

Government of Madhya Pradesh



e-Procurement Help Manual for Department Officials

Solution Powered By



Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

Overview

Tender Wizard is an exclusive, most vibrant end to end solution for buying / selling of products and services through tendering process. It supports A - Z activities of tendering based on proactive work flow concept. Fine details of tendering like vendor registration, tender announcement and corrigendum, tender form processing, opening, negotiation and tender awarding are supported in a real time interactive environment. Tender Wizard creates a true dynamic market place for both buyers and vendors to interact with each other and transact business.

Purpose

The objective of developing the TENDERWIZARD is to automate the tendering process across the state of Madhya Pradesh. The key objectives of this exchange are reduced inventory, consistency in costs across all departments, consistent and sustainable Vendor Development, transactional effectiveness, procurement lead time reduction, transparency etc.,

Audience

This product is extensively used by the Government officials and contractors to enhance the transparency in the day to day tendering activities of the Government offices as well as in contractor community.

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Prerequisites at User Side

Note: For uploading vendor update files, it should be in excel .xls format ie., in Excel 97 to 2003 for security purposes.

Excel sheet with .xlsx, ie., Excel 2007 and above versions should not be uploaded in site.

A. System configuration (minimum):

Minimum P-III/P-IV Processor System, 40 GB HDD or above recommended, 512MB RAM and above.
Internet Connection – Minimum of 128 Kbps Broadband connection

B. System Software's:


OS: Windows 2000/ XP and above.

Browser: Microsoft Internet Explorer 6 and above.

Microsoft Office 2000 and above with MS Word and MS Excel

Utilities: Win-zip, Adobe Acrobat Reader, PKI Installation Driver for Digital Signature

1. Introduction to the browser

Click / Double Click  to open the Microsoft Internet Explorer.

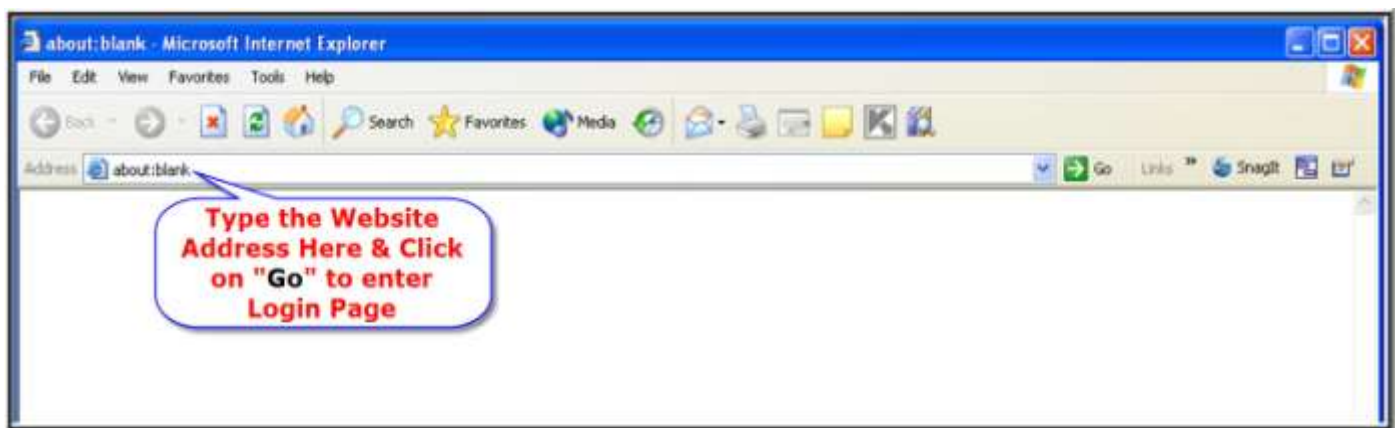


Figure No.1

1.1. Login screen

Type the website address <http://www.mpeproc.gov.in> in the address bar and click "Go" to access the Login Screen.

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Figure No.1

1.2 PKI BASED LOGIN PROCEDURE:

In the home page, enter “User Id” and “Password” provided by the service provider and select the Activity as “Tender”. Click “Login” to login to the website (as in figure no. 1).

After clicking on “**Login**” → Click on “**SELECT THE CERTIFICATE**” (As shown in Figure No. 2) → Select the certificate and click on “**Sign**” (As shown in Figure No. 2A) → Type the password of PKI-key (hardware key) (As shown in Figure No. 2B) → then click on “**LOGIN**” (As shown in Figure No. 2C) → then again reenter the website Login password (As shown in Figure No. 2D) → and enter into the site.

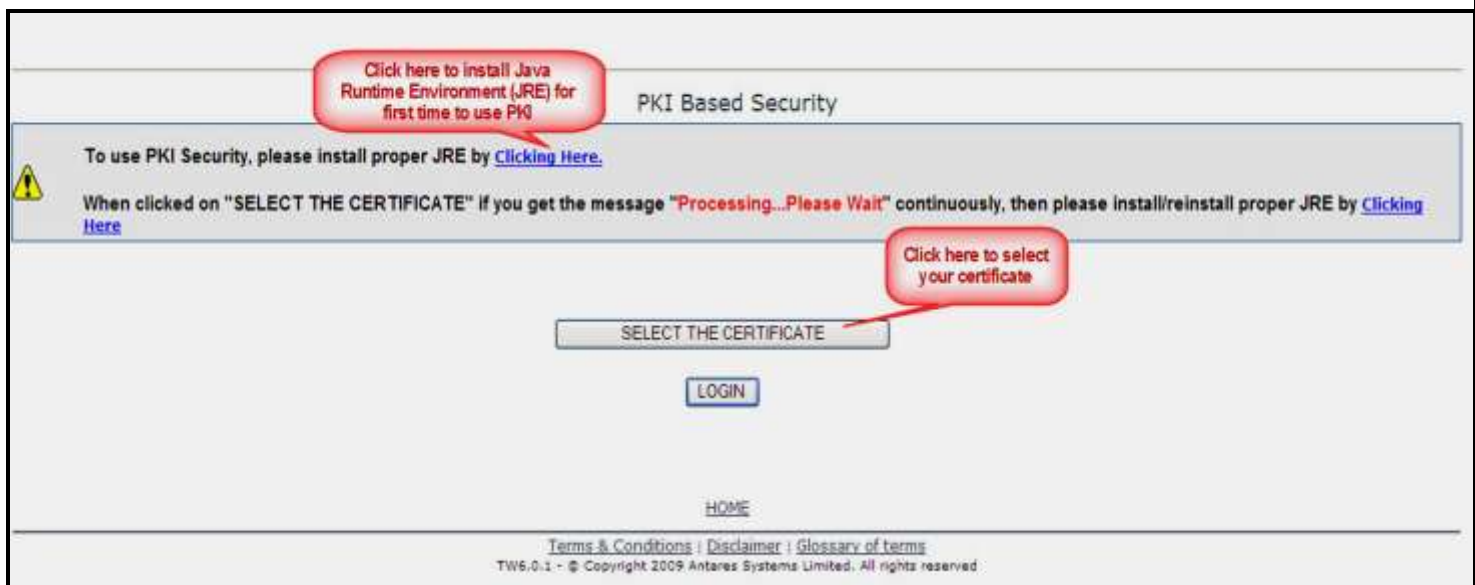


Figure No.2

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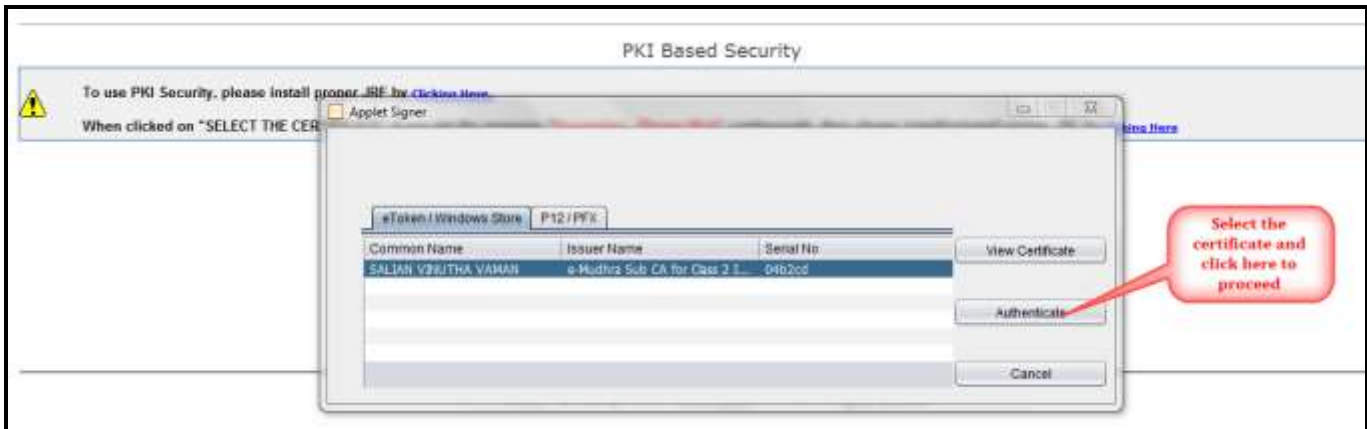


