



e-GP System User Manual for Procuring Entity (PE) Users

www.eprocure.gov.bd



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Contents

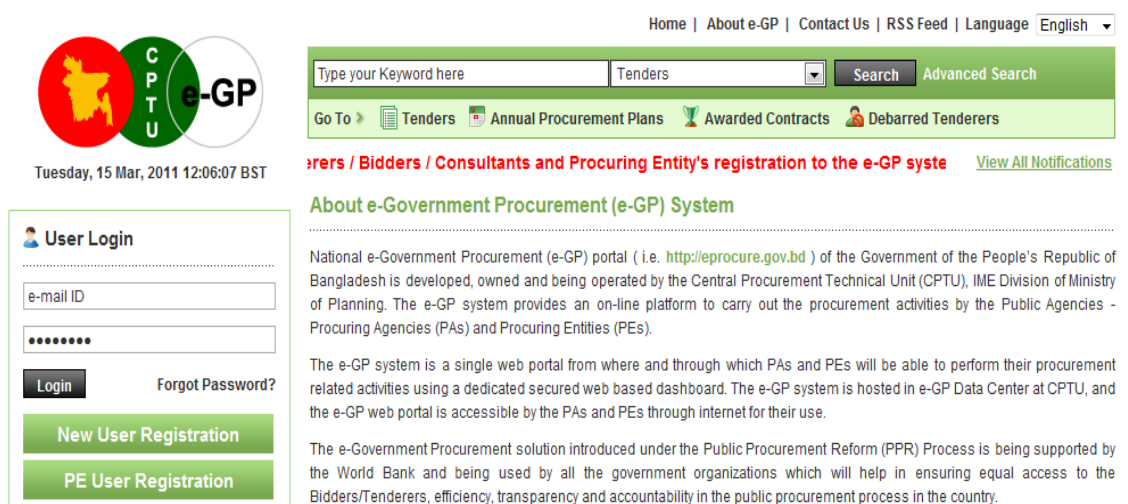
| | | |
|-----|---|-----|
| 1 | Login to e-GP Portal along with User Name & Password..... | 3 |
| 2 | Message Box..... | 5 |
| 3 | Annual Procurement Plan (APP) | 13 |
| 4 | Tender | 29 |
| 5 | Workflow | 55 |
| 6 | Evaluation | 59 |
| 7 | Debarment | 113 |
| 8 | My Account..... | 117 |
| 9 | Overview of e-Contract Management Module (e-CMS)..... | 122 |
| 9.1 | Commencement Date..... | 123 |
| 9.2 | Delivery Schedule/ Work Program | 126 |
| 9.3 | Progress Report | 131 |
| 9.4 | Payment | 151 |
| 9.5 | Contract Termination | 156 |

1 Login to e-GP Portal along with User Name & Password

PE Users will be created by e-GP Admin or PE Admin in the e-GP Portal. The moment users are created on e-GP; Users will get a system generated e-Mail message in his registered e-Mail ID which contains the necessary information pertaining to Users Login details along with User name & Password. With the help of this User name & Password, Users can start working on e-GP Portal (As shown in **Screen –A1**)

Steps for Login to the system

- 1.1. Users will login to e-GP Portal along with User Name & Password. In case of first time login, to maintain the “**Security & Integrity**” on e-GP Portal, system by default leads to “**Change Password**” screen will come wherein the user has to give the details which are asked.

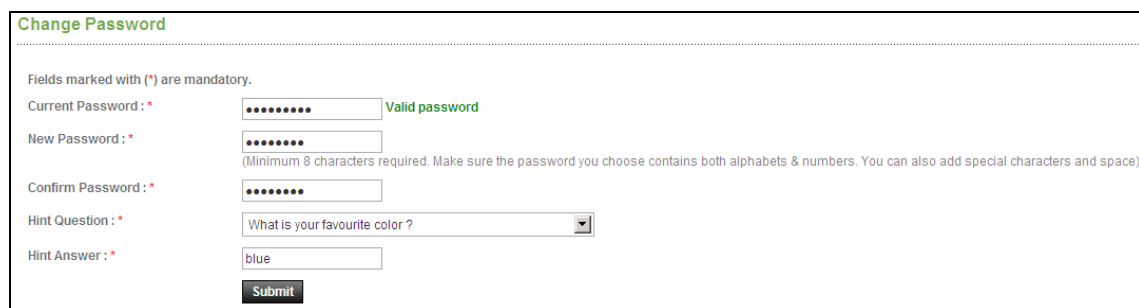


The screenshot shows the e-GP Portal home page. At the top, there is a navigation menu with links: Home | About e-GP | Contact Us | RSS Feed | Language English. Below the menu is a search bar with the text 'Type your Keyword here' and a dropdown menu set to 'Tenders'. There are buttons for 'Search' and 'Advanced Search'. Below the search bar is a 'Go To' section with links for 'Tenders', 'Annual Procurement Plans', 'Awarded Contracts', and 'Debarred Tenderers'. The main content area features a 'User Login' section with fields for 'e-mail ID' and a password field, a 'Login' button, and links for 'Forgot Password?', 'New User Registration', and 'PE User Registration'. To the right, there is a section titled 'About e-Government Procurement (e-GP) System' with text describing the portal and its purpose.

Screen–A1

- 1.2. In this Change Password page all fields are mandatory. Therefore, Users have to give an input on each & every field. If any of the field skipped by Users, then, the system won't allow Users to process further on the e-GP Portal.

- 1.3. Once all the inputs are given by the Users after that, Users have to click on “**Submit**” button which would be available at the bottom of the page. (As shown in **Screen-A2**)



The screenshot shows the 'Change Password' form. It includes a note: 'Fields marked with (*) are mandatory.' The form has the following fields: 'Current Password : *' with a password field and a 'Valid password' indicator; 'New Password : *' with a password field and a note '(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)'; 'Confirm Password : *' with a password field; 'Hint Question : *' with a dropdown menu showing 'What is your favourite color ?'; and 'Hint Answer : *' with a text field containing 'blue'. A 'Submit' button is located at the bottom of the form.

Screen-A2

- 1.4. Once details are given by the user and clicking on **“Submit”**, the system will show a message on Users screen i.e. **“Password Changed successfully”** then User will be redirected to the home page where the Users has to enter the e-mail ID and the changed password. **(As shown in Screen-A3)**



The screenshot displays the e-GP system interface. At the top right, there are navigation links: Home | About e-GP | Contact Us | RSS Feed | Language English. Below this is a search bar with the text 'Type your Keyword here' and a dropdown menu set to 'Tenders'. A 'Search' button and an 'Advanced Search' link are also present. A 'Go To' section includes links for Tenders, Annual Procurement Plans, Awarded Contracts, and Debarred Tenderers. A notification banner reads 'As the first step of the e-Tende' with a 'View All Notifications' link. The main content area is titled 'About e-Government Procurement (e-GP) System' and contains the following text:

National e-Government Procurement (e-GP) portal (i.e. <http://eprocure.gov.bd>) of the Government of the People's Republic of Bangladesh is developed, owned and being operated by the Central Procurement Technical Unit (CPTU), IME Division of Ministry of Planning. The e-GP system provides an on-line platform to carry out the procurement activities by the Public Agencies - Procuring Agencies (PAs) and Procuring Entities (PEs).

The e-GP system is a single web portal from where and through which PAs and PEs will be able to perform their procurement related activities using a dedicated secured web based dashboard. The e-GP system is hosted in e-GP Data Center at CPTU, and the e-GP web portal is accessible by the PAs and PEs through internet for their use.

The e-Government Procurement solution introduced under the Public Procurement Reform (PPR) Process is being supported by the World Bank and being used by all the government organizations which will help in ensuring equal access to the Bidders/Tenderers, efficiency, transparency and accountability in the public procurement process in the country.

A 'Read More >>' link is provided at the bottom of the text.

On the left side, there is a 'User Login' section with a 'Password changed successfully' message. The login form includes fields for 'e-mail ID' and a password field (masked with dots). There are 'Login' and 'Forgot Password?' buttons, and a 'New User Registration' button below.

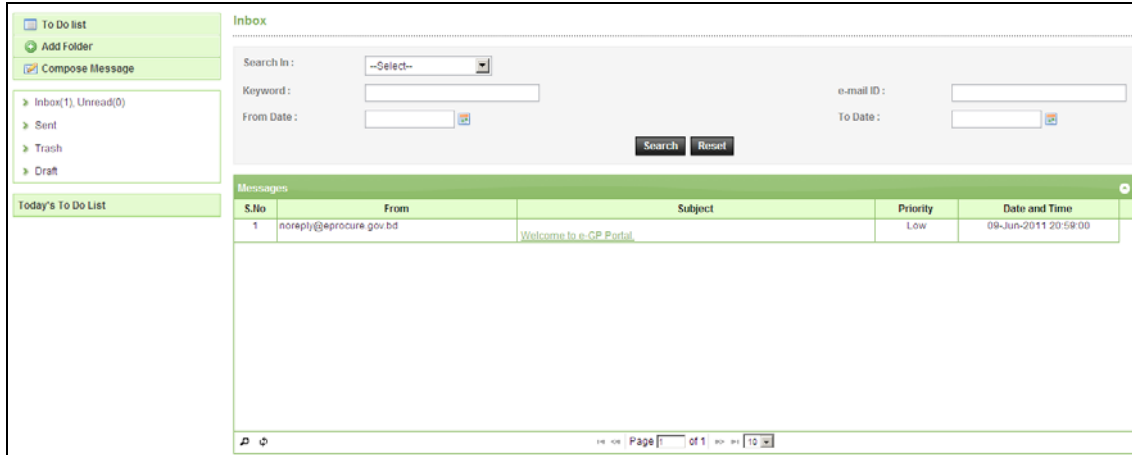
The date and time shown at the bottom left is 'Tuesday, 15 Mar, 2011 12:01:42 BST'.

Screen-A3

2 Message Box

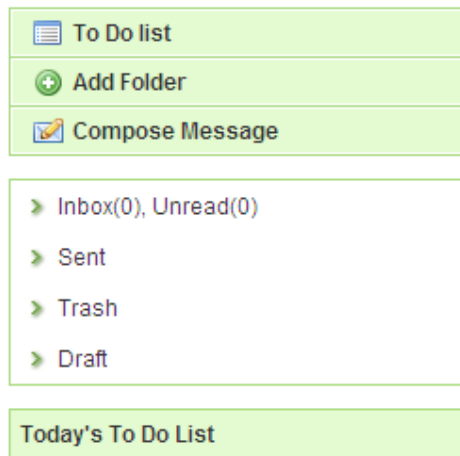
1.1 User will login to e-GP Portal along with User name & Password.

1.2 After login into system, User will be able to see the Message box menu (As shown in **Screen-B1**)



Screen-B1

1.2.1 Left Menu will show below mentioned links (As shown in **Screen-B2**)



Screen-B2

1.2.2 **To Do List** → User can add new tasks, view existing tasks and can search for the task details.

1.2.3 **Add Folder** → Folder Management of the mails can be done. Create folders and manage the mails efficiently. By default, there will be four folders – Inbox, Sent, Trash and Draft.

1.2.4 **“Compose Message”** → User can Compose messages using this functionality.

1.2.5 **“Inbox”** → All the mails which are received by the user will be available in this folder.

1.2.6 **“Sent”** → Mails which user sent through compose message will be available in this folder.

1.2.7 **“Trash”** → Deleted messages will be in this folder.

1.2.8 **“Draft”** → Saved messages will be in this folder.



1.3 Message Box >> To Do List


1.3.1 To Do List functionality, is used so that User can manage their tasks / activities on a regular basis.

1.3.2 **View Task Details**→ All tasks will be listed in the grid table (S. No, Task Brief, Priority, Start Date, Last Date, Action) (As shown in **Screen - B3**)

[View All Notifications](#)

View Task Details

Date From:  Date To: 

Status : 

| S.No | Task Brief | Priority | Start Date | End Date | Action |
|------|---------------|---------------|---------------|---------------|---------|
| 1 | No Data Found | No Data Found | No Data Found | No Data Found | No Data |



Screen-B3


1.3.3 **Search Task**→ User is given Search criteria, through which user can search by giving required parameters (i.e. From Date – To Date, Status) through which user can get quick results. (As shown in **Screen – B4**)

[View All Notifications](#)

View Task Details

Search Functionality

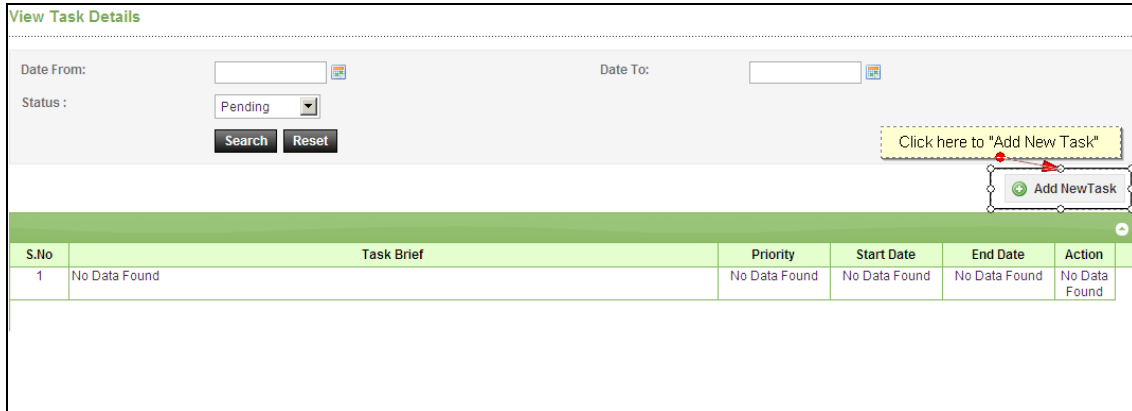
Date From:  Date To: 

Status : 

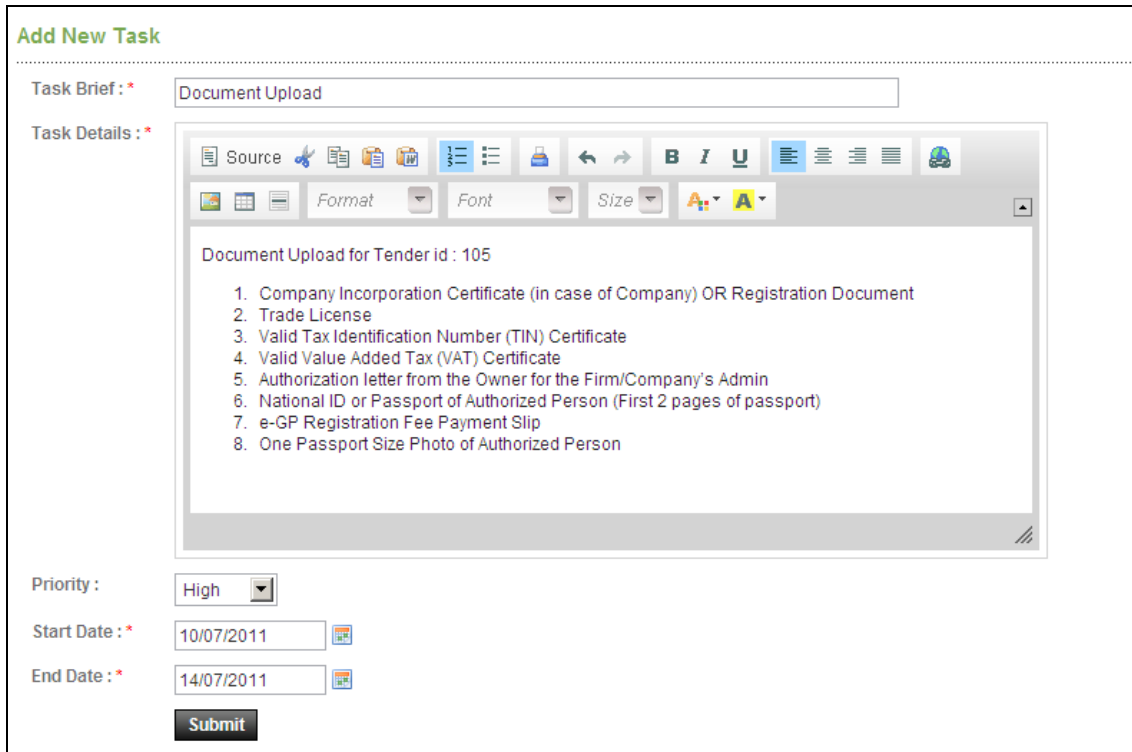
| S.No | Task Brief | Priority | Start Date | End Date | Action |
|------|---------------|---------------|---------------|---------------|---------|
| 1 | No Data Found | No Data Found | No Data Found | No Data Found | No Data |

Screen-B4

1.3.4 **Add New Task** → User can create new task by click on the link (As shown in **Screen – B5**) and add in their respective To Do list. Once New Task page gets opened, it will list down the input values (Task Brief, Task Details, Priority of Task, Start Date and End Date) which user will fill and click on Submit button. (As shown in **Screen – B6**)



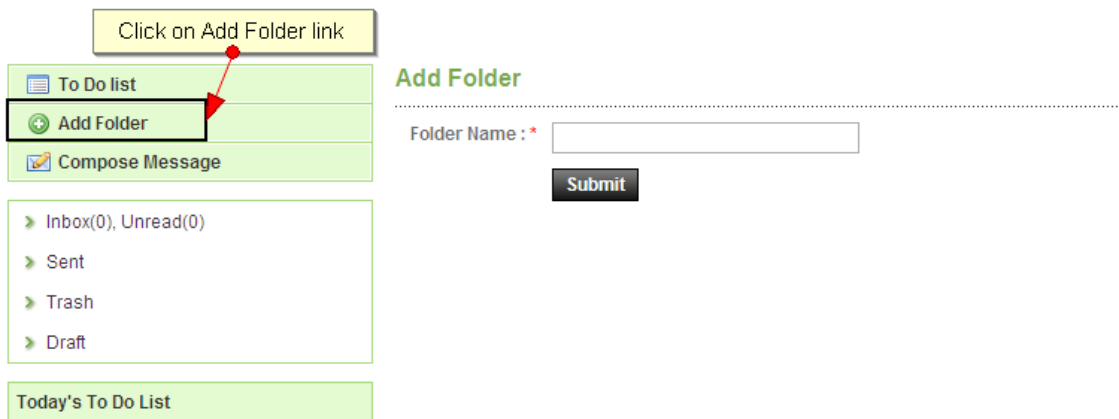
Screen-B5



Screen-B6

1.4 Message Box >> Add Folder

1.4.1 **“Add Folder”** link will be shown in left panel (As shown in **Screen – B7**) → Add Folder page will be shown, Once users enter the folder name and clicking on submit button, the system will display a validation message as **“Folder created successfully”** and the created folder name will be shown on the left panel.

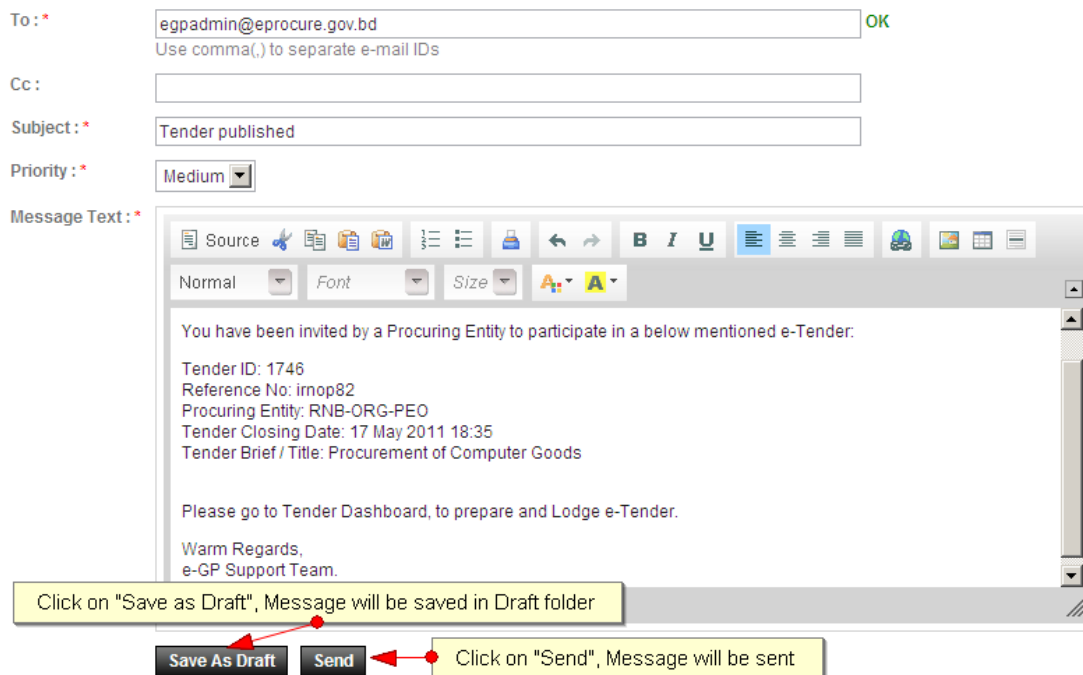


Screen-B7

1.5 Message Box >> Compose Message

1.5.1 **Compose Message**→User can compose message using this functionality (As shown in **Screen –B8**). Lots of features like font, color, styles are available for better appeal. Set priority to your messages as well.

Compose Mail



Screen–B8

1.5.2 Message can be created in **“Rich Text Area”** as shown. Priority of message can be set for the message by selecting **“Low, Medium, High”**. After composing of the message, User can either **“Send”** the message or **“Save as Draft”**.

1.5.3 Once the message is sent, the system will prompt message “**Message Sent Successfully**” and the mail will be available in “**Sent Folder**”.

1.6 Message Box >> Inbox

1.6.1 Inbox basically is the storage of messages which User will receive from another User. User will be able to View, Open and Search messages.

1.6.2 **View Message**→ User can see all messages in Inbox in the grid table (From, Subject, Priority, Date and Time). (As shown in **Screen –B9**)

| S.No | From | Subject | Priority | Date and Time |
|------|----------------|--|----------|----------------------|
| 1 | peuser@egp.com | APP ID: 1032 APP Approval is required | High | 16-May-2011 10:12:42 |
| 2 | peuser@egp.com | APP ID: 947 File to be processed in Workflow | High | 26-Apr-2011 15:35:00 |
| 3 | peuser@egp.com | Tender ID : 411 File to be processed in Workflow | High | 23-Apr-2011 15:19:00 |
| 4 | peuser@egp.com | Tender ID : 411 File to be processed in Workflow | High | 23-Apr-2011 14:53:00 |
| 5 | peuser@egp.com | APP ID: 895 APP Approval is required | High | 22-Apr-2011 13:12:00 |
| 6 | peuser@egp.com | APP ID: 899 File to be processed in Workflow | High | 20-Apr-2011 09:53:00 |
| 7 | peuser@egp.com | APP ID: 898 File to be processed in Workflow | High | 20-Apr-2011 09:24:00 |
| 8 | peuser@egp.com | Tender ID : 405 File to be processed in Workflow | High | 17-Apr-2011 16:53:00 |
| 9 | peuser@egp.com | APP ID: 894 File to be processed in Workflow | High | 17-Apr-2011 16:36:00 |
| 10 | peuser@egp.com | APP ID: 848 File to be processed in Workflow | High | 05-Apr-2011 11:27:00 |

Page 1 of 2

Screen–B9

1.6.3 **Open Message** (User can select & click on the link to open the message and view the message with values (Subject, From, To, Cc, Priority, Message body) with some more functionality mentioned in below table (As shown in **Screen – B10&Screen - B11**)

| S.No | From | Subject | Priority | Date and Time |
|------|----------------|--|----------|----------------------|
| 1 | peuser@egp.com | APP ID: 1032 APP Approval is required | High | 16-May-2011 10:12:42 |
| 2 | peuser@egp.com | APP ID: 947 File to be processed in Workflow | High | 26-Apr-2011 15:35:00 |
| 3 | peuser@egp.com | Tender ID : 411 File to be processed in Workflow | High | 23-Apr-2011 15:19:00 |
| 4 | peuser@egp.com | Tender ID : 411 File to be processed in Workflow | High | 23-Apr-2011 14:53:00 |
| 5 | peuser@egp.com | APP ID: 895 APP Approval is required | High | 22-Apr-2011 13:12:00 |
| 6 | peuser@egp.com | APP ID: 899 File to be processed in Workflow | High | 20-Apr-2011 09:53:00 |
| 7 | peuser@egp.com | APP ID: 898 File to be processed in Workflow | High | 20-Apr-2011 09:24:00 |
| 8 | peuser@egp.com | Tender ID : 405 File to be processed in Workflow | High | 17-Apr-2011 16:53:00 |
| 9 | peuser@egp.com | APP ID: 894 File to be processed in Workflow | High | 17-Apr-2011 16:36:00 |
| 10 | peuser@egp.com | APP ID: 848 File to be processed in Workflow | High | 05-Apr-2011 11:27:00 |

Page 1 of 2

Screen–B10

View Message

Trash
Reply
Reply To All
Forward

Subject : **APP ID: 1032 APP Approval is required** 16-May-2011 10:12:42

From : peuser@egp.com

To : hopeuser@egp.com

Cc :

Priority : High

Dear User,

A file has come to you for processing. Detail of the file to be processed is as mentioned below.

Module Name : Annual Procurement Plan (APP)
Process : App Approval Workflow
ID : 1032
File Sent By : PE User - PE

[Click here](#) to process this file now. Or you can perform below mentioned steps to process this file later on:

1. Click on **Workflow** menu
2. Select **Pending** task
3. Click on **Process** link available in front of a particular file to be processed

Regards,
e-GP Help Desk.

Screen-B11

| | |
|-----------------------|--|
| Trash | When User View Message, on top User can click on “Trash”, to remove the message from the Inbox. Once message can then be found in Trash Folder. |
| Reply | When User View Message, on top User can click on “Reply”, User can revert back to “From” eMail ID(s). |
| Reply To All | When User View Message, on top User can click on “Reply”, User can revert back to all i.e. “From” & “Cc” eMail ID(s). |
| Forward | When User View Message, on top User can click on “Forward”, User can forward the message to another User and input the values “From” & “Cc” e-Mail ID(s). |
| Move To Folder | When User View Message, on top User can select from combo box folder and click on “Move To Folder”, in return message will be moved to specific folder from Inbox. |

1.6.4 Search Message → User can use search condition as input values (Search in [Subject, Message], Keyword, e-Mail ID, From Date, To Date – As shown in **Screen –B12**) and result will be displayed in grid table.

Inbox

Search In :

Keyword :

From Date :

e-mail ID :

To Date :



Search
Reset

Screen-B12

1.7 Message Box >> Sent Folder

1.7.1 User when send messages to any other user, the message will be saved in “**Sent**” folder (As shown in **Screen – B13**). User can select any specific message to view again message.

Sent

Search In :
 Keyword :
 From Date : 
 e-mail ID :
 To Date : 

Search **Reset**

Messages

| S.No | To | Subject | Priority | Date and Time |
|------|----------------|--|----------|----------------------|
| 1 | au.l@egp.com | APP ID: 1032 File Approved by Approver | High | 16-May-2011 10:37:06 |
| 2 | peuser@egp.com | APP ID: 947 File to be processed in Workflow | High | 26-Apr-2011 15:37:00 |
| 3 | peuser@egp.com | Tender ID : 411 File to be processed in Workflow | High | 23-Apr-2011 15:03:00 |
| 4 | au.l@egp.com | APP ID: 895 File to be processed in Workflow | High | 22-Apr-2011 13:16:00 |
| 5 | peuser@egp.com | APP ID: 899 File to be processed in Workflow | High | 20-Apr-2011 09:53:00 |
| 6 | peuser@egp.com | APP ID: 898 File to be processed in Workflow | High | 20-Apr-2011 09:25:00 |
| 7 | peuser@egp.com | Tender ID : 405 File to be processed in Workflow | High | 17-Apr-2011 16:54:00 |
| 8 | peuser@egp.com | APP ID: 894 File to be processed in Workflow | High | 17-Apr-2011 16:37:00 |
| 9 | peuser@egp.com | APP ID: 848 File to be processed in Workflow | High | 05-Apr-2011 11:28:00 |
| 10 | au.l@egp.com | APP ID: 845 File to be processed in Workflow | High | 31-Mar-2011 16:28:00 |

Page 1 of 1

Screen–B13



1.8 Message Box >> Trash Folder

1.8.1 Message which is deleted / removed by the User are shown in “**Trash**” folder. (As shown in **Screen – B14**)

1.8.2 All Trash Messages get displayed in a grid table (From, Subject, Priority, Date and Time).

1.8.3 User can also Search in Trash folder by using input values (Search in [Subject, Message], Keyword, eMail ID, From Date - To Date).

Trash

Search In :
 Keyword :
 From Date : 
 e-mail ID :
 To Date : 

Search **Reset**

Messages

| S.No | From | Subject | Priority | Date and Time |
|------|------------------|------------------------|----------|----------------------|
| 1 | hopeuser@egp.com | Welcome to e-GP Portal | Low | 17-May-2011 17:09:13 |

Page 1 of 1

Screen–B14

1.9 Message Box >> Draft Folder

1.9.1 When a user saves the message, Message is moved to “**Draft**” folder. On Click on “**Draft**” link, message saved by the user will be shown in the grid (As shown in **Screen - B15**). If User wants to send a message from Draft then User has to click on “**Edit**” link > Open **Message**> If any update in the message, the user can update and Click on “**Send**” button.

Draft

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

| Messages | | | | | |
|----------|----------------|---------------------------------------|----------|----------------------|----------------------|
| S.No | From/To | Subject | Priority | Date and Time | Action |
| 1 | peuser@egp.com | APP ID: 1032 APP Approval is required | Medium | 17-May-2011 17:20:53 | Edit |

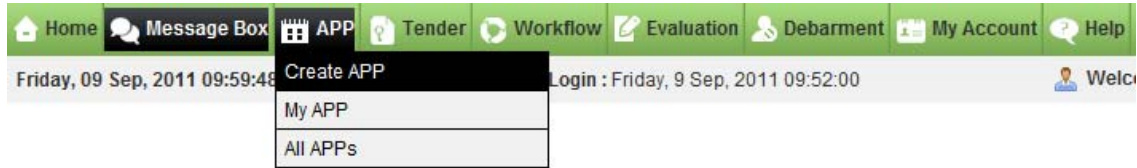
Page 1 of 10

Screen-B15

3 Annual Procurement Plan (APP)

1.10 APP >> Create APP

1.10.1 To Create APP, PE user has to click on “**APP**” Menu, then click on “**Create APP**” sub-menu (As shown in **Screen – C1**)



Screen–C1

1.10.2 Once clicked on the “**Create APP**” menu then below screen will open up on where the PE User has to select following details. (As shown in **Screen – C2**)

1.10.2.1 **Type of Budget:** - PE user has to select the Type of Budget for which APP is being created. There are three types of budget one is Development Budget, Revenue Budget and Own Fund. In case of Development Budget project is mandatory to select.

1.10.2.2 **Financial Year:** - PE user has to select Financial Year for the combo box for which APP is being created

1.10.2.3 **Select Project:** - PE user needs to select Project for the combo box

1.10.2.4 **PE / Project Office:** - PE user Project Office will be automatically displayed.

1.10.2.5 **PE:** - PE’s name will be automatically displayed on the basis of Login ID.

1.10.2.6 **APP Code:** - PE user needs to enter the APP Code for the same.

Create APP

[Create APP](#) >> [Add Package Details](#) >> [Add Package Dates](#)

Fields marked with (*) are mandatory

Budget Type : *

Financial Year : *

Select Project : *

PE / Project Office : Office of Procurement

PE : PE User

APP Code : *

Next

Screen-C2

1.10.3 Add Package Details -On clicking the Next button, PE user can add the Package details. (As shown in **Screen – C3**)

Package Details

[Go Back To Dashboard](#)

[Create APP](#) >> [Add Package Detail](#) >> [Add Package Dates](#)

Fields marked with (*) are mandatory

APP ID : 267
Financial Year : 2010-2011
Budget Type : Development
Project Name : Blood Camp
APP Code : EGP-BC-001
Procurement Nature : *
Type of Emergency :
Package No. : * **OK**

Please specify the Package/Lot as e-TENDER: <reference No.> if the Package/Lot will be procured using e-GP System

Package Description : *

| Lot No. * | Lot Description * | Quantity * | Unit (i.e. Nos., Kg, etc.) * | Estimated Cost (In BDT) * |
|--------------------------------|---|--------------------------------|--------------------------------------|--|
| <input type="text" value="1"/> | <input type="text" value="Construction of Blood Camp in all States"/> | <input type="text" value="1"/> | <input type="text" value="Package"/> | <input type="text" value="20000000"/> TWO CRORE |

Package Est. Cost (In BDT) :
 TWO CRORE

Category : * [Select Categories](#)

Approving Authority : *

PQ Requires : *

Procurement Type : *

Procurement Method : *

Source of Fund : Government

Next

Screen-C3

- 1.10.3.1 **Procurement Nature:** - PE users need to select the Procurement Nature from the Combo Box. Procurement Nature can be Goods / Works / Services. If PE users select Service in Procurement Nature then it is mandatory to select Service Type. (Standalone Services/Professional & Intellectual Services/Non-Consulting Services)
- 1.10.3.2 **Type of Emergency:** - PE users need to select the Type of Emergency. Type of Emergency can be Normal / Urgent / National Disaster.
- 1.10.3.3 **Package No. :** - PE users will enter the Package No. For which APP is being created.
- 1.10.3.4 **Package Description:** - PE users will enter the Package Description for which APP is to be created.
- 1.10.3.5 PE users will specify Lot No., Lot Description, Quantity, Unit and Estimation Cost **(In BDT Taka)**
- 1.10.3.6 **Package Est. Cost (In BDT Taka):** - System displayed the Package Est. Cost of all the Lots.
- 1.10.3.7 **Category:** - PE user can select the Category by clicking on the **Select Category** button.
- 1.10.3.8 **Approving Authority:** - PE user can select the Approving Authority from the Combo Box.
- 1.10.3.9 **PQ Requires:** - If Pre-Qualification (PQ) requires in the APP then PE user can select **"Yes"** from the Combo Box otherwise selects **"No"**.
- 1.10.3.10 **Procurement Type:** - Procurement Type can be selected from Combo Box whether NCT (National Competitive Tender) or ICT (International Competitive Tender).
- 1.10.3.11 **Procurement Method:** - PE user can select the Procurement Method from the Combo Box.
- 1.10.4 On submitting all mandatory information PE User has to click on **Next** button for further process. (As shown in **Screen – C3**)
- 1.10.5 **Add Package Dates:** – System will display Add Package dates page after filling package information. It is mandatory for PE User to specify the Dates and No. Of days. PE User to select Expected Date of Advertisement of Tender on e-GP website Authority needs to enter No of Days and on the basis of that system will display End date of the same. Once the No. Of Days will be entered by Authorized User then system will automatically display the Total Time to Contract Signed by summing up all the day which has been configured in Tender Dates. Once all the details are entered into the system then AU needs to click on **"Save"** to save the

details. On click on “Save & Add More Package” then the system will save the data submitted by Authorized User and redirect to Add Package Details Page. If the selected Date is a holiday, then the system will display the same in Red Color, so the same can be easily identified by PE User. (As shown in **Screen – C4**)

✓ Package details added successfully

Fields marked with (*) are mandatory

Approving Authority : HOPE
 APP ID : 267
 Financial Year : 2011-2012
 Budget Type : Development
 Project Name : Blood Camp
 APP Code : EGP-BC-001
 Package No. : EGP-HG-0002

Tender Dates :

Expected Date Of Advertisement/OTET on e-GP website : * 10/11/2011

+ No. Of Days : * 7
 + No. Of Days : * 25
 + No. Of Days : * 21
 + No. Of Days : * 14
 + No. Of Days : * 7
 + No. Of Days : * 30
 + No. Of Days : * 20

Total to Contract Signing : 104

Expected Date of Submission of Tenders : 17-Nov-2011
 Expected Date of Opening of Tenders : 12-Dec-2011
 Expected Date of Submission of Evaluation Report : 02-Jan-2012
 Expected Date of Approval for Award of Contract : 16-Jan-2012
 Expected Date of Issuance of the NOA : 23-Jan-2012
 Expected Date of Signing of Contract : 22-Feb-2012
 Expected Date of Completion of Contract : 13-Mar-2012

Save Save and Add More Package

Screen – C4

1.10.6 **APP Dashboard** - Once PE user after click on save button then system automatically redirects the page on APP Dashboard (As shown in **Screen – C5**)

Annual Procurement Plan (APP) Dashboard

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001 Project Name (if Applicable) : Blood Camp
 Financial Year : 2011-2012 Budget Type : Development

Official Cost Estimate :

Template : Download

Workflow : Create Annual Procurement Plan :

Screen – C5

1.10.6.1 **APP Information Bar**– PE user can view the entire APP which has been created for APP dashboard in “**APP Information Bar**”. PE User can see APP ID (Which is automatically generated by the system), APP Code, Project Name, Financial Year and Type of Budget.

1.10.6.2 **Engineer`s Estimation** - Standard Engineering Estimation Template can be downloaded by PE user. **Engineering Estimation is applicable only for 'Works' tenders.**

1.10.6.3 **Workflow** – PE User can create the workflow by click on “**Create**” tab. (As shown in **Screen – C5**)

1.10.7 Search Packages – PE User can search the packages. (As shown in **Screen – C6**)

1.10.7.1 **Search Package:** - Package can be searched through Package No., Procurement Nature, Estimate Cost and Procurement Type.

1.10.7.2 **Add New Packages:** - PE User can add New Packages by clicking on Add New Packages.

1.10.7.3 **Package Details:** - PE User can take necessary action for the package as mentioned below.

1.10.7.3.1 Can view the Package No. Package Description, Procurement Nature and Type, Estimate Cost etc.

1.10.7.3.2 Can upload the Engineer`s Estimation.

1.10.7.3.3 Can **“View”** or **“Edit”** the Package details, Edit the dates or Remove the Packages under the **Action** section.

