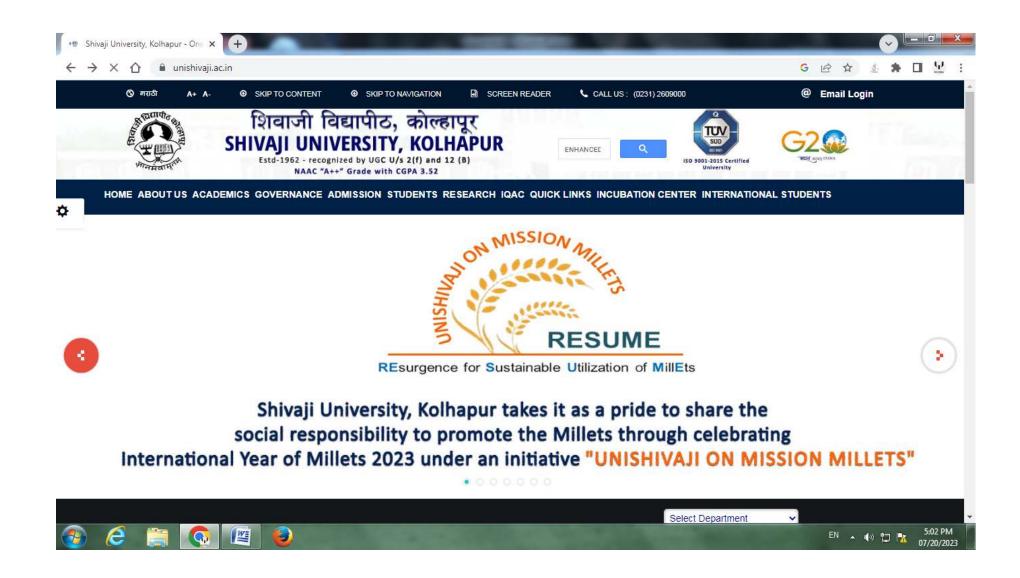
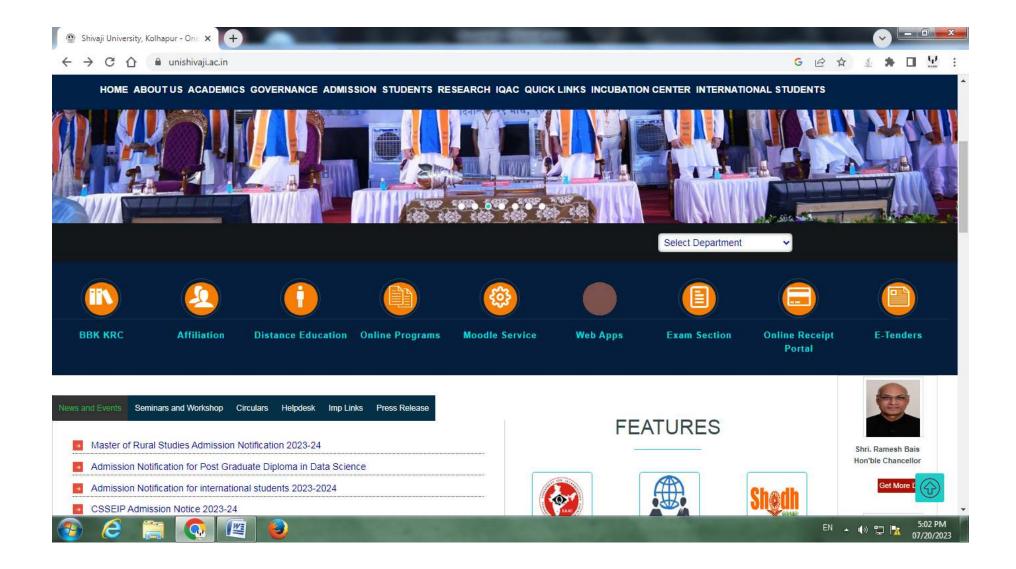
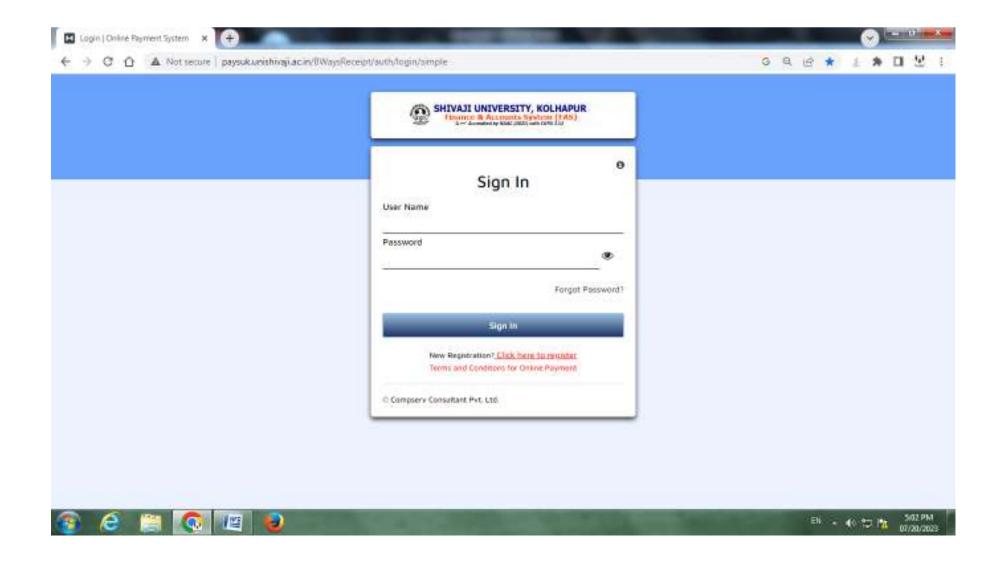
On the address bar of the browser, type the URL https://www.unishivaji.ac.in/. The user shall be directed to the homepage of Shivaji University . (Preferably use Mozilla Firefox or Google Chrome).



