



Central Procurement Technical Unit

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

e-GP System User Manual for Procuring Entity (PE) User



(www.eprocure.gov.bd)

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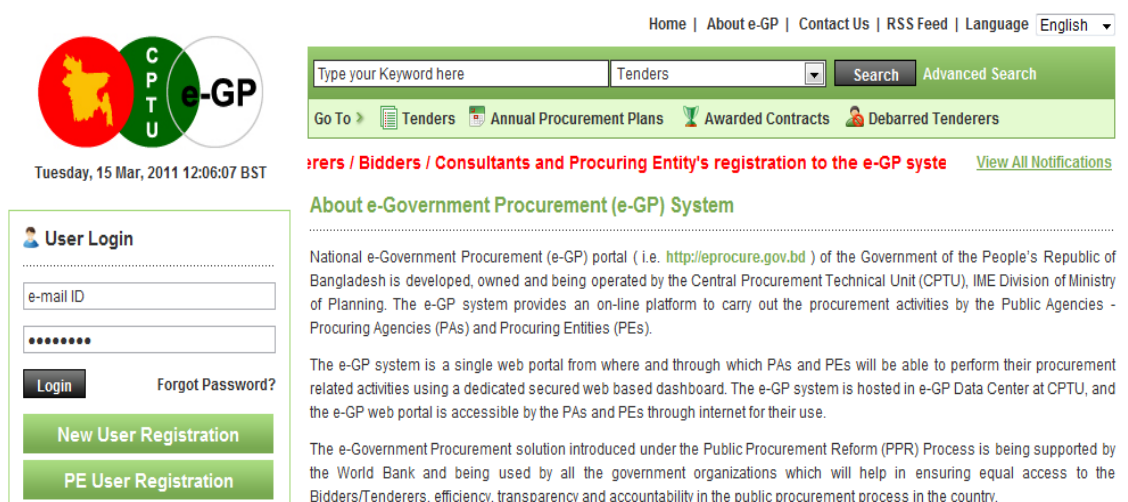
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1. Login to e-GP Portal along with User Name & Password

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

Steps for Login to the system

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

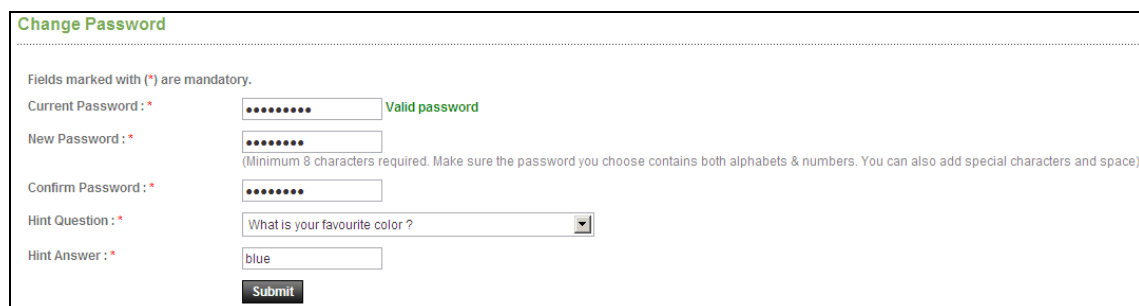


The screenshot shows the e-GP Portal Home page. At the top, there is a navigation bar with links: Home | About e-GP | Contact Us | RSS Feed | Language (English). Below this is a search bar with the text "Type your Keyword here" and a dropdown menu showing "Tenders". To the right of the search bar are buttons for "Search" and "Advanced Search". Below the search bar is a "Go To" section with links to "Tenders", "Annual Procurement Plans", "Awarded Contracts", and "Debarred Tenderers". On the left side, there is a "User Login" section with fields for "e-mail ID" and "Password", a "Login" button, and a "Forgot Password?" link. Below the login section are buttons for "New User Registration" and "PE User Registration". On the right side, there is a section titled "About e-Government Procurement (e-GP) System" which provides information about the portal and its purpose.

Screen–A1

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

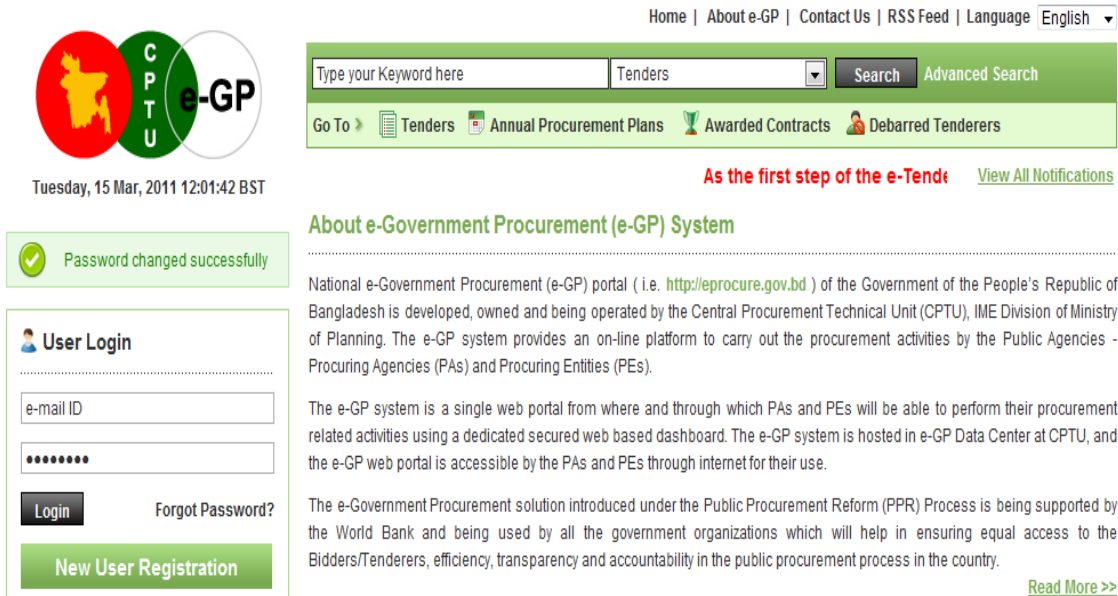
- 1.3. Once all the inputs are given by the Users after that, Users have to click on “**Submit**” button which would be available at the bottom of the page. (As shown in **Screen-A2**)



The screenshot shows the "Change Password" page. It has a title "Change Password" and a note "Fields marked with (*) are mandatory." Below this are several fields: "Current Password : *" with a password input field and a "Valid password" message; "New Password : *" with a password input field and a note "(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)"; "Confirm Password : *" with a password input field; "Hint Question : *" with a dropdown menu showing "What is your favourite color ?"; and "Hint Answer : *" with a text input field showing "blue". At the bottom is a "Submit" button.

Screen-A2

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



The screenshot displays the e-GP system interface. At the top, there is a navigation bar with links: Home | About e-GP | Contact Us | RSS Feed | Language English. Below this is a search bar with the placeholder 'Type your Keyword here' and a dropdown menu set to 'Tenders'. A 'Search' button and a link to 'Advanced Search' are also present. A secondary navigation bar includes links for 'Go To >' followed by 'Tenders', 'Annual Procurement Plans', 'Awarded Contracts', and 'Debarred Tenderers'. A green banner below the navigation bar reads 'As the first step of the e-Tend: View All Notifications'. The main content area is titled 'About e-Government Procurement (e-GP) System' and contains text about the National e-Government Procurement (e-GP) portal, its purpose, and its accessibility. A green message box at the top left states 'Password changed successfully'. Below this is a 'User Login' section with fields for 'e-mail ID' and a password field, a 'Login' button, a 'Forgot Password?' link, and a 'New User Registration' button.

Tuesday, 15 Mar, 2011 12:01:42 BST

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

Type your Keyword here Tenders Search Advanced Search

Go To > Tenders Annual Procurement Plans Awarded Contracts Debarred Tenderers

As the first step of the e-Tend: View All Notifications

About e-Government Procurement (e-GP) System

National e-Government Procurement (e-GP) portal (i.e. <http://eprocure.gov.bd>) of the Government of the People's Republic of Bangladesh is developed, owned and being operated by the Central Procurement Technical Unit (CPTU), IME Division of Ministry of Planning. The e-GP system provides an on-line platform to carry out the procurement activities by the Public Agencies - Procuring Agencies (PAs) and Procuring Entities (PEs).

The e-GP system is a single web portal from where and through which PAs and PEs will be able to perform their procurement related activities using a dedicated secured web based dashboard. The e-GP system is hosted in e-GP Data Center at CPTU, and the e-GP web portal is accessible by the PAs and PEs through internet for their use.

The e-Government Procurement solution introduced under the Public Procurement Reform (PPR) Process is being supported by the World Bank and being used by all the government organizations which will help in ensuring equal access to the Bidders/Tenderers, efficiency, transparency and accountability in the public procurement process in the country.

[Read More >>](#)

✓ Password changed successfully

User Login

e-mail ID

.....

Login Forgot Password?

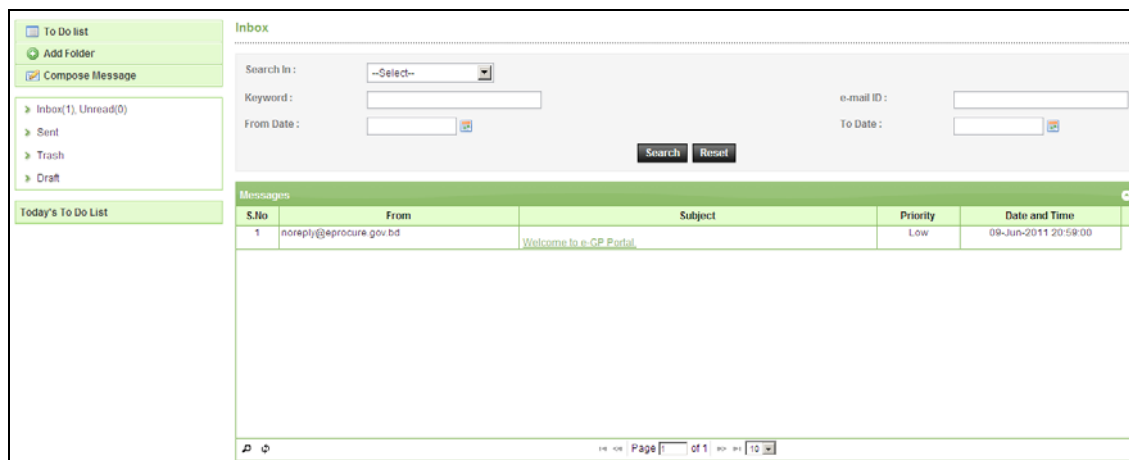
New User Registration

Screen-A3

2. Message Box

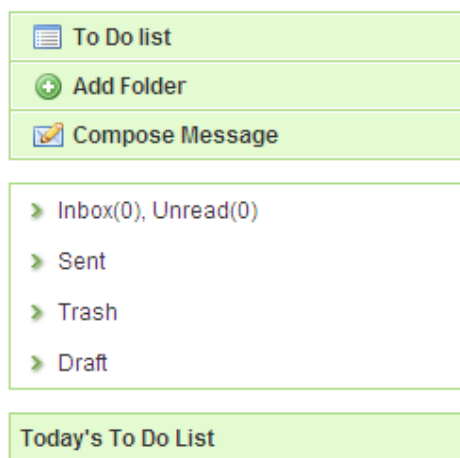
2.1 User will login to e-GP Portal along with User name & Password.

2.2 After login into system, User will be able to see the Message box menu (As shown in **Screen-B1**)



Screen-B1

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



Screen-B2

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

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

2.2.4 “**Compose Message**” → User can Compose messages using this functionality.

2.2.5 “**Inbox**” → All the mails which are received by the user will be available in this folder.

2.2.6 “**Sent**” → Mails which user sent through compose message will be available in this folder.

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

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

2.3 Message Box >> To Do List

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

2.3.2 **View Task Details**→ All tasks will be listed in the grid table (S. No, Task Brief, Priority, Start Date, Last Date, Action) (As shown in **Screen - B3**)

[View All Notifications](#)

View Task Details

Date From:

Date To:

Status : Pending

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

Screen-B3

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

[View All Notifications](#)

View Task Details

Date From:  Date To: 

Status : Pending 

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

Screen-B4

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

View Task Details

Date From:  Date To: 

Status : Pending 

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

Screen-B5

Add New Task

Task Brief : *

Task Details : *

Document Upload for Tender id : 105

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

Priority :

Start Date : *

End Date : *

Screen-B6

2.4 Message Box >> Add Folder

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

Click on Add Folder link

To Do list

Add Folder

Compose Message

Inbox(0), Unread(0)

Sent

Trash

Draft

Today's To Do List

Add Folder

Folder Name : *

Screen-B7

2.5 Message Box >> Compose Message

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

Compose Mail

To : * OK
Use comma(,) to separate e-mail IDs

Cc :

Subject : *

Priority : *

Message Text : *

Source          **B** *I* U         

Normal  Font  Size  A  A

You have been invited by a Procuring Entity to participate in a below mentioned e-Tender:

Tender ID: 1746
Reference No: imop82
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 "Save as Draft", Message will be saved in Draft folder

Click on "Send", Message will be sent

Screen–B8

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

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

2.6 Message Box >> Inbox

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

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

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

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Screen-B9

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

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

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Screen-B10

View Message

Trash Reply Reply To All Forward									
Subject :	APP ID: 1032 APP Approval is required								
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: <table> <tr> <td>Module Name</td> <td>: Annual Procurement Plan (APP)</td> </tr> <tr> <td>Process</td> <td>: App Approval Workflow</td> </tr> <tr> <td>ID</td> <td>: 1032</td> </tr> <tr> <td>File Sent By</td> <td>: PE User - PE</td> </tr> </table> Click here to process this file now. Or you can perform below mentioned steps to process this file later on: 1. Click on Workflow menu 2. Select Pending task 3. Click on Process link available in front of a particular file to be processed Regards, e-GP Help Desk.		Module Name	: Annual Procurement Plan (APP)	Process	: App Approval Workflow	ID	: 1032	File Sent By	: PE User - PE
Module Name	: Annual Procurement Plan (APP)								
Process	: App Approval Workflow								
ID	: 1032								
File Sent By	: PE User - PE								

Screen-B11

Trash	When User View Message, on top User can click on “Trash”, to remove the message from the 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 another User and input the values “From” & “Cc” e-Mail ID(s).
Move To Folder	When User View Message, on top User can select from combo box folder and click on “Move To Folder”, in return message will be moved to specific folder from Inbox.

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

Inbox

Screen–B12

2.7 Message Box >> Sent Folder

2.7.1 User when send messages to any other user, the 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--		e-mail ID :	
Keyword :			To Date :	
From Date :				
Search Reset				

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

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Screen-B13

2.8 Message Box >> Trash Folder

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

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

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

Trash

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

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

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Screen-B14

2.9 Message Box >> Draft Folder

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

Draft

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

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

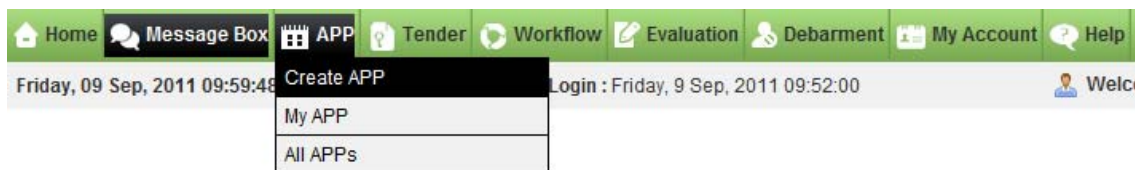
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Screen-B15

3. Annual Procurement Plan (APP)

3.1 APP >> Create APP

3.1.1 To Create APP, PE user has to click on “**APP**” Menu, then click on “**Create APP**” sub-menu (As shown in **Screen – C1**)



Screen–C1

3.1.2 Once clicked on the “**Create APP**” menu then below screen will open up on where the PE User has to select following details. (As shown in **Screen – C2**)

3.1.2.1 **Type of Budget:** - PE user has to select the Type of Budget for which APP is being created. There are three types of budget one is Development Budget, Revenue Budget and Own Fund. In case of Development Budget project is mandatory to select.

3.1.2.2 **Financial Year:** - PE user has to select Financial Year for the combo box for which APP is being created

3.1.2.3 **Select Project:** - PE user needs to select Project for the combo box

3.1.2.4 **PE / Project Office:** - PE user Project Office will be automatically displayed.

3.1.2.5 **PE:** - PE's name will be automatically displayed on the basis of Login ID.

3.1.2.6 **APP Code:** - PE user needs to enter the APP Code for the same.

Create APP

Create APP >> Add Package Details >> Add Package Dates

Fields marked with (*) are mandatory

Budget Type : *

Financial Year : *

Select Project : *

PE / Project Office : Office of Procurement

PE : PE User

APP Code : *

Next

Screen-C2

3.1.3 Add Package Details -On clicking the Next button, PE user can add the Package details. (As shown in **Screen – C3**)

Package Details

[Go Back To Dashboard](#)

Create APP >> Add Package Detail >> Add Package Dates

Fields marked with (*) are mandatory

APP ID : 267

Financial Year : 2010-2011

Budget Type : Development

Project Name : Blood Camp

APP Code : EGP-BC-001

Procurement Nature : *

Type of Emergency :

Package No. : * **OK**

Please specify the Package/Lot as **e-TENDER: <reference No.>** if the Package/Lot will be procured using e-GP System

Package Description : *

Lot No. *	Lot Description *	Quantity *	Unit (i.e. Nos., Kg, etc.) *	Estimated Cost (In BDT) *
1	Construction of Blood Camp in all States	1	Package	20000000 TWO CRORE

Package Est. Cost (In BDT) :
TWO CRORE

Category : *
[Select Categories](#)

Approving Authority : *

PQ Requires : *

Procurement Type : *

Procurement Method : *

Source of Fund : Government

Next

Screen–C3

- 3.1.3.1 **Procurement Nature:** - PE users need to select the Procurement Nature from the Combo Box. Procurement Nature can be Goods / Works / Services. If PE users select Service in Procurement Nature then it is mandatory to select Service Type. (Standalone Services/Professional & Intellectual Services/Non-Consulting Services)
- 3.1.3.2 **Type of Emergency:** - PE users need to select the Type of Emergency. Type of Emergency can be Normal / Urgent / National Disaster.
- 3.1.3.3 **Package No. :** - PE users will enter the Package No. For which APP is being created.
- 3.1.3.4 **Package Description:** - PE users will enter the Package Description for which APP is to be created.
- 3.1.3.5 PE users will specify Lot No., Lot Description, Quantity, Unit and Estimation Cost **(In BDT Taka)**
- 3.1.3.6 **Package Est. Cost (In BDT Taka):** - System displayed the Package Est. Cost of all the Lots.
- 3.1.3.7 **Category:** - PE user can select the Category by clicking on the **Select Category** button.
- 3.1.3.8 **Approving Authority:** - PE user can select the Approving Authority from the Combo Box.
- 3.1.3.9 **PQ Requires:** - If Pre-Qualification (PQ) requires in the APP then PE user can select **“Yes”** from the Combo Box otherwise selects **“No”**.
- 3.1.3.10 **Procurement Type:** - Procurement Type can be selected from Combo Box whether NCT (National Competitive Tender) or ICT (International Competitive Tender).
- 3.1.3.11 **Procurement Method:** - PE user can select the Procurement Method from the Combo Box.
- 3.1.4 On submitting all mandatory information PE User has to click on **Next** button for further process. (As shown in **Screen – C3**)
- 3.1.5 **Add Package Dates:** – System will display Add Package dates page after filling package information. It is mandatory for PE User to specify the Dates and No. Of days. PE User to select Expected Date of Advertisement of Tender on e-GP website Authority needs to enter No of Days and on the basis of that system will display End date of the same. Once the No. Of Days will be entered by Authorized User then system will automatically display the Total Time to Contract Signed by

summing up all the day which has been configured in Tender Dates. Once all the details are entered into the system then AU needs to click on “**Save**” to save the details. On click on “Save & Add More Package” then the system will save the data submitted by Authorized User and redirect to Add Package Details Page. If the selected Date is a holiday, then the system will display the same in Red Color, so the same can be easily identified by PE User. (As shown in **Screen – C4**)

✓ Package details added successfully

Fields marked with (*) are mandatory

Approving Authority : HOPE
 APP ID : 267
 Financial Year : 2011-2012
 Budget Type : Development
 Project Name : Blood Camp
 APP Code : EGP-BC-001
 Package No. : EGP-HG-0002

Tender Dates :

Expected Date Of Advertisement Of IFT on e-GP website : * 10/11/2011

+ No. Of Days : * 7
 + No. Of Days : * 25
 + No. Of Days : * 21
 + No. Of Days : * 14
 + No. Of Days : * 7
 + No. Of Days : * 30
 + No. Of Days : * 20

Total to Contract Signing : 104

Expected Last Date of Submission of Tenders : 17-Nov-2011
 Expected Date of Opening of Tenders : 12-Dec-2011
 Expected Date of Submission of Evaluation Report : 02-Jan-2012
 Expected Date of Approval for Award of Contract : 16-Jan-2012
 Expected Date of Issuance of the NOA : 23-Jan-2012
 Expected Date of Signing of Contract : 22-Feb-2012
 Expected Date of Completion of Contract : 13-Mar-2012

Save Save and Add More Package

Screen – C4

3.1.6 APP Dashboard - Once PE user after click on save button then system automatically redirects the page on APP Dashboard (As shown in **Screen – C5**)

Annual Procurement Plan (APP) Dashboard

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001 Project Name (If Applicable) : Blood Camp
 Financial Year : 2011-2012 Budget Type : Development

Official Cost Estimate :

Template : Download

Workflow : Create

Annual Procurement Plan :

Screen – C5

3.1.6.1 APP Information Bar– PE user can view the entire APP which has been created for APP dashboard in “**APP Information Bar**”. PE User can see APP ID (Which is automatically generated by the system), APP Code, Project Name, Financial Year and Type of Budget.

