



Central Procurement Technical Unit

IMED, MINISTRY OF PLANNING, GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

e-GP System User Manual for Authorized User (AU)



www.eprocure.gov.bd

Central Procurement Technical Unit (CPTU)

IMED, Ministry of Planning, Dhaka-1207, Bangladesh
Block No. 12 (2nd Floor), Sher-e-Bangla Nagar,

Phone: +880-2-9144 252/53 | **Fax:** +880-2-9144 250

Email: info@cptu.gov.bd | **Web:** www.cptu.gov.bd

e-GP Help Desk Contact Details

Phone: + 880-2-9144225 | **Email:** helpdesk@eprocure.gov.bd

Contents

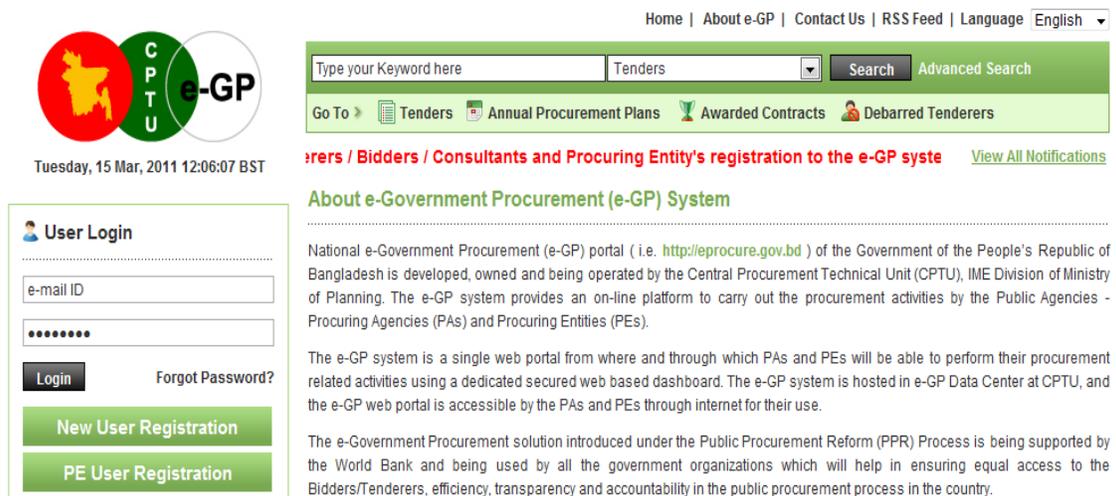
1. Login to e-GP Portal along with User Name & Password	3
2. Message Box	5
3. Annual Procurement Plan (APP)	13
4. Tender	22
5. Workflow	39
6. Evaluation	43
7. My Account	95

1. Login to e-GP Portal along with User Name & Password

AU Users will be created by e-GP Admin or PE Admin in the e-GP Portal. The moment users are created on e-GP; Users will get a system generated e-Mail message in his registered e-Mail ID which contains the necessary information pertaining to Users Login details along with User name & Password. With the help of this User name & Password, Users can start working on e-GP Portal (As shown in **Screen –A1**)

Steps for Login to the system

1.1. Users will login to e-GP Portal along with User Name & Password. In case of first time login, to maintain the “**Security & Integrity**” on e-GP Portal, system by default leads to “**Change Password**” screen will come wherein the user has to give the details which are asked.

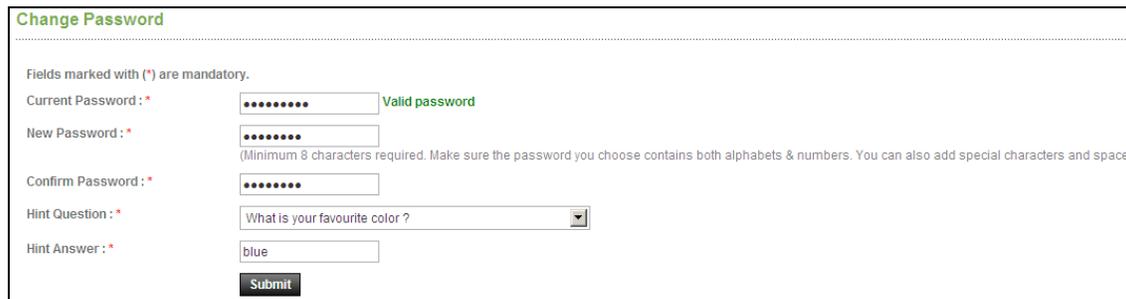


The screenshot shows the e-GP Portal home page. At the top, there is a navigation bar with links for Home, About e-GP, Contact Us, RSS Feed, and Language (English). Below this is a search bar with the text 'Type your Keyword here' and a dropdown menu set to 'Tenders'. A 'Search' button and an 'Advanced Search' link are also present. Below the search bar, there are several menu items: 'Go To >' followed by 'Tenders', 'Annual Procurement Plans', 'Awarded Contracts', and 'Debarred Tenderers'. A main navigation bar contains links for 'Bidders / Bidders / Consultants and Procuring Entity's registration to the e-GP system' and 'View All Notifications'. The main content area is titled 'About e-Government Procurement (e-GP) System' and contains text describing the portal's purpose and the e-GP system's role. On the left side, there is a 'User Login' section with a form for entering an e-mail ID and password, a 'Login' button, and links for 'New User Registration' and 'PE User Registration'.

Screen–A1

1.2. In this Change Password page all fields are mandatory. Therefore, Users have to give an input on each & every field. If any of the field skipped by Users, then, the system won't allow Users to process further on the e-GP Portal.

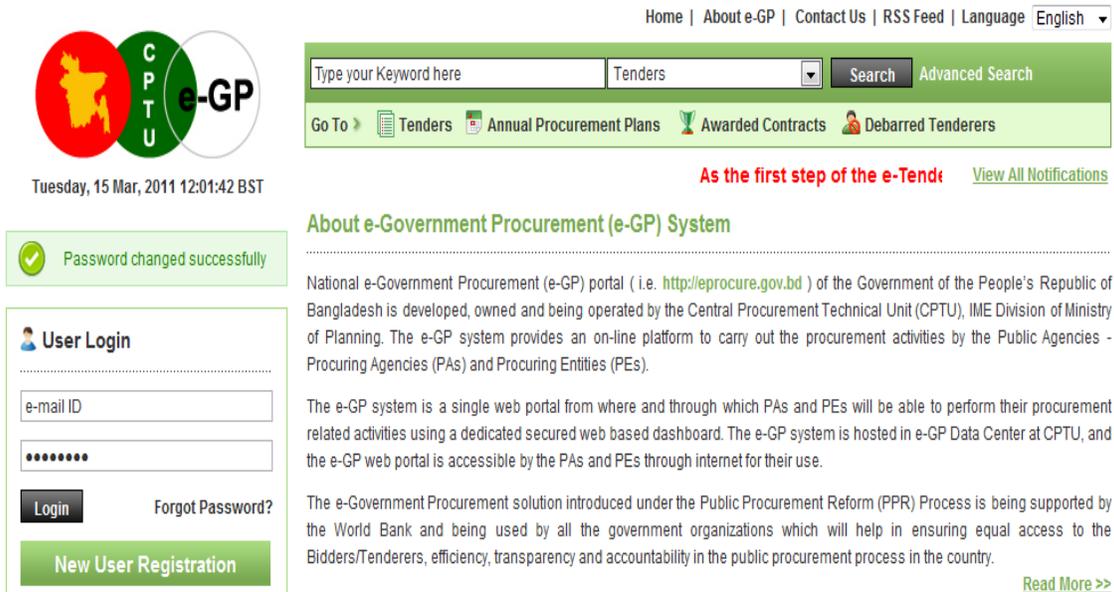
1.3. Once all the inputs are given by the Users after that, Users have to click on “**Submit**” button which would be available at the bottom of the page. (As shown in **Screen-A2**)



The screenshot shows the 'Change Password' page. It features a form with the following fields: 'Current Password : *' (with a 'Valid password' message), 'New Password : *' (with a note: '(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)'), 'Confirm Password : *', 'Hint Question : *' (with a dropdown menu showing 'What is your favourite color ?'), and 'Hint Answer : *' (with the text 'blue'). A 'Submit' button is located at the bottom of the form.

Screen-A2

1.4. Once details are given by the user and clicking on **“Submit”**, the system will show a message on Users screen i.e. **“Password Changed successfully”** then User will be redirected to the home page where the Users has to enter the e-mail ID and the changed password. **(As shown in Screen-A3)**



The screenshot displays the e-GP system interface. At the top right, there are navigation links: Home | About e-GP | Contact Us | RSS Feed | Language English. Below this is a search bar with the text 'Type your Keyword here' and a dropdown menu set to 'Tenders'. A 'Search' button and an 'Advanced Search' link are also present. A 'Go To' section includes links for Tenders, Annual Procurement Plans, Awarded Contracts, and Debarred Tenderers. A notification banner reads 'As the first step of the e-Tender View All Notifications'. The main content area is titled 'About e-Government Procurement (e-GP) System' and contains three paragraphs of text. On the left side, there is a 'User Login' form with fields for 'e-mail ID' and a password field, a 'Login' button, a 'Forgot Password?' link, and a 'New User Registration' button. A green message box at the top left of the content area says 'Password changed successfully'.

Tuesday, 15 Mar, 2011 12:01:42 BST

✓ Password changed successfully

User Login

e-mail ID

.....

Login Forgot Password?

New User Registration

About e-Government Procurement (e-GP) System

National e-Government Procurement (e-GP) portal (i.e. <http://eprocure.gov.bd>) of the Government of the People's Republic of Bangladesh is developed, owned and being operated by the Central Procurement Technical Unit (CPTU), IME Division of Ministry of Planning. The e-GP system provides an on-line platform to carry out the procurement activities by the Public Agencies - Procuring Agencies (PAs) and Procuring Entities (PEs).

The e-GP system is a single web portal from where and through which PAs and PEs will be able to perform their procurement related activities using a dedicated secured web based dashboard. The e-GP system is hosted in e-GP Data Center at CPTU, and the e-GP web portal is accessible by the PAs and PEs through internet for their use.

The e-Government Procurement solution introduced under the Public Procurement Reform (PPR) Process is being supported by the World Bank and being used by all the government organizations which will help in ensuring equal access to the Bidders/Tenderers, efficiency, transparency and accountability in the public procurement process in the country.

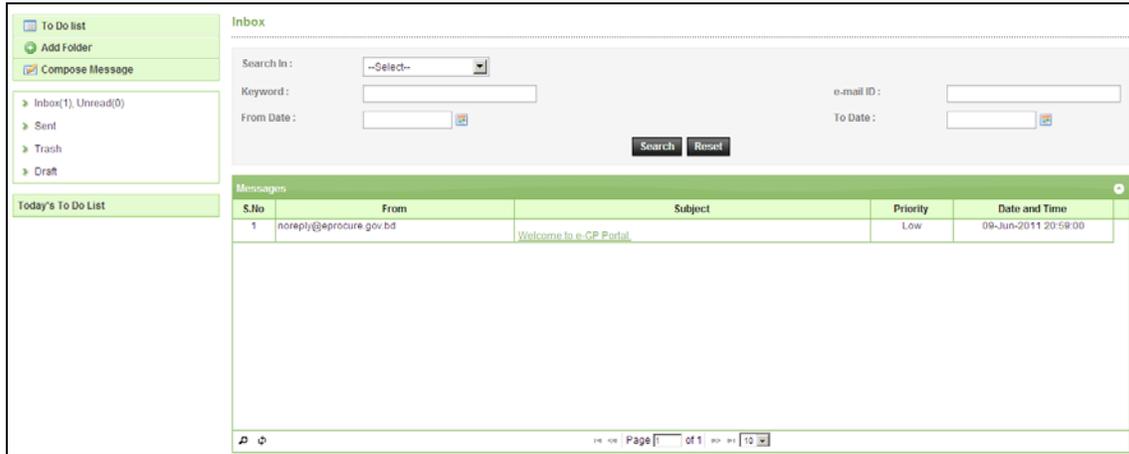
[Read More >>](#)

Screen-A3

2. Message Box

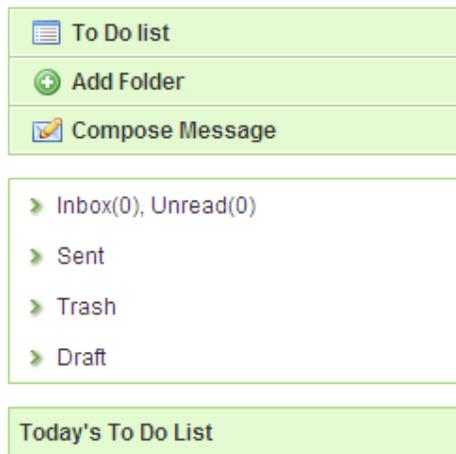
2.1 User will login to e-GP Portal along with User name & Password.

2.2 After login into system, User will be able to see the Message box menu (As shown in **Screen-B1**)



Screen-B1

2.2.1 Left Menu will show below mentioned links (As shown in **Screen-B2**)



Screen-B2

2.2.2 **To Do List** → User can add new tasks, view existing tasks and can search for the task details.

2.2.3 **Add Folder** → Folder Management of the mails can be done. Create folders and manage the mails efficiently. By default, there will be four folders – Inbox, Sent, Trash and Draft.

2.2.4 **“Compose Message”** → User can Compose messages using this functionality.

2.2.5 **“Inbox”** → All the mails which are received by the user will be available in this folder.

2.2.6 **“Sent”** → Mails which user sent through compose message will be available in this folder.

2.2.7 **“Trash”** → Deleted messages will be in this folder.

2.2.8 **“Draft”** → Saved messages will be in this folder.

2.3 Message Box >> To Do List

2.3.1 To Do List functionality, is used so that User can manage their tasks / activities on a regular basis.

2.3.2 **View Task Details**→ All tasks will be listed in the grid table (S. No, Task Brief, Priority, Start Date, Last Date, Action) (As shown in **Screen - B3**)

[View All Notifications](#)

View Task Details

Date From:  Date To: 

Status : 

S.No	Task Brief	Priority	Start Date	End Date	Action
1	No Data Found	No Data Found	No Data Found	No Data Found	No Data

Screen-B3

2.3.3 **Search Task**→User is given Search criteria, through which user can search by giving required parameters (i.e. From Date – To Date, Status) through which user can get quick results. (As shown in **Screen – B4**)

[View All Notifications](#)

View Task Details

Search Functionality

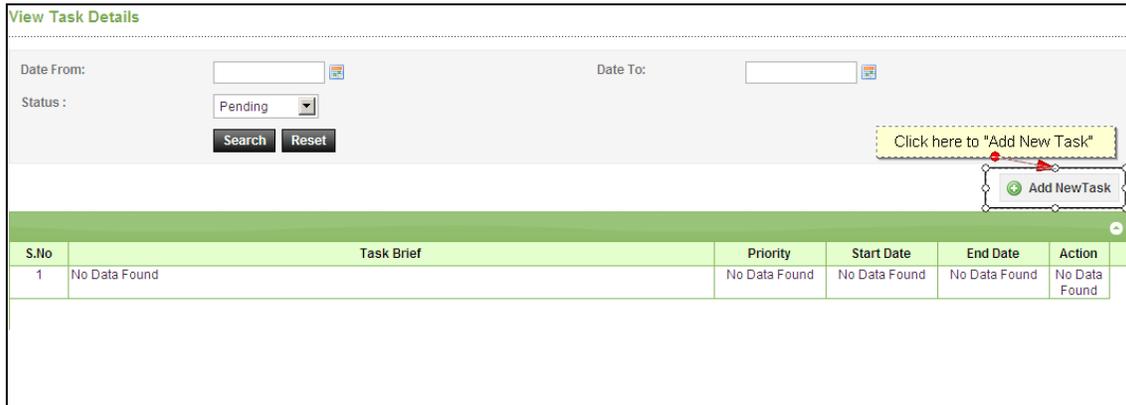
Date From:  Date To: 

Status : 

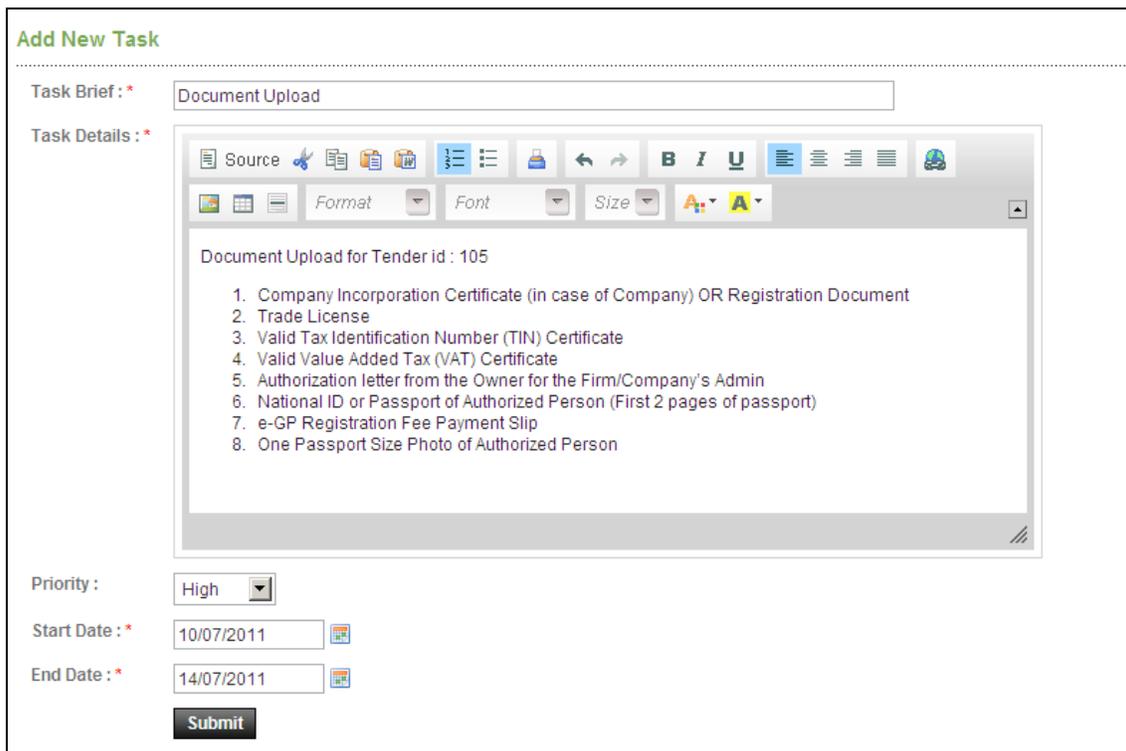
S.No	Task Brief	Priority	Start Date	End Date	Action
1	No Data Found	No Data Found	No Data Found	No Data Found	No Data

Screen-B4

2.3.4 **Add New Task**→ User can create new task by click on the link (As shown in **Screen – B5**) and add in their respective To Do list. Once New Task page gets opened, it will list down the input values (Task Brief, Task Details, Priority of Task, Start Date and End Date) which user will fill and click on Submit button. (As shown in **Screen – B6**)



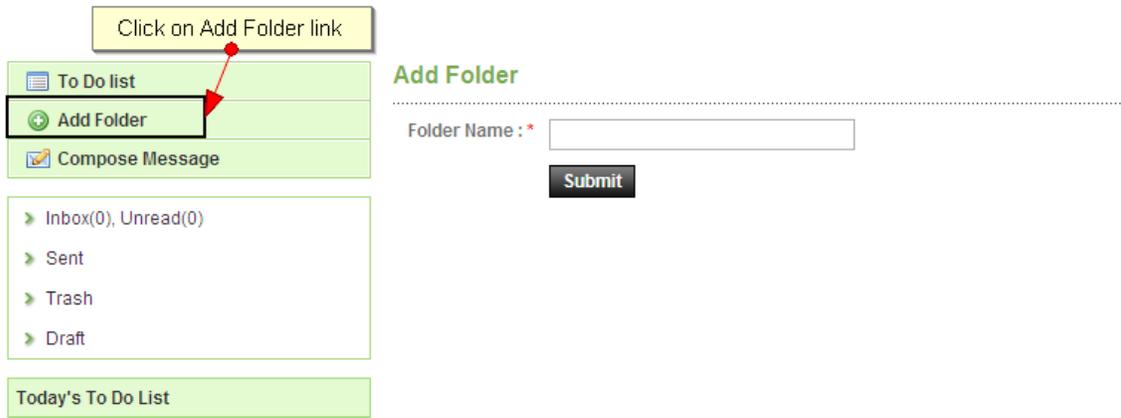
Screen-B5



Screen-B6

2.4 Message Box >> Add Folder

2.4.1 **“Add Folder”** link will be shown in left panel (As shown in **Screen – B7**)→Add Folder page will be shown, Once users enter the folder name and clicking on submit button, the system will display a validation message as **“Folder created successfully”** and the created folder name will be shown on the left panel.

