

### KSCSC Buyer Process Flow

- Department official will login with their login credentials in supplyco etender website [www.tenderwizard.com/KSCSC](http://www.tenderwizard.com/KSCSC)

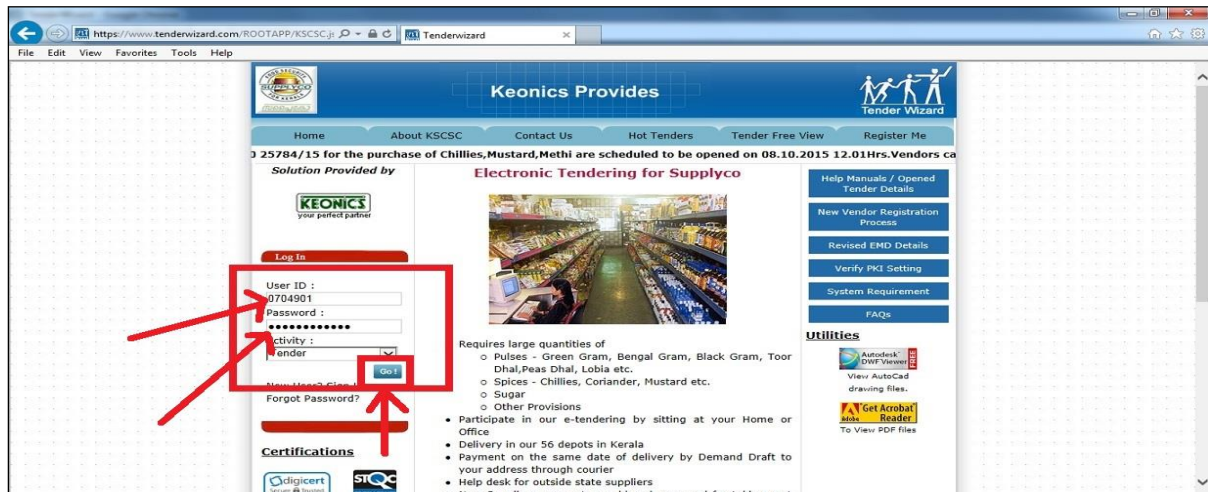


Fig: 1

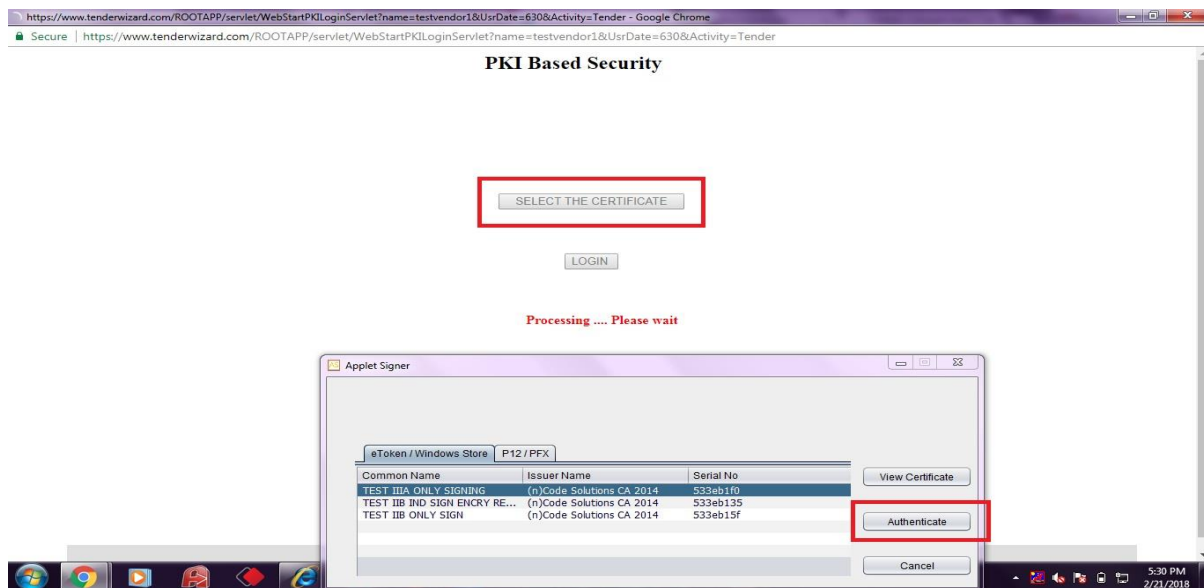
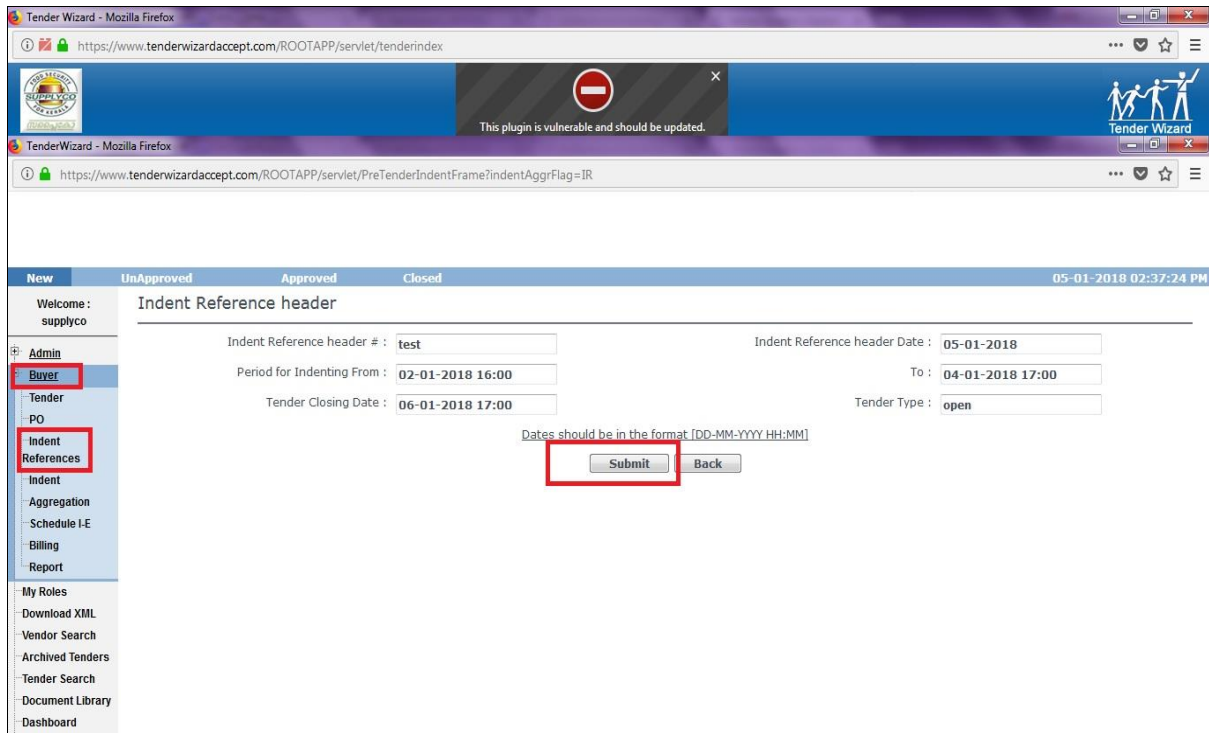


