E-PROCUREMENT SYSTEM "E-WIZARD"

Bidder Manual

ITI Limited Govt. of India Undertaking

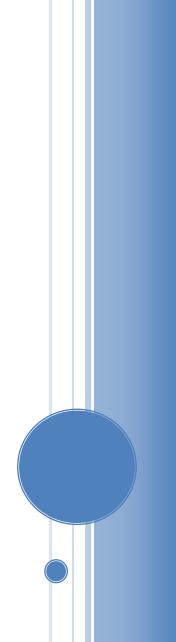




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(1). HOMEPAGE

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.

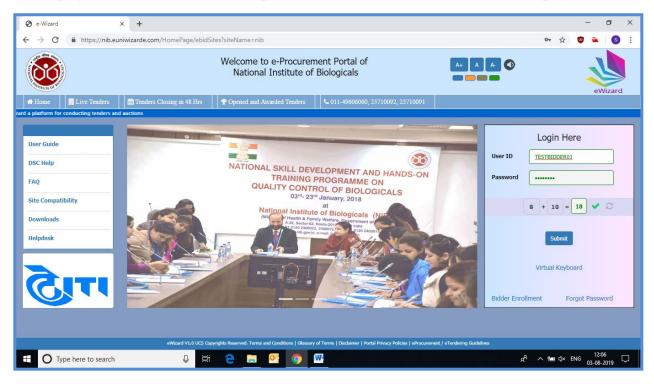


Fig. 1



(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.

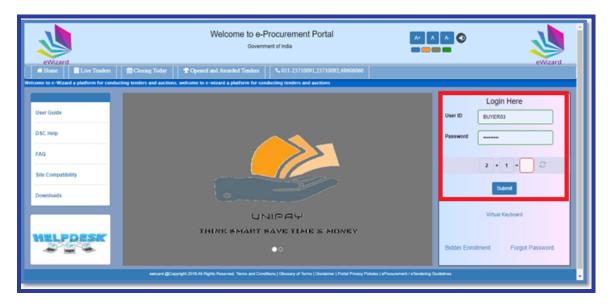


Fig. 2

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**".

Sear	rch					Live	Tenders
	Departmen	t Name	Tender Number	Item ID	Title	Tender Type	Tender Cover
0		titute of T	NITW/EMU/201819/	NITWEMU201819220	NITWEMU201819220	Open Tender	Cover Two
escri	View Tender Item	s to Hoste	el block no. 11 including v	water supply, sanitary an	d external painting at NIT	Waranga	
	View Documents						1



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

Tender Document Summary								
Tender Docume	ents							
Actions	SI No	Description	Document Name					
Download								
		_						
Close								
		C	Close					

Fig. 4

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

eW	izard			Welcome to	e-Procuren	nent	A+ A A-		eWizard	
# Home		Corrigenda	Closing Today	Topened and Awarded To	enders 011-2	23710091,23710092,496060	60			
-									Welcom	e to e-Wizard a platfor
Search				Cl	osing Toda	У				
+ 10	Department Name	Tender Number	Item ID	Title	Tender Type	Tender Cover	Published Date	Closing Date	Opening Date	Estimated Cost (₹
0 =	NATIONAL INSTITU	LOAD/CHECK/21-01	01	LOAD CHECK 21 01	Open Tender	Cover Two	21-01-2019 16:41	21-01-2019 16:55	21-01-2019 16:57	1,00,000
Description	LOAD TEST CHECK									
•	NATIONAL INSTITU	LOAD/CHECK/21-01	VIJ-ITEM-02	SECOND ITEM	Open Tender	Cover Two	21-01-2019 16:41	21-01-2019 17:33	21-01-2019 17:35	10,00,000
Description	ADDING SECONT ITEM									
0 🗉	NATIONAL INSTITU	DEMOTEST01	011	DEMO	Open Tender	Cover Two	19-01-2019 15:32	19-01-2019 16:32	19-01-2019 16:33	1,00,000
Description										
0 🗉	NATIONAL INSTITU 1	Test412019	TestItem04012019	Testitem04012019	Open Tender	Cover Three	04-01-2019 10:55	04-01-2019 13:00	04-01-2019 13:01	3,00,000
Description	Testitem04012019									
0 1	NATIONAL INSTITU 1	TEST/TENDER/07	07	TEST TENDER 07	Open Tender	Cover Two	31-12-2018 16:24	31-12-2018 17:19	31-12-2018 17:21	10,00,000
Description	TENDER TEST 07									
0 1	NATIONAL INSTITU 1	Tender-2912	Item-29/12	Work	Open Tender	Cover Two	31-12-2018 15:55	31-12-2018 20:32	31-12-2018 20:38	1,000
Description	Work									



