



e-GP System User Manual for
Tenderer / Consultant,
Individual Consultant,
Government Owned Enterprise

(<http://eprocure.gov.bd>)



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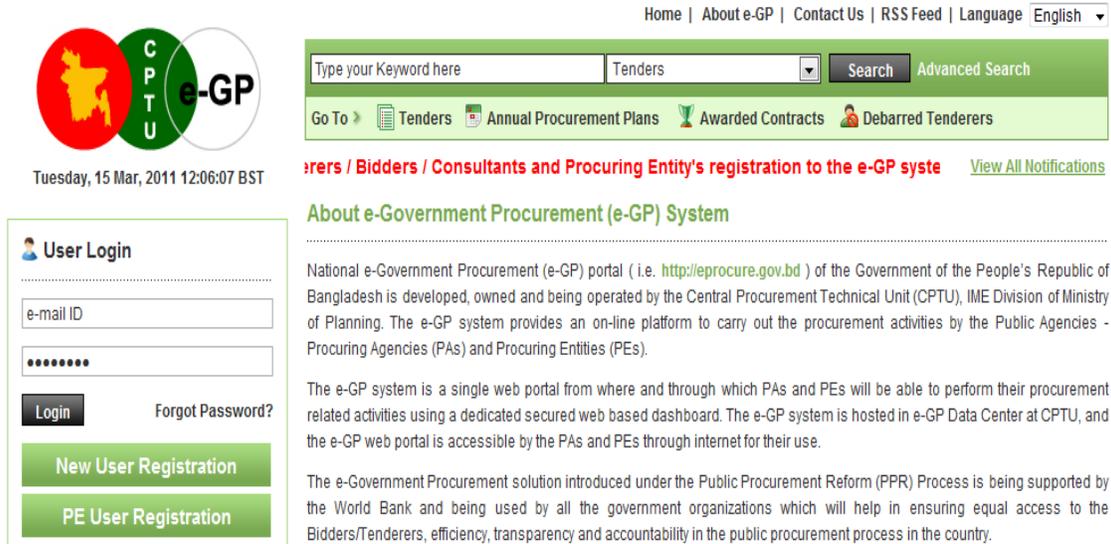
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1. Login to e-GP Portal along with User Name & Password

The moment Tenderer / Consultant is created on e-GP; With the help of this User name & Password, Tenderer / Consultant can start using on e-GP Portal (As shown in **Screen –A1**)

Steps for Login to the system

1.1. Tenderer / Consultant will login to e-GP Portal along with User Name & Password on the left panel of the home page. On clicking “**Login**” button, Tenderer / Consultant will be logged into the e-GP Portal.



The screenshot displays the e-GP Portal interface. On the left, there is a logo for CPTU e-GP and a 'User Login' section with fields for 'e-mail ID' and a password, along with 'Login', 'Forgot Password?', 'New User Registration', and 'PE User Registration' buttons. The top right features a navigation menu with links for Home, About e-GP, Contact Us, RSS Feed, and Language (English). Below the navigation is a search bar with the text 'Type your Keyword here' and a dropdown menu set to 'Tenders'. A 'Go To' section lists 'Tenders', 'Annual Procurement Plans', 'Awarded Contracts', and 'Debarred Tenderers'. A notification banner at the top right reads 'Tenders / Bidders / Consultants and Procuring Entity's registration to the e-GP system' with a 'View All Notifications' link. The main content area is titled 'About e-Government Procurement (e-GP) System' and contains text describing the portal's purpose and operation.

Screen–A1

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**)

Monday, 16 May, 2011 17:40:06 BST Last Login : Monday, 16 May, 2011 17:35:00 Welcome, e-GP Admin | Logout View All Notifications

Inbox

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

S.No	From	Subject	Priority	Date and Time
1	No Data Found	No Data Found	No Data Found	No Data Found

Page 1 of 0

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

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

- 2.2.4 “**Compose Message**” → User can Compose messages using this functionality.
- 2.2.5 “**Inbox**” → All the mails which are received by user will be available in this folder.
- 2.2.6 “**Sent**” → Mails which user sent through compose message will be available in this folder.
- 2.2.7 “**Trash**” → Deleted messages will be in this folder.
- 2.2.8 “**Draft**” → Saved messages will be in this folder.

2.3 Message Box >> To Do List

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

[View All Notifications](#)

View Task Details

Date From:

Date To:

Status : Pending

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

Screen-B3

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

Search Functionality

[View All Notifications](#)

View Task Details

Date From:

Date To:

Status : Pending

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

Screen-B4

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

View Task Details

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-B5

Task Brief : * Document Upload

Task Details : *

Document Upload for Tender id : 105

Scanned/PDF copy of,

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

Priority : High

Start Date : * 28/08/2011

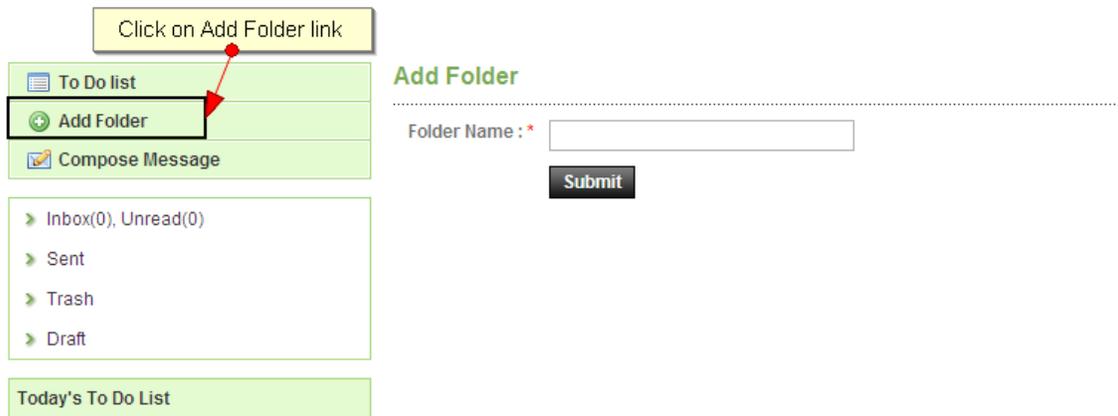
End Date : * 31/08/2011

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.

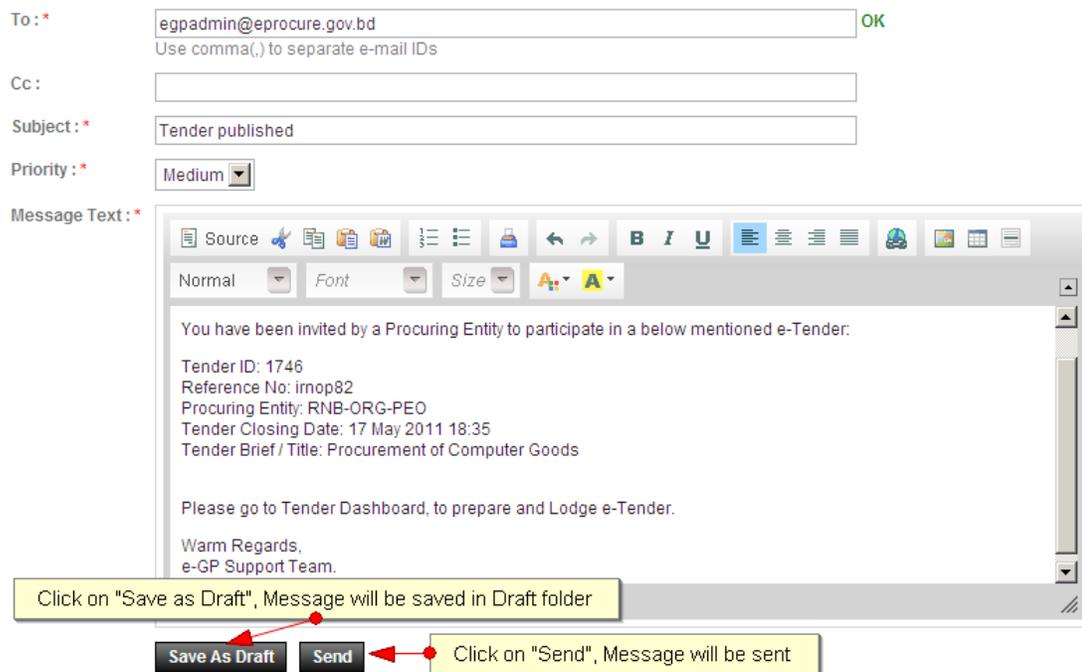


Screen-B7

2.5 Message Box >> Compose Message

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

Compose Mail



Screen–B8

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

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

2.6 Message Box >> Inbox

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

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

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

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Screen–B9

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

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

Page 1 of 2

Screen–B10

View Message

Subject : APP ID: 1032 APP Approval is required 16-May-2011 10:12:42
From : peuser@egp.com
To : hopeuser@egp.com
Cc :
Priority: High

Dear User,

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

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

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

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

Regards,
e-GP Help Desk.

Screen-B11

Trash	When User View Message, on top User can click on “Trash”, to remove the message from Inbox. Once message can then be found in Trash Folder.
Reply	When User View Message, on top User can click on “Reply”, User can revert back to “From” eMail ID(s).
Reply To All	When User View Message, on top User can click on “Reply”, User can revert back to all i.e. “From” & “Cc” eMail ID(s).
Forward	When User View Message, on top User can click on “Forward”, User can forward the message to other users 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 :

Keyword :

From Date :

e-mail ID :

To Date :

Screen-B12

2.7 Message Box >> Sent Folder

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

Sent

Search In : Keyword : e-mail ID :
From Date : To Date :

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

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Screen-B13

2.8 Message Box >> Trash Folder

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

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

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

Trash

Search In : Keyword : e-mail ID :
From Date : To Date :

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

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Screen-B14

2.9 Message Box >> Draft Folder

2.9.1 When users 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 needs to click on “**Edit**” link > Open **Message**> If any update in the message, user can update and Click on “**Send**” button.

Draft

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

Messages

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

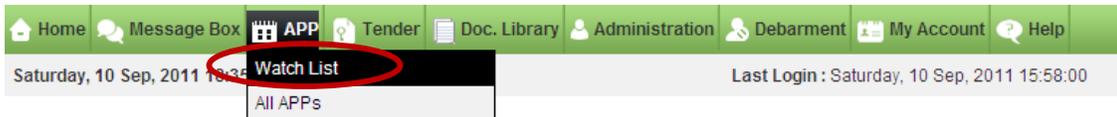
⏪ ⏩ Page 1 of 1 ⏪ ⏩ 10

Screen-B15

3. Annual Procurement Plan (APP)

3.1 Watch List (APP >> Watch List)

3.1.1 If Tenderer / Consultant want to see the entire APP's which are marked for watch list by him. Tenderer has to click on “**Watch List**” sub-menu under APP menu. (As shown in **Screen – C1**)



Screen–C1

3.1.2 On click, System will show APP Watch list with Search parameters through which Tenderer can search like (Select Ministry / Division / Organization, Procuring Entity, Project Name, Financial Year, Budget Type, Procurement Nature, Procurement Type, APP ID, APP Code, Package No, Package Estimated Cost, Value and Categories) and required result will be displayed in the grid. (As shown in **Screen – C2**)

APP WatchList

- Collapse

Select Ministry/Division/Organization:

Procuring Entity:

Project Name:

Financial Year:

Procurement Nature:

Budget Type:

Procurement Type:

APP ID:

APP Code:

Package No.:

Package Estimated Cost:

Value:

Category:

Annual Procurement Plan Search Results

S. No.	APP ID, APP Code	Ministry, Division, Organization, PE	District	Procurement Nature, Project Name	Package No, Description	Estimated Cost (in BDT), Procurement Method
1	199, 100911	Helicopter Organisation, PE Office Helicopter Organisation	Dhaka	Goods_Test_12052011	e-Tender 1009111, testing of workflow	70000000.00, OTM

Screen–C2

3.1.3 If Tenderer wants to view the APP Details then he has to click on **Description** link, System will display page in which Package Details, Key field information, Lot Details, Tender Dates will be displayed (As shown in **Screen – C3**)

3.1.3.1 **Save As PDF** - Tenderer will find “**Save as PDF**” option on right side on the APP details page, on click system will ask to “**Save**” or “**Open**”. If Tenderer clicks on “**Save**”, then system will save the APP details information in the local system in PDF Format. If Tenderer clicks on “**Open**”, then system will open the APP information in PDF Format. (As shown in **Screen – C3**)

3.1.3.2 **Print** - Tenderer will find “**Print**” option on right side on the APP details page and can take the printout in paper. (As shown in **Screen – C3**)

3.1.3.3 **Remove from WatchList** - If Tenderer wants to remove from watch list then Tenderer has to click on “**Remove from WatchList**” button. (As shown in **Screen - C3**). On Click, System will display message “**Removed from your WatchList**” (As shown in **Screen – C4**)

View APP: Package Details

Ministry : Ministry of Aviation
 Division : North Division
 Organization : Helicopter Organisation
 PE Office and Code : PE Office Helicopter Organisation - 9999
 Budget Type : Revenue Project Name : Test_12052011

Key Fields Information:

APP ID :	199
APP Code :	100911
Financial Year :	2010-2011
Budget Type :	Revenue
Project Name :	Test_12052011
Procuring Entity :	PE User of Heli Orgn
District :	Dhaka

Package Details:

Procurement Nature	Goods
Type of Emergency	Normal
Package No	e-Tender : 1009111
Package Description	testing of workflow

Lot Details:

Lot No.	Lot Description	Qty	Unit	Estimated Cost (In BDT)
1	testing of workflow	1.00	No	70000000.00

Tender Dates:

Expected Date of Advertisement of Tender on e-GP website	11-Sep-2011
Expected Date of submission of Tender	25-Sep-2011
Expected Date of Opening of Tender	25-Sep-2011
Expected Date of Submission of Evaluation Report	09-Oct-2011
Expected Date of Approval for Award of Contract	16-Oct-2011
Expected Date of Issuance of the NOA	23-Oct-2011
Expected Date of Signing of Contract	30-Oct-2011
Expected Date of Completion of Contract	06-Nov-2011
Total Time to Contract Signing	49

Screen-C3

Success

Removed from your WatchList

OK

Screen-C4

3.2 All APPs (APP >> All APPs)

3.2.1 If Tenderer / Consultant want to see the entire APP's listed. Tenderer has to click on “**All APPs**” sub-menu under APP menu. (As shown in **Screen – C5**)

Home Message Box APP Tender Doc. Library Administration Debarment My Account Help

Saturday, 10 Sep, 2011 19:06 Watch List All APPs Last Login : Saturday, 10 Sep, 2011 15:58:00

Screen-C5

3.2.2 On click, System will show **APP Search** parameters through which Tenderer can search like (Select Ministry / Division / Organization, Procuring Entity, Project Name, Financial Year, Budget Type, Procurement Nature, Procurement Type, APP ID, APP Code, Package No, Package Estimated Cost, Value and Categories) and required result will be displayed in the grid. (As shown in **Screen – C6**)

APP Advance Search

- Collapse

Select Ministry/Division/Organization:

Procuring Entity:

Project Name:

Financial Year:

Procurement Nature:

APP ID:

Package No.:

Package Estimated Cost:

Category:

Budget Type:

Procurement Type:

APP Code:

Value:

Annual Procurement Plan Search Results

S. No.	APP ID, APP Code	Ministry, Division, Organization, PE	District	Procurement Nature, Project Name	Package No, Description	Estimated Cost (in BDT), Procurement Method
1	198, App1649	Helicopter Organisation, PE Office Helicopter Organisation	Dhaka	Goods.Public Procurement Reform Project II	PK@100 Dell Announces Corporate Responsibility Report Dell Reports Strong Q2 Financial Results Dell acquires Force10 Networks Michael Dell talks strategy on CNBC Steve Schuckenbrock on Cloud Computing	2000000.00, OTM
2	197, 1	Helicopter Organisation, PE Office Helicopter Organisation	Dhaka	Works,	1009111, Testing of Pending processes	19000000.00, LTM
3	196, APP1200	Helicopter Organisation, PE Office Helicopter Organisation	Dhaka	Goods.New Project (Test of FY)	PK21, PCMCIA 10/100/1000 Ethernet Card Brief * Card Bus Gigabit LAN Adapter Features * Realtek RL8169 Chipset * 32-bit CardBus with 3.3V Operation * RJ-45(STP) port x1 * Auto-negotiation for 1000/100/10BASE-TX Specifications * Compliant with PCMCIA 32-bit Cardbus Type II with 3.3V operation * A high performance 1000BASE-T Ethernet Controller card * Backward compatible to 10/100BASE-T networking * 10/100/1000Mbps data rate auto negotiation operation * Compatible to existing CAT-5 cabling * Fully compliant with IEEE 802.3, 802.3u, 802.3ab * Support full duplex flow control, IEEE 802.3x * Support IEEE 802.1Q VLAN tagging (Win 2000/XP only) * Crossover detection and auto correction operation * Large integrated transmit and receive FIFO of 8K and 64K respectively * Fullplug and play	2000000.00, OTM
4	196, APP1200	Helicopter Organisation, PE Office Helicopter Organisation	Dhaka	Goods.New Project (Test of FY)	PK1, Manufacturing, supplying and exporting a wide range of flash drive that includes promotional flash drive, advertising flash drive and mass storage flash drive.	5000000.00, OTM

Screen-C6

3.2.3 If Tenderer wants to view the APP Details then he has to click on **Description** link, System will display page in which Package Details, Key field information, Lot Details, Tender Dates will be displayed (As shown in **Screen – C7**)

View APP: Package Details

Ministry : Ministry of Aviation
 Division : North Division
 Organization : Helicopter Organisation
 PE Office and Code : PE Office Helicopter Organisation - 9999
 Budget Type : Development

Project Name : Public Procurement Reform Project II

Key Fields Information:				
APP ID :	198			
APP Code :	App1649			
Financial Year :	2011-2012			
Budget Type :	Development			
Project Name :	Public Procurement Reform Project II			
Procuring Entity :	PE User of Heli Orgn			
District :	Dhaka			
Package Details:				
Procurement Nature	Goods			
Type of Emergency	Normal			
Package No	PK@100			
Package Description	Dell Announces Corporate Responsibility Report Dell Reports Strong Q2 Financial Results Dell acquires Force10 Networks Michael Dell talks strategy on CNBC Steve Schuckenbrock on Cloud Computing			
Lot Details:				
Lot No.	Lot Description	Qty	Unit	Estimated Cost (In BDT)
1	Dell Announces Corporate Responsibility Report Dell Reports Strong Q2 Financial Results Dell acquires Force10 Networks Michael Dell talks strategy on CNBC Steve Schuckenbrock on Cloud Computing	100.00	nos	2000000.00
Package Estimated Cost (In BDT)	2000000.00			
Category	Agricultural, horticultural, hunting and related products; Services provided by extra-territorial organisations and bodies; Crops, products of market gardening and horticulture; Cereals and other crops, Vegetables, horticultural products and nursery products; Fruit, nuts, beverage and spice crops; Live animals and animal products. Cattle and their products; Farm animals and their products; Pigs; Live poultry and eggs; Small live animals and their products; Products of mixed farming; Agricultural supplies; Services specific to international organisations and bodies			
Approving Authority	PE			
Procurement Method	Open Tendering Method			
Procurement Type	NCT			
Source of Fund	Government, Aid or Grant			
Development Partners	World Bank			
Tender Dates:				
Expected Date of Advertisement of Tender on e-GP website	11-Sep-2011			
Expected Date of submission of Tender	12-Sep-2011			
Expected Date of Opening of Tender	13-Sep-2011			
Expected Date of Submission of Evaluation Report	27-Sep-2011			
Expected Date of Approval for Award of Contract	04-Oct-2011			
Expected Date of Issuance of the NOA	11-Oct-2011			
Expected Date of Signing of Contract	12-Oct-2011			
Expected Date of Completion of Contract	16-Oct-2011			
Total Time to Contract Signing	31			

[Add to WatchList](#)
[Save As PDF](#)
[Print](#)

[Add to WatchList](#)
[Save As PDF](#)

Screen-C7

- 3.2.3.1 **Save As PDF** - Tenderer will find “**Save as PDF**” option on right side on the APP details page, on click system will ask to “**Save**” or “**Open**”. If Tenderer clicks on “**Save**”, then system will save the APP details information in the local system in PDF Format. If Tenderer clicks on “**Open**”, then system will open the APP information in PDF Format. (As shown in **Screen – C7**)
- 3.2.3.2 **Print** - Tenderer will find “**Print**” option on right side on the APP details page and can take the printout in paper. (As shown in **Screen – C7**)
- 3.2.3.3 **Add to WatchList** → To add APP to WatchList, APP details page will be displayed in which Tenderer has to click on “**Add WatchList**” button. (As shown in **Screen – C7**)
- 3.2.4 On Click, System will display Notification Message “**Added to your WatchList**” (As shown in **Screen – C8**)

