

SAP Implementation At Municipal Corporation Greater Mumbai

Supplier Relationship Management (SRM)

PERCENTAGE RATE BIDDING PROCESS

Version 2.4



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1. Vendor Registration Process

• Go to MCGM portal and click on "Business"



• Click on "Tenders & Quotations" and Click on "Tender Manuals"

A .			Skip to Nav	igation Skip to Conten	t A ⁻ A A ⁺ A A मराठी
बृहन्मुंबई मह Municipal Co	ानगरपालिका prporation of (Greater Mumbai		E	Contact Us 17 March, 2017 MPLOYEE LOGIN
HOME ABOUT US SERVI	CES CITIZEN	BUSINESS TOURIST	Click on "Tenders & Quotations"		सल्पेर पन्नो
HOME > About Mumbai		Procurement Plan		Click on "T	ender Manuals"
Quick Linko		Tenders & Quotations	Tender Manuals		What's New
Mumbai Statistics & Mans		E-Tendering Login	Tenders & Quotations		Shramdan program
Property Tax (New)		E-Quotation/Unstar Tenders	Unified Schedule of Rates		Parking Policy.
Pay Water Bills		E-Tenders	Invoice Submission		Swachh Bharat Cess
Pay Octroi					Estate Policy Draft 2015
Recruitment		Commercial Report	Major Projects	\rightarrow	MCGM Employees Medical Scheme
lenders & Quotations more »		Licensing & Permitting			more »
Polated Linka	tion M	CSR Initiatives			Pross Polosso
Acela Conker	Municipal C	Single Window		4	Piess Kelease
Aaple Sarkar Disaster Management		ALL IT	104 000000 W 77 1 44		Project)
BYL Nair Hospital					Air quality monitoring & research Laboratory

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

Quick Links	Manuals e-Tenders U	nified Schedule of Rates	Invoice	Submission	Major Projects	
Mumbai Statistics & Maps						
Property Tax (New)	Latest system update requir	ement for SRM e-tendering	J: MC Windo		an Dank 02	
Pay Water Bills	Computer Operating system	i minimum configuration .		WS AF Servic	LE FALK UJ	
Pay Octroi	E D:	dational contra		- Tradition (
Recruitment	E-BI	dding Login		e-Tendering I	Login	
Tenders & Quotations						
more »	M	anual			Instructions	
Related Links	Registration Rules 2016 - Notic	<u>e</u>	Re	gistration Rule	es Booklet 2016	
Aaple Sarkar	User Manual for Vendors - Registration Process			Instructions to Vendors		
Disaster Management BYL Nair Hospital	User Manual for Vendors - Item Rate Bidding Process			Vendor Training		
LTMG Hospital	User Manual for Vendors - Percentage Rate Bidding Process			Articles of Agreement		
more »	Manual of procurement			Revised basic norms for registration of RMC plants w.e.f. 01.07.2011		
@ Great Governance	GCC for CWC works			Special clause for Asphalting/Cement Concrete works		
भेरी सरस्वर mygov.nic.in	Registration Rules 2015			Medicine Product Registration Process		
My Gov - Feedback of Parking Policy			Sc	hedule Copy o	of Medicine Product Registration Process	
MCGM						
24 X 7 W	Pre-Requisites			Те	emplates	
	Browser Settings	Sample Contract Agreeme	nt for e-Qu	otation and Un	istar Tenders	
	Browser Settings for SSL	Click on "Vendo	- <u>s</u>	uccessful Bidd	der for e-Quotation and Unstar Tenders	
	CA Root certificate	Registration For	m″ 🛛	by MCGM for (e-Quotation and Unstar Tenders	
	Vendor Registration Form	Sample contract agreemen	t for CWC	works		
		Tender sample testing/verif	ication for \	various medicii	nes, medical devices etc.	

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).
- 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.
- 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: <u>http://www.askvg.com/how-to-enable-activate-hidden-administrator-account-in-windows-vista/</u>
- 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

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Pre-Requisites			Templates		
Browser Settings	Sample Contrac	<u>:t Agreement for e-Ç</u>	Duotation and Unstar Tenders		
Name		For Internet/ zone setting	Intranet/Trusted site check this word file	Modified	CRC32
Certificate_Chain IESettings_Updated.doc	17,053	,184 981,769	Folder Microsoft Office Word 97 - 2003 Docume	1/31/2011 10:2 1/31/2011 10:2	91F5AFE2

- 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://tender.mcgm.gov.in and https://tender.mcgm.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)

Certificates			83
Intended purpose: <a>All> Personal Other People In	termediate Cer	of Digital Sig	nature Owner
Issued To	Issued By	Expiratio	Friendly Name
Class 2 individual test	e-Mudhra Sub CA for	12/22/2019	<none></none>
Class 2 individual test	e-Mudhra Sub CA for	12/22/2016	ST=KARNATAKA
Import Export	<u>R</u> emove		Advanced
Certificate intended purpose	s		
Secure Email, Client Authent	ication		<u>V</u> iew
Learn more about certificates			Close

