(E-Tendering)

BIDDER MANUAL

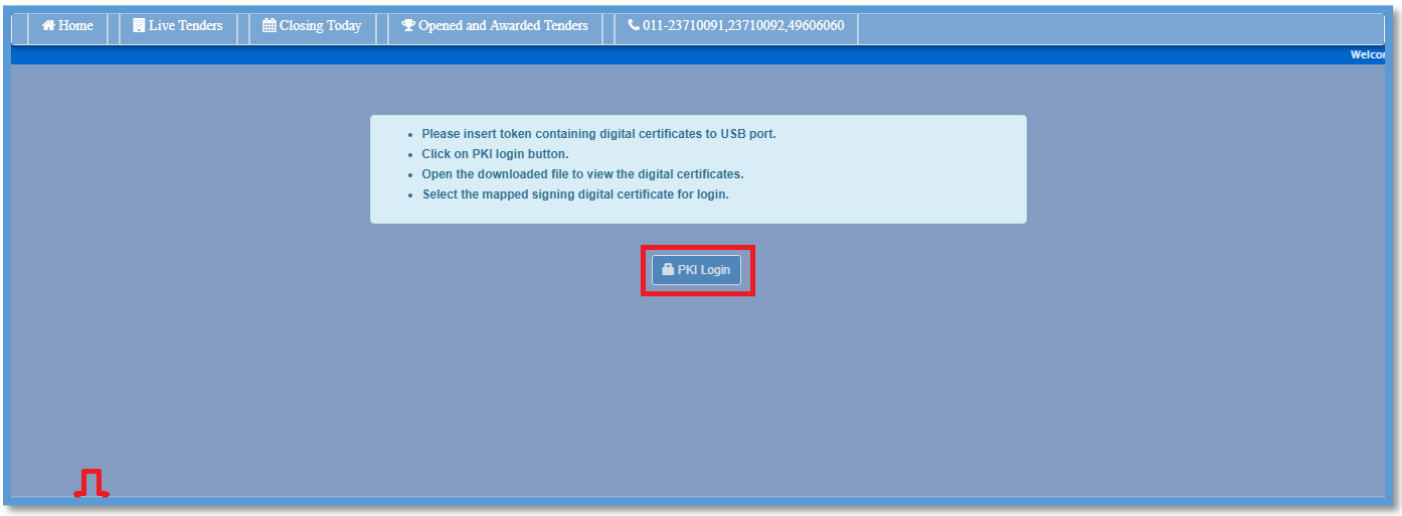
BIDDER MANUAL

1. Visit the URL- https://cotcorp.enivida.com Enter the User ID, Password, Captcha and click on “Submit”.



Fig – 1

2. User need to insert DSC into the system and click on PKI Login. Run the downloaded file.



Fig– 2

3. Select your DSC from the list and click on OK to proceed.

BIDDER MANUAL

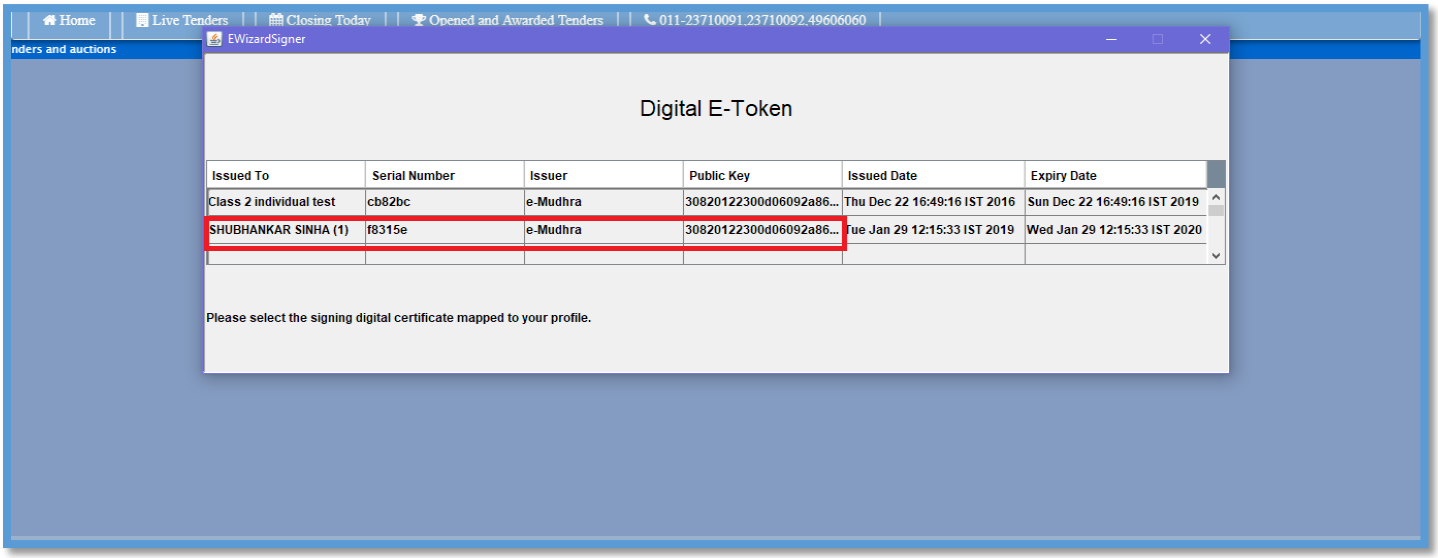


Fig – 3

4. Select the department whose tender User wish to participate in. Then, click on “Submit” tab.

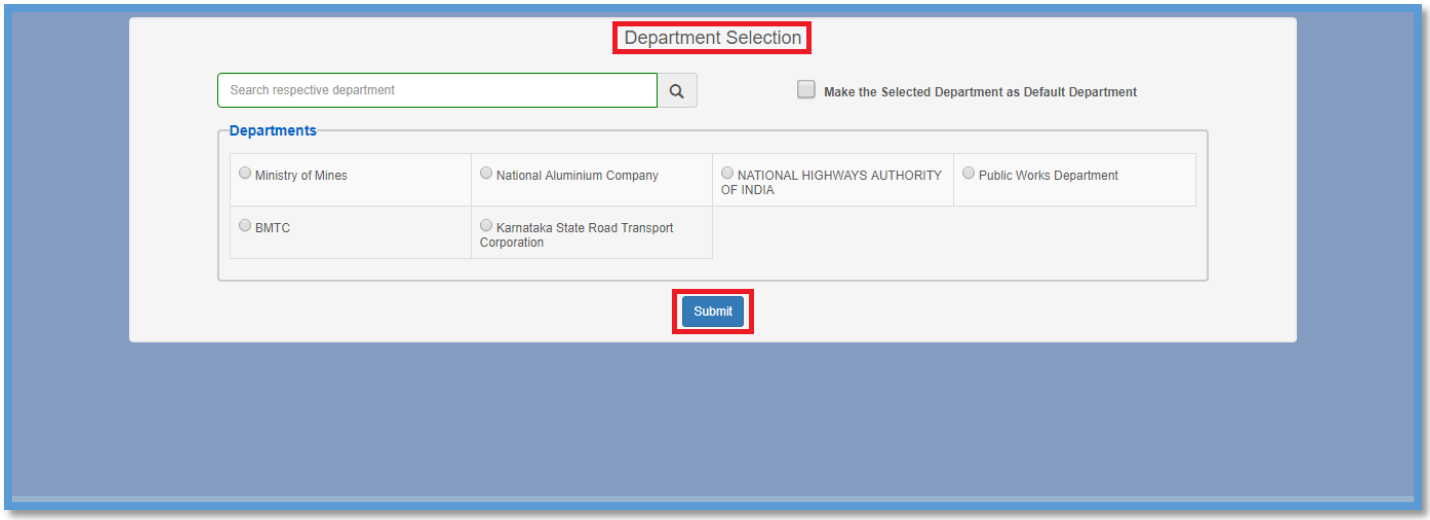


