

# **User Manual (e-Tendering)**

## **Guidelines to Vendors for Online Tender Submission on MIDC Portal**

### **Online Tender Management Module PWIMS**

# 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 need 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 concerned 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 – [www.midcindia.org](http://www.midcindia.org) (preferred browser: Internet Explorer)

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



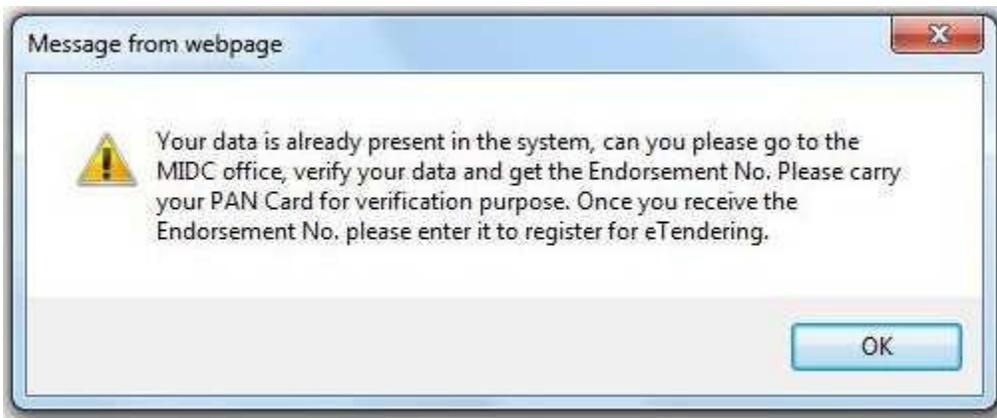
Step 3: On the Vendor Login/Registration Page, click on the 'Register Here' button



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



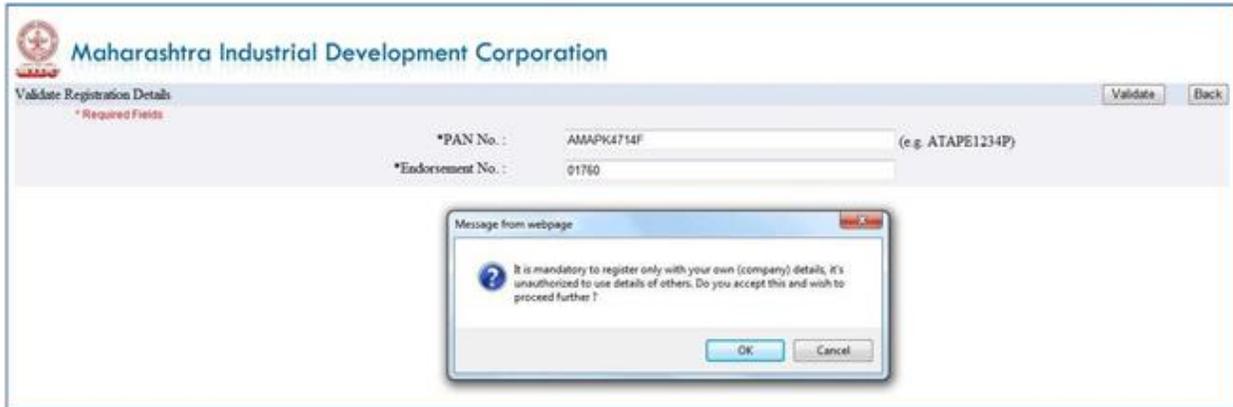
If the PAN number is in valid format and vendor data is available in MIDC system, the following message is displayed:



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.



The screenshot shows the 'Validate Registration Details' page on the MDC website. The form contains the following fields:

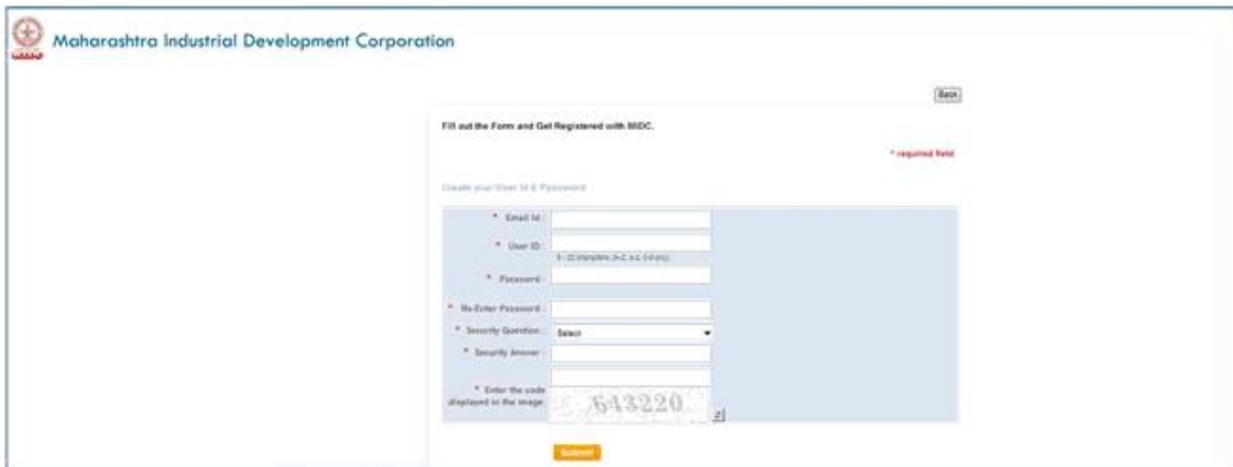
- \*PAN No.: AMAPK4714F (with a note: (e.g. ATAPE1234P))
- \*Endorsement No.: 01760

A modal dialog box titled 'Message from webpage' is overlaid on the form. It contains the following text:

It is mandatory to register only with your own (company) details, it's unauthorized to use details of others. Do you accept this and wish to proceed further?

The dialog box has 'OK' and 'Cancel' buttons.

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



The screenshot shows the 'Fill out the Form and Get Registered with MDC' page on the MDC website. The form includes the following fields:

- \* Email Id: [Text input field]
- \* User ID: [Text input field]
- \* Password: [Text input field]
- \* Re-Enter Password: [Text input field]
- \* Security Question: [Dropdown menu]
- \* Security Answer: [Text input field]
- \* Enter the code displayed in the image: 643220

The form has a 'Submit' button at the bottom.

### **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 – [www.midcindia.org](http://www.midcindia.org) (preferred browser: Internet Explorer)

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



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



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



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

### **Guidelines for filling the fields on Registration Form:**

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.

[Back](#)

**Fill out the Form and Get Registered with MIDC.**

\* required field

Enter Your Company Information

* Name of Company :	<input type="text"/>
Address :	<input type="text"/>
* Country :	Select
* State :	<input type="text"/>
* District :	<input type="text"/>
* City :	<input type="text"/>
* Pin Code :	<input type="text"/>
* Phone No :	<input type="text"/>
Fax No :	<input type="text"/>
Web Site :	<input type="text"/>

Enter Your Contact Information

* Name :	<input type="text"/>
Designation :	<input type="text"/>
Phone No :	<input type="text"/>
Mobile No :	<input type="text"/>
* Email :	<input type="text"/>
* Specialization :	Select

Enter Your General Information

* PAN NO :	ALCPR0330H
* VAT No. :	<input type="text"/>
Service Tax No. :	<input type="text"/>

Please provide Scanned Copies of PAN, VAT, CST, BST documents.(Mandatory)

[Attach](#)

Create your User Id & Password

* User ID :	<input type="text"/>	6 - 20 characters (A-Z, a-z, 0-9 only)
* Password :	<input type="text"/>	
* Re-Enter Password :	<input type="text"/>	
* Security Question :	Select	
* Security Answer :	<input type="text"/>	
* Enter the code displayed in the image:		

[Submit](#)

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.

