

# Tender Bidding Process & e-Tendering Portal Registration Process



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## Minimum Required Documents

The specific documents required for tender submission can vary depending on the organization, the nature of the project, and the industry. However, **here is a general list of common documents that are often requested in tender documents:**

<b>Company Profile</b>	An overview of your company's background, experience, and capabilities.
<b>Legal Documents</b>	<ol style="list-style-type: none"> <li>Certificate of Incorporation / Partnership Deed / Proprietorship Registration.</li> <li>PAN Card.</li> <li>GST Certificate.</li> <li>Udyam Certificate.</li> <li>Start Up Registration.</li> </ol>
<b>Financial Documents</b>	<ol style="list-style-type: none"> <li>Profit and Lost Statements of Past 3 to 5 Years.</li> <li>Balance Sheet of Past 3 to 5 Years.</li> <li>Turnover Certificate issued by Chartered Accountant.</li> <li>Undertaking regarding that, Bidder should not be blacklisted / debarred by any Statutory or Regulatory Authorities in the past.</li> </ol>
<b>Previous Experience</b>	<ol style="list-style-type: none"> <li>Purchase Orders / Work Orders issued by Government departments / PSUs / PSBs, Private Companies etc.</li> <li>Work Completion Certificates.</li> </ol>
<b>Additional Documents</b>	<p>This can include any specific documents requested in the tender notice that support your bid. For Example refer below list of documents.</p> <ol style="list-style-type: none"> <li>ISO Certificates</li> <li>Industry Specific Licenses such as Labour Identification Number (LAN) for Manpower Outsourcing, For Civil Works Tenders, Required Registration with CPWD, PWD etc.</li> </ol>

### Note:-

- Above mentioned list of documents are in common documents to submit the tender. For complete documentation you have to refer the complete Tender Documents.

## System Requirements

### Hardware and Suggested Configuration

- Computer / Laptop with Processor – Intel Pentium i3/i5/i7 or equivalent, RAM- 4 GB or more