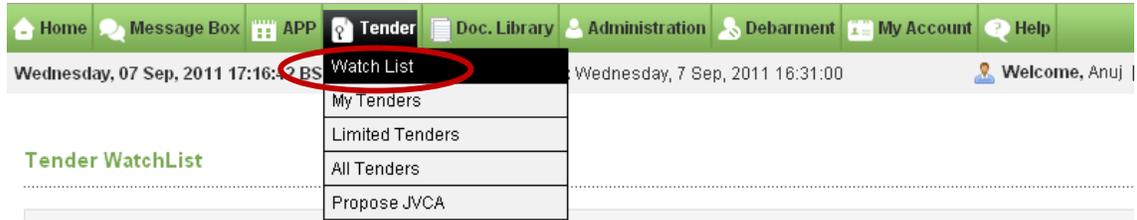


Screen-C8

4. Tender Menu

4.1 Watch List (Tender>> Watch List)

4.1.1 If Tenderer / Consultant want to see all the tenders which are marked for watch list by him. Tenderer has to click on “**Watch List**” sub-menu under Tender menu. (As shown in **Screen – D1**)



Screen–D1

4.1.2 On click, System will show Tender Watch list with Search parameters through which Tenderer can search like (Select Procurement Nature, Procurement Method, Procurement Type, Tender ID, Reference No., Publishing Date From – Publishing Date To) and required result will be displayed in the grid. (As shown in **Screen – D2**)

Tender WatchList

- Collapse

Procurement Nature :

Procurement Method :

ID :

Procurement Type :

Reference No :

Publishing Date From :

Publishing Date To :

Tender Search Result

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	106, Invref#07092011	Goods, Brief Description of Goods and Related Service	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	07-Sep-2011 14:21:00, 23-Oct-2011 13:05:00	
2	91, Ref01	Works, Description	Ministry of Water Resource, Bangladesh Water Development Board, Nazmul-Procurement Cell of BWDB	NCT, OTM	18-Aug-2011 12:10:00, 29-Sep-2011 12:10:00	

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Screen–D2

4.1.3 If Tenderer wants to remove from watch list then Tenderer has to click on “**Title**” hyperlink. On click, system will open new page in which Notice details will be shown and below notice there is “**Remove from WatchList**” button. (As shown in **Screen – D3**)

View IFT /PQ / REOI / RFP Notice Details

Ministry :	Ministry of Aviation	Division :	North Division
Organization :	Helicopter Organisation	Procuring Entity Name :	PE Office Helicopter Organisation
Procuring Entity Code :	9999	Procuring Entity District :	Dhaka
Procurement Nature :	Goods	Procurement Type :	NCT
Event Type :	TENDER	Invitation for :	Tender - Single Lot
Invitation Reference No. :	Invref#07092011		

Key Information and Funding Information :			
Procurement Method :	Open Tendering Method (OTM)	Budget Type :	Revenue
Source of Funds :	Government, Own fund		

Particular Information :			
Project Code :	PC060811	Project Name :	Health Project 1
Tender Package No. and Description :	pk07092011 This package contains the important items to be procured.		
Category :	Agricultural, horticultural, hunting and related products:Crops, products of market gardening and horticulture:Cereals and other crops.Vegetables, horticultural products and nursery products:Fruit, nuts, beverage and spice crops:Live animals and animal products:Cattle and their products:Farm animals and their products:Pigs:Live poultry and eggs.Small live animals and their products:Products of mixed farming:Agricultural supplies		
Scheduled Tender Publication Date and Time :	07-Sep-2011 14:21	Tender Document last selling / downloading Date and Time :	13-Sep-2011 13:05
Pre - Tender meeting Start Date and Time :	14-Sep-2011 13:05	Pre - Tender meeting End Date and Time :	15-Sep-2011 13:05
Tender Closing Date and Time :	23-Oct-2011 13:05	Tender Opening Date and Time :	08-Sep-2011 12:16
Last Date and Time for Tender Security Submission :	13-Sep-2011 13:05		

Information for Tenderer / Applicant :	
Eligibility of Tenderer :	Description for Eligibility of Tenderer
Brief Description of Goods and Related Service :	Brief Description of Goods and Related Service
Evaluation Type :	Lot wise
Document Available :	Package wise
Document Fees :	Package wise
Tender Document Price (In BDT) :	750
Mode of Payment :	Payment through Bank
Tender Security Valid Up to :	29-Jan-2012
Tender Valid Up to :	01-Jan-2012

Lot No.	Identification of Lot	Location	Tender security (Amount in BDT)	Start Date	Completion Date
01	This lot contains the important items to be procured.	Dhaka	1500	27-Oct-2011	30-Oct-2011

Procuring Entity Details:			
Name of Official Inviting Tender :	PE User of Heli Orgn	Designation of Official Inviting Tender :	Dy Manager
Address of Official Inviting Tender :	Address : Dhaka City : Dhaka Thana : Dhaka District : Dhaka - 9999 Country : Bangladesh	Contact details of Official Inviting Tender :	Phone No : 02-123456 Fax No :

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

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

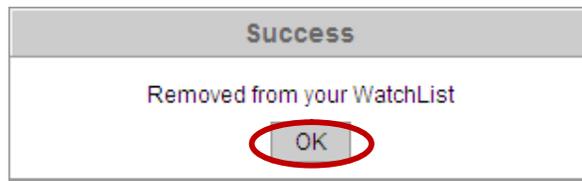
Documents Remove from WatchList

Save As PDF

Print

Screen-D3

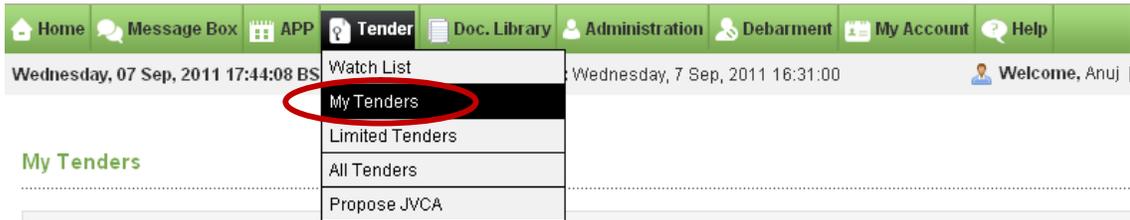
4.1.4 On Click, System will display message “**Removed from your WatchList**” (As shown in **Screen – D4**)



Screen-D4

4.2 My Tenders (Tender>>My Tenders)

4.2.1 In My Tender section, only those tenders will be displayed in which Tenderer has given declaration. For this Tenderer has to click on “**My Tenders**” sub-menu (As shown in **Screen – D5**)



Screen-D5

4.2.2 On click, System will show Search parameters through which Tenderer can search like (Select Procurement Nature, Procurement Type, Procurement Method, Tender ID, Reference No., Publishing Date From – Publishing Date To) and required result will be displayed in the grid in “Live” tenders tab. (As shown in **Screen – D6**) System will show 3 tabs – “Live” | “Archived” | “Cancelled”

My Tenders

- Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Tender Search Result

Live Archived Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	106, Invref#07092011	Goods, Brief Description of Goods and Related Service	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	07-Sep-2011 14:21:00, 23-Oct-2011 13:05:00	
2	103, invref#9090	Goods, desc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	05-Sep-2011 15:08:00, 16-Oct-2011 14:24:00	
3	100, Testing12345	Goods, Testing	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Sep-2011 16:24:00, 02-Oct-2011 15:27:00	

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Screen-D6

4.2.2.1 **Live Tenders Tab** → By default, System will display all **Live Tenders** in this tab. Criteria for Live Tenders is it will show those tenders in which tenders closing date and time is not passed. (As shown in **Screen – D6**)

4.2.2.2 **Archived Tenders Tab** → Criteria for **Archive Tenders** is it will show those tenders in which tenders closing date and time is passed. (As shown in **Screen – D7**)

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	93, 2108111	Works, 2108111 e-pw2(b)	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	21-Aug-2011 09:44:00, 21-Aug-2011 10:15:00	
2	56, Suraj/MoC/Goods/OF/OTM/NCT/001	Goods, Computer Desktops & Printers	Ministry of Commerce, Jiban Bima Corporation, PE Office - 1 under Jiban Bima Corporation	NCT, OTM	11-Jul-2011 09:59:00, 13-Jul-2011 11:15:00	
3	53, 080720113	Works, spw2b	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	08-Jul-2011 20:48:00, 10-Jul-2011 17:35:00	
4	44, InvRef#	Goods, jssa	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Jul-2011 18:04:00, 21-Jul-2011 17:59:00	
5	43, CPTU/017	Works, Completion of Construction of 3 Story CPTU Building	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Jul-2011 14:02:00, 02-Jul-2011 16:50:00	

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Screen-D7

4.2.2.3 **Cancelled Tenders Tab** → Criteria for **Cancelled Tenders** will be – those tenders will be displayed which are cancelled by Procuring Entity / Authorised User (PE / AU User) (As shown in **Screen – D8**)

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
No Records Found						

Screen-D8

4.2.3 Tenderer will have to search specific tender and click on dashboard column “” icon to go to Tender Dashboard(As shown in **Screen – D7**)

4.3 Limited Tenders (Tender>>Limited Tenders)

4.3.1 In Limited Tenders section, only those tenders will be displayed in which Tenderer will be selected by Procuring Entity (PE) User / Authorised User (AU). For this Tenderer has to click on “**Limited Tenders**” sub-menu link (As shown in **Screen – D9**)

Home Message Box APP Tender Doc. Library Administration Debarment My Account Help

Wednesday, 07 Sep, 2011 16:34:43 BS Watch List Wednesday, 7 Sep, 2011 16:31:00 Welcome, Anuj

My Tenders

Limited Tenders

All Tenders

Propose JVCA

Screen-D9

4.3.2 On click, System will show Search parameters through which Tenderer can search like (Select Procurement Nature, Procurement Type, Procurement Method, Tender ID, Reference No., Publishing Date From – Publishing Date To) and required result will be displayed in the grid. (As shown in **Screen – D10**)

Limited Tenders

- Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Tender Search Result						
S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	68, 1307111	Goods, testing PG2 2nd time	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	14-Jul-2011 13:54:00 , 14-Jul-2011 14:20:00	
2	52, 080720112	Goods, LTM Goods	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	09-Jul-2011 12:59:00 , 09-Jul-2011 15:48:00	

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Screen-D10

4.3.3 Tenderer will have to search specific tender and click on dashboard column “” icon to go to Tender Dashboard(As shown in **Screen – D10**)

4.4 All Tenders (Tender>>All Tenders)

4.4.1 In All Tenders section, all tenders published will be displayed and from which Tenderer can select the tender in which to participate. For this Tenderer has to click on “**All Tenders**” sub-menu link (As shown in **Screen – D11**)

Home Message Box APP Tender Doc. Library Administration Debarment My Account Help

Wednesday, 07 Sep, 2011 17:21:11 BS Watch List Wednesday, 7 Sep, 2011 16:31:00 Welcome, Anuj

- My Tenders
- Limited Tenders
- All Tenders**
- Propose JVCA

All Tenders

Screen-D11

4.4.2 On click, System will show Search parameters through which Tenderer can search like (Select Procurement Nature, Procurement Type, Procurement Method, Tender ID, Reference No., Publishing Date From – Publishing Date To) and required result will be displayed in the grid. (As shown in **Screen – D12**)

All Tenders

Select Ministry/Division /Organization :

Procuring Entity :

Procurement Nature :

Procurement Type :

Tender ID :

From Publishing Date :

From Closing Date :

Category :

Procurement Method :

Reference No :

To Publishing Date :

To Closing Date :

Tender Search Results

Live Archive Cancelled All

S. No.	Tender ID, Reference No	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date and Time, Closing Date and Time	Dashboard
1	106, Invref#07092011	Goods, Brief Description of Goods and Related Service	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	07-Sep-2011 14:21, 23-Oct-2011 13:05	

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Screen-D12

4.4.2.1 **Live Tenders Tab** → By default, System will display all **Live Tenders** in this tab. Criteria for Live Tenders is it will show those tenders in which tenders closing date and time is not passed. (As shown in **Screen – D12**)

4.4.2.2 **Archived Tenders Tab** → Criteria for **Archive Tenders** is it will show those tenders in which tenders closing date and time is passed. (As shown in **Screen – D13**)

Live Archive Cancelled All

S. No.	Tender ID, Reference No	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date and Time, Closing Date and Time	Dashboard
1	107, IRF1200	Goods, Manufacturer and supplier business card, business CD, inkjet printable CD, inkjet printable DVD, CD packaging cases, DVD packaging cases, Also offer services like CD replication, DVD replication, mini disc, printing services, CDs encryption services.	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	08-Sep-2011 17:28, 10-Oct-2011 19:19	
2	109, IRF120011	Goods, Dell Announces Corporate Responsibility Report Dell Reports Strong Q2 Financial Results Dell acquires Force10 Networks	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	08-Sep-2011 17:28, 24-Oct-2011 12:24	
3	106, Invref#07092011	Goods, Brief Description of Goods and Related Service	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	07-Sep-2011 14:21, 23-Oct-2011 13:05	
4	104, Nazmul-IRN-0101	Works, Road Construction	Ministry of Water Resource, Bangladesh Water Development Board, Nazmul-Procurement Cell of BWDB	NCT, OTM	05-Sep-2011 17:38, 13-Nov-2011 15:38	
5	103, Invref#9090	Goods, desc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	05-Sep-2011 15:08, 16-Oct-2011 14:24	
6	100, Testing12345	Goods, Testing	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Sep-2011 16:24, 02-Oct-2011 15:27	
7	91, Ref01	Works, Description	Ministry of Water Resource, Bangladesh Water Development Board, Nazmul-Procurement Cell of BWDB	NCT, OTM	18-Aug-2011 12:10, 29-Sep-2011 12:10	

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Screen-D13

4.4.2.3 **Cancelled Tenders Tab** → Criteria for **Cancelled Tenders** will be – those tenders will be displayed which are cancelled by Procuring Entity / Authorised User (PE / AU User) (As shown in **Screen – D14**)

Live	Archive	Cancelled	All				
S. No.	Tender ID, Reference No	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date and Time, Closing Date and Time	Dashboard	
1	97, IRN-02408	Works, works	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	24-Aug-2011 14:48, 19-Sep-2011 13:48		
2	96, 060811	Works, Cancellation of Tender	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	24-Aug-2011 10:09, 20-Sep-2011 10:03		
3	88, OTM88	Works, Construction of CPTU Building	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	07-Aug-2011 11:39, 29-Aug-2011 10:39		

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Screen-D14

4.4.2.4 All Tenders Tab → All Tenders irrespective of Live, Archive or Cancel will be shown in this section. (As shown in **Screen – D15**)

Live	Archive	Cancelled	All				
S. No.	Tender ID, Reference No	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date and Time, Closing Date and Time	Dashboard	
1	107, IRF1200	Goods, Manufacturer and supplier business card, business CD, inkjet printable CD, inkjet printable DVD, CD packaging cases, DVD packaging cases. Also offer services like CD replication, DVD replication, mini disc printing services, CDs encryption services.	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	08-Sep-2011 17:28, 10-Oct-2011 19:19		
2	109, IRF120011	Goods, Dell Announces Corporate Responsibility Report Dell Reports Strong Q2 Financial Results Dell acquires Force10 Networks	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	08-Sep-2011 17:28, 24-Oct-2011 12:24		
3	106, Invref#07092011	Goods, Brief Description of Goods and Related Service	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	07-Sep-2011 14:21, 23-Oct-2011 13:05		
4	104, Nazmul-IRN-0101	Works, Road Construction	Ministry of Water Resource, Bangladesh Water Development Board, Nazmul-Procurement Cell of BWDB	NCT, OTM	05-Sep-2011 17:38, 13-Nov-2011 16:38		
5	103, invref#09090	Goods, desc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	05-Sep-2011 15:08, 16-Oct-2011 14:24		
6	100, Testing12345	Goods, Testing	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Sep-2011 16:24, 02-Oct-2011 15:27		
7	97, IRN-02408	Works, works	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	24-Aug-2011 14:48, 19-Sep-2011 13:48		
8	96, 060811	Works, Cancellation of Tender	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	24-Aug-2011 10:09, 20-Sep-2011 10:03		
9	94, IRN-001	Goods, health	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	21-Aug-2011 12:52, 21-Aug-2011 14:20		
10	91, Ref01	Works, Description	Ministry of Water Resource, Bangladesh Water Development Board, Nazmul-Procurement Cell of BWDB	NCT, OTM	18-Aug-2011 12:10, 29-Sep-2011 12:10		

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Screen-D15

4.4.3 Tenderer will have to search specific tender and click on dashboard column “  ” icon to Tender Dashboard(As shown in **Screen – D15**)

4.4.4 **Add Tenders to WatchList** → To add tenders to WatchList, Tenderer has to click on **Title** hyperlink and Tender Notice will be displayed and then below notice right side there is “**Add WatchList**” button. (As shown in **Screen – D16**)

View IFT / PQ / REOI / RFP Notice Details

Ministry :	Ministry of Aviation	Division :	North Division
Organization :	Helicopter Organisation	Procuring Entity Name :	PE Office Helicopter Organisation
Procuring Entity Code :	9999	Procuring Entity District :	Dhaka
Procurement Nature :	Goods	Procurement Type :	NCT
Event Type :	TENDER	Invitation for :	Tender - Single Lot
Invitation Reference No. :	IRF1200		

Key Information and Funding Information :			
Procurement Method :	Open Tendering Method (OTM)	Budget Type :	Development
Source of Funds :	Government, Aid or Grant	Development Partner :	World Bank

Particular Information :			
Project Code :	P0001	Project Name :	New Project (Test of FY)
Tender Package No. and Description :	PK1 Manufacturing, supplying and exporting a wide range of flash drive that includes promotional flash drive, advertising flash drive and mass storage flash drive.		
Category :	Agricultural, horticultural, hunting and related products; Services provided by extra-territorial organisations and bodies; Crops, products of market gardening and horticulture; Cereals and other crops; Vegetables, horticultural products and nursery products; Fruit, nuts, beverage and spice crops; Live animals and animal products; Cattle and their products; Farm animals and their products; Pigs; Live poultry and eggs; Small live animals and their products; Products of mixed farming; Agricultural supplies; Services specific to international organisations and bodies		
Scheduled Tender Publication Date and Time :	08-Sep-2011 17:28	Tender Document last selling / downloading Date and Time :	11-Sep-2011 19:19
Pre - Tender meeting Start Date and Time :	12-Sep-2011 19:19	Pre - Tender meeting End Date and Time :	13-Sep-2011 19:19
Tender Closing Date and Time :	10-Oct-2011 19:19	Tender Opening Date and Time :	08-Sep-2011 17:50
Last Date and Time for Tender Security Submission :	28-Sep-2011 19:19		

Information for Tenderer / Applicant :	
Eligibility of Tenderer :	Good Experience
Brief Description of Goods and Related Service :	Manufacturer and supplier business card, business CD, inkjet printable CD, inkjet printable DVD, CD packaging cases, DVD packaging cases. Also offer services like CD replication, DVD replication, mini disc printing services, CDs encryption services.
Evaluation Type :	Lot wise
Document Available :	Package wise
Document Fees :	Package wise
Tender Document Price (in BDT) :	1000
Mode of Payment :	Payment through Bank
Tender Security Valid Up to :	21-Jan-2012
Tender Valid Up to :	24-Dec-2011

Lot No.	Identification of Lot	Location	Tender security (Amount in BDT)	Start Date	Completion Date
1	Deals in manufacturing and exporting dot matrix hologram that includes dot matrix printers	Ahmedabad	3000	30-Oct-2011	31-Oct-2011

Procuring Entity Details:					
Name of Official Inviting Tender :	PE User of Heli Orgn	Designation of Official Inviting Tender :	Dy Manager		
Address of Official Inviting Tender :	Address : Dhaka	Contact details of Official Inviting Tender :	Phone No	: 02-123456	
	City : Dhaka		Fax No	:	
	Thana : Dhaka				
	District : Dhaka - 9999				
	Country : Bangladesh				

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

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

Documents

Add to WatchList

Save As PDF

Print

Screen-D16

4.4.5 On Click, System will display message “**Added to your WatchList**” (As shown in Screen – D17)



Screen-D17

4.5 Process flow of Tender Preparation

4.5.1 Tenderer has to follow the process flow for tender preparation. For this tenderer has to click on “**All Tenders**” (Tender >> **All Tenders**) sub-menu link (As shown in Screen – D18)

Screen-D18

4.5.2 Tenderer will have to search specific tender and click on dashboard column “  ” icon (As shown in **Screen – D19**)

Tender Search Results							
Live Archive Cancelled All							
S. No.	Tender ID, Reference No	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date and Time, Closing Date and Time	Dashboard	
1	106, Invref#07092011	Goods, Brief Description of Goods and Related Service	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	07-Sep-2011 14:21, 23-Oct-2011 13:05		

Screen-D19

4.5.3 On click of icon, Tenderer will be shown “**Tender Dashboard**” showing (Tender Detail and View Notice button) other than that Dashboard Tabs “**Docs**” Tab, “**Clarification**” Tab, “**Pre Tender Meeting**” Tab, “**Sub Contracting**” Tab, “**Payment**” Tab, “**Tender Preparation**” Tab, “**Opening**” Tab, “**Evaluation**” Tab, “**NOA**” Tab, “**Contract Signing**” Tab are visible. (As shown in **Screen – D20**)

Screen-D20

4.5.4 Tenderer has to click on “**Docs**” Tab to process the Declaration and then only tenderer can go ahead for tender preparation. If Tenderer finds in Action column as “**Payment Pending**” notification that means Tenderer has not processed for Payment of Document Fees through Branch Marker or Branch Checker. (As shown in **Screen – D21**)

Package. No.	Package Description	Action
pkg07092011	This package contains the important items to be procured.	Payment Pending

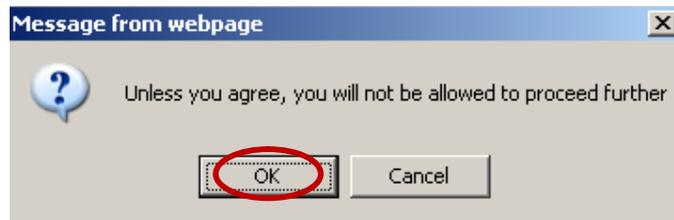
Screen-D21

- 4.5.5 If Tenderer process for Payment of Document Fees through Branch Marker and Branch Checker then System will display in Action column as “Documents” link and below there will be Important Note as “We, hereby declare that, we have read, examined and understood the tender document pertaining to this tender notice.” and “I Agree” and “I Disagree” button. (As shown in Screen – D22)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Package No.		Package Description							Action
pkg07092011		This package contains the important items to be procured.							Documents
We, hereby declare that, we have read, examined and understood the tender document pertaining to this tender notice.									
<input type="button" value="I Agree"/> <input type="button" value="I Disagree"/>									

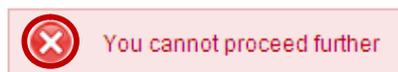
Screen–D22

- 4.5.6 If Tenderer click on “I Disagree” button then System will ask confirmation message “Unless you agree, you will not be allowed to proceed further” (As shown in Screen – D23) If Tenderer click on “OK” button then Tenderer will not be able to process for this tender.