Fig – 4

5. This is the publishtender page. Upon logging in for the first time, the system defaults to this page. The My Documents section is where bidder will upload the required qualifying documents for the specific tender.

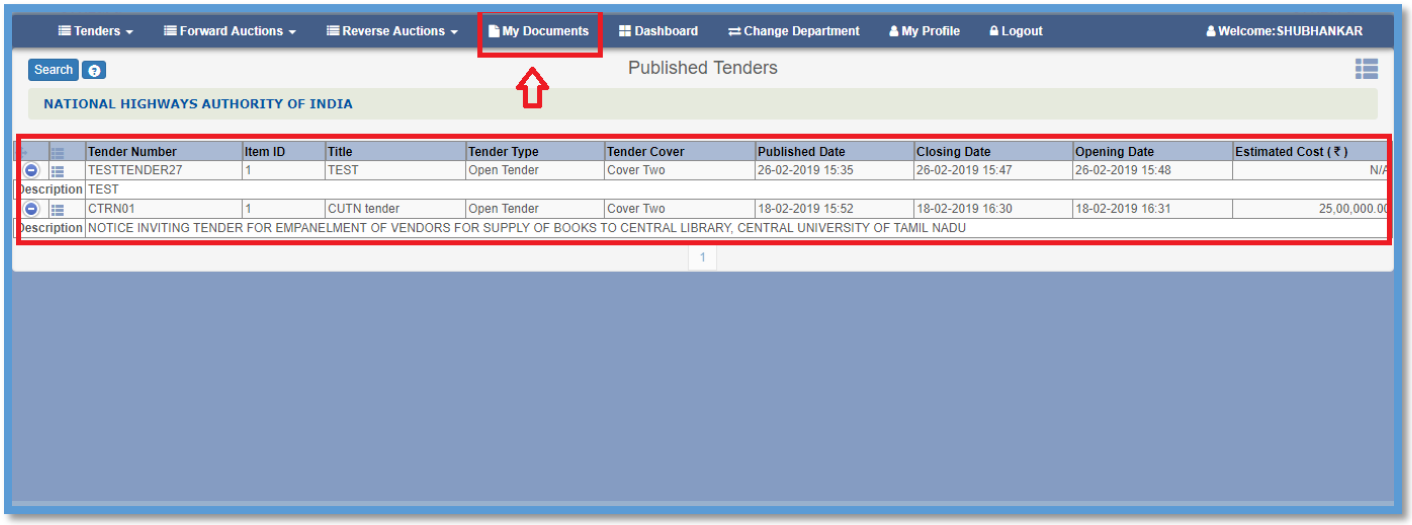


Fig - 5

6. Click on “New” Tab, and then browse to the required file. Click on “Upload” to store that file in My Documents.

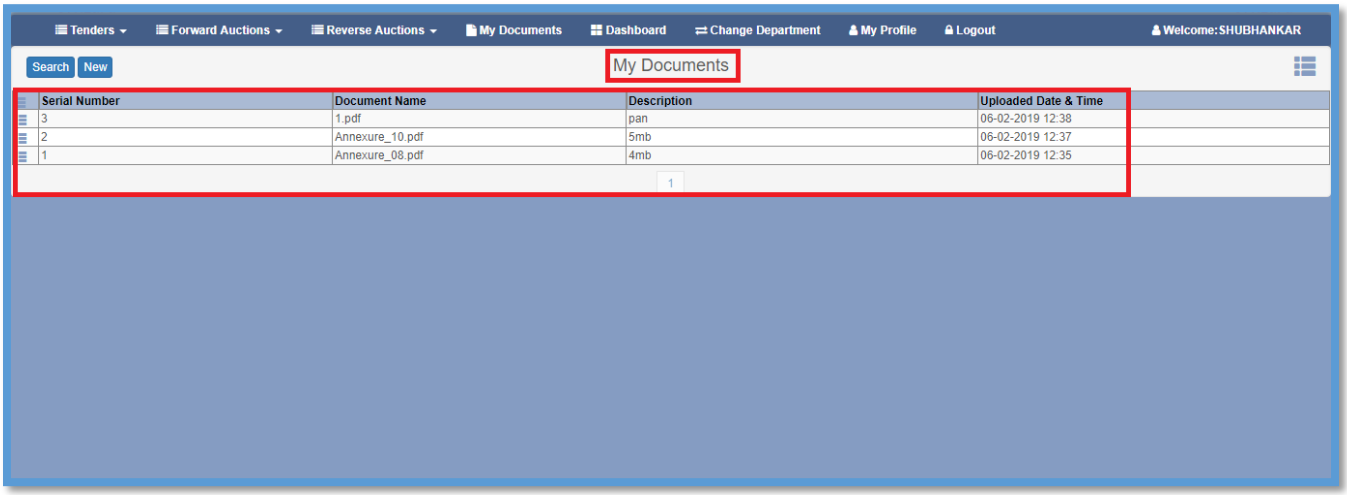


Fig - 6

7. From the published tender’s page, click on the action button next to the tender and select the “Mark as Interested” option.

