

# Bidder Registration Module

To enroll as a bidder click on the **Online Bidder Enrollment** link.

The screenshot shows the Government e-Procurement System (Demo) website. The header includes the Government of India logo, the system name, and navigation links. The main content area is divided into several sections:

- Left Sidebar:** A vertical menu with buttons for MIS Reports, Tenders by Location, Tenders by Organisation, Tenders by Classification, Tenders in Archive, Tenders Status, Cancelled/Retendered, Downloads, Debarment List, Announcements, Recognitions, and Site compatibility.
- Top Navigation:** Search | Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders | Home | Contact Us | SiteMap
- Header:** Government eProcurement System
- Welcome to eProcurement System:** A message stating that the system enables tenderers to download tender schedules and submit bids online.
- Latest Tenders:** A table listing recent tenders with columns for Tender Title, Reference No, Closing Date, and Bid Opening Date.
 

Tender Title	Reference No	Closing Date	Bid Opening Date
1. OCB_CKICP_MC_1_EPC_12_01	OCB/ CKICP/ MC-1/EPC-12/01	13-May-2020 02:00 PM	13-May-2020 03:00 PM
2. Triple cell RCC Box culvert	Tender14201920CMDPDODated 03.03.2020	13-Apr-2020 03:00 PM	15-Apr-2020 03:00 PM
- Latest Corrigendums:** A section for corrigendums with a similar table structure, currently empty.
- Right Sidebar:**
  - User Login:** Fields for Login ID and Captcha, with a Login button.
  - Online Bidder Enrollment:** A prominent button for registration.
  - Generate / Forgot Password?** and **Find My Nodal Officer** links.
  - Tender Search:** A search box with a Go button and an Advanced Search link.
  - Help For Contractors:** A list of links including Information About DSC, FAQ, Feedback, and Bidders Manual Kit.
- Footer:** Logos for GePNIC (Simplified Procurement) and NIC (National Informatics Centre).



The system leads to the page where the details of the bidders are to be filled in. There are preferential categories for the preferential bidders who can avail the privileges that are provided. The Preferential categories are Make in India, MSME and STARTUP. The bidders first has to click on the check box of Preferential Bidder to select the Preferential Category.

**Government E-PROCUREMENT System (Demo)**

02-Apr-2020 | Search | Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders | Home | Contact Us | SiteMap

### Online Enrollment of Corporate/Bidder

**Login Id \***

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.)

**Correspondence Email\***

(Correspondence Email ID can be same as your Login ID.)

**Mobile\***

**Email ID and Mobile No Policy**

Email and mobile must comply following requisites,

1. As **Mobile** and **Email** are the modes of correspondence, ensure that mobile no and email id provided are correct.
2. The verification codes are valid for **900** seconds from the time **Send Verification Code** is clicked.

**Company Details**

**Company Name \***

**Preferential Bidder:**  Yes

**Preference Category\***

**Registration Number \***

**Registered Address\***

**Registered Address\***

**Name of Partners / Directors**

**BidderType\***  Indian  Foreign

**City \***

**State\***

**Postal Code\***

The details of the bidder are entered in the Online Enrollment of Corporate/Bidder page. The Correspondence Email id and the Mobile Number should be a valid email id and a valid mobile number because further contacts will be only through this mobile number and correspondence email id.

**Online Enrollment of Corporate/Bidder**

Login Id \*

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.)

Correspondence Email\*

(Correspondence Email ID can be same as your Login ID.)

Mobile\*

**Email ID and Mobile No Policy**

Email and mobile must comply following requisites,

1. As **Mobile** and **Email** are the modes of correspondence, ensure that mobile no and email id provided are correct.
2. The verification codes are valid for **900** seconds from the time **Send Verification Code** is clicked.

**Company Details**

Company Name \*

Preferential Bidder:  Yes

Preference Category\*

Registration Number \*

Registered Address\*

Name of Partners / Directors

BidderType\*  Indian  Foreign

City \*

State\*

Postal Code\*

PAN/TAN Number \*

PAN/TAN number must have 10 characters. For eg: AESTG2458A

Page  
1

Once after filling the details, the bidder enters the Captcha and clicks on the **Submit** Button to submit the provided details.