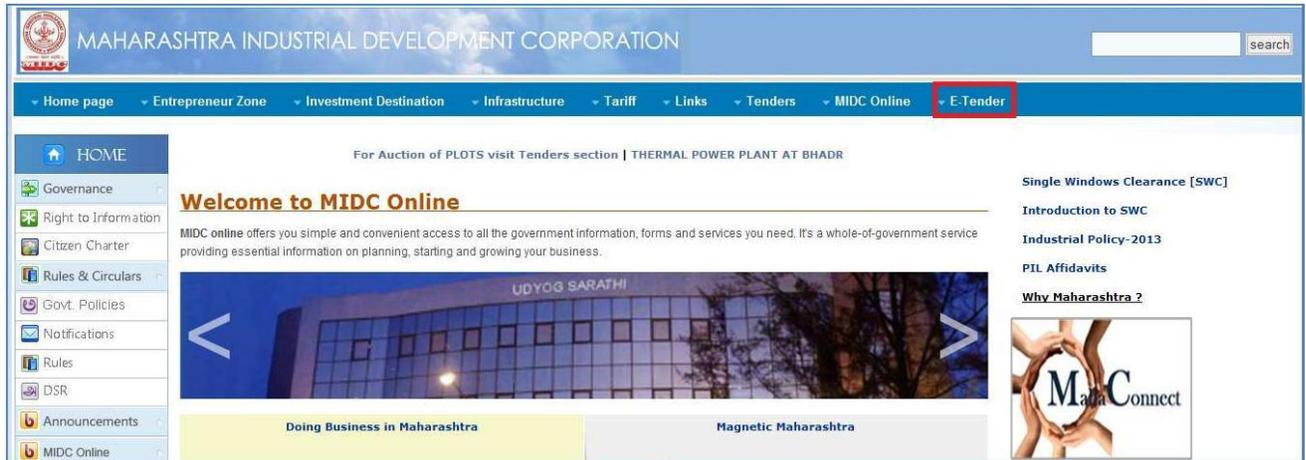
### **3) Prerequisites for Submission of Bids on MIDC e-Tendering Portal**

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 – [www.midcindia.org](http://www.midcindia.org) (preferred browser: Internet Explorer)

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



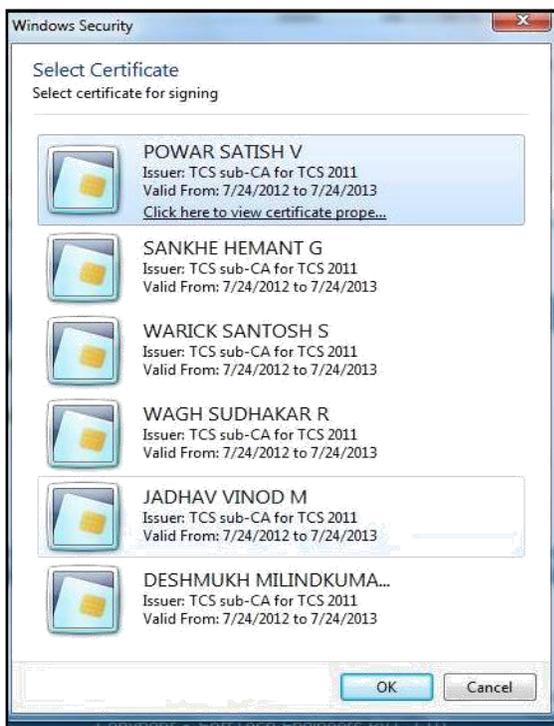
Step 3: On the Vendor Login/Registration Page, enter valid User ID and Password and click on 'Login' button.

The image shows the 'Vendor Login' page on the MIDC website. At the top, there is the MIDC logo and the text 'Maharashtra Industrial Development Corporation'. Below this, there is a blue header with the text 'Vendor Login'. The main content area contains two input fields: 'User Id' and 'Password', each followed by a colon and a text box. Below the input fields, there is a blue 'Login' button with a right-pointing arrow. Underneath the button, there is a link for 'Forgot Password?' and a link for 'New Users : Register Here'. At the bottom of the page, there is a 'Downloads' section with a list of links: 'Download User Manual - Vendor Guidelines.', 'Download Signer Component To Install On Your Machine.', 'Download Installation Guidelines Of Signer Component.', and 'Download Procedure Guidelines To Procure Digital Signature.'. The footer of the page contains the text 'Copyright - 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.



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



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

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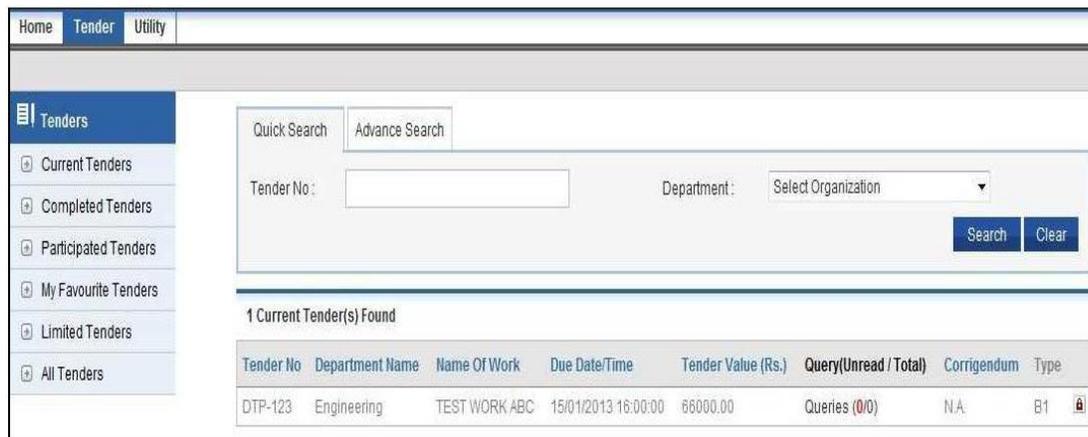
Step 6: On the next screen, enter the Digital Certificate PIN number and click 'OK' button.



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



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



The screenshot displays a web interface for managing tenders. At the top, there are navigation tabs for 'Home', 'Tender', and 'Utility'. A left-hand sidebar contains a 'Tenders' menu with sub-options: 'Current Tenders', 'Completed Tenders', 'Participated Tenders', 'My Favourite Tenders', 'Limited Tenders', and 'All Tenders'. The main content area features a search section with 'Quick Search' and 'Advance Search' tabs. Below these are input fields for 'Tender No.' and a dropdown for 'Department' labeled 'Select Organization'. 'Search' and 'Clear' buttons are positioned to the right. A message indicates '1 Current Tender(s) Found'. Below this is a table with the following data:

Tender No	Department Name	Name Of Work	Due Date/Time	Tender Value (Rs.)	Query(Unread / Total)	Corrigendum	Type
DTP-123	Engineering	TEST WORK ABC	15/01/2013 16:00:00	66000.00	Queries (0/0)	N.A.	B1

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.

