WRMIS User Manual

Tenders Monitoring

**DEVELOPMENT OF WATER RESOURCES
MANAGEMENT INFORMATION SYSTEM (WRMIS)
AND DECISION SUPPORT SYSTEM (DSS)**

NESPAK

Version 1.0

April 13, 2017

Revision History

Version	Date	By	Summary of Changes
1.0	13-April-17	NESPAK	Initial Draft

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1. Tenders Monitoring

This module provides an interface to add, edit and delete the tender's information which constitutes Tender Notice, Work(s) in a tender notice, Sold tenders list, Committee members list, Contractors list and Tender Opening Process which includes Attendance of committee members and contractors, Tender Price, Call Deposit Receipt, ADM Report and Comparative statement. In addition to it, Reference data and Reports of this module is also maintained.

Business User: XEN, SE, CE, Secretary and relevant users (PMO Barrages, LBDC, PMIU, PIDA, PMU, IRS, Other)

Pre-Requisite: Tenders Monitoring Role and Rights should be assigned to respective user correctly.

Activate Users: XEN and all authorized users.
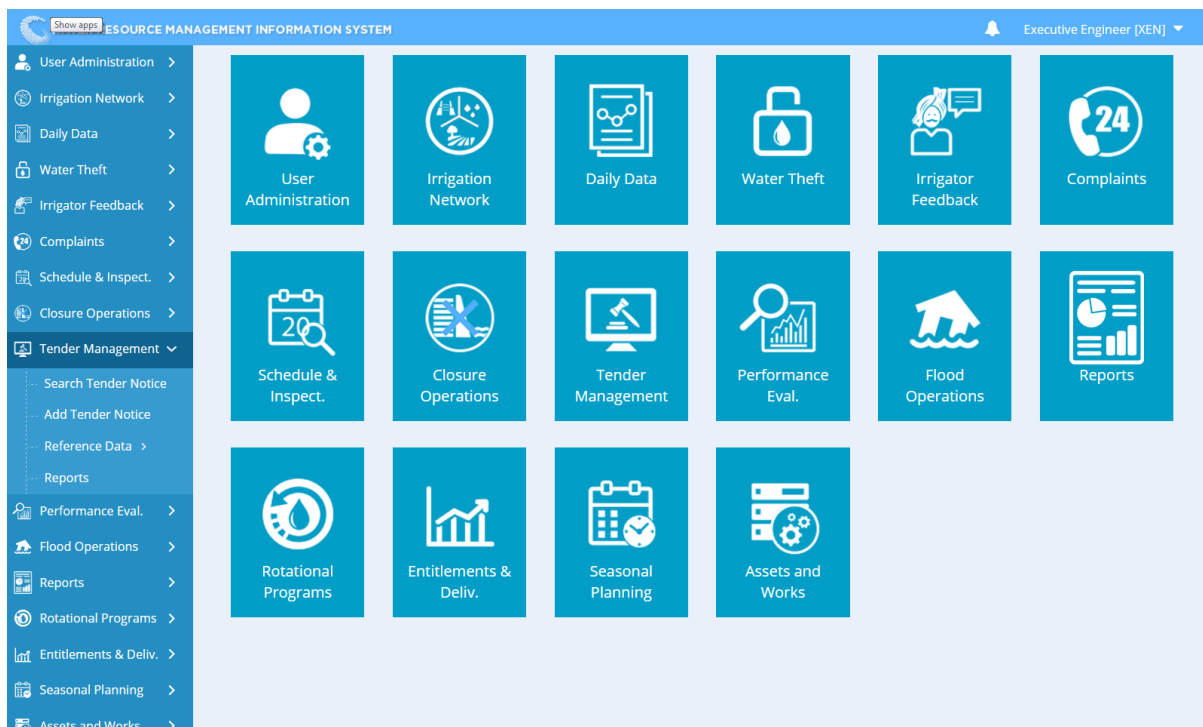
- Click on Tenders Monitoring present on left menu of screen.
- System redirects user to Tenders Monitoring main screen.

How to Access: Main Menu -> Tenders Monitoring

- User Administration >
- Irrigation Network >
- Daily Data >
- Water Theft >
- Irrigator Feedback >
- Complaints >
- Schedule & Inspect. >
- Closure Operations >
- Tender Management ∨
  - -- Search Tender Notice
  - -- Add Tender Notice
  - -- Reference Data >
  - -- Reports
- Performance Eval. >
- Flood Operations >
- Reports >
- Rotational Programs >
- Entitlements & Deliv. >
- Seasonal Planning >
- Assets and Works >

«
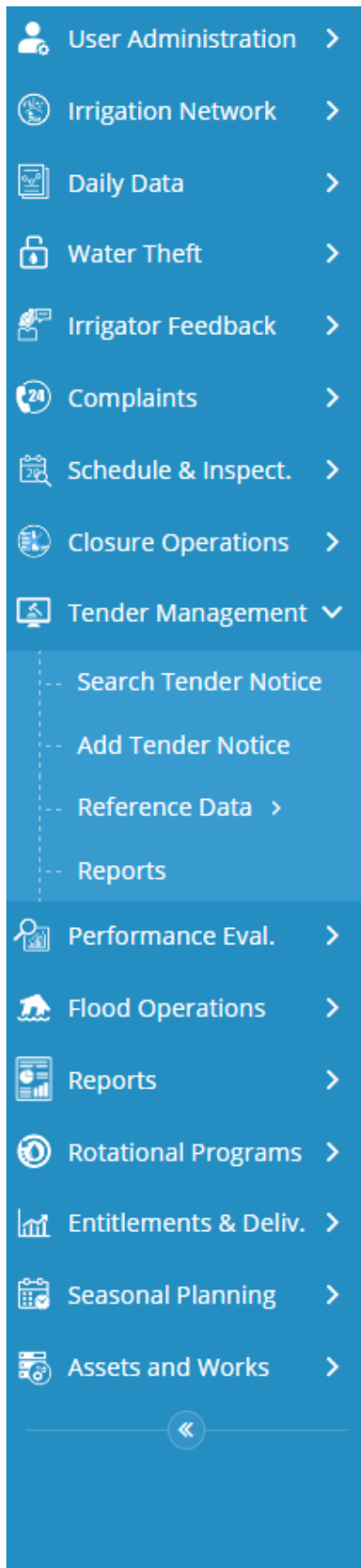
Search Tender Notice

- Click on Search Tender Notice through Tenders Monitoring present on left menu of screen.
- System redirects user to Search Tender Notice search screen.

