



eTender – User Manual for Initiator

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❖ General Guidelines

- A. At present, GNFC have two full-fledged eTendering System viz. nCode - nProcure and SAP-SRM. The existing nCode - nProcure portal will remain in use for all services/goods as per existing policy and procedure/practice. Also, SAP-SRM system will remain in use for material procurement thru' MM as per existing policy and procedure/practice.
- B. As per management guideline, ISD has developed GNFC eTender portal for limited use as per below mentioned in lieu of Tendering through Secure Mail Id system and/or nProcure / SAP-SRM Portal:
- a. For estimated Tender/contract value of more than Rs. 5 lacs with an explicit approval of respective ED/HOD where **nProcure / SRM is not feasible.**
 - b. For estimated Tender/contract value of less than Rs. 5 lacs, where physical tender is permitted, as per the choice of respective sectional Head (Minimum GREO-4 Level)
- C. **“GNFC-eTender Portal”** is ready and put to use on 2ndApril, 2022 with reference to circular of ED(PAS) dtd.02.04.2022. The normal workflow/processes are as follows:
1. New portal will be independent of Digital Signature Certificate.
 2. Tender, as per the approval, can be published by authorized user from respective department. There are two types of access rights in eTender System.
 - (i) Initiator - Who can create and publish the Tender.
 - (ii) Tender Technical/Price Bid Opener - Who can approve tender for opening.

Said S/w access rights to be given to user as per approval from respective dept.'s ED/HOD thru' IRC.
 3. Initiator will be logged in to GNFC eTender Portal <http://etender/Login.aspx> using his SAMVAD credential viz. EC No. and Password.
 4. Initiator will fill details like tender title/name, tender description, Tender amount, tender type (Single Bid/ Two Bid), tender submission deadline & submission time etc.



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5. Initiator will attach required tender document/file. It is also noted that Technical document/file format should be (pdf, jpg, jpeg, doc, docx, xls, xlsx) and Price Bid document/file format should be Only PDF. Initiator may upload the multiple file and file size should be < 10MB.
6. Initiator will select vendors to whom tender is to be given. **Initiator can create vendors if they are not in the system. Do not start vendor name with prefix M/s while creation of vendor. Any modifications in vendor details will be done by ISD thru' IRC.**
7. Initiator will publish the tender and the system will auto stamp the tender publishing date & time. After publishing the tender initiator can not upload any documents.
8. On publishing tender, all intended vendors will get system generated email notification.
9. Vendors can log-in to GNFC eTender Portal using system generated credentials, received by them through mail at the time of vendor creation.
<https://etender.gnfc.in/vendorlogin.aspx>
10. Vendors can download tender document and can upload bid document before closing the tender.
11. For buyer side i.e. GNFC, Bids can be downloaded / opened only after digital / system approval of tender initiator and **Senior officer from user end / FD as per DOA**, using their SAMVAD credential.
12. Initiator will know count & name of participants before bid closing, which will facilitate him to extend the bid submission deadline, if required.
13. **Once the tenders are opened, all further proceeding (i.e. price comparison, negotiation proposal, getting revised offer, final proposal etc.) will be done out of the portal/system**, as in the case of Tender through secure mail id / nProcure / SRM / Manual tendering system.
14. As this is web based portal, vendor needs only internet connection for downloading tender document and uploading bid documents.
15. **Further all technical / functional support to vendors for downloading tender / uploading bid documents etc. will be provided by respective user department.**



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16. For Vendor, User Manual is available on vendor login screen as well as vendor response screen.
17. For GNFC, User Manual for Initiator and User Manual for Vendor is available on homepage.
18. For **GNFC User**, any query / Technical Support related to **GNFC-eTender Portal**.

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1. Login To eTender

Open the following link in browser to logged into the eTender portal.

<http://etender/login.aspx>

Note:

Tender, as per the approval, can be published by authorized user i.e. through respective dept.'s ED/HOD approval in IRC.

Initiator will be logged in to GNFC eTender Portal using his SAMVAD credential viz. EC No. and Password.



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2. Vendor Creation

After login into the eTender portal initiator of the tender have to create their intended vendors once, if they are not in the system.

To create new vendor, open **Vendor Master** screen from the **Master** menu.

