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1.1) Login Process

i) To Login into the system Open Internet Explorer \rightarrow type **https://wbtenders.gov.in** in the address box \rightarrow Click Enter.

C Google	e - Windows Internet Explorer		
60	wbtenders.gov.in	Type https://wbtender.gov.in	• • ×
File Edit	Search for "wbtenders.gov.in"		14
Google		Search 🔹 🔀 Share	More »
😭 🏟	S Google		6

Figure 1.1.1. Opening the E-Tendering Portal

ii) After Opening the Portal. Click the **"Continue to this website (not recommended)"** Option.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to t	4 -
server	ne
We recommend that you close this webpage and do not continue to this website.	
Click here to dose this webpage.	
Click the Sec	and Ontion
More information	

Figure 1.1.2. Opening the Login Page

iii)Now Login to the system by giving your Login ID and Password \rightarrow Click the Login Button.

Tenders	West Ben	gal	T.		
27-Jun-2014	Search Latest Active Te	nders Tenders by C	losing Date Corrigen	dum Results of Tenders	🔒 Home 🛛 Contact Us 👪 SiteMap
IATURE CERTIFICATES BEFC	DRE 90 DAYS OF EXPIRY OTHERW	VISE YOUR TENDERING	PROCESS WILL BE DEL	AYED.	
MIS Reports	Welcome to eProcurem The eProcurement System of We	nent System est Bengal enables the Te	nderers to download the To	ender Schedule free of cost and	User Login
Tenders by Location	Latest Tenders	igh this portai.			Login ID • sroycoopers@gmail.
Tenders by Organisation	Tender Title	Reference No	Closing Date	Bid Opening Date	Password -
	Derivery hose pipes	PRUGJ/ENIQ- 2/2014-15			Online Bidder Enrollment
Tenders by Classification	2. Supply of UPVC Pipes	WBWRDD/SE /PsMID(DIFF PROG)/eNIQ-	17-Jul-2014 02:00 PM	21-Jul-2014 02:00 PM	Generate / Forgot Password?
		1/2014-15			
Tenders Status				More	
Cancelled Tenders	🍐 Latest Corrigen	dums			Search with Tender Reference no/tender id/Title/Description
	Corrigendum Title	Reference No	Closing Date	Bid Opening Date	O Tender Search
Downloads	1. Kevisea Consignee List for X-Ray of CCUs in Schedule II	WBMSC/NIT-35/2014	30-Jun-2014 05:00 PM	03-Jul-2014 02:00 PM	60
	2. Corrigendum-1	04/WBTIDC /CE/2014-15	09-Jul-2014 12:00 PM	10-Jul-2014 01:00 PM	Advanced Search

Figure 1.1.3. Login into the Portal

1.2) DSC Login Process.

- i) While Login in into the system the Officers have to insert their respective Tokens in the USB Port.
- ii) After the First Login you will get the Second Login Page Given in the Figure below:



Government eTenders - Windows In	temet Explorer		in the			- 0 ×
🕘 🚽 🔤 http://wikitendezec	ningeprapp		- 80	entitikane linnen 🗟 🍫 💢	5 Bing	Q
< + ▼	Search	- 4				
🛛 Favorites 🛛 🍰 🙋 Suggested Si	tes 👻 😰 Web Slice Gall	ery 🔻				
Government eTenders				🙆 + E	🗃 🔹 🚍 📥 👻 Page 🕶	Safety ▼ Tools ▼ 🔞 ▼
2			« Toll Free No.1800 2	33 7315 for Support Help o	lesk is now available 24 x	7.
Reports				n, 86∶50		
Tenders by Location	Digital Certificate Welcome NIC	Authentication	NBDEPT 1,			
Tenders by Organisation						
Tenders by Classification	1. WBDEPTT	me HRFF	Signing	12-Sep-2014 12:00 AM	658 days	Live
Tenders in Archive	2. WBDEPTT	HREE	Encipherment	12-Sep-2014 12:00 AM	658 days	Live
Tenders Status	You have registered Then dick the Login	l with DSC, Please in button to proceed	sert your DSC card for aut	thentication.		
Cancelled Tenders		•••••		k Login.		
Downloads			m			
ne				😌 Internet Prote	cted Mode: Off	✓ ▲ ★ ● 100% ★
📀 🧭 🧮 🕻		3			* 3	€ ● 口 管 2:30 PM 11/23/2012

Figure 1.2.1. This is the DSC Login Process which is very authentic.

1.3) Creation of New Tender with Online EMD

i)First you have to create a new Tender and for that click the New Tender Option on the Left Side. Given Below:



Figure 1.3.1. Creation of a new Tender

ii) After Clicking the **"Create New Tender Call"** you will get a list and at the Bottom of theList Click the Button mentioned as **"Create New Call for Tender".** The List will be displayed only when you have created some tenders or else it will be blank.

					Create New	Call Fo	Tender
		1		Create New Call	for Tender		Delete
	Click to call a	new tender	888	12-Aug-2015 09:54 AM	Open Tender	2	
a secondaria canala a sana	19	2015_NIC_36962	Tender/NIC/Test	12-Aug-2015 10/26 AM	Open Tender	•	
Auction History List	18	2015_NIC_36964	rEF_123	12-Aug-2015 10:40 AM	Open Tender	3	
Tender Cum Auction	17	2015_NIC_36966	Ref_2015_1031	12-Aug-2015 11:49 AM	Open Tender	3	
Auction Management	16	2015_NIC_36969	NALCO GUEST HOUSE-201	12-Aug-2015 02:58 PM	Open Tender	3	
Published Corrigeridum	15	2015_NIC_36970	abc	12-Aug-2015 03:11 PM	EOI	8	10
Publish Corrigendum	14	2015_NIC_36971	0.001M	PM	Limited	3	123
Create Corrigendum	10	2012_010_20073		PM	Tender	30	10
Corrigendum	12	2015 NIC 36973	CIDTEST412/8/15	PM 12-Aug-2015 04:46	Open	5	21
AOC	12	2015_NIC_36974	test tender	PM 12-Aug-2015 05:12	103	2	11
Financial Evaluation	11	2015_NIC_36975	test tender	12-Aug-2015 05:58	EOI	5	Ð
Technical Evaluation	10	2015_NIC_36976	test tender	12-Aug-2015 06:05	Open	创	13.
them Wice Evaluation	9	2015_NIC_36977	test tender	12-Aug-2015 06:09 PM	Open Tender	2	23
n renders	8	2015_NIC_36978	test tender	12-Aug-2015 06:16 PM	Test	1	23
Bid Opening	7	2015_NIC_36979	test tender	12-Aug-2015 06:34 PM	Open Tender	3	123
Pre Tender Details	6	2013_NIC_36980	456	13-Aug-2015 09:52 AM	Open Tender	3	
Downloaded Tenders		2015_NIC_36981	111	AM	Open Tender	31	
View My Space List		Level ne jose		AM	Tender	1990	

Figure 1.3.2. Creating a New Tender with Details in it.

1.4) Basic Details Module.

Government eProcurement System	250	Welcome Last login	: testofficer1@gmail.com : 13-Aug-2015 11:59 AM		Server 13-Aug-201 Governme	Time 5 12:03:43 nt eProcur	ft Home	D La
	TENDER MANA	GEMENT						
Master Management								
Org Hierarchy Master	O Tender List	t + Call For Ten	der 🔹 Basic Details					
User Management		Basic Detail		Cover Details		NIT Docume	nt	10
My Accounts						000000000000000000000000000000000000000		
Tender Management	(
Create Tender / Tender List	1	.1	ender Reference Number *	WBTEST/NET-01/20	15-16			
 Publish Tender 			Tender Type *	Open Tender				
Published Tenders			Form of Contract •	Percentage				
Clarifications	1		No Of Cover(s)*	2				
Pre-Bid Meeting			Tender Category *	Works				
Tender Status	1		Account Type Head*	Others +				
Tender Comprehensive Report			No Of Bid Openers*	2 Off 2				
Archived Clarifications		Should allo	w Multi Currency for BOQ:	Yes				
Archive Tenders			2					
View My Space List		Entor Back	Dotalle		(Cancel	Next	
Downloaded Tenders		LINCI DOSI	Details				Next	3
Pre Tender Details						1		έ.
Bid Opening	t .							
• Tenders				6		-		
Bid Evaluation				Click	Next to cont	inue		
+ Item Wise Evaluation				C.				
Technical Evaluation								
Concerning and and and and	1							

Figure 1.4.1. Filling the Basic Details

1.5) Cover Details Module.

- i) After Clicking the Next Button in the Previous Page/Module here you will get the Cover Details Page, in which you have to prepare the Blank Cover/Space/Envelop where the Bidders have to upload the Documents which you are asking as Statutory Documents.
- ii) But try to remember that you are asking the Statutory Documents only but not the Non Statutory Documents. Because the Non Statutory Documents is the space provided to the Bidders from where they will only submit the documents automatically. Just mention the Bidders to submit the Certificates, Credentials and so on in the NIT only, but don't provide any space for these documents.
- iii) These spaces that you are creating are only for Statutory Documents i.e, NIT, Form 2911_ii, Form 2, 3, 4 and so on.
- iv) To Provide the Envelops/Space/Covers Click the **Add Content** Button shown in the Figure below:

Government eProcurement System	2 pr	Welcome : testoff Last login : 13-Aug	cer1@gmail.com j-2015 11:59 AM	Server Time 13-Aug-2015 12:04:02 Government eProcu	n Home 🗗
arease such	TENDER MAI	AGEMENT			
Master Management					
Org Hierarchy Master	O Tender I	List : WBTEST/NIT-01/2015-1	16 + Cover List		
User Management	-	Basic Details	Cover Details	NIT Docum	ent
My Accounts					
Tender Management	Cov	er Details			
Create Tender / Tender List	S.N	Cover Name	Cover Type	Cover Document(s)	Add Content(s)
Publish Tender	1	2015_NIC_36995_pack1	Fee/PreQual/Technical	0	
Published Tenders	2	2015_NIC_36995_pack2	Finance	0	To Add Co
Clarifications	-				TO ADD CO
Pre-Bid Meeting					-
Tender Status					Next
Tender Comprehensive Report					
Archived Clanifications			Click to add		
Archive Tenders			Technical cover		
View My Space List			contents		
Downloaded Tenders					
Pre Tender Details					
Bid Opening					
Tenders					
Bid Evaluation					
Item Wise Evaluation					
Technical Evaluation					

Figure 1.5.1. Creating the Cover Details

v)After Clicking the "Add Content" Button, on the Next Page give the Envelop Name and The Format of the Document. The Portal Supports mainly two document format i.e., PDF and Excel Format. For that you have to specify the Bidder that the Format of the Documents Should be in PDF and BOQ must be in Excel Format.

vi)Give the "**Document Description**" name as Blank Envelop Name. Then give the document type as PDF if the file is NIT, Form 2911_ii, Form 2, 3, 4, etc. Given in the Figure Below :

	Government	Last login : 16-Jun-2014 11:49	AM My Account 🏫 Home 🗗 Logout
	111 of West Bengal	eProcureme	nt System of Government of West Bengal
		TENDER MANAGEMENT	Give the Envelop name that
	Tender Management		you are asking from the
1000	Create Tender / Tender List	Tender List + WBPC/DIG/HQ/NIT-01(e)/2014-15 + Cover Conten	Diddor, For Example + NIT
200	Publish Tender	Basic Details Cover Content	Bidder. For Example : NIT
100	Published Tenders		
	Clarifications	Specify Documents for Cover : 2014_C8_19431_pack1	
1444	PreBid Meeting	Description about the Cover contents (eg: Fee details). You have early of a	f 100 Characters.
1	+ Tender Status	NET-OIL	
144	+ Tender Comprehensive Report	Document Description -	
174	+ Archived Clarifications	Document Type .pdf	
1	Archive Tenders		Cancel Save
2	View My Space List		
	+ EnListed Bidder Search	Select type as PDF . Then Click	
	Downloaded Tenders	Save	Edit Delete
	BidDocuments	No documents four	nd.
	Bids Submitted		
	Bid Opening		Next >
100	• Tenders		

Figure 1.5.2. Creating the Technical Covers.

vii)Now after Saving the File again repeat the same process until and unless you are completing the Envelops/Covers. Suppose the next blank Envelop is Form 2911_ii, which the Bidder should download from the Tender Docs and Upload the same just by digitally signing it.

viii)After completing all the Technical Cover **Envelops/Cover Contents** click the **"Submit"** Button. And the spaces/Envelops that you have created will be shown in the Figure above.

	Gevernment			Welcome Last login	: pro : 16-	dipghorui@gmail.com Jun-2014 11:49 AM	My Account	Home 🗗 Logout
	111 of West Bengel					eProcurement Sys	tem of Government of	West Bengal
ſ		TENDE	RMANAGEMENT					
	Tender Management							
•	Create Tender / Tender List	O Te	nder List + WBPC/DIG/	HQ/NIT-01(e)/20	014-15	+ Cover Contents		
•	Publish Tender		Basic Details		-	Cover Content	NIT Document	
+	Published Tenders	C					1	
+	Clarifications		Specify Documents fo	r Cover : 2014	_CB_1	9431_pack1		
÷	PreBid Meeting		Description about the Cover	contents (eg: Fee o	letails).	Click the	Next Button to	
•	Tender Status		D	ocument Descrin	tion *		funth on	
	Tender Comprehensive Report					proceed	Turther	
	Archived Clarifications			Document T	ype •	.pdf		
+	Archive Tenders							Save
+	View My Space List							
•	EnListed Bidder Search		Cover Contents	_	-			
+	Downloaded Tenders		Label		Туре	Description	E	Delete
+	BidDocuments		2014_CB_19431_pack1_8	4147	.pdf	NIT-01		6
	Bids Submitted		2014_CB_19431_pack1_8	4148	.pdf	SCAN COPY OF EMD		6
	Bid Opening		2014_C8_19431_pack1_8	4151	.pdf	ANY OTHER FORMS IF ANY		
+	Tenders							

Figure 1.5.3. After Creation of the Technical Cover Details.

	Government				Welcome Last login	: prodipghorui@gmail.com : 16-Jun-2014 11:49 AM	My Accou	int 🛉 Home 🗗 Logout
))// of West Bergal					eProcurement S	ystem of Government	t of West Bengal
1		TENDER	R MAN	AGEMENT				
	Tender Management							
	Create Tender / Tender List	0 Ter	nder Li	st : WBPC/DIG/HQ	/NIT-01(e)/3	2014-15 + Cover List		
•	Publish Tender	1		Basic Details		Cover Details	NIT Docum	ent
+	Published Tenders	C						
	Clarifications		Cove	r Details				
+	PreBid Meeting		S.No	Cover Name		Cover Type	Cover Document(s)	Add Content(s)
	Tender Status		1	2014_C8_19431_pag	k 1	Fee/PreQual/Technical	3	<u>a</u>
+	Tender Comprehensive Report		2	2014_C8_19431_pag	:k2	Finance	0	
+	Archived Clarifications							
+	Archive Tenders			No of En	velope	/Space is	/	
+	View My Space List			created a	as Stati	itory Cover		Next >
+	EnListed Bidder Search		_	Docume	nt		/ /	
+	Downloaded Tenders			Documen				
+	BidDocuments					Click here to prepare	e the	
+	Bids Submitted					Financial Cover/Env	elop	
	Bid Opening							
+	Tenders							

Figure 1.5.4. Creation of Financial Cover Details.

ix)After Creation of the Technical Cover Details, Proceed Further to Prepare the **Financial Envelop/Cover**. So repeat the same process for Financial Cover Also.

x)Try to remember that the Covers/Envelops you are creating for the Bidders must be proper, or else it will result to a wrong tender Publishing. Suppose you are asking tender fee Scan Copy from a Bidder and you are not providing any space to the Bidder. It will produce lots of Problem while submission of the Tender.

ſ	Government	Welcom Last log	e : prodipghorui@gmail.com in : 16-Jun-2014 11:49 AM	My Account 🏫 Home 🕒 Logour
	11 of West Beng		eProcurement System	of Government of West Bengal
(TENDER MANAGEMENT		
	Tender Management			
,	Create Tender / Tender List	Tender List + WBPC/DIG/HQ/NIT-0	1(e)/2014-15 + Cover Contents	
•	Publish Tender	Basic Details	Cover Content	NIT Document
•	Published Tenders			
9	Clarifications	Specify Documents for Cover	: 2014_CB_19431_pack2	
•	PreBid Meeting	Description about the Cover contents (e	g: Fee details). You have entered 3 of 100 Characters.	
•	Tender Status	Document (000	
4	Tender Comprehensive Rep	port		
•	Archived Clarifications		ent Type * .xts	
•	Archive Tenders			Cancel Save
•	View My Space List			
•	EnListed Bidder Sea	tor Entoring the Decument		
•	Downloaded Tenden		Type Description	Edit Delete
4	BidDocuments	scription and select the	No documents found.	
,	Bids Submitted dO	cument type as XLS and		Neut
	Bid Opening Clic	ck the Save Button		(TEAL P
1	Tenders			

Figure 1.5.5. Preparation of the Financial Cover

xi)From the Figure above click the **Add Content** Button for Financial Packet.

xii)Give the **Document Description** as **BOQ** and **Document type** as **.xls**→ Click **Save** Button

Government		Welcome Last login	: prodipghorui@gmail.com : 16-Jun-2014 11:49 AM	🛓 My Accou	nt 🕈 Home 🗗 Logout
11/1 of West Bengal			eProcurement Syst	em of Government	of West Bengal
	TENDER MAN	AGEMENT			
Tender Management					
Create Tender / Tender List	0 Tender Li	ist : WBPC/DIG/HQ/NIT-01(e)/2014-15 + Cover List		
Publish Tender		Basic Details	Cover Details	NIT Docume	int
Published Tenders	(/		7	
+ Clarifications	Cove	er Details			
PreBid Meeting	S.No	Cover Name	Cover Type	Cover Document(s)	Add Content(s)
 Tender Status 	1	2014_CB_19431_pack1	Fee/PreQual/Technical	3	2
+ Tender Comprehensive Report	2	2014_CB_19431_pack2	Finance	1	a
Archived Clarifications					
Archive Tenders					
View My Space List					Next >
+ EnListed Bidder Search					
Downloaded Tenders			Click the Next	button to	
+ BidDocuments			nroceed furthe	ar	
+ Bids Submitted					
Bid Opening					
Tenders					

Figure 1.5.6. Completion of creating the Technical and Financial Covers.

xiii)After Clicking the Save Button the Envelop will be shown in the Table \rightarrow Then Click the **Submit** Button.

xiv)After Completing the Cover Details Click the **Next** Button to proceed to the Further Page.

