signature key can be downloaded from the Vendor Login Page. (Click here to download the document now)

3. Vendor should download the digital signature verification component from MIDC e-Tendering Portal server. The link to download this component is provided on the Vendor Login Page. (Click here to download the component now)

4. Vendor should install the downloaded digital signature verification component from MIDC e-Tendering Portal server on the machine(s) that he/she plans to use for bidding online. The installation guidelines document can be downloaded from Vendor Login page. (Click here to download the document now)

5. Vendor should install the Digital Signature on the machine(s) that he/she plans to use for bidding online. The Installation procedure is given by the Digital Signature Key provider.

4) Guidelines for Submission of Bid on MIDC e-Tendering Portal

Step 1: Open the MIDC website – <u>www.midcindia.org</u> (preferred browser: Internet Explorer)

Step 2: Click on E-Tender link as shown below



Step 3: On the Vendor Login/Registration Page, enter valid User ID and Password and click on 'Login' button.

Maharashtra	Industrial Development Corp	oration
	Vendor Login	
User Id		
Password	: Eogin > Forgot Password? New Users : Register Here	
Downloads		
Download User Manual - Vendor Gui Download Signer Component To Ins Download Installation Guidelines Of Download Procedure Guidelines To I	delines. tall On Your Machine. Signer Component. Procure Digital Signature.	
Conve	aht - SoftTech Engineers PVT, LTD,	

Step 3: A security alert message to gain access to the digital signature would be displayed. Click 'Yes' button to proceed.

curity Alert	and the second	The second second	
This Web site nee	ds access to digital (certificates on this comp	outer.
WARNING: By allo access to any pers	wing access to you onal information that	r certificates, this Web s t are stored in your certi	site will also gain ficates.
Do you want this V	Veb site to gain acci	ess to the certificates or	n this computer now ?
	Yes	No	
	100		

Step 4: Please select the appropriate Digital Signature from the list of all installed certificates on your local machine.

vindows Security	
Select Certi Select certifica	ficate te for signing
	POWAR SATISH V Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013 Click here to view certificate prope
	SANKHE HEMANT G Issue:: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	WARICK SANTOSH S Issue: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	WAGH SUDHAKAR R Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	JADHAV VINOD M Issue:: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	DESHMUKH MILINDKUMA Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	OK Cancel

Step 5: A security alert to confirm the access to signature will be displayed. Click 'Yes' button to proceed.

Step 6: On the next screen, enter the Digital Certificate PIN number and click 'OK' button.

Microsoft	Smart Card Provider
Please enter	your PIN.
	PIN
	PIN
	Click here for more information

Step 7: A digital signature verification security alert will be displayed. Click on 'Yes' button to proceed.



目 ↓ _{Tenders}	Quick Search	n Advance Sea	rch					
Current Tenders								
Completed Tenders	Tender No :			U	epartment : Sei	ect Organization	•	
Participated Tenders							Search	Clear
My Favourite Tenders	_							
Limited Tenders	1 Current Ter	der(s) Found						
All Tenders	Tender No D	epartment Name	Name Of Work	Due Date/Time	Tender Value (Rs.)	Query(Unread / Total)	Corrigendum	Туре
	Source The			45/04/0040 40:00:00	20000.00	0		D 4

Step 8: Once the digital signature is verified, the home page is displayed

For ease of use, the tenders are classified in the following categories:

- Current Tenders Tenders that are currently active and available for bid
- Completed Tenders Tenders that are closed
- Participated Tenders Tenders where the vendor has participated
- My Favorite Tenders Tenders marked as favorite
- Limited Tenders Tenders published for department selective vendors
- All Tenders All tenders are displayed together

4.1 Process for Downloading Tender Document

Step 1: Click on 'Current Tenders' option on the left panel to view the list of active tenders which are available for bid.

Tenders	Quick Sear	ch Advance Sea	rch					
Current Tenders	Tenderble				Dundanadi 0	alact Organization		
Completed Tenders	Tender No				Department. 5	eleci organization		
Participated Tenders							Search	Clear
My Favourite Tenders	-	and the second						
Limited Tenders	1 Current To	ender(s) Found						
) All Tenders	Tender No	Department Name	Name Of Work	Due Date/Time	Tender Value (Rs.)	Query(Unread / Total)	Corrigendum	Туре
	Detek 00	Feelmoorlen	Datab 00	00/04/0042 47 //E-00	5400.00	Oueries (0/0)	NA	P1 A

Step 2: For a selected tender, click the lock symbol in the last column to view the options for that particular tender.

Options available are – View Tender Notice, Download Document, View Corrigendum, Raise Query, and Document Read Confirmation.

Tenders	Quick Search	Advance Sear	ch					
Current Tenders	Tender No :				Department S	elect Organization	J.	
Completed Tenders	Tender NO.				Department. 0	elect organization		
Participated Tenders							Search	Clear
My Favourite Tenders	-							
Limited Tenders	1 Current Ten	ler(s) Found						
	Tondor No. De	nartment Name	Name Of Work	Due Date/Time	Tender Value (Rs.)	Query(Unread / Total)	Corrigendum	Туре
All Tenders	render no Di	paramentanio	and the second second		the second second second second		and the second second	

Step 3: On the left panel, under the options, click on 'Download Document'



Step 4: Click on the document link

Maharashti	ra Industric	al Developm	ent Corporati	on	
Home Tender Utility					
II Tender	Tender Brief				
View Tender Notice	Tender No.: Name of work:		345645 Validating E-Tendering Mr	odule	
Download Document	Document Fees	s: t Of Tender:	1000.00 INR 824800.00 INR	Earnest Money:	8300 INR
View Corrigendum	Due Date/Time	to Submit Bid:	23/01/2013 14:45:00	Date/Time of Tender Opening:	23/01/2013 15:00:00
Raise Query					Back
Document Read	Tender Docum	nent(s)			
Confirmation	Sr. No.	Document Name		Document Description	
Final Submission	1	TenderDocument.	pdf	NULL STREET	

Step 5: Click on 'Save' to save the document.

Home Tender Utility			File Download Do you want to open or save thi Name:DTP_60_Ten	s file? derDocument_TenderDocument.pdf	
I Tender	Tender Brief		Type: Adobe Acrobat From: 192.168.1.215	t Document	
View Tender Notice	Tender No.: Name of work:		Open	Save Cancel	0.00000000
Download Document	Document Fees Estimated Cost	s: t Of Tender:			8300 INR
 View Corrigendum 	Due Date/Time	to Submit Bid:	While files from the internet o	an ha useful, some files ann petertially	23/01/2013 15:00:00
Raise Query			ham your computer. If you do	o not trust the source, do not open or	Back
Document Read	Tender Docun	nent(s)	adve this life. Thild a the list	<u>.</u>	
Confirmation	Sr. No.	Document M	lame	Document Description	
Final Submission	1	TenderDocu	ment.pdf		

4.2 Process for Document Read Confirmation

Step 1: Click on 'Current Tenders' option on the left panel to view the list of active tenders which are available for bid.