Tenders Management

Search Tender Notice

Tender Notice		Status	Select ▼
Domain	All ▼	Division	Balloki ▼
Submission From	📅 ✖	Submission to	📅 ✖
Opening From	📅 ✖	Opening To	📅 ✖

[Search] [Add]

Tender Notice	Division	Submission Date	Opening Date	Status	Action
Tender	Balloki	01-Apr-2017	22-Apr-2017	Active	📝 📊
Tender Notice for Balloki Division	Balloki	28-Feb-2017	28-Feb-2017	Expired	📝 📊

Tender Notice

Tender Notice	

- Enter the 'Tender Notice' at text field

Status

Status	Select ▼

- Select 'Status' from Dropdown

Domain

Domain	All ▼

- Select 'Domain' from Dropdown.
- Relevant divisions are populated on selection of Domain.

Division

Division	Balloki ▼

- Select the 'Division' from Dropdown

Submission From

🗓		✖

- Enter 'Submission From' date from date calendar.

Submission to

🗓		✖

- Enter 'Submission To' date from date calendar.

Opening From

🗓		✖

- Enter 'Opening From' date from date calendar.

Opening to

🗓		✖

- Enter 'Opening To' date from date calendar.

Search

Search

- Click on search button, System checks for mandatory fields
- System shows relevant details based on selection criteria.

Add

Add

- Click on Add button.
- System redirects user to Add Tender Notice screen.

Search Result

Tender Notice	Division	Submission Date	Opening Date	Status	Action
Tender	Balloki	01-Apr-2017	22-Apr-2017	Active	
Tender Notice for Balloki Division	Balloki	28-Feb-2017	28-Feb-2017	Expired	

Actions against retrieved data

- Click on 'Edit' icon to edit details of Tender Notice.
- This button is enabled only when Status of Tender Notice is Active

- Click on 'Works' icon to view Tender Works.

2. Add Tender Notice

- Clicking on "Add" button at Search Tender Notice screen, System redirects the user to Add Tender Notice screen.

Tenders Management

Tender Notice

Tender Notice			
Domain	All	Division	Select
Submission Date		Submission Time	12 : 09 PM
Opening Date		Opening Time	12 : 09 PM

Advertisement Source

Advertisement Source	Date	+
No record found		

Remarks

Document   Choose File   No file chosen

Save   Back

Tender Notice

Tender Notice [   ]

- Enter the 'Tender Notice' at text field

Domain

Domain	All	▼

- Select the 'Domain' from Dropdown
- On selection of Domain, Divisions are populated

Division

Division	Balloki	▼

- Select the 'Division' from Dropdown

Submission From

Submission From	🗓		✖

- Enter 'Submission From' date from date calendar.

Submission Time

Submission Time	12 ▼ : 09 ▼
	PM ▼

- Enter 'Submission Time' from time dropdowns.

Opening From

Opening From	🗓		✖

- Enter 'Opening From' date from date calendar.

Opening Time

Opening Time	12 ▼ : 10 ▼
	PM ▼

- Enter 'Opening Time' from time dropdowns.

Advertisement Source

- Click on **+** button to add entries against advertisement source.

Advertisement Source

Advertisement Source	Date	+
	🗓	✕	🗑

- Enter 'Advertisement Source' at text field
- Select Date from date calendar.

- Click on delete button 🗑 to cancel the added entry from grid

Remarks

Remarks

- Enter the 'Remarks 'at text area

Document

Document   Choose File   No file chosen

- Enter the file/picture of require 'Document' from button.

Save

Save

- Click on save button.
- System checks for mandatory fields and on successful validation saves the details in database.

Back

Back

- Click on Back button.
- System redirects user to Search Tender Notice screen.

3. Tender Works

- After clicking on ⬛ Works icon, System redirects the user to tenders works screen

Tenders Management

Tender Works

Domain				Division	
Irrigation				Balloki	

Tender Notice
Tender Notice for Balloki Division

Name of Work/Tender	Work Type	Estimated Cost	Status	+
Repairing Defective Outlets in Balloki Headworks Sub Division	Outlet Repairing	812,280	Awarded	⬛⬛⬛⬛⬛⬛
Repairing Damaged panel of concrete lining of Hallah Disty	Channel Structure Work	1,541,532	Sold	⬛⬛⬛⬛⬛⬛
Repair to sub ordinate Rest House at Balloki	Building Works	50,500	Sold	⬛⬛⬛⬛⬛⬛
Electrical / Machanical Closure Work for Balloki division	Electrical/ Mechanical	105,000	Awarded	⬛⬛⬛⬛⬛⬛
Desilting of Civil Station Silt Minor	Desilting	521,100	Awarded	⬛⬛⬛⬛⬛⬛

Back

Actions against retrieved data

- Click on 'Add' icon to add a work in the Tender Notice.

- Click on 'Details' icon to get details of Tender works.

- Click on 'Work Items' icon to view work items.

- Click on 'Sold Tender List' icon to get details of sold tender list.

- Click on 'Tender Evaluation Committee' icon to get details of tender evaluation committee.

- Click on 'Tender Opening process' icon to get details of Tender opening process.

- Click on 'Delete' icon to delete tender works.
- If the status of tender is 'Not Sold' only then delete button is enabled.

Back

Back

- Click on Back button.
- System redirects user to Tenders Notice Search screen.

4. Add / Associate Works with Tender Notice

- Click on [+] button, system redirects user to Add Work screen
- System presents a search screen of work to associate work with a tender notice
- If the status of Tender notice Active, then only can works be associated with tender notice

Tenders Management

Work Items

Domain	Division
Irrigation	Balloki

Tender Notice
Tender

Select Work	⦿ Closure Works ○ Works			
Division	Balloki ▾	Year	Select ▾
Closure Work Type	Select ▾		

[Search] [Back]

☐	Closure Work type	Closure Work Name	Estimated Cost (Rs.)
☐	Building Works	Repair to sub ordinate Rest House at Balloki	50,500

[Save]

Select Work

Select Work   ⦿ Closure Works   ○ Works

- Select radio option from select work radio button.

Division

Division   Balloki ▼

- Select Division from drop down

Year

Year   Select ▼

- Select Year from drop down

Closure Work Type

Closure Work Type   Select ▼

- Select closure work type or Work Type from drop down

Search

Search

- Click on Search button to get details according to selection criteria

Back

Back

- Click on Back button, system redirects user to tender works screen.

