



**Central Procurement Technical Unit (CPTU)**  
**IMED, Ministry of Planning**  
**Government of Peoples' Republic of Bangladesh**



# **National e-Government Procurement Portal**

**Under Public Procurement  
Reform Project-II**

**Procuring Entity (PE)  
User Manual**

Dohatec

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### **Dohatec New Media**

DOHA House, 43 Purana Paltan Line  
Dhaka 1000, Bangladesh

Phone: +880 2 934 8119. 934 1003, 933 2045

Cell: +88 01678625306; 01678625350, 01678625336

Email: [dohatec@bol-online.com](mailto:dohatec@bol-online.com)  
[luna@dohatec.com](mailto:luna@dohatec.com)

URL: [www.dohatec.com](http://www.dohatec.com)



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## National e-Government Procurement Portal

### Abbreviations & Acronyms

<b>Terms</b>	<b>Definitions</b>
<b>e-GP</b>	<b>e-Government Procurement</b>
<b>AA</b>	<b>Approving Authority</b>
<b>AO</b>	<b>Authorized Officer</b>
<b>APP</b>	<b>Annual Procurement Plan</b>
<b>BDT</b>	<b>Bangladesh Taka</b>
<b>BoD</b>	<b>Board of Directors</b>
<b>BoQ</b>	<b>Bill of Quantity</b>
<b>CCGP</b>	<b>Cabinet Committee on Government Purchase</b>
<b>CPTU</b>	<b>Central Procurement Technical Unit</b>
<b>DCS</b>	<b>Design Contest Selection</b>
<b>DD</b>	<b>Demand Draft</b>
<b>Doc.</b>	<b>Document</b>
<b>DPM</b>	<b>Direct Procurement Method</b>
<b>EOI</b>	<b>Expression of Interest</b>
<b>GoB</b>	<b>Government of Bangladesh</b>
<b>HOPE</b>	<b>Head of Procuring Entity</b>
<b>ICT</b>	<b>International Competitive Tender</b>
<b>ID</b>	<b>Identification</b>
<b>IFT</b>	<b>Invitations For Tender</b>
<b>IMED</b>	<b>Implementation Monitoring and Evaluation Division</b>
<b>JVCA</b>	<b>Joint Venture for Consortium or Association</b>
<b>JV</b>	<b>Joint Venture</b>
<b>LCS</b>	<b>Least Cost Selection</b>
<b>LTM</b>	<b>Limited Tendering Method</b>
<b>NCT</b>	<b>National Competitive Tender</b>

<b>NOA</b>	<b>Notification of Award</b>
<b>OTM</b>	<b>Open Tendering Method</b>
<b>OSTETM</b>	<b>One Stage Two Envelope Tendering Method</b>
<b>PA</b>	<b>Project Aid</b>
<b>PD</b>	<b>Project Director</b>
<b>PDF</b>	<b>Portable Document Format</b>
<b>PE</b>	<b>Procuring Entity</b>
<b>PEC</b>	<b>Proposal Evaluating Committee</b>
<b>PER</b>	<b>Proposal Evaluation Report</b>
<b>PM</b>	<b>Project Manager</b>
<b>POC</b>	<b>Proposal Opening Committee</b>
<b>POS</b>	<b>Proposal Opening Sheet</b>
<b>PQ</b>	<b>Pre Qualification</b>
<b>QCBS</b>	<b>Quality and Cost Based selection</b>
<b>REOI</b>	<b>Request for Expression of Interest</b>
<b>RFA</b>	<b>Request For Application</b>
<b>RFP</b>	<b>Request for Proposal</b>
<b>RFQ</b>	<b>Request for Quotation</b>
<b>SBCQ</b>	<b>Selection based on Consultant's Qualification</b>
<b>STD</b>	<b>Standard Tender Document</b>
<b>SSS</b>	<b>Single Source Selection</b>
<b>TEC</b>	<b>Tender Evaluating Committee</b>
<b>Tenderers</b>	<b>Bidders</b>
<b>TER</b>	<b>Tender Evaluation Report</b>
<b>TSTM</b>	<b>Two-stage Tendering Method</b>
<b>TOC</b>	<b>Tender Opening Committee</b>
<b>TOR</b>	<b>Tender Opening Report</b>
<b>TOS</b>	<b>Tender Opening Sheet</b>
<b>TSC</b>	<b>Tender Sub Committee</b>
<b>URL</b>	<b>Universal Resource Locator</b>

# National Government Procurement Portal Public Procurement Reform Project – II

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## Introduction

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

Monday, 14 Nov, 2011 10:20:59 BST

**User Login**

e-mail ID  
\*\*\*\*\*  
**Login** [Forgot Password?](#)

**New User Registration**  
**PE User Registration**

**Help**

- [User Registration Flowchart](#)
- [User Registration Steps](#)
- [User Registration Manual - Bangla](#)
- [User Registration Manual - English](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Help Desk](#)

**Downloads**

- [WinZip](#)
- [PDF Viewer](#)

**News and Events**

- Procurement newsletter launched
- Bidding community members discuss e-Procurement with CPTU.
- Govt approves guidelines for e-Procurement
- BTv talk show on e-Procurement
- Web-only bids to save state millions next year: World Bank
- e-GP training for tenderers from Nov 20, 2011 - **important**
- Maintenance of e-GP portal ([www.eprocure.gov.bd](http://www.eprocure.gov.bd)) on November 11, from 6:00PM to 9:00PM
- eGP Training of Registered Tenderers
- All registered users are hereby notified to use training site ([www.training.eprocure.gov.bd](http://www.training.eprocure.gov.bd)) for any kind of practice.

**Important Messages and Support Details**

- The Government of the People's Republic of Bangladesh has approved the e-GP guidelines in pursuant to Section 65 of the Public Procurement Act, 2006. As per approved guidelines, e-GP system is being introduced in two phases.
- In the first phase, e-Tendering will primarily be introduced on pilot basis, in the CPTU and 16 (sixteen) Procuring Entities (PEs) under 4 (four) sectoral agencies, namely: Bangladesh Water Development Board (BWDB), Local Government Engineering Department (LGED), Roads and Highways Department (RHD) and Rural Electrification Board (REB). The system will gradually be rolled out to 291 PEs of those 4 sectoral agencies up to district level and ultimately it will be expanded to all the PEs of the government.

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

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

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In the second phase, e-Contract Management System (e-CMS) will be introduced covering complete Contract Management processes such as work plan submission, defining milestone, tracking and monitoring progress, generating reports, performing quality checks, generation of running bills, vendor rating and generation of completion certificate.



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# **National e-Government Procurement Portal**

**Under Public Procurement  
Reform Project-II**

## **Procuring Entity (PE) User Manual**

**Section 1 - Login**

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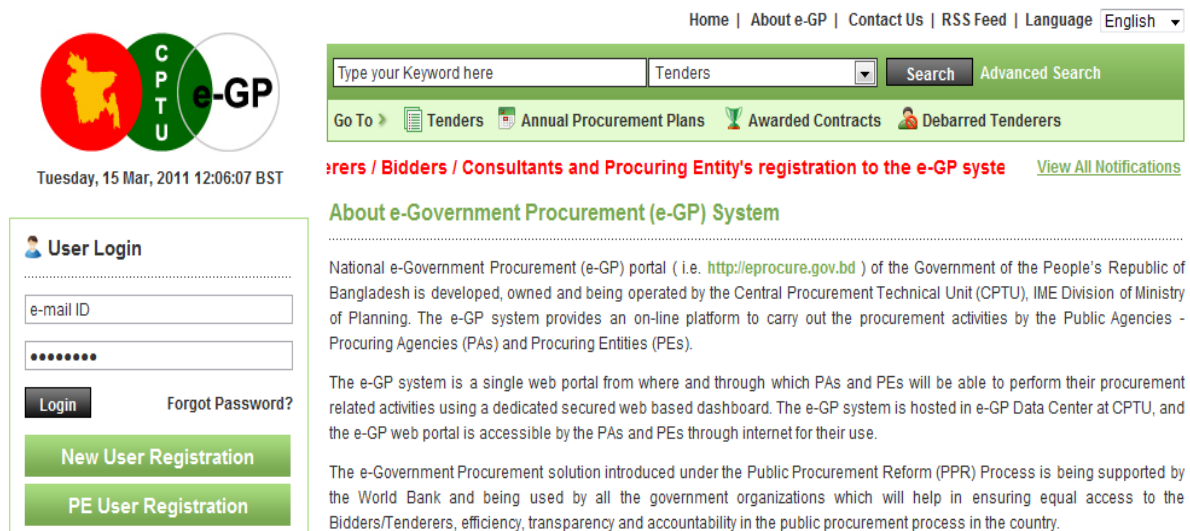
## Section 1. Login

### 1. Login to e-GP Portal along with Email ID and Password

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

#### Steps for Login to the System

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



Home | About e-GP | Contact Us | RSS Feed | Language English

Type your Keyword here Tenders Search Advanced Search

Go To > Tenders Annual Procurement Plans Awarded Contracts Debarred Tenderers

Tuesday, 15 Mar, 2011 12:06:07 BST

[Tenders / Bidders / Consultants and Procuring Entity's registration to the e-GP system](#) [View All Notifications](#)

#### About e-Government Procurement (e-GP) System

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

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

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

Screen–A1

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

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

**Change Password**

Fields marked with (\*) are mandatory.

Current Password : \*  Valid password

New Password : \*   
(Minimum 8 characters required. Make sure the password you choose contains both alphabets & numbers. You can also add special characters and space)

Confirm Password : \*

Hint Question : \*

Hint Answer : \*

**Screen-A2**

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

Home | About e-GP | Contact Us | RSS Feed | Language English

Type your Keyword here  Tenders  [Advanced Search](#)

Go To > [Tenders](#) [Annual Procurement Plans](#) [Awarded Contracts](#) [Debarred Tenderers](#)

**As the first step of the e-Tend:** [View All Notifications](#)

Tuesday, 15 Mar, 2011 12:01:42 BST

Password changed successfully

**User Login**

[Forgot Password?](#)

**About e-Government Procurement (e-GP) System**

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

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[Read More >>](#)

**Screen-A3**



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# **National e-Government Procurement Portal**

**Under Public Procurement  
Reform Project-II**

## **Procuring Entity (PE) User Manual**

**Section 2 - Message Box**

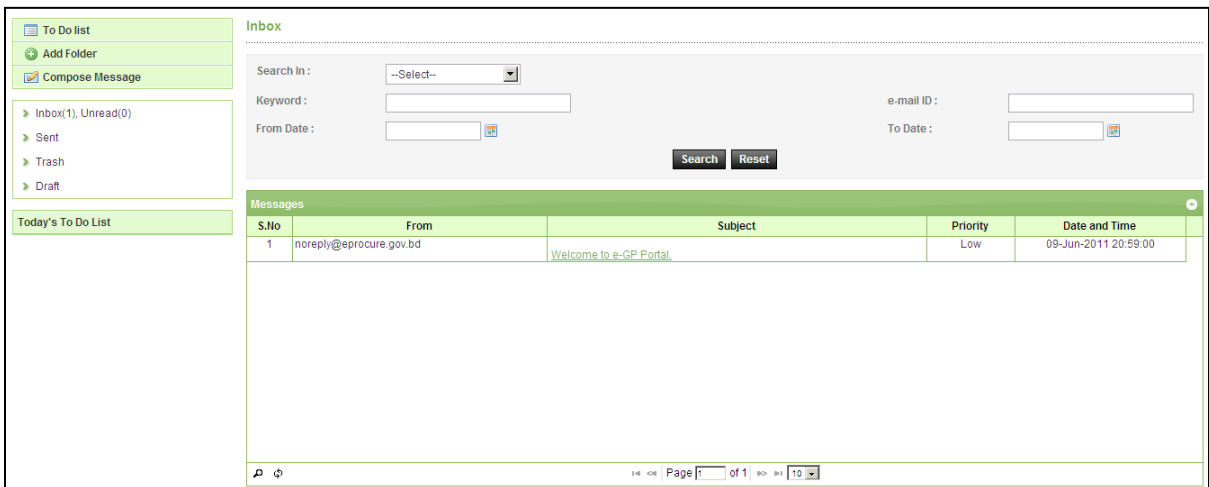
**Dohatec**

## Section 2: Message Box

### 2. Message Box

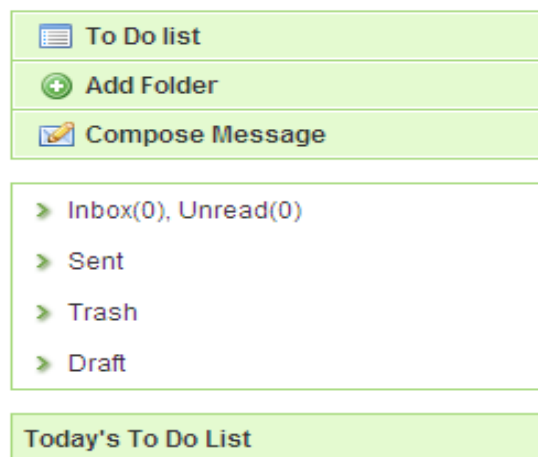
2.1 User will login to e-GP Portal along with email Id & Password.

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



**Screen-B1**

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



**Screen-B2**

- 2.2.2 **“To Do List”** → User can add new tasks, view existing tasks and can search for the task details.
- 2.2.3 **“Add Folder”** → Folder Management of the mails can be done. Create folders and manage the mails efficiently. By default, there will be four folders – Inbox, Sent, Trash and Draft.
- 2.2.4 **“Compose Message”** → User can Compose messages using this functionality.
- 2.2.5 **“Inbox”** → All the mails which are received by the User will be available in this folder.
- 2.2.6 **“Sent”** → Mails which User sent through compose message will be available in this folder.
- 2.2.7 **“Trash”** → Deleted messages will be in this folder.
- 2.2.8 **“Draft”** → Saved messages will be in this folder.



### 2.3 Message Box >> To Do List


- 2.3.1 To Do List functionality, is used so that User can manage their tasks / activities on a regular basis.
- 2.3.2 **View Task Details**→ All tasks will be listed in the grid table (S. No, Task Brief, Priority, Start Date, Last Date, Action) (As shown in **Screen - B3**)

[View All Notifications](#)

**View Task Details**

---

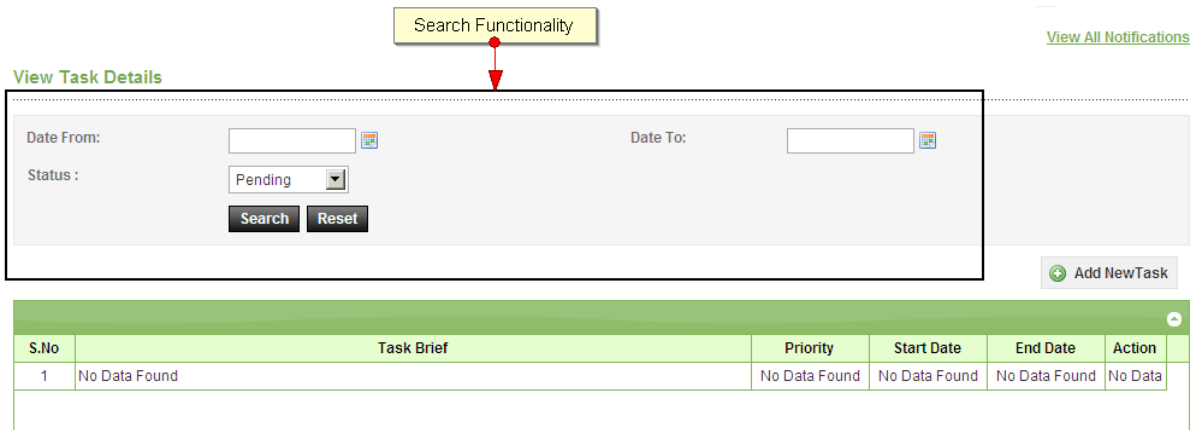
Date From:   Date To:  

Status :  

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

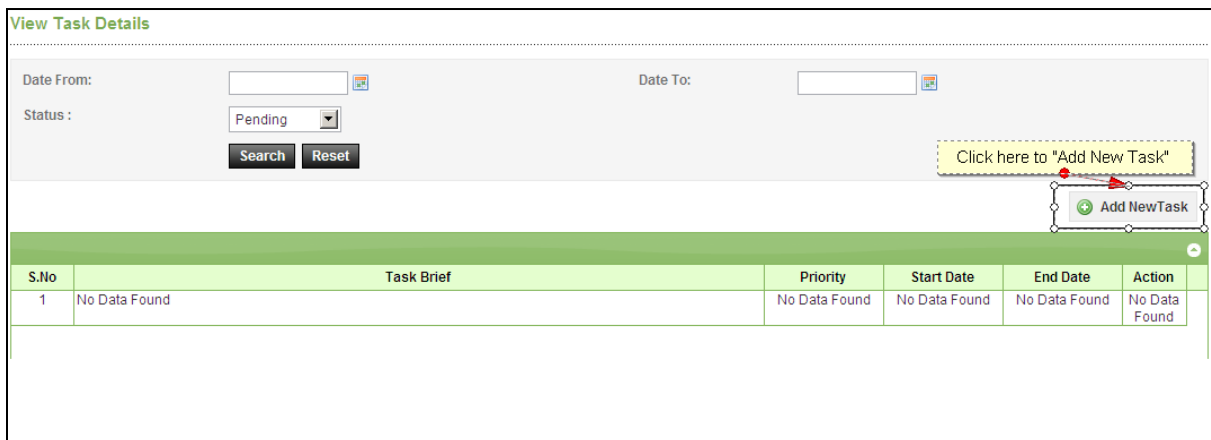
Screen-B3

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



**Screen-B4**

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



**Screen-B5**

**Add New Task**

Task Brief : \*

Task Details : \*

Document Upload for Tender id : 105

1. Company Incorporation Certificate (in case of Company) OR Registration Document
2. Trade License
3. Valid Tax Identification Number (TIN) Certificate
4. Valid Value Added Tax (VAT) Certificate
5. Authorization letter from the Owner for the Firm/Company's Admin
6. National ID or Passport of Authorized Person (First 2 pages of passport)
7. e-GP Registration Fee Payment Slip
8. One Passport Size Photo of Authorized Person

Priority :

Start Date : \*

End Date : \*

Screen-B6

## 2.4 Message Box >> Add Folder

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

Click on Add Folder link

To Do list

- Add Folder
- Compose Message

> Inbox(0), Unread(0)

> Sent

> Trash

> Draft

Today's To Do List

**Add Folder**

Folder Name : \*

Screen-B7

## 2.5 Message Box >> Compose Message

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

### Compose Mail

The screenshot displays the 'Compose Mail' form with the following fields and content:

- To:** \* egpadmin@eprocare.gov.bd OK  
Use comma(,) to separate e-mail IDs
- Cc:**
- Subject:** \* Tender published
- Priority:** \* Medium
- Message Text:** \*  
Rich Text Editor:
  - Source icons: Source, Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Video, Embed, Help.
  - Formatting: Normal, Font, Size, Color, Background Color.
  - Text: You have been invited by a Procuring Entity to participate in a below mentioned e-Tender:  
Tender ID: 1746  
Reference No: imop82  
Procuring Entity: RNB-ORG-PEO  
Tender Closing Date: 17 May 2011 18:35  
Tender Brief / Title: Procurement of Computer Goods
  - Text: Please go to Tender Dashboard, to prepare and Lodge e-Tender.
  - Text: Warm Regards,  
e-GP Support Team.

Callouts and buttons:

- Callout: Click on "Save as Draft", Message will be saved in Draft folder (points to Save As Draft button)
- Callout: Click on "Send", Message will be sent (points to Send button)

Screen–B8

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

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

## 2.6 Message Box >> Inbox

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

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

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

Page 1 of 2

Screen–B9

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

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

Select Message & Click on link

Page 1 of 2

Screen–B10

View Message

Trash
Reply
Reply To All
Forward

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

**From:** peuser@egp.com

**To:** hopeuser@egp.com

**Cc:**

**Priority:** High

Dear User,

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

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

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

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

Regards,  
 e-GP Help Desk.

Screen-B11

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

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

**Inbox**

---

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

**Screen–B12**

## 2.7 Message Box >> Sent Folder

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

**Sent**

---

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

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

Page 1 of 1

**Screen–B13**

## 2.8 Message Box >> Trash Folder

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

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

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

Trash

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

S.No	From	Subject	Priority	Date and Time
1	hopeuser@egp.com	<a href="#">Welcome to e-GP Portal</a>	Low	17-May-2011 17:09:13

Page 1 of 1

Screen-B14

## 2.9 Message Box >> Draft Folder

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

Draft

Search In :

Keyword :

From Date :

e-mail ID :

To Date :

S.No	From/To	Subject	Priority	Date and Time	Action
1	peuser@egp.com	APP ID: 1032 APP Approval is required	Medium	17-May-2011 17:20:53	<a href="#">Edit</a>

Page 1 of 1

Screen-B15



**Central Procurement Technical Unit (CPTU)**  
**IMED, Ministry of Planning**  
**Government of Peoples' Republic of Bangladesh**



# **National e-Government Procurement Portal**

**Under Public Procurement  
Reform Project-II**

## **Procuring Entity (PE) User Manual**

**Section 3 - Annual Procurement Plan (APP)**

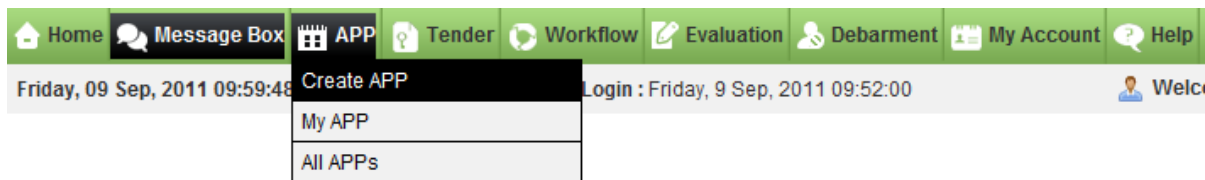
**Dohatec**

## Section 3. Annual Procurement Plan

### 3. Annual Procurement Plan (APP)

#### 3.1 APP >> Create APP

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



Screen–C1

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

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

3.1.2.2 **Financial Year:** - Procuring Entity User has to select Financial Year for the combo box for which APP is being created

3.1.2.3 **Select Project:** - Procuring Entity User needs to select Project from the combo box

3.1.2.4 **Procuring Entity / Project Office:** - Procuring Entity User Project Office will be automatically displayed.

3.1.2.5 **Procuring Entity:** - Procuring Entity's name will be automatically displayed on the basis of Login ID.

3.1.2.6 **APP Code:** - Procuring Entity User needs to enter the APP Code for the same.

## Create APP

**Create APP** >> Add Package Details >> Add Package Dates

Fields marked with (\*) are mandatory

Budget Type : \*

Financial Year : \*

Select Project : \*

PE / Project Office : Office of Procurement

PE : PE User

APP Code : \*

**Next**

### Screen-C2

3.1.3 **Add Package Details** -On clicking the Next button, Procuring Entity User can add the Package details. (As shown in **Screen – C3**)

Package Details

[Go Back To Dashboard](#)

Create APP >> **Add Package Detail** >> Add Package Dates

Fields marked with (\*) are mandatory

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

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

Package Description : \*

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

Package Est. Cost (in BDT) :   
TWO CRORE

Category : \*   
[Select Categories](#)

Approving Authority : \*

PQ Requires : \*

Procurement Type : \*

Procurement Method : \*

Source of Fund : Government

[Next](#)

Screen-C3

**3.1.3.1 Procurement Nature:** - Procuring Entity Users need to select the Procurement Nature from the Combo Box. Procurement Nature can be Goods / Works / Services. If Procuring Entity Users select Service in Procurement Nature then it is mandatory to select Service Type. (Standalone Services/Professional & Intellectual Services/Non-Consulting Services)

**3.1.3.2 Type of Emergency:** - Procuring Entity Users need to select the Type of Emergency. Type of Emergency can be Normal / Urgent / National Disaster.

**3.1.3.3 Package No. :** - Procuring Entity Users will enter the Package No. For which APP is being created.

**3.1.3.4 Package Description:** - Procuring Entity Users will enter the Package Description for which APP is to be created.

- 3.1.3.5 Procuring Entity Users will specify Lot No., Lot Description, Quantity, Unit and Estimation Cost **(In BD Taka)**.
- 3.1.3.6 **Package Est. Cost (In BD Taka):** - System will display the Package Estimated Cost of all the Lots.
- 3.1.3.7 **Category:** - Procuring Entity User can select the Category by clicking on the **Select Category** button.
- 3.1.3.8 **Approving Authority:** - Procuring Entity User can select the Approving Authority from the Combo Box.
- 3.1.3.9 **PQ Requires:** - If Pre-Qualification (PQ) requires in the APP then PE User can select “**Yes**” from the Combo Box otherwise selects “**No**”.
- 3.1.3.10 **Procurement Type:** - Procurement Type can be selected from Combo Box whether NCT (National Competitive Tender) or ICT (International Competitive Tender).
- 3.1.3.11 **Procurement Method:** - Procuring Entity User can select the Procurement Method from the Combo Box.
- 3.1.4 On submitting all mandatory information Procuring Entity User has to click on **Next** button for further process. (As shown in **Screen – C3**)
- 3.1.5 **Add Package Dates:** – System will display Add Package dates page after filling package information. It is mandatory for Procuring Entity User to specify the Dates and No. Of days. Procuring Entity User to select Expected Date of Advertisement of Tender on e-GP website Authority needs to enter No of Days and on the basis of that System will display End date of the same. Once the No. Of Days will be entered by Authorized User then System will automatically display the Total Time to Contract Signed by summing up all the day which has been configured in Tender Dates. Once all the details are entered into the System then AU needs to click on “**Save**” to save the details. On click on “**Save & Add More Package**” then the System will save the data submitted by Authorized User and redirect to Add Package Details Page. If the selected Date is a holiday, then the System will display the same in Red Colour, so the same can be easily identified by Procuring Entity User. (As shown in **Screen – C4**)

✓ Package details added successfully

Fields marked with (\*) are mandatory

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

**Tender Dates :**

Expected Date Of Advertisement Of IET on e-GP website : \*

+ No. Of Days : \*       Expected Last Date of Submission of Tenders :   
 + No. Of Days : \*       Expected Date of Opening of Tenders :   
 + No. Of Days : \*       Expected Date of Submission of Evaluation Report :   
 + No. Of Days : \*       Expected Date of Approval for Award of Contract :   
 + No. Of Days : \*       Expected Date of Issuance of the NOA :   
 + No. Of Days : \*       Expected Date of Signing of Contract :   
 + No. Of Days : \*       Expected Date of Completion of Contract :

Total to Contract Signing :

Screen – C4

3.1.6 **APP Dashboard** - Once Procuring Entity User after click on save button then System automatically redirects the page on APP Dashboard (As shown in **Screen – C5**)

Annual Procurement Plan (APP) Dashboard

**APP Information Bar :**

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

**Official Cost Estimate :**

Template :

**Workflow :**       **Annual Procurement Plan :**

Screen – C5

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

3.1.6.2 **Engineer`s Estimation** - Standard Engineering Estimation Template can be downloaded by Procuring Entity User. **Engineering Estimation is applicable only for ‘Works’ tenders.**

3.1.6.3 **Workflow** – Procuring Entity User can create the workflow by click on “**Create**” link.  
(As shown in **Screen – C5**)

3.1.7 **Search Packages** – Procuring Entity User can search the packages. (As shown in **Screen – C6**)

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

3.1.7.2 **Add New Packages:** - Procuring Entity User can add New Packages by clicking on Add New Packages.

3.1.7.3 **Package Details:** - Procuring Entity User can take necessary action for the package as mentioned below.