Fig: 2

### Indent Creation:-

- Department Official will create indent Reference by using **Admin->Buyer->Indent Reference-> New** as shown in Fig:3



Indent Reference header

Indent Reference header # : test

Indent Reference header Date : 05-01-2018

Period for Indenting From : 02-01-2018 16:00 To : 04-01-2018 17:00

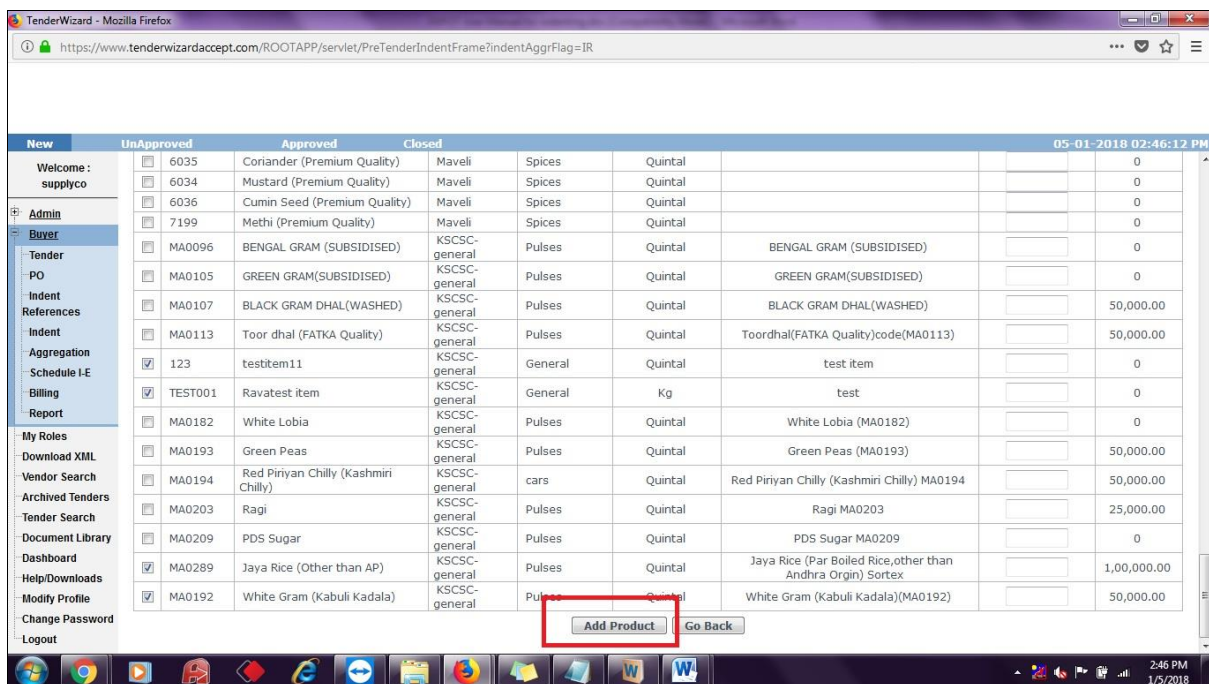
Tender Closing Date : 06-01-2018 17:00

Tender Type : open

Dates should be in the format [DD-MM-YYYY HH:MM]

Fig: 3

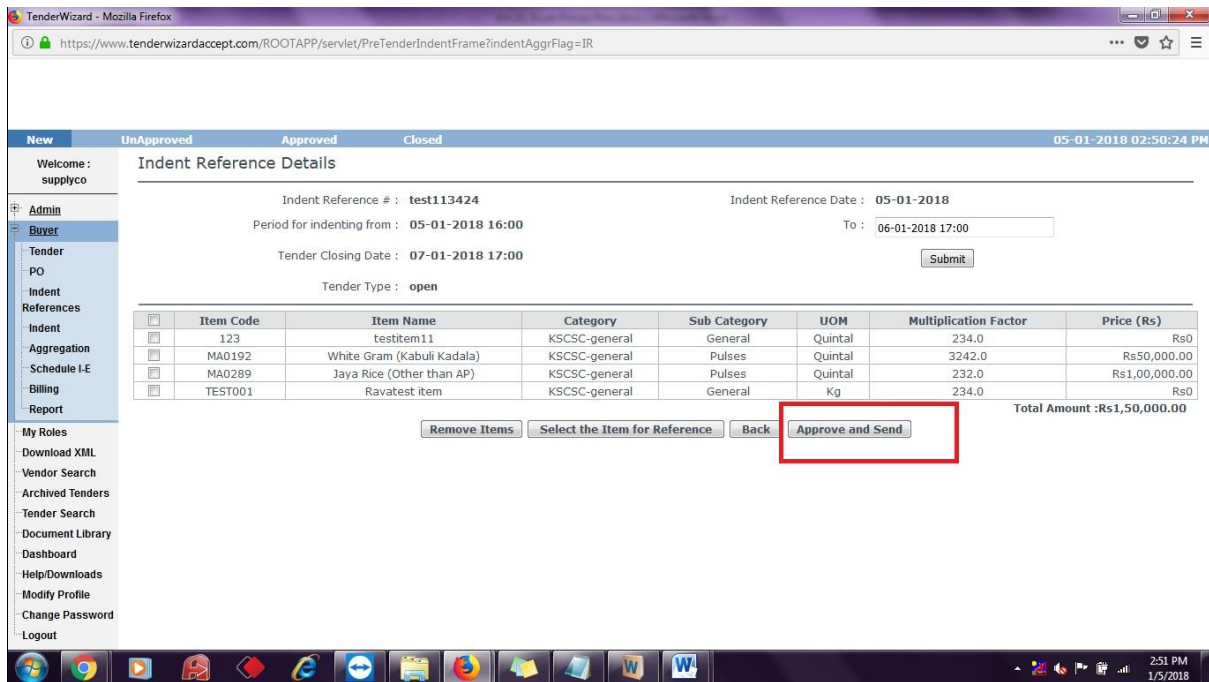
- Required Items will be added selecting checklist as shown below Fig :4



Item ID	Description	Unit	Price
6035	Coriander (Premium Quality)	Quintal	0
6034	Mustard (Premium Quality)	Quintal	0
6036	Cumin Seed (Premium Quality)	Quintal	0
7199	Methi (Premium Quality)	Quintal	0
MA0096	BENGAL GRAM (SUBSIDISED)	Quintal	0
MA0105	GREEN GRAM(SUBSIDISED)	Quintal	0
MA0107	BLACK GRAM DHAL(WASHED)	Quintal	50,000.00
MA0113	Toor dhal (FATKA Quality)	Quintal	50,000.00
123	testitem11	Quintal	0
TEST001	Ravatest item	Kg	0
MA0182	White Lobia	Quintal	0
MA0193	Green Peas	Quintal	50,000.00
MA0194	Red Piriyan Chilly (Kashmiri Chilly)	Quintal	50,000.00
MA0203	Ragi	Quintal	25,000.00
MA0209	PDS Sugar	Quintal	0
MA0289	Jaya Rice (Other than AP)	Quintal	1,00,000.00
MA0192	White Gram (Kabuli Kadala)	Quintal	50,000.00

