SAP Implementation
At
Municipal Corporation Greater Mumbai

Supplier Relationship Management (SRM)

PERCENTAGE RATE BIDDING PROCESS
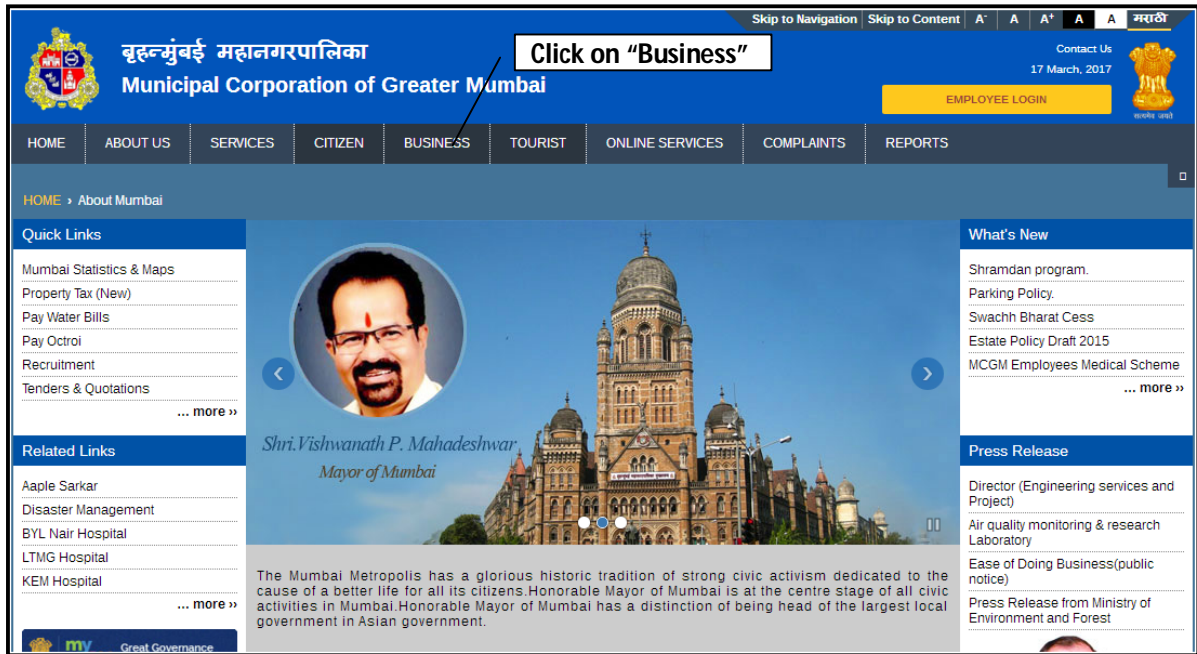
Version 2.4

Table of Contents

1. Vendor Registration Process

- Go to MCGM portal and click on **"Business"**

- Click on **"Tenders & Quotations"** and Click on **"Tender Manuals"**

- Go to **Pre-Requisites** section and Click on **"Vendor Registration Form"**

Quick Links			
Mumbai Statistics & Maps			
Property Tax (New)			
Pay Water Bills			
Pay Octroi			
Recruitment			
Tenders & Quotations			

Manuals | e-Tenders | Unified Schedule of Rates | Invoice Submission | Major Projects

Latest system update requirement for SRM e-tendering :
Computer Operating system minimum configuration : MS Windows XP Service Pack 03

E-Bidding Login	e-Tendering Login
Manual	**Instructions**
Registration Rules 2016 - Notice	Registration Rules Booklet 2016
User Manual for Vendors - Registration Process	Instructions to Vendors
User Manual for Vendors - Item Rate Bidding Process	Vendor Training
User Manual for Vendors - Percentage Rate Bidding Process	Articles of Agreement
Manual of procurement	Revised basic norms for registration of RMC plants w.e.f. 01.07.2011
GCC for CWC works	Special clause for Asphalting/Cement Concrete works
Registration Rules 2015	Medicine Product Registration Process
	Schedule Copy of Medicine Product Registration Process

Pre-Requisites	Templates
Browser Settings	Sample Contract Agreement for e-Quotation and Unstar Tenders
Browser Settings for SSL	Successful Bidder for e-Quotation and Unstar Tenders
CA Root certificate	r by MCGM for e-Quotation and Unstar Tenders
Vendor Registration Form	Sample contract agreement for CWC works
	Tender sample testing/verification for various medicines, medical devices etc.

Click on "Vendor Registration Form"

Vendor Registration form:

Please note – Vendors are required to mention in the application – "Request for Vendor no."

- 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.

Please note – Vendors are required to mention in the application (mention Vendor code in the application) – "Request for E-tendering Login User ID"

- After vendor no. generation vendor need to request for E-tendering Login User ID

- 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:

1. Use Digital Signature Certificate (Class-II / III Company Type).

2. Ensure that Digital Signature Certificate is only compatible to IE version 7 or higher (8 and 9). Operating System of Laptop/Desktop will require Windows XP service pack 3 or Windows 7, Windows 8 and Windows Vista.

3. Login to system as an administrator. For Windows Administrator Login, Please note that Windows 7 and higher version come with default User login account and not Administrator Login account.
   To enable Windows Administrator Account, you may refer to:
   http://www.askvg.com/how-to-enable-activate-hidden-administrator-account-in-windows-vista/

4. This system is not supported for Browsers like Google Chrome or Mozilla Firefox etc.

5. For users of Windows Vista OS, open IE by right clicking the IE short cut and select 'Run as Administrator'.

6. Browser settings require as per document published in MCGM Portal. Browser setting access three links from MCGM portal. Path as Below:

   MCGM Portal ➡ Business ➡ Tenders & Quotations ➡ Tender Manuals ➡ Pre-Requisites

Pre-Requisites	Templates
Browser Settings	Sample Contract Agreement for e-Quotation and Unstar Tenders
Browser Settings for SSL	Sample Letter of Acceptance From Successful Bidder for e-Quotation and Unstar Tenders
CA Root certificate	Sample Letter of Acceptance of offer by MCGM for e-Quotation and Unstar Tenders
Vendor Registration Form	Sample contract agreement for CWC works
	Tender sample testing/verification for various medicines, medical devices etc.

   6.1 Browser setting (2 Certificates available)
   http://portal.mcgm.gov.in/com.mcgm.atenders_overview/docs/IESettings1.zip

   6.2 Browser setting for SSL (3 Certificates available)
   http://portal.mcgm.gov.in/com.mcgm.atenders_overview/docs/IESettings1_SSL.zip

   6.3 CA Root certificate (1 Certificate available)
   http://portal.mcgm.gov.in/com.mcgm.atenders_overview/docs/CARoot_cer1.zip
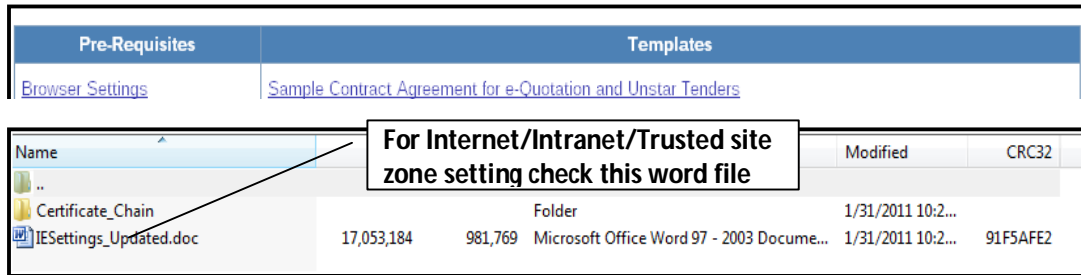
7. Maintain browser settings in **Internet/Intranet Zone** as well as **Trusted Site** Zone as per Manual available on MCGM Portal. Path is as below.

   MCGM Portal ➡ Business ➡ Tenders & Quotations ➡ Tender Manuals ➡ Pre-Requisites

   7.1 Browser setting (Word file is available)
   http://portal.mcgm.gov.in/com.mcgm.atenders_overview/docs/IESettings1.zip

Pre-Requisites	Templates
Browser Settings	Sample Contract Agreement for e-Quotation and Unstar Tenders

For Internet/Intranet/Trusted site zone setting check this word file

| Name				Modified	CRC32
..					
Certificate_Chain			Folder	1/31/2011 10:2...	
IESettings_Updated.doc	17,053,184	981,769	Microsoft Office Word 97 - 2003 Docume...	1/31/2011 10:2...	91F5AFE2

8. 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.mcgm.gov.in and https://portal.mcgm.gov.in and click on OK.

9. 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)



Name of Digital Signature Owner
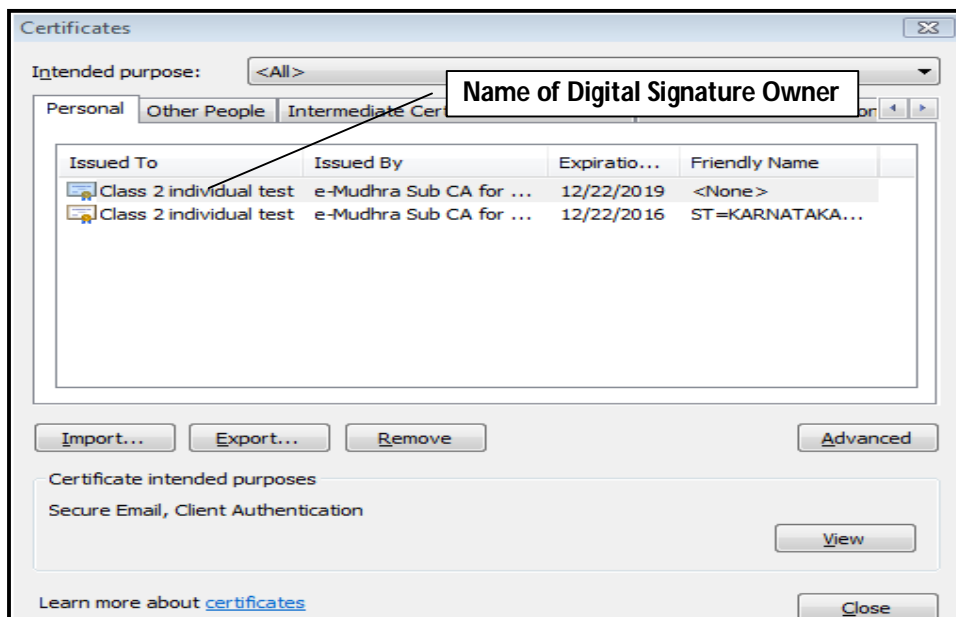
10. To change the browser mode (compatibility mode) in Internet Explorer version 10 and higher version. Do the following.

• Access the menu by pressing the ALT key to bring up the top menu and the go to Tools > Developer Tools, or press F12 on your keyboard
• In the bottom window of your web browser a new section will appear
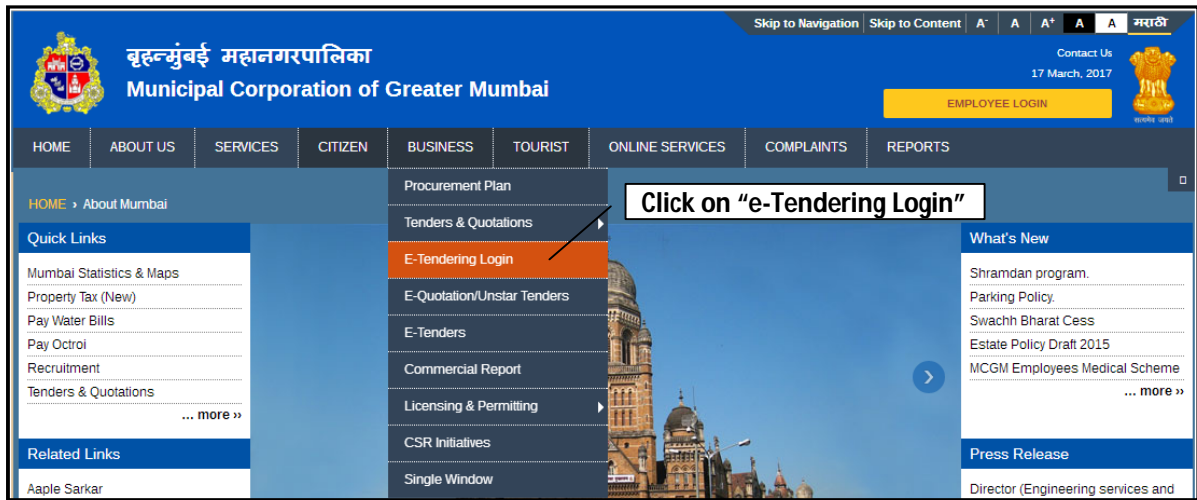• Scroll down to select browser mode

Select **the browser version**
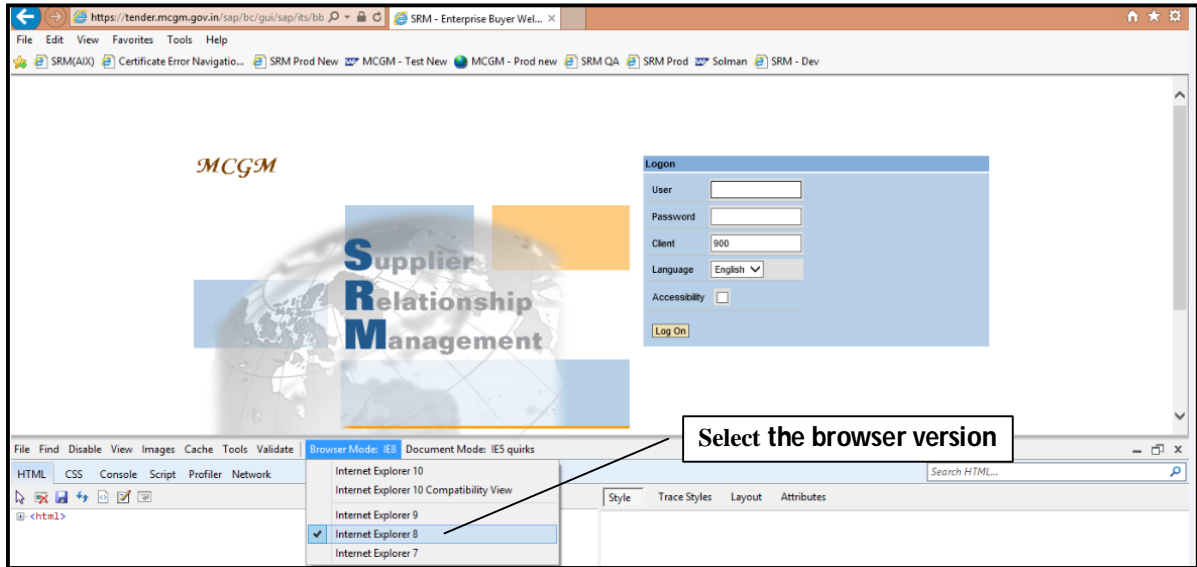
- Go through all the information available on MCGM portal.

