



# 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.



**BID MANAGEMENT**

**My Tenders**

**Search**

Tender ID	<input type="text"/>	Tender Title	<input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>			

**My Tenders**

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



**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My Withdrawn Bids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

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					
<b>NIT Document</b>	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					
<b>Work Item Documents</b>	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

**Download the BOQ**

Tender Inviting Authority	
Name	Director
Address	New Delhi

[Back](#)

[Proceed For Bid Submission](#)

- ★ Favorites
  - Desktop
  - Downloads
  - Recent Places
- Libraries
  - Documents
  - Music
  - Pictures
  - Videos
- Computer
  - Local Disk (C:)
  - HCL\_DISK2 (D:)
  - 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

Selected 351,232 bytes in 1 file Total 408,611 bytes in 2 files

**Extract  
the BOQ**

Organize ▾ New folder

Local Disk (C:) > Users > nic > Desktop > Search Desktop

Name	Date modified	Type
2. eProcurement	03-01-2018 16:37	File folder
Bidder M...	02-02-2018 15:02	File folder
GePNIC	02-02-2018 15:08	File folder
jdk1.8.0_16...	02-02-2018 15:45	File folder
New folder	03-01-2018 15:11	File folder
speakers	03-01-2018 12:47	File folder
tender docs	02-02-2018 15:48	File folder
UIDAIQCRFP	22-12-2017 12:33	File folder

File name:

Save as type:

Authors: Administrator Tags: Add a tag

Save Thumbnail

Hide Folders Tools

**1. Save the BoQ file in the same name as downloaded**

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

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink

Protect Sheet Protect Workbook Share Track Changes

B8 : X ✓ fx ABCD

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

<b>Percentage BoQ</b>				
Tender Inviting Authority: NISDG				
Name of Work: Catering Service				
Contract No: Tender Services				
Name of the Bidder/ Bidding Firm /	ABCD			
<b>PRICE SCHEDULE</b>				
(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	TEXT
1	5	6	55	
1.01	5000.00	1 Nos	5000.00	INR Five Thousand Only
1.02	6000.00	25 Nos	150000.00	INR One Lakh Fifty Thousand Only
1.03	7000.00	20 Nos	140000.00	INR One Lakh Forty Thousand Only
1.04	8000.00	1 Nos	8000.00	INR Eight Thousand Only
1.05	4000.00	2 Nos	8000.00	INR Eight Thousand Only
<b>Total in Figures</b>			<b>311000.00</b>	INR Three Lakh Eleven Thousand
<b>Quoted Rate in Figures</b>		<b>Excess (+)</b>	<b>5.00%</b>	<b>326550.00</b> INR Three Lakh Twenty Six Thousand Five Hundred and Fifty
<b>Quoted Rate in Words</b>		<b>INR Three Lakh Twenty Six Thousand Five Hundred &amp; Fifty Only</b>		

File name should not be changed

Now the BOQ is ready to upload.

Click Validate

Sheet name should not be changed

Percentage BoQ

Tender Inviting Authority: NISDG

Name of Work / Contracting Service

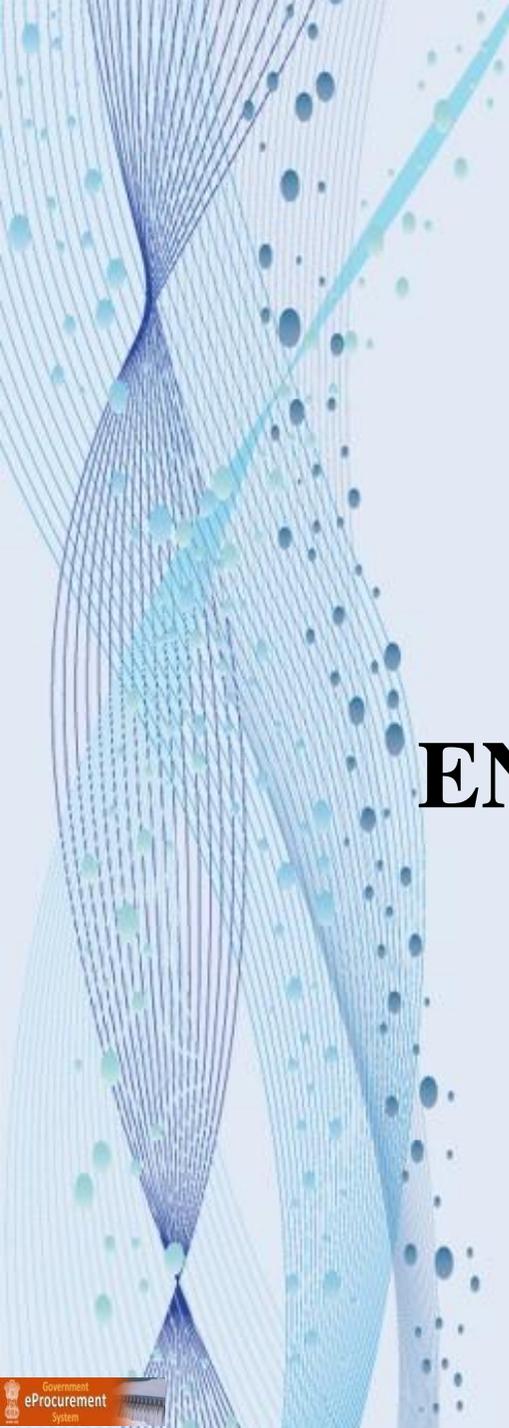
Contract No: T...

Name of the Bidder / Bidding Firm

**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 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
<b>Total in Figures</b>					<b>311000.00</b>	INR Three Lakh Eleven Thousand Only
<b>Quoted Rate in Figures</b>					<b>326550.00</b>	INR Three Lakh Twenty Six Thousand Five Hundred & Fifty Only
<b>Quoted Rate in Words</b>						<b>INR Three Lakh Twenty Six Thousand Five Hundred &amp; Fifty Only</b>



Thank you

**END OF FILLING PERCENTAGE BOQ**

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