The screenshot shows the Tender Management System interface. The 'Tender' tab is selected in the top navigation bar. On the left sidebar, the 'Current Tenders' option is highlighted with a red box. The main content area displays a search form with 'Quick Search' and 'Advance Search' tabs. Below the search form, there is a table titled '1 Current Tender(s) Found'. The table has the following columns: Tender No, Department Name, Name Of Work, Due Date/Time, Tender Value (Rs.), Query(Unread / Total), Corrigendum, and Type. The table contains one row with the following data: Tender No: Patch-90, Department Name: Engineering, Name Of Work: Patch-90, Due Date/Time: 08/01/2013 17:45:00, Tender Value (Rs.): 5400.00, Query(Unread / Total): Queries (0/0), Corrigendum: N.A., and Type: B1. A red box highlights a lock icon in the last column of the table row.

Tender No	Department Name	Name Of Work	Due Date/Time	Tender Value (Rs.)	Query(Unread / Total)	Corrigendum	Type
Patch-90	Engineering	Patch-90	08/01/2013 17:45:00	5400.00	Queries (0/0)	N.A.	B1

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.

This screenshot is identical to the one above, showing the 'Current Tenders' list. The 'Current Tenders' option in the left sidebar is highlighted with a red box. The table contains one row with the following data: Tender No: Patch-90, Department Name: Engineering, Name Of Work: Patch-90, Due Date/Time: 08/01/2013 17:45:00, Tender Value (Rs.): 5400.00, Query(Unread / Total): Queries (0/0), Corrigendum: N.A., and Type: B1. A red box highlights a lock icon in the last column of the table row.

Tender No	Department Name	Name Of Work	Due Date/Time	Tender Value (Rs.)	Query(Unread / Total)	Corrigendum	Type
Patch-90	Engineering	Patch-90	08/01/2013 17:45:00	5400.00	Queries (0/0)	N.A.	B1

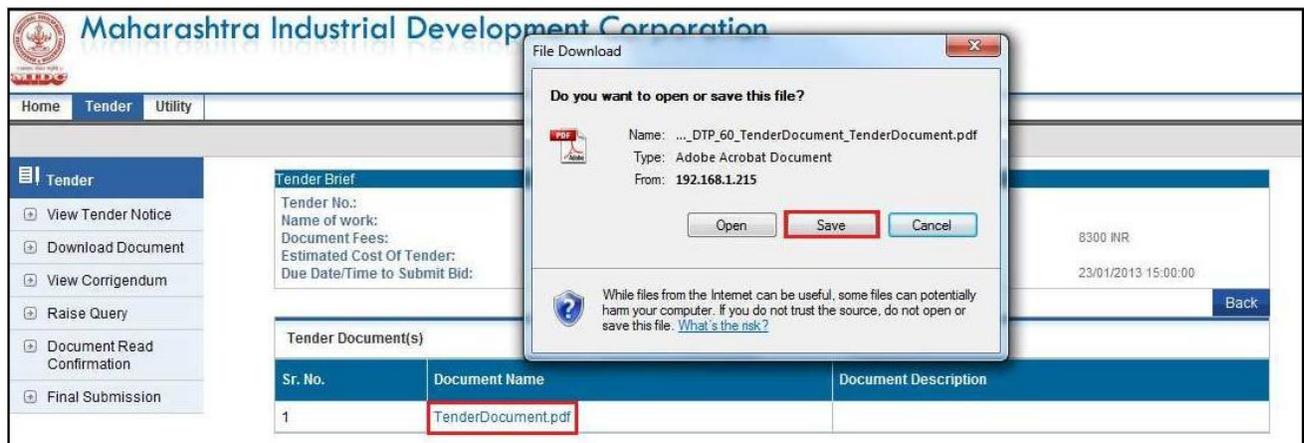
Step 3: On the left panel, under the options, click on 'Download Document'



Step 4: Click on the document link

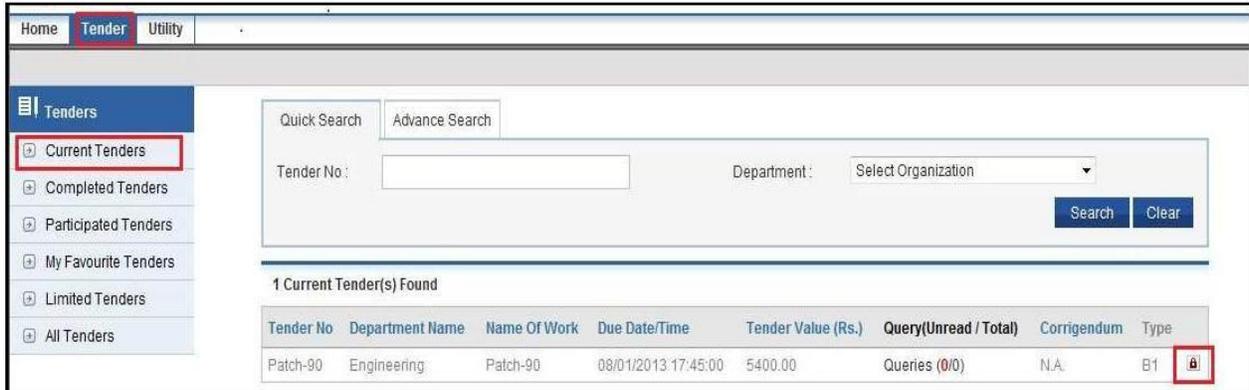


Step 5: Click on 'Save' to save the document.



## 4.2 Process for Document Read Confirmation

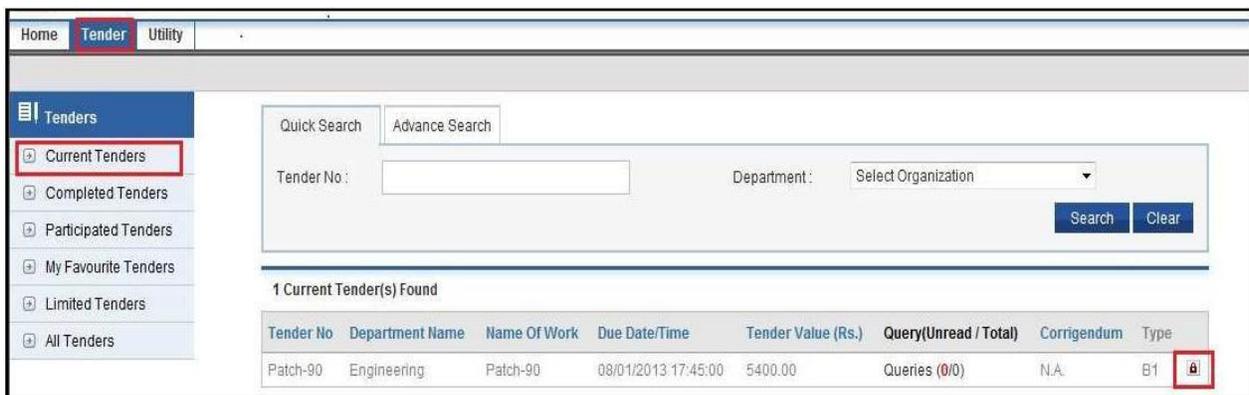
Step 1: Click on 'Current Tenders' option on the left panel to view the list of active tenders which are available for bid.