Tenders	Quick Searc	h Advance Sear	ch					
Current Tenders	Turderbler				-	Palast Organization		
Completed Tenders	Tender No :				Department.	Select organization		
Participated Tenders							Search	Clear
My Favourite Tenders	-							
Limited Tenders	1 Current Ter	ider(s) Found						
All Tenders	Tender No I	Department Name	Name Of Work	Due Date/Time	Tender Value (Rs.) Query(Unread / Total)	Corrigendum	Туре
	Patch-90 F	- naineerina	Patch-90	08/01/2013 17:45:00	5400.00	Queries (0/0)	NA	B1 B

Step 2: For a selected tender, click the lock symbol in the last column to view the options for that particular tender. Options available are – View Tender Notice, Download Document, View Corrigendum, Raise Query, and Document Read Confirmation.

Tenders	Quick Searc	ch Advance Sea	rch					
Current Tenders					Distanti C			
Completed Tenders	Tender No :				Department:	ereci organization		
Participated Tenders							Search	Clear
My Favourite Tenders	-	and the second						
Limited Tenders	1 Current Te	nder(s) Found						
) All Tenders	Tender No	Department Name	Name Of Work	Due Date/Time	Tender Value (Rs.)	Query(Unread / Total)	Corrigendum	Туре
	Datab 00	Engineering	Patch 00	08/01/2013 17:45:00	5400.00	Oueries (0/0)	NA	R1 A

Step 3: On the left panel, under the options, click on 'Document Read Confirmation'



Step 4: On the 'Document Read Confirmation' screen, select the check box and click 'Accept' button.

I Tender	Tender Brief			
View Tender Notice	Tender No.: Name of work:	DTP-123 TEST WORK ABO		
Download Document	Document Fees: Estimated Cost Of Tender:	500.00 INR 66000.00 INR	Earnest Money:	700 NR
View Corrigendum	Due Date/Time to Submit Bid:	15/01/2013 16:00:00	Date/Time of Tender Opening:	15/01/2013 16:15:00
Raise Query	I herewith agree to the te	rms and conditions laid down in	the tender document and the bid that is subn	nitted by me is in accordance with

Step 5: After clicking accept, the Tender Brief Information is displayed

fender No Jame of w Jocument Stimated Due Date/	n: vork: t Fees: I Cost Of Tender: Time to Submit Bid:	DTP TES 500, 680, 15/0	-123 T WORK ABC 00 INR 00.00 INR 01/2013 16:00:0	0	Earn Date	est Mone /Time of	y: Tender O)pening:	700 INR 15/01/201	3 16:15:00
Sr. No.	Form Name	Mandatory	Multip	le	Add	Edit	Delete	e U	Ipload Document	Status
t.	Tender Fees	Yes	No		Add			N	IA	Pending
2	EMD Details	Ves	No		444			N	AL	Pending
ote: Uploa Env-1 (PG	ad document(s) for all) Form)	the forms of all the	Envelopes. D	ocument	t(s) not u	iploaded	for any o	f the form	will not allow the Bidder f	or Final Submi Status : Pe
ote: Uploa Env-1 (PG Sr. No.	ad document(s) for all) Form) Form Name	the forms of all the Mandatory	Envelopes. D	ocument	t(s) not u Edit	uploaded Viev	for any of	f the form	will not allow the Bidder f	or Final Submi Status : Pe
ote: Uplo: Env-1 (PG Sr. No. 1	Ad document(s) for all 3 Form) Form Name Form - A	the forms of all the Mandatory Yes	Envelopes. E Multiple	Add Add	t(s) not u Edit	uploaded	for any o	f the form	u will not allow the Bidder f	or Final Submi Status : Pe Status Pending
ote: Uplo: Env-1 (PG Sr. No. 1 Commerce	Ad document(s) for all 2 Form) Form Name Form - A cial Bid	the forms of all the Mandatory Yes	Envelopes. C Multiple No	Add Add	t(s) not u Edit	uploaded	for any o	f the form	n will not allow the Bidder f	for Final Submi Status : Pe Status Pending Status : Pe
ote: Uplos Env-1 (PG Sr. No. 1 Commerce Sr. No.	ad document(s) for all 2 Form) Form Name Form - A cial Bid Schedule B	the forms of all the Mandatory Yes Mandatory	Envelopes. C Multiple No	Add Add	t(s) not u Edit	Laploaded	for any o v De /iew	f the form	Upload Document	for Final Submi Status : Pe Status Pending Status : Pe Status : Pe

The vendor can now start preparing the bid which includes Tender Fees, EMD Details, PQ Forms and Commercial Bid.

4.3 Process for Submission of Tender Fees

Step 1: After 'Document Read Confirmation' is done, the Tender Brief information is displayed

Tender No Name of w Document Estimated Due Date/	s: rofk: LFees: Cost Of Tender: Time to Submit Bid:		0TP-123 TEST WO 500.00 NI 66000.00 15/01/201	RK ABC R NR 3 16:00:00		Earnest Date/Tir	Money: ne of Te	nder Ope	ning:	700 BIR 15/01/201	3 16:15:00
Sr. No.	Form Name	Mandator	y .	Multiple	A	dd I	Edit	Delete	Up	load Document	Status
1	Tender Fees	Yes		No	A	dd			NA	A.	Pending
2	EMD Details	Yes		No	Ac	dd			N	4	Pending
ote: Uploa	id document(s) for a	li the forms of all	the Enve	lopes Docu	ment(s)) not uplo	aded fo	r any of th	e form	will not allow the Bidder f	or Final Submiss
ote: Uploa Env-1 (PG Sr. No.	d document(s) for a (Form)	II the forms of all Mandatory	the Enve	lopes Docu ultiple	ment(s) Add) not uplo	View	r any of th Detet	e form	will not allow the Bidder f	or Final Submiss Status : Pen Status
Env-1 (PG Sr. No.	Form Name	II the forms of all Mandatory Ves	the Enve Mu No	lopes Docu ultiple	ment(s) Add) not uplo Edit	View	Detet	e form	will not allow the Bidder f	or Final Submiss Status : Pen Status Pending
ote: Uploa Env-1 (PG Sr. No. 1 Commerc	Rorm) Form Name Form - A	II the forms of all Mandatory Yes	the Enve Mu No	vitiple	Ment(s) Add) not uple	View	r any of th Detet	e form e	will not allow the Bidder f	Status : Pending Status : Pending Status : Pending
Env-1 (PG Sr. No. 1 Commerce Sr. No.	A Form) Form Name Form - A Cial Bid Schedule B	Mandatory Yes	In the Enve	Multiple	Add Add Add) not uplo Edit	View	Delet	e form e	will not allow the Bidder f Upload Document Upload Document	or Final Submiss Status : Pend Status Pending Status : Pend Status

Step 2: On the Tender Brief, under the Tender Fees, click on 'Add' button for payment of tender fees.

Tender No Name of v Document Estimated Due Date/	o.: vork: t Fees: I Cost Of Tender: Time to Submit Bid;	Patch- Patch- 50.00 5400.0 08/01/	Patch-90 Patch-90 50.00 NR 5400.00 NR 08/01/2013 17:45:00			iy: Tender Open	100 INR ing: 08/01/21	013 18:00:00
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	Delete	Upload Document	Status
1	Tender Fees	Yes	No	Add			NA	Pending
2	EMD Details	Yes	No	Add			NA	Pending

Step 3: On the tender fee information page, enter the details as below:

Tender Fees Amount: Here you should fill the amount as defined in tender document for purchase of tender document. Please note that tender fees details if found wrong may disqualify your bid.

Payment Mode: Here you should select the mode of payment like DD, MR etc. The mode should be as per terms of the tender.