For Bidders who do not have PAN/TAN number may enter TEMPZ9999Z as the PAN/TAN number.

Establishment Year

Nature of Business\*

Legal Status\*

Company Category \*

**Contact Details**

Enter Company's Contact Person Details

Title \*


Contact Name\*

Date Of Birth (DD/MM/YYYY)\*

Designation

Phone Details eg: +91 044 22272449


Phone\*

Enter Captcha  **8 N J S 8 V**  Refresh

Page  
2



The Bidder enrollment Acknowledgement is displayed on the screen. The bidder Clicks on the **Send Verification Code** button to receive the verification code in the provided mobile number and the correspondence email id.

<b>Bidder Enrollment Acknowledgement</b>		 Print
Login ID :	biddertest2@gmail.com	
User Type :	Corporate Tenderer	
Correspondence Email :	biddertest2@gmail.com	
Mobile :	91-9-██████████8	
<b>Company Details</b>		
Company Name :	Sai Private Limited.	
Preferential Bidder :	Yes	
Preference Category :	Make in India	
Registration Number :	A123456Z	
Registered Address :	Chennai	
Name of Partners / Directors :	Nil	
City :	Chennai	
State :	Tamil Nadu	
Postal Code :	123456	
PAN/TAN Number :	AESTG2458A	
Company's Establishment Year :	2010	
Company's Nature of Business :	Nature of Business	
Company's Legal Status :	Limited Company	
Company Category :	Regd. with District Industries Centre(DIC)	
<b>Contact Details</b>		
Title :	Mr	
Contact Name :	Praveen Rawat	
DOB (Date Of Birth) :	12-Sep-1989	
Designation :	CEO	
Phone :	91 044 2-██████████9	
<p>Note: The verification codes are valid for <b>900</b> seconds from the time Send Verification code is clicked</p>		
<b>Send Verification Code</b>		

The bidder enters the Mobile Verification Code, Mail Verification Code, enters the New Password, confirms the same, enters the Captcha and clicks on the **Submit** button to submit the entered details.

### Generate password

Generate password

Generate password for the login id **biddertest2@gmail.com**

Provide the verification code received through Correspondence Email/  
Registered Mobile Number.

Mobile Verification Code \*

Mail Verification Code \*

New Password \*

Confirm Password \*

Enter  
Captcha

AAUDXC

AAUDXC



Refresh

New User who have not received Verification code, please click on 'Update Email ID/Mobile No' button provided in 'Generate/Forgot Password' link in the home page and ensure the provided email id and mobile no are correct.

Cancel

Submit

#### Email ID and Mobile No Policy

Verification code must comply following requisites,

1. Provide verification code sent to mobile in Mobile Verification code.
2. Provide verification code sent to email in Mail Verification code.

#### Password Policy

Your password must comply following requisites,

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

The success message is displayed on the screen.

The screenshot displays the Government E-Procurement System (Demo) interface. The header features the Government of India emblem, the system name, and the date 02-Apr-2020. A navigation bar includes links for Search, Active Tenders, Tenders by Closing Date, Corrigendum, Results of Tenders, Home, Contact Us, and SiteMap. A sidebar on the left lists various menu items: MIS Reports, Tenders by Location, Tenders by Organisation, Tenders by Classification, Tenders in Archive, Tenders Status, Cancelled/Retendered, Downloads, Debarment List, and another Debarment List. The main content area displays a success message: "Your Password has been Generated / changed successfully. Please login from Home page with your new password to confirm."



The bidder enters the Login Id, Captcha and clicks on the **Login** button to login to the portal.