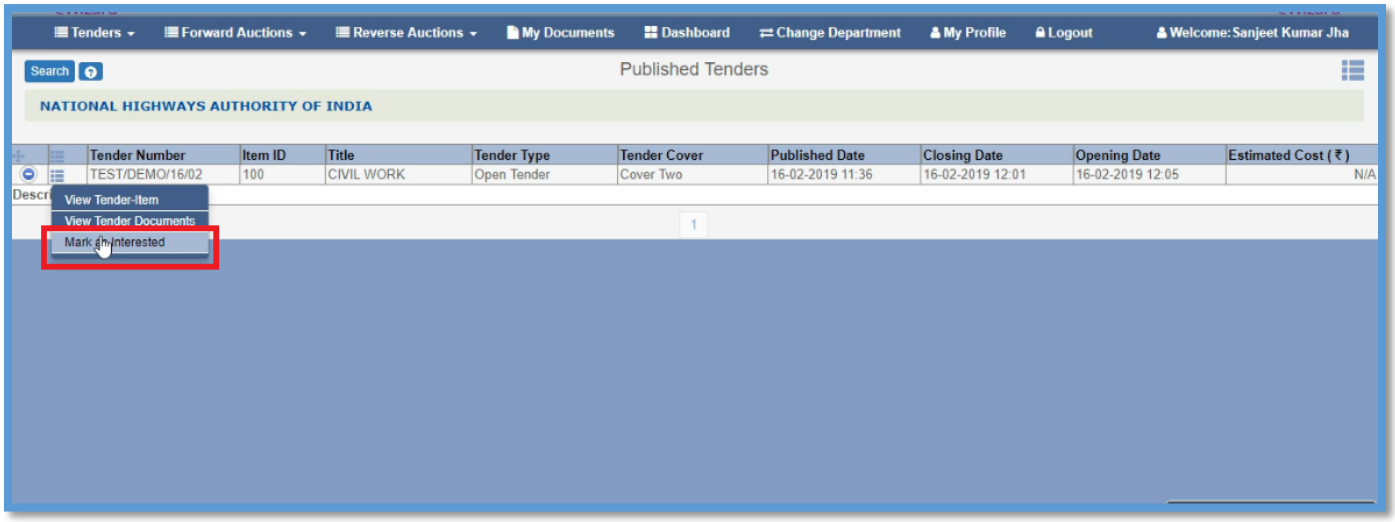


Fig- 7

8. Confirm your interest in the tender by clicking on “OK” tab.

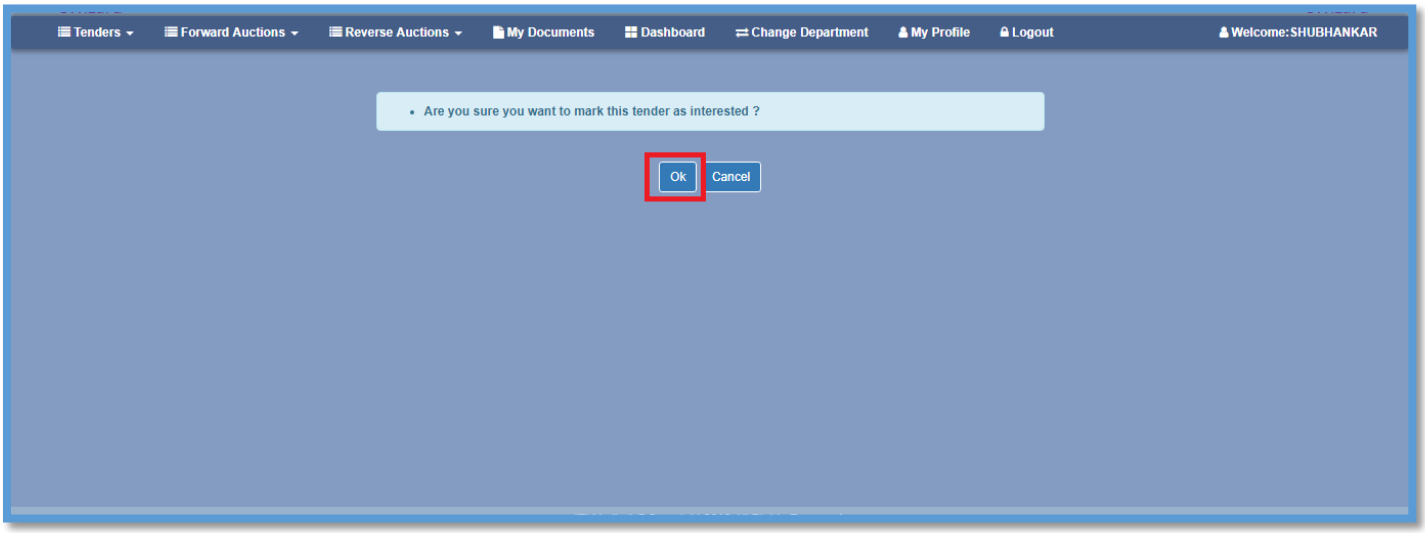


Fig - 8

9. Final confirmation message will appear, bidder Again, click on “OK”.

BIDDER MANUAL

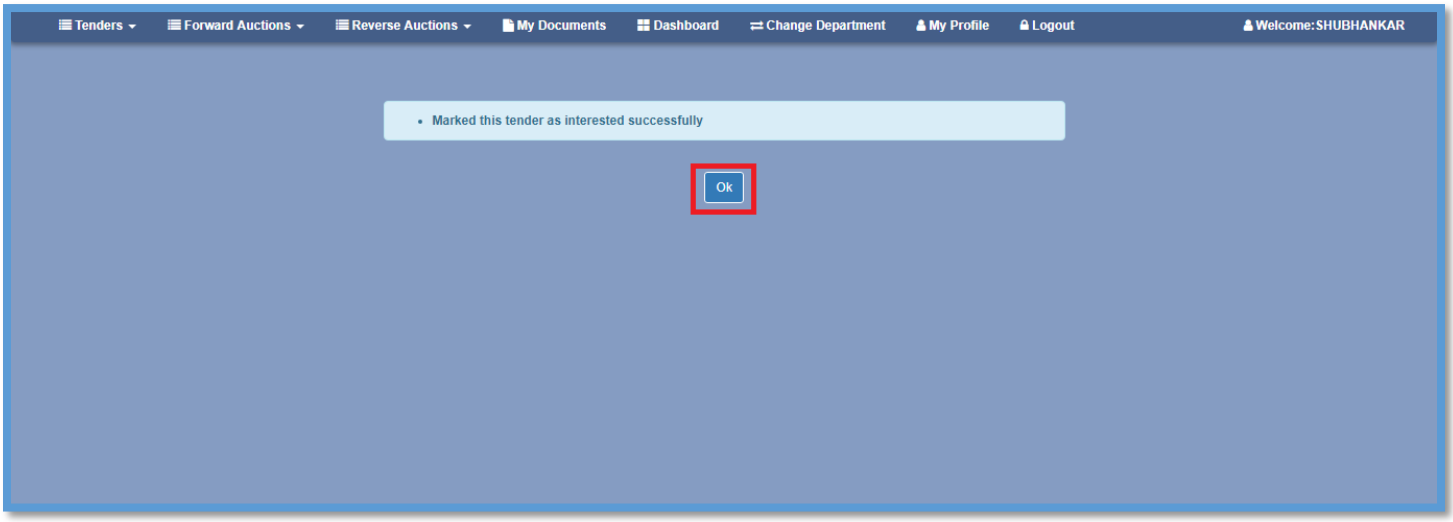


Fig -9

10. Click on “Request Tender” option to proceed.

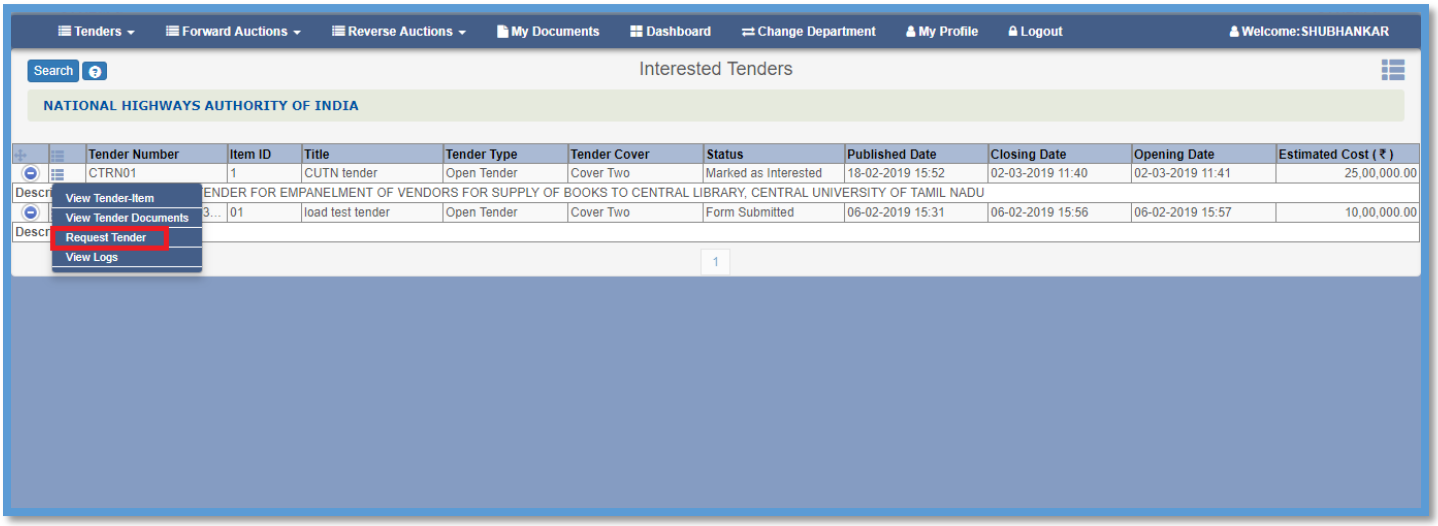


Fig -10