Figure No.2A

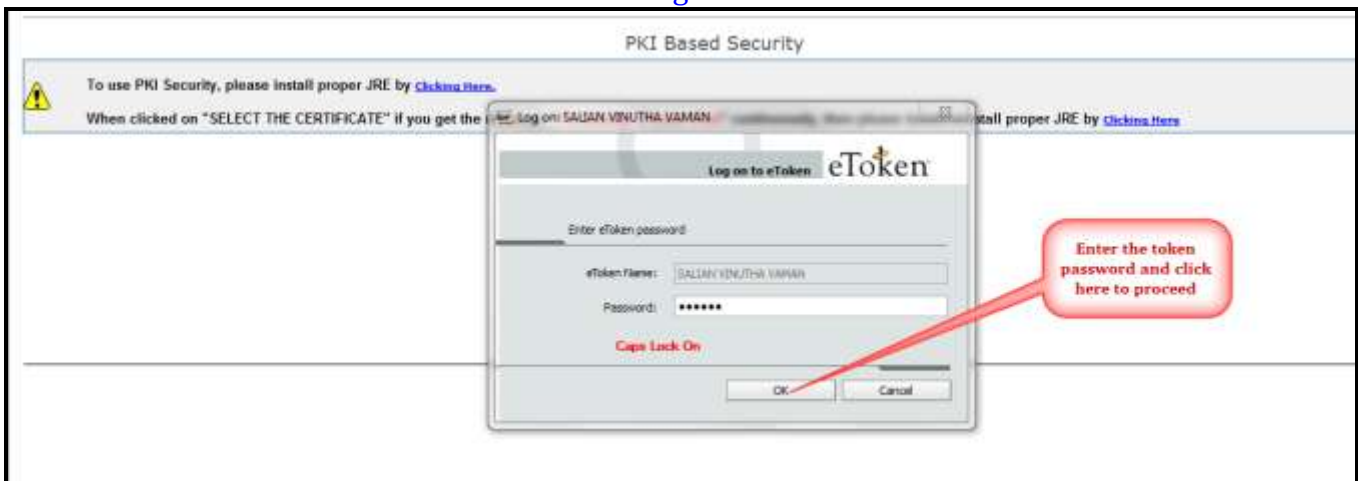


Figure No.2B



Figure No.2C

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Figure No.2D

As a security reason, first time the system automatically invites user to change the password (as shown in Figure No.2, This procedure will be only at the time of User First Login), while the user can follow the steps below:

1. Enter the password provided by the service provider in the box provided
2. Enter new password in the box provided
3. Select hint question
4. Enter hint answer
5. Click "Submit" to update the new password.

The user needs to re-login with the new password which gives the user, the authentication for the change of password. Note that User Id remains same all over. In case, user needs to change the password again, on the left side menu, click "Modify password" and repeat the steps above.

2. Modify Profile and Password

2.1 Modify Password:

Click "MODIFY PASSWORD", and repeat the steps above. See figure below:

Password Strength Should be a greater than 60% .

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Modify Password

User Id : **DEMODEPT**

Enter Your Current Password :

Enter Your New Password :

Confirm Your New Password :

Password Strength

0%

Submit

Minimum Requirements For The Password

- Minimum 8 characters in length
- Contains the following items:
 - Uppercase Letters (A-Z)
 - Lowercase Letters (a-z)
 - Numbers (0-9)

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Figure No 3

2.2 Modify Profile

Click “Modify Profile” to change the existing profile (See figure No.4) – Only “Profile Information”. But the fields like Limit, Location, Document Category, Role and Enable/Disable cannot be changed as these are assigned by the administrator. Click “Submit” to save the changes.

Create UnApplied In Progress Deamed Awarded Declined 13-06-2012 10:05:00 A

Home ADMIN BUYER My Roles Help Modify Profile Tender Number Search Click here to modify the profile Modify Password Logout Logout

User SignUp

Account Information - Can't be modified

Account Information

User ID : DDPDEPT User Name : DDPDEPT

PKI Based Login ? : Yes PKI Based Tender Open ? : Yes

Dig. Cert. S.No : 02ba6d View Details

Encryption Cert. S.No : Encryption Certificate Update Is this a Super User? : No

Profile Information

Division/Zone : TEST Designation : TEST

Phone Number : 1234567890 Fax Number :

E-Mail : test@gmail.com Cell/Pager No. :

View Control : Yes Bid Display : Yes Centralised User : No

Profile Information - Can be modified

Activity Information

Limit Location Document Category Role Enabled

ALL TEST ALL MD Yes

Note: * Indicates Mandatory Fields.

Submit

Activity Information - Can't be modified

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Figure No.4

3. VARIOUS MODULES - TOP MENU

No	Modules	Description
1	Create	Click here to create Tender .
2	Un	Click here to view tenders which are not applied by the

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	Applied	vendor.
3	In Progress	Click here to view tenders applied by vendor .
4	Opened	Click here to view the opened tenders.
5	Awarded	Click here to view the awarded tenders.
6	Declined	Click here to view the cancelled tenders.

3.1 Create:



Figure No.5

Click "Create" to float / create a tender. The criteria and two options to create / float a tender are:

3.1.1) Criteria to create new tender:

6. The tender number should be unique
7. It may contain numeric and alphabets (A-Z, a-z, 0-9) and symbols like / and -.
8. Tender number should be provided along with the date of publication.

3.1.3. Create New Tender:

Click "Create New Tender" to float a new tender.

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Figure No.5A

Creation of tender: User has to click on “Create New Tender” and as to select the tender template, ie., is it “ONE Stage/TWO Stage....” as shown in below figure and click on “Go”.

Three tender stages can be defined in TENDERWIZARD. They are:

- **Single Bid Tender** – This stage consists of only opening – Cost opening.
- **Two Bid Tender** – This stage consists of two openings – Techno-Commercial and Cost.

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Figure No.5B

3.1.4. Tender Header:

The header part consists of most important details of tenders like tender number, tender title, information about tender stage/cover, contact name etc., as shown in the following *Figure No.6* which can be extracted from detailed tender notification.

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The screenshot displays the 'Tender Detail - Creation' page on the Government of Madhya Pradesh e-Procurement Portal. The page is accessed via a web browser with the URL <https://www.mpeproc.gov.in>. The portal header includes the state emblem and the text 'Government of Madhya Pradesh e-Procurement Portal'. A navigation bar at the top shows tabs for 'Create New', 'Unreleased', 'Live Tenders', 'Opened Tenders', 'Awarded', and 'Cancelled', with the current date and time '21-10-2013 04:17:09 PM'.

On the left, a sidebar menu lists options: 'Home', 'Buyer' (selected), 'Report', 'Tender', 'My Roles', 'Tender Search', 'Doc. Library', 'Help/Downloads', 'Modify Profile', 'Change Pwd', and 'Logout'. The user is logged in as 'HELPEDESKUSER07'.

The main form area is titled 'Tender Detail - Creation' and shows the following details:

- Template Name: Two Bid Tender
- Department: DEMO DEPARTMENT MP
- Tender Status: Initialized

The form is divided into three main sections:

- Tender level Details:**
 - Tender No: DEMOMP/2012-13
 - NIT No: 1
 - Tender Creation Date and Time: 21-10-2013 16:17
 - Title: Notice Inviting Tender
 - Tender Called For: Tender
 - Stage: Three Stages
 - Document Category: DOCUPLOAD
 - Currency: Indian Rupee
 - Email: email@domain.com
 - Division/Basin:
 - Tender Category:
 - Tender Sub category:
 - Vendor Class:
 - Period of Completion (In months): 0
 - Tender Type: Item rate
 - Form Of Contract: turn key
 - SOR:
 - Description of Work:
- Tender Line level Details:**
 - Probable Amount of Contract (PAC) in ₹: 1
 - EMD in ₹: 0
 - Cost of Document in ₹: 0
 - Processing Fee in ₹: 0
- Tender Dates:**
 - Purchase of Tender Start Date:
 - Purchase of Tender End Date:
 - Mandatory Submissions Open Date and Time:
 - Prebid meeting Date and Time:
 - Bid Submission End Date:
 - Technical Proposal Open Date and Time:

Figure No.6

TENDER DETAIL:

Class of Trade: Select the Class of Trade so that this tender line will be notified for those who are registered under this C.O.T only.

The format of the Date and Time should be DD-MM-YYYY HH:MM i.e., 16-05-2012 15:15.

All other details like estimated cost, EMD, tender description and COT (class of trade) can be obtained from Tender Notification.

After entering all the fields, user has to click on "Create" as shown in Figure No. 6. Then we get the below screen,

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Welcome : DEMOMP

Tender Detail - Modification

Template Name: Envelope-2 Buyer: DEMO DEPARTMENT MP Tender Status: Defined

Tender level Details

- NIT No: tendertender
- Tender Creation Date and Time: 12-04-2013 19:19
- Tender Called For: Tender
- Email: tendert@gmail.com
- Currency: Indian Rupee
- Tender Sequence No: DEMOMP/2012-13/
- Title: Notice Inviting Tender
- Stages: Two Stages
- Document Category: DCCUPLOAD

Tender Line level Details

- Line: 1
- Form Fee: 0
- Tender Processing Fee: 15
- Estimated Cost: 0
- EMD: 0
- Region: TEST
- Deposition of Work: tendertender

Tender Dates

- Purchase of Tender start: 12-04-2013 19:33
- Purchase of Tender End Date: 13-04-2013 19:33
- Technical Open Date and Time: 16-04-2013 19:33
- Clarification: 13-04-2013 19:33
- Bid Submission start: 13-04-2013 19:33
- Cost Open Date and Time: 17-04-2013 19:34


Buttons: Update & Refresh, Add Opening Authority, Update & Show New Line, Finish With Tender, Delete, Goto Line, Upload Documents, Go Back

Figure No. 7

In the above figure, to create new line or work, click on “Update & show New Line” and enter required fields.

After updating the fields, finally user has to click on “Finish with Tender” to get Authorize icon.

