

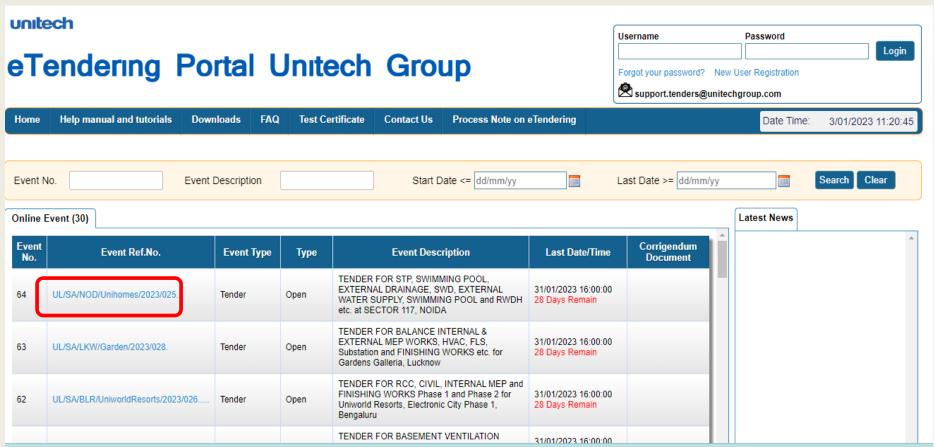
# **Vendor Activities**

# Bid Preparation & Submission



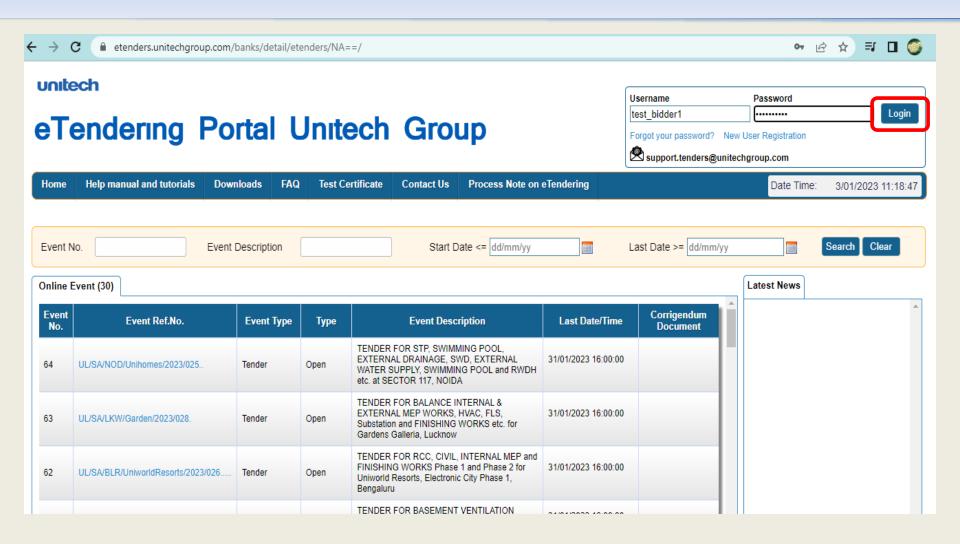
# Bidder can View the Live Tenders and Download the Event Notice Document without Login into the Portal https://etenders.unitechgroup.com

To Download the Complete Tender Document of any Event, the bidder must Register and Pay the Tender Document Fees Online for the Respective Event.



