E-PROCUREMENT SYSTEM
"E-WIZARD"

Bidder Manual

ITI Limited
Govt. of India Undertaking
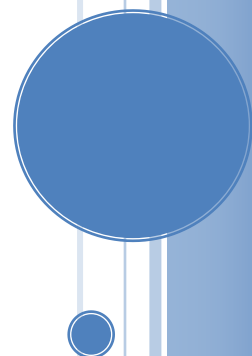
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(1). HOMEPAGE

Visit website https://nib.euniwizarde.com E-Procurement portal's home page will be opened. Bidders can view live tenders, corrigendum/addendum, tenders closing today, opened and awarded tender information on the homepage. In addition to this helpdesk numbers are available on homepage.
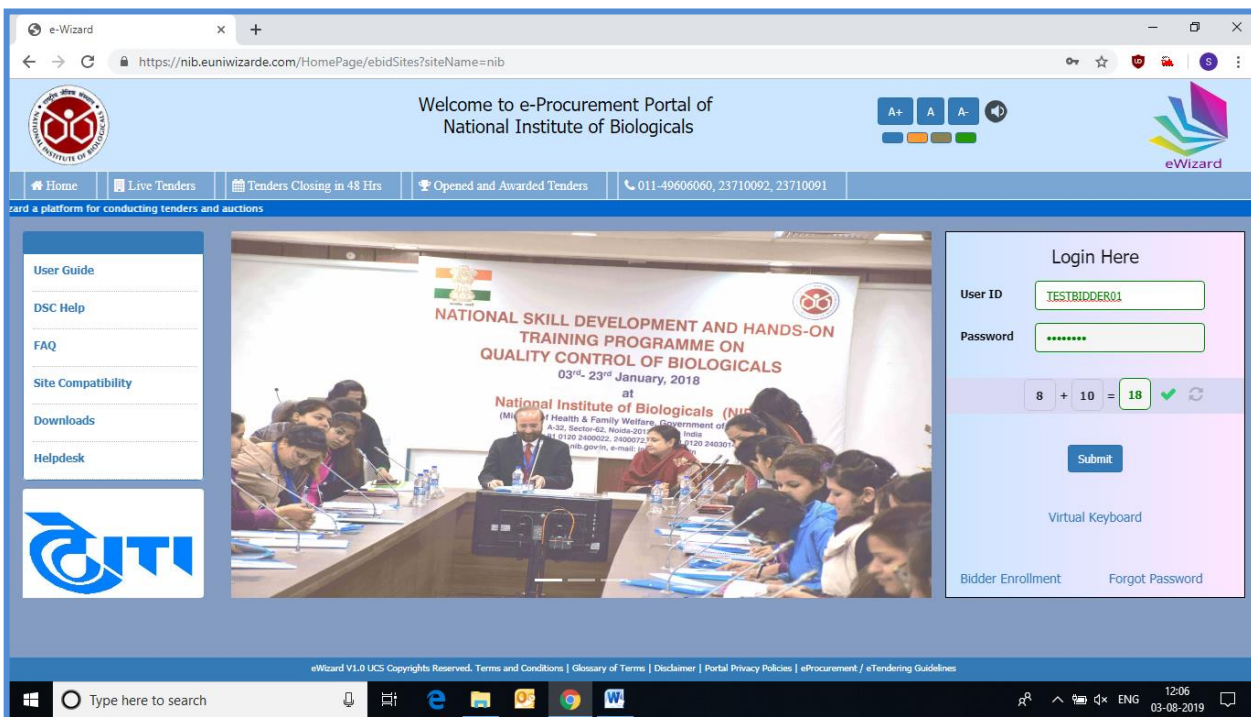