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

3.1.7.3.2 Can upload the Engineer`s Estimation.

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

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

**Search Package :**

Package No. :

Estimated Cost (In BDT) :

Status :

Procurement Nature :

Procurement Type :

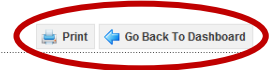
**Package Details :**

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

Screen – C6

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

View APP Package Details :



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

Key Fields Information:				
APP ID :	267			
APP Code :	EGP-BC-001			
Financial Year :	2011-2012			
Budget Type :	Development			
Project Name :	Blood Camp			
Procuring Entity :	PE User			
District :	Dhaka			
Package Details:				
Procurement Nature	Works			
Type of Emergency	Normal			
Package No	EGP-HG-0002			
Package Description	Construction of Blood Camp in all the States			
Lot Details:				
Lot No.	Lot Description	Qty	Unit	Estimated Cost (in BDT)
1	Construction of Blood Camp in all the States	1.00	Package	20000000.00
Package Estimated Cost (in BDT)	20000000.00			
Category	Social services; Social work and related services;			
Approving Authority	HOPE			
PQ Requires	No			
Procurement Method	Open Tendering Method			
Procurement Type	NCT			
Source of Fund	Government, Own fund			
Development Partners	-			
Tender Dates:				
Expected Date of Advertisement of Tender on e-GP website	10-Nov-2011			
Expected Date of submission of Tender	17-Nov-2011			
Expected Date of Opening of Tender	12-Dec-2011			
Expected Date of Submission of Evaluation Report	02-Jan-2012			
Expected Date of Approval for Award of Contract	16-Jan-2012			
Expected Date of Issuance of the NOA	23-Jan-2012			
Expected Date of Signing of Contract	22-Feb-2012			
Expected Date of Completion of Contract	13-Mar-2012			
Total Time to Contract Signing	104			

Screen – C7

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



**Screen – C8**

**Workflow Details**

A screenshot of a web interface showing 'Workflow Details'. It features a light green header bar with the text 'APP Information Bar :'. Below this, there are four fields: 'APP ID : 267', 'APP Code : EGP-BC-001', 'Project Name (If Applicable): Blood Camp', and 'Financial Year : 2011-2012', 'Budget Type : Development'. Below this is another light green header bar with the text 'Workflow :'. Underneath, there are four fields: 'Module : Annual Procurement Plan (APP)', 'Process : App Approval Workflow', 'No. of Reviewers : \*' with a text input field containing '1', and 'No. of Days for File Escalation : \*' with a text input field containing '5'. At the bottom, there is a 'Submit' button, which is circled in red.

**Screen – C9**

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

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

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

3.1.8.4 On submitting the same, Procuring Entity User needs to select Procurement Role.  
 (As shown in **Screen – C10**)

**APP Information Bar :**

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

**Workflow : Add Users**

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	AU	AU User CE	
2	Reviewer	PE		Select User
3	Ends By	HOPE	Hope User CE	


**Submit**

**Screen – C10**

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

On clicking on “**Select User**” System will open one window where another screen Where Procuring Entity has to select the Ministry/Division/Organization and based on that System will display the office in Select office drop down. Now Procuring Entity has to click on search box and System will display the User list (As shown in **Screen – C10(a)**)

**Search and Add User(s)**

Select Ministry/Division/Organization : Organization of Procurement 

Select Office : \*

**Search**

Select	Name of Official,Designation
<input type="radio"/>	Changed PE User New ,Procurement Entity

**Add User**

**Screen – C10(a)**

Now Procuring Entity User has to select the User and click on add User button and System will display the added User (As shown in **Screen – C11**)

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

**APP Information Bar :**

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

**Workflow : Add Users**

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	AU	AU User CE	
2	Reviewer	PE	PE User ,CE	<a href="#">Change User</a>
3	Ends By	HOPE	Hope User CE	

**Screen – C11**

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

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

3.1.8.8 Once required selection is done by the Procuring Entity User in the workflow then needs to click on **‘Submit’** button for further process. (As shown in **Screen – C11**)

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

**Workflow :**

[Edit](#) | [View](#) | [View Workflow History](#)

**Screen – C12**

3.1.8.10 On Click on **View** button Procuring Entity User can see Workflow Details. (As shown in **Screen – C13**)

Workflow Details

[Go back to Dashboard](#)

APP Information Bar :					
APP ID :	267	APP Code :	EGP-BC-001	Project Name (If Applicable):	Blood Camp
Financial Year :	2011-2012	Budget Type :	Development		
Workflow :					
Module :	Annual Procurement Plan (APP)		Process :	App Approval Workflow	
No. of Reviewers :	1		No. of Days for File Escalation :	5	
Workflow Level :					
Level No.	Workflow Role	Procurement Role	Name of Official and Designation		File On Hand
1	Starts By	AU	AU User,CE		YES
2	Reviewer	PE	PE User,CE		NO
3	Ends By	HOPE	Hope User,CE		NO

### Screen – C13

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

APP Information Bar :					
APP ID :	267	APP Code :	EGP-BC-001	Project Name (If Applicable):	Blood Camp
Financial Year :	2011-2012	Budget Type :	Development		
Official Cost Estimate :					
Template :	<a href="#">Download</a>				
Workflow :			Annual Procurement Plan :		
<a href="#">View</a>	<a href="#">Process file in Workflow</a>	<a href="#">View Workflow History</a>			

### Screen – C14

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

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

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

---

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

OK, Forwarded

Action : \* Select Action

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

Workflow History :

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

Workflow Level :

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

Submit

Screen – C15

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

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

**Workflow :**

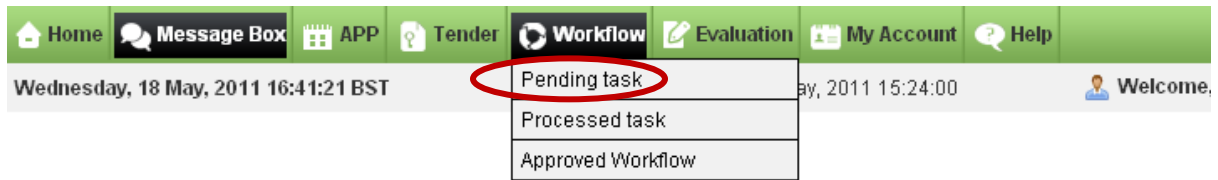
[View](#)

✔ File processed successfully

Screen – C16

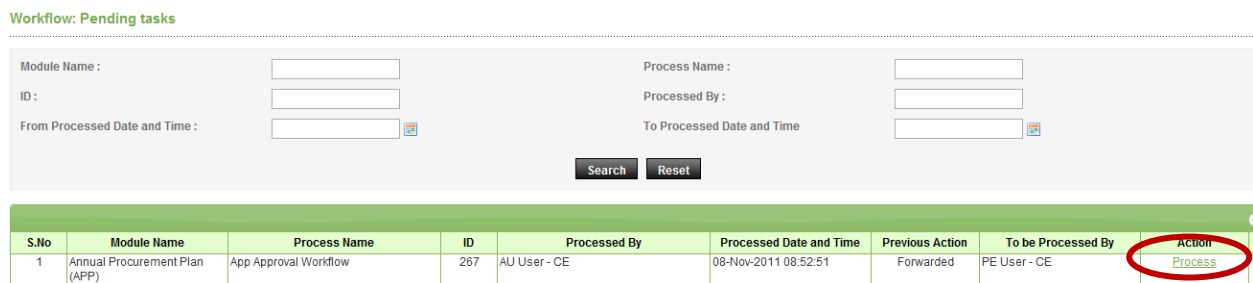
3.1.9.5 Once the file transferred to the Reviewer, the Initiator will get the message **“File Processed Successfully”** (As shown in **Screen – C16**)

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



Screen – C17

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



Screen – C18

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

Process file in Workflow

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

Approved

Action : \*

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

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
1	267	AU User - CE	08-Nov-2011 08:52:51	Forwarded	<a href="#">View</a>	PE User - CE	No Files Uploaded

Workflow Level :

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

Screen – C19

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

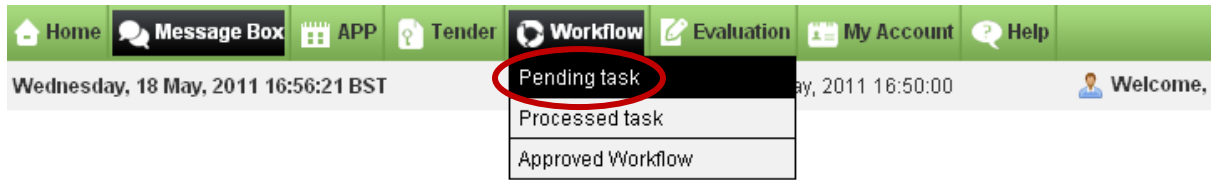
3.1.9.10 **Action:** - Reviewer needs to select the Action like ‘Forward’, ‘Return’ from the combo box for the particular file. In this case, the initiator will select “**Forward**” to forward the particular file to Reviewer. (As shown in **Screen – C19**)

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

3.1.9.12 Reviewer can see the Workflow History and Workflow level.

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

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



Screen – C20

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

Workflow: Pending tasks

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

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

Screen – C21

Process file in Workflow

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

Action :

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

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
1	267	PE User - CE	08-Nov-2011 09:07:59	Forwarded	<a href="#">View</a>	Hope User - CE	No Files Uploaded
2	267	AU User - CE	08-Nov-2011 08:52:51	Forwarded	<a href="#">View</a>	PE User - CE	No Files Uploaded

Workflow Level :

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

Screen – C22

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

3.1.9.17 **Action:** - Approving Authority needs to select the Action like 'Approve', 'Return' from the combo box for the particular file. In this case, the Reviewer will select "**Forward**" to forward the particular file to Approving Authority.  
(As shown in **Screen – C22**)

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

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

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

Workflow: Processed tasks

✔ File processed successfully

Module Name :

ID :

From Processed Date and Time :

Process Name :

To be Processed By :

To Processed Date and Time :

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

### Screen – C23

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

### 3.1.10 Publish APP

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

#### Annual Procurement Plan (APP) Dashboard

APP Information Bar :					
APP ID :	267	APP Code :	EGP-BC-001	Project Name (If Applicable) :	Blood Camp
Financial Year :	2011-2012	Budget Type :	Development		
Action :	<a href="#">Publish</a>				

### Screen – C24

#### Publish APP

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

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

S.No.	Package No. and Package Description	Procurement Nature and Procurement Type	Package Est. Cost (In BDT)	Official Cost Estimate	Action
1	EGP-HG-0002 Construction of Blood Camp in all the States	Works NCT	20000000.00	<a href="#">Download</a>	<a href="#">View</a>

Comments : \*

### Screen – C25

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

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

Annual Procurement Plan (APP) Dashboard

✓ APP Packages published successfully

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

**Official Cost Estimate :**  
 Template : [Download](#)

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

**Search Package :**

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

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

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



Screen – C26

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

## 3.2 My Annual Procurement Plan (APP >> My APP)

### My Annual Procurement Plan

Financial Year :	1-July-2010-30-June-2011	Budget type :	- Select Budget Type -
Project Name :	- Select Project -	Status :	- Pending -
APP ID :	<input type="text"/>	APP Code :	<input type="text"/>
<input type="button" value="Search APP"/> <input type="button" value="Reset"/>			

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

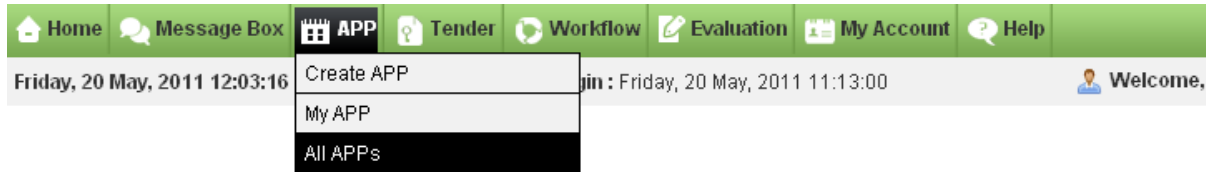
### Screen – C27

- 3.2.1 Procuring Entity User can search their APP by selecting Financial Year, Budget Type, Project Name and Status. (As shown in **Screen – C27**)
- 3.2.2 Procuring Entity User can come to know that how many APP's are approved and how many are pending. (As shown in **Screen – C27**)
- 3.2.3 Procuring Entity User can click on “**Dashboard**” to View the details of APP selected (As shown in **Screen – C27**)

### 3.3 All Annual Procurement Plan (APP >> All APPs)

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

3.3.2



**Screen – C28**

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

3.3.3.1 Selecting a **Ministry / Division / organization**

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

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

### 3.3.3.4 Click on Select **Category** button

#### Advanced Search for Annual Procurement Plan

**- Collapse**

Select Ministry/Division /Organization :

Procuring Entity :

Project Name :

Financial Year :

Procurement Nature :

APP ID :

Package No. :

Package Estimated Cost :

Budget Type :

Procurement Type :

APP Code :

Value :

Category :

**Screen – C29**

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

#### Annual Procurement Plan Search Results

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

Page 1 of 1   « First ‹ Previous Next › Last »

**Screen – C30**



**Central Procurement Technical Unit (CPTU)**  
**IMED, Ministry of Planning**  
**Government of Peoples' Republic of Bangladesh**



# **National e-Government Procurement Portal**

**Under Public Procurement  
Reform Project-II**

## **Procuring Entity (PE) User Manual**

**Section 4 - Tender**

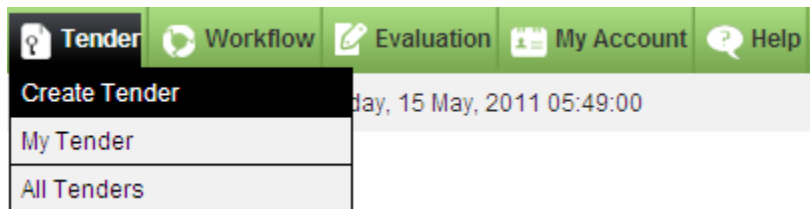
**Dohatec**

## Section 4. Tender

### 4 Tender

#### 4.1 Create Tender (Tender >> Create Tender)

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



Screen – D1

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

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

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

4.1.5 Click on “**Submit**” button.

### Select APP & Packages

Financial Year :  Select APP :

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

Screen – D2

4.1.6 Procuring Entity User has to type “**Invitation Reference No**” (As shown in **Screen – D3**)

### Create IFT/ PQ Tender / REOI / RFP / Advertisement

Fields marked with (\*) are mandatory

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

#### Key Information and Funding Information :

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

Screen – D3

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



4.1.9 Procuring Entity User has to mention **“Tender Document Price (in BDT Taka), Location, Tender Security Price (in BDT Taka), Start Date, Completion Date”** (As shown in **Screen – D7**)

Evaluation Type : Lot wise  
 Document Available : Package wise  
 Document Fees : Package wise  
 Tender Document Price (In BDT) : \*   
 One Thousand  
 Mode of Payment : Payment through Bank

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

**Procuring Entity Details :**

Name of Official Inviting Tender : PE User  
 Address of Official Inviting Tender : Address : Dhaka  
 City : Dhaka  
 Thana : Dhaka  
 District : Dhaka - 1010  
 Country : Bangladesh

Designation of Official Inviting Tender : CE  
 Contact details of Official Inviting Tender : Phone No : 02-9144252  
 Fax No :

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

**Screen – D7**

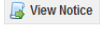
4.1.10 Click on **“Submit”** button (As shown in **Screen – D7**)


After submission of tender notice ,User will be redirected to “Configure Official Cost Estimate, Approving Authority, STD Selection” page.(As shown in screen D11). Here in this page User can click on ‘Go back’ link to edit or view Notice. To view notice, click on **“View” link in the Notice field**. This will open a new Window in the Browser. (As shown in **Screen – D8**). To edit the Notice, click on **“Edit”** link.

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

Tender Dashboard

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



Notice	Document	Evaluation	Opening
Notice	<a href="#">Edit</a>   <a href="#">View</a>		 Steps for Tender Preparation
Configure Key Information	<a href="#">Create</a>		
Clarification on Tender	<a href="#">Configure</a>		
Workflow	<a href="#">Create</a>		
Committee Member for Encryption/Decryption	<a href="#">Create</a>		
Official Cost Estimate	<a href="#">Add</a>		
Creation of format for Price Comparison Report	<a href="#">Prepare</a>		

TOR: Tender Opening Report, TER: Tender Evaluation Report

Screen – D8

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

View IFT /PQ / REOI / RFP Notice Details

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

Key Information and Funding Information :

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

Particular Information :

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

Information for Tenderer / Applicant :

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

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

Procuring Entity Details:

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

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

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

Print

Screen – D9

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

Notice	Document	Evaluation	Opening
Notice			
Configure Key Information			
Clarification on Tender			
Workflow			
Committee Member for Encryption/Decryption			
Official Cost Estimate			
Creation of format for Price Comparison Report			

Screen – D10

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

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

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

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

Tender Detail			
Tender ID :	150	Invitation Reference No. :	AXTW/001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
<a href="#">View Notice</a>			

Fields marked with (\*) are mandatory

Estimated cost (In BDT) : 35000.00

Approving Authority : \*


Standard Tender Document : \*

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

Tender Security Validity In No. of Days : \*

**Screen – D11**

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

Notice	Document	Evaluation	Opening
Notice			<a href="#">Edit</a>   <a href="#">View</a>
Configure Key Information			<a href="#">Edit</a>   <a href="#">View</a>
Clarification on Tender			<a href="#">Configure</a>
Workflow			<a href="#">Create</a>
Committee Member for Encryption/Decryption			<a href="#">Create</a>
Official Cost Estimate			<a href="#">Add</a>
Creation of format for Price Comparison Report			 TOR/TER Reports will be available after Tender Opening Process.

**Screen – D12**

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

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


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

[View Notice](#)

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

**Screen – D13**

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

Notice	Document	Evaluation	Opening
Notice			<a href="#">Edit</a>   <a href="#">View</a>
Configure Key Information			<a href="#">Edit</a>   <a href="#">View</a>
Clarification on Tender			<a href="#">Configure</a>
Workflow			<a href="#">Create</a>
Committee Member for Encryption/Decryption			<a href="#">Create</a>
Official Cost Estimate			<a href="#">Add</a>
Creation of format for Price Comparison Report			 TOR/TER Reports will be available after Tender Opening Process.

**Screen – D14**

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

**4.1.20** Procuring Entity can download the Guidance notes in this document section

**4.1.21** Procuring Entity can view the sections by clicking on view link

Tender Document Preparation

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

View Notice

Notice **Document** Evaluation Opening

STD : e-PG2

Guidance Notes :

S. No.	File Name	File Description	File Size In KB	Action
1	Template of e-PG2 Technical Specifications and Compliance of Goods and related services (Form e-PG2-3).xls	Template of e-PG2 Technical Specifications and Compliance of Goods and related service(Form e-PG2-3)	15	
2	Template of e-PG2 Price and Delivery Schedule for Goods (Form e-PG2-2A).xls	Template of e-PG2 Price and Delivery Schedule for Goods (Form e-PG2-2A)	22	
3	Template of e-PG2 Price and Completion Schedule for Related Services (Form e-PG2-2B).xls	Template of e-PG2 Price and Completion Schedule for Related Services (Form e-PG2-2B)	22	
4	Guidance_TS_e-PG2.pdf	Guidance Notes for e-PG2	12	

Package No. : PKG-No-05112011

Package Description : Procurement of Computer Goods

Section No.	Section Name	Action										
1	Instructions to Tenderers (ITT)	<a href="#">View</a>										
<table border="1"> <thead> <tr> <th>S. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No records found.</td> </tr> </tbody> </table>			S. No.	File Name	File Description	File Size (in KB)	Action	No records found.				
S. No.	File Name	File Description	File Size (in KB)	Action								
No records found.												
2	Tender Data Sheet (TDS)	<a href="#">Edit</a>										
<table border="1"> <thead> <tr> <th>S. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No records found.</td> </tr> </tbody> </table>			S. No.	File Name	File Description	File Size (in KB)	Action	No records found.				
S. No.	File Name	File Description	File Size (in KB)	Action								
No records found.												
3	General Conditions of Contract (GCC)	<a href="#">View</a>										
<table border="1"> <thead> <tr> <th>S. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No records found.</td> </tr> </tbody> </table>			S. No.	File Name	File Description	File Size (in KB)	Action	No records found.				
S. No.	File Name	File Description	File Size (in KB)	Action								
No records found.												
4	Particular Conditions of Contract (PCC)	<a href="#">Edit</a>										
<table border="1"> <thead> <tr> <th>S. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No records found.</td> </tr> </tbody> </table>			S. No.	File Name	File Description	File Size (in KB)	Action	No records found.				
S. No.	File Name	File Description	File Size (in KB)	Action								
No records found.												
5	Tender and Contract Forms											

**Tender forms** Data and Sequence of data in Tech form and BOQ/Schedule of Price Bid forms should be same to avoid any confusion to Tenderer.

**New forms :** [New Forms Preparation](#) To create any additional supplementary forms, click on this link.

S. No.	File Name	File Description	File Size (in KB)	Action
1	e-PG2ContractForms.doc	e- PG2 Contract Forms	51	
2	e-PG2ContractForms.pdf	e-PG2 Contract Forms	39	
3	Guidance_TS_e-PW2.pdf	Guidance - Technical Specifications and Compliance	12	

S. No.	Form Name	Actions
1	e-Tender Submission Letter (Form e-PG2-1)	<a href="#">Form Dashboard</a>   <a href="#">View Form</a>   <a href="#">Prepare Required Document List</a>   <a href="#">View Required Document List</a>   <a href="#">Copy this Form</a>   <a href="#">Test Form</a>   <a href="#">View Combo</a>
2	Technical Specifications and Compliance of Goods and related services (Form e-PG2-3)	<a href="#">Form Dashboard</a>   <a href="#">View Form</a>   <a href="#">Prepare Required Document List</a>   <a href="#">View Required Document List</a>   <a href="#">Copy this Form</a>   <a href="#">Test Form</a>

Lot No. : 1

Lot Description : Procurement of Computer Goods

S. No.	Form Name	Actions
1	Price and Delivery Schedule for Goods (Form e-PG2-2A)	<a href="#">Form Dashboard</a>   <a href="#">View Form</a>   <a href="#">Prepare Required Document List</a>   <a href="#">View Required Document List</a>   <a href="#">Copy this Form</a>   <a href="#">Test Form</a>
2	Price and Completion Schedule for Related Services (Form e-PG2-2B)	<a href="#">Form Dashboard</a>   <a href="#">View Form</a>   <a href="#">Prepare Required Document List</a>   <a href="#">View Required Document List</a>   <a href="#">Copy this Form</a>   <a href="#">Test Form</a>

Grand summary : [Create](#)

Screen – D15

Procuring Entity has to click on New form preparation link to create the New forms as shown in below screen

5	Tender and Contract Forms			
Tender/Proposal forms		Data and Sequence of data in Tech form and BOQ/Schedule of Price Bid forms should be same to avoid any confusion to Tenderers/Consultant		
New forms :		<a href="#">View Forms Preparation</a>	To create any additional supplementary forms, click on this link.	
S. No.	File Name	File Description	File Size (in KB)	Action
1	e-PG2ContractForms.doc	le- PG2 Contract Forms	51	
2	e-PG2ContractForms.pdf	e-PG2 Contract Forms	39	
3	Guidance_TS_e-PW2.pdf	Guidance - Technical Specifications and Compliance	12	
S. No.	Form Name 1	Actions		
1	e-Tender Submission Letter (Form e-PG2 -1)	<a href="#">Form Dashboard</a>   <a href="#">View Form</a>   <a href="#">Prepare Required Document List</a>   <a href="#">View Required Document List</a>   <a href="#">Copy this Form</a>   <a href="#">Test Form</a>   <a href="#">View Combo</a>		
2	Technical Specifications and Compliance of Goods and related services (Form e-PG2-3)	<a href="#">Form Dashboard</a>   <a href="#">View Form</a>   <a href="#">Prepare Required Document List</a>   <a href="#">View Required Document List</a>   <a href="#">Copy this Form</a>   <a href="#">Test Form</a>		
Lot No.	12			

In Create form page Procuring Entity has to enter the details of Form name ,Form header, Form footer, No. of tables, Form to be filled with multiple options (Yes/no),Is BOQ form (Yes/No), Is Form mandatory (Yes/No) and click on submit button.

Form Header :

Form Footer :

No. of Tables : \*

Form to be filled Multiple Times : \*

Is BOQ Form : \*

Is Form Mandatory : \*

**Create**

Procuring Entity has to fill the forms dashboard by clicking on Form dashboard link as shown below screen

Lot No.	12	
Lot Description	s	
S. No.	Form Name 2	Actions
1	Price and Delivery Schedule for Goods (Form e-PG2-2A)	<a href="#">Form Dashboard</a>   <a href="#">View Form</a>   <a href="#">Prepare Required Document List</a>   <a href="#">View Required Document List</a>   <a href="#">Copy this Form</a>   <a href="#">Test Form</a>
2	Price and Completion Schedule for Related Services (Form e- PG2-2B)	<a href="#">Form Dashboard</a>   <a href="#">View Form</a>   <a href="#">Prepare Required Document List</a>   <a href="#">View Required Document List</a>   <a href="#">Copy this Form</a>   <a href="#">Test Form</a>
Grand summary :	<a href="#">Create</a>	

Once after clicking on form dashboard link Procuring Entity has to click on fill up the tables link as shown in below screen



Form Name : \*

Select	Form Name	Column
<input checked="" type="checkbox"/>	Price and Delivery Schedule for Goods (Form e-PG2-2A)	Total Price in Figure (BDT)
<input checked="" type="checkbox"/>	Price and Completion Schedule for Related Services (Form e- PG2-2B)	Total Price in Figure (BDT)

Save

Now in view grand summary page Procuring Entity has to give the total (as show in below screen)

#### View Grand Summary

Grand Summary Name : treset		
Form Name	Column Name	Total
Price and Delivery Schedule for Goods (Form e-PG2-2A)	Total Price in Figure (BDT)	100
Price and Completion Schedule for Related Services (Form e- PG2-2B)	Total Price in Figure (BDT)	100
		200 TWO HUNDRED

To go back to the document page, Procuring Entity has to click on tender proposal doc preparation tab

#### View Grand Summary

Tender/Proposal Doc. Preparation

Grand Summary Name : treset		
Form Name	Column Name	Total
Price and Delivery Schedule for Goods (Form e-PG2-2A)	Total Price in Figure (BDT)	100
Price and Completion Schedule for Related Services (Form e- PG2-2B)	Total Price in Figure (BDT)	100
		200 TWO HUNDRED

Procuring Entity can edit the grand summary by using edit link and view the grand summary which is already created by view link in document section before publishing of the tender.


Grand summary :

Edit | View

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

Evaluation Process

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

 View Notice

---

Notice | Document | **Evaluation** | Opening


Advertisement	<a href="#">View</a>
Evaluation Committee	<a href="#">Create</a>   <a href="#">Use Existing Committee</a>

**Screen – D16**

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

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

Notice | Document | **Evaluation** | Opening

 Add Advertisement

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

**Screen – D17**

4.1.25 Once click on ‘Add Advertisement’ button, System will display page in which User has to provide mandatory details and click on **“Submit”** button (As shown in **Screen – D18**)

Notice | Document | **Evaluation** | Opening

Fields marked with (\*) are mandatory

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

Full URL of Advertisement Page :  Website Advertisement Date :

**Screen – D18**

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

Notice	Document	Evaluation	Opening			
 Tender Advertisement added successfully						
 Add Advertisement						
S. No.	Name of the News Paper	Newspaper Advertisement Date	Full URL of Advertisement Page	Website Advertisement Date	Date of URL Publishing	Action
1	The Daily Start	06-Nov-2011	-	-	07-Nov-2011	<a href="#">Edit</a>

### Screen – D19

4.1.27 Now Procuring Entity User has to click again on “**Evaluation**” tab on Dashboard to define Evaluation Committee Members.

4.1.28 Procuring Entity User will be able to have two options as mentioned below:


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

**4.1.28.2 Use Existing Committee Members** – if Procuring Entity User selects this option then he can select the committee name or select the tender id.

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

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

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

 Add Members

Committee Member's Name	Committee Role	Members From	Action
<input type="button" value="Submit"/>			

### Screen – D20

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

Add Committee Member✕

Same PE

Other PE

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

Add

Cancel

**Screen – D21**

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

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

[Add Members](#)

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

[Submit](#)

### Screen – D22

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

Notice	Document	Evaluation	Opening
Advertisement			<a href="#">View</a>
Evaluation Committee			<a href="#">Edit</a>   <a href="#">View</a>
Workflow			<a href="#">Create</a>

### Screen – D23

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

Notice	Document	Evaluation	Opening
Advertisement			<a href="#">View</a>
Evaluation Committee			<a href="#">Edit</a>   <a href="#">Notify Committee Members</a>   <a href="#">View</a>
Workflow			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Workflow History</a>

### Screen – D24

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

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

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

Remarks \*:

**Screen – D25**

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

<b>Notice</b>	<b>Document</b>	<b>Evaluation</b>	<b>Opening</b>
---------------	-----------------	-------------------	----------------


Committee members notified successfully

<b>Advertisement</b>	<a href="#">View</a>
<b>Evaluation Committee</b>	<a href="#">View</a>
<b>Date and time of Committee Formation</b>	07-Nov-2011 13:04
<b>Workflow</b>	<a href="#">View</a>   <a href="#">View Workflow History</a>

**Screen – D26**

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

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

Notice	Document	Evaluation	Opening
Notice			<a href="#">Edit</a>   <a href="#">View</a>
Configure Key Information			<a href="#">Create</a>
Clarification on Tender/Proposal			<a href="#">Configure</a>
Workflow			<a href="#">Create</a>
Committee Member for Encryption/Decryption			<a href="#">Create</a>
Official Cost Estimate			<a href="#">Add</a>
Creation of format for Price Comparison Report			 TOR/TER Reports will be available after Tender Opening Process.