- 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



🗲 🔄 进 https://tender.mcgm.gov.in/sap/bc/gui/sap/its/bb 🔎 🖛 🔒 🕈 🥭 SRM - Enterprise Buyer Wel 🗙		ñ 🛧 🛱
File Edit View Favorites Tools Help		
🀅 🥘 SRM(AIX) 🕘 Certificate Error Navigatio 🧃 SRM Prod New 🖅 MCGM - Test New 🤮 MCGM - Prod new 🗿 SRM	I QA 🧃 SRM Prod 📨 Solman 🧃 SRM - Dev	
		^
МССМ	Logon	
	User	
	Password	
and the second s	Cleart	
Supplier		
	Language English V	
Melationship	Accessibility	
	Log On	
anagement		
A Barren A		~
File Find Disable View Images Cache Tools Validate Browser Mode: IE8 Document Mode: IE5 quirks	Select the browser version	- @ ×
HTML CSS Console Script Profiler Network Internet Explorer 10	Search HTML	٩
😓 🛒 🚽 🄄 🗹 😨 Internet Explorer 10 Compatibility View	Style Trace Styles Layout Attributes	
B- <html> Internet Explorer 9</html>		
V Internet Explorer 8		
Internet Explorer 7		

- Go through all the information available on MCGM portal.
- Link to access the MCGM Portal <u>www.mcgm.gov.in</u>



• Click on "Business" tab





• Click on "E-Tendering Login".

	Skip to Navigation Skip to Content	A ⁻ A A ⁺ A A मराठी
बृहन्मुंबई महानगरपालिका Municipal Corporation of	Greater Mumbai 🗾 🕬	Contact Us 17 March, 2017 IPLOYEE LOGIN
HOME ABOUT US SERVICES CITIZEN	BUSINESS TOURIST ONLINE SERVICES COMPLAINTS REPORTS	
HOME > About Mumbai	Procurement Plan	·
Ouick Links	Tenders & Quotations	What's New
Mumbai Statistics & Maps	E-Tendering Login	Shramdan program.
Property Tax (New)	E-Quotation/Unstar Tenders	Parking Policy.
Pay Water Bills	E Tondero	Swachh Bharat Cess
Pay Octroi		Estate Policy Draft 2015
Recruitment	Commercial Report	MCGM Employees Medical Scheme
Tenders & Quotations		more »
more »		
Related Links	CSR Initiatives	Press Release
Aaple Sarkar	Single Window	Director (Engineering services and

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

MCGM		Logon
	Enter User id	USINE CERVEN
100 million (100 m		Password
G	Enter Password	Client 250
Subl		Language English -
Rela	tionship	Accessibility
Mar	agement	Luu On
		Click on "Change Password"
	XX	<u>Change Reserverd</u> <u>Request User D</u> Forgot your password or user ID? <u>Help</u>

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. 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".

nd Bid Invitations and Ad	🔠 1. Enter Bid i	nvitation					
umber of Document	Name	Status		Processed by Me			
100095608	÷	Current B	id Invitations	т т			
tart Extended Search p: Choose a symbol in arch Result: 0 Hits 2	. Click on "Start'	crvicw by choosin	iq the bid numbe	r			
Number	Name	Frans Type	St	art Date	End Date	Bid Status	Action

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 / Click on "Bid invitation no" and poessed by Me								
open the Bid invitation no.								
Start Extended Searc	<u>eh</u> /	•						
Tip: Choose a symbol in the mavigation column or mavigate to the bid overview by choosing the bid number								
Scarch Result: 1 Hits/	/							
Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action		
7100095608	8 lest Bid	Three stage Bid	21.03.2017 14:56:00	23.03.2017 16:00:00	No Bid Created	9, 🖻		
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.

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 Test Bid Number 7100095608 External Version number						
General Data Item Data						
Basic Data Information from Purc	haser Partner/Delivery Address					
Check the information for the bid invitation.						
Time Zone	INDIA					
Start Date	21.03.2017 14:56:00					
End Date	23.03.2017 16:00:00					

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

Tender Fee Payment	
	Indian account tender fee payment Close Continue
	 Click on the "Continue" button to continue the Tender Fee Payment process. Click on the "Close" button to close the window and continue with your application.

• Click on "Continue" to proceed

Online Payment		
Municipal Corporation of Greater Mumbai offers "Online Payment System" for payment of charges of selected service		
Following are your transaction details:		
 Bid Invitation Number :- 7100095608 Transaction Number :- 60000000005785 Tender Fee Amount :- 5.00 VAT amount :- 0.10 EMD Amount :- 10.00 		
Please note the transaction number.		
Payment Options :		
Pay Tender Fee and VAT		
Click here to Proceed Click on "Continue"		

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- 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.

Online Payment				
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:				
 Do not press "Refresh" on your browser OR "F5" key on keyboard, this may terminate your transaction. Do not close the browser while your transaction is in progress. Closing the browser or refreshing requires refilling of the whole form. 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 using online banking account. These terms and conditions may be amended at any time. All amended terms shall automatically become effective immediately from the are payment Re. All amended terms shall automatically bound by the Terms of the site of the site of the are payment Gateway. You agree to be 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.				
☑ 1 / We Agree				

• Click on "Pay" tab.



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



mcgm.gov.in		
A Internet Banking	Pay using Internet Banking	Merchant Name MCGMTENDER
		Payment Amount: ₹2.00
Click on "Make Pay	Image: Second	Select bank from
		drop down menu
	Make Payment	
		Powered by <u>B ill D e s k</u> Werdens, best some

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

	ank		IC	3CI Bank Home Abo	ut Us Sitemap Customer Ca	are Find ATM/Branch
PERSONAL BANKING	PRIVILEGE BANKING	WEALTH MANAGEMENT	PRIVATE BANKING	NRI BANKING	CORPORATE BANKING	BUSINESS BANKING
	ICICI Ba	ank Savings A/c / Pockets	Wallet O b2 - brar	nchfree banking #	V/c	
		🔒 Paymer	nt through ICICI Ban	k		
		User ID				
		Password				
		Lo	g-in ⊧			
		Payments made through th	is facility cannot be stop	pped or modified.		

