

e-GP System User Manual for Secretary



Central Procurement Technical Unit (CPTU)

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

Phone: +880-2-9144 252/53 | Fax: +880-2-9144 250 Email: info@cptu.gov.bd | Web: www.cptu.gov.bd

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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.

		Home About	e-GP Contact US KSS Feed	Language English V
F	Type your Keyword here	Tenders	Search Adva	nced Search
	Go To 🔌 📗 Tenders 📑 Annual Pro	ocurement Plans 🛛 🕱 Award	ed Contracts 🛛 🔏 Debarred Ten	derers
Tuesday, 15 Mar, 2011 12:06:07 BST	erers / Bidders / Consultants an	d Procuring Entity's regi	stration to the e-GP syste	View All Notifications
	About e-Government Procur	ement (e-GP) System		
🚨 User Login	National e-Government Procurement (6	e-GP) portal (i.e. http://eprocu	re.gov.bd) of the Government of	the People's Republic of
e-mail ID	Bangladesh is developed, owned and b			
	of Planning. The e-GP system provide Procuring Agencies (PAs) and Procuring		y out the procurement activities	by the Public Agencies -
	The e-GP system is a single web porta	al from where and through whi	ch PAs and PEs will be able to p	erform their procurement
Login Forgot Password?	related activities using a dedicated secu the e-GP web portal is accessible by the			Data Center at CPTU, and
New User Registration	The e-Government Procurement solution	2		ess is being supported by
PE User Registration	the World Bank and being used by Bidders/Tenderers, efficiency, transpare	all the government organiza	tions which will help in ensuri	ng equal access to the

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**)

Change Password		
Fields marked with (*) are m	andatory.	
Current Password : *	•••••	Valid password
New Password : *	(Minimum 8 characte	rs required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space
Confirm Password : *	•••••	
Hint Question : *	What is your favourit	e color ?
Hint Answer : *	blue	
	Submit	

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)

Home | About e-GP | Contact Us | RSS Feed | Language English 👻

P.GP	Type your Keyword here	Tenders	Search A	dvanced Search
	Go To 🔌 📄 Tenders 📑 Annual P	Procurement Plans 🛛 🕎 Awai	rded Contracts 🛛 🔏 Debarred 1	Tenderers
Tuesday, 15 Mar, 2011 12:01:42 BST		As ti	he first step of the e-Tend	de <u>View All Notifications</u>
	About e-Government Procu	rement (e-GP) System		
Password changed successfully	National e-Government Procurement	(e-GP) portal (i.e. http://eproc	cure.gov.bd) of the Government	t of the People's Republic of
💄 User Login	Bangladesh is developed, owned and of Planning. The e-GP system provide Procuring Agencies (PAs) and Procuri	des an on-line platform to ca	,	
e-mail ID	The e-GP system is a single web po related activities using a dedicated se the e-GP web portal is accessible by th	cured web based dashboard. T	The e-GP system is hosted in e-(
Login Forgot Password?	The e-Government Procurement solut the World Bank and being used b	y all the government organiz	zations which will help in ens	suring equal access to the
New User Registration	Bidders/Tenderers, efficiency, transpa	rency and accountability in the	public procurement process in th	he country. <u>Read More >></u>

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**)

🔲 To Do list	Inbox				
Compose Message	Search In :	Select			
 Inbox(1), Unread(0) Sent 	Keyword : From Date :		e-mail I To Date		2
> Trash			Search Reset		
> Draft	Messages				•
Today's To Do List	S.No	From	Subject	Priority	Date and Time
	noreply@eproc	gov bd	Welcome to e-GP Portal	Low	09-Jun-2011 20:59:00
	φα		re ce Page 1 of 1 ec et 10 •		

Screen-B1

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

🔲 To Do list
Add Folder
🧭 Compose Message
Inbox(0), Unread(0)
> Sent
> Trash
> Draft
Today's To Do List

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 "<u>Add Folder</u>" → 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 "<u>Compose Message</u>" \rightarrow User can Compose messages using this functionality.
- 2.2.5 "Inbox" \rightarrow All the mails which are received by user will be available in this folder.
- 2.2.6 "<u>Sent</u>" → Mails which user sent through compose message will be available in this folder.
- 2.2.7 "**Trash**" \rightarrow Deleted messages will be in this folder.
- 2.2.8 "Draft" \rightarrow Saved messages will be in this folder.

2.3 Message Box >> To Do List

- 2.3.1 To Do List functionality, is used so that User can manage their tasks / activities on regular basis.
- 2.3.2 View Task Details→ All tasks will be listed in the grid table (S. No, Task Brief, Priority, Start Date, Last Date, Action) (As shown in Screen B3)

						View All	Notifications
View Ta	ask Details						
Date Fr	om:		Date To:				
Status	:	Pending 💌					
		Search Reset					
						💿 Add	NewTask
							•
S.No		Task Brief		Priority	Start Date	End Date	Action
1	No Data Found			No Data Found	No Data Found	No Data Found	No Data

Screen-B3

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

	ask Details	Search Functionality					<u>Notificati</u>
Date Fi Status	rom:		Date To:				
						Add	NewTask
S.No		Task Brief		Priority	Start Date	End Date	Action

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)

	ask Details						
Date Fr	om:		Date To:				
Status	:	Pending					
		Search Reset			Click h	ere to "Add New	/Task"
						Ad	d NewTask
							•
S.No		Task Brief		Priority	Start Date	End Date	Action
1	No Data Found			No Data Found	No Data Found	No Data Found	No Data Found

Screen-B5

Add New Task		
Task Brief:*	Document Upload	
Task Details : *	E Source 🖋 🖻 🛍 🔚 🗄 🖨 🌧 B I U 📑 Ξ Ξ Ξ 🤮	-
	Document Upload for Tender id : 105	
	 Company Incorporation Certificate (in case of Company) OR Registration Document Trade License Valid Tax Identification Number (TIN) Certificate Valid Value Added Tax (VAT) Certificate Authorization letter from the Owner for the Firm/Company's Admin National ID or Passport of Authorized Person (First 2 pages of passport) e-GP Registration Fee Payment Slip One Passport Size Photo of Authorized Person 	
		11.
Priority :	High 💌	
Start Date : *	10/07/2011	
End Date : *	14/07/2011	
	Submit	

Screen-B6

2.4 Message Box >> Add Folder

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

Click on Add Folder link	
🔲 To Do list	Add Folder
Add Folder	Folder Name :*
📝 Compose Message	Submit
> Inbox(0), Unread(0)	
> Sent	
> Trash	
> Draft	
Today's To Do List	

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.

То:*	egpadmin@eprocure.gov.bd	OK	
	Use comma(,) to separate e-mail IDs		
Cc:			
Subject : *	Tender published		
Priority : *	Medium 💌		
Message Text : *	Source & B & Size > B I U E = = = Normal Protecting Entity to participate in a below mentioned e-Tender: Tender ID: 1746 Reference No: irrop82 Procuring Entity: RNB-ORG-PEO Tender Closing Date: 17 May 2011 18:35 Tender Brief / Title: Procurement of Computer Goods		•
	Please go to Tender Dashboard, to prepare and Lodge e-Tender. Warm Regards, e-GP Support Team.		_
Click on "Sav	e as Draft", Message will be saved in Draft folder		

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)

Message	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				
ρ¢		r⊲ << Page 1 of 2 → ► 10 -						

Screen–B9

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

S.No	From	Priority	Date and Time					
1	peuser@egp.com	Subject APP ID: 1032 APP Approval is required	High	16-May-2011 10:12:42				
2	peuser@egp.com	AF, ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:35:00				
3	peuser@egp.com	Vender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:19:00	_			
4	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 14:53:00				
5	peuser@egp.co Select Message	e & Click on link pproval 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				
ρ φ ⊢⊲ ≪ Page 1 of 2 ↦ ⊨ 10 ▼								

Screen–B10

View Message

Trash R	eply Reply To All Forward	
Subject :	APP ID: 1032 APP Approval is required	16-May-2011 10:12:42
From :	peuser@egp.com	
To:	hopeuser@egp.com	
Cc:		
Priority :	High	
Dear User,		
A file has come	to you for processing. Detail of the file to be processed is as mentioned below:	
Module Name	: Annual Procurement Plan (APP)	
Process	: App Approval Workflow	
ID File Sent By	: 1032 : PE User- PE	
The Sent by	. 12000112	
Click here to p	ocess this file now. Or you can perform below mentioned steps to process this file later on:	
1. Click on Wor	kflow menu	
2. Select Pendi	ng task	
3. Click on Pro	cess link available in front of a particular file to be processed	
Regards,		
e-GP Help Desl	í.	

