

**Manual**  
**for**  
**Bidders for usage**  
**Of eProcurement Solutions**  
**From**  
**Nextenders (India) Pvt. Ltd.**

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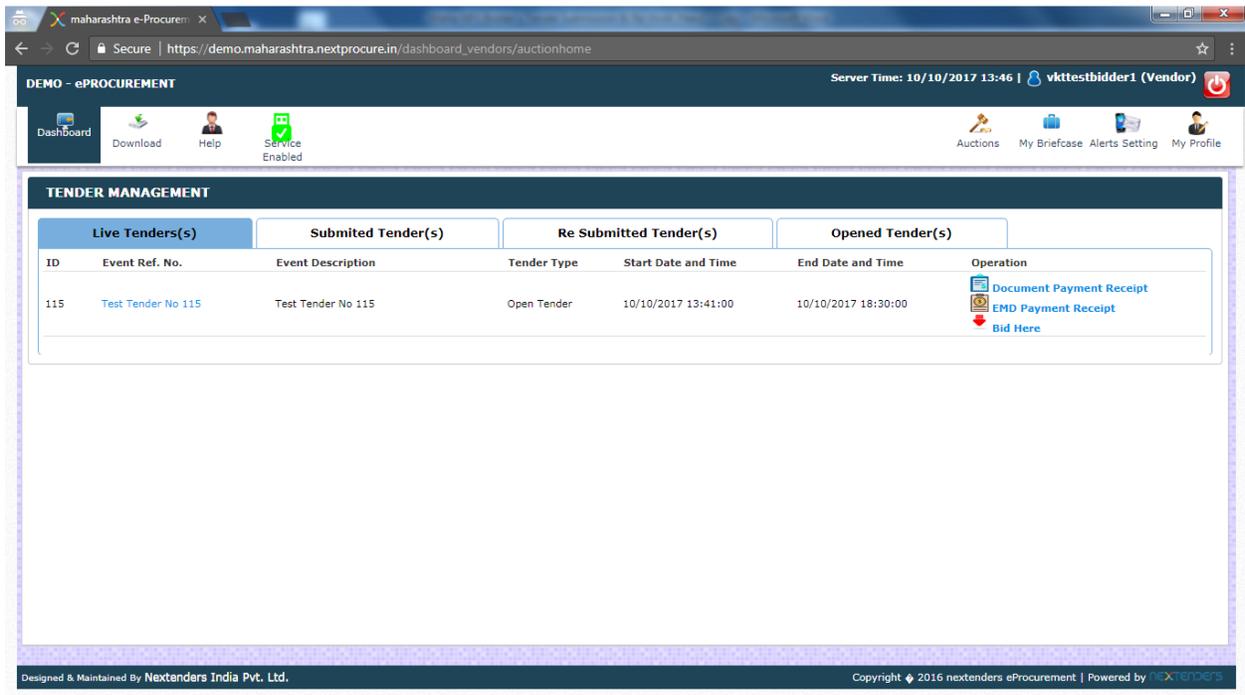
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## 1. What the Manual is about

The manual is for user who is willing to work on Nextenders eProcurement application as bidder. This manual informs the users about how to search & submit the tender & bid re-work process.

Last Updated on	10/11/2017
Language	English
Application URL	<a href="https://maharashtra.nextprocure.in">https://maharashtra.nextprocure.in</a>

## 2. Searching Tenders



The screenshot displays the Maharashtra e-Procurement system dashboard. The page title is "DEMO - ePROCUREMENT" and the server time is "10/10/2017 13:46". The user is logged in as "vkttestbidder1 (Vendor)". The dashboard includes navigation links for Dashboard, Download, Help, and Service Enabled. The main section is titled "TENDER MANAGEMENT" and contains a table with four tabs: Live Tender(s), Submitted Tender(s), Re Submitted Tender(s), and Opened Tender(s). The "Live Tender(s)" tab is selected, showing a table with one tender entry.

ID	Event Ref. No.	Event Description	Tender Type	Start Date and Time	End Date and Time	Operation
115	Test Tender No 115	Test Tender No 115	Open Tender	10/10/2017 13:41:00	10/10/2017 18:30:00	<a href="#">Document Payment Receipt</a> <a href="#">EMD Payment Receipt</a> <a href="#">Bid Here</a>

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2.1 To search the tenders, login with the user id & password. After the login, you will get the above view of the screen. From this, you can search the tenders, tab wise. If you wish to participate in a tender, you can search it under Live Tender(s) tab. **Please, note that if, the department calls a limited tender & does not invite you for, that tender then, you will not be able to view such tenders.**

DEMO - ePROCUREMENT Server Time: 10/10/2017 15:16 | vkttestbidder1 (Vendor)

Dashboard Download Help Service Enabled Auctions My Briefcase Alerts Setting My Profile

**TENDER MANAGEMENT**

Live Tenders(s)		Submitted Tender(s)	Re Submitted Tender(s)	Opened Tender(s)		
ID	Event Ref. No.	Event Description	Tender Type	Start Date and Time	End Date and Time	Operation
115	Test Tender No 115	Test Tender No 115	Open Tender	10/10/2017 13:41:00	10/10/2017 18:30:00	<a href="#">Re-Submit Bid</a> <a href="#">View Bid</a> <a href="#">CheckList Report</a> <a href="#">Service Fee INVOICE</a>

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2.2 If tender is successfully submitted or re-submitted then, under Submitted Tender(s) tab, you will find such tenders.

DEMO - ePROCUREMENT Server Time: 10/10/2017 15:40 | vkttestbidder1 (Vendor)

Dashboard Download Help Service Enabled Auctions My Briefcase Alerts Setting My Profile

**TENDER MANAGEMENT**

Live Tenders(s)		Submitted Tender(s)	Re Submitted Tender(s)	Opened Tender(s)		
ID	Event Ref. No.	Event Ref. No.	Event Type	Start Date and Time	End Date and Time	Operation
115	Test Tender No 115	Test Tender No 115	Open Tender	10/10/2017 13:41:00	10/10/2017 18:30:00	<a href="#">View Bid</a> <a href="#">View CheckList Report</a> <a href="#">Document Payment Receipt</a> <a href="#">EMD Payment Receipt</a> <a href="#">Bid Here</a>

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2.3 If you clicked on Re-submit bid option for re-work on submitted bid through, submitted tender(s) but, left it incomplete then, such tenders will appear under Re-submitted Tender(s). **Please, note that these tenders are to be considered as**

pending for submission & such bids will not be visible at the time of tender opening to the department.

The screenshot shows the Maharashtra e-Procurement portal interface. At the top, there is a navigation bar with 'DEMO - ePROCUREMENT' and the user 'vktestbidder1 (Vendor)'. Below this is a dashboard with icons for 'Download', 'Help', and 'Service Enabled'. The main section is titled 'TENDER MANAGEMENT' and contains four tabs: 'Live Tenders(s)', 'Submitted Tender(s)', 'Re Submitted Tender(s)', and 'Opened Tender(s)'. The 'Opened Tender(s)' tab is currently selected, displaying a table of tenders.