Fig. 1

(2). DIFFERENT TABS ON HOMEPAGE

a) **Home:** Home tab redirects users to the homepage of e-procurement website. From fig. 2 bidders can take view of home page. From home page bidders can check live tenders, view corrigendum/addendum, check which tenders are closing today, opened & awarded tenders or contact helpdesk for any clarifications. Bidders can also log-in to their profiles using their user id & password.
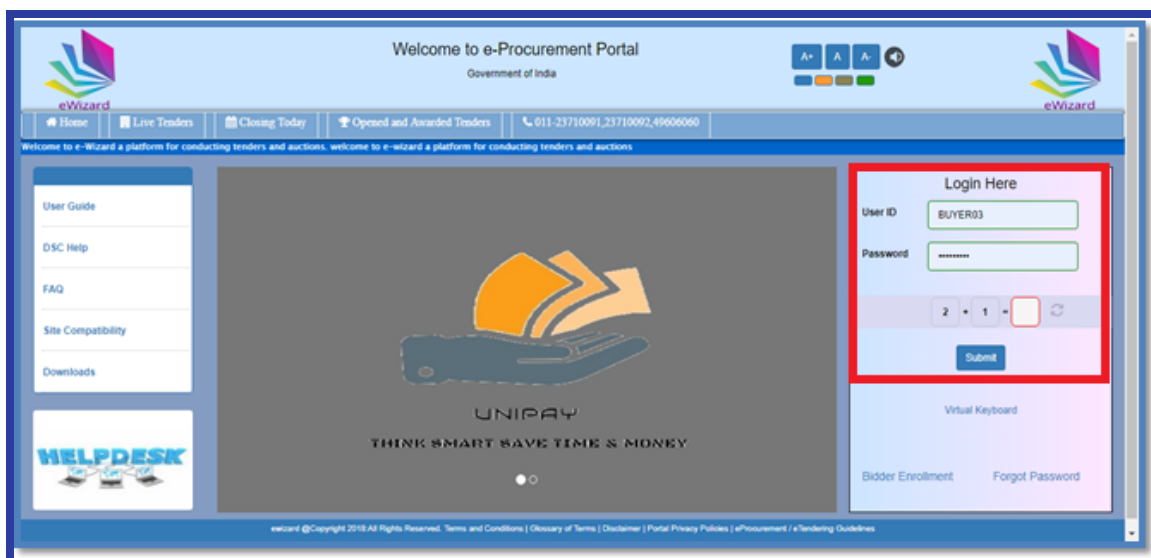

Fig. 2

b) **Live Tenders:** Click on this link to view live tenders published by the department. Users can also view tender documents in this section by clicking on "**View Documents**".

Fig. 3

Bidders can download and view the documents uploaded by department officials in this section.

Fig. 4

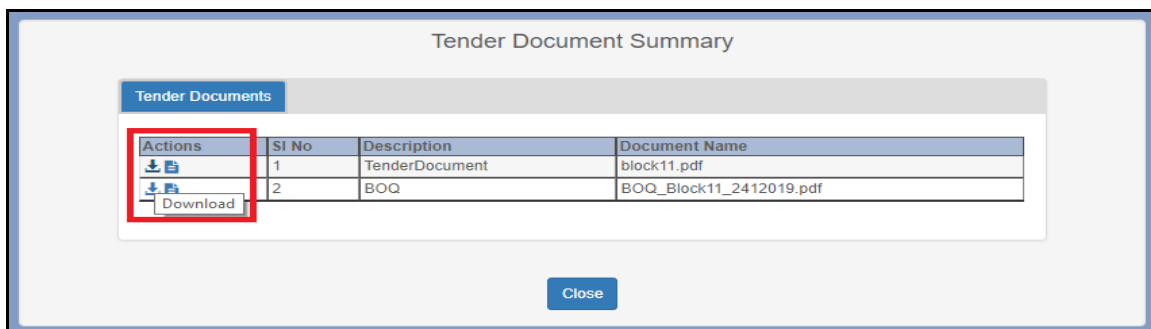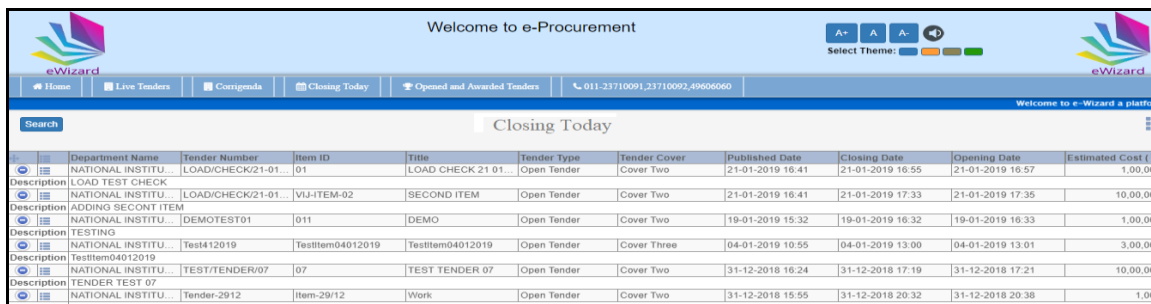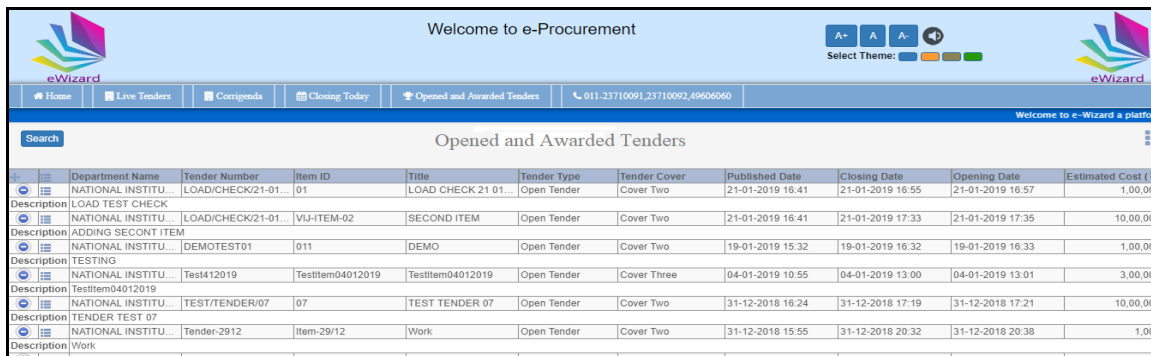c) **Closing Today:** Click this link to view the tender closing within 24 hours.