3.1.7. Document Attachment:

Click “Upload Documents” (or “Edit attachment” , if document to be later) to upload the tender documents.

Welcome : DEMOMP

Tender Detail - Modification

Template Name: Envelope-2 Buyer: DEMO DEPARTMENT MP Tender Status: Defined

Tender level Details

- NIT No: tendertender
- Tender Creation Date and Time: 12-04-2013 19:19
- Tender Called For: Tender
- Email: tendert@gmail.com
- Currency: Indian Rupee
- Tender Sequence No: DEMOMP/2012-13/
- Title: Notice Inviting Tender
- Stages: Two Stages
- Document Category: DCCUPLOAD

Tender Line level Details

- Line: 1
- Form Fee: 0
- Tender Processing Fee: 15
- Estimated Cost: 0
- EMD: 0
- Region: TEST
- Deposition of Work: tendertender

Tender Dates

- Purchase of Tender start: 12-04-2013 19:33
- Purchase of Tender End Date: 13-04-2013 19:33
- Technical Open Date and Time: 16-04-2013 19:33
- Clarification: 13-04-2013 19:33
- Bid Submission start: 13-04-2013 19:33
- Cost Open Date and Time: 17-04-2013 19:34

Buttons: Update & Refresh, Add Opening Authority, Update & Show New Line, Finish With Tender, Delete, Goto Line, Upload Documents, Go Back

Figure No.8

After updating the “Tender Detail”, we have to click on “Upload Documents”. Once clicked, the Edit Attachment will be opened as shown in Figure No.9.

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UnApplied In Progress Opened Awarded Declined 19-11-2012 05:03:18 PM

Tender Documents [Print](#)

Buyer: DEMO Tender/Line: KDK/19112012/01/01
Tender Cover: Threestage Region: test
Description: Testing for 64 bit database

Log Details

Document Name	File ID	Actions	Cover
Log Details	-	View	-

Click here to upload Documents

[Upload Documents](#) [Refresh](#) [Go Back](#)

Note:
• To view more information, move the mouse over the document name

Figure No.9

In the above figure, we can see the Edit Attachment, where there is only one tab “Log Details”. Then to upload tender related files, click on “Upload Documents”.

Once clicked below screen will be displayed, in which, there is options to select Attachment Category, option to enter Sequence No., Attach Name and Description and then click on “Sign & Upload” to upload the required file.

Tender No Upload

Buyer : ASL BANGALORE Tender No/Line : KDK/30112012/01/01 Tender Stage : Threestage

* Attachment Category :

* Sequence No :

* Attach Name :

* Description :

[Sign & Upload](#) [Back](#)

Note: Maximum allowed file size is 5MB.

Figure No.10

The “Attachment Category” is as shown in below figure (Figure No. 11)

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Tender No Upload

Buyer : ASL BANGALORE Tender No/Line : KDK/30112012/01/01 Tender Stage : Threestage

Annotations:

- Select this to upload Post Fee view Tender Documents. (points to Attachment Category)
- Select this while uploading "Notification" - Which will be public.. (points to Tender Notification)
- Select this to upload documents, which will be viewed only in Department end (points to Tender Documents)
- Select this to upload "Vendor to Upload" Excel Files - General Bid, Technical Bid and Cost Bid (points to Private Tender Documents)
- Select this to upload common document for multiple Lines/Works (points to Common for Tender)
- Select this to upload or generate Mandatory file/link (points to Mandatory Documents)
- Select this to upload Templates for Bids (points to Bids)

Attachment Category: Tender Notification
Sequence No: Tender Notification
Attach Name: Private Tender Documents
Description: Bids

Sign & Upload Back

Note: Maximum allowed file size is 5MB.

Figure No.11

Tender Notification: To upload the Notification/NIT, select the "Attachment Category" as "Tender Notification", then provide the sequence number, Attach Name and Description and click on "Sign & Upload", PKI screen will be displayed as shown in below figure, there first select the required file by clicking on "Browse", then select the required certificate and finally click on "Sign" to upload the file..

Web Signer

UnApplied In Progress Opened Awarded Declined

Tender Upload

Buyer : DEMO Tender/Line : KDK/19112012/01/01 Tender Stage : Threestage

Attachment Category : Tender Documents

File : Browse...

File to Sign: [Text Box] Browse...

Windows Store P12/PFX

Common Name	Issuer Name	Serial No
DHEEMANTH KUMAR K	e-Mudhra Sub CA for Class 2 Individ...	02ba6d

View Certificate Sign Cancel

Annotations:

- Click here to browse the required document (points to Browse...)
- After selecting the file, select the certificate here (points to the table)
- Finally click on Sign to upload the document (points to Sign)

Figure No.12

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Once uploaded below screen will be displayed.

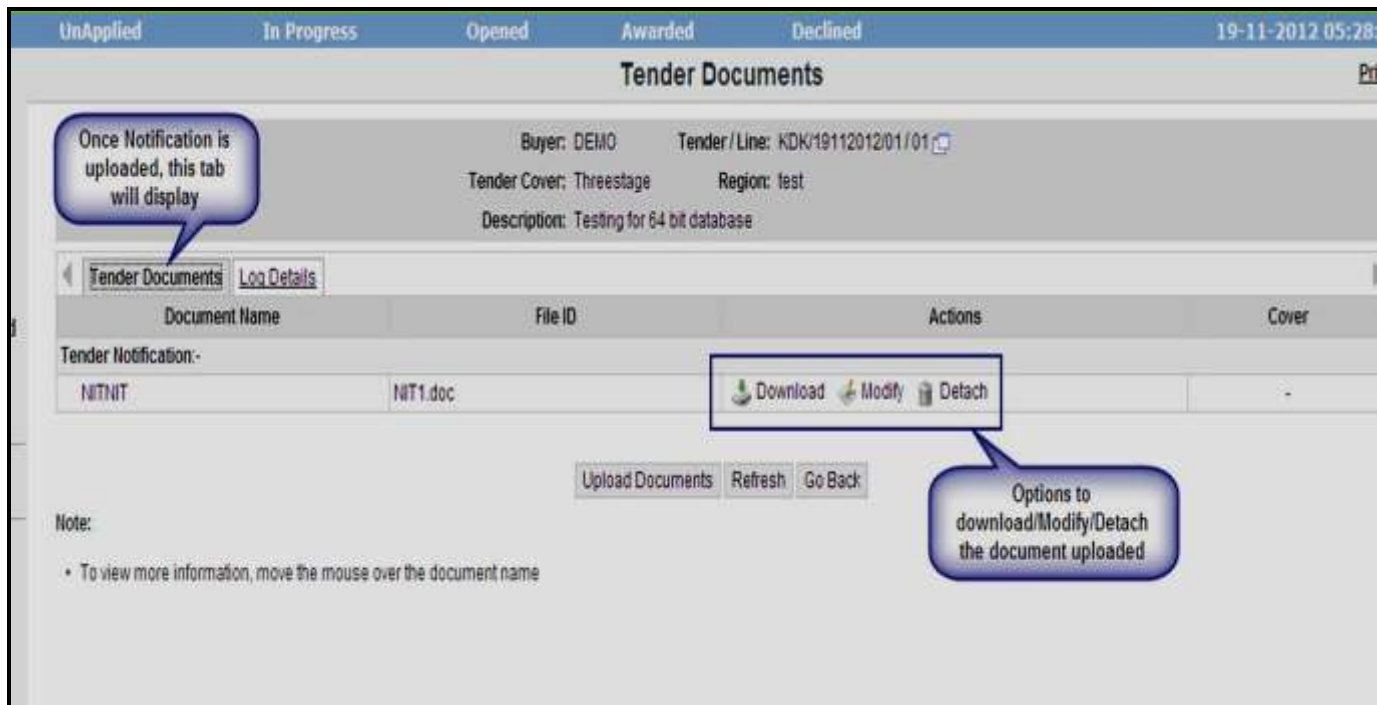


Figure No.13

So once Notification/NIT is uploaded, a new tab will be opened as "Tender Documents" as shown in above Fig 14 with few options to Download/Modify/Detach the file. (This will be public document).

Tender Documents: In the same way, we can upload tender Document which will be issued after request (View Only Files – Post Fee Document) by selecting "Attachment Category" as "Tender Documents", then provide the sequence number, Attach Name and Description and click on "Sign & Upload", PKI screen will be displayed, there first select the required file by clicking on "Browse", then select the required certificate and finally click on "Sign" to upload the file. The document will be displayed under "Tender Documents" tab as shown in below fig 14.

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UnApplied In Progress Opened Awarded Declined

Tender Documents

Buyer: DEMO Tender / Line: KDK/19112012/01/01
Tender Cover: Threestage Region: test
Description: Testing for 64 bit database

Tender Documents [Log Details](#)

Document Name	File ID	Actions
Tender Notification:-		
NITNIT	NIT1.doc	Download Modify Detach
Tender Documents:-		
Tender Document	TenderDocument.doc	Download Modify Detach Verify Signature

Upload Documents Refresh Go Back

Note:

- To view more information, move the mouse over the document name

To verify/check the Digital Signature details, click here

Figure No.14

In fig 14, we can see the options to download the file, Modify the properties, option to Detach the file and finally “Verify Signature” to check/verify the digital signature details.

Private Tender Documents: To upload any private document (Type of documents, which will be displayed or used only by department – Will not display in Vendor End), select “Attachment Category” as “Private Tender Documents”, then provide the sequence number, Attach Name and Description and click on “Sign & Upload”, PKI screen will be displayed, there first select the required file by clicking on “Browse”, then select the required certificate and finally click on “Sign” to upload the file. This document will be displayed under “Tender Documents” tab as shown in below figure.

