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

(http://eprocure.gov.bd)

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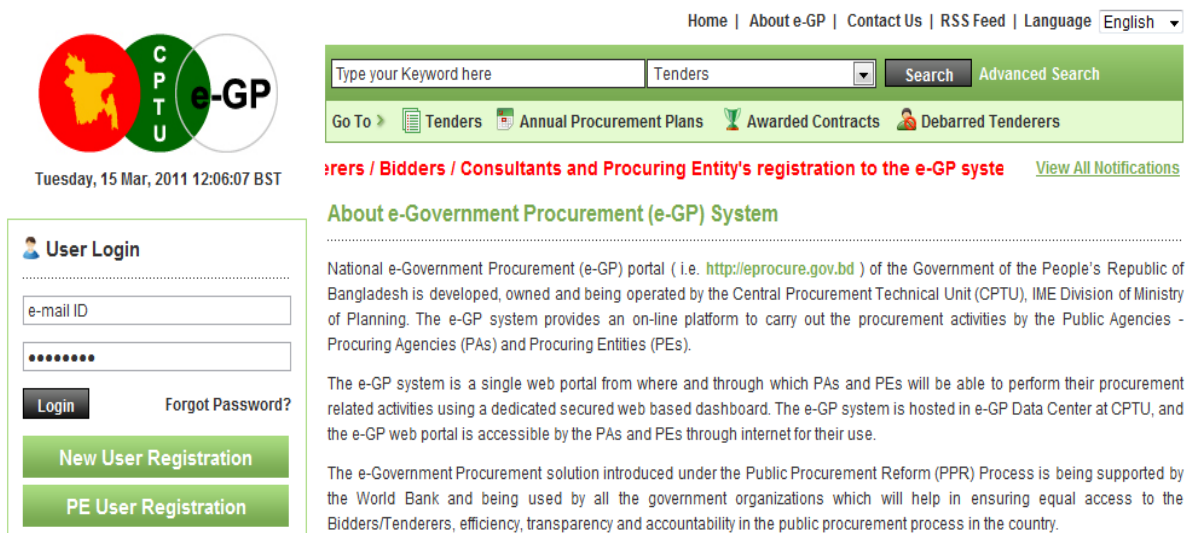
1. Login to e-GP Portal along with User Name & Password

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

Steps for Login to the system

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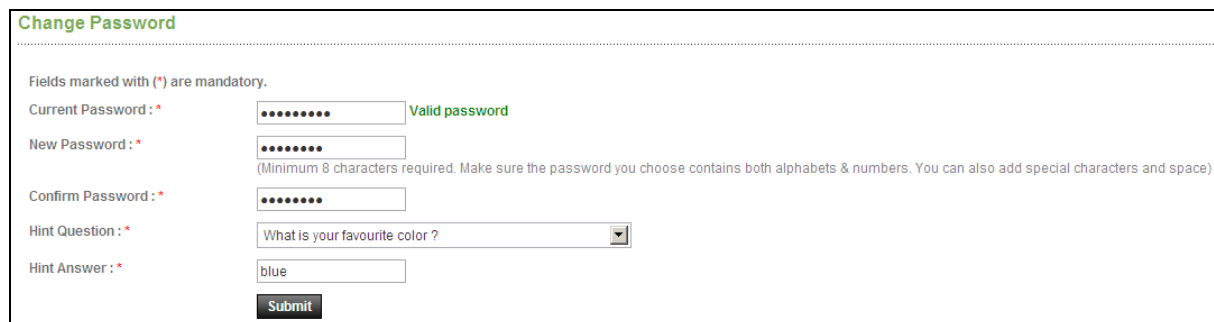

Screen–A1

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**)
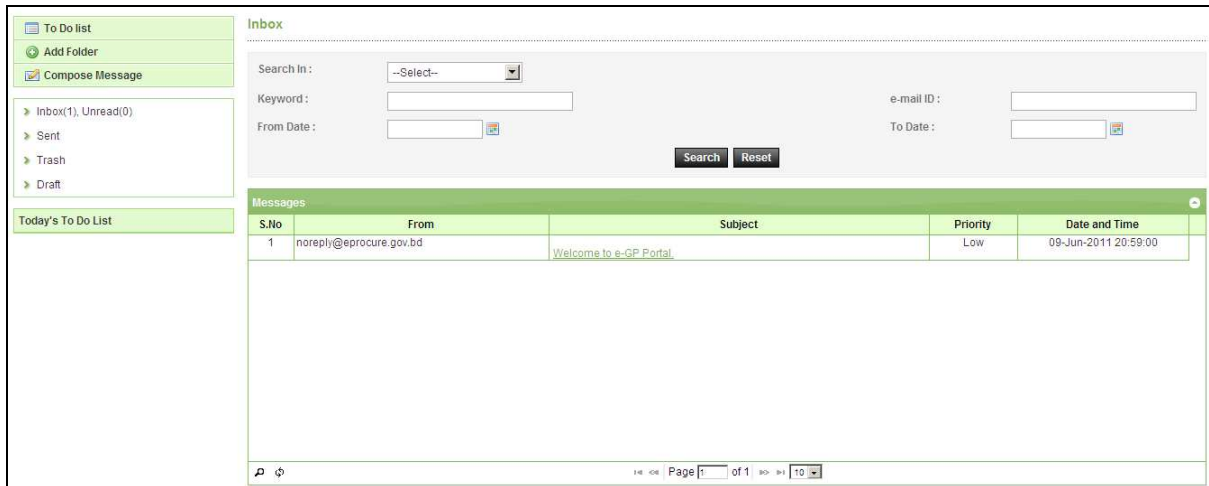
Screen-B1

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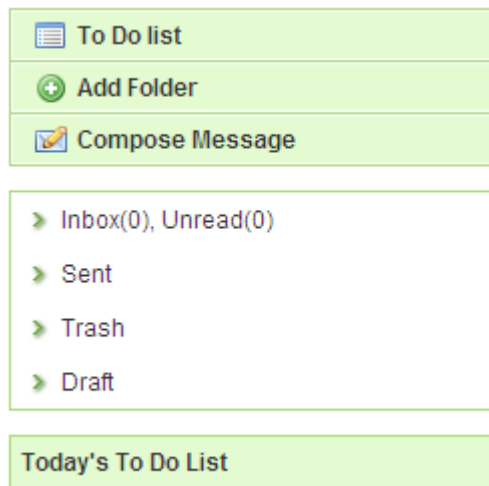
Screen-B2

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

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

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

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

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

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

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

2.3 Message Box >> To Do List

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

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

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.
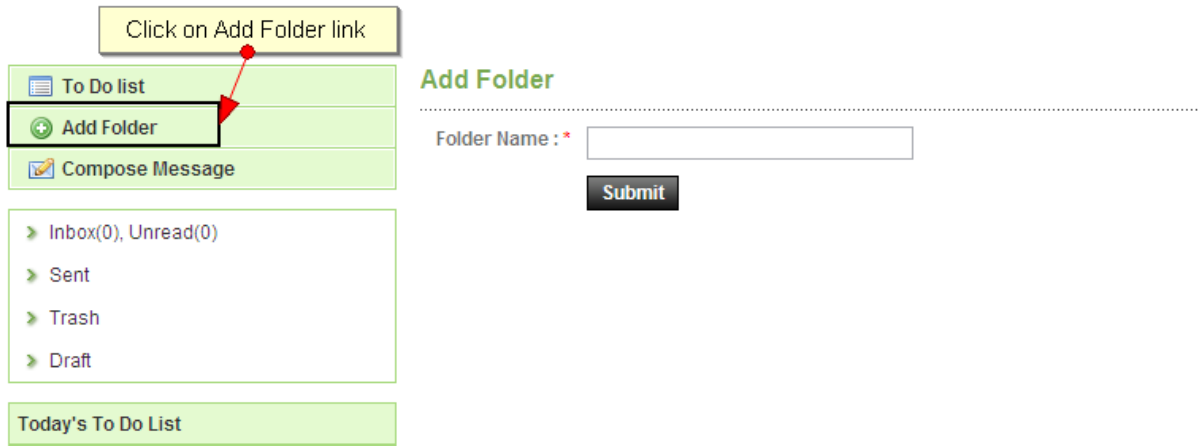
Screen-B7

