Central Procurement Technical Unit

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

e-GP System User Manual for Secretary

(www.eprocure.gov.bd)

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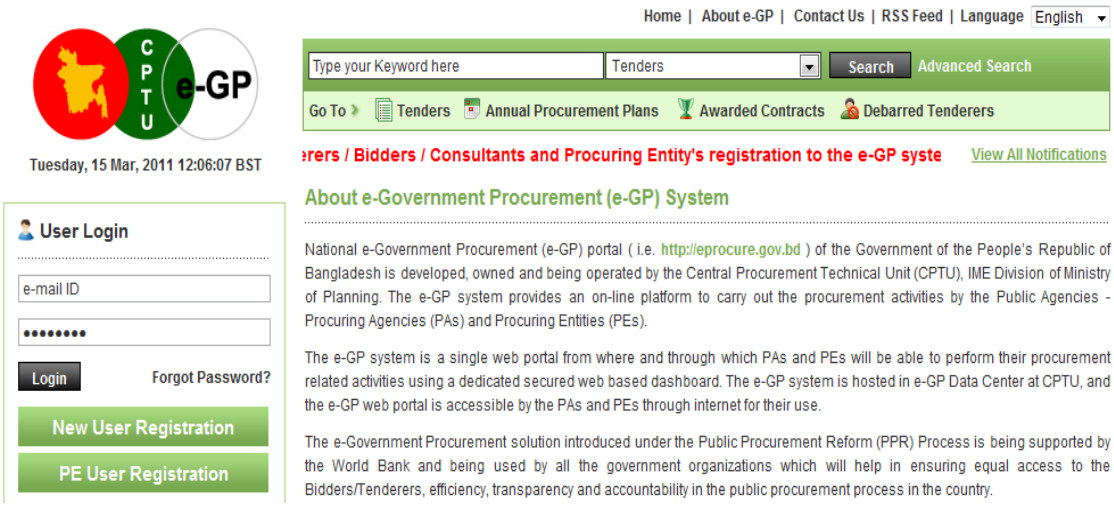
1. Login to e-GP Portal along with User Name & Password

Secretary User will be created by e-GP 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

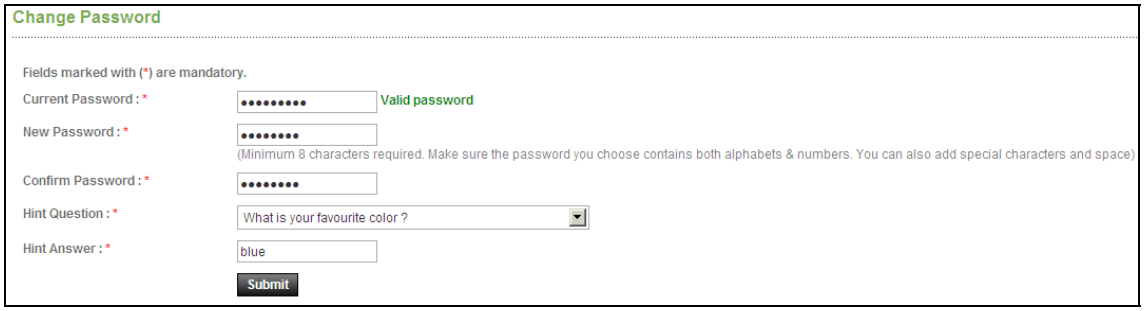
1.1. User will login to e-GP Portal along with User Name & Password. In case of first time login, to maintain the "**Security & Integrity**" on e-GP Portal, system by default leads to "***Change Password***" screen will come werein user has to give the details which are asked.



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**)



Screen-A2

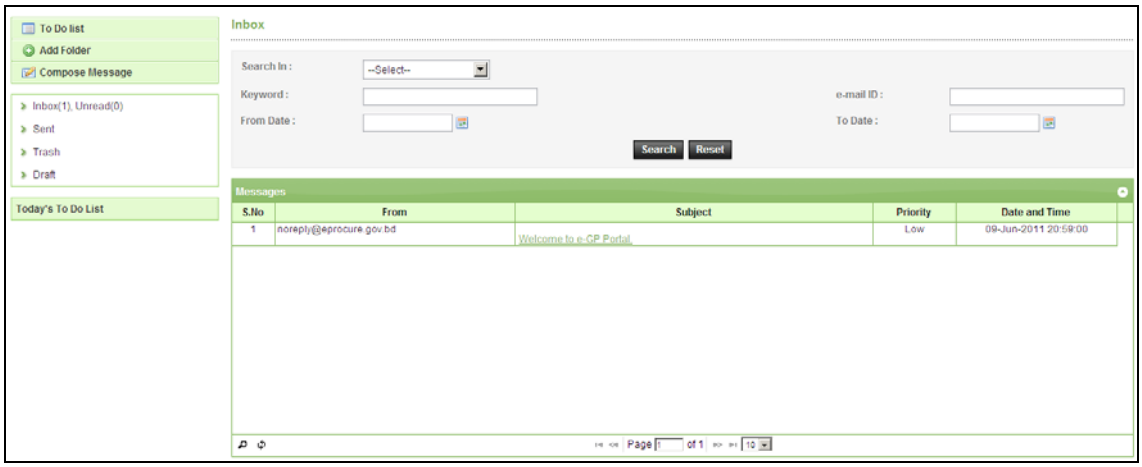
1.4. Once details are given by User and clicking on ***"Submit"***, system will show message on User screen i.e. ***"Password Changed successfully"*** then User will be redirected to home page where the User has to enter the e-mail ID and the new password. (As shown in **Screen-A3)**

Screen-A3

2. Message Box

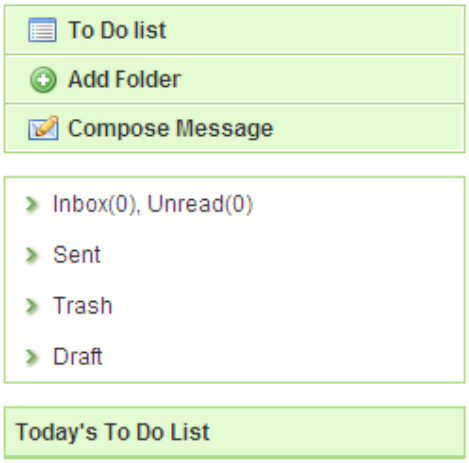
2.1 User will login to e-GP Portal along with User name & Password.

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 "**<u>To Do List</u>**" →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.

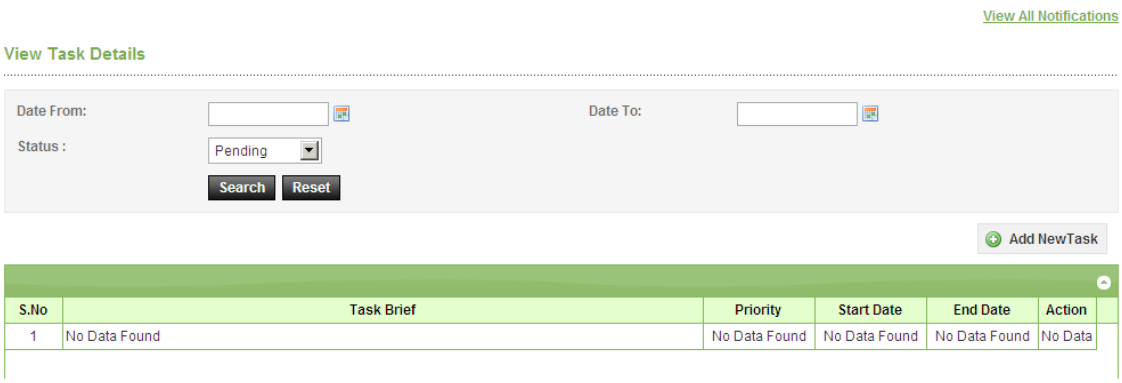
2.2.7 "**Trash**" → Deleted messages will be in this folder.

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

2.3 **Message Box >> To Do List**

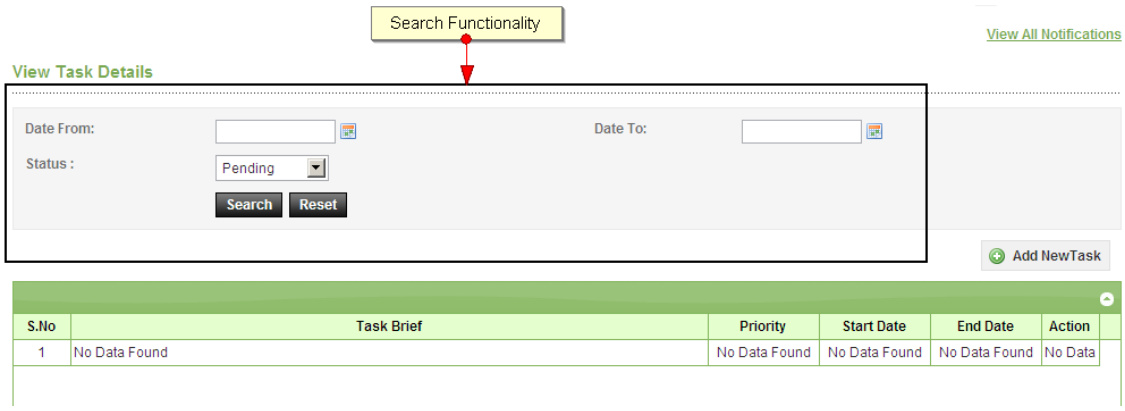
2.3.1 To Do List functionality, is used so that User can manage their tasks / activities on regular basis.

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**)



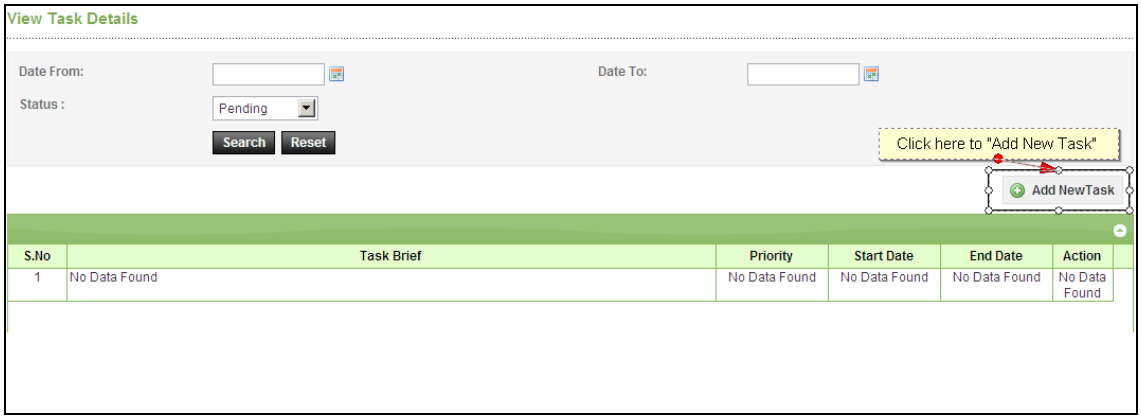
Screen-B3

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**)

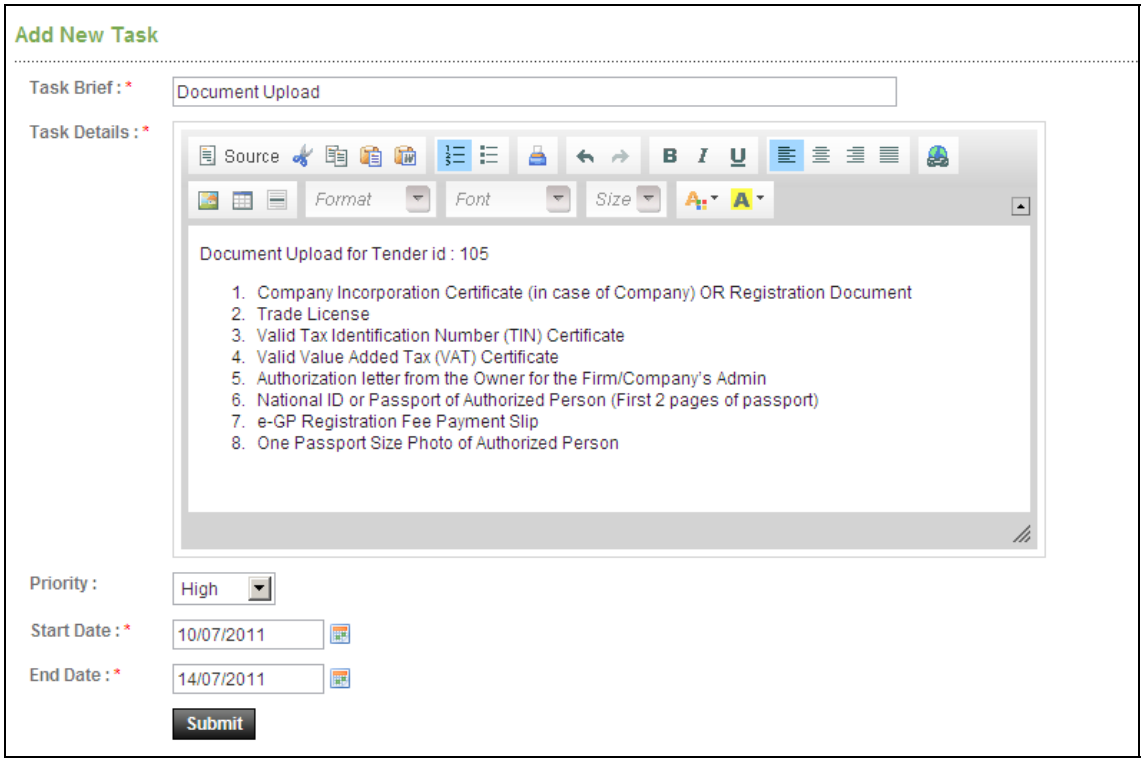


Screen-B4

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**)



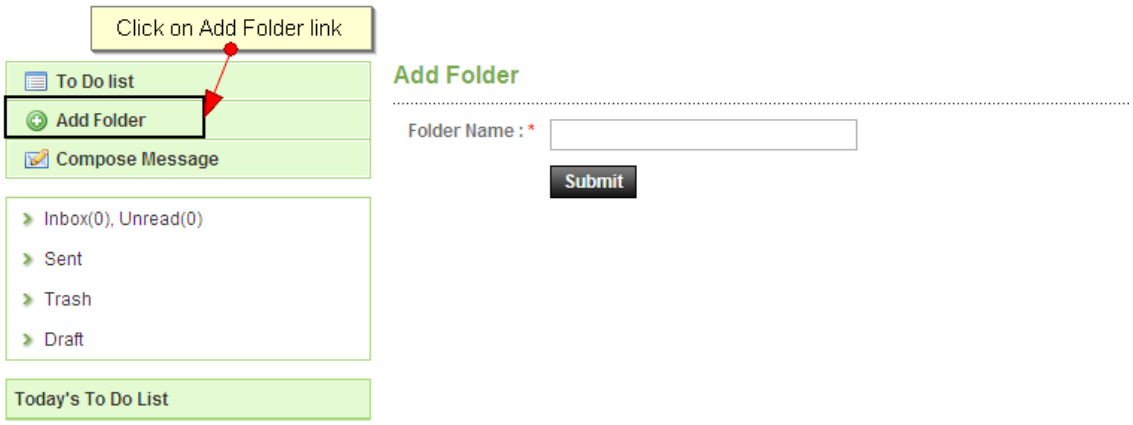
Screen-B5



Screen-B6

2.4 **Message Box >> Add Folder**

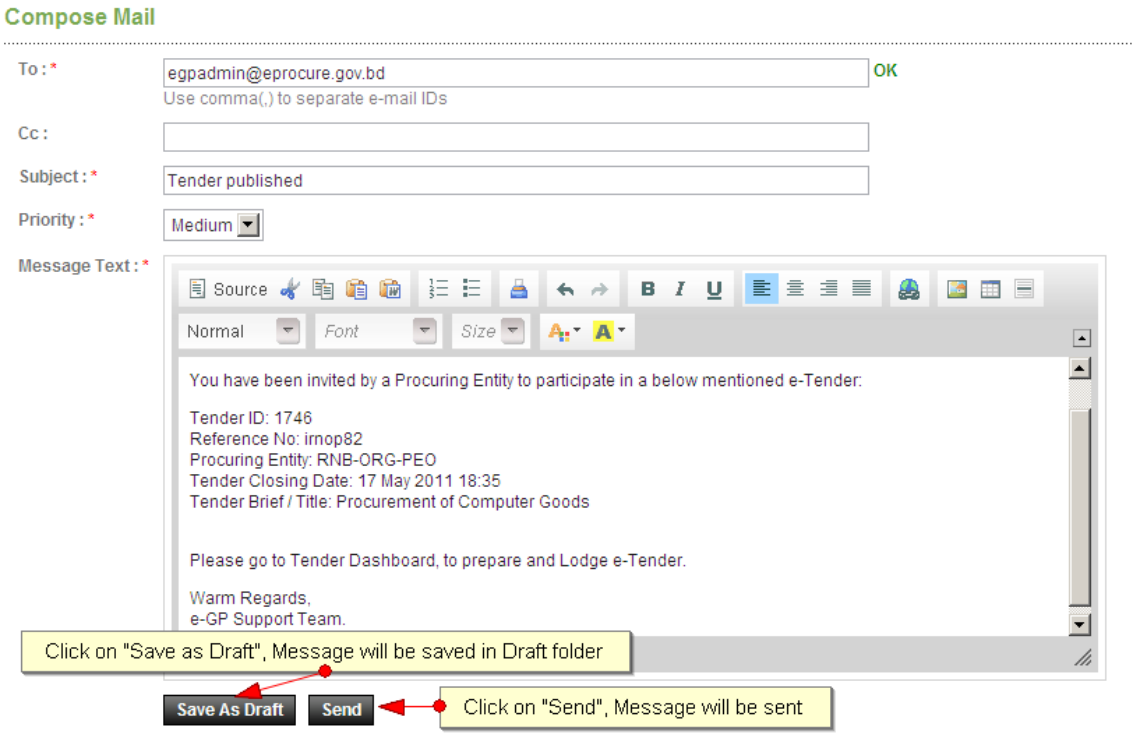
2.4.1 "**Add Folder**" link will be shown in left panel (As shown in **Screen – B7**)→Add Folder page will be shown, Once user enter the folder name and clicking on submit button, system will display a validation message as "***Folder created successfully***" and the created folder name will be shown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



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.