Screen–D23

- 4.5.7 On click, System will display message “You cannot proceed further” (As shown in Screen – D24)



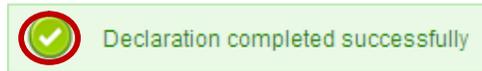
Screen–D24

- 4.5.8 After that if Tenderer click on any tab, notification message will be displayed (As shown in Screen – D25)



Screen–D25

4.5.9 If Tenderer click on **"I Agree"** button then Tenderer will be processed for Tender Preparation. System will display message **"Declaration completed successfully"** (As shown in **Screen – D26**)



Screen–D26

4.5.10 If Tenderer wants to view Tender Documents then has to click on **"Documents"** link, System will display Tender Document View in which **Tender Details, View Notice** button, then **Tender Document Sections, Forms (Technical and BoQ), Documents Uploaded** and **Download Tender Document** button. (As shown in **Screen – D27**)

Tender Document View Go Back

Tender Detail

Tender No.:	106	Invitation Reference No.:	Invref#07092011
Closing Date and Time:	23-Oct-2011 13:05	Opening Date and Time:	08-Sep-2011 12:16
Procuring Entity:	PE Office Helicopter Organisation		
Brief:	Brief Description of Goods and Related Service		

[View Notice](#)

[Download Tender Document](#)

Package No. : pkg07092011

Package Description : This package contains the important items to be procured.

Section No.	Section Name	Action																														
1	Instructions to Tenderer	View Save As PDF																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sr. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No records found.</td> </tr> </tbody> </table>	Sr. No.	File Name	File Description	File Size (in KB)	Action	No records found.																									
Sr. No.	File Name	File Description	File Size (in KB)	Action																												
No records found.																																
2	Tender Data Sheet	View Save As PDF																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sr. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No records found.</td> </tr> </tbody> </table>	Sr. No.	File Name	File Description	File Size (in KB)	Action	No records found.																									
Sr. No.	File Name	File Description	File Size (in KB)	Action																												
No records found.																																
3	General Conditions of Contract	View Save As PDF																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sr. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No records found.</td> </tr> </tbody> </table>	Sr. No.	File Name	File Description	File Size (in KB)	Action	No records found.																									
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Sr. No.	File Name	File Description	File Size (in KB)	Action																												
1	e- PG3 Contract Forms .pdf	e- PG3 Contract Forms - pdf	45	Download																												
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Lot No.	01																															
Lot Description	This lot contains the important items to be procured.																															
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S. No.	Form Name	Actions																														
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2	Price and Delivery Schedule for Related Services (Form e-PG3-3B)	View Form																														
6	Drawings																															
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Sr. No.	File Name	File Description	File Size (in KB)	Action																												
1	Guidance_Drawings_e-PG3.pdf	Guidance - Drawings	14	Download																												

Screen–D27

4.5.10.1 “**Download Tender Document**” –Tenderer will be able to download all Tender documents related to this tender.

4.5.10.2 “**Save As PDF**” – Save as PDF functionality is used for Tenderer to download or open the file in PDF Format.

4.5.10.3 “**View**” link – Tenderer can view fields and format for the said section.

4.5.11 Tenderer can go ahead with next “**Clarification**” tab, where he can post queries and view the replies received from the concerned official. (As shown in **Screen – D28**)

Post Query

Tender Detail			
Tender ID :	109	Invitation Reference No. :	IRF120011
Closing Date and Time :	24-Oct-2011 12:24	Opening Date and Time :	08-Sep-2011 17:50
Procuring Entity :	PE Office Helicopter Organisation		
Brief :	Dell Announces Corporate Responsibility Report Dell Reports Strong Q2 Financial Results Dell acquires Force10 Networks		

View Notice

Docs: **Clarification** Pre Tend. Meeting Sub Contracting Payment Tend. preparation Opening Evaluation NOA Cont. Signing

Post Query View Queries & Replies : [View](#)

Query can be posted till 11-Sep-2011 12:43

S.No.	Query	Status	Action
No records found.			

Screen–D28

4.5.12 If any clarification to be taken from Official, then Tenderer has to click on “**Post Query**” but Tenderer can post the query up to the Date and Time mentioned. (As shown in **Screen – D28**)

4.5.13 On click, System will display page through which Tenderer can write down his Query and can upload any reference document found and click on “**Post Query**” button. (As shown in **Screen – D29**)

Query :

Reference Document : [Upload](#)

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

Screen–D29

4.5.14 If Tenderer clicks on “**Upload**” link, then system will show page in which Tenderer has to Browse file in his local system and click on “**Upload**” button. (As shown in

Screen – D30) System will also show the **Instructions** to be followed before uploading the files.

Reference Document

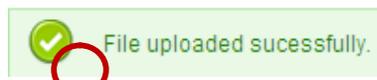
Fields marked with (*) are mandatory.

Document : *

Description : *

Screen–D30

4.5.15 On click, System will display message “**File Uploaded Successfully**” and the same will be shown in grid below (As shown in **Screen – D31** and **Screen – D32**)



Screen–D31

S. No.	File Name	File Description	File Size (in KB)	Action
1	JVCA Document.docx	JVCA Document	13	

Screen–D32

4.5.16 After all the documents are uploaded by Tenderer, he has to click on “**Close**” button next to “**Upload**” button and page will be closed and the same file information will be shown in the Post query page. (As shown in **Screen – D30**)

4.5.17 On click of “**Post Query**” button, System will display message “**Query Posted Successfully**” and will be displayed in the grid below with Status as **Pending**. (As shown in **Screen – D34** and **Screen – D34**)



Screen–D33

S.No.	Query	Status	Action
1	Can you allow JVCA for this Tender ?	Pending	-

Screen–D34

4.5.18 Once Procuring Entity User gives clarification reply to the query posted Status will be changed to “**Replied**” and “**View**” link will be displayed under Action column (As shown in **Screen – D35**)

S.No.	Query	Status	Action
1	Can you allow JVCA for this Tender ?	Replied	View

Screen–D35

4.5.19 On click of “**View**” link, System will display page in which Query, Reference document uploaded and Reply would be posted. (As shown in **Screen – D36**)

Query:	Can you allow JVCA for this Tender ?			
S. No.	File Name	File Description	File Size (in KB)	Action
1	JVCA details.docx	JVCA Document	13	
Reply:	Yes you can do JVCA			

Screen–D36

4.5.20 Next Tenderer can go ahead in taking clarification at **Pre-Tender Meeting**, If Procuring Entity enters Scheduled Pre-Tender Meeting Start Date and Time and Scheduled Pre-Tender Meeting End Date and Time at the time of preparing Tender Notice then at the same time all the Tenders participated can ask their respective queries and the same will be replied back from Procuring Entity. Tenderer has to click on “**Pre-Tender Meeting**” Tab (As shown in **Screen – D37**)

Docs	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Meeting Start Date and Time :	08-Sep-2011 18:19	Meeting End Date and Time :	15-Sep-2011 10:41	Action :	Post Query			
My Queries	All Queries							
S. No.	Query	Status	Action	No records found.				

Screen–D37

4.5.21 Under Action column, “**Post Query**” link will be visible between Meeting Start Date and Time and End Date and Time (As shown in **Screen – D37**)

4.5.22 When Tenderer click on “**Post Query**” link, System will open new page in which Tenderer will be able to Post Query and Upload Reference Document. (As shown in **Screen – D38**)

Meeting Start Date & Time :	08-Sep-2011 18:19	Meeting End Date & Time :	15-Sep-2011 10:41	
Post Query				
Query :	Is it possible to post pond the date of Tender Opening ?			
Reference Document :	Upload	Please don't upload the document containing query for the tender document		
S. No.	File Name	File Description	File Size (in KB)	Action
No records found.				

Post Query
Screen–D38

4.5.23 If Tenderer clicks on “**Upload**” link, then system will show page in which Tenderer has to Browse file in his local system and click on “**Upload**” button. (As shown in **Screen – D39**) System will also show the **Instructions** to be followed before uploading the files.

Reference Document

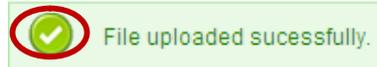
Fields marked with (*) are mandatory.

Document : *

Description : *

Screen-D39

4.5.24 On click, System will display message “**File Uploaded Successfully**” and the same will be shown in grid below (As shown in **Screen – D40** and **Screen – D41**)



Screen-D40

S. No.	File Name	File Description	File Size (in KB)	Action
1	Reson for extention of Date.docx	Date Extension Document	13	

Screen-D41

4.5.25 Tenderer has to click on “**Post Query**” button, System will display message “**Query posted successfully**”(As shown in **Screen – D42**) and it will be displayed to Procuring Entity and Status is **Pending**. (As shown in **Screen – D43**)



Screen-D42

S. No.	Query	Status	Action
1	Is it possible to post pond the date of Tender Opening ?	Pending	-

Screen-D43

4.5.26 After Tenderer gets reply from Procuring Entity, in “**My Queries**” tab Status will be **Reply** and under Action column “**View**” link will be visible (As shown in **Screen – D44**)

S. No.	Query	Status	Action
1	Is it possible to post pond the date of Tender Opening ?	Reply	View

Screen-D44

4.5.27 To view reply given by Procuring Entity Tenderer clicks on “**View**” link and system will show page in which required details will be displayed (As shown in **Screen – D45**)

Query :	Is it possible to post pond the date of Tender Opening ?
Rephrase Query :	
Reply :	Its Quite not possible now

Screen–D45

4.5.28 While clicking on “**All Queries**” Tab, it will list all the queries posted by Tenderer and reply’s posted by Procuring Entity and the same can be viewed by click on “**View**” link under Action column. (As shown in **Screen – D46**)

My Queries		All Queries	
S. No.	Query	Status	Action
1	Is it possible to post pond the date of Tender Opening ?	Reply	View

Screen–D46

4.5.29 Next Tenderer can go ahead in “**Sub Contracting**” Tab. Sub-contracting means Tenderers have identified the tender in which they wish to participate together and they have decided as who will be a lead partner and who will act as a Sub contractor. System binds Lead Partner & sub-contractors for the tender such that they can submit the identified Tender. (As shown in **Screen – D47**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Send Invitation		Received Invitation.							
Field marked (*) are mandatory									
e-mail ID : *		<input type="text"/>		Submit					
Invitation sent to	Nature of the Supply and related Services		Last date for accepting invitation			Status			
No records found									

Screen–D47

4.5.30 Tenderer has to give another Tenderers e-mail ID and click on “**Submit**” button. (As shown in **Screen – D48**)

e-mail ID : *	<input type="text" value="suraj.nair@abcprocure.com"/>	Submit
---------------	--	--------

Screen–D48

4.5.31 On submit, System will display Company Details, Send Invitation (i.e. Last Date of Accepting Invitation and Nature of the Supply and related Services – Comments) and click on “**Invite**” button. (As shown in **Screen – D49**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
-------	---------------	-------------------	------------------------	---------	-------------------	---------	------------	-----	---------------

Send Invitation Received Invitation.

Field marked (*) are mandatory

e-mail ID : *

Company Details:

Company Registration No. : Suraj/1est/002
 Company Name : **Suraj (India) Ltd.** e-mail ID : suraj.nair@abcprocure.com
 Country : India State / District : Gujarat
 City / Town : Ahmedabad
 Company's Legal Status : private

Send Invitation:

Last date for accepting invitation : *

Nature of the Supply and related Services*

Source

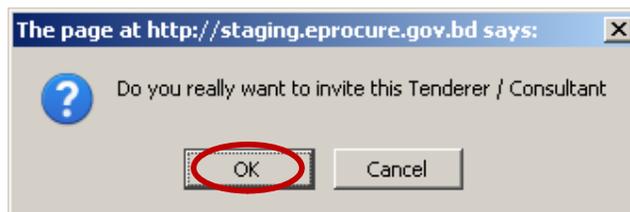
Normal Font Size A: A:

Nature of the Supply and related Services notes

Invitation sent to	Nature of the Supply and related Services	Last date for accepting invitation	Status
No records found			

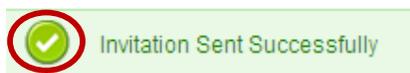
Screen-D49

4.5.32 On **Invite** button click, System will ask for Confirmation Message (As shown in **Screen – D50**)



Screen-D50

4.5.33 On click on **“OK”** button, System will display message **“Invitation Sent Successfully”** (As shown in **Screen – D51**)



Screen-D51

4.5.34 On Invitation sent to other Tenderer, System will display details in grid with Status as **Pending** (As shown in **Screen – D52**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
-------	---------------	-------------------	------------------------	---------	-------------------	---------	------------	-----	---------------

Send Invitation | **Received Invitation.**

Field marked (*) are mandatory

e-mail ID : *

Invitation sent to	Nature of the Supply and related Services	Last date for accepting invitation	Status
Suraj (India) Ltd.	Nature of the Supply and related Services notes	15-Sep-2011	Pending

Screen–D52

4.5.35 Now other sub-contractor who have Received Invitation will click on **“Received Invitation”** tab under **“Sub Contracting”** Tab. System will display the Invitation received from details with Status **“Accept”** or **“Reject”** and give Comments with **“Submit”** button. (As shown in **Screen – D53**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
-------	---------------	-------------------	------------------------	---------	-------------------	---------	------------	-----	---------------

Send Invitation | **Received Invitation.**

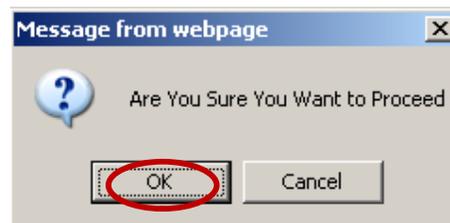
Field marked * are mandatory.

Invitation From	Nature of the Supply and related Services	Last date for accepting	Status	Comments *	Action
Tender Tiger	Nature of the Supply and related Services notes	18-Sep-2011	<input checked="" type="radio"/> Accept <input type="radio"/> Reject		<input type="button" value="Submit"/>

Invitation From	Nature of the Supply and related Services	Last date for accepting invitation	Status	Comments
No Invitations are Accepted or Rejected				

Screen–D53

4.5.36 On Submit, System will ask for Confirmation Message (As shown in **Screen – D54**)



Screen–D54

4.5.37 On click on **“OK”** button, System will display message **“Invitation Sent Successfully”** (As shown in **Screen – D55**)



Screen–D55

4.5.38 After Invitation is Received, System will display below mentioned screen (As shown in **Screen – D56**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
-------	---------------	-------------------	-----------------	---------	-------------------	---------	------------	-----	---------------

Send Invitation **Received Invitation:**

Invitation From	Nature of the Supply and related Services	Last date for accepting invitation	Status	Comments
Tender Tiger	Nature of the Supply and related Services notes	18-Sep-2011	Accepted	I accept

Screen–D56

4.5.39 Once Sub-Contractor Accepts the Invitation he will not be able to go ahead in Tender Preparation and when clicked on “Docs” Tab, System will display Informative Message in Red Colour **“You are already participating in this tender as a sub-contractor / consultant. You can’t participate in this tender on your own capacity.”** (As shown in **Screen – D57**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
-------	---------------	-------------------	-----------------	---------	-------------------	---------	------------	-----	---------------

You are already participating in this tender as a sub contractor/consultant. You can't participate in this tender on your own capacity.

Screen–D57

4.5.40 In Tenderer screen, Status will be changed from “Accepted” in “Send Invitation” Tab. (As shown in **Screen – D58**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
-------	---------------	-------------------	-----------------	---------	-------------------	---------	------------	-----	---------------

Send Invitation Received Invitation.

Field marked (*) are mandatory

e-mail ID : *

Invitation sent to	Nature of the Supply and related Services	Last date for accepting invitation	Status
Suraj (India) Ltd.	Nature of the Supply and related Services notes	15-Sep-2011	Accepted

Screen–D58

4.5.41 Next Tenderer can go ahead on “Payment” Tab. Payment Information (Document Fees, Tender Security and Performance Security) paid by Tenderer the same information will be displayed in this Tab. (As shown in **Screen – D59**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tender preparation	Opening	Evaluation	NOA	Cont. Signing
Document Fees	Tender Security	Performance Security							
 Please select an appropriate tab to view the payment details.									
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								

Screen–D59

- 4.5.41.1 **Document Fees Tab** –Document Fees is to be paid by Tenderer before he starts Tender Preparation and click on **“Docs”** for Tender Declaration.
- 4.5.41.2 **Tender Security Tab** –Tender Security is to be paid by Tenderer before he goes for **“Final Submission”** of tender.
- 4.5.41.3 **Performance Security Tab** –Performance Security is to be paid by Tenderer before he goes ahead with **“Contract Signing”** of tender.
- 4.5.42 Tenderer clicks on **“Document Fees”** Tab under Action column, on click System will display payment information filled by Branch Maker. (As shown in **Screen – D60**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tender preparation	Opening	Evaluation	NOA	Cont. Signing
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
<input type="button" value="View reference document"/> <input type="button" value="Print"/>									
Payment Status :	Paid								
Email ID :	anuj.abcpocure@gmail.com								
Bank Name :	Test Bank								
Branch Name :	Dhaka								
Branch Maker :	Test Maker								
Payment For :	Document Fees								
Currency :	BDT								
Amount :	Taka 750.00								
Mode of Payment :	Cash								
Date and Time of Payment :	07-Sep-2011 03:16								
Remarks :	ok								

Screen–D60

- 4.5.42.1 **Print Option** –Tenderer is given **“Print”** option on right side of the page where Tenderer can take printout in hard copy. (As shown in **Screen – D60**)
- 4.5.42.2 **View reference document option** –Tendererhas to click on **“View reference document”** and will be able to view reference document and download the same if any document is uploaded by Branch Maker.
- 4.5.43 Tenderer clicks on **“Tender Security”** Tab under Action column, on click System will display page in which Tenderer will find the Lot No. and Lot Description with

Status as **Paid** and click on **“View”** link under Action column. (As shown in **Screen – D61**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tender preparation	Opening	Evaluation	NOA	Cont. Signing
Package No. :		pkg07092011							
Package Description :		This package contains the important items to be procured.							
Lot. No.	Lot Description				Status	Action			
01	This lot contains the important items to be procured.				Paid	View			

Screen–D61

4.5.44 On click on **“View”** link, System will display payment information filled by Branch Maker. (As shown in **Screen – D62**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tender preparation	Opening	Evaluation	NOA	Cont. Signing
Package No. :		pkg07092011							
Package Description :		This package contains the important items to be procured.							
Lot No. :		01							
Lot Description :		This lot contains the important items to be procured.							
View reference document Print									
Payment Status :		Paid							
Email ID :		anuj.abcprocure@gmail.com							
Bank Name :		Test Bank							
Branch Name :		Dhaka							
Branch Maker :		Test Maker							
Payment For :		Tender Security							
Currency :		BDT							
Amount :		Taka 1500.00							
Mode of Payment :		DD							
Instrument No. :		2020							
Issuing Bank :		Axis							
Issuing Bank Branch :		Ellisbridge							
Issuance Date :		06-Sep-2011							
Validity Date :		29-Jan-2012							
Date and Time of Payment :		07-Sep-2011 06:42							
Remarks :		Remarks							

Screen–D62

4.5.44.1 **Print Option** –Tenderer is given **“Print”** option on right side of the page where Tenderer can take printout in hard copy. (As shown in **Screen – D62**)

4.5.44.2 **View reference document option** – Tenderer has to click on **“View reference document”** and will be able to view reference document and download the same if any document is uploaded by Branch Maker.