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

e	Vizard			Welcome to	o e-Procure	ement	A+ A A- C Select Theme:	eWizard		
📣 Ho	me 🛛 💽 Live Tenders	Corrigenda	Closing Today	T Opened and Awarded T	enders 🔍 0	11-23710091,23710092,496060	60			
									Welcon	e to e-Wizard a platfor
Search	Search Opened and Awarded Tenders									
+ =	Department Name	Tender Number	Item ID	Title	Tender Type	Tender Cover	Published Date	Closing Date	Opening Date	Estimated Cost (₹
0 =	NATIONAL INSTITU	LOAD/CHECK/21-01	. 01	LOAD CHECK 21 01	Open Tender	Cover Two	21-01-2019 16:41	21-01-2019 16:55	21-01-2019 16:57	1,00,000
Descriptio	n LOAD TEST CHECK									
•	NATIONAL INSTITU	LOAD/CHECK/21-01	VIJ-ITEM-02	SECOND ITEM	Open Tender	Cover Two	21-01-2019 16:41	21-01-2019 17:33	21-01-2019 17:35	10,00,000
Descriptio	n ADDING SECONT ITEN	1								
● ≣	NATIONAL INSTITU	DEMOTEST01	011	DEMO	Open Tender	Cover Two	19-01-2019 15:32	19-01-2019 16:32	19-01-2019 16:33	1,00,000
Descriptio	n TESTING									
• =	NATIONAL INSTITU	Test412019	TestItem04012019	TestItem04012019	Open Tender	Cover Three	04-01-2019 10:55	04-01-2019 13:00	04-01-2019 13:01	3,00,000
Descriptio	n Testitem04012019									
•	NATIONAL INSTITU	TEST/TENDER/07	07	TEST TENDER 07	Open Tender	Cover Two	31-12-2018 16:24	31-12-2018 17:19	31-12-2018 17:21	10,00,000
Descriptio	n TENDER TEST 07									
● ≣	NATIONAL INSTITU	Tender-2912	Item-29/12	Work	Open Tender	Cover Two	31-12-2018 15:55	31-12-2018 20:32	31-12-2018 20:38	1,000
Descriptio	n Work									



(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.

eWizard	Welcome to e-Procurement Portal Government of India	A* A A 3	eWizard				
Home Live Tenders	Closing Today						
User Guide DSC Help FAQ Site Compatibility Downloads			Login Here EV/ER03				
WELPDESK	•0	Bidder Enrollm	ent Forgot Password				
ewizerd @Copyright 2018.All Rights Reserved. Terms and Conditions Okosany of Terms Ductainers Puntel Privary Publices ethosysment / eTerchering Oxidedness							

Fig. 8

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

Home Live Tenders Corrigenda	Closing Today Popened and Awarded Tenders 011-23710091,23710092,49606060	
		Welcome to
	 Please insert token containing digital certificates to USB port. Click on PKI login button. Open the downloaded file to view the digital certificates. Select the mapped signing digital certificate for login. 	
	Płi Logn	

