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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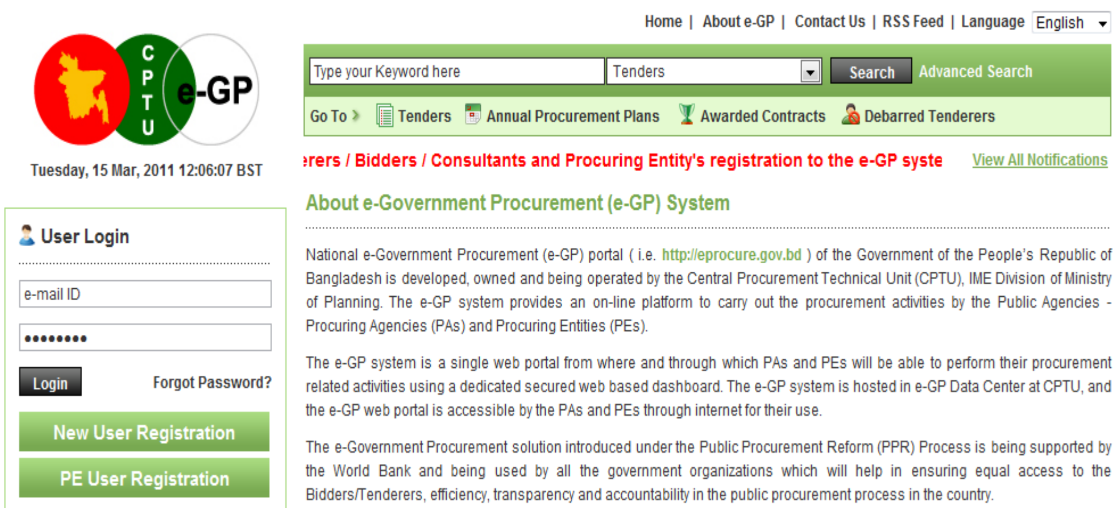
## Contents

# 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

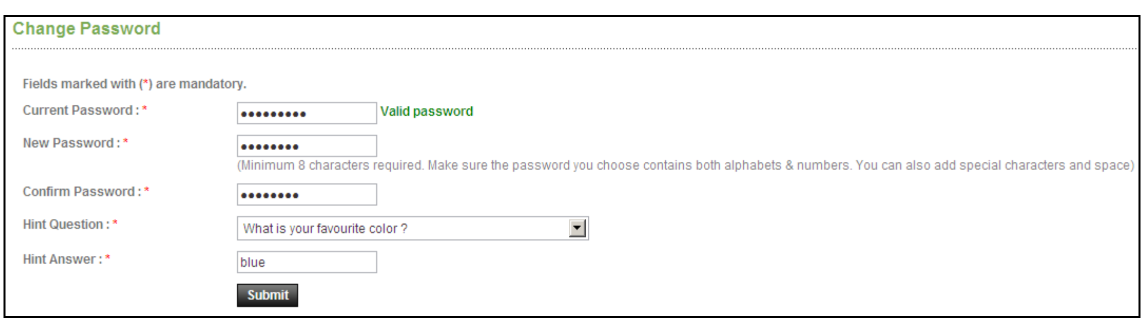
1.1. Users will login to e-GP Portal along with User Name & Password. In case of first time login, to maintain the "**Security & Integrity**" on e-GP Portal, system by default leads to "***Change Password***" screen will come wherein the user has to give the details which are asked.




**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**)



**Screen-A2**

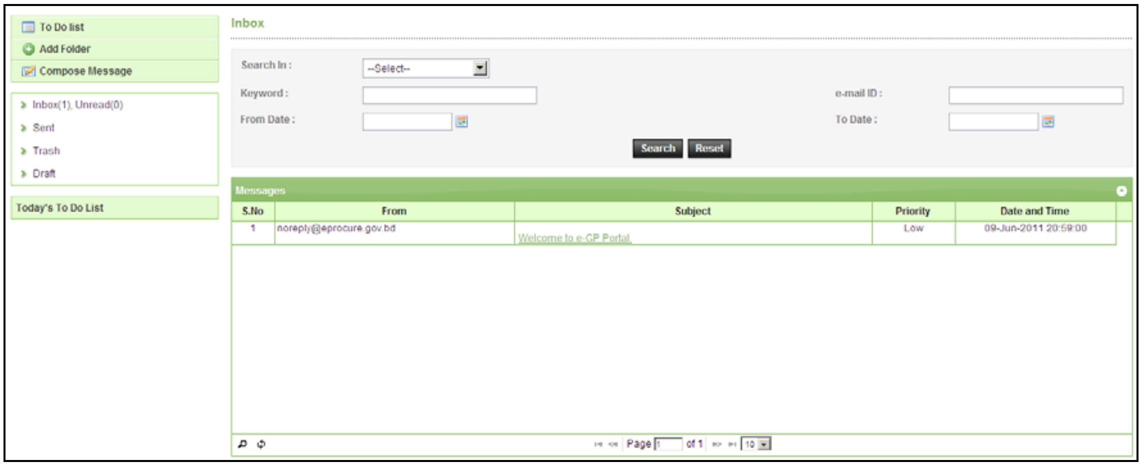
1.4. Once details are given by the user and clicking on ***"Submit"***, the system will show a message on Users screen i.e. ***"Password Changed successfully"*** then User will be redirected to the home page where the Users has to enter the e-mail ID and the changed password. ***(As shown in Screen-A3)***


**Screen-A3**

## 2. Message Box

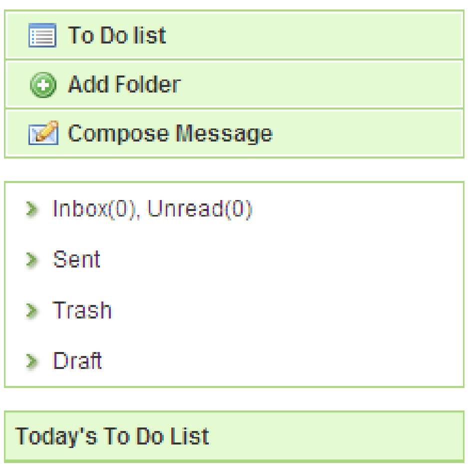
2.1 User will login to e-GP Portal along with User name & Password.

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




**Screen-B1**

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




**Screen-B2**

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

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

*2.2.4* “**<u>Compose Message</u>**” → User can Compose messages using this functionality.

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

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

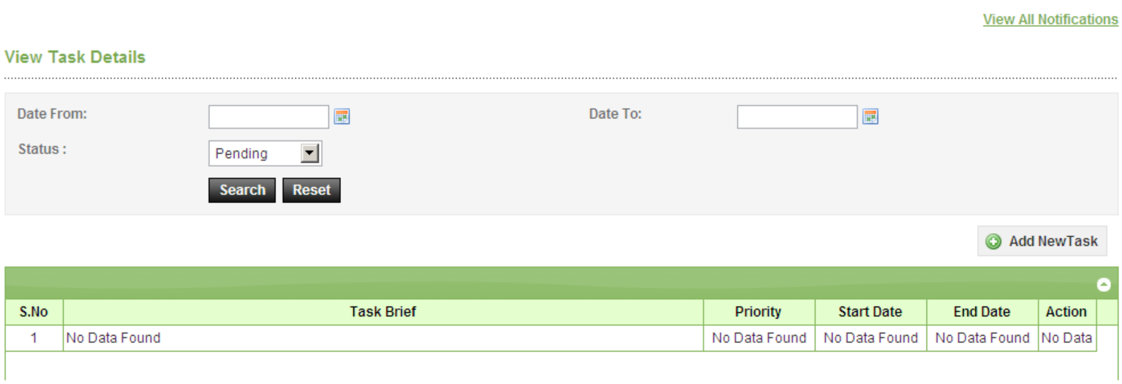
*2.2.7* “**<u>Trash</u>**” → Deleted messages will be in this folder.

*2.2.8* “**<u>Draft</u>**” → Saved messages will be in this folder.

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

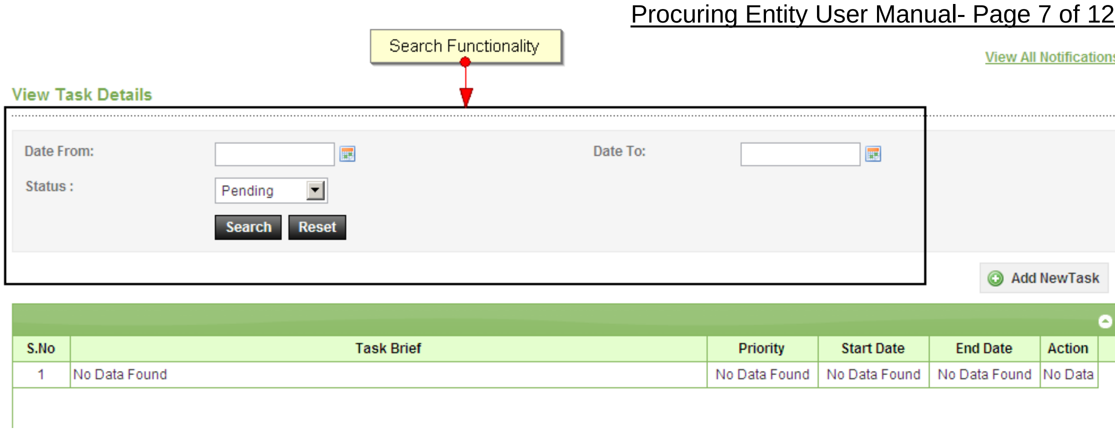
*2.3.1* To Do List functionality, is used so that User can manage their tasks / activities on a regular basis.

*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**)



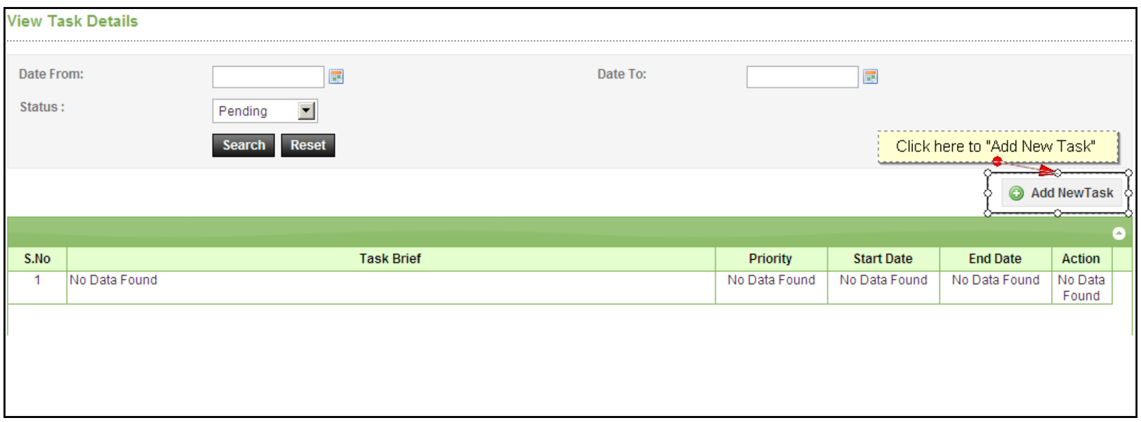

**Screen-B3**

*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**)

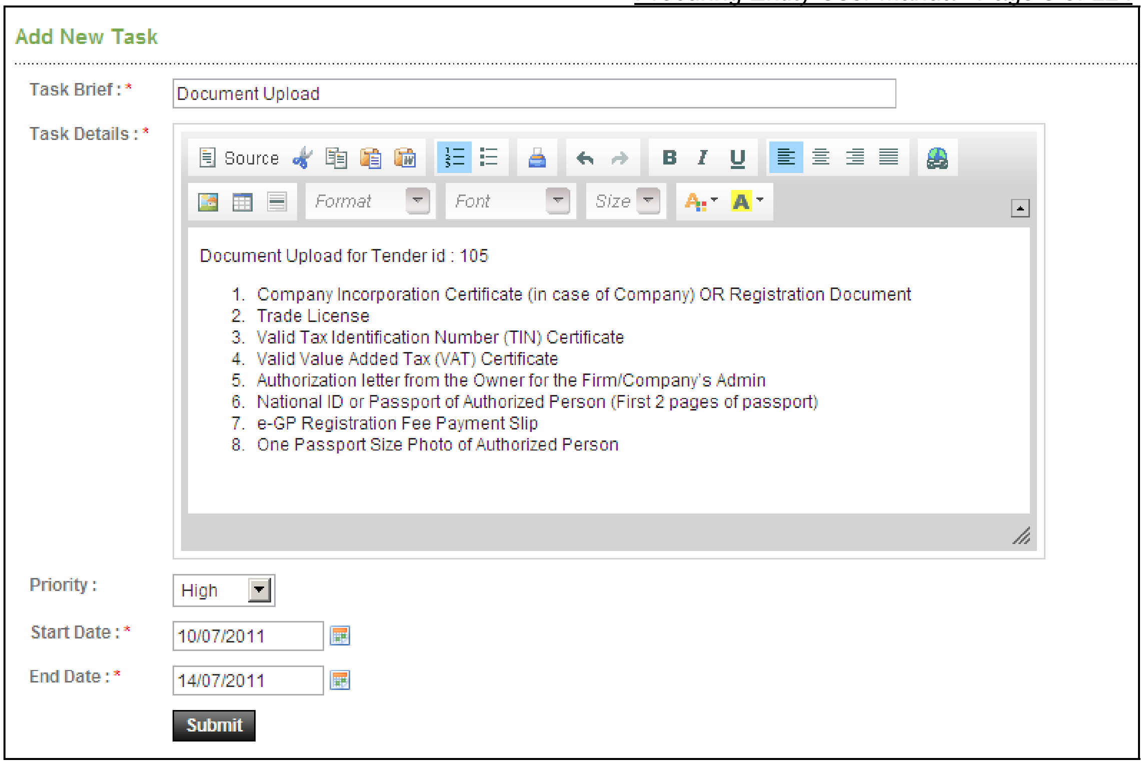



**Screen-B4**

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



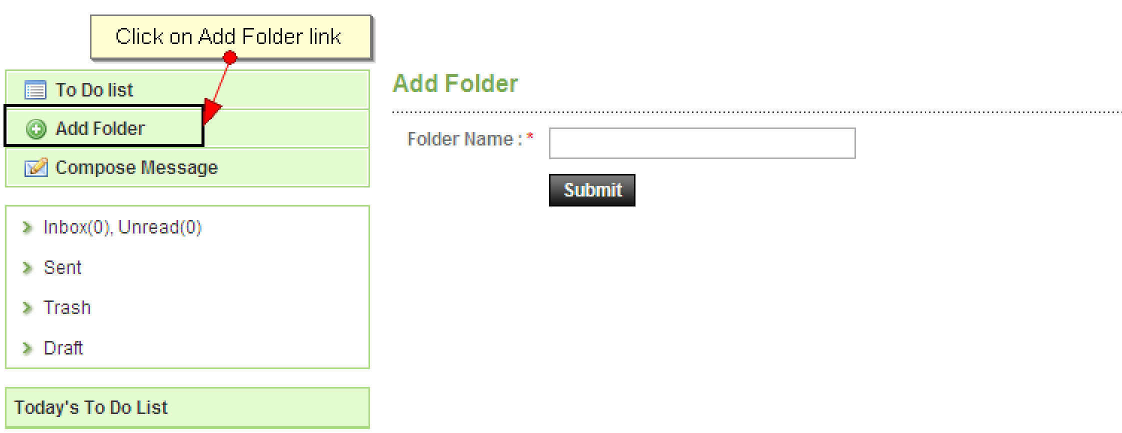

**Screen-B5**




Screen-B6

2.4 **Message Box >> Add Folder**

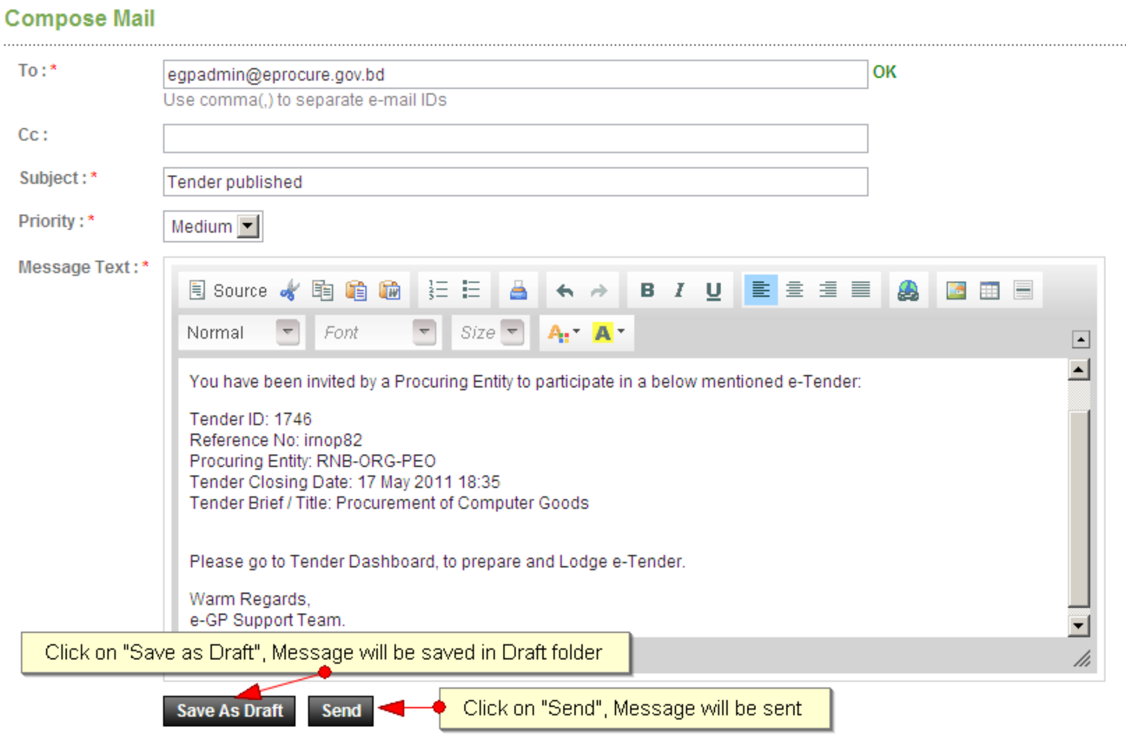
*2.4.1* "**Add Folder**" link will be shown in left panel (As shown in **Screen – B7**)→Add Folder page will be shown, Once users enter the folder name and clicking on submit button, the system will display a validation message as "***Folder created successfully***" and the created folder name will be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




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.




**Screen–B8**

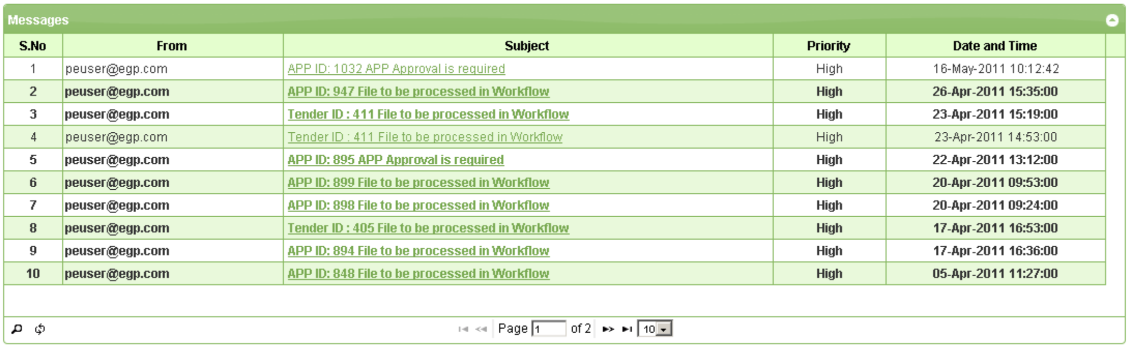
*2.5.2* Message can be created in "***Rich Text Area***" as shown. Priority of message can be set for the message by selecting "***Low, Medium, High***". After composing of the message, User can either "***Send***" the message or "***Save as Draft***".

*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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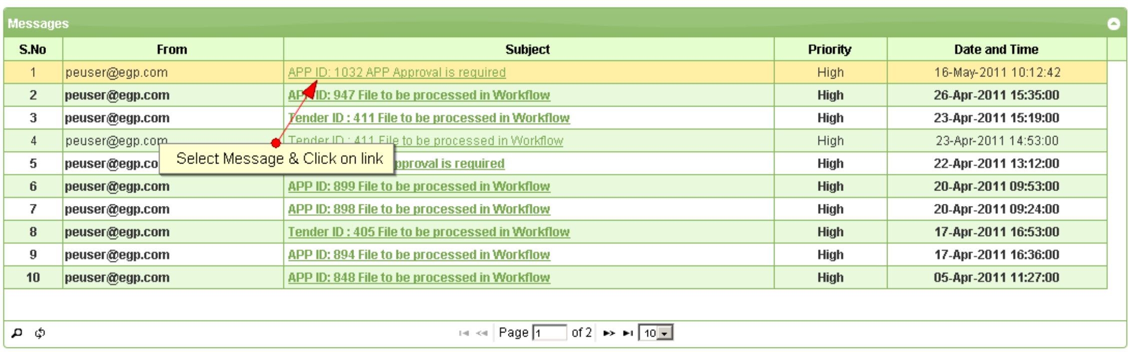
**Screen–B9**

*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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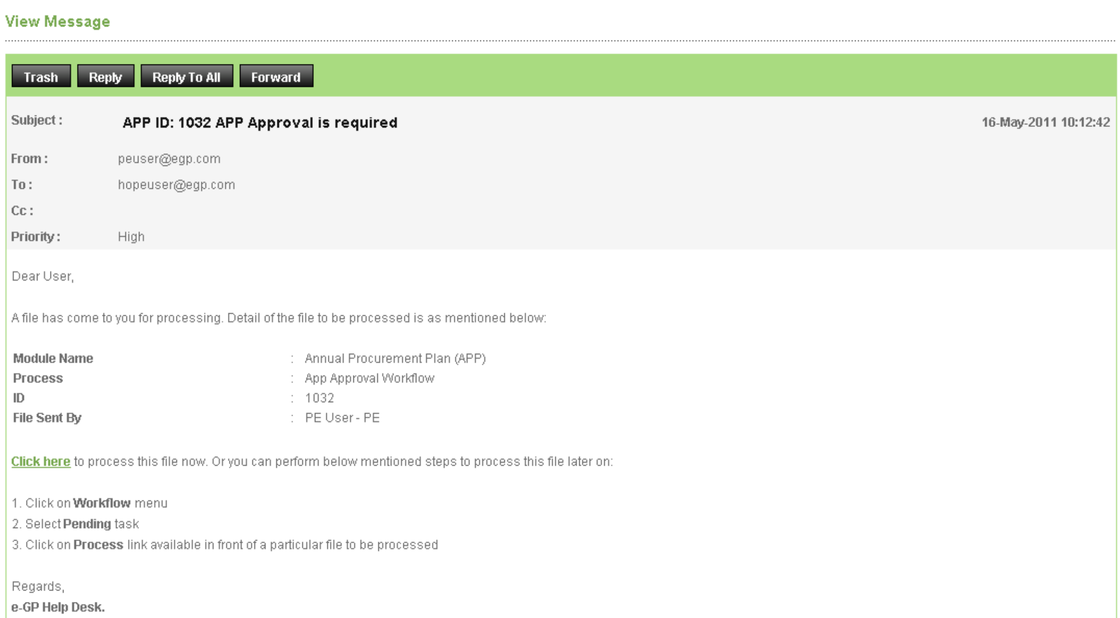
**Screen–B10**



View Message

Trash | Reply | Reply To All | Forward

Subject : APP ID: 1032 APP Approval is required 16-May-2011 10:12:42

From : peuser@egp.com

To : hopeuser@egp.com

Cc :

Priority : High

Dear User,

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

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

Click here to process this file now. Or you can perform below mentioned steps to process this file later on:

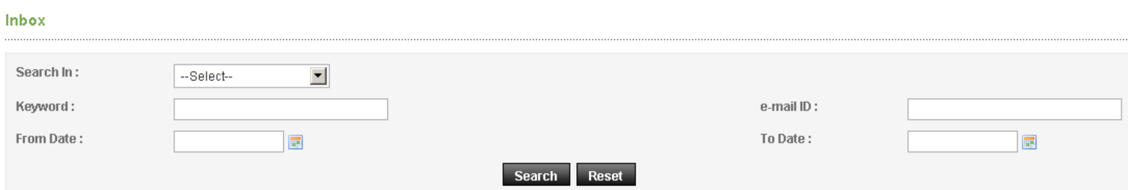
1. Click on **Workflow** menu
2. Select **Pending** task
3. Click on **Process** link available in front of a particular file to be processed

Regards,
**e-GP Help Desk.**

**Screen–B11**

| | |
|---|---|
| **Trash** | When User View Message, on top User can click on “Trash”, to remove the message from 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. |

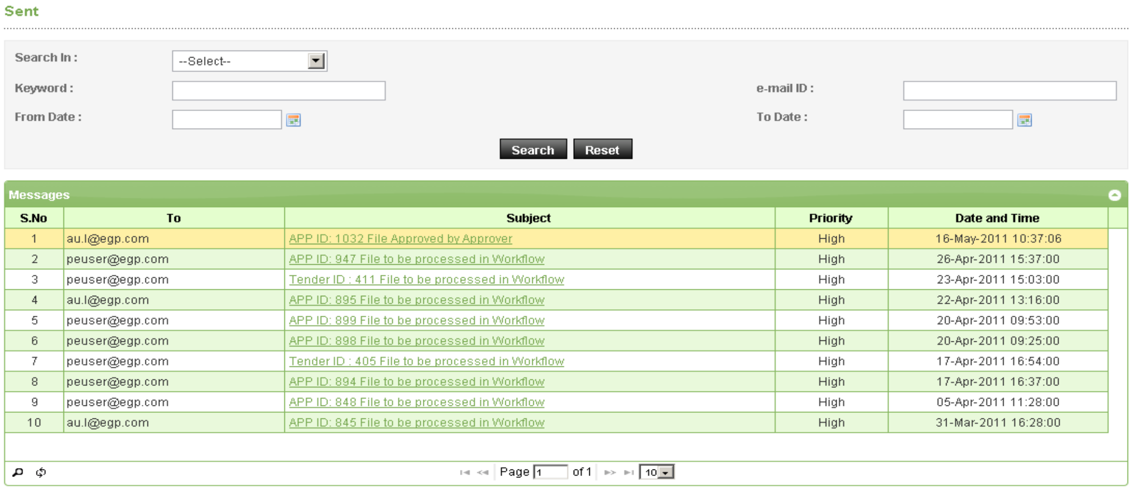
*2.6.4* **Search Message**→ User can use search condition as input values (Search in [Subject, Message], Keyword, e-Mail ID, From Date, To Date – As shown in **Screen –B12**) and result will be displayed in grid table.




**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--

Keyword :

e-mail ID :

From Date :

To Date :

Search Reset

Messages

| 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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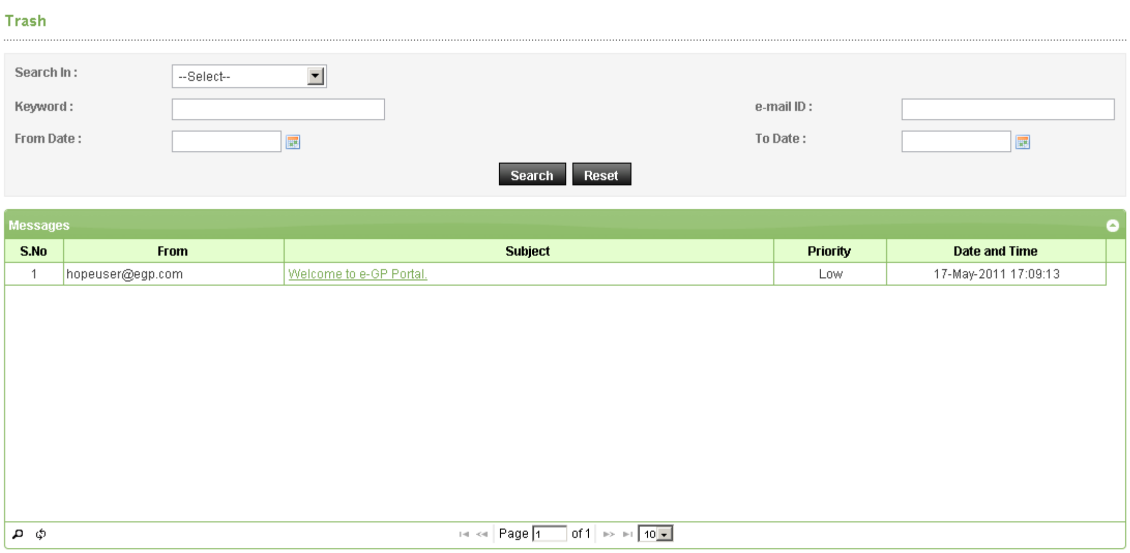
**Screen–B13**

## 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--

Keyword :

e-mail ID :

From Date :

To Date :

Search Reset

Messages

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

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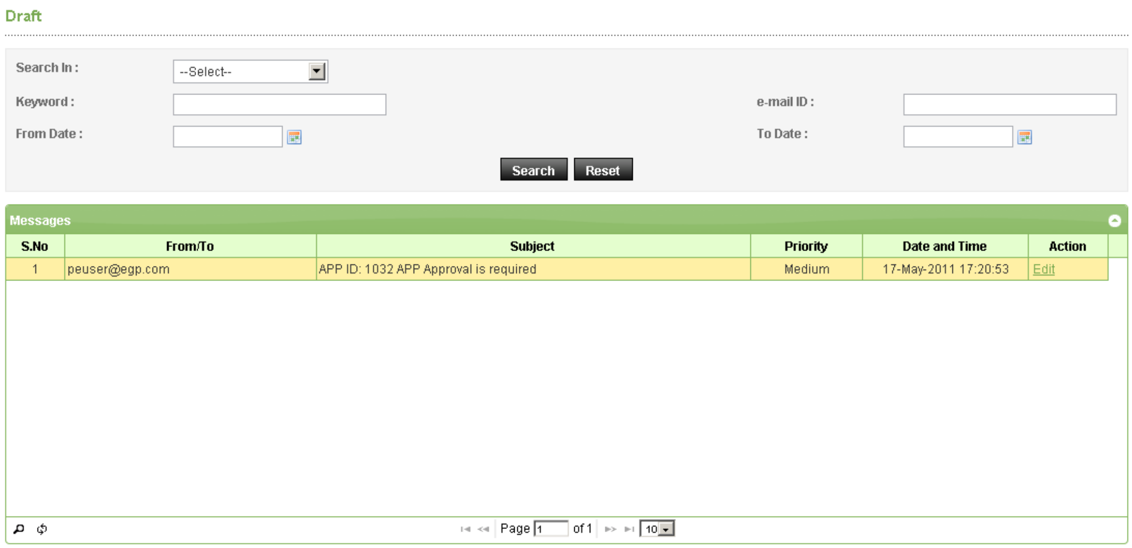
**Screen–B14**

## 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.

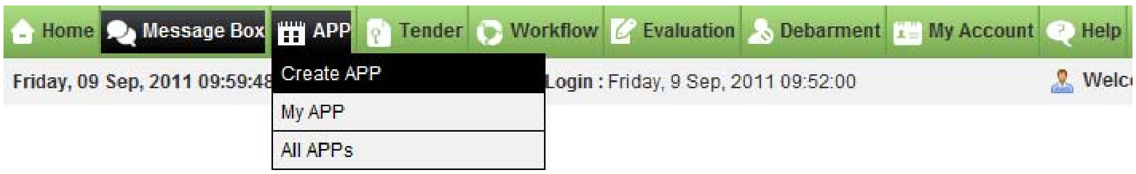



Screen–B15

# 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.

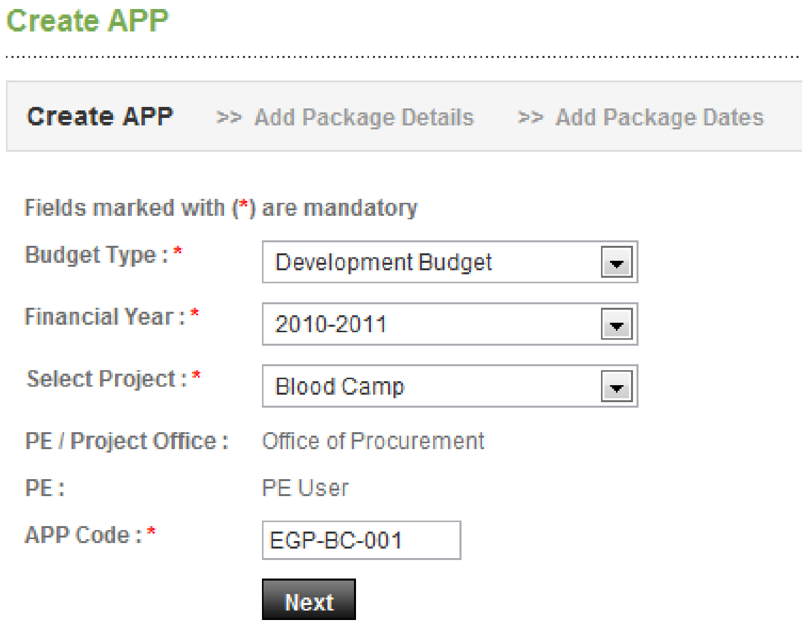
3.1.2.2 **Financial Year: -** PE user has to select Financial Year for the combo box for which APP is being created

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.

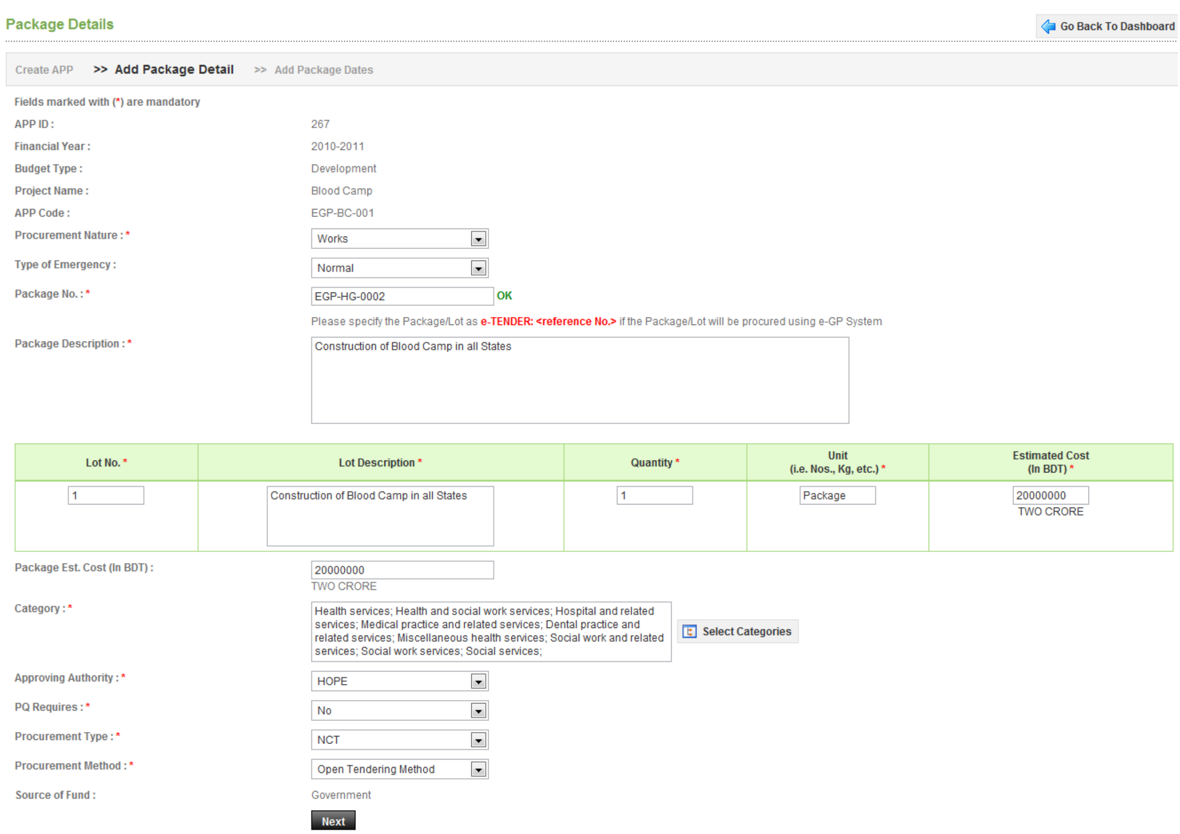
3.1.2.5 **PE: -** PE's name will be automatically displayed on the basis of Login ID.