Screen – D27

**4.1.39** On click of “**Configure**” link, the System will display a page wherein Procuring Entity User has to select “**Yes**” or “**No**”. If Selected “**No**”, then for this specific tender there will be nothing like to post a query by the Tenderer and get response from Procuring Entity. If selected “**Yes**”, then Procuring Entity has to mention last date and time for posting query that means Tenderer can post query up to the mentioned date and time for which they will be getting responses from Procuring Entity User.

(As shown in **Screen – D28**)

**Configure Clarification on Tender**

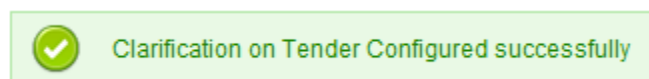
Fields marked with (\*) are mandatory.

Clarification on Tender is to be allowed \*

Last Date and Time for posting of query \*

Screen – D28

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



Screen – D29

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

Notice	Document	Evaluation	Opening
Clarification on Tender/Proposal Configured successfully			
Notice	<a href="#">Edit</a>   <a href="#">View</a>		
Configure Key Information	<a href="#">Edit</a>   <a href="#">View</a>		
Clarification on Tender/Proposal	<a href="#">Edit</a>   <a href="#">View</a>		
Workflow	<a href="#">Create</a>		
Committee Member for Encryption/Decryption	<a href="#">Create</a>		
Official Cost Estimate	<a href="#">Add</a>		
Creation of format for Price Comparison Report	TOR/TER Reports will be available after Tender Opening Process.		

**Screen – D30**

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

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

---

**Tender Detail**


Tender ID :	150	Invitation Reference No. :	AxTW/001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Being processed <span style="float: right;"><a href="#">View Notice</a></span>		

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

[Update](#)

**Screen – D31**

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

Notice	Document	Evaluation	Opening
Notice			<a href="#">Edit</a>   <a href="#">View</a>
Configure Key Information			<a href="#">Edit</a>   <a href="#">View</a>
Clarification on Tender/Proposal			<a href="#">Edit</a>   <a href="#">View</a>
Workflow			<a href="#">Create</a>
Committee Member for Encryption/Decryption			<a href="#">Edit</a>   <a href="#">View</a>
Official Cost Estimate			<a href="#">Add</a>
Creation of format for Price Comparison Report			 TOR/TER Reports will be available after Tender Opening Process

Screen – D32

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

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

---


Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTW/001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Being processed <span style="float: right;"><a href="#">View Notice</a></span>		

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

Screen – D33

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

Notice	Document	Evaluation	Opening
Notice			<a href="#">Edit</a>   <a href="#">View</a>
Configure Key Information			<a href="#">Edit</a>   <a href="#">View</a>
Clarification on Tender/Proposal			<a href="#">Edit</a>   <a href="#">View</a>
Workflow			<a href="#">Create</a>
Committee Member for Encryption/Decryption			<a href="#">Edit</a>   <a href="#">View</a>
Official Cost Estimate			<a href="#">Add</a>
Creation of format for Price Comparison Report			 TOR/TER Reports will be available after Tender Opening Process

Screen – D34

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

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

Tender Detail			
Tender ID :	150	Invitation Reference No. :	AxTW001
Closing Date and Time :	30-Nov-2011 15:55	Opening Date and Time :	20-Dec-2011 15:55
Procuring Entity :	Office of Procurement		
Brief :	Desktop Computers should be of Dell or HP		
Tender Status :	Being processed <span style="float: right;"><a href="#">View Notice</a></span>		

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

[Update](#)

Screen – D35

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

Official Cost Estimate

[Go back to Tender Dashboard](#)

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


[View Notice](#)

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

[Submit](#)

### Screen – D36

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

Notice	Document	Evaluation	Opening
Notice			<a href="#">Edit</a>   <a href="#">View</a>
Configure Key Information			<a href="#">Edit</a>   <a href="#">View</a>
Clarification on Tender/Proposal			<a href="#">Edit</a>   <a href="#">View</a>
Workflow			<a href="#">Create</a>
Committee Member for Encryption/Decryption			<a href="#">Edit</a>   <a href="#">View</a>
Official Cost Estimate			<a href="#">Add</a>
Creation of format for Price Comparison Report			 TOR/TER Reports will be available after Tender Opening Process

### Screen – D37

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

Notice	Document	Evaluation	Opening
Notice			<a href="#">Edit</a>   <a href="#">View</a>
Configure Key Information			<a href="#">Create</a>
Clarification on Tender			<a href="#">Configure</a>
Workflow			<a href="#">Create</a>
Committee Member for Encryption/Decryption			<a href="#">Create</a>
Official Cost Estimate			<a href="#">Add</a>
Creation of format for Price Comparison Report			<a href="#">Prepare</a>

Screen – D45

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

**Work flow :**

Module : Tender

Process : Tender Notice & Document Approval Workflow

No. of Reviewers :

No. of Days for File Escalation :

[Submit](#)

Screen – D46

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

Workflow : Add Users				
Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	PE	PE User of Heli Orgn Dy Manager	
2	Reviewer	AO		Select User
3	Ends By	PE	PE User of Heli Orgn Dy Manager	

**Submit**

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Screen – D47

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

Search & Add user(s)

Select Ministry/Division /Organization : \*

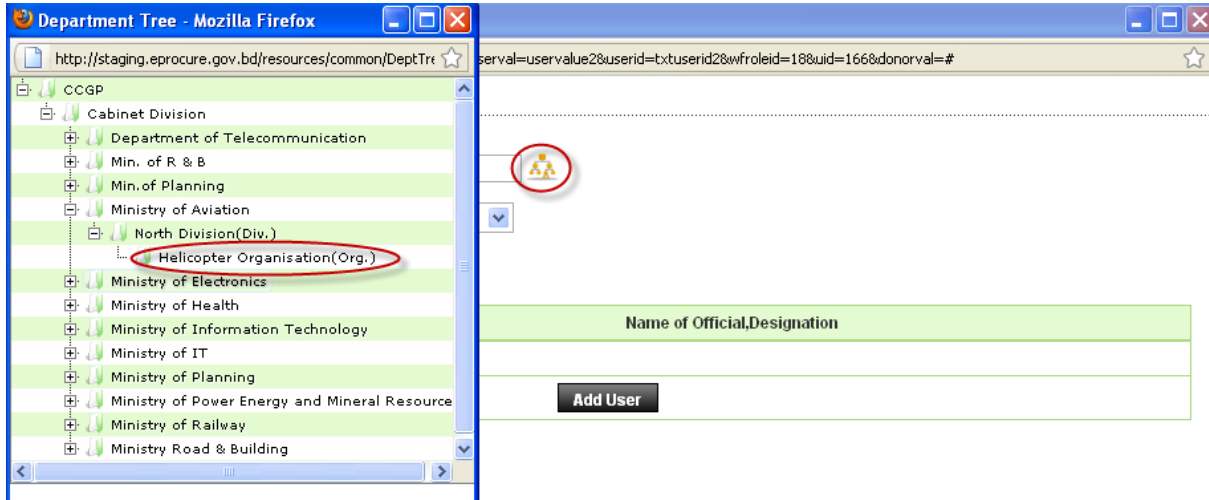
Select Office : \*

**Search**

Select	Name of Official,Designation
No user found	
<b>Add User</b>	

Screen – D48

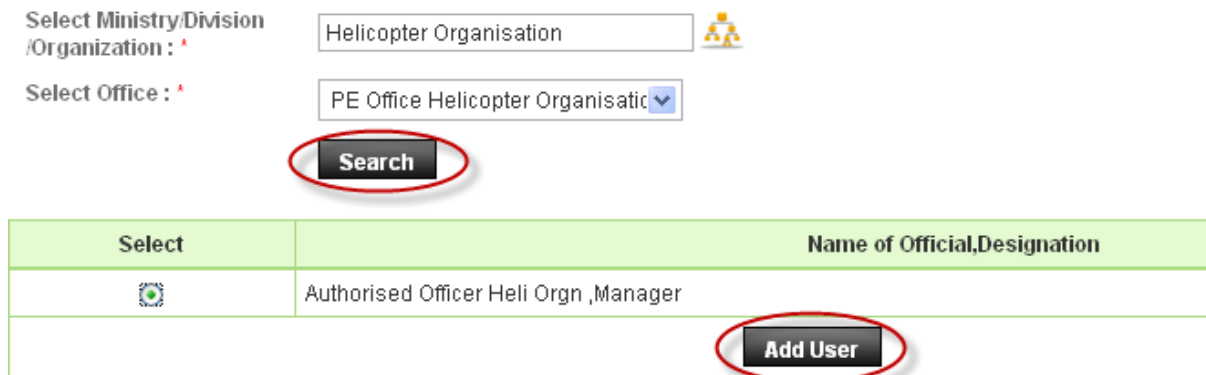
4.1.53 Double Click on Organization or Division or Ministry as applicable. (As shown in **Screen – D49**)



Screen – D49

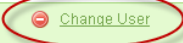

4.1.54 Select **Office** and click on **“Search”** button. List of Users of selected Procurement Role pertaining to that Office is displayed. Select the User, click on **“Add User”** button. (As shown in **Screen – D50**)

Search & Add user(s)



Screen – D50

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

Workflow : Add Users				
Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	PE	PE User of Heli Orgn Dy Manager	
2	Reviewer	AO	Authorised Officer Heli Orgn ,Manager	
3	Ends By	PE	PE User of Heli Orgn Dy Manager	
				

**Screen – D51**

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

<b>Workflow</b>	<a href="#">Edit</a>   <a href="#">View</a>      <a href="#">View Workflow History</a>
-----------------	--

**Screen – D52**

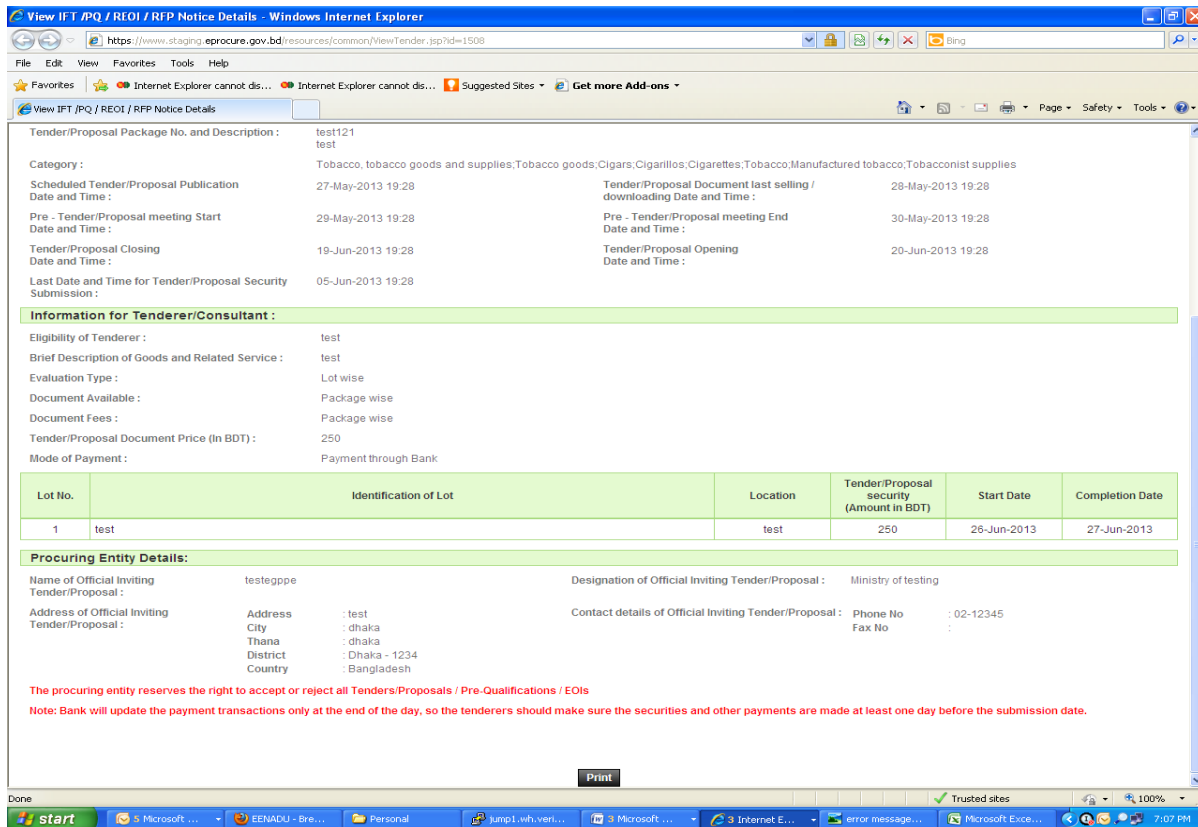
4.1.57 Enter **Comments**, Select **Action** from the Drop down Combo box.  
 (As shown in **Screen – D53**)

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

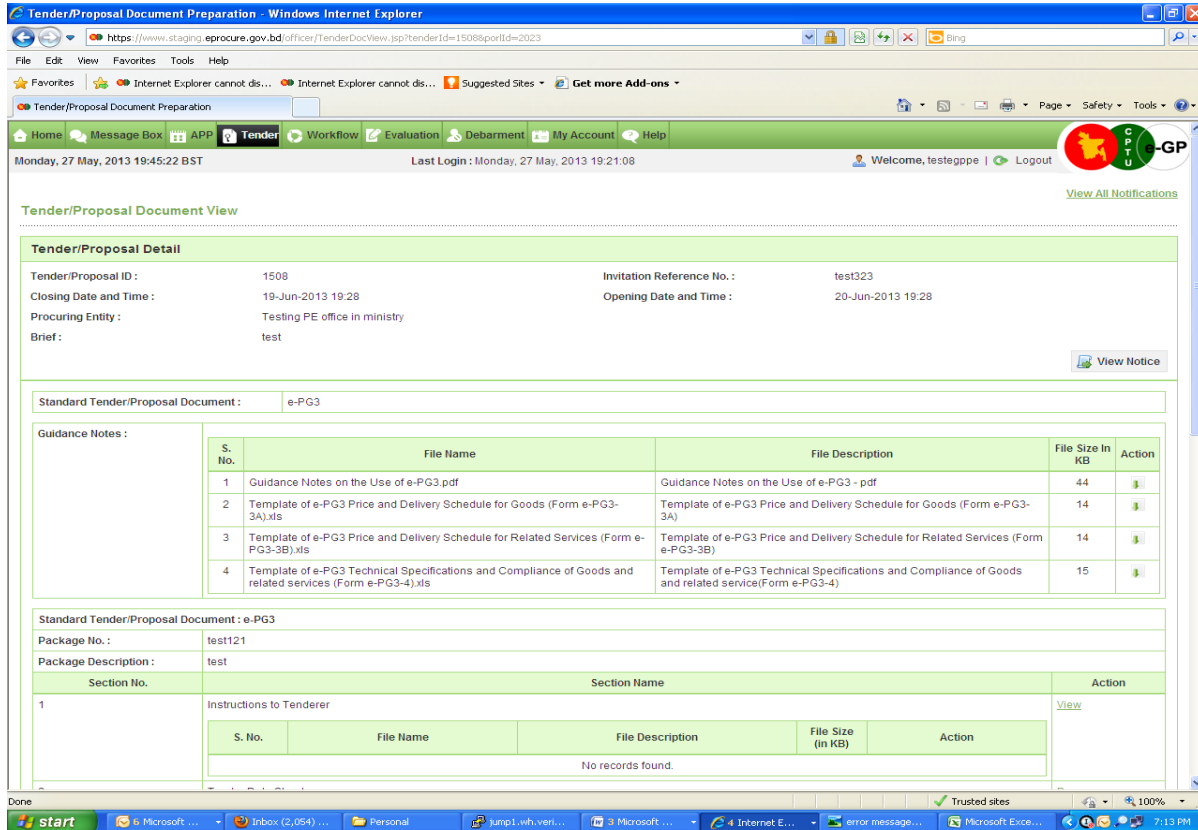
4.1.59 Procuring Entity can click on view link to check the tender document information and also can view the committee details

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

4.1.61 When Procuring Entity click on view tender notice link then System will open the tender notice information with all the tender information (As shown in below screen)



4.1.62 If Procuring Entity wants to check the tender/proposal document then Procuring Entity has to click on view tender/proposal link, then System will display the tender document information in another page (As shown in below screen) and where he can download the guidance notes and view the information about the STD



**Note : Reviewer/Approver can check the same in tender notice information and tender document information once they click on view tender/proposal notice and view tender / proposal document information by clicking on the links**

Screen – D53



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

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

Notice	Document	Evaluation	Opening
Notice	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Publish</a>		Steps for Tender Preparation
Configure Key Information	<a href="#">Edit</a>   <a href="#">View</a>		
Clarification on Tender	<a href="#">Edit</a>   <a href="#">View</a>		
Workflow	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Workflow History</a>		
Committee Member for Encryption/Decryption	<a href="#">Edit</a>   <a href="#">View</a>		
Official Cost Estimate	<a href="#">Edit</a>   <a href="#">View</a>		
Creation of format for Price Comparison Report	<a href="#">Prepare</a>		TOR: Tender Opening Report, TER: Tender Evaluation Report
	<b>S. No.</b>	<b>Report Title</b>	<b>For TOR / TER</b>
	1	Price Bid Comparison	TOR
			<a href="#">Edit Report Format</a>   <a href="#">Edit Report Formula</a>   <a href="#">View</a>   <a href="#">Delete Report Format</a>

**Screen – D54**

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

Publish Notice Details

[Go Back to Dashboard](#)

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

Key Information and Funding Information :

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

Particular Information :

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

Information for Tenderer / Applicant :

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

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

Procuring Entity Details:

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

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

Comments\*

Publish Tender Notice

Publish

Screen – D55

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

Notice	Document	PreTender Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	CMS								
<p> Tender Published successfully</p> <p>Notice <a href="#">View</a> <span style="float: right;"> Steps for Tender Preparation</span></p> <p>Configure Key Information <a href="#">View</a></p> <p>Clarification on Tender <a href="#">View</a></p> <p>Workflow <a href="#">View</a>   <a href="#">View Workflow History</a></p> <p>Committee Member for Encryption/Decryption <a href="#">View</a></p> <p>Official Cost Estimate <a href="#">Edit</a>   <a href="#">View</a></p> <p>Creation of format for Price Comparison Report <a href="#">Prepare</a> <span style="float: right;">TOR: Tender Opening Report, TER: Tender Evaluation Report</span></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>S. No.</th> <th>Report Title</th> <th>For TOR / TER</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Price Bid Comparison</td> <td>TOR</td> <td><a href="#">Edit Report Format</a>   <a href="#">Edit Report Formula</a>   <a href="#">View</a>   <a href="#">Delete Report Format</a></td> </tr> </tbody> </table> <p>Cancellation of Tender <a href="#">Cancel</a></p>										S. No.	Report Title	For TOR / TER	Action	1	Price Bid Comparison	TOR	<a href="#">Edit Report Format</a>   <a href="#">Edit Report Formula</a>   <a href="#">View</a>   <a href="#">Delete Report Format</a>
S. No.	Report Title	For TOR / TER	Action														
1	Price Bid Comparison	TOR	<a href="#">Edit Report Format</a>   <a href="#">Edit Report Formula</a>   <a href="#">View</a>   <a href="#">Delete Report Format</a>														

### Screen – D56

4.1.67 After Pretender meeting start date is reached then User can post the queries to the Procuring Entity and Procuring Entity can check those queries and can reply. Pending queries will be displayed under pending tab (As shown in below screen)

Pending	Replied	Hold	Ignored
S. No.	Query	Action	
1	This is query 1	<a href="#">Process</a>	


4.1.68 Now Procuring Entity has to click on Process link to give the reply to the particular which is raised by bidder

4.1.69 Procuring Entity will have 3 options (Response/Hold/Ignore). If Procuring Entity selected Response option then System will display a option for Rephrase query and Response text box. By using rephrase query option Procuring Entity can change the query posted by bidder and Procuring Entity can enter his response in the Response text box and click on submit button. (As shown in below screen)


Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	CMS	Complaint Mgmt
Query :		This is query 1								
Download Reference Document :		<a href="#">Download</a>								
Select Post Query Status * :		<div style="border: 1px solid black; padding: 2px;">             --- Select Action ---              --- Select Action ---              Response              Hold              Ignore           </div>								
S. No.	File Description	File Size (in KB)	No records found.							
<a href="#">Submit</a>										

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	CMS	Complaint Mgmt
Query :		This is query 1								
Download Reference Document :		<a href="#">Download</a>								
Select Post Query Status * :		Response <input type="button" value="v"/>								
Rephrase Query :		<input checked="" type="checkbox"/> This query changed								
Response :		This is response								

4.1.70 Once query is replied then System will display a message “Query replied successfully. (As shown in below screen)

 Query replied successfully					
Meeting Start Date and Time :		04-Apr-2013 19:50	Meeting End Date and Time :		10-Apr-2013 11:13
Workflow		<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Workflow History</a>			
Pending	Replied	Hold	Ignored		
S. No.	Query				
No records found.					

4.1.71 Now replied questions will be displayed under Replied tab (As shown below screen)

 Query replied successfully						
Meeting Start Date and Time :		04-Apr-2013 19:50	Meeting End Date and Time :		10-Apr-2013 11:13	<a href="#">View All Queries :</a>
Workflow		<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Workflow History</a>				
Pending	Replied	Hold	Ignored			
S. No.	Query				Action	
1	This is query 1				<a href="#">View</a>	

Procuring Entity can view the details by clicking on view link. Hold questions will be displayed under Hold and Ignored questions will be displayed under Ignored tab and Procuring Entity can download the document which is uploaded by the bidder

4.1.72 Once after reaching the meeting end date and time, then PE has to click on Pretender meeting tab . Once PE click on Pretender meeting minutes tab then System will display Meeting start date and end date time. (As shown in below screen)

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	CMS	Complaint Mgmt	
Meeting Start Date and Time :			07-Apr-2013 14:37			Meeting End Date and Time :			30-Jul-2013 14:37		
View All Queries :											
Workflow			<a href="#">Create</a>								

4.1.73 Once after meeting end date and time is over then PE has to create workflow for this Pre-tender meeting minutes by clicking on create link of workflow .  
(As shown in below screen)

**Workflow :**

**Module :** Tender

**Process :** Pre Tender Meeting MoM Document Workflow

**No. of Reviewers : \***

**No. of Days for File Escalation : \***

**Donor Concurrence Requires :**

**Submit**

4.1.74 Procuring Entity has to enter No of reviewers and No of days for file escalation and click on submit button

Workflow : Add Users				
Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	<input type="text" value="PE"/>	PE User 1-Edited CE	
2	Ends By	<input type="text" value="PE"/>	PE User 1-Edited CE	

**Submit**

4.1.75 Now Procuring Entity has to select the Start By and End by User and click on submit button.

4.1.76 Now Procuring Entity will have option of upload button and there PE has to click on upload button and need to upload the document (As shown in below screens) And uploaded document will be displayed to the Procuring Entity.

Pending	Replied	Hold	Ignored	
No records found.				
Upload Pre Tender/Proposal Meeting Document :			<a href="#">Upload</a>	
S. No.	File Name	File Description	File Size (in KB)	Action
1	Copy (12) of New Microsoft Office Word Document.docx	ok	13	

4.1.78 Now after uploading a document PE will be able to see the process file in workflow link  
(As shown in below screen)

Meeting Start Date and Time :	24-May-2013 15:22	Meeting End Date and Time :	24-May-2013 16:09	View All Queries :	<a href="#">View</a>
Workflow	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Process file in Workflow</a>   <a href="#">View Workflow History</a>				

4.1.79 Now PE has to click on process file in workflow link to process the file to reviewer and PE needs to enter the comments and select the forward option and click on submit button (As shown in below screen)

Workflow >> Approved Workflow >> Process file in Workflow [View All Notific](#)


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

File Details : [View](#)

Module Name : Tender

Process Name : Pre Tender Meeting MoM Document Workflow

Comments : \*

Source 

forward

Action : \* Forward

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

Workflow History :

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

Workflow Level :

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand
1	Starts By	PE	testegppe,Ministry of testing	YES
2	Reviewer	HOPE	testegphope,Ministry of testing	NO
3	Ends By	PE	testegppe,Ministry of testing	NO

Submit

4.1.80 Once PE clicked on submit button System will display a message as “File processed successfully”(As shown in below screen)

Notice Document **Pre Tend. Meeting** Corrigendum/Amendment Payment Opening Evaluation NOA Contract Signing CMS Complaint Mgmt

**File processed successfully**

Meeting Start Date and Time : 24-May-2013 15:22 Meeting End Date and Time : 24-May-2013 16:09

Workflow [View](#) | [View Workflow History](#)

Pending Replied Hold Ignored

S. No.	Query
No records found.	

4.1.81 Once approver approves the file ,then PE will get a option as publish  
 (As shown in below screen)

Meeting Start Date and Time : 24-May-2013 15:22 Meeting End Date and Time : 24-May-2013 16:09

Workflow [View](#) | [View Workflow History](#)

Pending Replied Hold Ignored

S. No.	Query
No records found.	



Upload Pre Tender/Proposal Meeting Document : **Publish**

4.1.82 Now Procuring Entity has to click on the publish link and needs enter his comments and click on publish button (As shown in below screen)

Notice Document **Pre Tend. Meeting** Corrigendum/Amendment Payment Opening Evaluation NOA Contract Signing CMS Complaint Mgmt

View All Queries and Replies : [View](#)

Pre-Tender/Proposal Meeting Document :

S. No.	File Name	File Description	File Size (in KB)	Action
1	Copy (12) of New Microsoft Office Word Document.docx	ok	13	 

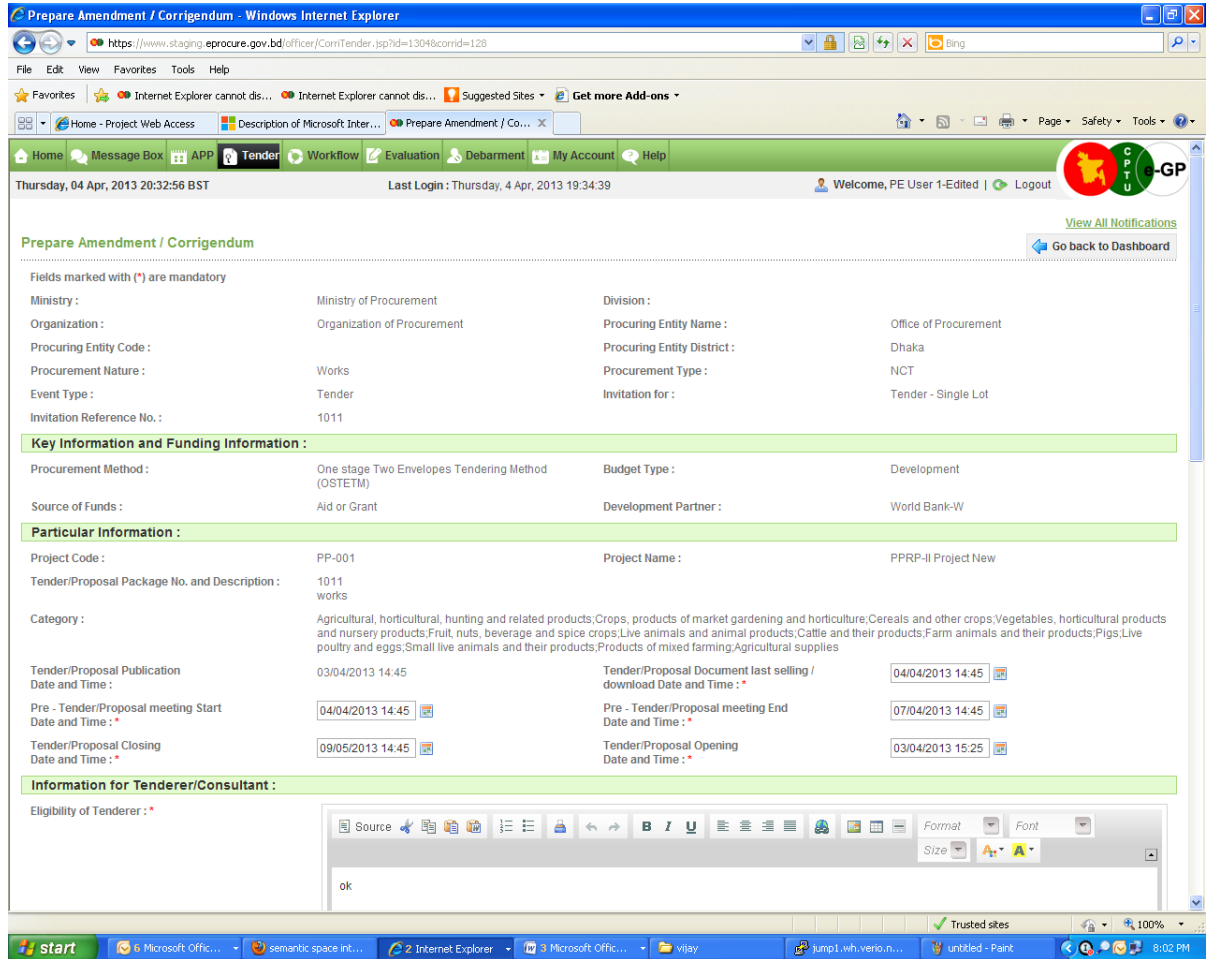
Comments : \*

oh

**Publish**

4.1.83 Once Procuring Entity clicks on publish link then System will display a message as Pre Tender/Proposal Meeting Documents published successfully” (As shown in below screen)