Screen-B11

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

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

Inbox			
Search In :	Select		
Keyword :		e-mail ID :	
From Date :		To Date :	
		Search Reset	

Screen–B12

2.7 Message Box >> Sent Folder

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

Sent				
Search	in :Select	×		
Keyword	1:	e-r	mail ID :	
From Da	te :	То	Date :	
		Search Reset		
Message	s			0
S.No	То	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
	·			
р¢		He ee Page 1 of 1 IN IN 10		



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	×		
Keywor	d :	e-m	nail ID :	
From Da	ate :	To	Date :	
		Search Reset		
Message	95			0
S.No	From	Subject	Priority	Date and Time
1	hopeuser@egp.com	Welcome to e-GP Portal.	Low	17-May-2011 17:09:13
ρ¢		14 🔫 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.

Draft					
Search Keywor From Da	d:	¥	e-mail ID : To Date :		
Message	28	Search Reset			0
S.No	From/To	Subject	Priority	Date and Time	Action
1	peuser@egp.com	APP ID: 1032 APP Approval is required	Medium	17-May-2011 17:20:53	Edit
φq		14 <4 Page 1 of 1 >> >1 10 -			

Screen–B15

3. Annual Procurement Plan (APP)

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

nancial Year	: 1-July-201)-30-June-2011	~	Budget type :	- Select Budget Type -	~	
roject Name	- Select Pro	iject -	~	Status :	- Pending -	~	
PP ID :				APP Code :			
				Search APP Reset			
APP S No						siscet Name	Desiteard
APP S. No.	APP ID	АРР (Budget Type		oject Name	Dashboard
	APP ID 64	APP (EGP-B				oject Name ood Camp	Dashboard



- 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**)

👍 Home 🔍 Message Box		ହି Tender	Workflow	C Evaluation	My Account	🥐 Help
Wednesday, 05 Oct, 2011 17	My APP				Last L	.ogin : Wedr
	All APPs					

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

Advanced Search for Annual Procurement Plan

- Collapse					
Select Ministry/Division /Organization :			<u>Å</u>		
Procuring Entity :	Select Procuring Entity	•			
Project Name :	Select Project	•			
Financial Year :	1-July-2010-30-June-2011	~	Budget Type :	- Select Budget Type -	
Procurement Nature :	Select Nature	~	Procurement Type:	Select Type	
APP ID :			APP Code:		
Package No.:					
Package Estimated Cost :	Select Operation	•	Value :		
Category :					
			Select Category		
	Search Reset				

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)

Annual Procurement Plan Search Results

S. No.	APP ID, APP Code	Ministry, Division, Agency, PE	District	Procurement Nature, Project Name	Package No, Description	Estimated Cost (in BD Tk.), Procurement Method
1	64, EGP-BC-001	Org. of Telecommunication, PE Office of Telecommunication	Dhaka	Works,Blood Camp	EGP-HG-002, Conduction of Blood Camp in all the state	20000000.00, OTM
2	63, EGP-HG-003	Org. of Telecommunication, PE Office of Telecommunication	Dhaka	Services,Blood Camp	EGP-HG-003 , Conduction of Blood Camp	200000.00, CSO
Page 1 o	f 1		1	Go To Page	«First «Previous	Next> Last»

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)

/iew APP: Package Detai	s				📙 Save As PDF 🛛 📥 Pr	
Ministry :	Department of Telecommun	sation				
Division :		Division of Telecommunication				
Organization :	Org. of Telecommunication					
PE Office and Code :	PE Office of Telecommunica	ion - PE-DOT				
Budget Type :	Development		i Camp			
Key Fields Information:						
APP ID :		64				
PP Code :		EGP-BC-001				
inancial Year :		2010-2011				
udget Type :		Development				
Project Name :		Blood Camp				
Procuring Entity :		Mr. Razzak				
District :		Dhaka				
ackage Details:						
Procurement Nature		Works				
ype of Emergency		Normal				
Package No		EGP-HG-002				
Package Description		Conduction of Blood Camp in all the state				
		Conduction of Blood Camp in all the state Lot Description	Qty	Unit	Estimated Cost (In BDT)	
ot Details:	Conduction of Blood Camp	Conduction of Blood Camp in all the state Lot Description	Qty 1.00	Unit Package	Estimated Cost (In BDT) 2000000.00	
ot Details: Lot No. 1		Conduction of Blood Camp in all the state Lot Description				
ot Details: Lot No. 1 ackage Estimated Cost (In BI		Conduction of Blood Camp in all the state Lot Description In all the states	1.00	Package		
ot Details: Lot No. 1 lackage Estimated Cost (In Bi ategory		Conduction of Blood Camp in all the state Lot Description In all the states 20000000.00	1.00	Package		
ot Details: Lot No. 1 ackage Estimated Cost (In BI ategory pproving Authority		Conduction of Blood Camp in all the state Lot Description In all the states 20000000 00 Social work and related services; Health and social work service	1.00	Package		
ot Details: Lot No. 1 Package Estimated Cost (In BD ategory upproving Authority PQ Requires		Conduction of Blood Camp in all the state Lot Description In all the states 2000000.00 Social work and related services; Health and social work servic HOPE	1.00	Package		
ot Details: Lot No. 1 Package Estimated Cost (In BL ategory pproving Authority PQ Requires Procurement Method		Conduction of Blood Camp in all the state Lot Description In all the states 20000000.00 Social Work and related services; Health and social work servic HOPE No	1.00	Package		
Lot Details: Lot No. 1 Package Estimated Cost (In BI Category Approving Authority Qa Requires Procurement Method Procurement Type		Conduction of Blood Camp in all the state Lot Description In all the states 20000000.00 Social work and related services; Health and social work service HOPE No Open Tendering Method	1.00	Package		
ot Details: Lot No. 1 Package Estimated Cost (In BI category proving Authority Q Requires Procurement Method Procurement Type cource of Fund		Conduction of Blood Camp in all the state Lot Description In all the states 20000000 00 Social work and related services; Health and social work service HOPE No Open Tendering Method NCT	1.00	Package		
ot Details: Lot No. 1 Package Estimated Cost (In BI category upproving Authority Qo Requires rocurrement Method Procurement Type cource of Fund levelopment Partners		Conduction of Blood Camp in all the state Lot Description In all the states 2000000.00 Social work and related services; Health and social work service HOPE No Open Tendering Method NCT Ald Grant / Credit	1.00	Package		
ot Details: Lot No. 1 Package Estimated Cost (in Bi ategory upproving Authority Q Requires Yrocurement Method Yrocurement Type ource of Fund Development Partners ender Dates:	מי	Conduction of Blood Camp in all the state Lot Description In all the states 2000000.00 Social work and related services; Health and social work service HOPE No Open Tendering Method NCT Ald Grant / Credit	1.00	Package		
ot Details: Lot No. 1 Package Estimated Cost (in Bi Category Vaproving Authority Va Requires Vacurement Method Vacurement Type Source of Fund vewlopment Partners Fender Dates: Expected Date of Advertiseme	nt of Tender on e-GP website	Conduction of Blood Camp in all the state Lot Description In all the states 20000000 00 Social work and related services; Health and social work servic HOPE No Open Tendering Method NCT Ald Grant / Credit World Bank	1.00	Package		
at Details: Lot No. 1 ackage Estimated Cost (In BI ategory pproving Authority Q Requires rocurement Method rocurement Type ource of Fund evelopment Partners ender Dates xpected Date of Advertiseme xpected Date of submission of	nt of Tender on e-GP website af Tender	Conduction of Blood Camp in all the state Lot Description In all the states 20000000 Social work and related services; Health and social work servic HOPE No Open Tendening Method NCT Ald Grant / Credit World Bank 24-May-2011	1.00	Package		
at Details: Lot No. 1 ackage Estimated Cost (In Bl ategory pproving Authority Q Requires rocurement Method rocurement Type ource of Fund evelopment Partners ender Dates: xpected Date of Athertiseme xpected Date of Autherision of X	nt of Tender on e-GP website // Tender meder	Conduction of Blood Camp in all the state Lot Description In all the states 20000000.00 Social Work and related services; Health and social work servic HOPE No Open Tendering Method NCT Ald Grant / Credit World Bank 24-May-2011 08-Jun-2011	1.00	Package		
at Details: Lot No. 1 ackage Estimated Cost (In BI ategory pproving Authority Q Requires rocurement Method rocurement Type ource of Fund evelopment Partners ender Dates: xpected Date of Advertiseme xpected Date of Advertiseme xpected Date of opening of T xpected Date of Submission	nt of Tender on e-GP website of Tender of Tender ender of Evaluation Report	Conduction of Blood Camp in all the state Lot Description In all the states 20000000 00 Social work and related services; Health and social work service HOPE No Open Tendering Method NCT Aid Grant / Credit VCT 24-May-2011 08-Jun-2011 09-Jun-2011 03-Juh-2011	1.00	Package		
at Details: Lot No. 1 Package Estimated Cost (In BI adegory pproving Authority V0 Requires Vrocurement Method Vrocurement Method Vrocurent Type Source of Fund Vevelopment Partners ender Dates: xpected Date of Advertiseme xpected Date of Submission of T xpected Date of Submission of X xpected Date of X xpected Date of X xpected Date of X xpect	Int of Tender on e-GP website of Tender ender of Evaluation Report Award of Contract	Conduction of Blood Camp in all the state Lot Description In all the states 2000000.00 Social work and related services; Health and social work servic HOPE No Open Tendering Method NOT Ald Grant / Credit World Bank 24-May-2011 08-Jun-2011 09-Jun-2011 24-Jul-2011 24-Jul-2011 07-Aug-2011	1.00	Package		
ot Details: Lot No. 1 Package Estimated Cost (in Bi Category Approving Authority Package Estimated Cost (in Bi Category Package Estimated Cost (in Bi Category Package Estimated Cost Package Estimated Cost Packa	Int of Tender on e-GP website of Tender ender ender of folaulation Report Award of Contract he NOA	Conduction of Blood Camp in all the state Lot Description in all the states 20000000 00 Social work and related services; Heatth and social work servic HOPE No Open Tendering Method NCT Ald Grant / Credit World Bank 24-May-2011 03-Jul-2011 24-Jul-2011 07-Aug-2011 14-Aug-2011	1.00	Package		
	It of Tender on e-GP website of Tender of Tender ander of Evaluation Report Award of Contract he NOA ntract	Conduction of Blood Camp in all the state Lot Description In all the states 2000000.00 Social work and related services; Health and social work servic HOPE No Open Tendering Method NOT Ald Grant / Credit World Bank 24-May-2011 08-Jun-2011 09-Jun-2011 24-Jul-2011 24-Jul-2011 07-Aug-2011	1.00	Package		