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




**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**)



**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.

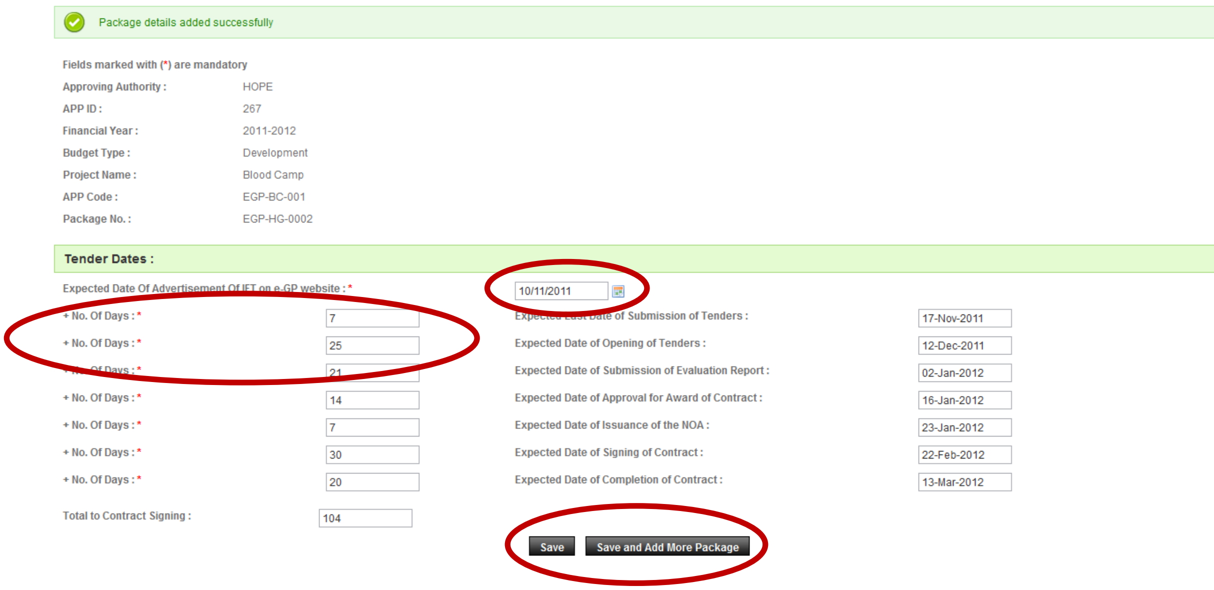
3.1.3.9 **PQ Requires: -** If Pre-Qualification (PQ) requires in the APP then PE user can select "**Yes**" from the Combo Box otherwise selects "**No**".

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.

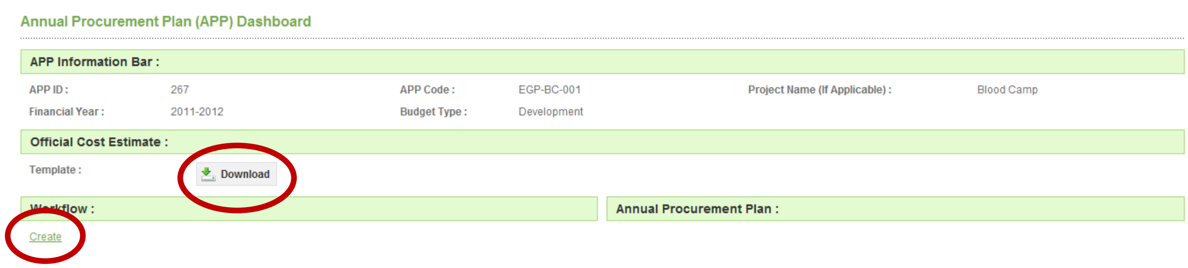
*3.1.4* On submitting all mandatory information PE User has to click on **Next** button for further process. (As shown in **Screen – C3**)

*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**)




**Screen – C4**

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




**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.

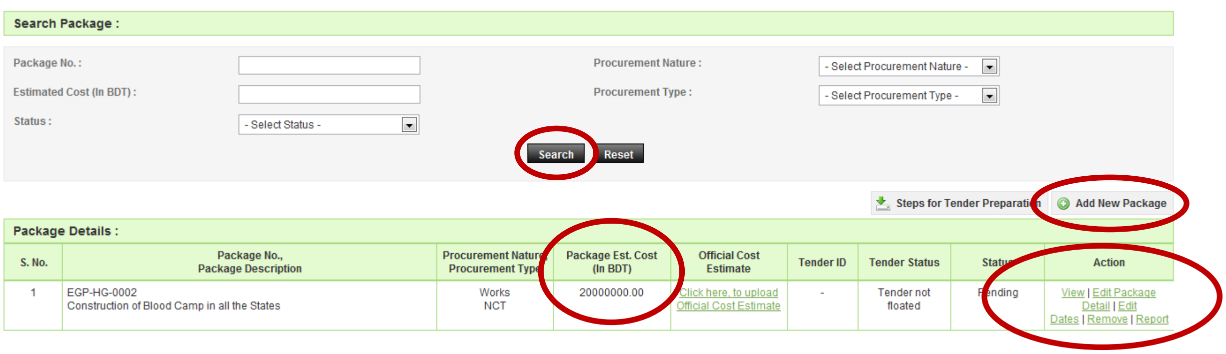
3.1.7.3 **Package Details: -** PE User can take necessary action for the package as mentioned below.

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.




**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 |

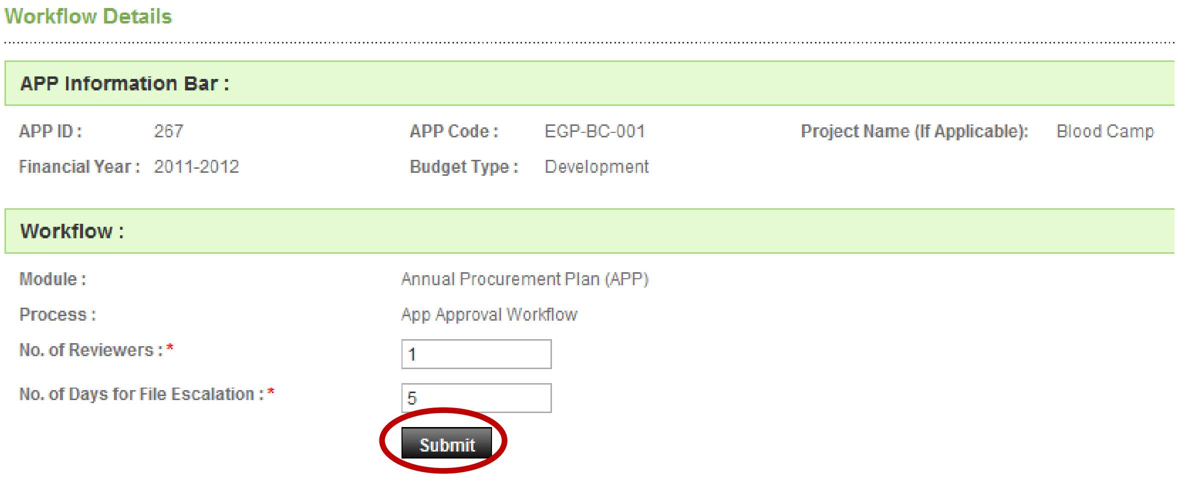
**Screen – C7**

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

**Workflow :**

Create

**Screen – C8**



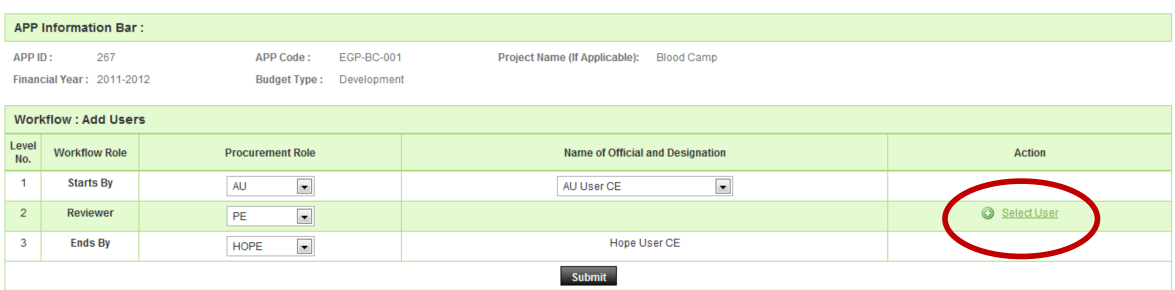

**Screen – C9**

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**)

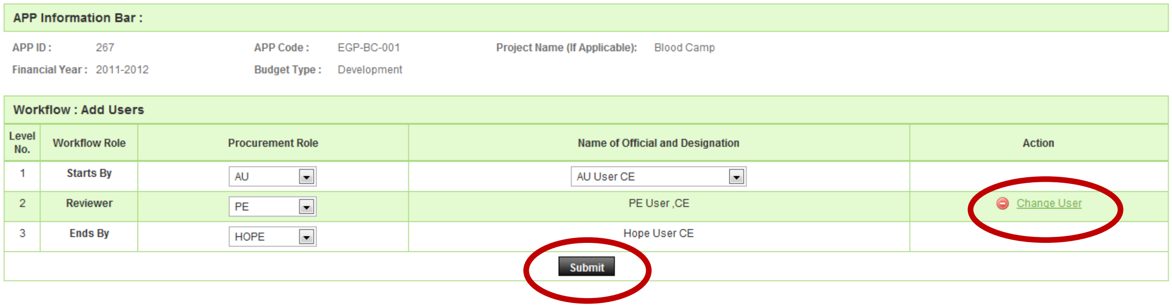



**Screen – C10**

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.



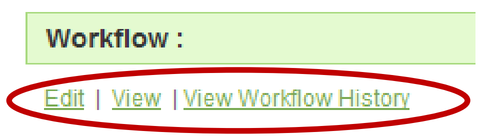

Screen – C11

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**)

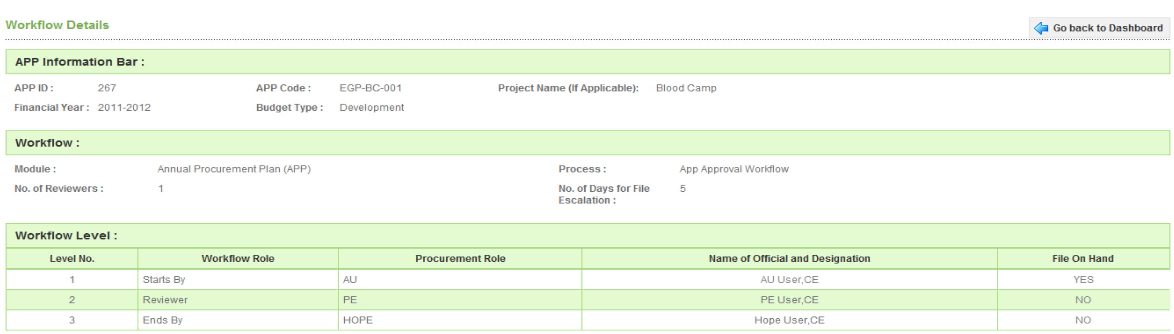
3.1.9.10 Once require selection done by the PE user in the workflow then needs to click on '**Submit'** button for further process. (As shown in **Screen – C11**)

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**)



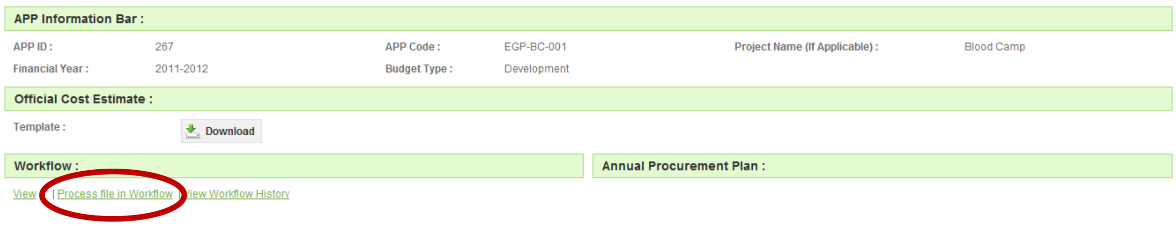

Screen – C12

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



**Screen – C13**

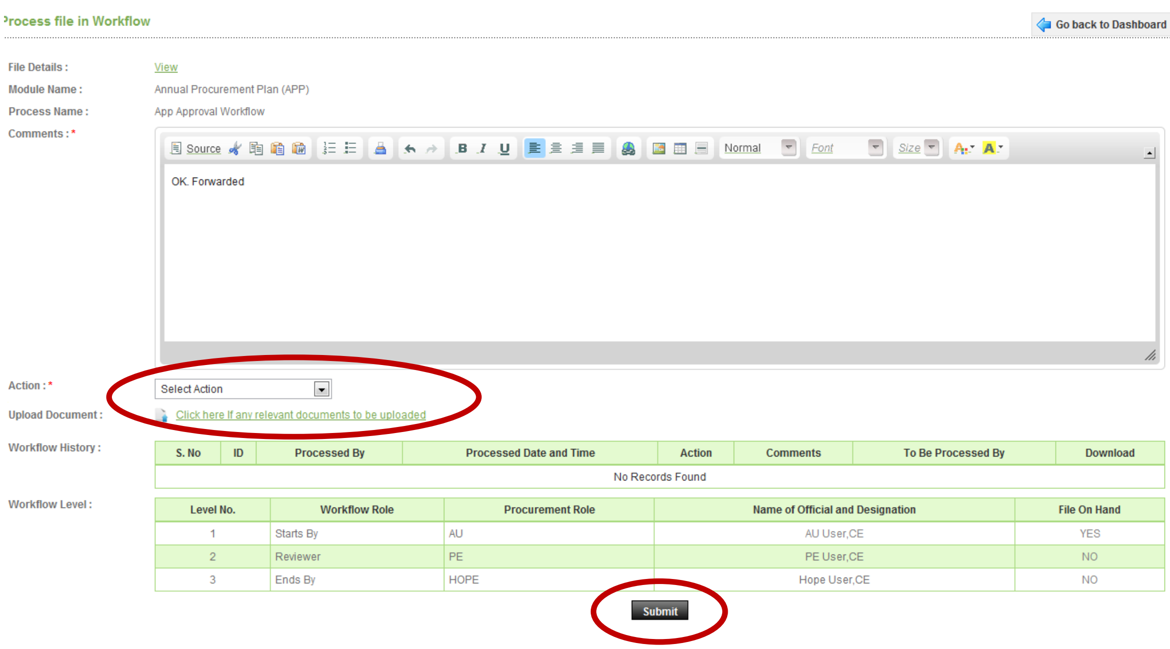
*3.1.10* **Process File in Workflow -** Initiator (AU) clicks on the Process file in workflow to send the file to the Reviewer for necessary approval and comments. (As shown in **Screen – C14**)




**Screen – C14**

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

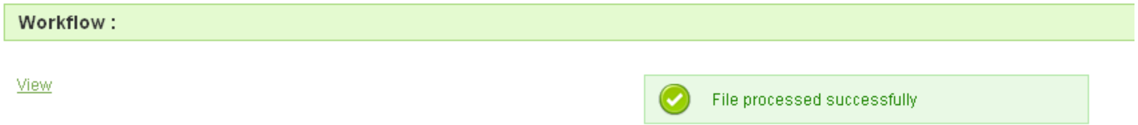
3.1.10.2 **Action: -** Initiator needs to select the Action (Like Forward, Approve) from the combo box for the particular file. In this case, the initiator will select "**Forward**" to forward the particular file to Reviewer. (As shown in **Screen – C15**)




**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**)

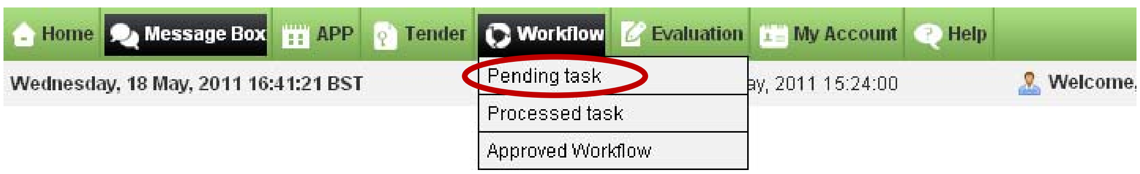
3.1.10.4 On submitting the same, the file will be transferred to the selected authority for the necessary action. (As shown in **Screen – C15**)




**Screen – C16**

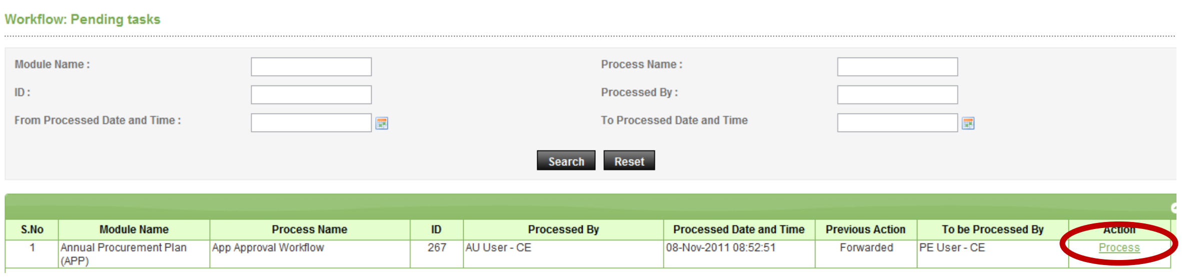
3.1.10.5 Once the file transferred to the Reviewer, the Initiator will get the message "***File Processed Successfully***" (As shown in **Screen – C16**)

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**)



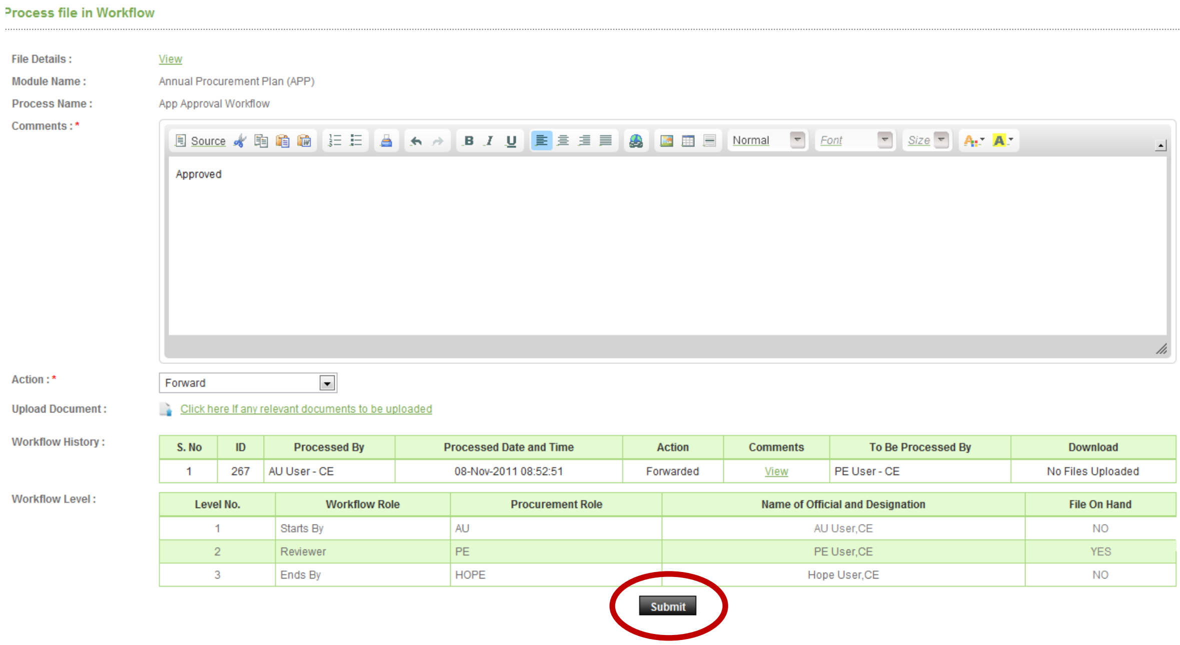

**Screen – C17**

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




**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**)




**Screen – C19**

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

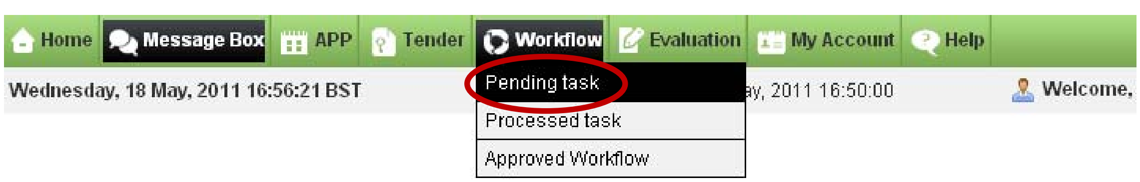
3.1.10.10 **Action: -** Reviewer needs to select the Action (Like Forward, Approve) from the combo box for the particular file. In this case, the initiator will select "**Forward**" to forward the particular file to Reviewer. (As shown in **Screen – C19**)

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**)

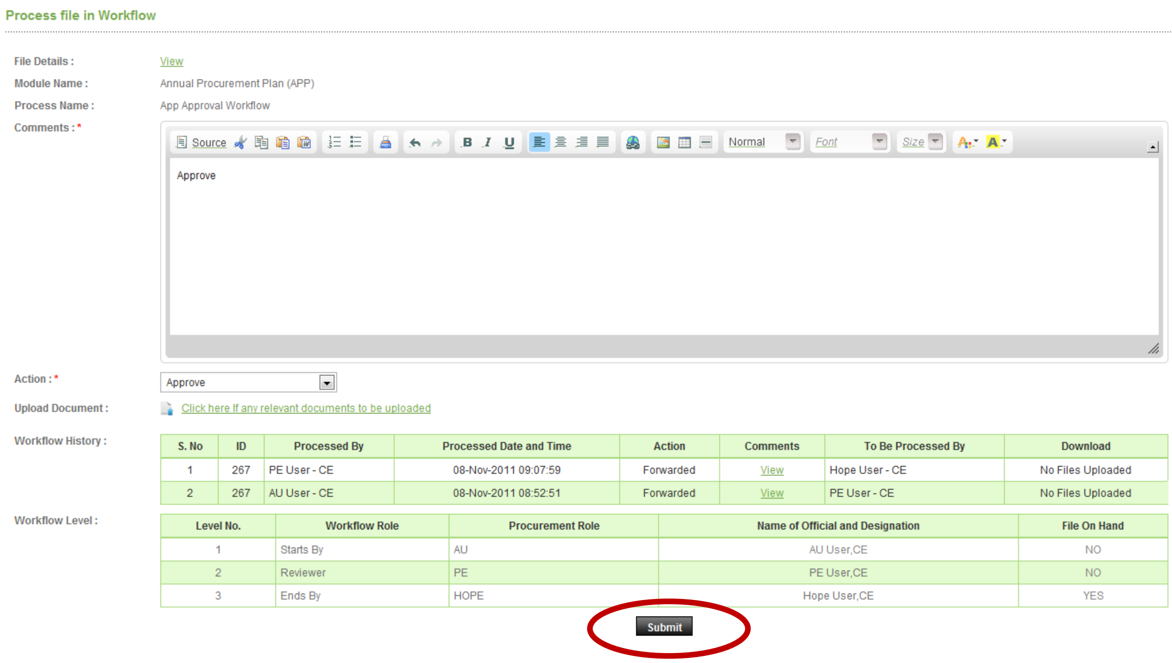
3.1.10.14 Approving Authority will login into the system and selects the "**Workflow**" tab, then click on "**Pending Task**" to process the pending task. (As shown in **Screen – C20**)




**Screen – C20**

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


**Screen – C21**




**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 Processed successfully. (As shown in **Screen – C22**)

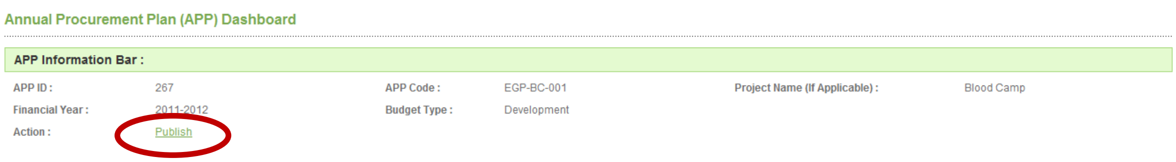

| S.No | Module Name | Process Name | ID | Processed By | Processed Date and Time | Action | To be Processed By | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Annual Procurement Plan (APP) | App Approval Workflow | 267 | Hope User - CE | 08-Nov-2011 09:10:25 | Approved | AU User - CE | History |
| 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**

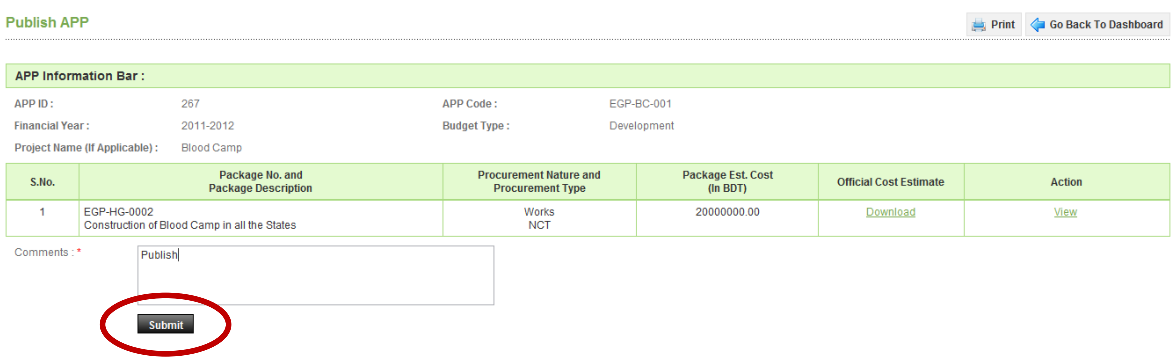
3.1.10.21 Once the file processed successfully, Authorized User gets the message File Processed Successfully. (As shown in **Screen – C23**)

### *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**)




**Screen – C24**

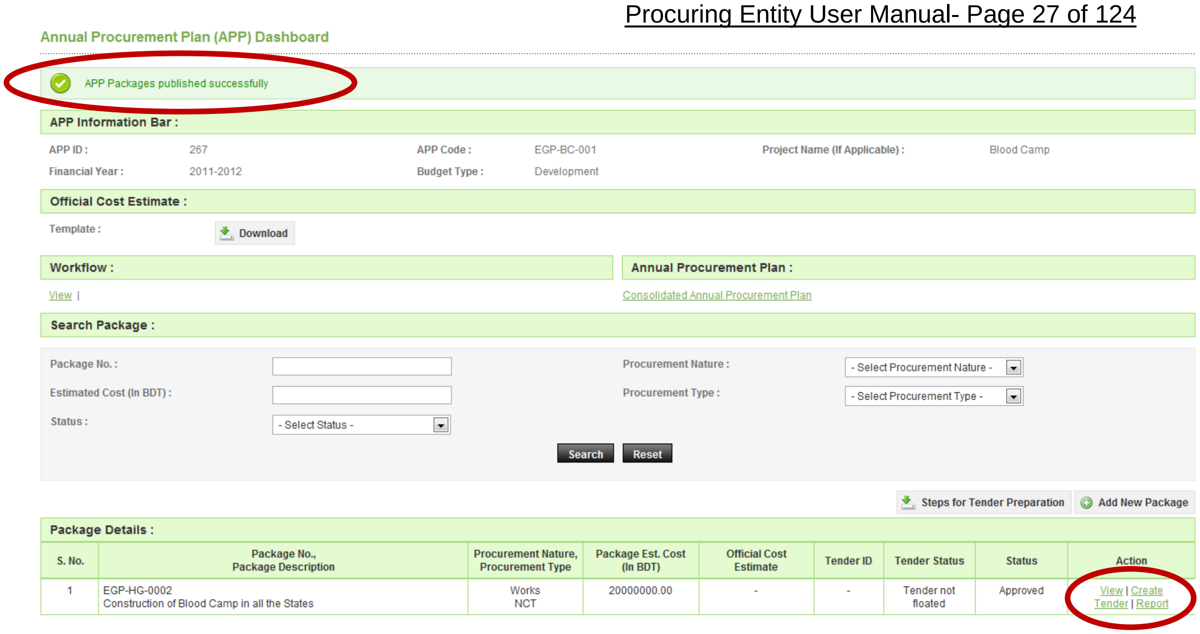



| S.No. | Package No. and Package Description | Procurement Nature and Procurement Type | Package Est. Cost (In BDT) | Official Cost Estimate | Action |
|---|---|---|---|---|---|
| 1 | EGP-HG-0002 Construction of Blood Camp in all the States | Works NCT | 20000000.00 | Download | View |

**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**)

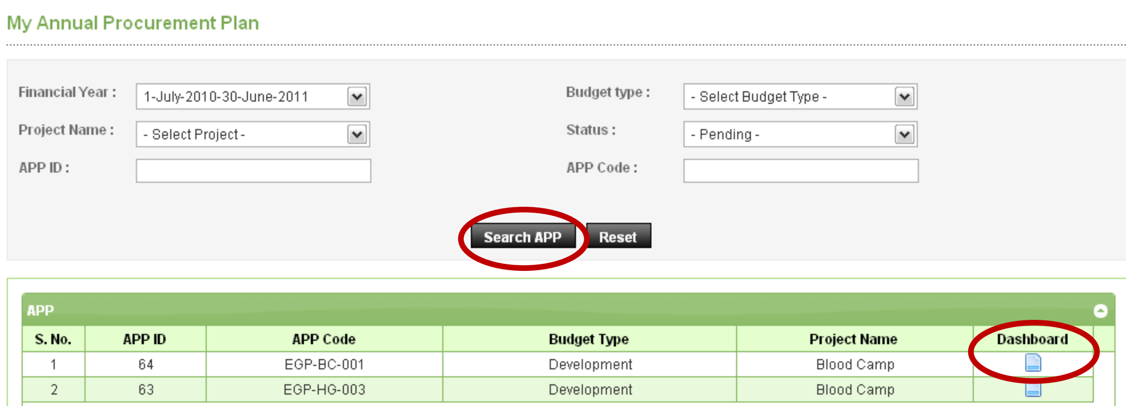
3.1.11.3 Once the APP published successfully, PE User will get the message "***APP Packages published successfully***". (As shown in **Screen – C26**)




**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)




**Screen – C27**

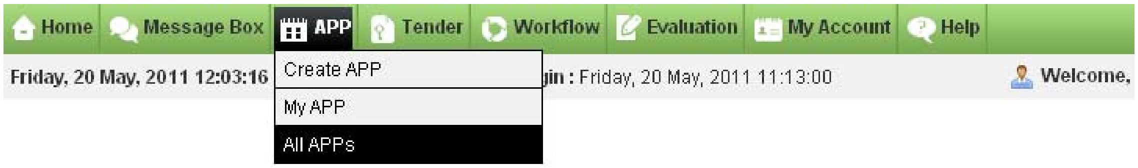
*3.2.1* PE User can search their APP by selecting Financial Year, Budget Type, Project Name and Status. (As shown in **Screen – C27**)

*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**

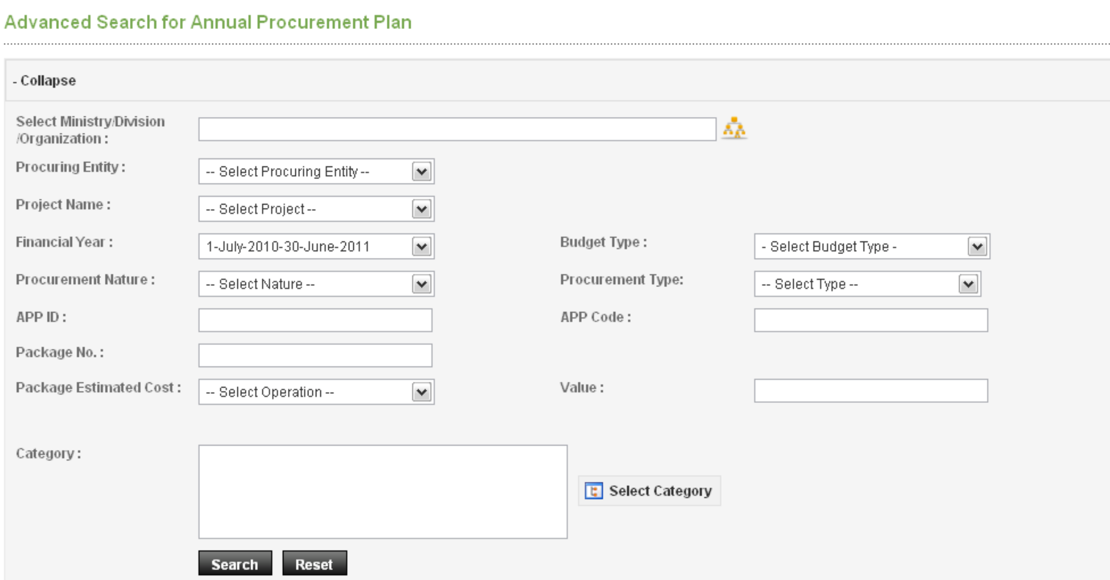
*3.3.2* Any Govt. User can search any APP with the input of necessary data as mentioned below. (As shown in **Screen – C29**)

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




**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 |

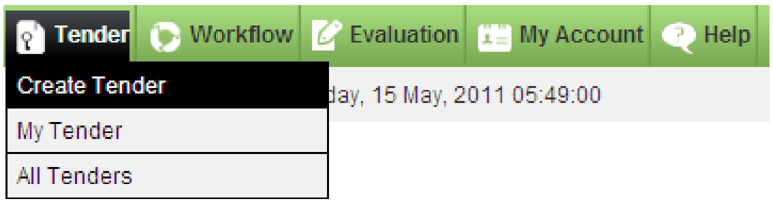
Page 1 of 1 | 1 | Go To Page | « First ‹ Previous Next › Last »

**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).



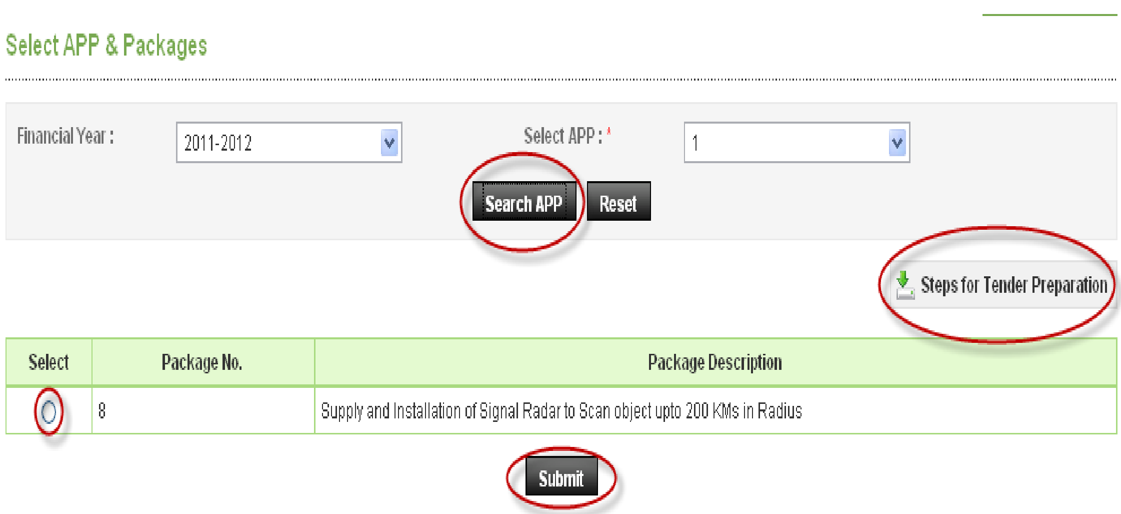

**Screen – D1**

*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.

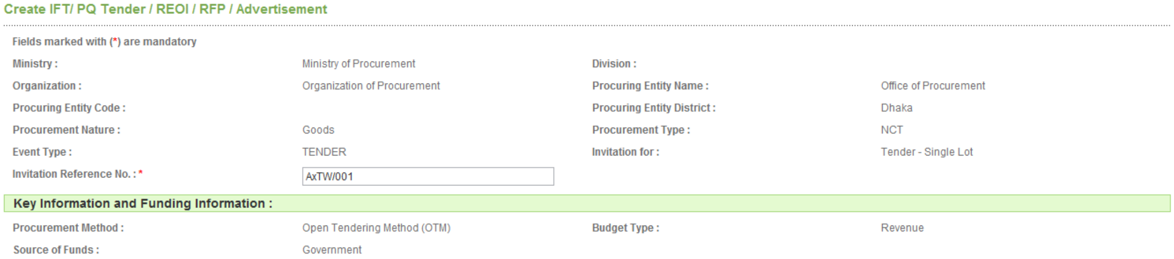
*4.1.4* Select **Lot** on which this tender is to be prepared.

*4.1.5* Click on ***“Submit”*** button.