Action	Vendor Code	Vendor Name	Primary Email	Email2	Email3	Mobile No	Status	Created By	Created Date	Action
Edit Vendor	2048	SAM ELECTRICALS	17samelectricals@gmail.com			9106794071	Active	1754-J C RANA	06-Mar-2023	Reset Password
Edit Vendor	3275	BRAIN ACT	1brainact@gmail.com			9426447993	Active	90001-Daxta Mehta	23-Mar-2024	Reset Password
Edit Vendor	3262	SHREE SAI ENTERPRISES	2020shreesaialenterprises@gmail.com			8511164797	Active	4855-H V MAJITHIYA	20-Mar-2024	Reset Password
Edit Vendor	1095	CPC CORPORATION	300756@cpc.com.tw	s00@cpc.com.tw	u00@cpc.com.tw	8867582414	Active	5953-A A THAKKAR	22-Apr-2022	Reset Password
Edit Vendor	1607	A.D TRANSPORT CO.	AD.6552532@Gmail.Com			9887443608	Active	2220-B V PATEL	10-Oct-2022	Reset Password
Edit Vendor	1877	TATA CROMA	ADMTA165@Croma.Com			9033394935	Active	1980-G K PATEL	07-Jan-2023	Reset Password
Edit Vendor	2494	GEMACO SA, BELGIUM	AMURILLO@gemaco-piping.com	jgharbaou@gemaco-piping.com			Active	5956-CHAHAT THAKKAR	08-Jul-2023	Reset Password
Edit Vendor	1594	ANUPAM LOGISTICS	ANUPAMLOGISTICSJODHPUR@GMAIL.COM			9460008665	Active	2220-B V PATEL	10-Oct-2022	Reset Password
Edit Vendor	2566	FRIEDRICH KROMBACH GMBH	AOeztuerk@CraneCPE.com				Active	5956-CHAHAT THAKKAR	26-Jul-2023	Reset Password
Edit Vendor	1396	ARBUDA TRANSPORT. SIDHPUR	ARBUDATRANSPORT@YAHOO.COM			9979183805	Active	2220-B V PATEL	30-Aug-2022	Reset Password
Edit Vendor	1635	ASIA TRADING CO.	ASIATRADINGSL@YAHOO.CO.IN			9415137822	Active	2220-B V PATEL	10-Oct-2022	Reset Password
Edit Vendor	1395	AJANTA TRANSPORT CO.	ATC.RAJKOT@AJANTATRANSPORT.COM			9879518261	Active	2220-B V PATEL	30-Aug-2022	Reset Password

Initiator can view / Edit the vendor details by clicking on **Edit Vendor** Button.

Reset Password button is used to send system generated password to vendors.

Click on **Create New Vendor** Button to create new vendor which is not in the portal.

Below information of vendor should be ready to create new vendor in portal.

Initiator can search the vendor **by its name, email address, mobile no etc** using search box given at the top.



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Vendor Master

Create New Vendor

Vendor Name :	
Vendor Email (Primary) :	
Vendor Email 2 :	
Vendor Email 3 :	
Vendor Mobile No :	
Status :	<input checked="" type="radio"/> Active <input type="radio"/> In Active

Once initiator click on **Save button**, **system generated email** will be sent to vendor's primary email address along with **system generated vendor code and password**.

Tender publishing email notification will also be sent on **Vendor Email 2** and **Vendor Email 3**.

Only **active vendors** will be displayed while creating the tender.

Vendor data like Vendor Name and Primary email address will be changed by ISD through separate IRC / Email.



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3. Create New Tender

To create new tender, open **Create Tender** screen from **Transaction** menu.

The screenshot shows the eTender application interface. The 'Transaction' menu is open, and 'Create Tender' is selected. The 'Create New Tender' button is highlighted in the top right of the table area. The table below shows a list of tenders with columns for Tender Id, Sub DeadLine, Sub Time, Tender Status, TACnt, PACnt, VCnt, Created By, Created Date, and Published Date.

Edit	Tender Id	Tender Name	Amount	Single Bid	Sub DeadLine	Sub Time	Tender Status	TACnt	PACnt	VCnt	Created By	Created Date	Published Date
View Tender	5716	test 2			15-Oct-2025	1500	Published	1	1	1	5111-D H MAKHECHA	07-Oct-2025	07-Oct-2025
View Tender	5715	test25	500	Single Bid	11-Oct-2025	1500	Published	1	1	1	5111-D H MAKHECHA	07-Oct-2025	07-Oct-2025
View Tender	5714	Vendor Side Testing - 3 long text asdfas	500	Two Bid	11-Oct-2025	1100	Published	1	1	3	5111-D H MAKHECHA	04-Oct-2025	04-Oct-2025
View Tender	5713	Vendor Side Testing 2	50000	Two Bid	09-Oct-2025	1500	Published	1	1	1	5111-D H MAKHECHA	01-Oct-2025	01-Oct-2025
View Tender	5712	Vendor Side Testing 1	22501	Two Bid	10-Oct-2025	1500	Published	1	1	3	5111-D H MAKHECHA	13-Sep-2025	01-Oct-2025
View Tender	5711	Test-TenderName	500	Two Bid	15-Sep-2025	1700	Published	19	1	2	5111-D H MAKHECHA	12-Sep-2025	12-Sep-2025
View Tender	5710	test asdfas	500	Single Bid	13-Sep-2025	1500	InActive	0	1	1	5111-D H MAKHECHA	10-Sep-2025	12-Sep-2025
View Tender	5709	test asdfas	500	Single Bid	13-Sep-2025	1500	Published	1	0	2	5111-D H MAKHECHA	10-Sep-2025	10-Sep-2025
View Tender	5708	Test-TenderName	50000	Two Bid	12-Sep-2025	1500	Published	1	1	2	5111-D H MAKHECHA	10-Sep-2025	10-Sep-2025
Edit Tender	5707	test	500	Two Bid	12-Sep-2025	1500	Draft	1	0	1	5111-D H MAKHECHA	10-Sep-2025	
View Tender	5706	Test ISD	50000	Two Bid	15-Sep-2025	1500	Published	2	1	1	5111-D H MAKHECHA	29-Aug-2025	12-Sep-2025
Edit Tender	5705	MyTest	5000	Single Bid	29-Aug-2025	1000	Draft	0	0	0	5111-D H MAKHECHA	26-Aug-2025	

Draft, Published and InActive Tenders will be displayed in different colors as per above screen.

