

User Manual



FOR

Online Tender Evaluation Tool (e-tool)

Construction Development Board
Ministry of Works and Human Settlement

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2 Introduction

E-tool is a web based online tender evaluation tool integrated with CRPS and CiNET. E-tool is developed to facilitate and make the work of evaluator easier and less time consuming. The procuring agencies (RGOB funded) are parties or end users of this tool. Each identified focal person nominated by the Procuring Agencies are provided with a login Name and Password which can be used to access into the e-Tool.

The focal person nominated by the agency/department shall be responsible for feeding in information on e-tool on timely basis as and when required.

The focal person is expected to use the system judiciously and honestly as instructed/mandated by the tender committee of the agency.

In case of misuse or fiddling of information on e-tool the focal person will be held accountable. Official concern should surrender the password whenever transferred from the current organization or in case of resignation. In order to prevent miss use of your user account you are recommend to change your password frequently.

The e-tool has different stages or modules as per the tendering processes which are: 1. Upload Tender, 2. Set Criteria, 3. Evaluation of Bids, 4.Completion report and finally 5. Reports. These five modules will be explained step by step accordingly. One of the main responsibilities of the focal person is to feed the Information correctly and on timely basis otherwise the whole purpose of the e-tool will be defeated.

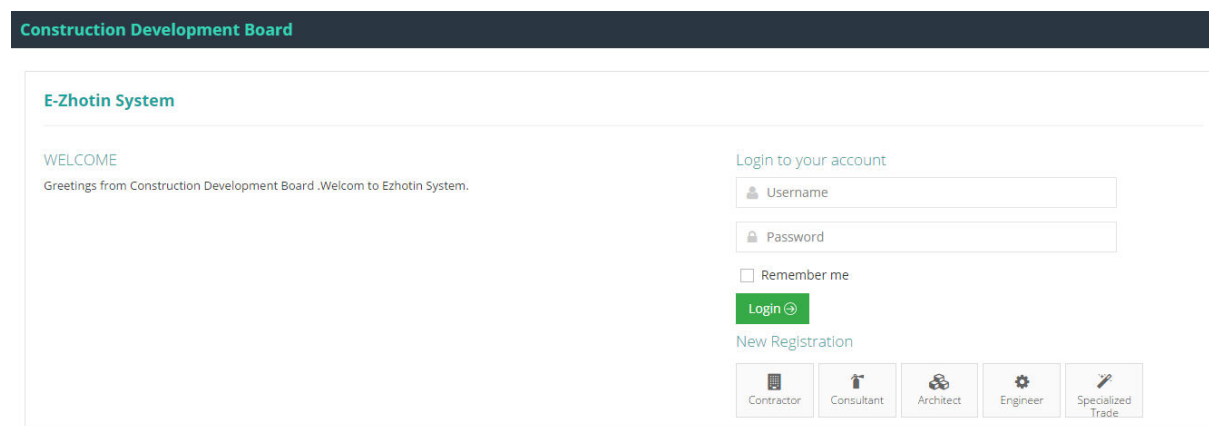
3 Accessing e-Tool

In order for the procuring agency to upload a tender, the procuring agency first needs to open the CDB website by typing on the internet explorer or any browser the URL: www.cdb.gov.bt.



Here in the website a link called E-Zhotin will be given. It will direct you to the e-tool login page.

4 E-Tool Login Page

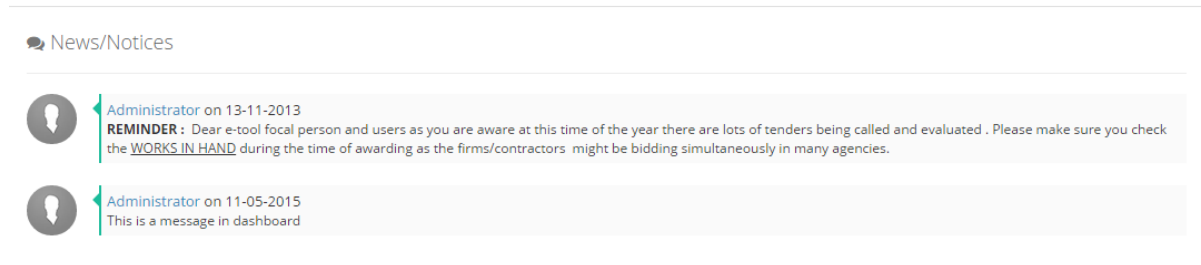


Here you can type in the correct user name and password to gain access to the e-Tool home page. Once the user name and password provided to you by the CDB is entered in the right field just click on the “Login” button to proceed. We recommend you to change your password frequently and not to share with others.

In case of the focal person is transferred or resigned from the office, the concerned official and the agency should inform CDB to deactivate the user to prevent it from unlawful practices.

5 E-Tool Home Page

After logging in the following page will be displayed.



