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

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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	https://maharashtra.nextprocure.in

#### 2. Searching Tenders



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.

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Event Ref. No. Event Description Tender Type Start Date and Time End Date and Time Opearation	
Test Tender No 115 Den Tender No 115 Open Tender 10/10/2017 13:41:00 10/10/2017 18:30:00	

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

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Event Ref. No.	Event Ref. No.	Event Type	Start Date and Time	End Date and Time	Operation
5 Test Tender No 115	Test Tender No 115	Open Tender	10/10/2017 13:41:00	10/10/2017 18:30:00	View Bid         View CheckList Report         Document Payment Receipt         EMD Payment Receipt         Bid Here

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.

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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.

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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 Paithan	Auction	Limited	Sand Spot auction	Start: 09/10/2017 11:23:00 End: 12/10/2017 14:15:00	
			0	AUCTION FOR NIT FLATS AND SUORSAC	EMD Remitted: 08/10/2017 21:24:00	
108	NGP/NIT/TEST	Auction	Open	AUCTION FOR NT FLATS AND SHOPSAC	Start: 08/10/2017 21:30:00 End: 10/10/2017 21:30:00	

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

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<	× Service Enabled Expiry Date 2018-03-11
Select certificate to login Click Here to Change Certificate (If Certificate Is exp	oired)

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

# 3. Tender Submission

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115	Test Tender No 115	Test Tender No 115	Open Tender	10/10/2017 13:41:00	10/10/2017 18:30:00	Document Payment Receipt EMD Payment Receipt	

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

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ACCEPT & CONTINUE BID	DDING			

3.4 Accept the disclaimer & continue bidding.

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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.

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3.6 Now, proceed for making online Service Provider Payment.

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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.

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ID may be deposited at a later stage bidder may proceed for uploading / downloading the Bid by click on Go for T Go for Tender Bid	ender Bid
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3.8 After the successful payments, click on; Go for Tender Bid, to proceed for the next page.

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

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

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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.)

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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.

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

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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.)

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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.

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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.

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

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15	Test Tender No 115	Test Tender No 115		10/10/2017 13:41:00	10/10/2017 18:30:00	Re-Submit Bid

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

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	rint		Serv	ce Fee INVOICE
			CLOSE 🗙	

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

Image: Download       Image: Download	ss Setting My
ENDER MANAGEMENT           Live Tenders(s)         Submited Tender(s)         Opened Tender(s)           D         Event Ref. No.         Event Description         Tender Type         Start Date and Time         End Date and Time         Opearatio	
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D Event Ref. No. Event Description Tender Type Start Date and Time End Date and Time Opearation	
	on
.5 Test Tender No 115 Test Tender No 115 Open Tender 10/10/2017 13:41:00 10/10/2017 18:30:00	:

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

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EMO - ePROCUREMENT			Server Time: 10/10/2017 1	5:20   💍 vkttestbidder1 (Vendor) 😈
DashBoard Download Help	Service Enabled		Auctio	ns My Briefcase Alerts Setting My Profile
TENDER MANAGEMENT				
Live Tenders(s)	Submited 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	Opearation
115 Test Tender No 115	Test Tender No 115	IA want to resubmit your bid	10/10/2017 18:30:00	Re-Submit Bid View Bid CheckList Report Service Fee INVOICE
		Ok Car	ncel	
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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)

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Mail -	Image: Contract of the state of th	> \$ - \$
COMPOSE	Bid preparation rework confirmation for Tender No. 12 on e-nivida e-Tendering System 🔤 📼	_
Inbox Starred	E-Tenders Support alerts@nextenders.com <u>via</u> amazonses.com 1:10 PM (3 minutes ago) ★ 🔸 🔹 to me 🕞	
Important Sent Mail		
Drafts (6) Follow up		
Priority More <del>▼</del>	Dear Dipendra Kulkarni, You have reworked and completed your bid preaparation for Tender No. <b>12</b> on <b>2017-08-11</b>	_
	13:08:03 On <u>http://demo.e-nivida.in</u> . Thank you. e-nivida e-Tenders Team	
		_
	Click here to Reply or Eorward	
	8.7 GB (57%) of 15 GB used     Program Policies     Last account activity: 15 minutes ago	
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4.13 An Email alert for re-submission will be sent on your registered primary mail id.

# **Thank You**