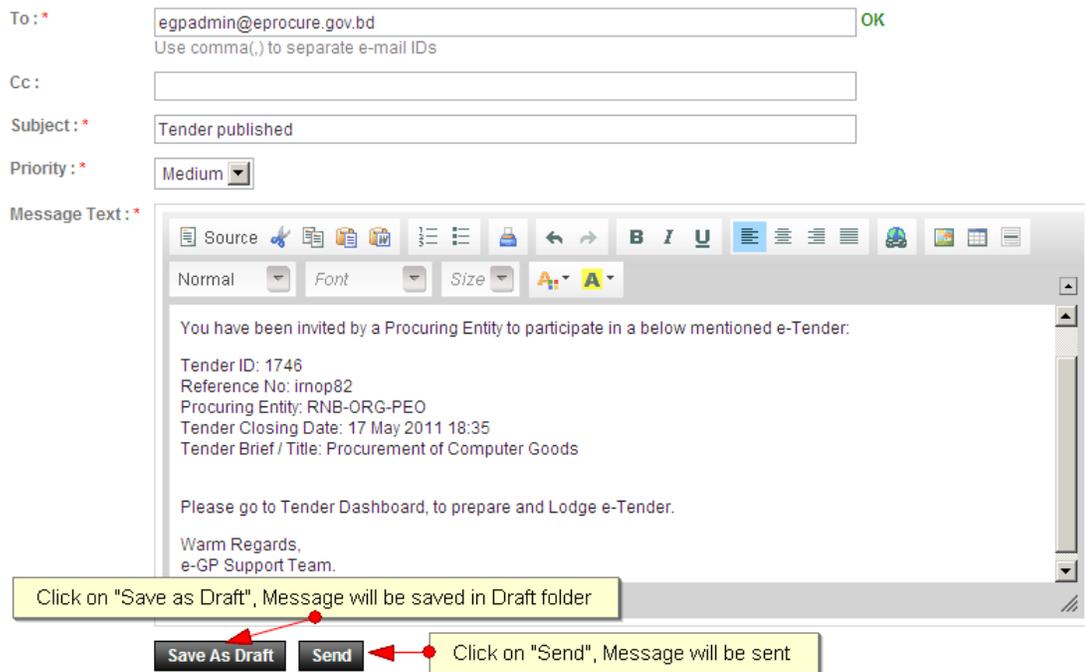


Screen-B7

2.5 Message Box >> Compose Message

2.5.1 **Compose Message**→User can compose message using this functionality (As shown in **Screen –B8**). Lots of features like font, color, styles are available for better appeal. Set priority to your messages as well.

Compose Mail



Screen–B8

2.5.2 Message can be created in “**Rich Text Area**” as shown. Priority of message can be set for the message by selecting “**Low, Medium, High**”. After composing of the message, User can either “**Send**” the message or “**Save as Draft**”.

2.5.3 Once the message is sent, the system will prompt message “**Message Sent Successfully**” and the mail will be available in “**Sent Folder**”.

2.6 Message Box >> Inbox

2.6.1 Inbox basically is the storage of messages which User will receive from another User. User will be able to View, Open and Search messages.

2.6.2 **View Message**→ User can see all messages in Inbox in the grid table (From, Subject, Priority, Date and Time). (As shown in **Screen –B9**)

S.No	From	Subject	Priority	Date and Time
1	peuser@egp.com	APP ID: 1032 APP Approval is required	High	16-May-2011 10:12:42
2	peuser@egp.com	APP ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:35:00
3	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:19:00
4	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 14:53:00
5	peuser@egp.com	APP ID: 895 APP Approval is required	High	22-Apr-2011 13:12:00
6	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00
7	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:24:00
8	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:53:00
9	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:36:00
10	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:27:00

Page 1 of 2

Screen–B9

2.6.3 **Open Message** (User can select & click on the link to open the message and view the message with values (Subject, From, To, Cc, Priority, Message body) with some more functionality mentioned in below table (As shown in **Screen –B10&Screen - B11**)

S.No	From	Subject	Priority	Date and Time
1	peuser@egp.com	APP ID: 1032 APP Approval is required	High	16-May-2011 10:12:42
2	peuser@egp.com	APP ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:35:00
3	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:19:00
4	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 14:53:00
5	peuser@egp.co	APP ID: 895 APP Approval is required	High	22-Apr-2011 13:12:00
6	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00
7	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:24:00
8	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:53:00
9	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:36:00
10	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:27:00

Select Message & Click on link

Page 1 of 2

Screen–B10

View Message

Trash
Reply
Reply To All
Forward

Subject : APP ID: 1032 APP Approval is required 16-May-2011 10:12:42

From : peuser@egp.com

To : hopeuser@egp.com

Cc :

Priority : High

Dear User,

A file has come to you for processing. Detail of the file to be processed is as mentioned below:

Module Name : Annual Procurement Plan (APP)
Process : App Approval Workflow
ID : 1032
File Sent By : PE User - PE

[Click here](#) to process this file now. Or you can perform below mentioned steps to process this file later on:

1. Click on **Workflow** menu
2. Select **Pending** task
3. Click on **Process** link available in front of a particular file to be processed

Regards,
e-GP Help Desk.

Screen-B11

Trash	When User View Message, on top User can click on “Trash”, to remove the message from the Inbox. Once message can then be found in Trash Folder.
Reply	When User View Message, on top User can click on “Reply”, User can revert back to “From” eMail ID(s).
Reply To All	When User View Message, on top User can click on “Reply”, User can revert back to all i.e. “From” & “Cc” eMail ID(s).
Forward	When User View Message, on top User can click on “Forward”, User can forward the message to another User and input the values “From” & “Cc” e-Mail ID(s).
Move To Folder	When User View Message, on top User can select from combo box folder and click on “Move To Folder”, in return message will be moved to specific folder from Inbox.

2.6.4 **Search Message**→ User can use search condition as input values (Search in [Subject, Message], Keyword, e-Mail ID, From Date, To Date – As shown in **Screen –B12**) and result will be displayed in grid table.

Inbox

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

Screen-B12

2.7 Message Box >> Sent Folder

2.7.1 User when send messages to any other user, the message will be saved in “**Sent**” folder (As shown in **Screen – B13**). User can select any specific message to view again message.

Sent

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

Search **Reset**

Messages

S.No	To	Subject	Priority	Date and Time
1	au.l@egp.com	APP ID: 1032 File Approved by Approver	High	16-May-2011 10:37:06
2	peuser@egp.com	APP ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:37:00
3	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:03:00
4	au.l@egp.com	APP ID: 895 File to be processed in Workflow	High	22-Apr-2011 13:16:00
5	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00
6	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:25:00
7	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:54:00
8	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:37:00
9	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:28:00
10	au.l@egp.com	APP ID: 845 File to be processed in Workflow	High	31-Mar-2011 16:28:00

Page 1 of 1

Screen–B13

2.8 Message Box >> Trash Folder

2.8.1 Message which is deleted / removed by the User are shown in “**Trash**” folder. (As shown in **Screen – B14**)

2.8.2 All Trash Messages get displayed in a grid table (From, Subject, Priority, Date and Time).

2.8.3 User can also Search in Trash folder by using input values (Search in [Subject, Message], Keyword, eMail ID, From Date - To Date).

Trash

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

Search **Reset**

Messages

S.No	From	Subject	Priority	Date and Time
1	hopeuser@egp.com	Welcome to e-GP Portal	Low	17-May-2011 17:09:13

Page 1 of 1

Screen–B14

2.9 Message Box >> Draft Folder

2.9.1 When a user saves the message, Message is moved to “**Draft**” folder. On Click on “**Draft**” link, message saved by the user will be shown in the grid (As shown in **Screen - B15**). If User wants to send a message from Draft then User has to click on “**Edit**” link > Open **Message**> If any update in the message, the user can update and Click on “**Send**” button.

Draft

Draft

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

S.No	From/To	Subject	Priority	Date and Time	Action
1	peuser@egp.com	APP ID: 1032 APP Approval is required	Medium	17-May-2011 17:20:53	Edit

Page 1 of 10

Screen-B15

3. Annual Procurement Plan (APP)

3.1 APP >> Create APP

3.1.1 To Create APP, AU user has to click on “**APP**” Menu, then click on “**Create APP**” sub-menu (As shown in **Screen – C1**)



Screen–C1

3.1.2 Once clicked on the “**Create APP**” menu then below screen will open up on where the AU User has to select following details. (As shown in **Screen – C2**)

3.1.2.1 **Type of Budget:** - AU user has to select the Type of Budget for which APP is being created. There are three types of budget one is Development Budget, Revenue Budget and Own Fund. In case of Development Budget project is mandatory to select.

3.1.2.2 **Financial Year:** - AU user has to select Financial Year for the combo box for which APP is being created

3.1.2.3 **Select Project:** - AU user needs to select Project for the combo box

3.1.2.4 **PE / Project Office:** - AU user Project Office will be automatically displayed.

3.1.2.5 **PE:** - AU’s name will be automatically displayed on the basis of Login ID.

3.1.2.6 **APP Code:** - AU user needs to enter the APP Code for the same.

Create APP

[Create APP](#) >> [Add Package Details](#) >> [Add Package Dates](#)

Fields marked with (*) are mandatory

Budget Type : *

Financial Year : *

Select Project : *

PE / Project Office : Office of Procurement

PE : PE User

APP Code : *

Next

Screen-C2

3.1.3 Add Package Details - On clicking the Next button, AU user can add the Package details. (As shown in Screen – C3)

Package Details [Go Back To Dashboard](#)

Create APP >> **Add Package Detail** >> Add Package Dates

Fields marked with (*) are mandatory

APP ID : 269
Financial Year : 2011-2012
Budget Type : Development
Project Name : Blood Campaign
APP Code : EGP-BC-002

Procurement Nature : *

Type of Emergency :

Package No. : *

Please specify the Package/Lot as **e-TENDER: <reference No.>** if the Package/Lot will be procured using e-GP System

Package Description : *

Lot No. *	Lot Description *	Quantity *	Unit (i.e. Nos., Kg, etc.) *	Estimated Cost (In BDT) *
<input type="text" value="1"/>	<input type="text" value="Construction of Blood Campaign in all the States"/>	<input type="text" value="1"/>	<input type="text" value="Package"/>	<input type="text" value="20000000"/> TWO CRORE

Package Est. Cost (In BDT) :
 TWO CRORE

Category : *

Approving Authority : *

PQ Requires : *

Procurement Type : *

Procurement Method : *

Source of Fund : Government, Own fund

Next

Screen-C3

- 3.1.3.1 **Procurement Nature:** - AU users need to select the Procurement Nature from the Combo Box. Procurement Nature can be Goods / Works / Services. If AU users select Service in Procurement Nature then it is mandatory to select Service Type. (Standalone Services/Professional & Intellectual Services/Non-Consulting Services)
- 3.1.3.2 **Type of Emergency:** - AU users need to select the Type of Emergency. Type of Emergency can be Normal / Urgent / National Disaster.
- 3.1.3.3 **Package No. :** - AU users will enter the Package No. For which APP is being created.
- 3.1.3.4 **Package Description:** - AU users will enter the Package Description for which APP is to be created.
- 3.1.3.5 AU users will specify Lot No., Lot Description, Quantity, Unit and Estimation Cost (**In BDT Taka**)
- 3.1.3.6 **Package Est. Cost (In BDT Taka):** - System displayed the Package Est. Cost of all the Lots.
- 3.1.3.7 **Category:** - PE user can select the Category by clicking on the **Select Category** button.
- 3.1.3.8 **Approving Authority:** - AU user can select the Approving Authority from the Combo Box.
- 3.1.3.9 **PQ Requires:** - If Pre-Qualification (PQ) requires in the APP then AU user can select “**Yes**” from the Combo Box otherwise selects “**No**”.
- 3.1.3.10 **Procurement Type:** - Procurement Type can be selected from Combo Box whether **NCT (National Competitive Tender)** or **ICT (International Competitive Tender)**.
- 3.1.3.11 **Procurement Method:** - AU user can select the Procurement Method from the Combo Box.
- 3.1.4 On submitting all mandatory information AU User has to click on “**Next**” button for further process. (As shown in **Screen – C3**)
- 3.1.5 **Add Package Dates:** – System will display Add Package dates page after filling package information. It is mandatory for AU User to specify the Dates and No. Of days. AU User to select Expected Date of Advertisement of Tender on e-GP website Authority needs to enter No of Days and on the basis of that system will display End date of the same. Once the No. Of Days will be entered by Authorized User then system will automatically display the Total Time to Contract Signed by summing up all the day which has been configured in Tender Dates. Once all the details are entered into the system then AU needs to click on “**Save**” to save the details. On click on “**Save & Add More Package**” then the system will save the data submitted by Authorized User and redirect to Add Package Details Page. If the selected Date is a holiday, then the system will display the same in Red Color, so the same can be easily identified by AU User. (As shown in **Screen – C4**)

Package Dates [Go Back To Dashboard](#)

Create APP >> [Edit Package Detail](#) >> **Add Package Dates**

Package details added successfully

Fields marked with (*) are mandatory

Approving Authority : HOPE
 APP ID : 269
 Financial Year : 2011-2012
 Budget Type : Development
 Project Name : Blood Campaign
 APP Code : EGP-BC-002
 Package No. : EGP-HG-0003

Tender Dates :

Expected Date Of Advertisement Of IFT on e-GP website : *

+ No. Of Days : *

Total to Contract Signing :

Expected Date of Submission of Tenders :

Expected Date of Opening of Tenders :

Expected Date of Submission of Evaluation Report :

Expected Date of Approval for Award of Contract :

Expected Date of Issuance of the NOA :

Expected Date of Signing of Contract :

Expected Date of Completion of Contract :

Screen – C4

3.1.6 **APP Dashboard** - Once AU user after click on save button then system automatically redirects the page on APP Dashboard (As shown in **Screen – C5**)

Annual Procurement Plan (APP) Dashboard

APP Information Bar :

APP ID : 269 APP Code : EGP-BC-002 Project Name (If Applicable) : Blood Campaign
 Financial Year : 2011-2012 Budget Type : Development

Official Cost Estimate :

Template : Download

Workflow :

Annual Procurement Plan :

Screen – C5

3.1.6.1 **APP Information Bar**– AU user can view the entire APP which has been created for APP dashboard in “**APP Information Bar**”. PE User can see APP ID (Which is automatically generated by the system), APP Code, Project Name, Financial Year and Type of Budget.

3.1.6.2 **Engineer`s Estimation** - Standard Engineering Estimation Template can be downloaded by PE user. **Engineering Estimation is applicable only for ‘Works’ tenders.**

3.1.6.3 **Workflow** – AU User can’t create the workflow, so System will display message “**Workflow yet not configured**”. AU User has to all modifications before sending the file for workflow and workflow is authorized to PE User. (As shown in **Screen – C5**)

3.1.7 **Search Packages** – AU User can search the packages. (As shown in **Screen – C6**)

3.1.7.1 **Search Package:** - Package can be searched through Package No., Procurement Nature, Estimate Cost and Procurement Type.

3.1.7.2 **Add New Packages:** - AU User can add New Packages by clicking on Add New Packages.

3.1.7.3 **Package Details:** - AU User can take necessary action for the package as mentioned below.

3.1.7.3.1 Can view the Package No. Package Description, Procurement Nature and Type, Estimate Cost etc.

3.1.7.3.2 Can upload the Engineer's Estimation.

3.1.7.3.3 Can **“View”** or **“Edit”** the Package details, Edit the dates or Remove the Packages under the **Action** section.

3.1.7.3.4 Can generate the **“Report”** as per the requirement.

Search Package :

Package No. : Procurement Nature : - Select Procurement Nature -

Estimated Cost (in BDT) : Procurement Type : - Select Procurement Type -

Status : - Select Status -

Search **Reset**

Steps for Tender Preparation **Add New Package**

Package Details :

S. No.	Package No., Package Description	Procurement Nature, Procurement Type	Package Est. Cost (in BDT)	Official Cost Estimate	Tender ID	Tender Status	Status	Action
1	EGP-HG-0003 Construction of Blood Campaign in all the States	Works NCT	20000000.00	Click here to upload Official Cost Estimate	-	Tender not floated	Pending	View Edit Package Detail Edit Dates Remove Report

Screen – C6

3.1.8 **View APP Details** - On Clicking on View APP AU user can view all the details which have been entered at the time of the creation of APP. On clicking on **Print** button PE user can take the printout of APP for future reference. On clicking on **“Go Back to Dashboard”** system redirects AU User to APP Dashboard. (As shown in **Screen – C7**)

View APP Package Details :



Ministry : Ministry of Procurement
 Division : -
 Organization : Organization of Procurement
 PE Office and Code : Office of Procurement
 Budget Type : Development Project Name : Blood Campaign

Key Fields Information:				
APP ID :	269			
APP Code :	EGP-BC-002			
Financial Year :	2011-2012			
Budget Type :	Development			
Project Name :	Blood Campaign			
Procuring Entity :	PE User			
District :	Dhaka			
Package Details:				
Procurement Nature	Works			
Type of Emergency	Normal			
Package No	EGP-HG-0003			
Package Description	Construction of Blood Campaign in all the States			
Lot Details:				
Lot No.	Lot Description	Qty	Unit	Estimated Cost (In BDT)
1	Construction of Blood Campaign in all the States	1.00	Package	20000000.00
Package Estimated Cost (In BDT)	20000000.00			
Category	Hospital and related services; Health services; Social services;			
Approving Authority	HOPE			
PQ Requires	No			
Procurement Method	Open Tendering Method			
Procurement Type	NCT			
Source of Fund	Government, Own fund			
Development Partners	-			
Tender Dates:				
Expected Date of Advertisement of Tender on e-GP website	13-Nov-2011			
Expected Date of submission of Tender	20-Nov-2011			
Expected Date of Opening of Tender	15-Dec-2011			
Expected Date of Submission of Evaluation Report	05-Jan-2012			
Expected Date of Approval for Award of Contract	19-Jan-2012			
Expected Date of Issuance of the NOA	26-Jan-2012			
Expected Date of Signing of Contract	27-Feb-2012			
Expected Date of Completion of Contract	18-Mar-2012			
Total Time to Contract Signing	106			

Screen – C7

Note:

Workflow is to be created by PE User. PE User will then configure and Add Users. PE User has to select Users for workflow and whosoever he selects as Initiator will be able to Publish APP.