4.5.45 Tenderer clicks on **“Performance Security”** Tab under Action column, on click System will display page in which Tenderer will find the Lot No. and Lot Description with Status as **Paid** and click on **“View”** link under Action column. (As shown in **Screen – D63**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tender preparation	Opening	Evaluation	NOA	Cont. Signing
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
Lot No.	Lot Description							Status	Action
01	This lot contains the important items to be procured.							Paid	View

Screen–D63

4.5.46 On click on “**View**” link, System will display payment information filled by Branch Maker. (As shown in **Screen – D64**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tender preparation	Opening	Evaluation	NOA	Cont. Signing
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
Lot No. :	01								
Lot Description :	This lot contains the important items to be procured.								
View reference document Print									
Payment Status :	Paid								
Email ID :	anuj.abcpocure@gmail.com								
Bank Name :	Test Bank								
Branch Name :	Dhaka								
Branch Maker :	Test Maker								
Payment For :	Performance Security								
Currency :	BDT								
Amount :	Taka 8000.03								
Mode of Payment :	Pay Order								
Instrument No. :	1122								
Issuing Bank :	icicic								
Issuing Bank Branch :	Aashram Road								
Issuance Date :	07-Sep-2011								
Validity Date :	15-Sep-2011								
Date and Time of Payment :	09-Sep-2011 07:00								
Remarks :	Payment Excepted								

Screen–D64

4.5.46.1 **Print Option** –Tenderer is given “**Print**” option on right side of the page where Tenderer can take printout in hard copy. (As shown in **Screen – D64**)

4.5.46.2 **View reference document option** – Tenderer has to click on “**View reference document**” and will be able to view reference document and download the same if any document is uploaded by Branch Maker.

4.5.47 Next Tenderer can go ahead on “**Tender Preparation**” Tab. If Tenderer has to fill Technical and BoQ’s then he has to click on “**Tender Preparation**” Tab wherein all the Forms will be displayed (As shown in **Screen – D65**) Tenderer will be given 2 hyperlinks to complete the Bid Submission – 1. “**Fill**” and 2. “**Map**”

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
Please click on 'Map' link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document									
Form Name		Action		Map the documents from your Common Document Library, if requested					
e-Tender Submission Letter (Form e-PG3 1) *		Fill		Map					
Tenderer Information Form (e-PG3-2) *		Fill		Map					
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4) *		Fill		Map					
Lot No.	01								
Lot Description	This lot contains the important items to be procured.								
Form Name		Action		Map the documents from your Common Document Library, if requested					
Price and Delivery Schedule for Goods (Form e-PG3-3A) *		Fill		Map					
Price and Delivery Schedule for Related Services (Form e-PG3-3B) *		Fill		Map					
Please fill Mandatory forms and Map Supporting / Reference Documents as requested									

Screen-D65

- 4.5.47.1 **Fill** –On click of “**Fill**” link, Tenderer will be displayed Form with required details (Technical / BoQ) to be filled by Tenderer
- 4.5.47.2 **Map** – On click of “**Map**” link, Tenderer can upload required related documents (Technical / BoQ).
- 4.5.48 On click of “**Fill**” link, (Technical Form – Tenderer information Form (e-PG3-2)) System will display page wherein Tenderer has to fill valid and relevant data in the required fields. Once required data is filled Tenderer has to click on “**Sign**” button. (As shown in **Screen – D66**)

Select	Description (to be filled by Tenderer)
<input checked="" type="checkbox"/>	Description from the tenderer side.

Description	Tenderer's Response
2.1 Number of years of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 15.1(a):	5
2.2 Number of completed supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT Sub-Clause 15.1(b):	55
a) Number of Contracts:	
b) Value of the Contracts:	245000
c) Period of the Contract:	3
2.3 The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1.(c)	300
2.4 Availability of liquid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under ITT Clause 16.1(b)	600000

Please click on Sign button to sign the form

Sign Encrypt Save

e-Signature / Hash of Document :

Screen-D66

4.5.49 Once click on “**Sign**” button, System will show pop-up box in which Tenderer has to fill Password and click on “**Verify Password**” button. (As shown in **Screen – D67**)

Enter Password
✕

Password:

Verify Password

Screen-D67

4.5.50 If password provided is valid, then system will Sign data and then Tenderer has to click on “**Encrypt**” button – to encrypt data which is already signed. (As shown in **Screen – D68 and Screen – D69**) Once encrypted data will not be shown in plain text format.

Please click on 'Encrypt' button to encrypt the form

e-Signature / Hash of Document : 84ef939aff9e713a07ad1fa2316a44a214c52a55

Screen-D68

Select	Description (to be filled by Tenderer)																
<input checked="" type="checkbox"/>	<input type="text" value="znr7hTfPcas=34ZP39v"/> <input type="text" value="qOw7qMLLU35+8Uk0td"/> <input type="text" value="rbszwYFUmr5u8LXgQZn"/>																
2. Qualification Information of the Tenderer:																	
	<table border="1"><thead><tr><th>Description</th><th>Tenderer's Response</th></tr></thead><tbody><tr><td>2.1 Number of years of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 15.1 (a):</td><td><input "="" type="text" value="jcvlyT8/Tyc=rtgq/kq1LaU="/></td></tr><tr><td>2.2 Number of completed supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT Sub-Clause 15.1 (b):</td><td><input "="" type="text" value="+kRazk2XVYw=63SW0m1eG6l="/></td></tr><tr><td>a) Number of Contracts:</td><td><input "="" type="text" value="lyCsb4ETJ9g=BJ0gs8oxEU="/></td></tr><tr><td>b) Value of the Contracts:</td><td><input "="" type="text" value="b1QEJaFaNWc=FlhDD1UP8k="/></td></tr><tr><td>c) Period of the Contract:</td><td><input "="" type="text" value="gwgjR/2Omko=XJRa8dO6rOw="/></td></tr><tr><td>2.3 The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1 (c)</td><td><input "="" type="text" value="k/SbiMDh6E=J3ucy4ILsag="/></td></tr><tr><td>2.4 Availability of liquid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under ITT Clause 16.1 (b)</td><td><input type="text" value=""/></td></tr></tbody></table>	Description	Tenderer's Response	2.1 Number of years of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 15.1 (a):	<input "="" type="text" value="jcvlyT8/Tyc=rtgq/kq1LaU="/>	2.2 Number of completed supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT Sub-Clause 15.1 (b):	<input "="" type="text" value="+kRazk2XVYw=63SW0m1eG6l="/>	a) Number of Contracts:	<input "="" type="text" value="lyCsb4ETJ9g=BJ0gs8oxEU="/>	b) Value of the Contracts:	<input "="" type="text" value="b1QEJaFaNWc=FlhDD1UP8k="/>	c) Period of the Contract:	<input "="" type="text" value="gwgjR/2Omko=XJRa8dO6rOw="/>	2.3 The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1 (c)	<input "="" type="text" value="k/SbiMDh6E=J3ucy4ILsag="/>	2.4 Availability of liquid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under ITT Clause 16.1 (b)	<input type="text" value=""/>
Description	Tenderer's Response																
2.1 Number of years of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 15.1 (a):	<input "="" type="text" value="jcvlyT8/Tyc=rtgq/kq1LaU="/>																
2.2 Number of completed supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT Sub-Clause 15.1 (b):	<input "="" type="text" value="+kRazk2XVYw=63SW0m1eG6l="/>																
a) Number of Contracts:	<input "="" type="text" value="lyCsb4ETJ9g=BJ0gs8oxEU="/>																
b) Value of the Contracts:	<input "="" type="text" value="b1QEJaFaNWc=FlhDD1UP8k="/>																
c) Period of the Contract:	<input "="" type="text" value="gwgjR/2Omko=XJRa8dO6rOw="/>																
2.3 The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1 (c)	<input "="" type="text" value="k/SbiMDh6E=J3ucy4ILsag="/>																
2.4 Availability of liquid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under ITT Clause 16.1 (b)	<input type="text" value=""/>																

Please click on 'Save' button to save the form

e-Signature / Hash of Document : 84ef939aff9e713a07ad1fa2316a44a214c52a55

Screen-D69

4.5.51 On Click of “Encrypt”, now Tenderer has to click on “Save” button to save the data. (As shown in Screen – D70)

Please click on 'Save' button to save the form

Screen-D70

4.5.52 On click of “Save” button. System will display message “Form saved successfully”. (As shown in Screen – D71) And the same “Fill” link will be changed to 4 different hyperlinks “Edit” | “View” | “Delete” | “Encrypt” (As shown in Screen – D72)

Form saved successfully

Screen-D71

Screen-D72

4.5.53 **Edit Form** – If Tenderer wants to verify e-Signature in Technical / BoQ forms, then has to click on **“Edit”** link. System will show the same Form in Encrypted format. Tenderer has to click on **“Decrypt”** button (As shown in **Screen – D73**)

Select	Description (to be filled by Tenderer)
<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 2px;"> q1HPNNP6qEU=-H2ae 4Z4I+6QWukVeLB1lad 8mZSBtSD </div>

Description	Tenderer's Response
2.1 Number of years of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 15.1(a):	LYs0IR+IKd8=v7iuulksv+w= =
2.2 Number of completed supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT Sub-Clause 15.1(b):	Jrrr/5DvoHO0=yQEsUKK/+68= 8=
a) Number of Contracts:	
b) Value of the Contracts:	yWNjhKPUF3g=buh+S1m6kgw= 6kgw=
c) Period of the Contract:	2nUrpqCN7cw=kBWeCpOvYLS= vYLS=
2.3 The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1(c)	PNN6wecBhIA=aw2kFOMSAfw= SAfw=
2.4 Availability of liquid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under ITT Clause 16.1(b)	ZNADVRIAA7w=KH1FgnC9ZXU= ZXU=

Please click on Decrypt button to decrypt the form

Verify
Decrypt
Update

e-Signature / Hash of Document:

Screen-D73

4.5.54 Once click on **“Decrypt”** button, System will show pop-up box in which Tenderer has to fill Password and click on **“Verify Password”** button. (As shown in **Screen – D74**)

Enter Password
✕

Password:

Verify Password

Screen-D74

4.5.55 Once decrypted, System will show the original text and display Notification Message **“Form Decrypted successfully”** and then Tenderer has to click on **“Verify”** button. (As shown in **Screen – D75**)

Tenderer Information Form (e-PG3-2) Go Back To Dashboard

Form Decrypted successfully.

1. Litigation History: Add Record Delete Record

Litigation history shall comply with the requirement as specified in ITT 16.1(b)

Select	Description (to be filled by Tenderer)
<input type="checkbox"/>	Description from the Tenderer side

2. Qualification Information of the Tenderer:

Description	Tenderer's Response
2.1 Number of years of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 15.1(a):	5
2.2 Number of completed supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT Sub-Clause 15.1(b):	55
a) Number of Contracts:	
b) Value of the Contracts:	245000
c) Period of the Contract:	3
2.3 The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1.(c)	300
2.4 Availability of liquid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under ITT Clause 16.1(b)	600000

Please click on **Verify** button to verify the form

Verify **Encrypt** **Update**

e-Signature / Hash of Document : b7e604e703af5537bcea8bcbdd11818ae3e38dc80

Screen–D75

4.5.56 On click of **“Verify”** button, System will display Confirmation Message **“e-Signature verified successfully”** (As shown in **Screen – D76**)

Success

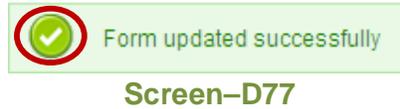
e-Signature verified successfully

OK

Screen–D76

4.5.57 Then again Tenderer has to click on **“Sign”** button – Sign data >> click on **“Encrypt”** button – encrypt the data >> and click on **“Update”** button

4.5.58 On click of “**Update**” button, System will display Message “**Form updated successfully**” (As shown in **Screen – D77**)



4.5.59 **View Form**– If Tenderer wants to view the details in plain text of Technical / BoQ forms, then has to click on “**View**” link. System will show the same Form in Encrypted format. Tenderer has to click on “**Decrypt**” button (As shown in **Screen – D78**)

Tenderer Information Form (e-PG3-2) [Go Back To Dashboard](#)

1. Litigation History:

Litigation history shall comply with the requirement as specified in ITT 16.1(b)

Select	Description (to be filled by Tenderer)
<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;"> g1HPNNPqEU~H2ae4Z 4+6QWukVeLB1ad8m ZSBtSD </div>

2. Qualification Information of the Tenderer:

Description	Tenderer's Response
2.1 Number of years of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 15.1(a):	LYs0IR+IKd8=v7iuulksv+w=
2.2 Number of completed supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT Sub-Clause 15.1(b):	Jrrr5DvoH00=yQEsUKKf+68=
a) Number of Contracts:	
b) Value of the Contracts:	yWVjhKPUF3g=buh+S1m6kgw=
c) Period of the Contract:	2nUrpqCN7cw=kBWeCpOvYLS=
2.3 The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1.(c)	PNN6wecBhIA=aw2kFOMS Afw=
2.4 Availability of liquid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under ITT Clause 16.1(b)	ZNADvRIAA7w=KH1FgnC9ZXU=

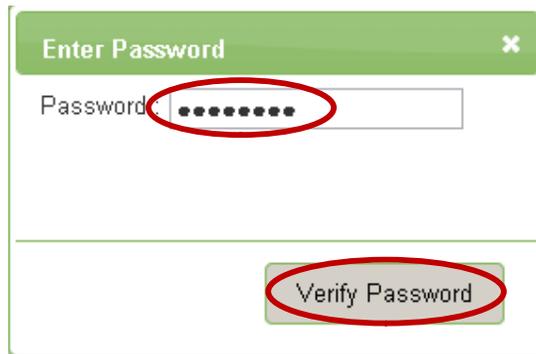
Please click on 'Decrypt' button to decrypt the form

Decrypt

e-Signature / Hash of Document :

Screen–D78

4.5.60 Once click on “**Decrypt**” button, System will show pop-up box in which Tenderer has to fill Password and click on “**Verify Password**” button. (As shown in **Screen – D79**)



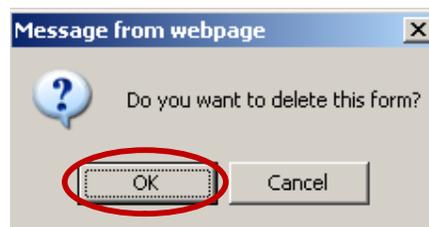
Screen-D79

- 4.5.61 On click of “**Decrypt**” button, System will display Message “**Form Decrypted successfully**” and show the data in Original / Plain Text (As shown in **Screen – D80**)



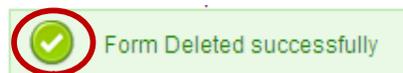
Screen-D80

- 4.5.62 **Delete Form** –If Tenderer wants to delete form then has to click on “**Delete**” link, on click System will ask for Confirmation Message (As shown in **Screen – D81**)



Screen-D81

- 4.5.63 On click of “**OK**” button, System will display Message “**Form Deleted successfully**” and again Tenderer has to “**Fill**” the same Form. (As shown in **Screen – D82**)



Screen-D82

- 4.5.64 **Encrypt Form** – To do Final Submission of Tender, Tenderer has to “**Decrypt – Encrypt**” again the same form to go ahead and for that click on “**Encrypt**” link. System will open then form for Decryption (As shown in **Screen – D83**) So Tenderer has to click on “**Decrypt**” button.

1. Litigation History:	
Litigation history shall comply with the requirement as specified in ITT 16.1(b)	
Select	Description (to be filled by Tenderer)
<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;"> zmr7hTIPcas=34ZP39Vj qOw76MLLU35+8Uk0td rbszWYFUnr5u8LXgQZn </div>

2. Qualification Information of the Tenderer:	
Description	Tenderer's Response
2.1 Number of years of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 15.1 (a):	jcvlyT8lTyk=rfg/kq1LaU=
2.2 Number of completed supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT Sub-Clause 15.1 (b):	+KRazk2XVYw=S3S5W0m1eG6l=
a) Number of Contracts:	
b) Value of the Contracts:	lyCsb4ETJ9g=BJOgeyBqyEU=
c) Period of the Contract:	b1QEjaFaNWc=FlhDD1UP8k=
2.3 The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1 (c)	gwgIBl2Qmk0=XJRa8dO6rOw=
2.4 Availability of liquid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under ITT Clause 16.1(b)	jkvSbIMDh6E=J3ucy4ILsxg=

Please note, when you click the "Encrypt" button below, the form will be encrypted with e-GP Tender Opening Committee Security Password & hence you are requested to be sure that there will not be any further correction in this form. Click the "Encrypt" button only if you have completed filling the form, and you are sure that the information entered is correct.

Please click on "Decrypt" button to decrypt the form

Decrypt

e-Signature / Hash of Document : 84ef939aff9e713a07ad1fa2316a44a214c52a55

Screen-D83

4.5.65 Once click on "Decrypt" button, System will show pop-up box in which Tenderer has to fill Password and click on "Verify Password" button. (As shown in Screen – D84)

Enter Password
✕

Password

Verify Password

Screen-D84

4.5.66 Once "Verify Password" is successful, System will show data in original text for view purpose. Tenderer will not be able to edit the data. Tenderer has to then click on "Encrypt and Save" button (As shown in Screen – D85)

1. Litigation History:	
Litigation history shall comply with the requirement as specified in ITT 16.1(b)	
Select	Description (to be filled by Tenderer)
<input type="checkbox"/>	Description from the tenderer side.

2. Qualification Information of the Tenderer:	
Description	Tenderer's Response
2.1 Number of years of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause 15.1(a):	5
2.2 Number of completed supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT Sub-Clause 15.1(b):	55
a) Number of Contracts:	
b) Value of the Contracts:	245000
c) Period of the Contract:	3
2.3 The supply and/or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1 (c)	300
2.4 Availability of liquid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under ITT Clause 16.1 (b)	600000

Please note, when you click the "Encrypt" button below, the form will be encrypted with e-GP Tender Opening Committee Security Password & hence you are requested to be sure that there will not be any further correction in this form. Click the "Encrypt" button only if you have completed filling the form, and you are sure that the information entered is correct.

Please click on "Encrypt And Save" button to save the form

Encrypt And Save

e-Signature / Hash of Document : 84ef939aff9e713a07ad1fa2316a44a214c52a55

Screen-D85

- 4.5.67 On Click, System will display Instruction Message (As shown in **Screen – D86**) Tenderer has to click on "OK" button to confirm the Form filled.

Instruction
✕

Please note, when you click the "Encrypt" button below, the form will be encrypted with e-GP Tender Opening Committee Security Password & hence you are requested to be sure that there will not be any further corrections in this form. Click the "Encrypt" button only if you have completed filling the form, and you are sure that the information entered is correct

Ok
Cancel

Screen-D86

- 4.5.68 After second time encryption of Form, System will show the form wherein "Edit" link will be disabled and "Encrypt" link will be replaced with "Encrypted" Text. This means Finally Form is filled by Tenderer (As shown in **Screen – D87**)

Form Name	Action
e-Tender Submission Letter (Form e-PG3 1) *	View Delete Encrypted
Tenderer Information Form (e-PG3-2) *	View Delete Encrypted
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4) *	View Delete Encrypted

Screen-D87

4.5.69 In the same manner all the **Forms (Technical or BoQ)** should be filled by Tenderer by filling the relevant and valid data. Once all the Forms filled by Tenderer, System will display the same as shown in **Screen – D88**. If Tenderer has not mapped any documents which are mandatory in any of the Forms (Technical or BoQ) then System will display Message **“Please Fill All Mandatory Documents”** as shown in Red colour below the BoQ Forms.

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
Please click on 'Map' link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document									
Form Name					Action	Map the documents from your Common Document Library, if requested			
e-Tender Submission Letter (Form e-PG3 1) *					View Delete Encrypted	Map			
Tenderer Information Form (e-PG3-2) *					View Delete Encrypted	Map			
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4) *					View Delete Encrypted	Map			
Lot No.	01								
Lot Description	This lot contains the important items to be procured.								
Form Name					Action	Map the documents from your Common Document Library, if requested			
Price and Delivery Schedule for Goods (Form e-PG3-3A) *					View Delete Encrypted	Map			
Price and Delivery Schedule for Related Services (Form e-PG3-3B) *					View Delete Encrypted	Map			
Please Fill All Mandatory Documents									

Screen-D88

4.5.70 Tenderer has 2 options in mapping documents.

4.5.70.1 Tenderer has to map documents for mandatory forms.

4.5.70.2 Tenderer has choice to map documents for non-mandatory forms (i.e. If he wants he can map the document)

4.5.71 Tenderer will click on **“Map”** link, System will show page where Tenderer has 2 options 1) Tenderer can upload the documents and will be Mapped. 2) Tenderer has to select document from Common Document Library (Tenderer’s Briefcase) and click on **“Map”** button.

4.5.72 If Tenderer wants to upload the document, then will have to click on **“Browse”** button and select the file from the local system, Select the Mandatory Document

Type and give Description and click on **“Upload”** button. (As shown in **Screen – D89**) System will also show the **Instructions** to be followed before uploading the files.

Map from Document Library

Field marked (*) are mandatory.