The screenshot shows the 'Current Tenders' page. On the left, a navigation menu has 'Current Tenders' selected. The main area contains search filters and a table of tenders. The table has the following data:

Tender No	Department Name	Name Of Work	Due Date/Time	Tender Value (Rs.)	Query(Unread / Total)	Corrigendum	Type
Patch-90	Engineering	Patch-90	08/01/2013 17:45:00	5400.00	Queries (0/0)	N.A.	B1

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.



This screenshot is identical to the previous one, showing the 'Current Tenders' page with the lock icon highlighted in the last column of the table.

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



The screenshot shows the left navigation panel with the following options:

- View Tender Notice
- Download Document
- View Corrigendum
- Raise Query
- Document Read Confirmation

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

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

Tender Brief									
Tender No.:	DTP-123								
Name of work:	TEST WORK ABC								
Document Fees:	500.00 INR	Earnest Money:	700 INR						
Estimated Cost Of Tender:	66000.00 INR		Date/Time of Tender Opening:	15/01/2013 16:15:00					
Due Date/Time to Submit Bid:	15/01/2013 16:00:00								
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	
<b>Note: Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.</b>									
Env-1 (PQ Form)									Status : Pending
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	Form - A	Yes	No	Add					Pending
Commercial Bid									Status : Pending
Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	TEST WORK ABC	Yes	No	Bid Now				NA	Pending

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 Brief									
Tender No.:	DTP-123			Earnest Money:			700 INR		
Name of work:	TEST WORK ABC			Date/Time of Tender Opening:			15/01/2013 16:15:00		
Document Fees:	500.00 INR			Estimated Cost Of Tender:			68000.00 INR		
Due Date/Time to Submit Bid:	15/01/2013 16:00:00			Date/Time of Tender Opening:			15/01/2013 16:15:00		
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	
<b>Note:</b> Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.									
Env-1 (PQ Form)								Status : Pending	
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	Form - A	Yes	No	Add					Pending
Commercial Bid								Status : Pending	
Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	TEST WORK ABC	Yes	No	Bid Now				NA	Pending

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

Tender Brief									
Tender No.:	Patch-90			Earnest Money:			100 INR		
Name of work:	Patch-90			Date/Time of Tender Opening:			08/01/2013 16:00:00		
Document Fees:	50.00 INR			Estimated Cost Of Tender:			5400.00 INR		
Due Date/Time to Submit Bid:	08/01/2013 17:45:00			Date/Time of Tender Opening:			08/01/2013 16:00:00		
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	
<b>Note:</b> Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.									

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.

ESTIMATE LABEL			
Tender No.:	DTP-123		
Name of work:	TEST WORK ABC		
Document Fees:	500.00 INR	Earnest Money:	700 INR
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
Tender Fees			
Tender Fees Amount	<input type="text" value="500.00"/>		
Payment Mode	<input type="text" value="DD"/>		
Instrument No.	<input type="text" value="2345"/>		
Bank Name	<input type="text" value="SBI Pune"/>		
Instrument Date	<input type="text" value="15/1/2013"/> 		

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

Tender Brief									
Tender No.:	DTP-123								
Name of work:	TEST WORK ABC								
Document Fees:	500.00 INR	Earnest Money:	700 INR						
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						
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	
Note: Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.									
Env-1 (PQ Form)								Status : Pending	
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	Form - A	Yes	No	Add					Pending
Commercial Bid								Status : Pending	
Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	TEST WORK ABC	Yes	No	Bid Now				NA	Pending

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



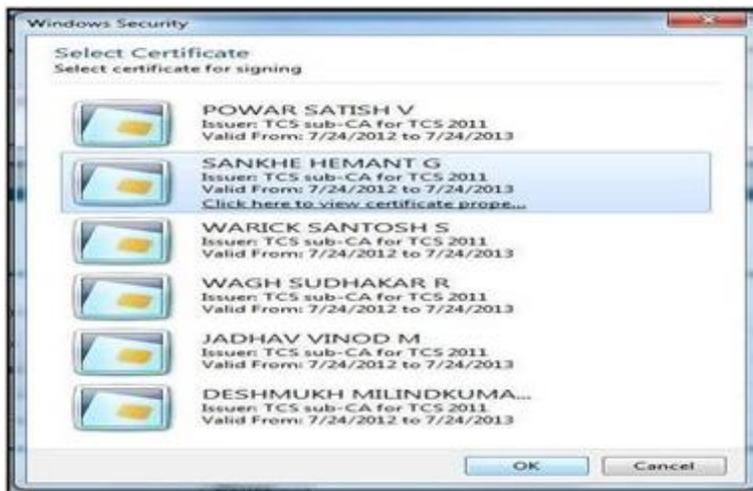
Select File To Upload	C:\Users\Administrator\ Browse...
	File allowed:.gif,.jpeg,.doc,.xls,.txt,.pdf,.zip,.rar.
File Description	Scan copy of DD
	Upload

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
	Upload
	Save

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



Thumbnail	Name	Issuer	Valid From	Valid To
	POWER SATISH V	TCS sub-CA for TCS 2011	7/24/2012	7/24/2013
	SANKHE HEMANT G	TCS sub-CA for TCS 2011	7/24/2012	7/24/2013
	WARICK SANTOSH S	TCS sub-CA for TCS 2011	7/24/2012	7/24/2013
	WAGH SUDHAKAR R	TCS sub-CA for TCS 2011	7/24/2012	7/24/2013
	JADHAV VINOD M	TCS sub-CA for TCS 2011	7/24/2012	7/24/2013
	DESHMUKH MILINDKUMA...	TCS sub-CA for TCS 2011	7/24/2012	7/24/2013

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

Note: Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.

## 4.4 Process for Submission of EMD Fees

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

Tender Brief									
Tender No.:		DTP-123							
Name of work:		TEST WORK ABC							
Document Fees:		500.00 INR		Earnest Money:			700 INR		
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		
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	
<b>Note: Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.</b>									
Env-1 (PQ Form)								Status : Pending	
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	Form - A	Yes	No	Add					Pending
Commercial Bid								Status : Pending	
Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	TEST WORK ABC	Yes	No	Bid Now				NA	Pending

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

Tender Brief									
Tender No.:		DTP-123							
Name of work:		TEST WORK ABC							
Document Fees:		500.00 INR		Earnest Money:			700 INR		
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		
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	
<b>Note: Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.</b>									

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.

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

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

Note: Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.