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UnApplied In Progress Opened Awarded Declined 19-11-2012 05:52:36

Tender Documents [Print](#)

Buyer: DEMO Tender/Line: KDK19112012/01/01
Tender Cover: Threestage Region: test
Description: Testing for 64 bit database

[Tender Documents](#) [Log Details](#)

Document Name	File ID	Actions	Cover
Tender Notification:-			
NITNIT	NIT1.doc	Download Modify Detach	-
Tender Documents:-			
Tender Document	TenderDocument.doc	Download Modify Detach Verify Signature	-
Private Tender Documents:-			
Private Document	Letter.doc	Download Modify Detach Verify Signature	-

[Upload Documents](#) [Refresh](#) [Go Back](#)

Note:

- To view more information, move the mouse over the document name

Figure No.15

Common for Tender: Select "Attachment Category" as "Common for Tender", then provide the sequence number, Attach Name, Description, Select Open Stage and click on "Sign & Upload", a screen will be opened with "Do you want to upload file for this Mandatory Document?" with "Yes" and "No" option, If "Yes" is selected then PKI screen will be displayed, there first select the required file by clicking on "Browse", then select the required certificate and finally click on "Sign" to upload the file else select "No" to generate only link for Mandatory file. Please go through below screens

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Buyer : ASL BANGALORE Tender No/Line : KDK/30112012/01/01 Tender Stage : Threestage

* Attachment Category : Mandatory Documents

* Sequence No :

* Attach Name :

* Description :

* Open Stage : General Bid

Sign & Upload Back

Note: Maximum allowed file size is 5MB.

Figure No.16 (a)

Tender No Upload

Buyer : ASL BANGALORE Tender No/Line : KDK/30112012/01/01 Tender Stage : Threestage

* Attachment Category : Mandatory Documents

* Sequence No : 1

* Attach Name : Balance Sheet

Do you want to upload file for this Mandatory Document ?

Yes : It will open pop-up to upload file.
No : Directly submit the details.

Yes No

Sign & Upload Back

Note: Maximum allowed file size is 5MB.

Click "Yes" to upload Mandatory File.

Click "No" to generate Link for Mandatory File.

Figure No.16 (b)

Below screen will be displayed, with "Mandatory Documents" tab with details, one without file, since clicked on "No" (Ref Fig 16 (b)) for generation of Link and with file when selected "Yes" in Fig 16 (b).

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Tender Documents Print

Buyer: ASL BANGALORE Tender No/Line: KDK/30112012/01/01
Tender No Cover: Threestage Region: Mysore
Description: Testing for testing

Click here to check Mandatory documents

Selected "No", so no file, only link

Selected "Yes" and uploaded Mandatory File

Document Name	File ID	Actions	Cover
Mandatory Documents:-			
Balance Sheet	-	Modify Delete	General Bid
PANPAN	PAN.doc	Download [MID5] Modify Detach Verify Signature	General Bid

Note:
• To view more information, move the mouse over the document name

Upload Documents Refresh Go Back

Figure No.17

Bids: To upload "Vendor to upload excel files", select "Attachment Category" as "Bids", then provide the sequence number, Attach Name, Description, select Open Stage and click on "Sign & Upload", PKI screen will be displayed, there first select the required file by clicking on "Browse", then select the required certificate and finally click on "Sign" to upload the file as shown in below figure

Buyer : ASL BANGALORE Tender No/Line : KDK/30112012/01/01 Tender Stage : Threestage

* Attachment Category : Bids

* Sequence No :

* Attach Name :

* Description :

* Open Stage : General Bid

General Bid
Technical Bid
Cost Bid

Sign & Upload Back

Note: Maximum allowed file size is 5MB.

Figure No.18

Bid Template: To upload templates for Bids, select "Attachment Category" as "Bid Template", then provide the sequence number, Attach Name, Description and click on "Sign & Upload", PKI screen will be displayed, there first select the required file by clicking on "Browse", then select the required certificate and finally click on "Sign" to upload the file as shown in below figure

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

Buyer : ASL BANGALORE Tender No/Line : KDK/30112012/01/01 Tender Stage : Threestage

* Attachment Category : Bid Template

* Sequence No :

* Attach Name :

* Description :

* Open Stage : General Bid

Sign & Upload Back

Note: Maximum allowed file size is 5MB.

Figure No.19

All Bids and Bid Template will be displayed under “Bid Documents” tab as shown in below figure.

Tender Documents

Buyer: DEMO Tender / Line: KDK/19112012/01/01

Tender Cover: Threestage Region: test

Description: Testing for 64 bit database

Tender Documents

Mandatory Documents

Bid Documents

Log Details

Document Name	File ID	Actions		
Bids:-				
General Bid	GeneralBidSDSAD.xls	Download	Modify	Detach
Technical Bid	TechnicalBid66DS.xls	Download	Modify	Detach
Price Bid	PriceBid8933pgf.xls	Download	Modify	Detach
Bid Template:-				
Gen Temp	GenTemp767868S.xls	Download	Modify	Detach
Technical Template	TechTemp1asdasdS.xls	Download	Modify	Detach
Price Bid Template	Pricetemp87H6jhj.xls	Download	Modify	Detach

Upload Documents

Refresh

Go Back

Note:

To view more information, move the mouse over the document name

Figure No.20

Once tender is opened, the vendor Edit Attachment will be as shown in below figure

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UnApplied In Progress Opened Awarded Declined 20-11-2012 11:07:05

Tender Documents

Buyer: DEMO Tender/Line: KDK/19112012/01/01
 Tender Cover: Threestage
 Time: 20-11-2012 10:35:42 Token/Total No of Submission: 101479/1

The tender form is submitted successfully

Mandatory Documents Bid Documents Log Details


Document Name	File ID	Actions	Cover
Bids -			
<input type="checkbox"/> General Bid	GeneralBidSDSAD.xls	Verify Signature Download Filled D...	General Open
Acknowledgement -			
Acknowledgement Copy	-	Download	-

Zip Files Go Back

Note:
 • For information about document description move mouse over the document name

Figure No.21

3.1.4. AUTHORIZING THE TENDER:

For authorization, icon  will appear as shown in Figure No.22. User can authorize the tender by clicking the Authorization button. As soon as the department authorizes the tender, the tender notification is available for public view in home page.






NT

Tenders With Only Headers

Department > Tender(by Work) > Unapplied > Tenders with Details

Tender Search

DEMO DEPARTMENT

Actions	Tender	Work#	Quantity	Estimated Cost	EMD	Cost of BOQ	COT	Tender Authorized Date	D
    	TEST/Manual/18-05-2011	01	1 Work	Rs.1,00,000.00	Rs.10,000.00	Rs.1,000.00	CIVIL	To be Authorized	

Name of the work to be entered here.

ord

Page(s)

1

Figure No.22

Addendum: To make any Replace/Add new document in documents, addendum option to be used.

Click on Edit attachment, and click on "New Addendum" as shown in below figure

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

The screenshot displays the Tenderwizard interface with tabs for Tender Documents, Mandatory Documents, Bid Documents, and Log Details. A table lists documents under three categories: Tender Notification, Public Documents, and Common for Tender. Each row includes columns for Document Name, File ID, Actions, and Cover. The 'New Addendum' button is highlighted with a red box.

Document Name	File ID	Actions	Cover
Tender Notification:-			
Tender Notification	NIT.doc	Download [MD5] View	-
Public Documents:-			
Tender RFP	TURNOVER11.pdf	Download [MD5] View Verify Signature	-
Common for Tender:-			
Common Document	CommanDocumenta.pdf	Download [MD5] View Verify Signature	-

New Addendum Refresh Go Back

Note:

- To view more information, move the mouse over the document name

Figure No.23

Once clicked on “New addendum”, option will be provided to “Replace” existing file or “Add New Document” as shown in below figure.

The screenshot displays the Tenderwizard interface with tabs for Tender Documents, Mandatory Documents, Bid Documents, and Log. A table lists documents under three categories: Tender Notification, Public Documents, and Common for Tender. Each row includes columns for Document Name, File ID, Actions, Cover, and Status. The 'Replace' button is highlighted with a red box and a callout bubble. The 'Add New Document' button is also highlighted with a callout bubble.

Document Name	File ID	Actions	Cover	Status
Tender Notification:-				
Tender Notification	NIT.doc	Modify Replace Download Delete	--	Original
Public Documents:-				
Tender RFP	TURNOVER11.pdf	Modify Replace Download Delete Verify Signature	--	Original
Common for Tender:-				
Common Document	CommanDocumenta.pdf	Modify Replace Download Delete Verify Signature	--	Original

Click here to upload "New" Files Discard Add New Document Go Back

Figure No.24

Once to click on “Add New Document”, below screen will display to upload file.

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

Tender No Upload

Buyer : ASL BANGALORE Tender No/Line : KDK/30112012/01/01 Tender Stage : Threestage

* Attachment Category :

* Sequence No :

* Attach Name :

* Description :

Sign & Upload

Back

Note: Maximum allowed file size is 5MB.