Fig: 4

- After adding required Items it will be approved and sent to depots



Indent Reference Details

Indent Reference # : test113424      Indent Reference Date : 05-01-2018

Period for indenting from : 05-01-2018 16:00      To : 06-01-2018 17:00

Tender Closing Date : 07-01-2018 17:00     

Tender Type : open

Item Code	Item Name	Category	Sub Category	UOM	Multiplication Factor	Price (Rs)
123	testitem11	KSCSC-general	General	Quintal	234.0	Rs0
MA0192	White Gram (Kabuli Kadala)	KSCSC-general	Pulses	Quintal	3242.0	Rs50,000.00
MA0289	Jaya Rice (Other than AP)	KSCSC-general	Pulses	Quintal	232.0	Rs1,00,000.00
TEST001	Ravatest item	KSCSC-general	General	Kg	234.0	Rs0

Total Amount :Rs1,50,000.00

Fig:5

### Indenting at Depot side:

Depot user will login with their credentials in home page.

After entering the e-tender website, the below mentioned screen will appear. **Click on "New"** & then **Click on "Actions"** of particular indent reference number.



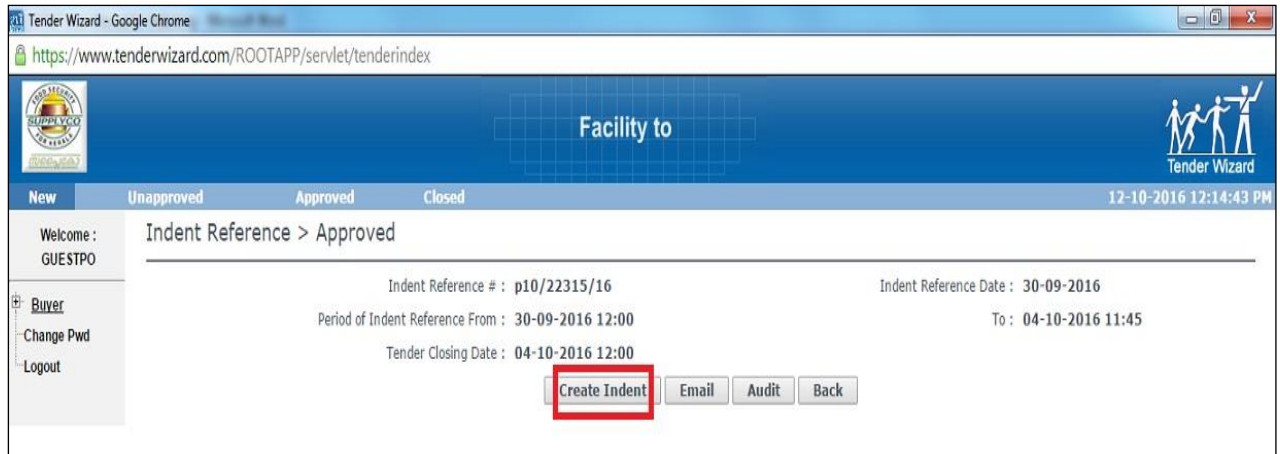
The Kerala State Civil Supplies Corporation Limited.

Indent References Approved

Actions	Indent Reference #	Indent Reference Date	Closing Date
<a href="#">Actions</a>	P10-13570/2013/RAGI	01-06-2013	03-06-2013

Fig:7

**Click on "Create Indent"**



Tender Wizard - Google Chrome

https://www.tenderwizard.com/ROOTAPP/servlet/tenderindex

Facility to

New Unapproved Approved Closed 12-10-2016 12:14:43 PM

Welcome : GUESTPO

Indent Reference > Approved

Indent Reference # : p10/22315/16 Indent Reference Date : 30-09-2016

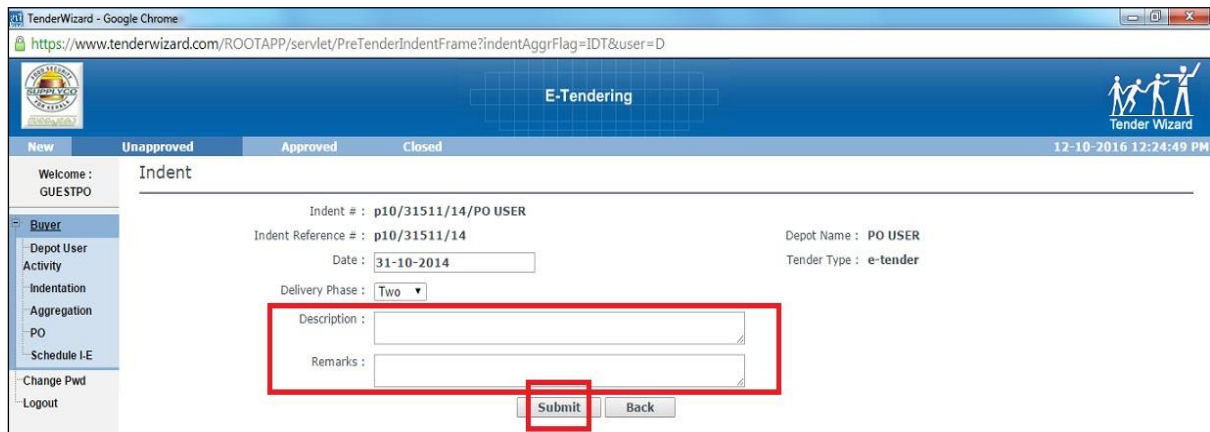
Period of Indent Reference From : 30-09-2016 12:00 To : 04-10-2016 11:45

Tender Closing Date : 04-10-2016 12:00

Create Indent Email Audit Back

Fig:8

Fill the Description and Remarks & Click on “Submit”



TenderWizard - Google Chrome

https://www.tenderwizard.com/ROOTAPP/servlet/PreTenderIndentFrame?indentAggrFlag=IDT&user=D

