

e-GP System User Manual for

Tenderer / Consultant,

Individual Consultant,

Government Owned Enterprise

(http://eprocure.gov.bd)



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

The momentTenderer / Consultant is created on e-GP;With the help of this User name & Password, Tenderer / Consultantcan startusing 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.

	Home About e-GP Contact Us RSS Feed					
F	Type your Keyword here	Tenders	Search A	dvanced Search		
	Go To 🔌 🔲 Tenders 💿 Annual Procu	rement Plans 🛛 🝸 Award	ded Contracts 🛛 🔏 Debarred	Tenderers		
Tuesday, 15 Mar, 2011 12:06:07 BST	erers / Bidders / Consultants and P	rocuring Entity's reg	istration to the e-GP sys	te <u>View All Notifications</u>		
	About e-Government Procurem	ent (e-GP) System				
🚨 User Login	National e-Government Procurement (e-GF	P) portal (i.e. http://eprocr	ure.gov.bd) of the Governmen	t of the People's Republic of		
e-mail ID	Bangladesh is developed, owned and bein of Planning. The e-GP system provides a	g operated by the Central an on-line platform to car	Procurement Technical Unit (C ry out the procurement activiti	PTU), IME Division of Ministry ies by the Public Agencies -		
	Procuring Agencies (PAs) and Procuring Er	itities (PEs).				
Login Forgot Password?	The e-GP system is a single web portal for related activities using a dedicated secured	om where and through wh I web based dashboard. Th	nich PAs and PEs will be able the e-GP system is hosted in e-	to perform their procurement GP Data Center at CPTU, and		
New User Registration	the e-GP web portal is accessible by the PA	is and PEs through interne	t for their use.			
PE User Registration	the World Bank and being used by all Bidders/Tenderers, efficiency, transparency	the government organization of the public the government organization of the provide the provided the provide	errocurement Reform (PPR) P ations which will help in en ublic procurement process in ti	rocess is being supported by suring equal access to the he country.		



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)

🔒 Home 🍂 Message Box 🔅 Configurat	tion 💽 ST	D 🔲 Content 🔗 Manage Use	rs 📄 Reports 📰 My Account 🤇	2 Help		
Monday, 16 May, 2011 17:40:06 BST		Last Lo	gin : Monday, 16 May, 2011 17:35:00		🤽 Welcome, e-GP Adm	
						View All Notifications
🔲 To Do list	Inbox					
Add Folder						
Compose Message	Search	In:Select	•			
Inbox(0), Unread(0)	Keywor	rd :			e-mail ID :	
> Sent	From Da	ate :	W		To Date :	
> Trash				Search Reset		
> Draft						
	Message	es				•
Today's To Do List	S.No	From		Subject	Priority	Date and Time
	1	No Data Found	No Data Found		No Data Found	No Data Found
	ρ¢		14	<# Page 1 of 0 ►> ►1 10 ▼		

Screen-B1

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

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

Screen-B2

- 2.2.2 "<u>To Do List</u>" → User can add new tasks, view existing tasks and can search for the task details.
- 2.2.3 "<u>Add Folder</u>" → Folder Management of the mails can be done. Create folders and manage the mails efficiently. By default, there will be four folders Inbox, Sent, Trash and Draft.

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

2.3 Message Box >> To Do List

- 2.3.1 To Do List functionality, is used so that 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	Notificatio	<u>)ns</u>
View Ta	ask Details							
Date Fr	om:		Date To:					
Status	:	Pending						
		Search Reset						
						Add	NewTask	
								5
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)

View Ta	ask Details	Search Functionality				View All	Notification
Date Fr Status	rom: Pending Search Reset		Date To:				
						Add	NewTask
							6
S.No	1	ask 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)

ask Details						
om:		Date To:				
:	Pending Search Reset		Click t	Create New T	ask	
					Add	o NewTask
	Task Brief		Priority	Start Date	End Date	Action
No Data Found	Task Dilei		No Data Found	No Data Found	No Data Found	No Data
	esk Details	esk Details	esk Details om: Pending Pending Search Reset Task Brief No Data Found	esk Details om: Pending Pending Click t Click t Click t Click t No Data Found No Data Found No Data Found	esk Details om: Pending Pending Click to Create New T Search Reset Task Brief No Data Found	esk Details

Screen-B5

Add New Task		
Task Brief : *	Document Upload	
Task Details : *	 Source & P &	•
Priority :	High 🔽	
Start Date : *	28/08/2011	
End Date : *	31/08/2011 📰	

Screen-B6

2.4 Message Box >> Add Folder

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

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

Screen-B7

2.5 Message Box >> Compose Message

2.5.1 **Compose Message**→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

To:*	egpadmin@eprocure.gov.bd	ок
	Use comma(,) to separate e-mail IDs	
Cc:		
Subject : *	Tender published]
Priority : *	Medium 💌	
Message Text : *	Source 🛷 🖻 🍘 🏣 🗮 🚔 🆘 B I U 📑 🗄 🖬 Normal 🔍 Font 🔍 Size 🔍 At At You have been invited by a Procuring Entity to participate in a below mentioned e-Tender: Tender ID: 1746	
	Reference No: Irnop82 Procuring Entity: RNB-ORG-PEO Tender Closing Date: 17 May 2011 18:35 Tender Brief / Title: Procurement of Computer Goods Please go to Tender Dashboard, to prepare and Lodge e-Tender.	
	Warm Regards, e-GP Support Team.	
Click on "Sa	ve as Draft", Message will be saved in Draft folder	
	Save As Draft Send Click on "Send", Message will be sent	

Screen-B8

2.5.2 Message can be created in "*Rich Text Area*" as shown. Prority 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)

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

Screen-B9

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

Message	Messages O					
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	AP, ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:35:00		
3	peuser@egp.com	Yender ID : 411 File to be processed in Workflow	High	23-Арг-2011 15:19:00		
4	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 14:53:00		
5	peuser@egp.co Select Message	e & Click on link approval is required	High	22-Apr-2011 13:12:00		
6	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00		
7	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:24:00		
8	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:53:00		
9	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:36:00		
10	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:27:00		
ρ¢		H <4 Page 1 of 2 → +1 10 -				

Screen-B10

View Message

Trash Re	pby Reply To All Forward	
Subject :	APP ID: 1032 APP Approval is required	16-May-2011 10:12:42
From :	peuser@egp.com	
To:	hopeuser@egp.com	
Cc:		
Priority :	High	
Dear User,		
A file has come	to you for processing. Detail of the file to be processed is as mentioned below:	
Module Name	: Annual Procurement Plan (APP)	
Process	: App Approval Workflow	
File Sent By	: PE User-PE	
Click here to pro	cess this file now. Or you can perform below mentioned steps to process this file later on:	
1. Click on Work	flow menu	
2. Select Pendin	g task	
3. Click on Proc	ess 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 :	Select		
Keyword :		e-mail ID :	
From Date :		To Date :	
		Search Reset	

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:Select			
Keywor	d :	e-m	nail ID :	
From Da	ite :	То	Date :	
		Soarch Boset		
		Search Reser		
Message	95			٥
S.No	То	Subject	Priority	Date and Time
1	au.l@egp.com	APP ID: 1032 File Approved by Approver	High	16-May-2011 10:37:06
2	peuser@egp.com	APP ID: 947 File to be processed in Workflow	High	26-Apr-2011 15:37:00
3	peuser@egp.com	Tender ID : 411 File to be processed in Workflow	High	23-Apr-2011 15:03:00
4	au.l@egp.com	APP ID: 895 File to be processed in Workflow	High	22-Apr-2011 13:16:00
5	peuser@egp.com	APP ID: 899 File to be processed in Workflow	High	20-Apr-2011 09:53:00
6	peuser@egp.com	APP ID: 898 File to be processed in Workflow	High	20-Apr-2011 09:25:00
7	peuser@egp.com	Tender ID : 405 File to be processed in Workflow	High	17-Apr-2011 16:54:00
8	peuser@egp.com	APP ID: 894 File to be processed in Workflow	High	17-Apr-2011 16:37:00
9	peuser@egp.com	APP ID: 848 File to be processed in Workflow	High	05-Apr-2011 11:28:00
10	au.l@egp.com	APP ID: 845 File to be processed in Workflow	High	31-Mar-2011 16:28:00
ρ¢		14 <4 Page 1 of 1 >> >1 10 -		



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 Keywor From D	In:Select- d: ate:	e-n To Search Reset	nail ID : Date :	
Message	es			•
S.No	From	Subject	Priority	Date and Time
1	hopeuser@egp.com	Welcome to e-GP Portal.	Low	17-May-2011 17:09:13
φQ		i⊲ << Page 1 of 1 ▷> ▷i 10		

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 Keywor From Da	In:Select-	Search Reset	e-mail ID : To Date :		8
Message	95				•
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
¢α		14 <4 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)

🛧 Home 💫 Message Box 🎬 APP 💿 Tender 📋 Doc. Libra	ary 🐣 Administration 🚴 Debarment 🎬 My Account 🍳 Help
Saturday, 10 Sep, 2011 19:25 Watch List	Last Login : Saturday, 10 Sep, 2011 15:58:00
All APPs	
Corre	



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)

- Collapse						
Select Ministry/Div	ision/Organiz	ation :				
Procuring E	ntity :	Select Procuring Entity				
Project Nan	ne:	Select Project				
Financial Ye	ear:	2011-2012		Budget Type :	- Select Budget Type -	
Procureme	nt Nature :	Select Nature 💌		Procurement Type:	Select Type	
APP ID :				APP Code :		
Package No	o. :					
Package Es	stimated Cost	: Select Operation 💌		Value :		
Category :	(Search Reset		Select Categories		
Innual Pr	ocuremen	t 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 Meth
1	199, 100911	Helicopter Organisation, PE Office Helicopter Organisation	Dhaka	Goods,Test_12052011	e-Tender: 1009111, testing of workflow	70000000.00, OTM

- 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)

Ministry :	Ministry of Aviation				
Division :	North Division				
Organization :	Helicopter Organisation				
PE Office and Code :	PE Office Helicopter Orga	nisation - 9999			
Budget Type :	Revenue	Project Name : Te	st_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			
Dackage No		e-Tender: 1000111			
Dackage Rescription		testing of workflow			
Fackage Description		testing of worknow			
Lot Details:					
Lot No.		Lot Description	Qty	Unit	Estimated Cost (In BDT)
1	testing of workflow		1.00	No	7000000.00
		7000000000			
Package Estimated Cost (In)	301)	70000000.00			
Category		Cereals and other crops; Crops, products of market gardeni	ng and norticulture;		
Approving Authority		PD			
Procurement Method		Open Tendering Method			
Procurement Type		NCT			
Source of Fund		Government			
Development Partners		-			
Development Partners					
Tender Dates:					
Expected Date of Advertisen	ent 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	n of Evaluation Report	09-Oct-2011			
Expected Date of Approval fo	r Award of Contract	16-Oct-2011			
Expected Date of Issuance o	f the NOA	23-0ct-2011			
Expected Date of Signing of (Contract	30-Oct-2011			
-	of Contract	06-Nov-2011			
Expected Date of Completion					

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	Last Login : Saturday, 10 Sep, 2011 15:58:00
All APPs	
Sc	reen–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 Advar	nce Searc	h				
- Collapse						
Select Ministry/Divi Procuring Er Project Nam Financial Ye. Procuremer APP ID : Package No Package Est Category :	sion/Organiza ntity : e : ar : it Nature : .: iimated Cost	ation :		Budget Type : Procurement Type: APP Code : Value :	- Select Budget Type -	
Annual Pro	ocurement	t 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
S. No.	APP ID, APP Code 198, App1649	Ministry, Division, Organization, PE Helicopter Organisation. PE Office Helicopter Organisation	District	Procurement Nature, Project Name Goods, Public Procurement Reform Project II	Package No, Description PK@100 Storn 02 Financial Results Dell acquires Force 10 Networks Michael Dell talks strategy on CNBC Steve Schuckenbrock on Found Computing	Estimated Cost (in BDT), Procurement Method
S. No.	APP ID, APP Code 198, App1649 197, 1	Ministry, Division, Organization, PE Helicopter Organisation, PE Office Helicopter Organisation Helicopter Organisation, PE Office Helicopter Organisation	District Dhaka Dhaka	Procurement Nature, Project Name Goods.Public Procurement Reform Project II	Package No, Description PK@100. Strond Q2 Financial Results Dell acquires Force10 Networks Michael Dell talks strategy on CNBC Steve Schuckenbrock on Grud Computing 1009111, Testing of Pending processes	Estimated Cost (in BDT), Procurement Method 2000000.00, OTM 19000000.00, LTM
S. No. 1 2 3	APP 10, APP 2006 198, App 1649 197, 196, APP 1200	Ministry, Division, Organization, PE Helicopter Organisation, PE Office Helicopter Organisation PE Office Helicopter Organisation Helicopter Organisation, PE Office Helicopter Organisation	District Dhaka Dhaka Dhaka Dhaka	Procurement Nature, Project Name Project II Works, Goods.New Project (Test of FY)	Package No, Description PK@ 100. Weight Status Stat	Estimated Cook (m BDT), Procurement Method 2000000.00, OTM 19000000.00, LTM 2000000.00, OTM
S. No.	АРР Ю, АРР О, 198, Арр 1649 197, 1 196, АРР 1200	Ministry, Division, Organization, PE Helicopter Organisation, PE Office Helicopter Organisation Helicopter Organisation, PE Office Helicopter Organisation	District Daka Daka Daka Daka Daka Daka Daka	Procurement Nature, Project Name Goods, New Project (Test of FY) Goods, New Project (Test of FY)	Package No, Description PK@100. Bitti Affinounces Corporate Responsibility Report Dell Reports Strong Q2 Financial Results Del acquires Force 10 Networks Michael Del Italis strategy on CNBC Steve Schuckenbrock on Foud Corporation Michael Del Italis strategy on CNBC Steve Schuckenbrock on Foud Corporation PCACIA 10100/1000 Ethernet Card Brief * Card Bus Glazbil LAN Adapter Features * Realter RL 8169 Chineset * 32-bit CardBus With 33V Operation * RL 445817 port 1 * Auto-reolation for 1000/1001/1001/004385-TX Specifications * Compliant with FCMCIA 32 pdf Cardbus Trie II with 33V Operation * Almo performance 10008485-1 Ethernet Controller card Baexward compatibility 100094985-1 Thermet Control Information and economic Underflow control IEEE 8023. 802 1 to 802 1 to 10-44 Haodian (1Win 2000/P ont) * Crossover detection and auto correction operated n - Larko Tardate Hammatin are ceive FFO of BKand 54K respectively * Fullpolug and play PK1,	Estimated Cost (m BD7), Procurement Method 0TM 19000000.00, LTM 2000000.00, OTM 5000000.00, OTM

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**)

