

Haryana eProcurement System

# How to bid online?

# Haryana eProcurement Portal (https://haryanaeprocurement.gov.in)

By



Х



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#### 1. Introduction & Mode of Operation

This guide is intended for the vendor personnel who wish to participate for online Tenders. All activities related to bidding would be carried out online. Tender Notices that are put up online can be viewed by vendors to bid. All tender related activities from buyers & vendors follows a schedule, which stipulates the start & expiry time of each stage involved in procurement cycle of the respective tenders.

#### 2. Purpose

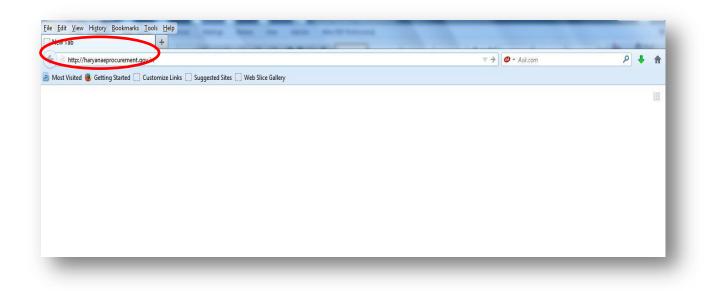
The State Government of Haryana has issued a Government Order (GO) No. 5/1/2014-4IB-II on dated 11.02.2014 regarding implementation of eProcurement system through single Web portal for the State Government and its agencies for procurement of all Goods & Stores, Works and Services. This product is extensively used by the Government officials and contractors to enhance the transparency, uniformity & efficiency in the day to day procurement process.

#### 3. Web Site

All Online activities related to eProcurement can be carried out on the web site. Please add the URL <a href="http://haryanaeprocurement.gov.in">http://haryanaeprocurement.gov.in</a> to your favourites list. It is assumed that vendor personnel know how to use a PC and access websites on the Internet. The first page that you will see is the 'Home Page'.

#### 4. Access to Home page

Open browser and type website address <u>http://haryanaeprocurement.gov.in</u> in the address bar and click Go to access the Home Page.



#### 5. Vendor / Supplier Registration

- 5.1 Install latest 'Java' on to his/her operating system. The link is available under option 'Prerequisites for online Bidding' at the Home Page of the portal.
- 5.2 All Suppliers intending to do business with departments/ boards/ corporations/ federations of Government of Haryana will be required to register on the eProcurement System.
- 5.3 The Suppliers will be required to provide the information in online registration forms after click on the link as shown in given screenshot:

	Governr eProcur	ment of Ha rement	ryana					Logir Sign Up Help Line 1800-180-2097
Home	User Manual	System Requirements	Digital Certificate	Downloads	eAuction	Tender Archive	Contact Us	
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Tend	ler ref No. All	Il Category	I Department 💌	Search	Advanced	Total	no. of Tenders :- 3	
Tend ender Reference I		Il Category  All Description	Department	Search	Advanced Last Date of Bid Submission	Total		
ender Reference I			I Department 💌	Search	Last Date of	Total n Total n	no. of Tenders :- 3	5
ender Reference I		Description	1Department	Search	Last Date of	Total n Total n	no. of Tenders :- 3 no. of Bidders :- 1	5

5.4 The bidders choosing to register are required to fill up the required details like Name of the organization, contact person on behalf of the organization etc.

Contractor Registr	ration Form
First Name *	Sanjay
Last Name *	Kumar
Company Name *	Sanjay Const. Pvt. Ltd.
Username *	sanjay.kumar
Password *	•••••
Confirm Password *	•••••
Security Question *	What is your school name?
Security Answers *	Sanjay
Discipline *	Supplies
Email *	sanjay.kumar@nextenders.co

Secondary Email		
PAN *	ATKPS2586S	E.g. ABCFE1234A
Telephone *	01722522008	
Fax		
Mobile	8743042801	
Vendor Category *	OPEN 💌	
Company Office Address *	SCO-9, Second Floor, Sector-16, <u>Panchkula</u>	
		Drag to order
$\frown$		1 2 3 4 5 6
SUBMIT	BACK	

5.5 The registration will be auto approved by the system and the registration will valid for 1 year from the date of online registration.



