



Bharatiya Nabhikiya Vidyut Nigam Limited

(A Government of India Enterprise) - Department of Atomic Energy

BHAVINI

eProcurement System

<https://bhavini.etenders.in>

User Manual

Process: Portal Enrollment on e- tendering System



www.nextenders.com

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Disclaimer

Please note that this User Manual is for the purpose of the guidance of the User to use a process that is mentioned in the User Manual on the eProcurement System. The Users with appropriate privilege assigned to them and / or approved by the authority managing the eProcurement System will be able to use the System. It has been the endeavor to prepare this User Manual capturing the process / screens as appearing in the eProcurement System, however, in certain cases the screens may differ and it shall be the responsibility of the User to execute the process on the eProcurement System as expected to be performed. The Users shall be responsible for the acts performed by them through the User ID and the privilege assigned to them.

Section 1: Introduction

All bidders/Vendors intending to do business with Bhartiya Nabhikya Vidyut Nigam Limited (BHAVINI) are required to enroll with BHAVINI portal. Only those vendors that are currently not enrolled with BHAVINI are required to enroll on eTendering System. The Vendors/Bidders that are already enrolled with BHAVINI are not required to Re-Enroll on the e-tendering System. The Enrollment for such have been created on e-tendering System and such vendors are required to change the password on e-Tendering System and map their Digital Certificate.

Section 2: Portal Enrollment Process Overview

Step 1: Access eProcurement System Homepage

Users can access the BHAVINI eProcurement System homepage by entering the URL <https://bhavini.etenders.in>.

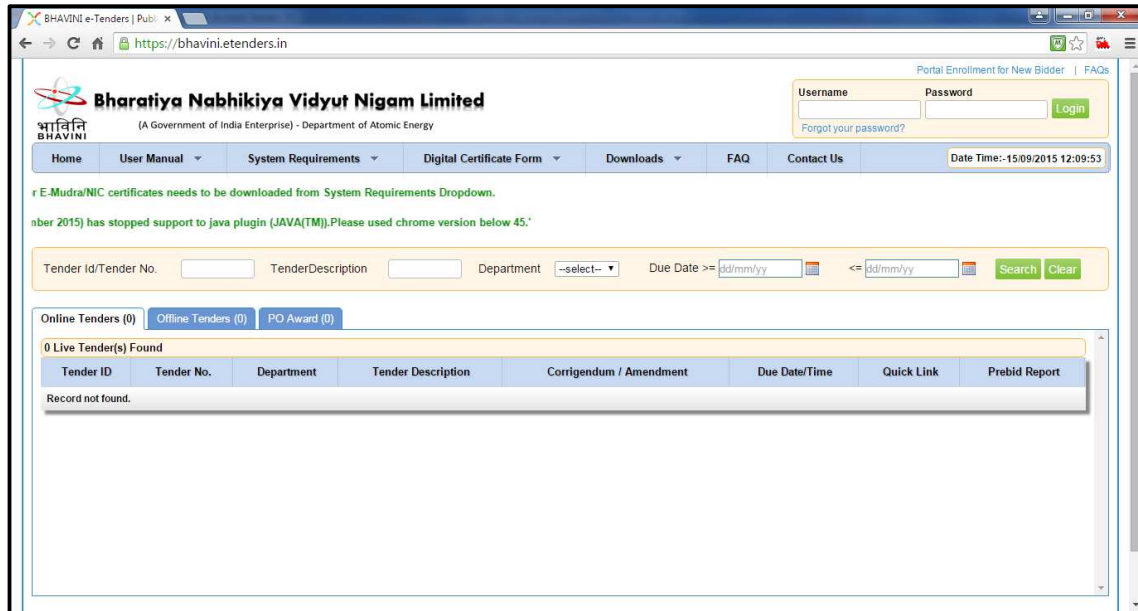
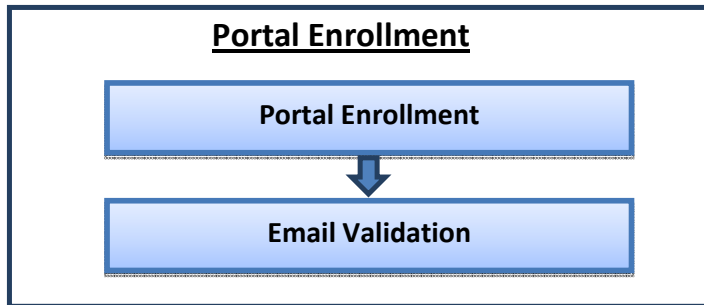