- Link to access the MCGM Portal www.mcgm.gov.in
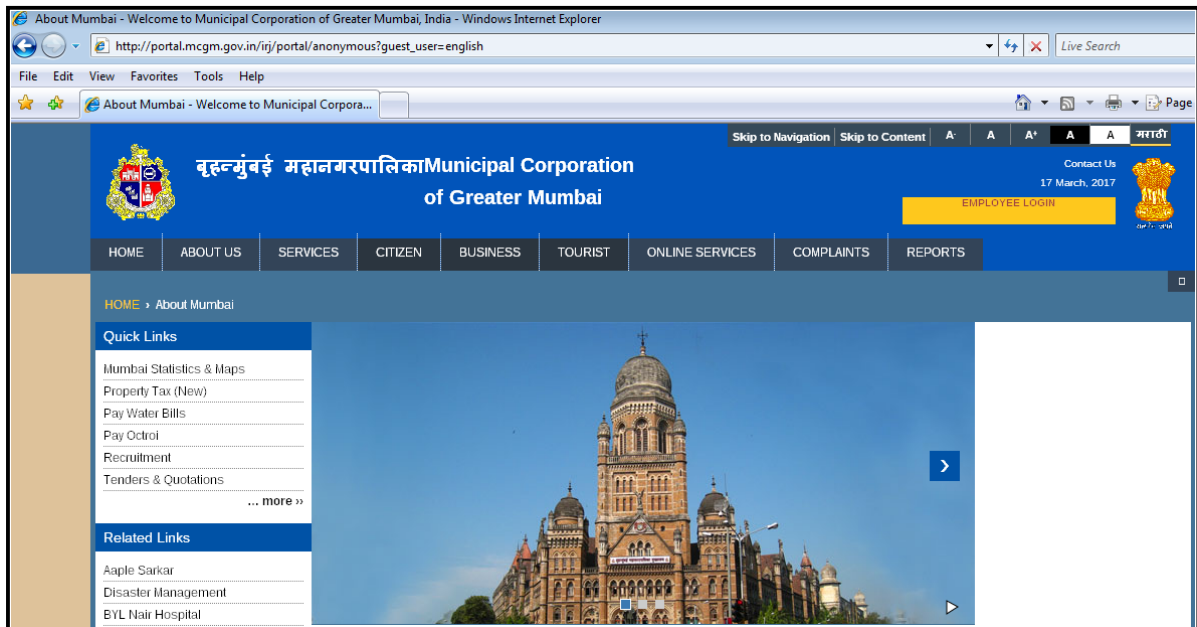
- Click on **"Business"** tab
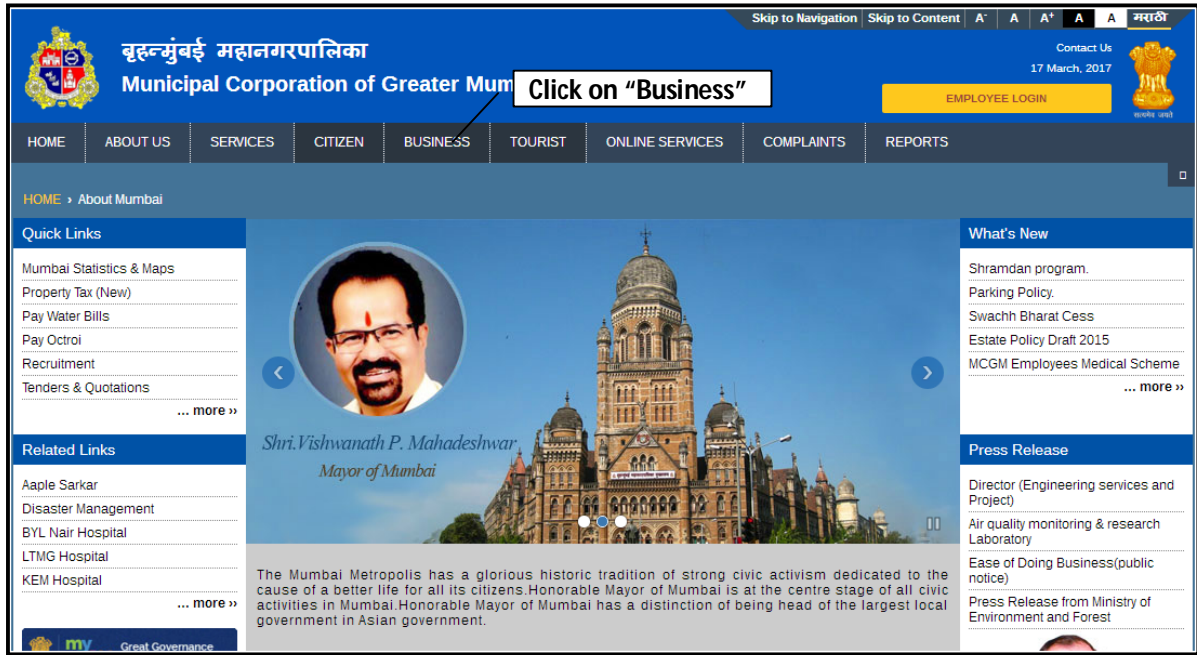
- Click on **"E-Tendering Login"**.

- Login screen shown as below.

- E-tendering access directly by below link

  https://tender.mcgm.gov.in/sap/bc/gui/sap/its/bbpstart?sap-client=900
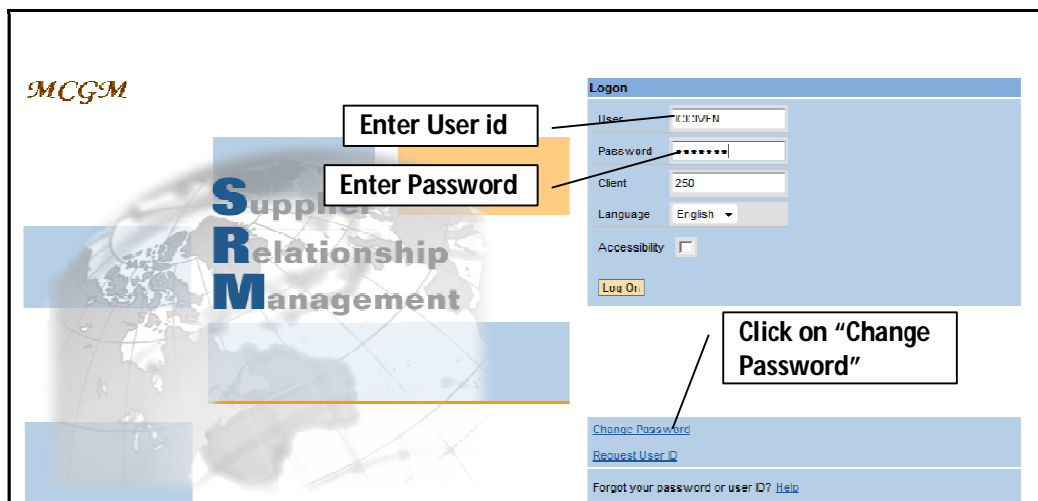
- This link may be stored in the Favorites option of browser (Menu →Favorites→ Add to Favorites).This URL may be useful to access the e-Tendering Application directly even if the MCGM portal is down.

- Enter User Name and password and Log In.

Vendor Log in
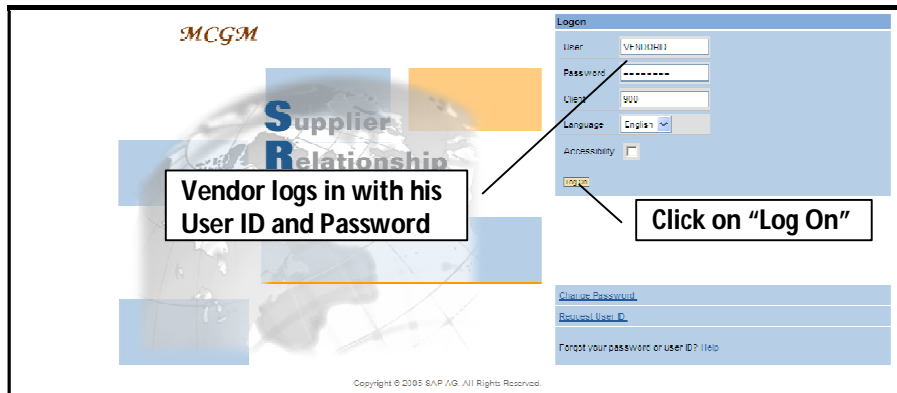
For Change Password

In next Screen enter below details:

Current Password: enter old Password
New Password: enter any new Password
Repeat Password: enter new Password again

Click on **"Change"** button.

Change Password

User	ICICIVEN
Current Password *	[ ]
New Password *	[ ]
Repeat Password *	[ ]

Click on "Change"

[Change] [Cancel]

Disclaimer: All "The figures in the screenshot are taken from test scenarios" would be advisable.

1. Search all the live Bid Invitations:

- All the bid invitations which are live display in the list as per below process.

1. Server time is displayed here. The timing set for the Bid follow the server time and not the local machine time. It may be advisable to synchronize your local machine time with the server time display here immediately after this page is loaded. Please note that this server time update when the user login in the system.

2. By clicking on "Process Bid", vendor can see the list of Bid invitation which he can create Bid for.

3. Click on "Bid invitation no" and open the Bid invitation.

2. Search Particular Bid Invitation:

Input Fields:

Number of Document: Bid Invitation No. if Known
Name: Bid Invitation description
Status: Current Bid Invitations (System reset this status)
Processed by Me: Keep it Blank

As per above, enter value in Input field and click on **"Start".**

Process Bids

Find Bid Invitations and Auctions

Number of Document	Name	Status	Processed by Me
7100095608		Current Bid Invitations	

Start | Extended Search

Tip: Choose a symbol in ... overview by choosing the bid number

1. Enter Bid invitation

2. Click on "Start"

Search Result: 0 Hits

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
No documents correspond to search criteria or no authorization						

Legend: 🔍 Display Bid ✏ Change Bid 🗑 Delete Bid

Vendor has to follow below steps. (If vendor is not able to found particular bid)

Restart the process >> click on Process bid >> provide number of document/Bid No. (If known) > select current bid invitations (if its current), Keep "processed by me" field as blank then click on "Start" button.

If desired bid not displayed then again click on "process bid". Then vendor will be able to see the list of bid invitations.

Process Bids

Find Bid Invitations and Auctions

Number of Document			Processed by Me
7100095608			

Start | Extended Search

Click on "Bid invitation no" and open the Bid invitation no.

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

Search Result: 1 Hits

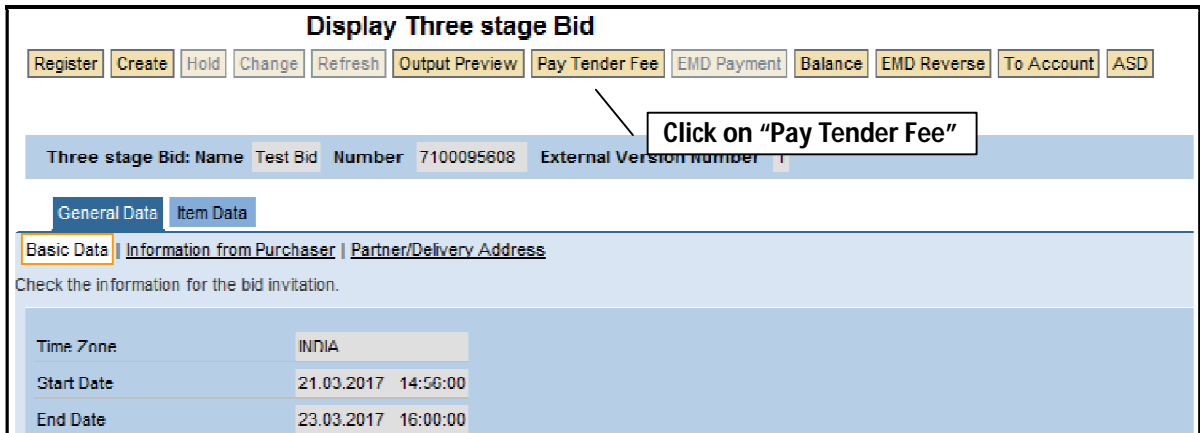| Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
7100095608	Test Bid	Three stage Bid	21.03.2017 / 14:56:00	23.03.2017 / 16:00:00	No Bid Created	🔍 🗑

Legend: 🔍 Display Bid ✏ Change Bid 🗑 Delete Bid

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 on **"Pay Tender Fee"** tab, for payment of Tender Fees.

- Select **"Indian account tender fee payment"** option from radio button.