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**)

Messages

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**)

Messages

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

Select Message & Click on link

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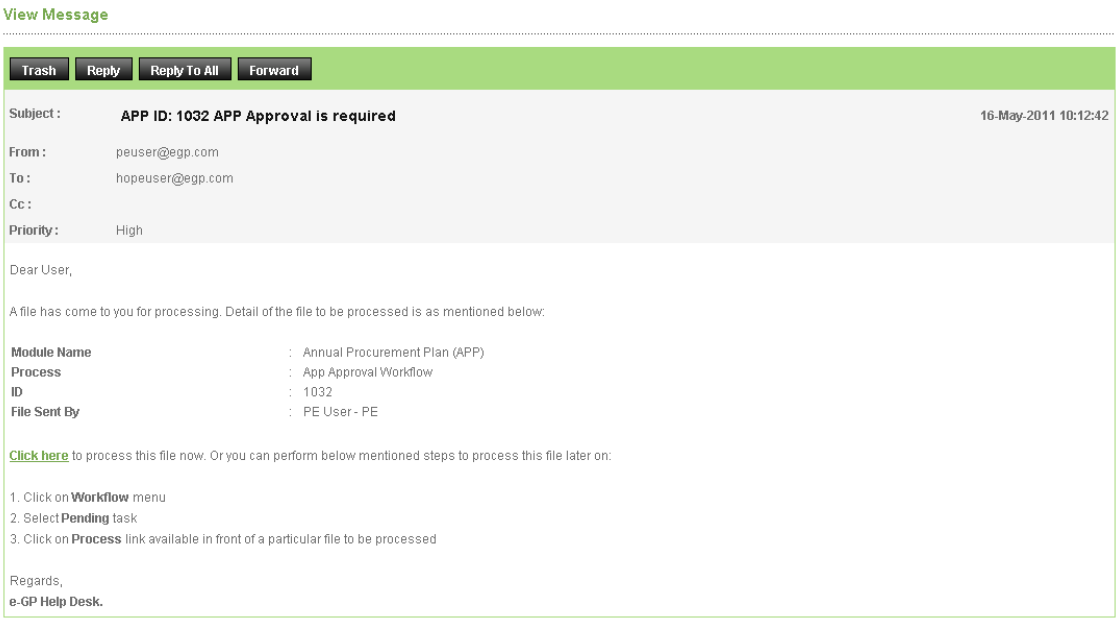
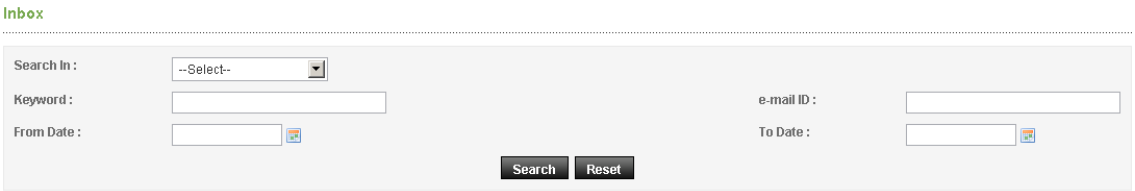
Screen–B10



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.

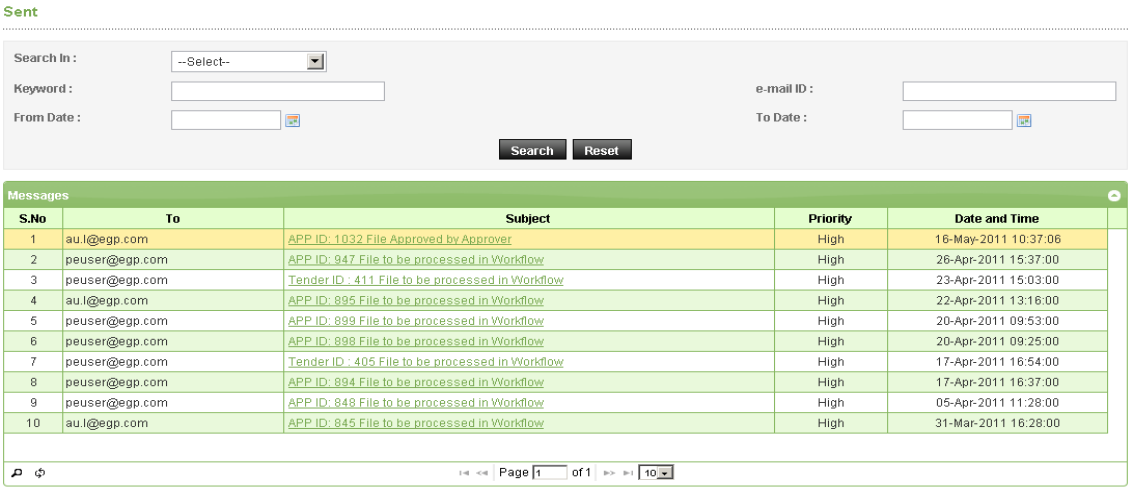
2.6.4 **Search Message→** User can use search condition as input values (Search in [Subject, Message], Keyword, e-Mail ID, From Date, To Date – As shown in **Screen –B12**) and result will be displayed in grid table.



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.



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

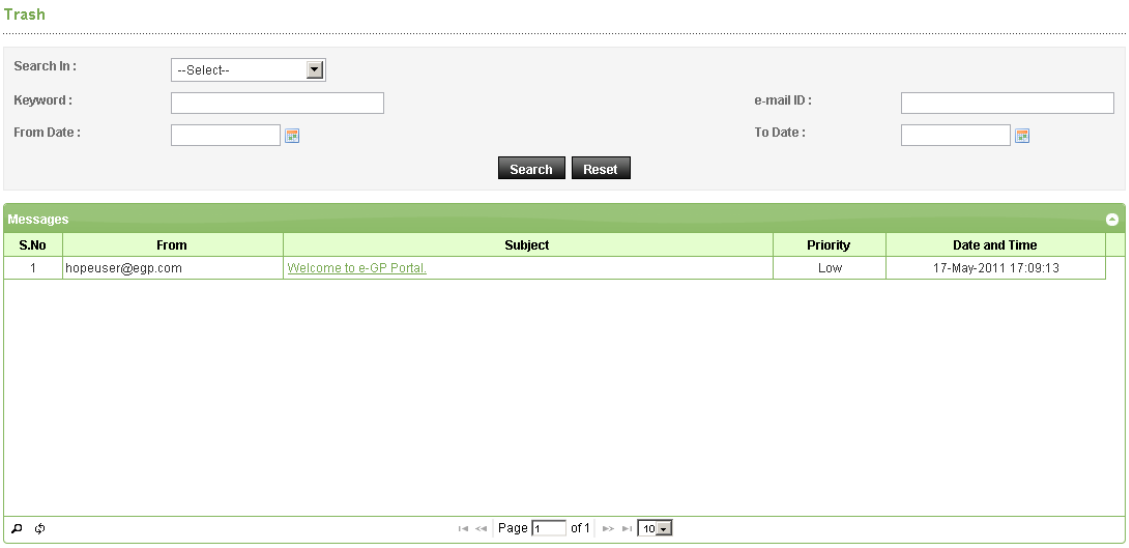
Screen–B13

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).

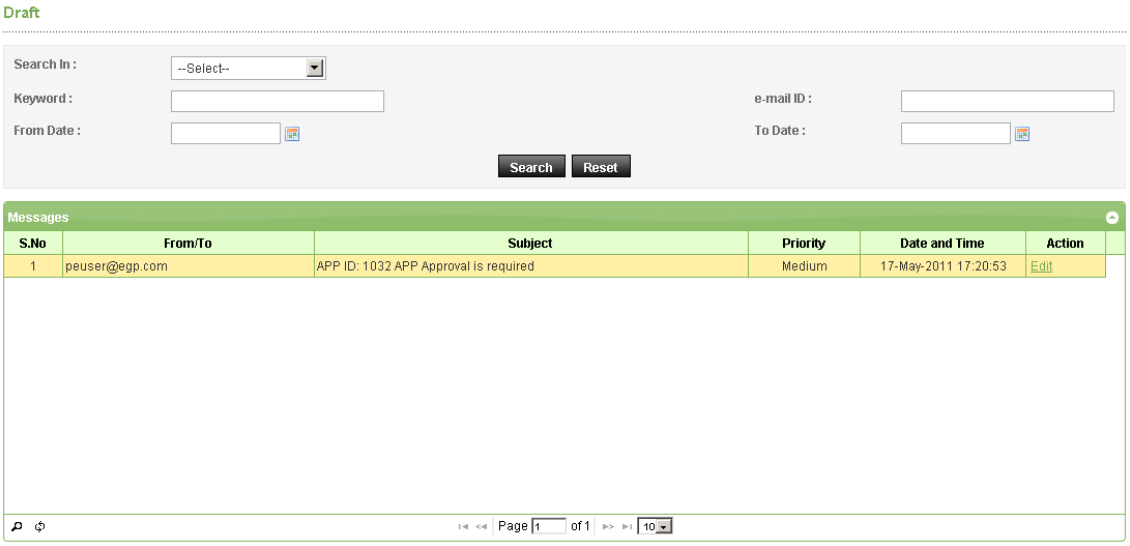
2.8.3 User can also Search in Trash folder by using input values (Search in [Subject, Message], Keyword, eMail ID, From Date - To Date).


Trash
Search In :
--Select--
Keyword :
e-mail ID :
From Date :
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
10

Screen–B14

2.9 **Message Box >> Draft Folder**

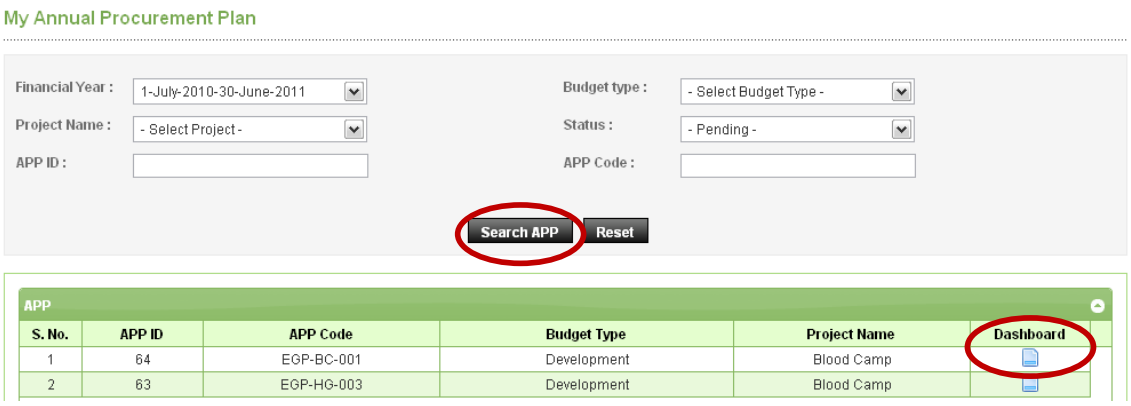
2.9.1 When User save the message, Message is moved to "***Draft***" folder. On Click on "***Draft***" link, message saved by user will be shown in the grid (As shown in **Screen - B15**). If User wants to send message from Draft then User has to click on "**Edit**" link > Open **Message**> If any update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



Screen–B15

3. Annual Procurement Plan (APP)

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



Screen – C1

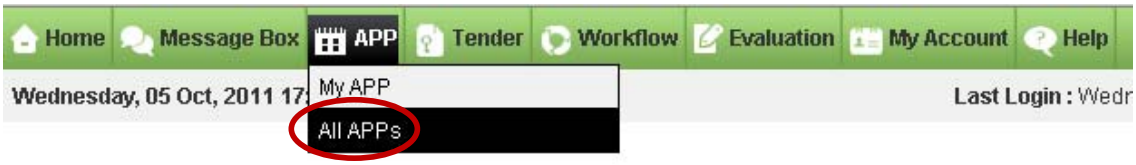
3.1.1 Secretary User can search APPs which are created at Ministry Level by PE / AU User. User can search their APPs by selecting Financial Year, Budget Type, Project Name and Status.(As shown in **Screen – C1**)

3.1.2 Secretary User can come to know that how many APP's are approved and how many are pending.(As shown in **Screen – C1**)

3.1.3 Secretary User can click on "**Dashboard**" to View the details of APP selected (As shown in **Screen – C1**)

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

3.2.1 Advanced Search for Annual Procurement Plan - Advance search facility is given to Secretary User to search the APPs. (As shown in **Screen – C2**)



Screen – C2

3.2.2 Secretary User can search any APP with the input of necessary data as mentioned below. (As shown in **Screen – C3**)

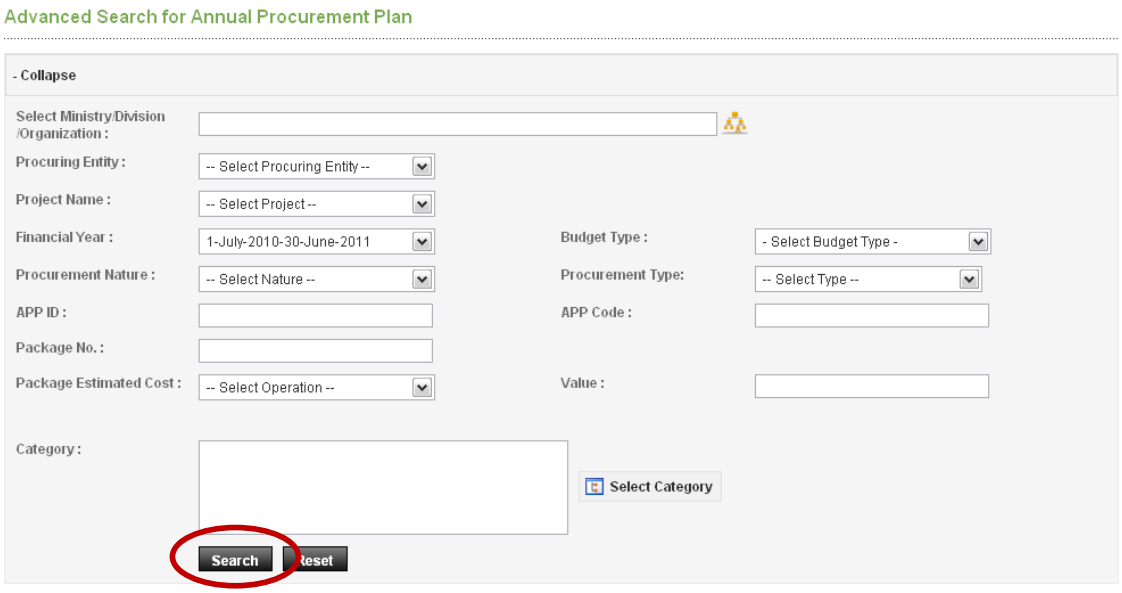
3.2.2.1 Selecting Ministry / Division / Organisation

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

3.2.2.3 Enter APP ID, APP Code, Package No., Value

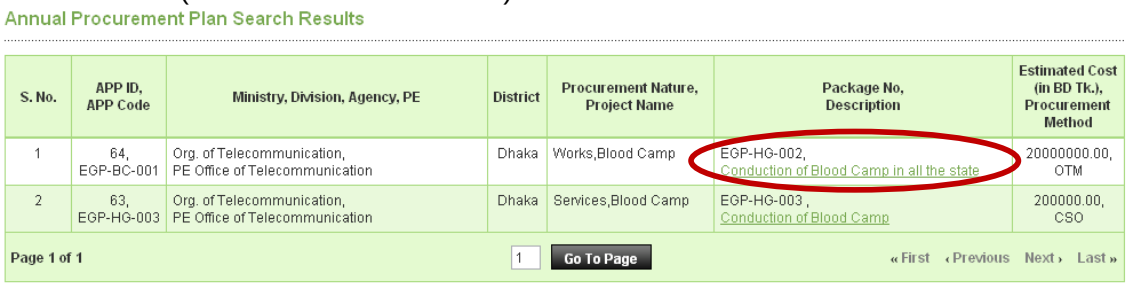
3.2.2.4 Click on Select Category button

3.2.2.5 Secretary User has to click on "**Search**" button to search relevant APP



Screen – C3

3.2.3 On submitting the same Secretary User will be able to see the APP search results.(As shown in **Screen – C4**)



Screen – C4

3.2.4 To view the package details, Secretary User has to click on "**Description**" link of that APP. On Click, System will display the View APP – Package details on new page. (As shown in **Screen – C5**)

View APP: Package Details

Save As PDF | Print

Ministry :	Department of Telecommunication		
Division :	Division of Telecommunication		
Organization :	Org. of Telecommunication		
PE Office and Code :	PE Office of Telecommunication - PE-DOT		
Budget Type :	Development	Project Name :	Blood Camp

Key Fields Information:	
APP ID :	64
APP Code :	EGP-BC-001
Financial Year :	2010-2011
Budget Type :	Development
Project Name :	Blood Camp
Procuring Entity :	Mr. Razzak
District :	Dhaka
Package Details:	
Procurement Nature	Works
Type of Emergency	Normal
Package No	EGP-HG-002
Package Description	Conduction of Blood Camp in all the state
Lot Details:	