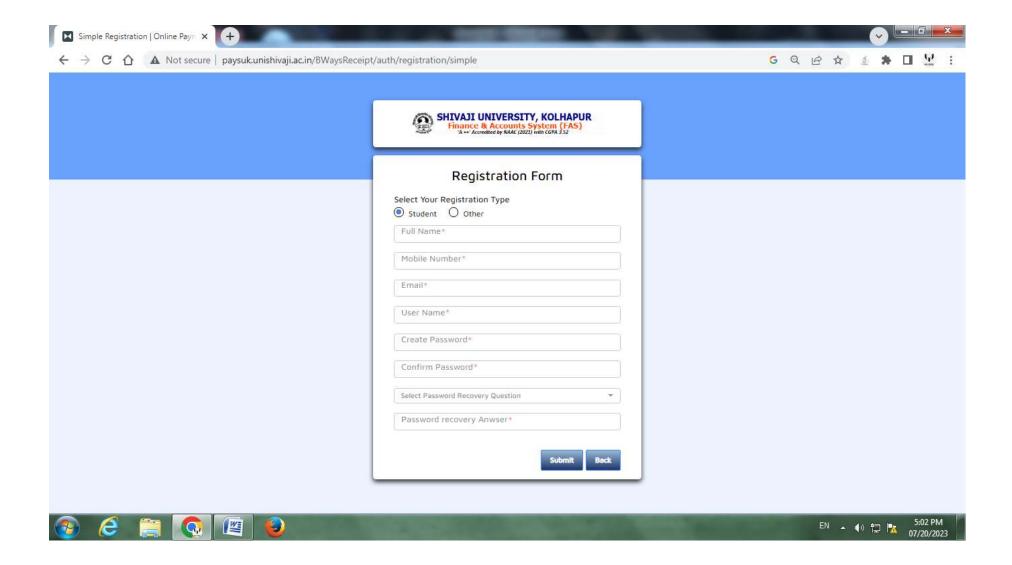
Then Click on the 'Online Receipt Portal' link.