Draft tender can be updated until it is published by clicking on **Edit Tender** Button.

Published and InActive tenders can only be viewed by clicking on **View Tender** Button.



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Click on **Create New Tender** Button to create new tender.

The screenshot shows the 'Create Tender' interface with the 'Basic Information' tab selected. The form contains the following fields:

- Tender Name : *
- Tender Description :
- Tender Amount : * (Amount will not be displayed to vendors)
- Tender Type : Single Bid Two Bid
- Submission Deadline : * (Format dd/Mon/yyyy)
- Submission Time : * (Format (h:mi) 24 Hours)

At the bottom of the form, the **Save & Next** button is highlighted with a red box.

In above screen initiator have to fill all the required information related to tender.

Basic Information Tab - Tender Name, Tender Amount, Tender Type, Submission Dead Line, Submission Time fields are compulsory. Click on **Save & Next** Button for uploading the documents.

The screenshot shows the 'Create Tender' interface with the 'Upload Documents' tab selected. The Tender ID is 5718 and the status is Draft.

Instructions for document uploads:

- For Technical - PDF, JPG, JPEG, DOC, DOCX, XLS, XLSX Allowed.
- For Price - Only PDF Allowed.
- In case of two bid tender one Technical & one Price document is mandatory.

Attachment Type : Technical Price

Upload Document(s) : No file chosen

(Maximum 20 files each file upto 10 MB Size)

List of Documents uploaded by you					
TenderId	Document Name	Document Type	Size (KB)	Attachment	
5718	Tech_Doc.xlsx	Technical	11	View File	✗
5718	Price_Doc.pdf	Price	109	View File	✗

At the bottom of the form, the **Next** button is highlighted with a red box.



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Upload Documents Tab - This tab allows the initiator to upload the tender related documents. Initiator can view attached documents and can delete the attached documents until tender is published. Click on **Next** Button to add vendors. Tender ID and Tender status will be displayed at the top right corner of the screen.

Technical Document Types allowed – PDF, JPG, JPEG, DOC, DOCX, XLS, XLSX.

Price Document Types allowed – Only PDF.

Size of the document should be < 10 MB.

Maximum 20 files can be attached.



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Create Tender

Tender ID : 5718 Tender Status : Draft

Basic Information Upload Documents **Add Vendors** Review & Publish

Vendor Selection

Search : **View All** Total Vendors are : 2251

Vendor Code	Vendor Name	Primary Email	Created By	Action
3286	AAA-SHIVANI1	srpanchani@gnfc.in	5111-D H MAKHECHA	Add To List
3287	AAAA-DHAVAL	dhmakhecha@gnfc.in	5111-D H MAKHECHA	Add To List
3288	AAAAA-ASHIF	ashifpathan@gnfc.in	5111-D H MAKHECHA	Add To List
2812	ACQUISORY CONSULTING LLP	saleshead@acquisory.com	10452-CHETAN KHATIK	Add To List
2800	AGC NETWORKS LIMITED	anant.bhat@agcnetworks.com	10452-CHETAN KHATIK	Add To List

List of Vendors Added by you

Total Vendors in this tender are : 3

TenderId	Vendor Code	Vendor Name	Primary Email	Email2	Email3	Mobile No	
5718	3287	AAAA-DHAVAL	dhmakhecha@gnfc.in				×
5718	2812	ACQUISORY CONSULTING LLP	saleshead@acquisory.com			9911395751	×
5718	2841	ESEC FORTE TECHNOLOGIES PVT. LTD	kunal@esecforte.com			9871699555	×

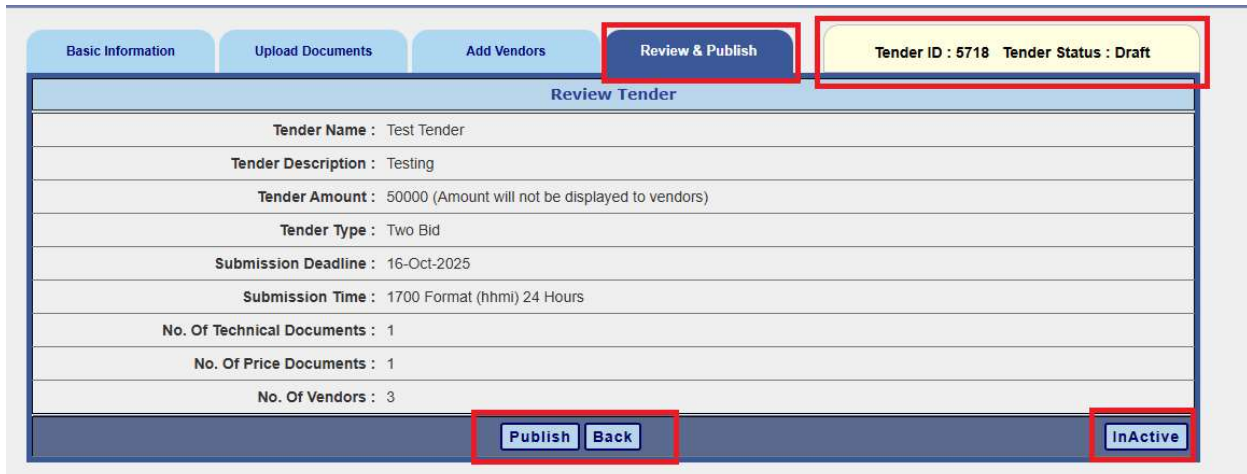
Next **Back**

Add Vendors Tab – This tab allows the initiator to add vendors from the available vendor master list.