For example:

- 1. If PE User selects Initiator as AU User >> PE User as Reviewer >> HOPE User as Ends By**
- 2. So, AU User will process the workflow and Forward to PE User >> PE User will then process the workflow and Forward to HOPE User >> HOPE User will then process the workflow and Approve APP.**
- 3. Once APP is Approved, then AU User will be able to Publish APP.**

3.1.9 Publish APP

3.1.9.1 Once the Approving Authority approves the APP, AU User has to login into the system and will be able to **Publish APP**. (As shown in **Screen – C8**)

Annual Procurement Plan (APP) Dashboard

APP Information Bar :					
APP ID :	267	APP Code :	EGP-BC-001	Project Name (If Applicable) :	Blood Camp
Financial Year :	2011-2012	Budget Type :	Development		
Action :	Publish				

Screen – C8

Publish APP

[Print](#) [Go Back To Dashboard](#)

APP Information Bar :					
APP ID :	267	APP Code :	EGP-BC-001		
Financial Year :	2011-2012	Budget Type :	Development		
Project Name (If Applicable) :	Blood Camp				
S.No.	Package No. and Package Description	Procurement Nature and Procurement Type	Package Est. Cost (In BDT)	Official Cost Estimate	Action
1	EGP-HG-0002 Construction of Blood Camp in all the States	Works NCT	20000000.00	Download	View

Comments : *

Publish

Screen – C9

3.1.9.2 User needs to give some comments in the comments box then click on “**Submit**” button to publish an APP (As shown in **Screen – C9**)

3.1.9.3 Once the APP is published successfully, AU User will get the message “**APP Packages published successfully**”. (As shown in **Screen – C10**)

Annual Procurement Plan (APP) Dashboard

✔ APP Packages published successfully

APP Information Bar :					
APP ID :	267	APP Code :	EGP-BC-001	Project Name (If Applicable) :	Blood Camp
Financial Year :	2011-2012	Budget Type :	Development		

Official Cost Estimate :
 Template :

Workflow :
[View](#)

Annual Procurement Plan :
[Consolidated Annual Procurement Plan](#)

Search Package :

Package No. :	<input type="text"/>	Procurement Nature :	- Select Procurement Nature -
Estimated Cost (In BDT) :	<input type="text"/>	Procurement Type :	- Select Procurement Type -
Status :	- Select Status -		

Package Details :									
S. No.	Package No., Package Description	Procurement Nature, Procurement Type	Package Est. Cost (In BDT)	Official Cost Estimate	Tender ID	Tender Status	Status	Action	
1	EGP-HG-0002 Construction of Blood Camp in all the States	Works NCT	20000000.00	-	-	Tender not floated	Approved	View Create Tender Report	

Screen – C10

3.1.9.4 By clicking on “**Create Tender**” link AU user can start preparing the tender notice. (As shown in **Screen – C10**)

3.2 My Annual Procurement Plan (APP >> My APP)

My Annual Procurement Plan

S.No.	APP ID	APP Code	Budget Type	Project Name	Dashboard
1	64	EGP-BC-001	Development	Blood Camp	
2	63	EGP-HG-003	Development	Blood Camp	

Screen – C11

3.2.1 AU User can search their APP by selecting Financial Year, Budget Type, Project Name and Status. (As shown in **Screen – C11**)

3.2.2 AU User can come to know that how many APP's are approved and how many are pending. (As shown in **Screen – C11**)

3.2.3 AU User can click on “**Dashboard**” to View the details of APP selected (As shown in **Screen – C11**)

3.3 All Annual Procurement Plan (APP >> All APPs)

3.3.1 Advanced Search for Annual Procurement Plan - Advance search facility is given to all Govt. Users to search the APPs. (As shown in **Screen – C12**)

Screen – C12

3.3.2 Any Govt. User can search any APP with the input of necessary data as mentioned below. (As shown in **Screen – C13**)

3.3.2.1 Selecting a **Ministry / Division / organization**

3.3.2.2 Selecting Procuring Entity, Project Name, Financial Year, Procurement Nature, Budget Type, Package Estimate Cost

3.3.2.3 Enter **APP ID, APP Code, Package No., Value**

3.3.2.4 Click on Select **Category** button

Advanced Search for Annual Procurement Plan

- Collapse

Select Ministry/Division /Organization :

Procuring Entity :

Project Name :

Financial Year :

Procurement Nature :

APP ID :

Package No. :

Package Estimated Cost :

Budget Type :

Procurement Type:

APP Code :

Value :

Category:

Screen – C13

3.3.3 On submitting the same AU User will get the APP search results. (As shown in the **Screen – C14**)

Annual Procurement Plan Search Results

S. No.	APP ID, APP Code	Ministry, Division, Agency, PE	District	Procurement Nature, Project Name	Package No, Description	Estimated Cost (in BD Tk.), Procurement Method
1	64, EGP-BC-001	Org. of Telecommunication, PE Office of Telecommunication	Dhaka	Works,Blood Camp	EGP-HG-002, Conduction of Blood Camp in all the state	2000000.00, OTM
2	63, EGP-HG-003	Org. of Telecommunication, PE Office of Telecommunication	Dhaka	Services,Blood Camp	EGP-HG-003, Conduction of Blood Camp	200000.00, CSO

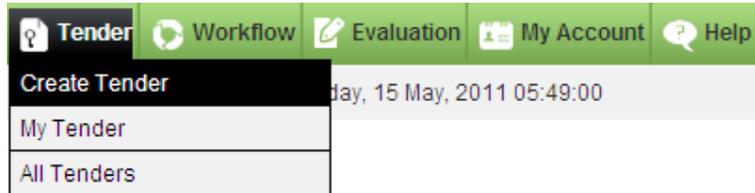
Page 1 of 1 « First ‹ Previous Next › Last »

Screen – C14

4. Tender

4.1 Create Tender (Tender >> Create Tender)

4.1.1 Click on “**Tender**” Tab on the Dashboard, click on “**Create Tender**”. (APP (Application Procurement Plan) has to be ready with approved and published on e-GP Portal).



Screen – D1

4.1.2 “**Steps for tender Preparation**” button, takes you to PDF file where steps for Tender preparation are available.

4.1.3 Select Financial Year, Select APP from the drop down boxes and click on “**Search APP**” button.

4.1.4 Select **Lot** on which this tender is to be prepared.

4.1.5 Click on “**Submit**” button.

Select APP & Packages

Financial Year : Select APP : *

Select	Package No.	Package Description
<input checked="" type="radio"/>	EGP-COM-0001	Supply and install of Signal Radar to scan object upto 200 kms in Radius

Screen – D2

4.1.6 AU User has to type “**Invitation Reference No**” (As shown in **Screen – D3**)

Create IFT/ PQ Tender / REOI / RFP / Advertisement

Fields marked with (*) are mandatory

Ministry :	Ministry of Procurement	Division :	
Organization :	Organization of Procurement	Procuring Entity Name :	Office of Procurement
Procuring Entity Code :		Procuring Entity District :	Dhaka
Procurement Nature :	Goods	Procurement Type :	NCT
Event Type :	TENDER	Invitation for :	Tender - Single Lot
Invitation Reference No. : *	<input type="text" value="AxTw001"/>		

Key Information and Funding Information :

Procurement Method :	Open Tendering Method (OTM)	Budget Type :	Revenue
Source of Funds :	Government		

Screen – D3

4.1.7 AU User has to type “**Dates of Tender Schedule**” i.e. Scheduled Tender Publication Date and Time, Tender Document last selling download Date and Time, Pre-Tender Meeting Start Date and Time, Pre-Tender Meeting End Date and Time, Tender Closing

Date and Time, Tender Opening Date and Time and Last Date and Time for Tender Security Submission. (As shown in **Screen – D4**)

Particular Information :			
Project Code :	Not applicable	Project Name :	Not applicable
Tender Package No. and Description :	EGP-COM-0001 Supply and install of Signal Radar to scan object upto 200 kms in Radius		
Category :	Electrical machinery, apparatus, equipment and consumables;Electric motors, generators and transformers;Electric motors;Generators;Alternators;Cooling towers;Ballasts for discharge lamps or tubes;Parts of electric motors, generators and transformers;Transformers;Electricity distribution and control apparatus;Electrical apparatus for switching or protecting electrical circuits;Electrical circuit components;Parts of electricity distribution or control apparatus;insulated wire and cable;Mains;Power distribution cables;Coaxial cable;insulated cable accessories;Electric conductors for data and control purposes;Accumulators, primary cells and primary batteries;Primary cells;Primary batteries;Electric accumulators;Lighting equipment and electric lamps;Electric filament lamps;Lamps and light fittings;Parts of lamps and lighting equipment;Electrical equipment and apparatus;Electrical equipment for engines and vehicles;Sound or visual signalling apparatus;Magnets;Machines and apparatus with individual functions;insulating fittings;Carbon electrodes;Electrical parts of machinery or apparatus;Electrical supplies and accessories;Electronic, electromechanical and electrotechnical supplies;Electronic equipment;Electromechanical equipment;Electrotechnical equipment		
Scheduled Tender Publication Date and Time : *	15/11/2011 10:27	Tender Document last selling / downloading Date and Time : *	20/11/2011 10:27
Pre - Tender meeting Start Date and Time : *	17/11/2011 10:27	Pre - Tender meeting End Date and Time : *	20/11/2011 10:27
Tender Closing Date and Time : *	11/12/2011 10:27	Tender Opening Date and Time : *	05/01/2012 10:27
Last Date and Time for Tender Security Submission : *	17/11/2011 10:27		

Screen – D4

4.1.8 AU User has to type “**Eligibility of Tender**” (As shown in **Screen – D5**)

Information for Tenderer / Applicant :
Eligibility of Tenderer : *

Having Experience of Supply, Installation and Configuration

Screen – D5

4.1.9 AU User has to type “**Brief Description of Goods and Related Services**” (As shown in **Screen – D6**)

Brief Description of Goods and Related Service : *
Supply and install of Signal Radar to scan object upto 200 kms in Radius

Screen – D6

4.1.10 AU User has to type “Tender Document Price (in BDT Taka), Location, Tender Security Price (in BDT Taka), Start Date, Completion Date” (As shown in Screen – D7)

Evaluation Type :	Lot wise
Document Available :	Package wise
Document Fees :	Package wise
Tender Document Price (In BDT) : *	<input type="text" value="7500"/> Seven Thousand Five Hundred
Mode of Payment :	Payment through Bank

Lot No.	Identification of Lot	Location *	Tender Security (Amount in BDT) *	Start Date *	Completion Date *
1	Supply and install of Signal Radar to scan object upto 200 kms in Radius	<input type="text" value="Dhaka"/>	<input type="text" value="10000"/> Ten Thousand	<input type="text" value="01/02/2012"/>	<input type="text" value="29/02/2012"/>

Procuring Entity Details :

Name of Official Inviting Tender :	PE User	Designation of Official Inviting Tender :	CE
Address of Official Inviting Tender :	Address : Dhaka City : Dhaka Thana : Dhaka District : Dhaka - 1010 Country : Bangladesh	Contact details of Official Inviting Tender :	Phone No : 02-9144252 Fax No :

The procuring entity reserves the right to accept or reject all Tenders / Pre-Qualifications / EOs

Screen – D7

4.1.11 Click on “Submit” button (As shown in Screen – D7)

4.1.12 To view notice, you have prepared, click on “View Notice” button. This will open a new Window in the Browser. (As shown in Screen – D8)

4.1.13 To edit the Notice, click on “Edit” link. Execute Steps from 4.1.7 – 4.1.11

⇒ **Note:** You can refer to “Steps for Tender Preparation” document. (As shown in Screen – D8)

Tender Dashboard

Tender Detail			
Tender ID :	156	Invitation Reference No. :	AxTw001
Closing Date and Time :	11-Dec-2011 10:27	Opening Date and Time :	05-Jan-2012 10:27
Procuring Entity :	Office of Procurement		
Brief :	Supply and install of Signal Radar to scan object upto 200 kms in Radius		
<input type="button" value="View Notice"/>			

Notice	Document	Evaluation	Opening
Notice	Edit View	<input type="button" value="Steps for Tender Preparation"/>	
Configure Key Information	Create		
Clarification on Tender	Configure		
Workflow	Workflow yet not configured		
Committee Member for Encryption/Decryption			
Official Cost Estimate	View		
Creation of format for Price Comparison Report			
TOR: Tender Opening Report, TER: Tender Evaluation Report			

Screen – D8

4.1.14 View Notice window covers all the information of Notice. In Print Notice, click on “Print” button at bottom. (As shown in Screen – D9)

View IFT /PQ / REOI / RFP Notice Details

Ministry :	Ministry of Procurement	Division :	
Organization :	Organization of Procurement	Procuring Entity Name :	Office of Procurement
Procuring Entity Code :		Procuring Entity District :	Dhaka
Procurement Nature :	Goods	Procurement Type :	NCT
Event Type :	TENDER	Invitation for :	Tender - Single Lot
Invitation Reference No. :	AxTw001		

Key Information and Funding Information :

Procurement Method :	Open Tendering Method (OTM)	Budget Type :	Revenue
Source of Funds :	Government		

Particular Information :

Project Code :	Not applicable	Project Name :	Not applicable
Tender Package No. and Description :	EGP-COM-0001 Supply and install of Signal Radar to scan object upto 200 kms in Radius		
Category :	Electrical machinery, apparatus, equipment and consumables;Electric motors, generators and transformers;Electric motors;Generators;Alternators;Cooling towers;Ballasts for discharge lamps or tubes;Parts of electric motors, generators and transformers;Transformers;Electricity distribution and control apparatus;Electric apparatus for switching or protecting electrical circuits;Electric circuit components;Parts of electricity distribution or control apparatus;Insulated wire and cable;Mains;Power distribution cables;Coaxial cable;Insulated cable accessories;Electric conductors for data and control purposes;Accumulators, primary cells and primary batteries;Primary cells;Primary batteries;Electric accumulators;Lighting equipment and electric lamps;Electric filament lamps;Lamps and light fittings;Parts of lamps and lighting equipment;Electrical equipment and apparatus;Electrical equipment for engines and vehicles;Sound or visual signalling apparatus;Magnets;Machines and apparatus with individual functions;Insulating fittings;Carbon electrodes;Electrical parts of machinery or apparatus;Electrical supplies and accessories;Electronic, electromechanical and electrotechnical supplies;Electronic equipment;Electromechanical equipment;Electrotechnical equipment		
Scheduled Tender Publication Date and Time :	15-Nov-2011 10:27	Tender Document last selling / downloading Date and Time :	20-Nov-2011 10:27
Pre - Tender meeting Start Date and Time :	17-Nov-2011 10:27	Pre - Tender meeting End Date and Time :	20-Nov-2011 10:27
Tender Closing Date and Time :	11-Dec-2011 10:27	Tender Opening Date and Time :	05-Jan-2012 10:27
Last Date and Time for Tender Security Submission :	17-Nov-2011 10:27		

Information for Tenderer / Applicant :

Eligibility of Tenderer :	Having Experience of Supply, Installation and Configuration
Brief Description of Goods and Related Service :	Supply and install of Signal Radar to scan object upto 200 kms in Radius
Evaluation Type :	Lot wise
Document Available :	Package wise
Document Fees :	Package wise
Tender Document Price (In BDT) :	7500
Mode of Payment :	Payment through Bank

Lot No.	Identification of Lot	Location	Tender security (Amount in BDT)	Start Date	Completion Date
1	Supply and install of Signal Radar to scan object upto 200 kms in Radius	Dhaka	10000	01-Feb-2012	29-Feb-2012

Procuring Entity Details:

Name of Official Inviting Tender :	PE User	Designation of Official Inviting Tender :	CE
Address of Official Inviting Tender :	Address : Dhaka City : Dhaka Thana : Dhaka District : Dhaka - 1010 Country : Bangladesh	Contact details of Official Inviting Tender :	Phone No : 02-9144252 Fax No :

The procuring entity reserves the right to accept or reject all Tenders / Pre-Qualifications / EOIs

Note: Bank will update the payment transactions only at the end of the day, so the tenderers should make sure the securities and other payments are made at least one day before the submission date.

Print

Screen – D9

4.1.15 To create configure key information, click on **“Create”** link to **Configure Key Information**. (As shown in **Screen – D10**)

Notice	Document	Evaluation	Opening
Notice	Edit View		Steps for Tender Preparation
Configure Key Information	Create		
Clarification on Tender	Configure		
Workflow	Workflow yet not configured		
Committee Member for Encryption/Decryption			
Official Cost Estimate	View		
Creation of format for Price Comparison Report			
TOR: Tender Opening Report, TER: Tender Evaluation Report			

Screen – D10

4.1.16 Select **Approving Authority** from the drop down. (As shown in **Screen – D11**)

4.1.17 **Standard Tender Document** will be coming as per STD selection rules configured by e-GP Admin. (As shown in **Screen – D11**)

⇒ **Note:** Tender Proposal Validity in No. Of days and Tender Security Validity in No. Of days will be coming in as per the Tender Payment business rule configured by e-GP administrator. (As shown in **Screen – D11**)

4.1.18 Click on **“Submit”** button. (As shown in **Screen – D11**)

Configure Estimated Cost, Approving Authority, STD Selection [Go Back To Dashboard](#)

Tender Detail			
Tender ID :	156	Invitation Reference No. :	AXTw001
Closing Date and Time :	11-Dec-2011 10:27	Opening Date and Time :	05-Jan-2012 10:27
Procuring Entity :	Office of Procurement		
Brief :	Supply and install of Signal Radar to scan object upto 200 kms in Radius		

[View Notice](#)

Fields marked with (*) are mandatory

Estimated cost (In BDT): 800000.00

Approving Authority: *

Standard Tender Document: *

Tender/Proposal Validity in No. of Days: *
Ideally it should be between 60-90 Days

Tender Security Validity In No. of Days: *

Screen – D11

4.1.19 **“View”** link of Configure Key Information takes you to view the values you set for Configure Key Information. (As shown in **Screen – D12**)

Notice	Document	Evaluation	Opening
Notice			Edit View
Configure Key Information			Edit View
Clarification on Tender			Configure
Workflow			Workflow yet not configured
Committee Member for Encryption/Decryption			
Official Cost Estimate			View
Creation of format for Price Comparison Report			

Screen – D12

4.1.20 Click on **“Go Back To Dashboard”** button. (As shown in **Screen – D13**)

Tender Detail			
Tender ID :	156	Invitation Reference No. :	AxTwl001
Closing Date and Time :	11-Dec-2011 10:27	Opening Date and Time :	05-Jan-2012 10:27
Procuring Entity :	Office of Procurement		
Brief :	Supply and install of Signal Radar to scan object upto 200 kms in Radius		
View Notice			
Estimated cost (in BDT) :	800000.00		
Approving Authority :	Hope User		
Standard Tender Document :	e-PG2		
Tender/Proposal Validity in No. of Days :	60		
Tender Security Validity in No. of Days :	88		

Screen – D13

4.1.21 Click on **“Document”** tab of the dashboard. (As shown in **Screen – D14**)

Notice	Document	Evaluation	Opening
Notice	Edit View		
Configure Key Information	Edit View		
Clarification on Tender	Configure		
Workflow	Workflow yet not configured		
Committee Member for Encryption/Decryption			
Official Cost Estimate	View		
Creation of format for Price Comparison Report			

Screen – D14

4.1.22 You may set BOQ forms, Technical forms and other forms as applicable. (As shown in **Screen – D15**)

⇒ **Note:** Detailed steps for Documents and Forms preparation refer to **the Tender Document section** in this document.

Tender Document Preparation

Tender Detail			
Tender ID :	156	Invitation Reference No. :	AxTwI001
Closing Date and Time :	11-Dec-2011 10:27	Opening Date and Time :	05-Jan-2012 10:27
Procuring Entity :	Office of Procurement		
Brief :	Supply and install of Signal Radar to scan object upto 200 kms in Radius		

[View Notice](#)

Notice	Document	Evaluation	Opening		
STD :		e-PG2			
Guidance Notes :					
	S. No.	File Name	File Description	File Size In KB	Action
	1	Template of e-PG2 Technical Specifications and Compliance of Goods and related services (Form e-PG2-3).xls	Template of e-PG2 Technical Specifications and Compliance of Goods and related services(Form e-PG2-3)	15	Download
	2	Template of e-PG2 Price and Delivery Schedule for Goods (Form e-PG2-2A).xls	Template of e-PG2 Price and Delivery Schedule for Goods (Form e-PG2-2A)	22	Download
	3	Template of e-PG2 Price and Completion Schedule for Related Services (Form e-PG2-2B).xls	Template of e-PG2 Price and Completion Schedule for Related Services (Form e-PG2-2B)	22	Download
	4	Guidance_TS_e-PG2.pdf	Guidance Notes for e-PG2	12	Download
Package No. :		EGP-COM-0001			
Package Description :		Supply and install of Signal Radar to scan object upto 200 kms in Radius			
Section No.	Section Name			Action	
1	Instructions to Tenderers (ITT)			View	
	S. No.	File Name	File Description	File Size (in KB)	Action
	No records found.				
2	Tender Data Sheet (TDS)			Edit	
	S. No.	File Name	File Description	File Size (in KB)	Action
	No records found.				
3	General Conditions of Contract (GCC)			View	
	S. No.	File Name	File Description	File Size (in KB)	Action
	No records found.				
4	Particular Conditions of Contract (PCC)			Edit	
	S. No.	File Name	File Description	File Size (in KB)	Action
	No records found.				
5	Tender and Contract Forms				
	Tender forms	Data and Sequence of data in Tech form and BOQ/Schedule of Price Bid forms should be same to avoid any confusion to Tenderer.			
	New forms :	New Forms Preparation	To create any additional supplementary forms, click on this link.		
	S. No.	File Name	File Description	File Size (in KB)	Action
	1	e-PG2ContractForms.doc	le- PG2 Contract Forms	51	Download
	2	e-PG2ContractForms.pdf	e-PG2 Contract Forms	39	Download
	3	Guidance_TS_e-PW2.pdf	Guidance - Technical Specifications and Compliance	12	Download
	S. No.	Form Name	Actions		
	1	e-Tender Submission Letter (Form e-PG2 -1)	Form Dashboard View Form Prepare Required Document List View Required Document List Copy this Form Test Form View Combo		
	2	Technical Specifications and Compliance of Goods and related services (Form e-PG2-3)	Form Dashboard View Form Prepare Required Document List View Required Document List Copy this Form Test Form		
	Lot No.	1			
	Lot Description	Supply and install of Signal Radar to scan object upto 200 kms in Radius			
	S. No.	Form Name	Actions		
	1	Price and Delivery Schedule for Goods (Form e-PG2-2A)	Form Dashboard View Form Prepare Required Document List View Required Document List Copy this Form Test Form		
	2	Price and Completion Schedule for Related Services (Form e-PG2-2B)	Form Dashboard View Form Prepare Required Document List View Required Document List Copy this Form Test Form		
	Grand summary :	Create			

Screen – D15

4.1.23 Click on “**Evaluation**” tab in Dashboard to create the Evaluation Committee members and also can add details in the Advertisement section (As shown in **Screen – D16**)

Evaluation Process

Tender Detail			
Tender ID :	156	Invitation Reference No. :	AxTwl001
Closing Date and Time :	11-Dec-2011 10:27	Opening Date and Time :	05-Jan-2012 10:27
Procuring Entity :	Office of Procurement		
Brief :	Supply and install of Signal Radar to scan object upto 200 kms in Radius		

[View Notice](#)

Notice | Document | **Evaluation** | Opening

Advertisement	View
Evaluation Committee	Create Use Existing Committee

Screen – D16

4.1.24 To add Advertisement, AU User has to click on “**View**” link (As shown in **Screen – D16**)

4.1.25 On click, the system will display a page wherein AU User has to click on “**Add Advertisement**” button on the right side (As shown in **Screen – D17**)

Notice | Document | **Evaluation** | Opening

[Add Advertisement](#)

S. No.	Name of the News Paper	Newspaper Advertisement Date	Full URL of Advertisement Page	Website Advertisement Date	Date of URL Publishing	Action
No records found.						

