

## BID SUBMISSION PROCESS FLOW

### Guidelines for Bid Submission

1. Please use your login id / password to logon to <http://etenders.ficci.in>
2. After successfully logging onto the FICCI E-tender platform, Bidder would be able to see and access all tender notifications published by FICCI.
3. Bidder will see the brief information about the tender such as Tender Title, Tender Fee, Earnest Money Deposit (EMD) etc on notification dashboard.
4. Before submitting the Bid for any Tender, Bidder must download the Tender Document by paying the tender fee and follow the instructions carefully mentioned in the Tender Document.
5. Tender fee should only be paid by online mode which would be non-refundable.
6. Technical bid document, financial bid document and other supporting documents must be prepared as per the requirements mentioned in the tender document only.
7. Bidder should be very careful during submitting the information for any e-tender and make sure that all information is shared as per the requirements before final submission. After final bid submission, bidder would not be able to edit the bid.
8. **Financial bid document should be password protected before it is uploaded on to <http://etenders.ficci.in>. If FICCI E-Tender committee finds the document without password, in its sole discretion, it would disqualify that particular bid.**
9. Earnest Money Deposit (EMD) must be paid manually (i.e. offline) for any tender before the closing date and time.
10. Scanned copy of the Bank Draft/Bankers Cheque in support of the EMD should be uploaded with the e-bid. The original Bank Draft/Bankers Cheque should be submitted personally before due date and time of closing of bids or sent through courier to address mentioned in the tender document before due date and time of closing of bids duly indicating the Name of Tenderer, Tender No, Tender Title and Due date on the reverse of the Bank Draft/Bankers Cheque. Same information about the tender should also be mentioned on the envelope.
11. FICCI would inform the shortlisted bidders for technical bid presentation via email, if required.
12. After completion of the technical bid process, FICCI would inform the shortlisted bidders for financial bid presentation via email.
13. Bidder must have the requisite password to open the financial bid in presence of FICCI E-Tender Committee.
14. The e-tender system would not consider the submission of any bids after the closing date and time of that tender. Hence, there is no scope of any Late/Delayed bids in the online bidding process.

# BID SUBMISSION PROCESS FLOW

