

User Manual for e-Tendering Application

(Bidder /Supplier)



(Housing and Urban Development Corporation)

User Manual for working on the (Housing and Urban Development Corporation) e-Tendering Application

Sr. No.	Title	Rev.	Date of Issue	No. of pages
1.	User Manual for working on the (HOUSING AND URBAN DEVELOPMENT CORPORATION) e-Tendering application for Bidder/Supplier.			

Prepared by: **M/s e-Procurement Technologies Ltd. (Ahmedabad, Gujarat)**

Reviewed by:

Approved by:



Please do below mentioned things to operate this website smoothly

- Please add www.hudco.abcprocure.com in to **Trusted Website.** (**Tools->Internet Options->Security->Trusted Sites**)
- Please enable **ActiveX Controls & Plug-ins.** (**Tools->Internet Options-> Security->Custom Level**)
- In case of Digital Certificate based Login, user need to download & install "**Signer**" file available under Download Section at www.hudco.abcprocure.com.
- Download & Install "**Intermediary Certificate**" available under Download Section at www.hudco.abcprocure.com.
- Please disable or uninstall **Third Party Toolbar / Add-ons from Browser.**



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1 Preface

This guide provides the information and instruction for using e-Tendering application on www.hudco.abcprocure.com

This preface contains information about the following topics:

- Who should use this document?
- Definitions
- **abc procure** welcomes your comments/suggestions
- Contact Technical Support Team

1.1 Who should use this document?

This guide is intended for the bidders/suppliers who wish to participate in an e-Tender of (HOUSING AND URBAN DEVELOPMENT CORPORATION) floated on www.hudco.abcprocure.com

This guide assumes that you are familiar with the following topics:

- Tendering Process
- General understanding of computer terms
- Usage of web browser

1.2 Definitions:

Term	Description
Digital Certificate	An electronic "passport", typically contain a user's name and public key. A CA authorizes certificates by signing the contents using its CA signing private key. Online bids should be digitally signed, and for the same Digital Certificate (According to Indian IT Act 2000) is required. You can sign any number of documents with the help of this certificate.
Public Key	The portion of a key pair that is available publicly.
Encryption/Decryption	To encrypt a file is to apply a mathematical function that transforms character(s) in the file into some other character(s). Encryption renders the file unreadable. This means no one, including the actor, can read the file until it is decrypted. Only authorized recipients can decrypt the file.
Web Portal	A Web portal is a single doorway for employees, customers and partners to access an organization's content, data and services online. Web portals make it possible to establish online relationships by providing personalized content to different individuals and entities.
Time Stamping	The validity of storing the official date and time a business transaction has occurred.



1.3 Contact details of abc procure technical support team

If you have any question which is not answered in this document, you may please contact our support team. Contact details are as mentioned below:

Contact Person	Contact No.	e-Mail ID's
Mr. Pradip Parmar	+91 9924056370	pradip@abcprocure.com
Mr. Satyanarayan Behra	+91 09377988119	satyanarayan@abcprocure.com
Landline Numbers	+91 079 40016868/800/886/8 83/881/885/879/864	

1.1 abcprocure team welcomes your suggestions

abc procure is interested in improving its documentations and welcomes your comments/suggestions.

Please send your comments/suggestions on below email ids:



2 Getting started

We assume that you have obtained a valid digital certificate and you have the basic knowledge of operating web browser and computer system. If you don't have a valid digital certificate, please contact our support team members on contact no. mentioned above.

This chapter covers primary system requirements to participate in e-Tenders floated on www.hudco.abcprocure.com

2.1 Primary requirements to participate in e-Tenders

Below are the primary requirements which you need to fulfill to participate in eTenders floated on www.hudco.abcprocure.com

2.1.1 Basic/Minimum System Requirements:

Software:	
1	Operating System should be Windows 2000 or higher version
2	Internet Explorer 6 or higher version
3	Internet Explorer with Cipher strength 128 bits
Hardware:	
4	Processor should be Celeron or higher version
5	1 GB RAM
6	20 GB hard disk
Internet connection:	
7	An internet connection with minimum 512 kbps speed

2.1.2 Digital Certificate

To participate in any online tenders published on www.hudco.abcprocure.com, you must have a valid digital certificate as per **India IT Act 2000**.

Valid Digital Certificate must be installed in a computer system from where you want to login on website. Perform below given steps to confirm whether valid digital certificate is available on your computer system or not:

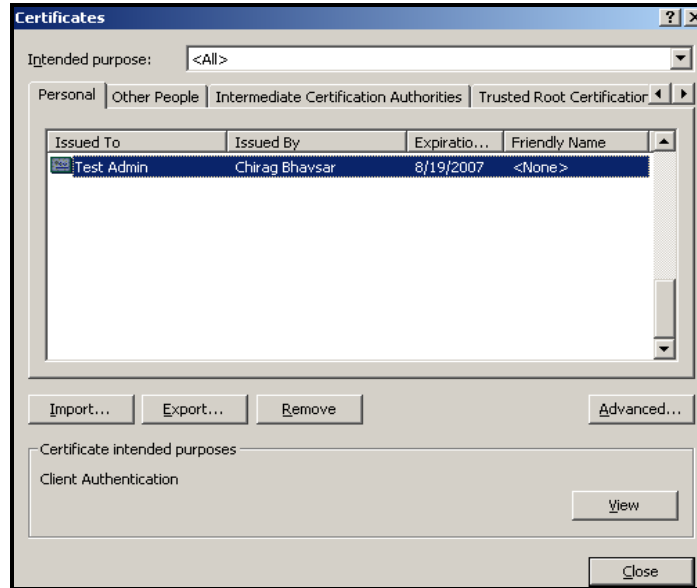
Steps:

- Open **Internet Explorer**.
- Select **Tools** menu from menu bar.
- Click on **Internet Options ->Content->Certificate button**.



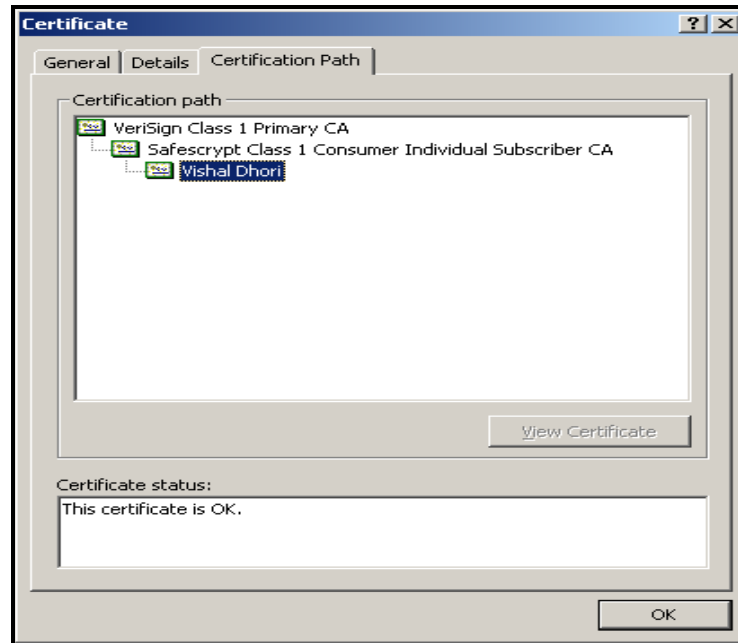
- You should view your digital certificate in this window as shown in the below given screen shot -1

Screen shot -1: Digital Certificate

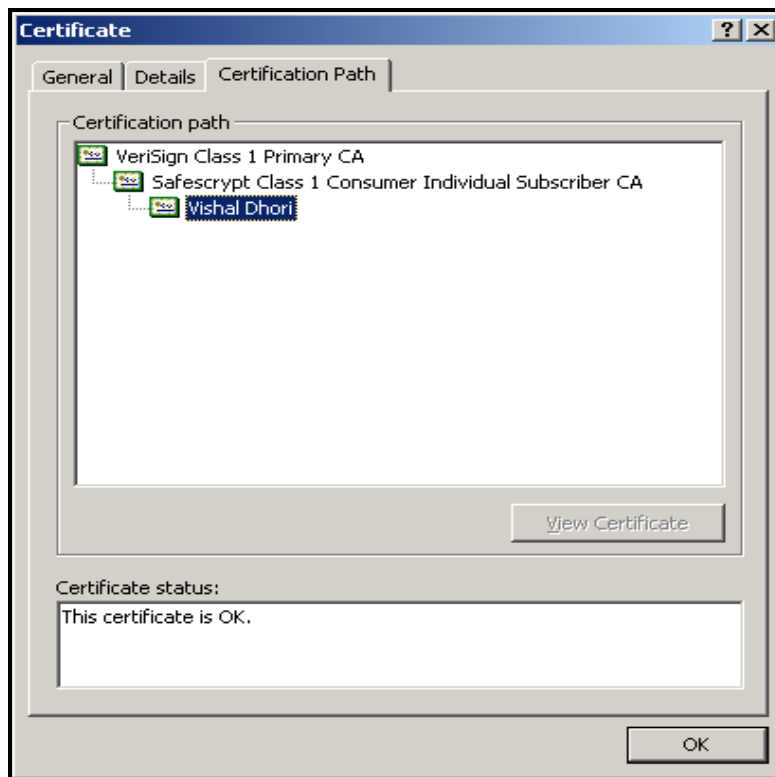


- Select your certificate and click on "View" button to view certificate details.
- In certificate window, you can view general details, certification path and other details as shown in the below given screen shot -2 & 3

Screen shot -2: View general details of certificate



Screen shot-3: View certificate path details





Important Note:

- Your computer **system's date** should be matched with the date of the digital certificate.
- Certification path should be **CCA-> CA ->Name of Certificate holder** as shown in the screen shot -3.

- If you have a digital certificate in e-Token then make sure that e-Token Driver is installed in computer system before accessing an e-Token.
- You can check whether e-Token driver *is installed in your computer system or not, perform below mentioned steps:*

Start Menu ->Programs ->e-Token ->e-Token Properties

- If you don't have an e-Token driver installed your computer system, you can download the same from www.hudco.abcprocure.com
- If you have a digital certificate stored on an e-Token then please insert e-Token in USB port of the computer system to login on the website.

3 Home Page:

For the eTendering purpose, you can visit www.hudco.abcprocure.com where you can find the e-tenders floated by (HOUSING AND URBAN DEVELOPMENT CORPORATION). On home page, you can view all public tenders published by (HOUSING AND URBAN DEVELOPMENT CORPORATION).


After login you can view limited tender notice details as well as you can download tender documents free of cost.



Screen shot: Home page

The screenshot shows the HUDCO ABCProcure home page. At the top left is the HUDCO logo. To its right is the date and time: Saturday 19/11/2011 14:39:34 IST. Further right are navigation links: Feedback/Complaint/Suggestion | Help/Support | Contact Us. Below the header, there is a Login section with fields for Login Id and Password, and a Login button. To the right of the Login section is a Message Board. Below the Message Board is a Search section with a dropdown for Select Department, a Live Tenders filter, and a Keyword field. There are buttons for Search, Advance Search, and Clear Search. Below the Search section is a section for Online Tenders and Offline Tenders. The Online Tenders section shows (0) Live Tender(s) Found and a Download Document icon. Below this is a table with columns: Sr. No., Id., Tender No., Department/Unit, View NIT, Due Date, Corrigendum / Amendment, and Quick Links. At the bottom left, there is an e-Auction section and a Downloads section with links for Intermediary Certificate, WinZip, PDF Reader, Digital Certificate, Signer, and eToken Driver.

3.1 Contents of the home page:

- **Header of the page:** Header Part of the home page contains server date and time (**IST**) according to which (HOUSING AND URBAN DEVELOPMENT CORPORATION) officer and bidder needs to carry out their respective e-Tendering tasks.
- **Message Board:** You can view important messages related to eTenders flashed by the tendering authority.
- **Login Page:** You can login to the website by entering your user id & password as well as your digital certificate.
- **New Bidder Registration:** You can register yourself on www.hudco.abcprocure.com and can participate in e-Tenders published by (HOUSING AND URBAN DEVELOPMENT CORPORATION)
- **Forgot Password:** You can get a new password in case if you have forgotten your current password.
- **Downloads:** You can download essential software like Adobe Reader, Winzip etc.
- **Search:** By default live open tenders are displayed on home page, but you can search your choice of e-Tenders on the basis of search criteria like department, Tender type (Live, Archive, All).
- **View Tender Notice:** You can view tender notice details by clicking on tender notice brief.
- **Download Documents ():** You can download tender documents by clicking on this icon before last date of download documents.
- **Page Navigation Link:** By default 10 tenders display on home of the website, so if you want to locate a tender which is not available on first page can be found by using navigation link available on the home page.



4 New Bidder Registration

To participate in online tenders published on www.hudco.abcprocure.com, you need to register yourself on website.