Figure No.25

Once uploaded, it will display the file in Tender Document tab with status as “New”. So, next step is to approve the same. (Ref Fig 26)

Tender Documents Mandatory Documents Bid Documents Log

Document Name	File ID	Actions	Cover	Status
Tender Notification:-				
Tender Notification	NIT.doc		--	Original
Public Documents:-				
Tender RFP	TURNOVER11.pdf	 	--	Original
Additional Document	Letter.doc		--	New
Common for Tender:-				
Common Document	CommanDocumenta.pdf	 	--	Original

Click here to approve the changes

Approve

Discard

Add New Document

Go Back

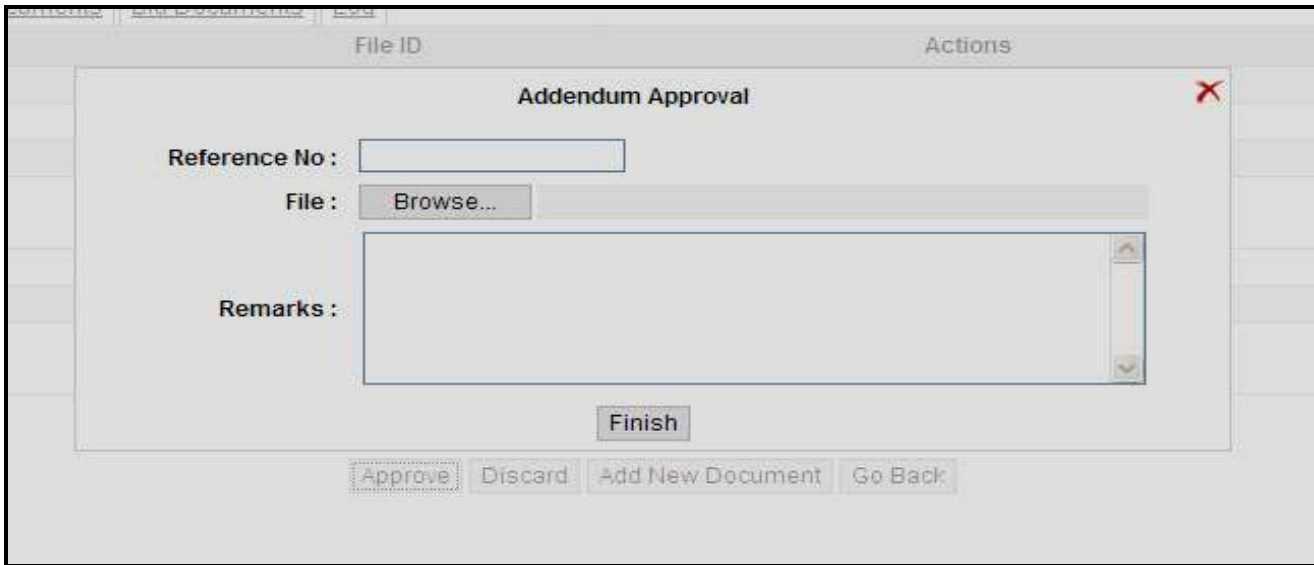
Figure No.26

Once we click on “Approve” the screen will open to upload the approved letter for this changes (since it’s an authorized tender). Ref: Fig 26.

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Help Manual for e-tendering/e-Procurement Solution - Tenderwizard



File ID: Actions

Addendum Approval

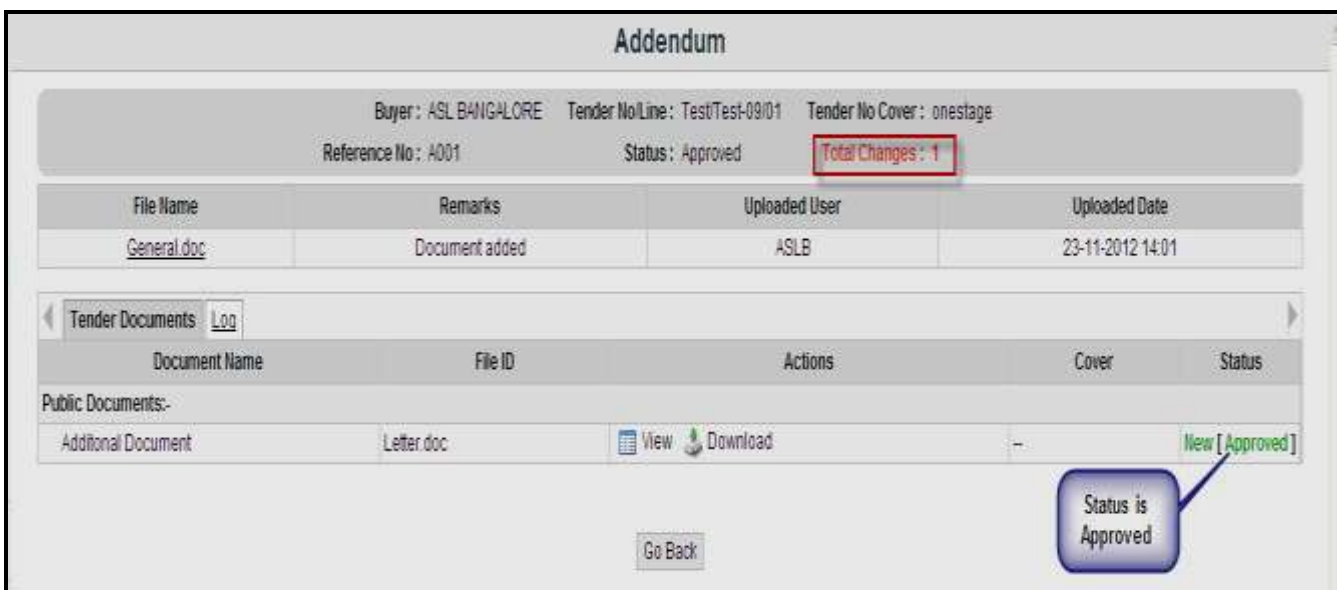
Reference No :

File :

Remarks :

Figure No.27

Once we click on Finish, in the next screen the uploaded file with status as “Approved” will be displayed as shown in below figure



Addendum

Buyer : ASL BANGALORE Tender No/Line : Test/Test-09/01 Tender No Cover : onestage

Reference No : A001 Status : Approved **Total Changes : 1**

File Name	Remarks	Uploaded User	Uploaded Date
General.doc	Document added	ASLB	23-11-2012 14:01

Tender Documents: [Log](#)

Document Name	File ID	Actions	Cover	Status
Public Documents:-				
Additional Document	Letter.doc	View Download	-	New [Approved]

Status is Approved

Figure No.28

Note: Once tender is authorized, any changes in tender details or documents to be done through approved letter and approval by authorized authority as shown in above process.

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

3.1.5. Create and Approval of Corrigendum:

Tender Notification

Tender Detail

- Line: 01
- Quantity Required: NA
- EMD: 10000
- Region: 1. Test
- Category of Organization: 1. Eligible Bidders
- Security Deposit: 1
- Description of Work: Testing

Tender Dates

- Request of Tender Document From: 29-11-2012 16:48
- Request of Tender Document To: 29-11-2012 17:10
- Bid Clarification Date and Time: 29-11-2012 16:57
- General Bid Open: 29-11-2012 17:13
- Cost Bid Open: 29-11-2012 17:15
- Issue of Tender Document From: 29-11-2012 16:49
- Issue of Tender Document To: 29-11-2012 17:11
- Tender Closing Date and Time: 29-11-2012 17:12
- Technical Bid Open: 29-11-2012 17:14

Buttons: New Corrigendum, View Documents, Go Back

To update any of the fields in Tender Notification, Click here

Figure No.29

If any changes to be done in the tender notification, then click on Work No./Line number in UnApplied/InProgress stage, the above screen appears. Click on “**New Corrigendum**”, below screen will be displayed

Corrigendum Details

Buyer: DEMO2
Tender/Line: KDK/TEST/20112012/02/01
Status: Not Defined

Field Name	Value	Field Name	Value
Quantity Required:	NA	Estimated Cost:	1000000
EMD in Rs:	10000	Form Fee:	1000
Description of Work:	Testing		
Request of Tender Document From:	29-11-2012 16:48	Issue of Tender Document From:	29-11-2012 16:49
Request of Tender Document To:	29-11-2012 17:10	Issue of Tender Document To:	29-11-2012 17:11
Bid Clarification Date and Time:	29-11-2012 16:57	Tender Closing Date and Time:	29-11-2012 17:12
General Bid Open:	29-11-2012 17:13	Technical Bid Open:	29-11-2012 17:14
Cost Bid Open:	29-11-2012 17:15		

Buttons: Create, Go Back

2. Finally Click on "Create"

1. After updating the required field and enter the Reference Number

Note:

- For any field enter new corrigendum data above the current data shown.
- Create -> Upload -> Approve. Corrigendum is effective to the tender once approval is done.

Figure No.30

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

In Figure No. 30, user can change the required field as shown above. The old date and time will be displayed with new date and time. Once user clicks on “Create” button, below figure will display

*Estimated Cost :	1000000 1000000	*Tender Processing Fee in Rs :	707 707
*Form Fee :	1000 1000	*EMD in Rs :	10000 10000
		*Type of Work :	General General
		*Multiple Submission :	Yes Yes
*Description of Work :	Test Tender - Please Ignore Test Tender - Please Ignore	General Document Upload Required :	Yes Yes
Request of Tender Document From :	16-05-2012 13:48 16-05-2012 13:27	*Issue of Tender Document From :	16-05-2012 13:49 16-05-2012 13:28
*Request of Tender Document To :	16-05-2012 15:25 16-05-2012 15:20	*Issue of Tender Document To :	16-05-2012 15:26 16-05-2012 15:21
*Tender Closing Date and Time :	16-05-2012 15:27 16-05-2012 15:22	*Techno Commercial Open :	16-05-2012 15:28 16-05-2012 15:23
*Cost Open :	16-05-2012 15:29 16-05-2012 15:24		

To update the new dates, a letter to be uploaded here

Upload Update Discard Go Back

Figure No. 31

If the dates or changes to be affected, then compulsory, the letter to be uploaded, so click on “Upload” as shown in above figure.