ID	Event Ref. No.	Event Ref. No.	Event Type	Start Time	End Time	Operation
105	Demo Tender Abad	Demo Tender Abad	Open Tender	06/10/2017 15:10:00	06/10/2017 16:05:00	<a href="#">View Bid</a> <a href="#">View CheckList Report</a> <a href="#">Service Fee INVOICE</a>
103	Test Tender No 81	Test Tender No 81	Open Tender	05/10/2017 12:45:00	06/10/2017 12:00:00	<a href="#">View Vendor Report</a> <a href="#">View Bid</a> <a href="#">View CheckList Report</a> <a href="#">View Corrigendum</a> <a href="#">Service Fee INVOICE</a>
100	Testing Tender and Auction	Testing Tender and Auction	Open Tender	26/09/2017 16:10:00	03/10/2017 17:00:00	<a href="#">View Vendor Report</a> <a href="#">View Bid</a> <a href="#">View CheckList Report</a> <a href="#">Service Fee INVOICE</a>
51	NIT No.651/GMTD-KHM/Tender for Outsourcing of UG Cable Mtrce/DE (M) KGM/2017-18 Dated: 15.05.2017_1	e-TENDER DOCUMENT FOR OUTSOURCING OF UNDER GROUND CABLE MAINTENANCE WORKS INCLUDING JOINTING WORKS IN DE (Mtrce) SECTION, KOTHAGUDEM IN KHAMMAM SSA	Open Tender	29/06/2017 16:46:00	29/06/2017 18:25:00	<a href="#">View Bid</a> <a href="#">View CheckList Report</a> <a href="#">Completed Report</a>

At the bottom of the page, it says 'Designed & Maintained By Nextenders India Pvt. Ltd.' and 'Copyright © 2016 nextenders eProcurement | Powered by nextenders'.

2.4 To view the result of submitted / participated tenders, click on Opened Tender(s) tab. Under this tab you will find all the tenders due for technical / price bid opening or entirely opened. To look the result of your desired & participated tender(s) click on View Vendor Report option, available in front of all the technically or commercially opened tenders. You will also get the receipt for Service Provider Payment from this tab.

### 3. Tender Submission

The screenshot shows the NEX TENDERS website interface. At the top, there is a navigation bar with the logo and a search bar. Below the navigation bar, there is a login section with fields for Username and Password, and a Login button. A search bar is located below the login section, with fields for Event No., Event Description, Start Date, and Last Date, and Search and Clear buttons. Below the search bar, there is a table of Online Events (6) with columns for Event No., Event Ref.No., Event Type, Type, Event Description, Last Date/Time, and Corrigendum Document / Count. The table lists several events, including Test Tender No 115, Test eAuction No 113, and others. At the bottom of the page, there is a footer with links for Terms of Use, Privacy Policy, Contact Us, and Terms for Online Payments, and a copyright notice for 2016 nextenders eProcurement.

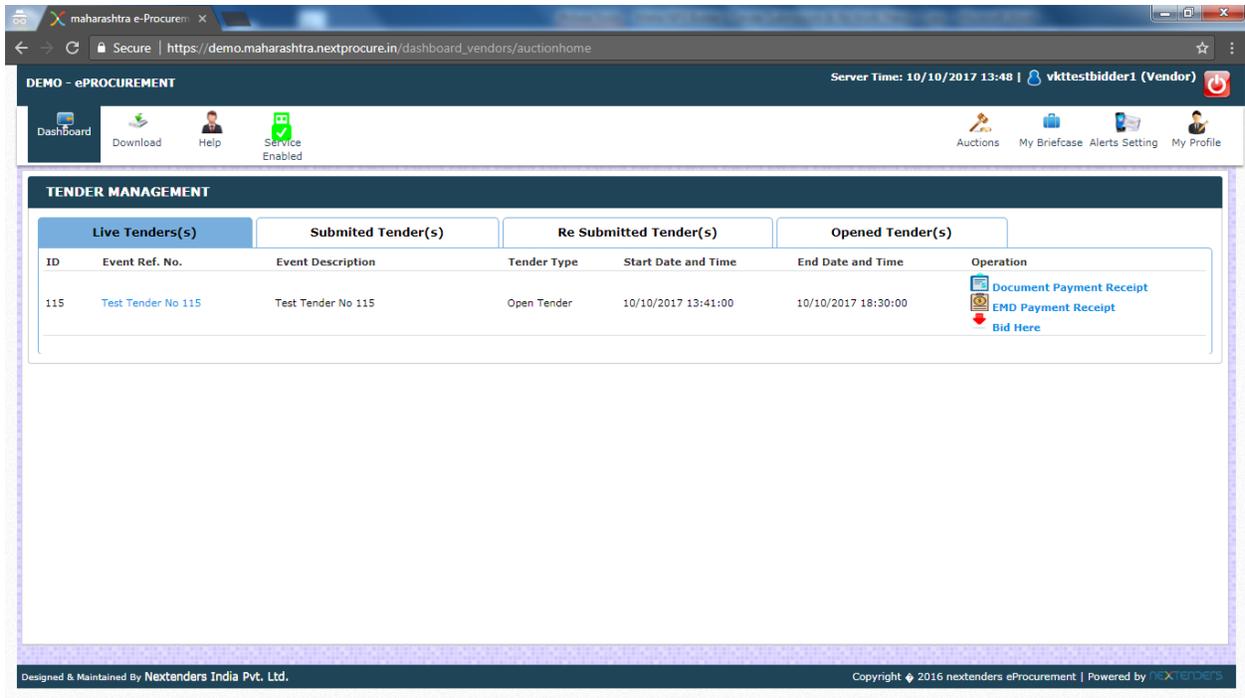
Event No.	Event Ref.No.	Event Type	Type	Event Description	Last Date/Time	Corrigendum Document / Count
115	Test Tender No 115	Tender	Open	Test Tender No 115	10/10/2017 18:30:00 Today is Last Day	
113	Test eAuction No 113	Auction	Open	Test eAuction No 113	Start: 09/10/2017 17:21:00 End: 10/10/2017 18:30:00	
111	NGP/NIT/TEST2	Auction	Open	AUCTION FOR FLATS AND SHOPS	Start: 09/10/2017 16:20:00 End: 16/10/2017 16:00:00	
109	E-auction for Kinwat and Palthan	Auction	Limited	Sand Spot auction	Start: 09/10/2017 11:23:00 End: 12/10/2017 14:15:00	
108	NGP/NIT/TEST	Auction	Open	AUCTION FOR NIT FLATS AND SHOPSAC	EMD Remitted: 08/10/2017 21:24:00 Start: 08/10/2017 21:30:00 End: 10/10/2017 21:30:00	
101	Tender Ref no 100	Auction	Open	Tender Ref no 100	Start: 04/10/2017 14:50:00	

#### 3.1 Login with the user name & password, from the concerned department portal.

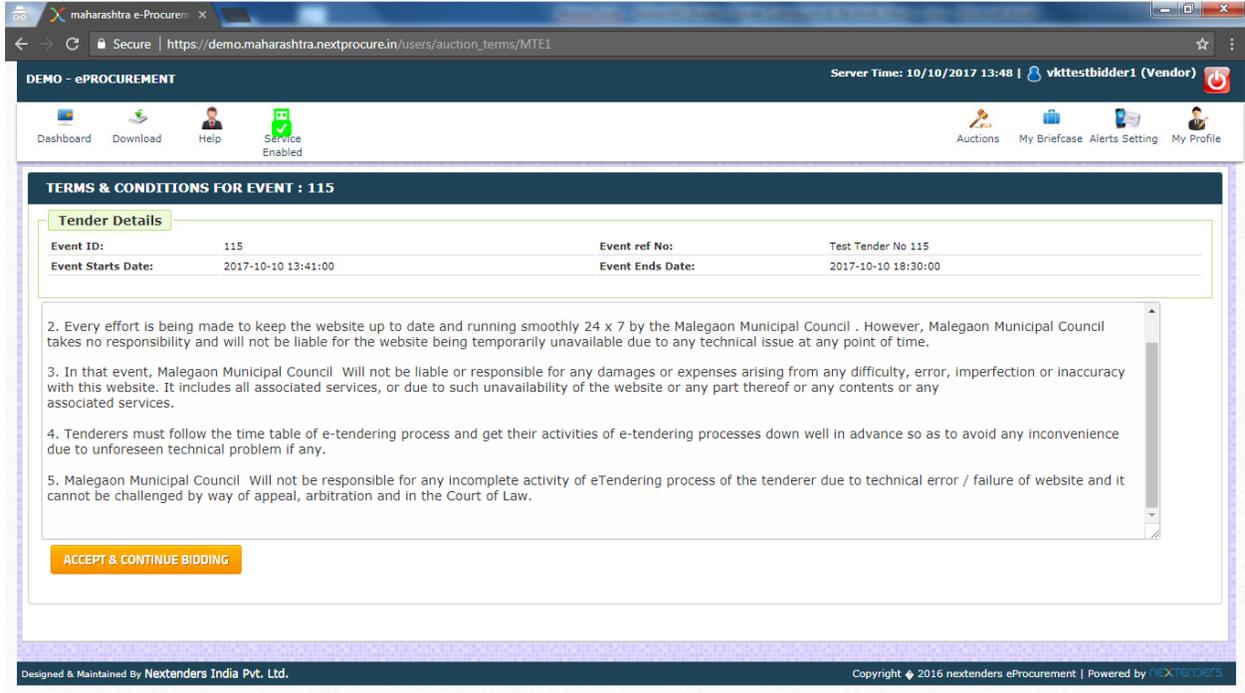
The screenshot shows a Certificate Selection dialog box overlaid on the NEX TENDERS website. The dialog box has a tabbed interface with 'Personal' selected. It contains a table with columns for No., Issued To, Intended Key Usage, and Issued By. The table lists three certificates. Below the table are OK and Cancel buttons. In the background, there is a 'Service Enabled' notification with a green checkmark and an Expiry Date of 2018-03-11. Below the notification, there is a link to 'Select certificate to login' and a link to 'Click Here to Change Certificate (If Certificate is expired)'.

