



# **Municipal Corporation Greater Mumbai**

## **E-Tendering**

in

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

**PERCENTAGE RATE BIDDING PROCESS**

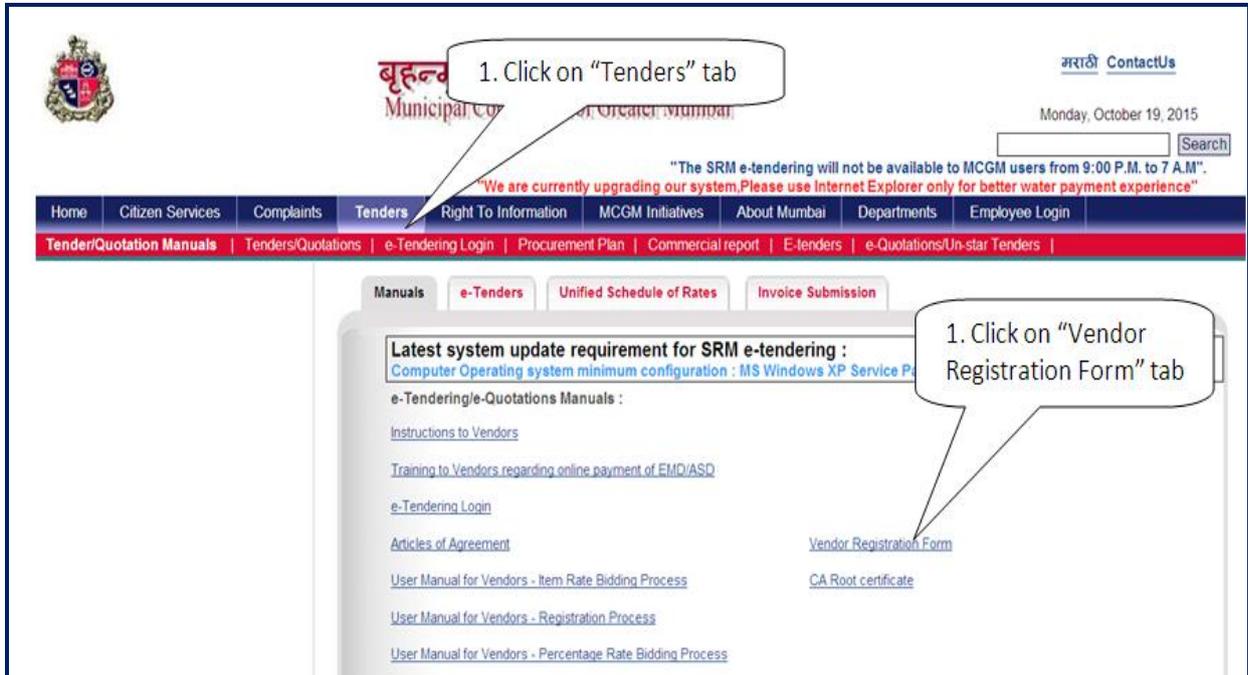
Version 2.0

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# 1. Vendor Registration Process

- Go to MCGM portal [www.mcg.gov.in](http://www.mcg.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

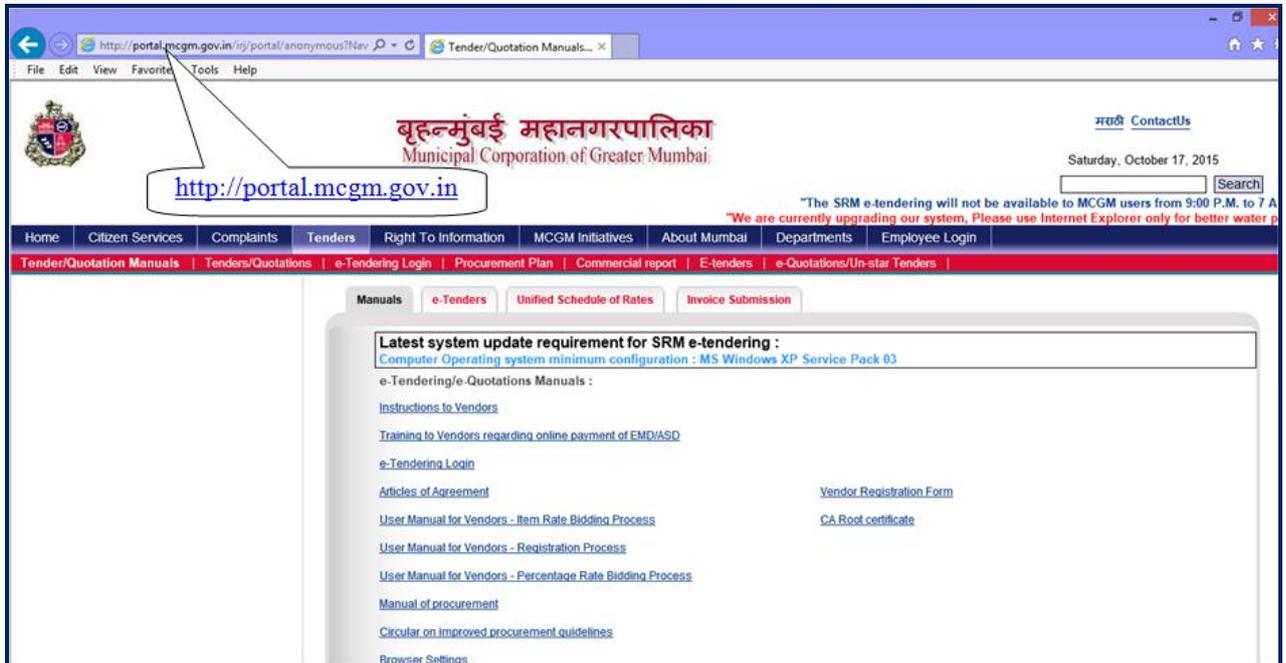
### SRM e-tendering Pre-requisites are as Follows:

- 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:

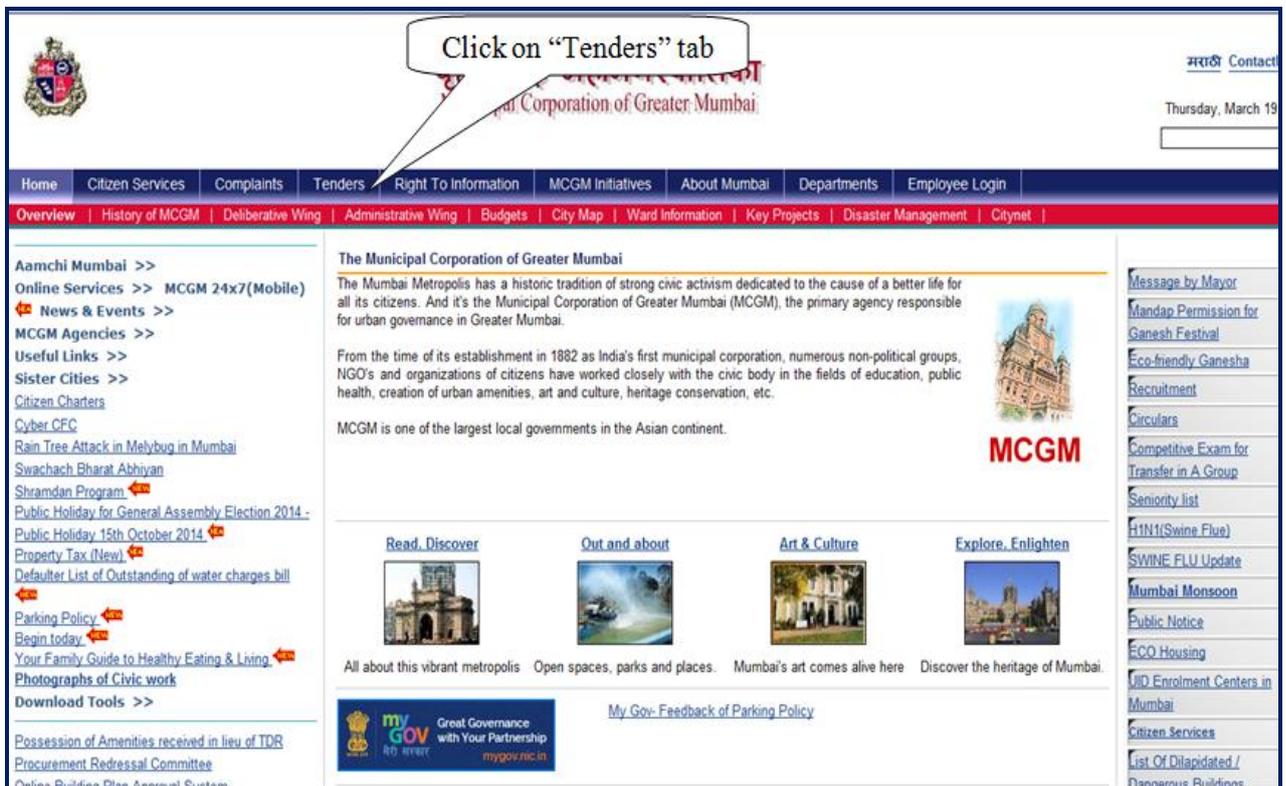
MCGM Portal ➡ Tenders ➡

    - 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.

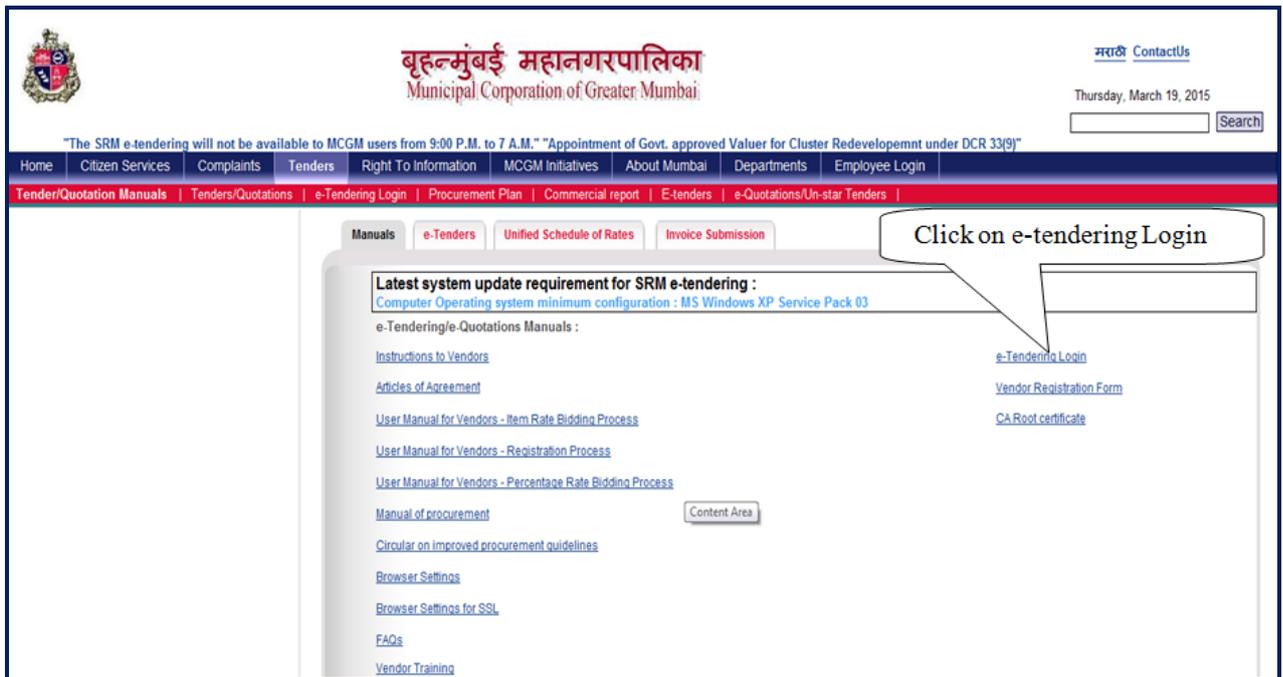
- Link to access the MCGM Portal <http://mcgm.gov.in>