News/Notices

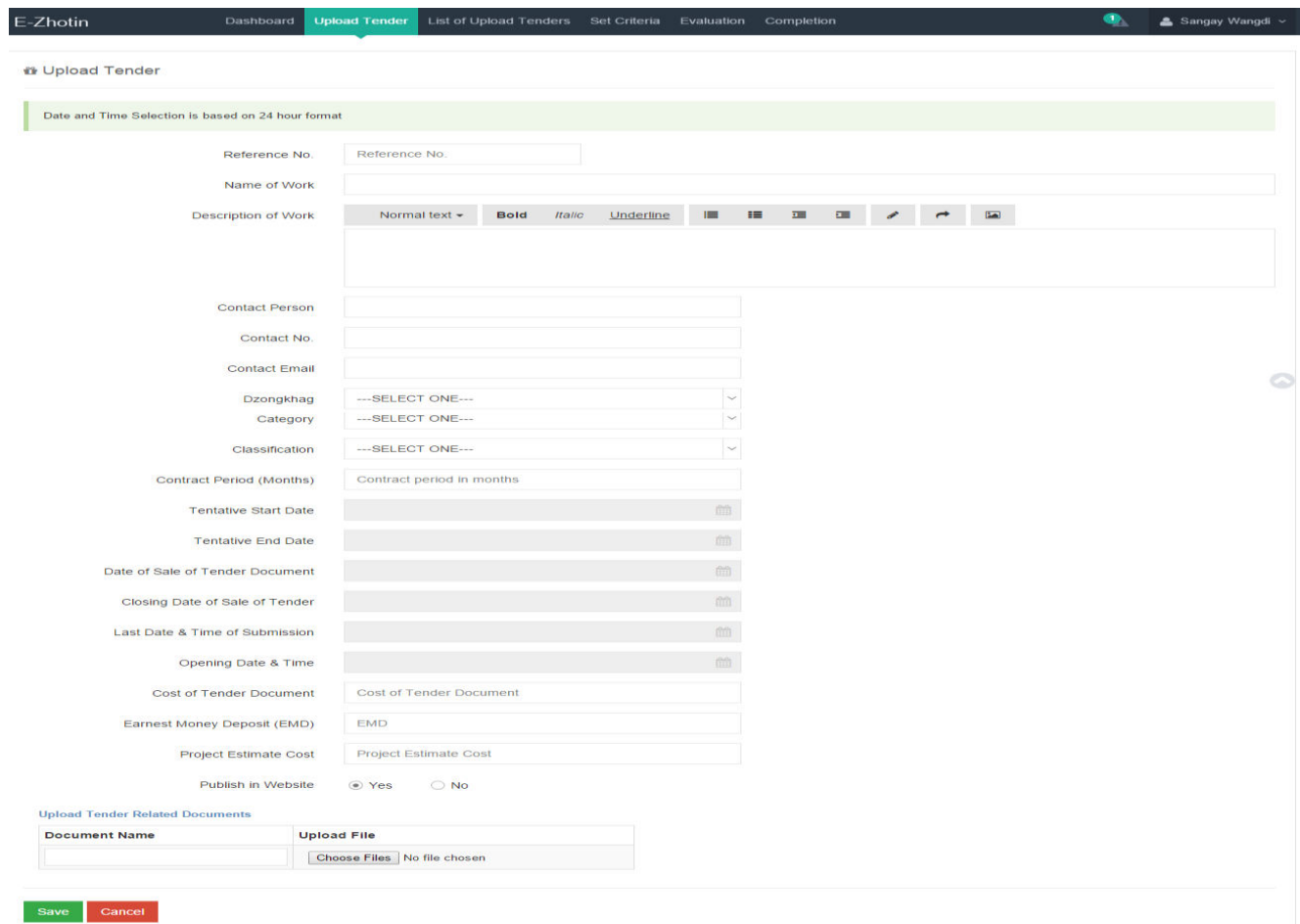
Administrator on 13-11-2013
REMINDER : Dear e-tool focal person and users as you are aware at this time of the year there are lots of tenders being called and evaluated . Please make sure you check the WORKS IN HAND during the time of awarding as the firms/contractors might be bidding simultaneously in many agencies.

Administrator on 11-05-2015
This is a message in dashboard

This homepage 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.

6 Upload Tender

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



E-Zhotin Dashboard **Upload Tender** List of Upload Tenders Set Criteria Evaluation Completion

Upload Tender

Date and Time Selection is based on 24 hour format

Reference No.

Name of Work

Description of Work

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

Upload Tender Related Documents

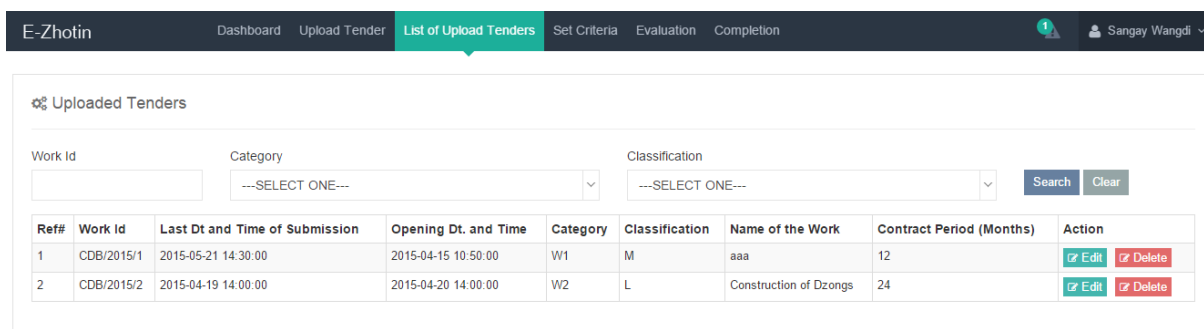
Document Name	Upload File
<input type="text"/>	<input type="button" value="Choose Files"/> No file chosen

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.

7 List of Uploaded Tender



Uploaded Tenders

Work Id: Category: Classification:

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	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	CDB/2015/2	2015-04-19 14:00:00	2015-04-20 14:00:00	W2	L	Construction of Dzongs	24	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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

1

Sangay Wangdi

🏠 Upload Tender

Date and Time Selection is based on 24 hour format

Reference No.

1

Name of Work

aaa

Description of Work

Normal text ▼**Bold***Italic*Underline

☰☷☹☺✎↶📎

aaaaaaaa aaaaaa aaaaaaaaaa

Contact Person

asd

Contact No.