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

	Transa	tion Details	
	Status	Successful	
	Status Code		
	Amount	11550.00	
	Transaction Reference Number	D1624011447510	
	Payment ID	0022916943	
 Please note the Transac In case of any problem p Click on the "Close" butt 	tion ID displayed here. Jease write-in to tender@mcgm.gov.in with ion to close the window and continue with y	the subject line : Online Payment your application.	t Problems.

• 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 Chang	e Refresh Output Pr	eview Pay Tender Fee EMD Payment Balance EMD Reverse To Account ASD	Back to Initial Scree
Three stage Bid: Name Test	Bid Number 71000	5608 External Version Number 1	
Operated Data Rest Data			
Regio Data Lisformation from Duro	honor I Bartand Balivan	Address	
Check the information for the bid inv	itation	AUDIRES	
Shook and information for alle blu lift	nation.		
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		
Lender type	01		
Estimated Tender Value	0.00		
EligCrit OpeningDate(Packet A)	23.03.2017		
EliqCrit OpeningTime(Packet A)	16:01:00	Click # # to move to novt	1
TechBid Opening Date(Packet B)	23.03.2017	Click ">_" to move to next	$ \rangle$
TechBid Opening Time(Packet B)	16:03:00	page of Basic data tab	
Contact Details	02210100202		- / -
Tender Fee	5.00		
FMD Amount	10 00		
EMD Amount Paid	0.00		
		W 11	- 10 From 21 1

General Data Item Data						
Basic Data Information from Purchaser Partner/Delivery Address						
Check the information for the bid invitation.						
Time Zone						
Start Date	21.03.2017 1/4:	Check the status of Online				
End Date	23.03.2017 16:	"Successful" for particular				
Price Bid Opening Date(Packet C)	23.03.2017 (16:0	bid invitation				
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					

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					
С	heck the information for the bid invitation.					
	Time Zone	INE	AK			
	Start Date	20.	.04.2015 15:07:00			
	End Date		.04.2015 15:30:00			
	Price Bid Opening Date(Packet C)		.04.2015 15:33:00			
	End of Binding Period		.06.2015			
	Currency		R Indian Rupee			
	Last Time for Tender Fee Pay		:25:00			
	Status of Online Payment		plied			
	Percentage Quoted		00			
	Pre bid Meeting Date					
	Pre-bid Meeting Time		Check the status of Online			
	Contract Period(Months)		Tender fee payment as			
	Monsoon Period		"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 7xxxxxxxx" link

Three stage Bid: Name Test Bid Nu	mber 7100095608 External Version Number 1
General Data Item Data	
Basic Data Information from Perchaser I	artner/Delivery Address
Check the information for the bid invitation.	<u> </u>
Texts	Click on "Information from Purchaser"
To Display / Edit the Texts, Choose the Ap	propriate Text Type from "General Data" tab
Text Overview	
Text Type	Text Preview (60 Chars.)
Corrigendum Text	
Corrigendum Text2	
Tendering text	
Corrigendum Text	No Fixed Value 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 Ar	Idress
Sheck the information for the bid invitation.	
Texts	
To Display / Edit the Texts, Choose the Appropriate Text Typ	Windows Internet Explorer
Text Overview	
Text Type Text Preview (60	Application is starting
Corrigendum Text	
Corrigendum Text2	
Tendering text	
	OK
Corrigendum Text No Fixed Value S	·

• 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.	
		🗣 Loca
	🤌 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"

Home		Refresh	Help Logout
정 소 · · · · · · · · · · · · · · · · · ·	Folder Folder		Help
299 <u>891d Invitato 7100095608 Display</u>	Current Path: Collaboration Bid Invi > Public Area > Folder		
🎘 Public Area 🔻	Folder		
₽ <mark>⊐ Folder</mark>	To save any changes made, click Save.		
	Name Folder		
	Subscribe		
Click on #Folder	uthorization Read		
	Save Notifications Additional Functions Cancel		

Click on "MCGM" folder

Home			Retres	h Help	Logout
ାହାର Seid Invitate 7100096261 Die	oplay	Public Area Public /	Area		Help
Public Area	Click on "Mo see docume	CGM" folder to nts uploaded	<u>Bid Invi</u> > Public Area		
	by Purchase	r	iges made to the name or the description. If you want to assign additional hrk area, choose <i>Aliases</i>	names to c	ertain
		Collaboration	Collaboration Bid Invitatin /100096251		
		Description	Public Area	1	
		Authorization			
		Save Notifications	dditional Functions a Cancol		



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

Home						Refresh	n Help	Logout
ତ ≙ ଲି 381 <u>Bid Invitatn 7100072311 Display</u>	Folder MCGM Folder Current Path: Collaboration	er on Bid Invi >	• <u>Public Area</u> > <u>Fol</u>	lder > MCGN	l Folder			<u>Help</u>
🚇 Public Area 👻	Folder							
✓ Holder MCGM ✓ <u>VENDOR</u> <u>PACKET A</u> <u>PACKET B</u> <u>C</u>	To save any changes ma Name MC Subscribe Authorization Re Save Notifications Add Choose an object to displa	ade, click Sav CGM Folder aad ditional Functi	e. Click here documen ons Cancel bjects. To copy ot	e to ope t.	n the	nd then cl	hoose Copy.	
	Folder Contents				Copy	Copy as E	dookmark /	All None
	<u>Name</u> ⊽	Current V	ersion	Status	Changed by	Change	d on	
	Image:	<u>1.pdf (154</u>	KB)		Dhumale Rahul	26.10.20	16 10:53:15	

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

Home		Refresh Help Logout
영 쇼 [그나 6] 路Bid Invitatn 7100072311 Display	Folder MCGM Folder Current Path: Collaboration Bid Invi > Public Area > Folder > MC	CM Folder
æ Public Area	Folder	Click on "Logout"
⊽ [©] <u>Folder</u> □ <u>MCGM</u>	To save any changes made, click Save.	
	Name MCGM Folder	
	Subscribe	
	Authorization Read	

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 documenents. So, Contact Bid Inviting department in case Collaboration link is not available.