Fig. 9



Digital E-Token Issued To Serial Number Issue User Filter Signer SHASHI e58549 Multh Digital Certificate SHASHI Issued Date Expiry Date SHASHI e58549 Multh Digital Certificate SHASHI Issued Date Expiry Date OK Cancel Cancel Sat Apr 18 16:24:49 IST 2020 Please select the signing digital certificate mapped to your profile. Expiry Date Issued Date	Home Live Te	S EWizardSigner	Closing Today	🝷 Open	ed and A	Awarded Tenders \ \ 011-2	37100	91,23710092,49606060	– 🗆 X	
Issued To Serial Number Issue SHASHI e58549 e Muthin Citick OK to process. Digital Certificate SHASHI Citick OK to process. Thu Apr 19 16:24:49 IST 2018 SHASHI EXPIRITION Sat Apr 18 16:24:49 IST 2020				ſ		•				
Please select the signing digital certificate mapped to your profile.				Issuer	-	Digital Certificate SHASHI Click OK to process.				
		Please select the signing digital certificate mapped to your profile.								

Fig. 10

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

0	Tenders -	🔳 Forwar	rd Auctions 🛨	Reverse Auction	s 👻 📄 My Doo	cuments	🖁 Dashboard	≓ Change Depa	rtment	🛔 My Profile	🔒 Logout
s	Published Tenders	S				Publis	shed Tende	rs			
	Interested Tenders Published Tenders										
	Opened Tenders OLOGY WARANGAL										
	Awarded Tenders										
+	Cancelled Tenders	s	Item ID	Title	Tender Type	Tende	r Cover	Published Date	Closir	ng Date	Opening Da
0	1100		Item-01-31	Construction	Open Tender	Cover	Two	31-12-2018 15:50	31-12-	-2018 18:35	31-12-2018
Desc	Description Constrution										
	1										

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.

	Tenders 🔻	🔳 Forwar	d Auctions 👻	Reverse Auctions	•	🖹 My Docume	nts	🕂 Dashboard	≓ Change Departm	ent 🔒
Search	0					F	My Do	cuments ende	rs	
NATI	NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL									
÷ 📰	Tender Nur	nber	Item ID	Title	Ten	der Type	Tende	r Cover	Published Date	Closing [
•	Tender-31		Item-01-31	Construction	Оре	en Tender	Cover	Two	31-12-2018 15:50	31-12-201
Descriptio	escription Constrution									
								1		

Fig. 12

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



	🔳 Tenders 👻	I Forward Auctions →	I Reverse Auctions →	My Documents	📰 Dashbo
	Search New			M	y Docume
:=	Serial Number		Document Name		Description
	1		DD113.pdf		document1
					1

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.

	🛓 EWizardSigne	er — 🗆 🗙	
ocument Name		Upload Document	Up
D113.pdf	SI No	1	23-
	Description	Not Blacklisted certificate	
	File	Browse notblacklistedcertificate.pdf	
		Sign&Upload	



🛃 EWizardSigner								\times
				Digital E-Token				
Issued To	Serial Number	Issuer	EWizard	-	×	ssued Date	Expiry Date	
MAHESH	f6c30e	e-Mudhra	?	Digital Certificate MAHESH Click OK to process.		ri Jan 11 14:51:33 IST 2019	Sun Jan 10 14:51:33 IST 2021	ī ^
		_		OK Cancel			:	
Please insert the to	ken and select the appropriat	e digital certific	ate.				1	

Fig.15

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



🔳 Tenders 🔻	E Forward Auctions -	Reverse Auctions •	My Documents	🕂 Dashboa	rd 🛛 🛱 Change Department	: 🔺 My Profile	🔒 Logout
Search New			My	/ Documen	ts		
 Serial Number		Document Name		Description		Uploa	ded Date & Time
1		notblacklistedcertificate.pdf		Not Blacklisted	certificate	29-01-	2019 13:17
1		DD113.pdf		document1		23-01-	2019 11:57
				1			



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

Search New		My
Serial Number	Document Name	C
ii 1	notblacklistedcertificate.pdf	1
View	DD113.pdf	d
Modify		
Download		
Archieve		

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.