1.10.7.3.4 Can generate the **“Report”** as per the requirement.

Search Package :

Package No. : Procurement Nature :

Estimated Cost (in BDT) : Procurement Type :

Status :

| S. No. | Package No., Package Description | Procurement Nature Procurement Type | Package Est. Cost (in BDT) | Official Cost Estimate | Tender ID | Tender Status | Status | Action |
|--------|---|--|-------------------------------|---|-----------|-----------------------|---------|---|
| 1 | EGP-HG-0002 Construction of Blood Camp in all the States | Works NCT | 20000000.00 | Click here to upload Official Cost Estimate | - | Tender not floated | Pending | View Edit Package Detail Edit Dates Remove Report |

Screen – C6

1.10.8 **View APP Details** - On Clicking on View APP PE user can view all the details which have been entered at the time of the creation of APP. On clicking on **Print** button PE user can take the printout of APP for future reference. On clicking on **“Go Back to Dashboard”** system redirects PE User to Tender Dashboard. (As shown in **Screen – C7**)

View APP Package Details :

Ministry : Ministry of Procurement
 Division : -
 Organization : Organization of Procurement
 PE Office and Code : Office of Procurement
 Budget Type : Development Project Name : Blood Camp

| Key Fields Information: | |
|-------------------------|-------------|
| APP ID : | 267 |
| APP Code : | EGP-BC-001 |
| Financial Year : | 2011-2012 |
| Budget Type : | Development |
| Project Name : | Blood Camp |
| Procuring Entity : | PE User |
| District : | Dhaka |

| Package Details: | |
|---------------------|--|
| Procurement Nature | Works |
| Type of Emergency | Normal |
| Package No | EGP-HG-0002 |
| Package Description | Construction of Blood Camp in all the States |

| Lot Details: | | | | |
|--------------|--|------|---------|-------------------------|
| Lot No. | Lot Description | Qty | Unit | Estimated Cost (In BDT) |
| 1 | Construction of Blood Camp in all the States | 1.00 | Package | 20000000.00 |

| | |
|---------------------------------|--|
| Package Estimated Cost (In BDT) | 20000000.00 |
| Category | Social services; Social work and related services; |
| Approving Authority | HOPE |
| PQ Requires | No |
| Procurement Method | Open Tendering Method |
| Procurement Type | NCT |
| Source of Fund | Government, Own fund |
| Development Partners | - |

| Tender Dates: | |
|--|-------------|
| Expected Date of Advertisement of Tender on e-GP website | 10-Nov-2011 |
| Expected Date of submission of Tender | 17-Nov-2011 |
| Expected Date of Opening of Tender | 12-Dec-2011 |
| Expected Date of Submission of Evaluation Report | 02-Jan-2012 |
| Expected Date of Approval for Award of Contract | 16-Jan-2012 |
| Expected Date of Issuance of the NOA | 23-Jan-2012 |
| Expected Date of Signing of Contract | 22-Feb-2012 |
| Expected Date of Completion of Contract | 13-Mar-2012 |
| Total Time to Contract Signing | 104 |

Screen – C7

1.10.9 **Creation of Workflow** - Click on “**Create**” link for creating the workflow. (As shown in **Screen – C8**)

Workflow :

[Create](#)

Screen – C8

Workflow Details

| APP Information Bar : | | | |
|-----------------------|-----------|-------------------------------|-------------|
| APP ID : | 267 | APP Code : | EGP-BC-001 |
| Financial Year : | 2011-2012 | Budget Type : | Development |
| | | Project Name (If Applicable): | Blood Camp |

| Workflow : | |
|---------------------------------------|--------------------------------|
| Module : | Annual Procurement Plan (APP) |
| Process : | App Approval Workflow |
| No. of Reviewers : * | <input type="text" value="1"/> |
| No. of Days for File Escalation : * | <input type="text" value="5"/> |
| <input type="button" value="Submit"/> | |

Screen – C9

1.10.9.1 **No. Of Reviewers:** - It is mandatory for PE users to mention No. Of reviewers, as how many reviewers are needed for the particular task. (As shown in **Screen – C9**)

1.10.9.2 **No. Of Days for file escalation:** - No. Of Days for file escalation is mandatory, PE user has to mention the No. Of days for file escalation. If another level user will not take any action on defined days then the system will automatically escalate the file to the next authority after the mentioned days. (As shown in **Screen – C9**)

1.10.9.3 **Donor Concurrence Requires:** - If the project is funded by third parties (WB, ADB, etc..) Then PE user can check on Donor Concurrence requires in that case file can be forwarded to the donors for the review and can also add comments for the same. (As shown in **Screen – C9**)

1.10.9.4 On submitting the same, PE user needs to select Procurement Role. (As shown in **Screen – C10**)

| APP Information Bar : | | | | | |
|-----------------------|-----------|---------------|-------------|-------------------------------|------------|
| APP ID : | 267 | APP Code : | EGP-BC-001 | Project Name (If Applicable): | Blood Camp |
| Financial Year : | 2011-2012 | Budget Type : | Development | | |

| Workflow : Add Users | | | | |
|----------------------|---------------|---------------------------|----------------------------------|--|
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | Action |
| 1 | Starts By | AU <input type="text"/> | AU User CE <input type="text"/> | |
| 2 | Reviewer | PE <input type="text"/> | | <input type="button" value="Select User"/> |
| 3 | Ends By | HOPE <input type="text"/> | Hope User CE | |

Screen – C10

1.10.9.5 There can be 1 initiator, N number of Reviewers and 1 final Authority which will finish up the process. (As shown in **Screen – C10**)

1.10.9.6 On clicking on **“Select User”** system will open one window where PE user have to search the user with department wise. (As shown in **Screen – C10**)

1.10.9.7 Users can be added or can be removed for the above mentioned in the Action column.

| APP Information Bar : | | | | | |
|---------------------------------------|---------------|------------------|----------------------------------|-------------------------------|-----------------------------|
| APP ID : | 267 | APP Code : | EGP-BC-001 | Project Name (If Applicable): | Blood Camp |
| Financial Year : | 2011-2012 | Budget Type : | Development | | |
| Workflow : Add Users | | | | | |
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | | Action |
| 1 | Starts By | AU | AU User CE | | |
| 2 | Reviewer | PE | PE User ,CE | | Change User |
| 3 | Ends By | HOPE | Hope User CE | | |
| <input type="button" value="Submit"/> | | | | | |

Screen – C11

1.10.9.8 Procurement Role, Name of the Official and their Designation will be automatically displayed by the system. (As shown in **Screen – C11**)

1.10.9.9 By clicking on **“Change User”** PE user can change the user which is selected earlier. (As shown in **Screen – C11**)

1.10.9.10 Once require selection done by the PE user in the workflow then needs to click on **‘Submit’** button for further process. (As shown in **Screen – C11**)

1.10.9.11 Once the Workflow created, if PE user wants to view the workflow then PE user has to click on **“View”** link. If PE user wants to view the history of workflow then PE User has to click on **“View Workflow History”** link and if user wants to click on modifying workflow details then has to click on **“Edit”** link. (As shown in **Screen – C12**)

| Workflow : |
|---|
| Edit View View Workflow History |

Screen – C12

1.10.9.12 On Click on **View** button PE user can see Workflow Details. (As shown in **Screen – C13**)

Workflow Details [Go back to Dashboard](#)

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001 Project Name (If Applicable): Blood Camp
 Financial Year : 2011-2012 Budget Type : Development

Workflow :

Module : Annual Procurement Plan (APP) Process : App Approval Workflow
 No. of Reviewers : 1 No. of Days for File Escalation : 5

Workflow Level :

| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | File On Hand |
|-----------|---------------|------------------|----------------------------------|--------------|
| 1 | Starts By | AU | AU User,CE | YES |
| 2 | Reviewer | PE | PE User,CE | NO |
| 3 | Ends By | HOPE | Hope User,CE | NO |

Screen – C13

1.10.10 **Process File in Workflow** - Initiator (AU) clicks on the Process file in workflow to send the file to the Reviewer for necessary approval and comments. (As shown in **Screen – C14**)

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001 Project Name (If Applicable): Blood Camp
 Financial Year : 2011-2012 Budget Type : Development

Official Cost Estimate :

Template : [Download](#)

Workflow : [View](#) | [Process file in Workflow](#) | [View Workflow History](#) **Annual Procurement Plan :**

Screen – C14

1.10.10.1 **Comments:** -Initiator can add comments. (As shown in **Screen – C15**)

1.10.10.2 **Action:** - Initiator needs to select the Action (Like Forward, Approve) from the combo box for the particular file. In this case, the initiator will select **“Forward”** to forward the particular file to Reviewer. (As shown in **Screen – C15**)

Process file in Workflow [Go back to Dashboard](#)

File Details : [View](#)
 Module Name : Annual Procurement Plan (APP)
 Process Name : App Approval Workflow
 Comments : *

OK. Forwarded

Action : Select Action

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

| S. No | ID | Processed By | Processed Date and Time | Action | Comments | To Be Processed By | Download |
|------------------|----|--------------|-------------------------|--------|----------|--------------------|----------|
| No Records Found | | | | | | | |

Workflow Level :

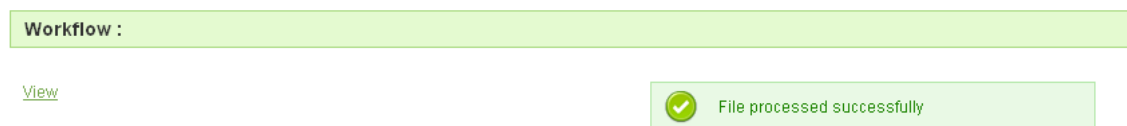
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | File On Hand |
|-----------|---------------|------------------|----------------------------------|--------------|
| 1 | Starts By | AU | AU User,CE | YES |
| 2 | Reviewer | PE | PE User,CE | NO |
| 3 | Ends By | HOPE | Hope User,CE | NO |

Submit

Screen – C15

1.10.10.3 **Upload Documents:** -Initiator can upload the necessary documents for the reference or the approval. (As shown in **Screen – C15**)

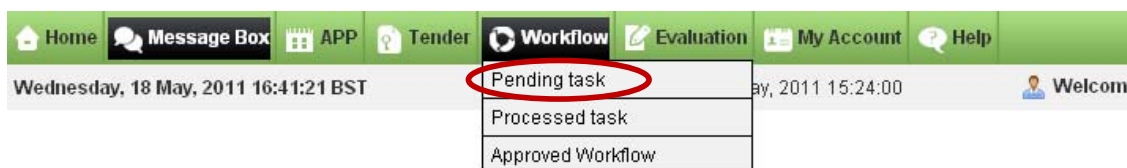
1.10.10.4 On submitting the same, the file will be transferred to the selected authority for the necessary action. (As shown in **Screen – C15**)



Screen – C16

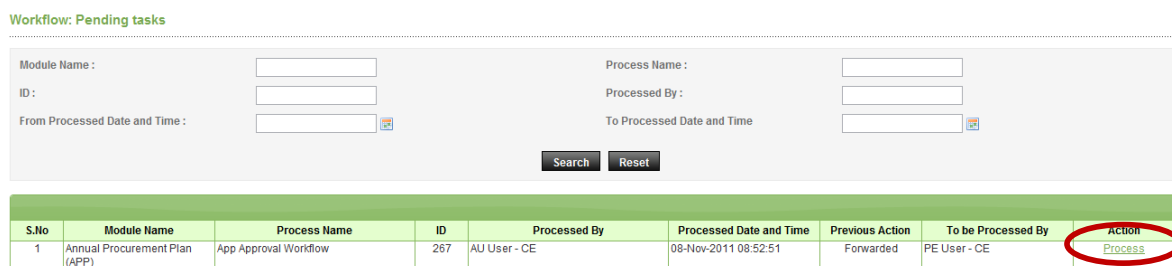
1.10.10.5 Once the file transferred to the Reviewer, the Initiator will get the message **“File Processed Successfully”** (As shown in **Screen – C16**)

1.10.10.6 Reviewer will login into the system and selects the **“Workflow”** tab then click on **“Pending Task”** to process the pending task. (As shown in **Screen – C17**)



Screen – C17

1.10.10.7 Reviewer needs to click on **“Process”** tab to process the particular file. (As shown in **Screen – C18**)



Screen – C18

1.10.10.8 By clicking on Process tab Reviewer can see the below mentioned screen to take the necessary steps. (As shown in **Screen – C19**)

Process file in Workflow

File Details : [View](#)
 Module Name : Annual Procurement Plan (APP)
 Process Name : App Approval Workflow
 Comments : *

Approved

Action : *

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

| S. No | ID | Processed By | Processed Date and Time | Action | Comments | To Be Processed By | Download |
|-------|-----|--------------|-------------------------|-----------|----------------------|--------------------|-------------------|
| 1 | 267 | AU User - CE | 08-Nov-2011 08:52:51 | Forwarded | View | PE User - CE | No Files Uploaded |

Workflow Level :

| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | File On Hand |
|-----------|---------------|------------------|----------------------------------|--------------|
| 1 | Starts By | AU | AU User,CE | NO |
| 2 | Reviewer | PE | PE User,CE | YES |
| 3 | Ends By | HOPE | Hope User,CE | NO |

Screen – C19

1.10.10.9 **Comments:** - Reviewer gives his / her comments. (As shown in **Screen – C19**)

1.10.10.10 **Action:** - Reviewer needs to select the Action (Like Forward, Approve) from the combo box for the particular file. In this case, the initiator will select **“Forward”** to forward the particular file to Reviewer. (As shown in **Screen – C19**)

1.10.10.11 **Upload Documents:** - Reviewer can also upload the necessary documents for the reference or for the approval. (As shown in **Screen – C19**)

1.10.10.12 Reviewer can see the Workflow History and Workflow level.

1.10.10.13 On submitting the same, the file will be transferred to the selected authority for further action. (As shown in **Screen – C19**)

1.10.10.14 Approving Authority will login into the system and selects the **“Workflow”** tab, then click on **“Pending Task”** to process the pending task. (As shown in **Screen – C20**)

Home Message Box APP Tender Workflow Evaluation My Account Help

Wednesday, 18 May, 2011 16:56:21 BST Welcome,

Pending task

Processed task

Approved Workflow

Screen – C20

1.10.10.15 Approving Authority needs to click on “Process” link to process the particular file. (As shown in **Screen – C21**)

Workflow: Pending tasks

Module Name : Process Name :
 ID : Processed By :
 From Processed Date and Time : To Processed Date and Time :

| S.No | Module Name | Process Name | ID | Processed By | Processed Date and Time | Previous Action | To be Processed By | Action |
|------|-------------------------------|-----------------------|-----|--------------|-------------------------|-----------------|--------------------|-------------------------|
| 1 | Annual Procurement Plan (APP) | App Approval Workflow | 267 | PE User - CE | 08-Nov-2011 09:07:59 | Forwarded | Hope User - CE | Process |

Screen – C21

Process file in Workflow

File Details : [View](#)
 Module Name : Annual Procurement Plan (APP)
 Process Name : App Approval Workflow
 Comments : *

Source

Approve

Action :

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

| S. No | ID | Processed By | Processed Date and Time | Action | Comments | To Be Processed By | Download |
|-------|-----|--------------|-------------------------|-----------|----------------------|--------------------|-------------------|
| 1 | 267 | PE User - CE | 08-Nov-2011 09:07:59 | Forwarded | View | Hope User - CE | No Files Uploaded |
| 2 | 267 | AJ User - CE | 08-Nov-2011 08:52:51 | Forwarded | View | PE User - CE | No Files Uploaded |

Workflow Level :

| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | File On Hand |
|-----------|---------------|------------------|----------------------------------|--------------|
| 1 | Starts By | AJ | AJ User,CE | NO |
| 2 | Reviewer | PE | PE User,CE | NO |
| 3 | Ends By | HOPE | Hope User,CE | YES |

Screen – C22

1.10.10.16 **Comments:** - Approving Authority gives his / her comments. (As shown in **Screen – C22**)

1.10.10.17 **Action:** - Approving Authority needs to select the Action (Like Approve, Return or Conditional Approval) from the combo box for the particular file. In this case, the initiator will select “**Forward**” to forward the particular file to Reviewer. (As shown in **Screen – C22**)

1.10.10.18 **Upload Documents:** - Approving Authority can also upload the necessary documents for the reference or for the approval. (As shown in **Screen – C22**)

1.10.10.19 Approving Authority can see the Workflow History and Workflow level.

1.10.10.20 On submitting the same, the file will Processed successfully. (As shown in **Screen – C22**)

Workflow: Processed tasks

File processed successfully

Module Name : Process Name :
 ID : To be Processed By :
 From Processed Date and Time : To Processed Date and Time :

| S.No | Module Name | Process Name | ID | Processed By | Processed Date and Time | Action | To be Processed By | Action |
|------|-------------------------------|-----------------------------|-----|----------------|-------------------------|----------|--------------------|---------|
| 1 | Annual Procurement Plan (APP) | App Approval Workflow | 267 | Hope User - CE | 08-Nov-2011 09:10:25 | Approved | AU User - CE | History |
| 2 | Tender | Amendment Approval Workflow | 149 | Hope User - CE | 04-Nov-2011 19:16:19 | Approved | PE User - CE | History |
| 3 | Tender | Amendment Approval Workflow | 149 | Hope User - CE | 04-Nov-2011 19:05:29 | Approved | PE User - CE | History |

Screen – C23

1.10.10.21 Once the file processed successfully, Authorized User gets the message File Processed Successfully. (As shown in **Screen – C23**)

1.10.11 Publish APP

1.10.11.1 Once the Approving Authority approves the APP, Authorized User can login into the system and **Publish the APP**. (As shown in **Screen – C24**)

Annual Procurement Plan (APP) Dashboard

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001 Project Name (If Applicable) : Blood Camp
 Financial Year : 2011-2012 Budget Type : Development
 Action :

Screen – C24

Publish APP

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001
 Financial Year : 2011-2012 Budget Type : Development
 Project Name (If Applicable) : Blood Camp

| S.No. | Package No. and Package Description | Procurement Nature and Procurement Type | Package Est. Cost (in BDT) | Official Cost Estimate | Action |
|-------|--|---|----------------------------|--------------------------|----------------------|
| 1 | EGP-HG-0002 Construction of Blood Camp in all the States | Works NCT | 20000000.00 | Download | View |

Comments : *

Screen – C25

1.10.11.2 User needs to give some comments in the comments box then click on **“Submit”** button to publish an APP (As shown in **Screen – C25**)

1.10.11.3 Once the APP published successfully, PE User will get the message **“APP Packages published successfully”**. (As shown in **Screen – C26**)

Annual Procurement Plan (APP) Dashboard

APP Packages published successfully

APP Information Bar :

APP ID : 267 APP Code : EGP-BC-001 Project Name (If Applicable) : Blood Camp
 Financial Year : 2011-2012 Budget Type : Development

Official Cost Estimate :

Template : [Download](#)

Workflow : [View](#) | **Annual Procurement Plan :** [Consolidated Annual Procurement Plan](#)

Search Package :

Package No. : Procurement Nature :
 Estimated Cost (In BDT) : Procurement Type :
 Status :

[Steps for Tender Preparation](#) [Add New Package](#)

Package Details :

| S. No. | Package No., Package Description | Procurement Nature, Procurement Type | Package Est. Cost (In BDT) | Official Cost Estimate | Tender ID | Tender Status | Status | Action |
|--------|---|--------------------------------------|----------------------------|------------------------|-----------|--------------------|----------|---|
| 1 | EGP-HG-0002 Construction of Blood Camp in all the States | Works NCT | 20000000.00 | - | - | Tender not floated | Approved | View Create Tender Report |

Screen – C26

1.10.11.4 By clicking on “Create Tender” link PE user can start preparing the tender notice. (As shown in **Screen – C26**)

1.11 My Annual Procurement Plan (APP >> My APP)

My Annual Procurement Plan

Financial Year : Budget type :
 Project Name : Status :
 APP ID : APP Code :

APP

| S.No. | APP ID | APP Code | Budget Type | Project Name | Dashboard |
|-------|--------|------------|-------------|--------------|---------------------------|
| 1 | 64 | EGP-BC-001 | Development | Blood Camp | Dashboard |
| 2 | 63 | EGP-HG-003 | Development | Blood Camp | Dashboard |

Screen – C27

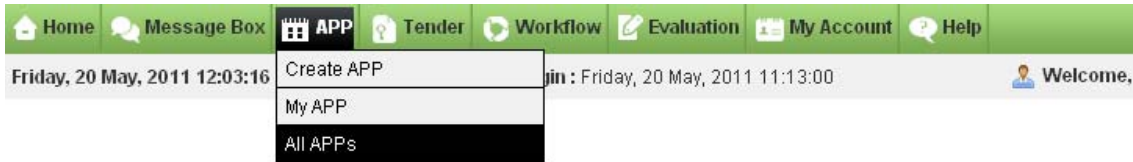
1.11.1 PE User can search their APP by selecting Financial Year, Budget Type, Project Name and Status. (As shown in **Screen – C27**)

1.11.2 PE User can come to know that how many APP's are approved and how many are pending. (As shown in **Screen – C27**)

1.11.3 PE User can click on “Dashboard” to View the details of APP selected (As shown in **Screen – C27**)

1.12 All Annual Procurement Plan (APP >> All APPs)

1.12.1 Advanced Search for Annual Procurement Plan - Advance search facility is given to all Govt. Users to search the APPs. (As shown in **Screen – C28**)



Screen – C28

1.12.2 Any Govt. User can search any APP with the input of necessary data as mentioned below. (As shown in **Screen – C29**)

1.12.2.1 Selecting a **Ministry / Division / organization**

1.12.2.2 Selecting Procuring Entity, Project Name, Financial Year, Procurement Nature, Budget Type, Package Estimate Cost

1.12.2.3 Enter **APP ID, APP Code, Package No., Value**

1.12.2.4 Click on Select **Category** button

Advanced Search for Annual Procurement Plan

- Collapse

Select Ministry/Division /Organization :

Procuring Entity :

Project Name :

Financial Year :

Procurement Nature :

APP ID :

Package No. :

Package Estimated Cost :

Budget Type :

Procurement Type:

APP Code :

Value :

Category :

Screen – C29

1.12.3 On submitting the same PE User will get the APP search results. (As shown in **the Screen – C30**)

Annual Procurement Plan Search Results

| S. No. | APP ID, APP Code | Ministry, Division, Agency, PE | District | Procurement Nature, Project Name | Package No, Description | Estimated Cost (in BD Tk.), Procurement Method |
|--------|------------------|---|----------|----------------------------------|---|--|
| 1 | 64, EGP-BC-001 | Org. of Telecommunication, PE Office of Telecommunication | Dhaka | Works,Blood Camp | EGP-HG-002, Conduction of Blood Camp in all the state | 20000000.00, OTM |
| 2 | 63, EGP-HG-003 | Org. of Telecommunication, PE Office of Telecommunication | Dhaka | Services,Blood Camp | EGP-HG-003 , Conduction of Blood Camp | 200000.00, CSO |

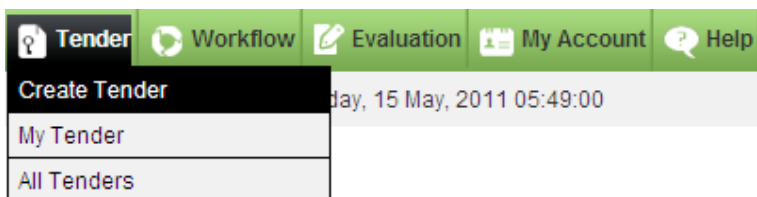
Page 1 of 1 [Go To Page](#) « First « Previous Next » Last »

Screen – C30

4 Tender

1.13 Create Tender (Tender >> Create Tender)

1.13.1 Click on “**Tender**” Tab on the Dashboard, click on “**Create Tender**”. (APP (Application Procurement Plan) has to be ready with approved and published on e-GP Portal).



Screen – D1

1.13.2 “**Steps for tender Preparation**” button, takes you to PDF file where steps for Tender preparation are available.

1.13.3 Select Financial Year, Select APP from the drop down boxes and click on “Search APP” button.

1.13.4 Select **Lot** on which this tender is to be prepared.

1.13.5 Click on “**Submit**” button.

Select APP & Packages

Financial Year : Select APP :

| Select | Package No. | Package Description |
|-----------------------|-------------|---|
| <input type="radio"/> | 8 | Supply and Installation of Signal Radar to Scan object upto 200 KMs in Radius |

Screen – D2

1.13.6 PE User has to type “**Invitation Reference No**” (As shown in **Screen – D3**)

Create IFT/ PQ Tender / REOI / RFP / Advertisement

Fields marked with (*) are mandatory

| | | | |
|------------------------------|--------------------------------------|-----------------------------|-----------------------|
| Ministry : | Ministry of Procurement | Division : | |
| Organization : | Organization of Procurement | Procuring Entity Name : | Office of Procurement |
| Procuring Entity Code : | | Procuring Entity District : | Dhaka |
| Procurement Nature : | Goods | Procurement Type : | NCT |
| Event Type : | TENDER | Invitation for : | Tender - Single Lot |
| Invitation Reference No. : * | <input type="text" value="AxTW001"/> | | |

Key Information and Funding Information :

| | | | |
|----------------------|-----------------------------|---------------|---------|
| Procurement Method : | Open Tendering Method (OTM) | Budget Type : | Revenue |
| Source of Funds : | Government | | |

Screen – D3

1.13.7 PE User has to type “Dates of Tender Schedule” i.e. Scheduled Tender Publication Date and Time, Tender Document last selling download Date and Time, Pre-Tender Meeting Start Date and Time, Pre-Tender Meeting End Date and Time, Tender Closing Date and Time, Tender Opening Date and Time and Last Date and Time for Tender Security Submission. (As shown in **Screen – D4**)

Particular Information :

| | | | |
|---|---|--|---|
| Project Code : | Not applicable | Project Name : | Not applicable |
| Tender Package No. and Description : | PKG-No-05112011 Procurement of Computer Goods | | |
| Category : | Computer and related services;Hardware consultancy services;Hardware selection consultancy services;Hardware disaster-recovery consultancy services;Computer-site planning consultancy services;Computer hardware acceptance testing consultancy services;Computer audit consultancy and hardware consultancy services;Software programming and consultancy services;Programming services of packaged software products;Systems and technical consultancy services;Custom software development services;Systems analysis and programming services;System maintenance and support services;Software-related services;Data services;Data-processing services;Database services;Computer-related services;Computer-related management services;Computer support and consultancy services;Computer network services;Computer upgrade services;Computer audit services;Computer testing services;Computer back-up services;Computer catalogue conversion services;Computer-related professional services | | |
| Scheduled Tender Publication Date and Time : * | <input type="text" value="08/11/2011 15:53"/> | Tender Document last selling / downloading Date and Time : * | <input type="text" value="07/11/2011 15:53"/> |
| Pre - Tender meeting Start Date and Time : * | <input type="text" value="08/11/2011 15:53"/> | Pre - Tender meeting End Date and Time : * | <input type="text" value="09/11/2011 15:53"/> |
| Tender Closing Date and Time : * | <input type="text" value="30/11/2011 15:53"/> | Tender Opening Date and Time : * | <input type="text" value="20/12/2011 15:53"/> |
| Last Date and Time for Tender Security Submission : * | <input type="text" value="08/11/2011 15:53"/> | | |

Screen – D4

1.13.8 PE User has to type “Eligibility of Tender” (As shown in **Screen – D5**)

Information for Tenderer / Applicant :

Eligibility of Tenderer : *

The screenshot shows a rich text editor window with a toolbar at the top containing various icons for text formatting and editing. The main text area contains the following text: "Having Experience in Installation, Configuration and Setup of computers".

Screen – D5

1.13.9 PE User has to type “Brief Description of Goods and Related Services” (As shown in **Screen – D6**)

Brief Description of Goods and Related Service : *



Screen – D6

1.13.10 PE User has to type “Tender Document Price (in BDT Taka), Location, Tender Security Price (in BDT Taka), Start Date, Completion Date” (As shown in Screen – D7)

| | |
|------------------------------------|---|
| Evaluation Type : | Lot wise |
| Document Available : | Package wise |
| Document Fees : | Package wise |
| Tender Document Price (In BDT) : * | <input type="text" value="1000"/> One Thousand |
| Mode of Payment : | Payment through Bank |

| Lot No. | Identification of Lot | Location * | Tender Security (Amount in BDT) * | Start Date * | Completion Date * |
|---------|-------------------------------|------------------------------------|---|---|---|
| 1 | Procurement of Computer Goods | <input type="text" value="Dhaka"/> | <input type="text" value="1000"/> One Thousand | <input type="text" value="27/12/2011"/> | <input type="text" value="08/01/2012"/> |

Procuring Entity Details :

| | | | |
|---------------------------------------|---|---|-----------------------------------|
| Name of Official Inviting Tender : | PE User | Designation of Official Inviting Tender : | CE |
| Address of Official Inviting Tender : | Address : Dhaka City : Dhaka Thana : Dhaka District : Dhaka - 1010 Country : Bangladesh | Contact details of Official Inviting Tender : | Phone No : 02-9144252 Fax No : |

The procuring entity reserves the right to accept or reject all Tenders / Pre-Qualifications / EOLs

Screen – D7

1.13.11 Click on “**Submit**” button (As shown in Screen – D7)

1.13.12 To view notice, you have prepared, click on “**View Notice**” button. This will open a new Window in the Browser. (As shown in Screen – D8)

1.13.13 To edit the Notice, click on “**Edit**” link. **Execute Steps from 4.1.7 – 4.1.11**

⇒ **Note:** You can refer to “**Steps for Tender Preparation**” document. (As shown in Screen – D8)

Tender Dashboard

| Tender Detail | | | |
|-------------------------|---|----------------------------|-------------------|
| Tender ID : | 150 | Invitation Reference No. : | AxTW001 |
| Closing Date and Time : | 30-Nov-2011 15:55 | Opening Date and Time : | 20-Dec-2011 15:55 |
| Procuring Entity : | Office of Procurement | | |
| Brief : | Desktop Computers should be of Dell or HP | | |
| Tender Status : | Live | | |

View Notice

| Notice | Document | Evaluation | Opening | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------|------------------------------|---------|--------|-------------|------------------------------|---------------------------|------------------------|--|-------------------------|---------------------------|--|----------|------------------------|--|--|------------------------|--|------------------------|---------------------|--|--|-------------------------|--|
| <table border="1"> <thead> <tr> <th>Notice</th> <th>Edit View</th> <th> Steps for Tender Preparation</th> </tr> </thead> <tbody> <tr> <td>Configure Key Information</td> <td>Create</td> <td></td> </tr> <tr> <td>Clarification on Tender</td> <td>Configure</td> <td></td> </tr> <tr> <td>Workflow</td> <td>Create</td> <td></td> </tr> <tr> <td>Committee Member for Encryption/Decryption</td> <td>Create</td> <td></td> </tr> <tr> <td>Official Cost Estimate</td> <td>Add</td> <td></td> </tr> <tr> <td>Creation of format for Price Comparison Report</td> <td>Prepare</td> <td></td> </tr> </tbody> </table> | | | | Notice | Edit View | Steps for Tender Preparation | Configure Key Information | Create | | Clarification on Tender | Configure | | Workflow | Create | | Committee Member for Encryption/Decryption | Create | | Official Cost Estimate | Add | | Creation of format for Price Comparison Report | Prepare | |
| Notice | Edit View | Steps for Tender Preparation | | | | | | | | | | | | | | | | | | | | | | |
| Configure Key Information | Create | | | | | | | | | | | | | | | | | | | | | | | |
| Clarification on Tender | Configure | | | | | | | | | | | | | | | | | | | | | | | |
| Workflow | Create | | | | | | | | | | | | | | | | | | | | | | | |
| Committee Member for Encryption/Decryption | Create | | | | | | | | | | | | | | | | | | | | | | | |
| Official Cost Estimate | Add | | | | | | | | | | | | | | | | | | | | | | | |
| Creation of format for Price Comparison Report | Prepare | | | | | | | | | | | | | | | | | | | | | | | |

TOR: Tender Opening Report, TER: Tender Evaluation Report

Screen – D8

1.13.14 View Notice window covers all the information of Notice. In Print Notice, click on “Print” button at bottom. (As shown in Screen – D9)

View IFT /PQ / REOI / RFP Notice Details

| | | | |
|----------------------------|-----------------------------|-----------------------------|-----------------------|
| Ministry : | Ministry of Procurement | Division : | |
| Organization : | Organization of Procurement | Procuring Entity Name : | Office of Procurement |
| Procuring Entity Code : | | Procuring Entity District : | Dhaka |
| Procurement Nature : | Goods | Procurement Type : | NCT |
| Event Type : | TENDER | Invitation for : | Tender - Single Lot |
| Invitation Reference No. : | AxTW001 | | |

Key Information and Funding Information :

| | | | |
|----------------------|-----------------------------|---------------|---------|
| Procurement Method : | Open Tendering Method (OTM) | Budget Type : | Revenue |
| Source of Funds : | Government | | |

Particular Information :

| | | | |
|---|---|--|-------------------|
| Project Code : | Not applicable | Project Name : | Not applicable |
| Tender Package No. and Description : | PKG-No-05112011 Procurement of Computer Goods | | |
| Category : | Computer and related services;Hardware consultancy services;Hardware selection consultancy services;Hardware disaster-recovery consultancy services;Computer-site planning consultancy services;Computer hardware acceptance testing consultancy services;Computer audit consultancy and hardware consultancy services;Software programming and consultancy services;Programming services of packaged software products;Systems and technical consultancy services;Custom software development services;Systems analysis and programming services;System maintenance and support services;Software-related services;Data services;Data-processing services;Database services;Computer-related services;Computer-related management services;Computer support and consultancy services;Computer network services;Computer upgrade services;Computer audit services;Computer testing services;Computer back-up services;Computer catalogue conversion services;Computer-related professional services | | |
| Scheduled Tender Publication Date and Time : | 06-Nov-2011 15:55 | Tender Document last selling / downloading Date and Time : | 07-Nov-2011 15:55 |
| Pre - Tender meeting Start Date and Time : | 08-Nov-2011 15:55 | Pre - Tender meeting End Date and Time : | 09-Nov-2011 15:55 |
| Tender Closing Date and Time : | 30-Nov-2011 15:55 | Tender Opening Date and Time : | 20-Dec-2011 15:55 |
| Last Date and Time for Tender Security Submission : | 08-Nov-2011 15:55 | | |

Information for Tenderer / Applicant :

| | | | |
|--|---|--|--|
| Eligibility of Tenderer : | Having Experience in Installation, Configuration and Setup of computers | | |
| Brief Description of Goods and Related Service : | Desktop Computers should be of Dell or HP | | |
| Evaluation Type : | Lot wise | | |
| Document Available : | Package wise | | |
| Document Fees : | Package wise | | |
| Tender Document Price (In BDT) : | 1000 | | |
| Mode of Payment : | Payment through Bank | | |

| Lot No. | Identification of Lot | Location | Tender security (Amount in BDT) | Start Date | Completion Date |
|---------|-------------------------------|----------|---------------------------------|-------------|-----------------|
| 1 | Procurement of Computer Goods | Dhaka | 1000 | 27-Dec-2011 | 08-Jan-2012 |

Procuring Entity Details:

| | | | |
|---------------------------------------|---|---|-----------------------------------|
| Name of Official Inviting Tender : | PE User | Designation of Official Inviting Tender : | CE |
| Address of Official Inviting Tender : | Address : Dhaka City : Dhaka Thana : Dhaka District : Dhaka - 1010 Country : Bangladesh | Contact details of Official Inviting Tender : | Phone No : 02-9144252 Fax No : |

The procuring entity reserves the right to accept or reject all Tenders / Pre-Qualifications / EOIs

Note: Bank will update the payment transactions only at the end of the day, so the tenderers should make sure the securities and other payments are made at least one day before the submission date.

Print

Screen – D9

1.13.15 To create configure key information, click on **“Create”** link to **Configure Key Information**. (As shown in **Screen – D10**)

| Notice | Document | Evaluation | Opening |
|--|---|------------|------------------------------|
| Notice | Edit View | | Steps for Tender Preparation |
| Configure Key Information | Create | | |
| Clarification on Tender | Configure | | |
| Workflow | Create | | |
| Committee Member for Encryption/Decryption | Create | | |
| Official Cost Estimate | Add | | |
| Creation of format for Price Comparison Report | Prepare | | |

TOR: Tender Opening Report, TER: Tender Evaluation Report

Screen – D10

1.13.16 Select **Approving Authority** from the drop down. (As shown in **Screen – D11**)

1.13.17 **Standard Tender Document** will be coming as per STD selection rules configured by e-GP Admin. (As shown in **Screen – D11**)

⇒ **Note:** Tender Proposal Validity in No. Of days and Tender Security Validity in No. Of days will be coming in as per the Tender Payment business rule configured by e-GP administrator. (As shown in **Screen – D11**)

1.13.18 Click on **“Submit”** button. (As shown in **Screen – D11**)

| Tender Detail | | | |
|-------------------------|---|----------------------------|-------------------|
| Tender ID : | 150 | Invitation Reference No. : | AxTW/001 |
| Closing Date and Time : | 30-Nov-2011 15:55 | Opening Date and Time : | 20-Dec-2011 15:55 |
| Procuring Entity : | Office of Procurement | | |
| Brief : | Desktop Computers should be of Dell or HP | | |

View Notice

Fields marked with (*) are mandatory

Estimated cost (In BDT) : 35000.00

Approving Authority : *

Standard Tender Document : *

Tender/Proposal Validity in No. of Days : *
Ideally it should be between 60-90 Days

Tender Security Validity In No. of Days : *

Screen – D11

1.13.19 **“View”** link of Configure Key Information takes you to view the values you set for Configure Key Information. (As shown in **Screen – D12**)

| Notice | Document | Evaluation | Opening |
|--|----------|------------|---|
| Notice | | | Edit View |
| Configure Key Information | | | Edit View |
| Clarification on Tender | | | Configure |
| Workflow | | | Create |
| Committee Member for Encryption/Decryption | | | Create |
| Official Cost Estimate | | | Add |
| Creation of format for Price Comparison Report | | | Prepare |

Screen – D12

1.13.20 Click on **“Go Back To Dashboard”** button. (As shown in **Screen – D13**)

View Estimated Cost, Approving Authority, STD [Go Back To Dashboard](#)

| Tender Detail | | | |
|-------------------------|---|----------------------------|-------------------|
| Tender ID : | 150 | Invitation Reference No. : | AXTW001 |
| Closing Date and Time : | 30-Nov-2011 15:55 | Opening Date and Time : | 20-Dec-2011 15:55 |
| Procuring Entity : | Office of Procurement | | |
| Brief : | Desktop Computers should be of Dell or HP | | |

[View Notice](#)

| | |
|---|-----------|
| Estimated cost (in BDT) : | 35000.00 |
| Approving Authority : | Hope User |
| Standard Tender Document : | e-PG2 |
| Tender/Proposal Validity in No. of Days : | 60 |
| Tender Security Validity in No. of Days : | 88 |

Screen – D13

1.13.21 Click on **“Document”** tab of the dashboard. (As shown in **Screen – D14**)

| Notice | Document | Evaluation | Opening |
|--|----------|------------|---|
| Notice | | | Edit View |
| Configure Key Information | | | Edit View |
| Clarification on Tender | | | Configure |
| Workflow | | | Create |
| Committee Member for Encryption/Decryption | | | Create |
| Official Cost Estimate | | | Add |
| Creation of format for Price Comparison Report | | | Prepare |

Screen – D14

1.13.22 You may set BOQ forms, Technical forms and other forms as applicable. (As shown in **Screen – D15**)

⇒ **Note:** Detailed steps for Documents and Forms preparation refer to the **Tender Document section** in this document.

Tender Document Preparation

| Tender Detail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|---|----------------------|--------|-----------|------------------|-------------------|---|---|--|--|--|------------------|---|---|---|----|--------|-----------|--|--|--------|---|--|--|--------------------------|----|---|---|---|----|--|---|--|--|----|--|---|-----------------------|--------------------------|----|--|---------------|-----------------|--|--|--|-----------------------|-------------------------------|--|--|--|-------------|--------------|--|--|--------|---|---------------------------------|--|--|----------------------|--|--|--|--|--|--------|-----------|------------------|-------------------|--------|-------------------|--|--|--|--|---|-------------------------|--|--|----------------------|--|--|--|--|--|--------|-----------|------------------|-------------------|--------|-------------------|--|--|--|--|---|--------------------------------------|--|--|----------------------|--|--|--|--|--|--------|-----------|------------------|-------------------|--------|-------------------|--|--|--|--|---|---|--|--|----------------------|--|--|--|--|--|--------|-----------|------------------|-------------------|--------|-------------------|--|--|--|--|---|---------------------------|--|--|--|--------------|--|---|--|--|-------------|--|---------------------------------------|---|--|---|--|--|--|--|--------|-----------|------------------|-------------------|--------|---|------------------------|------------------------|----|--|---|------------------------|----------------------|----|--|---|-----------------------|--|----|--|---|--|--|--|--|--------|-----------|---------|---|--|---|---|--|--|---------|---|--|--|--|-----------------|-------------------------------|--|--|--|---|--|--|--|--|--------|-----------|---------|---|---|--|---|--|--|-----------------|------------------------|--|--|--|
| Tender ID : | 150 | Invitation Reference No. : | AXTW001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Closing Date and Time : | 30-Nov-2011 15:55 | Opening Date and Time : | 20-Dec-2011 15:55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Procuring Entity : | Office of Procurement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brief : | Desktop Computers should be of Dell or HP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| View Notice | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Notice</th> <th>Document</th> <th>Evaluation</th> <th>Opening</th> </tr> </thead> <tbody> <tr> <td>STD :</td> <td colspan="4">e-PG2</td> </tr> <tr> <td>Guidance Notes :</td> <td colspan="4"> <table border="1"> <thead> <tr> <th>S. 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| STD : | e-PG2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | Template of e-PG2 Technical Specifications and Compliance of Goods and related services (Form e-PG2-3).xls | Template of e-PG2 Technical Specifications and Compliance of Goods and related service(Form e-PG2-3) | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Template of e-PG2 Price and Delivery Schedule for Goods (Form e-PG2-2A).xls | Template of e-PG2 Price and Delivery Schedule for Goods (Form e-PG2-2A) | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Template of e-PG2 Price and Completion Schedule for Related Services (Form e-PG2-2B).xls | Template of e-PG2 Price and Completion Schedule for Related Services (Form e-PG2-2B) | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Guidance_TS_e-PG2.pdf | Guidance Notes for e-PG2 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Package Description : | Procurement of Computer Goods | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section No. | Section Name | | | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Instructions to Tenderers (ITT) | | | View | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2 | Tender Data Sheet (TDS) | | | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3 | General Conditions of Contract (GCC) | | | View | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| S. No. | File Name | File Description | File Size (in KB) | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4 | Particular Conditions of Contract (PCC) | | | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5 | Tender and Contract Forms | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tender forms | | Data and Sequence of data in Tech form and BOQ/Schedule of Price Bid forms should be same to avoid any confusion to Tenderer. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New forms : | | New Forms Preparation | To create any additional supplementary forms, click on this link. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | e-PG2ContractForms.doc | le- PG2 Contract Forms | 51 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | e-PG2ContractForms.pdf | e-PG2 Contract Forms | 39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Guidance_TS_e-PW2.pdf | Guidance - Technical Specifications and Compliance | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | e-Tender Submission Letter (Form e-PG2 -1) | Form Dashboard View Form Prepare Required Document List View Required Document List Copy this Form Test Form View Combo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Technical Specifications and Compliance of Goods and related services (Form e-PG2-3) | Form Dashboard View Form Prepare Required Document List View Required Document List Copy this Form Test Form | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot No. | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot Description | Procurement of Computer Goods | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | Price and Delivery Schedule for Goods (Form e-PG2-2A) | Form Dashboard View Form Prepare Required Document List View Required Document List Copy this Form Test Form | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Price and Completion Schedule for Related Services (Form e-PG2-2B) | Form Dashboard View Form Prepare Required Document List View Required Document List Copy this Form Test Form | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grand summary : | Create | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Screen – D15

1.13.23 Click on **“Evaluation”** tab in Dashboard to create the Evaluation Committee members and also can add details in the Advertisement section (As shown in **Screen – D16**)

Evaluation Process

| Tender Detail | | | |
|-------------------------|---|----------------------------|-------------------|
| Tender ID : | 150 | Invitation Reference No. : | AxTW001 |
| Closing Date and Time : | 30-Nov-2011 15:55 | Opening Date and Time : | 20-Dec-2011 15:55 |
| Procuring Entity : | Office of Procurement | | |
| Brief : | Desktop Computers should be of Dell or HP | | |
| Tender Status : | Live | | |



Notice | Document | **Evaluation** | Opening

| | |
|----------------------|---|
| Advertisement | View |
| Evaluation Committee | Create Use Existing Committee |

Screen – D16

1.13.24 To add Advertisement, PE has to click on **“View”** link (As shown in **Screen – D16**)

1.13.25 On click, the system will display a page wherein PE User has to click on **“Add Advertisement”** button on the right side (As shown in **Screen – D17**)

Notice | Document | **Evaluation** | Opening



| S. No. | Name of the News Paper | Newspaper Advertisement Date | Full URL of Advertisement Page | Website Advertisement Date | Date of URL Publishing | Action |
|-------------------|------------------------|------------------------------|--------------------------------|----------------------------|------------------------|--------|
| No records found. | | | | | | |

Screen – D17

1.13.26 Once click on button, System will display page in which user has to provide mandatory details and click on **“Submit”** button (As shown in **Screen – D18**)

Notice | Document | **Evaluation** | Opening

Fields marked with (*) are mandatory

Name of the News Paper : * Newspaper Advertisement Date : *

Full URL of Advertisement Page : Website Advertisement Date :

Screen – D18

1.13.27 On Submit, the System will display message **“Tender Advertisement added successfully”** (As shown in **Screen – D19**)

| Notice | Document | Evaluation | Opening | | | |
|---|------------------------|------------------------------|--------------------------------|----------------------------|------------------------|----------------------|
| Tender Advertisement added successfully | | | | | | |
| Add Advertisement | | | | | | |
| S. No. | Name of the News Paper | Newspaper Advertisement Date | Full URL of Advertisement Page | Website Advertisement Date | Date of URL Publishing | Action |
| 1 | The Daily Start | 05-Nov-2011 | - | - | 07-Nov-2011 | Edit |

Screen – D19

1.13.28 Now PE User has to click again on “**Evaluation**” tab on Dashboard to define Evaluation Committee Members.

1.13.29 PE User will able to having two options as mentioned below:

1.13.29.1 **Create Comm. Members** – If PE User selects this option then he has to create committee members (As per the business rules defined by e-GP Admin) and then form the workflow

1.13.29.2 **Use Existing Comm. Members** – if PE User selects this option then he can select the comm. Name or select the previous tender id.

1.13.30 User when selects “**Create**” comm. Members option and for that he has to click on “**Create**” hyperlink.

1.13.31 User has to give the Comm. Name and click on “**Add Members**” button and select the Committee members from same PE and other PE. (As shown in **Screen – D20**)

| | |
|------------------------------------|--|
| Committee Name : * | <input type="text" value="My TEC Comm"/> |
| Minimum Members Required : | 2 |
| Maximum Members Required : | 3 |
| Minimum Members from the Same PE : | 2 |
| Minimum Members Outside PE : | 0 |

Add Members

| Committee Member's Name | Committee Role | Members From | Action |
|-------------------------|----------------|--------------|--------|
| | | | |

Screen – D20

1.13.32 When click on “**Add Members**” button, the system will display the pop-up window in which User has to select the members and click on “**Add**” button. (As shown in **Screen – D21**)

Add Committee Member
✕

Same PE

Other PE

| Select | Member Name | Member Designation | Procurement Role |
|--------------------------|-----------------|--------------------|------------------|
| <input type="checkbox"/> | AU User | CE | AU |
| <input type="checkbox"/> | AO User | CE | AO |
| <input type="checkbox"/> | TOC&POC User | CE | TOC/POC |
| <input type="checkbox"/> | BOD User | CE | BOD |
| <input type="checkbox"/> | TEC & PEC User | CE | TEC/PEC |
| <input type="checkbox"/> | Hope User | CE | HOPE |
| <input type="checkbox"/> | Accountant User | CE | Accountant |

Add

Cancel

Screen – D21

1.13.33 Members selected will be added in the list where PE User has to define the Committee Role (i.e. Chairperson, Member Secretary and Member) and click on “**Submit**” button (As shown in **Screen – D22**)

| | |
|------------------------------------|--|
| Committee Name : * | <input type="text" value="My TEC Comm"/> |
| Minimum Members Required : | 2 |
| Maximum Members Required : | 3 |
| Minimum Members from the Same PE : | 2 |
| Minimum Members Outside PE : | 0 |

➤ Add Members

| Committee Member's Name | Committee Role | Members From | Action |
|-------------------------|---|--------------|--|
| AU User | <input type="text" value="Member"/> | Same PE | ✖ Remove |
| TOC&POC User | <input type="text" value="Member Secretary"/> | Same PE | ✖ Remove |
| TEC & PEC User | <input type="text" value="Chairperson"/> | Same PE | ✖ Remove |

Submit

Screen – D22

1.13.34 On submitting, System will change the “**Create**” link to “**Edit**” | “**View**” link. (As shown in **Screen – D23**)

| Notice | Document | Evaluation | Opening |
|----------------------|----------|------------|---|
| Advertisement | | | View |
| Evaluation Committee | | | Edit View |
| Workflow | | | Create |

Screen – D23

1.13.35 Once the members are finalized by PE User, he can go ahead in the “**Workflow**” process and get the members approved and once the whole process gets completed System will display as shown in **Screen – D24**. User has to click on “**Notify Committee Members**” link to notify the committee members approved

| Notice | Document | Evaluation | Opening |
|----------------------|----------|------------|--|
| Advertisement | | | View |
| Evaluation Committee | | | Edit Notify Committee Members View |
| Workflow | | | Edit View View Workflow History |

Screen – D24

1.13.36 On click, the system will display page in which he has to mention remarks and click on “**Notify**” button. (As shown in **Screen – D25**)


| | |
|------------------------------------|-------------|
| Committee Name : | My TEC Comm |
| Minimum Members Required : | 2 |
| Maximum Members Required : | 3 |
| Minimum Members from the Same PE : | 2 |
| Minimum Members Outside PE : | 0 |

| Committee Member's Name | Committee Role | Members From |
|-------------------------|------------------|--------------|
| TEC & PEC User | Chairperson | Same PE |
| TOC&POC User | Member Secretary | Same PE |
| AU User | Member | Same PE |

Remarks *:

Screen – D25

1.13.37 On click, the system will display message “**Committee members notified successfully**” (As shown in **Screen – D26**)

| Notice | Document | Evaluation | Opening |
|---|----------|------------|--|
|  Committee members notified successfully | | | |
| Advertisement | | | View |
| Evaluation Committee | | | View |
| Date and time of Committee Formation | | | 07-Nov-2011 13:04 |
| Workflow | | | View View Workflow History |

Screen – D26

1.13.38 PE User has to click on “**Opening**” Tab and has to do the same steps of Evaluation Committee formation (**Steps 4.1.30 to 4.1.37**).