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5. Registering for Bid

• Click on "Register" Tab

Display Three stage Bid						
Register Create Hold Chang	e Refresh Output Pre	review Pay Tender Fee EMD Payment Balance EMD Reverse To Account ASD				
Click on "R	egister″					
Three stage Bid: Name Test	Bid Number 710009	95608 External Version Number 1				
General Data Item Data						
Basic Data Information from Purc	haser Partner/Delivery.	y Address				
Check the information for the bid inv	itation.					
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					

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

	General D	ata Item Data		
В	asic Data <u>Ir</u>	nformation from P	Windows Internet Explorer	
Ch	eck the inforr	mation for the bid		
	Time Zone		I confirm that – I fulfill all eligibility criteria, technical criteria required for this Tender Invitation.	
	Start Date			
	End Date			
	Price Bid Ope	ening Date(Packe	OK Cancel	
	-			

• Click on **"OK**" to proceed.

	General Da	ta Item Data			
	Basic Data <u>In</u> i	formation from Pu	Windows I	Internet Explorer	
CI	neck the inform	ation for the bid in			
	Time Zone		<u> </u>	You have been registered. You will be informed of BI changes via e-mail	
	Start Date			Click on "OK"	
	End Date				
	Price Bid Ope	ning Date(Packet (OK	

6. Create Bid

• Click on "Create" button

Display Three stage Bid								
Register Create Hold Chang	e Refresh Output P	review	Pay Tender Fee	EMD Payment	Balance	EMD Reverse	To Account ASI	D
	Click on #Cro	ato"	1					
Three stage Bid: Name Test	Be namber root		External Version	on Number 1				
General Data Item Data								
Basic Data Information from Pure	haser Partner/Deliver	y Addre	<u>ISS</u>					
Check the information for the bid inv	itation.							
	10014							
limc ∠onc	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							

• System will display below message

General Data Item Data		
Basic Data Information from Purc	<u>haser My Notes Partn</u>	ner/Delivery Address Bid Invitation Versions
Check the information in your bid. Yo	ou can also add your ow	/n notes.
		Windows Internet Explorer
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	Ä	

• Click on "OK" to proceed.

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

6.1 Hold Bid Invitation:

• Click on **"Hold"** button

	Process Bid						
Submit Kold Change Delete	Check Refresh Download Upload Oulput Preview Pay Tender Fee EMD Payment Balance EMD Reverse To Account ASD Sign						
Three stage Bid: Name C	lick on "Hold" 508						
General Data Item Data							
Basic Data Information from Pure	chaser My Notes Partner/Delivery Address Bid Invitation Versions						
Check the information in your bid. Y	fou can also add your own notes.						
Bid Number	8100007255						
Time Zone	INDIA						
End Date	23.03.2017 16:00:00						

• System will display message, indicates bid is held

	Display Bio	d							
Register Submit Change Del	lete Check Refr	esh Download Upload	Output Preview	Pay Tender Fee	EMD Payment	Balance	EMD Reverse	To Account	ASD Sign
Three stage Bid: Name Test	t Bid Number 71	00095608 External Ve	rsion Number	1					
General Data Item Data									
Basic Data Information from Purc	chaser <u>My Notes</u>	Partner/Delivery Address	Bid Invitation Ver	rsions					
Check the information in your bid									
		Windows Internet Explo	orer 🎫						
Bid Number	8100007255								
Time Zone	INDIA	A		Click or	#OK				
End Date	23.03.2017 16:0	Bid Test Bid	i neid						
Price Bid Opening Date(Packet C) 23.03.2017 16:05								
Bid Status	Held								
Total Value (Net)	0.00 Indian Rupe								

• Click on "Change" tab for further bid processes.

Display Bid Register 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 Number 7100095508 External Version Number 1 Click on "Change"						
Busic Data Information from Purchaser My Notes Partner/Defivery Ar Check the information in your bid.	General Data Entropy Characteristics Basic Data Information from Purchaser My Notes Partner/Delivery Address Bid Invitation Versions Check the information in your bid. Check the information in your bid.					
Bid Number 8100007255						
Time Zone INDIA						
End Date 23.03.2017 16:00:00						
Price Did Opening Date(Packet C) 20.00.2017 10:05:00						

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7. Online EMD Payment

NOTE: Kindly refer **Chapter no. 18** before proceeding for EMD Payment.

• Click on "EMD Payment" tab to pay EMD Amount.

	Process Bid					
Submit Hold Change Delete	Check Refresh Download Upload Output Pre	eview Pay Tender Fee	EMD Payment Balance	EMD Reverse	Fo Account AS	SD Sign
Three stage Bid: Name Test	Three stage Bid: Name Test Bid Numbe Click on "EMD Payment"					
General Data Item Data						
Basic Data Information from Pure	chaser <u>My Notes Partner/Delivery Address</u> <u>Bid In</u>	vitation Versions				
Check the information in your bid. Y	ou 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					

• Click on "Continue".

EMD Payment	
	l.
Indian account EMD payment Click on "Continue"	
Close Continue	
 Click on the "Continue" button to continue the EMD Payment process. 	
 Click on the "Close" button to close the window and continue with your application. 	