Initiator can search the vendor **by its name, email address, mobile no etc** using search box given at the top. Click on **Add To List** button to add vendors to the tender.

Initiator can view added vendors and can delete the added vendors until tender is published. Click on **Next** Button to review the tender. Tender ID and Tender status will be displayed at the top right corner of the screen.

Note that only **active vendors** from the vendor master list will be displayed here.



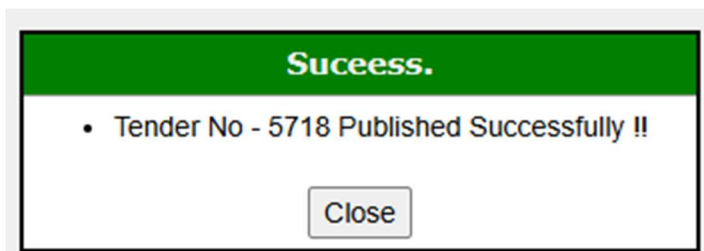
Review Tender	
Tender Name :	Test Tender
Tender Description :	Testing
Tender Amount :	50000 (Amount will not be displayed to vendors)
Tender Type :	Two Bid
Submission Deadline :	16-Oct-2025
Submission Time :	1700 Format (hhmm) 24 Hours
No. Of Technical Documents :	1
No. Of Price Documents :	1
No. Of Vendors :	3

Review & Publish Tab – This tab shows all information related to tender. Review all data and Click on **Publish Button** to publish the tender. System will ask for the confirmation to publish the tender and checks all the validation. If everything is found ok, then system will Publish the tender.

All the vendors and initiator of tender get system generated email notification (Primary Email, Email 1, Email 2) regarding the tender along with tender name, submission deadline, submission time and link to login in eTender system.

Click on **InActive** Button to make the tender InActive.

Note that only **Draft Tender** can be made InActive.



4. Assign Tender to Vendor.

Initiator can also assign a tender to a vendor which was not included during first time tender publish.

To assign Tender to Vendor, open **Assign Tender to Vendor** screen from **Transaction** menu.



Initiator can **select only open tender** from the tender selection drop down list.

Initiator can **select only those vendors which are not included in the selected tender.**

Note that only active vendors from the vendor master list will be displayed here.

On clicking of **Assign Tender to Vendor Button**, **system generated email notification** will be sent regarding the tender along with tender name, submission deadline, submission time and link to login in system.



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5. Tender wise Response Count

Initiator can view the response received from vendor.

To view Response Count, open **Response Count** screen from **Transaction** menu.

Response Count											
Tenderwise Response Count											
Total Responses Received are : 16											
Tender Id	Tender Name	Amount	Type	Sub DeadLine	Sub Time	Published By	Published Date	Offered	Received		
<input type="checkbox"/>	5718	Test Tender	50000	Two Bid	16-Oct-2025	1700	5111-D H MAKHECHA	13-Oct-2025	3	2	
		Vendor Code	Vendor Name	Primary Email	Mobile No	Response Date	TCnt	PCnt			
		3287	AAAA-DHAVAL	dhmakhecha@gnfc.in		13-Oct-2025 15:22	1	1			
		3288	AAAAA-ASHIF	ashifpathan@gnfc.in			1	0			
		3286	AAA-SHIVANI1	srpanchani@gnfc.in		13-Oct-2025 15:22	1	1			
<input type="checkbox"/>	5716	test 26	50000	Two Bid	15-Oct-2025	1500	5111-D H MAKHECHA	07-Oct-2025	1	0	
<input type="checkbox"/>	5715	test25	500	Single Bid	11-Oct-2025	1500	5111-D H MAKHECHA	07-Oct-2025	1	0	
<input type="checkbox"/>	5714	Vendor Side Testing - 3 long text asdfas	500	Two Bid	11-Oct-2025	1100	5111-D H MAKHECHA	04-Oct-2025	3	0	
<input type="checkbox"/>	5713	Vendor Side Testing 2	50000	Two Bid	09-Oct-2025	1500	5111-D H MAKHECHA	01-Oct-2025	1	0	
<input type="checkbox"/>	5712	Vendor Side Testing 1	22501	Two Bid	10-Oct-2025	1500	5111-D H MAKHECHA	13-Sep-2025	3	1	
<input type="checkbox"/>	5711	Test-TenderName	500	Two Bid	15-Sep-2025	1700	5111-D H MAKHECHA	12-Sep-2025	2	0	
<input type="checkbox"/>	5709	test asdfas	500	Single Bid	13-Sep-2025	1500	5111-D H MAKHECHA	10-Sep-2025	2	0	

Open tenders will be displayed in **Green Color**.