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.
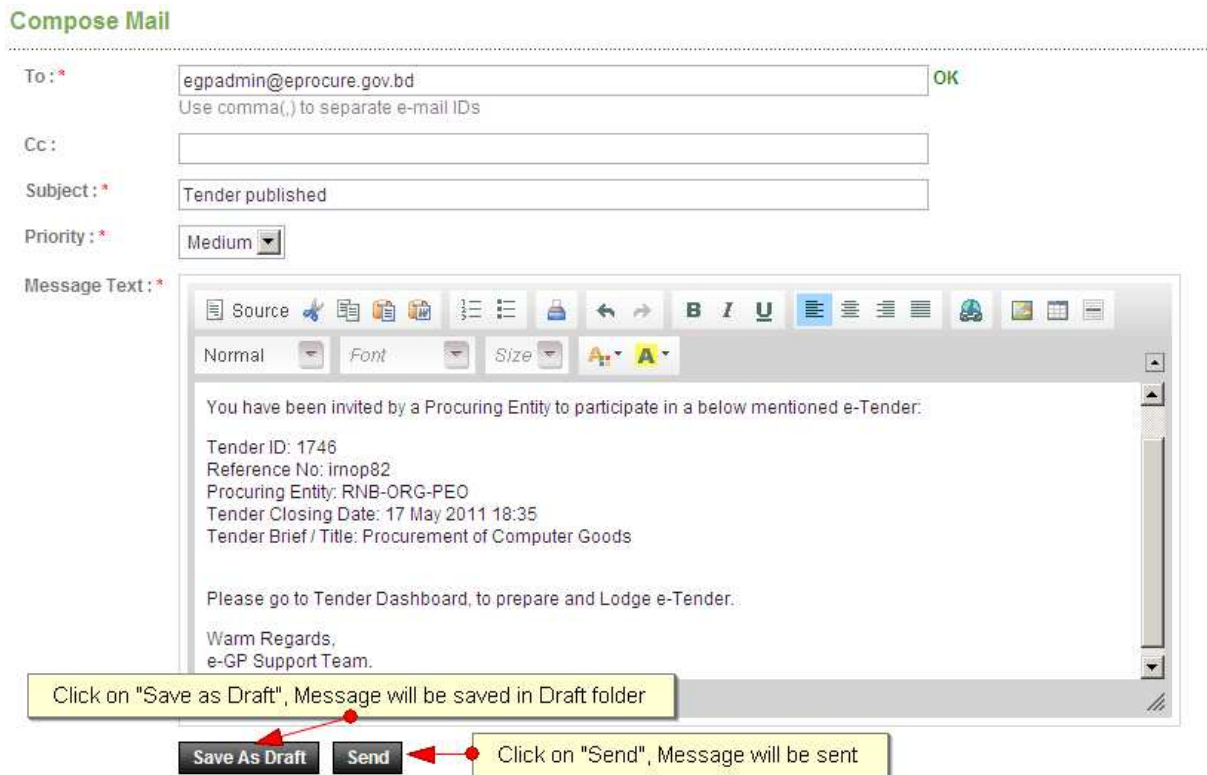
Screen–B8

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**)

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**)

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	Select Message & Click on link	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.

Inbox

Search In :   --Select--

Keyword :   e-mail ID :

From Date :   To Date :

| Search | Reset |

Screen–B12

2.7 Message Box >> Sent Folder

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

Sent

| Search In : | --Select-- | e-mail ID : | |
| Keyword : | | 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-- | e-mail ID : | |
| Keyword : | | 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.

Draft

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

Search   Reset

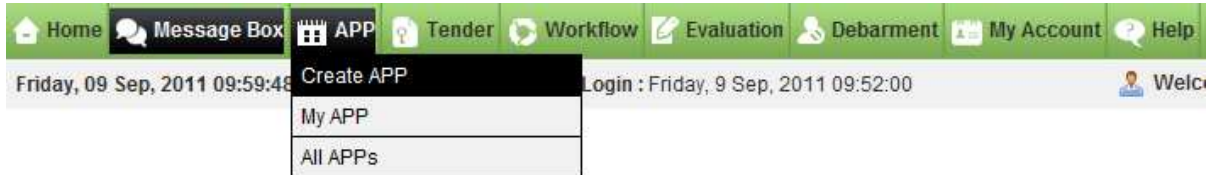| Messages					
S.No	From/To	Subject	Priority	Date and Time	Action
1	peuser@egp.com	APP ID: 1032 APP Approval is required	Medium	17-May-2011 17:20:53	Edit

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Screen–B15

3. Annual Procurement Plan (APP)

3.1 **APP >> Create APP**

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

Screen–C1

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

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

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

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

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

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

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

Create APP

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

Fields marked with (*) are mandatory

Budget Type : *	Development Budget
Financial Year : *	2010-2011
Select Project : *	Blood Camp
PE / Project Office :	Office of Procurement
PE :	PE User
APP Code : *	EGP-BC-001

Next

Screen–C2

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

Package Details   Go Back To Dashboard

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

Fields marked with (*) are mandatory

APP ID :	267
Financial Year :	2010-2011
Budget Type :	Development
Project Name :	Blood Camp
APP Code :	EGP-BC-001
Procurement Nature : *	Works
Type of Emergency :	Normal
Package No. : *	EGP-HG-0002 OK
	Please specify the Package/Lot as **e-TENDER: <reference No.>** if the Package/Lot will be procured using e-GP System
Package Description : *	Construction of Blood Camp in all States

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

Package Est. Cost (In BDT) :	20000000 TWO CRORE
Category : *	Health services; Health and social work services; Hospital and related services; Medical practice and related services; Dental practice and related services; Miscellaneous health services; Social work and related services; Social work services; Social services; [Select Categories]
Approving Authority : *	HOPE
PQ Requires : *	No
Procurement Type : *	NCT
Procurement Method : *	Open Tendering Method
Source of Fund :	Government

Next

Screen–C3

3.1.3.1 **Procurement Nature: -** PE users need to select the Procurement Nature from the Combo Box. Procurement Nature can be Goods / Works / Services. If PE users select Service in Procurement Nature then it is mandatory to select Service Type. (Standalone Services/Professional & Intellectual Services/Non-Consulting Services)

3.1.3.2 **Type of Emergency: -** PE users need to select the Type of Emergency. Type of Emergency can be Normal / Urgent / National Disaster.

3.1.3.3 **Package No. : -** PE users will enter the Package No. For which APP is being created.

3.1.3.4 **Package Description: -** PE users will enter the Package Description for which APP is to be created.

3.1.3.5 PE users will specify Lot No., Lot Description, Quantity, Unit and Estimation Cost **(In BDT Taka)**

3.1.3.6 **Package Est. Cost (In BDT Taka): -** System displayed the Package Est. Cost of all the Lots.

3.1.3.7 **Category: -** PE user can select the Category by clicking on the **Select Category** button.

3.1.3.8 **Approving Authority: -** PE user can select the Approving Authority from the Combo Box.

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

3.1.3.10   **Procurement Type: -** Procurement Type can be selected from Combo Box whether NCT (National Competitive Tender) or ICT (International Competitive Tender).

3.1.3.11   **Procurement Method: -** PE user can select the Procurement Method from the Combo Box.