- Click on **"Continue"** to proceed

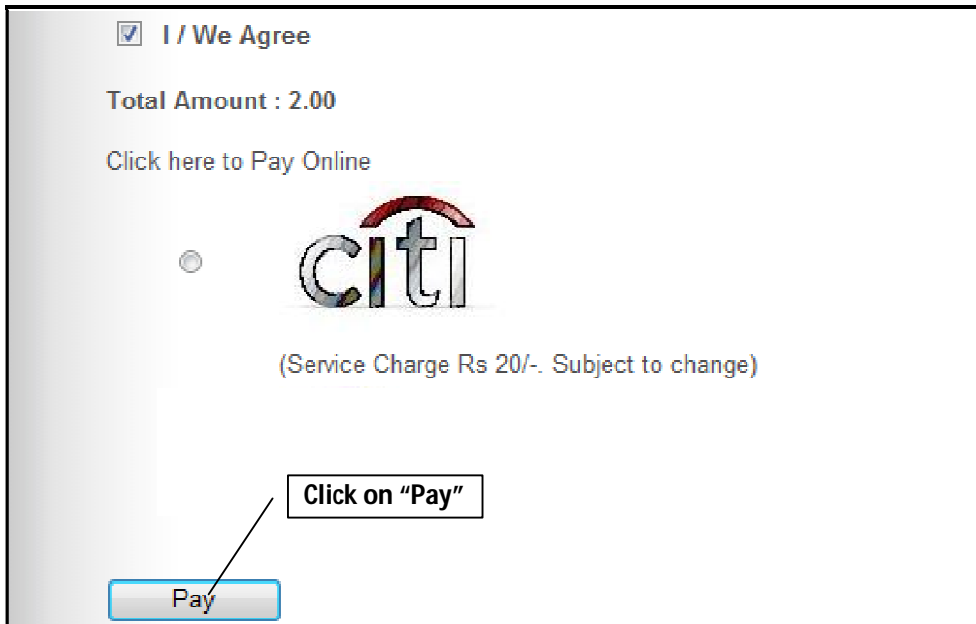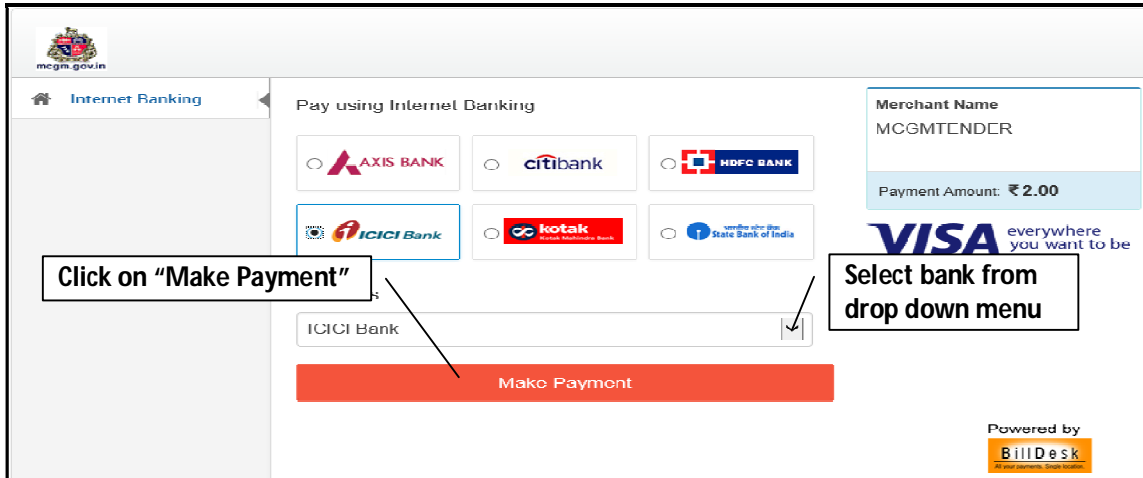- Pay tender fees online by selecting the radio button option, Pay Tender fee.

- Click on **"continue"** to proceed.

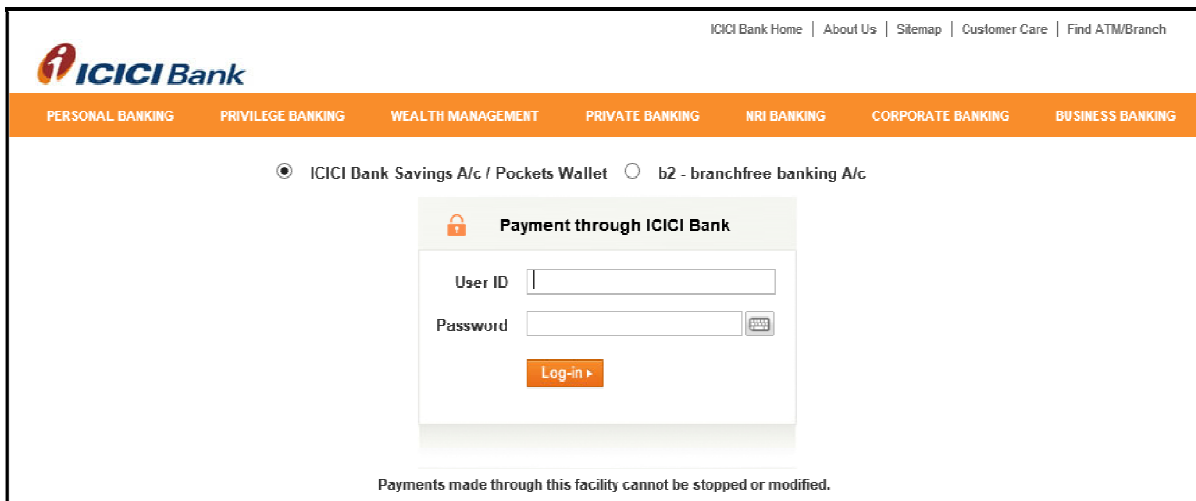- Read the terms and condition and click, **"I/We agree"** check box.
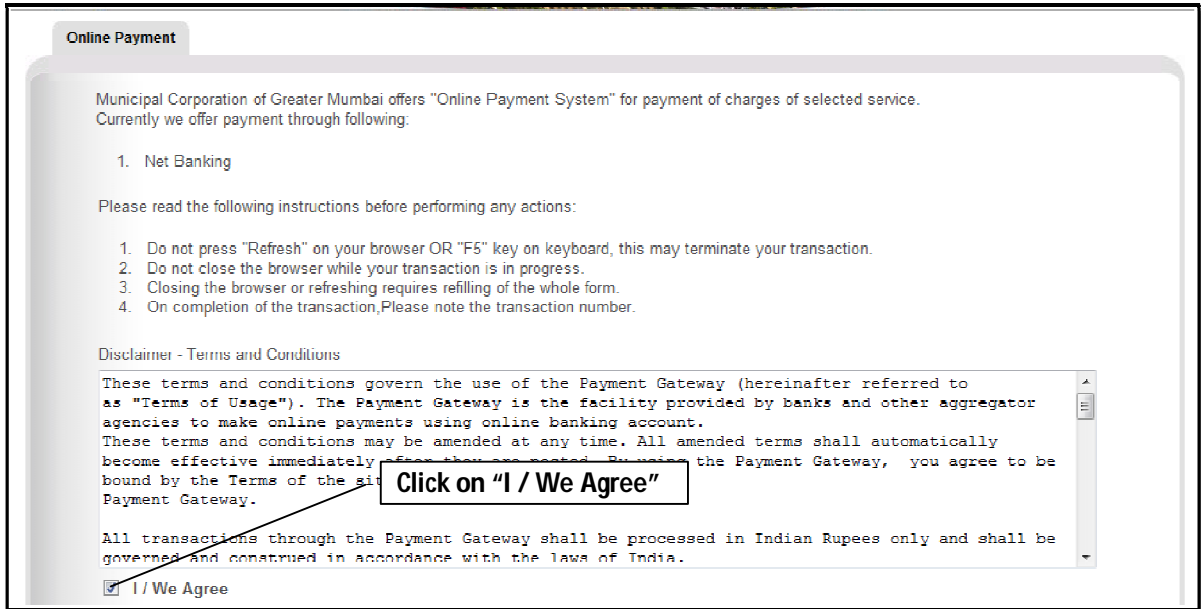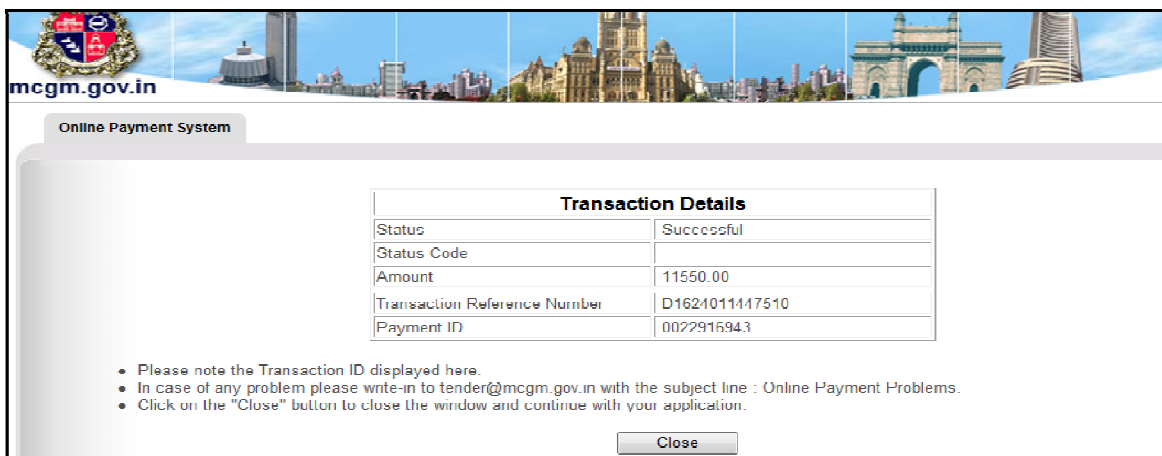

- Click on **"Pay"** tab.

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

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

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 on **"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, whether their Online Payment transaction was successful with MCGM. If transaction status is Successful Vendor may proceed further for downloading tender document.

Display Three stage Bid

Register | Create | Hold | Change | Refresh | Output Preview | Pay Tender Fee | EMD Payment | Balance | EMD Reverse | To Account | ASD   Back to Initial Screen

Three stage Bid: Name: Test Bid Number: 7100095608 External Version Number: 1
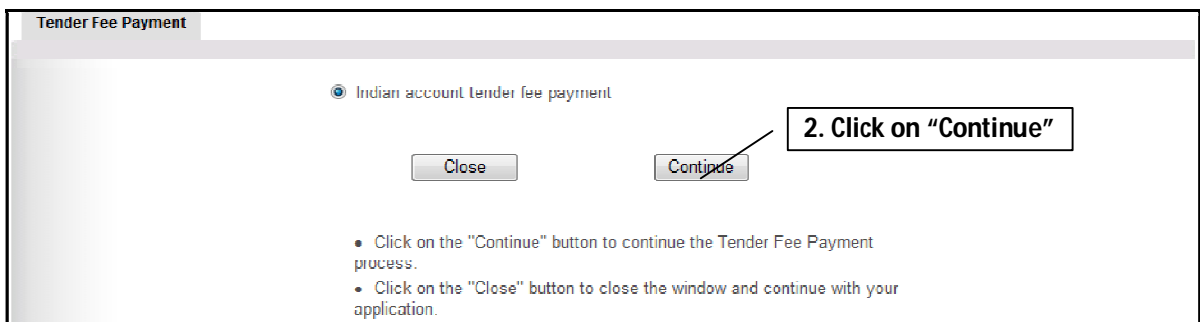
Time Zone	INDIA
Start Date	21.03.2017 14:56:00
End Date	23.03.2017 16:00:00
Price Bid Opening Date(Packet C)	23.03.2017 16:05:00
Currency	INR Indian Rupee
Tender type	U1
Estimated Tender Value	0.00
EligCrit OpeningDate(Packet A)	23.03.2017
EligCrit OpeningTime(Packet A)	16:01:00
TechBid Opening Date(Packet B)	23.03.2017
TechBid Opening Time(Packet B)	16:03:00
Contact Details	02210100202
Tender Fee	5.00
EMD Amount	10.00
EMD Amount Paid	0.00

Click ">_" to move to next page of Basic data tab

1 - 10 From 21

Time Zone	INDIA
Start Date	21.03.2017 14:
End Date	23.03.2017 16:
Price Bid Opening Date(Packet C)	23.03.2017 16:0
Currency	INR Indian Rupee
Last Date for Tender Fee Pay	23.03.2017
Last Time for Tender Fee Pay	16:00:00
Status of Online Payment	Successful
EMD Payment Status	EMD not Paid
Percentage Quoted	0.00

Check the status of Online Tender fee payment as "Successful" for particular bid invitation

Vendor will get the **Applied/Unsuccessful** Status if the transaction is Unsuccessful with MCGM.
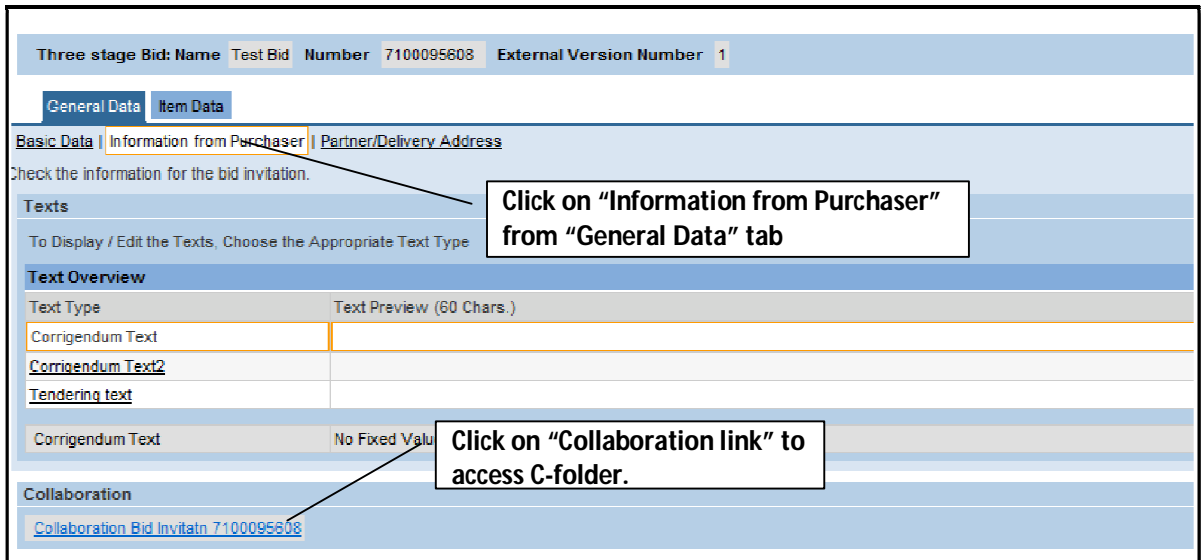
| General Data | Item Data |

Basic Data | Information from Purchaser | Partner/Delivery Address

Check the information for the bid invitation.