1213123

Contact Email

asdasdas@gmail.com

Dzongkhag

Bumthang

Category

Roads and Bridges (W1)

Classification

Medium (M)

Contract Period (Months)

12

Tentative Start Date

09-04-2015

Tentative End Date

09-04-2016

Date of Sale of Tender Document

08-04-2015

Closing Date of Sale of Tender

29-04-2015

Last Date & Time of Submission

21-05-2015 14:30

Opening Date & Time

15-04-2015 10:50

Cost of Tender Document

121212.00

Earnest Money Deposit (EMD)

121212.00

Project Estimate Cost

11111111.00

Publish in Website

☒ Yes ☐ No

Uploaded Tender Related Documents

Sl. No.	Document Name	Action
1	aasas	🗑Delete

Upload Tender Related Documents

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

Save

Cancel

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.

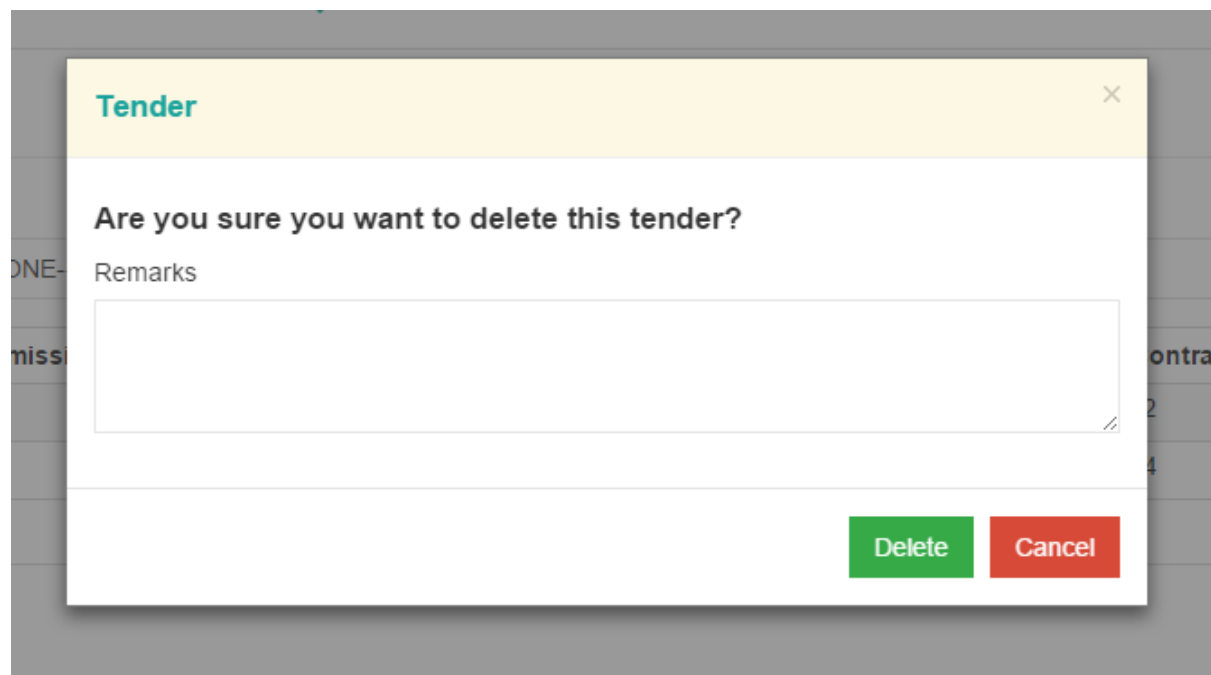
To view the uploaded tender related document, click on the link below document name or you can delete the file by clicking on the delete link.

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.

8 Set Criteria

E-Zhotin
Dashboard
Upload Tender
List of Upload Tenders
Set Criteria
Evaluation
Completion
1
Sangay Wangdi

Works

Work Id
Category
Classification
Search
Clear

Work Id	Opening Dt. and Time	Category	Classification	Name of the Work	Contract Period	Criteria
CDB/2015/2	2015-04-20 14:00:00	W2	L	Construction of Dzongs	24	Set
CDB/2015/1	2015-04-15 10:50:00	W1	M	aaa	12	Set

To set criteria for each uploaded tender, you can search the tender by work Id/category/classification.

Click on **Set** button to set criteria for each tender and the following page will be displayed.

E-Zhotin
Dashboard
Upload Tender
List of Upload Tenders
Set Criteria
Evaluation
Completion
1
Sangay Wangdi

E-Tool > Criteria

Work Summary

Work Id	CDB/2015/2
Procuring Agency	Construction Development Board
Name of Work	Construction of Dzongs
Category of Work	Traditional Bhutanese Painting/Finishing Works (W2)
Class	Large (L)
Dzongkhag	Gasa
Contract Description	Located in the center of wangdi town, duration will be 24 months

Human Resource
Equipments

Human Resource

	Tier	Designation	Qualification	Points
x	Tier 1	Accountant	Bachelors	50.00
+				

Update
Cancel

The work summary of the particular tender will be displayed at the top of the page. Below the work summary, the following tab will be displayed.

1. Human Resource

2. Equipment

This is the page where you set criteria for human resource and equipment for that particular work listed at the top of the page. With these criteria set, then only Contractors can participate or bid for a work if they are eligible.

8.1 Human Resource

The first tab is to set criteria for human resource, the list of human resource required for the above work will be set here. Enter all the required detail by selecting the tier and the designation from the dropdown.