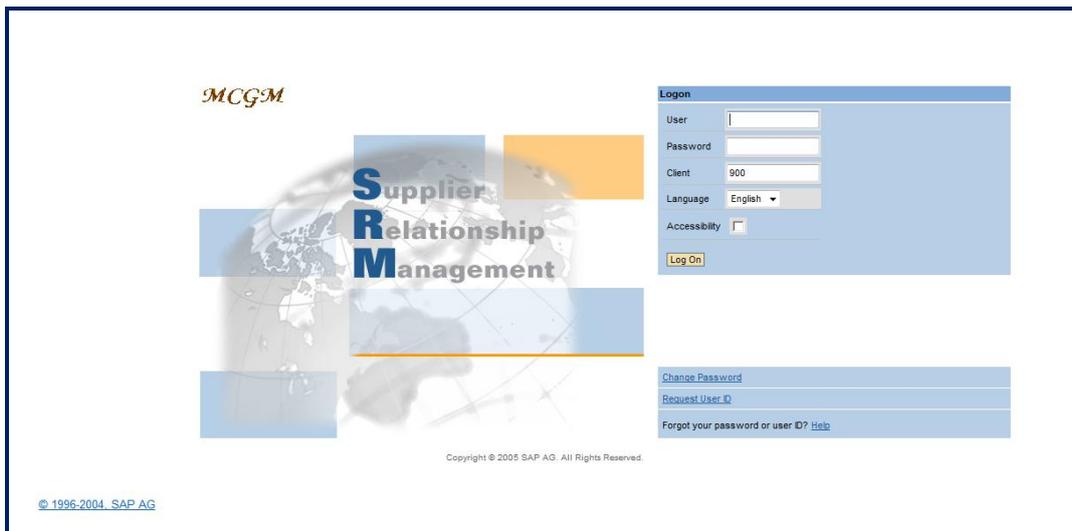
- Click on “Tenders” tab



- 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

- List of Bid invitation, display current Bid invitations.

Number	Name	Trans\_Type	Start Date	End Date	Bid Status	Action
7100054156	ASD Multiple Scenario	Three stage Bid	10-18-2015 12:04:00	10-18-2015 13:30:00	No Bid Created	[Icons]
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	[Icons]
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	[Icons]
7100053962	ASD\_test for %	Three stage Bid	10-12-2015 17:35:00	10-17-2016 13:00:00	Held	[Icons]
7100053689	Urvashti\_Nrate	Three stage Bid	10-04-2015 16:17:00	10-04-2016 17:15:00	Held	[Icons]
7100053386	Test Case	Three stage Bid	09-23-2015 09:45:00	10-23-2015 16:00:00	Bid submitted	[Icons]
7100050746	Sewrage operation department	Three stage Bid	04-08-2015 16:10:00	04-08-2025 15:00:00	Held	[Icons]
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	[Icons]
7100014352	Test Case for Vendor Visibilty	Three stage Bid	06-09-2014 15:50:00	02-19-2024 15:59:00	No Bid Created	[Icons]
		Three stage Bid	02-25-2014 10:50:00	03-04-2014 11:00:00	Held	[Icons]

### 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 Proceed

Continue

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

- Click “continue” to proceed.

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

Municipal Corporation of Greater Mumbai offers "Online Payment System" for payment of charges of selected service. Currently we offer payment through following:

1. Net Banking

Please read the following instructions before performing any actions:

1. Do not press "Refresh" on your browser OR "F5" key on keyboard, this may terminate your transaction.
2. Do not close the browser while your transaction is in progress.
3. Closing the browser or refreshing requires refilling of the whole form.
4. On completion of the transaction, Please note the transaction number.

Disclaimer - Terms and Conditions

These terms and conditions govern the use of the Payment Gateway (hereinafter referred to as "Terms of Usage"). The Payment Gateway is the facility provided by banks and other aggregator agencies to make online payments from your existing banking account. These terms and conditions shall be effective immediately. All amended terms shall automatically become effective immediately. By using the Payment Gateway, you agree to be bound by the Terms of Usage and the Terms of Usage of the Payment Gateway.

All transactions through the Payment Gateway shall be processed in Indian Rupees only and shall be governed and construed in accordance with the laws of India.

I / We Agree

Click “Pay” tab.

I / We Agree

**Total Amount : 2.00**

Click here to Pay Online



(Service Charge Rs 20/-. Subject to change)

Pay

- 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

AXIS BANK

citibank

HDFC BANK

ICICI Bank

Kotak Mahindra Bank

State Bank of India

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

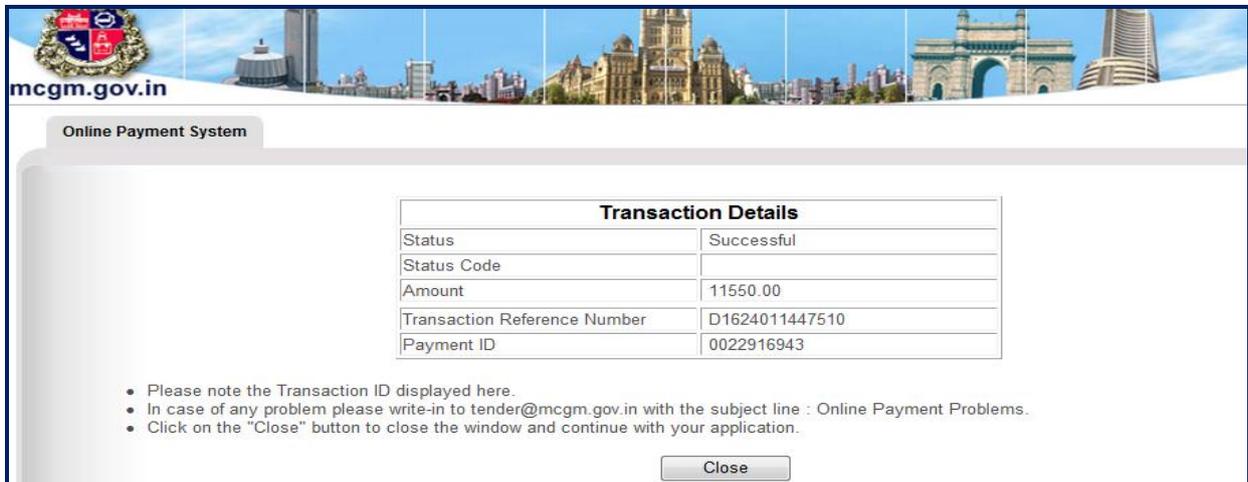
User ID

Password

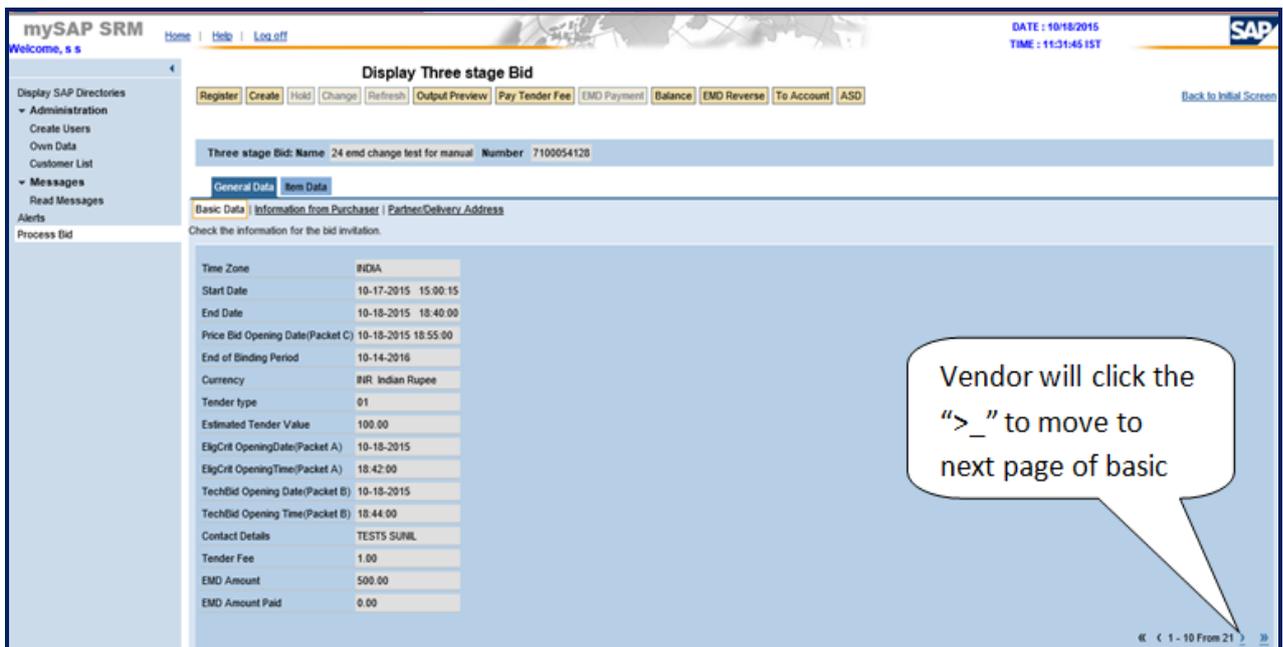
Log-in >

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.



- 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.