Search Results

☐	Closure Work type	Closure Work Name	Estimated Cost (Rs.)
☐	Building Works	Repair to sub ordinate Rest House at Balloki	50,500

Save

- Click on check box of closure work type or Work type for associating the work with Tender notice

Save

Save

- Click on save button and system associates the selected works with a tender notice.
- Save button is disabled if status of a tender notice is expired.

5. View Work / Tender Details

- After clicking on Details icon, System redirects the user to view work/tender details screen

Tenders Management

View Work/Tender Details

Tender Notice Name	Work/Tender Name	Work Type
Tender Notice for Balloki Division	Repairing Damaged panel of concrete lining of Hallah Disty	Channel Structure Work

Channel

Estimation Details

Funding Source	Completion Period	Cost (Rs)
Fixed		1,541,532.00
Start Date	**End Date**	**Work/Tender Office**
15-Mar-2017	15-May-2017	Other Offices
Office		
Sec		

Technical Sanctioned Details

Sanctioned No	Sanctioned Date	Earnest Money (Rs)
3666	09-Dec-2016	3(% of Financial Bid)
Tender Fee (Rs)	**Description**	
250.00		

Tender Opening Office   Back

- The details of Work / Tenders are populated from Closure Operations for the Closure Work type of works and from Assets and Works Management for other works.

Tender Opening office

- Click on tender opening office button to select at which office tender is opening.

Tender Opening Office

Opening Office	Select ▾	All ▾

Close   Save

Opening Office   Select ▾

- Select opening office level (Zone, circle, division)
- On selection of level, respective dropdown is populated.

All ▾

- Select the sub option from selected opening office i.e, names of the offices at the selected level

Close

- Click on close button to close popup without saving

Save

- Click on Save button to save the tender opening office

Back

Back

- Click on Back button.
- System redirects user to tender works screen.

6. View Work Items

- Click on [icon] Work items icon, system redirects user to Work Items screen.

Tenders Management

Work Items

Tender Notice
Tender

| **Work/Tender Name** | | | | **Work Type** |
| Repairing Damaged panel of concrete lining of Hallah Disty | | | | Channel Structure Work |

Item Description	Unit	Technical Sanctioned Rate (Rs.)	Sanctioned Quantity	Technical Sanctioned Amount (Rs.)
Cement plaster 1:3 up to 20' height 3/8" Thick	Sft	156	7,872	1,228,032
Dismantling cement concrete including placing , compacting , finishing & curing complete	% Cft	250	1,254	313,500

Back

- The information shown is populated from Closure Operations or Assets & Works Management as per the work type.

Back

Back

- Click on Back button.
- System redirects user to Tender / Works screen.

7. Sold Tender List

- After clicking on [icon] Sold Tenders List icon, System redirects the user to Sold Tender List screen

Tenders Management

Sold Tender List

Tender Notice
Tender

Work/Tender Name
Repairing Damaged panel of concrete lining of Hallah Disty

Work Type
Channel Structure Work

Close Tender

Company Name	Bank Receipt	+
No record found		

Back

Add Company Name

- Click on [+] Add icon to add a company and attach its Bank Receipt.

Close Tender

Close Tender

- Click on Close Tender button.
- System displays popup to enter its details.

Close Tender

Reason	
Upload	Choose File No file chosen

Close   Save

Popup Details

Reason

- Enter reason to close tender at text area

Upload   Choose File No file chosen

- Attach a file at upload button.

- Click at close button to close popup.

- Click at save button to save reason.

Back

- Click on Back button.
- System redirects user to Tender Works screen.

8. Tender Evaluation Committee

- After clicking on tender evaluation committee icon, System redirects the user to tender evaluation committee screen

With Status Active

With Status Expired

Tenders Management

Tender Evaluation Committee

Tender Notice
Tender Notice for Balloki Division

Work/Tender Name				**Work Type**	
Repairing Defective Outlets in Balloki Headworks Sub Division				Outlet Repairing	

Member Name	Designation	Contact No.	Email	+
Muhammad Hassan Afzal	Chief Irrigation	03215415411	afzal_hassan@gmail.com	✎
Umair Malik	XEN	03321541584	Umair12@gmail.com	✎

Back

Actions

- Click on [+] button to add entries in the grid against committee member

Member Name	Designation	Contact No.	Email	+
	Enter Designation	XXXXXXXXXX	abc@xyz.com	💾 ❌

  - Enter Name at 'Member Name' text field'
  - Enter Description at 'Description' text field'.
  - Enter Contact number at 'Contact No' text field'.
  - Enter email at 'Email' text field'.

- Click on Save [💾] button , system checks for the mandatory field & if any field is missing system display a message

- Click on Cancel button [❌] to cancel the entry in grid

Back

Back

- Click on Back button.
- System redirects user to tender works screen.

9. Tender Opening Process

- After clicking on [📄] Tender Opening Process icon, System redirects the user to Tenders Opening Process screen showing the tabs of
  - Tenders Evaluation Committee Attendance

- Contractors Attendance
- Tender Price
- ADM Report
- Comparative Statement

Committee Attendance

- After clicking on tender evaluation committee attendance tab, System redirects the user to evaluation committee attendance screen

Tenders Management

Evaluation Committee Attendance

Tender Notice
Tender

Work/Tender Name	Work Type
Repairing Damaged panel of concrete lining of Hallah Disty	Channel Structure Work

Committee Attendance	Contractors Attendance	Tender Price	ADM Report	Comparative Statement

Monitored By | Select ▼ | Name | ▼

Opened By |

☐	Name	Designation	Alternate	Name	Designation

No Record Found

Attach Attendance Sheet | Choose Files | No file chosen

Save & Proceed   Back

Monitored by

Monitored By | Select ▼

- Select the designation from 'Monitored by' Dropdown

Name

Name | ▼

- Select the 'Name' from Dropdown

Opened by

Opened By |

- Enter the name at 'Opened by' text field.

Mark Attendance of Committee Members

- The list will show the names of Committee members in the grid.

☐	Name	Designation	Alternate	Name	Designation

- Check the checkbox against the name of committee member who is present
- Check the alternate checkbox if there is an alternate individual present instead of designated committee member
  - Enter the Name and Designation of the alternate member.