)			 Adv 	d to WatchList 🔑 Save As PDF 🛔 Pri
Ministry :	Ministry of Aviation				
Division :	North Division				
Organization :	Helicopter Organisation				
PE Office and Code :	PE Office Helicopter Organisat	ion - 9999			
Budget Type :	Development	Project Name : Public I	Procurement Reform Project II		
Key Fields Information:					
APP ID :		198			
PP Code :		App1649			
inancial Year :		2011-2012			
udget Type :		Development			
roject Name :		Public Procurement Reform Project II			
rocuring Entity :		PE User of Heli Orgn			
istrict :		Dhaka			
ackage Details:					
rocurement Nature		Goods			
ype of Emergency		Normal			
ackage No		PK@100			
ackage Description		Dell Announces Corporate Responsibility Report Dell Reports St Schuckenbrack on Cloud Computing	trong Q2 Financial Results Dell acqu	uires Force10 Networks	Michael Dell talks strategy on CNBC Steve
ot Details:		Conduction of Cloud Computing			
Lot No.		Lot Description	Otv	Unit	Entire start Const (in DDT)
		Lot beachpion	40	onic	Esumated Cost (in BDT)
1	Dell Announces Corporate R Dell acquires Force10 Netwo on Cloud Computing	esponsibility Report Dell Reports Strong Q2 Financial Results r/s Nichael Dell talks strategy on CNBC Steve Schuckenbrock	100.00	nos	2000000.00
1 ackage Estimated Cost (In BDT)	Dell Announces Corporate R Dell acquires Force10 Netwo on Cloud Computing	esponsibility Report Dell Reports Strong 02 Financial Results r/s Michael Dell talks strategy on CNBC Steve Schuckenbrock 2000000.00	100.00	nos	200000.00
1 ackage Estimated Cost (in BDT) ategory	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing	Expression below Reports Strong 02 Financial Results rks Michael Dell talks strategy on CNBC Steve Schuckenbrock 2000000.00 Agricultural, horticultural, hunting and related products: Services Cereais and other crops, Vegetables, horticultural products and products; Farm animals and their products, Pigs, Live poulty an specific to international organisations and bodies	100.00 provided by extra-territorial organisa nursery products; Fruit, nuts, bevera deggs; Small live animals and their	nos tions and bodies; Crops ge and spice crops; Live products; Products of m	products of market gardening and horiculture animals and animal products; Catlle and their xed farming; Agricultural supplies. Services
1 ackage Estimated Cost (In BDT) ategory pproving Authority	Dell Announces Corporate R Dell acquires Force10 Netwo on Cloud Computing	Lorosentation Construction	100.00 provided by extra-territorial organisas nursery products: Fruit, nuts, beveray leggs; Small live animals and their	nos nos tions and bodies; Crops ge and spice crops; Live products; Products of m	2000000.00 products of market gardening and horticultur animals and animal products, Cattle and their exed farming. Agricultural supplies, Services
1 ackage Estimated Cost (in BDT) ategory pproving Authority rocurement Method	Dell Announces Corporate R Dell acquires Force10 Netwo on Cloud Computing	Exclusion of the second strains of the second strains and bodies and bo	100.00 provided by extra-territorial organisa nursery products, Fruit, nuts, bevera- reggs, Small ive animals and their	nos nos tions and bodies: Crops ge and spice crops; Live products; Products of m	200000.00 products of market gardening and horticulture animals and animal products. Catle and their eet farming: Agricultural supplies, Services
1 ackage Estimated Cost (In BDT) ategory opproving Authority rocurement Method rocurement Type	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing	Economic Dell Reports Strong 02 Financial Results rice Michael Dell talks strategy on CNBC Steve Schuckenbrock 2000000.00 Agricultural, horticultural, hunting and related products: Services Cereais and other crops. Vegetables, horticultural products and products. Farm animals and their products. Pigs. Live poultry an specific to international organisations and bodies PE Open Tendering Method NCT	100.00 provided by extra-territorial organisa nursey products: Full, nuts, bevera deggs; Small Ive animals and their	nos nos ge and spice crops; Live products; Products of m	2000000.00 products of market gardening and horticulturn animals and animal products; Catlle and thei xed farming; Agricultural supplies. Services
1 ackage Estimated Cost (In BDT) ategory >proving Authority rocurement Method ocurement Type yurce of Fund	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing	Loc description L	100.00 provided by extra-territorial organisa nursery products: Fruit, nuts, bevera deggs; Small live animals and their	nos nos ge and spice crops; Live products; Products of m	2000000.00 products of market gardening and horticulture animats and animat products. Cattle and their keel farming: Agricultural supplies, Services
1 ackage Estimated Cost (in BDT) ategory pproving Authority rocurement Itlethod rocurement Type ource of Fund evelopment Partners	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing	Loc description L	100.00 provided by extra-territorial organisas nursery products. Full, nuts, bevera d eggs; Small live animals and their	nos nos tions and bodies: Crops ge and spice crops: Live products; Products of m	Estimated Cos (in SU1) 2000000 00 products of market pardening and hortcultur animals and animal products; Catlle and thei keed farming; Agricultural supplies; Services
1 ackage Estimated Cost (in BDT) ategory pproving Authority rocurement Method rocurement Type ource of Fund evelopment Partners ender Dates:	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing	Locoserularia (Report) Bell Reports Strong 02 Financial Results ris Michael Dell talks strategy on CNBC Steve Schuckenbrock 2000000.00 Agricultural, honicultural, hunting and related products: Services Cereats and other crops; Vegetables, horticultural products and products; Farm animats and their products, Pus; Like poulty an specific to interactional organisations and biodes PE Open Tendering Method NCT Government, Ald or Grant World Bank	100.00 provided by extra-territorial organisa nursery products; Fuil, nuts, bevara regos. Small live animals and their	nos tions and bodies; Crops ge and spice crops; Live products, Products of m	200000.00 products of market gardening and horticulture animals and animal products. Cattle and their xed farming. Agricultural supplies, Services
1 ackage Estimated Cost (In BDT) ategory pproving Authority rocurement Method cocurement Type ource of Fund evelopment Partners ander Dates: exocted Dates	Dell Announces Corporate R Dell acquires Force to Netwo on Cloud Computing	Lockestruggenergies L	100.00 100.00 nursey products: Full, nuts, bevera Jeggs: Small Ive animals and their	nos nos ge and spice crops; Live products; Products of m	200000.00 products of market gardening and horticultur animals and animal products; Catlle and thei xed farming; Agricultural supplies; Services
1 ackage Estimated Cost (in BDT) ategory ocurrement Method ocurrement Type ource of Fund avelopment Partners ender Dates: opected Date of Advertisement opected Date of Advertisement	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing	Loc description Construction	100.00 provided by extra-territorial organisa nursery products; Fruit, nuts, bevera 1 eggs; Small live animals and their	nos nos ge and spice crops. Live products, Products of m	products of market pardening and horticulture animals and and arrotucts; Cattle and their xed farming; Agricultural supplies; Services
1 ackage Estimated Cost (in BDT) itegory approving Authority ocurement Method ocurement Type urce of Fund velopment Partners inder Dates pected Date of Advertisement pected Date of submission of T mechanism of The Type The Type Type Type Type Type Type Type Typ	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing	Lockeshull, Report Dell Reports Strong 02 Financial Results ris Allichael Deil taiks strategy on CNBC Steve Schuckenbrock 200000.00 Agricultural, honicultural, hunting and related products: Services cereals and other croos, Vegetables, horitcultural products and products; Para monitas and shar products; Para, Like poulty an specific to international organisations and bodies PE Deen Tendering Method NCT Government, Aid or Grant World Bank 11-Sep-2011 12-Sep-2011	100.00 provided by extra-territorial organisa nursery products, Fruit, nuts, bevera leggs. Small live animals and their	nos Itions and bodies: Crops ge and spice crops; Live products, Products of m	products of market gardening and horticultur animals and animal products; Catlle and the red farming: Agricultural supplies; Services
1 ackage Estimated Cost (in BDT) tegory proving Authority courement filethod ocurement Type parce of Fund evelopment Partners ander Dates: opected Date of Advertisement opected Date of Advertisement opected Date of Opening of Ten concerted Date of Submission of Ten	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing of Tender on e-GP website fender fer er veluation Report	Conservation C	100.00 provided by extra-territorial organisa nursery products; Fruit, nuts, bevera leggs; Small live animals and their	nos nos ge and spice crops; Live products: Products of m	products of market gardening and horticultur animals and animal products: Catlle and their xed farming; Agricultural supplies. Services
1 ackage Estimated Cost (In BDT) ategory proving Authority courement Nethod courement Type purce of Fund avelopment Partners ander Dates: upected Date of Advertisement pected Date of submission of Tep cected Date of Advertisement	Dell Announces Corporate R Dell acquires Force to Netwo on Cloud Computing of Tender on e-GP website ender Jer valuation Report evaluation Report	Locosentipuon Coordination	100.00 100.00 nursey products; Fruit, nuts, bevera Jeggs; Small Ive animals and their	nos nos ge and spice crops; Live products; Products of m	products of market gardening and horticultur animats and animal products; Catlie and hel xed farming; Agricultural supplies, Services
1 ackage Estimated Cost (in BDT) ategory pproving Authority rocurement Method rocurement Type ource of Fund evelopment Partners ender Dates ender Date of Advertisement spected Date Of Advertisement spected Date Opening of Ten xpected Date of Submission of xpected Date of Submission of To xpected Date of Submission of To xpected Date of Submission of To xpected Date of Submission of To	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing of Cloud Computing of Tender on e-GP website fender der Evaluation Report ard of Contract Non	Lockestrupts Lockestrupts Lockestrupts Lockestrupts Lockestrupts Lockestrupts Lockestrupts Lockestrupts Lockestrupts Lockestrupt	100.00 provided by extra-territorial organisa nursery products, Fruit, nuts, bevera leggs, Small ike animals and their	nos tions and bodies: Crops ge and spice crops; Live products, Products of m	products of market gardening and horiculture animals and animal products; Catlie and the reed farming: Agricultural supplies; Services
1 ackage Estimated Cost (in BDT) ategory pproving Authority rocurement Method rocurement Type ource of Fund evelopment Partners ender Dates: xpocted Date of Advertisement xpected Date of Submission of Txpected Date of Submission of Txpected Date of Submission of Txpected Date of Submission of Xpected Date of Submission	Dell Announces Corporate R Dell acquires Force 10 Netwo on Cloud Computing of Tender on e-GP website fender der valuation Report rard of Contract NOA	Lockeshults Lockeshul	100.00 provided by extra-territorial organisa nursery products; Fruit, nuts, bevera regos. Small live animals and their	nos tions and bodies: Crops ge and spice crops; Live products, Products of m	products of market gardening and horticultur animals and animal products; Catlle and the xed farming; Agricultural supplies; Services
1 ackage Estimated Cost (In BDT) ategory pproving Authority rocurement Nethod rocurement Type ource of Fund evelopment Partners ender Dates: xpected Date of Advertisement xpected Date of Submission of T xpected Date of Submission of I xpected Date of Submission I xpected Date I xpected	Dell Announces Corporate R Dell acquires Force to Netwo on Cloud Computing of Tender on e-GP website render render evaluation Report ared of Contract NOA	Locketsungen L	100.00 provided by extra-territorial organisa nursey products: Full, nuts, bevera reggs: Small ive animals and their	nos nos ge and spice crops; Live products; Products of m	products of market pardening and horticulture animals and animal products: Catlle and the xed farming; Agricultural supplies; Services
1 Package Estimated Cost (In BDT) Category Approving Authority Procurement Method Procurement Type Source of Fund Pevelopment Partners Fender Dates Expected Date of Advertisement Expected Date of Submission of Expected Date of Submission Expected Date Expected Exp	Dell Announces Corporate R Dell acquires Force 10 Netwo on Croud Computing of Croud Computing of Tender on e-GP website render terder Evaluation Report arard of Contract NOA act contract	LocaserApple L	100.00 provided by extra-territorial organisa nursery products, Fruit, rutis, bevera leggs. Small live animals and their	nos itions and bodies: Crops ge and spice crops, Live products, Products of m	products of market gardening and horticultur animals and animal products; Catlie and their ree farming: Agricultural supplies; Services



- 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)



4. Tender Menu

4.1 Watch List (Tender>> Watch List)

4.1.1 If Tenderer / Consultant want to see all thetenderswhichare marked for watch list by him. Tenderer has to click on "Watch List" sub-menu under Tender menu. (As shown in Screen – D1)

🔒 Home 🔍 Message Box 🏢 APP	P Tender Doc. Library	🕒 Administration 😞 Debarment 📰 My Accour	it 🍳 Help
Wednesday, 07 Sep, 2011 17:16:42 BS	Watch List	Wednesday, 7 Sep, 2011 16:31:00	🤽 Welcome, Anuj
	My Tenders		
	Limited Tenders		
Tender WatchList	All Tenders		
	Propose JVCA		
	Saraa	D4	

Screen–D1	1
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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)

Tende	r WatchList							
- Collap	se							
Procu	ement Nature :	Select Nature						
Procu	ement Method :	- Select Procurement Method - 🛛 💌	Procurement Type :	Select Type	~			
ID:			Reference No :					
Publis	hing Date From :		Publishing Date To :	(
		Search	Reset					
Tend	er Search Resu	ılt						
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 Organisatio	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			
Page 1	Page 1 - 1 Go To Page «First «Previous Next» Last»							



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 Not	tice Details							
Ministry :		Ministry of Aviation		Division :		North Divisi	on	
Organization :		Helicopter Organisation		Procuring Entity Name	:	PE Office H	elicopter Organisation	
Procuring Entity Code :		9999		Procuring Entity Distric	st:	Dhaka		
Procurement Nature :		Goods		Procurement Type :		NCT		
Event Type :		TENDER		Invitation for :		Tender - Sir	igle 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 Proje	act 1	
Tender Package No. and Description	:	pkg07092011 This package contains the import	tant items to be procured.					
Category :		Agricultural, horticultural, hunting a nursery products;Fruit, nuts, beve eggs;Small live animals and their	and related products;Crops rage and spice crops;Live a r products;Products of mixe	s, products of market ga animals and animal pro d farming;Agricultural s	rdening and horticulture iducts;Cattle and their p upplies	cCereals and other crops roducts;Farm animals an	;Vegetables, horticultura d their products;Pigs;Liv	al products and re poultry and
Scheduled Tender Publication Date and Time :		07-Sep-2011 14:21		Tender Document last downloading Date and	selling / Time :	13-Sep-201	1 13:05	
Pre - Tender meeting Start Date and Time :		14-Sep-2011 13:05		Pre - Tender meeting E Date and Time :	ind	15-Sep-201	1 13:05	
Tender Closing Date and Time :		23-Oct-2011 13:05		Tender Opening Date and Time :		08-Sep-201	1 12:16	
Last Date and Time for Tender Secur Submission :	ity	13-Sep-2011 13:05						
Information for Tenderer / App	plicant :							
Eligibility of Tenderer :		Description for Eligibility of Tend	erer					
Brief Description of Goods and Relate	ed Service :	Brief Description of Goods and P	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 imp	ortant items to be pr	ocured.			Dhaka	1500	27-Oct-2011	30-Oct-2011
Procuring Entity Details:								
Name of Official Inviting Tender :	PE User o	of Heli Orgn		Designation of Official	Inviting Tender :	Dy Manager		
Address of Official Inviting Tender :	Address	: Dhaka		Contact details of Offic	- cial Inviting Tender :	Phone No 0	2-123456	
	City Thana District Country	: Dhaka : Dhaka : Dhaka : Dhaka - 9999 : Bangladesh				Fax No :	2 120400	
The procuring entity reserves the rig	ht to accept or rejec	t all Tenders / Pre-Qualifications /	EOIs					
Note: Bank will update the payment to	ransactions only at t	the end of the day, so the tenderer	s should make sure the se	ecurities and other pay	ments are made at leas	st one day before the sul	omission date.	
Documents							🔵 Ren	nove from WatchList
			E Savo					
			- Jave					

Print Screen–D3

4.1.4 On Click, System will display message "*Removed from your WatchList*" (As shown in **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)

🔒 Home 🔍 Message Box 📰 API	P P Tender Doc. Library	Administration	🚴 Debarment	💼 My Account	🍳 Help
Wednesday, 07 Sep, 2011 17:44:08 B	s Watch List	: Wednesday, 7 Se	p, 2011 16:31:00) (🤽 Welcome, Anuj
	My Tenders				
	Limited Tenders				
My Tenders	All Tenders				
	Propose JVCA]			



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"

Collapse	e					
Procurei	ment Nature :	Select Nature 💌				
Procurei	ment Type :	Select Type				
Procurer	ment Method :	- Select Procurement Method - 🛛 💌				
D:			Reference No:			
Publishir	ng Date From :		Publishing Date To :		-	
ive Ar	hived Cancell	ed				
ive Ar S.	hived Cancell ID,	ed Procurement Nature,	Ministry, Division, Organization,	Type,	Publishing Date,	Dashbo
ive Ar S. No. 1	hived Cancell ID, Reference No. 106, Invref#07092011	ed Procurement Nature, Title Goods, Brief Description of Goods and Related Service	Ministry, Division, Organization, PE Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	Type, Method NCT, OTM	Publishing Date, Closing Date 07-Sep-2011 14:21:00, 23-Oct-2011 13:05:00	Dashbo
ive Ar s. No. 1	hived Cancell ID, Reference No. 106, Invref#092011 103, invref#9090	ed Procurement Nature, Title Goods, Brief Description of Goods and Related Service Goods, desc	Ministry, Division, Organization, PE Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	Type, Method NCT, OTM NCT, OTM	Publishing Date, Closing Date 07-Sep-2011 14:21:00, 23-0ct-2011 13:05:00 05-Sep-2011 15:08:00, 16-0ct-2011 14:24:00	Dashbo