Instrument No: Enter the details of the instrument like DD Number in this field

Bank Name: Here type name of bank on which the above instrument is drawn.

Instrument Date: Here give the date (dd/mm/yyyy) on which the above instrument is realizable. You may use Calendar icon to key in the date.

Tender No.: lame of work: Jocument Fees: Estimated Cost Of Tender: Jue Date/Time to Submit Bid:	DTP-123 TEST WC 500.00 # 66000.01 15/01/20	URK ABC NR 0 NR 113 16:00:00	Earnest Money: Date/Time of Tender Opening:	700 INR 15/01/2013 16:15:00
Tender Fees				
Tender Fees Amount	500.00			
Payment Mode	DD 🔹			
Instrument No.	2345			
Bank Name	SBI Pune	*		
Instrument Date	15/1/2013	28		

Step 4: Under the Upload Documents section, click on 'Add' button to begin upload of the document

Tender No Name of w Document Estimated Due Date/	s: vork: t Fees: t Cost Of Tender: Time to Submit Bid:	D' TE 50 64 15	TP-123 IST WOR 10:00 INR 10:00:00 I 5/01/201	IK ABC I NR 3 16:00:00		Earn Date	est Mon /Time of	ey: Tende	er Opening:	700 NR 15/01/201	3 16:15:00
Sr. No.	Form Name	Mandatory		Multiple	1	Add	Edit	De	lete	Upload Document	Status
1	Tender Fees	Yes		No	2	Add		1		NA	Pending
2	EMD Details	Yes		No	2	Add				NA	Pending
ote: Uploa	ad document(s) for al	ll the forms of all th	e Erwel	lopes Docu	iment(s	s) not u	ploaded	t for an	ly of the for	m will not allow the Bidder	for Final Submis
ote: Uploa Env-1 (PQ Sr. No.	ad document(s) for al 2 Form) Form Name	II the forms of all th Mandatory	e Envel	lopes Docu Itiple	Add	s) not u Edit	vploaded	t for an	of the for	m will not allow the Bidder Upload Document	for Final Submis Status : Per Status
ote: Uploa Env-1 (PQ Sr. No.	ad document(s) for a 2 Form) Form Name Form - A	II the forms of all the Mandatory	Mu No	lopes Docu Ittiple	Add Add	s) not u Edit	vploaded	t for an	Delete	m will not allow the Bidder	for Final Submis Status : Per Status Pending
Env-1 (PG Sr. No. 1 Commerce	ad document(s) for a 2 Form) Form Name Form - A cial Bid	II the forms of all the Mandatory	Mu No	lopes Docu	Add Add	s) nót i Edit	sploaded t Vie	l for an w	belete	m will not allow the Bidder	for Final Submis Status : Per Status Pending Status : Per
Env-1 (PG Sr. No. 1 Commerco Sr. No.	ad document(s) for a 2 Form) Form Name Form - A cial Bid Schedule B	II the forms of all the Mandatory Veg Mandato	Mu No	Itiple Multiple	Add Add	s) not (Edin	t Vie	v View	Delete Delete	upload Document	for Final Submis Status : Per Status Pending Status : Per Status

Step 5: On the Upload Document window, click 'Browse' button and attach the file. Under File Description section, enter the details about the file

ad Document(s)		
Select File To Upload	C:\Users\Administrator	
	File allowed:.gif,.jpeg ,.doc,.xls,.txt,.pdf ,.zip ,.rar.	
File Description	Scan copy of DD	
		Up

Step 6: Click on the 'Save' button.

Select File To Upload	C:\Users\Administrator\ Browse	
	File allowed:.gif,.jpeg ,.doc,.xls,.txt,.pdf ,.zip ,	.rar.
File Description	Scan copy of DD	
		Up

Step 7: On the Security Alert window, select the correct Digital Signature to authenticate the process. Click 'Ok' button.

Select Ce	rtificate
Select certif	licate for signing
	POWAR SATISH V Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
1	SANKHE HEMANT G Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013 Click here to view certificate propr
	WARICK SANTOSH S Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
1	WAGH SUDHAKAR R Issuer TCS sub-CA for TCS 2011 Valle From: 7/24/2012 to 7/24/2013
/	JADHAV VINOD M Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	DESHMUKH MILINDKUMA Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	OK Cancel

Step 8: On successful authentication of digital signature, a success message will be displayed.



Step 9: After successful completion of the process, the status for Tender Fees will show 'Completed'.

If the status is 'Completed' the process for submission of Tender Fees is complete.

Tender No Name of v Documen Estimated Due Date/	»: vork: t Fees: I Cost Of Tender: Time to Submit Bid:	DTP- TEST 500 (6600 15/01	DTP-123 TEST WORK ABC 500.00 INR 66000.00 INR 15/01/2013 16:00:00		rnest Mo ite/Time (ney: of Tender Op	700 Pening: 15/	0 NR 01/2013 16:15:00
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	Delete	Upload Document	Status
1	Tender Fees	Yes	No		Edit	Delete	NA	Completed
2	EMD Details	Yes	No	Add			NA	Pending

4.4 Process for Submission of EMD Fees

Step 1: The Tender Brief information screen is available after Document Read Confirmation is completed.

Tender No Name of w Document Estimated Due Date/1	s: rofk: t Fees: Cost Of Tender: Time to Submit Bid:		DTP-123 TEST WO 500.00 M 66000.00 15/01/201	RK ABC R INR 13 16:00:00	Ed	imest M ite/Time	loney: of Tende	er Opening:	700 MR 15/01/201	3 16:15:00
Sr. No.	Form Name	Mandato	ny :	Multiple	Add	Ed	it De	Hete	Upload Document	Status
1	Tender Fees	Yes		No	Add				NA	Pending
2	EMD Details	Yes		No	Add	1			NA	Pending
ote: Uploa Env-1 (PQ	id document(s) for a	di the forms of a	the Enve	lopes Docur	ment(s) n	otuplead	ded for an	ny of the for	m will not allow the Bidder f	or Final Submiss Status : Pen
Env-1 (PG Sr. No.	id document(s) for a (Form) Form Name	li the forms of al Mandatory	I the Enve	Nopes Docur	ment(s) n Add E	dit 1	ded for ar View	ny of the for	m will not allow the Bidder f	or Final Submiss Status : Pen Status
ote: Uploa Env-1 (PQ Sr. No. 1	Id document(s) for a () Form)	Mandatory Yes	I the Enve	Nopes Docur	Add E	ot upload	ded for ar View	Delete	m will not allow the Bidder f	or Final Submiss Status : Pen Status Pending
ote: Uploa Env-1 (PQ Sr. No. 1 Commerc	ad document(s) for a R Form) Form Name Form - A	Mandatory Yes	I the Enve	ultiple	Add E	dit 1	ded for ar View	Delete	n will not allow the Bidder f	or Final Submiss Status : Pen Status Pending Status : Pen
Env-1 (PG Sr. No. 1 Commerc Sr. No.	Ad document(s) for a (Form) Form Name Form - A Cial Bid Schedule B	Mandatory Yes Mand	atory	ultiple A	Add E Add Add	dit 1	ded for an View View	Delete Delete	upload Document	or Final Submiss Status : Pen Status Pending Status : Pen Status

Step 2: On the Tender Brief, click on 'Add' button under the EMD Details section.