System will show **number of vendors** to whom tender is issued and number of vendors who have responded to tender at a first glance.

Click on **+ sign symbol** to view the list of vendors who have submitted the response with their technical documents count and price document count to the tender along with list of vendors who have not submitted the response.



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6. Approval Request for Tender Opening

To make request for tender opening process, Open **Approval Request Opening** screen from **Transaction** menu.

Request for Tender Approval													
Request for Tender Approval													
Total Tenders are : 19													
Tender Id	Tender Name	Amount	Type	Sub DeadLine	Sub Time	Published By	Published Date	TbidApprv	TBid Approved Date	PbidApprv	PBid Approved Date	TBid Action	PBid Action
5715	test25	500	Single Bid	11-Oct-2025	1500	5111-D H MAKHECHA	07-Oct-2025 11:38:38	-		-			Request PBid Approval
5714	Vendor Side Testing - 3 long text asdfas	500	Two Bid	11-Oct-2025	1100	5111-D H MAKHECHA	04-Oct-2025 10:14:22	-		-		Request TBid Approval	
5713	Vendor Side Testing 2	50000	Two Bid	09-Oct-2025	1500	5111-D H MAKHECHA	01-Oct-2025 10:27:44	-		-		Request TBid Approval	
5712	Vendor Side Testing 1	22501	Two Bid	10-Oct-2025	1500	5111-D H MAKHECHA	13-Sep-2025 14:54:21	-		-		Request TBid Approval	
5711	Test-TenderName	500	Two Bid	15-Sep-2025	1700	5111-D H MAKHECHA	12-Sep-2025 11:46:24	8838-S R PANCHANI	18-Sep-2025 11:27:53	-			Request PBid Approval
5710	test asdfas	500	Single Bid	13-Sep-2025	1500	5111-D H MAKHECHA	10-Sep-2025 14:11:04	-		-			Request PBid Approval
5709	test asdfas	500	Single Bid	13-Sep-2025	1500	5111-D H MAKHECHA	10-Sep-2025 14:10:41	-		8838-S R PANCHANI			
5708	Test-TenderName	50000	Two Bid	12-Sep-2025	1500	5111-D H MAKHECHA	10-Sep-2025 11:48:49	8838-S R PANCHANI		-			
5707	test	500	Two Bid	12-Sep-2025	1500	5111-D H MAKHECHA	10-Sep-2025 11:46:52	-		-		Request TBid Approval	
			Two Bid	15-Sep-		5111-D H	29-Aug-						

Only those tenders, having **submission deadline is over**, will be displayed in above screen.

Based on Tender Type (Single Bid / Two Bid) action button will be displayed in screen.

For **Single bid Only Request PBid Approval** button will be displayed.

For **Two bid**, first **Request TBid Approval** button will be displayed. Once the technical bid approval is done by approving authorized user, **Request PBid Approval** button will be displayed.

All the information related to Technical Opener, Technical Opening Date Stamp, price Opener and Price opening Date stamp will be displayed in screen at a glance.

Once you click on **Request TBid Approval / Request PBid Approval** below screen will be displayed. (**TBid** : Technical Bid, **PBid** : Price Bid)



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Request for Tender Approval	
Tender Details	
Tender Id : 5714	Tender Name : Vendor Side Testing - 3 long text asdfas
Tender Description : Test 123	
Tender Type : Two Bid	
Submission Deadline : 11-Oct-2025	Submission Time : 1100
Published By : D H MAKHECHA	Published Date : 04-Oct-2025 10:14:22
Tech Bid Approver : -	Tech Bid Approved Date :
Price Bid Approver : -	Price Bid Approved Date :
Select Approver :	<input type="text" value="--Select Approver--"/>
<input type="button" value="Send For TBid Approval"/> <input type="button" value="Back"/>	

Select the name of approver from the list.

Click on **Send For TBid Approval / Send For PBid Approval** button to send Technical / Price Opening request to selected authorized user from the drop down list.

System generated email notification will be sent to selected authorized user.



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7. Tender Approval

Tender approval request received by authorized user will be displayed in this screen.

To approve Technical / Price bid, open **Tender Opening Approval** screen from the **Transaction** menu.

Tender Approval														
Tender Approval														
Total Tenders are : 1														
View Tender	Tender Id	Tender Name	Amount	Type	Sub DeadLine	Sub Time	Published By	Published Date	TbidApprv	TBid Approved Date	PbidApprv	PBid Approved Date	TBid Action	PBid Action
View Tender	5718	Test Tender	50000	Two Bid	14-Oct-2025	1400	5111-D H MAKHECHA	13-Oct-2025 14:45:21	5110-M Y PATHAN		-		TBid Approve	

Authorized user can view tender details by clicking on **View Tender** button.

Below screen will be displayed for approval of bid when approver clicks on **TBid Approval / PBid Approval** button.