1.6) NIT Uploading Process.

i) After completion of the Cover Details, you have to upload the NIT Document on the next page. To do that Click **Upload** Button given in the figure below :

	Last login	n : 16-Jun	-2014 11:49 AM	My Account	t 🕇 Home	E Logou
		eP	: 16-Jun-2014 11:49 AM eProcurement System of Government of West Bengal /2014-15 + NIT Document Cover Details NIT Document wmber : WBPC/DIG/HQ/NIT-01(e)/2014-15 Date Verified By Action Delete No Documents found.			
TENDER MANAGEN	AENT		16-Jun-2014 11:49 AM eProcurement System of Government of West Bengal Ol4-15 + NIT Document Cover Details NIT Document nber : WBPC/DIG/HQ/NIT-01(e)/2014-15 ate Venfied By Action Delete No Documents found. CBack Upload Next > No ad the NIT eents is allowed only in the order of last uploaded first.			
0 Tender List +	WBPC/DIG/HQ/NIT-01	(e)/2014-15 + I	NIT Document			
B	eir Dataile	Cou	er Dataile	NIT Document	v	
-		Con		ATT DOCUMENT		5
	Tender Reference	e Number : WBI	PC/DIG/HQ/NIT-01(e)/20	14-15		
Tender	Documents	_	_		_	
Documen	t Type Upload	ied Date	Verified By	Action	Delete	
		No C	ocuments found.			
					- 1	
				d Back Unload	Next 5	
ſ				Toatk Optote	HERC 7	
	Click here to	upload th	e NIT			
🥙 No	Document.					
8	Deletion of Tender D	ocuments is allow	red only in the order of la	st uploaded first.		
	TENDER MANAGEN	TENDER MANAGEMENT Tender List + WBPC/DIG/HQ/NIT-01 Basic Details Tender Reference Tender Documents Document Type Upload K R Click here to Document. Deletion of Tender D	Welcome : produp Last login : 16-Jun P TENDER MANAGEMENT Tender List + WBPC/DIG/HQ/NIT-01(e)/2014-15 + 1 Basic Details Cove Tender Reference Number : WBI Tender Documents Document Type Uploaded Date No C Click here to upload th Document. • Deletion of Tender Documents is allow	Vectorie : produpgnorusganal.com Last login : 16-Jun-2014 11:49 AM eProcurement Syste TENDER MANAGEMENT • Tender List + WBPC/DIG/HQ/NIT-01(e)/2014-15 + NIT Document Basic Details Cover Details Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/20 Tender Documents Document Type Uploaded Date Verified By No Documents found. Click here to upload the NIT Document. • Deletion of Tender Documents is allowed only in the order of la	Weicome : produpgnorulegmail.com Imp Account Last login : 16-Jun-2014 11:49 AM Imp Account CProcurement System of Government of TENDER MANAGEMENT Imp Account Imp Account Imp Account Tender List + WBPC/DIG/HQ/NIT-01(e)/2014-15 + NIT Document Tender List + WBPC/DIG/HQ/NIT-01(e)/2014-15 Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15 Tender Documents Documents Documents Documents Documents Documents found. Eack Upload Document Type Documents found. Eack Upload Document Type Documents found. Eack Upload Document Type Document found. Document Type Document Type Document Type Document Type Document Type Document Type <td>Wetcome : produpgnorusegmail.com In X Account if Home Last login : 16-Jun-2014 11:49 AM CeProcurement System of Government of West TENDER MANAGEMENT Image: Tender List + WBPC/DIG/HQ/NIT-01(e)/2014-15 + NIT Document Basic Details Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15 Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15 Tender Documents Documents Documents Documents Documents Documents found. Click here to upload the NIT Document. Ocument. Document. Documents</td>	Wetcome : produpgnorusegmail.com In X Account if Home Last login : 16-Jun-2014 11:49 AM CeProcurement System of Government of West TENDER MANAGEMENT Image: Tender List + WBPC/DIG/HQ/NIT-01(e)/2014-15 + NIT Document Basic Details Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15 Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15 Tender Documents Documents Documents Documents Documents Documents found. Click here to upload the NIT Document. Ocument. Document. Documents

Figure 1.6.1. Uploading Process of NIT Document Only

ii) After Clicking the Upload Button, Give the Document Description as NIT. After that Click the Yellow "Browse" Button to find the NIT from your Machine/ Folders/ Drives.

	Government	Welcome Last login	: prodipghorui@gmail.com : 16-Jun-2014 11:49 AM	🏜 My Account 🏦 Home 📑 Logout
	111 of West Bangal		eProcurement Syste	em of Government of West Bengal
		TENDER MANAGEMENT		
	Fender Management			
•	Create Tender / Tender List	O Publish Tender + WBPC/DIG/HQ/NIT-01	I(e)/2014-15 + Upload Documents	
•	Publish Tender	Basic Details	Cover Details	NIT Document
•	Published Tenders			5
•	Clarifications		٦	
•	PreBid Meeting	Tender Reference No	umber : W8PC/DIG/HQ/NIT-01(e)/20	Write NIT with Number
•	Tender Status	Document		here. Ex. NIT 9
+	Tender Comprehensive Report	Document	ing al	
+	Archived Clarifications		MIT-OIL.	
+	Archive Tenders	Desc	cription*	
+	View My Space List			
+	EnListed Bidder Search	Only pdf files are permitted to upload.		
•	Downloaded Tenders			
•	BidDocuments		Then Click the	
•	Bids Submitted		Yellow (Browse)	
	Bid Opening		Button	Cancel Save
•	Tenders			

Figure 1.6.2. Process to find the NIT and attaching process.

iii) Then Find your NIT from the Folder in which you have prepared and kept your NIT File in PDF format. Given in the Figure Below :

Tender Manageme	ent		
Create Tender / T	ender List	O Publish Tender + W8PC/DIG/HC	/NIT-01(e)/2014-15 + Upload Documents
Publish Tender		Browse	NIT Document
Published Tenders			
Clarifications PreBid Meeting Tender Status Tender Compreh Archived Clarifice Archive Tenders	Find the saved fo Select th it.	NIT that you or this Tender. The File by clicking	
View My Space Lit EnListed Bidder St Downloaded Tend BidDocuments Bids Submitted	earch lers	File Mame: NITMANPOWER(Files of Type: pdf	Then Click Open
Bid Opening			
Tenders			
Bid Evaluation			Cancel Save
Technical Evaluati	ion		
Financial Evaluation	n		
AOC			

Figure 1.6.3. Browsing/ Finding the NIT from your Machine

iv) After selecting the NIT, you have to digitally sign the Document or you cannot proceed further. For that click the Button just beside the Yellow Button to sign the Document. Given in the Figure Below :

	Government	Welcome Last login	: prodipghorui@gmail.com : 16-Jun-2014 11:49 AM	🏜 My Account 🏫 Home 🗗 Logout
	See Con West Bengar		eProcurement System of	Government of West Bengal
		TENDER MANAGEMENT		
	Tender Management			
100	Create Tender / Tender List	Publish Tender + WBPC/DIG/HQ/NIT-01((e)/2014-15 + Upload Documents	
	 Publish Tender 	Basic Details	Cover Details	NIT Document
100	 Published Tenders 			5
200	Clarifications			
	PreBid Meeting	Tender Reference Nu	mber : WBPC/DIG/HQ/NIT-01(e)/2014-15	Click here to Sign
1000	Tender Status	Document	Type : NIT	the Document.
100	Tender Comprehensive Report		MIT OI	
1000	Archived Clarifications		NUI-UI	
100	Archive Tenders	Descr	iption*	
100	 View My Space List 			
100	EnListed Bidder Search	Only pdf files are permitted to upload.		
1000	Downloaded Tenders	Dog	SKARIDesktopWIT_MANPOWER_02	pdf 📢 💺
1.80%	 BidDocuments 			
191	Bids Submitted			Control Control
	Bid Opening			Lancer Save
	• Tenders			

Figure 1.6.4. Digitally Signing Process

- v) After Clicking the Digitally signed Button it will ask you to give the pin Number of the DSC ex. 1234. Then it will sign the document and will show you the message as "Digitally signing ... Please wait".
- vi) After Signing the Document, it will give you the confirmation as **"File Signed Successfully"**, Click **OK** and then Click **Save**.

Contraction of the local division of the loc	Boxesumach of Mace Second		Last login	: proopgooral@gmail.com : 16-Jun-2014 11:49 AM	My Account in House	Logout
	Cender Hanagement	TENDER M	Windows Security	eprocurement System	Click the Pin No.	
* * *	Create Tender / Tender List Publish Tender Published Tenders	O Puble	Microsoft Smart Card Provi Please enter your PIN.	ider		
	Clarifications PreBid Meeting		PIN •••••	information		
•	Tender Status Tender Comprehensive Report		A Caps Lock is on			
+	Archived Clarifications			OK Cancel		
+ +	Anthive Tenders View Hy Space List					



1000	Generation	Welcome : prodipghorui@gmail.com Last login : 16-Jun-2014 11:49 AM My Account in Home D Logon
	Tender Management	TENDER MARAGEMENT Click the
	Create Tender / Tender List	Publish Tender + WBPC/DIG/HQ/KIT-BI(e)/2014-15 + Upload Documents OK Button.
-	Publish Tender	
- 10	Published Tenders	Cose meser
	Clahifications	i) File signed successfully
-	Preflid Heeting	
-4	Tender Status	
-	Tender Comprehensive Report	
-> :	Archived Clarifications	PHT-01
-	Archive Tenders	Description*
-	View Hy Space List	
-+	EnListed Bidder Search	Only pdf files are permitted to upload.
-	Downloaded Tenders	SKARDesktopWIT_MANPOWER_02.pdf
	BidDocuments	- Ducumento
-	Bids Submitted	
2	lid Opening	Cancel Save

Figure 1.6.6. The Process showing that the File is successfully signed.

	Government		Last login : 16	-Jun-2014 11:49 AM	My Account 🏫 Home	Logout
	of West Bengal			eProcurement Sys	tem of Government of West B	lengal
ſ		TENDER MANAGEMENT				
	Tender Management					
+	Create Tender / Tender List	O Publish Tender + WBPC/D	IG/HQ/NIT-01(e)/201	4-15 + Upload Documents		
	Publish Tender	Basic Details		Cover Details	NIT Document	
+	Published Tenders					5
+	Clarifications					
	PreBid Meeting	Tender	Reference Number :	WBPC/DIG/HQ/NIT-01(e)/2	2014-15	
	Tender Status		Document Tune :	WIT		
•	Tender Comprehensive Report		bocoment type .			
	Archived Clarifications			NET-01		
	Archive Tenders		Description*			
•	View My Space List					
+	EnListed Bidder Search	Only pdf files are permitted	to upload.			
	Downloaded Tenders		D	SKARIDesklopWIT_MANPO	WER_02.pdf	
+	BidDocuments		Document			
•	Bids Submitted					
	Bid Opening		Click t	he Save Button	Save	
	Tenders	C				

Figure 1.6.7. Saving the Signed Document.

vii) Now after Saving the NIT it will show the NIT in the Table then it will ask to verify the Document. For that Click the **Verify** Option. Given in the Figure Below :

Government		Welcome : prodipy Last login : 16-Jun	horui@gmail.com -2014 11:49 AM	My Account 👚 Home	E Logout	
of West Bengal		eP	rocurement System	of Government of West	Bengal	
	TENDER MANAGEMENT					
Tender Management						
Create Tender / Tender List	O Tender List + WBPC/DIG/	HQ/NIT-01(e)/2014-15 + M	(IT Document			
+ Publish Tender						
+ Published Tenders	Basic Details	Cove	er Details	NIT Document	5	
Clarifications						
PreBid Meeting	Tende	r Deference Number - WRI	C/DIC/HO/NIT-01(a)/2014-	ł		
Tender Status	Tende	A Neterence Humber . Hor	-c/bid/ng/n11-01(e)/2014-	Click the Verify		
Tender Comprehensive Penort				Option		
Tender Comprenensive Report	Tender Documents					
Archived Clarifications	Document Type	Uploaded Date	Verified By	A Delete		
Archive Tenders	NET	16-Jun-2014 12:12 PM	Yet To Verify	Verify		
View My Space List	<<<1>>>>				j.	
EnListed Bidder Search			4 Back	Delete Upload Next >	1	
Downloaded Tenders						
BidDocuments						
+ Bids Submitted	👋 Note					
Bid Opening	Deletion o	f Tender Documents is allow	red only in the order of last u	ploaded first.		
Tenders						
	Figure 1.6.8 Vo	rifying the NIT D	ocument Proces	c 1		
	FIGULE 1.0.0. VEI		ocument Proces	5 1		
Tender Management						
Create Tender / Tender List	O Publish Tender + WBPC/DI	G/HQ/NIT-01(e)/2014-15	 Upload Documents 			
 Publish Tender 	Basic Details	Cove	r Details	NIT Document		
Published Tenders			Click	y here to select	5	
Clarifications			CIC			
PreBid Meeting	Tender	Reference Number : WBP	C/DIG/HQ/NIT-01 the	Check Box		
Tender Status		Document Type : pdf				
Tender Comprehensive Report	U	ploaded Document : NIT_	1.pdf			
Archive Tenders		Document Size + 157				
View My Space List		Document Size . 157.				
EnListed Bidder Search	Do	cument Description : NIT-0		Then Click Save B	utton	
Downloaded Tenders		Click Here To Verify	NIT_1.pdf			
BidDocuments	Digital	Signature Property : 🔝 s	igned Property			
Bids Submitted						
Bid Opening						
+ Tenders				Cancel Save		
Bid Evaluation			in : prodipghoral@gmail.com in : 16-Jun-2014 11:69 AM CProcurement System of Government of West Bengal cuppediate cuppedint			
+ Technical Evaluation						
Financial Evaluation						
+ AOC						

Figure 1.6.9. Verifying the NIT Document Process 2

viii) After Clicking the **Verify** Option, it will show you the next page. Click on NIT.pdf check if the NIT uploaded is correct, then you have to click the **Check Box** and click **Save** Button.

ix) After Verifying the NIT Document it will show you as NIT **Verified** in the Table. Then without uploading any other files here just click the **Next** Button.

	Bovernment		Welcome : pr Last login : 16	odipghorui@gmail.com -Jun-2014 11:49 AM	Wy Account 👚 Home	E Logout
l	111 or West Bengal			eProcurement System	m of Government of West	Bengal
ſ		TENDER MANAGEMENT				
	Tender Management					
	Create Tender / Tender List	0 Tender List + WBPC/DIG	G/HQ/NIT-01(e)/2014-15	+ NIT Document		
	Publish Tender	Rasic Details		Cover Details	NIT Document	Ν.
	Published Tenders	(S)		nit occanicat	5
	Clarifications					
•	PreBid Meeting	Ten	der Reference Number :	WBPC/DIG/HQ/NIT-01(e)/201	4-15	
	Tender Status					
	Tender Comprehensive Report	Tender Document	5		Click the Next	
•	Archived Clarifications	Document Type	Uploaded Date	Venified By	Button.	
	Archive Tenders	NIT	16-Jun-2014 12:12	PM PRODIP GHORUI	Verified	/
4	View My Space List	«<1>>>				
	EnListed Bidder Search			4 Back	Delete Upload Next >	
	Downloaded Tenders					
•	BidDocuments					
	Bids Submitted	Whote				
	Bid Opening	• Deletion	of Tender Documents is	allowed only in the order of las	t uploaded first.	
	Tenders					

Figure 1.6.10. Proceeding Process to the Next Page

1.7) Work Item Details Module.

i)After Proceeding to the next Page. It will show all the Details of the Covers and NIT. If you want to edit something in the Previous Process Like changing the cover details or NIT you can do it by Click the Edit Buttons for individual Steps. Given in the Figure Below :

Master Management					Fill up o	ll the countr	od 1
Org Hierarchy Master	O Tender List + WBTEST/NIT-0	1/2015-16	+ Work/It	tem Det	tails Fill up a	fin the requir	eu
Jser Management	Work/Item Details	Fee Detr	ails Crit	tical Dat	tes Bit Openers V	Tields	
My Accounts	2						
Fender Management					When the state in the state		
Create Tender / Tender List	Work/Item Title *	WBIEST/N	11-01/2015-19	9	(work / services /	KOLKATA	
Publish Tender	Tou have entered 10 of 200	CTUTE (MICH	oir		items) •	-	
Published Tenders		CIVIL WOR	cr.		Pincode	7000.22	
Clarifications	Work/Item Description *				Pre ou Meeting Made		
Pre-Bid Meeting					Pre big meeting	Yes O No.	
Tender Status	You have entered of 250 Ch	aracters.			Very bala entered 10 of 2501	NOLKATA	
Tender Comprehensive Report					Tournave entered ad or about	KONKATA-22	
Archived Clarifications	Pre Qualification Details				Pre Bid Meeting Address	CONSIDERING AND	
Archive Tenders							
View My Space List	Froduct Category *	Civil Work	a:				
Downloaded Tenders	Product Subcategory				Bid Opening Place *	KOLKATA	
Pre Tender Details	Contract Type *	Tender			Tenderer Class*	OTHERS	18
ud Onening	Tender Value *	INR	123456	78	Inviting Officer*	WENDC	
Tenders	Bid Validity Days *	30				KOUKATA	
the Frankrahme	Calendar				Inviting Officer Address *		
These Wine Evaluation	Completion/Delivery Period in Days *	10					
Hem may Lynuadon	Should allow GTE Details	O Yes	No No		Should allow Itemwise	O Yes 🖲 No	
recircular evaluation					Evaluation		
Pinancial Evaluation						Cancel	Next
AOC							
orrigendum				1	(15) SN 50		Next
Create Corrigendum					Click Next to co	ntinue	
Publish Corrispondum							

Figure 1.7.1. Details to be Filled up for the Tender

ii)Click the Add New Button to precede further, next Enter the Details of the Tender.

iii)In the Above Figure Enter the Work item Title Details of the particular Tender and Proceed further. To Enter the Details you have to understand what details have been given in your NIT Document.

- Work/ Item Title: Same as Tender Reference Number but if the NIT contains one or more Serial numbers then mention the Serial Number here.
 Example: WBIWD/SE/DVC/NIT-9(e)/2012-13/1, try to use one keyword which bidder might use to search tender like earthwork, location, etc.
- Work Item Description: Give the Description of the Work within 255 Characters only. Give the same Details written in the NIT only. Don't put Special Characters as (), -, &, etc.
- III) Product Category: In this select the Category according to the NIT.

- IV) Contract Type: Select the Type of Contract like, Tender, Empanelment, and Rate Contract.
- V) Tender Value: Give the Tender Value according to your NIT for this Serial. If no estimated rate then put zero.
- VI) Bid validity Days: Here you have to give the Bid validity in days only. Like the Bid for this tender will be valid for?
- VII) Calendar completion/Delivery Period in Days: Here you have to give the Days only in which the Bidder has to complete his work.
- VIII) Give Location Details: Here try to give the exact place where the work is going to take place. Such as Block, Road, etc.
- IX) Pre Bid Meeting Place: Here mention the place where Pre Bid Meeting will take place if any. This field is not mandatory. If you are selecting NO then don't give the Pre bid Meeting Place and Address.
- X) Bid Opening Place: Give the Bid Opening place where the Technical Bid is going to be opened.
- XI) Tender Class: Select the Tender Class from here. Like is it a Open Tender, Class-1 Tender, etc.
- XII) Inviting Officer: Give the Designation of the Officer with the Circle or Division name. Example: SE/DVC
- XIII) Inviting Officer Address: Give the Address of the Officer.

iv)After entering all the Details here proceed to the Next Step by Clicking the **Next** Button.

v)On the Next page Fill up the Tender Fee Details along with the EMD Details. Follow the Figure Given in the next page :

1.8) EMD Details Module for Online Payment

i)First Click **Online** checkbox for Online EMD Payment.

