

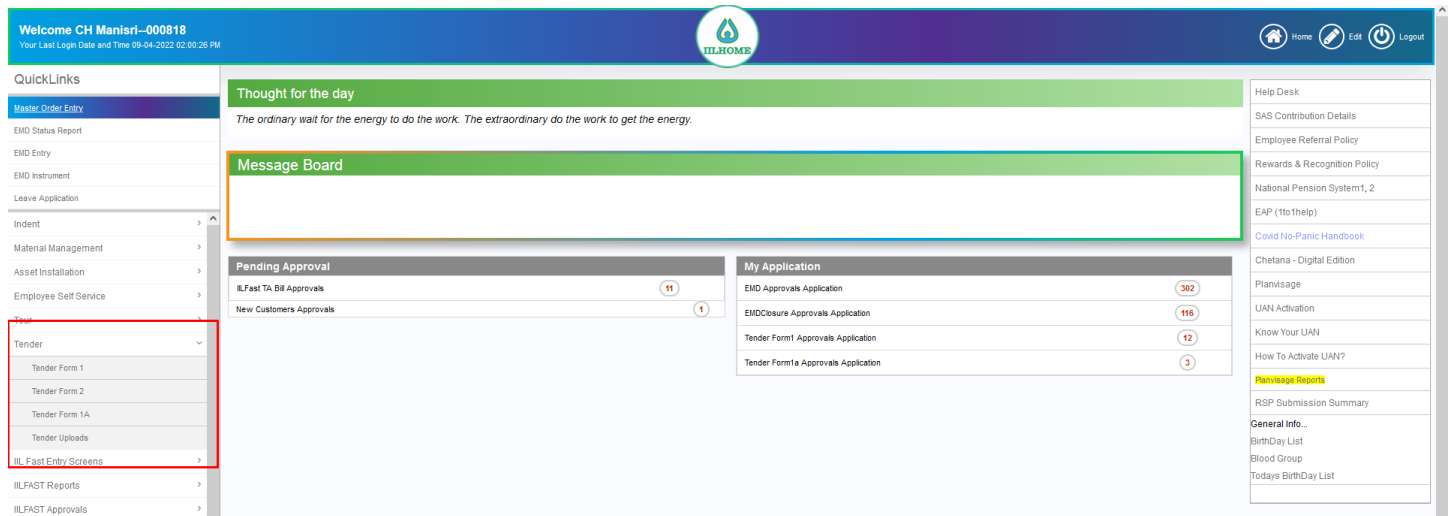
# User Manual



## 1. Tender Form 1

Tender form 1 will be visible to the all the IIL Fast user and Tender committee member can create the tender form 1.

Below is the screen shot of the menu.



Click on the Tender form 1 and it will display the option to either Add or Edit. Add option will create the new Tender form 1 and edit option will give existing Tenders where user can edit the existing tender.

Click on the Add tender option and further it will display the form to enter details.

Select Option: Add

**Tender Form1 Entry ADD**

Tender No	<input type="text"/>	Tender Fee	<input type="text"/>	State	Andaman and Nicobar Islands
Segment	Select Segment	Plant	Select Plant	Tender Ref No :	
Tender LastDate	<input type="text"/>	EMD Amount	<input type="text"/>		
Pre-Bid Date	<input type="text"/>	Deposit Amount	<input type="text"/>		
Products	<input type="text"/>	Stamp Value	<input type="text"/>		
Estimated Value	<input type="text"/>	CA Commission(%)	<input type="text"/>		

First enter the Tender no, then select the state and then segment these three selection will generate an IRN(internal reference number) Tender Ref No. e.g., (AP2122AH001, it is divided as AP as State, 2122 is the financial year, AH is segment and 001 is sequence number).

Now fill all other details as they are mandatory.

Tender Conditions				
Description	Specs	Yes/No	Risk Assessment	RA Score
Pricing	Full Clause	No		
Label	Specify	No		
Packing	Specify	No		
Transportation	Specify	No		
Quantity (MFG)	Specify	No		
Schedule (MFG)	Specify	No		
RC / QC	Specify	No		
Tolerance	Specify	No		
Penalty	Specify	No		
Composition	Specify(if any)	No		
Technical	Specify(if any)	No		
Bank Guarantee	Specify(if any)	No		
Payment Terms	Specify(if any)	No		
QTY Sharing	Specify(if any)	No		
Return/Replacement	Specify(if any)	No		
Testing & Handling charges	Specify(if any)	No		
Total RA Score				

Now fill the Tender Condition as per the mentioned labels in the right side of table. All the field detail or description is given in the below table after Tender Documentation.