4.1.86 Once Procuring Entity click on submit button then Procuring Entity hast to create workflow to publish the corrigendum and there Procuring Entity needs to enter the no of reviewers and no of days for file escalation and click on submit button

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	Complaint Mgmt
Float Corrigendum / Amendment / Addendum				<a href="#">Edit</a>   <a href="#">View</a>			
Upload Documents				<a href="#">Upload</a>			
WorkFlow				<a href="#">Create</a>			

4.1.87 Once workflow is completed Procuring Entity will get the publish link (As shown below screen)

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	Complaint Mgmt
Float Corrigendum / Amendment / Addendum				<a href="#">Edit</a>   <a href="#">Publish</a>   <a href="#">View</a>			
Upload Documents				<a href="#">Upload</a>			
WorkFlow				<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Workflow History</a>			

4.1.88 Procuring Entity has to click on publish link to publish the Amendment .PE has to enter the comments and click on publish button (As shown in below screen)

Corrigendum / Amendment No. : 1 (Pending)

Amendment / Corrigendum Text :

Comments : \*

Field Name	Old Value	New Value
Opening Date & Time	03/04/2013 15:25	12/05/2013 22:25

4.1.89 Once Procuring Entity clicked on publish link then System will display the corrigendum and its no and updated fields

Corrigendum / Amendment No. : 1

Amendment / Corrigendum Text :

Field Name	Old Value	New Value
Opening Date & Time	03/04/2013 15:25	12/05/2013 22:25

4.1.90 If Procuring Entity wants to check the payment details then he has to click on payment tab where he can check Document Fee/Tender security/Performance security fee (As shown in below screen)

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	Complaint Mgmt
Document Fees			Tender/Proposal Security	Performance Security							
⚠ Select appropriate tab for respective payment.											
Package No. :		WORKS_OTM_EPW3									
Package Description :		WORKS_OTM_EPW3									

4.1.91 If Procuring Entity wants to check the Document Fee details then he has to click on document fee tab and System will display company name ,paid status and payment details (Same for Tender/Proposal security and Performance security)

Package No. :	WORKS_OTM_EPW3
Package Description :	WORKS_OTM_EPW3

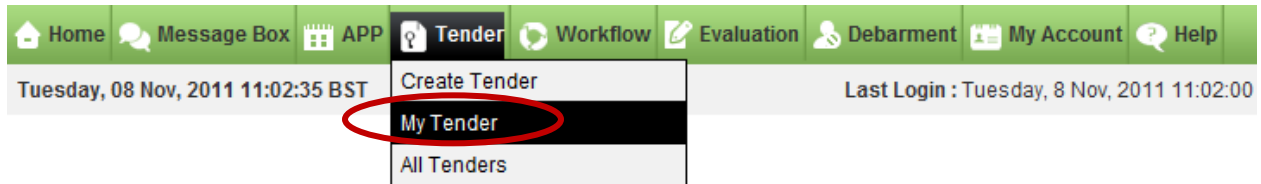
S. No.	Company Name	Payment Status	Action
1	Nazmul & Alluvial Society	Paid	<a href="#">Payment Details</a>
2	LNT	Paid	<a href="#">Payment Details</a>
3	TCS	Paid	<a href="#">Payment Details</a>
4	IBM	Paid	<a href="#">Payment Details</a>

4.1.92 If Procuring Entity wants to check the complete payment details then he has to click on payment details link where PE can check all payment details

Payment Status :	Paid
Email ID :	nazmul@dohatec.net
Bank Name :	ICICI Bank
Branch Name :	Stadium Road
Branch Maker :	Branch Maker
Payment For :	Document Fees
Currency :	BDT
Amount :	Taka 2000.00
Mode of Payment :	Cash
Date and Time of Payment :	19-Mar-2013 16:47
Remarks :	ok

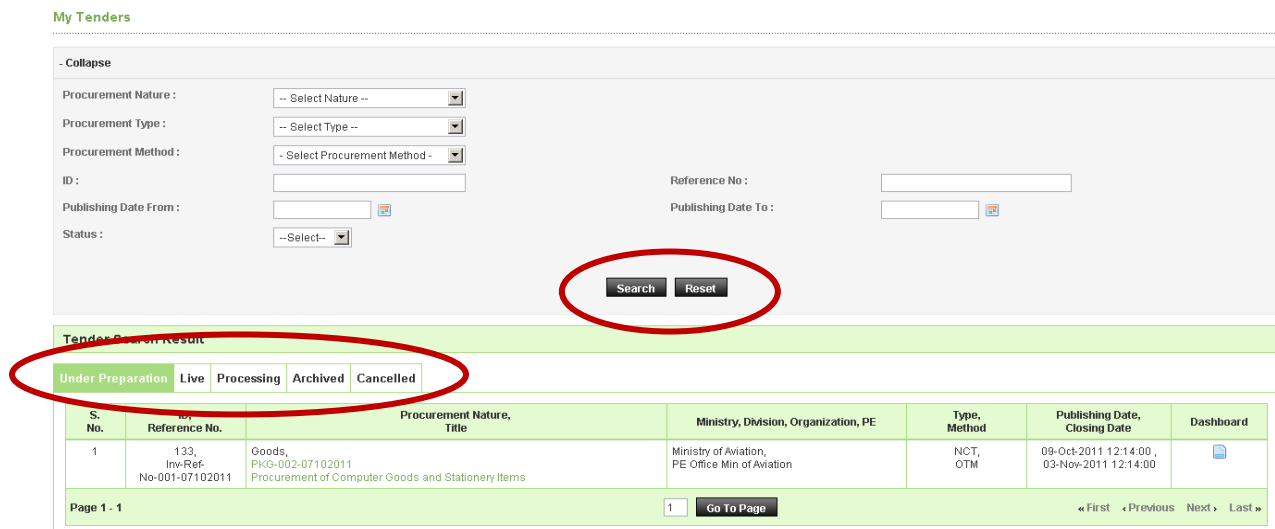
## 4.2 My Tender (Tender >> My Tender)

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



Screen – D57

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



Screen – D58

4.2.2.1 Under Preparation → System will display all the tenders which are under preparation and not yet published in under preparation tab

4.2.2.2 Live → When tender get published then it will displayed under “Live” Tab.

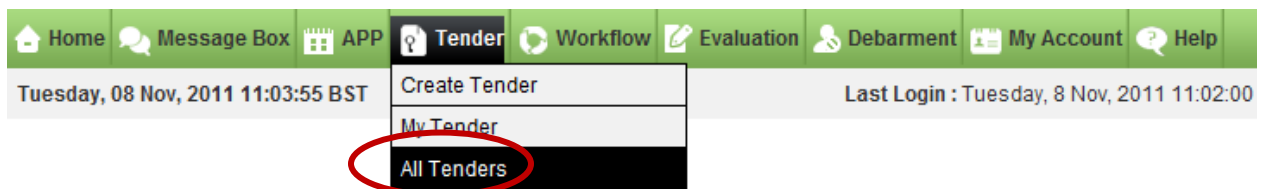
4.2.2.3 **Processing** → All the tenders which closing date is lapsed and contract is not signed will be displayed under Processing tenders tab

4.2.2.4 **Archived** → All the signed contracts will be displayed under Archived Tenders tab

4.2.2.5 **Cancelled** → All the cancelled tenders will be displayed under the Cancelled tenders tab

### 4.3 All Tenders (Tender >> All Tenders)

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



Screen – D59

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

All Tenders

Select Ministry/Division/Organization :

Procuring Entity :

Procurement Nature :

Procurement Type :

Tender ID :

From Publishing Date :

From Closing Date :

Category :

Procurement Method :

Reference No :

To Publishing Date :

To Closing Date :

Tender Search Results

Tender Search Results						
Live	Archive	Cancelled	All			
S. No.	Tender ID, Reference No	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date and Time, Closing Date and Time	
1	129, Work Invitation 001	Works, Brief Description	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Oct-2011 15:17, 24-Oct-2011 15:17	
2	131, 021011	Goods, checking	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	02-Oct-2011 13:22, 07-Nov-2011 13:13	
3	128, 2809111	Goods, JVCA Test case	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	28-Sep-2011 15:17, 23-Oct-2011 15:10	
4	127, Inv-Ref-No-20092011	Goods, PKG-001-20092011 Procurement of Computer Goods	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	21-Sep-2011 11:02, 25-Oct-2011 11:02	
5	126, vcfbhccv	Goods, as per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OBSTEM	19-Sep-2011 12:16, 23-Oct-2011 11:48	
6	123, Tender-works-LTM	Works, As per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	17-Sep-2011 12:00, 09-Oct-2011 11:58	
7	122, tender-LTM-goods	Goods, As per dochjkhjk	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, LTM	15-Sep-2011 15:36, 10-Oct-2011 15:37	
8	121, APP-OTM-works-NO pQ	Works, as per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	14-Sep-2011 19:21, 20-Oct-2011 19:20	
9	120, APP-OTM	Goods, As per doc	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	14-Sep-2011 13:03, 06-Nov-2011 13:03	
10	108, IRF12001	Goods, Agricultural, horticultural, hunting and related products; Services provided by extra-territorial organisations and bodies; Crops, products of market gardening and horticulture; Cereals and other crops; Vegetables, horticultural products and nursery	Ministry of Aviation, North Division, Helicopter Organisation, PE Office Helicopter Organisation	NCT, OTM	09-Sep-2011 20:20, 24-Oct-2011 11:46	

Page 1 of 2

Screen – D60

4.3.2.1 Live → When tender get published then it will displayed under “Live” Tab

4.3.2.2 Archive → All the tenders in which closing date and time is over will be displayed be displayed under Archived tender tab.

4.3.2.3 Cancelled → .All the tenders which are cancelled by PE User of Ministry office will be displayed under cancelled tender tab

4.3.3 All → System will display all the tenders under All tenders tab.



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## **Procuring Entity (PE) User Manual**

**Section 5 - Workflow**

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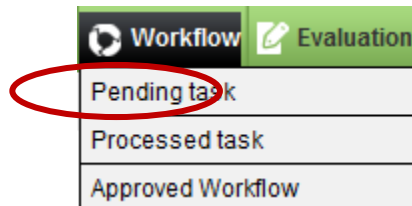
## Section 5. Workflow

### 5 Workflow

Workflow has three sub menus (**Pending Task, Processed Task, Approved Workflow**)

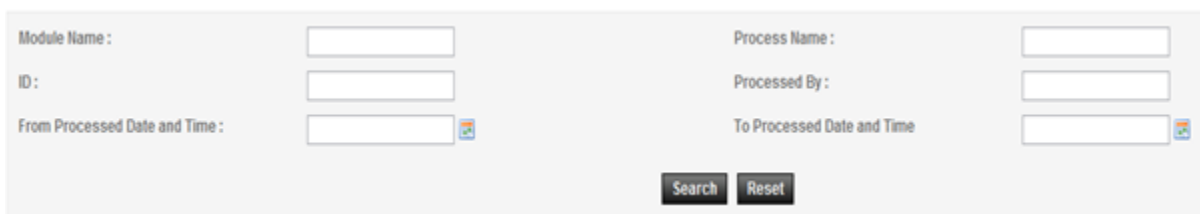
#### 5.1 Pending Task ( Workflow >> Pending Task)

5.1.1 Procuring Entity User will click on “**Pending Task**” to process the file which is in the workflow. (As shown in **Screen –E1**)



Screen – E1

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

A screenshot of a search form. It contains six input fields arranged in two columns. The left column has fields for 'Module Name', 'ID', and 'From Processed Date and Time'. The right column has fields for 'Process Name', 'Processed By', and 'To Processed Date and Time'. Below the input fields are two buttons: 'Search' and 'Reset'.

Screen – E2

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

Process file in Workflow

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

Details are found to be correct, so file is processed

Action : \*

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

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
1	239	Minister Manish - Minister	15-Oct-2011 14:42:38	Forwarded	<a href="#">View</a>	Minister User - Minister	No Files Uploaded

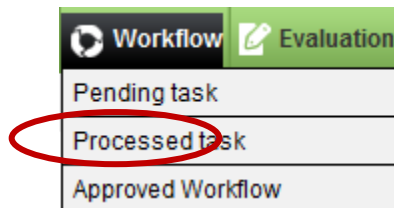
Workflow Level :

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

Screen – E3

## 5.2 Processed Task ( Workflow >> Processed Task)

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



Screen – E4

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

Module Name :	<input type="text"/>	Process Name :	<input type="text"/>
ID :	<input type="text"/>	Processed By :	<input type="text"/>
From Processed Date and Time :	<input type="text"/>	To Processed Date and Time :	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

### Screen – E5

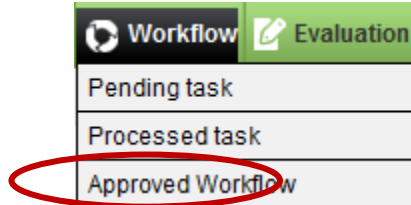
5.2.3 If Procuring Entity User wants to view the details, then click on “**History**” link under Action column and System will display the Workflow History page. (As shown in **Screen – E6**) User will be shown APP Information Bar / Tender Details with Workflow History in the grid table.

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

### Screen – E6

### 5.3 Approved Workflow ( Workflow >> Approved Workflow)

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



**Screen – E7**

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

The image shows a search form with the following fields: Module Name, ID, Process Name, Processed By, From Processed Date and Time, and To Processed Date and Time. There are 'Search' and 'Reset' buttons at the bottom.

**Screen – E8**

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

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

**Screen – E9**



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## **Procuring Entity (PE) User Manual**

**Section 6 - Evaluation**

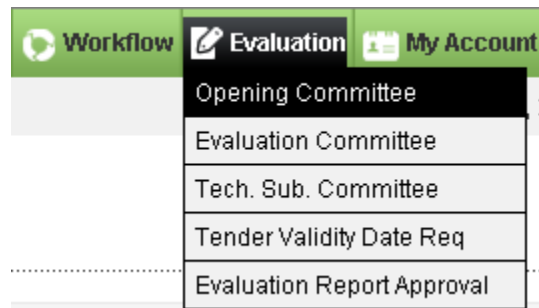
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## Section 6. Evaluation

### 6 Evaluation


#### 6.1 Evaluation >> Opening Committee

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




Screen – F1

### Opening committee listing

Select Ministry/Division /Organization :  


Procuring Entity :

ID :  Ref.No :

Opening Date and Time :  


Screen – F2

### Opening committee listing

Select Ministry/Division /Organization :  

Procuring Entity :

ID :  Ref.No :

Opening Date and Time :  

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

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

Screen – F3

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


**NOTE...!!!**

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

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

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

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

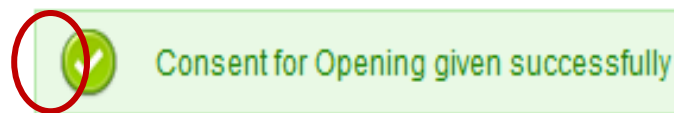
Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
Opening Committee		<a href="#">View</a>				
Package No.	PKG-001/23082011					
Package Description	Procurement of Computer Goods					
<p>Don't print and share the information and documents to anybody. Please note that all the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

**Screen – F4**

Fields marked with (\*) are mandatory.

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


Screen – F5



Screen – F6

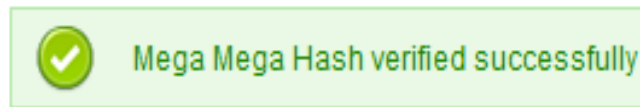
- 6.1.7 The moment all TOC members have logged into the System then only **“Verify Mega Mega Hash”** button will be activated on TOC members’ screen. Any one TOC member can click on this button for an objective of **“Verify the Mega Mega Hash”** (As shown in **Screen – F7**)
- 6.1.8 On successful verification on **“Verify Mega Mega Hash”** System will prompt the message i.e. **“Mega Mega Hash Verified Successfully”** (As shown in **Screen – F8**)
- 6.1.9 After verifying the **“Mega Mega Hash”** System will redirect TOC members to **“Decrypt All”** & **“Decrypt”** window whereas TOC members will be in a spot to **“Decrypt All”** the forms at a go **OR** form wise **“Decrypt”**, both the options would be available to TOC members (As shown in **Screen – F9**)

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

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



Screen – F7

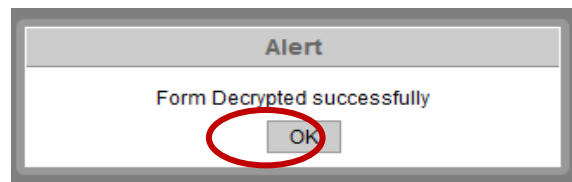


Screen – F8

Form Name	Action
	<a href="#">Decrypt All</a>
Schedule of Requirements Form	<a href="#">Decrypt</a>
Technical Specifications Form	<a href="#">Decrypt</a>
Lot No.	1
Lot Description	Procurement of Computer Goods
BoQ Specification Form - 1	<a href="#">Decrypt</a>
BoQ Specification Form - 2	<a href="#">Decrypt</a>
Grand Summary	-

Screen – F9

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



Screen – F10

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

Form Name		Action
		<a href="#">Decrypt All</a>
Schedule of Requirements Form		<a href="#">Comparative Report</a>   <a href="#">Individual Report</a>
Technical Specifications Form		<a href="#">Decrypt</a>
Lot No.	1	
Lot Description	Procurement of Computer Goods	
BoQ Specification Form - 1		<a href="#">Decrypt</a>
BoQ Specification Form - 2		<a href="#">Decrypt</a>
Grand Summary		-

**Screen – F11**

Package No	Package Description	
PKG-001/23082011	Procurement of Computer Goods	
Schedule of Requirements Form		
Schedule of Requirements Form - Header		
Schedule of Requirements Form Table		
Schedule Requirements	Details	
	<a href="#">Nitin &amp; C</a>	<a href="#">Dash Techno Ltd</a>
Schedule 1	Yes	Yes
Schedule 2	Yes	Yes
Schedule 3	Yes	Yes
Schedule of Requirements Form - Footer		

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

**Screen – F11 (A)**

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

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

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

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

### Screen – F11 (B)

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

Form Name		Action
Schedule of Requirements Form		<a href="#">Comparative Report</a>   <a href="#">Individual Report</a>
Technical Specifications Form		<a href="#">Comparative Report</a>   <a href="#">Individual Report</a>
Lot No.	1	
Lot Description	Procurement of Computer Goods	
BoQ Specification Form - 1		<a href="#">Comparative Report</a>   <a href="#">Individual Report</a>
BoQ Specification Form - 2		<a href="#">Comparative Report</a>   <a href="#">Individual Report</a>
Grand Summary		<a href="#">Comparative Report</a>   <a href="#">Individual Report</a>
Tender Opening Report :	<a href="#">TOR1</a>   <a href="#">TOR2</a>	
Tenderer's Hash :	<a href="#">View</a>	

### Screen – F12

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

#### Tender Opening Report 1

Print Go Back to Dashboard

Tender Detail			
Tender ID :	2443	Invitation Reference No. :	Inv-Ref-No-001-23082011
Closing Date and Time :	28-Aug-2011 16:21	Opening Date and Time :	27-Aug-2011 11:56
Procuring Entity :	office1		
Brief :	PKG-001/23082011 Procurement of Computer Goods		
View Notice			
Tender Opening Report 1			
Ministry Name :	Ministry of ETL	Division Name :	
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods		
Procurement Data			
Procurement Type	Funding By	Budget Type	Method
NCT	GOB	Revenue	Open Tendering Method
Procurement Plan			
Approving Authority		Approval Status	
Name:	Hope User	Approved	

Advertisement details			
Newspaper Name	Newspaper Date	URL Page	URL Publishing Date
No Records Found			

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

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

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

TOC Members		
Click on link to Sign	<a href="#">Nitin (HOPE)</a>	Nitin (TOC)
Committee Role	Chairperson	Member
Designation	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO
Electronically Signed TOR On	-	-

**Screen – F13**

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

Tender Opening Report 2

Print Go Back to Dashboard

Tender Detail

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

View Notice

Tender Opening Report 2

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

Tender Date and Time

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

Tender Document

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

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

TOR Report - Header

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

TOR Report - Footer

TOC Members

Click on link to Sign	<a href="#">Nitin (HOPE)</a>	Nitin (TOC)
Committee Role	Chairperson	Member
Designation	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO
Electronically Signed TOR On	-	-

Screen – F14

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

Tender Opening Report :	<a href="#">TOR1</a>   <a href="#">TOR2</a>
Tender Opening Process :	<a href="#">Close</a>
Tenderer's Hash :	<a href="#">View</a>

**Screen – F15**

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

Tender Opening Report :	<a href="#">TOR1</a>   <a href="#">TOR2</a>
Tender Opening Process :	<a href="#">Close</a>
Tenderer's Hash :	<a href="#">View</a>

**Screen – F16**

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

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

---

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

**Tender Mega Mega Hash : ebf122467346f319e13430e0e6f8d7c3455cf995**

S. No.	Tenderers / Consultants	Mega Hash	Submitted Forms and Documents e- Signature
1	Nitin & Co	763f1aa40c91949f88ce1ac738dcc86111c93b03	<a href="#">View</a>
2	Dash Techno Ltd	b2f34a8b3823780e34a5c7524078116ec74ffe3c	<a href="#">View</a>

**Screen – F17**

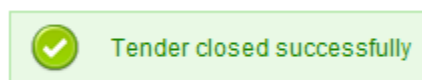
- 6.1.18 Last step in opening process i.e. **“Close”**, the moment all TOC Members have gone through the **“TOR1 & TOR2”** then Chairperson will **“Close”** the same. To **“Close”** the TOC, the Chairperson has to give the comments and at the end need to click the **“Submit”** button. (As shown in **Screen – F18**)
- 6.1.19 On successful closing of **“TOR”**, the System will prompt the message on Chairperson screen i.e. **“Tender closed successfully”** (As shown in **Screen – F19**)
- 6.1.20 On clicking on **“Send to PE”** System will ask the confirmation to Chairperson i.e. **“Once you hand over the Tender/Proposal including reports to PE, access of all TOC/POC members will be frozen i.e. They cannot view the Tender/Proposal including report details” as an “OK” or “CANCEL”** (As shown in **Screen – F20**)
- 6.1.21 Provide the comments and click on **“Submit”** button (As shown in **Screen – F21**)
- 6.1.22 On successful send of the same System will prompt the message on Chairperson screen i.e. **“Sent to PE Successfully”** (As shown in **Screen – F22**)

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
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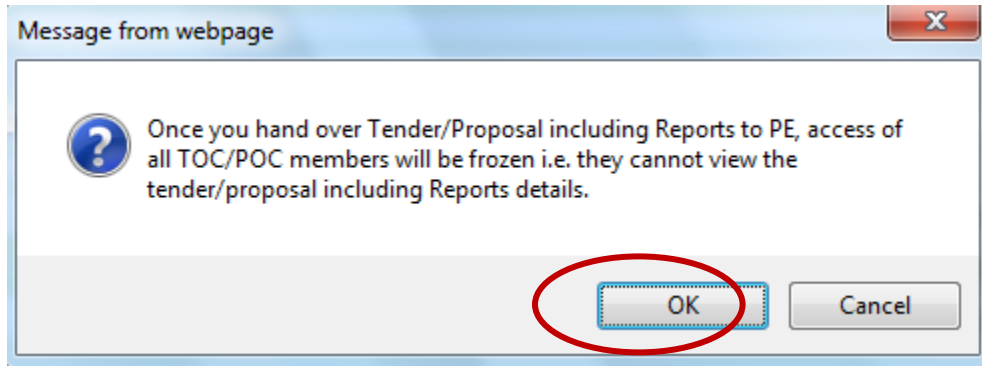
Comments : *	TOC is CLOSE
<input type="button" value="Submit"/>	

Screen – F18



Screen – F19

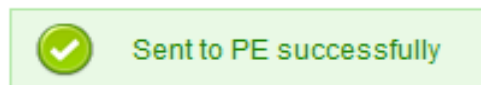
Tender Opening Report :	<a href="#">TOR1</a>   <a href="#">TOR2</a>   <a href="#">Send to PE</a>
Tenderer's Hash :	<a href="#">View</a>



Screen – F20

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
PE User:		PE User				
Comments : *		TOC Report Send to PE				
						<b>Submit</b>

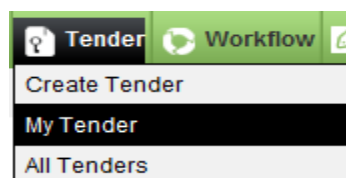
Screen – F21



Tender Opening Report :	Sent to PE for processing
Tenderer's Hash :	<a href="#">View</a>

Screen – F22

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



Screen – F23

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

- Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Status :

**Tender Search Result**

Under Preparation  Live  **Processing**  Archived  Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref-No-001-23082011	Goods, PKG-001/23082011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00 28-Aug-2011 16:21:00	

Page 1 - 1 1

**Screen – F24**

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

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

Notice	Document	Corrigendum/Amendment	Payment	<b>Opening</b>	Evaluation	NOA	Contract Signing
Opening Committee		<a href="#">View</a>					
Tender Opening Report :		<a href="#">TOR1</a>   <a href="#">TOR2</a>		<a href="#">Send to TEC/PEC Chairperson</a>			
Tenderer's Hash :		<a href="#">View</a>					

**Screen – F25**

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

## Screen – F26

### Tender Opening Report 2

[Print](#) [Save As PDF](#) [Go Back to Dashboard](#)

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

Tender Opening Report 2							
Ministry Name :	Ministry of ETL	Division Name :					
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1				
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods						
Tender Date and Time							
Date and Time of Publishing	Date and Time of Closing	Date and Time of Opening	Tender Validity Date	Tender Security Validity Date			
27-Aug-2011 11:15	28-Aug-2011 16:21	27-Aug-2011 11:56	11-Sep-2011	27-Aug-2011			
Tender Document							
Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified				
2	2	0	0				
S. No.	Name of Tenderer / Consultant	Date and Time of Submission	Tender Security Type	Tender Security Amount	Name of Bank & Branch, Date of Issue	Tender Security Valid upto (Date)	Tender Validity upto (Date)
1	<a href="#">Nitin &amp; Co</a>	27-Aug-2011 11:55	Pay Order	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:58	27-Aug-2011	11-Sep-2011
2	<a href="#">Dash Techno Ltd</a>	27-Aug-2011 11:52	Bank Guarantee	1000.00	Bank: Test Scheduled Bank Branch: branch office 1 27-Aug-2011 11:57	27-Aug-2011	11-Sep-2011

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

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

Screen – F27

6.1.27 For an objective of sending the same to the TEC / PEC Chairperson, PE has to click on **“Send to TEC/PEC Chairperson”** (As shown in **Screen – F28**)

6.1.28 Provide your comments and click on **“Submit”** button. (As shown in **Screen – F29**)

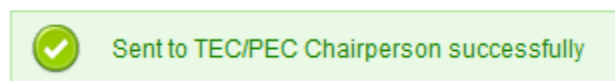
6.1.29 On the successful submission of the same System, System will prompt the message on Procuring Entity screen i.e. **“Sent to the TEC / PEC Chairperson Successfully”** (As shown in **Screen – F30**)

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Opening Committee		<a href="#">View</a>					
Tender Opening Report :		<a href="#">TOR1</a>   <a href="#">TOR2</a>   <a href="#">Send to TEC/PEC Chairperson</a>					
Tenderer's Hash :		<a href="#">View</a>					

Screen – F28

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

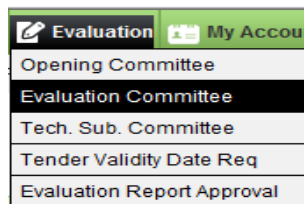
Screen – F29



Screen – F30

## 6.2 Evaluation >> Evaluation Committee

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



Screen – G1

### Evaluation committee listing

Select Ministry/Division/Organization :

Procuring Entity :


ID :  Ref.No :

Opening Date and Time :

Please enter at least one search criteria


Screen – G2


Evaluation committee listing

Select Ministry/Division/Organization :  

Procuring Entity : -- Select Office --

ID :  Ref.No :

Opening Date and Time :  

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

Page 1 of 1

Screen – G3

Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
Evaluation Committee			<a href="#">View</a>			
Date and time of Committee Formation			23-Aug-2011 16:18			
Evaluation Configuration			<a href="#">Configure</a>			
Estimated Cost			<a href="#">View</a>			

Screen – G4

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

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

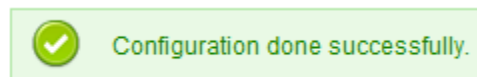
After defining the Evaluation Type, TEC Chairperson has to click on the “**Submit**” button (As shown in **Screen –G5**)

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

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

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

Screen – G5



Screen – G6

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

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

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

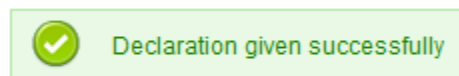
Notice	Document	Corrigendum/Amendment	Opening	Evaluation	NOA	Contract Signing
Evaluation Committee		<a href="#">View</a>				
Date and time of Committee Formation		23-Aug-2011 16:18				
Evaluation Configuration		<a href="#">View Configuration</a>				
Estimated Cost		<a href="#">View</a>				
TSC Formation Required		Yes				
<b>Declaration</b>		Clarification				
Committee Name		My TEC COM				
Committee Members	Committee Role	Declaration Status	Declaration Date and Time			
Nitin (HOPE)	Chairperson	Pending				
Nitin (AU)	Member	Pending				
Nitin (TEC)	Member	Pending				

Screen – G7

Fields marked with (\*) are mandatory

Committee Member's Name :	Nitin (HOPE)
e-mail ID :	nitinhope@abc.com
Password : *	●●●●●●
Declaration Text :	I do hereby declare and confirm that I have no business or other links to any of the competing tenderer or Applicant
Comments : *	<div style="border: 1px solid gray; padding: 5px;">                 Logged In for Technical Evaluation.             </div>
<input type="button" value="Submit"/>	

Screen – G8



Screen – G9

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

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

### Screen – G10

6.2.11 If any member of TEC is having any sort of query against any tenderer then the same can be addressed with the help of **“Seek Clarification from Tenderer”**. Upon successful login by all the TEC members this link will be activated.