4.1 Steps for New Bidder Registration:

Perform below mentioned steps to register yourself on www.hudco.abcprocure.com

- Click on a "**New Bidder Registration**" link available on home page as shown in a below screen shot


Screen shot: New Bidder Registration

- You need to furnish individual details as well as of company details in registration form as shown in below given screen shot

The screenshot displays the HUDCO ABCProcure website interface. At the top left is the HUDCO logo, and at the top right is the ABCProcure logo with the tagline 'procurement, simplified'. The page header shows the date and time: 'Saturday 19/11/2011 14:39:34 IST' and navigation links for 'Feedback/Complaint/Suggestion | Help/Support | Contact Us'. On the left sidebar, there is a 'Login' section with fields for 'Login Id' and 'Password', and a 'Login' button. Below this is a 'New Bidder Registration' link, which is circled in red. Further down are sections for 'eAuction' and 'Downloads'. The main content area features a 'Message Board' and a search bar with 'Select Department', 'Live Tenders' dropdown, and 'Keyword' fields. Below the search bar are 'Search', 'Advance Search', and 'Clear Search' buttons. The 'Online Tenders' section is active, showing '(0) Live Tender(s) Found' and a 'Download Document' button. A table with columns 'Sr. No.', 'Id.', 'Tender No.', 'Department/Unit', 'View NIT', 'Due Date', 'Corrigendum / Amendment', and 'Quick Links' is visible.



Screen shot: New Bidder Registration Form

 procurement, simple	
Wednesday 13/07/2011 14:59:05 IST	
New Supplier Registration	
Back To Home Page	Fields Marked (*) are Mandatory
→ Login id details	
Login Id : *	<input type="text"/>
Password : *	<input type="password"/> <ul style="list-style-type: none">• Minimum 8 characters are required for password• Password must comprise of Alphanumeric & Special characters
Confirm Password : *	<input type="password"/>
Hint Question : *	<input type="text" value="select your hint question"/>
Hint Answer : *	<input type="text"/>
→ Company Details	
Company Name : *	<input type="text"/>
Address : *	<input type="text"/>
Country : *	<input type="text" value="India"/>
State : *	<input type="text" value="Gujarat"/>

City : *	<input type="text"/>
Phone (1) : *	<input type="text"/>
Phone (2) :	<input type="text"/>
Fax :	<input type="text"/>
Email 1 *	<input type="text"/> For Example : xyz@abc.com
WebSite :	<input type="text"/>
Time Zone : *	<input type="text" value="(GMT+05:30) Bombay, Calcutta, Madras, New Delhi"/>
Business Category	<input type="text"/>
Keywords : *	<input type="text"/> Use (,) to seperate keywords i.e. Hand pump,Mobile etc.
Business Type : *	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Government <input type="checkbox"/> Trading Company/Agent <input type="checkbox"/> Retailer <input type="checkbox"/> Buying Office <input type="checkbox"/> Wholesaler <input type="checkbox"/> Distributor/Wholesaler <input type="checkbox"/> Importer <input type="checkbox"/> Agent <input type="checkbox"/> Exporter <input type="checkbox"/> Diversified <input type="checkbox"/> Service <input type="checkbox"/> Other

→ Contact person details	
Prefix : *	<input type="text" value="Mr."/>
Contact Person : *	<input type="text"/>
Designation : *	<input type="text"/>
Mobile No. :	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>	

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- After filling all mandatory fields, you need to click on “**submit**” button to complete registration process.
- On successful completion of registration you will be prompted a message saying that “**You have successfully registered on (HOUSING AND URBAN DEVELOPMENT CORPORATION)’s e-Procurement Portal**”

5 User login

Assuming that you have obtained a valid Digital Certificate from any of the Certifying Authorities and have registered yourself on www.hudco.abcprocure.com

Perform below given steps to login on the website:

- Enter Login Id ,Password and click on **Login** button as shown in below given **screen shot**
- You will be redirected to the certificate selection page, where you can select a digital certificate to login. Select a digital certificate and click on **Attach / Login** as shown in the below given **screen shot**

Screen shot: Login page

The screenshot shows the login page of the HUDCO e-Procurement Portal. The page layout includes a header with the HUDCO logo and abcProcure logo, a navigation bar with links for Feedback/Complaint/Suggestion, Help/Support, and Contact Us, and a date/time display. The main content area is divided into several sections: a 'Login' section with input fields for 'Login Id' and 'Password', and a 'Login' button circled in red; a 'Message Board' section; a search bar with 'Select Department' and 'Keyword' fields, and buttons for 'Search', 'Advance Search', and 'Clear Search'; a 'Live Tenders' section with a dropdown menu set to 'Live Tenders'; a table titled 'Online Tenders' showing '(0) Live Tender(s) Found' with columns for 'Sr. No.', 'Id.', 'Tender No.', 'Department/Unit', 'View NIT', 'Due Date', 'Corrigendum / Amendment', and 'Quick Links'; and a 'Downloads' section with links to various documents like 'Intermediary Certificate', 'WinZip', 'PDF Reader', 'Digital Certificate', 'Signer', and 'eToken Driver'.

Screen shot : Map Digital Certificate

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HUDCO logo | abcProcure procurement, simplified

Saturday 19/11/2011 16:01:21 IST

[Back To Home Page](#)

Attach Certificate to Login Id

Login ID : vanithavender1

Select Certificate: -Select-

Login

Site Best Viewed in 1024*768

Website Developed & Maintained By e-Procurement Technologies Ltd | abcProcure procurement, simplified

Disclaimer

6 Bidder Dash Board

After successful login on to the website you will be redirected to the Bidder Dash Board as shown in the below given screen shot

Screen shot: Bidder Dash Board

Message Box | Tender | Briefcase Documents | Change Password | Edit Profile | Logout

My Tenders | **Limited Tenders** | Upcoming Tender(s)

Message Board

Search Limited Tenders

Tender Id: Department: Submission Date: >= <=

Tender No: Opening Date: >= <=

Tender Type: Live Estimated Value: <= Keyword:

Search Clear

(1) Live Tender(s) Found.

Sr. No.	Tender Id	Tender No.	Department/Unit	View NIT	Estimated Value	Due Date	Opening Date	Corri.	Dashboard
1.	7334	BDL - Mock Tender for Submission Only	Test Dept.	BDL - Mock Tender for Submission Only	1000000.00000	25/10/2011 20:00	25/10/2011 21:00	0	

Page 1 of 1 | Go To Page |

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6.1 Contents of the Bidder Dash Board

- **Server Date & Time (IST):**

Server date & time appears on top of the page. All e-Tendering activities i.e. Submission of tender, Opening of tender etc. are governed by server date & time (IST). **Please note that you need to refer website's server date and time, not your own PC's or wrist watch date & time.**

- **Login Id:** Your login id displays on top of the page.
- **Last Login:** Displays date & time of your last login for security audit purpose.
- **Menu:**

Menu	Name	Description
	Message Box	You get notification through system for all important activities such as Consortium, Pre bid answers etc.
	Tender	<ul style="list-style-type: none">• My Tenders: All Tenders in which you have given Document Read Confirmation or documents read confirmation are classified under My Tenders.• Limited Tenders - All Limited Tenders in which you are authorized by the Tendering Authority can be viewed and accessed.
	Briefcase Documents	You can upload & save all reference documents.
	Change Password	You can change your password by using this option. <ul style="list-style-type: none">• Minimum 8 characters are required for password• Password must comprise of Alphanumeric & Special characters
	Edit Profile	You can modify your registrations details.
	Logout	You can logout from the website by clicking on this menu.

- **Message Board:** You can view important message relevant to e-Tenders.
- **Tender Search:** By default system displays all the Open Live Tenders but you can search Tenders on the basis of below search criteria:
 - **Tender ID**
 - **Tender No.**
 - **Tender Type**
 - **Department**
 - **Submission Date**
 - **Opening Date**
 - **Estimated Value**
 - **Keyword**



- **(📄)Tender Dashboard:** Bidding Dash Board is a page to perform all bidding activities of an e-Tender such as To post Query, Document Read confirmation, Prepare Bid, Final Submission, Result etc.
- **Page Navigation Link:** You can click on page no. link to go directly on the specific page and to locate an e-Tender of your choice. System displays 10 e-Tenders on first page.

7 Bidding Dash Board

Bidding Dashboard allows you to carryout all activities related to Tender Submission from a single screen. Our Intelligent software will take you through the entire bidding process in Step by Step manner such that you do not have to remember any links/bidding sequence. Just follow the instructions and you can easily complete the bidding process.

You can click on a bidding dashboard icon of a tender in which you want to participate as shown in the below given screen shots

Screen shot: Tender bidding dash board

Message Board

Search Limited Tenders

Tender Id Department Submission Date >= <=

Tender No Opening Date >= <=

Tender Type Live Estimated Value <= Keyword

Search Clear

(1) Live Tender(s) Found.

Sr. No.	Tender Id	Tender No.	Department/Unit	View NIT	Estimated Value	Due Date	Opening Date	Corri.	Dashboard
1.	7334	BDL - Mock Tender for Submission Only	Test Dept.	BDL - Mock Tender for Submission Only	1000000.00000	25/10/2011 20:00	25/10/2011 21:00	0	

Page 1 of 1 Go To Page



Screen shot: Bidding dash board

Message Board [Go Back To Home](#)

Tender Detail

Tender Id : 7334 **Tender No :** BDL - Mock Tender for Submission Only **Due date & time :** 25/10/2011 20:00 **Opening date & time:** 25/10/2011 21:00

Brief : BDL - Mock Tender for Submission Only [Tender Notice](#)

[Declaration](#) [Consortium](#) [Prepare Bid](#) [Final Submission](#) [Result](#)

BIDDING DASHBOARD

Tender Information Bar: You can view Key tender information such as Tender Id, Tender No., Due date & time etc.

Tender notice: Click on this link to view detailed Tender Notice

Download document: Click on this link to Download Tender Documents

Entire bidding process can be split into following steps:

- **Declaration (Document Read Confirmation)**
- **Consortium : (Optional)**
- **Prepare Bid**
- **Final Submission**

8 Declaration (Document read confirmation)

Before you start bidding online in a tender, you need to give document read confirmation. Once you complete this step then and then only you will be allowed to proceed further.

You need to click on "**I Agree**" button to give document read confirmation as shown in the below screen shot. The e-Tender in which you have given document read confirmation can be accessed from **My Tenders** option available on Dash Board directly.

Screen shot: Declaration (Document Read Confirmation)

[Post Query](#) [Declaration](#) [Document Fees](#) [EMD](#) [Prepare Bid](#) [Final Submission](#) [Result](#) [Negotiation](#) [APO/CO](#) [PO](#)

We, hereby declare that,

1. We have read, examined and understood the tender document pertaining to this tender notice and have no reservations to the same
2. We offer to execute the works in conformity with the tender Documents
3. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us.
4. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive

[I Agree](#)



Note: If bidding in Consortium is allowed in a tender then after completion of the above mentioned step you will be directed to the Consortium phase directly, otherwise Consortium will not appear on a bidding dash board and you will be redirected directly to the Prepare Bid phase.

Bidders can participate jointly in high value Tenders in which consortium is allowed by tendering authority.

To form a Consortium online, each Consortium partner has to login on the website and has to perform below mentioned steps. Bidder must complete **"Declaration (Document Read Confirmation Step)** then only he can enter into Consortium step.

Consortium

9.1 Lead Partner

Perform below mentioned steps to participate in a tender as a lead partner:

- Select whether you want to participate in Consortium (If you want to participate without Consortium then you can select Individual option and can click on submit button to move onto next step) as shown in the below given screen shot
- Select your Consortium Role i.e. Lead or Secondary Partner.

Screen shot: Lead Partner

The screenshot shows a web interface for tender bidding. At the top, there is a 'Tender Detail' section with the following information: Tender Id: 7334, Tender No: BDL - Mock Tender for Submission Only, Due date & time: 25/10/2011 20:00, Opening date & time: 25/10/2011 21:00, and Brief: BDL - Mock Tender for Submission Only. Below this, there are five tabs: Declaration, Consortium, Prepare Bid, Final Submission, and Result. The 'Consortium' tab is selected. The main content area contains two rows of radio button options. The first row is 'You want to participate in this Tender as' with 'Consortium' selected and 'Individual' unselected. The second row is 'Select your Consortium Role' with 'Lead' selected and 'Secondary' unselected. A 'submit' button is located at the bottom right of the form.

- Lead partner needs to search secondary partner to send him an invitation for becoming a secondary partner in Consortium as shown in the below given screen shot.