My Accounts Tender Management Create Tender / Tender List Publish Tender Publish Tenders Clarifications PreBid Meeting Tender Status Tender Comprehensive Report Archive Tenders View My Space List Downloaded Tenders BidDocuments	
ender Management Create Tender / Tender List Publish Tender Published Tenders Clarifications PreBid Meeting Tender Status Tender Status Tender Comprehensive Report Archive Clarifications Archive Tenders View My Space List Downloaded Tenders BidDocuments END Fee Payable To * WB NIC END Fee Payable At * BidDocuments	
Create Tender / Tender List Tender Recence Relations * Reported in the ender Status Published Tenders Fee Payment Mode* Clarifications Fee Payment Mode* PreBid Meeting Tender Fee(INR) Tender Status Exemption Allowed Tender Status EMD Fee Tenders EMD Fee View My Space List EMD Exemption Allowed Downloaded Tenders EMD Fee Payable To * BidDocuments EMD Fee Payable At *	
Publish Tender Published Tenders Clanifications Predid Meeting Tender Fee (INR) Tender Status Tender Comprehensive Report Archived Clanifications EMD Fee Fixed © Percentage EMD Fee EMD Fee EMD Fee EMD ECV % No Select the "payment as online" BidDocuments	
Published Tenders Fee Payment Mode* Offline I Online Not Applicable PreBid Meeting Tender Fee(INR) 0 Exemption Allowed Yes INO Tender Status Tender Status Exemption Allowed Yes INO Not Applicable Tender Comprehensive Report Archived Clarifications EMD Fee Fixed I Percentage Archive Tenders EMD Fee Image: Fixed I Percentage Select the "payment" as online View My Space List EMD Exemption Allowed Yes INO Select the "payment" as online BidDocuments EMD Fee Payable At * BabloigeA Select the "payment" as online	
Clarifications Fee Payment Mode* I Offline Online Not Applicable PreBid Meeting Tender Fee(INR) 0 Exemption Allowed Yes No Tender Status Earnest Money Depost (EMD) Details EMD Fee Fixed Percentage Archived Clarifications EMD Fee Fixed Percentage Select the "payment as online View My Space List EMD Exemption Allowed Yes No Select the "payment as online Downloaded Tenders EMD Fee Payable To* WB NIC Select the "payment as online	
Prebid Meeting Tender Fee(INR) 0 Tender Status Exemption Allowed Yes No Tender Comprehensive Report EMD Fee Fixed Percentage Archive Tenders EMD Fee Fixed Percentage View My Space List EMD Exemption Allowed Yes No Downloaded Tenders EMD Fee Payable To* WB NIC Select the "payme as online	
Tender Status Exemption Allowed Yes No Tender Comprehensive Report Emost Money Depost (EMD) Details Emost Money Depost (EMD) Details Archived Clarifications EMD Fee Fixed Percentage Archive Tenders EMD Amount (INR)* 20 Select the "paymin" as online View My Space List EMD Exemption Allowed Yes No Downloaded Tenders EMD Fee Payable To * WB NIC Select the "paymin" as online BidDocuments EMD Fee Payable At * BANKISPA Select the "paymin" as online	
Earnest Noney Depost (EMD) Details Earnest Noney Depost (EMD) Details EMD Fee Fixed Percentage Archive Tenders EMD Amount(INR)* 20 View My Space List EMD ECV % 0.0 Downloaded Tenders EMD Fee Payable To * WB NIC BidDocuments EMD Fee Payable At * BANKURA	
Archived Clarifications EMD Fee Fixed Percentage Archive Tenders EMD Amount(INR)* 20 View My Space List EMD ECV % 0.0 Downloaded Tenders EMD Fee Payable To * WB NIC BidDocuments EMD Fee Payable At * BANKIRA	
Archive Tenders EMD Amount(INR)* 20 View My Space List EMD ECV % 0.0 Downloaded Tenders EMD Exemption Allowed Yes © No BidDocuments EMD Fee Payable At * BANKIRA	
View My Space List EMD ECV % 0.0 Downloaded Tenders EMD Exemption Allowed Yes © No Select the "paym as online BidDocuments EMD Fee Payable At * BANKURA Select the "paym	
EMD Exemption Allowed Yes No Occord in polytom Downloaded Tenders EMD Fee Payable To* WB NIC as onlin BidDocuments EMD Fee Payable At * BANKURA BANKURA	ent mode"
EMD Fee Payable To * WB NIC BidDocuments EMD Fee Payable At * BANKSIRA	e
EMD FEE Payable AL BANKUKA	
Bids Submitted	
Online Banks *	
V ICICI BANK	
ICICI NEFT/RTG5	
d Evaluation	
Technical Evaluation	
Financial Evaluation Click Next to continue	
AOC Note	

Figure 1.8.1. Enter the EMD Details for Online Payment.

ii)Provide the EMD Details

- iii)Click ICICI Bank checkbox for Online EMD payment through Net banking.
- iv)Click ICICI NEFT/RTGS checkbox for Online EMD payment through NEFT / RTGS. After this, click Next button.

1.9) Critical Dates.

i)On the Next Page Fill the Dates as you have mentioned in your NIT for the Particular Tender with its Serial Number. The Figure Below shows the Critical dates Module :

Master Management						
Org Hierarchy Master	O Tender List + WBTEST/NIT-01/201	5-16 • Critical Da	tes			
User Management	Work/Item Details Fee Det	ails Critical (Dates Bid Open	ers Work/It	em Docum	ents OID
My Accounts			£			
Fender Management			Mana Media	Ano filliando in PER	Testical Date	an Malidation
Create Tender / Tender List			VIEW FIGH	payrineekiy onins	Linear Dati	ca Validation
Publish Tender	Tender Referen	toe Number : WBT	EST/NIT-01/2015-16			10
Published Tenders					Hour	Mins
Clarifications	Publishing Date*	13/08/2015		At	12 💌	30 💌
Pre-Bid Meeting	Document Download / Sale Start Date*	13/08/2015	3	At	12 💌	30 💌
Tender Status	Seek Clarification Start Date	1		At	09 💌	00 -
Tender Comprehensive Report			-			
Archived Clarifications	Seek Clarification End Date			Upto	09 [3]	00
Archive Tenders	PreSid Meeting Date*	13/08/2015		At	12 💌	40 💌
View My Space List	Bid Submission Start Date*	13/08/2015		At	13 .	00 -
Downloaded Tenders		E a la company com	-	1000	44	
Pre Tender Details	bio Submission Closing Date	13/08/2015		upto	14 (2)	00 [8]
Bid Opening	Bid Opening Date*	13/08/2015		At	14 💌	05 💌
Tenders				0	Cancal	Maxt
Bid Evaluation				0	Cancer	- ALL
Item Wise Evaluation	🥙 Note					Next
Technical Evaluation						
Financial Evaluation	System computes i Click on Critical Dat	as Criteria link 1	erim days crite	ria between date:	sing Date.	
AOC	Enter	the Critical	Dates		-	
Corrigendum	Enter	and Time	Dates	Connector		
Create Corrigendum		ond mile		Click N	ext to c	ontinue
Publish Corrigendum						

Figure 1.9.1. Critical Dates Entry.

ii)In the Critical dates entry Module Insert the Dates from the Calendar only shown in the Figure above. Remember the Hours and Minutes are also important for Tender Publishing and Opening. The Dates which are Not shown as * are not mandatory. Like **Seek Clarification Start Date** and **Seek Clarification End Date**, mention these dates if only you have selected Pre Bid Meeting option in the Previous Module. Or else don't mention the Dates.

1.10) Bid Opener Selection Module.

Master Management										
Org Hierarchy Master	Tender List	WBTEST/NIT-01/2015-	16 + Bid Opener Sele	ection						
User Management	Work/Ite	m Details Fee Deta	ils Critical Dates	Bid Openers Work/Iten	n Documer	ts OID				
My Accounts	2									
Tender Management										
Create Tender / Tender List	Tender Reference Number : WBTEST/NIT-01/2015-16									
Publish Tender										
Published Tenders	Bid opener's type (2.0f.2). Required number of bid openers:2									
Clarifications	Openers Here									
Pre-Bid Meeting	Bid Ope	eners List								
Tender Status	S.No	User Name	Designation	Login Id		Select				
Tender Comprehensive Report	1	ABHINABA MUKHERJEE	COMPUTER ASSIT	abhinaba.mukherjee@gmail.com	Valid	1				
· Temper Compresenter Report	2	ADJERY DANAGNAYAN	DRAUGHTSMAN	thanuadiery@yahoo.cs.in	Valid	I.				
Archived Clanifications	з	AJAY KUMAR PAL	DIA	aeozppurbamdn@gmail.com	Valid					
Archive Tenders	4	Ajith K Thankanchan	KWA	ajithkwa@gmail.com	Valid	23				
 View My Space List 	5	A K GUPTA	CE	ashokgupta186178@gmail.com	Valid	13				
Downloaded Tenders	6	ANIMESH	OFFICER	ace1@wbphed.gov.in	Valid	12				
Pre Tender Details	7	ANIMESH	SE	mumbai@had.co.in	Valid	13				
Bid Opening	8	ANIRUDDHA NATH	OFFICER	aniruddha.nath@wbsedcl.in	Valid	275				
Tenders	9	Anjan Kumar Das	Audit and Accounts	aaoakd1972@gmail.com	Valid	15				
Bid Evaluation	10	Anuo Kumar Misra	SAE RWS	akm2323a@gmail.com	Valid	101				
Item Wise Evaluation	11	Aparesh	OFFICER	apuchattopadhyay@gmail.com	Valid	10				
Technical Evaluation	12	Chattopadhyay Arindam Bore	Creator	anodambora2005@nmail.com	Wallet	and it				
Financial Evaluation	13	Aningen Challeshadi	Desfaces	aninaan shaleshadiffuahee sa ia	Malid	223				
. AOC	1.4	Animava Unastrabarts	MANAGER DURCHART	arunava_criakrabarbigyanoo.co.in	Vano -	E3				
Corrigendum	14	Arunava pana	Engineer	apportnaseggmail.com	vand.	03				
corrigentum	4.2	Arwn Auchar	engineer.	anun-kumangwosepol-in	Vand					
Create Comgendum	10	ARUNNATHE PANDIAN	JU(Inst)	arunnathe@hotmail.com	Valid					
Publish Corrigendum	17	ARUP KAR	11	arupkar01@gmail.com	Valid					

i)After giving the Dates Click Next to Proceed further.

Figure 1.10.1. Bid Openers Selection Details Module

🛷 No	te		Click Submit to continue		
			Cance	al Si	ubmit
<< < 1	> >>				
226	YOUVARAJ RAMALINGAM	ASSISSTANT ENGINEER	youvaraj_ae@rediffmail.com	Valid	23
225	WB TEST DEPT USER five	TEST USER	wbdept5@gmail.com	Valid	E1
224	WB TEST DEPT USER 4	TEST USER	wbdept4@gmail.com	Valid	0223
223	WB TEST DEPT USER 3	TEST USER	wbdept3@gmail.com	Valid	(PPT)
222	WB DEPT USER Six	EE	westbdept6@gmail.com	Valid	0.0
221	WB DEPT USER Officer	EE	westbdept5@gmail.com	Valid	23
20	VPT MOHANA TADI	Prog	vptuser1@nic.in	Valid	100
219	VPT D.VASUDEV	Prog	vptuser2@nic.in	Valid	613
218	VIMAL KISHORE SHAH	SE	vkshah@hscl.co.in	Valid .	0773
217	VIJAY KUMAR GARG	AGM CIVIL	vkgarg627@gmail.com	Valid	83
216	VIJAY KUMAR	Deputy Commandant	vijaydcirbn@gmail.com	Valid	(PT)
115	Venkatesan M	Senior Clerk	venkat051177@gmail.com	Valid	03
214	VENGATACHALAPATHY D	Clerk	vengatachalapathy.d@gmail.com	Valid	23
213	VASUDEVAN KRISHNARAJ	Assistant Programmer	vasudek@gmail.com	Valid	03
212	UTPAL SAHA	Executive Engineer	eeaimalda@gmail.com	Valid	
211	Usha Basumatary	OFFICER	ubasumatary@coalindia.in	Valid	023
210	USER 7TH	OFFICER	atiuser7@gmail.com	Valid	100

ii)After Selecting the Bid Openers Click the **Submit** Button.

Figure 1.10.2. Bid Openers Selection Details Module

1.11) Uploading the Other Tender Documents.

i) After proceeding to the next page, upload the other Documents like Form 2911_ii, BOQ or if any drawing that you want to provide to the Bidder with this Tender. Click the Upload Button. Follow the Figure given below :

Bovernment			Welcome Last login	: prodipghoru : 16-Jun-2014	i@gmail.com 11:49 AM	🛓 My Acc	ount 🕈 Home 🗗 Logour
111 of West Bengal	ļ			eProcu	rement System	of Governme	nt of West Bengal
	TENDER MANAGE	MENT					
Tender Management							
+ Create Tender / Tender List	O Tender List	WBPC/DIC	G/HQ/NIT-01(e)/	2014-15 + Work/	tem Documents		
+ Publish Tender	Work/Ite	m Details	Fee Details	Critical Dates	Bid Oneners	Work/Item Docur	nents OID
+ Published Tenders				Childen Dates		Horky Meni Docu	
+ Clarifications		Ten	der Reference N	umber : WBPC/DI	5/HQ/NIT-01(e)/2014-	15	
+ PreBid Meeting							
Tender Status	Work/	tem Docum	nents				
• Tender Comprehensive Report	Docume	nt Type	Description	h	Uploaded Date	Action	Delete
+ Archived Clarifications			100000000000000000000000000000000000000	Work/Item docu	ments not found.	Transfer 1	
+ Archive Tenders		-					
+ View My Space List					0	(Back Unload	Neut
+ EnListed Bidder Search		Click				Back Opidad	HOREF
Downloaded Tenders		othe	r Work Ite	ipioad the			
+ BidDocuments		Doci	uments lik	e BOO. 291	1		
+ Bids Submitted		Forn	n etc.				
Bid Opening							
• Tenders							

Figure 1.11.1. Other Tender Documents Uploading Process

ii) Now After Clicking the Upload Button Follow the Steps as you did for Uploading and Verifying the NIT Document Previously. The Steps will be repeated each and every time you are uploading a new Document. Follow the figures given in the next page :

Government	Last login	: procipgnorulegmail.com : 16-Jun-2014 11:49 AM	🏜 My Account 🏫 Home 📑 Logout
111 of West Bengal		eProcurement Sys	stem of Government of West Bengal
A Browse_	×		
Look jn: Desktop		G/HQ/NIT-01(e)/2014-15 + Up	sload Documents
_2014 🗂 report	NITMANPOWER02		
	Pages from NIT_N	/DIG/HQ/NIT-01(e)/2014-15	Click here to browse the
TERS DIMLads			Documents.
HEET DOC820114.pdf	、	ler Documents	
		URES OR FORMS IF ANY WHICH THE	BIDDER
File Name: ANNEXUREFORMAT.pdf		TER SIGN AND STAMP THE SAME DO	CUMENT
Files of Type: pdf,rar,xls		DED WHET THES TENDER ONLY	
L	Open Can		
BidDocuments	Sear	ch the document ar	nd
Bids Submitted	Click	the Open Button	
Bid Opening			
Tenders			Lances Save

Figure 1.11.2. Other Tender Documents Uploading Process 2

Construction of the second	Welcome : prodipghorui@gmail.com Last login : 16-Juo-2014 11:49 AM My Account in Home D Logo eProcurement System of Government of West Benga
	TENDER MANAGEMENT
Tender Management	Then Provide the Pilv
+ Create Tender / Tender List	Work Microsoft Smart Card Provider No. and Click OK
Publish Tender	Please enter your PIN.
+ Published Tenders	
+ Clanifications	
PreBid Meeting	
• Tender Status	
• Tender Comprehensive Report	
+ Anchived Clarifications	OK Cancel
Archive Tenders	
 View My Space List 	Only pdf, ran, alls files are permitted to upload.
+ EnListed Bidder Search	SKARIDesktopiannexureformat.pdf
Downloaded Tenders	
BidDocuments	
+ Bids Submitted	Click nere to Digitally
Bid Opening	Sign the Document
+ Tenders	Cancel Save

Figure 1.11.3. Other Tender Documents Uploading Process 3.

1	Government		Last login	: prodipghorui@gma : 16-Jun-2014 11:49	AH I	My Account 👘 Horse	E Logout
	Constant Bangal						
		TENDER MANAGEMENT					
100	Fender Management						
-	Create Tender / Tender List	0 Work Item Document U	Ipload + WBPC/D	DIG/HQ/NI7-01(e)/2014-1	5 + Upload Documents		
+	Publish Tender	F		×			
+	Published Tenders						
+	Clanifications	Tender R	i) File signed s	uccessfully.	e wait		
+	PreBid Meeting			ar I			
+	Tender Status						
-	Tender Comprehensive 9		ESDC	DERIS TO BE SUBMITTED WITH	THIS TENDER		
+	Archived Clarifications Cli	ck the OK Button	Description*				
+	Archive Tenders						
	View My Space List	Only pdf, rar, sis files a	re permitted to upload.				
+	EnListed Bidder Search		Sk	ARVDesktopVANNEXUREF	ORMAT.pdf		
+	Downloaded Tenders		Cocontrolity				
+	BidDocuments						
+	Bids Submitted						
100	Bid Opening					(Course) (Course)	
+	Tenders					cancer Save	

Figure 1.11.4. Other Tender Documents Uploading Process 4.



Figure 1.11.5. Other Tender Documents Uploading Process 5.

	Government			Welcome Last login	: prodipghorui@ : 16-Jun-2014 1	Igmail.com 1:49 AM		📩 My Accou	nt 🕇 Home	E Logout
	11 of West Bengel				eProcure	ement Syste	m of Gov	vernment	of West	Bengal
1		TENDER	MANAGEMENT							
	Fender Management									
	Create Tender / Tender List	0 Ten	der List + WBPC/DIG	5/HQ/NIT-01(e)/	2014-15 + Work/Ite	m Documents				
	Publish Tender		Work/Item Details	Fee Details	Critical Dates	Bid Oneners	Work/II	am Docume		
+	Published Tenders	6	-	Tee Decens	Critical Dates	uid openers	HUIR/I	em oocume		- 5
+	Clarifications		Ten	der Reference Ni	umber : WBPC/DIG/	HQ/NIT-01(e)/201	Click	here to	Verify	
+	PreBid Meeting									
+	Tender Status		Work /Itam Docum	ante						
+	Tender Comprehensive Report		Document Type	Description	1	Uploaded Date	A		Delete	
•	Archived Clarifications		Tender Documents	ANNEXURES	OR FORMS IF ANY	16-Jun-2014	Ve	\mathbf{N}		
+	Archive Tenders			FILL UP MA	BIDDER HAVE TO					
+	View My Space List			FORMAT MU THE BIDDER	ST BE PROVIDED TO AND AFTER SIGN					
+	EnListed Bidder Search			AND STAMP DOCUMENT	THE SAME MUST BE UPLOADED					
+	Downloaded Tenders			WHIT THIS	TENDER ONLY					
	BidDocuments		<<1>>>>	_						
+	Bids Submitted					(Back	Delete	Upload	Next >	
	Bid Opening									
+	Tenders	-								

Figure 1.11.6. Other Tender Documents Uploading Process 6.

1	Government	Welcome Last login	: prodipgho : 16-Jun-20	rui@gmail.com)14 11:49 AM	🎍 My Account 🁚 Home 📑 Logout
	i of West Bengal		ePro	curement Syster	n of Government of West Bengal
		TENDER MANAGEMENT			
Ter	nder Management				
+ C	Create Tender / Tender List	O Work Item Document Upload + WE	PC/DIG/HQ/NIT-01	(e)/2014-15 + Upload	Documents
+ P	ublish Tender	(
• P	ublished Tenders				
+ 0	Clarifications	Tender Reference Number :	WBPC/DIG/HQ/NIT	r-01(e)/2014-15	
+ P	reBid Meeting	Document Type :	pdf		
÷ T	ender Status	Uploaded Document :	ANNEXUREFORMAT	ſ.pdf	
• T	ender Comprehensive Report	Document Cine -	177 46 KBe	Click here to	Verify
• A	Archived Clarifications	Document Size .	177.40 KD5		
• A	Archive Tenders	Document Description :	MANUALLY, THE FO	ST BE PROVID	DED TO THE BIDDER AND AFTER
+ V	fiew My Space List		SIGN AND STAT	THE SAME DOCUMENT N	NUST BE UPLOADED WHIT THIS
• E	inListed Bidder Search	Click to verify		REFORMAT.pdf	
+ D	ownloaded Tenders	Diabal Signature Presentes			
• B	SidDocuments	Digital Signature Property :	Signed Property		Then Click Save
, В	ids Submitted				Button
Bid	Opening			L	
, Т	enders				Cancel Save

Figure 1.11.7. Other Tender Documents Uploading Process 7.

