

# E-PROCUREMENT SYSTEM “E-WIZARD”

## *Bidder Manual*

**ITI Limited**  
**Govt. of India Undertaking**

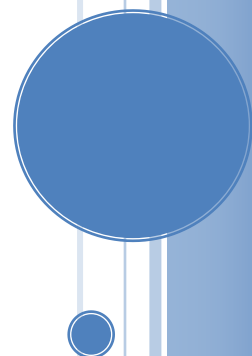




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## (1). HOMEPAGE

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.

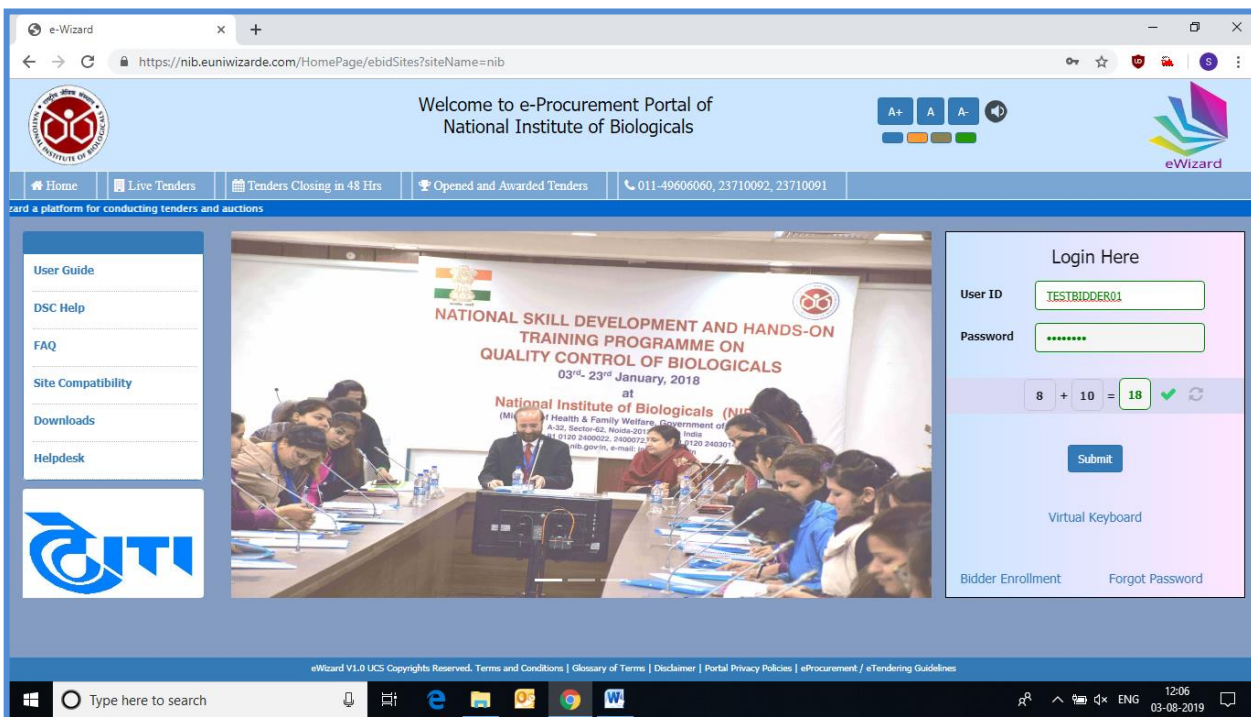


Fig. 1

## (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.

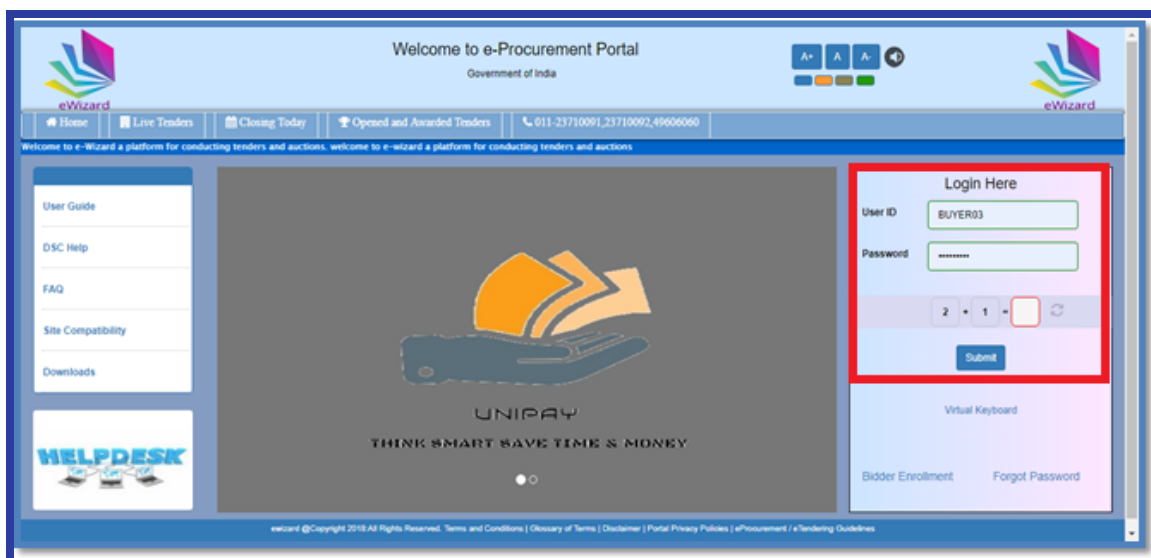


Fig. 2

- 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**”.

