



# **Municipal Corporation Greater Mumbai**

## **E-Tendering**

**in**

**SAP - Supplier Relationship Management (SRM)**

### **PERCENTAGE RATE BIDDING PROCESS**

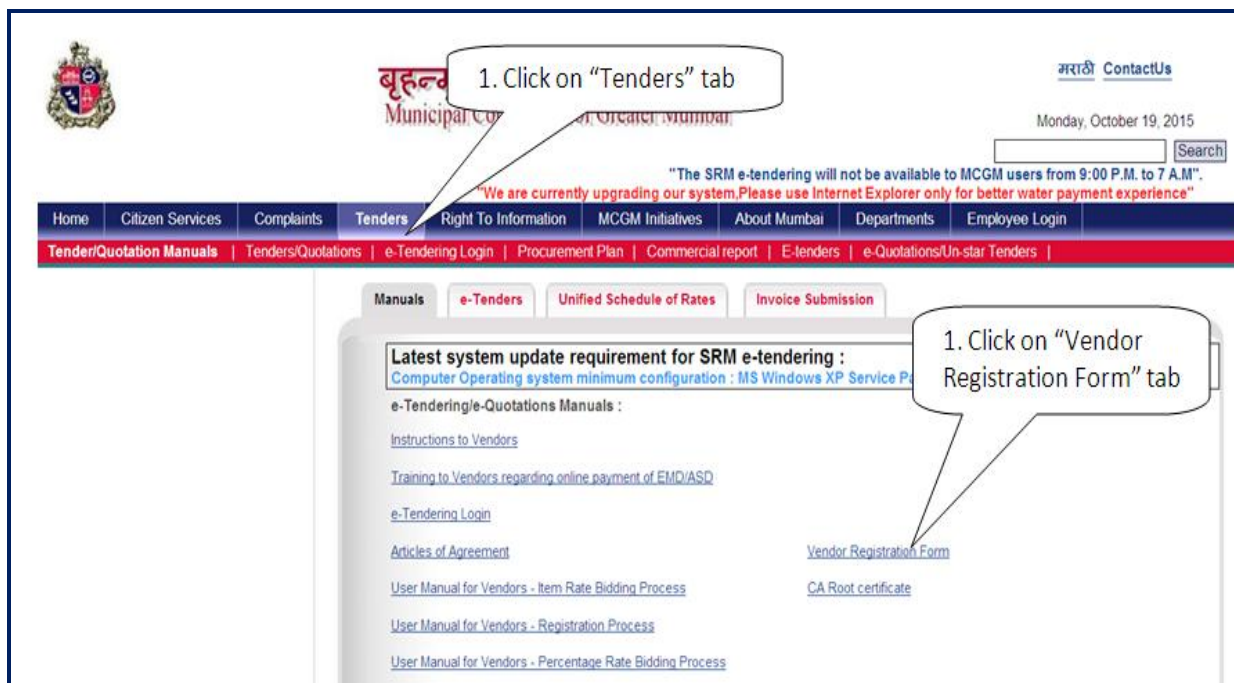
Version 2.0

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# 1. Vendor Registration Process

- Go to MCGM portal [www.mcgm.gov.in](http://www.mcgm.gov.in) and click on “Tenders”



- Click “Vendor Registration Form”

Vendor Registration form: (Page 1)

Please note – Vendors are required to mention in the application - request for Vendor no. and E-tendering Login User ID

- On processing of the Vendor registration form in SAP system by the Central Procurement Department, a system generated email will be sent to the Vendor’s registered email address.
- The vendor will receive another system generated mail contains a link for self creation of User ID and Password for the E-tendering System

## 2. Process Bid Invitation

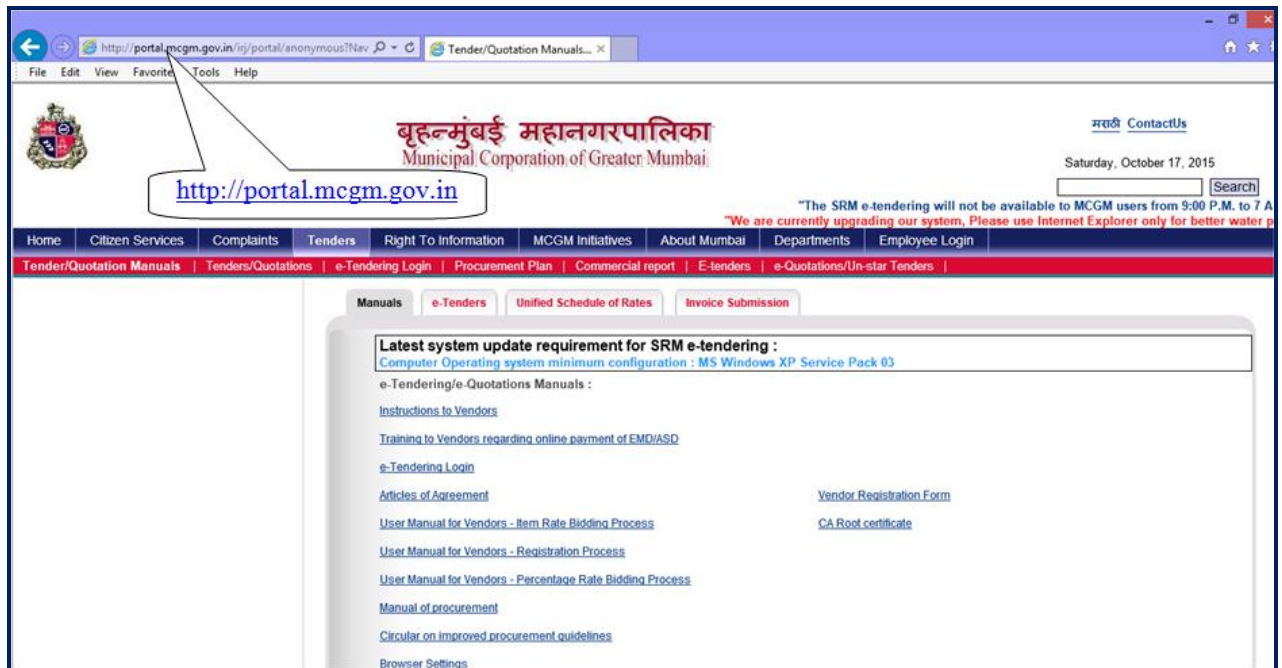
### SRM e-tendering Pre-requisites are as Follows:

- Use Digital Signature Certificate (Class-II / III Company Type).
- Ensure that Digital Signature Certificate is compatible with IE version 7 or higher (8, 9 and 10) and Operating System of Laptop/Desktop will require minimum Windows XP service pack 3 or Windows 7/ Windows 8 / Windows Vista.
- Login to system as an administrator. (If any queries regarding system as administrator contact physical system provider)
- This system is not supported for Browsers like Google Chrome or Mozilla Firefox etc.
- For users of Windows Vista OS, open IE by right clicking the IE short cut and select 'Run as Administrator'.
- Browser settings required as per document published on MCGM Portal. Browser setting access three links from MCGM portal. Path as Below:
  - MCGM Portal ➡ Tenders ➡
    - Browser setting (2 Certificates available)
    - Browser setting for SSL (3 Certificates available)
    - CA Root certificate (1 Certificate available)
  - Maintain browser settings in Internet/Intranet Zone as well as Trusted Site Zone as per Manual available on MCGM Portal. Path is as below:

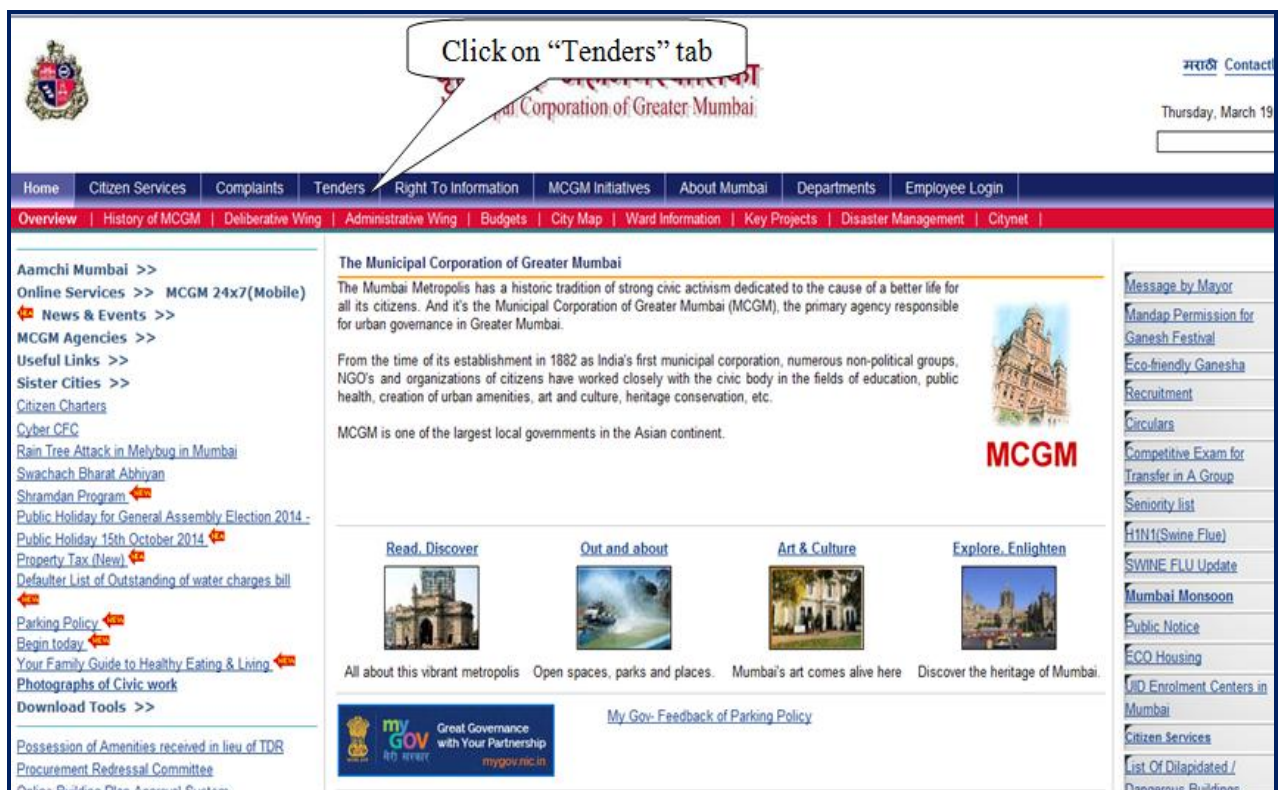
MCGM Portal ➡ Tenders ➡

    - Browser setting (Word file)
  - Add the SRM portal site in the list of trusted sites , the path is as below:-  
Tools-Internet options-security-trusted site-add the URL of SRM portal site- <https://tender.mcg.gov.in> and <https://portal.mcg.gov.in> and click on OK.
  - Ensure Digital Signature is properly installed and visible.  
To check refer the path in Internet Explorer browser as:  
Tools –Internet options –Contents –Certificates (here the name of digital signature owner will appear)
  - Go through all the information on MCGM portal.