Time Zone	INDIA
Start Date	20.04.2015 15:07:00
End Date	22.04.2015 15:30:00
Price Bid Opening Date(Packet C)	22.04.2015 15:33:00
End of Binding Period	30.06.2015
Currency	INR Indian Rupee
Last Time for Tender Fee Pay	15:25:00
Status of Online Payment	Applied
Percentage Quoted	0.00
Pre bid Meeting Date	
Pre-bid Meeting Time	
Contract Period(Months)	0
Monsoon Period	

Check the status of Online Tender fee payment as "Applied" / "Unsuccessful"
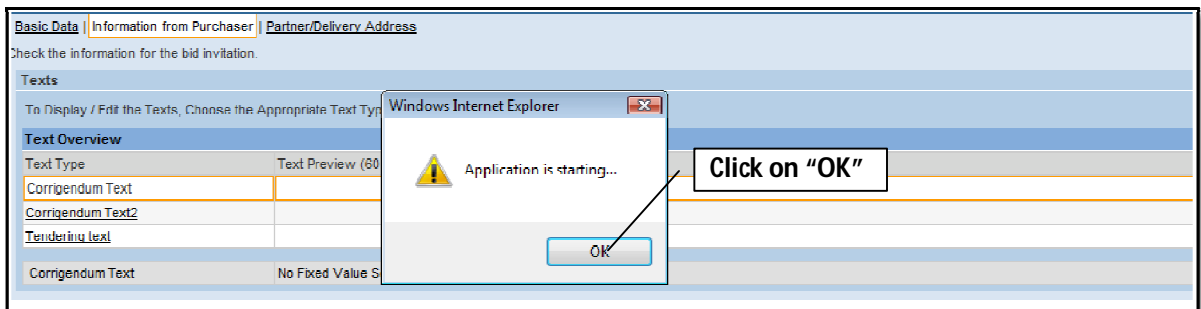
- If status of online payment is **"Applied"/"Unsuccessful"**, tender fee payment process to be repeat.

- If payment debited from vendors account and Status of online payment is **"Applied"/"Unsuccessful"**, contact respective bank for refund.
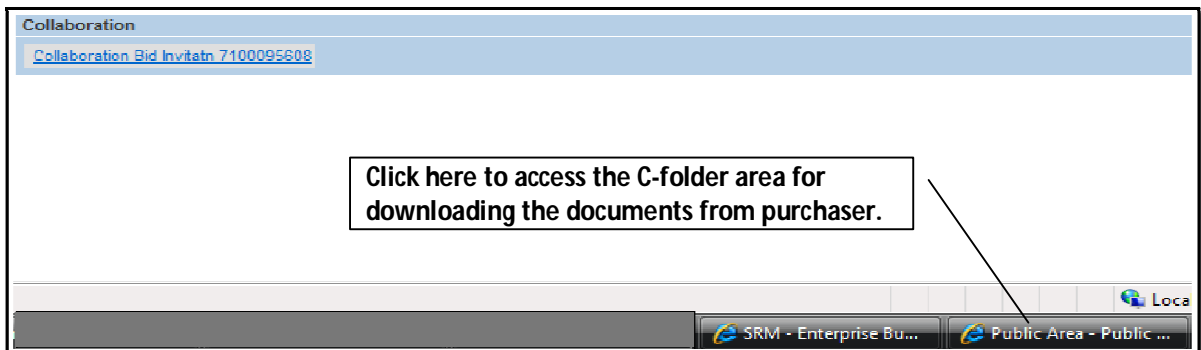
4. Downloading Tender documents

- If online tender fee payment status is **"Successful"** then only vendor can download tender documents.

- In **"General Data"** tab, Click on **"Information from Purchaser"** and click on **"Collaboration Bid Invitation 7xxxxxxxxx"** link

Three stage Bid: Name Test Bid   Number   7100095608   External Version Number   1

General Data | Item Data

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	Text Preview (60 Chars.)
Corrigendum Text	
Corrigendum Text2	
Tendering text	
Corrigendum Text	No Fixed Valu

Click on "Information from Purchaser" from "General Data" tab

Click on "Collaboration link" to access C-folder.

Collaboration

Collaboration Bid Invitatn 7100095608

- Click on **"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 Typ

Text Overview

Text Type	Text Preview (60
Corrigendum Text	
Corrigendum Text2	
Tendering text	
Corrigendum Text	No Fixed Value S

Windows Internet Explorer

⚠️ Application is starting...

OK

Click on "OK"

- C-folder opened and minimized in separate window.

Collaboration

Collaboration Bid Invitatn 7100095608

Click here to access the C-folder area for downloading the documents from purchaser.

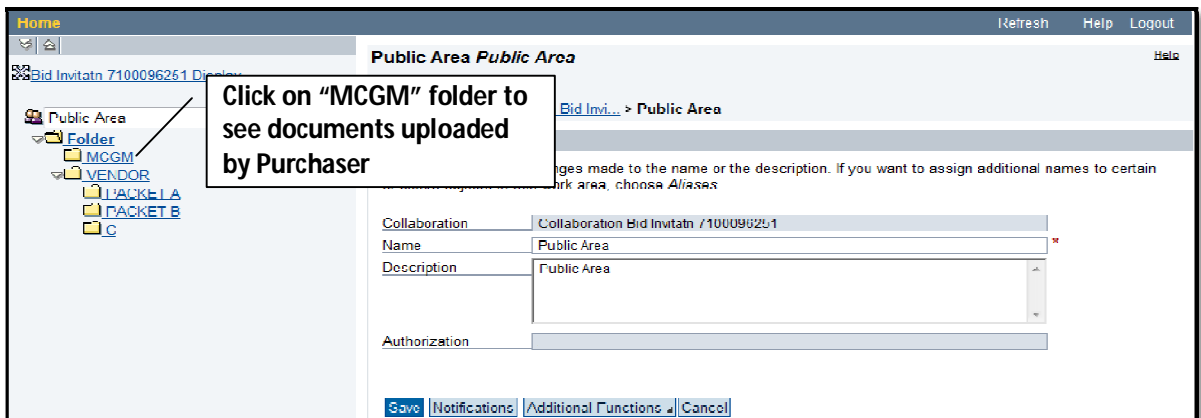SRM - Enterprise Bu...   Public Area - Public ...

- First time users of C-folder see following screen.

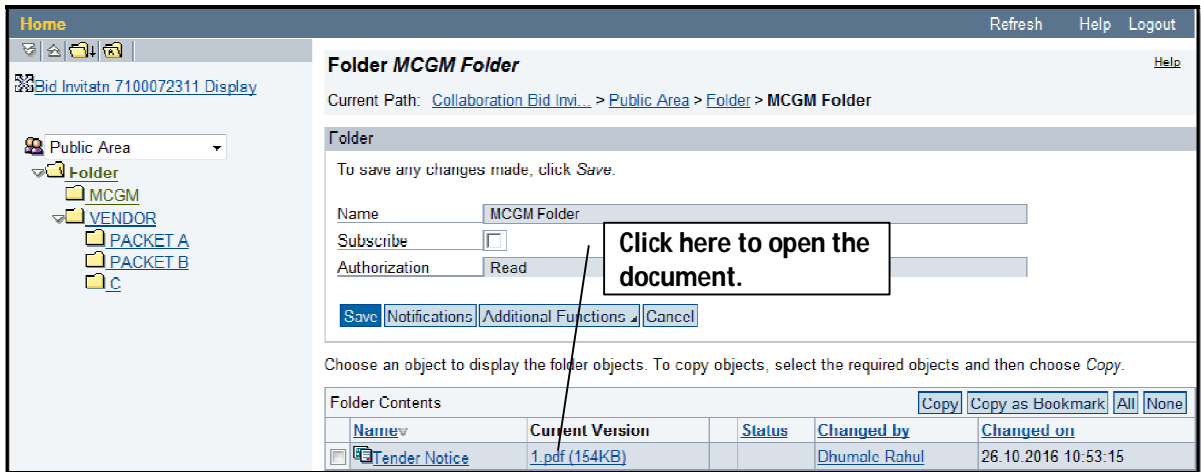- Click on **"Accept"** button to proceed further.
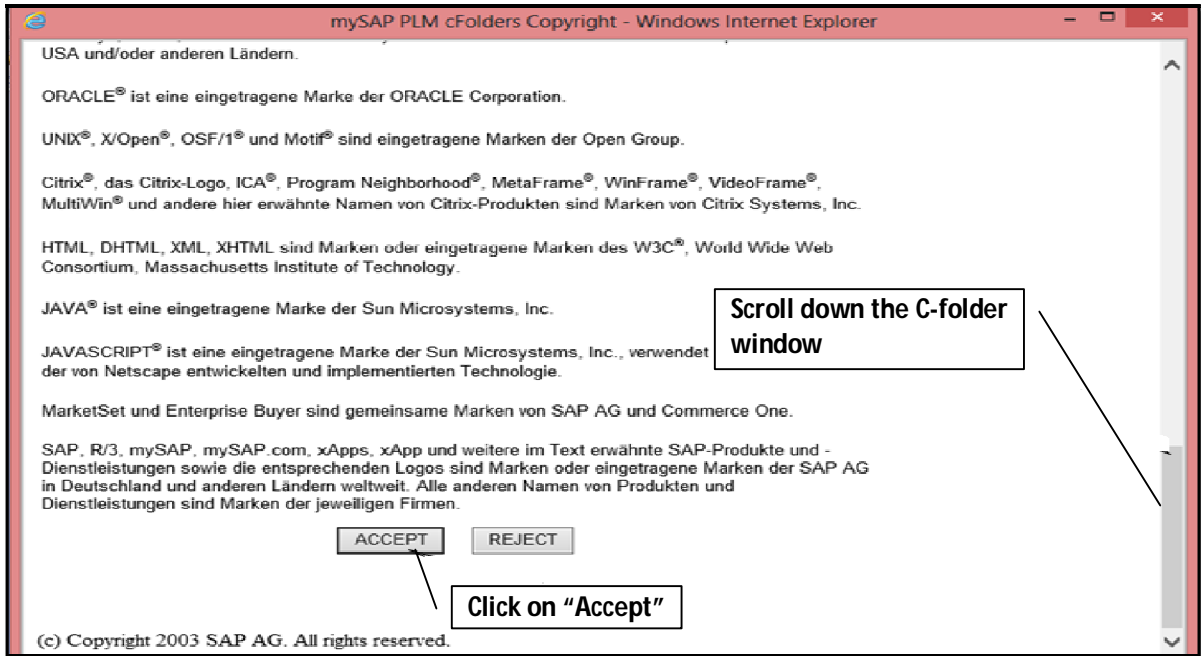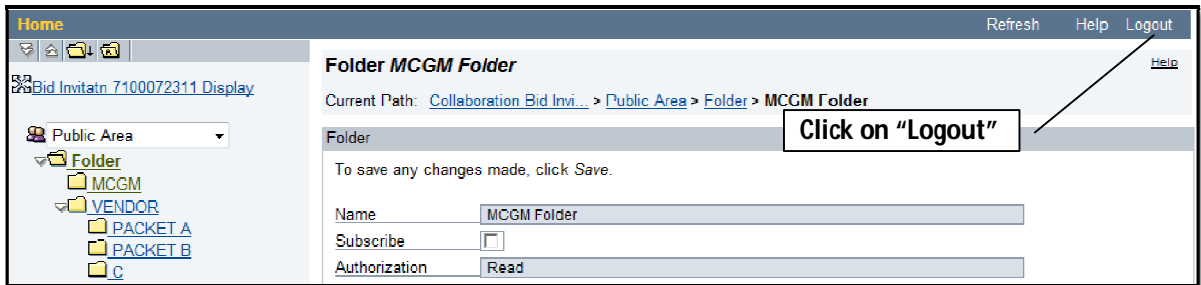

- Click on **"Folder"**
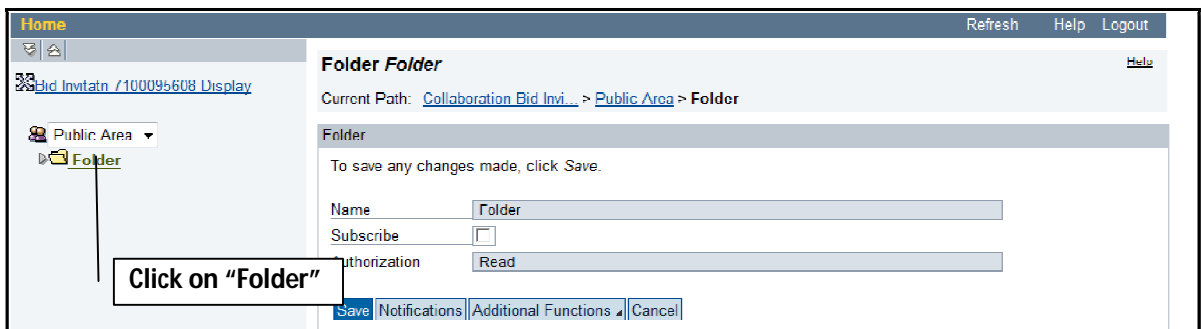
- Click on **"MCGM"** folder

- To download document, click document link in **"Current Version"** column.

- After successful downloading of tender documents, Click on **"Logout"** to proceed for bid invitation

NOTE:

- Vendor can find Corrigendum / Amendment documents in MCGM folder. Vendor should follow above procedure for Corrigendum / Amendment downloading.

- If Bid Creator created Collaboration link then only it is visible to vendor under "Information from Purchaser" tab for downloading documents. So, Contact Bid Inviting department in case Collaboration link is not available.

5. Registering for Bid

- Click on **"Register"** Tab

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

- Click on **"OK"** to proceed.

6. Create Bid

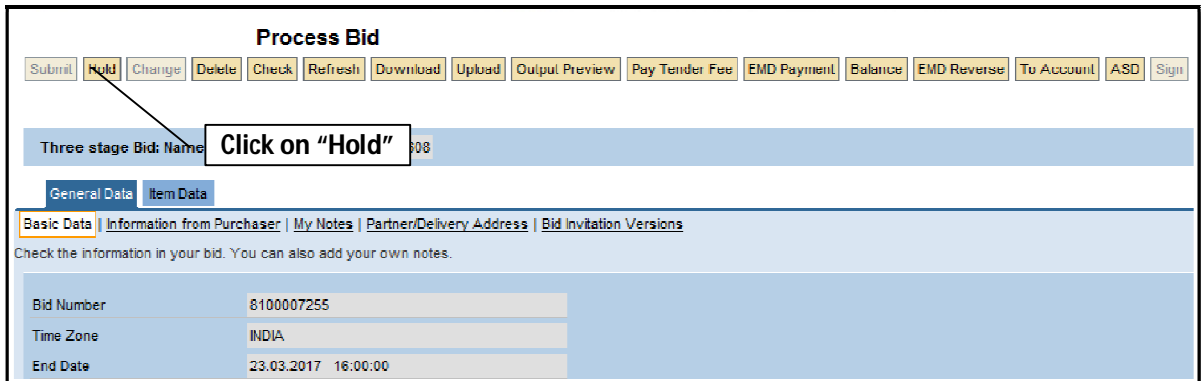- Click on **"Create"** button

- System will display below message

- Click on **"OK"** to proceed.