Search		Live Tenders					
		Department Name	Tender Number	Item ID	Title	Tender Type	Tender Cover
		National Institute of T...	NITW/EMU/201819/...	NITWEMU201819220	NITWEMU201819220	Open Tender	Cover Two
Descr		to Hostel block no. 11 including water supply, sanitary and external painting at NIT Waranga					
		<a href="#">View Tender Item</a> <a href="#">View Documents</a>					
		1					

Fig. 3

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

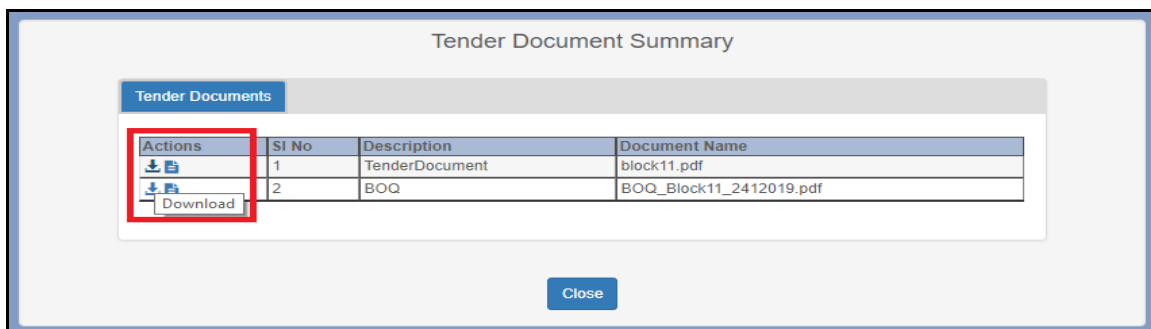
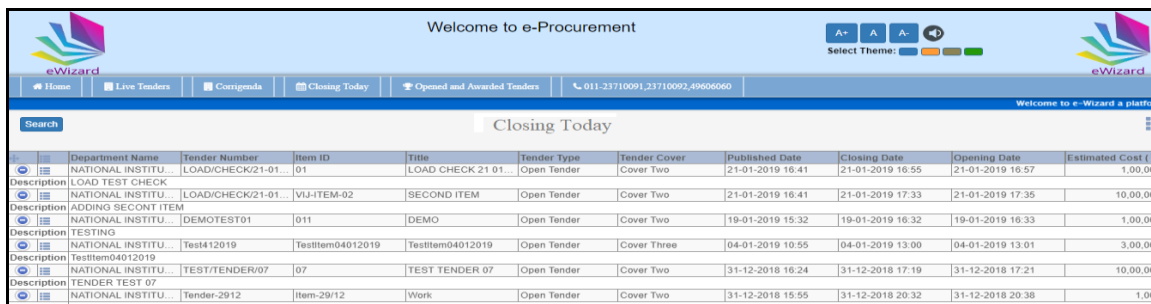


Fig. 4

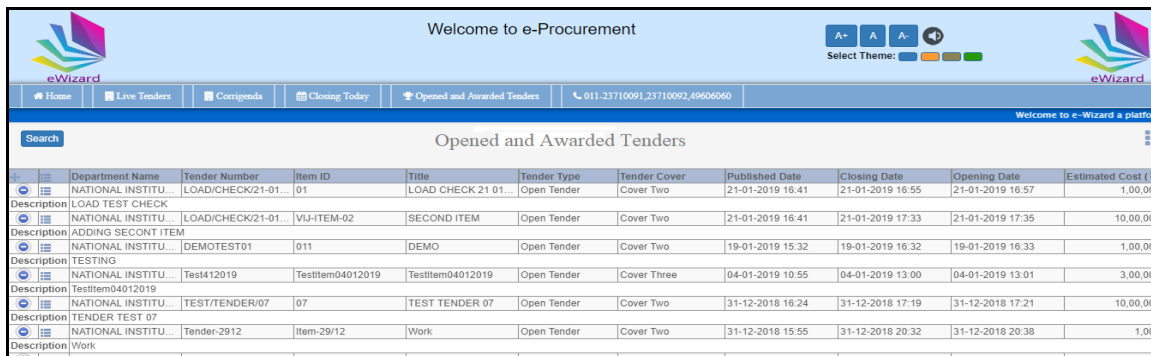
c) **Closing Today:** Click this link to view the tender closing within 24 hours.



Department Name	Tender Number	Item ID	Title	Tender Type	Tender Cover	Published Date	Closing Date	Opening Date	Estimated Cost (₹)
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
NATIONAL INSTITU...	LOAD/CHECK/21-01...	VJI-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
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
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
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
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	1,00,000

Fig. 6

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



Department Name	Tender Number	Item ID	Title	Tender Type	Tender Cover	Published Date	Closing Date	Opening Date	Estimated Cost (₹)
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
NATIONAL INSTITU...	LOAD/CHECK/21-01...	VJI-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
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
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
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
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	1,00,000

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.

