2018-19

User Manual-Vendor

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User Manual

Official use only

Tender Wizard is an exclusive, most vibrant end to end solution for buying / selling of products and services through tendering process. It supports A - Z activities of tendering based on proactive work flow concept. Fine details of tendering like vendor registration, tender announcement and corrigendum, tender form processing, opening, negotiation and tender awarding are supported in a real time interactive environment. Tender Wizard creates a true dynamic market place for both buyers and vendors to interact with each other and transact business.

<u>Purpose</u>

The objective of developing the TENDERWIZARD is to automate the departments of Governments. The key objectives of this exchange are Reduced Inventory, consistency in costs across all departments, consistent and sustainable Vendor Development, transactional effectiveness, procurement lead time reduction, transparency etc.,

<u>Audience</u>

This product is extensively used by the Government officials and contractors to enhance the transparency in the day to day tendering activities of the Government offices as well as in contractor community.

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Glossary of terms

S No	Terminology	Abbreviations
1	REGISTER ME	New Vendors can enroll their companies / individual firm in the site to obtain the USER ID and password to participate in the tenders/auctions.
2	IMPORTANT CIRCULARS	To view the circulars / guidelines issued by various departments.
3	HOT TENDERS	The user can view the tenders which are due for closing within 24hrs.
4	DWF VIEWER	Vendors can Download the DWF Viewer to view converted auto cad drawings.
5	ACROBAT READER	Vendors can Download the Acrobat Reader to view PDF format files.
6	USER ID	Login credentials for the USER to enter the user ID of the particular persons (Buyer or Vendor) to login for department site.
7	PASSWORD	To enter the password of the respective USER ID to login.
8	ΑCTIVITY	Buyer Users have to select the option during log-in to for carrying out the intended activity like Actions, Tender, eProcurement. Similarly, Vendor (Vendors) will login to check or to Participate for Tenders / Auctions.
9	NEW TENDER / UN APPLIED	Tenders which are due for request will be displayed under this section. User can request the tender, view the free documents.
10	LIVE TENDERS	The participated tenders are listed here. User can submit the document, withdraw the submitted bid before closing of the tender dates, and verify the payments made.
11	EDIT ATTACHMENTS	Vendor/contractor end, they can download the forms, can enter Form Fee, EMD and can upload required document.

12	OPENED	The link provided to check the tenders which are Opened Recently and Beyond.
13	AWARDED	To get the list of tenders which are processed and awarded by the department to the Particular firm (Contractor/vendor).
14	DISQUALIFIED / WITHDRAWN	The will get the list of tenders which are Cancelled by the department / Withdrawn by the Vendor / Disqualified by the Department to the Particular firm (Contractor/vendor).
15	MODIFY PROFILE	The user profile can modified any time by the user after log-in.
16	DOCUMENT LIBRARY	This acts as a library for the e-Tendering/e-Procurement. User can upload supporting documents through this link and attach to the concerned tenders whenever required.
17	TENDER SEARCH	The search facility is provided by e-Tendering/e- Procurement to search the tender based on work, dates, value of work, region, etc
18	MODIFY PASSWORD	The user can modify his password any time. As a security measure, it is advisable to modify password frequently.
19	LOGOUT	This link redirects the user to log-out of the eProcurement portal and directs to log in page.

Action Buttons / Icons:

1	â	Edit Attachments
2	<u>A</u>	View payment details for Form fee/Processing fee/EMD and Refund details and print
3	2	Request Tender Form
4	a	Print Notification Inviting Tender (NIT)
5	8	Pre-bid meeting clarification
6	1	Withdraw bid
7		Auction
8	2	Awarded Letter
9		Calendar
10	Û	Delete Document
11	8	Error
12	÷	Modify Document
13	c.	Open Document in New Window
14	3	Download Documents

A. System configuration (minimum):

Minimum P-IV Processor System, 40 GB HDD or above recommended, 512MB RAM and above. Internet Connection – Minimum of 512 Kbps Broadband connection

B. System Software's:

OS: Windows 7 and above.

Browser

- Microsoft Internet Explorer version 9, 10, and 11
- Google Chrome Version above 45
- Mozilla Firefox above 52 Version (32 bit only)

Microsoft Office 2003 with MS Word and MS Excel

Utilities: Java Version 8 Update 161 and above, Win-Zip, Win-Rar, Adobe Acrobat Reader, PKI Installation Driver for Digital Signature

REGISTRATION PROCESS FOR BIDDER

REGISTER ME/

To Register/ create a new profile on DFCCIL e-Tendering web portal click on "Register Me".

Vendor information screen will appear. Enter all the mandatory fields which are marked as "*" and click on "Register Me" button.

	indicates mandatory new
here to retrieve information to make registration	<u>ı payment</u>
ndor Information	
Nationality :	Preferred Currency :
Indian Bidder 🔹 *	Indian Rupee (INR) 🔻
Log-in(User Id) :	
	Check Availability
Eg(Ravi_123) ~ (No Special Characters like %\$@!&)	
Type of Organization :	Company Name :
Individual	*
Contact Person :	Designation :
*	
PKI Based Login :	PKI Signature :
No	No
Update Serial No.	
Dig Cert Serial No :	Dig Cert User Name :
Dig Cert Issuer :	Certificate Owner :
· · · · · · · · · · · · · · · · · · ·	

Figure 1

Click "Create Profile" button, the Document Summary page will be displayed. Upload the files by using "Browse" button and click on the upload files.