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

Commercial Bid									
									Status : Pending
Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	TEST WORK ABC	Yes	No	Bid Now				NA	Pending

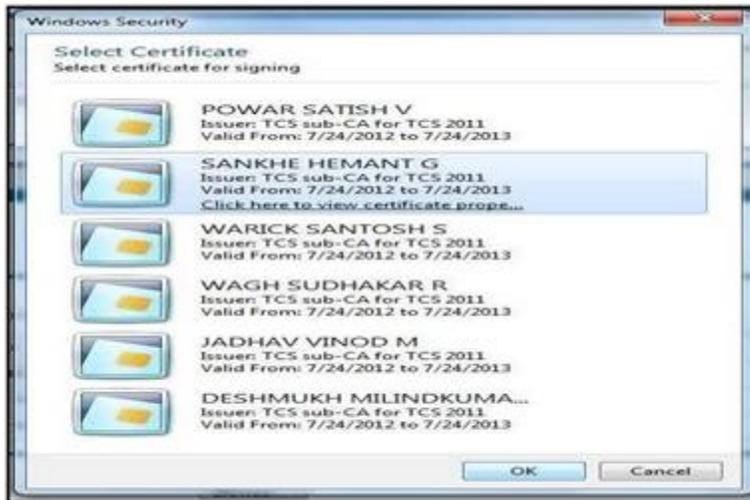
Step 5: On the Upload Document window, click 'Browse' button and attach the file. Under File Description section, enter the details about the file

Upload Document(s)	
Select File To Upload	C:\Users\Administrator\ <input type="button" value="Browse..."/>
	File allowed: .gif, .jpeg, .doc, .xls, .txt, .pdf, .zip, .rar.
File Description	Scan copy of DD <input type="text"/>
	<input type="button" value="Upload"/>

Step 6: Click on the 'Save' button.

Upload Document(s)	
Select File To Upload	C:\Users\Administrator\ <input type="button" value="Browse..."/>
	File allowed: .gif, .jpeg, .doc, .xls, .txt, .pdf, .zip, .rar.
File Description	Scan copy of DD <input type="text"/>
	<input type="button" value="Upload"/>
	<input type="button" value="Save"/>

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



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 Brief								
Tender No.:	DTP-123							
Name of work:	TEST WORK ABC							
Document Fees:	500.00 INR			Earnest Money:			700 INR	
Estimated Cost Of Tender:	68000.00 INR							
Due Date/Time to Submit Bid:	15/01/2013 16:00:00			Date/Time of Tender Opening:			15/01/2013 16:15:00	
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		Edit	Delete	NA	Completed
<b>Note:</b> Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.								

## 4.5 Process for Submission of Technical Bid

MIDC e-Tendering system supports multiple envelopes 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 Brief									
Tender No.:	DTP-123			Earnest Money:			700 INR		
Name of work:	TEST WORK ABC			Date/Time of Tender Opening:			15/01/2013 16:15:00		
Document Fees:	500.00 INR			Date/Time of Tender Opening:			15/01/2013 16:15:00		
Estimated Cost Of Tender:	86000.00 INR			Date/Time of Tender Opening:			15/01/2013 16:15:00		
Due Date/Time to Submit Bid:	15/01/2013 16:00:00			Date/Time of Tender Opening:			15/01/2013 16:15:00		
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	
<b>Note:</b> Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.									
Env-1 (PQ Form)									Status : Pending
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	Form - A	Yes	No	Add					Pending
Commercial Bid									Status : Pending
Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	TEST WORK ABC	Yes	No	Bid Now				NA	Pending

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

Tender Brief									
Tender No.:	DTP-123			Earnest Money:			700 INR		
Name of work:	TEST WORK ABC			Date/Time of Tender Opening:			15/01/2013 16:15:00		
Document Fees:	500.00 INR			Date/Time of Tender Opening:			15/01/2013 16:15:00		
Estimated Cost Of Tender:	86000.00 INR			Date/Time of Tender Opening:			15/01/2013 16:15:00		
Due Date/Time to Submit Bid:	15/01/2013 16:00:00			Date/Time of Tender Opening:			15/01/2013 16:15:00		
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	
<b>Note:</b> Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.									
Env-1 (PQ Form)									Status : Pending
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	Form - A	Yes	No	Add					Pending
Commercial Bid									Status : Pending
Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	TEST WORK ABC	Yes	No	Bid Now				NA	Pending

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

Rev - Form A

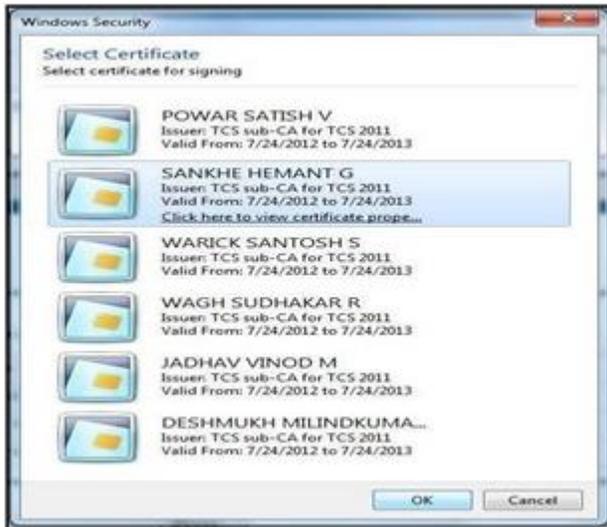
List of machinery available with the tenderer which will be used for this work

Table A

Sr.No	Name of equipment	No. of units	Kind and make	Age and condition	Present location

Documentary evidence of ownership of the machinery & copy of RTO's Registration Papers must be produced. The supporting documents shall be legible & shall be attested by gazetted officer or MIDC officer. If the bidder does not own the machinery or if the information furnished is found to be false or misleading, he will not be qualified

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



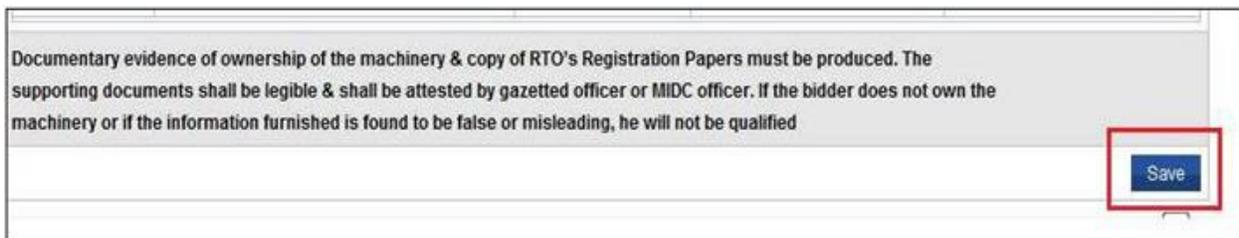
Step 5: On the security alert message, click 'Yes' to allow MIDC e-Tendering system to access the digital signature.



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	FORM A	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 , .xls , .txt ,.pdf , .zip , .rar File extensions are allowed..

\*File 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\lajay.SEPL\De Browse...

.gif ,.jpeg , .doc , .xls , .txt ,.pdf , .zip , .rar File extensions are allowed..