Screen shot: Search Secondary Partner(s)



Tender Detail

Tender Id : 7334 **Tender No :** BDL - Mock Tender for Submission Only **Due date & time :** 25/10/2011 20:00 **Opening date & time:** 25/10/2011 21:00

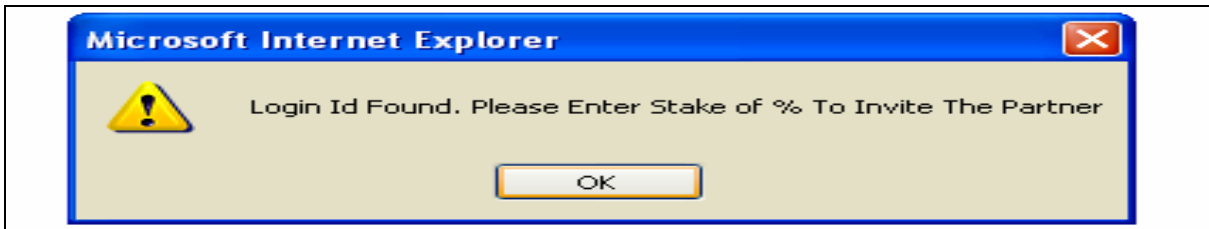
Brief : BDL - Mock Tender for Submission Only [Tender Notice |](#)

Declaration Consortium Prepare Bid Final Submission Result

You are participating in this tender as Lead Partner.
Do you want to change this status? [Reset](#)

Enter Login Id to search registration of your Secondary partner: [Search](#)

Stake of Secondary partner in percentage [Invite](#)



Screen shot: Specify stake of (%) of secondary partner(s)

Tender Detail

Tender Id : 7334 **Tender No :** BDL - Mock Tender for Submission Only **Due date & time :** 25/10/2011 20:00 **Opening date & time:** 25/10/2011 21:00

Brief : BDL - Mock Tender for Submission Only [Tender Notice |](#)

Declaration Consortium Prepare Bid Final Submission Result

You are participating in this tender as Lead Partner.
Do you want to change this status? [Reset](#)

Enter Login Id to search registration of your Secondary partner: [Search](#)

Stake of Secondary partner in percentage [Invite](#)

- Lead partner can invite more than one bidder to become a secondary partner in Consortium. After inviting all secondary partners, lead partner can complete Consortium process by clicking on Finish Consortium Process button as shown in the below given screen shot



Screen shot: Finish Consortium Process

Declaration Consortium Prepare Bid Final Submission Result Regret

You are participating in this tender as Lead Partner.
Do you want to change this status? [Reset](#)

Your Consortium Status

Company Name	Role	Stake (%)	Company Details	Status	Remarks	Bidding Currency
vendor1 Company	Lead	55.0	View	-	-	INR
vendor2 Company	Secondary	45.0	View	Pending delete	-	INR

Enter Login Id to search registration of your Secondary partner: [Search](#)

Stake of Secondary partner in percentage [Invite](#)

[Finish Consortium Process](#) Click on Finish Consortium Process to complete the Consortium step

Screen shot: After completion of consortium process

Declaration Consortium Prepare Bid Final Submission Result Regret

You are participating in this tender as Lead Partner.
Do you want to change this status? [Reset](#)

Your Consortium Status

Company Name	Role	Stake (%)	Company Details	Status	Remarks	Bidding Currency
vendor1 Company	Lead	55.0	View	Accepted	-	INR
vendor2 Company	Secondary	45.0	View	Pending	-	INR

9.2 Secondary Partner

Perform below mentioned steps to participate in a tender as a secondary partner:

- On message box under consortium tab, you will be shown a secondary partner invitation message along with a link of **"Process"**
- Clicking upon which you will be redirected to the bidding dashboard as shown in the below given screen shot.
- Select whether you want to participate as Consortium (If you want to participate without Consortium then you can select Individual option and can click on submit button to move onto next step) as shown in the below given screen shot.
- Select Secondary as a Consortium as shown in the below given screen shot.



Screen shot: Secondary Partner

Declaration			Consortium			Prepare Bid			Final Submission			Result		
You want to participate in this Tender as						<input checked="" type="radio"/> Consortium			<input type="radio"/> Individual					
Select your Consortium Role						<input type="radio"/> Lead			<input checked="" type="radio"/> Secondary					
<input type="submit" value="submit"/>														

- You will see all the requests for becoming a secondary partner in Consortium sent by lead partner for the specific tender. You can accept any of the requests after entering valid remarks as shown in the below given screen shot.

Screen shot: Accept Invitation

Declaration			Consortium			Prepare Bid			Final Submission			Result		
You are participating in this tender as Secondary Partner. Do you want to change this status? <input type="button" value="Reset"/>														
Your Consortium Status														
		Company Name	Role	Stake (%)	Company Details	Status	Remarks	Bidding Currency						
		vendor1 Company	Lead	55.0	View	Accepted	-	INR						
		vendor2 Company	Secondary	45.0	View	Pending	-	INR						
You have been selected as partner in following Consortium !														
		Select	Lead Partner	Lead Partner's Stake (%)		Secondary Partner		Offered Stake (%)						
		<input checked="" type="radio"/> Accept <input type="radio"/> Reject	vendor1 Company	55.0		vendor2 Company		45.0						
		Remark: *	<input type="text" value="Approved"/>											
<input type="button" value="Submit"/>														

9.3 Reset Consortium Option

You can reset your JV before making final submission of a tender. You can click on "**Reset**" button to reset your JV details as shown in the below screen shot.



Screen shot: Reset your joint venture status

Declaration	Consortium	Prepare Bid	Final Submission	Result																					
You are participating in this tender as Secondary Partner. Do you want to change this status? <input type="button" value="Reset"/>																									
Your Consortium Status																									
<table border="1"><thead><tr><th>Company Name</th><th>Role</th><th>Stake (%)</th><th>Company Details</th><th>Status</th><th>Remarks</th><th>Bidding Currency</th></tr></thead><tbody><tr><td>vendor1 Company</td><td>Lead</td><td>55.0</td><td>View</td><td>Accepted</td><td>-</td><td>INR</td></tr><tr><td>vendor2 Company</td><td>Secondary</td><td>45.0</td><td>View</td><td>Pending</td><td>-</td><td>INR</td></tr></tbody></table>					Company Name	Role	Stake (%)	Company Details	Status	Remarks	Bidding Currency	vendor1 Company	Lead	55.0	View	Accepted	-	INR	vendor2 Company	Secondary	45.0	View	Pending	-	INR
Company Name	Role	Stake (%)	Company Details	Status	Remarks	Bidding Currency																			
vendor1 Company	Lead	55.0	View	Accepted	-	INR																			
vendor2 Company	Secondary	45.0	View	Pending	-	INR																			
You have been selected as partner in following Consortium !																									
<table border="1"><thead><tr><th>Select</th><th>Lead Partner</th><th>Lead Partner's Stake (%)</th><th>Secondary Partner</th><th>Offered Stake (%)</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> Accept <input type="radio"/> Reject</td><td>vendor1 Company</td><td>55.0</td><td>vendor2 Company</td><td>45.0</td></tr></tbody></table> <p>Remark: * <input type="text" value="Approved"/></p> <input type="button" value="Submit"/>					Select	Lead Partner	Lead Partner's Stake (%)	Secondary Partner	Offered Stake (%)	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	vendor1 Company	55.0	vendor2 Company	45.0											
Select	Lead Partner	Lead Partner's Stake (%)	Secondary Partner	Offered Stake (%)																					
<input checked="" type="radio"/> Accept <input type="radio"/> Reject	vendor1 Company	55.0	vendor2 Company	45.0																					

Important Note: If Lead Partner resets his Consortium status, then Consortium step of all Secondary partners will also be reset automatically by the system.

10 Prepare Bidding Schedules

After completion of the previous step (Declaration/ Consortium), you can start filling the bidding schedules. To fill in bidding schedules (technical bid and price bid forms) click on "**Prepare bid**" tab available on bidding dashboard as shown in the below given screen shot:

Key contents of Prepare Bid page:

Envelop Name: You can view envelop name i.e. Document Fees, EMD, Technical Bid, Price bid etc.

Form Name: You can view bidding form (technical or price) name.

Action: Which action you want to perform on bidding form i.e. **Add/Edit/View/Delete / Encrypt**

Reference Document(s): You can map bid supporting documents which were uploaded earlier.

Rebate: You can enter rebate in (%) by clicking on this link. Bidding schedules marked with (*) are mandatory. This is optional i.e. this may not be available in each and every tender.



10.1 Prepare Technical Bid & other Bidding Forms

10.1.1 Add details in technical bidding form

- Click on **Add** link to open a blank bidding form to fill up. Please refer below given **screen shot**
- After opening up of a bidding form, Enter necessary details as required in a bidding form. Please refer **screen shot**
- After filling details in all the fields click on **Sign** button to attach digital signature to the bidding form. If any field is left blank
- You will be prompted a message to fill up the detail in that field. Please refer below given **screen shot**
- Click on **save** button to submit the bidding form. Please refer below given **screen shot**

Screen shot: Add details in bidding form

Declaration	Prepare Bid	Final Submission	Result
You may map uploaded documents with bidding form by clicking on MAP link !			
Technical Bid			
Schedule Name	Actions	Reference Document(s)	
Letter of Technical Bid *	[Add]	Map	
FORM - I : General Information *	[Add]	Map	
Price Bid			
Schedule Name	Actions	Reference Document(s)	
Schedule - 1 - A *	[Add]	Map	
Rebate			
Rebate			



Screen shot: Fill details in bidding form

FORM - I : General Information		
All individual firms and each partner of a joint venture are requested to complete the information in this form.		
FORM - I : General Informa		
Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2134567
5	Contact	Mr. K N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Main lines of business	
Business	Since
Construction Work	2000

[Add Table](#)

Digital Signature

[Back](#)



Screen shot: Attach digital signature to bidding form

2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Microsoft Internet Explorer

Data Signed Successfully

OK

Main lines of business	
Business	Since
Construction Work	2000

[Add Table](#)

Digital Signature

MIIIKgYJKoZIhvcNAQcCoIIIGzCCCBcCAQExCzAJBgUrDgMCGGUAMIIBOwYJKoZIhvcNAQcBoIIBLASCASH2AGEAbAB1AGUAIABmAG8AcgAgAE4AZQB3ACAABhAGIA

[Sign](#) [Save](#) [Back](#)



Screen shot: Save bidding form

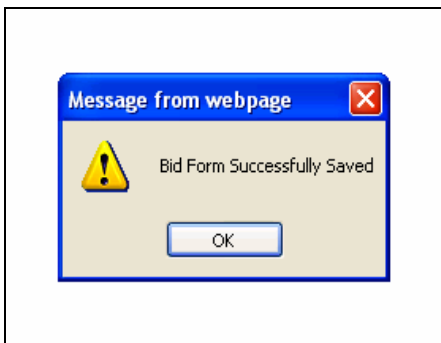
FORM - I : General Information		
All individual firms and each partner of a joint venture are requested to complete the information in this form.		
FORM - I : General Informa		
Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2134567
5	Contact	Mr. K N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Main lines of business	
Business	Since
Construction Work	2000

[Add Table](#)

Digital Signature: MIIKgyJKoZIHvcNAQcCoIIIGzCCCBcCAQExCzAJBgUrDgMCGGUAMIIBOwYJKoZIHvcNAQcBoIIBLASCASH2AGEAbAB1AGUAIBmAG8AcgAgAE4AZQB3ACAABhAGIA

[Sign](#) [Save](#) [Back](#)



10.1.2 Edit bidding form

- You can modify bidding form details as many times as you wish but before doing final submission of a tender.
- To modify the bidding form details, click on "**Edit**" link available in front of form title as shown in below given **screen shot**

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- After opening up of a bidding form, you need to verify digital signature attached to that form by clicking on a **Verify** button as shown in the below given **screen shot**
- Only after verifying the digital signature, you can modify bidding form details. Please refer **screen shot**
- After editing the details, you need to sign and save the bidding form as shown in the below given **screen shot**

Screen shot: Edit bidding form

Declaration			Prepare Bid			Final Submission			Result		
Technical Bid											
Schedule Name				Actions				Reference Document(s)			
Letter of Technical Bid *				[Edit] - [Delete] - [View]				Map			
FORM - I : General Information *				[Edit] - [Delete] - [View]				Map			
Price Bid											
Schedule Name				Actions				Reference Document(s)			
Schedule - 1 - A *				[Add]				Map			
Rebate											
Rebate											

Screen shot: Verify digital signature

FORM - I : General Information		
All individual firms and each partner of a joint venture are requested to complete the information in this form.		
FORM - I : General Informa		
Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian



Main lines of business	
Business	Since
Construction Work	2000
<input type="button" value="Add Table"/>	
Digital Signature	MIiIKgYJkoZlhvcNAQcCoIIIGzCCcBcCAQExCzAJBgUrDgMCGGUAMIIBOwYJKoZIhvcNAQcBoIIBLASCASH2AGEAbAB1AGUAIABmAG8AcgAgAE4AZQB3ACA AVABhAGIA
<input type="button" value="Verify"/> <input type="button" value="Update"/> Back	

Screen shot: Successful verification of Digital Signature

FORM - I : General Information		
All individual firms and each partner of a joint venture are requested to complete their information in this form.		
FORM - I : General Informa		
Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Main lines of business	
Business	Since
Construction Work	2000
<input type="button" value="Add Table"/>	
Digital Signature	Verification Successful
<input type="button" value="Sign"/> <input type="button" value="Update"/> Back	



Screen shot: Attach digital signature & save bidding form

2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian

Microsoft Internet Explorer ✖

Data Signed Successfully

Main lines of business	
Business	Since
Construction Work	2000
<input type="button" value="Add Table"/>	