		DOCUMENT SUM	MARY	
SL No	Attachments	File Name	Upload Description	Actions
		UPLOAD		
User : ravi	test			
Step 1: Click (If you do no	Browse and select a file. ot see "Browse" button, your b File Name : Description : Attach Name :	rowser does not support at	tachments.) Browse	
Repeat step	is 1 and 2 to attach more files	Upload File Finish Upload		

Figure 2

Once you've uploaded all the files click on the Finish Upload". A warning message pops upas "<u>Are you</u> <u>sure want to finish upload.</u>" Click on "OK" button.

Once you are done with uploading, User id & Password will be displayed on the screen. Note down the User id & Password or just click on "Proceed to Payment" button for entering the payment details.

Select mode from dropdown as EPAYMENT, then click on Tender Wizard payment gateway for E-payment.

	Summary of pays	nents done / attempted
User Id : test12345 Landline No : null	Company Name : test ltd Email Address : test@gmail.com	Contact Person : tets
Choose from following payment options Proceed to make a Payment		
Transaction Type :	REGISTRATION V	Inde: Select Amount(?): 1770.00
Note: Prospective Bidders may note that Form	m Fee and EMD exemptions are for Micro and Small Enterprises only (duly	registered as per MSE Guidelines) and Not for Medium Enterprises, details may be referred in respective NIT/fenders.

Figure 3

	Summary of payments	done / attempted	
User Id : testnik Landline No : 01149424365	Company Name : ASLC Email Address : twhelpdesk673@gmail.com	Contact Person : NIKHIL	
Choose from following payment options Proceed to make a Payment Transaction Type : REGIS	STRATION - Mode:	EPAYMENT - Amount (?): 2850.00	
All Types Of E-Payment			

Figure 4

E-PAYMENT

INTERNET PAYMENTGATEWAY

				e Paymer	nt Gateway	
Buye	er: Contair	ner Corporation of Inc	dia Limited Vend	dor: test Itd	User Name: test12345	REGISTRATION in Rs: 1770.00
			Pa	ayment Gatew	ay Selection	
Select Pa	yment Mo	ode				
Cred	lit Card	Debit Card	Net Banking	○ IMPS	International Credit	it Card (Foreign bidders only)
□ I acce	pt the belo Trans Paym I/We a /charg Charg I/We f the Tr paym I/We a For Le not ap	ow TERMS AND CO action Fees [Tender I ent gateway charges agree that the Applica peback and any other yes. further agree that in c ansaction Fees shall ent , ie., Credit card / agree that the refund ess /Late Payments, oproach our bank for	NDITIONS: Processing Fees / F , etc] would be born able Charges would reasons and in suc ase of any double / be returned to my/ Debit card / RTGS s will be initiated to I/We will contact the any charge back cl	Registration Fe he by me/us for I not be refunde ch cases, I/We duplicate Tran our Bank Acco / NEFT, etc. my/our bank a e concerned De aims.	es, etc] + Applicable Charg this payment. ed/ reversed to me/us unde confirm that only the Trans isaction Fees + Charges re unt, registered with the Sen ccount after the due verifica epartment for reimbursement o Back	tes thereon [Convenience charges + er any circumstances for any refund/ reversal saction Fees will be reversed without the eceived by the Service Provider, then only vice provider and not to the actual source of ation of such double payments. nt. I/We further hereby agree that I/We will

After clicking on payment gateway icon, system will proceed to next page of online payment gateway.

Figure 5

E-PAYMENT ORDERFORM will appear. Just click on "Pay Now" button. Do not change the Merchant id or purchase amount.

Enter the mandatory field & click on PAY Button

		enter solutions for every houses
PAYMENT MODE	Credit Card Credit Card Number 01 • 2017 • Cvv / === = Name On Card Bank Name	Amount Payable 1831.36 ANTARES SYSTEMS LIMITED DOMESTIC-ITI LTD Transaction Id: KD2P420221R13198
	Save card for future use Save card for future	(ح) Amount: 1810.00 Convenience Charge: 18.10 GST: 3.26
	Cancel Pay Now	

Figure 6

PLEASE WAIT FOR FEW SECONDS. Screen will take few minutes to process. If the transaction is processed successfully, and then Transaction no/ Receipt No will be displayed.

Your payment is Successfully Completed. Please note down your Transaction number / Receipt Number for furthur reference.
Transaction No/Receipt No: MCIT9064325512

After completion of the successful payment, following Registration Acknowledgment screen will display.

Authentication of vendor through mail

1. Once after completion of registration an authentication mail will be sent to the registered mail id provided in your profile during registration.