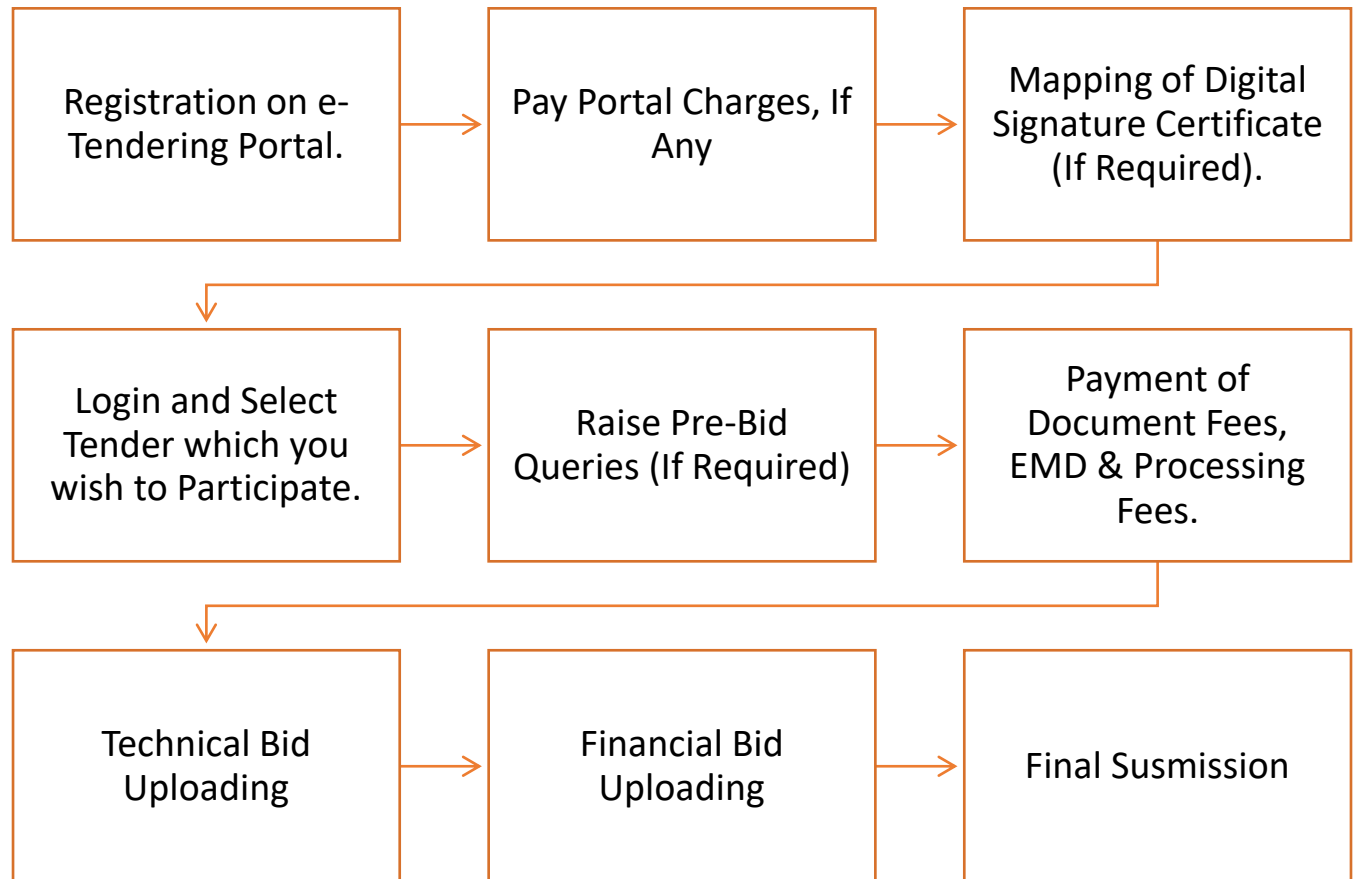
### Software

- **Operating System:** Computer with Windows (with full administrative rights, all upgrades and Java Runtime Environment Version 8 Update 181 onwards).
- **Browser:** Microsoft Edge version 98.0.1108.62 onwards, Google Chrome version 98.0.4758.102 onwards.
- **JRE (Java Runtime Environment)** - Latest Update (Free download)
- **Token Driver for Digital Signing Certificate** (Provided by supplier of DSC)

### Digital Signing Certificate (DSC)

- Vendors / Contractors: Class III with Organization Name

### Internet Connectivity (Recommended Connection Speed- 2 Mbps per user)

Standard Process for Tender Submission

### Points should be kept in mind while participating in Tenders:

- Check the scope of work; if you have any queries regarding the scope of work, contact the department.
- Verify if the firm meets the eligibility criteria for the documents to be submitted with the tender.
- Ensure that you are registered on the department's e-tender portal; if not, register your firm first.
- Confirm that you possess Class 3 signing and encryption certificates, as they are mandatory on every e-tender portal.
- Once you've confirmed the scope of work and eligibility, promptly register on the e-tender portal and map your digital signature certificate (DSC).
- Immediately check if an affidavit is required; if so, prepare the necessary legal documents.
- Make an effort to submit the tender at least 48 hours before the deadline.

### How to take Exemption / Relaxation in Eligibility Criteria and EMD Submission?

When you participate in a tender, the biggest question that comes to mind is why EMD is required, what is the process of paying EMD, and is it necessary to pay EMD? EMD is a security deposit amount, and it is submitted at the time of tender submission, and this amount is refundable. According to the CVC guidelines, EMD (Earnest Money Deposit) in tenders is a monetary sum demonstrating a bidder's sincere commitment to fulfilling the contract if awarded. It acts as a security measure, refundable upon failure to win the bid, but forfeited in case of non-compliance after winning. It should be between 1 to 5% of the contract value, and according to the GeM portal policy, it is 2% of the contract value. The amount is refunded by the department if the contract is not awarded, and it is also refunded if the contract is awarded. The government also provides EMD exemption in some conditions, some of which are as follows:

If a company is registered in MSME such as Udyam Certificate, then it is exempted, i.e. such companies do not need to pay EMD. EMD exemption is given only to service providers and manufacturing companies having Udyam Certificate.

Apart from Udyam, there are many options available for exemption on GeM portal, such as if the turnover is 500 crores or more, start-up certificate, vendor assessed through QCI, BIS licensed companies are exempted from EMD.

