What work needs to be Automated*:

1. Upload Docs and Extract needed Information.
   a. Action: Retrieve all uploaded documents related to the project/tender.
   b. Task: Extract relevant information such as:
      i. Project/Client Details
      ii. Submission Deadlines (AI Important dates)
      iii. Eligibility Criteria
      iv. Required Documentation
      v. Pricing/Financial Requirements
      vi. Technical Specifications

2. Categories the info in Basic Info, Items needed, Pricing, Technical, Documentation etc.
   a. Categories:
      i. <u>Basic Info</u>: Project name, client, deadlines, contacts
      ii. <u>Items Needed</u>: List of documents, certificates, forms, etc.
      iii. <u>Pricing</u>: EMD amount, tender fee, pricing structure
      iv. <u>Technical</u>: Technical requirements, product specs, compliance needs
      v. <u>Documentation</u>: Certificates, authorizations, previous work, etc.

3. Fill the Info sheet and then trigger mail (predefined format and targets) for approval.
   a. Action: Fill a standardized info sheet or template with the categorized data.
   b. Action: Send a predefined-format email to the designated approver.
   c. Contents: Summary of extracted info, attached documents, and a request for approval.

   AFTER APPROVAL

4. If applicable, prepare EMD and Tender Fee Request.
   a. Action: Draft and send requests for Earnest Money Deposit (EMD) and tender fee payments.
   b. Details Needed: Amounts, payment methods, deadlines.

5. If applicable, prepare Physical Documents Needed.
   a. Action: List and prepare all physical documents required for submission.
   b. Includes: Notarized copies, original certificates, signed forms, etc.

6. If applicable or TL chose OEM, prepare RFQ request.
   a. Action: Draft and send a Request for Quotation (RFQ) to the chosen OEM or vendors.
   b. Contents: Technical requirements, quantities, delivery timelines.

7. Prepare Document checklist.
   a. Action: Create a comprehensive checklist of all documents and actions needed for final submission.
   b. Purpose: To ensure nothing is missed before the deadline.

Data Security I need*:

- Do not expose internal data to outside of the portal.
- Do not mix the one project or tender's data to another, all tender should be isolated with their own data.

Want Auto Suggestion From LLM*:

After successful training of the model on a huge number of tenders.

- The agent should give suggestions based on history or previously done tenders.