Digital Signature

MIIIZgYJKoZIhvcNAQcCoIIIVzCCCCFMAQExCzAJBgUrDgMCGGUAMIIBdwYJKoZIhvcNAQcBoIIBaASCAR2AGEAbAB1AGUAIAIBmAG8AcgAgAE4AZQB3ACAAVABhAGIA

[Back](#)



10.1.3 View bidding form details

You can view details of bidding form by clicking on **View** link as shown in the below given **screen shot**



Screen shot: View bidding form details

Declaration			Prepare Bid			Final Submission			Result		
Technical Bid											
Schedule Name				Actions				Reference Document(s)			
Letter of Technical Bid *				[Edit] - [Delete] - [View]				Map			
FORM - I : General Information *				[Edit] - [Delete] - [View]				Map			
Price Bid											
Schedule Name				Actions				Reference Document(s)			
Schedule - 1 - A *				[Add]				Map			
Rebate											
Rebate											

Screen shot: View bidding form details

Company Name : pradipvendor1 (pradipvendor1)

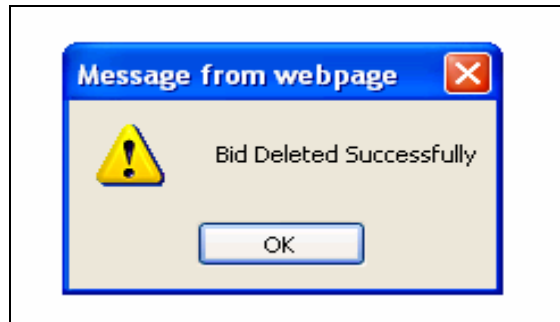
FORM - I : General Information		
All individual firms and each partner of a joint venture are requested to complete the information in this form.		
FORM - I : General Informa		
Sr. No.	Description	Vendor Response
1	Name of firm	Krishna Enterprises
2	Head office address	Mumbai
3	Local office address (if any)	Mumbai
4	Telephone	022 - 2456321
5	Contact	Mr. S N Doshi
6	Facsimile	N.A.
7	Telex	N.A.
8	Place of incorporation / registration	Indian
9	Year of incorporation / registration	Indian
Main lines of business		
Business		Since
Construction Work		2000
[Back] [Verify]		
List of Files Uploaded		
FILE NAME	DESCRIPTION	DOWNLOAD
Digital Signature		
MIIKgyJKoZIHvcNAQcCoIIIGzCCCBcCAQEXCzAJBgUrDgMCGGUAMIIBOwYJKoZI hvcNAQcBoIIBLASCASH2AGEAbAB1AGUAIBmAG8AagAgAE4AZQB3ACAAYABhAGIA		

10.1.4 Delete bidding form

You can delete bidding form by clicking on “**Delete**” link. System prompts a message to you confirming deletion of bidding form as shown in below given **screen shot**

Screen shot: Deletion of a bidding form

Declaration			Prepare Bid			Final Submission			Result		
Technical Bid											
Schedule Name				Actions				Reference Document(s)			
Letter of Technical Bid *				[Edit] - Delete - [View]				Map			
FORM - I : General Information *				[Edit] - [Delete] - [View]				Map			
Price Bid											
Schedule Name				Actions				Reference Document(s)			
Schedule - 1 - A *				[Add]				Map			
Rebate											
Rebate											



11 Upload Bid Supporting/Reference Documents

11.1 Upload bid reference documents

- You can upload all bid supporting documents online and can save it into the virtual briefcase so in future whenever any document has to be submitted along with the tender you can simply re-use it.
- You can upload bid supporting documents by performing the below given steps:



- Click on the **“Upload document”** link available under **“Briefcase Document”** menu available on top of bidder dash board page as shown in the below given screen shot

Screen shot - : Upload bid Supporting/Reference Document (Uploading documents in Briefcase Documents Section for all tenders – Option - 1)

- Click on browse button to open a file to be uploaded and enter Document description and click on **“Upload”** button as shown in the below given screen shot
- A single file size must not exceed 4 MB. Please ensure that you follow all the other instructions mentioned on the upload document page as shown in the above given screen shot

Screen shot: Select a file to upload online



Screen shot: Uploaded documents list

Select a file to upload : *	<input type="text"/> Browse...																																
Description : *	<input type="text"/>																																
Upload																																	
<ul style="list-style-type: none"> Field Marked(*) is Mandatory. Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB. Acceptable File Types (* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf) A file path may contain any below given special characters: (Space, -, _, \) Click on Map link available in front of uploaded document to map it with a Folder 																																	
View Unmapped Files View Folderwise Files View All Files																																	
<table border="1"> <thead> <tr> <th colspan="8">File Information</th> </tr> <tr> <th>Sr. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size</th> <th>Map to Folder</th> <th>Approve</th> <th>Delete/Cancel</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>test.doc</td> <td>test</td> <td>10752</td> <td>Map</td> <td>Approved</td> <td>Cancel</td> <td>Download Document</td> </tr> <tr> <td>2</td> <td>test1.doc</td> <td>test1</td> <td>10752</td> <td>Map</td> <td>Approve</td> <td>Delete</td> <td>Download Document</td> </tr> </tbody> </table>		File Information								Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download	1	test.doc	test	10752	Map	Approved	Cancel	Download Document	2	test1.doc	test1	10752	Map	Approve	Delete	Download Document
File Information																																	
Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download																										
1	test.doc	test	10752	Map	Approved	Cancel	Download Document																										
2	test1.doc	test1	10752	Map	Approve	Delete	Download Document																										

11.2 Cancel uploaded document

- You can cancel uploaded and approved document if required.
- You need to click on "**Cancel**" link available in front of a respective document as shown in the below given screen shot

Screen shot: Cancel document

Select a file to upload : *	<input type="text"/> Browse...																								
Description : *	<input type="text"/>																								
Upload																									
<ul style="list-style-type: none"> Field Marked(*) is Mandatory. Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB. Acceptable File Types (* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf) A file path may contain any below given special characters: (Space, -, _, \) Click on Map link available in front of uploaded document to map it with a Folder 																									
View Unmapped Files View Folderwise Files View All Files																									
<table border="1"> <thead> <tr> <th colspan="8">File Information</th> </tr> <tr> <th>Sr. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size</th> <th>Map to Folder</th> <th>Approve</th> <th>Delete/Cancel</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>New Microsoft Word Document3.doc</td> <td>test1</td> <td>10752</td> <td>Map</td> <td>Approved</td> <td>Cancel</td> <td>Download Document</td> </tr> </tbody> </table>		File Information								Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download	1	New Microsoft Word Document3.doc	test1	10752	Map	Approved	Cancel	Download Document
File Information																									
Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download																		
1	New Microsoft Word Document3.doc	test1	10752	Map	Approved	Cancel	Download Document																		

- On successful cancellation of a document, you will be prompted an alert message "Document Cancelled Successfully"
- After cancellation of a document, you can delete a document.

11.3 Delete uploaded Document

- You can delete any of the uploaded documents by clicking on a "**Delete**" link available on the upload document page as shown in the below given screen shot

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Screen shot: Delete uploaded document

Select a file to upload : * Browse...

Description : *

[Upload](#)

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.
- Acceptable File Types
(* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf)
- A file path may contain any below given special characters:
(Space, -, _, \)
- Click on **Map** link available in front of uploaded document to map it with a **Folder**

[View Unmapped Files](#) [View Folderwise Files](#) [View All Files](#)

File Information

Sr. No.	File Name	File Description	File Size	Map to Folder	Approve	Delete/Cancel	Download
1	test.doc	test	10752	Map	Approved	Cancel	Download Document
2	test1.doc	test1	10752	Map	Approve	Delete	Download Document

- On successfully deletion of a document, a message "File Deleted Successfully" would be prompted to you as shown in the below given screen shot

Screen shot: Successful file/document deletion

Message Board

Select a file to upload : * Browse...

Description : *

[Upload](#)

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.
- Acceptable File Types
(* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf)
- A file path may contain any below given special characters:
(Space, -, _, \)
- Click on **Map** link available in front of uploaded document to map it with a **Folder**

[View Unmapped Files](#) [View Folderwise Files](#) [View All Files](#)

Performing requested Operation. Please wait.

Message from webpage

File deleted successfully

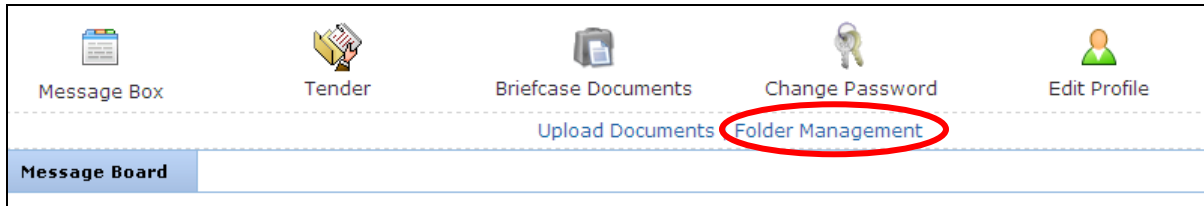
[OK](#)

11.4 Folder wise documents management

- You can manage documents folder wise. I.e. you may create past experience; ISO documents etc. folders to store the uploaded documents.
- To manage the folders click on "**Folder Management**" link available under "**Briefcase Documents**" menu as shown in the below given screen shot

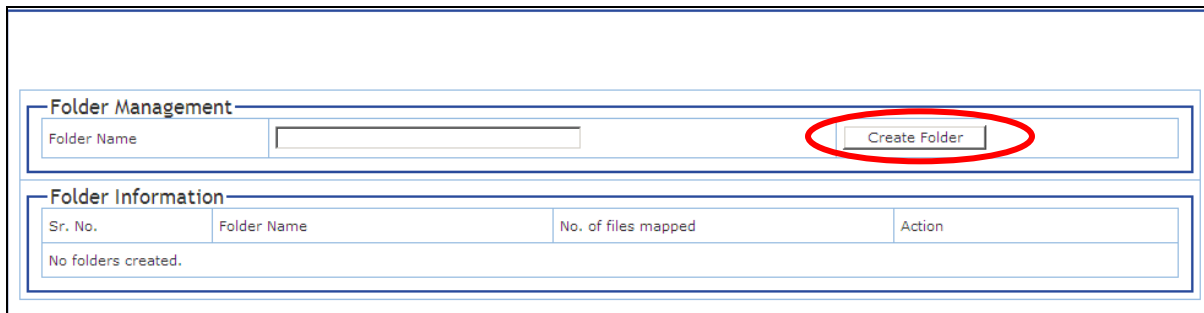


Screen shot: Folder wise documents management



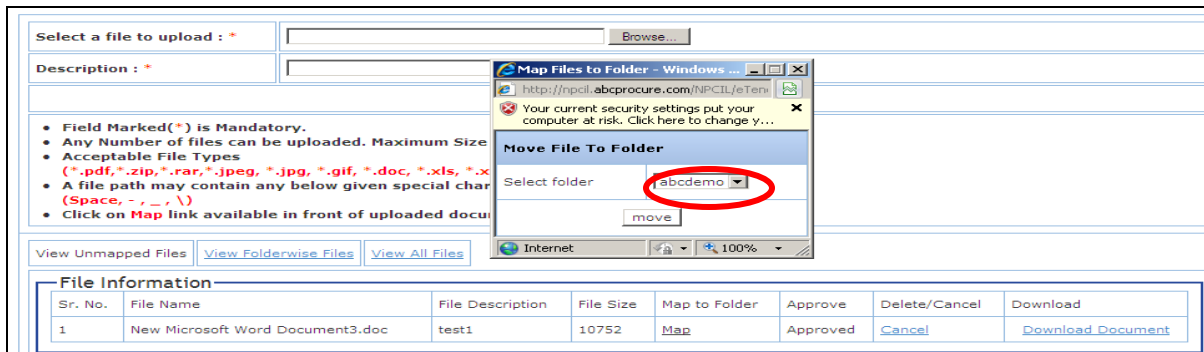
- To create a new folder click on "**Create Folder**" button as shown in the below given screen shot

Screen shot: Folder creation



- Enter folder name and click on "**Submit**" button.
- Click on a "**Map**" link available in front of each document to move a file to particular folder as shown in the below given screen shot

Screen shot: Map documents to a folder



11.4.1 Attach/Map Bid supporting documents to bidding form

- You can map/attach uploaded reference documents to the specific bidding form in a tender. If you have not uploaded any documents yet on website then please upload documents first. Kindly refer **Upload Bid Supporting Documents** to know how to upload bid reference documents online. You need to perform below mentioned steps to map bid supporting documents to the bidding schedule in a tender:
- Click on "**Map**" link available on bidding dash board appears in front of each bidding schedule as shown in **screen shot**.