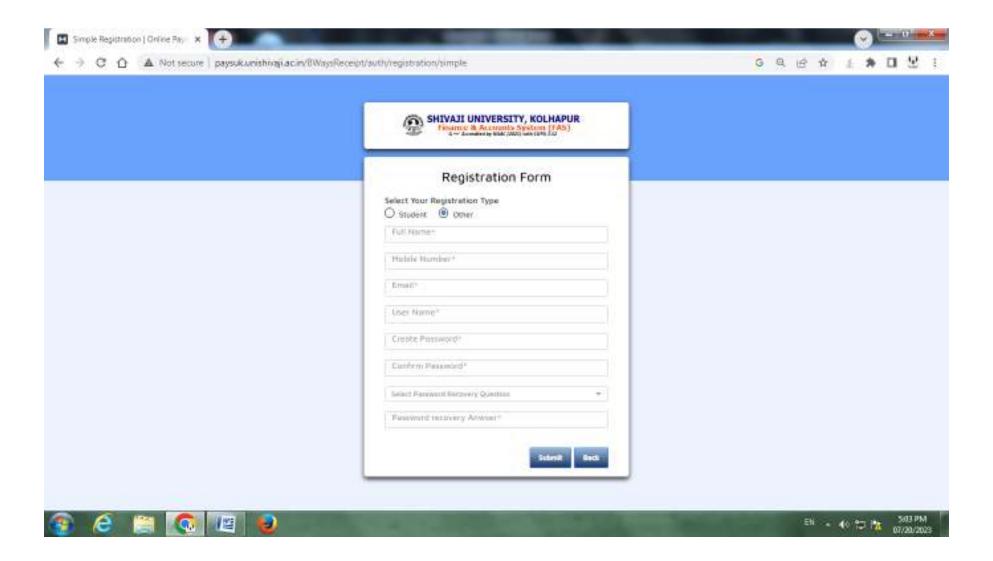
The following login Page shall appear. Click on 'Click here to register' link to begin the registration process.



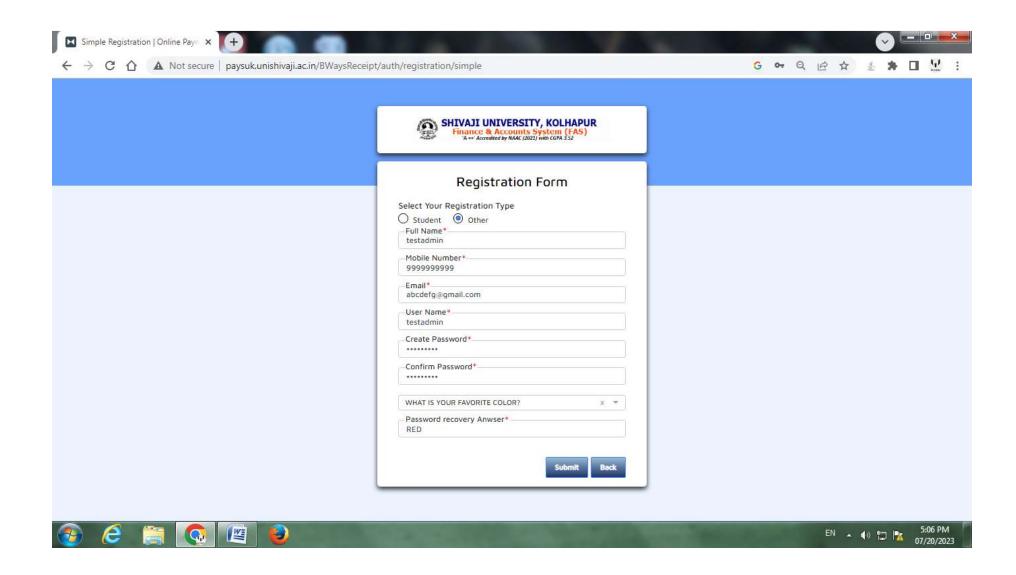
The following **Registration Form** Page shall appear.