General Data		Item Data
<a href="#">Basic Data</a>   <a href="#">Information from Purchaser</a>   <a href="#">Partner/Delivery Address</a>		
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	

Collaboration

[Collaboration Bid Invitatr 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	

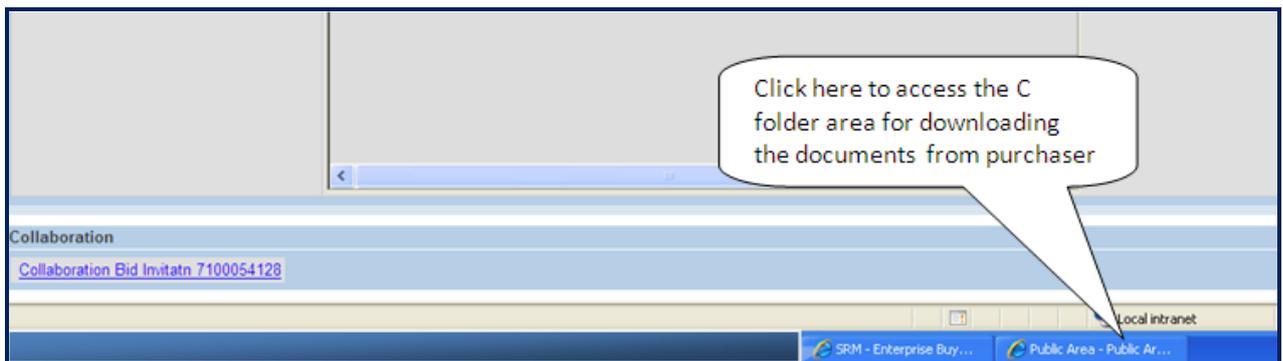
Corrigendum Text No Fixed Value Selected

Message from webpage

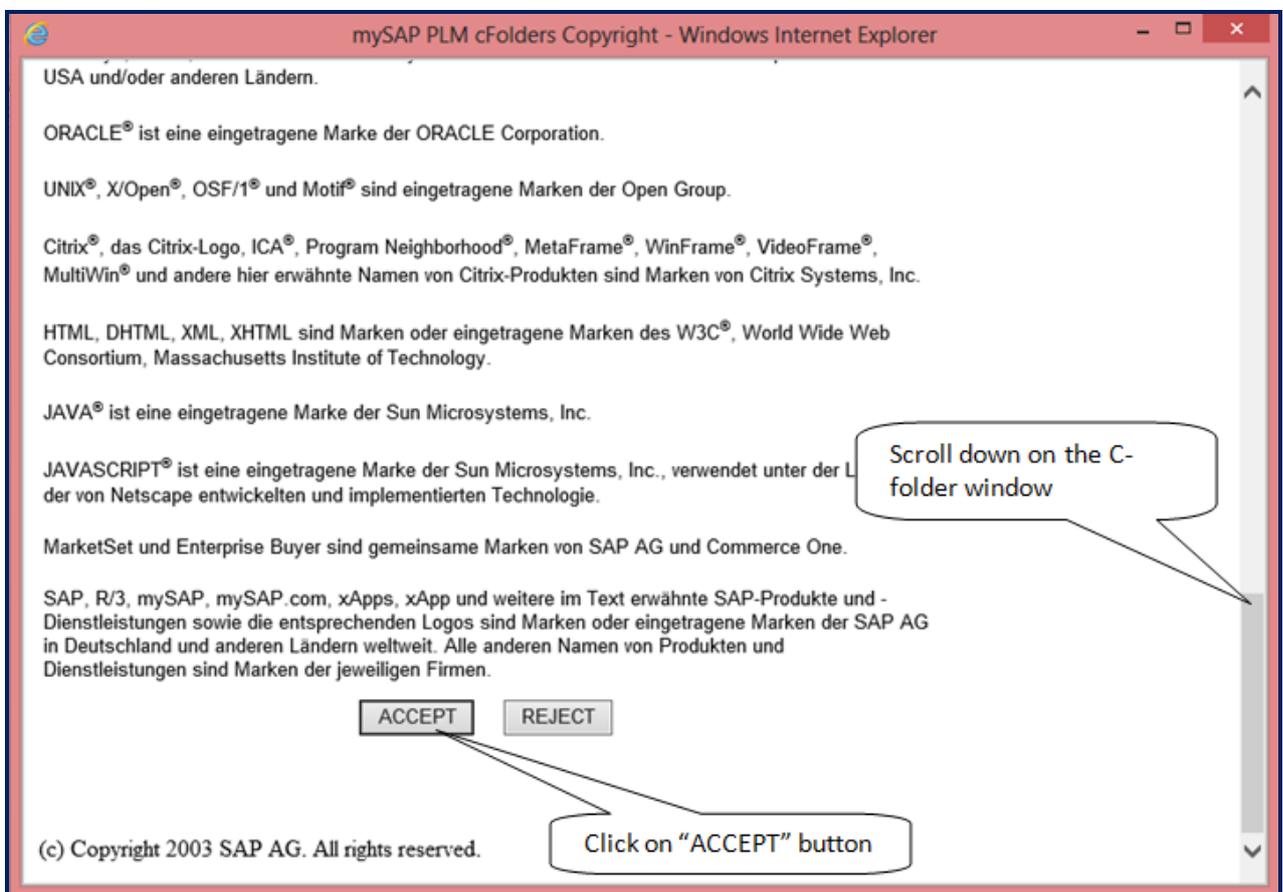
Application is starting...

OK

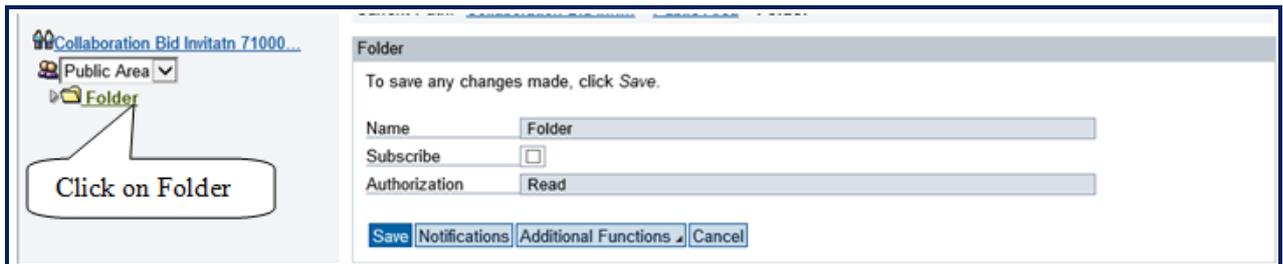
- C-folder opened and minimized in separate window.



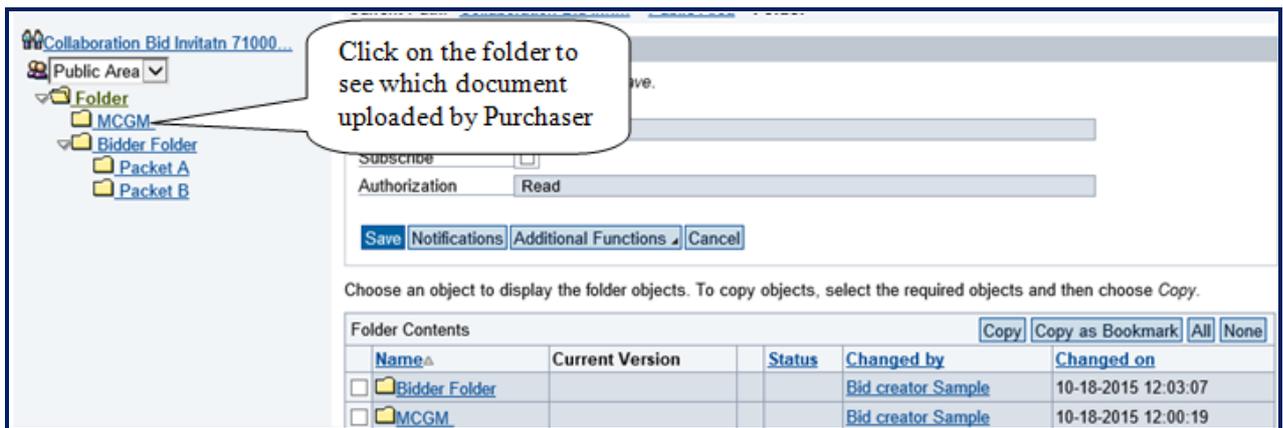
- First time users of C-folder see following screen.
- Click **“Accept”** button to proceed further.



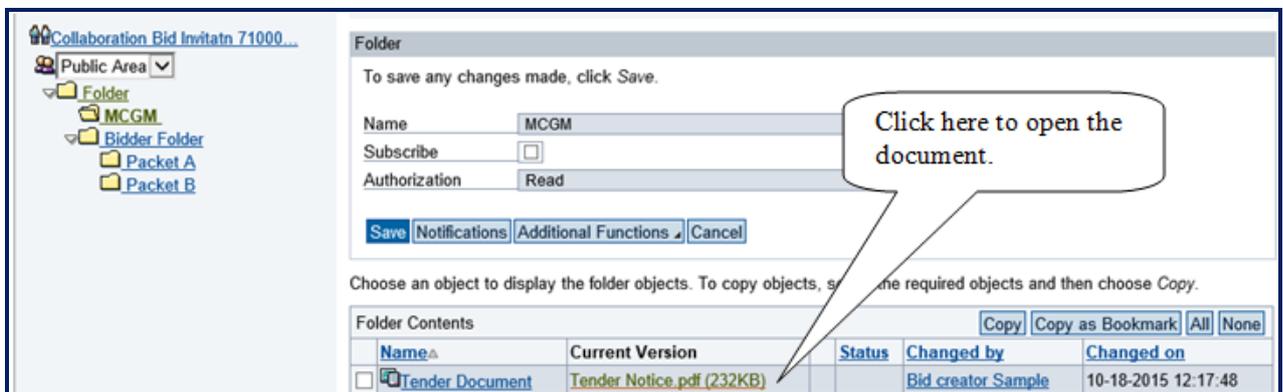
- Click “Folder”



- 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

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

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

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

Price Bid Opening Date

End of Binding Period

Currency INR Indian Rupee

Message from webpage

I confirm that - I fulfill all eligibility criteria, technical criteria required for this Tender Invitation.

OK Cancel

Click on “OK”

- Click “OK” to proceed.

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

Price Bid Opening Date

End of Binding Period

Currency INR Indian Rupee

Message from webpage

You have been registered. You will be informed of BI changes via e-mail

OK

Click on “OK”

- Click “OK” to proceed.