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Screen shot: Map bid reference documents

Declaration			Prepare Bid			Final Submission			Result		
Technical Bid											
Schedule Name				Actions				Reference Document(s)			
Letter of Technical Bid *				[Edit] - [Delete] - [View]				Map			
FORM - I : General Information *				[Edit] - [Delete] - [View]				Map			
Price Bid											
Schedule Name				Actions				Reference Document(s)			
Schedule - 1 - A *				[Add]				Map			
Rebate											
Rebate											

- Select documents from the list of uploaded documents which you want to attach/map with the bidding form and then click on “**Map**” button available on bottom of the page as shown in the **screen shot**

Screen shot: List of Uploaded documents

<input type="checkbox"/>	223	ws-11_price bid1.pdf	ws-11_price bid1	0	Approved	unmappen	2009-11-15 10:09:00.0	Approved	Approved & Mapped	
<input type="checkbox"/>	224	ws-11_price bid2.pdf	taufique	0	Approved	unmappen	2009-11-15 10:09:00.0	Approved	Cancel	
<input checked="" type="checkbox"/>	225	ws-17_price bid1.pdf	varun	0	Approved	unmappen	2009-11-15 10:09:00.0	Approved	Approved & Mapped	
Map										

- On successful mapping of the documents, documents will start appearing under the “List of mapped documents” title and on the same page as shown in the below given **screen shot**
- You can also remove the attached documents by selecting the documents to be removed and by clicking on “**remove**” button as shown in **screen shot**



List of Mapped documents.				
Sr No.	File Name	File Description	Download	Select
1	test doc.docx	Test Doc		<input type="checkbox"/>
Remove				

Screen shot: List of Mapped Documents

Declaration	Prepare Bid	Final Submission	Result			
Technical Bid						
Schedule Name	Actions	Reference Document(s)				
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map				
		<table border="1"><thead><tr><th>FILE NAME</th><th>DESCRIPTION</th><th>DOWNLOAD</th></tr></thead><tbody><tr><td>EMD Image.doc</td><td>emd image pradip vendor1</td><td></td></tr></tbody></table>	FILE NAME	DESCRIPTION	DOWNLOAD	EMD Image.doc
FILE NAME	DESCRIPTION	DOWNLOAD				
EMD Image.doc	emd image pradip vendor1					
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map				
		<table border="1"><thead><tr><th>FILE NAME</th><th>DESCRIPTION</th><th>DOWNLOAD</th></tr></thead><tbody><tr><td>SCH F12A.pdf.enc</td><td>SCH F12A</td><td></td></tr></tbody></table>	FILE NAME	DESCRIPTION	DOWNLOAD	SCH F12A.pdf.enc
FILE NAME	DESCRIPTION	DOWNLOAD				
SCH F12A.pdf.enc	SCH F12A					



Screen shot - : Upload bid Supporting/Reference Document (Uploading documents in directly selected tender only – Option - 2)

Technical Bid		
Schedule Name	Actions	Reference Document(s)
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map
Price Bid		
Schedule Name	Actions	Reference Document(s)
Schedule - 1 - A *	[Add]	Map
Rebate		
Rebate		

Thursday 27/05/2010 15:11:17 IST Last Login: 27/05/2010 14:48:45 Welcome: Mr. vendor1

Message Box Tender Briefcase Documents Change Password Edit Profile Logout

Upload Documents | Folder Management

Message Board MARQUEE TESTING - UVM

Select a file to upload : *

Description : *

- Field Marked(*) is Mandatory.
- Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.
- Acceptable File Types
(* .pdf, *.zip, *.rar, *.jpeg, *.jpg, *.gif, *.doc, *.xls, *.xlsx, *.docx, *.dwg, *.dwt, *.dxf)
- A file path may contain any below given special characters:
(Space, -, _ , \)
- Click on **Map** link available in front of uploaded document to map it with a **Folder**

Important file uploading instruction

- Click on browse button to open a file to be uploaded and enter Document description and click on **"Upload"** button as shown in the below given screen shot
- A single file size must not exceed 4 MB. Please ensure that you follow all the other instructions mentioned on the upload document page as shown in the above given screen shot



Screen shot: List of Mapped Documents

Declaration	Prepare Bid	Final Submission	Result						
Technical Bid									
Schedule Name	Actions	Reference Document(s)							
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map <table border="1"><thead><tr><th>FILE NAME</th><th>DESCRIPTION</th><th>DOWNLOAD</th></tr></thead><tbody><tr><td>EMD Image.doc</td><td>emd image pradip vendor1</td><td></td></tr></tbody></table>		FILE NAME	DESCRIPTION	DOWNLOAD	EMD Image.doc	emd image pradip vendor1	
FILE NAME	DESCRIPTION	DOWNLOAD							
EMD Image.doc	emd image pradip vendor1								
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map <table border="1"><thead><tr><th>FILE NAME</th><th>DESCRIPTION</th><th>DOWNLOAD</th></tr></thead><tbody><tr><td>SCH F12A.pdf.enc</td><td>SCH F12A</td><td></td></tr></tbody></table>		FILE NAME	DESCRIPTION	DOWNLOAD	SCH F12A.pdf.enc	SCH F12A	
FILE NAME	DESCRIPTION	DOWNLOAD							
SCH F12A.pdf.enc	SCH F12A								

11.5 Prepare Financial/Price Bid Form

11.5.1 Add price bid form

- Click on “**Add**” link as shown in below given **screen shot**
- After opening up of a price bid form, enter rates into rate in Rs. column which will be converted into words by the system automatically as shown in below given **screen shot**
- Click on “**Sign**” button to attach digital signature to price bid form as shown in the below given **screen shot**
- Click on **Encrypt Data** button to encrypt price bid form as shown in **screen shot**
- Click on “**Save**” button to submit the price bid form. On successful submission of a price bid form, System prompts you a message “**Bid Form Successfully saved**”



Screen shot: Fill rate in price bid form

Declaration	Prepare Bid	Final Submission	Result
Technical Bid			
Schedule Name	Actions	Reference Document(s)	
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map	
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map	
Price Bid			
Schedule Name	Actions	Reference Document(s)	
Schedule - 1 - A *	[Add]	Map	
Rebate			
Rebate			



Screen shot: Fill rate in price bid form

Price Bid - A

Price Bid - AA

Price Bid - AA

SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="100"/>
2	Desktop	20	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="200"/>
3	Printer	30	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="300"/>
4	CD	40	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="400"/>
5	DVD	50	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="500"/>

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature

[Back](#)

Rate gets converted into words & Total Rate automatically by the system.

Screen shot: Sign the price bid form

Price Bid - A

Price Bid - AA

Price Bid - AA

SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="100"/>
2	Desktop	20	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="200"/>
3	Printer	30	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="300"/>
4	CD	40	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="400"/>
5	DVD	50	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="500"/>

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature

[Back](#)

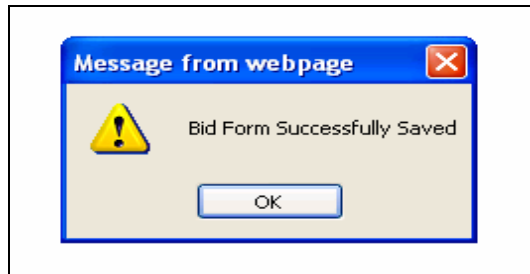
Message from webpage

Data Signed Successfully



Screen shot: Encrypt data & Save price bid form

				sY+GuJK45j0v0YdU2Ee5jnVTW5o9zC3frnQ8cmv4qJmOz/av3LwZEJL1Mrm1y+0h gvJdpngdqyDmrBfUe4bti0tIbsj3t7egxtETuv5Vx23b+PfcDbH1n1Cx4HpLeFLI pTAmMcSgCSqGS1b3DQEhATAUBggqhkig9w0DBwQ1qY7dPfeBIAcBsRaxb6TpK	
3	Printer	30	Nos.	MIIBHAYJKoZIhvcNAQcDoIIIBDTCCAQAQXgdYwgdMCAQAwPDAuMSwwKgYDVQQDD EyNIUHJvY3VvZW1lbnQqVGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA 4TANBgkqhkiG9w0BAQEFAASBgJW8zwmSbDqfuUm4MpQWz1OEQZgzCLedTz7g6sX sBxCtVqkqBko2U3kMlvs/pU+CjBt6fmRXtA5Odw5JBUT8btA83OvOTQYrWqZKUa t1fMYdQ2ZkG3F2qQ5hoSVi1QA3G5nHolsixdyqLNkuugG3swfXKC4HWxwzEQ+cj2 WfHMCsGCSqGS1b3DQEhATAUBggqhkig9w0DBwQ1KVD0AqF5uDSACIna0KaCq7QG	MIIBHAYJKoZIh
4	CD	40	Nos.	MIIBHAYJKoZIhvcNAQcDoIIIBDTCCAQAQXgdYwgdMCAQAwPDAuMSwwKgYDVQQDD haWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA E3rWfYPnmY2zwNSVH84SLdoA9w3FjIB HB70iOiqu9afSIMITIPsJ4jexjCcCOjC5v1 6/D8BivEqI2C1KnDGPU+425bV+a0hnc3 iG9w0DBwQ1o7onfqTb8xiACKBom71qDIQj	MIIBHAYJKoZIh
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQcDoIIIBDTCCAQAQXgdYwgdMCAQAwPDAuMSwwKgYDVQQDD EYNIUHJvY3VvZW1lbnQqVGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA 4TANBgkqhkiG9w0BAQEFAASBgJhQ/hUT2MBRN0P1UVX8pTHWLQIQVf4Com7QtiH BdebixHIUQ3AqwihNelLuIrXX4LD21eMKulp6HP/yUywCWl8QXRuvS8gu8I+6J+ 9/nDSHgM16ZOWPH/Ffo5LF4+XP5oxIi629EQSkMGK6/ZyraqPh/7udKP8cGpSvWVQj z+F2MCsGCSqGS1b3DQEhATAUBggqhkig9w0DBwQ1Hd6Eh+ZGzd6ACNVw81wsTjWI	MIIBHAYJKoZIh
Inclusive of all Taxes & Duties					
Bidder needs to submit Total Rate Inclusive of all Taxes & Duties					
Digital Signature		<input type="text" value="MIIBHAYJKoZIhvcNAQcDoIIUSTCCFEUCAQXgdYwgdMCAQAwPDAuMSwwKgYDVQQDD
EyNIUHJvY3VvZW1lbnQqVGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA"/>			
		<input type="button" value="Sign"/> <input type="button" value="Encrypt Data"/> <input type="button" value="Save"/> <input type="button" value="Back"/>			



11.5.2 Edit form

- Click on "**Edit**" link to edit detail in price bid form as shown in below given **screen shot**
- Click on "**Decrypt Data**" button to decrypt encrypted data in a price bid form as shown in the below given **screen shot**
- Click on "**Verify**" button to verify digital signature attached to the price bid form as shown in the below given **screen shot**
- Edit details in price bid form and click on "**Sign**" button as shown in below given **screen shot**
- Click on "**Encrypt Data**" button to encrypt price bid and click on "**Update**" button as shown in the below given **screen shot**

Confidential



Screen shot: Edit data in Price bid form

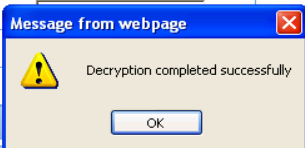
Declaration	Prepare Bid	Final Submission	Result
Technical Bid			
Schedule Name	Actions	Reference Document(s)	
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map	
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map	
Price Bid			
Schedule Name	Actions	Reference Document(s)	
Schedule - 1 - A *	[Edit] [Delete] - [View] -[Encrypt]	Map	
Rebate			
Rebate			



				Z05/miB13mWwVbZM41p/mcy3GyU0Cvirge10vmpkG9z1vVq10DenK3PvWTL bWJRMCSGCSqGSib3DQEATAUBggqhkIG9w0DBwQIP++kkBqeXMmACODLPhJ3ZPJf	
4	CD	40	Nos.	MIIBHAYJKoZIhvcNAQcQ	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VyZW1lbnQvGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA4TANBgkqhkiG9w0BAQEFAASBgJgYrf3PCa/o1CNoECLdP95nuE54JBv0Ch//YarYpta5hBKR94dxtR+4wrXAXRLnc4VXDRzDEO+c/xdr/u9VuByRqu7ytpQ4BO1zt67+w9/T+ifxAfWxqzKfZ3IV+0ddaI2Qikz8qW061kCKwfbpDNEXsDuvV7NhQ3nsuvvR CyrXMCsGCSqGSib3DQEATAUBggqhkIG9w0DBwQIpeWJnkrDz2JACGMjKSbHhSaJ
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQcQ	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VyZW1lbnQvGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA4TANBgkqhkiG9w0BAQEFAASBgAtOrgM5FJyEAHWiIVkLApupSCV43pW5gA9BhJoiK4TIFpWL+xzG+xGrfor2KHfDYdk91X2Td6t0L2kq5T1V0+VsYih5jHnKZntoonH5TMCwp146LdX1G4nmMXNtrD07kp1krPjRc+goxLmaRwkXGI8rGR7kuf4PjL3gPg YsFbMCsGCSqGSib3DQEATAUBggqhkIG9w0DBwQIhcRMjRjw6TyACJ49NMKjN4i+
Inclusive of all Taxes & Duties					
Bidder needs to submit Total Rate Inclusive of all Taxes & Duties					
Digital Signature		<input type="text" value="MIIUWAYJKoZIhvcNAQcDoIIUSTCCFEUCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VyZW1lbnQvGVjaG5vbG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA"/>			
		<input type="button" value="Verify"/> <input type="button" value="Decrypt Data"/> <input type="button" value="Update"/> <input type="button" value="Back"/>			