Validation

Tier 1 = Total points should be 50

Tier 2 = Total points should be 30

Tier 3 = Total points should be 20

The points are assigned according to the Tier whereby Tier I should have 50 points, Tier II with 30 points and Tier III with 20 points which makes a total of 100 points. You can select multiple human resources in any of the tier but should not exceed more than the points assigned above according to the tier. And suppose if you insert more than 50 points in Tier I the system will display a following message:

SCREEN SHOTTTTTTTTTTTTTTT!!!

This applies to all Tiers.

8.2 Equipment

The criteria for equipment are being set here. This page will be loaded automatically with the details of the Equipment criteria if already set. If no equipment details has been inserted the page remains blank.

For the first time the page will be blank and after adding some data into the page it will be displayed as the following page.

E-Zhotin
Dashboard
Upload Tender
List of Upload Tenders
Set Criteria
Evaluation
Completion
1
Sangay Wangdi

E-Tool > Criteria

Work Summary

Work Id	CDB/2015/2
Procuring Agency	Construction Development Board
Name of Work	Construction of Dzongs
Category of Work	Traditional Bhutanese Painting/Finishing Works (W2)
Class	Large (L)
Dzongkhag	Gasa
Contract Description	Located in the center of wangdi town, duration will be 24 months

Human Resource
Equipments

Equipments

	Tier	Name	Quantity	Points
✕	Tier 1	Excavator	1	30.00
+				

Update
Cancel

Here there are four fields to be entered such as Tier, Equipment name, quantity required and Points. The Tier and Equipment name fields are generated automatically. You just need to select from the dropdown box whichever is relevant. And in the other two fields you need to enter the number of equipment required and the points you want to assign to that particular equipment. The points are assigned according to the Tier whereby Tier I should have 50 points, Tier II with 30 points and Tier III with 20 points which makes a total of 100 points.

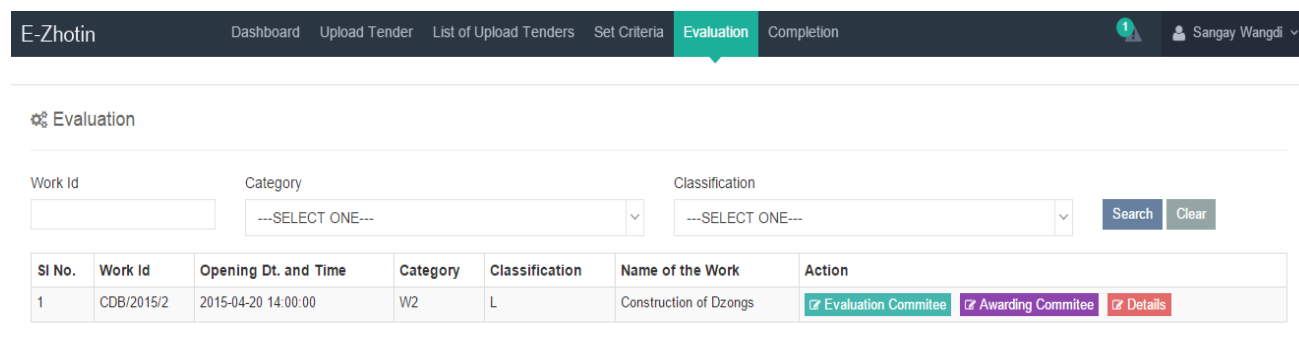
To add more equipment, click on **+** button. Click on **Update** button to set the criteria and **Cancel** button to cancel the process.

Edit

To edit the criteria set, go back to the list of uploaded tender, click on **set** button against that particular tender and edit the information.

9 Evaluation

On this evaluation page, you see all the list of works added by you with some of their information like work id, name of work, class and category etc. All the works will have a different work id.



E-Zhotin Dashboard Upload Tender List of Upload Tenders Set Criteria **Evaluation** Completion 1 Sangay Wangdi

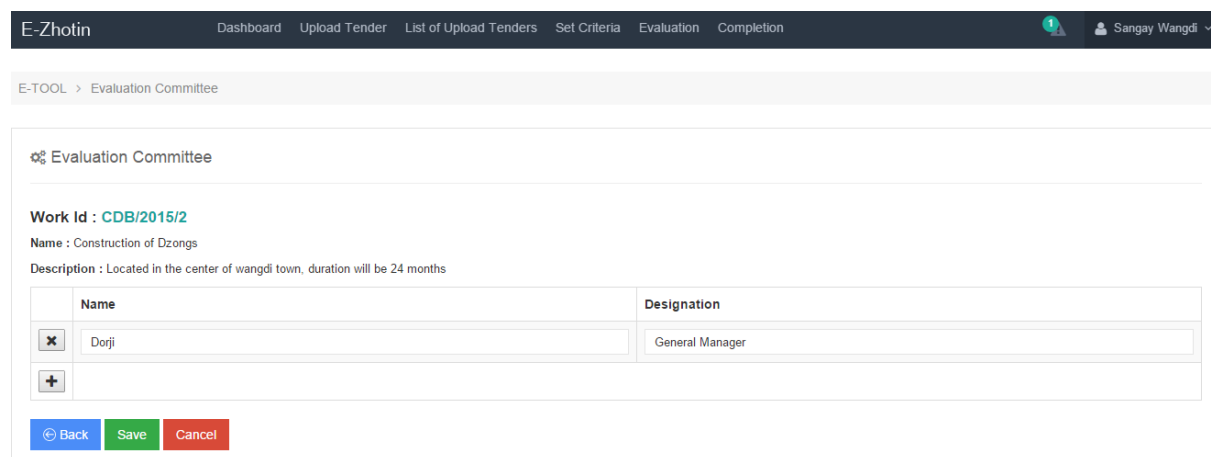
⚙️ Evaluation

Work Id Category Classification Search Clear

SI No.	Work Id	Opening Dt. and Time	Category	Classification	Name of the Work	Action
1	CDB/2015/2	2015-04-20 14:00:00	W2	L	Construction of Dzongs	Evaluation Committee Awarding Committee Details

9.1 Evaluation Committee

You can click on **Evaluation Committee** button and the following page will be displayed.