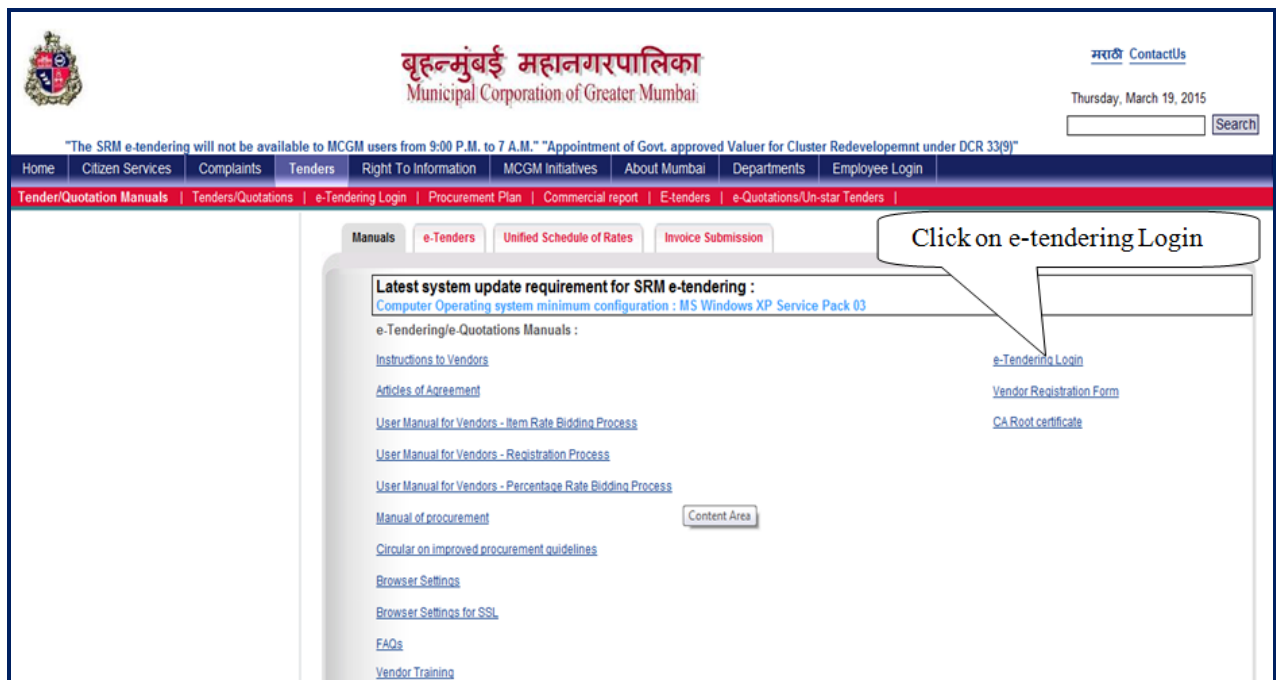
- Link to access the MCGM Portal <http://mcgm.gov.in>



- Click on “Tenders” tab



- E-Tendering Login.



- Login screen shown as below.



- E-tendering access directly by below link

<https://tender.mcg.gov.in/sap/bc/gui/sap/its/bbpstart?sap-client=900>

- This link may be stored in the Favorites option of browser (Menu → Favorites → Add to Favorites). This URL

may be useful to access the e-Tendering Application directly even if the MCGM portal is down.

- Enter User Name and password and Log In.

#### Vendor Log in

**MCGM**

**Supplier Relationship Management**

**Logon**

User: DEEPAKLAD  
 Password: \*\*\*\*\*  
 Client: 900  
 Language: English  
 Accessibility: ☐

**Log On**

[Change Password](#)  
[Request User ID](#)  
 Forgot your password or user ID? [Help](#)

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- List of Bid invitation, display current Bid invitations.

**mySAP SRM**  
 Welcome, s s

Display SAP Directories  
 Administration  
 Create Users  
 Own Data  
 Customer List  
 Messages  
 Read Messages  
 Alerts  
 Process Bid

DATE : 10/10/2015  
 TIME : 11:31:45 IST

**Current Bid Invitations**

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
7100054156	ASD Multiple Scenario	Three stage Bid	10-10-2015 12:04:00	10-10-2015 13:30:00	No Bid Created	
7100054128	24 emd change test for manual	Three stage Bid	10-17-2015 15:00:15	10-18-2015 18:40:00	No Bid Created	
7100054958	CFA-BC-01 15.10.2015 16:20:39	e-Quotation Bid	10-15-2015 16:30:00	10-18-2015 16:00:00	No Bid Created	
7100053962	ASD_test for %	Three stage Bid	10-12-2015 17:35:00	10-17-2016 13:00:00	Held	
7100053669	Unvashi_Nrate	Three stage Bid	10-04-2015 16:17:00	10-04-2016 17:15:00	Held	
7100053386	Test Case	Three stage Bid	09-23-2015 09:45:00	10-23-2015 16:00:00	Bid submitted	
7100050746	Sewrage operation department	Three stage Bid	04-08-2015 16:10:00	04-08-2025 15:00:00	Held	
7100039873	test case for packet A functionality	Three stage Bid	01-01-2015 11:55:00	12-03-2015 12:30:00	No Bid Created	
7100014352	Test Case for Vendor Visibilty	Three stage Bid	06-09-2014 15:50:00	02-19-2024 15:59:00	No Bid Created	
		Three stage Bid	02-25-2014 10:50:00	03-04-2014 11:00:00	Held	

#### NOTE:

- System reset the search criteria from Completed bid invitations, Ended bid invitations etc... To Current Bid



invitations status once the user log off the system and log in again.

- Do not insert “\*” in any of the search criteria fields; like Number of Document, Name etc.

### 3. Tender Fee Payment

- Click “Pay Tender Fee” tab, for payment of Tender Fees.

Display Three stage Bid	
Register	Create
Hold	Change
Refresh	Output Preview
Pay Tender Fee	EMD Payment
Balance	EMD Reverse
To Account	ASD
Three stage Bid: Name 24 emd change test for manual Number 7100054128	
General Data Item Data	
Basic Data Information from Purchaser Partner/Delivery Address	
Check the information for the bid invitation.	
Time Zone	INDIA
Start Date	10-17-2015 15:00:15
End Date	10-18-2015 18:40:00

Click “Continue” to proceed

mcgm.gov.in

Online Payment

Municipal Corporation of Greater Mumbai offers "Online Payment System" for payment of charges of selected service

Following are your transaction details:

1. Bid Invitation Number :- 7100054128
2. Transaction Number :- 6000000000003624
3. Tender Fee Amount :- 1.00
4. VAT amount :- 0.05
5. EMD Amount :- 500.00

Please note the transaction number.

Payment Options :

☒ Pay Tender Fee and VAT

Click here to Process

Continue

- Pay tender fees online by selecting the radio button option, Pay Tender fee.



- Read the terms and condition and click, “**I/We agree**” check box.

Click **“Pay”** tab.

Page 9 of 48

- Select Bank, for Online Payment of tender fee; and click **“Make Payment”** button.

Internet Banking

Pay using Internet Banking

Merchant Name  
MCGMTENDER

Payment Amount: ₹ 2.00

Click on “Make Payment”

Select bank from drop down menu

All Banks  
== Select your Bank ==

Make Payment

- System will redirect to selected bank page, Proceed for online tender fee payment.

ICICI Bank Home | About Us | Sitemap | Customer Care | Find ATM/Branch

**ICICI Bank**

PERSONAL BANKING | PRIVILEGE BANKING | WEALTH MANAGEMENT | PRIVATE BANKING | NRI BANKING | CORPORATE BANKING | BUSINESS BANKING

☒ ICICI Bank Savings A/c / Pockets Wallet ☐ b2 - branchfree banking A/c

**Payment through ICICI Bank**

User ID

Password

Payments made through this facility cannot be stopped or modified.

After successful payment transaction, following screen showing the success of the transaction will be seen.

Transaction Details	
Status	Successful
Status Code	
Amount	11550.00
Transaction Reference Number	D1624011447510
Payment ID	0022916943

- Please note the Transaction ID displayed here.
- In case of any problem please write-in to tender@mcgm.gov.in with the subject line : Online Payment Problems.
- Click on the "Close" button to close the window and continue with your application.

Close

- Note down/save this transaction details for future reference.
- Click **"close"** to return bid invitation screen
- The Status of Online Payment of Tender Fees option is available in Basic Data tab Page no. 2 for Bid Invitation.
- For verifying the Bid/tender if their Online Payment transaction was successful with MCGM. If transaction status is Successful Vendor may proceed further for downloading tender document/Creation.

mySAP SRM | Home | Help | Log off | DATE : 10/18/2015 TIME : 11:31:45 IST | SAP

Welcome, s s

**Display Three stage Bid**

Register Create Hold Change Refresh Output Preview Pay Tender Fee EMD Payment Balance EMD Reverse To Account ASD

Three stage Bid: Name 24 emd change test for manual Number 7100054128

General Data Item Data Partner/Delivery Address

Basic Data | Information from Purchaser | Partner/Delivery Address

Check the information for the bid invitation.

Time Zone	INDIA
Start Date	10-17-2015 15:00:15
End Date	10-18-2015 18:40:00
Price Bid Opening Date(Packet C)	10-18-2015 18:55:00
End of Binding Period	10-14-2016
Currency	INR Indian Rupee
Tender type	01
Estimated Tender Value	100.00
ElgCrit OpeningDate(Packet A)	10-18-2015
ElgCrit OpeningTime(Packet A)	18:42:00
TechBid Opening Date(Packet B)	10-18-2015
TechBid Opening Time(Packet B)	18:44:00
Contact Details	TESTS SUNIL
Tender Fee	1.00
EMD Amount	500.00
EMD Amount Paid	0.00

Vendor will click the ">\_" to move to next page of basic

< 1 - 10 From 21 >

General DataItem Data

Basic Data | Information from Purchaser | Partner/Delivery Address

Check the information for the bid invitation.

Time Zone	INDIA
Start Date	10-17-2015 15:00:15
End Date	10-18-2015 18:40:00
Price Bid Opening Date(Packet C)	10-18-2015 18:55:00
End of Binding Period	10-14-2016
Currency	INR Indian Rupee
Last Date for Tender Fee Pay	10-18-2015
Last Time for Tender Fee Pay	18:40:00
Status of Online Payment	Successful
EMD Payment Status	EMD not Paid
Percentage Quoted	0.00

Vendor can see the status of online Tender fee payment as Successful, for particular Bid invitation.

- Vendor will get the **Applied** Status if the transaction is Unsuccessful with MCGM.

Basic Data | Information from Purchaser | Partner/Delivery Address

Check the information for the bid invitation.

Time Zone	INDIA
Start Date	10-17-2015 15:00:15
End Date	10-18-2015 18:40:00
Price Bid Opening Date(Packet C)	10-18-2015 18:55:00
End of Binding Period	10-14-2016
Currency	INR Indian Rupee
Last Date for Tender Fee Pay	10-18-2015
Last Time for Tender Fee Pay	18:40:00
Status of Online Payment	Applied
EMD Payment Status	EMD not Paid
Percentage Quoted	0.00

Vendor can see the status as Applied for particular bid

- If status of online payment is “**Applied**”, tender fee payment process to be repeat.

## 4. Downloading Tender documents

- In “General Data” tab, Click on “Information from Purchaser” and click “Collaboration Bid Invitation 7xxxxxxx” link

Three stage Bid: Name 24 emd change test for manual Number 7100054128 External Version Number 4

General Data Item Data

Basic Data | Information from Purchaser | My Notes | Partner/Delivery Address | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Texts

To Display / Edit the Texts, Choose the Appropriate Text Type

Text Overview

Text Type	Text Preview (60 Chars.)
Tendering text	
Purchaser's Remarks	

Tendering text

Collaboration

Collaboration Bid Invitatn 7100054128

- Click “OK” to proceed

Basic Data | Information from Purchaser | Partner/Delivery Address

Check the information for the bid invitation.