3.1.6.2 Engineer`s Estimation - Standard Engineering Estimation Template can be downloaded by PE user. **Engineering Estimation is applicable only for 'Works' tenders.**

3.1.6.3 **Workflow** – PE User can create the workflow by click on “**Create**” tab. (As shown in **Screen – C5**)

3.1.7 **Search Packages** – PE User can search the packages. (As shown in **Screen – C6**)

3.1.7.1 **Search Package:** - Package can be searched through Package No., Procurement Nature, Estimate Cost and Procurement Type.

3.1.7.2 **Add New Packages:** - PE User can add New Packages by clicking on Add New Packages.

3.1.7.3 **Package Details:** - PE User can take necessary action for the package as mentioned below.

3.1.7.3.1 Can view the Package No. Package Description, Procurement Nature and Type, Estimate Cost etc.

3.1.7.3.2 Can upload the Engineer`s Estimation.

3.1.7.3.3 Can “**View**” or “**Edit**” the Package details, Edit the dates or Remove the Packages under the **Action** section.

3.1.7.3.4 Can generate the “**Report**” as per the requirement.

Search Package :

Package No. :

Estimated Cost (in BDT) :

Status :

Procurement Nature :

Procurement Type :

Search **Reset**

Package Details :

S. No.	Package No., Package Description	Procurement Nature, Procurement Type	Package Est. Cost (in BDT)	Official Cost Estimate	Tender ID	Tender Status	Status	Action
1	EGP-HG-0002 Construction of Blood Camp in all the States	Works NCT	20000000.00	Click here to upload Official Cost Estimate	-	Tender not floated	Pending	View Edit Package Detail Edit Dates Remove Report

Screen – C6

3.1.8 **View APP Details** - On Clicking on View APP PE user can view all the details which have been entered at the time of the creation of APP. On clicking on **Print** button PE user can take the printout of APP for future reference. On clicking on “**Go Back to Dashboard**” system redirects PE User to Tender Dashboard. (As shown in **Screen – C7**)

View APP Package Details :

 Print
  Go Back To Dashboard

Ministry : Ministry of Procurement
 Division : -
 Organization : Organization of Procurement
 PE Office and Code : Office of Procurement
 Budget Type : Development Project Name : Blood Camp

Key Fields Information:				
APP ID :	267			
APP Code :	EGP-BC-001			
Financial Year :	2011-2012			
Budget Type :	Development			
Project Name :	Blood Camp			
Procuring Entity :	PE User			
District :	Dhaka			
Package Details:				
Procurement Nature	Works			
Type of Emergency	Normal			
Package No	EGP-HG-0002			
Package Description	Construction of Blood Camp in all the States			
Lot Details:				
Lot No.	Lot Description	Qty	Unit	Estimated Cost (In BDT)
1	Construction of Blood Camp in all the States	1.00	Package	20000000.00
Package Estimated Cost (In BDT)		20000000.00		
Category	Social services; Social work and related services;			
Approving Authority	HOPE			
PQ Requires	No			
Procurement Method	Open Tendering Method			
Procurement Type	NCT			
Source of Fund	Government, Own fund			
Development Partners	-			
Tender Dates:				
Expected Date of Advertisement of Tender on e-GP website	10-Nov-2011			
Expected Date of submission of Tender	17-Nov-2011			
Expected Date of Opening of Tender	12-Dec-2011			
Expected Date of Submission of Evaluation Report	02-Jan-2012			
Expected Date of Approval for Award of Contract	16-Jan-2012			
Expected Date of Issuance of the NOA	23-Jan-2012			
Expected Date of Signing of Contract	22-Feb-2012			
Expected Date of Completion of Contract	13-Mar-2012			
Total Time to Contract Signing	104			

Screen – C7

3.1.9 Creation of Workflow - Click on “**Create**” link for creating the workflow. (As shown in **Screen – C8**)

Workflow :



Screen – C8

Workflow Details

APP Information Bar :			
APP ID :	267	APP Code :	EGP-BC-001
Financial Year :	2011-2012	Budget Type :	Development
		Project Name (If Applicable):	Blood Camp

Workflow :	
Module :	Annual Procurement Plan (APP)
Process :	App Approval Workflow
No. of Reviewers : *	1
No. of Days for File Escalation : *	5
Submit	

Screen – C9

3.1.9.1 **No. Of Reviewers:** - It is mandatory for PE users to mention No. Of reviewers, as how many reviewers are needed for the particular task. (As shown in **Screen – C9**)

3.1.9.2 **No. Of Days for file escalation:** - No. Of Days for file escalation is mandatory, PE user has to mention the No. Of days for file escalation. If another level user will not take any action on defined days then the system will automatically escalate the file to the next authority after the mentioned days. (As shown in **Screen – C9**)

3.1.9.3 **Donor Concurrence Requires:** - If the project is funded by third parties (WB, ADB, etc..) Then PE user can check on Donor Concurrence requires in that case file can be forwarded to the donors for the review and can also add comments for the same. (As shown in **Screen – C9**)

3.1.9.4 On submitting the same, PE user needs to select Procurement Role. (As shown in **Screen – C10**)

APP Information Bar :				
APP ID :	267	APP Code :	EGP-BC-001	Project Name (If Applicable):
Financial Year :	2011-2012	Budget Type :	Development	Blood Camp

Workflow : Add Users				
Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	AU	AU User CE	Select User
2	Reviewer	PE		
3	Ends By	HOPE	Hope User CE	
Submit				

Screen – C10

3.1.9.5 There can be 1 initiator, N number of Reviewers and 1 final Authority which will finish up the process. (As shown in **Screen – C10**)

3.1.9.6 On clicking on “**Select User**” system will open one window where PE user have to search the user with department wise. (As shown in **Screen – C10**)

3.1.9.7 Users can be added or can be removed for the above mentioned in the Action column.

APP Information Bar :				
APP ID :	267	APP Code :	EGP-BC-001	Project Name (If Applicable): Blood Camp
Financial Year :	2011-2012	Budget Type :	Development	
Workflow : Add Users				
Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	AU	AU User CE	
2	Reviewer	PE	PE User ,CE	Change User
3	Ends By	HOPE	Hope User CE	
Submit				

Screen – C11

3.1.9.8 Procurement Role, Name of the Official and their Designation will be automatically displayed by the system. (As shown in **Screen – C11**)

3.1.9.9 By clicking on “**Change User**” PE user can change the user which is selected earlier. (As shown in **Screen – C11**)

3.1.9.10 Once require selection done by the PE user in the workflow then needs to click on ‘**Submit**’ button for further process. (As shown in **Screen – C11**)

3.1.9.11 Once the Workflow created, if PE user wants to view the workflow then PE user has to click on “**View**” link. If PE user wants to view the history of workflow then PE User has to click on “**View Workflow History**” link and if user wants to click on modifying workflow details then has to click on “**Edit**” link. (As shown in **Screen – C12**)

Workflow :	
Edit	View View Workflow History

Screen – C12

3.1.9.12 On Click on **View** button PE user can see Workflow Details. (As shown in **Screen – C13**)

Workflow Details					Go back to Dashboard
APP Information Bar :					
APP ID :	267	APP Code :	EGP-BC-001	Project Name (If Applicable):	Blood Camp
Financial Year :	2011-2012	Budget Type :	Development		
Workflow :					
Module :	Annual Procurement Plan (APP)			Process :	App Approval Workflow
No. of Reviewers :	1			No. of Days for File Escalation :	5
Workflow Level :					
Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand	
1	Starts By	AU	AU User,CE	YES	
2	Reviewer	PE	PE User,CE	NO	
3	Ends By	HOPE	Hope User,CE	NO	

Screen – C13

3.1.10 Process File in Workflow - Initiator (AU) clicks on the Process file in workflow to send the file to the Reviewer for necessary approval and comments. (As shown in **Screen – C14**)

APP Information Bar :				
APP ID :	267	APP Code :	EGP-BC-001	Project Name (If Applicable) :
Financial Year :	2011-2012	Budget Type :	Development	Blood Camp
Official Cost Estimate :				
Template :	 Download			
Workflow :		Annual Procurement Plan :		
View Process file in Workflow New Workflow History				

Screen – C14

3.1.10.1 Comments: -Initiator can add comments. (As shown in **Screen – C15**)

3.1.10.2 Action: - Initiator needs to select the Action (Like Forward, Approve) from the combo box for the particular file. In this case, the initiator will select “**Forward**” to forward the particular file to Reviewer. (As shown in **Screen – C15**)

Process file in Workflow [Go back to Dashboard](#)

File Details : [View](#)
Module Name : Annual Procurement Plan (APP)
Process Name : App Approval Workflow
Comments : *

OK. Forwarded

Action : * Select Action

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
No Records Found							

Workflow Level :

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand
1	Starts By	AU	AU User, CE	YES
2	Reviewer	PE	PE User, CE	NO
3	Ends By	HOPE	Hope User, CE	NO

Submit

Screen – C15

3.1.10.3 Upload Documents: -Initiator can upload the necessary documents for the reference or the approval. (As shown in **Screen – C15**)

3.1.10.4 On submitting the same, the file will be transferred to the selected authority for the necessary action. (As shown in **Screen – C15**)

Workflow :

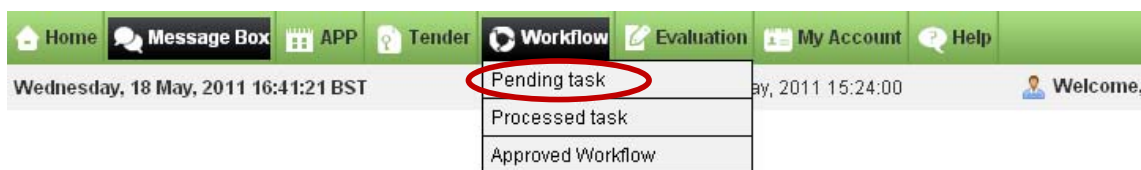
[View](#)

File processed successfully

Screen – C16

3.1.10.5 Once the file transferred to the Reviewer, the Initiator will get the message ***“File Processed Successfully”*** (As shown in **Screen – C16**)

3.1.10.6 Reviewer will login into the system and selects the **“Workflow”** tab then click on **“Pending Task”** to process the pending task. (As shown in **Screen – C17**)

**Screen – C17**

3.1.10.7 Reviewer needs to click on **“Process”** tab to process the particular file. (As shown in **Screen – C18**)

Workflow: Pending tasks

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

S.No	Module Name	Process Name	ID	Processed By	Processed Date and Time	Previous Action	To be Processed By	Action
1	Annual Procurement Plan (APP)	App Approval Workflow	267	AU User - CE	08-Nov-2011 08:52:51	Forwarded	PE User - CE	Process

Screen – C18

3.1.10.8 By clicking on Process tab Reviewer can see the below mentioned screen to take the necessary steps. (As shown in **Screen – C19**)

Process file in Workflow

File Details : [View](#)

Module Name : Annual Procurement Plan (APP)

Process Name : App Approval Workflow

Comments : *

The screenshot shows a text area for comments with the word 'Approved' entered. Above the text area is a rich text editor toolbar with various icons for text formatting and alignment.

Action : * Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
1	267	AU User - CE	08-Nov-2011 08:52:51	Forwarded	View	PE User - CE	No Files Uploaded

Workflow Level :

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand
1	Starts By	AU	AU User,CE	NO
2	Reviewer	PE	PE User,CE	YES
3	Ends By	HOPE	Hope User,CE	NO

Submit

Screen – C19

3.1.10.9 **Comments:** - Reviewer gives his / her comments. (As shown in **Screen – C19**)

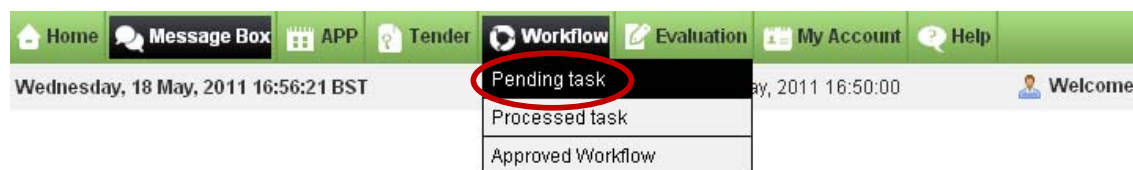
3.1.10.10 **Action:** - Reviewer needs to select the Action (Like Forward, Approve) from the combo box for the particular file. In this case, the initiator will select **“Forward”** to forward the particular file to Reviewer. (As shown in **Screen – C19**)

3.1.10.11 **Upload Documents:** - Reviewer can also upload the necessary documents for the reference or for the approval. (As shown in **Screen – C19**)

3.1.10.12 Reviewer can see the Workflow History and Workflow level.

3.1.10.13 On submitting the same, the file will be transferred to the selected authority for further action. (As shown in **Screen – C19**)

3.1.10.14 Approving Authority will login into the system and selects the **“Workflow”** tab, then click on **“Pending Task”** to process the pending task. (As shown in **Screen – C20**)



Screen – C20

3.1.10.15 Approving Authority needs to click on “Process” link to process the particular file. (As shown in **Screen – C21**)

Workflow: Pending tasks

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

S.No	Module Name	Process Name	ID	Processed By	Processed Date and Time	Previous Action	To be Processed By	Action
1	Annual Procurement Plan (APP)	App Approval Workflow	267	PE User - CE	08-Nov-2011 09:07:59	Forwarded	Hope User - CE	Process

Screen – C21

Process file in Workflow

File Details : [View](#)

Module Name : Annual Procurement Plan (APP)

Process Name : App Approval Workflow

Comments : *

Source

Approve

Action : *

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
1	267	PE User - CE	08-Nov-2011 09:07:59	Forwarded	View	Hope User - CE	No Files Uploaded
2	267	AU User - CE	08-Nov-2011 08:52:51	Forwarded	View	PE User - CE	No Files Uploaded

Workflow Level :

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand
1	Starts By	AU	AU User,CE	NO
2	Reviewer	PE	PE User,CE	NO
3	Ends By	HOPE	Hope User,CE	YES

Screen – C22

3.1.10.16 **Comments:** - Approving Authority gives his / her comments. (As shown in **Screen – C22**)

3.1.10.17 **Action:** - Approving Authority needs to select the Action (Like Approve, Return or Conditional Approval) from the combo box for the particular file. In this case, the initiator will select “**Forward**” to forward the particular file to Reviewer. (As shown in **Screen – C22**)

3.1.10.18 **Upload Documents:** - Approving Authority can also upload the necessary documents for the reference or for the approval. (As shown in **Screen – C22**)

3.1.10.19 Approving Authority can see the Workflow History and Workflow level.

3.1.10.20 On submitting the same, the file will be Processed successfully. (As shown in **Screen – C22**)

Workflow: Processed tasks

File processed successfully

Module Name : Process Name :

ID : To be Processed By :

From Processed Date and Time : To Processed Date and Time :

[Search](#) [Reset](#)

S.No	Module Name	Process Name	ID	Processed By	Processed Date and Time	Action	To be Processed By	Action
1	Annual Procurement Plan (APP)	App Approval Workflow	267	Hope User - CE	08-Nov-2011 09:10:25	Approved	AU User - CE	History
2	Tender	Amendment Approval Workflow	149	Hope User - CE	04-Nov-2011 19:16:19	Approved	PE User - CE	History
3	Tender	Amendment Approval Workflow	149	Hope User - CE	04-Nov-2011 19:05:29	Approved	PE User - CE	History

Screen – C23

3.1.10.21 Once the file processed successfully, Authorized User gets the message File Processed Successfully. (As shown in **Screen – C23**)

3.1.11 Publish APP

3.1.11.1 Once the Approving Authority approves the APP, Authorized User can login into the system and **Publish the APP**. (As shown in **Screen – C24**)

Annual Procurement Plan (APP) Dashboard

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001 Project Name (If Applicable) : Blood Camp

Financial Year : 2011-2012 Budget Type : Development

Action : [Publish](#)

Screen – C24

Publish APP

[Print](#) [Go Back To Dashboard](#)

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001

Financial Year : 2011-2012 Budget Type : Development

Project Name (If Applicable) : Blood Camp

S.No.	Package No. and Package Description	Procurement Nature and Procurement Type	Package Est. Cost (in BDT)	Official Cost Estimate	Action
1	EGP-HG-0002 Construction of Blood Camp in all the States	Works NCT	20000000.00	Download	View

Comments : *

[Submit](#)

Screen – C25

3.1.11.2 User needs to give some comments in the comments box then click on **“Submit”** button to publish an APP (As shown in **Screen – C25**)

3.1.11.3 Once the APP published successfully, PE User will get the message **“APP Packages published successfully”**. (As shown in **Screen – C26**)

Annual Procurement Plan (APP) Dashboard

✓ APP Packages published successfully

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001 Project Name (If Applicable) : Blood Camp
 Financial Year : 2011-2012 Budget Type : Development

Official Cost Estimate :

Template : [Download](#)

Workflow : [View](#) | **Annual Procurement Plan :** [Consolidated Annual Procurement Plan](#)

Search Package :

Package No. : Procurement Nature :
 Estimated Cost (In BDT) : Procurement Type :
 Status : [Search](#) [Reset](#)

[Steps for Tender Preparation](#) [Add New Package](#)

Package Details :

S. No.	Package No., Package Description	Procurement Nature, Procurement Type	Package Est. Cost (In BDT)	Official Cost Estimate	Tender ID	Tender Status	Status	Action
1	EGP-HG-0002 Construction of Blood Camp in all the States	Works NCT	20000000.00	-	-	Tender not floated	Approved	View Create Tender Report

Screen – C26

3.1.11.4 By clicking on “Create Tender” link PE user can start preparing the tender notice. (As shown in **Screen – C26**)

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

My Annual Procurement Plan

Financial Year : Budget type :
 Project Name : Status :
 APP ID : APP Code :

[Search APP](#) [Reset](#)

APP

S. No.	APP ID	APP Code	Budget Type	Project Name	Dashboard
1	64	EGP-BC-001	Development	Blood Camp	Dashboard
2	63	EGP-HG-003	Development	Blood Camp	Dashboard

Screen – C27

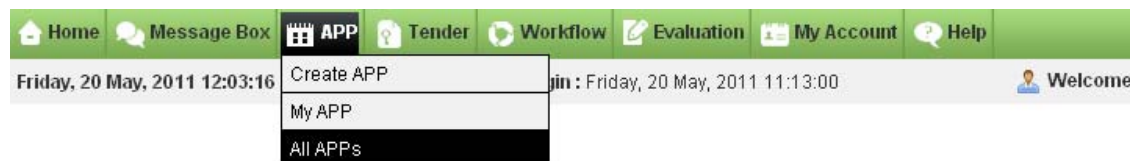
3.2.1 PE User can search their APP by selecting Financial Year, Budget Type, Project Name and Status. (As shown in **Screen – C27**)

3.2.2 PE User can come to know that how many APP's are approved and how many are pending. (As shown in **Screen – C27**)

3.2.3 PE User can click on “Dashboard” to View the details of APP selected (As shown in **Screen – C27**)

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

3.3.1 Advanced Search for Annual Procurement Plan - Advance search facility is given to all Govt. Users to search the APPs. (As shown in **Screen – C28**)



Screen – C28

3.3.2 Any Govt. User can search any APP with the input of necessary data as mentioned below. (As shown in **Screen – C29**)

3.3.2.1 Selecting a Ministry / Division / organization

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

3.3.2.3 Enter **APP ID, APP Code, Package No., Value**

3.3.2.4 Click on Select **Category** button

Advanced Search for Annual Procurement Plan

 The screenshot shows the 'Advanced Search for Annual Procurement Plan' form. It includes a 'Collapse' button at the top left. The form contains several input fields and dropdown menus: 'Select Ministry/Division /Organization' (text field), 'Procuring Entity' (dropdown), 'Project Name' (dropdown), 'Financial Year' (dropdown), 'Procurement Nature' (dropdown), 'APP ID' (text field), 'Package No.' (text field), 'Package Estimated Cost' (dropdown), 'Budget Type' (dropdown), 'Procurement Type' (dropdown), 'APP Code' (text field), and 'Value' (text field). There is a 'Category' section with a large text area and a 'Select Category' button. At the bottom, there are 'Search' and 'Reset' buttons.