E-Zhotin Dashboard Upload Tender List of Upload Tenders Set Criteria Evaluation Completion 1 Sangay Wangdi

E-TOOL > Evaluation Committee

⚙️ Evaluation Committee

Work Id : CDB/2015/2
Name : Construction of Dzongs
Description : Located in the center of wangdi town, duration will be 24 months

Name	Designation
X Dorji	General Manager
+	

Back Save Cancel

Here you can add committee members those who will be involved in evaluating the work. And you have option to edit and delete them.

You can add more committee member by clicking the + button. To edit the name and designation, you can overwrite the old information and click on **Save** button. To delete the member, click on X button.

9.2 Awarding Committee

You can click on **Awarding Committee** button and the following page will be displayed.

E-Zhotin Dashboard Upload Tender List of Upload Tenders Set Criteria Evaluation Completion 1 Sangay Wangdi

E-TOOL > Awarding Committee

Awarding Committee

Work Id : CDB/2015/2

Name : Construction of Dzongs

Description : Located in the center of wangdi town, duration will be 24 months

Name	Designation
<input type="text" value="Jigme"/>	Director General

Back Save Cancel

The process to add/edit/delete awarding committee is same as that as evaluation committee. Click on **Back** button to go back to the **Evaluation** main page.

9.3 Details

Click on **Details** button and the following page will be displayed.

E-Zhotin Dashboard Upload Tender List of Upload Tenders Set Criteria Evaluation Completion 1 Sangay Wangdi

E-TOOL > Details

Work Details

Work Id : CDB/2015/2

Name : Construction of Dzongs

Description : Located in the center of wangdi town, duration will be 24 months

SI No.	CDB No.	Contractor/Firm	Joint Venture	Classification	Category	Result	Action
1	1	Jachung Construction Pvt Ltd	No	L	W2	Not Qualified	Edit Award Score Details Delete
2	1	Jachung Construction Pvt Ltd	No	L	W2	Not Qualified	Edit Award Score Details Delete

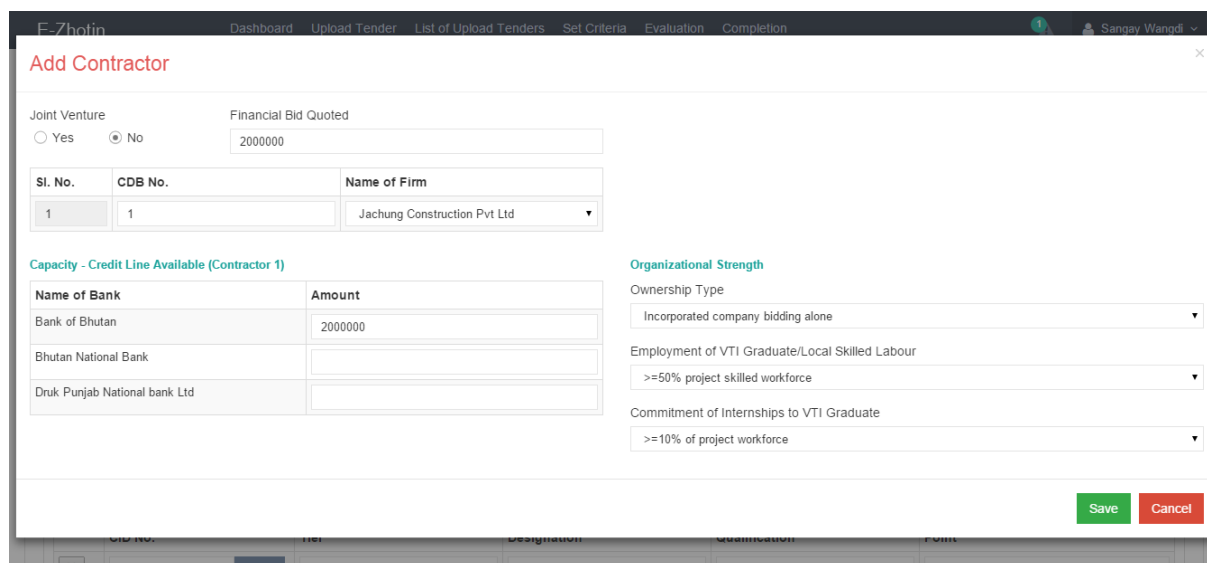
[+ Add Contractors](#)
[Process Result](#)
[Reset Result](#)
[View Report](#)

Back

9.3.1 Add Contractor

This is the place where you insert the details of a contractor. When you click on the **Add Contractor** button the following page opens up to you. Note that when you add a contractor there are two methods of entering according to the joint venture. If he/she is not participating as a joint venture you enter the details of a single contractor but if they are participating as a joint venture then you need to enter the details of both the contractors.