Figure 1 : Home Screen of BHAVINI eProcurement System

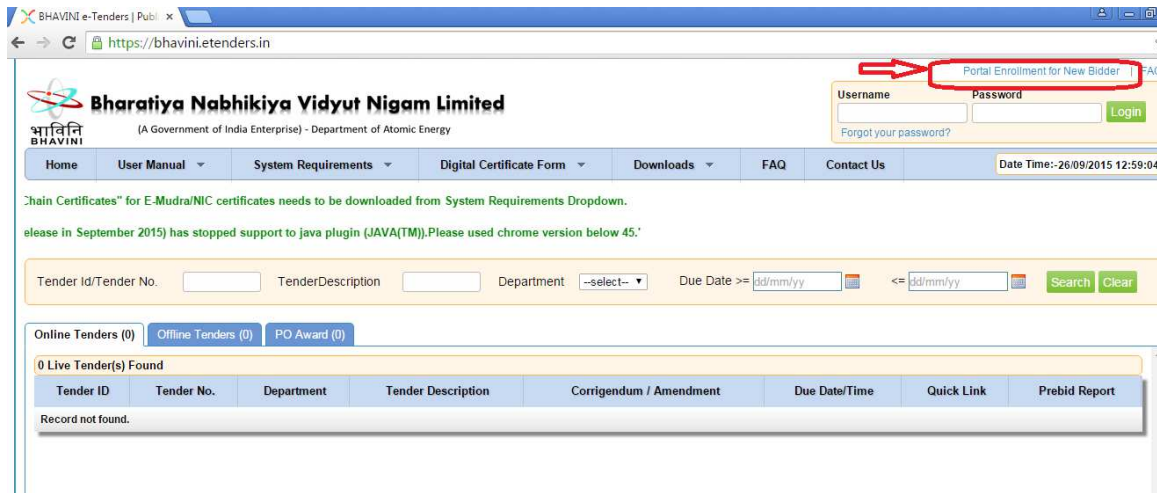
Step 2: Portal Enrollment Process

Portal Enrollment process is as follows:

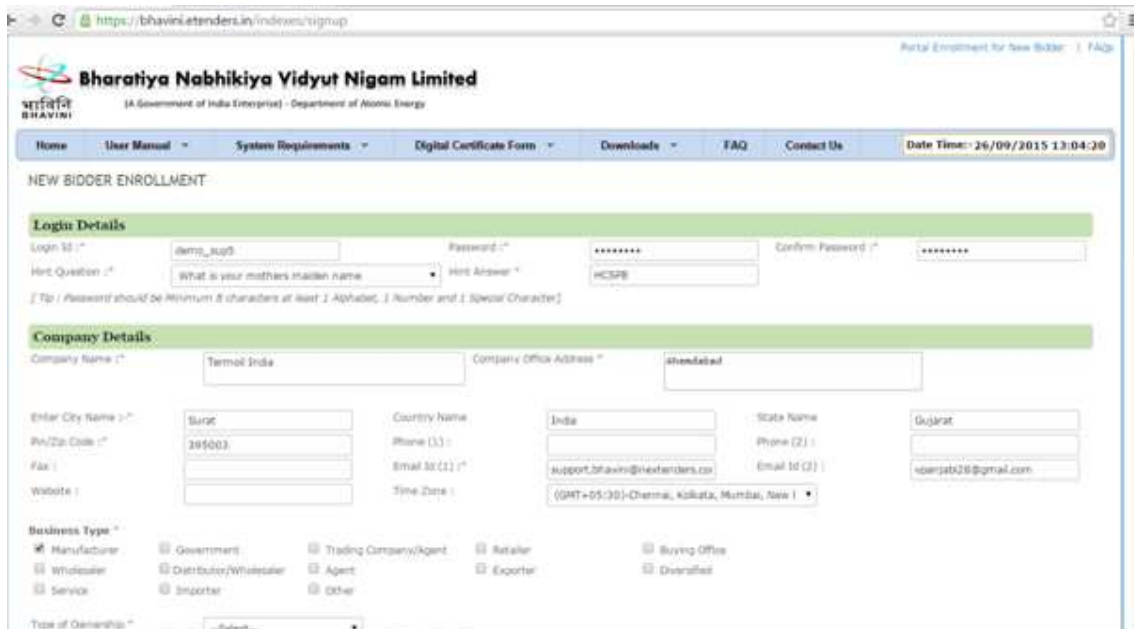
- The New Bidder can enroll them by clicking on “**Portal Enrollment for New Bidders**”.
- The Bidder has to fill up the online form for creating his Userid and Password by providing appropriate entries in the various fields on online form.
- The Portal Enrollment is Auto Approved through email.
- The duplication for the portal enrollment is checked by UserIDs, Mapped DSCs, Company/Individual PAN No./Email IDs.
- Mapping of New Valid /Unmapping Digital Certificates by Vendors. The Bidders have to first map their valid Digital Certificate. For Unmapping DSCs (Like Expired DSC or DSC used in the name of other person presently not working with an Organization) they need to map the valid certificate and then unmapping will be possible.
- After Portal Enrollment Email ID & Company Name will not be editable by Vendor. The bidder has to request the buyer official to make changes in Email ID/ Company Name. The rest other fields can be edited by Vendor himself.
- Multiple email ids can be mapped, the Email will triggered to primary as well as all other email ids

