https://etenders.dpsdae.gov.in

User Manual

Role: Bid Submission on the
DPS eTender System

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Introduction:

Bid Submission is the vendor/supplier activity which he does after enrolling on the portal. The vendor is able to bid for the tenders which are released by the department. For participating on online tenders, the vendor should have valid Digital Signature Certificate (class II & above) with signing and encryption keys (Certificates) available in single token. The vendor can prepare the bid anytime and save it in the system and can submit it before the scheduled due date.

The following sections provide tendering process on bid submission as well as step by step procedure for bid submission.
Disclaimer:

Please note that this User Manual is for the purpose of the guidance of the User to use a process that is mentioned in the User Manual on the DPS eTender System. Users with appropriate privilege assigned to them and / or approved by the authority managing the DPS eTender System will be able to use the System. It has been the endeavor to prepare this User Manual capturing the process / screens as appearing in the DPS eTender System, however, in certain cases the screens may differ and it shall be the responsibility of the User to execute the process on the DPS eTender System as expected to be performed. The Users shall be responsible for the acts performed by them through the User ID and the privilege assigned to them.
Section 1: Bid Submission Process

Step 1: Access eProcurement System Homepage
Users can access the DPS eTender System homepage by entering the official DPS eTender System URL(website)
https://etenders.dpsdae.gov.in

Sample Screen 1: Home Page
Step 2: Bid Submission Process

Tender Download & Bid Submission by Bidder

Tender Download by Bidder

Bid Submission by Bidder

Note: The bidder needs to make online payment (ePayments) for Tender Document Cost (if applicable) and Bid submission charges to Service Provider through online payment gateway.

Bid Submission processes are as follows:

- Once the Tender is published online, the enrolled bidders can participate on the Tender.
- The bidders have to login with the mapped Digital Certificate, search for the appropriate tender.
- The Bidder can download the Tender document online.
- The Bidders have to accept the declaration and then start with Bid Preparation by filling online Bid forms.
- The system has a provision of the Bid form checklist which can show bidder whether he has completed all the bid forms or not.
- The Bidders can encrypt the data of the bidding forms as applicable.
- At the time of Bid Preparation, the bidders have an option to select the authorized bidder to submit the tender, wherein the bidder uploads the authorization letter. The tender is then quoted by authorized bidder
- Once he completes the Bid preparation, an email is triggered confirming the completion of the activity.
- The Bidder can change the data multiple times before the stipulated time of bid preparation.
• After Final submission stage, the bidder will have an option to withdraw his bids and will be allowed to edit the bid and resubmit, if he desires within the given due date and time. The final submission will be required again for the bid to be available to DPS.

Section 2: Step-by-Step process for Bid Submission
Enter the website address [https://etenders.dpsdae.gov.in](https://etenders.dpsdae.gov.in).

Enter the User and Password and click on Login.
Select your appropriate Sign/Verification Digital Certificate and click on OK.

Select your ‘sign/verification’ certificate.
Click on Bid Here link to proceed for bidding for that particular tender in which you’re intended to participate.

Please click on ‘Accept & Continue Bidding’
Please click on the button ‘proceed for service payment’ for paying the ‘Tender Service fee’.

Then below screen will be display.
Please click on the button ‘Make Payment’.

Fill the details and click the ‘Make Payment’ button.
Then below screen will be displayed.

Screen 1
Screen 2

Screen 3
Screen 4
Click on the ‘Print’ button.

You will get an acknowledgement for the payment made.
Check with the Disclaimer Details. Fill up the Tender Fee details, Browse & upload the Tender Fee Document.
Click on ‘Ok’ button.
Check with the Disclaimer Details. Fill up Tender EMD Fee details, Browse & upload the Tender EMD Fee Document.

Click on ‘Ok’ button.
Click on ‘Go to Tender Biding’ button.

Upload your document except price.
Fill up the forms.
Fill in the details in template.

Click on Encrypt button to Encrypt the data.
The Page gets encrypted.
Click on SAVE bid.
Message will be displayed as “Bid Saved Successfully”.

Likewise fill up the other templates also.
Browse & Upload the document wherever necessary and mandatory. The system will prompt if mandatory documents are not uploaded.
Fill in the Price Bid details.

Encrypt the Price Bid details.
Click on ‘Save’ to Save the Bid.

Message is displayed as ‘Bid saved Successfully’.
Once all the templates are filled, the status can be seen by clicking 'check & submit bid.'
Click on Submit Bid, The message will be displayed as “You have successfully submitted the Bid”.

Once you have successfully completed the Bid, there is option to make changes through ‘REWORK BID’.
Note: Please complete your bid submission activity once again, if you have reworked your bid online. The incomplete bids will not be considered. You can check the status of your bid from by clicking on “Check List Report” button.