1.13.39 Click on “**Notice**” tab on the Dashboard to configure “**Clarification on Tender**” details (As shown in **Screen – D27**)

| Notice | Document | Evaluation | Opening | | | | | | | | | | | | | | |
|---|---|------------|---------|--------|---|---------------------------|---|-------------------------|---------------------------|----------|------------------------|--|------------------------|------------------------|---------------------|--|-------------------------|
| <table border="1"> <tr> <td>Notice</td> <td>Edit View</td> </tr> <tr> <td>Configure Key Information</td> <td>Edit View</td> </tr> <tr> <td>Clarification on Tender</td> <td>Configure</td> </tr> <tr> <td>Workflow</td> <td>Create</td> </tr> <tr> <td>Committee Member for Encryption/Decryption</td> <td>Create</td> </tr> <tr> <td>Official Cost Estimate</td> <td>Add</td> </tr> <tr> <td>Creation of format for Price Comparison Report</td> <td>Prepare</td> </tr> </table> | | | | Notice | Edit View | Configure Key Information | Edit View | Clarification on Tender | Configure | Workflow | Create | Committee Member for Encryption/Decryption | Create | Official Cost Estimate | Add | Creation of format for Price Comparison Report | Prepare |
| Notice | Edit View | | | | | | | | | | | | | | | | |
| Configure Key Information | Edit View | | | | | | | | | | | | | | | | |
| Clarification on Tender | Configure | | | | | | | | | | | | | | | | |
| Workflow | Create | | | | | | | | | | | | | | | | |
| Committee Member for Encryption/Decryption | Create | | | | | | | | | | | | | | | | |
| Official Cost Estimate | Add | | | | | | | | | | | | | | | | |
| Creation of format for Price Comparison Report | Prepare | | | | | | | | | | | | | | | | |

Screen – D27

1.13.40 On click of “**Configure**” link, the system will display a page wherein PE user has to select “**Yes**” or “**No**”. If Selected “**No**”, then for this specific tender there will be nothing like to post a query by the tenderer and get response from PE. If selected “**Yes**”, then PE has to mention last date and time for posting query that means tenderer can post query up to the mentioned date and time for which they will be getting responses from PE User. (As shown in **Screen – D28**)

Configure Clarification on Tender

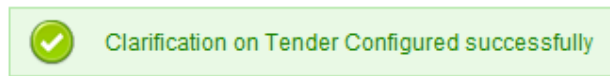
Fields marked with (*) are mandatory.

Clarification on Tender is to be allowed *

Last Date and Time for posting of query *

Screen – D28

1.13.41 On Submit, the system will display message “**Clarification on Tender Configured Successfully**” (As shown in **Screen – D29**)



Screen – D29

1.13.42 Click on “**Create**” link on **Committee Member for Encryption/Decryption**, to define the Members. (As shown in **Screen – D30**)

| Notice | Document | Evaluation | Opening | |
|--|----------|------------|---------|---|
| Notice | | | | Edit View |
| Configure Key Information | | | | Edit View |
| Clarification on Tender | | | | Edit View |
| Workflow | | | | Create |
| Committee Member for Encryption/Decryption | | | | Create |
| Official Cost Estimate | | | | Add |
| Creation of format for Price Comparison Report | | | | Prepare |

Screen – D30

1.13.43 Select members of the list in **Select** column. Click on “**Submit**” button. (As shown in **Screen – D31**)

| Tender Detail | | | |
|-------------------------|---|----------------------------|-------------------|
| Tender ID : | 150 | Invitation Reference No. : | AxTW001 |
| Closing Date and Time : | 30-Nov-2011 15:55 | Opening Date and Time : | 20-Dec-2011 15:55 |
| Procuring Entity : | Office of Procurement | | |
| Brief : | Desktop Computers should be of Dell or HP | | |
| Tender Status : | Being processed | | |

| Select | Committee Member | Committee Role |
|-------------------------------------|------------------|----------------|
| <input checked="" type="checkbox"/> | TOC&POC User | Chairperson |
| <input checked="" type="checkbox"/> | AU User | Member |

[Update](#)

Screen – D31

1.13.44 Click on “**View**” link, to view the details of committee members for encryption / decryption. (As shown in **Screen – D32**)

| Notice | Document | Evaluation | Opening |
|--|----------|------------|---|
| Notice | | | Edit View |
| Configure Key Information | | | Edit View |
| Clarification on Tender | | | Edit View |
| Workflow | | | Create |
| Committee Member for Encryption/Decryption | | | Edit View |
| Official Cost Estimate | | | Add |
| Creation of format for Price Comparison Report | | | Prepare |

Screen – D32

1.13.45 To go to Tender dashboard, click on “**Go Back to Dashboard**” button (As shown in **Screen – D33**)

| Tender Detail | | | |
|-------------------------|---|----------------------------|-------------------|
| Tender ID : | 150 | Invitation Reference No. : | AxTW001 |
| Closing Date and Time : | 30-Nov-2011 15:55 | Opening Date and Time : | 20-Dec-2011 15:55 |
| Procuring Entity : | Office of Procurement | | |
| Brief : | Desktop Computers should be of Dell or HP | | |
| Tender Status : | Being processed | | |

| Committee Member | Committee Role |
|------------------|----------------|
| TOC&POC User | Chairperson |
| AU User | Member |

Screen – D33

1.13.46 Click on “**Edit**” link to modify the Committee members for encryption / decryption (As shown in **Screen – D34**)

| Notice | Document | Evaluation | Opening |
|--|----------|------------|---|
| Notice | | | Edit View |
| Configure Key Information | | | Edit View |
| Clarification on Tender | | | Edit View |
| Workflow | | | Create |
| Committee Member for Encryption/Decryption | | | Edit View |
| Official Cost Estimate | | | Add |
| Creation of format for Price Comparison Report | | | Prepare |

Screen – D34

1.13.47 Select/Unselect committee members. Click on **“Update”** button at bottom.
(As shown in **Screen – D35**)

TOC / POC members for Encryption/Decryption [Go back to dashboard](#)

| Tender Detail | | | |
|-------------------------|--|----------------------------|-------------------|
| Tender ID : | 150 | Invitation Reference No. : | AxTW001 |
| Closing Date and Time : | 30-Nov-2011 15:55 | Opening Date and Time : | 20-Dec-2011 15:55 |
| Procuring Entity : | Office of Procurement | | |
| Brief : | Desktop Computers should be of Dell or HP | | |
| Tender Status : | Being processed View Notice | | |

| Select | Committee Member | Committee Role |
|-------------------------------------|------------------|----------------|
| <input checked="" type="checkbox"/> | TOC&POC User | Chairperson |
| <input checked="" type="checkbox"/> | AU User | Member |

[Update](#)

Screen – D35

1.13.48 Click on **“Add”** link of Official Cost Estimate and System will display page in which user can input the cost estimate and click on **“Submit”** button (As shown in **Screen – D36**)

Official Cost Estimate [Go back to Tender Dashboard](#)


| Tender Detail | | | |
|-------------------------|--|----------------------------|-------------------|
| Tender ID : | 150 | Invitation Reference No. : | AxTW001 |
| Closing Date and Time : | 30-Nov-2011 15:55 | Opening Date and Time : | 20-Dec-2011 15:55 |
| Procuring Entity : | Office of Procurement | | |
| Brief : | Desktop Computers should be of Dell or HP | | |
| Tender Status : | Being processed View Notice | | |

| Lot No. | Lot Description | Official Cost Estimate (In BDT) |
|---------|-------------------------------|--------------------------------------|
| 1 | Procurement of Computer Goods | <input type="text" value="6500000"/> |

[Submit](#)

Screen – D36

1.13.49 On click, the system will display message “**Official Cost Estimate Entered Successfully**” and “**Add**” link will change to “**Edit**” and “**View**” link. (As shown in **Screen – D37**). User can modify the official cost by clicking on “**Edit**” link and user can view the official cost by clicking on “**View**” link

| Notice | Document | Evaluation | Opening |
|---|---|------------|---------|
|  Official Cost Estimate Entered Successfully | | | |
| Notice | Edit View | | |
| Configure Key Information | Edit View | | |
| Clarification on Tender | Edit View | | |
| Workflow | Create | | |
| Committee Member for Encryption/Decryption | Edit View | | |
| Official Cost Estimate | Edit View | | |
| Creation of format for Price Comparison Report | Prepare | | |

Screen – D37

1.13.50 PE User has to prepare now the Price comparison report and so has to click on “**Prepare**” link against the caption of Creation of format for Price Comparison Report. (As shown in **Screen – D38**)

| Notice | Document | Evaluation | Opening |
|--|---|------------|--|
| Notice | Edit View | | Steps for Tender Preparation |
| Configure Key Information | Edit View | | |
| Clarification on Tender | Edit View | | |
| Workflow | Create | | |
| Committee Member for Encryption/Decryption | Edit View | | |
| Official Cost Estimate | Edit View | | |
| Creation of format for Price Comparison Report | Prepare | | |

TOR: Tender Opening Report, TER: Tender Evaluation Report

Screen – D38

1.13.51 Type following in the screen - Report Name, Report Header, Report Footer, Report Type, Report For (TOR, TER), No. Of Columns. Click on “**Next Step**” button at bottom. (As shown in **Screen – D39**)

| Enter Report Details | |
|----------------------|---|
| Report Name : * | Price Bid Comparison |
| Report Header : | Tenderer wise comparison sheet |
| Report Footer : | Type description of the footer |
| Report For : | <input type="radio"/> TER <input checked="" type="radio"/> TOR TOR: Tender Opening Report, TER: Tender Evaluation Report |
| No. of Columns : * | 4 |

Next Step

Screen – D39

1.13.52 Type values and select Filled by. Click on **“Next Step”** button. (As shown in **Screen – D40**)

| Price Bid Comparison | | | | | | | |
|--------------------------------|--------------|-------------------|-------------|-------------------|--------|-------------------|----------------|
| Tenderer wise comparison sheet | | | | | | | |
| Column Header : * | Company Name | Column Header : * | Rank | Column Header : * | Amount | Column Header : * | Estimated Cost |
| Filled By : * | Company | Filled By : * | Auto Number | Filled By : * | Auto | Filled By : * | Estimated Cost |
| Type description of the footer | | | | | | | |

Update

| Instruction for Report Preparation |
|--|
| <ul style="list-style-type: none"> • Select "AutoNumber" option from the given filled by drop downlist for the column in which system generated ranks are to be displayed. • Select "Company Name" option from the given filled by drop downlist for the column in which company name is to be displayed. • Select "Auto" option from the given filled by drop downlist for the column in which the value would be derived by creating a formula. • In case if the value of a particular column is to be converted into words then select "Auto" option for the filled by drop downlist for the column by option. Necessary formula needs to be created using build formula functionality. |

Screen – D40

1.13.53 Click on **“Go Back and Edit”** you want to change the data. Click on **“OK”** button. (As shown in **Screen – D41**)

| Price Bid Comparison | | | | |
|--------------------------------|-------------|--------|----------------|--|
| Tenderer wise comparison sheet | | | | |
| Company Name | Rank | Amount | Estimated Cost | |
| Company | Auto Number | Auto | Estimated Cost | |
| Type description of the footer | | | | |

Go Back and Edit **OK**

Screen – D41

1.13.54 Select Lot from the available list. (A package can have up to 5 Lots; Selection of lots will be based on **Evaluation type** in definition of Notice). Click on **“Select Lot”**. (As shown in **Screen – D42**)

| Select | Lot No | Lot Description | TOR Prepared | TER Prepared |
|-------------------------------------|--------|-------------------------------|--------------|--------------|
| <input checked="" type="checkbox"/> | 1 | Procurement of Computer Goods | No | No |

Select Lot

Screen – D42

1.13.55 Select form name of **Select** column. Click on **“Build formula”** button at bottom. (As shown in **Screen – D43**)

| Select form for Formula | |
|-------------------------------------|---|
| Select | Form Name |
| <input checked="" type="checkbox"/> | Price and Delivery Schedule for Goods (Form e-PG2-2A) |
| <input checked="" type="checkbox"/> | Price and Completion Schedule for Related Services (Form e- PG2-2B) |

Build Formula

Screen – D43

1.13.56 Set the formula, Test Formula and click on **“Save Formula”**. (As shown in **Screen – D44**)

Form View [Go back to Dashboard](#)

Table Name : Price and Delivery Schedule for Goods

| Item No. | Description of Item | Measurement Unit | Quantity | Point of Delivery | Delivery Period (in days) | Country of Origin | Unit Price in Figure (BDT) | Unit Price in Words (BDT) | Total Price in Figure (BDT) | Total Price in Words (BDT) |
|----------------------|---------------------|------------------|----------------------|-------------------|---------------------------|----------------------|----------------------------|---------------------------|-----------------------------|----------------------------|
| <input type="text"/> | Item - A1 | Nos | <input type="text"/> | Dhaka | <input type="text"/> | <input type="text"/> | <input type="text"/> | Auto - Long Text | <input type="text"/> | Auto - Long Text |
| <input type="text"/> | Item - A2 | Nos | <input type="text"/> | Dhaka | <input type="text"/> | <input type="text"/> | <input type="text"/> | Auto - Long Text | <input type="text"/> | Auto - Long Text |

Table Name : Price and Completion Schedule for Related Services

| Item No. | Description of Item | Measurement Unit | Quantity | Point of Completion | Completion Period (in days) | Country of Origin | Unit Price in Figure (BDT) | Unit Price in Words (BDT) | Total Price in Figure (BDT) | Total Price in Words (BDT) |
|----------------------|---------------------|------------------|----------------------|---------------------|-----------------------------|----------------------|----------------------------|---------------------------|-----------------------------|----------------------------|
| <input type="text"/> | Item - B1 | Nos | <input type="text"/> | Dhaka | <input type="text"/> | <input type="text"/> | <input type="text"/> | Auto - Long Text | <input type="text"/> | Auto - Long Text |
| <input type="text"/> | Item - B2 | Nos | <input type="text"/> | Dhaka | <input type="text"/> | <input type="text"/> | <input type="text"/> | Auto - Long Text | <input type="text"/> | Auto - Long Text |

Tenderer wise comparison sheet

| Company Name | Rank | Amount Governing Column | Estimated Cost |
|--------------|-------------|-------------------------|----------------------|
| Company | Auto Number | <input type="text"/> | <input type="text"/> |

Type description of the footer

| | | | |
|--|----------------------|----------------------|----------------------|
| <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|--|----------------------|----------------------|----------------------|

Test Formula **Save Formula** **Governing Column**

Existing Formula(s)

| S. No. | Apply To Column | Formula | Delete |
|--------|-----------------|--|--------------------------|
| 1 | Amount | Price and Delivery Schedule for Goods_Total Price in Figure (BDT)_3+Price and Completion Schedule for Related Services_Total Price in Figure (BDT)_3 | <input type="checkbox"/> |

Delete

Screen – D44

1.13.57 Click on **“Create”** link on Workflow (As shown in **Screen – D45**)

| Notice | Document | Evaluation | Opening |
|--|----------|------------|---|
| Notice | | | Edit View |
| Configure Key Information | | | Create |
| Clarification on Tender | | | Configure |
| Workflow | | | Create |
| Committee Member for Encryption/Decryption | | | Create |
| Official Cost Estimate | | | Add |
| Creation of format for Price Comparison Report | | | Prepare |

Screen – D45

1.13.58 Type **No. Of Reviewers, No. Of Days for File Escalation**. Click on **“Submit”** button (As shown in **Screen – D46**)

Work flow :

Module : Tender

Process : Tender Notice & Document Approval Workflow

No. of Reviewers :

No. of Days for File Escalation :

Submit

Screen – D46

1.13.59 Select **Procurement Role** for **Reviewer**. Click on **“Select User”**. (As shown in **Screen – D47**)

| Workflow : Add Users | | | | |
|----------------------|---------------|--|----------------------------------|-----------------------------|
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | Action |
| 1 | Starts By | PE | PE User of Heli Orgn Dy Manager | |
| 2 | Reviewer | AO | | Select User |
| 3 | Ends By | PE Secretary Minister BOD AU HOPE CCGP | PE User of Heli Orgn Dy Manager | |

Submit

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Best viewed in 1024 x 768 and above. Members Tested & Certified by CPTU: Internet Explorer 8.x, Internet Explorer 9.x, Mozilla Firefox 3.6x

ABOUT TRUST ONLINE

Screen – D47

1.13.60 Select **Ministry/ Division/ Organization** by clicking the Icon in New Window popped by the system. (As shown in **Screen – D48**)

Search & Add user(s)

Select Ministry/Division /Organization : ^

Select Office : ^

Search

| Select | Name of Official,Designation |
|---------------|------------------------------|
| No user found | |
| Add User | |

Screen – D48

1.13.61 Double Click on Organization or Division or Ministry as applicable. (As shown in **Screen – D49**)

Department Tree - Mozilla Firefox

http://staging.eprocure.gov.bd/resources/common/DeptTre...serval=uservalue2&userid=txtuserid2&wfroleid=18&uid=166&donorval=#

- CCGP
 - Cabinet Division
 - Department of Telecommunication
 - Min. of R & B
 - Min.of Planning
 - Ministry of Aviation
 - North Division(Div.)
 - Helicopter Organisation(Org.)
 - Ministry of Electronics
 - Ministry of Health
 - Ministry of Information Technology
 - Ministry of IT
 - Ministry of Planning
 - Ministry of Power Energy and Mineral Resource
 - Ministry of Railway
 - Ministry Road & Building


Name of Official,Designation

Add User

Screen – D49


1.13.62 Select **Office** and click on **“Search”** button. List of users of selected Procurement Role pertaining to that Office is displayed. Select the user, click on **“Add User”** button. (As shown in **Screen – D50**)

Search & Add user(s)

Select Ministry/Division /Organization : 


Select Office :

Search

| Select | Name of Official,Designation |
|---|---------------------------------------|
|  | Authorised Officer Heli Orgn ,Manager |
| Add User | |

Screen – D50

1.13.63 Click on **Change user**, if you want to change user. You can also change **Procurement Role** and through **Change User** link again User details can be modified. If the Committee is set, click on **“Submit”** button. (As shown in **Screen – D51**)

| Workflow : Add Users | | | | |
|----------------------|---------------|---------------------------------|---------------------------------------|---|
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | Action |
| 1 | Starts By | <input type="text" value="PE"/> | PE User of Heli Orgn Dy Manager | |
| 2 | Reviewer | <input type="text" value="AO"/> | Authorised Officer Heli Orgn ,Manager |  Change User |
| 3 | Ends By | <input type="text" value="PE"/> | PE User of Heli Orgn Dy Manager | |
| Submit | | | | |

Screen – D51

1.13.64 To **Process the files in Workflow**, click on **“Process the files in Workflow”** link (As shown in **Screen – D52**)

| | |
|-----------------|--|
| Workflow | Edit View Process file in Workflow View Workflow History |
|-----------------|--|

Screen – D52

1.13.65 Type **Comments**, Select **Action** from the Drop down Combo box. (As shown in **Screen – D53**)

1.13.66 **Upload a Document** to upload any necessary documents. (As shown in **Screen – D53**)

1.13.67 Click on **“Submit”** button. (As shown in **Screen – D53**)

Home Message Box APP Tender Workflow Evaluation My Account Help

Monday, 23 May, 2011 14:38:51 BST Last Login : Monday, 23 May, 2011 14:26:00 Welcome, PE User of Heli Orgn | Logout

View All Notifications

Process file in Workflow [Go back to Tender Dashboard](#)

File Details : [View Tender Notice](#) | [View Tender Document](#)

Module Name : Tender Notice & Document Approval Workflow

Process Name : Tender

Comments : *

Source

Normal Font Size

Forwarded

Action : *

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

| S.No | ID | Processed By | Processed Date and Time | Action | Comments | To Be Processed By | Download |
|------------------|----|--------------|-------------------------|--------|----------|--------------------|----------|
| No Records Found | | | | | | | |

Workflow Level :

| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | File On Hand |
|-----------|---------------|------------------|---------------------------------------|--------------|
| 1. | Starts By | PE | PE User of Heli Orgn, Dy Manager | YES |
| 2 | Reviewer | AO | Authorised Officer Heli Orgn, Manager | NO |
| 3 | Ends By | PE | PE User of Heli Orgn, Dy Manager | NO |

Screen – D53

Note: Reviewer has to log on with his e-mail ID and current password, go to **Workflow, Pending Task**, and select **Pending task** and type the necessary information in required boxes. For details of workflow, refer to the Workflow section in this document.

1.13.68 Once the workflow is approved, it comes back to the authority set as **Starts By**.

1.13.69 Click on **“Publish”** link. (As shown in **Screen – D54**)

| Notice | Document | Evaluation | Opening | | | | | | | | |
|--|----------------------|--|--|--------|--------------|---------------|--------|---|----------------------|-----|--|
| Notice | | Edit View Publish | | | | | | | | | |
| Configure Key Information | | Edit View | | | | | | | | | |
| Clarification on Tender | | Edit View | | | | | | | | | |
| Workflow | | Edit View View Workflow History | | | | | | | | | |
| Committee Member for Encryption/Decryption | | Edit View | | | | | | | | | |
| Official Cost Estimate | | Edit View | | | | | | | | | |
| Creation of format for Price Comparison Report | | Prepare TOR: Tender Opening Report, TER: Tender Evaluation Report | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>S. No.</th> <th>Report Title</th> <th>For TOR / TER</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Price Bid Comparison</td> <td>TOR</td> <td> Edit Report Format Edit Report Formula View Delete Report Format </td> </tr> </tbody> </table> | | S. No. | Report Title | For TOR / TER | Action | 1 | Price Bid Comparison | TOR | Edit Report Format Edit Report Formula View Delete Report Format |
| S. No. | Report Title | For TOR / TER | Action | | | | | | | | |
| 1 | Price Bid Comparison | TOR | Edit Report Format Edit Report Formula View Delete Report Format | | | | | | | | |

Screen – D54

1.13.70 Type your comments and click on **“Publish”** button (As shown in **Screen – D55**)

[Go Back to Dashboard](#)

Publish Notice Details

| | | | |
|----------------------------|-----------------------------|-----------------------------|-----------------------|
| Ministry : | Ministry of Procurement | Division : | Office of Procurement |
| Organization : | Organization of Procurement | Procuring Entity Name : | Dhaka |
| Procuring Entity Code : | | Procuring Entity District : | NCT |
| Procurement Nature : | Goods | Procurement Type : | Tender - Single Lot |
| Event Type : | TENDER | Invitation for : | |
| Invitation Reference No. : | AW/001 | | |

Key Information and Funding Information :

| | | | |
|----------------------|-----------------------------|---------------|---------|
| Procurement Method : | Open Tendering Method (OTM) | Budget Type : | Revenue |
| Source of Funds : | Government | | |

Particular Information :

| | | | |
|---|---|--|-------------------|
| Project Code : | Not applicable | Project Name : | Not applicable |
| Tender Package No. and Description : | PKG-No-05112011 Procurement of Computer Goods | | |
| Category : | Computer and related services;Hardware consultancy services;Hardware selection consultancy services;Hardware disaster-recovery consultancy services;Computer-site planning consultancy services;Computer hardware acceptance testing consultancy services;Computer audit consultancy and hardware consultancy services;Software programming and consultancy services;Programming services of packaged software products;Systems and technical consultancy services;Custom software development services;Systems analysis and programming services;System maintenance and support services;Software-related services;Data services;Data-processing services;Database services;Computer-related services;Computer-related management services;Computer support and consultancy services;Computer network services;Computer upgrade services;Computer audit services;Computer testing services;Computer back-up services;Computer catalogue conversion services;Computer-related professional services | | |
| Scheduled Tender Publication Date and Time : | 06-Nov-2011 15:55 | Tender Document last selling / downloading Date and Time : | 07-Nov-2011 15:55 |
| Pre - Tender meeting Start Date and Time : | 08-Nov-2011 15:55 | Pre - Tender meeting End Date and Time : | 09-Nov-2011 15:55 |
| Tender Closing Date and Time : | 30-Nov-2011 15:55 | Tender Opening Date and Time : | 20-Dec-2011 15:55 |
| Last Date and Time for Tender Security Submission : | 08-Nov-2011 15:55 | | |

Information for Tenderer / Applicant :

| | |
|--|---|
| Eligibility of Tenderer : | Having Experience in Installation, Configuration and Setup of computers |
| Brief Description of Goods and Related Service : | Desktop Computers should be of Dell or HP |
| Evaluation Type : | Lot wise |
| Document Available : | Package wise |
| Document Fees : | Package wise |
| Tender Document Price (In BDT) : | 1000 |
| Mode of Payment : | Payment through Bank |

| Lot No. | Identification of Lot | Location | Tender security (Amount in BDT) | Start Date | Completion Date |
|---------|-------------------------------|----------|---------------------------------|-------------|-----------------|
| 1 | Procurement of Computer Goods | Dhaka | 1000 | 27-Dec-2011 | 08-Jan-2012 |

Procuring Entity Details:

| | | | |
|---------------------------------------|---|---|-----------------------------------|
| Name of Official Inviting Tender : | PE User | Designation of Official Inviting Tender : | CE |
| Address of Official Inviting Tender : | Address : Dhaka City : Dhaka Thana : Dhaka District : Dhaka - 1010 Country : Bangladesh | Contact details of Official Inviting Tender : | Phone No : 02-9144252 Fax No : |

The procuring entity reserves the right to accept or reject all Tenders / Pre-Qualifications / EOs

Comments*

Screen – D55

1.13.71 On click, the system will display a message **“Tender published successfully”** (As shown in **Screen – D56**)

| | | | | | | | | | |
|--------|----------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|
| Notice | Document | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|--------|----------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|

✔ Tender Published successfully

| Notice | View | Steps for Tender Preparation | | | | | | | | |
|--|---|--|--|--------------|---------------|--------|---|----------------------|-----|--|
| Configure Key Information | View | | | | | | | | | |
| Clarification on Tender | View | | | | | | | | | |
| Workflow | View View Workflow History | | | | | | | | | |
| Committee Member for Encryption/Decryption | View | | | | | | | | | |
| Official Cost Estimate | Edit View | | | | | | | | | |
| Creation of format for Price Comparison Report | Prepare TOR: Tender Opening Report, TER: Tender Evaluation Report <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S. No.</th> <th>Report Title</th> <th>For TOR / TER</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Price Bid Comparison</td> <td>TOR</td> <td> Edit Report Format Edit Report Formula View Delete Report Format </td> </tr> </tbody> </table> | | S. No. | Report Title | For TOR / TER | Action | 1 | Price Bid Comparison | TOR | Edit Report Format Edit Report Formula View Delete Report Format |
| S. No. | Report Title | For TOR / TER | Action | | | | | | | |
| 1 | Price Bid Comparison | TOR | Edit Report Format Edit Report Formula View Delete Report Format | | | | | | | |
| Cancellation of Tender | Cancel | | | | | | | | | |

Screen – D56

1.14 My Tender (Tender >> My Tender)

1.14.1 If PE User wants to view the Tenders, then click on “My Tenders” sub-menu (As shown in Screen – D57)

| | | | | | | | | | |
|------------------------------------|-------------|-----|--|--|------------|-----------|------------|------|--|
| Home | Message Box | APP | Tender | Workflow | Evaluation | Debarment | My Account | Help | |
| Tuesday, 08 Nov, 2011 11:02:35 BST | | | Create Tender My Tender All Tenders | Last Login : Tuesday, 8 Nov, 2011 11:02:00 | | | | | |

Screen – D57

1.14.2 On click, System will show Search parameters through which PE User can search like (Select Procurement Nature, Procurement Type, Procurement Method, Tender ID, Reference No., Publishing Date From – Publishing Date To and Status) and required result will be displayed in the grid. (As shown in Screen – D58) System will show 5 tabs – “Under Preparation” | “Live” | “Processing” | “Archived” | “Cancelled”

My Tenders

Collapse

| | | | |
|----------------------|--|------------------------|---|
| Procurement Nature : | <input type="text" value="-- Select Nature --"/> | Reference No : | <input type="text"/> |
| Procurement Type : | <input type="text" value="-- Select Type --"/> | Publishing Date From : | <input type="text"/> |
| Procurement Method : | <input type="text" value="-- Select Procurement Method --"/> | Publishing Date To : | <input type="text"/> |
| ID : | <input type="text"/> | Status : | <input type="text" value="--Select--"/> |

Tender Search result

| Under Preparation Live Processing Archived Cancelled | | | | | | | |
|---|------------------------------|---|---|--------------|---|-----------|--|
| S. No. | Reference No. | Procurement Nature, Title | Ministry, Division, Organization, PE | Type, Method | Publishing Date, Closing Date | Dashboard | |
| 1 | 133, Inv-Ref-No-001-07102011 | Goods, PKG-002-07102011 Procurement of Computer Goods and Stationery Items | Ministry of Aviation, PE Office Min of Aviation | NCT, OTM | 09-Oct-2011 12:14:00 , 03-Nov-2011 12:14:00 | | |

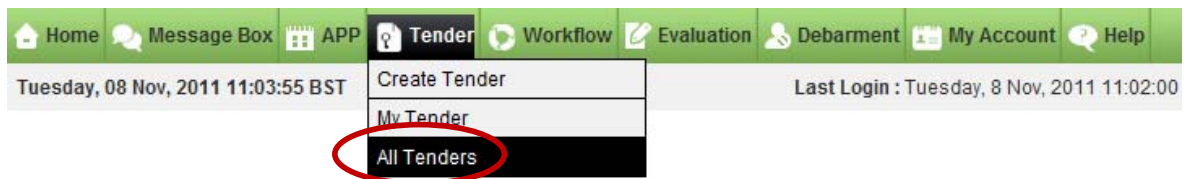
Page 1 - 1 Go To Page

Screen – D58

- 1.14.2.1 **Under Preparation Tab** → By default, the system will display Under Preparation Tab and in which all the tenders which are still not Published but are at Preparation Stage by PE User.
- 1.14.2.2 **Live Tenders Tab** → Criteria for **Live Tenders Tab** is when the tenders gets published then it will be displayed under “**Live**” Tab.
- 1.14.2.3 **Processing Tenders Tab** → Criteria for **Processing Tab** is wherein the tender closing date is lapsed and contract is not signed.
- 1.14.2.4 **Archived Tenders Tab** → Criteria for **Archived Tenders Tab** is wherein the tenders contract has been signed
- 1.14.2.5 **Cancelled Tenders Tab** → Criteria for **Cancelled Tenders Tab** is when the tenders are cancelled by PE User of Ministry Office

1.15 **All Tenders (Tender >> All Tenders)**

1.15.1 In All Tender section, all tenders will be displayed relating to any Ministry. For this PE User has to click on “**All Tenders**” sub-menu (As shown in **Screen – D59**)



Screen – D59

1.15.2 On click, System will show Search parameters through which PE User can search like (Select Ministry / Division / Organization, Select Procuring Entity, Select Procurement Nature, Select Procurement Type, Select Procurement Method, Enter Tender ID, Enter Reference No., Select Publishing Date From – Publishing Date To, Select Closing Date From – Closing Date To or Select Category) and required result will be displayed in the grid. (As shown in **Screen – D60**) System will show 4 tabs – “**Live**” | “**Archive**” | “**Cancelled**” | “**All**”

All Tenders

Select Ministry/Division/Organization :

Procuring Entity :

Procurement Nature :

Procurement Type :

Tender ID :

From Publishing Date :

From Closing Date :

Category :

Procurement Method :

Reference No :

To Publishing Date :

To Closing Date :

Tenders Search Results

| Live | Archive | Cancelled | All | | | |
|------|--------------------------|---|--|--------------|---|--|
| No. | Tender ID, Reference No | Procurement Nature, Title | Ministry, Division, Organization, PE | Type, Method | Publishing Date and Time, Closing Date and Time | |
| 1 | 129, Work Invitation 001 | Works, Brief Description | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, OTM | 02-Oct-2011 15:17, 24-Oct-2011 15:17 | |
| 2 | 131, 021011 | Goods, checking | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, OTM | 02-Oct-2011 13:22, 07-Nov-2011 13:13 | |
| 3 | 128, 2809111 | Goods, JVCA Test case | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, OTM | 28-Sep-2011 15:17, 23-Oct-2011 15:10 | |
| 4 | 127, Inv-Ref-No-20092011 | Goods, PKG-001-20092011 Procurement of Computer Goods | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, OTM | 21-Sep-2011 11:02, 26-Oct-2011 11:02 | |
| 5 | 126, vrbhccv | Goods, as per doc | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, OSTETM | 19-Sep-2011 12:16, 23-Oct-2011 11:48 | |
| 6 | 123, Tender-works-LTM | Works, As per doc | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, LTM | 17-Sep-2011 12:00, 09-Oct-2011 11:58 | |
| 7 | 122, tender-LTM-goods | Goods, As per dochjhjk | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, LTM | 15-Sep-2011 15:36, 10-Oct-2011 15:37 | |
| 8 | 121, APP-OTM-works-NO pQ | Works, as per doc | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, OTM | 14-Sep-2011 19:21, 20-Oct-2011 19:20 | |
| 9 | 120, APP-OTM | Goods, As per doc | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, OTM | 14-Sep-2011 13:03, 06-Nov-2011 13:03 | |
| 10 | 108, IRF12001 | Goods, Agricultural, horticultural, hunting and related products; Services provided by extra-territorial organisations and bodies,Crops, products of market gardening and horticulture,Cereals and other crops,Vegetables, horticultural products and nursery | Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation | NCT, OTM | 09-Sep-2011 20:20, 24-Oct-2011 11:46 | |

Page 1 of 2

Screen – D60

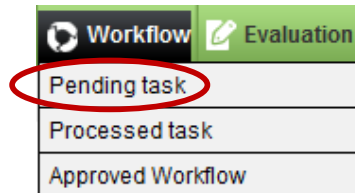
- 1.15.2.1 **Live Tenders Tab** →By default, System will show **Live** Tab and criteria will be all the tenders which are published and still closing date and time is not over will be displayed.
- 1.15.2.2 **Archive Tenders Tab** → Criteria for **Archive Tenders tab** will be all the tenders in which closing date and time is over will be displayed.
- 1.15.2.3 **Cancelled Tenders Tab** → Criteria for **Cancelled Tenders Tab** is when the tenders are cancelled by PE User of Ministry Office.
- 1.15.3 **All Tenders Tab** →Criteria for **All Tenders Tab** is where all the tenders will be displayed.

5 Workflow

1.16 Workflow menu consists of 3 sub menu's (**Pending Task, Processed Task, Approved Workflow**)

1.17 Pending Task (Workflow >> Pending Task)

1.17.1 PE User will click on "**Pending Task**" to process the file which is in the workflow.
(As shown in **Screen –E1**)



Screen – E1

1.17.2 PE User can use search condition as input values (**Module Name, Process Name, APP/Tender ID, Processed By, From Processed Date and Time and To Processed Date and Time** – As shown in **Screen – E2**) and the result will be displayed in grid table.

 A screenshot of a search form. It contains several input fields: 'Module Name', 'ID', 'Process Name', 'Processed By', 'From Processed Date and Time', and 'To Processed Date and Time'. There are also 'Search' and 'Reset' buttons at the bottom.

Screen – E2

1.17.3 If PE User wants to process the file, then click on "**Process**" link under Action column and system will display Process file in Workflow page. (As shown in **Screen – E3**) User will be shown File Details, Module, Process Name, Workflow History, Workflow Level and User has to fill details – Comments, Select from Action, Upload Document (Required document to be uploaded). Click on "**Submit**" button.

Process file in Workflow

File Details : [View](#)
 Module Name : Annual Procurement Plan (APP)
 Process Name : App Approval Workflow
 Comments : *

Details are found to be correct, so file is processed

Action : * Forward

Upload Document : [Click here If any relevant documents to be uploaded](#)

Workflow History :

| S. No | ID | Processed By | Processed Date and Time | Action | Comments | To Be Processed By | Download |
|-------|-----|----------------------------|-------------------------|-----------|----------------------|--------------------------|-------------------|
| 1 | 239 | Minister Manish - Minister | 15-Oct-2011 14:42:38 | Forwarded | View | Minister User - Minister | No Files Uploaded |

Workflow Level :

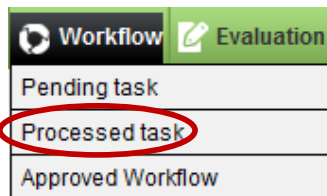
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | File On Hand |
|-----------|---------------|------------------|----------------------------------|--------------|
| 1 | Starts By | PE | Minister Manish,Minister | NO |
| 2 | Reviewer | Minister | Minister User,Minister | YES |
| 3 | Ends By | HOPE | Minister Manish,Minister | NO |

Submit

Screen – E3

1.18 Processed Task (Workflow >> Processed Task)

1.18.1 PE User will click on “**Processed Task**” to verify the files which are processed in the workflow. (As shown in **Screen – E4**)



Screen – E4

1.18.2 PE User can use search condition as input values (Module Name, Process Name, APP/Tender ID, Processed By, From Processed Date and Time and To Processed Date and Time – As shown in **Screen – E5**) and the result will be displayed in grid table.

| | | | |
|--------------------------------|----------------------|------------------------------|----------------------|
| Module Name : | <input type="text"/> | Process Name : | <input type="text"/> |
| ID : | <input type="text"/> | Processed By : | <input type="text"/> |
| From Processed Date and Time : | <input type="text"/> | To Processed Date and Time : | <input type="text"/> |

Search
Reset

Screen – E5

1.18.3 If PE User wants to view the details, then click on “**History**” link under Action column and system will display the Workflow History page. (As shown in **Screen –**

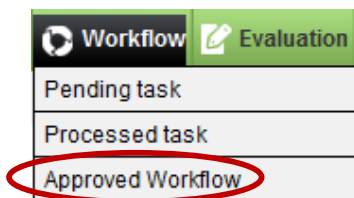
E6) User will be shown APP Information Bar / Tender Details with Workflow History in the grid table.

| S.No | Module Name | Process Name | ID | Processed By | Processed Date and Time | Action | To be Processed By | Action |
|------|-------------|----------------------------------|------|----------------------|-------------------------|-----------|------------------------|---------|
| 1 | Tender | Technical Sub Committee Approval | 2503 | PE User - Tester-abc | 01-Sep-2011 16:24:12 | Forwarded | Hope User - Tester-abc | History |
| 2 | Tender | Technical Sub Committee Approval | 2490 | PE User - Tester-abc | 31-Aug-2011 16:50:29 | Forwarded | Hope User - Tester-abc | History |
| 3 | Tender | Technical Sub Committee Approval | 2443 | PE User - Tester-abc | 29-Aug-2011 13:28:45 | Forwarded | Hope User - Tester-abc | History |
| 4 | Tender | Cancel Tender | 2471 | PE User - Tester-abc | 27-Aug-2011 14:43:43 | Forwarded | Hope User - Tester-abc | History |

Screen – E6

1.19 Approved Workflow (Workflow >> Approved Workflow)

1.19.1 PE User will click on “**Approved Workflow**” link - once the workflow is set for the user, system will show details in Approved Workflow. (As shown in **Screen – E7**)



Screen – E7

1.19.2 PE User can use search condition as input values (Module Name, Process Name, APP/Tender ID, Processed By, From Processed Date and Time and To Processed Date and Time – As shown in **Screen – E8**) and the result will be displayed in grid table.

Module Name : Process Name :

ID : Processed By :

From Processed Date and Time : To Processed Date and Time :

Screen – E8

1.19.3 If PE User wants to view the details, then click on “**View**” link under Action column and system will display Process file in Workflow page. (As shown in **Screen – E9**) User will be shown File Details, Module, Process Name, Workflow History, Workflow Level and User has to fill details – Comments, Select from Action (Pull – File to be pulled from another user), Upload Document (Required document to be uploaded). Click on **Submit** button.

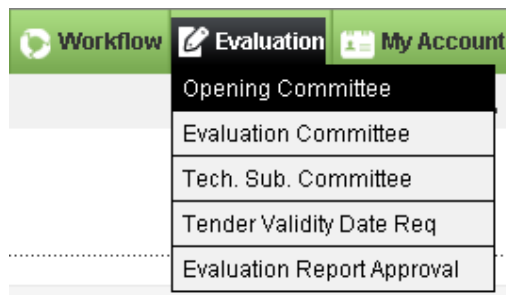
| S.No | ModuleName | Process Name | ID | Action |
|------|-------------------------------|--------------|------|--------|
| 1 | Annual Procurement Plan (APP) | APP Approval | 1604 | View |
| 2 | Annual Procurement Plan (APP) | APP Approval | 1605 | View |
| 3 | Annual Procurement Plan (APP) | APP Approval | 1607 | View |
| 4 | Annual Procurement Plan (APP) | APP Approval | 1608 | View |

Screen – E9

6 Evaluation


1.20 Evaluation >> Opening Committee

- 1.20.1 Opening Committee Members are formed before Publishing of Tender Notice. These members have to Login into the system and click on “**Opening Committee**” link (As shown in **Screen - F1**)
- 1.20.2 User can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - F2**) and the result will be displayed in grid table.
- 1.20.3 Click on “**Dashboard**” icon and the system will display Tender with “**Opening**” Tab selected. (As shown in **Screen - F3**)




Screen – F1

Opening committee listing

Select Ministry/Division /Organization : 


Procuring Entity :

ID : Ref.No :

Opening Date and Time : 


Screen – F2

Opening committee listing


Select Ministry/Division /Organization: 

Procuring Entity:

ID: Ref.No:

Opening Date and Time: 

Search **Reset**

| S. No. | ID | Ref. No. | Brief | Organization | Office | Opening Date and Time | Dashboard |
|--------|------|-----------------------------|---|---------------------|---------|-----------------------|---|
| 1 | 2443 | Inv-Ref- No-001-23082011 | PKG-001/23082011 Procurement of Computer Goods | Organisation of ETL | office1 | 27-Aug-2011 11:56 |  |

Page 1 of 1 **Go To Page** « First < Previous Next > Last »

Screen – F3

1.20.4 Then respective TOC members have to click against their name, system will display *Name of the TOC members, Committee Role, Procurement Role, Is Decryptor or NOT, Opening Status & Opening Date & Time.* (As shown in **Screen – F4**)

NOTE...!!!

Don't print and share the information and documents to anybody. Please note that all the information is strictly confidential.