Tender No Name of v Documen Estimated Due Date/	o.: vork: t Fees: t Cost Of Tender: Time to Submit Bid:	DTP- TEST 500.0 6600 15/01	DTP-123 TEST WORK ABC 500.00 INR 66000.00 INR 15/01/2013 16:00:00		rnest Mo te/Time o	ney: of Tender Op	700 Vening: 15/0	NR 1/2013 16:15:00
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	Delete	Upload Document	Status
1	Tender Fees	Yes	No	-	Edit	Delete	NA	Completed
2	EMD Details	Yes	No	Add			NA	Pending

Step 3: On the EMD Details window, the payment details need to be filled as per the below guideline

EMD Amount: Here you should fill the amount as defined in tender document for purchase of tender document. Please note that tender fees details if found wrong may disqualify your bid.

Payment Mode: Here you should select the model of payment like DD , MR etc. The mode should be as per terms of the tender.

Instrument No: Enter the number of instrument like DD Number in this field

Bank Name: Here type name of bank on which the above instrument is drawn.

Instrument Date: Here give the date (dd/mm/yyyy) on which the above instrument is realizable. You may use Calendar icon to key in the date.

EMD Exemption Ref. no: If you have got any exemption for submission of EMD fees by MIDC, you should enter reference no of the document under which this exemption is granted.

EMD Exemption Amount: If you have given a reference number in the EMD exemption field you should fill the Exemption amount allowed in the above referred document.

	1	
EMD Amount	700	*
Payment Mode	DD 🔻	
Instrument No.	121212	*
Bank Name	SBI Pune	*
Instrument Date	15/1/2013	28 *
EMD Exemption Ref No.		
EMD Exemption Amount	0	

(For exemption of EMD Fees, a valid exemption certificate is required)

Step 4: Under the Upload Documents section, click on 'Add' button to begin upload of the document

Tender No Name of w Document Estimated Due Date/	u: rork: LFees: Cost Of Tender: Time to Submit Bid:	DTP TES 500 660 15/1	00.00 NR 00.00 NR 00.00 N	K ABC (R 16:00:00	Ean	nest Mon e/Time of	ey: Tender	Opening:	700 NR 15/01/201	3 16 15 00
Sr. No.	Form Name	Mandatory		Multiple	Add	Edit	Dele	te l	Ipload Document	Status
1	Tender Fees	Yes		No	Add			P	łA	Pending
2	EMD Details	Yes		No	Add			ħ	IA	Pending
lote: Uploa	id document(s) for all	the forms of all the	Envelo	opes Docum	ent(s) not	uploaded	for any	of the form	will not allow the Bidder f	or Final Submis
ote: Uplos Env-1 (PQ Sr. No.	d document(s) for all Form)	Mandatory	Envelo	opes Docum tiple Ad	ent(s) not 1d Ed	uploaded	t for any	of the form Delete	Will not allow the Bidder f	or Final Submis Status : Per Status
Iote: Uploa Env-1 (PQ Sr. No. 1	Form Name	Mandatory Yes	Mult	tiple Ad	ent(s) not Id Ed	uploade It Vie	t for any	of the form Delete	will not allow the Bidder f	or Final Submis Status : Per Status Pending
Env-1 (PG Sr. No. 1 Commerce	A form) Form Name Form - A	Mandatory Yes	Mult	tiple Ad	ent(s) not 1d Ed	uploader it Vie	t for any	of the form Delete	will not allow the Bidder f	Status : Per Status : Per Status Pending Status : Per
Env-1 (PG Sr. No. 1 Commerc Sr. No.	A document(s) for all R Form) Form Name Form - A Call Bid Schedule B	Mandatory Ves Mandatory	Mult	tiple Ac	ent(s) not Id Ed	uploade it Vie Edit	v C	of the form Delete Delete	Upload Document	Status : Per Status : Per Pending Status : Per Status : Per

Step 5: On the Upload Document window, click 'Browse' button and attach the file.

Under File Description section, enter the details about the file

Upload Document(s)			
Select File To Upload	C:\Users\Administrator	drowse	
	File allowed:.gif,.jpegdo	c,.xls,.txt,.pdf ,.zip ,.rar.	
File Description	Scan copy of DD	*	
			Upload

Step 6: Click on the 'Save' button.

Select File To Upload	C:\Users\Administrator\ Browse	
	File allowed:.gif,jpeg ,,doc,,xls,,txt,pdf ,,zip ,,rar.	
File Description	Scan copy of DD	
		- U

Step 7: On the Security Alert window, select the correct Digital Signature to authenticate the process. Click 'Ok' button.

Windows Secu	inity	2.3
Select Ce Select certif	ertificate licate for signing	
	POWAR SATISH V Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
	SANKHE HEMANT G Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013 Click here to view certificate prope	
	WARICK SANTOSH S Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
-	WAGH SUDHAKAR R Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
	JADHAV VINOD M Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
	DESHMUKH MILINDKUMA Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
	ок	Cancel

Step 8: On the successful authentication, a successful message will be displayed.



Step 9: After successful completion of the process, the status for Tender Fees will show 'Completed'.

If the status is 'Completed' the process for submission of Tender Fees is complete.

Tender No Name of v Documen Estimated Due Date/	o:: vork: t Fees: t Cost Of Tender: Time to Submit Bid:	DTP-1 TEST 500.0 6600 15/01	123 WORK ABC 10 NR 0.00 NR /2013 16:00:00	Ea	rnest Mo ite/Time o	ney: of Tender Op	70 Pening: 15	0 NR /01/2013 16:15:00
Sr. No.	Form Name	Mandatory	Muttiple	Add	Edit	Delete	Upload Document	Status
1	Tender Fees	Yes	No		Edit	Delete	NA	Completed
2	EMD Details	Yes	No		Edit	Delete	NA	Completed

4.5 Process for Submission of Technical Bid

MIDC e-Tendering system supports multiple envelops systems. Depending on number of envelopes (example: PQ envelop, Technical response envelop etc) required to be submitted under technical bid, there will be multiple forms present under each envelop. Users need to fill each form to complete the submission process.

Steps for submission of Technical Bid:

Step 1: The Tender Brief information screen is available after Document Read Confirmation is completed.

Tender No Name of w Document Estimated Due Date/	c rork: Foes: Cost Of Tender: Time to Submit Bid:	DTP-1 TEST 500.0 66000 15/01	23 WORK ABC 0 NR 0.00 NR /2013 16:00:00		Earne Date/	est Mon /Time of	ay: Tender	Opening:	700 NR 15/01/201	3 16 15 00
Sr. No.	Form Name	Mandatory	Multiple		Add	Edit	Dek	ete	Upload Document	Status
1	Tender Fees	Yes	No	3	Add			1	NA	Pending
2	EMD Details	Yes	No	3	Add			1	NA	Pending
ote: Uploa	id document(s) for all	the forms of all the E	invelopes. Doc	ument((s) not u	ploaded	for any	of the form	n will not allow the Bidder f	or Final Submis
Env-1 (PQ Sr. No.	ed document(s) for all Form) Form Name	the forms of all the E Mandatory	Multiple	Add	(s) not u Edit	vie	t for any	of the for Delete	will not allow the Bidder f	or Final Submis Status : Pen Status
ote: Uplos Env-1 (PQ Sr. No. 1	d document(s) for all Form) Form Name Form - A	the forms of all the E Mandatory Ves	Multiple	Add Add	(s) not u Edit	uploader	t for any	of the for Delete	will not allow the Bidder f	or Final Submis Status : Pen Status Pending
lote: Uplos Env-1 (PQ Sr. No. 1 Commerce	ad document(s) for all 5 Form) Form Name Form - A Stat Bid	Mandatory Yes	Multiple	Add Add	(s) nót u Edit	uploader t Vie	t for any	of the for	n will not allow the Bidder f	for Final Submis Status : Pen Status Pending Status : Pen
Iote: Uplos Env-1 (PQ Sr. No. 1 Commerc Sr. No.	A document(s) for all Form) Form Name Form - A Cial Bid Schedule B	Mandatory Yes Mandatory	Multiple No Multiple	Add Add	(s) not u Edit	t Vie	v I	Delete Delete	upload Document	or Final Submis Status : Per Status Pending Status : Pen Status

