

Government eProcurement System of National Informatics Centre

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

(GePNIC Version 1.09.06)

FILLING A PERCENTAGE BOQ

- This document assists you on how to fill the Percentage 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
 - Click the 'Select' option in the bottom of the E column and set the percentage rate as either excess/less over the estimated rate according to your wish.
 - Enter the rate in percentage at the F column
 - 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.



User Management

- My Accounts
- My Documents

Auction Management

- My Auctions
- Live Auctions
- View Auction History

Bid Management

- Search Active Tenders
- My Tenders
- Clarification
- My Active Bids
- Bid Opening (Live)
- Confirmatory Documents
- Techno Commercial Query History
- Short fall Documents
- My Bids History
- Confirmatory Documents History
- Short Fall Documents History
- Archived Clarification
- Tender Status
- My Withdrawn Bids

Post Award Management

- Award Declaration

BID MANAGEMENT

▶ My Tenders

Search


Tender ID

Tender Title

Clear

Search



My Tenders

S.No	Tender ID	Tender Reference Number	Tender Title	View
1	2018_NIC_54617_1	Tender Works	Civil Works	

Click View
icon

Tender Value in ₹	0.00	Product Category	Civil Works - Construction Works	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	60	Period Of Work(Days)	200
Location	New Delhi	Pincode	110003	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	New Delhi

Critical Dates					
Publish Date	25-Jan-2018 10:45 AM	Bid Opening Date	30-Jan-2018 12:00 PM		
Document Download / Sale Start Date	25-Jan-2018 10:45 AM	Document Download / Sale End Date	30-Jan-2018 12:00 PM		
Clarification Start Date	NA	Clarification End Date	NA		
Bid Submission Start Date	25-Jan-2018 10:45 AM	Bid Submission End Date	30-Jan-2018 12:00 PM		

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf 	NIT for Civil Works at NIPM	26.72	
 Download as zip file					
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_50830.xls	Price Bid	325.50
	2	Tender Documents	Tender_Doc.pdf	TD	56.03

Tender Inviting Authority	
Name	Director
Address	New Delhi

[Back](#)
[Proceed For Bid Submission](#)

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 - HCL_DISK3 (E:)
- Network

Name Date modified Type Size

work_51000.zip - WinRAR (evaluation copy)

File Commands Tools Favorites Options Help

Add Extract To Test View Delete Find Wizard Info VirusScan Comment SFX

work_51000.zip - ZIP archive, unpacked size 408,611 bytes

Name	Size	Packed	Type	Modified	CRC32
Local Disk					
..					
BOQ_51000.xls	351,232	107,573	Microsoft Excel 97...	06-02-2018 13:03	5E598EFD
Tender_Doc.pdf	7,379	47,531	Adobe Acrobat Do...	06-02-2018 13:03	4C744A63