Don't disclose any of the information with anybody except TOR / POR to the tenderers who have participated in a tender. If confidentiality is breached then it will be treated as professional misconduct and it will be dealt with section 64 of the Public Procurement Act 2006.

1.20.5 After clicking against name, the system will fetch the TOC member user ID, password and comments TOC member has to mention, at the end TEC member has to click on **“Submit”** button (As shown in **Screen – F5**)

1.20.6 Once the Consent is given by the TOC member then the system will display the message on TOC member screen i.e. **“Consent for opening given successfully”** (As shown in **Screen – F6**)

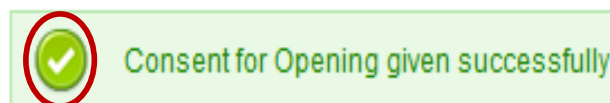
| Notice | Document | Corrigendum/Amendment | Opening | Evaluation | NOA | Contract Signing |
|---|-------------------------------|-----------------------|-----------------------|----------------|-----------------------|------------------|
| Opening Committee | | View | | | | |
| Package No. | PKG-001/23082011 | | | | | |
| Package Description | Procurement of Computer Goods | | | | | |
| <p>Don't print and share the information and documents to anybody. Please note that all the information is strictly confidential.</p> <p>⚠ Don't disclose any of the information with anybody except TOR / POR to the tenderers who have participated in a tender. If confidentiality is breached then it will be treated as professional misconduct and it will be dealt with section 64 of the Public Procurement Act 2006.</p> | | | | | | |
| Committee Members | Committee Role | Procurement Role | Is Decryptor (Yes/No) | Opening Status | Opening Date and Time | |
| Nitin (HOPE) | Chairperson | HOPE | Yes | Pending | - | |
| Nitin (TOC) | Member | TOC/POC | Yes | Pending | - | |

Screen – F4

Fields marked with (*) are mandatory.

| | |
|---------------------------------------|-------------------|
| e-mail ID : | nitinhope@abc.com |
| Password : * | ●●●●●● |
| Comments : * | Logged In. |
| <input type="button" value="Submit"/> | |

Screen – F5



Screen – F6

1.20.7 The moment all TOC members have logged into the system then only **“Verify Mega Mega Hash”** button will be activated on TOC members’ screen. Any one TOC member can click on this button for an objective of **“Verify the Mega Mega Hash”** (As shown in **Screen – F7**)

1.20.8 On successful verification on **“Verify Mega Mega Hash”** system will prompt the message i.e. **“Mega Mega Hash Verified Successfully”** (As shown in **Screen – F8**)

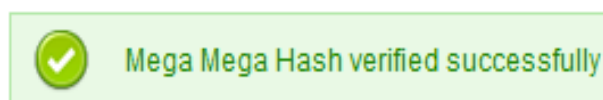
1.20.9 After verifying the **“Mega Mega Hash”** system will redirect TOC members to **“Decrypt All”** & **“Decrypt”** window whereas TOC members will be in a spot to **“Decrypt All”** the forms at a go **OR** form wise **“Decrypt”**, both the options would be available to TOC members (As shown in **Screen – F9**)

| Committee Members | Committee Role | Procurement Role | Is Decryptor (Yes/No) | Opening Status | Opening Date and Time |
|-------------------|----------------|------------------|-----------------------|----------------|-----------------------|
| Nitin (HOPE) | Chairperson | HOPE | Yes | Agreed | 27-Aug-2011 12:35 |
| Nitin (TOC) | Member | TOC/POC | Yes | Agreed | 27-Aug-2011 12:40 |

 To Verify the Integrity of the Tenderer's Document click on 'Verify Mega Mega Hash' button



Screen – F7

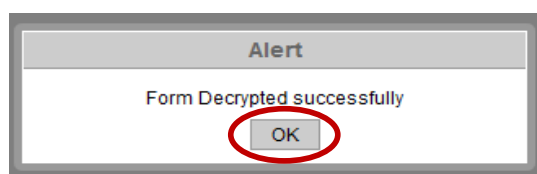


Screen – F8

| Form Name | Action |
|-------------------------------|-------------------------------|
| | Decrypt All |
| Schedule of Requirements Form | Decrypt |
| Technical Specifications Form | Decrypt |
| Lot No. | 1 |
| Lot Description | Procurement of Computer Goods |
| BoQ Specification Form - 1 | Decrypt |
| BoQ Specification Form - 2 | Decrypt |
| Grand Summary | - |

Screen – F9

1.20.10 The moment click is made on **“Decrypt”** then the system will display the message i.e. **“Form Decrypted successfully”**. Once the decryption is done then TOC members will be in a spot to view the Tenderer Response. (As shown in **Screen – F10**)



Screen – F10

1.20.11 After successful completion of **“Decryption”** process system will provide the automated **“Comparative & Individual Report”**, whereas TOC members will be able to see the Comparative as well as an Individual response of the tenderer. (As shown in **Screen – F11, 11 (A) & (B))**

| Form Name | | Action |
|-------------------------------|-------------------------------|--|
| | | Decrypt All |
| Schedule of Requirements Form | | Comparative Report Individual Report |
| Technical Specifications Form | | Decrypt |
| Lot No. | 1 | |
| Lot Description | Procurement of Computer Goods | |
| BoQ Specification Form - 1 | | Decrypt |
| BoQ Specification Form - 2 | | Decrypt |
| Grand Summary | | - |

Screen – F11

| Package No | Package Description | |
|--|--------------------------------|---------------------------------|
| PKG-001/23082011 | Procurement of Computer Goods | |
| Schedule of Requirements Form | | |
| Schedule of Requirements Form - Header | | |
| Schedule of Requirements Form Table | | |
| Schedule Requirements | Details | |
| | Nitin & Co | Dash Techno Ltd |
| Schedule 1 | Yes | Yes |
| Schedule 2 | Yes | Yes |
| Schedule 3 | Yes | Yes |
| Schedule of Requirements Form - Footer | | |

System Generated Report based on the tender / proposal submitted by the Tenderers / Consultants

Screen – F11 (A)

| Dash Techno Ltd | |
|--|---------|
| Schedule of Requirements Form | |
| Schedule of Requirements Form - Header | |
| Schedule of Requirements Form Table | |
| Schedule Requirements | Details |
| Schedule 1 | Yes |
| Schedule 2 | Yes |
| Schedule 3 | Yes |
| Schedule of Requirements Form - Footer | |

This Schedule of Requirements Form is Electronically Signed by Mr. Darshit Shah on behalf of Dash Techno Ltd

| Nitin & Co | |
|--|---------|
| Schedule of Requirements Form | |
| Schedule of Requirements Form - Header | |
| Schedule of Requirements Form Table | |
| Schedule Requirements | Details |
| Schedule 1 | Yes |
| Schedule 2 | Yes |
| Schedule 3 | Yes |
| Schedule of Requirements Form - Footer | |

This Schedule of Requirements Form is Electronically Signed by Mr. Nitin Jadav on behalf of Nitin & Co

Screen – F11 (B)

1.20.12 Once the **“Decryption”** process of all the forms completed then system will provide the Comparative & an Individual Report of all the Technical and Commercial Forms to TOC members. (As shown in **Screen – F12**)

| Form Name | Action |
|-------------------------------|--|
| Schedule of Requirements Form | Comparative Report Individual Report |
| Technical Specifications Form | Comparative Report Individual Report |
| Lot No. | 1 |
| Lot Description | Procurement of Computer Goods |
| BoQ Specification Form - 1 | Comparative Report Individual Report |
| BoQ Specification Form - 2 | Comparative Report Individual Report |
| Grand Summary | Comparative Report Individual Report |
| Tender Opening Report : | TOR1 TOR2 |
| Tenderer's Hash : | View |

Screen – F12

1.20.13 After that system will display the “**TOR1**” Report to TOC members and all TOC members need to give their Approval by clicking against their Name. (As shown in **Screen – F13**)

Tender Opening Report 1 Print Go Back to Dashboard

Tender Detail

| | | | |
|-------------------------|---|----------------------------|------------------------|
| Tender ID : | 2443 | Invitation Reference No. : | Inv-RefNo-001-23082011 |
| Closing Date and Time : | 28-Aug-2011 16:21 | Opening Date and Time : | 27-Aug-2011 11:56 |
| Procuring Entity : | office1 | | |
| Brief : | PKG-001/23082011 Procurement of Computer Goods | | |

[View Notice](#)

Tender Opening Report 1

| | | | |
|--------------------------------------|--|--------------------|---------|
| Ministry Name : | Ministry of ETL | Division Name : | |
| Organization/Agency Name : | Organisation of ETL | Procuring Entity : | office1 |
| Tender Package No. and Description : | PKG-001/23082011 & Procurement of Computer Goods | | |

Procurement Data

| Procurement Type | Funding By | Budget Type | Method |
|------------------|------------|-------------|-----------------------|
| NCT | GOB | Revenue | Open Tendering Method |

Procurement Plan

| Approving Authority | | Approval Status |
|---------------------|-----------|-----------------|
| Name: | Hope User | Approved |

Advertisement details

| Newspaper Name | Newspaper Date | URL Page | URL Publishing Date |
|------------------|----------------|----------|---------------------|
| No Records Found | | | |

Tender Date and Time

| Date and Time of Publishing | Date and Time of Closing |
|-----------------------------|--------------------------|
| 27-Aug-2011 11:15 | 28-Aug-2011 16:21 |

Opening Date and Time

| Original Date and Time |
|------------------------|
| 27-Aug-2011 11:56 |

Tender Document

| Documents Sold | Nos. of Submissions | Nos. Withdrawn | Nos. Substituted / Modified |
|----------------|---------------------|----------------|-----------------------------|
| 2 | 2 | 0 | 0 |

TOC Members

| | | |
|------------------------------|------------------------------|-------------|
| Click on link to Sign | Nitin (HOPE) | Nitin (TOC) |
| Committee Role | Chairperson | Member |
| Designation | RNB-PE | RNB-PE |
| PE Office | RNB-ORG-PEO | RNB-ORG-PEO |
| Electronically Signed TOR On | - | - |

Screen – F13

1.20.14 After giving Consent to “**TOR1**” Report, TOC member has to click on “**TOR2**”. After that system will display the “**TOR2**” Report to TOC members and all TOC members need to give their Consent same as like “**TOR1**” by click against their Name. (As shown in **Screen – F14**)

Tender Opening Report 2

[Print](#) [Go Back to Dashboard](#)

| Tender Detail | | | |
|-------------------------|---|----------------------------|-------------------------|
| Tender ID : | 2443 | Invitation Reference No. : | Inw-Ref-No-001-23082011 |
| Closing Date and Time : | 28-Aug-2011 16:21 | Opening Date and Time : | 27-Aug-2011 11:56 |
| Procuring Entity : | office1 | | |
| Brief : | PKG-001/23082011 Procurement of Computer Goods | | |

[View Notice](#)

| Tender Opening Report 2 | | | |
|--------------------------------------|--|--------------------|---------|
| Ministry Name : | Ministry of ETL | Division Name : | |
| Organization/Agency Name : | Organisation of ETL | Procuring Entity : | office1 |
| Tender Package No. and Description : | PKG-001/23082011 & Procurement of Computer Goods | | |

| Tender Date and Time | | | | |
|-----------------------------|--------------------------|--------------------------|----------------------|-------------------------------|
| Date and Time of Publishing | Date and Time of Closing | Date and Time of Opening | Tender Validity Date | Tender Security Validity Date |
| 27-Aug-2011 11:15 | 28-Aug-2011 16:21 | 27-Aug-2011 11:56 | 11-Sep-2011 | 27-Aug-2011 |

| Tender Document | | | |
|-----------------|---------------------|----------------|-----------------------------|
| Documents Sold | Nos. of Submissions | Nos. Withdrawn | Nos. Substituted / Modified |
| 2 | 2 | 0 | 0 |

| S. No. | Name of Tenderer / Consultant | Date and Time of Submission | Tender Security Type | Tender Security Amount | Name of Bank & Branch, Date of Issue | Tender Security Valid upto (Date) | Tender Validity upto (Date) |
|--------|---------------------------------|-----------------------------|----------------------|------------------------|---|-----------------------------------|-----------------------------|
| 1 | Nitin & Co | 27-Aug-2011 11:55 | Pay Order | 1000.00 | Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:58 | 27-Aug-2011 | 11-Sep-2011 |
| 2 | Dash Techno Ltd | 27-Aug-2011 11:52 | Bank Guarantee | 1000.00 | Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:57 | 27-Aug-2011 | 11-Sep-2011 |

TOR Report - Header

| Company Name | Rank | Amount | Estimated Cost |
|-----------------|------|-----------|----------------|
| Dash Techno Ltd | 1 | 28000.444 | 35000.000 |
| Nitin & Co | 2 | 28800.444 | 35000.000 |

TOR Report - Footer

| TOC Members | | |
|------------------------------|------------------------------|-------------|
| Click on link to Sign | Nitin (HOPE) | Nitin (TOC) |
| Committee Role | Chairperson | Member |
| Designation | RNB-PE | RNB-PE |
| PE Office | RNB-ORG-PEO | RNB-ORG-PEO |
| Electronically Signed TOR On | - | - |

Screen – F14

1.20.15 The moment all the TOC members will give their Consent to both the reports i.e. “TOR1 & TOR2” then only Chairperson will be in a spot to “Close” the same by clicking on “Close”. (As shown in **Screen – F15**)

| | |
|--------------------------|---|
| Tender Opening Report : | TOR1 TOR2 |
| Tender Opening Process : | Close |
| Tenderer's Hash : | View |

Screen – F15

1.20.16 If TOC Members would like to **“View”** the hash of the Tenderer then the same can be done by clicking on **“View”** against **“Tenderer Hash”** (As shown in **Screen – F16**)

| | |
|--------------------------|---|
| Tender Opening Report : | TOR1 TOR2 |
| Tender Opening Process : | Close |
| Tenderer's Hash : | View |

Screen – F16

1.20.17 Then Tenderer wise Hash would be available to TOC members, by clicking on **“View”** TOC member will be able to see the Hash of Techno - Commercial forms of Tenderer. (As shown in **Screen – F17**)

View Tenderer's Hash [Go Back](#)

| Tender Detail | | | |
|-----------------------------|---|----------------------------|-------------------------|
| Tender ID : | 2443 | Invitation Reference No. : | Inv-Ref-No-001-23082011 |
| Closing Date and Time : | 28-Aug-2011 16:21 | Opening Date and Time : | 27-Aug-2011 11:56 |
| Procuring Entity : | office1 | | |
| Brief : | PKG-001/23082011 Procurement of Computer Goods | | |
| View Notice | | | |

Tender Mega Mega Hash : ebf122467346f319e13430e0e6f8d7c3455cf995

| S. No. | Tenderers / Consultants | Mega Hash | Submitted Forms and Documents e-Signature |
|--------|-------------------------|--|---|
| 1 | Nitin & Co | 763f1aa40c91949f88ce1ac738dcc86111c93b03 | View |
| 2 | Dash Techno Ltd | b2f34a8b3823780e34a5c7524078116ec74ffe3c | View |

Screen – F17

1.20.18 Last step in opening process i.e. **“Close”**, the moment all TOC Members have gone through the **“TOR1 & TOR2”** then Chairperson will **“Close”** the same. To **“Close”** the TOC, the Chairperson has to give the comments and at the end need to click the **“Submit”** button. (As shown in **Screen – F18**)

1.20.19 On successful closing of **“TOR”**, the system will prompt the message on chairperson screen i.e. **“Tender closed successfully”** (As shown in **Screen – F19**)

1.20.20 On clicking on **“Send to PE”** system will ask the confirmation to Chairperson i.e. **“Once you hand over the Tender/Proposal including reports to PE, access of all TOC/POC members will be frozen i.e. They cannot view the Tender/Proposal including report details” as an “OK” or “CANCEL”** (As shown in **Screen – F20**)

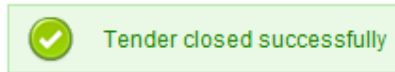
1.20.21 Provide the comments and click on **“Submit”** button (As shown in **Screen – F21**)

1.20.22 On successful send of the same system will prompt the message on Chairperson screen i.e. “**Sent to PE Successfully**” (As shown in **Screen – F22**)

| | | | | | | |
|--------|----------|-----------------------|---------|------------|-----|------------------|
| Notice | Document | Corrigendum/Amendment | Opening | Evaluation | NOA | Contract Signing |
|--------|----------|-----------------------|---------|------------|-----|------------------|

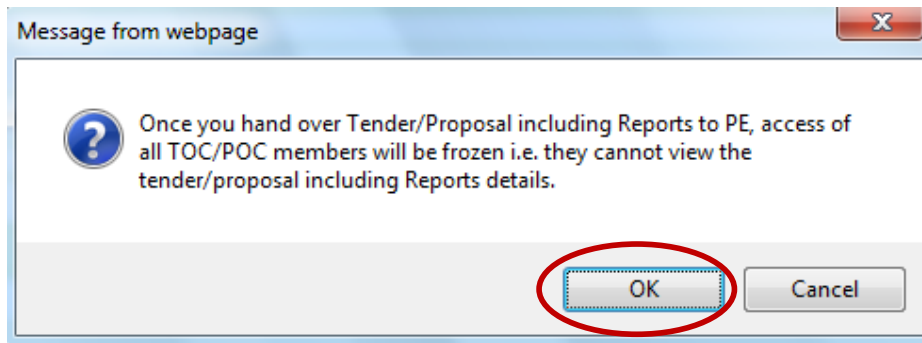
| | |
|---------------------------------------|--------------|
| Comments : * | TOC is CLOSE |
| <input type="button" value="Submit"/> | |

Screen – F18



Screen – F19

| | |
|-------------------------|--|
| Tender Opening Report : | TOR1 TOR2 Send to PE |
| Tenderer's Hash : | View |

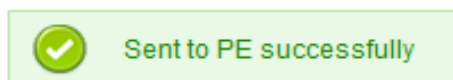


Screen – F20

| | | | | | | |
|--------|----------|-----------------------|---------|------------|-----|------------------|
| Notice | Document | Corrigendum/Amendment | Opening | Evaluation | NOA | Contract Signing |
|--------|----------|-----------------------|---------|------------|-----|------------------|

| | |
|---------------------------------------|-----------------------|
| PE User: | PE User |
| Comments : * | TOC Report Send to PE |
| <input type="button" value="Submit"/> | |

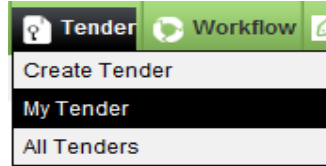
Screen – F21



| | |
|-------------------------|---------------------------|
| Tender Opening Report : | Sent to PE for processing |
| Tenderer's Hash : | View |

Screen – F22

1.20.23 For an objective of viewing the “**TOR1 & TOR2**” concern PE has to login to the system then needs to Click on “**Tender**” then “**My Tender**”. (As shown in **Screen – F23**)



Screen – F23

1.20.24 Then a search window will be displayed to PE whereas PE can locate the Tender with the help of different searching criteria viz. **Procurement Nature, Procurement Type, Procurement Method, Tender ID, Publishing Date From, Status, Reference No and Publishing Date To**. Once the Tender is found then PE has to click on “**Dashboard**” Icon which would be available at the last column. (As shown in **Screen – F24**)

Search

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Status :

Tender Search Result

Under Preparation | **Live** | Processing | Archived | Cancelled

| S. No. | ID, Reference No. | Procurement Nature, Title | Ministry, Division, Organization, PE | Type, Method | Publishing Date, Closing Date | Dashboard |
|--------|-------------------------------|--|---|--------------|--|-----------|
| 1 | 2443, Inv-R48-R6-001-23982011 | Goods, PKG-20172082011 Procurement of Computer Goods | Ministry of ETL, Organisation of ETL, office1 | NCT, OTM | 27-Aug-2011 11:15:00, 28-Aug-2011 10:21:00 | |

Page 1 - 1 ◀ First Previous Next Last ▶

Screen – F24

1.20.25 After that PE will be able to see the different tabs of Dashboard whereas PE needs to Click on “**Opening**” tab (As shown in **Screen – F25**)

1.20.26 By clicking on “**Opening**” tab, PE will be able to see the “**TOR1 & TOR2**” link by clicking on that link comprehensive report of the same will be displayed to PE. (As shown in **Screen – F26 & F27**)

| | | | | | | | |
|-------------------------|----------|---|---------|---------|------------|-----|------------------|
| Notice | Document | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing |
| Opening Committee | | View | | | | | |
| Tender Opening Report : | | TOR1 TOR2 Send to TEC/PEC Chairperson | | | | | |
| Tenderer's Hash : | | View | | | | | |

Screen – F25

| Tender Opening Report 1 | | | |
|--------------------------------------|--|--------------------|-----------------------------|
| Ministry Name : | Ministry of ETL | Division Name : | |
| Organization/Agency Name : | Organisation of ETL | Procuring Entity : | office1 |
| Tender Package No. and Description : | PKG-001/23082011 & Procurement of Computer Goods | | |
| Procurement Data | | | |
| Procurement Type | Funding By | Budget Type | Method |
| NCT | GOB | Revenue | Open Tendering Method |
| Procurement Plan | | | |
| Approving Authority | | Approval Status | |
| Name: | Hope User | Approved | |
| Tender Document | | | |
| Documents Sold | Nos. of Submissions | Nos. Withdrawn | Nos. Substituted / Modified |
| 2 | 2 | 0 | 0 |
| TOC Members | | | |
| Committee Members | Nitin (HOPE) | Nitin (TOC) | |
| Committee Role | Chairperson | Member | |
| Designation | RNB-PE | RNB-PE | |
| PE Office | RNB-ORG-PEO | RNB-ORG-PEO | |
| Electronically Signed TOR On | 29 Aug 2011 10:52 | 29 Aug 2011 10:53 | |

Screen – F26

Tender Opening Report 2

 Print
  Save As PDF
  Go Back to Dashboard

| Tender Detail | | | |
|-------------------------|---|----------------------------|-------------------------|
| Tender ID : | 2443 | Invitation Reference No. : | Inv-Ref-No-001-23082011 |
| Closing Date and Time : | 28-Aug-2011 16:21 | Opening Date and Time : | 27-Aug-2011 11:56 |
| Procuring Entity : | office1 | | |
| Brief : | PKG-001/23082011 Procurement of Computer Goods | | |

 View Notice

| Tender Opening Report 2 | | | |
|--------------------------------------|--|--------------------|---------|
| Ministry Name : | Ministry of ETL | Division Name : | |
| Organization/Agency Name : | Organisation of ETL | Procuring Entity : | office1 |
| Tender Package No. and Description : | PKG-001/23082011 & Procurement of Computer Goods | | |

| Tender Date and Time | | | | |
|-----------------------------|--------------------------|--------------------------|----------------------|-------------------------------|
| Date and Time of Publishing | Date and Time of Closing | Date and Time of Opening | Tender Validity Date | Tender Security Validity Date |
| 27-Aug-2011 11:15 | 28-Aug-2011 16:21 | 27-Aug-2011 11:56 | 11-Sep-2011 | 27-Aug-2011 |

| Tender Document | | | |
|-----------------|---------------------|----------------|-----------------------------|
| Documents Sold | Nos. of Submissions | Nos. Withdrawn | Nos. Substituted / Modified |
| 2 | 2 | 0 | 0 |

| S. No. | Name of Tenderer / Consultant | Date and Time of Submission | Tender Security Type | Tender Security Amount | Name of Bank & Branch, Date of Issue | Tender Security Valid upto (Date) | Tender Validity upto (Date) |
|--------|---------------------------------|-----------------------------|----------------------|------------------------|---|-----------------------------------|-----------------------------|
| 1 | Nitin & Co | 27-Aug-2011 11:55 | Pay Order | 1000.00 | Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:58 | 27-Aug-2011 | 11-Sep-2011 |
| 2 | Dash Techno Ltd | 27-Aug-2011 11:52 | Bank Guarantee | 1000.00 | Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:57 | 27-Aug-2011 | 11-Sep-2011 |

| TOR Report - Header | | | |
|---------------------|------|-----------|----------------|
| Company Name | Rank | Amount | Estimated Cost |
| Dash Techno Ltd | 1 | 28000.444 | 35000.000 |
| Nitin & Co | 2 | 28800.444 | 35000.000 |

| TOR Report - Footer | | |
|------------------------------|-------------------|-------------------|
| TOC Members | | |
| Committee Members | Nitin (HOPE) | Nitin (TOC) |
| Committee Role | Chairperson | Member |
| Designation | RNB-PE | RNB-PE |
| PE Office | RNB-ORG-PEO | RNB-ORG-PEO |
| Electronically Signed TOR On | 29 Aug 2011 11:01 | 29 Aug 2011 11:01 |

Screen – F27

- 1.20.27 For an objective of sending the same to the TEC / PEC Chairperson, PE has to click on **“Send to TEC/PEC Chairperson”** (As shown in **Screen – F28**)
- 1.20.28 Provide your comments and click on **“Submit”** button. (As shown in **Screen – F29**)
- 1.20.29 On the successful submission of the same system, System will prompt the message on PE screen i.e. **“Sent to the TEC / PEC Chairperson Successfully”** (As shown in **Screen – F30**)

| Notice | Document | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing |
|-------------------------|----------|---|---------|---|------------|-----|------------------|
| Opening Committee | | View | | | | | |
| Tender Opening Report : | | TOR1 TOR2 | | Send to TEC/PEC Chairperson | | | |
| Tenderer's Hash : | | View | | | | | |

Screen – F28

| Notice | Document | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing |
|----------------------|----------|---|---------|---------|------------|-----|------------------|
| TEC/PEC Chairperson: | | Nitin (HOPE) | | | | | |
| Comments : * | | Gone through the TOR1 & TOR2, Sending to TEC Chairperson. | | | | | |
| | | <input type="button" value="Submit"/> | | | | | |

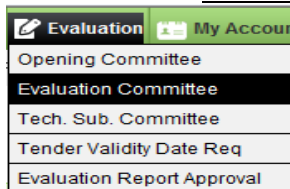
Screen – F29



Screen – F30

1.21 Evaluation >> Evaluation Committee

- 1.21.1 Evaluation Committee Members are formed before Publishing of Tender Notice. These members have to Login into the system and click on “**Evaluation Committee**” link (As shown in **Screen –G1**)
- 1.21.2 User can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen –G2**) and the result will be displayed in grid table.
- 1.21.3 Click on “**Dashboard**” icon and the system will display Tender with Evaluation Tab selected. (As shown in **Screen – G3 & G4**)
- 1.21.4 To Configure the TEC, the Chairperson has to click on “**Configure**” (As shown in **Screen – G4**)



Screen – G1

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity : -- Select Office --

ID : Ref.No :

Opening Date and Time :

Search **Reset**

Please enter at least one search criteria

Screen – G2

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity : -- Select Office --

ID : 2443 Ref.No :

Opening Date and Time :

Search **Reset**

| S. No. | ID | Ref. No. | Brief | Organization | Office | Opening Date and Time | Dashboard |
|--------|------|-------------------------|--|---------------------|---------|-----------------------|-----------|
| 1 | 2443 | Inv-Ref-No-001-23082011 | PKG-001/23082011 Procurement of Computer Goods | Organisation of ETL | office1 | 27-Aug-2011 11:56 | |

Page 1 of 1 **Go To Page** « First « Previous Next » Last »

Screen – G3

| Notice | Document | Corrigendum/Amendment | Opening | Evaluation | NOA | Contract Signing |
|--------------------------------------|----------|-----------------------|---------------------------|------------|-----|------------------|
| Evaluation Committee | | | View | | | |
| Date and time of Committee Formation | | | 23-Aug-2011 16:18 | | | |
| Evaluation Configuration | | | Configure | | | |
| Estimated Cost | | | View | | | |

Screen – G4

1.21.5 After clicking on “**Configure**” link, system will provide the Evaluation Type to TEC Chairperson

- 1) **Individual:** Whereas all the TEC members have to do the individual evaluation of the tenderer.
- 2) **Team:** Whereas any one member of TEC has to do the evaluation of the tenderer.

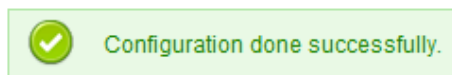
After defining the Evaluation Type, TEC Chairperson has to click on the “**Submit**” button (As shown in **Screen –G5**)

1.21.6 On the successful configuration of the same system will prompt the message on Chairperson screen i.e. “**Configuration Done Successfully**” (As shown in **Screen – G6**)

| | |
|---|--|
| Evaluation Committee | View |
| Date and time of Committee Formation | 23-Aug-2011 16:18 |
| Evaluation Configuration | Configure |
| Estimated Cost | View |
| Configure Evaluation Methodology | |
| Evaluation Type | <input checked="" type="radio"/> Individual <input type="radio"/> Team |
| Submit | |

| | |
|---|--|
| Evaluation Committee | View |
| Date and time of Committee Formation | 23-Aug-2011 16:18 |
| Evaluation Configuration | Configure |
| Estimated Cost | View |
| Configure Evaluation Methodology | |
| Evaluation Type | <input type="radio"/> Individual <input checked="" type="radio"/> Team |
| Select Member | |
| <input checked="" type="radio"/> Nitin (AU) | |
| <input type="radio"/> Nitin (TEC) | |
| Submit | |

Screen – G5



Screen – G6

1.21.7 Once the Configuration is done, after that each TEC member has to log in with their unique Login ID & Password by clicking against their name. (As shown in **Screen – G7**)

1.21.8 After clicking against the name, system will fetch the TEC member user ID, password and comments TEC member has to mention, at the end needs to click on “**Submit**” button (As shown in **Screen – G8**)

1.21.9 On successful completion of Declaration system will display the message on TEC member screen i.e. **“Declaration Given Successfully”** (As shown in **Screen – G9**)

| Notice | Document | Corrigendum/Amendment | Opening | Evaluation | NOA | Contract Signing |
|---|----------|-----------------------|------------------------------------|---------------------------|-----|------------------|
| Evaluation Committee | | | View | | | |
| Date and time of Committee Formation | | | 23-Aug-2011 16:18 | | | |
| Evaluation Configuration | | | View Configuration | | | |
| Estimated Cost | | | View | | | |
| TSC Formation Required | | | Yes | | | |
| <div style="display: flex; border-bottom: 1px solid black;"> <div style="border-right: 1px solid black; padding: 2px 5px;">Declaration</div> <div style="padding: 2px 5px;">Clarification</div> </div> | | | | | | |
| Committee Name | | | My TEC COM | | | |
| Committee Members | | Committee Role | Declaration Status | Declaration Date and Time | | |
| Nitin (HOPE) | | Chairperson | Pending | | | |
| Nitin (AU) | | Member | Pending | | | |
| Nitin (TEC) | | Member | Pending | | | |

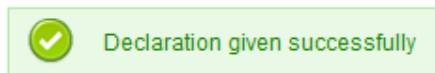
Screen – G7

Fields marked with (*) are mandatory

| | |
|---------------------------|--|
| Committee Member's Name : | Nitin (HOPE) |
| e-mail ID : | nitinhope@abc.com |
| Password :* | ●●●●●● |
| Declaration Text : | I do hereby declare and confirm that I have no business or other links to any of the competing tenderer or Applicant |
| Comments :* | <div style="border: 1px solid gray; padding: 2px;"> Logged In for Technical Evaluation. </div> |



Screen – G8



Screen – G9

1.21.10 The moment all the TEC members logged into the system after that system will display the **“Declaration Status”** as a **“Declaration Given”** along with **“Declaration Date and Time”** (As shown in **Screen – G10**)

| Committee Members | Committee Role | Declaration Status | Declaration Date and Time |
|-------------------|----------------|--------------------|---------------------------|
| Nitin (HOPE) | Chairperson | Declaration given | 29-Aug-2011 15:39 |
| Nitin (AU) | Member | Declaration given | 29-Aug-2011 15:41 |
| Nitin (TEC) | Member | Declaration given | 29-Aug-2011 15:40 |

Screen – G10

1.21.11 If any member of TEC is having any sort of query against any tenderer then the same can be addressed with the help of “**Seek Clarification from Tenderer**”. Upon successful login by all the TEC members this link will be activated. (As shown in **Screen – G11**)

1.21.12 Then TEC member has to ask the query, query always would be form specific. Against each form TEC member can ask the query to the tenderer by clicking on “**Seeking Clarification for a Form**” and at last TEC member has to click on “**Submit**” button. If TEC members would like to remove the same that also can be done with the help “**Remove**” (As shown in **Screen – G12, G13 & G14**)

1.21.13 TEC member is also having the privilege to upload the query pertain document along with the query. The same document TEC member can “**Download**” and “**Delete**” (As shown in **Screen – G15**)

1.21.14 After posting of all the questions by TEC members then the same needs to send to Chairperson with the help of tab i.e. “**Click Here to Notify Chairperson once you have posted all Questions**” (As shown in **Screen – G16**)

1.21.15 On Click, the system will display TEC Member message “**Successfully Sent to Chairperson**” (As shown in **Screen – G17**)

| Declaration | | Clarification | |
|-------------|---------------------------------|----------------------|---|
| S. No. | List of Tenderers | Clarification Status | Action |
| 1 | Nitin & Co | - | Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer |
| 2 | Dash Techno Ltd | - | Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer |
| Lot No. | Lot Description | Action | |
| 1 | Procurement of Computer Goods | Evaluation Pending | |

Screen – G11

| Declaration | | Clarification | |
|-------------------------------|-------------------------------|---|--|
| Company Details | | | |
| Company Name : | Nitin & Co | | |
| Package Information | | | |
| Package No. : | PKG-001/23082011 | | |
| Package Description : | Procurement of Computer Goods | | |
| Form Name | Evaluation Status | Action | |
| Technical Specifications Form | Pending | Seek Clarification for a form Upload Document | |
| Schedule of Requirements Form | Pending | Seek Clarification for a form Upload Document | |

Screen – G12

Form Name : Technical Specifications Form

Post Query

Query : Please submit your ISO Details.

Submit

Screen – G13

Form Name : Technical Specifications Form


Post Query

Query :

Submit

| S. No. | Member Name | Query | Action |
|--------|-------------|---------------------------------|---------------|
| 1 | Nitin (AU) | Please submit your ISO Details. | Remove |

Screen – G14

 **File Uploaded Successfully**

Fields marked with (*) are mandatory.

Document : * **Browse...**

Description : *



Upload

Instructions

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 23MB.


Acceptable File Types **xml,xls,doc,docx,xlsx,pdf,doc,bmp,jpg,jpeg,png**

A file path may contain any below given special characters: (Space, -, _ \)

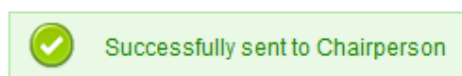
| S. No. | File Name | File Description | File Size (in KB) | Action |
|--------|-------------------|------------------|-------------------|---|
| 1 | Document - A.docx | Document - A | 0 |   |

Screen – G15

| Declaration | | Clarification | |
|-------------|---------------------------------|----------------------|---|
| S. No. | List of Tenderers | Clarification Status | Action |
| 1 | Nitin & Co | - | Seek Clarification from Tenderer View Query / Clarification Evaluate Tenderer |
| 2 | Dash Techno Ltd | - | Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer |
| Lot No. | Lot Description | Action | |
| 1 | Procurement of Computer Goods | Evaluation Pending | |



Screen – G16




Screen – G17

- 1.21.16 TEC Chairperson will login to the system and locate the tender by clicking on **“Search”** once the tender is found then click on **“Dashboard”** icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – G18**)
- 1.21.17 Click on **“Clarification”**, whereas TEC Chairperson is able to see the link as a **“Seek Clarification from Tenderer”** (As shown in **Screen – G19**)
- 1.21.18 TEC Chairperson can ask questions / query / clarification from his end as well as he can also send the query / question / clarification which were asked by other TEC members to tenderer.
- 1.21.19 Then TEC Chairperson has to ask the query, query always would be form specific. Against each form TEC Chairperson can ask the query to the tenderer by clicking on **“Seeking Clarification for a Form”** (As shown in **Screen – G20**)
- 1.21.20 TEC Chairperson may **‘Edit’** the question / query / clarification which was posted by other TEC Members. (As shown in **Screen – G21**)
- 1.21.21 Then TEC Chairperson has to select the **“Last Date of Response”** whereas before that Date Tenderer is bound to give the response to the asked question / query / clarification by the TEC. (As shown in **Screen – G21**)
- 1.21.22 **Remarks & Post Question Tenderer**, whereas TEC Chairperson needs to enter the remarks in the given field and at the end click on **“Post Question to Tenderer”**. (As shown in **Screen – G21**)


1.21.23 On successful submission of the same, the system will redirect to the page whereas TEC Chairperson will be able to see the status as “**Posted to Tenderer**” (As shown in **Screen – G22**)


Evaluation committee listing

Select Ministry/Division/Organization : 

Procuring Entity :

ID : Ref.No :

Opening Date and Time : 

| S. No. | ID | Ref. No. | Brief | Organization | Office | Opening Date and Time | Dashboard |
|--------|------|-------------------------|---|---------------------|---------|-----------------------|---|
| 1 | 2443 | Inv-Ref-No-001-23082011 | PKG-001/23082011 Procurement of Computer Goods | Organisation of ETL | office1 | 27-Aug-2011 11:56 |  |

Page 1 of 1 « First < Previous Next > Last »

Screen – G18

| Declaration | | Clarification | |
|-------------|---------------------------------|----------------------|--|
| S. No. | List of Tenderers | Clarification Status | Action |
| 1 | Nitin & Co | - | Seek Clarification from Tenderer View Questions / Send Questions to Tenderer Evaluate Tenderer |
| 2 | Dash Techno Ltd | - | Seek Clarification from Tenderer No Question Posted yet Evaluate Tenderer |

Screen – G19

| Form Name | Evaluation Status | Action |
|-------------------------------|-------------------|---|
| Technical Specifications Form | Pending | Seek Clarification for a form Upload Document |
| Schedule of Requirements Form | Pending | Seek Clarification for a form Upload Document |

Screen – G20

Form Name : [Technical Specifications Form](#) Download Documents

| S. No. | Posted By | Comments |
|--------------------|-----------|----------|
| No Comments found. | | |

TEC / TSC Member Name : Nitin (AU)

| S. No. | Queries | Edit | Select |
|--------|---------------------------------|------|-------------------------------------|
| 1 | Please submit your ISO Details. | | <input checked="" type="checkbox"/> |

Last Date of Response : *

Remarks : *

Screen – G21

| Declaration | | Clarification | |
|-------------|---------------------------------|------------------------|---|
| S. No. | List of Tenderers | Clarification Status | Action |
| 1 | Nitin & Co | Clarification Received | Posted To Tenderer View Query / Clarification Evaluate Tenderer |
| 2 | Dash Techno Ltd | - | Evaluate Tenderer |

| Lot No. | Lot Description | Action |
|---------|-------------------------------|--------------------|
| 1 | Procurement of Computer Goods | Evaluation Pending |

Screen – G22

- 1.21.24 Then Tenderer has to provide the response against the asked clarification by the TEC. Once the same is posted by the tenderer after that all TEC members will be able to see the tenderer response by clicking on **“View Clarification & Question”** (As shown in **Screen - G23**)
- 1.21.25 By clicking **“Evaluate Tenderer”** TEC Member will be able to see the forms of a tenderer. (As shown in **Screen - G24**)
- 1.21.26 Click on **“Evaluate Form”** (As shown in **Screen - G25**)
- 1.21.27 TEC Member has to provide the **“Reason”** for it why the Tenderer has **Accepted / Rejected**, what is the reason behind the same? (As shown in **Screen - G26**) at last click on **“Submit”** tab. (As shown in **Screen - G26**)
- 1.21.28 The moment evaluation is completed, TEC Member will be able to see the status of the same as **“Accepted or Rejected”** (As shown in **Screen - G27**)

| Company Details | | |
|---|---------------------------------|---------------------------------|
| Company Name : | Nitin & Co | |
| Form Name : Technical Specifications Form | | Download Documents |
| TEC / TSC Member Name : Nitin (AU) | | |
| S. No. | Query | Clarification |
| 1 | Please submit your ISO Details. | ISO Certificate is as attached. |
| S. No. | Posted By | TSC Comments |
| No Comments found. | | |

Screen – G23

| Declaration | | Clarification | |
|-------------|---------------------------------|------------------------|---|
| S. No. | List of Tenderers | Clarification Status | Action |
| 1 | Nitin & Co | Clarification Received | Posted To Tenderer View Query / Clarification Evaluate Tenderer |
| 2 | Dash Techno Ltd | - | Evaluate Tenderer |
| Lot No. | Lot Description | Action | |
| 1 | Procurement of Computer Goods | Evaluation Pending | |

Screen – G24

| Declaration | | Clarification | |
|-------------------------------|-------------------------------|-------------------------------|--|
| Company Details | | | |
| Company Name : | Nitin & Co | | |
| Package Information | | | |
| Package No. : | PKG-001/23082011 | | |
| Package Description : | Procurement of Computer Goods | | |
| Form Name | Evaluation Status | Action | |
| Technical Specifications Form | Pending | Evaluate Form | |
| Schedule of Requirements Form | Pending | Evaluate Form | |

Screen – G25

| | | |
|--|--|---------------------------------|
| Form Name : <u>Technical Specifications Form</u> | | |
| Tender Details | | |
| Package No. : | PKG-001/23082011 | |
| Package Description : | Procurement of Computer Goods | |
| TEC / TSC Member Name : Nitin (AU) | | |
| S. No. | Questions | Answer |
| 1 | Please submit your ISO Details. | ISO Certificate is as attached. |
| Evaluation Status : | <input checked="" type="radio"/> Accept <input type="radio"/> Reject | |
| Reason : * | Details are as per the PQ. | |
| <input type="button" value="Submit"/> | | |

Screen – G26

| | | |
|-------------------------------|-------------------------------|-------------------------------|
| Declaration | Eval. Report | Clarification |
| Company Details | | |
| Company Name : | Nitin & Co | |
| Package Information | | |
| Package No. : | PKG-001/23082011 | |
| Package Description : | Procurement of Computer Goods | |
| Form Name | Evaluation Status | Action |
| Technical Specifications Form | Accepted | Evaluate Form |
| Schedule of Requirements Form | Accepted | Evaluate Form |

Screen – G27

1.21.29 After completion of “**Evaluation**”, TEC Member will be able to see the link as “**Fill Evaluation Form (Tender Evaluation Report 1)**” by clicking on the same one form would be appear to TEC Member whereas TEC Member has to provide the response in the form of **Yes/No**. (As shown in **Screen - G28**)

1.21.30 **Save**, once the response is provided against (**Tender Evaluation Report 1**) and (**Tender Evaluation Report 2**) at last TEC Member needs to click the “**Save**” button of an objective of “**Save**” the same. (As shown in **Screen - G29**)

1.21.31 Before sending the same to TEC Chairperson, View and Modification are possible but once the click is made on “**Notify Chairperson if Evaluation Finalized**” after that the same is not possible. (As shown in **Screen – G30**)

| Declaration | Eval. Report | Clarification | |
|-------------|---------------------------------|------------------------|---|
| S. No. | List of Tenderers | Clarification Status | Action |
| 1 | Nitin & Co | Clarification Received | Posted To Tenderer View Query / Clarification Edit View |
| 2 | Dash Techno Ltd | - | Edit View |

| Lot No. | Lot Description | Action |
|---------|-------------------------------|--|
| 1 | Procurement of Computer Goods | Fill Evaluation Form (Tender Evaluation Report 1) Fill Evaluation Form (Tender Evaluation Report 2) |

| Criteria | Dash Techno Ltd | Nitin & Co |
|---|------------------------------------|------------------------------------|
| Tender Validity | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Tender Security | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Subcontractor's Information given or not (If any) | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Tender Contents | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Tenderer Information | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Eligibility Declarations | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Trade license or Equivalent | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Taxation Obligations Documents or Equivalent | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Legal Capacity | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Litigation History | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Solvency | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Country of Origin | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Authorization Letter confirming the signatory of the Tenderer from Organization | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Accepted in preliminary Evaluation | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |

Screen – G28

| Technical Responsiveness Report | | | | | |
|--------------------------------------|--|--------------------|---------|--|--|
| Ministry Name : | Ministry of ETL | Division Name : | | | |
| Organization/Agency Name : | Organisation of ETL | Procuring Entity : | office1 | | |
| Tender Package No. and Description : | PKG-001/23082011 & Procurement of Computer Goods | | | | |
| Lot No. and Description : | 1 & Procurement of Computer Goods | | | | |

| Procurement Data | |
|------------------|-----------------------|
| Procurement Type | Procurement Method |
| NCT | Open Tendering Method |

| Procurement Plan | | |
|------------------|-------------|---------------------------------------|
| Approval Status | Budget Type | Approval Status of Official Estimates |
| Approved | Revenue | - |

| Criteria | | | | | |
|------------------|----------------------|---|--------------------------|---|-------------------|
| Name of Tenderer | Eligibility of Goods | Conformity of the Technical Specifications and other parameters | Tenderer's Qualification | Conformity of the Scheduled of Requirements | Evaluation Status |
| Dash Techno Ltd | Yes | Yes | Yes | Yes | - |
| Nitin & Co | Yes | Yes | Yes | Yes | - |

Save

Screen – G29

| Declaration | Eval. Report | Clarification | |
|-------------|---------------------------------|--|---|
| S. No. | List of Tenderers | Clarification Status | Action |
| 1 | Nitin & Co | Clarification Received | Posted To Tenderer View Query / Clarification Edit View |
| 2 | Dash Techno Ltd | - | Edit View |
| Lot No. | Lot Description | Action | |
| 1 | Procurement of Computer Goods | Fill Evaluation Form (Tender Evaluation Report 1) View Tender Evaluation Report 1 Fill Evaluation Form (Tender Evaluation Report 2) View Tender Evaluation Report 2 | |

Screen – G30

1.21.32 TEC Chairperson will login to the system and locate the tender by clicking on “**Search**” once the tender is found then click on “**Dashboard**” icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – G31**)

1.21.33 Click on “**Eval. Report**”, whereas TEC Chairperson is able to see the link as a “**Finalize Responsiveness**” against each Tenderer name (As shown in **Screen – G32**)

1.21.34 Clicking on “**Finalize Responsiveness**” TEC Chairperson will be able to see the status of the Evaluation Status which is done by TEC members for each

Tenderer against each form. (Evaluation would be in the form of either as an Accepted or Rejected) (As shown in **Screen – G33**)

1.21.35 If the required TEC Chairperson may ask the clarification to TEC Member by clicking on “**Seek Clarification from Committee Member**” (As shown in **Screen – G33**)

1.21.36 TEC Chairperson can evaluate, by selecting **Technical Non Responsive or Technical Responsive** against each Tenderer. (As shown in **Screen – G33**)

1.21.37 Once the Evaluation Status is selected by TEC Chairperson then click on “**Submit**” button (As shown in **Screen – G33**)

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity :

ID : Ref.No :

Opening Date and Time :

| S. No. | ID | Ref. No. | Brief | Organization | Office | Opening Date and Time | Dashboard |
|--------|------|-------------------------|---|---------------------|---------|-----------------------|-----------|
| 1 | 2443 | Inv-Ref-No-001-23082011 | PKG-001/23082011 Procurement of Computer Goods | Organisation of ETL | office1 | 27-Aug-2011 11:56 | |

Page 1 of 1 1 « First < Previous Next > Last »

Screen – G31

| Declaration | Eval. Report | Clarification | | | | | | | | | | | | |
|--|---------------------------------|-----------------------------|---|-------------------|-----------------------------|--------|---|--------------------------------|---|---|---|---------------------------------|---|---|
| <p>Finalize Evaluation Status :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f0e0;"> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nitin & Co</td> <td style="text-align: center;">-</td> <td style="text-align: center;">Finalize Responsiveness</td> </tr> <tr> <td>2</td> <td>Dash Techno Ltd</td> <td style="text-align: center;">-</td> <td style="text-align: center;">Finalize Responsiveness</td> </tr> </tbody> </table> | | | S. No. | List of Tenderers | Finalized Evaluation Status | Action | 1 | Nitin & Co | - | Finalize Responsiveness | 2 | Dash Techno Ltd | - | Finalize Responsiveness |
| S. No. | List of Tenderers | Finalized Evaluation Status | Action | | | | | | | | | | | |
| 1 | Nitin & Co | - | Finalize Responsiveness | | | | | | | | | | | |
| 2 | Dash Techno Ltd | - | Finalize Responsiveness | | | | | | | | | | | |
| Lot No: | 1 | | | | | | | | | | | | | |
| Lot Description: | Procurement of Computer Goods | | | | | | | | | | | | | |

Screen – G32

| Declaration | Eval. Report | Clarification | | |
|-----------------------|-------------------------------|--|--|--|
| Company Name : | Nitin & Co | | | |
| Tender Details | | | | |
| Package No. : | PKG-001/23082011 | | | |
| Package Description : | Procurement of Computer Goods | | | |
| S. No. | Form Name | Nitin (AU) | Nitin (HOPE) | Nitin (TEC) |
| 1 | Technical Specifications Form | Accepted Seek Clarification from Committee Member | Accepted | Accepted Seek Clarification from Committee Member |
| 2 | Schedule of Requirements Form | Accepted Seek Clarification from Committee Member | Accepted | Accepted Seek Clarification from Committee Member |
| Evaluation: | | | <input checked="" type="radio"/> Technically Responsive <input type="radio"/> Technically Non-responsive | |
| | | | <input type="button" value="Submit"/> | |

Screen – G33

1.21.38 After Finalize Evaluation Status by Chairperson, Chairperson will be able to see the **(Tender Evaluation Report 1 and Tender Evaluation Report 2)** by clicking on **“Configure”** respective report will get displayed to the Chairperson (As shown in **Screen – G34**)

1.21.39 In this report Chairperson has to select the response in the form **(Yes / No)** and need to save the same by clicking on **“Save”** (As shown in **Screen – G35**)

1.21.40 Then the same has to notify to TEC Members by clicking on **“Notify Member to Sign the Report”** (As shown in **the Screen – G36**)

1.21.41 System will show you an alert message i.e. **“Do you really want to Notify Members”** after notifying the same it cannot be changed / modify. (As shown in **the Screen – G37**)

1.21.42 All TEC members have to view the **TER1 and TER2**, also need to sign the report by login to the system by clicking on **“View and Sign”** (As shown in **Screen – G38**)

1.21.43 By clicking on view and sign, TEC Member will be able to see their name against their name they have to provide the information viz. **Password, Agree or Disagree and Comments.** (As shown in **Screen – G39**)

1.21.44 Once the information is submitted and selected after that TEC member has to click on **“Sign”** (As shown in **Screen – G40**)

| Declaration | Eval. Report | Clarification | |
|------------------------------|---|-----------------------------|---|
| Finalize Evaluation Status : | | | |
| S. No. | List of Tenderers | Finalized Evaluation Status | Action |
| 1 | Nitin & Co | Technically Responsive | Finalize Responsiveness |
| 2 | Dash Techno Ltd | Technically Responsive | Finalize Responsiveness |
| Lot No: | 1 | | |
| Lot Description: | Procurement of Computer Goods | | |
| Tender Evaluation Report 1 | View Members Evaluation Configure | | |
| Tender Evaluation Report 2 | View Members Evaluation Configure | | |

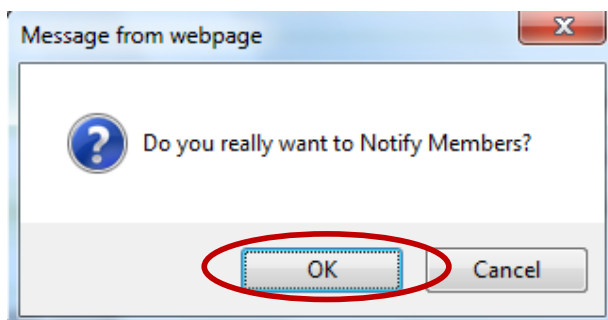
Screen – G34

| Criteria | Dash Techno Ltd | Nitin & Co |
|---|------------------------------------|------------------------------------|
| Tender Validity | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Tender Security | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Subcontractor's Information given or not (If any) | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Tender Contents | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Tenderer Information | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Eligibility Declarations | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Trade license or Equivalent | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Taxation Obligations Documents or Equivalent | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Legal Capacity | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Litigation History | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Solvency | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Country of Origin | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Authorization Letter confirming the signatory of the Tenderer from Organization | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |
| Accepted in preliminary Evaluation | <input type="button" value="Yes"/> | <input type="button" value="Yes"/> |

Screen – G35

| Declaration | Eval. Report | Clarification | |
|------------------------------|---|-----------------------------|---|
| Finalize Evaluation Status : | | | |
| S. No. | List of Tenderers | Finalized Evaluation Status | Action |
| 1 | Nitin & Co | Technically Responsive | Finalize Responsiveness |
| 2 | Dash Techno Ltd | Technically Responsive | Finalize Responsiveness |
| Lot No: | 1 | | |
| Lot Description: | Procurement of Computer Goods | | |
| Tender Evaluation Report 1 | View Members Evaluation Configure Notify Members to Sign the Report View and Sign | | |
| Tender Evaluation Report 2 | View Members Evaluation Configure Notify Members to Sign the Report View and Sign | | |

Screen – G36



Screen – G37

| Declaration | Eval. Report | Clarification |
|----------------------------|-------------------------------|---------------|
| Lot No: | 1 | |
| Lot Description: | Procurement of Computer Goods | |
| Tender Evaluation Report 1 | View and Sign | |
| Tender Evaluation Report 2 | View and Sign | |

Screen – G38

I do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.

The Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Act, the Rules made there under and the terms and conditions of the prescribed Application, Tender or Proposal Document and that all facts and information have been correctly reflected in the Evaluation Report and, that no substantial or important information has been omitted.

| TEC Members | | | |
|--------------------------------------|-------------|--------------|-------------|
| Name | Nitin (AU) | Nitin (HOPE) | Nitin (TEC) |
| Committee Role | Member | Chairperson | Member |
| Designation | RNB-PE | RNB-PE | RNB-PE |
| PE Office | RNB-ORG-PEO | RNB-ORG-PEO | RNB-ORG-PEO |
| Signed Tender Evaluation Report 1 On | - | - | - |

Screen – G39

Fields marked with (*) are mandatory

| | |
|---------------------------|------------------|
| Committee Member's Name : | Nitin (TEC) |
| e-mail ID : | nitintec@abc.com |
| Password : * | |
| Action : * | I Agree |
| Comments : * | Agree |

Sign

Screen – G40

- 1.21.45 The moment “TER1 & TER2” reports signed by all the TEC Members, then the system will generate the “Price Comparative Report” (As shown in Screen – G41)
- 1.21.46 In this report system will display the L1, L2 and so on. TEC Chairperson has to save the same by clicking on “Save Report”. (As shown in Screen – G42)
- 1.21.47 Once the “Price Comparative Report” gets saved then system will generate the “TER3 and TER4” (As shown in Screen – G43)
- 1.21.48 Then the same has to notify to TEC Members by clicking on “Notify Member to Sign the Report” (As shown in Screen – G43)

1.21.49 System will show you an alert message i.e. **“Do you really want to Notify Members”** (As shown in **Screen – G44**)

| Declaration | Eval. Report | Clarification | |
|--------------------------------|--|-----------------------------|-----------|
| Finalize Evaluation Status : | | | |
| S. No. | List of Tenderers | Finalized Evaluation Status | Action |
| 1 | Nitin & Co | Technically Responsive | Evaluated |
| 2 | Dash Techno Ltd | Technically Responsive | Evaluated |
| Lot No: | 1 | | |
| Lot Description: | Procurement of Computer Goods | | |
| Tender Evaluation Report 1 | View Members Evaluation View | | |
| Tender Evaluation Report 2 | View Members Evaluation View | | |
| Price Comparison Report | View and Save | | |

Screen – G41

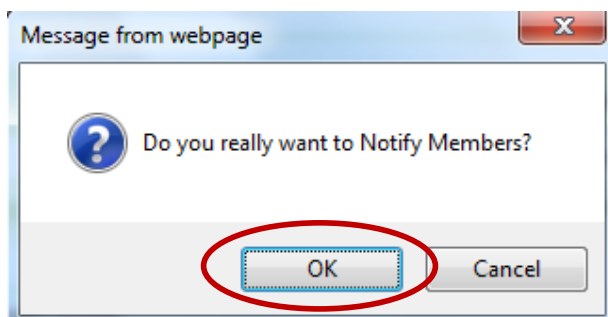
Price Comparison Report [Go back to Dashboard](#)

| Tender Detail | | | |
|-----------------------------|---|----------------------------|-------------------------|
| Tender ID : | 2443 | Invitation Reference No. : | Inv-Ref-No-001-23082011 |
| Closing Date and Time : | 28-Aug-2011 16:21 | Opening Date and Time : | 27-Aug-2011 11:56 |
| Procuring Entity : | office1 | | |
| Brief : | PKG-001/23082011 Procurement of Computer Goods | | |
| View Notice | | | |
| TER Report - Header | | | |
| Company Name | Rank | Amount | Estimated Cost |
| Dash Techno Ltd | L1 | 28000.444 | 35000.000 |
| Nitin & Co | L2 | 28800.444 | 35000.000 |
| TER Report - Footer | | | |
| Save Report | | | |

Screen – G42

| Dash Techno Ltd | |
|-----------------------------------|---|
| Price Comparison Report | View |
| Tender Evaluation Report 3 | Notify Members to Sign the Report View and Sign |
| Tender Evaluation Report 4 | Notify Members to Sign the Report View and Sign |

Screen – G43



Screen – G44

1.21.50 TEC Chairperson also has to do the “**Post Qualification**” of the tenderer by clicking on “**Post Qualification**”. By clicking on “**Process**” the same can be processed further. (As shown in **Screen – G45**)

1.21.51 Then click on “**Initiate**” for an objective of to initiate the “**Post Qualification**” (As shown in **Screen – G46**)

1.21.52 System will display the name of L1 tenderer, then Chairperson has to decide whether the site visit is required or not (if required then **YES**, if not required then **NO**). If **YES** is selected then the system gives the option whereas TEC Chairperson can select the **Date** for the same. At last TEC Chairperson, has to provide the comments and has to click on “**Submit**” button (As shown in **Screen – G47**)

1.21.53 On successful completion of the same system will prompt the message i.e. “**PQ Process Initiated Successfully**” (As shown in **Screen – G48**)

1.21.54 After successful initiating of the same, TEC Chairperson can **View**, **Edit** and **Upload** document if required (As shown in **Screen – G48**)

1.21.55 Click on “**Complete**” to complete the post qualification process whereas TEC Chairperson has to “**Qualify / Disqualify**” the tenderer. At the end TEC Chairperson has to provide the comments and then click on “**Submit**” button. (As shown in **Screen – G49**)

| Declaration | Eval. Report | Clarification | Post Qualification | | | | | | |
|-------------|-------------------------------|--------------------|--|---------|-----------------|--------------------|---|-------------------------------|---------|
| | | | <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Lot Description</th> <th>Post Qualification</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Procurement of Computer Goods</td> <td>Process</td> </tr> </tbody> </table> | Lot No. | Lot Description | Post Qualification | 1 | Procurement of Computer Goods | Process |
| Lot No. | Lot Description | Post Qualification | | | | | | | |
| 1 | Procurement of Computer Goods | Process | | | | | | | |

Screen – G45

| | |
|--------------------|-------------------------------|
| Lot No. | 1 |
| Lot Description | Procurement of Computer Goods |
| Post Qualification | Initiate |


| Rank | Tenderer | Post Qualification Status | NOA Acceptance Status | Date and Time of Post Qualification | Action |
|------------------|----------|---------------------------|-----------------------|-------------------------------------|--------|
| No records found | | | | | |

Screen – G46

| | | | |
|--------------------|---------------------|----------------------|---------------------------|
| Declaration | Eval. Report | Clarification | Post Qualification |
|--------------------|---------------------|----------------------|---------------------------|

| | |
|----------------------------|---|
| Company Name : | Dash Techno Ltd |
| Site Visit Requires?: | <input type="button" value="Yes"/> |
| Site Visit Date and Time : | <input type="text" value=""/> |
| Comments : | <div style="border: 1px solid gray; height: 60px;"></div> |

Screen – G47

 PQ Process initiated successfully

| | |
|--------------------|-------------------------------|
| Lot No. | 1 |
| Lot Description | Procurement of Computer Goods |
| Post Qualification | Initiated |

| Rank | Tenderer | Post Qualification Status | NOA Acceptance Status | Date and Time of Post Qualification | Action |
|------|-----------------|---------------------------|-----------------------|-------------------------------------|--|
| L1 | Dash Techno Ltd | Pending | Pending | - | Edit View Upload Report Complete |

Screen – G48

| Declaration | Eval. Report | Clarification | Post Qualification |
|---|--------------|---------------|--------------------|
| Tenderer : Dash Techno Ltd | | | |
| Post Qualification Status : Qualify ▼ | | | |
| Comments : <div style="border: 1px solid gray; height: 80px; width: 100%;"></div> | | | |
| Submit | | | |

Screen – G49

1.21.56 After “**Post Qualification**” is made by the Chairperson, All TEC members have to view the **TER3 and TER4** also needs to sign the report by login to the system by clicking against their name. **(The process is same as like TER1 and TER2)** (As shown in **Screen – G50 and 51**)

Tender Evaluation Report 3 - Financial Evaluation and Price Comparison

[Print](#) [Go Back to Dashboard](#)

| Tender Detail | | | |
|-----------------------------|---|----------------------------|-------------------------|
| Tender ID : | 2443 | Invitation Reference No. : | Inv-Ref-No-001-23082011 |
| Closing Date and Time : | 28-Aug-2011 16:21 | Opening Date and Time : | 27-Aug-2011 11:56 |
| Procuring Entity : | office1 | | |
| Brief : | PKG-001/23082011 Procurement of Computer Goods | | |
| View Notice | | | |

| Financial Evaluation and Price Comparison | | | |
|---|--|--------------------|---------|
| Ministry Name : | Ministry of ETL | Division Name : | |
| Organization/Agency Name : | Organisation of ETL | Procuring Entity : | office1 |
| Tender Package No. and Description : | PKG-001/23082011 & Procurement of Computer Goods | | |
| Lot No. and Description : | 1 & Procurement of Computer Goods | | |

| Procurement Data | |
|------------------|-----------------------|
| Procurement Type | Procurement Method |
| NCT | Open Tendering Method |

| Procurement Plan | | |
|------------------|-------------|---------------------------------------|
| Approval Status | Budget Type | Approval Status of Official Estimates |
| Approved | Revenue | - |

| Price Evaluation | | | |
|---------------------|------|-----------|----------------|
| TER Report - Header | | | |
| Company Name | Rank | Amount | Estimated Cost |
| Dash Techno Ltd | L1 | 28000.444 | 35000.000 |
| Nitin & Co | L2 | 28800.444 | 35000.000 |
| TER Report - Footer | | | |

| Post Qualification | |
|--------------------|--------|
| Name of Tenderer | Status |
| No Records Found | |

I do hereby declare and confirm that I have no business or other links to any of the competing Tenderers.
 The Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Act, the Rules made there under and the terms and conditions of the prescribed Application, Tender or Proposal Document and that all facts and information have been correctly reflected in the Evaluation Report and, that no substantial or important information has been omitted.

| TEC Members | | | |
|---|-------------|---------------------|-------------|
| TEC Members | | | |
| Name | Nitin (AU) | Nitin (HOPE) | Nitin (TEC) |
| Committee Role | Member | Chairperson | Member |
| Designation | RNB-PE | RNB-PE | RNB-PE |
| PE Office | RNB-ORG-PEO | RNB-ORG-PEO | RNB-ORG-PEO |
| Signed Tender Evaluation Report 3 On | - | - | - |

Screen – G50

Tender Evaluation Report 4 - Final Evaluation Report

Print Go Back to Dashboard

| Tender Detail | | | |
|-------------------------|---|----------------------------|-------------------------|
| Tender ID : | 2443 | Invitation Reference No. : | Inv-Ref-No-001-23082011 |
| Closing Date and Time : | 28-Aug-2011 16:21 | Opening Date and Time : | 27-Aug-2011 11:56 |
| Procuring Entity : | office 1 | | |
| Brief : | PKG-001/23082011 Procurement of Computer Goods | | |
| View Notice | | | |

| Final Evaluation Report | | | |
|--------------------------------------|--|--------------------|----------|
| Ministry Name : | Ministry of ETL | Division Name : | |
| Organization/Agency Name : | Organisation of ETL | Procuring Entity : | office 1 |
| Tender Package No. and Description : | PKG-001/23082011 & Procurement of Computer Goods | | |
| Lot No. and Description : | 1 & Procurement of Computer Goods | | |

| Procurement Data | |
|------------------|-----------------------|
| Procurement Type | Procurement Method |
| NCT | Open Tendering Method |

| Procurement Plan | | |
|------------------|-------------|---------------------------------------|
| Approval Status | Budget Type | Approval Status of Official Estimates |
| Approved | Revenue | - |

| | | | |
|--|-------------|---|-------------|
| Name of Tenderer Recommended for Award | | | |
| Dash Techno Ltd | | | |
| Post Qualification Report | | Clarification on Tenders | |
| View | | Clarication on Tender has not taken place | |
| TEC Members | | | |
| TEC Members | | | |
| Name | Nitin (AU) | Nitin (HOPE) | Nitin (TEC) |
| Committee Role | Member | Chairperson | Member |
| Designation | RNB-PE | RNB-PE | RNB-PE |
| PE Office | RNB-ORG-PEO | RNB-ORG-PEO | RNB-ORG-PEO |
| Signed Tender Evaluation Report 4 On | - | - | - |

Screen – G51

1.21.57 Once all the Technical Evaluation Reports are viewed and signed by all TEC members then “**Send to AA**” link will be activated to the Chairperson. (As shown in **Screen – G52**)

1.21.58 TEC Chairperson can send the “**TER1, TER2, TER3 and TER4**” to Approving Authority “**AA / HOPE / AO**”. TEC Chairperson can select the concern official from the combo box, put the necessary comments and “**Submit**” (As shown in **Screen – G53**)

| | | | |
|------------------------------|--|---------------------------------|-----------------------------|
| Declaration | Eval. Report | Clarification | Post Qualification |
| Finalize Evaluation Status : | | | |
| | S. No. | List of Tenderers | Finalized Evaluation Status |
| | 1 | Nitin & Co | Technically Responsive |
| | 2 | Dash Techno Ltd | Technically Responsive |
| Lot No: | 1 | | |
| Lot Description: | Procurement of Computer Goods | | |
| Tender Evaluation Report 1 | View Members Evaluation View | | |
| Tender Evaluation Report 2 | View Members Evaluation View | | |
| Dash Techno Ltd | | | |
| Price Comparison Report | View | | |
| Tender Evaluation Report 3 | View | | |
| Tender Evaluation Report 4 | View | | |
| Send Evaluation Report to AA | Send | | |

Screen – G52

Fields marked with (*) are mandatory

Send To: *
 Officer's Name :
 Comments: *

AA

Hope User

Source

Send for an Approval.

Reference Document: Upload

Submit

| S. No. | File Name | File Description | File Size (in Kb) | Action |
|-------------------|-----------|------------------|-------------------|--------|
| No records found. | | | | |

Screen – G53


1.22 Evaluation >> Tech. Sub. Committee

1.22.1 At the time of evaluation if TEC Chairperson wish, then can also request to PE for TSC (Technical Sub Committee) by clicking on “**Make Request for TSC formation to PE**” (As shown in **Screen – H1**)

1.22.2 On successful request of the same system will prompt the message as “**Technical subcommittee formation request send successfully**” (As shown in **Screen – H2**)

| | |
|--------------------------------------|--|
| Evaluation Committee | View |
| Date and time of Committee Formation | 01-Sep-2011 15:47 |
| Workflow | View View Workflow History |
| Evaluation Configuration | View Configuration |
| TSC Formation Required | Make Request for TSC formation to PE |

Screen – H1

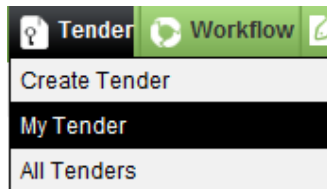
 Technical Sub Committee formation request sent successfully.

| | |
|--------------------------------------|--|
| Evaluation Committee | View |
| Date and time of Committee Formation | 01-Sep-2011 15:47 |
| Workflow | View View Workflow History |
| Evaluation Configuration | View Configuration |
| TSC Formation Required | Yes |

Screen – H2

1.22.3 PE will login to the system and click on “Tender >> My Tender” (As shown in **Screen – H3**)

1.22.4 PE can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time**) and the result will be displayed in grid table. Click on “Dashboard” icon and the system will display Tender with Evaluation Tab selected. (As shown in **Screen – H4**)



Screen – H3

My Tenders

- Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :


Publishing Date From :

Publishing Date To :

Status :

Tender Search Result

Under Preparation | **Live** | Processing | Archived | Cancelled

| S. No. | ID, Reference No. | Procurement Nature, Title | Ministry, Division, Organization, PE | Type, Method | Publishing Date, Closing Date | Dashboard |
|--------|-------------------------------|---|--|--------------|--|---|
| 1 | 2443, Inv-Ref-No-001-23092011 | Goods, PKG-001/23092011 Procurement of Computer Goods | Ministry of ETL, Organisation of ETL, office 1 | NCT, OTM | 27-Aug-2011 11:15:00, 28-Aug-2011 16:21:00 |  |

Screen – H4

1.22.5 PE will be able to see the two options

- **Create TSC** - Whereas PE can create a new TSC by selecting members
- **Use Existing Committee** - Whereas PE can search the committee which was already formed in the past. (As shown in **Screen – H5**)
- At last **“Submit”** on the same. (As shown in **Screen – H6 (A) & (B)**)

1.22.6 If PE wants to **“Edit or View”** the TSC committee formed then PE has to click on **“Edit TSC”** and **“View TSC”** links (As shown in **Screen – H7**)

1.22.7 Click on **“Workflow”** for putting the TSC to get the approval (As shown in **Screen – H7**)

1.22.8 Specify the number of viewers if any or if not provide **“0”** and click on **“Submit”** (As shown in **Screen – H8**)

1.22.9 Select the **“Starts By and End By”** click on **“Submit”** (As shown in **Screen – H9**)

1.22.10 Once the members are specified then put the same in the process by clicking **“Process File in Workflow”** (As shown in **Screen – H10**)

1.22.11 Provide the comments in the comments field and click on **“Submit”** button (As shown in **Screen – H11**)

1.22.12 On successful submission, the system will prompt the message i.e. **“File Processed Successfully”** (As shown in **Screen – H12**)

| Notice | Document | Clarification | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing |
|--------------------------------------|----------|---------------|-----------------------|---|---------|------------|-----|------------------|
| Advertisement | | | | View | | | | |
| Evaluation Committee | | | | View | | | | |
| Date and time of Committee Formation | | | | 01-Sep-2011 15:47 | | | | |
| Workflow | | | | View View Workflow History | | | | |
| Validity and Security Extension | | | | Extend | | | | |
| Debriefing on Tender | | | | View | | | | |
| Technical Sub Committee Formation | | | | Create TSC Use Existing Committee | | | | |
| Workflow | | | | Create | | | | |

Screen – H5

| | |
|----------------------------|---------------------------------------|
| Committee Name : * | <input type="text" value="tsc comm"/> |
| Minimum Members Required : | 2 |
| Maximum Members Required : | 3 |

[Add Members](#)

| Members Name | Committee Role | Members From | Action |
|---------------|--|-----------------|------------------------|
| ECM | <input type="text" value="Member"/> | External Member | Remove |
| External User | <input type="text" value="Chairperson"/> | External Member | Remove |

[Submit](#)

Screen – H6 (A)

Search by : *

| Select | S. No. | Tender ID | Committee Name | View Committee Details |
|-----------------------|--------|-----------|----------------|------------------------|
| <input type="radio"/> | 1 | 2443 | tsc comm | View |

Screen – H6 (B)

| Notice | Document | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing |
|--------------------------------------|----------|---|---------|---------|------------|-----|------------------|
| Advertisement | | View | | | | | |
| Evaluation Committee | | View | | | | | |
| Date and time of Committee Formation | | 23-Aug-2011 16:18 | | | | | |
| Debriefing on Tender | | View | | | | | |
| Technical Sub Committee Formation | | Edit TSC View TSC | | | | | |
| Workflow | | Create | | | | | |

Screen – H7

Workflow :

Module : Tender

Process : Technical Sub Committee Approval

No. of Reviewers : *

Screen – H8

| Workflow : Add Users | | |
|----------------------|---------------|---------------------------------|
| Level No. | Workflow Role | Procurement Role |
| 1 | Starts By | <input type="text" value="PE"/> |
| 2 | Ends By | <input type="text" value="AA"/> |

Screen – H9

| Notice | Document | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing |
|--------------------------------------|----------|--|---------|---------|------------|-----|------------------|
| Advertisement | | View | | | | | |
| Evaluation Committee | | View | | | | | |
| Date and time of Committee Formation | | 23-Aug-2011 16:18 | | | | | |
| Debriefing on Tender | | View | | | | | |
| Technical Sub Committee Formation | | Edit TSC View TSC | | | | | |
| Workflow | | Edit View Process file in Workflow View Workflow History | | | | | |

Screen – H10

Process file in Workflow

File Details : [View](#)
 Module Name : Tender
 Process Name : Technical Sub Committee Approval
 Comments : *

Source

Put for an APPROVAL |

Action : *

Upload Document : [Click here if any relevant documents to be uploaded](#)

Workflow History :

| S.No | ID | Processed By | Processed Date and Time | Action |
|------------------|----|--------------|-------------------------|--------|
| No Records Found | | | | |

Workflow Level :

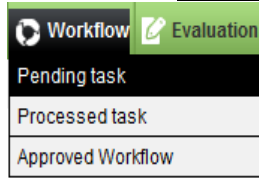
| Level No. | Workflow Role | Procurement Role | N |
|-----------|---------------|------------------|---|
| 1 | Starts By | PE | |
| 2 | Ends By | AA | |

Screen – H11

File processed successfully

Screen – H12

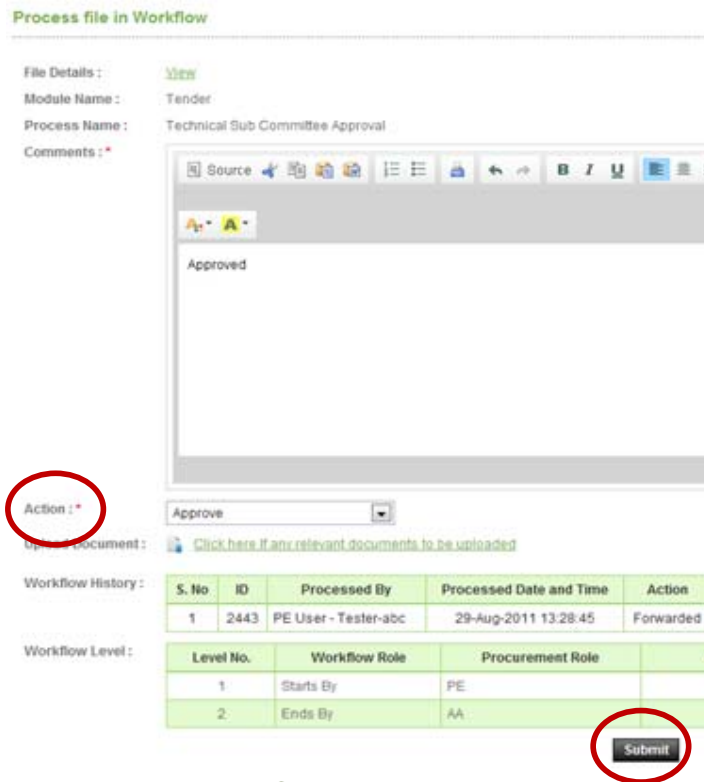
- 1.22.13 User will login to the system and click on **“Workflow >> Pending Task”** (As shown in **Screen – H13**)
- 1.22.14 System will show the **“Pending Task”** of the user. To process on Pending Task click on **“Process”** (As shown in **Screen – H14**)
- 1.22.15 Select the actions viz. **Approve/Reject/Conditional Approve** and click on **“Submit”** (As shown in **Screen – H15**)
- 1.22.16 On successful submission of the same, the system will prompt the message i.e. **“File Processed Successfully”** (As shown in **Screen – H16**)



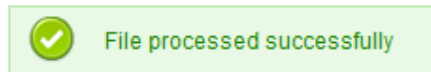
Screen – H13

| S.No | Module Name | Process Name | ID | Processed By | Processed Date and Time | Previous Action | To be Processed By | Action |
|------|-------------|----------------------------------|------|----------------------|-------------------------|-----------------|------------------------|-------------------------|
| 1 | Tender | Technical Sub Committee Approval | 2443 | PE User - Tester-abc | 29-Aug-2011 13:28:45 | Forwarded | Hope User - Tester-abc | Process |
| 2 | Tender | Technical Sub Committee Approval | 2368 | PE User - Tester-abc | 12-Aug-2011 13:45:29 | Forwarded | Hope User - Tester-abc | Process |

Screen – H14



Screen – H15



Screen – H16

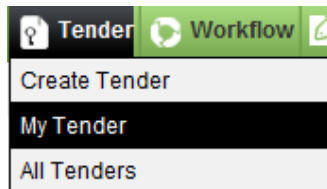
1.22.17 PE has to Login into System and click on “Tender >> My Tender” submenu (As shown in Screen – H17)

1.22.18 PE can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen –H18**) and the result will be displayed in grid table.

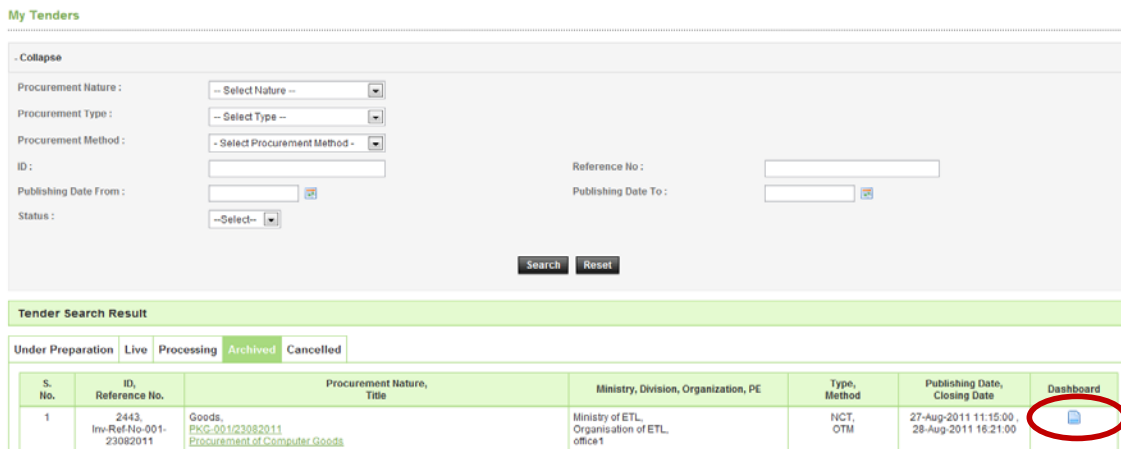
1.22.19 Click on “**Dashboard**” icon and the system will display Tender with Evaluation Tab selected. Click on “**Notify TSC Members**” (As shown in **Screen – H19**)

1.22.20 Provide the “**Remarks**” and click on “**Publish**” (As shown in **Screen – H20**)

1.22.21 On successful publishing of the same, the system will prompt the message as “**Technical subcommittee published successfully**” (As shown in **Screen – H21**)



Screen – H17



Screen – H18



Screen – H19


| | |
|----------------------------|----------|
| Committee Name : | tsc comm |
| Minimum Members Required : | 2 |
| Maximum Members Required : | 3 |

| Members Name | Committee Role | Members From |
|---------------|----------------|-----------------|
| ECM | Member | External Member |
| External User | Chairperson | External Member |

Remarks *:



Screen – H20

 Technical Sub Committee published successfully.

| | |
|--------------------------------------|--|
| Advertisement | View |
| Evaluation Committee | View |
| Date and time of Committee Formation | 01-Sep-2011 15:47 |
| Workflow | View View Workflow History |
| Validity and Security Extension | Extend |
| Debriefing on Tender | View |
| Technical Sub Committee Formation | View TSC |
| Workflow | View View Workflow History |

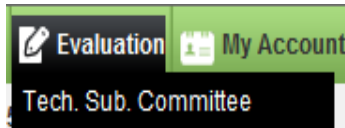
Screen – H21

1.22.22 TSC member will login to the system and click on “**Evaluation >> Technical Sub Committee**” sub-menu (As shown in **Screen – H22**)

1.22.23 TSC members can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - H23**) and the result will be displayed in grid table.

1.22.24 Click on “**Dashboard**” icon and the system will display Tender with Evaluation Tab selected. (As shown in **Screen – H24**)

- 1.22.25 Then respective TSC members have to click against their name, system will display **Name of the TSC members, Committee Role, Declaration Status and Declaration Date & Time.** (As shown in **Screen – H24**)



Screen – H22

Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity :

ID : Ref.No :

Opening Date and Time :

| S. No. | ID | Ref. No. | Brief | Organization | Office | Opening Date and Time | Dashboard |
|--------|------|----------|---|---------------------|---------|-----------------------|-----------|
| 1 | 2503 | 250 | Note : The tender is used to check goods/NCT case for testing | Organisation of ETL | office1 | 01-Sep-2011 15:52 | |

Page 1 of 1

Screen – H23

- 1.22.1 After clicking against your name, system will fetch the TSC member user ID and TSC member has to enter a password and comments, and click on **“Submit”** button (As shown in **Screen – H24 & H24 (A)**)
- 1.22.2 If any member of TSC would like to add/post something against specific tenderer then the same can be done with the help of **“Post Comments”** (As shown in **Screen – H25**)
- 1.22.3 Then the system will display all the forms of particular tenderer, Against any of the forms of tenderer, TSC member can post/add the suggestions/recommendations if any, by clicking on **“Post Comments”** (As shown in **Screen – H26**)
- 1.22.4 System will display the comments field whereas TSC member can put the suggestions/recommendations and after posting of the same click on **“Submit”**. (As shown in **Screen – H27**)
- 1.22.5 On successful submission of the same system will prompt the message i.e. **“Comments posted successfully”**. If TSC members would like to **“Edit or View”** then same that can be done by clicking on **“View or Edit”** (As shown in **Screen – H28**)

1.22.6 Then TSC Chairperson also can post the suggestions/recommendations if any in the same manner. Chairperson can also upload the TSC report by clicking on **“Upload Recommendation Report”** (As shown in **Screen – H29**)

1.22.7 At last TSC Chairperson has to Notify the same to TEC by clicking on **“Notify Evaluation Committee for Completion for Evaluation”** (As shown in **Screen – H29**)

| Notice | Document | Clarification | Corrigendum/Amendment | Opening | Evaluation | NOA | Contract Signing |
|---|-------------------|----------------|-----------------------|---------------------------|------------|-----|------------------|
| Committee Name : | | tsc comm | | | | | |
| Minimum Member's Declaration Required : | | 2 | | | | | |
| Declaration | | Recommendation | | | | | |
| S. No. | Committee Members | Role | Declaration Status | Declaration Date and Time | | | |
| 1 | External User | Chairperson | Pending | - | | | |
| 2 | ECM | Member | Pending | - | | | |

Screen – H24

Fields marked with (*) are mandatory

| | |
|---------------------------------------|--|
| Committee Member's Name : | ECM |
| e-mail ID : | ecmuser@localmail.com |
| Password : * | |
| Declaration Text : | I do hereby declare and confirm that I have no business or other links to any of the competing tenderer or Applicant |
| Comments : * | Logged In |
| <input type="button" value="Submit"/> | |

Screen – H24 (A)

| Declaration | Recommendation | |
|-------------|---------------------------|--|
| S. No. | List of Tenderers | Action |
| 1 | Deepacmp | Post Comments View Query / Clarification |
| 2 | e-procure | Post Comments View Query / Clarification |

Screen – H25

| Declaration | | Recommendation | |
|--|---|-------------------------------|--|
| Company Details | | | |
| Company Name : | Deepacmp | | |
| Package Information | | | |
| Package No. : | 384 | | |
| Package Description : | The tender is to be used for Goods/NCT case for testing | | |
| Form Name | Comments Status | | |
| e-Tender Submission Letter (Form e-PG3.1) | Comments Pending | Post Comments | |
| Tender Information Form (e-PG3.2) | Comments Pending | Post Comments | |
| Technical Specifications and Compliance of Goods and related services (Form e-PG3.4) | Comments Pending | Post Comments | |

Screen – H26

Post Comments

Comments : *

ISO Certificate is Missing.!!!

Screen – H27

Comment posted successfully

| S. No. | Member Name | Comments | Action |
|--------|-------------|--------------------------------|---|
| 1 | ECM | ISO Certificate is Missing.!!! | Edit Delete |

Screen – H28

| Declaration | | Recommendation | |
|---|---------------------------|--|--|
| S. No. | List of Tenderers | Action | |
| 1 | Deepacmp | Post Comments View Query / Clarification | |
| 2 | e-procure | Post Comments View Query / Clarification | |
| <input type="button" value="Notify Evaluation Committee for Completion of Evaluation"/> | | | |
| Upload Recommendation Report | | | |

Screen – H29

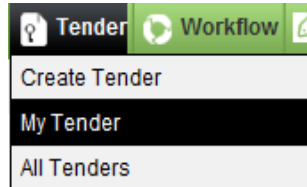
1.23 Evaluation >> Tender Validity Date Request

1.23.1 PE will login to the system click on “Tender >> My Tender” (As shown in **Screen – I1**)

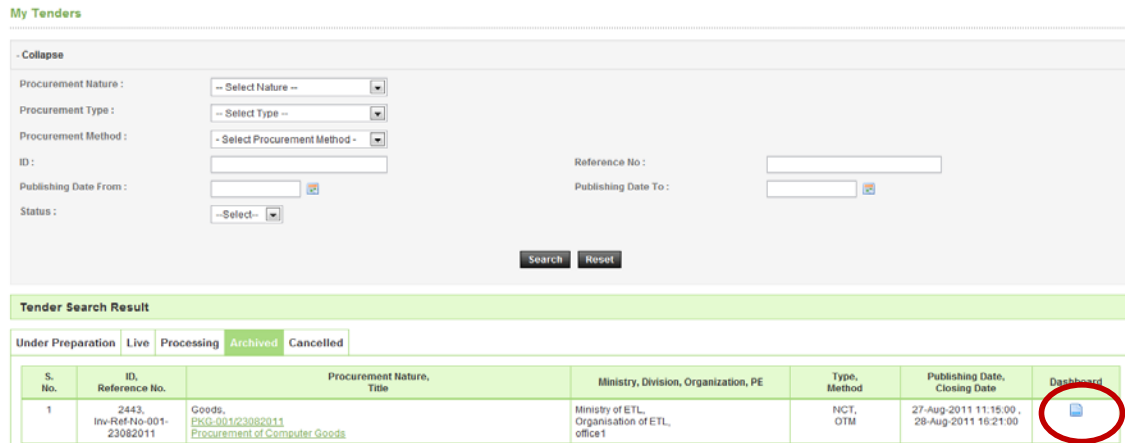
1.23.2 PE can use search condition as input values (**Select Ministry / Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** - As shown in **Screen - I2**) and the result will be displayed in grid table. Click on **“Dashboard”** icon and the system will display Tender with Evaluation Tab selected.

