

1.1) Login Process

- i) To Login into the system Open Internet Explorer → type **https://wbenders.gov.in** in the address box → Click Enter.

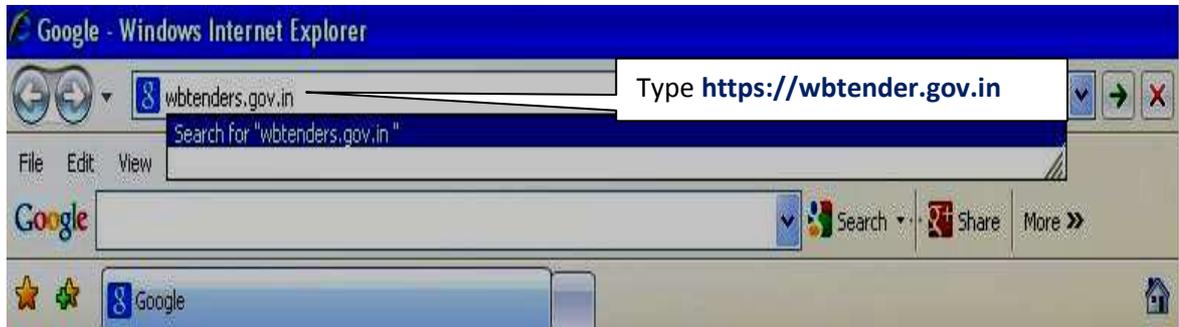


Figure 1.1.1. Opening the E-Tendering Portal