No.	Issued To	Intended Key Usage	Issued By
1	TEST IIB SIGN ENCRYP	Encryption/Decryption	(n)Code Solutions CA 2014
2	TestCert1	Encryption/Decryption	SafeScript sub-CA for RCAL Class3 2014
3	TEST IIB ONLY SIGN	Sign/Verification	(n)Code Solutions CA 2014

#### 3.2 Click on Select Certificate to login & select the signing certificate from the certificate window.



3.3 After successful login, above window will get opened. Click on 'Bid Here' option for the concerned tender / tender, you wish to participate.



3.4 Accept the disclaimer & continue bidding.

**DEMO - ePROCUREMENT** Server Time: 10/10/2017 13:49 | vkttstbidder1 (Vendor)

**PAYMENTS FOR TENDER : 115**

**Tender Details**

Event ID:	115	Event ref No:	Test Tender No 115
Event Starts Date:	2017-10-10 13:41:00	Event Ends Date:	2017-10-10 18:30:00
Event Emd Payment Receipt:	NA	Eventn Fee Payment Receipt:	NA

**Service Fee Payment Amount**

**Tender Service Fee**

Do you have GST No?	Yes
Select GST Number:	27AEMPT5555B1A2
<input type="button" value="submit"/>	

**Tender Document Payment Offline**

Tender Offline Document Amount

Tender Document Amount\*

Document name\*

Upload Document Scan Copy\*  No file chosen

[Files with extensions [.pdf /.doc /.docx /.xls /.xlsx /.jpg /.jpeg /.png] with maximum size 5MB are allowed]

3.5 This screen reflects the start & end date of the tender. Make the payments for Service Provider Fees, Tender Document & EMD. Select required GST registration no. (in case of multiple office locations/addresses) & then click on submit.

**DEMO - ePROCUREMENT** Server Time: 10/10/2017 13:50 | vkttstbidder1 (Vendor)

**PAYMENTS FOR TENDER : 115**

**Tender Details**

Event ID:	115	Event ref No:	Test Tender No 115
Event Starts Date:	2017-10-10 13:41:00	Event Ends Date:	2017-10-10 18:30:00
Event Emd Payment Receipt:	NA	Eventn Fee Payment Receipt:	NA

**Service Fee Payment Amount**

**Tender Service Fee**

Current Fiscal Year Turnover:	Turnover above 20 lakhs
Selected GST Number For Tender	27AEMPT5555B1A2
GST Address	Maharashtra
change GST Number	Select GST Number
<input type="button" value="Edit"/>	

Service Fee Amount Rs.

**Tender Document Payment Offline**

Tender Offline Document Amount

3.6 Now, proceed for making online Service Provider Payment.

maharashtra e-Procurement | [https://demo.maharashtra.nextprocure.in/event\\_payments/event\\_payment/MTE1](https://demo.maharashtra.nextprocure.in/event_payments/event_payment/MTE1) | Server Time: 10/10/2017 13:51 | vkttstbidder1 (Vendor)

Dashboard | Download | Help | Service Enabled | Auctions | My Briefcase | Alerts Setting | My Profile

Service Fee Amount Rs.  [Proceed For Service Payment](#)

**Tender Document Payment Offline**

Tender Offline Document Amount

Tender Document Amount\*

Document name\*

Upload Document Scan Copy\* [Choose File](#) | Test Document.pdf

[Files with extensions [.pdf /.doc /.docx /.xls /.xlsx /.jpg /.jpeg /.png] with maximum size 5MB are allowed]

[Make offline Doc Payment](#)

**Tender EMD Offline Payment**

Your EMD payment in OPEN

Tender EMD Offline

Total Tender EMD Amount\*

Document name\*

Upload Document Scan Copy\* [Choose File](#) | No file chosen

3.7 Please note that, you will not be able to change / re-work / alter the tender document & EMD fee payment details once, completed the task. Write the document description & upload the pdf scanned copies of those documents. Then, click on Make Offline Doc Payment.

maharashtra e-Procurement | [https://demo.maharashtra.nextprocure.in/event\\_payments/event\\_payment/MTE1](https://demo.maharashtra.nextprocure.in/event_payments/event_payment/MTE1) | Server Time: 10/10/2017 14:01 | vkttstbidder1 (Vendor)

Dashboard | Download | Help | Service Enabled | Auctions | My Briefcase | Alerts Setting | My Profile

Current Fiscal Year Turnover:	Turnover above 20 lakhs
Selected GST Number For Tender	27AEMPT555B1A2
GST Address	Maharashtra

Service Payment Amount  successfully paid

**Tender Document Payment Offline**

Tender Offline Document Amount

Tender Document Amount Rs.  successfully paid

Uploaded Document [1507623711\\_TestDocument.pdf](#)

**Tender EMD Offline Payment**

Tender Offline Emd Amount

EMD Amount Rs.  successfully paid

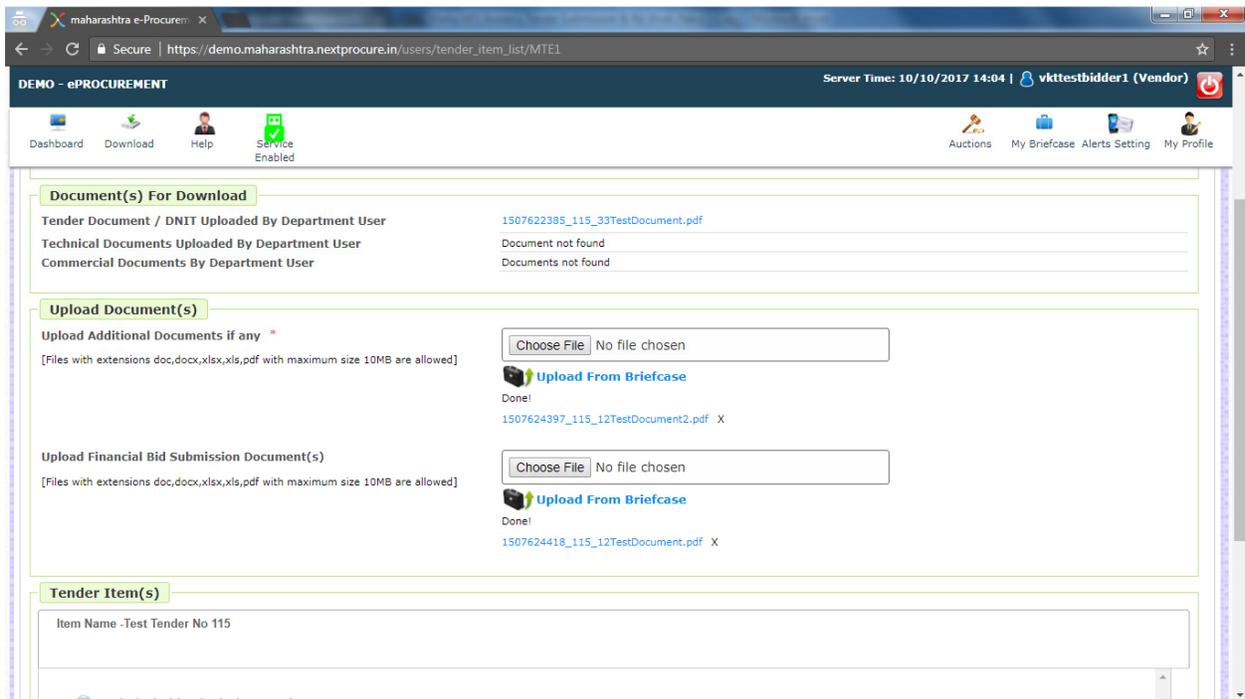
Uploaded Document [1507623745\\_TestDocument.pdf](#)