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

Vendor eWallet Balance Details						
Available Balance - Transaction Amount - Remarks -	98048408.94 10.00 EMDPayment	Click on "PROCEED TO PAYMENT"				
PROCEED TO PA	YMENT	CANCEL				

• System will display transaction details as below.



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

- 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	Check Status of online EMD
Pre bid Meeting Date		particular bid invitation
Pre-bid Meeting Time		•
Contract Period(Months)	0	
Monsoon Period		

• 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	02210100202	Check Paid EMD	amount for	
Tender Fee	5.00 / l	рагиситат ый ш	vitation	
EMD Amount	10.00			
EMD Amount Paid	10.00			

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

	Process Bi	d								
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 71	00005608								
General Data Item Data										
Basic Data Information from Pure	<u>thaser My Notes </u>	Partner/Delive	ery Addres	<u>s Bid Invitation</u>	Versions					
Check the information in your bid. Ye	ou can also add you	ir own notes.								
Bid Number	8100007255									
Time Zone	INDIA									

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

	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 F	Rid Number 7100095608						
General Data Item Data	General Data tem Data						
Basic Data Information from Purch	aser My Notes Partner/Delivery Address Bid Invitation Versions						
Check the information in your bid. You	u can also add your own notes.						
Bid Number	810007255						
Time Zone	INDIA						

• Balance details will be appeared as below.

Wallet Balance			
	Ba	lance Details	
	Your current balance is	98176504.41 INR	
	Click on the "Close" button to application.	Close the window and continue with	'Your 'Close"

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 Dow	Inload Upload Output Preview Pay Tender Fe	e FMD Payment Balance F	FMD Reverse To Account ASD Sign
Three stage Bid: Name Test Bid Number 7100095	608		
General Data tem Data			
Basic Data Information from Purchaser My Notes Partne	er/Delivery Address Bid Invitation Versions		
Check the information in your bid. You can also add your own	n notes.		
		1	
Texta	Click on "My Notes" from		
TEXIS	"Conoral Data" tab		
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	Collaboration folder link//
	Collaboration folder link"
	۲
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
	ОК
	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 - En	terprise Bu 🤌 Work Area - Bid 810

• C Folder Screen as below.

Home	Ref	resh	Help	Logout
Image: Second state Second	Work Area <i>Bid 8100007255 abcd</i> Navigation: <u>Collaboration</u> Current Path: <u>Collaboration Bid Invi</u> > BId 8100007255 abcd			<u>Help</u>
Click on "Folder	Change Work Area Choose Save to save changes made to the name or the description. If you want to assign addition cFolders objects in this work area, choose Aliases. Collaboration Collaboration Bid Invitatn 7100095608 Name Bid 8100007255 abcd Description Eid 8100007255 abcd	nal nan	nes to ce	rtain
	Authorization Write Save Notifications Additional Functions Cancel			

- 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"



Home				Refresh	Help	Logout
정도 Invitatin 7 100096252 Display 월 Did Invitatin 7 100096252 Display 에 Did 8100007433 GIC 110USING FIN	VAN •	Work Area Bid 8100007433 GIC Navigation: Collaboration Current Path: Collaboration Did Invi > D Change Work Area Collaboration Did Invi > D	HOUSING FINANCE LTD. Nid 8100007433 GIC 110U			Help
MCGM VENDOR PACKETA PACKETB C	Click	Choose Save to save changes made to cFolders objects in this work area, choo m "PACKET A" folder to	the name or the description. If you want to se <i>Aljases</i> . main /100096252	assign additional nar	mes to ce	ertain
	uploa	d the documents.	C HOUSING FINANCE LTD.	×		
		Authorization Save Notifications Additional Function	ns 🖌 Cancel			

• Click on "Create" to upload document.

Folder PACKET A
Current Path: Collaboration Bid Invi > Bid 8100006897 abcd > Folder > VENDOR Folder > PACKET A
Folder
To save any changes made, click Save.
Name PACKET A
Subscribe
Categorization No Category Selected -
Authorization Write
Save Notifications Additional Functions Cancel
o create folder objects, select <i>Create.</i> To copy or delete objects, select the required objects and then choose <i>Copy</i> or elete.
Folder Contents Create Copy Copy as Bookmark Paste Delete
<u>Name</u> v Current Version <u>Status</u> <u>Changed by</u> <u>Changed on</u>
Empty

• Click on "Document" to proceed further

Create Object				
Navigation: Folder Overview	<u>v</u>			
Current Path: Collaboration E	Bid Invi > Bid 8100006897 abcd > Folder > VENDOR Folder > PACKET A > Create Object			
What do you want to create?	Cancel			
a [∎] a <u>Bill of Material</u>	A bill of material structures materials and represents a directory of all parts (items) that belong to a material.			
Sel	ect "Document" inked to any Web site.			
Discussion	A discussion is a communication forum about a collaboration, a folder or a folder object.			
Document	A document can contain any file in different versions.			
Manufacturer Part Number	A code or number used by a manufacturer or vendor to identify a material.			
Material	A material is an item (product, goods and so on) that is created, used in production, traded, or consumed.			
- <u>⊠Note</u>	A note is for adding a short descriptive text and can have versions.			
	iPPE nodes stand for product functions whose concrete form are the iPPE variants.			
PPE Variant iPPE variants are the concrete form of functions of the product.				



