

# User Manual



**FOR**

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## **Construction Information Network Application (CiNET)**

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**Construction Development Board  
Ministry of Works and Human Settlement**

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## 2 Introduction

The tenders can be uploaded online through the secure interface called the CiNET from where it will be advertised on the CDB's website. CiNet is use to send the tenders that are to be published in the CDB website by the procuring agencies. Each identified focal person on the Procuring Agency's side is provided with a login Name and Password which can be used to access into the CiNET's section.

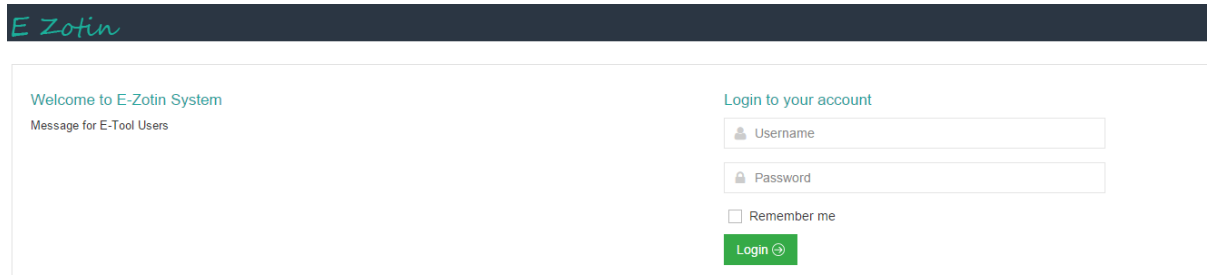
From here they will upload the Tender information. Furthermore they will also enter the bid report (Bidding Form) along with the evaluated bid detail and the bids that were not evaluated by the procuring agencies. This also reflects the information about who the tender was awarded to. Thereafter the procuring agency will also enter the contract completion report, i.e. the analysis of, how the contractor had performed on the job given to the party. The reports of the contactors' work in hand, equipment detail, and HR can also be viewed by the procuring Agency to analyze.

## 3 Accessing CiNET

In order to for the procuring agency to upload a tender the procuring agency first need to open the CDB web site by typing on the internet explorer the url: [www.cdb.gov.bt](http://www.cdb.gov.bt).



Here in this home page we can see the E-Zotin menu on the top corner of the web site. You can click on this dropdown menu, select CiNET.



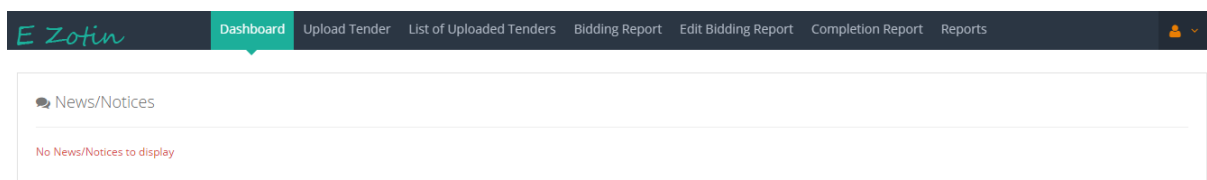
E Zotin

Welcome to E-Zotin System  
Message for E-Tool Users

Login to your account

☐ Remember me

## 4 Dashboard



E Zotin

Dashboard Upload Tender List of Uploaded Tenders Bidding Report Edit Bidding Report Completion Report Reports

News/Notices

No News/Notices to display

This dashboard displays the latest Notice and News for Procuring Agency and also the menu for various interfaces is shown at the top menu of the page.

## 5 Upload Tender

On the home page of CiNet, click on the **Upload Tender** menu at the top menu. The following page will be displayed.

Reference No./Letter No. \*

Reference No.

Name of Work \*

Description of Work \*

Normal text

**Bold**

*Italic*

Underline

Contact Person

Contact No.

Contact Email

Dzongkhag \*

---SELECT ONE---

Classification \*

---SELECT ONE---

Category \*

---SELECT ONE---

Contract Period (Months) \*

Contract period in months

Project Estimate Cost \*

Project Estimate Cost

Show Project Estimate Cost in Website \*

☒ Yes
☐ No

Tentative Start Date \*

Tentative End Date \*

Date of Sale of Tender Document \*

Closing Date of Sale of Tender \*

Last Date & Time of Submission \*

Opening Date & Time \*

Cost of Tender Document \*

Cost of Tender Document

Earnest Money Deposit (EMD) \*

EMD

Save as Draft \*

☐ Yes
☒ No

If you select No, the tender will be published on website

Upload Tender Related Documents

Document Name

Upload File

Choose Files

No file chosen

Save


Cancel

Note: Date and time selection is based on 24 hour format.