Attach Attendance Sheet

Attach Attendance Sheet   Choose Files No file chosen

- Attach 'Attendance Sheet' by clicking at choose file button

Save and Proceed

Save & Proceed

- Click on Save and Proceed button , System checks all mandatory fields
- System saves data in data base

Back

Back

- Click on Back button.
- System redirects user to tender works screen.
-

Contractors Attendance

- After clicking on Contractors attendance tab, System redirects the user to contractors attendance screen

Contractors Attendance

Tender Notice
Tender Notice for Balloki Division

Work/Tender Name
Repairing Defective Outlets in Balloki Headworks Sub Division

Work Type
Outlet Repairing

| Committee Attendance | Contractors Attendance | Tender Price | ADM Report | Comparative Statement |

Monitored By [Select ▼]   Name [Select ▼]

☐ Company Name	Alternate	Contractor Name	Remarks

No Record Found

Attach Attendance Sheet   [Choose Files] No file chosen

[Save & Proceed] [Back] [Back to Tender Work]

Monitored by

Monitored By [Select ▼]

- Select the designation from 'Monitored by' Dropdown

Name

Name [▼]

- Select the 'Name' from Dropdown

Mark Attendance of Companies

☐ Company Name	Alternate	Contractor Name	Remarks
☑ Dawood Corporation	☐		

- Check the checkbox against a Company who is present.
- Check the Alternate checkbox; if an alternate company is present

Attach Attendance Sheet

Attach Attendance Sheet   [Choose Files] No file chosen

- Attach 'Attendance Sheet' by clicking at choose file button

Save and Proceed

Save & Proceed

- Click on save and proceed button , System checks all mandatory fields
- System saves data in data base

Back

Back

- Click on Back button
- System redirects user to Evaluation Committee attendance screen.

Back to Tender Work

Back to Tender Work

- Click on Back to Tender Work button.
- System redirects user to tender work screen.

Tender Price
- After clicking on Tenders Price tab, System redirects the user to Tenders Price screen

Tenders Management

Tender Price

Tender Notice
Tender

Work/Tender Name	**Work Type**
Repairing Damaged panel of concrete lining of Hallah Disty	Channel Structure Work

Committee Attendance	Contractors Attendance	Tender Price	ADM Report	Comparative Statement

Company Name: Select ▼

Estimate: Below T.S ▼ [   ] %

Item Description	Sanctioned Quantity	Unit	Sanctioned Rate(Rs)	Rate By Contractor(Rs)	Amount(Rs)
Cement plaster 1:3 up to 20' height 3/8" Thick	7872	Sft	156.00		
Dismantling cement concrete including placing , compacting , finishing & curing complete	1254	% Cft	250.00		
				Total	

Call Deposit No	Bank Detail	Amount(Rs)	Call Deposit Receipt	+
No Record Found				
		Total	0.00	

Save   Back   Back to Tender Work

Company Name

Company Name: Select ▼

- Select the Name from 'Company Name' Dropdown

Estimate

Estimate: Select ▼ [   ] %

- Select the estimate of tender price at 'Estimate' Dropdown
- At selection of 'Above TS' or 'Below TS' the text field is enable where user can enter percentage value.

Rate of Items

- Enter the Rate of every item, if the rate text field is enabled.

Call Deposit Details

Call Deposit No	Bank Detail	Amount(Rs)	Call Deposit Receipt	+
No Record Found				
		Total	0.00	

- Click on ⊞ button, to add entries in Call Deposit Details grid
  - Enter the Call Deposit No
  - Enter the Bank Details
  - Enter the Amount
  - Attach the Call Deposit Receipt

Save
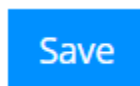
Save

- Click on save button , System checks all mandatory fields
- System saves data in data base and computes the Amount and Total amount in Items Rate. In addition to it, it also computes the total amount of call deposit details.

Back
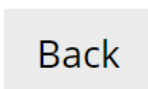
Back

- Click on Back button
- System redirects user to Contractor Attendance screen.

Back to Tender Work

Back to Tender Work

- Click on Back to Tender Work button.
- System redirects user to tender work screen.

ADM Report

- Clicking on ADM Report tab, System redirects the user to ADM Report screen

Actual Submission Time

- Select the time in dropdown and enter the reason in the field.
- Check the checkbox of Same; system disables the time dropdowns and Reason field.

Actual Opening Time

- Select the time in dropdown and enter the reason in the field.
- Check the checkbox of Same; system disables the time dropdowns and Reason field.

Rejected Contractors

- Click on Add button to add the rejected contractors in the grid.

Observations

- Enter Observations in the field
- Check the checkboxes against the observations

Upload Received Tenders
- Attach the files by uploading them

Upload Snap/Video
- Attach the files by uploading them

Cancel Tender
- Check the checkbox to cancel the tender
- System enables the Reason text area.
- Enter Reason in reason text area.

Save
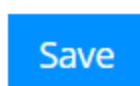
Save

- Click on save button , System checks all mandatory fields
- System saves data in data base.
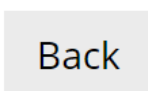
Back

Back

- Click on Back button
- System redirects user to Tender Price screen.

Back to Tender Work
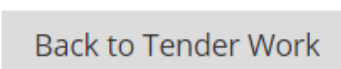
Back to Tender Work

- Click on Back to Tender Work button.
- System redirects user to tender work screen.

Comparative Statement
- After clicking on Comparative Statement tab, System redirects the user to Comparative Statement screen

Tenders Management

Comparative Statement

Tender Notice
Tender

Work/Tender Name
Repairing Damaged panel of concrete lining of Hallah Disty

Work Type
Channel Structure Work

Committee Attendance	Contractors Attendance	Tender Price	ADM Report	Comparative Statement

◉ View Comparative Statement　　○ Award Contractor

	RATE AS PER T.S. ESTIMATE			RATE QUOTED BY CONTRACTOR
ItemDescription	**Sanctioned Qty**	**Sanctioned Rate**	**Sanctioned Total**	
No Record Found				

Back to Tender Work

View Comparative Statement

◉ View Comparative Statement　　○ Award Contractor

	RATE AS PER T.S. ESTIMATE			RATE QUOTED BY CONTRACTOR
ItemDescription	**Sanctioned Qty**	**Sanctioned Rate**	**Sanctioned Total**	
No Record Found				

Back to Tender Work

- Select 'View Comparative Statement' radio option. System show details of Comparative Statement.