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)

👍 Home 🔍 Message Box 📰 APP	🔊 Tender 🕟 Worl	kflow 😰 Evaluation 📰 My Account 🍳 Help
Friday, 07 Oct, 2011 18:13:04 BST	My Tender	Last Login : Friday, 7 Oct, 2011
	All Tenders	



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"

Collapse						
rocuremer	nt Nature :	Select Nature				
rocuremer	nt Type :	Select Type				
rocuremer	nt Method :	- Select Procurement Method -				
D:			Reference No :			
Publishing D	Date From :		Publishing Date To :]	
Status :		Select-				
			Search Reset			
Fender Se	Parch Require		Search Reset			
		essing Archived Cancelled	Search Reset			
		essing Archived Cancelled Procurement Nature, Title		ization, PE Type, Method	Publishing Date, Closing Date	Dashbo
S.	aration Live Proc	Procurement Nature,	Ministry, DMsion, Organ Ministry of Aviation, PE Office Min of Aviation			Dashbo

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)



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"

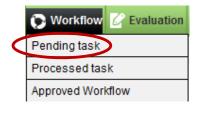
elect l	Ministry/Division/Organization :		<u>A</u>		
rocuri	ing Entity :	Select Office			
rocur	ement Nature :	Select Nature			
rocur	ement Type :	Select Type	Procurement Method :	- Select Pro	curement Method - 🔄
ender	ID :		Reference No :		
rom P	ublishing Date :		To Publishing Date :		E.
rom C	losing Date :		To Closing Date :		
atego	ry:	r i i i i i i i i i i i i i i i i i i i	Select Caterral		
			Search Reset		
end ive	Archive Cancelled All	Procurement Nature.		Type.	Publishing Date and Time,
5. No.	Tender ID, Reference No	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	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	02-0ct-2011 15:17, 24-0ct-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, vefbhccv	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
	108, IRF12001	Goods, Agricultural, horticultural, hunting and related products; Services provided by edra-territorial organisations and bodies;Crops, products of market gardening and horticulture;Cereals and	Ministry of Aviation, North Division, 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.

Module Name :		Process Name :	
ID:		Processed By :	
From Processed Date and Time :	2	To Processed Date and Time	2
		Search Reset	



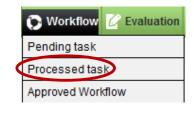
5.2.3 If Secretary User wants to process the file, then click on "Process" link under Action column and system will display Process file in Workflow page. (As shown in Screen – E3) User will be shown File Details, Module, Process Name, Workflow History, Workflow Level and User has to fill details – Comments,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

Process file in Workflow								
Module Name : Process Name :	<u>View</u> Annual Pro App Appro		t Plan (APP) ow					
Comments : *	E Sou	rce 🖌 l		, B, I, U, E, E, E, E, E, A,		rmal 💌 <u>Font</u>	Size Ar Ar	
	Details	are found	d to be correct, so file is processed					
								//
Action :*	Forward							
Upload Document :	Click t	iere If any	relevant documents to be uploaded					
Workflow History :	S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
	1	239	Minister Manish - Minister	15-Oct-2011 14:42:38	Forwarded	View	Minister User - Minister	No Files Uploaded
Workflow Level :	Lev	el No.	Workflow Role	Procurement Role		Name of Official	and Designation	File On Hand
		1	Starts By	PE		Minister Mar	nish,Minister	NO
		2	Reviewer	Minister		Minister Us	ser,Minister	YES
		3	Ends By	HOPE		Minister Mar	nish,Minister	NO
				s	ubmit			



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**)





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.

Module Name :	Process Name :	
ID :	Processed By :	
From Processed Date and Time :	 To Processed Date and Time	2
	Search Reset	

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



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**)

	🕞 Workflow 🕜 Evaluation
	Pending task
	Processed task
<	Approved Workflow

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.

Module Name :		Process Name :	
ID :		Processed By :	
From Processed Date and Time :	8	To Processed Date and Time	
		Reset	

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)

🕞 Workflow	C Evaluation 📰 My Account	
	Opening Committee	2
	Evaluation Committee	
	Tech. Sub. Committee	
	Tender Validity Date Req	
	Evaluation Report Approval	

Screen – F1

Opening committee listing

Select Ministry/Division /Organization :		<u>Å</u>	
Procuring Entity :	Select Office	V	
ID :		Ref.No:	
Opening Date and Time :			
		Search Reset	

Screen – F2

Opening committee listing

Page 1 of 1

Select M /Organiz	linistry/Divisi ation :	on		Å	<u>I</u>		
Procurin	g Entity :	Select Offi	ce	•			
ID :		2443		Ref.No :			
Opening	Opening Date and Time :						
S. No.	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	

Screen – F3

Go To Page

1

Central Procurement Technical Unit (CPTU) IME Division, Ministry of Planning

«First (Previous Next) Last»

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)

Notice	Document	Corrige	ndum/Amendment		Evaluation	NOA	Contract Sig	gning			
Oper	Opening Committee View										
Pack	age No.		PKG-001/23082011								
Pack	age Descriptio	n	Procurement of Com	puter Goods							
	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.										
	Committee Members Committee Role Procurement Role Is Decryptor (Yes/No) Opening Status Opening Date and Time						Opening Date and Time				
	<u>Nitin (HO</u>	PE)	Chairperson HOPE Yes Pending -						-		
	Nitin (TC)C)	Membe	F	то	C/POC			Yes	Pending	-

Screen – F4

Fields marked with (*) are mandatory.					
e-mail ID :	nitinhope@abc.com				
Password : *	•••••				
Comments : *	Logged In.				
	Submit Screen – F5				
Cons	sent for Opening given successfully				



- 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	nmittee 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)	Nitin (TOC) Member TOC/POC		Yes	Agreed	27-Aug-2011 12:40	
To Verify the Integrity of the	Tenderer's Document click (on 'Verify Mega Mega Hash' button				
Verify Mega Hash						
Central Procurement Technical Unit (CPTU)						

IME Division, Ministry of Planning

Screen – F7



Screen – F8

	Form Name	Action		
Schedule of Requirements Form				
Technical Specifications Form	1	Decrypt		
Lot No.	1			
Lot Description	Procurement of Computer Goods			
BoQ Specification Form - 1		<u>Decrypt</u>		
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 Fo	m	Comparative Report Individual Report		
Technical Specifications Form	Decrypt			
Lot No.	1			
Lot Description	Procurement of Computer Goods			
BoQ Specification Form - 1	<u>Decrypt</u>			
BoQ Specification Form - 2				
Grand Summary		-		