÷	Tender Number	Item ID	Title	Tender Type
0	Tender-31	Item-01-31	Construction	Open Tender
Desc	ri View Tender-Item			
	View Tender Documents			
-	Mark as Interested			

Fig. 18

Are you sure you want to mark this tender as interested ?	
Ok Cancel	

Fig. 19

Marked this tender as interested successfully
Ok

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".**

F 11	Tender Number	Item ID	Title	Tender Type	Tender Cover	Status
0	Tender-31	Item-01-31	Construction	Open Tender	Cover Two	Marked as Interested
escri	View Tender-Item				Alte.	
	View Tender Documents					1
	Request Tender					
	View Logs					

Fig. 21

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

Pay Form Fee Pay TPF	
Amount (₹)	Payment Mode
500.00	E-Payment •
	Pay u řbiz
Transaction Reference Ebid Reference	Base Amount (₹) Actual Amount (₹) Payment mode Payment Status Initiated/Instrument Date Reconcile Date
	No data available



Enter the details as per payment mode and make payment.

Credit Card	Card Type		
Debit Card	cald type		Disere Club International
Debit Card (ATM PIN)	Card Number		
Net Banking	Name on Card	wer	
G Pay	CVV Number	•••	What is CVV number?
UPI	Expiry Date	May (5) • 2020 •	•
Use LazyPay	Note: In the next s	tep you will be redirected to your bank	's website to verify yourself.
(Min. Limit Rs. 500.00)		Pay Now or Click here to	go back

Fig. 23



		Descripti	ion : Constrution					
	В	idder Department Na	me: MAHESH			Bidder Login ID	MAHESH05	
Pay Form Fee	▶ Pay	y TPF						
				Form	Fee Fully Paid			
	Reference	Ebid Reference B	ase Amount (₹)	Form Actual Amount (₹)	-	Payment Status	Initiated/Instrument Date	Reconcile Date

Fig. 24

Follow the aforesaid steps to make payment of TPF.

Transaction Reference	e Ebid Reference	Actual Amount (₹	Initiated Amount (₹	Payment mode	Payment Status	Initiated/Instrument Date	Reconcile Date
403993715518921652	test21188134	500.00	500.00	E-Payment	Success	29-01-2019	29-01-2019 14:33:00
E Payment							
	Ehid Deference	Actual Amount (#	luitiated Amount (₹	Doumont mode	Doumont Status	Initiated/Instrument Date	Decensile Date
PF Payment Transaction Reference 403993715518921667		Actual Amount (₹	Initiated Amount (₹	Payment mode	Payment Status	Initiated/Instrument Date	Reconcile Date

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.

	1 000 1 000 2 000	Tender Number	Item ID	Title	Tender Type	Tender Cover	Status
0	:=	Tender-31	Item-01-31	Construction	Open Tender	Cover Two	Form Received
esc	r <mark>i</mark> Vi	ew Tender-Item					
	Vi	ew Tender Documents					1
	Pr	roceed for Bid Submission	n				
	Vi	ew Payments					
	Vi	ew Logs					

Fig. 26



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

Pay EMD Documents	Other Documents			
EMD Paid Amount (₹)	EMD Balance Amount (₹)	EMI) Initiated Amount (₹)	Payment Mode
0	1000	1000		Select Payment mode
Transaction Reference Ebid Reference	Base Amount (₹ Actual Amount (₹) Pay	ment mode	Payment Status	Initiated/Instrument Dr Reconcile Date
	No da	ta available		

Fig. 27

Pay EM	D 🕨 Upload	d Bid Documents	Other Docu	ments				
EMD Fee Fully Paid								
Transa	ction Referenc	Ebid Reference	Base Amount (₹	Actual Amount (₹	Payment mode	Payment Status	Initiated/Instrument D	Reconcile Date
		test41185845	1,000.00	1 000 00	E-Payment	Success	29-01-2019	29-01-2019 14:35

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.