Section 3: Step-by-Step process for Portal Enrollment

Enter the Portal address <https://bhavini.etenders.in> in the address bar and open. Click on “Portal Enrollment for New Bidder”.



Fill all the relevant and requisite details to complete the Enrollment form.



Registration Details

Excise duty Registration No.: Service Tax No.:
VAT Registration No.: CST Registration No.: TIN No.:
Please Upload all documents against it after logged in.
Income Tax PAN No. [e.g. AAPR1062PF]

Bank Details

Bank Name Branch Branch Code
Account No. IFSC Code MICR No.

Personal Details

Prefix Contact Person Designation
Mobile No.

Declaration

1. The portal enrollment shall not bind BHAVINI to give any priority or preference in the issue of Tenders and Placement of purchase orders.
2. This Portal enrollment does not guarantee that all or any of the enquires for the items registered would necessarily be sent to you, it will be at the sole discretion of BHAVINI.
3. The performance shall be periodically reviewed by BHAVINI for continuation of the enrollment with BHAVINI.
4. If the performance is found unsatisfactory, BHAVINI reserves the right to cancel the enrollment of the firm.
5. This portal enrollment does not confer any particular rights on the firm and BHAVINI is not obliged to contact the firm for any or all of the requirements of the items for which the firm is registered.
6. If there is any change in the details like name, location of work/sales office, Management / organization structure, validity of certificate, etc., the same shall be intimated to BHAVINI promptly along with relevant documents for correction/ done using the updation facility.
7. The documents submitted during portal enrollment shall be revalidated before the expiry of the same.
8. The firm shall take necessary action to get the timely validity extension of the digital certificate.
9. Vendor should have a legally valid CLASS II or Class III digital certificate with Organization name from any of the licensed certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
10. Vendors are requested to upload scanned copies of all Documentary Evidence/Registration Certificate as above.
11. At present there are no charges for enrollment/support/training for BHAVINI attending portal.
12. Incomplete application will be rejected by the system.

2 4 5 3 1 6

Submit Back

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Build now in 1388x768 Resolution