Select a file to upload : *

Document Type :*

Authorization Letter (ITT 22.1 (f))
Authorization Letter (ITT 22.1 (f))
Other

Description :*

Screen–D89

4.5.73 If Tenderer wants to Map the document from Library, then will have to click on checkbox before File Name and then Select the Mandatory Document Type and click on **“Map”** button. (As shown in **Screen – D90**)

View Unmapped Files | View Folderwise Files | View Files | View Archive Files

S. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action	
<input type="checkbox"/>	1	nitin3.xlsx	TestBroucher	9b9067777fe22d5fbc98c7fd310064c443e04a49	10	11-Jul-2011 14:46	Archive Download Map to Folder
<input type="checkbox"/>	2	nitin1.xlsx	TestGeneralExperience	95ee7d32ecb395da887a14702d09e1aea30da94	10	11-Jul-2011 14:45	Archive Download Map to Folder
<input type="checkbox"/>	3	sachin1.xlsx	test	1b3c114fb4b32c83ff12d437ab08ac0d1ebb4a5c	10	11-Jul-2011 14:44	Archive Download Map to Folder
<input type="checkbox"/>	4	Copy (10) of Demo1.docx	de	5ba1288172fad436264bb3d7fde909e9ad3bc47	0	02-Jul-2011 16:25	Archive Download Map to Folder
<input type="checkbox"/>	5	Copy (11) of Demo1.docx	se	b46dbccc5cb1f06f1832fb4429bd535867e643d2	0	02-Jul-2011 16:23	Archive Download Map to Folder
<input type="checkbox"/>	6	Copy (6) of Demo1.docx	six	806254782a17c33b4d6cd8c857c64976dbf60a36	0	02-Jul-2011 16:22	Archive Download Map to Folder
<input type="checkbox"/>	7	Copy (7) of Demo1.docx	seven	582df00621739e2f84965ebfc7dbdd843625b19	0	02-Jul-2011 16:22	Archive Download Map to Folder
<input type="checkbox"/>	8	Copy (3) of Demo1.docx	three	c008e02bee11d5b4937484679ff1c57b543e6e1b7	0	02-Jul-2011 16:21	Archive Download Map to Folder
<input type="checkbox"/>	9	Copy (4) of Demo1.docx	four	6862c0a9db455a1c5400e789243b5ea7ee8f4fc7	0	02-Jul-2011 16:21	Archive Download Map to Folder
<input type="checkbox"/>	10	Copy (5) of Demo1.docx	five	93d7698811cb1db5a3613afba908d3849fc9aec0	0	02-Jul-2011 16:21	Archive Download Map to Folder
<input type="checkbox"/>	11	Copy of Demo1.docx	one	685c1f76bc87a70d984bb1bb815132079c156686	0	02-Jul-2011 16:20	Archive Download Map to Folder

Page 1 of 1

Authorization Letter (ITT 22.1(f))

Uploaded Documents	
Pending Required Documents	0
Total Required Documents	Mapped Documents
1	1

Mapped Files								
S. No.	File Name	Required Document	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action	
<input type="checkbox"/>	1	Copy (5) of Demo1.docx	Authorization Letter (ITT 22.1(f))	five	93d7698811cb1db5a3613afba908d3849fc9aec0	0.02	02-Jul-2011 16:21	Download

Screen-D90

4.5.74 Once Mapping of files is completed, then Tenderer has to click on **“Go Back to Dashboard”** button on right side of page and Tenderer will now be able to see **“Map”** and **“View”** links. Now System will show message and **“I Agree”** checkbox, so that Tenderer is agreeing to Terms and Conditions for filling this tender. Tenderer has to click on **“Go To Final Submission”** button. (As shown in **Screen – D91**)

Please click on 'Map' link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document

Form Name	Action	Map the documents from your Common Document Library, if requested
e-Tender Submission Letter (Form e-PG3 1) *	View Delete Encrypted	Map View
Tenderer Information Form (e-PG3-2) *	View Delete Encrypted	Map View
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4) *	View Delete Encrypted	Map View

Lot No.	01
Lot Description	This lot contains the important items to be procured.

Form Name	Action	Map the documents from your Common Document Library, if requested
Price and Delivery Schedule for Goods (Form e-PG3-3A) *	View Delete Encrypted	Map
Price and Delivery Schedule for Related Services (Form e-PG3-3B) *	View Delete Encrypted	Map

I hereby declare that I have downloaded and read all the tender documents, Pre tender meeting (if applicable), amendment / corrigendum documents.

I Agree

Go To Final Submission

Screen-D91

4.5.75 On click, System will display page in which Tender / Proposal Submission Details will be shown and below that Tenderer will have to click on “**Final Submission**” button. (As shown in **Screen – D92**)

Document Read Confirmation

Tender Detail			
Tender ID :	106	Invitation Reference No. :	Invref#07092011
Closing Date and Time :	23-Oct-2011 13:05	Opening Date and Time :	25-Oct-2011 13:05
Procuring Entity :	PE Office Helicopter Organisation		
Brief :	Brief Description of Goods and Related Service		

 [View Notice](#)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Tender/Proposal Submission Details									
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
Form Name	Filled (Yes/No)	Mandatory (Yes/No)	Encrypted with Buyer Hash						
e-Tender Submission Letter (Form e-PG3 1)	Yes	Yes	Yes						
Tenderer Information Form (e-PG3-2)	Yes	Yes	Yes						
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)	Yes	Yes	Yes						
Lot No.	01								
Lot Description	This lot contains the important items to be procured.								
Price and Delivery Schedule for Goods (Form e-PG3-3A)	Yes	Yes	Yes						
Price and Delivery Schedule for Related Services (Form e-PG3-3B)	Yes	Yes	Yes						
Form Name	Mapped Document's Name		File Name						
e-Tender Submission Letter (Form e-PG3 1)	Authorization Letter (ITT 22.1(f))		Copy (5) of Demo1.docx						
	Brochures (ITT 22.1(e))		Copy (6) of Demo1.docx						
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)	Manufacturer Authorization/ Dealership/Agencyship Certificate		nitin3.xlsx						
	VAT Certificate (ITT 22.1(h))		Valid Value Added Tax (VAT) Certificate.docx						
Tenderer Information Form (e-PG3-2)	TIN Certificate (ITT 22.1(h))		Valid Tax Identification Number (TIN) Certificate.docx						
	Specific Experience Certificates (ITT 15.1(b))		Authorization letter from the Owner for the Firm/Company's Admin.docx						
	Financial Capacity Certificate (ITT 16.1(a))		e-GP Registration Fee Payment Slip.docx						
	Valid Trade License (ITT 22.1.(g))		Valid Tax Identification Number (TIN) Certificate.docx						
	General Experience Certificates (ITT 15.1(a))		Copy of Demo1.docx						
	Supply/Production Capacity Certificate (ITT 15.1(c))		Copy (5) of Demo1.docx						
Final Submission									

Screen-D92

4.5.76 On click of “**Final Submission**”, System will display Tender / Proposal Submission Details and also message in Red colour of “**Final Submission Completed Successfully**” (As shown in **Screen – D93**). Other than that System will display “**Substitute / Modification**” and “**Tender Withdrawal**” button.

 Save As PDF
  Print

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Tender/Proposal Submission Details									
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
Form Name	Filed (Yes/No)	e-Signature / Hash							
e-Tender Submission Letter (Form e-PG3 1)	Yes	356588ec43f63c2bcbc5ab9b087106dfe2c2c21a							
Tenderer Information Form (e-PG3-2)	Yes	67af4d381d6c75614168fd5bb890f6fdebd0b0b							
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)	Yes	eea0e4706159f9a302174cd62e98e323b7ee0e8b							
Lot No.	01								
Lot Description	This lot contains the important items to be procured.								
Form Name	Filed (Yes/No)	e-Signature / Hash							
Price and Delivery Schedule for Goods (Form e-PG3-3A)	Yes	b881207f889f62cb5950ca00e6442a3984434c95							
Price and Delivery Schedule for Related Services (Form e-PG3-3B)	Yes	ee46352ae1c4809d97c702240f9dea425b9ee3c7							
Form Name	Mapped Document's Name	File Name	e-Signature / Hash						
e-Tender Submission Letter (Form e-PG3 1)	Authorization Letter (ITT 22.1(f))	Copy (5) of Demo1.docx	93d7698811cb1db5a3613afba908d3849fc9aec0						
	Brochures (ITT 22.1(e))	Copy (6) of Demo1.docx	806254782a17c33b4d6cd8c857c64976dbf60a36						
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)	Manufacturer Authorization/ Dealership/Agencyship Certificate	nitin3.xlsx	9b906777fe22d5fbc98c7fffd310064c443e04a49						
	VAT Certificate (ITT 22.1(h))	Valid Value Added Tax (VAT) Certificate.docx	-						
Tenderer Information Form (e-PG3-2)	TIN Certificate (ITT 22.1(h))	Valid Tax Identification Number (TIN) Certificate.docx	-						
	Specific Experience Certificates (ITT 15.1(b))	Authorization letter from the Owner for the FirmCompany's Admin.docx	-						
	Financial Capacity Certificate (ITT 16.1(a))	e-GP Registration Fee Payment Slip.docx	-						
	Valid Trade License (ITT 22.1.(g))	Valid Tax Identification Number (TIN) Certificate.docx	-						
	General Experience Certificates (ITT 15.1(a))	Copy of Demo1.docx	885c1f76bc87a70d984bb1bb815132079c156686						
	Supply/Production Capacity Certificate (ITT 15.1(c))	Copy (5) of Demo1.docx	93d7698811cb1db5a3613afba908d3849fc9aec0						
	Your Mega Hash :	1c112e0705ae902be03742ebd9d8a9f93bd6f5bf							
Final Submission Completed Successfully at - 07/09/2011 18:48. IP Address : 127.0.0.1, 61.17.38.85									
If you want to Substitute or Withdraw the submitted tender, click the relevant button below.									
<input type="button" value="Substitute / Modification"/> <input type="button" value="Tender Withdrawal"/>									

Screen-D93

4.5.77 Before Tender Submission Date and Time, Tenderer can Substitute / Modify the Tender Bid. Tenderer has to click on “**Substitute / Modification**” button. On click, System will display page in which Tenderer has to give Reason for Substitution / Modification (As shown in **Screen – D94**)

Tender Detail			
Tender ID :	106	Invitation Reference No. :	Invref#07092011
Closing Date and Time :	23-Oct-2011 13:05	Opening Date and Time :	25-Oct-2011 13:05
Procuring Entity :	PE Office Helicopter Organisation		
Brief :	Brief Description of Goods and Related Service		

[View Notice](#)

Reason *:

[Substitute / Modification](#)

Screen-D94

4.5.78 On click of **“Substitute / Modification”** button, System will display Notification Message **“Reason entered successfully. Please proceed for modification”** (As shown in **Screen – D95**) and Tenderer will be shown **Reference Screen – D91**



Screen-D95

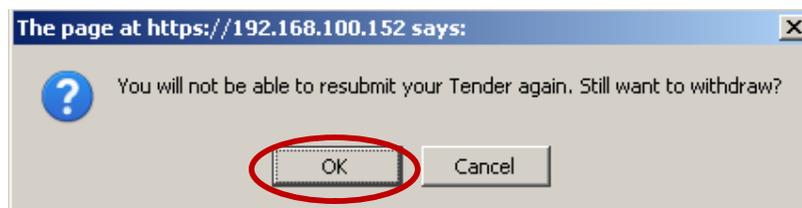
4.5.79 Before Tender Submission Date and Time, Tenderer can withdraw the Tender Bid. Tenderer has to click on **“Tender Withdrawal”** button. Once, Tenderer has withdrawn from Bid Submission he will not be able to again Bid for the same tender. On click, System will display page in which Tenderer has to give Reason for withdrawal and click on **“Withdrawal”** button. (As shown in **Screen – D96**)

Reason *:

[Withdrawal](#)

Screen-D96

4.5.80 On click of **“Withdrawal”** button, System will be ask for Confirmation Message (As shown in **Screen – D97**)



Screen-D97

4.5.81 System will display page in which Tenderer will find “Tender Substitution / Modification History, Withdrawal History”. Tenderer has to click on “**View**” link (As shown in **Screen – D98**)

Tender Substitution / Modification History, Withdrawal History :	View
Your Mega Hash :	fe4a2e0795ae902be03742ebd9d8a9f93bd6f5bf
Final Submission Completed Successfully at - 07/09/2011 18:55. IP Address : 127.0.0.1, 61.17.38.85	
If you want to Substitute or Withdraw the submitted tender, click the relevant button below.	

Screen–D98

4.5.82 On click of “**View**” link, System will display Date and Time and Reason for Substitution / Modification. (As shown in **Screen – D99**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Withdrawal									
Date and Time		Reason for Withdrawal							
		No Records Found							
Substitution / Modification									
Date and Time		Reason for Substitution / Modification							
07-Sep-2011 18:52		Reason for substitution							

Screen–D99

4.5.83 Next Tenderer can go ahead on “**Opening**” Tab. After all the TOC Members Sign TOR 2 Report, Tender Opening Reports can be viewed by Tenderer. To view that Tenderer has to click on “**Opening**” Tab. (As shown in **Screen – D100**)

Docs.	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Package No :	Testing							
Package Description :	Testing							
TOR 1	View							
TOR 2	View							

Screen–D100

4.5.84 Tenderer will be able to see **Tender Opening Report 1 (TOR 1)** and **Tender Opening Report 2 (TOR 2)** – “**View**” links. (As shown in **Screen – D100**)

4.5.85 Tenderer has to click on “**View**” link before **TOR 1** and System will display **Tender Opening Report 1** wherein Tenderer will find Tender detail, Ministry / Division / Organization detail and Package and Lot Information, Procurement Data, Procurement Plan, Advertisement details, Tender Date and Time, Opening Date and Time, Tender Document details and Signed by TOC (Tender Opening Committee) Members. (As shown in **Screen – D101**)

Tender Opening Report 1 Print Save As PDF

Tender Detail			
Tender ID:	100	Invitation Reference No.:	Testing12345
Closing Date and Time:	02-Oct-2011 15:27	Opening Date and Time:	03-Sep-2011 12:49
Procuring Entity:	PE Office Helicopter Organisation		
Brief:	Testing		

Tender Opening Report 1			
Ministry Name:	Ministry of Aviation	Division Name:	North Division
Organization/Agency Name:	Helicopter Organisation	Procuring Entity:	PE Office Helicopter Organisation
Tender Package No. and Description:	Testing & Testing		
Lot No. and Description:			

Procurement Data			
Procurement Type	Funding By	Budget Type	Method
NCT	World Bank	Revenue	Open Tendering Method

Procurement Plan	
Approving Authority	Approval Status
Name: PE User of Heli Orgn Designation: Dy Manager Role: PE Office Name: PE Office Helicopter Organisation Organization: Helicopter Organisation	Approved

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

Tender Date and Time	
Date and Time of Publishing	Date and Time of Closing
02-Sep-2011 16:24	02-Oct-2011 15:27

Opening Date and Time	
Original Date and Time	
03-Sep-2011 12:49	

Tender Document			
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
1	1	0	0

TOC Members		
Click on link to Sign	TOC Heli Orgn	Authorised User
Committee Role	Chairperson	Member
Designation	Manager	Dy Manager
PE Office	PE Office Helicopter Organisation	PE Office Helicopter Organisation
Electronically Signed TOR On	03 Sep 2011 15:10	03 Sep 2011 15:02

Screen-D101

- 4.5.85.1 **Print** - Tenderer will find “Print” option on right side on the TOR 1 details page and can take the printout in paper. (As shown in **Screen – D101**)
- 4.5.85.2 **Save As PDF** -Tenderer will find “Save as PDF” option on right side on the project details page, on click system will ask to “Save” or “Open”. If Tenderer clicks on “Save”, then system will save the TOR 1 information in the local system in PDF Format. If Tenderer clicks on “Open”, then system will open the TOR 1 information in PDF Format. (As shown in **Screen – D101**)
- 4.5.86 Tenderer has to click on “View” link before **TOR 2** and System will display **Tender Opening Report 2** wherein Tenderer will find Tender detail, Ministry / Division / Organization detail and Package and Lot Information, Tender Date and Time,

Tender Document details, Tender Security details and Signed by TOC (Tender Opening Committee) Members. (As shown in **Screen – D102**)

Tender Opening Report 2



Tender Detail			
Tender ID :	100	Invitation Reference No. :	Testing12345
Closing Date and Time :	02-Oct-2011 15:27	Opening Date and Time :	03-Sep-2011 12:49
Procuring Entity :	PE Office Helicopter Organisation		
Brief :	Testing		

Tender Opening Report 2			
Ministry Name :	Ministry of Aviation	Division Name :	North Division
Organization/Agency Name :	Helicopter Organisation	Procuring Entity :	PE Office Helicopter Organisation
Tender Package No. and Description :	Testing		
Lot No. and Description :	& Testing		

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
02-Sep-2011 16:24	02-Oct-2011 15:27	03-Sep-2011 12:49	05-Jan-2012	02-Feb-2012

Tender Document			
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
1	1	0	0

S. No.	Name of Tenderer / Consultant	Date and Time of Submission	Tender Security Type	Tender Security Amount	Name of Bank & Branch, Date of Issue	Tender Security Valid upto (Date)	Tender Validity upto (Date)
1	Shah & Co.	02-Sep-2011 18:16	Pay Order	3000.00	Bank: Test Bank Branch: Dhaka 02-Sep-2011 06:04	02-Feb-2012	05-Jan-2012

TOC Members		
Click on link to Sign	TOC Hell Orgn	Authorised User
Committee Role	Chairperson	Member
Designation	Manager	Dy Manager
PE Office	PE Office Helicopter Organisation	PE Office Helicopter Organisation
Electronically Signed TOR On	03 Sep 2011 15:11	03 Sep 2011 15:11

Screen-D102

- 4.5.86.1 **Print** - Tenderer will find “**Print**” option on right side on the TOR 2 details page and can take the printout in paper. (As shown in **Screen – D102**)
- 4.5.86.2 **Save As PDF** - Tenderer will find “**Save as PDF**” option on right side on the project details page, on click system will ask to “**Save**” or “**Open**”. If Tenderer clicks on “**Save**”, then system will save the TOR 2 information in the local system in PDF Format. If Tenderer clicks on “**Open**”, then system will open the TOR 2 information in PDF Format. (As shown in **Screen – D102**)
- 4.5.87 Next Tenderer can go ahead on “**Evaluation**” Tab. At the time of Tender Evaluation by TEC (Tender Evaluation Committee) Members, Tenderer has to click on “**Evaluation**” Tab.
- 4.5.88 In **Evaluation** section, there are 4 different tabs (“**Clarification**”, “**Validity / Security Extension**”, “**Post Qualification**”, “**Debriefing of Tender**”)(As shown in **Screen – D103**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Openin	Evaluation	NOA	Cont. Signing
Clarification		Validity / Security Extension	Post Qualification	Debriefing on Tender					
Tender Details									
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
Last Date and Time for Response :									
Remarks :									
S. No.	Form Name							Action	
No forms found!									

Screen-D103

4.5.89 **Clarification** – If TEC (Tender Evaluation Committee) – Chairperson want to take clarification then he has to post the clarification for the same and forward to Tenderer. (As shown in **Screen – D104**) Tenderer will find Form Name and “**Prepare Clarification**” link under Action column

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Openin	Evaluation	NOA	Cont. Signing
Clarification		Validity / Security Extension	Post Qualification	Debriefing on Tender					
Tender Details									
Package No. :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
Last Date and Time for Response :	15-Sep-2011 00:00								
Remarks :	Please respond on time								
S. No.	Form Name							Action	
1	e-Tender Submission Letter (Form e-PG3 1)							Prepare Clarification	
2	Tenderer Information Form (e-PG3-2)							Prepare Clarification	
3	Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)							Prepare Clarification	

Screen-D104

4.5.90 Tenderer click on “**Prepare Clarification**” link, System will show new page in which Query will be asked by TEC – Chairperson. Tenderer has to give Clarification for the same and click on “**Save**” button. If Tenderer have some reference document for the same then has to click on “**Upload Document**” link. (As shown in **Screen – D105**)

Form Name : e-Tender Submission Letter (Form e-PG3 1)			Upload Document
S. No.	Query	Clarification	
1	Please clarify regarding this form?	Reply / Response from Tenderer	
<input type="button" value="Save"/>			
Document List			
Sr. No.	File Name	File Description	File Size (in KB) Action
No records found.			