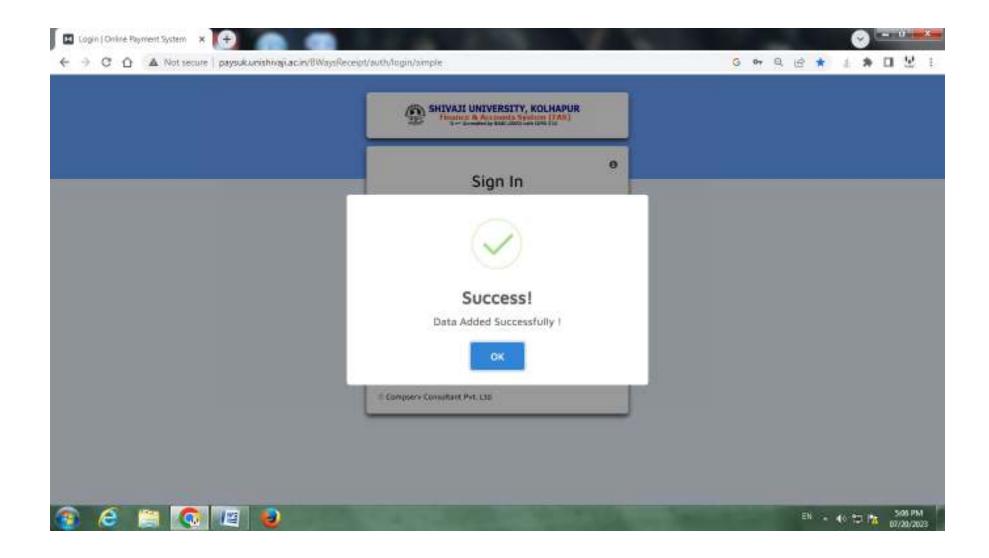
Select **Other** option in Select Your Registration Type.



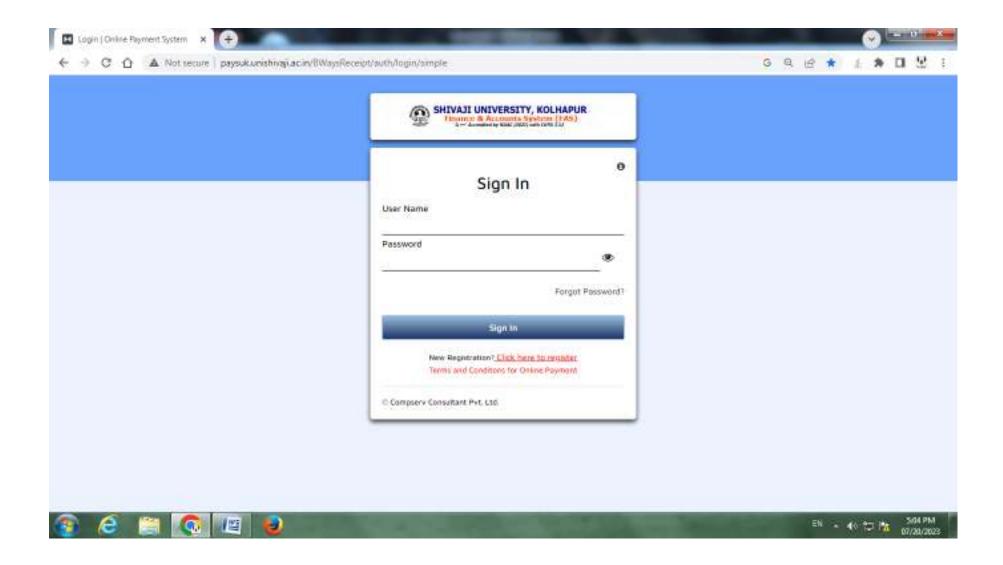
Fill all the details in Registration Form and Click on **Submit** Button. In Full Name plese fill your **Company name or on which** name you want to submit the tender.