2. Kindly check an authentication mail is received for your registered email id.

3. Click on 'Please click here' button as shown below, to verify your mail Id

tenderalerts@tenderwizardhelpdesk1.com	11:39 AM (3 minutes ago) 🕁 🔸 📼
to me 💌	
Dear TEST_12345,	
Welcome to "e-Procurement/e-Tendering" website for online par	ticipating of tenders. Thank you for registration.
To activate your account in the eProcurement site https://www.te	enderwizard.com/please click here.
After activating your account and completing further process of a your "e-Procurement/e-Tendering" website account.	registration you can start enjoying the many benefits of



Figure 8

Login Procedure in Tender Wizard

S.N	Description
1	Directs you to " Home " page.
2	Directs you to "About DFCCIL" to view introduction about DFCCIL.
3	Click "Contact us" to view the contact information of ITI helpdesk.
Л	Click "Hot Tenders" to view the details of tenders which are due for submission on a
4	particular day.
5	Click " Tender Free View " to view the details of all the authorized tenders which are
5	due for request for free of cost.
6	Click " Register m e" to register vendors online.
7	Click " FAQ " to view frequently asked questions for vendor module. You will find this
	link on right hand side of the screen.

Step 1: Go to the website: www.tenderwizard.com/DFCCIL



Enter User id \rightarrow Password \rightarrow Click Go.

Figure 9

Step 2: For Security Reason, To First time login user it will it ask to change the default password So enter the Current Password and New Password (Combination of Alphabet & Number) and Select the Hint Question from Drop down Menu and Answer to the Hint Question and Click Submit.

Note * : The strength of Password should be more than 60%

User Id :	DEMO	
Enter Your Current password :		
Enter Your New Password :		
Confirm Your New Password :		
Select your Hint Question :	What is in the Box	-
Answer to the hint question :		



DSC login Procedure

Step 3: Registered User should have legally valid Class 3 Digital Signature from the licensed Certifying Authorities\

a. When you login to Tender Wizard site for first please install the JRE 1.8.0.60 by clicking "here" link which will display in Home Page after entering User ID and Password.



Figure 11

After logging in successfully click on "Select the certificate" in the "PKI Based Security" page. Ref: Fig13.

	PKI Based Security	
	SELECT THE CERTIFICATE	
	LOGIN	
	HOME	
Note: In Chrom	ne Browser click on downloaded file to continue.	

Figure 12

- b. After clicking on the SELECT THE CERTIFICATE, points to be noted in browsers are:
 - i. In IE Browser Java applet runs automatically.
 - ii. In Mozilla Browser, during first time please select the check box "Do this automatically for files...", later onwards Java applet will runs automatically.



Figure 13

In Safari Browser, click on "Open" button in the Pop up screen as displayed

http	https://www.mpeprocstaging.in/ROOTAPP/servlet/WebStartPKLoginServlet/name=HC71326&UsrDate=&Activity=Tender PKI Based Security	- • ×
ppie	SELECT THE CERTIFICATE	Downloads — — X Southenticate.jsp 24.03 24.03 24.03 Control of the second
	HOME Note: In Chrome Browsfar click on downloaded file to continue	X Do you want to open or save this file? Name: authenticate.jsp Type: JSP File From: www.mpeprocstaging.in
		Clear 7 Downloads

Figure 14

After clicking on the "SELECT THE CERTIFICATE" button,

1. In **Chrome Browser**, user has to click on downloaded file. Ref: Fig 15.

	PKI Based Security	-
	SELECT THE CERTIFICATE	
	LOGIN	
	HOME	
	Note: In Chrome Browser click on downloaded file to continue.	
Ŷ	TW 8.0 - � Copyright 2000 Antares Systems Limited, All rights reserved	-
authenticate.jnlp ^		Show all X

Figure 15

Hereafter, the "Applet Signer" will be opened automatically and the user can select the certificate and continue with the login. Refer Fig 16.



Figure16

Step 5 : Enter the Password of the Digital Signature



Figure17

Step 6 : Re-Enter the Password Tender Wizard User id and Password.

SELECT THE CERTIFICATE	
LOGIN	
Click LOGIN to enter the site by re-entering the login password.	

Figure 18

PKI	Based Security	
Username :	TESTUSER1	
Please Re-Enter your Log	in Password :	
	Enter	

Figure 19

After login the site is directed to "Live Tenders" summary screen as below:

New Tenders	Live Tenders		Opened/	Awarded	Disqualified/Cance	lled		06-08-2014 12:25:23 P
Welcome :	Vendor	> Ter	nder >	Inpro	gress			
TESTUSER	Actions	Tender	Line #	Status	Tender Closing Date and Time	Estimated Cost	EMD	Days/Time Left for Closing
Home Modify Profile Help/Downloa Doc. Library Tender Search Change Password Logout	ds				In Progress : Tender Not Availa	ble For Display		

Figure 20

Tender Wizard Menu after Login Top Menu

S No	Top Menu	Description
1	New Tenders	Tenders which are newly hosted and not applied by the contractors are listed in this stage
2	Live Tenders	This lists the tenders that are requested by the contractor.
3	Opened	This page lists the tenders that are opened.
4	Awarded	Awarded tenders are listed in this page.
5	Declined	Cancelled tenders are listed here

Left Menu

S No	Top Menu	Description
1	Home	Directs you to login screen
2	Modify Profile	Displays your profile. User can change the profile
3	Help/Downloads	Help files are listed here
4	Document Library	Store the Documents for the Future Reference
5	Tender Search	This is Tender search engine
6	Change Password	Directs you to screen to modify your existingpassword.
7	Logout	Logouts user.