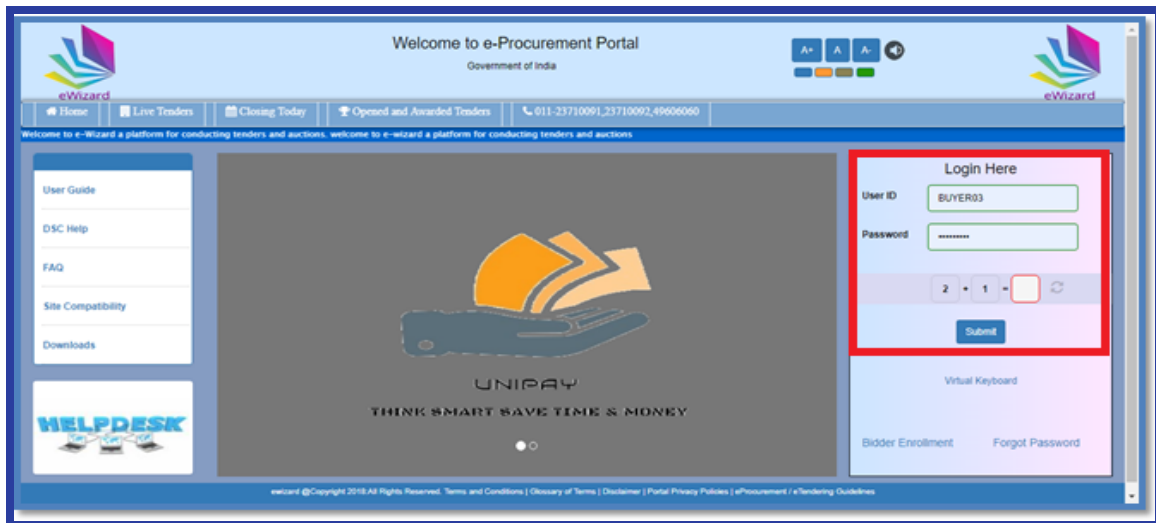


Fig. 8

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

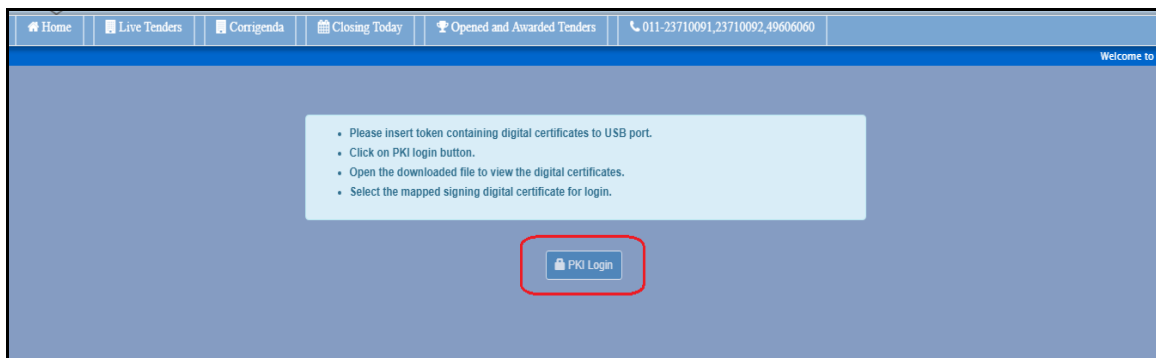


Fig. 9

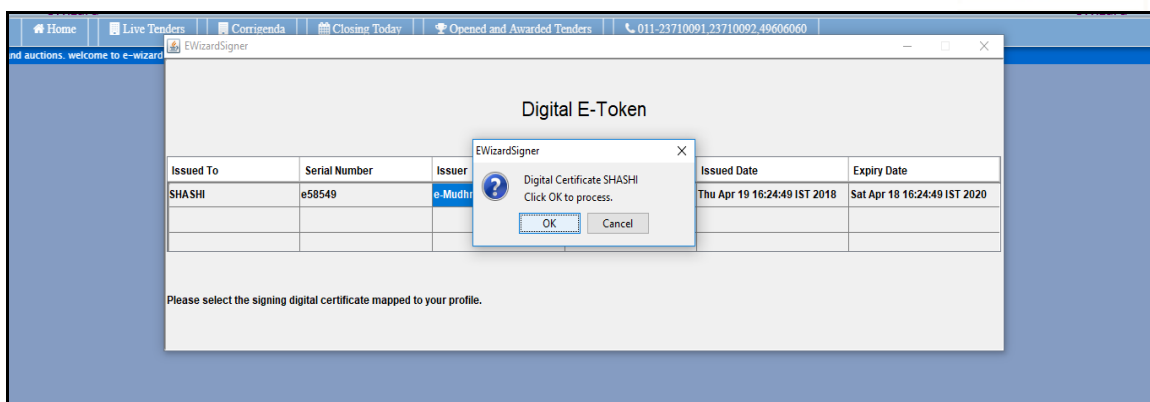


Fig. 10

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.