11. Bidder has to pay the Form Fee and Tender Processing Fee (TPF) before proceeding for bid submission.

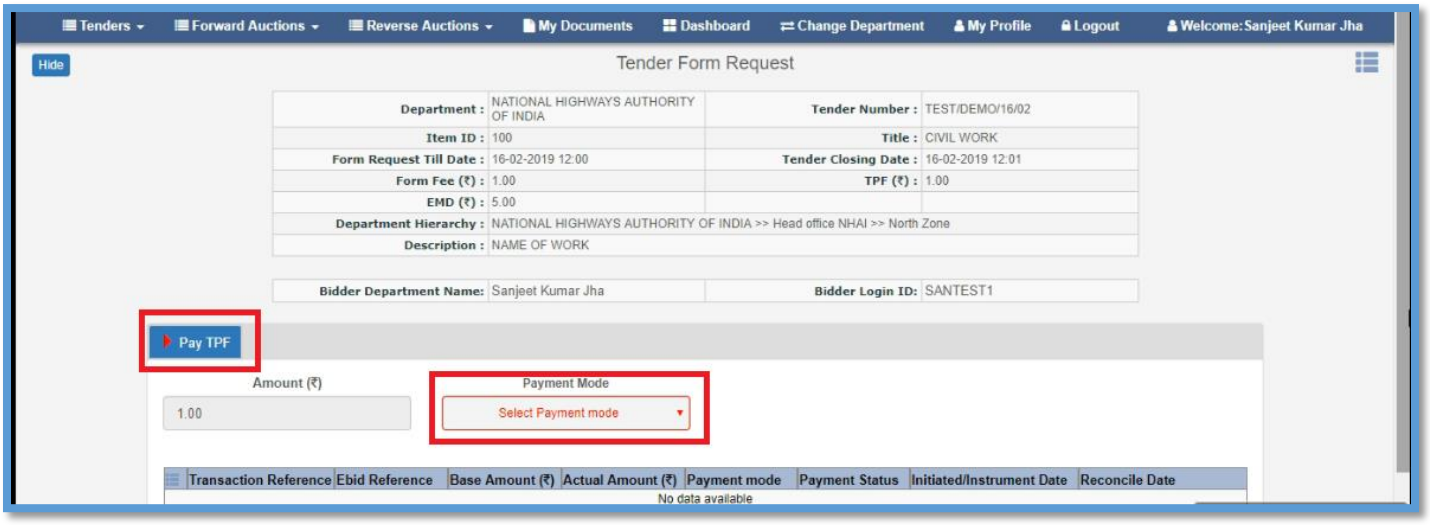


Fig -11

12. After completing the payments, proceed for bid submission.

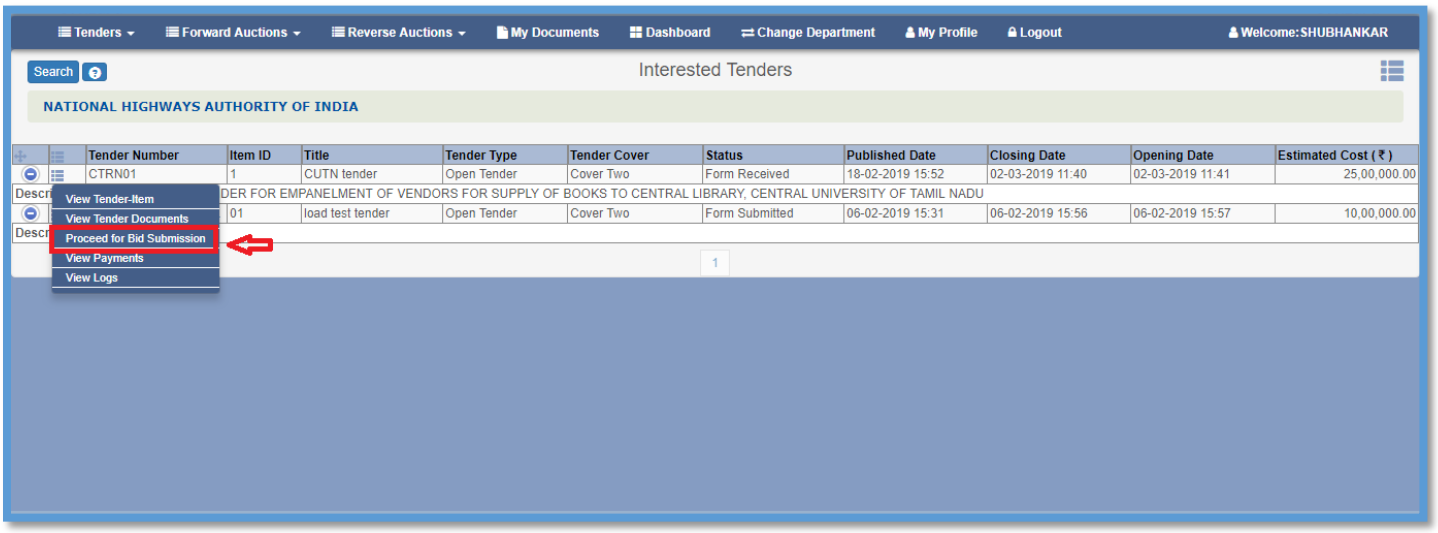


Fig -12

13. Click on “Pay EMD” tab for doing payment for Tender EMD fee.Bidder has to fill all necessary details as shown in below screen and then click on “Submit” tab to proceed.