1.23.3 PE will click on **“Extend”** (As shown in **Screen – I3**)

1.23.4 Then against Tender Validity, **“Extend”** would be available whereas PE has to click there for an objective of extend the validity of the tender. (As shown in a **Screen – I4**)



Screen - I1



Screen – I2

| Notice | Document | Clarification | Corrigendum/Amendment | Payment | Opening | Evaluation |
|--------------------------------------|----------|---------------|-----------------------|--|---------|------------|
| Advertisement | | | | View | | |
| Evaluation Committee | | | | View | | |
| Date and time of Committee Formation | | | | 01-Sep-2011 15:47 | | |
| Workflow | | | | View View Workflow History | | |
| Validity and Security Extension | | | | Extend | | |
| Debriefing on Tender | | | | View | | |
| Technical Sub Committee Formation | | | | View TSC | | |
| Workflow | | | | View View Workflow History | | |

Screen – I3

Tender validity / Security extension

Tender/ Validity **Extend**

Screen – 14

1.23.5 If PE would like to extend the validity of tender more than 10 Days from the Last date of Tender/Proposal Validity then PE can publish directly. (As shown in Screen – 15)

1.23.6 But if less than 10 Days then PE has to take an APPROVAL from the viz. TEC/Ministry/BOD/CCGP/HOPE. (As shown in Screen – 16)

1.23.7 PE has to select the “Sent To along with Name and Designation” (As shown in Screen – 16)

1.23.8 PE has to provide the “Extension Reason”, at the end “Submit” on the same. (As shown in Screen – 16)

Fields marked with (*) are mandatory

| | |
|---|--------------------------|
| Tender / Proposal Validity in no. of Days : | 0 |
| Last Date of Tender / Proposal Validity : | 26-Sep-2011 |
| New Date of Tender / Proposal Validity : * | 27/09/2011 |
| Last Date of Tender Security Validity : | 26-Sep-2011 |
| New Date of Tender Security Validity : * | 30/10/2011 |
| Extension Reason : | Due to technical reason. |
| Submit | |

Screen – 15

| | |
|---|-------------------------|
| Tender / Proposal Validity in no. of Days : | 0 |
| Last Date of Tender / Proposal Validity : | 30-Aug-2011 |
| New Date of Tender / Proposal Validity : * | 04/09/2011 |
| Last Date of Tender Security Validity : | 28-Sep-2011 |
| New Date of Tender Security Validity : * | 09/10/2011 |
| Extension Reason : | Due To Technical Reason |
| Send To : * | HOPE |
| Name and Designation : * | Hope User |
| Submit | |

Screen – 16

1.23.9 TEC User will login to the system and click on “**Evaluation >> Tender Validity Date req.**” sub-menu (As shown in **Screen – 17**)

1.23.10 User will click on “**Pending**” tab for an objective of “**Approval**”. Click on “**Process**” for an objective of “**Process**” the same. (As shown in **Screen – 18**)

1.23.11 By clicking on “**Process**” link, the system will display page in which if required the user can do the modification in the dates. If not then, select the actions as an “**Approve or Reject**” and at the end “**Submit**” of the same. (As shown in **Screen – 19**)



Screen – 17

Validity Extension Request

| Pending | | Processed | | | | |
|---------|------|------------|---------------------|---------|---------|-------------------------|
| S. No. | ID | Ref. No. | Department | Office | Status | Action |
| 1 | 2179 | Inv No : 0 | Organisation of ETL | office1 | Pending | Process |
| 2 | 2314 | Inv-Ref-No | Organisation of ETL | office1 | Pending | Process |
| 3 | 2378 | amit | Organisation of ETL | office1 | Pending | Process |

Page 1 of 1 1 Go To Page « First < Previous Next > Last »

Screen – 18

| | |
|---|-------------------------|
| Tender / Proposal Validity in no. of Days : | 0 |
| Last Date of Tender / Proposal Validity : | 30-Aug-2011 |
| New Date of Tender / Proposal Validity : * | 04/09/2011 |
| Last Date of Tender Security Validity : | 28-Sep-2011 |
| New Date of Tender Security Validity : * | 09/10/2011 |
| Extension Reason : * | Due To Technical Reason |
| Action By : | PE User |
| Action : * | Approved |



Screen – I9

1.24 Evaluation >> Evaluation Report Approval

1.24.1 Approving Authority “AA/HOPE/AO” has to Login system by mentioning the **Login ID and Password**

1.24.2 Click on “**Evaluation**” and then “**Evaluation Report Approval**” (As shown in **Screen – J1**)



Screen – J1

1.24.3 “AA/HOPE/AO” can use search condition as input values (**Tender ID & Reference No.** – As shown in **Screen – J2**) and the result will be displayed in grid table.

Evaluation Report Approval

Tender ID: Reference No.:

| S. No. | Tender ID Reference No. | Tender Brief / Title | Ministry / Division / Organization | PE Office | Action |
|--------|-------------------------------|--|------------------------------------|-----------|-------------------------|
| 1 | 2443, Inv-Ref-No-001-23082011 | PKG-001/23082011 Procurement of Computer Goods | Organisation of ETL | office1 | Process |

Page 1 of 1 [« First](#) [« Previous](#) [Next »](#) [Last »](#)

Screen – J2

1.24.4 Click on “**Process**” icon and the system will display lot details with Report Status as Pending (As shown in **Screen – J3**)

| | |
|--|-------------------------------|
| Lot No. | 1 |
| Lot Description | Procurement of Computer Goods |
| Dash Techno Ltd | |
| Report Type | Status |
| Evaluation Report | Pending |
| Process View Clarification | |

Screen – J3

1.24.5 **AA / HOPE / AO** can process by clicking on “**Process**”, view by clicking on “**View**” and if required asked the clarification by clicking on “**Clarification**”. By clicking on “**Process**” **AA / HOPE / AO** will be able to see the **Approve / Reject / Seek Clarification** against “**Action**”. **AA / HOPE / AO** will select the necessary action, put the necessary comments and “**Submit**” (As shown in **Screen – J4**)

Action : *

Comments : *

Source **B** *I* U Normal

Approved

Screen – J4


1.24.6 System will show the message i.e. “**Evaluation Report Processed Successfully**” (As shown in **Screen – J5**)

Process Evaluation Reports

 Evaluation Report Processed successfully

Tender Detail

| | | | |
|-------------------------|---|----------------------------|-------------------------|
| Tender ID : | 2443 | Invitation Reference No. : | Inv-Ref-No-001-23082011 |
| Closing Date and Time : | 28-Aug-2011 16:21 | Opening Date and Time : | 27-Aug-2011 11:56 |
| Procuring Entity : | office1 | | |
| Brief : | PKG-001/23082011 Procurement of Computer Goods | | |

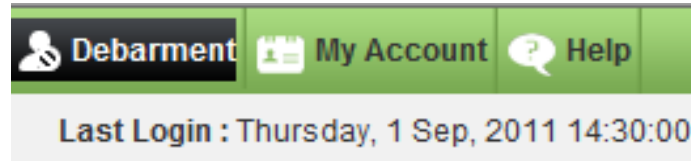
 View Notice

| | | |
|-------------------|-------------------------------|----------------------|
| Lot No. | 1 | |
| Lot Description | Procurement of Computer Goods | |
| Dash Techno Ltd | | |
| Report Type | Status | Action |
| Evaluation Report | Approved | View |

Screen – J5

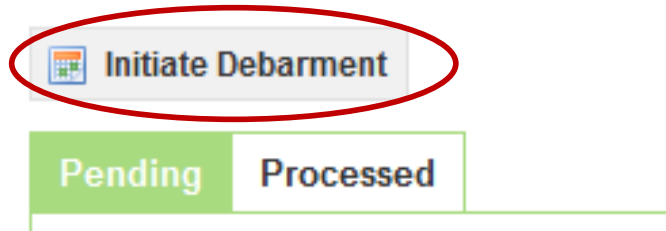
7 Debarment

- 1.24.7 To debar any tenderer PE needs to click on “**Debarment**” (As shown in **Screen – J1**)
- 1.24.8 To Initiate the debarment process PE has to click on “**Initiate Debarment**” (As shown in **Screen – J2**)
- 1.24.9 Tenderer can be searched by **Registration No, Company Name and e-Mail ID** then PE has to click on “**Search**” (As shown in **Screen – J3**)



Screen – J1

Process Debarment Requests



Screen – J2

A screenshot of the 'Initiate Debarment Process' form. It has a title 'Initiate Debarment Process' and a search section. The search section includes a 'Search by : *' label, a dropdown menu currently set to 'e-mail ID', an empty text input field, and a 'Search' button circled in red. Below this is a 'Company Name : *' label and a dropdown menu currently set to '- Select Company -'.

Screen – J3

1.24.10 PE can debar Tenderer from **Single Tender, Package, Project, Procuring Entity Procuring Agency/Organization** and **e-GP Portal**. (As shown in **Screen – J4**)

1.24.11 Once the selection is made by PE then PE has to select the “**Debarment Reason**”, debarment reason can be “**Corrupt Practice, Fraudulent Practice, Collusive Practice, Coercive Practise and Obstructive Practice**” (As shown in **Screen – J4**)

1.24.12 “**Add Details**” tab would be available in case if the debarment type selected as **Single Tender / Package / Project / Procurement Entity / Procuring Agency / Organization**. It will not come in case if the debarment type selected as **e-GP Portal**.

1.24.13 In the clarification, PE can ask the clarification. (As shown in **Screen – J4**)

1.24.14 Last Date of Response, PE needs to select the Last Date of Response and “**Submit**” of the same. (As shown in **Screen – J4**)

Initiate Debarment Process [Go back](#)

Search by : *

| | | |
|---------------------------------|--|--|
| Company Name : | Deepacmp <input type="button" value="Details found please select the Company Name."/> | |
| Debarment Type : | <input type="radio"/> Single Tender <input type="radio"/> Package <input type="radio"/> Project <input type="radio"/> Procuring Entity <input type="radio"/> Procuring Agency/Organization <input type="radio"/> e-GP Portal | <input type="button" value="Add Details"/> |
| Debarment Reason : | -Debarment Reason- | |
| Clarification : | <input type="text"/> | |
| Last Date for Response : | <input type="text"/> | <input type="button" value="Submit"/> |

Screen – J4

1.24.15 Then PE has to send to tenderer by clicking on “**Send to Tenderer**” (As shown in **Screen – J5**)

1.24.16 By clicking on “**Send to Tenderer**” new window will gets open whereas PE can “**Upload Document**” if any by clicking on “**Browse then Upload**” (As shown in **Screen – J6**)

1.24.17 At last “**Submit**” of the same (As shown in **Screen – J6**)

| S. No. | Procuring Entity Comments | Date and Time of Request | Company Name | Status | Action |
|--------|---|--------------------------|---------------------------|-----------------|------------------|
| 1 | Due to Non Completion of the Contract and Co-operation. | 06-Sep-2011 14:19 | Shah & Co. | Requested By PE | Send to Tenderer |
| 2 | Kindly submit the asked document. | 06-Sep-2011 13:41 | Nazmul & Alluvial Society | Requested By PE | Send to Tenderer |

Screen – J5

| | |
|---------------------------------------|--|
| Company Name : | Shah & Co. |
| Clarification : | Due to Non Completion of the Contract and Co-operation. |
| Debarment Type : | e-GP Portal |
| Last Date for Response : | 25/09/2011 |
| Select Document : * | <input type="text"/> <input type="button" value="Browse..."/> <p>Acceptable File Types (jpeg, jpg, png, bmp, gif, xls, xlsx, doc, pdf, docx, zip, rar) Maximum file size of single file should not exceed 2MB.</p> <input type="text" value="0%"/> |
| Description : * | <input type="text"/> |
| <input type="button" value="Upload"/> | |
| <input type="button" value="Submit"/> | |

Screen – J6

1.24.18 The moment clarification response is given by the tenderer, PE has to click on “**View**”, by clicking on “**View**” new window will gets open over there. (As shown in **Screen – J7**)

1.24.19 PE will able to see the Tenderer response and according to that PE can take action as a “**Satisfactory or Unsatisfactory**” (As shown in **Screen – J8**)

1.24.20 If the action is selected as a “**Satisfactory**” then further approval is not needed but if the action is “**Unsatisfactory**” then it goes to **HOPE User** at last “**Submit**” of the same. (As shown in **Screen – J9**)

1.24.21 On the successful process of the same, the system will display confirmation message i.e. “**Debarment Request sent to HOPE successfully**” (As shown in **Screen – J10**)

| S. No. | Procuring Entity Comments | Date and Time of Request | Company Name | Status | Action |
|--------|---|--------------------------|---------------------------|-----------------|----------------------------------|
| 1 | Due to Non Completion of the Contract and Co-operation. | 06-Sep-2011 14:19 | Shah & Co. | Pending | View |
| 2 | Kindly submit the asked document. | 06-Sep-2011 13:41 | Nazmul & Alluvial Society | Requested By PE | Send to Tenderer |

Screen – J7

View Debarment Clarification

Fields marked with (*) are mandatory.


| | |
|--------------------------|---|
| Company Name : | Shah & Co. |
| Clarification : | Due to Non Completion of the Contract and Co-operation. |
| Debarment Type : | e-GP Portal |
| Last Date for Response : | 25-Sep-2011 |
| Response : | We will complete the same. |
| Action : | Satisfactory <input type="button" value="v"/> |
| Comments : * | Noted the same. |

Screen – J8

| | |
|--------------|--|
| Response : | As Attached |
| Action : | Un Satisfactory <input type="button" value="v"/> |
| Comments : * | Send to HOPE |
| Send To : | Hope User |

Screen – J9

Process Debarment Requests

 Debarment request sent to Hope successfully

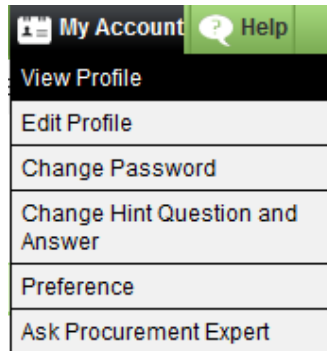
Screen – J10

8 My Account

1.25 My Account >> View Profile

1.25.1 If user would like to see his profile then user has to click on “**My Account >> View Profile**” (As shown in **Screen – K1**)

1.25.2 The moment user clicks on “**View Profile**”, the system will display the Profile of the respective user. (As shown in **Screen – K2**)



Screen – K1

[VIEW PROFILE](#)

View Profile

| Employee Name | Department Name | Office | Designation | Procurement Role |
|---------------|---------------------|---------|-------------|------------------|
| PE User | Organisation of ETL | office1 | Tester-abc | PE |

e-mail ID : peuser@localmail.com
 Full Name : PE User
 Name in Bangla : PE User
 National ID : 87635998690654
 Mobile No : 9427478575

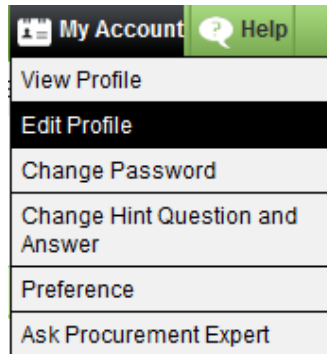
Screen – K2

1.26 My Account >> Edit Profile

1.26.1 If user would like to “**Edit**” his profile then user has to click on “**My Account >> Edit Profile**” (As shown in **Screen – K3**)

1.26.2 The moment user clicks on “**Edit Profile**”, system will allow the user to make the necessary changes in his/her profile viz. **Full Name, Name In Bangla, National ID and Mobile No..** (As shown in **Screen – K4**)

- 1.26.3 Once the update is made then user has to click on “**Update**”, on click on “**Update**” revised/changed information would be updated on the system. (As shown in **Screen – K4**)



Screen – K3

Edit Profile

Personal Information

Fields marked with (*) are mandatory.

e-mail ID : peuser@localmail.com

Full Name : *

Name in Bangla :

National ID :

Mobile No : (Mobile No. format should be e.g 1936742068)

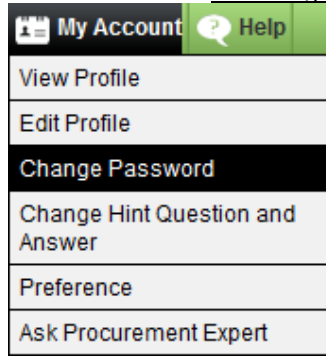
Screen – K4

1.27 My Account >> Change Password

- 1.27.1 If user would like to Change his password then user has to click on “**My Account >> Change Password**” (As shown in **Screen – K5**)

- 1.27.2 The moment user clicks on “**Change Password**”, system will allow user to modify/change his/her current password. System will ask the current password of the user and if the current password is matched then only system will allow the user to change his/her current password. User needs to provide the **Current Password >>New Password >> Confirmed Password**. (As shown in **Screen – K6**)

- 1.27.3 One click on “**Submit**”, revised/changed password would be updated on the system. (As shown in **Screen – K6**)



Screen – K5

Change Password

Fields marked with (*) are mandatory.

Current Password : * Valid password

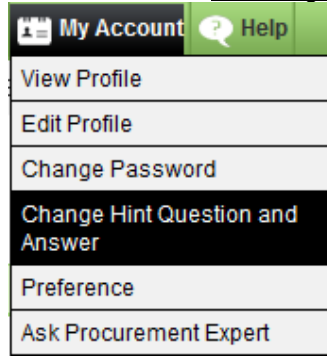
New Password : *
(Minimum 8 characters required. Make sure and space)

Confirm Password : *

Screen – K6

1.28 My Account >> Change Hint Question and Answer

- 1.28.1 If user would like to Change his/her “**Hint Question and Answer**” then user has to click on “**My Account >> Change Hint Question and Answer**” (As shown in **Screen – K7**)
- 1.28.2 The moment user clicks on “**Change Hint Question and Answer**”, system will allow user to modify/change his/her current hint question and answer. User has to select the Hint Question and needs to provide the Answer of the same in the answer field. (As shown in **Screen – K8**)
- 1.28.3 On click on “**Submit**”, revised/changed password would be updated on the system. (As shown in **Screen – K8**)



Screen – K7

Change Hint Question and Answer

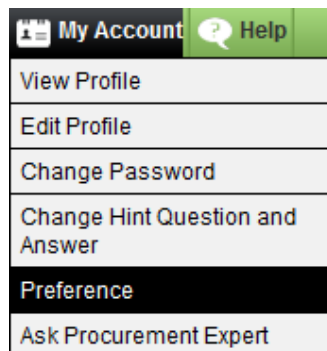
Hint Question : *

Hint Answer : *

Screen – K8

1.29 My Account >> Preference

- 1.29.1 If user would like to Change his “**Preference**”, then user has to click on “**My Account >> Preference**” (As shown in **Screen – K9**)
- 1.29.2 The moment user clicks on “**Preference**”, system will allow user to modify/change his/her Preference. (As shown in **Screen – K10**)
- 1.29.3 If the user needs the Email Alert and SMS alert then user has to opt for the **YES** and if not then **NO**. (As shown in **Screen – K10**)
- 1.29.4 On click on “**Submit**”, information gets saved on the system. (As shown in **Screen – K10**)



Screen – K9

User Preference

Fields marked with (*) are mandatory.

Email Alert : * Yes No

Sms Alert : * Yes No



Screen – K10

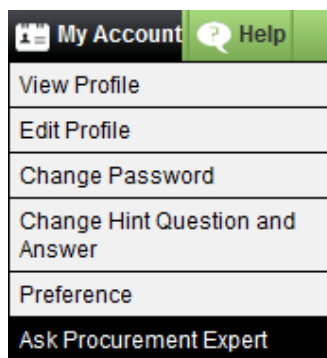
1.30 My Account >> Ask Procurement Expert

1.30.1 If user would like to ask something to “**Procurement Expert**”, then user has to click on “**My Account >> Ask Procurement Expert**” (As shown in **Screen – K11**)

1.30.2 The moment user clicks on “**Ask Procurement Expert**”, the system will allow the user to “**Post Query**” (As shown in **Screen – K12**)

1.30.3 By clicking on “**Post Query**”, Procurement Category will get open; out from that user needs to select the category and ask the relevant question in line with the selected category. User can mention the query and needs to “**Submit**” (As shown in **Screen – K13**)

1.30.4 Once the query is posted and answered by the “**Procurement Expert**”, on the system then the same add be viewed by clicking on “**View**” (As shown in **Screen – K14**)



Screen – K11

Ask Procurement Expert

[View All Notifications](#)



Screen – K12

Ask Procurement Expert

[Go Back To Dashboard](#)

Procurement Category: Tender Advertisement

Post Query : *
Do I need to submit my tender advertisement in the newspaper or not ???

Submit

Important Note: Please note that posting of any issue which is not related to Procurement or use of abusive language can lead to debarment & deactivation of your account with or without penalty.

Screen – K13

View Query

| | |
|----------|---|
| Category | Tender Advertisement |
| Query | Do I need to submit my tender advertisement in the newspaper or not ??? |
| Answer | Not Mandatory. |

Screen – K14

9 Overview of e-Contract Management Module (e-CMS)

The processes involved between the issuance of a work order and completion of the work are handled electronically in the contract management module. With the contract management module, a government agency is able to maintain an overview of the works in progress. Once part of a work is completed, then payment to the supplier is more quickly arranged and transacted. The system will have automated bring-ups according to the contracted schedule. These bring-ups will trigger quality and delivery verifications and then bank transfers or re-scheduling of the bring-ups. When in place for a period of time, the system also collects a repository of knowledge that can be used to measure the performance of a contractor.

Contract Management System (CMS) contain Five Modules for Procuring Entity (PE):

- Commencement Date
- Delivery Schedule/ Work Plan
- Progress Report
- Payment
- Contract Termination

CMS

Tender Detail

| | | | |
|--------------------------------|---|-----------------------------------|-------------------------------|
| Tender ID : | 251 | Invitation Reference No. : | Inv. Ref No. - PKG/001/CM 006 |
| Closing Date and Time : | 13-Dec-2011 13:00 | Opening Date and Time : | 13-Dec-2011 13:05 |
| Procuring Entity : | Procurement Cell of BWDB | | |
| Brief : | 24x7 servicing and warrantee required for all accessories | | |
| Tender Status : | Contract Awarded | | |

[View Notice](#)

[Notice](#) | [Document](#) | [Clarification](#) | [PreTender Meeting](#) | [Corrigendum/Amendment](#) | [Payment](#) | [Opening](#) | [Evaluation](#) | [NOA](#) | [Contract Signing](#) | **CMS**

[Commencement Date](#) | [Delivery Schedule](#) | [Progress Report](#) | [Payment](#) | [Contract Termination](#)

| | |
|------------------------|---|
| Lot No. | Lot1 |
| Lot Description | Procurement of Computer. Laptop and UPS |

It is mandatory to Configure Contract Start Date and Contract Delivery Date

| Name of Supplier | Contract No. | Contract Name | Performance Security | Action |
|---------------------------|--------------|---|----------------------|--------------------------------|
| Nazmul & Alluvial Society | 251 | Procurement of Computer. Laptop and UPS | Received | Configure Date |

Figure 2.1: View of CMS tab for Procuring Entity.

9.1 Commencement Date

Procuring entity can configure, edit and view commencement date. For configuring the commencement dates, he has to click on **Configure Date** link in Action column.

[Notice](#) | [Document](#) | [Clarification](#) | [PreTender Meeting](#) | [Corrigendum/Amendment](#) | [Payment](#) | [Opening](#) | [Evaluation](#) | [NOA](#) | [Contract Signing](#) | **CMS**

[Commencement Date](#) | [Delivery Schedule](#) | [Progress Report](#) | [Payment](#) | [Contract Termination](#)

| | |
|------------------------|---|
| Lot No. | Lot1 |
| Lot Description | Procurement of Computer. Laptop and UPS |

It is mandatory to Configure Contract Start Date and Contract Delivery Date

| Name of Supplier | Contract No. | Contract Name | Performance Security | Action |
|---------------------------|--------------|---|----------------------|--------------------------------|
| Nazmul & Alluvial Society | 251 | Procurement of Computer. Laptop and UPS | Received | Configure Date |

Figure 2.2: View of Commencement Date sub-tab.

Here he can see the contract details from Annual Procurement Plan (APP), contract details from Tender Notice and actual Contract Details. For configuration, he has to enter **Actual Contract Start Date** and **Actual Delivery Date**. Clicking on **Submit** button, system will save these dates.

| | | | | | | | | | | |
|--|----------|--|--------------------|-------------------------------|----------------------|--|------------|---------------------|------------------|---------|
| Notice | Document | Clarification | Pre Tender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
| Commencement Date | | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | |
| Contract No : | | 251 | | Contract Name : | | Procurement of Computer, Laptop and UPS | | | | |
| Contract Details From APP | | | | | | | | | | |
| Tentative Contract Start Date : | | 30-Jan-2012 | | Tentative Contract End Date : | | 06-Feb-2012 | | | | |
| Contract Details From Tender Notice | | | | | | | | | | |
| Contract Start Date : | | 15-Jan-2012 | | Contract End Date : | | 30-Jan-2012 | | Contract Duration : | | 15 Days |
| Contract Details | | | | | | | | | | |
| Contract Signing Date : | | 14-Dec-2011 | | Contract Value : | | 1977500.105 | | | | |
| Contract effective Date | | | | | | | | | | |
| Actual Contract Start Date : | | <input type="text" value="14-Dec-2011"/> | | Actual Delivery Date : | | <input type="text" value="18-Dec-2014"/> | | | | |
| <input type="button" value="Submit"/> | | | | | | | | | | |

Figure 2.3: Configure Contract Effective Date.

System will not accept any date for actual contract start date which is less than contract signing date. If this happens, system will show a message as ***Contract Start Date must be greater than or equal to Contract Signing Date.*** And for actual delivery date, system will find the maximum no. of days entered in BoQ forms as delivery period. So the date difference between actual contract start date and actual delivery date must be greater than or equal to that maximum no. of days, otherwise system will not accept those dates.

| | | | |
|--------------------------------|--|--|--|
| Contract Details | | | |
| Contract Signing Date : | | <input type="text" value="14-Dec-2011"/> | Contract Value : |
| | | 1977500.105 | |
| Contract effective Date | | | |
| Actual Contract Start Date : | | <input type="text" value="20-Nov-2011"/> | Actual Delivery Date : |
| | | <input type="text" value="19-Nov-2012"/> | |
| | | Contract Start Date must be greater than or equal to Contract Signing Date | Difference of Commencement Starts Date and Commencement End Date should be Greater than or Equal To No. of MAX Days (1100) |

Figure 2.4: Configure Contract Effective Date.

After saving commencement date, system will be redirected to the main commencement date tab and here ***Configure Date*** link will be replaced by other three links as ***Edit Date***, ***Upload/Download Files*** and ***View Date History***.

| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS | | | | | | | | | | | | | | | | | | | |
|--|---|---|----------------------|---|---------|---------|------------|-----|------------------|-----|-------------------|-------------------|-----------------|---------|----------------------|---------|------|-----------------|---|------------------|--------------|---------------|----------------------|--------|---------------------------|-----|---|----------|---|
| <table border="1"> <tr> <td>Commencement Date</td> <td>Delivery Schedule</td> <td>Progress Report</td> <td>Payment</td> <td>Contract Termination</td> </tr> </table> <table border="1"> <tr> <td>Lot No.</td> <td>Lot1</td> </tr> <tr> <td>Lot Description</td> <td>Procurement of Computer. Laptop and UPS</td> </tr> </table> <table border="1"> <thead> <tr> <th>Name of Supplier</th> <th>Contract No.</th> <th>Contract Name</th> <th>Performance Security</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Nazmul & Alluvial Society</td> <td>251</td> <td>Procurement of Computer. Laptop and UPS</td> <td>Received</td> <td> Edit Date Upload / Download Files View Date History </td> </tr> </tbody> </table> | | | | | | | | | | | Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination | Lot No. | Lot1 | Lot Description | Procurement of Computer. Laptop and UPS | Name of Supplier | Contract No. | Contract Name | Performance Security | Action | Nazmul & Alluvial Society | 251 | Procurement of Computer. Laptop and UPS | Received | Edit Date Upload / Download Files View Date History |
| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot No. | Lot1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot Description | Procurement of Computer. Laptop and UPS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Supplier | Contract No. | Contract Name | Performance Security | Action | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nazmul & Alluvial Society | 251 | Procurement of Computer. Laptop and UPS | Received | Edit Date Upload / Download Files View Date History | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 2.5: CMS Tab after Configuring Dates.

Edit Date

Once PE configures the commencement dates, he can edit that dates by clicking **Edit Date** link. For editing same validation will be applicable. After editing commencement dates, PE needs to click the **Update** button.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------------------------|--|-----------------------|---------|---------|------------|-----|------------------|-----|-------------------|-------------------|-----------------|---------|----------------------|---------------|-----|-----------------|---|--|--|----------------------------------|--|--|--|--|--|---------------------------------|-------------|-------------------------------|-------------|--|--|--|--|--|--|--|--|-----------------------|-------------|---------------------|-------------|---------------------|---------|-------------------------|--|--|--|--|--|-------------------------|-------------|------------------|-------------|--|--|--------------------------------|--|--|--|--|--|------------------------------|--|------------------------|--|--|--|---------------------------------------|--|--|--|--|--|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Commencement Date</td> <td>Delivery Schedule</td> <td>Progress Report</td> <td>Payment</td> <td>Contract Termination</td> </tr> </table> <table border="1"> <tr> <td>Contract No :</td> <td>251</td> <td>Contract Name :</td> <td colspan="3">Procurement of Computer. Laptop and UPS</td> </tr> <tr> <td colspan="6">Contract Details From APP</td> </tr> <tr> <td>Tentative Contract Start Date :</td> <td>30-Jan-2012</td> <td>Tentative Contract End Date :</td> <td>06-Feb-2012</td> <td colspan="2"></td> </tr> <tr> <td colspan="6">Contract Details From Tender Notice</td> </tr> <tr> <td>Contract Start Date :</td> <td>15-Jan-2012</td> <td>Contract End Date :</td> <td>30-Jan-2012</td> <td>Contract Duration :</td> <td>15 Days</td> </tr> <tr> <td colspan="6">Contract Details</td> </tr> <tr> <td>Contract Signing Date :</td> <td>14-Dec-2011</td> <td>Contract Value :</td> <td colspan="3">1977500.105</td> </tr> <tr> <td colspan="6">Contract effective Date</td> </tr> <tr> <td>Actual Contract Start Date :</td> <td><input type="text" value="14-Dec-2011"/></td> <td>Actual Delivery Date :</td> <td><input type="text" value="31-Dec-2014"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="6" style="text-align: center;"><input type="button" value="Update"/></td> </tr> </table> | | | | | | | | | | | Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination | Contract No : | 251 | Contract Name : | Procurement of Computer. Laptop and UPS | | | Contract Details From APP | | | | | | Tentative Contract Start Date : | 30-Jan-2012 | Tentative Contract End Date : | 06-Feb-2012 | | | Contract Details From Tender Notice | | | | | | Contract Start Date : | 15-Jan-2012 | Contract End Date : | 30-Jan-2012 | Contract Duration : | 15 Days | Contract Details | | | | | | Contract Signing Date : | 14-Dec-2011 | Contract Value : | 1977500.105 | | | Contract effective Date | | | | | | Actual Contract Start Date : | <input type="text" value="14-Dec-2011"/> | Actual Delivery Date : | <input type="text" value="31-Dec-2014"/> | | | <input type="button" value="Update"/> | | | | | |
| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract No : | 251 | Contract Name : | Procurement of Computer. Laptop and UPS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Details From APP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tentative Contract Start Date : | 30-Jan-2012 | Tentative Contract End Date : | 06-Feb-2012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Details From Tender Notice | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Start Date : | 15-Jan-2012 | Contract End Date : | 30-Jan-2012 | Contract Duration : | 15 Days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Signing Date : | 14-Dec-2011 | Contract Value : | 1977500.105 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract effective Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Actual Contract Start Date : | <input type="text" value="14-Dec-2011"/> | Actual Delivery Date : | <input type="text" value="31-Dec-2014"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Update"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 2.6: Edit Commencing Dates.

Upload/Download Files

PE can upload or download any reference document related to commencement date by clicking **Upload/Download Files** link in **Action** column. First he needs to browse the document and fill description field, then click on the **Issue** button for uploading any reference document. And he can upload any document once only.

Commencement Date Reference Document Go Back

Document :

Description :

Instructions

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

Acceptable File Types **bmp, doc, docx, gif, jpeg, jpg, pdf, png, rar, xls, xlsx, zip, txt**

A file path may contain any below given special characters: (Space, -, _ , \)

| S. No. | File Name | File Description | File Size (in KB) | Uploaded By | Action |
|-------------------|-----------|------------------|-------------------|-------------|--------|
| No records found. | | | | | |

Figure 2.7: Upload or Download File.

View Date History

He also can see the date history of updating commencement dates by clicking **View Date History** link in action column.

| | | | | | | | | | | |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|

| | | | | |
|-------------------|-------------------|-----------------|---------|----------------------|
| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination |
|-------------------|-------------------|-----------------|---------|----------------------|

Contract Detail

| | | | |
|-----------------------|---|--------------------------|--|
| Contract No : | 251 | Contract Value (in BDT): | 1977500.105 |
| Contract Start Date : | 14-Dec-2011 | Contract End Date : | 31-Dec-2014 |
| Payment Terms : | All Item 100 Percent | | |
| Supplier Name : | Nazmul & Alluvial Society | email ID : | nazmul@dohatec.net |
| Work Status : | Pending | | |

| | | | |
|-----------------|---|--|--|
| Lot No. | Lot1 | | |
| Lot Description | Procurement of Computer. Laptop and UPS | | |

| S. No. | Actual Contract Start Date | Actual Contract End Date | Modified Date and Time | Record |
|--------|----------------------------|--------------------------|------------------------|----------------------|
| 3 | 14-Dec-2011 | 31-Dec-2014 | 14-Dec-2011 11:00:30 | Extended |
| 2 | 14-Dec-2011 | 31-Dec-2014 | 14-Dec-2011 11:00:32 | Extended |
| 1 | 14-Dec-2011 | 18-Dec-2014 | 14-Dec-2011 10:51:38 | First Time Insertion |

Figure 2.8: View of Commencement Date History.

9.2 Delivery Schedule/ Work Program

The idea of the Delivery Schedule/ Work Program is to know from Contractor as when he plans to complete the work, deliver the goods or render the services. And this is mandatory for all procurement types as Goods, Works and Services. For goods contract **Delivery Schedule** is created from the Price Schedule. There can be a multiple or a single **Delivery Schedule or Work Program** for any particular contract.

Here PE will get *View*, *Edit Days*, *View History* and *Upload/Download Document* option.

| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|-------------------|--|--|-------------------|-----------------------|----------------------|---------|------------|-----|------------------|-----|
| Commencement Date | | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | |
| Lot No | Lot1 | | | | | | | | | |
| Lot Description | Procurement of Computer. Laptop and UPS | | | | | | | | | |
| Item No. | Delivery Schedule | Action | | | | | | | | |
| 1 | Delivery Schedule of Price and Delivery Schedule for Goods (Form e -PG2-2A) | View Edit Days View History Upload / Download Document | | | | | | | | |
| 2 | Delivery Schedule of Price and Completion Schedule for Related Services (Form e- PG2-2B) | View Edit Days View History Upload / Download Document | | | | | | | | |
| BOQ Forms | View | | | | | | | | | |

Figure 2.9: View of Delivery Schedule Tab.

View

PE can view each delivery schedule by clicking *View* link in *Action* column.

View Dates of Delivery Schedules Print Go Back

| Tender Detail | | | | | |
|-------------------------|---|----------------------------|-------------------------------|-------------|---------------|
| Tender ID : | 251 | Invitation Reference No. : | Inv. Ref No. - PKG/001/CM 006 | | |
| Closing Date and Time : | 13-Dec-2011 13:00 | Opening Date and Time : | 13-Dec-2011 13:05 | | |
| Procuring Entity : | Procurement Cell of BWDB | | | | |
| Brief : | 24x7 servicing and warrantee required for all accessories | | | | |
| Tender Status : | Contract Awarded | | View Notice | | |
| Lot No. | Lot1 | | | | |
| Lot Description | Procurement of Computer. Laptop and UPS | | | | |
| Description of Item | Measurement Unit | Quantity | Unit Rate | No. of Days | Delivery Date |
| 1 | Desktop Computer | Nos. | 20.000 | 25 | 08-Jan-2012 |
| 2 | Laptop Computer | Nos. | 10.000 | 25 | 08-Jan-2012 |
| 3 | 10 KVA UPS | Nos. | 5.000 | 25 | 08-Jan-2012 |

Figure 2.10: View Dates of BoQ Forms.

Edit Dates

If PE wants to edit delivery date of any particular item which is not delivered yet, PE can edit the dates. On editing dates in Delivery Schedule/ Work Program by PE, system will send a notification to Contractor.

Step 1: PE has to first click on *CMS* Tab, then click on *Delivery Schedule* tab.

Step 2: Click on *Edit Days* link in action column.

Step 3: For Goods Contract, System will display all the dates for that particular BoQ form which are aggregated at the time of issuance of NOA. PE can edit the dates only between the dates which have been configured in Date Configuration Tab. He can only edit the *No. of Days* field.

For Works Contract, System will display all the item categories that PE has created at the time of preparation of BoQ. PE can edit Work Program dates as per the requirement.

And for Services Contract, there are two types of contract for Services contract:

1. Lump sum Contract
2. Time Base Contract

For Lump Sum Contract, PE can edit Payment Schedule and Work plan as per requirement. System will display rest of the forms as Team Composition and Staffing Schedule. He can edit those forms also as per the requirement.

And for Time Base Contract, System will display some more forms than lump sum contract along with Team Composition and Staffing Schedule forms as Staff Remuneration and Reimbursable Expense forms for editing if required.

Step 4: Click on *Submit* Button.

Edit Dates of BOQ Forms
[Go Back](#)

Tender Detail

| | | | |
|-------------------------|---|----------------------------|-------------------------------|
| Tender ID : | 251 | Invitation Reference No. : | Inv. Ref No. - PKG/001/CM 006 |
| Closing Date and Time : | 13-Dec-2011 13:00 | Opening Date and Time : | 13-Dec-2011 13:05 |
| Procuring Entity : | Procurement Cell of BWDB | | |
| Brief : | 24x7 servicing and warrantee required for all accessories | | |
| Tender Status : | Contract Awarded | | View Notice |

Contract Detail

| | | | |
|-----------------------|---|--------------------------|--|
| Contract No : | 251 | Contract Value (in BDT): | 1977500.105 |
| Contract Start Date : | 14-Dec-2011 | Contract End Date : | 31-Dec-2014 |
| Payment Terms : | All Item 100 Percent | | |
| Supplier Name : | Nazmul & Alluvial Society | email ID : | nazmul@dohatec.net |
| Work Status : | Pending | | |

[Download Contract Document](#)

| | |
|-----------------|---|
| Lot No. | Lot1 |
| Lot Description | Procurement of Computer. Laptop and UPS |

| S.No | Description | Unit of Measurement | Qty | No. of Days | Delivery Date |
|------|------------------|---------------------|--------|--|--|
| 1 | Desktop Computer | Nos. | 20.000 | <input style="width: 80px;" type="text" value="25"/> | <input style="width: 100px;" type="text" value="08-Jan-2012"/> |
| 2 | Laptop Computer | Nos. | 10.000 | <input style="width: 80px;" type="text" value="25"/> | <input style="width: 100px;" type="text" value="08-Jan-2012"/> |
| 3 | 10 KVA UPS | Nos. | 5.000 | <input style="width: 80px;" type="text" value="25"/> | <input style="width: 100px;" type="text" value="08-Jan-2012"/> |

Figure 2.11: Edit Dates of BoQ Forms.

View History

PE can see the history of change in delivery schedule by clicking the link as **View History** link in **Action** column.

| View History | |
|--------------------------------|----------------------|
| No of History | Record |
| View History 2 | Latest Edited |
| View History 1 | First Time Insertion |

Figure 2.12: View History.

Again PE can see the detail history by clicking **View History** link in **No. of History** column.

View History
Print Go Back

Tender Detail

Tender ID : 251 **Invitation Reference No. :** Inv. Ref No. - PKG/001/CM 006
Closing Date and Time : 13-Dec-2011 13:00 **Opening Date and Time :** 13-Dec-2011 13:05
Procuring Entity : Procurement Cell of BWDB
Brief : 24x7 servicing and warrantee required for all accessories
Tender Status : Contract Awarded [View Notice](#)

Contract Detail

Contract No. : 251 **Contract Value (in BDT):** 1977500.105
Contract Start Date : 14-Dec-2011 **Contract End Date :** 31-Dec-2014
Payment Terms : All Item 100 Percent
Supplier Name : [Nazmul & Alluvial Society](#) **email ID :** nazmul@dohatec.net
Work Status : Pending [Download Contract Document](#)

| | |
|-----------------|---|
| Lot No. | Lot1 |
| Lot Description | Procurement of Computer. Laptop and UPS |

| S.No | Description | Unit of Measurement | Qty | No. of Days | Delivery Date |
|------|------------------|---------------------|--------|-------------|---------------|
| 1 | Desktop Computer | Nos. | 20.000 | 25 | 08-Jan-2012 |
| 2 | Laptop Computer | Nos. | 10.000 | 25 | 08-Jan-2012 |
| 3 | 10 KVA UPS | Nos. | 5.000 | 25 | 08-Jan-2012 |

Figure 2.13: Detail View of History.

Upload/Download Documents

PE can upload or download any reference document related to delivery schedule by clicking **Upload/Download** link in action column.

Delivery Schedule Reference Document [Go Back](#)

Document :

Description :

Instructions

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

Acceptable File Types **bmp, doc, docx, gif, jpeg, jpg, pdf, png, rar, xls, xlsx, zip, bt**

A file path may contain any below given special characters: (Space, -, _ \)

| S. No. | File Name | File Description | File Size (in KB) | Uploaded By | Action |
|-------------------|-----------|------------------|-------------------|-------------|--------|
| No records found. | | | | | |

Figure 2.14: Upload/Download Delivery Schedule Reference Document.

View BoQ Forms

If PE wants, he can view the BoQ forms of the tenderer from here also. For that, he has to click the **View** link in front of **BoQ Forms** label. Then he can see the list of all BoQ forms along with **View** link in **Action** column.

View BOQ Forms

Tender Detail

| | | | |
|--------------------------------|---|-----------------------------------|--|
| Tender ID : | 251 | Invitation Reference No. : | Inv. Ref No. - PKG/001/CM 006 |
| Closing Date and Time : | 13-Dec-2011 13:00 | Opening Date and Time : | 13-Dec-2011 13:05 |
| Procuring Entity : | Procurement Cell of BWDB | | |
| Brief : | 24x7 servicing and warrantee required for all accessories | | |
| Tender Status : | Contract Awarded | | <input type="button" value="View Notice"/> |

Contract Detail

| | | | |
|------------------------------|---|---------------------------------|--|
| Contract No : | 251 | Contract Value (in BDT): | 1977500.105 |
| Contract Start Date : | 14-Dec-2011 | Contract End Date : | 31-Dec-2014 |
| Payment Terms : | All Item 100 Percent | | |
| Supplier Name : | Nazmul & Alluvial Society | email ID : | nazmul@dohatec.net |
| Work Status : | Pending | | |

| | |
|-----------------|---|
| Lot No | Lot1 |
| Lot Description | Procurement of Computer, Laptop and UPS |

| Sr.No | BOQ forms | Action |
|-------|---|----------------------|
| 1 | Price and Delivery Schedule for Goods (Form e-PG2-2A) | View |
| 2 | Price and Completion Schedule for Related Services (Form e- PG2-2B) | View |

Figure 2.15: View List of BoQ forms.