Screen – F11

Package No	Package Description					
PKG-001/23082011	Procurement of Computer Goods	Procurement of Computer Goods				
	Schedule	e of Requirements Form				
	Schedule of R	lequirements Form - Header				
Schedule of Requirements Form Table	Schedule of Requirements Form Table					
Schedule Requ	irements		Details			
		Nitin & Co	Dash Techno Ltd			
Schedule 1		Yes	Yes			
Schedule 2	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 o	f Requirements Form				
Schedule of Rec	Schedule of Requirements Form - Header				
Schedule of Requirements Form Table					
Schedule Requirements		Details			
Schedule 1		Yes			
Schedule 2		Yes			
Schedule 3 Yes					
Schedule of Re	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 - Heade	r				
Schedule of Requirements Form Table	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 Fo	rm	Comparative Report Individual Report
Technical Specifications Form	n	Comparative Report Individual Report
	1	
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 : 24	443	Invitation Reference No. :	Inv-Ref-No-001-2308	2011
Closing Date and Time : 28	3-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56	
Procuring Entity : of	fice1			
	KG-001/23082011 rocurement 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	f Computer Goods		
Procurement Data				
Procurement Type	Funding By	Budget Type		Method
NCT	GOB	Revenue	Op	en Tendering Method
Procurement Plan				
Appr	oving Authority		Approval Status	
Name: Hope User			Approved	

Advertisement details								
Newspaper Name	Newspaper Date	URL Page	URL Publishing Date					
	No Reco	rds Found						
Tender Date and Time	Tender Date and Time							
	Date and Time of Publishing		Date and Time of Closing					
		28-Aug-2011 16:21						
Opening Date and Time								
	Original Da	te and Time						
	27-Aug-2	011 11:56						
Tender Document								
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified					
2	2	0	0					
TOC 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		-						

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)

render opening Report 2				Print Go Back to Dashboard
Tender Detail				
Tender ID : 2	443	Invitation Referen	ce No.: Inv-Ref-No-00	1-23082011
Closing Date and Time : 2	8-Aug-2011 16:21	Opening Date and	Time : 27-Aug-2011	11:56
Procuring Entity : 0	flice1			
Rriof	%G-001/23082011 Procurement of Computer Goods			
				😹 View Notice
Tender Opening Report 2				
Ministry Name :	Ministry of ETL	Division Na	me:	
Organization/Agency Name :	Organisation of ETL	Procuring I	Entity: office1	
Tender Package No. and Description	1: PKG-001/23082011 & Pro	curement 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

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
ander Document				
Documents Sold	Nos. of Submi	ssions Nos.	Withdrawn	Nos. Substituted / Modified

S. No.	Name of Tenderer Consultant	Date and Time of Submission	Tender Security Type	Tender Security Amount		nk & Branch, f Issue	Tender Security Valid upto (Date)	Tender Validity upto (Date)
1	<u>Nitin & Co</u>	27-Aug-2011 11:55	Pay Order	1000.00	Bank: Test Sch Branch: branch 27-Aug-2011 1	office 1	27-Aug-2011	11-Sep-2011
2	<u>Dash Techno Ltd</u>	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 Nan	ie	Rank	Amount	t		Estimated Cost	
Dash Techno) Ltd		1		28000.444			35000.000
Nitin & Co			2		28800.444	3500		
TOR Report	Footer							
TOC Members								
Click	on link to Sign	Nitin (HOPE)			Nitin (TOC)			
Committee Role Chairperson					Member			
De	esignation	RNB-PE			RNB-PE			



RNB-ORG-PEO

PE Office

Electronically Signed TOR On

RNB-ORG-PEO

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

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



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

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



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.

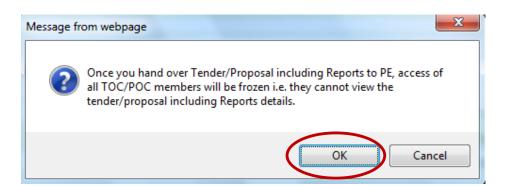
iew Tend	erer's Hash					🦨 Go Bac
Tender D	letail					
Tender ID :		2443		Invitation Reference No. :	Inv-Ref-No-001-23082011	
Closing Dat	te and Time :	28-Aug-2011 16:2	1	Opening Date and Time :	27-Aug-2011 11:56	
Procuring E	Entity :	office1				
Brief :		PKG-001/230820 Procurement of C				
						😹 View Notice
Tender N	/lega Mega Hash :	ebf122467346f	319e13430e0e6f8d7c	3455cf995		
S. No.	Tenderers / C	Consultants		Mega Hash	Submitted Documents	
1	Nitin & Co		763f1aa40c91949f88ce1	1ac738dcc86111c93b03	Vie	<u>w</u>
2	Dash Techno Ltd		b2f34a8b3823780e34a5			

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)

lotice	Document	Corrigendu	m/Amendment	Opening	Evaluation	NOA	Contract Signing
Comm	ients : *	TOC is	CLOSE.		(Subr	nit
			Scree	n – F1	7		
		\bigcirc	Tender d	losed s	uccessfi	ılly	
			Scree		-	mei	ot Technic

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



Screen – F19

N	otice	Document	Сог	rrigendum/Ar	nendment	Opening	Evaluation	NOA	Contract	Signing
	PE Us	er:		PE User						
	Comm	nents : *		TOC Report S	Send to PE.					
					Scree	n – F20	(Subr	nit	
				\bigcirc	Sent to F	PE succe	ssfully			

Tender Opening Report :	Sent to PE for processing
Tenderer's Hash :	<u>View</u>

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)

P Tender 💽 Workflow	C
Create Tender	
My Tender	
All Tenders	

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)

- Collapse							
Procuremen	d Nature :	Select Nature					
Procuremen	it Type :	Select Type					
Procuremen	it Melhod :	- Select Procurement Method					
ID :		2443		Reference No :			
Publishing D	late From :	2		Publishing Date To :			
Status :		Select-					
Tender Se	arch Result			Search Reset			
Under Prep	aration Live Pro	Archived Cancelled					
S. No.	ID, Reference No.	Proc	urement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref-No-001- 23082011	Goods, PKG-001/23082011 Procurement of Computer Goods		Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00 . 28-Aug-2011 16:21:00	
Page 1 - 1				1 Go To Page		& First & Previous	Nexts Lasts

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)

N	lotice	Document	Corrige	ndum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
	Openi	ng Committee	•	View					
	Tende	r Opening Rep	port :	TOR1	TOR2 S	end to TEC/P	EC Chairperso	n	
	Tende	rer's Hash :		View					

Screen – F24

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Tender Opening Report 1						
Ministry Name :	Ministry of ETL	Division Name :				
Organization/Agency Name :	Organisation of ETL	Procuring Entity : offic	te1			
Tender Package No. and Description	PKG-001/23082011 & Procurement of Comp	outer Goods				
Procurement Data						
Procurement Type	Funding By	Budget Type	Method			
NCT	GOB	Revenue	Open Tendering Method			
Procurement Plan						
Appr	oving Authority	App	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 Ni	iin (HOPE)	Nitin (TOC)				
Committee Role Ch	airperson	Member				
Designation RI	IB-PE	RNB-PE				
PE Office RI	IB-ORG-PEO	RNB-ORG-PEO				

Screen – F25

Tender Opening Report 2		ß	🚔 Print	📙 Save As PDF	🖨 Go Back to Dashboard
Tender Detail					
Tender ID :	2443	Invitation Reference No. :	1	nv-Ref-No-001-23082	2011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	2	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 :	0	office1	
Tender Package No. and Descriptic	n: PKG-001/23082011 & Procurement of Co	omputer Goods			

Tender Da	te and Time								
Date and 1	Fime of Publishing	Date and Time of Clos	sing Date and	Time of Opening	Tender Validity Date		Tender Security Validity Date		
27-Aug-2011 11:15		28-Aug-2011 16:21	1 27-Au	ıg-2011 11:56	11-Sep-2011		27-Aug-2011		
Tender Do	ocument								
Documents Sold		Nos. o	f Submissions	Nos	Nos. Withdrawn		Nos. Substituted / Modified		
2			2		0 0		0		
S. No.	Name of Tenderer / Consultant	Date and Time of Submission	Tender Security Type	Tender Security Amount	Name of Bank & Branc Date of Issue		Fender Security /alid 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			11-Sep-2011		

	TOR Report - Header					
Company Na	me	Rank	Amount	t	Estimated Cost	
Dash Techno Ltd		1		28000.444	35000.000	
Nitin & Co		2		28800.444	35000.000	
TOR Report - Footer						
TOC Members	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)