Screen – D17

4.1.26 Once click on button, System will display page in which user has to provide mandatory details and click on “**Submit**” button (As shown in **Screen – D18**)

Notice | Document | **Evaluation** | Opening

Fields marked with (*) are mandatory

Name of the News Paper : * Newspaper Advertisement Date : *

Full URL of Advertisement Page : Website Advertisement Date :

[Submit](#)

Screen – D18

4.1.27 On Submit, the System will display message “**Tender Advertisement added successfully**” (As shown in **Screen – D19**)

Notice | Document | **Evaluation** | Opening

Tender Advertisement added successfully

[Add Advertisement](#)

S. No.	Name of the News Paper	Newspaper Advertisement Date	Full URL of Advertisement Page	Website Advertisement Date	Date of URL Publishing	Action
1	The Daily Start	06-Nov-2011	-	-	07-Nov-2011	Edit

Screen – D19

4.1.28 Now AU User has to click again on “**Evaluation**” tab on Dashboard to define Evaluation Committee Members.

4.1.29 AU User will be able to have two options as mentioned below:

4.1.29.1 **Create Committee Members** – If AU User selects this option then he has to create committee members (As per the business rules defined by e-GP Admin) and then form the workflow

4.1.29.2 **Use Existing Committee Members** – If AU User selects this option then he can select the committee Name or select the previous tender id.

4.1.30 User when selects “**Create**” committee members option and for that he has to click on “**Create**” hyperlink.

4.1.31 User has to give the Committee Name and click on “**Add Members**” button and select the Committee members from same PE and other PE. (As shown in **Screen – D20**)

Committee Name : *	<input type="text" value="My TEC Comm"/>
Minimum Members Required :	2
Maximum Members Required :	3
Minimum Members from the Same PE :	2
Minimum Members Outside PE :	0

Committee Member's Name	Committee Role	Members From	Action
<input type="button" value="Submit"/>			

Screen – D20

4.1.32 When click on “**Add Members**” button, the system will display the pop-up window in which User has to select the members and click on “**Add**” button. (As shown in **Screen – D21**)

Add Committee Member
✕

Same PE

Other PE

Select	Member Name	Member Designation	Procurement Role
<input type="checkbox"/>	AU User	CE	AU
<input type="checkbox"/>	AO User	CE	AO
<input type="checkbox"/>	TOC&POC User	CE	TOC/POC
<input type="checkbox"/>	BOD User	CE	BOD
<input type="checkbox"/>	TEC & PEC User	CE	TEC/PEC
<input type="checkbox"/>	Hope User	CE	HOPE
<input type="checkbox"/>	Accountant User	CE	Accountant

Add

Cancel

Screen – D21

4.1.33 Members selected will be added in the list where AU User has to define the Committee Role (i.e. Chairperson, Member Secretary and Member) and click on **“Submit”** button (As shown in **Screen – D22**)

Committee Name :*	<input type="text" value="My TEC Comm"/>
Minimum Members Required :	2
Maximum Members Required :	3
Minimum Members from the Same PE :	2
Minimum Members Outside PE :	0

➕ Add Members

Committee Member's Name	Committee Role	Members From	Action
AU User	Member <input type="text" value="Member"/>	Same PE	✖ Remove
TOC&POC User	Member Secretary <input type="text" value="Member Secretary"/>	Same PE	✖ Remove
TEC & PEC User	Chairperson <input type="text" value="Chairperson"/>	Same PE	✖ Remove

Submit

Screen – D22

4.1.34 On submitting, System will change the **“Create”** link to **“Edit”** | **“View”** link. (As shown in **Screen – D23**)

Notice	Document	Evaluation	Opening
Advertisement			View
Evaluation Committee			Edit View
Workflow			Create

Screen – D23

4.1.35 Once the members are finalized by AU User, he can go ahead in the “**Workflow**” process and get the members approved and once the whole process gets completed System will display as shown in **Screen – D24**. User has to click on “**Notify Committee Members**” link to notify the committee members approved

Notice	Document	Evaluation	Opening
Advertisement			View
Evaluation Committee			Edit Notify Committee Members View
Workflow			Edit View View Workflow History

Screen – D24

4.1.36 On click, the system will display page in which he has to mention remarks and click on “**Notify**” button. (As shown in **Screen – D25**)

Committee Name :	My TEC Comm
Minimum Members Required :	2
Maximum Members Required :	3
Minimum Members from the Same PE :	2
Minimum Members Outside PE :	0

Committee Member's Name	Committee Role	Members From
TEC & PEC User	Chairperson	Same PE
TOC&POC User	Member Secretary	Same PE
AU User	Member	Same PE

Remarks *:

[Notify](#)

Screen – D25

4.1.37 On click, the system will display message “**Committee members notified successfully**” (As shown in **Screen – D26**)

Notice	Document	Evaluation	Opening
 Committee members notified successfully			
Advertisement			View
Evaluation Committee			View
Date and time of Committee Formation			07-Nov-2011 13:04
Workflow			View View Workflow History

Screen – D26

- 4.1.38 AU User has to click on “**Opening**” Tab and has to do the same steps of Evaluation Committee formation (**Steps 4.1.30 to 4.1.37**).
- 4.1.39 Click on “**Notice**” tab on the Dashboard to configure “**Clarification on Tender**” details (As shown in **Screen – D27**)

Notice	Document	Evaluation	Opening
Notice	Edit View		
Configure Key Information	Edit View		
Clarification on Tender	Configure		
Workflow	Workflow yet not configured		
Committee Member for Encryption/Decryption			
Official Cost Estimate	View		
Creation of format for Price Comparison Report			

Screen – D27

- 4.1.40 On click of “**Configure**” link, the system will display a page wherein AU user has to select “**Yes**” or “**No**”. If Selected “**No**”, then for this specific tender there will be nothing like to post a query by the tenderer and get response from AU. If selected “**Yes**”, then AU has to mention last date and time for posting query that means tenderer can post query up to the mentioned date and time for which they will be getting responses from A User. (As shown in **Screen – D28**)

Configure Clarification on Tender

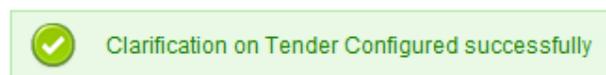
Fields marked with (*) are mandatory.

Clarification on Tender is to be allowed *

Last Date and Time for posting of query *

Screen – D28

4.1.41 On Submit, the system will display message “**Clarification on Tender Configured Successfully**” (As shown in **Screen – D29**)



Screen – D29

Note:

PE User has now to Login into system and Create Workflow, Create Committee Member for Encryption / Decryption, Add Official Cost Estimate and Prepare format for Price Comparison Report.

Workflow is to be created by PE User, so PE User will then configure and Add Users. PE User has to select Users for workflow and whosoever he selects as Initiator will be able to Publish Tender Notice.

For example:

1. If PE User selects Initiator as AU User >> PE User as Reviewer >> HOPE User as Ends By
2. So, AU User will process the workflow and Forward to PE User >> PE User will then process the workflow and Forward to HOPE User >> HOPE User will then process the workflow and Approve APP.
3. Once APP is Approved, then AU User will be able to Publish APP.

4.1.42 If AU User was the Initiator for the Tender, then “**Publish**” link will be visible to him and he can click on “**Publish**” link. (As shown in **Screen – D30**)

Notice	Document	Evaluation	Opening																
Notice	View Publish		Steps for Tender Preparation																
Configure Key Information	View																		
Clarification on Tender	Edit View																		
Workflow	View View Workflow History																		
Committee Member for Encryption/Decryption	View																		
Official Cost Estimate	View																		
Creation of format for Price Comparison Report	<table border="1"> <thead> <tr> <th colspan="4">TOR: Tender Opening Report, TER: Tender Evaluation Report</th> </tr> <tr> <th>S. No.</th> <th>Report Title</th> <th>For TOR / TER</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TOR Report</td> <td>TOR</td> <td>View</td> </tr> <tr> <td>2</td> <td>TER Report</td> <td>TER</td> <td>View</td> </tr> </tbody> </table>			TOR: Tender Opening Report, TER: Tender Evaluation Report				S. No.	Report Title	For TOR / TER	Action	1	TOR Report	TOR	View	2	TER Report	TER	View
TOR: Tender Opening Report, TER: Tender Evaluation Report																			
S. No.	Report Title	For TOR / TER	Action																
1	TOR Report	TOR	View																
2	TER Report	TER	View																

Screen – D30

4.1.43 Type your comments and click on “Publish” button (As shown in Screen – D31)

[Go Back to Dashboard](#)

Ministry : Ministry of Procurement Division : Office of Procurement
 Organization : Organization of Procurement Procuring Entity Name : Dhaka
 Procuring Entity Code : Procuring Entity District : NCT
 Procurement Nature : Goods Procurement Type : Tender - Single Lot
 Event Type : TENDER Invitation for :
 Invitation Reference No. : A/TW/001

Key Information and Funding Information :

Procurement Method : Open Tendering Method (OTM) Budget Type : Revenue
 Source of Funds : Government

Particular Information :

Project Code : Not applicable Project Name : Not applicable
 Tender Package No. and Description : EGP-COM-0001
 Supply and install of Signal Radar to scan object upto 200 kms in Radius
 Category : Electrical machinery, apparatus, equipment and consumables;Electric motors, generators and transformers;Electric motors;Generators;Alternators;Cooling towers;Ballasts for discharge lamps or tubes;Parts of electric motors, generators and transformers;Transformers;Electricity distribution and control apparatus;Electrical apparatus for switching or protecting electrical circuits;Electrical circuit components;Parts of electricity distribution or control apparatus;Insulated wire and cable;Mains;Power distribution cables;Coaxial cable;Insulated cable accessories;Electric conductors for data and control purposes;Accumulators, primary cells and primary batteries;Primary cells;Primary batteries;Electric accumulators;Lighting equipment and electric lamps;Electric filament lamps;Lamps and light fittings;Parts of lamps and lighting equipment;Electrical equipment and apparatus;Electrical equipment for engines and vehicles;Sound or visual signalling apparatus;Magnets;Machines and apparatus with individual functions;Insulating fittings;Carbon electrodes;Electrical parts of machinery or apparatus;Electrical supplies and accessories;Electronic, electromechanical and electrotechnical supplies;Electronic equipment;Electromechanical equipment;Electrotechnical equipment

Scheduled Tender Publication Date and Time : 15-Nov-2011 10:27 Tender Document last selling / downloading Date and Time : 20-Nov-2011 10:27
 Pre - Tender meeting Start Date and Time : 17-Nov-2011 10:27 Pre - Tender meeting End Date and Time : 20-Nov-2011 10:27
 Tender Closing Date and Time : 11-Dec-2011 10:27 Tender Opening Date and Time : 05-Jan-2012 10:27
 Last Date and Time for Tender Security Submission : 17-Nov-2011 10:27

Information for Tenderer / Applicant :

Eligibility of Tenderer : Having Experience of Supply, Installation and Configuration
 Brief Description of Goods and Related Service : Supply and install of Signal Radar to scan object upto 200 kms in Radius
 Evaluation Type : Lot wise
 Document Available : Package wise
 Document Fees : Package wise
 Tender Document Price (In BDT) : 7500
 Mode of Payment : Payment through Bank

Lot No.	Identification of Lot	Location	Tender security (Amount in BDT)	Start Date	Completion Date
1	Supply and install of Signal Radar to scan object upto 200 kms in Radius	Dhaka	10000	01-Feb-2012	29-Feb-2012

Procuring Entity Details:

Name of Official Inviting Tender : PE User Designation of Official Inviting Tender : CE
 Address of Official Inviting Tender : Address : Dhaka Contact details of Official Inviting Tender : Phone No : 02-9144252
 City : Dhaka Fax No :
 Thana : Dhaka
 District : Dhaka - 1010
 Country : Bangladesh

The procuring entity reserves the right to accept or reject all Tenders / Pre-Qualifications / EOIs

Comments*

Screen – D31

4.1.44 On click, the system will display a message “Tender published successfully” (As shown in Screen – D32)

Notice Document PreTender Meeting Corrigendum/Amendment Opening Evaluation NOA Contract Signing

✓ Tender Published successfully

Notice [View](#) Steps for Tender Preparation

Configure Key Information [View](#)

Clarification on Tender [View](#)

Workflow [View](#) | [View Workflow History](#)

Committee Member for Encryption/Decryption [View](#)

Official Cost Estimate [View](#)

Creation of format for Price Comparison Report

S. No.	Report Title	For TOR / TER	Action
1	TOR Report	TOR	View
2	TER Report	TER	View

TOR: Tender Opening Report, TER: Tender Evaluation Report

Screen – D32

4.2 My Tender (Tender >> My Tender)

4.2.1 If AU User wants to view the Tenders, then click on “My Tenders” sub-menu (As shown in Screen – D33)

Home Message Box APP Tender Workflow Evaluation My Account Help

Saturday, 12 Nov, 2011 16:37:38 BST Last Login : Saturday, 12

Create Tender
My Tender
All Tenders

Screen – D33

4.2.2 On click, System will show Search parameters through which AU User can search like (Select Procurement Nature, Procurement Type, Procurement Method, Tender ID, Reference No., Publishing Date From – Publishing Date To and Status) and required result will be displayed in the grid. (As shown in Screen – D34) System will show 5 tabs – “Under Preparation” | “Live” | “Processing” | “Archived” | “Cancelled”

My Tenders

- Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Status :

Tender Search result

Under Preparation
Live
Processing
Archived
Cancelled

S. No.	Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	133, Inv-Ref- No-001-07102011	Goods, PK3-002-07102011 Procurement of Computer Goods and Stationery Items	Ministry of Aviation, PE Office Min of Aviation	NCT, OTM	09-Oct-2011 12:14:00 , 03-Nov-2011 12:14:00	

Page 1 - 1 Go To Page

Screen – D34

4.2.2.1 **Under Preparation Tab** → By default, the system will display Under Preparation Tab and in which all the tenders which are still not Published but are at Preparation Stage by AU User.

4.2.2.2 **Live Tenders Tab** → Criteria for **Live Tenders Tab** is when the tenders gets published then it will be displayed under “Live” Tab.

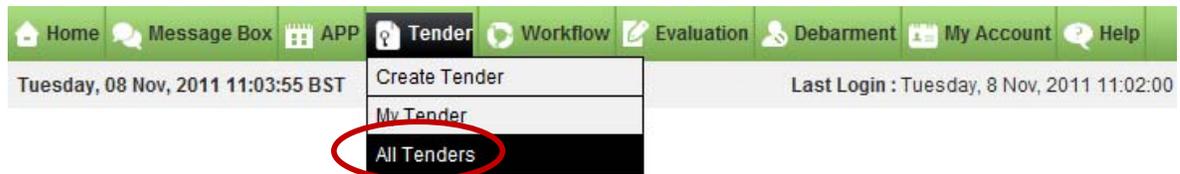
4.2.2.3 **Processing Tenders Tab** → Criteria for **Processing Tab** is wherein the tender closing date is lapsed and contract is not signed.

4.2.2.4 **Archived Tenders Tab** → Criteria for **Archived Tenders Tab** is wherein the tenders contract has been signed

4.2.2.5 **Cancelled Tenders Tab** → Criteria for **Cancelled Tenders Tab** is when the tenders are cancelled by PE User of Ministry Office

4.3 All Tenders (Tender >> All Tenders)

4.3.1 In All Tender section, all tenders will be displayed relating to any Ministry. For this AU User has to click on “All Tenders” sub-menu (As shown in **Screen – D35**)



Screen – D35

4.3.2 On click, System will show Search parameters through which AU User can search like (Select Ministry / Division / Organization, Select Procuring Entity, Select Procurement Nature, Select Procurement Type, Select Procurement Method, Enter Tender ID, Enter Reference No., Select Publishing Date From – Publishing Date To, Select Closing Date From – Closing Date To or Select Category) and required result will be displayed in the grid. (As shown in **Screen – D36**) System will show 4 tabs – “Live” | “Archive” | “Cancelled” | “All”

All Tenders

Select Ministry/Division/Organization :

Procuring Entity :

Procurement Nature :

Procurement Type :

Tender ID :

From Publishing Date :

From Closing Date :

Category :

Procurement Method :

Reference No :

To Publishing Date :

To Closing Date :

Tenders Search Results

Live	Archive	Cancelled	All				
No.	Tender ID, Reference No	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date and Time, Closing Date and Time		
1	129, Work Invitation 001	Works, Brief Description	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Oct-2011 15:17, 24-Oct-2011 15:17		
2	131, 021011	Goods, checking	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Oct-2011 13:22, 07-Nov-2011 13:13		
3	128, 2809111	Goods, JVCA Test case	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	28-Sep-2011 15:17, 23-Oct-2011 15:10		
4	127, Inv-Ref-No-20092011	Goods, PKO-001-20092011 Procurement of Computer Goods	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	21-Sep-2011 11:02, 25-Oct-2011 11:02		
5	126, vcfbhccv	Goods, as per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OSTETM	19-Sep-2011 12:16, 23-Oct-2011 11:48		
6	123, Tender-works-LTM	Works, As per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	17-Sep-2011 12:00, 09-Oct-2011 11:58		
7	122, tender-LTM-goods	Goods, As per dochjkhjk	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	15-Sep-2011 15:36, 10-Oct-2011 15:37		
8	121, APP-OTM-works-NO pQ	Works, as per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	14-Sep-2011 19:21, 20-Oct-2011 19:20		
9	120, APP-OTM	Goods, As per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	14-Sep-2011 13:03, 06-Nov-2011 13:03		
10	108, IRF12001	Goods, Agricultural, horticultural, hunting and related products; Services provided by extra-territorial organisations and bodies;Crops, products of market gardening and horticulture,Cereals and other crops;Vegetables, horticultural products and nursery	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	09-Sep-2011 20:20, 24-Oct-2011 11:46		

Page 1 of 2 1

Screen – D36

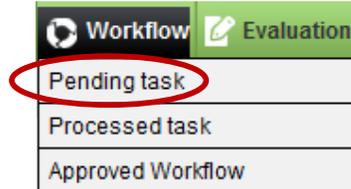
- 4.3.2.1 **Live Tenders Tab** →By default, System will show **Live** Tab and criteria will be all the tenders which are published and still closing date and time is not over will be displayed.
- 4.3.2.2 **Archive Tenders Tab** → Criteria for **Archive Tenders** tab will be all the tenders in which closing date and time is over will be displayed.
- 4.3.2.3 **Cancelled Tenders Tab** → Criteria for **Cancelled Tenders** Tab is when the tenders are cancelled by PE User of Ministry Office.
- 4.3.3 **All Tenders Tab** →Criteria for **All Tenders** Tab is where all the tenders will be displayed.

5. Workflow

5.1 Workflow menu consists of 3 sub menu's (**Pending Task, Processed Task, Approved Workflow**)

5.2 Pending Task (Workflow >> Pending Task)

5.2.1 AU User will click on “**Pending Task**” to process the file which is in the workflow. (As shown in **Screen –E1**)



Screen – E1

5.2.2 AU User can use search condition as input values (**Module Name, Process Name, APP/Tender ID, Processed By, From Processed Date and Time and To Processed Date and Time** – As shown in **Screen – E2**) and the result will be displayed in grid table.

The image shows a search form with the following fields: 'Module Name', 'ID', 'From Processed Date and Time', 'Process Name', 'Processed By', and 'To Processed Date and Time'. There are 'Search' and 'Reset' buttons at the bottom.

Screen – E2

5.2.3 If AU User wants to process the file, then click on “**Process**” link under Action column and system will display Process file in Workflow page. (As shown in **Screen – E3**) User will be shown File Details, Module, Process Name, Workflow History, Workflow Level and User has to fill details – Comments, Select from Action, Upload Document (Required document to be uploaded). Click on “**Submit**” button.

Process file in Workflow

File Details : [View](#)
 Module Name : Annual Procurement Plan (APP)
 Process Name : App Approval Workflow
 Comments : *

Details are found to be correct, so file is processed

Action : *

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
1	239	Minister Manish - Minister	15-Oct-2011 14:42:38	Forwarded	View	Minister User - Minister	No Files Uploaded

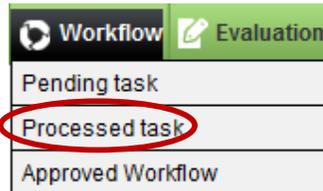
Workflow Level :

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand
1	Starts By	PE	Minister Manish, Minister	NO
2	Reviewer	Minister	Minister User, Minister	YES
3	Ends By	HOPE	Minister Manish, Minister	NO

Screen – E3

5.3 Processed Task (Workflow >> Processed Task)

5.3.1 AU User will click on “**Processed Task**” to verify the files which are processed in the workflow. (As shown in **Screen – E4**)



Screen – E4

5.3.2 AU User can use search condition as input values (Module Name, Process Name, APP/Tender ID, Processed By, From Processed Date and Time and To Processed Date and Time – As shown in **Screen – E5**) and the result will be displayed in grid table.