E-Tendering

New Unapproved Approved Closed 12-10-2016 12:24:49 PM

Welcome : GUESTPO

Indent

Indent # : p10/31511/14/PO USER

Indent Reference # : p10/31511/14

Date : 31-10-2014

Depot Name : PO USER

Tender Type : e-tender

Delivery Phase : Two

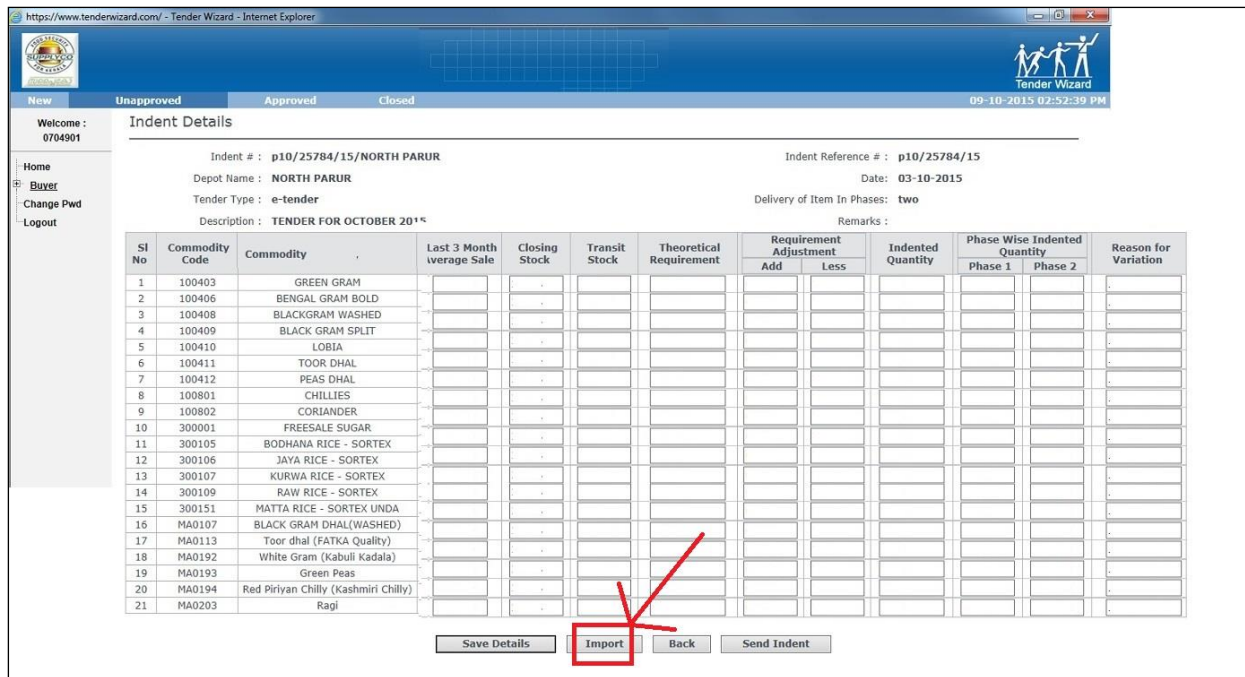
Description :

Remarks :

Submit Back

Fig:9

Once user submitted, the below mentioned screen will appear & Click on “Import”



Welcome : 0704901

Indent Details

Indent # : p10/25784/15/NORTH PARUR  
Depot Name : NORTH PARUR  
Tender Type : e-tender  
Description : TENDER FOR OCTOBER 2015

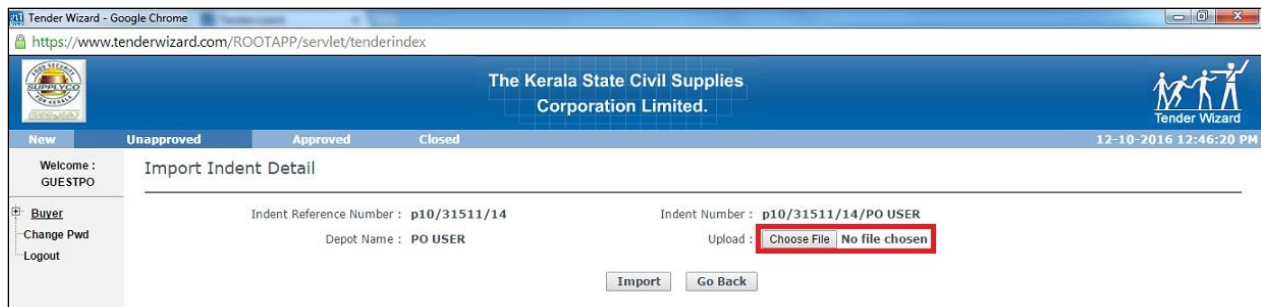
Indent Reference # : p10/25784/15  
Date : 03-10-2015  
Delivery of Item In Phases : two  
Remarks :

SI No	Commodity Code	Commodity	Last 3 Month Average Sale	Closing Stock	Transit Stock	Theoretical Requirement	Requirement Adjustment Add Less	Indented Quantity	Phase Wise Indented Quantity Phase 1 Phase 2	Reason for Variation
1	100403	GREEN GRAM								
2	100406	BENGAL GRAM BOLD								
3	100408	BLACKGRAM WASHED								
4	100409	BLACK GRAM SPLIT								
5	100410	LOBIA								
6	100411	TOOR DHAL								
7	100412	PEAS DHAL								
8	100801	CHILLIES								
9	100802	CORIANDER								
10	300001	FREESALE SUGAR								
11	300105	BODHANA RICE - SORTEX								
12	300106	JAYA RICE - SORTEX								
13	300107	KURWA RICE - SORTEX								
14	300109	RAW RICE - SORTEX								
15	300151	MATTA RICE - SORTEX UNDA								
16	MA0107	BLACK GRAM DHAL(WASHED)								
17	MA0113	Toor dhal (FATKA Quality)								
18	MA0192	White Gram (Kabuli Kadala)								
19	MA0193	Green Peas								
20	MA0194	Red Piriyan Chilly (Kashmiri Chilly)								
21	MA0203	Ragi								

Save Details Import Back Send Indent

Fig:10

Once user clicks the import button, the below mentioned screen will appear.



Welcome : GUESTPO

Import Indent Detail

Indent Reference Number : p10/31511/14  
Depot Name : PO USER

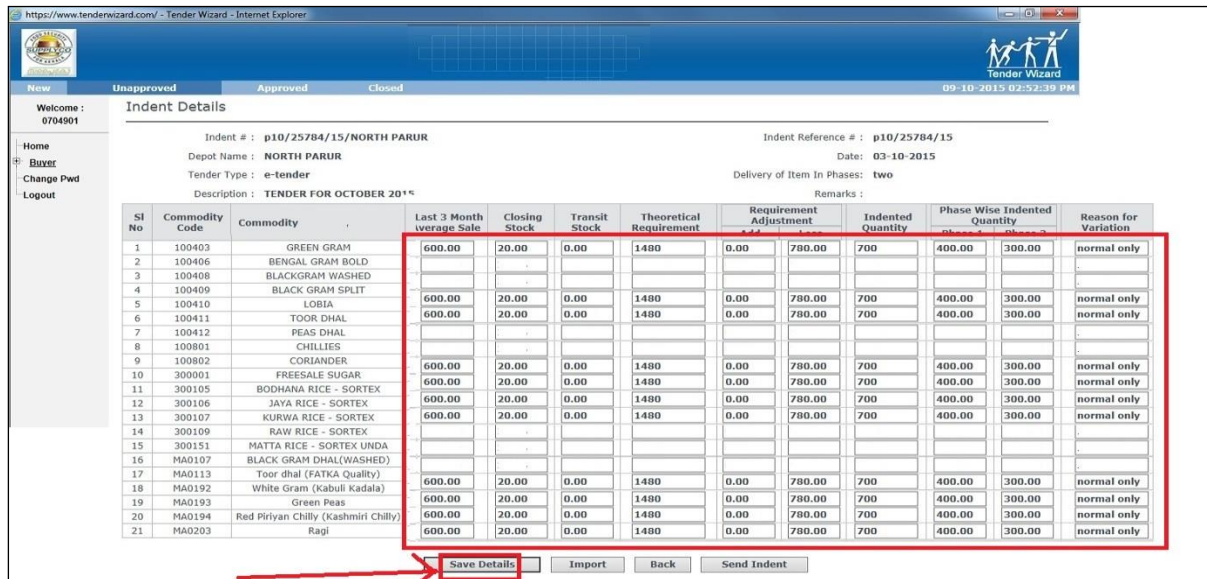
Indent Number : p10/31511/14/PO USER  
Upload : Choose File No file chosen

Import Go Back

Fig:11



Once user imports the indent text file successfully, user can see the filled indent details.