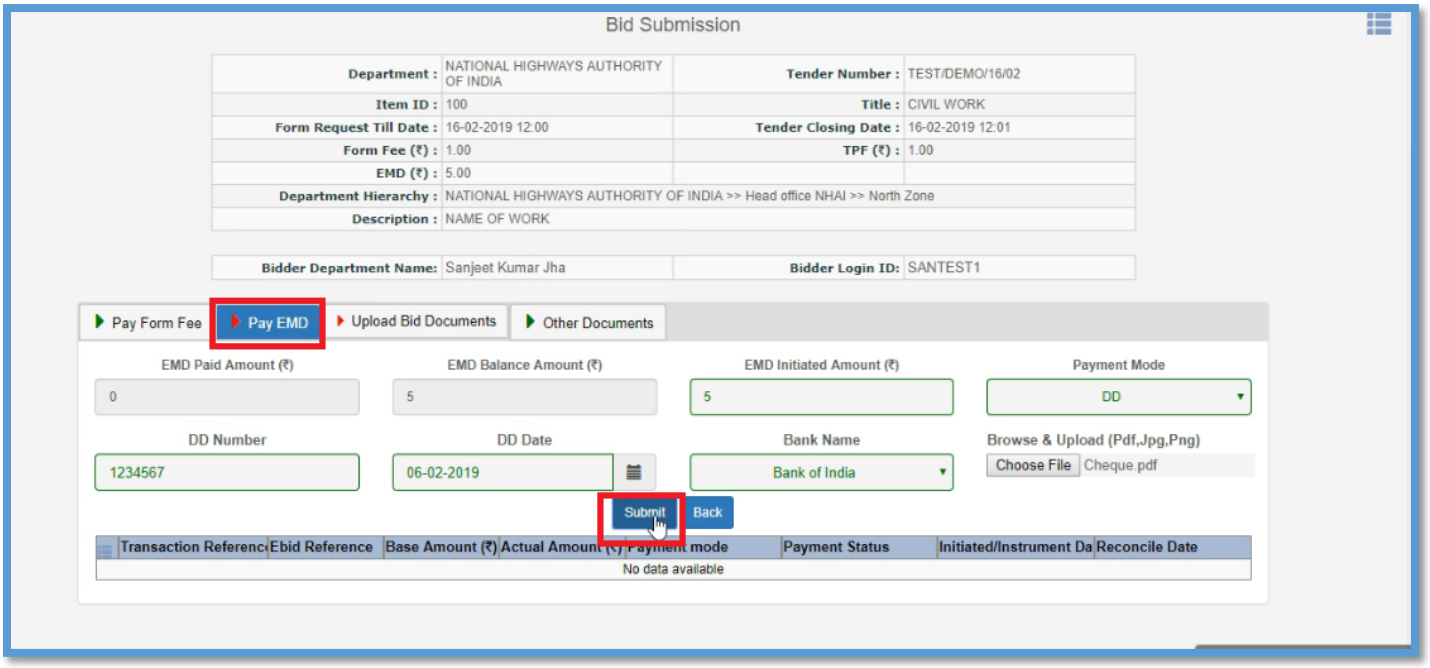


Fig -13

14. You are required to pay the EMD & upload the required bid and qualifying documents. Select the payment mode.

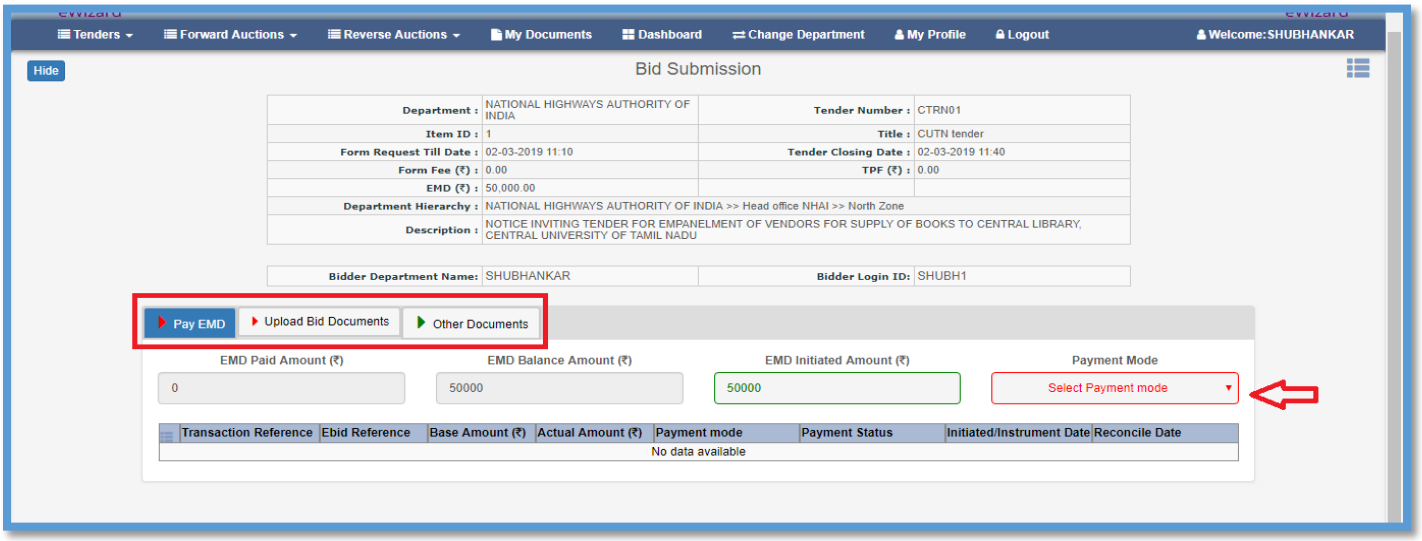


Fig -14

15. On successful payment, the following message is shown.

BIDDER MANUAL

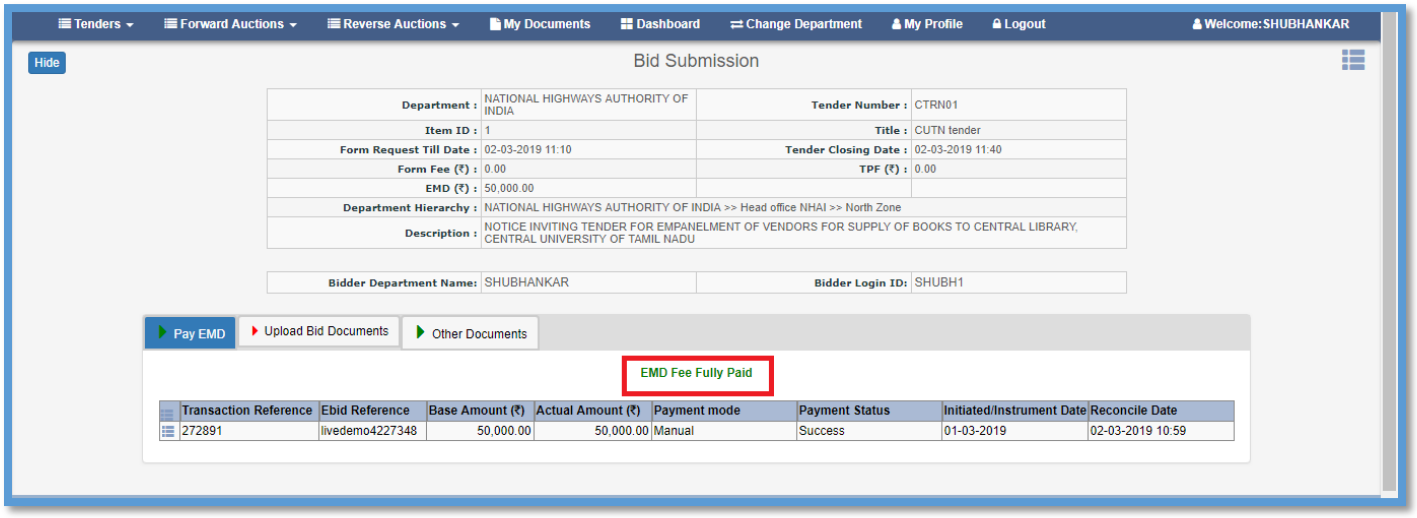


Fig - 15

16. Now, bidder has to upload the technical as well as price bid in the