5.6 **Mapping of DSC:** The bidder has to map their digital signatures as per the screen given below.

SANJAY.KUMAR'S INFORMATION		DOMAIN: E-TENDERS
Login Details		
Username *	Password *	Confirm Password *
sanjay.kumar		
SUBMIT		
Personal Details		
First Name *	Middle Name	Last Name *
Sanjay		Kumar
Contact Details		
Email *	Telephone *	Fax
sanjay.kumar@nextenders.cor	01722522008	
Mobile		
8743042801		

Sanjay Const. Pvt. Ltd. SCO-9, Second Floor, Sector-16, Panchkula  Sector-16, 	ompany Name *	Company Office Address *		
	ertificate Details	Sector-16, Panchkula		
Sr. No Name Type Expiry Date Remove	LOAD SIGNING CERTIFICATE	DAD ENCRYPTION CERTIFICATE		
	r. No Name	Туре	Expiry Date	Remove

After mapping of the digital signature certificates the screen will look like as shown below.

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No Name	Туре	Expiry Date	Remove
Dsouza Shradha Fabian	Signin	2015-05-16	X
Dsouza Shradha Fabian	Encryption	2015-05-16	X
SUBMIT			

5.7 Bidders registered online at eProcurement portal will be able to update their registration information at any time.

- 5.8 After updating the information, the new information will be available to the stakeholders of the System.
- 5.9 As soon as the registration process completed by the bidders, the system will sent an auto generated email & SMS alerts for activation of their 'User ID' at the portal.
- 5.10 Upon auto-approval of registration, the bidders will be allowed to participate in the online tenders under opened category processed by departments/ boards/ corporations/ federations/PSUs of Govt. of Haryana.

## Tender Download & Bid Preparation

# NEXTENDERS

#### 6. Tender Search

The bidder can filter their search by clicking on any of the available three tabs differentiated for work types namely – Works, Services and Supplies available on the Home page. The tender can also be searched by specifying the Tender Number, Tender Publishing date, Last date of Bid Submission etc. The user can opt to search for a tender by giving keywords. The keywords can be specified as whole expression, whole word or string of characters.

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C	Government of Ha	aryana				Help Line 1800-	Sign Up 180-2097 rh@nextenders.com
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Tender No 249 248	Tender ref No.     All Category     All Description       I.No. 249 (IP-35 [NeVal Gheer Gami Birbal Koad (at Km 1.00 and at Km 52.00])     Description       18/2014-15/SPA (Tech.)     Environmentation	partment Search	Last Date of Bid Submission 20-11-2014 26-11-2014	Tot	al no. of Tenders : al no. of Bidders :-	718	
Fender No 249 248 247	Tender ref No.     All Category     All Description       I.No. 249 (I)P-38 [NeVal Gheer Gami Birbai Koad (at Km 1.00 and at Km 52.00])     Description       18/2014-15/SPA (Tech.)     17/2014-15/SPO/HQ	partment Search	Last Date of Bid Submission 20-11-2014 26-11-2014 26-11-2014	Tot	al no. of Tenders : al no. of Bidders :-	718	

#### **Login Procedure**

7.1 The registered bidders have to Login by entering their User-id and Password or he/she may opt for Login by using his/her Digital Signature Certificate.

Home User Manual System Requirements Digit	al Certificate Downloads eAuction Tend User Login	der Archive Contact Us
Latest News	Client PWD  To Participate in Tender no. from 1 to 21 Click Here. For Tenders Published 16th Oct 2014 onwardsClick Here.	
	Forgot your password? New User Registration	
Search Tender Tender ref No. All Category   All Dep		Portal Statistics Total no. of Tenders :- 39 Total no. of Bidders :- 15
Tender Reference No. Description	Last Date of Bid Submission	Corrigendums/Addendums

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Home	User Manual	System Requirements Di	gital Certificate	Downloads		ender Archive	
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Latest News			Username	sanjay.kuma	r		
			Password	••••••			
			🗖 Login	using username a	nd certificate		
				Login			
Search Tender			Eorgot your p	assword? New U	ser Registration		
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Tender Reference No.		Description			Last Date of Bid Submission		
						Corrige	ndums/Addendums

7.2 The Bidders Dashboard is divided into four sections namely – 'Current Events', 'Opening Pending', 'Completed Bids" and 'Opened/Awarded'.