Fig. 6

d) **Opened and Awarded Tenders:** Click this link to view tenders which are already opened or awarded by the department.

Fig. 7

(3). Website Login

a) Website login: Enter your user id and password in the login section along with the captcha provided for secure login on e-procurement portal. Refer fig 8 for more details.
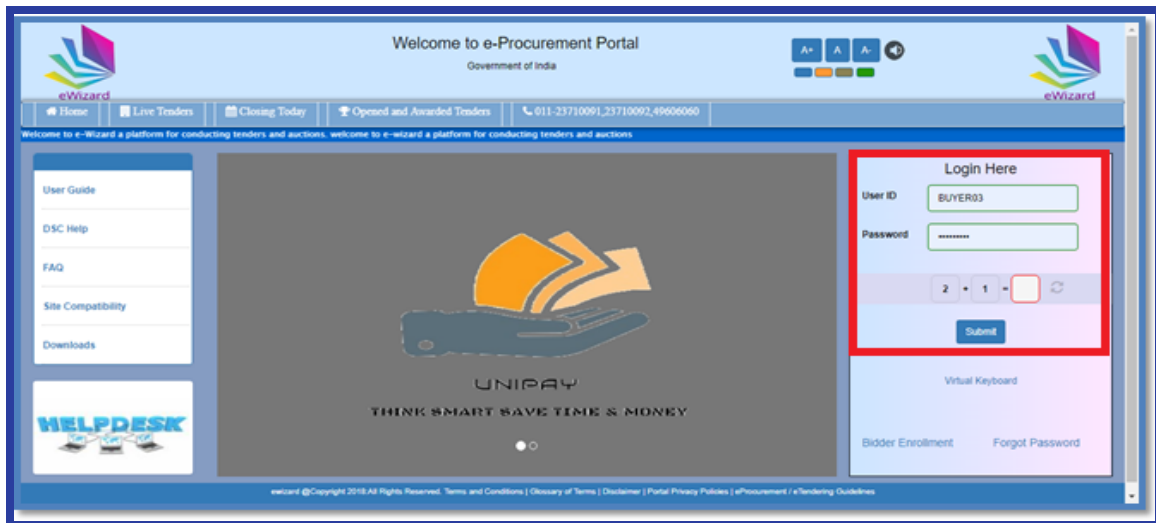