*Estimated Cost :	1000000 1000000	*Tender Processing Fee in Rs :	707 707
*Form Fee :	1000 1000	*EMD in Rs :	10000 10000
		*Type of Work :	General General
		*Multiple Submission :	Yes Yes
*Description of Work :	Test Tender - Please Ignore Test Tender - Please Ignore	General Document Upload Required :	Yes Yes
Request of Tender Document From :	16-05-2012 13:48 16-05-2012 13:27	*Issue of Tender Document From :	16-05-2012 13:49 16-05-2012 13:28
*Request of Tender Document To :	16-05-2012 15:25 16-05-2012 15:20	*Issue of Tender Document To :	16-05-2012 15:26 16-05-2012 15:21
*Tender Closing Date and Time :	16-05-2012 15:27 16-05-2012 15:22	*Techno Commercial Open :	16-05-2012 15:28 16-05-2012 15:23
*Cost Open :	16-05-2012 15:29 16-05-2012 15:24		

Update Discard Finish Go Back

Figure No. 31A

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

Once the file is uploaded, above figure with “Finish” option will be displayed. Once clicked on “Finish” below screen will be displayed.

*Estimated Cost :	1000000 1000000	*Tender Processing Fee in Rs :	707 707
*Form Fee :	1000 1000	*EMD in Rs :	10000 10000
		*Type of Work :	General General
		*Multiple Submission :	Yes Yes
*Description of Work :	Test Tender - Please Ignore Test Tender - Please Ignore	General Document Upload Required :	Yes Yes
Request of Tender Document From :	16-05-2012 13:48 16-05-2012 13:27	*Issue of Tender Document From :	16-05-2012 13:49 16-05-2012 13:28
*Request of Tender Document To :	16-05-2012 15:25 16-05-2012 15:20	*Issue of Tender Document To :	16-05-2012 15:26 16-05-2012 15:21
*Tender Closing Date and Time :	16-05-2012 15:27 16-05-2012 15:22	*Techno Commercial Open :	16-05-2012 15:28 16-05-2012 15:23
*Cost Open :	16-05-2012 15:29 16-05-2012 15:24		

Click here for final approval

Update **Approve** Discard Go Back

Figure No. 32

Finally, user has to click on “Approve” to get the changes to update.

To check the same after some duration, click on line number in UnApplied or InProgress stage, then the below screen will be displayed. Click on “Action Icon” or “Show Tender Details” check the details.

Tender Notification

Template Name: TWO STAGE Buyer: Demo Department Punjab Tender Status: Authorized

Corrigendum Summary

S.No	Created Date/Time	Approved Date/Time	Remarks	Document	Action
1	16-05-2012 13:47	16-05-2012 14:16	Corrigendum for Date Extensions - Test Tender	Notification.doc	

Click here to create new corrigendum

New Corrigendum Go Back

Click here to download the letter uploaded.

Click here to check the details.

Click here to check the details of above corrigendum

Show Tender Details

Figure No. 33


Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

3.2. In Progress:

Once any one vendor requests the tender, the tender documents will be automatically sent to all the requested vendors and tender will be shifted to "IN PROGRESS" menu from "Unapplied". The contractor will assess the tender document and submit the tender.

Now, upload the output template before opening the tender. During uploading select the output type as "output template" so that during evaluation the comparative statement will automatically created by the system using this template.

3.3. Opening of Tender:

On the date and time of opening, the open icon  as shown in Figure No.34 will appear. Once the user clicks the open icon, the details of tender to be opened are shown on the screen (see figure No.35). Once clicked on "Ok", DSC/PKI screen will be displayed. Select the certificate and click on "Sign" to continue. The tender now will be shifted to opened stage/menu as shown in Figure No 36. In case the tender is of two stages, then one more open icon will appear in the opened menu, through which we can open the Cost bid.

Tendering opening process is processed using digital signature certificate. The steps for the same are as follows:

Click open icon → Select the certificate → type the password and the tender will be opened. The hardware key is essential during opening event.

The browser settings for DSC should be done as per the instruction provided during login procedure.

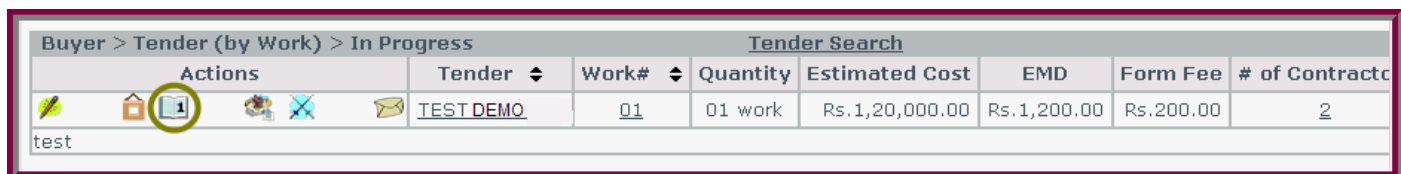


Figure No.34

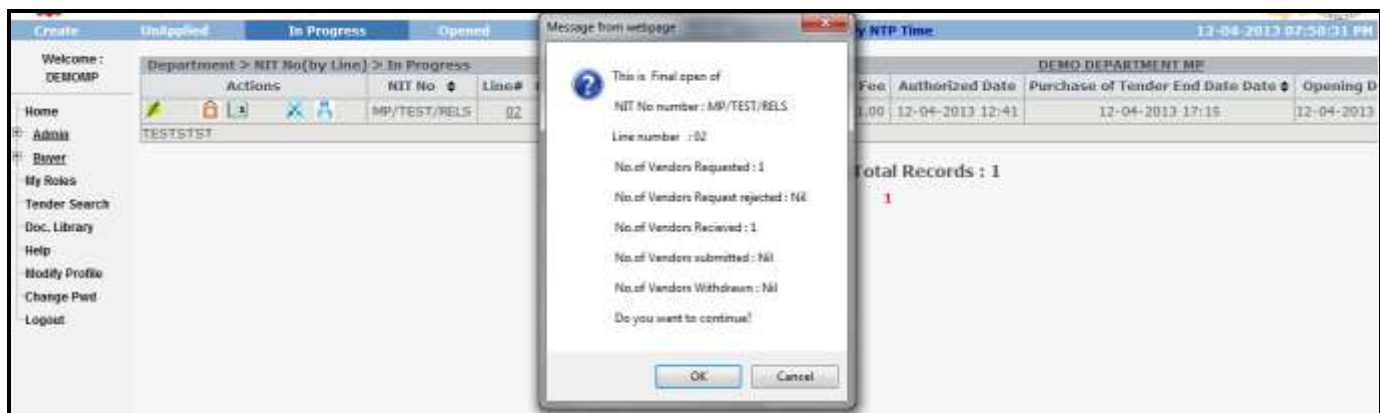
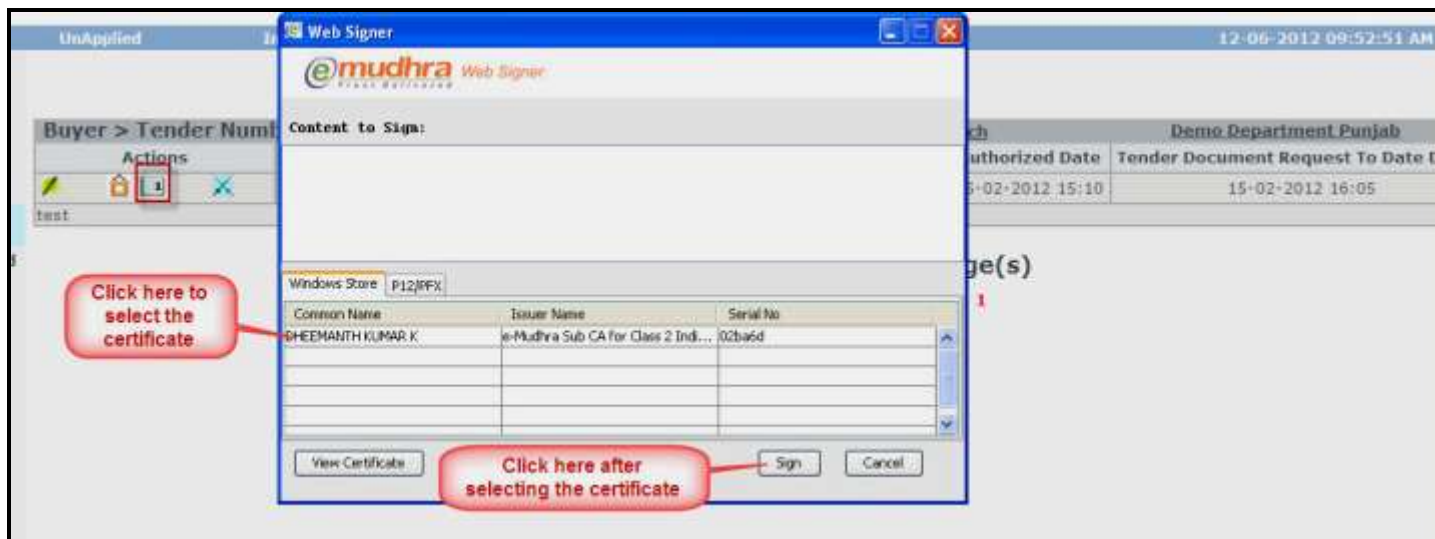


Figure No.35

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard



3.3.1. Authorize form fee:

To authorize form fee, on the summary page, click on “**Qualified Vendors**”, go to bid details page, click on “**Cost of BOQ View**” as shown in the Figure No 36, to view list of all the participants for the tender.