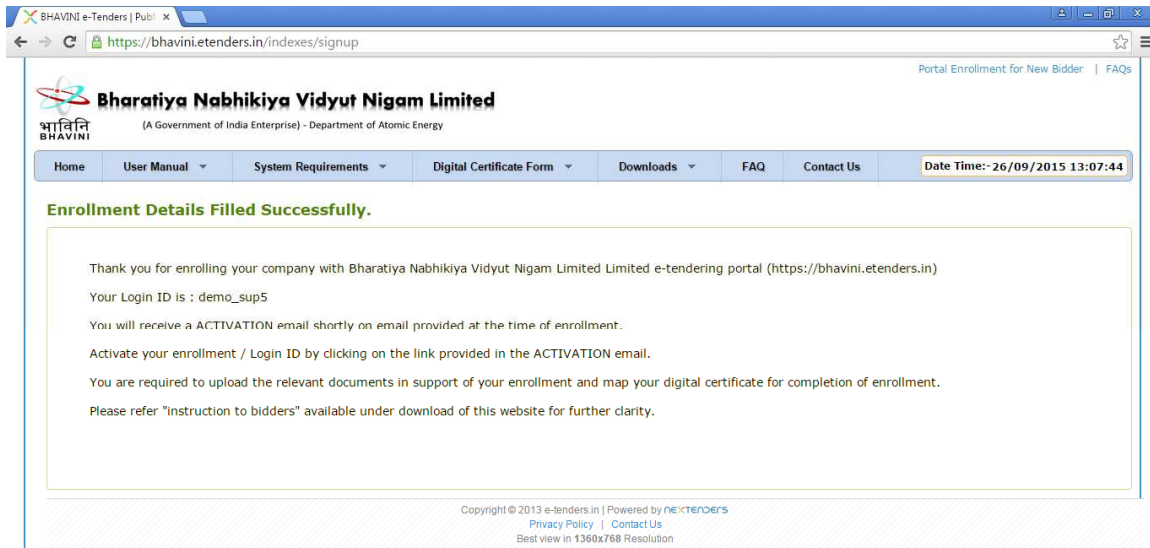
Drag to order

1 2 3 4 5 6

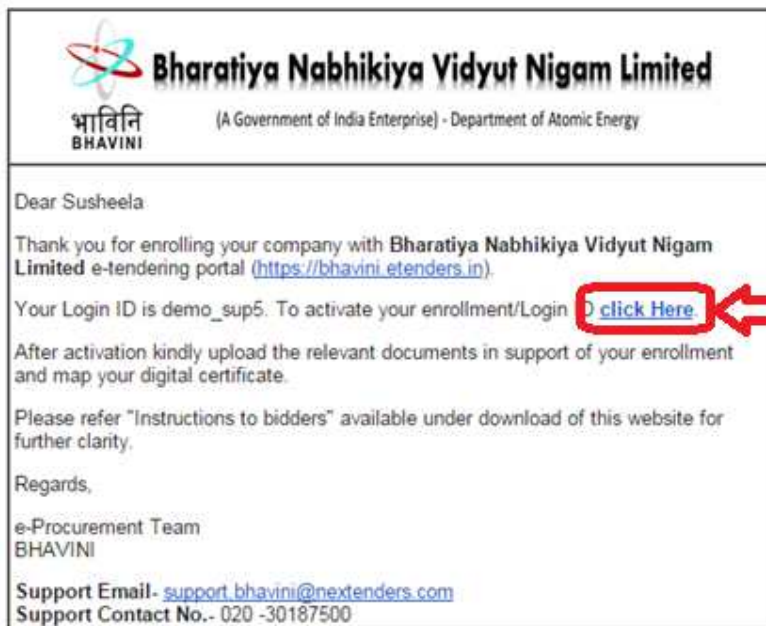
Submit Back

Drag the Nos. to order (123456) and then click on **Submit** button.

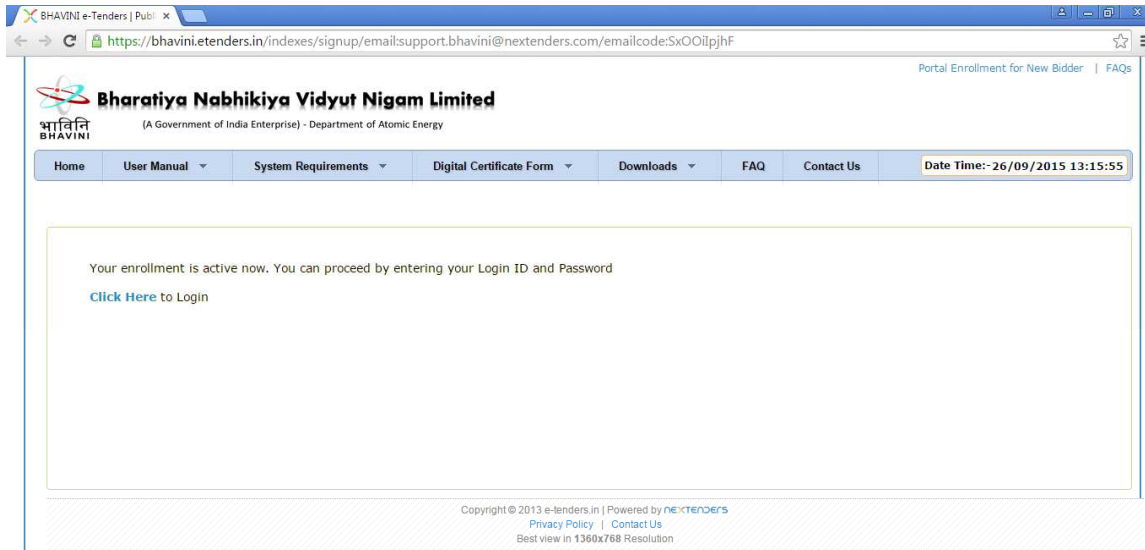
Once the “Submit” button is clicked, the below screen will appear with message as “Enrollment Details filled successfully”