	Document Download	Archives Help					Senerated		almenOld_Dashbo
urre	ent Events			Tender -	Comp	leted Bid			Tender
	Tender Reference No.	Start Time	End Time	Bid Here	^ ID	Tender Ref. No.	Rework Bid	Start Tim	e End Tir
	13/2014-15/SPO/HQ	2014-10-18 11:00:00	2014-10-18 18:00:00	-	-		Record not found	d.	
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	Tender Ref. No.		End Time	Tender -	- Open				December
	Tender Ref. No.		End Time	Tender -	- Open				December
	Tender Ref. No.		End Time	Tender Operations	- Open				

7.3 The top section of the Dashboard is a standard Menu Bar which is privilege based and appears as per the privileges assigned to the particular user group. 'Current Events', 'Opening Pending', 'Completed Bids" and 'Opened/Awarded'.

7.4(a) Current Events - It furnish information about the "Live tenders" published on the portal.

7.4(b) Completed Bid- Completed bid displays all the tenders he/she earlier initiated to participate on the online bidding process.

7.4(c) Opening Pending - The system will furnish brief information of all the tenders completed the tender cycle at the portal.

7.4(d) Opened / Awarded - In this section, user will be able to search for the tenders which has been awarded.

#### 9. Bid Preparation

Bid preparation will be done online by all interested bidders. Bidder has to pay the tender document fee, eService Fee & EMD fee online using the various mode of payment option available. The bidders must have to make their payment after downloading his/her respective tender document in order to proceed further to complete this stage.

The registered bidders will be able to view and participate in all the Tenders published by the respective

departments/ boards/ corporations/ federations/ PSUs of Haryana by entering User-Id and Password. The bidder has to select the tender for which he/ she desired to view the online published tenders notice and to participate from the list of tenders, as shown below under the given screenshot.

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Curr	ent Events					Tender	-	Comp	leted Bid			Ten	der
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#### 9.1 Terms & Condition Acceptance:

User has to accept the terms and conditions of the tender he/she wish to participate online.

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shboard Document Download Archives Help	Senerated My EmpanelmenOld_Dashbo
TERMS & CONDITIONS FOR TENDER : 40	
Terms and conditions	
ACCEPT & CONTINUE BIDDING	
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#### 9.2 **Download Tender Document**

All bidders can download the tender document including the bid forms in PDF format. Bidders preparing their bids online need not download the entire document. They can fill up forms online. After downloading the tender document, the bidders have to pay the tender document fees Online, please refer to the below screenshot:

		iment of rement	Haryana				Login Sign Up Help Line 1800-180-2097 Email:chandigath@nextenders.com
Home	User Manual	System Requirement	Digital Certificate	Downloads	Haryana	Contact Us	
Tender No:		248					
Tender Ref No.:		18/	014-15/SPA (Tech.)				
Tender Description:							
Department/Division:		HR	EC Gurgaon				
Discipline		Sut	plies				
Estimated Cost:		18/	014-15/SPA (Tech.)				
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Tender End Date:		26-	1-2014 12:00:00				