- 4.2.2.1 Live Tenders Tab → Bydefault, 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 Avlation, 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, <u>Computer Desktops & Printers.</u>	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, <u>epw2b</u>	Ministry of Avlation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	08-Jul-2011 20:46:00 , 10-Jul-2011 17:35:00	
4	44, invRef#	Goods, desa	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Jul-2011 19:04:00 , 21-Jul-2011 17:59:00	
5	43, CPTU/01/7	Works, Completion of Construction of 3 Story CPTU Builiding	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	



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

Screen-l	D8
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4.2.3 Tenderer will have to search specific tender and click on dashboard column " ^a " 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 Se	p, 2011 16:31:00		🧟 Welco	ne, Anuj	
	My Tenders						
	Limited 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										
Procur	ement Nature :	Goods								
Procur	ement Type :	NCT								
Procur	ement Method	LTM								
ID :		Refere	nce No :							
Publish	ning Date From	Publis	ning Date To :							
		Search Res	et							
Tende	er Search Res	ult								
s.	ID,	Procurement Nature,	Ministry, Division, Organization,	Type,	Publishing Date,	Dashhoard				
No.	Reference No.	Title	PE	Method	Closing Date	Duonioodra				
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					
Page 1	Page 1-1 1 Go To Page «First «Previous Next» Last»									

Screen–D10

4.3.3 Tenderer will have to search specific tender and click on dashboard column " ^a " 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 🔝 Deba	rment 📰 My Account 🤇) Help
Wednesday, 07 Sep, 2011 17:21:11 BS	Watch List	: Wednesday, 7 Sep, 2011 1	6:31:00	Welcome, Anuj
	My Tenders			
	Limited Tenders			
All Tenders	All Tenders			
	Propose JVCA			
	-			

S	cr	e	er	า—	D	1	1

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

ender Search I	Results Cancelled	All	uromont Natura	(E Select Ca	ategory Reset		Turno	Dublishing Data and Timo	
tegory : ender Search I	Results			(E Select Ca	ategory Reset				
rtegory :				(E Select Ca	ategory Reset				
tegory :					Search	ategory Reset				
tegory :					Select Ca	ategory				
om Closing Date :							To Closing	g Date :		
om Publishing Dat	te :						To Publish	ning Date :		
nder ID :		10	3				Reference	e No :		
ocurement Type :	:	:	Select Type		- -		Procurem	ent Method :	- Select Procurement Meth	d- 🔻
ocurement Natur	e:	1	Belect Nature		•					
ocuring Entity : ocurement Natur ocurement Type :	e:		Select Office Select Nature Select Type			•	Procurem	ent Method :	- Select Procureme	nt Metho

Screen–D12

- 4.4.2.1 Live Tenders Tab → Bydefault, 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)

Life	Archive Calcelled All					
S. No.	render 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 excikation cases, DVD packasina cases, Also offer services like CD replication, DVD replication, mini disc printing services, CDS encrytion services.	Ministry of Avlation, 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, <u>Testing</u>	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	
Page 1	of 1		1 Go To Page		«First «Previous No	ext» Last»



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	Archile Cancelled					
S. No.	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. OTM/88	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	
Page 1	of 1		1 Go To Page		«First «Previous No	ext> Last»

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 Cancilled 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, Manufacturar and supplier business card, business CD, Inkiet printable CD, Inkiet printable D/D, CD explanding and supplier of the CD packading cases. Also offer services like CD replication. D/D replication, mini disc printing services. CDS encryation 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, <u>Testing</u>	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, <u>health</u>	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	
Page 1	of 5		1 Go To Page		«First «Previous N	ext> Last»



- 4.4.3 Tenderer will have to search specific tender and click on dashboard column " ^a " icon to go 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 De	etails							
Ministry :	Minist	try of Aviation	Division :			North Divis	on	
Organization :	Helic	opter Organisation	Procuring Ent	ity Name :		PE Office H	elicopter Organisation	
Procuring Entity Code :	9999		Procuring Ent	ity Distric	t:	Dhaka		
Procurement Nature :	Good	S	Procurement	Type :		NCT		
Event Type :	TEND	IER	Invitation for :			Tender - Si	ngle Lot	
Invitation Reference No. :	IRF12	200						
Key Information and Funding Inform	nation :							
Procurement Method :	Open	Tendering Method (OTM)	Budget Type :			Developme	nt	
Source of Funds :	Gover	mment, Aid or Grant	Development	Partner :		World Bank		
Particular Information :								
Project Code :	P000	1	Project Name			New Project	t (Test of FY)	
Tender Package No. and Description :	PK1 Manu	facturing, supplying and exporting a	wide range of flash drive that incl	udes pron	notional flash drive, ad	vertising flash drive and r	nass storage flash drive	
Category :	Agricu hortic their p to inte	ultural, horticultural, hunting and rela ulture;Cereals and other crops;Vege products;Farm animals and their pro emational organisations and bodies	ted products; Services provided t tables, horticultural products and ducts;Pigs;Live poultry and eggs	y extra-ter nursery p Small live	ritorial organisations a products;Fruit, nuts, bev animals and their pro	nd bodies;Crops, produc verage and spice crops;L ducts;Products of mixed f	ts of market gardening a ive animals and animal arming;Agricultural supp	and products;Cattle and lies;Services specific
Scheduled Tender Publication Date and Time :	08-Se	p-2011 17:28	Tender Docur downloading	nent last : Date and 1	selling / Time :	11-Sep-20	11 19:19	
Pre - Tender meeting Start Date and Time :	12-Se	p-2011 19:19	Pre - Tender i Date and Time	neeting Ei e :	nd	13-Sep-20	11 19:19	
Tender Closing Date and Time :	10-00	:t-2011 19:19	Tender Openi Date and Time	ng e:		08-Sep-20	11 17:50	
Last Date and Time for Tender Security Submission :	28-Se	p-2011 19:19						
Information for Tenderer / Applican	t:							
Eligibility of Tenderer :	Good	d Expiriance						
Brief Description of Goods and Related Serv	ice : Mani repli	ufacturer and supplier business card cation, DVD replication, mini disc pri	d, business CD, inkjet printable C nting services, CDs encryption s	D, inkjet p rvices.	printable DVD, CD pack	aging cases, DVD packa	ging cases. Also offer s	ervices like CD
Evaluation Type :	Lot v	vise						
Document Available :	Pack	age wise						
Document Fees :	Pack	age wise						
Tender Document Price (In BDT) :	1000)						
Mode of Payment :	Payn	nent through Bank						
Tender Security Valid Up to :	21-J	an-2012						
Tender Valid Up to :	24-D	ec-2011						
Lot No.		Identification of Lot			Location	Tender security (Amount in BDT)	Start Date	Completion Date
1 Deals in manufacturing and exp	orting dot matrix holi	ogram that includes dot matrix printe	rs		Ahmedabad	3000	30-0ct-2011	31-Oct-2011
Procuring Entity Details:								
Name of Official Inviting Tender :	PE User of Heli O	rgn	Designation o	f Official I	nviting Tender :	Dy Manager		
Address of Official Inviting Tender :	Address	- Dhaka	Contact detai	s of Offici	ial Inviting Tender :	Phone No	2-123456	
-	City Thana District Country	: Dhaka : Dhaka : Dhaka - 9999 : Bangladesh			-	Fax No :		
The procuring entity reserves the right to ac	cept or reject all Te	nders / Pre-Qualifications / EOIs						
Note: Bank will update the payment transact	tions only at the end	of the day, so the tenderers should	I make sure the securities and o	ther payr	ments are made at lea	st one day before the su	bmission 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)



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)

👍 Home 🔍 Message Box 🎬 APP	P Tender Doc. Library	Administration	🚴 Debarment	📰 My Account	🥐 Help
Wednesday, 07 Sep, 2011 14:59:39 BS	Watch List	: Wednesday, 7 Se	ep, 2011 14:43:00) (🤱 Welcome,
	My Tenders				
	Limited Tenders				
All Tenders	All Tenders				
	Propose JVCA				

- Screen–D18
- 4.5.2 Tenderer will have to search specific tender and click on dashboard column " a " icon (As shown in **Screen D19**)

Live Achive Cancelle All S. Tender ID, Reference Procurement Nature, Title Ministry, Division, Organization, PE Type, Method Publishing Date and Time, Closing Date and Time Dashboard 1 106, Invref#0792011 Goods, Brief Description of Goods and Related Service Ministry of Aviation, North Division, PE Office Helicopter Organisation, PE Office Helicopter Organisation NCT, OTM 07-Sep-2011 14:21, 23-Oct-2011 13:05 Image: Comparised of the compari	Tene	der Search	Results						
S. No. Tender ID, Reference No Procurement Nature, Title Ministry, Division, Organization, PE Type, Method Publishing Date and Time, Closing Dat	Live	Archive	Cancelle	d All					
1 106, Invref#07092011 Goods, Brief Description of Goods and Related Service Ministry of Aviation, North Division, PE office Helicopter Organisation, PE office Helicopter Organisation NCT, OTM 07-Sep-2011 14:21, 23-Oct-2011 13:05	S. No.	Tender Referend	· ID, ce No	Pro	curement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date and Time, Closing Date and Time	Dashboard
	1	106 Invref#070	92011	Goods, Brief Desc Related Si	ription of Goods and ervice	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	07-Sep-2011 14:21, 23-Oct-2011 13:05	



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)

Tender Dashboard

	Tend	er Detail										
	Tender	r ID :		106			Invitation Refe	rence No. :	Invrefi	#07092	011	
	Closing	g Date and Time	:	23-0ct-201	1 13:05		Opening Date	and Time :	25-00	t-2011	13:05	
	Procur	ing Entity :		PE Office H	lelicopter Organisatio	n						
	Brief:			Brief Descr	ription of Goods and P	Related Servi	ce					
												S View Notice
4	Docs.	Clarification	Pre Tend.	Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing	
						ENDE	K DASHBUA	RD				

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)

ocs. Clarificat	tion	Pre Tend. Meeting	Tend. Meeting Sub Contracting Payment Tend. preparation Opening Evaluation NOA Cont. Sign								
Package. N	lo.			Pa	ckage Description					Action	
pkg07092011		This package cont	ains the important iter	ms to be pro	cured.					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)

ocs. Clarification Pr	re Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signir	ıg
Package. No. Package Description									Action
pkg07092011	This package conta	ins the important iter	ms to be proc	cured.				(Documents
₩e, hereby declare that	t, we have read, exan	nined and understood	d the tender o	document pertaining to t	this tender n	otice.			

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.



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



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



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 Vie	w								Go Back
Tender Detail									
		106			Invitation Reference No	Invrof#07	002011		
Closing Date and Time :		23-04-20	11 13:05		Opening Date and Time :	08-Sen-2	092011		
Procuring Entity		PE Office	Heliconter Organisation		Opening Date and Time .	00-36p-2	01112.10		
Brief :		Brief Desi	rintion of Goods and Related Service						
bior.		Difficiences							
									S view notice
								📥 Download	Tender Document
Package No. :	pkg07092011								
Package Description :	This package co	ntains the imp	ortant items to be procured.						
Section No.					Section Name				Action
1	Instructions to T	enderer							View
								Save As PDF	
	Sr. No.		File Name		File Description	File Size		Action	
					No se se de feure d	(IN KB)			
					NO RECORDS TOURID.				
2	Tender Data She	eet						Salia An DDC	View
								Save AS PDF	
	Sr. No.		File Name		File Description	File Size		Action	
					No records found	(111(0))			
					No records round.				
3	General Condition	ons of Contrac						L Save As PDF	View
	Sr. No.		File Name		File Description	File Size		Action	
					No records found	(
	Badiaular Candi	lione of Contro	at						Mour
4	Faniculai Conui	ions or contra						Note: Save As PDF	VIEW
						File Size			
	Sr. No.		File Name		File Description	(in KB)		Action	
					No records found.				
5	Tender and Con	tract Forms 🤰	Save As PDF						
							Eilo Sizo		
	Sr. No.		File Name		File Description		(in KB)	Action	
	1	e- PG3 C	ontract Forms.pdf	e-P(G3 Contract Forms - pdf		45	*	
	S No.				Form Namo				Actions
	3.110.	o Tondor Qu	aminging Letter (Form o BC2.1)		Form Name			Vie	Action
		Tenderer left	umatica Form (o DC2 2)					Vie	w Form
	2	Technical Sc	ecifications and Compliance of Goods and	related a	enices (Form e-PC3-4)			Vie	w Form
		recimical op	concatorio and compliance of Goods and	Telated at				10	
	Lot No.		01						
	Lot Description	1	This lot contains the important items to be	e procureo	d.				
	Grand summar	y:	Not Prepared						
	S. No.		Form Name			Actio	ns		
	1	Price and De	livery Schedule for Goods (Form e-PG3-3A)		View Form				
	2	Price and De 3B)	livery Schedule for Related Services (Form	e-PG3-	View Form				
	L	507							
6	Drawings								
	Sr. No.		Filo Namo		File Dec. 1 if			Action	
	51. NO.		rile name		rie bescription		(in KB)	Action	
	1	Guidance	_Drawings_e-PG3.pdf	Guid	lance - Drawings		14	*	
								📩 Download	Tender Document

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 Detai	I									
Tender ID :		109			Invitation Re	ference No.	: IF	RF12001	1	
Closing Date and	1 Time :	24-Oct-201	1 12:24		Opening Dat	e and Time :	. 0	8-Sep-20	11 17:50	
Procuring Entity	:	PE Office H	lelicopter Organisati	on						
Brief :		Dell Annou	inces Corporate Res	ponsibility R	eport Dell Reports Stro	ng Q2 Finan	cial Results D	ell acqui	res Force10 Netwo	ks
										📓 View Notice
Docs. Clarifica	ation re Tend.	Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing	
Post Query			View Queries &	Replies :				View		
🔔 Query o	A Query can be posted till 11-Sep-2011 12:43									
S.No.	S.No. Query						Status	Action		
	No records found.									