1	lotice	Document	Corrige	ndum/Amendme	nt Paymen	t Opening	Evaluation	NOA	Contract Signing	
	Openi	ng Committee		View						_
	Tende	r Opening Reg	port :	TOR1	TOR2	Send to TEC/P	EC Chairperso	n		
	Tende	rer's Hash :		View						_

Screen – F27

١	lotice	Document	Cor	rigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	
	TEC/P	C/PEC Chairperson: Nitin (HOPE)				_				
	Comments :*			Gone through the TOR1 & TOR2, Sending to TEC Chairperson.						
						(Submit	\mathbf{D}		

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)



Evaluation committee listing

Select Ministry/Division/Organization :			<u>^</u>
Procuring Entity :	Select Office	T	
ID :		Ref.No :	
Opening Date and Time :		Search Reset	a
		Screen – G2	

Evaluat	ion comm	nittee listing					
Select Ministry	/Division/Org	anization :			<u>A</u>		
Procurin	Procuring Entity : - Select Office						
ID :		2443		Ref.No:			
Opening	Date and Tir	me :					
			Sea	arch 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 >>



N	lotice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing	
	Evalua	tion Committe	e	View				
	Date a	nd time of Co	mmittee Formation	23-Aug-2011 16:18				
	Evalua	tion Configura	ation 🤇	Configure				
	Estima	ated Cost		View				

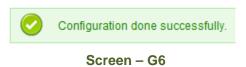
- *6.2.5* After clicking on "**Configure**" link, system will provide the Evaluation Type to TEC Chairperson
 - 1) **Individual**: Whereas all the TEC members have to do the individual evaluation of the tenderer.
 - 2) **Team**: Whereas any one member from TEC has to do the evaluation of the tenderer.

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)

Evaluation Committee	View
Date and time of Committee Formation	23-Aug-2011 16:18
Evaluation Configuration	Configure
Estimated Cost	View
	Configure Evaluation Methodology
Evaluation Type	hdividual 🔘 Team
Su	ıbmit
	16
Evaluation Committee	View

Evaluation Committee		VIEW
Date and time of Committee Formation		23-Aug-2011 16:18
Evaluation Configuration		Configure
Estimated Cost		View
		Configure Evaluation Methodology
Evaluation Type	Individual	(eam
		Select Member
	Nitin (AU))
⊚ Nitin (TEC		C)
(Submit	



- 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/Ame	ndment	Opening		NOA	Contract Sign	ing			
Evalu	Evaluation Committee										
Date and time of Committee Formation 23-Aug-2011 16:18											
Evalu	ation Configura	ation	1	View Configu	iration						
Estin	ated Cost		1	View							
TSCI	ormation Requ	iired		Yes							
Decl	aration Cla	ification									
Со	mmittee Name		My TEC	COM							
	Committee Members				Committee R	ole			Declaration Status	Decla	aration Date and Time
Nitin (HOPE) Chairperson Pending											
Nit	Nitin (AU) Member Pending										
Nit	Nitin (TEC) Member Pending										

- Screen G7
- Fields marked with (*) are mandatory

Committee Member's Name :	Nitin (HOPE)
e-mail ID :	nitinhope@abc.com
Password : *	•••••
Declaration Text :	I do hereby declare and confirm that I have no business or other links to any of the competing tenderer or Applicant
Comments : *	Logged In for Technical Evaluation.
	Screen – G8
	Oeclaration 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

- 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)

. No.		List of Tenderers	Clarification Status	Action
1	<u>Nitin & Co</u>		-	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		ption	Action	
1 Procurement of Computer Goods		Procurement of Computer Goods		Evaluation Pending

Screen – G11

Declaration Clarification							
Company Details							
Company Name :	Company Name : Nitin & Co						
	Package Informati	on					
Package No. :	PKG-001/23082011						
Package Description :	Procurement of Computer Goods						
	Form Name	Evaluation Status	Action				
	Torm 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

1	Form	Name	: Technical Sp	ecificat	tions Form			
i							Post	Query
	Query :			Please	e submit your ISO Details.			
					Screen – G13		Sul	omit
[:] orm Na	ame : <u>Tech</u>	nical Spe	cifications Form					
					Post Query			
Query :								۵ ۲
					Submit			
S. No.	Member	Name			Query			Action
1	Nitin (AU) F	Please submit your ISO De	tails.				Remove
					Screen – G14			
0	File Uploa	ided Suce:	ssfully					
Fields n Docum Descrip	ent:*	th (*) are r	mandatory.	Browse				
					Instructions			
ny Num	nber of file	s can be u	iploaded. Maximum Size o	f a Single F	ile should not Exceed 23MB.			
			s,doc,docx,xlsx,pdf,doc,bm					
S. N		nam any D	File Name	koro, (opdu	File Description	File Size (in KB)		Action
1	D	ocument -	- A.docx		Document - A	0	<u>*</u> ×	

Declarati	ion Clarificat	ion						
S. No.		List of Tenderers		Clarification Status		Action		
1	<u>Nitin & Co</u>					<u>Seek Clarification from Tenderer</u> <u>View Query / Clarification</u> <u>Evaluate Tenderer</u>		
2	<u>Dash Techno L</u>	td		-		Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer		
	Lot No. Lot Description					Action		
	1	Procurement of Computer Good	ds			Evaluation Pending		
		Click he	ere to notify C	Chairperson once you have posted a	ll questions	D		
	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)

		nittee listing					
Select Ministry/	Division/Org	anization :			4		
Procurin	g Entity :	Select (Office				
ID :	ID : 2443			Ref.No:			
Opening	Date and Ti	me :					
			Sea	arch 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 – G18

Declarat	ion Clarification		
S. No.	List of Tenderers	Clarification Status	Action
1	<u>Nitin & Co</u>	-	Seek Clarification from Tenderer View Questions / Send Questions To Tenderer Evaluate Tenderer
2	Dash Techno Ltd	-	Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer

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

Screen – G20

Form Na	Form Name : Technical Specifications Form							
S. No.	Poste	d By		Comme	ints			
No Com	nments found.							
TEC / TS	EC / TSC Member Name : Nitin (AU)							
S. No.	S. No. Queries Edit Select							
1	Please submit you	ur ISO Details.			Edit			
Last Da Respon	20100	3/2011 📰						
Remark	PI. st	ubmit asap.			۵ ٦			
				Post Questions to Tenderer				
				Screen – G21				
Declar	ration Clarificat	tion						
S. No	D.	List of Te	nderers	Clarification Status	Action			
1 <u>Nitin & Co</u>				Clarification Received	Posted To Tenderer <u>Mex-Query / Clarification</u> Evaluate Tenderer			
2	Dash Techno I	<u>_td</u>		-	Evaluate Tenderer			
	Lot No.		Lot Descrip	tion	Action			
	1 Procurement of Computer Goods				Evaluation Pending			



- 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 Na	Form Name : Technical Specifications Form						
TEC / TS	C Member Name : Nitin (AU)						
S. No.		Query Clarification					
1	Please submit your ISO Det	e submit your ISO Details. ISO Certificate is as atttached.					
S. No.	Posted By		TSC Comments				
No Com	No Comments found.						

Screen – G23

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

Screen – G24

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

Screen – G25

Form Name : <u>Technical Specifications Form</u>								
Tender Details								
Package	e No. :	PKG-001/23082011						
Package	e Description :	Procurement of Computer Goods						
TEC / TSO	C Member Name : Nitin (AU)						
S. No.		Questions	Answer					
1	Please submit your ISO D	etails.	ISO Certificate is as atttached.					
Evaluatio Status :		ect						
Reason :* Details are as per the PQ.								