Step 2: On the Env-1 (PQ Form) Section, click on 'Add' button next to the form (Form A)

Fender No Name of w Document Estimated Due Date/	u: rork: LFees: Cost Of Tender: Time to Submit Bid:	DT TE: 50 66 15	P-123 ST WOR5 0.00 NR 000.00 W /01/2013	K ABC VR 16:00:00	Ear	nest Mo te/Time	oney: of Tende	er Opening:	700 NR 15/01/201	3 16 15 00
Sr. No.	Form Name	Mandatory		Multiple	Add	Edi	t De	lete I	Upload Document	Status
1	Tender Fees	Yes		No	Add			1	NA	Pending
2	EMD Details	Yes		No	Add			1	NA	Pending
ote: Uploa	ad document(s) for all	the forms of all the	e Envelo	opes Docum	ent(s) no	tupload	ted for an	ty of the form	n will not allow the Bidder f	or Final Submis
Env-1 (PG Sr. No.	ad document(s) for all) Form) Form Name	Mandatory	e Envek	tiple Ac	ent(s) no Id Ed	tupload	ded for an	belete	n will not allow the Bidder f	or Final Submis Status : Per Status
Env-1 (PG Sr. No.	ad document(s) for all (Form) Form Name Form - A	Mandatory Yes	Mut No	ttiple Ad	ent(s) no Id Ed	tupload sit V	ded for ar	belete	n will not allow the Bidder f	or Final Submis Status : Per Status Pending
Env-1 (PG Sr. No. 1 Commerce	ad document(s) for all (Form) Form Name Form - A	Mandatory Yes	e Envek Mul	tiple Ac	ent(s) no Id Ed	tupload	ded for ar	Delete	n will not allow the Bidder f	Ior Final Submis Status : Per Status Pending Status : Per
lote: Uplos Env-1 (PG Sr. No. 1 Commerc Sr. No.	ad document(s) for all () Form) Form Name Form - A Clail Bid Schedule B	Mandatory Yes Mandato	e Envek Mul No	ttiple Ac Multiple	ant(s) no Id Ee Id	tit V Edit	View View	Delete Delete	upload Document	or Final Submis Status : Per Status Pending Status : Per Status

			R	ev - Form A	
			List of machinery available with th	e tenderer which will be used for this work	
				Table A	
Sr.No	Name of equipment	No. of units	Kind and make	Age and condition	Present location
			×	1	2
			<i>R</i>	V	
			*	A	~
· · · · · ·			*1	**	**
			*	*	*
				**	
		(2	12	12 I I
				III	
Documentar supporting d machinery o	y evidence of ownership of ocuments shall be legible r if the information furnish	f the machinery & c & shall be attested ed is found to be fai	opy of RTO's Registration P by gazetted officer or MIDC se or misleading, he will not	apers must be produced. The officer. If the bidder does not ow t be qualified	m the
					Sign

Step 3: On the Form Details screen, enter the required information and click at the bottom right corner on 'Sign' button.

Step 4: On the Security Alert pop-up, select the digital signature for authentication. Click 'Ok' button.



Step 5: On the security alert message, click 'Yes' to allow MIDC e-Tendering system to access the digital signature.



Step 6: On successful authentication of the signature, a 'Data signed successfully' message will be displayed. Click 'OK'.



Step 7: On the following page, click on 'Save' to save the form details.



Step 8: On the Tender Brief page, under the form upload document section, click on 'Document' link to upload the technical form related documents.

Envelope	-1 (Technical Form)								Status : Pending
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	FORM-B	Yes	No		Edit	View	Delete	*Document(0)	Pending
2	FORMA	No	No	Add					Pending

Step 9: On the document upload page, click on 'Browse' button and select the path of the file and attach the file.

Upload Document(s)		
* Select File To Upload	Browse	
	.gif ,jpeg , .doc , .xIs , .txt ,.pdf , .zip , .rar File extensions are allowed	
File Deservation	*	
The Description	*	
		Upload

Step 10: Under the 'File Description', fill the details for the document. Click on 'Upload' button at the bottom right.

Upload Document(s)	
* Select File To Upload	C:\Users\ajay.SEPL\De Browse
	.gif ,.jpeg , .doc , .xls , .txt ,.pdf , .zip , .rar File extensions are allowed
*File Description	Document uploaded
	Upload

Step 11: On the security alert window, add the digital signature for authentication of the document and click 'OK'.

ielect certifi	cate for signing
	POWAR SATISH V Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
1-	SANKHE HEMANT G Issuen TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
0	Click here to view certificate prope
	WARICK SANTOSH S Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
-	WAGH SUDHAKAR R Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
-	JADHAV VINOD M Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
-	DESHMUKH MILINDKUMA Issueri TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013

Step 12: The digitally signed document will now show in the 'Uploaded Document(s)' section

Sal.	oct File To I	Inload	Rowan	53	
Jei	eurne to t	opioau	Diowse		
			.gif ,.jpeg , .doc , .xls , .txt ,.pdf , .	zip , .rar File extensions are	allowed
				*	
File	Description	1			
				×	
					Linia
					Uplo
					Uplo
Uplo	aded Docu	ment(s)			Uplo
Uplo	aded Docu	ment(s)			Uplo Delete Ve
Uplo	aded Docu Sr. No.	ment(s) Document Name	Document Description	Document Size(MB)	Uplo Delete Ve Signed Document
Upic	aded Docu Sr. No.	ment(s) Document Name	Document Description	Document Size(MB)	Uplo Delete Ve Signed Document MIIUzwYJKoZitwcNAQcCollUwDC

Step 13: After successful upload of all the relevant documents, the status will indicate as 'Complete'. The submission of the technical form is completed.

Env-1 (PC) Form)								Status : Completed
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	Form - A	Yes	No		Edit	View	Delete	*Document(1)	Completed

Step 14: Repeat steps 2-13 for filling the remaining forms present in the bid.

Note: If any form of technical bid is not filled/document not attached, the final submission of the bid will not be allowed.

Submission of Technical Bid Process is completed after filling and submitting all the forms.

