

STEP BY STEP Guide for

ONLINE BIDDER ENROLLMENT PROCESS

On eTender Portal

PRE-REQUISITES FOR USING eTender PORTAL



The following are the minimal requirements.

- A computer system with at least 1 GB RAM and Internet Connectivity.
- Internet Explorer 7.0 or Mozilla Firefox 3.0 or above.
- Internet Connectivity with at least 256 Kbps connectivity.
- Java Run Time Engine (JRE - 1.6.0) or higher.



Tenders Chandigarh UT

Chandigarh Administration e-Procurement System



12-Mar-2019

[Search](#) | [Active Tenders](#) | [Tenders by Closing Date](#) | [Corrigendum](#) | [Results of Tenders](#)

[Home](#) | [Contact Us](#) | [SiteMap](#)

< All Tender Inviting Authorities may | Bids in .PDF format / Scanned will be eProcurement portal.

- MIS Reports
- Tenders by Location
- Tenders by Organisation
- Tenders by Classification
- Tenders in Archive
- Tenders Status
- Cancelled/Retendered
- Downloads
- Announcements

Welcome to eProcurement System

The eProcurement System of Chandigarh enables the Tenderers to download the Tender Schedule free of cost and then submit the bids online through this portal.

Latest Tenders

Tender Title	Reference No	Closing Date	Bid Opening Date
SYSTEMS ALONG WITH ELECTRICAL, PLUMBING WORK AND OTHER ALLIED WORK AND EQUIPMENTS THERTO FOR CTU WORKSHOP DEPOT-3, SEC-25, CHANDIGARH WITH CMC 5 Years.	SPA/CTU/2019/3634	25-Mar-2019 02:00 PM	25-Mar-2019 03:00 PM
Latest Tenders updates every 15 mins.			More...

Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
-------------------	--------------	--------------	------------------

User Login

Login ID *

P: 7. B. S. N. P

Captcha *

[Login](#)

[Online Bidder Enrollment](#)

[Generate / Forgot Password?](#)

[Find My Nodal Officer](#)

Search with ID/Title/Reference no

Tender Search

[Go](#)

[Advanced Search](#)

[Help For Contractors](#)

[Reports](#)[Tenders by Location](#)[Tenders by Organisation](#)[Tenders by Classification](#)[Tenders in Archive](#)[Tenders Status](#)[Cancelled Tenders](#)[Downloads](#)[Announcements](#)[Awards](#)[Site compatibility](#)

The national portal of India

[Tenders INDIA](#)

Welcome to eTendering System

The eSubmission Tender System of India enables the Tenderers to download the Tender Schedule free of cost and then submit the bids online through this Central Public Procurement portal.

Latest Tenders

Tender Title	Reference No	Closing Date
lane road on NH 54B in the state of Mizoram	IKQP From 0/00 to 27/00001 on NH 54B in Mizoram	03-Dec-
7. Procurement of audio video annlysis and enhancement system	D/21013/3222/11/12-11/P-1	23-Nov-2012 03:00 PM 23-Nov-2012 03:30 PM
8. COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF	PNME/3915/E/927/AMC-	More...

Click here to Enroll

Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
messaging tender no. NIC/TPS/2012/09.	NIC/TPS/2012/09	12-OCT-2012 12:30 PM	12-OCT-2012 03:00 PM
8. CRITICAL DATE	FAGMIL-18/4/2012	05-Nov-2012 02:30 PM	05-Nov-2012 03:00 PM
9. CRITICAL DTAE	FAGMIL-18/3/2012	05-Nov-2012 02:30 PM	05-Nov-2012 03:00 PM
10. CRITICAL DATE	FAGMIL-18/2/2012	05-Nov-2012 02:30 PM	05-Nov-2012 03:00 PM

More...

Certifying Agency



e Procurement Home Page

Bidder Enrollment Process Begins

[User Login](#)

Login ID *

Password *

[Login](#)

[Click here to Enroll](#)
[Forgot / Unblock Password?](#)

Search with Tender Reference no/tender id/Title/Description

[Tender Search](#)[GO](#)[Advanced Search](#)[Help For Contractors](#)[Help For Department Users](#)[Information About DSC](#)[FAQ](#)[Feedback](#)[Resources Required](#)[Bidders Manual Kit](#)



27-Jun-2012

It denotes registration process flow steps

Contact Us SiteMap



dia

- Reports
- Tenders by Location
- Tenders by Organisation
- Tenders by Classification
- Tenders in Archive
- Tender Notices/Displays
- Tender Related Links
- Tenders Status
- Cancelled Tenders
- Downloads
- Announcements
- Awards
- Site compatibility
- india.gov.in
The national portal of India
- www.tn.gov.in
Tamil Nadu Government Portal

- 1 ENROLL
- 2 PERSONAL DETAILS
- 3 VERIFICATION
- 4 CONFIRMATION

Online Enrollment

Help

Enter email address for login id. eg: abc@nic.com
 (Care may be taken to enter valid e-mail ID. This information will be kept confidential. The login ID cannot be modified once registered.)