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

3.1.5 **Add Package Dates: –** System will display Add Package dates page after filling package information. It is mandatory for PE User to specify the Dates and No. Of days. PE User to select Expected Date of Advertisement of Tender on e-GP website Authority needs to enter No of Days and on the basis of that system will display End date of the same. Once the No. Of Days will be entered by Authorized User then system will automatically display the Total Time to Contract Signed by summing up all the day which has been configured in Tender Dates. Once all the details are entered into the system then AU needs to click on "**Save**" to save the details. On click on "Save & Add More Package" then the system will save the data submitted by Authorized User and redirect to Add Package Details Page. If the

selected Date is a holiday, then the system will display the same in Red Color, so the same can be easily identified by PE User. (As shown in **Screen – C4**)

<div align="center">

Screen – C4

</div>

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**)

<div align="center">

Screen – C5

</div>

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**)

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**)

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

Official Cost Estimate :			
Template :	Download		

Workflow :		Annual Procurement Plan :
View	Process file in Workflow	View Workflow History	

Screen – C14

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

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

Process file in Workflow   Go back to Dashboard

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

OK. Forwarded

Action : *   Select Action
Upload Document :   Click here if any relevant documents to be uploaded

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

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

Submit

Screen – C15

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

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

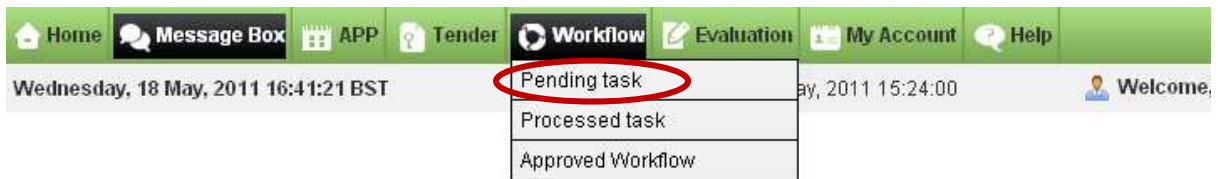3.1.10.5   Once the file transferred to the Reviewer, the Initiator will get the message "*File Processed Successfully*" (As shown in **Screen – C16**)

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**)
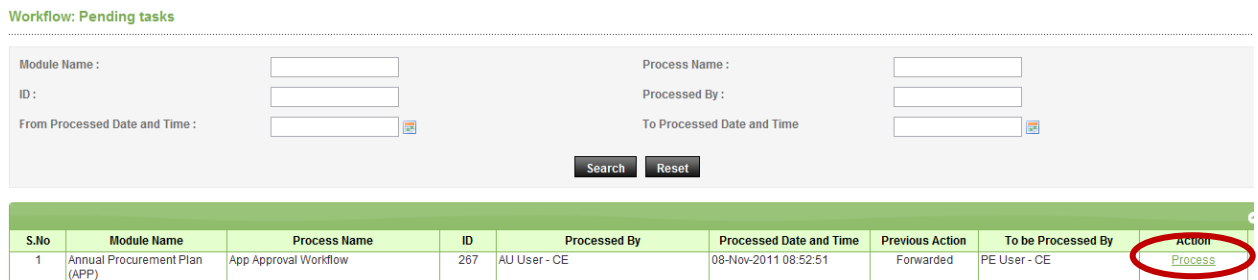
Screen – C18

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**)

Process file in Workflow

File Details :	View
Module Name :	Annual Procurement Plan (APP)
Process Name :	App Approval Workflow

Comments : *

Approved

Action : *   Forward

Upload Document :   Click here If any relevant documents to be uploaded

Workflow History :

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

Workflow Level :

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

Submit

Screen – C19

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

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

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

3.1.10.12   Reviewer can see the Workflow History and Workflow level.

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

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

Screen – C20

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

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**)

	File processed successfully

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

Search   Reset

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

Screen – C23

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

3.1.11 **Publish APP**

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

Annual Procurement Plan (APP) Dashboard

APP Information Bar :

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

Screen – C24

Publish APP   Print   Go Back To Dashboard

APP Information Bar :

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

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

Comments : *   Publish

Submit

Screen – C25

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

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

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)**

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**)

<p style="text-align:center"><strong style="color:olive">Screen – C28</p>

3.3.2 Any Govt. User can search any APP with the input of necessary data as mentioned below. (As shown in **Screen – C29**)
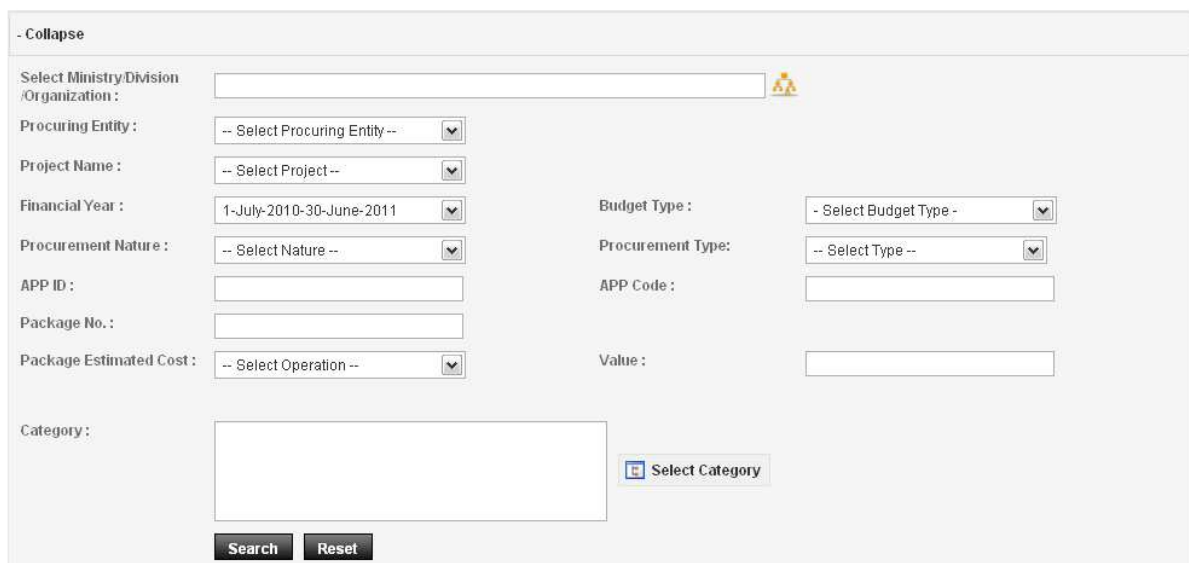
3.3.2.1 Selecting **a Ministry / Division / organization**

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

<p style="text-align:center"><strong style="color:olive">Screen – C29</p>

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

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

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

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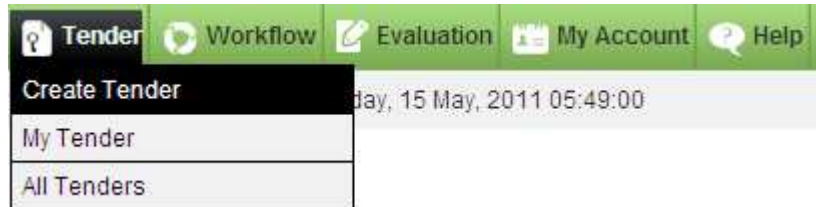
4.1.2 **"Steps for tender Preparation** "button, takes you to PDF file where steps for Tender preparation are available.

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.