**Government E-PROCUREMENT System (Demo)**

02-Apr-2020    Search | Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders    Home | Contact Us | SiteMap

it System

**MIS Reports**

**Tenders by Location**

**Tenders by Organisation**

**Tenders by Classification**

**Tenders in Archive**

**Tenders Status**

**Cancelled/Retendered**

**Downloads**

**Debarment List**

**Welcome to eProcurement System**  
The eProcurement System 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
2. Tmpc currc box currc	03.03.2020	10-Apr-2020 09:00 AM	13-Apr-2020 09:00 AM
3. Supply of Computers	NIT/IT/2020/1234	10-Apr-2020 09:00 AM	13-Apr-2020 09:00 AM

Latest Tenders updates every 15 mins.

**Latest Corrigendums**

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
No active corrigendums available.			

**User Login**

Login ID \*

4THX5D

Captcha \*

**Login**

**Online Bidder Enrollment**

**Generate / Forgot Password?**

**Find My Nodal Officer**

Search with ID/Title/Reference no

**Tender Search**

**Go**

**Advanced Search**

The bidder enters the password, captcha and clicks on the **Proceed** button to proceed further.

**Government E-PROCUREMENT System (Demo)**

02-Apr-2020    Search | Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders    Home | Contact Us | SiteMap

Government eProcurement System

**User Login**

**Welcome Sai Private Limited,**

Login ID: **biddertest2@gmail.com**

Password\*:

Captcha: **E7S4NS**

Captcha Text\*:

[Generate / Forgot Password?](#)

**Sidebar Menu:** MIS Reports, Tenders by Location, Tenders by Organisation, Tenders by Classification, Tenders in Archive, Tenders Status, Cancelled/Retendered, Downloads, Debarment List

The Bidder registers the DSC by clicking on the **Signing Certificate** icon to register the signing certificate.

The screenshot displays the Government eProcurement System interface. The header includes the system logo, a map of India, and user information: 'Welcome : biddertest2@gmail.com' and 'Last login : 02-Apr-2020 02:11 PM'. The server time is '02-Apr-2020 14:12:06'. Navigation links for 'Home' and 'Logout' are present. The main content area is titled 'USER MANAGEMENT' and features a 'User DSC Enrollment' section. A message states: 'You have not registered with Digital Signature Certificate yet. Please click on Signing Certificate link below.' A 'Signing Certificate' icon is highlighted with a blue box. Below this, there is a 'View Existing Certificates' link and a table titled 'Active Certificates Information'. The table has columns for S.No, Certificate, Certificate Type, Type, Validity, Enroll Date, and View. A message below the table reads: 'No certificates have been enrolled.'


Welcome : biddertest2@gmail.com  
Last login : 02-Apr-2020 02:11 PM  
Server Time : 02-Apr-2020 14:12:06  
Home Logout  
Government eProcurement System


### USER MANAGEMENT

User DSC Enrollment

Login Id : biddertest2@gmail.com  
Roles : Tenderer

You have not registered with Digital Signature Certificate yet. Please click on Signing Certificate link below.

 Signing Certificate

 View Existing Certificates

#### Active Certificates Information

S.No	Certificate	Certificate Type	Type	Validity	Enroll Date	View
No certificates have been enrolled.						




The Bidder selects the Signing certificate and clicks on the **OK** button to map the signing certificate.

**USER MANAGEMENT**

**DSC Enrollment**

Login Id : biddertest2@gmail.com  
Roles : Tenderer

**Please go through the below points before registering the DSC card / e-Token:**



1. User needs to properly install drivers for the DSC smart card or USB Token in the system before clicking the DSC enrollment menu (Signing Certificate).
2. DSC once registered to the login cannot be removed or reassigned.
3. User can access the 'Information about DSC' tab on the Homepage of the application to view the DSC certificate issuing authorities.
4. This screen lists the signing certificate available in the inserted DSC card / e-token, user needs to select the relevant DSC to register.
5. DSC registered user only can perform any action in the application.

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

[Refresh](#)

**Digital Certificate : Signing**

DSC Enrollment			
Certificate	Issued By	Type	Expiry Date
Praveen Rawat	SafeSign2020	Signing	23-Jan-2022 04:32 PM

Ok

**Back**


The success message is displayed on the screen.