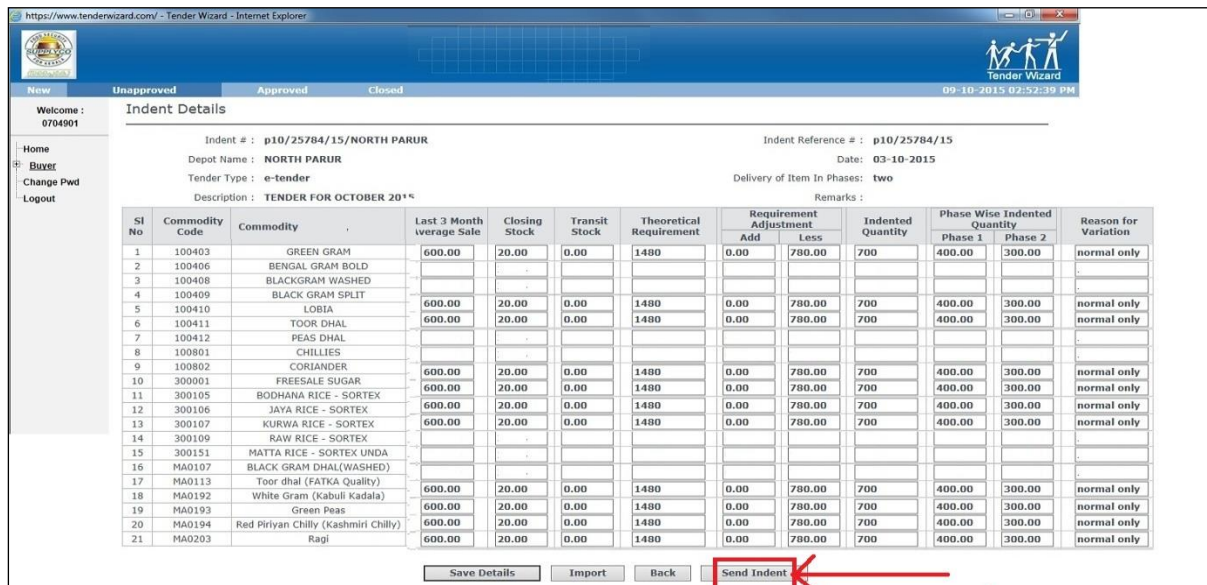
Indent # : p10/25784/15/NORTH PARUR  
Depot Name : NORTH PARUR  
Tender Type : e-tender  
Description : TENDER FOR OCTOBER 2015

Indent Reference # : p10/25784/15  
Date: 03-10-2015  
Delivery of Item In Phases: two

SI No	Commodity Code	Commodity	Last 3 Month Average Sale	Closing Stock	Transit Stock	Theoretical Requirement	Requirement Adjustment	Indented Quantity	Phase Wise Indented Quantity	Reason for Variation	
1	100403	GREEN GRAM	600.00	20.00	0.00	1480	0.00	700	400.00	300.00	normal only
2	100406	BENGAL GRAM BOLD									
3	100408	BLACKGRAM WASHED									
4	100409	BLACKGRAM SPLIT									
5	100410	LOBIA	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
6	100411	TOOR DHAL	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
7	100412	PEAS DHAL									
8	100801	CHILLIES									
9	100802	CORIANDER	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
10	300001	FREESALE SUGAR	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
11	300105	BODHANA RICE - SORTEX	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
12	300106	JAYA RICE - SORTEX	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
13	300107	KURWA RICE - SORTEX	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
14	300109	RAW RICE - SORTEX									
15	300151	MATTA RICE - SORTEX UNDA									
16	MA0107	BLACK GRAM DHAL(WASHED)									
17	MA0113	Toor dhal (FATKA Quality)	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
18	MA0192	White Gram (Kabuli Kadala)	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
19	MA0193	Green Peas	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
20	MA0194	Red Piriyani Chilly (Kashmiri Chilly)	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
21	MA0203	Ragi	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only

Buttons: Save Details, Import, Back, Send Indent

Fig:12



Indent # : p10/25784/15/NORTH PARUR  
Depot Name : NORTH PARUR  
Tender Type : e-tender  
Description : TENDER FOR OCTOBER 2015

Indent Reference # : p10/25784/15  
Date: 03-10-2015  
Delivery of Item In Phases: two

SI No	Commodity Code	Commodity	Last 3 Month Average Sale	Closing Stock	Transit Stock	Theoretical Requirement	Requirement Adjustment	Indented Quantity	Phase Wise Indented Quantity	Reason for Variation	
1	100403	GREEN GRAM	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
2	100406	BENGAL GRAM BOLD									
3	100408	BLACKGRAM WASHED									
4	100409	BLACKGRAM SPLIT									
5	100410	LOBIA	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
6	100411	TOOR DHAL	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
7	100412	PEAS DHAL									
8	100801	CHILLIES									
9	100802	CORIANDER	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
10	300001	FREESALE SUGAR	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
11	300105	BODHANA RICE - SORTEX	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
12	300106	JAYA RICE - SORTEX	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
13	300107	KURWA RICE - SORTEX	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
14	300109	RAW RICE - SORTEX									
15	300151	MATTA RICE - SORTEX UNDA									
16	MA0107	BLACK GRAM DHAL(WASHED)									
17	MA0113	Toor dhal (FATKA Quality)	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
18	MA0192	White Gram (Kabuli Kadala)	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
19	MA0193	Green Peas	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
20	MA0194	Red Piriyani Chilly (Kashmiri Chilly)	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only
21	MA0203	Ragi	600.00	20.00	0.00	1480	0.00	780.00	400.00	300.00	normal only

Buttons: Save Details, Import, Back, Send Indent

Fig:13

Once user clicks the **Send Indent (Approved)**, user can find the indent details in approved stage **Click on "Approved"**