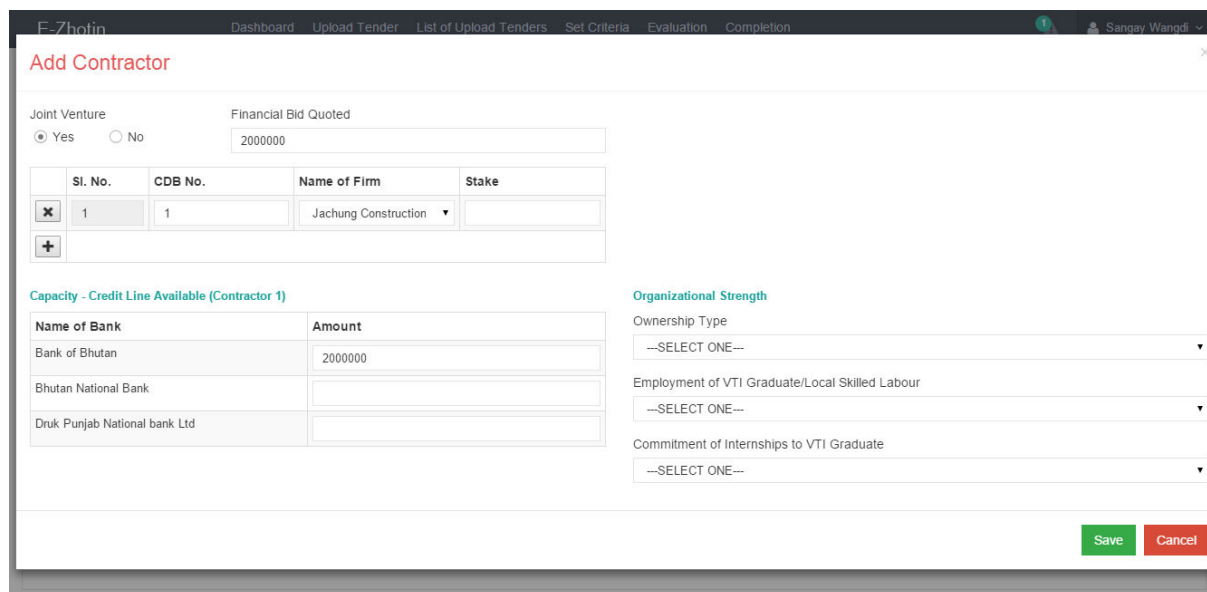
The following pop up diagram shows the page for a single contractor where he is not a joint venture. You need to choose the joint venture field from the diagram below.



The screenshot shows the 'Add Contractor' form in the E-Zhotin system. The 'Joint Venture' field is set to 'No'. The 'Financial Bid Quoted' field is set to '2000000'. The 'Capacity - Credit Line Available (Contractor 1)' table has three rows: 'Bank of Bhutan' with amount '2000000', 'Bhutan National Bank', and 'Druk Punjab National bank Ltd'. The 'Organizational Strength' section includes 'Ownership Type' (Incorporated company bidding alone), 'Employment of VTI Graduate/Local Skilled Labour' (>=50% project skilled workforce), and 'Commitment of Internships to VTI Graduate' (>=10% of project workforce). The 'Save' button is green and the 'Cancel' button is red.

Here you enter the information of a single contractor on the relevant fields seen above. Note that the joint venture button has been selected as “NO”.

The following page will be displayed if a contractor is participating as a joint venture.