Tender Approval	
Tender Details	
Tender Id : 5718	Tender Name : Test Tender
Tender Description : Testing	
Tender Type : Two Bid	
Submission Deadline : 14-Oct-2025	Submission Time : 1400
Published By : D H MAKHECHA	Published Date : 13-Oct-2025 14:45:21
Tech Bid Approver : 5110-M Y PATHAN	Tech Bid Approved Date :
Price Bid Approver : -	Price Bid Approved Date :
Approve Technical Bid	Back

Click on **Approve Technical Bid / Approve Price Bid** to approve the bid.

Authorized user can view tender documents after giving approval for that tender.

Technical / Price Bid approval stamping will be displayed to Initiator of the tender in Tender Approval Screen.



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8. Tender Opening

To open/view the tender, open **Tender Opening** screen from the **Transaction** menu.

Tender Opening														
Tender Opening														
Total Tenders are : 6														
Tender Id	Tender Name	Amount	Type	Sub DeadLine	Sub Time	Published By	Published Date	TbidApprv	TBid Approved Date	PbidApprv	PBid Approved Date	TBid Action	PBid Action	NIT Action
5718	Test Tender	50000	Two Bid	14-Oct-2025	1400	5111-D H MAKHECHA	13-Oct-2025 14:45:21	5110-M Y PATHAN	14-Oct-2025 14:51:32	5110-M Y PATHAN	14-Oct-2025 14:52:01	TBid Open	PBid Open	NIT Report
5711	Test-TenderName	500	Two Bid	15-Sep-2025	1700	5111-D H MAKHECHA	12-Sep-2025 11:46:24	8838-S R PANCHANI	18-Sep-2025 11:27:53	-		TBid Open		
5703	Test-TenderName111	1700	Two Bid	18-Sep-2025	1100	5111-D H MAKHECHA	23-Aug-2025 15:45:06	8838-S R PANCHANI	18-Sep-2025 11:32:22	8838-S R PANCHANI	18-Sep-2025 11:55:47	TBid Open	PBid Open	NIT Report
5692	test - vendor	2000000	Single Bid	30-Apr-2024	1400	5111-D H MAKHECHA	24-Apr-2024 11:29:43	5111-D H MAKHECHA	26-Mar-2024 10:21:43	5111-D H MAKHECHA	26-Mar-2024 10:21:43		PBid Open	NIT Report
5691	test-2	25000	Single Bid	15-Apr-2025	1400	5111-D H MAKHECHA	12-Apr-2024 10:05:33	5111-D H MAKHECHA	26-Mar-2024 10:21:43	5111-D H MAKHECHA	26-Mar-2024 10:21:43		PBid Open	NIT Report
5690	test-1	2000000	Single Bid	15-Apr-2025	1400	5111-D H MAKHECHA	12-Apr-2024 10:04:43	5111-D H MAKHECHA	26-Mar-2024 10:21:43	5111-D H MAKHECHA	26-Mar-2024 10:21:43		PBid Open	NIT Report

Initiator can open **Technical Documents** by clicking on **TBid Open** button.

Initiator can open all **Technical & Price Documents** by clicking on **PBid Open** button.

Following screen will be displayed when initiator click on **PBid Open** Button.

Tender Opening

Tender Details

Tender Id : 5718		Tender Name : Test Tender	
Tender Description : Testing			
Tender Type : Two Bid			
Submission Deadline : 14-Oct-2025		Submission Time : 1400	
Published By : D H MAKHECHA		Published Date : 13-Oct-2025 14:45:21	
Tech Bid Approver : 5110-M Y PATHAN		Tech Bid Approved Date : 14-Oct-2025 14:51:32	
Price Bid Approver : 5110-M Y PATHAN		Price Bid Approved Date : 14-Oct-2025 14:52:01	

[Back](#)

List of Documents uploaded by GNFC

Document Name	Document Type	Size (KB)	Attachment
Tech_Doc.xlsx	Technical	11	View File
Price_Doc.pdf	Price	109	View File

List of Documents uploaded by Vendors

[Download ALL Documents](#)

Total attachments are : 5

Vendor Name	Doc. Name	Doc. Type	Size (KB)	Upload Date	Attachment
AAA-SHIVANI1	NIT_5673.pdf	Price	66	13-Oct-2025 15:21:21	View File
AAA-SHIVANI1	NIT_5703 2.pdf	Technical	66	13-Oct-2025 15:21:12	View File
AAAA-DHAVAL	NIT_5703 2.pdf	Price	66	13-Oct-2025 15:22:30	View File
AAAA-DHAVAL	5712_3286_011025164549_CrystalReportViewer1.xls	Technical	26	13-Oct-2025 15:22:13	View File
AAAAA-ASHIF	5111_011025102553_Dir_Inactive_Emp_Status 1.xlsx	Technical	11	13-Oct-2025 15:23:14	View File



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9. NIT Report

Following **NIT Report** will be downloaded when user click on **NIT Report** Button.