Screen shot: Decrypt data of price bid form

Price Bid - A						
Price Bid - AA						
Price Bid - AA						
SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="100"/>
2	Desktop	20	Nos.	<input type="text" value="10"/>	TEN	<input type="text" value="200"/>
3	Printer	30	Nos.		TEN	<input type="text" value="300"/>
4	CD	40	Nos.		TEN	<input type="text" value="400"/>
5	DVD	50	Nos.		TEN	<input type="text" value="500"/>
Bidder needs to submit Total Rate Inclusive of all Taxes & Duties						
Digital Signature		<input type="text" value="MIIG9wYJKoZIhvcNAQcCoIIIG6DCCBuQCAQExCzAJBgUrDgMCGgUAMIGlBkgqhkiG9w0BBwGqZcEqZR2AGEAbAB1AGUAIABmAG8AqAqAE4AZQB3ACAuAABhAGIAbAB"/>				
		<input type="button" value="Verify"/> <input type="button" value="Decrypt Data"/> <input type="button" value="Update"/> <input type="button" value="Back"/>				





Screen shot: Verify Digital Signature

Price Bid - A

Price Bid - AA

Price Bid - AA

SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	10	TEN	100
2	Desktop	20	Nos.	10	TEN	200
3	Printer	30	Nos.	10	TEN	300
4	CD	40	Nos.	10	TEN	400
5	DVD	50	Nos.	10	TEN	500

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature: Verification Successful

Sign Encrypt Update Back

Screen shot: Sign Price bid form

Price Bid - A

Price Bid - AA

Price Bid - AA

SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	10	TEN	100
2	Desktop	20	Nos.	10	TEN	200
3	Printer	30	Nos.		TEN	300
4	CD	40	Nos.		TEN	400
5	DVD	50	Nos.		TEN	500

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature: MIIG9wYJKoZIhvcNAQcCoIIg6DCCBuQCAQEXCzA3BgUrDgMCGGUAMIgIBgkqhkiG9w0BBwGggZcEqZR2AGEFABAB1AGUAIABmAG8AqAqAE4AZQB3ACAAVABhAGIABABI

Sign Encrypt Update Back

Message from webpage: Data Signed Successfully



Screen shot: Encrypt & Update price bid form details

					sY+GuJK45j0v0YdU2Ee5jnVTW5o9zC3frnQ8cmv4qJmOz/av3LwZEJL1Mrm1y+0hgVjdpngdqyDmrBfUe4bti0t1bsjt7egxtETuv5Vx23b+PfcDbH1n1Cx4HpLeFLI pTAmMCsGCSqGS1b3DQEhATAUBggqhkig9w0DBwQ1q1Yq7dPFebIACBsRaxb6TpK	
3	Printer	30	Nos.	MIIBHAYJKoZIhvcNAQcQ	MIIBHAYJKoZIhvcNAQcQDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VvZW1lbnQvVGVjaG5vbnG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA4TANBgkqhkiG9w0BAQEFAASBgJW8zwmSbDqfuUm4MpQWz1OEQZgzCLedTz7g6sXsBxCtVqkqBko2U3kMlvs/pU+CjBt6fmRXTA5Odw5JBUT8btA83OvOTQYrWqZKUat1fMYdQ2ZkG3F2qQ5hoSVi1QA3G5nHolsixdyqLNkucgG3swfXKC4HWxwzEQ+cj2WfHMCsGCSqGS1b3DQEhATAUBggqhkig9w0DBwQ1KVD0AqF5uDSACIna0KaCq7QG	MIIBHAYJKoZIhvcNAQcQ
4	CD	40	Nos.	MIIBHAYJKoZIhvcNAQcQ	MIIBHAYJKoZIhvcNAQcQDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VvZW1lbnQvVGVjaG5vbnG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAAE3rWFYPPNmY2zwNSVH84SLdoA9w3FjIBHB70iOiqu9afSIMITIPsJ4jexjCcCOjCSv16/D8BivEqI2C1KnDGPU+425bV+a0hnc3iG9w0DBwQ1o7onfqTb8xiACKBom71qdlQj	MIIBHAYJKoZIhvcNAQcQ
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQcQ	MIIBHAYJKoZIhvcNAQcQDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VvZW1lbnQvVGVjaG5vbnG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA4TANBgkqhkiG9w0BAQEFAASBgJhQ/hUT2MBRN0P1UVX8pTHWLQIQVf4Com7QtitHlBdebixHIUQ3AqwihNelLuIrXX4LD21eMKulp6HP/yUywCWl8QxRuvS8gu8I+6J+9/nDSHgM16ZOWP/Ffo5LF4+XP5oxIe629EQSkMGK6/ZyraqPh/7udKP8cGpSvVWQjz+F2MCsGCSqGS1b3DQEhATAUBggqhkig9w0DBwQ1Hd6Eh+ZGzd6ACNVw8IwsTjWI	MIIBHAYJKoZIhvcNAQcQ

Inclusive of all Taxes & Duties

Bidder needs to submit Total Rate Inclusive of all Taxes & Duties

Digital Signature

MIIUWAYJKoZIhvcNAQcQDoIIUSTCCFEUCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUHJvY3VvZW1lbnQvVGVjaG5vbnG9naWVzIFB2dC4gTHRkLgIKFNh9mgAAAAAA

Sign Encrypt Data Save Back



11.5.3 View form details

- Click on “**View**” link available in front of form title on bidding dash board.
- To view details of bidding form, first you need to decrypt data which was encrypted with your own private key of a digital certificate. Data can be decrypted by clicking on a Decrypt data button available on bottom left corner of the bidding form page as shown in below given **screen shot**



Screen shot: Decrypt price bid form details

Company Name : vendor1 Company (vendor1)

SL No.	Description	Quantity	Unit	
1	Laptop	10	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNIUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIF
2	Desktop	20	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNIUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIF
3	Printer	30	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNIUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIF
4	CD	40	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNIUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIF
5	DVD	50	Nos.	MIIBHAYJKoZIhvcNAQcDoIIBDTCCAQkCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNIUHJvY3VyZW1lbnQgVGVjaG5vbG9naWVzIF

[Back](#)



Screen shot: View price bid form details

Price Bid - AA

SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	10	TEN	100
2	Desktop	20	Nos.	10	TEN	200
3	Printer	30	Nos.	10	TEN	300
4	CD	40	Nos.	10	TEN	400
5	DVD	50	Nos.	10	TEN	500

Message from webpage
Decryption successful
OK

Back Verify Decrypt

FILE NAME	DESCRIPTION	DOWNLOAD
No document mapped		

Digital Signature: MIIUWAYJKoZIhvcNAQcDoIIUSTCCFEUCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUUhJvY3VvZW1lbnQqVGViG5vbG9naWVzIFB2dC4qTHRkLgIKFNh9mqAAAAAA

Price Bid - AA

SL No.	Description	Quantity	Unit	Rate (In Rs.)	Rate (In Words)	Total Rate
1	Laptop	10	Nos.	10	TEN	100
2	Desktop	20	Nos.	10	TEN	200
3	Printer	30	Nos.	10	TEN	300
4	CD	40	Nos.	10	TEN	400
5	DVD	50	Nos.	10	TEN	500

Inclusive of all Taxes & Duties

Back Verify Decrypt

List of Files Uploaded

FILE NAME	DESCRIPTION	DOWNLOAD
No document mapped		

Digital Signature: MIIUWAYJKoZIhvcNAQcDoIIUSTCCFEUCAQAxgdYwgdMCAQAwPDAuMSwwKgYDVQQDEyNlUUhJvY3VvZW1lbnQqVGViG5vbG9naWVzIFB2dC4qTHRkLgIKFNh9mqAAAAAA

11.5.4 Delete price bid Schedule

- You can delete any of the price bid form by clicking on a **"Delete"** link available on bidding dash board as shown in the below given screen shot. When you click on delete link, system prompts you a message for the confirmation of the deletion of the price bid form.



Screen shot: Deletion of price bid form

Technical Bid			Reference Document(s)
Schedule Name			
Technical Bid - A *		[Edit] - [Delete] - [View]	Map
Price Bid			Reference Document(s)
Schedule Name	Actions		
Price Bid - A *	[Edit] - [Delete] - [View] - [Encrypt]		Map

- On deletion of a price bid form, you would be prompted an alert message "Form deleted successfully"

12 Rebate/ Price Bid Summary Report (optional)

- If in a tender rebate form is created then you can enter rebate in percentage (%) on a grand total of all the price bid forms. If in a tender Price bid summary report is created then you can view form total and grand total of all the forms.
- If the form of rebate/price bid summary report is created in a tender by the tender authority, then a link to open rebate/Price bid summary report will appear on prepare bid page as shown in the below screen:



Screen shot: Rebate / Price bid summary report

Declaration	Prepare Bid	Final Submission	Result
Technical Bid			
Schedule Name	Actions	Reference Document(s)	
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map	
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map	
Price Bid			
Schedule Name	Actions	Reference Document(s)	
Schedule - 1 - A *	[Edit] - [Delete] - [View] - [Encrypt]	Map	
Rebate			
	[Rebate]		

- After opening up of a rebate form, perform below given steps to submit rebate form:
 - Click on Decrypt button to decrypt price bid total.
 - Click on Verify button to verify digital signature of all price bid form

Screen shot : Decrypt Price bid total

Summary Report	
RENEWAL OF HOUSE SERVICE CONNECTIONS -> Leak Detection and Rectifications Works	MIIBzQYJKoZIhvcN
-> II-LEAK REDUCTION (Part-I)	MIIBzQYJKoZIhvcN
-> II-LEAK REDUCTION (Part-II)	MIIBzQYJKoZIhvcN
-> Part B: Leak Assessment, Detection and Rectification on Transmission mains & Raw water mains including Rectification Work of Installation Valves in Gwalior City.	MIIBzQYJKoZIhvcN
-> Part B: Leak Assessment, Detection and Rectification on Transmission mains & Raw water mains including Rectification Work of Installation Valves in Gwalior City. (Part-II)	MIIBzQYJKoZIhvcN
-> Part C: Training of Staff	MIIBzQYJKoZIhvcN
Tender Grand Total : { 0 }	***
Rebate : { 0 }	0
Rebate Amount : { 0 }	0
Final Amount : { 0 }	0
[Decrypt]	[Verify] [Calculate] [Save]

- Enter Rebate in percentage in rebate field as shown in the below Screen shot
- Click on **Calculate** button to get the final amount.
- Click on **Save** button to save the schedule of rebate.



Screen shot: Calculate rebate amount & Save

Summary Report			
RENEWAL OF HOUSE SERVICE CONNECTIONS -> Leak Detection and Rectifications Works	5235000		
-> II-LEAK REDUCTION (Part-I)	1652900		
-> II-LEAK REDUCTION (Part-II)	4830500		
-> Part B: Leak Assessment, Detection and Rectification on Transmission mains & Raw water mains including Rectification Work of Installation Valves in Gwalior City.	146450		
-> Part B: Leak Assessment, Detection and Rectification on Transmission mains & Raw water mains including Rectification Work of Installation Valves in Gwalior City. (Part-II)	206200		
-> Part C: Training of Staff	25000		
Tender Grand Total : { One Crore twenty lakh ninety-Six thousand AND fifty }	12096050		
Rebate : { Two point five zero }	2.5		
Rebate Amount : { Three lakh Two thousand Four hundred and One point two five }	302401.25		
Fianl Amount : { One Crore seventeen lakh ninety-Three thousand Six hundred and Forty-Eight point seven five }	11793648.75		
<input type="button" value="Decrypt"/>	<input type="button" value="Verify"/>	<input type="button" value="Calculate"/>	<input type="button" value="Save"/>

12.1 Encrypt Price Bid Form

You need to encrypt each price bid schedule with the uploaded **public key of a concern government officer**. A link of final submission will be activated only if you have all the mandatory forms and have encrypted each price bid form.

Perform below given steps to encrypt price bid form:

- Click on "**Encrypt**" link available on prepare bid page as shown in the below given screen shot.



Screen shot: Encrypt price bid form with the public key

Declaration			Prepare Bid			Final Submission			Result		
Technical Bid											
Schedule Name			Actions			Reference Document(s)					
Letter of Technical Bid *			[Edit] - [Delete] - [View]			Map					
FORM - I : General Information *			[Edit] - [Delete] - [View]			Map					
Price Bid											
Schedule Name			Actions			Reference Document(s)					
Schedule - 1 - A *			[Edit] - [Delete] - [View] - [Encrypt]			Map					
Rebate											
Rebate											

- When you click on Encrypt link, system prompts you a message for the confirmation of encryption of the price bid form. You can click on Ok button if you are sure to encrypt the price bid form with the public key of government officer otherwise click on Cancel button.