Module Name : <input type="text"/>	Process Name : <input type="text"/>
ID : <input type="text"/>	Processed By : <input type="text"/>
From Processed Date and Time : <input type="text"/>	To Processed Date and Time : <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Screen – E5

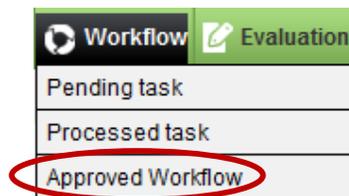
5.3.3 If AU User wants to view the details, then click on “**History**” link under Action column and system will display the Workflow History page. (As shown in **Screen – E6**) User will be shown APP Information Bar / Tender Details with Workflow History in the grid table.

S.No	Module Name	Process Name	ID	Processed By	Processed Date and Time	Action	To be Processed By	Action
1	Tender	Technical Sub Committee Approval	2503	PE User - Tester-abc	01-Sep-2011 16:24:12	Forwarded	Hope User - Tester-abc	History
2	Tender	Technical Sub Committee Approval	2490	PE User - Tester-abc	31-Aug-2011 16:50:29	Forwarded	Hope User - Tester-abc	History
3	Tender	Technical Sub Committee Approval	2443	PE User - Tester-abc	29-Aug-2011 13:28:45	Forwarded	Hope User - Tester-abc	History
4	Tender	Cancel Tender	2471	PE User - Tester-abc	27-Aug-2011 14:43:43	Forwarded	Hope User - Tester-abc	History

Screen – E6

5.4 Approved Workflow (Workflow >> Approved Workflow)

5.4.1 AU User will click on “Approved Workflow” link - once the workflow is set for the user, system will show details in Approved Workflow. (As shown in Screen – E7)



Screen – E7

5.4.2 AU User can use search condition as input values (Module Name, Process Name, APP/Tender ID, Processed By, From Processed Date and Time and To Processed Date and Time – As shown in Screen – E8) and the result will be displayed in grid table.

The image shows a search form with the following fields: 'Module Name', 'Process Name', 'ID', 'Processed By', 'From Processed Date and Time', and 'To Processed Date and Time'. There are 'Search' and 'Reset' buttons at the bottom.

Screen – E8

5.4.3 If AU User wants to view the details, then click on “View” link under Action column and system will display Process file in Workflow page. (As shown in Screen – E9) User will be shown File Details, Module, Process Name, Workflow History, Workflow Level and User has to fill details – Comments, Select from Action (Pull – File to be pulled from another user), Upload Document (Required document to be uploaded). Click on Submit button.

S.No	ModuleName	Process Name	ID	Action
1	Annual Procurement Plan (APP)	APP Approval	1604	View
2	Annual Procurement Plan (APP)	APP Approval	1605	View
3	Annual Procurement Plan (APP)	APP Approval	1607	View
4	Annual Procurement Plan (APP)	APP Approval	1608	View

Screen – E9

6. Evaluation

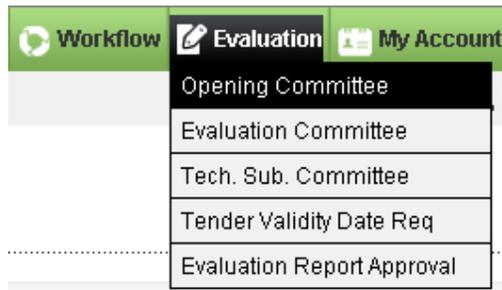
Note: All the screenshots taken under Evaluation Menu are with respect to HOPE and PE Users. Similar screens will be displayed under AU User while performing the respective activities.

6.1 Evaluation >> Opening Committee

6.1.1 Opening Committee Members are formed before Publishing of Tender Notice. These members have to Login into the system and click on “**Opening Committee**” link (As shown in **Screen - F1**)

6.1.2 User can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - F2**) and the result will be displayed in grid table.

6.1.3 Click on “**Dashboard**” icon and the system will display Tender with “**Opening**” Tab selected. (As shown in **Screen - F3**)



Screen – F1

Opening committee listing

Select Ministry/Division /Organization :

Procuring Entity :

ID : Ref.No :

Opening Date and Time :

Screen – F2

Opening committee listing

Select Ministry/Division /Organization : 

Procuring Entity :

ID : Ref.No :

Opening Date and Time : 

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2443	Inv-Ref-No-001-23082011	PKG-001/23082011 Procurement of Computer Goods	Organisation of ETL	office1	27-Aug-2011 11:56	

Page 1 of 1 « First < Previous Next > Last »

Screen – F3

6.1.4 Then respective TOC members have to click against their name, system will display *Name of the TOC members, Committee Role, Procurement Role, Is Decryptor or NOT, Opening Status & Opening Date & Time.* (As shown in **Screen – F4**)

NOTE...!!!

Don't print and share the information and documents to anybody. Please note that all the information is strictly confidential.

Don't disclose any of the information with anybody except TOR / POR to the tenderers who have participated in a tender. If confidentiality is breached then it will be treated as professional misconduct and it will be dealt with section 64 of the Public Procurement Act 2006.

6.1.5 After clicking against name, the system will fetch the TOC member user ID, password and comments TOC member has to mention, at the end TEC member has to click on **“Submit”** button (As shown in **Screen – F5**)

6.1.6 Once the Consent is given by the TOC member then the system will display the message on TOC member screen i.e. **“Consent for opening given successfully”** (As shown in **Screen – F6**)

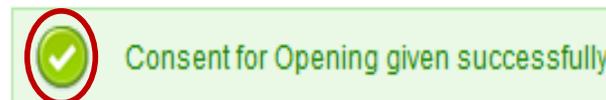
Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
Opening Committee		View				
Package No.	PKG-001/23082011					
Package Description	Procurement of Computer Goods					
<p>Don't print and share the information and documents to anybody. Please note that all the information is strictly confidential.</p> <p> Don't disclose any of the information with anybody except TOR / POR to the tenderers who have participated in a tender. If confidentiality is breached then it will be treated as professional misconduct and it will be dealt with section 64 of the Public Procurement Act 2006.</p>						
Committee Members	Committee Role	Procurement Role	Is Decryptor (Yes/No)	Opening Status	Opening Date and Time	
Nitin (HOPE)	Chairperson	HOPE	Yes	Pending	-	
Nitin (TOC)	Member	TOC/POC	Yes	Pending	-	

Screen – F4

Fields marked with (*) are mandatory.

e-mail ID :	nitinhope@abc.com
Password : *	●●●●●●
Comments : *	Logged In.
<input type="button" value="Submit"/>	

Screen – F5



Screen – F6

6.1.7 The moment all TOC members have logged into the system then only **“Verify Mega Mega Hash”** button will be activated on TOC members’ screen. Any one TOC member can click on this button for an objective of **“Verify the Mega Mega Hash”** (As shown in **Screen – F7**)

6.1.8 On successful verification on **“Verify Mega Mega Hash”** system will prompt the message i.e. **“Mega Mega Hash Verified Successfully”** (As shown in **Screen – F8**)

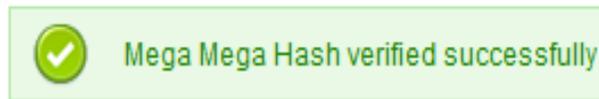
6.1.9 After verifying the **“Mega Mega Hash”** system will redirect TOC members to **“Decrypt All”** & **“Decrypt”** window whereas TOC members will be in a spot to **“Decrypt All”** the forms at a go **OR** form wise **“Decrypt”**, both the options would be available to TOC members (As shown in **Screen – F9**)

Committee Members	Committee Role	Procurement Role	Is Decryptor (Yes/No)	Opening Status	Opening Date and Time
Nitin (HOPE)	Chairperson	HOPE	Yes	Agreed	27-Aug-2011 12:35
Nitin (TOC)	Member	TOC/POC	Yes	Agreed	27-Aug-2011 12:40

 To Verify the Integrity of the Tenderer's Document click on 'Verify Mega Mega Hash' button



Screen – F7

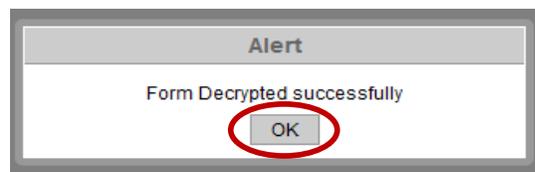


Screen – F8

Form Name	Action
	Decrypt All
Schedule of Requirements Form	Decrypt
Technical Specifications Form	Decrypt
Lot No.	1
Lot Description	Procurement of Computer Goods
BoQ Specification Form - 1	Decrypt
BoQ Specification Form - 2	Decrypt
Grand Summary	-

Screen – F9

6.1.10 The moment click is made on **“Decrypt”** then the system will display the message i.e. **“Form Decrypted successfully”**. Once the decryption is done then TOC members will be in a spot to view the Tenderer Response. (As shown in **Screen – F10**)



Screen – F10

6.1.11 After successful completion of **“Decryption”** process system will provide the automated **“Comparative & Individual Report”**, whereas TOC members will be able to see the Comparative as well as an Individual response of the tenderer. (As shown in **Screen – F11, 11 (A) & (B)**)

Form Name		Action
		Decrypt All
Schedule of Requirements Form		Comparative Report Individual Report
Technical Specifications Form		Decrypt
Lot No.	1	
Lot Description	Procurement of Computer Goods	
BoQ Specification Form - 1		Decrypt
BoQ Specification Form - 2		Decrypt
Grand Summary		-

Screen – F11

Package No	Package Description	
PKG-001/23082011	Procurement of Computer Goods	
Schedule of Requirements Form		
Schedule of Requirements Form - Header		
Schedule of Requirements Form Table		
Schedule Requirements	Details	
	Nitin & Co	Dash Techno Ltd
Schedule 1	Yes	Yes
Schedule 2	Yes	Yes
Schedule 3	Yes	Yes
Schedule of Requirements Form - Footer		

System Generated Report based on the tender / proposal submitted by the Tenderers / Consultants

Screen – F11 (A)

Dash Techno Ltd	
Schedule of Requirements Form	
Schedule of Requirements Form - Header	
Schedule of Requirements Form Table	
Schedule Requirements	Details
Schedule 1	Yes
Schedule 2	Yes
Schedule 3	Yes
Schedule of Requirements Form - Footer	

This Schedule of Requirements Form is Electronically Signed by Mr. Darshit Shah on behalf of Dash Techno Ltd

Nitin & Co	
Schedule of Requirements Form	
Schedule of Requirements Form - Header	
Schedule of Requirements Form Table	
Schedule Requirements	Details
Schedule 1	Yes
Schedule 2	Yes
Schedule 3	Yes
Schedule of Requirements Form - Footer	

This Schedule of Requirements Form is Electronically Signed by Mr. Nitin Jadav on behalf of Nitin & Co

Screen – F11 (B)

6.1.12 Once the **“Decryption”** process of all the forms completed then system will provide the Comparative & an Individual Report of all the Technical and Commercial Forms to TOC members. (As shown in **Screen – F12**)

Form Name	Action
Schedule of Requirements Form	Comparative Report Individual Report
Technical Specifications Form	Comparative Report Individual Report
Lot No.	1
Lot Description	Procurement of Computer Goods
BoQ Specification Form - 1	Comparative Report Individual Report
BoQ Specification Form - 2	Comparative Report Individual Report
Grand Summary	Comparative Report Individual Report
Tender Opening Report :	TOR1 TOR2
Tenderer's Hash :	View

Screen – F12

6.1.13 After that system will display the “TOR1” Report to TOC members and all TOC members need to give their Approval by clicking against their Name. (As shown in Screen – F13)

Tender Opening Report 1 Print Go Back to Dashboard

Tender Detail

Tender ID:	2443	Invitation Reference No.:	Inv-Ref-No-001-23082011
Closing Date and Time:	28-Aug-2011 16:21	Opening Date and Time:	27-Aug-2011 11:56
Procuring Entity:	office1		
Brief:	PKG-001/23082011 Procurement of Computer Goods		

[View Notice](#)

Tender Opening Report 1

Ministry Name:	Ministry of ETL	Division Name:	
Organization/Agency Name:	Organisation of ETL	Procuring Entity:	office1
Tender Package No. and Description:	PKG-001/23082011 & Procurement of Computer Goods		

Procurement Data

Procurement Type	Funding By	Budget Type	Method
NCT	GOB	Revenue	Open Tendering Method

Procurement Plan

Approving Authority	Approval Status
Name: Hope User	Approved

Advertisement details

Newspaper Name	Newspaper Date	URL Page	URL Publishing Date
No Records Found			

Tender Date and Time

Date and Time of Publishing	Date and Time of Closing
27-Aug-2011 11:15	28-Aug-2011 16:21

Opening Date and Time

Original Date and Time
27-Aug-2011 11:56

Tender Document

Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
2	2	0	0

TOC Members

Click on link to Sign	Nitin (HOPE)	Nitin (TOC)
Committee Role	Chairperson	Member
Designation	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO
Electronically Signed TOR On	-	-

Screen – F13

6.1.14 After giving Consent to “TOR1” Report, TOC member has to click on “TOR2”. After that system will display the “TOR2” Report to TOC members and all TOC members need to give their Consent same as like “TOR1” by click against their Name. (As shown in Screen – F14)

Tender Opening Report 2

[Print](#) [Go Back to Dashboard](#)

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		

[View Notice](#)

Tender Opening Report 2			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		

Tender Date and Time				
Date and Time of Publishing	Date and Time of Closing	Date and Time of Opening	Tender Validity Date	Tender Security Validity Date
27-Aug-2011 11:15	28-Aug-2011 16:21	27-Aug-2011 11:56	11-Sep-2011	27-Aug-2011

Tender Document			
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
2	2	0	0

S. No.	Name of Tenderer / Consultant	Date and Time of Submission	Tender Security Type	Tender Security Amount	Name of Bank & Branch, Date of Issue	Tender Security Valid upto (Date)	Tender Validity upto (Date)
1	Nitin & Co	27-Aug-2011 11:55	Pay Order	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:58	27-Aug-2011	11-Sep-2011
2	Dash Techno Ltd	27-Aug-2011 11:52	Bank Guarantee	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:57	27-Aug-2011	11-Sep-2011

TOR Report - Header			
Company Name	Rank	Amount	Estimated Cost
Dash Techno Ltd	1	28000.444	35000.000
Nitin & Co	2	28800.444	35000.000

TOR Report - Footer

TOC Members		
Click on link to Sign	Nitin (HOPE)	Nitin (TOC)
Committee Role	Chairperson	Member
Designation	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO
Electronically Signed TOR On	-	-

Screen – F14

6.1.15 The moment all the TOC members will give their Consent to both the reports i.e. “TOR1 & TOR2” then only Chairperson will be in a spot to “Close” the same by clicking on “Close”. (As shown in Screen – F15)

Tender Opening Report :	TOR1 TOR2
Tender Opening Process :	Close
Tenderer's Hash :	View

6.1.16 If TOC Members would like to “**View**” the hash of the Tenderer then the same can be done by clicking on “**View**” against “**Tenderer Hash**” (As shown in **Screen – F16**)

Tender Opening Report :	TOR1 TOR2
Tender Opening Process :	Close
Tenderer's Hash :	View

Screen – F16

6.1.17 Then Tenderer wise Hash would be available to TOC members, by clicking on “**View**” TOC member will be able to see the Hash of Techno - Commercial forms of Tenderer. (As shown in **Screen – F17**)

View Tenderer's Hash [Go Back](#)

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		

[View Notice](#)

Tender Mega Mega Hash : ebf122467346f319e13430e0e6f8d7c3455cf995

S. No.	Tenderers / Consultants	Mega Hash	Submitted Forms and Documents e-Signature
1	Nitin & Co	763f1aa40c91949f88ce1ac738dcc86111c93b03	View
2	Dash Techno Ltd	b2f34a8b3823780e34a5c7524078116ec74ffe3c	View

Screen – F17

6.1.18 Last step in opening process i.e. “**Close**”, the moment all TOC Members have gone through the “**TOR1 & TOR2**” then Chairperson will “**Close**” the same. To “**Close**” the TOC, the Chairperson has to give the comments and at the end need to click the “**Submit**” button. (As shown in **Screen – F18**)

6.1.19 On successful closing of “**TOR**”, the system will prompt the message on chairperson screen i.e. “**Tender closed successfully**” (As shown in **Screen – F19**)

6.1.20 On clicking on “**Send to PE**” system will ask the confirmation to Chairperson i.e. **“Once you hand over the Tender/Proposal including reports to PE, access of all TOC/POC members will be frozen i.e. They cannot view the Tender/Proposal including report details” as an “OK” or “CANCEL”** (As shown in **Screen – F20**)

6.1.21 Provide the comments and click on “**Submit**” button (As shown in **Screen – F21**)

6.1.22 On successful send of the same system will prompt the message on Chairperson screen i.e. “**Sent to PE Successfully**” (As shown in **Screen – F22**)

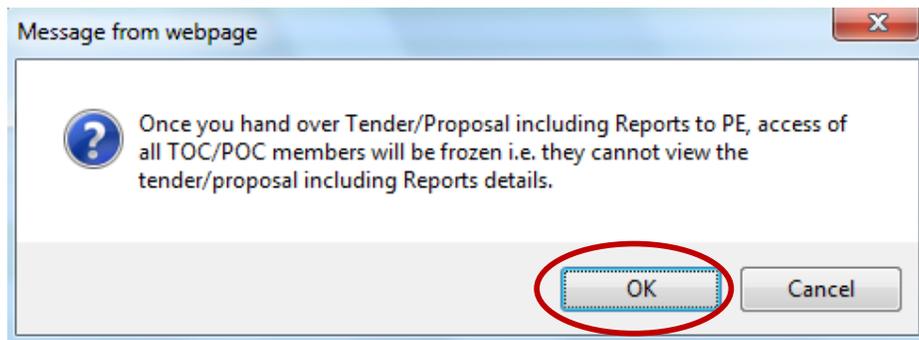
Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
Comments : *		TOC is CLOSE				
						Submit

Screen – F18



Screen – F19

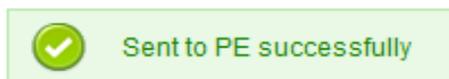
Tender Opening Report :	TOR1 TOR2 Send to PE
Tenderer's Hash :	View



Screen – F20

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
PE User:	PE User					
Comments : *	TOC Report Send to PE					
						Submit

Screen – F21



Tender Opening Report :	Sent to PE for processing
Tenderer's Hash :	View

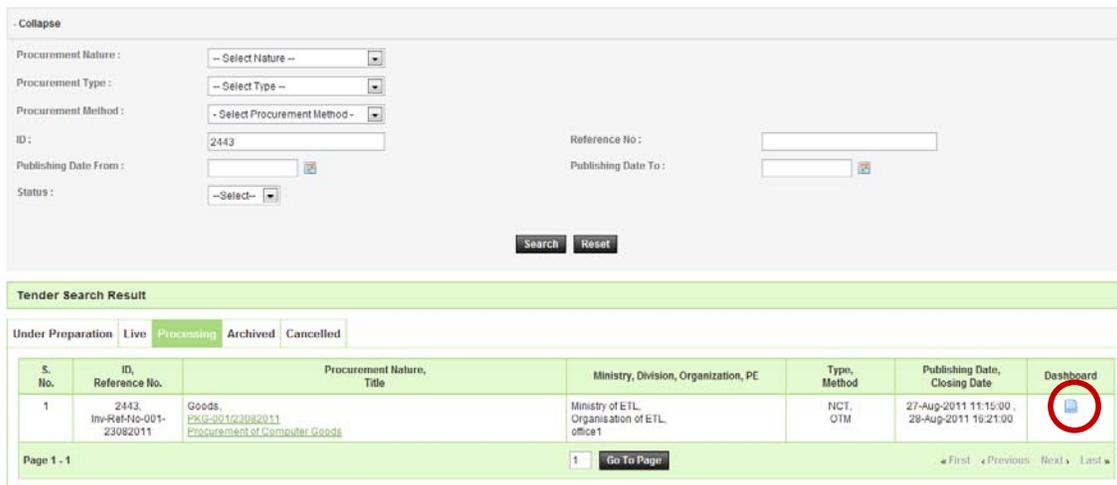
Screen – F22

6.1.23 For an objective of viewing the “TOR1 & TOR2” concern PE has to login to the system then needs to Click on “Tender” then “My Tender”. (As shown in Screen – F23)



