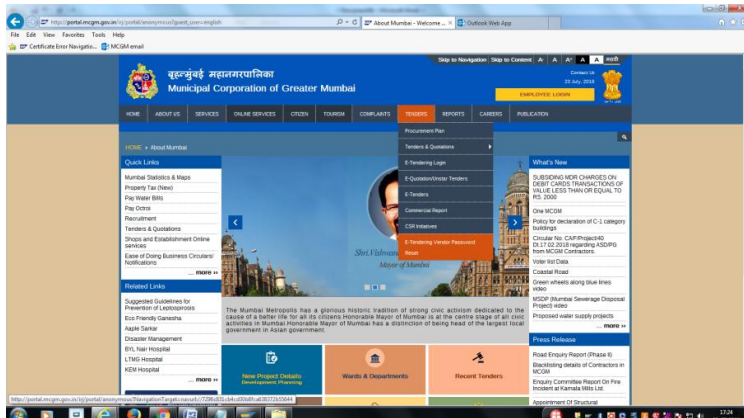


# User manual for vendor password reset (MCGM e-tendering system)

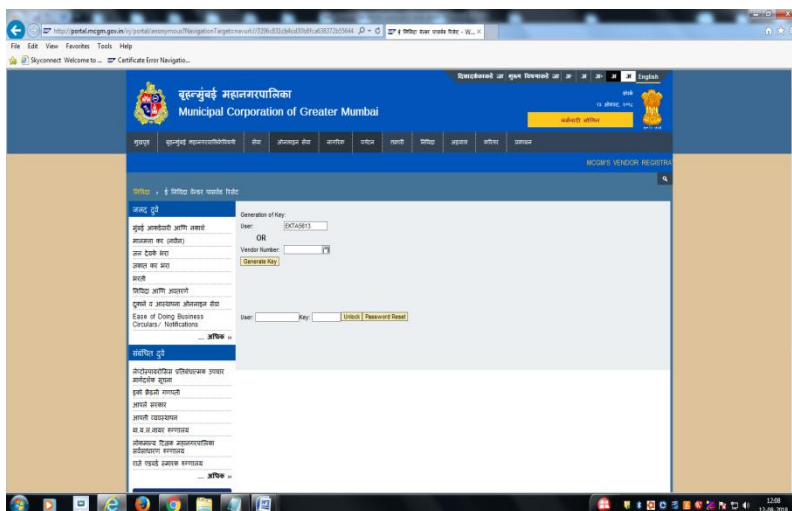
For vendor password reset activity (If user Id created):

Requested to bellow steps in **Internet Explorer version 7 or 8 or 9 only**

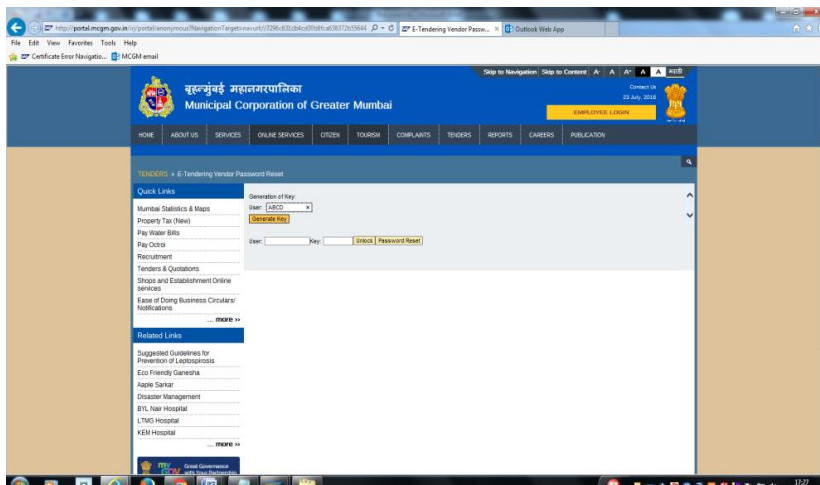
1) Click on “e-tendering vendor password reset” (which is available on MCGM portal - > Tender)



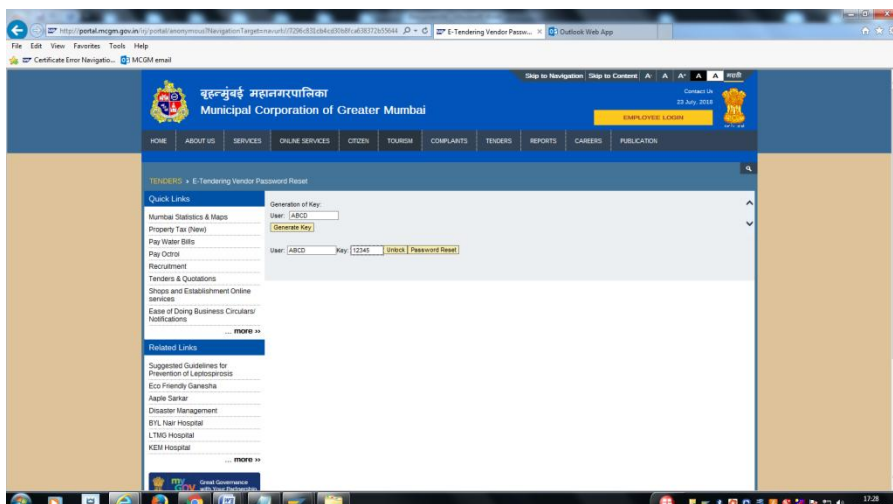
2) Enter user name / ID (for e.g. : ABCD)  
OR  
Enter vendor number