Bid Detail

Add Remarks Form Fee View Go Back Show Remarks

Buyer:	DEMODEPT	Company Name:	DEMODEPT
Tender:	TEST DEMO	Line#:	01
Estimated Cost(Rs):	20,00,000.00	COT:	CIVIL
Quantity:	88 88	EMD in Rs:	888
Techno-Commercial Opening Date:	22-11-2008 17:49	Cost Opening Date:	22-11-2008 17:50
Description of Work: teste			

Actions	Vendor Name	Status	Request Date	Remark	Last activity
 	testvend1	TECHNOCOMMERCIALOPEN	22-11-2008 17:44	IN THE RACE	22-11-2008
 	testvend2	TECHNOCOMMERCIALOPEN	22-11-2008 17:47	IN THE RACE	22-11-2008

Pages: 1

Form Fee View EMD View Go Back

Figure No. 36

Select the vendor and click on “**Authorize Cost of BOQ**” (shown in Figure No 37) to authorize the same. Buyer can view the Mode of Payments which Vendor has done along with the ePayment Transaction Numbers, if any.

Rejecting the Vendor: To reject any vendor, if he was not paid the form fee. Then select that vendor and enter reason in “Reason” Box and click on “**Reject Cost of BOQ**”.

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

Form Fee View

[Bid Detail](#) [EMD View](#) [Back](#)

Buyer:	DEMODEPT	Company Name:	DEMODEPT
Tender:	TEST DEMO	Line#:	01
Estimated Cost(Rs):	2000000.00	COT:	CIVIL
Quantity:	88 88	EMD in Rs:	888
Description of Work: teste			

<input type="checkbox"/>	Vendor name	DD/BC/...Number	Date	Amount(Rs.)	Remarks/Bank Name	Request Date	Form Status	Documents
<input type="checkbox"/>	testvend1	---	---	---	test	22-11-2008 17:44	FORM SENT	
<input type="checkbox"/>	testvend2	---	---	---	test	22-11-2008 17:47	FORM SENT	

Reason :

[Authorize FormFee](#) [Reject FormFee](#) [Bid Detail](#) [EMD View](#) [Back](#)

Figure No.37

3.3.2. Authorize EMD:







To authorize EMD, click EMD view (Ref. Figure No. 37) to view list of all the participants for the tender. Select the vendor and click “Authorize EMD” after viewing the scanned EMD details, compare it with the submitted EMD and authorize the vendor.

In case of ePayment through Debit / Credit Cards or NEFT and OTC, clarify with the bank and authorize the EMD.

Tender Detail

[Add Remarks](#) [Form Fee View](#) [Go Back](#) [Show Remarks](#)

Buyer:	DEMODEPT	Company Name:	DEMODEPT
Tender :	TEST DEMO	Work#:	01
Estimated Cost(Rs):	1,20,000.00	Class of Trade:	DEPT1-General
Quantity:	01 work	EMD in Rs:	1200
Techno-Commercial Opening Date:	31-10-2008 12:31	Cost Opening Date:	31-10-2008 12:32
Description of Work: test			

Actions	Contractor Name	Status	Request Date	Remark	Last activity
  	TESTVEND1	TECHNOCOMMERCIALOPEN	*****	IN THE RACE	31-10-2008
  	TESTVEND2	TECHNOCOMMERCIALOPEN	*****	IN THE RACE	31-10-2008

Pages: 1

[Form Fee View](#) [EMD View](#) [Go Back](#)

Figure No.38

Once you authorize the EMD, status column will be updated as “EMD RECEIVED” as seen in figure No.38. Click “Show Form” to view the vendor uploaded documents.

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

EMD View

Buyer:	DEMODEPT	Company Name:	DEMODEPT
Tender :	TEST DEMO	Work#:	01
Estimated Cost(Rs):	120000.00	Class of Trade:	DEPT1-General
Quantity:	01 work	EMD in Rs:	1200
Description of Work:			
test			


<input checked="" type="checkbox"/>	Vendor name	DD/BC/...Number	Date	Amount(Rs.)	Remarks	EMD Status
<input checked="" type="checkbox"/>	TESTVEND1	DD: 5664465	31-10-2008	1200	ICICI BANGALORE	EMDPAID
<input checked="" type="checkbox"/>	TESTVEND2	DD: 254123	31-10-2008	1200	ICICI BANGALORE	EMDPAID









Reason :

Figure No.39

3.3.2. Rejection of EMD / Vendor

In case of non-receipt of EMD, enter reason in “**Reason:**” text box and click “**Reject EMD**” to disqualify the contractor for not submitting the EMD (Refer Figure No. 39)


In case, for any other reason, the department needs to disqualify the vendor, then click on this icon  as shown in the Figure No. 40, provide reason for disqualifying and proceed.

Actions	Contractor Name	Status	Request Date	Remark	Last activity
   	TESTVEND1	EMD RECEIVED	*****	IN THE RACE	31-10-2008
   	TESTVEND2	EMD RECEIVED	*****	IN THE RACE	31-10-2008

Pages: 1

Figure No.40

3.3.3) Comparison Statement:

In Opened stage “Actions” menu, click on this icon  to generate evaluation sheet or comparison sheet (for both Technical and Cost sheet) as shown in figure No.41. Once system generates the comparison statement the same will be available for download in the “Tender Documents) screen shown in figure No. 42.

Note: To generate, user has to prepare the template and upload the same before opening in “Edit Attachment”.

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard





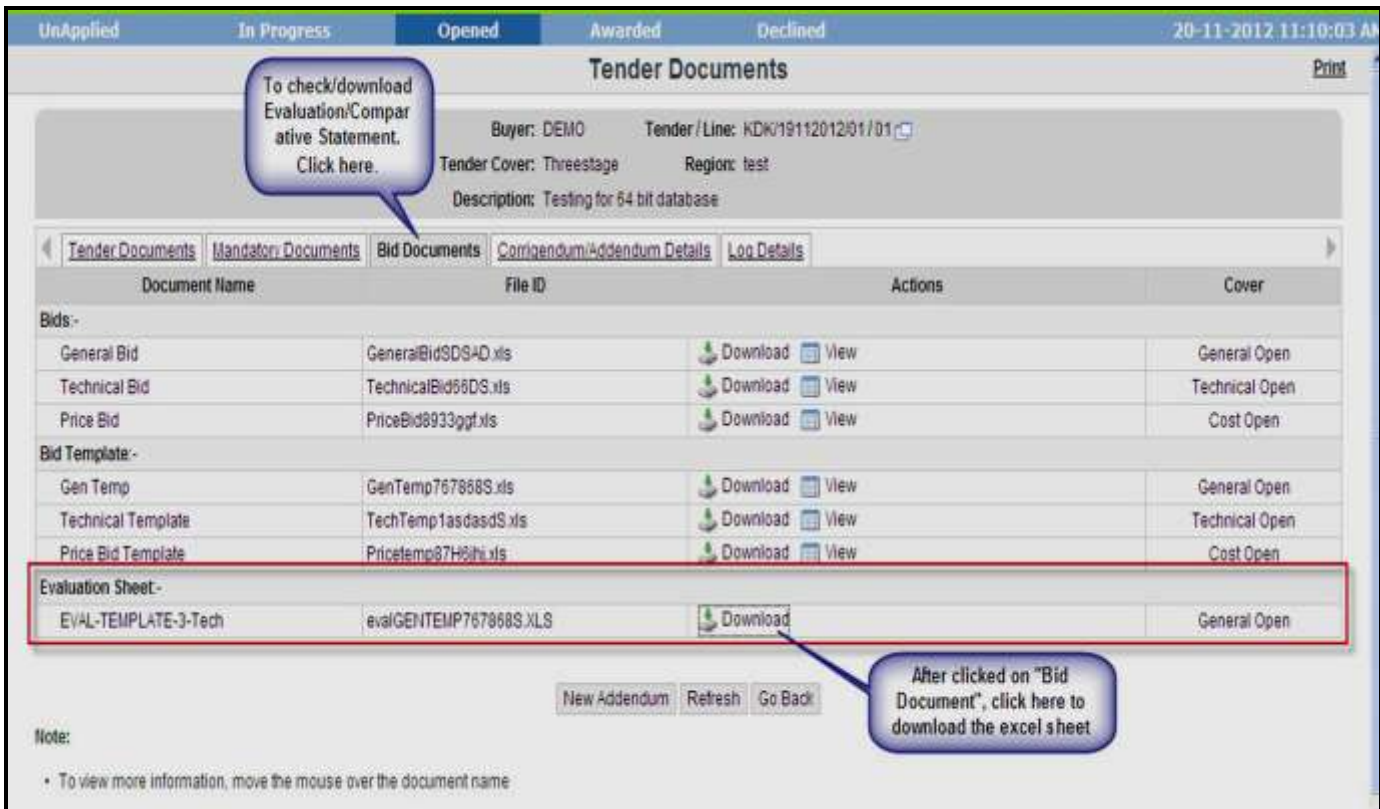
Buyer > Tender (by Work) > Opened		Tender Search			
Actions		Tender	Work#	Quantity	EMD
		TEST DEMO	01	01 work	Rs.1,200.0
test					
		93438110941	01	01 work	Rs.10,000.0
Construction of Road					

Figure No.41

After evaluation sheet is generated, evaluation sheet will be under “Bid Documents” tab as shown in below figure
















Tender Documents

Buyer: DEMO Tender/Line: KDK/19112012/01/01
Tender Cover: Threestage Region: test
Description: Testing for 64 bit database

UnApplied In Progress **Opened** Awarded Declined 20-11-2012 11:10:03 AM

To check/download Evaluation/Comparative Statement. Click here.