Conditions			
Description	Specs	Yes/No	Conditions
Pricing	Full Clause	Yes/No	If No- 0 If Yes – But within State – 0 If Yes – But low anticipated risks – 2 If Yes- High anticipated Risks – 5
Label	Specify	Yes/No	If No Specific Label-0 Specific Label with high quantity-2 Specific Label with low quantity (< 1 batch)-5
Packing	Specify	Yes/No	No specific packing -0 Specific Packing (already available, high Qty)- 0 Specific Packing (already available, low Qty) – 2 Specific Packing (New, High Qty)- 2 Specific Packing (New, Low Qty)-5
Transportation	Specify	Yes/No	Nothing Specific-0 Specific- 2
Quantity	Batch	Yes/No	Batch size and above – 0 Below batch size -3
Schedule	Specific Schedule	Yes/No	Specific Schedule – 0 No Schedule / Erratic -3
QC	Specific Quality conditions	Yes/No	As per license -0 Beyond license -3
Tolerance	Clause	Yes/No	No Tolerance Clause -0 Tolerance within 25% -2 Tolerance above 25%-5
Penalty	Clause	Yes/No	Penalty max < 10% - 0 Penalty max > 20% -2 Hidden / Non-Cooperative Penalties – 5
Composition	License	Yes/No	Meeting licensed product -0 Not exactly as per license -3
Technical	Testing/Performance/Deviations	Yes/No	Internal COA / CDL Report – 0 Third Party Testing -3 No Performance based deductions -0 Performance based deductions -5 No penalty for deviations -0 Penalties for deviations-3
Bank Guarantee	Clause	Yes/No	If single BG Performance – 0 District wise BG - 3
Payment Terms	Clause	Yes/No	If not mentioned -3 If mentioned but no track record of making payment on time-3 If mentioned and makes payment -0
Qty Sharing	Clause	Yes/No	If some percentage quantity shared by competitor -2 If 100% to L1 bidder- 0
Return/Replacement	Clause	Yes/No	Non-returnable -0 If unused stocks returned -3

When user enter the RA score, total score will be added. User can left the cell as empty is there is no details to fill or they can enter as zero (0).

Now the part is the product selection for the tender participation. Material details will be displayed after selecting the plant at the top.

Tender No	TNO-1112_915_1	Tender Fee	5000	State	Bihar
Segment	AH - INSTITUTIONS	Plant	1100 - Animal Health, Hyd.	Tender Ref No	BR2122AH001
Tender Last Date		FMD Amount			

When any plant is selected, according to the plant materials will be displayed in the table.

Product Details				
S.No.	Material Code	Material Name	Order Quantity	Delete
0				Delete
	FA8006	A Super Concentrate	0	Add
Remarks				

Material displaying based on the Plant selection

Packing	Specify	Yes/No	No specific packing -0 Specific Packing (already available, high Qty)- 0 Specific Packing (already available, low Qty)- 2 Specific Packing (New, High Qty)- 2 Specific Packing (New, Low Qty)-5
Transportation	Specify	Yes/No	Nothing Specific-0 Specific- 2
Quantity	Batch	Yes/No	Batch size and above – 0 Below batch size -3
Schedule	Specific Schedule	Yes/No	Specific Schedule – 0 No Schedule / Erratic -3
QC	Specific Quality conditions	Yes/No	As per license -0 Beyond license -3
Tolerance	Clause	Yes/No	No Tolerance Clause -0 Tolerance within 25% -2 Tolerance above 25%-5
Penalty	Clause	Yes/No	Penalty max < 10% - 0 Penalty max > 20% -2 Hidden / Non-Cooperative Penalties – 5
Composition	License	Yes/No	Meeting licensed product -0 Not exactly as per license -3
Technical	Testing/Performance/Deviations	Yes/No	Internal COA / CDL Report – 0 Third Party Testing -3 No Performance based deductions -0 Performance based deductions -5 No penalty for deviations -0 Penalties for deviations-3
Bank Guarantee	Clause	Yes/No	If single BG Performance – 0 District wise BG - 3
Payment Terms	Clause	Yes/No	If not mentioned -3 If mentioned but no track record of making payment on time-3 If mentioned and makes payment -0
Qty Sharing	Clause	Yes/No	If some percentage quantity shared by competitor -2 If 100% to L1 bidder- 0
Return/Replacement	Clause	Yes/No	Non-returnable -0 If unused stocks returned -3
Product Details			

User can select as many as required/wise material. Then user need to enter the Order Quantity and next to it click on ADD button. Then only products can be added to the tender.

Now enter the Remarks field, as is required to be filled to under about the tender by the next following reporting manager to approval the tender.