Screen – G26

Declaration	Eval. Report							
Company Details								
Company Nam	e:	Nitin & Co)					
			Package Informa	tion				
Package No. :		PKG-001	23082011					
Package Desc	ription :	Procurem	ent of Computer Goods					
				\frown				
		Form N	lame	Evaluation Status	Action			
Technical Spe	cifications Form			Accepted	Evaluate Form			
Schedule of Re	equirements For	m		Accepted	Evaluate Form			



- 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)

eclarati	on Eval. Rep	ort Clarification			
S. No.		List of Tenderers	Clarification Status	Action	
1	Nitin & Co		Clarification Received	Posted To Tenderer <u>View Query / Clarification</u> <u>Edit View</u>	
2	Dash Techno Li	td	-	<u>Edit</u> <u>View</u>	
Lot No. Lot Descrij		otion	Action		
1 Procurement of C		Procurement of Computer Goods		Fill Evaluation Form (Tender Evaluation Report 1) Fill Evaluation Form (Tender Evaluation Report 2)	

Criteria	Dash Techno Ltd	Nitin 8 Co
Tender Validity	Yes	Yes 🗸
Tender Security		
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 💌

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	Technical Responsiveness Report								
Ministry Name : Ministry of ETL				Division Name :					
Organiza	tion/Agency Name :	Organisation of ET	L	Procuring Entity:	office1				
Tender Pa	ackage No. and Description :	PKG-001/2308201	1 & Procurement o	f Computer Goods					
Lot No. ar	nd Description :	1 & Procurement o	of Computer Goods						
Procuren	nent Data								
Procurement Type Procurement Method									
	N	ст			Open Tendering M	lethod			
Procuren	nent Plan								
	Approval Status			Budget Type		Approval Stat Official Estim			
	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 Tech	hno Ltd		Yes 💌	Yes	Yes 💌	Yes 💌	-		
Vitin & Co			Yes 💌	Yes	Yes 💌	Yes 💌	-		
Screen – G29 Declaration Eval. Report Clarification									
S. No.	List of	Tenderers		Clarification Status		Action			
1 <u>Nitin & Co</u>			Clarification Received	Posted To Tenderer <u>View Query / Clarification</u> <u>Edit View</u>					
2	Dash Techno Ltd				Edit View				

Lot No.	Lot Descri		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	

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)

Evaluati	Evaluation committee listing											
Select Ministry/Division/Organization :												
Procurin	g Entity :	Select C	Office	-								
ID :		2443		Ref.No :								
Opening	Date and Ti	me:										
			Sea	rch 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 – G31

Declaration		Clarifica	tion						
Finalize Evaluation Status :									
		S. No.	List of Tenderers	Finalized Evaluation Status	Action				
		1	Nitin & Co	-	Finalize Responsiveness				
		2	Dash Techno Ltd	-	Finalize Responsiveness				
Lot No:	Lot No: 1								
Lot Description	on:	Procuren	nent of Computer Goods						

Declara	ation		Clarificat	ion					
Compan	Company Name : Nitin & Co								
Tender l	Tender Details								
Package	e No. :		PKG	-001/23082011					
Package	e Descr	iption :	Proc	urement of Computer Goods					
S. No.	No. Form Name		ame	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)			
1	Technical Specifications Form		ns Form	<u>Accepted</u> Seek Clarification from Committee <u>Member</u>	Accepted	<u>Accepted</u> Seek Clarification from Committee <u>Member</u>			
2	Schedule of Requirements Form		<u>nents Form</u>	<u>Accepted</u> Geek Clarification from Committee <u>Member</u>	<u>Accepted</u>	<u>Accepted</u> <u>Seek Clarification from Committee</u> <u>Member</u>			
Evaluation: Technically Responsive Technically Non-responsive 									
Submit									

Screen – G33

- 6.2.38 After Finalize Evaluation Status by Chairperson, Chairperson will be able to see the (Tender Evaluation Report 1 and Tender Evaluation Report 2) by clicking on "Configure" respective report will get displayed to 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)

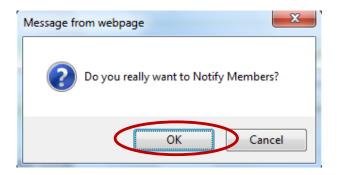
Declaration	Eval. Report	Clarifica	tion					
Finalize Evalu	ation Status :							
		S. No.	List of Tenderers	Finalized Evaluation Status	Action			
		1	Nitin & Co	Technically Responsive	Finalize Responsiveness			
		2	Dash Techno Ltd	Technically Responsive	Finalize Responsiveness			
Lot No:	Lot No: 1							
Lot Description	on:	Procuren	Procurement of Computer Goods					
Tender Evalu	ation Report 1	<u>View Mer</u>	ew Members Evaluation Configure					
Tender Evalu	ation Report 2	<u>View Mer</u>	nbers Evaluation Configure					

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

Declaration	Eval. Report	Clarifica	tion					
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 Descripti	on:	Procurement of Computer Goods						
Tender Evalu	ation Report 1	Report 1 View Members Evaluation Configure Notify Members to Sign the Report View and Sign						
Tender Evalu	Tender Evaluation Report 2 View Members Evaluation Configure Notify Members to Sign the Report View and Sign							

Screen – G36



Screen – G37

Declaration	Eval. Report	Clarification	
Lot No:		1	
Lot Description	on:	Procurement o	f Computer Goods
Tender Evalu	ation Report 1	View and Sign	>
Tender Evalu	ation Report 2	View and Sign	

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

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

TEC Members

TEC Members							
Name	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)				
Committee Role	Member	Chairperson	Member				
Designation	RNB-PE	RNB-PE	RNB-PE				
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	RNB-ORG-PEO				
Signed Tender Evaluation Report 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
	Ψ
\langle	Sign



- *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)

Declaration	Eval. Report	Clarifica	ation				
			·				
Finalize Evalu	ation Status :						
		S. No.	Li	st of Tenderers	Finalized Evaluation Status	Action	
		1	Nitin & Co		Technically Responsive	Evaluated	
		2	Dash Techno Ltd		Technically Responsive	Evaluated	
Lot No:		1					
Lot Descripti	on:	Procurer	Procurement of Computer Goods				
Tender Evalu	aluation Report 1 View Members Evaluation View						
Tender Evalu	ation Report 2	12 View Members Evaluation View					
Price Compa	rison Report	View and	I Save				

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 Comput	er Goods			
					📓 View Notic
		TER	Report - Header		
Compar	ny Name	Rank	Amount	Estimated C	ost
Dash Techno Ltd		L1	28000.444		35000.00
Nitin & Co		L2	28800.444		35000.00
	I				

Screen – G42

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

Screen – G43

Message from webpage
Do you really want to Notify Members?
OK Cancel

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

Lot No. 1							
Lot Description	Lot Description Procurement of Computer Goods						
Post Qualificatio	Post Qualification						
Rank	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 N	ame: Dast	Techno Ltd		
Site Visit Requires?:	Yes			
Site Visit Da Time :	ite and			
Comments	:			× ~
	I			Submit

Screen – G47

PQ Proc	PQ Process initiated successfully											
Lot No. 1												
Lot Description Procurement of Computer Goods												
Post Qualification	n	Initiated										
Rank	Tenderer		Post Qualification Status	NOA Acceptance Status	Date and Time of Post Qualification	Action						
L1	Das	sh Techno Ltd	Pending	Pending	-	Edit <u>View</u> <u>Upload Report</u> <u>Complete</u>						

Declaration	Eval. Report	Clarification	Post Qualification	
Tenderer :	Dash T	echno Ltd		
Post Qualifica Status :	tion Qualify			
Comments :				A
				~
				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)

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Tender Detail							
Tender ID :	2443			Invitation Reference No. :	Inv-Ref-No-0	01-230820	111
Closing Date and Time :	28-Aug-2011	16:21		Opening Date and Time :	27-Aug-2011	l 11:56	
Procuring Entity :	office1						
Brief :	PKG-001/230 Procurement		Coode				
	Trocarement	or computer	00003				📓 View Notice
		Fi	inancial Evaluat	ion and Price Comparison			
Ministry Name :	Ministry	y of ETL		Division Name :			
Organization/Agency Name :		sation of ETL		Procuring Entity :	office1		
Tender Package No. and Descript	tion : PKG-00	01/23082011	& Procurement of C	Computer Goods			
Lot No. and Description :	1 & Pro	ocurement of	Computer Goods				
Procurement Data							
Pro	curement Type	÷		Pro	ocurement Met	hod	
	NCT			Ope	n Tendering Me	ethod	
Procurement Plan							
Approval Status				Budget Type			Approval Status of Official Estimates
Approved				Revenue			-
Price Evaluation			TER	Report - Header			
Company Nan	ne		Rank	Amount		Estim	ated Cost
Dash Techno Ltd			L1	28000.444		Louin	35000.0
Nitin & Co			L2	28800.444			35000.0
TER Report - Footer			LL	20000.111			00000.0
Post Qualification							
			Name of Tendere	r			Status
			No	Records Found			
	that the examin	ation and eva	aluation has followe	mpeting Tenderers. d the requirements of the Act, the Rules ation have been correctly reflected in the			
TEC Members							
	Nitin (AU)		(Nitin (HOPE)	Nitin (TEC)	
Name	-				Memb		
Name Committee Role	Member			Chairperson	wento	Jei	
Committee Role	Member RNB-PE			Chairperson RNB-PE	RNB-F		
		0			RNB-f		