Bid Documents

Document Name	File ID	Actions	Cover
Bids:-			
General Bid	GeneralBidSDSAD.xls	 Download  View	General Open
Technical Bid	TechnicalBid56DS.xls	 Download  View	Technical Open
Price Bid	PriceBid8933ggf.xls	 Download  View	Cost Open
Bid Template:-			
Gen Temp	GenTemp767868S.xls	 Download  View	General Open
Technical Template	TechTemp1asdads.xls	 Download  View	Technical Open
Price Bid Template	Pricetemp87H8jhi.xls	 Download  View	Cost Open
Evaluation Sheet:-			
EVAL-TEMPLATE-3-Tech	evalGENTEMP767868S.XLS	 Download	General Open


New Addendum Refresh Go Back

Note:
• To view more information, move the mouse over the document name

After clicked on "Bid Document", click here to download the excel sheet

Figure No.42

3.3.4 Downloading the Vendor Document

Click  “Edit Attachment” to download the documents uploaded by the vendors. Select the files which you wish to download and click “Zip files” (See Figure No. 47), then option to Open/Save/Cancel will be displayed, save in your required drive and view all the vendor files.

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

UnApplied In Progress **Opened** Awarded Declined 28-12-2012 11:36:12 A

Tender Documents

Buyer: DEM02 Tender/Line: TESTTENDERDEM02/01
Vendor: testvendidk1 Tender Cover: onestage
Submitted Date & Time: 05-12-2012 14:27:19 Token / Total No of Submission: 100082 / 5

The tender form is submitted successfully

Bid Documents Log Details


Document Name	File ID	Actions	Cover
Bids-			
Generic Doc-			
REGISTRATION CERTIFICATE	ff.bmp	Download	Cost Bid Open
PAN CARD	images.jpg	Download	Cost Bid Open
BALANCE SHEET	kseddl.bmp	Download	Cost Bid Open
Diff Doc	others.JPG	Download	Cost Bid Open
Different	ttttt.pdf	Download	Cost Bid Open
Experience Certificate	Condition5.pdf	Download	Cost Bid Open
Experience Certificate	TenderNotification.doc	Download	Cost Bid Open
Acknowledgement-			
Acknowledgement Copy	-	Download	-

After selecting files, click here

Zip Files Go Back

Figure No.47

3.4. Awarding:

Once a tender is opened, department can award the tender to the qualified lowest quoted vendor by clicking on  icon. Once clicked the user has to give the remarks, that how many vendors are there in this tender and who is L1, L2 etc.,. After this the tender will move to Awarded stage.

In Award stage, click on Qualified Vendors and click on  icon to award to concern vendor with reason.







Buyer > Tender (by Work) > Opened		Tender Search			
Actions		Tender	Work#	Quantity	EMD
		TESTDEMO	01	01 work	Rs.1,200.00
test					
		93438110941	01	01 work	Rs.10,000.00
Construction of Road					

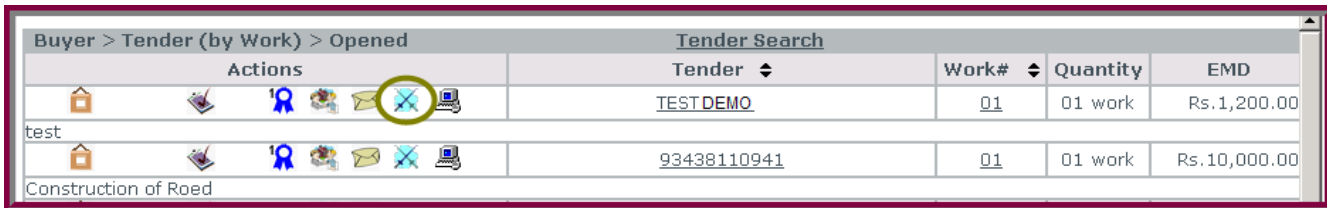
Figure No.48

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

3.5. Declined

Click  to cancel the tender as shown in figure No.49 below. Once the user clicks on the icon , the window will be opened where the user has to specify the reason for canceling the tender.

The tenders can be canceled in any stage from “UnApplied” to Opened/Awarded by clicking on the icon with reason for canceling tender.



Buyer > Tender (by Work) > Opened		Tender Search			
Actions		Tender	Work#	Quantity	EMD
test		TEST DEMO	01	01 work	Rs.1,200.00
Construction of Road		93438110941	01	01 work	Rs.10,000.00

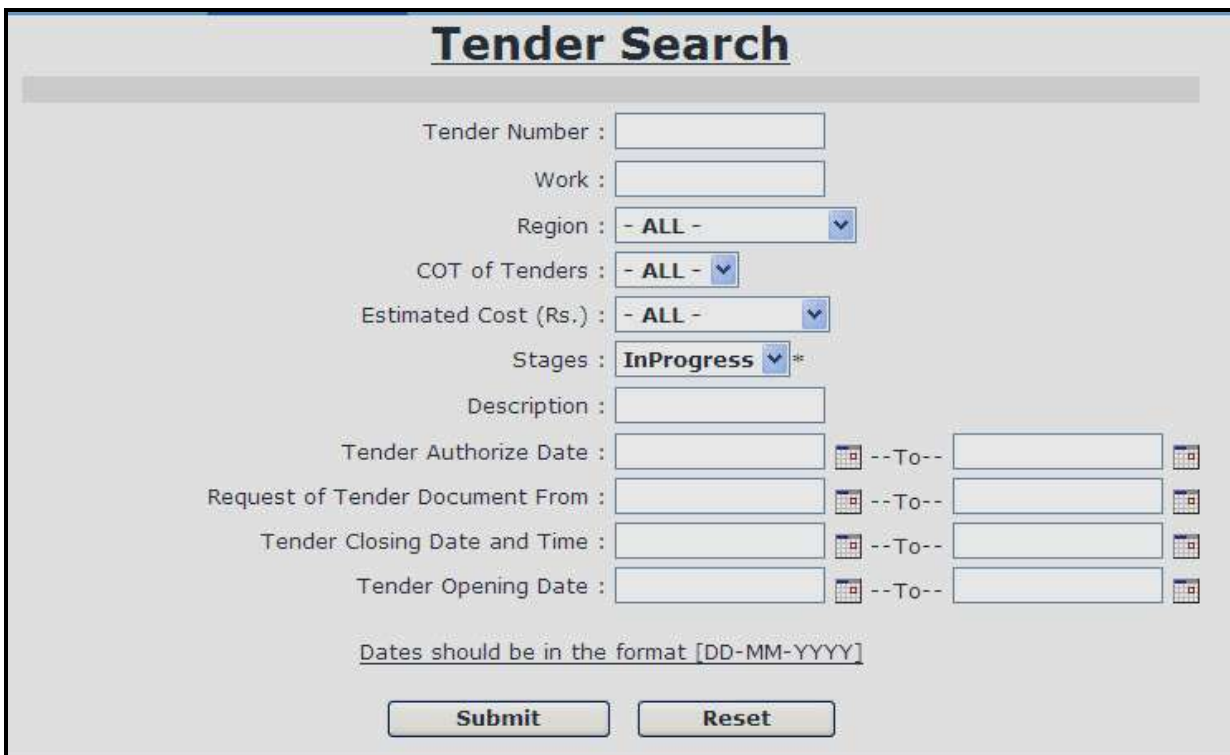
Figure No.49

ADDITIONAL FEATURES

Apart from the usual tendering process, there are many more features available with TENDERWIZARD like search engine, MIS reports, Email facility, help manuals etc.,

Advanced Search Engine:

Click “Tender Search” to search the tenders which are available on the website. It provides you to search the tenders with multiple options. You can search either with the tender number, description or dates such as request date, submission date or opening date etc., as shown in figure no. 50.



Tender Search

Tender Number :

Work :

Region :

COT of Tenders :

Estimated Cost (Rs.) :

Stages :

Description :

Tender Authorize Date : --To--

Request of Tender Document From : --To--

Tender Closing Date and Time : --To--

Tender Opening Date : --To--

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

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

Figure No.50

MIS Reports

Through this MIS reports, department can easily find out information like how many tenders have been executed in different locations, how much form fees have collected by each department, whether form fees are collected according to the order circulated by the GoMP or not, how many vendors have participated in a particular tender along with all the details etc., These MIS reports may be fetched on a weekly /monthly /yearly basis.

The formats of the existing MIS reports are listed here under:

1. Form Fee Report (Summary)

SIN o	Name of contractor/Fir m	DD/BC/..N O	DD/BC/..Dat e	Estimate d Cost	For m Fee	Amount t (Rs.)	

Total Amount (Rs.):

Name of the User:

Date:

2. Form Fee Report (Detailed):

Sl N o	Name of contractor/Fir m	DD/BC/..N O	DD/BC/..Dat e	Estimate d Cost	For m Fee	Amount t (Rs.)	

For this Tender the Total (Rs.) Form Fee is :

3. EMD Fee report (Detailed):

S l N o	Ten der Nu mb er	W o r k #	Name of The Work	Date of Authoriz ation	Estim ated Cost	E M D	Re gio n	Number of Contractor /Firm	Amount (Rs.)

Help Manual for e-tendering/e-Procurement Solution - Tenderwizard

For this Tender the Total (Rs.) EMD is: 0.00

4. e-Payment Report (for Form Fee):

Sl.No	Date	Tender Number	Work #	Name of The Work	Name of Contarctor/Firm	Token No	Amount(Rs.)

Helpdesk

For any further clarifications / queries on e-Tendering, contact e-Procurement Cell.



Toll Free Nos : 18002745454 /18002748484



eproc_helpdesk@mpsdc.gov.in

*****Thank You*****