EMD may be deposited at a later stage bidder may proceed for uploading / downloading the Bid by click on [Go for Tender Bid](#)

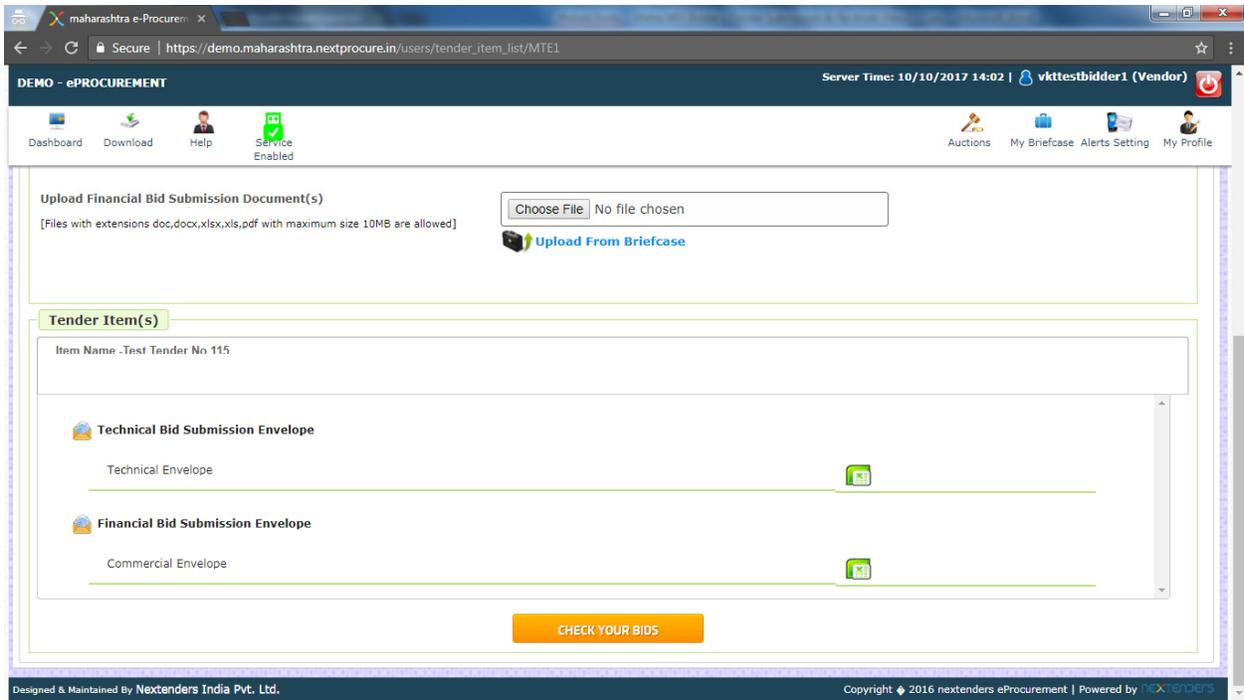
[Go for Tender Bid](#)

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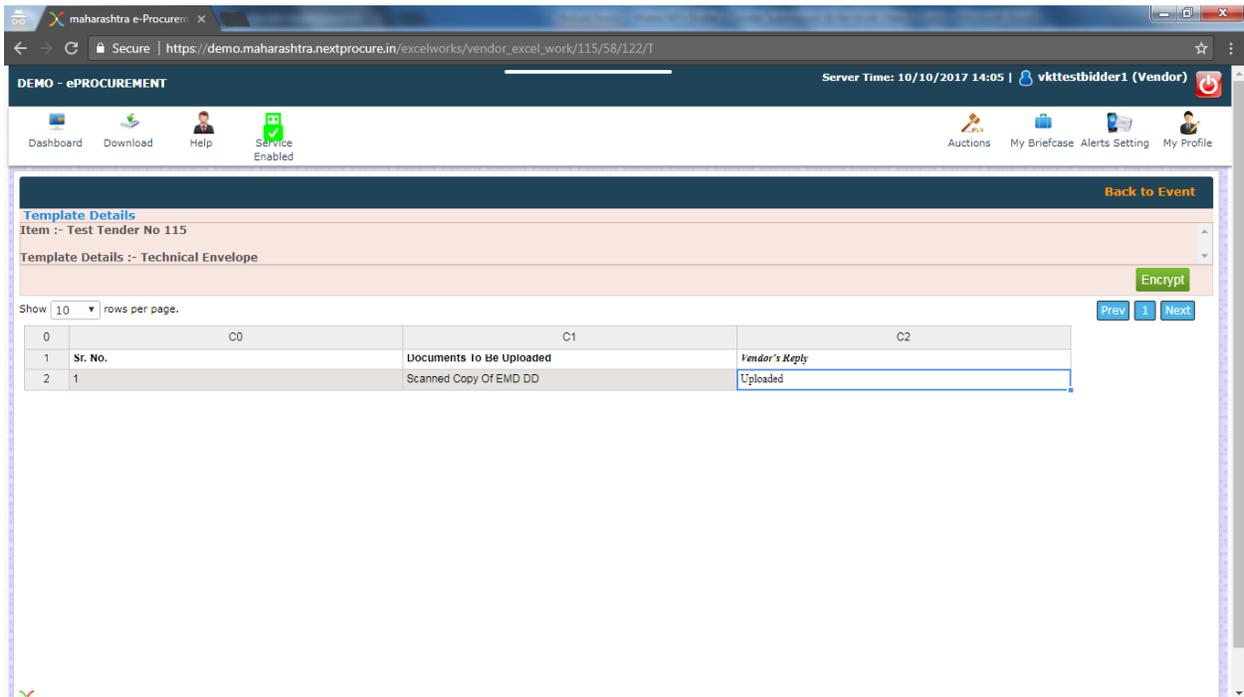
3.8 After the successful payments, click on; Go for Tender Bid, to proceed for the next page.



3.9 download all the tender documents & then upload pdf scanned copies of required technical documents in technical envelope & commercial documents in commercial envelope (as per the list, given in the tender booklet).



3.10 On the same page, you need to fill technical & commercial excel/s.



3.11 Format for filling up technical excel (Please remember that, it is a department & tender specific format. Given here, for the training purpose only. It

may vary). Click on Encrypt to save the data. (You need to click on encrypt button, after filling up each excel page, in case of multiple pages.)

The screenshot displays the Maharashtra e-Procurement system interface. The browser address bar shows the URL: [https://demo.maharashtra.nextprocure.in/excelworks/vendor\\_excel\\_work/115/58/122/T](https://demo.maharashtra.nextprocure.in/excelworks/vendor_excel_work/115/58/122/T). The page title is "DEMO - ePROCUREMENT". The server time is 10/10/2017 14:06. The user is logged in as "vkttestbidder1 (Vendor)".

