

e-GP System User Manual
for
External Evaluation Committee User



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

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

Steps for Login to the system

- 1.1. User 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 user has to give the details which are asked.

The screenshot shows the e-GP Portal homepage. At the top, there is a navigation menu with links for Home, About e-GP, Contact Us, RSS Feed, and Language (English). Below the menu is a search bar with the text 'Type your Keyword here' and a dropdown menu set to 'Tenders'. There are also links for 'Go To' with icons for Tenders, Annual Procurement Plans, Awarded Contracts, and Debarred Tenderers. The main content area features a 'User Login' section with fields for 'e-mail ID' and a password field, along with 'Login', 'Forgot Password?', 'New User Registration', and 'PE User Registration' buttons. To the right, there is a section titled 'About e-Government Procurement (e-GP) System' with descriptive text and a 'View All Notifications' link.

Screen–A1

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

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

The screenshot shows the 'Change Password' page. It includes a note: 'Fields marked with (*) are mandatory.' The form contains 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 User and clicking on **“Submit”**, system will show message on User screen i.e. **“Password Changed successfully”** then User will be redirected to home page where the User has to enter the e-mail ID and the new password. (As shown in **Screen-A3**)

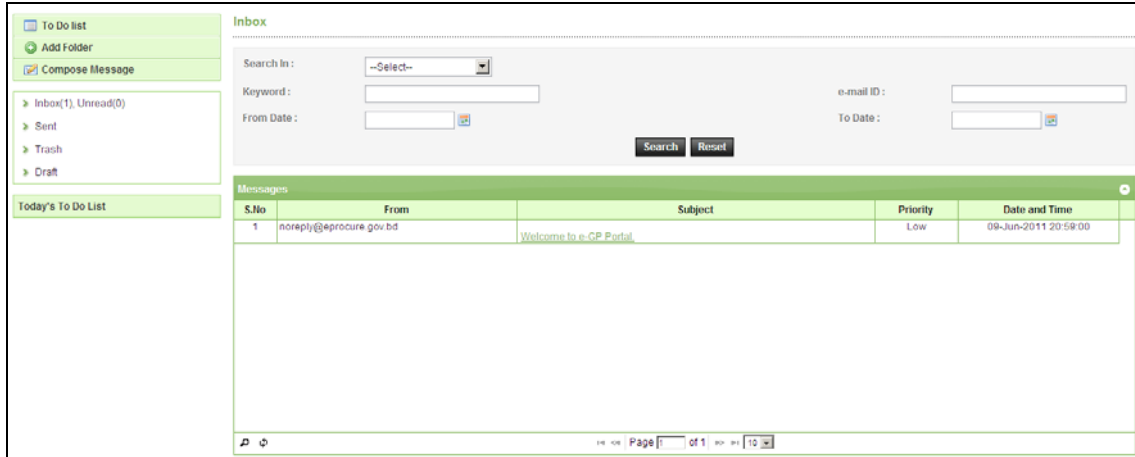
The screenshot displays the e-GP system interface. At the top right, there are navigation links: Home | About e-GP | Contact Us | RSS Feed | Language English. Below this is a search bar with the text 'Type your Keyword here' and a dropdown menu set to 'Tenders'. A 'Search' button and a link to 'Advanced Search' 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-Tend: 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 operation. A 'User Login' form is visible on the left, featuring fields for 'e-mail ID' and a password, along with 'Login' and 'Forgot Password?' buttons. A green message box at the top left of the page states 'Password changed successfully'. A 'New User Registration' button is located at the bottom of the login form.

Screen-A3

2. Message Box

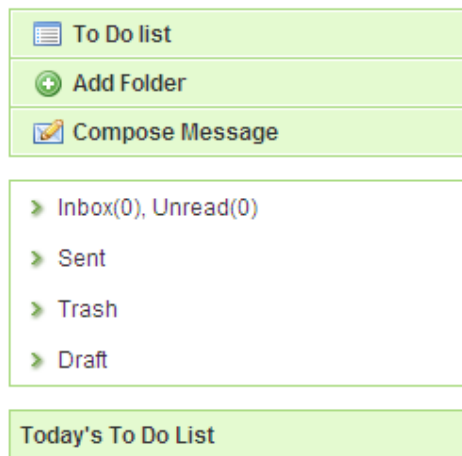
2.1 User will login to e-GP Portal along with User name & Password.

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 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 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 result. (As shown in **Screen – B4**)

Search Functionality

[View All Notifications](#)

View Task Details

Date From:

Date To:

Status : Pending

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 Found

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**)

View Task Details

Date From:

Date To:

Status : Pending

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 Found

Screen-B5

Add New Task

Task Brief : *

Task Details : *

Document Upload for Tender id : 105

1. Company Incorporation Certificate (in case of Company) OR Registration Document
2. Trade License
3. Valid Tax Identification Number (TIN) Certificate
4. Valid Value Added Tax (VAT) Certificate
5. Authorization letter from the Owner for the Firm/Company's Admin
6. National ID or Passport of Authorized Person (First 2 pages of passport)
7. e-GP Registration Fee Payment Slip
8. One Passport Size Photo of Authorized Person

Priority :

Start Date : *

End Date : *

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 user enter the folder name and clicking on submit button, system will display a validation message as "**Folder created successfully**" and the created folder name will be shown on the left panel.