		1		
Actions	SI No	Description	Туре	Cover
🕑 🛨 🔁	1	Bid	Download&Upload	Cover Two

Fig.29



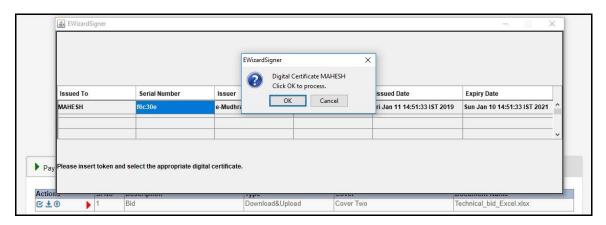
	NIT NO	NIT/DIV8/1	8-19/089	
	NAME OF WORK	Construction of	of boys hostel	
	Proform	a for quoting the rates		
	Name & Address of Bidder	R R Contructions		
N	Iobile No. Fax No. e-mail ID.	908998980	×	
SR.NO	Name of Work Daily Work	Rates in Rs.**(In Figures)	GST	TOTAL
1	Civil work	82726221	12%	86862532.05
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 "^①". Browse the file and click submit to digitally sign and upload the file.

	 Form Request Till Date : Form Fee (₹) : EMD (₹) :	File:	Browse Technical_bid_Exc	el.xlsx		-01-2019 18:35 D.00
	Department Hierarchy : Description :		ease select Technical_bid_E Submit	xcel.xlsx file only	Close	AMESH >> RAVINDER
Pay EMD	 der Department Name : Bid Documents DO	ner Document			1	

Fig. 31





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

A	_	CI N-	Description	T	0	Description
Actions		SI No	Description	Туре	Cover	Document Name
€±±≣		1	Bid	Download&Upload	Cover Two	Technical_bid_Excel.xlsx

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".

Pay EMD	Upload Bid Documents	• Other Documents	
Actions	SI No	Description	Document Name
k			No data available
			Attach Document Back

Fig. 34

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

Select	Action	Serial Number	Document Name	Description	Size	Uploaded Date & Tim
1	Ŧ	1	notblacklistedcertificate.pdf	Not Blacklisted certificate	216752	29-01-2019 13:17
1	¥	1	DD113.pdf	document1	198400	23-01-2019 11:57
				Finish Selection Back		



Fig. 35

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

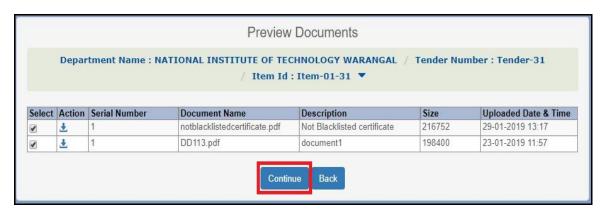


Fig. 36

	Depar	tment Name : N/	C	Confirm Details	ar Nui	nber : Tender-31
			Are you sure you wa	ant to attach the documents to item?	this tender	
Select	Action	Serial Number		Confirm Cancel		Uploaded Date & Time
	*	1		Commin	52	29-01-2019 13:17
•	Ŧ	1	DD113.pdf	document1	198400	23-01-2019 11:57

Fig. 37

Click on "Submit Bid".

