



# eTender – User Manual for Vendor

## INDEX

<b>Sr No.</b>	<b>Description</b>	<b>Page</b>
1.	Login to eTender Portal	2
2.	Forgot Password	3
3.	Tender Response	4
4.	Change Password	6



# eTender – User Manual for Vendor

## **1. Login To eTender**

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

<https://etender.gnfc.in/VendorLogin.aspx>

**VENDOR LOGIN**

Vendor Code :

Password :

**LOGIN**

[Forgot Password](#)

[Vendor Manual](#)

eTender (Version 3.7) Designed, Developed & Maintained By Information Systems Department | GNFC Ltd | Bharuch | Gujarat.

Vendor can logged into ePortal system by entering Vendor Code and password received through email from GNFC.



# eTender – User Manual for Vendor

## 2. Forgot Password

Click on **Forgot Password** link to retrieve password on your primary email id registered with GNFC.

Gujarat Narmada Valley Fertilizers & Chemicals Limited, Bharuch  
eTender

Forgot Password

Forgot Password

Enter Registered Email Address :

[Retrieve Password](#) [Back](#)



# eTender – User Manual for Vendor

## 3.Tender Response

After login vendor will be redirected to **Vendor Response** Screen as shown below.

User Manual Vendor										
Welcome to GNFC eTender System										
Total Tenders received are : 18										
Action	Tender Id	Tender Name	Type	Sub DeadLine	Sub Time	Published By	Published Date	Status	Response Date	Action
<a href="#">View Tender</a>	5051	Procurement of D-3601 of EA Plant	Two Bid	30-Jun-2023	14:00 IST	D H MAKHECHA	24-Jun-2023 10:30:33	Open	24-Jun-2023 11:27:20	<a href="#">Response</a>
<a href="#">View Tender</a>	5049	test tender	Single Bid	25-Feb-2023	14:00 IST	M Y PATHAN	24-Jan-2023 10:38:51	Close	02-Feb-2023 13:42:39	
<a href="#">View Tender</a>	5048	Attachment Test	Single Bid	28-Jan-2023	14:00 IST	M Y PATHAN	21-Jan-2023 14:39:42	Close	24-Jan-2023 10:50:07	
<a href="#">View Tender</a>	5047	test	Single Bid	31-Dec-2022	14:00 IST	M Y PATHAN	27-Dec-2022 16:00:32	Close		
<a href="#">View Tender</a>	5046	Tender Attachment Test	Single Bid	24-Sep-2022	10:00 IST	M Y PATHAN	08-Sep-2022 16:51:36	Close	23-Sep-2022 16:34:15	
<a href="#">View Tender</a>	5045	Test string	Single Bid	08-Sep-2022	14:00 IST	M Y PATHAN	18-Aug-2022 16:20:06	Close	08-Sep-2022 16:03:38	
<a href="#">View Tender</a>	5044	Multiple Email Alert - Final2	Single Bid	26-May-2022	17:00 IST	D H MAKHECHA	24-May-2022 16:23:04	Close		
<a href="#">View Tender</a>	5043	Multiple Email Alert - Final	Single Bid	25-May-2022	14:00 IST	D H MAKHECHA	24-May-2022 16:20:13	Close		
<a href="#">View Tender</a>	5042	Multiple Email Alert - 1	Single Bid	25-May-2022	14:00 IST	D H MAKHECHA	24-May-2022 16:09:35	Close		
<a href="#">View Tender</a>	5041	Multiple Email Alert	Single Bid	25-May-2022	14:00 IST	D H MAKHECHA	24-May-2022 16:02:05	Close		
<a href="#">View Tender</a>	5040	Mail	Single Bid	25-May-2022	14:00 IST	D H MAKHECHA	24-May-2022 16:00:15	Close		
<a href="#">View Tender</a>	5039	Check for email	Single Bid	25-May-2022	14:00 IST	D H MAKHECHA	24-May-2022 15:54:53	Close		
<a href="#">View Tender</a>	5038	Multiple email test	Single Bid	25-May-2022	14:00 IST	D H MAKHECHA	24-May-2022 15:50:11	Close		
<a href="#">View Tender</a>	5037	Test Multiple Email	Single Bid	25-May-2022	14:00 IST	D H MAKHECHA	24-May-2022 15:47:27	Close		
<a href="#">View Tender</a>	5036	Test DHM	Single Bid	25-May-2022	14:00 IST	D H MAKHECHA	24-May-2022 15:39:14	Close		
<a href="#">View Tender</a>	5034	Test CC - 3	Single Bid	13-Apr-2022	13:00 IST	D H MAKHECHA	13-Apr-2022 10:15:10	Close		
<a href="#">View Tender</a>	5033	test CC - 2	Single Bid	13-Apr-2022	14:00 IST	D H MAKHECHA	13-Apr-2022 10:13:22	Close		
<a href="#">View Tender</a>	5032	Test For CC	Single Bid	13-Apr-2022	14:00 IST	D H MAKHECHA	13-Apr-2022 10:09:03	Close		