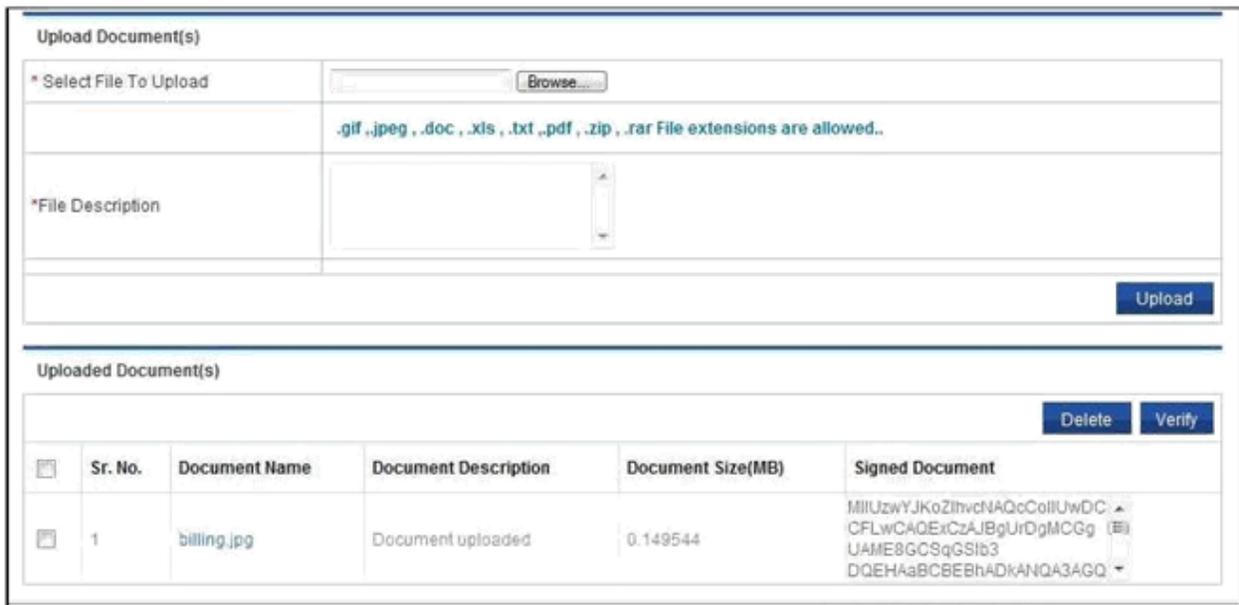
\*File Description

Upload

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



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



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 (PQ 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

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

Tender Brief									
Tender No.:		DTP-123							
Name of work:		TEST WORK ABC							
Document Fees:		500.00 INR				Earnest Money:		700 INR	
Estimated Cost Of Tender:		86000.00 INR				Date/Time of Tender Opening:		15/01/2013 16:15:00	
Due Date/Time to Submit Bid:		15/01/2013 16:00:00							
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	
Note: Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.									
Env-1 (PQ Form)									Status : Pending
Sr. No.	Form Name	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	Form - A	Yes	No	Add					Pending
Commercial Bid									Status : Pending
Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	TEST WORK ABC	Yes	No	Bid Now				NA	Pending

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

Schedule B Name : TEST WORK ABC							
Note: The items displayed in light blue color, if any, are the items that are changed / added newly in the corrigendum.							
Item Description	Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No	
Excavation in trenches, pits, pipe lines, foundations, column footings, walls etc. in earth's soils of all types, gravel, sand, soft & hard murum, and boulders up to 0.03 cum. size including removing the excavated material upto a distance of 50 M beyond the edge of excavation including the initial lift of 1.5 M, stacking or spreading as directed, bailing of sub-soil water if any preparing base for foundation etc., and back filling the excavated pit or trench using the excavated material in layers including watering and ramming as required or as directed by Engineer-in-charge, including all labour and materials complete.	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 Paise Only	9157.50		
<b>Total Amount</b>						65908	
Schedule B							
Name of Work:	TEST WORK ABC						
Estimated Amount:	65908						
Value Type:	Below						
Quote in Percentage:	2.00%						
Quoted Amount:						64589.84	
Quoted Amount in Words:	Rs. Sixty Four Thousand Five Hundred Eighty Nine And Eighty Four Paise Only						
<input type="button" value="Sign"/>							

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  $65908 - 2\% \text{ of } 65908 = \text{Rs. } 64589.84$

(B) If the tender is Item Rate type

Tender Brief							
Tender No.:	44545						
Name of work:	Patch-3(online)						
Document Fees:	500.00 INR	Earnest Money:	800 INR				
Estimated Cost Of Tender:	76600.00 INR						
Due Date/Time to Submit Bid:	24/01/2013 17:45:00			Date/Time of Tender Opening:	24/01/2013 17:45:00		
Schedule B Name : Patch-3(online)							
Note: The Items displayed in light blue color, if any, are the items that are changed/added newly in the corrigendum.							
Item Description	Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No	
10 mm thick							
<input checked="" type="checkbox"/> 1000 mm dia	Running Meter	1					
<input checked="" type="checkbox"/> 1200 mm dia	Running Meter	1					
<input checked="" type="checkbox"/> 1500 mm dia	Running Meter	0.5					
<input checked="" type="checkbox"/> 1800 mm dia	Running Meter	0.25					
Total						0.00	

Following information needs to be filled:

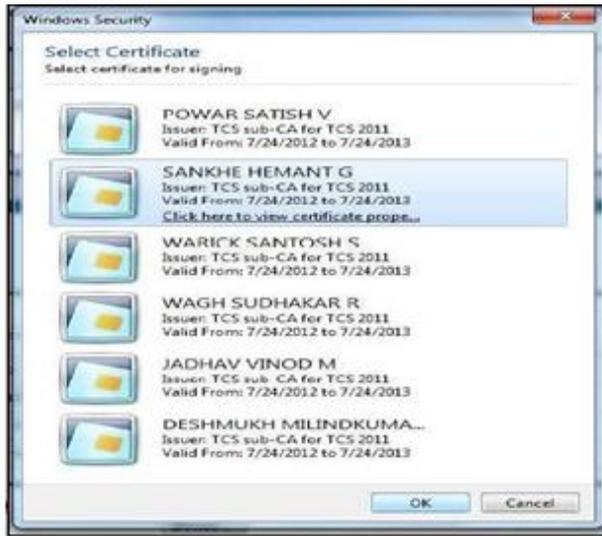
**Rate:** Vendor should be enter rate of each item.

**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  $5000 * 100 = \text{Rs. } 500000$ .

(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.



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



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

Schedule B Name : TEST WORK ABC

Note: The items displayed in light blue color, if any, are the items that are changed / added newly in the corrigendum.

Item Description	Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No
Excavation in trenches, pits, pipe lines, foundations, column footings, walls etc. in earth's soils of all types, gravel, sand, soft & hard murum, and boulders up to 0.03 cum. size including removing the excavated material upto a distance of 50 M beyond the edge of excavation including the initial lift of 1.5 M, stacking or spreading as directed, bailing of sub-soil water if any preparing base for foundation etc., and back filling the excavated pit or trench using the excavated material in layers including watering and ramming as required or as directed by Engineer-in-charge, including all labour and materials complete.	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 Paise Only	9157.50	
<b>Total Amount</b>					65908	

**Schedule B**

Name of Work : TEST WORK ABC

Estimated Amount : 65908

Value Type :