Texts

To Display / Edit the Texts, Choose the Appropriate Text Type

Text Overview

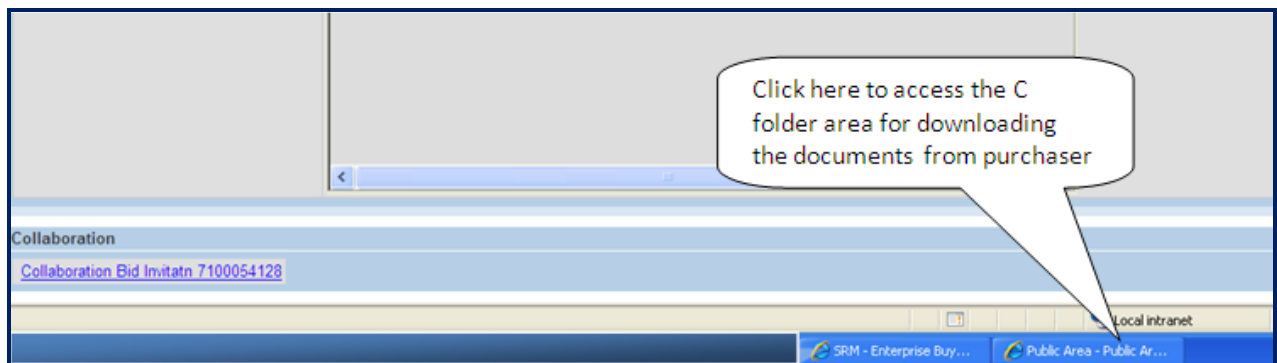
Text Type	
Corrigendum Text	
Corrigendum Text2	
Tendering text	
Corrigendum Text	No Fixed Value Selected

Message from webpage

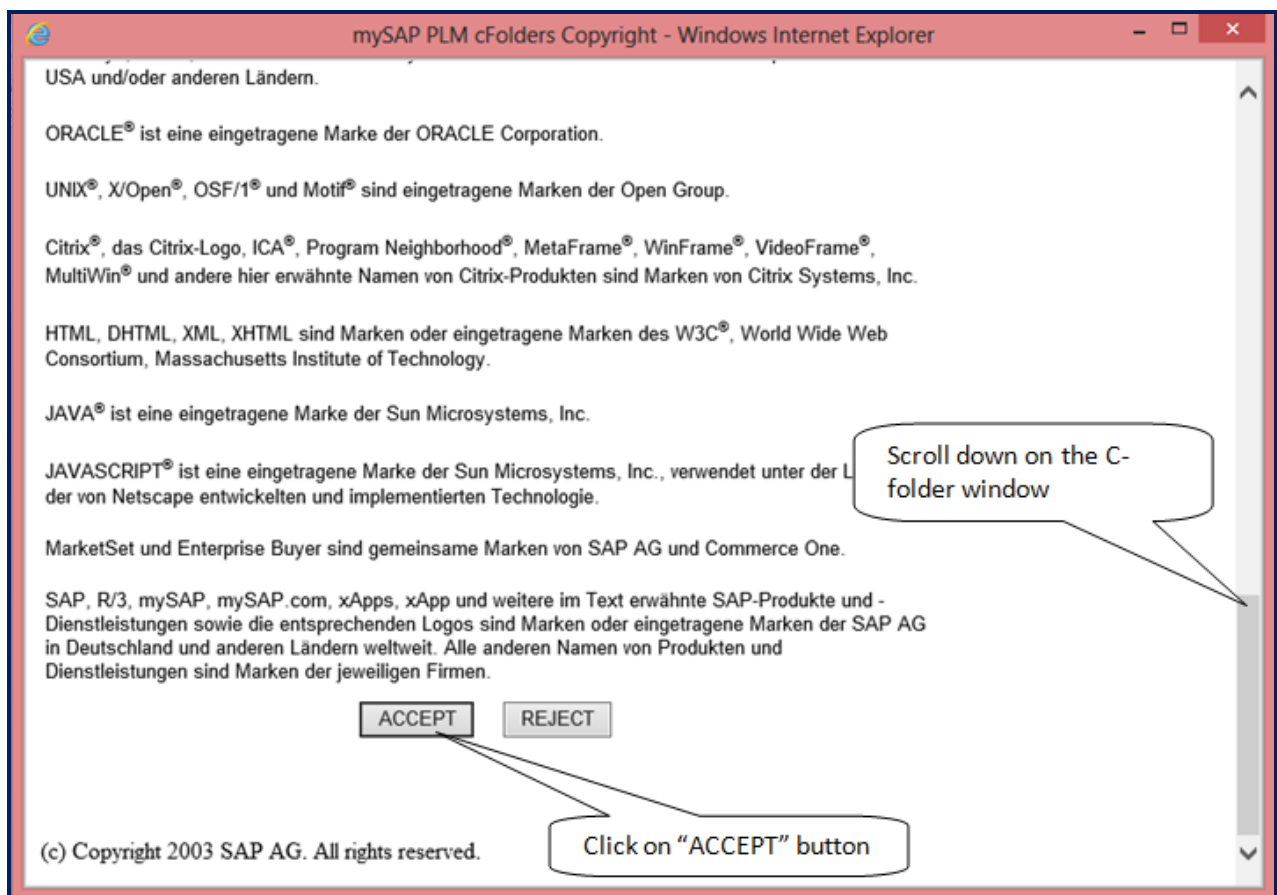
Application is starting...

OK

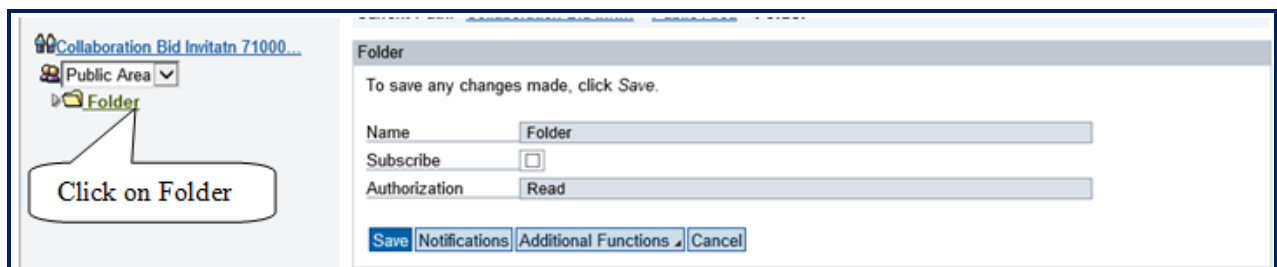
- C-folder opened and minimized in separate window.



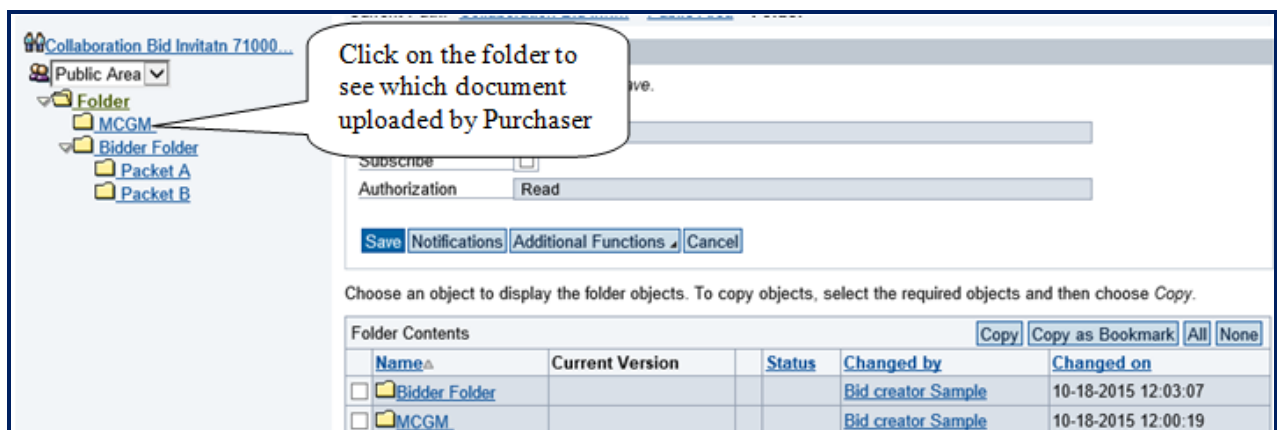
- First time users of C-folder see following screen.
- Click **“Accept”** button to proceed further.



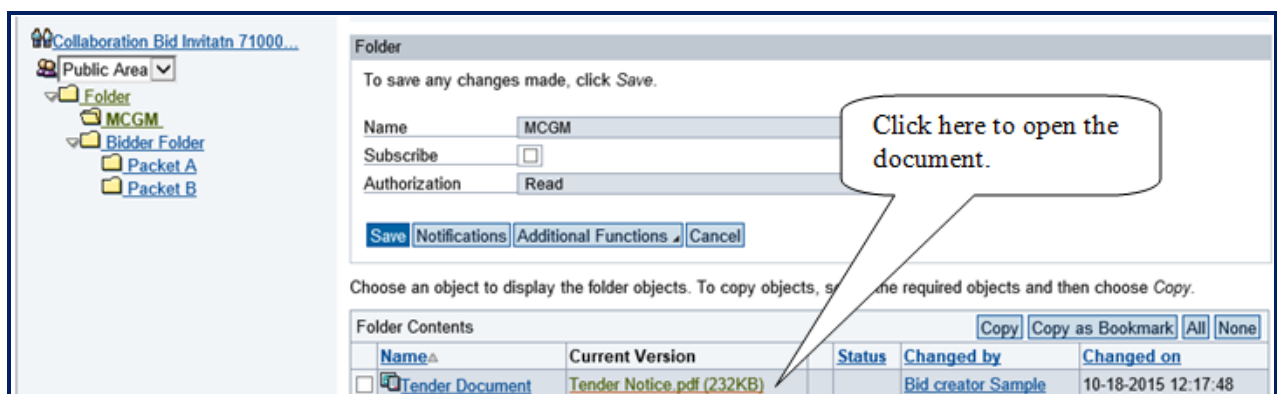
- Click “Folder”



- Click “MCGM” folder



- To download document, click document link in “Current Version” column.



- Click “Logout” to proceed for bid invitation





## 5. Registering for Bid

- Click “Register” Tab

The screenshot shows a web application titled "Display Three stage Bid". At the top, there is a row of buttons: Register, Create, Hold, Change, Refresh, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, and ASD. Below this, the form displays "Three stage Bid: Name 24 emd change test for manual" and "Number 7100054128". There are two tabs: "General Data" (selected) and "Item Data". Under "General Data", there are sub-tabs: "Basic Data" (selected), "Information from Purchaser", and "Partner/Delivery Address". The form contains fields for "Time Zone" (set to INDIA) and "Start Date" (10-17-2015 15:00:15). A callout bubble points to the "Register" button with the text "Click on 'Register'".

- Pop up message arrives, to confirm fulfillment of the Eligibility and Technical Criteria

This screenshot shows the same form as before, but with a red-bordered pop-up window titled "Message from webpage". The message contains a question mark icon and the text: "I confirm that – I fulfill all eligibility criteria, technical criteria required for this Tender Invitation." At the bottom of the pop-up are "OK" and "Cancel" buttons. A callout bubble points to the "OK" button with the text "Click on 'OK'".