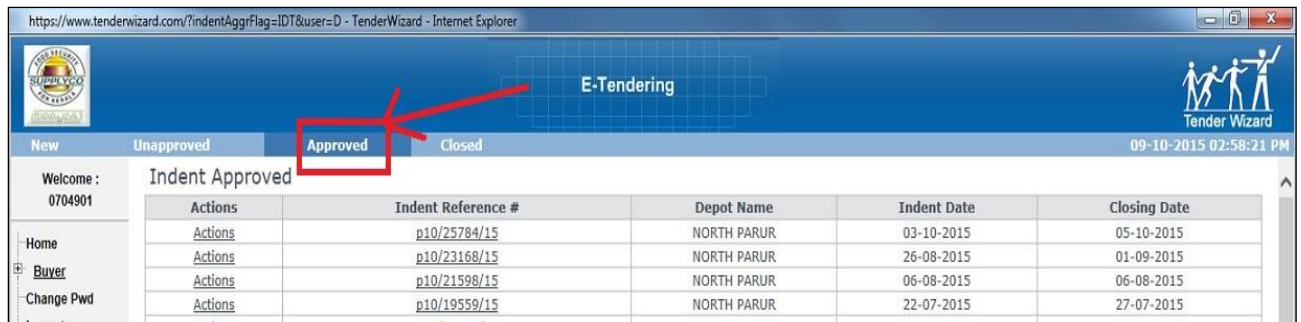


Fig:14

Click on "Indent Reference Number"

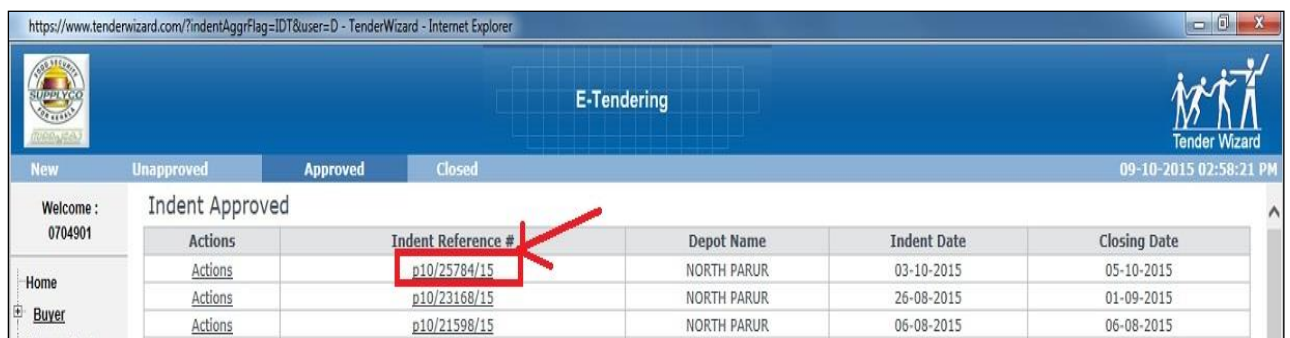


Fig:15

### Approved indent details:

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED

09-10-2015 02:55:57 PM

Tender Wizard

Home

Buyer

Change Pwd

Logout

Indent Details

Indent # : p10/25784/15/NORTH PARUR

Depot Name : NORTH PARUR

Tender Type : e-tender

Description : TENDER FOR OCTOBER 2015

Indent Reference # : p10/25784/15

Date: 03-10-2015

Delivery of Item In Phases: two

Remarks : null

Sl No	Commodity Code	Commodity	Last 3 Month Average Sale	Closing Stock	Transit Stock	Theoretical Requirement	Requirement Adjustment		Indented Quantity	Phase Wise Indented Quantity		Reason for Variation
							Add	Less		Phase 1	Phase 2	
1	100403	GREEN GRAM	157.0	96.0	0.0	296.5	0.0	46.5	250.0	150.0	100.0	0
2	100406	BENGAL GRAM BOLD	160.0	103.0	0.0	297.0	0.0	47.0	250.0	150.0	100.0	0
3	100408	BLACKGRAM WASHED	140.0	52.0	0.0	298.0	0.0	48.0	250.0	150.0	100.0	0
4	100409	BLACK GRAM SPLIT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
5	100410	LOBIA	130.0	95.0	0.0	230.0	0.0	30.0	200.0	100.0	100.0	0
6	100411	TOOR DHAL	36.0	30.0	0.0	60.0	0.0	10.0	50.0	50.0	0.0	0
7	100412	PEAS DHAL	180.0	190.0	0.0	260.0	0.0	60.0	200.0	100.0	100.0	0
8	100801	CHILLIES	56.0	0.0	0.0	140.0	0.0	50.0	90.0	50.0	40.0	0
9	100802	CORIANDER	26.0	14.0	0.0	51.0	0.0	21.0	30.0	30.0	0.0	0
10	300001	FREESALE SUGAR	1500.0	900.0	0.0	2850.0	0.0	1150.0	1700.0	1000.0	700.0	0
11	300105	BODHANA RICE - SORTEX	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
12	300106	JAYA RICE - SORTEX	1500.0	900.0	0.0	2850.0	0.0	1050.0	1800.0	1000.0	800.0	0
13	300107	KURWA RICE - SORTEX	50.0	57.0	0.0	68.0	0.0	68.0	0.0	0.0	0.0	0
14	300109	RAW RICE - SORTEX	200.0	145.0	0.0	355.0	30.0	85.0	300.0	200.0	100.0	0
15	300151	MATTA RICE - SORTEX UNDA	200.0	447.0	0.0	53.0	0.0	53.0	0.0	0.0	0.0	0
16	MA0107	BLACK GRAM DHAL(WASHED)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
17	MA0113	Toor dhal (FATKA Quality)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	00
18	MA0192	White Gram (Kabuli Kadala)	47.0	33.0	29.0	55.5	0.0	5.5	50.0	30.0	20.0	00
19	MA0193	Green Peas	70.0	22.0	0.0	153.0	0.0	23.0	130.0	80.0	50.0	0
20	MA0194	Red Piriyan Chilly (Kashmiri Chilly)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
21	MA0203	Ragi	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0


Done

100%

Fig:16



### Tender Opening and PO generation

- Supplyco dept will create tender and technical opening will be done by department .
- After the Technical Opening & Technical evaluation, the Cost open icon  as shown in Fig: 17 will appear. Once the user clicks the open icon, the details of tender to be opened are shown on the screen (see figure No.2). Click “OK” to continue