Gujarat Narmada Valley Fertilizers & Chemicals Ltd.
P.O.Narmadanagar - 392015. Dist : Bharuch. Phone : (02642) 247001, 247002
ETENDER - NOTICE INVITING TENDER - OPENING REPORT

Tender ID	5719
Tender Name	Test for NIT Document SrNo
Tender Description	Testing
Tender Creator	5111-D H MAKHECHA-SYSTEM ANALYST-INFO SYS DEPT.
Tender Pub Date	14-Oct-2025 15:08:46
Tender Amount	5000
Tender Type	Two Bid
Submission Deadline	14-Oct-2025
Submission Time	15:15 IST
Tech Bid Opening Req Date	14-Oct-2025 00:00:00
Tech Bid Opening Approver	5110-M Y PATHAN-SYSTEM ANALYST-INFO SYS DEPT.
Tech Bid Opening App Date	14-Oct-2025 00:00:00
Price Bid Opening Req Date	14-Oct-2025 00:00:00
Price Bid Opening Approver	5110-M Y PATHAN-SYSTEM ANALYST-INFO SYS DEPT.
Price Bid Opening App Date	14-Oct-2025 00:00:00

List of Documents Uploaded by GNFC

Sr No	Name	Type	Size
1	5712_3286_011025164549_CrystalReportViewer1.xls	Technical	26 KB
2	NIT_5718.pdf	Price	65 KB

List of Vendors

V Code	Name	Email	Mobile No
3288	AAAA-AASHIF	ashifpathan@gnfc.in	
3287	AAAA-DHAVAL	dhmakhecha@gnfc.in	
3286	AAA-SHIVANI1	srpanchani@gnfc.in	

List of Documents Uploaded by Vendors

14-Oct-2025 15:18:34 Page 1 of 2

Vendor Name	Sr No	Attachment Name	Type	Size	RES DATE
AAAA-DHAVAL	1	5712_3286_011025164549_CrystalReportViewer1.xls	Technical	26 KB	14-Oct-2025 15:12:33
AAAA-DHAVAL	2	NIT_5718.pdf	Price	65 KB	14-Oct-2025 15:12:33
AAAA-DHAVAL	3	5111_011025102553_Dir_Inactive_Emp_Status.xlsx	Technical	11 KB	14-Oct-2025 15:12:33
AAA-SHIVANI1	1	5712_3286_011025164549_CrystalReportViewer1.xls	Technical	26 KB	14-Oct-2025 15:12:33
AAA-SHIVANI1	2	5703_3288_160925112600_System List.xlsx	Technical	14 KB	14-Oct-2025 15:12:33
AAA-SHIVANI1	3	NIT_5703 2.pdf	Price	66 KB	14-Oct-2025 15:12:33



eTender – User Manual for Initiator

10. Extend Tender Deadline

To extend tender deadline, open **Extend Tender Deadline** screen from the **Transaction** menu. Initiator can extend those tenders whose deadline is over and technical / price bid opening is not done.

Extend Tender													
Total Tenders that can be extended are : 10													
Edit	Tender Id	Tender Name	Amount	Type	Sub DeadLine	Sub Time	Tender Status	TACnt	PACnt	VCnt	Created By	Created Date	Published Date
Extend Tender	5716	test 26	50000	Two Bid	15-Oct-2025	1500	Published	1	1	1	5111-D H MAKHECHA	07-Oct-2025	07-Oct-2025
Extend Tender	5715	test25	500	Single Bid	11-Oct-2025	1500	Published	1	1	1	5111-D H MAKHECHA	07-Oct-2025	07-Oct-2025
Extend Tender	5714	Vendor Side Testing - 3 long text asdfas	500	Two Bid	11-Oct-2025	1100	Published	1	1	3	5111-D H MAKHECHA	04-Oct-2025	04-Oct-2025
Extend Tender	5713	Vendor Side Testing 2	50000	Two Bid	09-Oct-2025	1500	Published	1	1	1	5111-D H MAKHECHA	01-Oct-2025	01-Oct-2025
Extend Tender	5712	Vendor Side Testing 1	22501	Two Bid	10-Oct-2025	1500	Published	1	1	3	5111-D H MAKHECHA	13-Sep-2025	01-Oct-2025
Extend Tender	5709	test asdfas	500	Single Bid	13-Sep-2025	1500	Published	1	0	2	5111-D H MAKHECHA	10-Sep-2025	10-Sep-2025
Extend Tender	5708	Test-TenderName	50000	Two Bid	12-Sep-2025	1500	Published	1	1	2	5111-D H MAKHECHA	10-Sep-2025	10-Sep-2025
Extend Tender	5706	Test - ISD	50000	Two Bid	15-Sep-2025	1500	Published	2	1	1	5111-D H MAKHECHA	29-Aug-2025	12-Sep-2025
Extend Tender	5704	test - DHM	50000	Two Bid	27-Aug-2025	1700	Published	1	0	1	5111-D H MAKHECHA	26-Aug-2025	26-Aug-2025
Extend Tender	5700	Test-TenderName	500	Two Bid	31-Dec-2025	1500	Published	1	1	3	5111-D H MAKHECHA	22-Aug-2025	26-Aug-2025

Click on **Extend Tender** button. Following screen will be displayed.