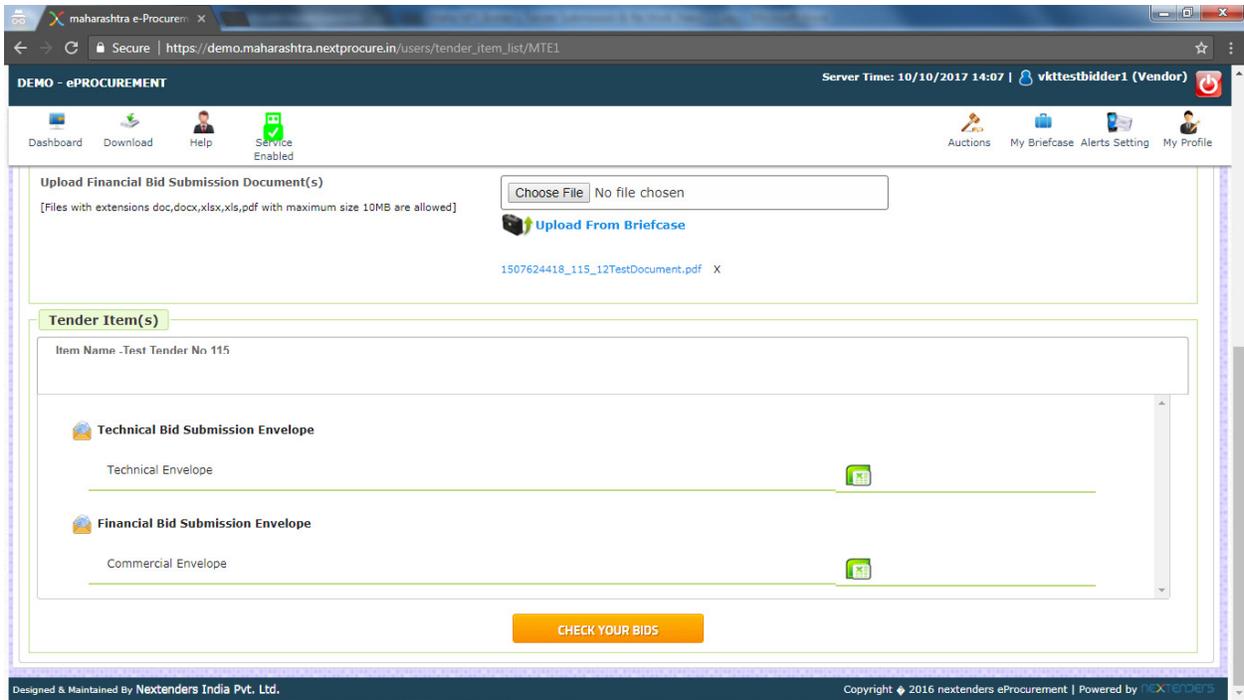
The interface includes a navigation bar with icons for Dashboard, Download, Help, and Service Enabled. On the right, there are icons for Auctions, My Briefcase, Alerts Setting, and My Profile.

The main content area shows "Template Details" for "Item :- Test Tender No 115". The template details are for a "Technical Envelope". There are "Save Bid" and "Decrypt" buttons. A "Back to Event" button is also present.

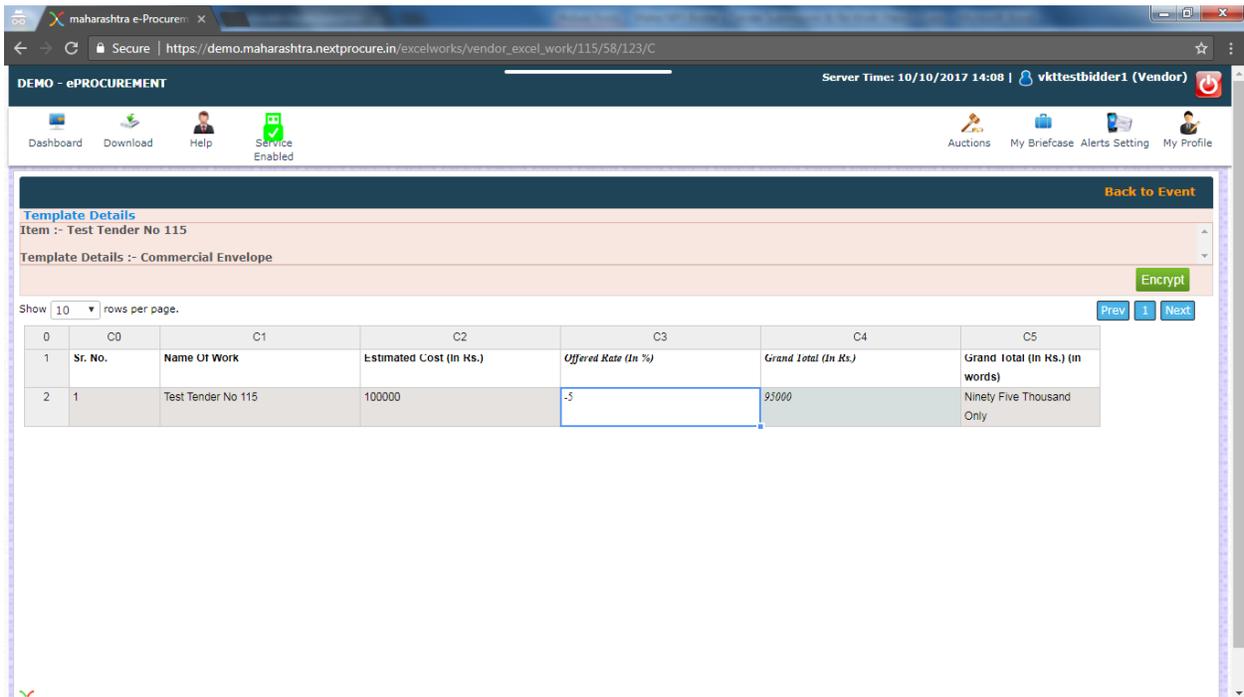
The table below shows the data for the technical envelope:

0	C0	C1	C2
1	Sr. No.	Documents to be Uploaded	Vendor's Reply
2	1	Scanned Copy Of EMD DD	KWNJMZ3vCS7T1108KnA0YnBhRcOOC2cjqmpX2RySjZ2FHy8QA

3.12 Click on highlighted, Save Bid button. (Make sure that you save each n every excel page before, moving to next page.) Unless you do so, all the filled up data will be lost & you will need to fill it again.