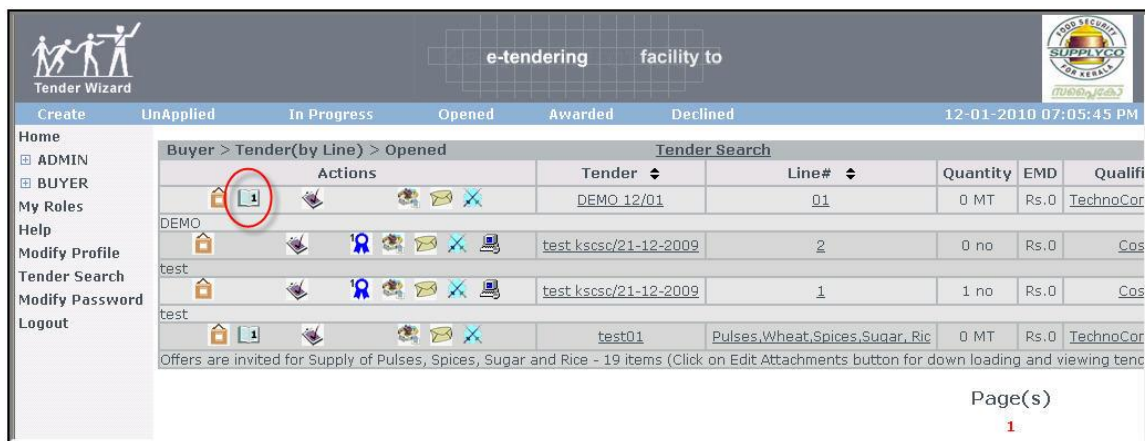


Fig:17

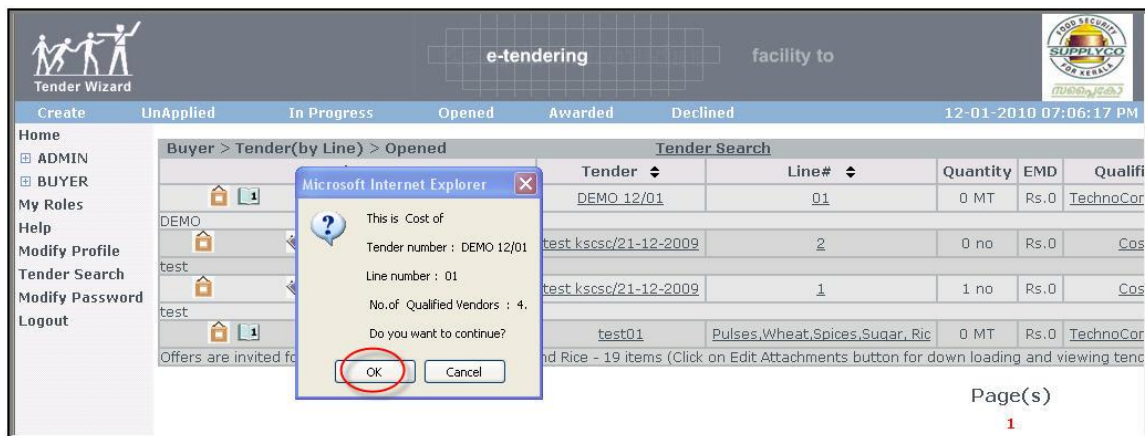


Fig:18

- Once the Cost Bid is opened buyer has to generate the Cost & Award Evaluation by clicking Evaluation icon, once the evaluation process completes buyer can view both the Cost & Award eval sheets in Edit Attachment link as shown in Fig 19.

Tender Cover: Twostage		Region: HOMC1	
Description: Supply of Rice			
Tender Documents	Bid Documents	Log Details	
Document Name	File ID	Actions	Zip Download Log
<b>Bid Sheets :-</b>			
<input type="checkbox"/> Offer Sheet	t2806175b.xls	Download [SHA2] View	-
<input type="checkbox"/> Declaration	t2806176.xls	Download [SHA2] View	-
<b>Evaluation Template:-</b>			
<input type="checkbox"/> Cost Template	KSCSC_402877_CostTemplate280617.xls	Download [SHA2] Detach View	-
<input type="checkbox"/> TechnicalTemplate	KSCSC_402877_TechTemplate280617...	Download [SHA2] Detach View	-
<b>Evaluation Sheet:-</b>			
<input type="checkbox"/> EVAL-TEMPLATE-2-Cost	evalKSCSC_402877_CostTemplate280...	Download [SHA2]	-
<input type="checkbox"/> PDF-EVAL-TEMPLATE-2-TechCom	EVALKSCSC_402877_TE...0617RICESI...	Download [SHA2]	-
<input type="checkbox"/> PDF-EVAL-TEMPLATE-2-Cost	EVALKSCSC_402877_CO...TE280617S...	Download [SHA2]	-
<input type="checkbox"/> EVAL-TEMPLATE-2-TechCom	evalKSCSC_402877_Te...late280617RI...	Download [SHA2]	-
<b>Award Sheet:-</b>			

Fig. 19

- Department will award the tender by clicking award icon ,while awarding department will upload award sheet which was generated from their local software.








supply/installation of Generators		P10 1980/2018nego.	Toordhal	Rs.0	Opened(9)	03-02-2018
supply of Toordhal		P10 1980/2018nego.	Blackgram washed whole	Rs.0	Opened(4)	03-02-2018
supply of Blackgram Washed Whole		P10/38525/2017renego	Toordhal Fatka	Rs.0	Opened(8)	05-01-2018
supply of Toordhal Fatka		P10/38525/2017	White Cane Sugar	Rs.0	Cost Open(5)	27-12-2017
supply of White Cane Sugar		P10/38525/2017nego	Toordhal Fatka	Rs.0	Opened(5)	04-01-2018
supply of Toordhal Fatka		P10/38525/2017nego	Green Peas	Rs.0	Opened(8)	04-01-2018

Fig .20



Create
UnApplied
In Progress
Opened
Awarded
Declined

10-06-2011 10:05:31 A

Home
ADMIN
BUYER
My Roles
Help
Modify Profile
Tender Search
Modify Password
Logout

### The Kerala State Civil Supplies Corporation Limited

#### Upload

Step 1: Click Browse and select a file.  
(If you do not see a "Browse" button, your browser does not support attachments.)  
C:\Users\ghjgg\Desktop Browse...

Description : Purchase Order Name : Purchase Order

Step 2: Click Upload File. Upload File

Upload the Modified Award Sheet & Click on Upload File

Fig . 21



Fig . 22

- Once the above updations have been done the tender will be move on to Awarded stage & Status of the PO will be approved.
- **To View the Approved or Unapproved PO:**  
Click on **PO** link to view the Approved PO with respective PO nos., PO reports & the details of the PO awarded to the Vendors.