Remarks
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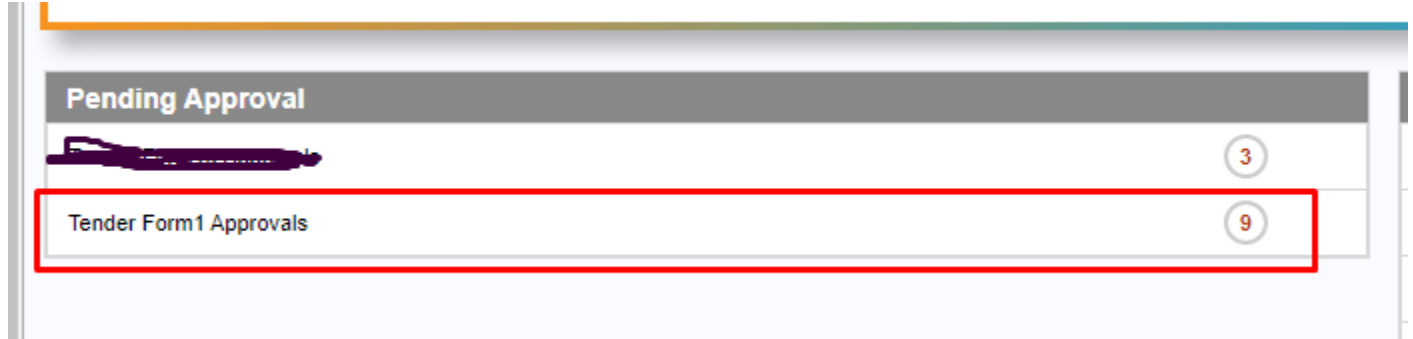
Now upload the Tender document preferred is PDF, WORD, IMAGE and size should be less then 3MB.

Tender Upload	
<input type="button" value="Choose File"/>	<div>No file chosen</div> <input type="button" value="Upload"/>

After all these check all the details if any details are missing. Once all the details are entered click on the submit button to complete the Tender Form 1 Creation, and this will send tender form 1 creation details to the Tender Compliance team an information as Email.

## 2. Tender Form 1 Approval.

When Tender Form 1 is submit the reporting manager will get the approval notification in the IIL Home and click on the approval link.



After clicking on the tender approval link, it will navigate to other page and display all the pending approval of Tender form 1.

Tender No	Last Date	Emp Name	Tender Fees	EMD Amount	Prebid Date	Deposit Amount	Products	Stamp Value	Estimated Value	CA Com.	Action
K-11053(5313)/8/2022-LH	11-04-2022	CH MANISRI	5,000.00	4,50,000.00	11-04-2022	5,00,00,000.00	1	500.00	5,00,00,000.00	1	<a href="#">View</a>
AP2122H445	31-03-2022	CH MANISRI	5,000.00	15,00,000.00	31-03-2022	5,000.00	1	500.00	2,50,00,000.00	1	<a href="#">View</a>
AP2122H444	31-03-2022	CH MANISRI	5,000.00	4,50,000.00	31-03-2022	5,000.00	1	500.00	2,50,00,000.00	1	<a href="#">View</a>
MH2122H1412	30-03-2022	CH MANISRI	1,00,000.00	1,00,000.00	30-03-2022	10,000.00	1	1,000.00	25,00,00,000.00	5	<a href="#">View</a>
MH2122H141	30-03-2022	CH MANISRI	1,00,000.00	1,00,000.00	30-03-2022	10,000.00	1	1,000.00	25,00,000.00	5	<a href="#">View</a>
MH2122H140	30-03-2022	CH MANISRI	5,000.00	1,00,000.00	30-03-2022	10,000.00	1	1,000.00	25,00,00,000.00	5	<a href="#">View</a>
TNO-1112_915_3	30-03-2022	CH MANISRI	5,000.00	4,50,000.00	30-03-2022	5,000.00	1	500.00	60,000.00	1	<a href="#">View</a>
TNO-1112_915_2	30-03-2022	CH MANISRI	5,000.00	4,50,000.00	30-03-2022	5,000.00	1	500.00	60,000.00	1	<a href="#">View</a>
TNO-1112_915_111	24-03-2022	CH MANISRI	5,000.00	4,50,000.00	28-03-2022	5,000.00	1	500.00	60,000.00	1	<a href="#">View</a>

Click on the required tender and it will display all the detail regarding the tender details which is filled by the field employee or iil fast employee or tender compliance team.