Award Contractor

○ View Comparative Statement　　◉ Award Contractor

Rate as Per Technical Sanctioned Estimate (Rs): 1,541,532.00

Contractors	Amount	Award	Remarks
No Record Found			

Save　　Back to Tender Work

- Select 'Award Contractor' radio option. System shows the details of all the companies who have given the Tender Price.
- Select the radio against the company to which contractor is to be awarded

Save

- Click on save button , System checks all mandatory fields
- System saves data in data base

Back to Tender Work

- Click on Back to Tender Work button.
- System redirects user to tender work screen.

10. Reference Data

The reference data of this module has three sections:

- Tender Opening Office
- Contractors
- Evaluation Committee

Activate Users: XEN and relevant users (PMO Barrages, LBDC, PMIU, PIDA, PMU, IRS, Other)
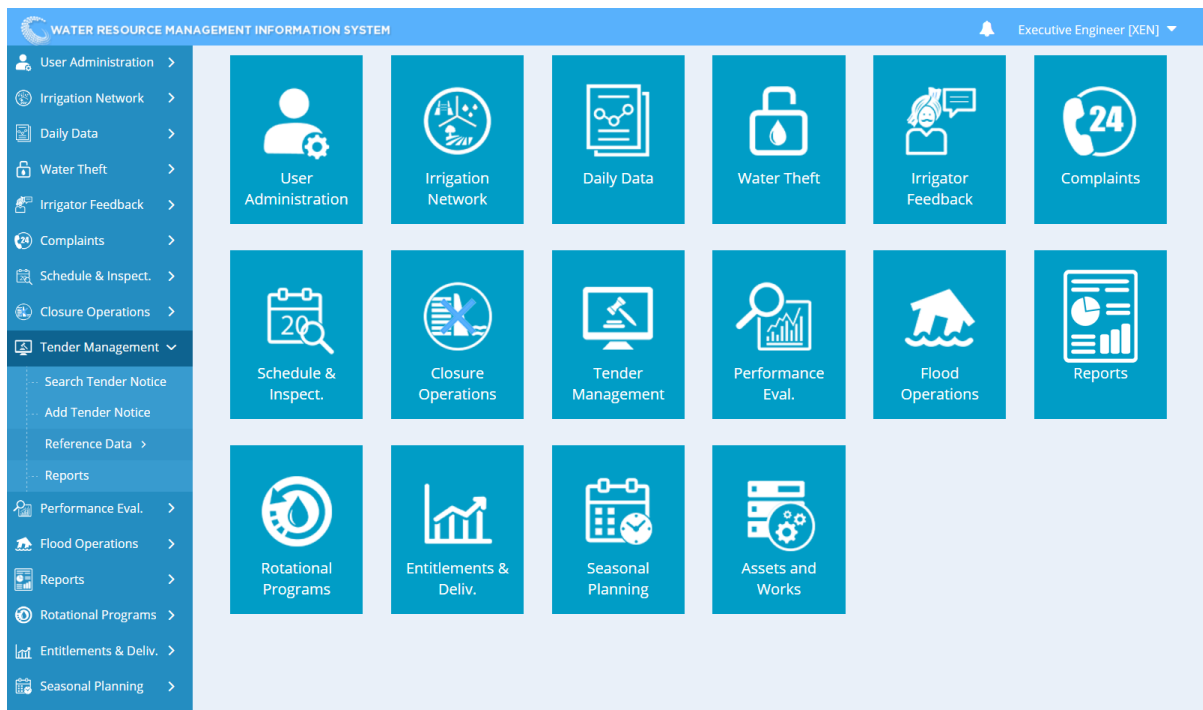
- Click on Reference Data through Tenders Management present on left menu
- System shows three sub options of reference data.
- User clicks at any option he wants.
- System redirects user to relevant reference Data main screen.

How to Access: Main Menu -> Tender Management- > Reference Data

- 👤 User Administration ›
- 🕐 Irrigation Network ›
- 📊 Daily Data ›
- 🔒 Water Theft ›
- 🔫 Irrigator Feedback ›
- 📞 Complaints ›
- 📅 Schedule & Inspect. ›
- 🔵 Closure Operations ›
- 🖥 Tender Management ﹀
  - ┈ Search Tender Notice
  - ┈ Add Tender Notice
  - Reference Data ›
  - ┈ Reports
- 📊 Performance Eval. ›
- 🏠 Flood Operations ›
- 📊 Reports ›
- 🔘 Rotational Programs ›
- 📈 Entitlements & Deliv. ›
- 📅 Seasonal Planning ›

Tender Opening Office

- After clicking on Tender Opening Office option, System redirects the user to Tender Opening Office screen

Tenders Management

Tender Opening Office

Office	Address	+
Sec	lahore	✏ 🗑
Enter Office	Enter Address	💾 ❌

Add

- Click on [+] button to add details against office

Enter Office	Enter Address	💾 ❌

- Enter Office at 'Office' text field
- Enter address at 'Address' text field

- Click on Save 💾 button , system checks for the mandatory field & if any field is missing system display a message

- Click on Cancel button ❌ to cancel the open grid

Edit

- Click on ✏ button to edit details against office

Office	Address	+
Sec	lahore	💾 ❌

- Enter Office at 'Office' text field
- Enter address at 'Address' text field

- Click on Save 💾 button , system checks for the mandatory field & if any field is missing system display a message

- Click on Cancel button ❌ to cancel the open grid

Delete

- Click on 'Delete' icon 🗑 to delete office.

Contractors

- After clicking on contractors option, System redirects the user to contractors screen

Contractors

Company/Contractor Name	Contact Person Name	Contact No	Address	+
Afzal Electronics	Muhammad Afzal	032157412544		✎ 🗑
Brick in Construction	Muhammad Hamza	03215141440	Lahore	✎ 🗑
Dawood Corporation	Muhammad Dawood Ali	03002154726		✎ 🗑
Lodhi Corporation	Haneef Ali Lodhi	03321541545		✎ 🗑
Malik Traders	Malik Ahmed Ali	03325415748		✎ 🗑
Minhaj Trader	Tariq Ali Khan	03325412545		✎ 🗑
Qamar International	Muhammad Qamar	032154852458		✎ 🗑
Rajpoot Ali Co	Shah Nawaz	03152425415		✎ 🗑

Add

- Click on ➕ button to add details against contractor

Enter Company Name	Enter Contact Person Nar	Enter Contact Number	Enter Address	💾 ❌

- Enter company name at 'Contractor Name' text field
- Enter contact person name at 'Contact Person Name' text field
- Enter contact number 'Contact Number' text field
- Enter address at 'Address' text field

- Click on Save 💾 button , system checks for the mandatory field & if any field is missing system display a message

- Click on Cancel button ❌ to cancel the open grid

Edit

- Click on [edit icon] button to edit details against contractors.