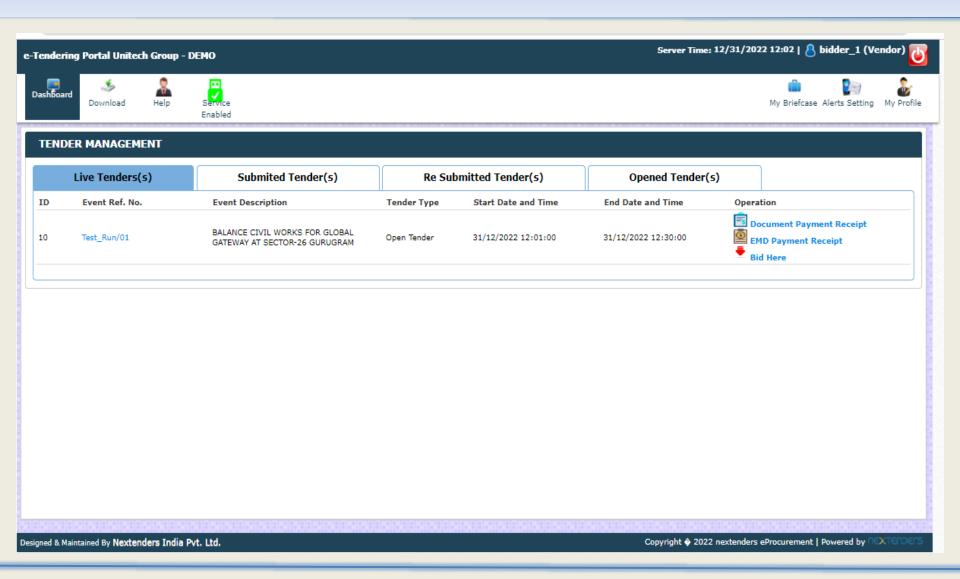


#### **Enter User credentials**



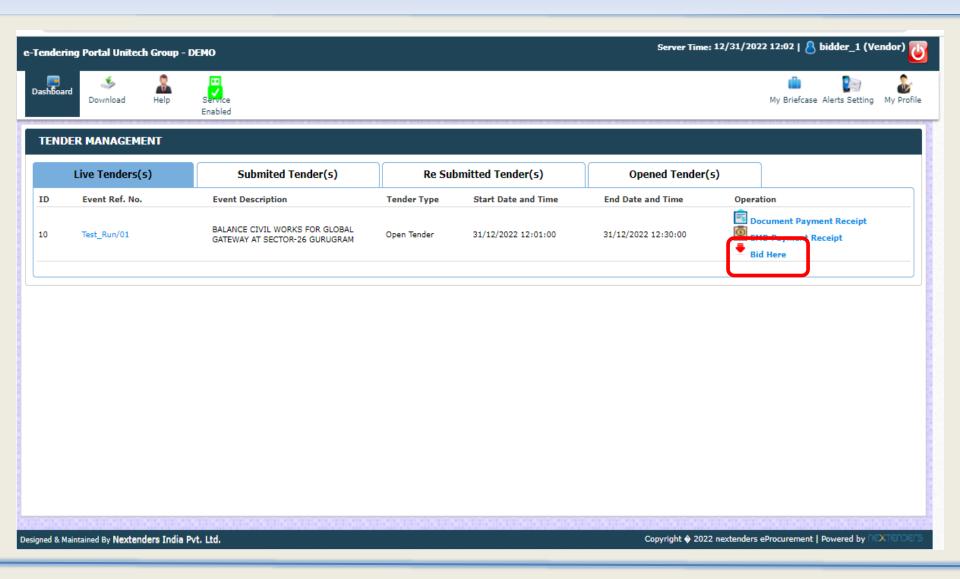


### **Bidder Dashboard**



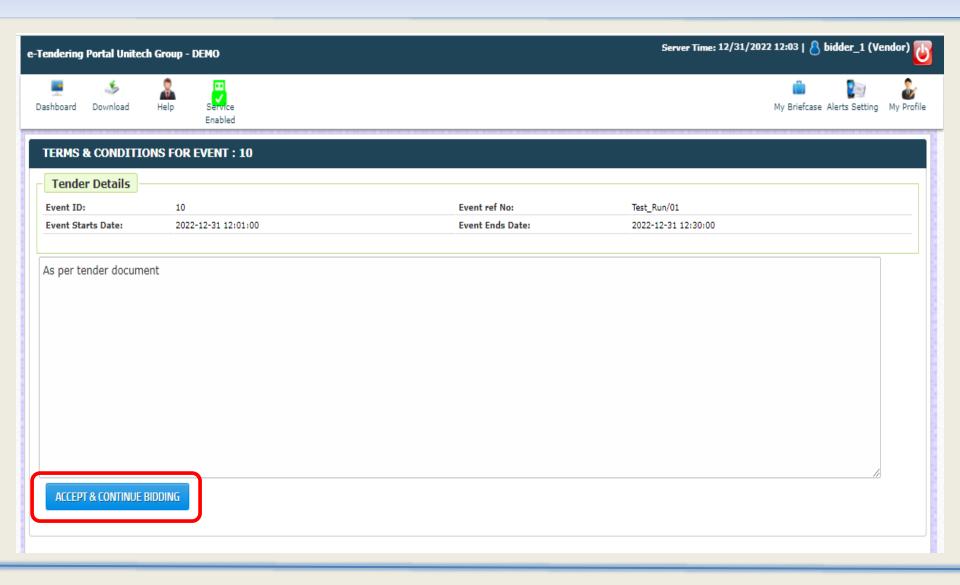


# Selection of Event Id. for Bidding



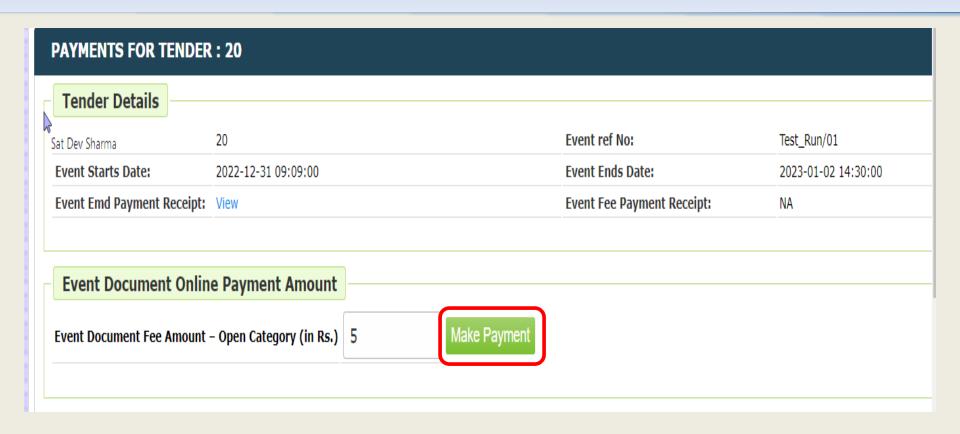


# **Bidder's Acceptance of Terms & Conditions**



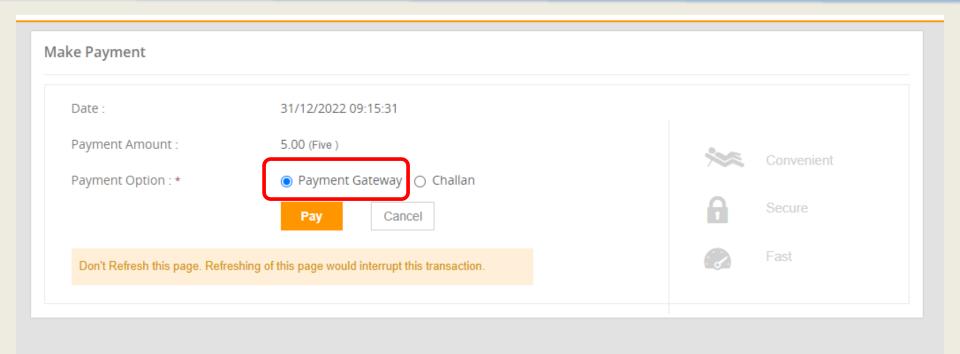


# **Pay Tender Document Fee**



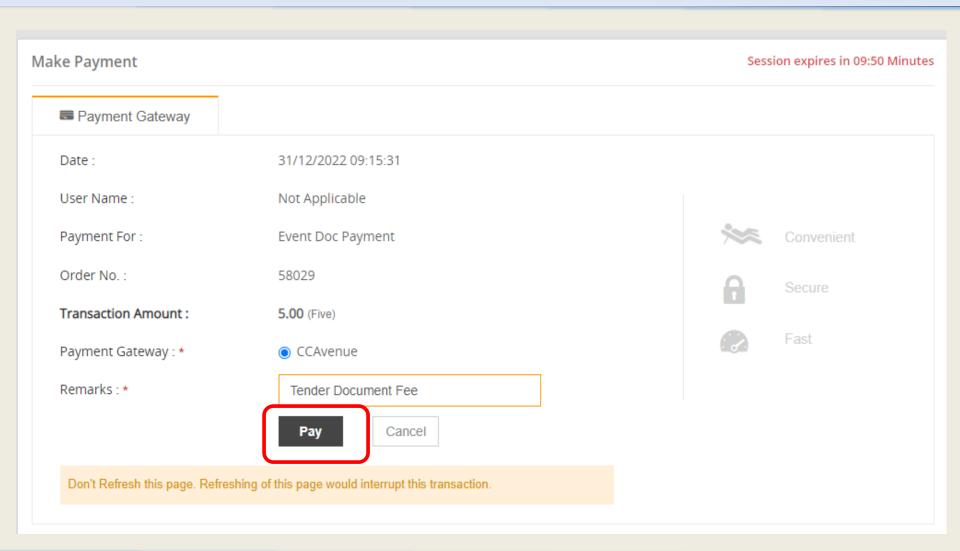


# Selection of Payment Option - 'Payment Gateway' only

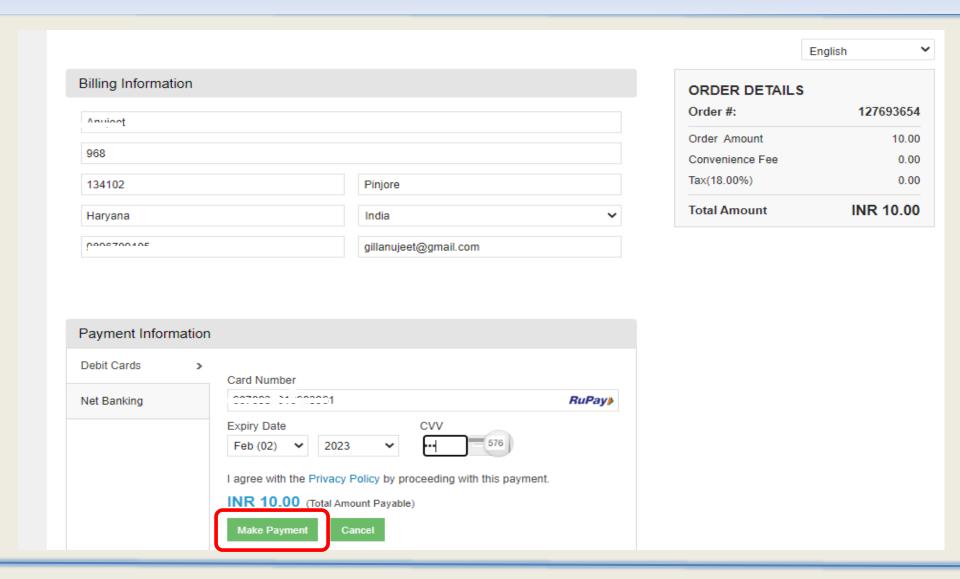




# **Check Payment Details & Pay**



## **Make Tender Document Payment**





# After Successful Payment, System will Redirect to eTendering Portal

# Payment Successful

This payment has been processed successfully. Please wait, you will be redirected to the client website.



Do not "Close the windows" or press "refresh(ctrl + F5) " or "browser back/forword button"

# On successful Payment of the Event Document Fee, the System will Auto Generate the Payment Receipt

#### **Your Payment Transaction Information**

	Document Payment Receipt	
Web Store URL :-	https://etenders.unitechgroup.com	
Vendor Name :-	out our onuring	
Company Name :-	XYZ Const. Pvt. Ltd.	
Company Address :-	Sector 79	
Event No :-	20	