### e-Procurement Portal Registration Process

Sr. No	Website Name	Department Name	Registration Fees	Registration User Manual Link	Contact Number
1	<a href="http://www.gem.gov.in">www.gem.gov.in</a>	Government e-marketplace	There is No registration fees, but caution money is to be upload to all sellers except women entrepreneurs, All sellers on GeM are required to deposit a one-time amount as under as caution money: a) Seller Turnover less than 1 Crore: Rs 5,000/- b) Seller Turn over > 1 Crore but < 10 Crore: Rs 10,000/- c) Seller Turnover > 10 Crore: Rs 25,000/-	<a href="https://gem.gov.in/training/training_module">https://gem.gov.in/training/training_module</a>	1800-419-3436
2	NIC	NIC such as all state	All NIC portal registration is free except some portal such as Delhi eprocure, Orrisa eprocure, MP eprocure, Pubjab eprocure	<a href="https://etenders.gov.in/eprocure/app?page=BiddersManualKit&amp;service=page">https://etenders.gov.in/eprocure/app?page=BiddersManualKit&amp;service=page</a>	0120-4711 508 0120-4001 002 0120-4001 005
3	IREPS	IREPS	No Cost	<a href="#">Click here to download</a>	Number: 011-23761525 (10 Lines)
4	MSTC	MSTC eCommerce	Rs.11800/-	<a href="https://www.mstcecommerce.com/eProcurement_desc.jsp">https://www.mstcecommerce.com/eProcurement_desc.jsp</a>	09499054103
5	nProcure	Gujarat nProcure	Rs.4130/-	<a href="https://www.nprocure.com/">https://www.nprocure.com/</a>	Phone:079 - 40007317

6	Karnataka e-procurement	Karnataka e-procurement	Rs.500/-	<a href="#">Click here to download</a>	8046010000 +91-8068948777
7	Chhattisgarh e-Procurement	Chhattisgarh e-Procurement	Rs.500/-	<a href="#">Click here to download</a>	<a href="#">+91 (771) 4014158</a>
8	Bihar e-procurement	Bihar e-procurement	Rs.1000/-	<a href="#">Click here to download</a>	1800 572 6571
9	AP & Telangana e-procurement	AP & Telangana e-procurement	NO Cost	<a href="#">Click here to download</a>	7337445545 / 6309339690 / 7337445546 / 9912756216



## GeM Portal Registration Process:

Documents required for registration on GeM Portal

- Website : [www.gem.gov.in](http://www.gem.gov.in)
- Personal details:
  - Aadhaar/Virtual ID and Aadhaar linked mobile number OR Personal PAN details with mobile number
  - Active Email ID & Mobile Number
- Business details:
  - Business PAN
  - CIN (Company Identification Number) for Pvt Ltd/LLP/Limited Company
  - Bank account number and IFSC
  - Income tax returns of last 3 years (if business is older than 24 months)
  - Registered Address
- Optional:
  - Udyam number for MSME (EMD exemption in BID)
  - DIPP number for startup (EMD exemption for eligible start ups)
  - GST number
- Other important information:
- No documents need to be uploaded on the GeM Portal, only the number of documents is required.
- All sellers need to deposit caution money, except women entrepreneurs. The amount of caution money depends on the turnover of the company.
- For Vivad se Vishwas, Udyam number and DIPP number are mandatory, while GST number is not mandatory.

## NIC Portal Registration

- Website : <https://eprocure.gov.in/eprocure/app>
- Identify the portal:
  - Recognize the specific NIC eTender portal that is relevant to your interest. There are more than 50 portals, so it is important to choose the correct one.
- Access the portal:
  - Open the link to the identified NIC eTender portal.
- Online bidder enrollment:
  - Click on the "Online Bidder Enrollment" button, which is usually available on the portal's homepage.
- Company information:
- Provide essential company details, including:
  - Company name
  - PAN (Permanent Account Number)
  - GST (Goods and Services Tax) number
  - Email address
  - Mobile number
  - Company registration number
  - Nature of business
- Verification:
  - The system will send an OTP (One-Time Password) to both your mobile number and email address for verification purposes.
- Registration confirmation:
  - Once you successfully verify the OTP, your registration on the NIC eTender portal will be confirmed.
- Digital Signature Certificate (DSC) mapping:
  - Proceed to map your Digital Signature Certificate (DSC) to your profile

## IRCTC Registration

- **Website :** <https://ireps.gov.in/>
  
- **The registration process on ireps can be completed in 6 steps:**
  - Basic Details
  - Constitution
  - Approvals
  - Statutory
  - Upload Documents
  - Sign & Submit
  