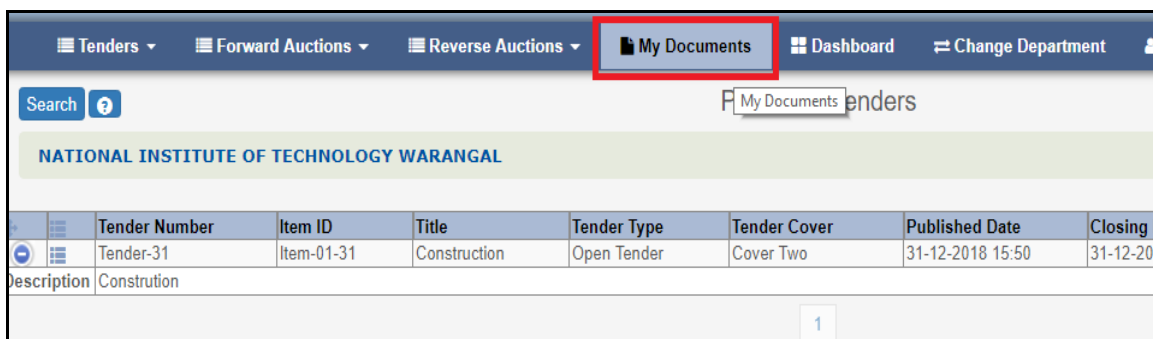
**Cancelled Tenders:** The below tenders are displayed to bidder in this section.

- 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.**



	Tender Number	Item ID	Title	Tender Type	Tender Cover	Published Date	Closing Date
Description	Tender-31	Item-01-31	Construction	Open Tender	Cover Two	31-12-2018 15:50	31-12-2018 15:50

Fig. 12

Already uploaded documents in this section will be displayed. Click “**New**” to upload new documents.



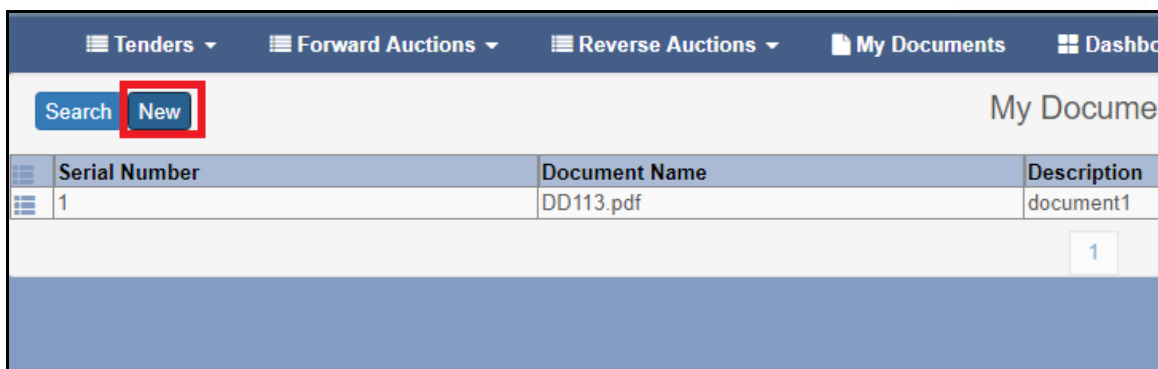


Fig. 13

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.