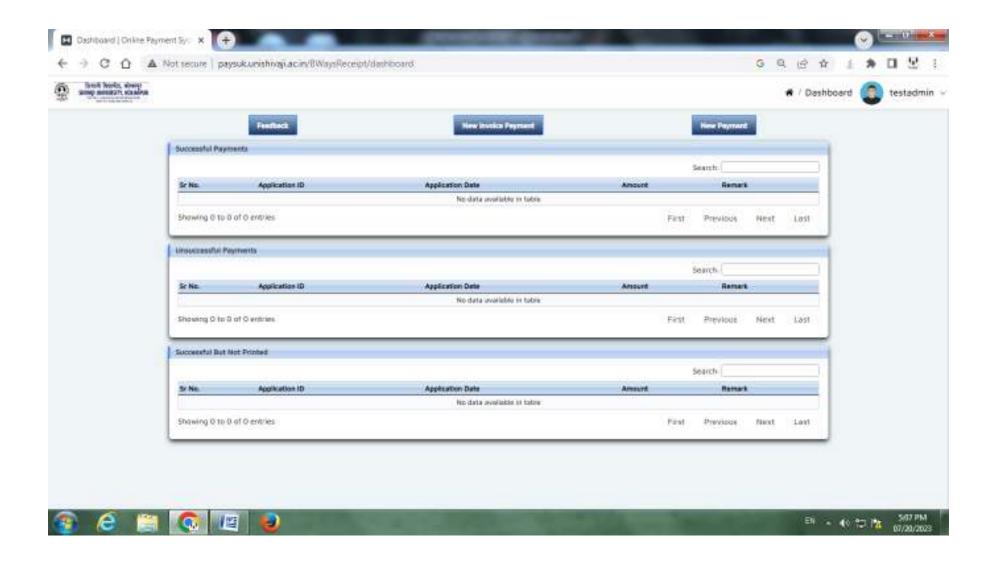
The following **Success** Page shall appear. Click on **OK** to return to Sign In Page.



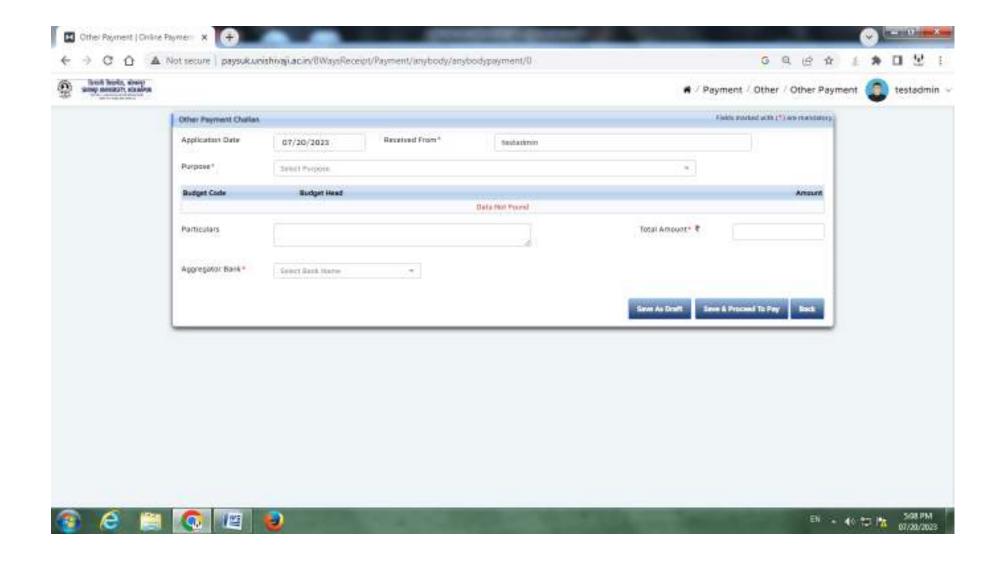
Please Sign In using the **Username and Password** you selected and entered during registration form.