Lot No.	Lot Description	Qty	Unit	Estimated Cost (In BDT)
1	Conduction of Blood Camp in all the states	1.00	Package	20000000.00

Package Estimated Cost (In BDT)	20000000.00
Category	Social work and related services; Health and social work services; Social work services; Social services
Approving Authority	HOPE
PQ Requires	No
Procurement Method	Open Tendering Method
Procurement Type	NCT
Source of Fund	Aid Grant / Credit
Development Partners	World Bank
Tender Dates:	
Expected Date of Advertisement of Tender on e-GP website	24-May-2011
Expected Date of submission of Tender	08-Jun-2011
Expected Date of Opening of Tender	03-Jul-2011
Expected Date of Submission of Evaluation Report	24-Jul-2011
Expected Date of Approval for Award of Contract	07-Aug-2011
Expected Date of Issuance of the NOA	14-Aug-2011
Expected Date of Signing of Contract	13-Sep-2011
Expected Date of Completion of Contract	11-Mar-2012
Total Time to Contract Signing	112

Save As PDF

Screen – C5

3.2.5 **Save as PDF option –** Secretary User will find "**Save as PDF**" option on right side on the APP details page, on click system will ask to "**Save**" or "**Open**". If Secretary User clicks on "**Save**", then system will save the APP details information in the local system in PDF Format. If Secretary User clicks on "**Open**", then system will open the APP information in PDF Format. (As shown in **Screen – C5**)

3.2.6 **Print option –** Secretary User will find "**Print**" option on right side on the APP details page and can take the printout in paper. (As shown in **Screen – C5**)

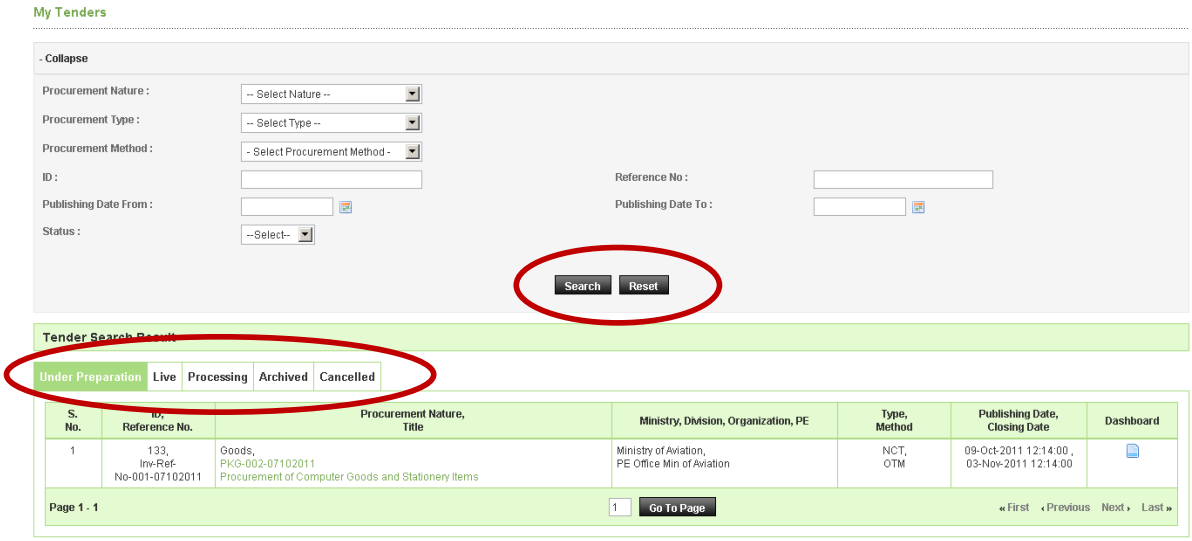
4. Tender Menu

4.1 My Tender (Tender >> My Tender)

4.1.1 In My Tender section, only those tenders will be displayed related to Ministry. For this Secretary User has to click on "**My Tenders**" sub-menu (As shown in **Screen – D1**)

Screen – D1

4.1.2 On click, System will show Search parameters through which Secretary 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 – D2**) System will show 5 tabs – "**Under Preparation**" | "**Live**" | "**Processing**" | "**Archived**" | "**Cancelled**"



Screen – D2

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

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

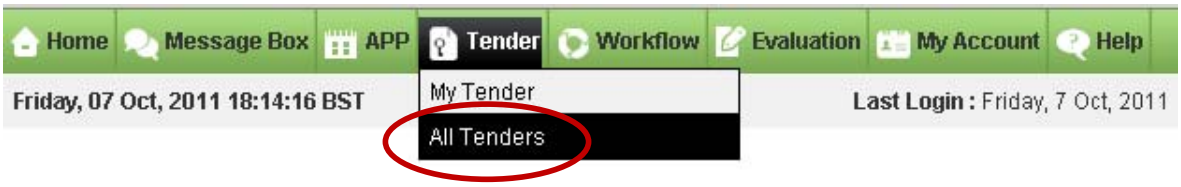
4.1.2.3 **Processing Tenders Tab** → Criteria for **Processing Tab** is wherein the tenders closing date is lapsed and contract is not signed.

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

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

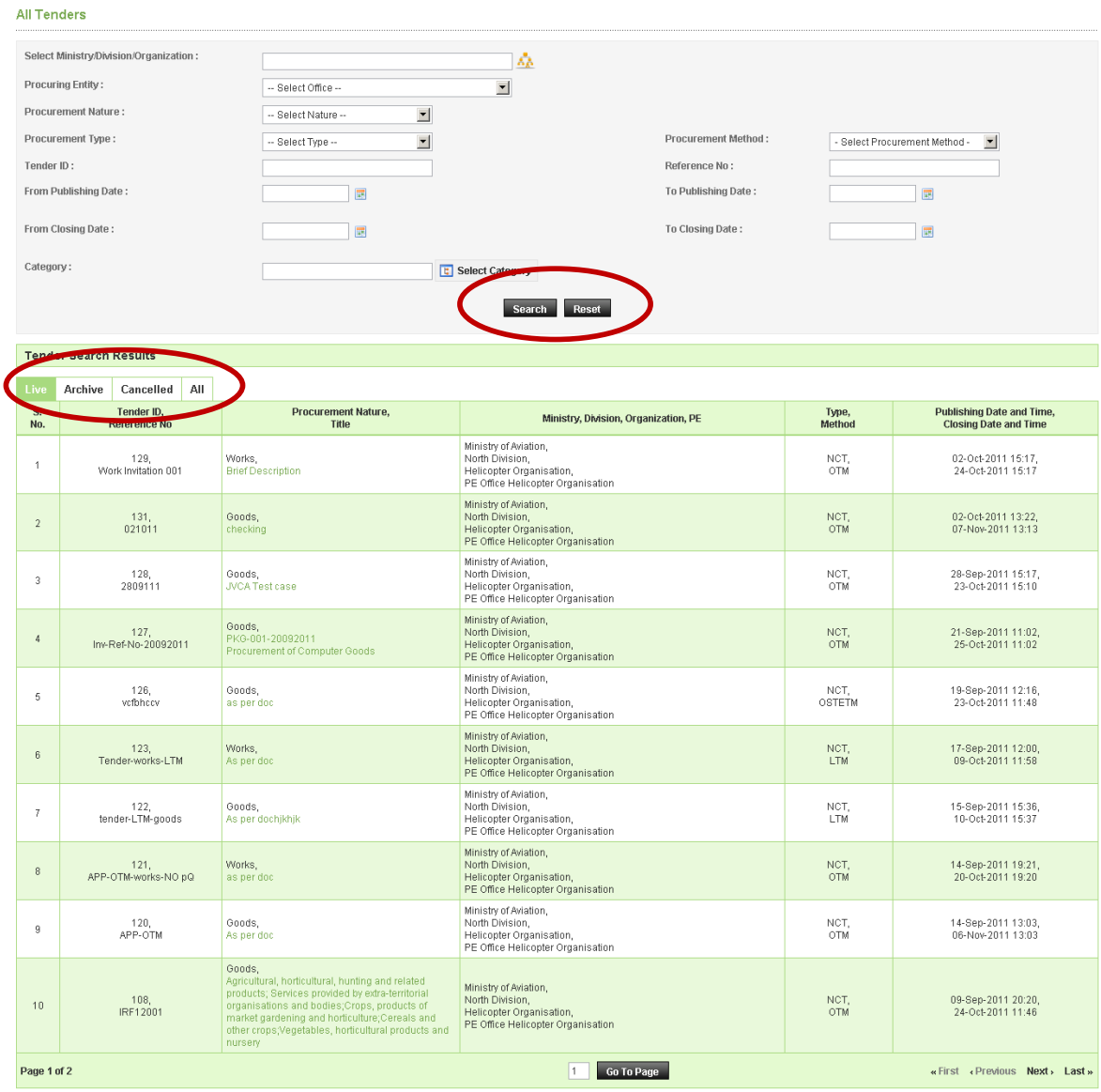
4.2 **All Tenders (Tender >> All Tenders)**

4.2.1 In All Tender section, all tenders will be displayed related to any Ministry. For this Secretary User has to click on "**All Tenders**" sub-menu (As shown in **Screen – D3**)



Screen – D3

4.2.2 On click, System will show Search parameters through which Secretary 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 – D4**) System will show 4 tabs – "**Live**" | "**Archive**" | "**Cancelled**" | "**All**"



S. 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, PKG-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

Screen – D4

4.2.2.1 **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.

4.2.2.2 **Archive Tenders Tab →** Criteria for **Archive Tenders tab** will be all the tenders in which closing date and time is over will be displayed.

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

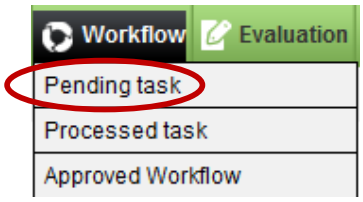
4.2.2.4 **All Tenders Tab →**Criteria for **All Tenders Tab** is where all the tenders will be displayed.

5. Workflow

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

5.2 **Pending Task (Workflow >> Pending Task)**

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

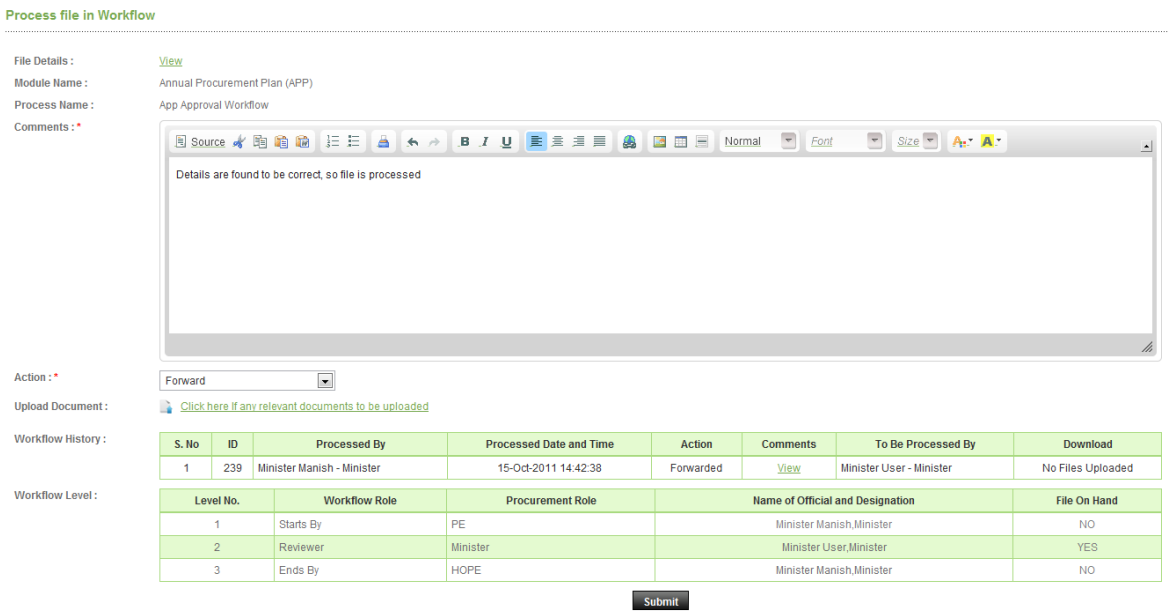


Screen – E1

5.2.2 Secretary 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 result will be displayed in grid table.

Screen – E2

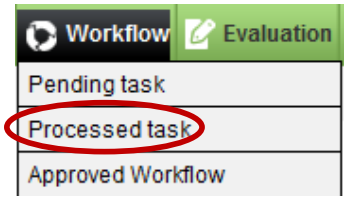
5.2.3 If Secretary User wants to process the file, then click on "**Process**" link under Action column and system will display Process file in Workflow page. (As shown in **Screen – E3**) User will be shown File Details, Module, Process Name, Workflow History, Workflow Level and User has to fill details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



Screen – E3

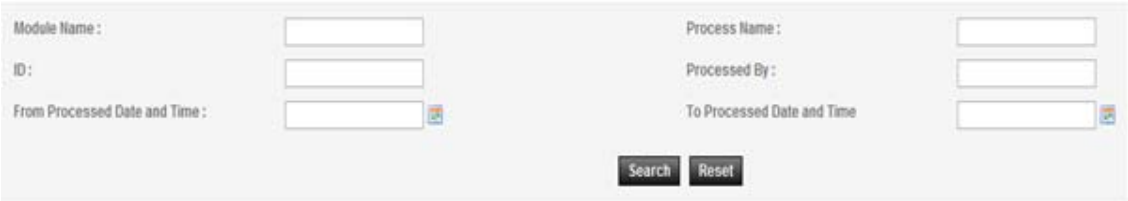
5.3 **Processed Task (Workflow >> Processed Task)**

5.3.1 Secretary 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 Secretary 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 result will be displayed in grid table.



Screen – E5

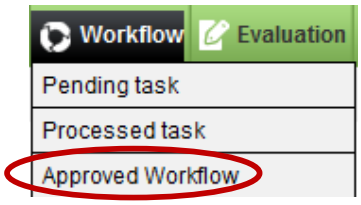
5.3.3 If Secretary User wants to view the details, then click on "**History**" link under Action column and system will display Workflow History page. (As shown in **Screen – E6**) User will be shown APP Information Bar / Tender Details with Workflow History in the grid table.

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

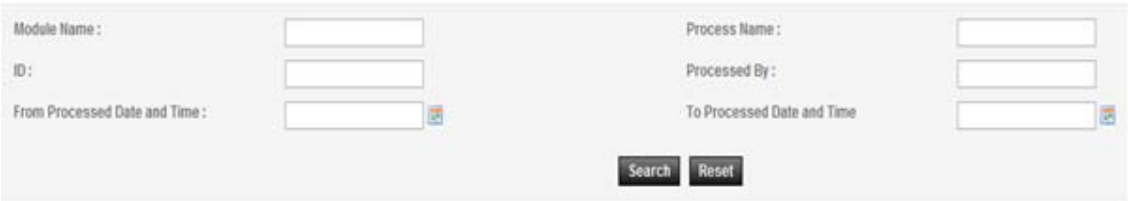
5.4 **Approved Workflow (Workflow >> Approved Workflow)**

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



Screen – E7

5.4.2 Secretary 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 result will be displayed in grid table.



Screen – E8

5.4.3 If Secretary 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 other 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

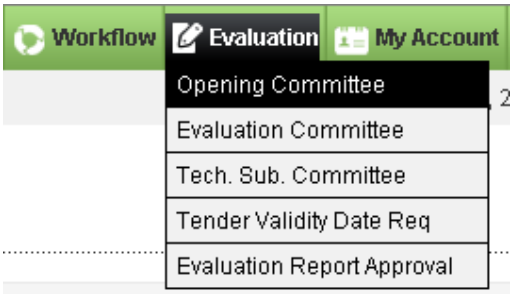
Note: All the screenshots taken under Evaluation Menu are with respect to HOPE and PE Users. Similar screens will be displayed under Secretary User while performing the respective activities.

6.1 **Evaluation >> Opening Committee**

6.1.1 Opening Committee Members are formed before Publishing of Tender Notice. These members have to Login into 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 result will be displayed in grid table.

6.1.3 Click on "**Dashboard**" icon and System will display Tender with ***"Opening"*** Tab selected. (As shown in **Screen - F3**)



Screen – F1

Opening committee listing

Select Ministry/Division /Organization :

Procuring Entity : -- Select Office --

ID :

Ref.No :

Opening Date and Time :

Search Reset

Screen – F2

Opening 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 1 Go To Page « 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**)

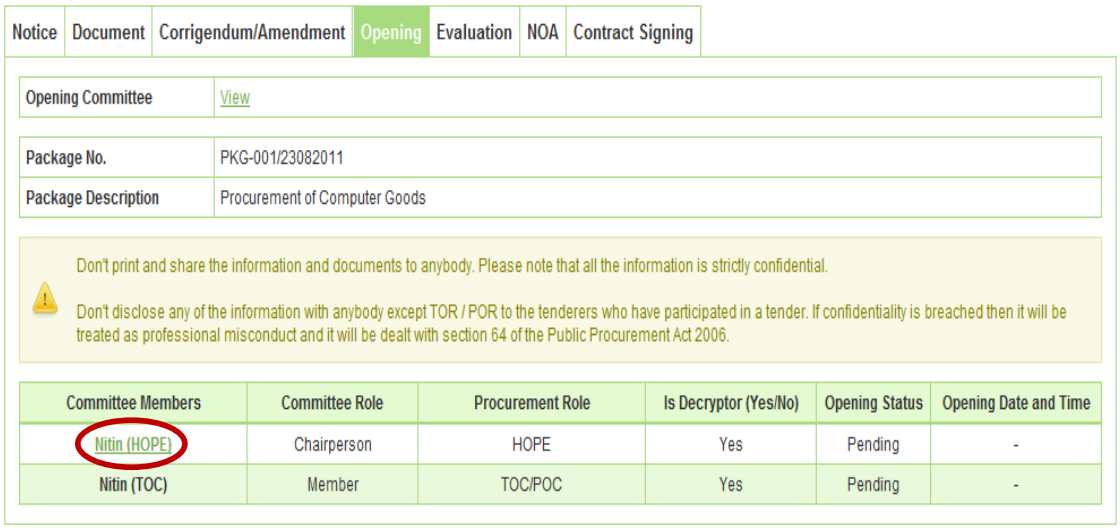
NOTE…!!!