Extend Tender	
Basic Information	
Tender ID : *	5716
Tender Name : *	test 26
Tender Description :	asdfasfdsa
Tender Amount : *	50000 (Amount will not be displayed to vendors)
Tender Type :	<input type="radio"/> Single Bid <input checked="" type="radio"/> Two Bid
Submission Deadline : *	15/Oct/2025 Format (dd/Mon/yyyy)
Submission Time : *	1500 Format (hhmi) 24 Hours
<input type="button" value="Update"/> <input type="button" value="Back"/>	

Change the required information and click on **Update** button. Separate notification email will be fired by system to all the vendors associated with this tender.



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11. View Past Tenders

Click on **Past Tender Created by You** screen from the **Transaction** menu to view tenders created by logged in user as an initiator.

Tender Created By You as an Initiator												
Tender Created By You as an Initiator												
Total Tenders as an Initiator are : 21												
View Tender	Tender Id	Tender Name	Amount	Type	Sub DeadLine	Sub Time	Published By	Published Date	TbidApprv	TBid Approved Date	PbidApprv	PBid Approved Date
View Tender	5719	Test for NIT Document SrNo	5000	Two Bid	14-Oct-2025	1515	5111-D H MAKHECHA	14-Oct-2025 15:08:46	5110-M Y PATHAN	14-Oct-2025 00:00:00	5110-M Y PATHAN	14-Oct-2025 00:00:00
View Tender	5718	Test Tender	50000	Two Bid	14-Oct-2025	1400	5111-D H MAKHECHA	13-Oct-2025 14:45:21	5110-M Y PATHAN	14-Oct-2025 14:51:32	5110-M Y PATHAN	14-Oct-2025 14:52:01
View Tender	5715	test25	500	Single Bid	11-Oct-2025	1500	5111-D H MAKHECHA	07-Oct-2025 11:38:38	-	-	-	-
View Tender	5714	Vendor Side Testing - 3 long text asdfas	500	Two Bid	11-Oct-2025	1100	5111-D H MAKHECHA	04-Oct-2025 10:14:22	-	-	-	-
View Tender	5713	Vendor Side Testing 2	50000	Two Bid	09-Oct-2025	1500	5111-D H MAKHECHA	01-Oct-2025 10:27:44	-	-	-	-
View Tender	5712	Vendor Side Testing 1	22501	Two Bid	10-Oct-2025	1500	5111-D H MAKHECHA	13-Sep-2025 14:54:21	-	-	-	-
View Tender	5711	Test-TenderName	500	Two Bid	15-Sep-2025	1700	5111-D H MAKHECHA	12-Sep-2025 11:46:24	8838-S R PANCHANI	18-Sep-2025 11:27:53	-	-
View Tender	5710	test asdfas	500	Single Bid	13-Sep-2025	1500	5111-D H MAKHECHA	10-Sep-2025 14:11:04	-	-	-	-
View Tender	5709	test asdfas	500	Single Bid	13-Sep-2025	1500	5111-D H MAKHECHA	10-Sep-2025 14:10:41	-	-	8838-S R PANCHANI	-
View Tender	5708	Test-TenderName	50000	Two Bid	12-Sep-2025	1500	5111-D H MAKHECHA	10-Sep-2025 11:48:49	8838-S R PANCHANI	-	-	-
View Tender	5707	test	500	Two Bid	12-Sep-2025	1500	5111-D H MAKHECHA	10-Sep-2025 11:46:52	-	-	-	-
View Tender	5706	Test ISD	50000	Two Bid	15-Sep-2025	1500	5111-D H MAKHECHA	29-Aug-2025 11:34:59	-	-	-	-

Click on **View Tender** button to view below screen.

Tender Created By You as an Initiator					
Tender Details					
Tender Id : 5719	Tender Name : Test for NIT Document SrNo				
Tender Description : Testing					
Tender Type : Two Bid					
Submission Deadline : 14-Oct-2025	Submission Time : 1515				
Published By : D H MAKHECHA	Published Date : 14-Oct-2025 15:08:46				
Tech Bid Approver : 5110-M Y PATHAN	Tech Bid Approved Date : 14-Oct-2025 00:00:00				
Price Bid Approver : 5110-M Y PATHAN	Price Bid Approved Date : 14-Oct-2025 00:00:00				
Back					
List of Documents uploaded by GNFC					
Total attachments are : 2					
Document Name	Document Type	Size (KB)	Attachment		
5712_3286_011025164549_CrystalReportViewer1.xls	Technical	26	View File		
NIT_5718.pdf	Price	65	View File		
List of Documents uploaded by Vendors					
Download ALL Documents					
Total attachments are : 6					
Vendor Name	Doc. Name	Doc. Type	Size (KB)	Upload Date	Attachment
AAA-SHIVANI1	NIT_5703 2.pdf	Price	66	14-Oct-2025 15:10:23	View File
AAA-SHIVANI1	5703_3286_160925112600_System List.xlsx	Technical	14	14-Oct-2025 15:10:18	View File
AAA-SHIVANI1	5712_3286_011025164549_CrystalReportViewer1.xls	Technical	26	14-Oct-2025 15:10:08	View File
AAAA-DHAVAL	NIT_5718.pdf	Price	65	14-Oct-2025 15:12:26	View File
AAAA-DHAVAL	5111_011025102653_Dir_Invstus_Emp_Status_vie	Technical	11	14-Oct-2025 15:12:22	View File



Thank You