

STEPS TO FOLLOW IN IRCTC E-TENDER PROCESS

Step 1:


Enter url: www.tenderwizard.com/IRCTC

Step 2:

Home Page

Click on "Tender free view" link to view the latest tenders.

**Step 3:
(Important)**

Check the new tenders hosted by IRCTC. Click on  "Show form" Icon to get the detail notification.

**Step 4:
(Important)**

Home Page:

Interested participants may register their firms/company/Individual using the link "Register Me". Fill up all the mandatory fields with Registration fee DD details. **Demand Draft should be in favor of ITI Limited, payable at Delhi.** After submitting the DD, get your user ID activated by ITI Limited Concerned Executives.

**Step 5:
(Important)**

Home Page:

Login using the **User Id** and System generated **Password** availed after registration through "Register Me" Link and enabled by ITI Limited Delhi.

**Step 6:
(Important)**

Modify/Change the **password** (system generated) after **first time login** and keep the password in safe custody.

**Step 7:
(Important)**

Login using Class-III PKI (Digital signature/Public Key Infrastructure obtained from any of the certified authority of India) with modified **New Password**.


**Step 8:
(Important)**

Note: Before making Request for Tender Document:

Should be ready with Two demand drafts
(i) Tender Processing Fee as in the tender notification. (for fees please check the steps 2 & 3). DD should be taken in Favor of ITI Limited Payable at New Delhi and send it to Mr. Rajesh Kumar Manager-BD, ITI Limited, Plot No. 495-496, Near Ambedkar Polytechnic college, Main Madhuban Road, Ganesh Nagar-II, Shakarpur, New Delhi-110 092 Ph No: 011-22023084.
(ii) Tender document cost as in the tender notification. (For fees please check the steps 2 & 3). DD should be taken as per the IRCTC requirement & to be submitted to IRCTC.

**Step 9a:
(Important)**

Request for Tender form


Go to **New Tender** link and request the tender form by clicking  "**Request tender form**" icon available. Fill up the tender document cost and processing fee details & click **submit**. Vendor can also request the Tender Using e Payment or NEFT(Credit & Direct Debit)

Step 9b:

Tender documents will be sent immediately after acknowledging the Tender documents cost and Processing fee of ITI Limited Delhi. Clarification on this may be obtained from the **Contact us** Link provided in the home page of IRCTC e tendering website.

Step 10:

Downloading Bid document:

Go to **Tender In progress** and click on  "Edit Attachment" icon of the particular tender and download the **Tender Document, Drawings, Sections, Technical Sheet & Price Sheet** (**don't change the file/file name**) and save it in your system.

Step 11:

Filling-Up and Uploading Bid documents:

After duly filling the **Technical sheet & Price sheet** file, Go to **Tender In progress** and click on  "Edit Attachment" icon of particular tender, upload the duly filled file using the respective link & signing digitally (**PKI**).

Step 12:

Verifying the Uploaded Sheets:

Once the **Technical sheet & Price Sheet** gets uploaded you can verify it by clicking on **YES** button after uploading. If you want to re upload **Technical sheet & Price Sheet** do it by clicking on **Go Back**.

Click **DONE** when you finish. Make sure that the links which are in **RED COLOUR** turned to **BLACK**.

Step 13:

Entering EMD details:

Enter **EMD** details by providing DD No, Date, Name of bank in **Remarks** and press **Upload scanned image** & upload the scanned copy of the EMD. Vendor can also make the EMD payment through e-Payment using both Debit & Credit Cards.


Step 14:

Uploading Additional documents:

Upload additional documents by clicking the link **General documents** provided on left **side** menu, select the File and click **upload**. Click **ok** when you finish uploading files.

Step 15:

Attaching additional documents to Tender:

Attach uploaded documents to the tender by clicking link  "Edit Attachment" icon of particular tender and **Click here to attach General documents link**. Select the files that are to be attached to the tender and click **Attach File**.

**Step 16:
(MOST
IMPORTANT)**

Submit the Tender Form

Once all the files are uploaded & additional documents are attached, click on **submit Button**, click **ok** as confirmation for attaching documents and again click **ok** on **Show Documents** page to confirm tender submission and take a print of **Acknowledgement of Tender submission page** which includes **Bid control number** as it is proof for tender submission. (Must click **submit button** to submit your tender to IRCTC)


Step 17:

Participating in opening:

Click on **Open/Awarded** link, click on **Status** Link of particular tender (Ex: Opened (2)) to view list of qualified vendors.

Step 18:

Opened Bid Details of other Bidders:

Click on  "Edit Attachment" icon of particular tender and download/view **Competitor Bid sheets** one by one using the link given below Log Details.

Step 19:

Reasons for Disqualification

Click on **Disqualified/withdrawn** then click on **Reason** for any particular tender.

The above steps are elaborated in the Vendor Manual. You are advised to take the help of the manual in case of any doubt/clarification. You may also contact our support executives Ph No; 011-22468721 more contact details are in the TENDERWIZARD contact us Link or mail us at irctchelpdesk@etenderwizard.com .