**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

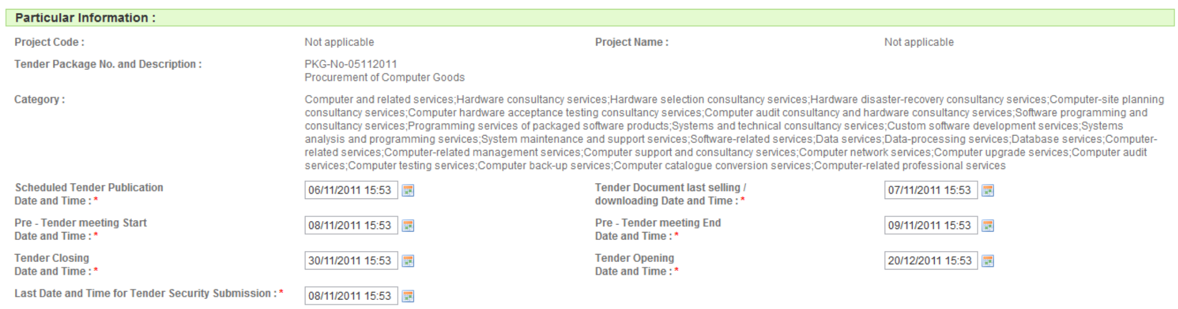
| | | | |
|---|---|---|---|
| Ministry : | Ministry of Procurement | Division : | |
| Organization : | Organization of Procurement | Procuring Entity Name : | Office of Procurement |
| Procuring Entity Code : | | Procuring Entity District : | Dhaka |
| Procurement Nature : | Goods | Procurement Type : | NCT |
| Event Type : | TENDER | Invitation for : | Tender - Single Lot |
| Invitation Reference No. : * | AxTW/001 | | |

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**)

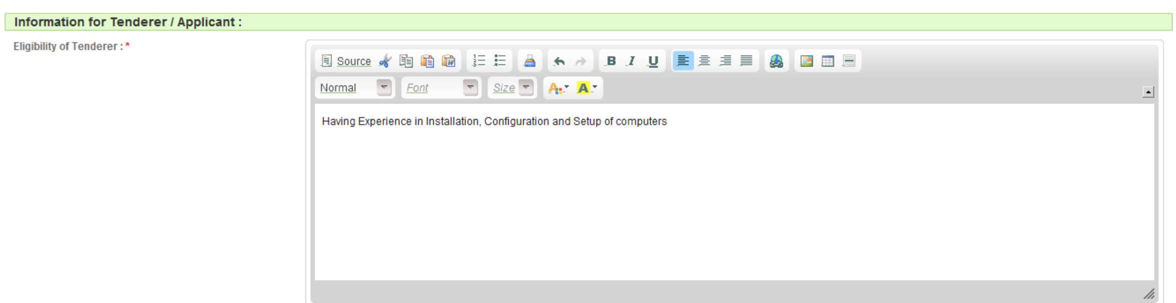


Particular Information :

| | | | |
|---|---|---|---|
| Project Code : | Not applicable | Project Name : | Not applicable |
| Tender Package No. and Description : | PKG-No-05112011<br>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 : * | 06/11/2011 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 :

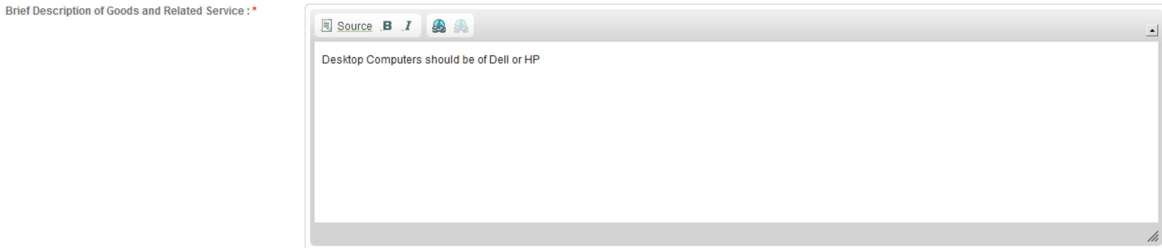
Eligibility of Tenderer : *

Source Normal Font Size

Having Experience in Installation, Configuration and Setup of computers

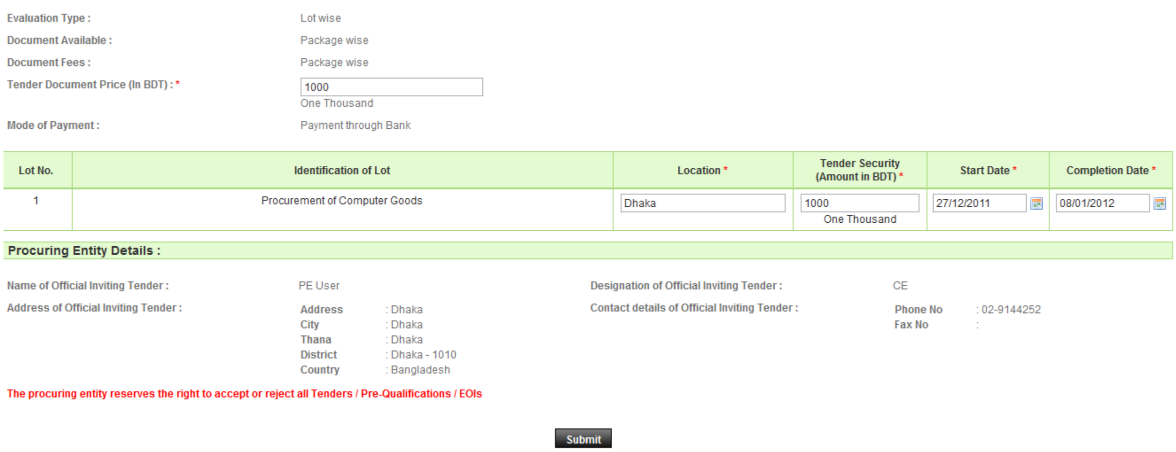
**Screen – D5**

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




**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**)




**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. : | 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

| | |
|---|---|
| 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 – 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. : | AxTW/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<br>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<br>City : Dhaka<br>Thana : Dhaka<br>District : Dhaka - 1010<br>Country : Bangladesh | Contact details of Official Inviting Tender : | Phone No : 02-9144252<br>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**)

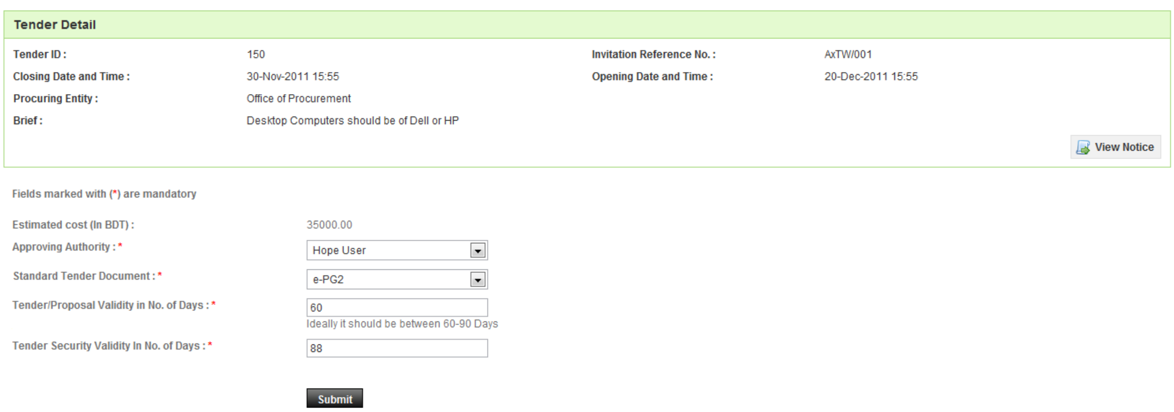

## Screen – D10

*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**)

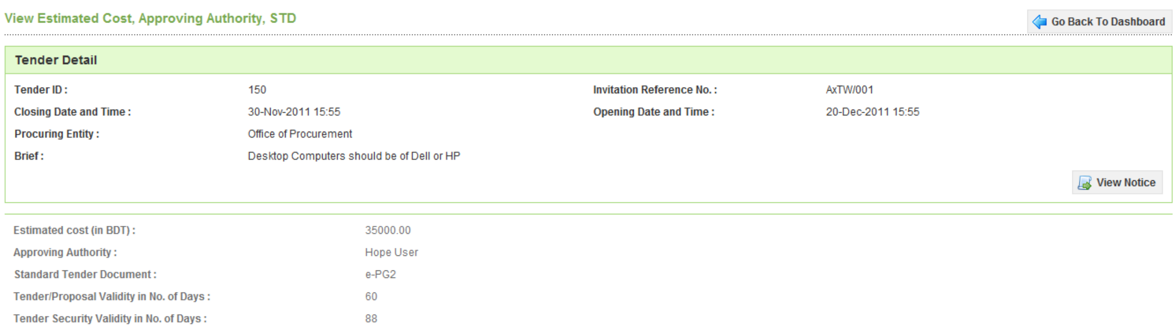



## Screen – D11

*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**)

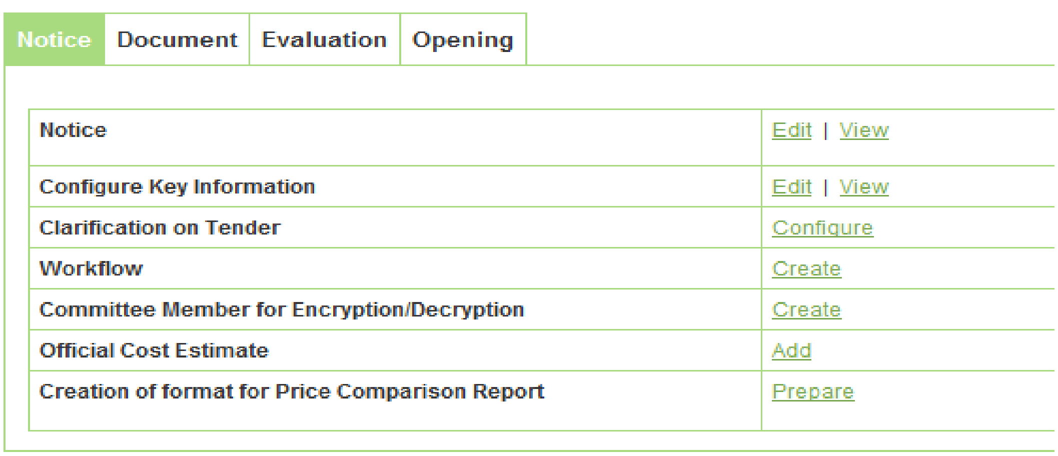

**Screen – D12**

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




**Screen – D13**

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



**Screen – D14**

*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. : | 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

Notice | Document | Evaluation | Opening

STD : e-PG2

Guidance Notes :

| S. No. | File Name | File Description | File Size In KB | Action |
|---|---|---|---|---|
| 1 | Template of e-PG2 Technical Specifications and Compliance of Goods and related services (Form e-PG2-3).xls | Template of e-PG2 Technical Specifications and Compliance of Goods and related service(Form e-PG2-3) | 15 | |
| 2 | Template of e-PG2 Price and Delivery Schedule for Goods (Form e-PG2-2A).xls | Template of e-PG2 Price and Delivery Schedule for Goods (Form e-PG2-2A) | 22 | |
| 3 | Template of e-PG2 Price and Completion Schedule for Related Services (Form e-PG2-2B).xls | Template of e-PG2 Price and Completion Schedule for Related Services (Form e- PG2-2B) | 22 | |
| 4 | Guidance_TS_e-PG2.pdf | Guidence Notes for e-PG2 | 12 | |

Package No. : PKG-No-05112011

Package Description : Procurement of Computer Goods

| Section No. | Section Name | Action |
|---|---|---|
| 1 | Instructions to Tenderers (ITT) | View |
| 2 | Tender Data Sheet (TDS) | Edit |
| 3 | General Conditions of Contract (GCC) | View |
| 4 | Particular Conditions of Contract (PCC) | Edit |
| 5 | Tender and Contract Forms | |

(For sections 1–4:)

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

Tender forms — Data and Sequence of data in Tech form and BOQ/Schedule of Price Bid forms should be same to avoid any confusion to Tenderer.

New forms : New Forms Preparation — To create any additional supplementary forms, click on this link.

| S. No. | File Name | File Description | File Size (in KB) | Action |
|---|---|---|---|---|
| 1 | e-PG2ContractForms.doc | \e- PG2 Contract Forms | 51 | |
| 2 | e-PG2ContractForms.pdf | e-PG2 Contract Forms | 39 | |
| 3 | Guidance_TS_e-PW2.pdf | Guidance - Technical Specifications and Compliance | 12 | |

| S. No. | Form Name | Actions |
|---|---|---|
| 1 | e-Tender Submission Letter (Form e-PG2 -1) | Form Dashboard \| View Form \| Prepare Required Document List \| View Required Document List \| Copy this Form \| Test Form \| View Combo |
| 2 | Technical Specifications and Compliance of Goods and related services (Form e-PG2-3) | Form Dashboard \| View Form \| Prepare Required Document List \| View Required Document List \| Copy this Form \| Test Form |

Lot No. : 1

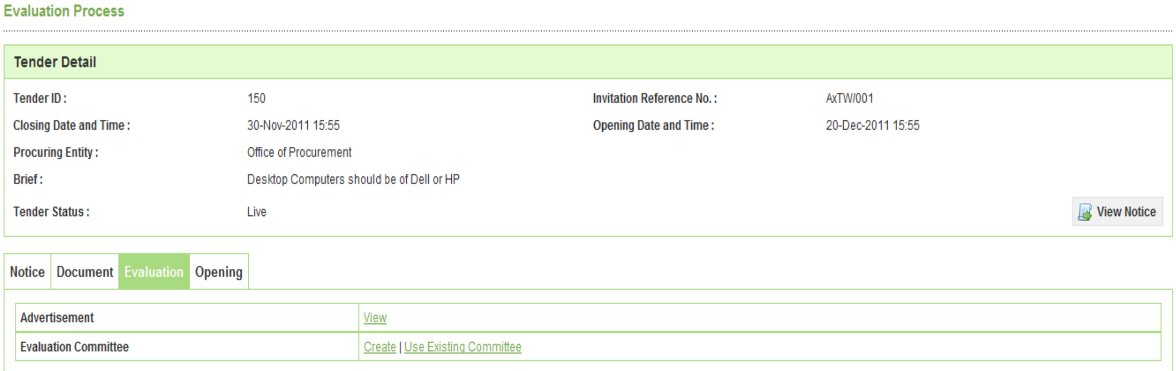
Lot Description : Procurement of Computer Goods

| S. No. | Form Name | Actions |
|---|---|---|
| 1 | Price and Delivery Schedule for Goods (Form e-PG2-2A) | Form Dashboard \| View Form \| Prepare Required Document List \| View Required Document List \| Copy this Form \| Test Form |
| 2 | Price and Completion Schedule for Related Services (Form e-PG2-2B) | Form Dashboard \| View Form \| Prepare Required Document List \| View Required Document List \| Copy this Form \| Test Form |

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**)



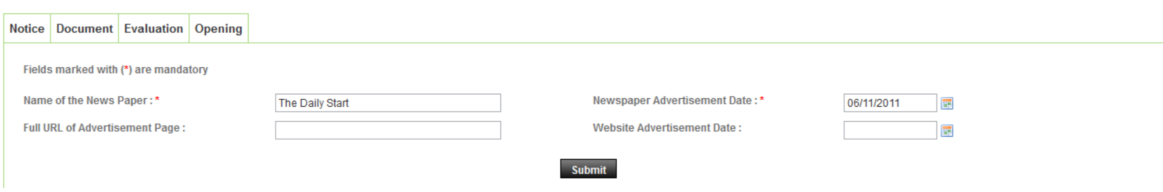

**Screen – D16**

*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**)

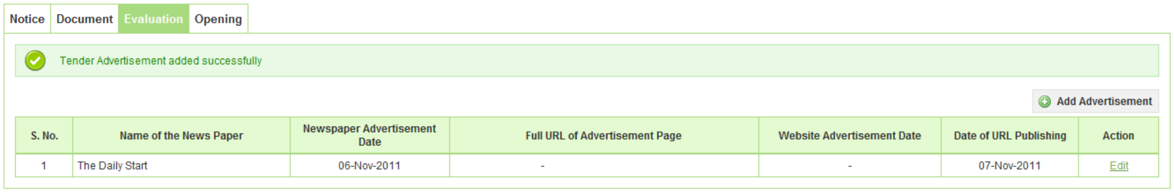

**Screen – D17**

*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**)




**Screen – D18**

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




**Screen – D19**

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

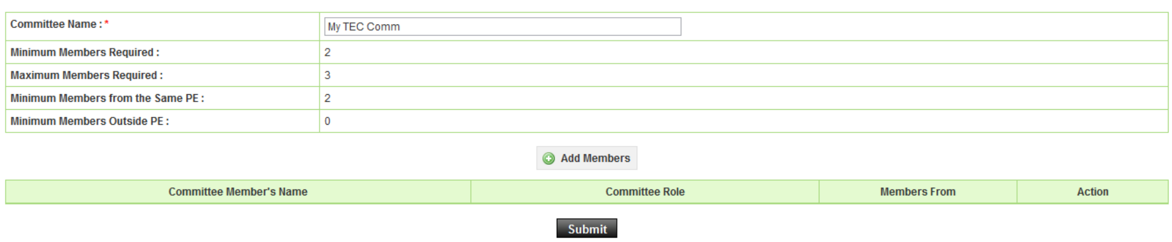
*4.1.29* PE User will able to having two options as mentioned below:

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.

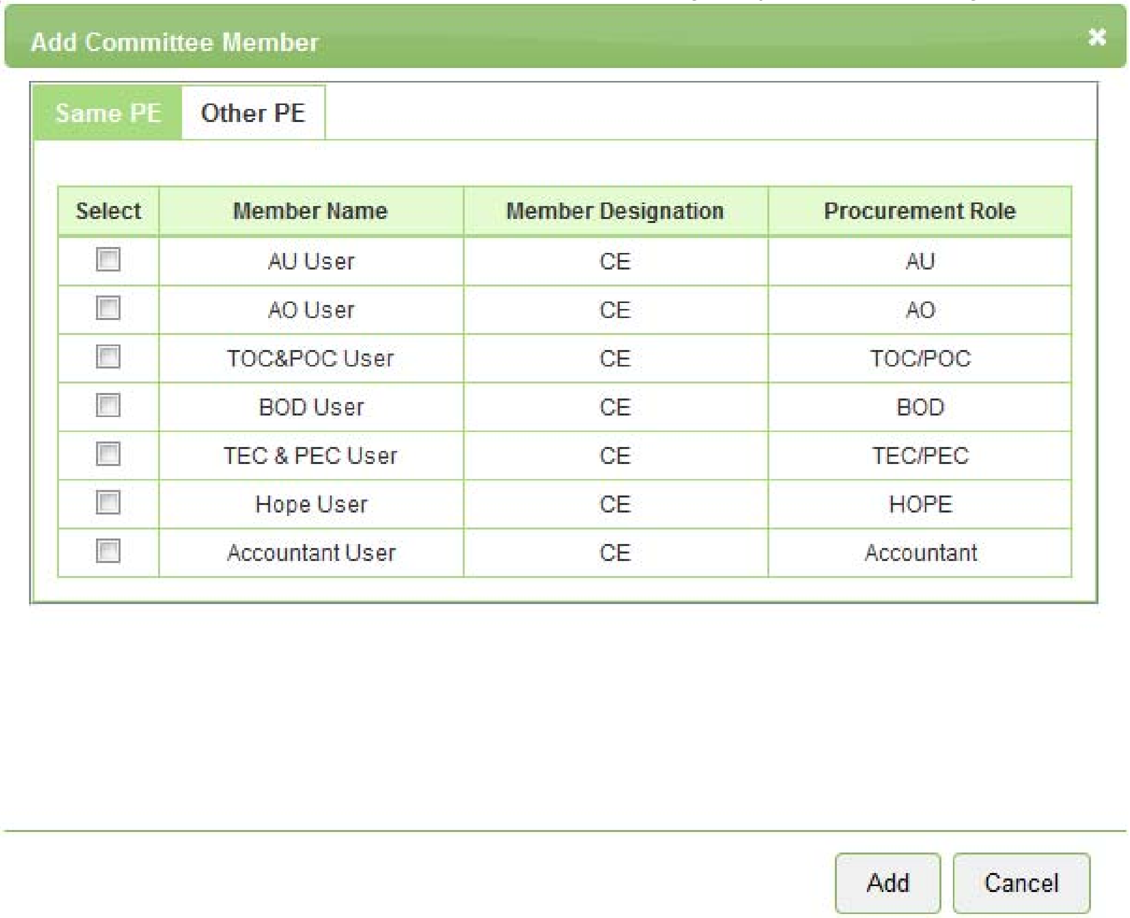
*4.1.30* User when selects "**Create**" comm. Members option and for that he has to click on "**Create**" hyperlink.

*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**)



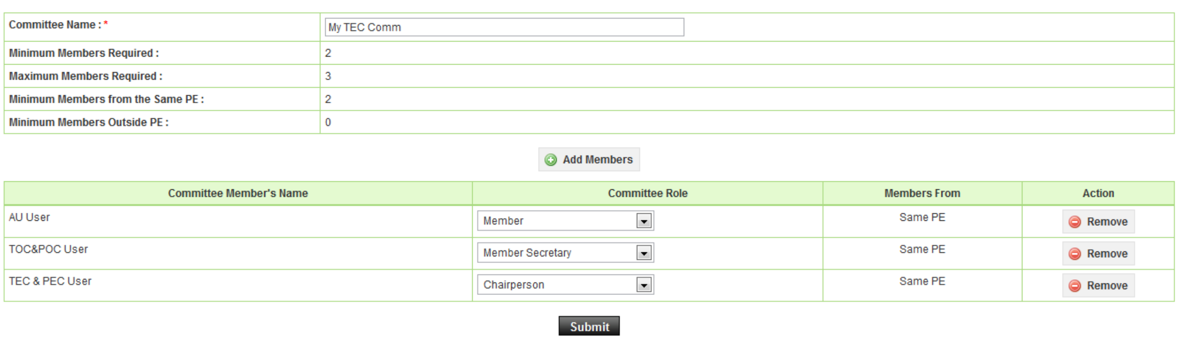

**Screen – D20**

*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**)




**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**)




**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 |

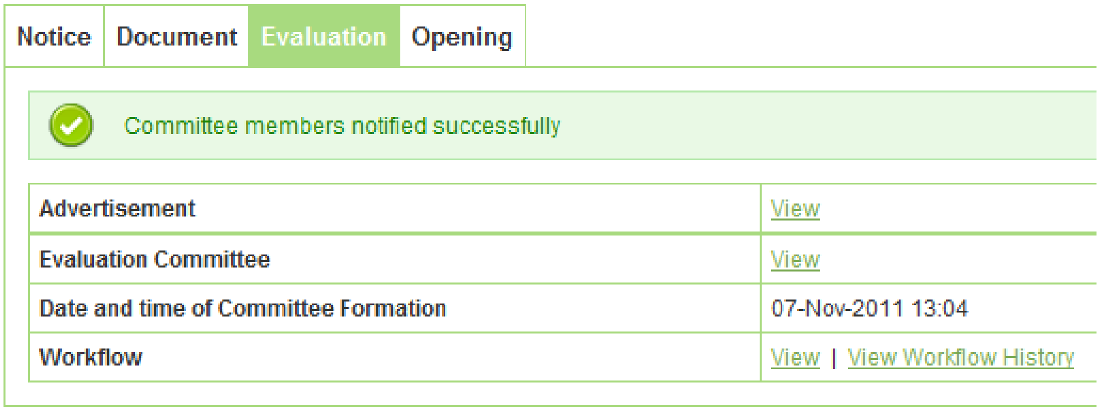
| Committee Member's Name | Committee Role | Members From |
|---|---|---|
| TEC & PEC User | Chairperson | Same PE |
| TOC&POC User | Member Secretary | Same PE |
| AU User | Member | Same PE |

Remarks *:

Notify

**Screen – D25**

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



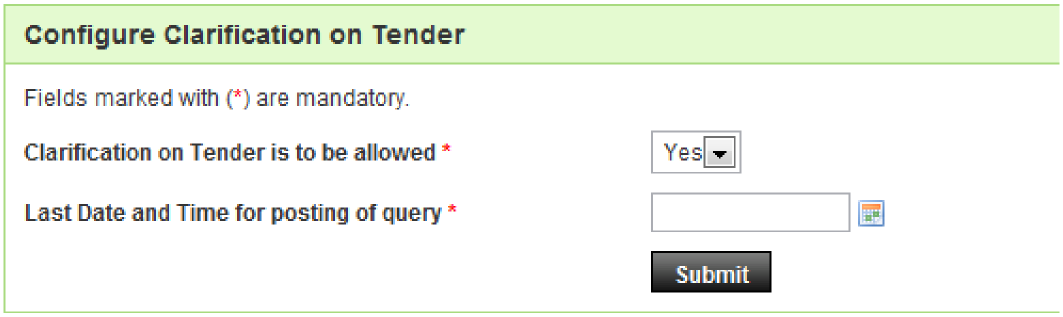

**Screen – D26**

*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**)


**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**)




**Screen – D28**

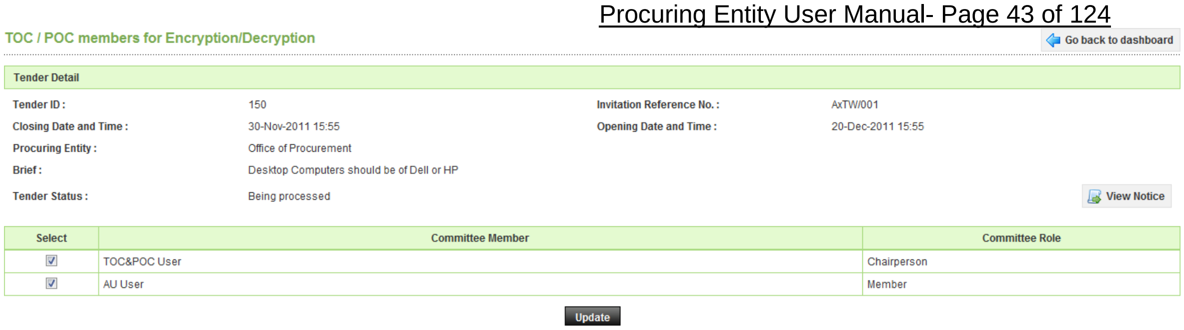
*4.1.41* On Submit, the system will display message "***Clarification on Tender Configured Successfully***" (As shown in **Screen – D29**)


**Screen – D29**

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

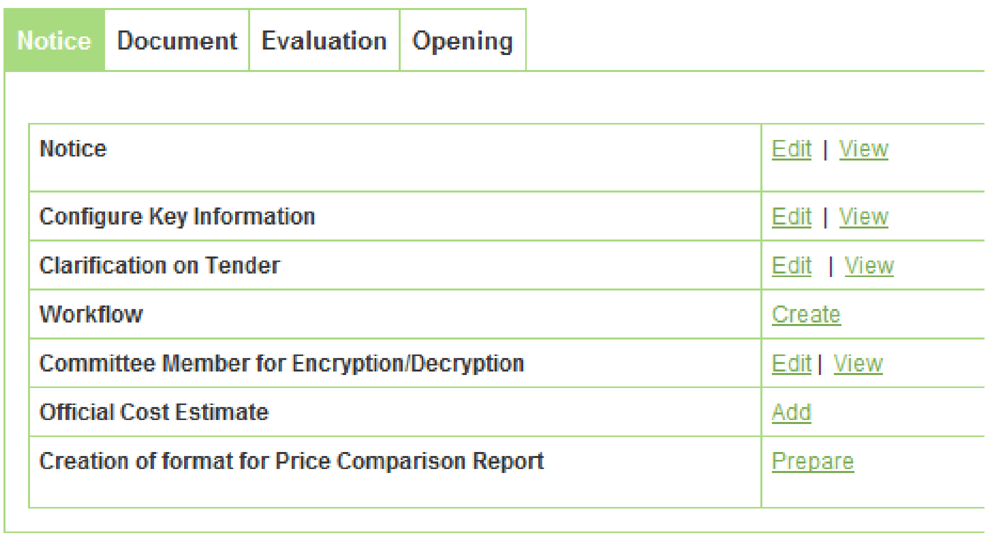

**Screen – D30**

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



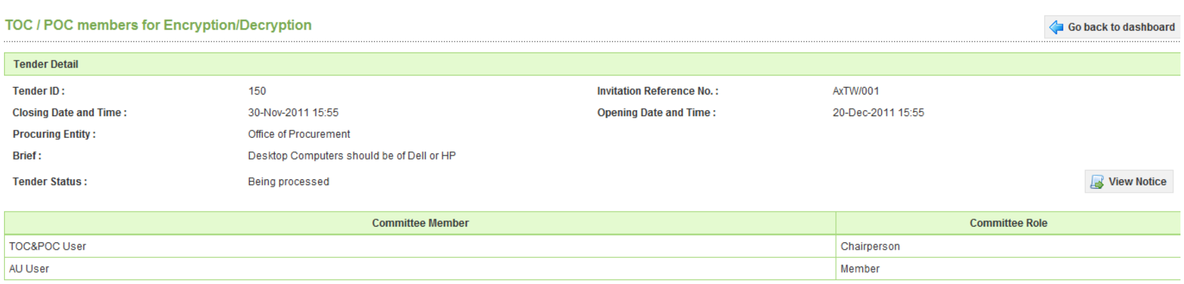

**Screen – D31**

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



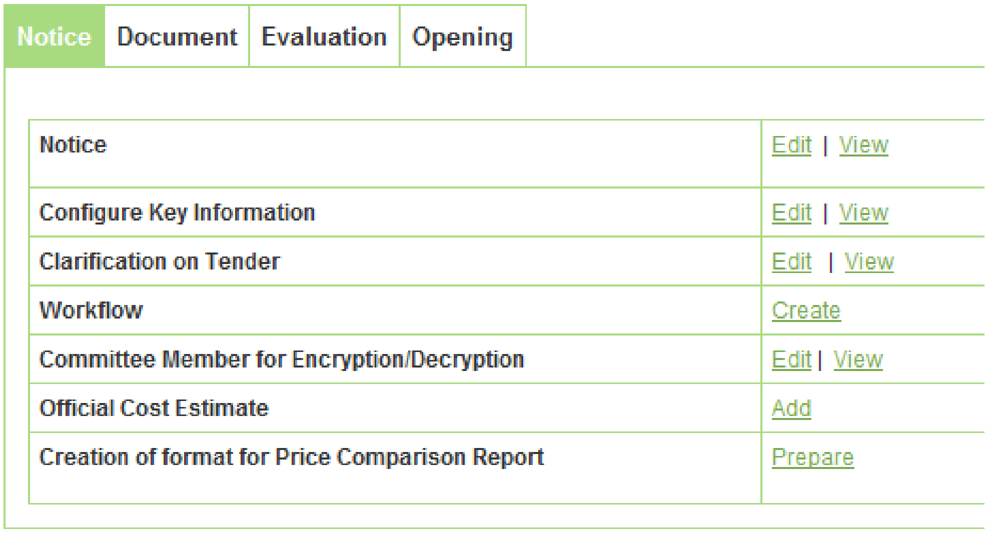

**Screen – D32**

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



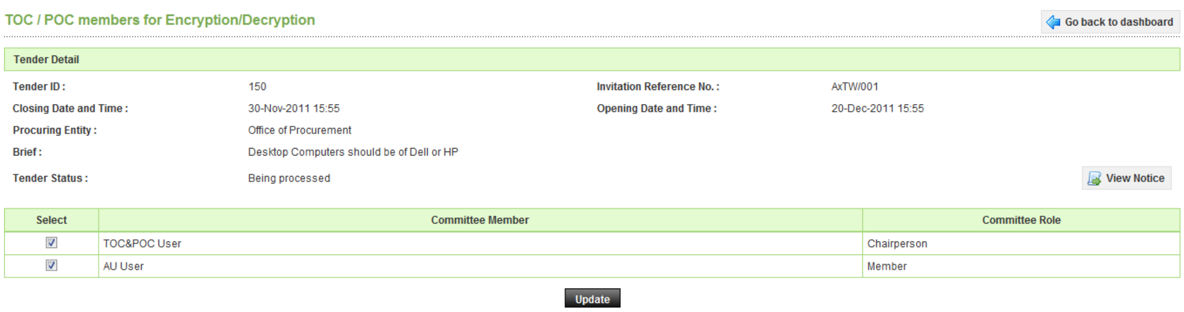

**Screen – D33**

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



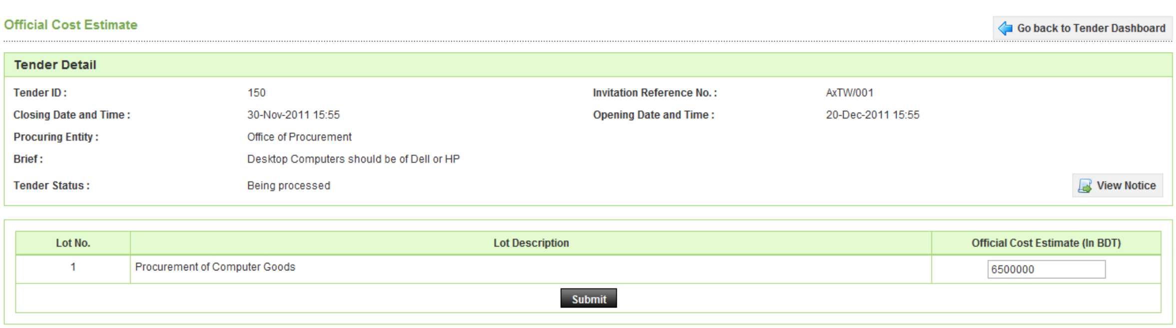

**Screen – D34**

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



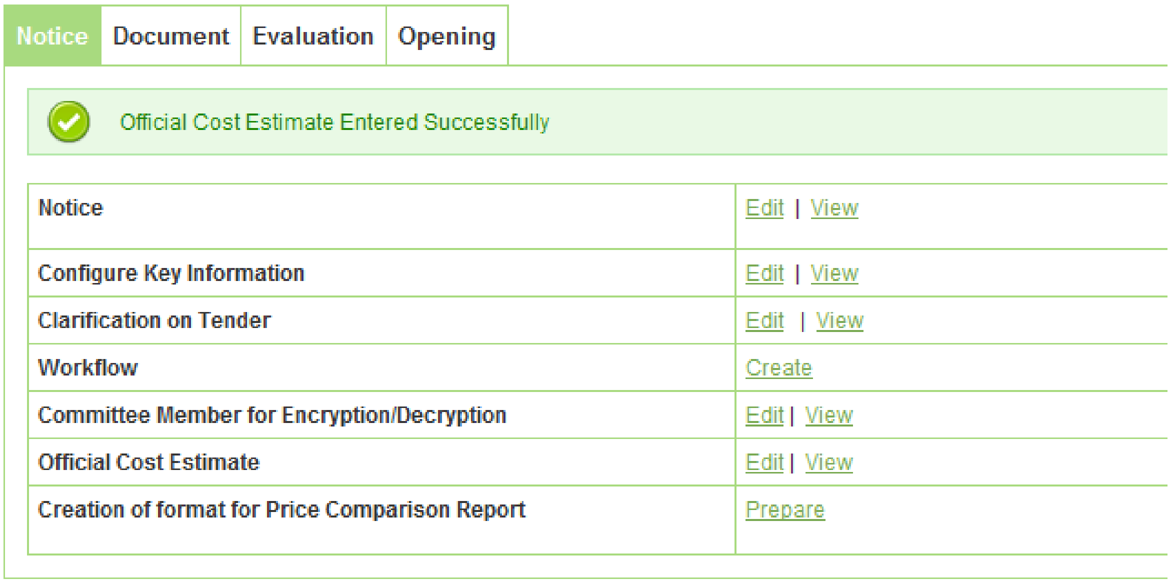

**Screen – D35**

*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**)



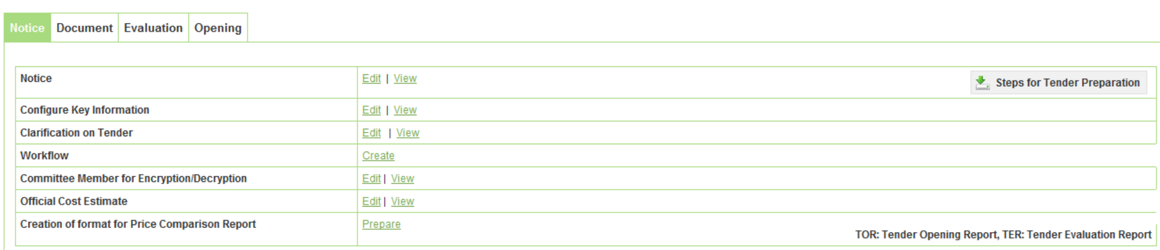

**Screen – D36**

*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



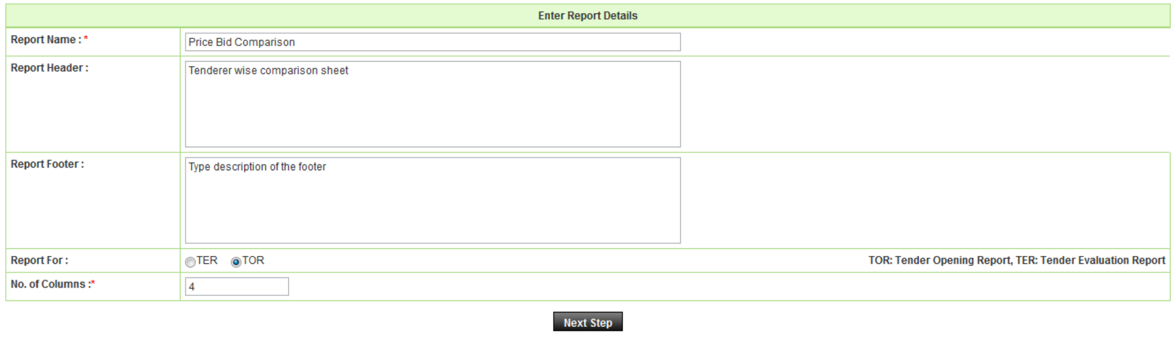

**Screen – D37**

*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**)