Fig. 8

b) In the next step select your digital signature certificate to complete the login process. Refer fig 9 & 10 for more details.
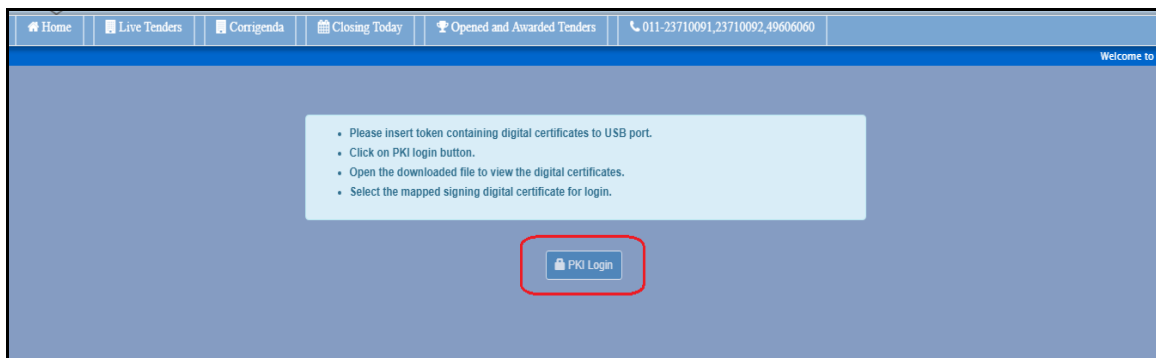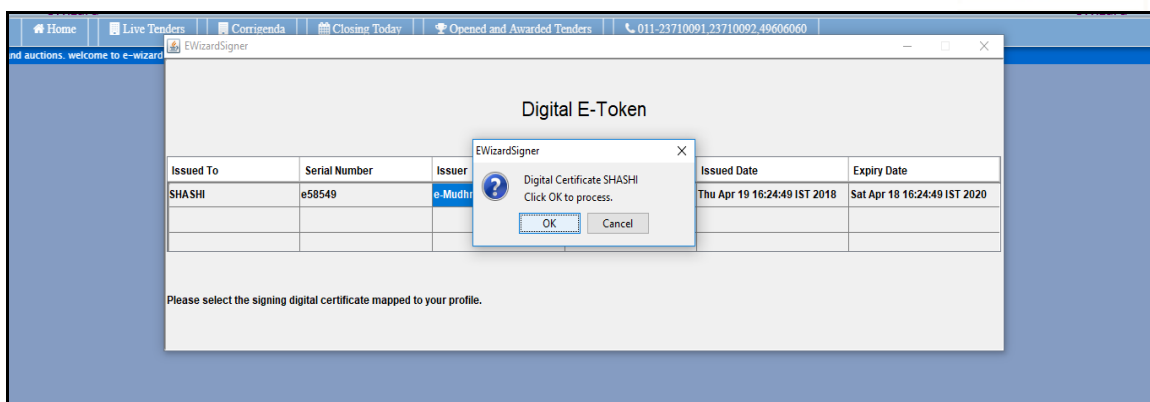

Fig. 9

Fig. 10

c) After completing the login process the below screen will appear. Refer fig 11.

Fig. 11

d) Different tabs available in "**Tenders**" section after login is explained as below.

Published Tenders: The tenders which are available for bidder participation will be displayed in this section. Here bidders can mark any tender as interested.

Interested Tenders: The tenders which are marked as interested by bidders will be displayed in this section.

Opened Tenders: The tenders which are opened by the department officials will be displayed in this section. Bidders will be able to view only those tenders in which bids are submitted by them.

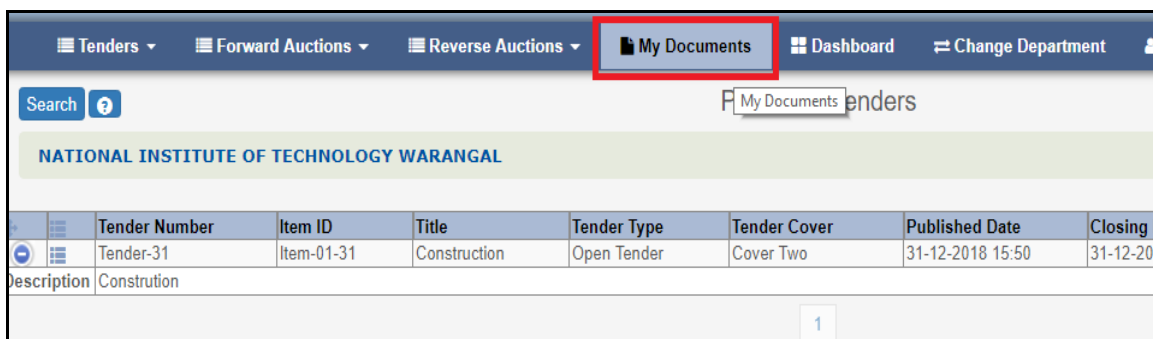**Awarded Tenders:** The tenders which are awarded to the bidder are displayed in this section.

Cancelled Tenders: The below tenders are displayed to bidder in this section.

i. Tender in which bidder is disqualified by the department

ii. Tender in which bidder has participated but due to some administrative reasons tender is cancelled by the department.

(4). My Documents

For convenience of bidders an online storage section is provided which is called as **"My Documents".** Click on this link to upload documents such as qualification/eligibility documents, turnover certificates, work experience, income tax returns etc.

Note: Financial and technical bid excel sheets must not be uploaded in this section. For these documents links are provided in the tender itself. Refer bid submission section for more details.