Screen – C29

3.3.3 On submitting the same PE User will get the APP search results. (As shown in **the Screen – C30**)

Annual Procurement Plan Search Results

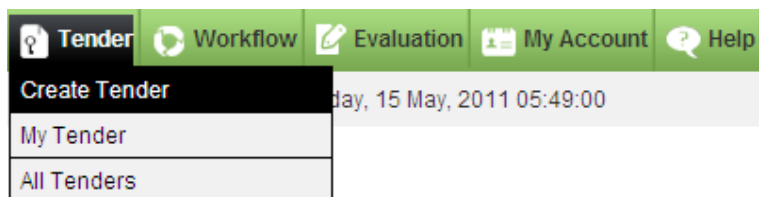
S. No.	APP ID, APP Code	Ministry, Division, Agency, PE	District	Procurement Nature, Project Name	Package No, Description	Estimated Cost (in BD Tk.), Procurement Method
1	64, EGP-BC-001	Org. of Telecommunication, PE Office of Telecommunication	Dhaka	Works,Blood Camp	EGP-HG-002, Conduction of Blood Camp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

Screen – C30

4. Tender

4.1 Create Tender (Tender >> Create Tender)

4.1.1 Click on “**Tender**” Tab on the Dashboard, click on “**Create Tender**”. (APP (Application Procurement Plan) has to be ready with approved and published on e-GP Portal).



Screen – D1

4.1.2 “**Steps for tender Preparation**” button, takes you to PDF file where steps for Tender preparation are available.

4.1.3 Select Financial Year, Select APP from the drop down boxes and click on “Search APP” button.

4.1.4 Select **Lot** on which this tender is to be prepared.

4.1.5 Click on “**Submit**” button.

Select APP & Packages

 A screenshot of a web form titled 'Select APP & Packages'. The form contains two dropdown menus: 'Financial Year' (set to '2011-2012') and 'Select APP' (set to '1'). Below these are two buttons: 'Search APP' and 'Reset'. To the right of the 'Search APP' button is a button labeled 'Steps for Tender Preparation' with a download icon. Below the form is a table with three columns: 'Select', 'Package No.', and 'Package Description'. The table has one data row with '8' in the 'Package No.' column and 'Supply and Installation of Signal Radar to Scan object upto 200 KMs in Radius' in the 'Package Description' column. Below the table is a 'Submit' button. Red circles highlight the 'Search APP' button, the 'Steps for Tender Preparation' button, the 'Select' column header, and the 'Submit' button.

Select	Package No.	Package Description
8		Supply and Installation of Signal Radar to Scan object upto 200 KMs in Radius

Screen – D2

4.1.6 PE User has to type “**Invitation Reference No**” (As shown in **Screen – D3**)

Create IFT/ PQ Tender / REOI / RFP / Advertisement

Fields marked with (*) are mandatory

Ministry :	Ministry of Procurement	Division :	
Organization :	Organization of Procurement	Procuring Entity Name :	Office of Procurement
Procuring Entity Code :		Procuring Entity District :	Dhaka
Procurement Nature :	Goods	Procurement Type :	NCT
Event Type :	TENDER	Invitation for :	Tender - Single Lot
Invitation Reference No. : *	AxTW001		

Key Information and Funding Information :

Procurement Method :	Open Tendering Method (OTM)	Budget Type :	Revenue
Source of Funds :	Government		

Screen – D3

4.1.7 PE User has to type “**Dates of Tender Schedule**” i.e. Scheduled Tender Publication Date and Time, Tender Document last selling download Date and Time, Pre-Tender Meeting Start Date and Time, Pre-Tender Meeting End Date and Time, Tender Closing Date and Time, Tender Opening Date and Time and Last Date and Time for Tender Security Submission. (As shown in **Screen – D4**)

Particular Information :

Project Code :	Not applicable	Project Name :	Not applicable
Tender Package No. and Description :	PKG-No-05112011 Procurement of Computer Goods		
Category :	Computer and related services;Hardware consultancy services;Hardware selection consultancy services;Hardware disaster-recovery consultancy services;Computer-site planning consultancy services;Computer hardware acceptance testing consultancy services;Computer audit consultancy and hardware consultancy services;Software programming and consultancy services;Programming services of packaged software products;Systems and technical consultancy services;Custom software development services;Systems analysis and programming services;System maintenance and support services;Software-related services;Data services;Data-processing services;Database services;Computer-related services;Computer-related management services;Computer support and consultancy services;Computer network services;Computer upgrade services;Computer audit services;Computer testing services;Computer back-up services;Computer catalogue conversion services;Computer-related professional services		
Scheduled Tender Publication Date and Time : *	08/11/2011 15:53	Tender Document last selling / downloading Date and Time : *	07/11/2011 15:53
Pre - Tender meeting Start Date and Time : *	08/11/2011 15:53	Pre - Tender meeting End Date and Time : *	09/11/2011 15:53
Tender Closing Date and Time : *	30/11/2011 15:53	Tender Opening Date and Time : *	20/12/2011 15:53
Last Date and Time for Tender Security Submission : *	08/11/2011 15:53		

Screen – D4

4.1.8 PE User has to type “**Eligibility of Tender**” (As shown in **Screen – D5**)

Information for Tenderer / Applicant :

Eligibility of Tenderer : *

Source

Normal

Font

Size

Having Experience in Installation, Configuration and Setup of computers

Screen – D5

4.1.9 PE User has to type “**Brief Description of Goods and Related Services**” (As shown in **Screen – D6**)

Brief Description of Goods and Related Service : *



Screen – D6

4.1.10 PE User has to type “**Tender Document Price (in BDT Taka), Location, Tender Security Price (in BDT Taka), Start Date, Completion Date**” (As shown in **Screen – D7**)

Evaluation Type :	Lot wise
Document Available :	Package wise
Document Fees :	Package wise
Tender Document Price (In BDT) : *	1000 One Thousand
Mode of Payment :	Payment through Bank

Lot No.	Identification of Lot	Location *	Tender Security (Amount in BDT) *	Start Date *	Completion Date *
1	Procurement of Computer Goods	Dhaka	1000 One Thousand	27/12/2011	08/01/2012

Procuring Entity Details :

Name of Official Inviting Tender :	PE User	Designation of Official Inviting Tender :	CE
Address of Official Inviting Tender :	Address : Dhaka City : Dhaka Thana : Dhaka District : Dhaka - 1010 Country : Bangladesh	Contact details of Official Inviting Tender :	Phone No : 02-9144252 Fax No :

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

Submit

Screen – D7

4.1.11 Click on “**Submit**” button (As shown in **Screen – D7**)

4.1.12 To view notice, you have prepared, click on “**View Notice**” button. This will open a new Window in the Browser. (As shown in **Screen – D8**)

4.1.13 To edit the Notice, click on “**Edit**” link. **Execute Steps from 4.1.7 – 4.1.11**

⇒ **Note:** You can refer to “**Steps for Tender Preparation**” document. (As shown in **Screen – D8**)

Tender Dashboard

Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTW001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Live		
			 View Notice

Notice	Document	Evaluation	Opening																					
<table border="1"> <thead> <tr> <th>Notice</th> <th>Edit View</th> <th> Steps for Tender Preparation</th> </tr> </thead> <tbody> <tr> <td>Configure Key Information</td> <td>Create</td> <td></td> </tr> <tr> <td>Clarification on Tender</td> <td>Configure</td> <td></td> </tr> <tr> <td>Workflow</td> <td>Create</td> <td></td> </tr> <tr> <td>Committee Member for Encryption/Decryption</td> <td>Create</td> <td></td> </tr> <tr> <td>Official Cost Estimate</td> <td>Add</td> <td></td> </tr> <tr> <td>Creation of format for Price Comparison Report</td> <td>Prepare</td> <td></td> </tr> </tbody> </table>				Notice	Edit View	 Steps for Tender Preparation	Configure Key Information	Create		Clarification on Tender	Configure		Workflow	Create		Committee Member for Encryption/Decryption	Create		Official Cost Estimate	Add		Creation of format for Price Comparison Report	Prepare	
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TOR: Tender Opening Report, TER: Tender Evaluation Report																								

Screen – D8

4.1.14 View Notice window covers all the information of Notice. In Print Notice, click on “Print” button at bottom. (As shown in **Screen – D9**)

View IFT / PQ / REOI / RFP Notice Details

Ministry :	Ministry of Procurement	Division :			
Organization :	Organization of Procurement	Procuring Entity Name :	Office of Procurement		
Procuring Entity Code :		Procuring Entity District :	Dhaka		
Procurement Nature :	Goods	Procurement Type :	NCT		
Event Type :	TENDER	Invitation for :	Tender - Single Lot		
Invitation Reference No. :	AxTW001				
Key Information and Funding Information :					
Procurement Method :	Open Tendering Method (OTM)	Budget Type :	Revenue		
Source of Funds :	Government				
Particular Information :					
Project Code :	Not applicable	Project Name :	Not applicable		
Tender Package No. and Description :	PKG-No-05112011 Procurement of Computer Goods				
Category :	Computer and related services;Hardware consultancy services;Hardware selection consultancy services;Hardware disaster-recovery consultancy services;Computer-site planning consultancy services;Computer hardware acceptance testing consultancy services;Computer audit consultancy and hardware consultancy services;Software programming and consultancy services;Programming services of packaged software products;Systems and technical consultancy services;Custom software development services;Systems analysis and programming services;System maintenance and support services;Software-related services;Data services;Data-processing services;Database services;Computer-related services;Computer-related management services;Computer support and consultancy services;Computer network services;Computer upgrade services;Computer audit services;Computer testing services;Computer back-up services;Computer catalogue conversion services;Computer-related professional services				
Scheduled Tender Publication Date and Time :	06-Nov-2011 15:55	Tender Document last selling / downloading Date and Time :	07-Nov-2011 15:55		
Pre - Tender meeting Start Date and Time :	08-Nov-2011 15:55	Pre - Tender meeting End Date and Time :	09-Nov-2011 15:55		
Tender Closing Date and Time :	30-Nov-2011 15:55	Tender Opening Date and Time :	20-Dec-2011 15:55		
Last Date and Time for Tender Security Submission :	08-Nov-2011 15:55				
Information for Tenderer / Applicant :					
Eligibility of Tenderer :	Having Experience in Installation, Configuration and Setup of computers				
Brief Description of Goods and Related Service :	Desktop Computers should be of Dell or HP				
Evaluation Type :	Lot wise				
Document Available :	Package wise				
Document Fees :	Package wise				
Tender Document Price (In BDT) :	1000				
Mode of Payment :	Payment through Bank				
Lot No.	Identification of Lot	Location	Tender security (Amount in BDT)	Start Date	Completion Date
1	Procurement of Computer Goods	Dhaka	1000	27-Dec-2011	08-Jan-2012
Procuring Entity Details:					
Name of Official Inviting Tender :	PE User	Designation of Official Inviting Tender :	CE		
Address of Official Inviting Tender :	Address : Dhaka City : Dhaka Thana : Dhaka District : Dhaka - 1010 Country : Bangladesh	Contact details of Official Inviting Tender :	Phone No : 02-9144252 Fax No :		

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

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

Print

Screen – D9

4.1.15 To create configure key information, click on **“Create”** link to **Configure Key Information**. (As shown in **Screen – D10**)

Notice	Document	Evaluation	Opening
Notice	Edit View	 Steps for Tender Preparation	
Configure Key Information	Create		
Clarification on Tender	Configure		
Workflow	Create		
Committee Member for Encryption/Decryption	Create		
Official Cost Estimate	Add		
Creation of format for Price Comparison Report	Prepare		

TOR: Tender Opening Report, TER: Tender Evaluation Report

Screen – D10

4.1.16 Select **Approving Authority** from the drop down. (As shown in **Screen – D11**)

4.1.17 **Standard Tender Document** will be coming as per STD selection rules configured by e-GP Admin. (As shown in **Screen – D11**)

⇒ **Note:** Tender Proposal Validity in No. Of days and Tender Security Validity in No. Of days will be coming in as per the Tender Payment business rule configured by e-GP administrator. (As shown in **Screen – D11**)

4.1.18 Click on **“Submit”** button. (As shown in **Screen – D11**)

Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTW/001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		

 View Notice

Fields marked with (*) are mandatory

Estimated cost (In BDT) : 35000.00

Approving Authority : *

Standard Tender Document : *

Tender/Proposal Validity in No. of Days : *
Ideally it should be between 60-90 Days

Tender Security Validity In No. of Days : *

Screen – D11

4.1.19 **“View”** link of Configure Key Information takes you to view the values you set for Configure Key Information. (As shown in **Screen – D12**)

Notice	Document	Evaluation	Opening
Notice		Edit View	
Configure Key Information		Edit View	
Clarification on Tender		Configure	
Workflow		Create	
Committee Member for Encryption/Decryption		Create	
Official Cost Estimate		Add	
Creation of format for Price Comparison Report		Prepare	

Screen – D12

4.1.20 Click on **“Go Back To Dashboard”** button. (As shown in **Screen – D13**)

View Estimated Cost, Approving Authority, STD [Go Back To Dashboard](#)

Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTWI001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		

[View Notice](#)

Estimated cost (in BDT) :	35000.00
Approving Authority :	Hope User
Standard Tender Document :	e-PG2
Tender/Proposal Validity in No. of Days :	60
Tender Security Validity in No. of Days :	88

Screen – D13

4.1.21 Click on **“Document”** tab of the dashboard. (As shown in **Screen – D14**)

Notice	Document	Evaluation	Opening
Notice		Edit View	
Configure Key Information		Edit View	
Clarification on Tender		Configure	
Workflow		Create	
Committee Member for Encryption/Decryption		Create	
Official Cost Estimate		Add	
Creation of format for Price Comparison Report		Prepare	

4.1.22 You may set BOQ forms, Technical forms and other forms as applicable. (As shown in **Screen – D15**)

⇒ **Note:** Detailed steps for Documents and Forms preparation refer to the **Tender Document section** in this document.

Tender Document Preparation

Tender Detail					
Tender ID :	150	Invitation Reference No. :	A/TW/001		
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55		
Procuring Entity :	Office of Procurement				
Brief :	Desktop Computers should be of Dell or HP				
					View Notice

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Grand summary :		Create																																																																																																																																														

Screen – D15

4.1.23 Click on **“Evaluation”** tab in Dashboard to create the Evaluation Committee members and also can add details in the Advertisement section (As shown in **Screen – D16**)

Evaluation Process

Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTW/001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Live		

 View Notice

Notice	Document	Evaluation	Opening
Advertisement		View	
Evaluation Committee		Create Use Existing Committee	

Screen – D16

4.1.24 To add Advertisement, PE has to click on **“View”** link (As shown in **Screen – D16**)

4.1.25 On click, the system will display a page wherein PE User has to click on **“Add Advertisement”** button on the right side (As shown in **Screen – D17**)

Notice	Document	Evaluation	Opening			
 Add Advertisement						
S. No.	Name of the News Paper	Newspaper Advertisement Date	Full URL of Advertisement Page	Website Advertisement Date	Date of URL Publishing	Action
No records found.						

Screen – D17

4.1.26 Once click on button, System will display page in which user has to provide mandatory details and click on **“Submit”** button (As shown in **Screen – D18**)

Notice	Document	Evaluation	Opening
Fields marked with (*) are mandatory			
Name of the News Paper : *		The Daily Start	Newspaper Advertisement Date : *
Full URL of Advertisement Page :			Website Advertisement Date :
Submit			

Screen – D18

4.1.27 On Submit, the System will display message **“Tender Advertisement added successfully”** (As shown in **Screen – D19**)

Notice	Document	Evaluation	Opening
--------	----------	-------------------	---------

✓
Tender Advertisement added successfully

➤ Add Advertisement

S. No.	Name of the News Paper	Newspaper Advertisement Date	Full URL of Advertisement Page	Website Advertisement Date	Date of URL Publishing	Action
1	The Daily Start	06-Nov-2011	-	-	07-Nov-2011	Edit

Screen – D19

4.1.28 Now PE User has to click again on “**Evaluation**” tab on Dashboard to define Evaluation Committee Members.

4.1.29 PE User will be able to have two options as mentioned below:

4.1.29.1 **Create Comm. Members** – If PE User selects this option then he has to create committee members (As per the business rules defined by e-GP Admin) and then form the workflow

4.1.29.2 **Use Existing Comm. Members** – if PE User selects this option then he can select the comm. Name or select the previous tender id.

4.1.30 User when selects “**Create**” comm. Members option and for that he has to click on “**Create**” hyperlink.

4.1.31 User has to give the Comm. Name and click on “**Add Members**” button and select the Committee members from same PE and other PE. (As shown in **Screen – D20**)

Committee Name : *	My TEC Comm
Minimum Members Required :	2
Maximum Members Required :	3
Minimum Members from the Same PE :	2
Minimum Members Outside PE :	0

➤ Add Members

Committee Member's Name	Committee Role	Members From	Action
Submit			

Screen – D20

4.1.32 When click on “**Add Members**” button, the system will display the pop-up window in which User has to select the members and click on “**Add**” button. (As shown in **Screen – D21**)

Add Committee Member



Same PE	Other PE		
Select	Member Name	Member Designation	Procurement Role
☐	AU User	CE	AU
☐	AO User	CE	AO
☐	TOC&POC User	CE	TOC/POC
☐	BOD User	CE	BOD
☐	TEC & PEC User	CE	TEC/PEC
☐	Hope User	CE	HOPE
☐	Accountant User	CE	Accountant

Add

Cancel

Screen – D21

4.1.33 Members selected will be added in the list where PE User has to define the Committee Role (i.e. Chairperson, Member Secretary and Member) and click on “**Submit**” button (As shown in **Screen – D22**)

Committee Name : *	My TEC Comm		
Minimum Members Required :	2		
Maximum Members Required :	3		
Minimum Members from the Same PE :	2		
Minimum Members Outside PE :	0		

Committee Member's Name	Committee Role	Members From	Action
AU User	Member	Same PE	
TOC&POC User	Member Secretary	Same PE	
TEC & PEC User	Chairperson	Same PE	

Screen – D22

4.1.34 On submitting, System will change the “**Create**” link to “**Edit**” | “**View**” link. (As shown in **Screen – D23**)

Notice	Document	Evaluation	Opening
Advertisement			View
Evaluation Committee			Edit View
Workflow			Create

Screen – D23

4.1.35 Once the members are finalized by PE User, he can go ahead in the “**Workflow**” process and get the members approved and once the whole process gets completed System will display as shown in **Screen – D24**. User has to click on “**Notify Committee Members**” link to notify the committee members approved

Notice	Document	Evaluation	Opening
Advertisement			View
Evaluation Committee			Edit Notify Committee Members View
Workflow			Edit View View Workflow History

Screen – D24

4.1.36 On click, the system will display page in which he has to mention remarks and click on “**Notify**” button. (As shown in **Screen – D25**)

Committee Name :	My TEC Comm
Minimum Members Required :	2
Maximum Members Required :	3
Minimum Members from the Same PE :	2
Minimum Members Outside PE :	0

Committee Member's Name	Committee Role	Members From
TEC & PEC User	Chairperson	Same PE
TOC&POC User	Member Secretary	Same PE
AU User	Member	Same PE

Remarks *:

Screen – D25

4.1.37 On click, the system will display message “**Committee members notified successfully**” (As shown in **Screen – D26**)

Notice	Document	Evaluation	Opening
 Committee members notified successfully			
Advertisement			View
Evaluation Committee			View
Date and time of Committee Formation			07-Nov-2011 13:04
Workflow			View View Workflow History

Screen – D26

- 4.1.38 PE User has to click on “**Opening**” Tab and has to do the same steps of Evaluation Committee formation (**Steps 4.1.30 to 4.1.37**).
- 4.1.39 Click on “**Notice**” tab on the Dashboard to configure “**Clarification on Tender**” details (As shown in **Screen – D27**)

Notice	Document	Evaluation	Opening
Notice		Edit View	
Configure Key Information		Edit View	
Clarification on Tender		Configure	
Workflow		Create	
Committee Member for Encryption/Decryption		Create	
Official Cost Estimate		Add	
Creation of format for Price Comparison Report		Prepare	

Screen – D27

- 4.1.40 On click of “**Configure**” link, the system will display a page wherein PE user has to select “**Yes**” or “**No**”. If Selected “**No**”, then for this specific tender there will be nothing like to post a query by the tenderer and get response from PE. If selected “**Yes**”, then PE has to mention last date and time for posting query that means tenderer can post query up to the mentioned date and time for which they will be getting responses from PE User. (As shown in **Screen – D28**)

Configure Clarification on Tender

Fields marked with (*) are mandatory.