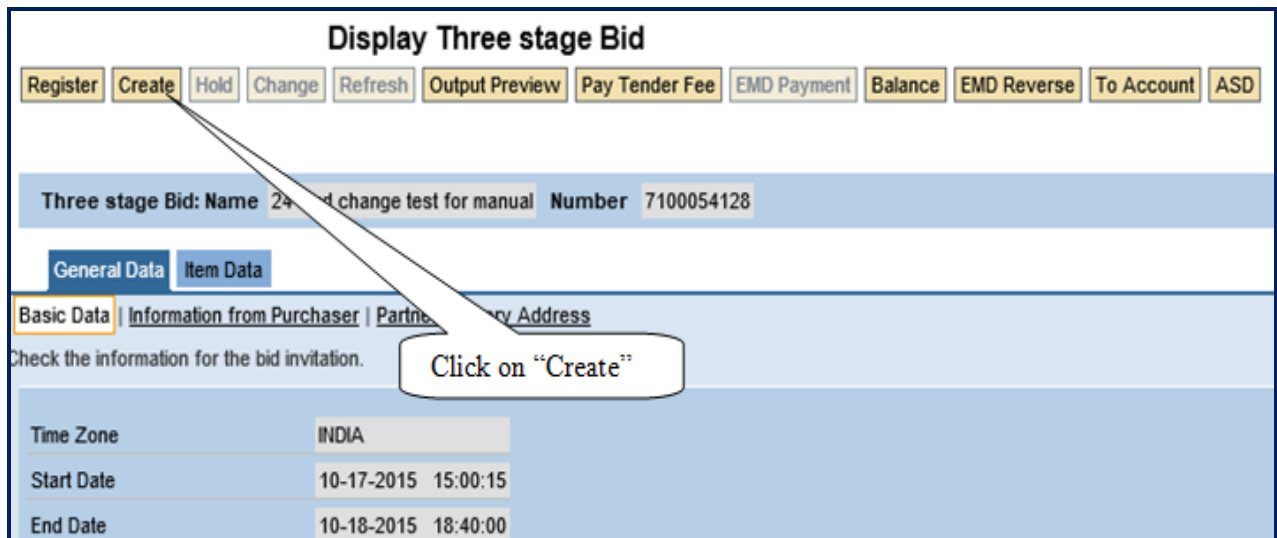
- Click “OK” to proceed.

This screenshot shows the same form with a different red-bordered pop-up window titled "Message from webpage". The message contains a yellow warning triangle icon and the text: "You have been registered. You will be informed of BI changes via e-mail". At the bottom of the pop-up is an "OK" button. A callout bubble points to the "OK" button with the text "Click on 'OK'".

- Click “OK” to proceed.

## 6. Create Bid

Click "Create" button

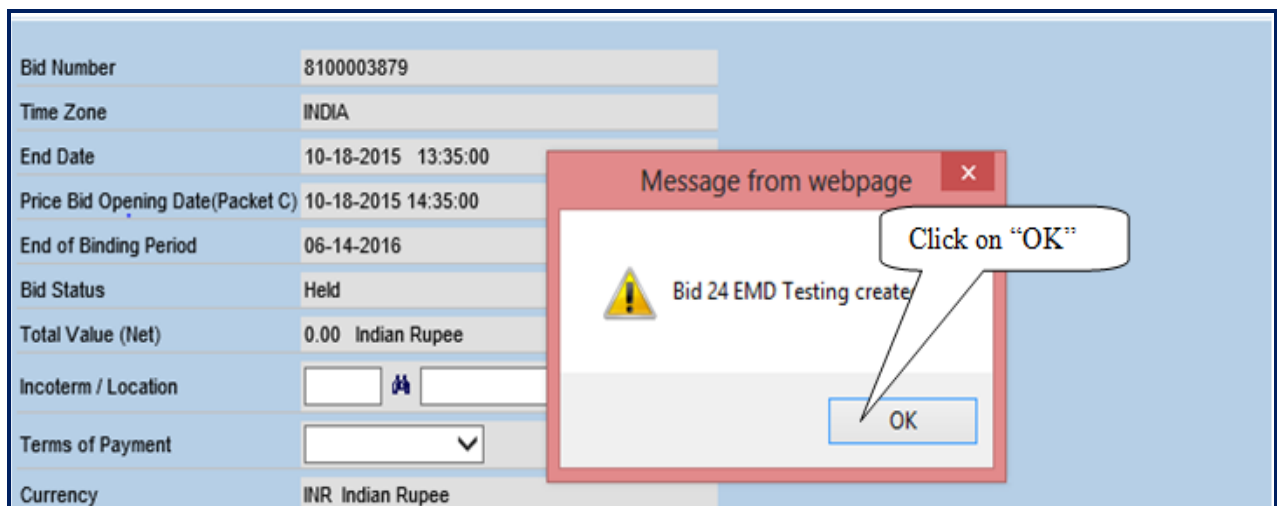


The screenshot shows the 'Display Three stage Bid' interface. At the top, there is a row of buttons: Register, Create, Hold, Change, Refresh, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, and ASD. The 'Create' button is highlighted with a yellow border. Below this, the form displays 'Three stage Bid: Name' followed by '24' and 'change test for manual', and 'Number' followed by '7100054128'. There are two tabs: 'General Data' (selected) and 'Item Data'. Under 'General Data', there are sub-tabs: 'Basic Data' (selected), 'Information from Purchaser', and 'Partner's Primary Address'. The 'Basic Data' section contains the text 'Check the information for the bid invitation.' and a table with the following data:

Time Zone	INDIA
Start Date	10-17-2015 15:00:15
End Date	10-18-2015 18:40:00

A callout bubble points to the 'Create' button with the text 'Click on "Create"'.

- System display below message



The screenshot shows the bid details form with the following fields:

Bid Number	8100003879
Time Zone	INDIA
End Date	10-18-2015 13:35:00
Price Bid Opening Date(Packet C)	10-18-2015 14:35:00
End of Binding Period	06-14-2016
Bid Status	Held
Total Value (Net)	0.00 Indian Rupee
Incoterm / Location	<input type="text"/>
Terms of Payment	<input type="text"/>
Currency	INR Indian Rupee

A message box titled 'Message from webpage' is overlaid on the form. It contains a yellow warning icon and the text 'Bid 24 EMD Testing create'. Below the text is an 'OK' button. A callout bubble points to the 'OK' button with the text 'Click on "OK"'.

- Click "OK" to proceed.

**NOTE:** After creation of Bid, "EMD payment" button will be enabled.

- Click **“Hold”** button

The screenshot shows the 'Display Bid' interface. At the top, there is a row of buttons: Submit, Hold, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. The 'Hold' button is highlighted with a callout box that says 'Click on “Hold”'. Below the buttons, the bid details are displayed: 'Three stage Bid: Name 24 emd change test for manual Number 7100054128'. There are tabs for 'General Data' and 'Item Data'. Under 'General Data', there are links for 'Basic Data', 'Information from Purchaser', 'My Notes', and 'Partner/Delivery Address'. The 'Item Detail 1: test 1' section contains a 'Note' with three points: 1. If percentage quoted is less than -12%... ASD details; 2. If percentage quoted is more than 15%... submit rate analysis document; 3. If percentage quoted is entered as 0.00 it will be treated as 'At Par'. Below this, there are fields for 'Item Category' (Material), 'Vendor Product Number', 'Product Category' (Miscellaneous), and 'Quantity of Bid Invitation 1 Kilogram'.

- System display message, indicates bid is held

The screenshot shows the 'Display Bid' interface with a 'Message from webpage' dialog box. The dialog box has a red border and a yellow warning icon. It contains the text 'Bid 24 emd change test for manual held'. Below the text is an 'OK' button. A callout box points to the 'OK' button with the text 'Click on “OK”'. The background shows the same 'Display Bid' interface as the previous screenshot, but the 'Hold' button is no longer highlighted.

Click **“Change”** tab for further bid processes.

The screenshot shows the 'Display Bid' interface. At the top, there is a row of buttons: Register, Submit, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. The 'Change' button is highlighted with a callout box that says 'Click on “Change” button'. Below the buttons, the bid details are displayed: 'Three stage Bid: Name 24 emd change test for manual Number 7100054128 External Version Number 3'. There are tabs for 'General Data' and 'Item Data'. Under 'General Data', there are links for 'Basic Data', 'Information from Purchaser', 'My Notes', and 'Partner/Delivery Address'. The 'Item Detail 1: test 1' section contains a 'Note' with three points: 1. If percentage quoted is less than -12%... ASD details; 2. If percentage quoted is more than 15% submit rate analysis document; 3. If percentage quoted is entered as 0.00 it will be treated as 'At Par'. Below this, there are fields for 'Item Category' (Material), 'Vendor Product Number', 'Product Category' (Miscellaneous), and 'Quantity of Bid Invitation 1 Kilogram'.

## 7. Online EMD Payment

- Click “EMD Payment” tab to pay EMD Amount.

The screenshot shows the 'Process Bid' interface. At the top, there is a navigation bar with buttons: Submit, Hold, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. Below this, a blue header bar displays 'Three stage Bid: Name 24 emd change test for manual' and 'Number 7100054128'. Underneath, there are tabs for 'General Data' and 'Item Data'. The 'General Data' tab is active, showing a 'Basic Data' section with links: 'Information from Purchaser', 'My Notes', 'Partner/Delivery Address', and 'Bid Invitation Versions'. A callout box points to the 'EMD Payment' button in the top navigation bar with the text 'Click on “EMD Payment”'. Below the links, there is a text prompt: 'Check the information in your bid. You can also add your own notes.' At the bottom, there is a table with bid details:

Bid Number	8100003878
Time Zone	INDIA
End Date	10-18-2015 18:40:00

- System display e-wallet balance and transaction amount. For payment of EMD Click “PROCEED TO PAYMENT”

The screenshot shows the 'Vendor eWallet Balance Details' screen. It displays the following information:

- Available Balance - 99999880.00
- Transaction Amount - 500.00
- Remarks - EMDPayment

At the bottom, there are two buttons: 'PROCEED TO PAYMENT' and 'CANCEL'. A callout box points to the 'PROCEED TO PAYMENT' button with the text 'Click on “Proceed to Payment”'.

- System display transaction details as below.

The screenshot shows the 'Online Payment System' interface. It displays a 'Transaction Details' table with the following information:


Transaction Details	
Status	Successful
Status Code	0300
Amount	500.00 INR
Transaction Reference Number	151030000015
Transaction Date	30.10.2015
Transaction Time	15:17:29

Below the table, there are three bullet points:

- Please note the Transaction Reference No. displayed here.
- In case of any problem please write-in to [etendering.it@mcgm.gov.in](mailto:etendering.it@mcgm.gov.in) with the subject line : Online Payment Problems.
- Click on the “Close” button to close the window and continue with your application.

At the bottom, there is a 'Close' button. A callout box points to the 'Close' button with the text 'Click on “Close”'.

- For future reference note down/save the transaction details.
- Click “Close” return back to Bid screen
- Status of EMD payment displayed on “Basic Data” 2<sup>nd</sup> page

Total Value (Net)	0.00	Indian Rupee
Incoterm / Location	<input type="text"/>	
Terms of Payment	<input type="text"/>	
Currency	INR	Indian Rupee
Created on	18.10.2015 13:58:03	
Last processed on	18.10.2015 13:58:03	Test icici
Last Date for Tender Fee Pay	18.10.2015	
Last Time for Tender Fee Pay	18:40:00	
Status of Online Payment	Successful	
EMD Payment Status	Successful	

Vendor can see the status of online EMD payment as successful, for particular Bid invitation.