• Details regarding Document

Create Document		Help
Navigation: <u>Folder Ov</u> Current Path: <u>Collabora</u> Docume	<u>erview</u> t <u>ion Bid Invi</u> > <u>Bid 8100006897 abcd</u> > <u>Folder</u> > <u>VENDOR Folder</u> > <u>PACKET A</u> > Create nt	
Create Document		
Enter the name and a	description Decide whether or not you want to up Give the proper name of	lex1
Name	Technical specification uploaded file for identify	
Description		
Subscribe PGP Documents	Vou are only allowed to use PGP files in this doc Give details description	
Click Continue Cancel	on "Continue" © Upload Local File © Create File Later	

- 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

Loyout
<u>al</u>

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- Select Digital Signature to sign
- Click on "OK" to move further

Certifica		TANCY SERVI	CES		
8	Select the Click View	Certificate you v Certificate for C	vant to use Se	lect Digital Signa	iture
Issue	d To	Issued By	Serial No.	Expiration Date	Issuer Details
	iss 2 indi	e-Mudhra Su	16CD10	22-12-2016 :	CN=e-Mudhr
4					•
			ок	Cancel	View Certificate
		Converiable © 20		· Samirar Ltd	

• System will display below message.

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 Browse and then Save.
C:\Users\Administrator\Downloads\R Browse
Signature is Generated Successfully

• Click on "OK" button



• Click on "Save".

Folder PACKET A				Help			
Current Path: Collaboration Big	<u>l Invi</u> > <u>Bid 8100007255 abcd</u> > <u>Folder</u> > <u>V</u>	ENDOR F	older > PACKET	A			
Folder							
To save any changes made, c	lick Save.						
Name PACKET	A						
Subscribe Click on "Save"							
Save Notifications Additiona	Save Notifications Additional Functions Cancel						
To create folder objects, select Delete.	<i>Create</i> . To copy or delete objects, select th	e required	objects and the	n choose Copy or			
Folder Contents	Create Copy	Copy as	Bookmark Pas	ste Delete All None			
<u>Name</u> ⊽	Current Version	Status	Changed by	Changed on			
Technical specification	Re_SRM Dev server MRD.pdf (458KB)		Test icici	22.03.2017 12:55:18			

- 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.

Create Version
Navigation: Version Overview
Current Path: Collaboration Bid Invi > Bid 8100480775 BRAINLA > Folder > Bidder > Packet A > Solvency Certificate > Create Version
To select the required file, choose Browse and then Save.
I:\Scan 7-12-2016\scan attested doc\Packe Browse
Sign and Save Cancel
Loading



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.

Three	e slage Bid: Name <mark>Tesl B</mark> i	d Number 7100095608					
Gen Tip: (1) (2) Displ Item Ove	General Data tem Data Tp: (1) You can onter value-virectly in the tables and press Submt button on the top, or you can go to the details of each item b (2) You cannot submt bids every on tems with conditional pricing, or items with required attributes. Click on "Item Data" tab en Overview						
• Find It	<u>em</u>					\backslash	
Item	Description	Item Category	Product Category	Submilled Quantity	Allachments (buyer/me)	Nules (buyer/me) Action	
	1 service1	Services	Miscellaneous	1 Activity unit	<u>0 / 0</u>	<u>o</u> / o 🔍	
					Legend :	Display ilem details 🕸 Change price	

• Click on "

Item Detail 1: service1			Note			
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 Vendor Product Number	Services					
Product Category	Miscellaneous					
Quantity of Bid Invitation	1 Activity unit					
Submitted Quantity	1 Activity unit					
Item Value	0.00 INR					
Required	Between -					
Service Agent	Percen	tage variation				
Percentage Quoted	0.00	a tab default as 0.00				
Estimated price	1,357,673.00					
Purchase requisition						
Standard WBS element						
2 Messages						
 Succefully 	entered values	Message as percent 0. will be treated as "At I	00 Par"			
Percent 0.	00 will be treated as "At Par" ((Item 1)				

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- "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 qu	ioted is more than 15 ⁰	% submit	rate analysis doo tracted on "At D	cument	
3. Il percentage qu	loted is entered as 0.0	JUIL WIII DE	realed as ALP		
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	#	Percent	tage variation]	
Percentage Quoted	13.00-	240104			
Estimated price	1,357,673.00				
Purchase requisition					
Standard WBS element					
1 Message	M to	essage g	enerated details.		
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.

Submit Hold Change Delete	Process Bid Check Refresh Download Upload Output Pr	evlew Pay Tender Fe	EMD Payment	Balance EMD Reve	rse To Account ASD Sign
Three stage Bid: Name Test	Bid Number 7100095608		Click on "	ASD" buttor	ר 🗌
General Data Item Data					
Basic Data Information from Purc	haser <u>My Notes</u> <u>Partner/Delivery Address</u> <u>Bid In</u>	vitation Versions			
Check the information in your bid. Yo	ou 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	Held				

• Verify ASD amount, then click on "Submit"

Additional Security Deposit - Windows Internet	Explorer	
Additional Security Deposit Details		
Amount (in figures): Suturit Click on "Submit"	13576.73 INR Reverse	
Note : Percentage rates maitained for the item are item	1.01:13.00	
•		Þ

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

Vendor e	Wallet Balance	e Details
Available Balance - Transaction Amount - Remarks -	98047110.16 13576.73 ASDPayment	Click on "PROCEED TO PAYMENT"
PROCEED TO PA	YMENT	CANCEL

• System display transaction details as below

Online Payment System			
	Transac	tion Details]
	Status	Successful	
	Status Code	0300	
	Amount	13576.73 INR	
	Transaction Reference Number	170322000007	
	Iransaction Date	22.03.2017	
	Transaction Time	13:31:14	
 Please note the Transaction F In case of any problem please Click on the "Close" button to 	Reference No. displayed here. write-in to etendering.it@mcgm.gov.ir close the window and continue with y	n with the subject line : Online Payment line : Online Payment line : Close	e r

- 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	/ Vendor can check the
Contract Period(Months)	Paid ASD amount
Monsoon Period	
ASD Amount Paid	13576.73

• 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 /	Vendor can chec	k the
Monsoon Period		status of ASD Pag	yment
ASD Amount Paid	13576.73		
	Successful		
ASD Payment Status	Juccessiui		
ASD Payment Status	Juccessiu		

12. Submission of Bid.

• Step wise process shown as below.