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

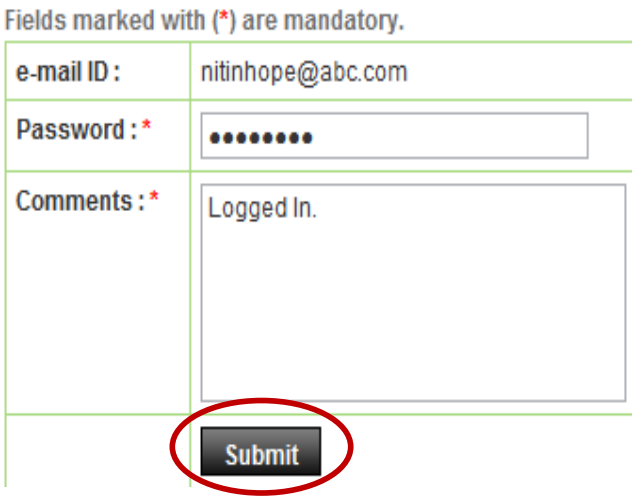
Don't disclose any of the information with anybody except TOR / POR to the tenderers who have participated in a tender. If confidentiality is breached then it will be treated as professional misconduct and it will be dealt with section 64 of the Public Procurement Act 2006.

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

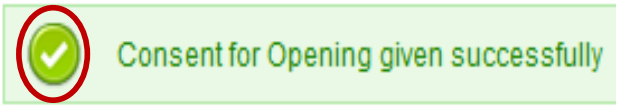
6.1.6 Once the Consent is given by the TOC member then system will display the message on TOC member screen i.e. ***"Consent for opening given successfully"*** (As shown in **Screen – F6**)



Screen – F4



Screen – F5



Screen – F6

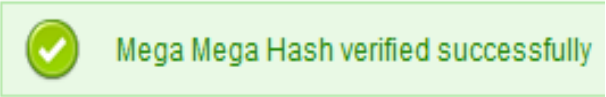
6.1.7 The moment all TOC members have logged in to the system then only ***"Verify Mega Mega Hash"*** button will be activated on TOC members' screen. Any one TOC member can click on this button for an objective of ***"Verify the Mega Mega Hash"*** (As shown in **Screen – F7**)

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**)

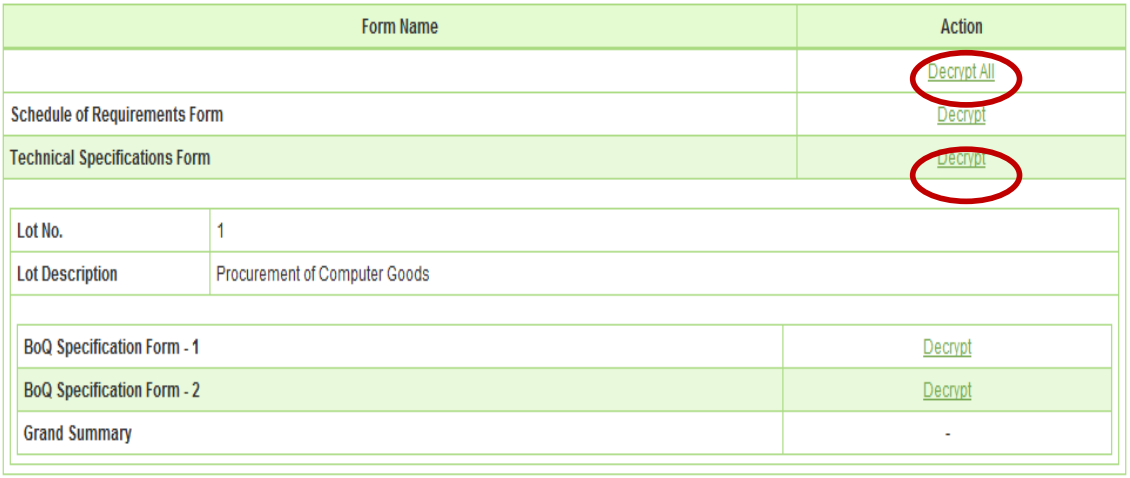
6.1.9 After verifying the ***"Mega Mega Hash"*** system will redirect TOC members to ***"Decrypt All"*** & ***"Decrypt"*** window whereas TOC members will be in a spot to ***"Decrypt All"*** the forms at a go **OR** form wise ***"Decrypt",*** both the options would be available to TOC members (As shown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

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 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 provides the Comparative & 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 click 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

Screen – F15

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.

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 – F16

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, Chairperson has to give the comments and at the end need to click the **"Submit"** button. (As shown in **Screen – F17**)

6.1.19 On successful closing of **"TOC",** system will prompt the message on chairperson screen i.e. **"*Tender closed successfully*"** (As shown in **Screen – F18**)

6.1.20 On clicking on **"Send to PE"** system will ask the confirmation to Chairperson i.e. ***"Once you handover 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 reports details" as an "OK" or "CANCEL"*** (As shown in **Screen – F19**)

6.1.21 Provide the comments and click on **"Submit"** button (As shown in **Screen – F20**)

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 – F21**)

Notice | Document | Corrigendum/Amendment | Opening | Evaluation | NOA | Contract Signing

Comments : *

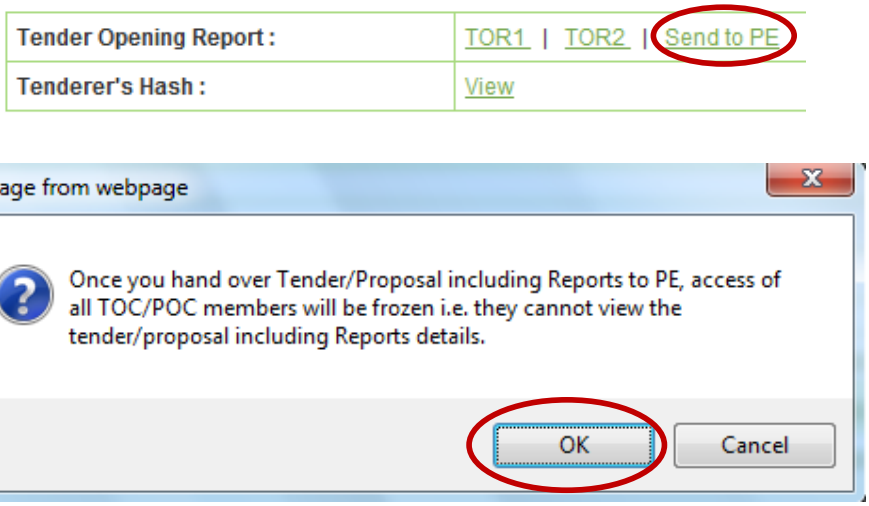
TOC is CLOSE

Submit

Screen – F17

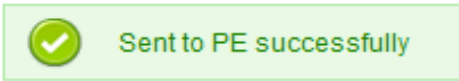
Tender closed successfully

Screen – F18



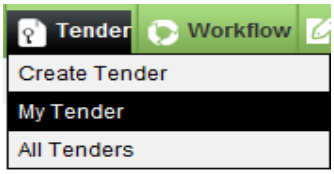
Screen – F19

Screen – F20



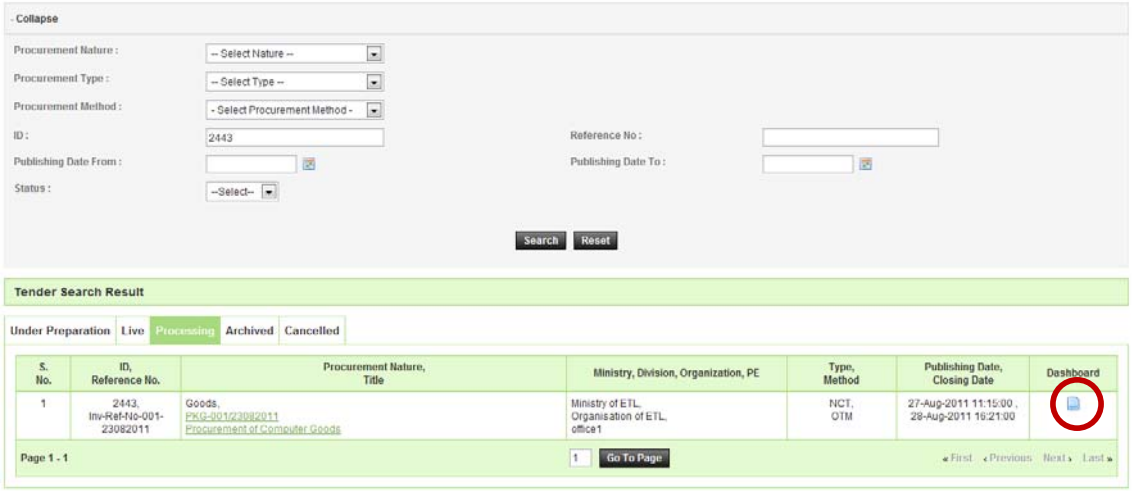
Screen – F21

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 – F22**)



Screen – F22

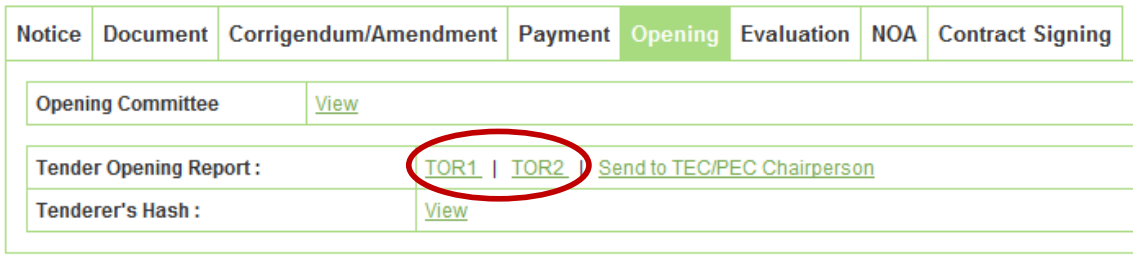
6.1.24 Then search window will be display to PE whereas PE can locate the Tender with the help of different searching criteria viz. ***Procurement Nature, Procurement Type, Procurement Method, Tender ID, Publishing Date From, Status, Reference No and Publishing Date To.*** Once the Tender is found then PE has to click on **"Dashboard"** Icon which would be available at last column. (As shown in **Screen – F23**)



Screen – F23

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 – F24**)

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 display to PE. (As shown in **Screen – F25 & F26**)



Screen – F24

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

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 – F25

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 :	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		
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 – F26

6.1.27 For an objective of sending the same to TEC/PEC Chairperson, PE has to click on **"Send to TEC/PEC Chairperson"** (As shown in **Screen – F27**)

6.1.28 Provide your comments and click on **"Submit"** button.(As shown in **Screen – F28**)

6.1.29 On the successful submission of the same system, System will prompt the message on PE screen i.e. **"*Sent to TEC/PEC Chairperson Successfully*"** (As shown in **Screen – F29**)

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

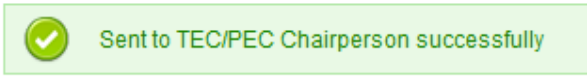
Screen – F27

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.

Submit

Screen – F28



Screen – F29

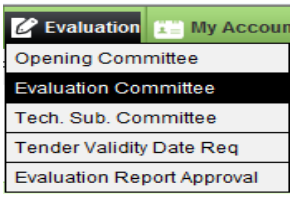
6.2 **Evaluation >> Evaluation Committee**

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

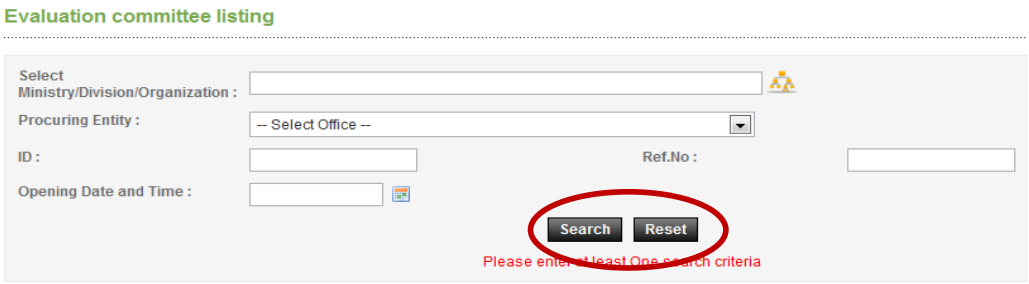
6.2.2 User can use search condition as input values ***(Select Ministry / Division / Organization, Procuring Entity, Tender ID, Ref. No., Opening Date and Time*** - As shown in **Screen –G2**) and result will be displayed in grid table.

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

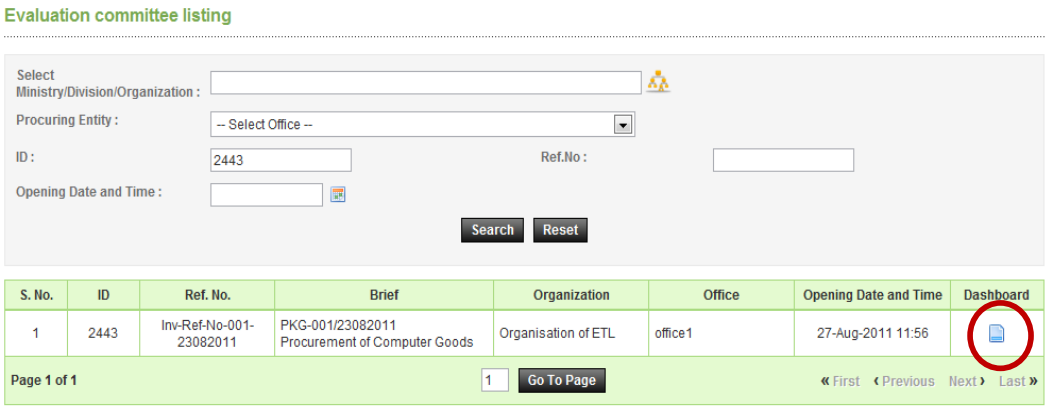
6.2.4 To Configure the TEC, Chairperson has to click on **"Configure"** (As shown in **Screen – G4**)



Screen – G1



Screen – G2



Screen – G3

Screen – G4

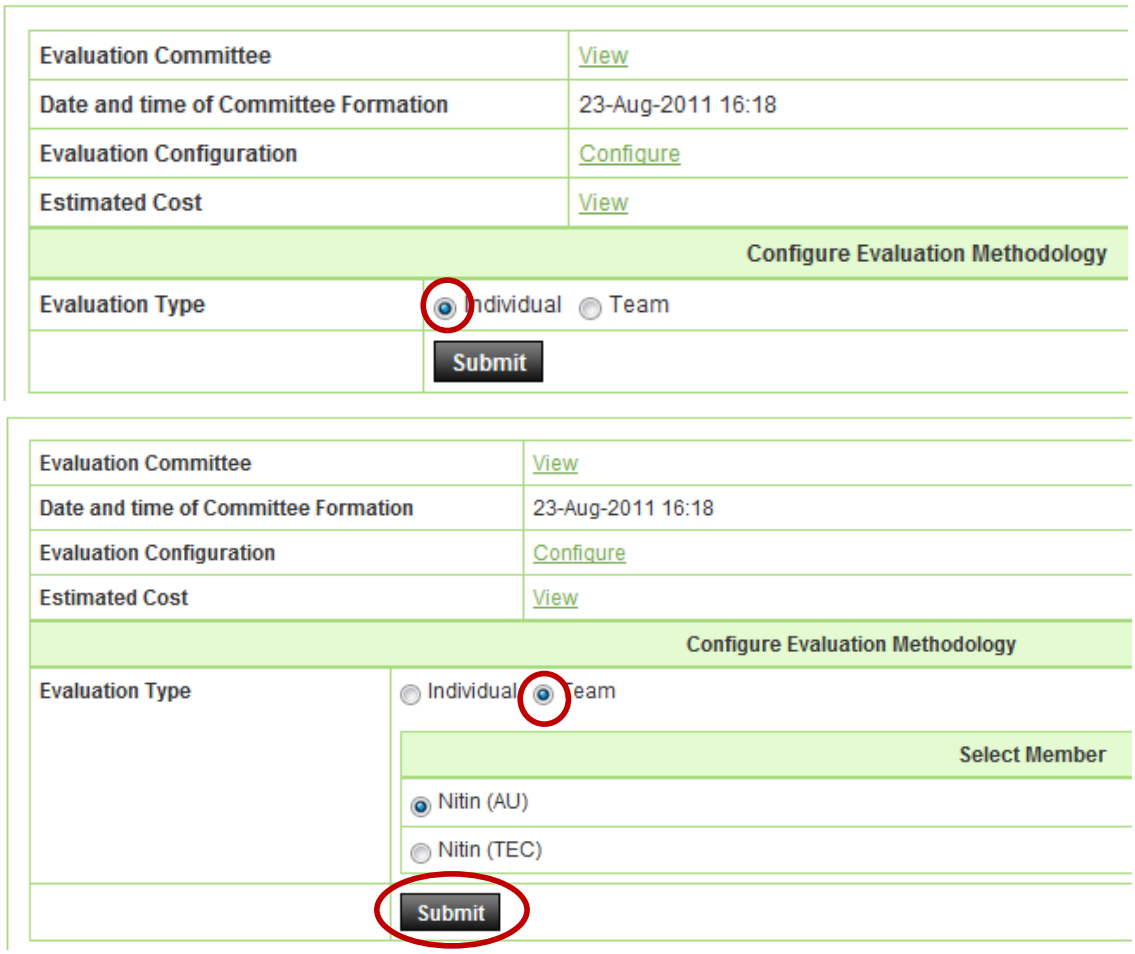
6.2.5 After clicking on **"Configure"** link, system will provide the Evaluation Type to TEC Chairperson

1) **Individual**: Whereas all the TEC members have to do the individual evaluation of the tenderer.