View BOQ Form [Print](#) [Go Back](#)

Tender Detail

| | | | |
|--------------------------------|---|-----------------------------------|-------------------------------|
| Tender ID : | 251 | Invitation Reference No. : | Inv. Ref No. - PKG/001/CM 006 |
| Closing Date and Time : | 13-Dec-2011 13:00 | Opening Date and Time : | 13-Dec-2011 13:05 |
| Procuring Entity : | Procurement Cell of BWDB | | |
| Brief : | 24x7 servicing and warrantee required for all accessories | | |
| Tender Status : | Contract Awarded | | View Notice |

| Package No | Package Description |
|--------------------------|---|
| e-Tender: PKG/001/CM 006 | Procurement of Computer, Laptop and UPS |

Nazmul & Alluvial Society

Price and Delivery Schedule for Goods (Form e-PG2-2A)

Price and Delivery Schedule for Goods

| Item No. | Description of Item | Measurement Unit | Quantity | Point of Delivery | Delivery Period (in days) | Country of Origin | Unit Price in Figure (BDT) | Unit Price in Words (BDT) | Total Price in Figure (BDT) | Total Price in Words (BDT) |
|---------------------|---------------------|------------------|----------|-------------------|---------------------------|-------------------|----------------------------|--------------------------------------|-----------------------------|--|
| 1 | Desktop Computer | Nos. | 20 | Dhaka | 25 | Japan | 60000.001 | Sixty Thousand point Zero Zero One | 1200000.02 | Twelve Lakh point Zero Two |
| 2 | Laptop Computer | Nos. | 10 | Dhaka | 25 | Japan | 70000.001 | Seventy Thousand point Zero Zero One | 700000.01 | Seven Lakh point Zero One |
| 3 | 10 KVA UPS | Nos. | 5 | Dhaka | 25 | Japan | 5000.001 | Five Thousand point Zero Zero One | 25000.005 | Twenty-Five Thousand point Zero Zero Five |
| Grand Total: | | | | | | | | | 1925000.035 | Nineteen Lakh Twenty-Five Thousand point Zero Three Five |

This Price and Delivery Schedule for Goods (Form e-PG2-2A) is Electronically Signed by Mr. Tenderer Two on behalf of Nazmul & Alluvial Society

Figure 2.16: View of a BoQ form named Price and Delivery Schedule for Goods.

9.3 Progress Report

The objective of Progress Report is to track the progress against the Work plan given by Contractor. Here he will get option for **Financial Progress Report** and **Prepare & View** link in **Action** column for preparing progress report and view that one.

| | | | | | | | | | | |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|------------|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|------------|

| | | | | |
|-------------------|-------------------|------------------------|---------|----------------------|
| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination |
|-------------------|-------------------|------------------------|---------|----------------------|

| | |
|-----------------|---|
| Lot No | Lot1 |
| Lot Description | Procurement of Computer, Laptop and UPS |

Financial Progress Report

| Item No. | Progress Report | Action |
|----------|--|--|
| 1 | Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A) | Prepare View |
| 2 | Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B) | Prepare View |

⚠ On receiving the request of Issue Work Completion Certificate from Supplier, system will display a link 'Issue Work Completion Certificate'

| | |
|-----------------------------|--|
| Work Completion Certificate | |
|-----------------------------|--|

Figure 2.17: View of a Progress Report Tab.

Prepare Progress Report

Step 1: PE has to first click on **CMS** Tab, then click on **Progress Report** tab.

Step 2: System will display all BoQ forms under Progress Report with **Prepare** link against each form. Click on the link to prepare the progress report. Here PE can enter data in **Qty Accepted** , **Date of Delivery** and **Remarks** field.

PE cannot accept quantity more than the actual quantity. If it happens, system will clear the field and will throw a validation message **Quantity Accepted/ Delivered cannot be greater than actual quantity**.

| Item No. | Description of Item | Measurement Unit | Quantity | Qty Accepted till this PR | Qty Accepted | Qty Pending | Date of Delivery | Remarks |
|----------|---------------------|------------------|----------|---------------------------|----------------------|-------------|------------------|---------|
| 1 | Desktop Computer | Nos. | 20.000 | 0 | <input type="text"/> | | 26-Dec-2011 | Ok |
| 2 | Laptop Computer | Nos. | 10.000 | 0 | <input type="text"/> | | | |
| 3 | 10 KVA UPS | Nos. | 5.000 | 0 | <input type="text"/> | | | |

Figure 2.18: Quantity accepted validation.

System will allow delivery date only between the contract start date and current date. If PE enters any date beyond this, system will show a popup validation message **Work completion date should be between Contract Start date and Current date** and will clear the date field.

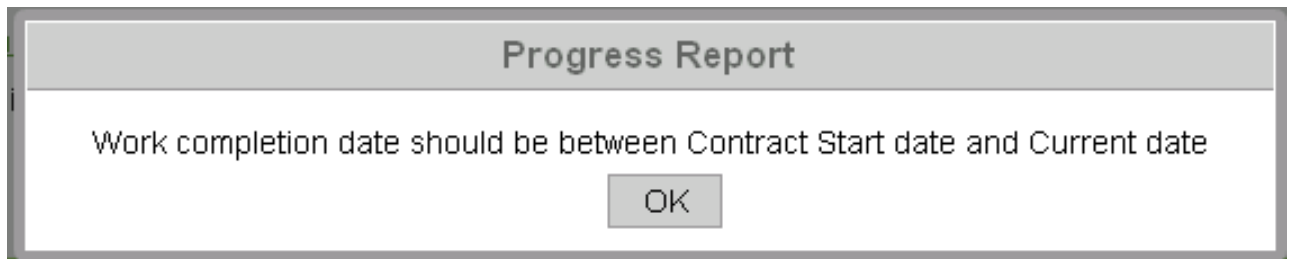


Figure 2.19: Date of delivery validation.

Step 3: After successful completion of above step, PE needs to notice on **Quality Checked** check box. If quality check is not completed, then PE can save this progress report as draft by clicking **Save as Draft** button.

| | | | | | | | | | | |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|

| | | | | |
|-------------------|-------------------|-----------------|---------|----------------------|
| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination |
|-------------------|-------------------|-----------------|---------|----------------------|

| | |
|-----------------|---|
| Lot No | Lot1 |
| Lot Description | Procurement of Computer, Laptop and UPS |

Remarks is not mandatory

| Item No. | Description of Item | Measurement Unit | Quantity | Qty Accepted till this PR | Qty Accepted | Qty Pending | Date of Delivery | Remarks |
|----------|---------------------|------------------|----------|---------------------------|--------------|-------------|------------------|---------|
| 1 | Desktop Computer | Nos. | 20.000 | 0 | 5 | | 26-Dec-2011 | Ok |
| 2 | Laptop Computer | Nos. | 10.000 | 0 | | | | |
| 3 | 10 KVA UPS | Nos. | 5.000 | 0 | | | | |

System will not allow to Finalize Progress Report without Quality check confirmation

Quality Checked

Once the Progress Report is Finalized, it cannot be edited

Save as Draft

Figure 2.20 Prepare Progress Report and Save as Draft.

Step 4: On checking Quality Checked check box, system will confirm that the quality check on the Item has been done successfully or not. If PE clicks *Yes*, then only **Finalize Progress Report** button will be visible, otherwise not. And without quality checking, PE cannot finalize the progress report.

Quality Checked

Are you sure Quality Check has been done?

Yes

No

Figure 2.21: Quantity Checking Confirmation.

If quality check of the received quantity is completed, then PE will click on **Quality Checked** checkbox and will confirm it by clicking *Yes* button. And then only he can save the finalized progress report by clicking the **Finalize Progress Report** button.

| | | | | | | | | | | |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|

| | | | | |
|-------------------|-------------------|-----------------|---------|----------------------|
| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination |
|-------------------|-------------------|-----------------|---------|----------------------|

| | |
|-----------------|---|
| Lot No | Lot1 |
| Lot Description | Procurement of Computer, Laptop and UPS |

Remarks is not mandatory

| Item No. | Description of Item | Measurement Unit | Quantity | Qty Accepted till this PR | Qty Accepted | Qty Pending | Date of Delivery | Remarks |
|----------|---------------------|------------------|----------|---------------------------|--------------|-------------|------------------|---------|
| 1 | Desktop Computer | Nos. | 20.000 | 6.000 | 4 | 10.000 | 25-Dec-2011 | Ok |
| 2 | Laptop Computer | Nos. | 10.000 | 4.000 | 1 | 5.000 | 25-Dec-2011 | Ok |
| 3 | 10 KVA UPS | Nos. | 5.000 | 1.000 | 1 | 3.000 | 25-Dec-2011 | OK |

System will not allow to Finalize Progress Report without Quality check confirmation

Quality Checked

Once the Progress Report is Finalized, it cannot be edited

Save as Draft Finalize Progress Report

Figure 2.22 Save Finalize Progress Report.

Step 4: After successfully finalize progress report, PE can also upload progress report reference document.

Progress Report Reference Document Go Back

| Item No. | Description of Item | Measurement Unit | Quantity | Qty Accepted till this PR | Qty Accepted | Qty Pending | Date of Delivery | Remarks |
|----------|---------------------|------------------|----------|---------------------------|--------------|-------------|------------------|---------|
| 1 | Desktop Computer | Nos. | 20.000 | 6.000 | 6.000 | 14.000 | 25-Dec-2011 | Ok |
| 2 | Laptop Computer | Nos. | 10.000 | 4.000 | 4.000 | 6.000 | 25-Dec-2011 | Ok |
| 3 | 10 KVA UPS | Nos. | 5.000 | 1.000 | 1.000 | 4.000 | 25-Dec-2011 | OK |

File Uploaded Successfully

Note: Supporting Documents may be Quality Check document, Invoices, Delivery Challan, Measurement Book, etc

Document :

Description :

Instructions

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

Acceptable File Types **bmp, doc, docx, gif, jpeg, jpg, pdf, png, rar, xls, xlsx, zip, txt**

A file path may contain any below given special characters: (Space, -, _, \)

| S. No. | File Name | File Description | File Size (in KB) | Action |
|--------|------------------------------|---------------------------|-------------------|---|
| 1 | ProgressReportReference.xlsx | Progress Report Reference | 8 | <input type="button" value="Download"/> <input type="button" value="Delete"/> |

Figure 2.23 Upload Progress Report Reference Document.

View

After finalizing a progress report, PE will again get the **Prepare** link to create further progress report for the quantity remains. And he can see the previously finalized progress report through the **View** link.


| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|---|--|---|-------------------|-----------------------|----------------------|---------|------------|-----|------------------|--------------------------------|
| Commencement Date | | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | |
| Lot No | | Lot1 | | | | | | | | |
| Lot Description | | Procurement of Computer. Laptop and UPS | | | | | | | | |
| Financial Progress Report | | | | | | | | | | |
| Item No. | Progress Report | | | | | | | | | Action |
| 1 | Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A) | | | | | | | | | Prepare View |
| 2 | Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B) | | | | | | | | | Prepare View |
|  On receiving the request of Issue Work Completion Certificate from Supplier, system will display a link 'Issue Work Completion Certificate' | | | | | | | | | | |
| Work Completion Certificate | | | | | | | | | | |

Figure 2.24 View Link for Finalized Progress Report.

| View Progress Report | | | | | | | | | | Go Back |
|-----------------------------|-----------------------------------|---|-------------------|-----------------------|----------------------------|---------|-------------------------------|-----|------------------|---|
| Tender Detail | | | | | | | | | | |
| Tender ID : | | 251 | | | Invitation Reference No. : | | Inv. Ref No. - PKG/001/CM 006 | | | |
| Closing Date and Time : | | 13-Dec-2011 13:00 | | | Opening Date and Time : | | 13-Dec-2011 13:05 | | | |
| Procuring Entity : | | Procurement Cell of BWDB | | | | | | | | |
| Brief : | | 24x7 servicing and warrantee required for all accessories | | | | | | | | |
| Tender Status : | | Contract Awarded | | | | | | | | View Notice |
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
| Commencement Date | | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | |
| Lot No | | Lot1 | | | | | | | | |
| Lot Description | | Procurement of Computer. Laptop and UPS | | | | | | | | |
| Progress Report No | List of Finalized Progress Report | | | | | | | | | Action |
| 1 | Progress Report as on 26-Dec-2011 | | | | | | | | | View Upload / View Document |
| 2 | Progress Report as on 26-Dec-2011 | | | | | | | | | View Upload / View Document |

Figure 2.25 List View of Finalized Progress Reports.

Here he will get **View** and **Upload/View Document** links in **Action** column.

Through the **View** link, PE can see the finalized progress report.

| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|-------------------|---------------------|---|-------------------|---------------------------|--------------|----------------------|------------------|---------|------------------|-----|
| Commencement Date | | Delivery Schedule | | Progress Report | Payment | Contract Termination | | | | |
| Lot No | | Lot1 | | | | | | | | |
| Lot Description | | Procurement of Computer, Laptop and UPS | | | | | | | | |
| Item No. | Description of Item | Measurement Unit | Quantity | Qty Accepted till this PR | Qty Accepted | Qty Pending | Date of Delivery | Remarks | | |
| 1 | Desktop Computer | Nos. | 20,000 | 6,000 | 6,000 | 14,000 | 25-Dec-2011 | Ok | | |
| 2 | Laptop Computer | Nos. | 10,000 | 4,000 | 4,000 | 6,000 | 25-Dec-2011 | Ok | | |
| 3 | 10 KVA UPS | Nos. | 5,000 | 1,000 | 1,000 | 4,000 | 25-Dec-2011 | OK | | |

Figure 2.26 Detail View of Finalized Progress Report.

Using *Upload/View Document* link, PE can check the uploaded documents and also can upload some other file, if required.

Progress Report Reference Document [Go Back](#)

| Item No. | Description of Item | Measurement Unit | Quantity | Qty Accepted till this PR | Qty Accepted | Qty Pending | Date of Delivery | Remarks |
|----------|---------------------|------------------|----------|---------------------------|--------------|-------------|------------------|---------|
| 1 | Desktop Computer | Nos. | 20,000 | 6,000 | 6,000 | 14,000 | 25-Dec-2011 | Ok |
| 2 | Laptop Computer | Nos. | 10,000 | 4,000 | 4,000 | 6,000 | 25-Dec-2011 | Ok |
| 3 | 10 KVA UPS | Nos. | 5,000 | 1,000 | 1,000 | 4,000 | 25-Dec-2011 | OK |

File Uploaded Successfully

Note: Supporting Documents may be Quality Check document, Invoices, Delivery Challan, Measurement Book, etc

Document :

Description :

Instructions

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

Acceptable File Types **bmp, doc, docx, gif, jpeg, jpg, pdf, png, rar, xls, xlsx, zip, bt**

A file path may contain any below given special characters: (Space, -, _, \)

| S. No. | File Name | File Description | File Size (in KB) | Action |
|--------|------------------------------|---------------------------|-------------------|---|
| 1 | ProgressReportReference.xlsx | Progress Report Reference | 8 | <input type="button" value="Download"/> <input type="button" value="Delete"/> |

Figure 2.27 View of Upload/Download Link.

PE also can download and delete the uploaded file by clicking the respective buttons in Action column.

Variation Order – Works Contract

The objective of Variation order is to help PE to change the quantity of any item in the BoQ forms. PE can also add any item in the BoQ forms if necessary. After changing the quantity of any item or adding new item PE send notification to contractor which the contractor have to accept.

| Notice | Document | Pre Tend. Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|-------------------|---------------------------|------------------------------|---|---------|----------------------|--|-----|------------------|-----|
| Commencement Date | | Work Program | Progress Report | Payment | Contract Termination | | | | |
| Lot No | | 1 | | | | | | | |
| Lot Description | | RFQ Works PW1(A)-1 | | | | | | | |
| Item No. | BoQ | Work Program submission date | Action | | | Variation Order | | | |
| 1 | BoQ of Bill of Quantities | 10-Jan-2012 11:52 | View Edit Dates View History Upload / Download Document | | | Variation Order history Upload / Download Document | | | |
| BOQ Forms | | View | | | | | | | |

Figure 2.28 View of Variation Order Link.

PE can create variation order by clicking on **Variation Order** link. In the variation order page PE can change the quantity of any item in the BoQ form. PE can also add new item in the BoQ form by clicking **Add Item** in the variation order page. PE can also remove the new added item by selecting the **checkbox** of that particular item and clicking **Remove Item**. After updating items in the variation order PE can complete variation order by clicking **Submit** button.

| Check | Item No. | Group | Description of Item | Measurement Unit | Quantity | Unit Rate | Start Date | End Date | Total |
|--------------------------|----------|-----------|---------------------|------------------|-------------|-----------|-------------|-------------|-------------|
| | 1 | Primary | Brick | Nos | 2000000.000 | 2.123 | 05-Jan-2012 | 14-Jan-2012 | 4246000.000 |
| | 2 | Primary | Rod | Tons | 300.000 | 3.123 | 05-Jan-2012 | 14-Jan-2012 | 936.900 |
| | 3 | Secondary | Sand | Cft | 14500.000 | 6.123 | 05-Jan-2012 | 14-Jan-2012 | 88783.500 |
| | 4 | Secondary | Cement | Kgs | 2000.000 | 4.123 | 05-Jan-2012 | 14-Jan-2012 | 8246.000 |
| | 5 | Secondary | Concrete | Kgs | 2000.000 | 10.321 | 05-Jan-2012 | 14-Jan-2012 | 20642.000 |
| <input type="checkbox"/> | 6 | Secondary | Concrete material | Kgs | 400.00 | 2.123 | 05-Jan-2012 | 14-Jan-2012 | 849.200 |
| Grand Total : | | | | | | | | | 4365457.600 |

Figure 2.29 Creation of Variation Order.

After creating variation order PE has to create Workflow by clicking **Create Workflow** link.

| Notice | Document | Pre Tend. Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|-------------------|---------------------------|------------------------------|---|---------|----------------------|--|-----|------------------|-----|
| Commencement Date | | Work Program | Progress Report | Payment | Contract Termination | | | | |
| Lot No | 1 | | | | | | | | |
| Lot Description | RFQ Works PW1(A)-1 | | | | | | | | |
| Item No. | BoQ | Work Program submission date | Action | | | Variation Order | | | |
| 1 | BoQ of Bill of Quantities | 10-Jan-2012 11:52 | View Edit Dates View History Upload / Download Document | | | Create Workflow Variation Order history Upload / Download Document | | | |
| BOQ Forms | | View | | | | | | | |

Figure 2.30 View of Create Workflow Link.

In the Workflow Details PE has to fill up the field of **No. of Reviewer** and **No. of days for file Escalation**. Then PE has to click on **Submit** button.

| Workflow Details | | Go back to Dashboard |
|---------------------------------------|----------------------------------|--------------------------------------|
| Workflow : | | |
| Module : | Contract Management System (CMS) | |
| Process : | Variation Order | |
| No. of Reviewers : * | <input type="text"/> | |
| No. of Days for File Escalation : * | <input type="text"/> | |
| <input type="button" value="Submit"/> | | |

Figure 2.31 View of Workflow Details.

After that PE has to add user in the Workflow page by filling up the field **Starts by** and **Ends by** in the Workflow Column and the fields in the Procurement Role Column. After that PE can finish the Workflow process by clicking **Submit** button.

| Workflow : Add Users | | | | |
|----------------------|---------------|------------------|----------------------------------|--------|
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | Action |
| 1 | Starts By | PE | PE User CE | |
| 2 | Ends By | PE | PE User CE | |

Submit

Figure 2.32 View of Workflow Add users.

After creating the workflow PE can send the variation order notification to the contractor by clicking on **Issue to Contractor**. In the issue to contractor page PE can see the list of items that has been updated in the BoQ form. PE send the notification to contractor by clicking on **Send to Contractor** button.

| | | | | | | | | | |
|--------|----------|-------------------|-----------------------|---------|---------|------------|-----|------------------|------------|
| Notice | Document | Pre Tend. Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|--------|----------|-------------------|-----------------------|---------|---------|------------|-----|------------------|------------|

| | | | | |
|-------------------|---------------------|-----------------|---------|----------------------|
| Commencement Date | Work Program | Progress Report | Payment | Contract Termination |
|-------------------|---------------------|-----------------|---------|----------------------|

| | |
|-----------------|--------------------|
| Lot No | 1 |
| Lot Description | RFQ Works PW1(A)-1 |

| Item No. | BoQ | Work Program submission date | Action | Variation Order |
|----------|---------------------------|------------------------------|--|--|
| 1 | BoQ of Bill of Quantities | 10-Jan-2012 11:52 | View Edit Dates View History Upload / Download Document | Issue to Contractor Variation Order history Upload / Download Document |

BOQ Forms [View](#)

Figure 2.33 View of Issue to Contractor Link.

| | |
|-----------------|--------------------|
| Lot No | 1 |
| Lot Description | RFQ Works PW1(A)-1 |

New Items added in Original BoQ

Items Updated in Original BoQ

| Item No. | Group | Description of Item | Measurement Unit | Quantity | Unit Rate | Start Date | End Date |
|----------|-----------|---------------------|------------------|----------|-----------|-------------|-------------|
| 5 | Secondary | Concrete | Kgs | 2000.000 | 10.321 | 05-Jan-2012 | 14-Jan-2012 |

Send to Contractor

Figure 2.34 View of issuing variation order to Contractor.

PE can view the variation order that is issued to Contractor but not accepted by Contractor by clicking on **View** link.

| Notice | Document | Pre Tend. Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|-------------------|---------------------------|------------------------------|---|---------|----------------------|---|-----|------------------|-----|
| Commencement Date | | Work Program | Progress Report | Payment | Contract Termination | | | | |
| Lot No | 1 | | | | | | | | |
| Lot Description | RFQ Works PW1(A)-1 | | | | | | | | |
| Item No. | BoQ | Work Program submission date | Action | | | Variation Order | | | |
| 1 | BoQ of Bill of Quantities | 10-Jan-2012 11:52 | View Edit Dates View History Upload / Download Document | | | View Variation Order history Upload / Download Document | | | |
| BOQ Forms | | View | | | | | | | |

Figure 2.35 View of Variation Order View Link.

In the View Variation Order Page PE can see the Workflow Details that PE have created during the variation order.

| Workflow Details | | | | | Go back to Dashboard |
|-------------------------|----------------------------------|------------------|----------------------------------|-----------|--------------------------------------|
| Workflow : | | | | | |
| Module : | Contract Management System (CMS) | | | Process : | Variation Order |
| No. of Reviewers : | 0 | | | | |
| Workflow Level : | | | | | |
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | | File On Hand |
| 1 | Starts By | PE | PE User,CE | | YES |
| 2 | Ends By | PE | PE User,CE | | NO |

Figure 2.36 View of Workflow details.

PE can see the history of Variation order by clicking on **Variation Order History** link.

| Notice | Document | Pre Tend. Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|-------------------|---------------------------|------------------------------|---|---------|----------------------|--|-----|------------------|-----|
| Commencement Date | | Work Program | Progress Report | Payment | Contract Termination | | | | |
| Lot No | 1 | | | | | | | | |
| Lot Description | RFQ Works PW1(A)-1 | | | | | | | | |
| Item No. | BoQ | Work Program submission date | Action | | | Variation Order | | | |
| 1 | BoQ of Bill of Quantities | 10-Jan-2012 11:52 | View Edit Dates View History Upload / Download Document | | | Variation Order Variation Order history Upload / Download Document | | | |
| BOQ Forms | | View | | | | | | | |

Figure 2.37 View of Variation Order history Link.

In the Variation Order History page PE can see the list of all the variation order that has been issued. By clicking on the **View** button PE can see any particular variation order.

| Notice | Document | Pre Tend. Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|-------------------|--------------------|------------------------|-----------------------|---------|----------------------|------------|-----|----------------------|-----|
| Commencement Date | | Work Program | Progress Report | Payment | Contract Termination | | | | |
| Lot No | 1 | | | | | | | | |
| Lot Description | RFQ Works PW1(A)-1 | | | | | | | | |
| Item No. | Variation Orders | Creation Date and time | | | Created By | | | Action | |
| 1 | Variation Order-1 | 10-Jan-2012 12:01 | | | PE User | | | View | |
| 2 | Variation Order-2 | 10-Jan-2012 12:15 | | | PE User | | | View | |

Figure 2.38 View of List of variation orders Link.

| Lot No | 1 | | | | | | | |
|---|--------------------|---------------------|------------------|----------|-----------|-------------|-------------|--|
| Lot Description | RFQ Works PW1(A)-1 | | | | | | | |
| New Items added in Original BoQ Items Updated in Original BoQ | | | | | | | | |
| Item No. | Group | Description of Item | Measurement Unit | Quantity | Unit Rate | Start Date | End Date | |
| 4 | Secondary | Cement | Kgs | 2000.000 | 4.123 | 05-Jan-2012 | 14-Jan-2012 | |
| 6 | Secondary | Concrete material | Kgs | 400.000 | 2.123 | 05-Jan-2012 | 14-Jan-2012 | |

Figure 2.39 View of Variation order details.

Upload/Download Documents

PE can upload or download any reference document related to variation order by clicking **Upload/Download Document** link in action column.

| Notice | Document | Pre Tend. Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|-------------------|---------------------------|------------------------------|-----------------------|---------|--|------------|-----|---|-----|
| Commencement Date | | Work Program | Progress Report | Payment | Contract Termination | | | | |
| Lot No | 1 | | | | | | | | |
| Lot Description | RFQ Works PW1(A)-1 | | | | | | | | |
| Item No. | BoQ | Work Program submission date | | | Action | | | Variation Order | |
| 1 | BoQ of Bill of Quantities | 10-Jan-2012 11:52 | | | View Edit Dates View History Upload / Download Document | | | Variation Order history. Upload / Download Document | |
| BOQ Forms | | View | | | | | | | |

Figure 2.40 View of Upload/Download Document Link.

In the variation order document upload page PE can upload document using the **Browse** button and finalize the uploading by clicking **Upload** button.

Variation Order Reference Document Go Back

Document : Browse...

Description :

Instructions

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

Acceptable File Types **bmp, doc, docx, gif, jpeg, jpg, pdf, png, rar, xls, xlsx, zip, txt**

A file path may contain any below given special characters: (Space, -, _, \)

| S. No. | File Name | File Description | File Size (in KB) | Uploaded By | Action |
|-------------------|-----------|------------------|-------------------|-------------|--------|
| No records found. | | | | | |

Figure 2.41 View of Variation Order Reference Document.

Variation Order – Service Contract

The objective of Variation order is to help PE to change the quantity of any item in the forms. PE can also add any item in the forms if necessary. After changing the quantity of any item or adding new item PE send notification to contractor which the contractor have to accept. PE can click on **Place Variation Order** link in the **Work Schedule** tab to place **Variation Order** link in the respective forms for which order can be changed. (As shown in Figure 2.42)

| Commencement Date | Work Schedule | Progress Report | Payment | Contract Termination |
|-------------------|---------------------------------------|-----------------|---------|----------------------|
| Lot No | 3101121 | | | |
| Lot Description | 310121 | | | |
| Variation Order | Place Variation Order | | | |

Figure 2.42 View of Variation Order Link.

PE can click on **Variation Order** link for any particular form to place a variation order. (As shown in Figure 2.43)

| Commencement Date | Work Schedule | Progress Report | Payment | Contract Termination |
|---------------------------------|---|---|---------------------------------|----------------------|
| Lot No | 3101121 | | | |
| Lot Description | 310121 | | | |
| Total Staff Input Report | | | | |
| Sr.No | Forms | Action | Variation Order | |
| 1 | Form e-5A5 Work Schedule | Edit View View History Upload / Download Document | Variation Order | |
| 2 | Form e-5B2 Payment Schedule | Edit View View History Upload / Download Document | Variation Order | |
| 3 | Form e-5A6 Consultant Composition | Edit View View History Upload / Download Document | Variation Order | |
| 4 | Form e-5A7 Team Composition and Task Assignments | Edit View View History Upload / Download Document | Variation Order | |
| 5 | Form e-5A8 Staffing Schedule | Edit View View History Upload / Download Document | Variation Order | |
| 6 | Form e-5B4 Breakdown of Staff Remuneration | View Upload / Download Document | Variation Order | |
| 7 | Form e-5B5 Breakdown of Reimbursable Expenses | Edit View View History Upload / Download Document | Variation Order | |
| 8 | Form e-5A9 Curriculum Vitae (CV) for | Download Document View | - | |
| 9 | Form e-5A9 Curriculum Vitae (CV) for Project Manager | Download Document View | - | |
| 10 | Form e-5A9 Curriculum Vitae (CV) for Functional Manager | Download Document View | - | |
| Sr. No. | Variation Order | Creation Date | Status | Action |

Figure 2.43 View of Variation Order Link for Forms.

In the Service work plan variation order page PE can add new items by clicking **Add Item** button. PE can also remove added items by clicking **Remove Item** button. After editing items in the variation order page PE can finalize the variation order by clicking **Submit** button. (As shown in Figure 2.44)

| Check | Sr. No. | Activity | Start Date | No. of Days | End Date | Remarks |
|--------------------------|---------|-------------|-------------|-------------|-------------|---------|
| | 1 | Development | 09-Feb-2012 | 90 | 09-May-2012 | na |
| <input type="checkbox"/> | 2 | Overview | 22-Mar-2012 | 30 | 21-Apr-2012 | na |

Figure 2.44 View of Variation Order Page.

After placing variation order PE can edit the variation order by clicking **Edit** link in the **Variation Order** column in the **Work Schedule** tab. PE can upload/download variation order reference document by clicking **Upload/Download Document** Link. Finally PE can finalize the variation order by clicking the **Finalize Variation Order** button. (As shown in Figure 2.45)

| Total Staff Input Report | | | |
|--|---|---|---|
| Sr.No | Forms | Action | Variation Order |
| 1 | Form e-5A5 Work Schedule | Edit View View History Upload / Download Document | Edit Upload / Download Document |
| 2 | Form e-5B2 Payment Schedule | Edit View View History Upload / Download Document | Variation Order |
| 3 | Form e-5A6 Consultant Composition | Edit View View History Upload / Download Document | Variation Order |
| 4 | Form e-5A7 Team Composition and Task Assignments | Edit View View History Upload / Download Document | Variation Order |
| 5 | Form e-5A8 Staffing Schedule | Edit View View History Upload / Download Document | Variation Order |
| 6 | Form e-5B4 Breakdown of Staff Remuneration | View Upload / Download Document | Variation Order |
| 7 | Form e-5B5 Breakdown of Reimbursable Expenses | Edit View View History Upload / Download Document | Variation Order |
| 8 | Form e-5A9 Curriculum Vitae (CV) for | Download Document View | - |
| 9 | Form e-5A9 Curriculum Vitae (CV) for Project Manager | Download Document View | - |
| 10 | Form e-5A9 Curriculum Vitae (CV) for Functional Manager | Download Document View | - |
| Finalize Variation Order | | | |

Figure 2.45 View of Finalizing Variation Order.

In the variation order reference document upload page PE can upload document using the **Browse** button and finalize the uploading by clicking **Upload** button. (As shown in Figure 2.46)

[Go Back](#)

Document :

Description :

Figure 2.46 View of Upload/Download Variation Order Reference Document .

After finalizing variation order PE can create workflow by clicking the **Create Workflow** in the **Action** column for that particular variation order in the **Work Schedule** tab. The status for that variation order can be seen **Finalize** in the **Status** column. (As shown in Figure 2.47)

| Sr. No. | Variation Order | Creation Date | Status | Action |
|---------|---------------------|-------------------|----------|--|
| 1 | Variation Order - 1 | 07-Feb-2012 16:38 | Finalize | View Variation Order Create Workflow |

Figure 2.47 View of Workflow creation of Variation Order.

In the Workflow Details PE has to fill up the field of **No. of Reviewer** and **No. of days for file Escalation**. Then PE has to click on **Submit** button. (As shown in Figure 2.48)

| Workflow Details | | Go back to Dashboard |
|---------------------------------------|----------------------------------|--------------------------------------|
| Workflow : | | |
| Module : | Contract Management System (CMS) | |
| Process : | Variation Order | |
| No. of Reviewers : | <input type="text"/> | |
| No. of Days for File Escalation : | <input type="text"/> | |
| Donor Concurrence Requires : | <input type="checkbox"/> | |
| <input type="button" value="Submit"/> | | |

Figure 2.48 View of Workflow Detail.

After that PE has to add user in the Workflow page by filling up the field **Starts by** and **Ends by** in the Workflow Column and the fields in the Procurement Role Column. After that PE can finish the Workflow process by clicking **Submit** button. (As shown in Figure 2.49)

| Workflow : Add Users | | | | |
|---------------------------------------|---------------|---------------------------------|----------------------------------|--------|
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | Action |
| 1 | Starts By | <input type="text" value="PE"/> | PE User CE | |
| 2 | Ends By | <input type="text" value="PE"/> | PE User CE | |
| <input type="button" value="Submit"/> | | | | |

Figure 2.49 View of Workflow User.

After creating the workflow for that particular variation order PE can send the variation order to the Contractor by clicking **Send to Consultant** link in the **Action** column. (As shown in Figure 2.50)

| Sr. No. | Variation Order | Creation Date | Status | Action |
|---------|---------------------|-------------------|----------|--|
| 1 | Variation Order - 1 | 07-Feb-2012 16:38 | Finalize | View Variation Order <input type="button" value="Send To Consultant"/> |

Figure 2.50 View of Send to Consultant link of Variation Order.

After sending the variation order to Contractor, PE can see the status of that variation order as **Sent to Consultant** in the **Status** column. (As shown in Figure 2.51)

| Sr. No. | Variation Order | Creation Date | Status | Action |
|---------|---------------------|-------------------|---|--|
| 1 | Variation Order - 1 | 07-Feb-2012 16:38 | <input type="button" value="Sent to Consultant"/> | View Variation Order View Workflow |

Figure 2.51 View of Variation Order Status.

After the variation order is accepted by Contractor, PE can see the status of that variation order as **Accepted** in the **Status** column. PE can view the variation order by clicking the **View Variation Order** link in the Action column. PE can also view the workflow by clicking the **View Workflow** link in the action column. (As shown in Figure 2.52)

| Sr. No. | Variation Order | Creation Date | Status | Action |
|---------|---------------------|-------------------|---|--|
| 1 | Variation Order - 1 | 07-Feb-2012 16:38 | <input type="button" value="Accepted"/> | View Variation Order View Workflow |

Figure 2.52 View of Variation Order Status.

| Work Schedule | | | | | |
|---------------|----------|-------------|-------------|-------------|---------|
| Sr. No. | Activity | Start Date | No. of Days | End Date | Remarks |
| 2 | Overview | 22-Mar-2012 | 30 | 21-Apr-2012 | na |

Figure 2.53 View of Variation Order.

| Workflow Details | | | | | Go back to Dashboard |
|-------------------------|----------------------------------|------------------|----------------------------------|-----------|--------------------------------------|
| Workflow : | | | | | |
| Module : | Contract Management System (CMS) | | | Process : | Variation Order |
| No. of Reviewers : | 0 | | | | |
| Workflow Level : | | | | | |
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | | File On Hand |
| 1 | Starts By | PE | PE User,CE | | YES |
| 2 | Ends By | PE | PE User,CE | | NO |

Figure 2.54 View of Variation Order Workflow Detail.

Work Completion Certificate

The objective of work completion certificate is to help PE to release work completion certificate such that full and final payment of contractors can be made. On receiving work completion certificate issue request from contractor, system will display an Issue link in the marked area.

| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------|-------------------|--|---------|---------|------------|-----|------------------|-----|-------------------|-------------------|-----------------|---------|----------------------|--------|------|--|--|--|-----------------|---|--|--|--|----------------------------------|--|--|--|--|----------|-----------------|--|--|--------|---|--|--|--|--|---|--|--|--|--|--|--|--|--|--|-----------------------------|---|--|--|--|
| <table border="1"> <thead> <tr> <th>Commencement Date</th> <th>Delivery Schedule</th> <th>Progress Report</th> <th>Payment</th> <th>Contract Termination</th> </tr> </thead> <tbody> <tr> <td>Lot No</td> <td colspan="4">Lot1</td> </tr> <tr> <td>Lot Description</td> <td colspan="4">Procurement of Computer, Laptop and UPS</td> </tr> <tr> <td colspan="5">Financial Progress Report</td> </tr> <tr> <th>Item No.</th> <th colspan="3">Progress Report</th> <th>Action</th> </tr> <tr> <td>1</td> <td colspan="3">Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A)</td> <td>Prepare View</td> </tr> <tr> <td>2</td> <td colspan="3">Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B)</td> <td>Prepare View</td> </tr> <tr> <td colspan="5"> <div style="border: 1px solid orange; padding: 5px;"> <p>⚠ On receiving the request of Issue Work Completion Certificate from Supplier, system will display a link 'Issue Work Completion Certificate'</p> </div> </td> </tr> <tr> <td>Work Completion Certificate</td> <td colspan="4"><input style="border: 1px solid red;" type="text"/></td> </tr> </tbody> </table> | | | | | | | | | | | Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination | Lot No | Lot1 | | | | Lot Description | Procurement of Computer, Laptop and UPS | | | | Financial Progress Report | | | | | Item No. | Progress Report | | | Action | 1 | Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A) | | | Prepare View | 2 | Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B) | | | Prepare View | <div style="border: 1px solid orange; padding: 5px;"> <p>⚠ On receiving the request of Issue Work Completion Certificate from Supplier, system will display a link 'Issue Work Completion Certificate'</p> </div> | | | | | Work Completion Certificate | <input style="border: 1px solid red;" type="text"/> | | | |
| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot No | Lot1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot Description | Procurement of Computer, Laptop and UPS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Financial Progress Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item No. | Progress Report | | | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A) | | | Prepare View | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B) | | | Prepare View | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid orange; padding: 5px;"> <p>⚠ On receiving the request of Issue Work Completion Certificate from Supplier, system will display a link 'Issue Work Completion Certificate'</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Completion Certificate | <input style="border: 1px solid red;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 2.55 Before getting Work Completion Certificate Issue request from Contractor.

In response to the request of the contractor for Work Completion Certificate, PE can Issue Work Completion Certificate by clicking *Issue Work Completion Certificate* link.

| | | | | | | | | | | |
|--|--|---|------------------------|-----------------------|----------------------|---------|------------|-----|------------------|------------|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
| Commencement Date | | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | |
| Lot No | | Lot1 | | | | | | | | |
| Lot Description | | Procurement of Computer | | | | | | | | |
| Financial Progress Report | | | | | | | | | | |
| Item No. | Progress Report | | | | | | | | Action | |
| 1 | Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A) | | | | | | | | Prepare View | |
| 2 | Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B) | | | | | | | | Prepare View | |
|  On receiving the request of Issue Work Completion Certificate from Supplier, system will display a link 'Issue Work Completion Certificate' | | | | | | | | | | |
| Work Completion Certificate | | Issue Work Completion Certificate | | | | | | | | |

Figure 2.56 Work Completion Certificate.

Step 1: PE has to first click on **CMS** Tab, then click on **Progress Report** tab.

Step 2: Click on the **Issue Work Completion Certificate** link.

Step 3: PE has to enter information for **Date of Issuing Work Completion Certificate**, **Vendor Rating** and **Remarks**.

For **Date of Issuing Work Completion Certificate**, the date must be current or past date. If PE enters any future date, system will show a popup message for warning and will clear the field.



Figure 2.57 Warning for Date of Issuing Work Completion Certificate.

The field value for **Is Work Completed** will come automatically from the system as whether work is completed or not.

Vendor rating is an optional field. PE can rate the vendor according to his performance as **Poor, OK, Good, Very Good and Excellent**. First he needs to click **Vendor Rating** button, then select corresponding radio button and click **Ok** button to rate the vendor.

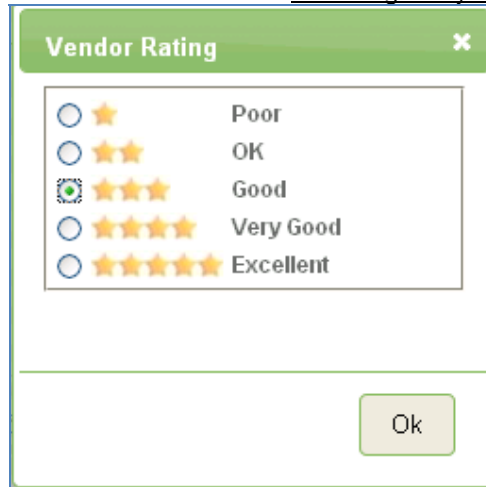


Figure 2.58 Vendors Rating.

PE must have to enter remarks field to issue the work completion certificate.

Step 4: Click on **Save** button to save the work completion certificate.

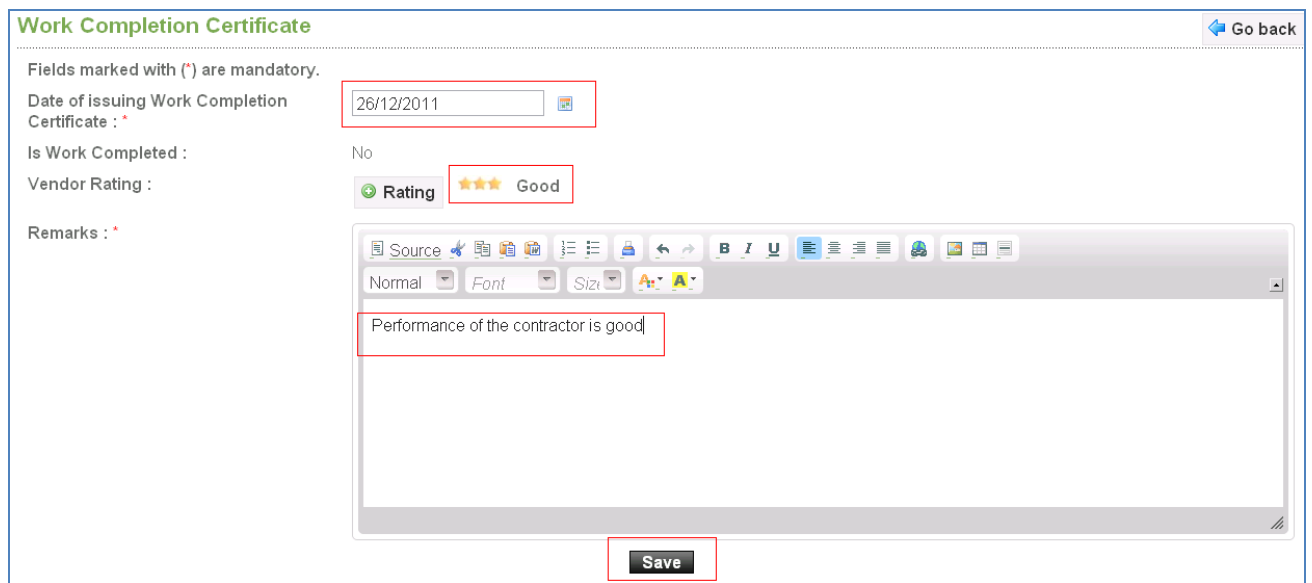


Figure 2.59 Issue Work Completion Certificate.

After Issuance of work completion certificate, PE will get an option to upload or download any related document.

Upload a Document Go back

Fields marked with (*) are mandatory.

Document : *

Description : *

Instructions

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

Acceptable File Types [jpeg](#), [jpg](#), [png](#), [bmp](#), [gif](#), [xls](#), [xlsx](#), [doc](#), [pdf](#), [docx](#), [zip](#), [rar](#)

A file path may contain any below given special characters: (Space, -, _, \)

Figure 2.60 Upload any document related to Work Completion Certificate.

| | | | | | | | | | | |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|

| | | | | |
|-------------------|-------------------|-----------------|---------|----------------------|
| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination |
|-------------------|-------------------|-----------------|---------|----------------------|

| | |
|-----------------|---|
| Lot No | Lot1 |
| Lot Description | Procurement of Computer, Laptop and UPS |

Financial Progress Report

| Item No. | Progress Report | Action |
|----------|--|--|
| 1 | Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A) | Prepare View |
| 2 | Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B) | Prepare View |

| | | |
|------------------------------------|--|---|
| Work Completion Certificate | View Work Completion Certificate | Upload / Download Files |
|------------------------------------|--|---|

Figure 2.61 Progress Report tab after Issuing Work Completion Certificate.