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**)
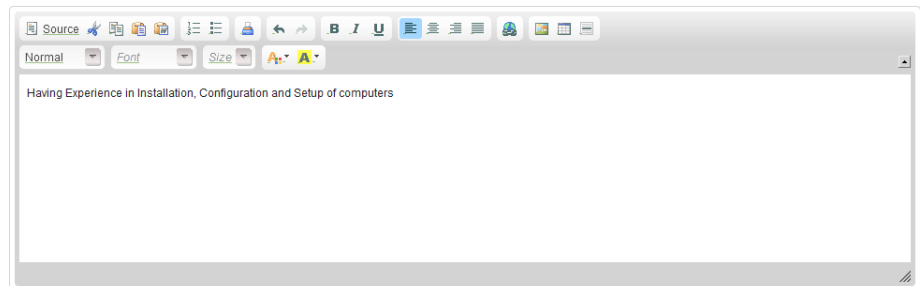
Particular Information :

Project Code :	Not applicable	Project Name :	Not applicable
Tender Package No. and Description :	PKG-No-05112011 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 : *

Having Experience in Installation, Configuration and Setup of computers

Screen – D5

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

Brief Description of Goods and Related Service : *

Desktop Computers should be of Dell or HP

Screen – D6

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

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

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

Procuring Entity Details :

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

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

Submit

Screen – D7

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

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

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

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

Tender Dashboard

Tender Detail

Tender ID :	150	Invitation Reference No. :	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 Procurement of Computer Goods		
Category :	Computer and related services;Hardware consultancy services;Hardware selection consultancy services;Hardware disaster-recovery consultancy services;Computer-site planning consultancy services;Computer hardware acceptance testing consultancy services;Computer audit consultancy and hardware consultancy services;Software programming and consultancy services;Programming services of packaged software products;Systems and technical consultancy services;Custom software development services;Systems analysis and programming services;System maintenance and support services;Software-related services;Data services;Data-processing services;Database services;Computer-related services;Computer-related management services;Computer support and consultancy services;Computer network services;Computer upgrade services;Computer audit services;Computer testing services;Computer back-up services;Computer catalogue conversion services;Computer-related professional services		
Scheduled Tender Publication Date and Time :	06-Nov-2011 15:55	Tender Document last selling / downloading Date and Time :	07-Nov-2011 15:55
Pre - Tender meeting Start Date and Time :	08-Nov-2011 15:55	Pre - Tender meeting End Date and Time :	09-Nov-2011 15:55
Tender Closing Date and Time :	30-Nov-2011 15:55	Tender Opening Date and Time :	20-Dec-2011 15:55
Last Date and Time for Tender Security Submission :	08-Nov-2011 15:55		

Information for Tenderer / Applicant :

Eligibility of Tenderer :	Having Experience in Installation, Configuration and Setup of computers
Brief Description of Goods and Related Service :	Desktop Computers should be of Dell or HP
Evaluation Type :	Lot wise
Document Available :	Package wise
Document Fees :	Package wise
Tender Document Price (In BDT) :	1000
Mode of Payment :	Payment through Bank

Lot No.	Identification of Lot	Location	Tender security (Amount in BDT)	Start Date	Completion Date
1	Procurement of Computer Goods	Dhaka	1000	27-Dec-2011	08-Jan-2012

Procuring Entity Details:

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

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

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

[Print]

Screen – D9

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

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

Screen – D10

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

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

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

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

Tender Detail

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

🖥 View Notice

Fields marked with (*) are mandatory

Estimated cost (In BDT) :	35000.00
Approving Authority : *	Hope User
Standard Tender Document : *	e-PG2
Tender/Proposal Validity in No. of Days : *	60
	Ideally it should be between 60-90 Days
Tender Security Validity In No. of Days : *	88

Submit

Screen – D11

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

Notice	**Document**	**Evaluation**	**Opening**

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

Screen – D12

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

View Estimated Cost, Approving Authority, STD   Go Back To Dashboard

Tender Detail			
Tender ID :	150	Invitation Reference No. :	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

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

Screen – D13

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

Notice	**Document**	**Evaluation**	**Opening**

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

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

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

Section No.	Section Name	Action
2	Tender Data Sheet (TDS)	Edit

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

Section No.	Section Name	Action
3	General Conditions of Contract (GCC)	View

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

Section No.	Section Name	Action
4	Particular Conditions of Contract (PCC)	Edit

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

5	Tender and Contract Forms

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**)

Evaluation Process

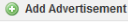| Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTW/001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Live		View Notice

Notice	Document	Evaluation	Opening

Advertisement	View
Evaluation Committee	Create | Use Existing Committee

Screen – D16

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

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

Notice	Document	Evaluation	Opening

Add Advertisement

S. No.	Name of the News Paper	Newspaper Advertisement Date	Full URL of Advertisement Page	Website Advertisement Date	Date of URL Publishing	Action
			No records found.			

Screen – D17

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

Notice	Document	Evaluation	Opening

Fields marked with (*) are mandatory

Name of the News Paper : *   The Daily Start   Newspaper Advertisement Date : *   06/11/2011

Full URL of Advertisement Page :   Website Advertisement Date :

Submit

Screen – D18

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

Notice	Document	Evaluation	Opening

✓ Tender Advertisement added successfully

Add Advertisement

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

Screen – D19

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

4.1.29 PE User will 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**)

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		

<div align="center">⊕ Add Members</div>

Committee Member's Name	Committee Role	Members From	Action

<div align="center">Submit</div>

<div align="center">**Screen – D20**</div>

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

Add Committee Member

| | Same PE | Other PE | |

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

Add   Cancel

Screen – D21

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

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

Add Members

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

Submit

Screen – D22

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

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

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**)

Configure Clarification on Tender

Fields marked with (*) are mandatory.

Clarification on Tender is to be allowed *   Yes ▼

Last Date and Time for posting of query *

Submit

Screen – D28

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

✓ Clarification on Tender Configured successfully
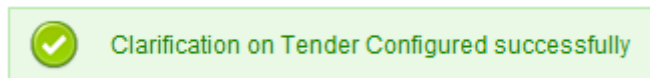
Screen – D29

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

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

Screen – D30

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

Go back to 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 :	Being processed		View Notice

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

Update

Screen – D31

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

Notice	Document	Evaluation	Opening

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

Screen – D32

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

Go back to 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 :	Being processed		View Notice

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

Screen – D33

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

Screen – D34

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

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

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**)

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

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**)

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

Build Formula

Screen – D43

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

Form View ⬅ Go back to Dashboard

Table Name : Price and Delivery Schedule for Goods

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

Table Name : Price and Completion Schedule for Related Services

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

Tenderer wise comparison shee			
Company Name	**Rank**	**Amount** **Governing Column**	**Estimated Cost**
Company	Auto Number		
Type description of the footer			

+	-	*	/	(	)	%	Number		Clear

-Select- ▾

☐ In Words
Undo

Test Formula	**Save Formula**	Governing Column

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

Delete

Screen – D44

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

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**)

4.1.61 Double Click on Organization or Division or Ministry as applicable. (As shown in **Screen – D49**)
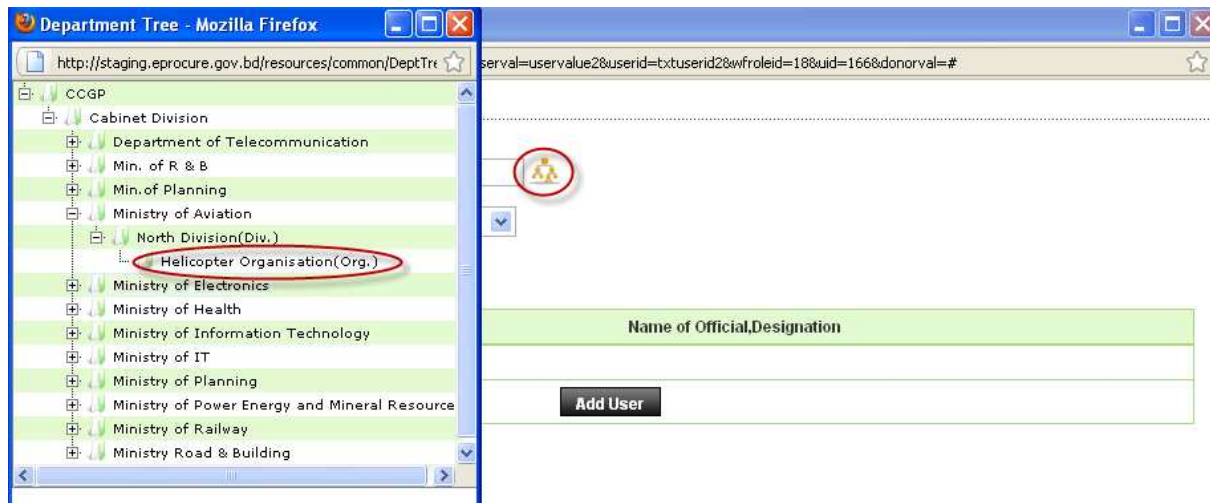
4.1.62 Select **Office** and click on *"Search"* button. List of users of selected Procurement Role pertaining to that Office is displayed. Select the user, click on *"Add User"* button. (As shown in **Screen – D50**)