Submit Hold Change Delete	Process Bid Check Refresh Download Upload Output P	Preview Pay Tender Fee	EMD Payment Balance	e EMD Reverse To Acco	unt ASD Sign	
Three stage Did: Name Tesi General Data Item Data	Step 1: Click on "Ch	eck" button				
Basic Data <u>Information from Pure</u> Check the informs Step 3: C	Besic Data hformation from Purchaser My Notes Partner/Delivery Address Bid Invitation Versions Check the inform 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 Refre	sh Download Upload Output Preview Pay Tender Fee EMD Payment Balance EMD Reverse To Account ASD Sign
Three stage Bid: Name Tes	t Bid Number	7100095608
General Data Item Data		
Basic Data Information from Pur	chaser <u>Mv Note</u>	Windows Internet Explorer
Check the Information in your bid. Y	'ou can also add	
Bid Number	8100007255	Bid Test Bid is complete and contains no erro
Time Zone	INDIA	
End Date	23.03.2017 10	
Price Bid Opening Date(Packet C	:) 23.03.2017 16:	OK I

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

Pro	ocess Bid
Submit Hold Change Delete Chec	x Refresh Download Upload Output Preview Pay Tender Fee EMD Payment Balance END Reverse To Account ASD Sign
Three stage Bid: Name Test Bid	Number 7100095808
General Data Item Data	
Basic Data Information from Purchaser	Windows Internet Explorer
Check the information in your bid. You cai	
Bid Number 8100	Are you sure you want to sign the tender; Select your digital signature
Time Zone INDV	Click OK for Yes Click Cancel for No
End Date 23.0	
Price Bid Opening Date(Packet C) 23.0	
Bid Status Held	OK Cancel

- Select Digital Signature to sign
- Click on "OK" to proceed further

Select a Cer	ect a Certificate					
TAT	TATA CONSULTANCY SERVICES Select Digital Signature Select the Certificate you want to use.					
	Ssued To	Certificate for C Issued By e-Mudhra Su	Serial No.	Expiration Date 22-12-2016 :	Issuer Details CN=e-Mudhr	
•	< III ► View Certificate					
	Copyright © 2006 Tata Consultancy Services Ltd.					

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

Three stage Bid: Name Tes	tBid Num	nber 7100095608		
General Data				
Basic Data Information from Pure Check the information in your bid. Y	<u>chaser My</u> ou can als	Windows Internet Exp	plorer	X
Bid Number	8100007:	Signature	is Generated Successfully	
Time Zone	INDIA			
End Date	23.03.20	•		
Price Bid Opening Date(Packet C) 23.03.20		OK	
Bid Status	Held			

• Click on "OK" to proceed further

Step 3:

Click on "submit"

Submit Hold Change Delete	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 Click on General Data Item Data Basic Data Information from Pure	Three stage Click on "Submit" General Data Item Data Basic Data Information from Purchaser My Notes Partner/Delivery Address Bid Invitation Versions					
Check the information in your bid. Y	'ou 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 18.05.00					

• System will display below message

	Three stage Bid: Name Test	Bid Number 71000	5608 External Version Number 1				
	General Data Item Data						
	Basic Data Information from Purc	<u>haser My Notes Part</u>	er/Delivery Address Bid Invitation Versions				
С	heck the information in your bid.						
			Windows Internet Explorer				
	Bid Number	8100007255					
	Time Zone	INDIA					
	End Date	23.03.2017 16:00:00	Bid Test Bid submitted				
	Price Bid Opening Date(Packet C)	23.03.2017 16:05:00					
	Bid Status	Bid submitted					
	Total Value (Net)	0.00 Indian Rupee					
L	a a a e						

• Click on "OK"

13. Check Bid Status

• Click on "Process bid"

Process Bids						
Find Bid Invitations and	Auctions					
Number of Document		Check the state	us of the bid after sul	omission. The 🔣		
7100095608	->	status of the hi	id changes to "Rid Su	hmitted"		
Start Extended Search	<u>:h</u>	status of the b	ia changes to bia sa			
Tip: Choose a symbol in t	he navigation colu	imn or navigate to the bid overview	v by choosing the bid number			
Search Result: 1 Hits						
Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
7100095608	Test Did	Three stage Did	21.03.2017 14:56:00	23.03.2017 16:00:00	Did submitted	🔍 🎢 🗊
				Leg	end: 🔍 Display Did 🖊 (thange Did 🛍 Delete Did

14. Change Bid

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

• Click on "Change"

Submit Change Delete Chec	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 Tast General Data Tem Data Basic Data I Information from Purc Check the Information In your bid.	Three stage Bid: Name Test Bid General Data tem Data General Data tem Data Basic Data Information from Purchaser MV NOIES Partner/Delivery Address Bid Invitation Versions leck the Information In your bid.					
Bid Number Time Zone End Date Price Bid Opening Date(Packet C)	8100007255 NDIA 23.03.2017 16:00:00 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 Did: Name Test	Did Number 7100095608				
General Data					
Basic Data Information from Purc	haser My Notes Partner/Delivery Address Bid	Invitation Versions			
heck the information in your bid. Ye	ou can also add your own notes.				
Rid 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				
l otal Value (Net)	0.00 Indian Rupee				
Incoterm / Location	A				
Terms of Payment	•				
Currency	INR Indian Rupee				
Created on	22.03.2017 12:14:52 by Test icici				
Last processed on	22.03.2017 16:28:11 by Test icici				
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				

• 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).