- **For the registration of new vendors or contractors:**
  - Open the link <https://ireps.gov.in/>
  - Click on the link - New Vendors/Contractors (e-tender/e-auction leasing)
  - Initiate the Registration Request.
  - Users need to map their DSC and install the signer from the provided link.
  - The company name will be fetched from the DSC. Users are required to provide their address, country, state, city, PIN code, mobile number, email id, and gender.
  - Users must choose from the given options:
    - Stores/supply Tenders
    - Works Tenders
    - Leasing/Earning Tenders
  - After filling in the basic details, users need to select the constitution type, such as proprietor, partnership firm, LLP, Pvt Ltd, or Limited.
  - Depending on the company type:
    - For proprietor companies, users need to add the proprietor's name and PAN number.
    - For partnership companies/LLPs/Pvt Ltd/Ltd, users need to mention directors' names, their PAN numbers, and their shares in the company.
  - Proper documents like registration certificates, partnership deeds, and udyam need to be uploaded based on the company type.
  - The "Approvals" tab pertains to approvals or registrations obtained from statutory bodies or other approving agencies.
  - For approvals, users must enter registration numbers, dates (e.g., MSME/NSIC), and mention the categories they deal with.
  - Statutory documents, including PAN cards, GST numbers, Identification forms available on the IREPS portal, SC certificates (if applicable), Registration Certificates, Partnership Deeds (if applicable), and authorized forms as per ireps format, need to be uploaded.

**Documents required:**

1. Udyam Certificate
2. GST
3. PAN Card
4. Partnership Deed (for partnership firm)
5. Company PAN Card (for LLP/Pvt/Limited)
6. Company Incorporation Certificate (for LLP/Pvt/Limited)
7. Authorization form as provided by ireps
8. Identification form as provided by ireps

**Notes:**

1. Vendor registration is free.
2. Class-3 DSC is required.
3. IREPS signer is required.
4. It takes 24 to 48 hours for approval.
5. IREPS will raise a query if any details are incorrect.

### Karnataka State e-procurement Portal

- Website : <https://eproc.karnataka.gov.in>
- Bidder Registration
- Select the user type, such as proprietorship, partnership, or company.
- Plug in the Class 3 Digital Signature Certificate (DSC); the system will automatically retrieve the DSC.
- Users are required to provide basic company information:
  - Company Type
  - Company PAN for Private Limited or Limited Companies; Individual PAN for proprietorship companies; Authorized Person's PAN for partnership companies.
  - Company Registration Number
  - Upload Power of Attorney/Affidavit as per the provided format. [Click here](#) to download template
  - Upload PAN Number
- Users must enter their contact information, including company address and contact details.
- Users are also required to provide bank details and upload a canceled cheque.
- Once all the necessary details have been provided, users must proceed to pay a registration fee of Rs. 500/-.

## Chhatisgarh State eprocurement Portal

Here is a step-by-step registration process for both New Suppliers and Existing Suppliers on the <https://eproc.cgstate.gov.in> website:

For New Suppliers:

1. Website : <https://eproc.cgstate.gov.in/CHEPS/security/getSignInAction.do>
2. Visit the Website:
  - a. Click on 'New User' under the 'Register' section.
3. Details Entry:
  - a. Provide the following mandatory information:
  - b. PAN Card Number
  - c. CRN Certificate scanned copy (if Vendor Class is A, B, C, or D)
  - d. Preferred Login code
  - e. All business coordinates related to bidding
4. Validation:
  - a. After entering all the required details, the system will ask for validation.
  - b. Press "Save & Next" to continue.
5. Save Changes:
  - a. Complete the input process, including uploading the CRN and entering the captcha.
  - b. Press 'Save & Next' to proceed.
6. Selecting DSC (Digital Signature Certificate):
  - a. Choose the appropriate Digital Signature Certificate (DSC) to move forward.
7. Accept Terms & Conditions:
  - a. Click on "Confirmation" to accept the terms and conditions for registration.
8. T&C Acceptance:
  - a. Confirm your acceptance of the terms and conditions by ticking the checkboxes provided.
  - b. Click on "Accept" to generate your Vendor Registration Number.
  - c. Registration Number Display:
9. Upon acceptance, your application/registration number will be displayed in red

### Installing Java Runtime Environment (if needed):

- Open Internet Explorer.
- Visit [eproc.cgstate.gov.in](https://eproc.cgstate.gov.in).
- Click – Download.
- Click - Java.
- Click – Java Runtime Environment.
- Click – "Which should I choose?" to select the appropriate version.
- Click – Download to begin the download process.