Covernment				Welcome Last login	: prodipghorui@ : 16-Jun-2014 1	gmail.com 1:49 AM	📥 My Acc	ount 👚 Home	E Logout
	110 of West Bengal S20				eProcure	ement Systen	n of Governme	nt of West	Bengal
1		TENDER MANA	GEMENT						
	render Management								
+	Create Tender / Tender List	0 Tender Lis	t + WBPC/DIG	/HQ/NIT-01(e)/2	2014-15 + Work/Ite	m Documents			
+	Publish Tender	Work	Item Details	Fee Details	Critical Dates	Bid Openers	Work/Item Docu	ments Of	
+	Published Tenders								- 5
+	Clarifications		Tend	ler Reference Nu	mber : WBPC/DIG/	HQ/NIT-01(e)/2014	-15		
+	PreBid Meeting								
+	Tender Status	Worl	k/Item Docum	ents		_			
+	Tender Comprehensive Report	Docu	ment Type	Description		Uploaded Date	Action	Delete	
+	Archived Clarifications	Tende	r Documents	ANNEXURES	OR FORMS IF ANY	16-Jun-2014	Verify		
	Archive Tenders			FILL UP MAN	BIDDER HAVE TO				
+	View My Space List			FORMAT MU THE BIDDER	AND AFTER SIGN				
+	EnListed Bidder Search			AND STAMP DOCUMENT	THE SAME MUST BE UPLOADED				
+	Downloaded Tenders			WHIT THIS	TENDER ONLY				
+	BidDocuments		1>>>						6
+	Bids Submitted					(Back	Delete Upload	Next >	
	Bid Opening			Click I	nere to Uplo	ad the BOQ			
+	Tenders				1				

Figure 1.11.8. Other Tender Documents Uploading Process 8.

iii) Browse and Sign the BOQ as you did for the previous documents.

Government	Weld	come login	: prodipghorui@gmail.com : 16-Jun-2014 11:49 AM	🛔 My Account 🎢 Home 📑 Logout
))) of West Bergal			eProcurement Syste	em of Government of West Bengal
	TENDER MANAGEMENT			
Browse_			/DIG/HQ/NIT-01(e)/2014-15 + Uploa	d Documents
Look In: HETAI			Sel	lect Document Type BOQ
ANNEXTURE_V.pdf BOQ.xte Se fee.pdf NIT_dairy_poultry_ard.pdf Cliv	lect the BOQ and ck the Open Button	85		Give the Description Is BOQ
File Mame: BOQ.xis			d. IDESKTOP_0502_2014WETAIBOQ.ds	
Luca The holonice	Open Cancel			
Bid Opening Tenders				Cancel Save

Figure 1.11.9. Other Tender Documents Uploading Process 9.

	Welcome : prodipghorui@gmail.com Last login : 16-Jun-2014 11:49 AM	📩 My Account 👘 Home 🕞 Logout
Con Messa Recogai		
	TENDER MANAGEMENT	
Tender Management	Windows Security	Then give the Pin No
+ Create Tender / Tender List	Work Microsoft Smart Card Provider	and Click OK Dutter
Publish Tender	Please enter your PIN.	and Click OK Button
+ Published Tenders		
Clarifications		
+ PreBid Meeting		
+ Tender Status		
+ Tender Comprehensive Report	Caps Lock is on	
+ Archived Clarifications	OK Cancel	
+ Archive Tenders		
View My Space List	Only pdf, raryxis files are permitted to uplead.	
+ EnListed Bidder Search	pIDESKTOP_0502_2014WETAIBOQ.xts	
Downloaded Tenders		
+ BidDocuments		
 Bids Submitted 	Click here to sign the	
Bid Opening	Document	Cancal Sava
. Tenders		Concer Save

Figure 1.11.10. Other Tender Documents Uploading Process 10.

	Government	Welcome Last login	: prodipghorui@gmail.com : 16-Jun-2014 11:49 AM	🏜 My Account 👚 Home 📑 Logout
L	111 of West Bengal		eProcurement System	of Government of West Bengal
1		TENDER MANAGEMENT		
	Tender Management			
	Create Tender / Tender List	Work Item Document Upload + W8	PC/DIG/HQ/NIT-01(e)/2014-15 + Upload Do	cuments
	Publish Tender	(
-	Published Tenders			
1	Clarifications	Tender Reference Number :	WBPC/DIG/HQ/NIT-01(e)/2014-15	
	PreBid Meeting	Document Type	800	
	Tender Status			
•	Tender Comprehensive Report		8002	
-	Archived Clarifications	Description*		
-	Archive Tenders			
•	View My Space List	Only pdf, rar, xls files are permitted to u	pload.	
	EnListed Bidder Search	Document	PIDESKTOP_0502_2014WETANBOQ.xts	
•	Downloaded Tenders			
•	BidDocuments		Click the Save Button to	
-	Bids Submitted			
	Bid Opening		save the File	Cancal
	Tenders		·	

Figure 1.11.11. Other Tender Documents Uploading Process 11.

iv) Click the Check BOQ Button to check whether or not the Format/Template of the BOQ that you are uploading is the same as which is present in the Portal Database. If it is tallying then only you will get the Confirmation as the "Format is compiled" or else it will give you the error report.

Tender Management					
Create Tender / Tender List	Tender List + WBPC/DIG	/HQ/NIT-01(e)/2014-15 + Work/Ite	em Docum	ients	
Publish Tender	Work/Item Dataile	Fas Dataile Onitical Datas	Rid Oner	Work / Item Docur	mante 1
Published Tenders	Worky toent Details			Work/ Item Docum	
Clarifications	Tenc	der Reference Number : WBPC/DIG/	HQ/NIT-01	1(e)/2014-15	
PreBid Meeting					
Tender Status	Verified By: PRODIP (SHORUI		Click here to ver	ify
Tender Comprehensive Report	Work/Item Docum	ients		the BOQ	
Archived Clarifications	Document Type	Description	Uploaded		te
Archive Tenders	Tender Documents	ANNEXURES OR FORMS IF ANY WHICH THE BIDDER HAVE TO	16-Jun-20	014 Verified	
View My Space List		FILL UP MANUALLY, THE FORMAT MUST BE PROVIDED TO			/
EnListed Bidder Search		THE BIDDER AND AFTER SIGN			
Downloaded Tenders		DOCUMENT MUST BE UPLOADED WHIT THIS TENDER ONLY			
BidDocuments	BOQ	BOQ	16-Jun-20	014 Verify	10
Bids Submitted	<<<1>>>>				
Bid Opening				Back Delete Upload	Next
Tenders					
Bid Evaluation					
Technical Evaluation					
Financial Evaluation					
AOC					

Figure 1.11.12. Other Tender Documents Uploading Process 12.

	Government	Welcome Last login	: prodipghorui@gmail.com : 16-Jun-2014 11:49 AM	🏜 My Account 🏫 Home 📑 Logout
	111 of West Bengal		eProcurement Sys	tem of Government of West Bengal
		TENDER MANAGEMENT		
	Tender Management			
	Create Tender / Tender List	Work Item Document Upload + WBPC/I	DIG/HQ/NIT-01(e)/2014-15 + Up	oad Documents
4	Publish Tender			
*	Published Tenders			
+	Clarifications	Tender Reference Number : WB	PC/DIG/HQ/NIT-01(e)/2014-15	
+	PreBid Meeting	Document Type : xis		
	Tender Status	Uploaded Document : BO	Q_40263.xls	Click here to check
	Tender Comprehensive Report		-	
	Archived Clarifications	Document Size : 420	J.U K.BS	whether the BOQ is
	Archive Tenders	Document Description : BO	Q	Compatible with the
	View My Space List	Click to verify	BOQ_40263.xls	sustam or not
	EnListed Bidder Search	Digital Signature Property :	Signed Property	system of not
	Downloaded Tenders			
+	BidDocuments			
	Bids Submitted			
	Bid Opening			Cancel Check BOQ Save
+	Tenders			

Figure 1.11.13. Other Tender Documents Uploading Process 13.







Figure 1.11.15. Other Tender Documents Uploading Process 15.

1.12) Uploading the Other Tender Documents.

i) After providing all the Tender Documents to the Bidders click the **Next** Button to precede further.

	SNo	Category	Sub Category	Sub Category Description	Format/File Select
Downloaded Tenders	1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX	0
BidDocuments				ALONG WITH	
Bids Submitted				ACKNOWLEDGEMENT , PAN, LATEST IT	
Bid Opening				ACKNOWLEDGEMENT, PTAX, LABOUR LICENCE	
+ Tenders	2	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED,	
Bid Evaluation				CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE	
Technical Evaluation				LICENCE, COMPANY REGISTRATION CERTIFICATE	
Financial Evaluation			COMPANY DETAILS 2	COMPANY DETAILS 2	
400	3	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
			CREDENTIAL 2	COMPLETION CERTIFICATES	
Corrigendum	4	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	
Create Corrigendum			DECLARATION FILE 2	DECLARATION FILE 2	
Publish Corrigendum			DECLARATION FILE 3	DECLARATION FILE 3	
Published Corrigendum			DECLARATION FILE 4	DECLARATION FILE 4	
Auto Tech Evaluation			DECLARATION FILE 5	DECLARATION FILE 5	
+ Auto Tech Particulars	5	EQUIPMENT	LABORTARY	LABORTARY	
Auto Tech Template			MACHINERIES 1	MACHINERIES 1	8
Master OCBS Category			MACHINERIES 2	MACHINERIES 2	
Master OCRC Template			MACHINERIES 3	MACHINERIES 3	
Master QCb5 Template			MACHINERIES 4	MACHINERIES 4	
			MACHINERIES 5	MACHINERIES 5	
	6	FINANCIAL INFO	PAYMENT CERTIFICATE 1	PAYMENT CERTIFICATE 1	
			P/L AND BALANCE SHEET 2005-2006	P/L AND BALANCE SHEET 2005-2006	
			P/L AND BALANCE SHEET 2006-2007	P/L AND BALANCE SHEET 2006-2007	
			P/L AND BALANCE SHEET 2007-2008	P/L AND BALANCE SHEET 2007-2008	
			P/L AND BALANCE SHEET 2008-2009	P/L AND BALANCE SHEET 2008-2009	8
			P/L AND BALANCE SHEET 2009-2010	P/L AND BALANCE SHEET 2009-2010	
			P/L AND BALANCE SHEET 2010-2011	P/L AND BALANCE SHEET 2010-2011	
			P/L AND BALANCE SHEET 2011-2012	P/L AND BALANCE SHEET 2011-2012	
			P/L AND BALANCE SHEET 2012-13	P/L AND BALANCE SHEET 2012-13	
			TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT	
			WORK IN HAND	WORK IN HAND	
	7	MANPOWER	TECHNICAL PERSONNEL	TECHNICAL PERSONNEL ON PAYROLL	
			TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT	6
		Cl re	ick the check boxes quirement of the T	s as per the ender and click	Next >
			Version:	1.09.02 11-06-14 (c) 2	008 Tenders NIC, All rights reserv
			Version:	1.09.02 11-06-14 (c) 2	008 Tenders NIC, All rights reserv

Figure 1.12.1. Other Important Documents Page

ii)Here select only Document which are mandatory like Certificates, Company Details, Credentials etc. Do not select extra folders, if selected then bidder has to upload some document in those folders if they are not applicable for them then blank file have to be uploaded.

1.13) Template Preparation process.

Archived Clamications			Tender Type : Open	1						
chive Tenders			Payment Mode : Offlin	•						
ew My Space List		S Edit								
Listed Bidder Search	Cover	Cover Details (No. of Covers 2)								
Jownloaded Tenders	Cover	Cover Details (No. of Covers 2) Cover Cover Type Document Label Document Type De								
Documents	No	Cover Type	Document Label	Document T	/pe	Description				
ids Submitted	1	Fee/PreQual /Technical	2014_CB_19431_pack1_84147	.pdf		NIT-01				
Opening			2014_C8_19431_pack1_84148	.pdf		SCAN COPY O	FEMD			
enders			2014_CB_19431_pack1_84151	.pdf		ANY OTHER FO	ORMS IF			
Evaluation	2	Finance	2014_C8_19431_pack2_84153	.xls		BOQ				
achnical Evaluation			_		_	_				
inancial Evaluation							Ed Ed			
oc	NIT D	ocuments								
rigendum	S.No	Document	Size (in KB)	Description						
ate Corrigendum	1	NIT	157.76	NIT-01	_					
blish Corrigendum										
iblichad Compandum					Ret	ender 🛅 A	dd New			
obished Comgendam	Work	Items								
Tech Evaluation	S.No	Tender Id	Work Item Title	Edit	View	Template	Delete			
to Tech Particulars	1 3	014_C8_19431_1	SUPPLY OF TRAFFIC EQUIPMENT	rs 🕥	•		1			
to Tech Template										
ster QCBS Category					-	ABack	Delete			
ter OCBS Template						(and (- Controller			

Figure 1.13.1. Editing Page of the Tender

- i) The Figure given in the previous page consists of many Buttons to help you edit the Tender once again.
- ii) The View Button helps to view the Tender details, the Edit Button helps you to edit the Tender Details, The Add Button helps you to add more Tender Documents, The Docs Button helps you to see the Documents you uploaded for this Tender, and The Template Button helps you to prepare the next serial of the same NIT.
- iii) To prepare a tender for next Serial Click the Template Button, where you will get every detail that you entered for the previous Serial Number.
- iv) Edit the Data for the Next Serial by Following your NIT and Repeat the steps as you did for preparing the **Serial Number 1.**
- v) After completing all the Tender details, you have to publish the Tenders and for that Click the Publish Button on the Left.

1.14) Tender Publishing.

Tender Management					
Create Tender / Tender List	ender List + View	v Tender Inform	ation		
Publish Tender		<u>al: 1</u>			
Published Tenders		Click Her	e to Publish the		_
Clarifications		Tender.			Back
+ PreBid Meeting			PW (C	CONSTRUCTION BO	ARD)
+ Tender Status			DIVIS	SION (CB) HOOGH	Y SD - III
• Tender Comprehensive Report		т	ender Reference Number : WBPC	/DIG/HQ/NIT-01(e)	/2014-15
Archived Clarifications			Tender Id : 2014	CB_19431	
Archive Tenders			Payment Mode : Offlin	8	
View My Space List					D
EnListed Bidder Search	-				& Edit
Downloaded Tenders	Cover	Details (No. (of Covers 2)		
BidDocuments	Cover No	Cover Type	Document Label	Document Type	Description
Bids Submitted	1	Fee/PreQual /Technical	2014_C8_19431_pack1_84147	.pdf	NIT-01
Bid Opening			2014_C8_19431_pack1_84148	.pdf	SCAN COPY OF EMD
• Tenders			2014_CB_19431_pack1_84151	.pdf	ANY OTHER FORMS IF
Bid Evaluation	2	Finance	2014_C8_19431_pack2_84153	.xls	BOQ
Technical Evaluation					
Financial Evaluation					Edit
AOC	NIT D	ocuments			

Figure 1.14.1. Tender Publishing Process 1

i) The List will be displayed for all the Tenders that you have made. From their Click the View/Publish Option just beside every tender that you made.

Tender Management		_					
Create Tender / Tender List	0 Publish	Tend	der				
Publish Tender	6						
Published Tenders							
Clarifications	S	Searc	h		_		
PreBid Meeting	7	Tender	r Id		Tender C	ategory	Select- 💌
Tender Status	K	Keywor	rd 🗌				
Tender Comprehensive Report	K	(eyword	d finds match in tender	title and tender reference no.			
Archived Clarifications						Clear	Search
Archive Tenders							
View My Space List	P	Publis	h Tender List				
EnListed Bidder Search	s	5.No T	Tender Id	Tender Reference Number	Tender Title	Tender Category	View / Publish
Downloaded Tenders	1	2	014_C8_19431_1	WBPC/DIG/HQ/NIT-	WBPC/DIG/HQ/NIT-	Goods	2
BidDocuments				01(e)/2014-15	01(e)/2014-15/SL-01		
Bids Submitted							
Bid Opening							lick here
Tenders						t	o view
Bid Evaluation						t	he
Technical Evaluation							Ta wala w
Financial Evaluation							ender.
AOC							
						-	

Figure 1.14.2. Tender Publishing Process 2

						the second se
	1	ANNEXUREFORMAT.	.pdf	Tender Documents	ANNEXURES OR FORMS IF ANY WHICH THE BIDDER HAVE TO FILL UP MANUALLY, THE FORMAT MUST BE PROVIDED TO THE BIDDER AND AFTER SIGN AND STAMP THE SAME DOCUMENT MUST BE UPLOADED WHIT THIS TENDER ONLY	177.46
	2	BOQ_40263.xls	3	BOQ	BOQ	420.0
1	Mr ASHOK	KUMAR SAHA	EE		owdocdivnBomail.com	n
2	Mr ARUP K	UMAR BHADURI	ASSIST	ANT ENGINEER	arupkumarbhaduri@c	mail.com
2	Mr ARUP KI	UMAR BHADURI	ASSIST	ANT ENGINEER	arupkumarbhaduri@o	gmail.com
2 Tender	Mr ARUP Ki	hority	ASSIST	ANT ENGINEER	arupkumarbhaduri@s	gmail.com
2 Tender Name	Mr ARUP KI	INVITING OFFR.NAM	ASSIST ME N DESG		arupkumarbhaduri@g	page and
2 Tender Name Address	Mr ARUP Ki	INVITING OFFR.NAM	ASSIST ME N DESG RESS OF TH	E OFFICE WITHOUT A	arupkumarbhaduri@g Scroll down the you will get Put	page and
2 Tender Name Address Tender	Mr ARUP Ki Inviting Aut	INVITING OFFR.NAM GIVE PROPER ADDR	ASSIST ME N DESG RESS OF TH	ant Engineer	Scroll down the you will get Pub Tender Option	page and page and plish click it to
2 Tender Name Address Tender Created	Mr ARUP Ki Inviting Aut Creator Deta By	INVITING OFFR.NAM GIVE PROPER ADDE	ASSIST ME N DESG RESS OF TH	E OFFICE WITHOUT A	Scroll down the you will get Put Tender Option	page and page and plish click it to
2 Tender Name Address Tender Created Designal	Mr ARUP Ki Inviting Aut Creator Deta By tion	INVITING OFFR.NAM GIVE PROPER ADDE BILS PRODIP GHORUI ASSISTANT ENGINE	ASSIST ME N DESG RESS OF TH	E OFFICE WITHOUT A	Scroll down the you will get Pub Tender Option publish the Ten	page and page and plish click it to der.
2 Tender Name Address Tender Created Designal Created	Mr ARUP Ki Inviting Aut Creator Deta By tion Date	INVITING OFFR.NAM GIVE PROPER ADDR BILS PRODIP GHORUI ASSISTANT ENGINE 16-Jun-2014 12:29	ASSIST ME N DESG RESS OF TH EER PM	E OFFICE WITHOUT A	Scroll down the you will get Pub Tender Option publish the Ten	page and plish click it to der.

Figure 1.14.3. Publishing Process

- ii) Here after clicking the Publish Tender Button the Tender will be published and it will show you the Confirmation on the next Page.
- iii) The Template will be visible once you Publish the Tender for the 1st Serial. After Publishing click the Create Tender/Tender List, then click the view Button and you will get the template icon. Click the Template icon and proceed further to create the details for 2nd Tender.

Note : Before publishing check all documents as after publishing no editing is possible, for any amendment corrigendum has to be published.

iv) In this Figure it is shown as the Tender has been Published Successfully. And according to the Publishing time the Bidder can see the Tender in the Website.