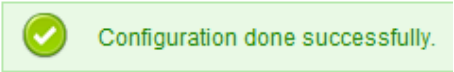
2) **Team**: Whereas any one member from TEC has to do the evaluation of the tenderer.

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**)



Screen – G5



Screen – G6

6.2.7 Once the Configuration is done, after that each TEC member has to login 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 mentioned, 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.

Submit

Screen – G8

Declaration given successfully

Screen – G9

6.2.10 The moment all the TEC members logged in to 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 from 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 tenderer by clicking on **"Seeking Clarification for a Form"** and at last TEC member has to click on **"Submit"** button. If TEC member 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 member 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, 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

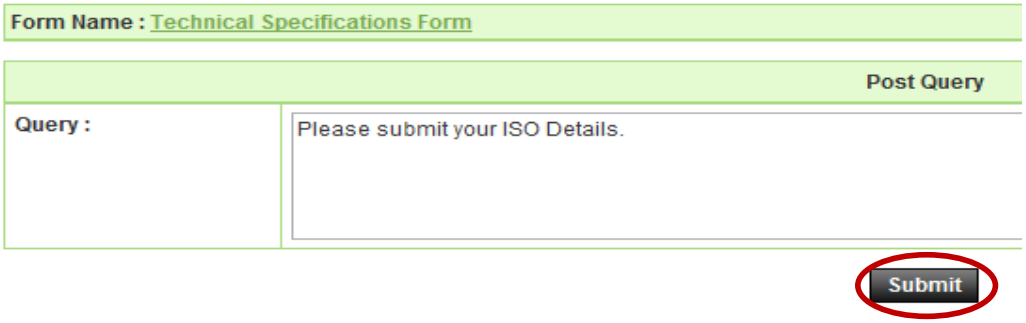
Screen – G11

Declaration | Clarification

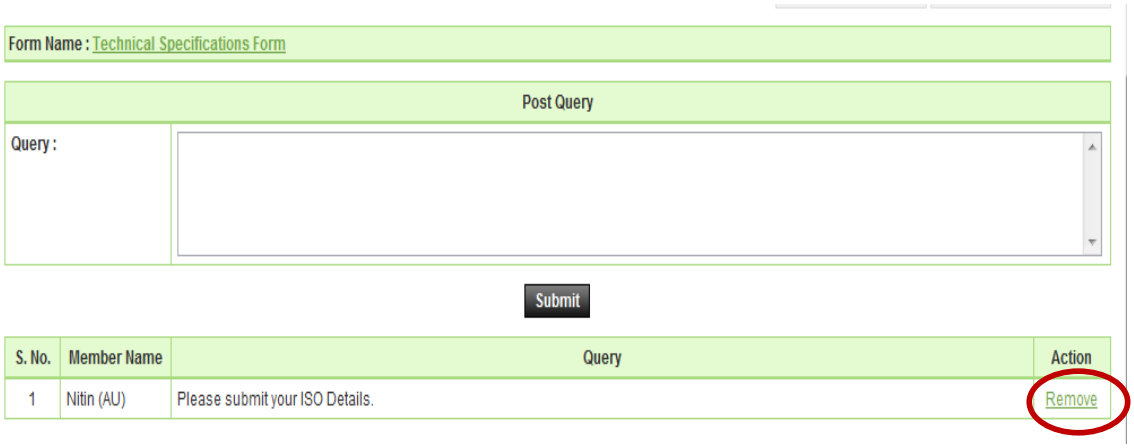
Company Details	
Company Name :	Nitin & Co
Package Information	
Package No. :	PKG-001/23082011
Package Description :	Procurement of Computer Goods

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



Screen – G13



Screen – G14

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

Click here to notify Chairperson once you have posted all questions

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 be able to see the link as a **"Seek Clarification from Tenderer"** (As shown in **Screen – G19**)

6.2.18 TEC Chairperson can ask question / query / clarification from his end as well as he can also send the query / question / clarification which were asked by other TEC member to tenderer.

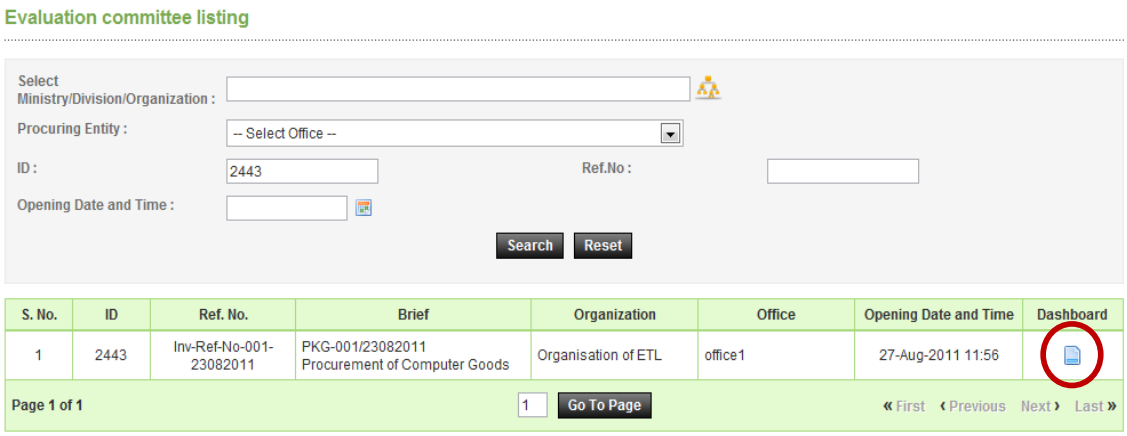
6.2.19 Then TEC Chairperson has to ask the query, query always would be form specific. Against each form TEC Chairperson can ask the query to tenderer by clicking on **"Seeking Clarification for a Form"** (As shown in **Screen – G20**)

6.2.20 TEC Chairperson may **'Edit'** the question / query / clarification which were posted by other TEC Members. (As shown in **Screen – G21**)

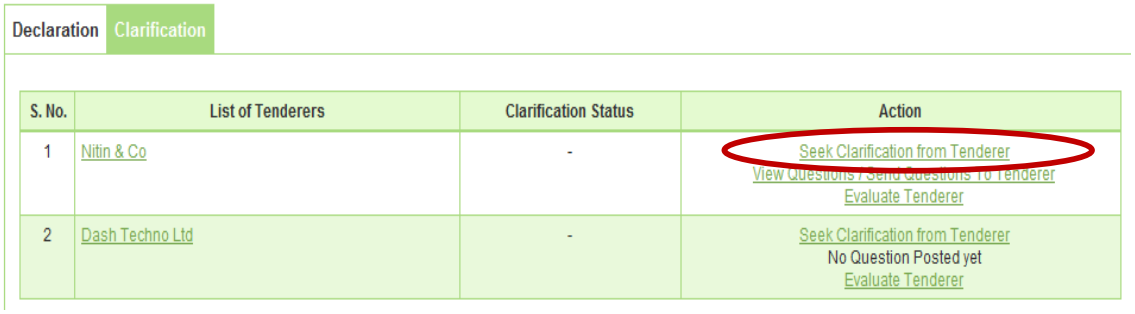
6.2.21 Then TEC Chairperson has to select the **"Last Date of Response"** whereas before that Date Tenderer is bound to give the response of the asked question / query / clarification by the TEC. (As shown in **Screen – G21**)

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**)

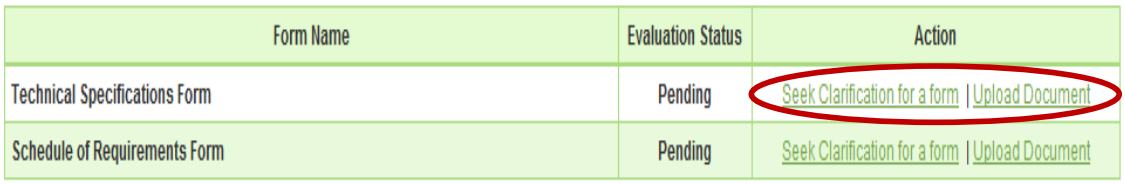
6.2.23 On successful submission of the same, system will redirect to the page whereas TEC Chairperson will be able to see the status as **"Posted to Tenderer"** (As shown in **Screen – G22**)



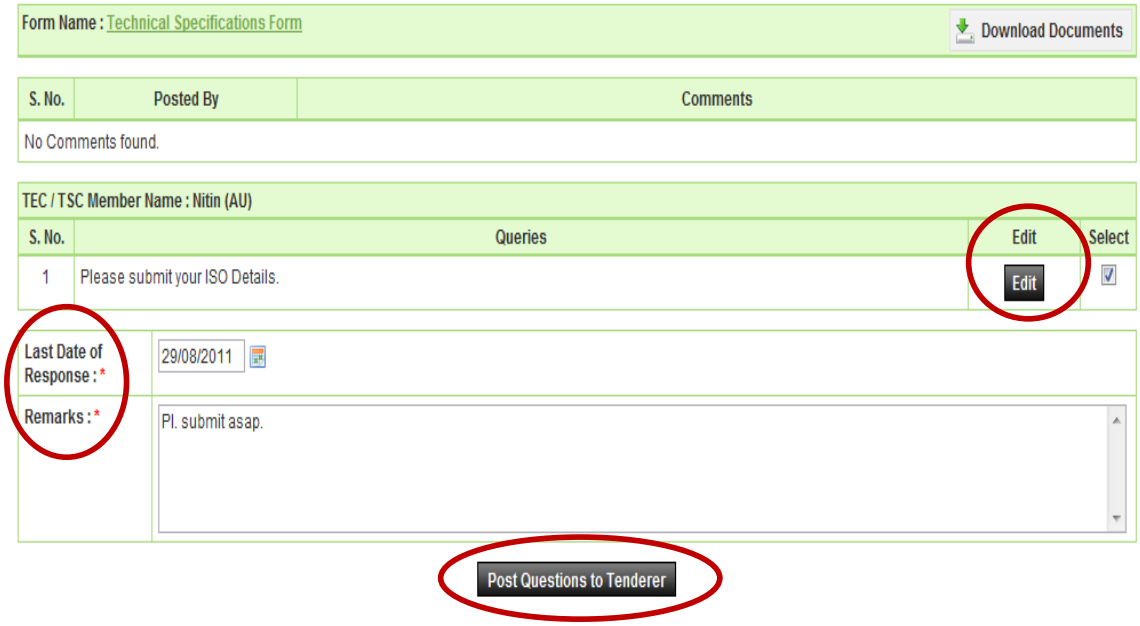
Screen – G18



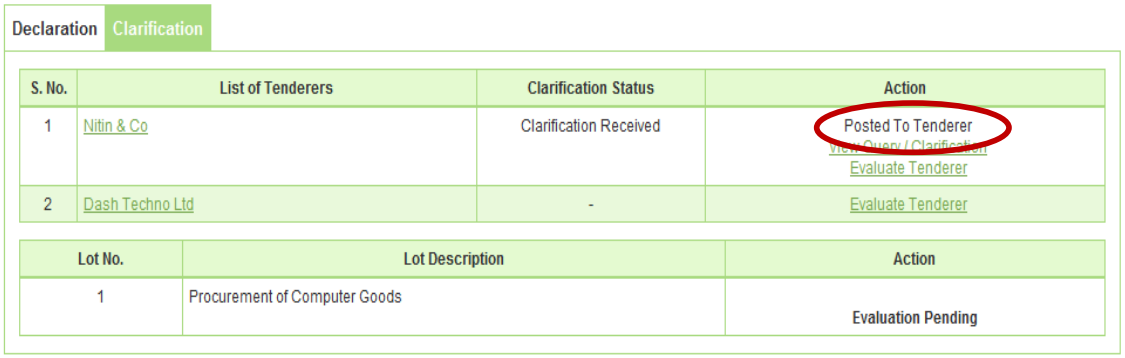
Screen – G19



Screen – G20



Screen – G21



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 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 atttached.

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

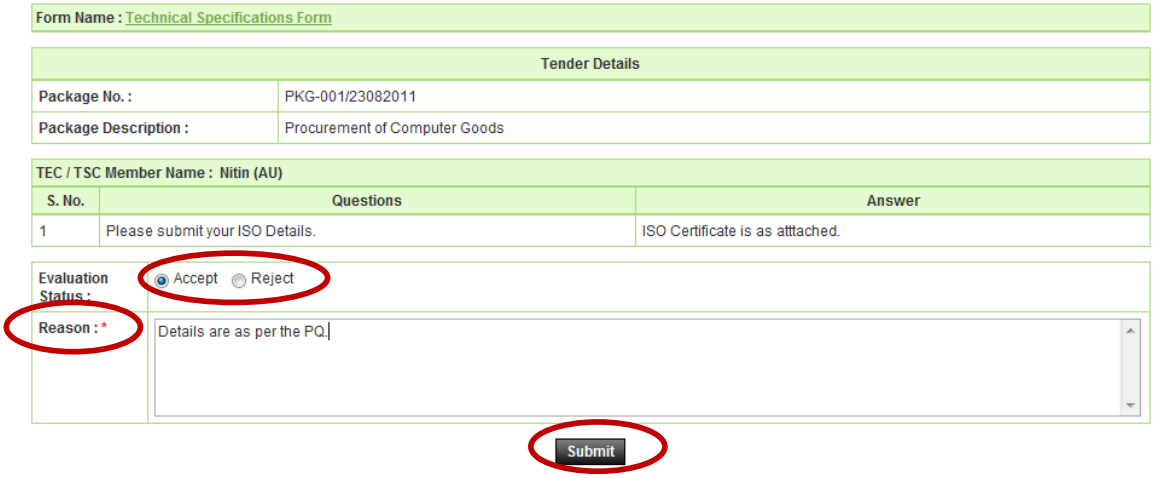
Screen – G24

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 : Technical Specifications Form

Tender Details	
Package No. :	PKG-001/23082011
Package Description :	Procurement of Computer Goods

TEC / TSC Member Name : Nitin (AU)

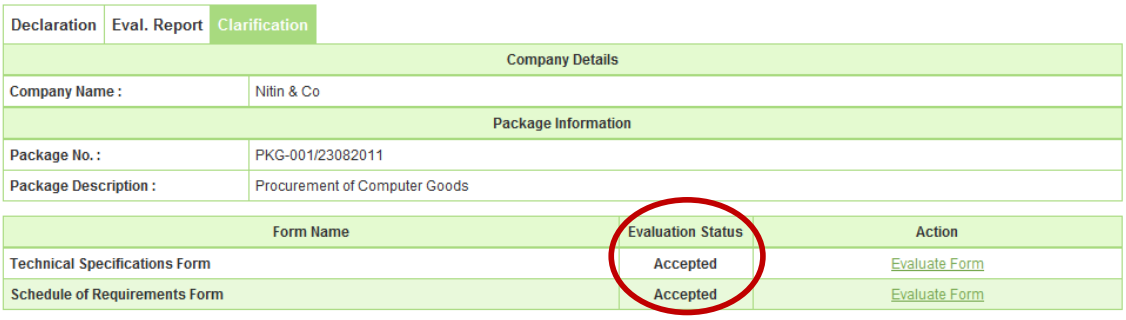
S. No.	Questions	Answer
1	Please submit your ISO Details.	ISO Certificate is as atttached.

Evaluation Status : Accept Reject

Reason : * Details are as per the PQ.