Login Id *

Password is minimum 8 characters and maximum 32 Characters. It is advised to use combination of alphabets & non-alphabetic characters.

Password *

Re-type the password again

Confirm Password *

Next >

Password Policy

1. Length must be within **8 to 32** characters
2. Any **English lowercase and uppercase (a-z and A-Z)** characters
3. Any numbers between 0-9
4. Any special characters from the bracket [! @ # \$ ^ * _ ~]

Good eg: Cric\$2009
 Bad eg: cric2009

Bidder Enrollment (Step 1)

All the fields indicated with a red Asterisk symbol are mandatory



- 1 ENROLL
->
- 2 PERSONAL DETAILS
->
- 3 VERIFICATION
->
- 4 CONFIRMATION

Online Enrollment of Corporate/Bidder

Fill in the required information

Login ID: bidder2@abc.com
 User Type : Corporate/Bidder

Company Details

Company Name *

Registered Address *

Corporate Address

Tenderer Class *

Company's Establishment Year

Company's Nature of Business *

PAN/TAN Number *

PAN/TAN number must have 10 characters. For eg: AESTG2458A
 For Bidders who does not have PAN/TAN number may enter TEMPZ9999Z as the PAN/TAN number.

Company's Legal Status *

Company's Last Turnover Year

Turnover Amount

Company's Website

Company's Total Branches

- Limited Company
- Undertaking
- Jointventure
- Partnership
- Others

Bank Details

Bidder Enrollment (Step 2)

This Information will be used for the purpose of IIT transactions in future.

Principal Bankers Name

- Reports
- Tenders by Location
- Tenders by Organisation
- Tenders by Classification
- Tenders in Archive
- Tender Notices/Displays
- Tender Related Links
- Tenders Status
- Cancelled Tenders
- Downloads
- Announcements
- Awards
- Site compatibility



Fill in the required information

Bank Details

This Information will be used for the purpose of II eTransactions in future.

Principal Bankers Name

Bank Address

Account Number

Contact Details

Enter Company's Contact Person Details

Title * Mr

Contact Name *

Date Of Birth (DD/MM/YYYY) *

Contact Email *

(Contact Email ID can be same as your Login ID. All the mail correspondence will be sent only to the Contact Email ID.)

Department

Designation

Division

Phone Details eg: +91 044 22272449

Phone * 91

Fax Details eg: +91 044 22272449

Fax * 91

Mobile *

Hint Question is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Question *

Hint Answer is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Answer *

Bidder Enrollment (Step 2) Cont.

Business Data

Registered Organisation -Select-

Registered Department

PRP-If the bidder is registered with SSI or NSIC then 'yes' can be selected. In other case 'No' can be selected.

Price Preference (PRP) Yes NO

PUP-If the bidder is registered with in the state 'yes' can be selected. In other case 'No' can be selected.

(Contact Email ID can be same as your Login ID. All the mail correspondence will be sent only to the Contact Email ID.)

Fill in the required information

Department

Designation

Division

Phone Details eg: +91 044 22272449

Phone* 91

Fax Details eg: +91 044 22272449

Fax 91

Mobile*

Hint Question is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Question *

Hint Answer is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Answer *

Business Data

Registered Organisation

Registered Department

PRP-If the bidder is registered with SSI or NSIC then 'yes' can be selected. In other case 'No' can be selected.

Price Preference (PRP) Yes NO

PUP-If the bidder is registered with in the state 'yes' can be selected. In other case 'No' can be selected.

Purchase Preference (PUP) Yes NO

Contract Registration Number

Validity 

Issuing Authority

Please read the question below and enter the answer in the text box

In the following list what appears first: 44, 14, 19

Change Question

Answer *

Bidder Enrollment (Step 2) Cont.

← Back

Submit

Contents owned and maintained by concerned Departments in coordination with Finance Department and Information Technology Department, Government of Government eTendering

Visitors No : 4948607

Fill in the required information

(Contact Email ID can be same as your Login ID. All the mail correspondence will be sent only to the Contact Email ID.)