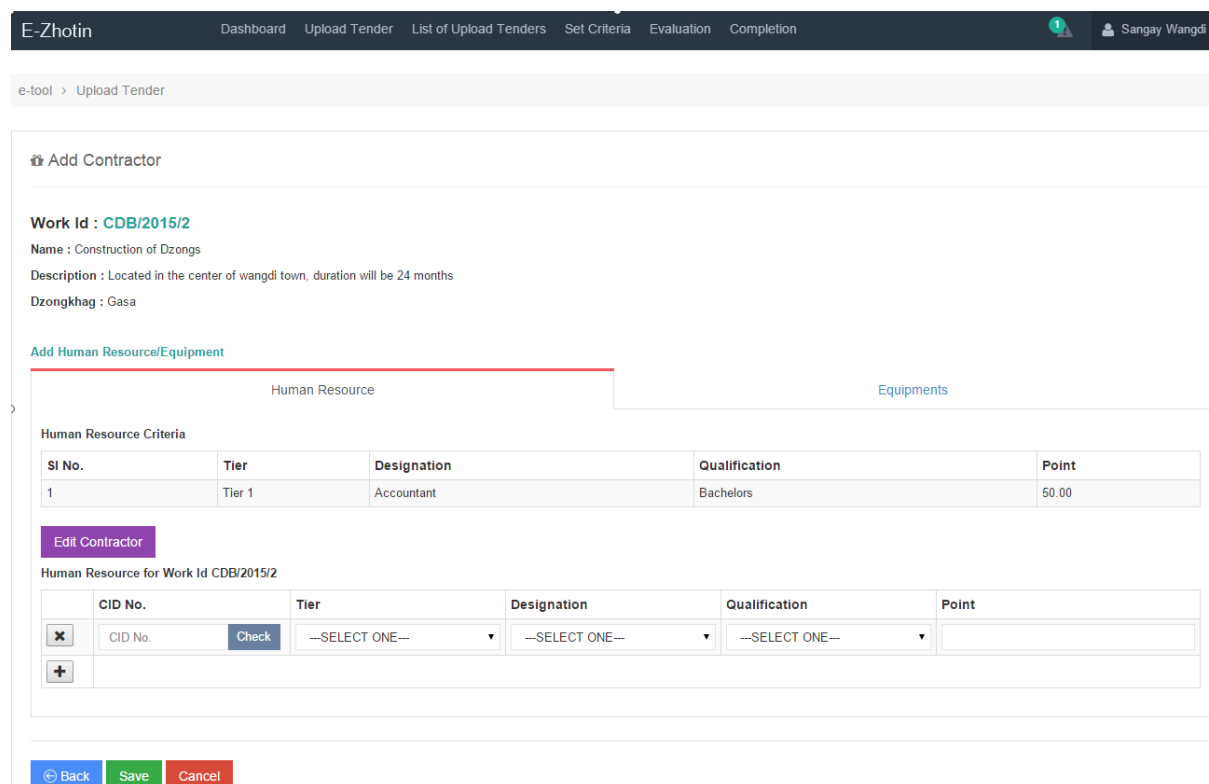


The screenshot shows the 'Add Contractor' form in the E-Zhotin system. The 'Joint Venture' field is set to 'Yes'. The 'Financial Bid Quoted' field is set to '2000000'. The 'Capacity - Credit Line Available (Contractor 1)' table has three rows: 'Bank of Bhutan' with amount '2000000', 'Bhutan National Bank', and 'Druk Punjab National bank Ltd'. The 'Organizational Strength' section includes 'Ownership Type' (—SELECT ONE—), 'Employment of VTI Graduate/Local Skilled Labour' (—SELECT ONE—), and 'Commitment of Internships to VTI Graduate' (—SELECT ONE—). The 'Save' button is green and the 'Cancel' button is red.

Here the “Yes” button is selected on the joint venture field and you will notice that you need to enter the details of more than one contractor. There are more fields to be entered whereby you enter CDB number for all the contractors as well as the percentage stake and enter the credit line available for all the contractors.

Once you are finished entering the details of a contractor click on the “SAVE” button at the end. Then the following page will be displayed.

Edit Contractor



E-Zhotin Dashboard Upload Tender List of Upload Tenders Set Criteria Evaluation Completion 1 Sangay Wangdi

e-tool > Upload Tender

Add Contractor

Work Id : CDB/2015/2
Name : Construction of Dzongs
Description : Located in the center of wangdi town, duration will be 24 months
Dzongkhag : Gasa

Add Human Resource/Equipment

Human Resource Equipments

Human Resource Criteria

Sl No.	Tier	Designation	Qualification	Point
1	Tier 1	Accountant	Bachelors	50.00

Edit Contractor

Human Resource for Work Id CDB/2015/2

CID No.	Tier	Designation	Qualification	Point
<input type="text" value="CID No."/> <input type="button" value="Check"/>	--SELECT ONE--	--SELECT ONE--	--SELECT ONE--	
<input type="button" value="+"/>				

Click on **Edit Contractor** button to edit information of the contractor. Click on **Back** button to go back to the work details.

Once you have added the details of a contractor, you need to enter the Equipment and Human Resource details that a particular procuring agency has provided for a particular work. This will be done according the criteria set before.

9.3.1.1 Human resource

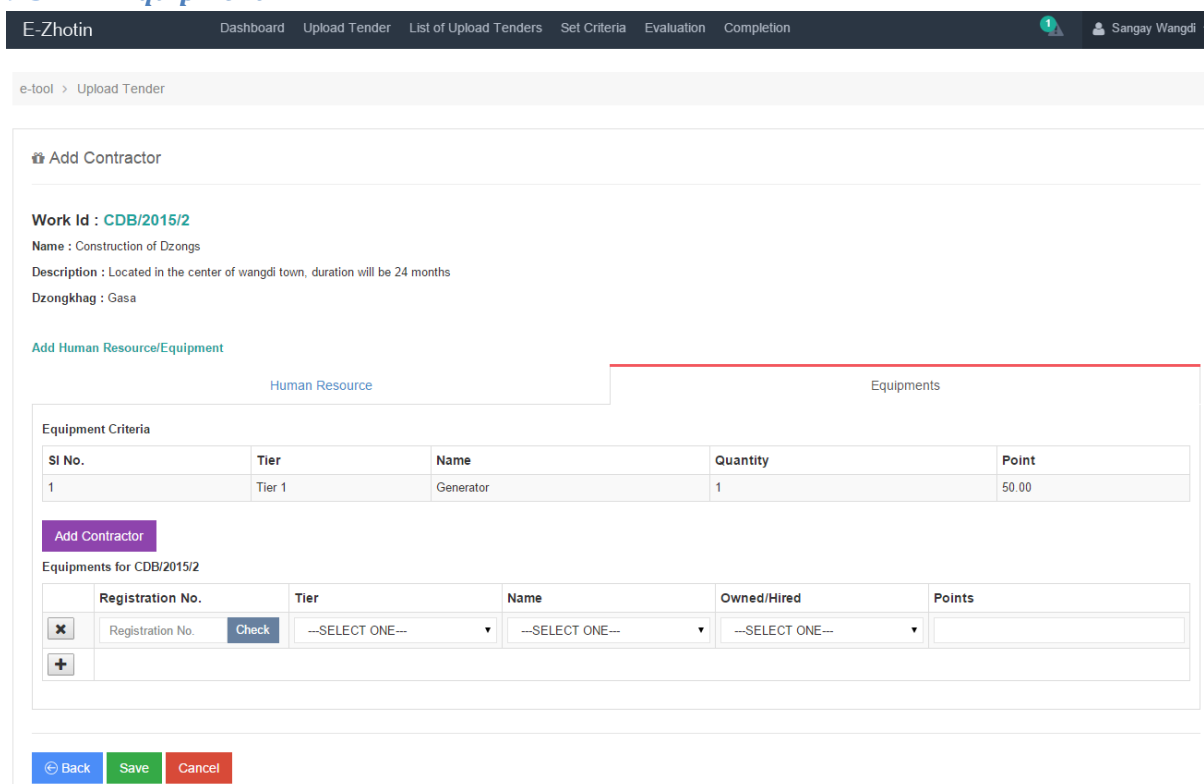
This is the page where you add the human resource details for a particular contractor. On the top of the page the Human Resource Criteria that has been set before will be displayed. Below the criteria, the Human Resource details provided by that contractor will be displayed according to the Tier and the last part is where you insert the list of Human Resource. On the insert part you need to first enter the CID card number as a proof, then select Tier, designation and the Qualification set earlier will be displayed accordingly on the qualification field. On the Human Resource name field, all the Human Resources that have been set will be available. You just need to select accordingly and

his/her qualification/designation will also be displayed respectively. The point that was set earlier will also be auto displayed.