**USER MANAGEMENT**

**DSC Enrollment**

Login Id : biddertest2@gmail.com  
Roles : Tenderer

**Please go through the below points before registering the DSC card / e-Token:**



1. User needs to properly install drivers for the DSC smart card or USB Token in the system before clicking the DSC enrollment menu (Signing Certificate).
2. DSC once registered to the login cannot be removed or reassigned.
3. User can access the 'Information about DSC' tab on the Homepage of the application to view the DSC certificate issuing authorities.
4. This screen lists the signing certificate available in the inserted DSC card / e-token, user needs to select the relevant DSC to register.
5. DSC registered user only can perform any action in the application.

Please insert your e-Token to read your Digital Message

DSC is enrolled successfully.

OK

[Refresh](#)

**Digital Certificate : Signing**

Certificate	Issued By	Type	Expiry Date
Praveen Rawat	SafeSign2020	Signing	23-Jan-2022 04:32 PM

Ok

[Back](#)

The successful enrollment of DSC is displayed on the screen. The Bidder clicks on the **Next** button to proceed further.

**USER MANAGEMENT**


**User DSC Enrollment**

Login Id : biddertest2@gmail.com  
Roles : Tenderer

✓ DSC is enrolled successfully.

[View Existing Certificates](#)

**Active Certificates Information**

S.No	Certificate	Certificate Type	Type	Validity	Enroll Date	View
1.	Praveen Rawat	Signing	Class 0	23-Jan-2022 04:32 PM	02-Apr-2020 02:15 PM	

**Next >**



The Dash Board of the Bidder is loaded where the Bidder can change the Mobile Number, E-Mail Address and clicks on the **Save** button to save the provided details. If the Bidder does not want to change the Mobile Number, E-Mail Address he/she can just click on the **Skip** button to proceed further.

The screenshot shows the dashboard of the Government eProcurement System. The header includes the system logo, a map of India, and user information: 'Welcome : biddertest2@gmail.com' and 'Last login : 02-Apr-2020 02:16 PM'. The server time is '02-Apr-2020 14:16:30'. Navigation links for 'Home' and 'Logout' are present. The main content area is titled 'DASHBOARD' and welcomes 'Sai Private Limited.' with the role 'Tenderer'. It contains instructions to update mobile and email details for SMS alerts. A form with fields for 'Mobile Number' (country code 'IND (91)' and a masked number) and 'E-Mail Address' ('biddertest2@gmail.com') is shown. 'Skip' and 'Save' buttons are at the bottom right.

**Government eProcurement System**

Welcome : biddertest2@gmail.com  
Last login : 02-Apr-2020 02:16 PM

Server Time  
02-Apr-2020 14:16:30 | Home Logout

**Government eProcurement System**

**DASHBOARD**

Welcome Sai Private Limited.,  
Roles : Tenderer

In order to enable International SMS alerts facility, the eProcurement Application requires all the users to update their Mobile Number along with the Country Code.

In addition, the users are also required to update their email address

This is a one-time updation only. The benefits for the users include receipt of mobile and email alerts to the events such as;

- User Enrollment / Registration
- Tender related events
- Bid submission events
- Block / Debarred Notification

**Mobile Number: \*** IND (91) 99-  
**E-Mail Address: \*** biddertest2@gmail.com

By clicking on "Save" button, you would receive an OTP by SMS / e-mail on above number / e-mail within 10 seconds. If you have not received the messages on time, please recheck your details or contact help desk.

Click on "Skip" button to complete the activity later.


Skip Save

Once the Bidder clicks on the Save button, the system navigates to the page where OTP is to be entered, received through the changed E-Mail Id. The bidder enters the OTP and clicks on the **Verify** button to verify the entered OTP.

**DASHBOARD**

Welcome Sai Private Limited.,

Roles : Tenderer

 OTP has been sent to the entered Email ID and Mobile No.

Entered Email ID : biddertest2@gmail.com

Entered Mobile No : 91 - 98[REDACTED]8

OTP\*

OTP will Expire in **04:44** minutes!