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

6.1 Hold Bid Invitation:

- Click on **"Hold"** button
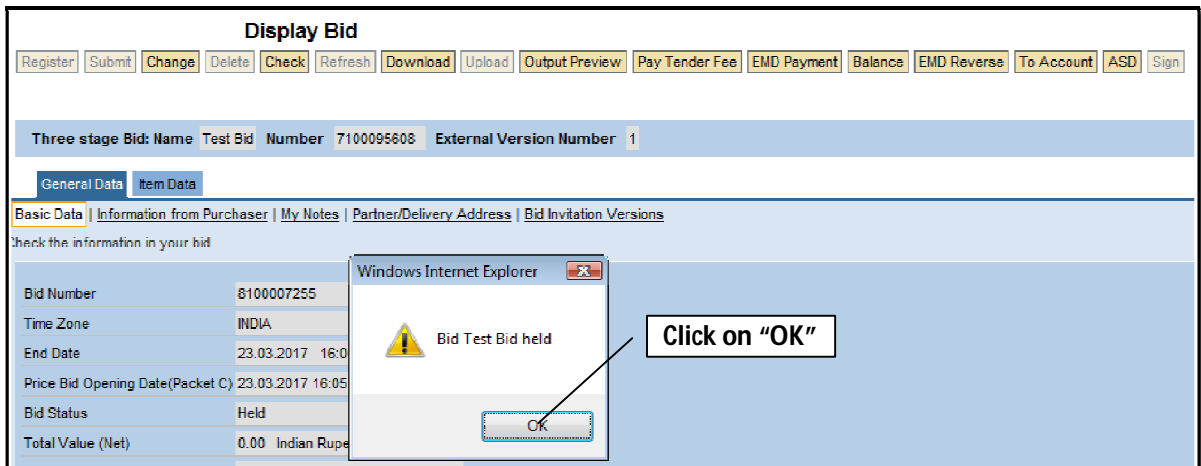
- System will display message, indicates bid is held
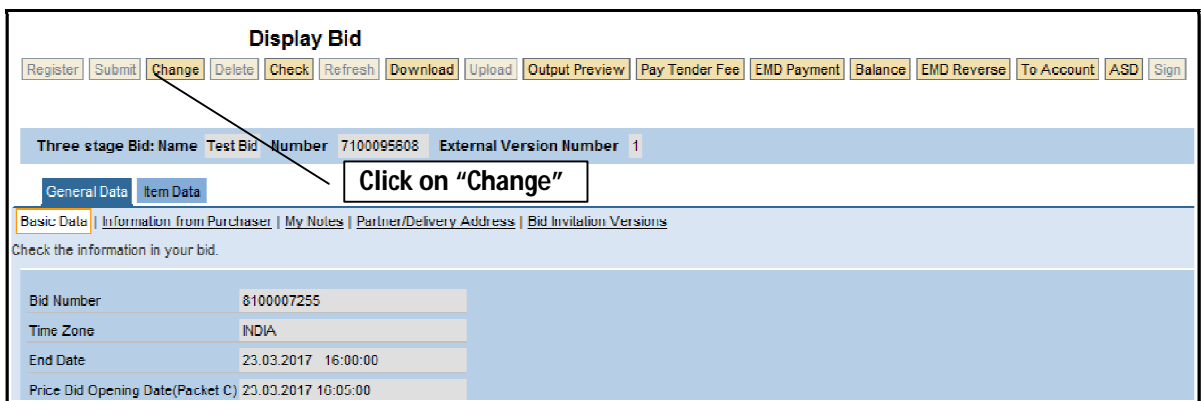
- Click on **"Change"** tab for further bid processes.
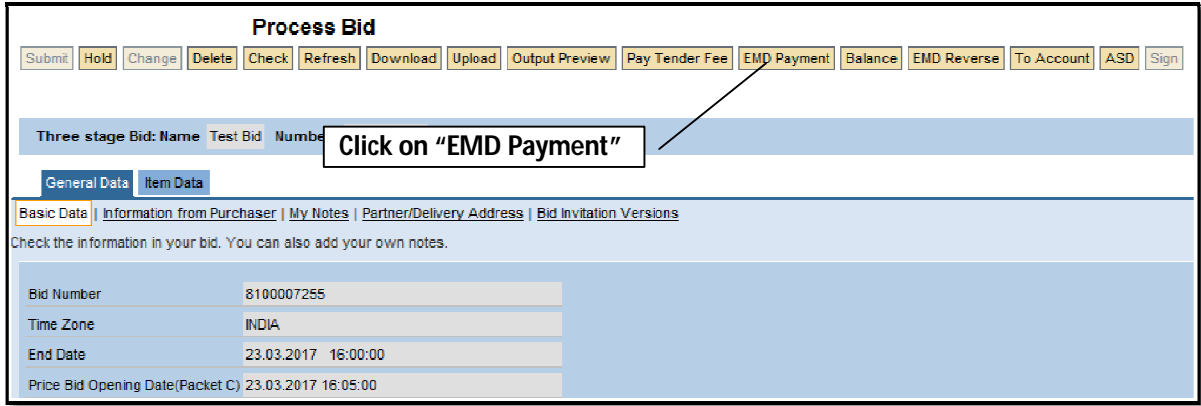
7. Online EMD Payment

NOTE: Kindly refer **Chapter no. 18** before proceeding for EMD Payment.
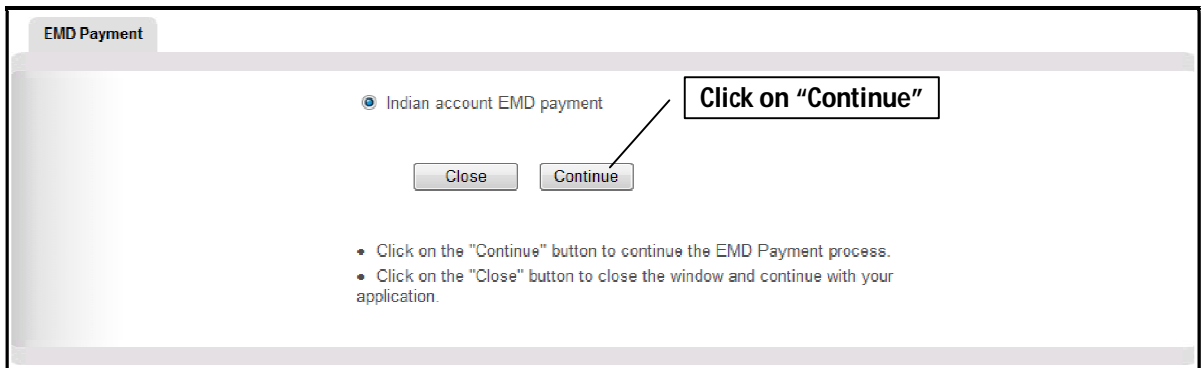
- Click on **"EMD Payment"** tab to pay EMD Amount.

- Click on **"Continue".**

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

- System will display transaction details as below.

Online Payment System

Transaction Details	
Status	Successful
Status Code	0300
Amount	10.00 INR
Transaction Reference Number	170322000001
Transaction Date	22.03.2017
Transaction Time	12:28:34

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 with the subject line : Online Payment Problems.
- Click on the "Close" button to close the window and continue with your application.

[Close]

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

- Click on **"Close"** return back to Bid screen

- Status of EMD payment displayed on **"Basic Data" 2nd page**

Last Date for Tender Fee Pay	23.03.2017
Last Time for Tender Fee Pay	16:00:00
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	

Check Status of online EMD payment as "Successful" for particular bid invitation

- EMD paid amount display on **"Basic Data" 1st page**

Tender type	01
Estimated Tender Value	0.00
EligCrit OpeningDate(Packet A)	23.03.2017
EligCrit OpeningTime(Packet A)	16:01:00
TechBid Opening Date(Packet B)	23.03.2017
TechBid Opening Time(Packet B)	16:03:00
Contact Details	0221010020
Tender Fee	5.00
EMD Amount	10.00
EMD Amount Paid	10.00

Check Paid EMD amount for particular Bid invitation

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

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.

- If EMD amount debited from vendors e wallet and EMD Payment status is **"Applied",** Contact MCGM e-tendering helpdesk.

- If EMD Payment status is **"Unsuccessful"** below are the possible reasons.
    - Transaction failed due to insufficient balance
    - Transaction cancelled by bidder
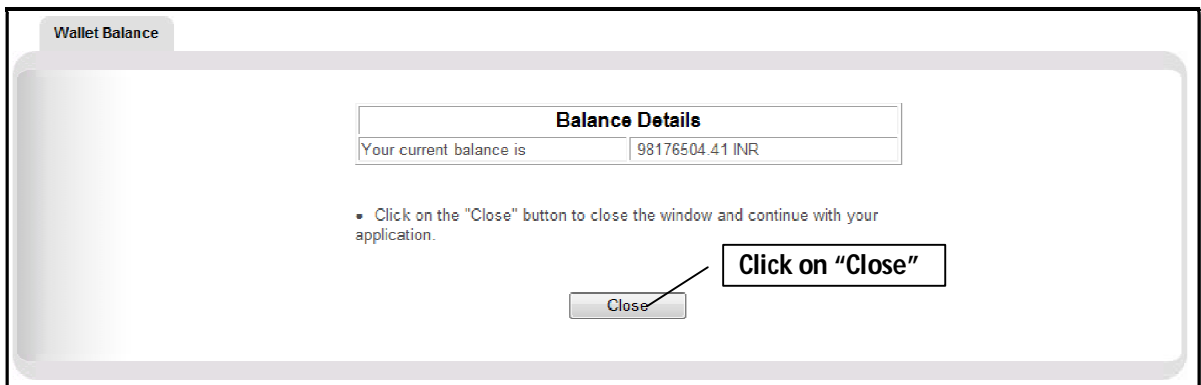
8. e-Wallet Balance Check

- Click on **"Balance"** Tab

- Balance details will be appeared as below.
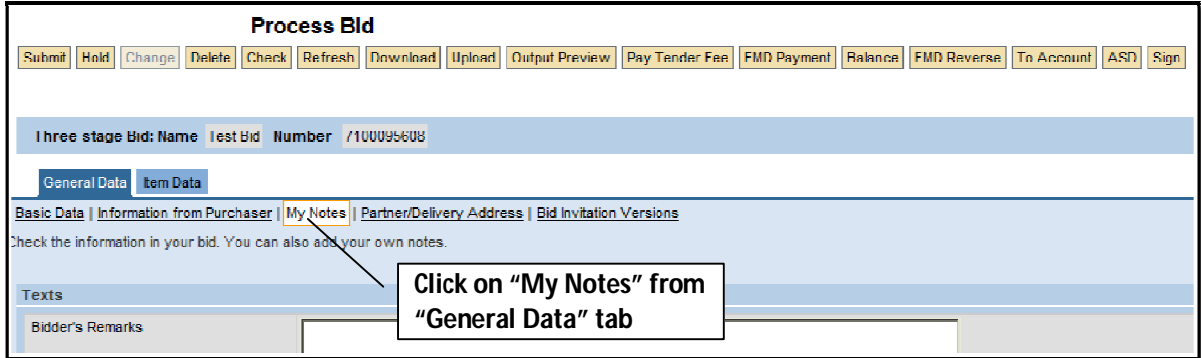
9. Uploading of Documents by Vendor
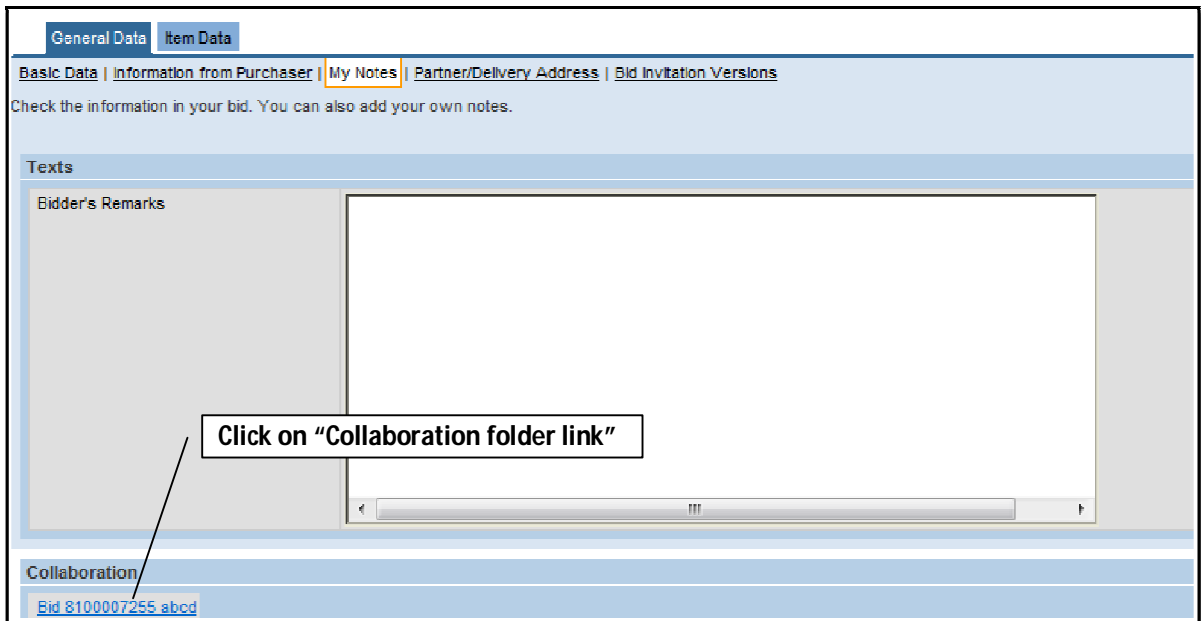
NOTE: If Bid is in **"Held"** status, click on **"Change"** button for proceed further.

- To Upload the Documents Click on **"My Note"** Tab

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 Test Bid Number 7100095608

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.