Search & Add user(s)

Select Ministry/Division /Organization : *   Helicopter Organisation

Select Office : *   PE Office Helicopter Organisatic

Search

Select	Name of Official,Designation
⦿	Authorised Officer Heli Orgn ,Manager

Add User

Screen – D50

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

Workflow : Add Users

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

Submit

Screen – D51

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

Workflow	Edit	View	Process file in Workflow	View Workflow History

Screen – D52

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

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

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

View All Notifications

Process file in Workflow   ⬅ Go back to Tender Dashboard

File Details :	View Tender Notice	View Tender Document
Module Name :	Tender Notice & Document Approval Workflow
Process Name :	Tender
Comments : *	

Normal ▾   Font ▾   Size ▾

Forwarded

Action : *   Forward ▾

Upload Document :   📎 Click here If any relevant documents to be uploaded

Workflow History :

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

Workflow Level :

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

Submit

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

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 Procurement of Computer Goods		
Category :	Computer and related services;Hardware consultancy services;Hardware selection consultancy services;Hardware disaster-recovery consultancy services;Computer-site planning consultancy services;Computer hardware acceptance testing consultancy services;Computer audit consultancy and hardware consultancy services;Software programming and consultancy services;Programming services of packaged software products;Systems and technical consultancy services;Custom software development services;Systems analysis and programming services;System maintenance and support services;Software-related services;Data services;Data-processing services;Database services;Computer-related services;Computer-related management services;Computer support and consultancy services;Computer network services;Computer upgrade services;Computer audit services;Computer testing services;Computer back-up services;Computer catalogue conversion services;Computer-related professional services		
Scheduled Tender Publication Date and Time :	06-Nov-2011 15:55	Tender Document last selling / downloading Date and Time :	07-Nov-2011 15:55
Pre - Tender meeting Start Date and Time :	08-Nov-2011 15:55	Pre - Tender meeting End Date and Time :	09-Nov-2011 15:55
Tender Closing Date and Time :	30-Nov-2011 15:55	Tender Opening Date and Time :	20-Dec-2011 15:55
Last Date and Time for Tender Security Submission :	08-Nov-2011 15:55		

Information for Tenderer / Applicant :

Eligibility of Tenderer :	Having Experience in Installation, Configuration and Setup of computers
Brief Description of Goods and Related Service :	Desktop Computers should be of Dell or HP
Evaluation Type :	Lot wise
Document Available :	Package wise
Document Fees :	Package wise
Tender Document Price (In BDT) :	1000
Mode of Payment :	Payment through Bank

Lot No.	Identification of Lot	Location	Tender security (Amount in BDT)	Start Date	Completion Date
1	Procurement of Computer Goods	Dhaka	1000	27-Dec-2011	08-Jan-2012

Procuring Entity Details:

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

The procuring entity reserves the right to accept or reject all Tenders / Pre-Qualifications / EOIs
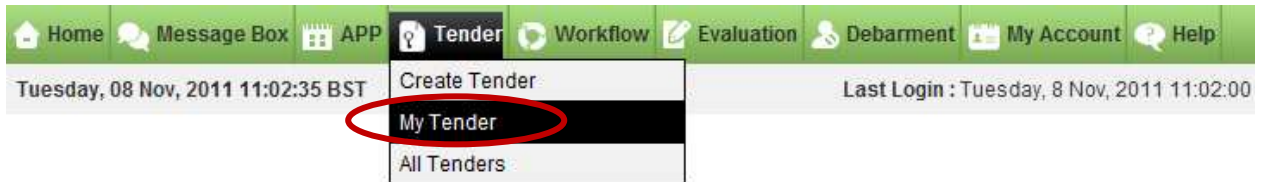
Comments*	Publish Tender Notice

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**)
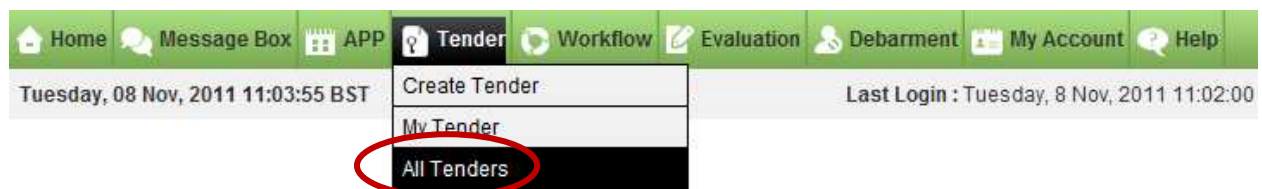
Screen – D59

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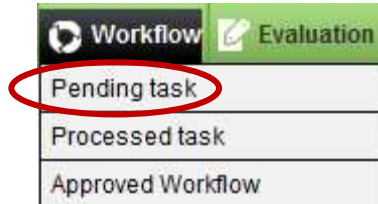
4.3.3 **All Tenders Tab** →Criteria for **All Tenders Tab** is where all the tenders will be displayed.

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.

Process file in Workflow

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

Details are found to be correct, so file is processed

Action : *	Forward
Upload Document :	Click here If any relevant documents to be uploaded

Workflow History :

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

Workflow Level :

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

Submit

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**)
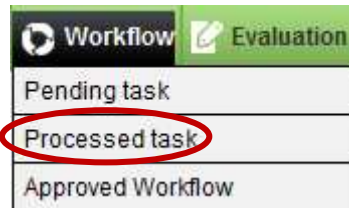
Screen – E4

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.
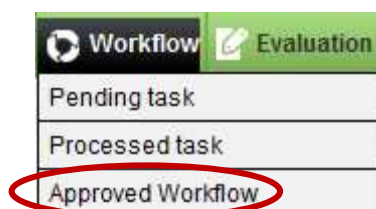
S.No	Module Name	Process Name	ID	Processed By	Processed Date and Time	Action	To be Processed By	Action
1	Tender	Technical Sub Committee Approval	2503	PE User - Tester-abc	01-Sep-2011 16:24:12	Forwarded	Hope User - Tester-abc	History
2	Tender	Technical Sub Committee Approval	2490	PE User - Tester-abc	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**)
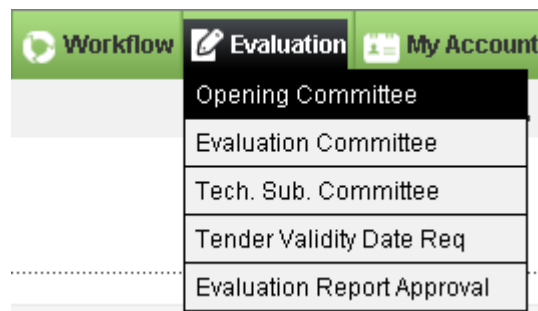
Screen – F1

Screen – F2

Opening committee listing

Select Ministry/Division /Organization :	[ ]	
Procuring Entity :	-- Select Office -- ▼	
ID :	2443	Ref.No : [ ]
Opening Date and Time :	[ ] 📅	

<div align="center">

Search **Reset**

</div>

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

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

<div align="center">

Screen – F3

</div>

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

> **NOTE…!!!**
>
> **Don't print and share the information and documents to anybody. Please note that all the information is strictly confidential.**
>
> **Don't disclose any of the information with anybody except TOR / POR to the tenderers who have participated in a tender. If confidentiality is breached then it will be treated as professional misconduct and it will be dealt with section 64 of the Public Procurement Act 2006.**

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

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

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing

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

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

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

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

Screen – F4

Fields marked with (*) are mandatory.