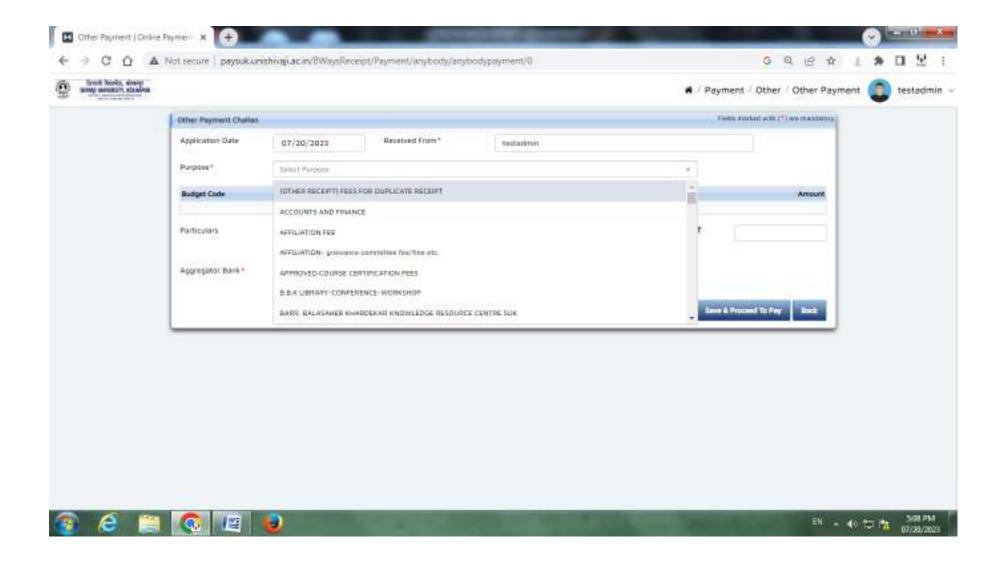
On logging into the system, the following screen appears. Click on 'New Payment' link to make a payment.



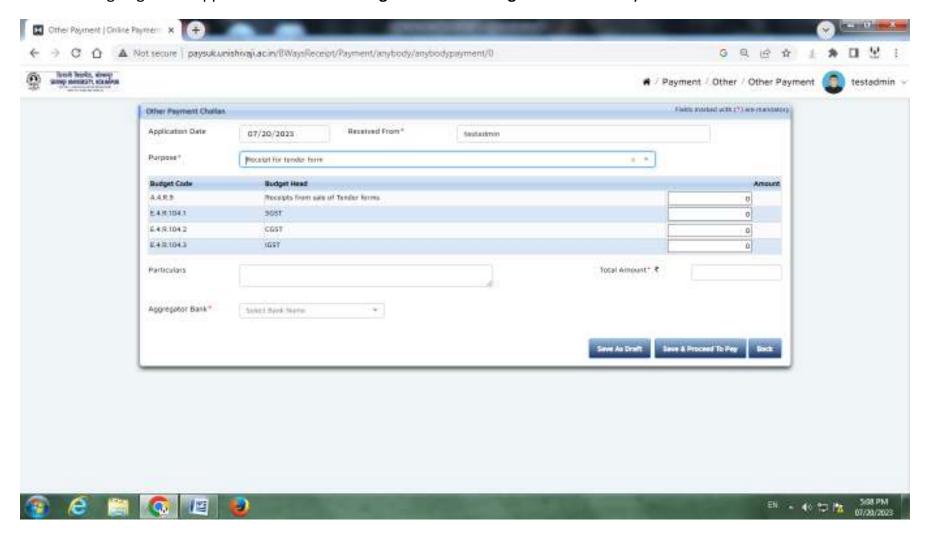
The following Page shall appear. Please Select Purpose.