- 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 : *	Can you allow JVCA for this Tend	Can you allow JVCA for this Tender ?					
Reference Docu	ment : Upload						
S. No.	File Name	File Name File Description File Size (in KB)					
	No records found.						
		Post Query					

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 Do	cument
Fields marked w	rith (*) are mandatory.
Document : *	C:\Documents and Se Browse)
Description : *	JVCA Decoument
	Upload Close

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)



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)





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 Dcocument	13	*				
Reply: Yes you can do JVCA								



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 T	end. Meeting Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing	
Meeting Start	Date and Time : 08-Sep-2011 1	8:19	Meeting End Date and	Time :	15-Sep-2011	10:41	Action :	Post Query
My Queries	<u>All Queries</u>							
S. No.	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 D	ate & Time :	08-Sep-2011 18:19	Meeting End Date & Time :	15-Se	p-2011 10:41				
Post Query	Post Query								
Duery: '									
Reference Docu	Reference Document : Upload Please don't upload the document containing query for the tender document								
S. No.	File Na	me	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 Do	cument
Fields marked w	ith (*) are mandatory.
Document : *	C:\Documents and Se Browse)
Description : *	Date Extension Document
	Upload Close 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)



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 isPending. (As shown in Screen – D43)



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 Replyand under Action column "View" link will be visible (As shown in Screen – D44)

<u>My Queries</u>	II Queries		
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)

Pre – Tender Meet	ing Replies View 🧳 Go Back
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)

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



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 togetherand 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)

Doc	s.	Clarification	Pre Tend. Meeting	Sub Contracting aymen	t Tend. preparation	Opening	Evaluation	NOA	Cont. Signing	
s	end	Invitation F	eceived Invitation.							
I	ield	marked (*) are	mandatory							
	e-r	nail ID : *		Submit						
		Invitatio	on sent to	Nature of the Supply and rel Services	ated Last date fo	or 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)



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)

Send Invitation Rec	eived Invitation.								
Field marked (*) are ma	andatory								
e-mail ID : *		Sul	bmit						
December 1									
Company Details									
Company Registratio	n No. : Suraj/Tes	t/002							
Company Name :	Suraj (Ind	lia) Ltd.		e-mail ID :	suraj.na	air@abcprocur	e.com		
Country :	India			State / District	: Gujarat				
City / Town :	Ahmedab	ad							
Company's Legal Sta	itus: private								
Send Invitation:									
Last date for accepti	ng invitation : *	22/09/2011	-						
Nature of the Supply Services*	and related	Source 🖋 🖡 Normal 💌	E 🛍 🛍	}= E ≧ ♠ ₽ <u>Size</u> ► A /	.B . <i>I</i>	UE	3		
		Nature of the Supp	oly and relate	d Services notes					
			(Invite					
Invitation	sent to	Nature of the Sup Servi	oply and relatices	ted Last date fo	or accepting	invitation		Status	

Screen–D49

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



4.5.33 On click on "**OK**" button, System will display message "*Invitation Sent Successfully*" (As shown in **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**)

s.	Clarification	Pre Tend. M	eeting Sub Contracting	Payment Ten	d. preparation	Opening	Evaluation	NOA	Cont. Signing	
end	Invitation	eceived Invita	ation.							
ield e-n	marked (*) are	mandatory	5.1	hanit						
			Natura at the Su	orne						
	Invitatio	in sent to	Nature of the Sup Servi	ices	Last date f	or accepting	invitation		Status	
Sura	aj (India) Ltd.		Nature of the Supply Services notes	and related	1	5-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)

ocs.	Clarification	Pre Tend. Mee	eting Sub Contracting	ayment	Tend. pre	paration	Opening	Evaluation	NOA	Cont. Signing	
Send	I Invitation	Received Invitati	ion.								
Field	I marked * are	mandatory.									
Invi	itation From	Nature of the S	upply and related Service	s fo accep	date r pting	Status		Co	omment	ts *	Action
Ter	nder Tiger	Nature of the Suppl	y and related Services note	s 18-S 20'	ep- 💽 Acc 11	ept _O R	eject			×	Submit
	Invitatio	on From	Nature of the Suppl	y and related	I Services	La a i	st date for ccepting nvitation	Status		Comment	S
				No Invitation	is are Accep	ed or Rej	ected				



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

Message from webpage	×
Are You Sure You Want to) Proceed
Cancel	
Screen–D54	

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



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

cs. C	Clarification	Pre Tend. M	leeting	Sub Contracting	Payment	Tend. prepara	tion Opening	Evaluation	NOA	Cont. Signing	
end I	Invitation	eceived Invit	ation.								
	Invitation	From		Nature of the Supply	y and related	I Services	Last date for accepting invitation	Status		Comment	3

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 partici	pating in this tender a	s a sub cont	ractor/consultant. You ca	an't participat	te in this tende	r on you	r 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)

ocs.	Clarification	Pre Tend. Meeting	Sub Contracting Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing	
Send	d Invitation	eceived Invitation.							
Field	d marked (*) are	mandatory							
e-	mail ID : *		Submit						
	Invitati	on sent to	Nature of the Supply and rela Services	ted Last date t	for accepting	ginvitation		Status	
Su	raj (India) Ltd.		Nature of the Supply and related Services notes		15-Sep-2011			Accepted	ン

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)

cs. Clarification Pre Te	nd. Meeting Sub Cont	racting Payment	Tend.preparation	Opening	Evaluation	NOA	Cont. Signing	
Document Fees Tender S	Security Performance	Security						
🔔 Please select an ap	propriate tab to view the pay	rment details.						
	pl/m07002011							
Package No. :	pkgu/uazuii							

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)

ocs.	Clarification	Pre Tend.	Meeting	Sub Contracting	Payment	Tend preparation	Opening	Evaluation	NOA	Cont. Signing	
Package No. :			pkg07092	011							
Package Description :			This packs	age contains the imp	ortant items i	to be procured.					
									N Vie	w reference docu	mer
Paym	nent Status :	Pa	id								
Emai	IID:	an	uj.abcprocu	ure@gmail.com							
Bank Name : T		Te	st Bank								
Branch Name : D		Dh	iaka								
Bran	ch Maker :	Te	st Maker								
Paym	nent For :	Do	cument Fe	es							
Curre	ency :	80	т								
Amo	unt :	Та	ka 750.00								
Mode	e of Payment :	Ca	ish								
Date	and Time of Pay	ment: 07	-Sep-2011	03:16							
Rema	arks :	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.	Clarifica	ation Pre Tend. Meeting		Sub Contracting	Payment	Tenr. preparation	Opening	Evaluation	NOA	Cont. Signing		
Package No.: pkg07092011												
Pack	age Desci	ription :	This packa	This package contains the important items to be procured.								
Lo	Lot. No. Lot Description							Status	Action			
	01 1	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	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 I	Description :		This lot contains the important items to be procured.									
								(🗋 Vie	w reference docu	ment	📥 Print
Раут	nent Status :	Pa	aid									
Ema	il ID :	ar	nuj.aboprocu	ire@gmail.com								
Bank Name : Te:		est Bank										
Brar	Branch Name : DI		laka									
Brar	Branch Maker : Te		est Maker									
Раул	Payment For : Te		ender Securi	ity								
Curr	Currency: B		от									
Amo	Amount : Ta		aka 1500.00									
Mod	Mode of Payment : D		D									
Instr	Instrument No.: 20)20									
Issu	Issuing Bank : Ax		is									
Issu	Issuing Bank Branch : El		lisbridge									
Issu	Issuance Date : 08		3-Sep-2011									
Valio	lity Date :	29	3-Jan-2012									
Date	and Time of Pay	ment: 07	'-Sep-2011	06:42								
Rem	arks :	R	emarks									

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)
| Do | cs. Clari | ification | Pre Tend. | Meeting | Sub Contracting | Payment | Tend preparation | Opening | Evaluation | NOA | Cont. Signing | |
|----|---|-----------|-----------|---------|-----------------|---------|------------------|---------|------------|-----|---------------|--|
| P | Package No.: pkg07092011 | | | | | | | | | | | |
| P | Package Description : This package contains the important items to be procured. | | | | | | | | | | | |
| | Lot. No. Lot Description Status Action | | | | | | Action | | | | | |
| | 01 This lot contains the important items to be procured. Paid | | | | | | View | | | | | |

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	Tend preparation	Opening	Evaluation	NOA	Cont. Signing	
Pac	kage No. :		pkg07092	011							
Pac	kage Description	:	This packa	age contains the impo	rtant items t	o be procured.					
Lot	No. :		01								
Lot	Description :		This lot co	ntains the important it	ems to be p	rocured.					
									🗋 Vie	w reference docum	en
Pay	ment Status :	Pa	aid								
Ema	iil ID :	ar	nuj.abcprocu	ure@gmail.com							
Ban	k Name :	Τe	est Bank								
Brai	nch Name :	DI	haka								
Brai	nch Maker :	Τe	est Maker								
Pay	ment For :	P	erformance Security								
Curi	rency :	BI	DT								
Amo	ount :	Ta	aka 8000.03								
Mod	le of Payment :	P	ay Order								
Inst	rument No. :	11	122								
Issu	ing Bank :	ici	icic								
Issuing Bank Branch : Aa			Aashram Road								
Issuance Date : 07-Sep-2011											
Validity Date: 15-Sep-2011											
Date	e and Time of Pay	ment: 09	09-Sep-2011 07:00								
Ren	narks :	Pa	ayment Exce	pted							

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'sthen 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"

Screen–D63

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment Tend. preparation	pening	Evaluation	NOA	Cont. Signing	
Pac	Package No.: pkg07092011								
Pac	kage Description	: This package conta	ins the important iter	ms to be procured.					
Pleas	se click on 'Map' li	nk available in front of re-	spective form to uploa	ad reference/supporting documents as	mentione	d in Tender Do	cument		
		Action			Map ti from ; Docum	ne documents rour Common nent Library, if equested			
e-Te	ender Submission	Letter (Form e-PG3 1)		(EII				Мар
Ten	derer Information	Form (e-PG3-2) *			Fill				Map
Ted	hnical Specificatio	ns and Compliance of G	oods and related ser	rvices (Form e-PG3-4) *	Fill				Map
Lo	t No.	01							
Lo	Description	This lot contains the	e important items to	be procured.					
	Form Name					Action		Map ti from y Docum	ne documents your Common nent Library, if equested
Pric	e and Delivery Sch	nedule for Goods (Form	e-PG3-3A) *		Eill				Map
Pric	e and Delivery Sch	hedule for Related Service	es (Form e-PG3-3B)	•	<u>Fill</u>				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)

1. Litigation History				Dalata Davard		
n coganar manay.			2001	Record Delete Record		
Litigation history shall	comph	with the requirement as sp	crified in ITT 16.1(b)			
Select	Select Description (to be filled by Tenderer)					
N		Description from the tenderer side.				
2. Qualification Informa	stion of	the Tenderer:				
			Description	Tenderer's Response		
2.1 Number of years of	genera	I experience of the Tenderer i	n the supply of goods and related services as stated under (TT Sub-Clause15.1(a):	5		
2.2 Number of complete ITT Sub-Clause 15.1(b) a) Number of Contracts	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): a) Number of Contracts:					
b) Value of the Contract	\$;			245000		
c) Period of the Contrac	t			3		
2.3 The supply and/or p	roducti	on capacity of Goods, if applic	able, as stated under ITT Sub-Clause 15.1.(c)	300		
2.4 Availability of liquid a under ITT Clause 16.1(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)					
e-Signature / Hash of Document :	elieke h	incrypt Save				

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**)

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

Hash of

Form saved successfully



Screen–D68

Select	Description (to be filled by Tenderer)				
N	2mr7hTtPcas=342P39V) qOw7tMLLU35+9Uk0td dbszW/FUnr5u8LVg02n ▼				
2. Qualification Information	of the Tenderer:				
	Description	Tenderer's Response			
2.1 Number of years of gen	eral experience of the Tenderer in the supply of goods and related services as stated under (TT Sub-Clause15.1(a):	jcvlyT8/Tyg=rfpg/kq1LaU=			
2.2 Number of completed s ITT Sub-Clause 15.1(b): a) Number of Contracts:	upply contracts in the supply of similar goods and related services of required value within the period as stated under	+kRazk2XVYw=S35W0m1 eG6I=			
b) Value of the Contracts:		NCsb4ETJ9g=BJQgsyBgx BJJ=			
c) Period of the Contract		b1QEjaFaNWc=FihDD1UP 8ke			
2.3 The supply and/or prod	uction capacity of Goods, if applicable, as stated under (TT Sub-Clause 15.1.(c)	gwgIB/20mk9=XJRa8d06r Ow=			
2.4 Availability of liquid ass under ITT Clause 16.1(b)	its i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated	ik/SbIMDh6E=J3ucy4ILsxg =			
e-Signature / Hash of Document :	Is a Sever button to save the form Encrypt Save 19e713a07ad1fa2316a44a214c52a55				

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**)



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)

Screen–D71

	Correct D70		
Tenderer Information Form (e-PG3-2) *	(Edit View Delete Encrypt	Man

- 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)

enderer Information F	orm (e-PG3-2)			Go Bac	k To Dashboard
1. Litigation History:			Add R	ecord De	lete Record
Litigation history shall comp	ly with the requirement as sp	cified in ITT 16.1(b)			
Select		Description (to be filled by Tender	er)		
	q1HPNNP6qEU=/H2ae 4Z4I+6QWukIVeLB1Iad 8mZSBISD				
2. Qualification Information	of the Tenderer:				
		Description		Tenderer's	Response
2.1 Number of years of gener	al experience of the Tenderer i	the supply of goods and related services as stated under I	TT Sub-Clause15.1(a):	LYS0IR+IKd8=v7iuulksv+w =	
2.2 Number of completed su ITT Sub-Clause 15.1(b): a) Number of Contracts:	e period as stated under	Jrr/5DvoHO0=yQEsUKK/+6 8=			
b) Value of the Contracts:				yWNjhKPUF3 6kgw=	g=buh+S1m
c) Period of the Contract:				2nUrpqCN7cw=kBWeCpO vYLs=	
2.3 The supply and/or produc	tion capacity of Goods, if appli	ble, as stated under ITT Sub-Clause 15.1.(c)		PNN6wecBhl SAfw=	A=aw2kFOM
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) ZNADvRIA					
e-Signature / Hash of Document :	Decrypt Update	form 8dc80	1		

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 🗙 🗙
Passwird :
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 Informatio	n Form (e-PG3-2)			Go Bi	ack To Dashboard
Form Decrypted s	uccessfully.				
1. Litigation History:				Add Record	Delete Record
Litigation history shall	comply with the requirement as s	pecified in ITT 16.1(b)			
Select		Description (to be filled by Tendere	r)		
	Description from the Tenderer side	>			
2. Qualification Information	tion of the Tenderer:				.
		Description		Tenderer's Response	
2.1 Number of years of ge	neral experience of the Tenderer in the	e supply of goods and related services as stated under ΠT S	Sub-Clause15.1(a):	5	
2.2 Number of completed s Sub-Clause 15.1(b): a) Number of Contracts:	supply contracts in the supply of similar	goods and related services of required value within the per	iod as stated under ITT	55	
b) Value of the Contracts:				245000	
c) Period of the Contract:				3	
2.3 The supply and/or proc	duction capacity of Goods, if applicable	e, as stated under ITT Sub-Clause 15.1.(c)		300	
2.4 Availability of liquid ass ITT Clause 16.1(b)	sets i.e. working capital or credit line(s)	from any Scheduled Bank, net of other contractual commitmed	nents as stated under	600000	
e-Signature / Hash of Document :	for Encrypt Update	m 1c60			

Screen–D75

4.5.56 On click of "Verify" button, System will display Confirmation Message "e-Signature verified successfully" (As shown in 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)

Cenderer Info	nation Form (e-PG3-2)	🖕 Go Ba	ck To Dashboard
1. Litigation Hist	ny:		
Litigation histor	shall comply with the requirement as specified in ITT 16.1(b)		
Select	Description (to be filled by Tenderer)		
	q1HPNNP6qEU=/H2ae4Z ▲ 4He6QWukiVeLB1lad8m → ZSBtSD ←		
2. Qualification In	ormation of the Tenderer:		
	Description	Tenderer's Response	
2.1 Number of yea	s of general experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause15.1(a):	LYs0IR+IKd8=v7iuulksv+w=	
2.2 Number of con Sub-Clause 15.1(b a) Number of Cont	ieled supply contracts in the supply of similar goods and related services of required value within the period as stated under ITT ccts:	Jrr/5DvoHO0=yQEsUKK/+6 8=	
b) Value of the Co	iracts:	yWNjhKPUF3g=buh+S1m6k gw=	
c) Period of the Co	tract:	2nUrpqCN7cw=kBWeCpOv YLs=	
2.3 The supply an	or production capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1.(c)	PNN6wecBhIA=aw2kFOMS Afw=	
2.4 Availability of I ITT Clause 16.1(b)	uid assets i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated under	ZNADvRIAA7w=KH1FgnC9 ZXU=	
(Decrypt		
e-Signature / Hash of Document :	b7e604e703af5537bcea8bcbd11818ae3e38dc80		

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)

Enter Password	×
Password .	
	Verify Password
Screer	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)



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

Message	from webpage	×
?	Do you want to delete	this form?
	OK Cancel	
	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)



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 His	tory:			
Litigation histor	y shall comply	with the requirement as specified in ITT 16.1(b)		
Sele	ect	Description (to be filled by Tenderer)		
	(zmr7hTtPcas=34ZP39V) qOw7tMLLU35+8Uk0td rbszwYFUnr5u8LXg0Zn ▼		
2. Qualification	Information of	the Tenderer:		
		Description	Tenderer's	Response
2.1 Number of y	ears of genera	l experience of the Tenderer in the supply of goods and related services as stated under ITT Sub-Clause15.1 (a):	jcvlyT8/Tyk=rl	þq/kq1LaU≕
2.2 Number of c ITT Sub-Clause a) Number of Co	completed sup; 15.1(b): ontracts:	aly contracts in the supply of similar goods and related services of required value within the period as stated under	+kRazk2XV/V eG6I=	v=S3SW0m1
b) Value of the C	Contracts:		lyCsb4ETJ9g EU=	=BJOgeyBqv
c) Period of the	Contract		b1QEjaFaNM 8k=	/c=FIhDD1I/P
2.3 The supply a	and/or producti	on capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1.(c)	gwgIB/2Qmk Ow=	0=XJRa8dO6r
2.4 Availability o under ITT Claus	f liquid assets ie 16.1(b)	i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated	jk/SbIMDh6E =	=J3ucy4ILsxg
Please note, who sure that there we correct.	en you click the Ill not be any fu	"Encrypt" button below, the form will be encrypted with e-GP Tender Opening Committee Security Password & hence ther correction in this form. Click the "Encrypt" button only if you have completed filling the form, and you are sure the	e you are requ at the informati	ested to be on entered is
	Please elick o	n Decrypt' button to decrypt the form		
(Decrypt			
e-Signature / Hash of Document :	84ef939aff9e	713a07ad1fa2316a44a214c52a55		

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 Pa	ssword

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) e-Signature /

Hash of Document : 84ef939aff9e713a07ad1fa2316a44a214c52a55

1. Litigation History:			
Litigation history shall comply	y with the requirement as specified in ITT 16.1(b)		
Select	Description (to be filled by Tenderer)		
	Description from the tenderer side.		
2. Qualification Information of	the Tenderer:		
	Description	Tenderer's	Response
2.1 Number of years of genera	al experience of the Tenderer in the supply of goods and related services as stated under (TT Sub-Clause15.1(a):	5	
2.2 Number of completed sup ITT Sub-Clause 15.1(b): a) Number of Contracts:	ply contracts in the supply of similar goods and related services of required value within the period as stated under	55	
b) Value of the Contracts:		245000	
c) Period of the Contract		3	
2.3 The supply and/or product	ion capacity of Goods, if applicable, as stated under ITT Sub-Clause 15.1.(c)	300	
2.4 Availability of liquid assets under ITT Clause 16.1(b)	i.e. working capital or credit line(s) from any Scheduled Bank, net of other contractual commitments as stated	600000	
Please note, when you click the sure that there will not be any fi correct.	"Encrypt" button below, the form will be encrypted with e-GP Tender Opening Committee Security Password & henc inther correction in this form. Click the "Encrypt" button only if you have completed filling the form, and you are sure th	e you are requi at the information	ested to be on entered is
Encrypt Ar	Escrept And Save' button to save the form ad Save		



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.