Screen – F23

6.1.24 Then a search window will be displayed to PE whereas PE can locate the Tender with the help of different searching criteria viz. **Procurement Nature, Procurement Type, Procurement Method, Tender ID, Publishing Date From, Status, Reference No and Publishing Date To**. Once the Tender is found then PE has to click on “Dashboard” Icon which would be available at the last column. (As shown in Screen – F24)



Screen – F24

6.1.25 After that PE will be able to see the different tabs of Dashboard whereas PE needs to Click on “Opening” tab (As shown in Screen – F25)

6.1.26 By clicking on “Opening” tab, PE will be able to see the “TOR1 & TOR2” link by clicking on that link comprehensive report of the same will be displayed to PE. (As shown in Screen – F26 & F27)



Screen – F25

Tender Opening Report 1			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office 1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		
Procurement Data			
Procurement Type	Funding By	Budget Type	Method
NCT	GOB	Revenue	Open Tendering Method
Procurement Plan			
Approving Authority		Approval Status	
Name:	Hope User	Approved	
Tender Document			
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
2	2	0	0
TOC Members			
Committee Members	Nitin (HOPE)	Nitin (TOC)	
Committee Role	Chairperson	Member	
Designation	RNB-PE	RNB-PE	
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	
Electronically Signed TOR On	29 Aug 2011 10:52	29 Aug 2011 10:53	

Screen – F26

Tender Opening Report 2							
		Print	Save As PDF				
		Go Back to Dashboard					
Tender Detail							
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011				
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56				
Procuring Entity :	office 1						
Brief :	PKG-001/23082011 Procurement of Computer Goods						
			View Notice				
Tender Opening Report 2							
Ministry Name :	Ministry of ETL	Division Name :					
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office 1				
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods						
Tender Date and Time							
Date and Time of Publishing	Date and Time of Closing	Date and Time of Opening	Tender Validity Date	Tender Security Validity Date			
27-Aug-2011 11:15	28-Aug-2011 16:21	27-Aug-2011 11:56	11-Sep-2011	27-Aug-2011			
Tender Document							
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified				
2	2	0	0				
S. No.	Name of Tenderer / Consultant	Date and Time of Submission	Tender Security Type	Tender Security Amount	Name of Bank & Branch, Date of Issue	Tender Security Valid upto (Date)	Tender Validity upto (Date)
1	Nitin & Co	27-Aug-2011 11:55	Pay Order	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:58	27-Aug-2011	11-Sep-2011
2	Dash Techno Ltd	27-Aug-2011 11:52	Bank Guarantee	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:57	27-Aug-2011	11-Sep-2011

TOR Report - Header			
Company Name	Rank	Amount	Estimated Cost
Dash Techno Ltd	1	28000.444	35000.000
Nitin & Co	2	28800.444	35000.000

TOC Members		
Committee Members	Nitin (HOPE)	Nitin (TOC)
Committee Role	Chairperson	Member
Designation	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO
Electronically Signed TOR On	29 Aug 2011 11:01	29 Aug 2011 11:01

Screen – F27

6.1.27 For an objective of sending the same to the TEC / PEC Chairperson, PE has to click on “**Send to TEC/PEC Chairperson**” (As shown in **Screen – F28**)

6.1.28 Provide your comments and click on “**Submit**” button. (As shown in **Screen – F29**)

6.1.29 On the successful submission of the same system, System will prompt the message on PE screen i.e. “**Sent to the TEC / PEC Chairperson Successfully**” (As shown in **Screen – F30**)

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Opening Committee		View					
Tender Opening Report :		TOR1 TOR2		Send to TEC/PEC Chairperson			
Tenderer's Hash :		View					

Screen – F28

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
TEC/PEC Chairperson:		Nitin (HOPE)					
Comments : *		Gone through the TOR1 & TOR2, Sending to TEC Chairperson.					
		<input type="button" value="Submit"/>					

Screen – F29



Screen – F30

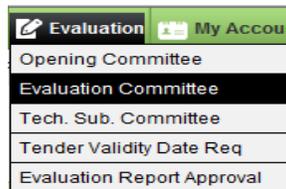
6.2 Evaluation >> Evaluation Committee

6.2.1 Evaluation Committee Members are formed before Publishing of Tender Notice. These members have to Login into the system and click on “**Evaluation Committee**” link (As shown in **Screen –G1**)

6.2.2 User can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen –G2**) and the result will be displayed in grid table.

6.2.3 Click on “**Dashboard**” icon and the system will display Tender with Evaluation Tab selected. (As shown in **Screen – G3 & G4**)

6.2.4 To Configure the TEC, the Chairperson has to click on “**Configure**” (As shown in **Screen – G4**)



Screen – G1

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity : -- Select Office --

ID : Ref.No :

Opening Date and Time :

Search **Reset**

Please enter at least One search criteria

Screen – G2

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity : -- Select Office --

ID : 2443 Ref.No :

Opening Date and Time :

Search **Reset**

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2443	Inv-Ref-No-001-23082011	PKG-001/23082011 Procurement of Computer Goods	Organisation of ETL	office1	27-Aug-2011 11:56	

Page 1 of 1 **Go To Page** « First < Previous Next > Last »

Screen – G3

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
Evaluation Committee			View			
Date and time of Committee Formation			23-Aug-2011 16:18			
Evaluation Configuration			Configure			
Estimated Cost			View			

Screen – G4

6.2.5 After clicking on “**Configure**” link, system will provide the Evaluation Type to TEC Chairperson

- 1) **Individual:** Whereas all the TEC members have to do the individual evaluation of the tenderer.
- 2) **Team:** Whereas any one member of TEC has to do the evaluation of the tenderer.

After defining the Evaluation Type, TEC Chairperson has to click on the “**Submit**” button (As shown in **Screen –G5**)

6.2.6 On the successful configuration of the same system will prompt the message on Chairperson screen i.e. “**Configuration Done Successfully**” (As shown in **Screen – G6**)

Evaluation Committee		View
Date and time of Committee Formation		23-Aug-2011 16:18
Evaluation Configuration		Configure
Estimated Cost		View
Configure Evaluation Methodology		
Evaluation Type	<input checked="" type="radio"/> Individual <input type="radio"/> Team	
		Submit

Evaluation Committee	View
Date and time of Committee Formation	23-Aug-2011 16:18
Evaluation Configuration	Configure
Estimated Cost	View
Configure Evaluation Methodology	
Evaluation Type	<input type="radio"/> Individual <input checked="" type="radio"/> Team
	Select Member
	<input checked="" type="radio"/> Nitin (AU) <input type="radio"/> Nitin (TEC)
	Submit

Screen – G5



Screen – G6

6.2.7 Once the Configuration is done, after that each TEC member has to log in with their unique Login ID & Password by clicking against their name. (As shown in **Screen – G7**)

6.2.8 After clicking against the name, system will fetch the TEC member user ID, password and comments TEC member has to mention, at the end needs to click on **“Submit”** button (As shown in **Screen – G8**)

6.2.9 On successful completion of Declaration system will display the message on TEC member screen i.e. **“Declaration Given Successfully”** (As shown in **Screen – G9**)

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
Evaluation Committee	View					
Date and time of Committee Formation	23-Aug-2011 16:18					
Evaluation Configuration	View Configuration					
Estimated Cost	View					
TSC Formation Required	Yes					
Declaration		Clarification				
Committee Name		My TEC COM				
Committee Members		Committee Role	Declaration Status	Declaration Date and Time		
Nitin (HOPE)		Chairperson	Pending			
Nitin (AU)		Member	Pending			
Nitin (TEC)		Member	Pending			

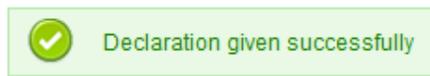
Screen – G7

Fields marked with (*) are mandatory

Committee Member's Name :	Nitin (HOPE)
e-mail ID :	nitinhope@abc.com
Password :*	••••••••
Declaration Text :	I do hereby declare and confirm that I have no business or other links to any of the competing tenderer or Applicant
Comments :*	Logged In for Technical Evaluation.



Screen – G8



Screen – G9

6.2.10 The moment all the TEC members logged into the system after that system will display the “**Declaration Status**” as a “**Declaration Given**” along with “**Declaration Date and Time**” (As shown in **Screen – G10**)

Committee Members	Committee Role	Declaration Status	Declaration Date and Time
Nitin (HOPE)	Chairperson	Declaration given	29-Aug-2011 15:39
Nitin (AU)	Member	Declaration given	29-Aug-2011 15:41
Nitin (TEC)	Member	Declaration given	29-Aug-2011 15:40

Screen – G10

6.2.11 If any member of TEC is having any sort of query against any tenderer then the same can be addressed with the help of “**Seek Clarification from Tenderer**”. Upon successful login by all the TEC members this link will be activated. (As shown in **Screen – G11**)

6.2.12 Then TEC member has to ask the query, query always would be form specific. Against each form TEC member can ask the query to the tenderer by clicking on “**Seeking Clarification for a Form**” and at last TEC member has to click on “**Submit**” button. If TEC members would like to remove the same that also can be done with the help “**Remove**” (As shown in **Screen – G12, G13 & G14**)

6.2.13 TEC member is also having the privilege to upload the query pertain document along with the query. The same document TEC member can “**Download**” and “**Delete**” (As shown in **Screen – G15**)

6.2.14 After posting of all the questions by TEC members then the same needs to send to Chairperson with the help of tab i.e. “**Click Here to Notify Chairperson once you have posted all Questions**” (As shown in **Screen – G16**)

6.2.15 On Click, the system will display TEC Member message “**Successfully Sent to Chairperson**” (As shown in **Screen – G17**)

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	-	Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer
2	Dash Techno Ltd	-	Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Evaluation Pending	

Screen – G11

Declaration		Clarification	
Company Details			
Company Name :	Nitin & Co		
Package Information			
Package No. :	PKG-001/23082011		
Package Description :	Procurement of Computer Goods		
Form Name	Evaluation Status	Action	
Technical Specifications Form	Pending	Seek Clarification for a form Upload Document	
Schedule of Requirements Form	Pending	Seek Clarification for a form Upload Document	

Screen – G12

Form Name : [Technical Specifications Form](#)

Post Query

Query :	Please submit your ISO Details.
---------	---------------------------------

[Submit](#)

Screen – G13

Form Name : [Technical Specifications Form](#)

Post Query

Query :	<div style="border: 1px solid gray; height: 50px;"></div>
---------	---

[Submit](#)

S. No.	Member Name	Query	Action
1	Nitin (AU)	Please submit your ISO Details.	Remove

Screen – G14

 File Uploaded Successfully

Fields marked with (*) are mandatory.

Document : *

Description : *

Instructions				
Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 23MB.				
Acceptable File Types xml,xls,doc,docx,xlsx,pdf,doc,bmp,jpg,jpeg,png				
A file path may contain any below given special characters: (Space, -, _ \)				

S. No.	File Name	File Description	File Size (in KB)	Action
1	Document - A.docx	Document - A	0	 

Screen – G15

Declaration **Clarification**

S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	-	Seek Clarification from Tenderer View Query / Clarification Evaluate Tenderer
2	Dash Techno Ltd	-	Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer

Lot No.	Lot Description	Action
1	Procurement of Computer Goods	Evaluation Pending

Screen – G16

 Successfully sent to Chairperson

Screen – G17

6.2.16 TEC Chairperson will login to the system and locate the tender by clicking on “**Search**” once the tender is found then click on “**Dashboard**” icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – G18**)

6.2.17 Click on “**Clarification**”, whereas TEC Chairperson is able to see the link as a “**Seek Clarification from Tenderer**” (As shown in **Screen – G19**)

- 6.2.18 TEC Chairperson can ask questions / query / clarification from his end as well as he can also send the query / question / clarification which were asked by other TEC members to tenderer.
- 6.2.19 Then TEC Chairperson has to ask the query, query always would be form specific. Against each form TEC Chairperson can ask the query to the tenderer by clicking on “**Seeking Clarification for a Form**” (As shown in **Screen – G20**)
- 6.2.20 TEC Chairperson may ‘**Edit**’ the question / query / clarification which was posted by other TEC Members. (As shown in **Screen – G21**)
- 6.2.21 Then TEC Chairperson has to select the “**Last Date of Response**” whereas before that Date Tenderer is bound to give the response to the asked question / query / clarification by the TEC. (As shown in **Screen – G21**)
- 6.2.22 **Remarks & Post Question Tenderer**, whereas TEC Chairperson needs to enter the remarks in the given field and at the end click on “**Post Question to Tenderer**”. (As shown in **Screen – G21**)
- 6.2.23 On successful submission of the same, the system will redirect to the page whereas TEC Chairperson will be able to see the status as “**Posted to Tenderer**” (As shown in **Screen – G22**)

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity :

ID : Ref.No :

Opening Date and Time :

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2443	Inv-Ref-No-001-23082011	PKG-001/23082011 Procurement of Computer Goods	Organisation of ETL	office1	27-Aug-2011 11:56	

Page 1 of 1 1 « First < Previous Next > Last »

Screen – G18

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	-	Seek Clarification from Tenderer View Questions / Send Questions to Tenderer Evaluate Tenderer
2	Dash Techno Ltd	-	Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer

Screen – G19

Form Name	Evaluation Status	Action
Technical Specifications Form	Pending	Seek Clarification for a form Upload Document
Schedule of Requirements Form	Pending	Seek Clarification for a form Upload Document

Screen – G20

Form Name : [Technical Specifications Form](#) [Download Documents](#)

S. No.	Posted By	Comments
No Comments found.		

TEC / TSC Member Name : Nitin (AU)

S. No.	Queries	Edit	Select
1	Please submit your ISO Details.	Edit	<input checked="" type="checkbox"/>

Last Date of Response : *

Remarks : *

[Post Questions to Tenderer](#)

Screen – G21

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	Clarification Received	Posted To Tenderer View Query / Clarification Evaluate Tenderer
2	Dash Techno Ltd	-	Evaluate Tenderer
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Evaluation Pending	

Screen – G22

6.2.24 Then Tenderer has to provide the response against the asked clarification by the TEC. Once the same is posted by the tenderer after that all TEC members will be able to see the tenderer response by clicking on “**View Clarification & Question**” (As shown in **Screen - G23**)

6.2.25 By clicking “**Evaluate Tenderer**” TEC Member will be able to see the forms of a tenderer. (As shown in **Screen - G24**)

6.2.26 Click on “Evaluate Form” (As shown in Screen - G25)

6.2.27 TEC Member has to provide the “Reason” for it why the Tenderer has **Accepted / Rejected**, what is the reason behind the same? (As shown in Screen - G26) at last click on “Submit” tab. (As shown in Screen - G26)

6.2.28 The moment evaluation is completed, TEC Member will be able to see the status of the same as “Accepted or Rejected” (As shown in Screen - G27)

Company Details		
Company Name :	Nitin & Co	
Form Name : Technical Specifications Form		Download Documents
TEC / TSC Member Name : Nitin (AU)		
S. No.	Query	Clarification
1	Please submit your ISO Details.	ISO Certificate is as attached.
S. No.	Posted By	TSC Comments
No Comments found.		

Screen – G23

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	Clarification Received	Posted To Tenderer View Query / Clarification Evaluate Tenderer
2	Dash Techno Ltd	-	Evaluate Tenderer
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Evaluation Pending	

Screen – G24

Declaration		Clarification	
Company Details			
Company Name :	Nitin & Co		
Package Information			
Package No. :	PKG-001/23082011		
Package Description :	Procurement of Computer Goods		
Form Name	Evaluation Status	Action	
Technical Specifications Form	Pending	Evaluate Form	
Schedule of Requirements Form	Pending	Evaluate Form	

Screen – G25

Form Name : <u>Technical Specifications Form</u>		
Tender Details		
Package No. :	PKG-001/23082011	
Package Description :	Procurement of Computer Goods	
TEC / TSC Member Name : Nitin (AU)		
S. No.	Questions	Answer
1	Please submit your ISO Details.	ISO Certificate is as attached.
Evaluation Status :	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	
Reason : *	Details are as per the PO.	
<input type="button" value="Submit"/>		

Screen – G26

Declaration	Eval. Report	Clarification
Company Details		
Company Name :	Nitin & Co	
Package Information		
Package No. :	PKG-001/23082011	
Package Description :	Procurement of Computer Goods	
Form Name	Evaluation Status	Action
Technical Specifications Form	Accepted	Evaluate Form
Schedule of Requirements Form	Accepted	Evaluate Form

Screen – G27

- 6.2.29 After completion of “**Evaluation**”, TEC Member will be able to see the link as “**Fill Evaluation Form (Tender Evaluation Report 1)**” by clicking on the same one form would be appear to TEC Member whereas TEC Member has to provide the response in the form of **Yes/No**. (As shown in **Screen - G28**)
- 6.2.30 **Save**, once the response is provided against (**Tender Evaluation Report 1**) and (**Tender Evaluation Report 2**) at last TEC Member needs to click the “**Save**” button of an objective of “**Save**” the same. (As shown in **Screen - G29**)
- 6.2.31 Before sending the same to TEC Chairperson, View and Modification are possible but once the click is made on “**Notify Chairperson if Evaluation Finalized**” after that the same is not possible. (As shown in **Screen – G30**)

Declaration	Eval. Report	Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	Clarification Received	Posted To Tenderer View Query / Clarification Edit View
2	Dash Techno Ltd	-	Edit View
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Fill Evaluation Form (Tender Evaluation Report 1) Fill Evaluation Form (Tender Evaluation Report 2)	

Criteria	Dash Techno Ltd	Nitin & Co
Tender Validity	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Tender Security	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Subcontractor's Information given or not (If any)	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Tender Contents	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Tenderer Information	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Eligibility Declarations	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Trade license or Equivalent	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Taxation Obligations Documents or Equivalent	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Legal Capacity	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Litigation History	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Solvency	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Country of Origin	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Authorization Letter confirming the signatory of the Tenderer from Organization	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Accepted in preliminary Evaluation	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

Screen – G28

Technical Responsiveness Report					
Ministry Name :	Ministry of ETL	Division Name :			
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1		
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods				
Lot No. and Description :	1 & Procurement of Computer Goods				
Procurement Data					
Procurement Type			Procurement Method		
NCT			Open Tendering Method		
Procurement Plan					
Approval Status		Budget Type		Approval Status of Official Estimates	
Approved		Revenue		-	
Criteria					
Name of Tenderer	Eligibility of Goods	Conformity of the Technical Specifications and other parameters	Tenderer's Qualification	Conformity of the Scheduled of Requirements	Evaluation Status
Dash Techno Ltd	Yes	Yes	Yes	Yes	-
Nitin & Co	Yes	Yes	Yes	Yes	-
Save					

Screen – G29

Declaration	Eval. Report	Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	Clarification Received	Posted To Tenderer View Query / Clarification Edit View
2	Dash Techno Ltd	-	Edit View
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Fill Evaluation Form (Tender Evaluation Report 1) View Tender Evaluation Report 1 Fill Evaluation Form (Tender Evaluation Report 2) View Tender Evaluation Report 2	
Notify Chairperson if evaluation finalized			

Screen – G30

6.2.32 TEC Chairperson will login to the system and locate the tender by clicking on “**Search**” once the tender is found then click on “**Dashboard**” icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – G31**)

6.2.33 Click on “**Eval. Report**”, whereas TEC Chairperson is able to see the link as a “**Finalize Responsiveness**” against each Tenderer name (As shown in **Screen – G32**)

6.2.34 Clicking on “**Finalize Responsiveness**” TEC Chairperson will be able to see the status of the Evaluation Status which is done by TEC members for each Tenderer

against each form. (Evaluation would be in the form of either as an Accepted or Rejected) (As shown in **Screen – G33**)

6.2.35 If the required TEC Chairperson may ask the clarification to TEC Member by clicking on “**Seek Clarification from Committee Member**” (As shown in **Screen – G33**)

6.2.36 TEC Chairperson can evaluate, by selecting **Technical Non Responsive** or **Technical Responsive** against each Tenderer. (As shown in **Screen – G33**)

6.2.37 Once the Evaluation Status is selected by TEC Chairperson then click on “**Submit**” button (As shown in **Screen – G33**)

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity :

ID : Ref.No :

Opening Date and Time :

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2443	Inv-Ref-No-001-23082011	PKG-001/23082011 Procurement of Computer Goods	Organisation of ETL	office1	27-Aug-2011 11:56	

Page 1 of 1 1 « First < Previous Next > Last »

Screen – G31

Declaration
Eval. Report
Clarification

Finalize Evaluation Status :

S. No.	List of Tenderers	Finalized Evaluation Status	Action
1	Nitin & Co	-	Finalize Responsiveness
2	Dash Techno Ltd	-	Finalize Responsiveness