(As shown in **Screen – G11**)

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

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

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

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

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	<a href="#">Nitin &amp; Co</a>	-	<a href="#">Seek Clarification from Tenderer</a> No Question Posted yet <a href="#">Evaluate Tenderer</a>
2	<a href="#">Dash Techno Ltd</a>	-	<a href="#">Seek Clarification from Tenderer</a> No Question Posted yet <a href="#">Evaluate Tenderer</a>

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

### Screen – G11

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

### Screen – G12

<b>Form Name : <a href="#">Technical Specifications Form</a></b>	
<b>Post Query</b>	
<b>Query :</b>	Please submit your ISO Details.

[Submit](#)

### Screen – G13

Form Name : [Technical Specifications Form](#)


Post Query

Query :

Submit

S. No.	Member Name	Query	Action
1	Nitin (AU)	Please submit your ISO Details.	<a href="#">Remove</a>

Screen – G14

 File Uploaded Successfully

Fields marked with (\*) are mandatory.

Document : \*  [Browse...](#)


Description : \*

Instructions

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

Acceptable File Types [xml](#),[xls](#),[doc](#),[docx](#),[xlsx](#),[pdf](#),[doc](#),[bmp](#),[jpg](#),[jpeg](#),[png](#)

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

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

Screen – G15

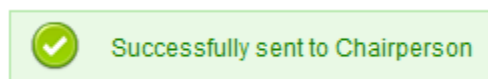
Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	<a href="#">Nitin &amp; Co</a>	-	<a href="#">Seek Clarification from Tenderer</a> <a href="#">View Query / Clarification</a> <a href="#">Evaluate Tenderer</a>
2	<a href="#">Dash Techno Ltd</a>	-	<a href="#">Seek Clarification from Tenderer</a> No Question Posted yet <a href="#">Evaluate Tenderer</a>

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

Click here to notify Chairperson once you have posted all questions

Screen – G16




Screen – G17

- 6.2.16 TEC Chairperson will login to the System and locate the tender by clicking on “**Search**” once the tender is found then click on “**Dashboard**” icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – G18**)
- 6.2.17 Click on “**Clarification**”, whereas TEC Chairperson is able to see the link as a “**Seek Clarification from Tenderer**” (As shown in **Screen – G19**)
- 6.2.18 TEC Chairperson can ask questions / query / clarification from his end as well as he can also send the query / question / clarification which were asked by other TEC members to tenderer.
- 6.2.19 Then TEC Chairperson has to ask the query, query always would be form specific. Against each form TEC Chairperson can ask the query to the tenderer by clicking on “**Seeking Clarification for a Form**” (As shown in **Screen – G20**)


- 6.2.20 TEC Chairperson may **‘Edit’** the question / query / clarification which was posted by other TEC Members. (As shown in **Screen – G21**)
- 6.2.21 Then TEC Chairperson has to select the **“Last Date of Response”** whereas before that Date Tenderer is bound to give the response to the asked question / query / clarification by the TEC. (As shown in **Screen – G21**)
- 6.2.22 **Remarks & Post Question Tenderer**, whereas TEC Chairperson needs to enter the remarks in the given field and at the end click on **“Post Question to Tenderer”**. (As shown in **Screen – G21**)
- 6.2.23 On successful submission of the same, the System will redirect to the page whereas TEC Chairperson will be able to see the status as **“Posted to Tenderer”** (As shown in **Screen – G22**)


#### Evaluation committee listing

Select Ministry/Division/Organization :  

Procuring Entity :

ID :  Ref.No :

Opening Date and Time :  

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

Page 1 of 1   « First ‹ Previous Next › Last »

Screen – G18

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	<a href="#">Nitin &amp; Co</a>	-	<a href="#">Seek Clarification from Tenderer</a> <a href="#">View Questions / Send Questions to Tenderer</a> <a href="#">Evaluate Tenderer</a>
2	<a href="#">Dash Techno Ltd</a>	-	<a href="#">Seek Clarification from Tenderer</a> No Question Posted yet <a href="#">Evaluate Tenderer</a>

Screen – G19

Form Name	Evaluation Status	Action
Technical Specifications Form	Pending	<a href="#">Seek Clarification for a form</a>   <a href="#">Upload Document</a>
Schedule of Requirements Form	Pending	<a href="#">Seek Clarification for a form</a>   <a href="#">Upload Document</a>

### Screen – G20

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

S. No.	Posted By	Comments
No Comments found.		

TEC / TSC Member Name : Nitin (AU)

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

**Last Date of Response : \***

**Remarks : \***

### Screen – G21

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	<a href="#">Nitin &amp; Co</a>	Clarification Received	<a href="#">Posted To Tenderer</a> <a href="#">View Query / Clarification</a> <a href="#">Evaluate Tenderer</a>
2	<a href="#">Dash Techno Ltd</a>	-	<a href="#">Evaluate Tenderer</a>
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Evaluation Pending	

### Screen – G22

6.2.24 Then Tenderer has to provide the response against the asked clarification by the TEC. Once the same is posted by the tenderer after that all TEC members will be able to see the tenderer response by clicking on **“View Clarification & Question”** (As shown in **Screen - G23**)

6.2.25 By clicking **“Evaluate Tenderer”** TEC Member will be able to see the forms of a tenderer. (As shown in **Screen - G24**)

6.2.26 Click on **“Evaluate Form”** (As shown in **Screen - G25**)

6.2.27 TEC Member has to provide the **“Reason”** for it why the Tenderer has **Accepted / Rejected**, what is the reason behind the same? (As shown in **Screen - G26**) at last click on **“Submit”** tab. (As shown in **Screen - G26**)

6.2.28 The moment evaluation is completed, TEC Member will be able to see the status of the same as **“Accepted or Rejected”** (As shown in **Screen - G27**)

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

**Screen – G23**

Declaration		Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	<a href="#">Nitin &amp; Co</a>	Clarification Received	Posted To Tenderer <a href="#">View Query / Clarification</a> <a href="#">Evaluate Tenderer</a>
2	<a href="#">Dash Techno Ltd</a>	-	<a href="#">Evaluate Tenderer</a>
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	Evaluation Pending	

### Screen – G24

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Opening	Evaluation
Declaration		Clarification			
Company Details					
Company Name :	demo and co.				
Package Information					
Package No. :	my pkgs				
Package Description :	a				
Form Name	Evaluation Status			Action	
<a href="#">e-Tender Submission Letter (Form e-PG2 -1)</a>	Pending			<a href="#">Evaluate Form</a>	
<a href="#">Technical Specifications and Compliance of Goods and related services (Form e-DC2 -1)</a>	Pending			<a href="#">Evaluate Form</a>	

### Screen – G25

Form Name : [Technical Specifications Form](#)

Tender Details	
Package No. :	PKG-001/23082011
Package Description :	Procurement of Computer Goods

TEC / TSC Member Name : Nitin (AU)

S. No.	Questions	Answer
1	Please submit your ISO Details.	ISO Certificate is as attached.

Evaluation Status :  Accept  Reject

Reason : \*

Details are as per the PQ.

### Screen – G26

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Opening	<b>Evaluation</b>																											
<table border="1"> <tr> <td>Declaration</td> <td>Eval. Report</td> <td><b>Clarification</b></td> </tr> <tr> <td colspan="3">Company Details</td> </tr> <tr> <td>Company Name :</td> <td colspan="2">demo and co.</td> </tr> <tr> <td colspan="3">Package Information</td> </tr> <tr> <td>Package No. :</td> <td colspan="2">my pkgs</td> </tr> <tr> <td>Package Description :</td> <td colspan="2">a</td> </tr> <tr> <td><b>Form Name</b></td> <td><b>Evaluation Status</b></td> <td><b>Action</b></td> </tr> <tr> <td>e-Tender Submission Letter (Form e-PG2-1)</td> <td>Accepted</td> <td><a href="#">Form Evaluated</a></td> </tr> <tr> <td>Technical Specifications and Compliance of Goods and related services (Form e-PG2-3)</td> <td>Accepted</td> <td><a href="#">Form Evaluated</a></td> </tr> </table>						Declaration	Eval. Report	<b>Clarification</b>	Company Details			Company Name :	demo and co.		Package Information			Package No. :	my pkgs		Package Description :	a		<b>Form Name</b>	<b>Evaluation Status</b>	<b>Action</b>	e-Tender Submission Letter (Form e-PG2-1)	Accepted	<a href="#">Form Evaluated</a>	Technical Specifications and Compliance of Goods and related services (Form e-PG2-3)	Accepted	<a href="#">Form Evaluated</a>
Declaration	Eval. Report	<b>Clarification</b>																														
Company Details																																
Company Name :	demo and co.																															
Package Information																																
Package No. :	my pkgs																															
Package Description :	a																															
<b>Form Name</b>	<b>Evaluation Status</b>	<b>Action</b>																														
e-Tender Submission Letter (Form e-PG2-1)	Accepted	<a href="#">Form Evaluated</a>																														
Technical Specifications and Compliance of Goods and related services (Form e-PG2-3)	Accepted	<a href="#">Form Evaluated</a>																														

Screen – G27

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

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

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

Declaration	Eval. Report	<b>Clarification</b>	
<b>S. No.</b>	<b>List of Tenderers</b>	<b>Clarification Status</b>	<b>Action</b>
1	<a href="#">Nitin &amp; Co</a>	Clarification Received	Posted To Tenderer <a href="#">View Query / Clarification</a> <a href="#">Edit</a>   <a href="#">View</a>
2	<a href="#">Dash Techno Ltd</a>	-	<a href="#">Edit</a>   <a href="#">View</a>
<b>Lot No.</b>	<b>Lot Description</b>	<b>Action</b>	
1	Procurement of Computer Goods	<a href="#">Fill Evaluation Form (Tender Evaluation Report 1)</a>   <a href="#">Fill Evaluation Form (Tender Evaluation Report 2)</a>	

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

### Screen – G28

Technical Responsiveness Report					
Ministry Name :	Ministry of ETL	Division Name :			
Organization/Agency Name :	Organisation of ETL	Procuring Entity :	office1		
Tender Package No. and Description :	PKG-001/23082011 & Procurement of Computer Goods				
Lot No. and Description :	1 & Procurement of Computer Goods				
Procurement Data					
Procurement Type			Procurement Method		
NCT			Open Tendering Method		
Procurement Plan					
Approval Status	Budget Type		Approval Status of Official Estimates		
Approved	Revenue		-		
Criteria					
Name of Tenderer	Eligibility of Goods	Conformity of the Technical Specifications and other parameters	Tenderer's Qualification	Conformity of the Scheduled of Requirements	Evaluation Status
Dash Techno Ltd	Yes	Yes	Yes	Yes	-
Nitin & Co	Yes	Yes	Yes	Yes	-




### Screen – G29

Declaration	Eval. Report	Clarification	
S. No.	List of Tenderers	Clarification Status	Action
1	<a href="#">Nitin &amp; Co</a>	Clarification Received	Posted To Tenderer <a href="#">View Query / Clarification</a> <a href="#">Edit</a>   <a href="#">View</a>
2	<a href="#">Dash Techno Ltd</a>	-	<a href="#">Edit</a>   <a href="#">View</a>
Lot No.	Lot Description	Action	
1	Procurement of Computer Goods	<a href="#">Fill Evaluation Form (Tender Evaluation Report 1)   View</a> <a href="#">Tender Evaluation Report 1</a> <a href="#">Fill Evaluation Form (Tender Evaluation Report 2)   View</a> <a href="#">Tender Evaluation Report 2</a>	
<input type="button" value="Notify Chairperson if evaluation finalized"/>			

Screen – G30


- 6.2.32 TEC Chairperson will login to the System and locate the tender by clicking on “**Search**” once the tender is found then click on “**Dashboard**” icon and System will display Tender with Evaluation Tab selected. (As shown in **Screen – G31**)
- 6.2.33 Click on “**Evaluation Report**”, whereas TEC Chairperson is able to see the link as a “**Finalize Responsiveness**” against each Tenderer name (As shown in **Screen – G32**)
- 6.2.34 Clicking on “**Finalize Responsiveness**” TEC Chairperson will be able to see the status of the Evaluation Status which is done by TEC members for each Tenderer against each form. (Evaluation would be in the form of ether as an Accepted or Rejected) (As shown in **Screen – G33**)
- 6.2.35 If the required TEC Chairperson may ask the clarification to TEC Member by clicking on “**Seek Clarification from Committee Member**” (As shown in **Screen – G33**)
- 6.2.36 TEC Chairperson can evaluate, by selecting **Technical Non Responsive or Technical Responsive** against each Tenderer. (As shown in **Screen – G33**)
- 6.2.37 Once the Evaluation Status is selected by TEC Chairperson then click on “**Submit**” button (As shown in **Screen – G33**)


Evaluation committee listing

Select Ministry/Division/Organization :  

Procuring Entity : -- Select Office --

ID :  Ref.No :

Opening Date and Time :  

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

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

Screen – G31

Declaration	Eval. Report	Clarification												
<p>Finalize Evaluation Status :</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><a href="#">Nitin &amp; Co</a></td> <td>-</td> <td><a href="#">Finalize Responsiveness</a></td> </tr> <tr> <td>2</td> <td><a href="#">Dash Techno Ltd</a></td> <td>-</td> <td><a href="#">Finalize Responsiveness</a></td> </tr> </tbody> </table>			S. No.	List of Tenderers	Finalized Evaluation Status	Action	1	<a href="#">Nitin &amp; Co</a>	-	<a href="#">Finalize Responsiveness</a>	2	<a href="#">Dash Techno Ltd</a>	-	<a href="#">Finalize Responsiveness</a>
S. No.	List of Tenderers	Finalized Evaluation Status	Action											
1	<a href="#">Nitin &amp; Co</a>	-	<a href="#">Finalize Responsiveness</a>											
2	<a href="#">Dash Techno Ltd</a>	-	<a href="#">Finalize Responsiveness</a>											
Lot No:	1													
Lot Description:	Procurement of Computer Goods													

Screen – G32

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

Screen – G33

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

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

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

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

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

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

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

Declaration	Eval. Report	Clarification	
Finalize Evaluation Status :			
S. No.	List of Tenderers	Finalized Evaluation Status	Action
1	<a href="#">Nitin &amp; Co</a>	Technically Responsive	<a href="#">Finalize Responsiveness</a>
2	<a href="#">Dash Techno Ltd</a>	Technically Responsive	<a href="#">Finalize Responsiveness</a>
Lot No:	1		
Lot Description:	Procurement of Computer Goods		
Tender Evaluation Report 1	<a href="#">View Members Evaluation</a>   <a href="#">Configure</a>		
Tender Evaluation Report 2	<a href="#">View Members Evaluation</a>   <a href="#">Configure</a>		

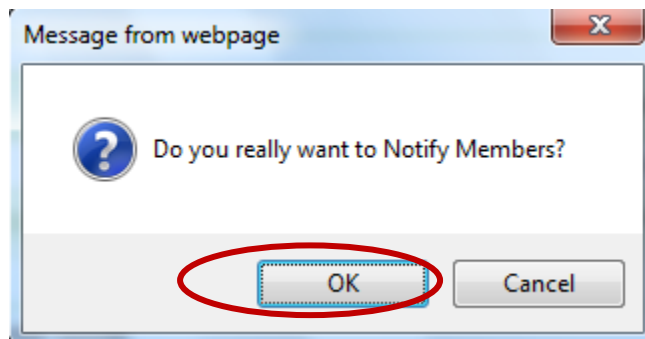
Screen – G34

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

Screen – G35

Declaration	Eval. Report	Clarification	
Finalize Evaluation Status :			
S. No.	List of Tenderers	Finalized Evaluation Status	Action
1	<a href="#">Nitin &amp; Co</a>	Technically Responsive	<a href="#">Finalize Responsiveness</a>
2	<a href="#">Dash Techno Ltd</a>	Technically Responsive	<a href="#">Finalize Responsiveness</a>
Lot No:	1		
Lot Description:	Procurement of Computer Goods		
Tender Evaluation Report 1	<a href="#">View Members Evaluation</a>   <a href="#">Configure</a>   <a href="#">Notify Members to Sign the Report</a>   <a href="#">View and Sign</a>		
Tender Evaluation Report 2	<a href="#">View Members Evaluation</a>   <a href="#">Configure</a>   <a href="#">Notify Members to Sign the Report</a>   <a href="#">View and Sign</a>		

Screen – G36



Screen – G37

Declaration	Eval. Report	Clarification
Lot No:	1	
Lot Description:	Procurement of Computer Goods	
Tender Evaluation Report 1	<a href="#">View and Sign</a>	
Tender Evaluation Report 2	<a href="#">View and Sign</a>	

Screen – G38

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

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

TEC Members			
Name	Nitin (AU)	Nitin (HOPE)	<a href="#">Nitin (TEC)</a>
Committee Role	Member	Chairperson	Member
Designation	RNB-PE	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	RNB-ORG-PEO
Signed Tender Evaluation Report 1 On	-	-	-

Screen – G39

Fields marked with (\*) are mandatory

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

**Sign**

Screen – G40

6.2.45 The moment “TER1 and TER2” reports signed by all the TEC Members, then the System will generate the “Price Comparative Report” (As shown in Screen – G41)

Declaration	Eval. Report	Clarification																								
<table border="1"> <tr> <td>Finalize Evaluation Status :</td> <td> <table border="1"> <thead> <tr> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><a href="#">Nitin &amp; Co</a></td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> <tr> <td>2</td> <td><a href="#">Dash Techno Ltd</a></td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> </tbody> </table> </td> </tr> <tr> <td>Lot No:</td> <td>1</td> </tr> <tr> <td>Lot Description:</td> <td>Procurement of Computer Goods</td> </tr> <tr> <td>Tender Evaluation Report 1</td> <td><a href="#">View Members Evaluation</a>   <a href="#">View</a></td> </tr> <tr> <td>Tender Evaluation Report 2</td> <td><a href="#">View Members Evaluation</a>   <a href="#">View</a></td> </tr> <tr> <td>Price Comparison Report</td> <td><a href="#">View and Save</a></td> </tr> </table>			Finalize Evaluation Status :	<table border="1"> <thead> <tr> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><a href="#">Nitin &amp; Co</a></td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> <tr> <td>2</td> <td><a href="#">Dash Techno Ltd</a></td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> </tbody> </table>	S. No.	List of Tenderers	Finalized Evaluation Status	Action	1	<a href="#">Nitin &amp; Co</a>	Technically Responsive	Evaluated	2	<a href="#">Dash Techno Ltd</a>	Technically Responsive	Evaluated	Lot No:	1	Lot Description:	Procurement of Computer Goods	Tender Evaluation Report 1	<a href="#">View Members Evaluation</a>   <a href="#">View</a>	Tender Evaluation Report 2	<a href="#">View Members Evaluation</a>   <a href="#">View</a>	Price Comparison Report	<a href="#">View and Save</a>
Finalize Evaluation Status :	<table border="1"> <thead> <tr> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><a href="#">Nitin &amp; Co</a></td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> <tr> <td>2</td> <td><a href="#">Dash Techno Ltd</a></td> <td>Technically Responsive</td> <td>Evaluated</td> </tr> </tbody> </table>	S. No.	List of Tenderers	Finalized Evaluation Status	Action	1	<a href="#">Nitin &amp; Co</a>	Technically Responsive	Evaluated	2	<a href="#">Dash Techno Ltd</a>	Technically Responsive	Evaluated													
S. No.	List of Tenderers	Finalized Evaluation Status	Action																							
1	<a href="#">Nitin &amp; Co</a>	Technically Responsive	Evaluated																							
2	<a href="#">Dash Techno Ltd</a>	Technically Responsive	Evaluated																							
Lot No:	1																									
Lot Description:	Procurement of Computer Goods																									
Tender Evaluation Report 1	<a href="#">View Members Evaluation</a>   <a href="#">View</a>																									
Tender Evaluation Report 2	<a href="#">View Members Evaluation</a>   <a href="#">View</a>																									
Price Comparison Report	<a href="#">View and Save</a>																									

Screen – G41

Price Comparison Report

[Go back to Dashboard](#)

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

[View Notice](#)

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

TER Report - Footer

[Save Report](#)

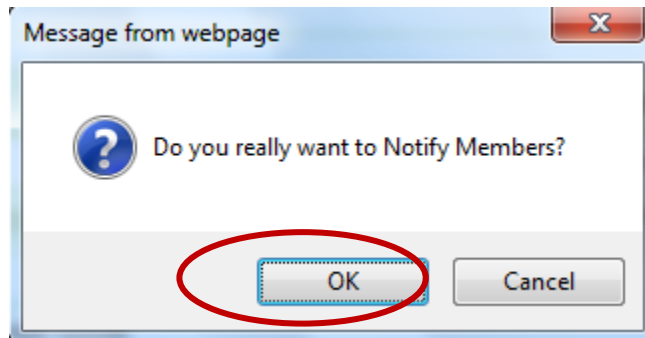
Screen – G42

6.2.46 In this report System will display the L1, L2 and so on. TEC Chairperson has to save the same by clicking on **“Save Report”**. (As shown in **Screen – G42**)

6.2.47 Once the **“Price Comparative Report”** gets saved then System will generate the **“TER3 and TER4”** (As shown in **Screen – G43**)

Dash Techno Ltd	
Price Comparison Report	<a href="#">View</a>
Tender Evaluation Report 3	<a href="#">Notify Members to Sign the Report</a>   <a href="#">View and Sign</a>
Tender Evaluation Report 4	<a href="#">Notify Members to Sign the Report</a>   <a href="#">View and Sign</a>

Screen – G43



Screen – G44

- 6.2.48 TEC Chairperson also has to do the **“Post Qualification”** of the tenderer by clicking on **“Post Qualification”**. By clicking on **“Process”** the same can be processed further. (As shown in **Screen – G45**)
- 6.2.49 Then click on **“Initiate”** for an objective of to initiate the **“Post Qualification”** (As shown in **Screen – G46**)
- 6.2.50 System will display the name of L1 tenderer, then Chairperson has to decide whether the site visit is required or not (if required then **YES**, if not required then **NO**). If **YES** is selected then the System gives the option whereas TEC Chairperson can select the **Date** for the same. At last TEC Chairperson, has to provide the comments and has to click on **“Submit”** button. (As shown in **Screen – G47**)
- 6.2.51 On successful completion of the same System will prompt the message i.e. **“PQ Process Initiated Successfully”** (As shown in **Screen – G48**)
- 6.2.52 After successful initiating of the same, TEC Chairperson can **View, Edit and Upload** document if required. (As shown in **Screen – G48**)
- 6.2.53 Click on **“Complete”** to complete the post qualification process whereas TEC Chairperson has to **“Qualify / Disqualify”** the tenderer. At the end TEC Chairperson has to provide the comments and then click on **“Submit”** button. (As shown in **Screen – G49**)

Declaration	Eval. Report	Clarification	<b>Post Qualification</b>
Lot No.	Lot Description		Post Qualification
1	Procurement of Computer Goods		<a href="#">Process</a>

Screen – G45

Lot No.	1
Lot Description	Procurement of Computer Goods
Post Qualification	<a href="#">Initiate</a>

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

Screen – G46

Declaration	Eval. Report	Clarification	<b>Post Qualification</b>
Company Name :		Dash Techno Ltd	
Site Visit Requires?:		<a href="#">Yes</a>	
Site Visit Date and Time :		<input type="text"/>	
Comments :		<div style="border: 1px solid gray; height: 60px;"></div>	
<input type="button" value="Submit"/>			

Screen – G47

✔ PQ Process initiated successfully

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

Rank	Tenderer	Post Qualification Status	NOA Acceptance Status	Date and Time of Post Qualification	Action
L1	Dash Techno Ltd	Pending	Pending	-	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Upload Report</a>   <a href="#">Complete</a>

Screen – G48

Declaration	Eval. Report	Clarification	Post Qualification
Tenderer :	Dash Techno Ltd		
Post Qualification Status :	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">             Qualify ▼           </div>		
Comments :			

Submit

Screen – G49

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

Tender Evaluation Report 3 - Financial Evaluation and Price Comparison

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

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

[View Notice](#)

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

Procurement Data	
Procurement Type	Procurement Method
NCT	Open Tendering Method

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

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

TER Report - Footer

Post Qualification	
Name of Tenderer	Status
No Records Found	

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

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

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

Screen – G50

Tender Evaluation Report 4 - Final Evaluation Report

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

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

[View Notice](#)

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

Procurement Data	
Procurement Type	Procurement Method
NCT	Open Tendering Method

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

Name of Tenderer Recommended for Award
Dash Techno Ltd

Post Qualification Report	Clarification on Tenders
<a href="#">View</a>	Clarification on Tender has not taken place

TEC Members			
TEC Members			
Name	Nitin (AU)	<u>Nitin (HOPE)</u>	Nitin (TEC)
Committee Role	Member	Chairperson	Member
Designation	RNB-PE	RNB-PE	RNB-PE
PE Office	RNB-ORG-PEO	RNB-ORG-PEO	RNB-ORG-PEO
Signed Tender Evaluation Report 4 On	-	-	-

Screen – G51

6.2.55 Once all the Technical Evaluation Reports are viewed and signed by all TEC members then **“TEC Chairperson will send the reports to Approving Authority (AA) through workflow.**

**Evaluation Report Approval Process:**

- Procuring Entity has to create workflow for Evaluation Report approval process after publishing Tender Notice by clicking 'Create' button.

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	N
Advertisement						<a href="#">View</a>	
Evaluation Committee						<a href="#">View</a>	
Date and time of Committee Formation						27-May-2013 13:05	
Workflow						<a href="#">View</a>   <a href="#">View Workflow History</a>	
Validity and Security Extension						<a href="#">Extend</a>	
PE's Comments for Opening Reports						ok	
Contract Approval Workflow						<a href="#">Create</a>	
Debriefing on Tender/Proposal						<a href="#">View</a>	

Screen-G52

- Workflow should be start by TEC/PEC Chairperson and end by Approving Authority (AA). The Approving Authority (AA) can be BOD/HOPE/AO/PE.
- Procuring Entity may have "N" number of Users as Reviewers to review the files.

**Workflow :**

Module : Tender

Process : Contract Approval Workflow

**No. of Reviewers : \***

No. of Days for File Escalation : \*

Donor Concurrence Requires :

Screen-G53

- Procuring Entity will add the User by selecting procurement role from drop down list and specific User by clicking 'Select User'. Then click to 'Submit' button to complete the workflow.

Workflow : Add Users				
Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	TEC/PEC	TEC Userssss CE	
2	Reviewer	AO		Select User
3	Reviewer	AU		Select User
4	Ends By	HOPE	Hope User - New CE	

Screen-G54

- As the workflow start by TEC Chairperson he should process the file through workflow.