Fig. 12

Already uploaded documents in this section will be displayed. Click **"New"** to upload new documents.
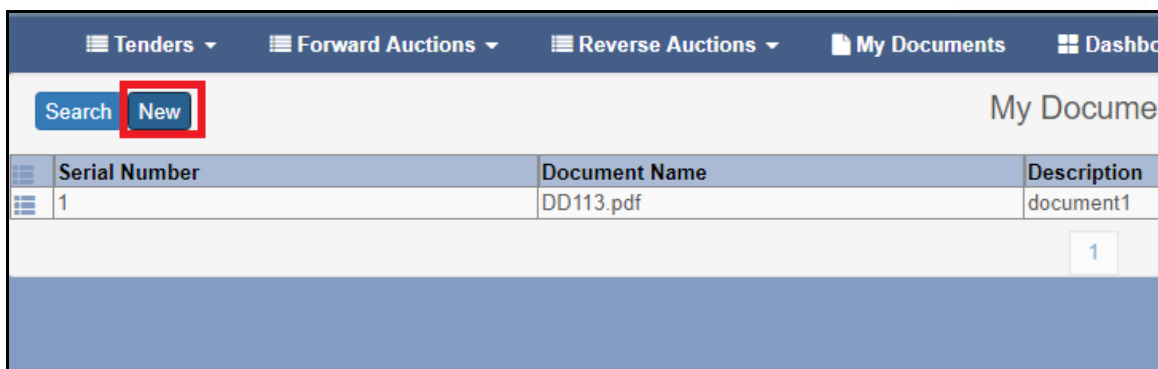
Fig. 13

Fill details such as Sl. No and description, browse file to be uploaded, click **"Sign & Upload"** and finally select your digital signature to upload the document.
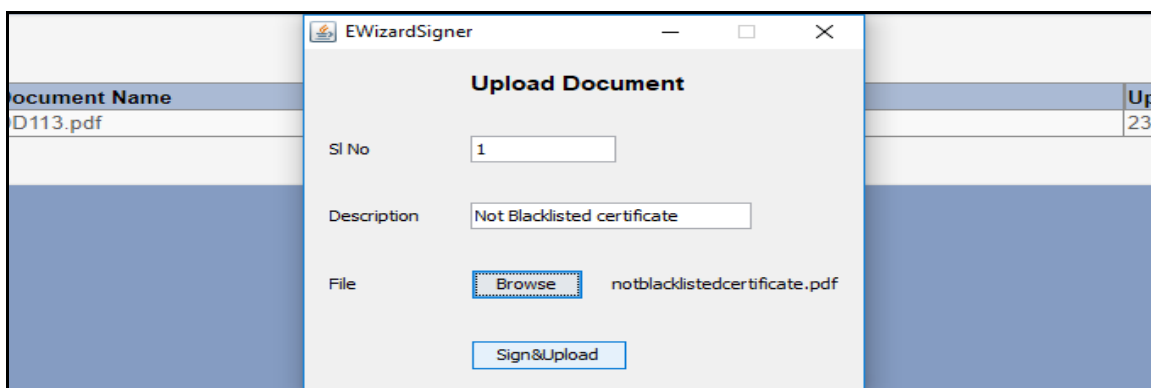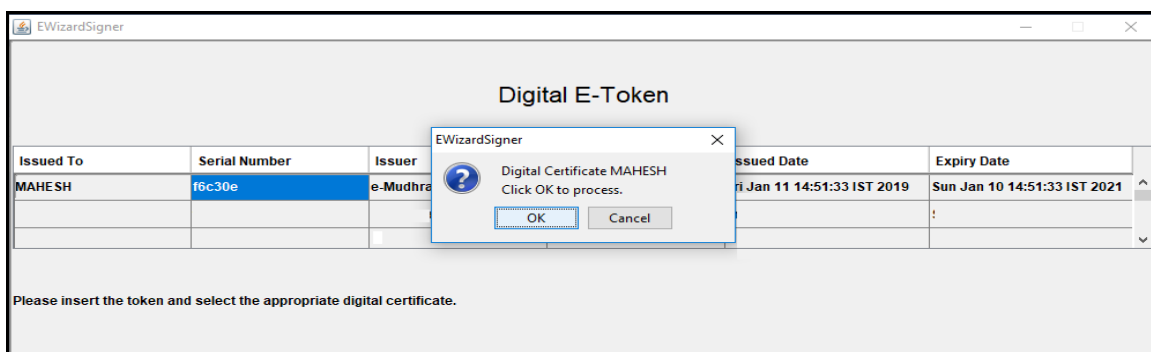

Fig. 14

Fig.15

The list will be updated with the new documents uploaded by the bidder.