Department

Designation

Division

Phone Details eg: +91 044 22272449

Phone* 91 022 23659874

Fax Details eg: +91 044 22272449

Fax 91

Mobile* 3698521478

Hint Question is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Question * q

Hint Answer is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Answer * •

Business Data

Registered Organisation

-Select-

- Blecco Lawrie Limited
- Border Roads Organisation
- BSNL
- CE(Civil),Roads and Bridges Dept,Sikkim
- Chennai Port Trust-ChPT
- Co-Operation, Food and Consumer Protection Dept
- Defence Finance
- Delhi Agg. Marketing Board
- Department of Administrative Reforms and Public Gr
- Department of Agricultural Research and Education
- Department of Agriculture and Cooperation
- Department of AIDS Control
- Department of Animal Husbandry, Dairying and Fisheries
- Department of Atomic Energy
- Department of Ayurveda, Yoga & Naturopathy,Unani, Siddha and Homoeopathy (AYUSH)
- Department of Biotechnology
- Department of Chemicals and Petrochemicals
- Department of Commerce
- Department of Consumer Affairs

er case 'No' can be selected.

e 'No' can be selected.

Change Question

Bidder Enrollment (Step 2) Cont.

← Back

Submit

(Contact Email ID can be same as your Login ID. All the mail correspondence will be sent only to the Contact Email ID.)

Department

Designation

Division

Phone Details eg: +91 044 22272449

Phone*

Fax Details eg: +91 044 22272449

Fax

Mobile*

Hint Question is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Question *

Hint Answer is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Answer *

Business Data

Registered Organisation

Registered Department

PRP-If the bidder is registered with SSI or NSIC then 'yes' can be selected. In other case 'No' can be selected.

Price Preference (PRP) Yes NO

PUP-If the bidder is registered with in the state 'yes' can be selected. In other case 'No' can be selected.

Purchase Preference (PUP) Yes NO

Contract Registration Number

Validity 

Issuing Authority

on below and enter the answer in the text box

that appears first: 44, 14, 19

[Change Question](#)

**ENTER THE ANSWER
FOR THE ABOVE
GIVEN QUESTION**

Answer *

**CLICK
SUBMIT**

[← Back](#)

[Submit](#)



- Reports
- Tenders by Location
- Tenders by Organisation
- Tenders by Classification
- Tenders in Archive
- Tender Notices/Displays
- Tender Related Links
- Tenders Status
- Cancelled Tenders
- Downloads
- Announcements
- Awards
- Site compatibility

Enrollment

Print the confirmation screen displayed after filling all the details given while registering / enrolling in the application.



Company Details

Company Name : xyz softech
 Registered Address : 350 okhla phase 1 new delhi 110023
 Corporate Address : 350 okhla phase 1 new delhi 110023
 Tenderer Class : OTHERS
 Company's Establishment Year : 1982
 Company's Nature of Business : software development
 PAN/TAN Number : bilpk1803m
 Company's Legal Status : Limited Company
 Company's Last Turnover Year : 2012
 Turnover Amount :
 Company's Website : Nil
 Company's Total Branches : 0

Bank Details

Principal Bank Name : Nil
 Principal Bank Address : Nil
 Account Number : Nil

**VERIFICATION DETAILS:
PAGE 1**

Contact Details

Title : Mr
 Contact Name : adam
 DOB (Date Of Birth) : 02-Oct-1987
 Contact Email : bidder2@abc.com
 Department : Nil
 Designation : Nil
 Division : Nil

Bidder Enrollment (Step 3)



Downloads

Announcements

Awards

Site compatibility

india.gov.in
The national portal of India

www.tn.gov.in
Tamil Nadu Government Portal

Tenders INDIA

Company's Website : Nil

Company's Total Branches : 0

Bank Details

Principal Bank Name : Nil
Principal Bank Address : Nil
Account Number : Nil

Bidder Enrollment (Step 3) Cont.

Contact Details

Title : Mr
Contact Name : adam
DOB (Date Of Birth) : 02-Oct-1987
Contact Email : bidder2@abc.com
Department : Nil
Designation : Nil
Division : Nil
Phone : 91 - 022 - 23659874
Fax : Nil - Nil - Nil
Mobile : 3698521478
Hint Question : q
Hint Answer : a

Business Data

Registered Organisation : Defence Finance
Registered Department : Controller General of Defence Accounts (CGDA), Delhi
Price preference (PRP) : No
Purchase preference (PUP) : No
Contract Registration Number : Nil
Validity :
Issuing Authority : Nil

**CLICK SUBMIT AFTER
VERIFYING THE DETAILS
ENTERED FOR
ENROLLMENT**

Date of Registration : 17-Oct-2012

Digital Signature Certificate Registered : No

**VERIFICATION DETAILS:
PAGE 2**

Submit

[Reports](#)[Tenders by Location](#)[Tenders by Organisation](#)[Tenders by Classification](#)[Tenders in Archive](#)[Tenders Status](#)[Cancelled Tenders](#)[Downloads](#)[Announcements](#)[Awards](#)[Site compatibility](#)

India.gov.in
The national portal of India

[Tenders INDIA](#)

Welcome to eTendering System

The eSubmission Tender System of India enables the Tenderers to download the Tender Schedule free of cost and then submit the bids online through this Central Public Procurement portal.