4.6 Process for Submission of Commercial Bid

Tender No Name of w Document Estimated Due Date/	k: vork: t Fees: t Cost Of Tender: Time to Submit Bid:	DTP- TEST 500.0 8600 15/01	123 WORK ABC 10 NR 0.00 NR /2013 16.00:00	Ea	mest Mon te/Time of	ey: Tender Openi	700 NR 15/01/201	3 16:15:00
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	Delete	Upload Document	Status
1	Tender Fees	Yes	No	Add			NA	Pending
	EMD Datails	Vec	No	Add			NA	Pending
ote: Uploa Env-1 (PG	ad document(s) for all Form)	the forms of all the E	Envelopes. Doci	ument(s) no	t uploaded	for any of the	form will not allow the Bidder 1	for Final Submis
ote: Uploa Env-1 (PG Sr. No.	ad document(s) for all 2 Form) Form Name	the forms of all the E Mandatory	nvelopes Doci Multiple	Add E	tuploaded dit Vie	of the second seco	form will not allow the Bidder to	for Final Submis Status : Pen Status
ote: Uploa Env-1 (PG Sr. No.	Form Name Form - A	Mandatory Yes	Multiple	Add E	tuploaded dit Vie	I for any of the w Delete	form will not allow the Bidder t	for Final Submis Status : Pen Status Pending
cote: Uploa Env-1 (PQ Sr. No. 1 Commerc	A form Name Form - A	Mandatory	Multiple No	Add E	t uploaded dit Vie	of or any of the t	form will not allow the Bidder to	for Final Submiss Status : Pen Status Pending Status : Pen
sr. No.	Form Name Form - A Cial Bid Schedule B	Mandatory Ves	Multiple No Multiple	Add E Add Add	t uploaded dit Vie Edit	for any of the two Delete	te Upload Document	for Final Submiss Status : Pen Status Pending Status : Pen Status

Step 1: On the Tender Brief page, under the commercial bid section, click on 'Bid Now'

Step 2: Based on the Tender type, a 'Schedule B' screen will be displayed for Tender and Estimated Value

(A) If the tender is percentage type

Item Description		Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No
Excavation in trenches, pits, p sarth's soils of all types, grave cum, size including removing t he edge of excavation includin directed, bailing of sub-soil wat filing the excavated pit or trenc watering and ramming as requi abour and materials complete	pe lines, foundations, column footings, walls etc. in , sand, soft & hard murum, and boulders up to 0.03 he excavated material upto a distance of 50 M beyond g the initial lift of 1.5 M, stacking or spreading as er if any preparing base for foundation etc., and back h using the excavated material in layers including red or as directed by Engineer-In-charge, including all	Cubic Meter	454	125.00	Rs. One Hundred Twenty Five Only	56750.00	
Add for every additional lift of 1	5 M or part as per item Gen-A-1 above.	Cubic Meter	1221	7.50	Rs. Seven And Fifty Palse Only	9157.50	
Fotal Amount			310 U		the most of	65908	
Name of Work:	TEST WORK ABC						
Estimated Amount :	65908						
Value Type :	Below -						
Quote in Percentage :	2.00%						
Quoted Amount :							64589.84 +
	Do. Cole Courtbaurood Charlanderd Clark Mar	And E	Jobby Except 5	alse 0	unha .		

Following information needs to be filled:

Value Type: You may want to quote above/below/at par with the estimated cost

Quote in percentage: You should enter the rate in percentage as you want to quote

Quoted Amount: This amount is calculated by applying Value type and quoted rates % on the estimated value. An example is if the estimated value is Rs 65908 and Value Type is Below and % below is given as 2 % the Quoted Amount will be calculated as 65908 – 2% of 65908 = Rs. 64589.84

(B) If the tender is Item Rate type

end	er Brief					
Tena Nam Doci Estin	fer No.: e of work: ument Fees: nated Cost Of Tender:		44545 Patch-3(online) 500.00 NR 76600.00 NR	Earnest Money:		800 INR
Due	Date/Time to Submit Bid:		24/01/2013 17:45:00	Date/Time of Tender Opening:		24/01/2013 17:45:00
Sch	edule B Name : : The Items displayed in	Patch-3(online) light blue color, if any, ar	e the items that are change	d/added newly in the corrigendum.		
	Item Description	Unit	Quantity Rate	Rate in Words	Amount	Corrigendum No
	10 mm thick					
\mathbf{V}	1000 mm dia	Running Meter	1			
$[\mathcal{T}]$	1200 mm dia	Running Meter	1			
$\overline{\mathbf{v}}$	1500 mm dia	Running Meter	0.5			
1	1800 mm dia	Running Meter	0.25			
otal	Î.	 (1) (1)				0.00

Following information needs to be filled:

Rate: Vendor should be enter rate of each item.

Amount: This Amount is calculated by multiplying quantity and Rate. An example if quantity is 5000 and rate entered by contractor is Rs. 100. Then Amount will be calculated as 5000*100= Rs.500000.

(C) If the tender is C type, fill the details as explained for (B) Item Rate type

Step 3: After filling the relevant tender details, click on 'Sign' button to sign the bid information.

Step 4: On the Security Alert window, select the digital signature and click 'OK' to authenticate the information filled under the previous section.

	POWAR SATISH V Issuer TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
1-	SANKHE HEMANT G Issuer TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	Click here to view certificate prope
/ -	WARICK SANTOSH S Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	WAGH SUDHAKAR R Issuer TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	JADHAV VINOD M Issuen TCS sub CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
-	DESHMUKH MILINDKUMA Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013

Step 5: Accept the Security Alert by clicking 'Yes' to allow MIDC e-Tendering System to access the digital signature.

Th	is Web site needs to create a digital signature using your private key.
W. Th /OI	ARNING: Allowing an untrusted Web site to use your private key is a security risk e Web site could use your private key to compromise protected data or assume ur identity.
Do	you want this Web site to create the signature now?
	Do not show this dialog box again.
	If you select this check box, any Web pages within this site will be able to create digital signatures without prompting you again. However, you will be prompted again when you visit another Web site.
	Yes No

Step 6: On successful authentication of the digital signature, a 'Data signed successfully' message will be displayed.



Step 7: The commercial bid is encrypted for additional security before it is submitted by the bidder on the MIDC e-Tendering Portal. Encryption can be decrypted only by the private key of the bidder. Click on 'Encrypt' button to encrypt

tem Description		Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No
Excavation in trenches, pits, pipe lines, foundations, column footi iarth's soils of all types, gravel, sand, soft & hard murum, and bo um, size including removing the excavated material upto a distar he edge of excavation including the initial lift of 1.5 M, stacking o lirected, bailing of sub-soil water if any preparing base for foundat ling the excavated pit or trench using the excavated material in la ratering and ramming as required or as directed by Engineer-In- shour and materials complete.	ngs, walls etc. in ulders up to 0.03 nce of 50 M beyond r spreading as ion etc., and back ayers including harge, including all	Cubic Meter	454	125.00	Rs. One Hundred Twenty Five Only	56750.00	
dd for every additional lift of 1.5 M or part as per item Gen-A-1 a	bove.	Cubic Meter	1221	7.50	Rs. Seven And Fifty Paise Only	9157.50	
otal Amount				V	a conservation	65908	
Name of Work :	TEST WORK	ABC					
ssimated Amount	102908						
raue type:	-						
2uote in Percentage :	iminnow.chee	2modt44	0.0%				
Duoted Amount :	MBUOWYJKo	ZitwcN	AQcCollUx	DCCFI	MCAQEXC2/	lig Chuggu G	CSqGSIb3
Contraction (Avenue) and the over							

Step 8: The encryption is further certified by the digital signature. Select the digital signature and click 'OK'.

