Pre-Requisites to work with E-Tendering system:

1.Operating Sytem:Windows 98(second Edition)and above

2.Internet Explorer version 6.0 with cipher strength 128 bit(This can be checked by clicing on Help-->Aboutn Internet Explorer)

3.Three components to be installed on the machine.These components are available on the home

pagethrough the 'Download'link.

The components are:

a)Number to Word Conversion Utility

b)Windows Installer Service for 2000 &XP/98

c)Encryption Utility For Windows 2000 &XP/98

If these components are not installed then user is likely to get 'Error in Hashing'Message.

Registration of Contractors

Contractors have to register on the MCD eTendering portal to participate in any tender

on the MCD eTendering portal.The following section outlines the procedure for 'Contractor Registration '.

1.Load the homepage of the portal by accessing the following Uniform Resource Locater (URL)/Website Address:

' *http:// mcdetenders.com*'

2.Click the link 'Register ' on the home page to initiate the registration process..On

clicking the link 'Register ' on the homepage a new window titled – 'Enter Registration

Details ' pops--up.

3.Enter valid information corresponding to the following in the spaces provided and

click the button 'Save ' at the bottom of the page:

a.User I

b.Name of Applicant

c.Passwor

d.Confirm Password

e.Company Name

Note:Certain information (viz.,User Id,etc.,)that you provide /select has to be unique.

If this is not so then the system will display the following message in red colour:

'Userid already exists.Please select another Userid '

You will then have to enter /select a new User I and click the button 'Save ' again to

continue.

The password is used to validate your login credential.Please make note of it for future

reference and maintain confidentiality.Your login on the eTendering portal can be operated by anybody in possession of the password.Therefore,it is an advisable practice

to change your password at regular intervals.
4.The page refreshes and displays the unique 'Company I ' allotted to you.
Note:You may note this down or print the page for future reference.The 'Company I ' is
the identifier of your registration and you may have to quote it while referring to you
registration on the eTendering portal.
5.Click the button 'Login ' at the bottom of the page to login to the eTendering portal.
(You will have to login before entering any additional registration information.)
6.Enter the 'User I ' entered /selected at the start of the registration process,select
the 'Password Login ' option and click on the button 'Procee ' at the bottom of the screen.
7.Enter the password entered /selected at the start of the registration process and click
the button 'Proceed ' at the bottom of the screen.You will be prompted to enter the
password a second time.This is a security measure.Enter the password and click the
button 'Login ' again.

Note:You may abort the registration process by clicking the button 'Cancel ' at the
bottom of the screen.
8.The page 'Registration Status ' loads and displays the following information::
a.Registration No
b.Company Name
c.Registration Type
d.Registration Status
Click the button 'Complete Registration ' to load the page – 'Transaction Main Page '.
Note:Clicking the button 'View Registration Info ' will display all the information that is
entered.The details will be empty when accessed at this stage of registration;however,
you may click the button to view the information you will be prompted to enter while
completing the registration process.
10.The task 'Registration Form ' loads..It has the following enclosed actions presented
in the 'Actions ' dropdown menu both of which have to be fulfilled::
a.Fill up Form
b.Registration Templates
Note:You may choose to fulfil the two enclosed action in any sequence;however,it is

essential that both the actions be fulfilled.
Task:Registration Form
11.Select the action 'Fill up Form ' in the action menu and click the button 'Go ' to loa
the registration details entry form.

12.Fill up the following information by entering valid information and selecting most
appropriate options:
a.Short Name
b.Incorp Type*
c.Registration Category*
d.Currency*
e.Mobile No
f.Email address*
Note:
Entry of certain information is mandatory and the form will not be accepted until those
information is not entered /selected.These can be identified by the adjoining '*' Asterisk
mark.
13.Click the button 'Save ' to at the bottom of the page to save the entered information.
The system will display the following massage in red colour:
'Update form Successful.'
14.click the button 'Done ' at the top of the page to complete the task
'Registration Form '.
15.Authorised MCD officer will be approve the registration of vendor.
Vendors who needs to get empanelled themselves should follo following steps:
1.Click on 'Item Empanellment'
2.Click on 'Done'for 'Item Type Wise Empanellement'
3.Select the Item for which vendor wishes to get empanelled.
4.Authorised MCD officer will be approve the empanellment of vendor.
5.Vendors will get access to only that item for which he is empanelled.