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 is 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	Yes	Yes
Tender Security	Yes	Yes
Subcontractor's Information given or not (If any)	Yes	Yes
Tender Contents	Yes	Yes
Tenderer Information	Yes	Yes
Eligibilty Declarations	Yes	Yes
Trade license or Equivalent	Yes	Yes
Taxation Obligations Documents or Equivalent	Yes	Yes
Legal Capacity	Yes	Yes
Litigation History	Yes	Yes
Solvency	Yes	Yes
Country of Origin	Yes	Yes
Authorization Letter confirming the signatory of the Tenderer from Organization	Yes	Yes
Accepted in preliminary Evaluation	Yes	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**)

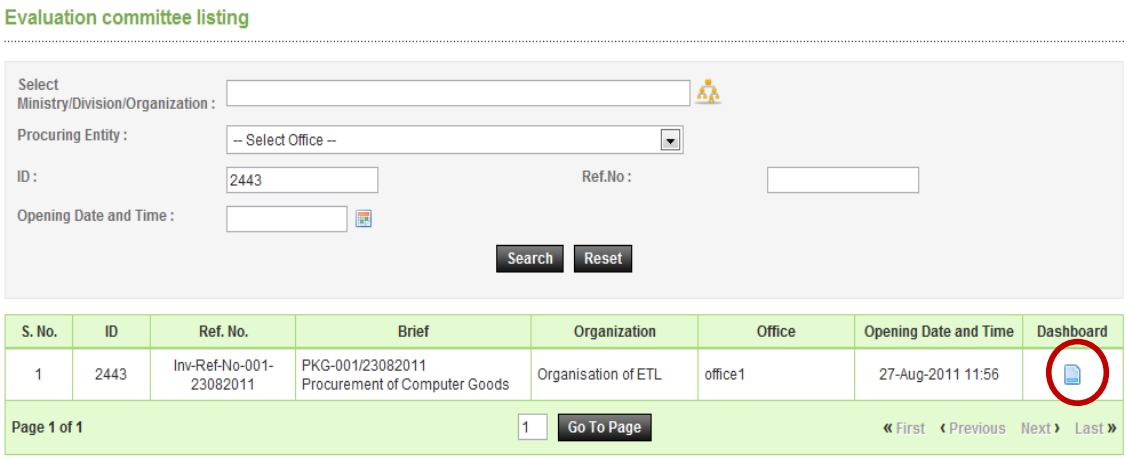
6.2.33 Click on **"Eval. Report",** whereas TEC Chairperson be able to see the link as a **"Finalize Responsiveness"** against each Tenderer name (As shown in **Screen – G32**)

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 form of either as an Accepted or Rejected) (As shown in **Screen – G33**)

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

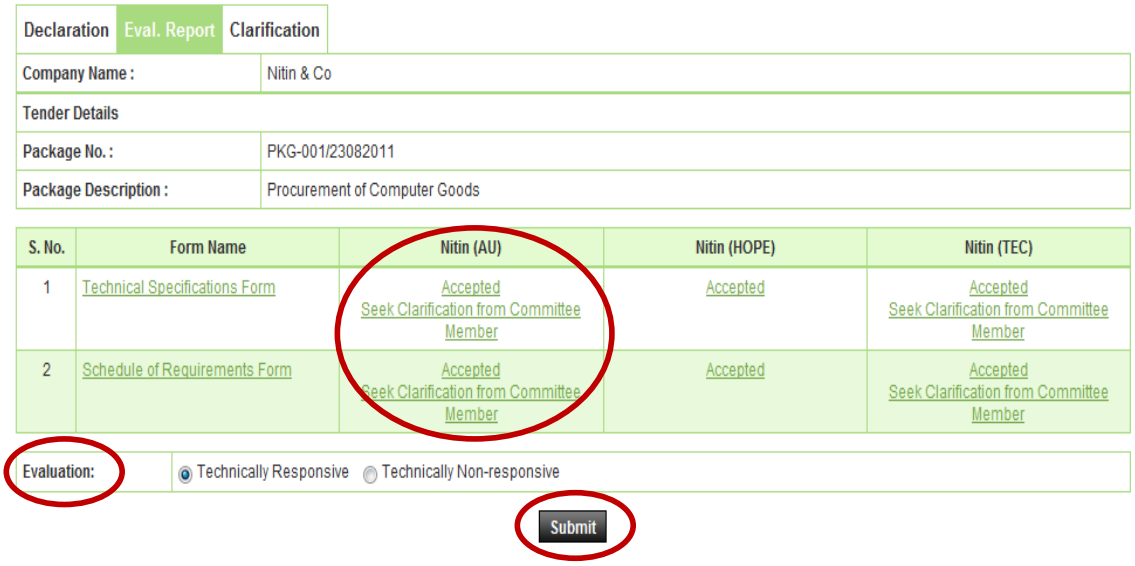
6.2.36 TEC Chairperson can evaluate, by selecting **Technical Non Responsive or Technical Responsive** against each Tenderer. (As shown in **Screen – G33**)

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



Screen – G31

Screen – G32



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 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 **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 change / modify. (As shown in **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 click 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

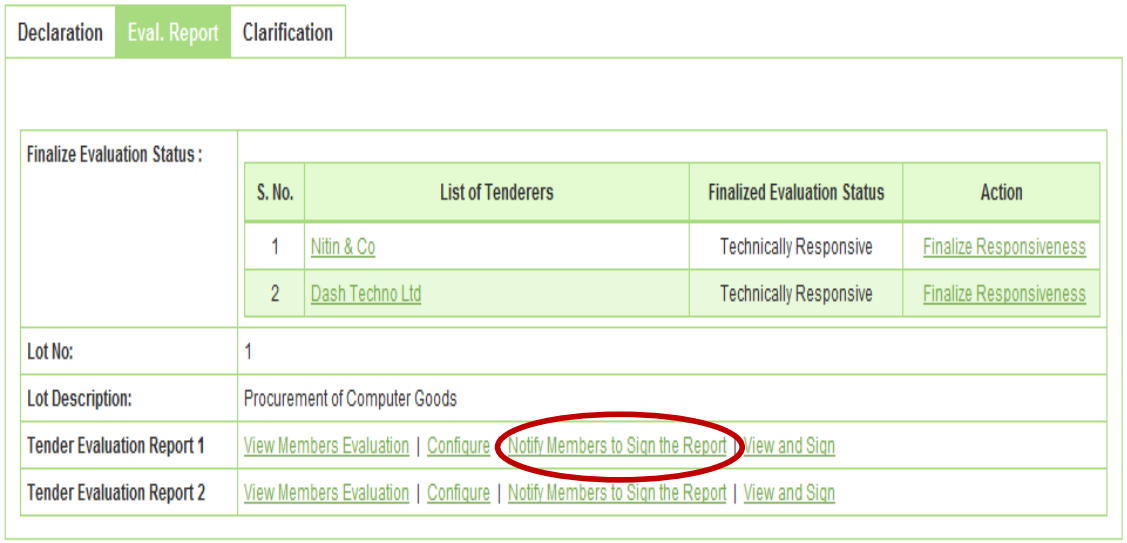
Lot No:	1
Lot Description:	Procurement of Computer Goods
Tender Evaluation Report 1	View Members Evaluation | Configure
Tender Evaluation Report 2	View Members Evaluation | Configure

Screen – G34

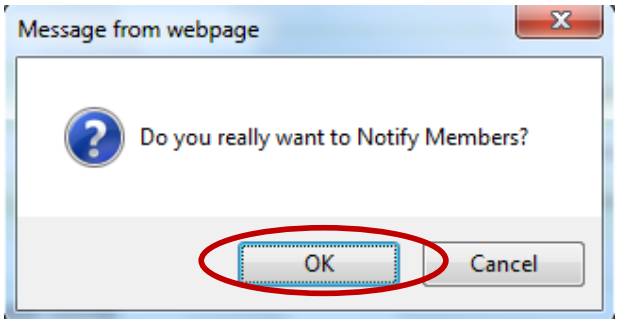
Criteria	Dash Techno Ltd	Nitin & Co
Tender Validity	Yes	Yes
Tender Security	Yes	Yes
Subcontractor's Information given or not (If any)	Yes	Yes
Tender Contents	Yes	Yes
Tenderer Information	Yes	Yes
Eligibilty Declarations	Yes	Yes
Trade license or Equivalent	Yes	Yes
Taxation Obligations Documents or Equivalent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

Save

Screen – G35



Screen – G36



Screen – G37

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 theEvaluation 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 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
Comments : *	Agree

Sign

Screen – G40

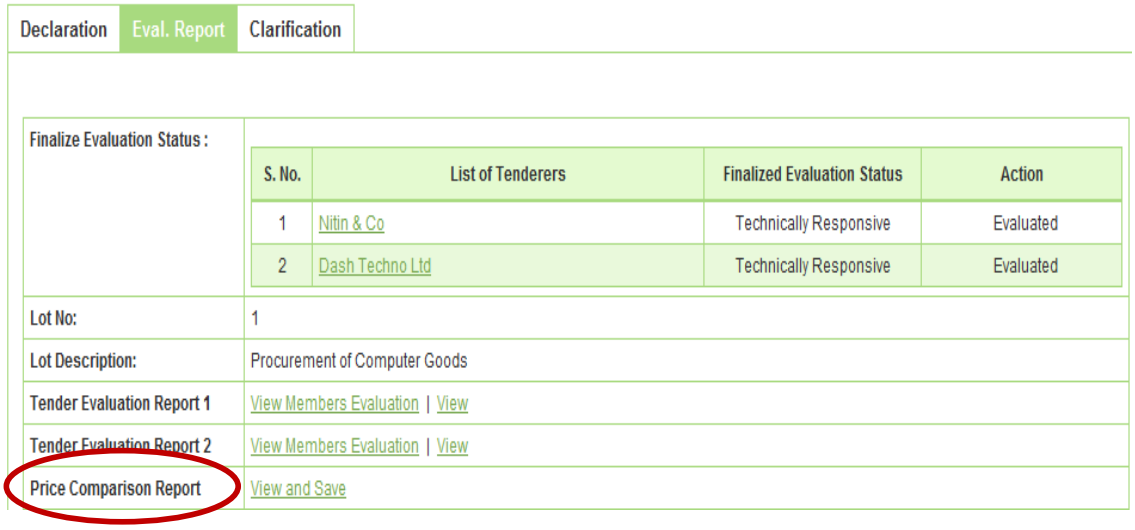
6.2.45 The moment **"TER1 & TER2"** reports sign by all the TEC Members, then system will generate the **"Price Comparative Report"**(As shown in **Screen – G41**)

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**)

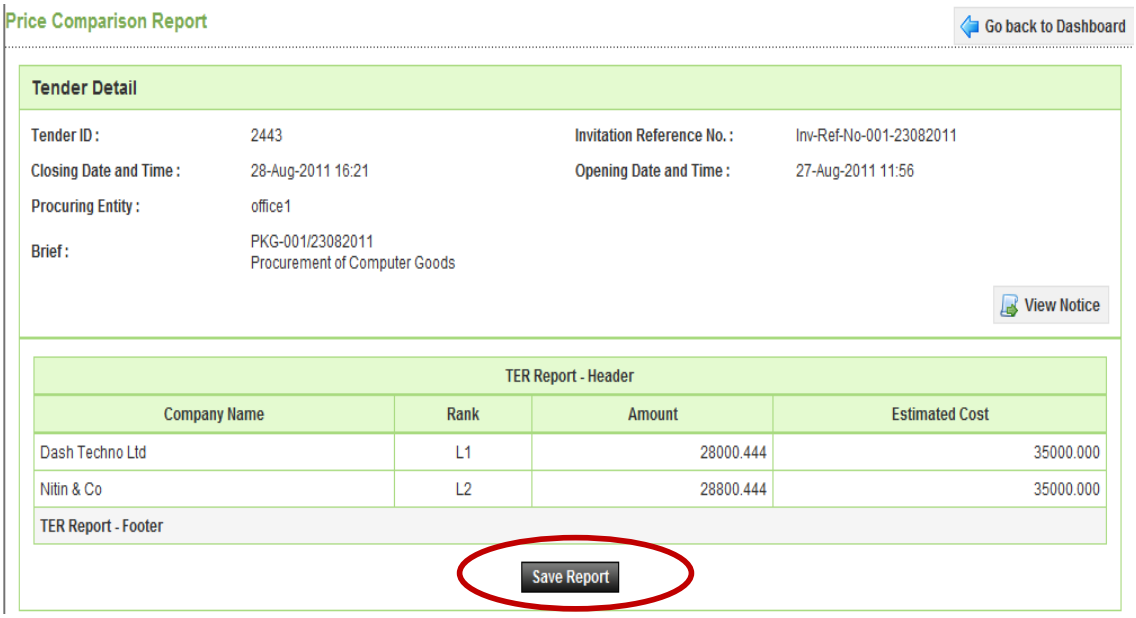
6.2.47 Once the **"Price Comparative Report"** gets saved then system will generate the **"TER3 and TER4"** (As shown in **Screen – G43**)

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**)

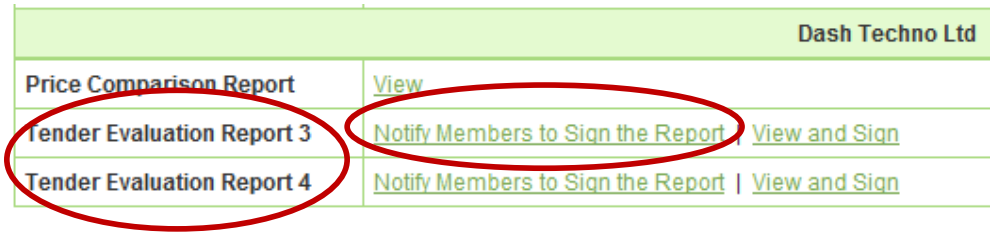
6.2.49 System will show you an alert message i.e. **"Do you really want to Notify Members"** (As shown in **Screen – G44**)



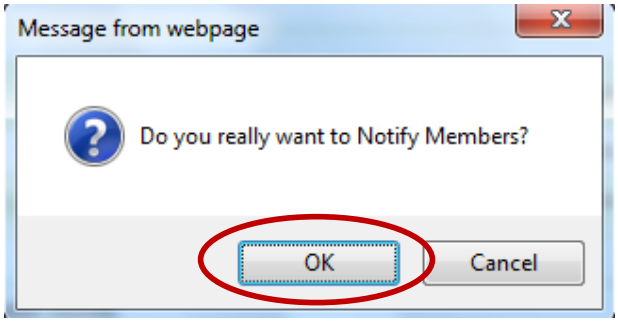
Screen – G41



Screen – G42



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 system gives the option where as TEC Chairperson can select the **Date** for the same. At last TEC Chairperson, has to provide the comments and at last needs 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
Site Visit Date and Time :	
Comments :	

Submit

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 :	

Submit

Screen – G49

6.2.56 After **"Post Qualification"** is done by 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 theEvaluation 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

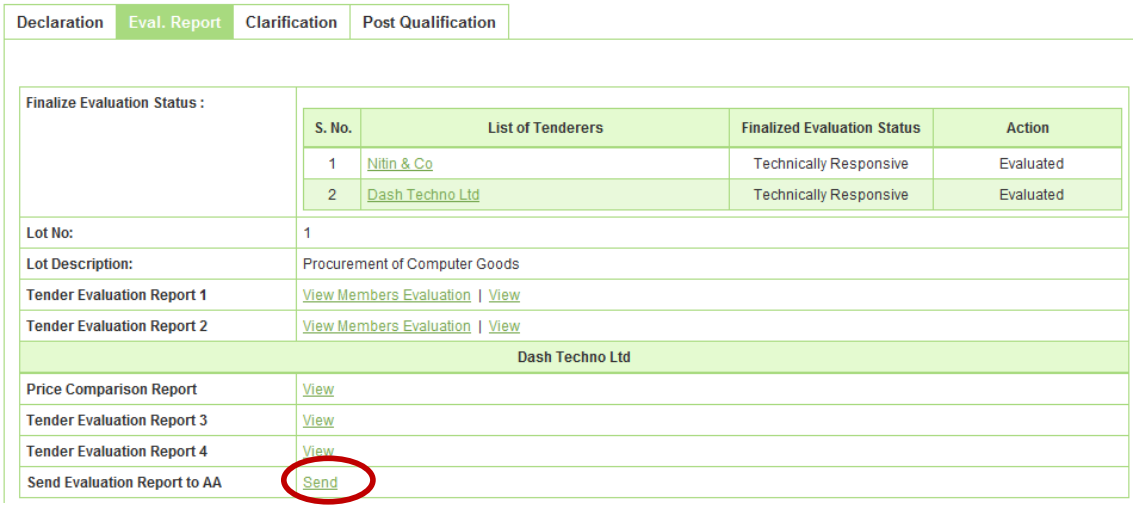
TEC Members

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	-	-	-

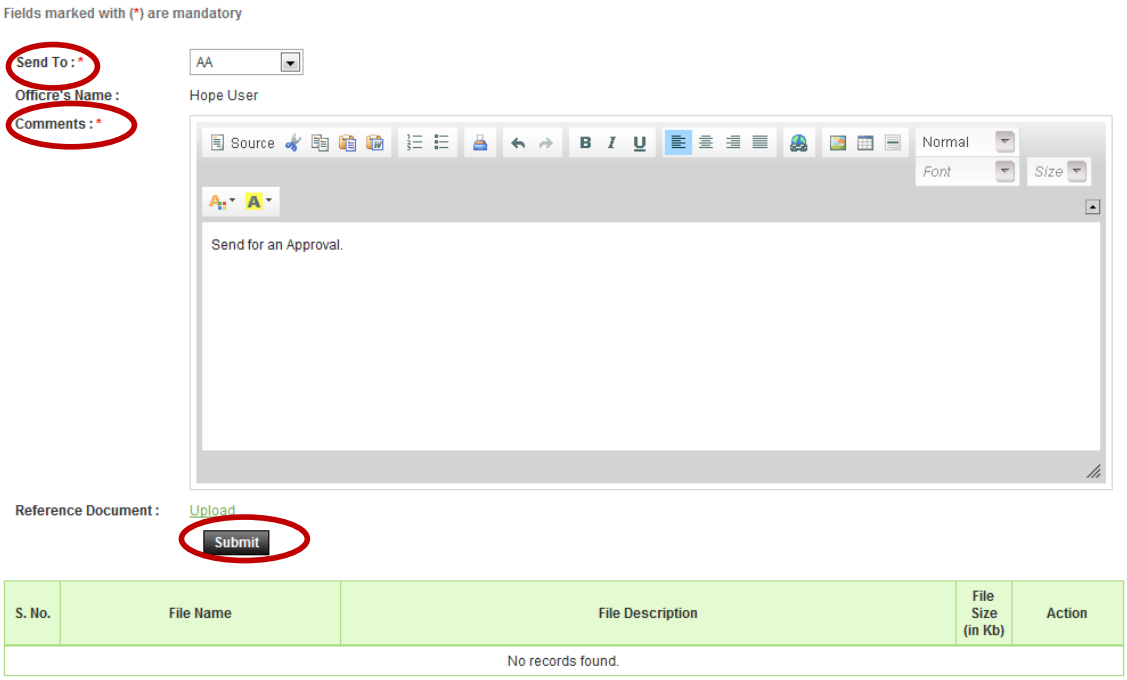
Screen – G51

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 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**)



Screen – G52



Screen – G53

6.3 **Evaluation >> Tech. Sub. Committee**

6.3.1 At the time of evaluation if TEC Chairperson wish, Chairperson 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

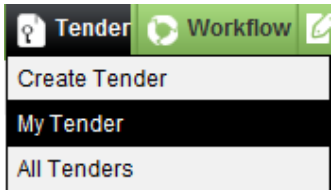
Technical Sub Committee formation request sent successfully.