Fig. 16

Bidder may **"View", "Modify", "Download"** or **"Archieve"** documents uploaded in this section.
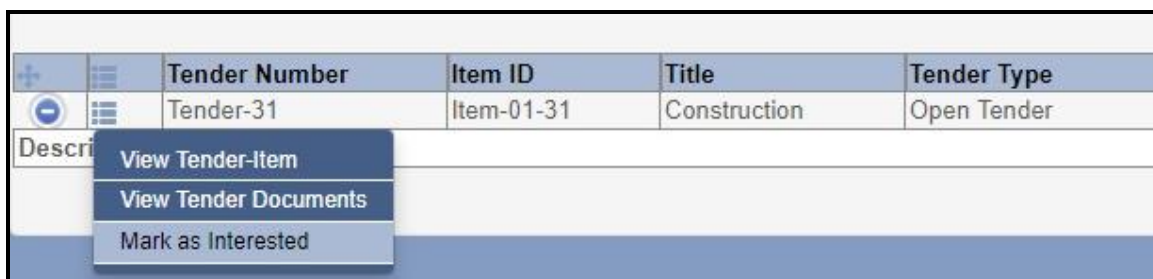
Fig. 17

Documents uploaded in this section are attached in tender by the bidders during bid submission as per requirement and tender conditions.

(5). Interested Tender

To initiate the process of tender participation first search the tender to be participated in the **"Published Tenders"** section and mark it as interested. Refer Fig 18, 19 and 20.

Fig. 18

Fig. 19

Fig. 20
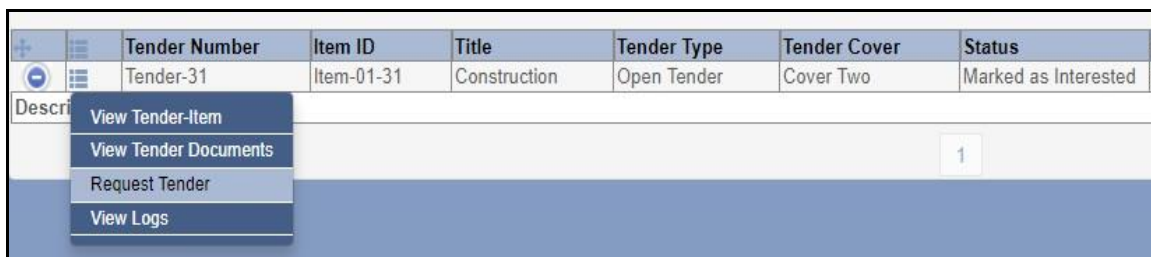
Once tender is marked as interested, it moves to "**Interested Tenders**" section.

(6). Fee Payments

Next step in tender participation is fee payment. Follow below steps to make payment of form fee.

Click on **"Request Tender".**

Fig. 21

To make payment of **"Form Fee"** click on e-payment. Now click on e-payment gateway.

Fig. 22

Enter the details as per payment mode and make payment.

Fig. 23

Fig. 24

Follow the aforesaid steps to make payment of TPF.

Fig. 25

(7). Bid Submission

After making payments next step is to complete the bid submission. Click on **"Bid Submission"** tab as shown in Fig 26.
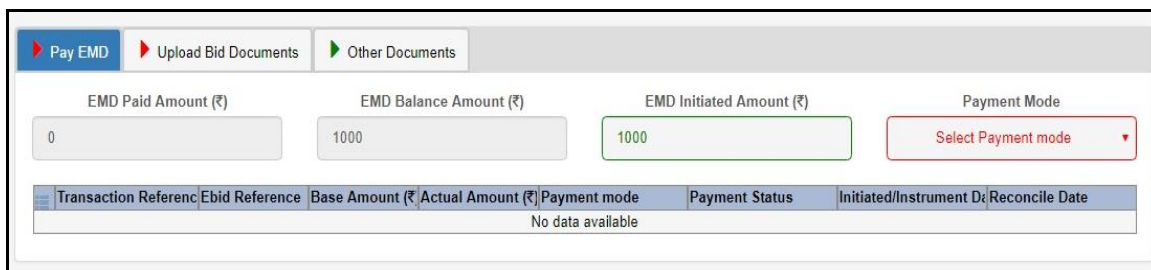
Fig. 26

