IRRIGATION AND WATERWAYS DEPARTMENT
GOVT. OF WEST BENGAL

E-TENDERING (WITH ONLINE EMD) BOOKLET FOR BIDDERS

PREPARED BY:

Mr. Raj Kapoor Sharma (Nodal Officer, e-Gov.)
Mr. Raj Kumar Yadav
Mr. B. Bhaskar Rao
Mr. Chandan Dey
1.1) Bidders Login Process for Online EMD Payment through NetBanking.

i) Type your Login ID and Password you have given during the Enrollment process and click the Login Button. Follow the steps given below:

![Login Process Figure](image)

Figure 1.1.1. Login Process
ii) Click the Login Button and wait for Authentication Process.

Figure 1.1.2. Second Authentication Process
iii) It will ask you for the PIN Number. Give the PIN Number of your token.

Figure 1.1.3. Asking the PIN Number for Login
1.2) Tender Searching Process.

Figure 1.2.1. Searching for a tender to participate.
i) Before searching a tender it is to be noted that which organization or department is publishing the Tender. If possible try to get the Tender ID from the department in which you want to participate.

ii) The process of participating in the tender is very simple, firstly search the tender in which you want to participate then make that tender as my favorite and then only you can participate in that particular tender.

iii) Put the Tender ID and click on Submit button.

Figure 1.2.2. Process of searching a Tender.
Figure 1.2.3. Making the tender as My Favorite.

Click on check box & click save

Click on my tender to proceed to bid submission

Figure 1.2.4. Successful Message after making the tender as My Favorite.
1.3) Tender Submission Process.

Figure 1.3.1. Participating in the Tender

- After clicking the view button see the details of the tender and Download the Documents provided by the Department along with the NIT and BOQ. To do that, follow the steps given below.
### Figure 1.3.2. Tender Details View

![Tender Details View](image)

**Basic Details**
- **Organisation Chain**: WBTEXT/NIT-01/2015-16
- **Tender Reference Number**: 2015_NIC_36995_1
- **Tender ID**: 2015_NIC_36995_1
- **No. of packets**: 2
- **Form of contract**: Percentage
- **Item Wise Technical Evaluation Allowed**: No
- **Is Multi Currency Allowed For BOQ**: No
- **Payment mode**: Offline
- **General Technical Evaluation Allowed**: No

**Payment instruments**
- **Offline**: 5
- **Instrument Type**:
  1. DD - Demand Draft
  2. BC - Bankers Cheque
  3. FDI - Fixed Deposit

**Cover Details, No. Of Covers - 2**

<table>
<thead>
<tr>
<th>Cover No.</th>
<th>Cover</th>
<th>Document Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fee/PreQual/Technical</td>
<td>.pdf</td>
<td>SCAN COPY OF EMD</td>
</tr>
<tr>
<td>2</td>
<td>Finance</td>
<td>.xls</td>
<td>BOQ</td>
</tr>
</tbody>
</table>

**Tender Fee Details**
- **Total Fee (INR)**: 0.00
- **Fee Payable To**: NA
- **Fee Payable At**: NA
- **Tender Fee Exemption Allowed**: NA

**EMD Fee Details**
- **EMD Amount (INR)**: 2,46,914
- **EMD Exemption Allowed**: Yes
- **EMD Percentage**: 2.0%
- **EMD Payable To**: WBNC
- **EMD Payable At**: KOLKATA

**Work Item Details**
- **Title**: WBTEXT/NIT-01/2015-16
- **Work Description**: CTY - WORK
1. Click here to download the NIT.

2. Click the Save As Button to save the NIT File.

3. Similarly click over every document to download them in your system.

4. After all the documents have been downloaded click here.

Figure 1.3.3. Downloading the Tender documents.
Figure 1.3.4. Accepting the Agreement with e-Tender Portal.

Click on I Agree & then click Next

Figure 1.3.5. User Details Page.

Edit your contact details and then click on Next
On the next page it will show you whether you are Exempted or not. If Exempted click the Yes Button else click Next Button, because by default the system will accept as not Exempted. Now according to the I & W Department’s rules, exemptions are not allowed.

Figure 1.3.6. EMD Payment Exemption.
The next Page will ask you to submit the Non Statutory documents.
There are two ways to submit the NSD (Non statutory Documents).
While publishing the Tender there is a provision of selecting the Non statutory Documents list. If the Department officers are selecting the list then it is mandatory for the bidders to upload the documents in the My Documents list as given in the Picture below.
If the Department is not selecting the Non Statutory Cover List then you have to upload according to the NIT. For that when you are clicking the Next Button, then click the “Submit Other Important Document” button to select the documents you have uploaded in the My Document folder.