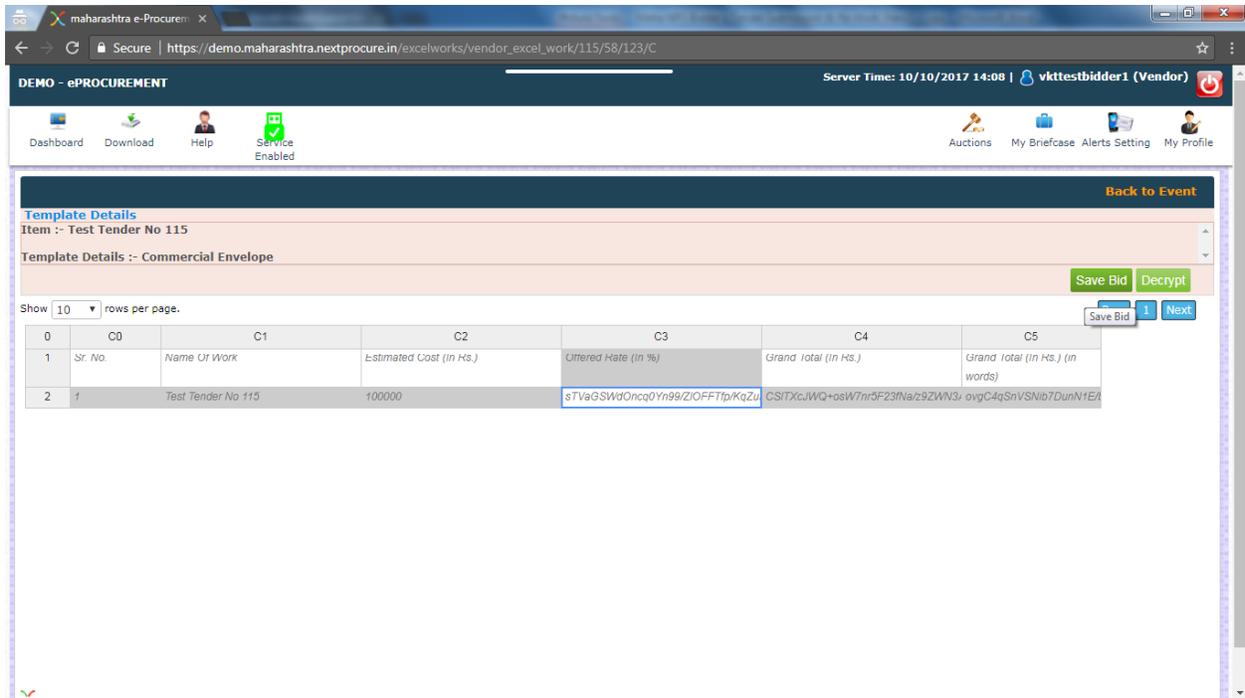


3.13 Click on Commercial Envelope excel sheet, to quote the rates.

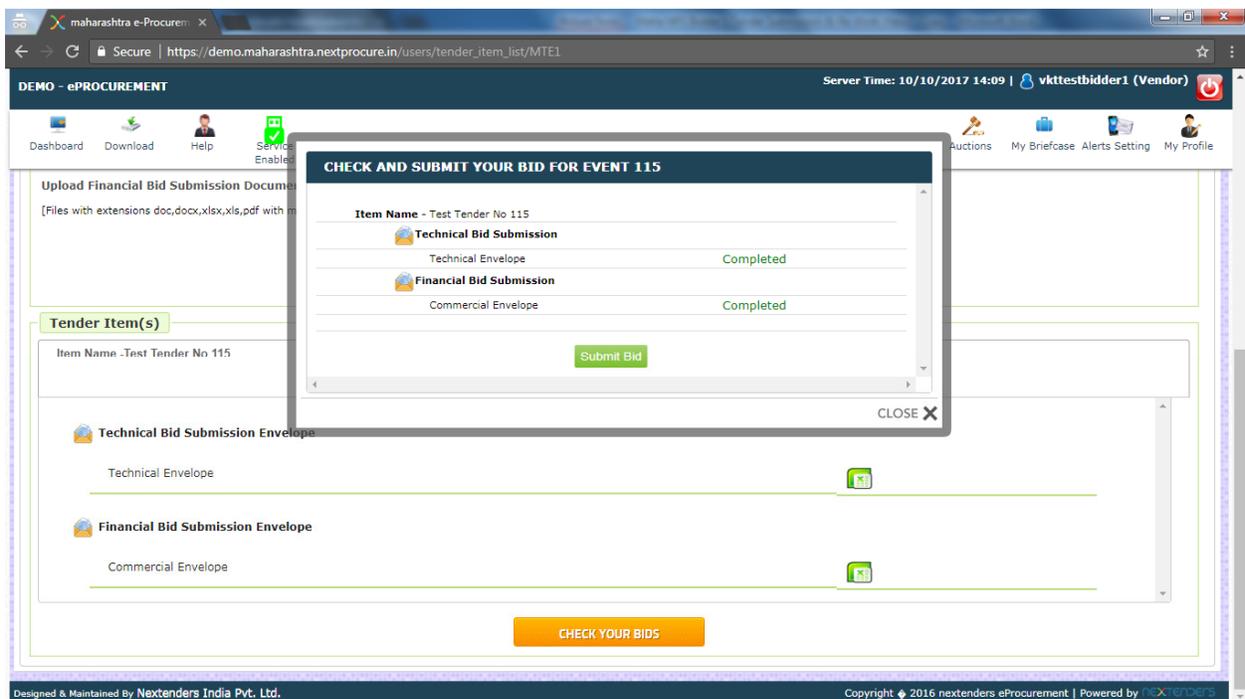


3.14 Format for filling up commercial excel (Not specific. It may get changed).

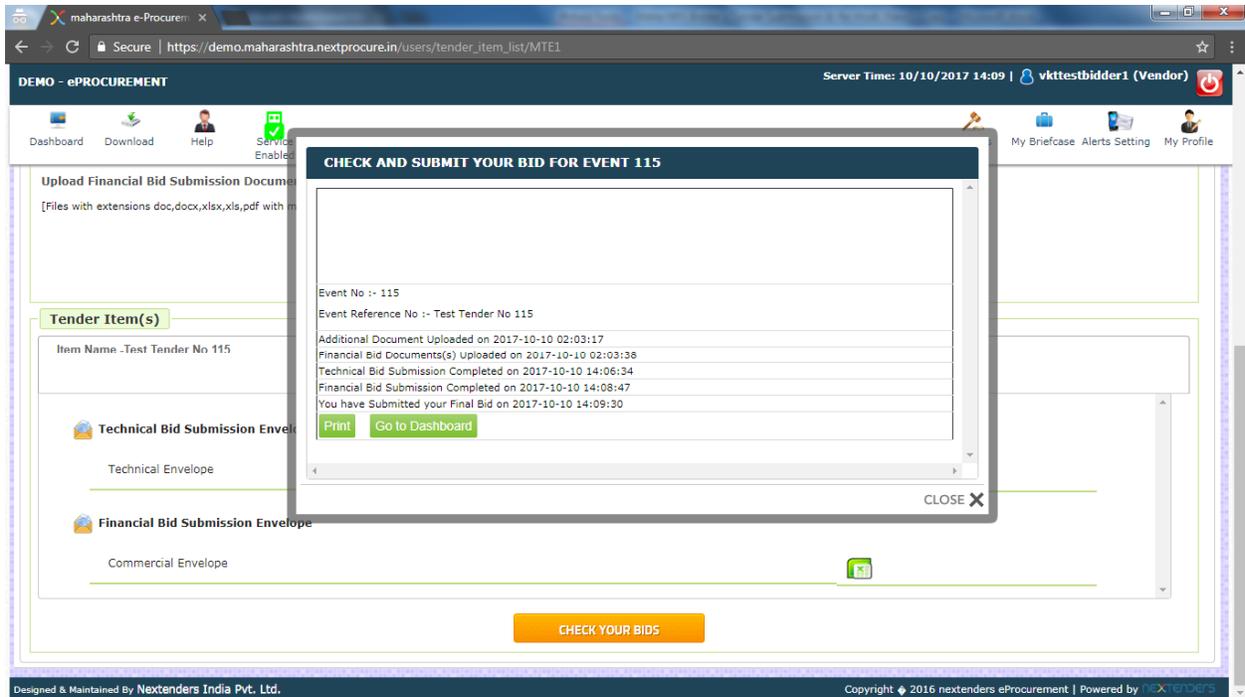
Click on Encrypt to save the data. (You need to click on encrypt button, after filling up each excel page, in case of multiple pages.)