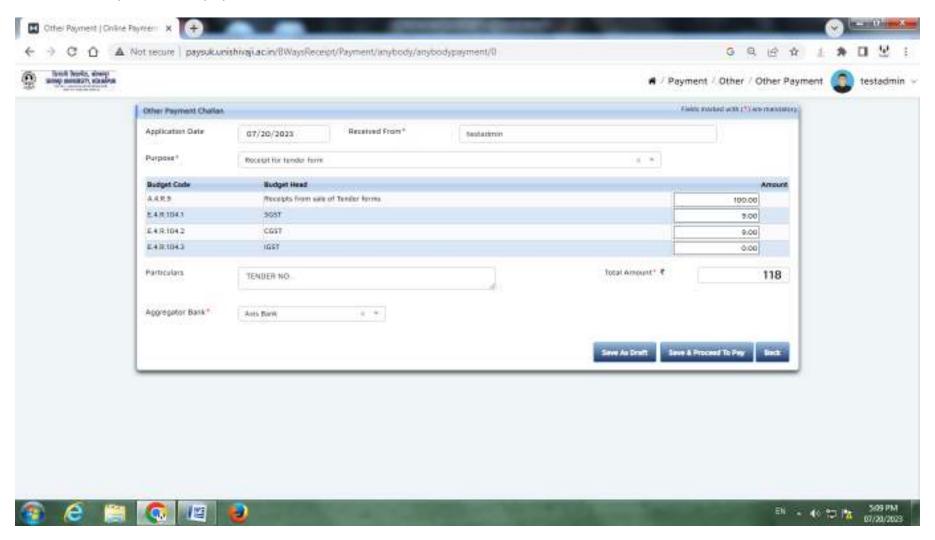
Type **Receipt for Tender Form** in the Purpose to make Tender Fee payment.



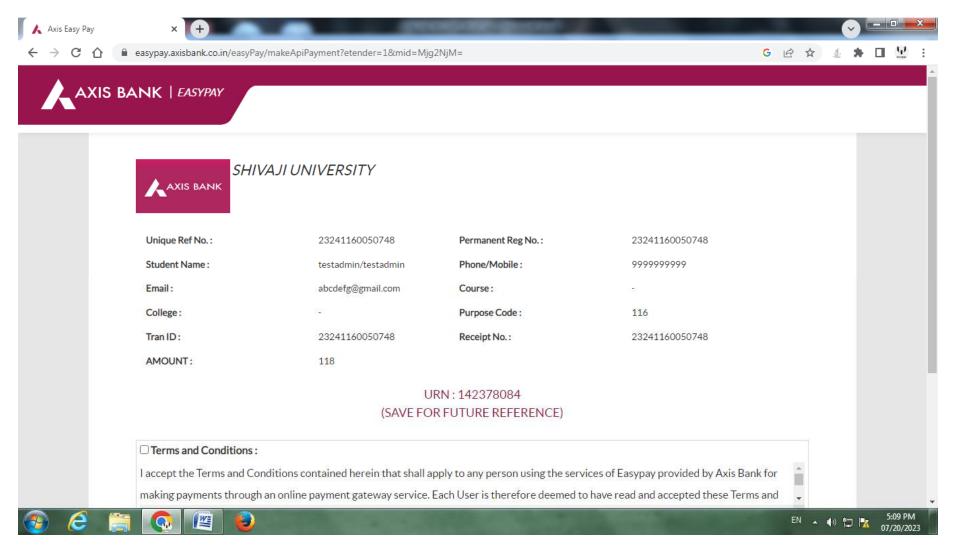
The following Page shall appear. Plese see the **Budget Code and Budget Head** Carefully.



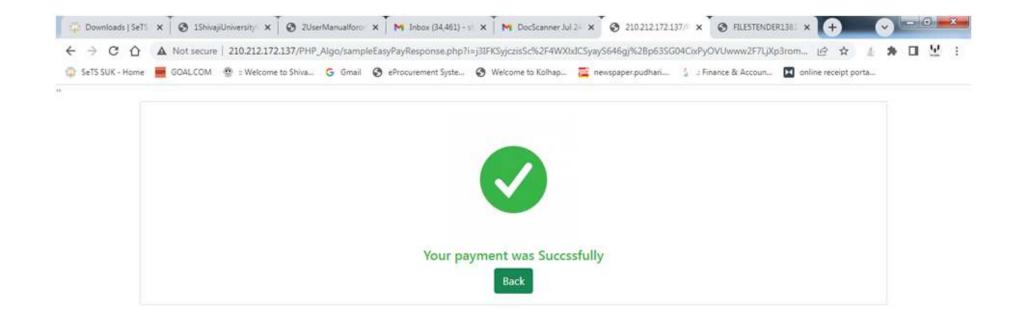
Insert amounts as per given in **Tender Document Page no. 2.** In **Particulars** please type **Tender Number and Tender Name.** Then Select any **one bank** in **Aggregator Bank (Axis Bank / Bank of India / Bank of Maharashtra) and Click on Save & Proceed** To Pay to make a payment.