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



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.

ocs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	pening	Evaluation	NOA	Cont. Signing	
Pack	age No. :	pkg07092011			\smile					
Pack	age Description	: This package conta	ains the important iter	ms to be proc	ured.					
leas	e click on 'Map' lii	nk available in front of re	spective form to uplo	ad reference/	supporting documents a	as mention	ed in Tender D	ocumer	ıt	
			Form Name				Action		Map th from y Docum re	e documents our Common ent Library, if quested
e-Ter *	nder Submissior	Letter (Form e-PG3 1)				<u>View</u>	Delete Encry	/pted	>	Map
Tend	erer Information	Form (e-PG3-2) *				View	Delete Encry	/pted		Map
Tech	nical Specificatio	ns and Compliance of (Foods and related se	rvices (Form	e-PG3-4) *	<u>View</u>	Delete Encry	/pted		Map
Lot	No.	01								
Lot	Description	This lot contains t	ne important items to	be procured.						
			Form Name				Action		Map th from y Docum re	e documents our Common ent Library, if quested
Price	and Delivery Sch	nedule for Goods (Form	e-PG3-3A) *			<u>View</u>	Delete Encry	/pted		<u>Map</u>
Price	and Delivery Sch	nedule for Related Servi	ces (Form e-PG3-3B)	*		View	Delete Encry	/pted		Map
				Please	Fill All Mandatory Docun	nents				

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 Libra	ny
Field marked (*) are mandatory	
Select a file to upload : *	Browse
Document Type :*	Authorization Letter (ITT 22.1(f))
Description :*	Authorization Letter (ITT 22.1(f))
	Upload
S	creen–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)

	S. No.	File Name	File Description		e-Signature / Hash	File Size (in KB)	Date and Time	Action	1
	1	nitin3.xlsx	TestBroucher	9b906777fe	22d5fbc98c7ffd310064c443e04a49	10	11-Jul-2011 14:48	Archive Download M	lap to
	2	nitin1.xlsx	TestGeneralExperienc	e 95ee7d32eck	395da887a14702d09e1aea30da94	10	11-Jul-2011 14:45	Archive Download M	lap to
	3	sachin1.xlsx	test	1b3c114fb4b	32c83ff12d437ab08ac0d1ebb4a5c	10	11-Jul-2011 14:44	Archive Download M Folder	lap to
	4	Copy (10) of Demo1.docx	de	5ba1288172	fad436264bb3d7ffde909e9ad3bc47	0	02-Jul-2011 16:25	Archive Download M	lap to
	5	Copy (11) of Demo1.docx	se	b46dbccc5ck	01f06f1832fb4429bd535867e643d2	0	02-Jul-2011 16:23	Archive Download M	lap to
	6	Copy (6) of Demo1.docx	six	806254782a1	7c33b4d6cd8c857c64976dbf60a36	0	02-Jul-2011 16:22	Archive Download M	lap to
	7	Copy (7) of Demo1.docx	seven	582dff00621	739e2f84965ebfc7dbdd843625b19	0	02-Jul-2011 16:22	Archive Download M	lap to
	8	Copy (3) of Demo1.docx	three	c008e02bee1	1d5b4937484679f1c57b543e6e1b7	0	02-Jul-2011 16:21	Archive Download M Folder	lap to
	9	Copy (4) of Demo1.docx	four	6862c0a9db	455a1c5400e789243b5ea7ee8f4fc7	0	02-Jul-2011 16:21	Archive Download M Folder	lap to
	10	Copy (5) of Demo1.docx	five	93d7698811	cb1db5a3613afba908d3849fc9aec0	0	02-Jul-2011 16:21	Archive Download M Folder	lap to
	11	Copy of Demo1.docx	one	685c1f76bc8	7a70d984bb1bb815132079c156686	0	02-Jul-2011 16:20	Archive Download M Folder	lap to
Q	φ		<	Authorization L	etter (ITT 22.1 (f)))			
end	ing Re	Uploaded Documents equired Documents	0						
Tota	al Req	uired Documents Mappe	d Documents						
					Mapped Files				
S N	5. 0.	File Name R	tequired Document	File Description	e-Signature / Hash		File Size (in KB)	Date and Time	ρ
		Communities and the state	therization Letter /ITT	filio		42040fc0aa	0 0.02	02- Jul-2011	Do

- 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 Le *	tter (Form e-PG3 1)	View Delete Encrypted	Map <u>View</u>
Tenderer Information For	m (e-PG3-2) *	View Delete Encrypted	Map <u>View</u>
Technical Specifications	and Compliance of Goods and related services (Form e-PG3-4) *	View Delete Encrypted	<u>Map View</u>
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 Sched	ule for Goods (Form e-PG3-3A) *	View Delete Encrypted	Map
Price and Delivery Sched	ule for Related Services (Form e-PG3-3B) *	View Delete Encrypted	Map
I hereby decl	are that I have downloaded and read all the tender documents, Pre tender meetin	ig (if applicable), amendment / corrige	endum documents.

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

ocs.	Clarification	Pre Tend	. Meeting	Sub Contracting	Payment	Tend. preparat	tion Opening	Evaluation	NOA	Cont. Signing
Tender	/Proposal Submi	ssion Details	;							
acka	ge No. :		pkg070920	11						
Packa	ge Description :		This packa	ge contains the import	ant items to be pr	rocured.				
	Form Nan	ne		Filled (Yes/No)		Manda	tory (Yes/No)	En	crypted v	with Buyer Hash
e-Tender Submission Letter (Form e-PG3 1)			Yes			Yes			Yes	
Fender	rer Information Fo	rm (e-PG3-2)	Yes			Yes			Yes
Techni Compli service	cal Specifications iance of Goods an es (Form e-PG3-4)	s and nd related)		Yes			Yes			Yes
Lot No	υ.	01								
Lot De	escription	This lot co	ntains the im	portant items to be pr	ocured.					
Price a (Form (ind Delivery Sche e-PG3-3A)	dule for Goo	ds	Yes			Yes			Yes
Price a Servic	ind Delivery Sche es (Form e-PG3-3	dule for Rela B)	ted	Yes		Yes				Yes
Form Name										
	Form Name			Mapped Docum	ent's Name			File Nar	ne	
e-Tend Form (Form Name ler Submission Le e-PG3 1)	etter		Mapped Docume	ent's Name r (ITT 22.1(f))			File Nan Copy (5) of Der	ne no1.doc)	(
e-Tend Form (Form Name ler Submission Le e-PG3 1) ical Specifications	etter		Mapped Docum Authorization Lette Brochures (ITT	ent's Name r (ITT 22.1(f)) F 22.1(e))			File Nan Copy (5) of Der Copy (6) of Der	ne no1.doc) no1.doc)	(
e-Tend Form (Fechni Compli related	Form Name ler Submission Le e-PG3 1) ical Specifications iance of Goods and I services (Form e	etter s and e-PG3-4)	Manufactur	Mapped Docum Authorization Lette Brochures (ITT er Authorization/ Deale	ent's Name r (ITT 22.1(f)) F 22.1(e)) rship/Agencyship) Certificate		File Nar Copy (5) of Der Copy (6) of Der nitin3.xl:	ne mo1.docx mo1.docx	ξ
e-Tend (Form (Techni Compli related Tender	Form Name ler Submission Le e-PG3 1) cal Specifications iance of Goods an I services (Form e er Information Fo	etter s and bd >-PG3-4)	Manufactur	Mapped Docum Authorization Lette Brochures (ITT er Authorization/ Deale VAT Certificate (I	ent's Name r (ITT 22.1(f)) F 22.1(e)) rship/Agencyship TT 22.1(h))) Certificate	Valid Valu	File Nar Copy (5) of Der Copy (6) of Der nitin3.xt e Added Tax (V.	ne no1.doc no1.doc sx AT) Certii	((ficate.docx
e-Tend (Form (Techni Compli Compli related Tender (e-PG3	Form Name ler Submission Le e-PG3 1) cal Specifications iance of Goods and services (Form e rer Information Fo -2)	etter s and b-PG3-4)	Manufactur	Mapped Docum Authorization Lette Brochures (ITT er Authorization/ Deale VAT Certificate (I TIN Certificate (I	ent's Name r (ITT 22.1(f)) r 22.1(e)) rship/Agencyship TT 22.1(h)) TT 22.1(h))) Certificate	Valid Valu Valid Valu	File Nar Copy (5) of Der Copy (6) of Der nitin3.x! e Added Tax (V lification Numb	ne no1.docx no1.docx sx AT) Certii er (TIN) (((ficate.docx Certificate.docx
e-Tend (Form (Compli related Tender (e-PG3	Form Name ler Submission Le e-PG3 1) cal Specifications iance of Goods an i services (Form e rer Information Fo -2)	etter s and d >-PG3-4)	Manufactur	Mapped Docume Authorization Lette Brochures (ITT er Authorization/ Deale VAT Certificate (I TIN Certificate (I CIN Certificate (C	ent's Name r (ITT 22.1(b)) T 22.1(e)) T 22.1(e)) TT 22.1(h)) TT 22.1(h)) fificates (ITT 15.1() Certificate	Valid Valu Valid Tax Iden Authorization lett	File Nar Copy (5) of Der Nitin3.xt e Added Tax (V lification Numb er from the Own Admin.dt	ne no1.docx no1.docx sx AT) Certii er (TIN) C ner for the	ficate.docx Certificate.docx FirmCompany's
e-Tend Form (Fechni Compli related Fender (e-PG3	Form Name ler Submission Le e-PG3 1) cal Specifications iance of Goods ar i services (Form e rer Information Fo -2)	s and hd p-PG3-4)	Manufactur Sp	Mapped Docume Authorization Lette Brochures (ITT er Authorization/ Deale VAT Certificate (I TIN Certificate (I TIN Certificate (Certi inancial Capacity Certi	ent's Name r (ITT 22.1(f)) T 22.1(e)) T 22.1(e)) TT 22.1(h)) TT 22.1(h)) TT 22.1(h)) TT 22.1(h)) fificates (ITT 15.1(i ficate (ITT 16.1(a)))	Valid Valu Valid Tax Iden Authorization lett e-GP Re	File Nar Copy (5) of Der nitin3.xl e Added Tax (V iffication Numb er from the Own Admin.du gistration Fee F	ne no1.docx sx AT) Certin er (TIN) C ner for the ocx Payment	ficate.docx Certificate.docx e FirmCompany's Silp.docx
e-Tend Form (Techni Compli related Tender e-PG3	Form Name ler Submission Le e-PG3 1) e-PG3 1) iance of Goods an is services (Form e er Information Fo -2)	s and big 3-PG3-4)	Manufactur Sp	Mapped Docum Authorization Lette Brochures (ITT er Authorization/ Deale VAT Certificate (I TIN Certificate (I ecific Experience Certi inancial Capacity Certi Valid Trade License	ent's Name r (ITT 22.1(t)) T 22.1(e)) TT 22.1(t)) TT 22.1(t)) TT 22.1(t)) ficates (ITT 16.1(a) ficate (ITT 16.1(a)) e (ITT 22.1(g))	b))	Valid Valu Valid Tax Iden Authorization lett e-GP Re Valid Tax Iden	File Nar Copy (5) of Der nitin3.d e Added Tax (V iffication Numb er from the Own Admin.du gistration Fee F	ne no1.docx no1.docx sx AT) Certin er (TIN) C her for the bcx Payment er (TIN) C	ficate.docx Certificate.docx e FirmCompany's Silp.docx Settificate.docx
e-Tend (Form (Techni Compli related Tender (e-PG3	Form Name ler Submission Le e-PG3 1) cal Specifications iance of Goods an I services (Form e rer Information Fo -2)	s and d b-PG3-4)	Manufactur Sp F Ge	Mapped Docume Authorization Lette Brochures (ITT er Authorization/ Deale VAT Certificate (I TIN Certificate (I TIN Certificate (Certi inancial Capacity Certi Valid Trade License neral Experience Certi	ent's Name r (TT 22.1(b)) T 22.1(e)) TT 22.1(h)) TT 22.1(h)) TT 22.1(h)) ficates (TT 16.1(a) e (TT 22.1(g)) ficates (TT 15.1(a)	b))))))))))))	Valid Valu Valid Tax Iden Authorization Iett e-GP Re Valid Tax Iden	File Nar Copy (5) of Der nitin3.xl e Added Tax (V effication Numb er from the Own Admin.dr gistration Fee F lification Numb Copy of Dem	ne no1.docx sx AT) Certii er (TIN) C her for the bcx Payment er (TIN) C o1.docx	ficate.docx Certificate.docx B FirmCompany's Slip.docx Certificate.docx

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.