You can add as many tender you like by using the above page but it should be valid. Here you are provided with the relevant fields where you can add the information of a tender. This is the page from where you can upload new tender into the web page. You need to add the details in accordance to the boxes corresponding to their name on the left side. On the first box you can see the reference No. This reference No. will be entered by the concerned procuring agency.

The contract period will be in months. Tentative start date and tentative end date will depend on the contract period (for example: if the contract period is 12 month, you will select the tentative start date, tentative end date will be auto calculated, 12 months from the tentative start date) and the **Dzongkhag** list shows that it is the exact location for the work to be carried on. In the **Filename box** click the **Choose Files** button to locate the tender documents at your system that is to be uploaded in the CDB website. This particular tender uploaded by you will be reflected on the cdb website at the sidebar where tender reflects. Click on **Cancel** button to cancel the process.

## 6 List of Uploaded Tender

 Uploaded Tenders

Work Id

Category

---SELECT ONE---

Classification

---SELECT ONE---

Search

Clear

Ref#	Work Id	Last Dt and Time of Submission	Opening Dt. and Time	Category	Classification	Name of the Work	Contract Period (Months)	Action
1	CDB/2015/1	2015-05-21 14:30:00	2015-04-15 10:50:00	W1	M	aaa	12	<a href="#">Edit</a> <a href="#">Delete</a>
2	CDB/2015/2	2015-04-19 14:00:00	2015-04-20 14:00:00	W2	L	Construction of Dzongs	24	<a href="#">Edit</a> <a href="#">Delete</a>

List of uploaded tender will display the entire list of tenders that the particular procuring agencies have uploaded till date. Tender can be searched using work id, category and classification. Click on **Search** button to display the list and **clear** button to clear the filters.

This work id is automatically generated by the system in the format Procuring Agency name, following with the current year and the serial number of tenders uploaded for that particular year. The work id number will restart form 1 after every one year. The work id cannot be edited or changed with a new one unless the procuring agency is changed.

### Edit

To edit the information of uploaded tender, click on the **Edit** button against each list and the following page will be displayed.

E-Zhotin

Dashboard Upload Tender List of Upload Tenders Set Criteria Evaluation Completion



Sangay Wangdi

## Upload Tender

Date and Time Selection is based on 24 hour format

Reference No.

Name of Work

Description of Work 

Normal text **Bold** *Italic* Underline       

aaaaaaaa aaaaaaa aaaaaaaaaa

Contact Person

Contact No.

Contact Email

Dzongkhag

Category

Classification

Contract Period (Months)

Tentative Start Date

Tentative End Date

Date of Sale of Tender Document

Closing Date of Sale of Tender

Last Date & Time of Submission

Opening Date & Time

Cost of Tender Document

Earnest Money Deposit (EMD)

Project Estimate Cost

Publish in Website ☒ Yes ☐ No

### Uploaded Tender Related Documents

Sl. No.	Document Name	Action
1	<a href="#">aasas</a>	<a href="#">Delete</a>

### Upload Tender Related Documents

Document Name	Upload File
<input type="text"/>	<input type="button" value="Choose Files"/> No file chosen

You can edit the tender details in case of re-tender or to make necessary correction to the tender. In case where you need to re-tender the previously tendered work, you can always use this edit link to edit the information and re-tender.