Lot No: 1

Lot Description: Procurement of Computer Goods

Screen – G32

Declaration	Eval. Report	Clarification		
Company Name :		Nitin & Co		
Tender Details				
Package No. :		PKG-001/23082011		
Package Description :		Procurement of Computer Goods		
S. No.	Form Name	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)
1	Technical Specifications Form	Accepted Seek Clarification from Committee Member	Accepted	Accepted Seek Clarification from Committee Member
2	Schedule of Requirements Form	Accepted Seek Clarification from Committee Member	Accepted	Accepted Seek Clarification from Committee Member
Evaluation:		<input checked="" type="radio"/> Technically Responsive <input type="radio"/> Technically Non-responsive		
<input type="button" value="Submit"/>				

Screen – G33

- 6.2.38 After Finalize Evaluation Status by Chairperson, Chairperson will be able to see the **(Tender Evaluation Report 1 and Tender Evaluation Report 2)** by clicking on **“Configure”** respective report will get displayed to the Chairperson (As shown in **Screen – G34**)
- 6.2.39 In this report Chairperson has to select the response in the form **(Yes / No)** and need to save the same by clicking on **“Save”** (As shown in **Screen – G35**)
- 6.2.40 Then the same has to notify to TEC Members by clicking on **“Notify Member to Sign the Report”** (As shown in **the Screen – G36**)
- 6.2.41 System will show you an alert message i.e. **“Do you really want to Notify Members”** after notifying the same it cannot be changed / modify. (As shown in **the Screen – G37**)
- 6.2.42 All TEC members have to view the **TER1 and TER2**, also need to sign the report by login to the system by clicking on **“View and Sign”** (As shown in **Screen – G38**)
- 6.2.43 By clicking on view and sign, TEC Member will be able to see their name against their name they have to provide the information viz. **Password, Agree or Disagree and Comments.** (As shown in **Screen – G39**)
- 6.2.44 Once the information is submitted and selected after that TEC member has to click on **“Sign”** (As shown in **Screen – G40**)

Declaration	Eval. Report	Clarification	
Finalize Evaluation Status :			
S. No.	List of Tenderers	Finalized Evaluation Status	Action
1	Nitin & Co	Technically Responsive	Finalize Responsiveness
2	Dash Techno Ltd	Technically Responsive	Finalize Responsiveness
Lot No:	1		
Lot Description:	Procurement of Computer Goods		
Tender Evaluation Report 1	View Members Evaluation Configure		
Tender Evaluation Report 2	View Members Evaluation Configure		

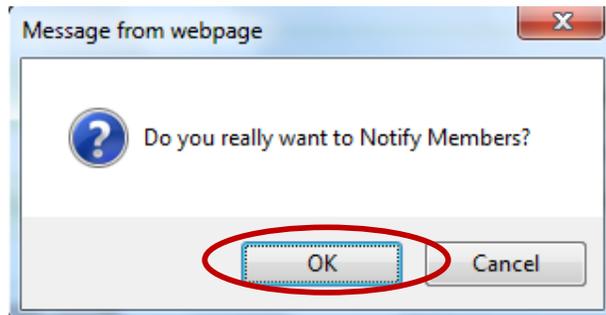
Screen – G34

Criteria	Dash Techno Ltd	Nitin & Co
Tender Validity	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Tender Security	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Subcontractor's Information given or not (If any)	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Tender Contents	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Tenderer Information	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Eligibility Declarations	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Trade license or Equivalent	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Taxation Obligations Documents or Equivalent	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Legal Capacity	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Litigation History	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Solvency	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Country of Origin	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Authorization Letter confirming the signatory of the Tenderer from Organization	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Accepted in preliminary Evaluation	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

Screen – G35

Declaration	Eval. Report	Clarification	
Finalize Evaluation Status :			
S. No.	List of Tenderers	Finalized Evaluation Status	Action
1	Nitin & Co	Technically Responsive	Finalize Responsiveness
2	Dash Techno Ltd	Technically Responsive	Finalize Responsiveness
Lot No:	1		
Lot Description:	Procurement of Computer Goods		
Tender Evaluation Report 1	View Members Evaluation Configure Notify Members to Sign the Report View and Sign		
Tender Evaluation Report 2	View Members Evaluation Configure Notify Members to Sign the Report View and Sign		

Screen – G36



Screen – G37

Declaration	Eval. Report	Clarification
Lot No:	1	
Lot Description:	Procurement of Computer Goods	
Tender Evaluation Report 1	View and Sign	
Tender Evaluation Report 2	View and Sign	

Screen – G38

I do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.

The Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Act, the Rules made there under and the terms and conditions of the prescribed Application, Tender or Proposal Document and that all facts and information have been correctly reflected in the Evaluation Report and, that no substantial or important information has been omitted.

TEC Members			
Name	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)
Committee Role	Member	Chairperson	Member
Designation	RNB-PE	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	RNB-ORG-PEO
Signed Tender Evaluation Report 1 On	-	-	-

Screen – G39

Fields marked with (*) are mandatory

Committee Member's Name :	Nitin (TEC)
e-mail ID :	nitintec@abc.com
Password : *
Action : *	I Agree <input type="button" value="v"/>
Comments : *	Agree

Screen – G40

- 6.2.45 The moment “TER1 & TER2” reports signed by all the TEC Members, then the system will generate the “Price Comparative Report” (As shown in Screen – G41)
- 6.2.46 In this report system will display the L1, L2 and so on. TEC Chairperson has to save the same by clicking on “Save Report”. (As shown in Screen – G42)
- 6.2.47 Once the “Price Comparative Report” gets saved then system will generate the “TER3 and TER4” (As shown in Screen – G43)
- 6.2.48 Then the same has to notify to TEC Members by clicking on “Notify Member to Sign the Report” (As shown in Screen – G43)

6.2.49 System will show you an alert message i.e. "Do you really want to Notify Members"
(As shown in **Screen – G44**)

Declaration	Eval. Report	Clarification												
Finalize Evaluation Status :														
	<table border="1"> <thead> <tr> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nitin & Co</td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> <tr> <td>2</td> <td>Dash Techno Ltd</td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> </tbody> </table>	S. No.	List of Tenderers	Finalized Evaluation Status	Action	1	Nitin & Co	Technically Responsive	Evaluated	2	Dash Techno Ltd	Technically Responsive	Evaluated	
S. No.	List of Tenderers	Finalized Evaluation Status	Action											
1	Nitin & Co	Technically Responsive	Evaluated											
2	Dash Techno Ltd	Technically Responsive	Evaluated											
Lot No:	1													
Lot Description:	Procurement of Computer Goods													
Tender Evaluation Report 1	View Members Evaluation View													
Tender Evaluation Report 2	View Members Evaluation View													
Price Comparison Report	View and Save													

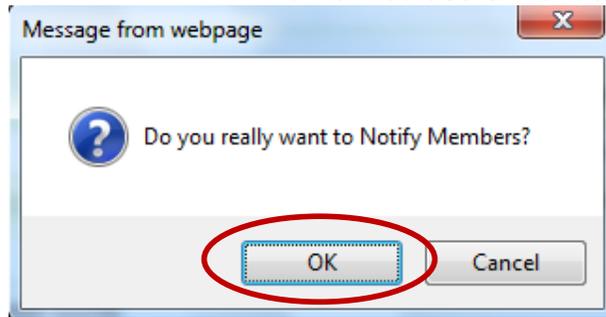
Screen – G41

Price Comparison Report		Go back to Dashboard	
Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		
View Notice			
TER Report - Header			
Company Name	Rank	Amount	Estimated Cost
Dash Techno Ltd	L1	28000.444	35000.000
Nitin & Co	L2	28800.444	35000.000
TER Report - Footer			
Save Report			

Screen – G42

Dash Techno Ltd	
Price Comparison Report	View
Tender Evaluation Report 3	Notify Members to Sign the Report View and Sign
Tender Evaluation Report 4	Notify Members to Sign the Report View and Sign

Screen – G43



Screen – G44

- 6.2.50 TEC Chairperson also has to do the “**Post Qualification**” of the tenderer by clicking on “**Post Qualification**”. By clicking on “**Process**” the same can be processed further. (As shown in **Screen – G45**)
- 6.2.51 Then click on “**Initiate**” for an objective of to initiate the “**Post Qualification**” (As shown in **Screen – G46**)
- 6.2.52 System will display the name of L1 tenderer, then Chairperson has to decide whether the site visit is required or not (if required then **YES**, if not required then **NO**). If **YES** is selected then the system gives the option whereas TEC Chairperson can select the **Date** for the same. At last TEC Chairperson, has to provide the comments and has to click on “**Submit**” button (As shown in **Screen – G47**)
- 6.2.53 On successful completion of the same system will prompt the message i.e. “**PQ Process Initiated Successfully**” (As shown in **Screen – G48**)
- 6.2.54 After successful initiating of the same, TEC Chairperson can **View**, **Edit** and **Upload** document if required (As shown in **Screen – G48**)
- 6.2.55 Click on “**Complete**” to complete the post qualification process whereas TEC Chairperson has to “**Qualify / Disqualify**” the tenderer. At the end TEC Chairperson has to provide the comments and then click on “**Submit**” button. (As shown in **Screen – G49**)

Declaration	Eval. Report	Clarification	Post Qualification
Lot No.	Lot Description		Post Qualification
1	Procurement of Computer Goods		Process

Screen – G45

Lot No.	1
Lot Description	Procurement of Computer Goods
Post Qualification	Initiate

Rank	Tenderer	Post Qualification Status	NOA Acceptance Status	Date and Time of Post Qualification	Action
No records found					

Screen – G46

Declaration	Eval. Report	Clarification	Post Qualification
-------------	--------------	---------------	--------------------

Company Name :	Dash Techno Ltd
Site Visit Requires?:	Yes <input type="button" value="v"/>
Site Visit Date and Time :	<input type="text" value=""/>
Comments :	<div style="border: 1px solid #ccc; height: 60px;"></div>

Screen – G47

✔ PQ Process initiated successfully

Lot No.	1
Lot Description	Procurement of Computer Goods
Post Qualification	Initiated

Rank	Tenderer	Post Qualification Status	NOA Acceptance Status	Date and Time of Post Qualification	Action
L1	Dash Techno Ltd	Pending	Pending	-	Edit View Upload Report Complete

Screen – G48

Declaration	Eval. Report	Clarification	Post Qualification
Tenderer : Dash Techno Ltd			
Post Qualification Status : Qualify ▼			
Comments : <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>			
Submit			

Screen – G49

6.2.56 After “**Post Qualification**” is made by the Chairperson, All TEC members have to view the **TER3 and TER4** also needs to sign the report by login to the system by clicking against their name. **(The process is same as like TER1 and TER2)** (As shown in **Screen – G50 and 51**)

Tender Evaluation Report 3 - Financial Evaluation and Price Comparison

Print Go Back to Dashboard

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		
View Notice			

Financial Evaluation and Price Comparison			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		
Lot No. and Description :	1 & Procurement of Computer Goods		

Procurement Data	
Procurement Type	Procurement Method
NCT	Open Tendering Method

Procurement Plan		
Approval Status	Budget Type	Approval Status of Official Estimates
Approved	Revenue	-

Price Evaluation			
TER Report - Header			
Company Name	Rank	Amount	Estimated Cost
Dash Techno Ltd	L1	28000.444	35000.000
Nitin & Co	L2	28800.444	35000.000
TER Report - Footer			

Post Qualification	
Name of Tenderer	Status
No Records Found	

I do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.
 The Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Act, the Rules made there under and the terms and conditions of the prescribed Application, Tender or Proposal Document and that all facts and information have been correctly reflected in the Evaluation Report and, that no substantial or important information has been omitted.

TEC Members			
TEC Members			
Name	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)
Committee Role	Member	Chairperson	Member
Designation	RNB-PE	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	RNB-ORG-PEO
Signed Tender Evaluation Report 3 On	-	-	-

Screen – G50

Tender Evaluation Report 4 - Final Evaluation Report

Print Go Back to Dashboard

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		
View Notice			

Final Evaluation Report			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		
Lot No. and Description :	1 & Procurement of Computer Goods		

Procurement Data	
Procurement Type	Procurement Method
NCT	Open Tendering Method

Procurement Plan		
Approval Status	Budget Type	Approval Status of Official Estimates
Approved	Revenue	-

Name of Tenderer Recommended for Award	
Dash Techno Ltd	
Post Qualification Report	Clarification on Tenders
View	Clarication on Tender has not taken place

TEC Members			
TEC Members			
Name	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)
Committee Role	Member	Chairperson	Member
Designation	RNB-PE	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	RNB-ORG-PEO
Signed Tender Evaluation Report 4 On	-	-	-

Screen – G51

6.2.57 Once all the Technical Evaluation Reports are viewed and signed by all TEC members then “**Send to AA**” link will be activated to the Chairperson. (As shown in **Screen – G52**)

6.2.58 TEC Chairperson can send the “**TER1, TER2, TER3 and TER4**” to Approving Authority “**AA / HOPE / AO**”. TEC Chairperson can select the concern official from the combo box, put the necessary comments and “**Submit**” (As shown in **Screen – G53**)

Declaration	Eval. Report	Clarification	Post Qualification
Finalize Evaluation Status :			
	S. No.	List of Tenderers	Finalized Evaluation Status
	1	Nitin & Co	Technically Responsive
	2	Dash Techno Ltd	Technically Responsive
Lot No:	1		
Lot Description:	Procurement of Computer Goods		
Tender Evaluation Report 1	View Members Evaluation View		
Tender Evaluation Report 2	View Members Evaluation View		
Dash Techno Ltd			
Price Comparison Report	View		
Tender Evaluation Report 3	View		
Tender Evaluation Report 4	View		
Send Evaluation Report to AA	Send		

Screen – G52

Fields marked with (*) are mandatory

Send To: *
 Officer's Name:
 Comments: *

AA

Hope User

Send for an Approval.

Reference Document: Upload

Submit

S. No.	File Name	File Description	File Size (in Kb)	Action
No records found.				

Screen – G53

6.3 Evaluation >> Tech. Sub. Committee

6.3.1 At the time of evaluation if TEC Chairperson wish, then can also request to PE for TSC (Technical Sub Committee) by clicking on “**Make Request for TSC formation to PE**” (As shown in **Screen – H1**)

6.3.2 On successful request of the same system will prompt the message as “**Technical subcommittee formation request send successfully**” (As shown in **Screen – H2**)

Evaluation Committee	View
Date and time of Committee Formation	01-Sep-2011 15:47
Workflow	View View Workflow History
Evaluation Configuration	View Configuration
TSC Formation Required	Make Request for TSC formation to PE

Screen – H1

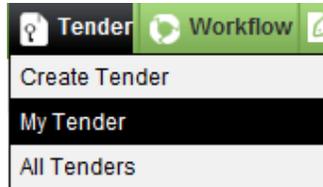
 Technical Sub Committee formation request sent successfully.

Evaluation Committee	View
Date and time of Committee Formation	01-Sep-2011 15:47
Workflow	View View Workflow History
Evaluation Configuration	View Configuration
TSC Formation Required	Yes

Screen – H2

6.3.3 PE will login to the system and click on “Tender >> My Tender” (As shown in **Screen – H3**)

6.3.4 PE can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time**) and the result will be displayed in grid table. Click on “Dashboard” icon and the system will display Tender with Evaluation Tab selected. (As shown in **Screen – H4**)



Screen – H3

My Tenders

- Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Status :

Tender Search Result

Under Preparation | Live | Processing | **Archived** | Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Display
1	2443, Inv-Ref-No-001-23082011	Goods, Pk9-30123082011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office 1	NCT, OTM	27-Aug-2011 11:15:00, 29-Aug-2011 16:21:00	

Screen – H4

6.3.5 PE will be able to see the two options

- **Create TSC** - Whereas PE can create a new TSC by selecting members

- **Use Existing Committee** - Whereas PE can search the committee which was already formed in the past. (As shown in **Screen – H5**)
- At last **“Submit”** on the same. (As shown in **Screen – H6 (A) & (B)**)

6.3.6 If PE wants to **“Edit or View”** the TSC committee formed then PE has to click on **“Edit TSC”** and **“View TSC”** links (As shown in **Screen – H7**)

6.3.7 Click on **“Workflow”** for putting the TSC to get the approval (As shown in **Screen – H7**)

6.3.8 Specify the number of viewers if any or if not provide **“0”** and click on **“Submit”** (As shown in **Screen – H8**)

6.3.9 Select the **“Starts By and End By”** click on **“Submit”** (As shown in **Screen – H9**)

6.3.10 Once the members are specified then put the same in the process by clicking **“Process File in Workflow”** (As shown in **Screen – H10**)

6.3.11 Provide the comments in the comments field and click on **“Submit”** button (As shown in **Screen – H11**)

6.3.12 On successful submission, the system will prompt the message i.e. **“File Processed Successfully”** (As shown in **Screen – H12**)

Notice	Document	Clarification	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Advertisement				View				
Evaluation Committee				View				
Date and time of Committee Formation				01-Sep-2011 15:47				
Workflow				View View Workflow History				
Validity and Security Extension				Extend				
Debriefing on Tender				View				
Technical Sub Committee Formation				Create TSC Use Existing Committee				
Workflow				Create				

Screen – H5

Committee Name : *	<input type="text" value="tsc comm"/>
Minimum Members Required :	2
Maximum Members Required :	3

[Add Members](#)

Members Name	Committee Role	Members From	Action
ECM	<input type="text" value="Member"/>	External Member	Remove
External User	<input type="text" value="Chairperson"/>	External Member	Remove

[Submit](#)

Screen – H6 (A)

Search by: *

Select	S. No.	Tender ID	Committee Name	View Committee Details
<input type="radio"/>	1	2443	tsc comm	View

Screen – H6 (B)

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Advertisement		View					
Evaluation Committee		View					
Date and time of Committee Formation		23-Aug-2011 16:18					
Debriefing on Tender		View					
Technical Sub Committee Formation		Edit TSC View TSC					
Workflow		Create					

Screen – H7

Workflow :

Module : Tender

Process : Technical Sub Committee Approval

No. of Reviewers : *

Screen – H8

Workflow : Add Users		
Level No.	Workflow Role	Procurement Role
1	Starts By	<input type="text" value="PE"/>
2	Ends By	<input type="text" value="AA"/>

Screen – H9

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Advertisement		View					
Evaluation Committee		View					
Date and time of Committee Formation		23-Aug-2011 16:18					
Debriefing on Tender		View					
Technical Sub Committee Formation		Edit TSC View TSC					
Workflow		Edit View Process file in Workflow View Workflow History					

Process file in Workflow

File Details : [View](#)
Module Name : Tender
Process Name : Technical Sub Committee Approval
Comments : *

Source

Put for an APPROVAL]

Action : * Forward

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action
No Records Found				

Workflow Level :

Level No.	Workflow Role	Procurement Role	N
1	Starts By	PE	
2	Ends By	AA	

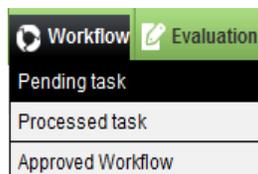
Submit

Screen – H11



Screen – H12

- 6.3.13 User will login to the system and click on “**Workflow >> Pending Task**” (As shown in **Screen – H13**)
- 6.3.14 System will show the “**Pending Task**” of the user. To process on Pending Task click on “**Process**” (As shown in **Screen – H14**)
- 6.3.15 Select the actions viz. **Approve/Reject/Conditional Approve** and click on “**Submit**” (As shown in **Screen – H15**)
- 6.3.16 On successful submission of the same, the system will prompt the message i.e. “**File Processed Successfully**” (As shown in **Screen – H16**)



Screen – H13

S.No	Module Name	Process Name	ID	Processed By	Processed Date and Time	Previous Action	To be Processed By	Action
1	Tender	Technical Sub Committee Approval	2443	PE User - Tester-abc	29-Aug-2011 13:28:45	Forwarded	Hope User - Tester-abc	Process
2	Tender	Technical Sub Committee Approval	2368	PE User - Tester-abc	12-Aug-2011 13:45:29	Forwarded	Hope User - Tester-abc	Process

Screen – H14

Process file in Workflow

File Details : [View](#)

Module Name : Tender

Process Name : Technical Sub Committee Approval

Comments : *

Source

Approved

Action : *

Approve

Click here if any relevant documents to be uploaded

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action
1	2443	PE User - Tester-abc	29-Aug-2011 13:28:45	Forwarded

Workflow Level :

Level No.	Workflow Role	Procurement Role
1	Starts By	PE
2	Ends By	AA

Submit

Screen – H15

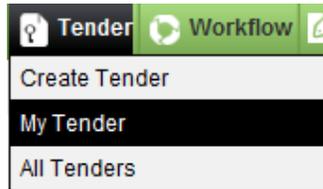
File processed successfully

Screen – H16

- 6.3.17 PE has to Login into System and click on “Tender >> My Tender” submenu (As shown in **Screen – H17**)
- 6.3.18 PE can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen –H18**) and the result will be displayed in grid table.
- 6.3.19 Click on “**Dashboard**” icon and the system will display Tender with Evaluation Tab selected. Click on “**Notify TSC Members**” (As shown in **Screen – H19**)

6.3.20 Provide the “Remarks” and click on “Publish” (As shown in Screen – H20)

6.3.21 On successful publishing of the same, the system will prompt the message as “*Technical subcommittee published successfully*” (As shown in Screen – H21)



Screen – H17

My Tenders

.Collapse

Procurement Nature : -- Select Nature --

Procurement Type : -- Select Type --

Procurement Method : -- Select Procurement Method --

ID :

Publishing Date From :

Status : --Select--

Reference No :

Publishing Date To :

Tender Search Result

Under Preparation | Live | Processing | **Archived** | Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref.No-001-23082011	Goods, PKG-001/23082011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office 1	NCT, OTM	27-Aug-2011 11:15:00, 28-Aug-2011 16:21:00	

Screen – H18

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Advertisement		View					
Evaluation Committee		View					
Date and time of Committee Formation		23-Aug-2011 16:18					
Debriefing on Tender		View					
Technical Sub Committee Formation		View TSC Notify TSC Members					
Workflow		View View Workflow History					

Screen – H19

Committee Name :	tsc comm
Minimum Members Required :	2
Maximum Members Required :	3

Members Name	Committee Role	Members From
ECM	Member	External Member
External User	Chairperson	External Member

Remarks *:



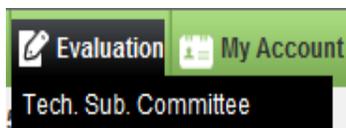
Screen – H20

 Technical Sub Committee published successfully.