Tender/Proposal Submission Det	ails					
Package No. :	pkg07092011					
Package Description :	This package contains the important i	items to be	procured.			
	Form Name		Filled (Yes/No)		e-Signature / Hash	
e-Tender Submission Letter (For	n e-PG3 1)		Yes	356	588ec43f63c2bcbc5ab9b087106dfe2c2c21a	
Tenderer Information Form (e-PG	3-2)		Yes	67	af4d381d6c75614168fdf5bb890f6fdedbdb0b	
Technical Specifications and Cor e-PG3-4)	npliance of Goods and related services (F	Form	Yes	eea	0e4706159f9a302174cd62e98e323b7ee0e8b	
Lot No. 01						
Lot Description This lo	t contains the important items to be procur	ed.				
	Form Name		Filled (Yes/No)		e-Signature / Hash	
Price and Delivery Schedule for (ioods (Form e-PG3-3A)		Yes	b88	1207f889f62cb5950ca00e6442a3984434c95	
Price and Delivery Schedule for F	elated Services (Form e-PG3-3B)		Yes	ee4	6352ae1c4809d97c702240f9dea425b9ee3c7	
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			93d7698811cb1db5a3613afba908d3849fc9ae	
Technical Specifications and	Brochures (ITT 22.1(e))	Copy (6) of Demo1.docx			806254782a17c33b4d6cd8c857c64976dbf60a	
related services (Form e-PG3-4)	Manufacturer Authorization/ Dealership/Agencyship Certificate		nitin3.xlsx		9b906777fe22d5fbc98c7ffd310064c443e04a4	
Tenderer Information Form (e-PG3-2)	VAT Certificate (ITT 22.1(h))	Valio	d Value Added Ta Certificate.doc)	ax (VAT)	-	
	TIN Certificate (ITT 22.1(h))	Valid Ta:	 Identification Nu Certificate.doc) 	umber (TIN)	-	
	Specific Experience Certificates (ITT 15.1(b))	Authoriza the Fir	ition letter from th mCompany's Ad	ie Owner for min.docx	-	
	Financial Capacity Certificate (ITT 16.1(a))	e-GP I	Registration Fee Slip.docx	Payment	-	
	Valid Trade License (ITT 22.1.(g))	Valid Ta:	Certification Nu Certificate.doc	umber (TIN) (
	General Experience Certificates (ITT 15.1(a))	C	Copy of Demo1.d	ocx	685c1f76bc87a70d984bb1bb815132079c1566	
	Supply/Production Capacity Certificate (ITT 15.1(c))	Co	opy (5) of Demo1	.docx	93d7698811cb1db5a3613afba908d3849fc9ae	
Your Mena Hash	6.102	07052090	2he03742ebd9d	8a9f93hd6f5k	f	
					•	
Final Submission Completed Suc	cessfully at - 07/09/2011 18:48. IP Address	s : 127.0.0.1	, 61.17.38.85)		
	witho submitted tender, click the relevant h	utton below				

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)

ender Submission				
				👍 Go back to Dashboard
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 Servic	ce		
				😹 View Notice
Reason *: Reason f	or substitution			
	Subs	stitute / Modification		



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



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)



4.5.80 On click of "**Withdrawal**" button, System will be ask for Confirmation Message (As shown in **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 re	levant 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 Ter	nd. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing
	Withdrawal									
	Date and Time					Reason for Withdr	awal			
					No Recor	ds Found				
Sul	stitution / Modific	ation								
	Date and Time				R	eason for Substitution /	Modification			
	07-Sep-2011 18:5		Reason for sub	ostitution						

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. Mee	eting Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA	Cont. Signing	
Packag	je No :	Testing							
Packag	je 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 Detail					
Tender Detail	100		he distant to the first second second		
Tender ID :	100		Invitation Reference No. :	Testing1	2345
Closing Date and Time :	02-0ct-2011 15:27	-	Opening Date and Time :	03-Sep-2	2011 12:49
Procuring Entity:	PE Office Helicopter Organis	ation			
brier :	Testing				
Tender Opening Report 1					
Ministry Name :	Ministry of Aviation		Division Name :	North Dir	vision
Organization/Agency Name :	Helicopter Organisation	on	Procuring Entity :	PE Office	e Helicopter Organisation
Tender Package No. and Descript	ion: Testing & Testing				
Lot No. and Description :					
Procurement Data					
Procurement Type	Fund	ling By	Budget Type		Method
NCT	World	d Bank	Revenue		Open Tendering Method
Procurement Plan					
A	pproving Authority			Approval	Status
Name: PE User of Heli C	rgn			Appro	oved
Designation: Dy Manager					
Role: PE					
Role: PE Office Name: PE Office Helicon	Apr Organication				
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ	der Organisation				
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ	Ner Organisation isation				
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details	Ver Organisation isation				
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details	der Organisation isation Newspap	er Date	URL Page		URL Publishing Date
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Howepper Hame	Mer Organisation isation Newspap	er Date No Reco	URL Page ards Found		URL Publishing Date
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Noveption Hermonia	Mer Organisation isation Newspap	ver Date No Reci	URL Page ords Found		URL Publishing Date
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Home pare Herme	Ver Organisation isation Newspap Date and Time	er Date No Reco	URL Page ards Found		URL Publishing Date
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details November Hame	Mer Organisation isation Newspap Date and Time 02-Sep-20	er Date No Reco of Publishing 111 16:24	URL Page ards Found		URL Publishing Date URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Newspaper Hame	Mer Organisation isation Newspap Date and Time 02-Sep-20	er Date No Rec of Publishing 111 16:24	URL Page ords Found		URL Publishing Date URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details New paper Hame Fender Date and Time	Mer Organisation isation Newspap Date and Time 02-Sep-20	of Publishing 111 16:24 Original D	URL Page ords Found ate and Time		URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details However Hame	Mer Organisation isation Newspap Date and Time 02-Sep-20	of Publishing 111 16:24 Original D 03-Sep-	URL Page ords Found ate and Time 2011 12:49		URL Publishing Date URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Novement Heman Fender Date and Time	Mer Organisation isation Newspap Date and Time 02-Sep-20	of Publishing 111 16:24 Original D 03-Sep-	URL Page ords Found ate and Time 2011 12:49		URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Helicopter Organ Novertisement details Helicopter Organ Index part Henne Helicopter Organ Opening Date and Time Helicopter Organ Fender Document Documents Sold	Mer Organisation isation Newspap Date and Time 02-Sep-20	er Date No Reco of Publishing 111 16:24 Original D 03-Sep- ubmissions	URL Page ords Found ate and Time 2011 12:49 Nos. Withdrawn		URL Publishing Date URL Publishing Date Date and Time of Closing 02-Oct-2011 15:27 Nos. Substituted / Modifier
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Helicopter Name Advertisement details Helicopter Name Gender Date and Time Helicopter Sold Cender Document Locuments Sold Tender Sold 1	Aer Organisation isation Newspap Date and Time 02-Sep-20	er Date No Reco of Publishing 111 16:24 Original D 03-Sep- ubmissions 1	URL Page URL Page ords Found ate and Time 2011 12:49 Nos. Withdrawn 0		URL Publishing Date URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27 Nos. Substituted / Modified 0
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Helicopter Organ Now prover Hermonic Medicine Opening Date and Time Image: Solid Opening Date and Time Image: Solid Tender Document Solid Image: Solid Image: Solid 1 Image: Solid	Mer Organisation isation Newspap Date and Time 02-Sep-20	er Date No Reci of Publishing 111 16:24 Original D 03-Sep- ubmissions 1	ate and Time 2011 12:49 Nos. Withdrawn 0		URL Publishing Date URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27 Nos. Substituted / Modifier 0
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Novement details Novement Heman Fender Date and Time Opening Date and Time Opening Date and Time	Mer Organisation isation Date and Time 02-Sep-20	er Date No Rect of Publishing 111 16:24 Original D 03-Sep- ubmissions 1	ate and Time 2011 12:49 Nos. Withdrawn 0	N User	URL Publishing Date URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27 Nos. Substituted / Modified 0
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Helicopter Organ Nove per Henne Helicopter Organ Advertisement details Nove per Henne Pender Date and Time Helicopter Organ Opening Date and Time Helicopter Organ Pender Document Sold Tooc unments Sold 1 Tooc Members Click on link to Sign Committee Role Log	Mer Organisation isation Newspap Date and Time 02-Sep-20 02-Sep-2	er Date No Rect of Publishing 111 16:24 Original D 03-Sep- ubmissions 1	ate and Time 2011 12:49 Nos. Withdrawn 0 Authorised Member	N User	URL Publishing Date URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27 Nos. Substituted / Modified 0
Role: PE Office Name: PE Office Helicop Organization: Helicopter Organ Advertisement details Non-puer Henne Fender Date and Time Deening Date and Time Cender Document Documents Sold 1 CC Members Click on link to Sign Committee Role Designation	Mer Organisation isation Newspap Date and Time 02-Sep-20 02-Sep-2	er Date No Rect of Publishing 111 16:24 Original D 03-Sop- ubmissions 1	ate and Time 2011 12:49 Nos. Withdrawn 0 Authorised Member Dy Manage	user	URL Publishing Date URL Publishing Date Date and Time of Closing 02-0ct-2011 15:27 Nos. Substituted / Modified 0



- 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 D	Detail									
Tender ID :		100				Invitation Refere	nce No. : Test	ng12345		
Closing Dat	te and Time :	02-Oct-	-2011 15:27			Opening Date an	d Time: 03-S	- ep-2011 12:	49	
- Procuring I	Entity :	PE Offi	ce Helicopter Orgai	nisation						
Brief :		Testing	3							
Tender C	Opening Report 2									
Ministry Na	ime :		Ministry of Aviation			Division N	ame: Nort	n Division		
Organizatio	on/Agency Name :		Helicopter Organis	ation		Procuring	Entity: PE C	ffice Helico	pter Organisation	
Tender Pac	ckage No. and Descript	ion :	Testing							
Lot No. and	Description :		& Testing							
Fender Da	ate and Time									
Date and	Time of Publishing	Date	a and Time of Class							
		Dati	e and time of clos	ing	Date and 1	Time of Opening	Tender Validity	Date	Tender Securi	ity Validity Date
02-S	ep-2011 16:24	Dati	02-Oct-2011 15:27	ing	Date and 1 03-Sep	Fime of Opening 0-2011 12:49	Tender Validity 05-Jan-201	Date 2	Tender Securi 02-Fe	ity Validity Date
02-S	ep-2011 16:24	Dati	02-Oct-2011 15:27	ing	Date and 1 03-Sep	Time of Opening 0-2011 12:49	Tender Validity 05-Jan-201	Date 2	Tender Securi 02-Fe	ity Validity Date
02-8 Fender De	ep-2011 16:24	Dati	02-Oct-2011 15:27	ing Submit	Date and 1 03-Sep ssions	Time of Opening 0-2011 12:49 Nos	Tender Validity 05-Jan-201 Withdrawn	Date 2	Tender Securi 02-Fe Nos. Substituted	ity Validity Date b-2012 / Modified
02-S	ocument Documents Sold		02-Oct-2011 15:27	ing Submis 1	Date and 1 03-Sep ssions	Fine of Opening 0-2011 12:49 Nos	Tender Validity 05-Jan-201 . Withdrawn 0	2	Tender Securi 02-Fe Nos. Substituted 0	ity Validity Date b-2012 / Modified
02-S Fender Do S. No.	ep-2011 16:24 ocument Documents Sold 1 Name of Tenderer Consultant	/ D	Vate and Time of Submission	ing Submis 1 Tend	Date and 1 03-Sep ssions er Security Type	Time of Opening 2011 12:49 Nos Tender Security Amount	Tender Validity 05-Jan-201 Withdrawn 0 Name of Bank & Br Date of Issue	2 anch, 1	Tender Securi 02-Fe Nos. Substituted 0 Fender Security falid upto (Date)	ty Validity Date b-2012 / Modified Tender Validi upto (Date)
02-8 Fender Do S. No. 1	ep-2011 16:24 ocument Documents Sold 1 Name of Tenderer Consultant Shah & Co.	/ D	Nos. of Nos. of Submission 2-Sep-2011 18:16	Submis Submis 1 Tend	Date and 1 03-Sep ssions er Security Type ay Order	Time of Opening 2011 12:49 Nos Tender Security Amount 3000.00	Tender Validity 05-Jan-201 Withdrawn 0 Name of Bank & Br: Date of Isaue Bank: Test Bank Branch: Dnaka 02-Sep-2011 06:04	anch, 1	Tender Securi 02-Fe Nos. Substituted 0 Fender Security /alid upto (Date) 02-Feb-2012	ty Validity Date b-2012 / Modified Tender Valid upto (Date) 05-Jan-201:
02-S Fender Do S. No. 1	ep-2011 16:24 ocument Documents Sold 1 Name of Tenderer Consultant Shah & Co.	/ D 02	Vate and Time of Clos Nos. of Submission	F Submis 1 Tend P:	Date and 1 03-Se; ssions er Security Type ay Order	Time of Opening 2011 12:49 Nos Tender Security Amount 3000.00	Tender Validity 05-Jan-201: Withdrawn 0 Name of Bank & Bra- Date of Issue Bank: Test Bank Branch: Dhaka 02-Sep-2011 06:04	2 anch, 1	Tender Securi 02-Fe Nos. Substituted 0 Fender Security falid upto (Date) 02-Feb-2012	ty Validity Date b-2012 / Modified / Tender Validi upto (Date) 05-Jan-2012
02-S Fender Do S. No. 1 TOC Mem Click	ep-2011 16:24 ocument Documents Sold 1 Name of Tenderer Consultant Shah & Co. bers on link to Sign	/ D 02	Vate and Time of Clos Nos. of Submission 2-Sep-2011 18:16	ing Submis 1 Tend P:	Date and 1 03-Ser ssions er Security Type ay Order	Time of Opening 2011 12:49 Nos Tender Security Amount 3000.00	Tender Validity 05-Jan-201: Withdrawn 0 Name of Bank & Br Date of Issue Bank: Test Bank Branch: Dhaka 02-Sep-2011 06:04 Authorised User	2 anch, 1	Tender Securi 02-Fe Nos. Substituted 0 Tender Security falid upto (Date) 02-Feb-2012	ty Validity Date b-2012 / Modified / Tender Validi upto (Date) 05-Jan-2012
02-S Fender Do S. No. 1 TOC Mem Click Cor	ep-2011 16:24 ocument Documents Sold 1 Name of Tenderer Consultant Shah & Co. bers on link to Sign mmittee Role	1 D 02 TOC He Chairpe	And Time of Clos 02-Oct-2011 15:27 Nos. of Pate and Time of Submission 2-Sep-2011 18:16 ell Orgn erson	Submis 1 Tend P:	Date and 1 03-Sep ssions er Security Type ay Order	Time of Opening 2011 12:49 Nos Tender Security Amount 3000.00	Tender Validity 05-Jan-201 Withdrawn 0 Name of Bank & Br Date of Issue Bank: Test Bank Branch: Dhaka 02-Sep-2011 06:04 Authorised User Member	2 amch, 1 X	Tender Securi 02-Fe Nos. Substituted 0 Iender Security /alid upto (Date) 02-Feb-2012	ty Validity Date b-2012 / Modified / Tender Validi upto (Date) 05-Jan-2012
02-S ender Do S. No. 1 OC Mem Click Cor D	ep-2011 16:24 ocument Documents Sold 1 Name of Tenderer Consultant Shah & Co. Shah & Co.	/ D 02 TOC He Chairpe	And Time of Clos 02-Oct-2011 15:27 Nos. of Pate and Time of Submission 2-Sep-2011 18:16 ell Orgn erson erson	^r Submis 1 Tend P:	Date and 1 03-Sep ssions er Security Type ay Order	Time of Opening 2011 12:49 Nos Tender Security Amount 3000.00	Tender Validity 05-Jan-201 Withdrawn 0 Name of Bank & Br Date of Issue Bank: Test Bank Branch: Dhaka 02-Sep-2011 06:04 Authorised User Member Dy Manager	2 amch, 1	Tender Securi 02-Fe Nos. Substituted 0 Iender Security /alid upto (Date) 02-Feb-2012	ty Validity Date b-2012 / Modified Tender Valid upto (Date) 05-Jan-2013
02-S Fender Do S. No. 1 TOC Mem Click Cor D	ep-2011 16:24 ocument Documents Sold 1 Name of Tenderer Consultant Shah & Co. Shah & Co. bers on link to Sign mmittee Role resignation PE Office	/ D 02 TOC He Chairpe Manage PE Offic	And Time of Clos 02-Oct-2011 15:27 Nos. of Pate and Time of Submission 2-Sep-2011 18:16 all Orgn arson ar re Helicopter Organ	ing Submit 1 Tend P:	Date and 1 03-Sep ssions er Security Type ay Order	Time of Opening2011 12:49 Nos Tender Security Amount 3000.00	Tender Validity 05-Jan-201 Withdrawn 0 Name of Bank & Br- Date of Issue Bank: Test Bank Branch: Dhaka 02-Sep-2011 06:04 Authorised User Member Dy Manager PE Office Helicopter O	pate	Tender Securi 02-Fe Nos. Substituted 0 fender Security /alid upto (Date) 02-Feb-2012	ty Validity Date b-2012 / Modified / Tender Valid upto (Date) 05-Jan-2013



- 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	
Clari	ification Vali	dity / Security Extens	ion Post Qualific	ation Del	briefing on Tender	\smile			
					Tender Details				
Pack	age No. :	pkg07092011							
Pack	age Description	: This package con	tains the important it	ems to be p	rocured.				
Last Resp	Date and Time f onse :	or							
Rema	arks:								
S.I	No.			Form Nam	ne			Act	ion
No fo	rms found!								