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

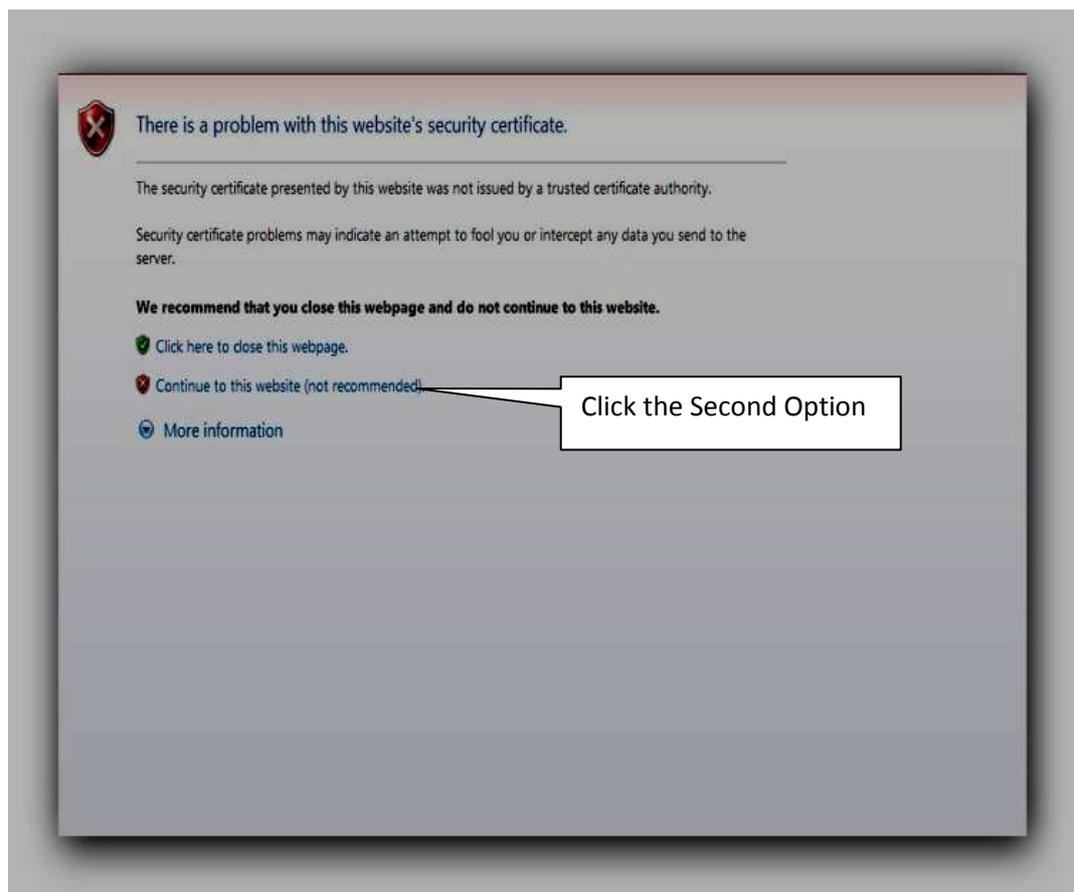


Figure 1.1.2. Opening the Login Page

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

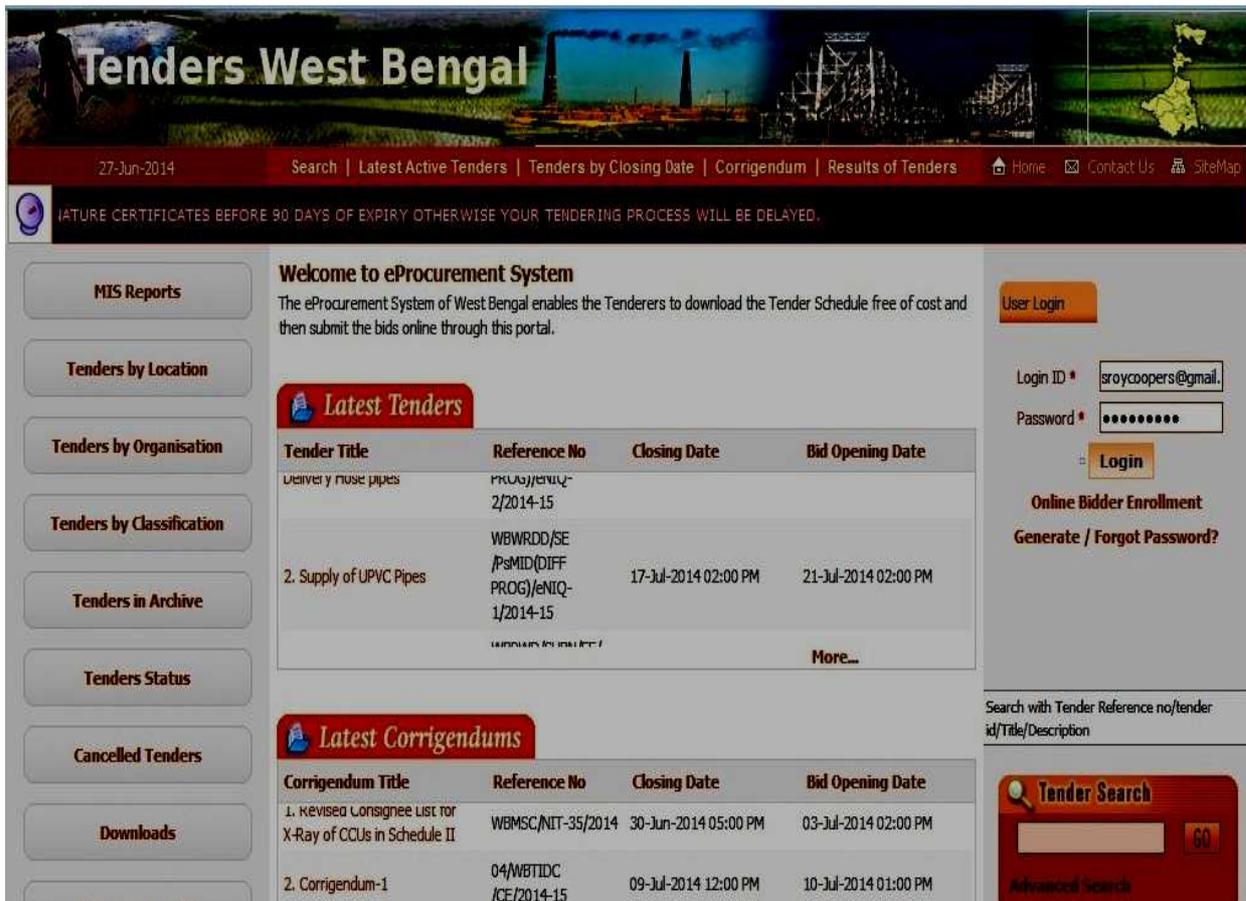
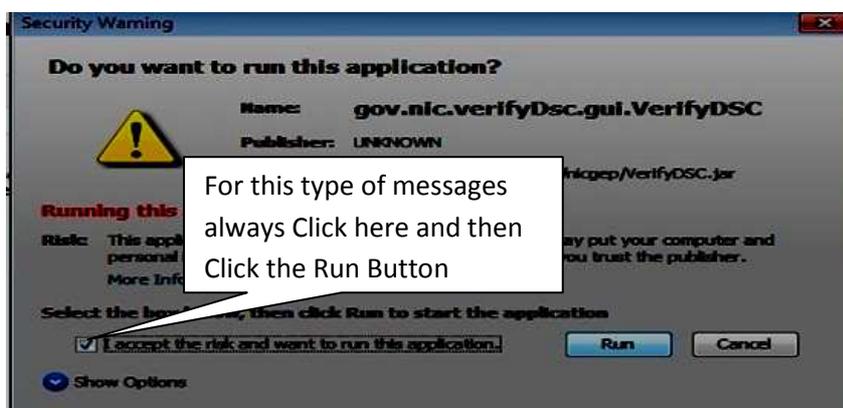