Screen-D105

4.5.91 On click of **“Save”** button, System will display message **“Clarification provided successfully”** (As shown in **Screen – D106**)



Screen–D106

4.5.92 Tenderer has given clarification for all the required forms then under Action column **“Prepare Clarification”** link will be changed to **“Clarification Prepared”** and below that he will be able to notice **“Notify TEC Chairperson”** button. Once clicked, System will send all the clarifications (replies) given by Tenderer to TEC Chairperson. (As shown in **Screen – D107**)

S. No.	Form Name	Action
1	e-Tender Submission Letter (Form e-PG3 1)	Clarifications prepared
2	Tenderer Information Form (e-PG3-2)	Clarifications prepared
3	Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)	Clarifications prepared

Please click on Notify TEC Chairperson button once all the clarifications are prepared

[Notify TEC Chairperson](#)

Screen–D107

4.5.93 Once notification given, then under Action column **“Clarification prepared”** link will be changed to **“View”** link (As shown in **Screen – D108**)

S. No.	Form Name	Action
1	e-Tender Submission Letter (Form e-PG3 1)	View
2	Tenderer Information Form (e-PG3-2)	View
3	Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)	View

Screen–D108

4.5.94 Tenderer can click on **“View”** link and see the query and clarification which is given to TEC Chairperson (As shown in **Screen – D109**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Openin	Evaluation	NOA	Cont. Signing
-------	---------------	-------------------	-----------------	---------	-------------------	--------	----------------------------	-----	---------------

Clarification	Validity / Security Extension	Post Qualification	Debriefing on Tender
-------------------------------	-------------------------------	--------------------	----------------------

Tender Details	
Package No. :	pkg07092011
Package Description :	This package contains the important items to be procured.
Last Date of Response :	15-Sep-2011 00:00
Remarks :	Please respond on time

Form Name : e-Tender Submission Letter (Form e-PG3 1)

S. No.	Query	Clarification
1	Please clarify regarding this form?	Reply / Response from Tenderer

Document List

Sr. No.	File Name	File Description	File Size (in KB)	Action
No records found.				

Screen–D109

4.5.95 **Tender Validity / Security Extension** – When Procuring Entity request Tenderer to for extension of Tender Validity / Security. Tenderer has to click on **“Pending”** Tab of **“Validity / Security Extension”** Tab. Tenderer will find **“Process”** | **“View”** links under Action column (As shown in **Screen – D110**)

Docs.	Clarification	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Clarification	Validity / Security Extension	Post Qualification	Debriefing on Tender					
Pending	Accepted / Rejected							
S. No.	Current Tender Validity date	New Tender Validity date	Last date for request acceptance	Action				
1	07-Dec-2011	11-Dec-2011	08-Sep-2011	Process View				

Screen–D110

4.5.96 When Tenderer clicks on “Process” link, System will display page in which Validity Extension request details will be shown and Tenderer has to **“Accept”** or **“Reject”** and click on **“Submit”** button (As shown in **Screen – D111**)

Validity Extension Request [Go Back to Dashboard](#)

Tender Detail

Tender ID :	2518	Invitation Reference No. :	210
Closing Date and Time :	28-Sep-2011 10:57	Opening Date and Time :	06-Sep-2011 11:23
Procuring Entity :	office1		
Brief :	The Tender is to be used for test e-GP phase - 2 process		

[View Notice](#)

Tender / Proposal Validity in no. of Days :	70
Last Date of Tender / Proposal Validity :	07-Dec-2011
New Date of Tender / Proposal Validity :	11-Dec-2011
Last Date of Tender Security Validity :	04-Jan-2012
New Date of Tender Security Validity :	15-Jan-2012
Extension Reason :	Severe reason
Action : *	<input type="text" value="Accept"/>

Screen–D111

4.5.97 On Submit, Tenderer can find Validity Extension request details in **“Accepted / Rejected”** Tab. (As shown in **Screen – D112**)

Docs.	Clarification	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Clarification		Validity / Security Extension	Post Qualification	Debriefing on Tender				
Pending		Accepted / Rejected						
S. No.	Current Tender Validity date	New Tender Validity date	Last date for request acceptance	Action				
1	29-Jun-2011	30-Jun-2011	28-Jun-2011	View				
2	03-Jul-2011	04-Jul-2011	28-Jun-2011	View				
3	07-Dec-2011	11-Dec-2011	08-Sep-2011	View				

Screen-D112

4.5.98 **Post Qualification Tab** – When TEC Chairperson process for Post Qualification wherein he process Tenderer for Site Visit Date and Time and the same will be shown to Tenderer in **Post Qualification** Tab (As shown in **Screen – D113**)

Clarification	Validity / Security Extension	Post Qualification	Debriefing on Tender	
Lot No.	Lot Description	Site Visit Date and Time		
01	This lot contains the important items to be procured.	13-Sep-2011 17:57:00		

Screen-D113

4.5.99 **Debriefing on Tender** – At the time of Evaluation, If Tenderer wants to get any clarification from Procuring Entity, then Tenderer has to click on “**Debriefing on Tender**”Tab, Tenderer has to click on “**Seek Clarification**” link on the right side below the tab line (As shown in **Screen – D114**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Clarification		Validity / Security Extension	Post Qualification	Debriefing on Tender					
									Seek Clarification

Screen-D114

4.5.100 On click of “**Seek Clarification**” link, System will display page wherein Tenderer has to ask his Clarification and click on “**Submit**” button (As shown in **Screen – D115**)

Tender Detail			
Tender ID :	105	Invitation Reference No. :	Invret#07092011
Closing Date and Time :	23-Oct-2011 13:05	Opening Date and Time :	08-Sep-2011 12:15
Procuring Entity :	PE Office Helicopter Organisation		
Brief :	Brief Description of Goods and Related Service		

[View Notice](#)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Clarification	Validity / Security Extension	Post Qualification	Debriefing on Tender						

Fields marked with (*) are mandatory

Seek Clarification :*

Screen-D115

4.5.101 On Submit, System will post the message to Procuring Entity and show message **"Your Query Posted Successfully"** (As shown in **Screen – D116**)



Screen-D116

4.5.102 Next Tenderer has to click on **"NOA"** Tab (**Notification of Award**). When Procuring Entity Issue the NOA after that Tenderer will be able to see the NOA details. (As shown in **Screen – D117**) Tenderer will have 2 options under Action column **"View"** | **"Accept / Decline"**

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Package No :	pkg07092011								
Package Description :	This package contains the important items to be procured.								
Lot No :	01								
Lot Description :	This lot contains the important items to be procured.								
Contract No.	Contract Amount in Figure (in BDT)	Date of issue of NOA	Deadline of Acceptance of NOA	NOA Acceptance Status	Accept / Decline Date & Time	Action			
CN106	80000.30	09-Sep-2011	20-Sep-2011	Pending	-	View Accept/Decline			

Screen-D117

4.5.103 If Tenderer wants to view the Notification of Award (NOA) details then he has to click on **"View"** link under action column. System will display page wherein NOA details and if documents uploaded will be shown (As shown in **Screen – D118**)

Notification Of Award (NOA)

[View All Notifications](#)

[Go Back To Dashboard](#)

Contract No: CN106

Date: 09-Sep-2011

To :

Name: Shah & Co.

Address: Gulshan - V Chanan Lane Dhaka Bangladesh

This is to notify you that your Tender dated **07-Sep-2011** for the supply of Goods and related Services for **This lot contains the important items to be procured**, for the Contract Price of Tk **80000.30 (Eighty Thousand point Three Zero Zero)** as corrected and modified in accordance with the Instructions to Tenderers, has been approved by **PE Office Helicopter Organisation**.

You are thus requested to take following actions :

- accept in writing the Notification of Award within Seven (7) working days of its issuance pursuant to ITT Clause
- furnish a Performance Security in the specified format and in the amount of Tk **8000.03 (Eight Thousand point Three Zero)** ,within Twenty-Eight (28) days of acceptance of this Notification of Award but not later than **07-Oct-2011**, in accordance with ITT Clause
- sign the Contract within Seven (7) days of issuance of this Notification of Award but not later than **16-Sep-2011**, in accordance with ITT Clause

You may proceed with the execution of the supply of Goods and related Services only upon completion of the above tasks. You may also please note that this Notification of Award shall constitute the formation of this Contract, which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal and signature.

Duly authorised to Electronically sign
for and on behalf of

Electronically Signed
PE User of Heli Orgn
Shah & Co.
PE Office Helicopter Organisation

Attached Documents

S. No.	File Name	File Description	File Size (in KB)	Action
1	NOA Refrence document.docx	NOA ref. document	13	

Screen-D118

4.5.104 Tenderer has to accept / reject Notification of Award (NOA) details then he has to click on “**Accept / Decline**” link under action column. System will display page wherein NOA details and if documents uploaded will be shown. Tenderer has to give comments and select “**Accept**” or “**Decline**” from combo box and click on “Submit” button (As shown in **Screen – D119**)

Accept / Decline Notification of Award

[Go Back To Dashboard](#)

Contract No: C106
To:
Name: Shah & Co.
Address: Gulshan - V Chanan Lane Dhaka Bangladesh

Date: 10-Sep-2011

This is to notify you that your Tender dated 07-Sep-2011 for the supply of Goods and related Services for This lot contains the important items to be procured, for the Contract Price of Tk 80000.30 (Eighty Thousand point Three Zero Zero) as corrected and modified in accordance with the Instructions to Tenderers, has been approved by PE Office Helicopter Organisation.

You are thus requested to take following actions :

- accept in writing the Notification of Award within Seven (7) working days of its issuance pursuant to ITT Clause
- furnish a Performance Security in the specified format and in the amount of Tk 8000.03 (Eight Thousand point Three Zero) ,within Twenty-Eight (28) days of acceptance of this Notification of Award but not later than 08-Oct-2011, in accordance with ITT Clause
- sign the Contract within Seven (7) days of issuance of this Notification of Award but not later than 17-Sep-2011, in accordance with ITT Clause

You may proceed with the execution of the supply of Goods and related Services only upon completion of the above tasks. You may also please note that this Notification of Award shall constitute the formation of this Contract, which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal and signature.

Duly authorised to Electronically sign for and on behalf of

Electronically Signed
PE User of Heli Orgn
Shah & Co.
PE Office Helicopter Organisation

Comment : * This is a matter of honour for our company to accept the tender awarded. We are thankful to the Government of Bangladesh and the Procurement department.

Action : * **Accept**

Submit

Attached Documents

S. No.	File Name	File Description	File Size (in KB)	Action
1	NOA Reference document.docx	NOA ref. document	13	

Save As PDF **Print**

Screen-D119

4.5.104.1 **Print** - Tenderer will find **Print** option on right side on the NOA details page and can take printout in paper. (As shown in **Screen – D119**)

4.5.104.2 **Save As PDF** - Tenderer will find **Save as PDF** option on right side on the project details page, on click system will ask to **Save** or **Open**. If Tenderer clicks on **Save**, then system will save the NOA information in the local system in PDF Format. If Tenderer clicks on **Open**, then system will open the NOA information in PDF Format. (As shown in **Screen – D119**)

4.5.105 On Submit, System will display Notification Message **NOA Action taken successfully** (As shown in **Screen – D120**)and will display the NOA Tab and **Accept / Decline** link will be disabled, **View** link will only be shown and NOA Acceptance Status will be changed from **Pending** to **Accepted**(As shown in **Screen – D121**)



Screen-D120

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Package No :		pkg07092011							
Package Description :		This package contains the important items to be procured.							
Lot No :		01							
Lot Description :		This lot contains the important items to be procured.							
Contract No.	Contract Amount in Figure (in BDT)	Date of issue of NOA	Deadline of Acceptance of NOA	NOA Acceptance Status	Accept / Decline Date & Time	Action			
CN106	80000.30	09-Sep-2011	20-Sep-2011	Accepted	09-Sep-2011 18:43	View			

Screen-D121

4.5.106 If Tenderer want to again view NOA details with comments posted by him then he has to click on “View” link and system will display the page (As shown in Screen – D122)

Notification Of Award (NOA) Go Back To Dashboard

Contract No: C106 Date: 10-Sep-2011
 To :
 Name: Shah & Co.
 Address: Gulshan - V Chanan Lane Dhaka Bangladesh

This is to notify you that your Tender dated **07-Sep-2011** for the supply of Goods and related Services for **This lot contains the important items to be procured.** for the Contract Price of Tk. **80000.30 (Eighty Thousand point Three Zero Zero)** as corrected and modified in accordance with the instructions to Tenderers, has been approved by **PE Office Helicopter Organisation.**

You are thus requested to take following actions :

- accept in writing the Notification of Award within Seven (7) working days of its issuance pursuant to ITT Clause
- furnish a Performance Security in the specified format and in the amount of Tk. **8000.03 (Eight Thousand point Three Zero)**, within Twenty-Eight (28) days of acceptance of this Notification of Award but not later than **08-Oct-2011**, in accordance with ITT Clause
- sign the Contract within Seven (7) days of issuance of this Notification of Award but not later than **17-Sep-2011**, in accordance with ITT Clause

You may proceed with the execution of the supply of Goods and related Services only upon completion of the above tasks. You may also please note that this Notification of Award shall constitute the formation of this Contract, which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal and signature.

Duly authorised to Electronically sign for and on behalf of
 Electronically Signed
 PE User of Heli Orgn
 Shah & Co.
 PE Office Helicopter Organisation

Comment : This is a matter of honour for our company to accept the tender awarded. We are thankful to the Government of Bangladesh and the Procurement department.
 Action : Accepted

Attached Documents

S. No.	File Name	File Description	File Size (in KB)	Action
1	NOA Refrence document.docx	NOA ref. document	13	

Save As PDF Print

Screen-D122

4.5.106.1 **Save As PDF** - Tenderer will find “Save as PDF” option on right side on the project details page, on click system will ask to “Save” or “Open”. If Tenderer clicks on “Save”, then system will save the NOA information in the local system in PDF Format. If Tenderer clicks on “Open”, then system will open the NOA information in PDF Format. (As shown in Screen – D122)

4.5.106.2 **Print** - Tenderer will find **“Print”** option on right side on the NOA details page and can take printout in paper. (As shown in **Screen – D122**)

4.5.107 Next Tenderer has to click on **“Contract Signing”** Tab. When Procuring Entity enters the contract details after that Tenderer will be able to see the same contract details. To view the contract details Tenderer has to click on **“View”** link under action column (As shown in **Screen – D123**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
Contract Signing Location			Contract Signing Date and Time				Action		
Ahmedabad			07-Sep-2011 19:21				View		

Screen–D123

4.5.108 On click on **“View”** link, System will display page in which contract details will be displayed (As shown in **Screen – D124**)

Contract Agreement

Tender Detail			
Tender ID :	106	Invitation Reference No. :	Invref#07092011
Closing Date and Time :	23-Oct-2011 13:05	Opening Date and Time :	08-Sep-2011 12:16
Procuring Entity :	PE Office Helicopter Organisation		
Brief :	Brief Description of Goods and Related Service		
View Notice			
Last Date of Signing of Agreement :	17-Sep-2011		
Date of Signing of Agreement :	08-Sep-2011 15:47		
Witnesses Name & Address From PE:	Mr. Atif Kapoor Dishan Apartments New Delhi Gate Dhaka		
Witnesses Name & Address From Tenderer:	Mr. Sahid Aslam Wallstreet V Room no 5 Dhaka		
Place of Signing Agreement :	Dhaka		
Publish Agreement on website :	No		

Screen–D124

4.6 Propose JVCA (Tender>>Propose JVCA)

4.6.1 If Tenderer wish to propose Joint Venture Agreement (JVCA) then has to click on **“Propose JVCA”** sub-menu link (As shown in **Screen – D125**)

Home	Message Box	APP	Tender	Doc. Library	Administration	Debarment	My Account	Help
Wednesday, 07 Sep, 2011 17:58:40 BS			Watch List	Wednesday, 7 Sep, 2011 17:49:00				Welcome, Anuj
			My Tenders					
			Limited Tenders					
			All Tenders					
			Propose JVCA					

List of JVCA

Screen–D125

4.6.2 On click, System will display screen in which Tenderer can go ahead and click on “**Add JVCA**” button to create Lead and Secondary partner. (As shown in **Screen – D126**)

List of JVCA + Add JVCA

Proposed JVCA JVCA Partner Requests

S. No.	Name of JVCA	Status	Action
1	hardik partner	Pending	Edit View Send Invitation

Screen–D126

4.6.3 Once click on “**Add JVCA**” button, Tenderer can create JVCA Name and Add Partner’s (1 Lead Partner and more than one Secondary Partner) and then click on “**Submit**” button (As shown in **Screen – D127**)

JVCA Partner Go Back to Dashboard

JVCA Name : * + Add Partner

Company Name	e-mail ID	Lead or Secondary Partner	Nominated Partner	Action
Shah & Co.	anuj.abcpocure@gmail.com	Lead	<input checked="" type="radio"/>	
Tender Tiger	manish.ashar@abcpocure.com	Secondary	<input type="radio"/>	Remove

Screen–D127

4.6.4 To add other partners, click on “**Add Partner**” button on right side of the screen and search through email ID. Once selected click on “**Add**” button (As shown in **Screen – D128**)

Add Partner ✕

e-mail ID : *

Search

Company Name	e-mail ID
Tender Tiger	manish.ashar@abcprocure.com

Screen-D128

- 4.6.5 After adding the same, if Tenderer does not select JVCA Partner role (Lead or Secondary) from combo box and click on **“Submit”** button then system will show message **“Please Select JV Role for all field”** (As shown in **Screen – D129**)

Lead Partner alert

Please Select JV Role for all field

OK

Screen-D129

- 4.6.6 If Tenderer selects more than one Lead Partner and click on **“Submit”** button then system will display message **“Please Select only one Lead Partner”** (As shown in **Screen – D130**)

Lead Partner alert

Please Select only one Lead Partner

OK

Screen-D130

4.6.7 In JVCA grid, New JVCA created with be shown as Status “**Pending**” and under Action column “**Edit**” | “**View**” | “**Send Invitation**” links will be shown. (As shown in **Screen – D126**)

4.6.8 If click on “**View**” link, then JVCA Name and Partners will be displayed (As shown in **Screen –D131**)

View JVCA Go Back to Dashboard

JVCA Name :	hardik partner			
Partners :	Company Name	e-mail ID	Lead or Secondary Partner	Nominated Partner
	Tender Tiger	manish.ashar@abcprocure.com	Secondary	No
	Shah & Co.	anuj.abcprocure@gmail.com	Lead	Yes

Screen–D131

4.6.9 If click on “**Edit**” link, then required fields will be shown to modify the same and click on “**Submit**” button. (As shown in **Screen – D132**)

JVCA Partner Go Back to Dashboard

JVCA Name : *

[Add Partner](#)

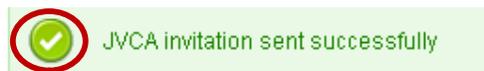
Company Name	e-mail ID	Lead or Secondary Partner	Nominated Partner	Action
Tender Tiger	manish.ashar@abcprocure.com	Secondary	<input type="radio"/>	Remove
Shah & Co.	anuj.abcprocure@gmail.com	Lead	<input checked="" type="radio"/>	

[Submit](#)

Screen–D132

4.6.10 Now Tenderer has to send invitation to propose for JVCA and has to click on “**Send Invitation**” link, System will show JVCA Name and Partners and below that “**Send Invitation**” button will be shown. (As shown in **Screen – D126**)

4.6.11 On click, System will display message “**JVCA invitation sent successfully**” (As shown in **Screen – D133**)



Screen–D133

4.6.12 After sending invitation to proposed partners, system will display only “**View**” link under action column (As shown in **Screen – D134**)

List of JVCA Add JVCA

Proposed JVCA | JVCA Partner Requests

S. No.	Name of JVCA	Status	Action
1	hardik partner	Complete	View

Screen–D134

4.6.13 User who has received request will have to click on “**JVCA Partner Requests**” tab and click on “**Process**” link to process the request. (As shown in **Screen – D135**)

Proposed JVCA **JVCA Partner Requests**

S. No.	Name of JVCA	Status	Action
1	hardik partner	Pending	Process
2	M-M	Agreed	View JVCA Detail View JVCA Invitation

Screen-D135

- 4.6.14 On click, System will display page wherein User needs to “**Agree to Propose JVCA**” or “**Disagree to Propose JVCA**” and click on “**Submit**” button (As shown in **Screen – D136**)

Acceptance of JVCA Partnership

Go Back

Name Of JVCA : hardik partner

S. No.	Company Name	e-mail ID	JVCA Role	JVCA Request Status
1	Tender Tiger	manish.ashar@abcprocure.com	Secondary	Pending
2	Shah & Co.	anuj.abcprocure@gmail.com	Lead	Agreed

 I Agree to proposed JVCA
 I Disagree to proposed JVCA

Process

Submit

Screen-D136

- 4.6.15 On click, System will display confirmation message, if click on “**Cancel**” button then system will show the same page but if click on “**OK**” button then JVCA Proposal is accepted by User. (As shown in **Screen – D137**)



Screen-D137

- 4.6.16 System will display message “**JVCA invitation processed successfully**” (As shown in **Screen – D138**)



Screen-D138

- 4.6.17 After agreeing to the Propose JVCA, then user who is nominated to form JVCA will get this link “**Form JVCA**” to register for forming JVCA (As shown in **Screen – D139**)

Proposed JVCA **JVCA Partner Requests**

S. No.	Name of JVCA	Status	Action
1	hardik partner	Agreed	Form JVCA View JVCA Invitation
2	M-M	Agreed	View JVCA Detail View JVCA Invitation

Screen-D139

4.6.18 On click, System will open page in which Nominated user has to fill registration required details mentioned. Nominated User has to enter valid and relevant data into the field. Fields marked with (*) are mandatory. Once required data is filled and then click on “**Submit**” button. (As shown in **Screen – D140**)

Register JVCA Go Back

Fields marked with (*) are mandatory.