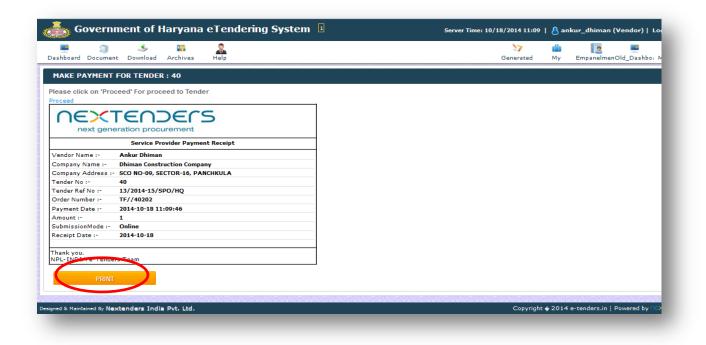
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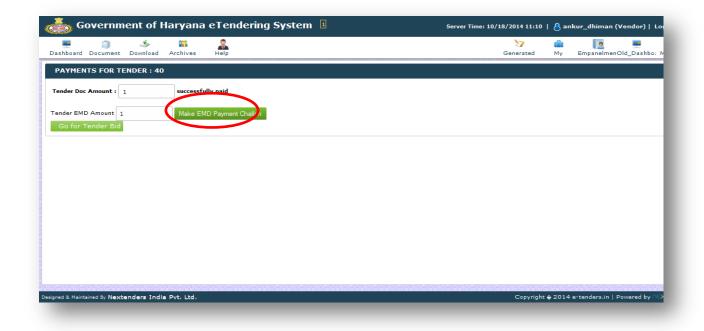
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	e password in order to complete your will not be shared with the merchant.
Added Protection	
Merchant Name	: Govt. Of Haryana
Amount	: INR 1.01
Date	: Mar 31, 2014
Card Number	: x000x x000x x000x 3614
Personal Greeting	:This transaction is protected by 3D Secure service .
Select the Authentication Me	
	SecureCode™
	●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
	Submit Cancel

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DATE:	
ORDER ID:	
verify your last payment	
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#### **Receipt**





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Beneficiary		EPA0120031212112					
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combinatio	n. Bidder is not supposed	to use challan generated in or	tails in the challan are unique to the te ne tender for payment against anothe	r tender.			
validated b	v the bloder for which ter		duplicate/incorrect payments or correct trent or its Banker or its service pro ar.				
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#### 9.3 Prepare PQ/Technical Bid Envelop

The bidders needs to prepare PQ/Technical envelops by filling up the sought information and providing credentials in documents as per the available templates in the given envelope.

Bid form data can be saved only after encryption with bidder's public key. Data can be edited only after decrypting it with bidder's private key. Unencrypted data cannot be saved on the server. While preparing the tender buyer specifies which bid forms need encryption and which do not. This is to reduce E-GP load by avoiding

encryption where not necessary. Buyer may however choose to make all bid forms encrypted. The bidder has an option to attach applicable documents from his/her 'User Account' online Briefcase on the templates available in the system as shown under given screens shot.

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No.	Description	Reply	
	Name of the firm with full Address including fax & e-mail ID.	yes	
	Name of Contact Person with Mobile No., Fax no. & e-mail ID.	yes	
	Brand name	yes	
	Bank detail required for releasing payment through RTGS	yes	
	Are you Chassis Manufacturer i.e. M/s Tata Motors Ltd. for Tata buses & M/s	yes	
	Ashok Leyland Ltd. for Leyland buses OR manufacturers, who are OE supplier		
	of brake drums to any bus chassis manufacturer (M/s TML or M/s ALL) subject to random sample to be tested as per OE specifications and in case of non		
	to ranaom sample to be tested as per OE specifications and in case of non providing of OE specifications, random samples shall be got tested as per latest		
	ASRTU specifications. (enclose certified copy in support of above claim)		
	Have you submitted the Financial Bid as per Annexure 'B'	yes	
	What is your capacity to supply per month	yes	
	Product Latest Test Report (less than six months old)	yes	
	Particulars of Earnest Money Deposited amounting to `1.40 lacs	ves	

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After uploading all the required documents respectively, the bidder needs to Sign the uploaded documents by using his/her Digital Signature certificates 'Private Key' and proceed for next 'Task' of the tender schedule.

#### 9.4 Prepare Financial Bid Envelop

The bidder has to select Work Item and have to quote / fill their rates in the available price bid form.

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	(LEYLAND DEPOTS) Rear Brake Drum Hino E-I	F1869022	280	30	1	5	2	1	0	35	Thirty Five INR Only
	(LEYLAND DEPOTS) Rr. Brake Drum	F1860822	30	40	1	5	2	1	0	45	Forty Five INR Only

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#### 9.5 Final Submission:

Bidder has to click on submit button to complete his/her stage.

Note: Sumbit button cannot be visible/available to the users if any of the envelope is not prepared/submitted & if the EMD payment is not get verified.

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