Actions	SI N	o Description	Туре	Cover	Document Name
8	2	PAN card		Cover One	DD113.pdf
8	3	GST	Upload	Cover One	DD113.pdf
©∓∓≣	2	Price bid	Download&Upload	Cover Two	BOQ.xlsx
			1		

Fig. 38



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

		Bid Submiss	ion Preview		
	Department :	INDIAN INSTITUTE OF TECHNOLOGY DHARWAD	Tender Number :	100LOAD	
	Item ID :	200	Title :	DEMOLOADTESTING	
	Form Request Till Date :	24-01-2019 11:30	Tender Closing Date :	24-01-2019 11:50	
	Form Fee (₹) :	100.00	TPF (₹) :	10.00	
	EMD (₹) :	1,000.00			
	Department Hierarchy :	INDIAN INSTITUTE OF TECHNOLOGY DE	HARWAD >> Prashant >> Purchase Pavan		
	Description :	DEMOLOADTESTING			
	Bidder Department Name :	MAHESH	Bidder ID :	MAHESH	
	· · ·				
SI No	Document Name	Cover	Uploaded Date	Document size	
1	DD113.pdf	Cover One	24-01-2019 11:18	193.75 KE	
2	DD113.pdf	Cover One	24-01-2019 11:18	193.75 KE	
3	BOQ.xlsx	Cover Two	24-01-2019 11:19	31.61 KE	
	*b) To have paid a *c) To have upload		cument and as per department requirer er tender document and department req	uirements	
	not modified the c *e) That all the do	ontent, format, file type and version of the cuments uploaded by me/us are properly d to be corrupted ofter apprice of this to	e excel sheet (Price bid & Technical bid r checked and verified by me/us. In case	as applicable) e any of the	

Fig. 39

*I/We here!	by agree,
*a) To all th	e terms and conditions as mentioned in the tender document.
*b) To have	paid all the fees as mentioned in the tender document and as per department requirement
*c) To have	uploaded all the documents in the tender as per tender document and department requirements
· · · · · · · · · · · · · · · · · · ·	ice bid/Technical bid excel sheet are downloaded for this tender from the e-tendering website. I/We have d the content, format, file type and version of the excel sheet (Price bid & Technical bid as applicable)
documents	the documents uploaded by me/us are properly checked and verified by me/us. In case any of the is found to be corrupted after opening of this tender it shall to totally my/our responsibility. The t can take appropriate action in this regard with respect to my bid.
	lly responsible for correctness of the document s submitted and tender is being submitted by me/us to t knowledge.
	I have read and accepted the above Terms & Conditions.
	Final Submit Bid Back

Fig. 40



Click "OK" to finally submit the bid.

ctioi	ctionPerform/bidderTenderSubmit?tenderItemId=203					
(): iy: in:	test.euniwizarde.com says Are you sure, you want to submit the Bid?					
e:		ок	Cancel	HESH		
	COVEL	Oploaded Date		ocument		
	Cover One	24-01-2019 11:18				

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.

Description : DEMOLOADTESTING							
	Bidder Department Name : MAHESH Bid Token Reference : 73920190124112050				Labort Coloritad Data	24.04.2040.44-20	
					Latest Submitted Date : 24-01-2019 11:20		
	N						
Pay EMD	Upload Bio	d Documents					
	1		-				
Actions	SI No	Description	Туре		Cover	Document Name	
	2	PAN card	Upload		Cover One	DD113.pdf	
	3	GST	Upload		Cover One	DD113.pdf	
€ŦŦ	2	Price bid	Download&Upload		Cover Two	BOQ.xlsx	
				1			
•							
			Tender Form is Su	Ibmitted	Successfully		
			-		Successiully		
Back							

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.



				_			
÷	:=	Tender Number		Item ID	Title	Tender Type	1
•		NIT/DIV8/DELHI/18-1	19/089	12	Tender Notification	Open Tender	(
Descr	Viev	w Tender-Item	hostel				
	Viev	w Tender Documents					
	Viev	v Documents	-				
	Viev	View Payments					
	Viev	w Logs					



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

Help Desk – A 41, 4th FLOC (Timings=10am-6pm) 23, KG MARG

A 41, 4th FLOOR, HIMALAYA HOUSE, 23, KG MARG NEW DELHI-110001 Email id- <u>helpdeskeuniwizarde@gmail.com</u> Phone: 011-49606060.

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