Company/Contractor Name	Contact Person Name	Contact No	Address	+
Afzal Electronics	Muhammad Afzal	032157412544	Enter Address	[save] [cancel]

- Enter company name at 'Contractor Name' text field
- Enter contact person name at 'Contact Person Name' text field
- Enter contact number 'Contact Number' text field
- Enter address at 'Address' text field

- Click on Save [save icon] button , system checks for the mandatory field & if any field is missing system display a message

- Click on Cancel button [cancel icon] to cancel the open grid

Delete

- Click on 'Delete' icon [delete icon] to delete office.

Evaluation Committee

- After clicking on evaluation Committee option, System redirects the user to evaluation Committee screen

Tenders Management

Tender Evaluation Committee

Name	Designation	Contact No.	Email	+
Hamza Malik	ADM	03321541521	Hamza@gmail.com	[edit] [delete]
Muhammad Ali	SE	03125487548	Ali@yahoo.com	[edit] [delete]
Muhammad Hassan Afzal	Chief Irrigation	03215415411	afzal_hassan@gmail.com	[edit] [delete]
Shahid Ali Khan Rajpoot	Executive Engineer (Operation)	03002172181	shahidali@gmail.com	[edit] [delete]
Tanveer Ahmed	Representative of District PMIU	03215415458	Tanveer_ahmed@hotmail.com	[edit] [delete]
Umair Malik	XEN	03321541584	Umair12@gmail.com	[edit] [delete]

Add

- Click on [+ button] button to add details evaluation Committee

Enter Name	Enter Designation	XXXXXXXXXX	abc@xyz.com	[save] [cancel]

- Enter name at 'Name' Text field
- Enter designation at 'Designation' Text Field
- Enter contact number 'Contact Number' text field
- Enter email address 'Email' text field

- Click on Save [icon] button , system checks for the mandatory field & if any field is missing system display a message

- Click on Cancel button [icon] to cancel the open grid

Edit

- Click on [icon] button to edit details against evaluation Committee

Name	Designation	Contact No.	Email	+
Hamza Malik	ADM	03321541521	Hamza@gmail.com	💾 ❌

- Enter name at 'Name' Text field
- Enter designation at 'Designation' Text Field
- Enter contact number 'Contact Number' text field
- Enter email address 'Email' text field

- Click on Save [icon] button , system checks for the mandatory field & if any field is missing system display a message

- Click on Cancel button [icon] to cancel the open grid

Delete

- Click on 'Delete' icon [icon] to delete Sanctioned Unit.

11.   Android Application - Tender Management

Activate Users:
- XEN: Evaluation Committee Attendance, Contractor Attendance, Tender Price
- ADM: ADM Report

Tenders Management

Division

Rasul Division LJC ▼

Tender Notice

RoleRights ▼

Tender Work

EM closure work ▼

Tenders Opening Process

Evaluation Committee Attendance	Contractor Attendance

Tender Price

Select Division

Select Division ▼

- Select division from drop down

Select Tender Notice

Select Tender Notice ▼

- Select Tender Notice from drop down

Select Tender Work

Select Tender Work ▼

- Select Tender Work from drop down

Evaluation Committee Attendance

Evaluation Committee
Attendance

- Click at evaluation committee attendance icon, system redirects user to evaluation committee attendance screen

Contractor Attendance

Contractor Attendance

- Click at Contractor attendance icon, system redirects user to contractor attendance screen

Tender Price

Tender Price

- Click at evaluation Tender work icon, system redirects user to tender work screen

Evaluation Committee Attendance

- Clicking on Evaluation Committee Attendance icon from Android application, system redirects user to evaluation committee attendance screen

← **Committee Attendance**

Monitored By

MA ▼

Name

Monitoring Assistant ▼

Opened by

Gulraiz Bhatti

Evaluation Committee Members

☑ amiragain 📝
CEO

📷 Attach
Attendance Sheet

Submit

Monitored by

Monitored By

MA ▼

- Select the designation from 'Monitored by' Dropdown

Name

Name

Monitoring Assistant ▼

- Select the 'Name' from Dropdown

Opened by

Opened by

Gulraiz Bhatti

- Select the name at 'Opened by' text field.