**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**)

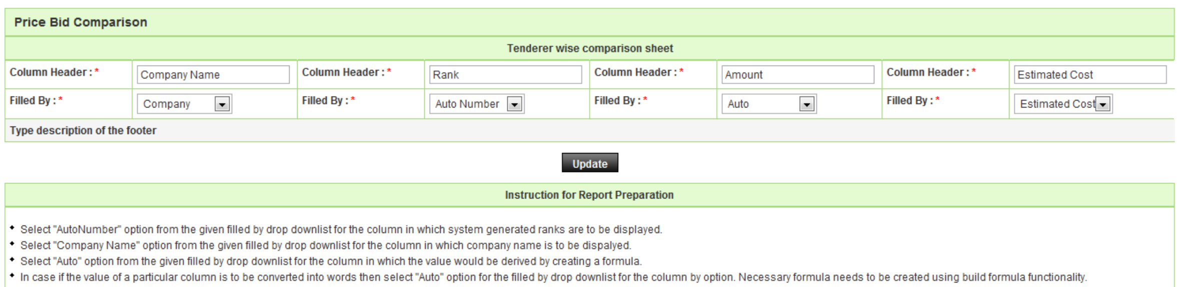


| Enter Report Details | |
|---|---|
| Report Name : * | Price Bid Comparison |
| Report Header : | Tenderer wise comparison sheet |
| Report Footer : | Type description of the footer |
| Report For : | TER TOR — TOR: Tender Opening Report, TER: Tender Evaluation Report |
| No. of Columns :* | 4 |

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 | | | | | | | |

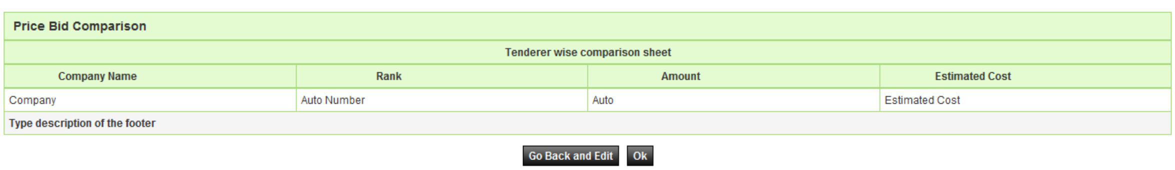
Update

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 dispalyed.
- 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

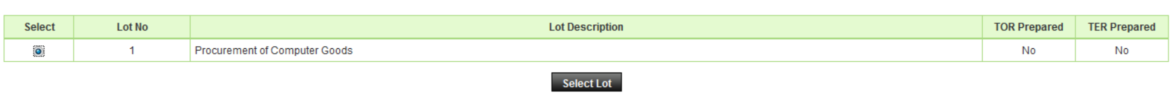
Tenderer wise comparison sheet

| 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 |

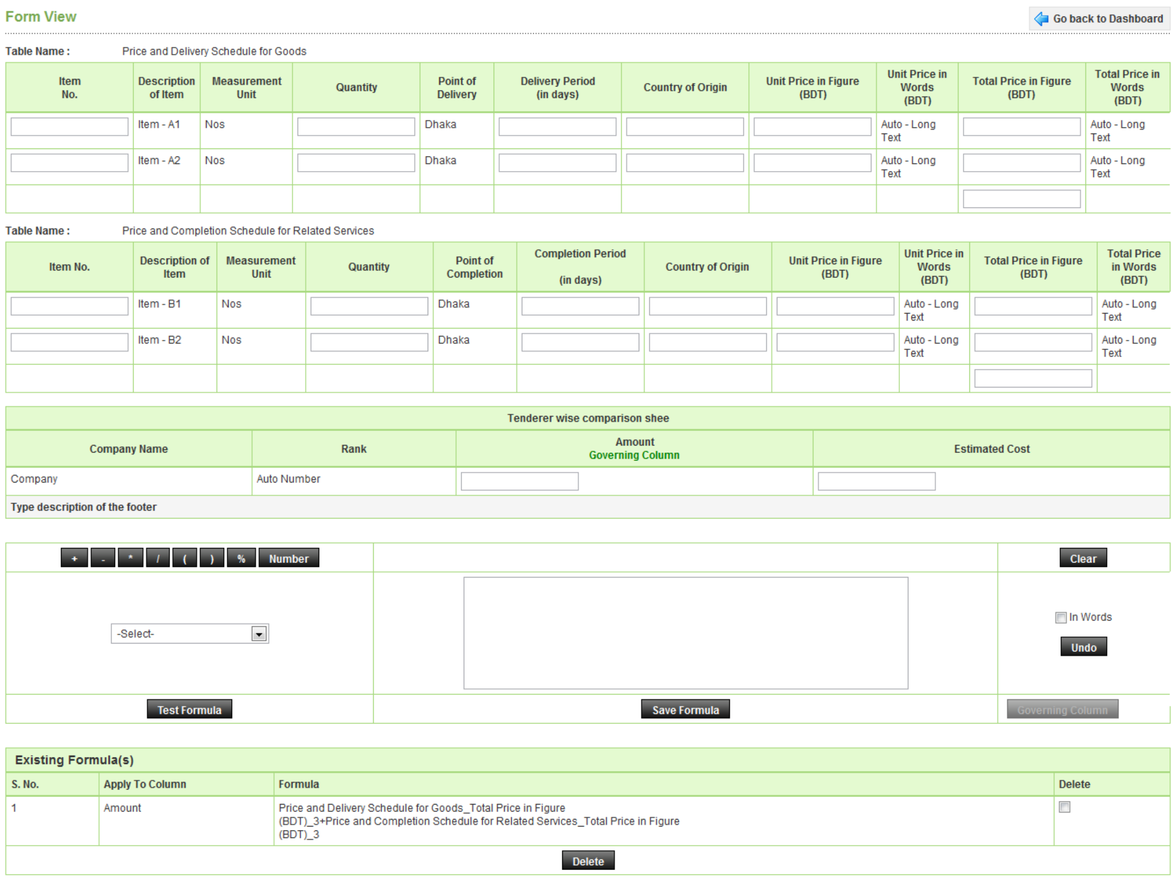
Select Lot

Screen – D42

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

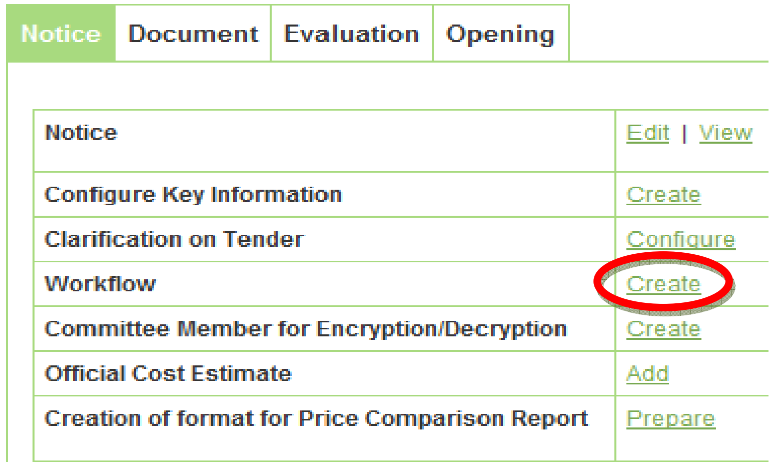

**Screen – D43**

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



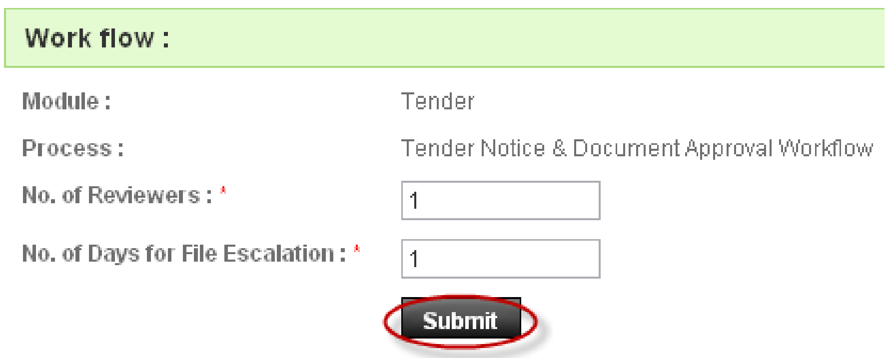

**Screen – D44**

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



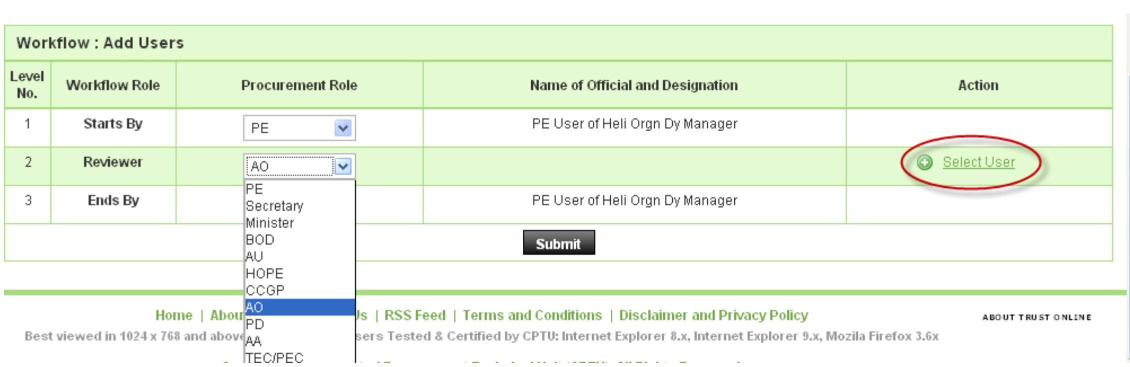

**Screen – D45**

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



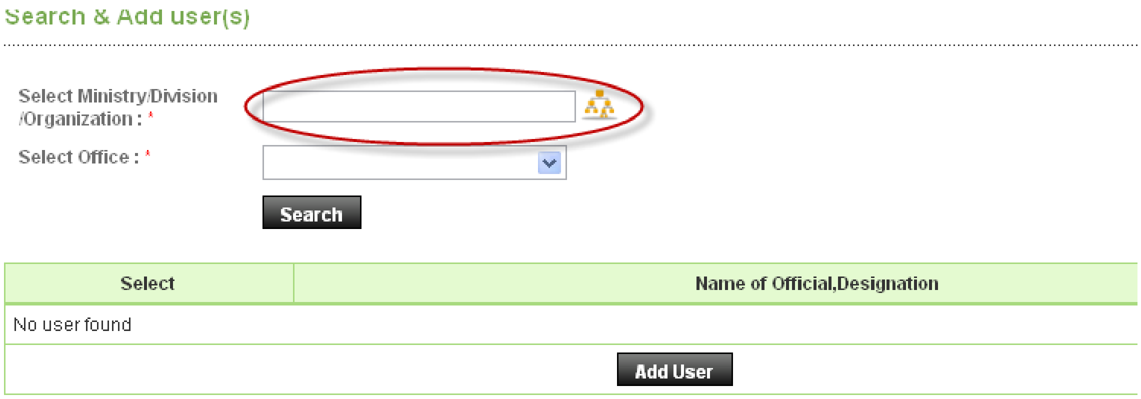

**Screen – D46**

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



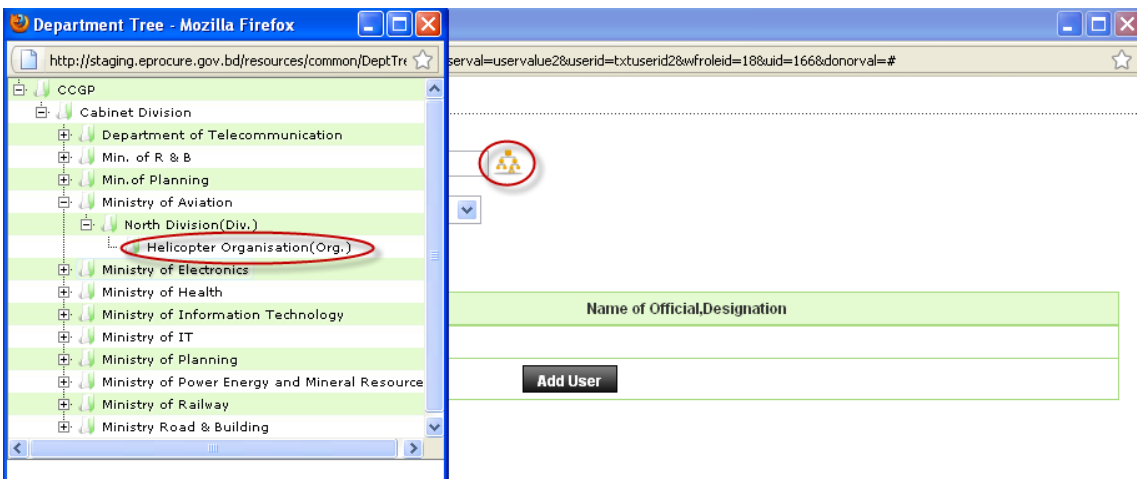

**Screen – D47**

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



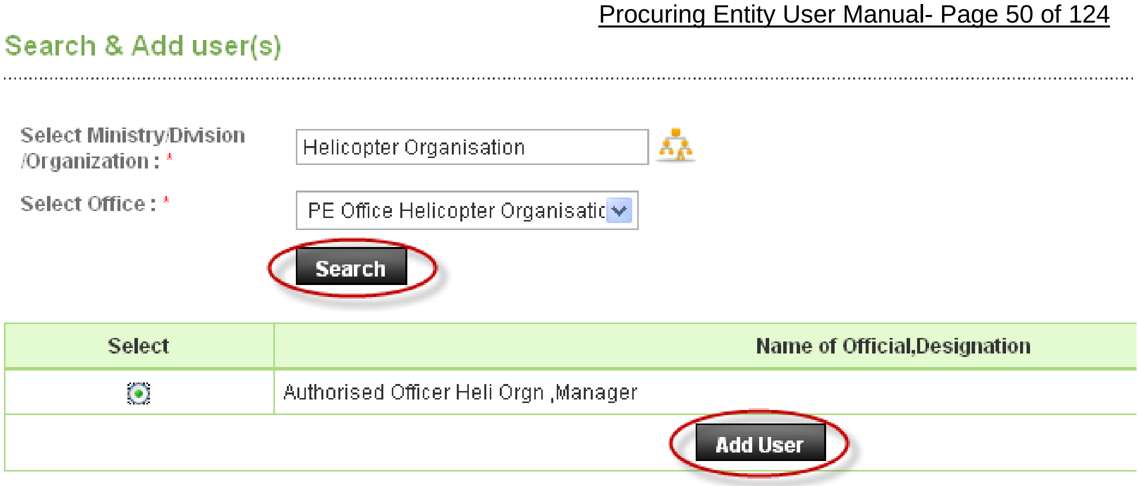

Screen – D48

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



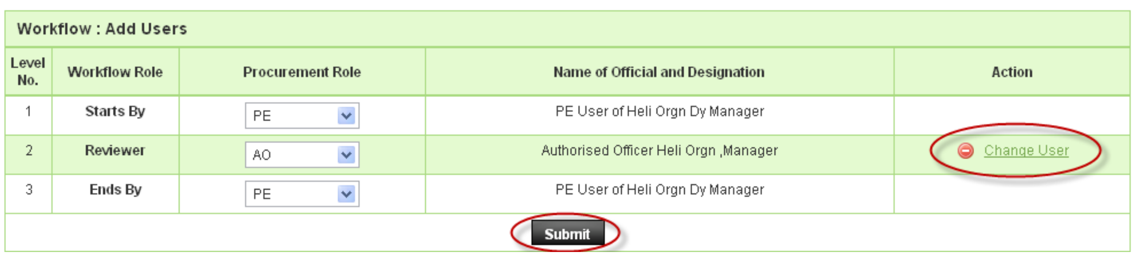

Screen – D49

*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**)




**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**

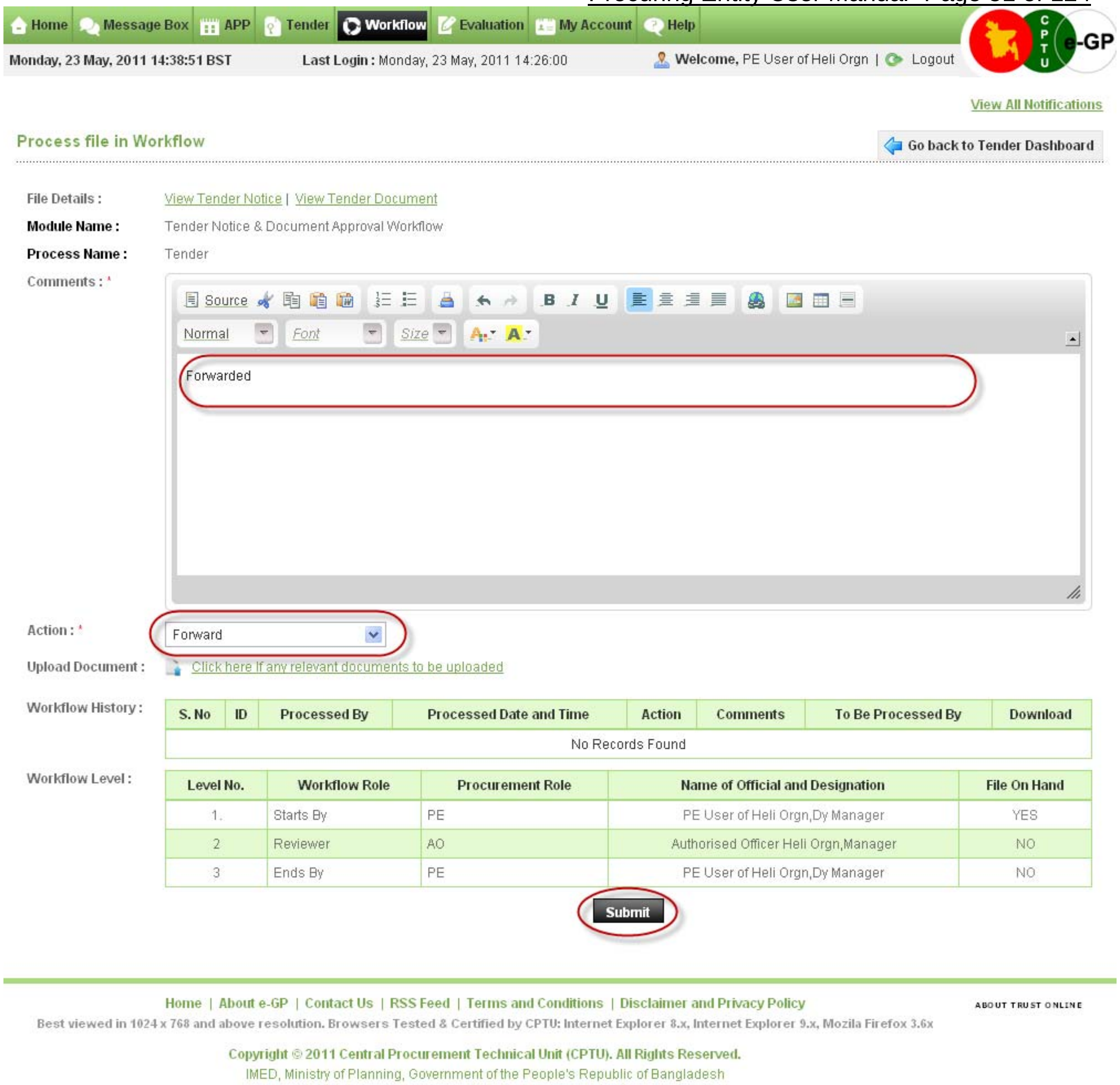
*4.1.64* To **Process the files in Workflow**, click on "**Process the files in Workflow"** link (As shown in **Screen – D52**


**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**)




**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

| 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. : | AxTW/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<br>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<br>City : Dhaka<br>Thana : Dhaka<br>District : Dhaka - 1010<br>Country : Bangladesh | Contact details of Official Inviting Tender : | Phone No : 02-9144252<br>Fax No : |

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

Comments* : Publish Tender Notice

Publish

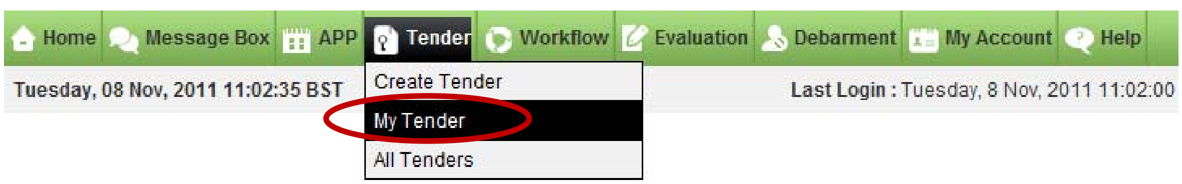
## Screen – D55

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


**Screen – D56**

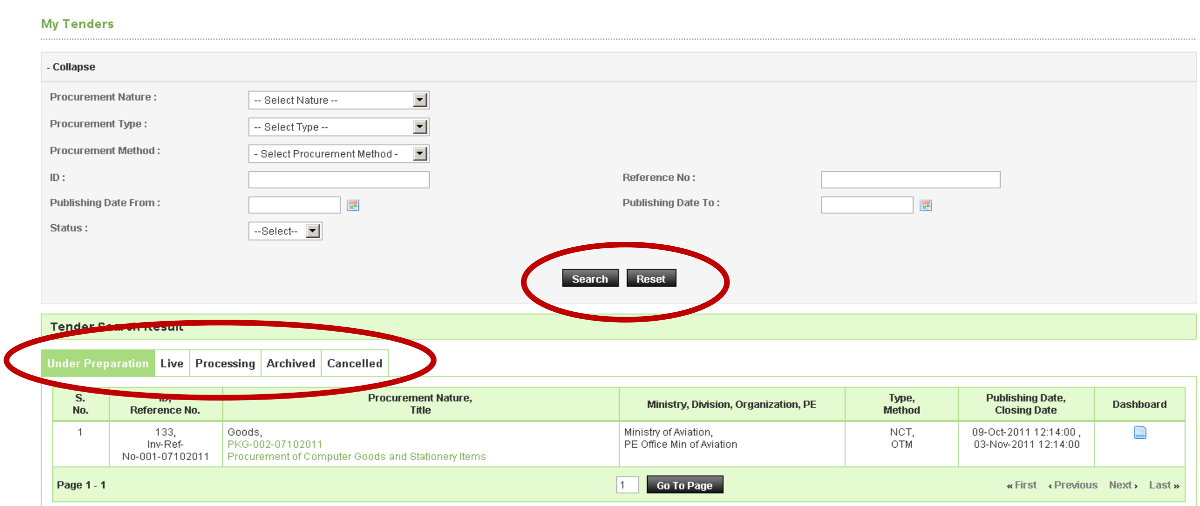
4.2 **My Tender (Tender >> My Tender)**

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




**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**"




**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.

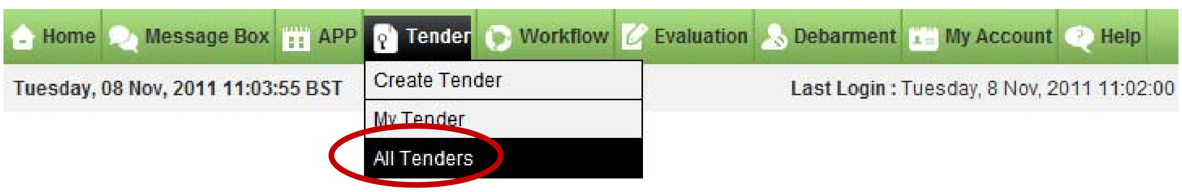
4.2.2.3 **Processing Tenders Tab →** Criteria for **Processing Tab** is wherein the tender closing date is lapsed and contract is not signed.

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

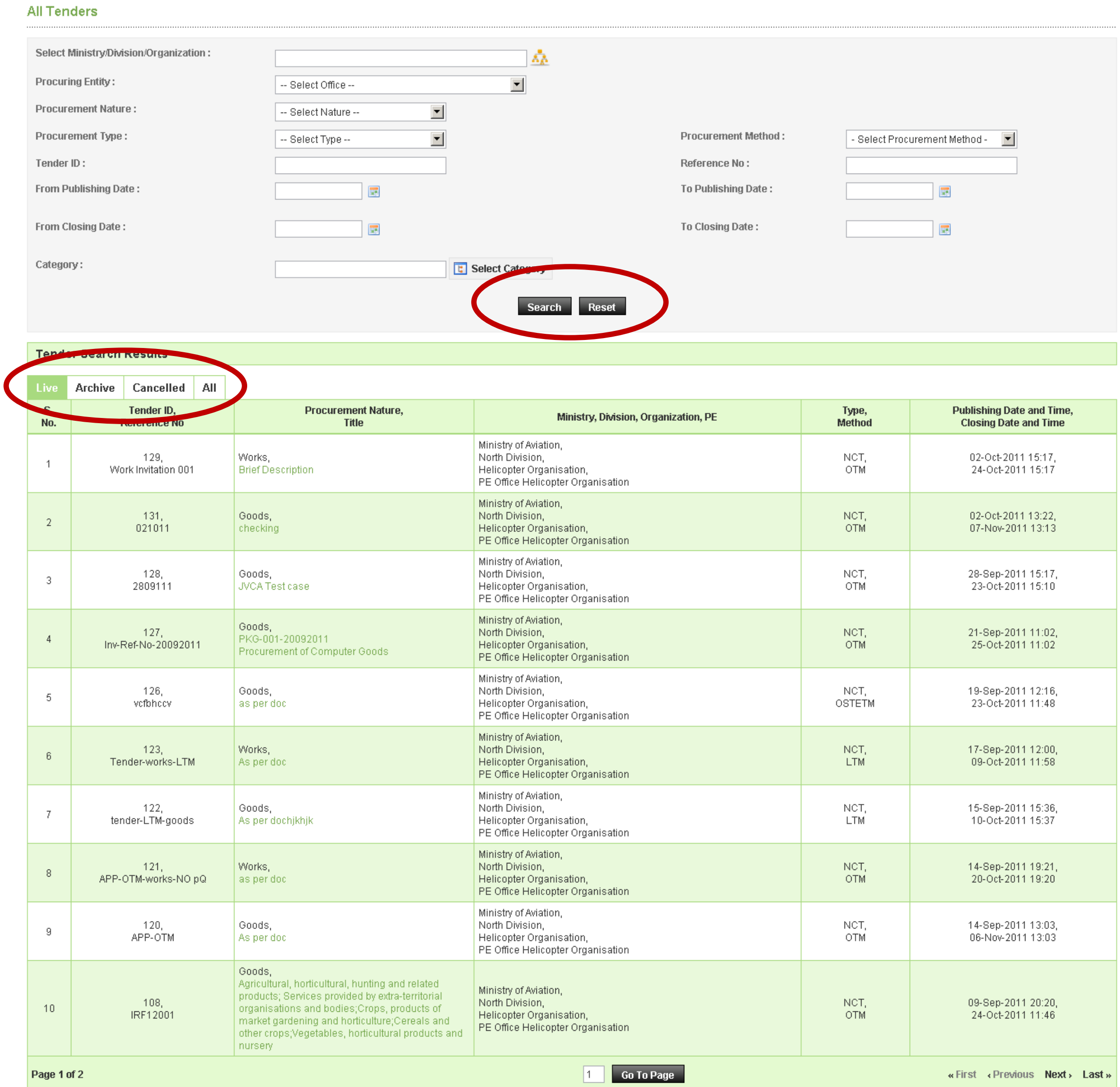
4.3 **All Tenders (Tender >> All Tenders)**

*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 : -- Select Office --

Procurement Nature : -- Select Nature --

Procurement Type : -- Select Type -- Procurement Method : - Select Procurement Method -

Tender ID : Reference No :

From Publishing Date : To Publishing Date :

From Closing Date : To Closing Date :

Category : Select Category

Search Reset

Tender Search Results

Live | Archive | Cancelled | All

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

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.

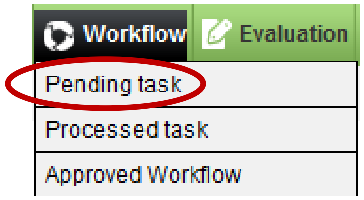
*4.3.3* **All Tenders Tab →**Criteria for **All Tenders Tab** is where all the tenders will be displayed.

# 5. Workflow

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

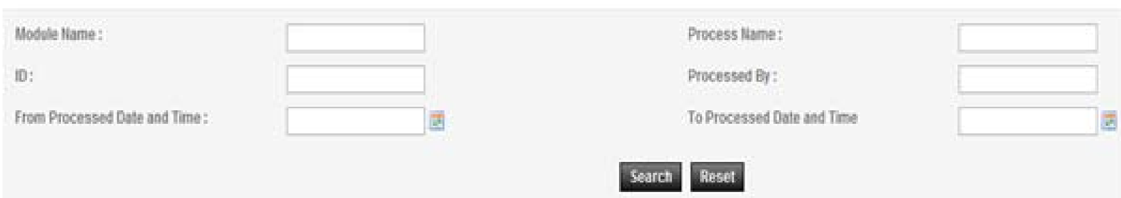
5.2 **Pending Task ( Workflow >> Pending Task)**

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



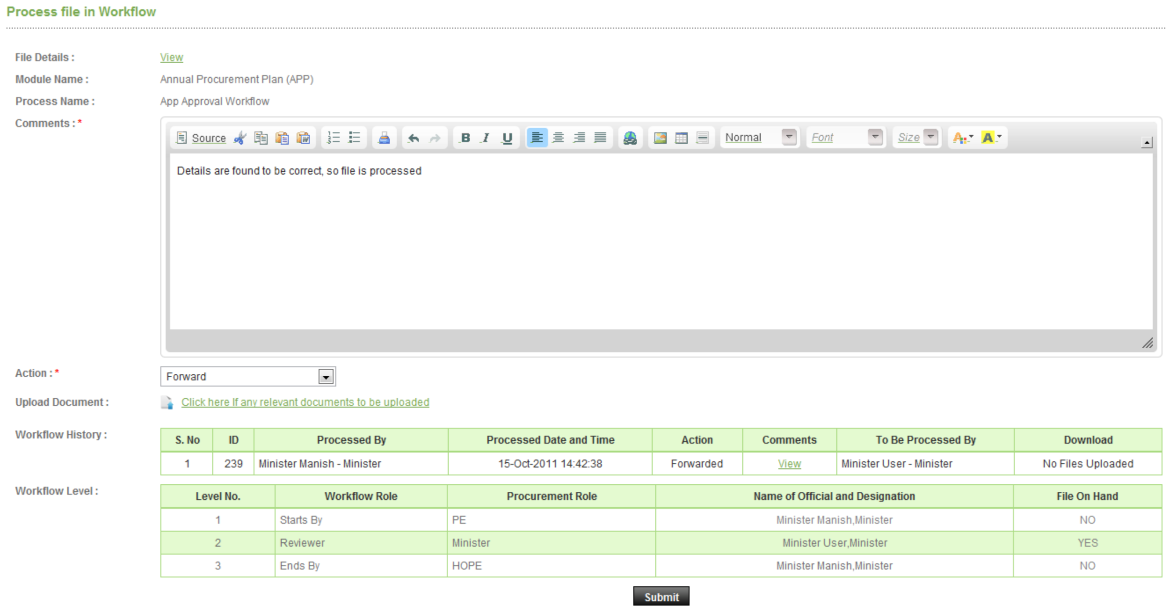

**Screen – E1**

*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.




**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.



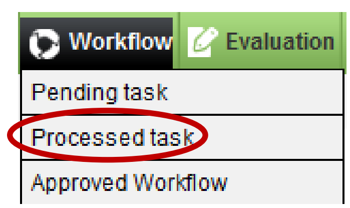

| S. No | ID | Processed By | Processed Date and Time | Action | Comments | To Be Processed By | Download |
|---|---|---|---|---|---|---|---|
| 1 | 239 | Minister Manish - Minister | 15-Oct-2011 14:42:38 | Forwarded | View | Minister User - Minister | No Files Uploaded |

| 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**

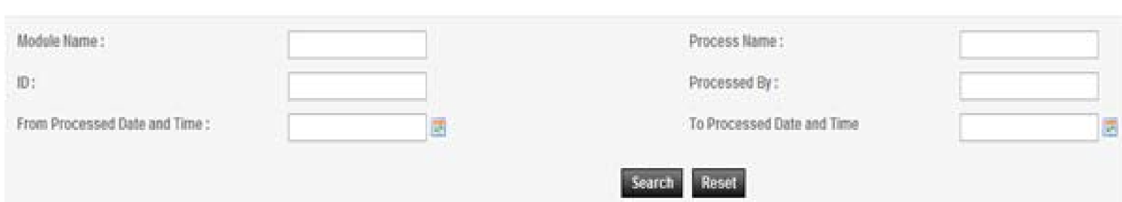
## 5.3 **Processed Task ( Workflow >> Processed Task)**

*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**)

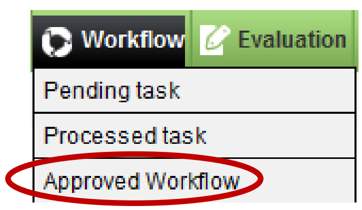
User will be shown APP Information Bar / Tender Details with Workflow History in the grid table.

| 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**

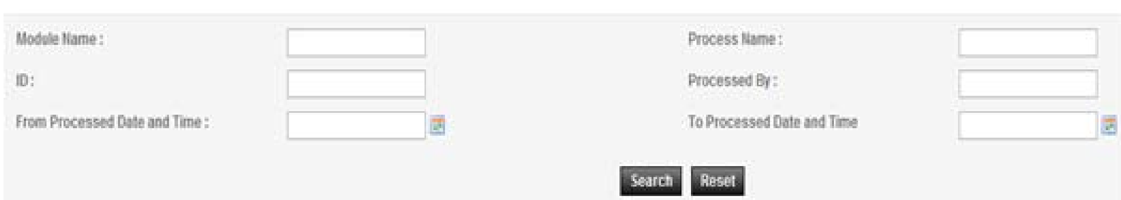
5.4 **Approved Workflow ( Workflow >> Approved Workflow)**

*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.




**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**

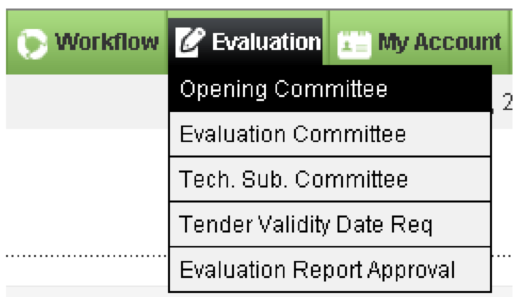
# 6. Evaluation

## 6.1 **Evaluation >> Opening Committee**

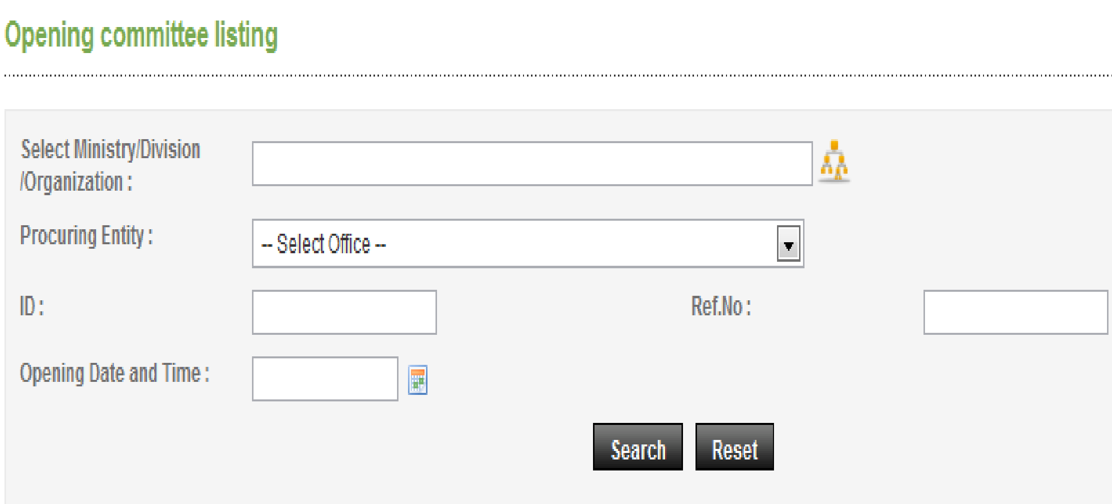
*6.1.1* Opening Committee Members are formed before Publishing of Tender Notice. These members have to Login into the system and click on "**Opening Committee**" link (As shown in **Screen - F1**)

*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.