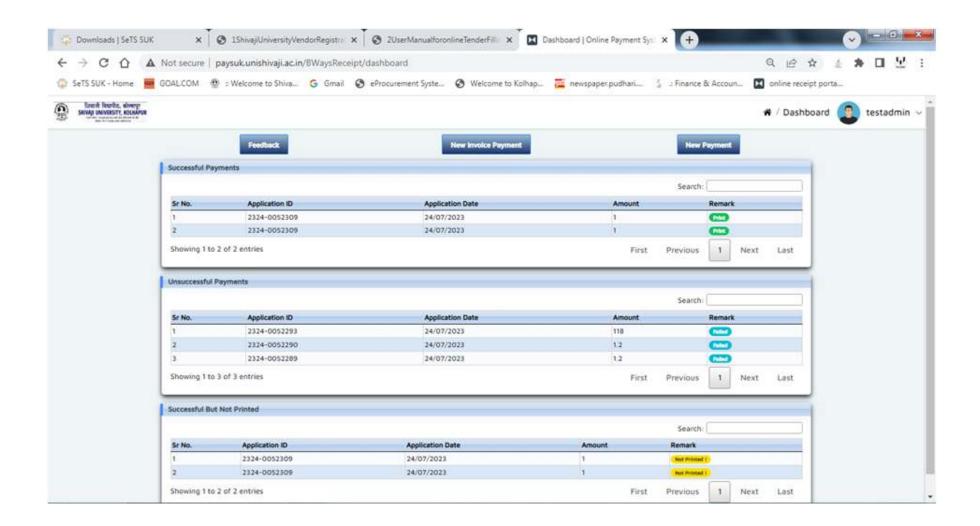
You shall be redirected to **Selected Bank's secured payment gateway** as follows. You can make the payment via **INTERNATE BANKING / CREDITCARD / DEBITCARD / UPI**.



After making the Successfully payment following page shall appear. Click on Back Button to go on Dashboard Page.



On Dashboard Page you will see all Successful, Unsuccessful payments. Click on **Print** option to get Receipt.



Plese do the Same Procedure for **Earnest Money Deposit** from Purpose page.

Please Send Email of Pdf Files of Generated Receipts to stores@unishivaji.ac.in and mention Tender Number and Tender Name in Subject to approve your Tender Purchase and EMD requests.

In **E-tender Login** Please select **Cash** option in Payment Mode to give approval.

To **Download Tender Document** open https://unishivaji.sets.co.in/.

Then Click on **Published Tenders** button. Please insert **captcha** and click on **validate** to go to published tenders page.

You will see all live tenders list. Click on **View Details** button given in front of Tender Code of which Tender Document you want to Download. You will See Tender Details then Click on **Tender Qualifying Requirement : Download .** to Download Tender Document .

For more Help you can Call on 0231-2609085 / 86.

TENDER FORM FEE PAYMENT

For Civil Department Tenders please download Tender Notice file available at following link.

- Published Tenders
- **❖** Tender Code
- **❖** View Details
- Download Tender Notice File
- ❖ Please Insert amounts as per Given Budget Code in Tender Form Fee Chart for Online Receipt Portal

For Other Tenders please download Tender Qualifying Requirement file available at following link.

- Published Tenders
- **❖** Tender Code
- ❖ View Details
- **❖** Download Tender Qualifying Requirement File
- ❖ Go to page no 2
- **❖** Please Insert amounts as per Given Budget Code

PLEASE MAKE PAYMENT ON <u>Company name or on which name you want to submit</u> the tender.