

## **INSTRUCTIONS TO PARTICIPATE IN EXPRESSION OF INTEREST (EOI)**

A first-time user has to register itself on the e-tendering portal at <https://nmiairport.abcprocure.com>

Refer to instructions given in '**Steps for Registration**' under *Bidder Registration* link under the Download section for further details.

### ***To Login (after registration process):***

1. Go to URL: <https://nmiairport.abcprocure.com>
2. Log in with your credentials (Username & Password)

### ***To View and Download EOI Documents:***

3. Click on RFX/Tender -> Search RFX/Tender
  - > **Future**: to view the Event ID (EOI) – if the '*EOI Submission Start Date*' has not yet started
  - > **Live**: to view the Event ID (EOI) – if the '*EOI Submission Start Date*' has commenced
  - > **Archive**: to view the Event ID (EOI) – if the '*EOI Submission End Date*' has passed
4. Click on **View Notice** for an overview of the **EOI**
5. Click on **Download Documents** to download documents of the **EOI**
6. **Print, Fill, Stamp** and **Sign ALL DOCUMENTS** as required / specified in the **EOI**. **SCAN these filled documents** for upload as per Point 12

*Note:*

*At any stage to go back to previous screen click on 'Go Back' appearing on the top right corner of the screen*

### ***To upload and submit (Scanned) Documents:***

7. Click on **Dashboard** of the **Event ID (EOI)**
8. Click on **Prepare Bid** to participate in the **EOI**. Click on '**I Agree**' to confirm your participation and acceptance of the disclaimer.
9. Any data input for the **EOI** / uploading of documents shall be permitted only after the **EOI Submission Start Date**.
10. Click on **Fill**, next to each Form.
11. Fill all details, click on **Save**.
12. **Upload** the relevant supporting documents (Point 6) and any additional documents as required, in each Form as per the requirements. To do so click on **Map Documents**. **Unless the Mandatory documents** are uploaded "**Final Submission**" of the **EOI** is not permitted.
13. After filling all required details, uploading all supporting documents and verifying the entered details, click on "**Final Submission**"
14. Review the prepared **EOI** and click on "**Final Submission**"

### ***For revising the Submission (Prior to EOI Submission End Date):***

15. In case of any errors / revisions (if any, post Final Submission), the Applicant can click on **Withdraw EOI**, Re-prepare and Re-Submit. This provision is allowed only upto the **EOI Submission End Time**.
16. EOI Submissions or Withdrawal of EOI submitted shall not be allowed after the EOI Submission End Date and Time.

**Note :**

*For the purpose of participation in the EOI, wherever '**Bid**' / '**Tender**' mentioned in the website shall mean and be referred to as '**EOI**' in the website due to system limitations*

*(Ex : '**Bid Submission End Date**' shall be interpreted as '**EOI Submission End Date**', '**Withdraw Bid**' shall be interpreted as '**Withdraw EOI**' etc)*

## GENERAL GUIDELINES FOR PARTICIPATING IN THE EOI

1. **All Times stated are Indian Standard Time.** Please note that after the stipulated time, tender submissions will not be permitted.
2. If the System is Idle for more than 30 minutes, the Applicant shall be Autologged off.
3. Maximum file size that can be uploaded is 10MB. In case your file size is more, you may split it into the appropriate number of files and upload the same. You may also choose to compress the files into \*.rar or \*.zip formats to comply with such upload size limitations. Name the files accordingly and upload an 'Index' of documents so uploaded, to identify the files (say 1 of 5.zip, 2 of 5.zip...etc)
4. Ensure that the Internet Connection is of adequate speed to enable uploading of documents <150MB within 30 minutes, so that the Applicant is not Autologged out during upload.
5. If uploading of any of the document formats is not allowed, please compress the files to ZIP or RAR format and upload.
6. Certain Forms / Uploads are mandatory and must be checked for completeness, in each envelope / table under the 'Dashboard' section. All uploaded documents are required to be endorsed by the Applicant by duly stamping and signing the documents.
7. Applicant should upload the relevant documents under the corresponding sections only. loading of documents not relevant to each envelope may lead to rejection.
8. Forms prepared in Draft Mode will not permit the Bid to be submitted. Click on 'Save' after filling each form to ensure that the Final Submission is successful.

*Foreign Applicant, at the time of Registration, may choose the time zones as applicable to the place of submission. The Applicants should verify the correctness of such auto-set Times and NMIAL does not take responsibility for the same.*

*(For any queries, please contact +91-22-68519544 between IST 09:30hrs to IST 18:30hrs)*