Click on Add Folder link

- To Do list
- Add Folder
- Compose Message

- > Inbox(0), Unread(0)
- > Sent
- > Trash
- > Draft

Today's To Do List

Add Folder

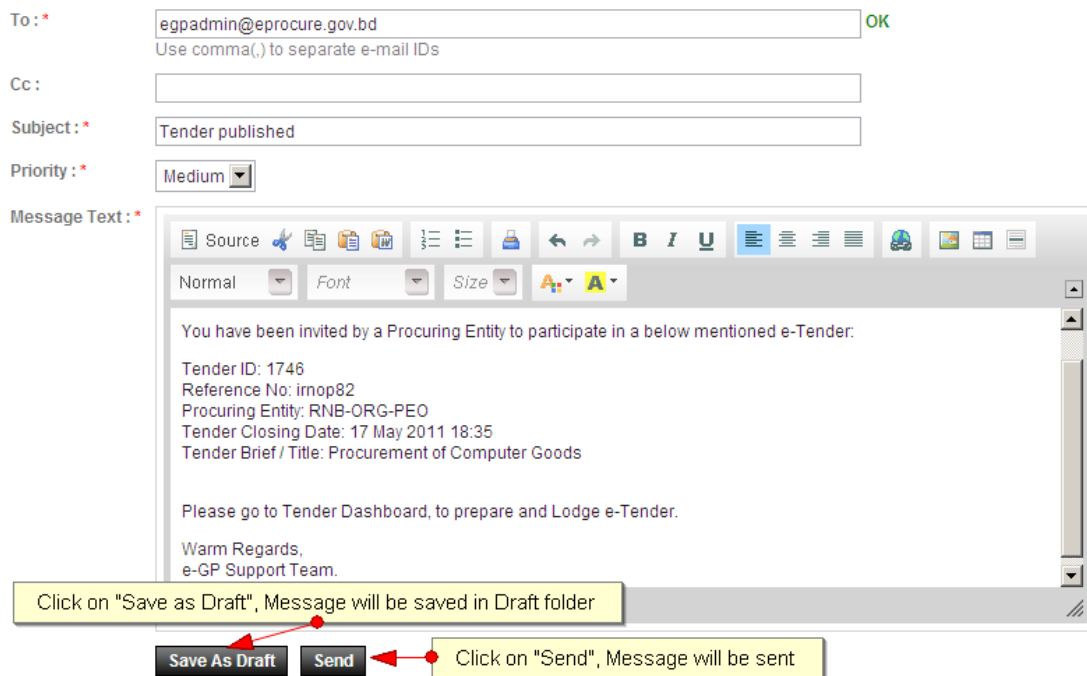
Folder Name : *

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, colour, 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 message, User can either “**Send**” the message or “**Save as Draft**”.

2.5.3 Once the message is Sent, 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 other 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

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Screen-B9

2.6.3 **Open Message**→User can select & click on the link to open 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.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

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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 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 other User and input the values “From” & “Cc” eMail 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

Screen–B12

2.7 Message Box >> Sent Folder

2.7.1 User when send messages to any other user, 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 :

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

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Screen-B13

2.8 Message Box >> Trash Folder

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

2.8.2 All Trash Messages gets displayed in 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 :

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


Draft

Search In :

Keyword :

From Date : 

e-mail ID :

To Date : 

Messages					
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

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Screen–B15

3. Evaluation

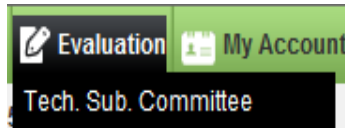
3.1 Evaluation >> Tech. Sub. Committee

Note:

Before External Committee Users start performing their activities below mentioned activities will be performed by TEC Chairperson and PE User

- 1. At the time of Evaluation, TEC Chairperson has to make request to form Technical Sub Committee to PE User.**
- 2. PE User has 2 options either Create TSC or Use Existing TSC. If new TSC is formed then PE user has to go ahead with Workflow and then finally notify to TSC Committee Members.**

3.1.1 TSC member will login to the system and click on “**Evaluation >> Technical Sub Committee**” sub-menu (As shown in **Screen – C1**)



Screen – C1

3.1.2 TSC member 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 – C2**) and result will be displayed in grid table.