Event Ref No :-	Test_Run/01	
Order Number :-	TUNIT2033	
Payment Date :-	2022-12-31 13:37:54	
Amount :-	5.00	
Payment Type :-	Net Banking	
Payment Mode:-	Online	
Receipt Date :-	2022-12-31 13:37:54	
Thank you.		
E-Tenders Support Tear	m	

Please click on 'Proceed' For proceed to Event

Proceed for Event

Print



# **EMD Amount can be Paid Either Online or Offline For Online Payment click on 'Make EMD Payment'**

PAYMENTS FOR TENDER: 20			
Tender Details			
Event ID: 20		Event ref No:	Test_Run/01
Event Starts Date: 2022-12-	31 09:09:00	Event Ends Date:	2022-12-31 14:00:00
Event Emd Payment Receipt: NA		Event Fee Payment Receipt:	View
Event Document Online Paymo	ent Amount		
Event Document Online Payment 5.00			
Event EMD Online Payment An	nount		
Your EMD payment in <b>OPEN Event EMD Am</b>	ount Rs. 10 Make EMD Payment		
Event EMD Offline Payment			
Total Tender EMD Amount*	10		
Document name*			
Upload Document Scan Copy*	Choose File No file chosen		



# **Enter Refund Account Details & Save Account Information**

RTGS/ NEFT payment are subject to clearing time lines and delays. Hence in all notices, it is to be clearly mentioned, that payments on the RTGS / NEFT Challan must be done on atleast T-1 day working day, where "T" is the date of transaction.