## Andhra Pradesh & Telangana State eProcurement Portal

- Website : <https://tender.apecurement.gov.in/login.html> / <https://tender.telangana.gov.in/login.html>
- Click on "New Registration."
- Access the terms and conditions.
- Select a DSC (Digital Signature Certificate).
- Enter primary details including:
  - Type of company , Company name, Contact person
  - User ID, Password.
  - Title designation, Email ID, Mobile number.
- The system will send an OTP to verify the email ID and mobile number.
- Select the tender category (works/product/services).
- Provide the following information:
  - Office address.
  - Company registration details such as:
    - GST number, user has to upload GST certificates also
    - Date of registration.user has to upload registration certificates also
    - PAN number. user has to upload PAN card Also
    - CIN number (if the company is a private limited, limited, or LLP firm).
  - Enter bank details.
    - A. Ensure your browser is either IE 11 or Mozilla Firefox 47.
    - B. Verify that your system has Java configured and has successfully passed the verification process (Java 8 update 151).
    - C. Disable your antivirus software.
    - D. Download eMSigner from the homepage under the downloads section.
    - E. If you encounter login issues after entering your username and password, or if the system is unresponsive after the digital signature process, follow these steps:
      - F. Open a new tab and type: <https://127.0.0.1:8080>
      - G. Click on "Advanced."
      - H. Click on "Add Exception."
      - I. Click on "Add Security Exception."
      - J. Close your browser and exit eMSigner from the Taskbar.
      - K. Restart eMSigner on your desktop by right-clicking on the eMSigner icon and ensuring you run it as an administrator. Wait until eMSigner starts successfully.

<https://tender.apecurement.gov.in/downloads.html#>

<https://tender.apecurement.gov.in/training-kits.html#>

## Bihar State eProcurement Portal

Registration on Bihar eProcurement can be completed in 3 stages,

**Website :** <https://eproc2.bihar.gov.in/EPKV2Web/>

**Access the Portal:** Type <http://www.eproc2.bihar.gov.in> in your web browser's address bar.

**Registration Options:** Choose between two options: Fresh Registration or Continue with TRN (Temporary Registration Number).

**Personal Details:** After selecting your preferred option, click 'Continue' and provide the following details of an authorized person:

- Full Name
- Email Address
- Contact Number

**OTP Verification:** The system will send an OTP to the provided email and contact number for verification. Enter the OTP to proceed.

**Company Information:** Once verified, input the following company details:

- GSTIN (Goods and Services Tax Identification Number)
- PAN (Permanent Account Number)
- Company Name
- Business Type
- Address
- Phone Number
- Additional Email ID (if applicable)

**Bank Details:** Add your bank details for transaction purposes.

**Payment:** Make a payment of Rs. 1000 for registration on the Bihar eProcurement portal using your preferred payment method.

**Confirmation:** After successful payment, you will receive confirmation of your registration.

Please insert and install either a CLASS 2 or CLASS 3 Digital Signature Certificate (DSC) with Signing and Encryption components.

To install the PKI component on your system, please follow these steps:

Proceed to the next page for installation instructions, or you can access the installation by going to the Homepage and clicking on "Install DSC PKI Component." There is also a manual available at that link for reference.



For Firefox users, open the Firefox browser and enter the following

URL: <https://localhost:13591>.

Add a security exception to allow connections.

If you encounter a connection error, type "about:config" in the URL bar and set the values for 'security.mixed\_content.block\_active\_content' to false and 'security.mixed\_content.block\_display\_content' to true.

For Chrome users, open the Chrome browser and enter the following URL: chrome://flags/#allowinsecure-localhost. Click on Enable and restart Chrome to allow connections.

For Internet Explorer 10 and above users, open the IE browser and enter the URL <https://localhost:13591>. Add the certificate to Trusted Root Certification Authorities if you encounter a certificate error.

Please note that the DSC PKI component requires certain background services to run on your system. These services can only be accessed via the <https://localhost:13591> URL from your browser. Therefore, you need to configure permissions in your browser to allow access to this URL. The settings for various web browsers have been defined above, and they should be configured according to the browser you are using.

Kindly be aware that failure to configure these browser settings or if the PKI component is not running, you may receive an error message such as "Component not running" or "Certificate selection cancelled" when attempting to log in to the application.

Need Help?

Please get in touch with us for any further queries and assistance you may need.

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