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

Submit

Screen – F5

✅ Consent for Opening given successfully
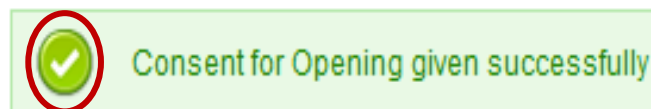
Screen – F6

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

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

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

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

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

Verify Mega Mega Hash

Screen – F7

✅ Mega Mega Hash verified successfully

Screen – F8

Form Name	Action
	Decrypt All
Schedule of Requirements Form	Decrypt
Technical Specifications Form	Decrypt

Lot No.	1
Lot Description	Procurement of Computer Goods

BoQ Specification Form - 1	Decrypt
BoQ Specification Form - 2	Decrypt
Grand Summary	-

Screen – F9

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

Alert
Form Decrypted successfully
OK
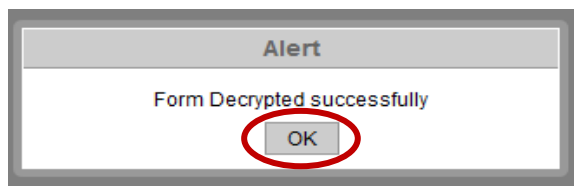
Screen – F10

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 Procurement of Computer Goods		

🔲 View Notice

Tender Opening Report 1

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

Procurement Data

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

Procurement Plan

Approving Authority		Approval Status
Name:	Hope User	Approved

Advertisement details

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

Tender Date and Time

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

Opening Date and Time

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

Tender Document

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

TOC Members

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

Screen – F13

6.1.14 After giving Consent to **"TOR1"** Report, TOC member has to click on **"TOR2".** After that system will display the **"TOR2"** Report to TOC members and all TOC members need to give their Consent same as like **"TOR1"** by click against their Name. (As shown in **Screen – F14**)

Tender Opening Report 2   🖨 Print   ◁ Go Back to Dashboard

Tender Detail

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

📄 View Notice

Tender Opening Report 2

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

Tender Date and Time

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

Tender Document

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

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

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

TOR Report - Footer

TOC Members

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

Screen – F14

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

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

Screen – F15

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

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

Screen – F16

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

View Tenderer's Hash   Go Back

Tender Detail

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

View Notice

Tender Mega Mega Hash : ebf122467346f319e13430e0e6f8d7c3455cf995

S. No.	Tenderers / Consultants	Mega Hash	Submitted Forms and Documents e-Signature
1	Nitin & Co	763f1aa40c91949f88ce1ac738dcc86111c93b03	View
2	Dash Techno Ltd	b2f34a8b3823780e34a5c7524078116ec74ffe3c	View

Screen – F17

6.1.18 Last step in opening process i.e. **"Close"**, the moment all TOC Members have gone through the **"TOR1 & TOR2"** then Chairperson will **"Close"** the same. To **"Close"** the TOC, the Chairperson has to give the comments and at the end need to click the **"Submit"** button. (As shown in **Screen – F18**)

6.1.19 On successful closing of **"TOR",** the system will prompt the message on chairperson screen i.e. **"*Tender closed successfully*"** (As shown in **Screen – F19**)

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

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

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

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing

Comments : *	TOC is CLOSE.
	Submit

Screen – F18

✅ Tender closed successfully

Screen – F19

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

Message from webpage   ✕

❓ Once you hand over Tender/Proposal including Reports to PE, access of all TOC/POC members will be frozen i.e. they cannot view the tender/proposal including Reports details.

OK   Cancel
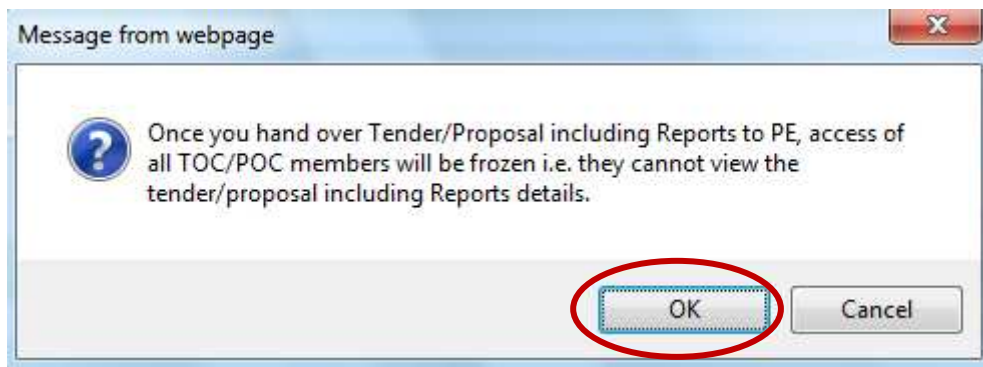
Screen – F20

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing

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

Screen – F21

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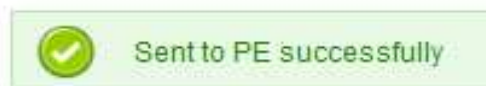
Tender Opening Report :	Sent to PE for processing
Tenderer's Hash :	View

Screen – F22

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

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**)

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**)

Tender Opening Report 1

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

Procurement Data

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

Procurement Plan

Approving Authority		Approval Status
Name:	Hope User	Approved

Tender Document

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

TOC Members

Committee Members	Nitin (HOPE)	Nitin (TOC)
Committee Role	Chairperson	Member
Designation	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO
Electronically Signed TOR On	29 Aug 2011 10:52	29 Aug 2011 10:53

Screen – F26

Tender Opening Report 2

🖨 Print   📄 Save As PDF   ◀ Go Back to Dashboard

Tender Detail

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

📄 View Notice

Tender Opening Report 2

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

Tender Date and Time

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

Tender Document

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

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

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

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

Screen – F27

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

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

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

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

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

Evaluation Committee	View
Date and time of Committee Formation	23-Aug-2011 16:18
Evaluation Configuration	Configure
Estimated Cost	View

Screen – G4

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

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

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

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

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

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

Evaluation Committee	View
Date and time of Committee Formation	23-Aug-2011 16:18
Evaluation Configuration	Configure
Estimated Cost	View
	Configure Evaluation Methodology

Evaluation Type	○ Individual ● Team

	Select Member
	● Nitin (AU)
	○ Nitin (TEC)
	Submit

Screen – G5

Configuration done successfully.
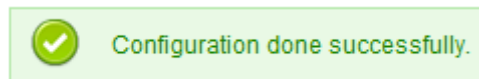
Screen – G6

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

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

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

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing

Evaluation Committee	View
Date and time of Committee Formation	23-Aug-2011 16:18
Evaluation Configuration	View Configuration
Estimated Cost	View
TSC Formation Required	Yes

Declaration | Clarification

Committee Name	My TEC COM

Committee Members	Committee Role	Declaration Status	Declaration Date and Time
Nitin (HOPE)	Chairperson	Pending	
Nitin (AU)	Member	Pending	
Nitin (TEC)	Member	Pending	

Screen – G7

Fields marked with (*) are mandatory

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

Submit

Screen – G8

✓ Declaration given successfully
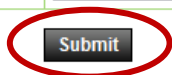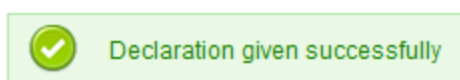
Screen – G9

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

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

Screen – G10

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

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

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

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

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

Declaration	Clarification		

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

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

Screen – G11

Declaration	Clarification	

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

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

Screen – G12

Form Name : Technical Specifications Form

	Post Query
Query :	Please submit your ISO Details.

Submit

Screen – G13

Form Name : Technical Specifications Form

	Post Query	
Query :		

Submit

S. No.	Member Name	Query	Action
1	Nitin (AU)	Please submit your ISO Details.	Remove

Screen – G14

✓ File Uploaded Sucessfully

Fields marked with (*) are mandatory.

Document : *   Browse...