Before saving you can check ID Card Number by clicking **Check** button. When you click, popup message (i.e., CDB No. and Work ID) will show only if ID Card Number is being used under some other contractor.

Once you are done entering all the information of Human Resources, click on equipment tab and enter the details.

9.3.1.2 Equipment



E-Zhotin Dashboard Upload Tender List of Upload Tenders Set Criteria Evaluation Completion 1 Sangay Wangdi

e-tool > Upload Tender

Add Contractor

Work Id : CDB/2015/2
 Name : Construction of Dzongs
 Description : Located in the center of wangdi town, duration will be 24 months
 Dzongkhag : Gasa

Add Human Resource/Equipment

Human Resource Equipments

Equipment Criteria

SI No.	Tier	Name	Quantity	Point
1	Tier 1	Generator	1	50.00

Add Contractor

Equipments for CDB/2015/2

Registration No.	Tier	Name	Owned/Hired	Points
<input type="text"/> <input type="button" value="Check"/>	--SELECT ONE--	--SELECT ONE--	--SELECT ONE--	

Back Save Cancel


This is the page where you add the equipment details for a particular contractor. There are five fields on this page. On the top of the page the Equipment Criteria that has been set before by the procuring agency will be displayed. Below the criteria, the equipment details provided by that contractor will be displayed. On the name field, all the equipment that has been set will be available. You just need to select accordingly.

You can check the registration number for equipment by clicking “**Check**” button. When you click on it, a popup message (i.e., CDB No. and Work ID) will show only if the registration number for that equipment is being used under some other contractor, that’s under work. Once you are done entering all the information of equipment, click on the “**Save**” button at the end of the page.

Once you are finished saving the details of the equipment, click on the “**Back**” button on the left side of the page.

9.3.2 Process Result

After adding all the contractors’ detail, then click on **Process Result** button to process the result. For the first time before evaluation takes place, result will remain as “**Process**”, as the following page.

 Work Details

Work Id : CDB/2015/2

Name : Construction of Dzongs

Description : Located in the center of wangdi town, duration will be 24 months

Sl No.	CDB No.	Contractor/Firm	Joint Venture	Classification	Category	Result	Action
1	1	Jachung Construction Pvt Ltd	No	L	W2	Process	Edit Award Score Details Delete
2	1	Jachung Construction Pvt Ltd	No	L	W2	Process	Edit Award Score Details Delete
3	1	Jachung Construction Pvt Ltd	No	L	W2	Process	Edit Award Score Details Delete

[+ Add Contractors](#)
[Process Result](#)
[Reset Result](#)
[View Report](#)

[Back](#)

Click on **Process Result** button to process the result.

Here you can know who scored the highest point and it is denoted by H1, second highest by H2 and third by H3 and so on. And also you can see how many contractors was Not Qualified (Scored less than 65 points). Now you can click on the **Details** link at the end to view how the points have been scored in technical scoring.

9.3.3 Score Details

Work Details

Contractor : Kinley Construction Pvt Ltd (CDB No. 12331212)
Work Id : CDB/2014/56647
Name : Construction of XYZ at Zhemganag
Description : Lorem ipsum dolor sit amet, consectetur adipisicing elit. Ut aspernatur soluta minus, temporibus debitis suscipit nemo officia, at quasi voluptatibus culpa quae deleniti asperiores, fugit ipsa unde. In, dignissimos, eos.

Capability	
Similar Work Experience	10
Access to adequate	25
Availability of skilled manpower	25
Average performance score from previous work	10
Capacity	
Bid Capacity	10
Credit Line Available	0
Total	80
Preference Score	
Status (incorporated, proprietorship, IV etc)	10
Employment of VTI Graduate/Local Skilled Labour	30
Commitment of Internships to VTI Graduate	10
Total	50

Here all the points scored for a contractors Capability, Capacity and Preference Score will be displayed here. To go back to the previous page simply click on the Back button at the end of the page and you will be redirected back to the evaluation page.

9.3.4 Reset Result

On clicking the **reset result** button, the result will be set back to “Process” as shown by the arrow below:

You can evaluate again by the clicking the **Process** button or you can add more list of contractors and by entering their details for Equipment and human resource.

Work Details

Work Id : CDB/2015/2
Name : Construction of Dzongs
Description : Located in the center of wangdi town, duration will be 24 months

Sl No.	CDB No.	Contractor/Firm	Joint Venture	Classification	Category	Result	Action
1	1	Jachung Construction Pvt Ltd	No	L	W2	Process	Edit Award Score Details Delete
2	1	Jachung Construction Pvt Ltd	No	L	W2	Process	Edit Award Score Details Delete
3	1	Jachung Construction Pvt Ltd	No	L	W2	Process	Edit Award Score Details Delete

+ Add Contractors
Process Result
Reset Result
View Report

Back

9.3.5 Award

Click on **Award** button to award the work to the winning bidder upon the committee's decision. After the work has been awarded, the status will be changed to Awarded.


9.3.6 View 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.

10 Completion

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.


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

Work Order No.

Work Start Date Between

to

Search

Clear

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

You can search the detail by entering work Order No. or work start date.