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

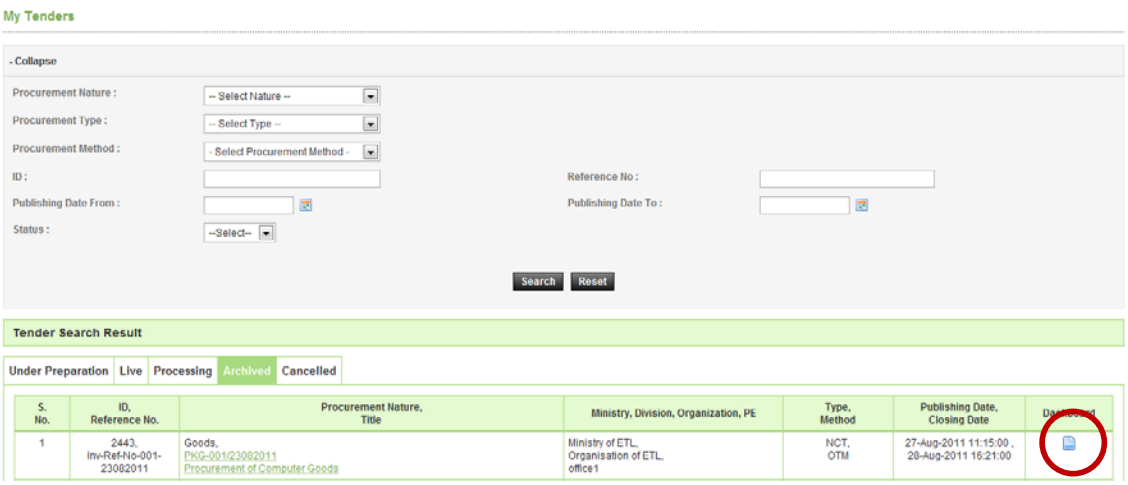
Screen – H2

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 result will be displayed in grid table. Click on "**Dashboard**" icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – H4**)



Screen – H3



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 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 process by clicking "**Process File in Workflow"** (As shown in **Screen – H10**)

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

6.3.12 On successful submission, 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 : *	tsc comm
Minimum Members Required :	2
Maximum Members Required :	3

Add Members

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

Submit

Screen – H6 (A)

Search by : * Committee Name Search

Select	S. No.	Tender ID	Committee Name	View Committee Details
◉	1	2443	tsc comm	View

Submit

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 : *	0

Submit

Screen – H8

Workflow : Add Users

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

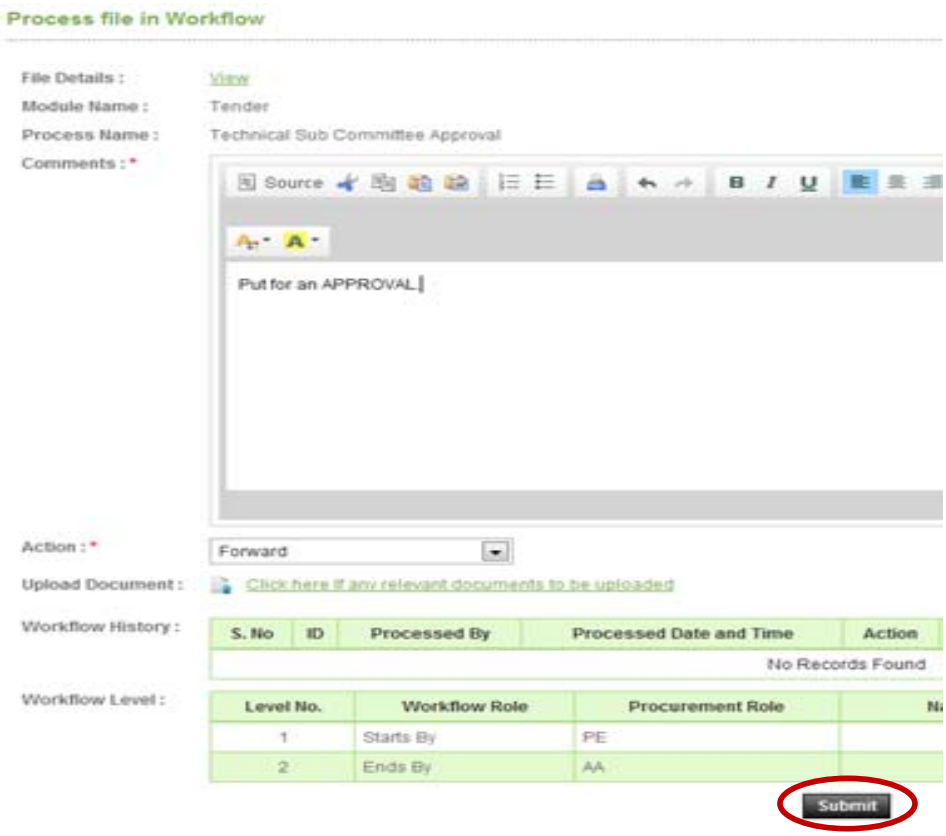
Submit

Screen – H9

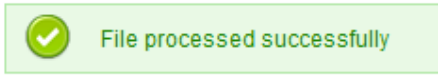
Notice | Document | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing

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

Screen – H10



Screen – H11



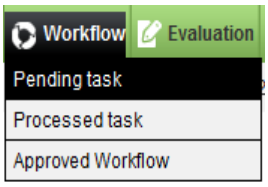
Screen – H12

6.3.13 User will login to the system and click on **"Workflow >> Pending Task"** (As shown in **Screen – H13**)

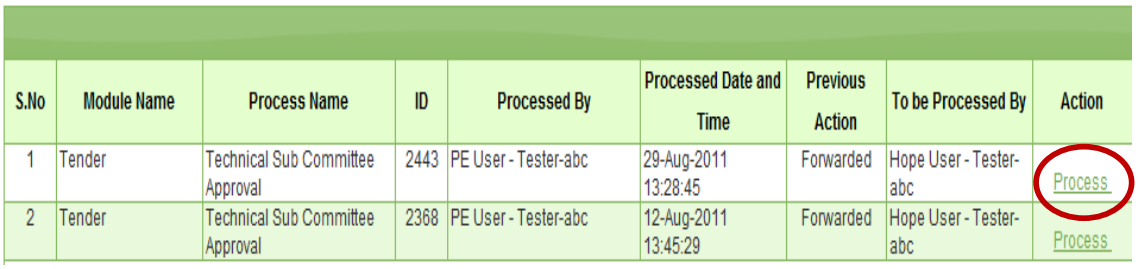
6.3.14 System will show the **"Pending Task"** of User. To process on Pending Task click on **"Process"** (As shown in **Screen – H14**)

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, system will prompt the message i.e. ***"File Processed Successfully"*** (As shown in **Screen – H16**)

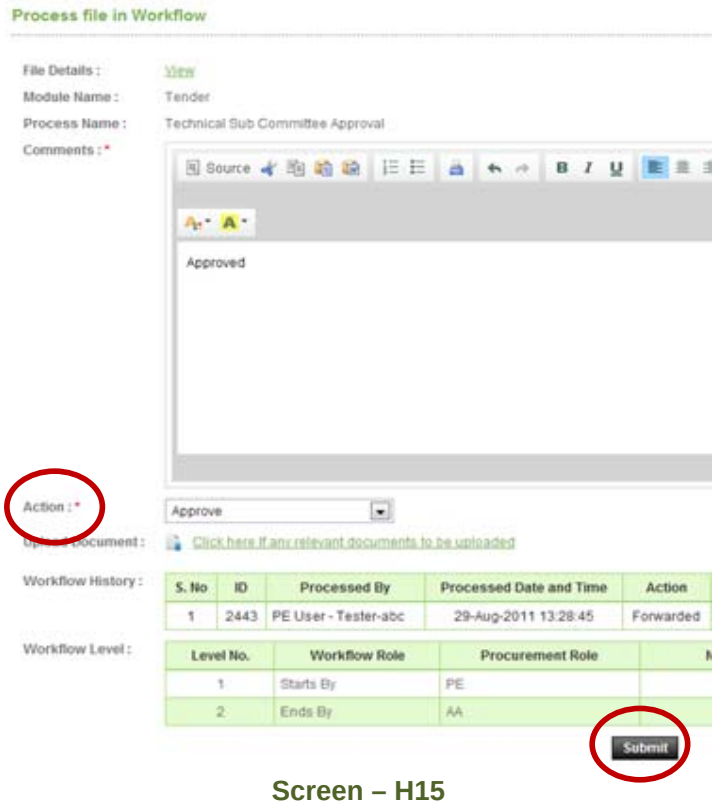


Screen – H13

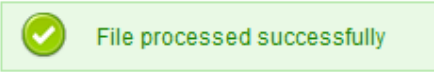


S.No	Module Name	Process Name	ID	Processed By	Processed Date and Time	Previous Action	To be Processed By	Action
1	Tender	Technical Sub Committee Approval	2443	PE User - Tester-abc	29-Aug-2011 13:28:45	Forwarded	Hope User - Tester-abc	Process
2	Tender	Technical Sub Committee Approval	2368	PE User - Tester-abc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

Screen – H14



Screen – H15



Screen – H16

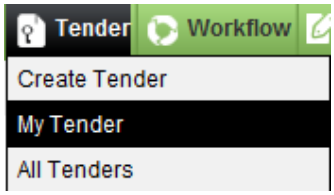
6.3.17 PE has to Login into System and click on **"Tender >> My Tender"** Sub-menu (As shown in **Screen – H17**)

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 result will be displayed in grid table.

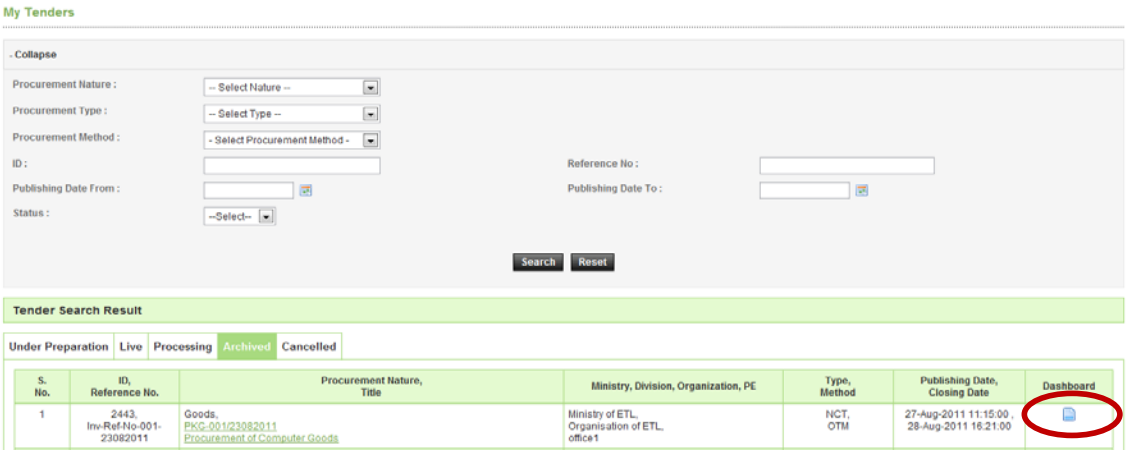
6.3.19 Click on "**Dashboard**" icon and System will display Tender with Evaluation Tab selected. Click on **"Notify TSC Members"** (As shown in **Screen – H19**)

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

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



Screen – H17



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 *: NOTIFY TO TEC MEMBERS.

Publish

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

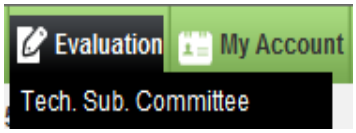
Screen – H21

6.3.22 TSC member will login to the system and click on **"Evaluation >> Technical Sub Committee"** sub-menu (As shown in **Screen – H22**)

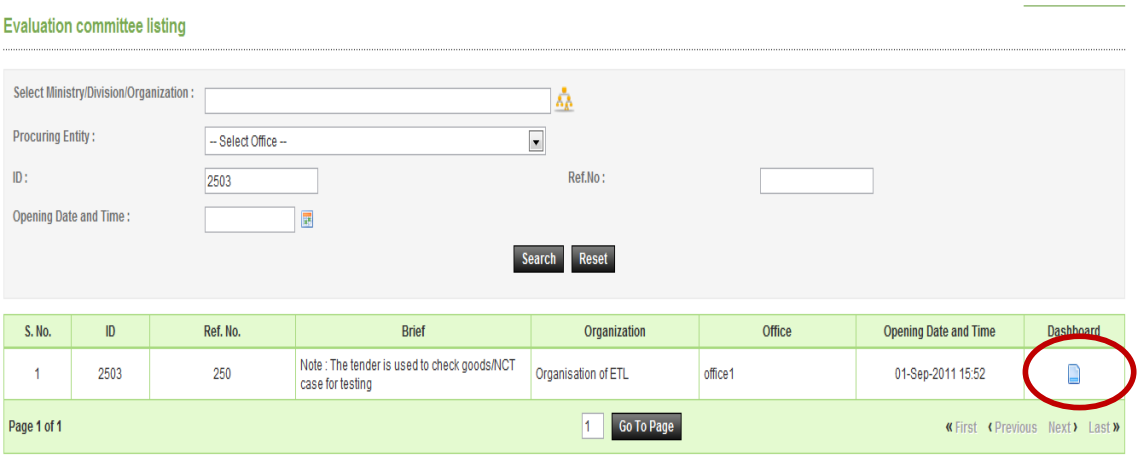
6.3.23 TSC member can use search condition as input values **(Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - H23**) and result will be displayed in grid table.

6.3.24 Click on "**Dashboard**" icon and 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



Screen – H23

6.3.1 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 – H24 & H24 (A)**)

6.3.2 If any member from TSC would like 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 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 – H26**)

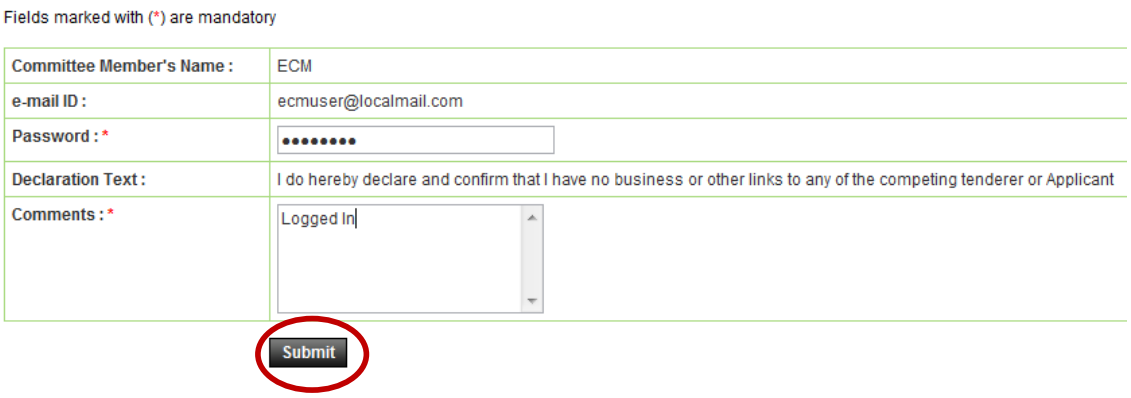
6.3.4 System will display the comments field whereas TSC member can put the suggestions/recommendations and after posting of the same click on **"Submit".** (As shown in **Screen – H27**)

6.3.5 On successful submission of the same system will prompt the message i.e. **"*Comments posted successfully*".** If TSC member 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**)

Screen – H24



Screen – H24 (A)

Declaration | Recommendation

S. No.	List of Tenderers	Action
1	Deepacmp	Post Comments | View 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
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 – H26

Post Comments

Comments : *

Source | Normal | Font | Size

ISO Certificate is Missing..!!!

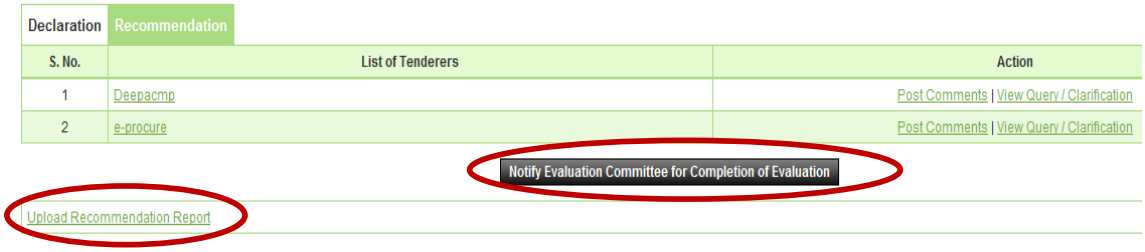
Submit

Screen – H27

Comment posted successfully

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

Screen – H28



Screen – H29

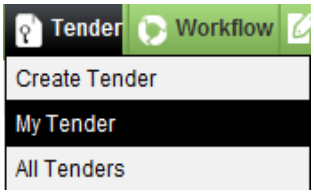
6.4 **Evaluation >> Tender Validity Date Request**

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

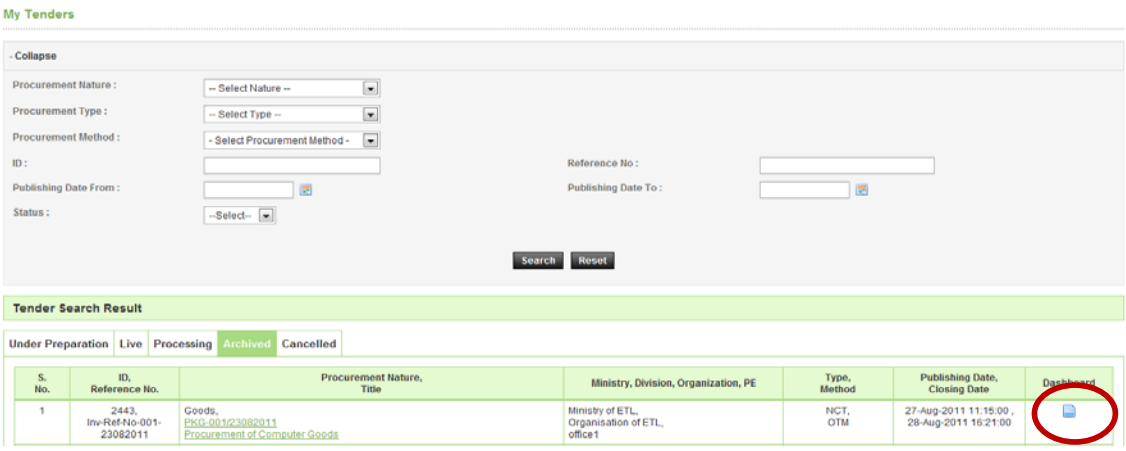
6.4.2 PE can use search condition as input values **(Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - I2**) and result will be displayed in grid table. Click on "**Dashboard**" icon and System will display Tender with 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 validly of the tender. (As shown in **Screen – I4**)



Screen - I1



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. Secretary/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.