Te Tendering System					<u>ه</u> - ا	📓 🔹 🖶 🔹 Page 🔹 Safetj	r▼ Tools	- 0-
	Government			Welcome Last login	: wbdept1@gmail.com : Tuesday, December 4, 20	012	ê 💷	6
	III of West Bengal				eTendering Syst	em of Government of V	Vest Be	ngal
2		TENDER PUBLI	ISH CONFIRM	ATION				
	Tender Management	(
•	Archived Clarifications							
,	Refund EMD							
,	Create New Tender							
•	Dept Standard Documents							
•	Publish Tender	-						
,	Create New Tender Call	You ha	ve published the	Tender successf	ullv.			
•	Clarifications							
•	Archive Tenders					Click here to check Publishe	d Tender I	list
,	Tender Audit							
•	Published Tenders							
,	BidDocuments							

Figure 1.14.4. The Process of Publishing of Tender Completed
2. TENDER OPENING PROCESS

2.1) Technical Opening Process.

- i) To Open a Tender the bid opening officers must be ready with their DSC's. At least 2 Bid Openers DSC is required which were selected at the time of tender creation.
- ii) Both openers can login to the e-Tendering portal simultaneously or at different time.
- iii) It is not mandatory for the DSC holders/ Bid openers to open the bid from two different desktops, only one desktop can be used to open the BID. For that anyone can login to the system first. Shown in the Figure below :



Figure 2.1.1. First User Login

iv) After Login to the system, click the Second Login Button for DSC Login.

Government eTenders - Windows Ir	nternet Explor	er	100		-	
😧 💭 - 🔤 http://vibi.oden.g			- 8	entitedelana 🔂 🏷 🗙	5 Bing	P
X 🕂 🔻 Web Search	٩ -	Search 🔻 🔶				
🏠 Favorites 🛛 🍰 🔊 Suggested Si	tes 🔻 🙋 We	b Slice Gallery 🔻				
Government eTenders				🙆 • E	🔊 🔹 🖶 🕈 Page 🕯	✓ Safety ▼ Tools ▼ 💽 ▼
9		And the second s		« Toll Fr	ee No.1800 233 7315 for	Support Help desk is now
Reports				as: 1s™		
Tenders by Location	Digital	Certificate Authentica	tion			
Tenders by Organisation	Welco	me NIC DEMO US	ER WBDEPT 1,			
	S.No	Alias Name	Certificate Type	Expiry Date	Interim Days	Status
Tenders by Classification	1.	WBDEPTTHREE	Signing	12-Sep-2014 12:00 AM	633 days	Live
Tenders in Archive	2.	WBDEPTTHREE	Encipherment	12-Sep-2014 12:00 AM	633 days	Live
Tandaar Chabar	You hav	e registered with DSC, Ple	ase insert your DSC card for au	thentication.		
	manak			Click th	e Second Login	
Cancelled Tenders	<mark>ۇ</mark> 10	IGIN Cancel		Button		
Downloads						
	_					
one				Internet Prote	ected Mode: Off	✓ ▲ 100% ▼
🔊 🖉 👸 🚺					*	👔 🕼 🗒 🛱 2:11 PM 12/18/2012

Figure 2.1.2. Second Login of the First User

v) After the Second Login succeeded go to the Tenders Menu present in the left side. Shown in the Figure below :



Figure 2.1.3. Starting the First Process of Tender Opening

- vi) After Clicking the Tenders Option as shown in the Figure above. It will display the List of Tenders to be opened and it will show you as **Technical Opening** as status for the first time you are opening the tender.
- vii) Click the **View/Open** Button visible just beside that tender which is to be opened. Click that Icon. This button is visible only after the time of server clock coincides with bid opening time or more than bid opening time.
- viii) After Clicking the **View/Open** Button. Click the **Decrypt** Button to Decrypt the Documents. The **Decrypt** Button will only be Visible for the Department User who has logged in.

BidDocuments							Clear	earch
Bids Submitted					[Click bor	o to On	on the
Bid Opening	Tend	ers that are not opened	d on the	specific date listed below.	_		e to Op	entne
• Tenders	- Pen	aing lenders		Lett.		Tender		
	S.No	Tender Id	Туре	Title	Bid Op	pening Date	Status	\backslash
Bid Evaluation	1.	2014_MAD_18404_10	Open	WBMAD/ULB/JOYNAGAR-	16-Jun	-2014 03:00 PM	Technical	4
Technical Evaluation				/2014-15/10			Opening	
Financial Evaluation	2.	2014_MAD_18404_9	Open	WBMAD/ULB/JOYNAGAR-	16-Jun	-2014 03:00 PM	Technical	1
400	-			/2014-15/9			Opening	
	3.	2014_MAD_18404_8	Open	WBMAD/ULB/JOYNAGAR-	16-Jun	-2014 03:00 PM	Technical	a
Corrigendum				MOZILPUR/1/IHSDP /2014-15/8			Opening	
Create Corrigendum	4.	2014_MAD_18404_7	Open	WBMAD/ULB/JOYNAGAR-	16-Jun	-2014 03:00 PM	Technical	a
Publish Corrigendum				MOZILPUR/1/IHSDP /2014-15/7			Opening	30
Published Corrigendum	5.	2014_MAD_18404_6	Open	WBMAD/ULB/JOYNAGAR-	16-Jun	-2014 03:00 PM	Technical	•
Auto Tack Suplustion				MOZILPUR/1/IHSDP /2014-15/6			Opening	
Auto recir evaluation	6.	2014_MAD_18404_5	Open	WBMAD/ULB/JOYNAGAR-	16-Jun	-2014 03:00 PM	Technical	6
Auto Tech Particulars	Valuation			MOZILPUR/1/IHSDP			Opening	
Auto Tech Template	rou can	see the numb	ber	V2014-15/5			Technol 1	-
Master QCBS Category	of Bidde	ers participate	ed.	MOZILPUR/1/IHSDP /2014-15/4	16-Jun	-2014 03:00 PM	Opening	8
Master QCBS Template	8.	2014_MAD_18404_3	Open	WBMAD/ULB/JOYNAGAR-	16-Jun	-2014 03:00 PM	Technical	•
				/2014-15/3			opening	
	9.	2014_MAD_18404_2	Open	WBMAD/ULB/JOYNAGAR-	16-Jun	-2014 03:00 PM	Technical	•
				MOZILPUR/1/IHSDP /2014-15/2			Opening	
	10.	2014_MAD_18404_1	Open	WBMAD/ULB/JOYNAGAR-	16-Jun	-2014 03:00 PM	Technical	•
				MOZILPUR/1/IHSDP			Opening	-





Figure 2.1.5. Decryption Process







Figure 2.1.7. Decryption Completed by the First Opener

	BID OPENING		
Tender Management	1 DECRYPTION		MATION
Create Tender / Tender List			
Publish Tender	0 Bid Opening + Bid Openers	(2 : S2 :	
Published Tenders			
Clarifications			
PreBid Meeting	Tender Reference Number : W	/BNAD/ULB/JOYNAGAR-MOZILPUR/1/IHS	DP/2014-15
Tender Status	Tender Title : W	/BMAD/ULB/JOYNAGAR-MOZILPUR/1/IHSI	logout from the
Tender Comprehensive Report	Bid Opening Date & Time: 10	6-Jun-2014 03:00 PM	
Archived Clarifications	Bid Opener Type: 2	Off 2 (2 bid openers should decrypt)	System after
Archive Tenders			Decryption
View My Space List	Bid Openers		
EnListed Bidder Search			S Refresh
Downloaded Tenders	FARIDA BEGUN SH		ABORTY
BidDocuments		<u>e</u>	
Bids Submitted	•		
Bid Opening	•	•	
Tenders			
Bid Evaluation	Total valid bids : 3		
Technical Evaluation	Total withdrawn bids : 0		
Financial Evaluation			(Back

- Figure 2.1.8. First Encryption Completed
- ix) The Second Officer Logs in to Decrypt the Bid Documents of the Bidders. Follow the steps given below:



Figure 2.1.9. Login of the Second Bid Opener.

Government eTenders - Windows In	temet Explore	er:	- 80	entiticate know 🔂 🍫 🗴	5 Bing	- 8	х ,
X 🛨 Veb Search	- P	Search 🔻 🔶					×,
🖕 Favorites 🛛 👍 🔊 Suggested Site	es 🔻 🙋 We	b Slice Gallery 👻					
Government eTenders				🙆 + 6	🛯 🔻 🖃 🖷 🔻 Page 🤊	Safety ▼ Tools ▼	0 • ″
0				« Toll Fr	ee No.1800 233 7315 for	Support Help desk is	now i
Reports				02:13 M			
Tenders by Location	Digital Welco	Certificate Authentication	WBDEPT 1,				
Tenders by Organisation							
Tenders by Classification	5.No 1.	Alias Name WBDEPTTHREE	Signing	Expiry Date 12-Sep-2014 12:00 AM	Interim Days 633 days	Live	
Tenders in Archive	2.	WBDEPTTHREE	The Seco	nd Officer Login	633 days In. Click here	Live	
Tenders Status	You hav Then did	e registered with DSC, Please in & the Login button to proceed	to Login.	Then give the P	IN No. and		
Cancelled Tenders	👌 L O	IGIN Cancel	Click Ok.			1	
Downloads			m				•
Done				😜 Internet Prote	cted Mode: Off	√a + € 100 ⁴	% •
🗿 🖉 👸 🖸			of the Secon	d Rid Opener	* 3	(小 口 聞 ^{2:11} 12/18	1 PM 8/2012

Figure 2.1.10. Login of the Second Bid Opener.



Figure 2.1.11. Opening the Tender by the Second Bid Opener

• Bids Submitted Bid Opening • Tenders Bid Evaluation • Technical Evaluation • Technical Evaluation • Technical Evaluation • Tenders Bid Corrigendum • Create Corrigendum • Publish Corrigendum • Publish Corrigendum • Publishe Corrigendum • Auto Tech Particulars • Auto Tech Particulars • Master QCBS Category • Master QCBS Template	BidDocuments						U	Clear	earc
Tenders that are not opened on the specific date listed below. Pending Tenders S.No Tenders Bid Evaluation Tenders S.No Tenders Bid Evaluation Technical Evaluation AOC Corrigendum Click here to Open Technical Opening MemAD/ULB// Click here to Open // 2014-15/10 Corrigendum Corrigendum Click here to Open // 2014-15/10 Technical Corrigendum Published Corrigendum S. 2014_MAD_18404_7 Open WBMAD/ULB// Click here to Open // 2014-15/10 Decryption Technical Opening Auto Tech Evaluation Auto Tech Evaluation Auto Tech Evaluation S. 2014_MAD_18404_6 Open WBMAD/ULB/JOYNAGAR- MOZILPUR/1/IHSDP Auto Tech Evaluation S. 2014_MAD_18404_5 Open WBMAD/ULB/JOYNAGAR- MOZILPUR/1/IHSDP	Bids Submitted								
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/2014-15/3 9. 2014_MAD_18404_2 Open WBMAD/ULB/JOYNAGAR- 16-Jun-2014 03:00 PM Technical MOZILPUR/1/IHSDP Opening /2014-15/2					MOZILPUR/1/1	HSDP		Opening	-
9. 2014_MAD_18404_2 Open WBMAD/UEp/DTRAGAK- 16-Jun-2014 03:00 PM Technical MOZILPUR/1/IHSDP Opening /2014-15/2				0	/2014-15/3		16 1	Taskatust	0
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10. 2014_MAD_18404_1 Open WBMAD/ULB/JOYNAGAR- 16-Jun-2014 03:00 PM Technical		10.	2014_MAD_18404_1	Open	WBMAD/ULB/J	OYNAGAR-	16-Jun-2014 03:00 PM	Technical	•

Figure 2.1.12. Opening the Tender by the Second Bid Opener for Decryption

Tender Management	1. DEGRYPTION			0
Create Tender / Tender List				
Publish Tender	Bid Opening + Bid Openers	0.9 : 13	2. I .	
Published Tenders				
Clarifications				
PreBid Meeting	Tender Reference Number	WBMAD/ULB/JOYNA	GAR-MOZILPUR/1/IHSDP/201	4-15
Tender Status	Tender Title	WBMAD/ULB/JOYN/	GAR-MOZILPUR/1/IHSDP/201	4-15/10
Tender Comprehensive Report	Bid Opening Date & Time	: 16-Jun-2014 03:00	PM	
Archived Clarifications	Bid Opener Type	: 2 Off 2 (2 bid opener	s should decrypt)	
Archive Tenders				
View My Space List	Bid Openers			
EnListed Bidder Search				🎨 Refresh
Downloaded Tenders	FARIDA BECH	SHATKH		,
BidDocuments				
Bids Submitted		ł.		
Bid Opening			•	
Tenders	Decryp			
Bid Evaluation	Tatal valid hide x 2			
Technical Evaluation	Total withdrawn bids : 0	Click hore	to Docrupt	
Financial Evaluation			to Decrypt.	(Back
AOC				
Corrigendum				

Figure 2.1.13. Decrypting the Documents by the Second Bid Opener.







Figure 2.1.15. Decryption completed by the Second Bid Opener







Figure 2.1.16(ii). Quick Bid Opening Process of the Bidders.



Figure 2.1.17(ii). Statutory & Non-Statutory Document Downloading Process of the Bidders.





Figure 2.1.19(i). Statutory & Non-Statutory Document Downloading Process of the 2nd Bidder.



Figure 2.1.19(iii). Statutory & Non-Statutory Document Downloading Process of the 2nd Bidder.



Financial Evaluation
 AOC

Figure 2.1.20. Downloading Process of Bid Document of the 2nd Bidder Completed.

Please click next button to view the other bids. Back No. Next

x)After downloading all the Bidders' Documents Click the **Submit** Button. Given in the Figure below :

Create Tender / Tender Lat		Tende	r Reference Number : V	BTEST/NIT-01/201	5-16			
Publish Tender		Tender ID : 2015_NIC_36995_1						
Published Teoders		Tender Title : WBTEST/NIT-01/2015-16						
Clarifications		Bid Opening Date & Time : 13-Aug-2015 02:05 PM						
Pre-Bid Meeting			100000				paces,	
Tender Status								
Tender Comprehensive Report	Acce	pted Bid	List					
Archived Clarifications	S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid	Quick Bid
Archive Tenders	1.		NIC HELPOESK BIDDER 13-Aug-2015 01-52 PM NIC		NIC HELPDESK	Online	Opening	Opening
View My Space List		23545	I NIC HEISDERK BIDDER	13-4-0-2015 01-50 84	OFFICER II	Colina	100	(Q)
Downloaded Tenders	-							-02
Pre Tender Details								
Bid Opening	Total 1	Vo. of Bids	to be Opened : 0					
Tenders	Pend	Pending Bids List						
Rid Evaluation	S.No	S,No Bid No Bidder Submitted Date Opened By Bid Type						Bid Opening
		No bids with documents found						1. Official data
Item Wise Evaluation								
Item Wise Evaluation								
Item Wise Evaluation Technical Evaluation								
Rem Wise Evaluation Technical Evaluation Financial Evaluation LOC				1	hasa click Submi	t to move to	neut packat	of this tender.
Item Wise Evaluation Technical Evaluation Financial Evaluation AOC				Ĵ	laasa click Submi	t to move to	rvent packat	of this tender.
Item Wise Evaluation Technical Evaluation Financial Evaluation AOC Corrigendum					innen tlick Submi	t to move to	rest packat	of this tender. Submit
Item Wise Evaluation Technical Evaluation Financial Evaluation AOC Corrigendum Create Corrigendum				,	laasa click Submi	t to move to	rest packat	of the tender. Submit
Item Wise Evaluation Technical Evaluation Financial Evaluation AOC Corrigendum Create Corrigendum Publish Corrigendum					laasa click Submi	t to move to	rest packet	of this tender. Submit
Item Wise Evaluation Technical Evaluation Financial Evaluation AOC Corrigendum Create Corrigendum Publish Corrigendum Published Corrigendum				Click Subr	nam click Submi	t to move to	next packat	of this tender. Submit
Item Wise Evaluation Technical Evaluation Financial Evaluation AOC Corrigendum Create Corrigendum Publish Corrigendum Published Corrigendum Auction Management				Click Subr	nit to Cor	t to move to	rest packat	of this tender. Submit
Item Wise Evaluation Technical Evaluation Financial Evaluation AOC Corrigendum Create Corrigendum Publish Corrigendum Published Corrigendum Auction Management Tender Cum Auction				Click Subr	name click Submi	t to move to	next packet	of this tender.
tem Wise Evaluation Technical Evaluation Financial Evaluation AOC Corrigendum Create Corrigendum Publish Corrigendum Published Corrigendum Auction Management Tender Cum Auction View Live Auction List				Click Subr	hase click Submi	t to move to	ment packat	of this tender. Submit





Figure 2.1.22. Click Next

xi)After Clicking the **Next** Button, the system will ask you to give the **Summary**, after giving the summery you have to upload the **summary report in PDF** format and sign the document and then click **Submit**.



Figure 2.1.23. Uploading/Submitting the Summary Report of Technical Opening

xii)Once the **Technical Bid Opening summary** is uploaded it will show you in the table, given in the figure below. Then Click the **Next** Button to proceed further.

Tender Management								R Print
Create Tender / Tender List	Technica	l' Bid opening Su	man					
Publish Tender	Technico	a bio opening Su	include y					
Published Tenders		Organisation Chain : NIC						
Clarifications			Tender	ID : 2015_NIC_36	995_1			
Pre-Bid Meeting		Tenger Kereren	ice nume lender Ti	tle : WBTEST/NIT-	01/2015-16			
Tender Status		Bid Openers : NIC HELPDESK OFFICER I, NIC HELPDESK OFFICER II						
Tender Comprehensive Report		Bid Opening Date & Time : 13-Aug-2015 02:05 PM						
Archived Clanifications								
Archive Tenders	No. of Bids	2						
View My Space List	Bid List							
Downloaded Tenders	S.No Bid	ID Bidder		Opened By	Opened I	Date	Туре	Status
Pre Tender Details	1 2554	5 NIC HELPOESK I 1	BIDDER I	NIC HELPOESK OFFICER II	PDESK 14-Aug-201		Online	Admitted
Nd Opening	2 2554	8 NEC HELPDESK	BIDDER	NIC HELPDESK	14-Aug-20	15 01:37 PM	Colim	Admitted
Tenders								
id Evaluation								
Item Wise Evaluation	Bid Open	ing Summary						The second
Technical Evaluation	NIC HELPDE	SK OFFICER II	Type	al TECHNIC	Summary TECHNICAL BIO HAS		5 01:40 PM	View Contract
Financial Evaluation	1000000000			BEEN OF	ENIED,	1001001000		A.:
AOC								
orrigendum							Back	Next
Create Corrigendum								[Next]
Publish Corrigendum				-		-		Contraction of the second
Published Corrigendum				Click No	wt to			
Auction Management				CHCKINE	XC LO			
Tender Cum Auction				contin	iue			
View Live Auction List						·		
Auction History List								

Figure 2.1.23. Submitting the Technical Bid Opening Summery

xiii)After Completion of Technical Opening Process, the tender will no more be visible in the Technical Opening List as the process is completed.