Tender Form 1 Approval

Tender Details			
Tender No	K-11053(5313)/8/2022-LH	Tender Fee	5000.00
Segment	INSTITUTIONS	Plant	Animal Health Hyderabad
Tender LastDate	11/4/2022	EMD Amount	450000.00
Pre-Bid Date	11/4/2022	Deposit Amount	50000000.00
Products	1	Stamp Value	500.00
Estimated Value	50000000.00	CA Commission(%)	1
Tender Ref No.	DL2122AH001		

Tender Conditions				
Description	Specs	Yes/No	Tender Conditions	Risk Assessment
Pricing	Full Clause	Yes	checked	2
Label	Specify	Yes	checked	1
Packing	Specify	Yes	checked	1
Transportation	Specify	Yes	checked	1
Quantity	Batch	Yes	checked	1
Schedule	Specific Schedule	No		0
RC / QC	Specify	No		0
Tolerance	Clause	Yes	checked	2
Penalty	Clause	No		0
Composition	License	No		0
Technical	Specify	Yes	checked	2
Bank Guarantee	Clause	No		0
Payment Terms	Clause	No		0
Qty Sharing	Clause	No		0
Return/Replacement	Clause	No		0
Testing & Handling charges	Specify	No		0
Total :				10

Approval Process			
Step No	Employee	Process date	Status
1	[REDACTED]	11/04/2022 10:54:07 PM	Recommended
2	[REDACTED]	11/04/2022 10:54:07 PM	Pending

Product Details			
S.No.	Material Code	Material Name	Order Quantity
1	FA1010	BOVOFLEX-CC INJ. 10 ML	100000.00

Remarks

Emp Id	Remarks
[REDACTED]	This is the first tender form 1

Tender 1 File Upload

File Name	
po2.pdf	<a href="#">View</a>

Now the reporting manager can review details and view the uploaded tender documentation file. After this reporting manager upon their decision they can either click on the approve or reject the tender approval.

Once the approval is done it will go the HOD for approval and the same process is followed.

### 3. Tender Form 1A Upload.

Now user need to upload some relevant document against the tender Form 1. Initially it will display the all the Tender form 1 in the list and below to it user need to select the tender no from the dropdown.

Tender Approvals										
Tender No	Last Date	Emp Name	Tender Fees	EMD Amount	Prebid Date	Deposit Amount	Products	Stamp Value	Estimated Value	CA Com.
K-11053(5313)/8/2022-LH	11/04/2022	CH MANISRI	5000.0000	450000.0000	11/04/2022	50000000.0000	1	500.0000	50000000.0000	1
K-322(111)1/11-11	09/04/2022	CH MANISRI	0.0000	1100000.0000	09/04/2022	1100000.0000	1	5000.0000	1100000.0000	0
AP2122H445	31/03/2022	CH MANISRI	5000.0000	1500000.0000	31/03/2022	5000.0000	1	500.0000	25000000.0000	1
AP2122H444	31/03/2022	CH MANISRI	5000.0000	450000.0000	31/03/2022	5000.0000	1	500.0000	25000000.0000	1
MH2122H144	30/03/2022	CH MANISRI	5000.0000	100000.0000	30/03/2022	10000.0000	1	500.0000	25000000.0000	2
MH2122H1412	30/03/2022	CH MANISRI	100000.0000	100000.0000	30/03/2022	10000.0000	1	1000.0000	25000000.0000	5
MH2122H141	30/03/2022	CH MANISRI	100000.0000	100000.0000	30/03/2022	10000.0000	1	1000.0000	2500000.0000	5

Select the Tender No from the dropdown and upload the document. Click on the choose file and then selected the document. After this enter the remarks and then click on the Add button. Then click on the Submit button to upload the file to the tender no selected.

Tender Uploads				
Tender No <span>K-11053(5313)/8/2022-LH ▼</span>				
S.No.	Upload File	Remarks	DownloadFile	Delete
0			<a href="#">Download</a>	<a href="#">Delete</a>
	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>		<input type="button" value="Add"/>
		<input type="button" value="Submit"/>	<input type="button" value="Close"/>	



#### 4. Tender Form 1A

Now click on the Tender Form 1A from the Tender menu and it will display the form where user need to select the tender no and the relevant details are displayed.

Tender Form-1 A Entry

Tender No

K-11053(5313)/8/2022-LH

Tender Fee

5000

EMD Amount

450000

Deposit Amount

50000000

Stamp Value

500.0000

CA Commission(%)

1

Tender Last Date

11/4/2022

Pre-Bid Date

11/4/2022

Products

1

Estimated Value

50000000

Tender Validity

11/04/2022

Functional Reference for Tenders

S.No.	QMS Ref	Manufacturing	Distribution	Legal	Delete
0					<a href="#">Delete</a>
					<a href="#">Add</a>

Tender Uploaded Documents

S.No.	Upload File	DownloadFile	Remarks
1	po_K-11053(5313)_8_2022-LH_1.pdf	<a href="#">View</a>	dfsdf

Submit

Close

The uploaded file from the last screens is displayed at this form for review purpose. Now the user need to enter the details and click on the submit. It will go to the reporting manager and then to the HOD for approval.