## 6. Create Bid

Click "Create" button

**Display Three stage Bid**

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

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

General Data | Item Data

Basic Data | Information from Purchaser | Partner | Party 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

- System display below message

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: [ ] [ ]

Terms of Payment: [ ]

Currency: INR Indian Rupee

**Message from webpage**

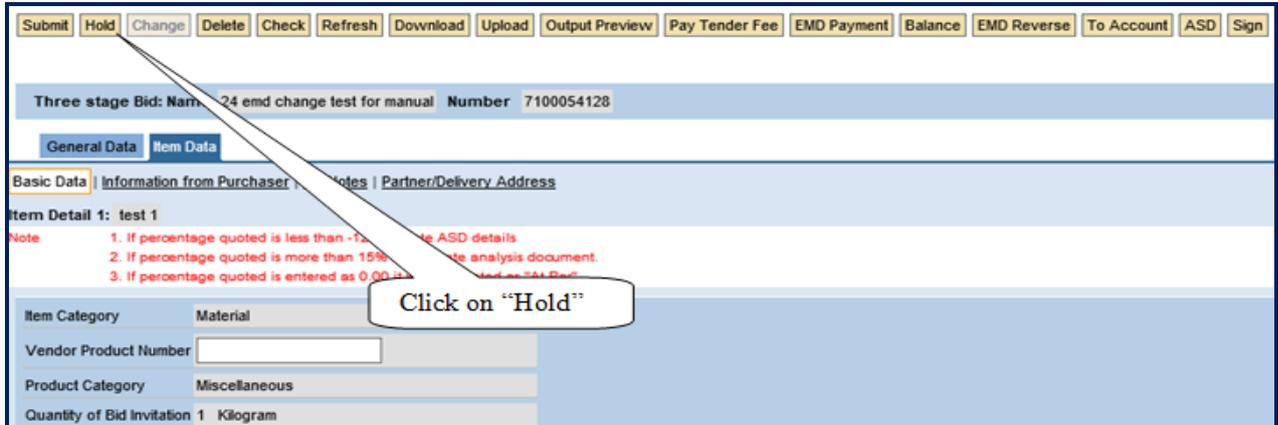
⚠ Bid 24 EMD Testing create

OK

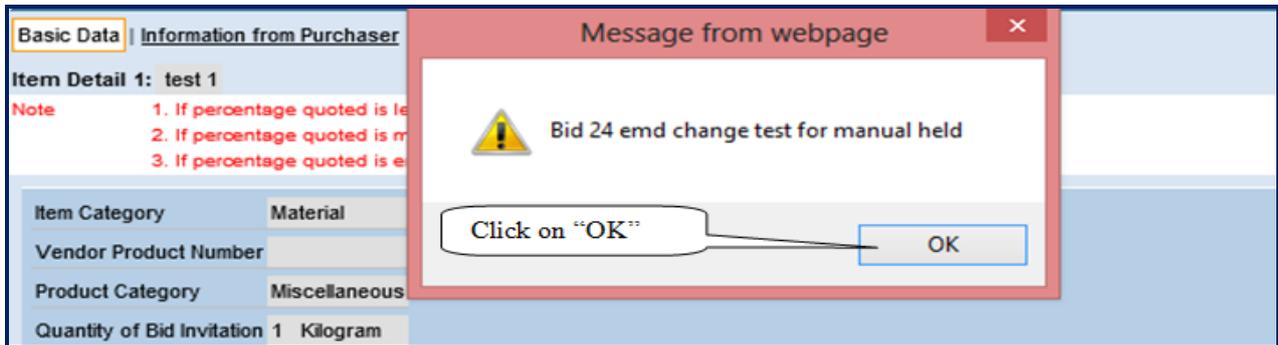
- Click "OK" to proceed.

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

- Click “Hold” button



- System display message, indicates bid is held



Click “Change” tab for further bid processes.



## 7. Online EMD Payment

- Click “EMD Payment” tab to pay EMD 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

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	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”

**Vendor eWallet Balance Details**

Available Balance - **99999880.00**

Transaction Amount - **500.00**

Remarks - EMDPayment

**PROCEED TO PAYMENT** **CANCEL**

- System display transaction details as below.

**Online Payment System**

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

- 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** **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"/>  <input type="text"/>
Terms of Payment	<input type="button" value="v"/>
Currency	INR Indian Rupee
Created on	18.10.2015 13:58:03
Last processed on	18.10.2015 13:58:03 by 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="button" value="v"/>
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.

**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.

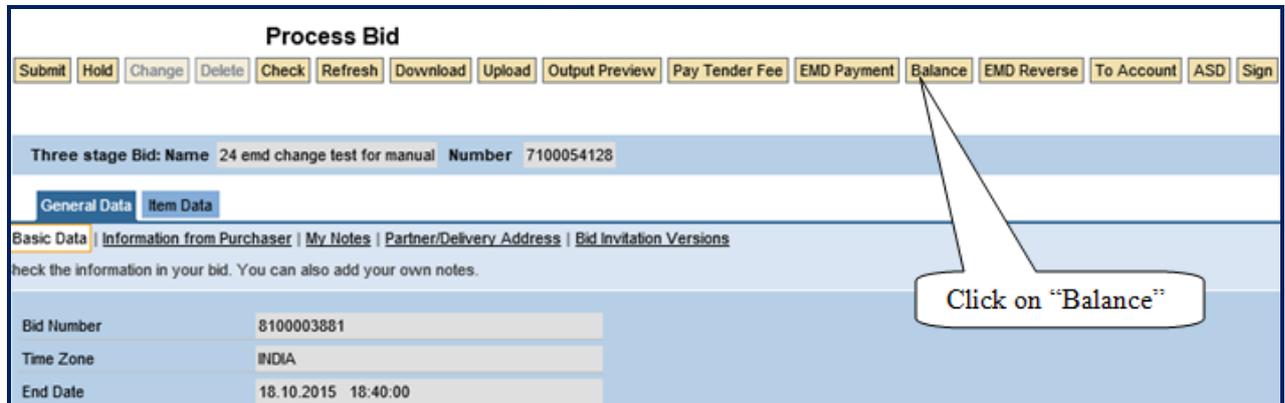
Bid Number	8100003881
Time Zone	INDIA
End Date	18.10.2015 18:40:00

**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

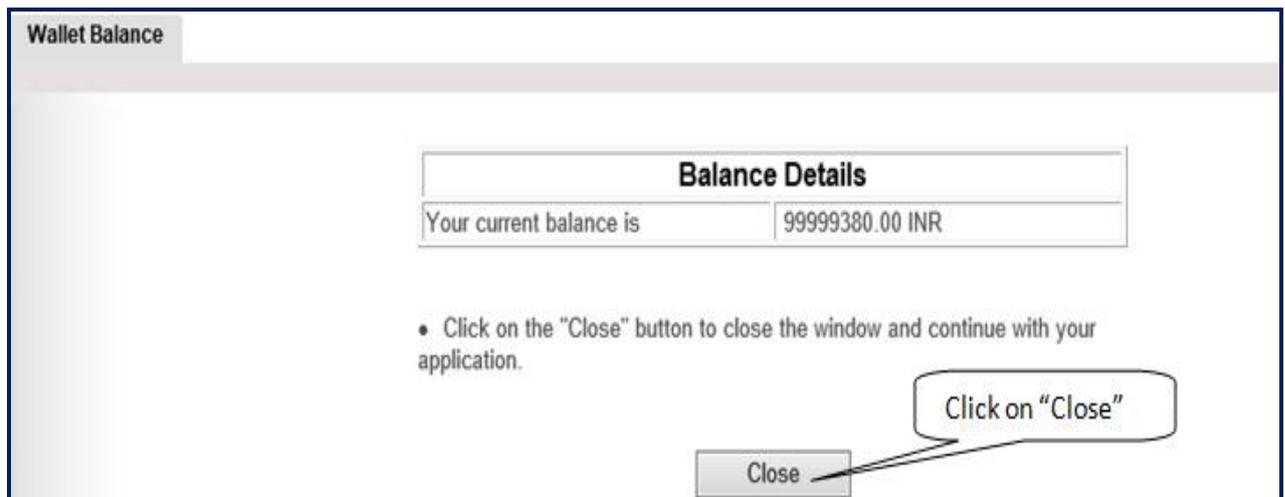


The screenshot shows the 'Process Bid' interface. At the top, there is a navigation bar with buttons: Submit, Hold, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. Below this, the 'Three stage Bid' information is displayed: Name '24 emd change test for manual' and 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', 'Partner/Delivery Address', and 'Bid Invitation Versions'. A note says 'Check the information in your bid. You can also add your own notes.' Below this is a table with bid details:

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

A callout box points to the 'Balance' button in the top navigation bar, with the text 'Click on “Balance”'.

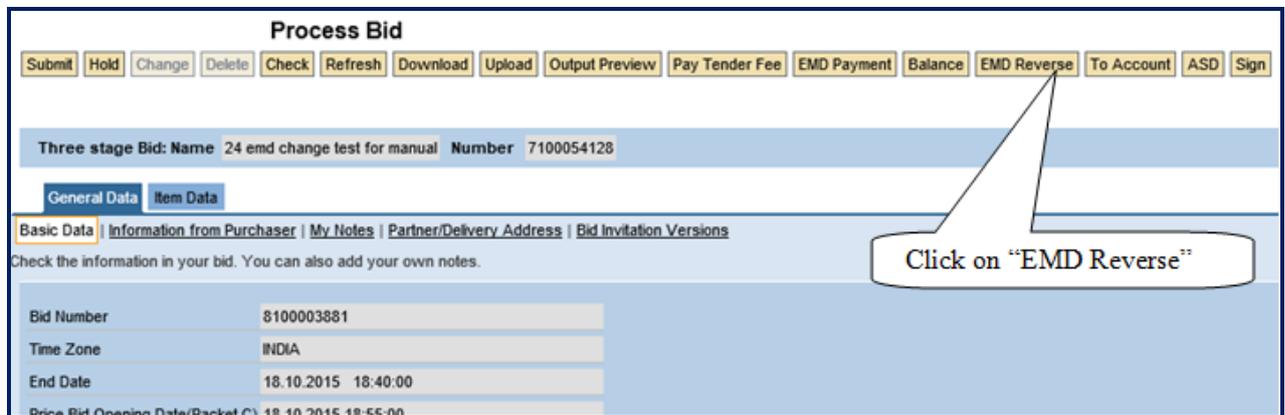
- Balance details will be appeared as below.