For all the transactions done on the last day, status of the transaction would be updated on best effort basis. In the event of any bidder not being able to participate in the e- Auction where due to a technical error or any other challenge, payment received via RTGS / NEFT on the last day was not updated on the portal before cut off time, then neither the client, nor his service provider/ bank would be responsible for any consequences, whatsoever they may be.

Transactions done through RTGS / NEFT challan mode generally take 2-3 hours to reflect on, portal

Refund EMD Account Information

	•••		
Refund Account Name *		Sat	t Dev Sharma
Refund Account Number*		115	55000100. 1
Re-Enter Refund Account N	lumber*	115	55000100:1
Refund Account Bank IFSC	Code*	PUN	NB0115500
Bank Name	IFSC Co	de	Branch City State
PUNJAB NATIONAL BANK	PUNB011	5500	0 MOHALI S.A.S. NAGAR, DISTT. ROP ROPAR PUNJAB
	Verit	fy IFS	Save Account Information



## **Make EMD Payment**

#### Your Emd Payment Transaction Information

RTGS/ NEFT payment are subject to clearing time lines and delays. Hence in all notices, it is to be clearly mentioned, that payments on the RTGS / NEFT Challan must be done on atleast T-1 day working day, where "T" is the date of transaction.

For all the transactions done on the last day, status of the transaction would be updated on best effort basis. In the event of any bidder not being able to participate in the e- Auction where due to a technical error or an interesting payment received via RTGS / NEFT on the last day was not updated on the portal before cut off time, then neither the client, nor his service provider/ bank would be responsible for any consequences, whatsoever they may be.

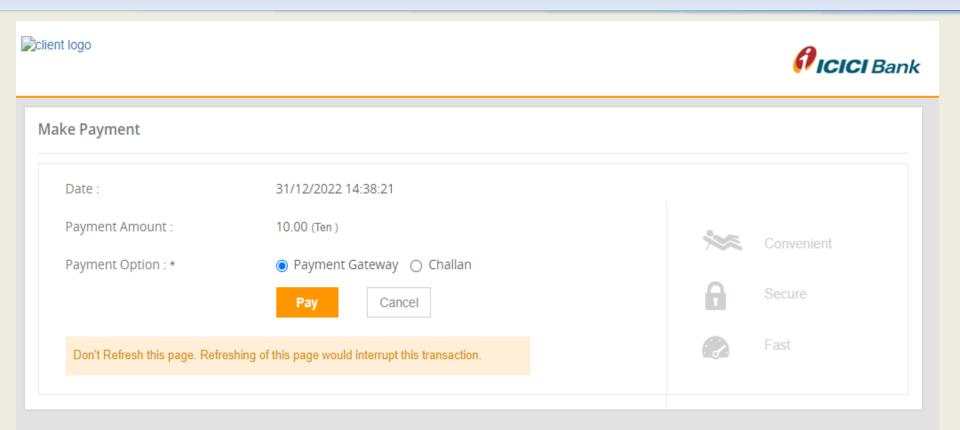
## Transactions done through RTGS / NEFT challan mode generally take 2-3 hours to reflect on. portal Refund EMD Account Information

10.00		
Sat Dev Sharma		
1155000100		
PUNB0115500		
	City	State
. NAGAR,DISTT. ROP	ROPAR	PUNJAB
	1155000100. PUNB0115500	1155000100. PUNB0115500