form of excel sheets. To do this, click on the Download action button next to the file name, edit in your details and then upload the same file here.

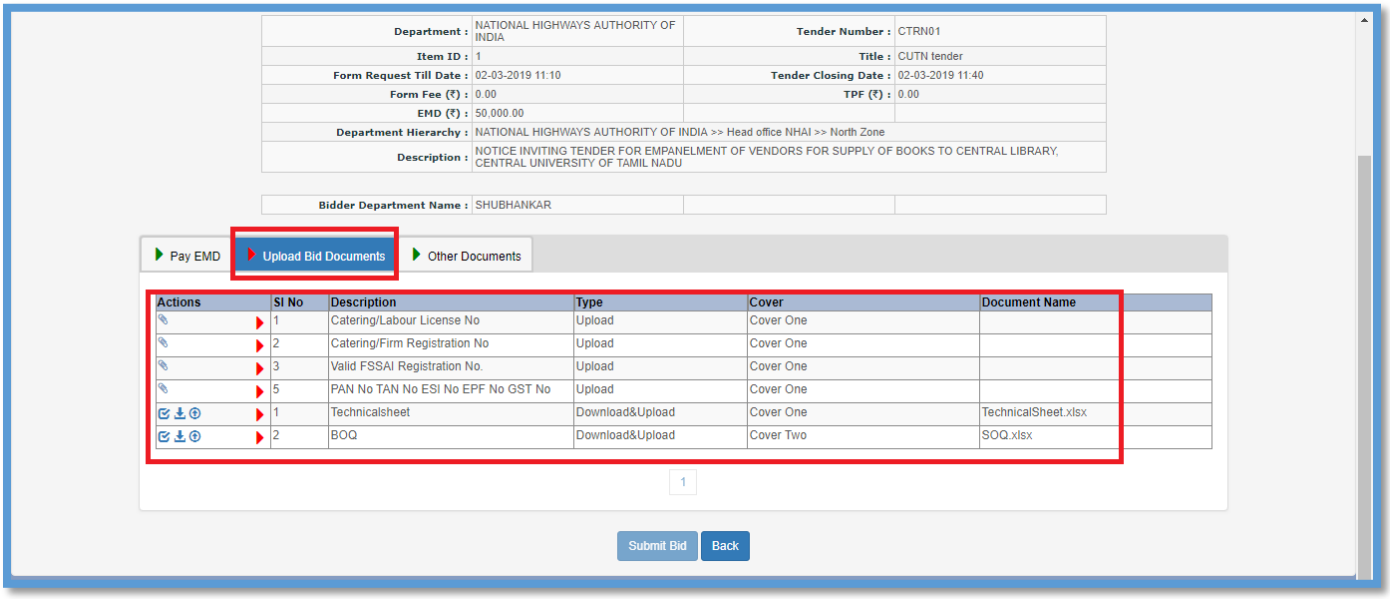


Fig - 16

17. Do NOT modify the file name, or any contents of the excel file, as doing so will result in the system rejecting the file. Browse same file and then click on “submit” tab for final submission of Bid documents.