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

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

Vendor can also view their past responses along with documents associated with past tenders.



# eTender – User Manual for Vendor

Below screen will be displayed when vendor click on **Response Button**.

**User Manual Vendor**

**Only Submitted Response will be considered.**

**Tender Details**

<b>Tender Id :</b> 5051
<b>Tender Name :</b> Procurement of D-3601 of EA Plant
<b>Description :</b> Procurement of D-3601 of EA Plant for plant related activity
<b>Tender Type :</b> Two Bid
<b>Submission Deadline :</b> 30-Jun-2023
<b>Submission Time :</b> 14:00 IST
<b>Published By :</b> D H MAKHECHA
<b>Published Date :</b> 24-Jun-2023 10:30:33

**List of Documents uploaded by GNFC**

Document Name	Document Type	Size (KB)	Attachment
Approval TT 1st Major Ranking Baroda_16.06 to 20.06_2016.docx	Technical	14	<a href="#">View File</a>
Major_Ranking_Final_Result_Prize_Money_2016.xlsx	Technical	13	<a href="#">View File</a>

**Upload Documents**

For Technical - PDF,JPG,JPEG,DOC,DOCX,XLS,XLSX Allowed.  
For Price - Only PDF Allowed.

**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**

Document Name	Document Type	Size (KB)	UPLOAD DATE	Attachment	
Badminton_matLife_info_2015.pdf	Price	3537	24-Jun-2023 11:27:18	<a href="#">View File</a>	✘
Bulletin_Chess_TournamentSurat_2016.docx	Technical	11	24-Jun-2023 11:27:02	<a href="#">View File</a>	✘

eTender (Version 3.7) Designed, Developed & Maintained By Information Systems Department | GNFC Ltd | Bharuch | Gujarat.

Vendor can download the tender documents uploaded by GNFC by clicking on **View File**.

**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.**



# eTender – User Manual for Vendor

Vendor can upload maximum 20 attachments.

Vendor has to choose attachment type, choose file and then click on **Upload Button**.

Uploaded documents will be displayed in table.

Click on **Submit Button** to submit the Response.

**Vendor can submit the response more than one time until submission Deadline of tender is over.**

Vendor can also view his **latest response date** in vendor response screen.

## 4. Change Password

Vendor can change password by clicking on **Change Password** link as shown in below screen.

The screenshot shows the eTender web interface. At the top, there is a header with the GNFC logo and the text "Gujarat Narmada Valley Fertilizers & Chemicals Limited, Bharuch" and "eTender". Below the header, there is a navigation bar with "Master" and "User Manual Vendor" (highlighted in red). The main content area is titled "Change Password" and contains a form with two input fields: "Current Password :" and "New Password :". Below the input fields are two buttons: "Update" and "Back". At the bottom of the page, there is a footer with the text "eTender (Version 3.7) Designed, Developed & Maintained By Information Systems Department | GNFC Ltd | Bharuch | Gujarat."

Vendor have to enter his current password, enter new password and click on **Update Button**.