Back to event Page

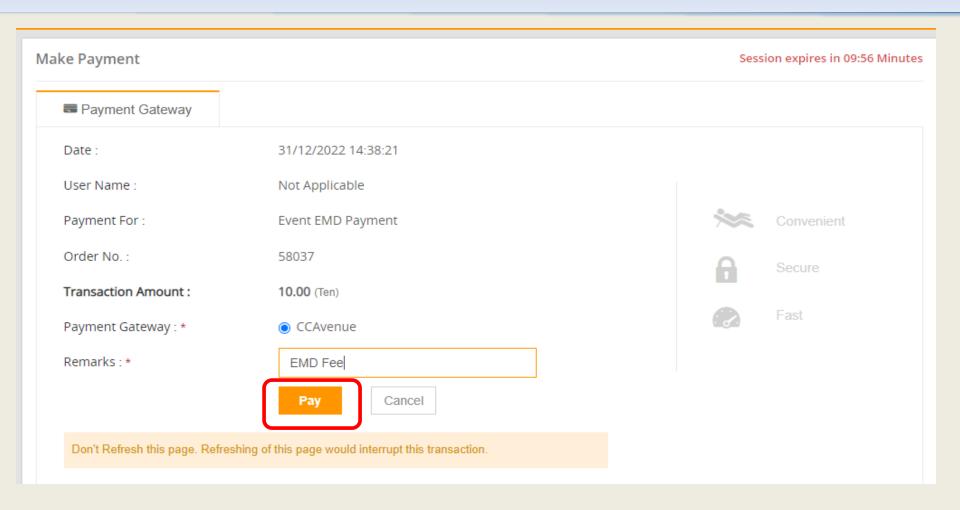


# **Selection of Payment Option**



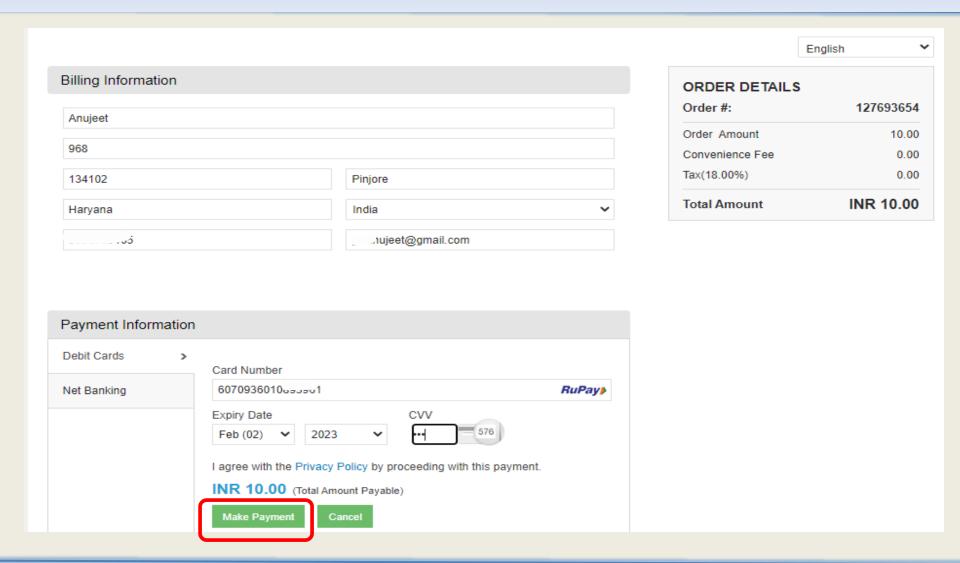


# **Check EMD Payment Details & Pay**





## **Make EMD Payment**





## **CC** Avenue



# Please be patient while your transaction is being processed. Do not "close the window" or press "refresh" or "browser back/forward button".



# After Successful Payment, System will Redirect to eTendering Portal

## Payment Successful

This payment has been processed successfully. Please wait, you will be redirected to the client website.



Do not "Close the windows" or press "refresh(ctrl + F5) " or "browser back/forword button"

# On Successful Payment of EMD through Payment Gateway, the System will Auto Generate the Payment Receipt

#### **Your Emd Payment Transaction Information**

	EMD Payment Receipt	
Web Store URL :-	https://etenders.unitechgroup.com	
Vendor Name :-	Anujeet Gill	
Company Name :-	Test Const. Pvt. Ltd.	
Company Address :-	Kalka Chowk	
Auction No :-	20	
Auction Ref No :-	Test_Run/01	
Order Number :-	EUNIT2034	
Challan Number :-	E2034	
Payment Date :-	2022-12-31 14:44:13	
Amount :-	10.00	
Payment Type :-	Debit Card	
Payment Mode:-	Online	
Receipt Date :-	2022-12-31 14:44:13	

Please click on 'Proceed' For proceed to Auction

Proceed for Event

Print

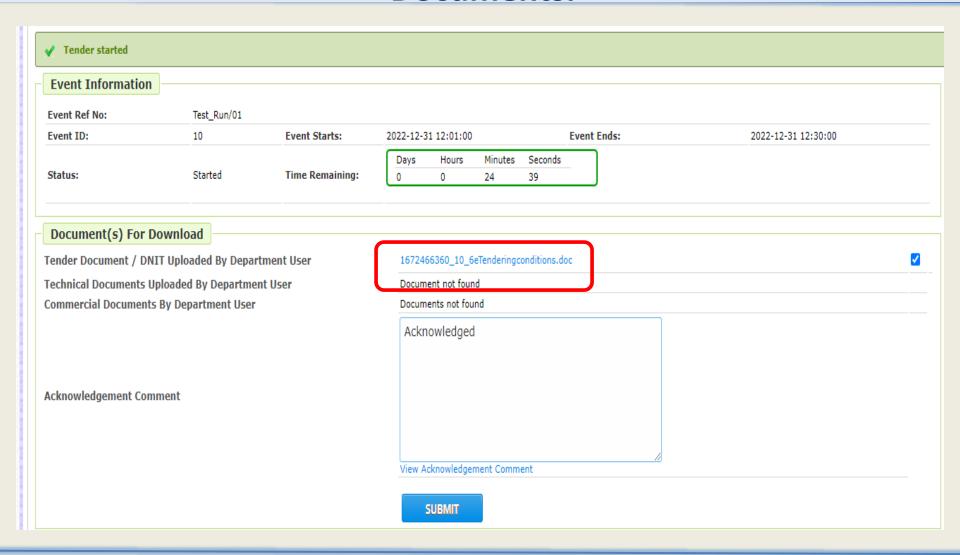


# Bidder can Initiate Bid Preparation only After Making Successful Payment of the Event Document

PAYMENTS FOR TENDER	: 20		
Tender Details			
	20	Event ref No:	Test_Run/01
	2022-12-31 09:09:00	Event Ends Date:	2022-12-31 14:50:00
Event Emd Payment Receipt:	view	Event Fee Payment Receipt:	View
Event Document Online	Payment Amount		
Event boddinent online			
Event Document Online Payme	nt 5.00 successfully paid		
Event EMD Online Payn	nent Amount		
Event EMD Amount Rs. 10.00	Successfully paid		
Refund Account Name	Anujeet Kaur		
Refund Account No.:	45270001000		
Refund Account Bank IFSC Cod	e PUNB0452700		
EMD may be deposited at a later	stage bidder may proceed for uploading / downloading the B	d by click on Go for Tender Bid	
		Go for Tender Bid	