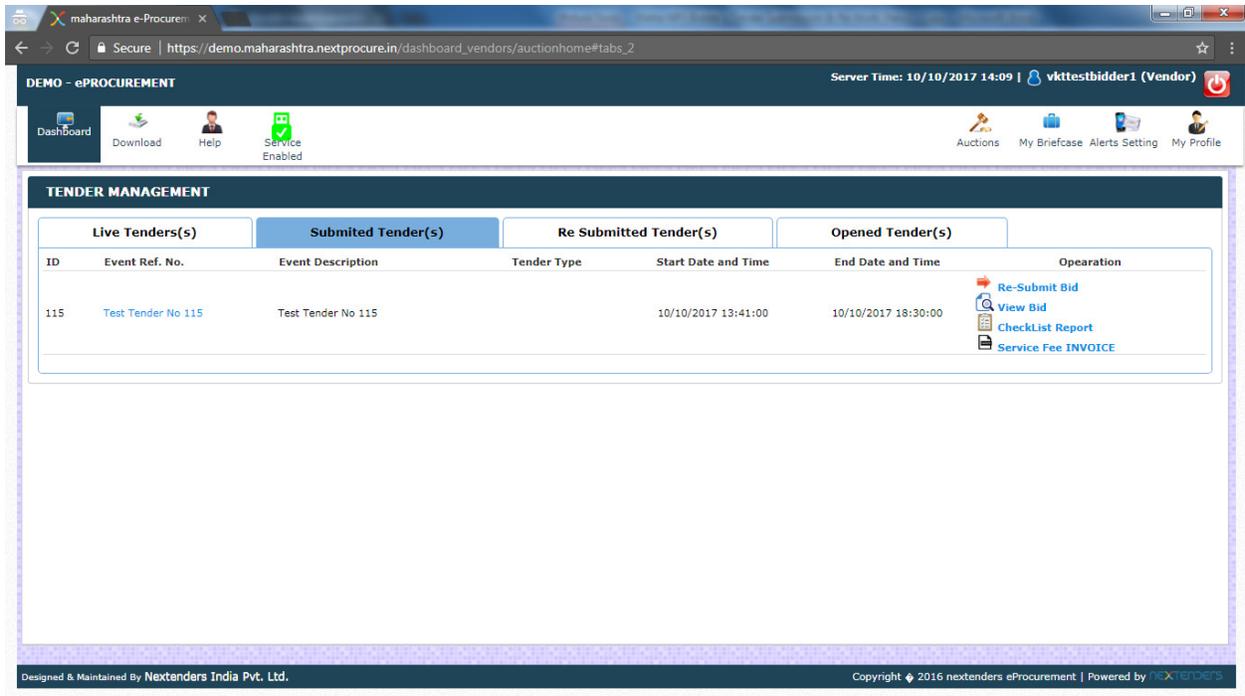
3.15 Click on highlighted, Save Bid button. (Make sure that you save each n every excel page before, moving to next page.) Unless you do so, all the filled up data will be lost & you will need to fill it again.



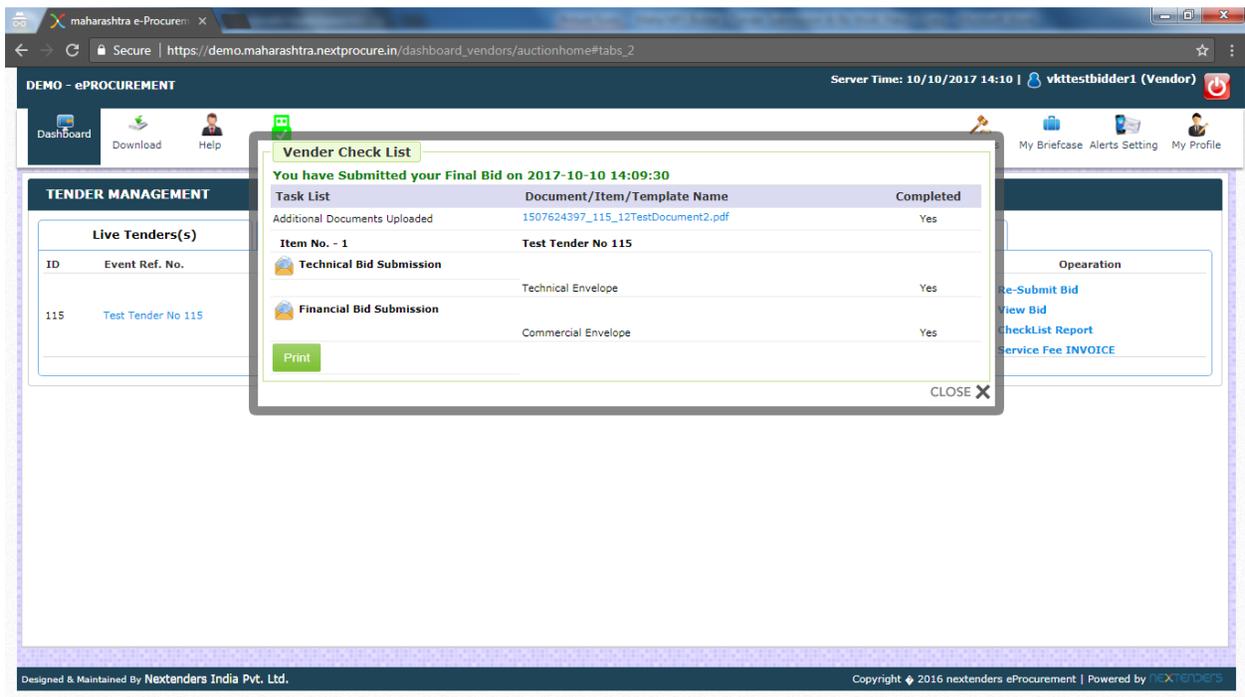
3.16 Click on Check Your Bids, you can Submit the Bid, finally & can cross check, if the excels are completed or not. If all is correct, then, click on Submit Bid. System will prompt for the confirmation, click on Ok to confirm.