Click on "My Notes" from "General Data" tab

Texts

Bidder's Remarks

- Click on **"Collaboration link"**

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

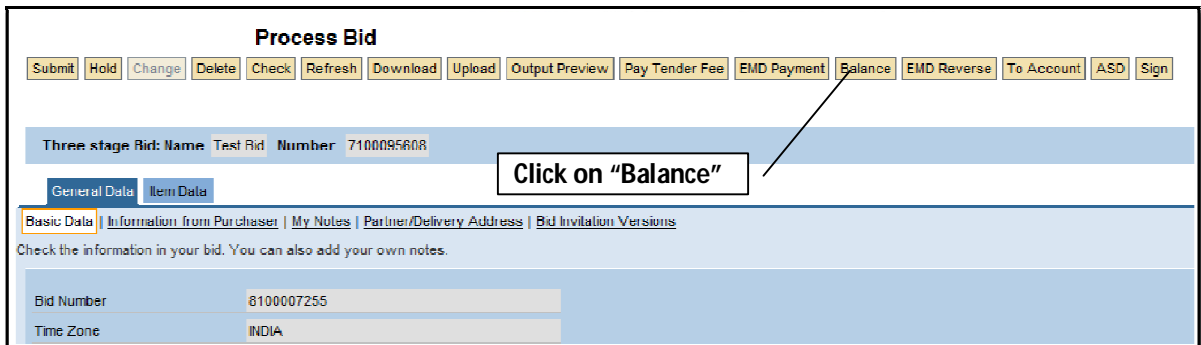Bidder's Remarks

Click on "Collaboration folder link"

Collaboration

Bid 8100007255 abcd

- Usage of Collaboration link is to upload vendor's documents.

- Click on **"OK"** to proceed

Texts

Bidder's Remarks

Windows Internet Explorer

⚠ Application is starting...

OK

Click on "OK"

- C-folder opened and minimized in separate window

Collaboration

Bid 8100007255 abcd

Click here to access the C-folder area for uploading the relevant Bid documents.

🔍 Local

🔵 SRM - Enterprise Bu...   🔵 Work Area - Bid 810...

- C Folder Screen as below.

Home   Refresh   Help   Logout

Bid Invitatn 7100095608 Display

Bid 8100007255 abcd ▾
▷ Folder

Work Area *Bid 8100007255 abcd*   Help

Navigation: Collaboration
Current Path: Collaboration Bid Invi... > **Bid 8100007255 abcd**

Change Work Area

Choose *Save* to save changes made to the name or the description. If you want to assign additional names to certain cFolders objects in this work area, choose *Aliases*.

Collaboration   Collaboration Bid Invitatn 7100095608
Name   Bid 8100007255 abcd   *
Description   Bid 8100007255 abcd

Authorization   Write

Save Notifications Additional Functions ▴ Cancel

Click on "Folder"

- Vendor needs to upload documents in **PACKET A**, **PACKET B** and **C** folders.

- Under **"Vendor Folder"** there are three Folders available to upload Document. **"PACKET A"** , **"PACKET B"** and **"C"**
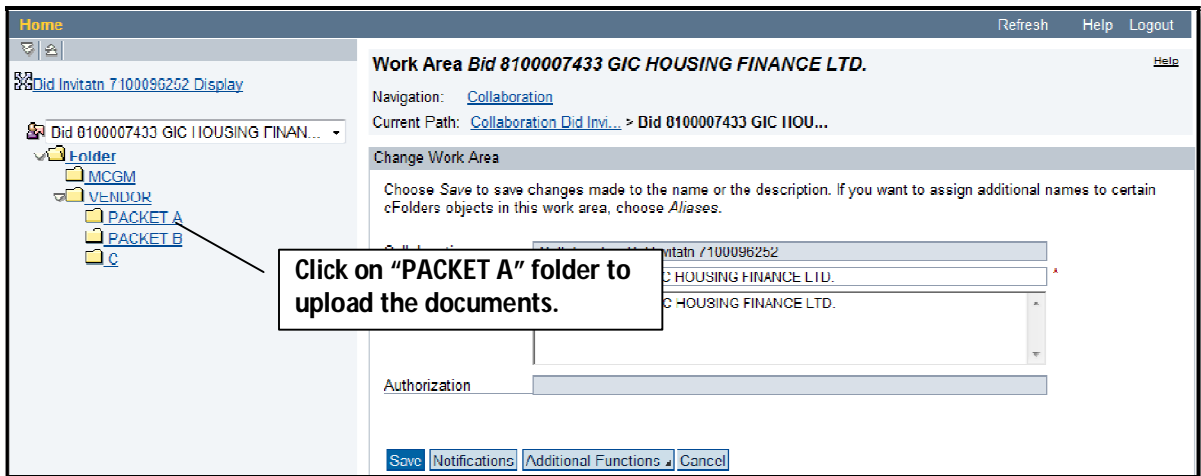
- Click on **"Create"** to upload document.
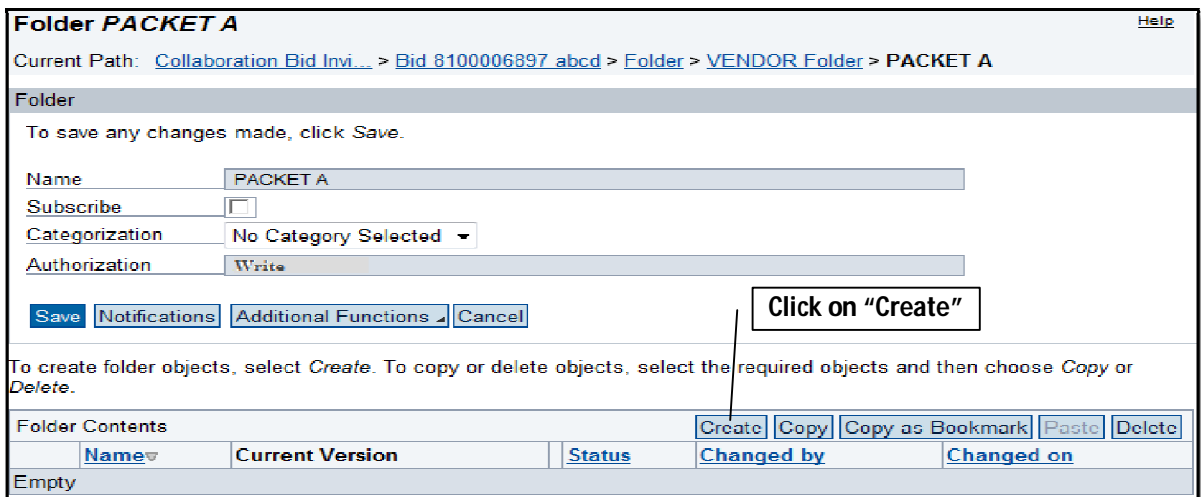
- Click on **"Document"** to proceed further
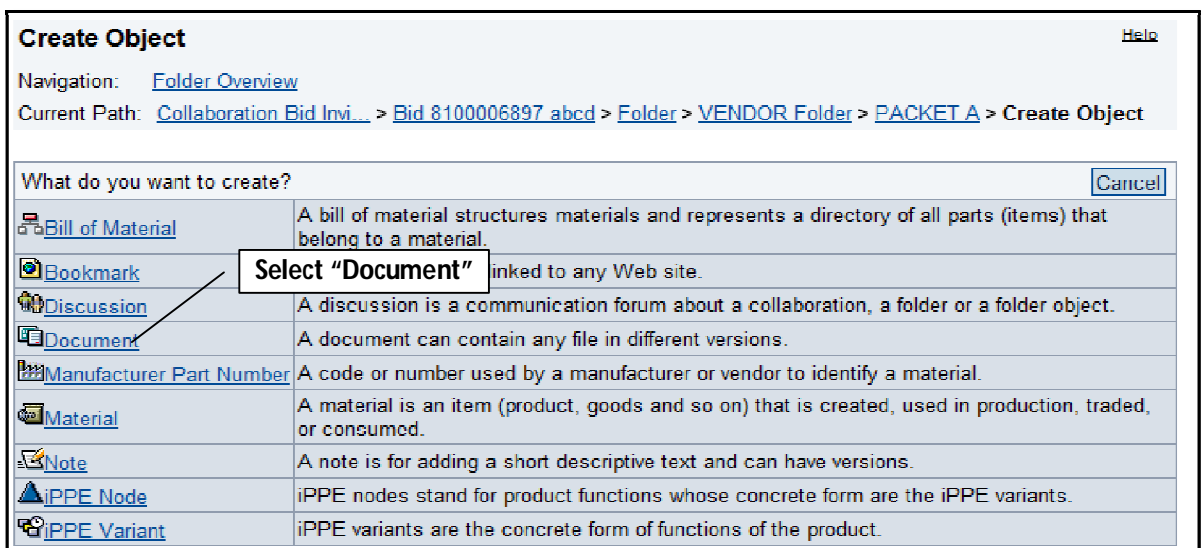
- Details regarding Document

Create Document   Help

Navigation: Folder Overview

Current Path: Collaboration Bid Invi... > Bid 8100006897 abcd > Folder > VENDOR Folder > PACKET A > **Create Document**

Create Document

Enter the name and a description. Decide whether or not you want to up~~~~~~~~~~ ose *Next*

Name   Technical specification

Description

Subscribe ☐

PGP Documents ☐   You are only allowed to use PGP files in this do~~~

> **Give the proper name of uploaded file for identify**

> **Give details description of the document.**

> **Click on "Continue"**

⦿ Upload Local File
◯ Create File Later

Continue **Cancel**

- Click on **" Continue"** button

- Click on **"Browse"** to upload file.

Create Version

Navigation: Version Overview

Current Path: Collaboration Bid Invi... > Bid 8100006897 abcd > Folder > VENDOR Folder > PACKET A > Technical specification > **Create Version**

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

> **Click on "Browse"**

[_____] Browse...

Sign and Save **Cancel**

- Click on **"Sign and Save"** to upload

Home   Help   Logout

Bid Invitatn 7100095608 Display

Bid 8100007255 abcd ▾
  Folder
    MCGM Folder
    VENDOR Folder
      PACKET A
      PACKET B

Create Version

Navigation: Version Overview

Current Path: Collaboration Bid Invi... > Bid 8100007255 abcd > Folder > VENDOR Folder > PACKET A > Technical specification > **Create Version**

To select the required file, choose *Bro~~* ~~~~~~

> **Click on "Sign and Save"**

C:\Users\Administrator\Downloads\R Browse...

Sign and Save **Cancel**

- Select Digital Signature to sign

- Click on **"OK"** to move further
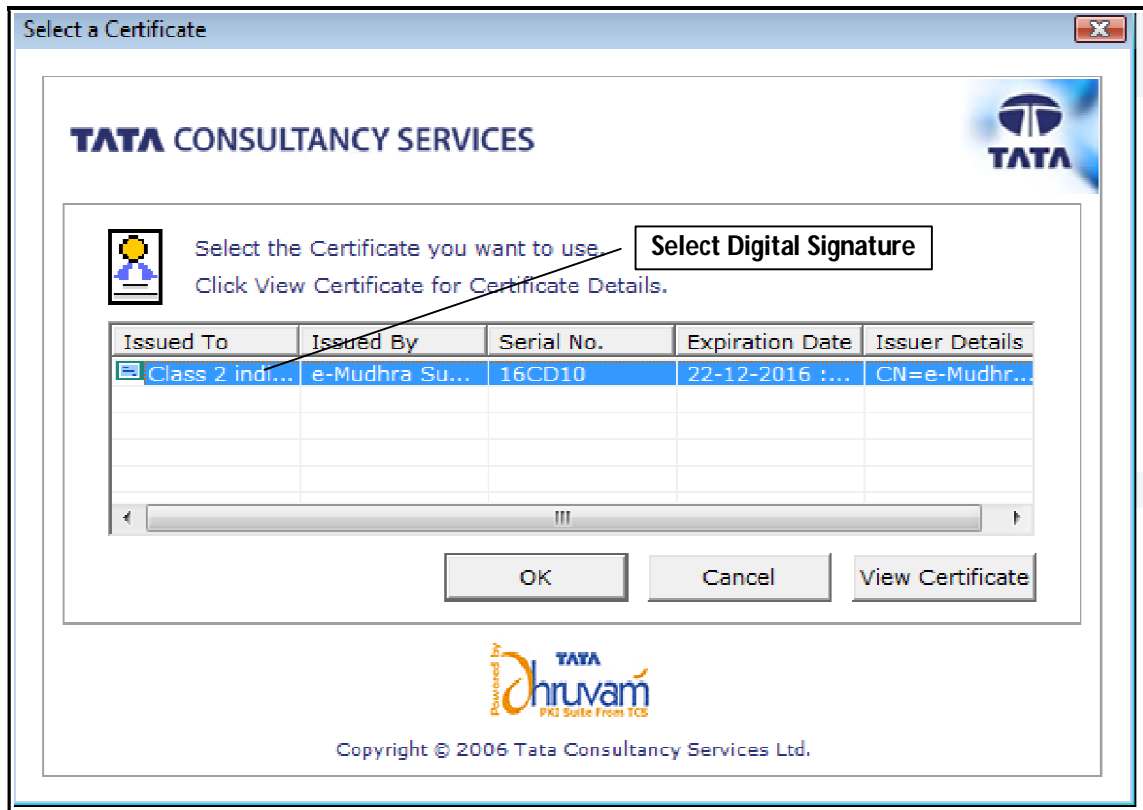
- System will display below message.
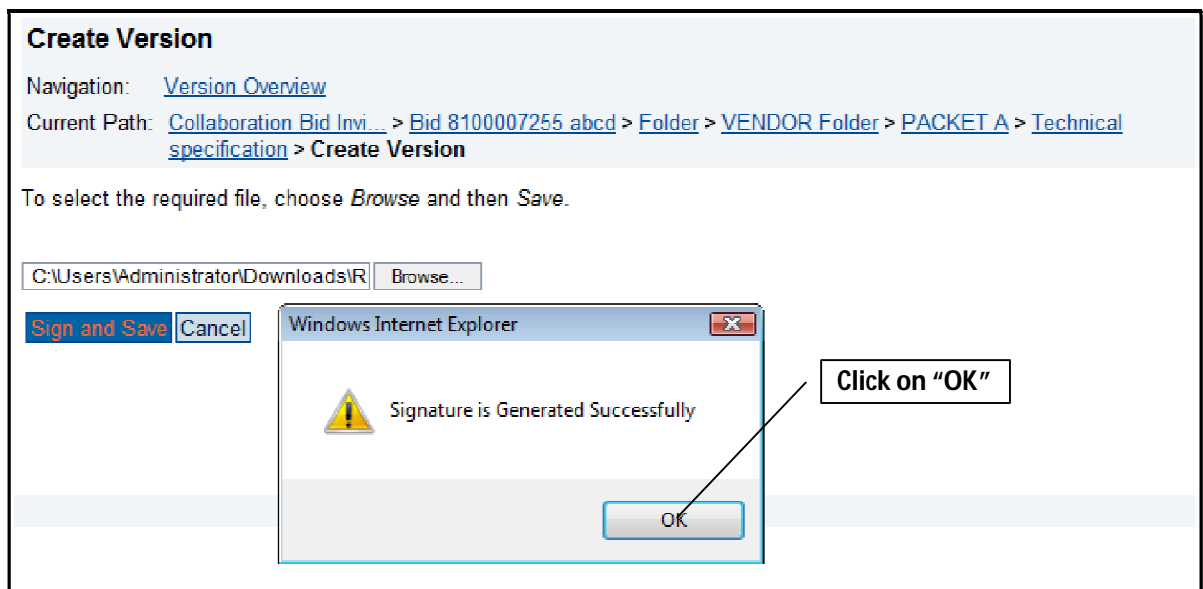
- Click on **"OK"** button

- Click on **"Save"**.