VerifyResend OTP

The bidder enters the 15 digit GSTN Number, Name as registered in GSTN Portal and clicks on the **Save** button to save the provided details.

**DASHBOARD**

**Goods and Service Tax Network (GSTN) Registration Information**

Welcome Sai Private Limited.,  
Roles : Tenderer

**Goods and Service Tax Network (GSTN) Registration Information**

Do You have a GSTN Registration Number \*  Yes  No

GSTN Number eg: 99 AAAAA9999A 9 Z Z

Please enter the 15 digit GSTN Number \* 37  AAAAA9999A  9  Z  Z

Name as Registered in GSTN Portal \*  Praveen Rawat

**Clear** **Save**

The bidder clicks on the **Next** button to proceed further.

**DASHBOARD**

**Goods and Service Tax Network (GSTN) Registration Information**

Welcome Sai Private Limited.,  
Roles : Tenderer

**Goods and Service Tax Network (GSTN) Registration Information**

Do You have a GSTN Registration Number \*  Yes  No

-----  
GSTN Number eg: 99 AAAAA9999A 9 Z Z

Please enter the 15 digit GSTN Number \* ..    Z

Name as Registered in GSTN Portal \*

**Clear** **Save**

**Bidder GSTN Registration Details**

S.No	GSTN Number	GSTN Name	Created Date	Select
1	37AAAAA9999A9ZZ	Praveen Rawat	02-Apr-2020 02:21 PM	<input type="checkbox"/>

**Delete** **Next**



The system navigates to the page where Startup India Registration Details page, where the bidder can click on the Registered radio button to provide the registration details or click on the Not Registered radio button and click on the **Next** button to proceed further.

## DASHBOARD

▶ Startup India Registration Details

### Startup India Registration

EProcurement portal is now integrated with Startup India. Bidders are now required to declare themselves, if they are registered/not registered as Startup India. If you are registered as Startup India, provide your Registration number and Mobile number as registered with the Startup India.

**Consent from User**  
EProcurement portal will not share or disclose the Startup India Registration details with third party and will be used solely to establish and authenticate the details received from Startup India portal.

Startup \*  Registered  Not Registered

**Next**

Once the process is over the left Menu for the Bidder is loaded. Click on the **My Accounts** left menu to view the account details.

The screenshot shows the Government eProcurement System interface. At the top left is the system logo and name. The top right contains user information, server time, and navigation links. A left-hand menu lists various functions. The main dashboard area displays a personalized welcome message and an announcements section.

**Government eProcurement System**

Welcome : biddertest2@gmail.com  
Last login : 02-Apr-2020 02:11 PM

Server Time : 02-Apr-2020 14:22:39 | Home | Logout

**Government eProcurement System**

**DASHBOARD**

**User Management**

- My Accounts
- My Documents

**Auction Management**

- My Auctions
- Live Auctions
- View Auction History

**Bid Management**

- Search Active Tenders
- My Tenders
- Clarification
- My Active Bids
- Bid Opening (Live)
- Bidder Turnover Details
- Awarded Bid Document
- Techno Commercial Query
- Confirmatory Documents
- Techno Commercial Query History
- Short fall Documents

Welcome Sai Private Limited.,

Roles : Tenderer

**Announcements**

1. By Clicking the **User Profile** icon, The bidder can view the profile, Edit the profile, set the profile password which would be asked for editing the profile, the bidder can change the Email id & Mobile number and change the profile image.
2. By Clicking the **Authentication** icon, the bidder can change the password and activate & inactivate the active DSC.
3. On Clicking the **Communication** Icon, the bidder can select the product category for which the SMS and mail can be triggered if tenders are published under the selected product category and also the SMS and mail Notification can be selected by the bidder.
3. On selecting the **Privileges** icon, a provision for registering MSME and Startup India are provided.
4. On Clicking the **DashBoard**, the bidder can view the User Dash board.

**MY ACCOUNTS**

Welcome Sai Private Limited.,  
Roles : Tenderer

User Profile      Authentication      Communication      Privileges      DashBoard

MSME      Startup India

Thank you