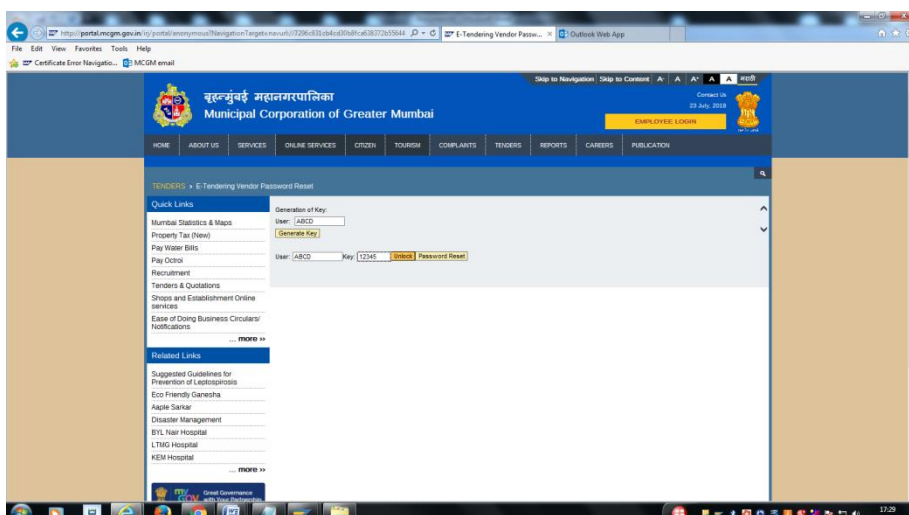
3) Click on GENERATE KEY (key will be sent to vendor registered mail id only)



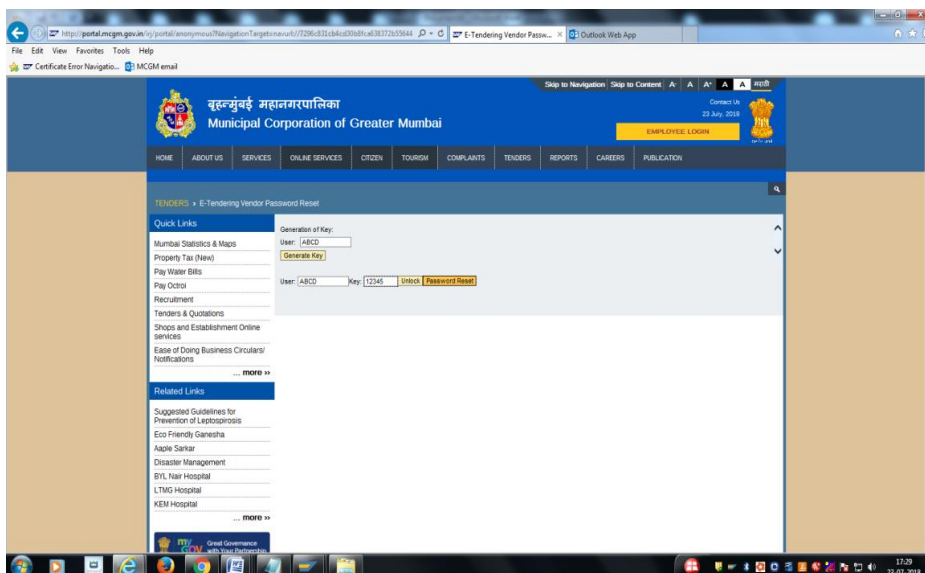
- 4) Enter user name / ID at user column and Key at key column  
For e.g. user: ABCD and key: 12345



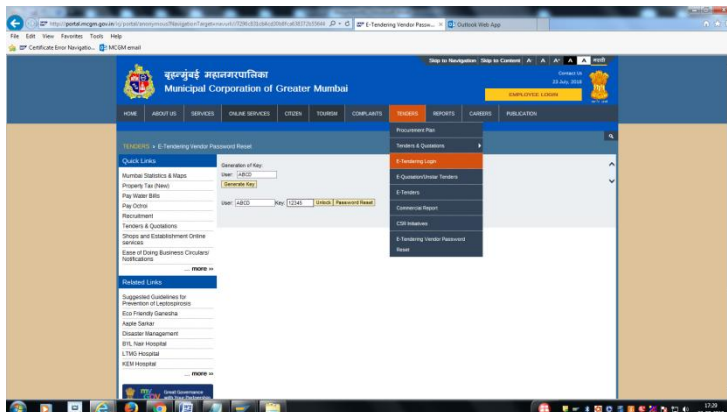
- 5) Click at "UNLOCK" button



- 6) Click at "PASSWORD RESET" button and new password will be sent to vendor registered mail id only)



7) Enter user ID / Name and new password at e-tendering login (which is available on MCGM portal -> Tender -> e-tendering login



If any issue, revert with current error full screenshot with vendor number and issue in details.

For MCGM bidding process: Requested to refer user manual for vendor - Item rate / Percentage rate bidding process which is available on MCGM portal.

Path:

<http://www.mcgm.gov.in> -> Tenders -> Tenders & Quotations - > Tender Manuals -> [User Manual for Vendors - Item Rate Bidding Process](#) or [User Manual for Vendors - Percentage Rate Bidding Process](#)

**E - Tendering HELP DESK:**

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**Email id : [etendering.it@mcgm.gov.in](mailto:etendering.it@mcgm.gov.in)**

\*\*\*\*\* E N D \*\*\*\*\*