- EMD paid amount display on “Basic Data” 1<sup>st</sup> page

Terms of Payment	<input type="text"/>
Currency	INR Indian Rupee
Created on	18.10.2015 13:58:03 by Test icici
Last processed on	18.10.2015 13:58:03 by Test icici
Tender type	01
Estimated Tender Value	100.00
EligCrit OpeningDate(Packet A)	18.10.2015
EligCrit OpeningTime(Packet A)	18:42:00
TechBid Opening Date(Packet B)	18.10.2015
TechBid Opening Time(Packet B)	18:44:00
Contact Details	TEST5 SUNIL
Tender Fee	1.00
EMD Amount	500.00
EMD Amount Paid	500.00

Vendor can see Paid EMD amount for particular Bid invitation.

**NOTE:** After successful payment of EMD, “Sign” and “Submit” button will be enable.

Print

### Process Bid

Submit
Hold
Change
Delete
Check
Refresh
Download
Upload
Output Preview
Pay Tender Fee
EMD Payment
Balance
EMD Reverse
To Account
ASD
Sign

Three stage Bid: Name 24 emd change test for manual Number 7100054128

General Data
Item Data

[Basic Data](#) | [Information from Purchaser](#) | [My Notes](#) | [Partner/Delivery Address](#) | [Bid Invitation Versions](#)

Check the information in your bid. You can also add your own notes.

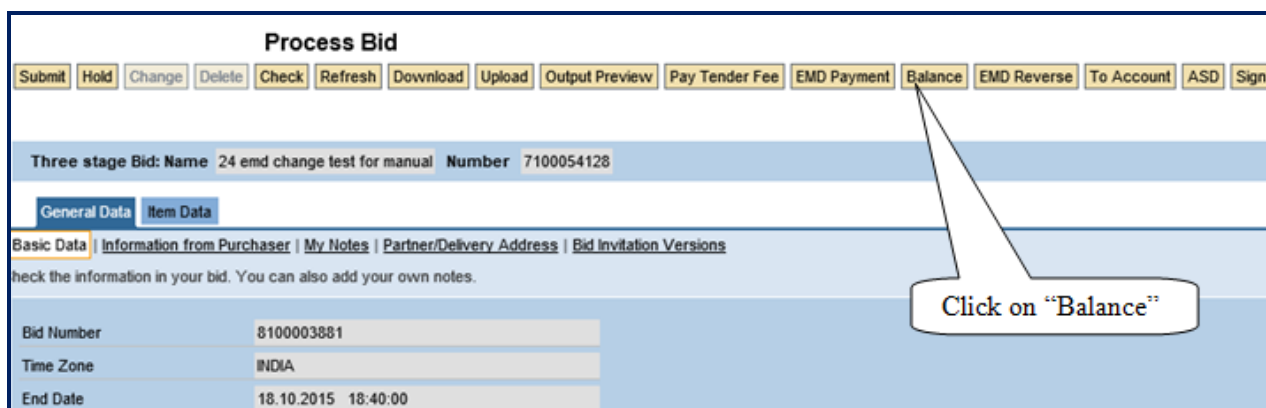
Bid Number	8100003881
Time Zone	INDIA
End Date	18.10.2015 18:40:00

**NOTE:**

- EMD Payment is mandatory for bid submission.
- EMD payment is possible only before Bid end date and time
- In case of Zero EMD, EMD payment is not applicable.

## 8. e-Wallet Balance Check

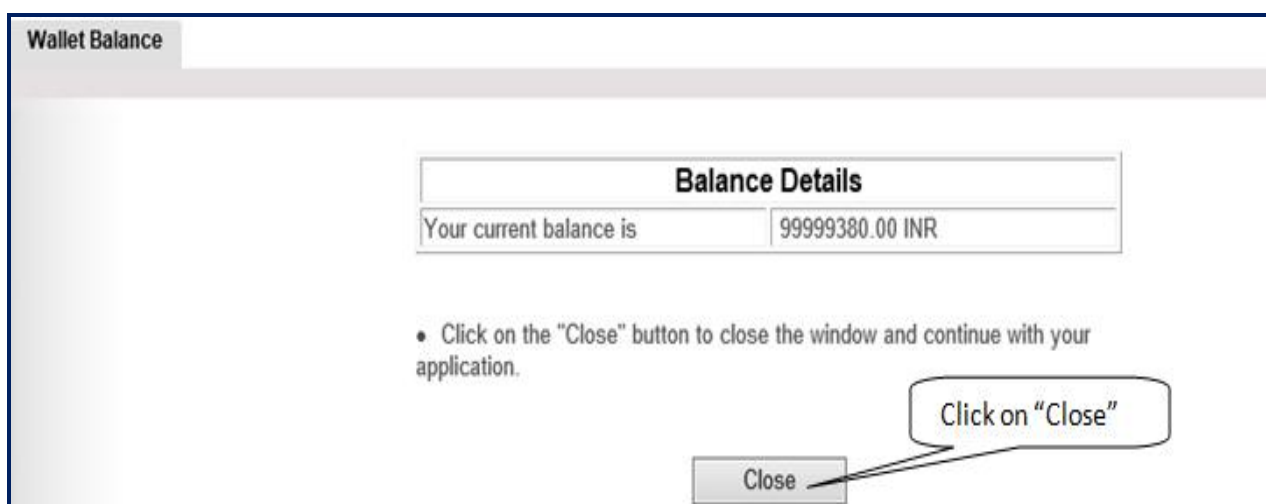
- Click on “Balance” Tab



The screenshot shows the 'Process Bid' interface. At the top, there is a row of buttons: Submit, Hold, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. The 'Balance' button is highlighted with a callout bubble that says 'Click on “Balance”'. Below the buttons, there is a section for 'Three stage Bid: Name' and 'Number'. The 'Name' is '24 emd change test for manual' and the 'Number' is '7100054128'. Below this, there are tabs for 'General Data' and 'Item Data'. The 'General Data' tab is selected, showing a list of links: Basic Data, Information from Purchaser, My Notes, Partner/Delivery Address, and Bid Invitation Versions. Below the links, there is a text area for notes. At the bottom, there is a table with bid details:

Bid Number	8100003881
Time Zone	INDIA
End Date	18.10.2015 18:40:00

- Balance details will be appeared as below.



The screenshot shows the 'Wallet Balance' dialog box. It has a title bar 'Wallet Balance'. Inside, there is a section titled 'Balance Details'. Below this, there is a text field 'Your current balance is' followed by the value '99999380.00 INR'. Below the text field, there is a list of instructions: 'Click on the “Close” button to close the window and continue with your application.' At the bottom right, there is a 'Close' button with a callout bubble that says 'Click on “Close”'.



## 9. Reverse EMD

- Click “EMD Reverse” Tab for reversing EMD Amount.

The screenshot shows the 'Process Bid' interface. At the top, there is a row of buttons: Submit, Hold, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. The 'EMD Reverse' button is highlighted with a yellow box. Below this, there is a section for 'Three stage Bid: Name' (24 emd change test for manual) and 'Number' (7100054128). There are tabs for 'General Data' and 'Item Data'. Below these, there are links for 'Basic Data', 'Information from Purchaser', 'My Notes', 'Partner/Delivery Address', and 'Bid Invitation Versions'. A text box says 'Check the information in your bid. You can also add your own notes.' Below this is a table with the following data:

Bid Number	8100003881
Time Zone	INDIA
End Date	18.10.2015 18:40:00
Price Bid Opening Date/Package C\	18.10.2015 18:55:00

A callout box points to the 'EMD Reverse' button with the text 'Click on “EMD Reverse”'.

Following details will appear on screen. User may select appropriate Tab.

- “Cancel” Tab cancels the reversal procedure
- “Continue” Tab proceeds further

The screenshot shows the 'Reversal Amount' dialog box. It has a tab labeled 'Reversal Amount'. Inside, there is a section titled 'Reversal Details' with the text 'Your refund amount is 500.00 INR'. Below this, there are two buttons: 'Continue' and 'Cancel'. A callout box points to the 'Continue' button with the text 'Click on “Continue”'. To the right of the buttons, there is a list of instructions:


- Click on the “Cancel” button to cancel the reversal process.
- Click on the “Continue” button to continue the reversal process.

- Confirmation message is as below.

The screenshot shows the 'Reverse Amount' dialog box. It has a tab labeled 'Reverse Amount'. Inside, there is a section titled 'Reversal Details' with the text 'Your amount will be transferred approximately in 1 hour(banking hours) 500.00 INR'. Below this, there is a 'Close' button. A callout box points to the 'Close' button with the text 'Click on “Close” button'. To the right of the button, there is a list of instructions:

- Click on the “Close” button to close the window and continue with your application.

- EMD payment status “Reversed” will be seen on 2<sup>nd</sup> page of Basic data.

Total Value (Net)	0.00 Indian Rupee
Incoterm / Location	<input type="text"/>  <input type="text"/>
Terms of Payment	<input type="button" value="v"/>
Currency	INR Indian Rupee
Created on	18.10.2015 14:14
Last processed on	18.10.2015 14:14:56 <small>Test icici</small>
Last Date for Tender Fee Pay	18.10.2015
Last Time for Tender Fee Pay	18:40:00
Status of Online Payment	Successful
EMD Payment Status	Reversed

Vendor can see the status of online EMD payment as Reversed

- As Reversed EMD payment status shows 0.00 Amount on 1<sup>st</sup> page of basic data

EligCrit OpeningDate(Packet A)	31.10.2015
EligCrit OpeningTime(Packet A)	18:05:00
TechBid Opening Date(Packet B)	31.10.2015
TechBid Opening Time(Packet B)	18:10:00
Contact Details	URVI
Tender Fee	100.00
EMD Amount	500.00
EMD Amount Paid	0.00

After EMD Reverse, system shows EMD Amount paid as 0.00

**NOTE:**

- In case of “**Bid Submitted**” status, EMD reversal is not possible
- In case of “**Held**” status of the bid, EMD reverse is possible at any time.
- It will take approximately one hour (during banking hours and on days other than banking holidays) to reflect the balance in the wallet for reversals back into the wallet.

## 10. Uploading of Documents by Vendor

- To Upload the Documents Click **“My Note”** Tab

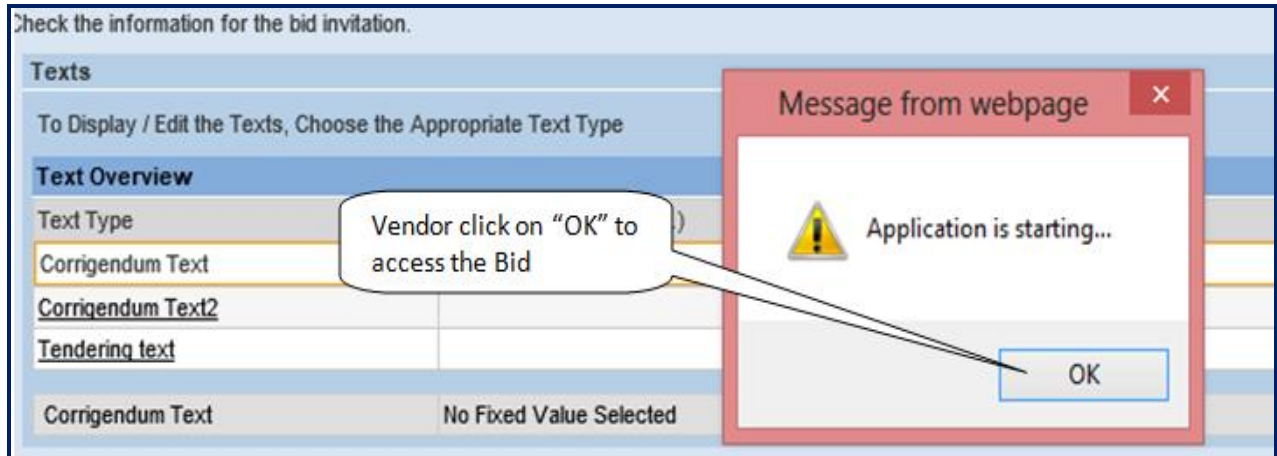
The screenshot shows a web interface for a bid. At the top, it displays 'Three stage Bid: Name 24 emd change test for manual', 'Number 7100054128', and 'External Version Number 4'. Below this are two tabs: 'General Data' and 'Item Data'. Under 'General Data', there are several sub-tabs: 'Basic Data', 'Information from Purchaser', 'My Notes' (which is highlighted with a yellow border), 'Partner/Delivery Address', and 'Bid Invitation Versions'. A text box below the tabs contains the instruction: 'Check the information in your bid. You can also add your notes.' A callout bubble points to the 'My Notes' tab with the text: 'On General data tab, click on “My Notes” tab'. At the bottom, there is a section titled 'Texts' with a sub-section 'Bidder's Remarks' and a large text area for notes.