Attach Attendance Sheet

Attach Attendance Sheet

- Attach 'Attendance Sheet' by clicking at choose file button

Submit

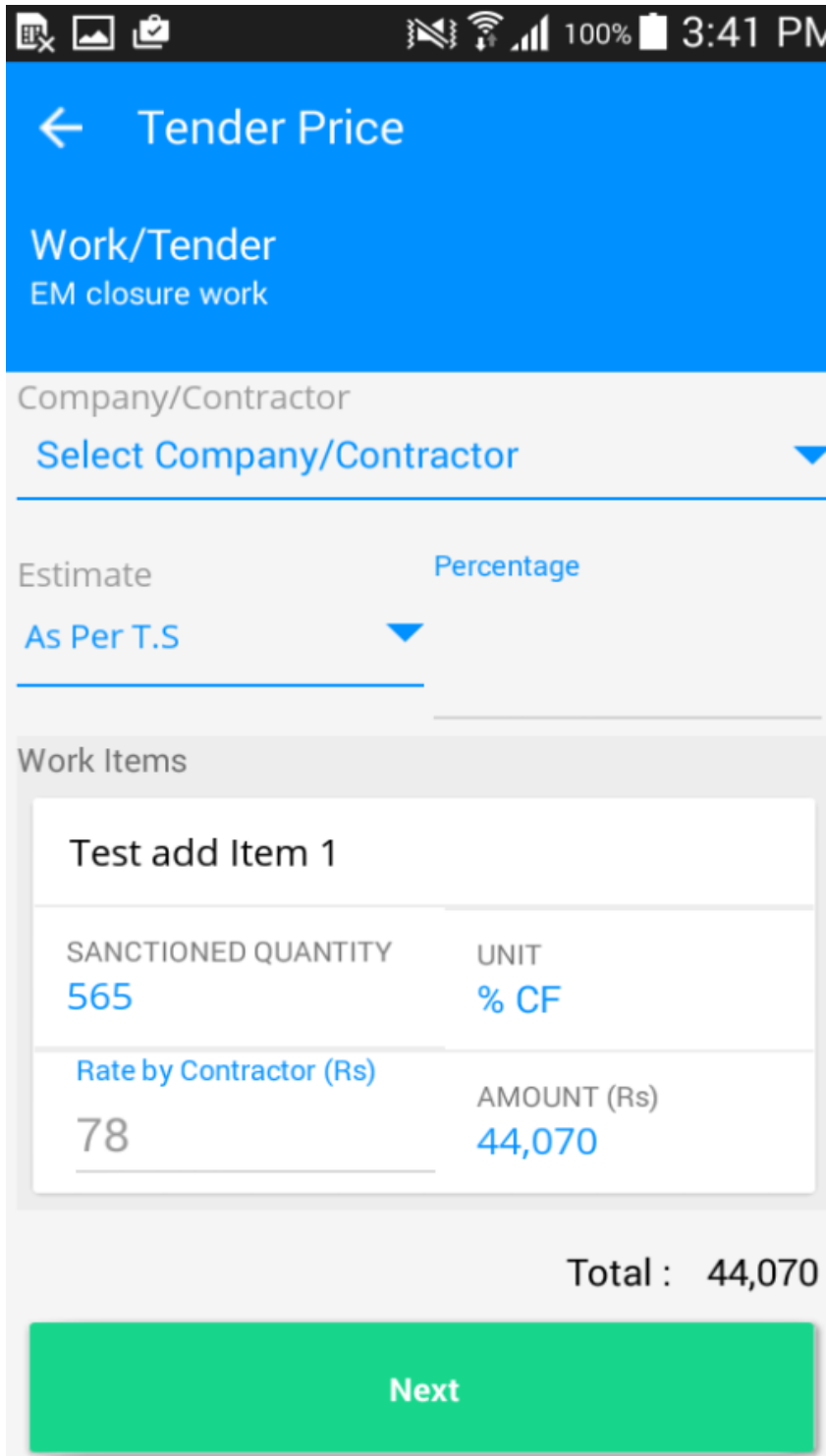**Submit**

- Click at submit button.
- System will save the record

Contractor Attendance

- Clicking on Contractor Attendance icon from Android application, system redirects user to contractor attendance screen

Name

Name

Monitoring Assistant ▼

- Select the 'Name' from Dropdown

Contract Members

✅ Amir and CO 🖊️

Waleed Ahmad

Salman

New User

- Enter the Contractor Name.

Attach Attendance Sheet

- Attach 'Attendance Sheet' by clicking at choose file button

Submit

Submit

- Click at submit button.
- System will save the record

Tender Price

- Clicking on Tender Price icon from Android application, system redirects user to tender price screen

Company/Contractor

Company/Contractor

Select Company/Contractor ▼

- Select the Name from 'Company' Dropdown
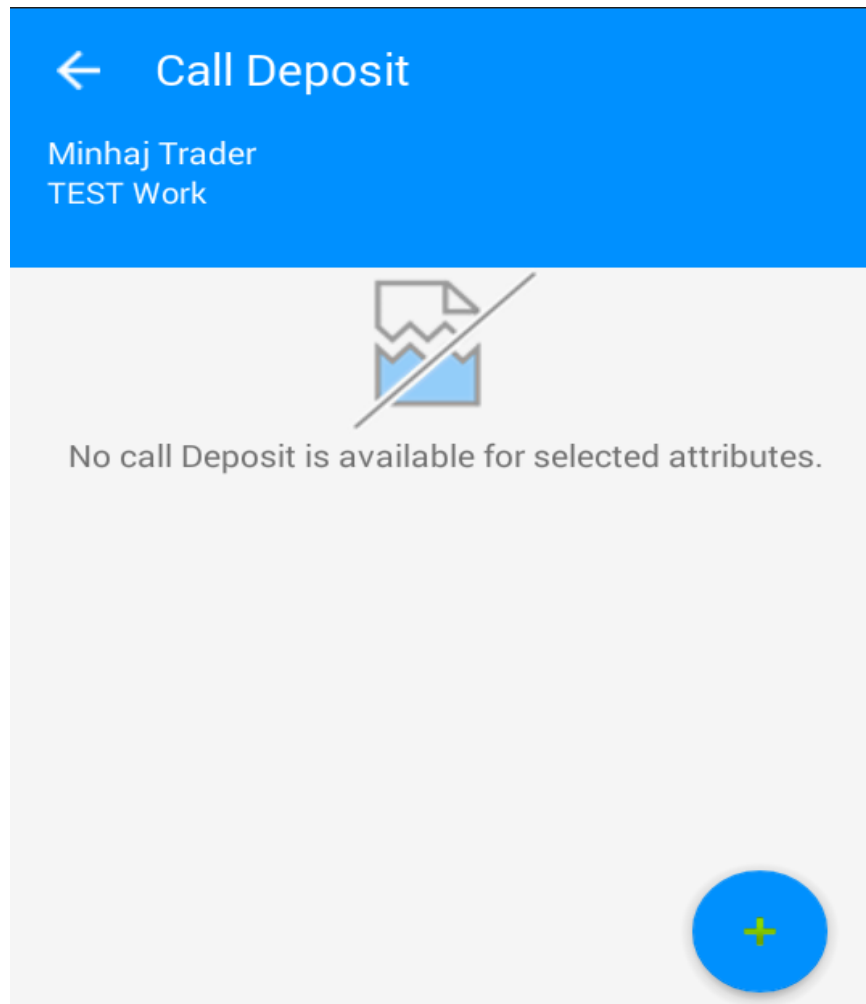
Estimate

Estimate

As Per T.S ▼

Percentage

- Select the estimate type from Dropdown
- At selection of estimate as 'Above TS' or 'Below TS' the text field is enabled where user can enter percentage value.

Next

Next

- Click at Next button.
- System will save the record and redirects to Call Deposit screen.

Call Deposit

- Clicking on will redirect to Add Call Deposit details screen.

- Enter Call Deposit #
- Enter Bank details
- Enter Amount
- Take a photo
- Click on Submit button to save the record.
- The rest of the functionality of awarding a contract is provided from web application interface.

ADM Report

- Clicking on ADM Report icon from Android application, system redirects user to ADM Report screen

- Enter / Edit Submission Time
- Enter / Edit Opening Time

- Take a photo
- Check the checkbox, if wishes to Cancel the tender
- Click on Submit button to save record in database.