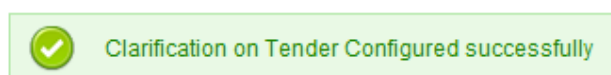
Clarification on Tender is to be allowed * Yes ▾

Last Date and Time for posting of query * 

Submit

Screen – D28

- 4.1.41 On Submit, the system will display message “**Clarification on Tender Configured Successfully**” (As shown in **Screen – D29**)



Screen – D29

- 4.1.42 Click on “**Create**” link on **Committee Member for Encryption/Decryption**, to define the Members. (As shown in **Screen – D30**)

Notice	Document	Evaluation	Opening																												
<table border="1"> <tr> <td>Notice</td><td colspan="3">Edit View</td></tr> <tr> <td>Configure Key Information</td><td colspan="3">Edit View</td></tr> <tr> <td>Clarification on Tender</td><td colspan="3">Edit View</td></tr> <tr> <td>Workflow</td><td colspan="3">Create</td></tr> <tr> <td>Committee Member for Encryption/Decryption</td><td colspan="3">Create</td></tr> <tr> <td>Official Cost Estimate</td><td colspan="3">Add</td></tr> <tr> <td>Creation of format for Price Comparison Report</td><td colspan="3">Prepare</td></tr> </table>				Notice	Edit View			Configure Key Information	Edit View			Clarification on Tender	Edit View			Workflow	Create			Committee Member for Encryption/Decryption	Create			Official Cost Estimate	Add			Creation of format for Price Comparison Report	Prepare		
Notice	Edit View																														
Configure Key Information	Edit View																														
Clarification on Tender	Edit View																														
Workflow	Create																														
Committee Member for Encryption/Decryption	Create																														
Official Cost Estimate	Add																														
Creation of format for Price Comparison Report	Prepare																														

Screen – D30

- 4.1.43 Select members of the list in **Select** column. Click on “**Submit**” button. (As shown in **Screen – D31**)

Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTW001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Being processed		

[View Notice](#)

Select	Committee Member	Committee Role
☒	TOC&POC User	Chairperson
☒	AU User	Member

[Update](#)

Screen – D31

4.1.44 Click on **“View”** link, to view the details of committee members for encryption / decryption. (As shown in **Screen – D32**)

Notice	Document	Evaluation	Opening														
<table border="1"> <thead> <tr> <th>Notice</th> <th>Edit View</th> </tr> </thead> <tbody> <tr> <td>Configure Key Information</td> <td>Edit View</td> </tr> <tr> <td>Clarification on Tender</td> <td>Edit View</td> </tr> <tr> <td>Workflow</td> <td>Create</td> </tr> <tr> <td>Committee Member for Encryption/Decryption</td> <td>Edit View</td> </tr> <tr> <td>Official Cost Estimate</td> <td>Add</td> </tr> <tr> <td>Creation of format for Price Comparison Report</td> <td>Prepare</td> </tr> </tbody> </table>				Notice	Edit View	Configure Key Information	Edit View	Clarification on Tender	Edit View	Workflow	Create	Committee Member for Encryption/Decryption	Edit View	Official Cost Estimate	Add	Creation of format for Price Comparison Report	Prepare
Notice	Edit View																
Configure Key Information	Edit View																
Clarification on Tender	Edit View																
Workflow	Create																
Committee Member for Encryption/Decryption	Edit View																
Official Cost Estimate	Add																
Creation of format for Price Comparison Report	Prepare																

Screen – D32

4.1.45 To go to Tender dashboard, click on **“Go Back to Dashboard”** button (As shown in **Screen – D33**)

TOC / POC members for Encryption/Decryption			
Tender ID :	150	Invitation Reference No. :	AxTW001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Being processed		

[Go back to dashboard](#)

[View Notice](#)

Committee Member	Committee Role
TOC&POC User	Chairperson
AU User	Member

Screen – D33

4.1.46 Click on **“Edit”** link to modify the Committee members for encryption / decryption (As shown in **Screen – D34**)

Notice	Document	Evaluation	Opening
Notice			Edit View
Configure Key Information			Edit View
Clarification on Tender			Edit View
Workflow			Create
Committee Member for Encryption/Decryption			Edit View
Official Cost Estimate			Add
Creation of format for Price Comparison Report			Prepare

Screen – D34

4.1.47 Select/Unselect committee members. Click on **“Update”** button at bottom. (As shown in **Screen – D35**)

TOC / POC members for Encryption/Decryption Go back to dashboard

Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTW001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Being processed		

[View Notice](#)

Select	Committee Member	Committee Role
☒	TOC&POC User	Chairperson
☒	AU User	Member

Update

Screen – D35

4.1.48 Click on **“Add”** link of Official Cost Estimate and System will display page in which user can input the cost estimate and click on **“Submit”** button (As shown in **Screen – D36**)

Official Cost Estimate Go back to Tender Dashboard

Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTW001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Being processed		

[View Notice](#)

Lot No.	Lot Description	Official Cost Estimate (In BDT)
1	Procurement of Computer Goods	6500000

Submit

Screen – D36

- 4.1.49 On click, the system will display message “**Official Cost Estimate Entered Successfully**” and “**Add**” link will change to “**Edit**” and “**View**” link. (As shown in **Screen – D37**). User can modify the official cost by clicking on “**Edit**” link and user can view the official cost by clicking on “**View**” link

Notice	Document	Evaluation	Opening
 Official Cost Estimate Entered Successfully			
Notice	Edit View		
Configure Key Information	Edit View		
Clarification on Tender	Edit View		
Workflow	Create		
Committee Member for Encryption/Decryption	Edit View		
Official Cost Estimate	Edit View		
Creation of format for Price Comparison Report	Prepare		

Screen – D37

- 4.1.50 PE User has to prepare now the Price comparison report and so has to click on “**Prepare**” link against the caption of Creation of format for Price Comparison Report. (As shown in **Screen – D38**)

Notice	Document	Evaluation	Opening
Notice	Edit View		 Steps for Tender Preparation
Configure Key Information	Edit View		
Clarification on Tender	Edit View		
Workflow	Create		
Committee Member for Encryption/Decryption	Edit View		
Official Cost Estimate	Edit View		
Creation of format for Price Comparison Report	Prepare		TOR: Tender Opening Report, TER: Tender Evaluation Report

Screen – D38

- 4.1.51 Type following in the screen - Report Name, Report Header, Report Footer, Report Type, Report For (TOR, TER), No. Of Columns. Click on “**Next Step**” button at bottom. (As shown in **Screen – D39**)

Enter Report Details	
Report Name : *	Price Bid Comparison
Report Header :	Tenderer wise comparison sheet
Report Footer :	Type description of the footer
Report For :	☐ TER ☒ TOR TOR: Tender Opening Report, TER: Tender Evaluation Report
No. of Columns : *	4

Next Step

Screen – D39

4.1.52 Type values and select Filled by. Click on **“Next Step”** button. (As shown in **Screen – D40**)

Price Bid Comparison			
Tenderer wise comparison sheet			
Column Header : *	Company Name	Column Header : *	Rank
Column Header : *	Amount	Column Header : *	Estimated Cost
Filled By : *	Company	Filled By : *	Auto Number
Filled By : *	Auto	Filled By : *	Estimated Cost
Type description of the footer			

Update

Instruction for Report Preparation
• Select “AutoNumber” option from the given filled by drop downlist for the column in which system generated ranks are to be displayed. • Select “Company Name” option from the given filled by drop downlist for the column in which company name is to be displayed. • Select “Auto” option from the given filled by drop downlist for the column in which the value would be derived by creating a formula. • In case if the value of a particular column is to be converted into words then select “Auto” option for the filled by drop downlist for the column by option. Necessary formula needs to be created using build formula functionality.

Screen – D40

4.1.53 Click on **“Go Back and Edit”** “you want to change the data. Click on **“OK”** button. (As shown in **Screen – D41**)

Price Bid Comparison			
Tenderer wise comparison sheet			
Company Name	Rank	Amount	Estimated Cost
Company	Auto Number	Auto	Estimated Cost
Type description of the footer			

Go Back and Edit **OK**

Screen – D41

4.1.54 Select Lot from the available list. (A package can have up to 5 Lots; Selection of lots will be based on **Evaluation type** in definition of Notice). Click on **“Select Lot”**. (As shown in **Screen – D42**)

Select	Lot No	Lot Description	TOR Prepared	TER Prepared
☒	1	Procurement of Computer Goods	No	No

Select Lot

Screen – D42

4.1.55 Select form name of **Select** column. Click on **“Build formula”** button at bottom. (As shown in **Screen – D43**)

Select form for Formula	
Select	Form Name
☒	Price and Delivery Schedule for Goods (Form e-PG2-2A)
☒	Price and Completion Schedule for Related Services (Form e-PG2-2B)

Build Formula

Screen – D43

4.1.56 Set the formula, Test Formula and click on **“Save Formula”**. (As shown in **Screen – D44**)

Form View [Go back to Dashboard](#)

Table Name : Price and Delivery Schedule for Goods

Item No.	Description of Item	Measurement Unit	Quantity	Point of Delivery	Delivery Period (in days)	Country of Origin	Unit Price in Figure (BDT)	Unit Price in Words (BDT)	Total Price in Figure (BDT)	Total Price in Words (BDT)
	Item - A1	Nos		Dhaka				Auto - Long Text		Auto - Long Text
	Item - A2	Nos		Dhaka				Auto - Long Text		Auto - Long Text

Table Name : Price and Completion Schedule for Related Services

Item No.	Description of Item	Measurement Unit	Quantity	Point of Completion	Completion Period (in days)	Country of Origin	Unit Price in Figure (BDT)	Unit Price in Words (BDT)	Total Price in Figure (BDT)	Total Price in Words (BDT)
	Item - B1	Nos		Dhaka				Auto - Long Text		Auto - Long Text
	Item - B2	Nos		Dhaka				Auto - Long Text		Auto - Long Text

Tenderer wise comparison sheet

Company Name	Rank	Amount Governing Column	Estimated Cost
Company	Auto Number		

Type description of the footer

Existing Formula(s)

S. No.	Apply To Column	Formula	Delete
1	Amount	Price and Delivery Schedule for Goods_Total Price in Figure (BDT)_3+Price and Completion Schedule for Related Services_Total Price in Figure (BDT)_3	☐

Delete

Screen – D44

4.1.57 Click on **“Create”** link on Workflow (As shown in **Screen – D45**)

Notice	Document	Evaluation	Opening
Notice	Edit View		
Configure Key Information	Create		
Clarification on Tender	Configure		
Workflow	Create		
Committee Member for Encryption/Decryption	Create		
Official Cost Estimate	Add		
Creation of format for Price Comparison Report	Prepare		

Screen – D45

4.1.58 Type **No. Of Reviewers**, **No. Of Days for File Escalation**. Click on **“Submit”** button (As shown in **Screen – D46**)

Work flow :

Module : Tender

Process : Tender Notice & Document Approval Workflow

No. of Reviewers : *

No. of Days for File Escalation : *

Submit

Screen – D46

4.1.59 Select **Procurement Role** for **Reviewer**. Click on **“Select User”**. (As shown in **Screen – D47**)

Workflow : Add Users

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	PE	PE User of Heli Orgn Dy Manager	
2	Reviewer	AO		Select User
3	Ends By	PE Secretary Minister BOD AU HOPE CCGP	PE User of Heli Orgn Dy Manager	

Submit

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Best viewed in 1024 x 768 and above. Servers Tested & Certified by CPTU: Internet Explorer 8.x, Internet Explorer 9.x, Mozilla Firefox 3.6.x

ABOUT TRUST ONLINE

Screen – D47

4.1.60 Select **Ministry/ Division/ Organization** by clicking the Icon in New Window popped by the system. (As shown in **Screen – D48**)

Search & Add user(s)

Select Ministry/Division /Organization : 

Select Office : 

Search

Select	Name of Official,Designation
No user found	
Add User	

Screen – D48

4.1.61 Double Click on Organization or Division or Ministry as applicable. (As shown in **Screen – D49**)

Department Tree - Mozilla Firefox

http://staging.eprocure.gov.bd/resources/common/DeptTre

CCGP

- Cabinet Division
 - Department of Telecommunication
 - Min. of R & B
 - Min. of Planning
 - Ministry of Aviation
 - North Division(Div.)
 - Helicopter Organisation(Org.)**
 - Ministry of Electronics
 - Ministry of Health
 - Ministry of Information Technology
 - Ministry of IT
 - Ministry of Planning
 - Ministry of Power Energy and Mineral Resource
 - Ministry of Railway
 - Ministry Road & Building





Name of Official,Designation

Add User

Screen – D49

4.1.62 Select **Office** and click on “**Search**” button. List of users of selected Procurement Role pertaining to that Office is displayed. Select the user, click on “**Add User**” button. (As shown in **Screen – D50**)

Search & Add user(s)

Select Ministry/Division /Organization : 

Select Office :

Search

Select	Name of Official,Designation
	Authorised Officer Heli Orgn ,Manager
Add User	

Screen – D50

4.1.63 Click on **Change user**, if you want to change user. You can also change **Procurement Role** and through **Change User** link again User details can be modified. If the Committee is set, click on “**Submit**” button. (As shown in **Screen – D51**)

Workflow : Add Users				
Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	PE	PE User of Heli Orgn Dy Manager	
2	Reviewer	AO	Authorised Officer Heli Orgn ,Manager	 Change User
3	Ends By	PE	PE User of Heli Orgn Dy Manager	
Submit				

Screen – D51

4.1.64 To **Process the files in Workflow**, click on “**Process the files in Workflow**” link (As shown in **Screen – D52**)

Workflow	Edit View Process file in Workflow View Workflow History
-----------------	--

Screen – D52

4.1.65 Type **Comments**, Select **Action** from the Drop down Combo box. (As shown in **Screen – D53**)

4.1.66 **Upload a Document** to upload any necessary documents. (As shown in **Screen – D53**)

4.1.67 Click on “**Submit**” button. (As shown in **Screen – D53**)

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

Monday, 23 May, 2011 14:38:51 BST Last Login : Monday, 23 May, 2011 14:26:00 Welcome, PE User of Heli Orgn | Logout

[View All Notifications](#)

Process file in Workflow [Go back to Tender Dashboard](#)

File Details : [View Tender Notice](#) | [View Tender Document](#)

Module Name : Tender Notice & Document Approval Workflow

Process Name : Tender

Comments : *

Source

Normal Font Size

Forwarded

Action : * Forward

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
No Records Found							

Workflow Level :

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand
1.	Starts By	PE	PE User of Heli Orgn, Dy Manager	YES
2	Reviewer	AO	Authorised Officer Heli Orgn, Manager	NO
3	Ends By	PE	PE User of Heli Orgn, Dy Manager	NO

Submit

Screen – D53

Note: Reviewer has to log on with his e-mail ID and current password, go to **Workflow, Pending Task**, and select **Pending task** and type the necessary information in required boxes. For details of workflow, refer to the Workflow section in this document.

4.1.68 Once the workflow is approved, it comes back to the authority set as **Starts By**.

4.1.69 Click on “**Publish**” link. (As shown in **Screen – D54**)

Notice	Document	Evaluation	Opening								
Notice Edit View Publish Steps for Tender Preparation											
Configure Key Information Edit View											
Clarification on Tender Edit View											
Workflow Edit View View Workflow History											
Committee Member for Encryption/Decryption Edit View											
Official Cost Estimate Edit View											
Creation of format for Price Comparison Report Prepare TOR: Tender Opening Report, TER: Tender Evaluation Report <table border="1"> <thead> <tr> <th>S. No.</th> <th>Report Title</th> <th>For TOR / TER</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Price Bid Comparison</td> <td>TOR</td> <td> Edit Report Format Edit Report Formula View Delete Report Format </td> </tr> </tbody> </table>				S. No.	Report Title	For TOR / TER	Action	1	Price Bid Comparison	TOR	Edit Report Format Edit Report Formula View Delete Report Format
S. No.	Report Title	For TOR / TER	Action								
1	Price Bid Comparison	TOR	Edit Report Format Edit Report Formula View Delete Report Format								

Screen – D54

4.1.70 Type your comments and click on “**Publish**” button (As shown in **Screen – D55**)

Publish Notice Details				Go Back to Dashboard	
Ministry :	Ministry of Procurement	Division :			
Organization :	Organization of Procurement	Procuring Entity Name :	Office of Procurement		
Procuring Entity Code :		Procuring Entity District :	Dhaka		
Procurement Nature :	Goods	Procurement Type :	NCT		
Event Type :	TENDER	Invitation for :	Tender - Single Lot		
Invitation Reference No. :	AKTW/001				
Key Information and Funding Information :					
Procurement Method :	Open Tendering Method (OTM)	Budget Type :	Revenue		
Source of Funds :	Government				
Particular Information :					
Project Code :	Not applicable	Project Name :	Not applicable		
Tender Package No. and Description :	PKG-No-05112011 Procurement of Computer Goods				
Category :	Computer and related services;Hardware consultancy services;Hardware selection consultancy services;Hardware disaster-recovery consultancy services;Computer-site planning consultancy services;Computer hardware acceptance testing consultancy services;Computer audit consultancy and hardware consultancy services;Software programming and consultancy services;Programming services of packaged software products;Systems and technical consultancy services;Custom software development services;Systems analysis and programming services;System maintenance and support services;Software-related services;Data services;Data-processing services;Database services;Computer-related services;Computer-related management services;Computer support and consultancy services;Computer network services;Computer upgrade services;Computer audit services;Computer testing services;Computer back-up services;Computer catalogue conversion services;Computer-related professional services				
Scheduled Tender Publication Date and Time :	06-Nov-2011 15:55	Tender Document last selling / downloading Date and Time :	07-Nov-2011 15:55		
Pre - Tender meeting Start Date and Time :	08-Nov-2011 15:55	Pre - Tender meeting End Date and Time :	09-Nov-2011 15:55		
Tender Closing Date and Time :	30-Nov-2011 15:55	Tender Opening Date and Time :	20-Dec-2011 15:55		
Last Date and Time for Tender Security Submission :	08-Nov-2011 15:55				
Information for Tenderer / Applicant :					
Eligibility of Tenderer :	Having Experience in Installation, Configuration and Setup of computers				
Brief Description of Goods and Related Service :	Desktop Computers should be of Dell or HP				
Evaluation Type :	Lot wise				
Document Available :	Package wise				
Document Fees :	Package wise				
Tender Document Price (In BDT) :	1000				
Mode of Payment :	Payment through Bank				
Lot No.	Identification of Lot	Location	Tender security (Amount in BDT)	Start Date	Completion Date
1	Procurement of Computer Goods	Dhaka	1000	27-Dec-2011	08-Jan-2012
Procuring Entity Details:					
Name of Official Inviting Tender :	PE User	Designation of Official Inviting Tender :	CE		
Address of Official Inviting Tender :	Address : Dhaka City : Dhaka Thana : Dhaka District : Dhaka - 1010 Country : Bangladesh	Contact details of Official Inviting Tender :	Phone No : 02-9144252 Fax No :		
The procuring entity reserves the right to accept or reject all Tenders / Pre-Qualifications / EOs					
Comments*	Publish Tender Notice Publish				

Screen – D55

4.1.71 On click, the system will display a message “**Tender published successfully**” (As shown in **Screen – D56**)

Notice	Document	PreTender Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	CMS								
Tender Published successfully																	
Notice		View			Steps for Tender Preparation												
Configure Key Information		View															
Clarification on Tender		View															
Workflow		View View Workflow History															
Committee Member for Encryption/Decryption		View															
Official Cost Estimate		Edit View															
Creation of format for Price Comparison Report		Prepare			TOR: Tender Opening Report, TER: Tender Evaluation Report												
		<table border="1"> <thead> <tr> <th>S. No.</th> <th>Report Title</th> <th>For TOR / TER</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Price Bid Comparison</td> <td>TOR</td> <td> Edit Report Format Edit Report Formula View Delete Report Format </td> </tr> </tbody> </table>			S. No.	Report Title	For TOR / TER	Action	1	Price Bid Comparison	TOR	Edit Report Format Edit Report Formula View Delete Report Format					
S. No.	Report Title	For TOR / TER	Action														
1	Price Bid Comparison	TOR	Edit Report Format Edit Report Formula View Delete Report Format														
Cancellation of Tender		Cancel															

Screen – D56

4.2 My Tender (Tender >> My Tender)

4.2.1 If PE User wants to view the Tenders, then click on “**My Tenders**” sub-menu (As shown in **Screen – D57**)

Home	Message Box	APP	Tender	Workflow	Evaluation	Debarment	My Account	Help
Tuesday, 08 Nov, 2011 11:02:35 BST			Create Tender My Tender All Tenders	Last Login : Tuesday, 8 Nov, 2011 11:02:00				

Screen – D57

4.2.2 On click, System will show Search parameters through which PE User can search like (Select Procurement Nature, Procurement Type, Procurement Method, Tender ID, Reference No., Publishing Date From – Publishing Date To and Status) and required result will be displayed in the grid. (As shown in **Screen – D58**) System will show 5 tabs – “**Under Preparation**” | “**Live**” | “**Processing**” | “**Archived**” | “**Cancelled**”

My Tenders

Collapse

Procurement Nature :
 Procurement Type :
 Procurement Method :
 ID :
 Reference No :
 Publishing Date From :
 Publishing Date To :
 Status :

Tender Search Result

Under Preparation | **Live** | Processing | Archived | Cancelled

S. No.	Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	133, Inv-Ref- No-001-07102011	Goods, PKG-002-07102011 Procurement of Computer Goods and Stationery Items	Ministry of Aviation, PE Office Min of Aviation	NCT, OTM	09-Oct-2011 12:14:00 , 03-Nov-2011 12:14:00	

Page 1 - 1

First Previous Next Last

Screen – D58

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

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

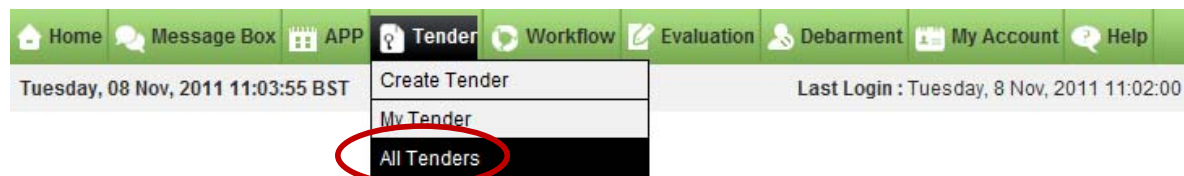
4.2.2.3 **Processing Tenders Tab** → Criteria for **Processing Tab** is wherein the tender closing date is lapsed and contract is not signed.