- Click **“Collaboration link”**

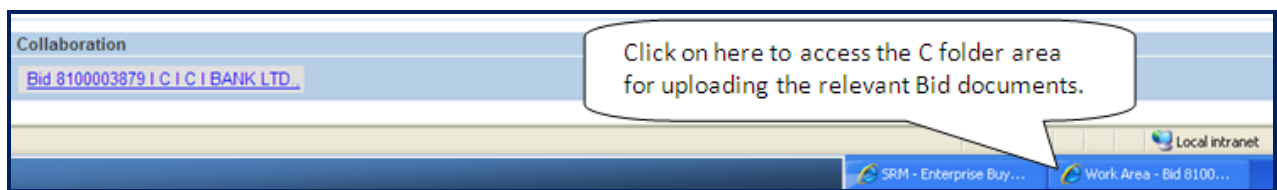
The screenshot shows the same web interface as the previous one, but with the 'Collaboration' section at the bottom highlighted. A callout bubble points to a link in the 'Collaboration' section with the text: 'Click on collaboration folder link'. The link is labeled 'Bid 8100003879 | C | C | BANK LTD.'.

- Usage of Collaboration link is to upload documents form laptop/desktop.

- Click “OK” to proceed



- C-folder opened and minimized in separate window



- C Folder Screen as below.



- Below Two Folders are available to upload Document. “PACKET A” and “PACKET B”

Collaboration Bid Invitain 71000...

Bid 8100003874 abcd

Folder

MCGM

Bidder Folder

Packet A

Packet B

Click on "PACKET A" folder to upload the documents.

Folder

To save any changes made, click Save.

Name Folder

Save Notifications Additional Functions Cancel

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents

Name	Current Version	Status	Changed by	Changed on
Bidder Folder			Bid creator Sample	18.10.2015 12:03:07
MCGM			Bid creator Sample	18.10.2015 12:00:19
Bid 8100003874	*BBP_CFOLDER/?GV...		REMOTE RFC	18.10.2015 12:52:08

Copy Copy as Bookmark All None

- Click "Create" to upload document.

Folder **PACKET A**

Current Path: Collaboration Bid Invi... > Bid 8100003910 I C I C... > Folder > BIDDER > **PACKET A**

Folder

To save any changes made, click Save.

Name PACKET A

Subscribe ☐

Authorization Write

Save Notifications Additional Functions Cancel

To create folder objects, select Create. To copy or delete objects, select the Copy or Delete.

Folder Contents

Name	Current Version	Status	Changed by	Changed on
Empty				

Create Copy Copy as Bookmark Paste Delete

Click on "Create" to upload documents.

- Click "Document" to proceed further

Create Object

Navigation: Folder Overview

Current Path: Collaboration Bid Invi... > Bid 8100003910 I C I C... > Folder > BIDDER > PACKET A > Create Object

What do you want to create?

Bill of Material	A bill of material is a list of all parts (items) that belong to a material.
Bookmark	A bookmark is a reference to a specific object in the system.
Discussion	A discussion is a communication forum about a collaboration, a folder or a folder object.
Document	A document can contain any file in different versions.
Manufacturer Part Number	A code or number used by a manufacturer or vendor to identify a material.
Material	A material is an item (product, goods and so on) that is created, used in production, traded, or consumed.
Note	A note is for adding a short descriptive text and can have versions.
iPPE Node	iPPE nodes stand for product functions whose concrete form are the iPPE variants.
iPPE Variant	iPPE variants are the concrete form of functions of the product.

Select file type: Document.

Cancel

- Details regarding Document

**Create Document** [Help](#)

Navigation: [Folder Overview](#)

Current Path: [Collaboration Bid Invi...](#) > [Bid 8100003910 I C I C...](#) > [Folder](#) > [BIDDER](#) > [PACKET A](#) > [Create Document](#)

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then click **Continue**.

Name

Description

Subscribe ☐

PGP Documents ☐ You are only allowed to use PGP files in this document.

☒ Upload Local File  
☐ Create File Later

[Continue](#) [Cancel](#)

Callouts:

- Give the proper name of uploaded file for identify. I.e. Technical specification
- Give detail description of the document.

- Click “Continue” button
- Click “Browse” to upload file from laptop/ desktop.

**Create Version**

Navigation: [Version Overview](#)

Current Path: [Collaboration Bid Invi...](#) > [Bid 8100003910 I C I C...](#) > [Folder](#) > [BIDDER](#) > [PACKET A](#) > [Technical Specificatio...](#) > [Create Version](#)

To select the required file, choose *Browse* and then *Save*.

[Browse...](#)

[Sign and Save](#) [Cancel](#)

Callout:

- Click on “Browse”

- Click “Sign and Save” to upload

**Create Version**

Navigation: [Version Overview](#)

Current Path: [Collaboration Bid Invi...](#) > [Bid 8100003910 I C I C...](#) > [Folder](#) > [BIDDER](#) > [PACKET A](#) > [Technical Specificatio...](#) > [Create Version](#)

To select the required file, choose *Browse* and then *Save*.

[Browse...](#)

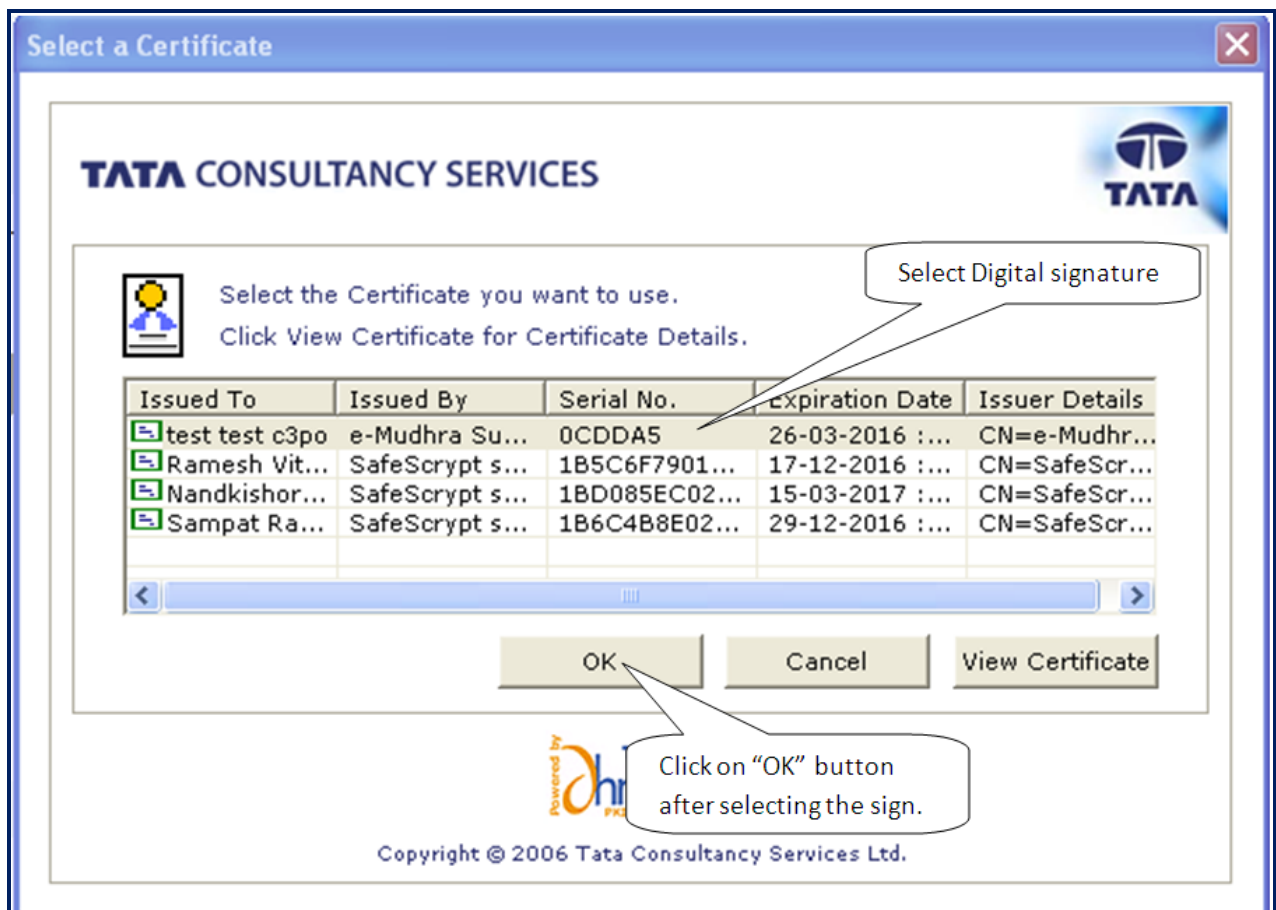
[Sign and Save](#) [Cancel](#)

Callout:

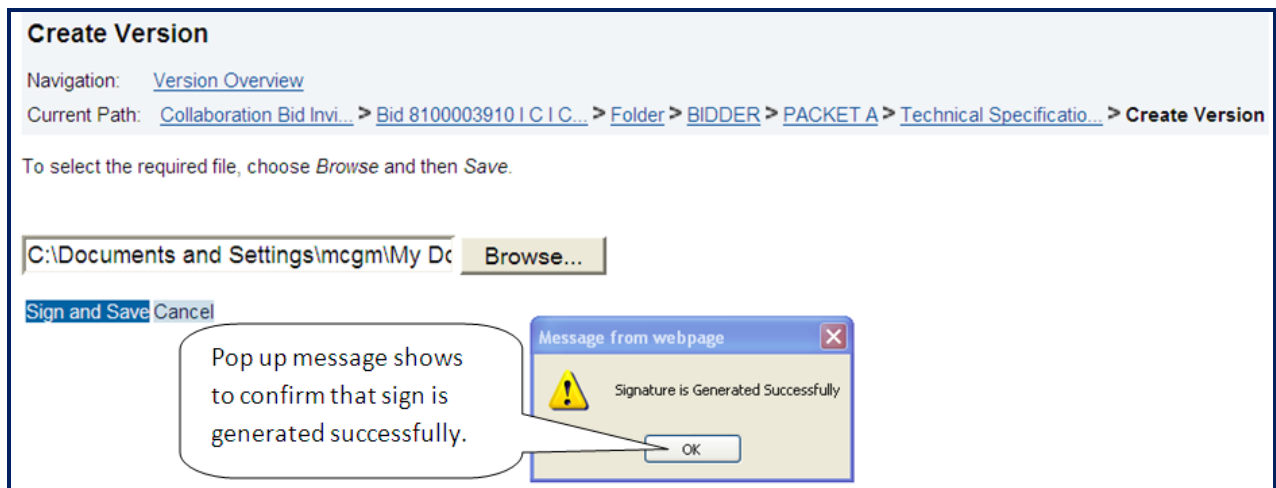
- Click on “Sign and Save” button to sign and save the file.