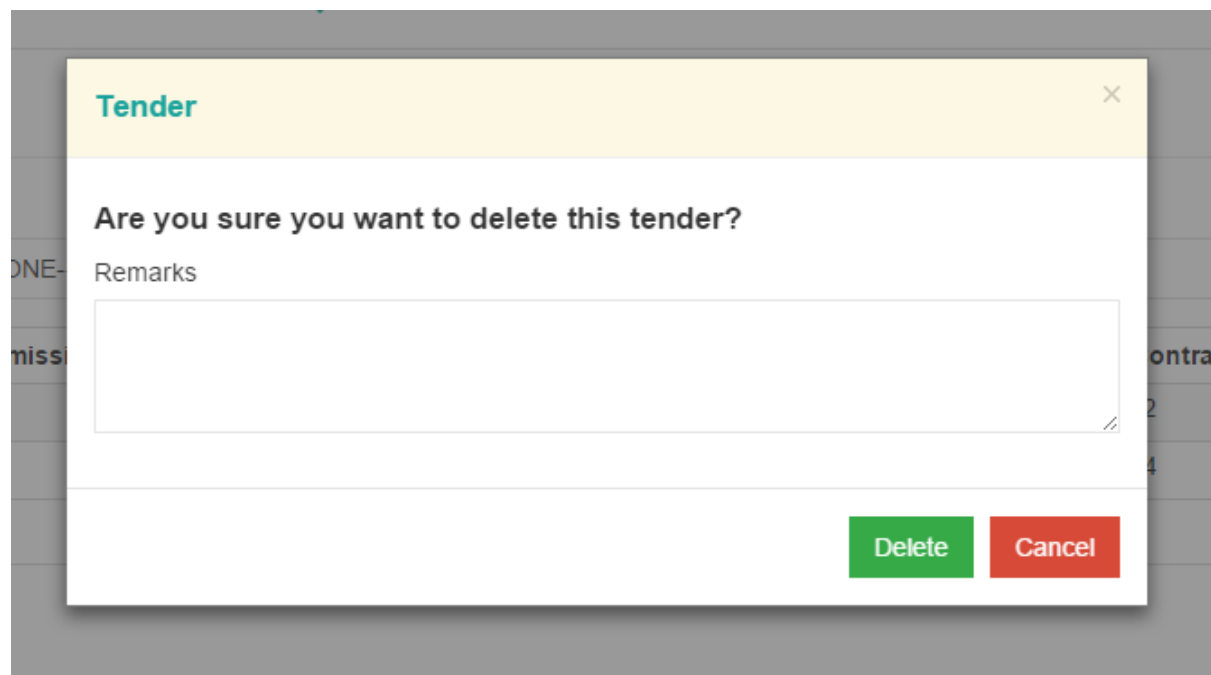
To view the uploaded tender related document, click on the link below document name or you can delete the file by clicking on the delete link.

To replace the uploaded tender related document, you just have to upload the new document and the system will replace the old document with the new one.

The details of a particular work will be displayed here in their respective boxes. You can edit any of the information whichever you feel is relevant for changes. After you are done editing you just need to click on the 'Save' button.

### Delete

To delete the information of uploaded tender, click on the **Delete** button and the following pop up page will be displayed.



Enter the remarks and click on **Delete** button to delete the tender and **Cancel** button to cancel the process.

Note: After the closing date of sale of tender, the procuring agencies will not be able to edit or delete the tender.



## 7 Bidding form

E Zofin
Dashboard
Upload Tender
List of Uploaded Tenders
Bidding Report
Edit Bidding Report
Completion Report
Reports

Bidding Form

Name of the Contract Work
Name of the work

Contract Description

Normal text
Bold
Italic
Underline

Category of Work
---SELECT ONE---

Classification of Contractors
---SELECT ONE---

Dzongkhag
---SELECT ONE---

Approved Agency Estimate
Aproved Agency Estimate

Date of NIT in Media
Date of NIT in Media

Date of Bids Closed for Sale
Date of Bids Closed for Sale

Bid Opening Date
Bid Opening Date

Date of Letter of Acceptance
Date of Letter of Acceptance

Date of Signing of Contract
Date of Signing of Contract

Work Order No.
Work Order No

Contract Period (In Months)
Contract Period

Start Date (Tentative)
Work Start Date

Completion Date (Tentative)
Work Completion Date

Name of the Contractors who Submitted Bids

	CDB No.	Name	Bid Amount	Evaluated Amount	Awarded To
x		---SELECT ONE---			<input type="checkbox"/>
+					

Save
Cancel

Bidding forms are filled after the work has been awarded.

## 8 Edit Bidding Form

E Zofin
Dashboard
Upload Tender
List of Uploaded Tenders
Bidding Report
Edit Bidding Report
Completion Report
Reports