How to Participate in Tender?

Step 1: Go to Tender Search Option available on the Left Hand Menu on the Screen after Login

Search the Tender through any of the fields available; Select the Stage – New Tenders

Welcome : TESTUSER		Tender	Coarch		
		Tenaci	Search		
Home Hodify Profile Help/Downloads Doc.Library Tender Search Change Password Logout	Esti Desc Tender A Request of Tender Closing Tende Dates	Tender Number : Line : Quick Search : Region : COT of Tenders : Stages : ription Of Work : luthorized Date : Document From : Date and Time : r Opening Date : should be in the f	Type any alphabel - ALL - -	I/word from Region	
	TW7.0.0 - 7 Co	a.B. Conditions Distli pyright 2009 Antares 1	aimer i <u>Glossanz of terr</u> Systema Limited. All rigi	18 Maintenenved	

Figure 21

Left Menu Request Procedure:

Step 2: Select the Tender that you want to participate and Click on the Request Icon column.

New Tenders	Live Ten	ders		Vendor-Opened/Awarde		Vendor Disqualifi	ed/Cancelled	04-08-2014 03:02:39 PH
Welcome :	Vendor >	Tender >	Live Tender	s				
IESTUSER	Actions	Innder	Line #	Estimated Cost	EMQ	192	Form Fee	Request of Yender Document To Date
Home	10	TEST/NIT	21	Amount In.10,00,00,00,000.00	Amount In.7,838.00	General	Amount In.25,00,044.00	04-08-2014 16:00
Modify Profile	testwork							
Help/Downloads					Page(s) Total Rec	cords : 1		
Doc. Library					1			
Tender Search								
Change Ensamord								
Logout								
•								

Figure 22

Step 3: The following screen appears; Select the mode of payment from drop down list for Tender Fee/Form Fee. (As per tender document) The following screen will guide you the process.

Tender/EOI: TEST/TENDER / CO	L	.ine: 1
 Mode 	Select	Amount (१): 100.00
Go	Back Select f	rom Drop Down
	Mode	Go Back



Step 4: After filling up the details, click on the "Update" button to finish the updating of Form Fee/Tender Fee. The message will be displayed as payment updated successfully.

Welcome : test1801	Summary of payments done / attempted
Home Modify Profile	Buyer: Tender: TEST/TWO BID Line: 1
Help/Downloads Doc. Library Tender Search Schedule I-E	Choose from following payment options Proceed to make a Payment Transaction Type: FORM FEE Mode: Banker Cheque Amount (?): 20.00
PO Change Password Logout	Humber: 123456 Opate: 02-09-2015 - Humber: Issue: Issue: - - Humber: Issue: Issue: - - Humber: Issue: - - -
	Figure 24
Welcome : test1801	
Home <u>Modify Profile</u> <u>Help/Downloads</u> <u>Doc. Librory</u> <u>Tander Search</u> Schedule I-E <u>PO</u> <u>Change</u> <u>Password</u> <u>Logout</u>	Message from webpege

Figure 25

Step 5: Select the Transaction Type as **PROCESSING FEE**, Mode as **EPAYMENT** then click on Tender Wizard

Welcome : DEMOARUN		Summary of payments done / attempted		^
Home Modify Profile	Buyer: Vendor:	Tender/EOI: TEST/TENDER / CO	Line: 1	
- <u>Help/Downloads</u> - <u>Doc. Library</u> - <u>Tender Search</u>	Choose from following payment options Proceed to make a Payment			
Change Password Logout	Transaction Type PROCESSING FEE	Mode : EPAYMENT	Amount (१): 1140.00	
	MARKAN LANCE			
		Go Back		

Figure 26

After submission of Form fee and Tender Processing Fee tender will shift from New Tenders to Live Tender stage and screen will display the updated details and Status will be as received.

Note*: If the Tender Purchased and Tender is Inprogress stage and status is still requested. Kindly contact the Helpdesk 011-49424365

New Tenders	Live Tenders		Ven	dor Openes	I/Awarded Vi	endor-Disqualified/Cancelled		04-08-2014 03:09:57 PM		
Welcome :	Vendor > Tender > Live Tenders									
165140-4	Actions	Lender	Lings	Status	Cender Closing Date and Time	Estimated Cost	EMD	Days/Time Left for Closing		
Home	â <u>&</u>	TEST/NIT/COL	0.1	RECEIVED	04-08-2014 16:00	Amount In.10,00,00,00,000.00	Amount In.7,838.00	0:50 (HEEMM)		
Modify Profile	testwork			-	/					
Help/Downloads					Page(s) Total Reco	rds : 1				
Doc. Library					1					
Tender Search										
Change										
Password										
Logout										

Figure 26.1

Step 5: After the Purchasing the Tender, Go to \rightarrow edit attachment Icon $\rightarrow \widehat{\Box}$ where you will be able to see to all the tender related documents along with Bid sheets in red color.