The screenshot shows the 'Wallet Balance' window. It has a title bar 'Wallet Balance' and a main content area. In the center, there is a box titled 'Balance Details' containing the text 'Your current balance is' followed by '99999380.00 INR'. Below this, there is a list item: '• Click on the “Close” button to close the window and continue with your application.' At the bottom right, there is a 'Close' button. A callout box points to the 'Close' button, with the text '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 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, the 'EMD Reverse' button is highlighted with a callout box that says 'Click on “EMD Reverse”'. The main content area shows bid details: 'Three stage Bid: Name 24 emd change test for manual Number 7100054128'. There are tabs for 'General Data' and 'Item Data'. Below these are links for 'Basic Data', 'Information from Purchaser', 'My Notes', 'Partner/Delivery Address', and 'Bid Invitation Versions'. A table displays bid information:

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

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

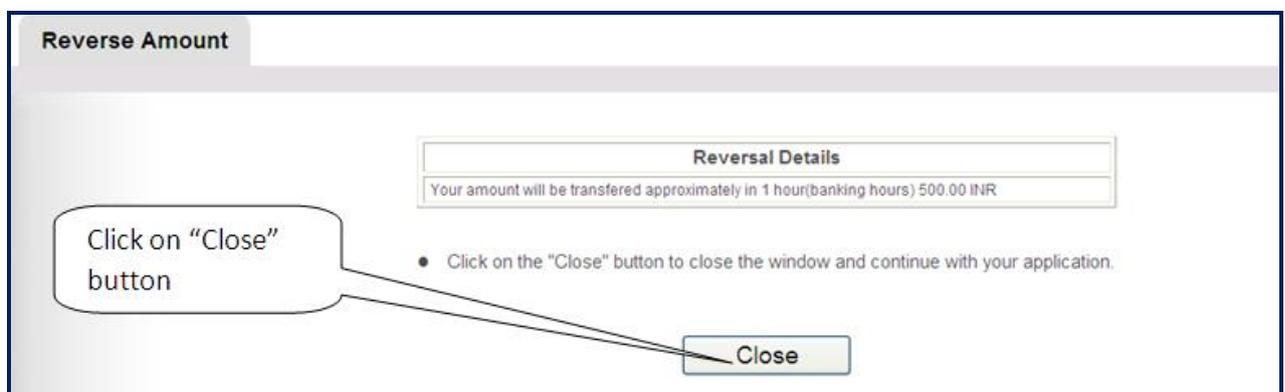
- “Cancel” Tab cancels the reversal procedure
- “Continue” Tab proceeds further



The screenshot shows a dialog box titled 'Reversal Amount'. It contains 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 a dialog box titled 'Reverse Amount'. It contains 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="text"/>
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

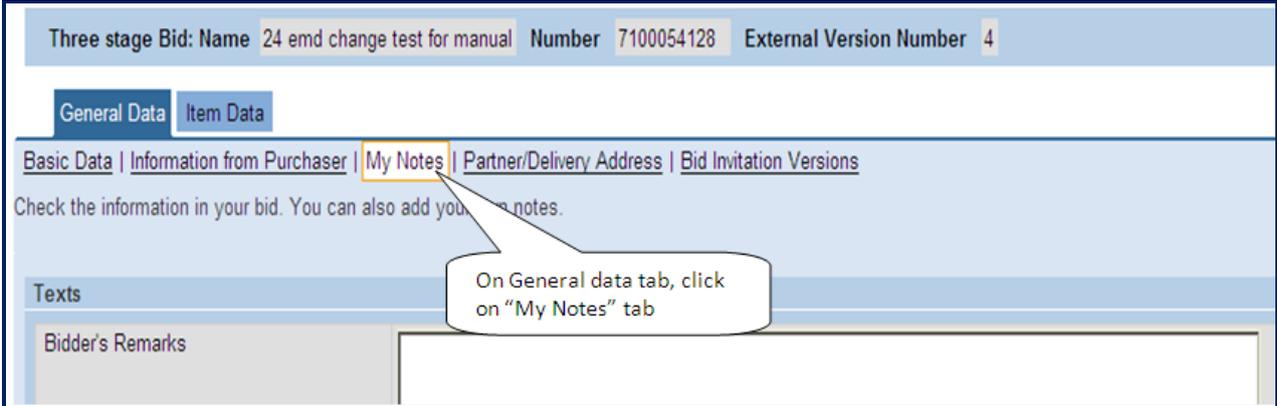
After EMD Reverse, system shows EMD Amount paid as 0.00

**NOTE:**

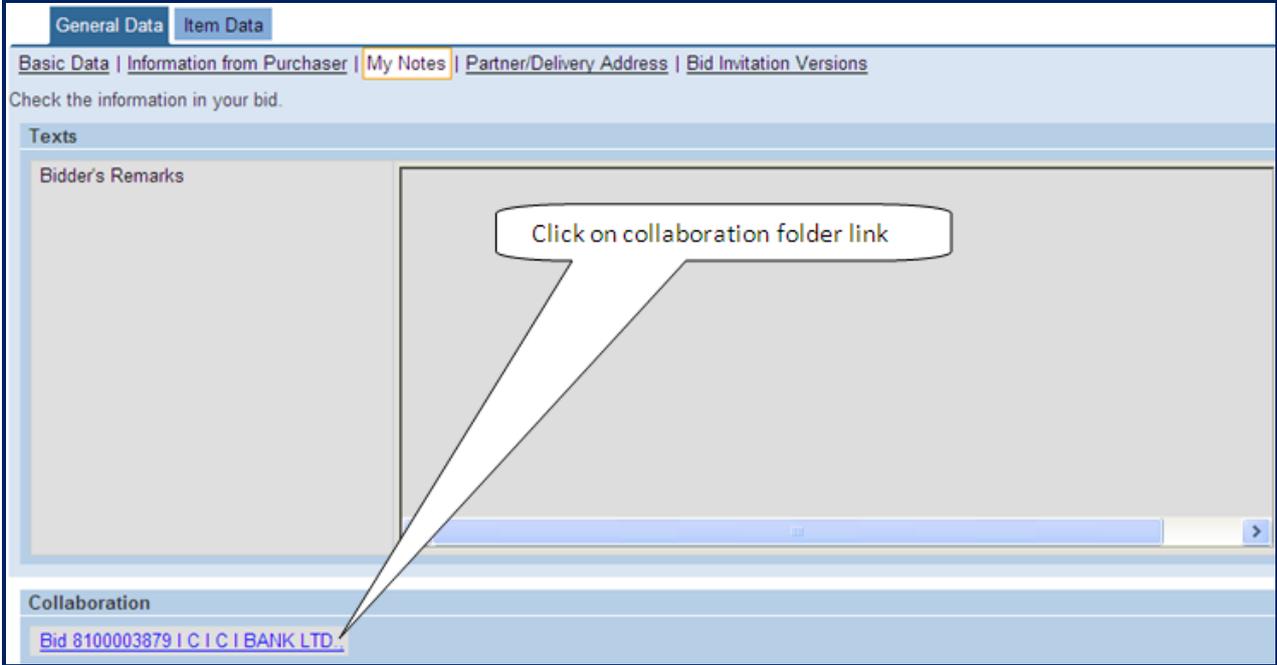
- In case of “**Bid Submitted**” status, EMD reversal is not possible
- In case of “**Held**” status of the bid, EMD reverse is possible at any time.
- It will take approximately one hour (during banking hours and on days other than banking holidays) to reflect the balance in the wallet for reversals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

# 10. Uploading of Documents by Vendor

- To Upload the Documents Click "My Note" Tab

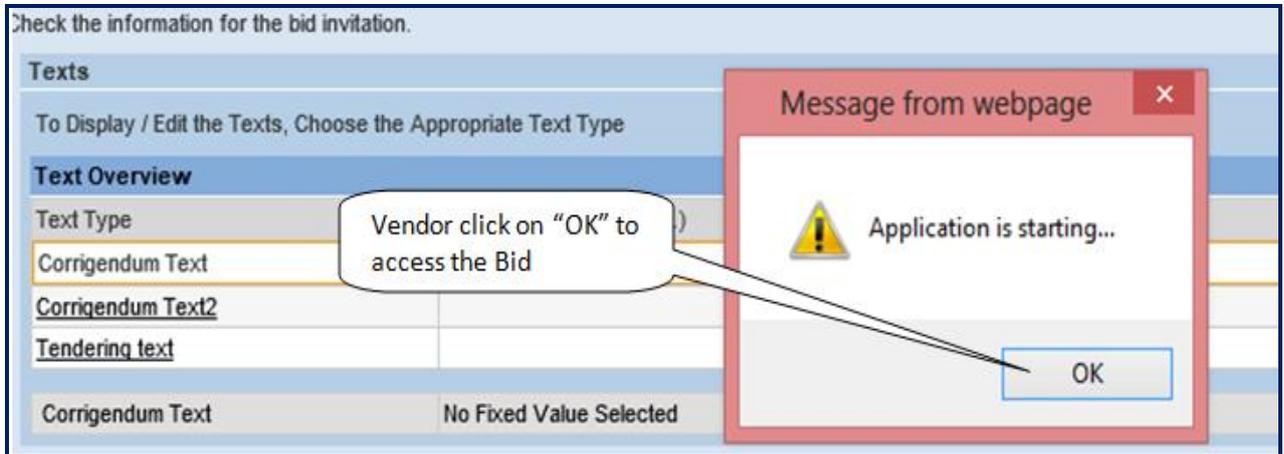


- Click "Collaboration link"



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

- Click “OK” to proceed



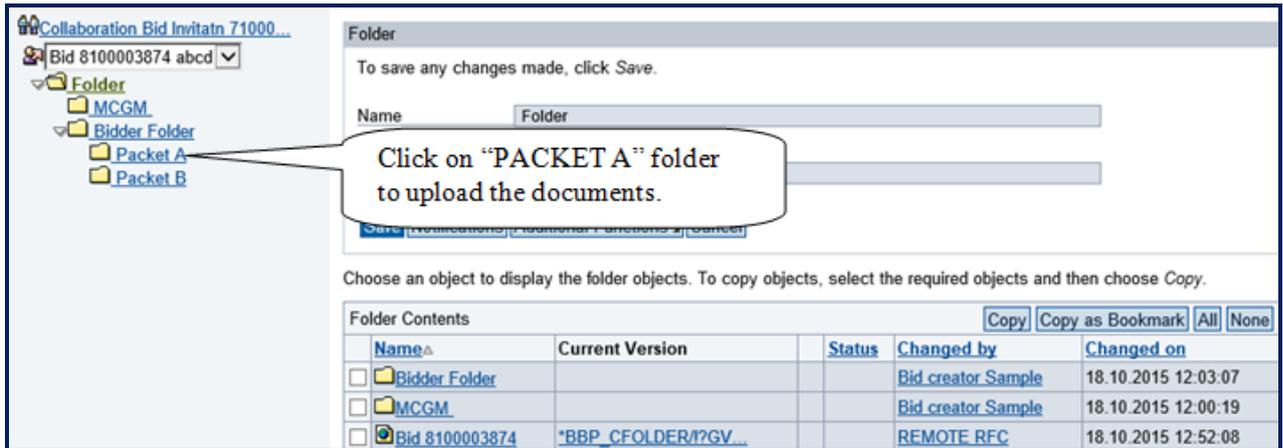
- C-folder opened and minimized in separate window



- C Folder Screen as below.



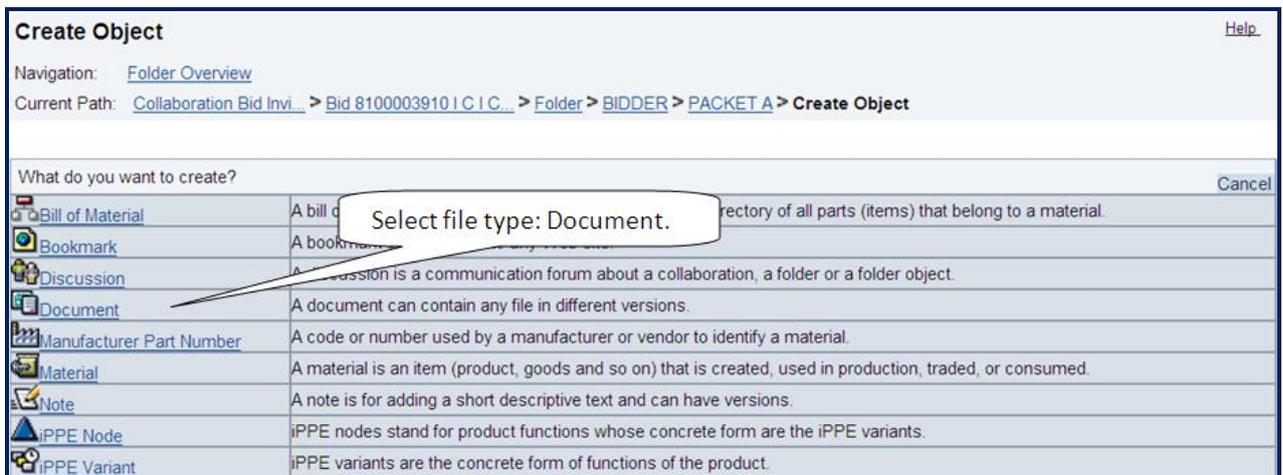
- Below Two Folders are available to upload Document. “PACKET A” and “PACKET B”



- Click "Create" to upload document.



