USER MANUAL

For

Integration of OMMAS

with

GePNIC

(Government eprocurement system of NIC)
Preamble

National Rural Infrastructure Development Agency (NRIDA) under Ministry of Rural Development (MoRD) is currently using a software system, Online Management, Monitoring and Accounting System (OMMAS) for monitoring of schemes related to Pradhan Mantri Gram Sadak Yojana (PMGSY) being implemented across the country. With an objective to make the tendering process more efficient and faster, NRIDA envisions to integrate both the independent systems i.e. OMMAS and Government eProcurement System (GePNIC).

NRIDA approves the roads and sends the proposal through OMMAS to PMGSY eprocurement portal by pushing the pretender details in xml file format through web services available in the PMGSY eprocurement portal. The basic details related to road/ bridge tender will be filled automatically.
**Steps to push works from OMMAS to GePNIC**

1. Login with SRRDA role

2. Go to “Proposal → GePNIC → Proposal for GePNIC”

3. The following screen is displayed.
4. Select the required parameters and click on “List Proposals” button. The list of proposals are displayed as shown below.

5. Select the list of proposals to be sent to GePNIC and click on “Send Proposals” button available at the bottom. The works are to be selected Package Wise.

6. Option to select the Organization Chain will appear as shown below. Select the Organization and click on Submit button to send the package details to GePNIC.
Tender process in GePNIC (PMGSY eprocurement portal) from Pretender Stage to AoC:

The package pushed from OMMAS is displayed under the Pre Tender menu in PMGSY eprocurement portal (GePNIC).

The user Logs in to the portal with the registered Email id and enter the captcha & click on Login Button.

Enter the password, captcha and click on the Proceed button to continue.
Landing page of the portal after log in. The user clicks the pre tender menu to view the works pushed from OMMAS.

The Pre Tender packages pushed from OMMAS are listed.
In **Tender Management**-> **Pre Tender Menu**: The Basic Details like Tender reference no., Tender Type, Form of contract, no. of covers and tender category pushed from OMMAS are displayed.

Click the Add content(s) icon of Fee/PreQual/Technical to add the cover documents.
Enter the Document Description, select the document type and click on the Save button to continue.

The saved cover contents are displayed in the Cover Contents grid.
Click the Add content(s) icon of Finance to add the cover documents.

Enter the Document Description, select the document type and click on the Save button to continue.
The saved cover contents are displayed in the Cover Contents grid.

The cover documents are added.
Click on the Upload button to upload the NIT Document.

Enter the description, upload the document and click on the Submit button to submit the document.
NIT documents should be digitally signed and upload to the server. Verify the document by clicking Verify button.

Select the check box and click the save button to complete the verification of uploaded document.
The Action Verified shows that the document has been verified.

Enter the work item details and click on the Next button to proceed further.
Enter the Tender/EMD Fee Details and click on Next button to proceed further.

Enter the Critical dates and click on the Next button to proceed further.
Select the Bid Openers and click on the Submit button to proceed further.

Click on the Upload button to upload the Work Item Documents.
Enter the Document type and description, Upload the document and click on the save button to proceed further.
All the work item documents are digitally signed and upload to the server. Click Verify button to verify the uploaded document.

Select the check box and click the Save button to complete the verification of uploaded document.
The verified under Action column shows that the document has been verified.

Select the Other Important Document that the bidder has to submit.
Tender Details are displayed. The customized BOQ for PMGSY should be downloaded from the “Download section” of the PMGSY eprocurement portal and used by the department users.
Click on **Send To Publish** button, tender details are displayed in Publish Tender page.
Tender has been sent successfully for publishing.

Click on the View/Publish icon to publish the tender.
Tender Details are displayed

Click on Publish Tender Button
Tender is published successfully.

**Bid Submission Process:**

Bidder downloads all the tender documents like Technical /Financial Documents, NIT document, OID (Other important document) and BOQ. During bid submission, bidder uploads the **digitally signed and encrypted** Prequal/Technical/Financial (BOQ)/Fee Details (EMD Exemption Document/OID Documents to the server.
**Technical Opening Process:** Click on Tenders to be Opened from the left menu.

Click on the open icon to decrypt the bid.
Click on the Decrypt icon to decrypt the bid.

Click on Proceed button to proceed further.
Success message is displayed on the screen.

The Green button indicates that bid has been decrypted.
The Second Bid opener decrypts the bid by Clicking on the Decrypt button.

Click on proceed button to proceed further.
Success message is displayed on the screen.

Green button indicates that the bid has been decrypted.
Click the Bid Opening Lock Icon

Bid Submitted document and Fee payment details gets displayed
Open the pending bid documents and verify

Bid Documents are opened and click on Submit button
Click on Next button for updating the Technical summary

Update the Technical Bid Opening Summary Details and click on submit button
Technical opening process has been completed

![Image of Government eProcurement System]

**Technical Evaluation Process:**

Click on Technical Evaluation in the Left Menu

![Image showing the Technical Evaluation option in the menu]
Click on the view icon against the Tender Id.

Provide the reason for Technical evaluation and click on the Submit button.
Enter the Technical evaluation details, upload the committee details file and financial bid opening date & click on save button to proceed further.

Technical evaluation details are displayed.
Financial Bid Opening:

Click on **Tenders to be opened** option in the left Menu.

Click on the Open icon against the tender Id.
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Bid Opener decryption takes place.

Click on Proceed button to decrypt the bidder details.
Success message is displayed on the screen.

The Green button indicates that the bid opener has decrypted.
Click on the Decrypt Button to decrypt.

Click on Proceed button to decrypt the bidder details.
Success message is displayed on the screen.

The Green button indicates that the bid opener has decrypted. Click on the financial packet to open the Price Bid Document.
Click on Lock Icon to open the financial document

Bid financial document details are displayed
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After opening the Bid documents click on Submit button

Click on View BOQ chart link, to view the bidders comparative chart and click on Next button
Financial Bid Opening Summary page

Update the financial bid opening summary detail
Click on submit button to complete the Financial bid Opening Process

Financial Evaluation Process: Select the Financial Evaluation from the left menu
Click the view icon from the displayed tender

Enter bidder quoted amount and update the bid status and click on submit button to proceed further
For Financial evaluation summary page

Update the Financial Evaluation summary Details
Financial Evaluation Acknowledgement page gets displayed

Click on AOC/Empanelment from the left menu
Click on View Icon from the displayed tender

Select valid bid from the list and click on save button to update the AOC details
Award of Contract is given to the valid bidder and the link “Print Award Of Contract” is clicked to view the AoC Acknowledgement.

AOC Acknowledgement displays the Awarded Bid List.
After Award of contract the AoC details are pulled and displayed in OMMAS.

**Services Available from GePNIC**

Services to pull the tender details at various stages (Pretender to AoC) from PMGSY eprocurement portal to OMMAS. The tender information pulled from PMGSY eprocurement portal are used in OMMAS for monitoring the works by NRRDA and SRRDA.

- Tenders published against a published date.
- Tender Information against tender reference Number.
- Tender Corrigendum Details against a published date,
- Award of contract details against created date.
- Current status of tender against tender reference number.

**Tender Details pulled by OMMAS from GePNIC**

The tender details are pulled automatically by OMMAS from GePNIC. The details once received will be shown as displayed below.
The AOC details received by OMMAS from the GePNIC system are as shown below.