		ITI provides		加方
New	Tenders Live Tenders	Vendor-Opened/Awarded	Vendor-Disquelified/Cancelled	04-08-2014 03:11:14
Welcome : TESTUSER		Tender De	ocuments	Print
Home Modify Profile	Submitted Dat	Buyer: Test Department Vendor: ASL te & Time / Time Remaining: - / 48 mins 45 secs	Tender / Line: TESTAIT /01 C Tender Cover: Twostage Token / Total No of Submission: -/0	
Help/Downloads	4 Tender Documenta Mandatory Documen	•		
Doc. Library	Document Name	File ID	Actions	Cover
Tender Search	Bid Sheets -			
Change	TEST TECH	TechnANPAcalbidsheetxls	A Upload (Filled Doc) 🔔 Download (Blank Doc)	Techno Commercial Open
assword	fintest	RECLEMANCHLBIDADMINIS	A Upload Filled Doc L Download (Blank Doc)	Cost Open
ogout	Fee Payments -			
	EMD Details	-	Update/Pay Now	
	Vendor Generic Doc -			
	General Documents		Attach	
	Note: • For information about document description • Red colored tab indicates that these pandin • You can re-submit the tender form multiple • After upload of all documents, click on "Seb	Bubmit The Tender For move mouse over the document name ig documents have to be filled up and uploaded mandatority times before tender closing datettime wit the Tender Form" Button for submission and acknowled	n Retresh Go Back	

Figure 26.2

Step 6: <u>Uploading the Documents in the Doc Library:</u>

Click to "Sign & Upload Document" tab to upload the Documents.

				ITI prov	vides		1ª
New Tenders	Live	Tenders	Vendor-O	provid/Awardini	Vendor-Disgualified/Car	erded	04-08-2014 03:00
Welcome : TESTUSER				Doc	uments Library		
				Buyer:	Vendor: ASL		
utile Deality	file		Attach Name:		File Group: Select		Search Reset
in/Downloads			Active records sorted by Last Attached Date (Descending)				
c. Library	Seq.No	Atlach Name	Lite :	Elle Group :	Valueded Date 1	Last Atlached Date	Action
der Search				D00	umenta Library is empty		

Figure 26.3

			E-To	endering Facility	y tı		松村
New Tenders		Live Tenders	Vander Opened/Am	rankot Vve	der Obgerlified/Cancelled		04-08-2014 03-06:401
Welcome :				Documents Libra	ry		
Deres -			Buyer:		Vendor: ASL		
tome	file:		Attach Name:	File Group: Sele	d		Search Reset
Modify Profile Help/Downloads Doc. Library			Active	records sorted by Last Attached 0	late (Descending)		
	Seq.No	Attach Name 1	Ele :	Elle Group 1	Uploaded Date :	Last Attached Date	Ac608
oc. Library	1	PAN CARD	S PHICHED JPG, 98,72 KB	Company Profile	04-08-2014 15:05		D D A
ender Search	2	COMPANY	TESTFILE JPG, 32, 19 KB	Company Profile	04-08-2014 15:05		564
hange	3	TRAV, MEER	5 THRAMBER PG 52 93 KB	Company Profile	04-08-2014 15:05		666
And Control of Control			3	gn & Lipicad Document Archived Do	cumenta		
	10		197.43	- * Casurgint 2018 Artises Business Line	and All rights reserved		

Figure 27.1

Attaching the General Documents in the Tender

Click "Attach" to upload the documents which are uploaded in the General Document Screen. After clicking on "attach" the system we redirect to the screen of document library where you have uploaded the documents. Kindly select the documents from the document library and attach to the Tender.

		E-Tendering Fa	cility to	Tender Wa					
New Tende	rs Live Tenders	Vendor-Opened/Awarded	Vendor-Disqualified/Cancelled	04-08-2014 03:20:58					
Welcome :		Tende	er Documents	Print					
Home Modify Profile	Submitted Date /	Beyer: Vendor: ASL & Teme / Teme Remaining: - / 30 mins 1 sec	Tender/Line: TESTRED 0 Tender Cover: Twostage Token/Total No of Subministion: -/0	10					
Help/Downloads Doc. Library	Tender Documents Mandator: Documents Document Name	Bid Documents Loc Datais File ID	Actions	> Cover					
Change Inssword	Bid Sheets - TEST TECH fintest	TechnAN/Nicalcidsheetxis RECLFIN4NCIALBIDADMIN.sis	. Download (Filled Doc) 글 Detach & Download (Filled Doc) 글 Detach	Techno Commercial Open Cost Open					
Longoest	Fee Payments - EXC Cetails Vendor Generic Doc - Trave AMDER	-	Wew	Techno Commercial Open					
	General Documents	*	Atach						
	Central Documents Submit The Tender Form Refresh Go Back Note: For information about document description move mouse over the document name You can re-submit the tender form multiple times before tender closing datatime After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement								
	General Documents Note: For information about document description m You can re-submit the tender form multiple tim After upload of all documents, click on "Submit	Submit The Tend tove mouse over the document name tes before tender closing date/time t the Tender Form" Button for setterisation and acka	er Form Ratiesh Go Back						

Figure 27.2

Step7:

For EMD

Click on "Update Pay/Now", you will see the below screen refer Figure no. 20. Fill the details and upload the scan copy of the EMD.