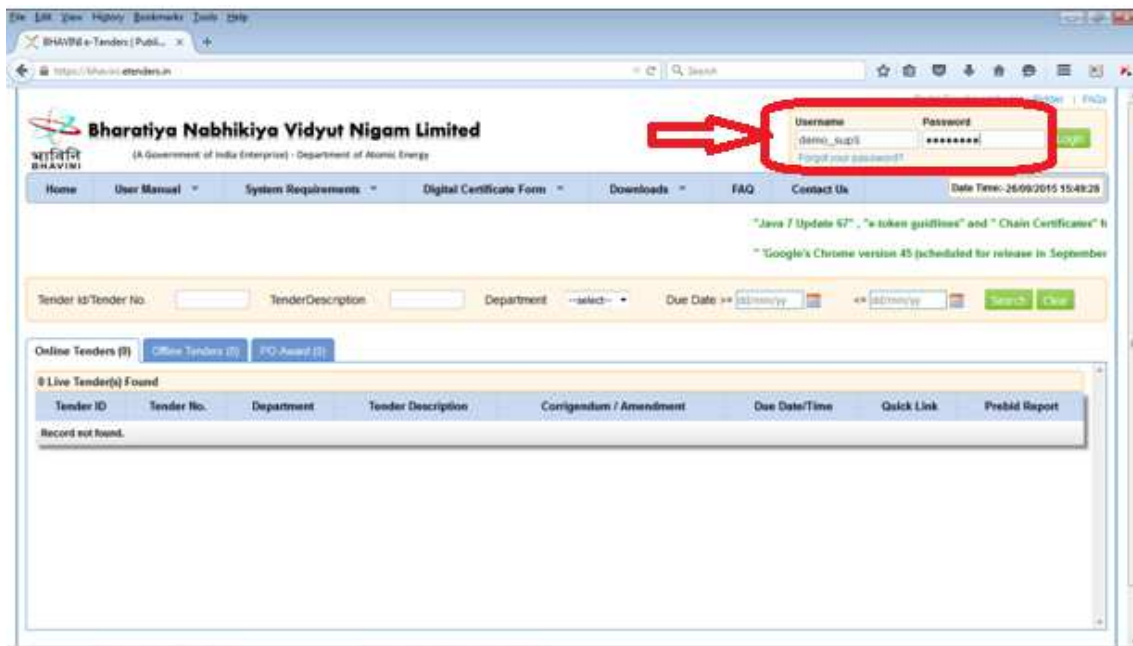
The registered User will receive the Activation link on the registered Email id. The user is now required to activate by clicking on “Click Here” link



The following screen will appear as “Enrollment is active”.



Now login with the Userid and Password to the e-tendering Portal (<https://bhavini.etenders.in>)



The following screen will appear where the registered users are now required to upload the scan copy of the PAN Card and to map the DSCs.

DEMO_SUP5'S INFORMATION DOMAIN: BHAVINI

Login Details

Username :* demo_sup5 Password :* Confirm Password :*

Hint Question :* What is your mothers maiden name Hint Answer * HCSPB

[Tip : Password should be Minimum 8 characters at least 1 Alphabet, 1 Number and 1 Special Character]

Company Details

Company Name :* Termol India Company Office Address * Ahemdabad

City Name :* Surat State Name Gujarat Country Name India

Phone (1) : * Phone (2) : Fax :

Email Id (1) :* support.bhavini@nextenders.co Email Id (2) : vpanjab28@gmail.com Pin/Zip Code :* 395003

Website : Time Zone : (GMT+05:30)-Chennai, Kolkata, Mumbai, New I

Business Type *

Upload the PAN card

Registration Details

Income Tax PAN No.* AAPEY042P Upload Income Tax PAN scan* Choose File No file chosen

Excise duty Registration No.:

Service Tax No.:

VAT Registration No.:

CST Registration No.:

TIN No.:

Bank Details

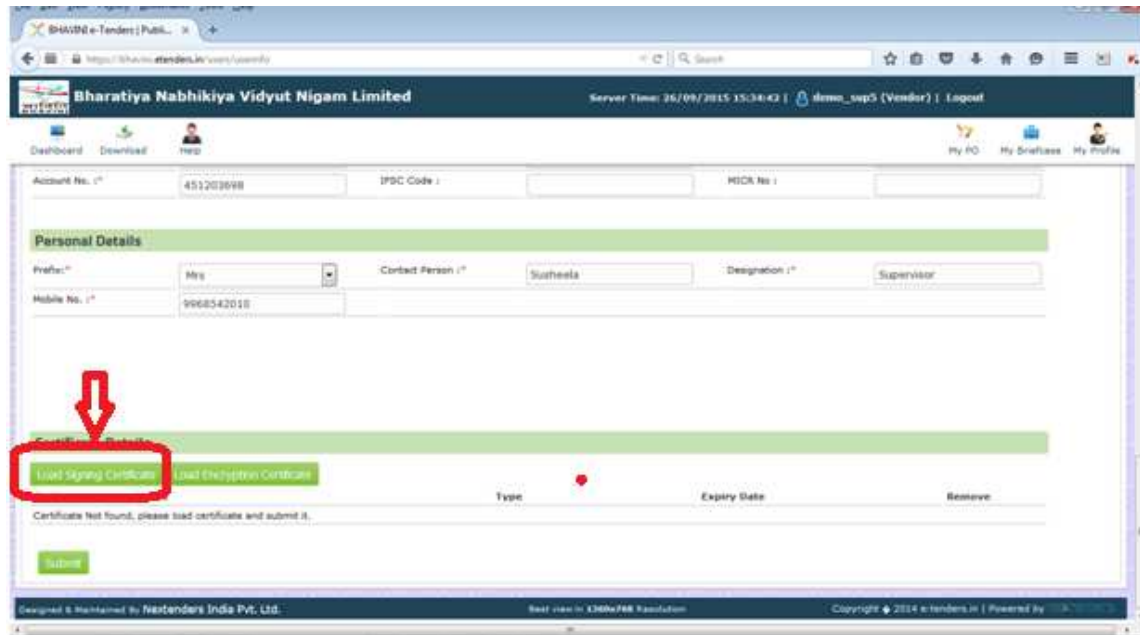
Bank Name (* SBI Branch (* SBI surt Branch Code (*

