

STEPS TO FOLLOW IN IRCTC E-TENDER PROCESS

Step 1:

Enter url:

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". After filling up all the details including uploading of documents registration will be automatically enabled.

Step 5:
(Important)

Home Page:

Login using the and System generated 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:

Tender Form Fee & Processing Fee is to be done as per below:

- (i) Tender Processing Fee- there no tender processing fee to be paid form the bidders end.
- (ii) Tender Form Fee Paid Through DD Mode.(If any)
- (iii) 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 document required as per tender documents.

Step 9b:

Tender documents will be sent immediately after clicking on request icon. 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 reupload 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

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; 011-49424365 more contact details are in the TENDERWIZARD contact us Link or mail us at irctchelpdesk@etenderwizard.com.