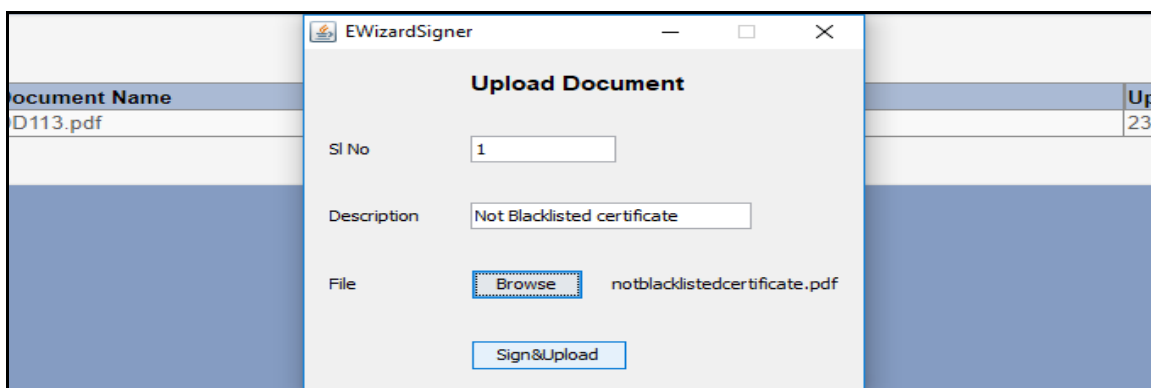


Fig. 14

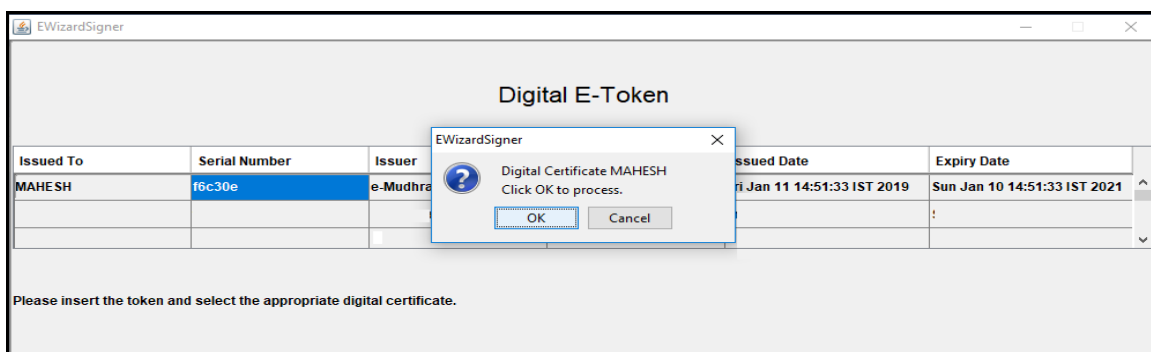


Fig.15

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

<div> <div>Tenders</div> <div>Forward Auctions</div> <div>Reverse Auctions</div> <div>My Documents</div> <div>Dashboard</div> <div>Change Department</div> <div>My Profile</div> <div>Logout</div> </div>			
<div> <div>Search</div> <div>New</div> <div>My Documents</div> </div>			
Serial Number	Document Name	Description	Uploaded Date & Time
1	notblacklistedcertificate.pdf	Not Blacklisted certificate	29-01-2019 13:17
1	DD113.pdf	document1	23-01-2019 11:57

Fig. 16

Bidder may **“View”**, **“Modify”**, **“Download”** or **“Archive”** documents uploaded in this section.

<div> <div>Search</div> <div>New</div> <div>My</div> </div>		
Serial Number	Document Name	
1	notblacklistedcertificate.pdf	
	DD113.pdf	

View

Modify

Download

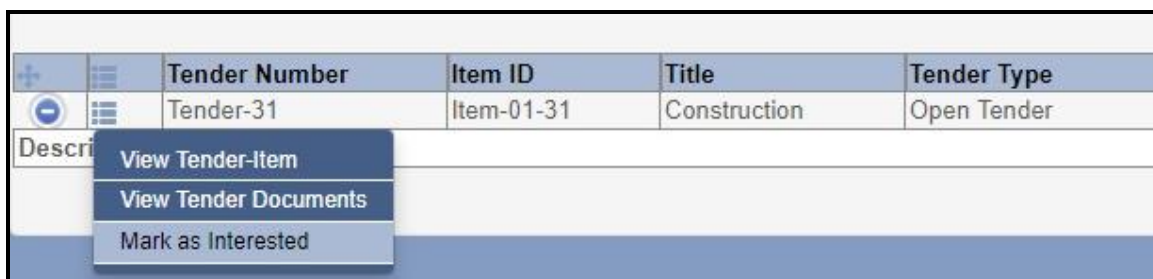
Archive

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
	Tender-31	Item-01-31	Construction	Open Tender

View Tender-Item  
View Tender Documents  
Mark as Interested

Fig. 18



Fig. 19



Fig. 20

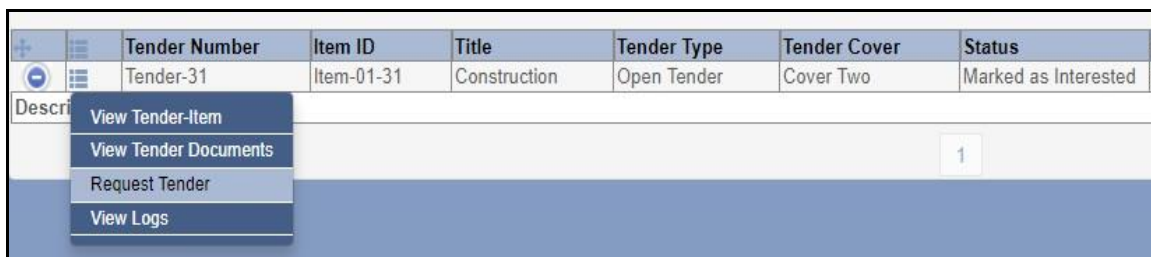
Once tender is marked as interested, it moves to “**Interested Tenders**” section.



## (6). Fee Payments

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

Click on “Request Tender”.



Tender Number	Item ID	Title	Tender Type	Tender Cover	Status
Tender-31	Item-01-31	Construction	Open Tender	Cover Two	Marked as Interested

Dropdown menu options:

- View Tender-Item
- View Tender Documents
- 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 (₹): 500.00

Payment Mode: E-Payment

PayUbiz

Transaction Reference	Ebid Reference	Base Amount (₹)	Actual Amount (₹)	Payment mode	Payment Status	Initiated/Instrument Date	Reconcile Date
No data available							

Fig. 22

Enter the details as per payment mode and make payment.



Credit Card

Card Type: ☒ VISA ☐ MasterCard ☐ American Express ☐ Discover/Novus International

Card Number:

Name on Card:

CVV Number:  What is CVV number?