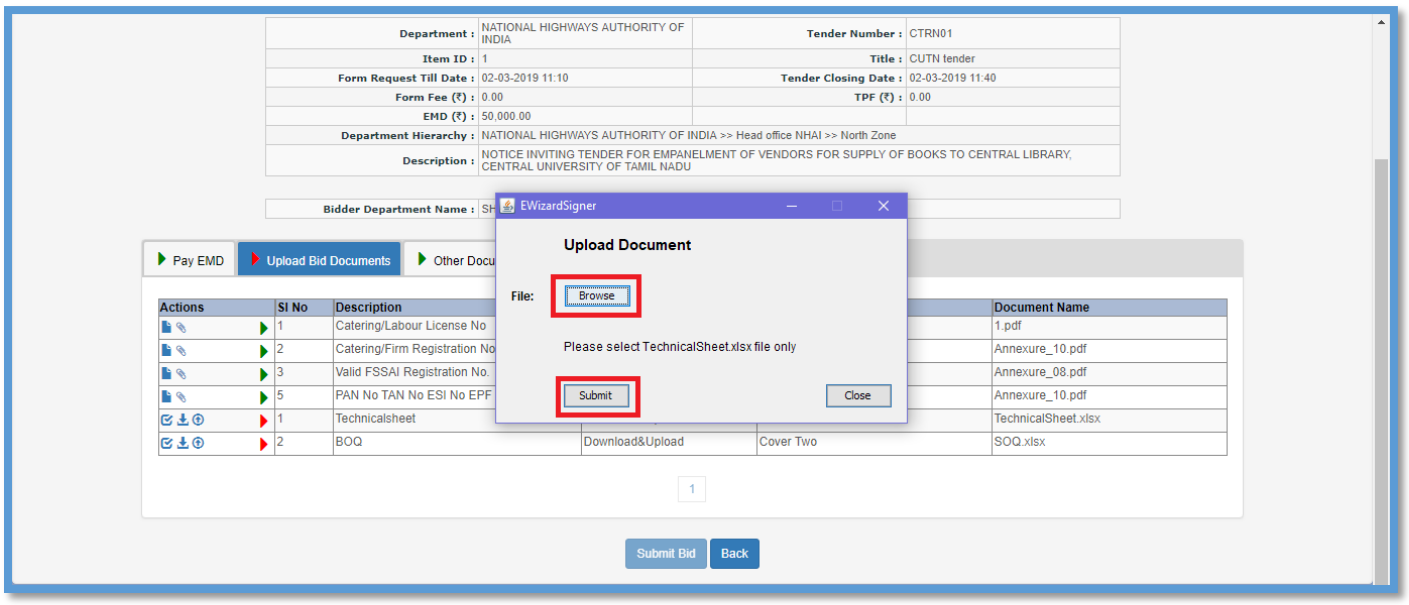


Fig - 17

18. Similarly, attach the qualifying documents by selecting them from the My Documents library. After attaching all your documents here, click on “Submit Bid” tab.

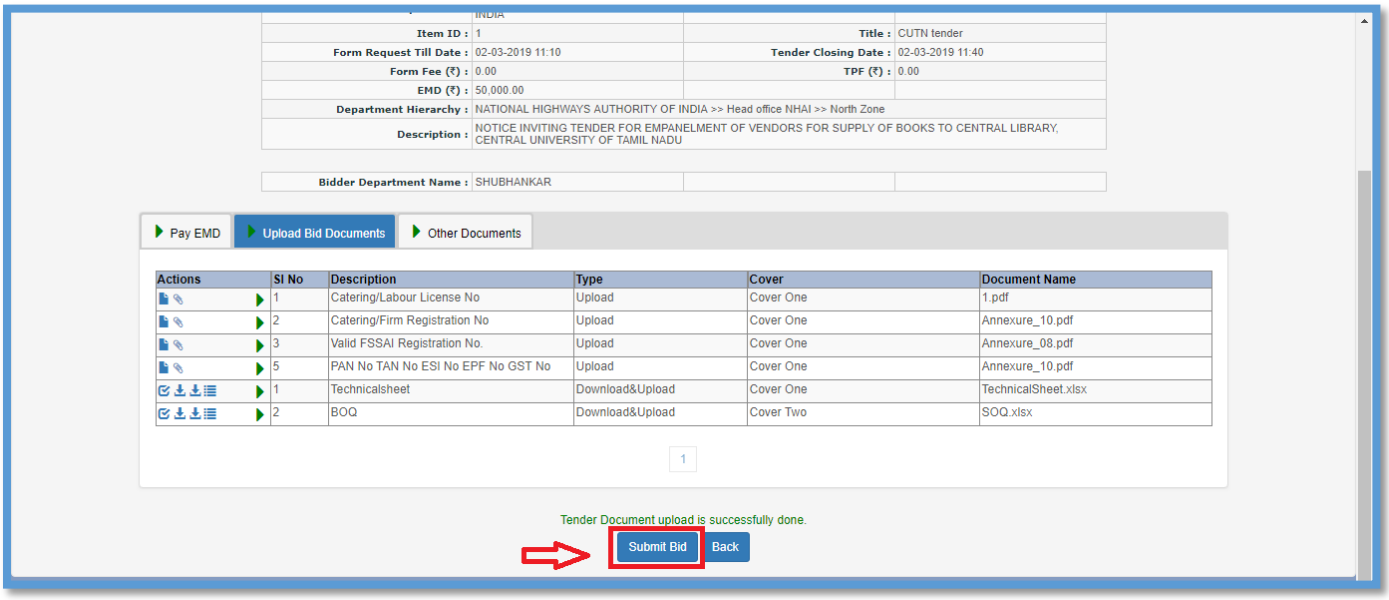
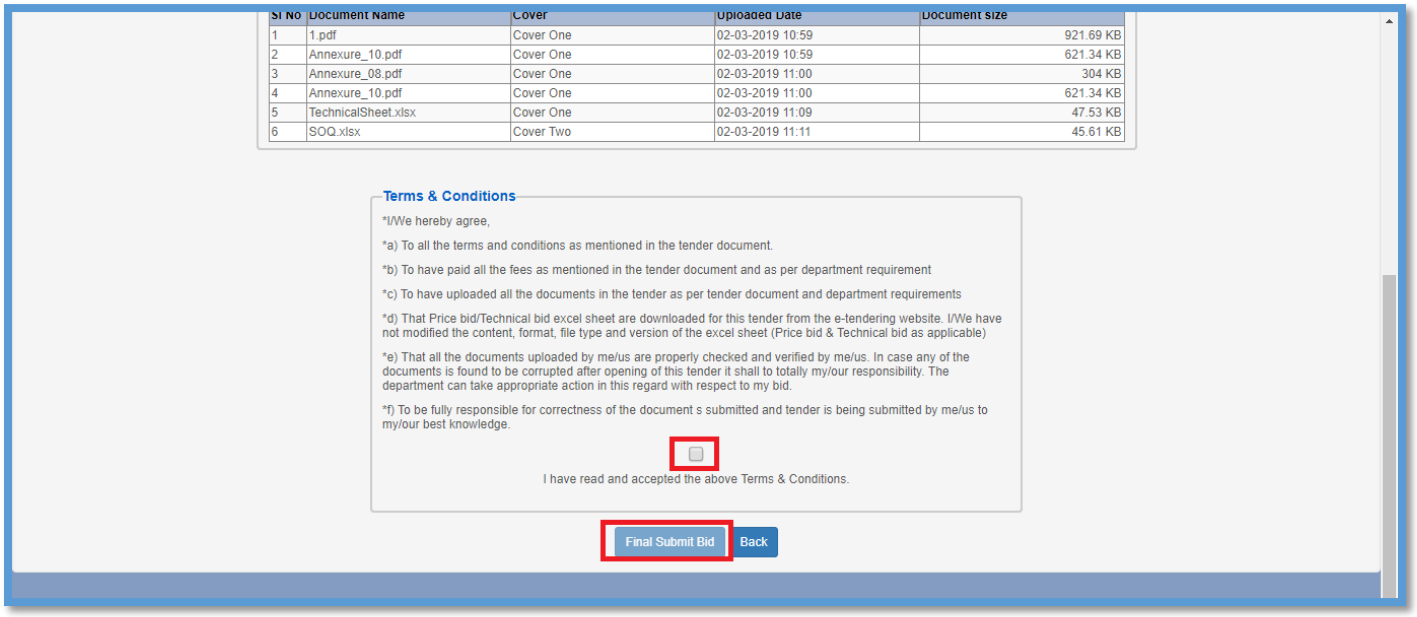