JVCA Name : hardik partner

e-mail ID : *
(e-mail ID should be valid. Example: xyz@gmail.com)
OK

Password : *
(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)

Confirm Password : *
Password Matches

Hint Question : *

Hint Answer : *
(Please remember the answer. You need this answer to retrieve the password in case you forgot)

Nationality : *

Country of Business : *

Screen–D140

4.6.19 On Submit, Nominated user has to fill required company details mentioned. Nominated User has to enter valid and relevant data into the field. Fields marked with (*) are mandatory. Once required data is filled and then click on “**Save**” button. (As shown in **Screen – D141**)

JVCA - Company Details

Company Details	Personal Details
Fields marked with (*) are mandatory.	
JVCA Name :	hardik partner
Tax Identification Number(TIN)/ Other Identification Number : *	<input type="text" value="TIN"/> <input type="text" value="12345678"/> <small>(Tax Identification Number or Other similar document number)</small>
Nature of Business : *	<input type="text" value="Agricultural, horticultural, hunting and related products;Crops, products of market gardening and horticulture;Cereals and other crops;Vegetables, horticultural products and nursery products;Fruit, nuts,"/> <small>(Please select the relevant category in which you wish to get enlisted for)</small> <input type="button" value="Select Categories"/>
Office Address : *	<input type="text" value="27, chembur cross road, verdy, mumbai"/>
Country : *	<input type="text" value="India"/>
State / District : *	<input type="text" value="Maharashtra"/>
City / Town : *	<input type="text" value="mumbai"/>
Postcode / Zip Code :	<input type="text" value="52412"/>
Phone No. : *	<input type="text" value="+91"/> <input type="text" value="124"/> <input type="text" value="32111323"/> <small>(Area Code - Phone No.)</small>
Fax No. :	<input type="text" value="+91"/> <input type="text" value="111"/> <input type="text" value="312132132"/>
<input type="button" value="Save"/>	

Screen-D141

- 4.6.20 On Save, Nominated user has to fill required personal details mentioned. Nominated User has to enter valid and relevant data into the field. Fields marked with (*) are mandatory. Once required data is filled and then click on “**Save**” button. (As shown in **Screen – D142**)

JVCA - Personal Details

Company Details >> **Personal Details**

Fields marked with (*) are mandatory.

Title : *	Mr.
First Name : *	hardik
Middle Name :	dineshbhai
Last Name : *	mistry
National ID / Passport No. / Driving License No. : *	GJ12345
Designation : *	Quality Analyst
Department : *	quality control
Address Line 1 : *	37, memnagar, ahm
Address Line 2 :	37, memnagar, ahm
Country : *	India
State / District : *	Gujarat
City / Town : *	Ahmedabad
Post Code / Zip Code :	1234567
Phone No. :	+91 - 121 - 123456
Fax No. :	+91 - 21 - 213252
Mobile No. : *	+91 - 9978773001
	Save

Screen-D142

- 4.6.21 On Save, System will save the record and 2 buttons will be shown “**Update**” and “**Complete JVCA Registration Process**”. If Nominated user wants to update the details then required fields has to be modified and click on “**Update**” button. If Nominated User has completed the process of registration then has to click on “**Complete JVCA Registration Process**” button. (As shown in **Screen – D143**)

JVCA - Personal Details

Company Details >> **Personal Details**

Fields marked with (*) are mandatory.

Title : *	Mr. ▾
First Name : *	hardik
Middle Name :	dineshbhai
Last Name : *	mistry
National ID / Passport No. / Driving License No. : *	GJ12345
Designation : *	Quality Analyst
Department : *	quality control
Address Line 1 : *	37, memnagar, ahm
Address Line 2 :	37, memnagar, ahm
Country : *	India ▾
State / District : *	Gujarat ▾
City / Town : *	Ahmedabad
Post Code / Zip Code :	1234567
Phone No. :	+91 121 123456
Fax No. :	+91 21 213252
Mobile No. : *	+91 9978773001
	Update
	Complete JVCA Registration Process

Screen-D143

4.6.22 On Submit. System will display message “**Information Successfully Updated.**”
(As shown in **Screen – D144**)



Screen-D144

4.6.23 If Nominated User wants to view the JVCA invitation, then has to click on “**View JVCA Invitation**” link, System will display Invitation details, Registration details, JVCA details and Personal details. (As shown in **Screen – D145**)

JVCA - Details

[Go Back](#)

Invitation Details		
Company Name	JVCA Role	Nominated Partner
Tender Tiger	Secondary	Yes
Shah & Co.	Lead	No

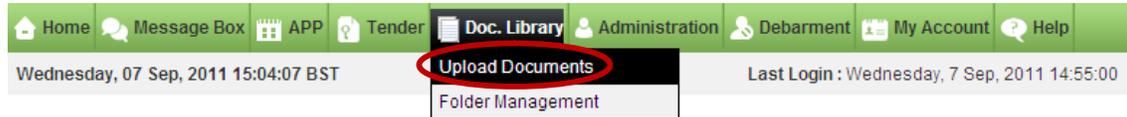
Registration Details	
e-mail ID :	nitin.abcprocure@gmail.com
Nationality :	Indian
Country of Business :	India
Registration Date & Time :	07-Sep-2011 18:35
Registration Type :	Tenderer / Consultant

JVCA Details	
Company Name :	hardik partner
Tax Identification Number :	12345678
Nature of Business :	Agricultural, horticultural, hunting and related products;Crops, products of market gardening and horticulture;Cereals and other crops;Vegetables, horticultural products and nursery products;Fruit, nuts, beverage and spice crops;Live animals and animal products;Cattle and their products;Farm animals and their products;Pigs;Live poultry and eggs;Small live animals and their products;Products of mixed farming;Agricultural supplies
Address :	27, chembur cross road, verly, mumbai
Country :	India
State / District :	Maharashtra
City / Town :	mumbai
Thana / Upazilla :	
Post Code / Zip Code :	52412
Phone No. :	+91-124-32111323
Fax No. :	+91-111-312132132

Personal Details	
Title :	Mr.
First Name :	hardik
Middle Name :	dineshbhai
Last Name :	
Name in Bangla :	hrd
National ID / Passport No. / Driving License No. :	GJ12345
Designation :	Quality Analyst
Department :	quality control
Address Line L1 :	37, memnagar society, ahm
Address Line L2 :	37, memnagar, ahm
Country :	India
State / District :	Gujarat
City / Town :	Ahmedabad
Thana / Upazilla :	
Post Code / Zip Code :	1234567
Phone No. :	+91-121-123456
Fax No. :	+91-21-213252
Mobile No. :	+91-9978773001

5. Document Library Menu

5.1 Tenderer / Consultant can click on “**Doc. Library**” menu and upload the documents and manage the same in folder management also. While Tender Preparation, Tenderer Doc. Library Menu is having 2 sub-menu’s 1) **Upload Documents** 2) **Folder Management** (As shown in **Screen – E1**)



Screen– E1

5.2 Doc. Library >> Upload Documents

5.2.1 Tenderer is given the facility to upload documents which has to be attached while Tender Preparation. Tenderer has to click on “**Upload Documents**” sub-menu link. On click system will display upload document page (As shown in **Screen – E2**)

Common Documents Library

Field marked (*) are mandatory.
 Select a file to upload: * Browse...
 Description: *

Upload the documents in black/white resolution with 75-100 DPI only, unless higher DPI is required.
 Advised to extract and verify the contents of the zipped files to avoid disqualifications.
 Authenticity and validity of the uploaded documents and Content of the uploaded documents remains with the tenderer. Failure to upload authentic document may result in the violation of PPA-2006 and PPR-2008 and the tenderer will be responsible for all consequences
 Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.
 Acceptable File Types (bmp, doc, docx, pdf, jpeg, jpg, pdf, png, rar, xls, xlsx, zip, txt)
 A file path may contain any below given special characters: (Space, -, _ \)
 Click on **MAP** link available in front of uploaded document to map it with a Folder

View Unmapped Files | View Folderwise Files | View Files | View Archive Files

S. No.	File Name	File Description	Signature / Hash	File Size (in KB)	Date and Time	Action
1	MapDocument.xlsx	TestSpecificExperience	7aa92cb4b699f0ecd5044314cadfac835257643	10	11-Jul-2011 14:49	Archive Download Map to Folder
2	MAPSecondDocument.xlsx	TestSupply/Production	3389f0278ab73e83ee2d7f98bb9ec30106f65a5	10	11-Jul-2011 14:49	Archive Download Map to Folder
3	nilin3.xlsx	TestBroucher	9b906777e22d5fbc98c7fd310064c443e044d9	10	11-Jul-2011 14:46	Archive Download Map to Folder
4	nilin1.xlsx	TestGeneralExperience	95ee7d32ecb395d887a14702d09e1aea30da94a	10	11-Jul-2011 14:45	Archive Download Map to Folder
5	sachin1.xlsx	test	1b3c114fb4b32c83f12d437ab08ac0d1ebb4a5c	10	11-Jul-2011 14:44	Archive Download Map to Folder
6	Copy (10) of Demo1.docx	de	5ba1288172fad436264bb3d7ffde909e9ad3bc47	0	02-Jul-2011 16:25	Archive Download Map to Folder
7	Copy (11) of Demo1.docx	se	b48dbccc5cb106f1832fb4429bd535867e643d2	0	02-Jul-2011 16:23	Archive Download Map to Folder
8	Copy (6) of Demo1.docx	six	806254782a17c33b4d6cd8c8c57c64976dbf60a36	0	02-Jul-2011 16:22	Archive Download Map to Folder
9	Copy (7) of Demo1.docx	seven	582df00621739e2f64965ebfc7dbdd843625b19	0	02-Jul-2011 16:22	Archive Download Map to Folder
10	Copy (3) of Demo1.docx	three	c008e02bee11d5b4937484679f1c57b543e6e1b7	0	02-Jul-2011 16:21	Archive Download Map to Folder
11	Copy (4) of Demo1.docx	four	6862c0a9db455a1c5400e789243b5ea7ee8f4c7	0	02-Jul-2011 16:21	Archive Download Map to Folder
12	Copy (5) of Demo1.docx	five	93d7698811cb1db5a3613afba908d3849fc9aec0	0	02-Jul-2011 16:21	Archive Download Map to Folder
13	Copy of Demo1.docx	one	685c1f76bc87a70d994b1bb815132079c156686	0	02-Jul-2011 16:20	Archive Download Map to Folder
14	Copy (2) of Demo1.docx	two	8bb128f30ee8a157449b32648d114ac1e1c4db3c	0	02-Jul-2011 16:20	Archive Download Map to Folder
15	Demo1.docx	autho letter	b9f1561e8d65a1f095d89ec7e59328163496797	0	02-Jul-2011 16:18	Archive Download Map to Folder

Page 1 of 1

Screen– E2

5.2.2 Tenderer has to click on “**Browse**” button and select file from the local system. Once selected file path will be displayed over there and then Description and click on “**Upload**” button. (As shown in **Screen – E2**) Tenderer has to follow the **Instructions** mentioned below Upload button.

5.2.3 On click of Upload button, Tenderer will find the same uploaded in grid below. (As shown in **Screen – E2**)

5.2.4 On the same page grid is displayed below, in which there are 4 different options (As shown in **Screen – E3**)



Screen– E3

5.2.5 **View Unmapped Files**→By default files uploaded first time and unmapped to folder files will be shown in this “**View Unmapped Files**” tab. In which required columns are mentioned with Action column (As shown in **Screen – E4**)

5.2.5.1 **Delete** – Tenderer can delete the uploaded document.

5.2.5.2 **Archive** – Tenderer can archive the selected document.

5.2.5.3 **Download** – Tenderer can download the document to recheck again.

5.2.5.4 **Map to Folder** – Tenderer can move the file uploaded to specific folder.



S. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	testDocument.docx	Test Document	f362ac9df69f764ab8abb8f130f080fd1f4736	13	07-Sep-2011 16:14	Delete Archive Download Map to Folder
2	nitin3.xlsx	TestBroucher	9b906777fe22d5fbc98c77fd310064c443e04a49	10	11-Jul-2011 14:46	Delete Archive Download Map to Folder

Screen– E4

5.2.6 **View Folderwise Files**→All folders created through **Folder Management** is shown in this section. (As shown in **Screen – E5**) Tenderer can click on “**View**” link under Action column and view files which are mapped to this particular folder. (As shown in **Screen – E6**)

5.2.6.1 **Delete** – Tenderer can delete the uploaded document. (As shown in **Screen – E6**)

5.2.6.2 **Archive** – Tenderer can archive the selected document. (As shown in **Screen – E6**)

5.2.6.3 **Download** – Tenderer can download the document to recheck again. (As shown in **Screen – E6**)

5.2.6.4 **Map to Folder** – Tenderer can move the file uploaded to specific folder. (As shown in **Screen – E6**)

S. No.	Folder Name	Action
1	Tender Documents	View
2	Registration Docs	View

Screen- E5

S. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	testDocument.docx	Test Document	f362ac9df69f764abd8abb8f130f080f1f4736	13	07-Sep-2011 16:14	Delete Archive Download Move to Folder
2	Demo1.docx	autho letter	b9f1561e8d65a1f0995d89ec7e59328163496797	0	02-Jul-2011 16:18	Download Move to Folder

Screen- E6

5.2.7 **View Files**→All files will be shown under this section in the grid (As shown in **Screen – E7**),under action column the same “Delete” | “Archive” | “Download” | “Map to Folder” option will be shown.

5.2.7.1 **Delete** – Tenderer can delete the uploaded document.

5.2.7.2 **Archive** – Tenderer can archive the selected document.

5.2.7.3 **Download** – Tenderer can download the document to recheck again.

5.2.7.4 **Map to Folder** – Tenderer can move the file uploaded to specific folder.

S. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Folder Name	Date and Time	Action
1	testDocument.docx	Test Document	f362ac9df69f764abd8abb8f130f080f1f4736	13	Tender Documents	07-Sep-2011 16:14	Delete Archive Download Move to Folder
2	HelpContentsSample_12May2011	Help Content Document	bdd917863ee3ce8892a6c8d2774f9090a1d5d6e3	29	Registration Docs	07-Sep-2011 15:48	Download Move to Folder
3	MapDocument.xlsx	TestSpecificExperience	7aa92cb4b699f60ecd50a4314cacf835257643	10	Registration Docs	11-Jul-2011 14:49	Archive Download Move to Folder

Screen- E7

5.2.8 **View Archive Files**→Once files archived from the list will be shifted to “**View Archive Files**” section. (As shown in **Screen – E8**), under action column the same “Download” option will be shown.

5.2.8.1 **Download** – Tenderer can download the document to recheck again.

S. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	MAPSecondDocument.xlsx	TestSupply/Production	3389f0278ab73e83eea2d7f98bb9ec30105f65a5	10	11-Jul-2011 14:49	Download
2	Copy (2) of Demo1.docx	two	8bb128f30ee8a157449b32648d114ac1e1c4db3c	0	02-Jul-2011 16:20	Download

Screen- E8

5.3 Doc. Library >>Folder Management

5.3.1 Tenderer is given the facility to create folder and manage files for which Tenderer has to click on **“Folder Management”** sub-menu link.

Folder Management

Folder Name : *

OK

Folder Information :

S.No.	Folder Name	Action
1	Tender Documents	View
2	Registration Docs	View

Screen– E9

5.3.2 Tenderer will mention folder name which he wants to create and click on **“Create Folder”** button. (As shown in **Screen – E9**)

5.3.3 System will display message **“Folder created successfully”** and same folder name can be viewed in the grid below. (As shown in **Screen – E10**)

Folder Management

Folder created successfully

Folder Name : *

Folder Information :

S.No.	Folder Name	Action
1	Tender Documents	View
2	Technical Documents	View
3	Registration Docs	View

Screen– E10

5.3.4 Tenderer can click on **“View”** link (As shown in **Screen – E10**) and can see the files mapped with the same folder. (As shown in **Screen – E11**) under action column of the same **“Delete” | “Archive” | “Download” | Map to Folder”** option will be shown.

5.3.4.1 **Delete** – Tenderer can delete the uploaded document.

5.3.4.2 **Archive** – Tenderer can archive the selected document.

5.3.4.3 **Download** – Tenderer can download the document to recheck again.

5.3.4.4 **Move to Folder** – Tenderer can move the file uploaded to this folder to some other folder.

S.No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and time	Action
1	testDocument.docx	Test Document	f362ac9df69f764abd8abb8f130f080fcf1f4736	13	07-Sep-2011 16:14	Delete Archive Download Move to Folder
2	Demo1.docx	autho letter	b9f1561e8d65a1ff095d88ec7e59328163496797	0	02-Jul-2011 16:18	Delete Archive Download Move to Folder

Screen– E11

6. Administration Menu

Note: Administration Menu will be displayed only to Tenderer / Consultant and Government owned Enterprise. This menu will NOT be shown in case of Individual Consultant

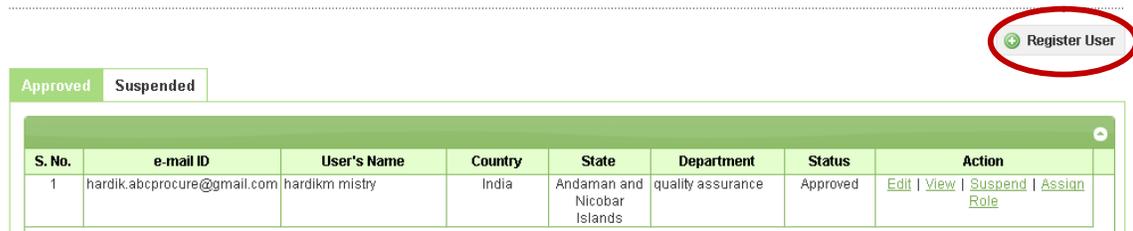


Screen– F1

6.1 Administration >> Manage Users

6.1.1 For a single company registered with e-GP Portal there may be different departments or different Tenderers who will be working on Tender Preparation, so for the same “**Manage Users**” link is available so that Tenderer can create new registered users and manage the same. (As shown in **Screen – F2**)

Manage Users



Screen– F2

6.1.2 To create new user Tenderer can click on “**Register User**” and system will show relevant page with required fields which Tenderer has to fill. Fields marked with (*) are mandatory. Once required data is filled by Tenderer, then click on “**Submit**” button. (As shown in **Screen – F3**)

Fields marked with (*) are mandatory

e-mail ID : *
(e-mail ID should be valid. Example: xyz@gmail.com)
 OK

Password : *
(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)

Confirm Password : *
 Password Matches

Nationality : *

Title : *

First Name : *

Middle Name :

Last Name : *

National ID / Passport No. / Driving License No. : *

Designation : *

Department : *

Address Line 1 : *

Address Line 2 :

Country : *

State / District : *

City / Town : *

Post Code / Zip Code :

Phone No. :

Fax No. :

Mobile No. : *

Screen- F3

6.1.3 On Submit. System will display message “*Company User created successfully*”. (As shown in **Screen – F4**)



Screen- F4

6.1.4 Once created, User will be shown in grid (As shown in **Screen – F5**) under action column of the same “**Edit**” | “**View**” | “**Suspend**” | **Assign Role**” option will be shown.

Approved		Suspended					
S. No.	e-mail ID	User's Name	Country	State	Department	Status	Action
1	hardik.abcprocure@gmail.com	hardikm mistry	India	Andaman and Nicobar Islands	quality assurance	Approved	Edit View Suspend Assign Role

Screen- F5

- 6.1.5 If Tenderer click on “**Edit**” link then system will show page in editable mode where Tenderer can modify required details and click on “**Update**” button. (As shown in **Screen – F6**)

Register Company User [Go back](#)

Fields marked with (*) are mandatory

e-mail ID : *	<input type="text" value="hardik.abcprocure@gmail.com"/> <small>(e-mail ID should be valid. Example: xyz@gmail.com) OK</small>
Password : *	<input type="password" value="....."/> <small>(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)</small>
Confirm Password : *	<input type="password" value="....."/> <small>Password Matches</small>
Nationality : *	<input type="text" value="Bangladeshi"/>
Title : *	<input type="text" value="Mr."/>
First Name : *	<input type="text" value="hardik"/>
Middle Name :	<input type="text" value="dineshbhai"/>
Last Name : *	<input type="text" value="misty"/>
National ID / Passport No. / Driving License No. : *	<input type="text" value="GJ12345"/>
Designation : *	<input type="text" value="Quality Analyst"/>
Department : *	<input type="text" value="quality assurance"/>
Address Line 1 : *	<input type="text" value="27/- chembur cross road,mumbai"/>
Address Line 2 :	<input type="text" value="27/- chembur cross road,mumbai"/>
Country : *	<input type="text" value="India"/>
State / District : *	<input type="text" value="Gujarat"/>
City / Town : *	<input type="text" value="Ahmedabad"/>
Post Code / Zip Code :	<input type="text" value="1234567"/>
Phone No. :	<input type="text" value="+91"/> <input type="text" value="12"/> <input type="text" value="1321231"/>
Fax No. :	<input type="text" value="+91"/> <input type="text" value="21"/> <input type="text" value="3113312"/>
Mobile No. : *	<input type="text" value="+91"/> <input type="text" value="9978773001"/>

Screen– F6

- 6.1.6 On Update, System will display message “**Company User updated successfully**” (As shown in **Screen – F7**)



Screen– F7

- 6.1.7 To view the user details, Tenderer has to click on “**View**” link wherein system will show the user information in the page. (As shown in **Screen – F8**) Tenderer has to click on “**OK**” button to confirm the details entered and if Tenderer wants to edit the details then has to click on “**Edit**” button.