Declaration	Eval. Report	Clarification	Post Qualification									
Finalize Evaluation Status :												
		<table border="1"> <thead> <tr> <th>S. No.</th> <th>List of Tenderers</th> <th>Finalized Evaluation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>IBM</td> <td>Technically Re</td> </tr> <tr> <td>2</td> <td>TCS</td> <td>Technically Re</td> </tr> </tbody> </table>	S. No.	List of Tenderers	Finalized Evaluation	1	IBM	Technically Re	2	TCS	Technically Re	
S. No.	List of Tenderers	Finalized Evaluation										
1	IBM	Technically Re										
2	TCS	Technically Re										
Lot No:	1											
Lot Description:	Bio Gas Plant											
Tender Evaluation Report 1	<a href="#">View Members Evaluation</a>   <a href="#">View</a>											
Tender Evaluation Report 2	<a href="#">View Members Evaluation</a>   <a href="#">View</a>											
<b>TCS (Winning Tenderer/Consultant)</b>												
Price Comparison Report	<a href="#">View</a>											
Tender Evaluation Report 3	<a href="#">View</a>											
Tender Evaluation Report 4	<a href="#">View</a>											
Send Evaluation Report to AA through Workflow	<a href="#">Process file in Workflow</a>											

Screen-G55

- Then reviewer will get the file in his workflow-Pending Task. Reviewer can view the Tender Evaluation report by clicking 'View' link and make comments, upload reference documents (if necessary) then forward or return the file.

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

---

File Details :

Lot No. :	
Lot Description :	Bio Gas Plant
Tender Evaluation Report 1	<a href="#">View</a>
Tender Evaluation Report 2	<a href="#">View</a>
Tender Evaluation Report 3	<a href="#">View</a>
Tender Evaluation Report 4	<a href="#">View</a>

Module Name : Tender

Process Name : Contract Approval Workflow

Comments : \*

Rich text editor toolbar with options: Source, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Font, Size, Undo, Redo, and text alignment options.

Rich text editor area (currently empty).

Action : \*

Upload Document :  documents to be uploaded

Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
1	1498	TEC Userssss - CE	29-May-2013 14:52:45	Forwarded	<a href="#">View</a>	AU User - New - CE	No Files Uploaded

Workflow Level :

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand
1	Starts By	TEC/PEC	TEC Userssss,CE	NO
2	Reviewer	AU	AU User - New,CE	YES
3	Development Partner	DP	WB-W DP User,Procurement Expert	NO
4	Ends By	HOPE	Hope User - New,CE	NO

Screen-G56

- Approving Authority can view the Evaluation Report by Clicking 'View' link and make comments, upload reference documents (if necessary) then approve, reject or return the file.

Module Name : Tender  
Process Name : Contract Approval Workflow  
Comments : \*

Lot No. : 1  
Lot Description : cement,alkatra,iron  
Tender Evaluation Report 1 : [View](#)  
Tender Evaluation Report 2 : [View](#)  
Tender Evaluation Report 3 : [View](#)  
Tender Evaluation Report 4 : [View](#)

Comments Editor:  
Source | Undo | Redo | Bold | Italic | Underline | Text Color | Background Color | Font | Size | A+ | A- | [Rich text editor toolbar]

Action : \*  
Upload Document : [Select Action](#) (dropdown menu)  
Workflow History : 

S.No.	Lot No.	Processed By	Processed Date and Time	Action	Comments	To Be Processed By	Download
1	1598	New TEC user - Evaluation Committee	29-May-2013 15:24:18	Forwarded	<a href="#">View</a>	HOPE User New - Hope User	No Files Uploaded

Workflow Level : 

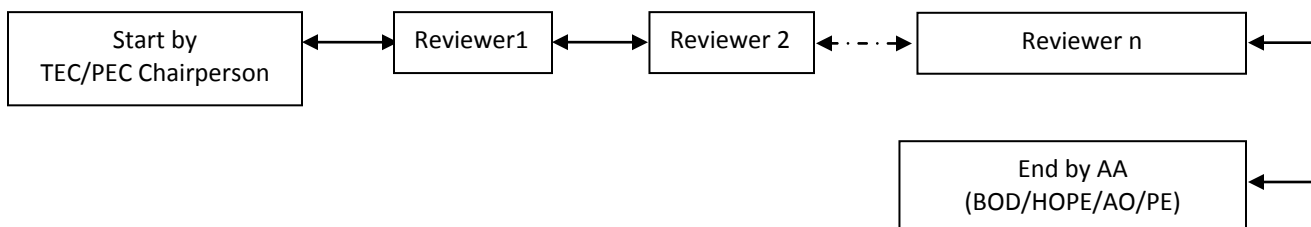
Level No.	Workflow Role	Procurement Role	Name of Official and Designation	File On Hand
1	Starts By	TEC/PEC	New TEC user,Evaluation Committee	NO
2	Ends By	HOPE	HOPE User New,Hope User	YES

User Transfer History : 

S. No.	Full Name	Last Working Date	Replacement Date and Time	Replaced By	Comments
1	HOPE User New	21-May-2012 12:46:08	21-May-2012 12:46:08	Hope User	tttt
2	Hope User	23-May-2011 15:27:53	23-May-2011 15:27:53	TOC User	Checking the problem
3	BOD User	23-May-2011 14:47:44	23-May-2011 14:47:44	TOC User	test
4	TOC User	23-May-2011 14:30:33	23-May-2011 14:30:33	Hope User1	I need to transfer this

Screen-G57

- The total process is as follows:



**For Development Budget If Development Partner's concurrence is necessary:**

- Procuring Entity can keep Development Partner User as reviewer to review the files. For this Procuring Entity has to click the check box of 'Donor Concurrence Requires' and then submit.

**Workflow :**

Module : Tender

Process : Contract Approval Workflow

No. of Reviewers : \*

No. of Days for File Escalation : \*

Donor Concurrence Requires :

**Submit**

Screen-G58

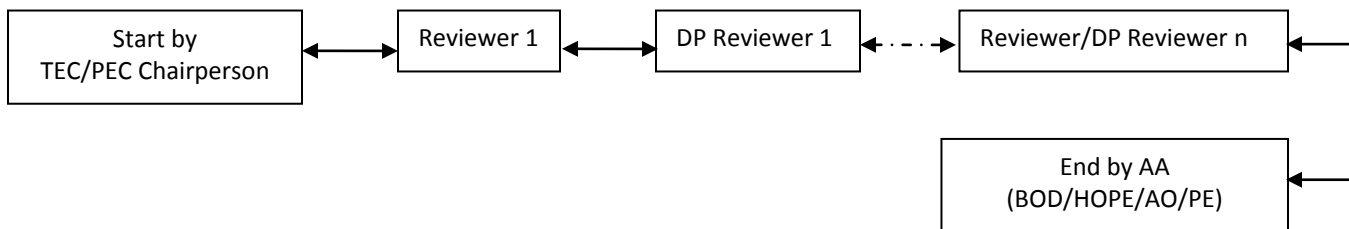
**Workflow : Add Users**

Level No.	Workflow Role	Procurement Role	Name of Official and Designation	Action
1	Starts By	TEC/PEC	TEC Userssss CE	
2	Reviewer	AO		Select User
3	Development Partner	Development Partner	WB User-Procurement Expert	
4	Development Partner	Development Partner	WB User-Procurement Exp. 4	
5	Ends By	HOPE	Hope User - New CE	

**Submit**

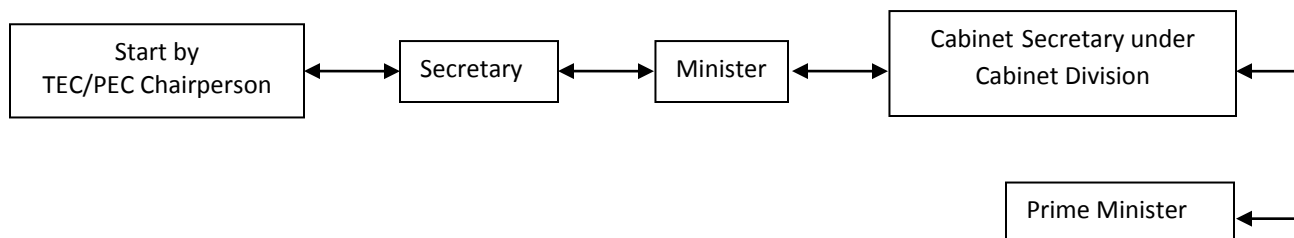
Screen-G59

- Reviewer can view and make comments, upload reference documents (if necessary) then forward or return the file as mentioned earlier.
- The process is as follows:



**If the Approving Authority is the Prime Minister as CCGP User:**

- TEC/PEC Chairperson should keep Secretary, Minister and CCGP User as reviewer if approving authority is Prime Minister as CCGP User.
- Secretary/Minister/ Cabinet Secretary User can view and make comments, upload reference documents (if necessary) then forward or return the file.
- The process is as follows:




**6.3 Evaluation >> Technical Sub-Committee**

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

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

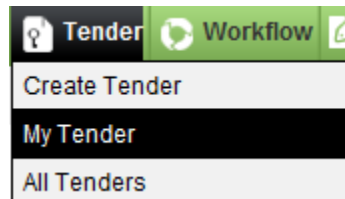
Evaluation Committee	<a href="#">View</a>
Date and time of Committee Formation	01-Sep-2011 15:47
Workflow	<a href="#">View</a>   <a href="#">View Workflow History</a>
Evaluation Configuration	<a href="#">View Configuration</a>
TSC Formation Required	<a href="#">Make Request for TSC formation to PE</a>

**Screen – H1**

 Technical Sub Committee formation request sent successfully.	
Evaluation Committee	<a href="#">View</a>
Date and time of Committee Formation	01-Sep-2011 15:47
Workflow	<a href="#">View</a>   <a href="#">View Workflow History</a>
Evaluation Configuration	<a href="#">View Configuration</a>
TSC Formation Required	Yes

### Screen – H2

- 6.3.3 Procuring Entity will login to the System and click on “Tender >> My Tender” (As shown in **Screen – H3**)
- 6.3.4 Procuring Entity can use search condition as input values (**Select Ministry Division/ Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time**) and the result will be displayed in grid table. Click on “Dashboard” icon and the System will display Tender with Evaluation Tab selected. (As shown in **Screen – H4**)



### Screen – H3

My Tenders

- Collapse

Procurement Nature :

Procurement Type :

Procurement Method :

ID :

Reference No :

Publishing Date From :

Publishing Date To :

Status :

Tender Search Result

Under Preparation Live Processing **Archived** Cancelled

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref-No-001-23082011	Goods, PKG-001/23082011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00, 28-Aug-2011 16:21:00	

Screen – H4

6.3.5 Procuring Entity will be able to see the two options

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

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

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

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

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

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

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

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

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

**Screen – H5**

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

[Add Members](#)

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

[Submit](#)

**Screen – H6 (A)**

Search by : \*   [Search](#)

Select	S. No.	Tender ID	Committee Name	View Committee Details
<input checked="" type="radio"/>	1	2443	tsc comm	<a href="#">View</a>

[Submit](#)

**Screen – H6 (B)**

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

Screen – H7

**Workflow :**

Module : Tender

Process : Technical Sub Committee Approval

No. of Reviewers \*

Screen – H8

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

Screen – H9

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

Screen – H10

Process file in Workflow

File Details : [View](#)

Module Name : Tender

Process Name : Technical Sub Committee Approval

Comments : \*

Source

Put for an APPROVAL]

Action : \* Forward

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

Workflow History :

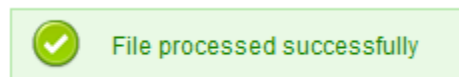
S. No	ID	Processed By	Processed Date and Time	Action
No Records Found				

Workflow Level :

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

**Submit**

Screen – H11



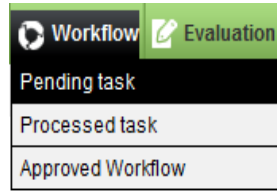
Screen – H12

6.3.13 User will login to the System and click on **“Workflow >> Pending Task”**  
 (As shown in **Screen – H13**)

6.3.14 System will show the **“Pending Task”** of the User. To process on Pending Task click on **“Process”** (As shown in **Screen – H14**)

6.3.15 Select the actions viz. **Approve/Reject/Conditional Approve** and click on **“Submit”**  
 (As shown in **Screen – H15**)

6.3.16 On successful submission of the same, the System will prompt the message i.e. **“File Processed Successfully”** (As shown in **Screen – H16**)



Screen – H13

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

Screen – H14

Process file in Workflow

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

Source

Approved

Action : \*

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

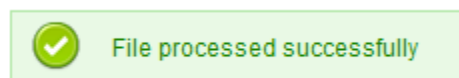
Workflow History :

S. No	ID	Processed By	Processed Date and Time	Action
1	2443	PE User - Tester-abc	29-Aug-2011 13:28:45	Forwarded

Workflow Level :

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

Screen – H15



Screen – H16

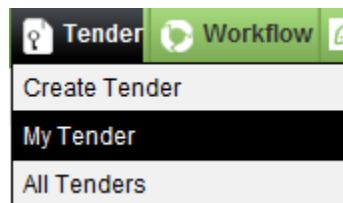
6.3.17 Procuring Entity has to Login into System and click on **“Tender >> My Tender”** submenu (As shown in **Screen – H17**)

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

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

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

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



Screen – H17

**My Tenders**

- Collapse

Procurement Nature : -- Select Nature --  
 Procurement Type : -- Select Type --  
 Procurement Method : - Select Procurement Method -

ID :   
 Publishing Date From :    
 Status : --Select--

Reference No :   
 Publishing Date To :

**Tender Search Result**

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

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref-No-001-23082011	Goods, PKG-001/23082011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:11:00, 28-Aug-2011 16:21:00	

Screen – H18

Notice	Document	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing
Advertisement			<a href="#">View</a>				
Evaluation Committee			<a href="#">View</a>				
Date and time of Committee Formation			23-Aug-2011 16:18				
Debriefing on Tender			<a href="#">View</a>				
Technical Sub Committee Formation			<a href="#">View TSC</a> <a href="#">Notify TSC Members</a>				
Workflow			<a href="#">View</a>   <a href="#">View Workflow History</a>				

**Screen – H19**

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


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

Remarks \*:

NOTIFY TO TEC MEMBERS|



**Screen – H20**

 Technical Sub Committee published successfully.

Advertisement	<a href="#">View</a>
Evaluation Committee	<a href="#">View</a>
Date and time of Committee Formation	01-Sep-2011 15:47
Workflow	<a href="#">View</a>   <a href="#">View Workflow History</a>
Validity and Security Extension	<a href="#">Extend</a>
Debriefing on Tender	<a href="#">View</a>
Technical Sub Committee Formation	<a href="#">View TSC</a>
Workflow	<a href="#">View</a>   <a href="#">View Workflow History</a>

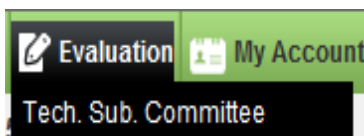
Screen – H21

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

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


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

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



Screen – H22


Evaluation committee listing

Select Ministry/Division/Organization :  

Procuring Entity :

ID :  Ref.No :

Opening Date and Time :

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

Page 1 of 1

Screen – H23

3.3.1 After clicking against your name, System will fetch the TSC member User ID and TSC member has to enter a password and comments, and click on **“Submit”** button (As shown in **Screen – H24 and H24 (A)**)

6.3.26 If any member of TSC would like to add/post something against specific tenderer then the same can be done with the help of **“Post Comments”** (As shown in **Screen – H25**)

6.3.27 Then the System will display all the forms of particular tenderer, Against any of the forms of tenderer, TSC member can post/add the suggestions/recommendations if any, by clicking on **“Post Comments”** (As shown in **Screen – H26**)

6.3.28 System will display the comments field whereas TSC member can put the suggestions/recommendations and after posting of the same click on **“Submit”**. (As shown in **Screen – H27**)

6.3.29 On successful submission of the same System will prompt the message i.e. **“Comments posted successfully”**. If TSC members would like to **“Edit or View”** then same that can be done by clicking on **“View or Edit”** (As shown in **Screen – H28**)

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

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

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

Committee Name :	tsc comm
Minimum Member's Declaration Required :	2

Declaration	Recommendation
-------------	----------------

S. No.	Committee Members	Role	Declaration Status	Declaration Date and Time
1	External User	Chairperson	Pending	-
	<a href="#">ECM</a>	Member	Pending	-

**Screen – H24**

Fields marked with (\*) are mandatory

Committee Member's Name :	ECM
e-mail ID :	ecmuser@localmail.com
Password : *	••••••
Declaration Text :	I do hereby declare and confirm that I have no business or other links to any of the competing tenderer or Applicant
Comments : *	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">                     Logged In                 </div>



**Screen – H24 (A)**

Declaration	Recommendation
-------------	----------------

S. No.	List of Tenderers	Action
1	<a href="#">Deepacmp</a>	<a href="#">Post Comments</a>   <a href="#">View Query / Clarification</a>
2	<a href="#">e-procure</a>	<a href="#">Post Comments</a>   <a href="#">View Query / Clarification</a>

**Screen – H25**

Declaration		Recommendation	
<b>Company Details</b>			
Company Name :	Deepacmp		
<b>Package Information</b>			
Package No. :	384		
Package Description :	The tender is to be used for Goods/NCT case for testing		
Form Name	Comments Status		
<a href="#">e-Tender Submission Letter (Form e-PG3 1)</a>	Comments Pending		<a href="#">Post Comments</a>
<a href="#">Tender Information (Form e-PG2)</a>	Comments Pending		<a href="#">Post Comments</a>
<a href="#">Technical Specifications and Compliance of Goods and related services (Form e-PG3-4)</a>	Comments Pending		<a href="#">Post Comments</a>

Screen – H26

Post Comments

Comments : \*

ISO Certificate is Missing.!!!

Screen – H27

Comment posted successfully

S. No.	Member Name	Comments	Action
1	ECM	ISO Certificate is Missing.!!!	<a href="#">Edit</a>   <a href="#">Delete</a>

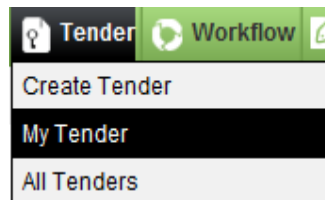
Screen – H28

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

Screen – H29

## 6.4 Evaluation >> Tender Validity Date Request

- 6.4.1 Procuring Entity will login to the System click on **“Tender >> My Tender”**  
 (As shown in **Screen – I1**)
- 6.4.2 Procuring Entity can use search condition as input values (**Select Ministry/ Division / Organization, Procuring Entity, APP/Tender ID, Ref. No., Opening Date and Time** -  
 As shown in **Screen - I2**) and the result will be displayed in grid table. Click on **“Dashboard”** icon and the System will display Tender with Evaluation Tab selected.
- 6.4.3 Procuring Entity will click on **“Extend”** (As shown in **Screen – I3**)
- 6.4.4 Then against Tender Validity, **“Extend”** would be available whereas Procuring Entity has to click there for an objective of extend the validity of the tender.  
 (As shown in a **Screen – I4**)



Screen - I1

My Tenders

- Collapse

Procurement Nature : -- Select Nature --  
 Procurement Type : -- Select Type --  
 Procurement Method : - Select Procurement Method -  
 ID :   
 Publishing Date From :    
 Status : --Select--

Reference No :   
 Publishing Date To :

**Tender Search Result**

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

S. No.	ID, Reference No.	Procurement Nature, Title	Ministry, Division, Organization, PE	Type, Method	Publishing Date, Closing Date	Dashboard
1	2443, Inv-Ref-No-001-23082011	Goods, PKG-00123082011 Procurement of Computer Goods	Ministry of ETL, Organisation of ETL, office1	NCT, OTM	27-Aug-2011 11:15:00, 28-Aug-2011 16:21:00	

Screen – I2

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

Screen – I3

Tender validity / Security extension
Tender/ Validity - <a href="#">Extend</a>

Screen – I4

- 6.4.5 If Procuring Entity would like to extend the validity of tender more than 10 Days from the Last date of Tender/Proposal Validity then Procuring Entity can publish directly. (As shown in Screen – I5)
- 6.4.6 But if less than 10 Days then Procuring Entity has to take an APPROVAL from the viz. TEC/Ministry/BOD/CCGP/HOPE. (As shown in Screen – I6)
- 6.4.7 Procuring Entity has to select the “Sent To along with Name and Designation” (As shown in Screen – I6)
- 6.4.8 Procuring Entity has to provide the “Extension Reason”, at the end “Submit” on the same. (As shown in Screen – I6)

Fields marked with (\*) are mandatory

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

**Submit**

Screen – 15

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

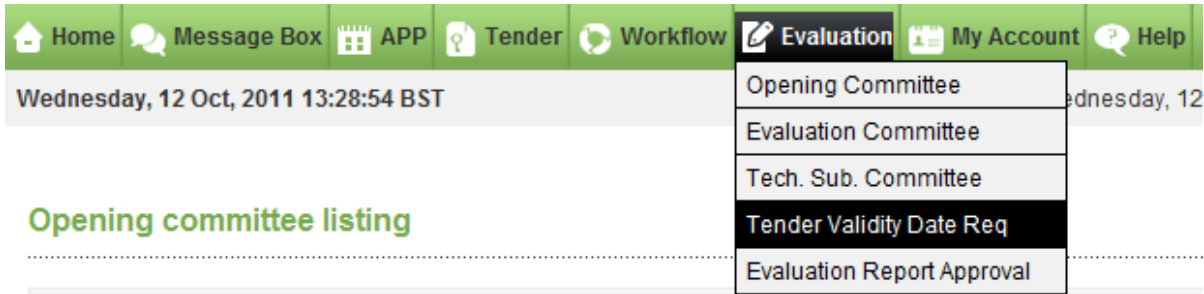
**Submit**

Screen – 16

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

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

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



Screen – 17

Validity Extension Request

S.No.	ID	Ref. No.	Department	Office	Status	Action
1	2179	Inv No : 0	Organisation of ETL	office 1	Pending	<a href="#">Process</a>
2	2314	Inv-Ref-No	Organisation of ETL	office 1	Pending	<a href="#">Process</a>
3	2378	amit	Organisation of ETL	office 1	Pending	<a href="#">Process</a>

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

Screen – 18

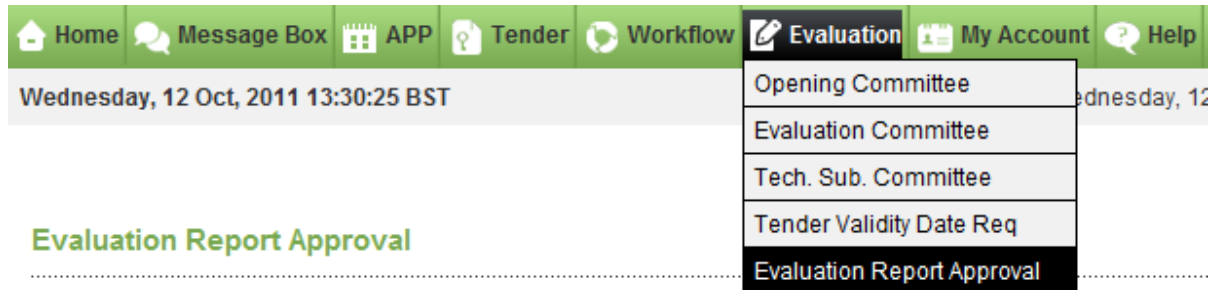
Tender / Proposal Validity in no. of Days :	0
Last Date of Tender / Proposal Validity :	30-Aug-2011
New Date of Tender / Proposal Validity : *	<input type="text" value="04/09/2011"/>
Last Date of Tender Security Validity :	28-Sep-2011
New Date of Tender Security Validity : *	<input type="text" value="09/10/2011"/>
Extension Reason : *	<input type="text" value="Due To Technical Reason"/>
Action By :	PE User
Action : *	<input type="text" value="Approved"/>

Screen – 19

## 6.5 Evaluation >> Evaluation Report Approval

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

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



Screen – J1

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

### Evaluation Report Approval

The screenshot shows a search interface with two input fields: 'Tender ID:' containing '2443' and 'Reference No.:' which is empty. Below the input fields are 'Search' and 'Reset' buttons. Below the search area is a table with the following data:

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


Below the table, there is a pagination bar showing 'Page 1 of 1', a 'Go To Page' button with '1' entered, and navigation links: « First < Previous Next > Last ».

Screen – J2

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




### Process Evaluation Reports

 Evaluation Report Processed successfully

#### Tender Detail

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

 View Notice

Lot No.	1	
Lot Description	Procurement of Computer Goods	
Dash Techno Ltd		
Report Type	Status	Action
Evaluation Report	Approved	<a href="#">View</a>

Screen – J5



**Central Procurement Technical Unit (CPTU)**  
**IMED, Ministry of Planning**  
**Government of Peoples' Republic of Bangladesh**



# **National e-Government Procurement Portal**

**Under Public Procurement  
Reform Project-II**

## **Procuring Entity (PE) User Manual**


**Section 7 – Notification of Award**

Dohatec

## Section 7. Notification of Award

- To issue **Notification of Award (NOA)** Procuring Entity User will select the Tender for which the Evaluation report is approved. PE User clicks on **NOA** tab.  
 (As shown in **screen-K1**)

### Tender/Proposal Dashboard

Tender/Proposal Detail			
Tender/Proposal ID :	984	RFA No. :	34234
Closing Date and Time :	19-Dec-2012 18:36	Opening Date and Time :	22-Nov-2012 15:01
Procuring Entity :	PE office cyber towers		
Brief :	aasd		
Tender/Proposal Status :	Approved 		

Notice	Document	Pre Prop. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	<b>NOA</b>	Contract Signing	CMS	Complaint Mgmt
--------	----------	-------------------	-----------------------	---------	---------	------------	------------	------------------	-----	----------------

TENDER/PROPOSAL DASHBOARD

### Screen – K1

- Procuring Entity User has to select the forms and click on **Consolidate delivery schedule** button. (As shown in **Screen-K2**).

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	<b>NOA</b>	Contract Signing	CMS	Complaint Mgmt
--------	----------	-------------------	-----------------------	---------	---------	------------	------------	------------------	-----	----------------


Lot No. :	256				
Lot Description :	goods				
Performance Security	<table border="1"> <thead> <tr> <th>Name of Tenderer/Consultant</th> <th>Perfor</th> </tr> </thead> <tbody> <tr> <td>bhimas</td> <td><a href="#">Add</a></td> </tr> </tbody> </table>	Name of Tenderer/Consultant	Perfor	bhimas	<a href="#">Add</a>
Name of Tenderer/Consultant	Perfor				
bhimas	<a href="#">Add</a>				

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

### Screen – K2

- Now System will display a message as **“Selected delivery schedule has been consolidated successfully”**(As shown in **Screen-K3**). The Procuring Entity has to click on **finish consolidation** button (As shown in **Screen-K3**).

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	CMS	Complaint Mgmt
--------	----------	-------------------	-----------------------	---------	---------	------------	-----	------------------	-----	----------------

 Selected Delivery Schedule has been consolidated successfully

Lot No. :	256				
Lot Description :	goods				
Performance Security	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name of Tenderer/Consultant</th> <th>Performance Security</th> </tr> </thead> <tbody> <tr> <td>bhimas</td> <td style="text-align: right;"><a href="#">Add</a></td> </tr> </tbody> </table>	Name of Tenderer/Consultant	Performance Security	bhimas	<a href="#">Add</a>
Name of Tenderer/Consultant	Performance Security				
bhimas	<a href="#">Add</a>				

Item No.	Consolidate	Action
1	Consolidate of Price and Delivery Schedule for Goods (Form e-PG2-2A)	<a href="#">Delete</a>
2	Consolidate of Price and Completion Schedule for Related Services (Form e- PG2-2B)	<a href="#">Delete</a>

**Screen – K3**

- After PE clicks on finish consolidation button then System will display a message as “Delivery consolidation completed successfully” (As shown in **Screen-K4**).

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	CMS	Complaint Mgmt
--------	----------	-------------------	-----------------------	---------	---------	------------	-----	------------------	-----	----------------

 Delivery Schedule consolidation completed successfully

Lot No. :	256				
Lot Description :	goods				
Performance Security	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name of Tenderer/Consultant</th> <th>Performance Security</th> </tr> </thead> <tbody> <tr> <td>bhimas</td> <td style="text-align: right;"><a href="#">Add</a></td> </tr> </tbody> </table>	Name of Tenderer/Consultant	Performance Security	bhimas	<a href="#">Add</a>
Name of Tenderer/Consultant	Performance Security				
bhimas	<a href="#">Add</a>				

Item No.	Consolidate	Action
1	Consolidate of Price and Delivery Schedule for Goods (Form e-PG2-2A)	<a href="#">Delete</a>   <a href="#">Edit Days</a>
2	Consolidate of Price and Completion Schedule for Related Services (Form e- PG2-2B)	<a href="#">Delete</a>   <a href="#">Edit Days</a>

**Screen – K4**

- Procuring Entity can Delete the form using delete link, Edit the days by using the link and Edit days. (As shown in **Screen-K5**).