- Click "Document" to proceed further



- 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 Do

Create Document

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

Name

Description

Subscribe

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

Upload Local File  
 Create File Later

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

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](#)

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

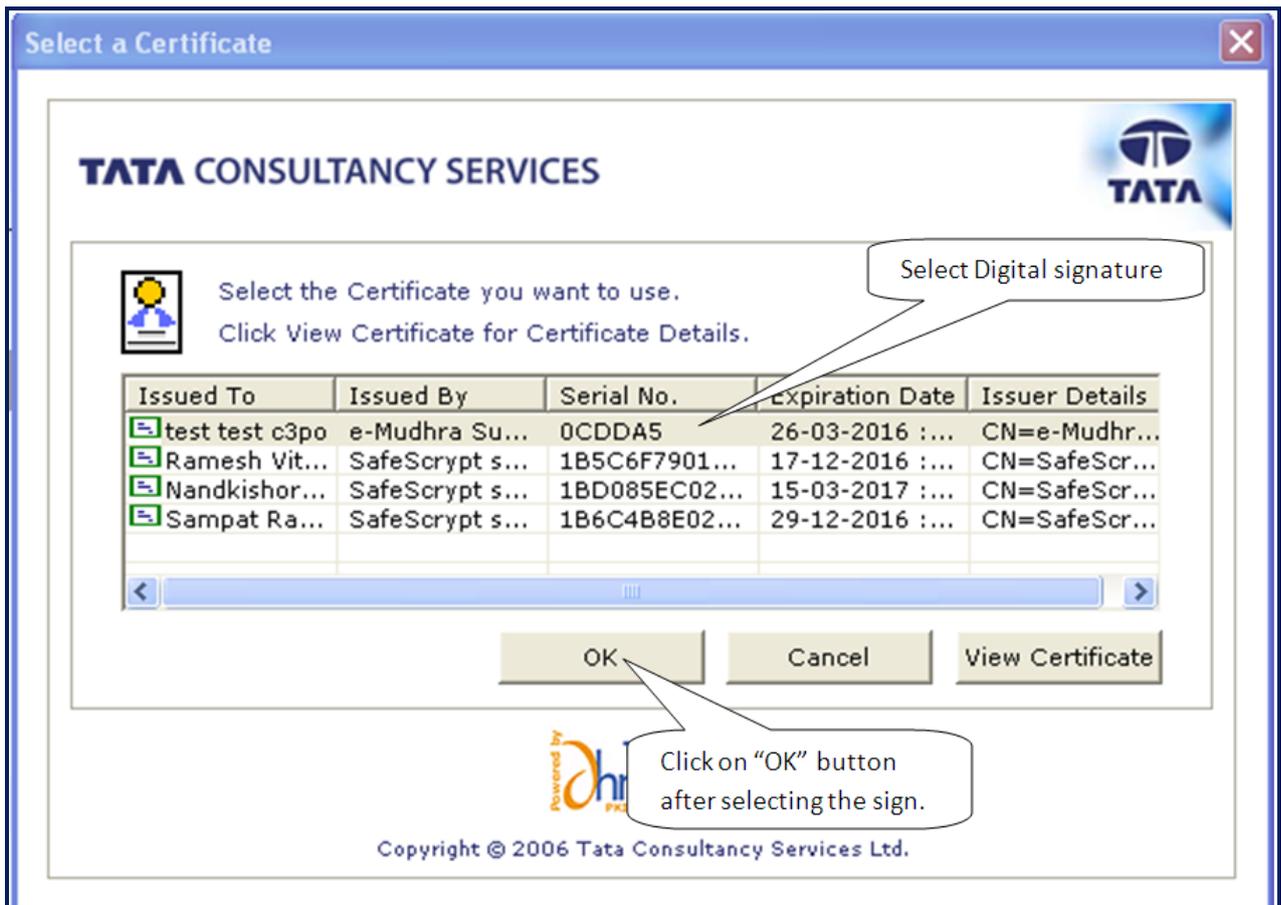
To select the required file, choose *Browse* and then *Save*.

C:\Documents and Settings\mcm\My Documents\... [Browse...](#)

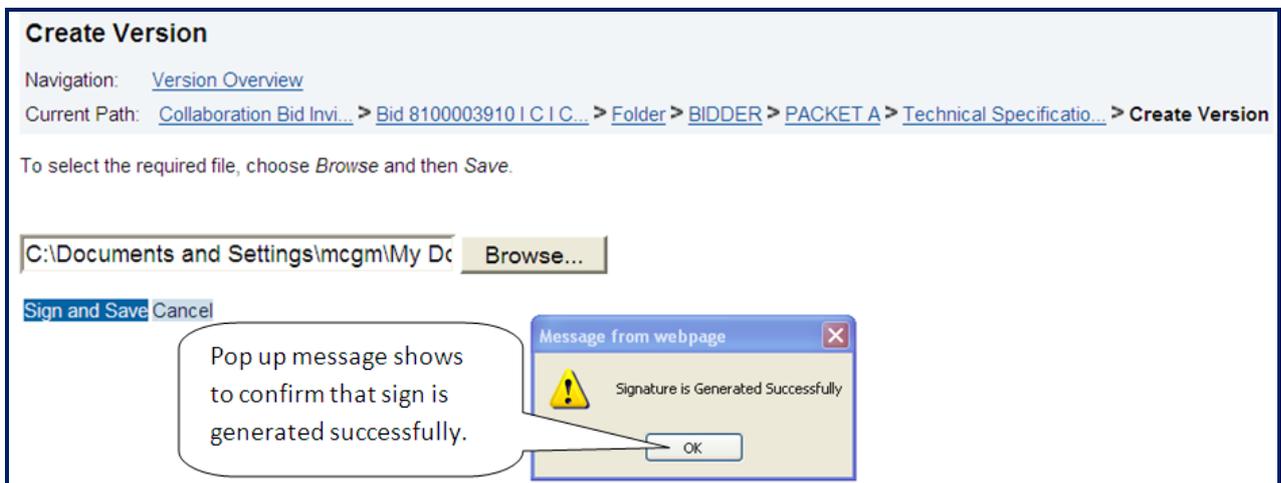
[Sign and Save](#) [Cancel](#)

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"   
 If you have made changes, 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 <sup>Δ</sup>	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

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"

Note

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”

General Data | Item Data

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

< Back **Continue** > Back to Item Overview

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	

Percentage Variation Quoted tab "-13"

Message generated to fill ASD details.

2 Messages

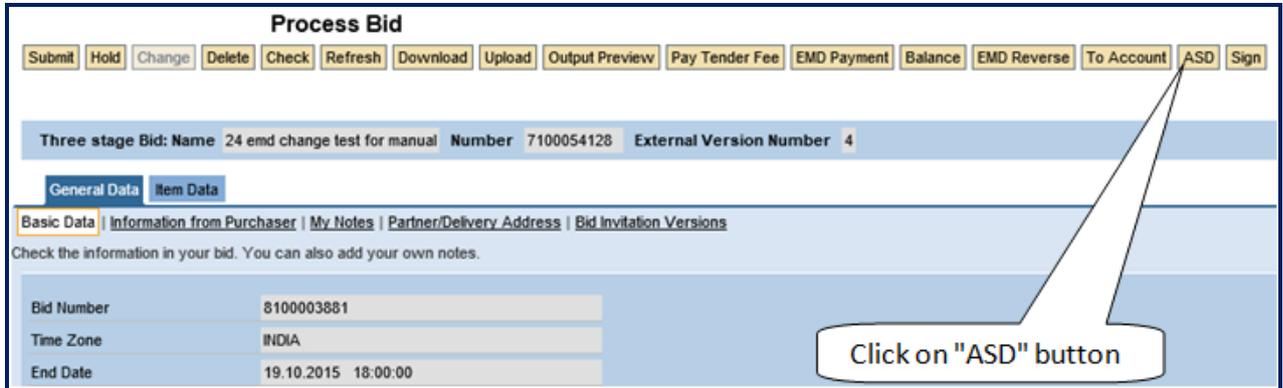
	Please fill ASD details as percent quoted less than -12 (Item 1)
	Percent 0.00 will be treated as "At Par" (Item 3)

**NOTE:**

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

## 12. Online ASD Payment

- Click “ASD” tab to pay ASD Amount.