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

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

4.3 All Tenders (Tender >> All Tenders)

4.3.1 In All Tender section, all tenders will be displayed relating to any Ministry. For this PE User has to click on “All Tenders” sub-menu (As shown in **Screen – D59**)



Screen – D59

4.3.2 On click, System will show Search parameters through which PE User can search like (Select Ministry / Division / Organization, Select Procuring Entity, Select Procurement Nature, Select Procurement Type, Select Procurement Method, Enter Tender ID, Enter Reference No., Select Publishing Date From – Publishing Date To, Select Closing Date From – Closing Date To or Select Category) and required result will be displayed in the grid. (As shown in **Screen – D60**) System will show 4 tabs – “Live” | “Archive” | “Cancelled” | “All”

All Tenders

Select Ministry/Division/Organization :

Procuring Entity :

Procurement Nature :

Procurement Type :

Tender ID :

From Publishing Date :

From Closing Date :

Category :

Procurement Method :

Reference No :

To Publishing Date :

To Closing Date :

Tenders Search Results						
Live	Archive	Cancelled	All			
No.	Tender ID, Reference No	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date and Time, Closing Date and Time	
1	129, Work Invitation 001	Works, Brief Description	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Oct-2011 15:17, 24-Oct-2011 15:17	
2	131, 021011	Goods, checking	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Oct-2011 13:22, 07-Nov-2011 13:13	
3	128, 2809111	Goods, JVCA Test case	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	28-Sep-2011 15:17, 23-Oct-2011 15:10	
4	127, Inv-Ref-No-20092011	Goods, PKQ-001-20092011 Procurement of Computer Goods	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	21-Sep-2011 11:02, 25-Oct-2011 11:02	
5	126, vcfbhccv	Goods, as per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OSTETM	19-Sep-2011 12:16, 23-Oct-2011 11:48	
6	123, Tender-works-LTM	Works, As per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	17-Sep-2011 12:00, 09-Oct-2011 11:58	
7	122, tender-LTM-goods	Goods, As per dochjhkhj	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	15-Sep-2011 15:36, 10-Oct-2011 15:37	
8	121, APP-OTM-works-NO pQ	Works, as per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	14-Sep-2011 19:21, 20-Oct-2011 19:20	
9	120, APP-OTM	Goods, As per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	14-Sep-2011 13:03, 06-Nov-2011 13:03	
10	108, IRF12001	Goods, Agricultural, horticultural, hunting and related products; Services provided by extra-territorial organisations and bodies; Crops, products of market gardening and horticulture; Cereals and other crops; Vegetables, horticultural products and nursery	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	09-Sep-2011 20:20, 24-Oct-2011 11:46	
Page 1 of 2				1	Go To Page	
				« First « Previous Next » Last »		

Screen – D60

4.3.2.1 Live Tenders Tab → By default, System will show **Live** Tab and criteria will be all the tenders which are published and still closing date and time is not over will be displayed.

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

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

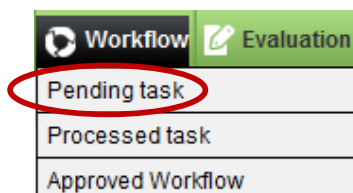
4.3.3 All Tenders Tab → Criteria for **All Tenders Tab** is where all the tenders will be displayed.

5. Workflow

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

5.2 Pending Task (Workflow >> Pending Task)

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



Screen – E1

5.2.2 PE User can use search condition as input values (**Module Name, Process Name, APP/Tender ID, Processed By, From Processed Date and Time and To Processed Date and Time** – As shown in **Screen – E2**) and the result will be displayed in grid table.

A screenshot of a search form. It contains six input fields arranged in two columns. The left column has fields for 'Module Name:', 'ID:', and 'From Processed Date and Time:'. The right column has fields for 'Process Name:', 'Processed By:', and 'To Processed Date and Time:'. Below the input fields are two buttons: 'Search' and 'Reset'.

Screen – E2

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

Process file in Workflow

File Details : [View](#)

Module Name : Annual Procurement Plan (APP)

Process Name : App Approval Workflow

Comments : *

Action : * Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
1	239	Minister Manish - Minister	15-Oct-2011 14:42:38	Forwarded	View	Minister User - Minister	No Files Uploaded

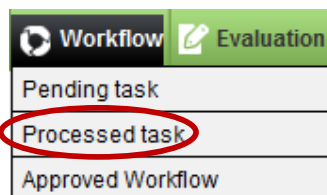
Workflow Level :

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand
1	Starts By	PE	Minister Manish, Minister	NO
2	Reviewer	Minister	Minister User, Minister	YES
3	Ends By	HOPE	Minister Manish, Minister	NO

Screen – E3

5.3 Processed Task (Workflow >> Processed Task)

5.3.1 PE User will click on “**Processed Task**” to verify the files which are processed in the workflow. (As shown in **Screen – E4**)



Screen – E4

5.3.2 PE User can use search condition as input values (Module Name, Process Name, APP/Tender ID, Processed By, From Processed Date and Time and To Processed Date and Time – As shown in **Screen – E5**) and the result will be displayed in grid table.

Screen – E5

5.3.3 If PE User wants to view the details, then click on “**History**” link under Action column and system will display the Workflow History page. (As shown in **Screen – E6**)

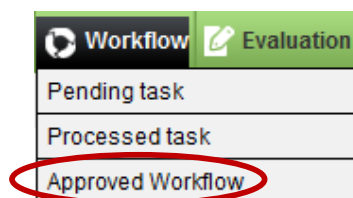
User will be shown APP Information Bar / Tender Details with Workflow History in the grid table.

S.No	Module Name	Process Name	ID	Processed By	Processed Date and Time	Action	To be Processed By	Action
1	Tender	Technical Sub Committee Approval	2503	PE User - Tester-abc	01-Sep-2011 16:24:12	Forwarded	Hope User - Tester-abc	History
2	Tender	Technical Sub Committee Approval	2490	PE User - Tester-abc	31-Aug-2011 16:50:29	Forwarded	Hope User - Tester-abc	History
3	Tender	Technical Sub Committee Approval	2443	PE User - Tester-abc	29-Aug-2011 13:28:45	Forwarded	Hope User - Tester-abc	History
4	Tender	Cancel Tender	2471	PE User - Tester-abc	27-Aug-2011 14:43:43	Forwarded	Hope User - Tester-abc	History

Screen – E6

5.4 Approved Workflow (Workflow >> Approved Workflow)

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



Screen – E7

5.4.2 PE User can use search condition as input values (Module Name, Process Name, APP/Tender ID, Processed By, From Processed Date and Time and To Processed Date and Time – As shown in **Screen – E8**) and the result will be displayed in grid table.

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

Screen – E8

5.4.3 If PE User wants to view the details, then click on “**View**” link under Action column and system will display Process file in Workflow page. (As shown in **Screen – E9**) User will be shown File Details, Module, Process Name, Workflow History, Workflow Level and User has to fill details – Comments, Select from Action (Pull –

File to be pulled from another user), Upload Document (Required document to be uploaded). Click on **Submit** button.

S.No	ModuleName	Process Name	ID	Action
1	Annual Procurement Plan (APP)	APP Approval	1604	View
2	Annual Procurement Plan (APP)	APP Approval	1605	View
3	Annual Procurement Plan (APP)	APP Approval	1607	View
4	Annual Procurement Plan (APP)	APP Approval	1608	View

Screen – E9

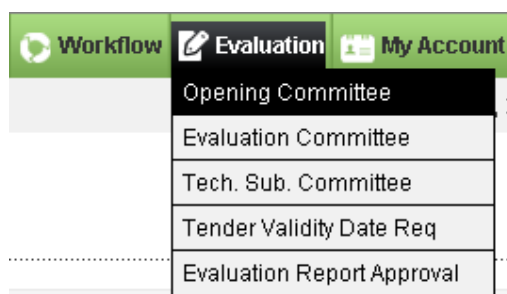
6. Evaluation

6.1 Evaluation >> Opening Committee

6.1.1 Opening Committee Members are formed before Publishing of Tender Notice. These members have to Login into the system and click on “**Opening Committee**” link (As shown in **Screen - F1**)

6.1.2 User can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - F2**) and the result will be displayed in grid table.

6.1.3 Click on “**Dashboard**” icon and the system will display Tender with “**Opening**” Tab selected. (As shown in **Screen - F3**)



Screen – F1

Opening committee listing

Select Ministry/Division /Organization : 

Procuring Entity :

ID : Ref.No :

Opening Date and Time : 

Screen – F2

Opening committee listing

Select Ministry/Division /Organization : 

Procuring Entity :

ID : Ref.No :

Opening Date and Time : 

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2443	Inv-Ref- No-001-23082011	PKG-001/23082011 Procurement of Computer Goods	Organisation of ETL	office1	27-Aug-2011 11:56	

Page 1 of 1 « First < Previous Next > Last »

Screen – F3

6.1.4 Then respective TOC members have to click against their name, system will display *Name of the TOC members, Committee Role, Procurement Role, Is Decryptor or NOT, Opening Status & Opening Date & Time.* (As shown in **Screen – F4**)

NOTE...!!!

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

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

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

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

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

Opening Committee	View
Package No.	PKG-001/23082011
Package Description	Procurement of Computer Goods

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

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

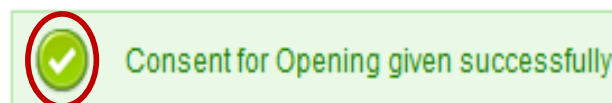
Committee Members	Committee Role	Procurement Role	Is Decryptor (Yes/No)	Opening Status	Opening Date and Time
Nitin (HOPE)	Chairperson	HOPE	Yes	Pending	-
Nitin (TOC)	Member	TOC/POC	Yes	Pending	-

Screen – F4

Fields marked with (*) are mandatory.

e-mail ID :	nitinhope@abc.com
Password : *	••••••••
Comments : *	Logged In.
Submit	

Screen – F5



Screen – F6

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

6.1.8 On successful verification on **“Verify Mega Mega Hash”** system will prompt the message i.e. **“Mega Mega Hash Verified Successfully”** (As shown in **Screen – F8**)

6.1.9 After verifying the **“Mega Mega Hash”** system will redirect TOC members to **“Decrypt All”** & **“Decrypt”** window whereas TOC members will be in a spot to **“Decrypt All”** the forms at a go **OR** form wise **“Decrypt”**, both the options would be available to TOC members (As shown in **Screen – F9**)

Committee Members	Committee Role	Procurement Role	Is Decryptor (Yes/No)	Opening Status	Opening Date and Time
Nitin (HOPE)	Chairperson	HOPE	Yes	Agreed	27-Aug-2011 12:35
Nitin (TOC)	Member	TOC/POC	Yes	Agreed	27-Aug-2011 12:40

 To Verify the Integrity of the Tenderer's Document click on 'Verify Mega Mega Hash' button

Verify Mega Mega Hash

Screen – F7

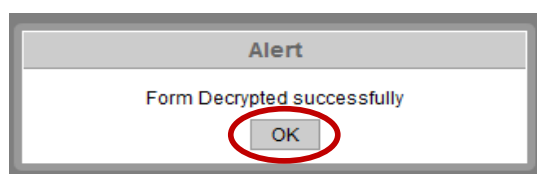
 Mega Mega Hash verified successfully

Screen – F8

Form Name		Action
		Decrypt All
Schedule of Requirements Form		Decrypt
Technical Specifications Form		Decrypt
Lot No.	1	
Lot Description	Procurement of Computer Goods	
BoQ Specification Form - 1		Decrypt
BoQ Specification Form - 2		Decrypt
Grand Summary		-

Screen – F9

6.1.10 The moment click is made on **“Decrypt”** then the system will display the message i.e. **“Form Decrypted successfully”**. Once the decryption is done then TOC members will be in a spot to view the Tenderer Response. (As shown in **Screen – F10**)



Screen – F10

6.1.11 After successful completion of “**Decryption**” process system will provide the automated “**Comparative & Individual Report**”, whereas TOC members will be able to see the Comparative as well as an Individual response of the tenderer. (As shown in **Screen – F11, 11 (A) & (B)**)

Form Name		Action
		Decrypt All
Schedule of Requirements Form		Comparative Report Individual Report
Technical Specifications Form		Decrypt
Lot No.	1	
Lot Description	Procurement of Computer Goods	
BoQ Specification Form - 1		Decrypt
BoQ Specification Form - 2		Decrypt
Grand Summary		-

Screen – F11

Package No	Package Description	
PKG-001/23082011	Procurement of Computer Goods	
Schedule of Requirements Form		
Schedule of Requirements Form - Header		
Schedule of Requirements Form Table		
Schedule Requirements	Details	
	Nitin & Co	Dash Techno Ltd
Schedule 1	Yes	Yes
Schedule 2	Yes	Yes
Schedule 3	Yes	Yes
Schedule of Requirements Form - Footer		

System Generated Report based on the tender / proposal submitted by the Tenderers / Consultants

Screen – F11 (A)

<u>Dash Techno Ltd</u>	
Schedule of Requirements Form	
Schedule of Requirements Form - Header	
Schedule of Requirements Form Table	
Schedule Requirements	Details
Schedule 1	Yes
Schedule 2	Yes
Schedule 3	Yes
Schedule of Requirements Form - Footer	

This Schedule of Requirements Form is Electronically Signed by Mr. Darshit Shah on behalf of Dash Techno Ltd

<u>Nitin & Co</u>	
Schedule of Requirements Form	
Schedule of Requirements Form - Header	
Schedule of Requirements Form Table	
Schedule Requirements	Details
Schedule 1	Yes
Schedule 2	Yes
Schedule 3	Yes
Schedule of Requirements Form - Footer	

This Schedule of Requirements Form is Electronically Signed by Mr. Nitin Jadav on behalf of Nitin & Co

Screen – F11 (B)

6.1.12 Once the **“Decryption”** process of all the forms completed then system will provide the Comparative & an Individual Report of all the Technical and Commercial Forms to TOC members. (As shown in **Screen – F12**)

Form Name	Action
Schedule of Requirements Form	Comparative Report Individual Report
Technical Specifications Form	Comparative Report Individual Report
Lot No.	1
Lot Description	Procurement of Computer Goods
BoQ Specification Form - 1	Comparative Report Individual Report
BoQ Specification Form - 2	Comparative Report Individual Report
Grand Summary	Comparative Report Individual Report
Tender Opening Report :	TOR1 TOR2
Tenderer's Hash :	View

Screen – F12

6.1.13 After that system will display the “**TOR1**” Report to TOC members and all TOC members need to give their Approval by clicking against their Name. (As shown in **Screen – F13**)

Tender Opening Report 1 [Print](#) [Go Back to Dashboard](#)

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		

[View Notice](#)

Tender Opening Report 1			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		

Procurement Data			
Procurement Type	Funding By	Budget Type	Method
NCT	GOB	Revenue	Open Tendering Method

Procurement Plan	
Approving Authority	Approval Status
Name: Hope User	Approved

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

Tender Date and Time	
Date and Time of Publishing	Date and Time of Closing
27-Aug-2011 11:15	28-Aug-2011 16:21

Opening Date and Time	
Original Date and Time	
27-Aug-2011 11:56	

Tender Document			
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
2	2	0	0

TOC Members		
Click on link to Sign	Nitin (HOPE)	Nitin (TOC)
Committee Role	Chairperson	Member
Designation	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO
Electronically Signed TOR On	-	-

Screen – F13

6.1.14 After giving Consent to “**TOR1**” Report, TOC member has to click on “**TOR2**”. After that system will display the “**TOR2**” Report to TOC members and all TOC

members need to give their Consent same as like “TOR1” by click against their Name. (As shown in **Screen – F14**)

Tender Opening Report 2 [Print](#) [Go Back to Dashboard](#)

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		

[View Notice](#)

Tender Opening Report 2			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		

Tender Date and Time				
Date and Time of Publishing	Date and Time of Closing	Date and Time of Opening	Tender Validity Date	Tender Security Validity Date
27-Aug-2011 11:15	28-Aug-2011 16:21	27-Aug-2011 11:56	11-Sep-2011	27-Aug-2011

Tender Document			
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
2	2	0	0

S. No.	Name of Tenderer / Consultant	Date and Time of Submission	Tender Security Type	Tender Security Amount	Name of Bank & Branch, Date of Issue	Tender Security Valid upto (Date)	Tender Validity upto (Date)
1	Nitin & Co	27-Aug-2011 11:55	Pay Order	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:58	27-Aug-2011	11-Sep-2011
2	Dash Techno Ltd	27-Aug-2011 11:52	Bank Guarantee	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:57	27-Aug-2011	11-Sep-2011

TOR Report - Header			
Company Name	Rank	Amount	Estimated Cost
Dash Techno Ltd	1	28000.444	35000.000
Nitin & Co	2	28800.444	35000.000

TOR Report - Footer

TOC Members		
Click on link to Sign	Nitin (HOPE)	Nitin (TOC)
Committee Role	Chairperson	Member
Designation	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO
Electronically Signed TOR On	-	-

Screen – F14

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

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

Screen – F15

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

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

Screen – F16

- 6.1.17 Then Tenderer wise Hash would be available to TOC members, by clicking on “**View**” TOC member will be able to see the Hash of Techno - Commercial forms of Tenderer. (As shown in **Screen – F17**)

View Tenderer's Hash

[Go Back](#)

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		
View Notice			
Tender Mega Mega Hash : ebf122467346f319e13430e0e6f8d7c3455cf995			
S. No.	Tenderers / Consultants	Mega Hash	Submitted Forms and Documents e-Signature
1	Nitin & Co	763f1aa40c91949f88ce1ac738dcc86111c93b03	View
2	Dash Techno Ltd	b2f34a8b3823780e34a5c7524078116ec74ffe3c	View