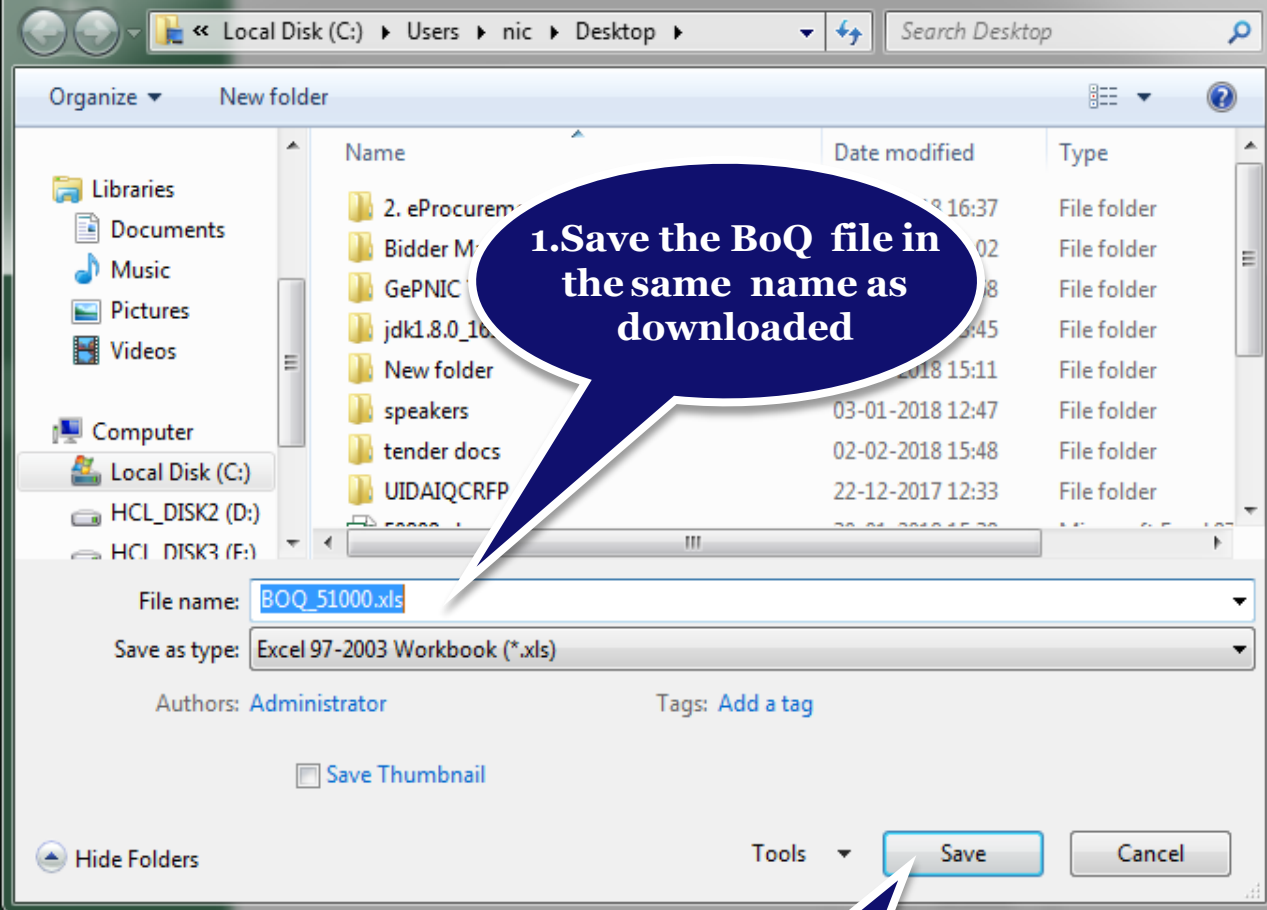
Extract the BOQ

Selected 351,232 bytes in 1 file

Total 408,611 bytes in 2 files

supriyaadmit card.pdf 05-02-2018 10:21 Adobe Acrobat D... 160 KB

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

ABC Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Protect Sheet Protect Workbook Share Workbook Protect and Share Workbook Allow Users to Edit Ranges Track Changes

B8 ABCD

Validate		Print		Help		Percentage BoQ	
Tender Inviting Authority: NISDG							
Name of Work: Catering Service							
Contract No: Tender Services							
Name of the Bidder/ Bidding Firm /		ABCD					
PRICE SCHEDULE							
(This BOQ is to be filled by the Bidder and the same should be uploaded after filling the relevant columns, else the Bidder is not allowed to enter the Bidder Name and Values only)							
NUMBER		Estimated Rate in Rs.		NUMBER		TOTAL AMOUNT	
1		5		6		55	
1.01		Brick work in C.M 1:5 mix including all labo		1 Nos		5000.00	
1.02		Brick work in C.M 1:5 mix using 2nd class		25 Nos		6000.00	
1.03		Plastering in C.M 1:5-12 mm thick with		20 Nos		7000.00	
1.04		Plastering in C.M 1:5-12 mm thick with		1 Nos		8000.00	
1.05		b) CI bend 22.5° (250mm dia)		2 Nos		4000.00	
Total in Figures						311000.00	
Quoted Rate in Figures		Excess (+)		5.00%		326550.00	
Quoted Rate in Words		INR Three Lakh Twenty Six Thousand Five Hundred & Fifty Only					

1. Enter the name of the Bidder here

2. Click here to select the % rate as either less or excess over the estimated rate (Here the bidder quoted as excess)

3. Enter the rate in percentage

4. Check the total

ABC Spelling Research Thesaurus Translate New Comment

File name should not be changed

Protect and Share Workbook Allow Users to Edit Ranges Track Changes

Protect Share Workbook Workbook

Changes

B8 ABCD

Now the BOQ is ready to upload.

Validate Print Help

Tender Inviting Authority: NISDG

Name of Work / Engineering Service

Contract No: T

Name of the Bidding Firm

Click Validate

Percentage BoQ

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and 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 #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	Laying and Jointing PVC Pipe.					
1.01	Brick work in C.M 1:5 mix including all labour	1	Nos	5000.00	5000.00	INR Five Thousand Only
1.02	Brick work in C.M 1:5 mix using 2nd class	25	Nos	6000.00	150000.00	INR One Lakh Fifty Thousand Only
1.03	Plastering in C.M 1:5-12 mm thick with	20	Nos	7000.00	140000.00	INR One Lakh Forty Thousand Only
1.04	Plastering in C.M 1:5-12 mm thick with	1	Nos	8000.00	8000.00	INR Eight Thousand Only
1.05	b) CI bend 22.5°				8000.00	INR Eight Thousand Only
Total in Figures					311000.00	INR Three Lakh Eleven Thousand Only
Quoted Rate in Figures					326550.00	INR Three Lakh Twenty Six Thousand Five Hundred & Fifty Only
Quoted Rate in Words					INR Three Lakh Twenty Six Thousand Five Hundred & Fifty Only	

Sheet name should not be changed



Thank you

END OF FILLING PERCENTAGE BOQ

(GePNIC Version 1.09.06)