Reports

Activate Users: SDO, XEN, SE, CE, PMIU Data Analyst, Chief PMIU, Secretary Irrigation and all other authorized users
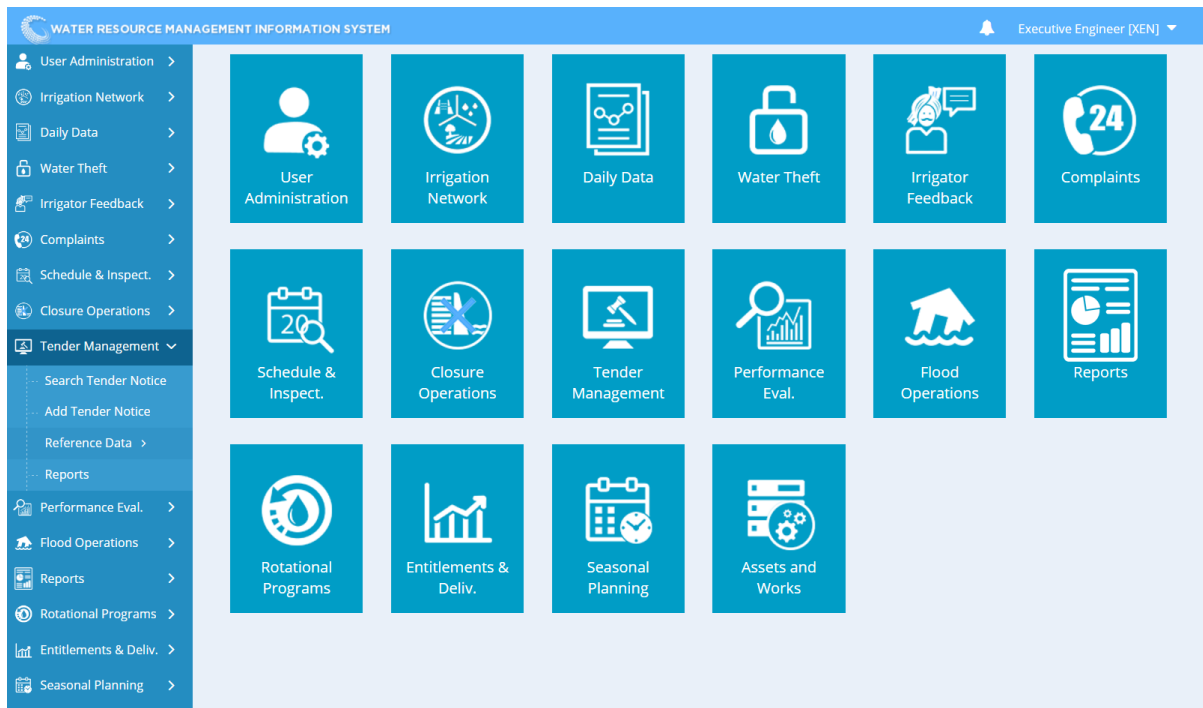
- Click on Reports through Tender Management present on left menu of search screen
- System redirects user to Reports main screen.

How to Access: Main Menu -> Tender Management - > Reports

- 👤 User Administration >
- Irrigation Network >
- Daily Data >
- 🔒 Water Theft >
- Irrigator Feedback >
- Complaints >
- Schedule & Inspect. >
- Closure Operations >
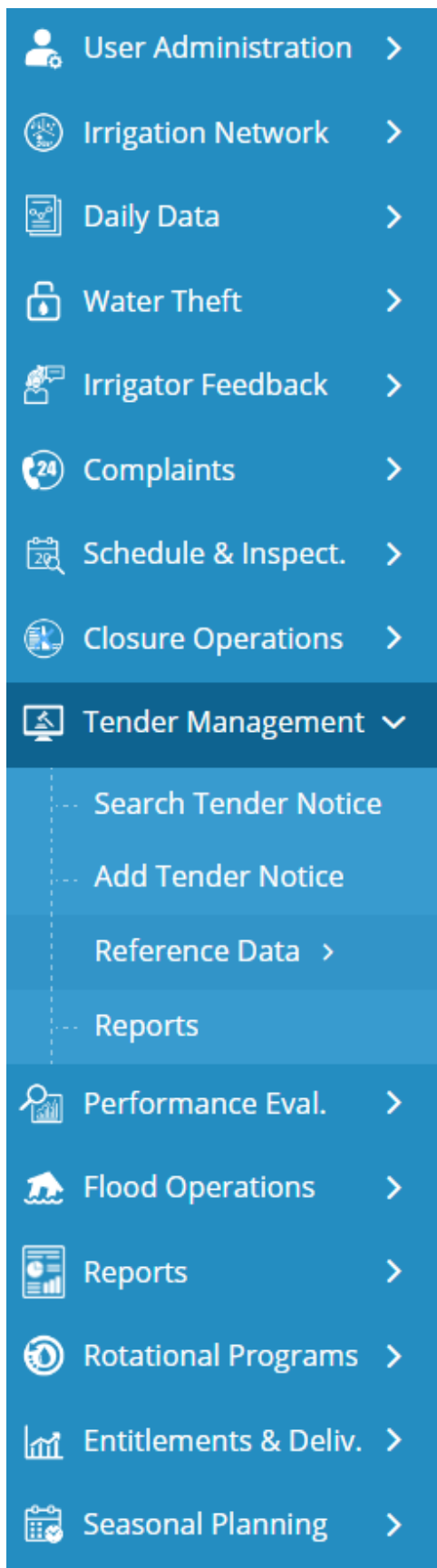- Tender Management ⌄
  - Search Tender Notice
  - Add Tender Notice
  - Reference Data >
  - Reports
- Performance Eval. >
- 🏠 Flood Operations >
- Reports >
- Rotational Programs >
- Entitlements & Deliv. >
- Seasonal Planning >

Sold Tenders Report

| Domain | Select ▼ | Division | Select ▼ | Status | All ▼ | Tender | Select ▼ | View |

Domain

Domain | Select ▼

- Select the Domain from Dropdown
- Respective Divisions are populated on selection of Domain

Division

Division | Select ▼

- Select the Division from Dropdown

Status

Status | All ▼

- Select the Status of Tender Notice from Dropdown

Tender

Tender | Select ▼

- Select the Tender from Dropdown

View

View

- Click on View button , System checks all mandatory fields
- System shows relevant Report based on selection criteria.