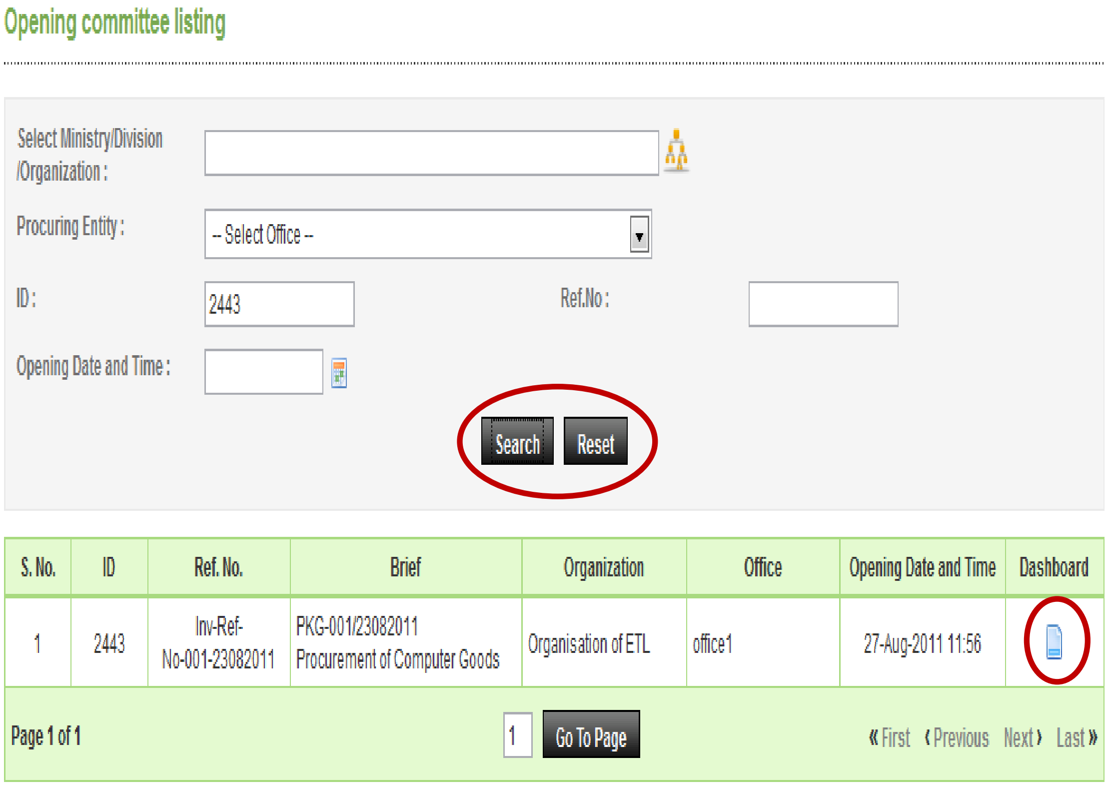
*6.1.3* Click on "**Dashboard**" icon and the system will display Tender with ***"Opening"*** Tab selected. (As shown in **Screen - F3**)




**Screen – F1**




**Screen – F2**




**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**)

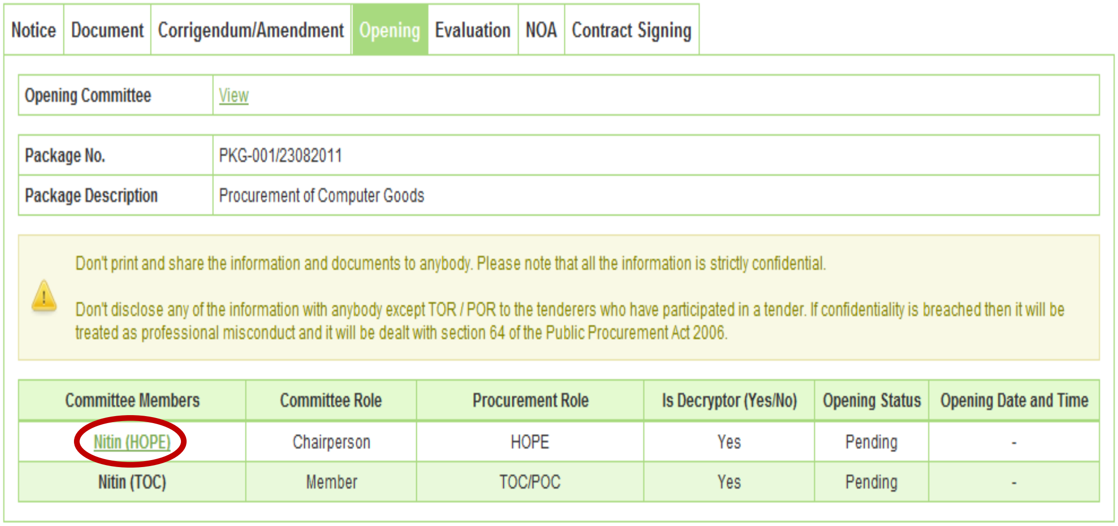
**NOTE…!!!**

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

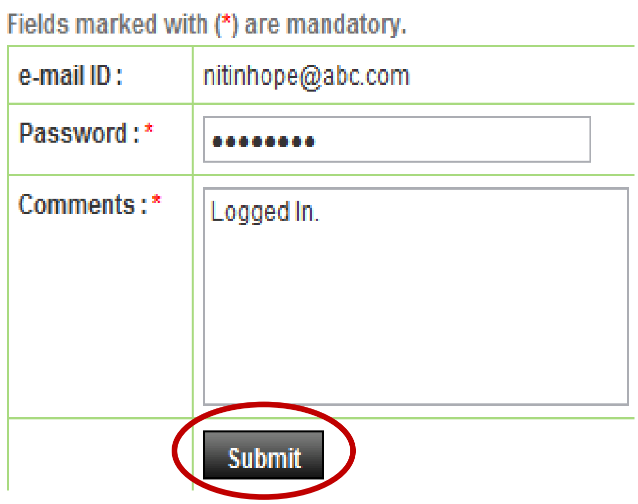
**Don't disclose any of the information with anybody except TOR / POR to the tenderers who have participated in a tender. If confidentiality is breached then it will be treated as professional misconduct and it will be dealt with section 64 of the Public Procurement Act 2006.**

*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**)




**Screen – F4**




**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**)

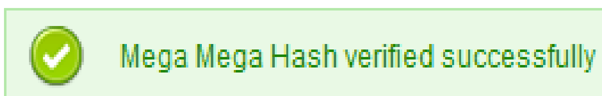
*6.1.9* After verifying the ***"Mega Mega Hash"*** system will redirect TOC members to ***"Decrypt All"*** & ***"Decrypt"*** window whereas TOC members will be in a spot to ***"Decrypt All"*** the forms at a go **OR** form wise ***"Decrypt",*** both the options would be available to TOC members (As shown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




**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)**

| Dash Techno Ltd | |
|---|---|
| Schedule of Requirements Form | |
| Schedule of Requirements Form - Header | |
| Schedule of Requirements Form Table | |
| Schedule Requirements | Details |
| Schedule 1 | Yes |
| Schedule 2 | Yes |
| Schedule 3 | Yes |
| Schedule of Requirements Form - Footer | |

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

| Nitin & Co | |
|---|---|
| Schedule of Requirements Form | |
| Schedule of Requirements Form - Header | |
| Schedule of Requirements Form Table | |
| Schedule Requirements | Details |
| Schedule 1 | Yes |
| Schedule 2 | Yes |
| Schedule 3 | Yes |
| Schedule of Requirements Form - Footer | |

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

**Screen – F11 (B)**

*6.1.12* Once the ***"Decryption"*** process of all the forms completed then system will 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<br>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<br>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<br>**Branch:** branch office 1<br>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<br>**Branch:** branch office 1<br>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 |

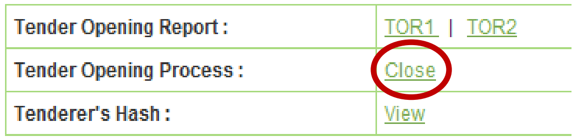
TOR Report - Footer

**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 | - | - |

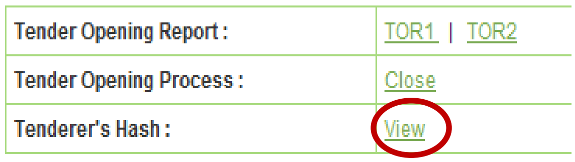
**Screen – F14**

*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**)



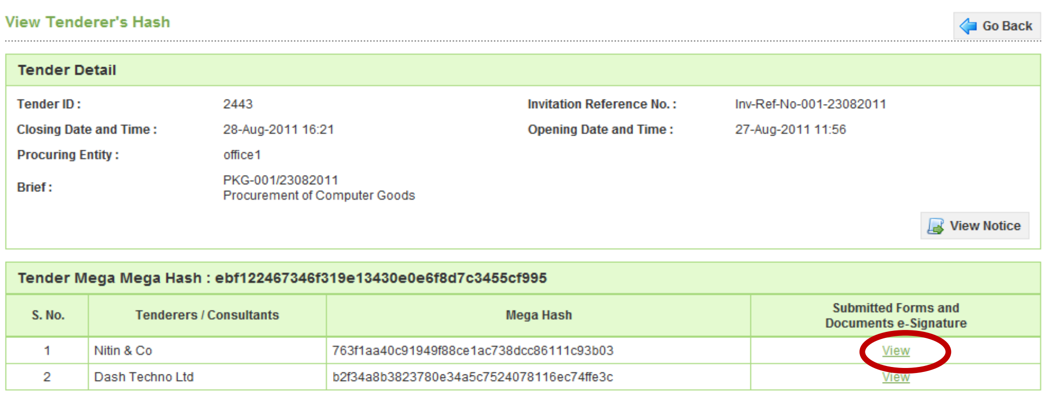

**Screen – F15**

*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**)




**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**)




| 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**

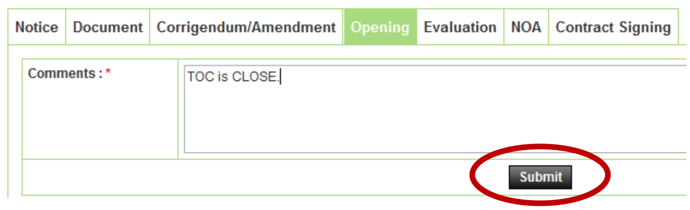
*6.1.18* Last step in opening process i.e. **"Close"**, the moment all TOC Members have gone through the **"TOR1 & TOR2"** then Chairperson will "**Close"** the same. To **"Close"** the TOC, the Chairperson has to give the comments and at the end need to click the **"Submit"** button. (As shown in **Screen – 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**)

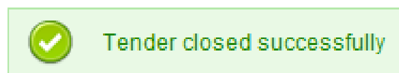
*6.1.20* On clicking on **"Send to PE"** system will ask the confirmation to Chairperson i.e. ***"Once you hand over the Tender/Proposal including reports to PE, access of all TOC/POC members will be frozen i.e. They cannot view the Tender/Proposal including report details" as an "OK" or "CANCEL"*** (As shown in **Screen – F20**)

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

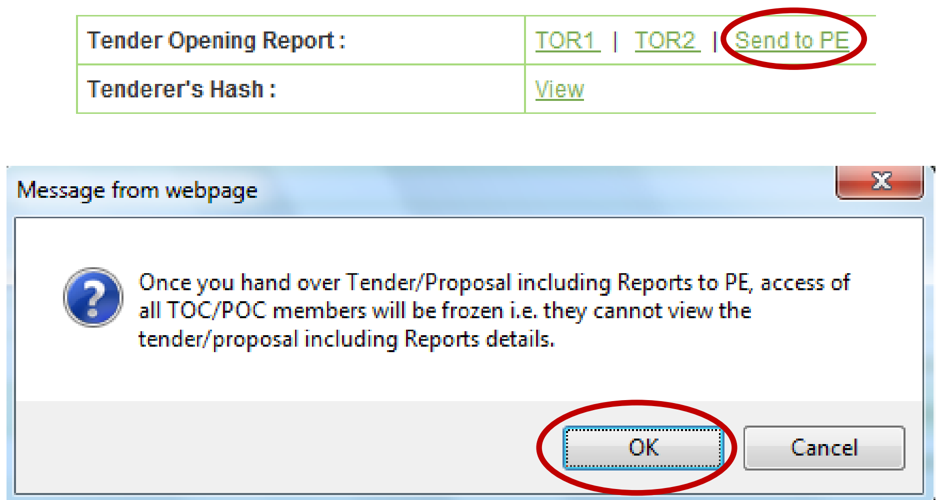
*6.1.22* On successful send of the same system will prompt the message on Chairperson screen i.e. **"*Sent to PE Successfully*"** (As shown in **Screen – F22**)



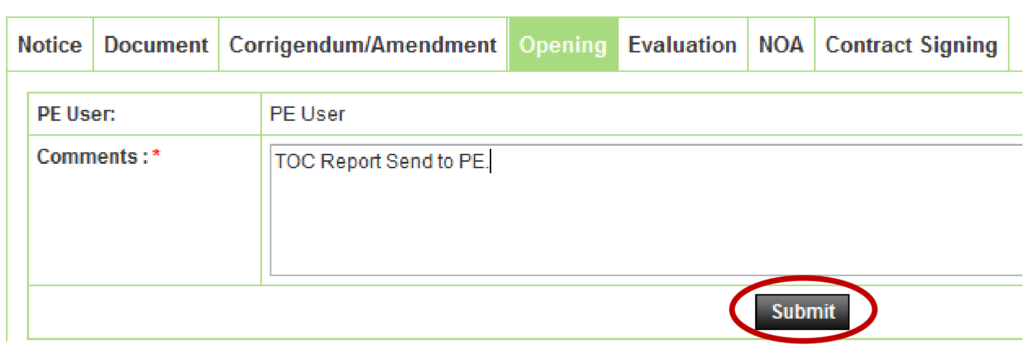

**Screen – F18**



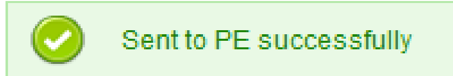

**Screen – F19**

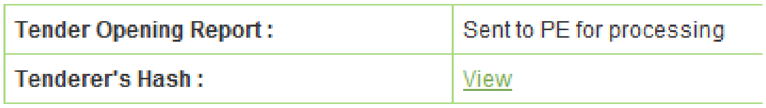



**Screen – F20**



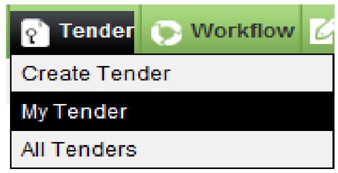

**Screen – F21**



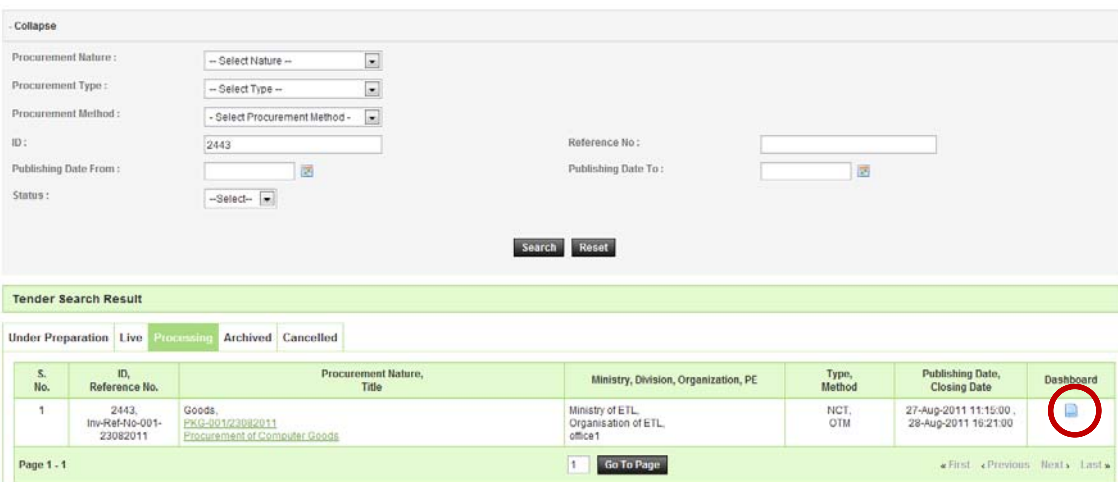

**Screen – F22**

*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**

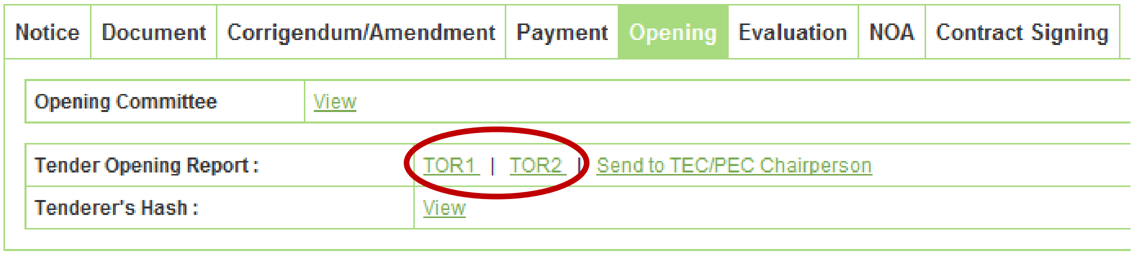
*6.1.24* Then a search window will be displayed to PE whereas PE can locate the Tender with the help of different searching criteria viz. ***Procurement Nature, Procurement Type, Procurement Method, Tender ID, Publishing Date From, Status, Reference No and Publishing Date To.*** Once the Tender is found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



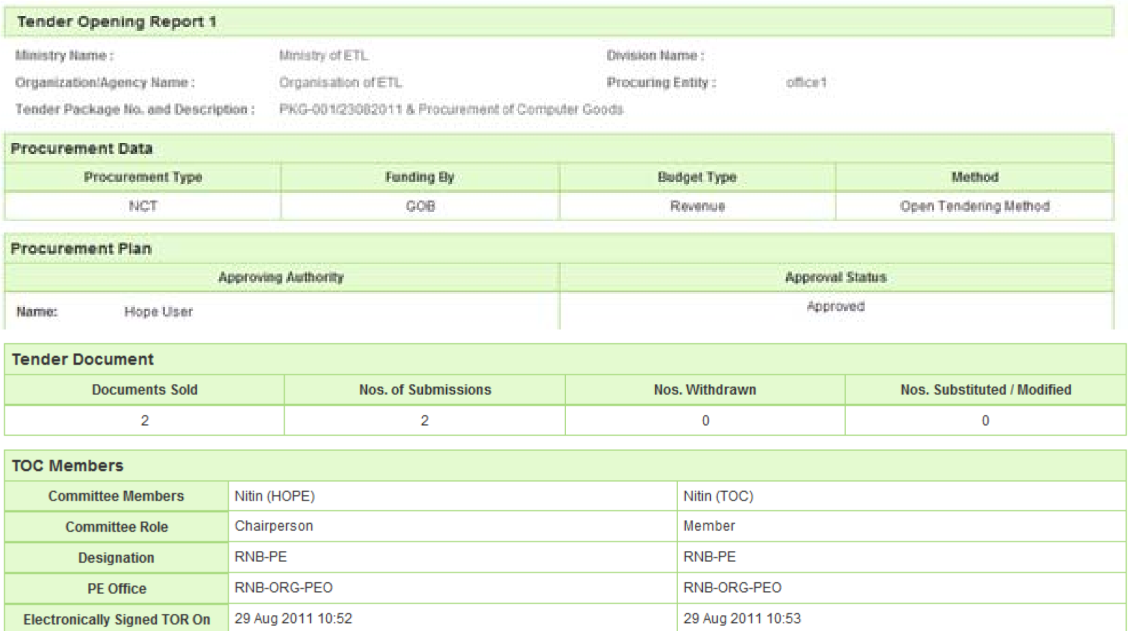

**Screen – F24**

*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**)




**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<br>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<br>**Branch:** branch office 1<br>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<br>**Branch:** branch office 1<br>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**

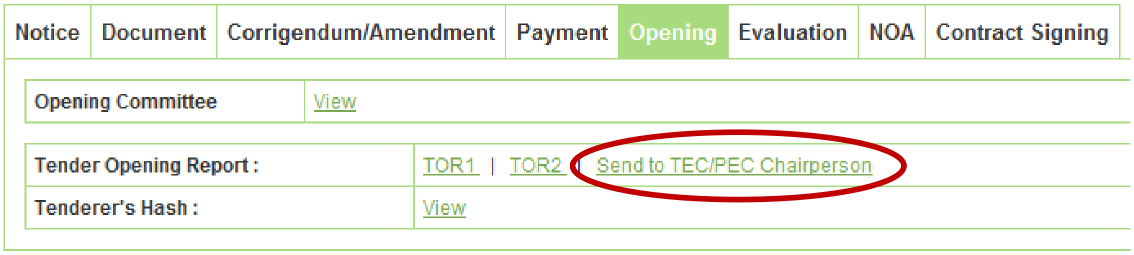
| | | |
|---|---|---|
| Committee Members | Nitin (HOPE) | Nitin (TOC) |
| Committee Role | Chairperson | Member |
| Designation | RNB-PE | RNB-PE |
| PE Office | RNB-ORG-PEO | RNB-ORG-PEO |
| Electronically Signed TOR On | 29 Aug 2011 11:01 | 29 Aug 2011 11:01 |

**Screen – F27**

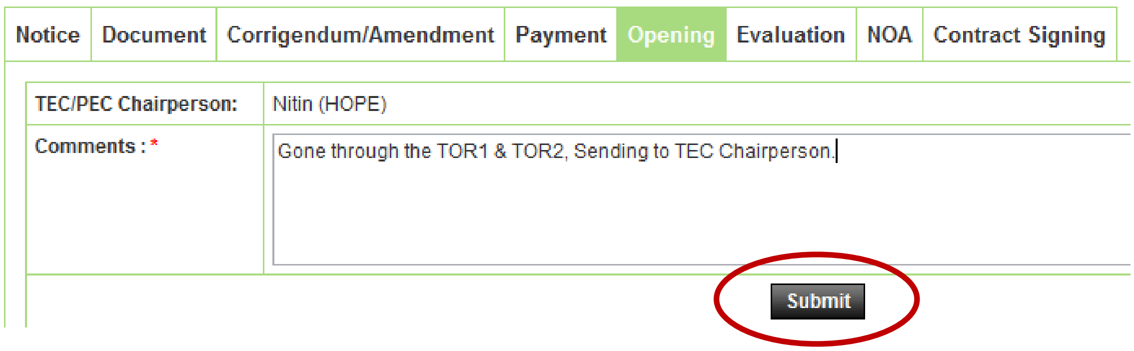
*6.1.27* For an objective of sending the same to the TEC / PEC Chairperson, PE has to click on **"Send to TEC/PEC Chairperson"** (As shown in **Screen – F28**)

*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**)




**Screen – F28**




**Screen – F29**


**Screen – F30**

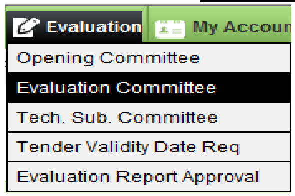
6.2 **Evaluation >> Evaluation Committee**

*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**)

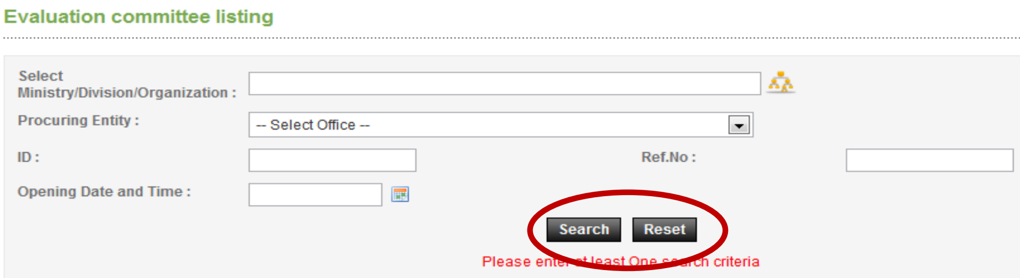
*6.2.2* User can use search condition as input values ***(Select Ministry / Division / Organization, Procuring Entity, Tender ID, Ref. No., Opening Date and Time*** - As shown in **Screen –G2**) and the result will be displayed in grid table.

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

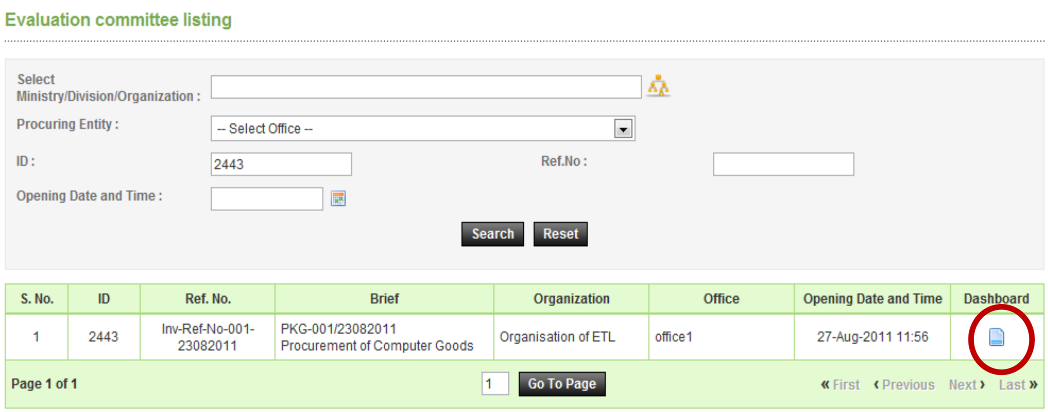
*6.2.4* To Configure the TEC, the Chairperson has to click on **"Configure"** (As shown in **Screen – G4**)




Screen – G1




Screen – G2




Screen – G3


Screen – G4

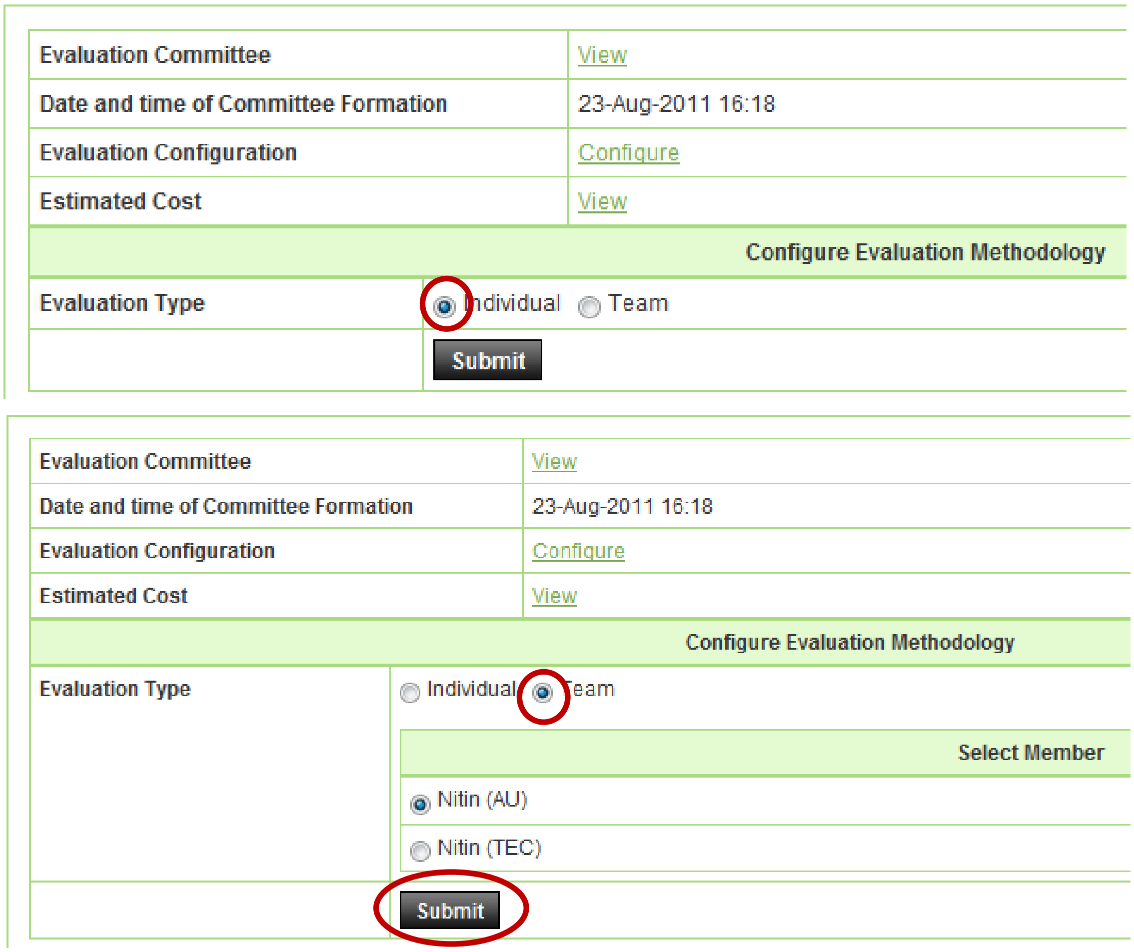
*6.2.5* After clicking on **"Configure"** link, system will provide the Evaluation Type to TEC Chairperson

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

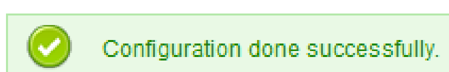
2) **Team**: Whereas any one member of TEC has to do the evaluation of the tenderer.

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**)




**Screen – G5**



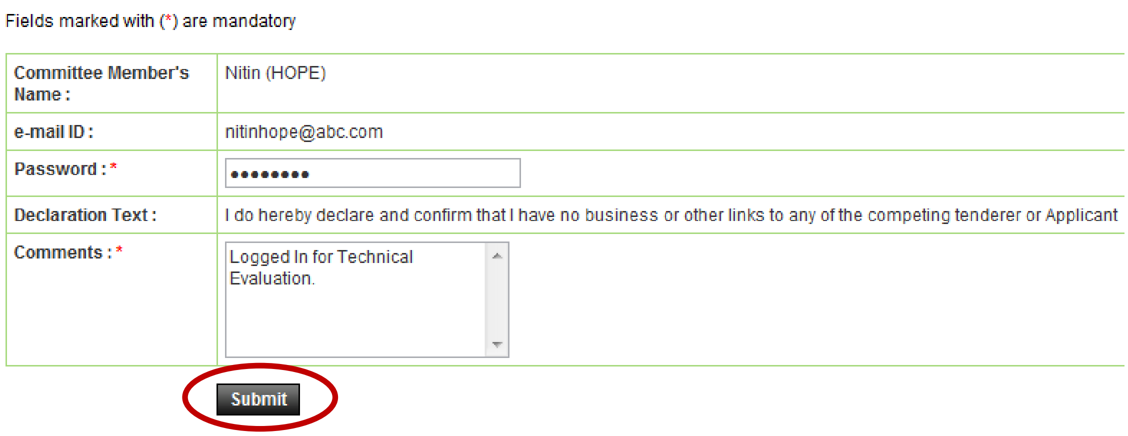

**Screen – G6**

*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**)

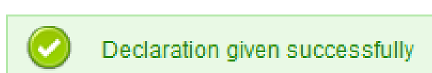
*6.2.8* After clicking against the name, system will fetch the TEC member user ID, password and comments TEC member has to mention, at the end needs to click on ***"Submit"*** button (As shown in **Screen – G8**)

*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**)


**Screen – G7**




**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**)

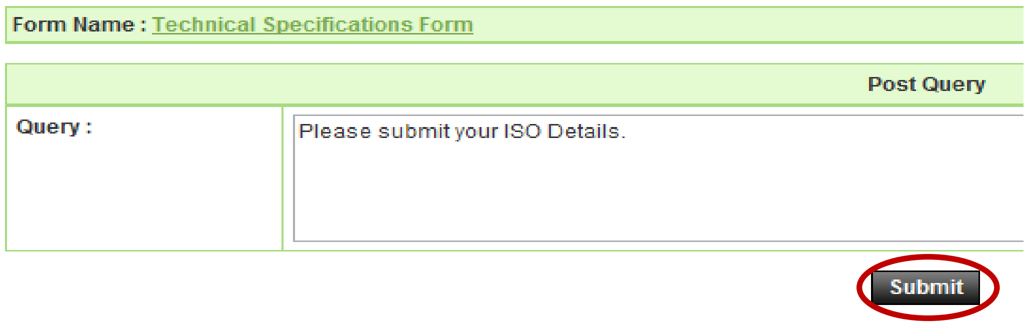
Declaration | Clarification

| S. No. | List of Tenderers | Clarification Status | Action |
|---|---|---|---|
| 1 | Nitin & Co | - | Seek Clarification from Tenderer<br>No Question Posted yet<br>Evaluate Tenderer |
| 2 | Dash Techno Ltd | - | Seek Clarification from Tenderer<br>No Question Posted yet<br>Evaluate Tenderer |

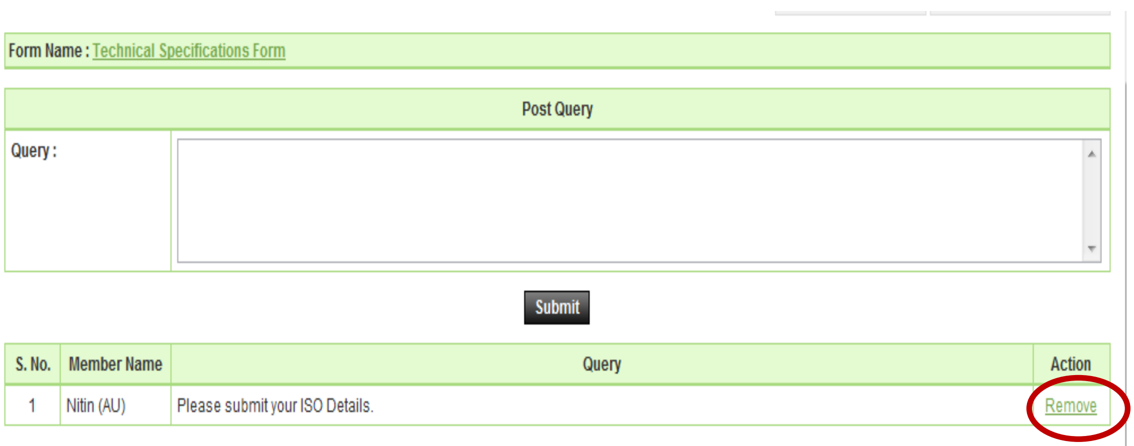
| Lot No. | Lot Description | Action |
|---|---|---|
| 1 | Procurement of Computer Goods | Evaluation Pending |