- Select Digital Signature to sign
- Click “Ok” to move further





- System will display below message.



Click "OK" button



Folder

Click "Save"

made, click Save.

Name: Packet A

Subscribe: ☐

Authorization: Read

Save Notifications Additional Functions Cancel

Check Uploaded file

Choose an object to display the folder objects. To copy objects, select the required objects and then choose *Copy*.

Folder Contents					Copy	Copy as Bookmark	All	None
	Name	Current Version	Status	Changed by	Changed on			
<input type="checkbox"/>	Document	d31540700.pdf (1.636KB)		PDP Vendor	31.10.2015 14:37:05			

- For uploading more than one documents same procedure needs to repeat.
- For opening uploaded file, click on **"Current version"** link.

#### **NOTE:**

- Document should be in PDF format and size should not more than 5MB.

## 11. Commercial Quote

- Click “Item Data” Tab, display detail list of items.

Three stage Bid: Name 24 emd change test for manual Number 7100054126 External Version Number 4

General Data Item Data

Tip: (1) You can enter values in the tables and press Submit button on the top, or you can go to the details of each item by clicking the details icon in the Action column.  
(2) You cannot submit bids on items with conditional pricing, or items with required attributes.

☐ Display Documents

Click on “Item Data” tab

Select the details icon from Action tab

Item Overview

Find Item

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)	Required	Action
1	test 1	Material	Miscellaneous	1 Kilogram	0 / 0	0 / 0	On	
2	test 2	Material	Miscellaneous	1 Kilogram	0 / 0	0 / 0	On	
3	test 3	Material	Miscellaneous	1 Kilogram	0 / 0	0 / 0	On	

Legend : Display item details Change price

2 Messages


	Percent 0.00 will be treated as "At Par" (Item 2)
	Percent 0.00 will be treated as "At Par" (Item 3)

- Click “” the following screen will appear.

**Item Detail 2: test 2**

**Note**



1. If percentage quoted is less than -12% update ASD details
2. If percentage quoted is more than 15% submit rate analysis document.
3. If percentage quoted is entered as 0.00 it will be treated as "At Par"

Item Category	Material		
Vendor Product Number	<input type="text"/>		
Product Category	Miscellaneous		
Quantity of Bid Invitation	1	Kilogram	
Submitted Quantity	1	Kilogram	
Item Value	0.00 INR		
Delivery Time (Duration)	<input type="text"/>	Days	
Required	at 00:00:00		
Incoterm	<input type="text"/>		<input type="text"/>
Percentage Quoted	<input type="text" value="0.00"/>		
Estimated price	100.00		
Purchase requisition			
Standard WBS element			

Percentage Variation Quoted tab default "0.00"

Message as percent 0.00 will be treated as "At Par"

**2 Messages**

	Percent 0.00 will be treated as "At Par" (Item 2)
	Percent 0.00 will be treated as "At Par" (Item 3)

- "Percentage Quoted" to enter Percentage.
- Default value is "0.00"

- ASD is applicable if quote value is “Less than -12”

The screenshot shows a web application interface for item details. At the top, there are tabs for 'General Data' and 'Item Data'. Below these are links for 'Basic Data', 'Information from Purchaser', 'My Notes', and 'Partner/Delivery Address'. On the right, there are buttons for '< Back', 'Continue >', and 'Back to Item Overview'. The main section is titled 'Item Detail 1: service1'. Below this, there are three red notes: '1. If percentage quoted is less than -12% update ASD details', '2. If percentage quoted is more than 15% submit rate analysis document.', and '3. If percentage quoted is entered as 0.00 it will be treated as "At Par"'. A form contains various fields: 'Item Category' (Services), 'Vendor Product Number' (empty), 'Product Category' (Miscellaneous), 'Quantity of Bid Invitation' (1 BOX), 'Submitted Quantity' (1 BOX), 'Item Value' (0.00 INR), 'Required' (Between -), 'Service Agent' (with a user icon), 'Percentage Quoted' (13.00-), 'Estimated price' (100.00), 'Purchase requisition' (empty), and 'Standard WBS element' (empty). Two callout boxes are present: one pointing to the 'Percentage Quoted' field with the text 'Percentage Variation Quoted tab "-13"', and another pointing to the messages section with the text 'Message generated to fill ASD details.'.

Item Detail 1: service1

Note

1. If percentage quoted is less than -12% update ASD details
2. If percentage quoted is more than 15% submit rate analysis document.
3. If percentage quoted is entered as 0.00 it will be treated as "At Par"

Item Category: Services

Vendor Product Number:

Product Category: Miscellaneous

Quantity of Bid Invitation: 1 BOX

Submitted Quantity: 1 BOX

Item Value: 0.00 INR

Required: Between -

Service Agent:

Percentage Quoted: 13.00-

Estimated price: 100.00

Purchase requisition:

Standard WBS element:

2 Messages

- Please fill ASD details as percent quoted less than -12 (Item 1)
- Percent 0.00 will be treated as "At Par" (Item 3)

**NOTE:**

- If more than one item same process to be follow.

## 12. Online ASD Payment

- Click “ASD” tab to pay ASD Amount.

**Process Bid**

Submit Hold Change Delete Check Refresh Download Upload Output Preview Pay Tender Fee EMD Payment Balance EMD Reverse To Account **ASD** Sign

Three stage Bid: Name 24 emd change test for manual Number 7100054128 External Version Number 4

General Data Item Data

Basic Data Information from Purchaser My Notes Partner/Delivery Address Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Bid Number	8100003881
Time Zone	INDIA
End Date	19.10.2015 18:00:00

Click on "ASD" button

- Verify ASD amount, then click “Submit”

**Additional Security Deposit - Windows Internet Explorer**

**Additional Security Deposit Details**

Amount (in figures): 1.00 INR

Submit Reverse

Click on "Submit" button

**Note :**  
Percentage rates maintained for the item are 13.00-0.00 .

- System display e-wallet balance and transaction amount. For payment of EMD Click **“PROCEED TO PAYMENT”**

**Vendor eWallet Balance Details**

Available Balance - **99998880.00**

Transaction Amount - **1.00**

Remarks - ASDPayment

Click on "PROCEED TO PAYMENT" button

- System display transaction details as below

**Online Payment System**

Transaction Details	
Status	Successful
Status Code	0300
Amount	1.00 INR
Transaction Reference Number	151031000031
Transaction Date	31.10.2015
Transaction Time	16:08:38

Click on "Close" button

- Please note the Transaction Reference Number displayed here.
- In case of any problem please write-in to [it@mcgm.gov.in](mailto:it@mcgm.gov.in) with the subject line : Online Payment Problems.
- Click on the "Close" button to close the window and continue with your application.

- For future reference note down/save the transaction details.


Click **“Close”** return back to Bid screen

- Successful payment of ASD payment, Vendor can check the status of ASD payment as successful on 2nd page of Basic data screen.

Last Date for Tender Fee Pay	31.10.2015
Last Time for Tender Fee Pay	17:59:00
Status of Online Payment	Successful
EMD Payment Status	Successful
Percentage Quoted	0.00
Pre bid Meeting Date	
Pre-bid Meeting Time	
Contract Period(Months)	0
Monsoon Period	
ASD Amount Paid	1.00

Vendor can check the Paid ASD amount

- After ASD payment system shows ASD Amount paid by Bidder

End of Binding Period	21.10.2016
Bid Status	
Total Value (Net)	0.00 Indian Rupee
Incoterm / Location	<input type="text"/>  <input type="text"/>
Terms of Payment	<input type="text"/>
Currency	INR Indian Rupee
Created on	31.10.2015 15:43:42 by PDP Vendor
Last processed on	31.10.2015 15:43:43 by PDP Vendor
ASD Payment Status	Successful

Vendor can check the Status of ASD payment



## 13. Reverse ASD Payment

- Click “ASD” Tab for reversing ASD Amount.

The screenshot shows the 'Process Bid' interface. At the top, there is a row of buttons: Submit, Hold, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. The 'ASD' button is highlighted with a callout box that says 'Click on “ASD” button'. Below the buttons, there is a section for 'Three stage Bid' with fields for Name, Number, and External Version Number. Below that, there are tabs for 'General Data' and 'Item Data'. Under 'General Data', there are links for 'Basic Data', 'Information from Purchaser', 'My Notes', 'Partner/Delivery Address', and 'Bid Invitation Versions'. Below these links, there is a text area for notes. At the bottom, there are fields for 'Bid Number' and 'Time Zone'.

- Verify ASD amount, then click “Reverse”

The screenshot shows the 'Additional Security Deposit Details' interface. At the top, there is a header bar with the text 'Additional Security Deposit - Windows Internet Explorer'. Below the header, there is a section titled 'Additional Security Deposit Details'. In this section, there is a label 'Amount (in figures):' followed by a text input field containing '1.00' and a dropdown menu showing 'INR'. Below the input field, there is a 'Submit' button and a 'Reverse' button. The 'Reverse' button is highlighted with a callout box that says 'Click on “Reverse” button'. At the bottom of the page, there is a 'Note' section with the text 'Percentage rates maintained for the item are 13.00,-0.00 .'

- Confirmation message is as below.

Reverse Amount

Reverse Details

Your amount will be transfered approximately in 1 hour(banking hours) 1.00 INR

- Click on the "Close" button to close the window and continue with your application.

Click on "Close" button

Close

- As Reversed EMD payment status shows 0.00 Amount on 2<sup>st</sup> page of basic data

Last Time for Tender Fee Pay	17:59:00
Status of Online Payment	Successful
EMD Payment Status	Successful
Percentage Quoted	1.00
Pre bid Meeting Date	
Pre-bid Meeting Time	
Contract Period(Months)	0
Monsoon Period	
ASD Amount Paid	0.00

Vendor can check the status of ASD amount after reverse

- EMD payment status "Reversed" will be seen on 3<sup>rd</sup> page of Basic data.

Status of Online Payment	Successful
EMD Payment Status	Successful
Percentage Quoted	0.00
Pre bid Meeting Date	
Pre-bid Meeting Time	
Contract Period(Months)	0
Monsoon Period	
ASD Amount Paid	0.00
ASD Payment Status	Reversed

Vendor can check the status of ASD Payment

**NOTE:**

- Bid Submission Status is Submitted and Date & Time is passed; then Reversal of ASD Amount is not possible
- Bid Submission Status is Held and Date & Time is passed; then Reversal of ASD Amount is possible.
- It will take approximately one hour (during banking hours and on days other than banking holidays) to reflect the balance in the wallet for reversals back into the wallet.

## 14. Submission of Bid.

- Step wise process shown as below.

The screenshot shows the 'Process Bid' interface. At the top, there is a row of buttons: Submit, Hold, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. Below this, there is a form with fields for 'Three stage Bid: Name' (24 emd change test), 'Number' (7100054128), and 'External Version Number' (4). There are also tabs for 'General Data' and 'Item Data'. Callouts indicate the following steps:

- Step 1:** Click on "Check" button
- Step 2:** Click on "Sign" button.
- Step 3:** Clicks on "Submit" button.

### Step 1:

- Click "Check" for any errors if any.

The screenshot shows a 'Message from webpage' dialog box with a yellow warning icon. The message text is: 'Bid 24 emd change test for manual is complete and contains no errors'. There is an 'OK' button at the bottom right of the dialog box. A callout points to the 'OK' button with the text: 'Click on "OK"'. The background shows the 'Basic Data' tab of the bid form.