Description : *

Upload

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

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

Screen – G15

Declaration **Clarification**

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

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

Click here to notify Chairperson once you have posted all questions

Screen – G16

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

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

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

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

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

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

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

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

Evaluation committee listing

Select Ministry/Division/Organization :				
Procuring Entity :	-- Select Office --			
ID :	2443		Ref.No :	
Opening Date and Time :				

Search Reset

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

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

Screen – G18

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

Screen – G19

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

Screen – G20

Form Name : Technical Specifications Form   📥 Download Documents

S. No.	Posted By	Comments
No Comments found.		

TEC / TSC Member Name : Nitin (AU)

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

Last Date of Response : *	29/08/2011 📅
Remarks : *	Pl. submit asap.

Post Questions to Tenderer

Screen – G21

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**)

Screen – G23

Declaration	Clarification		

S. No.	List of Tenderers	Clarification Status	Action
1	Nitin & Co	Clarification Received	Posted To Tenderer View Query / Clarification Evaluate Tenderer
2	Dash Techno Ltd	-	Evaluate Tenderer

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

Screen – G24

Declaration	Clarification		

Company Details			
Company Name :	Nitin & Co		

Package Information			
Package No. :	PKG-001/23082011		
Package Description :	Procurement of Computer Goods		

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

Screen – G25

Form Name : Technical Specifications Form		

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

TEC / TSC Member Name : Nitin (AU)		
S. No.	Questions	Answer
1	Please submit your ISO Details.	ISO Certificate is as 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 View Query / Clarification Edit | View
2	Dash Techno Ltd	-	Edit | View

Lot No.	Lot Description	Action
1	Procurement of Computer Goods	Fill Evaluation Form (Tender Evaluation Report 1) | Fill Evaluation Form (Tender Evaluation Report 2) |

Criteria	Dash Techno Ltd	Nitin & Co
Tender Validity	Yes ▾	Yes ▾
Tender Security	Yes ▾	Yes ▾
Subcontractor's Information given or not (If any)	Yes ▾	Yes ▾
Tender Contents	Yes ▾	Yes ▾
Tenderer Information	Yes ▾	Yes ▾
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

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**)

Evaluation committee listing

Select Ministry/Division/Organization :	[ ]
Procuring Entity :	-- Select Office --
ID :	2443		Ref.No :	[ ]
Opening Date and Time :	[ ]

Search   Reset

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

Page 1 of 1 — [1] Go To Page — « First ‹ Previous Next › Last »

Screen – G31

| Declaration | Eval. Report | Clarification |

Finalize Evaluation Status :

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

Lot No:	1
Lot Description:	Procurement of Computer Goods

Screen – G32

| Declaration | Eval. Report | Clarification |

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

S. No.	Form Name	Nitin (AU)	Nitin (HOPE)	Nitin (TEC)
1	Technical Specifications Form	Accepted Seek Clarification from Committee Member	Accepted	Accepted Seek Clarification from Committee Member
2	Schedule of Requirements Form	Accepted Seek Clarification from Committee Member	Accepted	Accepted Seek Clarification from Committee Member

| Evaluation: | ⦿ Technically Responsive ◯ Technically Non-responsive |

Submit

Screen – G33

6.2.38 After Finalize Evaluation Status by Chairperson, Chairperson will be able to see the **(Tender Evaluation Report 1 and Tender Evaluation Report 2)** by clicking on **"Configure"** respective report will get displayed to the Chairperson (As shown in **Screen – G34**)

6.2.39 In this report Chairperson has to select the response in the form **(Yes / No)** and need to save the same by clicking on **"Save"** (As shown in **Screen – G35**)

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

6.2.41 System will show you an alert message i.e. **"Do you really want to Notify Members"** after notifying the same it cannot be changed / modify. (As shown in **the Screen – G37**)

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

6.2.43 By clicking on view and sign, TEC Member will be able to see their name against their name they have to provide the information viz. **Password, Agree or Disagree and Comments.** (As shown in **Screen – G39**)

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

Declaration	Eval. Report	Clarification

Finalize Evaluation Status :				
	S. No.	List of Tenderers	Finalized Evaluation Status	Action
	1	Nitin & Co	Technically Responsive	Finalize Responsiveness
	2	Dash Techno Ltd	Technically Responsive	Finalize Responsiveness
Lot No:	1			
Lot Description:	Procurement of Computer Goods			
Tender Evaluation Report 1	View Members Evaluation	Configure			
Tender Evaluation Report 2	View Members Evaluation	Configure			

Screen – G34

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

Save

Screen – G35

Declaration	Eval. Report	Clarification

Finalize Evaluation Status :

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

Lot No:	1
Lot Description:	Procurement of Computer Goods
Tender Evaluation Report 1	View Members Evaluation	Configure	Notify Members to Sign the Report	View and Sign
Tender Evaluation Report 2	View Members Evaluation	Configure	Notify Members to Sign the Report	View and Sign

Screen – G36

Screen – G37

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**)

Declaration	Eval. Report	Clarification

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		
Price Comparison Report	View and Save			

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**)

Declaration	Eval. Report	Clarification	Post Qualification

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

Screen – G45

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

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

Screen – G46

Screen – G47

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

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

Screen – G48

Screen – G49

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

Tender Evaluation Report 3 - Financial Evaluation and Price Comparison

🖨 Print   ⬅ Go Back to Dashboard

Tender Detail

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

📄 View Notice

Financial Evaluation and Price Comparison

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

Procurement Data

Procurement Type	Procurement Method
NCT	Open Tendering Method

Procurement Plan

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

Price Evaluation

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

Post Qualification

Name of Tenderer	Status
No Records Found	

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

✅ Technical Sub Committee formation request sent successfully.

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

Screen – H2

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

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

Tender Workflow

Create Tender

My Tender

All Tenders

Screen – H3

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)

Search by : * [Committee Name ▼] [   ] Search

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

Submit

Screen – H6 (B)

Notice	Document	Corrigendum/Amendment	Payment	Opening	**Evaluation**	NOA	Contract Signing

Advertisement	View
Evaluation Committee	View
Date and time of Committee Formation	23-Aug-2011 16:18
Debriefing on Tender	View
Technical Sub Committee Formation	Edit TSC	View TSC
Workflow	Create

Screen – H7

Workflow :

Module :	Tender
Process :	Technical Sub Committee Approval
No. of Reviewers : *	0

Submit

Screen – H8

Workflow : Add Users

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

Screen – H9

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing

Advertisement	View
Evaluation Committee	View
Date and time of Committee Formation	23-Aug-2011 16:18
Debriefing on Tender	View
Technical Sub Committee Formation	Edit TSC | View TSC
Workflow	Edit | View | Process file in Workflow | View Workflow History

Screen – H10

Process file in Workflow

File Details :	View
Module Name :	Tender
Process Name :	Technical Sub Committee Approval
Comments : *	

[Toolbar: Source, editing icons, lists, print, undo/redo, B I U, alignment]

Put for an APPROVAL.

Action : *	Forward
Upload Document :	Click here if any relevant documents to be uploaded

Workflow History :

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

Workflow Level :

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

Submit

Screen – H11

File processed successfully
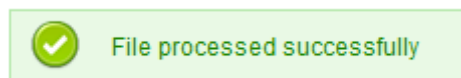
Screen – H12

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**)

Workflow	Evaluation
Pending task	
Processed task	
Approved Workflow	
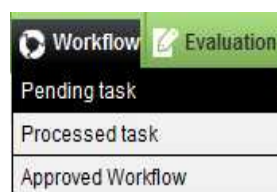
Screen – H13

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

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**)

	Notice	Document	Clarification	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing			

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

Declaration	Recommendation

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

Screen – H24

Fields marked with (*) are mandatory

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

Submit

Screen – H24 (A)

Declaration	Recommendation

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

Screen – H25

Declaration	Recommendation

Company Details	
Company Name :	Deepacmp

Package Information	
Package No. :	384
Package Description :	The tender is to be used for Goods/NCT case for testing

Form Name	Comments Status	Post Comments
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

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

Screen – I3

Screen – I4

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

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

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

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

Fields marked with (*) are mandatory	
Tender / Proposal Validity in no. of Days :	0
Last Date of Tender / Proposal Validity :	26-Sep-2011
New Date of Tender / Proposal Validity : *	27/09/2011
Last Date of Tender Security Validity :	26-Sep-2011
New Date of Tender Security Validity : *	30/10/2011
Extension Reason : *	Due to technical reason.
	Submit

Screen – I5

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

Screen – I6

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

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

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

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**)

<div align="center">**Screen – J1**</div>

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.