**Screen – G11**

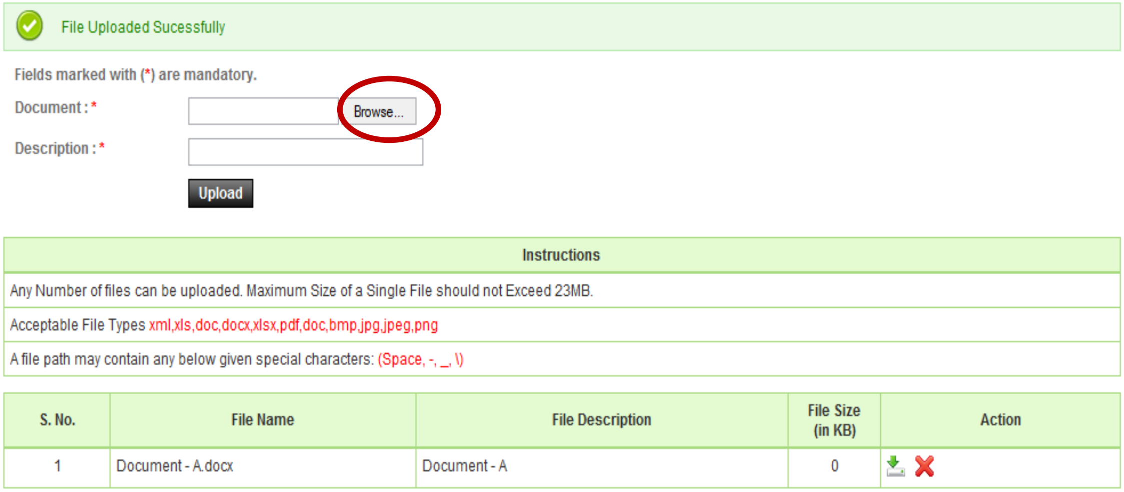

**Screen – G12**




**Screen – G13**

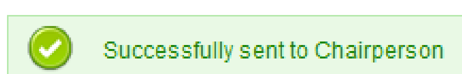



**Screen – G14**




**Screen – G15**


**Screen – G16**




**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.

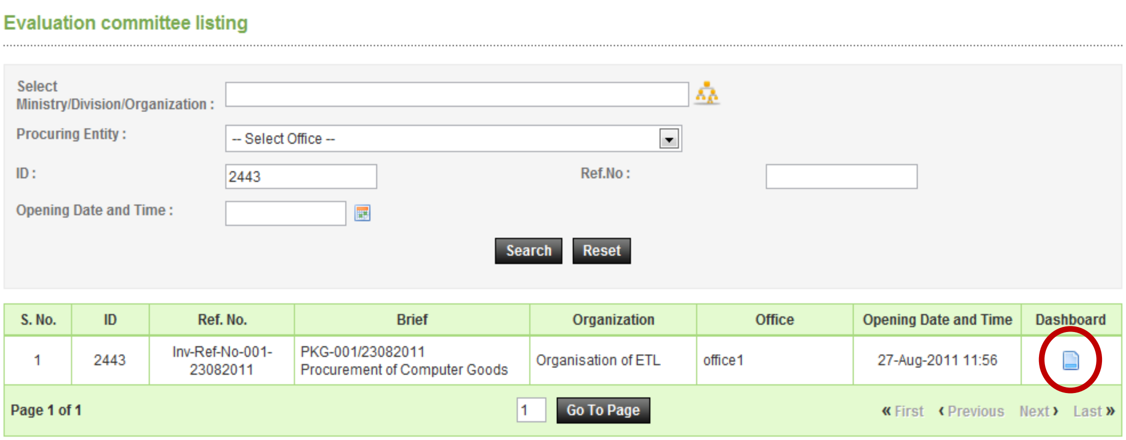
*6.2.19* Then TEC Chairperson has to ask the query, query always would be form specific. Against each form TEC Chairperson can ask the query to the tenderer by clicking on **"Seeking Clarification for a Form"** (As shown in **Screen – G20**)

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

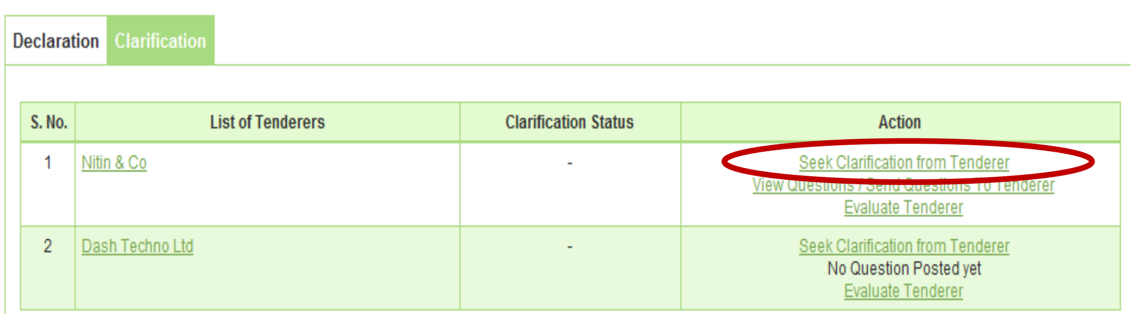
*6.2.21* Then TEC Chairperson has to select the **"Last Date of Response"** whereas before that Date Tenderer is bound to give the response to the asked question / query / clarification by the TEC. (As shown in **Screen – G21**)

*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**)

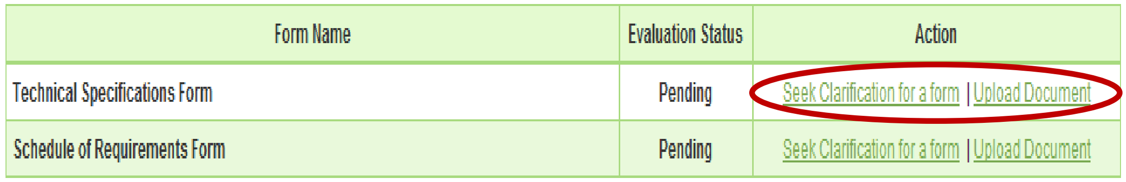
*6.2.23* On successful submission of the same, the system will redirect to the page whereas TEC Chairperson will be able to see the status as **"Posted to Tenderer"** (As shown in **Screen – G22**)




**Screen – G18**

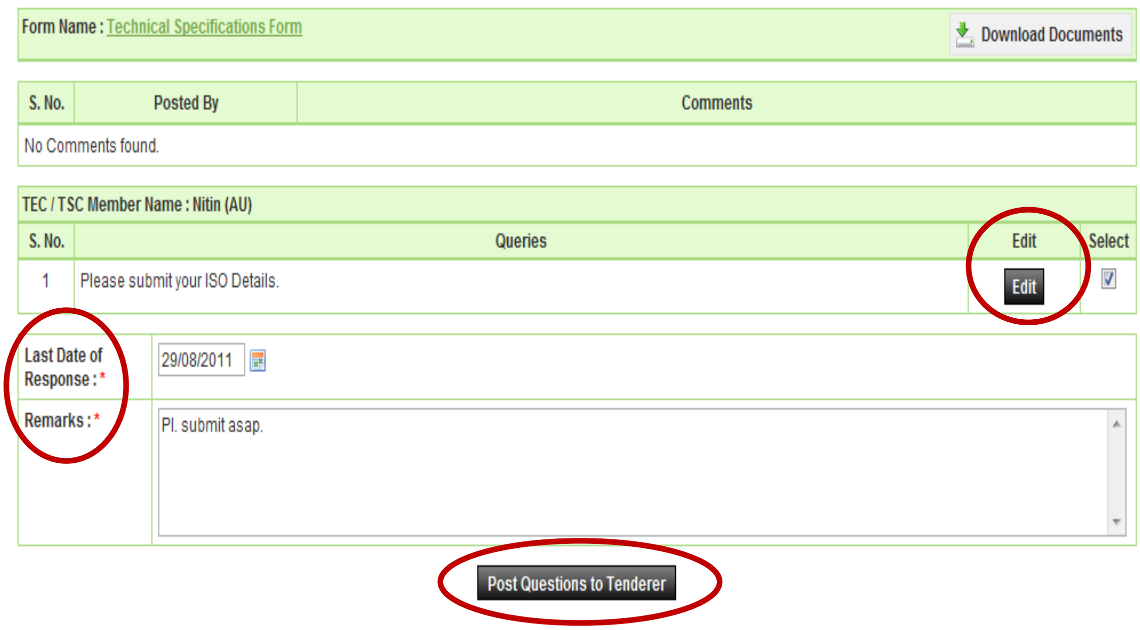


Screen – G19



| 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. | | |

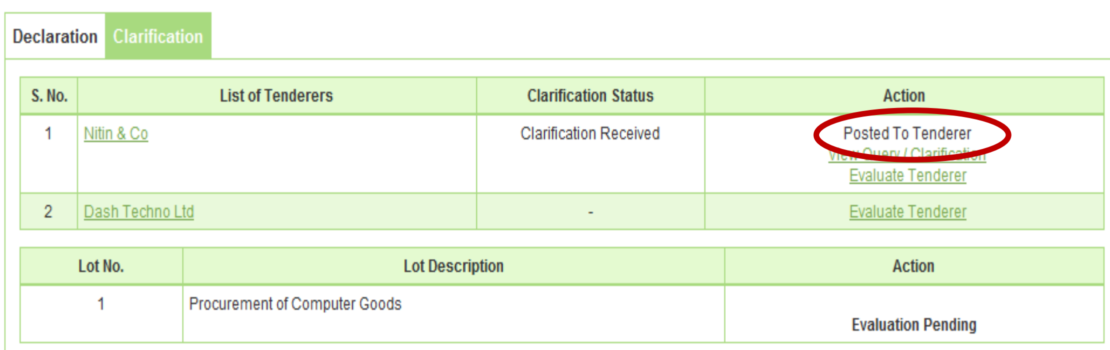
TEC / TSC Member Name : Nitin (AU)

| 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<br>View Query / Clarification<br>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<br>View Query / Clarification<br>Evaluate Tenderer |
| 2 | Dash Techno Ltd | - | Evaluate Tenderer |

| Lot No. | Lot Description | Action |
|---|---|---|
| 1 | Procurement of Computer Goods | Evaluation Pending |

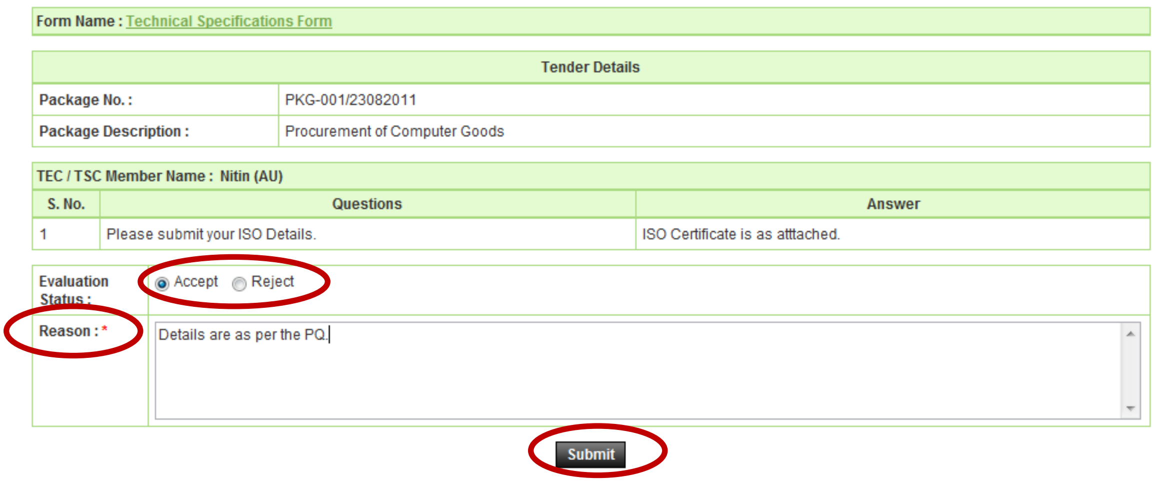
**Screen – G24**

Declaration | Clarification

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

| Form Name | Evaluation Status | Action |
|---|---|---|
| Technical Specifications Form | Pending | Evaluate Form |
| Schedule of Requirements Form | Pending | Evaluate Form |

**Screen – G25**



Form Name : Technical Specifications Form

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

TEC / TSC Member Name : Nitin (AU)

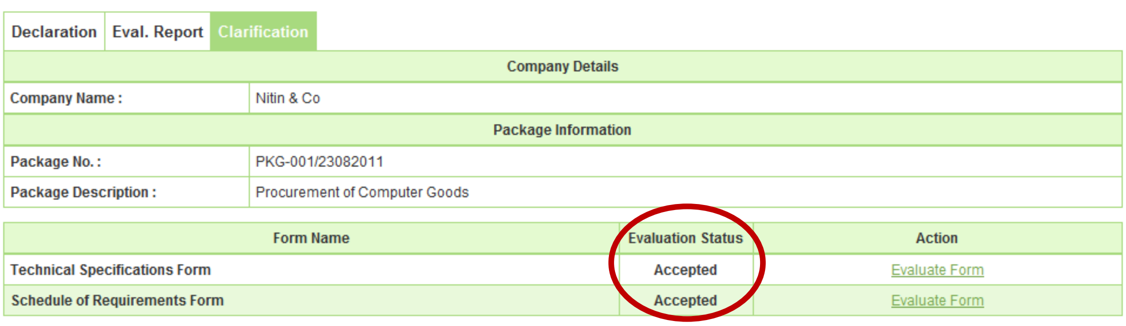
| S. No. | Questions | Answer |
|---|---|---|
| 1 | Please submit your ISO Details. | ISO Certificate is as atttached. |

Evaluation Status : Accept Reject

Reason : * Details are as per the PQ.

Submit

**Screen – G26**



Declaration | Eval. Report | Clarification

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

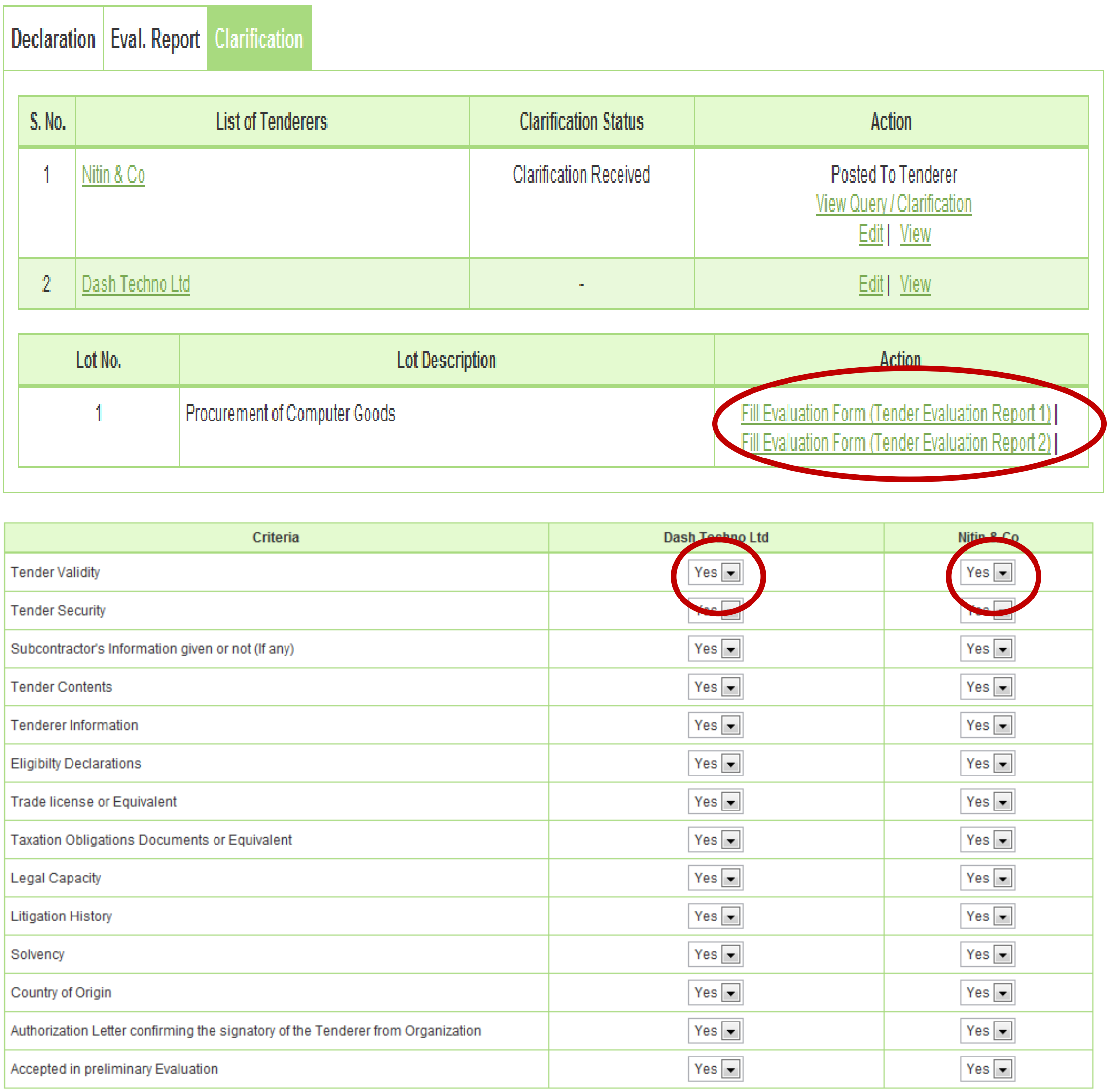
| Form Name | Evaluation Status | Action |
|---|---|---|
| Technical Specifications Form | Accepted | Evaluate Form |
| Schedule of Requirements Form | Accepted | Evaluate Form |

**Screen – G27**

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

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

*6.2.31* Before sending the same to TEC Chairperson, View and Modification 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<br>View Query / Clarification<br>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) \|<br>Fill Evaluation Form (Tender Evaluation Report 2) \| |

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

**Screen – G28**

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

Procurement Data

| Procurement Type | Procurement Method |
|---|---|
| NCT | Open Tendering Method |

Procurement Plan

| Approval Status | Budget Type | Approval Status of Official Estimates |
|---|---|---|
| Approved | Revenue | - |

Criteria

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

Save

**Screen – G29**

Declaration | Eval. Report | Clarification

| S. No. | List of Tenderers | Clarification Status | Action |
|---|---|---|---|
| 1 | Nitin & Co | Clarification Received | Posted To Tenderer<br>View Query / Clarification<br>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<br>Fill Evaluation Form (Tender Evaluation Report 2) \| View Tender Evaluation Report 2 |

Notify Chairperson if evaluation finalized

**Screen – G30**

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

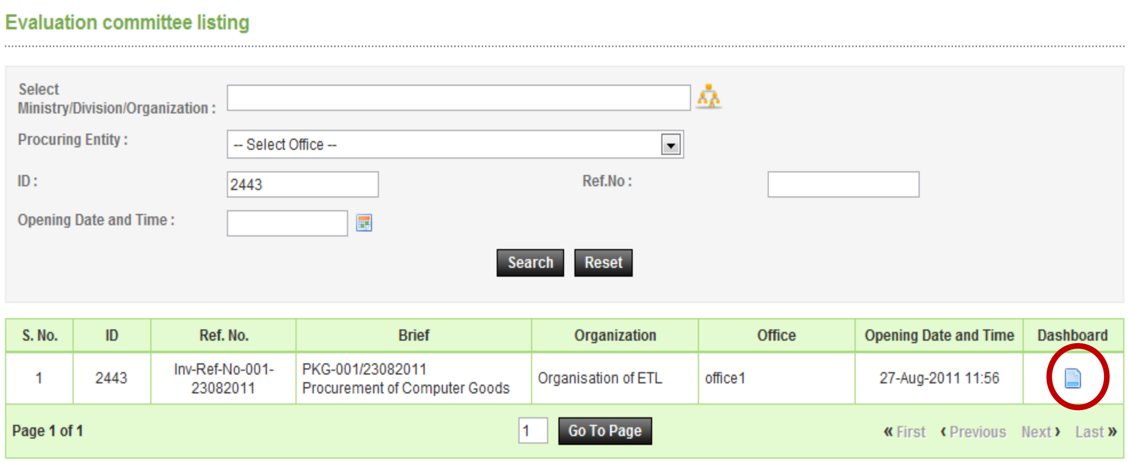
*6.2.33* Click on **"Eval. Report",** whereas TEC Chairperson is able to see the link as a **"Finalize Responsiveness"** against each Tenderer name (As shown in **Screen – G32**)

*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 ether 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**)

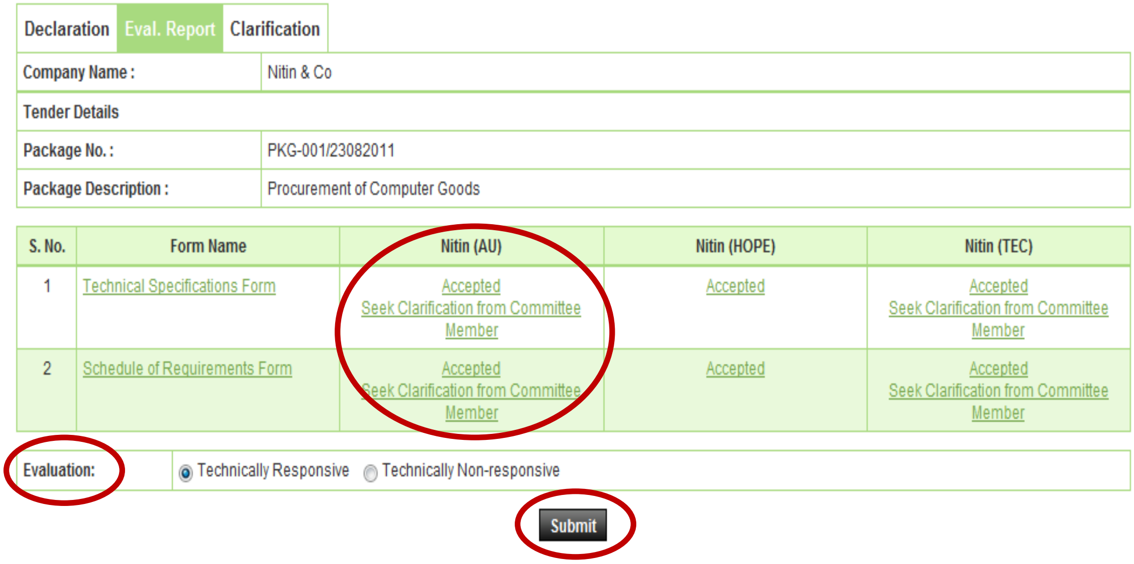
*6.2.36* TEC Chairperson can evaluate, by selecting **Technical Non Responsive or Technical Responsive** against each Tenderer. (As shown in **Screen – G33**)

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




**Screen – G31**


**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<br>Seek Clarification from Committee Member | Accepted | Accepted<br>Seek Clarification from Committee Member |
| 2 | Schedule of Requirements Form | Accepted<br>Seek Clarification from Committee Member | Accepted | Accepted<br>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**)

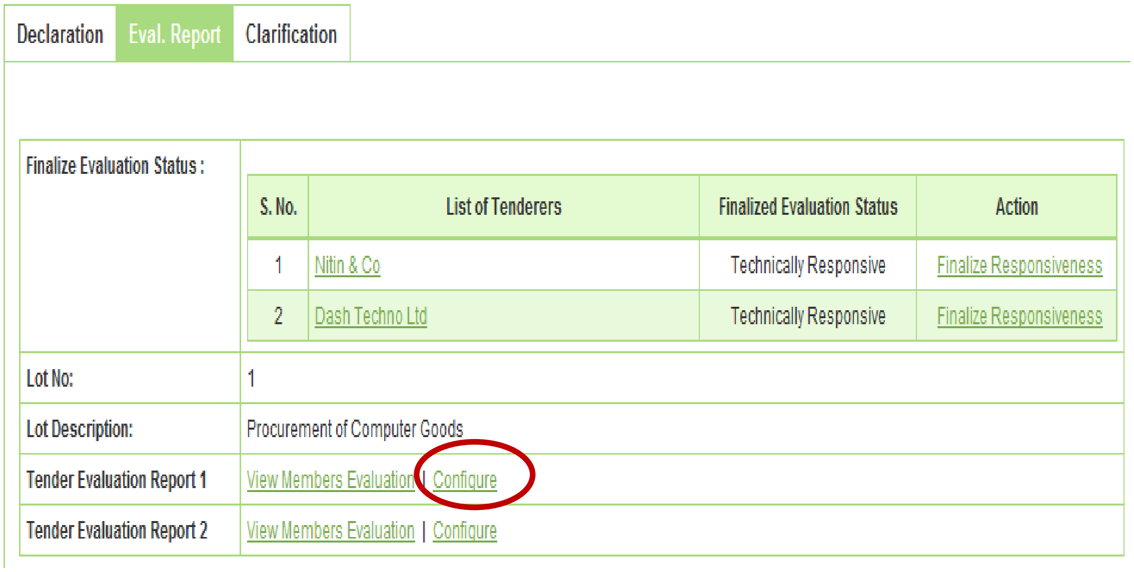
*6.2.40* Then the same has to notify to TEC Members by clicking on **"Notify Member to Sign the Report"** (As shown in **the Screen – G36**)

*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**)

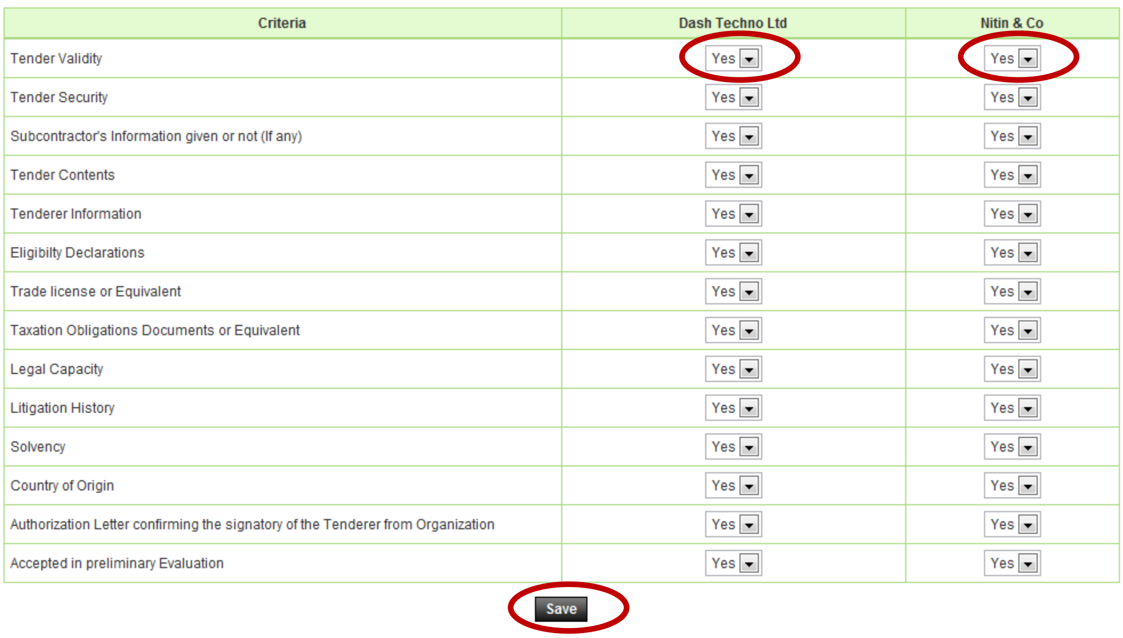
*6.2.42* All TEC members have to view the **TER1 and TER2,** also need to sign the report by login to the system by clicking on **"View and Sign"** (As shown in **Screen – G38**)

*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**)

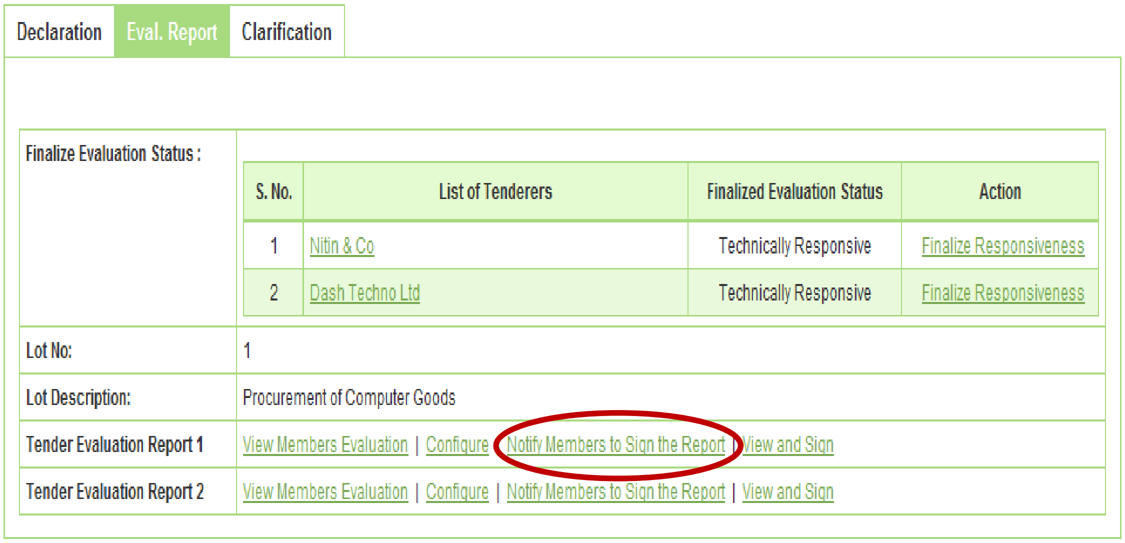
*6.2.44* Once the information is submitted and selected after that TEC member has to click on **"Sign"** (As shown in **Screen – G40**)



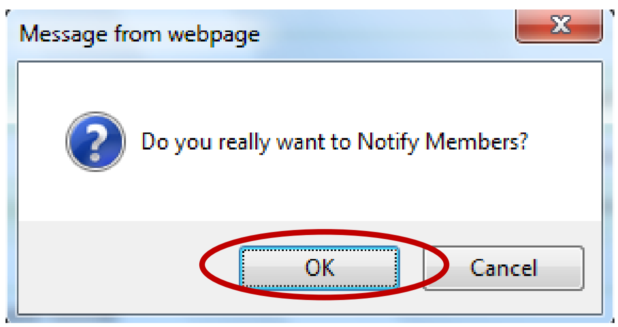

**Screen – G34**




**Screen – G35**




**Screen – G36**




**Screen – G37**


**Screen – G38**

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

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

TEC Members

**TEC Members**

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

**Screen – G39**

Fields marked with (*) are mandatory

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

Sign

**Screen – G40**

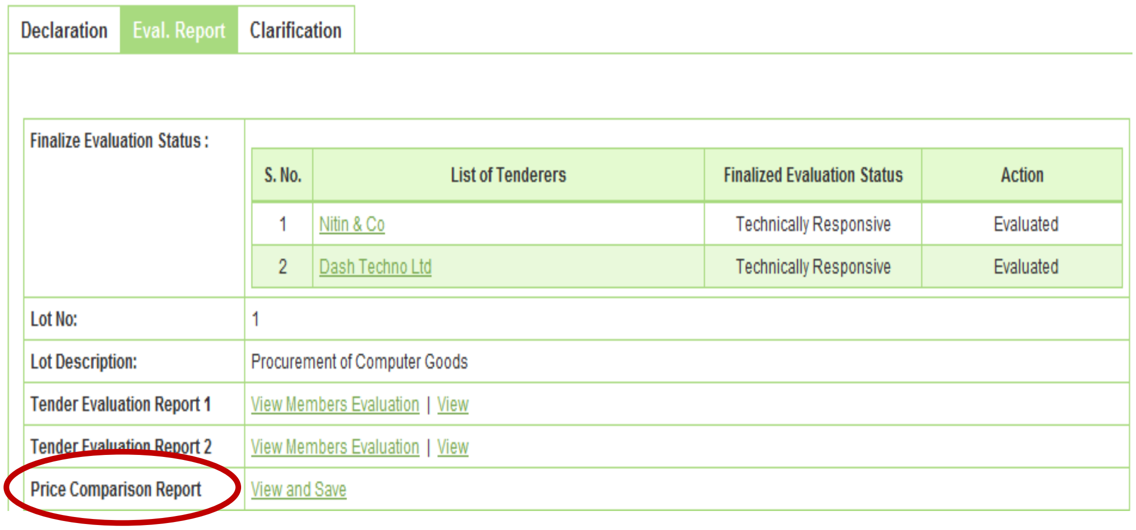
*6.2.45* The moment **"TER1 & TER2"** reports signed by all the TEC Members, then the system will generate the **"Price Comparative Report"** (As shown in **Screen – G41**)

*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**)

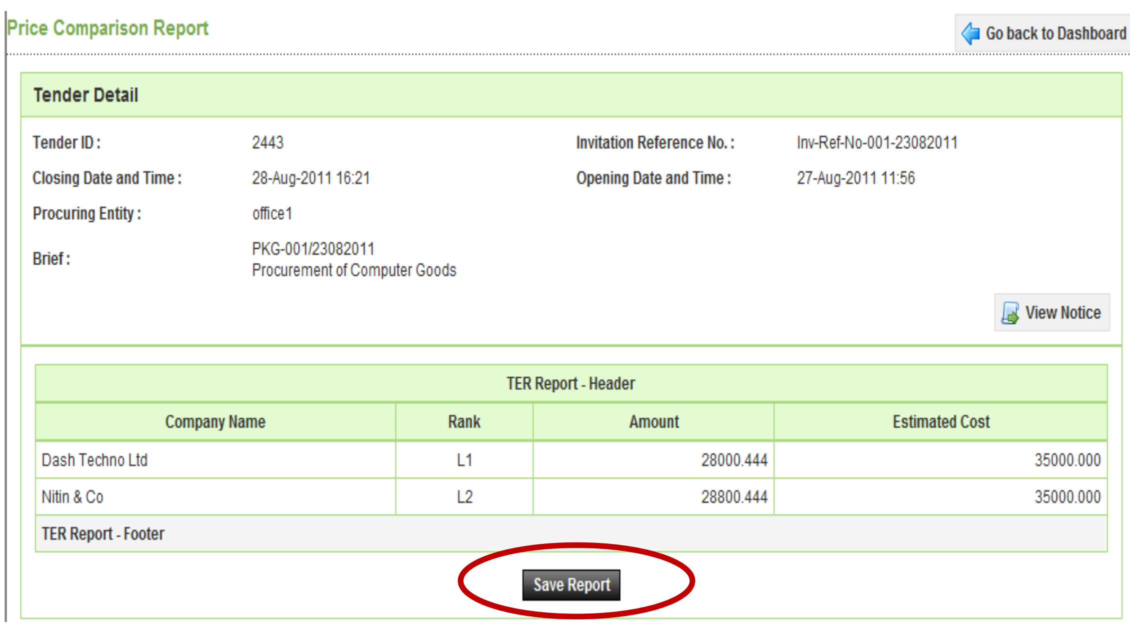
*6.2.47* Once the **"Price Comparative Report"** gets saved then system will generate the **"TER3 and TER4"** (As shown in **Screen – G43**)

*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**)

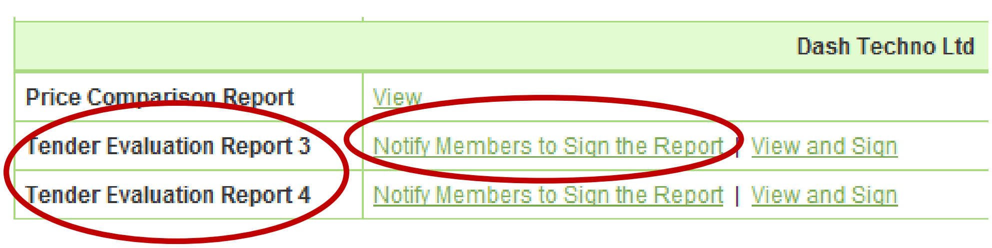
*6.2.49* System will show you an alert message i.e. **"Do you really want to Notify Members"** (As shown in **Screen – G44**)



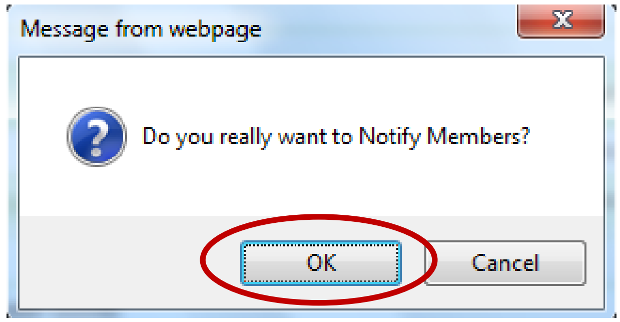

**Screen – G41**




**Screen – G42**



Screen – G43




Screen – G44

*6.2.50* TEC Chairperson also has to do the **“Post Qualification”** of the tenderer by clicking on **“Post Qualification”.** By clicking on **“Process”** the same can be processed further. (As shown in **Screen – G45**)

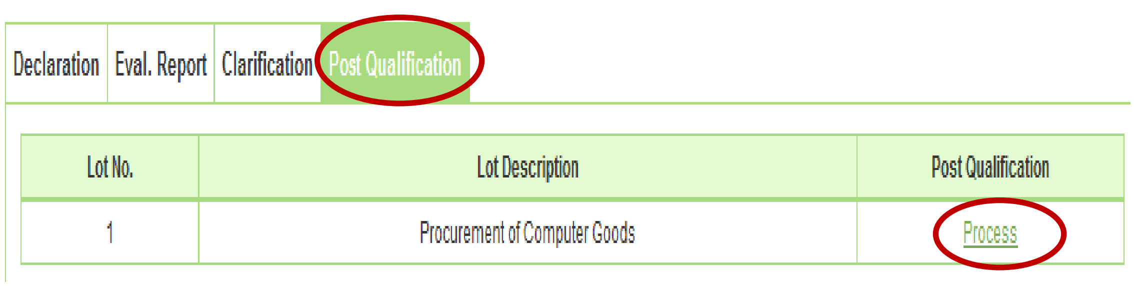
*6.2.51* Then click on **“Initiate”** for an objective of to initiate the **“Post Qualification”** (As shown in **Screen – G46**)

*6.2.52* System will display the name of L1 tenderer, then Chairperson has to decide whether the site visit is required or not (if required then **YES**, if not required then **NO**). If **YES** is selected then 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**)