Submit

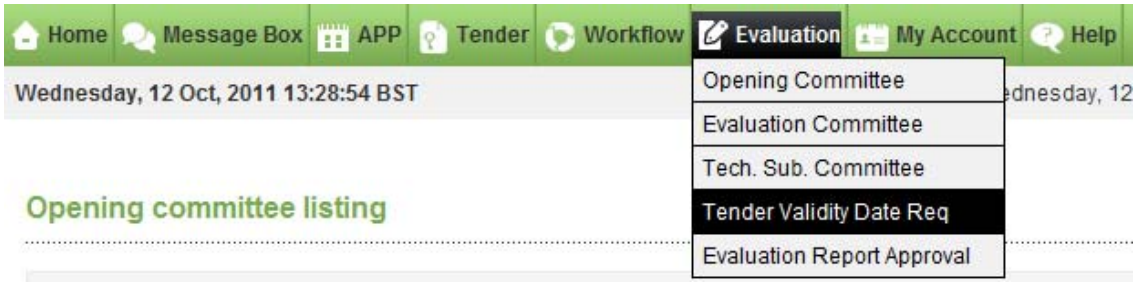
Screen – I5

Screen – I6

6.4.9 Secretary User will login to the system and click on **"Evaluation >> Tender Validity Date req."** sub-menu(As shown in **Screen – I7**)

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 – I8**)

6.4.11 By clicking on **"Process"** link, System will display page in which if required 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 – I9**)



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 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 : *	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
Action By :	PE User
Action : *	Approved

Submit

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**)

Home | Message Box | APP | Tender | Workflow | Evaluation | My Account | Help

Wednesday, 12 Oct, 2011 13:30:25 BST

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

Evaluation Report Approval

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 result will be displayed in grid table.

Evaluation Report Approval

Tender ID : 2443 Reference No. :

Search Reset

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 1 Go To Page « First ‹ Previous Next › Last »

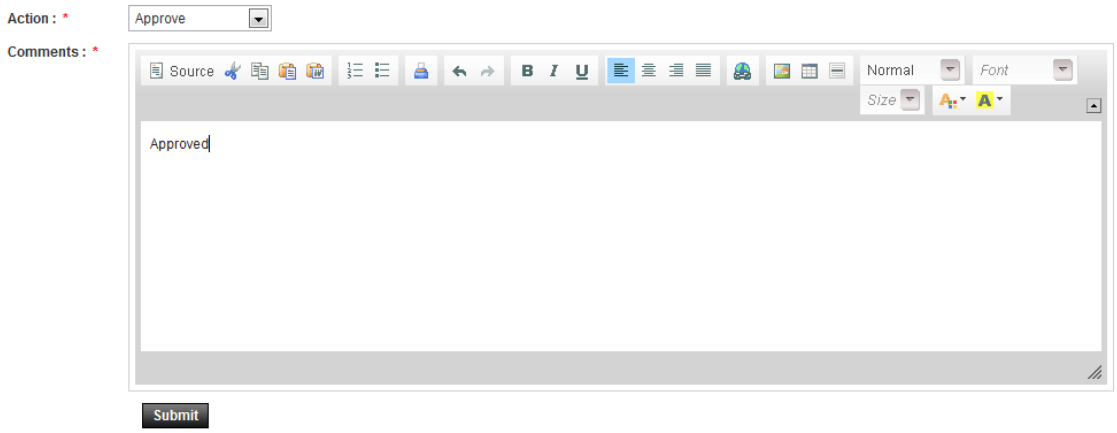
Screen – J2

6.5.4 Click on "**Process**" icon and 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	Action
Evaluation Report	Pending	Process | View | Clarification

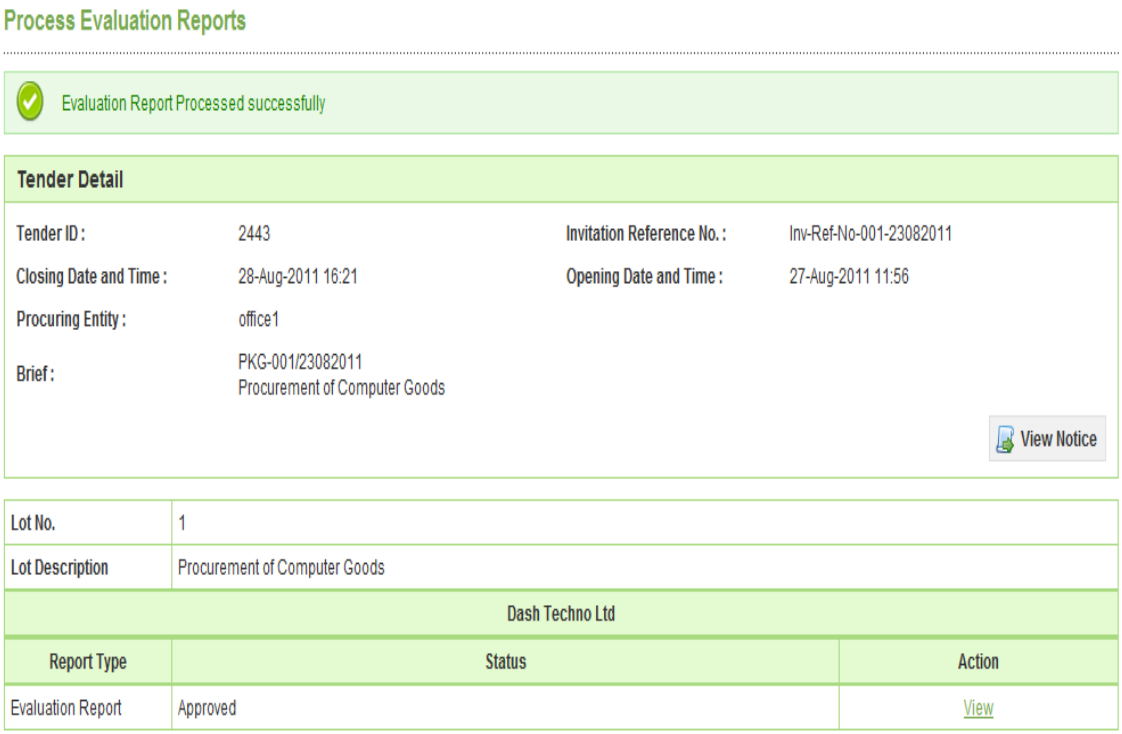
Screen – J3

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**)



Screen – J4

6.5.6 System will show the message i.e. "***Evaluation Report Processed Successfully***" (As shown in **Screen – J5**)



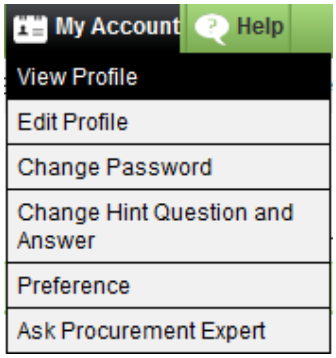
Screen – J5

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",** 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
Secretary User	Ministry of Aviation	PE Office Min of Aviation	Minister	Secretary

e-mail ID : man_sec@in.com
Full Name : Secretary User
Name in Bangla : Secretary User
National ID : 87965462132165468
Mobile No : 008809825041225

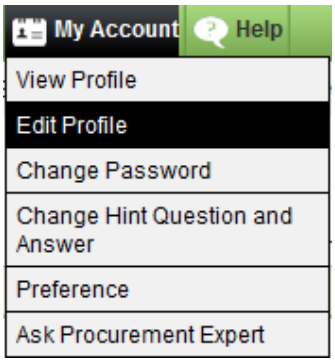
Screen – K2

7.2 My Account >> Edit Profile

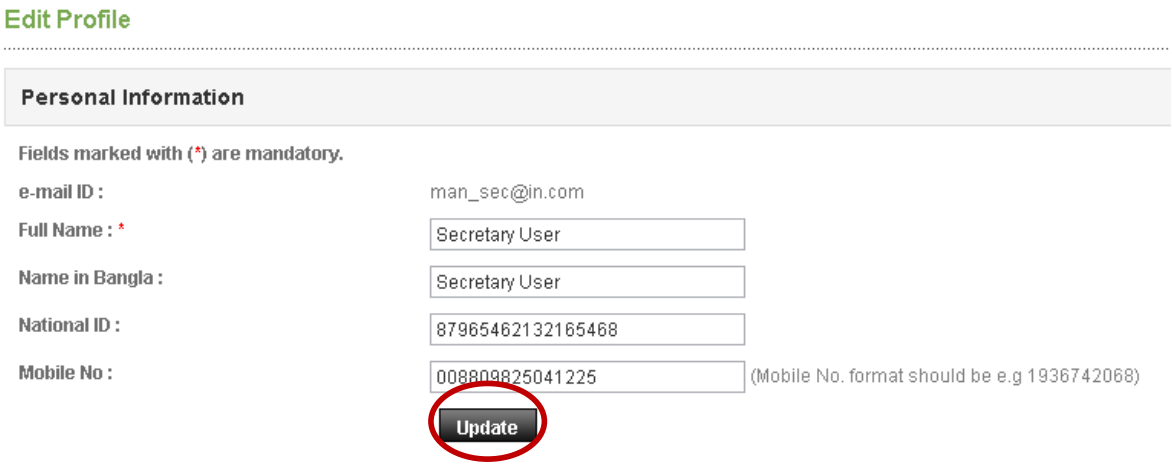
7.2.1 If user would like to **"Edit"** his profile then user has to click on **"My Account >> Edit Profile"** (As shown in **Screen – K3**)

7.2.2 The moment user clicks on **"Edit Profile",** system will allow user to do the necessary modification in 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 system. (As shown in **Screen – K4**)



Screen – K3



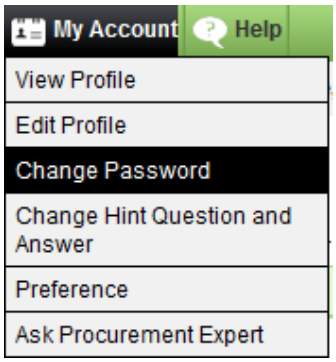
Screen – K4

7.3 **My Account >> Change Password**

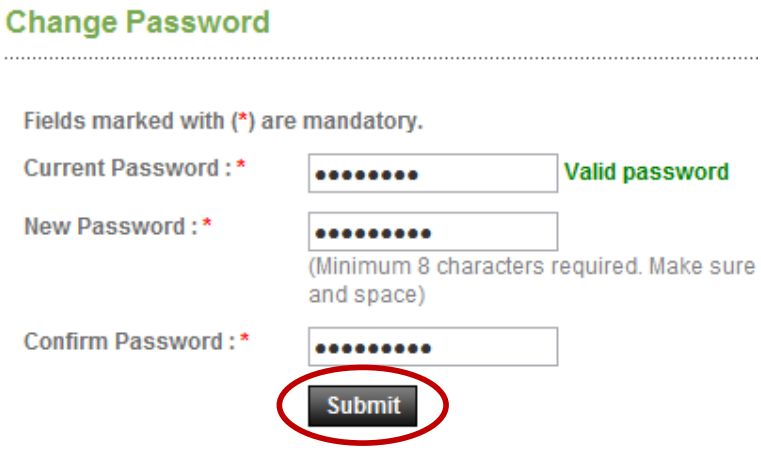
7.3.1 If user would like to Change his password then user has to click on **"My Account >> Change Password"** (As shown in **Screen – K5**)

7.3.2 The moment user clicks on **"Change Password",** system will allow user to 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**)

7.3.3 On click on **"Submit",** revised/changed password would be updated on system. (As shown in **Screen – K6**)



Screen – K5



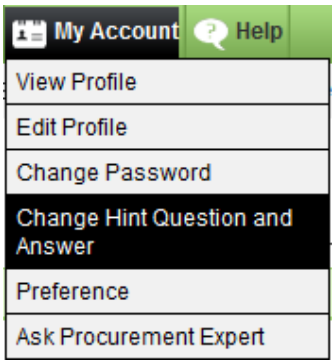
Screen – K6

7.4 **My Account >> Change Hint Question and Answer**

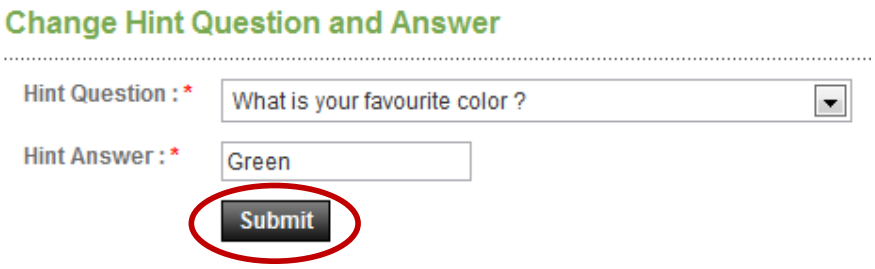
7.4.1 If user would like to Change his/her **"Hint Question and Answer",** then user has to click on **"My Account >> Change Hint Question and Answer"** (As shown in **Screen – K7**)

7.4.2 The moment user clicks on **"Change Hint Question and Answer",** system will allow user to 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**)

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



Screen – K7



Screen – K8

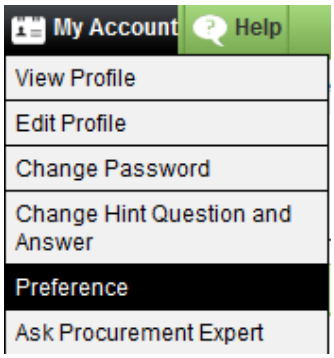
7.5 **My Account >> Preference**

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**)

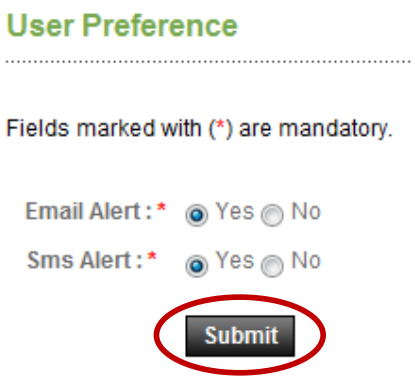
7.5.2 The moment user clicks on **"Preference",** system will allow user to do modify/change his/her Preference. (As shown in **Screen – K10**)

7.5.3 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**)

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



Screen – K9



Screen – K10

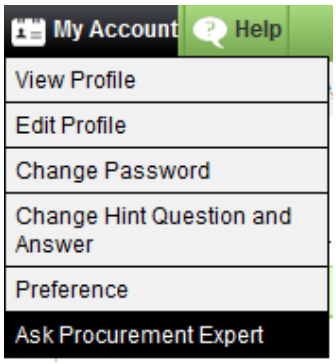
7.6 **My Account >> Ask Procurement Expert**

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",** system will allow user to **"Post Query"** (As shown in **Screen – K12**)

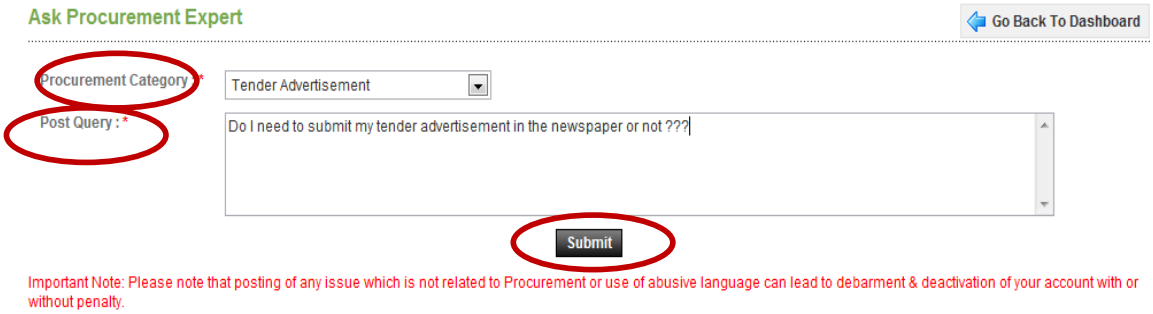
7.6.3 By clicking on **"Post Query",** Procurement Category page will be displayed to the user and has to select the category and ask the relevant question in line with the selected category. User can mention the query and needs to **"Submit"** (As shown in **Screen – K13**)

7.6.4 Once the query is posted and answered by the **"Procurement Expert",** User through the system then the same can be viewed by clicking on **"View"** link (As shown in **Screen – K14**)



Screen – K11

Screen – K12



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