<div align="center">**Screen – J2**</div>

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

<div align="center">**Screen – J3**</div>

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**)

Screen – J5

7. Debarment

7.1.1 To debar any tenderer PE needs to click on **"Debarment"** (As shown in **Screen – J1**)
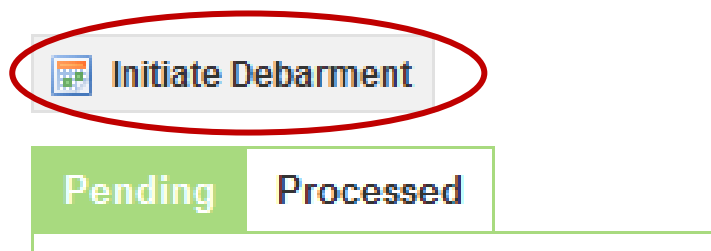
7.1.2 To Initiate the debarment process PE has to click on **"Initiate Debarment"** (As shown in **Screen – J2**)

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**)
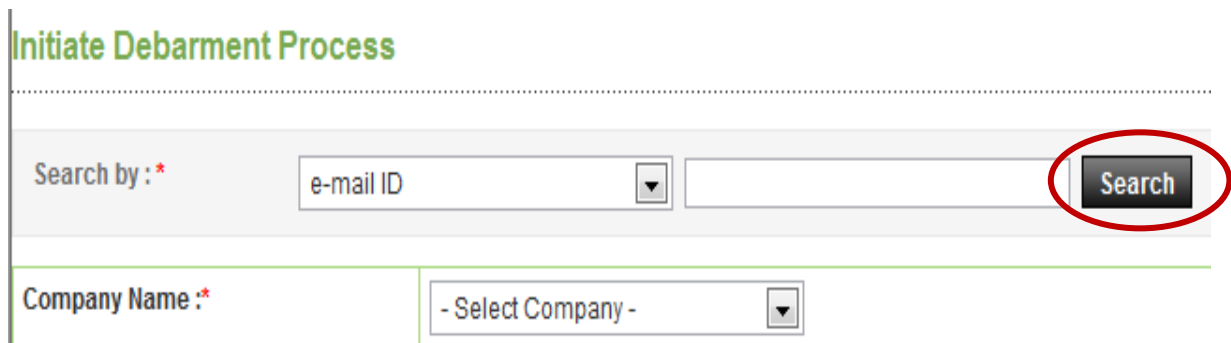

Screen – J1

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

Company Name :	Shah & Co.
Clarification :	Due to Non Completion of the Contract and Co-operation.
Debarment Type :	e-GP Portal
Last Date for Response :	25/09/2011

Select Document : *	Browse...
	Acceptable File Types (jpeg, jpg, png, bmp, gif, xls, xlsx, doc, pdf, docx, zip, rar) Maximum file size of single file should not exceed 2MB.
	0%
Description : *	
	Upload

Submit

Screen – J6

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

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

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

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

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

Screen – J7

View Debarment Clarification

Fields marked with (*) are mandatory.	
Company Name :	Shah & Co.
Clarification :	Due to Non Completion of the Contract and Co-operation.
Debarment Type :	e-GP Portal
Last Date for Response :	25-Sep-2011
Response :	We will complete the same.
Action :	Satisfactory
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
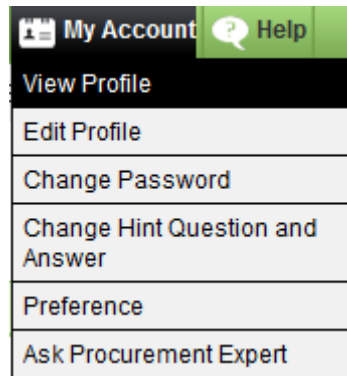
✓ Debarment request sent to Hope successfully

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

Edit Profile

Personal Information

Fields marked with (*) are mandatory.

e-mail ID :   peuser@localmail.com

Full Name : *   PE User

Name in Bangla :   PE User

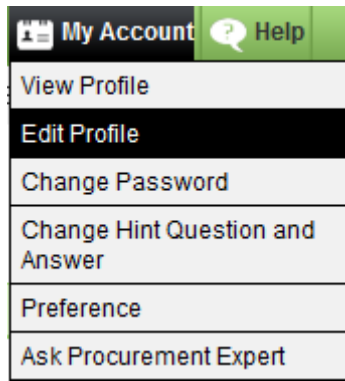National ID :   87635998690654

Mobile No :   9427478575   (Mobile No. format should be e.g 1936742068)
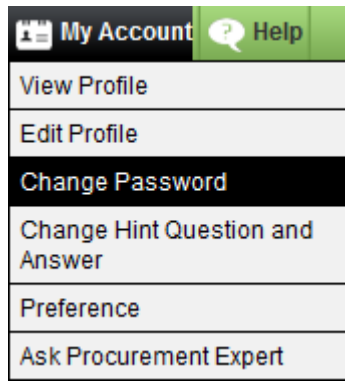
[Update]

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**)
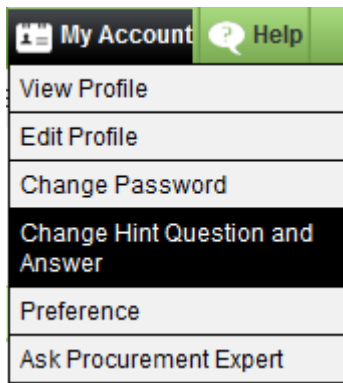
Screen – K7

Change Hint Question and Answer

Hint Question : *   What is your favourite color ?   ▼

Hint Answer : *   Green

Submit

Screen – K8

8.5 **My Account >> Preference**

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

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

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

8.5.4 On click on **"Submit",** information gets saved on the system. (As shown in **Screen – K10**)
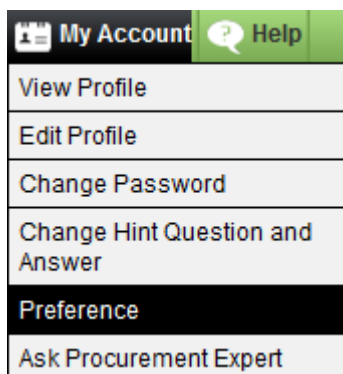
Screen – K9

User Preference

....

Fields marked with (*) are mandatory.

Email Alert : * ⦿ Yes ⦾ No
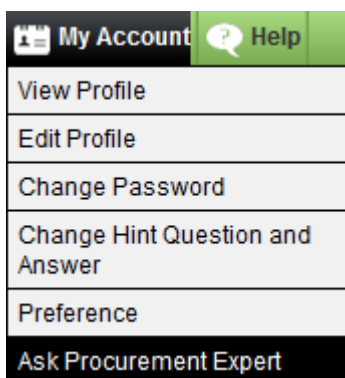Sms Alert : *   ⦿ Yes ⦾ No

Submit

Screen – K10

8.6 My Account >> Ask Procurement Expert

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

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

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

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

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

Screen – K11

Ask Procurement Expert

View All Notifications

⊕ Post Query

Screen – K12

Ask Procurement Expert

Procurement Category * | Tender Advertisement

Post Query : * | Do I need to submit my tender advertisement in the newspaper or not ???

Submit

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

Screen – K13

View Query

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

Screen – K14

Procurement Category * | Tender Advertisement

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

Submit