3.17 Acknowledged copy after, the final submission of bid. You may take a print & then click on Go To Dashboard.

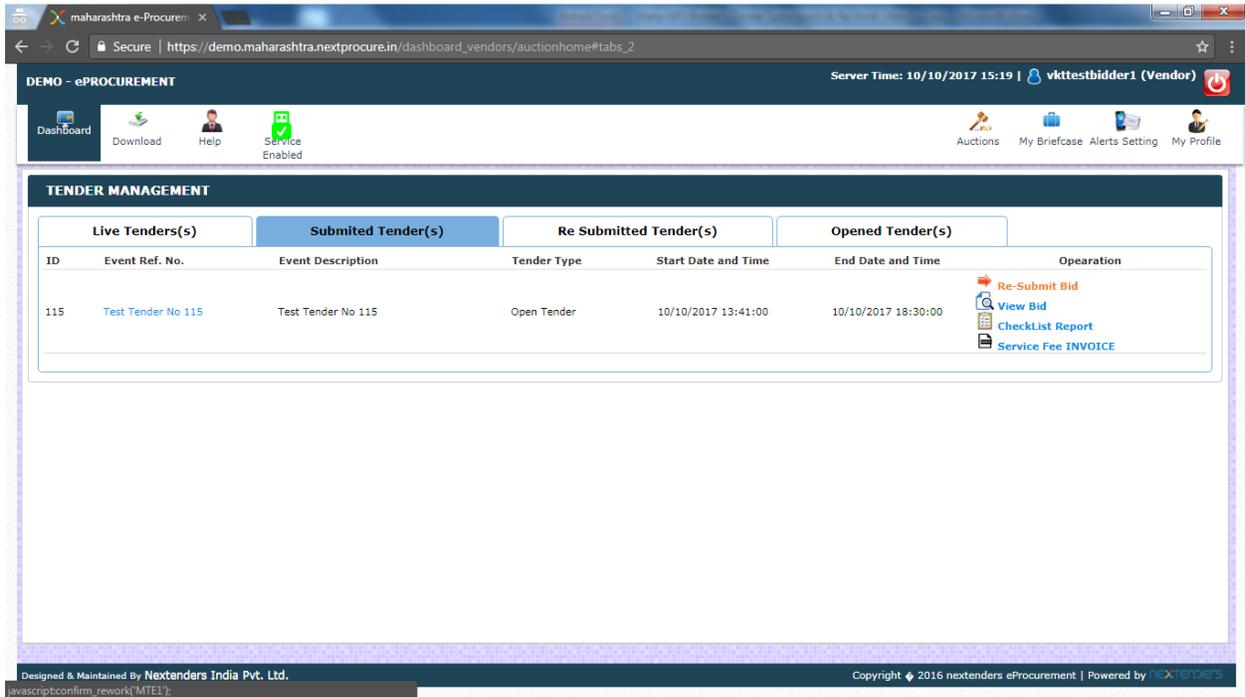


3.18 From the dash board click on Checklist Report of the submitted tender.



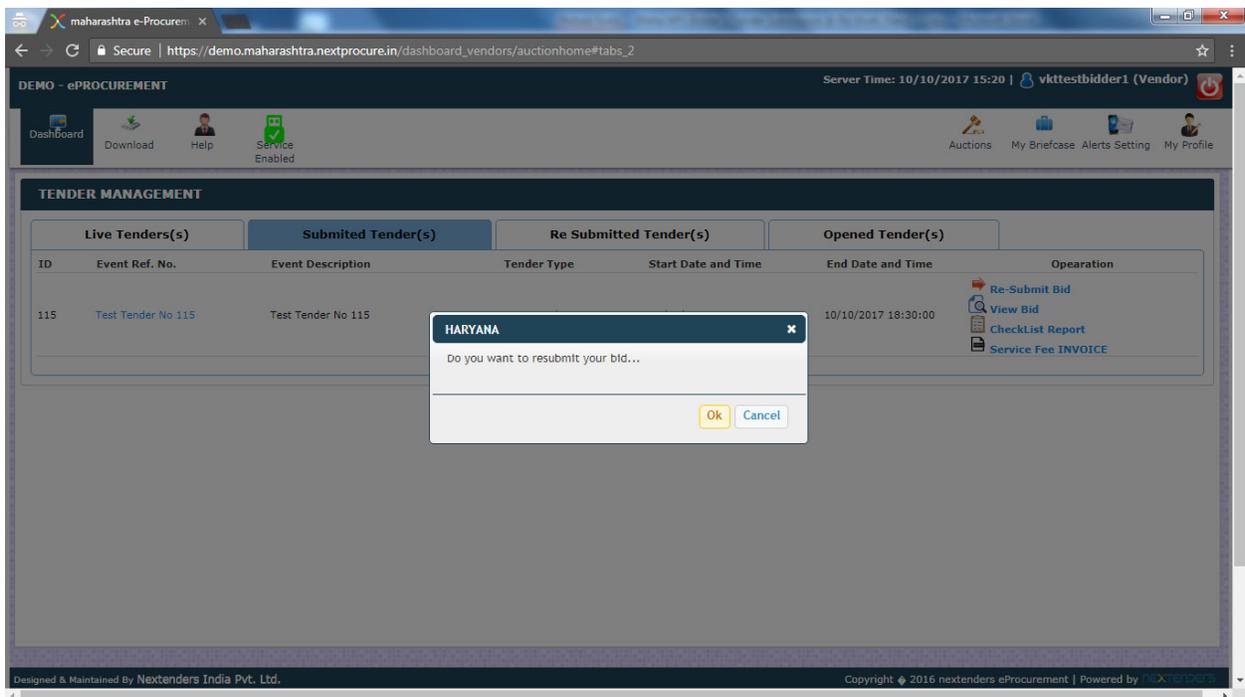
3.19 From this option you can have the receipt of successfully submitted bid & for the service provider payment. **Unless the message, highlighted in green color, appears on the receipt, the bid will not get considered as submitted.**

## 4. Bid Re-Work



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4.1 To rework on already submitted bid, select Submitted Tender & click on Re-Submit Bid option, after the login.



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4.2 System will ask for the confirmation. Click on Ok if wish to re-work.

4.3 Accept the disclaimer & Continue Bidding.

4.4 Please note that, you will not be able to change / re-work / alter the tender document fee & EMD fee payment details. It will remain unchanged once, filled. You also need not to pay the service provider charges while, re-working.

4.5 However, you can change already submitted documents & excel/s from both the envelopes. To add or delete the pdf scanned files. To delete a particular file, click on the cross mark next to that file. While, to add new document, click on browse or Upload from Brief case. (Refer slide no. 3.9 & 3.10)

4.6 To change excel data, click on Decrypt button & select the encryption certificate. Click on ok. System will ask the DSC password. Enter the password & click on Ok. Data will get decrypted. (This procedure to be followed for both the envelopes if, changes to be done) (Refer slide no. 3.11 to 3.15)

4.7 Now, you will be able to change the data (If desire). (Refer slide no. 3.11 to 3.15)

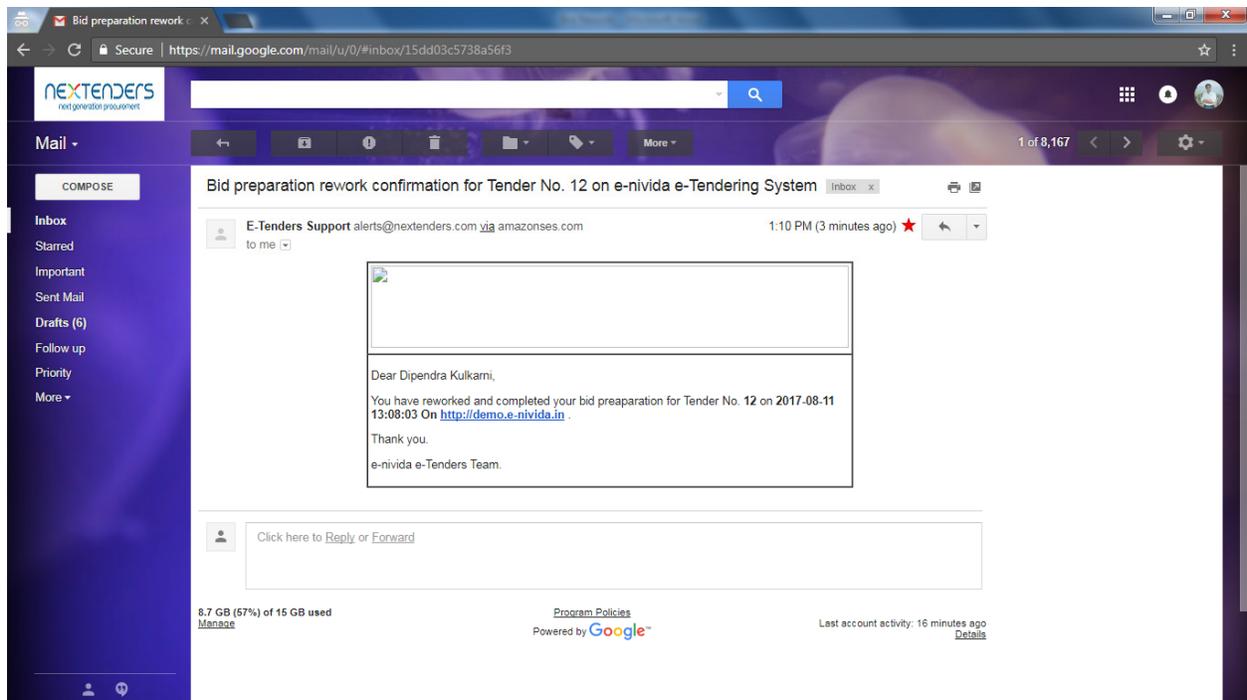
4.8 Click on Encrypt to save the data. (Make sure that you save each n every excel page before, moving to next page.) Unless you do so, all the filled up data will be lost & you will need to fill it again. (Refer slide no. 3.11 to 3.15)

4.9 Click on Check Your Bids. (Refer slide no. 3.16)

4.10 Click on Submit Bid. A confirmation message will appear. (Refer slide no. 3.17)

4.11 Click on Checklist Report to get the submission receipt of concerned tender. (Refer slide no. 3.18)

4.12 Unless the message, highlighted in green color, appears on the receipt, the bid will not get considered as submitted. (Refer slide no. 3.19)



4.13 An Email alert for re-submission will be sent on your registered primary mail id.

**Thank You**