Account No. (* 45203698 IFSC Code : MICR No. :

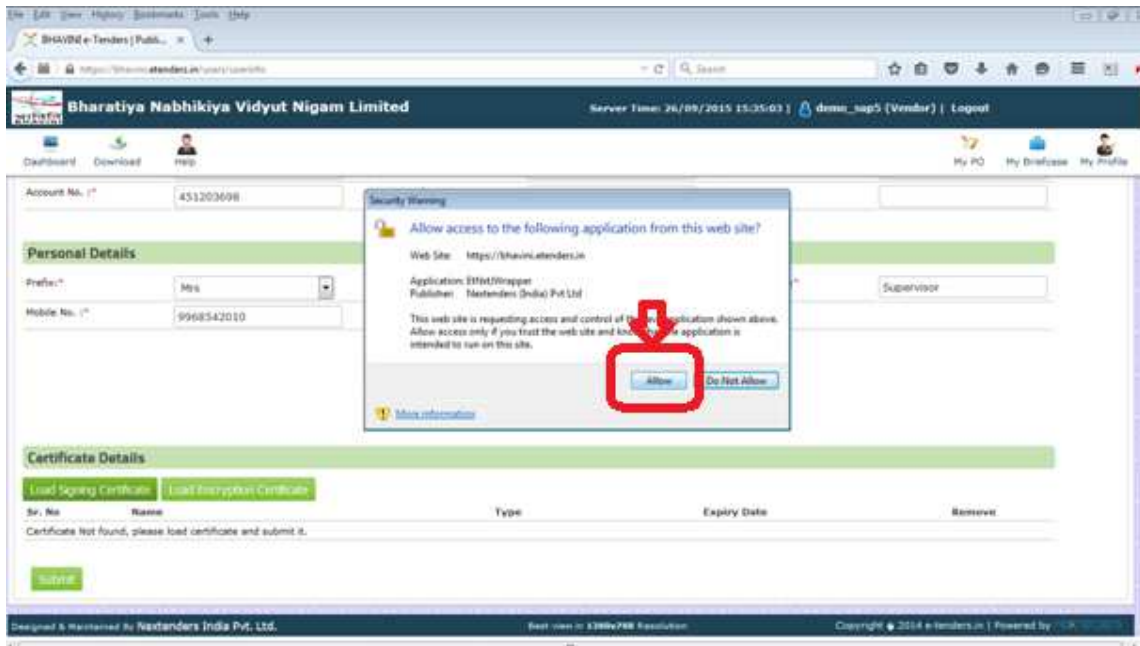
Personal Details

Prefix (* Mr Contact Person (* Sushilla Designation (* Supervisor

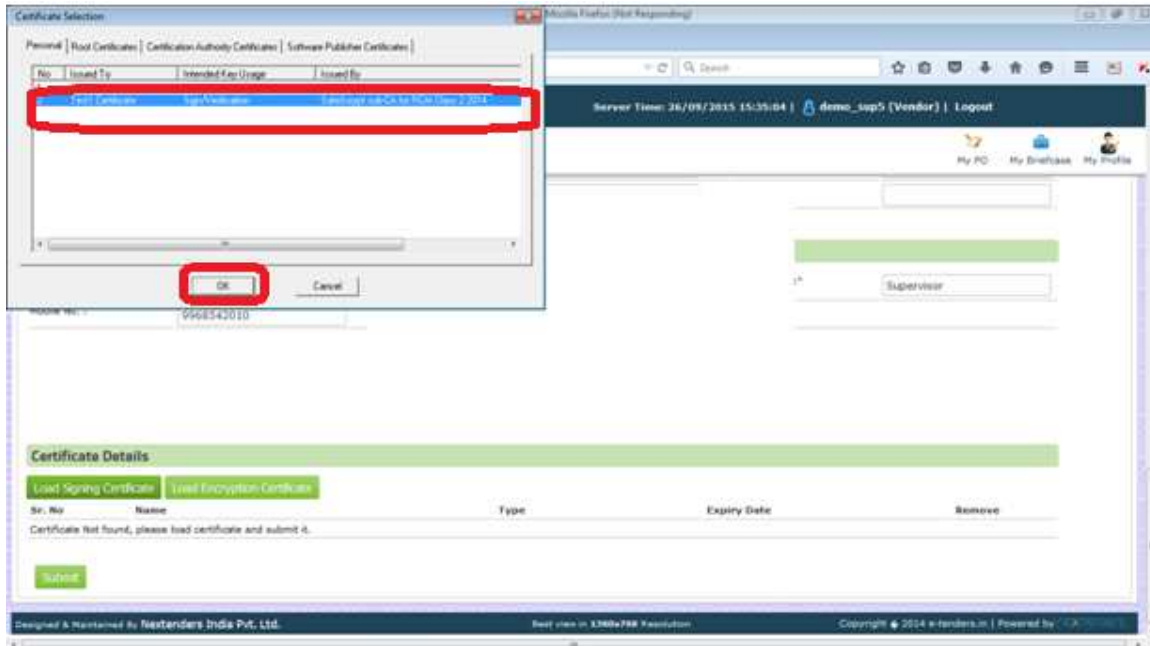
The file should be in JPEG/JPG format . Once the PAN card is uploaded, Map the Encryption and Signing DSCs. First click on **“Load Signing Certificate”**.