![Submit Other Important Document](image)

Figure 1.3.7(i). Submitting the Other Important Documents.
While selecting the other important Documents, if any of the documents is not available in the My Documents list, then, the system will not allow you to proceed further. For that again you have to click My Account and then My Document and upload that document in the respective folder which is shown as not available. Then click the “My Tenders” list and proceed further as you did earlier.
Figure 1.3.7(iii). Encrypting the Other Important document.
To upload the Statutory Documents, click the respective folder to upload the documents as instructed in the NIT. Before uploading the documents be sure that the documents they are asking in the Technical and Financial folders are all ready.

To upload the documents follow the steps given below.

![Figure 1.3.8. Uploading the Statutory Documents](image)
In the above picture it is showing the documents name and the format which you have to upload.

Instruction to Bidders: The file size of NIT’s as well as other documents are sometimes very large, the bidders have to download those files and upload the same. Manual signing is not necessary for this type of documents. Some of the Annexures or Application forms are available with the Tender documents which the bidders have to fill up manually by taking print outs and sign those documents by providing companies seal and then those documents must be scanned and uploaded in the space provided by the department in the Technical cover.
Give the DSC Pin no. & click OK

Figure 1.3.10. Encrypting and Uploading the documents.
Figure 1.3.11. Successful submission of the Technical cover documents.

- After clicking the Ok Button the page will be refreshed automatically.
- The next step is given below.
Before uploading the BOQ, you have to fill the details, which can be done when you have downloaded the BOQ file.

The name of the BOQ file must not be changed at any cost as the system will not accept it. The name of the BOQ varies for each and every NIT as well as the serial numbers/name of the works.

In percentage type BOQ, you have to fill the name of the Company, Quote the percentage rate either Less or Excess.. If less, then please select the less option.
Figure 1.3.13. Verifying the BOQ Document

Click on the icon & select the document (BoQ) & then click on “Sign & Upload”

Figure 1.3.14. Verifying the BOQ Document to submit.

Give the DSC Pin no. & click OK
After all the Documents are submitted the two folders viz., Fee/PreQual/Technical and Finance folder will show the confirmation that both the folders are filled.
The next step is to submit the **EMD Amount in Online through Net Banking**.

![Screenshot of Online EMD Payment process](image_url)

**Click on Save, to proceed for payment.**

**Figure 1.3.16(i). Online EMD Payment.**
Click on Submit, to proceed

Figure 1.3.16(ii). Online EMD Payment.
Select the Online Payment Gateway –

a) **ICICI Bank** – Select this option to pay EMD through Net Banking. (Here Select this option)  

b) **NEFT** – Select this option to pay EMD through RTGS/NEFT Challan.

Figure 1.3.17(i). Selecting Online Payment Gateway
Figure 1.3.17(ii). Selecting Online Payment Gateway
Select the Bank where your account is present and Net Banking facility is available.

Figure 1.3.18(i). Selecting Your Bank for Net Banking Payment
After selecting the Bank, Click on **PAY NOW** button.

![Net Banking Screen]

**Figure 1.3.18(ii).** Selecting Your Bank for Net Banking Payment
Put Your User Name and Password for Net Banking then Click Submit button.

![Login Screen for Net Banking Payment](image1)

**Figure 1.3.19. Login Screen for Net Banking Payment**

Provide High Security Password you receive in your Mobile and Click on Confirm button.

![Provide High Security Password](image2)

**Figure 1.3.20. Provide High Security Password**
After successful payment, system displays message “Your Online transaction has been completed successfully”.

The next step is to submit the BID. For that click the Freeze Bid Submission Button to submit the BID with all the detail as instructed in the NIT.

Figure 1.3.21. Submitting the BID
Figure 1.3.22. Acknowledgement page for BID Submission.
2.1) Bidders Login Process for Online EMD Payment through NEFT/RTGS.

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b) **NEFT** – Select this option to pay EMD through RTGS/NEFT Challan. (Here Select this option)

![Select the option NEFT & then click on Submit](image)

Figure 2.3.17. Selecting Online Payment Gateway
- Take a Print-out of NEFT Challan Copy or you can save it in your computer.
- Put your Signature and Contact Phone No in the Challan, go to your desired bank and pay the EMD amount.
- Bank will provide you a Receipt Copy and UTR (Unique Transaction Reference No.) Remittance Number.

Figure 2.3.18. NEFT / RTGS Challan Copy
In system, first you see Status as **Pending**.

Figure 2.3.19. Payment Status Screen.
After the Status is changed to Success, then you enter UTR Remittance Number and other information related to the NEFT Transaction and Click on Save button.

Figure 2.3.20. Transaction Details Screen
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Figure 2.3.22. Acknowledgement page for BID Submission.