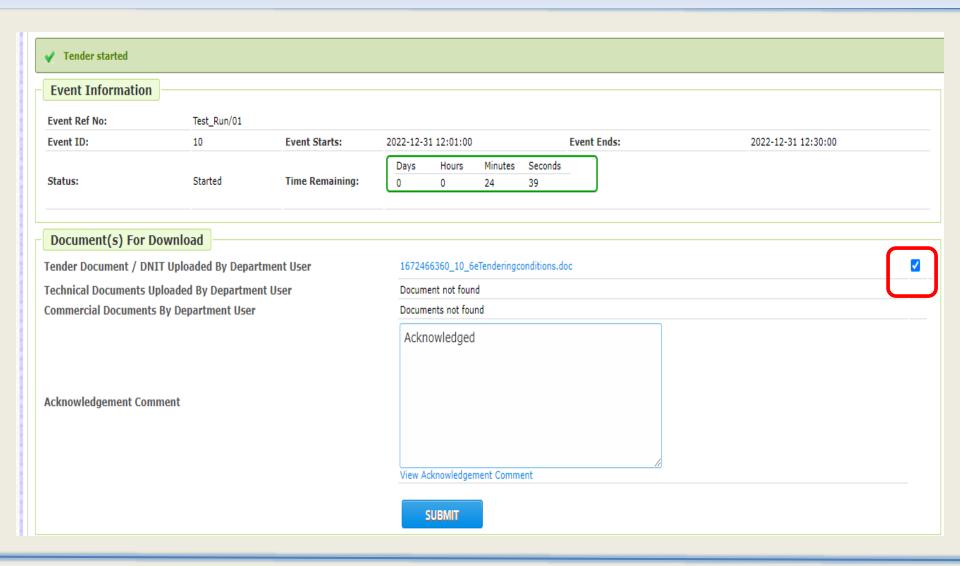


# Download of Tender Document and Other Supporting Documents.



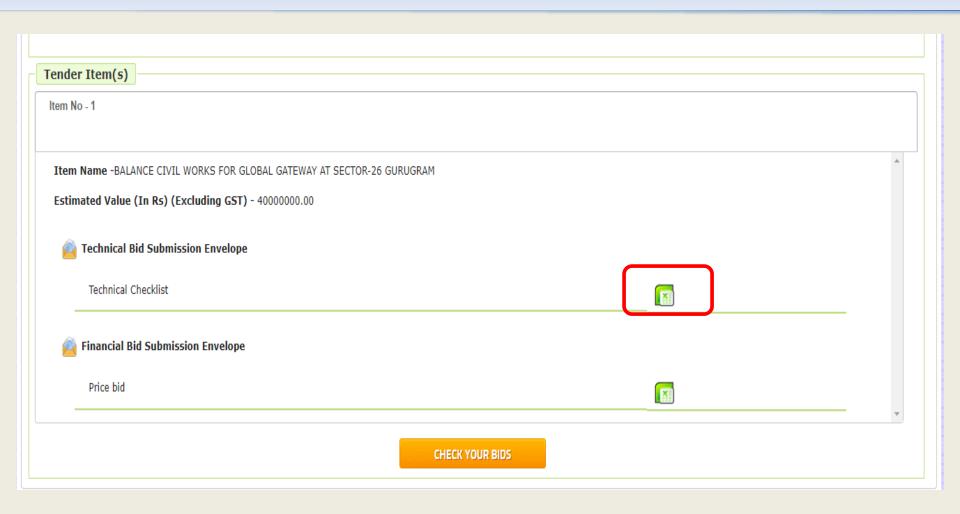


# **Acknowledgment of Download & View Documents**



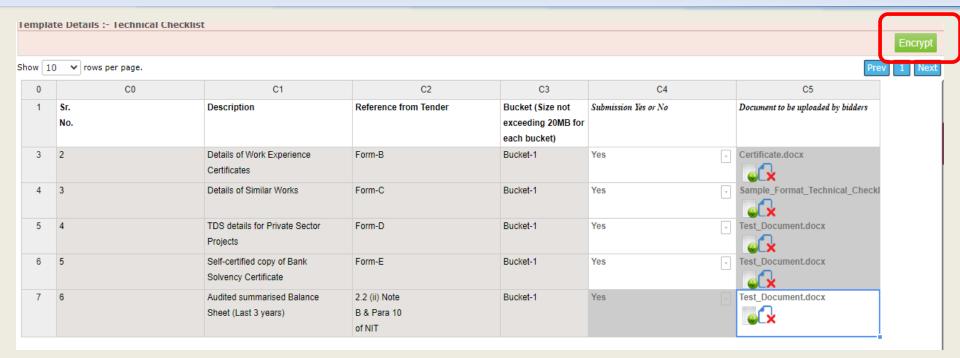


# **Prepare the Technical Bid Envelope**



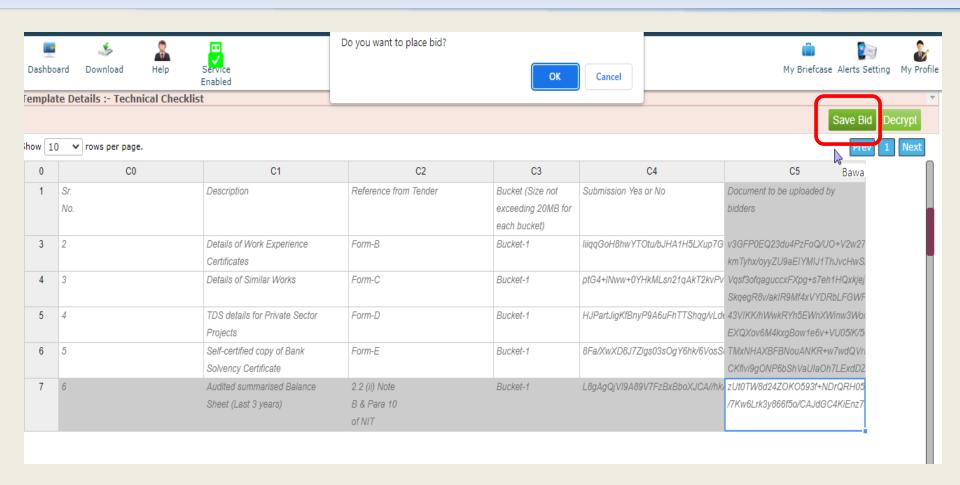


# Fill Up Details & Upload the Required Documents & Encrypt the Data



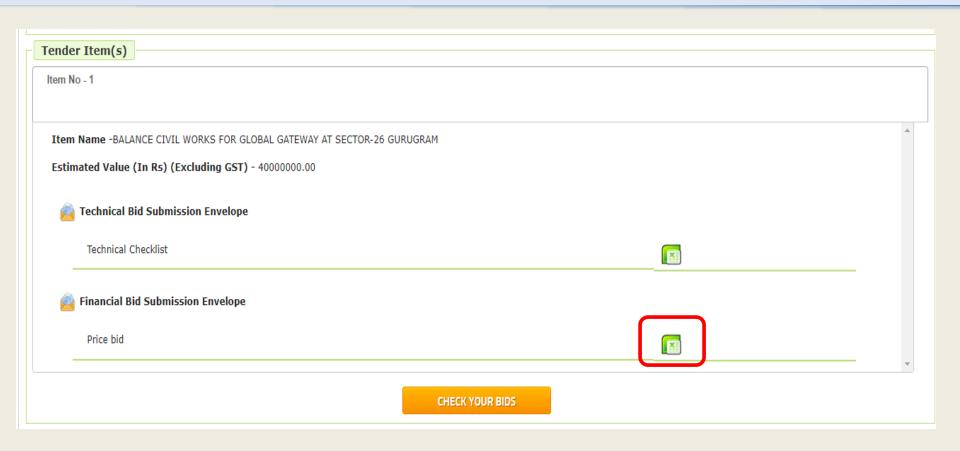


## Save Encrypted Data of Technical Bid Form



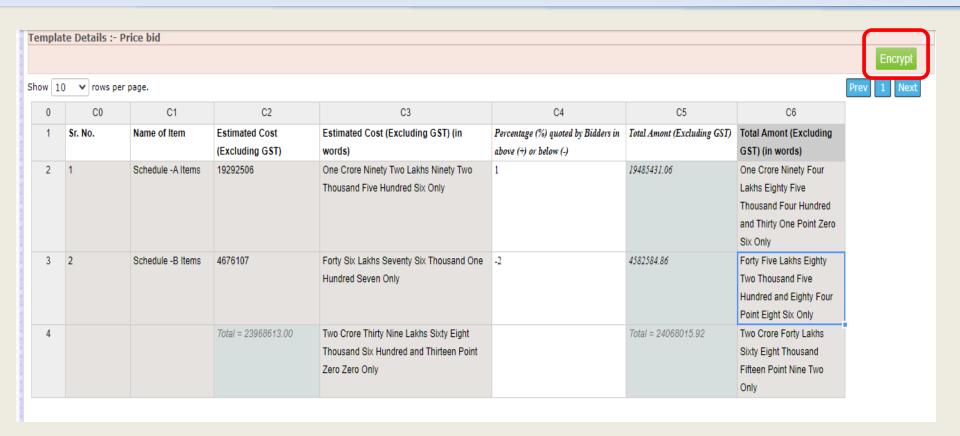


# **Prepare Financial Bid Envelope**



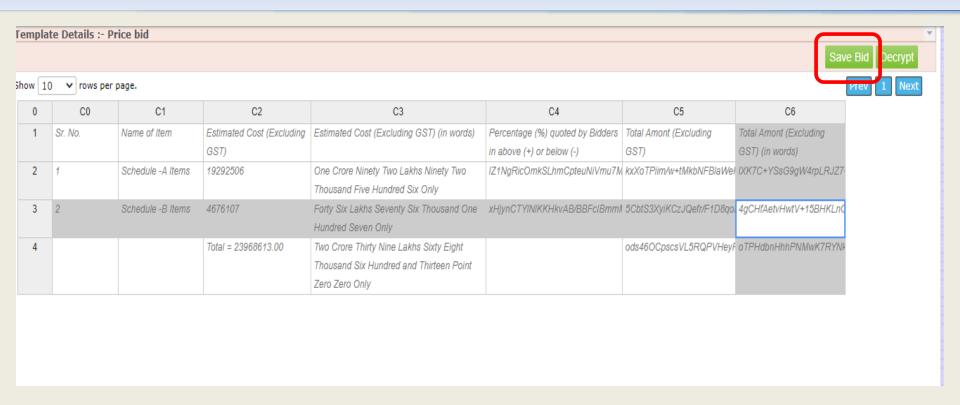


# Fill Up Price Bid Form & Encrypt the Data



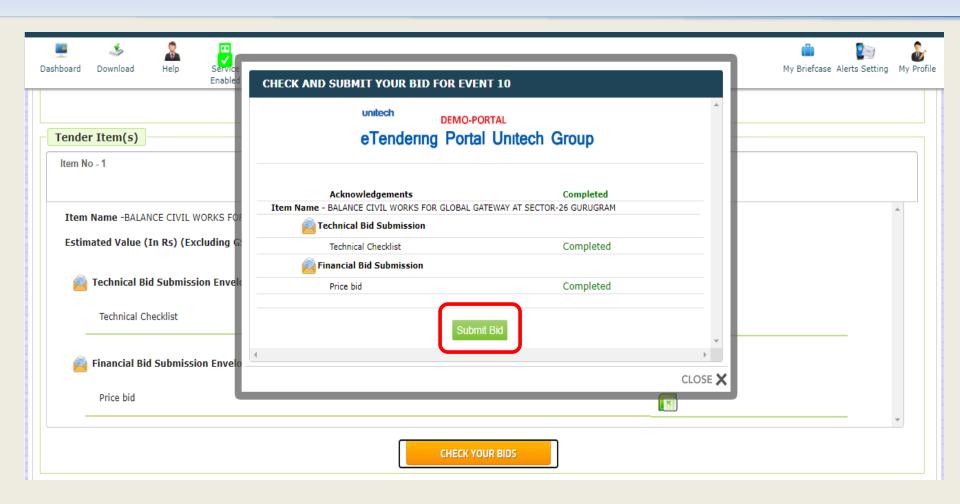