Screen shot: Confirmation of encryption of price bid form

Declaration			Prepare Bid			Final Submission			Result		
Technical Bid											
Schedule Name			Actions			Reference Document(s)					
Letter of Technical Bid *			[Edit] - [Delete] - [View]			Map					
FORM - I : General Information *			[Edit] - [Delete] - [View]			Map					
Price Bid											
Schedule Name			Actions			Reference Document(s)					
Schedule - 1 - A *			[Edit] - [Delete] - [View] - [Encrypt]			Map					
Rebate											
Rebate											

Microsoft Internet Explorer

Are you sure you want to encrypt & submit Schedule - 1 - A

OK Cancel

Important Note:

1. It is advisable that you encrypt price bid form only if you are sure that no further modifications will be required in the price bid form.
2. If any change has to be made in the encrypted (with the public key of government officer) form then you need to delete the entire price bid form and will have to fill up again.

- As you click on the Encrypt link, a filled price bid schedule gets opened which you need to decrypt first with your own digital certificate and then to encrypt it with the government officer's public key as shown in the below given screen shot
- First you need to decrypt your price bid schedule with your own digital certificate which can be done by clicking on **Decrypt Data** button as shown in the below given screen shot

Screen shot: Decrypt price bid schedule with your digital certificate

E-7	Compaction of earth work in embankment in layers of 15 cm. to 20 cm. at optimum moisture content to required dry density not less than 95% of corresponding standard proctor maximum dry density including watering, rolling with suitable type of roller of specified capacity etc. complete.	14387	Cubic Metre	MIIBWQYJKoZIhvcNAQ	MIIBWQYJKoZIhvcNAQcDoIIBSjCCAUYC	MIIBWQYJKoZIhvcNAQ
E-8	Compaction of earth work in embankment in layers of 15 cm. to 20 cm. at requisite moisture content to required dry density not less than 85% of corresponding standard proctor maximum dry density including watering, rolling with suitable type of roller of specified capacity etc. complete.	414	Cubic Metre	MIIBWQYJKoZIhvcNAQ	MIIBWQYJKoZIhvcNAQcDoIIBSjCCAUYC	MIIBWQYJKoZIhvcNAQ
E-9	Providing gutter of size greater than 0.30 m x 0.30 m with 1 : 1 slope along the canal in all sorts of soils and murrum for proper drainage as directed with all lead upto 500 m and all lifts etc. complete.	778	Cubic Metre	MIIBWQYJKoZIhvcNAQ	MIIBWQYJKoZIhvcNAQcDoIIBSjCCAUYC	MIIBWQYJKoZIhvcNAQ
E-10	Dewatering of water by pumps of fuel or electrically operated for the excavation of canal and the foundation trenches of the structure in all sorts of soils, soft murrum, hard murrum, soft rock and hard rock during excavation and laying foundation concrete etc. as per approved drawing and design including bailing out water, care and diversion of existing drain/ river/ road side gutter and providing protection work, if necessary, etc. complete as directed.	1	Lump Sump	MIIBWQYJKoZIhvcNAQ	MIIBWQYJKoZIhvcNAQcDoIIBSjCCAUYC	MIIBWQYJKoZIhvcNAQ
						MIIBWQYJKoZIhvcNAQ

Decrypt Data Encrypt & Save

- To encrypt price bid form, you need to click on Encrypt & Save button as shown in the below given screen shot.



Screen shot: Encrypt price bid form with public key

16	Random Rubble masonry with hard stone in foundation and plinth including levelling with cement concrete 1:4:8 (1 cement : 4 sand : 8 Graded stone aggregate) of 20 mm nominal size with cement mortar 1:6 (1 cement:6 sand) and Flush pointing on stone work with CM 1:3 (1cement : 3 fine sand) including raking of joints in lime or cement mortar and preparing surface for repointing including disposal of rubbish to the dumping ground with in 50 m lead.	319	Cum	<input type="text" value="100"/>	One hundred	31900
17	Providing, laying and spreading graded murum/sand brought from out side, for culvert foundation feeling, under stone pitching etc. in layers not exceeding 150 mm compacted thickness, including watering ramming, consolidation of each layer, dressing and cost of all labour, materials T & P etc. complete required for the work	1290	Cum	<input type="text" value="100"/>	One hundred	129000
18	Refilling the foundation, drain and pipe trenches with available selected excavated material in 15 cm layers with all leads and lift including watering and consolidation using mechanical means to attain 95 % of Proctor MDD (Proctor density), etc, complete.	22650	Cum	<input type="text" value="100"/>	One hundred	2265000
19	Disposing of extra excavated earth and other concrete/ masonry debries : including all lead and lifts, transporting, dumping and levelling the same.	36500	Cum	<input type="text" value="100"/>	One hundred	3650000
20	Reinstatement of Waterbound Macadam (S.No. 20 to 21) Construction of granular sub-base by providing grade II coarse graded material, spreading in uniform layers with on prepared surface, mixing by mix in place method at OMC, and compacting with vibratory roller/ mechanical compacters to achieve the desired density in all respect and as per relevant clauses of section-400 of MORTH.	2190	Cum	<input type="text" value="100"/>	One hundred	219000
						35015900
<input type="button" value="Decrypt Data"/> <input type="button" value="Encrypt & Save"/>						

- After encrypting the price bid form if you want to modify the price bid details then you need to delete the filled price bid form and need to fill it up again.
- Link of **Edit & View** would not be displayed on the screen as shown in the below given screen shot

Screen shot: Encrypted Price Bid Form

Declaration	Prepare Bid	Final Submission	Result
Technical Bid			
Schedule Name	Actions	Reference Document(s)	
Letter of Technical Bid *	[Edit] - [Delete] - [View]	Map	
FORM - I : General Information *	[Edit] - [Delete] - [View]	Map	
Price Bid			
Schedule Name	Actions	Reference Document(s)	
Schedule - 1 - A *	Form Encrypted [Delete] [View]		
Rebate			
Rebate			



12.1.1 Delete price bid Schedule

- You can delete any of the price bid form by clicking on a **“Delete”** link available on bidding dash board as shown in the below given screen shot. When you click on delete link, system prompts you a message for the confirmation of the deletion of the price bid form.

Screen shot: Deletion of price bid form

The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Declaration', 'Prepare Bid', 'Final Submission', and 'Result'. Below the navigation bar, there is a table with columns for 'Schedule Name', 'Actions', and 'Reference Document(s)'. The table is divided into sections: 'Technical Bid' and 'Price Bid'. In the 'Price Bid' section, the row for 'Schedule - 1 - A *' has a 'Form Encrypted' status and '[Delete] [View]' links. A modal dialog box titled 'Microsoft Internet Explorer' is overlaid on the table, displaying the message 'Do you want to delete Schedule - 1 - A' with 'OK' and 'Cancel' buttons. A red text prompt at the top of the table reads 'You may map uploaded documents with bidding form b...'. Below the table, there is a 'Rebate' section with a 'Rebate' link.

On deletion of a price bid form, you would be prompted an alert message “Form deleted successfully”

12.2 Final Submission of a Tender

- After filling all the mandatory schedules and encrypting price bid forms the link of final submission gets activated as shown in the below given screen shot



Screen shot: Final submission button

The screenshot displays the HUDCO bidding dashboard. At the top, there is a navigation bar with icons for Message Box, Tender, Briefcase Documents, Change Password, Edit Profile, and Logout. Below this, there are links for My Tenders, Limited Tenders, and Upcoming Tender(s). The main content area is titled "Message Board" and contains a "Go Back To Bidding Dashboard" link. The "Tender Detail" section shows the following information:

Tender Id : 7334 **Tender No :** BDL - Mock Tender for Submission Only **Due date & time :** 25/10/2011 20:00 **Opening date & time:** 25/10/2011 21:00
Brief : BDL - Mock Tender for Submission Only [Tender Notice](#)

Envelope Name	Form Name	Mandatory / Optional	Submitted	Attached Document List
Technical Bid	Letter of Technical Bid	Mandatory	Yes(1)	Supporting Document.doc
Price Bid	Form FIN - 2: Average Annual Construction Turnover	Mandatory	Yes(1)	No
	Bill of Quantities - Group A - A. Excavation & Refilling of Trenches	Mandatory	Yes(1)	No

At the bottom of the page, a "Final Submission" button is highlighted with a red circle.

- On the final submission page you can see the final submission button and clicking upon which you can do final submission of a tender. I.e. you can drop your e-Tender into Secure Electronic Time Stamped Tender Box.
- After completion of final submission of a tender, you will get an online receipt for the confirmation of your final submission as shown in the below given screen shot.
- Online receipt includes bid schedule details, list of documents attached and date & time and IP address from where you have completed final submission. Print out of the same can be taken out by you for future reference.



Screen shot: Online receipt for final submission of a tender

Message Board

[Go Back To Bidding Dashboard](#) [Go Back To Home](#)

Tender Detail

Tender Id : 7334 Tender No : BDL - Mock Tender for Submission Only Due date & time : 25/10/2011 20:00 Opening date & time: 25/10/2011 21:00
 Brief : BDL - Mock Tender for Submission Only [Tender Notice](#)

Envelope Name	Form Name	Mandatory / Optional	Submitted	Attached Document List
Technical Bid	Letter of Technical Bid	Mandatory	Yes(1)	Supporting Document.doc
Price Bid	Form FIN - 2: Average Annual Construction Turnover	Mandatory	Yes(1)	No
	Bill of Quantities - Group A - A. Excavation & Refilling of Trenches	Mandatory	Yes(1)	No

You have successfully completed final submission from IP Address :122.170.96.192 on Date And Time 25/10/11 05:12:18

[Receipt](#) [End Withdrawal](#)

Screen shot: Online receipt

[Go Back To Bidding Dashboard](#) [Go Back To Home](#)

Tender Detail

Tender Id : 7334 Tender No : BDL - Mock Tender for Submission Only Due date & time : 25/10/2011 20:00 Opening date & time: 25/10/2011 21:00
 Brief : BDL - Mock Tender for Submission Only [Tender Notice](#)

Tender Id : 7334
 Tendering Unit : Test Dept.
 Tender No : BDL - Mock Tender for Submission Only
 Company Name : devangvondor
 Address : devangvondor
 LoginId : devangvondor
 Receipt No : BDL - Mock Tender for Submission Only/19106

Envelope Name	Form Name	Mandatory / Optional	Submitted	Attached Document List
Technical Bid	Letter of Technical Bid	Mandatory	Yes(1)	Supporting Document.doc
Price Bid	Form FIN - 2: Average Annual Construction Turnover	Mandatory	Yes(1)	No
	Bill of Quantities - Group A - A. Excavation & Refilling of Trenches	Mandatory	Yes(1)	No

You have successfully completed final submission from IP Address :122.170.96.192 on Date And Time 25/10/11 05:12:18



13 Final Submission of Tender

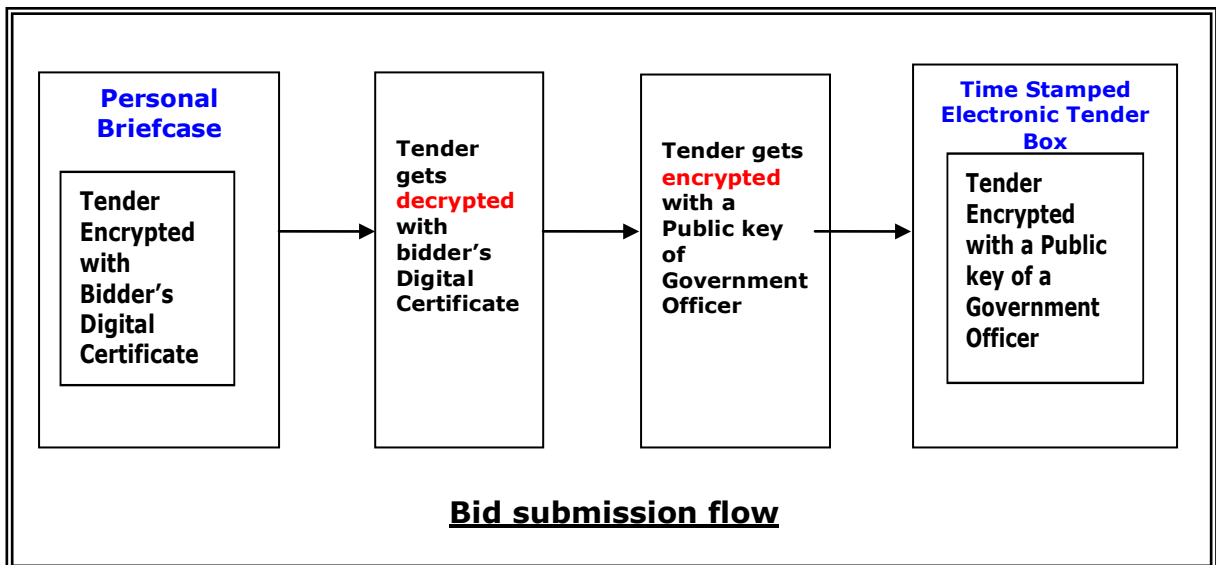
During prepare bid stage, you are preparing a tender in your personal briefcase which must be dropped into the secure, time stamped electronic tender box for consideration of your bid. You can drop your e-Tender into time stamped electronic tender box by doing final submission of a tender.