First make payment of EMD. Follow the steps as explained for form fee earlier.
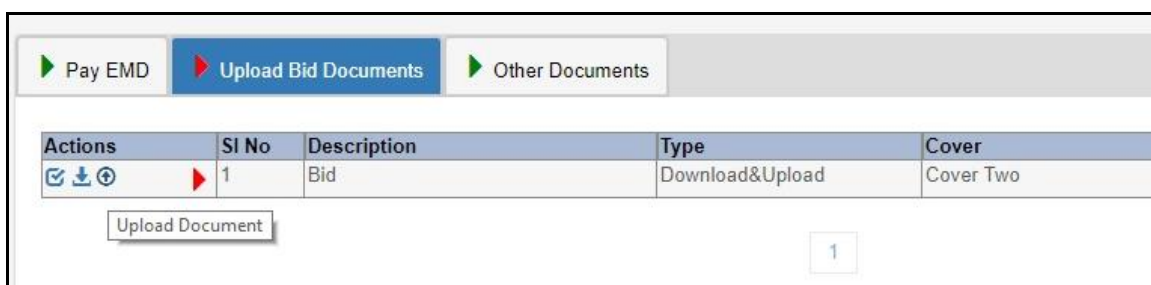
Fig. 27

Fig. 28

Now download the empty price bid excel sheet from "**Upload Bid Documents"** section. Save the file on your computer and quote rates in the sheet. Save the filled file.
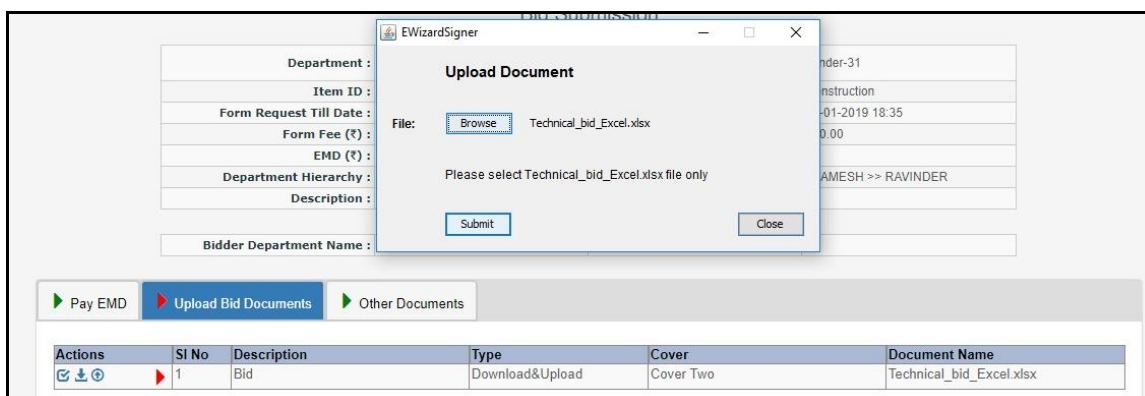
Fig.29

NIT NO		NIT/DIV8/18-19/089		
NAME OF WORK		Construction of boys hostel		
Proforma for quoting the rates				
Name & Address of Bidder		R R Contructions		
Mobile No. Fax No. e-mail ID.		908998980		
SR.NO	Name of Work Daily Work	Rates in Rs.**(In Figures)	GST	TOTAL
1	Civil work	82726221	12%	86862532.05
2	Electrical work	89088156	12%	105124024.1
3	AC	7983100	12%	8781410
4	Other works	156000	12%	199680
	G.Total			200967646.1

Fig. 30

Now upload the filled file by clicking on the upload link "⊕". Browse the file and click submit to digitally sign and upload the file.
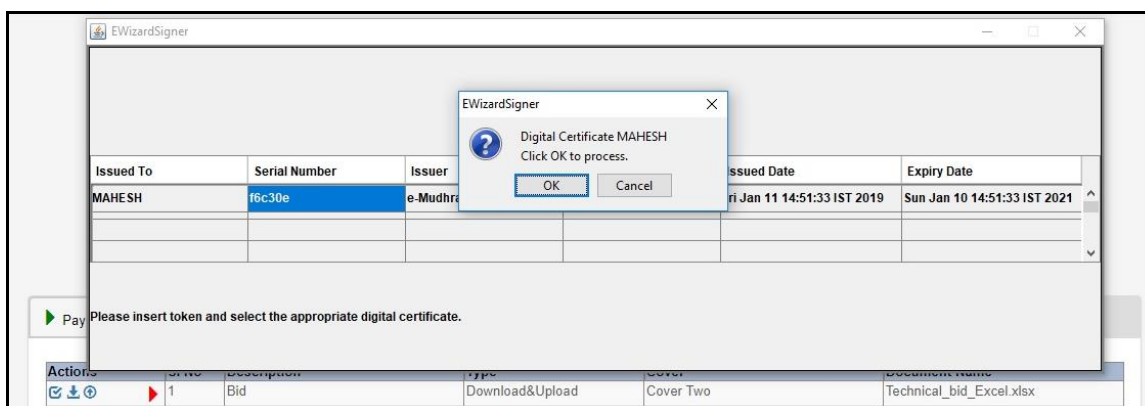
Fig. 31

Fig. 32

Once the document is uploaded the red color icon " ▶ "will turn green " ▶ ".