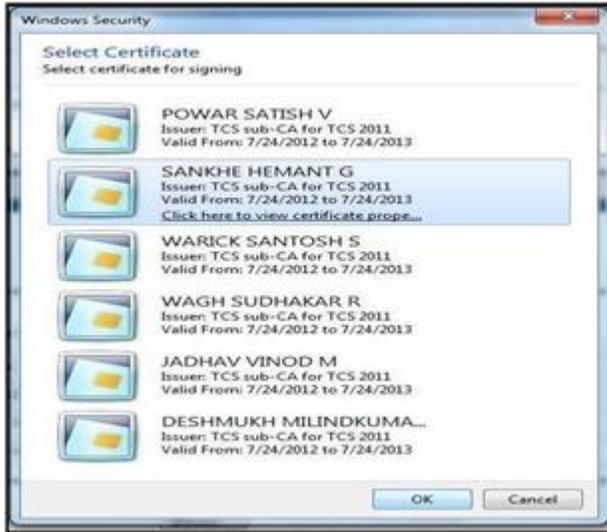
Quote in Percentage : [MlU0wYJKoZlhv2NAQccCollUxDCCFIMACQERcZAJBqUrDgMCGgUAME8 - GC5qGSib3]

Quoted Amount : [MlU0wYJKoZlhv2NAQccCollUxDCCFIMACQERcZAJBqUrDgMCGgUAME8 - GC5qGSib3]

Quoted Amount In Words:

**Encrypt**

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



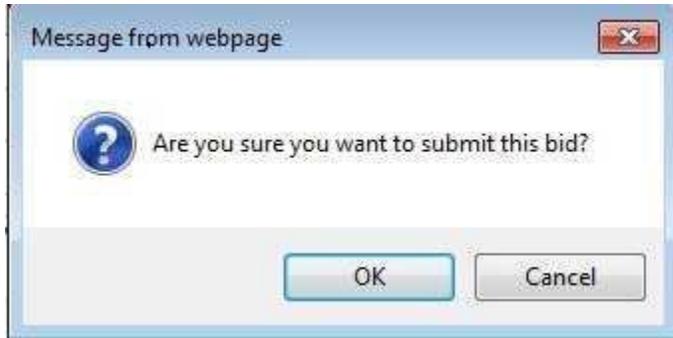
Step 9: Click on 'Save' button to save the details of the Commercial Bid

Tender Brief					
Tender No.:	DTR-123				
Name of work:	TEST WORK ABC				
Document Fees:	500.00 INR	Earnest Money:	700 INR		
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		
Commercial Bid					
Sr. No.	Schedule B	Mandatory	Bid Preparation Status	Save	
1	TEST WORK ABC	Yes	Completed	<b>Save</b>	
Save is Pending					
Env-1 (PQ Form)					
Sr. No.	Form Name	Mandatory	Multiple	View	Status
1	Form - A	Yes	No	View	Completed
I herewith agree to the terms and conditions laid down in the tender document and the bid that is submitted by me is in accordance with the uploaded documents pertaining to this tender notice.					
This is Final Submission. After final submission you can not Edit or View your Bid.					
<b>Final Submission</b>					

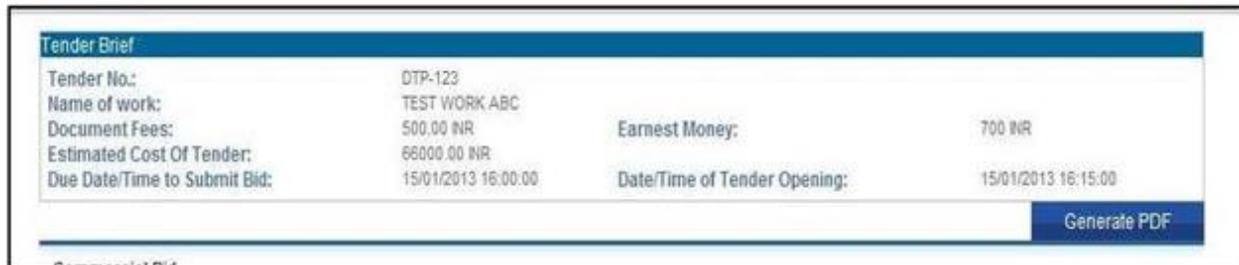
Step 10: The commercial bid saved above is not yet submitted to the e-Tendering portal. Preview the filled information and ensure that the prepared bid is ready to go. Click on 'Final Submission' button in the bottom left as highlighted above.

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.



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.



## 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.

Step 1: Click on Prepare Bid option on the left menu panel

Sr. No.	Schedule B	Mandatory	Bid Preparation Status	Save
1	Construction of CFC Building	Yes	Completed	Completed

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

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

Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
1	TEST WORK ABC	Yes	No	Bid Now				NA	Pending

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

**Tender Brief**

Tender No.:	343		
Name of work:	Construction of CFC Building		
Document Fees:	500.00 INR	Earnest Money:	900 INR
Estimated Cost Of Tender:	88700.00 INR		
Due Date/Time to Submit Bid:	22/03/2013 15:00:00	Date/Time of Tender Opening:	22/03/2013 15:30:00

**Note:** Upload document(s) for all the forms of all the Envelopes. Document(s) not uploaded for any of the form will not allow the Bidder for Final Submission.

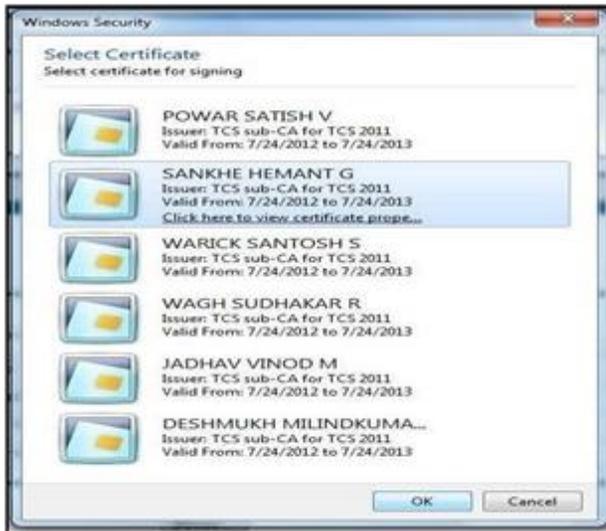
Commercial Bid Status : Completed

Sr. No.	Schedule B	Mandatory	Multiple	Add	Edit	View	Delete	Upload Document	Status
---------	------------	-----------	----------	-----	------	------	--------	-----------------	--------

**Note:** The Items displayed in light blue color, if any, are the items that are changed/added newly in the corrigendum.

Item Description	Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No
<input type="checkbox"/> Removing AC or G.I. sheets from the roof or walling and stacking them properly with all leads & lifts	Square Meter	100	MFeGCSsGAQOBgIdYA			
<input type="checkbox"/> Dismantling BB Masonry in lime or cement mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	MFeGCSsGAQOBgIdYA			
<input type="checkbox"/> Dismantling Stone Masonry in cement mortar or lime mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	MFeGCSsGAQOBgIdYA			
<b>Total</b>						

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



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

Schedule B Name : TEST WORK ABC

Note: The Items displayed in light blue color, if any, are the items that are changed / added newly in the corrigendum.