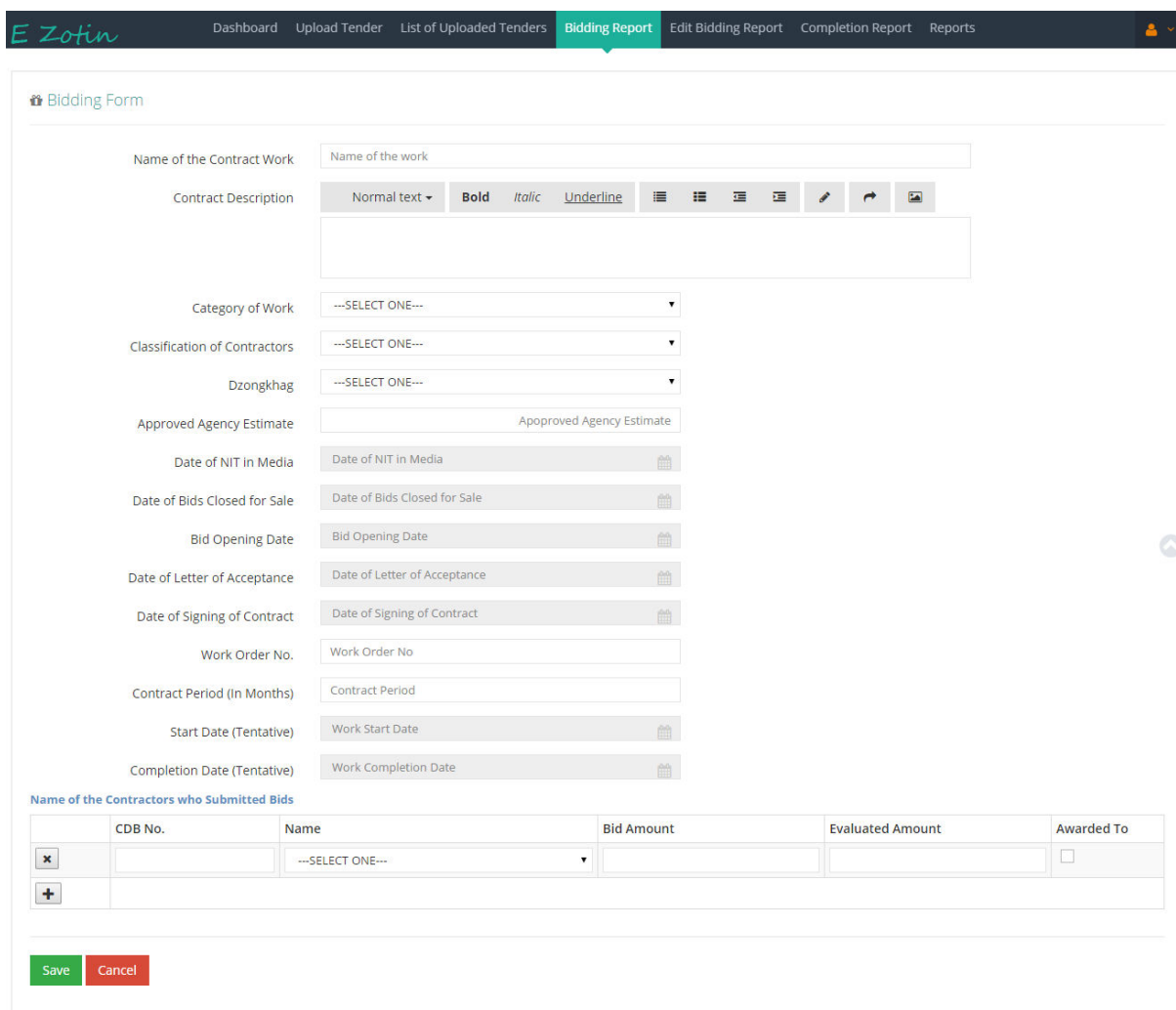
List of Works The contracts listed below are all **under process**

Work Order No.
Work Start Date Between

Search
Clear

Work Order No.	Name of Work	Work Category	Class	Contract Period (In Months)	Start Date	Completion Date	Action
No data to display							

The entire bidding form will be listed in the above page. Procuring agencies will select the particular bidding form by clicking the “Edit” button and the following page will be displayed



**Bidding Form**

Name of the Contract Work:

Contract Description: 

Normal text **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Category of Work:

Classification of Contractors:

Dzongkhag:

Approved Agency Estimate:

Date of NIT in Media:

Date of Bids Closed for Sale:

Bid Opening Date:

Date of Letter of Acceptance:

Date of Signing of Contract:

Work Order No.:

Contract Period (In Months):

Start Date (Tentative):

Completion Date (Tentative):

**Name of the Contractors who Submitted Bids**

	CDB No.	Name	Bid Amount	Evaluated Amount	Awarded To
<input type="button" value="x"/>	<input type="text"/>	<input type="text" value="---SELECT ONE---"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="+"/>					

After making all the changes, click on “Save” button to save the information and “Cancel” button to cancel the process.

## 9 Completion Report

Here the list of the work that has been evaluated and the work that has been awarded to any one of the contractor will be displayed. This page has to correspond with the Evaluation page. Only after the work has been awarded to a contractor, the details will be listed here. This is the conclusion page whereby you need to enter the final scoring for that particular work. And once you enter the final score, it means the work has been **“Completed”** and the details will not be seen any more on this page.

## **10 Reports**

On clicking this button you will be able to view the entire report of all the contractors for a particular work. The following page opens up to you:

Here you will know how many contractors have participated and can view full details how much a contractor scored. You will also be able to find out the Technical and Financial Score of a particular contractor as well as his preference score. You can also view the details of the Evaluation committee members.