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Tender Detail							
Tender ID :	2443		Invitation Deference No. 4	Inv Def No. 0	04.000000		
		11 16:01	Invitation Reference No. :	Inv-Ref-No-0			
Closing Date and Time : Procuring Entity :	28-Aug-20 office1	11 10.21	Opening Date and Time :	27-Aug-2011	11.50		
	PKG-001/2	202011					
Brief :		ent of Computer Goods					
						📓 View Notic	
		Final Ex	valuation Report				
Ainistry Name :	Mini	stry of ETL	Division Name :				
Organization/Agency Name :	Orga	anisation of ETL	Procuring Entity :	office1			
Fender Package No. and Descrip		G-001/23082011 & Procurement of C	Computer Goods				
ot No. and Description :		Procurement of Computer Goods					
Procurement Data							
Pro	ocurement Ty	ype	I	Procurement Met	hod		
	NCT		Open Tendering Method				
Procurement Plan			·				
Approval			Budget Type			pproval Status of	
Status			Revenue -			Official Estimates	
Approved			Revenue			-	
ame of Tenderer Recommended	i for Award						
ash Techno Ltd							
Pos	st Qualificatio	on Report		Clarification on 1	Fenders		
	View		Claricat	ion on Tender has	s not taken p	place	
TEC Members			· ·				
EC Members							
Name	Nitin (AU)	-	Nitin (HOPE)	Nitin (TEC)		
Committee Role	Member		Chairperson	Memb			
Designation	RNB-PE		RNB-PE	RNB-F			
	RNB-ORG-F	PEO	RNB-ORG-PEO	RNB-0	RG-PEO		
PE Office							



- 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)

Declaration		Clarific	ation	Post Qualification				
Finalize Evalu	ation Status :							
			S. No.	Lis	t of Tenderers	Finalized Evaluation Status	Action	
			1	Nitin & Co		Technically Responsive	Evaluated	
			2	Dash Techno Ltd		Technically Responsive	Evaluated	
Lot No:			1					
Lot Description	on:		Procure	ment of Computer Good	IS			
Tender Evalu	ntion Report 1		View Me	mbers Evaluation Vie	W			
Tender Evalu	ation Report 2		View Me	mbers Evaluation Vie	W			
					Dash Techno Ltd			
Price Compa	ison Report		View					
Tender Evalu	ation Report 3		View					
Tender Evalua	ntion Report 4		View					
Send Evaluat	on Report to AA		Send)				

Screen – G52

Send To Officre's		AA 💌 Hope User						
Commer	nts : *	🖲 Source 🛷 🛅 A: • 🗛 •	€ € ∃= ⊞	≜ ≼ ∂	ΒIŲ	B 3 3 3	Normal 👻	
		Send for an Approva	I.					
								<i>li</i> ,
Referen	ce Document :	Upload Submit						
S. No.	File	e Name			File Desc	ription	File Size (in Kb)	Action
				No reco	rds found.			



6.3 Evaluation >> Tech. Sub. Committee

Fields marked with (*) are mandatory

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								



- 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)

🔊 Tender	🕞 Workflow 💋
Create Ten	der
My Tender	
All Tenders	



My Tenders	5						
- Collapse							
Procuremen	nt Nature :	Select Nature	•				
Procuremen	nt Type :	Select Type	•				
Procuremen	nt Method :	- Select Procurement Method -					
ID:				Reference No :			
Publishing D)ate From :			Publishing Date To :			
Status :		Select					
			Search	Reset			
Tender Se	earch Result						
Under Prep	aration Live Proc	essing Archived Cancelled					
S. No.	ID, Reference No.	Procure	ement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Description
1	2443. Inv-Ref-No-001- 23082011	Goods. PKG-001/23082011 Procurement of Computer Goods		Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00 . 28-Aug-2011 16:21:00	\bigcirc

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)

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Notice	Document	Clarification	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing		
Adver	tisement			View						
Evalua	ation Committ	ee		View						
Date a	and time of Co	mmittee Format	ion	01-Sep-2011 15:47						
Work	flow			View View Workflow History						
Validit	ty and Securit	y Extension		Extend						
Debrie	efing on Tende	er		View						
Techn	ical Sub Com	mittee Formatio	Create TSC Use Existing Committee							
Workt	flow			Create						

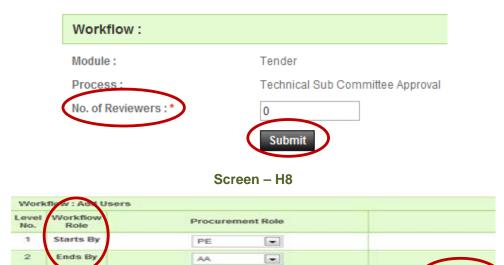
Screen – H5

Committee Name : *	tsc comm	comm				
Minimum Members Required :	2					
Maximum Members Required :	3					
S Add Members						
Members Name		Committee Role	Members From	Action		
ECM		Member	External Member	Remove		
External User Chairperson 💽 External Member 😔 Remove						
Submit						

Screen – H6 (A)

earch by :* Committee Name Search										
Select	S. No.		Tender ID		Committee Name View Committee Details					
0	1		2443	tsc comm View						
Screen – H6 (B)										
Notic	e Doc	ument	Corrigendum	Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	
Adv	/ertisem	ent			View					
Eva	luation (Committe	ee		View					
Dat	e and tir	ne of Co	mmittee Formati	on	23-Aug-2011	16:18				
Debriefing on Tender					View					
Teo	hnical S	Sub Com	mittee Formation		Edit TSC Vi	iew TSC				
Wo	Workflow				Create					

Screen – H7



Notice	Document	Corrigendum/Amendment	Payment	Opening		NOA	Contract Signing		
Adver	Advertisement			View					
Evalua	Evaluation Committee								
Date a	nd time of Co	mmittee Formation	23-Aug-2011 16:18						
Debrie	efing on Tende	۶r	View						
Techn	Technical Sub Committee Formation			Edit TSC View TSC					
Workf	Workflow			Edit View Process file in Workflow View Workflow History					

Screen – H10

ile Details :	View			
todule Name :	Tender			
rocess Name :	Technical Su	ub Committee Approval		
omments :*				
	Source	*****	E 🚔 ፍ 🔿 🖪	1 💆 🔳 🗐
	Ar A			
	Put for an	APPROVAL		
clion : *				
ction : *	Forward			
ction : * Ipload Document :		re if any relevant documen	ts to be uploaded	
pload Document :			ts to be uploaded	
pload Document :	Click he		Is to be uploaded Processed Date and Ti	me Action
pload Document :	Click he	re If any relevant documen	Processed Date and Ti	me Action
pload Document : Vorkflow History :	Click he	D Processed By	Processed Date and Tr	No Records Found
Ipload Document : Vorkflow History :	Click he	D Processed By	Processed Date and Tr	No Records Found
pload Document : Vorkflow History :	S. No I	D Processed By O. Workflow Role	Processed Date and Tr	No Records Found
pload Document : Vorkflow History :	S. No I Level No 1	D Processed By O. Workflow Role Starts By	Processed Date and Tr Procurement Ro PE	No Records Found
pload Document : /orkflow History :	S. No I Level No 1	D Processed By O. Workflow Role Starts By	Processed Date and Tr Procurement Ro PE	No Records Found
Ipload Document : Vorkflow History :	S. No I Level No 1	D Processed By O. Workflow Role Starts By	Processed Date and Tr Procurement Ro PE	No Records Found
pload Document : Vorkflow History :	S. No I Level No 1	D Processed By O. Workflow Role Starts By	Processed Date and Tr Procurement Ro PE	No Records Found
pload Document : /orkflow History :	S. No I Level No 1	D Processed By Workflow Role Starts By Ends By	Processed Date and Tr Procurement Ro PE AA	No Records Found
pload Document : /orkflow History :	S. No I Level No 1	D Processed By Workflow Role Starts By Ends By	Processed Date and Tr Procurement Ro PE	No Records Found
pload Document : Vorkflow History :	S. No I Level No 1	D Processed By Workflow Role Starts By Ends By	Processed Date and Tr Procurement Ro PE AA	No Records Found
	S. No I Level No 1	D Processed By Workflow Role Starts By Ends By	Processed Date and Tr Procurement Ro PE AA	No Records Found
pload Document : Vorkflow History :	S. No I Level No 1	D Processed By O Workflow Role Starts By Ends By SCree	Processed Date and Tr Procurement Ro PE AA	No Records Found



- 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)

💽 Workflow	C Evaluation		
Pending task			
Processed task			
Approved Worl	kflow		

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

File Details : Module Name :	Mew				
	Tender				
Process Name :		al Sub C	Committee Approval		
Comments :*	E s	lource .	水胞酸酸 [E]	E B	y 🔳 🗉 🗉
	A.*	A-			
	1000	roved			
Action :*	Approv				
optical occument :	E Ch	K.here.l	Lanx relevant documents	to be uploaded	
Workflow History :	S. No	ID	Processed By	Processed Date and Time	Action
	1	2443	PE User - Tester-abc	29-Aug-2011 13:28:45	Forwarded
rkflow Level :	Lev	el No.	Workflow Role	Procurement Role	
	-	1	Starts By	PE	