Expiry Date:

Note: In the next step you will be redirected to your bank's website to verify yourself.

or [Click here to go back](#)

Debit Card

Debit Card (ATM PIN)

Net Banking

Pay

UPI

Use LazyPay Credit (Min. Limit Rs. 500.00)

Fig. 23

Description : Construction

Bidder Department Name: MAHESH

Bidder Login ID: MAHESH05

Pay Form Fee

Pay TPF

Form Fee Fully Paid

Transaction Reference	Ebid Reference	Base Amount (₹)	Actual 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

Fig. 24

Follow the aforesaid steps to make payment of TPF.

Form Fee Payment

Transaction Reference	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

TPF Payment

Transaction Reference	Ebid Reference	Actual Amount (₹)	Initiated Amount (₹)	Payment mode	Payment Status	Initiated/Instrument Date	Reconcile Date
403993715518921667	test31188170	300.00	300.00	E-Payment	Success	29-01-2019	29-01-2019 14:34:02

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.

Tender Number	Item ID	Title	Tender Type	Tender Cover	Status
Tender-31	Item-01-31	Construction	Open Tender	Cover Two	Form Received

View Tender-Item

View Tender Documents

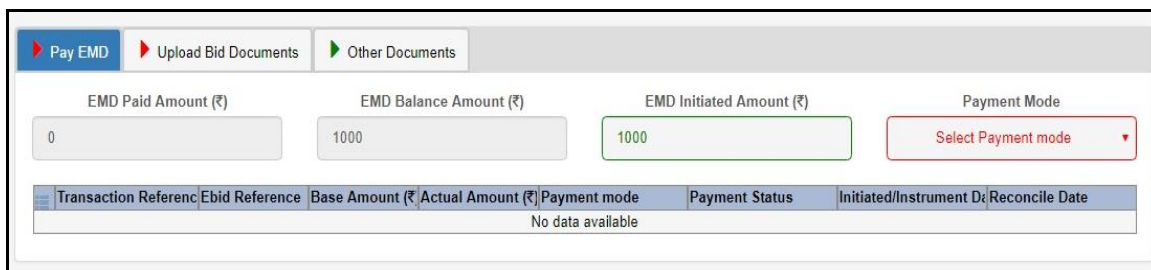
Proceed for Bid Submission

View Payments

View Logs

Fig. 26

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



Transaction Reference	Ebid Reference	Base Amount (₹)	Actual Amount (₹)	Payment mode	Payment Status	Initiated/Instrument Date	Reconcile Date
No data available							

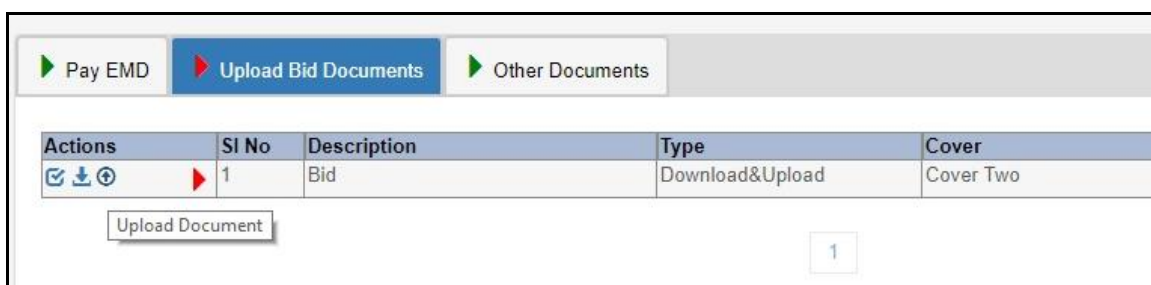
Fig. 27





Transaction Reference	Ebid Reference	Base Amount (₹)	Actual Amount (₹)	Payment mode	Payment Status	Initiated/Instrument Date	Reconcile Date
403993715518921685	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.



Actions	SI No	Description	Type	Cover
 	1	Bid	Download&Upload	Cover Two


Upload Document

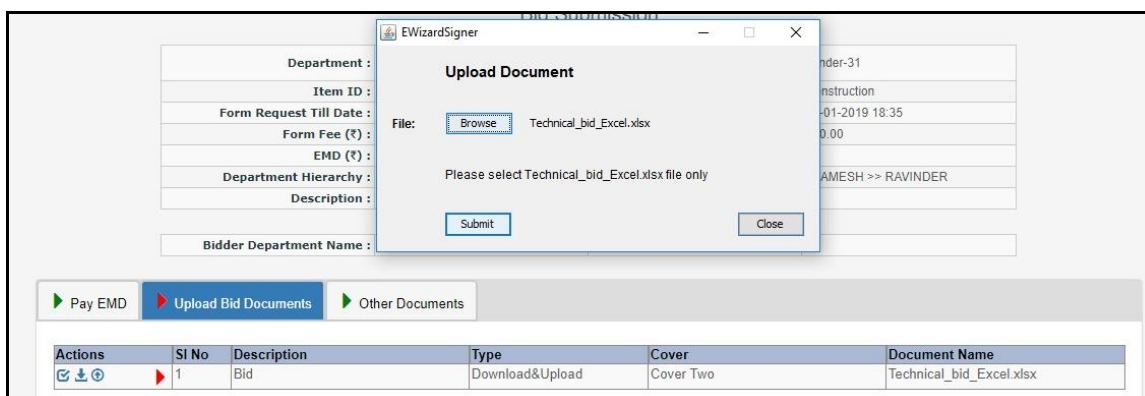
1

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.