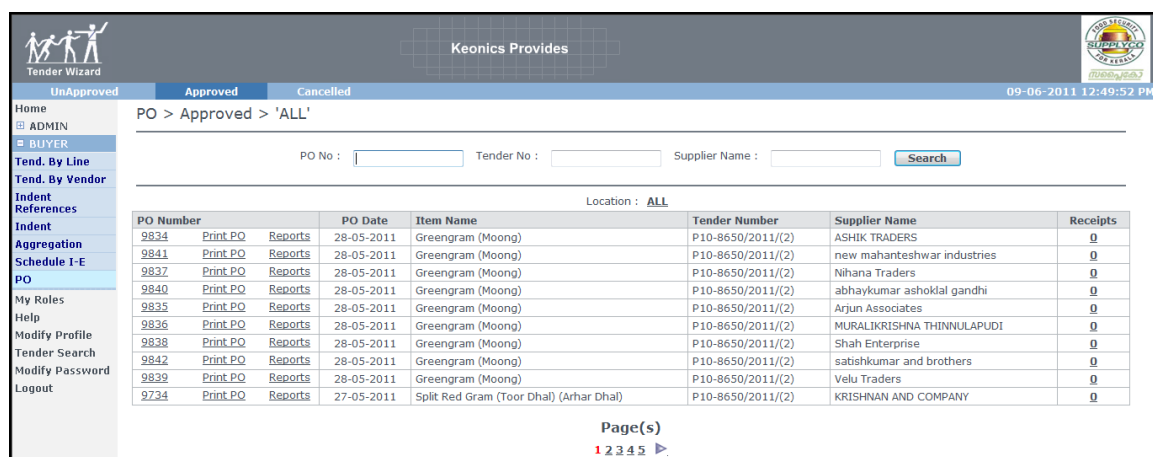


Fig . 23

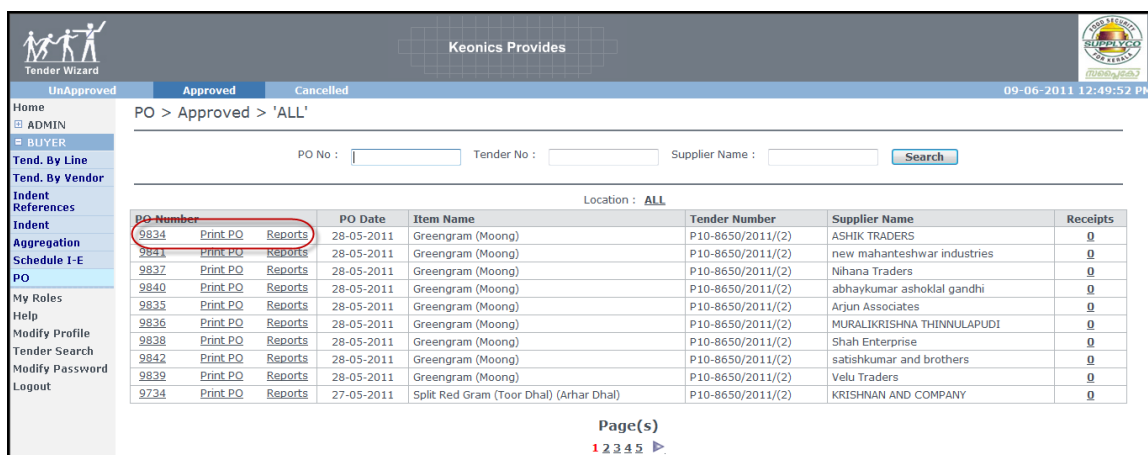


Fig. 24

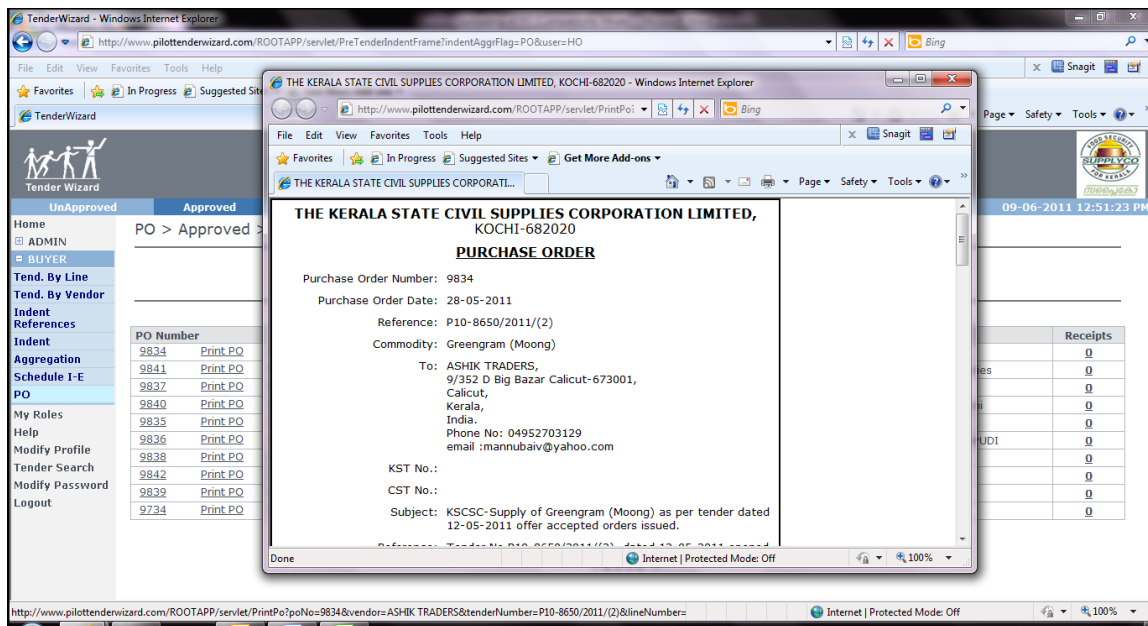


Fig. 25

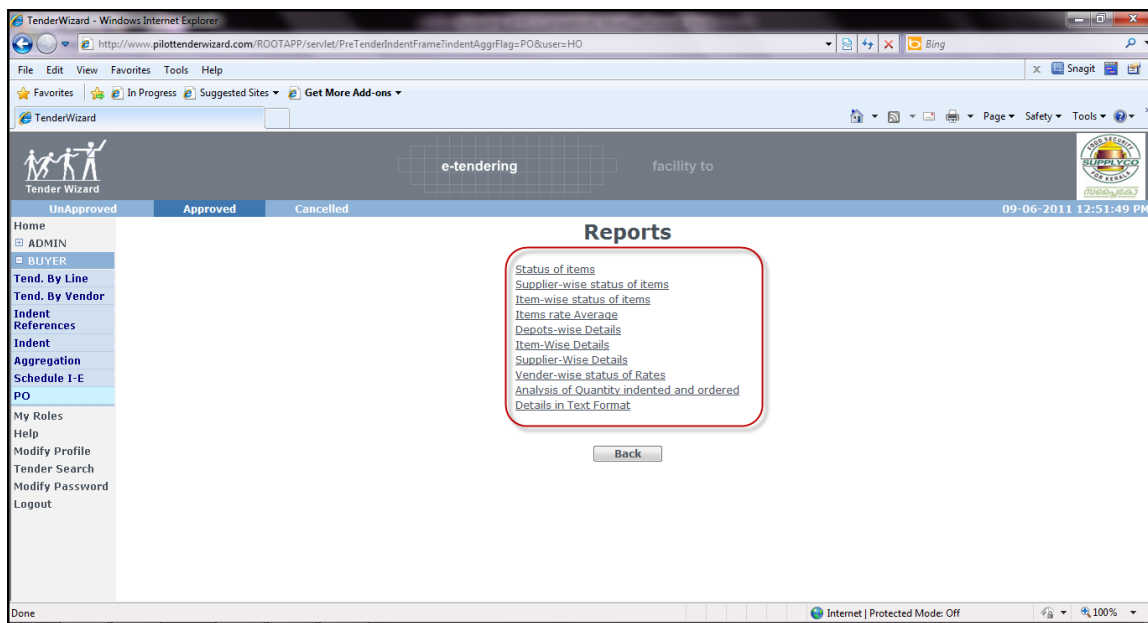


Fig. 26

- Awarded supplier also can get the PO report as Fig 25 in their login credentials.