Screen – H14

- 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)

🔊 Tender	🕟 Workflow 🕻
Create Ten	der
My Tender	
All Tenders	

My Tende	rs						
- Collapse							
Procurem	ent Nature :	Select Nature					
Procurem	ent Type :	Select Type					
Procurem	ent Method :	- Select Procurement Method -					
ID :				Reference No :			
Publishing	Date From :			Publishing Date To :			
Status :		Select-					
			Search	Reset			
Tender	Search Result						
Under Pre	eparation Live Proc	essing Archived Cancelled					
S. No.	ID, Reference No.	Procurement Nature, Title		Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref-No-001- 23082011	Goods, PKG-001/23082011 Procurement of Computer Goods		Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00 , 28-Aug-2011 16:21:00	

Screen – H18

Notice	Document	Corrigendum/Amendment	Payment	Opening		NOA	Contract Signing	
Advertisement			View					
Evalua	Evaluation Committee							
Date a	and time of Co	mmittee Formation	23-Aug-2011 16:18					
Debrie	efing on Tende	۲	View					
Techn	Technical Sub Committee Formation			View TSC Notify TSC Members				
Work	Workflow			View View Workflow History				

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





Screen – H20

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)

	Evaluation H22							
Evaluation	i committee l	listing						
Select Minis	try/Division/Orga	anization :		<u>Å</u>				
Procuring E	ntity :	- Select Office		•				
ID :		2503		Ref.No :				
Opening Dat	te and Time :							
	Search Reset							
S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard	
1	2503	250	Note : The tender is used to check goods/NCT case for testing	Organisation of ETL	office1	01-Sep-2011 15:52		
Page 1 of 1	Page 1 of 1 Go To Page (First (Previous Next) Last »							



- 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)

Notice	Document	Clarification	Corrigendum/Am	nendment	Opening	Evaluation	NOA	Contract Signing		
Comm	Committee Name : tsc comm									
Minim	Minimum Member's Declaration Required : 2									
Decla	Declaration Recommendation									
S.	No.		Committee Me	mbers				Role	Declaration Status	Declaration Date and Time
	1 External User					Chairperson	Pending	-		
2 ECM Member				Member	Pending	•				

Screen – H24

Fields marked with (*) are mandatory

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

Screen – H24 (A)

Declaration	Recommendation	
S. No.	List of Tenderers	Action
1	Deepacmp	Post Comments Yew 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	\frown		
C	e-Tender Submission Letter (Form e-PG3 1)	Comments Pending	Post Comments			
	Tenderer intermetion Form (a P80-2)	Comments Pending	Post Comments			
	Technical Specifications and Compliance of Goo	Comments Pending	Post Comments			

Screen – H26

	Post Comments
Comments : *	B Source of B the B I U ■ = Normal ▼ Font ▼ Size ▼ At* A*
	ISO Certificate is Missing_!!
	Submit Screen – H27

Comment posted successfully					
S. No.	Member Name	Comments	Action		
1	ECM	ISO Certificate is Missing.!!!	<u>Edit Delete</u>		

Screen – H28

Declaration	Recommendation						
S. No.	List of Tenderers	Action					
1	Deepacmp	Post Comments View Query / Clarification					
2	e-procure	Post Comments View Query / Clarification					
	Notify Evaluation Committee for Completion of Evaluation						
Upload Recom	Upload Recommendation Report						



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**)

🖓 Tender 🕟 Workflow 🕻	2		
Create Tender			
My Tender			
All Tenders			



My Tender	fy Tenders							
- Collapse	Collapse							
Procuremen	nt Nature :	Select Nature						
Procuremen	nt Type :	Select Type						
Procuremen	nt Method :	- Select Procurement Method -						
ID :				Reference No :				
Publishing C	ate From :	2		Publishing Date To :	2			
Status :		Select-						
	Search Reset							
Tender Se	arch Result							
Under Prep	Under Preparation Live Processing Archived Cancelled							
S. No.	ID, Reference No.	Procurement Nature, Title		Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard	
1	2443, Inv-Ref-No-001- 23082011	Goods, PKG-001/23082011 Procurement of Computer Goods		Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00 , 28-Aug-2011 16:21:00	\bigcirc	

Screen – I2

Notice	Document	Clarification	Corrigendum/Amendment	Payment	Opening	Evaluation		
Adver	tisement		View					
Evalua	ation Committe	ee	View					
Date a	and time of Co	mmittee Formati	01-Sep-2011 15:47					
Workf	Workflow				View View Workflow History			
Validit	y and Security	/ Extension		Extend				
Debrie	Debriefing on Tender			View				
Techn	Technical Sub Committee Formation				View TSC			
Workf	low		View View Workflow History					

Screen – I3



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)
- 6.4.7PE 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)

T.

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

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



- 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)

👍 Home 🔍 Message Box 📰 APP 👰 Tender 💽 Workflow	C Evaluation My Acco	unt 🥐 Help
Wednesday, 12 Oct, 2011 13:28:54 BST	Opening Committee	dnesday, 12
	Evaluation Committee	
	Tech. Sub. Committee	
Opening committee listing	Tender Validity Date Req	
	Evaluation Report Approval	

Screen – I7

nding 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

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

Validity Extension Request

- *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	C Evaluation My Acco	unt 💽 Help
Wednesday, 12 Oct, 2011 13:30:25 BST	Opening Committee	dnesday, 12
	Evaluation Committee	
	Tech. Sub. Committee	
Evaluation Report Approval	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.

		eport Approv	al				
1	Fender ID :		2443	Sea	Reference No. : rch 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 〈 Previ	ous 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	



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)

Action : *	Approve
Comments : *	🗏 Source 🛷 🛅 🛅 🔯 🔚 🏣 🚔 🐟 \Rightarrow 🖪 I U 🧮 🗄 🗐 🚇 🔝 🚍 Normal 💌 Font 💌
	Size 🔽 🗛 🖌 💽
	Approved
	Submit



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

Process Evaluation Reports

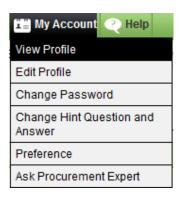
Sevaluation Report Processed successfully				
Tender Detail				
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011	
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56	
Procuring Entity :	office1			
Brief :	PKG-001/23082011 Procurement of Computer Goods			
			📓 View Notice	
Lot No.	1			
Lot Description	Procurement of Computer Goods			
		Dash Techno Ltd		
Report Type		Status	Action	
Evaluation Report	Approved		View	

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

Emple	oyee Name	Department Name	Office	Designation	Procurement Role
ecretary User		Ministry of Aviation	PE Office Min of Aviation	Minister	Secretary
e-mail ID :	man_sec@in.com				
ull Name :	Secretary User				
lame in Bangla :	Secretary User				
lational 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)

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🔛 My Account 🍳 Help
View Profile
Edit Profile
Change Password
Change Hint Question and Answer
Preference
Ask Procurement Expert

Screen – K3

Edit Profile

Personal Information				
Fields marked with (*) are mandatory.				
e-mail ID :	man_sec@in.com			
Full Name : *	Secretary User]		
Name in Bangla :	Secretary User]		
National ID :	87965462132165468]		
Mobile No :	008809825041225	(Mobile No. format should be e.g 1936742068)		
	Update			
	\smile			



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**)

🖺 My Account 🍳 Help
View Profile
Edit Profile
Change Password
Change Hint Question and Answer
Preference
Ask Procurement Expert

Screen – K5

Change Password

Fields marked with (*) are mandatory.				
Current Password : *	•••••	Valid password		
New Password : *	•••••]		
	(Minimum 8 characters) and space)	required. Make sure		
Confirm Password : *	•••••]		
(Submit			
	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**)

🟥 My Account 🍳 Help	
View Profile	
Edit Profile	
Change Password	
Change Hint Question and Answer	
Preference	
Ask Procurement Expert	

Screen – K7

Change Hint Question and Answer

Hint Question : *	What is your favourite color ?	•
Hint Answer : *	Green	
(Submit	
	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)

💾 My Account _? Help
View Profile
Edit Profile
Change Password
Change Hint Question and Answer
Preference
Ask Procurement Expert

Screen – K9

User Preference

Fields marked with (*) are mandatory.

Email Alert :*
Yes No
Sms Alert :* Yes No
Yes No
Submit



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)

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🔛 My Account 🍳 Help	
View Profile	
Edit Profile	
Change Password	
Change Hint Question and Answer	
Preference	
Ask Procurement Expert	

Screen – K11



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