Latest Tenders

Tender Title	Reference No	Closing Date	Bid Opening Date
lane road on NH 54B in the state of Mizoram	IKQP From 0/00 to NH 54B in Mizoram	23-Nov-2012 03:00 PM	23-Nov-2012 03:30 PM
7. Procurement of audio video annlysis and enhancement system	D/21013/3222/11/12-12-11/P-1	23-Nov-2012 03:00 PM	23-Nov-2012 03:30 PM
8. COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF	PNME/3915/E/927/AMC-	23-Nov-2012 03:00 PM	23-Nov-2012 03:30 PM

[More...](#)

Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
messaging tender no. NIC/TPS/2012/09.	NIC/TPS/2012/09	12-OCT-2012 12:30 PM	12-OCT-2012 03:00 PM
8. CRITICAL DATE	FAGMIL-18/4/2012	05-Nov-2012 02:30 PM	05-Nov-2012 03:00 PM
9. CRITICAL DTAE	FAGMIL-18/3/2012	05-Nov-2012 02:30 PM	05-Nov-2012 03:00 PM
10. CRITICAL DATE	FAGMIL-18/2/2012	05-Nov-2012 02:30 PM	05-Nov-2012 03:00 PM

[More...](#)

Certifying Agency

e Procurement HOME PAGE

AFTER CLICKING THE SUBMIT BUTTON IT WILL REDIRECT TO THE HOME PAGE

Bidder logs in using login ID and Password Submitted during registration process

User Login

Login ID * Password * [Login](#)

[Click here to Enroll](#)
[Forgot / Unblock Password?](#)

Search with Tender Reference no/tender id/Title/Description

Tender Search

[GO](#)[Advanced Search](#)[Help For Contractors](#)[Help For Department Users](#)[Information About DSC](#)[FAQ](#)[Feedback](#)[Resources Required](#)[Bidders Manual Kit](#)



DASHBOARD

Welcome adam,

Roles : Tenderer

Bidder Dashboard



You have not registered with Digital Signature Certificate (Signing) yet. Please sign up with your Digital Signature Certificate.

[Click here to register Digital Signature Certificate »](#)

**Click here to register the
Digital Signature
Certificate**

DSC HAS NOT YET BEEN REGISTERED

PRE-REQUISITES FOR DSC REGISTRATION

- Bidder need to posses a valid DSC for participating in eTendering.
- It can be procured from any of the Certifying Authority registered under CCA India.eg Sify,nCode,MTNL, eMudra etc
- Respective DSC Drivers needs to be installed.
- DSC needs to be physical inserted into the system.
- DSC should appear in the Browser.

DSC- DIGITAL SIGNATURE CERTIFICATE

BIDDERS DSC REGISTRATION



USER MANAGEMENT

User DSC Enrollment

Login Id : gmdconstructions@gmail.com
Created On : 12-Apr-2012 03:11 PM

User Digital Signature Certificate information and enrollment page.

 Signing Certificate

Certificate Information

S.No	Certificate	Type	Validity	Enroll Date	View	Remove
------	-------------	------	----------	-------------	------	--------

No certificates have been enrolled.

Click here to register the signing Certificate

BIDDERS DSC REGISTRATION Cont.



USER MANAGEMENT

DSC Enrollment

Warning - Security



The application's digital signature cannot be verified.
Do you want to run the application?



Name: gov.nic.keyupload.gui.KeyRegister

Publisher: UNKNOWN

From: http://164.100.167.53

Always trust content from this publisher.

Run

Cancel



This application will run with unrestricted access which may put your personal information at risk. Run this application only if you trust the publisher.

[More Information...](#)

 Refresh

[← Back](#)

BIDDERS DSC REGISTRATION Cont.



USER MANAGEMENT

DSC Enrollment

Login Id : gmdconstructions@gmail.com
Created On : 12-Apr-2012 03:11 PM

Please insert your e-Token to read your Digital Signature Certificate information.