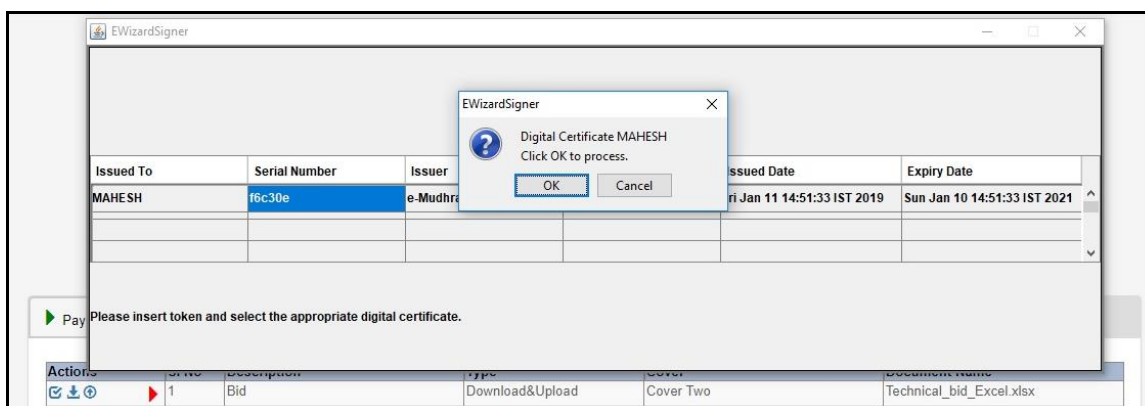
Actions	SI No	Description	Type	Cover	Document Name
	1	Bid	Download&Upload	Cover Two	Technical_bid_Excel.xlsx

Fig. 31



Issued To	Serial Number	Issuer	Issued Date	Expiry Date
MAHESH	f6c30e	e-Mudhra	Mon Jan 11 14:51:33 IST 2019	Sun Jan 10 14:51:33 IST 2021

Fig. 32



Once the document is uploaded the red color icon “” will turn green “”.

Pay EMD

Upload Bid Documents

Other Documents

Actions	SI No	Description	Type	Cover	Document Name
<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div>1</div>	Bid	Download&Upload	Cover Two	Technical_bid_Excel.xlsx

1

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
No data available			

1

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 & Time
<input checked="" type="checkbox"/>		1	notblacklistedcertificate.pdf	Not Blacklisted certificate	216752	29-01-2019 13:17
<input checked="" type="checkbox"/>		1	DD113.pdf	document1	198400	23-01-2019 11:57
1						
 						



Fig. 35

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

Preview Documents

Department Name : NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL / Tender Number : Tender-31  
/ Item Id : Item-01-31 ▼

Select	Action	Serial Number	Document Name	Description	Size	Uploaded Date & Time
<input checked="" type="checkbox"/>		1	notblacklistedcertificate.pdf	Not Blacklisted certificate	216752	29-01-2019 13:17
<input checked="" type="checkbox"/>		1	DD113.pdf	document1	198400	23-01-2019 11:57

[Continue](#)
[Back](#)

Fig. 36

Confirm Details

Are you sure you want to attach the documents to this tender item?





[Confirm](#)
[Cancel](#)

[Continue](#)
[Back](#)

Fig. 37

Click on “Submit Bid”.

[Pay EMD](#)
[Upload Bid Documents](#)
[Other Documents](#)

Actions	SI No	Description	Type	Cover	Document Name
	2	PAN card	Upload	Cover One	DD113.pdf
	3	GST	Upload	Cover One	DD113.pdf
 	2	Price bid	Download&Upload	Cover Two	BOQ.xlsx

1

[Submit Bid](#)
[Back](#)

Fig. 38



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

Bid Submission Preview				
<b>Department :</b> INDIAN INSTITUTE OF TECHNOLOGY DHARWAD		<b>Tender Number :</b> 100LOAD		
<b>Item ID :</b> 200		<b>Title :</b> DEMOLOADTESTING		
<b>Form Request Till Date :</b> 24-01-2019 11:30		<b>Tender Closing Date :</b> 24-01-2019 11:50		
<b>Form Fee (₹) :</b> 100.00		<b>TPF (₹) :</b> 10.00		
<b>EMD (₹) :</b> 1,000.00				
<b>Department Hierarchy :</b> INDIAN INSTITUTE OF TECHNOLOGY DHARWAD >> Prashant >> Purchase Pavan				
<b>Description :</b> DEMOLOADTESTING				
<b>Bidder Department Name :</b> MAHESH		<b>Bidder ID :</b> MAHESH		
Sl No	Document Name	Cover	Uploaded Date	Document size
1	DD113.pdf	Cover One	24-01-2019 11:18	193.75 KB
2	DD113.pdf	Cover One	24-01-2019 11:18	193.75 KB
3	BOQ.xlsx	Cover Two	24-01-2019 11:19	31.61 KB
<b>Terms &amp; Conditions</b> *I/We hereby agree, *a) To all the 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 *d) That Price bid/Technical bid excel sheet are downloaded for this tender from the e-tendering website. I/We have not modified the content, format, file type and version of the excel sheet (Price bid & Technical bid as applicable) *e) That all the documents uploaded by me/us are properly checked and verified by me/us. In case any of the documents is found to be corrupted after opening of this tender it shall be totally my/our responsibility. The department can take appropriate action in this regard with respect to my bid. *f) To be fully responsible for correctness of the documents submitted and tender is being submitted by me/us to my/our best knowledge.				