Screen – F17

- 6.1.18 Last step in opening process i.e. “**Close**”, the moment all TOC Members have gone through the “**TOR1 & TOR2**” then Chairperson will “**Close**” the same. To “**Close**” the TOC, the Chairperson has to give the comments and at the end need to click the “**Submit**” button. (As shown in **Screen – F18**)
- 6.1.19 On successful closing of “**TOR**”, the system will prompt the message on chairperson screen i.e. “**Tender closed successfully**” (As shown in **Screen – F19**)
- 6.1.20 On clicking on “**Send to PE**” system will ask the confirmation to Chairperson i.e. “**Once you hand over the Tender/Proposal including reports to PE, access of all TOC/POC members will be frozen i.e. They cannot view the Tender/Proposal including report details as an “OK” or “CANCEL”**” (As shown in **Screen – F20**)

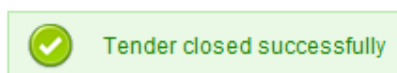
6.1.21 Provide the comments and click on **“Submit”** button (As shown in **Screen – F21**)

6.1.22 On successful send of the same system will prompt the message on Chairperson screen i.e. **“Sent to PE Successfully”** (As shown in **Screen – F22**)

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

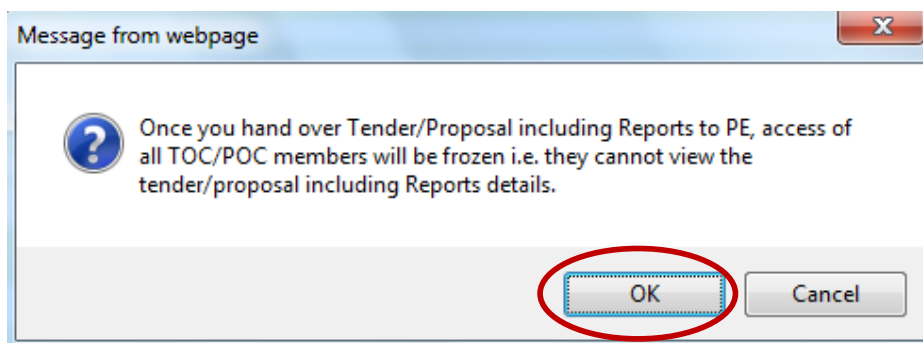
Comments : *	TOC is CLOSE
Submit	

Screen – F18



Screen – F19

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



Screen – F20

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

PE User:	PE User
Comments : *	TOC Report Send to PE
Submit	

Screen – F21

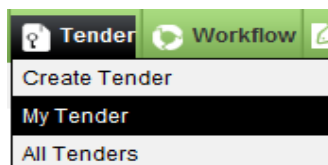


Sent to PE successfully

Tender Opening Report :	Sent to PE for processing
Tenderer's Hash :	View

Screen – F22

6.1.23 For an objective of viewing the “**TOR1 & TOR2**” concern PE has to login to the system then needs to Click on “**Tender**” then “**My Tender**”. (As shown in **Screen – F23**)



Screen – F23

6.1.24 Then a search window will be displayed to PE whereas PE can locate the Tender with the help of different searching criteria viz. **Procurement Nature, Procurement Type, Procurement Method, Tender ID, Publishing Date From, Status, Reference No and Publishing Date To**. Once the Tender is found then PE has to click on “**Dashboard**” Icon which would be available at the last column. (As shown in **Screen – F24**)

Search window with filters:

- Procurement Nature: -- Select Nature --
- Procurement Type: -- Select Type --
- Procurement Method: -- Select Procurement Method --
- ID: 2443
- Reference No:
- Publishing Date From:
- Publishing Date To:
- Status: -- Select --

Buttons: Search, Reset

Tender Search Result

Under Preparation | Live | **Processing** | Archived | Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref-No-001-23082011	Goods, Proc-201223082011, Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office1	NCT, QTM	27-Aug-2011 11:15:00, 28-Aug-2011 15:21:00	

Page 1 - 1 | 1 | Go To Page | First | Previous | Next | Last

Screen – F24

6.1.25 After that PE will be able to see the different tabs of Dashboard whereas PE needs to Click on “**Opening**” tab (As shown in **Screen – F25**)

6.1.26 By clicking on “**Opening**” tab, PE will be able to see the “**TOR1 & TOR2**” link by clicking on that link comprehensive report of the same will be displayed to PE. (As shown in **Screen – F26 & F27**)

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Opening Committee		View					
Tender Opening Report :		TOR1 TOR2 Send to TEC/PEC Chairperson					
Tenderer's Hash :		View					

Screen – F25

Tender Opening Report 1			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		
Procurement Data			
Procurement Type	Funding By	Budget Type	Method
NCT	GOB	Revenue	Open Tendering Method
Procurement Plan			
Approving Authority		Approval Status	
Name:	Hope User	Approved	
Tender Document			
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
2	2	0	0
TOC Members			
Committee Members	Nitin (HOPE)	Nitin (TOC)	
Committee Role	Chairperson	Member	
Designation	RNB-PE	RNB-PE	
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	
Electronically Signed TOR On	29 Aug 2011 10:52	29 Aug 2011 10:53	

Screen – F26

Tender Opening Report 2

[Print](#)
[Save As PDF](#)
[Go Back to Dashboard](#)

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		

[View Notice](#)

Tender Opening Report 2			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		

Tender Date and Time				
Date and Time of Publishing	Date and Time of Closing	Date and Time of Opening	Tender Validity Date	Tender Security Validity Date
27-Aug-2011 11:15	28-Aug-2011 16:21	27-Aug-2011 11:56	11-Sep-2011	27-Aug-2011

Tender Document			
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
2	2	0	0

S. No.	Name of Tenderer / Consultant	Date and Time of Submission	Tender Security Type	Tender Security Amount	Name of Bank & Branch, Date of Issue	Tender Security Valid upto (Date)	Tender Validity upto (Date)
1	Nitin & Co	27-Aug-2011 11:55	Pay Order	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:58	27-Aug-2011	11-Sep-2011
2	Dash Techno Ltd	27-Aug-2011 11:52	Bank Guarantee	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:57	27-Aug-2011	11-Sep-2011

TOR Report - Header			
Company Name	Rank	Amount	Estimated Cost
Dash Techno Ltd	1	28000.444	35000.000
Nitin & Co	2	28800.444	35000.000
TOR Report - Footer			

TOC Members		
Committee Members	Nitin (HOPE)	Nitin (TOC)
Committee Role	Chairperson	Member
Designation	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO
Electronically Signed TOR On	29 Aug 2011 11:01	29 Aug 2011 11:01

Screen – F27

6.1.27 For an objective of sending the same to the TEC / PEC Chairperson, PE has to click on **“Send to TEC/PEC Chairperson”** (As shown in **Screen – F28**)

6.1.28 Provide your comments and click on **“Submit”** button. (As shown in **Screen – F29**)

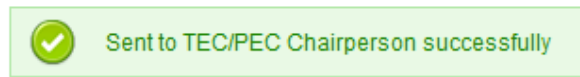
6.1.29 On the successful submission of the same system, System will prompt the message on PE screen i.e. **“Sent to the TEC / PEC Chairperson Successfully”** (As shown in **Screen – F30**)

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Opening Committee		View					
Tender Opening Report :		TOR1 TOR2 Send to TEC/PEC Chairperson					
Tenderer's Hash :		View					

Screen – F28

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
TEC/PEC Chairperson:		Nitin (HOPE)					
Comments : *		Gone through the TOR1 & TOR2, Sending to TEC Chairperson.					
		Submit					

Screen – F29



Screen – F30

6.2 Evaluation >> Evaluation Committee

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

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

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

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

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

Screen – G1

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity : -- Select Office --

ID : Ref.No :

Opening Date and Time :

[Search](#) [Reset](#)

Please enter at least One search criteria

Screen – G2

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity : -- Select Office --

ID : 2443 Ref.No :

Opening Date and Time :

[Search](#) [Reset](#)

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2443	Inv-Ref-No-001-23082011	PKG-001/23082011 Procurement of Computer Goods	Organisation of ETL	office1	27-Aug-2011 11:56	

Page 1 of 1 [Go To Page](#) [« First](#) [« Previous](#) [Next »](#) [Last »](#)

Screen – G3

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
Evaluation Committee				View		
Date and time of Committee Formation				23-Aug-2011 16:18		
Evaluation Configuration				Configure		
Estimated Cost				View		

Screen – G4

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

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

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

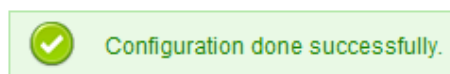
After defining the Evaluation Type, TEC Chairperson has to click on the “**Submit**” button (As shown in **Screen –G5**)

6.2.6 On the successful configuration of the same system will prompt the message on Chairperson screen i.e. “**Configuration Done Successfully**” (As shown in **Screen – G6**)

Evaluation Committee	View
Date and time of Committee Formation	23-Aug-2011 16:18
Evaluation Configuration	Configure
Estimated Cost	View
Configure Evaluation Methodology	
Evaluation Type	☒ Individual ☐ Team
Submit	

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

Screen – G5



Screen – G6

6.2.7 Once the Configuration is done, after that each TEC member has to log in with their unique Login ID & Password by clicking against their name. (As shown in **Screen – G7**)

6.2.8 After clicking against the name, system will fetch the TEC member user ID, password and comments TEC member has to mention, at the end needs to click on **“Submit”** button (As shown in **Screen – G8**)

6.2.9 On successful completion of Declaration system will display the message on TEC member screen i.e. **“Declaration Given Successfully”** (As shown in **Screen – G9**)

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing																
Evaluation Committee			View																			
Date and time of Committee Formation			23-Aug-2011 16:18																			
Evaluation Configuration			View Configuration																			
Estimated Cost			View																			
TSC Formation Required			Yes																			
Declaration Clarification																						
Committee Name			My TEC COM																			
<table border="1"> <thead> <tr> <th>Committee Members</th> <th>Committee Role</th> <th>Declaration Status</th> <th>Declaration Date and Time</th> </tr> </thead> <tbody> <tr> <td>Nitin (HOPE)</td> <td>Chairperson</td> <td>Pending</td> <td></td> </tr> <tr> <td>Nitin (AU)</td> <td>Member</td> <td>Pending</td> <td></td> </tr> <tr> <td>Nitin (TEC)</td> <td>Member</td> <td>Pending</td> <td></td> </tr> </tbody> </table>							Committee Members	Committee Role	Declaration Status	Declaration Date and Time	Nitin (HOPE)	Chairperson	Pending		Nitin (AU)	Member	Pending		Nitin (TEC)	Member	Pending	
Committee Members	Committee Role	Declaration Status	Declaration Date and Time																			
Nitin (HOPE)	Chairperson	Pending																				
Nitin (AU)	Member	Pending																				
Nitin (TEC)	Member	Pending																				

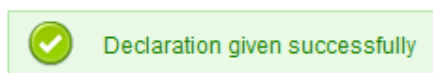
Screen – G7

Fields marked with (*) are mandatory

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

Submit

Screen – G8



Screen – G9

6.2.10 The moment all the TEC members logged into the system after that system will display the **“Declaration Status”** as a **“Declaration Given”** along with **“Declaration Date and Time”** (As shown in **Screen – G10**)

Committee Members	Committee Role	Declaration Status	Declaration Date and Time
Nitin (HOPE)	Chairperson	Declaration given	29-Aug-2011 15:39
Nitin (AU)	Member	Declaration given	29-Aug-2011 15:41
Nitin (TEC)	Member	Declaration given	29-Aug-2011 15:40

Screen – G10

6.2.11 If any member of TEC is having any sort of query against any tenderer then the same can be addressed with the help of **“Seek Clarification from Tenderer”**. Upon successful login by all the TEC members this link will be activated. (As shown in **Screen – G11**)

6.2.12 Then TEC member has to ask the query, query always would be form specific. Against each form TEC member can ask the query to the tenderer by clicking on **“Seeking Clarification for a Form”** and at last TEC member has to click on **“Submit”** button. If TEC members would like to remove the same that also can be done with the help **“Remove”** (As shown in **Screen – G12, G13 & G14**)

6.2.13 TEC member is also having the privilege to upload the query pertain document along with the query. The same document TEC member can **“Download”** and **“Delete”** (As shown in **Screen – G15**)

6.2.14 After posting of all the questions by TEC members then the same needs to send to Chairperson with the help of tab i.e. **“Click Here to Notify Chairperson once you have posted all Questions”** (As shown in **Screen – G16**)

6.2.15 On Click, the system will display TEC Member message **“Successfully Sent to Chairperson”** (As shown in **Screen – G17**)

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	-	Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer
2	Dash Techno Ltd	-	Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer
Lot No.	Lot Description		Action
1	Procurement of Computer Goods		Evaluation Pending

Screen – G11

Declaration	Clarification	
Company Details		
Company Name :	Nitin & Co	
Package Information		
Package No. :	PKG-001/23082011	
Package Description :	Procurement of Computer Goods	
Form Name	Evaluation Status	Action
Technical Specifications Form	Pending	Seek Clarification for a form Upload Document
Schedule of Requirements Form	Pending	Seek Clarification for a form Upload Document

Screen – G12

Form Name : <u>Technical Specifications Form</u>	
Post Query	
Query :	Please submit your ISO Details.
Submit	

Screen – G13

Form Name : <u>Technical Specifications Form</u>			
Post Query			
Query :			
Submit			
S. No.	Member Name	Query	Action
1	Nitin (AU)	Please submit your ISO Details.	Remove

Screen – G14

 File Uploaded Successfully

Fields marked with (*) are mandatory.

Document : * 

Description : *



Instructions				
Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 23MB.				
Acceptable File Types xml,xls,doc,docx,xlsx,pdf,doc,bmp,jpg,jpeg,png				
A file path may contain any below given special characters: (Space, -, _ \)				

S. No.	File Name	File Description	File Size (in KB)	Action
1	Document - A.docx	Document - A	0	 

Screen – G15

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	-	Seek Clarification from Tenderer View Query / Clarification Evaluate Tenderer
2	Dash Techno Ltd	-	Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Evaluation Pending	

Screen – G16

 Successfully sent to Chairperson

Screen – G17

6.2.16 TEC Chairperson will login to the system and locate the tender by clicking on “**Search**” once the tender is found then click on “**Dashboard**” icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – G18**)

6.2.17 Click on “**Clarification**”, whereas TEC Chairperson is able to see the link as a “**Seek Clarification from Tenderer**” (As shown in **Screen – G19**)

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

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

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

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

6.2.22 **Remarks & Post Question Tenderer**, whereas TEC Chairperson needs to enter the remarks in the given field and at the end click on **“Post Question to Tenderer”**. (As shown in **Screen – G21**)

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

Evaluation committee listing

Select Ministry/Division/Organization :
 Procuring Entity :
 ID : Ref.No :
 Opening Date and Time :

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2443	Inv-Ref-No-001-23082011	PKG-001/23082011 Procurement of Computer Goods	Organisation of ETL	office1	27-Aug-2011 11:56	

Page 1 of 1 1 « First < Previous Next > Last »

Screen – G18

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

Screen – G19

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

Screen – G20

Form Name : [Technical Specifications Form](#) [Download Documents](#)

S. No.	Posted By	Comments
No Comments found.		

TEC / TSC Member Name : Nitin (AU)

S. No.	Queries	Edit	Select
1	Please submit your ISO Details.	Edit	☒

Last Date of Response : * 29/08/2011

Remarks : * Pl. submit asap.

[Post Questions to Tenderer](#)

Screen – G21

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

Screen – G22

6.2.24 Then Tenderer has to provide the response against the asked clarification by the TEC. Once the same is posted by the tenderer after that all TEC members will be able to see the tenderer response by clicking on “**View Clarification & Question**” (As shown in **Screen - G23**)

6.2.25 By clicking **“Evaluate Tenderer”** TEC Member will be able to see the forms of a tenderer. (As shown in **Screen - G24**)

6.2.26 Click on **“Evaluate Form”** (As shown in **Screen - G25**)

6.2.27 TEC Member has to provide the **“Reason”** for it why the Tenderer has **Accepted / Rejected**, what is the reason behind the same? (As shown in **Screen - G26**) at last click on **“Submit”** tab. (As shown in **Screen - G26**)

6.2.28 The moment evaluation is completed, TEC Member will be able to see the status of the same as **“Accepted or Rejected”** (As shown in **Screen - G27**)

Company Details		
Company Name :	Nitin & Co	
Form Name : Technical Specifications Form  Download Documents		
TEC / TSC Member Name : Nitin (AU)		
S. No.	Query	Clarification
1	Please submit your ISO Details.	ISO Certificate is as attached.
S. No.	Posted By	TSC Comments
No Comments found.		

Screen – G23

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

Screen – G24

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

Screen – G25

Form Name : Technical Specifications Form		
Tender Details		
Package No. :	PKG-001/23082011	
Package Description :	Procurement of Computer Goods	
TEC / TSC Member Name : Nitin (AU)		
S. No.	Questions	Answer
1	Please submit your ISO Details.	ISO Certificate is as attached.
Evaluation Status :	☒ Accept ☐ Reject	
Reason : *	Details are as per the PQ	
Submit		

Screen – G26

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

Screen – G27

6.2.29 After completion of “**Evaluation**”, TEC Member will be able to see the link as “**Fill Evaluation Form (Tender Evaluation Report 1)**” by clicking on the same one form would be appear to TEC Member whereas TEC Member has to provide the response in the form of **Yes/No**. (As shown in **Screen - G28**)

6.2.30 **Save**, once the response is provided against **(Tender Evaluation Report 1)** and **(Tender Evaluation Report 2)** at last TEC Member needs to click the **“Save”** button of an objective of **“Save”** the same. (As shown in **Screen - G29**)

6.2.31 Before sending the same to TEC Chairperson, View and Modification are possible but once the click is made on **“Notify Chairperson if Evaluation Finalized”** after that the same is not possible. (As shown in **Screen – G30**)

Declaration	Eval. Report	Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	Clarification Received	Posted To Tenderer View Query / Clarification Edit View
2	Dash Techno Ltd	-	Edit View
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Fill Evaluation Form (Tender Evaluation Report 1) Fill Evaluation Form (Tender Evaluation Report 2)	

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

Screen – G28

Technical Responsiveness Report					
Ministry Name :	Ministry of ETL	Division Name :			
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1		
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods				
Lot No. and Description :	1 & Procurement of Computer Goods				

Procurement Data	
Procurement Type	Procurement Method
NCT	Open Tendering Method

Procurement Plan		
Approval Status	Budget Type	Approval Status of Official Estimates
Approved	Revenue	-

Criteria					
Name of Tenderer	Eligibility of Goods	Conformity of the Technical Specifications and other parameters	Tenderer's Qualification	Conformity of the Scheduled of Requirements	Evaluation Status
Dash Techno Ltd	Yes	Yes	Yes	Yes	-
Nitin & Co	Yes	Yes	Yes	Yes	-

Save

Screen – G29

Declaration	Eval. Report	Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	Clarification Received	Posted To Tenderer View Query / Clarification Edit View
2	Dash Techno Ltd	-	Edit View
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Fill Evaluation Form (Tender Evaluation Report 1) View Tender Evaluation Report 1 Fill Evaluation Form (Tender Evaluation Report 2) View Tender Evaluation Report 2	

Screen – G30

6.2.32 TEC Chairperson will login to the system and locate the tender by clicking on “**Search**” once the tender is found then click on “**Dashboard**” icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – G31**)

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

6.2.34 Clicking on **“Finalize Responsiveness”** TEC Chairperson will be able to see the status of the Evaluation Status which is done by TEC members for each Tenderer against each form. (Evaluation would be in the form of either as an Accepted or Rejected) (As shown in **Screen – G33**)

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

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

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

Evaluation committee listing

Select
Ministry/Division/Organization :

Procuring Entity :
-- Select Office --

ID :
2443

Ref.No :

Opening Date and Time :

Search
Reset

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2443	Inv-Ref-No-001-23082011	PKG-001/23082011 Procurement of Computer Goods	Organisation of ETL	office1	27-Aug-2011 11:56	

Page 1 of 1
1
Go To Page
« First < Previous Next > Last »

Screen – G31

Declaration
Eval. Report
Clarification

Finalize Evaluation Status :

S. No.	List of Tenderers	Finalized Evaluation Status	Action
1	Nitin & Co	-	Finalize Responsiveness
2	Dash Techno Ltd	-	Finalize Responsiveness

Lot No:
1

Lot Description:
Procurement of Computer Goods

Screen – G32

Declaration	Eval. Report	Clarification		
Company Name :	Nitin & Co			
Tender Details				
Package No. :	PKG-001/23082011			
Package Description :	Procurement of Computer Goods			
S. No.	Form Name	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)
1	Technical Specifications Form	Accepted Seek Clarification from Committee Member	Accepted	Accepted Seek Clarification from Committee Member
2	Schedule of Requirements Form	Accepted Seek Clarification from Committee Member	Accepted	Accepted Seek Clarification from Committee Member
Evaluation: ☒ Technically Responsive ☐ Technically Non-responsive				
Submit				