# **Save Encrypted Data of Price Bid Form**



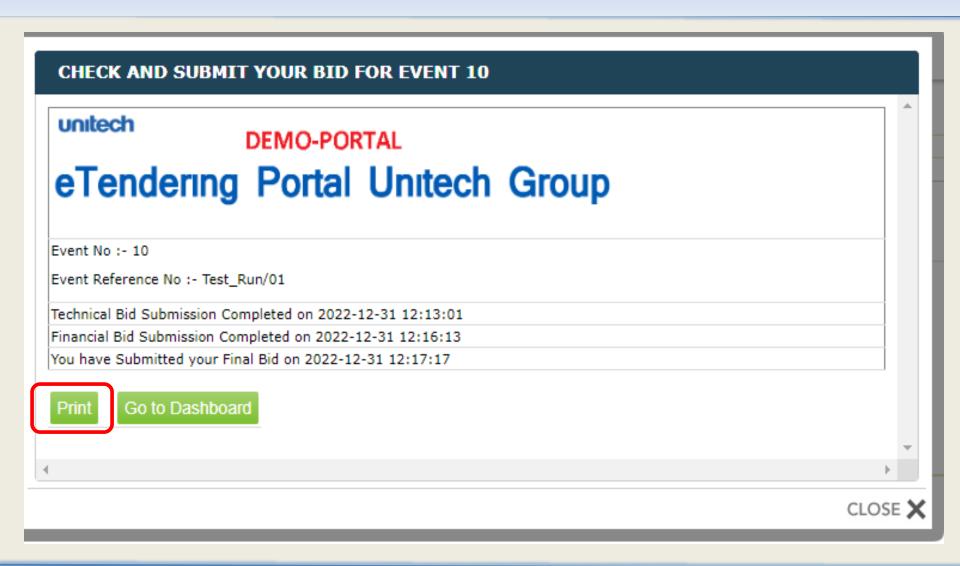


#### **Check Your Bid & Submit Bid**

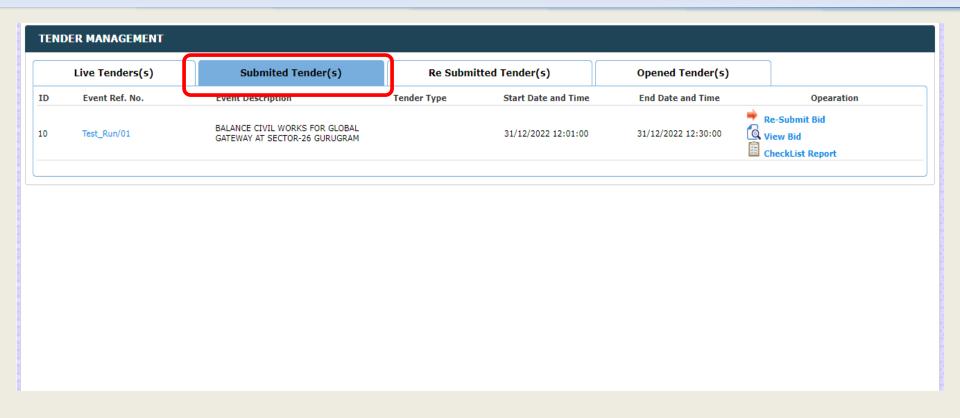




## **Receipt of Successful Submission of Bid**

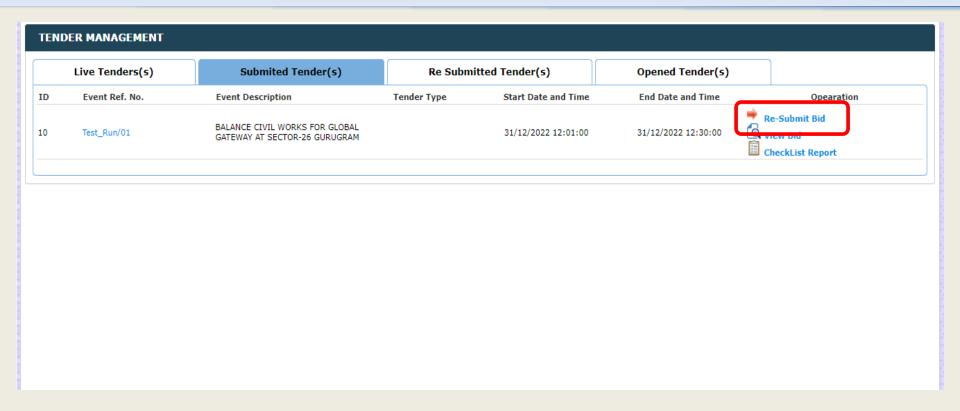


# Submitted Bids are Reflected under Submitted Tender(s) tab on the Dashboard





# Re-Submit Bid can be Used to Revise the Submitted Bid Till Expiry Date/Time of Tender.





# Re-Submitted Bids are Reflected under Re Submitted Tender(s) tab on the Dashboard

TENI	DER MANAGEMENT						
	Live Tenders(s)	Submited Tender(s)	Re Submitted Te	ender(s)		Opened Tender(s)	
ID	Event Ref. No.	Event Ref. No.	Event Type	Start Date an	nd Time	End Date and Time	Operation
10	Test_Run/01	BALANCE CIVIL WORKS FOR GLOBAL GATEWAY AT SECTOR-26 GURUGRAM	Open Tender	31/12/2022 1	2:01:00	31/12/2022 16:00:00	View Bid View CheckList Report Conclude

Note: A bidder can re-submit its bid until the expiry of the bid submission due date. When the re-submit function is initiated by the bidder, the bid is brought back to "Draft" status. After which, the bidder can update and then resubmit its bid. If a bidder did not submit its bid after initiating the "re-submit" function, the bid will be in draft status and it will not be considered during bid evaluation.

# **Thank You**