Note *: The EMD should be paid as per the instructions provided in the Tender Notification/NIT

Select the mode of payment for EMD from list.

Vendor: TEST RAM LTD		
Choose from following payment options		
Proceed to make a Payment		
Transaction Type : EMD 💌	Mode: Select Amount (?): 1000.00	
	Go Back Select from Drop Down	



Step 8: For Updating Price Schedule/Bid

Click on \rightarrow Download $\rightarrow \stackrel{>}{\Rightarrow}$ to download the Price Bid/Technical Bid without changing the File Name & File Type and Save on the Computer.

Fill the Bid and upload the Filled File though Sign & Upload Option.

Note *: When the user uploads the filled Price Schedule/Bid, the "Red colour" will automatically turn to "Black colour" which reflects that user is ready for the final submission.

Welcome :		Tende	or Documents	Etin					
Home Modify Profile Help/Downloads Doc. Library	Submitted Date &	Buyer: Vendor: ASL Tame / Tame Remaining: - / 39 mins 1 sec	Tender / Line: TESTAIT 101 C Tender Cover: Twostage Token / Tetal No of Subminsion: -/0	2					
	Tender Documents Mandator: Documents Document Name	Bid Documents Log Dataits File ID	Actions	> Cover					
hange ssword	Bid Sheets - TEST TECH	Techn/N/Picalbidsheet.xis	5. Download Filled Doc: @ Detach	Techno Commercial Open					
eqout	Fee Payments - EMD Details		C Vew						
	Vendor Generic Doc- TininuMBER General Documenta	TINNUMBER JPG	Attach	Techno Commercial Open					
	Submit The Tender Form Refresh Go Back Note: For information about document description move mouse over the document name								
	 After upload of all documents, click on "Submit 	the Tender Form" Outon for submission and acks	owledgement						
		Figure	29						

Step 9:

Tender Final Submission/Confirmation

After all the above procedures are fulfilled and uploaded all the documents, click "Submit the tender form" on the tender document screen as shown below:

			The page at https://www.ten Note : After submission of this form	derwizard.com says: X		松花
New Tend	ers Live Tenders	Ven	link.	ong on opanie/can ina	alified/Cancelled	04-08-2014 03:21:03 (
Welcome :						Print
	-			OK		
Home					Tender/Line: TESTANTA /01	
ENOUNC .			Vendor: ASL		Tender Cover: Twostage	
Modify Profile	Submitted Dat	e & Time / Time R	emaining: - / 38 mins 53 secs	Token / Tot	al No of Submission: -/0	
Help/Downloads	4 Tender Documenta Mandatory Documer	ta Bid Documen	ts Loc Details			
Doc. Library	Document Name		File D		Actions	Cover
Tender Search	Bid Sheets -					
Change	TEST TECH TechnAVE		nAVNicalbidsheet.vis		x] 🔒 Detach	Techno Commercial Open
Password	fintest RECLEN		LFINANCIALBIDADMIN.xls		x] 🔒 Detach	Cost Open
Logout	Fee Payments-				1. The	
	EMD Details			III View		
	Vendor Generic Doc -					
	TRAUMBER	TRAUMBE	INUMBERUPG 👌 Download 👔 D		ach	Techno Commercial Open
	General Documents			🖳 Attach		
	Note: • For information about document description • You can re-automit the tender form multiple • After upload of all documents, click on "Sab					

Figure 30

Once the user submits the form, the following confirmations shall appear as an authentication to the submission of the tender. Once the confirmation 2 screen appears, select the check box below and click "OK" to continue.

Welcome :	Attachment Activity Center									
			Description: testwork	Time	Remaining: LOADER	a				
ome	Seq.No		Description Of the Document	Alternate name of the Document	File Size	Date/Time	Cover			
GHY Prome	Mandate	ory Docs								
c. Library	1	PAN CARD		PAN CARD	98.73 KB	04-08-2014 15:10.48	Techno Commercial Open			
oder Search	2	TIN NUMBER		TIN NUMBER	32.19 KB	04-08-2014 15:10:55	Cost Open			
ange	Bid She	ets								
Password	3	TEST TECH		TEST TECH	86.01 KB	04-08-2014 15:17:40	Techno Commercial Open			
	2	fintest		fintest	89.51 KB	04-08-2014 15:18:38	Cost Open			
	Form Send Prequalification									
	1 PAN CARD			PAN CARD	98.73 KB	04-08-2014 15:07:30	•			
	Vendor Generic Doc									
	1	TINNUMBER		TRAVUMBER	52.93 KB	04-08-2014 15:20:53	Techno Commercial Open			
	Terms and Conditions:									
	 We have uploaded our bid documents as per the department's requirement. We aftern that we have downloaded the bid document from the eTender site and uploaded the filled up file (MS Excel version 2003) without changing the formatic, content for the type. We aftern that we have downloaded the bid documents and attached the files against the appropriate link / section as provided in eTender site. We hereby agree to the above terms and adhere to the correctness of the submitted documents. 									
	10 swe h	ere by agree to the at	tove points and adhere to the correctness of the o	Socuments.						
				Submit Go Back						



After Reading all the Terms and Conditions Check box the field and click Submit. System Gives the Pop up that you have read the corrigendum/Addendum of this Tender. And Take the confirmation of the registered mail id and the future correspondence related to the Tender.