- For uploading documents in **PACKET B** and **C** folders same procedure needs to repeat.

- For opening uploaded file, click on **"Current version"** link.

NOTE:

- It is recommended that upload tax related documents in "**C**" folder only. As communicated from bid inviting dept.

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

- If Vendor gets "Loading" Screen while uploading Documents as shown in below screen shot. Check and do browser setting as mention in point no. 6, 7 and 8 on page no. 5 & 6.

10. Commercial Quote

NOTE: If Bid is in **"Held"** status, click on **"Change"** button for proceed further.

- By clicking on **"Item Data"** Tab, system will display detail list of items.

- Click on " 🔧 " the following screen will appear.

- "**Percentage Quoted**" to enter Percentage.

- Default value is "**0.00**"

- ASD is applicable if quote value is "**Less than -12**"

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 Activity unit
Submitted Quantity	1 Activity unit
Item Value	0.00 INR
Required	Between -
Service Agent	🔍
Percentage Quoted	13.00-
Estimated price	1,357,673.00
Purchase requisition	
Standard WBS element	

Percentage variation Quoted tab "-13"
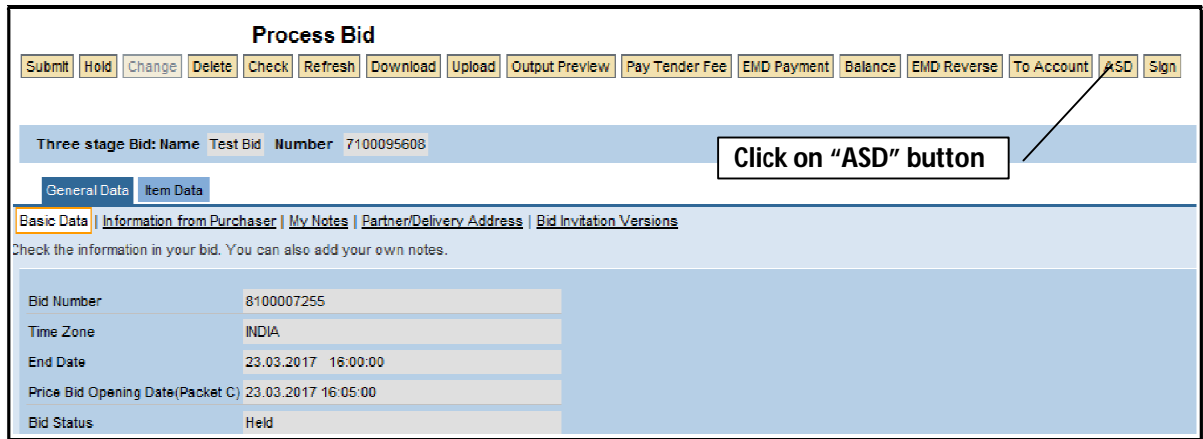
Message generated to fill ASD details.

1 Message

⬜   Please fill ASD details as percent quoted less than -12 (Item 1)

NOTE:

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

11. Online ASD Payment
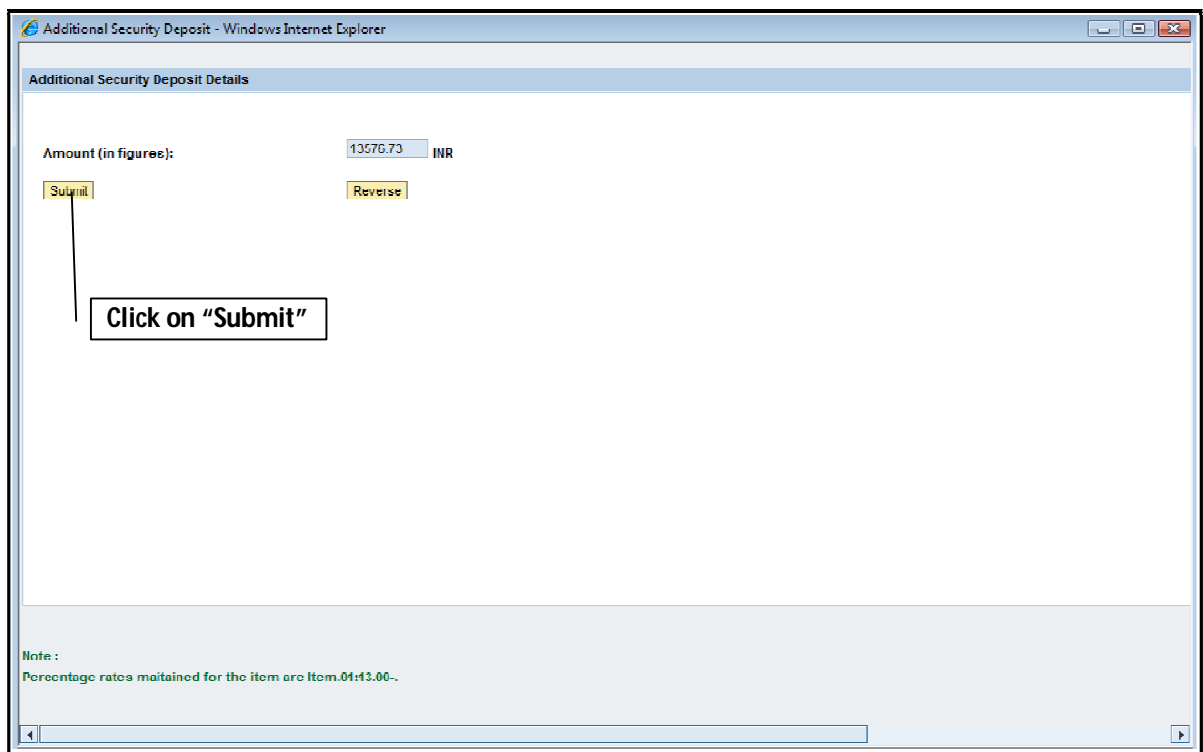
- Click on **"ASD"** tab to pay ASD Amount.

- Verify ASD amount, then click on **"Submit"**

- System will display e-wallet balance and transaction amount. For payment of ASD Click on **"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.

Currency	INR Indian Rupee
Created on	22.03.2017 12:14:52 by Test icici
Last processed on	22.03.2017 13:16:31 by Test icici
Last Date for Tender Fee Pay	23.03.2017
Last Time for Tender Fee Pay	16:00:00
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	13576.73

Vendor can check the Paid ASD amount

- After ASD payment system shows ASD Amount paid by Bidder

Last Time for Tender Fee Pay	16:00:00
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	13576.73
ASD Payment Status	Successful

Vendor can check the status of ASD Payment

12. Submission of Bid.

- Step wise process shown as below.

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 Test Bid   Number

Step 1: Click on "Check" button

General Data | Item Data

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

Check the inform...

Step 2: Click on "Sign" button

Step 3: Click on "Submit" button

Bid Number	8100007255
Time Zone	INDIA
End Date	23.03.2017 16:00:00
Price Bid Opening Date(Packet C)	23.03.2017 16:05:00

Step 1:

- Click on **"Check"** for any errors if any.

| 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 Test Bid   Number 7100095608

General Data | Item Data

Basic Data | Information from Purchaser | My Note...

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

Windows Internet Explorer

⚠ Bid Test Bid is complete and contains no err...

Click on "OK"

OK

Bid Number	8100007255
Time Zone	INDIA
End Date	23.03.2017 16:
Price Bid Opening Date(Packet C)	23.03.2017 16:

Step 2:

- Click on "**Sign"**

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 Test Bid   Number 7100095608

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.

Click on "Sign"

Bid Number	8100007255
Time Zone	INDIA
End Date	23.03.2017 16:00:00
Price Bid Opening Date(Packet C)	23.03.2017 16:05:00
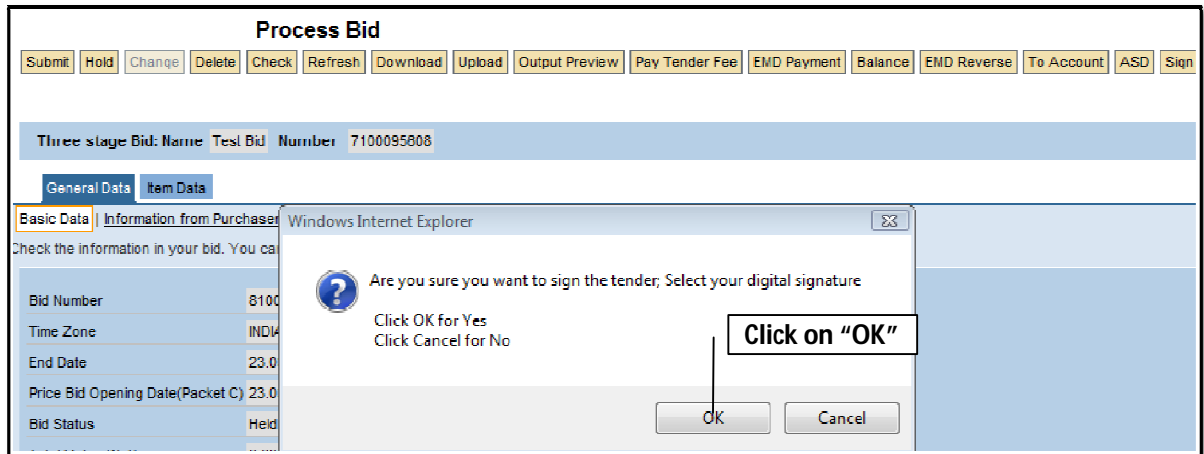
- Click on **"OK"**

- Select Digital Signature to sign

- Click on **"OK"** to proceed further
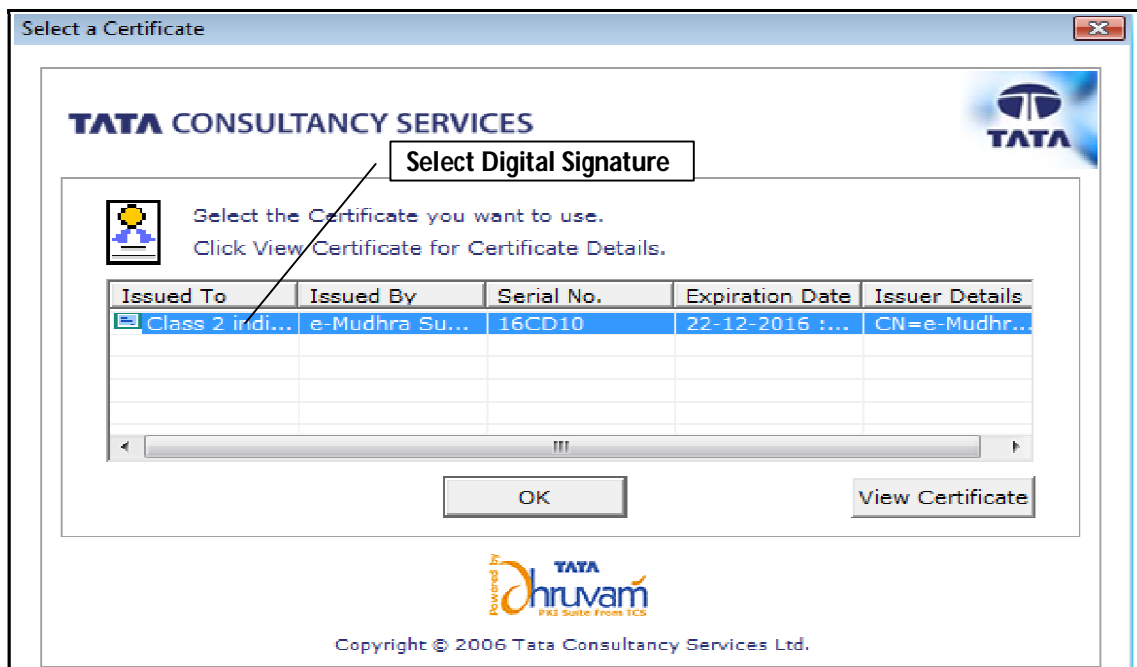
NOTE:

- If system will not display digital signature pop up. Check and do browser setting as mention in point no. 6,7 and 8 on page no. 5 & 6

- System will display below message
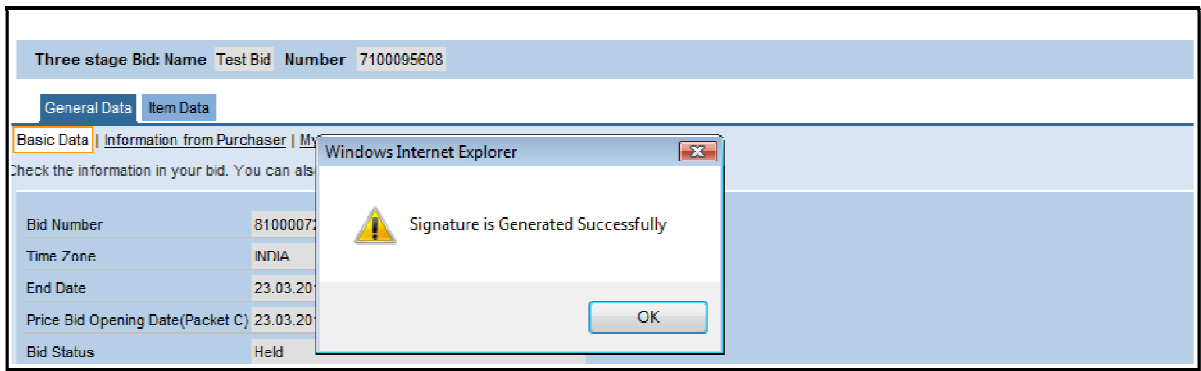
- Click on **"OK"** to proceed further

Step 3:

Click on **"submit"**
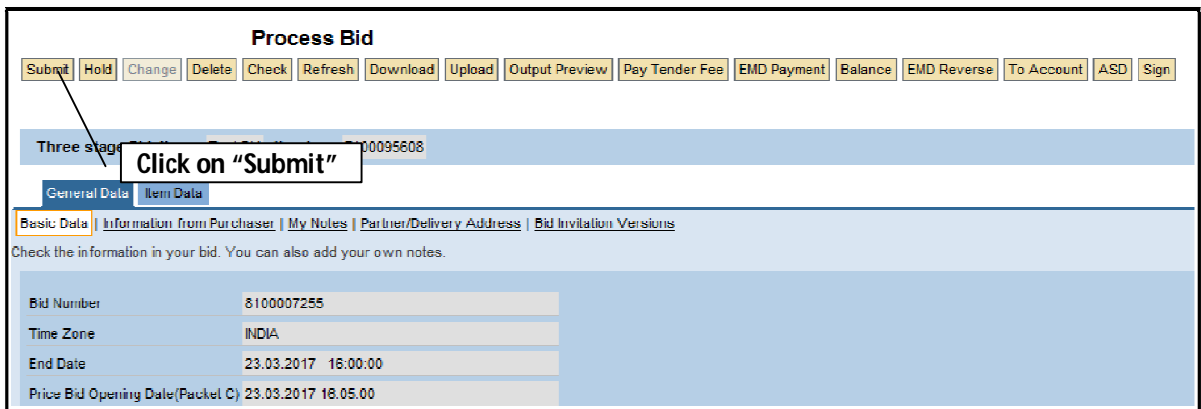
- System will display below message
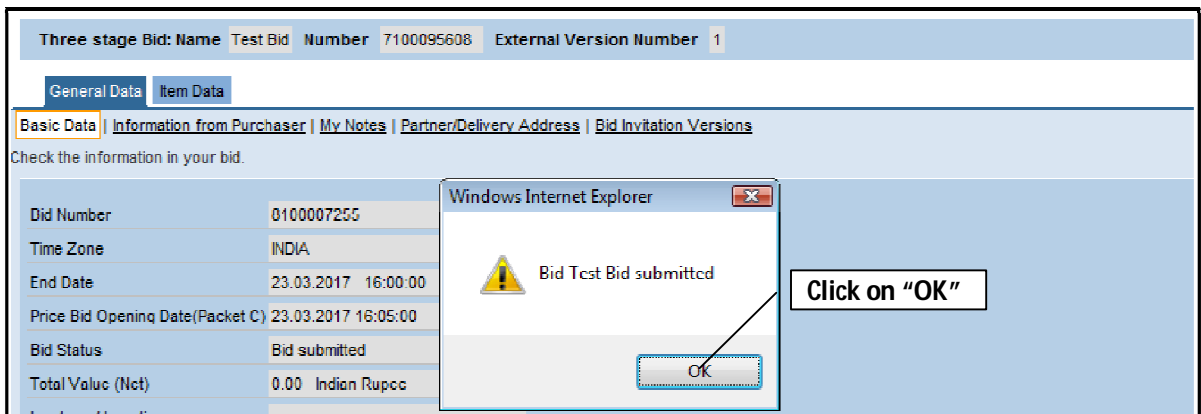
- Click on **"OK"**

13. Check Bid Status

- Click on "**Process bid**"

Process Bids

Find Bid Invitations and Auctions

Number of Document

7100095608

Start   Extended Search

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

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

Search Result: 1 Hits

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
7100095608	Test Bid	Three stage Bid	21.03.2017 14:50:00	23.03.2017 10:00:00	Bid submitted	🔍 ✏️ 🗑️

Legend: 🔍 Display Bid ✏️ Change Bid 🗑️ Delete Bid

14. Change Bid

If Vendor wants to Change earlier Submitted bid then follow below process:

- Click on "**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 Test Bid

Click on "Change" to change the bid data before end date of the bid.

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	8100007255
Time Zone	INDIA
End Date	23.03.2017 16:00:00
Price Bid Opening Date(Packet C)	23.03.2017 16:05:00

- The system allows changing the bid till bid submission End date and time.

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 Test Bid **Number** 7100095600

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	8100007255
Time Zone	INDIA
End Date	23.03.2017 16:00:00
Price Bid Opening Date(Packet C)	23.03.2017 16:05:00
Bid Status	Bid submitted
Total Value (Net)	0.00 Indian Rupee
Incoterm / Location	
Terms of Payment	
Currency	INR Indian Rupee
Created on	22.03.2017 12:14:52 by Test icici
Last processed on	22.03.2017 16:26:11 by Test icici
Tender type	01
Estimated Tender Value	0.00
EligCril OpeningDate(Packet A)	23.03.2017
EligCril OpeningTime(Packet A)	16.01.00
TechBid Opening Date(Packet B)	23.03.2017

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

15. Reverse EMD

NOTE: Please put the Bid in held status for reversal.

- If bidder do not wants to participate in the bid and he had already paid EMD amount (EMD amount payment status should be "Successful"), he may opt to reverse EMD. To do this, he may click on **"EMD Reverse"** tab.

- Till Bid submission end date / time, Bidder can reverse EMD irrespective of bid status (Held/Submitted).

Following details will appear on screen. User may select appropriate Tab.
- "Cancel" Tab cancels the reversal procedure
- "Continue" Tab proceeds further

- Confirmation message is as below.

- EMD payment status **"Reversed"** will be seen on 2nd page of Basic data.

Created on	22.03.2017 12:14:52 by Test icici
Last processed on	22.03.2017 16:46:02 by Test icici
Last Date for Tender Fee Pay	23.03.2017
Last Time for Tender Fee Pay	16:00:00
Status of Online Payment	Successful
EMD Payment Status	Reversed
Percentage Quoted	0.00
Pre bid Meeting Date	
Pre-bid Meeting Time	
Contract Period(Months)	0

Status of online EMD payment as "Reversed"

- As EMD has been reversed and system shows status of EMD payment as "reversed", System will display "EMD Amount Paid" as 0.00 on 1st page of basic data

Tender type	01
Estimated Tender Value	0.00
EligCrit OpeningDate(Packet A)	23.03.2017
EligCrit OpeningTime(Packet A)	16:01:00
TechBid Opening Date(Packet B)	23.03.2017
TechBid Opening Time(Packet B)	16:03:00
Contact Details	02210100
Tender Fee	5.00
EMD Amount	10.00
EMD Amount Paid	0.00

After EMD Reverse, System shows EMD Amount paid as 0.00

NOTE:

- After bid submission End date / time, if bid status is **"Bid Submitted"**, EMD reversal is not possible. In this case contact bid inviting department for EMD Refund.

- In case of **"Held"** status of the bid, EMD reverse is possible at any time.

16. Reverse ASD Payment

NOTE: Please put the Bid in held status for reversal.

- Click on **"ASD"** Tab for reversing ASD Amount.

- If bidders do not want to not participate in the bid and he already paid ASD he may opt to reverse ASD. To do this, he may click **"Reverse"** tab.

- Confirmation message is as below.

Reverse Amount

Reverse Details

Your amount will be transfered approximately in 1 hour(banking hours) 13576.73 INR

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

Click on "Close"

Close

- As Reversed ASD payment status shows 0.00 Amount on 2st page of basic data

Last Time for Tender Fee Pay	16:00:00
Status of Online Payment	Successful
EMD Payment Status	Reversed
Percentage Quoted	0.00
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

- As ASD amount is reversed, the payment status will be seen "Reversed" on 3nd page of Basic data.

Bid Number	8100007255
Time Zone	INDIA
End Date	23.03.2017 16:00:00
Price Bid Opening Date(Packet C)	23.03.2017 16:05:00
Bid Status	Held
Total Value (Net)	0.00 Indian Rupee
Incoterm / Location	
Terms of Payment	
Currency	INR Indian Rupee
Created on	22.03.2017 12:14:52 by Test icici
Last processed on	22.03.2017 16:46:02 by Test icici
ASD Payment Status	Reversed

Vendor can check the status of ASD Payment

NOTE:

- Bid Submission Status is "**Submitted**" and bid submission date & time is passed; then Reversal of ASD Amount is not possible. In this case contact bid inviting department for ASD Refund.

- In case of **"Held"** status of the bid, ASD reverse is possible at any time.

17. Amount Revrese from e-Wallet to Register Bank Account

- Click on **"To Account"**

- System will display available balance in the wallet.
- Enter amount in **"Enter Amount to Refund to personal Account (in INR)"**
- Click on **"Refund"**

- System will display vendor registered account details maintained in Vendor Master.

- Verify the details and click on **"SUBMIT"** button.
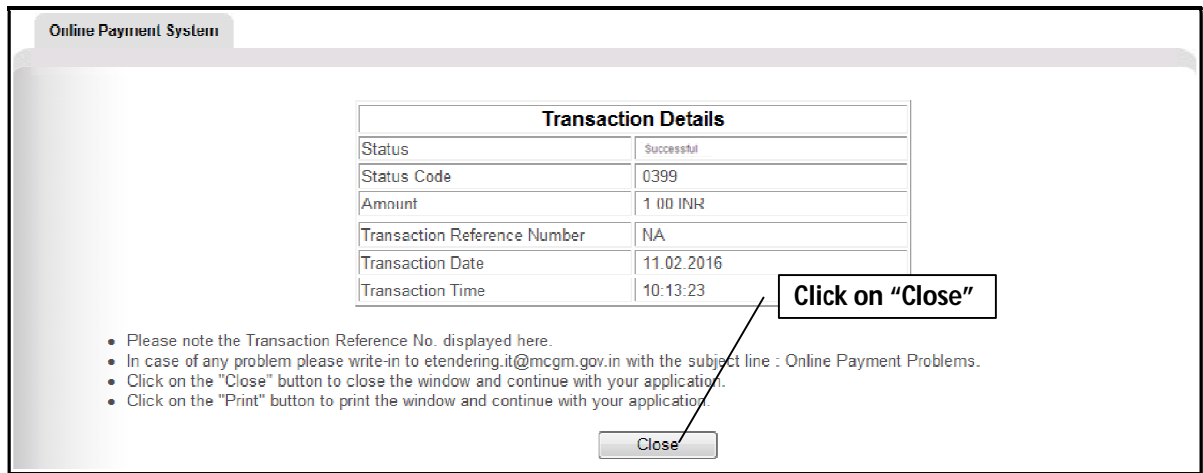
- System will display transaction details as below

Transaction Details	
Status	Successful
Status Code	0399
Amount	1 00 INR
Transaction Reference Number	NA
Transaction Date	11.02.2016
Transaction Time	10:13:23

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 with the subject line : Online Payment Problems.
- Click on the "Close" button to close the window and continue with your application.
- Click on the "Print" button to print the window and continue with your application.

Close

NOTE: Whether the transaction amount credited in vendor's registered account or not should be confirm with concern bank.

18. Operating e-wallet

- The vendor's e-wallet account will be created in ICICI bank.

- The e-wallet account will be created immediately after processing the vendor User id, password process by Central Procurement Department, MCGM

- The vendor will receive an email from MCGM confirming creation and activation of the e-wallet account

- The vendor's e-wallet account details will be mentioned in the aforesaid email

- To fund the e-wallet account , 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

- E-wallet account number is **MCGMXXXXXXXXXX** where **X** denotes the vendor code no (10 digit).   The e-wallet account number is to be confirmed with Central Purchase Department.

- 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

    - Type of account : Current account

- ICICI bank Address:

    ICICI Bank Ltd.
    Backbay Reclamation Branch
    ICICI Centre, 163, H.T.Parekh Marg
    Backbay Reclamation, Churchgate
    Mumbai-400 020

- For any inquiry pertaining to e-wallet creation, kindly contact to Central Purchase Department – Contact NO.-022-23083161/62/63, Ext No- 228

- In case of any enquiry pertaining to RTGS and NEFT payment transfer to ICICI Bank Vendor wallet please contact ICICI Bank's customer service desk 022-61376778/ 022-61376772 / 022-61376644/ 022- 61376752.

19. FAQ

Whom and How to contact for inquiry?

Issue	Whom and How to Reach
a) E-Tender clause related clarification / information	• **E-tender Inviting Department**
a) Vendor Registration / Changes in registered details b) Vendor E-tendering new User Id and Password c) Vendor Wallet confirmation	• **Central Procurement Department** Contact Central Procurement Department: Contact No.: 022-23083161/62/63, Ext No- 228 Email ID: jaa03.far@mcgm.gov.in

Please ensure the following for informing IT related issues:
 a) Vendor User ID forgotten
     i) Email Sub: Vendor no. – User ID forgotten
 	
 b) Vendor User ID Password reset
     i) Email Sub: Vendor no. – Password reset
 	
 c) E-tender locked
     i) Email Sub: Vendor no. – E-tender Locked
     ii) Email Body: E-Tender no. and Vendor no.
     iii) Attachment: Screen shot of the error message.
 	
 d) E-tender Tender Fee related issues
     i) Email Sub: Vendor no. – E-tender tender fee
     ii) Email Body: E-Tender no., Vendor no. and the issue in brief.
     iii) Attachment: Screen shot of the error message.
 	
 e) E-tender EMD / ASD charges related issues
     i) Email Sub: Vendor no. – E-tender EMD /ASD
     ii) Email Body: E-Tender no., Vendor no. and the issue in brief.
       (1) For NEFT / RTGS transfer not reflecting in the Wallet: Mention Vendor no, the date and time of transaction initiated, Name of the Bank, UTR no.
       (2) EMD / ASD Payment or reversal: Mention Vendor no, the date and time of transaction initiated, Transaction no.
	• **Information Technology Department**
	
	 Contact No.: 022-24811275 in MCGM working hours.
	
	 Email To – etendering.it@mcgm.gov.in
	
	 Email From - Vendor's registered email ID with MCGM

iii) Attachment: Screen shot of the Check Balance page, EMD / ASD Status on Basic data page and Transaction Status page.
 	
  f) For any other issues
     i) Email Sub: Vendor no. – E-tender (Mention issue)
     ii) Email Body: E-Tender no., Vendor no. and issue in brief
     iii) Attachment: Screen shot of the error message and relevant page
	• **Information Technology Department**
	
	Contact No.: 022-24811275 in MCGM working hours.
	
	 Email To – etendering.it@mcgm.gov.in
	
	Email From - Vendor's registered email ID with MCGM

20. Precaution while e-Tendering

1. Do not click on "Refresh" button.

2. Do not click on "Back" button.

3. Do not close browser before logging out.

20. Precaution while e-Tendering