 Refresh

Digital Certificate : Signing

DSC Enrollment			
Certificate	Issued By	Type	Expiry Date
CHAND ONKAR	IC sub-CA for NIC 2011...	Signing	03-29-2014 16:15:23

Ok

SELECT THE CERTIFICATE NAME AND CLICK OK

← Back

BIDDERS DSC REGISTRATION Cont.



USER MANAGEMENT

DSC Enrollment

Login Id : gmdconstructions@gmail.com
Created On : 12-Apr-2012 03:11 PM

Please insert your e-Token to read your Digital Signature Certificate information.

 Refresh

Digital Certificate : Signing

DSC Enrollment	Expiry Date
Certificate	
CHAND ONKAR	03-29-2014 16:15:23

Message

 DSC is enrolled successfully.

OK

[← Back](#)

BIDDERS DSC REGISTRATION Cont.



USER MANAGEMENT

User DSC Enrollment

Login Id : gmdconstructions@gmail.com
Created On : 12-Apr-2012 03:11 PM

User Digital Signature Certificate information and enrollment page.

✓ DSC is enrolled successfully.

Certificate Information

S.No	Certificate	Type	Validity	Enroll Date	View	Remove
1.	CHAND ONKAR	Signing	29-Mar-2014 04:15 PM	12-Apr-2012 03:18 PM		

Next

Click Next

Information about DSC Type, Validity and Enrollment Date

Bidder Dashboard



Government
e-Procurement
System



Welcome
Last login

: Monday, March 19, 2012



Government eProcurement System

DASHBOARD

Bid Submission

- Search Active Tenders
- Archived Clarification
- My Tenders
- My Archive
- Bid Opening(Live)
- Clarification
- My Bids
- Tender Status
- Upload Short Fall Documents

Welcome Ushatv Dehi,

Roles : Tenderer



View Profile



Edit Profile



Change Password



Digital Signature Certificate



Switch User



My Documents



Alert On Product Category

AFTER DSC REGISTRATION ALL THE LEFT MENUS AND THE ICONS WILL BE ENABLED IN THE DASHBOARD OF THE BIDDER

Inside the e-Procurement (GePNIC) Portal Bidder Dashboard Screen



- **Search Active Tenders**-Click here to search the tenders.
- **Archived Clarification** -Click Archived Clarification to see previous clarification
- **My Tenders**- To move tenders in which bidder intends to participate.
- **Bid Opening (Live)** -Click Bid Opening (Live) to get the current status of the Bid opening
- **Seek Clarification**- Enables to seek clarification related to tenders from the tender inviting officials.(Seek Clarification would be available only if it has been configured in the Tender by TIA)
- **My Bids**- Lists all bids submitted, allows resubmission and withdrawal.
- **My Archive**- Lists the tenders which is moved from my tenders (after bid submission).
- **Tender Status**- Stages in which various tenders which are under processing can be seen.
- **Upload Short fall Documents**- Enables to upload documents asked by TIA during Technical Evaluation.

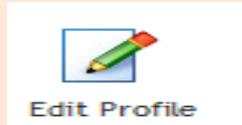
Inside the e-Procurement (GePNIC) Portal Bidder Dashboard Screen Cont.

- **View profile**



Click View Profile to view the Bidder's profile Information

- **Edit profile**



Click here to edit the profile information

- **Change password**



Click here to change the Login password

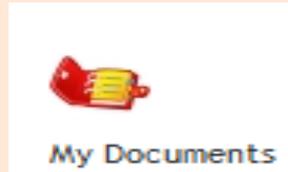
- **Digital Signature Certificate**



Click here to view the DSC information

Inside the e-Procurement (GePNIC) Portal Bidder Dashboard Screen Cont.

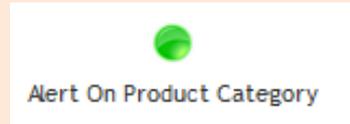
- **My Documents**



Click here to upload the pre-defined OID (OTHER IMPORTANT DOCUMENTS) in advance.

Frequently asked documents can be uploaded and kept ready to be attached with Bid.

- **Alert on Product Category**



Bidder can specify his product category.

Mails will be generated if a tender is published under the selected product category and sent to bidder.

No fee is charged by NIC from bidder for portal usage.

End of Bidder Enrollment



- **These were the steps for registration for bidder.**
- **This a one time activity.**
- **The same login ID – DSC can be used to participate in any tenders published under CPP portal.**
- **Any further queries can be clarified thru**
 - **Mail – cppp-nic@nic.in**
 - **Phone – Toll Free 24 x 7 Help Desk**
1800-233-7315

THANK YOU