View Company User

e-mail ID :	hardik.abcprocure@gmail.com
Nationality :	Bangladeshi
Title :	Mr.
First Name :	hardikm
Middle Name :	dineshbhai
Last Name :	mistry
National ID / Passport No. / Driving License No. :	GJ12345
Designation :	Quality Analyst
Department :	quality assurance
Address Line 1 :	27/-,chembur cross road,mumbai
Address Line 2 :	27/-,chembur cross road,mumbai
Country :	India
State / District :	Andaman and Nicobar Islands
City / Town :	Ahmedabad
Post Code / Zip Code :	1234567
Phone No. :	+91-12-1321231
Fax No. :	+91-21-3113312
Mobile No. :	+91-9978773001



Screen– F8

- 6.1.8 If Tenderer clicks on “**Suspend**” link, then that particular user will be suspended and will not be able to log-in into e-GP Portal. (As shown in **Screen – F9**) User information will be displayed with Comments field and Tenderer will click on “**Suspend**” button.

Suspend Company User

Fields marked with (*) are mandatory

e-mail ID :	hardik.abcprocure@gmail.com
Nationality :	Bangladeshi
Title :	Mr.
First Name :	hardikm
Middle Name :	dineshbhai
Last Name :	mistry
National ID / Passport No. / Driving License No. :	GJ12345
Designation :	Quality Analyst
Department :	quality assurance
Address Line 1 :	27/-,chembur cross road,mumbai
Address Line 2 :	27/-,chembur cross road,mumbai
Country :	India
State / District :	Andaman and Nicobar Islands
City / Town :	Ahmedabad
Post Code / Zip Code :	1234567
Phone No. :	+91-12-1321231
Fax No. :	+91-21-3113312
Mobile No. :	+91-9978773001
Comments : *	<input type="text" value="User suspended"/>
	<input type="button" value="Suspend"/>

Screen– F9

6.1.9 On submit, System will suspended user and that particular user will be shown in “Suspended” tab (As shown in **Screen – F10**)

Manage Users

[Register User](#)

Approved	Suspended						
S. No.	e-mail ID	User's Name	Country	State	Department	Status	Action
1	hardik.abcprocure@gmail.com	hardikm mistry	India	Andaman and Nicobar Islands	quality assurance	Suspended	Edit View Resume

Screen– F10

6.1.10 Tenderer can click on “Resume” user, and the same user can again login into e-GP Portal and participate in tender preparation (As shown in **Screen – F11**) User information will be displayed with Comments field and Tenderer will click on “Resume” button.

Resume Company User

Fields marked with (*) are mandatory

e-mail ID : hardik.abcprocure@gmail.com
Nationality : Bangladeshi
Title : Mr.
First Name : hardikm
Middle Name : dineshbhai
Last Name : mistry
National ID / Passport No. /
Driving License No. : GJ12345
Designation : Quality Analyst
Department : quality assurance
Address Line 1 : 27/-,chembur cross road,mumbai
Address Line 2 : 27/-,chembur cross road,mumbai
Country : India
State / District : Andaman and Nicobar Islands
City / Town : Ahmedabad
Post Code / Zip Code : 1234567
Phone No. : +91-12-1321231
Fax No. : +91-21-3113312
Mobile No. : +91-9978773001
Comments : *

to resume the user

Resume

Screen– F11

- 6.1.11 On “**Resume**” user, System will show the same user in “**Approved**” tab.
- 6.1.12 If Tenderer wants to give “**Administration**” rights of the menu to some normal user then Tenderer has to click on “**Assign Role**” link. On click, system will display user information and below “**Assign Role**” button will be shown. (As shown in **Screen – F12**)

View Company User

e-mail ID : hardik.abcpurchase@gmail.com
 Nationality : Bangladeshi
 Title : Mr.
 First Name : hardikm
 Middle Name : dineshbhai
 Last Name : mistry
 National ID / Passport No. / Driving License No. : GJ12345
 Designation : Quality Analyst
 Department : quality assurance
 Address Line 1 : 27/-,chembur cross road,mumbai
 Address Line 2 : 27/-,chembur cross road,mumbai
 Country : India
 State / District : Andaman and Nicobar Islands
 City / Town : Ahmedabad
 Post Code / Zip Code : 1234567
 Phone No. : +91-12-1321231
 Fax No. : +91-21-3113312
 Mobile No. : +91-9978773001



Screen– F12

6.1.13 On click “**Assign Role**” button, System will transfer the Admin rights to that particular user.

6.2 Administration >> Tender Submission Rights



Screen– F13

6.2.1 As Admin, Tenderer has Assign Tender submission rights to other users which are created. Tenderer has to click on “**Tender Submission Rights**” sub-menu link. Tenderer will search through tender id or reference no and result will be displayed in the grid below (As shown in **Screen – F14**)

Tender Submission Right to the User

Tender ID : Reference No :

Tender Search Results

S. No.	Tender ID, Reference No	Procurement Nature, Title	Organization, PE	Type, Method	Closing Date and Time	Right Assigned To	Action
1	106, invref#07092011	Goods, Brief Description of Goods and Related Service	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	23-Oct-2011 13:05	Mr. Anuj Shah	Assign

Page 1 of 1

 « First < Previous Next > Last »

Screen– F14

- 6.2.2 Under Action column “**Assign**” link, on click Tenderer will be shown required tender information and also “**Assign To**” combo box from which Tenderer has to select the name whom the tender should be assigned and click on “**Submit**” button (As shown in **Screen – F15**)

Assign Tender Submission Right to the User

Tender ID :	106
Reference No. :	Invref
Title / Brief:	Brief Description of Goods and Related Service
Assign To:	<input type="text" value="Mr. Anuj M Shah"/>
	<input type="button" value="Submit"/>

Screen– F16

- 6.2.3 On submit, system will display message “**Tender Submission Right assigned successfully**” for that specific tender id and that person will prepare the tender.



Screen– F17

7. Debarment Menu

7.1 Debarment - An event has occurred where Procuring Entity thinks that the Tenderer/Consultant should be debarred of any of the reason (Corrupt Practice, Fraudulent Practice, Collusive practice, Coercive practice, Obstructive Practice. So Tenderer has to click on “**Debarment**” link. (As shown in **Screen –G1**)



Screen– G1

7.2 Tenderer click on “**Debarment**” link and will find the Procuring Entity Comments in **Pending** Tab. Tenderer has to click on “**View**” link under Action column and has to give clarification for the same. (As shown in **Screen – G2**)

Process Debarment Clarification

Pending Processed					
S. No.	Procuring Entity Comments	Date and Time of Request	Company Name	Status	Action
1	Tenderer is debarred for test	07-Sep-2011 15:55	Shah & Co.	Pending	View

Screen– G2

7.3 On click, Tenderer will be displayed page in which Comments passed by Procuring Entity will be shown, Last Date for Response, Debarment Type, Clarification to be given by Tenderer in Response field, if any relevant reference document Tenderer is having then can upload the document and click on “**Submit**” button (As shown in **Screen – G3**)

Debarment Clarification

[Go Back](#)

Company Name :	Shah & Co.				
Clarification :	The test tender is to be debarred				
Last Date for Response :	22/09/2011				
Debarment Type :	Single Tender				
	<table border="1"> <thead> <tr> <th>Ref No.</th> <th>Tender Brief</th> </tr> </thead> <tbody> <tr> <td>2606111</td> <td>Procure the material</td> </tr> </tbody> </table>	Ref No.	Tender Brief	2606111	Procure the material
Ref No.	Tender Brief				
2606111	Procure the material				
Response : *	Response is given by tenderer				

Submit

Note : Please ensure uploading reference documents if any before clicking on Submit to send your clarification to PE.

Select Document : *	<input type="text"/> Browse...
	Acceptable File Types (jpeg, jpg, png, bmp, gif, xls, xlsx, doc, pdf, docx, zip, rar) Maximum file size of single file should not exceed 2MB.
Description : *	<input type="text"/>
	Upload

Reference documents by Tenderer/Consultant

S. No.	Document Name	Document Description	File Size (In KB)	Action
1	Book1234.xlsx	testdoc	11.39	↓ ×

Screen– G3

7.4 After Response given by Tenderer, System will display message and the same will be shown in the **“Processed”** Tab. (As shown in **Screen – G4**)



Screen– G4

7.5 In **Processed** Tab, Status will be shown as **Pending** to Tenderer; If Procuring Entity has not processed to the response given by Tenderer. (As shown in **Screen – G5**)

Process Debarment Clarification

Pending **Processed**

S. No.	Procuring Entity Comments	Date and Time of Request	Company Name	Status	Action
1	Due to Non Completion of the Contract and Co-operation.	06-Sep-2011 14:19	Shah & Co.	Send To HOPE	View
2	Tenderer is debarred for test	07-Sep-2011 15:55	Shah & Co.	Pending	View

Screen– G5

7.6 In **Processed** Tab, When Tenderer clicks on **“View”** link then System will show Debarment Clarification details. (As shown in **Screen – G6**)

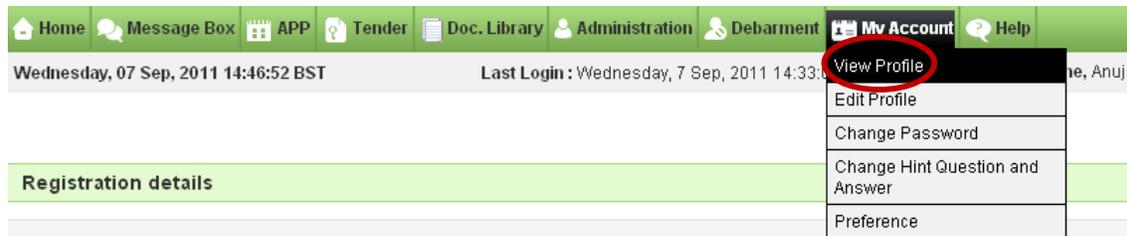
Debarment Clarification

[Go Back](#)

Company Name :	Shah & Co.	
Clarification :	Tenderer is debarred for test	
Last Date for Response :	25/09/2011	
Debarment Type :	Single Tender	
	Ref No.	Tender Brief
	Tender01	Tender01
Response :	Response given by Tenderer side	

Screen– G6

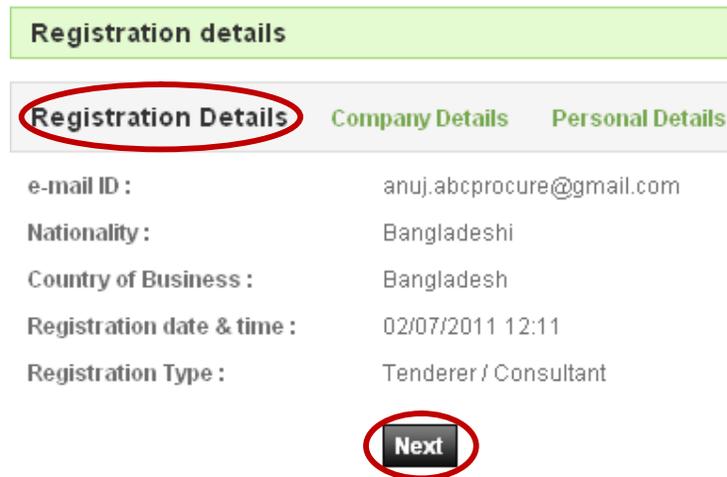
8. My Account Menu



Screen– H1

8.1 My Account >> View Profile

8.1.1 “**View Profile**” sub-menu→ System will display the profile of Tenderer / Consultant by default it will be showing **Registration Details page** and click on “**Next**” button **Company Details page** and **Personal Details page** will be displayed with required fields. (As shown in **Screen – H2, Screen – H3 and Screen – H4**)



Screen– H2

Company Details

Registration Details **Company Details** Personal Details

Company Registration No. : 8778866
Company Name : Shah & Co.
Company Name in Bangla :
Company's Legal Status : Private Ltd.
Company's Establishment Year : 2000
Trade License Issue Date : 02/07/2000
Trade License Expiry Date : 12/07/2020
Tax Identification Number : @786
Nature of Business : Agricultural, horticultural, hunting and related products;Crops, products of market gardening and horticulture;Cereals and other crops;Vegetables, horticultural products and nursery products;Fruit, nuts, beverage and spice crops;Live animals and animal products;Cattle and their products;Farm animals and their products;Pigs;Live poultry and eggs;Small live animals and their products;Products of mixed farming;Agricultural supplies
Registered Address : Gulshan - V Chanan Lane Dhaka Bangladesh
Country : Bangladesh
State / District : Dhaka
City / Town : Dhaka
Thana / Upazilla : Dhaka
Post Code / Zip Code : 1234
Phone No : +880-111-1111
Fax No : +880-111-1111
Corporate / Head office Address : Gulshan - V Chanan Lane Dhaka Bangladesh
Country : Bangladesh
State / District : Dhaka
City / Town : Dhaka
Thana / Upazilla : Dhaka
Post Code / Zip Code : 1234
Phone No : +880-111-1111
Fax No : +880-111-1111
Company's website : www.shahandco.com

Next

Screen- H3

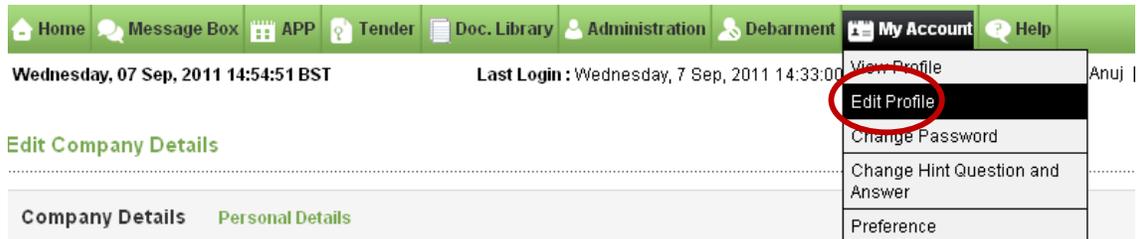
Personal Details

Registration Details Company Details **Personal Details**

Title : Mr.
First Name : Anuj
Middle Name : M
Last Name : Shah
Name in Bangla :
National Id / Passport No. / Driving License No : DL778866&5
Designation : QA
Department : QA
Address 1 : Address line one
Address 2 : Address line two
Country : Bangladesh
State / District : Dhaka
City / Town : Dhaka
Thana / UpaZilla : Dhaka
Post Code / Zip Code : 11111
Phone No : +880-111-1111
Fax No : +880-111-1111
Mobile No : +880-9898498984

Screen- H4

8.2 My Account >> Edit Profile



The screenshot shows a navigation bar with icons for Home, Message Box, APP, Tender, Doc. Library, Administration, Debarment, My Account, and Help. Below the bar, the date and time are 'Wednesday, 07 Sep, 2011 14:54:51 BST' and the last login is 'Wednesday, 7 Sep, 2011 14:33:00'. A dropdown menu is open under 'My Account', listing 'View Profile', 'Edit Profile', 'Change Password', 'Change Hint Question and Answer', and 'Preference'. The 'Edit Profile' option is circled in red. Below the navigation bar, there is a section for 'Edit Company Details' with tabs for 'Company Details' and 'Personal Details'.

Screen- H5

8.2.1 “**Edit Profile**” sub menu → System will allow Tenderer to Edit Company Information and Personal Details information.

Edit Company Details

Company Details

Personal Details

Nature of Business : *

Agricultural, horticultural, hunting and related products;Crops, products of market gardening and horticulture;Cereals and other crops;Vegetables, horticultural products and nursery products;Fruit, nuts, beverage and spice crops;Live animals and animal

Select Category

Registered Office Address : *

Gulshan - V
Chanan Lane
Dhaka
Bangladesh

Country : *

Bangladesh

State / District : *

Dhaka

City / Town : *

Dhaka

Thana / UpaZilla : *

Dhaka

Post Code / Zip Code :

1234

Phone No : *

+880 111 1111 (Area Code - Phone No.)

Fax No :

+880 111 1111

(Tick if Registered and Corporate office details are same)

Corporate / Head office Address : *

Gulshan - V
Chanan Lane
Dhaka
Bangladesh

Country : *

Bangladesh

State / District : *

Dhaka

City / Town : *

Dhaka

Thana / UpaZilla : *

Dhaka

Post Code / Zip Code :

1234

Phone No : *

+880 111 1111 (Area Code - Phone No.)

Fax No :

+880 111 1111

Company's website :

www.shahandco.com

Update

Screen- H6

Edit Personal Details

Company Details **Personal Details**

Fields marked with (*) are mandatory.

Title : *

First Name : *

Middle Name :

Last Name : *

Name in Bangla :
(if Bangladeshi)

National Id / Passport No. / Driving License No : *

Designation : *

Department : *

Address 1 : *

Address 2 :

Country : *

State / District : *

City / Town : *

Thana / UpaZilla : *

Post Code / Zip Code :

Phone No :

Fax No :

Mobile No : *

Update

Screen– H7

- 8.2.2 After editing the required ProfileInformation / details, PE Admin needs to click on 'Update' Button. (As shown in **Screen – H6** and **Screen – H7**)
- 8.2.3 On updating the profile, System will display notification, "**Information Successfully updated**" (As shown in **Screen – H8**)



Screen– H8

8.3 My Account >> Change Password

8.3.1 “**Change Password**” sub menu → System will allow PE Admin to change Password. User needs to enter his Current Password. System will verify the Current Password, whether the User has entered the same is correct or not. On entering the wrong Password, system will display a message as “**Invalid password**”. On entering the correct password, system will display message as “**Valid Password**”. (As shown in **Screen – H9**)

The screenshot shows a 'Change Password' form with three input fields: 'Current Password', 'New Password', and 'Confirm Password'. The 'Current Password' field is filled with dots and has a green 'Valid password' message next to it, which is circled in red. A 'Submit' button is located below the fields.

Screen– H9

8.3.2 User then needs to enter the “**New Password**”. If Password doesn’t contain 8 character or alphabets & numbers then system will display a message as “**Password requires minimum 8 characters and must contain both alphabets and numbers**”. As mentioned in the informative text, If User enters correct password then user is allowed to move to “**Confirm Password**” field. (As shown in **Screen – H10**)

The screenshot shows the 'Change Password' form with the 'Current Password' field filled and a green 'Valid password' message. The 'New Password' field is also filled with dots. The 'Confirm Password' field is empty. The 'Submit' button is circled in red.

Screen– H10

8.3.3 User needs to confirm the Password by entering the same again in ‘**Confirm Password**’ text box. User needs to click on “**Submit**” button. On submitting the same, System will update the New Password and System will redirect the user to Homepage so that User will be able to Login the system with New Password and System will display message “**Password changed successfully**”. (As shown in **Screen – H11**)

Saturday, 11 Jun, 2011 17:18:52 BST

Password changed successfully

User Login

e-mail ID

.....

Login Forgot Password?

New User Registration

PE User Registration

News and Events

- ♦ Payment
- ♦ PROMIS launched

Screen– H11

8.4 My Account >> Change Hint Question and Answer

8.4.1 “Change Hint Question and Answer” sub menu → System will allow User to change Hint Question and Answer. System will allow User to select Hint Question from Drop-down list. If User wants to create his own Hint Question, User needs to select “Create your own Hint Question” from options given. (As shown in Screen – H12)

Change Hint Question and Answer

Hint Question : *

Hint Answer : *

What is your favourite color ?

What is your favourite song ?

What is your mother's maiden name ?

What is your father's middle name ?

What is the name of your favourite childhood friend ?

What was the name of your elementary/primary school ?

What is the name of your favourite childhood teacher ?

What was your dream job as a child ?

What is the name of the company of your first job ?

Create your own Hint Question

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Browsers Tested & Certified by CPTU: Internet Explorer 8.x, Internet Explorer 9.x, Mozilla Firefox 3.6x

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Screen– H12

8.4.2 After selecting “Create your own Hint Question”, system will allow User to create new Own Hint Question. User will also enter Hint Answer and click on “Submit”. (As shown in Screen – H13)

Change Hint Question and Answer

Hint Question : *

Create your own Hint Question : *

Hint Answer : *

Screen– H13

- 8.4.3 After selecting the Hint Question from the Drop-down list, User needs to enter his Hint Answer. User then needs to click on Submit Button. On submitting the same, system will update the information. (As shown in **Screen – H14**)

Change Hint Question and Answer

Hint Question : *

Hint Answer : *

Screen– H14

8.5 My Account >> Preference

- 8.5.1 If User wants to change the **Notification Preference**, User can change the same by selecting “**Preference**” option. Here user needs to select, whether he needs system to send notification by Email Alert or by SMS Alert. On selecting the same, user needs to click on Submit button. On submitting the same, system will update the preferences and display the message “**Your preference submitted successfully**”. (As shown in **Screen – H15**)

Your preference submitted successfully

User Preference

Fields marked with (*) are mandatory.

Email Alert : * Yes No

Sms Alert : * Yes No

Screen– H15