Screen – G33

- 6.2.38 After Finalize Evaluation Status by Chairperson, Chairperson will be able to see the **(Tender Evaluation Report 1 and Tender Evaluation Report 2)** by clicking on **“Configure”** respective report will get displayed to the Chairperson (As shown in **Screen – G34**)
- 6.2.39 In this report Chairperson has to select the response in the form **(Yes / No)** and need to save the same by clicking on **“Save”** (As shown in **Screen – G35**)
- 6.2.40 Then the same has to notify to TEC Members by clicking on **“Notify Member to Sign the Report”** (As shown in **the Screen – G36**)
- 6.2.41 System will show you an alert message i.e. **“Do you really want to Notify Members”** after notifying the same it cannot be changed / modify. (As shown in **the Screen – G37**)
- 6.2.42 All TEC members have to view the **TER1 and TER2**, also need to sign the report by login to the system by clicking on **“View and Sign”** (As shown in **Screen – G38**)
- 6.2.43 By clicking on view and sign, TEC Member will be able to see their name against their name they have to provide the information viz. **Password, Agree or Disagree and Comments.** (As shown in **Screen – G39**)
- 6.2.44 Once the information is submitted and selected after that TEC member has to click on **“Sign”** (As shown in **Screen – G40**)

Declaration	Eval. Report	Clarification												
Finalize Evaluation Status : <table border="1"> <thead> <tr> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nitin & Co</td> <td>Technically Responsive</td> <td>Finalize Responsiveness</td> </tr> <tr> <td>2</td> <td>Dash Techno Ltd</td> <td>Technically Responsive</td> <td>Finalize Responsiveness</td> </tr> </tbody> </table>			S. No.	List of Tenderers	Finalized Evaluation Status	Action	1	Nitin & Co	Technically Responsive	Finalize Responsiveness	2	Dash Techno Ltd	Technically Responsive	Finalize Responsiveness
S. No.	List of Tenderers	Finalized Evaluation Status	Action											
1	Nitin & Co	Technically Responsive	Finalize Responsiveness											
2	Dash Techno Ltd	Technically Responsive	Finalize Responsiveness											
Lot No:	1													
Lot Description:	Procurement of Computer Goods													
Tender Evaluation Report 1	View Members Evaluation Configure													
Tender Evaluation Report 2	View Members Evaluation Configure													

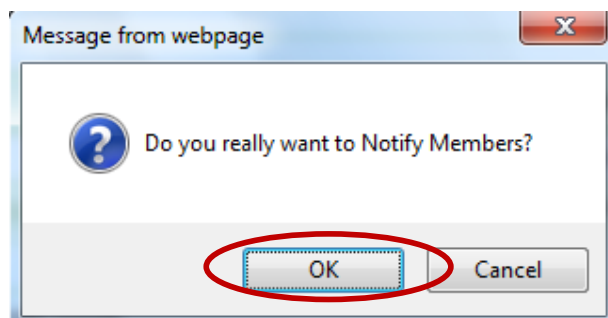
Screen – G34

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

Screen – G35

Declaration	Eval. Report	Clarification												
Finalize Evaluation Status : <table border="1"> <thead> <tr> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nitin & Co</td> <td>Technically Responsive</td> <td>Finalize Responsiveness</td> </tr> <tr> <td>2</td> <td>Dash Techno Ltd</td> <td>Technically Responsive</td> <td>Finalize Responsiveness</td> </tr> </tbody> </table>			S. No.	List of Tenderers	Finalized Evaluation Status	Action	1	Nitin & Co	Technically Responsive	Finalize Responsiveness	2	Dash Techno Ltd	Technically Responsive	Finalize Responsiveness
S. No.	List of Tenderers	Finalized Evaluation Status	Action											
1	Nitin & Co	Technically Responsive	Finalize Responsiveness											
2	Dash Techno Ltd	Technically Responsive	Finalize Responsiveness											
Lot No:	1													
Lot Description:	Procurement of Computer Goods													
Tender Evaluation Report 1	View Members Evaluation Configure Notify Members to Sign the Report View and Sign													
Tender Evaluation Report 2	View Members Evaluation Configure Notify Members to Sign the Report View and Sign													

Screen – G36



Screen – G37

Declaration	Eval. Report	Clarification
Lot No:	1	
Lot Description:	Procurement of Computer Goods	
Tender Evaluation Report 1	View and Sign	
Tender Evaluation Report 2	View and Sign	

Screen – G38

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

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

TEC Members			
TEC Members			
Name	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)
Committee Role	Member	Chairperson	Member
Designation	RNB-PE	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	RNB-ORG-PEO
Signed Tender Evaluation Report 1 On	-	-	-

Screen – G39

Fields marked with (*) are mandatory

Committee Member's Name :	Nitin (TEC)
e-mail ID :	nitintec@abc.com
Password : *	
Action : *	I Agree v
Comments : *	Agree

Sign

Screen – G40

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

6.2.46 In this report system will display the L1, L2 and so on. TEC Chairperson has to save the same by clicking on “**Save Report**”. (As shown in **Screen – G42**)

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

6.2.48 Then the same has to notify to TEC Members by clicking on “**Notify Member to Sign the Report**” (As shown in **Screen – G43**)

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

Declaration	Eval. Report	Clarification												
Finalize Evaluation Status : <table border="1"> <thead> <tr> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nitin & Co</td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> <tr> <td>2</td> <td>Dash Techno Ltd</td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> </tbody> </table>			S. No.	List of Tenderers	Finalized Evaluation Status	Action	1	Nitin & Co	Technically Responsive	Evaluated	2	Dash Techno Ltd	Technically Responsive	Evaluated
S. No.	List of Tenderers	Finalized Evaluation Status	Action											
1	Nitin & Co	Technically Responsive	Evaluated											
2	Dash Techno Ltd	Technically Responsive	Evaluated											
Lot No:	1													
Lot Description:	Procurement of Computer Goods													
Tender Evaluation Report 1	View Members Evaluation View													
Tender Evaluation Report 2	View Members Evaluation View													
Price Comparison Report	View and Save													

Screen – G41

Price Comparison Report Go back to Dashboard

Tender Detail

Tender ID : 2443

Invitation Reference No. : Inv-Ref-No-001-23082011

Closing Date and Time : 28-Aug-2011 16:21

Opening Date and Time : 27-Aug-2011 11:56

Procuring Entity : office1

Brief : PKG-001/23082011
Procurement of Computer Goods

View Notice

TER Report - Header

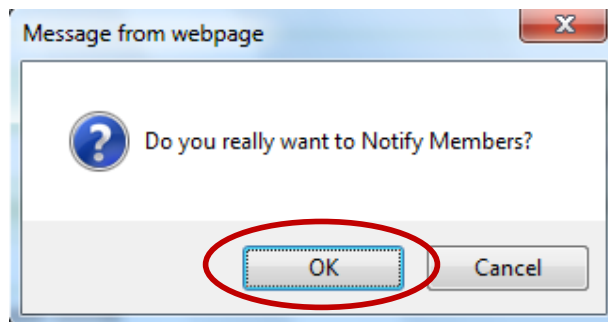
Company Name	Rank	Amount	Estimated Cost
Dash Techno Ltd	L1	28000.444	35000.000
Nitin & Co	L2	28800.444	35000.000

TER Report - Footer

Save Report

Screen – G42

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

Screen – G43**Screen – G44**

- 6.2.50 TEC Chairperson also has to do the **“Post Qualification”** of the tenderer by clicking on **“Post Qualification”**. By clicking on **“Process”** the same can be processed further. (As shown in **Screen – G45**)
- 6.2.51 Then click on **“Initiate”** for an objective of to initiate the **“Post Qualification”** (As shown in **Screen – G46**)
- 6.2.52 System will display the name of L1 tenderer, then Chairperson has to decide whether the site visit is required or not (if required then **YES**, if not required then **NO**). If **YES** is selected then the system gives the option whereas TEC Chairperson can select the **Date** for the same. At last TEC Chairperson, has to provide the comments and has to click on **“Submit”** button (As shown in **Screen – G47**)
- 6.2.53 On successful completion of the same system will prompt the message i.e. **“PQ Process Initiated Successfully”** (As shown in **Screen – G48**)
- 6.2.54 After successful initiating of the same, TEC Chairperson can **View**, **Edit** and **Upload** document if required (As shown in **Screen – G48**)
- 6.2.55 Click on **“Complete”** to complete the post qualification process whereas TEC Chairperson has to **“Qualify / Disqualify”** the tenderer. At the end TEC Chairperson has to provide the comments and then click on **“Submit”** button. (As shown in **Screen – G49**)

Declaration	Eval. Report	Clarification	Post Qualification
Lot No.	Lot Description		Post Qualification
1	Procurement of Computer Goods		<u>Process</u>

Screen – G45

Lot No.	1
Lot Description	Procurement of Computer Goods
Post Qualification	Initiate

Rank	Tenderer	Post Qualification Status	NOA Acceptance Status	Date and Time of Post Qualification	Action
No records found					

Screen – G46

Declaration	Eval. Report	Clarification	Post Qualification
-------------	--------------	---------------	--------------------

Company Name :	Dash Techno Ltd
Site Visit Requires?:	Yes
Site Visit Date and Time :	
Comments :	

[Submit](#)

Screen – G47


 PQ Process initiated successfully

Lot No.	1
Lot Description	Procurement of Computer Goods
Post Qualification	Initiated

Rank	Tenderer	Post Qualification Status	NOA Acceptance Status	Date and Time of Post Qualification	Action
L1	Dash Techno Ltd	Pending	Pending	-	Edit View Upload Report Complete

Screen – G48

Declaration	Eval. Report	Clarification	Post Qualification
Tenderer : Dash Techno Ltd			
Post Qualification Status : Qualify ▼			
Comments :			
Submit			

Screen – G49

6.2.56 After “**Post Qualification**” is made by the Chairperson, All TEC members have to view the **TER3 and TER4** also needs to sign the report by login to the system by clicking against their name. **(The process is same as like TER1 and TER2)** (As shown in **Screen – G50 and 51**)

Tender Evaluation Report 3 - Financial Evaluation and Price Comparison

[Print](#) [Go Back to Dashboard](#)

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		
View Notice			

Financial Evaluation and Price Comparison			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		
Lot No. and Description :	1 & Procurement of Computer Goods		

Procurement Data	
Procurement Type	Procurement Method
NCT	Open Tendering Method

Procurement Plan		
Approval Status	Budget Type	Approval Status of Official Estimates
Approved	Revenue	-

Price Evaluation			
TER Report - Header			
Company Name	Rank	Amount	Estimated Cost
Dash Techno Ltd	L1	28000.444	35000.000
Nitin & Co	L2	28800.444	35000.000
TER Report - Footer			

Post Qualification	
Name of Tenderer	Status
No Records Found	

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

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

TEC Members			
TEC Members			
Name	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)
Committee Role	Member	Chairperson	Member
Designation	RNB-PE	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	RNB-ORG-PEO
Signed Tender Evaluation Report 3 On	-	-	-

Screen – G50

Tender Evaluation Report 4 - Final Evaluation Report

 Print  Go Back to Dashboard

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		
 View Notice			

Final Evaluation Report			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		
Lot No. and Description :	1 & Procurement of Computer Goods		

Procurement Data	
Procurement Type	Procurement Method
NCT	Open Tendering Method

Procurement Plan		
Approval Status	Budget Type	Approval Status of Official Estimates
Approved	Revenue	-

Name of Tenderer Recommended for Award			
Dash Techno Ltd			
Post Qualification Report		Clarification on Tenders	
View		Clarification on Tender has not taken place	
TEC Members			
TEC Members			
Name	Nitin (AU)	<u>Nitin (HOPE)</u>	Nitin (TEC)
Committee Role	Member	Chairperson	Member
Designation	RNB-PE	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	RNB-ORG-PEO
Signed Tender Evaluation Report 4 On	-	-	-

Screen – G51

6.2.57 Once all the Technical Evaluation Reports are viewed and signed by all TEC members then **“Send to AA”** link will be activated to the Chairperson. (As shown in **Screen – G52**)

6.2.58 TEC Chairperson can send the **“TER1, TER2, TER3 and TER4”** to Approving Authority **“AA / HOPE / AO”**. TEC Chairperson can select the concern official from the combo box, put the necessary comments and **“Submit”** (As shown in **Screen – G53**)

Declaration	Eval. Report	Clarification	Post Qualification
Finalize Evaluation Status :			
S. No.	List of Tenderers	Finalized Evaluation Status	Action
1	Nitin & Co	Technically Responsive	Evaluated
2	Dash Techno Ltd	Technically Responsive	Evaluated
Lot No:	1		
Lot Description:	Procurement of Computer Goods		
Tender Evaluation Report 1	View Members Evaluation View		
Tender Evaluation Report 2	View Members Evaluation View		
Dash Techno Ltd			
Price Comparison Report	View		
Tender Evaluation Report 3	View		
Tender Evaluation Report 4	View		
Send Evaluation Report to AA	Send		

Screen – G52

Fields marked with (*) are mandatory

Send To: *

Officer's Name : Hope User

Comments: *

Source

Send for an Approval.

Reference Document : [Upload](#)

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

Screen – G53

6.3 Evaluation >> Tech. Sub. Committee

6.3.1 At the time of evaluation if TEC Chairperson wish, then can also request to PE for TSC (Technical Sub Committee) by clicking on **“Make Request for TSC formation to PE”** (As shown in **Screen – H1**)

6.3.2 On successful request of the same system will prompt the message as **“*Technical subcommittee formation request send successfully*”** (As shown in **Screen – H2**)

Evaluation Committee	View
Date and time of Committee Formation	01-Sep-2011 15:47
Workflow	View View Workflow History
Evaluation Configuration	View Configuration
TSC Formation Required	Make Request for TSC formation to PE

Screen – H1



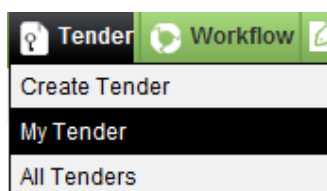
Technical Sub Committee formation request sent successfully.

Evaluation Committee	View
Date and time of Committee Formation	01-Sep-2011 15:47
Workflow	View View Workflow History
Evaluation Configuration	View Configuration
TSC Formation Required	Yes

Screen – H2

6.3.3 PE will login to the system and click on “**Tender >> My Tender**” (As shown in **Screen – H3**)

6.3.4 PE can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time**) and the result will be displayed in grid table. Click on “**Dashboard**” icon and the system will display Tender with Evaluation Tab selected. (As shown in **Screen – H4**)



Screen – H3

My Tenders

• Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Status :

Tender Search Result

Under Preparation | **Live** | Processing | Archived | Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref-No-001-23062011	Goods, PKG-001/23062011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00, 28-Aug-2011 16:21:00	

Screen – H4

6.3.5 PE will be able to see the two options

- o **Create TSC** - Whereas PE can create a new TSC by selecting members
- o **Use Existing Committee** - Whereas PE can search the committee which was already formed in the past. (As shown in **Screen – H5**)
- o At last **“Submit”** on the same. (As shown in **Screen – H6 (A) & (B)**)

6.3.6 If PE wants to **“Edit or View”** the TSC committee formed then PE has to click on **“Edit TSC”** and **“View TSC”** links (As shown in **Screen – H7**)

6.3.7 Click on **“Workflow”** for putting the TSC to get the approval (As shown in **Screen – H7**)

6.3.8 Specify the number of viewers if any or if not provide “0” and click on **“Submit”** (As shown in **Screen – H8**)

6.3.9 Select the **“Starts By and End By”** click on **“Submit”** (As shown in **Screen – H9**)

6.3.10 Once the members are specified then put the same in the process by clicking **“Process File in Workflow”** (As shown in **Screen – H10**)

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

6.3.12 On successful submission, the system will prompt the message i.e. **“File Processed Successfully”** (As shown in **Screen – H12**)

Notice	Document	Clarification	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Advertisement				View				
Evaluation Committee				View				
Date and time of Committee Formation				01-Sep-2011 15:47				
Workflow				View View Workflow History				
Validity and Security Extension				Extend				
Debriefing on Tender				View				
Technical Sub Committee Formation				Create TSC Use Existing Committee				
Workflow				Create				

Screen – H5

Committee Name : *	tsc comm		
Minimum Members Required :	2		
Maximum Members Required :	3		

[Add Members](#)

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

[Submit](#)

Search by : *

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

Screen – H6 (B)

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Advertisement		View					
Evaluation Committee		View					
Date and time of Committee Formation		23-Aug-2011 16:18					
Debriefing on Tender		View					
Technical Sub Committee Formation		Edit TSC View TSC					
Workflow		Create					

Screen – H7

Workflow :

Module : Tender

Process : Technical Sub Committee Approval

No. of Reviewers : *

Screen – H8

Workflow : Add Users

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

Screen – H9

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Advertisement			View				
Evaluation Committee			View				
Date and time of Committee Formation			23-Aug-2011 16:18				
Debriefing on Tender			View				
Technical Sub Committee Formation			Edit TSC View TSC				
Workflow			Edit View Process file in Workflow View Workflow History				

Screen – H10

Process file in Workflow

File Details : [View](#)

Module Name : Tender

Process Name : Technical Sub Committee Approval

Comments : *

Put for an APPROVAL

Action : *

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

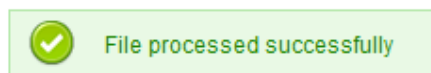
S. No	ID	Processed By	Processed Date and Time	Action
No Records Found				

Workflow Level :

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

[Submit](#)

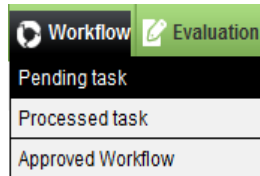
Screen – H11



Screen – H12

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

- 6.3.14 System will show the **“Pending Task”** of the user. To process on Pending Task click on **“Process”** (As shown in **Screen – H14**)
- 6.3.15 Select the actions viz. **Approve/Reject/Conditional Approve** and click on **“Submit”** (As shown in **Screen – H15**)
- 6.3.16 On successful submission of the same, the system will prompt the message i.e. **“File Processed Successfully”** (As shown in **Screen – H16**)



Screen – H13

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

Screen – H14

Process file in Workflow

File Details : [View](#)

Module Name : Tender

Process Name : Technical Sub Committee Approval

Comments : *

Source

Approved

Action : *

Approve

Click here if any relevant documents to be uploaded

Workflow History :

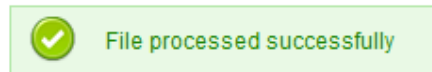
S. No	ID	Processed By	Processed Date and Time	Action
1	2443	PE User - Tester-abc	29-Aug-2011 13:28:45	Forwarded

Workflow Level :

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

Submit

Screen – H15



Screen – H16

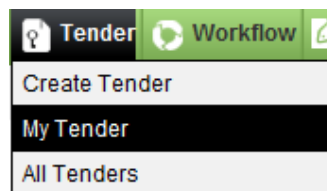
6.3.17 PE has to Login into System and click on “**Tender >> My Tender**” submenu (As shown in **Screen – H17**)

6.3.18 PE can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen –H18**) and the result will be displayed in grid table.

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

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

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



Screen – H17

My Tenders

- Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Publishing Date From :

Status :

Reference No :

Publishing Date To :

Tender Search Result

Under Preparation Live Processing **Archived** Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref-No-001-23082011	Goods, PKG-001/23082011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00, 28-Aug-2011 16:21:00	

Screen – H18

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Advertisement		View					
Evaluation Committee		View					
Date and time of Committee Formation		23-Aug-2011 16:18					
Debriefing on Tender		View					
Technical Sub Committee Formation		View TSC Notify TSC Members					
Workflow		View View Workflow History					

Screen – H19

Committee Name :	tsc comm
Minimum Members Required :	2
Maximum Members Required :	3

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

Remarks *:

NOTIFY TO TEC MEMBERS



Screen – H20

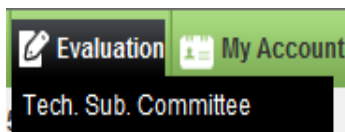


Technical Sub Committee published successfully.