Phase 1: Preparation of a Tender in a Personal briefcase	Phase 2: Dropping Tender in a Time stamped electronic tender box
Bids are encrypted using your public key and gets stored into personal briefcase.	Tender is encrypted with the public key of tendering authority and gets stored in a time stamped electronic tender box.

Important notes:

1. Once you complete final submission of a tender online, you won't be allowed to edit bid details.
2. You should get an online receipt for the confirmation of online final submission of a tender.
3. You can't do final submission of a tender after submission due date & time as mentioned in tender document.

Screen shot: Process flow diagram of final submission



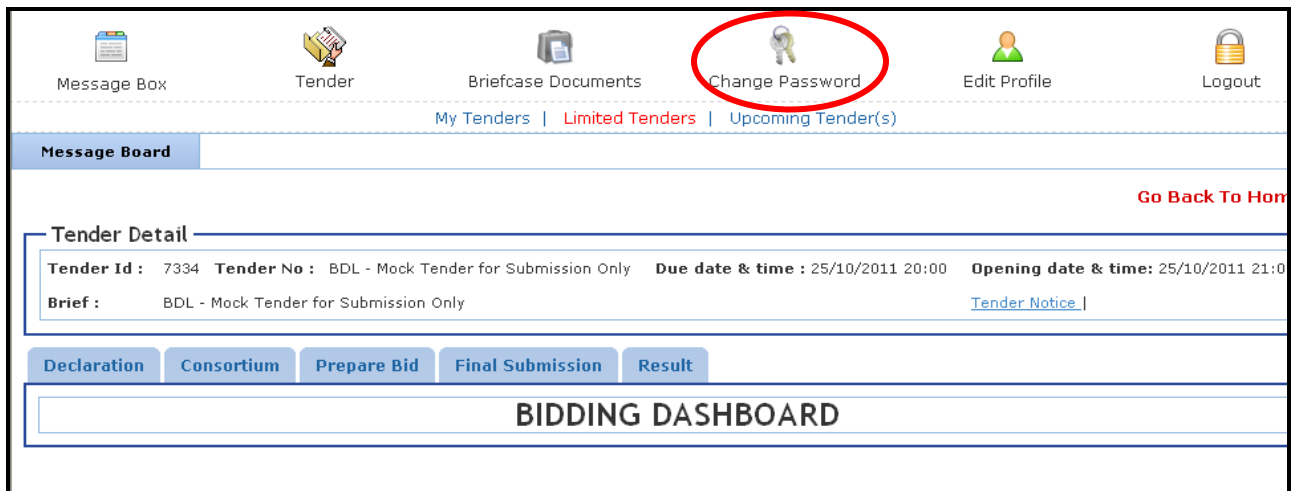
14 Change Password

You can change your password as and when you wish. It is advisable that you change your password after every 2 months.

You can change your password by performing below given steps:

- Click on Change password icon available on top of the bidder dash board page as shown in the below given screen shot

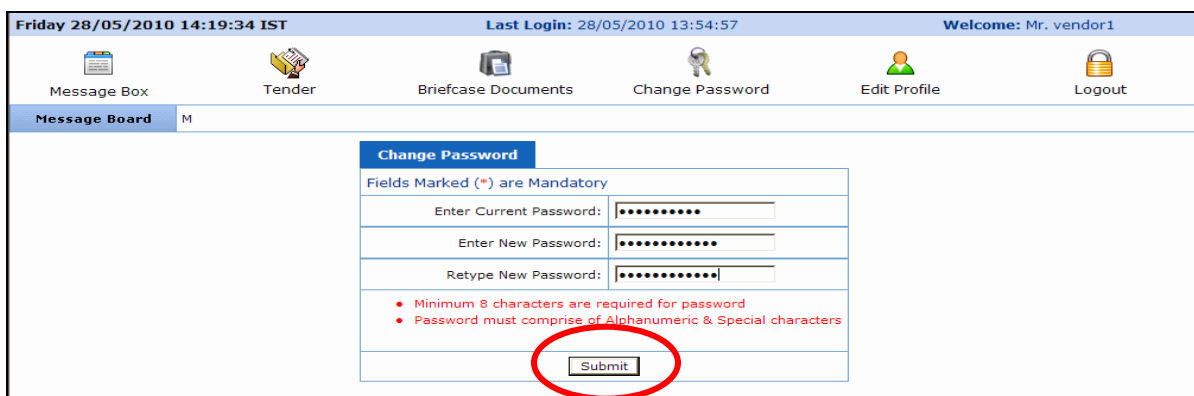
Screen shot: Change Password



The screenshot shows the HUDCO Bidding Dashboard. At the top, there is a navigation bar with icons for Message Box, Tender, Briefcase Documents, Change Password (circled in red), Edit Profile, and Logout. Below the navigation bar, there are links for My Tenders, Limited Tenders, and Upcoming Tender(s). The main content area displays a Message Board and a Tender Detail section. The Tender Detail section shows the following information: Tender Id : 7334, Tender No : BDL - Mock Tender for Submission Only, Due date & time : 25/10/2011 20:00, Opening date & time : 25/10/2011 21:00, and Brief : BDL - Mock Tender for Submission Only. There is a link for Tender Notice. Below the Tender Detail section, there are tabs for Declaration, Consortium, Prepare Bid, Final Submission, and Result. At the bottom of the dashboard, there is a large banner that reads "BIDDING DASHBOARD".

- In a change password screen, you will be asked to enter current password and new password to set as shown in the below given screen shot

Screen shot: Enter new password



The screenshot shows the HUDCO Bidding Dashboard with the 'Change Password' form open. The form has the following fields: Enter Current Password, Enter New Password, and Retype New Password. Below the form, there are two red bullet points: Minimum 8 characters are required for password and Password must comprise of Alphanumeric & Special characters. A Submit button is located at the bottom of the form, circled in red. The dashboard header shows the date and time as Friday 28/05/2010 14:19:34 IST, the last login as 28/05/2010 13:54:57, and the user as Mr. vendor1.

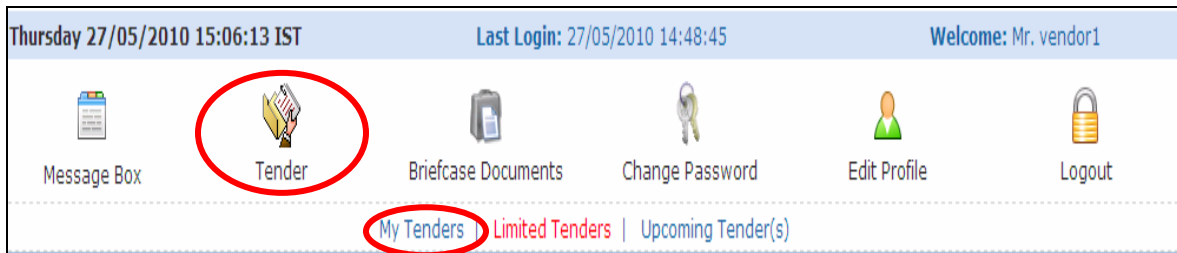
- On successful changing of a password, system will prompt you an alert message "Password changed successfully"



15 My Tenders

You can access all the tenders in which you have completed **“Declaration (Document Read Confirmation) step”** by clicking on My Tender(s) icon available on top of the bidder dash board page.

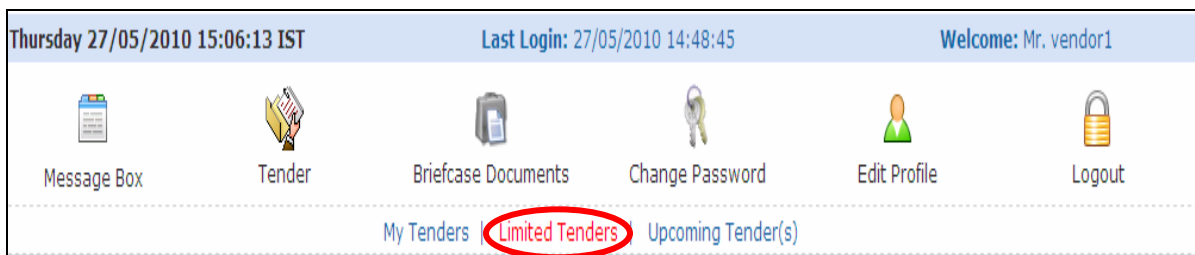
Screen shot: My Tenders



16 Limited Tenders

You can access all limited tenders for which you are authorized by the tendering authority by clicking on a limited tenders icon available on top of the bidder dash board page as shown in the below given screen shot

Screen shot: Limited tenders





17 Edit Profile

You can edit your profile details by clicking on “**Edit Profile**” icon available on top of the bidder dash board page.

Screen shot: Edit Profile

The screenshot shows the BIDDING DASHBOARD interface. At the top, there are navigation icons for Message Box, Tender, Briefcase Documents, Change Password, Edit Profile (circled in red), and Logout. Below these are links for My Tenders, Limited Tenders, and Upcoming Tender(s). The main content area includes a Message Board, a Tender Detail section with fields for Tender Id (7334), Tender No (BDL - Mock Tender for Submission Only), Due date & time (25/10/2011 20:00), and Opening date & time (25/10/2011 21:00). There are also buttons for Declaration, Consortium, Prepare Bid, Final Submission, and Result. A 'Go Back To Home' link is visible in the top right corner of the main content area.

Screen shot: Edit personal details

The screenshot shows the 'Edit Supplier Profile' form. It includes fields for Current Password (*), Login Id details (Login Id, Hint Question, Hint Answer (*)), and Company Details (Company Name (*), Address (*)). The form is titled 'MARQUEE TESTING - UVM' and includes a note: 'Fields Marked (*) are Mandatory'. The current password field is masked with dots and has an 'OK' button. The Login Id field contains 'jvendor1'. The Hint Question is 'Which is your favorite colour' and the Hint Answer is 'Yellow'. The Company Name field contains 'Vendor 1' and the Address field contains 'Ahmedabad'.



Country : *	India
State : *	Maharashtra
City : *	Mumbai
Phone (1) : *	022456789
Phone (2) :	
Fax :	
Email 1 *	satyanarayan@abcprocure.com All future communication will be done on this Email Id For Example : xyz@abc.com Email : jmaulik@abcprocure.coi Add More E-mails
WebSite :	
Time Zone : *	(GMT+05:30) Bombay, Calcutta, Madras, New Delhi
Business Category Keywords: *	<input type="text"/> Use (,) to seperate keywords i.e. Hand pump,Mobile etc.
Business Type : *	<input checked="" type="checkbox"/> Manufacturer <input checked="" type="checkbox"/> Government <input type="checkbox"/> Trading Company/Agent <input type="checkbox"/> Retailer <input type="checkbox"/> Buying Office <input checked="" type="checkbox"/> Wholesaler <input type="checkbox"/> Distributor/Wholesaler <input type="checkbox"/> Importer <input type="checkbox"/> Agent <input type="checkbox"/> Exporter <input type="checkbox"/> Diversified <input type="checkbox"/> Service <input type="checkbox"/> Other

→ **Contact person details**

Prefix : *	Mr.
Contact Person : *	Vendor1
Designation : *	Manager
Mobile No. :	09374530102
<input type="button" value="Update"/> <input type="button" value="Back"/>	



18 Logout

Whenever you wish to exit from the website, do not close the browser directly. To exit, click on the Logout menu and wait for the system to close your session. This is for your own security.

- Click on **Logout** icon available on top of the bidder dash board page as shown in the below given screen shot

Screen shot: Log out from website

The screenshot displays the HUDCO bidding dashboard interface. At the top, there is a navigation bar with several icons and labels: Message Box, Tender, Briefcase Documents, Change Password, Edit Profile, and Logout. The Logout icon, which is a padlock, is circled in red. Below the navigation bar, there are links for My Tenders, Limited Tenders, and Upcoming Tender(s). The main content area features a Message Board section with a Go Back To Home link. Below this is a Tender Detail section showing information for Tender Id: 7334, Tender No: BDL - Mock Tender for Submission Only, Due date & time: 25/10/2011 20:00, and Opening date & time: 25/10/2011 21:00. The Brief section also shows BDL - Mock Tender for Submission Only and a link to Tender Notice. At the bottom of the dashboard, there are buttons for Declaration, Consortium, Prepare Bid, Final Submission, and Result. The entire dashboard is titled BIDDING DASHBOARD.



Appendix –Do's & Don'ts

- **Remember your User ID & Password to access the website.**
- **Don't share your User ID, Password & Digital Certificate with anyone.**
- **Use e-Token for storage of digital certificate.**
- **If you have installed a Digital Certificate in someone else computer system, then don't forget to remove your Digital Certificate from the system.**
- **Prepare the bids and make final submission well in advance before the scheduled Date & Time of bid submission.**
- **Change your password after every month.**
- **Password should comprise of alphanumeric characters and should be preferably more than 8 characters.**