Select certific	ancate ate for signing
	POWAR SATISH V Issuer TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	SANKHE HEMANT G Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013 Click here to view certificate props
	WARICK SANTOSH 5 Issuen TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	WAGH SUDHAKAR R Issuer TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	JADHAV VINOD M Issuer: TCS tub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013
	DESHMUKH MILINDKUMA Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013

Step 9: Click on 'Save' button to save the details of the Commercial Bid

lame of worl locument Fe Estimated Co Due Date/Tim	c es: st Of Tender: e to Submit Bid:	DTP-123 TEST WORK ABC 500.00 NR 66000.00 NR 15/01/2013 16:00:00	Earne Date/	st Money: Time of Tender O	pening:	700 INR 15/01/2013 16	15:00
Commercial	Bid						
Sr. No.	Schedule B	Mand	atory	Bid Prepara	tion Status		Save
1	TEST WORK ABC	Yes		Completed			Save
Env-1 (PQ F	orm)						
Sr. No.	Form Name	Mandatory		Multiple	View	Status	
1	Form - A	Yes		No	View	Completed	

Step 10: The commercial bid saved above is not yet submitted to the e-Tendering portal.Preview the filled information and ensure that the prepared bid is ready to go.Click on 'Final Submission' button in the bottom left as highlighted above.

Step 11: A further confirmation message screen is displayed. Click on 'OK' to submit the bid in response to the tender.

Clicking Cancel at this stage will take you to the completed Tender Brief screen.

Message from w	ebpage	X
Arey	/ou sure you want to sub	omit this bid?
	OK	Cancel

Step 12: After successful submission of the Bid, a Generate PDF button will be displayed. Click on the button to generate a copy of the submitted commercial bid for your reference.

Fender No.: Name of work:	DTP-123 TEST WORK ARC		
Document Fees:	500.00 NR	Earnest Money:	700 WR
Estimated Cost Of Tender:	66000.00 INR		
Due Date/Time to Submit Bid:	15/01/2013 16:00:00	Date/Time of Tender Opening:	15/01/2013 16:15:00

4.7 Process for Resubmission of Commercial Bid

After final submission of Bid, contractor can resubmit or change the bid before last date and time of submission. In this process, the last submitted bid will be considered for the tender opening. The system will maintain a log for each resubmission.

	_			-
Stop 1. Click of	n Dronara Ri	d ontion on tl	ha laft manu r	and
Step 1. Cher (m i repare Di	u opuon on u	ne ien menu j	Janti

	main.aspx					
Maharashti	a Indust	rial Developr	ment Corporati	on		
Home Tender Utility						
I Tender	Tender Brid	ti				
View Tender Notice	Tender No Name of v	d zorku	543 Construction of CFC Buildi	ng		
Download Document	Document	Fees: Cost Of Tender:	500.00 MR 88790.00 MR	Earnest	Money:	900 MR
Wew Contigendum	Due Date/	Time to Submit Bid:	22/03/2013 15:00:00	Date/Tir	ne of Tender Opening:	22/03/2013 15:30:00
C) Dalas Ouasi						Generate PDF
Haise Query	and the second s	hiad Rist				
Document Read	Commerv	and the				The second se
Confirmation	Sr. No.	Schedule B	Ma	ndatory	Bid Preparation Status	Save

Step 2: Click on 'Bid Now' link to enter the bid for resubmission of commercial envelop

Fender No Name of w Document Estimated Due Date/	k: vork: t Fees: I Cost Of Tender: Time to Submit Bid:	DTT TES 500 661 15/	P-123 ST WORS 0.00 INR 000.00 IN /01/2013	K ABC NR 116:00:00	Ean	nest Mone	ey: Tender	Opening:	700 NR 15/01/201	3 18 15 00
Sr. No.	Form Name	Mandatory		Multiple	Add	Edit	Dele	to L	Ipload Document	Status
1	Tender Fees	Yes		No	Add			P	łA.	Pending
2	EMD Details	Yes		No	Add			ħ	IA	Pending
ote: Uploa Env-1 (PQ	ad document(s) for al	I the forms of all the	Envelo	opes. Docume	ent(s) not	uploaded	for any	of the form	n will not allow the Bidder t	or Final Submis
ote: Uploa Env-1 (PC Sr. No.	ad document(s) for al 2 Form) Form Name	Mandatory	e Envelo	opes Docum	ent(s) not Id Edi	uploaded It Vie	l for any	of the form Delete	Will not allow the Bidder	or Final Submis Status : Per Status
Env-1 (PC Sr. No.	Form - A	Mandatory	e Envelo Mult	tiple Ad	id Edi	uploaded It Vie	v C	of the form Delete	Will not allow the Bidder (for Final Submis Status : Per Status Pending
Env-1 (PG Sr. No. 1 Commerce	ad document(s) for al 2 Form) Form Name Form - A	Mandatory	Mut No	tuple Ad	ent(s) not Id Edi Id	uploaded it Vie	w D	of the form Delete	Upload Document	Ior Final Submis Status : Per Status Pending Status : Per
Env-1 (PG Sr. No. 1 Commerc Sr. No.	ad document(s) for all 2 Form) Form Name Form - A Cial Bid Schedule B	Mandatory Yes Mandatory	Mul No	ttiple Ad	ent(s) not Id Edi Id	uploaded it Vie Edit	v D	of the form Delete Delete	Upload Document	tor Final Submis Status : Per Status Pending Status : Pen Status

Step 3: Click on 'Decrypt Data' button to decrypt the data.

ender No lame of v locument stimated lue Date/	o.: Nork: I Fees: I Cost Of Tender: Time to Submit Bid:	343 Construction of CFC E 530.00 NR 88700.00 NR 22/03/2013 15:00:00	Building Ea	rnest Money ite/Time of T	r: ender Op	ening:	9 2	00 INR 2/03/2013 15	30:00
ote: Uploa	ad document(s) for all the fo	rms of all the Envelopes. Doo	cument(s) no	ot uploaded f	or any of t	the form will n	ot allow the l	Bidder for F	Inal Submissio
Commerc	cial Bid							St	atus : Complet
Sr. No. ote: The I	Schedule B tems displayed in light blue	Mandatory	Multiple at are chang	Add Edit	View wly in the	Delete U	lpioad Docu	ment	Status
Sr. No. ote: The I	Schedule B tems displayed in light blue Description	Mandatory color, if any, are the items th	Multiple at are chang Unit	Add Edit ed/added ne Quantity	View wly in the Rate	Delete U	Rate in Words	Amount	Status Corrigendu No
Sr. No. ote: The I Item Remov stackir	Schedule B tems displayed in light blue Description ving AC or G.I. sheets from ng them properly with all le	Mandatory color, if any, are the items the the roof or walling and ads & lifts	Multiple at are chang Unit Square Meter	Add Edit ediadded ne Quantify 100	View wly in the Rate	Delete U	Rate in Words	Amount	Status Corrigendu No
Sr. No.	Schedule B tems displayed in light blue Description ing AC or G.I. sheets from ng them properly with all le ntling BB Masonry in lime ng the material as directed ete.	Mandatory color, if any, are the items the the roof or walling and ads & lifts or cement mortar and with all leads & lifts	Multiple at are chang Unit Square Meter Cubic Meter	Add Edit ed/added ne Quantity 100	View wly in the Rate	Delete U corrigendum Bis GADOBg;dY	Rate in Words	Amount	Status Corrigendu No