	Display Bid	
Register Submit Change Del	ete 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 Exter	rnal Version Number 1
General Data tem Data		Click on "EMD Reverse"
Basic Data Information from Purc	haser <u>My Notes</u> <u>Partner/Delivery A</u>	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	
Bid Status	Held	

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

- "Cancel" Tab cancels the reversal procedure
- "Continue" Tab proceeds further

Reverse Amount	
	Reversal Details
	Your reverse amount is 10.00 INR
Click on "Continue"	 Click on the "Cancel" button to cancel the reversal process. Click on the "Continue" button to continue the reversal process.
	Cancel

• Confirmation message is as below.

Reverse Amount		
	Reversal Details	
	Your amount will be transfered approximately in 1 hour(banking hours) 10.00 INR	
	Click on the "Close" button to close the window and continue with your application. Click on "Close" Close	

• 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	Status of online EMD
Last Time for Tender Fee Pay	16:00:00	payment as "Reversed"
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	

 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	0221010 After EMD Reverse, System
Tender Fee	5.00 / shows EMD Amount paid as 0.00
EMD Amount	10.00
EMD Amount Paid	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.

Register Submit Change Del	Display Bid ele 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 External Version Number 1
General Data Item Data Basic Data <u>Information from Purc</u> Check the information in your bid.	haser My Notes Partner/Delivery Address Bid Invitation Versions Click on "ASD"
Bid Number	8100007255
Time Zone	NDIA
End Date	23.03.2017 16:00:00
Price Bid Opening Date(Packet C)	23.03.2017 16:05:00
Bid Status	Held

• 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.

🤗 Additional Security Deposit - Windows Internet Explorer
Additional Security Deposit Details
Amount (in figures): 13576.73 INR
Submit Reverse
Note : Descentage rates mailtained for the item are item 01:13:00
refectinge faces manamed for the term are itement issue.

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• Confirmation message is as below.

Reverse Amount	
	Reverse Details
	Your amount will be transfered approximately in 1 hour(banking hours) 13676.73 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	Vendor can check the status	
Contract Period(Months)	0 Of ASD amount after reverse	
Monsoon Period		
ASD Amount Paid	0.00	

• 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 10	5:00:00		
Price Bid Opening Date(Packet C)	23.03.2017 16:05:00			
Bid Status	Held			
Total Value (Net)	0.00 Indian Rupee			
Incoterm / Location	1	Vendor can che	ck the	
Terms of Payment		status of ASD Pa	ayment	
Currency	INR Indian Rup	ee		
Created on	22.03.2017 12:	14:52 by Testicici		
Last processed on	22.03.2017 16:	46:02 by Test icici		
•				

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"

Display Bid	
Register 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 Number 7100095608 External	ternal Version Number 1
General Data Item Data	Click on "To Account"
Basic Data Information from Purchaser My Notes Partner/Delivery /	Address Bid Invitation Versions
Check the information in your bid.	
Bid Number 8100007255	

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

Payment Refund	
Present Available Balance in the Wallet(in INR): 107812788.58 Enter Amount Enter Amount to Refund to Personal Account(in INR): 1	
Click on "Refund" Click on the "Cancel" button to cancel the process. Click on the "Refund" button to reverse the previous paid amount. Refund Cancel	

- System will display vendor registered account details maintained in Vendor Master.
- Verify the details and click on "SUBMIT" button.

Ente	er 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 : Click on "Submit"	99988058.00
	SUBMIT CANCEL



• System will display transaction details as below

line Payment System			
	Transac	tion 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 Re In case of any problem please v Click on the "Close" button to c Click on the "Print" button to print 	ference No. displayed here. vrite-in to etendering.it@mcgm.gov.ir lose the window and continue with y nt the window and continue with you	n with the subject line our application. Ir application.	: Online Payment Problems.

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 **MCGMXXXXXXXXX** 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 		Central Procurement Department
b) Vendor E-tendering new User Id and Password		Contact Central Procurement Department: Contact No.: 022-23083161/62/63, Ext No- 228 Email ID: jaa03.far@mcgm.gov.in
c) Vendor Wallet confirmation		
Please ensu issues:	re the following for informing IT related	
a) Ve i)	ndor User ID forgotten Email Sub: Vendor no. – User ID forgotten	
b) Ver i)	ndor User ID Password reset Email Sub: Vendor no. – Password reset	
c) E-ta i) ii) iii)	ender locked Email Sub: Vendor no. – E-tender Locked Email Body: E-Tender no. and Vendor no. Attachment: Screen shot of the error message.	Information Technology Department
d) E-ta i) ii)	ender Tender Fee related issues Email Sub: Vendor no. – E-tender tender fee Email Body: E-Tender no., Vendor no.	Contact No.: 022-24811275 in MCGM working hours.
iii)	and the issue in brief. Attachment: Screen shot of the error message.	Email From - Vendor's registered email ID with MCGM
e) E-ta i) ii)	 ender EMD / ASD charges related issues Email Sub: Vendor no. – E-tender EMD /ASD 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. 	

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- 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 - <u>etendering.it@mcgm.gov.in</u>

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.