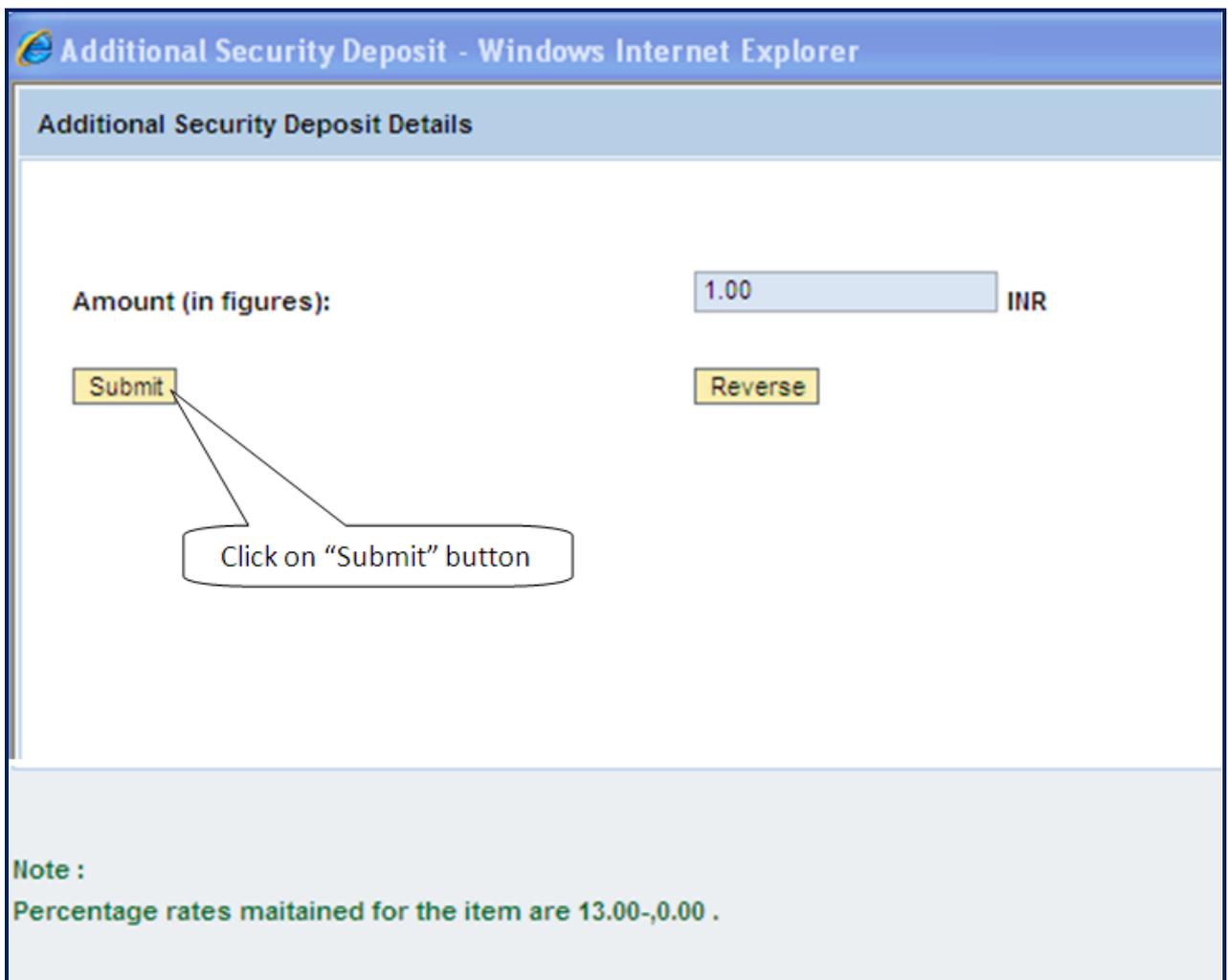


The screenshot shows the 'Process Bid' interface. At the top, there is a navigation bar with buttons: Submit, Hold, Change, Delete, Check, Refresh, Download, Upload, Output Preview, Pay Tender Fee, EMD Payment, Balance, EMD Reverse, To Account, ASD, and Sign. Below this, the bid details are displayed: 'Three stage Bid: 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 links for 'Basic Data', 'Information from Purchaser', 'My Notes', 'Partner/Delivery Address', and 'Bid Invitation Versions'. A note says 'Check the information in your bid. You can also add your own notes.' Below this is a table with bid details:

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

A callout box points to the 'ASD' button with the text 'Click on "ASD" button'.

- Verify ASD amount, then click “Submit”



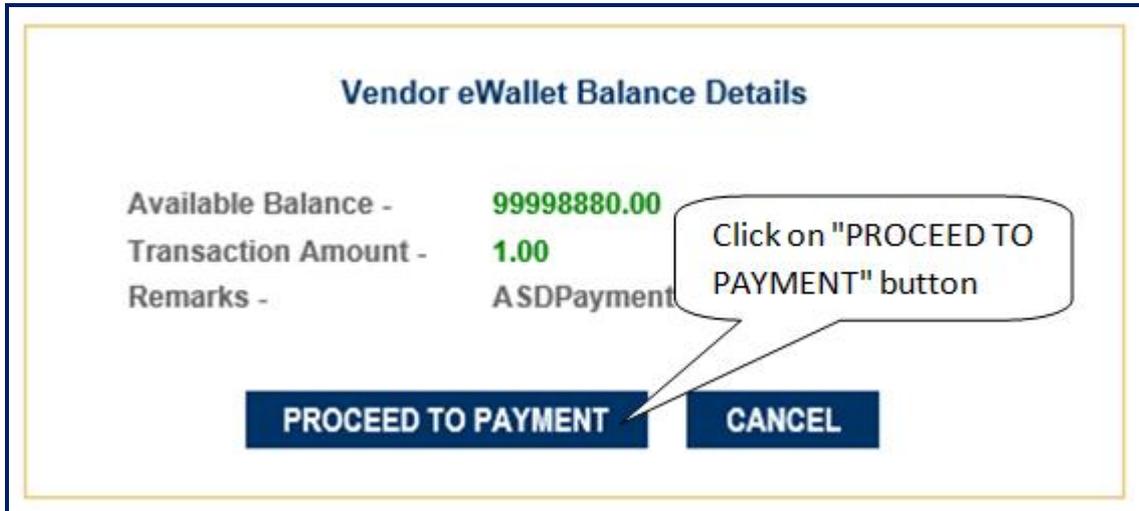
The screenshot shows the 'Additional Security Deposit - Windows Internet Explorer' window. The title is 'Additional Security Deposit Details'. The form contains the following elements:

- 'Amount (in figures):' label followed by a text input field containing '1.00' and the currency 'INR'.
- 'Submit' button.
- 'Reverse' button.

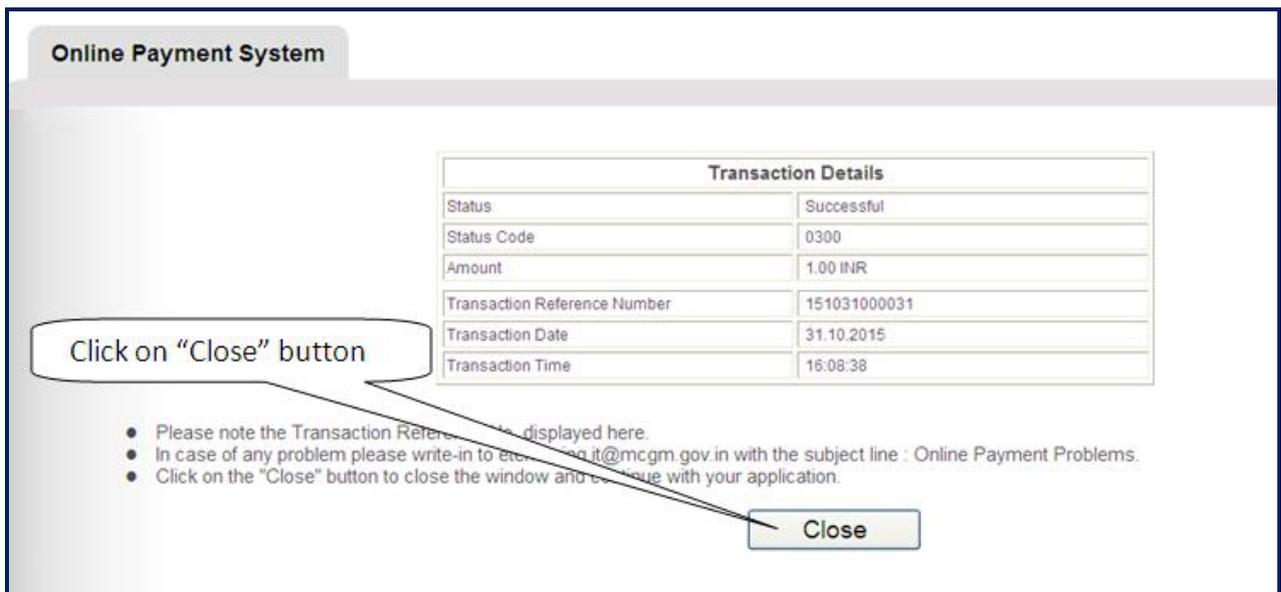
A callout box points to the 'Submit' button with the text 'Click on "Submit" button'.

**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”**



- System display transaction details as below



- 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

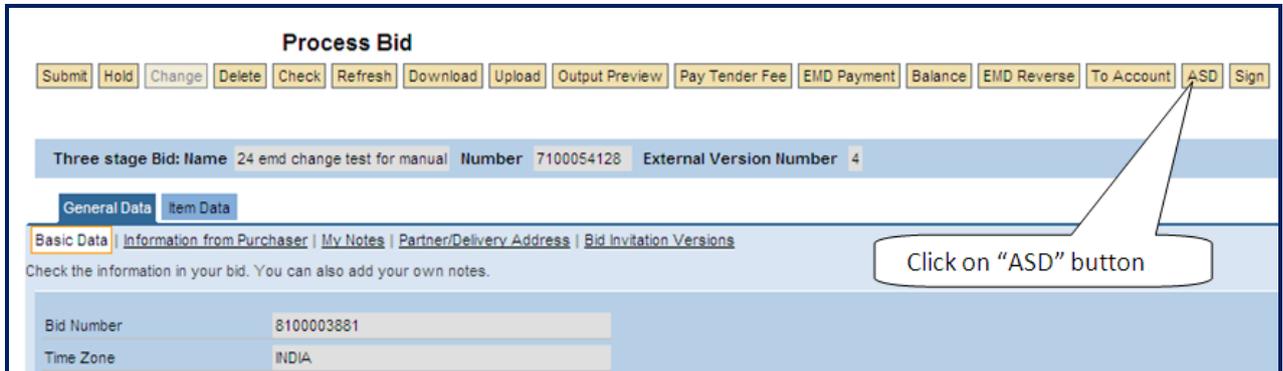
- After ASD payment system shows ASD Amount paid by Bidder