Item Description	Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No
Excavation in trenches, pits, pipe lines, foundations, column footings, walls etc. in earth's soils of all types, gravel, sand, soft & hard murum, and boulders up to 0.03 cum. size including removing the excavated material upto a distance of 50 M beyond the edge of excavation including the initial lift of 1.5 M, stacking or spreading as directed, bailing of sub-soil water if any preparing base for foundation etc., and back filling the excavated pit or trench using the excavated material in layers including watering and ramming as required or as directed by Engineer-in-charge, including all labour and materials complete.	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 Paise Only	9157.50	
<b>Total Amount</b>					65908	

**Schedule B**

Name of Work: TEST WORK ABC

Estimated Amount: 65908

Value Type: **Below**

Quote in Percentage: **2.00 %**

Quoted Amount: 64589.84

Quoted Amount In Words: Rs. Sixty Four Thousand Five Hundred Eighty Nine And Eighty Four Paise Only

**Sign**

(B) If the tender is Item Rate Type

Note: The Items displayed in light blue color, if any, are the items that are changed/added newly in the corrigendum.

Item Description	Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No
<input type="checkbox"/> Removing AC or G.I. sheets from the roof or walling and stacking them properly with all leads & lifts.	Square Meter	100	11.00	Rs. Eleven Only	1100.00	
<input type="checkbox"/> Dismantling BB Masonry in lime or cement mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	11.00	Rs. Eleven Only	1100.00	
<input type="checkbox"/> Dismantling Stone Masonry in cement mortar or lime mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	11.00	Rs. Eleven Only	1100.00	
<b>Total</b>					3300.00	

**Sign**

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.

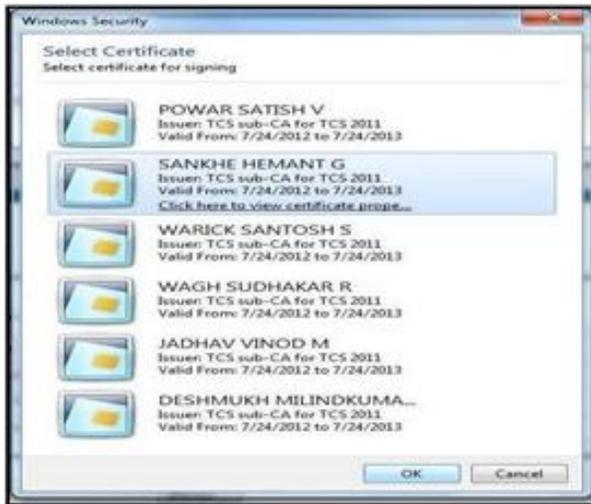


Step 8: Click on 'Encrypt' button to encrypt the bid information

Item Description	Unit	Quantity	Rate	Rate in Words	Amount	Corrigendum No
<input type="checkbox"/> Removing AC or G.I. sheets from the roof or walling and stacking them properly with all leads & lifts.	Square Meter	100	MIU5QYJKoZihvcNAQc			
<input type="checkbox"/> Dismantling BB Masonry in lime or cement mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	MIU5QYJKoZihvcNAQc			
<input type="checkbox"/> Dismantling Stone Masonry in cement mortar or lime mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	MIU5QYJKoZihvcNAQc			

At the bottom left of the table area, there is an 'Encrypt' button highlighted with a red rectangular box.

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
<input type="checkbox"/> Removing AC or G.I. sheets from the roof or walling and stacking them properly with all leads & lifts.	Square Meter	100	MIIB4gYJKoZIhvcNAQcQ			
<input type="checkbox"/> Dismantling BB Masonry in lime or cement mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	MIIB4gYJKoZIhvcNAQcQ			
<input type="checkbox"/> Dismantling Stone Masonry in cement mortar or lime mortar and stacking the material as directed with all leads & lifts complete.	Cubic Meter	100	MIIB4gYJKoZIhvcNAQcQ			

Save

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

Tender Brief				
Tender No.:	343			
Name of work:	Construction of CFC Building			
Document Fees:	500.00 INR	Earnest Money:	900 INR	
Estimated Cost Of Tender:	88700.00 INR			
Due Date/Time to Submit Bid:	22/03/2013 15:00:00	Date/Time of Tender Opening:	22/03/2013 15:30:00	

Commercial Bid				
Sr. No.	Schedule B	Mandatory	Bid Preparation Status	Save
1	Construction of CFC Building	Yes	Completed	Save

**Save is Pending**

Your Bid for tender Notice No. **Notice No.345/2013** for the work of **Construction of CFC Building** is successfully submitted on **22/03/2013 13:49:13** from IP **192.168.1.150** via user Name **Akruti Nirman**

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

Tender Brief				
Tender No.:	343			
Name of work:	Construction of CFC Building			
Document Fees:	500.00 INR	Earnest Money:	900 INR	
Estimated Cost Of Tender:	88700.00 INR			
Due Date/Time to Submit Bid:	22/03/2013 15:00:00	Date/Time of Tender Opening:	22/03/2013 15:30:00	

Commercial Bid				
Sr. No.	Schedule B	Mandatory	Bid Preparation Status	Save
1	Construction of CFC Building	Yes	Completed	Completed

This is Re-Submission. You can Edit or view your bid till the Last Date of Submission is valid. After saving Commercial Bid click on ReSubmission button to resubmit your bid.

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

Tender Brief				
Tender No.:	343			
Name of work:	Construction of CFC Building			
Document Fees:	500.00 INR	Earnest Money:	900 INR	
Estimated Cost Of Tender:	88700.00 INR			
Due Date/Time to Submit Bid:	22/03/2013 15:00:00	Date/Time of Tender Opening:	22/03/2013 15:30:00	
				<a href="#">Generate PDF</a>
Commercial Bid				
Sr. No.	Schedule B	Mandatory	Bid Preparation Status	Save
1	Construction of CFC Building	Yes	Completed	Completed
Your Bid for tender Notice No <b>Notice No.345/2013</b> for the work of <b>Construction of CFC Building</b> is successfully re-submitted on <b>22/03/2013 13:55:24</b> from IP <b>192.168.1.150</b> via user Name <b>Akruti Nirman</b>				
				<a href="#">Withdraw Bid</a> <a href="#">Print</a>

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

Tender Brief				
Tender No.:	DTP-123			
Name of work:	TEST WORK ABC			
Document Fees:	500.00 INR	Earnest Money:	700 INR	
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	
				<a href="#">Generate PDF</a>

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 Brief**

Tender No.:	GTP-123	Earnest Money:	700 INR
Name of work:	TEST WORK ABC		
Document Fees:	500.00 INR		
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

[Generate PDF](#)

**Commercial Bid**

Sr. No.	Schedule B	Mandatory	Bid Preparation Status	Save
1	TEST WORK ABC	Yes	Completed	Completed

**Env-1 (PQ Form)**

Sr. No.	Form Name	Mandatory	Multiple	View	Status
1	Form - A	Yes	No	View	Completed

Your Bid for tender Notice No: **NR 123** for the work of **TEST WORK ABC** is successfully submitted on: **15/01/2013 15:43:47** from IP: **1** via user Name: **Saurabh Constructions kalyan**

[Withdraw Bid](#) [Print](#)

Click on ‘Withdraw Bid’ button to withdraw the submitted bid.

## **E-Tendering Support Contact Details:**

**Primary Email ID:** [etendering@midcindia.org](mailto:etendering@midcindia.org)

**Secondary Email ID:** [etender@midcindia.org](mailto:etender@midcindia.org)  
[midcetender@midcindia.org](mailto:midcetender@midcindia.org)  
[midctendering@midcindia.org](mailto:midctendering@midcindia.org)