### Step 2:

- Click "Sign"

**Process Bid**

Three stage Bid: Name 24 emd change test for manual Number 7100054128 External Version Number 4

Check the information in your bid. You can also add your own notes.

Bid Number	8100003881
Time Zone	INDIA

Click on "Sign" button.

- Click "Ok"

**Process Bid**

Three stage Bid: Name 24 emd change test for manual Number 7100054128 External Version Number 4

Check the information in your bid. You can also add your own notes.

Bid Number	8100003881
Time Zone	INDIA
End Date	
Price Bid Opening Date(Packet C)	

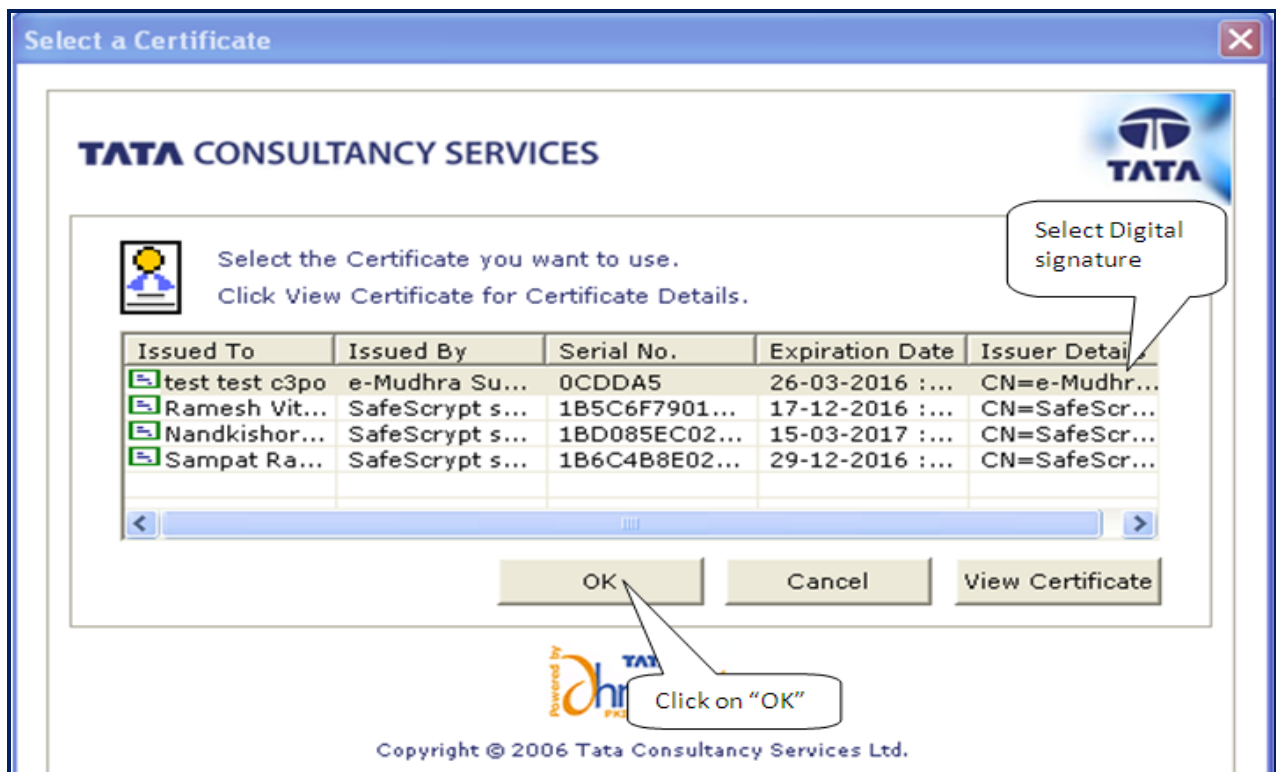
**Message from webpage**

Are you sure you want to sign the tender; Select your digital signature

Click OK for Yes  
Click Cancel for No

Click on "OK"

- Select Digital Signature to sign
- Click "Ok" to proceed further



- System will display below message



- Click "Ok" to proceed further

**Step 3:**

Click “submit”

**Process Bid**

Submit Hold Change Delete Check Refresh Download Upload Output Preview Pay Tender Fee EMD Payment Balance EMD Reverse To Account ASD Sign

Three stage Bid: Name 24 emd change test for manual Number 7100054128 External Version Number 4

General Data Item Data

Basic Data Information from Purchaser My Notes Partner/Delivery Address Bid Invitation Versions

Check the information in your bid.

Bid Number	8100003881
Time Zone	INDIA

- System will display below message

Three stage Bid: Name 24 emd change test for manual Number 7100054128 External Version Number 4

General Data Item Data

Basic Data Information from Purchaser My Notes Partner/Delivery Address Bid Invitation Versions

Check the information in your bid.

Bid Number	8100003881
Time Zone	INDIA
End Date	19.10.2015 18:00:00
Price Bid Opening Date(Packet C)	19.10.2015 18:05:00
End of Binding Period	14.10.2016

**Message from webpage**

! Bid 24 emd change test for manual submitted

OK

- Click “Ok”

## 15. Check Bid Status

- Click “Process bid”



Process Bids

Display SAP Directories

Administration

Create Users

Own Data

Customer List

Messages

Read Messages

Alerts

Process Bid

Find Bid Invitations and Auctions

Number of Document

Name

Status

Processed by Me

Start

Extended Search

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 45 Hits

Number	Name	Status	Created	Updated	Processed by Me	Navigation
<a href="#">7100054188</a>	UAT-EMD ASD online payment_1					
<a href="#">7100054183</a>	test					
<a href="#">7100054180</a>	25 ASD reversal Testing - sunil	Three stage Bid	19.10.2015 10:05:53	19.10.2015 10:23:00		
<a href="#">7100054179</a>	ASD Functionality (Multiple Scenario 2)	Three stage Bid	19.10.2015 10:05:00	19.10.2015 12:30:00		
<a href="#">7100054128</a>	24 emd change test for manual	Three stage Bid	17.10.2015 15:00:15	19.10.2015 18:00:00	Bid submitted	
<a href="#">7100053962</a>	ASD_test for %	Three stage Bid	12.10.2015 17:35:00	17.10.2016 13:00:00	No Bid Created	
<a href="#">7100053669</a>	Urvashi_%rate	Three stage Bid	04.10.2015 16:17:00	04.10.2016 17:15:00	No Bid Created	

Check the status of the bid after submission.  
The status of the bid changes to "Bid Submitted"

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## 16. Change Bid

- Click “change”

The screenshot shows the 'Display Bid' page. At the top, there is a row of buttons: Submit, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. Below this, the 'Three stage Bid' details are shown: Name '24 emd change test for manual', Number '7100054128', and External Version Number '4'. There are tabs for 'General Data' and 'Item Data'. Under 'General Data', there are sub-tabs: 'Basic Data', 'Information from Purchaser', 'My Notes', and 'Partner/Delivery Address'. The 'Basic Data' sub-tab is active, showing a table with bid details. A callout bubble points to the 'Change' button with the text: 'Click on Change button to change the bid data before end date of the bid'.

Three stage Bid	
Name	24 emd change test for manual
Number	7100054128
External Version Number	4

General Data | Item Data

Basic Data | Information from Purchaser | My Notes | Partner/Delivery Address

Check the information in your bid.

Bid Number	8100003881
Time Zone	INDIA
End Date	19.10.2015 18:00:00
Price Bid Opening Date(Packet C)	19.10.2015 18:05:00

- The system allows to Change

The screenshot shows the 'Process Bid' page. It has the same top button row as the 'Display Bid' page. The 'Three stage Bid' details are identical. The 'General Data' tab is active, and the 'Basic Data' sub-tab is selected. This sub-tab shows a more detailed table of bid information, including 'End of Binding Period', 'Bid Status', 'Total Value (Net)', 'Incoterm / Location', 'Terms of Payment', 'Currency', 'Created on', and 'Last processed on'. A callout bubble points to the 'Change' button with the text: 'Click on Change button to change the bid data before end date of the bid'.

Three stage Bid	
Name	24 emd change test for manual
Number	7100054128
External Version Number	4

General Data | Item Data

Basic Data | Information from Purchaser | My Notes | Partner/Delivery Address | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Bid Number	8100003881
Time Zone	INDIA
End Date	19.10.2015 18:00:00
Price Bid Opening Date(Packet C)	19.10.2015 18:05:00
End of Binding Period	14.10.2016
Bid Status	Bid submitted
Total Value (Net)	0.00 Indian Rupee
Incoterm / Location	<input type="text"/>
Terms of Payment	<input type="text"/>
Currency	INR Indian Rupee
Created on	18.10.2015 14:14:56 by Test icici
Last processed on	19.10.2015 15:24:22 by Test icici

- If bid change then repeat the steps related to bid submission.

## 17. Amount Revrese from e-Wallet to Personal Account

- Click “To Account”

**Display Bid**

Submit Change Delete Check Refresh Download Upload Output Preview Pay Tender Fee EMD Payment Balance EMD Reverse To Account ASD Sign

Three stage Bid: Name 24 emd change test for manual Number 7100054128 External Version Number 4

General Data Item Data

Basic Data Information from Purchaser My Notes Partner/Delivery Address Bid Invitation Versions

Check the information in your bid.

Bid Number 8100003881

- System display available balance in the wallet.
- Enter amount in “Enter Amount to Refund to personal Account (in INR)”
- Click “Refund”

**Enter Credit Account Details For Refund**

Bank Name : SCB

Bank Ac Holder Name : RAMESH

Bank Ac No : 30497485621

Bank IFSC Code : SCBL0036002

Refund Amount : 1.00

Balance Amount : 96404232.00

Click on Submit

SUBMIT CANCEL

- Sy
- Vi

**Enter Credit Account Details For Refund**

Bank Name : SCB

Bank Ac Holder Name : RAMESH

Bank Ac No : 30497485621

Bank IFSC Code : SCBL0036002

Refund Amount : 1.00

Balance Amount : 99988058.00

Click on Submit

SUBMIT CANCEL

- System display transaction details as below

**Online Payment System**

Transaction Details	
Status	Successful
Status Code	0300
Amount	1.00 INR
Transaction Reference Number	151031000009
Transaction Date	31.10.2015
Transaction Time	11:46:27

**Click on "Close"**

- Please note the Transaction Reference No. displayed here.
- In case of any problem please write-in to [etendering.it@mcgm.gov.in](mailto:etendering.it@mcgm.gov.in) with the subject line : Online Payment Problems.
- Click on the "Close" button to close the window and continue with your application.

Close

## 18. Operating e-wallet

- The vendor's e-wallet will be created in ICICI bank my MCGM
- The wallet will be created immediately after processing the vendor registration by Central Procurement Department, MCGM
- The vendor will receive an email from MCGM confirming creation and activation of the wallet
- The vendor's wallet a/c detail will be mentioned in the aforesaid email
- To fund the wallet, the vendors are required to transfer the money through NEFT / RTGS mode only
- The Banking NEFT / RTGS operational days and timing are required to be noted by the vendors for funding the wallet
- RTGS or NEFT modes are used by banks for inter-bank transactions or transactions, where the sending and destination accounts are with two different banks. Therefore, vendors having accounts with ICICI Bank should use a non ICICI Bank account to fund their wallet using RTGS/NEFT transactions
- For transferring the money the following details are required to be noted,
  - ICICI Bank IFSC : ICIC0000104
  - ICICI Bank Branch: ICICI BANK CMS
  - Beneficiary A/C Name : MCGM