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

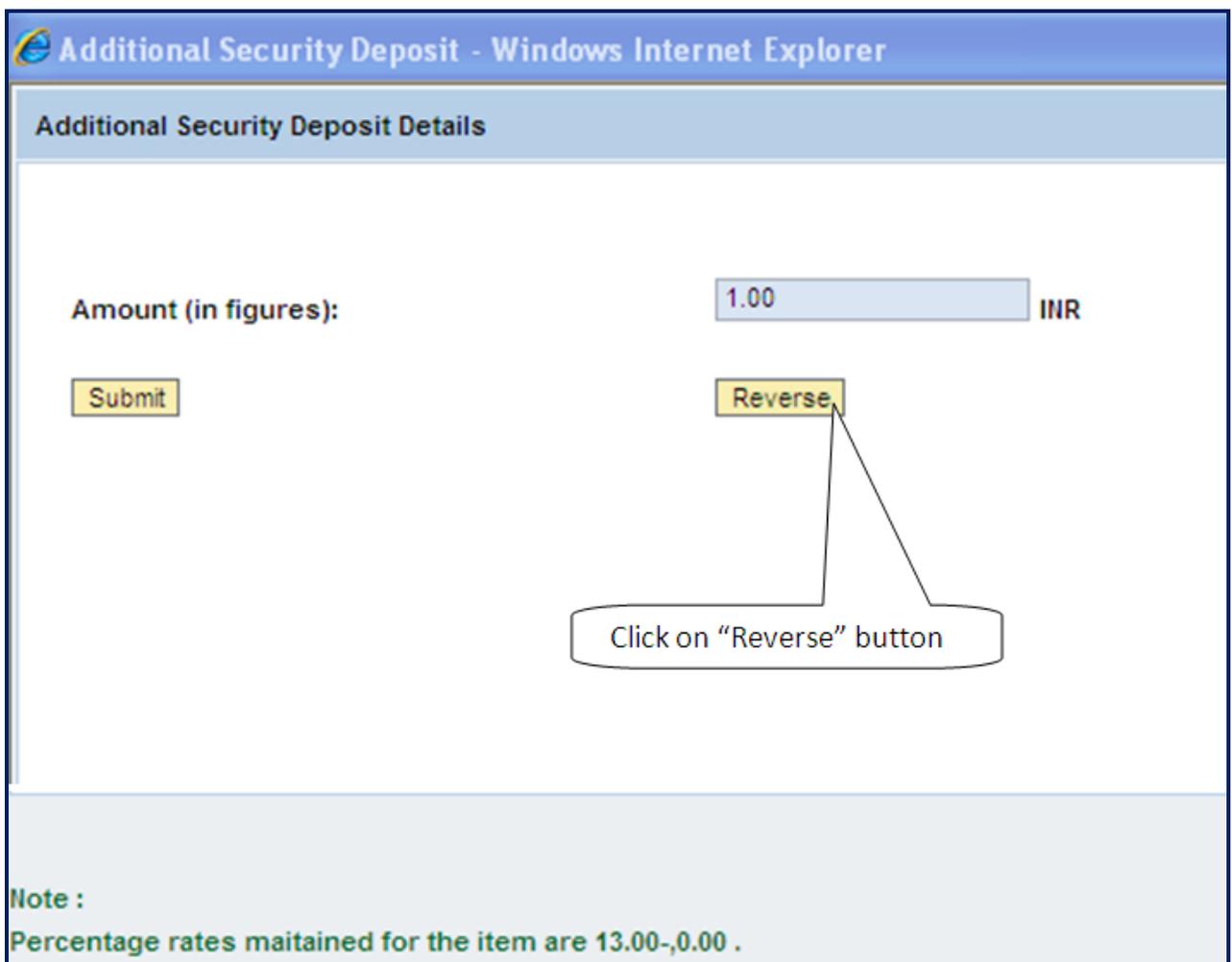
## 13. Reverse ASD Payment

- Click “ASD” Tab for reversing ASD Amount.



The screenshot shows the 'Process Bid' interface. At the top, there is a 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, there are fields for 'Three stage Bid: Name' (24 emd change test for manual), 'Number' (7100054128), and 'External Version Number' (4). There are tabs for 'General Data' and 'Item Data'. Below the tabs, there are links for 'Basic Data', 'Information from Purchaser', 'My Notes', 'Partner/Delivery Address', and 'Bid Invitation Versions'. A text prompt says 'Check the information in your bid. You can also add your own notes.' Below this, there are input fields for 'Bid Number' (8100003881) and 'Time Zone' (INDIA). A callout box points to the 'ASD' button with the text 'Click on “ASD” button'.

- Verify ASD amount, then click “Reverse”



The screenshot shows the 'Additional Security Deposit - Windows Internet Explorer' window. The title bar says 'Additional Security Deposit - Windows Internet Explorer'. The main heading is 'Additional Security Deposit Details'. Below this, there is a form with the following elements: 'Amount (in figures):' followed by a text input field containing '1.00' and a dropdown menu set to 'INR'. There are two buttons: 'Submit' and 'Reverse'. A callout box points to the 'Reverse' button with the text 'Click on “Reverse” button'. At the bottom, there is a 'Note : Percentage rates maintained for the item are 13.00,-0.00 .'.

- Confirmation message is as below.

**Reverse Amount**

**Reverse Details**

Your amount will be transferred 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

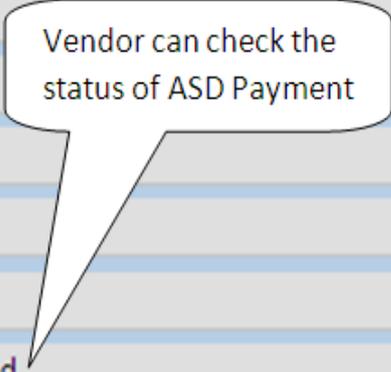
- As Reversed EMD payment status shows 0.00 Amount on 2<sup>st</sup> page of basic data

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

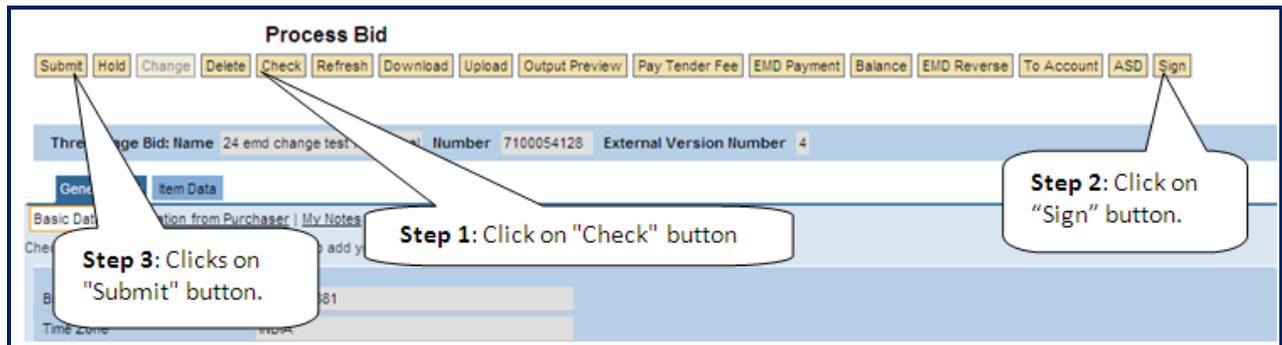


**NOTE:**

- 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.

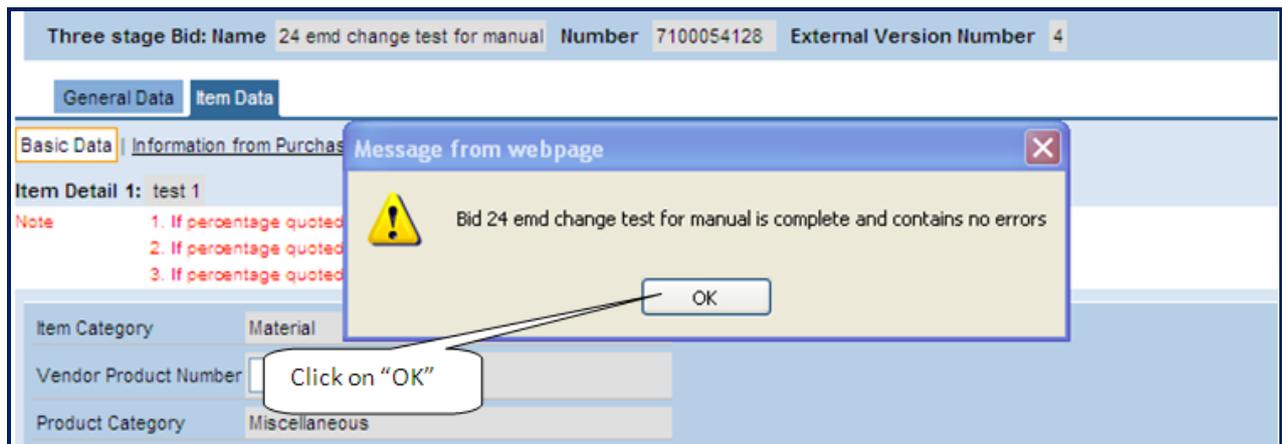
## 14. Submission of Bid.

- Step wise process shown as below.



### Step 1:

- Click "Check" for any errors if any.



### 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

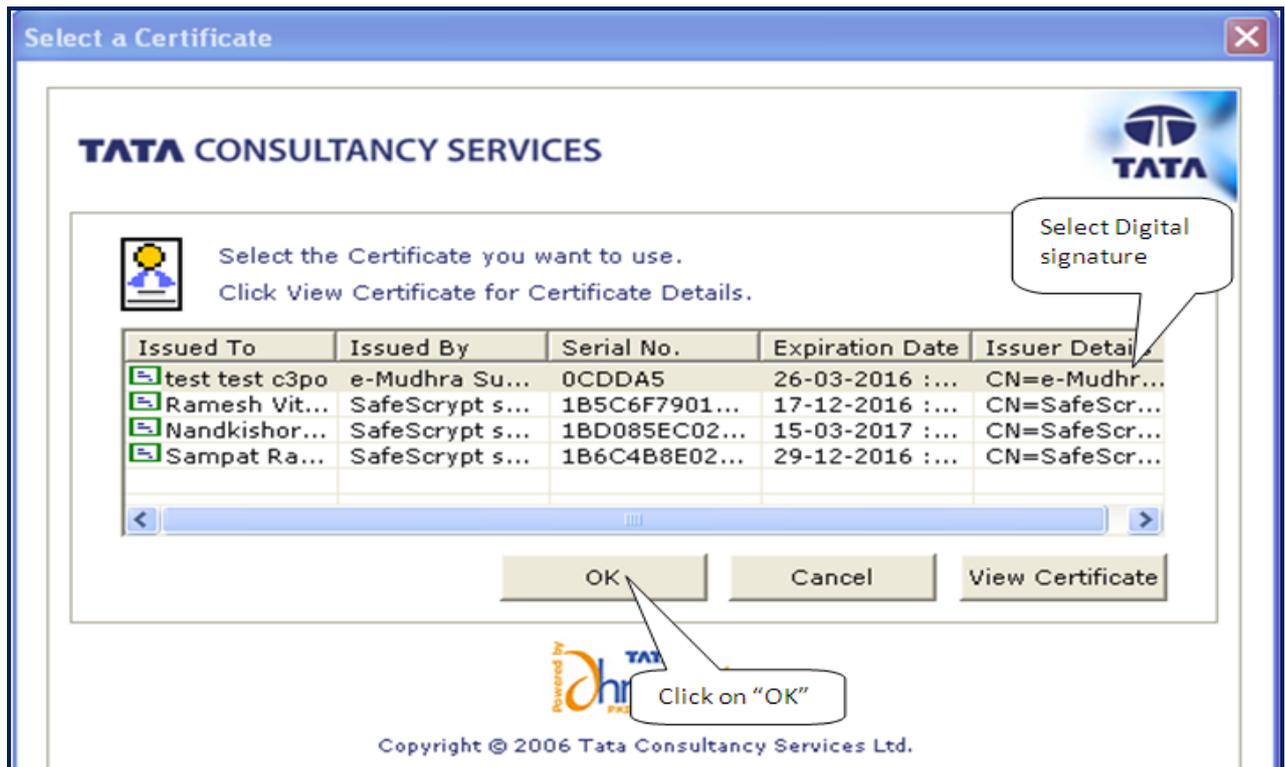
Check the information in your bid. You can also add your own notes.

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

**Message from webpage**

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**

Find Bid Invitations and Auctions

Number of Document:  Name:  Status: Current Bid Invitations 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	Expires	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 10:25:00	
<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"

## 16. Change Bid

- Click “change”

**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
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

**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
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"/> <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
- Vt

**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