Fig. 33

To upload the eligibility/ Qualification documents such as turnover certificates, work completion certificates, ITR etc in accordance with tender conditions click **"Other Documents".** After that click on **"Attach Document".**

Fig. 34

Bidders will be redirected to the **"My Documents"** section. Here select the documents to attach with your bid and click **"Finish Selection".**

Fig. 35

Now click continue in document preview screen and finally click confirm to attach the selected documents in the tender.

Fig. 36

Fig. 37

Click on **"Submit Bid".**

Fig. 38

The bid submission preview will be displayed. Here agree to terms and conditions and submit your bid for the tender.

Fig. 39

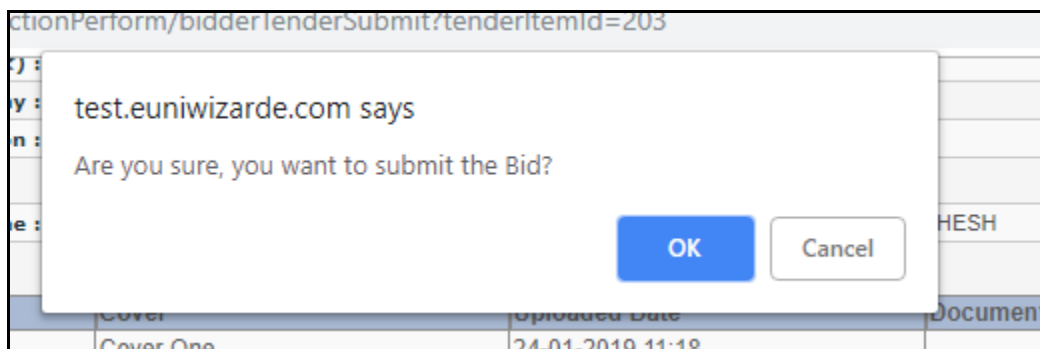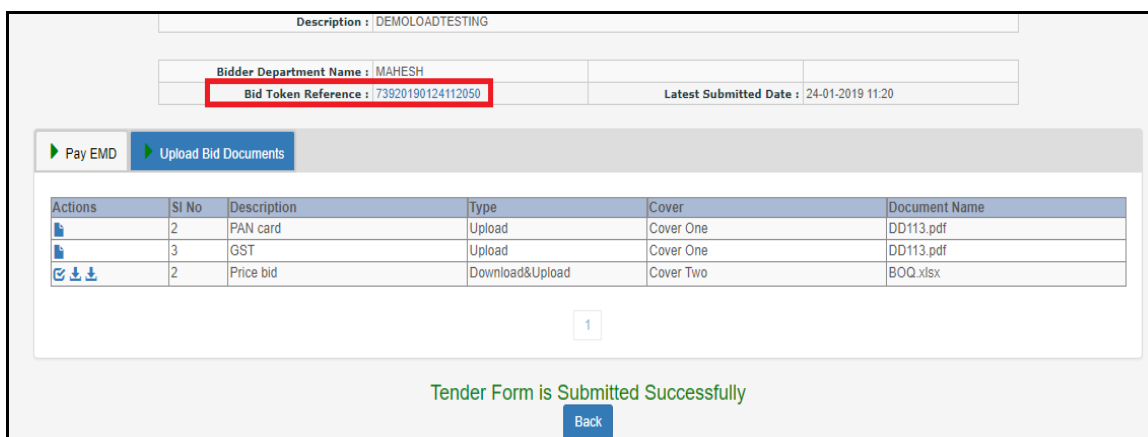Fig. 40

Click **"OK"** to finally submit the bid.

Fig. 41

The tender will be submitted. A unique **"Bid Token Reference"** will be generated. By clicking on bid token reference bidder can download and save the tender submission acknowledgement for future references.

Fig. 42

The bid submission process completes here.

(8). Opened Tender details

After financial bid opening the bidder can view rates quoted by the participant bidders by clicking on **"View Documents"** tab for a particular tender in opened tender section.

Fig. 43

The document ends here. Please feel free to contact our helpdesk for any query or clarification. Helpdesk details are mentioned on next page.

Thank you

<u>Help Desk</u> –
(Timings=10am-6pm)

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Document Name: E-Procurement System "E-WIZARD" Bidder Manual	
Effective Date: 23.09.2019	Validity: Till further revision