After issuing work completion certificate, PE can view the work completion certificate through **View Work Completion Certificate** link. After clicking this link, PE can see the issued work completion certificates along with download option for any document uploaded.

Work Completion Certificates Go back

| Certificates | Creation Date | Action |
|------------------------------------|-------------------|----------------------|
| Work plan completion certificate 1 | 27-Dec-2011 14:53 | View |

| S. No. | File Name | File Description | File Size (in KB) | Action |
|--------|--------------------------------|-----------------------------|-------------------|--------------------------|
| 1 | Workcompletioncertificate.xlsx | work Completion Certificate | 8 | Download |

Figure 2.62 Progress Report tab after Issuing Work Completion Certificate.

And he can upload or download any file related to work completion certificate using **Upload/Download Files** link. PE can upload file by first browsing the **Document**, then giving document **Description** and finally clicking **Upload** button. PE can download or delete (already uploaded file) by clicking respective button in Action column.

Upload a Document Go back

Fields marked with (*) are mandatory.

Document : *

Description : *

Instructions

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

Acceptable File Types [jpeg](#), [jpg](#), [png](#), [bmp](#), [gif](#), [xls](#), [xlsx](#), [doc](#), [pdf](#), [docx](#), [zip](#), [rar](#)

A file path may contain any below given special characters: (Space, -, _, \)

| S. No. | File Name | File Description | File Size (in KB) | Action |
|--------|--------------------------------|-----------------------------|-------------------|--------|
| 1 | Workcompletioncertificate.xlsx | work Completion Certificate | 8 | |

Figure 2.63 Upload or Download Document.

Financial Progress Report

PE can view the financial progress of a contract, by clicking **Financial Progress Report** link.

| | | | | | | | | | | |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|--------|----------|---------------|-------------------|-----------------------|---------|---------|------------|-----|------------------|-----|

| | | | | |
|-------------------|-------------------|-----------------|---------|----------------------|
| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination |
|-------------------|-------------------|-----------------|---------|----------------------|

| | |
|-----------------|-------------------------|
| Lot No | Lot1 |
| Lot Description | Procurement of Computer |

Financial Progress Report

| Item No. | Progress Report | Action |
|----------|--|----------------------|
| 1 | Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A) | View |
| 2 | Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B) | View |

Work Completion Certificate [View Work Completion Certificate](#) | [Upload / Download Files](#)

Figure 2.64 Financial Progress Report.

He can check the total contract value, all the invoices generated by contractor, invoice amount and accounts officers activity. That means all the details related to the invoice from the account officer end, as payment date, payable amount, Vat and AIT. He also can found total invoice amount generated by accounts officer till date at a glance.

| Contract Detail | | | |
|--|---|--------------------------|--|
| Contract No : | CN001 | Contract Value (in BDT): | 2075000.070 |
| Contract Start Date : | 20-Nov-2011 | Contract End Date : | 20-Dec-2012 |
| Payment Terms : | All Item 100 Percent | | |
| Supplier Name : | Nazmul & Alluvial Society | email ID : | nazmul@dohatec.net |
| Work Status : | Completed | | |
| Download Contract Document | | | |

| Total Invoice Generated by Supplier till Date (In BDT) | Total Invoice Generated by Accounts Officer till Date (In BDT) |
|--|--|
| 2075000.070 | 0 |

| Financial Details | | | | | | | |
|---------------------------|------------------------|-------------------------------|---------------------------------------|------------------------------------|-----------------------------|-----------|-----------|
| Invoice No | Status | Invoice Amount (Gross Amount) | Invoice Submission Date (By Supplier) | Payment Date (by Accounts Officer) | Payable Amount (Net Amount) | VAT(in %) | AIT(in %) |
| Invoice 1 | Invoice Accepted by PE | 175000.035 | Nov 29 2011 11:10AM | | | | |
| Invoice 2 | Invoice Accepted by PE | 1900000.035 | Nov 29 2011 11:09AM | | | | |

Figure 2.65 Detail view of Financial Progress Report.

PE also can view the invoices generated by contractor in read only mode here by clicking **Invoice No.** link

9.4 Payment

This module required for payment to be made to Contractors. Here PE can view the invoice generated by contractor and also all the finalized progress reports generated by himself.

| Notice | Document | Clarification | Pre Tender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------------------------|-----------------------------------|-----------------------|---|-------------------------------|------------|-----|------------------|-----|-------------------|-------------------|-----------------|---------|----------------------|--------|------|--|--|--|-----------------|-------------------------|--|--|--|----------------------|--|--|--|--|--------|--------------|----------------|----------------|--------------|--------|---|---------------------------|------|---------------|-------------------|---|--------------------------|--|--|--|--|--|--|--|--|--|--------|--------------|----------------|--------|--|--|----------------------|--|--|--|--|----------|-------------------|-----------------------------------|--|--|--------|---|--|--------------------|-----------------------------------|--------|----------|--------|---|-----------------------------------|----------------------|--------------------------|-------------------------------|---|-----------------------------------|----------------------|--|--|---|-----------------------------------|----------------------|--|--|---|-----------------------------------|----------------------|--|--|---|--|--------------------|-----------------------------------|--------|----------|--------|---|-----------------------------------|----------------------|--------------------------|-------------------------------|---|-----------------------------------|----------------------|--|--|
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| Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot No | Lot1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot Description | Procurement of Computer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Performance Security | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S. No. | Company Name | Payment Status | Payment Amount | Payment Date | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Nazmul & Alluvial Society | Paid | Taka 83000.00 | 20-Nov-2011 02:31 | Payment Details Compensiate Request | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Performance Security | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Request Bank Guarantee for Additional Performance Security | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S. No. | Company Name | Payment Status | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No records available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item No. | Delivery Schedule | List of Finalized Progress Report | | | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Delivery Schedule of Price and Delivery Schedule for Goods (Form e-PG2-2A) | Progress Report No | List of Finalized Progress Report | Action | Invoices | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | Progress Report as on 21-Nov-2011 | View | Invoice1 | Invoice Generated by Supplier | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | Progress Report as on 21-Nov-2011 | View | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 3 | Progress Report as on 21-Nov-2011 | View | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 4 | Progress Report as on 28-Nov-2011 | View | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Delivery Schedule of Price and Completion Schedule for Related Services (Form e- PG2-2B) | Progress Report No | List of Finalized Progress Report | Action | Invoices | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | Progress Report as on 21-Nov-2011 | View | Invoice1 | Invoice Generated by Supplier | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | Progress Report as on 28-Nov-2011 | View | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 2.66 Payment Tab.

To Generate the Invoice, PE is required to follow these steps:

Step 1: PE has to first click on *CMS* Tab, then click on *Payment* tab.

Step 2: Click on *Invoice* link in *Invoices* column.

Step 3: Enter remarks in *Remarks* field. PE can upload any document by *Upload* link and also can download any document uploaded by contractor as invoice reference. And finally click on *Accept* or *Reject* button. After accept or reject, a confirmation will be automatically sent to contractor by the system.

| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|-------------------|-----------------------------|---|-----------------------|-----------------------|----------------------|---------|------------|-----|------------------|-----|
| Commencement Date | | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | |
| S.No | Description | Unit of Measurement | Invoice Qty | Invoice Amount | | | | | | |
| 1 | Desktop Computer | Nos. | 20.00 | 1100000.020 | | | | | | |
| 2 | Laptop Computer | Nos. | 10.00 | 750000.010 | | | | | | |
| 3 | UPS | Nos. | 5.00 | 50000.005 | | | | | | |
| | | | Total Amount (In BDT) | 1900000.035 | | | | | | |
| Upload document | | Upload | | | | | | | | |
| Item No. | File Name | File Description | File Size (in KB) | Uploaded by | Action | | | | | |
| 1 | InvoiceReportReference.xlsx | Invoice Report Reference | 8 | Supplier | | | | | | |
| Remarks * | | Accepted | | | | | | | | |
| | | <input type="button" value="Accept"/> <input type="button" value="Reject"/> | | | | | | | | |

Figure 2.67 View Invoice.

| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS | | | | | | | | | | | | |
|--|--|--|-----------------------------------|-----------------------|---|----------|-------------------------------|-----|------------------|-----|--------|--------------|----------------|----------------|----------------------|--------|---|---------------------------|------|---------------|-------------------|---|
| Commencement Date | | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | | | | | | | | | | | | | |
| <div style="text-align: center;"> ✔ Invoice Accepted </div> | | | | | | | | | | | | | | | | | | | | | | |
| Lot No | | Lot1 | | | | | | | | | | | | | | | | | | | | |
| Lot Description | | Procurement of Computer | | | | | | | | | | | | | | | | | | | | |
| Performance Security | | <table border="1"> <thead> <tr> <th>S. No.</th> <th>Company Name</th> <th>Payment Status</th> <th>Payment Amount</th> <th>Payment Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nazmul & Alluvial Society</td> <td>Paid</td> <td>Taka 83000.00</td> <td>20-Nov-2011 02:31</td> <td> Payment Details Compensiate Request </td> </tr> </tbody> </table> | | | | | | | | | S. No. | Company Name | Payment Status | Payment Amount | Payment Date | Action | 1 | Nazmul & Alluvial Society | Paid | Taka 83000.00 | 20-Nov-2011 02:31 | Payment Details Compensiate Request |
| S. No. | Company Name | Payment Status | Payment Amount | Payment Date | Action | | | | | | | | | | | | | | | | | |
| 1 | Nazmul & Alluvial Society | Paid | Taka 83000.00 | 20-Nov-2011 02:31 | Payment Details Compensiate Request | | | | | | | | | | | | | | | | | |
| New Performance Security | | Request Bank Guarantee for Additional Performance Security | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>S. No.</th> <th>Company Name</th> <th>Payment Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="4">No records available</td> </tr> </tbody> </table> | | | | | | | | | S. No. | Company Name | Payment Status | Action | No records available | | | | | | | |
| S. No. | Company Name | Payment Status | Action | | | | | | | | | | | | | | | | | | | |
| No records available | | | | | | | | | | | | | | | | | | | | | | |
| Item No. | Delivery Schedule | List of Finalized Progress Report | | | | Status | | | | | | | | | | | | | | | | |
| 1 | Delivery Schedule of Price and Delivery Schedule for Goods (Form e-PG2-2A) | Progress Report No | List of Finalized Progress Report | | Action | Invoices | Status | | | | | | | | | | | | | | | |
| | | 1 | Progress Report as on 21-Nov-2011 | | View | Invoice1 | Invoice Accepted by PE | | | | | | | | | | | | | | | |
| | | 2 | Progress Report as on 21-Nov-2011 | | View | | | | | | | | | | | | | | | | | |
| | | 3 | Progress Report as on 21-Nov-2011 | | View | | | | | | | | | | | | | | | | | |
| | | 4 | Progress Report as on 28-Nov-2011 | | View | | | | | | | | | | | | | | | | | |
| 2 | Delivery Schedule of Price and Completion Schedule for Related Services (Form e- PG2-2B) | Progress Report No | List of Finalized Progress Report | | Action | Invoices | Status | | | | | | | | | | | | | | | |
| | | 1 | Progress Report as on 21-Nov-2011 | | View | Invoice1 | Invoice Generated by Supplier | | | | | | | | | | | | | | | |
| | | 2 | Progress Report as on 28-Nov-2011 | | View | | | | | | | | | | | | | | | | | |

Figure 2.68 Invoice accepted by PE.

Performance Security

PE can check the performance security related information paid by the contractor. To check the payment details of the performance security, PE needs to click on **Payment Details** link in the **Action** column of **Performance Security** block.

| | |
|---|---|
| Package No. : | e-Tender: PKG/001/CM 005 |
| Package Description : | Procurement of Computer, Laptop and UPS |
| Lot No. : | Lot1 |
| Lot Description : | Procurement of Computer |
| View reference document | |
| Payment Status : | Paid |
| Email ID : | nazmul@dohatec.net |
| Bank Name : | Test Bank |
| Branch Name : | Dhaka |
| Branch Maker : | Naz Maker |
| Payment For : | Performance Security |
| Currency : | BDT |
| Amount : | Taka 83000.00 |
| Mode of Payment : | Pay Order |
| Instrument No. : | KA 908765 |
| Issuing Bank : | Agrani Bank |
| Issuing Bank Branch : | Principal Branch |
| Issuance Date : | 20-Nov-2011 |
| Validity Date : | 20-Nov-2012 |
| Date and Time of Payment : | 20-Nov-2011 02:31 |
| Remarks : | paid |

Figure 2.69 View of Performance security payment details.

When contractor makes a request for releasing performance security, PE will get a confirmation by the system automatically.

PE also can compensate request by clicking **Compensiate Request** link in **Action** column. Then PE needs to enter **Compensiate Amount** and **Remarks**. Then click on **Submit** button. After submission PE will get a confirmation message as **Payment forfeit request submitted successfully**. At the same time, system will send a notification to Contractor as well as Bank in this regard.

Compensiate Payment

[Go Back](#)

| Tender Detail | | | |
|--------------------------------|---|-----------------------------------|-------------------------------|
| Tender ID : | 189 | Invitation Reference No. : | Inv. Ref No. - PKG/001/CM 005 |
| Closing Date and Time : | 20-Nov-2011 12:10 | Opening Date and Time : | 20-Nov-2011 12:12 |
| Procuring Entity : | Procurement Cell of BWDB | | |
| Brief : | Procurement of Computer, Laptop and UPS | | |
| Tender Status : | Contract Awarded | | View Notice |

| | | | |
|---|--|--------------------------|--|
| Package No. : | e-Tender: PKG/001/CM 005 | | |
| Package Description : | Procurement of Computer, Laptop and UPS | | |
| Lot No. : | Lot1 | | |
| Lot Description : | Procurement of Computer | | |
| Fields marked with (*) are mandatory | | | |
| Payment Status : | Paid | | |
| Email ID : | nazmul@dohatec.net | | |
| Bank Name : | Test Bank | | |
| Branch Name : | Dhaka | | |
| Branch Maker : | Naz Maker | | |
| Branch Checker : | Test Bank | | |
| Payment For : | Performance Security | | |
| Currency : | BDT | | |
| Compensiate Amount : * | <input type="text" value="100000"/> | Balance value : [-17000] | |
| Amount : | Taka 83000.00 | | |
| Mode of Payment : | Pay Order | | |
| Instrument No. : | KA 908765 | | |
| Issuing Bank : | Agrani Bank | | |
| Issuing Bank Branch : | Principal Branch | | |
| Issuance Date : | 20-Nov-2011 | | |
| Validity Date : | 20-Nov-2012 | | |
| Date of Payment : | 20-Nov-2011 02:31 | | |
| Branch Maker Remarks : | paid | | |
| Remarks : * | <input type="text" value="Compensiate"/> | | |
| <input type="button" value="Submit"/> | | | |

Figure 2.70 Compensiate payments.

New Performance Security

PE can ask Bank Guarantee for Additional Performance Security.

Step 1: PE has to first click on *CMS* Tab, then click on *Payment* tab.

Step 2: Click on [Request Bank Guarantee for Additional Performance Security](#) link for *New Performance Security*.

Step 3: After entering all required fields, click on *Save* button.

Bank Guarantee/Pay Order/Bank Draft for New Performance Security Go back

Amount (In BDT) : *

Last Date of Submission : *

Validity in No. of Days : *

Last Date of Validity :

Remarks :

Figure 2.71 Request Bank Guarantee for Additional Performance Security

After this request made by PE, Contractor and Bank will get a system generated e-mail notification. Until contractor makes the payment, the Payment Status will be shown to PE as **Pending**.

| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS | | | | | | | | | | | | |
|--------------------------|---------------------------|--|----------------------|-----------------------|---|---------|------------|-----|------------------|-----|--------|--------------|----------------|----------------|--------------|--------------|---------|---------------------------|------|---------------|-------------------|---|
| Commencement Date | | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | | | | | | | | | | | | | | |
| Lot No | | Lot1 | | | | | | | | | | | | | | | | | | | | |
| Lot Description | | Procurement of Computer | | | | | | | | | | | | | | | | | | | | |
| Performance Security | | <table border="1"> <thead> <tr> <th>S. No.</th> <th>Company Name</th> <th>Payment Status</th> <th>Payment Amount</th> <th>Payment Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nazmul & Alluvial Society</td> <td>Paid</td> <td>Taka 83000.00</td> <td>20-Nov-2011 02:31</td> <td>Payment Details (Compensiate)</td> </tr> </tbody> </table> | | | | | | | | | S. No. | Company Name | Payment Status | Payment Amount | Payment Date | Action | 1 | Nazmul & Alluvial Society | Paid | Taka 83000.00 | 20-Nov-2011 02:31 | Payment Details (Compensiate) |
| S. No. | Company Name | Payment Status | Payment Amount | Payment Date | Action | | | | | | | | | | | | | | | | | |
| 1 | Nazmul & Alluvial Society | Paid | Taka 83000.00 | 20-Nov-2011 02:31 | Payment Details (Compensiate) | | | | | | | | | | | | | | | | | |
| New Performance Security | | Request Bank Gurantee for Additional Performance Security | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>S. No.</th> <th>Company Name</th> <th>Payment Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Tenderer Two</td> <td style="border: 1px solid red;">Pending</td> <td>View</td> </tr> </tbody> </table> | | | | | | | | | S. No. | Company Name | Payment Status | Action | 1 | Tenderer Two | Pending | View | | | | |
| S. No. | Company Name | Payment Status | Action | | | | | | | | | | | | | | | | | | | |
| 1 | Tenderer Two | Pending | View | | | | | | | | | | | | | | | | | | | |

Figure 2.72 View of Payment Tab after Request Bank Guarantee for Additional Performance Security.

9.5 Contract Termination

Any contract can be terminated within the contract period. Contract can be terminated for the reasons as: Force Majeure, Tenderer Bankruptcy, Non Payment of Bills, Delays, Liquidated damages beyond 10%, Not following STD & Contract Norms, Contractor / Consultant stops the work

Step 1: PE has to first click on **CMS** Tab, then click on **Contract Termination** tab.

Step 2: Click on [Terminate](#) link to terminate the contract.

Contract Termination

Tender Detail

Tender ID : 81 Invitation Reference No. : Naz-IRN: 0101
 Closing Date and Time : 26-Jul-2011 09:10 Opening Date and Time : 26-Jul-2011 09:15
 Procuring Entity : Procurement Cell of BWDB
 Brief : 5 yr exp
 Tender Status : [View Notice](#)

Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | **CMS**

Commencement Date | Work Program | Progress Report | Payment | **Contract Termination**

| | |
|----------------------|--|
| Lot No. | 1 |
| Lot Description | 10 km road |
| Contract Termination | Terminate Contract Termination History |

Figure 2.73 Contract Termination Tab.

Step 3: Select *Contract Termination Date* and *Select Reason For Contract Termination*. Enter *Payment Settlement Amount* and *Remarks for Payment Settlement amount* and then in detail *Reason for Termination*.

Step 4: Click on the *Terminate* Button to terminate the contract. PE also can upload any reference document for the termination of contract.

Contract Termination Page [Go back](#)

Fields marked with (*) are mandatory.

Select Contract Termination Date : * 30-Nov-2011

Select Reason for Contract Termination : *

- Force Majeure
- Tenderer Bankruptcy
- Non Payment of Bills
- Delays
- Liquidated damages beyond 10%
- Not following STD & Contract Norms
- Contractor/Consultant stops the work

Payment Settlement Amount (In BDT) : 500000

Remarks for Payment Settlement Amount : Need to pay

Reason For Termination : *

Delay and not following STD |

Terminate

Figure 2.74 Contract Termination Page.

After terminating the contract, PE will get several options as ***View Contract Termination Detail, Edit Contract Termination, Upload/Download Files, Create Workflow*** and ***Contract Termination History*** link.

| | | | | | | | | | | |
|----------------------|----------|---|-------------------|-----------------------|----------------------|---------|------------|-----|------------------|-----|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
| Commencement Date | | Work Program | Progress Report | Payment | Contract Termination | | | | | |
| Lot No. | | 1 | | | | | | | | |
| Lot Description | | 10 km road | | | | | | | | |
| Contract Termination | | View Contract Termination Detail Edit Contract Termination Upload/Download Files Create Workflow Contract Termination History | | | | | | | | |

Figure 2.75 View of Contract Termination Tab after Terminating a Contract.

PE can view Contract Termination Page by clicking on ***View Contract Termination Detail*** link.

| Contract Termination Page | |
|--|--|
| Date of Termination : | 30-Nov-2011 12:23 |
| Type of Reason : | Delays Not following STD & Contract Norms |
| Status : | pending |
| Payment Settlement Amount (In BDT) : | 500000.000 |
| Remarks for Payment Settlement Amount : | Need to pay |
| Reason For Termination : | Delay and not following STD. |

Figure 2.76 View of Contract Termination Detail.

PE can edit Contract Termination detail by clicking on ***Edit Contract Termination*** link, putting desired values in the fields and then clicking ***Edit Terminate***.

Edit Contract Termination Page Go back

Fields marked with (*) are mandatory.

Select Contract Termination Date : *

Select Reason for Contract Termination : *

- Force Majeure
- Tenderer Bankruptcy
- Non Payment of Bills
- Delays
- Liquidated damages beyond 10%
- Not following STD & Contract Norms
- Contractor/Consultant stops the work

Payment Settlement Amount (In BDT) :

Remarks for Payment Settlement Amount :

Reason For Termination : *

Source

Format Font Size

Delay and not following STD.

Edit Terminate

Figure 2.77 Edit Contract Termination.

PE can create workflow for contract termination. To create the workflow, PE needs to click on **Create Workflow** link. Enter value for required fields and on **Submit**, workflow will be created. Then PE can add users to workflow.

Workflow Details

Contract Detail

Workflow :

Module : Contract Management System (CMS)

Process : Contract Termination

No. of Reviewers : *

No. of Days for File Escalation : *

Submit

Figure 2.78 Create Workflow for Contract Termination.

| Contract Detail | | | | |
|---------------------------------------|---------------|------------------|--------------------------------------|--------|
| Workflow : Add Users | | | | |
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | Action |
| 1 | Starts By | PE | Dohatec New Media Executive Engineer | |
| 2 | Ends By | PE | Dohatec New Media Executive Engineer | |
| <input type="button" value="Submit"/> | | | | |

Figure 2.79 Add Users in Workflow for Contract Termination.

After completion of the workflow creation, the **Create Workflow** link in contract termination tab will be changed to **Process and Publish**.

| | | | | | | | | | | |
|----------------------|---|---------------|-------------------|-----------------------|----------------------|---------|------------|-----|------------------|-----|
| Notice | Document | Clarification | PreTender Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
| Commencement Date | | Work Program | Progress Report | Payment | Contract Termination | | | | | |
| Lot No. | 1 | | | | | | | | | |
| Lot Description | 10 km road | | | | | | | | | |
| Contract Termination | View Contract Termination Detail Upload/Download Files Process and Publish Contract Termination History | | | | | | | | | |

Figure 2.80Contract Termination tab After Workflow creation.

When PE clicks **Process and Publish** link, he will find termination detail along with **Approve** and **Reject** button. After clicking the appropriate button, PE will get a confirmation message as **Contract Termination status is approved** or **Contract Termination status is rejected**.

Contract Termination Page

Date of Termination : 2011-11-30 12:23:05.897

Type of Reason : Delays
Not following STD & Contract Norms

Status : pending

Reason For Termination : Delay and not following STD.

Figure 2.81 Process and Publish Contract Termination.

PE also can view contract termination history by clicking ***Contract Termination History*** link.

| Contract Termination History | | Go Back |
|--------------------------------|--------------------------|---|
| Tender Detail | | |
| Tender ID : | 81 | Invitation Reference No. : Naz-IRN: 0101 |
| Closing Date and Time : | 26-Jul-2011 09:10 | Opening Date and Time : 26-Jul-2011 09:15 |
| Procuring Entity : | Procurement Cell of BWDB | |
| Brief : | 5 yr exp | |
| Tender Status : | | View Notice |
| Contract Detail | | |
| Lot No. | 1 | |
| Lot Description | 10 km road | |
| View History | | |
| No. of History | | |
| View History 1 | | |

Figure 2.82 Contract Termination History.

| View History | | Print Go Back |
|--------------------------|--|---|
| Tender Detail | | |
| Tender ID : | 81 | Invitation Reference No. : Naz-IRN: 0101 |
| Closing Date and Time : | 26-Jul-2011 09:10 | Opening Date and Time : 26-Jul-2011 09:15 |
| Procuring Entity : | Procurement Cell of BWDB | |
| Brief : | 5 yr exp | |
| Tender Status : | Contract Awarded | View Notice |
| Contract Detail | | |
| Lot No. | 1 | |
| Lot Description | 10 km road | |
| Date of Termination : | 30-Nov-2011 12:23 | |
| Type of Reason : | Delays Not following STD & Contract Norms | |
| Status : | approved | |
| Reason For Termination : | Delay and not following STD. | |

Figure 2.83 View History.

6. Repeat Order

Repeat Order is applicable only in case of Goods Contract. Repeat Order tab is under CMS tab for only Goods Contract. PE cannot add new items in the repeat order only can change the quantity of items and/or no. of days.


| Notice | Document | Clarification | Pre Tend. Meeting | Corrigendum/Amendment | Payment | Opening | Evaluation | NOA | Contract Signing | CMS |
|---|---|-------------------|-------------------|-----------------------|---------|----------------------|------------|-----|------------------|-----|
| Repeat Order | | Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination | | | | |
| Lot No | | 1 | | | | | | | | |
| Lot Description | | Material | | | | | | | | |
|  Please click on 'Repeat Order' link to place Repeat Order | | | | | | | | | | |
| Item No. | Delivery Schedule | | | | Action | | | | | |
| 1 | Consolidate of Price and Delivery Schedule for Goods (Form e-PG3-3A) | | | | View | Repeat Order | | | | |
| 2 | Consolidate of Price and Delivery Schedule for Related Services (Form e-PG3-3B) | | | | View | Repeat Order | | | | |
| WorkFlow Configuration | | | | | | | | | | |

Figure 2.84 View of Repeat Order Link.

PE can see the Repeat Order link in the action column after the particular contract is completed and all items are accepted at progress report. PE can go to the repeat order page by clicking **Repeat Order** link.

In the Repeat Order page PE can change the quantity of items and no. of days. PE can finalize the repeat order by clicking **Submit** button.

| | | | | | | | | Remove Item |
|--------------------------|----------|---------------------|------------------|-------------------------------------|------------|---------------------------------|-----------------------|-------------|
| Delete | Item No. | Description of Item | Measurement Unit | Quantity | Unit Rate | No. of Days | Total rate | |
| <input type="checkbox"/> | 1 | Software | No. | <input type="text" value="10.000"/> | 100000.001 | <input type="text" value="90"/> | 1000000.01 | |
| <input type="checkbox"/> | 2 | Software | No. | <input type="text" value="20.000"/> | 120000.001 | <input type="text" value="90"/> | 2400000.02 | |
| | | | | | | | Total Amount (In BDT) | 3400000.03 |
| | | | | | | | | Submit |

Figure 2.85 View of Submitting Repeat Order.

After clicking the **Submit** button, PE will see a warning message showing that current repeat order value cannot exceed 50% of original contract value. After clicking the **Yes** button new Repeat order will be completed.

Repeat Order

Current repeat order contract value is **3400000.03** (in BDT), Repeat Order value cannot exceed **4620000.075** (50% of original Contract Value). Do you want to continue?

Figure 2.86 View of Repeat order warning message.

After the repeat order is completed PE can edit the repeat order by clicking **Edit Repeat Order** link. PE has to create workflow for the repeat order and can do it by clicking on **Create Workflow** link.


| Repeat Order | Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination |
|---|---|-------------------|-----------------|---------|-----------------------------------|
| Lot No | 1 | | | | |
| Lot Description | Material | | | | |
|  Please click on 'Repeat Order' link to place Repeat Order | | | | | |
| Item No. | Delivery Schedule | | | Action | |
| 1 | Consolidate of Price and Delivery Schedule for Goods (Form e-PG3-3A) | | | View | Edit Repeat Order |
| 2 | Consolidate of Price and Delivery Schedule for Related Services (Form e-PG3-3B) | | | View | Repeat Order |
| WorkFlow Configuration | Create Workflow | | | | |

Figure 2.87 View of Create Workflow and Edit Repeat order Link.

In the Workflow Details PE has to fill up the field of **No. of Reviewer** and **No. of days for file Escalation**. Then PE has to click on **Submit** button.

| Workflow Details | | Go back to Dashboard |
|---|----------------------------------|--------------------------------------|
| Workflow : | | |
| Module : | Contract Management System (CMS) | |
| Process : | Variation Order | |
| No. of Reviewers :* | <input type="text"/> | |
| No. of Days for File Escalation :* | <input type="text"/> | |
| Submit | | |

Figure 2.88 View of Submitting Workflow Details.

After that PE has to add user in the Workflow page by filling up the field **Starts by** and **Ends by** in the Workflow Column and the fields in the Procurement Role Column. After that PE can finish the Workflow process by clicking **Submit** button.

| Workflow : Add Users | | | | |
|----------------------|------------------|-------------------------|----------------------------------|--------|
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | Action |
| 1 | Starts By | PE <input type="text"/> | PE User CE | |
| 2 | Ends By | PE <input type="text"/> | PE User CE | |
| Submit | | | | |

Figure 2.89 View of Submitting Workflow Add users.

After creating the workflow PE can finalize the repeat order by clicking the **Finalise Repeat Order** button.


| Repeat Order | Commencement Date | Delivery Schedule | Progress Report | Payment | Contract Termination |
|---|---|-------------------|-----------------|----------------------|----------------------|
| Lot No | 1 | | | | |
| Lot Description | Material | | | | |
|  Please click on 'Repeat Order' link to place Repeat Order | | | | | |
| Item No. | Delivery Schedule | | | Action | |
| 1 | Consolidate of Price and Delivery Schedule for Goods (Form e-PG3-3A) | | | View | |
| 2 | Consolidate of Price and Delivery Schedule for Related Services (Form e-PG3-3B) | | | View | |
| Workflow Configuration | | | | | |
| <input type="button" value="Finalise repeat order"/> | | | | | |

Figure 2.90 View of Finalizing Repeat order.

After finalizing the repeat order PE can see a new tab for that particular repeat order with Performance Security and NOA. PE can add Performance Security for Repeat Order by clicking **Add** button.


| Repeat Order-3 | | |
|--|--|------------------------------------|
| Item No. | Delivery Schedule | Action |
| 1 | Consolidate of Price and Delivery Schedule for Goods (Form e-PG3-3A) | View Repeat Order |
| Workflow Details | | View |
| Performance Security for Repeat Order | | <input type="button" value="Add"/> |
| NOA | | Issue NOA |
|  Click on 'Issue NOA' link to Issue NOA | | |

Figure 2.91 View of Performance Security for Repeat Order Link.

In the Performance Security for Repeat Order page PE has to fill the field Percentage and finalize the performance security by clicking **Submit** button.

| Lot No. | Lot Description | Repeat Order Amount | Percentage | Performance Security Amount in BD. Tk. |
|---------------------------------------|-----------------|---------------------|---------------------------------|---|
| 1 | Material | 3400000.030 | <input type="text" value="10"/> | <input type="text" value="340000.003"/> |
| <input type="button" value="Submit"/> | | | | |

Figure 2.92 View of Submitting Performance Security.

After finalizing Performance security PE has to NOA by clicking Issue NOA link. This link will take PE to NOA module.


| Repeat Order-3 | | |
|--|--|---|
| Item No. | Delivery Schedule | Action |
| 1 | Consolidate of Price and Delivery Schedule for Goods (Form e-PG3-3A) | View Repeat Order |
| Workflow Details | | View |
| Performance Security for Repeat Order | | Edit View |
| NOA | | Issue NOA |
|  Click on 'Issue NOA' link to Issue NOA | | |

Figure 2.93 View of Issue NOA Link.

In the NOA page PE has to fill the field Contract No. and Advance Amount (in %). PE can upload NOA related document by clicking **Upload** link. After that PE can finalize issuing NOA by clicking **Submit** button.

| Contract No. : * | <input type="text"/> | | | |
|--|----------------------------------|------------------|-------------------|--------|
| Advance Amount (in %) : | <input type="text"/> | | | |
| Date of contract : | 12-Jan-2012 | | | |
| Name of Tenderer : | ABC CBA | | | |
| Contract/Project Name : | Material | | | |
| Contract price In Figure (In Tk.) | 800000.007 | | | |
| Contract price In Words (In Tk.) | EIGHT LAKH point ZERO ZERO SEVEN | | | |
| No. of days from the date of issuance of NOA | 7 | | | |
| NOA acceptance last date & time | 23-Jan-2012 | | | |
| Performance security amount in Figure (In Tk.) | 80000.000 | | | |
| Performance security amount in Words (In Tk.) | EIGHTY THOUSAND | | | |
| No. of days for performance security submission | 28 | | | |
| Last date & time for Performance security submission | 09-Feb-2012 | | | |
| Signing of contract in no. of days from the date of issuance | 7 | | | |
| Last Date & time of contract signing | 19-Jan-2012 | | | |
| Upload NOA Reference Document if any | Upload | | | |
| S. No. | File Name | File Description | File Size (in KB) | Action |
| No records found. | | | | |
| <input type="button" value="Submit"/> | | | | |

Figure 2.94 View of Submitting NOA.

PE can upload document related to NOA by clicking **Upload** link.

Upload NOA Ref Document

Fields marked with (*) are mandatory.

Document : *

Description : *

Instructions

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

Acceptable File Types **bmp, doc, docx, gif, jpeg, jpg, pdf, png, rar, xls,xlsx, zip, txt**

A file path may contain any below given special characters: (Space, -, _ \)

| S. No. | File Name | File Description | File Size (in KB) | Action |
|-------------------|-----------|------------------|-------------------|--------|
| No records found. | | | | |

Figure 2.95 View of Upload NOA Ref Document.

After completing issuing NOA, the status of NOA can be seen **Pending**. Contractor to whom the NOA is issued has to accept the NOA.

| Repeat Order-3 | | | | | |
|---------------------------------------|--|----------------------|-------------------------------|-----------------------|-----------------------------------|
| Item No. | Delivery Schedule | | | | Action |
| 1 | Consolidate of Price and Delivery Schedule for Goods (Form e-PG3-3A) | | | | View Repeat Order |
| Workflow Details | | View | | | |
| Performance Security for Repeat Order | | View | | | |
| NOA | | Issued | | | |
| NOA | | | | | |
| Contract No. | Contract Amount in Figure (in BD Tk) | Date of issue of NOA | Deadline of Acceptance of NOA | NOA Acceptance Status | Accept / Decline Date & Time |
| 28353 | 3400000.030 | 11-Jan-2012 | 22-Jan-2012 | Pending | - |

Figure 2.96 View of NOA Acceptance Status.

After Contractor has accepted the NOA, the status of NOA can be seen **Accepted**. The status of Performance Security can be seen **Pending**. Contractor to whom NOA is issued has to pay the Performance Security.

| Repeat Order-3 | | | | | | |
|---------------------------------------|--|----------------------|-------------------------------|-----------------------|-----------------------------------|--------|
| Item No. | Delivery Schedule | | | | Action | |
| 1 | Consolidate of Price and Delivery Schedule for Goods (Form e-PG3-3A) | | | | View Repeat Order | |
| Workflow Details | | View | | | | |
| Performance Security for Repeat Order | | View | | | | |
| NOA | | Issued | | | | |
| NOA | | | | | | |
| Contract No. | Contract Amount in Figure (in BD Tk) | Date of issue of NOA | Deadline of Acceptance of NOA | NOA Acceptance Status | Accept / Decline Date & Time | |
| 28353 | 3400000.030 | 11-Jan-2012 | 22-Jan-2012 | Accepted | 11-Jan-2012 12:19 | |
| Contract Sign | | | | | | |
| Name of Tenderer | Contract No. | Date of Issue | Last Acceptance Date and Time | NOA Acceptance Status | Performance Security | Action |
| ABC CBA | 28353 | 11-Jan-2012 12:14 | 11-Jan-2012 12:19 | Accepted | Pending | - |

Figure 2.97 View of Performance Security Status.

After Contractor has paid the Performance Security the status of Performance Security can be seen as **Received**. Then PE has to make contract details for the new repeat order. PE can enter new contract detail by clicking **Enter Contract Details** in the action column.

| Repeat Order-3 | | | | | | |
|---------------------------------------|--|----------------------|-------------------------------|-----------------------|-----------------------------------|--|
| Item No. | Delivery Schedule | | | | Action | |
| 1 | Consolidate of Price and Delivery Schedule for Goods (Form e-PG3-3A) | | | | View Repeat Order | |
| Workflow Details | | View | | | | |
| Performance Security for Repeat Order | | | View | | | |
| NOA | | | Issued | | | |
| NOA | | | | | | |
| Contract No. | Contract Amount in Figure (in BD Tk) | Date of issue of NOA | Deadline of Acceptance of NOA | NOA Acceptance Status | Accept / Decline Date & Time | |
| 28353 | 3400000.030 | 11-Jan-2012 | 22-Jan-2012 | Accepted | 11-Jan-2012 12:19 | |
| Contract Sign | | | | | | |
| Name of Tenderer | Contract No. | Date of Issue | Last Acceptance Date and Time | NOA Acceptance Status | Performance Security | Action |
| ABC CBA | 28353 | 11-Jan-2012 12:14 | 11-Jan-2012 12:19 | Accepted | Received | Enter Contract Details |

Figure 2.98View of Enter Contract Details Link.

In the contract agreement page PE has to fill up the field **Date of Signing of Agreement, Witnesses Name and Address from PE, Witnesses Name and Address from Tenderer, Place of Signing Agreement, Publish Agreement on website, Payment Terms for Contract** which are mandatory.

| | |
|--|--|
| Last Date of Signing of Agreement : | 18-Jan-2012 |
| Date of Signing of Agreement : * | <input type="text"/> |
| Witnesses Name and Address From PE: * | <div style="border: 1px solid gray; padding: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Source B I 🌐 👤 </div> <div style="height: 100px;"></div> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Source B I 🌐 👤 </div> <div style="height: 100px;"></div> </div> |

Figure 2.99 View of submitting Contract details upper part.

The screenshot shows the upper portion of a web form. On the left, there is a label 'Witnesses Name and Address From Tenderer: *' with a red box around it. To the right, there are two large, empty text input areas, each with a toolbar at the top containing icons for source, bold, italic, and other text formatting options.

Figure 2.100 View of submitting Contract details middle parts.

The screenshot displays the middle section of the form. It includes several input fields: 'Place of Signing Agreement: *' (text box), 'Publish Agreement on website:' (checkbox), 'Payment Terms for Contract: *' (radio buttons for 'All Quantities 100 Percent', 'Item wise 100 Percent', and 'Any Item any Percent'), and 'Upload Contract Agreement: *' (with an 'Upload / Remove' link). Below these is a table with columns: S. No., File Name, File Description, File Size (in KB), and Action. The table currently shows 'No records found.' and a 'Submit' button is located below the table.

Figure 2.101 View of submitting contract details lower part.

PE has to upload contract agreement document which can be done by clicking **Upload/Remove** link. PE can finalize the contract agreement by clicking **Submit** button.

The screenshot shows the lower part of the form. It starts with a note: 'Fields marked with (*) are mandatory.' Below this are two input fields: 'Document: *' (with a 'Browse...' button) and 'Description: *' (with an 'Upload' button). A green header section titled 'Instructions' contains the following text: 'Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.', 'Acceptable File Types jpeg, jpg, png, bmp, gif, xls, .xlsx, doc, pdf, docx, zip, rar', and 'A file path may contain any below given special characters: (Space, -, _ , \)'. At the bottom, there is a table with columns: S. No., File Name, File Description, File Size (in KB), and Action. The table currently shows 'No records found.'

Figure 2.102 View of upload contract agreement ref Document.

After clicking the submit button PE a message will be prompted to make sure that contract is already signed and the information that is given is all correct. PE can complete the contract agreement by clicking **Yes** button.

| Contract Agreement | |
|--|-----------------------------------|
| Contract information will be published in e-GP Portal and CPTU website, so please make sure the contract has been already signed and information is correct before you click Submit button | |
| <input type="button" value="Yes"/> | <input type="button" value="No"/> |

Figure 2.103 View of Prompt message for contract agreement.

New repeat order is completed after contract agreement for new repeat order is signed. PE can view the repeat order by clicking **View Repeat Order** link. PE can also view workflow details for particular repeat order, Performance Security for Repeat Order and Contract sign by clicking respective **View** link.

| Repeat Order-3 | | | | | | |
|---|--|----------------------|-------------------------------|-----------------------|--|-------------------------------------|
| Item No. | Delivery Schedule | | | | Action | |
| 1 | Consolidate of Price and Delivery Schedule for Goods (Form e-PG3-3A) | | | | <input type="button" value="View Repeat Order"/> | |
| Workflow Details <input type="button" value="View"/> | | | | | | |
| Performance Security for Repeat Order <input type="button" value="View"/> | | | | | | |
| NOA Issued | | | | | | |
| NOA | | | | | | |
| Contract No. | Contract Amount in Figure (in BD Tk) | Date of issue of NOA | Deadline of Acceptance of NOA | NOA Acceptance Status | Accept / Decline Date & Time | |
| 28353 | 3400000.030 | 11-Jan-2012 | 22-Jan-2012 | Accepted | 11-Jan-2012 12:19 | |
| Contract Sign | | | | | | |
| Name of Tenderer | Contract No. | Date of Issue | Last Acceptance Date and Time | NOA Acceptance Status | Performance Security | Action |
| ABC CBA | 28353 | 11-Jan-2012 12:14 | 11-Jan-2012 12:19 | Accepted | Received | <input type="button" value="View"/> |

Figure 2.104 View of Repeat Order View Link.

| Lot No. | 1 | | | |
|-----------------|---------------------|------------------|----------|---------------|
| Lot Description | Material | | | |
| Item No. | Description of Item | Measurement Unit | Quantity | Delivery Days |
| 1 | Software | No. | 10.000 | 90 |
| 2 | Software | No. | 20.000 | 90 |

Figure 2.105 View of Repeat order Details.

| Workflow Details | | | | |
|--|---------------|-------------------------------|----------------------------------|--------------|
| Go back to Dashboard | | | | |
| Workflow : | | | | |
| Module : Contract Management System (CMS) | | Process : Repeat Order | | |
| No. of Reviewers : 0 | | | | |
| Workflow Level : | | | | |
| Level No. | Workflow Role | Procurement Role | Name of Official and Designation | File On Hand |
| 1 | Starts By | PE | PE User,CE | YES |
| 2 | Ends By | PE | PE User,CE | NO |

Figure 2.106 View of Workflow Details.

| Lot No. | Lot Description | Repeat Order Amount | Percentage | Performance Security Amount in BD. Tk. |
|---------|-----------------|---------------------|------------|--|
| 1 | Material | 3400000.030 | 10.000 | 3400000.003 |

Figure 2.107 View of Performance Security Details.


| Last Date of Signing of Agreement : | 18-Jan-2012 00:00 | | | |
|--|-------------------|------------------|-------------------|---|
| Date of Signing of Agreement : | 11-Jan-2012 00:27 | | | |
| Witnesses Name & Address From PE: | sds sdsd | | | |
| Witnesses Name & Address From Tenderer: | sdsd sds | | | |
| Place of Signing Agreement : | sddwewe | | | |
| Publish Agreement on website : | Yes | | | |
| S. No. | File Name | File Description | File Size (in KB) | Action |
| 1 | Workflow.doc | ghgggjj | 111 |  |

Figure 2.108 View of Contract details.