				The page at https: Please confirm that yo corrigendum/addendo	://www.tender ou have read and a ums of this tender	vizard.com says: there to the Your registered	*			MA K
New Tend	lers	Live 1	Tenders Ven	email id is twhelpdesk profile. Undates relates	464@gmail.com a d to this tender wi	available in your be sent to this	salified/Ca	incelled	0	4-08-2014 03:22:
Welcome :	Description: testwork A		email id. Please ensure Are you sure you wan	e that this email id t to submit your t	s valid and active. nder form ?	Tim	e Remaining: LOADIN	G		
Home	Discussion of the local discus				0	Carved				
todify Profile	Seq.No		Description Of the Documen			Casto	ment	File Size	Date/Time	Cover
elp/Downloads	Mandati	ory Docs			1					la
oc. Library	1	PAN CARD			PAN CARD			98.73 KB	04-08-2014 15:10:48	Commercial Open
ender Search	2	TIN NUMBER			TIN NUMBER			32.19 KB	04-08-2014 15:10:55	Cost Open
hange	Bid She	ets								
ssword opout	1 TEST TECH		TEST TECH		85.01 KB	04-08-2014 15:17:40	Techno Commercial Open			
	2 fotest				fintest			89.51 KB	04-08-2014 15:18:38	Cost Open
	Form Se	nd Prequalification	E.							
	1 PAN CARD				PAN CARD			98.73 KB	04-08-2014 15:07:30	•
	Vendor Generic Doc									
	1 TRAVJMBER			TINUMBER		52.90 KB	04-08-2014 15:20:53	Techno Commercial Open		
	Terms and Conditions:									
	2. We affirm that we have downloaded the bid documents and attached the files apainst the appropriate link / section as provided in eTender site 3. We affirm that we have downloaded the bid documents and attached the files against the appropriate link / section as provided in eTender site. 4. We hereby agree to the above terms and adhere to the correctness of the submitted documents.									
	Rewet	ere by agree to the	above points and adhere to the correct	tness of the documents						
					Submit	Go Back				

Figure 32

For the Final Submission click Ok and you will receive the acknowledgement copy of the Tender in Bid Document Tab

	Seq.No		Description Of the Document	Alternate name of the Document	File Size	Date/Time	Cover			
me	Mandatory Docs									
dify Profile	1	PAN CARD		PAN CARD	98.73 KB	04-08-2014 15:10:48	Techno Commercial Open			
Library	2	TIN NUMBER		TIN NUMBER	32.19 KB	04-08-2014 15:10:55	Cost Open			
des Const	Bid Sheet	5								
nge	1	TEST TECH		TEST TECH	85.01 KB	04-08-2014 15:17:40	Techno Commercial Open			
eword	2	fintest		fintest	89.51 KB	04-08-2014 15:18:38	Cost Open			
2015	Form Sen	d Prequalification								
	1	1 PAN CARD		PAN CARD	98.73 KB	04-08-2014 15:07:30				
	Vendor G	eneric Doc								
	1	TRAUMBER		TINNUMBER	52.93 KB	04-08-2014 15:20:53	Techno Commercial Open			
	Terms and	t Conditions:	 This is secure electronic submission. This document is proof of submission. Thank you very much for submission of 	The bids are stored in encrypted format to ensure confidentiality. of the Tender. your valuable response.						
	Note:	ne uy agree to ste a	sove points and advere to the contractivess of th	e occurrenta.						

Figure 33

Welcome :	Tender Documents								
Home Modify Profile Help/Downloads Doc. Library Tender Search	Submitted Date 4	Buyer: Vendor: ASL Time / Time Remaining: 04-00-2014 15:22:54	Ten Tend / 36 mins 15 secs Token / Total No of Sal	der/Line: TESTNITNESCL/01 er Cover: Twostage omission: 100008/1					
		The tender form is submitted successfully							
	Tender Documents Mandaton Documents Document Name	Bid Documents Log Details		5044) Court				
Change	Bid Sheets -	THE IS	~	No. Comes					
assword	TEST TECH	TechnAVINicalbidsheetxts	A Update 🔔 Download (Blank	Doc: 🙏 Download [Filled Doc]	Techno Commercial Open				
Logout	fintest	RECLEINANCIALBIDADMIN.xis	💁 Update 🙏 Download (Blank	Doc 👃 Download (Filled Doc)	Cost Open				
	Fee Payments -								
	EMD Details		III View						
	Vendor Generic Doc -								
	TINNUMBER	TINNUMBER JPG	👶 Download		Techno Commercial Open				
	General Documents		Atlach	uch					
	Acknowledgement -								
	Acknowledgement Copy	*	👶 Download						
	Refresh Go Back Note: 								

Figure 34

Withdraw From Tender

Submitted tender may be withdrawn till the tender closing date. Once tender is withdrawn (withdrawal icon) the same tender cannot be processed further any time. When you select withdrawn icon, you will be displayed the following message:

Microso	ft Internet Explorer 🛛 🛛 🛛 🛛
?	Once you withdraw the Tender, you will not able to resubmit the Tender.
	OK Cancel
	Figure 35

And if you select YES	s, then you need to	o provide reason for withdrawing of your tender as shown below	N:
5	, <u> </u>		

New Tenders	Live Tenders	Opened/Awarded	Disgualified/Withdrawn	17-12-2010 04:57:08 PM
Home			Reason for Withdrawing	
Modify Profile				
Help	r			
Upload Signature				
General Documents			Enter reason for Withdrawing:	
Tender Search				
Modify Password				
Logout			×	
			ОК	
		TW6.0.1	Terms & Conditions Disclaimer Glossary of terms Copyright 2009 Antares Systems Limited. All rights reserved	
User name TESTVEND3				

Figure36

Further, this tender will be shifted to Disqualified/Withdrawn section as shown below:

New Tenders	Live Tenders	Opened/Awa	rded	Disqualified/Wit	thdrawn				
Home Medify Deefile	Vendor > Tender > Disqualified/Withdrawn								
Modify Profile	Actions	Tender	Line #	Quantity	Disgualified/Withdrawn Date	Reason			
Helpad Signature	ê 🔊	TEST17-12-2010	1	1 Work	17-12-2010	Beason			
General	Construction								
Documents	â 🤊	TESTTEND1	1	1 WORKS	19-08-2010	Reason			
Tender Search	DEMO TENDER								
Logout				Page(s) 1					
User name TESTVEND3									

Figure 37

Re-Submission

User can re -submit his Bid for N times before the Tender Closing Date.

Download the Bid File once again and save and upload the updated file by clicking on tab "Update", then acknowledgement copy will generated again.

				M K
New Tenders	Live Tenders	Vendor-Opened/Awarded	Vendor-Disqualified/Cancelled	04-08-2014 03:23:43
Welcome :		Tend	er Documents	Print
Home Modify Profile	Submitted Date	Buyer: Vendor: ASL & Time / Time Remaining: 04-00-2014 15:22:54 / 1	Tender/Line: TESTAUTALESCL/01 Tender/Cover: Twostage 36 mins 15 secs Token/Total No of Submission: 100008/1	
Help/Downloads		The tender for	m is submitted successfully	
Doc. Library Tender Search	Tender Documents Mandatori Document	Bid Documents Log Details		
Change	Document name	File ID	Actions	Cover
browerd	TEST TECH	TechnANRocalbidsheet.its	Opdate A Download (Blank Doc) A Download (Filled Doc)	Techno Commercial Open
tuopo	fintest	RECLENANCIALBIDADMIN.xis	Download (Mank Doc) & Download Filled Doc)	Cost Open
	Fee Payments -			
	EMD Details	-	C Vew	
	Vendor Generic Doc -			
	TRAUMBER	TININUMBER JPG	👶 Download	Techno Commercial Open
	General Documents	*	🔛 Atlach	
	Acknowledgement -			
	Acknowledgement Copy	*	3 Download	
	Note: • For information about document description : • You can re-submit the tender form multiple to • After upload of all documents, click on "Subm	Re move mouse over the document name mes before tender closing date time it the Tender Form" Buton for submission and ack	fresh Go Back	

Figure 38

Cautions and Warning

- View & request the tenders on time.
- The tenders which are due for request can be viewed in "New Tenders" Status.
- Strictly attach all the general documents in the "Tender Document" screen Which are uploaded in the web site?
- If the Token Number is displayed as **ZERO**(as shown below), it means that the User is still not submitted the tender form:

Tender Documents	
Department: DEMO1	Tender/Line: demoacctender/1 🗔
BIDDER: test Bidder	Tender Cover: onestage
Submitted Date & Time / Time Remaining: 27-12-2012 15:29:27 / Submission time is closed	Token / Total No of Submission: 101865/1

- Download and save the "Schedule B/Price Bid" in the same name. Do not change the name of "SCHEDULE B/Price Bid" any time.
- If the contractor is "Disqualified" from the tender, the details of that tender can be found in "Disqualified/Withdrawn" section.
- Kindly use the valid mail id for receiving the corrigendum/addendum and other information related to tenders.
- Department can issue corrigendum or addendum any time before closing so bidders should Check the e-tendering web portal regularly.
- Bidders are advised to visit regularly to their registered email id with the portal / SAU portal for latest corrigendum / addendum. In case of any addendum issued by the department officials where Technical / Price Sheet has been modified after deleting the old files although the bidder has submitted the tender, then bidders are requested to resubmit their bids with the revised format uploaded by the department officials. In case bidder didn't re-submit their bid with the modified files uploaded by the department, then their old submitted bid will be automatically rejected by the system and their old submitted bid will not be valid after tender opening.
- During the issuing of corrigendum or addendum bidders will also get a mail to their Registered mail id.

Figure 39

Contact Us

<u>Tender Wizard Helpdesk</u> C-62, 2nd floor, Preet Vihar, Opp. to Metro Pillar No. – 79 New Delhi – 110092 Fax No: 91-11-46061763 Ph No: 011-49424365