Step 4: On the Security window, select the digital signature to decrypt

Select Cetil	ertificate ficate for signing	
	POWAR SATISH V Issuer TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
	SANKHE HEMANT G Issuer: TCS aub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013 Click here to view certificate prope	
	WARICK SANTOSH 5 Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
	WAGH SUDHAKAR R Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
	JADHAV VINOD M Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
	DESHMUKH MILINDKUMA Issuer: TCS sub-CA for TCS 2011 Valid From: 7/24/2012 to 7/24/2013	
	OK Can	cel

Step 5: On the Schedule B, enter the information for tender and estimated value based on tender type. Make the necessary changes, and click on the 'Sign' button

(A) If the tender is percentage type

Item Description		Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No
Excavation in trenches, pits, pipe lines, foundations, column footings, walls etc. in arth's soils of all types, gravel, sand, soft & hard murum, and boulders up to 0.03 um, size including removing the excavated material upto a distance of 50 M beyond he edge of excavation including the initial lift of 1.5 M, stacking or spreading as irrected, bailing of sub-soil water if any preparing base for foundation etc., and back ling the excavated pit or trench using the excavated material in layers including vatering and ramming as required or as directed by Engineer-In-charge, including all abour and materials complete.			454	454125.00	Rs. One Hundred Twenty Five Only	56750.00	
idour and materials complete. Idd for every additional lift of 1.5 M or part as per item Gen-A-1 above.			1221	7.50	Rs. Seven And Fifty Palse Only	9157.50	
otal Amount					Mart Annoracia	65908	
Name of Work :	TEST WORK ABC						
Estimated Amount ;	65908						
Value Type :	Below 👻						
Quote in Percentage :	2.00 %						
Quoted Amount :							64589.84 +
	The way was well and the state of which have	ded El	abb Fourt	ales D	a ha		

(B) If the tender is Item Rate Type

	Item Description	Unit	Quantity Rate	Rate in Words	Amount	Corrigendum No
-	Removing AC or G.I. sheets from the roof or walling and stacking them properly with all leads & lifts.	Square Meter	100	Rs 11.00 Eleven Only	1100.00	
-	Dismantling BB Masonry in lime or cement mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	Rs. 11.00 Eleven Only	1100.00	
-	Dismantling Stone Masonry in cement mortar or lime mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	Rs. 11.00 Eleven Only	1100.00	
ota	4			1	3300.00	

Step 6: The change needs to be digitally signed. Select the digital signature and click 'OK' button.



Step 7: On successful authentication, a message 'Data signed successfully' will be displayed. Click on OK button.



Step 8: Click on 'Encrypt' button to encrypt the bid information

Item Description	Umt	Quantity Rate	Rate in Words	Amount	Corrigendum No
Removing AC or G.I. sheets from the roof or walling and stacking them properly with all leads & lifts.	Square Meter	100 MIIU5QYJKoZihvcN	AQc	1	
Dismantling BB Masonry in lime or cement mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100 MIIUSQYJKoZihvcN	AQC		
Dismantling Stone Masonry in cement mortar or lime mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100 MIIUSQYJKoZihveN	4Qc		

Step 9: The encryption needs to be authenticated by the digital signature. Attach the digital signature and click on 'OK' button.



Step 10: On successful authentication, a message will be displayed. Click on 'OK'.



Step 11: On the commercial form, click on 'Save' button.

Item Description	Unit	Quantity Rate	Rate in Words	Amount	Corrigendum No
Removing AC or G.I. sheets from the roof or walling and stacking them properly with all leads & lifts.	Square Meter	100 MIE4gYJKaZihvcNAGd			
Dismantling BB Masonry in lime or cement mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100 MIIB4gYJRcaZitwichACicl			
Dismantling Stone Masonry in cement mortar or lime mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100 MIB4gYJKoZihwcNAGo			

Step 12: On the commercial bid page, click on 'Save' to save the changes.

Name of work: Document Fees: Estimated Cost Of Tender: Due Date/Time to Submit Bid:		Construction of CFC Building 500.00 MR 88700.00 MR 22/03/2013 15:00:00	Earnest Mone Date/Time of	ey: Tender Opening:	900 INR 22/03/2013 15	30.00
Commerci	al Bid					
Sr. No.	Schedule B		Mandatory	Bid Preparation Stat	us	Save
1	Construction of CFC B	uilding	Yes	Completed		Save
ave is Pend	ling					_
Your Bid for from IP 19	r tender Notice No Notice 2.168.1.150 via user Nam	No.345/2013 for the work of Co e Akruti Nirman	nstruction of CFC	Building is successfully s	submitted on 22/03	/2013 13:49:

Step 13: The system will confirm if you want to make the changes. Click OK.



Step 14: Click on the 'Re Submission' button to resubmit the bid data

Name of work: Document Fees: Estimated Cost Of Tender: Due Date/Time to Submit Bid:		Construction of CFC Buil 500.00 WR 85700.00 WR	idiog Earnest	Money:	900 INR 22/03/2013 15:30:00 Generate PDF	
		22/03/2013 15:00:00	Date/Tir	ne of Tender Opening:		
Commerc	ial Bid					
Sr. No.	Schedule B	8	fandatory	Bid Preparation Status	Save	
1	Construction of CFC Bu	ilding Y	es.	Completed	Completed	
	Construction of CFC Bu	itaing Y	65	Completed	Completed	

Step 15: On clicking the resubmission button, the system will show the successful resubmission message.

fender No.: łame of work: Jocument Fees: Estimated Cost Of Tender: Due Date/Time to Submit Bid:		343 Construction of CFC Build 500.00 INR 88700.00 INR 22/03/2013 15:00:00	ing Earnest Date/Tir	Money: ne of Tender Opening:	900 INR 22/03/2013 15:30:00	
Commerc	cial Bid				Generate PDF	
Sr. No.	Schedule B	M	andatory	Bid Preparation Status	Save	
+	Construction of CFC Build	ling Ye	is	Completed	Completed	

Step 16: After successful resubmission, click the 'Generate PDF' button to generate a copy of the submitted commercial bid for your reference.

Tender No.: Name of work:	DTP-123 TEST WORK ABC		
Document Fees:	500.00 NR	Earnest Money:	700 NR
Due Date/Time to Submit Bid:	15/01/2013 16:00:00	Date/Time of Tender Opening:	15/01/2013 16:15:00

The process of resubmission of commercial bid is now complete.

4.8 Process for Withdrawal of Bid

If for some reasons, participants would like to withdraw from the bid after submission, they can do so before the due time and date of bid submission.

After the successful bid submission "Withdraw Bid" and "Print" button are activated and displayed on the right bottom corner of the page. The buttons are active only before due date and time of bid submission

Tender No.: Name of wo Document F Estimated C Due Date/Tir	rk: ees: ast Of Tender: ne to Submit Bid:	0TF-123 TEST WORK ABC 500.00 NR 66000.00 NR 15/01/2013 16:00.00	Earnest Money: Date/Time of Tender O	pening:	700 15/0	WR 1/2013 16:15:00 Generate PDF
Commercia	sl Bid					-
Sr. No.	Schedule B	Mandatory	Bid Preparation St	atus		Save
t.	TEST WORK ABC	Yes	Completed			Completed
Env-1 (PQ	Form)					
	Form Name	Mandatory	Multiple	View	State	15
Sr. No.						

Click on 'Withdraw Bid' button to withdraw the submitted bid.

<u>E-Tendering Support Contact Details:</u>

etendering@midcindia.org
etender@midcindia.org
midcetender@midcindia.org
midctendering@midcindia.org