2.2) Technical Evaluation Process.

i)Now you have to click the Technical Evaluation Option in the left hand side of the Page. Shown in the figure below :

Master Management		
Org Hierarchy Master	Welcome NIC HELPDESK OFFICER I,	
User Hanagement	Roles - Procurement Officer Admin.Propurement Officer Opener.Procurement Of Publisher.Auditor.Dept Reports	ficer Evaluator, Procurement Officer
Hy Accounts		
Tender Management	Rending Ac	tivity Of the Day
Create Tender / Tender List		
Publish Tender	Shortfall document(s) to be responded [16] Ten	der(s) due for opening today [7]
Published Tenders	Tender(s) due for Technical Evaluation [512] Ten	der(s) due for Financial opening [11]
Clarifications	Tender(s) due for Financial Evaluation [306] Ten	der(s) due for Publishing [2]
Pre-Bid Meeting	Tender(s) to be Awarded [218]	
Tender Status		
Tender Comprehensive Report.	Alerts	31 -
Archived Clarifications		
Archive Tenders		
View My Space List		
Downloaded Tenders	T Announcements	
Pre Tender Details		
lid Opening		
Tenders		
Hd Evaluation		
Item Wise Evaluation		
Technical Evaluation		
Financial Evaluation	Click have for Tashai	no.
AGC	elickhere for Technic	cat
Corrigendum	Evaluation	
and a lot of the second s		

Figure 2.2.1. Proceeding further for Technical Evaluation of the Tender Process

ii)Click the **view** icon visible just beside that tender to go for **Process II**. Shown in the Figure given below:

Aaster Management Org Hierarchy Master Jser Management My Accounts Tender Management Create Tender / Tender List Publish Tender Published Tendem	Bid Techni Sear Tend Keyw Keyw	cal Evaluation				
Org Hierarchy Master User Management My Accounts Tender Management Create Tender / Tender List Publish Tender Published Tenders	Bid Techni Sear Tend Keyw Keyw	ch ch				
Ver Management My Accounts Tender Management Create Tender / Tender List Publish Tender Published Tenders	Sear Tend Keyw Keyw	ch er td				
My Accounts Tender Management Create Tender / Tender List Publish Tender Published Tenders	Sear Tend Keyw Keyw	ch er Id				
Tender Management Create Tender / Tender List Publish Tender Published Tenders	Sear Tend Keyw Keyw	ch er Id				
Create Tender / Tender List. Publish Tender Published Tenders	Tend Keyw Keyw	er tid				
Publish Tender Published Tenders	Keyw	bro		Tender Category	-Selec	1- 💌
Published Tenders	Keyvid		12			
Published Tenders		rd finds match in tender title	and tender refe			
			Click to v	iew bid 👘 👝	loar	Search
Clarifications			evaluati	on list		search
Pre-Bid Meeting			195 250 007			
Tender Status	The la tende	itest 20 tenders are o rs.	displayed below. cuck on sea	required detail	s for listing) specific
Tender Comprehensive Report	Bid B	valuation List				
Archived Clarifications	S.No	Tender Id	Tender Title	Tender Reference Number	Tender Category	View
Archive Tenders	1	2015_NIC_37014_1	ed	777	o de	0
View My Space List	2	2015_NIC_36995_1	W6TEST/NIT-01/2015-16	W8TEST/NIT-01/2015-16	Works	9
Downloaded Tenders	3	2015_NIC_36966_1	ahiahi	Ref_2015_1031	Goods	View
Dra Tandar Dataila	4	2015_NIC_36962_1	Computer Hardware	Tender/NIC/Test	Goods	- Alesso
Pre render Deuna	5	2015_NIC_36959_1	car	cppp_52	Goods	157
aid Opening	6	2015_NIC_36927_1	GSITM	TenderAuction/NIC	Goods	9
Tenders	7	2015_NIC_36890_1	CONSTRUCTION OF NEW ADMINISTRATIVE BUILDING	NIC-TEST-TPR-070815	Worka	-
Sid Evaluation	8	2015 NIC 36848 1	PROCUREMENT OF HEAVY	NIC-TEST-TPR-060815	Goods	10
Item Wise Evaluation			MACHINERY	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		-
Technical Evaluation	9	2015_NIC_36809_1	CONSTRUCTION OF ROAD	SUJAN	Works	1
	10	2015 NIC 36774 1	Computer	3.8	Goods	

Figure 2.2.2. Opening the Tender for Technical Evaluation

iii)After clicking the view button, the new page will be displayed where you can see the List of Bidders, who has been accepted in the Technical Opening stage. The evaluator has to evaluate the tender documents at this stage. There after he has to put the Tender Committee decision to either Accept / Reject a bidder along with proper reason.

	BID EVA	UUATIO	N .				1	
Master Management Org Hierarchy Naster	0 Ten	der Worl	k Items	Technical Evaluation				Select Bidder
User Management	10							evaluation status &
My Accounts							_	enter reasons
Tender Hanagement				Organisation Chain	NIC		-	
Create Tender / Tender List				Tender Reference Number	WBTES	T/NIT-01/20	015-16	
Publish Tender				Tender Title	WBTES	T/NIT-01/20	015-16	\sim \sim
Published Tenders								
Clarifications								
Pre-Bid Meeting		Bid Lis	st					
Tender Status		5.No	Bid	Bidder Name	Print	Status*		Reasons
Tender Comprehensive Report		1	25545	NIC HELPDESK BIDDER I	ହ	Accept .		TECHNICALLY QUALIFIED
Archived Clarifications		2	25548	NEC HELPDESK BIDDER II	0	Accept		TEOHNICALLY QUALIFIED
Archive Tenders							-	
View My Spece List								Cannal Submit
Downloaded Tenders								Cancer Submit
Pre Tender Details								Submit
Bid Opening	1							
Tenders	1							
Bid Evaluation							C	lick to submit
Item Wae Evaluation								nex to submit
Technical Evaluation								
Financial Evaluation								

Figure 2.2.3. Provide the Status of every Bidder to proceed further

iv)In the Select Status that you are selecting for individual Bidders as Accept or Reject you must have a specified Reason? If he is getting rejected then what is the Reason for his Rejection must be mentioned precisely.

v)After providing all the Detail of the Status Click the **Submit** Button to Proceed further.

vi)On the next page select **the Committee chairman's name** given in the List, then give the **Committee members list**, you can give their Designations along with name of Circles/Divisions. Ex: EE**/TCC, SE/TCHQ**, etc. After giving the detail upload the Documents that have been made by the Committee members. Follow the figures given below :

	BID EVALUATION
Haster Management	
Org Hierarchy Master	O Bid Evaluation + Technical Evaluation
User Management	
My Accounts	
Tender Management	Organisation Chain I NIC
Create Tender / Tender List	Tender Reference Number : WBTEST/NIT-C Enter Chairperson Name.
Publish Tender	Tender Tile : WBTEST/NIT-(Committee members &
Published Tenders	unload the "Committee
Clarifications	Destination with the
Pre-Bid Neeting	Details Upload & click on
Tender Status	Packet Description : Technical digital sign
Tender Comprehensive Report	Committee Chairperson Type: Internal © External
Archived Clarifications	Committee Chairperson Name WB MIC
Archive Tenders	Par Nam
View My Space List	Committee Members EE AE SAE
Downloaded Tenders	
Pre Tender Details	
Bid Openino	Click to Sava
• Tende Enter Financ	ial opening Date & reduced
Bid Eva Time &	
Them Wile Publication	VD-HESPDESKDesitopidemolemd.pdf
Technical Evaluation	
 Financial Evaluation 	Financial Bid Opening Date * 17/08/2015 At 12 V
ADC	
Corrigendum	BACK Save
Create Corrigendum	Save

Figure 2.2.4. Technical Evaluation Document Uploading

vii)After providing the Date and Time of **Financial Bid Opening** click the Save Button. This Summery is visible to the Bidders along with the Date of Financial Bid Opening.



Figure 2.2.5. The summary of the Technical Evaluation is uploaded and the Bidders can see it.

2.3) Financial Opening Process.

i) Follow the steps as you did for Technical Bid opening. The Process of Login is same as the Process of Technical Bid Opening. Just follow the figures given below :



Figure 2.3.1. Login for Financial Bid Opening Process



Figure 2.3.2. Second Login or DSC Login Process

ii) Clicking the **Second Login** Button and provide the **PIN Number**, and Click **OK**.

Clarifications	Rending	Activity Of the Day
PreBid Meeting	- Chang	-g Activity of the buy
Tender Status	• Tender(s) due for Technical Evaluation [1]	»
Tender Comprehensive Report		
Archived Clarifications	Alerts	
Archive Tenders		
View My Space List		
EnListed Bidder Search		
Downloaded Tenders	Mannouncements	
BidDocuments		
Bids Submitted	Kindly note Change of 24 x 7 Toll Free Telephonic onwards	Help Desk number to 1800-3070-2232 from 1st Jun 2014
Bid Opening	KINDLY RENEW YOUR DIGITAL SIGNATURE CERT	IFICATES BEFORE 90 DAYS OF EXPIRY OTHERWISE YOUR
Tenders	TENDERING PROCESS WILL BE DELAYED.	
Bid Evaluation		
Technical Evaluation	Click have to such the Financial	
Financial Evaluation		
AOC	Packet of the qualified Bidders	
Corrigendum		
Create Corrigendum		
Publich Corrigondum		
Fubish Corrigendum		
Published Corrigendum		

Figure 2.3.3.Showing the Opening of the Financial Bid.

	BID OPEN	Click t									
Master Management	1220					Finan	cial Bid	5			
Org Hierarchy Master	O Tender	rs		8							
User Management	1 1 2	Tandara	to be opened ind								
My Accounts								A.			
Fender Management		Tender	rs								
Create Tender / Tender List		S.No T	ender Id	Туре	Title	Bid Opening Date	Status	Vie VOpen			
Publish Tender		1. 2	015_NIC_36995_1	Open Teoder	WBTEST/NIT-01/2015-16	17-Aug-2015 12:00 PM	Financial	٩			
Published Tenders								View			
Clarifications								_			
Pre-Bid Meeting		Search For Pending Tenders									
Tender Status		Tender	Id			Tender Type	Select-				
Tender Comprehenarve Report		Tender	Title								
Archived Clarifications						54 (Clear	Search			
Archive Tenders											
View My Space List	1 3	Tenders	that are not open	ed on the	e specific date listed below.						
Downloaded Tenders		Pendin	g Tenders								
Pre Tender Details		S.No T	ender td	Туре	Title	Bid Opening Date	Status	View/Open			
aid Opening		1. 20	015_NIC_36862_1	Open Tender	CID/TEST/08.06.2015	06-Aug-2015 04:00 P	M Technical Opening	6			
	1	2, 2	015_NIC_36750_1	103	W8PHED/E01/31-07-2015	31-Jul-2015 05:05 PM	Bid	2			
Tengers		3. 20	015_NIC_36310_1	Test	kalyani/multicurrency test	09-Jul-2015 02:00 PM	Finançial	2			
Bid Evaluation				2010		13-1	Upening	5			
Bid Evaluation Item Wise Evaluation		4. 20	015_NIC_36133_1	Open	WBTEST/30.06.2013	10.401.9451 1910.04 111	1.40-010-010-001	14			
Bid Evaluation Item Wise Evaluation Technical Evaluation		4. 20	015_NIC_36133_1	Open Tender Open	WBMAD/ULB/JM/NTT-	11-3ue-2015 02:10 Pk	Opening Technical	63			

Figure 2.3.4. The Table showing the Opening Status.







Figure 2.3.6. Decryption Process.



Figure 2.3.7. Decryption Process completed successfully.

Government eProcurement	Star Last login	: testofficer2@gmail.com : 17-Aug-2015 11:55 AM	Server Time 17-Aug-2015 12:01:11	A Home D Long
System	V		Government eProcure	ement Sy cem
	BID OPENING			
Master Management			RY)	
Org Hierarchy Master				
User Management	Bid Opening + Bid Opene	rs	Logging Out 1st Us	ser
My Accounts	1			
Tender Management	Tender Referer	nce Number : WBTEST/NIT-01	1/2015-16	
Create Tender / Tender List		Tender ID : 2015_NIC_3699	5_1	
Publish Tender	Red Opening (Tender Title : WBTEST/NIT-01	/2015-16	
Published Tenders	Bid C	pener Type : 2 Off 2 (2 bid op	peners should decrypt)	
Clanifications	1.000			
Pre-Bid Meeting	Bid Oneners			
Tender Status	un openers		Sefre	esh
Tender Comprehensive Report				
Archived Clarifications	NICH	ELPDESK OFFICER I	NIC HELPDESK OFFICER II	
Archive Tenders		N	*	
View My Space List		0	· · · · · · · · · · · · · · · · · · ·	
Downloaded Tenders				
Pre Tender Details				
Bid Opening				
• Tenders	Total No. of Bids : 2 Total No. of Bids : 2	Dida - D		
Bid Evaluation	STATES THE ST. TRUCTURE			
Item Wise Evaluation			E	lack
Technical Evaluation			102	

Figure 2.3.8. First Bid Opener Decrypted the Bidders Documents.

We have repeated the same steps as we did during Technical Bid Opening. After the first Decryption when the Red Button changes into green then log out from his account.
 Repeat the same steps From Figure 2.3.1 - Figure 2.3.6 for the second Bid Opener.

iv) When both of the Bid Openers Option changes from Red to Green. Click the **Open Bid** Button.

receiver realingement	1 DECRYPTION) → 2 VIEW DOCUMENTS) → 3 SUMMAN	RY 4 PROCESS CONFIRMATION
Org Hierarchy Master		
User Management	O Bid Opening + Bid Openers	
My Accounts		
Tender Management	Tender Reference Number : WBTEST/NIT-01	/2015-16
Create Tender / Tender List	Tender ID : 2015_NIC_3699	5_1
Publich Tender	Tender Title : WBTEST/NIT-01	/2015-16
Published Tenders	Bid Opener Type : 2 Off 2 (2 bid op	eners should decrypt)
Clarifications		
Pre-Bid Meeting	Bid Desper	
Tender Status	bid Openers	C Refrest
Tender Comprehensive Report		
Archived Clarifications	NIC HELPDESK OFFICER I	NIC HELPDESK OFFICER II
Archive Tenders	A	
View My Space List		
Downloaded Tenders		
Pre Tender Dotails		
Bid Opening		clt 1
Tenders	Total No. of Withdraws Bids / B	Click on
Bid Evaluation		Open Bio
Item Wise Evaluation	Bid Packets	
Technical Evaluation	Electronic de la companya de la comp	
Financial Evaluation		
AOC		0
Corrigendum		
Create Corrigendum		Open Bids
Publish Corrigendum		(Pro

Figure 2.3.9. Opening the Financial Bid

v) Repeat the same process as you did for Opening the Technical Packets.



Figure 2.3.10. Opening the Financial Bid with quick Bid Opening option.

Master Management	DECRYPTION IN S VIEW DOCUMENT		PROCESS CONFIRMA	TION)			
Org Hierarchy Master							
User Management O	Bid Opening + Bid List						
My Accounts							
Tender Management	Bid opening of cover 'Finance	(2015_NIC_36995_pack	2)'				
Create Tender / Tender List	Tender Reference	Number : WBTEST/NIT-0	Select "Bid D	ocument Zip"			
Publish Tender	Contraction of the second s	ender ID : 2015_NIC_36995	downloa	d Financial			
Published Tenders	Te	nder Title : WBTEST/NIT-01/3	Document fo	or the followin			
Clarifications	Packet Reference	Number : 2015_NIC_3699		icor			
Pre-Bid Meeting		Bid Id : 25545	IDDER 1				
Tender Status	Fee Payment Details	renderer i att netroesk 8	IODER I				
Tender Comprehensive Report	Paym	ent Mode : Offline					
Archived Clarifications	Fee Paid (Inclusive of Taxes) (INR) 0.00						
Archive Tenders	Actual EMD Amo	ount (INR): 2,46,914					
View My Space List	EMD Exemption	Availed: No					
Downloaded Tenders	Payment Transacti	on Status : Offline Payment	Wew Paid Information				
Pre Tender Details							
Bid Opening			OID Zip	Bid Document Zip			
Tenders	Bid Submitted Documents						
Bid Evaluation	Document Label	Description	Verify	Status			
Item Wise Evaluation	2015_NIC_36995_pack2_99818	BOQ	15	Admitted			
Technical Evaluation							
Financial Evaluation							
AOC		Please click next button to v	iew the other bids. 🤇	Back Next			
Corrigendum				Alexe			
Create Corrigendum				weat			
Publish Corrigendum							

Figure 2.3.11. Opening the Financial packet of the 1st Bidders, going for quick Bid opening

vi)Downloading and saving the documents is same as you did earlier in the technical bid opening process. Continue the process for downloading all the other bidders document.

Master Management	1 DECRYPTIC	N	VIEW DOCUMENT		PROCES	CONFIRMAT	ION 3				
Org Hierarchy Master							10110				
User Management	O Bid Openi	ng • Bid i	List								
My Accounts											
Tender Management	Bid	opening o	of cover 'Finance	(2015_NIC_36995	_pack2)'						
Create Tender / Tender List	Tender Reference Number WBTEST/NIT-01/2015-16										
Publish Tender	Tender ID : 2015_NIC_36995_1										
Published Tenders			Tender Title	e: WBTEST/NIT-01/201	5-16						
Clarifications		Bid Opening Date & Time : 13-Aug-2015 02:05 PM									
Pre-Bid Meeting		Packet : Finance (2015_NIC_36995_pack2)									
Tender Status											
Tender Comprehensive Report	Acc	Accepted Bids : 1									
Archived Clarifications	Ac	cepted Bid	List					CEN YO			
Archive Tenders	S.N	o Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening	Bid Opening			
View My Space List	1.	TREAS	NIC HELPDESK	13-Aug-2015 01:5	NIC HELPDESK	Online	n.	.88			
Downloaded Tenders		63576	BIDDER I	PM	OFFICER 1			(Q)			
Pre Tender Details											
Bid Opening	Tote	d too, of Bid	to be Opened 1 4								
Tenders	Pe	nding Bid	List								
Bid Evaluation			-	1.000			Bid	Quick			
Item Wise Evaluation	2.1	O BIG NO	bidder	Submitted Date	Opened by	bid Type	Opening	Opening			
Technical Evaluation	1.	25548	NIC HELPOESK	13-Aug-2015 01:50	None	Online	-	-			
Financial Evaluation			bibbby fi				View Dr	ocuments			
AOC							Court of				
Corrigendum			CI	lick here to vie	w & <						
Create Corrigendum			sa	ive the docume	ents.						

Figure 2.3.12. Opening the BOQ of the other Bidder.

vii) Repeat the Process to download every Bidder's Financial Packet and verify them.

viii) After all the Bidders BOQ's have been Downloaded, Click the Submit Button to Proceed Further.

Tender Management	810.0	pening o	r cover Finance (2012_NIC_36995_3	PACKZ)						
Create Tender / Tender List		Tender	Reference Number	WBTEST/NIT-01/20	15-16						
Publish Tender			Tender ID	: 2015_NIC_36995_1							
+ Published Tenders			Tender Title	: WBTEST/NIT-01/2015-	16						
Clarifications		Bid Op	ening Date & Time	1 13-Aug-2015 02:05 PM	1 1. 26005						
Pre-Bid Meeting	Paces : Finance (2012_41C_30992_b9cK5)										
Tender Status											
Tender Comprehensive Report	Accepted Bids : 2										
Archived Clarifications	Acce	pted Bid	List					1210313			
Archive Tenders	S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening	Quick Bid Opening			
View My Space List	2+		NTC HELPDESK	13-Aug-2015 01:52	NIC HELPDESK	Online	a.	.00			
Downloaded Tenders		23345	BIODER I	PM	OFFICER I	Online	-	-02°			
Pre Tender Details	1723 -	25548	BIDDER 11	PM	OFFICER I	Online	2.				
Bid Opening											
Tenders											
Bid Evaluation	Total No. of Bids to be Opened : 0 Pending Bids List										
Item Wise Evaluation	C No.	Rid No.	Bidder	Cohemitted Dat		d Pu	Rid Tune	Bid			
 Technical Evaluation 	3.00	DID NO	Dioder	Soomated Dat	e open	ied by bid type		Opening			
Einancial Evaluation	-			No bids with docume	ints found						
+ AOC			After do	wnloading all t	the Financ	ial					
Corrigendum			Documo	onts of the Pide	lore Click L		et market o	f this lander.			
Create Corrigendum						reie T		Submit			
Publish Corrigendum							-				
Published Corrigendum						1		Submit			
Auction Management					and the state of the state		-				
Tender Cum Auction				Click Su	bmit to Co	ontinue	8				
View Live Auction List											

Figure 2.3.13. After All the Locks/Envelops has been opened click the Submit Button

ix)But try to remember one thing that you cannot proceed further until and unless all the Bidder's Envelop/Lock is Opened and Decision i.e., Accept or Reject is made. Before accepting or rejecting check the BOQ. Once accepted the name of the bidder will be displayed in BOQ comparative chart.