Advertisement	View
Evaluation Committee	View
Date and time of Committee Formation	01-Sep-2011 15:47
Workflow	View View Workflow History
Validity and Security Extension	Extend
Debriefing on Tender	View
Technical Sub Committee Formation	View TSC
Workflow	View View Workflow History

Screen – H21

- 6.3.22 TSC member will login to the system and click on “**Evaluation >> Technical Sub Committee**” sub-menu (As shown in **Screen – H22**)
- 6.3.23 TSC members can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - H23**) and the result will be displayed in grid table.
- 6.3.24 Click on “**Dashboard**” icon and the system will display Tender with Evaluation Tab selected. (As shown in **Screen – H24**)
- 6.3.25 Then respective TSC members have to click against their name, system will display **Name of the TSC members, Committee Role, Declaration Status and Declaration Date & Time.** (As shown in **Screen – H24**)



Screen – H22

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity :

ID : Ref.No :

Opening Date and Time :

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2503	250	Note : The tender is used to check goods/NCT case for testing	Organisation of ETL	office1	01-Sep-2011 15:52	

Page 1 of 1 « First ‹ Previous Next › Last »

Screen – H23

- 6.3.1 After clicking against your name, system will fetch the TSC member user ID and TSC member has to enter a password and comments, and click on **“Submit”** button (As shown in **Screen – H24 & H24 (A)**)
- 6.3.2 If any member of TSC would like to add/post something against specific tenderer then the same can be done with the help of **“Post Comments”** (As shown in **Screen – H25**)
- 6.3.3 Then the system will display all the forms of particular tenderer, Against any of the forms of tenderer, TSC member can post/add the suggestions/recommendations if any, by clicking on **“Post Comments”** (As shown in **Screen – H26**)
- 6.3.4 System will display the comments field whereas TSC member can put the suggestions/recommendations and after posting of the same click on **“Submit”**. (As shown in **Screen – H27**)
- 6.3.5 On successful submission of the same system will prompt the message i.e. **“Comments posted successfully”**. If TSC members would like to **“Edit or View”** then same that can be done by clicking on **“View or Edit”** (As shown in **Screen – H28**)
- 6.3.6 Then TSC Chairperson also can post the suggestions/recommendations if any in the same manner. Chairperson can also upload the TSC report by clicking on **“Upload Recommendation Report”** (As shown in **Screen – H29**)
- 6.3.7 At last TSC Chairperson has to Notify the same to TEC by clicking on **“Notify Evaluation Committee for Completion for Evaluation”** (As shown in **Screen – H29**)

Notice	Document	Clarification	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
--------	----------	---------------	-----------------------	---------	------------	-----	------------------

Committee Name :	tsc comm
Minimum Member's Declaration Required :	2

Declaration	Recommendation
-------------	----------------

S. No.	Committee Members	Role	Declaration Status	Declaration Date and Time
1	External User	Chairperson	Pending	-
2	ECM	Member	Pending	-

Screen – H24

Fields marked with (*) are mandatory

Committee Member's Name :	ECM
e-mail ID :	ecmuser@localmail.com
Password : *
Declaration Text :	I do hereby declare and confirm that I have no business or other links to any of the competing tenderer or Applicant
Comments : *	Logged In

Submit

Screen – H24 (A)

Declaration	Recommendation
-------------	----------------

S. No.	List of Tenderers	Action
1	Deepacmp	Post Comments New Query / Clarification
2	e-procure	Post Comments View Query / Clarification

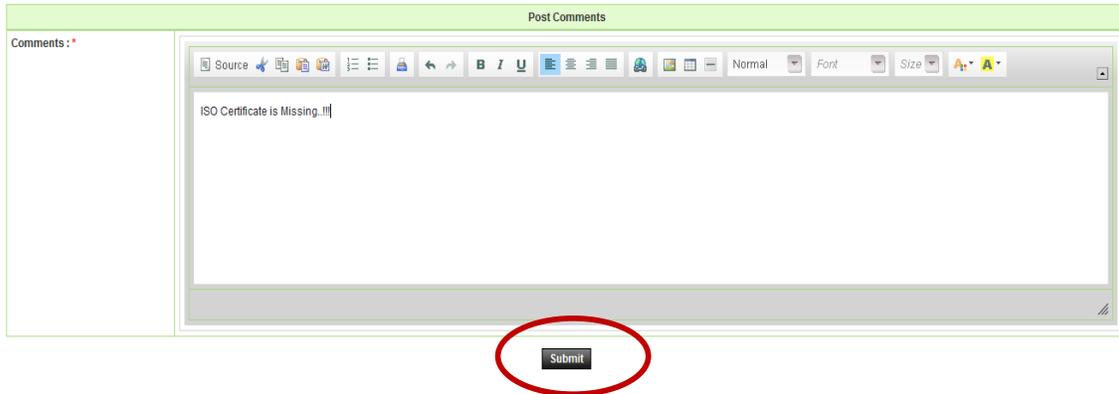
Screen – H25

Declaration	Recommendation
-------------	----------------

Company Details	
Company Name :	Deepacmp
Package Information	
Package No. :	384
Package Description :	The tender is to be used for Goods/NCT case for testing

Form Name	Comments Status	
e-Tender Submission Letter (Form e-PG3 1)	Comments Pending	Post Comments
Tender Information Form (PG32)	Comments Pending	Post Comments
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)	Comments Pending	Post Comments

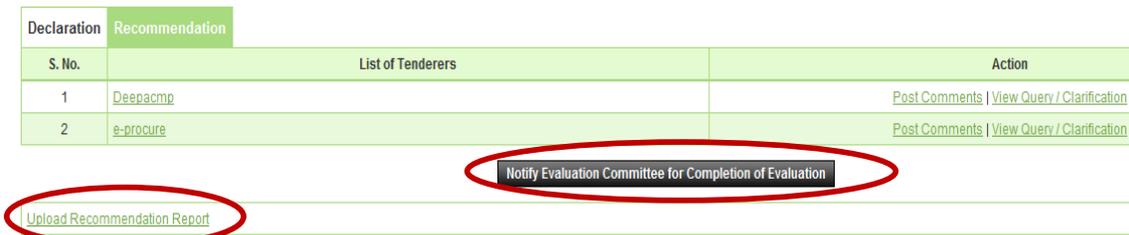
Screen – H26



Screen – H27



Screen – H28



Screen – H29

6.4 Evaluation >> Tender Validity Date Request

6.4.1 PE will login to the system click on “Tender >> My Tender” (As shown in Screen – I1)

6.4.2 PE can use search condition as input values (Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time - As shown in Screen - I2) and the result will be displayed in grid table. Click on “Dashboard” icon and the system will display Tender with Evaluation Tab selected.

6.4.3 PE will click on “Extend” (As shown in Screen – I3)

6.4.4 Then against Tender Validity, “Extend” would be available whereas PE has to click there for an objective of extend the validity of the tender. (As shown in a Screen – I4)



Authorized users' Manual - Page 90 of 100
Screen - I1

My Tenders

-Collapse

Procurement Nature : -- Select Nature --

Procurement Type : -- Select Type --

Procurement Method : - Select Procurement Method -

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Status : --Select--

Tender Search Result

Under Preparation | Live | Processing | **Archived** | Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref No-001-23082011	Goods, PKG-001/23082011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00 , 28-Aug-2011 16:21:00	

Screen – I2

Notice	Document	Clarification	Corrigendum/Amendment	Payment	Opening	Evaluation
Advertisement				View		
Evaluation Committee				View		
Date and time of Committee Formation				01-Sep-2011 15:47		
Workflow				View View Workflow History		
Validity and Security Extension				Extend		
Debriefing on Tender				View		
Technical Sub Committee Formation				View TSC		
Workflow				View View Workflow History		

Screen – I3

Tender validity / Security extension
Tender/ Validity Extend

Screen – I4

6.4.5 If PE would like to extend the validity of tender more than 10 Days from the Last date of Tender/Proposal Validity then PE can publish directly. (As shown in Screen – I5)

6.4.6 But if less than 10 Days then PE has to take an APPROVAL from the viz. TEC/Ministry/BOD/CCGP/HOPE. (As shown in Screen – I6)

6.4.7 PE has to select the “Sent To along with Name and Designation” (As shown in Screen – I6)

6.4.8 PE has to provide the “Extension Reason”, at the end “Submit” on the same. (As shown in Screen – I6)

Fields marked with (*) are mandatory

Tender / Proposal Validity in no. of Days :	0
Last Date of Tender / Proposal Validity :	26-Sep-2011
New Date of Tender / Proposal Validity : *	27/09/2011 
Last Date of Tender Security Validity :	26-Sep-2011
New Date of Tender Security Validity : *	30/10/2011 
Extension Reason : *	Due to technical reason.
<input type="button" value="Submit"/>	

Screen – 15

Tender / Proposal Validity in no. of Days :	0
Last Date of Tender / Proposal Validity :	30-Aug-2011
New Date of Tender / Proposal Validity : *	04/09/2011 
Last Date of Tender Security Validity :	28-Sep-2011
New Date of Tender Security Validity : *	09/10/2011 
Extension Reason : *	Due To Technical Reason
Send To : *	HOPE 
Name and Designation : *	Hope User 
<input type="button" value="Submit"/>	

Screen – 16

6.4.9 TEC User will login to the system and click on “**Evaluation >> Tender Validity Date req.**” sub-menu (As shown in **Screen – 17**)

6.4.10 User will click on “**Pending**” tab for an objective of “**Approval**”. Click on “**Process**” for an objective of “**Process**” the same. (As shown in **Screen – 18**)

6.4.11 By clicking on “**Process**” link, the system will display page in which if required the user can do the modification in the dates. If not then, select the actions as an “**Approve or Reject**” and at the end “**Submit**” of the same. (As shown in **Screen – 19**)

Home Message Box APP Tender Workflow Evaluation My Account Help

Wednesday, 12 Oct, 2011 13:28:54 BST

Opening committee listing

- Opening Committee
- Evaluation Committee
- Tech. Sub. Committee
- Tender Validity Date Req**
- Evaluation Report Approval

Screen – I7

Validity Extension Request

Pending Processed

S.No.	ID	Ref.No.	Department	Office	Status	Action
1	2179	Inv No : 0	Organisation of ETL	office1	Pending	Process
2	2314	Inv-Ref-No	Organisation of ETL	office1	Pending	Process
3	2378	amit	Organisation of ETL	office1	Pending	Process

Page 1 of 1 Go To Page « First < Previous Next > Last »

Screen – I8

Tender / Proposal Validity in no. of Days :	0
Last Date of Tender / Proposal Validity :	30-Aug-2011
New Date of Tender / Proposal Validity : *	<input type="text" value="04/09/2011"/>
Last Date of Tender Security Validity :	28-Sep-2011
New Date of Tender Security Validity : *	<input type="text" value="09/10/2011"/>
Extension Reason : *	<input type="text" value="Due To Technical Reason"/>
Action By :	PE User
Action : *	<input type="text" value="Approved"/>

Screen – I9

6.5 Evaluation >> Evaluation Report Approval

6.5.1 Approving Authority “AA/HOPE/AO” has to Login system by mentioning the **Login ID and Password**

6.5.2 Click on “**Evaluation**” and then “**Evaluation Report Approval**” (As shown in **Screen – J1**)



Screen – J1

6.5.3 “AA/HOPE/AO” can use search condition as input values (**Tender ID & Reference No.** – As shown in **Screen – J2**) and the result will be displayed in grid table.

Evaluation Report Approval

Tender ID: Reference No.:

S. No.	Tender ID Reference No.	Tender Brief / Title	Ministry / Division / Organization	PE Office	Action
1	2443, Inv-Ref-No-001-23082011	PKG-001/23082011 Procurement of Computer Goods	Organisation of ETL	office1	Process

Page 1 of 1 « First < Previous Next > Last »

Screen – J2

6.5.4 Click on “**Process**” icon and the system will display lot details with Report Status as Pending (As shown in **Screen – J3**)

Lot No.	1
Lot Description	Procurement of Computer Goods
Dash Techno Ltd	
Report Type	Status
Evaluation Report	Pending
Process View Clarification	

Screen – J3

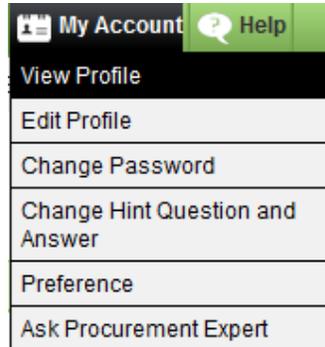
6.5.5 AA / HOPE / AO” can process by clicking on “**Process**”, view by clicking on “**View**” and if required asked the clarification by clicking on “**Clarification**”. By clicking on “**Process**” AA / HOPE / AO will be able to see the **Approve / Reject / Seek Clarification** against “**Action**”. AA / HOPE / AO will select the necessary action, put the necessary comments and “**Submit**” (As shown in **Screen – J4**)

7. My Account

7.1 My Account >> View Profile

7.1.1 If user would like to see his profile then user has to click on “**My Account >> View Profile**” (As shown in **Screen – K1**)

7.1.2 The moment user clicks on “**View Profile**”, the system will display the Profile of the respective user. (As shown in **Screen – K2**)



Screen – K1

View Profile

Employee Name	Department Name	Office	Designation	Procurement Role
AU User	Organization of Procurement	Office of Procurement	CE	AU

e-mail ID : egpauuser@gmail.com
 Full Name : AU User
 Name in Bangla : AU User
 National ID : 87965462132165468
 Mobile No : 1936742068

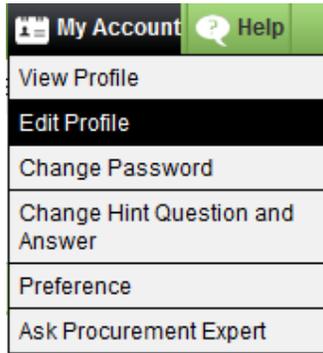
Screen – K2

7.2 My Account >> Edit Profile

7.2.1 If user would like to “**Edit**” his profile, then user has to click on “**My Account >> Edit Profile**” (As shown in **Screen – K3**)

7.2.2 The moment user clicks on “**Edit Profile**”, system will allow the user to make the necessary changes in his/her profile viz. **Full Name, Name In Bangla, National ID and Mobile No..** (As shown in **Screen – K4**)

7.2.3 Once the update is made then user has to click on “**Update**”, on click on “**Update**” revised/changed information would be updated on the system. (As shown in **Screen – K4**)



Screen – K3

Edit Profile

Personal Information

Fields marked with (*) are mandatory.

e-mail ID :

Full Name : *

Name in Bangla :

National ID :

Mobile No : (Mobile No. format should be e.g 1936742068)

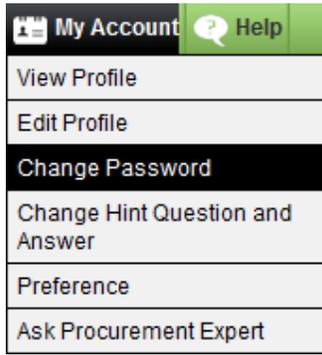
Screen – K4

7.3 My Account >> Change Password

7.3.1 If user would like to Change his password then user has to click on **“My Account >> Change Password”** (As shown in **Screen – K5**)

7.3.2 The moment user clicks on **“Change Password”**, system will allow user to modify/change his/her current password. System will ask the current password of the user and if the current password is matched then only system will allow the user to change his/her current password. User needs to provide the **Current Password >>New Password >> Confirmed Password.** (As shown in **Screen – K6**)

7.3.3 One click on **“Submit”**, revised/changed password would be updated on the system. (As shown in **Screen – K6**)



Screen – K5

Change Password

Fields marked with (*) are mandatory.

Current Password : * Valid password

New Password : *
 (Minimum 8 characters required. Make sure and space)

Confirm Password : *

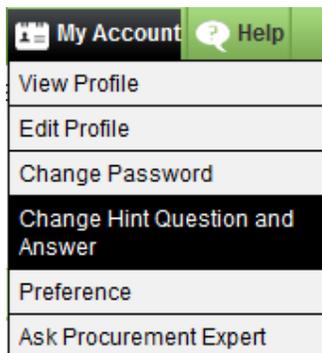
Screen – K6

7.4 My Account >> Change Hint Question and Answer

7.4.1 If user would like to Change his/her “**Hint Question and Answer**”, then user has to click on “**My Account >> Change Hint Question and Answer**” (As shown in **Screen – K7**)

7.4.2 The moment user clicks on “**Change Hint Question and Answer**”, system will allow user to modify/change his/her current hint question and answer. User has to select the Hint Question and needs to provide the Answer of the same in the answer field. (As shown in **Screen – K8**)

7.4.3 On click on “**Submit**”, revised/changed password would be updated on the system. (As shown in **Screen – K8**)



Change Hint Question and Answer

Hint Question : *

Hint Answer : *

Screen – K8

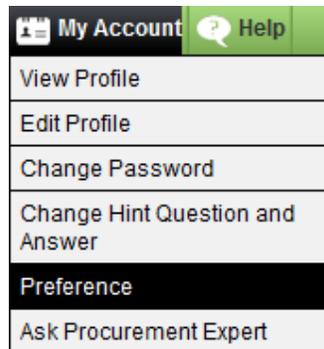
7.5 My Account >> Preference

7.5.1 If user would like to Change his “**Preference**”, then user has to click on “**My Account >> Preference**” (As shown in **Screen – K9**)

7.5.2 The moment user clicks on “**Preference**”, system will allow user to modify/change his/her Preference. (As shown in **Screen – K10**)

7.5.3 If the user needs the Email Alert and SMS alert then user has to opt for the **YES** and if not then **NO**. (As shown in **Screen – K10**)

7.5.4 On click on “**Submit**”, information gets saved on the system. (As shown in **Screen – K10**)



Screen – K9

User Preference

Fields marked with (*) are mandatory.

Email Alert : * Yes No

Sms Alert : * Yes No



Screen – K10

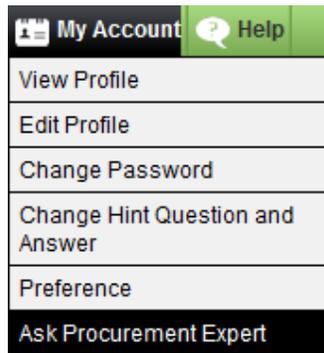
7.6 My Account >> Ask Procurement Expert

7.6.1 If user would like to ask something to “**Procurement Expert**”, then user has to click on “**My Account >> Ask Procurement Expert**” (As shown in **Screen – K11**)

7.6.2 The moment user clicks on “**Ask Procurement Expert**”, the system will allow the user to “**Post Query**” (As shown in **Screen – K12**)

7.6.3 By clicking on “**Post Query**”, Procurement Category will get open; out from that user needs to select the category and ask the relevant question in line with the selected category. User can mention the query and needs to “**Submit**” (As shown in **Screen – K13**)

7.6.4 Once the query is posted and answered by the “**Procurement Expert**”, on the system then the same add be viewed by clicking on “**View**” (As shown in **Screen – K14**)



Screen – K11



Screen – K12

Ask Procurement Expert

[Go Back To Dashboard](#)

Procurement Category: Tender Advertisement

Post Query : * Do I need to submit my tender advertisement in the newspaper or not ???

Submit

Important Note: Please note that posting of any issue which is not related to Procurement or use of abusive language can lead to debarment & deactivation of your account with or without penalty.

Screen – K13

View Query

Category	Tender Advertisement
Query	Do I need to submit my tender advertisement in the newspaper or not ???
Answer	Not Mandatory.

Screen – K14