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.	Clarificat	ion P	re Tend. Meeting	Sub Contracting	Paymen	t Tend. preparation	Opening	Evaluation NOA	Cont. Signing	
Clari	ification	Validity	y / Security Extens	ion Post Qualific	ation De	briefing on Tender				
						Tender Details				
Pack	age No. :		pkg07092011							
Pack	age Descrip	tion :	This package cor	tains the important if	ems to be p	procured.				
Last I Resp	Date and Tir onse :	ne for	15-Sep-2011 00:0	00						
Rema	arks :		Please respond o	in time						
S. 1	No.				Form Nar	ne			Ac	tion
1	l e-Te	nder Su	Ibmission Letter (Fo	m e-PG3 1)					Prenare C	larification
2	2 Tend	lerer Inf	formation Form (e-P	33-2)					Prepare C	larification
3	3 Tech	nical S	pecifications and Co	mpliance of Goods a	nd related	services (Form e-PG3-4))		Prepare c	namication

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)

F	orm N	ame : e-Tender Submission Letter (Form e-PG3 1)		🚊 Upload I	Document
	S. No.	Query	Clarification		
	1	Please clarify regarding this form?	Reply / Response from Tenderer		
D	ocume	nt List	Save		
	Sr. No	b. 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)



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 Chairnareae byten 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 Te	ıd. preparatior	n Openin	Evaluation NOA	Cont. Signin	g	
Clari	ification Val	idity / Security Extens	ion Post Qualifica	ation Debriefi	ng on Tender		\smile			
				Teno	er Details					
Pack	age No. :	pkg07092011								
Pack	age Description	1: This package cor	tains the important ite	ems to be procur	d.					
Last	Date of Respon	se: 15-Sep-2011 00:	00							
Rema	arks :	Place recoord o	un timo o							
		r lease lespoliu (mume							
Form	Name : e-Tei	nder Submission Lette	er (Form e-PG3 1)							
Form S. N	Name : e-Tei	nder Submission Lette	er (Form e-PG3 1) Query				Clarificatio	n		
Form S. No 1	Name : e-Tei o. Please clai	nder Submission Lette	er (Form e-PG3 1) Query		Reply / Resp	onse from Te	Clarificatio	n		
Form S. No 1 Docum	Name : e-Ter o. Please clar ment List	ritease respond to	er (Form e-PG3 1) Nuery		Reply / Resp	onse from Te	Clarificatio nderer	n		
Form S. No 1 Docum	Name : e-Ter o. Please clar ment List .No.	ritease respond to nder Submission Lette (fly regarding this form? File Na	mme		Reply / Resp	onse from Te File Descript	Clarificatio nderer ion	n File (in	Size KB)	Action
Form S. No 1 Docum Sr.	Name : e-Tei o. Please clai ment List .No.	ritease respond to nder Submission Lette ify regarding this form? File Na	n units er (Form e-PG3 1) Query	No re	Reply / Resp	onse from Te File Descript	Clarificatio nderer ion	n File (in	Size KB)	Action

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				
Clarif	Carification Validity / Security Extension Post Qualification Debriefing on Tender											
	mincation Volutity / Security Extension / Post Quanication / Desirening on Fender											
Per	Pending Accepted / Rejected											
	S. No.	Current Tende	r Validity date	New Tender Validit	y date	Last date for	request a	acceptance	Action			
	1	07-De	c-2011	11-Dec-2011	11-Dec-2011			1	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 Reques	t				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 te	est e-GP phase - 2 proc	ess		
					😹 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 : *	Accept				
		Sut	omit		
		0	DIII		
		Screen	-0111		

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

rification Validity / Security Extension Post Qualification Debriefing on Tender									
Ponding Apparted / Rejected									
Pending Accepted / Rejected									
	S. No.	Current Tende	er Validity date	New Tender	Validity date	Last date for	request	acceptance	Action
	S. No. 1	Current Tende	er Validity date n-2011	New Tender	Validity date	Last date for	Jun-201	acceptance	Action
	S. No. 1 2	Current Tende	<mark>er Validity date</mark> n-2011 I-2011	New Tender 30-Jul 04-Ju	Validity date Image: Constraint of the second	Last date for 28 28	Jun-201	acceptance	Action View View

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 / Secu	rity Extensio 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)

ocs. Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NO.	Cont. Signing	
Clarification Val	idity / Security Extens	ion Post Qualific	atica Deb	oriefing on Tender					
Clarification Validity / Security Extension Post Qualification Debriefing on Tender									

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)

Seek C	larification								襑 Go Back
Tende	er Detail								
Tender	ID:	106			Invitation Refe	erence No. :	Invret#0709	2011	
Closing	Closing Date and Time : 23-0ct-2011 13:05				Opening Date	and Time :	08-Sep-201	1 12:16	
Procur	Procuring Entity : PE Office Helicopter Organisation								
Brief:		Brief Descri	ption of Goods and I	Related Serv	ice				
									📓 View Notice
Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation NO	Cont. Signing	
Clarific	ation Validit	y / Security Extension	Post Qualificat	on Debri	efing on Tender				
Seek	Clarification :*	are mandatory	form details classe	a					
		Let the know en	Profili details prease	1					
		L						¥.	
				(Submit				

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)



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"

D	ocs.	Clarifica	ation	Pre Tend.	Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NOA Co	ont. Signing	
	Packa	age No :			pkg07092	011							
	Packa	age Descr	ription :		This packa	age contains the impo	rtant items to	be procured.					
	Lot N	o :			01								
	Lot D	escription	:		This lot co	ntains the important it	ems to be pr	ocured.					
		n tra at	Cantra	of Amount	in Figure	Data of issue of	Deedli	no of			Accept / D	a a lin a	
	C	No.	Contra	(in BDT)	in Figure	NOA	Acceptanc	e of NOA	cceptance	Status	Date & T	ïme	Action
	CN106				80000.30	09-Sep-2011	20-Sep	-2011	Pending	>	-		<u>'iew Accept /</u> 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)

			View All Notification
Notification Of Award (NOA)			Go Back To Dashboard
Contract No: CN106			Date: 09-Sep-2011
To:			
Name: Shah & Co. Addroes: Gulshan - V Chanan Lano Dhaka Pangladosh			
Autress, Guisnan - V Chanan Lane Dhaka Dangiauesh			
This is to notify you that your Tender dated 07-Sep-2011 for the su Price of Tk 80000.30 (Eighty Thousand point Three Zero Zero) a: Helicopter Organisation.	upply of Goods and related Services for This lot contains the s corrected and modified in accordance with the Instructions i	important items to b o Tenderers, has be	e procured. for the Contract en approved by PE Office
You are thus requested to take following actions :			
• accept in writing the Notification of Award within Seven (7) wo	rking days of its issuance pursuant to ITT Clause		
 furnish a Performance Security in the specified format and in this Notification of Award but not later than <u>07-Oct-2011</u>, in ac 	the amount of Tk 8000.03 (Eight Thousand point Three Zero cordance with ITT Clause) ,within Twenty-Eigh	t (28) days of acceptance of
• sign the Contract within Seven (7) days of issuance of this No	otification of Award but not later than 16-Sep-2011 , in accorda	nce with ITT Clause	
You may proceed with the execution of the supply of Goods and re shall constitute the formation of this Contract, which shall become	elated Services only upon completion of the above tasks. You e binding upon you.	may also please not	e that this Notification of Award
We attach the draft Contract and all other documents for your peru	isal and signature.		
		Duly for a	authorised to Electronically sign nd on behalf of
		Elec PE U Shat PE C	ronically Signed Iser of Heli Orgn I & Co. ffice 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)

cept/Decline i	includent of Anard			Go Back To Dashboar
ontract No: C106				Date: 10-Sep-20
sme: Shah & Co.				
Jdress: Guishan - V	/ Chanan Lane Dhaka Bangladesh			
iis is to notify you th Tk 80000.30 (Eigh rganisation.	at your Tender dated 07-Sep-2011 <u>for th</u> ty Thousand point Three Zero Zero) as	te supply of Goods and related Services for This for com corrected and modified in accordance with the Instructio	ains the important items ns to Tenderers, has beer	to be procured, for the Contract Pric approved by PE Office Helicopter
ou are thus request	ed 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 Perform Notification of Av	nance Security in the specified format ar vard but not later than <u>08-Oct-2011</u> . In a	nd in the amount of Tk 8000.03 (Eight Thousand point Th ccordance with ITT Clause	ree Zero) ,within Twenty-6	Eight (28) days of acceptance of this
 sign the Contract 	t within Seven (7) days of issuance of th	is Notification of Award but not later than 17-Sep-2011, in	accordance with ITT Clau	150
u may proceed wit tall constitute the fo	h the execution of the supply of Goods a rmation of this Contract, which shall be	nd related Services only upon completion of the above ta come binding upon you.	sks. You may also please	note that this Notification of Award
e attach the draft C	ontract and all other documents for your	perusal and signature.		Duly authorised to Electronically signs for and on behalf of
				Electronically Signed PE User of Hell 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 Bangla	idesh and the Procurement department.		
ction : Aco	ept 🖃			
ached Documents	i -	Submit		
S. No.	File Name	File Description	File Size (in KB)	Action
1 N0	A Refrence document.docx	NOA ref. document	13	*



- 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)



ocs.	Clarifica	tion Pre T	end. Meeting	Sub Contracting	Payment Tend. pr	eparation Opening Evalu	atian NOA Cont. Signi	ng
Packa	age No :		pkg07092	011				
Packa	age Descri	ption :	This packa	age contains the impo	rtant items to be procur	ed.		
Lot N	0:		01					
Lot D	escription		This lot co	ntains the important if	ems to be procured.			
C	ontract	Contract Am	ount in Figure	Data of issue of	Doadling of		Accept / Decline	
C	No.	(in l	BDT)	NOA	Acceptance of NOA	NOA Acceptance Status	Date & Time	Action
			00000.20	00-Sep-2011	20-Sep-2011	Accented	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)

Contract No: C10 To : Name: Shah & Co	5 . V Chanan Lano Dhaka Bandadorh			Date: 10-Sep-20
Address, odistidi	- v Chanan Cane Unaka bangadesh			
This is to notify yo of Tk 80000.30 (E Organisation.	u that your Tender dated 07-Sep-2011 <u>for the</u> ighty Thousand point Three Zero Zero) as co	supply of Goods and related Services for This lot contains precided and modified in accordance with the Instructions to	the important items in Tenderers, has been	to be procured. for the Contract Pri approved by PE Office Helicopter
You are thus requ	ested to take following actions :			
 accept in write 	ing the Notification of Award within Seven (7)	working days of its issuance pursuant to ITT Clause		
 furnish a Perl Notification of 	formance Security in the specified format and Award but not later than <u>08-0cr-2011</u> , in acc	in the amount of Tix 8000.03 (Eight Thousand point Three ordance with ITT Clause	Zero) ,within Twenty-E	Eight (28) days of acceptance of this
+ sign the Cont	ract within Seven (7) days of issuance of this	Notification of Award but not later than 17-Sep-2011, in acc	ordance with ITT Clau	se
ou may proceed thall constitute th	with the execution of the supply of Goods and e formation of this Contract, which shall beco	related Services only upon completion of the above tasks. me binding upon you.	You may also please	note that this Notification of Award
We attach the draf	t Contract and all other documents for your p	erusal and signature.		
				for and on behalf of
				Electronically Signed PE User of Heli Orgn Shah & Co. PE Office Helicopter Organisation
Comment : T	his is a matter of honour for our company to a ccepted	ccept the tender awarded. We are thankful to the Governme	ent of Bangladesh and	the Procurement department.
Action : A ttached Docume	nts			
Action : Ar ttached Docume S. No.	File Name	File Description	File Size (in KB)	Action

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)

D	ocs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. preparation	Opening	Evaluation	NO.	Cont. Signing	
	Contract Signing Location					Contract Signi	Action				
	Ahme	edabad				07-Sep-	2011 19:21			View	
1.											



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#070	92011	
Closing Date and Time :	23-Oct-2011 13:05	Opening Date and Time :	08-Sep-20)11 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	Mr. Atif Kapoor				
	Dishan Appartments New Delhi Gate Dhaka				
Witnesses Name & Address From	Mr. Sahid Aslam				
Tondoron.	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 Se	p, 2011 17:49:00)	🧟 Welcon	ne, Anuj
	My Tenders					
	Limited Tenders					
List of JVCA	All Tenders					
	Propose 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)

Proposed JVCA JVCA Partner Requests					
		Etatua	Action		
S. No.	Name of JVCA	Status	HCGOIL		



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)

J	VCA Partner			G	o Back to Dashboard
	JVCA Name : * hardik	apartner		(Add Partner
	Company Name	e-mail ID	Lead or Secondary Partner	Nominated Partner	Action
	Shah & Co.	anuj.abcprocure@gmail.com	Lead		
	Tender Tiger	manish.ashar@abcprocure.com	Secondary	o	Remove
		<	Submit		
		Scre	en–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 Partn	er	×
e-mail ID	* manish.ashar@abcprocu	arch
	Company Name	e-mail ID
Tender Tig	jer	manish.ashar@abcprocure.com





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)



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)



- 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)

w JVCA				Go Back to Das	
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	anui abonrocure@gmail.com	Lead	Yes	



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)

J	/CA Partner			<	海 Go Back to Dashboard
	JVCA Name : * hardik partner				Add Partner
	Company Name	e-mail ID	Lead or Secondary Partner	Nominated Partner	Action
	Tender Tiger	manish.ashar@abcprocure.com	Secondary 💌	C	Remove
	Shah & Co.	anuj.abcprocure@gmail.com	Lead	۲	
		Screen	Dmit		

- 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)



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

Lis	t of JVC	A			🔾 Add JVCA
	oposed .	VCA JYCA Partner Requests			
1	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)

Li	ist of JVCA						
F	ropose	d JVC. 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			

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)

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

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)

The pag	The page at http://staging.eprocure.gov.bd says:						
?	Are you sure you want to Agree / Disagree to Proposed JVCA?						
OK Cancel							
	Screen-D137						

4.6.16 System will display message "*JVCA invitation processed successfully*" (As shown in 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)

Li	st of J	/CA		SAdd JVCA
F	ropose	d JV A 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 m	andatory.
JVCA Name :	hardik partner
e-mail ID : *	nitin.abcprocure@gmail.com (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 : *	What is your favourite color ?
Hint Answer : *	blue (Please remember the answer. You need this answer to retrieve the password in case you forgot)
Nationality : *	Indian 💌
Country of Business : *	Haiti Honduras Hungary Iceland India
	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)

Company Details Person	nal Details
Fields marked with (*) are mandatory.	
JVCA Name :	hardik partner
Tax Identification Number(TIN)/ Other Identification Number : *	TIN
	12345678
	(Tax Identification Number or Other similar document number)
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,
Office Address : *	(Please select the relevant category in which you wish to get enlisted for)
	27, <u>Uguluu</u> ciuss iuau, <u>veuv, luuuuva</u> i
Country : *	India 🗾
State / District : *	Maharashtra 💌
City / Town : *	mumbai
Postcode / Zip Code :	52412
Phone No. : *	+91 - 124 - 32111323 (Area Code - Phone No.)
Fax No. :	+91 -111 -312132132

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 >> Perso	onal 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, abm		
Address Line 2 :	37, <u>memnagar, abm</u>		
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 >> Person	nal 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, abm
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
	Screen–D143

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

Information Successfully Updated.	
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

ݼ Go Back

Con	npany 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 relate crops;Vegetables, horticultural products an and their products;Farm animals and their farming;Agricultural supplies	d products;Crops, products of market gardening and ho d nursery products;Fruit, nuts, beverage and spice crops products;Pigs;Live poultry and eggs;Small live animals :	orticulture;Cereals and other s;Live animals and animal products;Ca and their products;Products of mixed
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		

Screen–D145

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)

🔓 Home 🔍 Message Box 🎬 APP 🧧	Tender 🔲 Doc. Library 🐣 Administratio	n 🚴 Debarment 📰 My Account 🍳 Help
Wednesday, 07 Sep, 2011 15:04:07 BST	Upload Documents	Last Login : Wednesday, 7 Sep, 2011 14:55:00
	Folder Management	