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 1 « First < Previous Next > Last »

Screen – C2

3.1.3 Click on “**Dashboard**” icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – C3**)

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 – C3

3.1.4 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 – C3**)

3.1.5 After clicking against your name, system will fetch the TSC member user ID then password and comments TSC member have to mentioned, at last needs to click on “**Submit**” button (As shown in **Screen – C3 & C3(A)**)

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 – C3 (A)

3.1.6 If any member from TSC would like to add / post something against specific tenderer then the same can be done with the help of “**Post Comments**” under Recommendation Tab. (As shown in **Screen – C4**)

Declaration		Recommendation	
S. No.	List of Tenderers	Action	
1	Deepakmp	Post Comments View Query / Clarification	
2	e-procure	Post Comments View Query / Clarification	

Screen – C4

3.1.7 Then system will display all the forms of particular tenderer, Against any of the form of tenderer, TSC member can post/add the suggestions/recommendations if any, by clicking on **“Post Comments”** (As shown in **Screen – C5**)

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	
Tenderer Information Form (e-PG3-2)	Comments Pending	Post Comments	
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)	Comments Pending	Post Comments	

Screen – C5

3.1.8 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 – C6**)

Post Comments

Comments : *

Source | Undo | Redo | Bulleted List | Numbered List | Indent Left | Indent Right | Decrease Indent | Increase Indent | Link | Unlink | Image | Table | Normal | Font | Size | Color | Background Color

ISO Certificate is Missing.!!!

[Submit](#)

Screen – C6

3.1.9 On successful submission of the same system will prompt the message i.e. **“Comments posted successfully”**. If TSC member would like to **“Edit or View”** then same that can be done by clicking on **“View or Edit”** (As shown in **Screen – C7**)

Comment posted successfully

S. No.	Member Name	Comments	Action
1	ECM	ISO Certificate is Missing.!!!	Edit Delete

Screen – C7

3.1.10 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 – C8**)

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

[Notify Evaluation Committee for Completion of Evaluation](#)

[Upload Recommendation Report](#)

Screen – C8

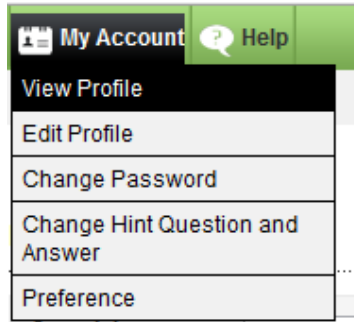
3.1.11 At last TSC Chairperson has to Notify the same to TEC by clicking on **“Notify Evaluation Committee for Completion for Evaluation”** (As shown in **Screen – C8**)

4. My Account

4.1 My Account >> View Profile

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

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



Screen – K1

View Profile

e-mail ID :	egpecmuser@rediffmail.com
Full Name :	ECM User
Name in Bangla :	ECM User
National ID :	825252525254125
Phone No. :	02-91444252
Mobile No. :	1936742068

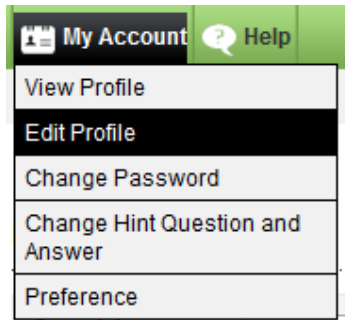
Screen – K2

4.2 My Account >> Edit Profile

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

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

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



Screen – K3

Update Profile

Fields marked with (*) are mandatory

e-mail ID :	egpecmuser@rediffmail.com	
Full Name : *	<input type="text" value="ECM User"/>	
Name in Bangla :	<input type="text" value="ECM User"/>	
National ID :	<input type="text" value="825252525254125"/>	
Phone No. :	<input type="text" value="02-91444252"/>	(Area Code - Phone No. e.g. 02-91444252)
Mobile No. :	<input type="text" value="1936742068"/>	(Mobile No. format should be e.g 1936742068)



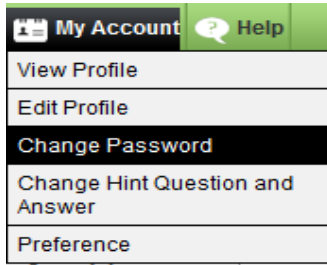
Screen – K4

4.3 My Account >> Change Password

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

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

4.3.3 On click on “**Submit**”, revised/changed password would be updated on 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 : *



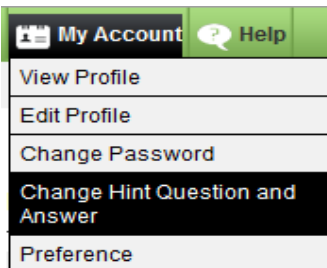
Screen – K6

4.4 My Account >> Change Hint Question and Answer

4.4.1 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**)

4.4.2 The moment user clicks on “**Change Hint Question and Answer**”, system will allow user to do 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**)

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



Screen – K7

Change Hint Question and Answer

Hint Question : *

Hint Answer : *

Screen – K8

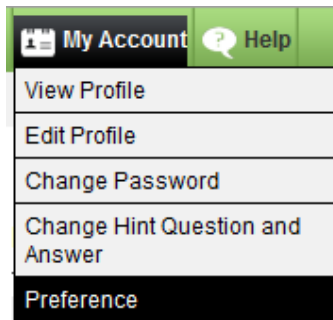
4.5 My Account >> Preference

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

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

4.5.3 If 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**)

4.5.4 On click on “**Submit**”, information gets saved in 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