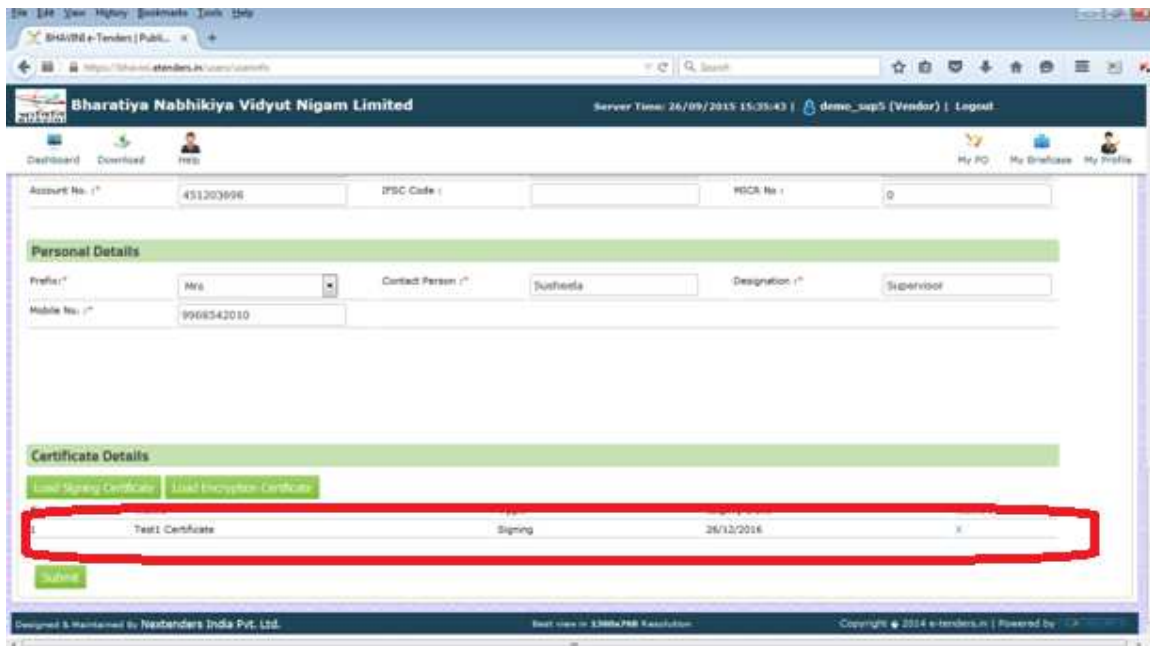
Click on **“Allow”** for the Pop window



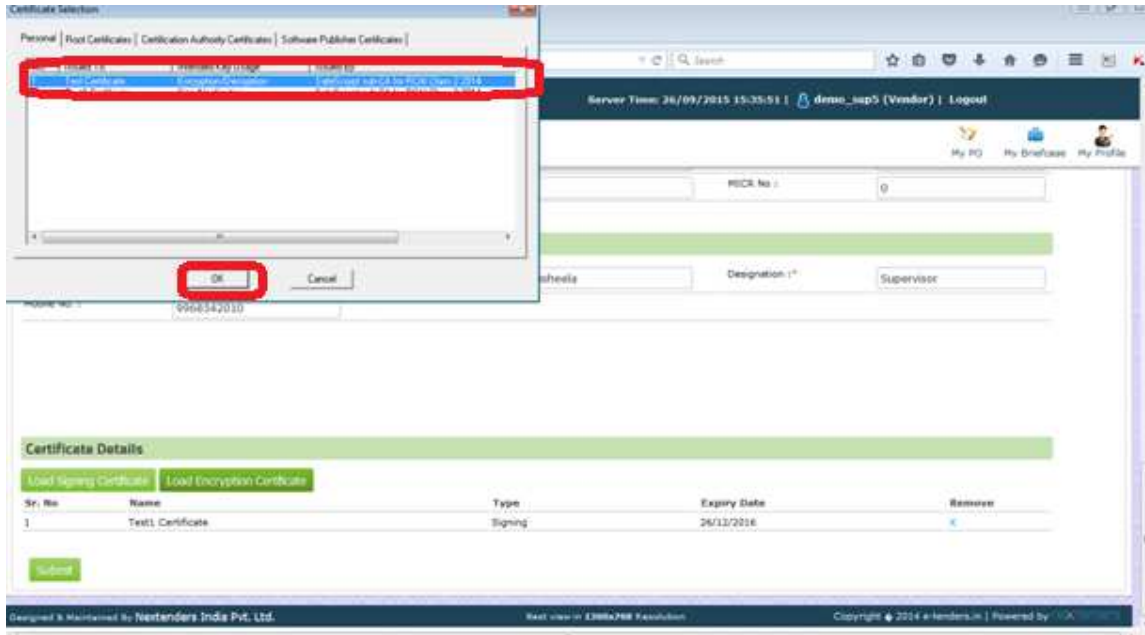
The certificate Wizard will appear, select the Signing Certificate and click on “ok”



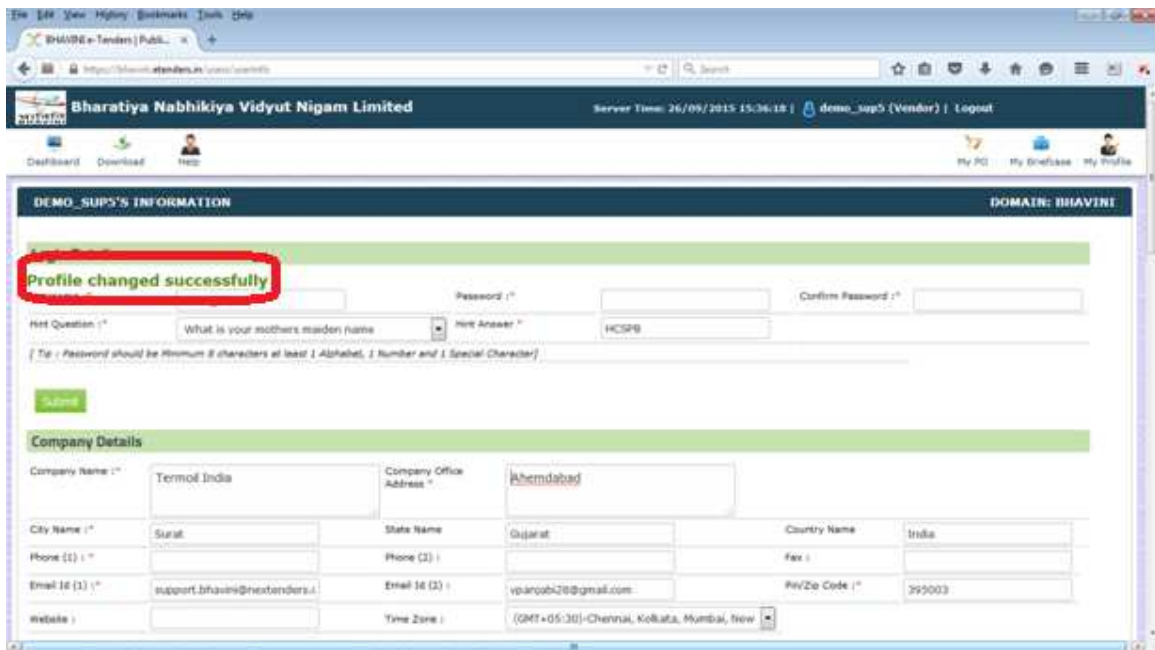
The Signing certificate will be mapped to the login ID.



Now click on **“Load Encryption Certificate”** and then click on **“ok”** button .



After both the certificates are mapped, the message will appear as **“Profile Changed Successfully”**.



The user can now logout or can click on dashboard to continue.

-----**End of the Manual**-----