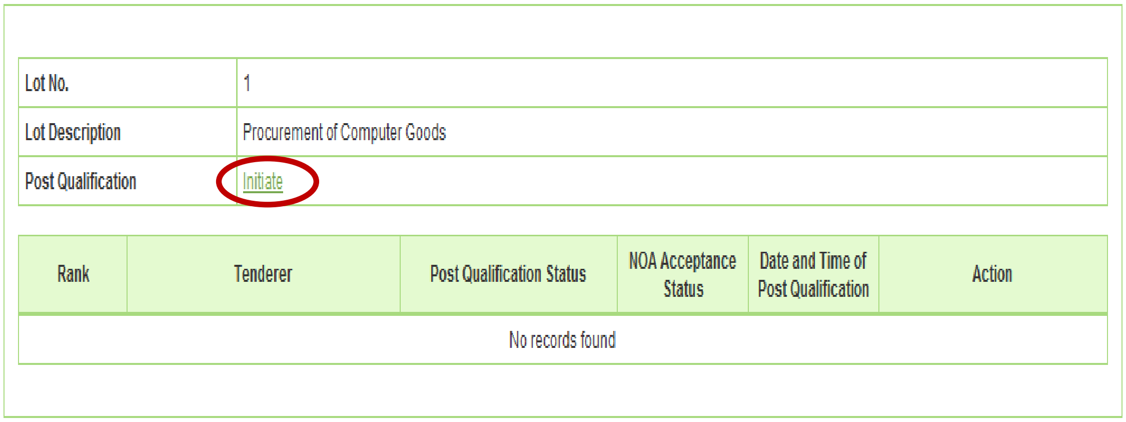
*6.2.53* On successful completion of the same system will prompt the message **i.e. “*PQ Process Initiated Successfully*”** (As shown in **Screen – G48**)

*6.2.54* After successful initiating of the same, TEC Chairperson can **View**, **Edit** and **Upload** document if required (As shown in **Screen – G48**)

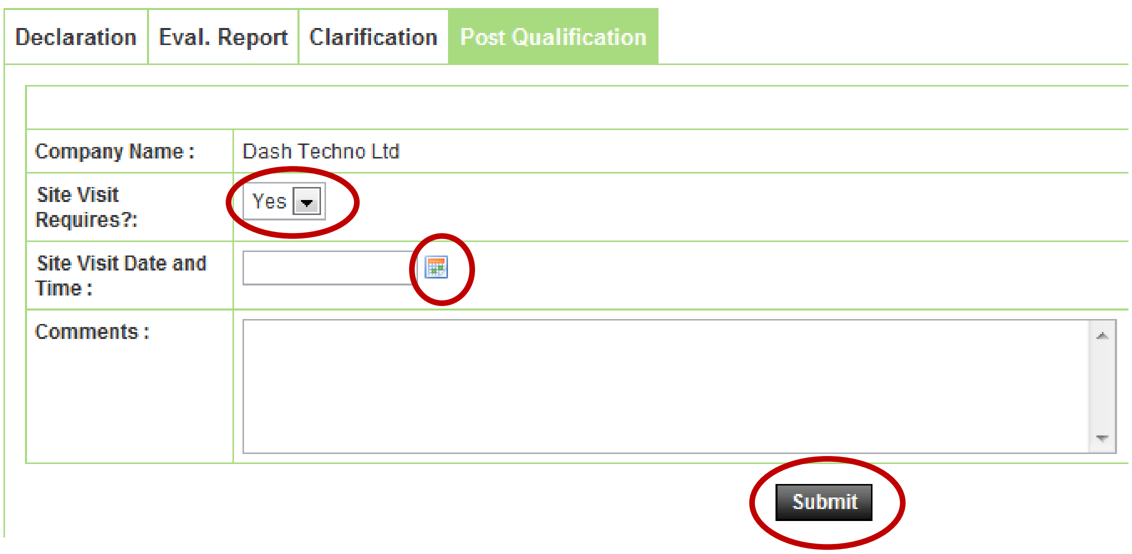
*6.2.55* Click on **“Complete”** to complete the post qualification process whereas TEC Chairperson has to **“Qualify / Disqualify”** the tenderer. At the end TEC Chairperson has to provide the comments and then click on **“Submit”** button. (As shown in **Screen – G49**)



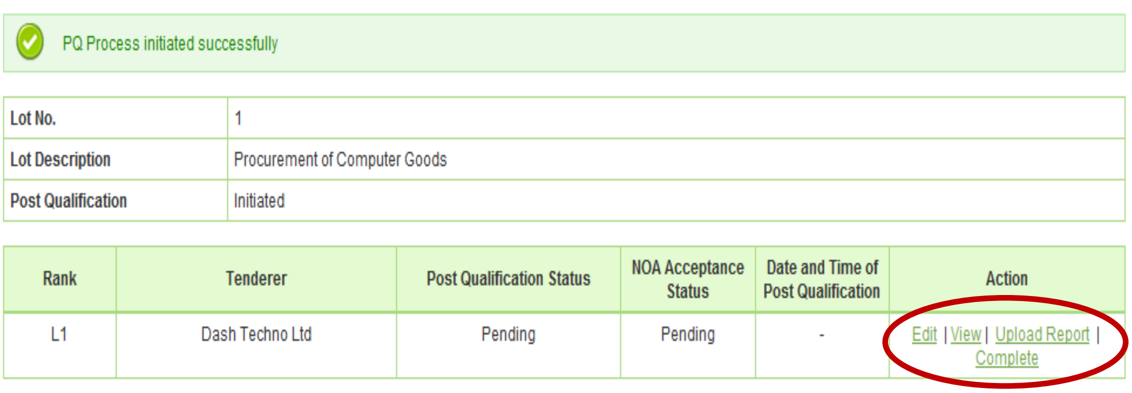

Screen – G45



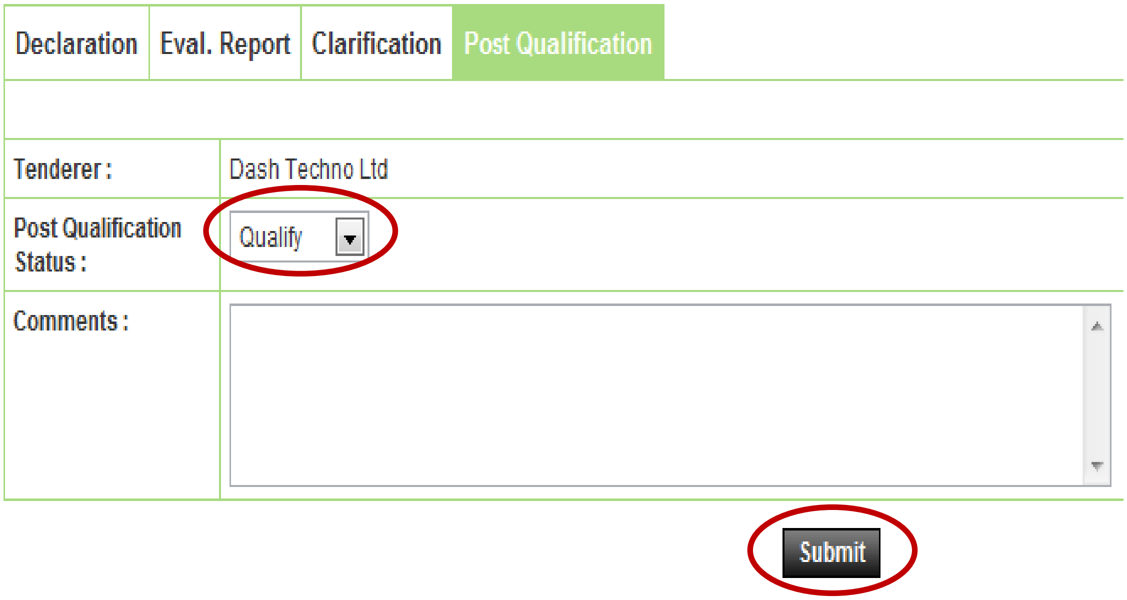

**Screen – G46**




**Screen – G47**

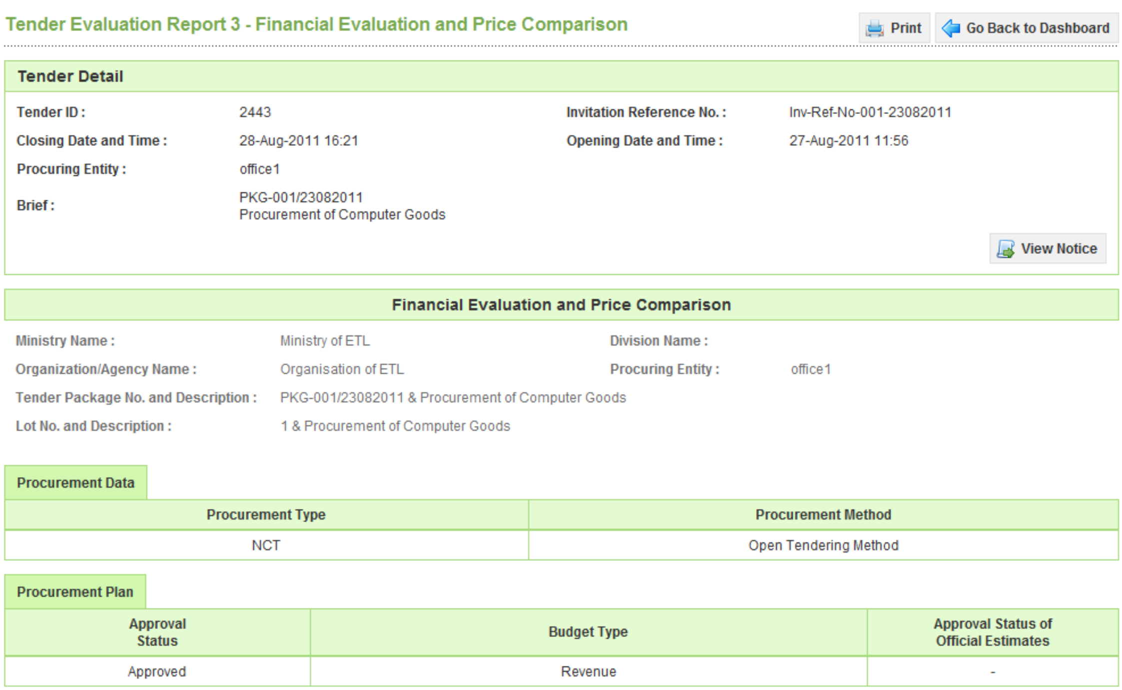



**Screen – G48**




**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<br>Procurement of Computer Goods | | |

View Notice

**Financial Evaluation and Price Comparison**

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

**Procurement Data**

| Procurement Type | Procurement Method |
|---|---|
| NCT | Open Tendering Method |

**Procurement Plan**

| Approval Status | Budget Type | Approval Status of Official Estimates |
|---|---|---|
| Approved | Revenue | - |

Price Evaluation

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

Post Qualification

| Name of Tenderer | Status |
|---|---|
| No Records Found | |

I do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.
The Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Act, the Rules made there under and the terms and conditions of the prescribed Application, Tender or Proposal Document and that all facts and information have been correctly reflected in theEvaluation Report and, that no substantial or important information has been omitted.

TEC Members

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

**Screen – G50**

## Tender Evaluation Report 4 - Final Evaluation Report

Print | Go Back to Dashboard

### Tender Detail

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

View Notice

### Final Evaluation Report

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

Procurement Data

| Procurement Type | Procurement Method |
|---|---|
| NCT | Open Tendering Method |

Procurement Plan

| Approval Status | Budget Type | Approval Status of Official Estimates |
|---|---|---|
| Approved | Revenue | - |

| Name of Tenderer Recommended for Award |
|---|
| Dash Techno Ltd |

| Post Qualification Report | Clarification on Tenders |
|---|---|
| View | Clarication on Tender has not taken place |

TEC Members

| TEC Members | | | |
|---|---|---|---|
| Name | Nitin (AU) | Nitin (HOPE) | Nitin (TEC) |
| Committee Role | Member | Chairperson | Member |
| Designation | RNB-PE | RNB-PE | RNB-PE |
| PE Office | RNB-ORG-PEO | RNB-ORG-PEO | RNB-ORG-PEO |
| Signed Tender Evaluation Report 4 On | - | - | - |

**Screen – G51**

*6.2.57* Once all the Technical Evaluation Reports are viewed and signed by all TEC members then **"Send to AA"** link will be activated to 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**)

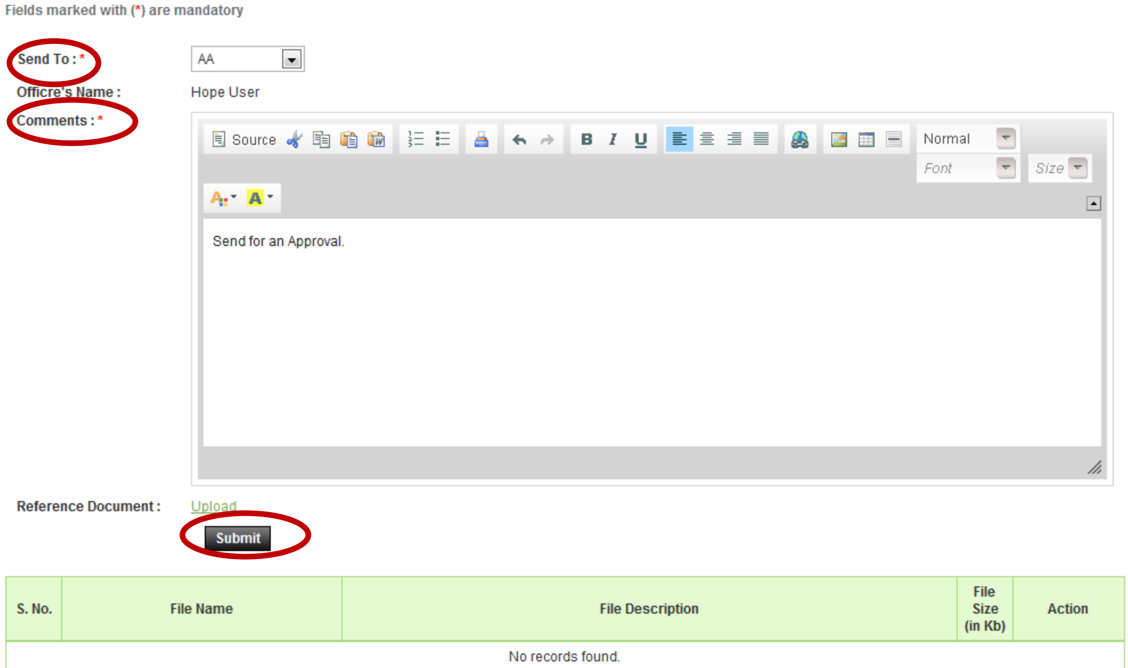
Declaration | Eval. Report | Clarification | Post Qualification

| | |
|---|---|
| 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 : * AA

Officre's Name : Hope User

Comments : *

Send for an Approval.

Reference Document : Upload

Submit

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

**Screen – G53**

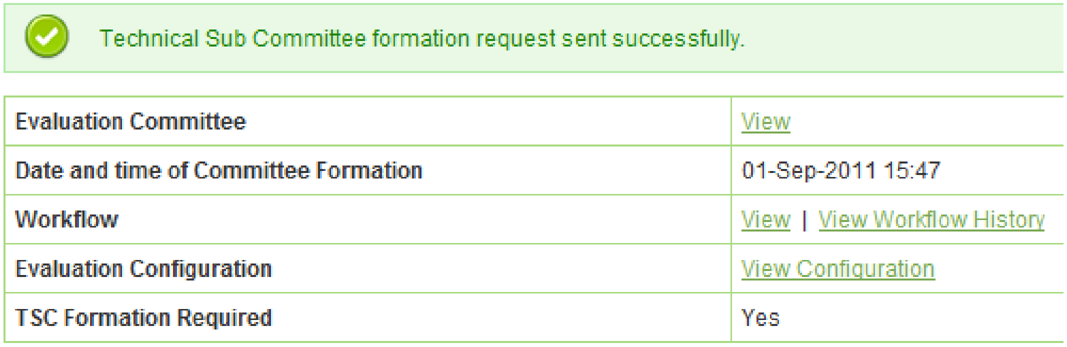
### 6.3 **Evaluation >> Tech. Sub. Committee**

*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 |

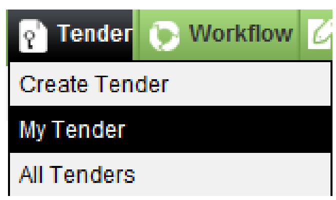
**Screen – H1**



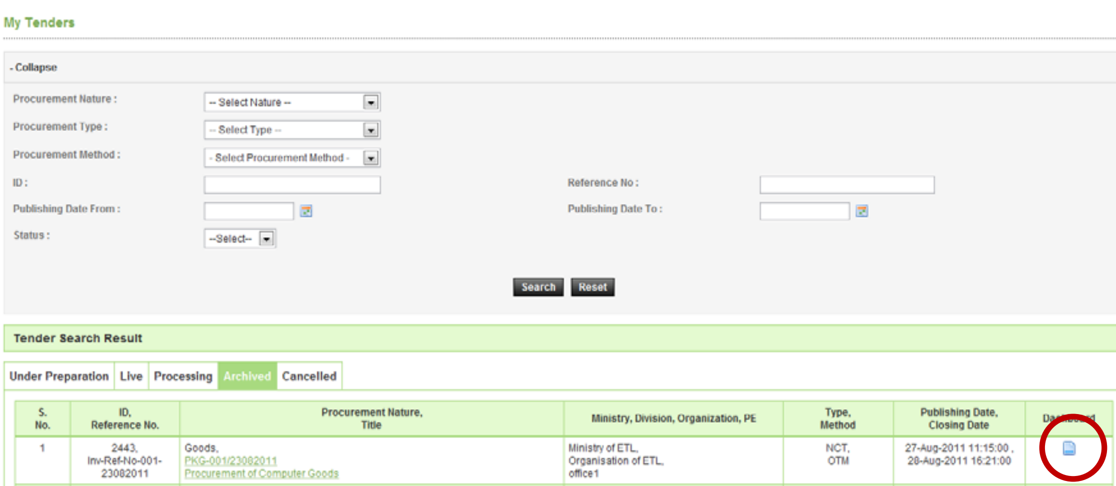

**Screen – H2**

*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**




**Screen – H4**

*6.3.5* PE will be able to see the two options

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

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

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

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

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

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

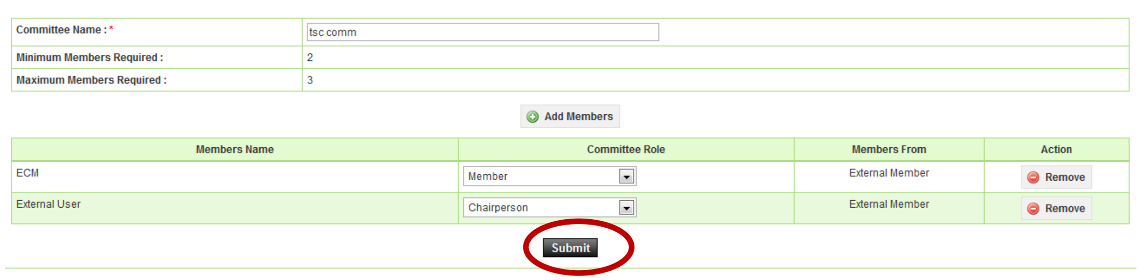
*6.3.11* Provide the comments in the comments field and click on **"Submit"** button (As shown in **Screen – H11**)

*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**



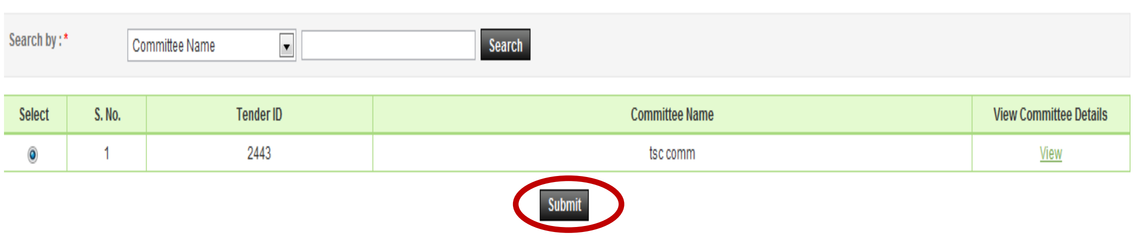
| | |
|---|---|
| Committee Name : * | tsc comm |
| Minimum Members Required : | 2 |
| Maximum Members Required : | 3 |

Add Members

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

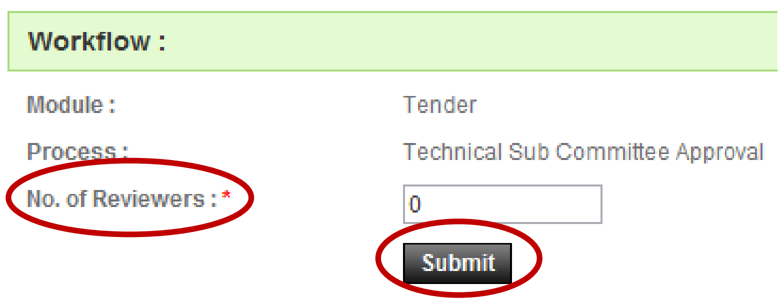
Submit

## Screen – H6 (A)

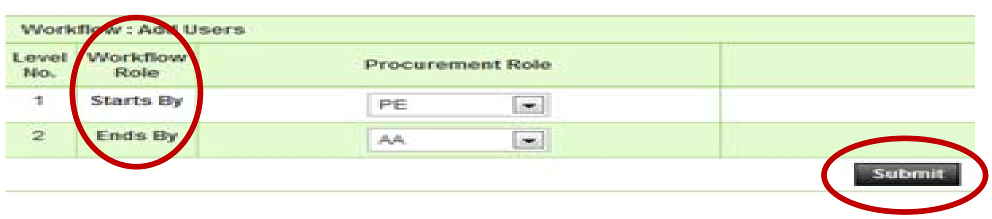



## Screen – H6 (B)

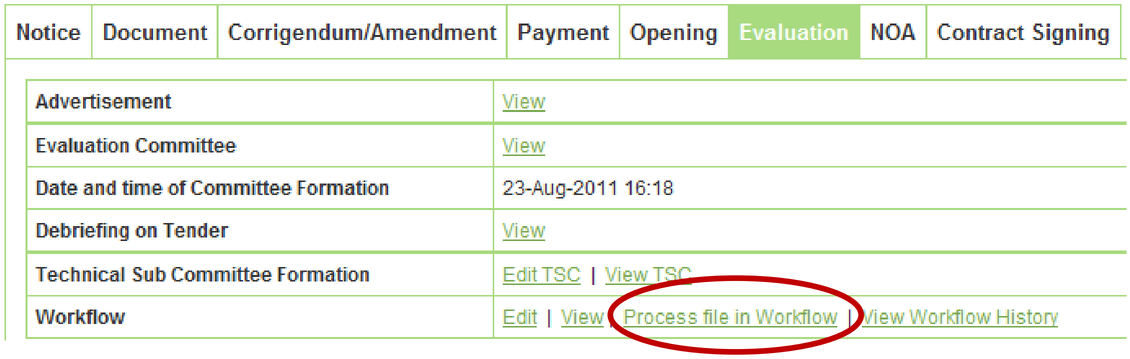

## Screen – H7



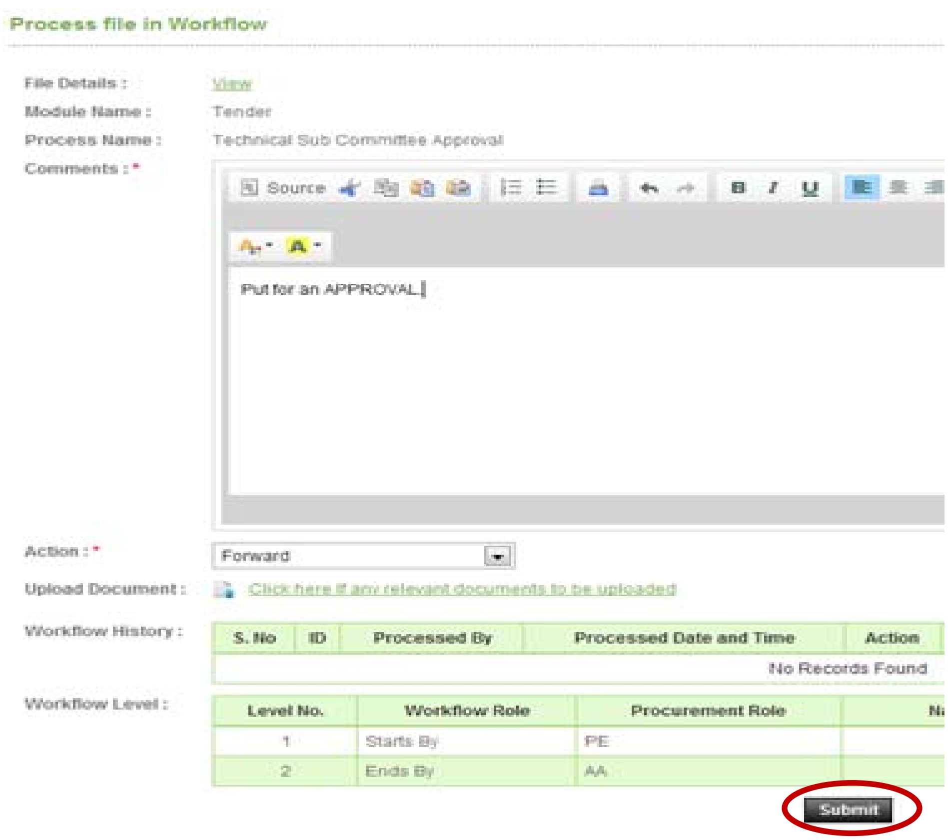

## Screen – H8



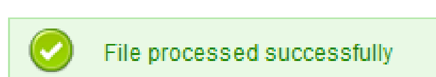

## Screen – H9




**Screen – H10**




**Screen – H11**



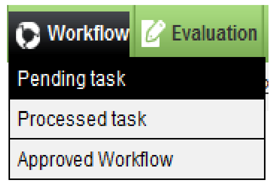

**Screen – H12**

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

*6.3.14* System will show the **"Pending Task"** of 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**)

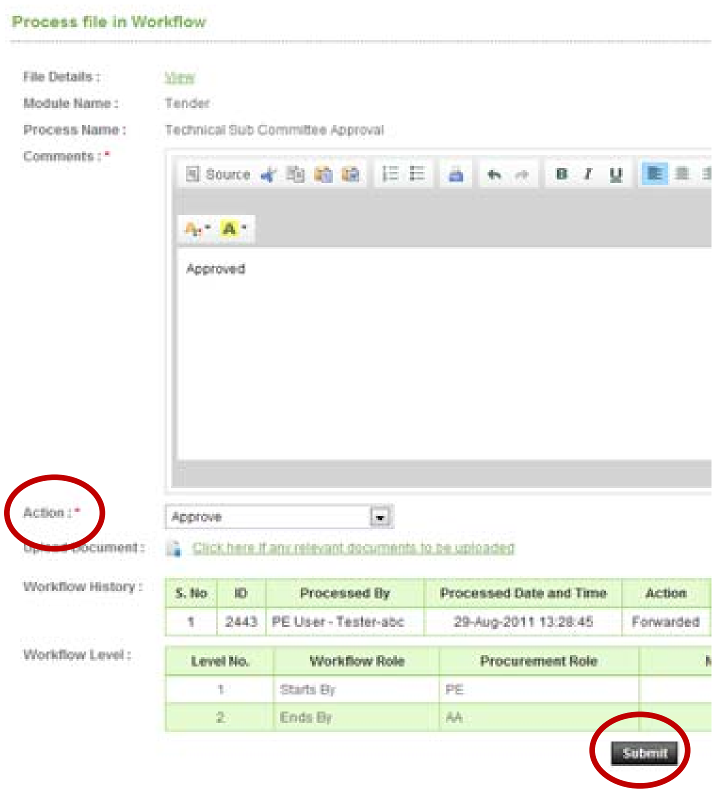
*6.3.16* On successful submission of the same, the system will prompt the message i.e. **"*File Processed Successfully*"** (As shown in **Screen – H16**)



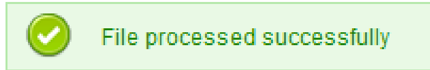

**Screen – H13**

| 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**



**Screen – H15**




**Screen – H16**

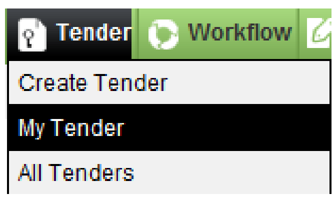
*6.3.17* PE has to Login into System and click on **"Tender >> My Tender"** submenu (As shown in **Screen – H17**)

*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.

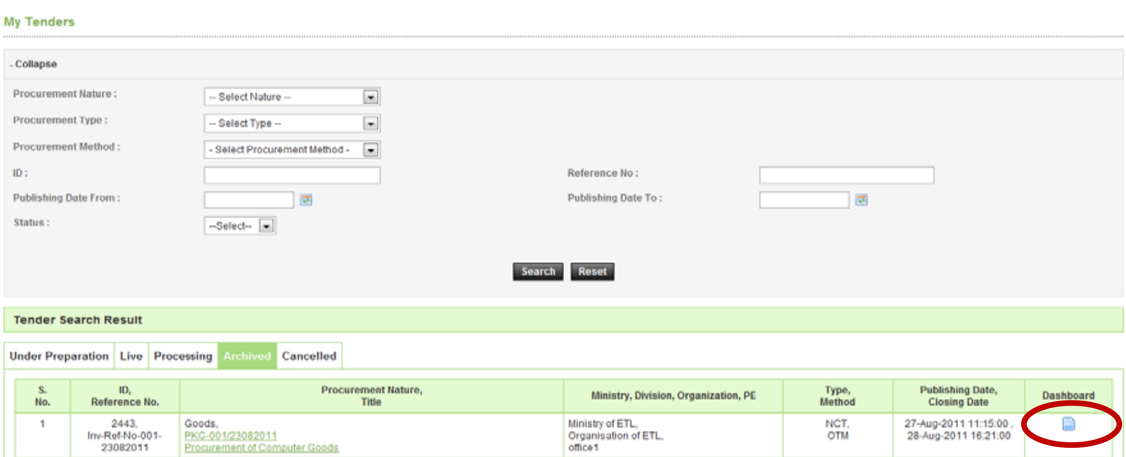
*6.3.19* Click on "**Dashboard**" icon and the system will display Tender with Evaluation Tab selected. Click on **"Notify TSC Members"** (As shown in **Screen – H19**)

*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**




**Screen – H18**

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

| | |
|---|---|
| Advertisement | View |
| Evaluation Committee | View |
| Date and time of Committee Formation | 23-Aug-2011 16:18 |
| Debriefing on Tender | View |
| Technical Sub Committee Formation | View TSC \| Notify TSC Members |
| Workflow | View \| View Workflow History |

**Screen – H19**

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

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

Remarks *: NOTIFY TO TEC MEMBERS.

Publish

**Screen – H20**

Technical Sub Committee published successfully.

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

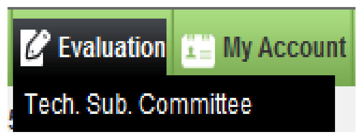
**Screen – H21**

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

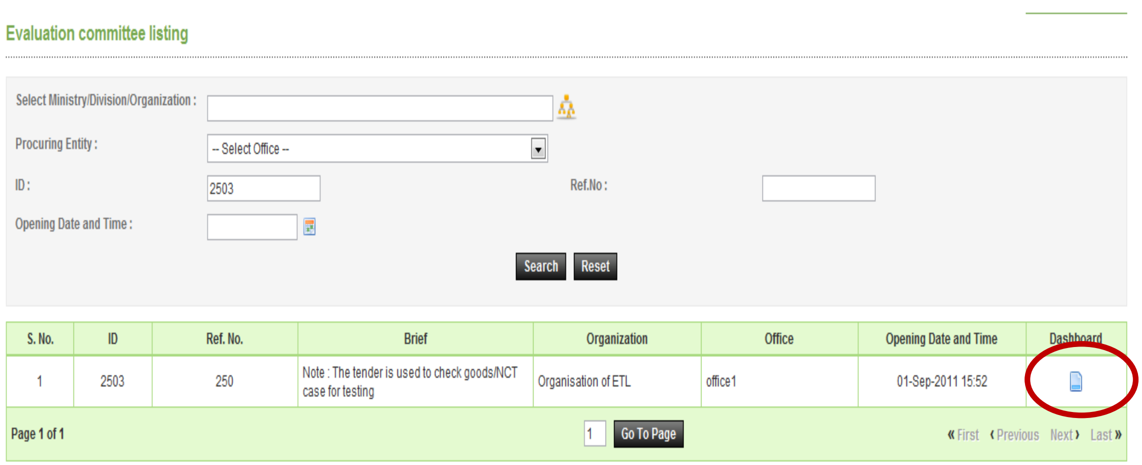
*6.3.23* TSC members can use search condition as input values **(Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - H23**) and the result will be displayed in grid table.

*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**




**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**)

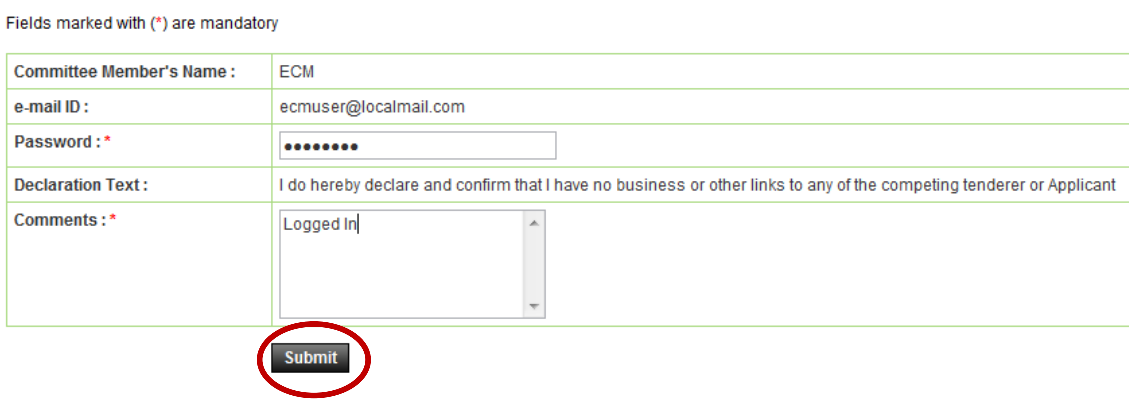
*6.3.4* System will display the comments field whereas TSC member can put the suggestions/recommendations and after posting of the same click on **"Submit".** (As shown in **Screen – H27**)

*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**)


**Screen – H24**




**Screen – H24 (A)**

Declaration | Recommendation

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

## Screen – H25

Declaration | Recommendation

| Company Details | |
|---|---|
| Company Name : | Deepacmp |
| **Package Information** | |
| Package No. : | 384 |
| Package Description : | The tender is to be used for Goods/NCT case for testing |

| Form Name | Comments Status | |
|---|---|---|
| e-Tender Submission Letter (Form e-PG3 1) | Comments Pending | Post Comments |
| Tenderer Information Form (e-PG3-2) | Comments Pending | Post Comments |
| Technical Specifications and Compliance of Goods and related services (Form e-PG3-4) | Comments Pending | Post Comments |

## Screen – H26

Post Comments

Comments : *

Source Normal Font Size

ISO Certificate is Missing..!!!