Fig - 18

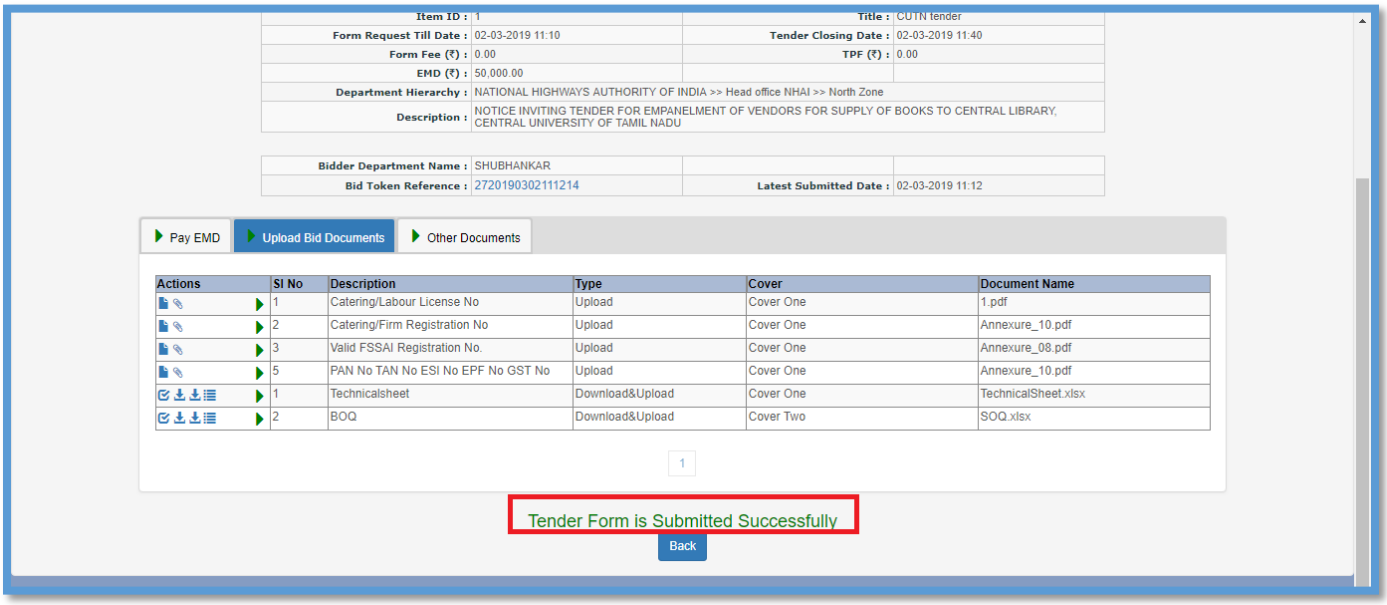
19. Accept the T&C checkbox and click on “Final Submit Bid” to complete the process.



Sl No	Document Name	Cover	Uploaded Date	Document Size
1	1.pdf	Cover One	02-03-2019 10:59	921.69 KB
2	Annexure_10.pdf	Cover One	02-03-2019 10:59	621.34 KB
3	Annexure_08.pdf	Cover One	02-03-2019 11:00	304 KB
4	Annexure_10.pdf	Cover One	02-03-2019 11:00	621.34 KB
5	TechnicalSheet.xlsx	Cover One	02-03-2019 11:09	47.53 KB
6	SOQ.xlsx	Cover Two	02-03-2019 11:11	45.61 KB

Fig – 19

20. After final submission of bid, one notification message will reflect “Tender Form is Submitted Successfully”



Item ID :	1	Title :	CUTN tender
Form Request Till Date :	02-03-2019 11:10	Tender Closing Date :	02-03-2019 11:40
Form Fee (₹) :	0.00	TPF (₹) :	0.00
EMD (₹) :	50,000.00		
Department Hierarchy :	NATIONAL HIGHWAYS AUTHORITY OF INDIA >> Head office NHAI >> North Zone		
Description :	NOTICE INVITING TENDER FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO CENTRAL LIBRARY, CENTRAL UNIVERSITY OF TAMIL NADU		

Bidder Department Name :	SHUBHANKAR		
Bid Token Reference :	2720190302111214	Latest Submitted Date :	02-03-2019 11:12

Actions	Sl No	Description	Type	Cover	Document Name
	1	Catering/Labour License No	Upload	Cover One	1.pdf
	2	Catering/Firm Registration No	Upload	Cover One	Annexure_10.pdf
	3	Valid FSSAI Registration No.	Upload	Cover One	Annexure_08.pdf
	5	PAN No TAN No ESI No EPF No GST No	Upload	Cover One	Annexure_10.pdf
	1	Technicalsheet	Download&Upload	Cover One	TechnicalSheet.xlsx
	2	BOQ	Download&Upload	Cover Two	SOQ.xlsx

Fig – 20

BIDDER MANUAL

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