Advertisement	View
Evaluation Committee	View
Date and time of Committee Formation	01-Sep-2011 15:47
Workflow	View View Workflow History
Validity and Security Extension	Extend
Debriefing on Tender	View
Technical Sub Committee Formation	View TSC
Workflow	View View Workflow History

Screen – H21

- 6.3.22 TSC member will login to the system and click on “**Evaluation >> Technical Sub Committee**” sub-menu (As shown in **Screen – H22**)
- 6.3.23 TSC members can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - H23**) and the result will be displayed in grid table.
- 6.3.24 Click on “**Dashboard**” icon and the system will display Tender with Evaluation Tab selected. (As shown in **Screen – H24**)
- 6.3.25 Then respective TSC members have to click against their name, system will display **Name of the TSC members, Committee Role, Declaration Status and Declaration Date & Time.** (As shown in **Screen – H24**)



Screen – H22

Evaluation committee listing

Select Ministry/Division/Organization :		
Procuring Entity :	-- Select Office --	
ID :	2503	Ref.No:
Opening Date and Time :		
Search Reset		

S. No.	ID	Ref. No.	Brief	Organization	Office	Opening Date and Time	Dashboard
1	2503	250	Note : The tender is used to check goods/NCT case for testing	Organisation of ETL	office1	01-Sep-2011 15:52	

Page 1 of 1 1 « First < Previous Next > Last »

Screen – H23

- 6.3.1 After clicking against your name, system will fetch the TSC member user ID and TSC member has to enter a password and comments, and click on “**Submit**” button (As shown in **Screen – H24 & H24 (A)**)
- 6.3.2 If any member of TSC would like to add/post something against specific tenderer then the same can be done with the help of “**Post Comments**” (As shown in **Screen – H25**)
- 6.3.3 Then the system will display all the forms of particular tenderer, Against any of the forms of tenderer, TSC member can post/add the suggestions/recommendations if any, by clicking on “**Post Comments**” (As shown in **Screen – H26**)

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

6.3.5 On successful submission of the same system will prompt the message i.e. **“Comments posted successfully”**. If TSC members would like to **“Edit or View”** then same that can be done by clicking on **“View or Edit”** (As shown in **Screen – H28**)

6.3.6 Then TSC Chairperson also can post the suggestions/recommendations if any in the same manner. Chairperson can also upload the TSC report by clicking on **“Upload Recommendation Report”** (As shown in **Screen – H29**)

6.3.7 At last TSC Chairperson has to Notify the same to TEC by clicking on **“Notify Evaluation Committee for Completion for Evaluation”** (As shown in **Screen – H29**)

Notice	Document	Clarification	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
--------	----------	---------------	-----------------------	---------	-------------------	-----	------------------

Committee Name :	tsc comm
Minimum Member's Declaration Required :	2

Declaration	Recommendation
-------------	-----------------------

S. No.	Committee Members	Role	Declaration Status	Declaration Date and Time
1	External User	Chairperson	Pending	-
2	ECM	Member	Pending	-

Screen – H24

Fields marked with (*) are mandatory

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

Submit

Screen – H24 (A)

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

Screen – H25

Declaration	Recommendation	
Company Details		
Company Name :	Deepacmp	
Package Information		
Package No. :	384	
Package Description :	The tender is to be used for Goods/NCT case for testing	
Form Name	Comments Status	
e-Tender Submission Letter (Form e-PG3-1)	Comments Pending	Post Comments
Tender Information Form (e-PG3-2)	Comments Pending	Post Comments
Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)	Comments Pending	Post Comments

Screen – H26

Comments :

Post Comments

ISO Certificate is Missing.!!!

Submit

Screen – H27

✓ Comment posted successfully

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

Screen – H28

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

[Upload Recommendation Report](#)

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

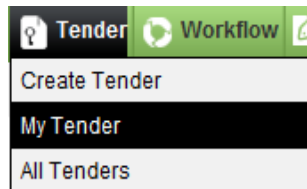
Screen – H29**6.4 Evaluation >> Tender Validity Date Request**

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

6.4.2 PE can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - I2**) and the result will be displayed in grid table. Click on **“Dashboard”** icon and the system will display Tender with Evaluation Tab selected.

6.4.3 PE will click on **“Extend”** (As shown in **Screen – I3**)

6.4.4 Then against Tender Validity, **“Extend”** would be available whereas PE has to click there for an objective of extend the validity of the tender. (As shown in **a Screen – I4**)

**Screen - I1**

My Tenders

- Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Status :

Tender Search Result

Under Preparation Live Processing **Archived** Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref No-001-23082011	Goods, PKS-2012/3082011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00, 28-Aug-2011 16:21:00	

Screen – I2

Notice	Document	Clarification	Corrigendum/Amendment	Payment	Opening	Evaluation
Advertisement				View		
Evaluation Committee				View		
Date and time of Committee Formation				01-Sep-2011 15:47		
Workflow				View View Workflow History		
Validity and Security Extension				Extend		
Debriefing on Tender				View		
Technical Sub Committee Formation				View TSC		
Workflow				View View Workflow History		

Screen – I3

Tender validity / Security extension	
Tender/ Validity	Extend

Screen – I4

6.4.5 If PE would like to extend the validity of tender more than 10 Days from the Last date of Tender/Proposal Validity then PE can publish directly. (As shown in Screen – I5)

6.4.6 But if less than 10 Days then PE has to take an APPROVAL from the viz. TEC/Ministry/BOD/CCGP/HOPE. (As shown in Screen – I6)

6.4.7 PE has to select the “Sent To along with Name and Designation” (As shown in Screen – I6)

6.4.8 PE has to provide the “Extension Reason”, at the end “Submit” on the same. (As shown in Screen – I6)

Fields marked with (*) are mandatory

Tender / Proposal Validity in no. of Days :	0
Last Date of Tender / Proposal Validity :	26-Sep-2011
New Date of Tender / Proposal Validity : *	27/09/2011 
Last Date of Tender Security Validity :	26-Sep-2011
New Date of Tender Security Validity : *	30/10/2011 
Extension Reason : *	Due to technical reason.

[Submit](#)

Screen – I5

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

Screen – I6

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

6.4.10 User will click on “**Pending**” tab for an objective of “**Approval**”. Click on “**Process**” for an objective of “**Process**” the same. (As shown in **Screen – I8**)

6.4.11 By clicking on “**Process**” link, the system will display page in which if required the user can do the modification in the dates. If not then, select the actions as an “**Approve or Reject**” and at the end “**Submit**” of the same. (As shown in **Screen – I9**)

Home	Message Box	APP	Tender	Workflow	Evaluation	My Account	Help
Wednesday, 12 Oct, 2011 13:28:54 BST					Opening Committee Evaluation Committee Tech. Sub. Committee Tender Validity Date Req Evaluation Report Approval	Wednesday, 12	
Opening committee listing							

Screen – I7

Validity Extension Request

Pending		Processed				
S. No.	ID	Ref. No.	Department	Office	Status	Action
1	2179	Inv No : 0	Organisation of ETL	office1	Pending	Process
2	2314	Inv-Ref-No	Organisation of ETL	office1	Pending	Process
3	2378	amit	Organisation of ETL	office1	Pending	Process
Page 1 of 1		1	Go To Page		« First « Previous Next » Last »	

Screen – I8

Tender / Proposal Validity in no. of Days :	0
Last Date of Tender / Proposal Validity :	30-Aug-2011
New Date of Tender / Proposal Validity : *	04/09/2011
Last Date of Tender Security Validity :	28-Sep-2011
New Date of Tender Security Validity : *	09/10/2011
Extension Reason : *	Due To Technical Reason
Action By :	PE User
Action : *	Approved

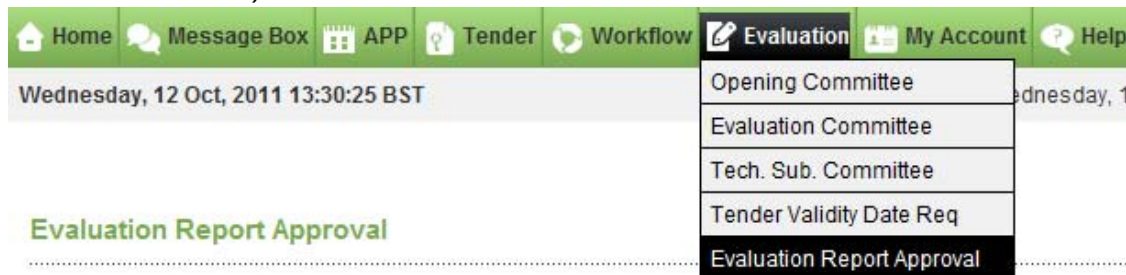
Submit

Screen – I9

6.5 Evaluation >> Evaluation Report Approval

6.5.1 Approving Authority “AA/HOPE/AO” has to Login system by mentioning the **Login ID and Password**

6.5.2 Click on “**Evaluation**” and then “**Evaluation Report Approval**” (As shown in **Screen – J1**)



Screen – J1

6.5.3 “AA/HOPE/AO” can use search condition as input values (**Tender ID & Reference No.** – As shown in **Screen – J2**) and the result will be displayed in grid table.

Screen – J2

Screen – J3

Screen – J4

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

Process Evaluation Reports

 Evaluation Report Processed successfully

Tender Detail

Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		

 [View Notice](#)

Lot No.	1	
Lot Description	Procurement of Computer Goods	
Dash Techno Ltd		
Report Type	Status	Action
Evaluation Report	Approved	View

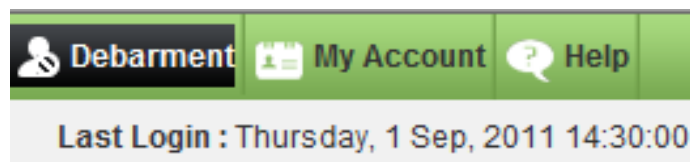
Screen – J5

7. Debarment

7.1.1 To debar any tenderer PE needs to click on **“Debarment”** (As shown in **Screen – J1**)

7.1.2 To Initiate the debarment process PE has to click on **“Initiate Debarment”** (As shown in **Screen – J2**)

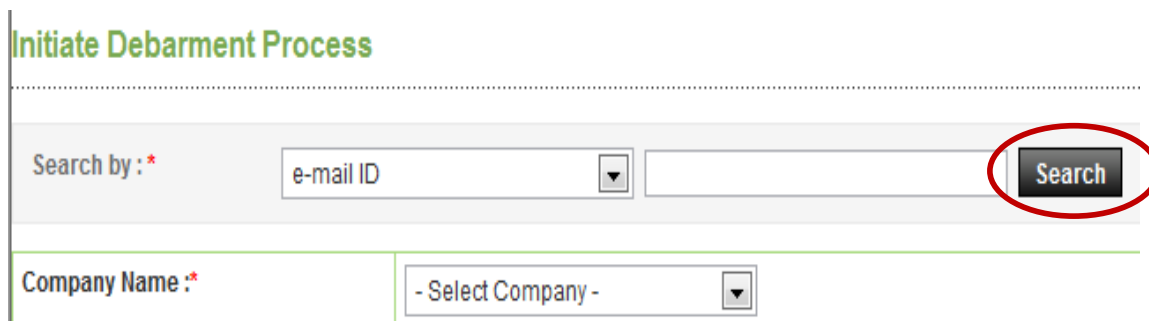
7.1.3 Tenderer can be searched by **Registration No, Company Name and e-Mail ID** then PE has to click on **“Search”** (As shown in **Screen – J3**)



Screen – J1



Screen – J2



Screen – J3

7.1.4 PE can debar Tenderer from **Single Tender, Package, Project, Procuring Entity Procuring Agency/Organization** and **e-GP Portal**. (As shown in **Screen – J4**)

7.1.5 Once the selection is made by PE then PE has to select the “**Debarment Reason**”, debarment reason can be “**Corrupt Practice, Fraudulent Practice, Collusive Practice, Coercive Practise and Obstructive Practice**” (As shown in **Screen – J4**)

7.1.6 “**Add Details**” tab would be available in case if the debarment type selected as **Single Tender / Package / Project / Procurement Entity / Procuring Agency / Organization**. It will not come in case if the debarment type selected as **e-GP Portal**.

7.1.7 In the clarification, PE can ask the clarification. (As shown in **Screen – J4**)

7.1.8 Last Date of Response, PE needs to select the Last Date of Response and “**Submit**” of the same. (As shown in **Screen – J4**)

Initiate Debarment Process [Go back](#)

Search by : * e-mail ID

Company Name :*	Deepacmp Details found please select the Company Name.	Add Details
Debarment Type :*	☐ Single Tender ☐ Package ☐ Project ☐ Procuring Entity ☐ Procuring Agency/Organization ☐ e-GP Portal	
Debarment Reason :*	Debarment Reason	
Clarification :*		
Last Date for Response :*		Submit

Screen – J4

7.1.9 Then PE has to send to tenderer by clicking on “**Send to Tenderer**” (As shown in **Screen – J5**)

7.1.10 By clicking on “**Send to Tenderer**” new window will gets open whereas PE can “**Upload Document**” if any by clicking on “**Browse then Upload**” (As shown in **Screen – J6**)

7.1.11 At last “**Submit**” of the same (As shown in **Screen – J6**)

S. No.	Procuring Entity Comments	Date and Time of Request	Company Name	Status	Action
1	Due to Non Completion of the Contract and Co-operation.	06-Sep-2011 14:19	Shah & Co.	Requested By PE	Send to Tenderer
2	Kindly submit the asked document.	06-Sep-2011 13:41	Nazmul & Alluvial Society	Requested By PE	Send to Tenderer

Screen – J5

Company Name :	Shah & Co.
Clarification :	Due to Non Completion of the Contract and Co-operation.
Debarment Type :	e-GP Portal
Last Date for Response :	25/09/2011
Select Document : *	Browse... Acceptable File Types (jpeg, jpg, png, bmp, gif, xls, xlsx, doc, pdf, docx, zip, rar) Maximum file size of single file should not exceed 2MB. 0%
Description : *	
	Upload
	Submit

Screen – J6

7.1.12 The moment clarification response is given by the tenderer, PE has to click on **“View”**, by clicking on **“View”** new window will gets open over there. (As shown in **Screen – J7**)

7.1.13 PE will able to see the Tenderer response and according to that PE can take action as a **“Satisfactory or Unsatisfactory”** (As shown in **Screen – J8**)

7.1.14 If the action is selected as a **“Satisfactory”** then further approval is not needed but if the action is **“Unsatisfactory”** then it goes to **HOPE User** at last **“Submit”** of the same. (As shown in **Screen – J9**)

7.1.15 On the successful process of the same, the system will display confirmation message i.e. **“Debarment Request sent to HOPE successfully”** (As shown in **Screen – J10**)

S. No.	Procuring Entity Comments	Date and Time of Request	Company Name	Status	Action
1	Due to Non Completion of the Contract and Co-operation.	06-Sep-2011 14:19	Shah & Co.	Pending	View
2	Kindly submit the asked document.	06-Sep-2011 13:41	Nazmul & Alluvial Society	Requested By PE	Send to Tenderer

Screen – J7

View Debarment Clarification

Fields marked with (*) are mandatory.

Company Name :	Shah & Co.
Clarification :	Due to Non Completion of the Contract and Co-operation.
Debarment Type :	e-GP Portal
Last Date for Response :	25-Sep-2011
Response :	We will complete the same.
Action :	Satisfactory v
Comments : *	Noted the same.

Screen – J8

Response :	As Attached
Action :	Un Satisfactory v
Comments : *	Send to HOPE
Send To :	Hope User

Screen – J9

Process Debarment Requests

 Debarment request sent to Hope successfully

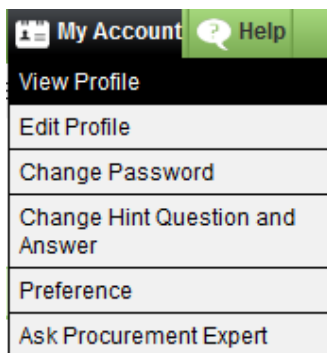
Screen – J10

8. My Account

8.1 My Account >> View Profile

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

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



Screen – K1

View Profile VIEW PROFILE

Employee Name	Department Name	Office	Designation	Procurement Role
PE User	Organisation of ETL	office1	Tester-abc	PE

e-mail ID : peuser@localmail.com
 Full Name : PE User
 Name in Bangla : PE User
 National ID : 87635998690654
 Mobile No : 9427478575

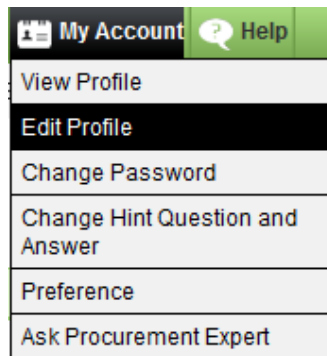
Screen – K2

8.2 My Account >> Edit Profile

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

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

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



Screen – K3

Edit Profile

Personal Information

Fields marked with (*) are mandatory.

e-mail ID : peuser@localmail.com

Full Name : *

Name in Bangla :

National ID :

Mobile No : (Mobile No. format should be e.g 1936742068)

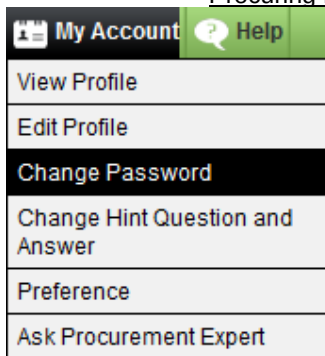
Screen – K4

8.3 My Account >> Change Password

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

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

8.3.3 One click on **“Submit”**, revised/changed password would be updated on the system. (As shown in **Screen – K6**)



Screen – K5

Change Password

Fields marked with (*) are mandatory.

Current Password : * Valid password

New Password : *
(Minimum 8 characters required. Make sure and space)

Confirm Password : *

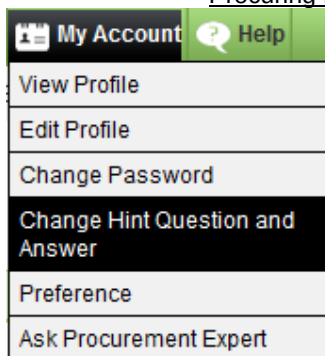
Screen – K6

8.4 My Account >> Change Hint Question and Answer

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

8.4.2 The moment user clicks on **“Change Hint Question and Answer”**, system will allow user to modify/change his/her current hint question and answer. User has to select the Hint Question and needs to provide the Answer of the same in the answer field. (As shown in **Screen – K8**)

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



Screen – K7

Change Hint Question and Answer

Hint Question : *

Hint Answer : *

Screen – K8

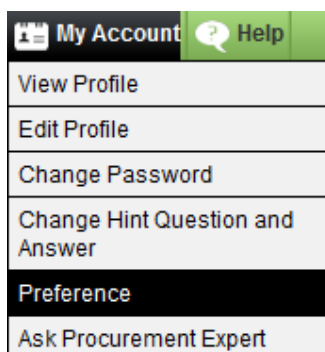
8.5 My Account >> Preference

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

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

8.5.3 If the user needs the Email Alert and SMS alert then user has to opt for the **YES** and if not then **NO**. (As shown in **Screen – K10**)

8.5.4 On click on “**Submit**”, information gets saved on the system. (As shown in **Screen – K10**)



Screen – K9

User Preference

Fields marked with (*) are mandatory.

Email Alert : * ☒ Yes ☐ No

Sms Alert : * ☒ Yes ☐ No

Submit

Screen – K10

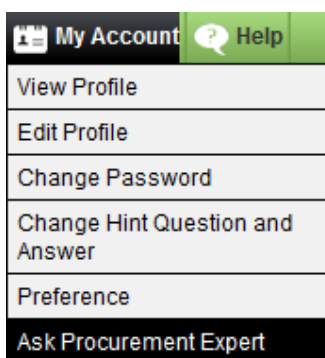
8.6 My Account >> Ask Procurement Expert

8.6.1 If user would like to ask something to “**Procurement Expert**”, then user has to click on “**My Account >> Ask Procurement Expert**” (As shown in **Screen – K11**)

8.6.2 The moment user clicks on “**Ask Procurement Expert**”, the system will allow the user to “**Post Query**” (As shown in **Screen – K12**)

8.6.3 By clicking on “**Post Query**”, Procurement Category will get open; out from that user needs to select the category and ask the relevant question in line with the selected category. User can mention the query and needs to “**Submit**” (As shown in **Screen – K13**)

8.6.4 Once the query is posted and answered by the “**Procurement Expert**”, on the system then the same add be viewed by clicking on “**View**” (As shown in **Screen – K14**)



Screen – K11



Screen – K12

Ask Procurement Expert

[Go Back To Dashboard](#)

Procurement Category: Tender Advertisement

Post Query : *

Do I need to submit my tender advertisement in the newspaper or not ???

Submit

Important Note: Please note that posting of any issue which is not related to Procurement or use of abusive language can lead to debarment & deactivation of your account with or without penalty.

Screen – K13

View Query

Category	Tender Advertisement
Query	Do I need to submit my tender advertisement in the newspaper or not ???
Answer	Not Mandatory.

Screen – K14