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	CMS	Complaint Mgmt				
Lot No. :	256													
Lot Description :	goods													
Performance Security	<table border="1"> <tr> <th>Name of Tenderer/Consultant</th> <th>Performance Security</th> </tr> <tr> <td>bhimas</td> <td><a href="#">Add</a></td> </tr> </table>										Name of Tenderer/Consultant	Performance Security	bhimas	<a href="#">Add</a>
Name of Tenderer/Consultant	Performance Security													
bhimas	<a href="#">Add</a>													
Item No.	Consolidate									Action				
1	Consolidate of Price and Delivery Schedule for Goods (Form e-PG2-2A)									<a href="#">Delete</a>   <a href="#">Edit Days</a>				
2	Consolidate of Price and Completion Schedule for Related Services (Form e- PG2-2B)									<a href="#">Delete</a>   <a href="#">Edit Days</a>				
<a href="#">Finish Edit Days</a>														

### Screen – K5

After clicking on Edit days link then System will open “Edit days of delivery schedule page where PE can change the no of days (As shown in **Screen-K6**) and click on submit button.

Lot No.	256					
Lot Description	goods					
S.No	Description	Unit of Measurement	Qty	Rate	No of Days	Date
10	abc	kg	10.000	123.123	<input type="text" value="10"/>	<input type="text" value="02-May-2013"/>
<a href="#">Submit</a>						


### Screen – K6

- Procuring Entity has to click on Finish edit days button to finalize the days and PE click on finish edit days link then System will display a message as “Days has been finalized successfully” (As shown in **Screen-K7 and k8**)

Lot No. :	256													
Lot Description :	goods													
Performance Security	<table border="1"> <tr> <th>Name of Tenderer/Consultant</th> <th>Performance Security</th> </tr> <tr> <td>bhimas</td> <td><a href="#">Add</a></td> </tr> </table>										Name of Tenderer/Consultant	Performance Security	bhimas	<a href="#">Add</a>
Name of Tenderer/Consultant	Performance Security													
bhimas	<a href="#">Add</a>													
Item No.	Consolidate									Action				
1	Consolidate of Price and Delivery Schedule for Goods (Form e-PG2-2A)									<a href="#">Delete</a>   <a href="#">Edit Days</a>				
2	Consolidate of Price and Completion Schedule for Related Services (Form e- PG2-2B)									<a href="#">Delete</a>   <a href="#">Edit Days</a>				
<a href="#">Finish Edit Days</a>														

### Screen – K7

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	<b>NOA</b>	Contract Signing	CMS	Complaint Mgmt
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 **Details of Performance Security**

Lot No.: 256

Lot Description: goods

Performance Security

Name of Tenderer/Consultant	Performance Security
bhimas	<a href="#">Add</a>

Item No.	Consolidate	Action
1	Consolidate of Price and Delivery Schedule for Goods (Form e-PG2-2A)	<a href="#">View</a>
2	Consolidate of Price and Completion Schedule for Related Services (Form e- PG2-2B)	<a href="#">View</a>

### Screen – K8

- Now PE User has to add the performance security and to add the performance security Procuring Entity has to click on add link (As shown in **Screen-K9**)

Lot No.: 256

Lot Description: goods

Performance Security

Name of Tenderer/Consultant	Performance Security
bhimas	<a href="#">Add</a>

Item No.	Consolidate	Action
1	Consolidate of Price and Delivery Schedule for Goods (Form e-PG2-2A)	<a href="#">View</a>
2	Consolidate of Price and Completion Schedule for Related Services (Form e- PG2-2B)	<a href="#">View</a>

### Screen – K9

- In Performance security page PE has to enter the percentage and based on the percentage, System will automatically display the amount in performance security amount in BD Tk. Box (As shown in **Screen-K10**) and Procuring Entity has to click on submit button.

Lot No.	Lot Description	Lowest Amount	Percentage	Performance Security Amount in BD. T
256	goods	2432.480	10	243.248

[Submit](#)

### Screen – K10

- Now PE has to click on View forms and issue NOA link to issue NOA (As shown in **Screen-K11**)

Lot No.: 256

Lot Description: goods


Performance Security

Name of Tenderer/Consultant	Performance Security
bhimas	<a href="#">Edit</a>   <a href="#">View</a>

Item No.	Consolidate	Action
1	Consolidate of Price and Delivery Schedule for Goods (Form e-PG2-2A)	<a href="#">View</a>
2	Consolidate of Price and Completion Schedule for Related Services (Form e- PG2-2B)	<a href="#">View</a>

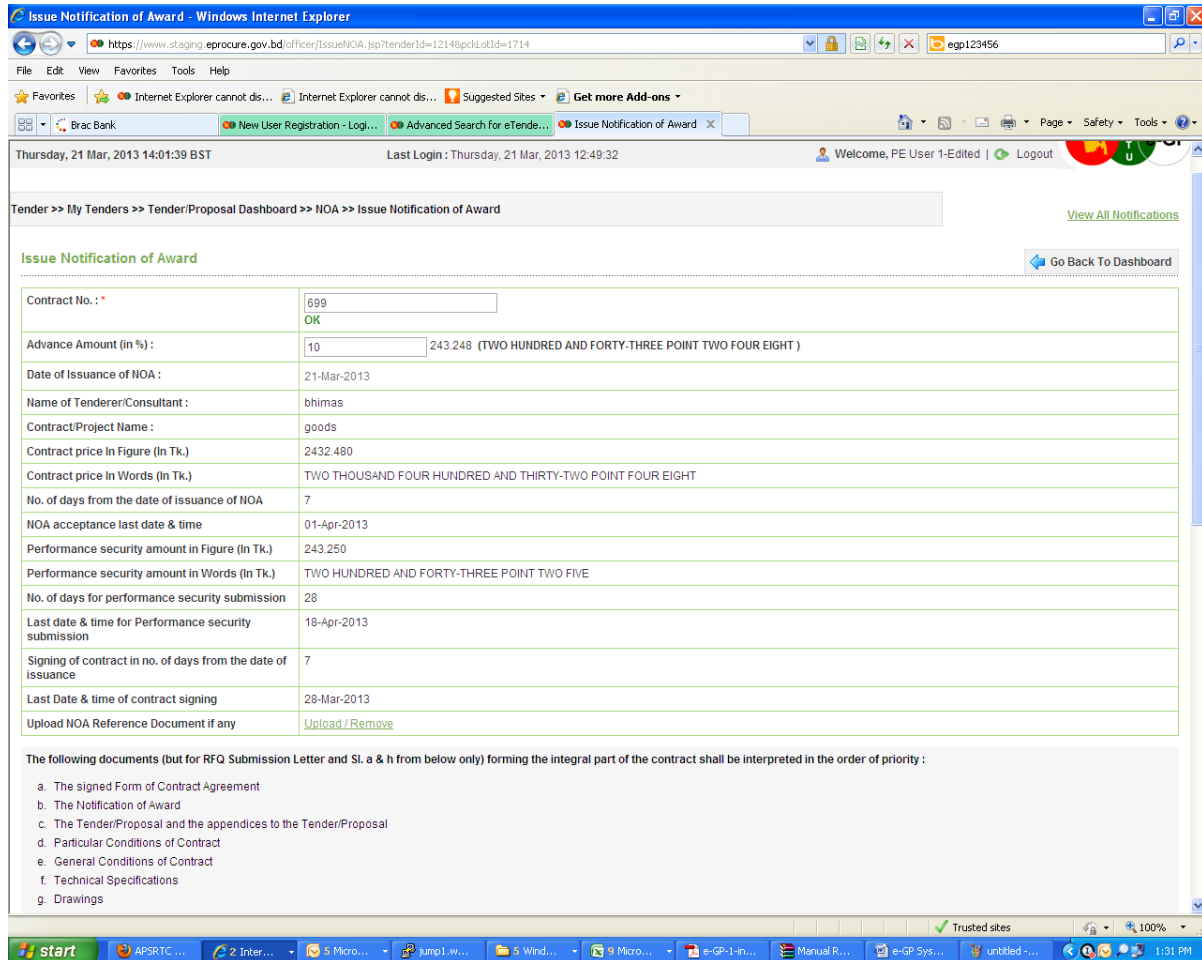
Action

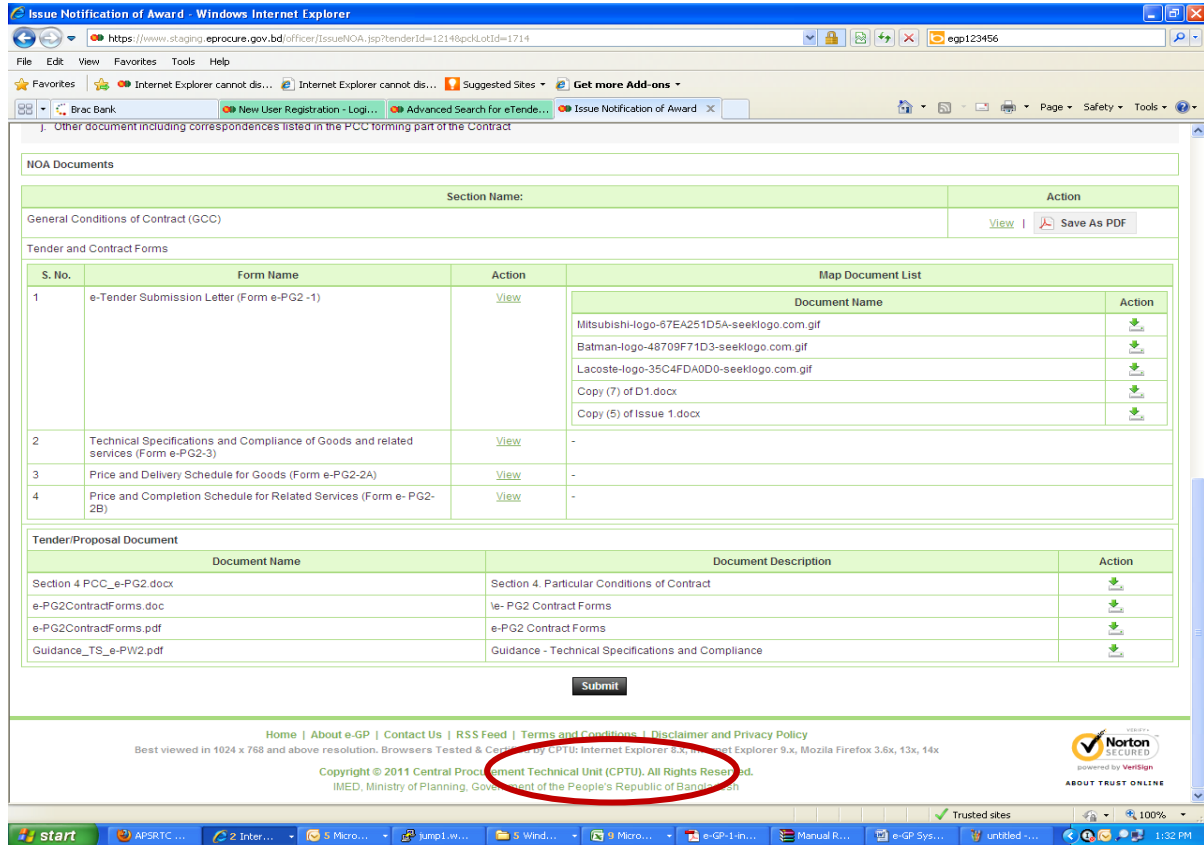
[View Forms and Issue NOA](#)

 Click on 'Issue NOA' link to Issue NOA

### Screen – K11

- Once PE click on the link System will open a page called issue NOA award where Procuring Entity has to enter contract number and advance amount in% and click on submit button. (As shown in **Screen-K12**)





### Screen – K12

- Click on submit button the System will display message - **NOA issued successfully.** (As shown in **Screen-K13**)

NOA Issued successfully					
Lot No. :	256				
Lot Description :	goods				
Performance Security	<table border="1"> <thead> <tr> <th>Name of Tenderer/Consultant</th> <th>Performance Security</th> </tr> </thead> <tbody> <tr> <td>bhimas</td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Name of Tenderer/Consultant	Performance Security	bhimas	<a href="#">View</a>
Name of Tenderer/Consultant	Performance Security				
bhimas	<a href="#">View</a>				

### Screen – K13

- Once Procuring Entity Accepts /Rejects the NOA then the System will display the status of NOA acceptance status to PE (As shown in **Screen-K14**)

Rank	Name of Supplier	Contract No.	Contract Amount in Figure (in BDT)	Advance Contract Amount in Figure (in BDT)	Date and Time of Issue	Deadline of Acceptance of NOA	NOA Acceptance Status	Accept / Decline Date and Time	Performance Security	Action
T1	bhimas	699	2432.480	243.248	21-Mar-2013 14:02	01-Apr-2013	Accepted	21-Mar-2013 15:27:42	Pending	<a href="#">View</a>

### Screen – K14



**Central Procurement Technical Unit (CPTU)**  
**IMED, Ministry of Planning**  
**Government of Peoples' Republic of Bangladesh**



# **National e-Government Procurement Portal**

**Under Public Procurement  
Reform Project-II**

## **Procuring Entity (PE) User Manual**

**Section 8 – Contract Signing**

**Dohatec**

## Section 8. Contract Signing

- After Tenderer accepts the NOA PE User will click on the contract Signing tab and enter Contract details. (As shown in the **Screen-L1** and **Screen-L2**).

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Contract Signing	CMS	Complaint Mgmt
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### Screen – L1

Name of Supplier	Contract No.	Contract Amount in Figure (in BDT)	Advance Contract Amount in Figure (in BDT)	Date of Issue	Last Acceptance Date and Time	NOA Acceptance Status	Performance Security	Action
lirlasoft	198	125.245	2.505	31-Dec-2012 12:44	31-Dec-2012 12:55	Accepted	Received	Enter Contract Details

### Screen – L2

- Enter all the details in Contract Agreement page and click on submit.(As shown in screens –L3 and screen- L4).

Contract Agreement

[Go Back to Dashbo](#)

Tender/Proposal Detail

Tender/Proposal ID :	1031	Invitation Reference No. :	869
Closing Date and Time :	27-Jan-2013 19:05	Opening Date and Time :	31-Dec-2012 12:12
Procuring Entity :	PE office cyber towers		
Brief :	dfd		

[View Notic](#)

Fields marked with (\*) are mandatory

Last Date of Signing of Agreement : 07-Jan-2012



Date of Signing of Agreement : \* 31/12/2012 13:08

Witnesses Name and Address From PE : \*



The screenshot shows a web form with several fields. The 'Date of Signing of Agreement' field is circled in red and contains the text '31/12/2012 13:08'. Below this field are two text areas for 'Witnesses Name and Address From PE'. Each text area has a toolbar with 'Source', 'B', 'I', and icons for text color and background color. The text areas are currently empty.

Screen – L3

Witnesses Name and Address From  
 Tenderer/Consultant: \*

Source **B** **I**  

Witnesses Name and Address From Tenderer/Consultant:

Source **B** **I**  

Witnesses Name and Address From Tenderer/Consultant:

Place of Signing Agreement : \*

Dhaka


Publish Agreement on website :

Payment Terms for Contract : \*

- All Quantities 100 Percent
- Item wise 100 Percent
- Any Item any Percent

Upload Contract Agreement : \*

[Upload / Remove](#)

S. No.	File Name	File Description	File Size (in KB)	Action
1	Agreement.pdf	contract agreement	0	

**Submit**

Screen – L4

- Click on yes Button in the Contract Agreement pop up window.(As shown in **Screen-L5**).

Witnesses Name and Address From Tenderer/Consultant

**Contract Agreement**

Please make sure the contract has been already signed and information is correct before you click Submit button

Yes No

Signing Agreement : \* Dhaka

Agreement on website :

Terms for Contract : \*  
 All Quantities 100 Percent  
 Item wise 100 Percent  
 Any Item any Percent

Contract Agreement : \* [Upload / Remove](#)

No.	File Name	File Description	File Size (in KB)	Action
-----	-----------	------------------	-------------------	--------

Screen – L5



**Central Procurement Technical Unit (CPTU)**  
**IMED, Ministry of Planning**  
**Government of Peoples' Republic of Bangladesh**



# **National e-Government Procurement Portal**

**Under Public Procurement  
Reform Project-II**

## **Procuring Entity (PE) User Manual**

**Section 9 – Contract Management System**

**Dohatec**

## Section 9. Contract Management System (CMS)

- After Contract signing is successfully completed then PE should Click on the Contract Management System (CMS) tab, (As shown in **screen-M1**)

### Tender/Proposal Dashboard

Tender/Proposal Detail			
Tender/Proposal ID :	1031	Invitation Reference No. :	869
Closing Date and Time :	27-Jan-2013 19:05	Opening Date and Time :	31-Dec-2012 12:12
Procuring Entity :	PE office cyber towers		
Brief :	dfd		

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	<b>CMS</b>	Complaint Mgmt
--------	----------	-------------------	-----------------------	---------	---------	------------	-----	---------------	------------------	------------	----------------

Screen – M1

### 9.1 Commencement Date

- Procuring Entity User should click on the configure date to configure the Contract start Date and Contract Delivery Date.(As shown in **screen-M2**).

### CMS

Tender/Proposal Detail			
Tender/Proposal ID :	1031	Invitation Reference No. :	869
Closing Date and Time :	27-Jan-2013 19:05	Opening Date and Time :	31-Dec-2012 12:12
Procuring Entity :	PE office cyber towers		
Brief :	dfd		

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	<b>CMS</b>	Complaint Mgmt
--------	----------	-------------------	-----------------------	---------	---------	------------	-----	---------------	------------------	------------	----------------

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

Lot No.	1
Lot Description	This is goods

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

Name of Supplier	Contract No.	Contract Name	Performance Security	Action
Birlasoft	198	This is goods	Received	<a href="#">Configure Date</a>

Screen – M2

- Now Procuring Entity can change the Actual start date and Actual delivery date and submit the dates (As shown in **screen-M3**)

Commencement Date	Delivery Schedule	Progress Report	Payment	Contract Termination
Contract No :	657	Contract Name :	bsncb	
<b>Contract Details From APP</b>				
Tentative Contract Start Date :	24-Apr-2013	Tentative Contract End Date :	24-Apr-2013	
<b>Contract Details From Tender/Proposal Notice</b>				
Contract Start Date :	03-Apr-2013	Contract End Date :	11-Apr-2013	Contr:
<b>Contract Details</b>				
Contract Signing Date :	13-Mar-2013	Contract Value :	3002.460	
<b>Contract effective Date</b>				
Actual Contract Start Date :	<input type="text" value="13-Mar-2013"/>	Actual Delivery Date :	<input type="text" value="23-Mar-2013"/>	
<b>Submit</b>				

Screen – M3

- Now System will display a message as **Contract dates configured successfully** (As shown in **screen-M4**)

### Commencement letter Reference Document

✔ Contract Date(s) configured successfully

!  Please edit Days in Delivery Schedule if required

Screen – M4

- After configuring the dates successfully Procuring Entity User can change the dates using edit dates and also Procuring Entity can view date history (As shown in **screen-M5**)

Commencement Date	Delivery Schedule	Progress Report	Payment	Contract Termination
Lot No.	vc v			
Lot Description	bsncb			
Name of Supplier	Contract No.	Contract Name	Performance Security	Action
Oracle	657	bsncb	Received	<a href="#">Edit Date</a>   <a href="#">Upload / Download Files</a>   <a href="#">View Date History</a>

Screen – M5

## 9.2 Delivery Schedule

- PE can **View/Edit days/View history/Upload or download** documents in the delivery schedule section (As shown in **screen-M6**)

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	Complaint Mgmt
Commencement Date		<b>Delivery Schedule</b>	Progress Report	Payment	Contract Termination						
Lot No	660										
Lot Description	goods										
Item No.	Delivery Schedule										Action
1	Delivery Schedule of Price and Delivery Schedule for Goods (Form e-PG2-2A)										<a href="#">View</a>   <a href="#">Edit Days</a>   <a href="#">View History</a>   <a href="#">Upload / Download Document</a>
2	Delivery Schedule of Price and Completion Schedule for Related Services (Form e- PG2-2B)										<a href="#">View</a>   <a href="#">Edit Days</a>   <a href="#">View History</a>   <a href="#">Upload / Download Document</a>
BOQ Forms	<a href="#">View</a>										

Screen – M6

## 9.3 Progress report

- To check the **Progress Report** , PE User Clicks on *the Progress Report* Tab and click on link prepare. (As shown **screen-N1**)

[View All N...](#)

Progress Report

Tender/Proposal Detail			
Tender/Proposal ID :	1031	Invitation Reference No. :	869
Closing Date and Time :	27-Jan-2013 19:05	Opening Date and Time :	31-Dec-2012 12:12
Procuring Entity :	PE office cyber towers		
Brief :	dfd		
View			

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	Complaint Mgmt
Commencement Date		Delivery Schedule	<b>Progress Report</b>	Payment	Contract Termination						
Lot No	1										
Lot Description	This is goods										
Financial Progress Report											
Item No.	Progress Report										Action
1	Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A)										<a href="#">Prepare</a>   <a href="#">View</a>
2	Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B)										<a href="#">Prepare</a>   <a href="#">View</a>
On receiving the request of Issue Work Completion Certificate from Supplier, system will display a link 'Issue Work Completion Certificate' for further processing											
Work Completion Certificate											

Screen – N1

- In prepare progress report page , PE will enter all the details such as Quantity accepted date of delivery and remarks and click on Finalize Progress Report page (As shown in **Screen-N2**).

Commencement Date	Delivery Schedule	Progress Report	Payment	Contract Termination				
Lot No	vcv							
Lot Description	bsncb							
Remarks is not mandatory								
Item No.	Description of Item	Measurement Unit	Quantity	Qty Accepted till this PR	Qty Accepted	Qty Pending	Date of Delivery	Remarks
10	bjh	sjxdj	10.000	0	10	0.000	15-Mar-2013	ok
System will not allow to Finalize Progress Report without Quality check confirmation								
<input type="checkbox"/> Quality Checked								
Once the Progress Report is Finalized, it cannot be edited								

**Screen – N2**

- Procuring Entity should select the Quality checked check box and when Procuring Entity clicks on that check box System will open message as “Are you sure Quality check has been done?”

**Quality Checked**

Are you sure Quality Check has been done?

- When Procuring Entity clicks on Yes button System will display finalize progress report button as shown in below screen

Remarks is not mandatory

Item No.	Description of Item	Measurement Unit	Quantity	Qty Accepted till this PR	Qty Accepted	Qty Pending	Date of Delivery	Rem
10	bjh	sjxdj	10.000	0	<input type="text" value="10"/>	0.000	<input type="text" value="15-Mar-2013"/>	<input type="text" value="ok"/>

System will not allow to Finalize Progress Report without Quality check confirmation

Quality Checked

Once the Progress Report is Finalized, it cannot be edited

When PE clicks on **finalize progress report** button System will display a message as “**Progress Report has been finalized Successfully**”. (As displayed As shown in **screen-N3**)

Progress Report Reference Document [View All Notifi](#)

Progress Report has been finalized successfully

As per the payment terms, system will allow supplier to generate invoice

Item No.	Description of Item	Measurement Unit	Quantity	Qty Accepted till this PR	Qty Accepted	Qty Pending	Date of Delivery	Re
1	1	1	1.000	1.000	1.000	0.000	27-Dec-2012	

Note: Supporting Documents may be Quality Check document, Invoices, Delivery Challan, Measurement Book, etc

Document :

Description :

### Screen – N3

- If User requested for **Issue work completion certificate** then a link called **Issue work completion certificate will be displayed to PE . Procuring Entity** User click on link **Issue Work Completion Certificate** to issue work completion certificate to tenderer. (As shown in **Screen-N4**)

Progress Report

Tender/Proposal Detail			
Tender/Proposal ID :	1031	Invitation Reference No. :	869
Closing Date and Time :	27-Jan-2013 19:05	Opening Date and Time :	31-Dec-2012 12:12
Procuring Entity :	PE office cyber towers		
Brief :	dfd		

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	Complaint Mgmt
--------	----------	-------------------	-----------------------	---------	---------	------------	-----	---------------	------------------	-----	----------------

Repeat Order	Commencement Date	Delivery Schedule	Progress Report	Payment	Contract Termination
--------------	-------------------	-------------------	-----------------	---------	----------------------


  

Lot No	1
Lot Description	This is goods

Financial Progress Report		
Item No.	Progress Report	Action
1	Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A)	<a href="#">View</a>
2	Progress Report of Price and Completion Schedule for Related Services (Form e- PG2-2B)	<a href="#">View</a>

 On receiving the request of Issue Work Completion Certificate from Supplier, system will display a link 'Issue Work Completion Certificate' for further processing

Work Completion Certificate	<a href="#">Issue Work Completion Certificate</a>
-----------------------------	---

Screen – N4

- In work completion certificate page Procuring Entity User should fill all the details and click in Save button . (As shown in below screen-N5)

**Contract Detail**

Contract No (Contract ID):	198 (60)	Contract Value (in BDT):	125,245
Contract Start Date:	11-Dec-2012	Contract End Date:	12-Dec-2012
Payment Terms:	All Item 100 Percent	Work Status:	Completed
Supplier Name:	<a href="#">Birlasoft</a>	email ID:	nareshgp@gmail.com

[Download Contract Document](#)

**Work Completion Certificate**

[Go back](#)

Fields marked with (\*) are mandatory.