Submit

## Screen – H27

Comment posted successfully

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

## Screen – H28

Declaration | Recommendation

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

Notify Evaluation Committee for Completion of Evaluation

Upload Recommendation Report

**Screen – H29**

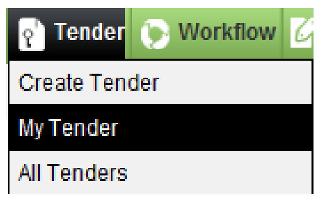
## 6.4 **Evaluation >> Tender Validity Date Request**

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

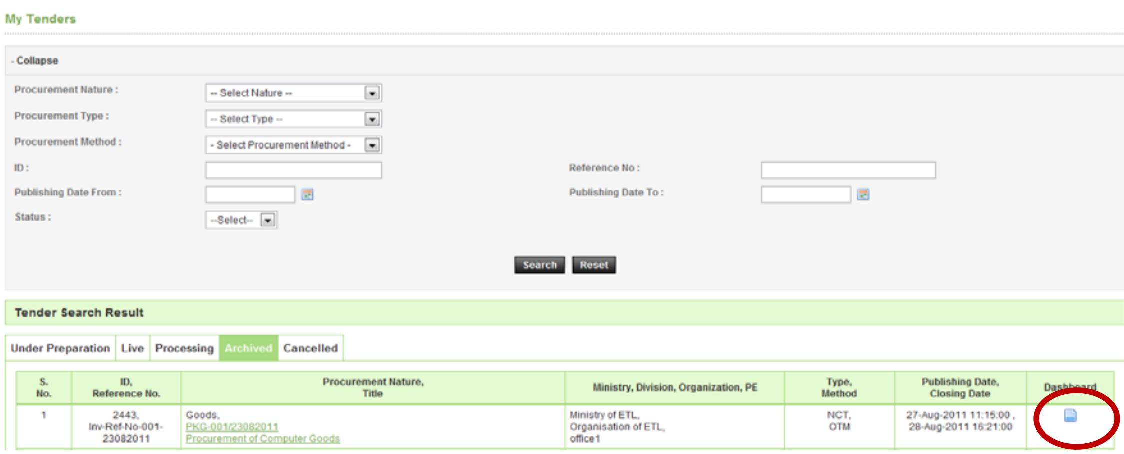
*6.4.2* PE can use search condition as input values **(Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - I2**) and the result will be displayed in grid table. Click on "**Dashboard**" icon and the system will display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

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

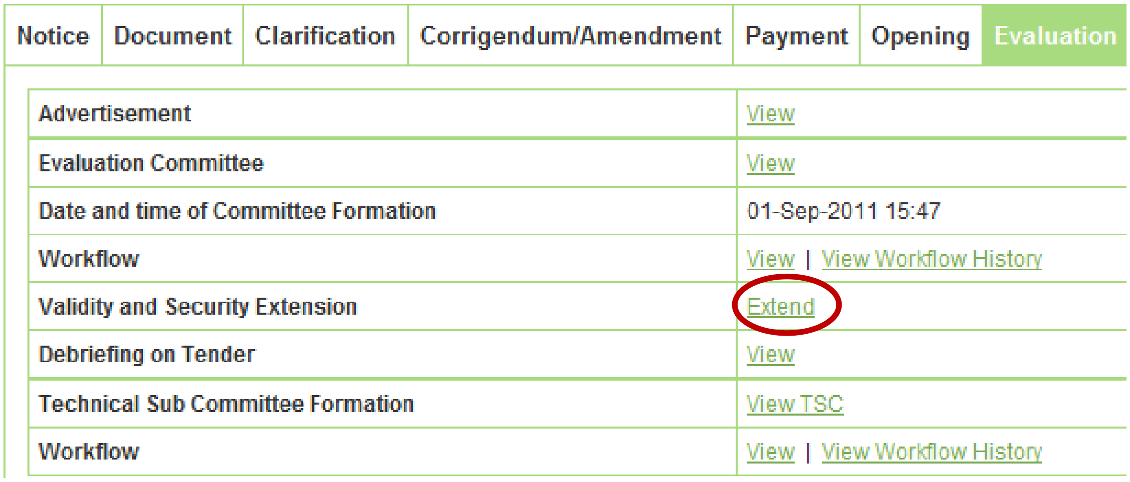
*6.4.4* Then against Tender Validity, **"Extend"** would be available whereas PE has to click there for an objective of extend the validity of the tender. (As shown in **a Screen – I4**)




**Screen - I1**



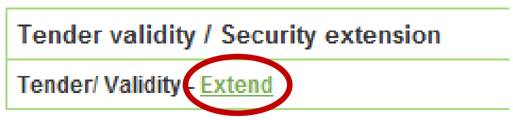

**Screen – I2**



| 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**)

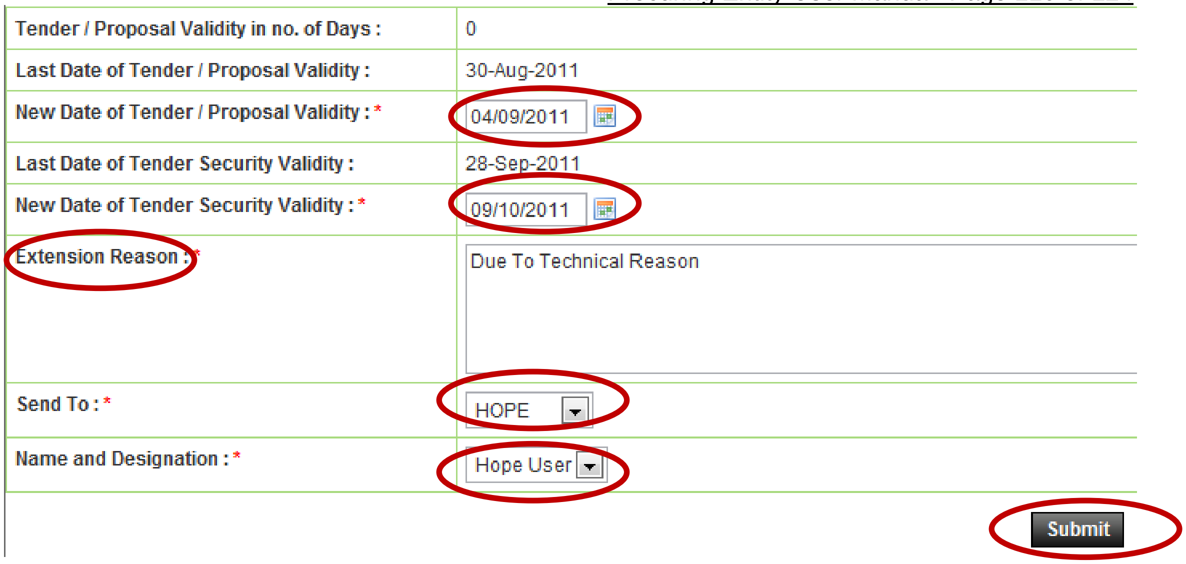
*6.4.8* PE has to provide the **"Extension Reason"**, at the end **"Submit"** on the same. (As shown in **Screen – I6**)

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**

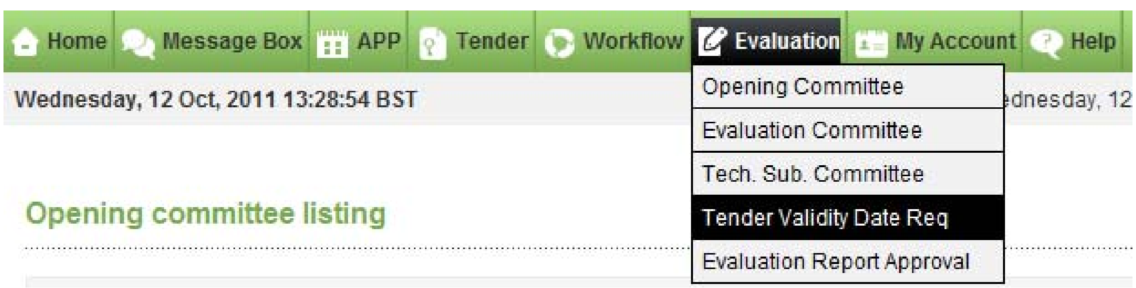



**Screen – I6**

*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**)

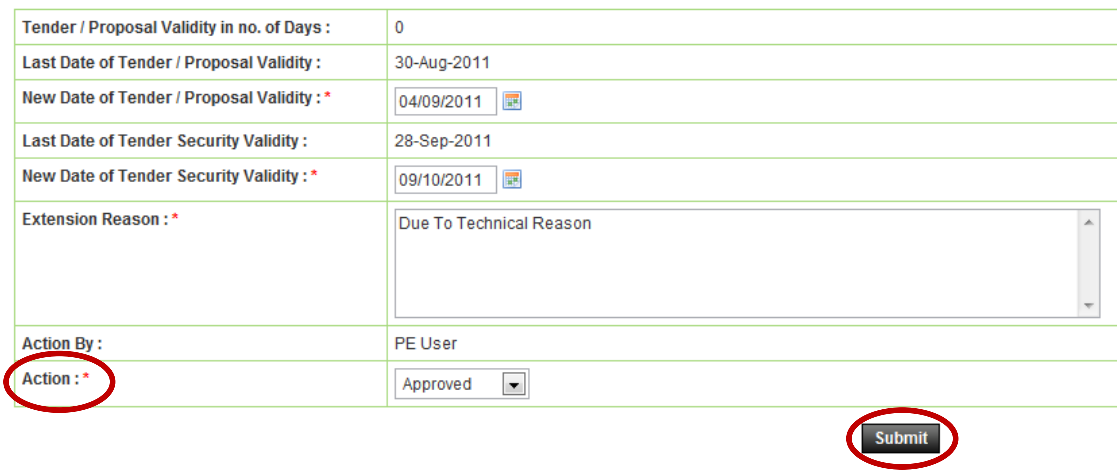
*6.4.10* User will click on **"Pending"** tab for an objective of **"Approval"**. Click on **"Process"** for an objective of **"Process"** the same. (As shown in **Screen – I8**)

*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**)




**Screen – I7**


**Screen – I8**

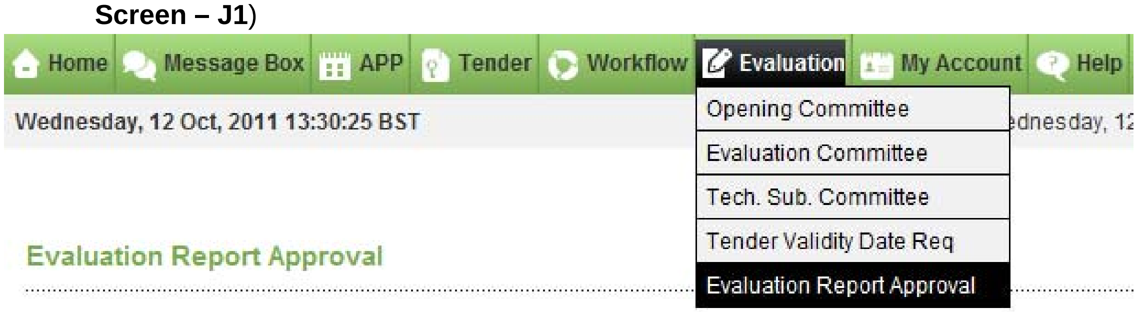



**Screen – I9**

6.5 **Evaluation >> Evaluation Report Approval**

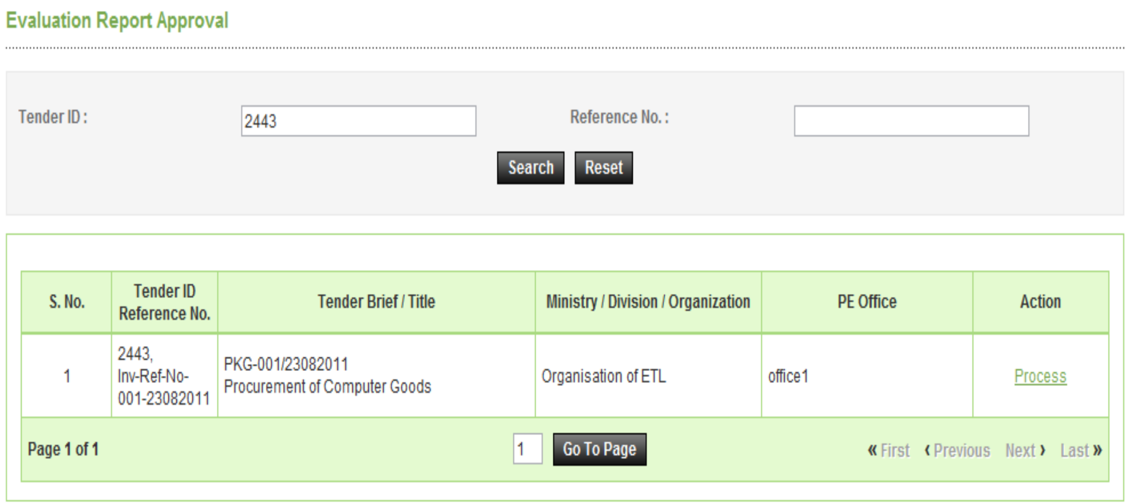
*6.5.1* Approving Authority **"AA/HOPE/AO"** has to Login system by mentioning the **Login ID and Password**

*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.

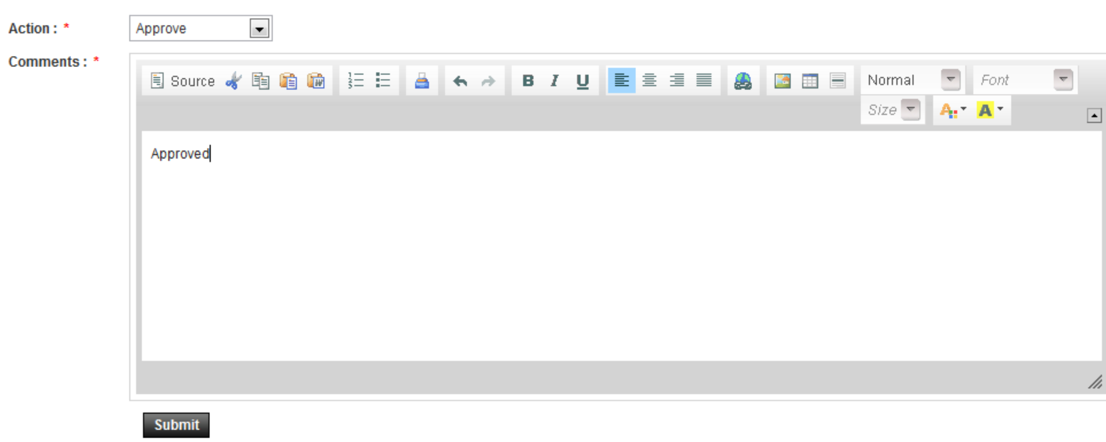



**Screen – J2**

*6.5.4* Click on "**Process**" icon and the system will display lot details with Report Status as Pending (As shown in **Screen – J3**)


**Screen – J3**

*6.5.5* **AA / HOPE / AO"** can process by clicking on **"Process"**, view by clicking on "**View"** and if required asked the clarification by clicking on "**Clarification". By** clicking on **"Process" AA / HOPE / AO** will be able to see the **Approve / Reject / Seek Clarification** against **"Action". AA / HOPE / AO** will select the necessary action, put the necessary comments and **"Submit"** (As shown in **Screen – J4**)




**Screen – J4**

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

## 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<br>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 |

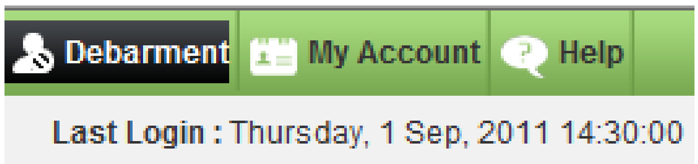
**Screen – J5**

## 7. Debarment

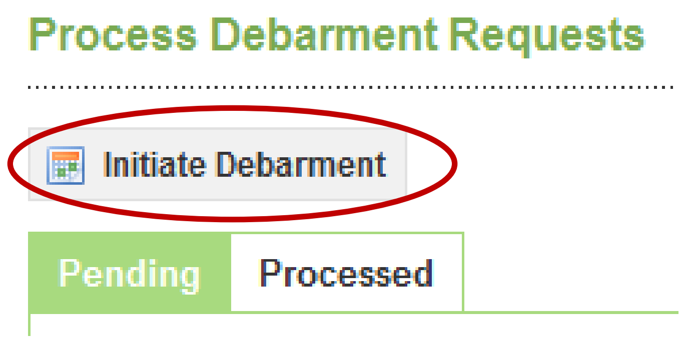
*7.1.1* To debar any tenderer PE needs to click on **“Debarment”** (As shown in **Screen – J1**)

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

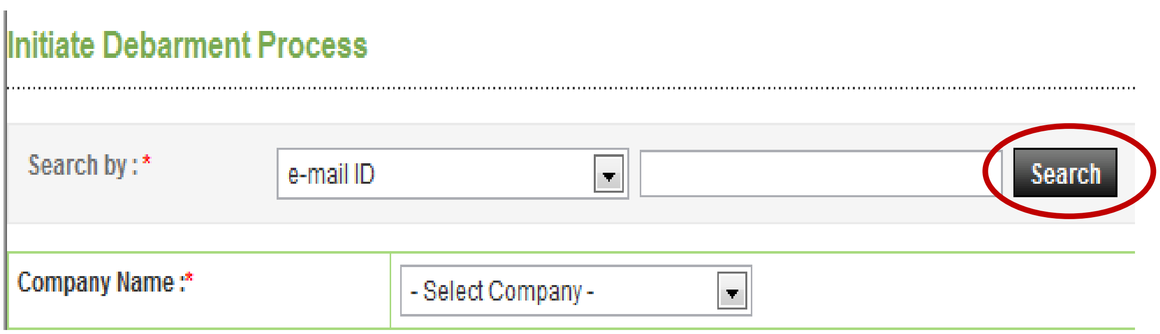
*7.1.3* Tenderer can be searched by **Registration No, Company Name and e-Mail ID** then PE has to click on **“Search”** (As shown in **Screen – J3**)




**Screen – J1**




**Screen – J2**




**Screen – J3**

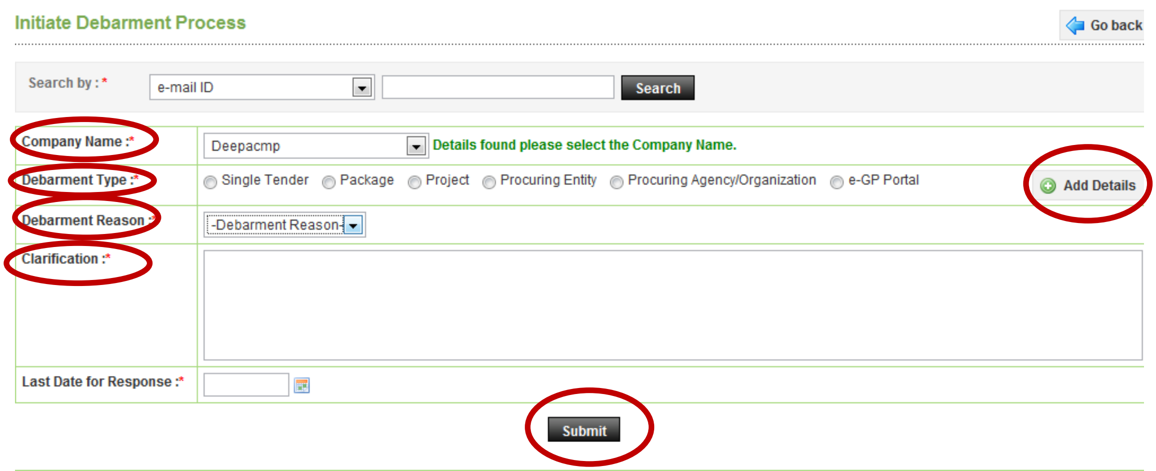
*7.1.4* PE can debar Tenderer from **Single Tender, Package, Project, Procuring Entity Procuring Agency/Organization** and **e-GP Portal**. (As shown in **Screen – J4**)

*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**)

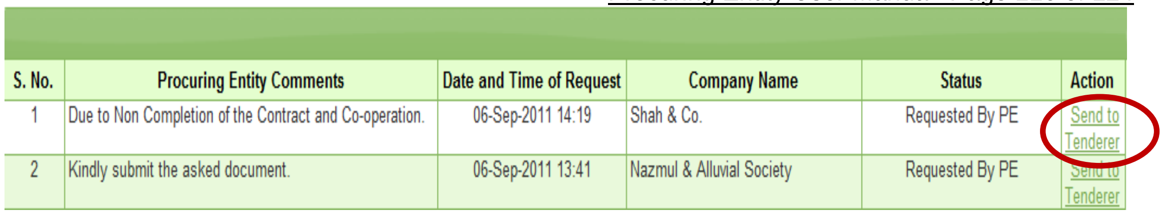



**Screen – J4**

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

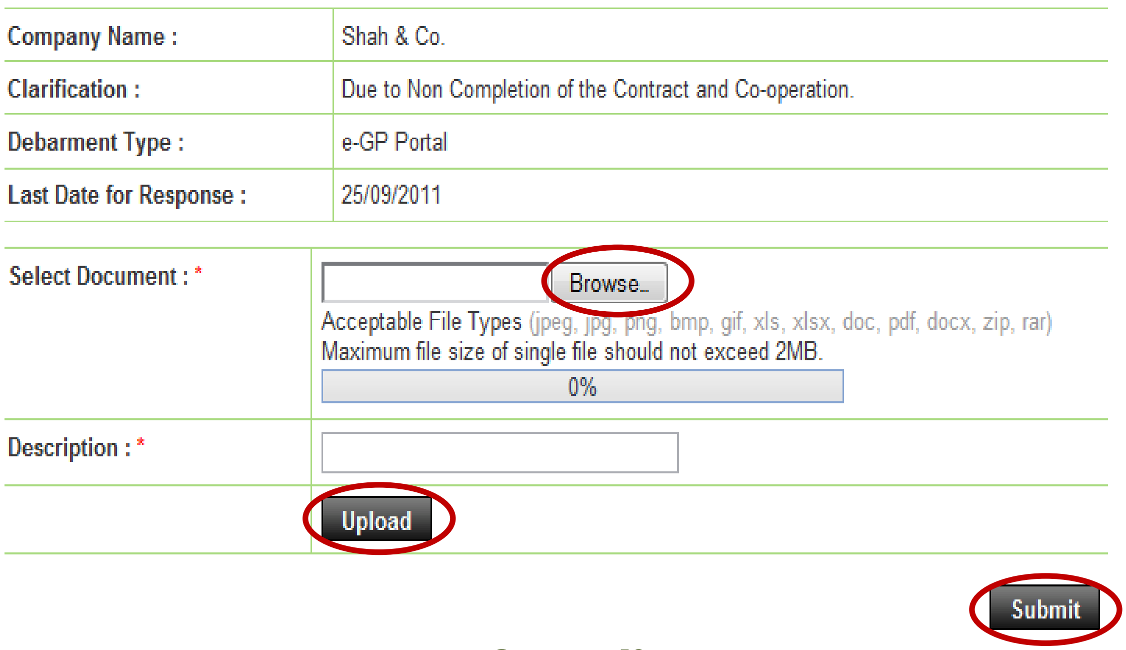
*7.1.10* By clicking on **"Send to Tenderer"** new window will gets open whereas PE can **"Upload Document"** if any by clicking on **"Browse then Upload"** (As shown in **Screen – J6**)

*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**




**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**)

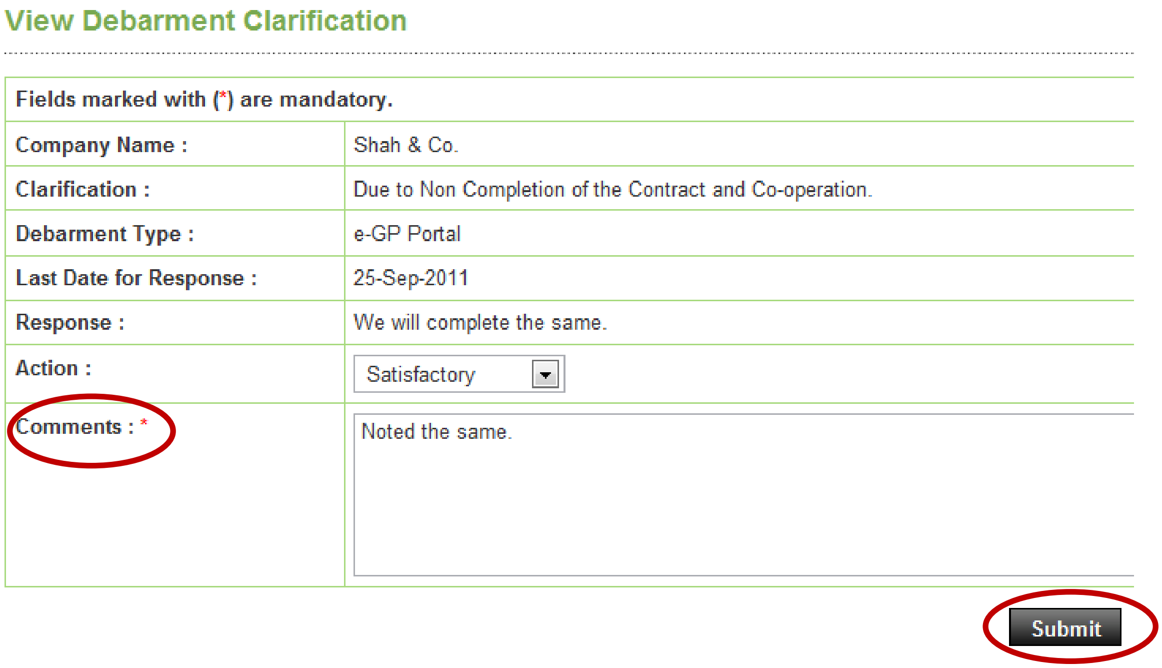
*7.1.13* PE will able to see the Tenderer response and according to that PE can take action as a **"Satisfactory or Unsatisfactory"** (As shown in **Screen – J8**)

*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**

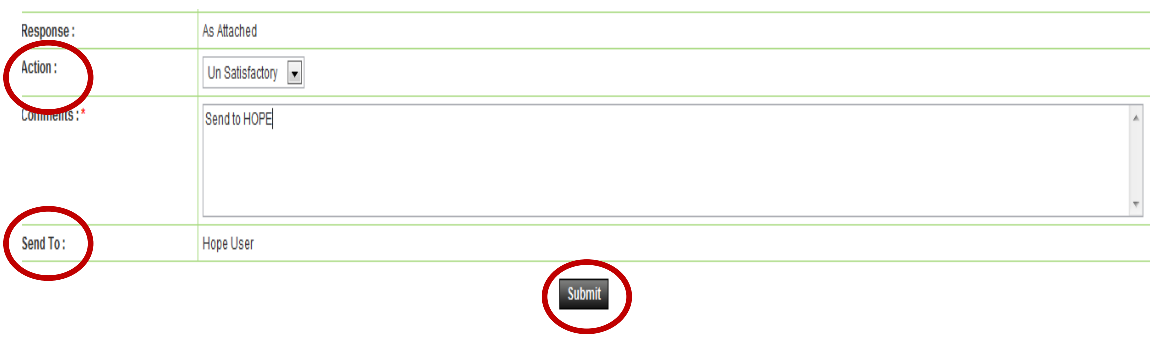


## View Debarment Clarification

| 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 |
| Comments : * | Noted the same. |

Submit

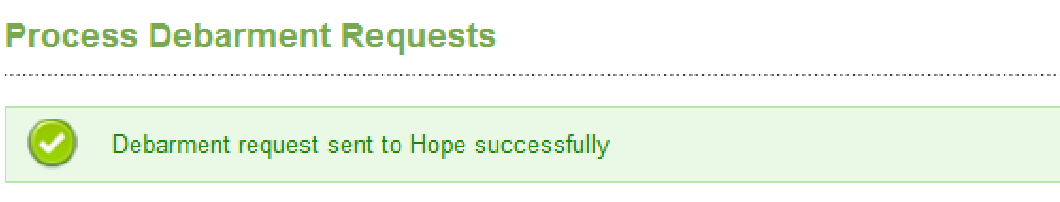
**Screen – J8**



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

Submit

**Screen – J9**



## Process Debarment Requests

Debarment request sent to Hope successfully

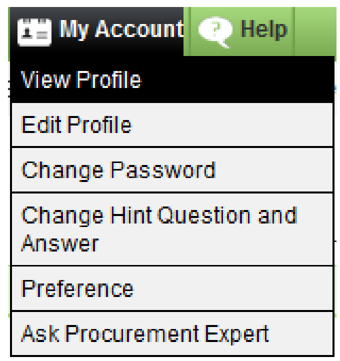
**Screen – J10**

# 8. My Account

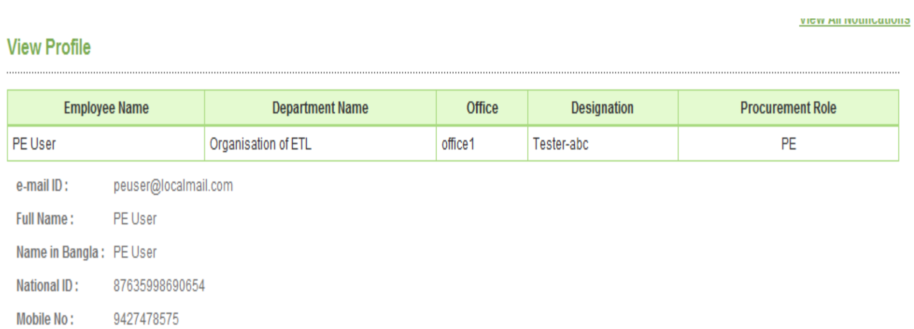
## 8.1 **My Account >> View Profile**

*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**



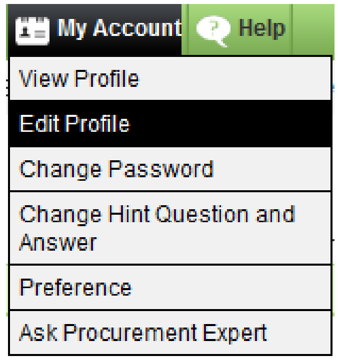

**Screen – K2**

## 8.2 **My Account >> Edit Profile**

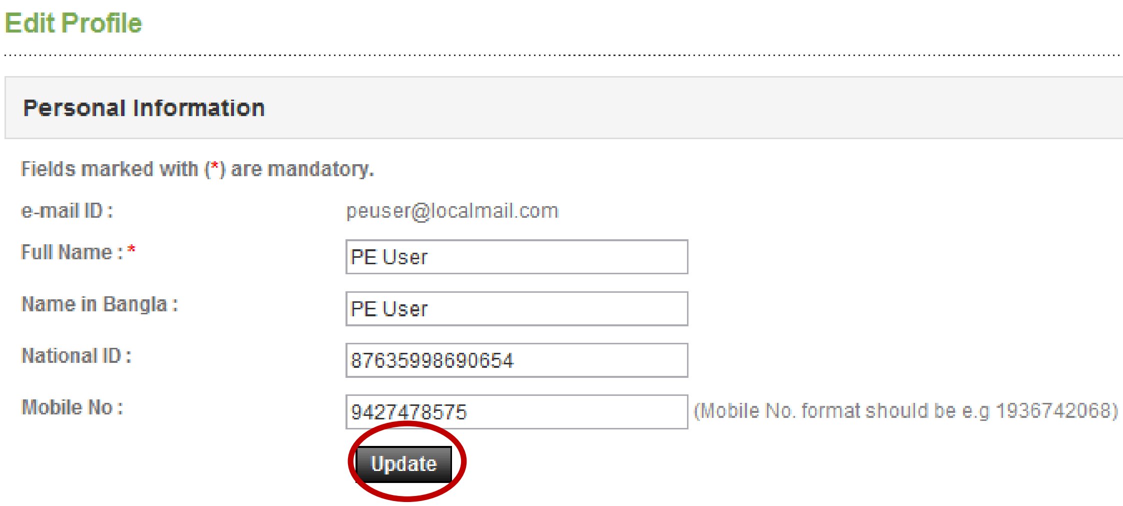
*8.2.1* If user would like to **"Edit"** his profile then user has to click on **"My Account >> Edit Profile"** (As shown in **Screen – K3**)

*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**



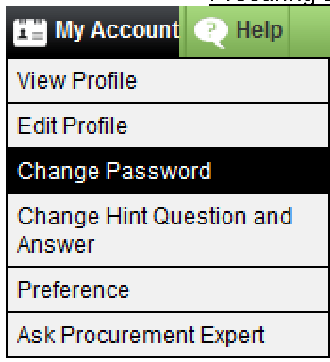

**Screen – K4**

8.3 **My Account >> Change Password**

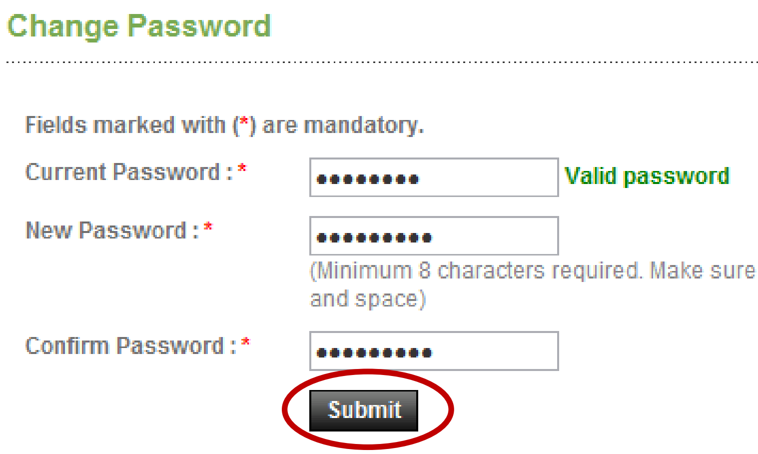
*8.3.1* If user would like to Change his password then user has to click on **"My Account >> Change Password"** (As shown in **Screen – K5**)

*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**



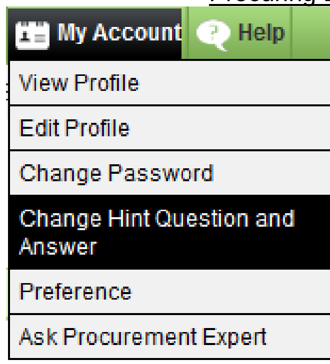

**Screen – K6**

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

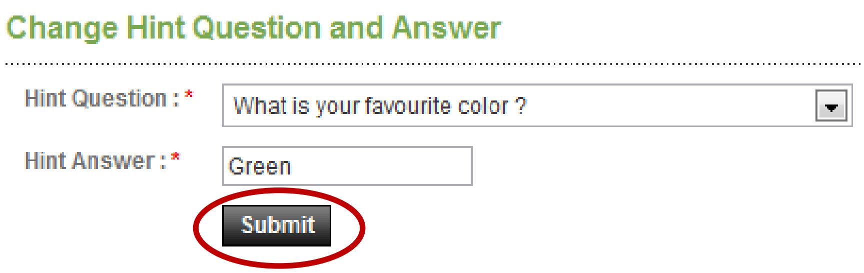
*8.4.1* If user would like to Change his/her **"Hint Question and Answer"** then user has to click on **"My Account >> Change Hint Question and Answer"** (As shown in **Screen – K7**)

*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**




**Screen – K8**

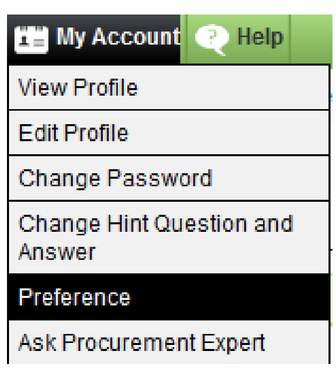
8.5 **My Account >> Preference**

*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**)

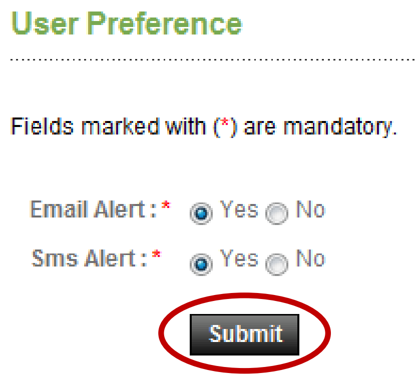
*8.5.2* The moment user clicks on **"Preference",** system will allow user to modify/change his/her Preference. (As shown in **Screen – K10**)

*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**




**Screen – K10**

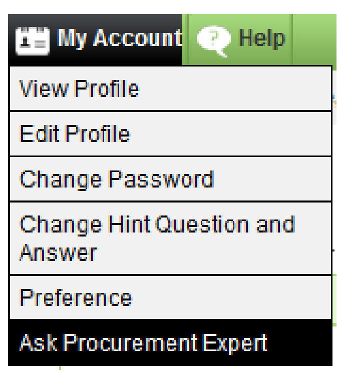
8.6 **My Account >> Ask Procurement Expert**

*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**)

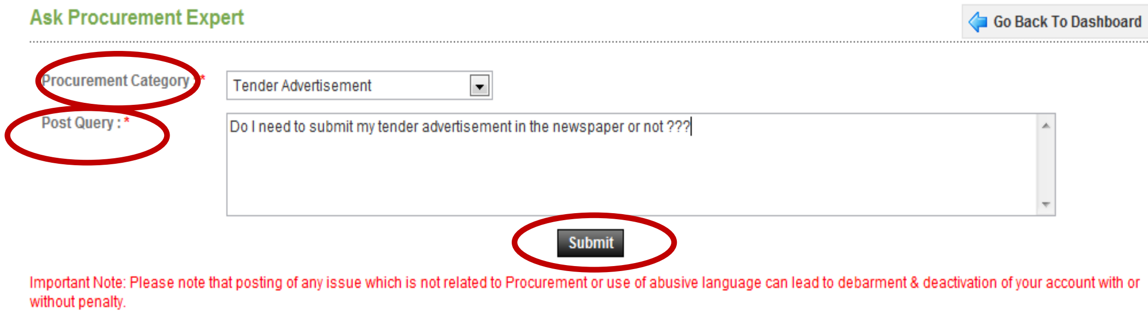
*8.6.3* By clicking on **“Post Query”,** Procurement Category will get open; out from that user needs to select the category and ask the relevant question in line with the selected category. User can mention the query and needs to **“Submit”** (As shown in **Screen – K13**)

*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**




**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**