Master Management	1 DEC	RYPTIO		VIEW DOCUMENTS			RMATION	5
Org Hierarchy Master				A B A CONTRACTOR OF A CONTRACTOR				
User Management	O Bid	Openir	ig + Bid	s List				
My Accounts								
Tender Management		1						
Create Tender / Tender List				Ter	nder ID : 2015_NIC_	36995_1		
Publish Tender				Tender Reference	Number : WBTEST/NI der Title : WBTEST/NI	T-01/2015-16		
Published Tenders				Bid	Openers : NIC HELPDE	ESK OFFICER 1, NIC HELP	DESK OFF	ICER II
Clarifications				Bid Opening Date	& Time : 13-Aug-20	015 02:05 PM		
Pre-Bid Meeting								
Tender Status		No. of	Bids 1 2					
Tender Comprehensive Report		Bid 1	list		Proprietorio			
Archived Clarifications		S.No	Bid No	Bidder	Opened By	Opened Date	Туре	Status
Archive Tenders		1	25545	NIC HELPDESK BIDDER I	OFFICER I	17-Aug-2015 12:15 PM	Online	Admitted
View My Space List		2	25548	NIC HELPOESK BIDDER II	NIC HELPDESK OFFICER I	17-Aug-2015 12:16 PM	Online	Admitted
Downloaded Tenders		1						
Pre Tender Details								
Bid Opening								Generate BOQ
Tenders								Ge
Bid Evaluation						Click In Bid ope	ning sumr	nary Next
Item Wise Evaluation								
Technical Evaluation				C	lick here to g	enerate		
Financial Evaluation				BC)Q comparati	ve chart		
AOC								

Figure 2.3.14. Generating the BOQ comparative chart for all Bidders

x)After generating the BOQ chart, the system will inform you to wait for some time so that the chart can be generated.

xi)After the chart is generated it will give you the confirmation that the chart is been generated for the number of Bidders who have been qualified for the Financial Opening.



xii)Click the "View BOQ Chart" to see it. Given in the Figure below :

Figure 2.3.15. Viewing the BOQ chart.

xiii)Then save the BOQ comparative chart and close the Excel sheet and Click the **Next** Button to Proceed Further.



Figure 2.3.17. Upload the Summary Report of the Financial Bid Opening.

xiv)The Process of Uploading the Summery is same as the Technical Bid Opening. So Repeat the Step.

xv)After Uploading the Document, it will be visible in the Table shown in the Figure below. After that Click the Next Button to Proceed further.

Tender Management									-
Create Tender / Tender List									O Pri
Publish Tender	'Finance' Bid	opening Summ	ary						
Published Tenders		Organisat	ion Chain : !	VIC					
Clarifications		1	ender ID : 3	2015_NIC_36	5995_1				
Pre-Bid Meeting		Tender Referen	e Number : V	WBTEST/NIT	-01/2015-16				
Tender Status		T	ender Title : \	WBTEST/NIT	-01/2015-16			CE0 11	
Tender Comprehensive Report		Bid Opening Di	ate 8. Time : 1	13-Aug-201	5 02:05 PM	I, HIG HEDP	DESK OFFI	CEX II	
Archived Clanfications									
Archive Tenders									
View My Space List	No. of Bids : 2								
Downloaded Tenders	Bid List								
Pre Tender Details	S.No Bid ID	Bidder	Opene	ed By	Opened	Date	Туре	State	us
Bid Opening	1 25545	NIC HELPDESK BIDDER I	NIC HE OFFIC	ELPDESK ER 1	17-Aug-2 PM	015 12:15	Online	Admi	tted
Tenders	2 25548	NIC HELPDESK BIDDER 11	NIC HE	LPDESK	17-Aug-2 PM	015 12:16	Online	Admi	tted
Bid Evaluation			Concernant.	Distance.	GALL.				
Item Wise Evaluation									
Technical Evaluation	Bid Opening	Summary							
Financial Evaluation	Bid Opener		Туре	Summa	¢γ	Updated	On		View
AOC	NIC HELPOESK	OFFICER 1	Finance	FINANCI BEEN OP	AL BIO HAS ENED.	17-Aug-20	15 12:20	PM	₽ a.
Corrigendum									
Create Corrigendum									
Publish Corrigendum			-		-		Bac	K) (Next
Published Corrigendum			16		vt to		-		Next
Auction Management				contin					1.1000
Tender Cum Auction				conum	ue				

Figure 2.3.18. Uploading and Proceeding Further

Archived Clarifications								
Archive Tenders	Court See Deathers							
View My Space List	Search For Pending	enders						
EnListed Bidder Search	Tender Id		Tender Type	-Select-				
Downloaded Tenders	Tender Title							
BidDocuments				Clear Search				
 Bids Submitted 								
Bid Opening	Tenders that are not ope	ned on the specific date li	sted below.					
Tenders	Pending Tenders	-		-				
Bid Evaluation	S.No Tender Id	Type Tibe	Tenders found.	Status View				
Technical Evaluation		/						
Financial Evaluation								
AOC	🛷 Note							
Corrigendum	Process I - Bids that an	Process of Financial opening is completed packet.						
Create Corrigendum	Process II - Bids that a							
Publish Corrigendum		and the Tender is moved to Financial						
Published Corrigendum		Evaluation Lis	t.					
	L							
Auto Tech Evaluation								
Auto Tech Particulars								
Auto Tech Template								
Master QCBS Category								
Master QCBS Template								
· · · · · · · · · · · · · · · · · · ·								

Figure 2.3.19. Completion of Financial Opening summary

2.4) Financial Evaluation Process.

i)After completion of Process II the next step is Financial Evaluation. For that click the Financial Evaluation option on the left hand side, given in the figure below :

N		_			_	-				
Archived Clarifications										
Archive Tenders	Farach Far Dec	dine Tender	-			-				
View My Space List	Search For Pen	Search For Penuing Tenuers								
EnListed Bidder Search	Tender Id	-		Tender Type	-Select-					
Downloaded Tenders	Tender Title									
BidDocuments					Clear	Search				
Bids Submitted										
Bid Opening	Tenders that are n	ot opened on	the specific date list	ed below.		_				
Tenders	Pending Tender	rs	Teas		Discourse,	1.447.5				
Bid Evaluation	S.No Tender Id	Туре	Title No.7	Bid Opening Date	Status	View				
Technical Evaluation										
Enancial Evaluation	Click	here fo	r Financial	Evaluation						
	es no									
NOC	Process I + Bids I	hat are not ve	it opened and evalua	ated.						
Corrigendum	Process II · Bids	that are open	ed upto 'Technical' s	acket and evaluated, ready to op-	en for 'Financial'	packet.				
Create Corrigendum										
Publish Corrigendum										
Published Corrigendum										
Auto Tech Evaluation										
Auto Tech Particulars										
Auto Tech Template										
Master QCBS Category										
Master QCBS Template										
			Versi	on:1.09.02 11-06-14 (c)	2008 Tenders M	IC, All rights rese				

Figure 2.4.1. Financial Evaluation of the Tender

ii)After Clicking the Financial Evaluation Option, on the next page a List will be shown in which the tender will be present. Click the **View** Button just beside that tender to open it. Given in the Figure below :

	Government				Welcome Last login	: sroycoopers@gn : 27-Jun-2014 12:	nail.com 58 PM	📩 My Account 🏫 Home	E Logout
	Mr. of West Bengal					eProcuren	ent System of Gov	ernment of West	Bengal
6		FINANCI	AL EV	ALUATION					
	Tender Management								
+	Create Tender / Tender List	O Bid F	inanci	al Evaluation	n :				
•	Publish Tender								
+	Published Tenders		-						
+	Clarifications		Sear	ch					
+	PreBid Meeting		Tende	er Id	I		Tender Category	-Select-	
	Tender Status		Keyw	ord]			
+	Tender Comprehensive Report		Кеумо	rd finds match in	tender title and te	nder reference no.			
	Archived Clarifications							Clear Search	
+	Archive Tenders								
+	View My Space List		Bid E	valuation Lis	st				
+	EnListed Bidder Search		S.No	Tender Id		Tender Title	Tender Reference Number	Tender Category View	
+	Downloaded Tenders		1	2014_MAD_18	804_1 V	VBMAD/ULB/CCNAA/NIT-	WBMAD/ULB/CCNAA/NIT-	Works	
+	BidDocuments		-			1(e)/2014-15	01(e)/2014-15		
+	Bids Submitted								
	Bid Opening						Click here to	o open for	
+	Tenders						Financial Eva	aluation	
	Bid Evaluation								
+	Technical Evaluation								
+	Financial Evaluation								





Figure 2.4.3. Process of Accepting or Rejecting the Bidders in Financial Evaluation.
iii)After Opening of the Tender the List of Bidders will be shown with the amount they have quoted with their Bid ranking. Now you have to Accept or Reject the Bidder with a proper reason in precise. Shown in the Figure given below :



Figure 2.4.4. Uploading the Financial Evaluation Sheet.

Clarificatio Browse	L AFFAIRS DEPARTMENT URBAN LOCAL COOPERS CAMP NAA
PreBid Med Look In: 2014_06_27	▼ 🖬 🛱 🗖 🐯 🔚 JLB/CCNAA/NIT- 01(e)/2014-15
Tender Sta Tender Co ARUN TRADERS SAHA CONSTRUCTION AND CO	Select the Evaluation sheet by
Archived C Archived C SHAW BROTHERS AND CO	clicking it and then click the
Archive te D FINANCIAL_BID_EVALUATION_pdf D FINANCIAL_BID_OPENING.pdf TECHNICAL_EVALUATION_SHEET.pdf	Open Button
EnListed B Downloade The Marries - EnListed B	HAIRMAN
BidDocume File Marie: FINANCIAL_BID_EVALUATION.pdf Bids Subm Files of Type: _pdf	AHI COUNCILLOR A VICE CHAIRMAN
Bid Opening	Open Cancel
Bid Evaluation Only off files an	Copen selected life
Technical Evaluation	
Financial Evaluation	Committee Details Upload •
+ AOC	
Corrigendum	(Back Save
Create Corrigendum	(There are a second sec
Publish Corrigendum	
Published Corrigendum	
Auto Tech Evaluation	
Auto Tech Particulars	

Figure 2.4.5. Uploading the Financial Evaluation Sheet

- 110		
•	Clarifications	Organisation Chain : MUNICIPAL AFFAIRS DEPARTMENT URBAN LOCAL
+	PreBid Meeting	Tender Reference Number : WBMAD/ULB/CCNAA/NIT- 01(e)/2014-15
+	Tender Status	Tender Id : 2014_MAD_18804_1
	Tender Comprehensive Report	Tender Title : WBMAD/ULB/CCNAA/NIT- 01(e)/2014-15
+	Archived Clarifications	
+	Archive Tenders	Packet Description : Financial
+	View My Space List	Compilies Christian Transf. Base of Base of
+	EnListed Bidder Search	Committee Chairperson Type:
*	Downloaded Tenders	Committee Chairperson Name * SIBU BAIN CHAIRMAN
+	BidDocuments	Committee Members PARTOSH MAJHI COUNCILLOR
+	Bids Submitted	PINTU DUTTA VICE CHAIRMAN
	Bid Opening	
+	Tenders	
	Bid Evaluation	
+	Technical Evaluation	Only pdf files are permitted to upload.
+	Financial Evaluation	Committee Details Upload
	AOC	
	Corrigendum	(Bark) Saus
+	Create Corrigendum	Click here to Sign the Document
+	Publish Corrigendum	
+	Published Corrigendum	
	Auto Tech Evaluation	
+	Auto Tech Particulars	



iv)After Clicking the Submit Button, On the next page Upload the Financial Evaluation Summery that is been made by the Financial Bid Openers. For that Follow the Figure given below :

+ Clarifications	Organisation Chain : BODIELLOCORES CAME NA
+ PreBid Meeting	Tender Reference Number : WBMAD/JIIB/CCNAA/NIT- 01(a)/2014-15
+ Tender Status	Tender Id : 2014_MAD_18804_1
Tender Comprehensive Report	Tender Title : WBMAD/ULB/CCNAA/NIT- 01(e)/2014-15
Archived Clarifications	
Archive Tenders	Packet Description : Financial
View My Space List	Committee Chairperron Tunest - Brakered - Changed
EnListed Bidder Search	Message
Downloaded Tenders	
BidDocuments	File signed successfully
	OK
Bid Opening	Click Ok to proceed
Tenders	further.
Bid Evaluation	The second second results and the part of the part of the part of the part of
Technical Evaluation	Only pdf files are permitted to upload.
Financial Evaluation	Committee Details Upload *
AOC	
Corrigendum	(Park) Caus
Create Corrigendum	Then slight the Course
	Then click the Save
Published Corrigendum	Button.
Auto Tech Evaluation	

Figure 2.4.7. Digital Signing is successful.

v)After Uploading the Summery of the Financial Evaluation Process, it will be visible for the Bidders from their end also. Shown in the Figure below :

 Archive Tenders View My Space List EnListed Bidder Search Downloaded Tenders BidDocuments Bids Submitted Bid Opening Tenders Bid Evaluation Technical Evaluation Financial Evaluation Financial Evaluation Corrigendum Create Corrigendum Published Corrigendum Published Corrigendum Auto Tech Particulars Auto Tech Template Master QCBS Template 	Committee Chairperson's Name : SIBU BAIN CHAIRMAN Committee Chairperson's Name : SIBU BAIN CHAIRMAN Committee Members : PARITOSH MADHI COUNCILLOR PINTU DUTTA Summary Details : finsummary_39390.pdf (87.09 KB) Digital Signature Property : Signed Property Summary uploaded on : 27-Jun-2014 01:43 PM Click on the link to <u>View Print Summary</u> . Click here to take a Print out of the Documents.
	Version:1.09.02 11-06-14 (c) 2008 Tenders NIC, All rights reserved.





Figure 2.4.9. Showing the Completion of the Financial Evaluation Process

2.5) Award of Contract (AOC).

- i) Before giving the Award of Contract complete all the Official Formalities and the work order which will be given to the Bidder, the same has to be uploaded here to complete the total e-Tendering Process.
- Special notification to all the Tender committees. You have to complete the total Tendering process. Don't leave the work Undone by ending at Financial evaluation and it is only completed after uploading of AOC then the system will show the process as completed.
- iii) To Upload the AOC or the Work order, Click the AOC Option on the left hand side shown in the figure below :



Figure 2.5.1. AOC completion process

iv) After Opening the AOC List click the Tender for which you want to upload the work Order. Follow the figure given below :

Tender Management						
Create Tender / Tender List	0 AOC Tend	lers				
Publish Tender						
Published Tenders						
Clarifications	Sea	arch	1			
PreBid Meeting	Ten	ider Id			Tender Category	-Select-
+ Tender Status	Key	word				
• Tender Comprehensive Report	Кеу	word finds match	i in tender title	and tender reference no.		
Archived Clarifications						Clear Search
• Archive Tenders						
View My Space List	AO	C Tender Lis	t			
+ EnListed Bidder Search	S.N	o Tender Id		Tender Title	Tender Reference Number	Tender Category
Downloaded Tenders	1	2014_MAD_	18804_1	WBMAD/ULB/CCNAA/NIT-	WBMAD/ULB/CCNAA/NIT-	Works
BidDocuments				01(e)/2014-15	01(e)/2014-15	
 Bids Submitted 						
Bid Opening					Click hara ta a	pon the
• Tenders					Tender and un	load the AOC
Bid Evaluation					Document	
Technical Evaluation						
• Financial Evaluation						
+ AOC						
Corrigendum						
Create Corrigendum						

Figure 2.5.2. Open the Tender to Publish the Work Order

v) After Opening of the tender page, provide the detail of the Contract value, Description as "The Bidder who quoted lowest" ex. M/S BHASKAR RAO CORPORATION IS LOWEST, Upload Work Order; Give the contract date, The Work Completion period in days, and select the L1 Bidder from the List and Click Save. As shown in the Figure below :

	Crobic re														
+	Publish Te	ender													
+	Published	Tenders		Tender	Reference Number : WBMAD/	ULB/CCNAA/	/NIT- 01(e)/20	14-15							
+	Clarificati	ons	Tender Title : WBMAD/ULB/CCNAA/NIT- 01(e)/2014-15												
+	PreBid Me	eting	Tender Id : 2014_MAD_18804_1												
+	Tender St	tatus	Enter the total amount of BOQ												
+	Tender C	omprehensive Report	Contract Value 1 TND 4219210												
+	Archived	Provide all the				THIS AWARD		SOFS TO) SAHA						
+	Archive	details Unload				CONSTRUCT	ION AND CO								
+	View My	the AOC			Description	6									
+	EnListed	the AUC						_							
+	Downloa	Document.	Select the L1												
+	BidDocu	Provide the Date	Upload	the AOC details of	document. Only pdf files are permitte	to upload. Bidder by clicking									
+	Bids Sub	of Contract			AOC Details	7\ack_finnacial	_Eval	Bluder by							
	Bid Openi	Coloct the L1	the check box a												
+	Tenders	Select the L1			Contract Date •	30/06/2014		then click	the save						
T	Bid Evalu	Bidder only		Wor	k Completion Period (in days)	180			button						
+	Technical	Evaluation	Ride	Liet		1									
+	Financial I	Evaluation	S.No	Bid Number	Bidder Name	Bid Type	Document	Rank	Status						
+	AOC		1 87774		SAHA CONSTRUCTION AND	Online	View	L1	Accepted	-					
T	Corrigendum			87777	CO SHAW BROTHERS AND CO	Online	View	12	Accepted I						
+	Create Co	prrigendum	3	87780	ARUN TRADERS	Online	View	L3	Accepted						
+	Publish C	orrigendum													
	Published	Corrigendum						0	Cancel	e)					
-		V V													

Figure 2.5.3. AOC Uploading Process

3.1) BOQ Preparation Process.

i)Download the Percentage BOQ Template from Download section in WB Tender Site.



Figure 3.1.1. Download BOQ File

ii)While preparing the BOQ certain Precautions must be maintained as it is the most important part of the Tender.

iii)Always try to focus on the **Serial Numbers** that you are giving for the Products/ Items. iv)Give the **Serial Numbers** as **1**, **2**, **3**, **4**... etc.

v)If the **Serial Number 1** contains Sub items then give the Serials as **1.1**, **1.2**, **1.3**...etc. for sub items. No super sub Items are allowed now. You can also provide **1.01**,**1.02**,**1.03** ... etc also.

vi)For Every Items you have to give the same numbering Format Like for **Serial 2** the sub items will be **2.1, 2.2,** and so on.

vii)Don't give the Sub items number as **1.a**, **1.b**, **1.c**, or **1.1.1**, **1.1.2**, **1.1.3**, **etc**. which is the Wrong Format.

viii)The BOQ always accepts Numerical Values in the Serial Numbers. The Format Given above is the Write Format to input in the Serial Numbers Block.

ix)To Prepare a BOQ Follow the Steps Given Below:

- \rightarrow Double click the BOQ file that you downloaded
- \rightarrow Follow the Steps Given Below to Edit the BOQ.