Actual Contract Completion Date : \*

Is Work Completed : Yes

Vendor Rating :

Rating

Remarks : \*

Source

Format Font

Size

 On issuance of Work Completion Certificate, system will not allow to prepare any further Progress Report

[Save](#)

Screen – N5

## 9.4 Payment

Procuring Entity User clicks on payment tab to check the payment details.  
(As shown in the **screen –N7**)

**Progress Report**

Tender/Proposal Detail			
Tender/Proposal ID :	1031	Invitation Reference No. :	869
Closing Date and Time :	27-Jan-2013 19:05	Opening Date and Time :	31-Dec-2012 12:12
Procuring Entity :	PE office cyber towers		
Brief :	dfd		

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	Complaint Mgmt
--------	----------	-------------------	-----------------------	---------	---------	------------	-----	---------------	------------------	-----	----------------

Repeat Order	Commencement Date	Delivery Schedule	Progress Report	<b>Payment</b>	Contract Termination
--------------	-------------------	-------------------	-----------------	----------------	----------------------

Lot No	1
Lot Description	This is goods

Financial Progress Report		
Item No.	Progress Report	Action
1	Progress Report of Price and Delivery Schedule for Goods (Form e-PG2-2A)	<a href="#">View</a>
2	Progress Report of Price and Completion Schedule for Related Services (Form e-PG2-2B)	<a href="#">View</a>

Work Completion Certificate	<a href="#">View Work Completion Certificate</a>   <a href="#">Upload / Download Files</a>
-----------------------------	--

### Screen – N7

- In payment tab PE User can check the performance security payment details and can release the performance security

Lot No	vcv														
Lot Description	bsncb														
Performance Security	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Contract No.</th> <th>Company Name</th> <th>Payment Status</th> <th>Payment Amount</th> <th>Payment Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>657</td> <td>Oracle</td> <td>Paid</td> <td>Taka 300.25</td> <td>15-Mar-2013 16:33</td> <td><a href="#">Payment Details   Release Request</a></td> </tr> </tbody> </table>	S. No.	Contract No.	Company Name	Payment Status	Payment Amount	Payment Date	Action	1	657	Oracle	Paid	Taka 300.25	15-Mar-2013 16:33	<a href="#">Payment Details   Release Request</a>
S. No.	Contract No.	Company Name	Payment Status	Payment Amount	Payment Date	Action									
1	657	Oracle	Paid	Taka 300.25	15-Mar-2013 16:33	<a href="#">Payment Details   Release Request</a>									
New Performance Security	<a href="#">Request Bank Guarantee for New Performance Security</a>														
Advance Amount	Not Generated														
Item No.	Delivery Schedule	List of Finalized Progress Report	Status												
1	Delivery Schedule of Price and Delivery Schedule for Goods (Form e-PG3-3A)	<table border="1"> <thead> <tr> <th>Progress Report No</th> <th>List of Finalized Progress Report</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Progress Report as on 15-Mar-2013</td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Progress Report No	List of Finalized Progress Report	Action	1	Progress Report as on 15-Mar-2013	<a href="#">View</a>	Not Generated						
Progress Report No	List of Finalized Progress Report	Action													
1	Progress Report as on 15-Mar-2013	<a href="#">View</a>													
2	Delivery Schedule of Price and Delivery Schedule for Related Services (Form e-PG3-3B)	<table border="1"> <thead> <tr> <th>Progress Report No</th> <th>List of Finalized Progress Report</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Progress Report as on 15-Mar-2013</td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Progress Report No	List of Finalized Progress Report	Action	1	Progress Report as on 15-Mar-2013	<a href="#">View</a>	Not Generated						
Progress Report No	List of Finalized Progress Report	Action													
1	Progress Report as on 15-Mar-2013	<a href="#">View</a>													

- In release request page, PE can check the payment details and can release the payment as shown in below screen. Once PE submit the details then System will display a message as ***“Payment release request submitted successfully”***

Payment Status :	Paid
Email ID :	egpmailcheck@gmail.com
Bank Name :	ICICI Bank
Branch Name :	Stadium Road
Branch Maker :	Branch Maker
Branch Checker :	ICICI Bank
Payment For :	Performance Security
Currency :	BDT
Amount :	Taka 300.25
Mode of Payment :	Pay Order
Instrument No. :	ew
Issuing Bank :	test
Issuing Bank Branch :	test23
Issuance Date :	13-Mar-2013
Validity Date :	18-Apr-2013
Date of Payment :	15-Mar-2013 16:33
Branch Maker Remarks :	k
Remarks : *	<input type="text"/>
	Please enter Remarks.
	<input type="button" value="Submit"/>

- Procuring Entity also can release new performance security using “**Request bank guarantee for new performance security link**”. Once after PE User clicked on the link System will display a page where PE can enter the last date of submission, validity in number of days, last date of validity and remarks as shown in below screen. Once PE enter all the details then the information will be send to bidder

## Bank Guarantee/Pay Order/Bank Draft for New Performance Security

Amount (In BDT) : 150.123  
 Last Date of Submission : \* 21-Mar-2013  
 Validity in No. of Days : \* 10  
 Last Date of Validity : 31-Mar-2013  
 Remarks : ok

- Once after bidder generates the invoice then PE User is able to check and Click on links of invoices generated by supplier. (As shown in the **screen- N8**)

Advance Amount			Invoices	Status	
			Invoice1	Invoice Generated by Supplier	
Item No.	Delivery Schedule	List of Finalized Progress Report		Invoices	Status
1	Delivery Schedule of Price and Delivery Schedule for Goods (Form e-PG2-2A)	Progress Report No	List of Finalized Progress Report	Action	Invoice2 Invoice Generated by Supplier
		1	Progress Report as on 31-Dec-2012	<a href="#">View</a>	
2	Delivery Schedule of Price and Completion Schedule for Related Services (Form e- PG2-2B)	Progress Report No	List of Finalized Progress Report	Action	Invoice3 Invoice Generated by Supplier
		1	Progress Report as on 31-Dec-2012	<a href="#">View</a>	

Screen – N8

- Enter the remarks and Click on button “Accept” to accept the invoices from supplier. (As shown in the **screen-M9**)

Contract Detail			
Contract No (Contract ID) :	198 (60)	Contract Value (in BDT):	125.245
Contract Start Date :	11-Dec-2012	Contract End Date :	12-Dec-2012
Payment Terms :	All Item 100 Percent	Work Status :	Completed
Supplier Name :	Birlasoft	email ID :	nareshgp@gmail.com

[Download Contract Document](#)

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	<b>CMS</b>	Complaint Mgmt
--------	----------	-------------------	-----------------------	---------	---------	------------	-----	---------------	------------------	------------	----------------

Repeat Order	Commencement Date	Delivery Schedule	Progress Report	<b>Payment</b>	Contract Termination
--------------	-------------------	-------------------	-----------------	----------------	----------------------

S.No	Description	Unit of Measurement	Invoice Qty	Qty	Rate	Invoice Amount (in BDT)
1	1	1	1.00	1.00	125.25	125.245
<b>Total Amount (in BDT)</b>						<b>125.245</b>

Upload document	<a href="#">Upload</a>
-----------------	------------------------

Item No.	File Name	File Description	File Size (in KB)	Uploaded by	Action
No records found.					

Remarks\*

**Accept** **Reject**

Screen – N9

- Once PE accepts the invoice then the status will be displayed as “Invoice Accepted by PE” . (As shown in **screen-N10**)

Advance Amount	<table border="1"> <thead> <tr> <th>Invoices</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Invoice 1</td> <td>Invoice Accepted by PE</td> </tr> </tbody> </table>	Invoices	Status	Invoice 1	Invoice Accepted by PE
Invoices	Status				
Invoice 1	Invoice Accepted by PE				

Item No.	Delivery Schedule	List of Finalized Progress Report			Status	
1	Delivery Schedule of Price and Delivery Schedule for Goods (Form e-PG2-2A)	Progress Report No	List of Finalized Progress Report	Action	Invoices	Status
		1	Progress Report as on 31-Dec-2012	<a href="#">View</a>	Invoice 2	Invoice Accepted by PE
2	Delivery Schedule of Price and Completion Schedule for Related Services (Form e- PG2-2B)	Progress Report No	List of Finalized Progress Report	Action	Invoices	Status
		1	Progress Report as on 31-Dec-2012	<a href="#">View</a>	Invoice 3	Invoice Accepted by PE

Screen – N10

## 9.5 Contract Termination

- After Contract Signing completed PE User can terminate the contract by selecting Contract Termination tab. (As shown in **Screen-N11, N12**)

CMS

Tender/Proposal Detail			
Tender/Proposal ID :	1031	Invitation Reference No. :	869
Closing Date and Time :	27-Jan-2013 19:05	Opening Date and Time :	31-Dec-2012 12:12
Procuring Entity :	PE office cyber towers		
Brief :	dfd		

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	Complaint Mgmt
Repeat Order	Commencement Date	Delivery Schedule	Progress Report	Payment	Contract Termination						
Lot No.	1										
Lot Description	This is goods										

Screen – N11

### Contract Termination

Tender/Proposal Detail			
Tender/Proposal ID :	1031	Invitation Reference No. :	869
Closing Date and Time :	27-Jan-2013 19:05	Opening Date and Time :	31-Dec-2012 12:12
Procuring Entity :	PE office cyber towers		
Brief :	dfd		

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	Compl
Repeat Order	Commencement Date	Delivery Schedule	Progress Report	Payment	Contract Termination						
Lot No.	1										
Lot Description	This is goods										
Contract Termination	<a href="#">Terminate</a> <a href="#">Contract Termination History</a>										

Screen – N12

- On click on terminate link then System will open contract termination page and PE User will enter all the details and Click on the button Terminate. (As shown in **Screen-N13**)

Contract Termination Page



Fields marked with (\*) are mandatory.

Select Contract Termination Date : \*

Select Reason for Contract Termination : \*

- Force Majeure
- Tenderer Bankruptcy
- Non Payment of Bills
- Delays
- Liquidated damages beyond 10%
- Not following STD & Contract Norms
- Contractor/Consultant stops the work

Payment Settlement Amount (In BDT) :

Remarks for Payment Settlement Amount :

Reason For Termination : \*

Source Format Font Size Color

Terminate

Screen – N13

- Once the contract is terminated Procuring Entity User can view the details from the link View Contract Termination Detail. (As shown in the **screen-N14**)
- User can Edit from the link “Edit contract Termination”. (As shown in the **screen-N14**)
- User can upload/Download Files from the link “Upload/Download Files”. (As shown in the **screen-N14**)
- User can create Work flow from link” Create Work flow.( As shown in the **screen-N14**)

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	GMS	C
Repeat Order	Commencement Date	Delivery Schedule	Progress Report	Payment	Contract Termination						
Lot No.	1										
Lot Description	This is goods										
Contract Termination	<a href="#">View Contract Termination Detail</a>   <a href="#">Edit Contract Termination</a>   <a href="#">Upload/Download Files</a>   <a href="#">Create Workflow</a>   <a href="#">Contract Termination History</a>										

Screen – N14

- Procuring Entity User can create the workflow and process the file. After workflow process is completed then PE can process and publish it

Repeat Order	Commencement Date	Delivery Schedule	Progress Report	Payment	Contract Termination
Lot No.	vc v				
Lot Description	bsncb				
Contract Termination	<a href="#">View Contract Termination Detail</a>   <a href="#">Upload/Download Files</a>   <a href="#">Process and Publish</a>   <a href="#">Contract Termination History</a>				

- Once PE clicked on process and publish then System will display contract termination page where PE can Approve or Reject

### Contract Termination Page

Date of Termination : 2013-03-15 18:39:21.01  
Type of Reason : Force Majeure  
Status : pending  
Reason For Termination : test

**Approve** **Reject**

- Once PE clicked on approve button then System will display a message as contract termination status is approved as shown below screen

### Contract Termination Page


 **Contract Termination status is approved**

Date of Termination : 15-Mar-2013 18:39  
Type of Reason : Force Majeure  
Status : approved  
Payment Settlement Amount (In BDT) : 250.000  
Remarks for Payment Settlement Amount : test  
Reason For Termination : test

## 9.6 Complaint Management

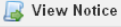
- Procuring Entity will view the Complaints raised by Tenderer from “Complaint Management”. (As shown in **screen-N15**)

Tender/Proposal Dashboard

Tender/Proposal Detail											
Tender/Proposal ID :	959	Invitation Reference No. :	112233								
Closing Date and Time :	27-Jan-2013 12:11	Opening Date and Time :	02-Jan-2013 12:33								
Procuring Entity :	Office of Procurement										
Brief :	ok										
											
Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	Complaint Mgmt
TENDER/PROPOSAL DASHBOARD											


### Screen – N15

- Procuring Entity click on the process link to process the complaint. (As shown in **screen-N16**)

Tender/Proposal Detail											
Tender/Proposal ID :	959	Invitation Reference No. :	112233								
Closing Date and Time :	27-Jan-2013 12:11	Opening Date and Time :	02-Jan-2013 12:33								
Procuring Entity :	Office of Procurement										
Brief :	ok										
											
Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	
Complaint Mgmt											
Complaint ID	Name of Tenderer / Consultant	Complaint Type	Complaint Subject	Complaint Date and Time	Complaint Status	Last Modified Date and Time	Action				
43	bhimas	Contract Signing	Date extension	03-Jan-2013 12:39	Pending	--	<a href="#">Process</a>   <a href="#">View</a>   Notification from CPTU				

### Screen – N16

- Procuring Entity can Accept Complaint or Reject or Seeks Clarification for the complaint (As shown in **screen-N17**)

Process Complaint 

---

**Complaint Detail**

Fields marked with the (\*) are Mandatory

Name of Tenderer / Consultant :	bhimas
Complaint Date and Time :	03-Jan-2013 12:39
Complaint Type :	Contract Signing
Complaint Subject :	Date extension
Complaint Detail :	Date extension

Reference Documents :

S. No.	File Name	Description	St
1	PE	--	

S. No.	Level	Comments of Tenderer/Consultant	Response	Last Modified
1	PE	--	Pending	03-Jan-2013 12:39

Action : \*

Resolved Status : \*  Resolved  Not Resolved

Reply : \*

Do you want to upload documents?  Yes  No

**Screen – N17**

- Procuring Entity will process the complain by giving the details of Action, Resolved Status, Reply and click on the submit button. (AS shown in the **screen-N18**)

Process Complaint

Complaint Detail				
Fields marked with the (*) are Mandatory				
Name of Tenderer / Consultant :	bhimas			
Complaint Date and Time :	03-Jan-2013 12:39			
Complaint Type :	Contract Signing			
Complaint Subject :	Date extension			
Complaint Detail :	Date extension			
Reference Documents :				
S. No.	File Name	Description	Si	
S. No.	Level	Comments of Tenderer/Consultant	Response	Last Modified
1	PE	--	Pending	03-Jan-2013 12:39

Action : \*

Resolved Status : \*  Resolved satisfactory  Not Resolved

Reply : \*

Do you want to upload documents?  Yes  No

Screen – N18

- Once PE enter the comments in reply text and click on submit button then the System will display a message as “Your comments have been sent to supplier for the complaint id. If PE select option “Yes” in do you want to upload document then System will display upload document page(As shown in the **screen-N19**)

Upload Documents

Your comments have been sent to the Supplier for complaint id: 43

Complaint ID	Complaint Subject	Tender ID
43	Date extension	959

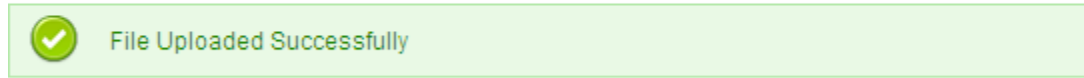
Select a file to upload : \*

Descriptions : \*

Screen – N19

- Procuring Entity has to upload the document and description and click on upload button to upload the document and System will display a message as “File uploaded successfully” (As shown in the **screen-N20**).

## Upload Documents



Screen – N20

- If Procuring Entity requires to view, then he has to click on view link (As shown in the **screen-N21**).

Complaint ID	Name of Tenderer / Consultant	Complaint Type	Complaint Subject	Complaint Date and Time	Complaint Status	Last Modified Date and Time	Action
51	Oracle	Tender Notice	ok	20-Mar-2013 19:48	Accept	20-Mar-2013 19:55	Process   <a href="#">View</a>   Notification from GP

Screen – N21

- Once PE click on view link then System will open view complaint details page with view history link (As shown in the **screen-N22**).
- Procuring Entity has to click on view history link to check the complaint history in an another window (As shown in the **screen-N23**).

Notice	Document	Pre Tend. Meeting	Corrigendum/Amendment	Payment	Opening	Evaluation	NOA	Private Forum	Contract Signing	CMS	Complaint Mgmt																		
Name of Tenderer / Consultant :		Oracle																											
Complaint Date and Time :		20-Mar-2013 19:48																											
Complaint Type :		Tender Notice																											
Complaint Subject :		ok																											
Complaint Detail :		ok																											
Reference Documents :		<table border="1"> <thead> <tr> <th>S. No.</th> <th>File Name</th> <th>Description</th> <th>Uploaded By</th> <th>Size (In KB)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>e-GP_stauts_10th Jan.xlsx</td> <td>ok</td> <td>Tenderer</td> <td>10.47</td> <td><a href="#">Download</a></td> </tr> <tr> <td>2</td> <td>Bug Report_Updated.xlsx</td> <td>ok</td> <td>PE</td> <td>37.46</td> <td><a href="#">Download</a></td> </tr> </tbody> </table>										S. No.	File Name	Description	Uploaded By	Size (In KB)	Action	1	e-GP_stauts_10th Jan.xlsx	ok	Tenderer	10.47	<a href="#">Download</a>	2	Bug Report_Updated.xlsx	ok	PE	37.46	<a href="#">Download</a>
S. No.	File Name	Description	Uploaded By	Size (In KB)	Action																								
1	e-GP_stauts_10th Jan.xlsx	ok	Tenderer	10.47	<a href="#">Download</a>																								
2	Bug Report_Updated.xlsx	ok	PE	37.46	<a href="#">Download</a>																								
S. No.		Level		View History			Response		Last Modified Date and Time																				
1		PE		<a href="#">View history</a>			Accept (Resolved satisfactory)		20-Mar-2013 19:55																				

Screen – N22

S. No.	Level	Reply/Comments	Comments Date	
1	egp	--	20-Mar-2013 19:48	
Reference Documents				
S. No.	File Name	File Description	File Size (in KB)	Action
1	e-GP_stauts_10th Jan.xlsx	k	10.47	<a href="#">Download</a>
2	PE	ok	20-Mar-2013 19:55	
Reference Documents				
S. No.	File Name	File Description	File Size (in KB)	Action
1	Bug Report_Updated.xlsx	ok	37.46	<a href="#">Download</a>

Screen – N23



**Central Procurement Technical Unit (CPTU)**  
**IMED, Ministry of Planning**  
**Government of Peoples' Republic of Bangladesh**



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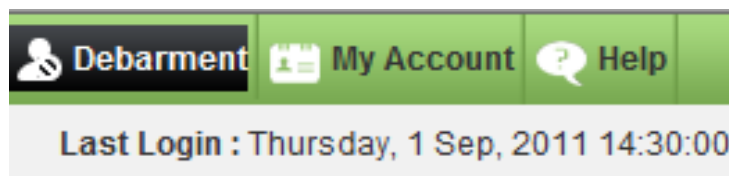
## **Procuring Entity (PE) User Manual**

**Section 10 – Debarment**

**Dohatec**

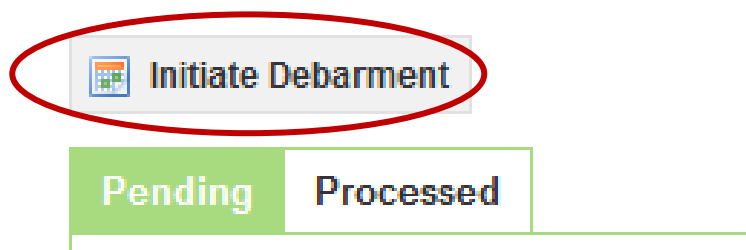
## 10. Debarment

- To debar any tenderer PE needs to click on **“Debarment”** (As shown in **Screen – O1**)
- To Initiate the debarment process PE has to click on **“Initiate Debarment”** (As shown in **Screen – O2**)
- Tenderer can be searched by **Registration No, Company Name and e-Mail ID** then PE has to click on **“Search”** (As shown in **Screen – O3**)

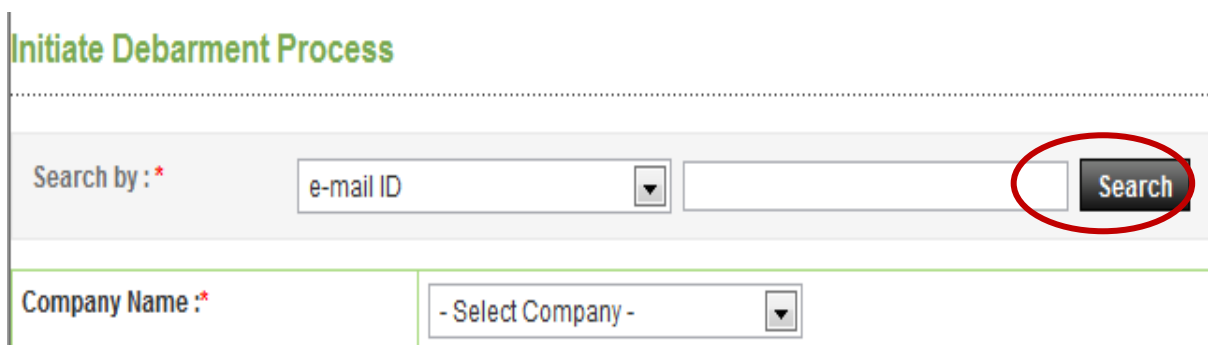


Screen – O1

### Process Debarment Requests



Screen – O2



Screen – O3

- Procuring Entity can debar Tenderer from **Single Tender, Package, Project, Procuring Entity Procuring Agency/Organization** and **e-GP Portal**. (As shown in **Screen – O4**)
- Once the selection is made by PE then PE has to select the **“Debarment Reason”**, debarment reason can be **“Corrupt Practice, Fraudulent Practice, Collusive Practice, Coercive Practise and Obstructive Practice”** (As shown in **Screen – O4**)
- **“Add Details”** tab would be available in case if the debarment type selected as **Single Tender / Package / Project / Procurement Entity / Procuring Agency / Organization**. It will not come in case if the debarment type selected as **e-GP Portal**.
- In the clarification, PE can ask the clarification. (As shown in **Screen – O4**)
- Last Date of Response, PE needs to select the Last Date of Response and **“Submit”** of the same. (As shown in **Screen – O4**)

**Initiate Debarment Process** Go back

---

Search by : \* e-mail ID

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

**Screen – O4**

- Then PE has to send to Tenderer by clicking on **“Send to Tenderer”** (As shown in **Screen – O5**)
- By clicking on **“Send to Tenderer”** new window will gets open whereas PE can **“Upload Document”** if any by clicking on **“Browse then Upload”** (As shown in **Screen – O6**)
- At last **“Submit”** of the same (As shown in **Screen – O6**)

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

Screen – 05

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

Screen – 06

- The moment clarification response is given by the tenderer, PE has to click on **“View”**, by clicking on **“View”** new window will gets open over there. (As shown in **Screen – 07**)
- Procuring Entity will able to see the Tenderer response and according to that PE can take action as a **“Satisfactory or Unsatisfactory”** (As shown in **Screen – 08**)
- If the action is selected as a **“Satisfactory”** then further approval is not needed but if the action is **“Unsatisfactory”** then it goes to **HOPE User** at last **“Submit”** of the same. (As shown in **Screen – 09**)
- On the successful process of the same, the System will display confirmation message i.e. **“Debarment Request sent to HOPE successfully”** (As shown in **Screen – 010**)

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

Screen – 07

View Debarment Clarification

Fields marked with (\*) are mandatory.


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

Screen – 08

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

Screen – 09

Process Debarment Requests

 Debarment request sent to Hope successfully

Screen – 010



**Central Procurement Technical Unit (CPTU)**  
**IMED, Ministry of Planning**  
**Government of Peoples' Republic of Bangladesh**



# **National e-Government Procurement Portal**

**Under Public Procurement  
Reform Project-II**

## **Procuring Entity (PE) User Manual**

**Section 11 - My Account**

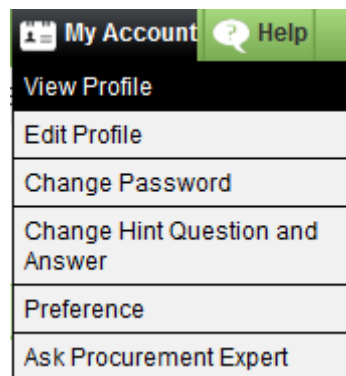
**Dohatec**

## 11. My Account

### 11.1 My Account >> View Profile

11.1.1 If User would like to see his profile then User has to click on **“My Account >> View Profile”** (As shown in **Screen – P1**)

11.1.2 The moment User clicks on **“View Profile”**, the System will display the Profile of the respective User. (As shown in **Screen – P2**)



Screen – P1

[VIEW HIS PROFILE](#)

**View Profile**

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

e-mail ID : peuser@localmail.com  
 Full Name : PE User  
 Name in Bangla : PE User  
 National ID : 87635998890654  
 Mobile No : 9427478575

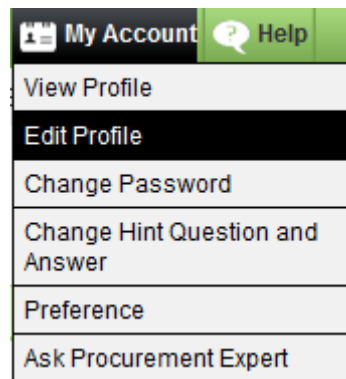
Screen – P2

## 11.2 My Account >> Edit Profile

11.2.1 If User would like to “**Edit**” his profile then User has to click on “**My Account >> Edit Profile**” (As shown in **Screen – P3**)

11.2.2 The moment User clicks on “**Edit Profile**”, System will allow the User to make the necessary changes in his/her profile viz. **Full Name, Name In Bangla, National ID and Mobile No.** (As shown in **Screen – P4**)

11.2.3 Once the update is made then User has to click on “**Update**”, on click on “**Update**” revised/changed information would be updated on the System.  
(As shown in **Screen – P4**)



Screen – P3

### Edit Profile

**Personal Information**

Fields marked with (\*) are mandatory.

e-mail ID : peuser@localmail.com

Full Name : \*

Name in Bangla :

National ID :

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

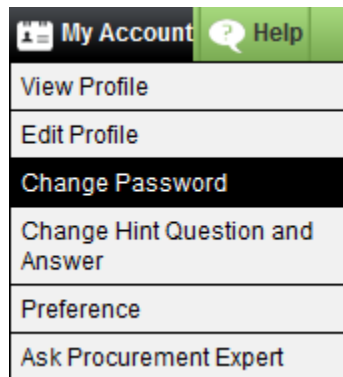
Screen – P4

## 11.3 My Account >> Change Password

11.3.1 If User would like to Change his password then User has to click on **“My Account >> Change Password”** (As shown in **Screen – P5**)

11.3.2 The moment User clicks on **“Change Password”**, System will allow User to modify/change his/her current password. System will ask the current password of the User and if the current password is matched then only System will allow the User to change his/her current password. User needs to provide the **Current Password >>New Password >> Confirmed Password**. (As shown in **Screen – P6**)

11.3.3 One click on **“Submit”**, revised/changed password would be updated on the System. (As shown in **Screen – P6**)



Screen – P5

### Change Password

Fields marked with (\*) are mandatory.

Current Password : \*  Valid password

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

Confirm Password : \*

Screen – P6

## 11.4 My Account >> Change Hint Question and Answer

11.4.1 If User would like to Change his/her “**Hint Question and Answer**” then User has to click on “**My Account >> Change Hint Question and Answer**”

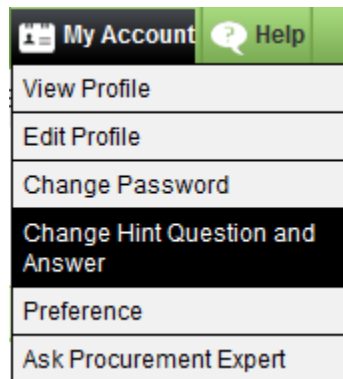
(As shown in **Screen – P7**)

11.4.2 The moment User clicks on “**Change Hint Question and Answer**”, System will allow User to modify/change his/her current hint question and answer. User has to select the Hint Question and needs to provide the Answer of the same in the answer field.

(As shown in **Screen – P8**)

11.4.3 On click on “**Submit**”, revised/changed password would be updated on the System.

(As shown in **Screen – P8**)



Screen – P7

### Change Hint Question and Answer

Hint Question : \*

Hint Answer : \*

Screen – P8

## 11.5 My Account >> Preference

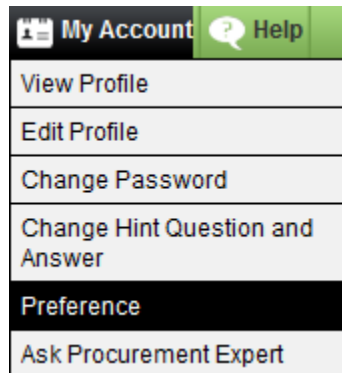
11.5.1 If User would like to Change his “**Preference**”, then User has to click on “**My Account >> Preference**” (As shown in **Screen – P9**)

11.5.2 The moment User clicks on “**Preference**”, System will allow User to modify/change his/her Preference. (As shown in **Screen – P10**)

11.5.3 If the User needs the Email Alert and SMS alert then User has to opt for the **YES** and if not then **NO**. (As shown in **Screen – P10**)

11.5.4 On click on “**Submit**”, information gets saved on the System.  
(As shown in **Screen – P10**)

11.5.5 User can also Update/Remove/Remove the preferences. (As shown in **Screen-P11**)



Screen – P9

## User Preference

---

- Email Alerts :
- All
  - Complaint management
  - Repeat order
  - Compensation of performance security or New Performance Security
  - Performance security release
  - Contract termination
  - Work completion certificate
  - Account officer
  - Invoice generation
  - work plan
  - Variation order
  - Attendance sheet
  - Opening committee
  - Evaluation committee
  - Pre tender meeting
  - Workflow
  - NOA
  - Negotiation
  - Tender/Proposal and Security Validity Extension
  - Evaluation process(Debriefing on Tender)

### Screen – P10(a)

- Sms Alerts :  All
- Complaint management
  - Compensation of performance security or New Performance Security
  - Performance security release
  - Contract termination
  - Work completion certificate
  - Account officer
  - Invoice generation
  - work plan
  - Variation order
  - Attendance sheet
  - Opening committee
  - Evaluation committee
  - Pre tender meeting
  - Workflow



Screen – P10(b)

- 
- Email Alerts :  All
- Complaint management
  - Repeat order
  - Compensation of performance security or New Performance Security
  - Performance security release
  - Contract termination
  - Work completion certificate
  - Account officer
  - Invoice generation
  - work plan
  - Variation order
  - Attendance sheet
  - Opening committee
  - Evaluation committee
  - Pre tender meeting
  - Workflow
  - NOA
  - Negotiation
  - Tender/Proposal and Security Validity Extension
  - Evaluation process(Debriefing on Tender)

Sms Alerts :  All

### Screen-P11(a)

- Complaint management
- Compensation of performance security or New Performance Security
- Performance security release
- Contract termination
- Work completion certificate
- Account officer
- Invoice generation
- work plan
- Variation order
- Attendance sheet
- Opening committee
- Evaluation committee
- Pre tender meeting
- Workflow



Screen-P11 (b)



**Dohatec New Media  
Doha House  
43, Purana Paltan Line  
Dhaka 1000, Bangladesh**

**Phone** : +880-2 934 8119, 934 1003, 933 2045  
**Cell** : +880 167 862 5350, 0167 862 5336  
**Fax** : +880-2-956 9326  
**Email** : [dohatec@bol-online.com](mailto:dohatec@bol-online.com)  
[luna@dohatec.com](mailto:luna@dohatec.com)  
**Website** : [www.dohatec.com](http://www.dohatec.com)  
[www.dohatec-ca.com.bd](http://www.dohatec-ca.com.bd)

**Dohatec**