Fig. 39

**Terms & Conditions**  
\*I/We hereby agree,  
\*a) To all the 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  
\*d) That Price bid/Technical bid excel sheet are downloaded for this tender from the e-tendering website. I/We have not modified the content, format, file type and version of the excel sheet (Price bid & Technical bid as applicable)  
\*e) That all the documents uploaded by me/us are properly checked and verified by me/us. In case any of the documents is found to be corrupted after opening of this tender it shall be totally my/our responsibility. The department can take appropriate action in this regard with respect to my bid.  
\*f) To be fully responsible for correctness of the documents submitted and tender is being submitted by me/us to my/our best knowledge.

☒

I have read and accepted the above Terms & Conditions.

**Final Submit Bid** **Back**

Fig. 40

Click “**OK**” to finally submit the bid.

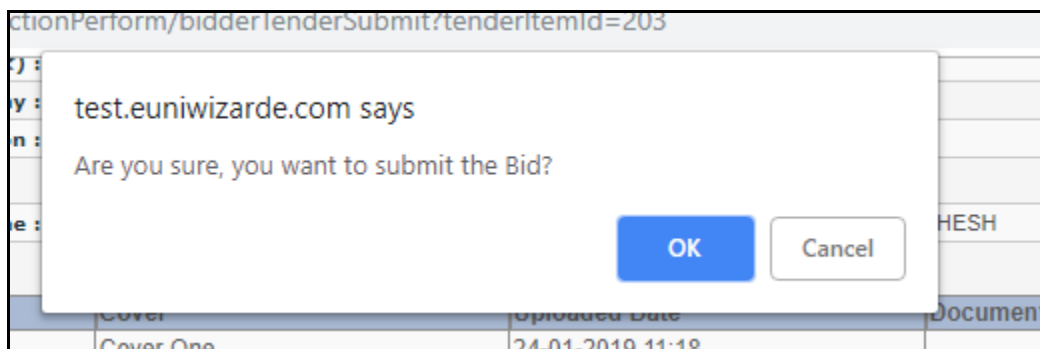
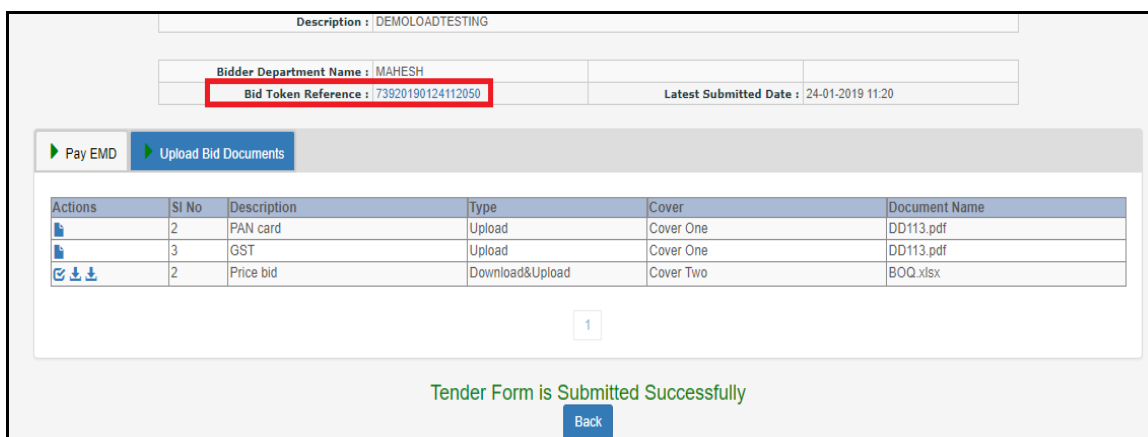


Fig. 41

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.



Description : DEMOLOADTESTING

Bidder Department Name : MAHESH

**Bid Token Reference : 73920190124112050**

Latest Submitted Date : 24-01-2019 11:20

Pay EMD Upload Bid Documents

Actions	Sl No	Description	Type	Cover	Document Name
	2	PAN card	Upload	Cover One	DD113.pdf
	3	GST	Upload	Cover One	DD113.pdf
	2	Price bid	Download&Upload	Cover Two	BOQ.xlsx

1

Tender Form is Submitted Successfully

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
		NIT/DIV8/DELHI/18-19/089	12	Tender Notification	Open Tender
Descri		hostel			
		View Tender-Item			
		View Tender Documents			
		View Documents			
		View Payments			
		View Logs			

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**

**Help Desk –**  
**(Timings=10am-6pm)**

A 41, 4th FLOOR, HIMALAYA HOUSE,  
23, KG MARG  
NEW DELHI-110001  
Email id- [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)  
Phone: 011-49606060.

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