Figure 3.1.2. Opening the BOQ for Editing

0	1	· (4 ·)	7					V3_BC	DQ_Perc	:entage_1	Femplate.xls	s (Compatik	ility Mode	- Microso	oft Excel						0	
C	Home	Insert	Page L	ayout Fo	irmulas Da	ata Reviev	/ Vi	iew													0	- a X
Pa	Cut La Cop ste ✓ Forr Clipboard	y nat Painter	Calibri B I	* 11 U * 🕅 * Font	• A A • A •	= ₌ ₌ E = ∃	≫r ∰ §	B W M M nment	rap Text erge & (Center *	General	• • <u>*</u> .0 4 mber	Conc Forma	itional Fo itting * as T Style	ormat Cell Table * Styles * es	Insert C	Delete Forma Cells	Σ Aut Fill Clea	oSum * A Z Sort Filter Editing	& Find &		
0	Security Wa	rning Ma	tros have be	en disabled.	Options		Micr	rosoft Off	ice Secu	urity Opti	ons				8 X							x
	124		• (•	f _x) .														*
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1 2 3 4 5 6 7 8 9 10 11 11 12 13 14					Please	e Enable	N	Iacro Macros I not enat trustw conten More Inf File Path Ele Path	nave bee ole this ci grint is r orthy so t provid iormation i: C: V/: p protec	en disablee ontent un not poss ource, Yc des critic 1 sers\hd\p t me from content	d. Macros mig less you trus ible to det us should bu esktop[V3_B unknown co	ght contain vi st the source ermine that eave this co vality and yo IOQ_Percentz IOQ_Percentz	ruses or oth of this file. this contr ntent disa ou trust its ge_Templa mended) Sel	er security i ent came f bled unles source. e.xis ect 1 cking	hazards. Do from a ss the this Or g Here	otior	n by en Ol	×				
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Figure 3.1.3. Enabling the BOQ File

	12 -7	· (* ·) ~			V3_BOQ_Perc	entage_Template.xls [Compatibility Mode] - Microsoft Excel	
C.	Home	Insert Page Layout Formulas	Data Re	view Vie	w			@ _ ¤ X
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	F32	▼ (? fx				Sheet		*
1	A. Validate	B Drint Holn		Ce	ntage Bo	anted ch t by sp	anges to the BC ecifying what hanged.	BD BE BF BG BH BI BJ BK B
4	fender Invitir	1. Click the Rev	i ew O	ptio	2. The	en Click h	nere and	
5	Contract No:				provi	de the Pa	assword as	_
	Bidder				testin	ıg in sma	II Letters and	
8					Click	OK	-	
	(This 800 t	and the second second beautiful and the second beautiful to the second beautif		PRIC	CIICK			
	(This BUQ to	relected for this	tender. Bidde	rs are allowe	d to enter the E	lidder Name and Valu	es only)	e
9	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #	-
10	SI.	Item Description	Quantity	Units	Estimated	TOTAL AMOUNT	TOTAL AMOUNT	-
	No.			0.00000000	Rate	Without Taxes	In Words	
11								
12	1	Z Laving and Jointing PVC Pipe, Heading	4	5	b	63	55	-
14	1.01	Brick work in C.M 1:5 mix including all labour	1.000	Nos	10.00	10.00	INR Ten Only	-
15	1.02	Brick work in C.M 1:5 mix using 2nd class	25.000	Nos	300.00	7500.00	INR Seven Thousand Five Hundred Only	-
16	1.03	Plastering in C.M 1:5-12 mm thick with including	20.000	Nos	10.00	200.00	INR Two Hundred Only	-
17	1.04	Plastering in C.M 1:5-12 mm thick with including	1.000	Nos	10.00	10.00	INR Ten Only	-
18	1.05	b) CI bend 22.5° (250mm dia)	1.565	Nos	50.00	78.25	INR Seventy Eight and Paise Twenty Five Only	-
19	2	Construction of chamber for 100mm sluice	1.000	Nos	20.00	20.00	INR Twenty Only	1
20	3	Construction of chamber for 100mm sluices	1.000	Nos	20.00	20.00	INR Twenty Only	
21	4	Supplying, Conveying and fixing spls. Including	1.000	Nos	21.00	21.00	INR Twenty One Only	
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Validate	Print Help		Perce	ntage BoQ		
Tender Invit Name of Wo	ing Authority: rk:					
Bidder Name :				U	nprotect Sheet	8
(This BOQ	template must not be modified/replaced by rejected for this	the bidder an tender. Bidde	PRICE S d the same s rs are allowe	CHEDULE hould be up d to enter th	2assword:	OK Cancel idder is liable to b
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER		TEXT#
SI. No.	Item Description	Quantity	Units	Estimated Rate		TOTAL AMOUNT In Words
SI. No.	Item Description	Quantity	Units	Estimated Rate	Provide the I	Password as hall Letters and
SI. No. 1	Item Description	Quantity 4	Units 5	Estimated Rate	Provide the I testing in sm	Password as nall Letters and
SI. No. 1	Item Description	Quantity 4	Units 5	Estimated Rate	Provide the I testing in sm	Password as Pall Letters and
SI. No. 1 1.01 1.02	Item Description 2 Laying and Jointing PVC Pipe, Heading Brick work in C.M 1:5 mix lincluding all labour Brick work in C.M 15 mix linen 2nd class	Quantity 4 1.000 25.000	Units 5 Nos Nos	Estimated Rate	Provide the I testing in sm Click OK	Password as pall Letters and
SI. No. 1 1.01 1.02 1.03	Item Description 2 Laying and Jointing PVC Pipe. Heading Brick work in C.M 115 mix including all labour Brick work in C.M 155 mix using 2nd class Plastering in C.M 15-5 mix m thick with including	Quantity 4 1.000 25.000 20.000	Units 5 Nos Nos	Estimated Rate	Provide the I testing in sm Click OK	TOTAL AMOUNT In Words Password as hall Letters and
SI. No. 1 1.01 1.02 1.03 1.04	Item Description 2 Laying and Jointing PVC Pipe, Heading Brick work in C.M 1:5 mix including all labour Brick work in C.M 1:5 mix using 2nd class Plastering in C.M 1:5-12 mm thick with including Plastering in C.M 1:5-12 mm thick with including	Quantity 4 1.000 25.000 20.000 1.000	Units 5 Nos Nos Nos	Estimated Rate	Provide the I testing in sm Click OK	TOTAL AMOUNT In Words Password as all Letters and
SI. No. 1 1.01 1.02 1.03 1.04 1.05	Item Description 2 Laying and Jointing PVC Pipe. Heading Brick work in C.M 1:5 mix including all labour Brick work in C.M 1:5 mix using 2nd class Plastering in C.M 1:5-12 mm thick with including Plastering in C.M 1:5-12 mm thick with including	Quantity 4 1.000 25.000 20.000 1.000 1.585	Units 5 Nos Nos Nos Nos	Estimated Rate 6 1 300.00 10.00 10.00 50.00	Tota Provide the I testing in sm Click OK 7500.00 200.00 10.00 78.25	TOTAL AMOUNT In Words Password as all Letters and INR Seven Thousand Five Hundred Only INR Two Hundred Only INR Two Hundred Only INR Ten Only INR Seventy Eight and Paise Twenty Five Only
SI. No. 1 1 1.01 1.02 1.03 1.04 1.05 2	Item Description 2 Laying and Jointing PVC Pipe. Heading Brick work in C.M 1:5 mix including all labour Brick work in C.M 1:5 mix using 2nd class Plastering in C.M 1:5-12 mm thick with including Plastering in C.M 1:5-12 mm thick with including b) Cl bend 22.5* (250mm dia) Construction of chamber for 100mm sluice	Quantity 4 1.000 25.000 20.000 1.000 1.565 1.000	Units 5 Nos Nos Nos Nos Nos	Estimated Rate 6 1 300.00 10.00 10.00 50.00 20.00	Tota Provide the I testing in sm Click OK 7500.00 200.00 10.00 78.25 20.00	TOTAL AMOUNT In Words Password as all Letters and INR Seven Thousand Five Hundred Only INR Two Hundred Only INR Two Hundred Only INR Two Fundred Only INR Seventy Eight and Paise Twenty Five Only INR Twenty Only
SI. No. 1 1 1.01 1.02 1.03 1.04 1.05 2 3	Item Description 2 Laying and Jointing PVC Pipe. Heading Brick work in C.M 1:5 mix including all labour Brick work in C.M 1:5 mix using 2nd class Plastering in C.M 1:5-12 mm thick with including Plastering in C.M 1:5-12 mm thick with including b) Cl bend 22.5° (250mm dia) Construction of chamber for 100mm sluice Construction of chamber for 100mm sluices	Quantity 4 1.000 25.000 20.000 1.000 1.565 1.000 1.000	Units 5 Nos Nos Nos Nos Nos Nos	Estimated Rate 6 1 300.00 10.00 10.00 50.00 20.00	TOTA With Provide the I testing in sm Click OK 7500.00 200.00 10.00 78.25 20.00 20.00 20.00	TOTAL AMOUNT In Words Password as nall Letters and INR Seven Thousand Five Hundred Only INR Two Hundred Only INR Ten Only INR Ten Only INR Twenty Dolly INR Twenty Only INR Twenty Only

Figure 3.1.5. Giving the Password as Testing to Unprotect the BOQ



Percentage BoQ

Tender Inviting Authority: CHIEF ENGINEER WORKS-I

Name of Work: Construction of RCC Jetty at Gouranga School Kheya Ghat over River Bidya, Block- Gosaba under Basanti Sub Division.

Contract No: WBIW/SE/DVC/NIT-04(e)/2015-16



PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, e rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) NUMBER # TEXT # NUMBER # TEXT # NUMBER # TOTAL AMOUNT SI. Item Description Quantity Units Estimated TOTAL AMOUNT TOTAL AMOUNT No. Item Description Quantity Units Estimated TOTAL AMOUNT In Words In Words In Words In Words In Words 1 2 4 5 6 53 1 Laying and Jointing PVC Pipe, Heading In Units Edit the Itoms as por 10.00 INR Ten Only						
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, e rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) NUMBER # TEXT # NUMBER # TEXT # NUMBER # TOTAL AMOUNT SI. Item Description Quantity Units Estimated TOTAL AMOUNT TOTAL AMOUNT No. Item Description Quantity Units Estimated TOTAL AMOUNT In Words 1 2 4 5 6 53 1 1.01 Brick work in C.M 1:5 mix including a ur Edit the Itoms as por 10.00 INR Ten Only						
rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) NUMBER # TEXT # NUMBER # TEXT # NUMBER # TOTAL AMOUNT Sl. Item Description Quantity Units Estimated TOTAL AMOUNT TOTAL AMOUNT No. Item Description Quantity Units Estimated TOTAL AMOUNT In Words 1 2 4 5 6 53 1 1 Laying and Jointing PVC Pipe, Heading In Words In Words 10.00 INR Ten Only 1.01 Brick work in C.M 1:5 mix including and uncolumnation Edit the Itoms as por 10.00 INR Ten Only	else the bidder is liable to be					
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1.02 brick work in C.M 1.5 mix using 2nd class 22 Euror the recents dis periods bound inverse and the seven industat	a Five Hundred Only					
1.03 Plastering in C.M 1:5-12 mm thick with include requirement, but don't	Uniy					
1.04 Plastering in C.M 13-12 mm thick with including						
try to change the	and Palse I wenty Five Only					
2 Construction of chamber for 100mm suice						
decimal places in SI. No.,						
4 Supplying, Conveying and txing spis. Including 21.00 INR Twenty One 0	iniy					
5 Supplying, Conveying and toxing spis. Including No. or Qty., Figure. New 10.00 INR Ten Only						
6 Construction of chamber for 100mm suice 10.00 INR Ten Only						
/ Construction of chamber for 100mm suices ROWS Can be added or 10.00 INR Ten Only						
8 Laying and Jointing PVC Pipe. Heading deleted as por the						
8.01 Plan Cement Concrete 1:4:8 (one cement four defected as per the 10.00 INR Ten Only						
8.02 IBrok work in C.M.1:5 mx using 2nd class 1 10.00 INR. Ten Only	10 00 INP. Ten Only					
requirement.						

Figure 3.1.7. Give every Detail in the BOQ as Instructed

 \rightarrow But remember that while giving the descriptions of the work if it is exceeding the cell try to increase the cell height by dragging it.

→ Try to remember that the First 12 Rows and the Last 3 Rows of the BOQ must not be deleted at any cost. And none of the Columns should be deleted.

 \rightarrow You can Edit the First 7 Rows of the BOQ but the last 3 Rows must not be Deleted as well as any Editing should not be done.

Total in Figures		7939.25	INR Seven Thousand Nine Hundred & Thirty Nine and Paise Twenty Five Only
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Quoted Rate in Words		INR Zero Only	l

Figure 3.1.8. The Last 3 Rows is Shown in the Figure which must not be Edited or Deleted

→ Now after Editing the Rows for Description of Works if you need some more Rows to be inserted that you can do. For that Copy any one Row → and Insert the Copied Cell where you want. Given in the Figure below:



Figure 3.1.9. Copy the Rows that you want to be inserted.

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14	1.0	Brick work in C.M 1:5 mix including all	labour	1.000	Nos	10.0	0	10.00	INR Ten Only	60	DC	Dr	bu	on	DI	51	DN	-
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Figure 3.1.10. Now Right click over the cell where you want to insert the copied cell

1.01	Brick work in C.M 1:5 mix including all labour		1.000	NOS	10.00	10.00	INR	I en Only
1.02	Brick work in C.M 1:5 mix using 2nd class		25.000	Nos	300.00	7500.00	INR	Seven Thousand Five Hundred Only
1.03	Plastering in C.M 1:5-12 mm thick with including		20.000	Nos	10.00	200.00	INR	Two Hundred Only
1.04	Plastering in C.M 1:5-12	1.000	Nos	10.00	10.00	INR	Ten Only	
	cost and conveyance of all materials and in							
1.05	b) CI bend 22.5° (250mm dia)		1 565	Nos	50.00	78.25	INR	Seventy Eight and Paise Twenty Five Only
Incort Dacto	? X	Select the Shift cells down					Twenty Only	
Insert Paste r for 100mm sluices			Select the Shint Cells down					Twenty Only
Insert nd fixing spls. Including			¹ Ontion and then click OK				INR	Twenty One Only
Shift cells right								Ten Only
Glass Shire Cells Ingrit		1 for 100mm sluice)	INR	Ten Only
Gionine	elis gown	r for 100mm sluices	1.000	Nos	10.00	10.00	INR	Ten Only
OK	Cancel	VC Pipe. Heading						
UK		:4:8 (one cement four	1.000	Nos	10.00	10.00	INR	Ten Only
		ix using 2nd class	1.000	Nos	10.00	10.00	INR	Ten Only
8.03	Construction of chamber for 100mm sluices		1.000	Nos	10.00	10.00	INR	Ten Only
9	The Total value of Schedule1		1.000	Nos	10.00	10.00	INR	Ten Only
10	The Total value of Sche	1.000	Nos	10.00	10.00	INR	Ten Only	
Total in Figu	res		7939.2			INR and	Seven Thousand Nine Hundred & Thirty Nine Paise Twenty Five Only	
Quoted Rate	in Figures			Select		0.00	INR	Zero Only
Quoted Rate	in Words		INR Zero Only					

Figure 3.1.11. Select the "Shift Cells down" to insert the cells.

 \rightarrow Now after 1 row insertion and values are copied, so the **Item Code / Make** column value of new row is same as the copied row.

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iiimett.							00			
14	1.01	Brick work in C.M.1.5 mix including all labour	V	L Cut	- E	10.0	INR Ten Only			
16	1.02	Brick work in C.M.1.5 mix using 2nd class	2 0	s cui		7500.0	INR Seven Thousand Five Hundred Only			
16	1.03	Plastering in C.M.1.5-12 mm thick with including		≧ ⊆opy		200.0	INR Two Hundred Only			
10	1.04	Plastering in C M 1:5-12 mm thick with including	(°	Paste		10.0	INR Ten Only			
17	1.04	cost and conveyance of all materials and in		Paste Spe	tial					
18	1.05	Plastering in C.M 1:5-12 mm thick with including	4	Insert		10.0	NR Ten Only			
19	1.06	b) CI bend 22.5° (250mm dia)	1	Delete		78.2	INR Seventy Eight and Paise Twenty Five Or	Select the B and D column and		
20	2	Construction of chamber for 100mm sluice		Clear Con	tents	20.0	INR Twenty Only			
21	3	Construction of chamber for 100mm sluices		cicui co <u>n</u>		20.0	INR Twenty Only			
22	4	Supplying, Conveying and fixing spls. Including	2	Format Ce	lls	21.0	INR Twenty One Only	then Right click, then click		
23	5	Supplying, Conveying and fixing spls. Including		Column W	/idth	10.0	INR Ten Only	0 ,		
24	6	Construction of chamber for 100mm sluice		Hide		40.0	Unbido			
25	7	Construction of chamber for 100mm sluices		Unhide	-	10.0	INR I En Only	Unnide		
26	8	Laying and Jointing PVC Pipe. Heading		Unnide	- (
27	8.01	Plain Cement Concrete 1:4:8 (one cement four	1.0	00 Nos	10.0	0 10.0	INR Ten Only			
28	8.02	Brick work in C.M 1.5 mix using 2nd class	1.0	00 Nos	10.0	0 10.0	INR Ten Only			
29	8.03	Construction of chamber for 100mm sluices	1.0	00 Nos	10.0	0 10.0	NR Ten Only			
30	9	The Total value of Schedule1	he Total value of Schedule1 1.000		10.0	0 10.0	INR Ten Only			
	10	The Total value of Schedule4	1.0	00 Nos	10.0	0 10.0	INR Ten Only			
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Figure 3.1.12. Unhide C column.

\rightarrow Change the **Item Code / Make** column value of new row.

1.02	Briek work in C.M.1:5 mix uping 2nd plans		25.000	Neo	200.00	7500.00	IND Seven Theynand Five Hundred Only
1.02	Brick Work in C.M 1.5 mix using 2nd class	0000515810100001114	25.000	NOS	300.00		NO SECENTIANESEM FREE BUILDING TIME
1.03	Plastering in C.M 1:5-12 mm thick with including	0000515BI0100001115	20.000	Nos	10.00	Madifu	the Item Code of the new
1.04	Plastering in C.M 1:5-12 mm thick with including		1.000	Nos	10.00	Iviouity	the item code of the new
	cost and conveyance of all materials and in	BI0101000101000000000				J.,	1
		0000515BI0100001116				Inserte	d row
1.05	Plastering in C.M 1:5-12 mm thick with including		1.000	N	10.00		
	cost and conveyance of all materials and in	BI010100010100000000					
		0000515BI0100001116					
1.06	b) CI bend 22.5° (250mm dia)	0000515BI0100001117	1.565	Nos	50.00	78.25	INR Seventy Eight and Paise Twenty Five Only
2	Construction of chamber for 100mm sluice	0000515BI0100001118	1.000	Nos	20.00	20.00	INR Twenty Only
3	Construction of chamber for 100mm sluices	0000515BI0100001119	1.000	Nos	20.00	20.00	INR Twenty Only

Figure 3.1.13. Modify Item Code value of new row.

- \rightarrow Repeat these Steps for every Row you want to insert for more work item Description.
- → After Completing the BOQ you have to protect it. To protect the BOQ follow the steps as you did to unprotect it. But don't give the password **testing** because it is known to everybody. So while Protecting the BOQ give the Password of your own but remember it or else if it is lost you cannot open the BOQ anymore.
- → While Protecting the BOQ it will ask the password two times, give the Password of your choice 2 times and save it.

Note: Don't ever try to think that you will leave any of the Serial Numbers as Blank. This will give you 100% error while generating the BOQ