

Government eProcurement System of National Informatics Centre



**Instructions to the Bidders for filling the
Billing of Quantity(BoQ)**

(GePNIC Version 1.09.03)

FILLING A ITEM WISE BOQ

- This document assists you on how to fill the Item Wise BoQ(Bill of Quantity).
- The Bidder can download the BoQ by making the tender as favorite.
- In the BoQ sheet, enter the following details,
 - Enter your Name in the field of Bidder Name.
 - Enter the Basic rate and Taxes against each item.
 - Check the total and click validate.
 - Once the validations are successful save the BoQ file in the same name as given and upload the BoQ.
 - Otherwise correct the error found and then validate and upload.

- Click My Tenders tab under Bid submission.
- Click View icon to proceed further


Government eProcurement System


Welcome : seenivasanb@nic.in
Last login : 12-May-2015 10:54 AM

Server Time
12-May-2015 11:27:29

Home Logout

Government eProcurement System

User Management

- My Accounts

Bid Submission

- Search Active Tenders
- My Tenders**
- Clarification
- My Bids
- Tender Status
- Archived Clarification
- Bid Opening(Live)

Auction Management

- My Auctions
- Live Auction List
- Auction History List

BID MANAGEMENT


My Tenders

Search

Tender ID
Tender Title

Clear Search

My Tenders

S.No	Tender ID	Tender Reference Number	Tender Title	View	Remove
1	2015_NIC_34887_1	GTEITE/demo/2015	supply of computers		<input type="checkbox"/>

Delete

Click View icon

- Download the BoQ.

Work Item Details					
Title	supply of computers				
Work Description	supply of computers as per tender document				
Pre Qualification Details	Please refer Tender documents				
Tender Value	INR	Bid Validity(Days)	45	Period Of Work(Days)	30
Product Category	Computer- H/W	Sub category	NA	Contract Type	Tender
Location	NIC HQ Delhi	Pre Bid Meeting Place	NA	Pre Bid Meeting Date	NA
Bid Opening Place	NIC HQ Delhi	Pre Bid Meeting Address	NA	Created Date	11-May-2015 09:45 AM

Critical Dates			
Publish Date	11-May-2015 02:00 PM	Bid Opening Date	12-May-2015 02:00 PM
Document Download / Sale Start Date	11-May-2015 02:00 PM	Document Download / Sale End Date	12-May-2015 01:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	11-May-2015 02:00 PM	Bid Submission End Date	12-May-2015 01:00 PM

Download the BoQ

Download the BoQ

Document Name		Description	Document Size (in KB)	
Tender_1.pdf		Notice Inviting Tender	27.75	
Work Item Documents				
S.No	Document Name	Document Type	Description	Document Size (in KB)
1	BOQ_3_134.xls	BOQ	Price Bid	281.5
2	Tender Documents	Tender Documents	Tender Document	56.03

View Work Items Documents

Tender Inviting Authority	
Name	section officer
Address	NIC HQ Delhi

- Fill the BoQ sheet.

BOQ_31134.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View PDF Architect 2 Creator

Normal Page Layout Page Break Preview Custom Views Full Screen

Workbook Views

Ruler Formula Bar Gridlines Headings Message Bar Show/Hide

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Unhide

Split View Side by Side Synchronous Scrolling Reset Window Position Window

Save Switch Workspace Windows Macros

E25

Validate Print Help Item Wise BoQ

1. Enter the name of the Bidder here

Tender Inviting Authority: NIC HQ

Name of Work: Supply of Computers

Contract No: 2015/GTEITE/1101

Bidder Name : ABC

2. Enter the rate and taxes as appropriate against each item

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for the Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER #	NUMBER #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	Excise Duty (in %)	VAT (in %)	Any Other Taxes/Duties/Levies (in %)	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	
1	2	3	4	5	13	14	15	17	53	54	55
1	Supply of Computers										
1.01	Utlabook (Specification as per tender document)	item1	5.0000	Nos	100.0000	150	200	150	100.0000	600.0000	INR Six Hundred Only
1.02	Notebook (Specification as per tender document)	item2	11.0000	Nos	100.0000	150	200	150	100.0000	600.0000	INR Six Hundred Only
1.03	PC (Specification as per tender document)	item3	20.0000	Nos	100.0000	150	200	150	100.0000	600.0000	INR Six Hundred Only
Total in Figures									300.0000	1800.0000	INR One Thousand Eight Hundred Only
Quoted Rate in Words											

3. Check the Total

BoQ1

- Save the BoQ file in your local system with the same name.

1. Save the BoQ file in the same name as per given

2. Select the folder & Click here to save the BOQ to the local system

File name: BOQ_31134.xls
Save as type: Excel files (*.xls*)
Tools Save Cancel

NUMBER #	TEXT #
TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
3	55
1.01	600.0000 INR Six Hundred Only
1.02 Notebook (Specification as per tender document)	600.0000 INR Six Hundred Only
1.03 PC (Specification as per tender document)	600.0000 INR Six Hundred Only
Total in Figures	300.0000 1800.0000 INR One Thousand Eight Hundred Only
Quoted Rate in Words	

BoQ1

- Check the BoQ file name, sheet name before uploading.

BOQ_31134.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View PDF Architect 2 Creator

Normal Page Layout Page Break Preview Custom Views Full Screen

Workbook Views

File name should not be changed

Now the BOQ is ready to upload and save it in the same file name , for example as BOQ_31134.xls indicated here

Click Validate

Sheet name should not be changed

Validate Print Help Item Wise BoQ

Tender Inv Authority: NIC HQ

Name of Work of Computers

Contract No: 201

Bidder Name : ABC

PRICE SCHEDULE

the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	Excise Duty (in %)	VAT (in %)	Any Other Taxes/Duties/Levies (in %)	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	13	14	15	17	53	54	55
1	Supply of Computers										
1.01	Utlabook (Specification as per tender document)	item1	5.0000	Nos	100.0000	150	200	150	100.0000	600.0000	INR Six Hundred Only
1.02	Notebook (Specification as per tender document)	item2	11.0000	Nos	100.0000	150	200	150	100.0000	600.0000	INR Six Hundred Only
1.03	PC (Specification as per tender document)	item3	20.0000	Nos	100.0000	150	200	150	100.0000	600.0000	INR Six Hundred Only
Total in Figures									300.0000	1800.0000	INR One Thousand Eight Hundred Only
Quoted Rate in Words											

BoQ1

Thank you

END OF FILLING ITEM WISE BOQ

(GePNIC Version 1.09.03)