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)

ommor	Documents Library					
ield ma	rked (*) are mandatory.					
Select a	file to upload : *	Browse				
Descript	ion :*					
	Uplo	ad				
		ン				
			Instructions			
pload th	e documents in black/white resolu	ution with 75-100 DPI only, unless high	gher DPI is required.			
dvised to	extract and verify the contents of t	the zipped files to avoid disqualificati	ons.			
uthentici Isponsit	ty and validity of the uploaded doc ole for all consequences	uments and Content of the uploaded	documents remains with the tenderer. Failure to upload authen	tic document may resu	ilt in the violation of PPA-2006	and PPR-2008 and the tenderer wi
ny Numt	er of files can be uploaded. Maxin	num Size of a Single File should not	Exceed 2MB.			
cceptabl	e File Types (bmp, doc, docx, gif, j	peg, jpg, pdf, png, rar, xls, xlsx, zip, txl	0			
file path	may contain any below given spe	cial characters: (Space, -, _, \)				
iick on N	IAP link available in front of upload	ded document to map it with a Folder				
View U	nmapped Files View Folde	rwise Files View Files Vie	w Archive Files			
S. No.	File Name	File Description	e Signature / Hash	File Size (in KB)	Date and Time	Action
1	MapDocumentxisx	TestSpecificExperience	7aa92cb4b699f60ecd50a4314cacfac835257643	10	11-Jul-2011 14:49	Archive Download Man to Folder
2	MAPSecondDocument.xisx	TestSupply/Production	3389f0278ab73e83eea2d7f98bb9ec30106f65a5	10	11-Jul-2011 14:49	Archive Download Map to Folder
3	nitin3.xlsx	TestBroucher	9b906777fe22d5fbc98c7ffd310064c443e04a49	10	11-Jul-2011 14:46	Archive Download Map to Folder
4	nitin1.xlsx	TestGeneralExperience	95ee7d32ecb395da887a14702d09e1aea30da94a	10	11-Jul-2011 14:45	Archive Download Map to Folder
5	sachin1.xlsx	test	1b3c114fb4b32c83ff12d437ab08ac0d1ebb4a5c	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
7	Copy (11) of Demo1.docx	se	b46dbccc5cb1f06f1832fb4429bd535867e643d2	0	02-Jul-2011 16:23	Archive
8	Copy (6) of Demo1.docx	six	806254782a17c33b4d6cd8c857c64976dbf60a36	0	02-Jul-2011 16:22	Archive
9	Copy (7) of Demo1.docx	seven	582dff00621739e2f84965ebfc7dbdd843625b19	0	02-Jul-2011 16:22	Download Map to Folder Archive
10	Copy (3) of Demo1.docx	three	c008e02bee11d5b4937484679f1c57b543e6e1b7	0	02-Jul-2011 16:21	Download Map to Folder Archive
11	Copy (4) of Demo1.docx	four	6862c0a9db455a1c5400e789243b5ea7ee8f4fc7	0	02-Jul-2011 16:21	Download Map to Folder Archive
12	Copy (5) of Demo1 docx	five	93d7698811cb1db5a3613afba908d3840fc0aec0	0	02-Jul-2011 16:21	Download Map to Folder
12	Copy of Demot deer	000	205-4f75hc07o70d00.4hb1hb045122070o456200	0	02 101 2011 16:20	Download Map to Folder
15	Copy or Demo Luoca	one	0000 mmbbc/ a/ 00004bb mbb i 0 1020/ 90 100080	0	02-50-2011 10:20	Download Map to Folder
14	Copy (2) of Demo1.docx	two	800128f30ee8a157449b32648d114ac1e1c4db3c	0	02-Jul-2011 16:20	Archive Download Map to Folder
15	Demo1.docx	autho letter	b9f1561e8d65a1ff095d88ec7e59328163496797	0	02-Jul-2011 16:18	Archive Download Map to Folder

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**)



- 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.

View Ur	mapped Files View Folderwi	se Files View Files	View Archive Files			•
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 Map to Folder
2	nitin3.xlsx	TestBroucher	9b906777fe22d5fbc98c7ffd310064c443e04a49	10	11-Jul-2011 14:46	Archive Download Map to Folder



- 5.2.6 View Folderwise Files→All folders createdthrough 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**)

View I	Inmanned Files	View Folderwise Files	View Files	View Archive Files						
	initiapped i nes		view rines							
										0
S	. No.		Folder Na	me				Action		
1 Tender Documents View										
	2 Registration Docs View									
ρ¢)				e 🗠 Page 1 of 1	ID II 15 💌				
View l	Jnmapped Files	View Folderwise Files	View Files	View Archive Files	Screen-	E5				Go back
										•
S. No.	File N	ame File D	escription		e-Signature / Hash		File Size (in KB)	Date and Time	Action	
1	testDocument.doc	Test Docur	ment	f362ac9df69f	764abd8abb8f130f080f	cf1f4736	13	07-Sep-2011 16:14	Delete Archive Download Move to Folder	
2	Demo1.docx	autho letter		b9f1561e8d65;	a1ff095d88ec7e593281	63496797	0	02-Jul-2011 16:18	Download Move to Folder	
¢ م)				a 🗠 Page 1 of 1	ID IN 15 -				



- 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.

View	Unmapped Files View Fol	derwise Files View	Files View Archive Files					
	•							
S. N). File Name	File Description	e-Signature / Hash	File Size (in KB)	Folder Name	Date and Time	Action	
1	testDocument.docx	Test Document	f362ac9df69f764abd8abb8f130f080fcf1	f4736 13	Tender Documents	07-Sep-2011 16:14	Delete Archive Download Move to Folder	
2	HelpContentSample_12May201	Help Content Document	bdd917863ee3ce8892a6c8d2774f9090a1	1d5d6e3 29	Registration Docs	07-Sep-2011 15:48	Download Move to Folder	
3	MapDocument.xlsx	TestSpecificExperience	7aa92cb4b699f60ecd50a4314cacfac835	257643 10	Registration Docs	11-Jul-2011 14:49	Archive Download Move to Folder	



- 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.

View U	Inmapped Files View Folderwise Files	View File View Archive F	Files							
0										
						<u> </u>				
S. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action				
<mark>S. No.</mark> 1	File Name MAPSecondDocument.xlsx	File Description TestSupply/Production	e-Signature / Hash 3389f0278ab73e83eea2d7f98bb9ec30106f65a5	File Size (in KB)	Date and Time 11-Jul-2011 14:49	Action				
S. No. 1 2	File Name MAPSecondDocumentxlsx Copy (2) of Demo1.docx	File Description TestSupply/Production two	e-Signature / Hash 3389/0278ab73e83eea2d7198bb9ec30106/65a5 8bb128/30ee8a157449b32648d114ac1e104db3c	File Size (in KB)	Date and Time 11-Jul-2011 14:49 02-Jul-2011 16:20	Action Download 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.

ider Name	CK	reate Folder					
Folder Information :							
aldar Infor	matian						
older Infor	mation						
older Infor S. No.	mation Folder Name	Action					
older Infor S. No. 1	mation Folder Name Tender Documents	Action View					



- 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**)

0



- 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.

Folder N	older Name : Tender Documents									
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	Download Move to Folder				

Screen-E11

6. Administration Menu

<u>Note:</u> Administration Menu wil Government owned Enter Individual Consultant	l be displ prise. This	ayed only to s menu will N	Tendere NOT be	er / Consultant and shown in case of
🔓 Home 🔍 Message Box 🏢 APP 💡 Tender	Doc. Library	Administration 🔊	Debarment	🔛 My Account 🍳 Help
Wednesday, 07 Sep, 2011 14:48:46 BST	Last Login .	Manage Users	00	🤽 Welcome, Anuj
		Liender Supmission Rij	gnt	

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)

vlanage Users									
Approved Suspended						Register User			
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	<u>Edit View Suspend Assian</u> <u>Role</u>		



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 mandator	У
e-mail ID : *	hardik.abcprocure@gmail.com (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 : *	Bangladeshi
Title : *	Mr.
First Name : *	hardik
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 : *	Gujarat
City / Town : *	Ahmedabad
Post Code / Zip Code :	1234567
Phone No. :	+91 - 12 - 1321231
Fax No. :	+91 - 21 - 3113312
Mobile No. : *	+04 0078773001
	Submit
	\smile

Screen–F3

 6.1.3 On Submit. System will display message "Company User created successfully". (As shown in 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.

Suspended								
								٥
	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 <u>View</u> <u>Suspend</u> <u>Assian</u> <u>Role</u>

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 ha	rk
Fields marked with (*) are mandato		
e-mail ID : *	hardik.abcprocure@gmail.com (e-mail ID should be valid. Example: xyz@gmail.com)	
	OR	
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 : *	Bangladeshi	
Title : *	Mr.	
First Name : *	hardik	
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	
fiddroeel ino 2 ·		
Muu 633 Liile 2 .	27.P.CDEMCRI cross road Willing	
Country : *		
State (District : *		
Olta / Taura A	Gujarat	
City / Town : *	Ahmedabad	
Post Code / Zip Code :	1234567	
Phone No. :	+91 - 12 - 1321231	
Fax No. :	+91 - 21 - 3113312	
Mobile No. : *	+01 0978773001	
	Submit	
	\smile	

Screen– F6

6.1.6 On Update, System will display message "*Company User updated successfully*" (As shown in **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
(Ok Edit



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 : *	User suspended
(Suspend



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

vlanage Users										
Register User										
	\bigcirc						0			
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.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– 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

👍 Home	🔎 Message Box		ବୁ Tender	Doc. Library	Administration	🚴 Debarn	nent	📰 My Account	🍳 Help	
Wednesday, 07 Sep, 2011 15:34:08 BST Last Login					Manage Users		16:00		🧟 Welco	me, Anuj
					Tender Submissio	n Right				

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)

Tend	Tender Submission Right to the User										
Tend	Tender ID : 106 Reference No : Search Clear										
Ten	der 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. Anui Shah	Assign				
Page 1 of 1 Go To Page «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 Subn	nission Right to the User
Tender ID :	106
Reference No. :	Invref
Title / Brief:	Brief Description of Goods and Related Service
Assign To:	Mr. Anuj M Shah
	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)

👍 Home	🔎 Message Box	P Tender	Doc. Library	🐣 Administratio	🚴 Debarmer	t) 📰 My Account	🥐 Help



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)

Proc	ess D	ebarment Clarification				
Pen	ding	Processed				
						0
	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



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 C	larification				ݼ Go Back
Company Name	: Shah & Co.				
Clarification :	The test tender is to be debarre	b			
Last Date for Res	sponse: 22/09/2011				
Debarment Type	: Single Tender				
	Ref No.	•		Tender Brief	
	2606111		Procure the material		
Response : *	Response is given by tenderer	6	Submit		
Note : Please ens	tt:* Acceptable File Types (jpeg, jpg, Maximum file size of single	pefore clicking on Subject	to send and r clarification to PE.		
Description : *					
	Upload				
		Reference docume	ents by Tenderer/Consultant		
S. No.	Document Name	Docum	ent Description	File Size (In KB)	Action
1	Book1234.xlsx	testdoc		11.39	1 ×

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

ending Processed					
	\smile				
S. No.	Procuring Entity Comments	Date and Time of Request	Company Name	Status	Actio
1	Due to Non Completion of the Contract and Co-operation.	06-Sep-2011 14:19	Shah & Co.	Send To HOPE	Viev
	A CONTRACT OF		01-1-0-0-	Dending	1.0

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 Clarificati	on		ݼ Go Back				
Company Name :	Shah & Co.						
Clarification :	Tenderer is debarred for test						
Last Date for Response :	25/09/2011	/2011					
Debarment Type :	Single Tender						
	Ref No.	Tender Brief					
	Tender04	Tender01					
Response :	Response given by Tenderer side						

Screen-G6

8. My Account Menu

👍 Home 🔍 Message Box 📰 APP 🔬 Tender	📄 Doc. Library 🐣 Administration 🚴 Debarment	💾 My Account _? Help	
Wednesday, 07 Sep, 2011 14:46:52 BST	Last Login : Wednesday, 7 Sep, 2011 14:33:	View Profile	ne, Anuj
		Edit Profile	
		Change Password	
Registration details		Change Hint Question and Answer	
		Preference	



8.1 My Account >> View Profile

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

Company Details	Personal Details
anuj.abcprocu	re@gmail.com
Bangladeshi	
Bangladesh	
02/07/2011 12	:11
Tenderer / Cor	nsultant
Next	
	Company Details anuj.abcprocu Bangladeshi Bangladesh 02/07/2011 12 Tenderer / Cor



Company Details	
Registration Details Com	pany Details Personal Details
Company Registration No. :	&//8866
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;Products of
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 :	Μ
Last Name :	Shah
Name in Bangla :	
National Id / Passport N Driving License No :	lo./ 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

👍 Home 🔍 Message Box 🎬 APP 💿 Tender	📄 Doc. Library 🕹 Administration 🚴 Debarment	🛗 My Account 🍳 Help	
Wednesday, 07 Sep, 2011 14:54:51 BST	Last Login : Wednesday, 7 Sep, 2011 14:33:00	View Profile	Anuj
		Edit Profile	
Edit Company Details		Change Password	
		Change Hint Question and Answer	
Company Details Personal Details		Preference	1

Screen-H5

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

Vature 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
Registered Office Address : *	Gulshan - V Chanan Lane Dhaka Bangladesh
Country : *	Bangladesh 🔽
State / District : *	Dhaka
City / Town : *	Dhaka
fhana / UpaZilla : *	Dhaka
Post Code / Zip Code :	1234
Phone No : *	+880 111 1111 (Area Code - Phone No.)
ax No :	+880-111 - 1111
Corporate / Head office Address : *	(Tick if Registered and Corporate office details are same) Quishan - 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 (Area Code - Phone No.)
ax No :	+880 - 111 - 1111
Company's website :	www.shahandco.com

Edit Personal Details

Company Details Personal D	etails
Fields marked with (*) are mandato	ry.
Title : *	Mr. 💌
First Name : *	Anuj
Middle Name :	M
Last Name : *	Shah
Name in Bangla :	
	(if Bangladeshi)
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
(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**)



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)

Change Password		
Fields marked with (*) are mai	ndatory.	\frown
Current Password : *	•••••	Valid password
New Password : *		
Confirm Decouverd .	(Minimum 8 character	s required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)
Confil m Password : "		
	Submit	

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 enterscorrect password then user is allowed to move to "Confirm Password" field. (As shown in Screen – H10)

Γ	Change Password		
	Fields marked with (*) are mandatory	<i>i</i> .	
L	Current Password : *	•••••	Valid password
	New Password : *	•••••	
	Confirm Password : *	(Minimum 8 characters r	equired. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space) I
	(Submit	
L		Submit	

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)

	Type your Keyword here	Tenders
	Go To 🔉 📄 Tenders 🛛 🦷 Annual Procurement Plans	🝸 Awarded Contracts 🛛 🔏 Debarre
Saturday, 11 Jun, 2011 17:18:52 BST	ered with the e-GP System. However, New Us	ers Registration button will be
	About e-Government Procurement (e-GP)	System
Password changed successfully	National e-Government Procurement (e-GP) portal (i.e. I Central Procurement Technical Unit (CPTU) IME Division	http://eprocure.gov.bd) of the Governm of Ministry of Planning, The e-GP syste
🚨 User Login	Procuring Agencies (PAs) and Procuring Entities (PEs).	i of mining of the mining. The eller of of o
e-mail ID	The e-GP system is a single web portal from where ar dashboard. The e-GP system is hosted in e-GP Data Cent	nd through which PAs and PEs will be ter at CPTU, and the e-GP web portal is a
•••••	The e-Government Procurement solution introduced und organizations which will help in ensuring equal access to	der the Public Procurement Reform (P the Bidders/Tenderers, efficiency transr
Login Forgot Password?		
New User Registration	News and Events	
PE User Registration	◆ 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)

Hint Question : *	What is your favourite color ?	1
Hint Answer : *	What is your favourite color ? Which 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 favourite childhood friend ? What is the name of your favourite childhood teacher ? What is the name of your favourite childhood teacher ? What is the name of your favourite childhood teacher ? What is the name of your favourite child ? What is the name of your favourite child ? What is the name of your favourite child ? What is the name of your favourite child ? What is the name of your favourite child? What is the name of your favourite child?	tact Us RSS Feed Terms and Conditions Disclaimer and Privacy Policy Browsers Tested & Certified by CPTU: Internet Explorer 8.x, Internet Explorer 9.x, Mozila Firefox 3.6x
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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 Quest	ion and Answer	
Hint Question : *	Create your own Hint Question	
Create your own Hint Question : *		
Hint Answer : *	Submit	



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 : *	What is your favourite color ?
Hint Answer : *	blue
	Submit

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
Update

Screen–H15