Figure 1.1.3. Login into the Portal

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:



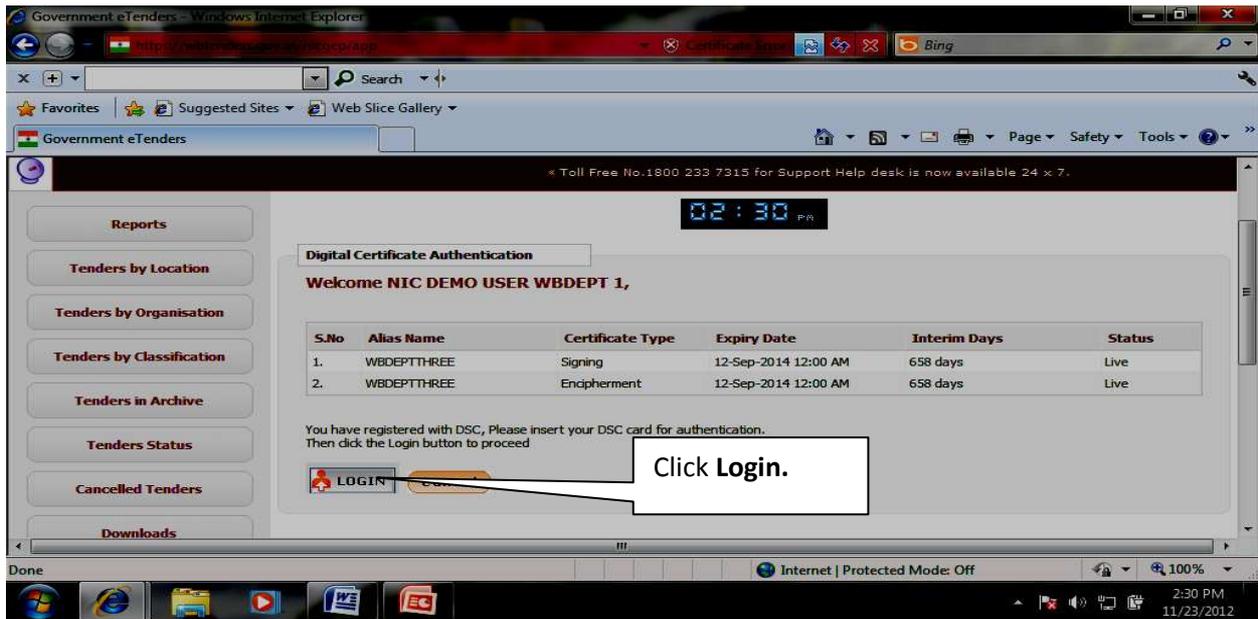


Figure 1.2.1. This is the DSC Login Process which is very authentic.

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:

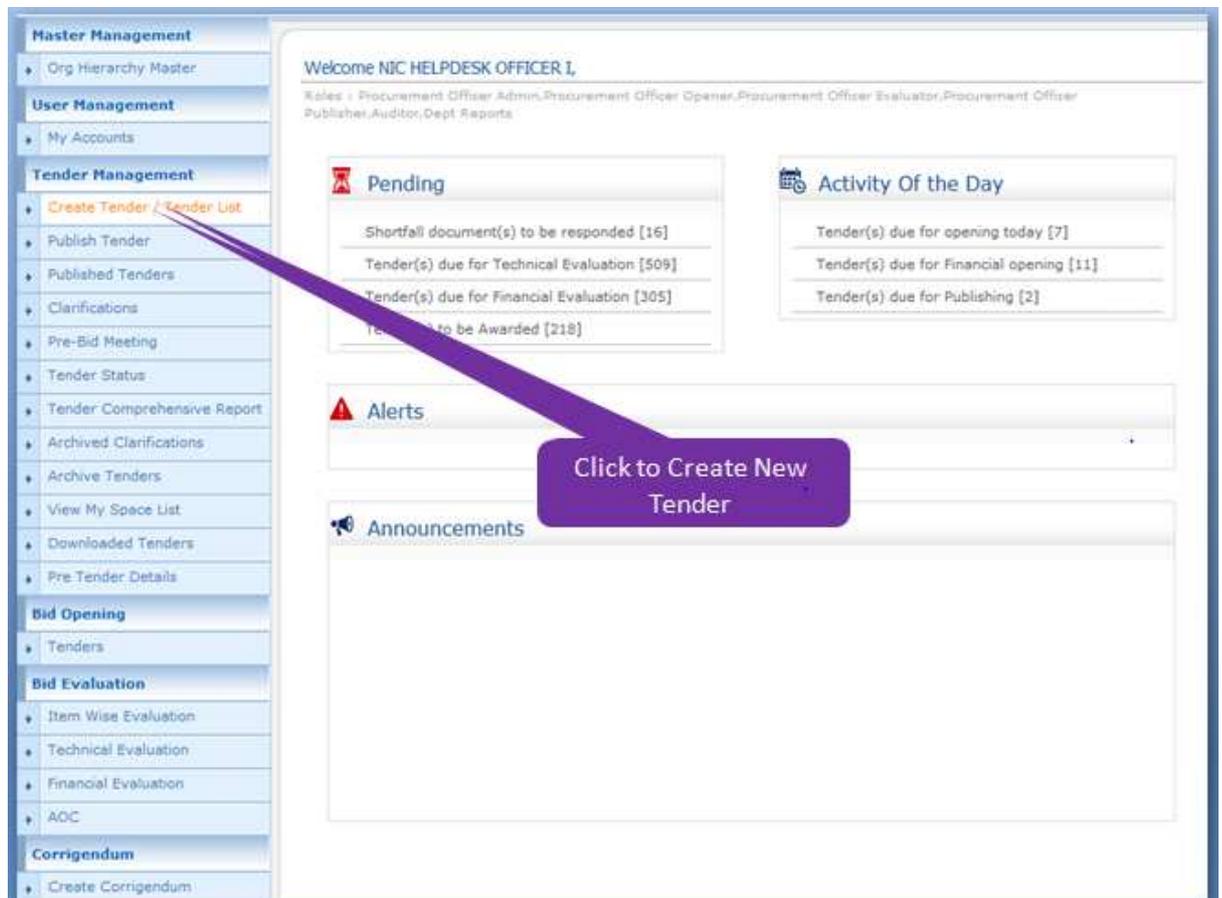


Figure 1.3.1. Creation of a new Tender

ii) After Clicking the “Create New Tender Call” you will get a list and at the Bottom of the List 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.

The screenshot displays a web application interface for tender management. On the left is a navigation menu with categories like Bid Opening, Bid Evaluation, Corrigendum, and Auction Management. The main area shows a table of 19 tenders. At the bottom right, there are buttons for 'Create New Call for Tender' and 'Delete'. An orange callout box points to the 'Create New Call for Tender' button with the text 'Click to call a new tender'.

4	2015_NIC_36982	PCCMS/B/3/41/2015-2016	13-Aug-2015 10:51 AM	Open Tender		
5	2015_NIC_36981	333	13-Aug-2015 10:00 AM	Open Tender		
6	2015_NIC_36980	456	13-Aug-2015 09:52 AM	Open Tender		
7	2015_NIC_36979	test tender	12-Aug-2015 06:34 PM	Open Tender		
8	2015_NIC_36978	test tender	12-Aug-2015 06:16 PM	Test		
9	2015_NIC_36977	test tender	12-Aug-2015 06:09 PM	Open Tender		
10	2015_NIC_36976	test tender	12-Aug-2015 06:05 PM	Open Tender		
11	2015_NIC_36975	test tender	12-Aug-2015 05:58 PM	EOI		
12	2015_NIC_36974	test tender	12-Aug-2015 05:12 PM	EOI		
13	2015_NIC_36973	CIDTEST412/B/15	12-Aug-2015 04:46 PM	Open Tender		
14	2015_NIC_36971	gfgbfh	12-Aug-2015 03:13 PM	Limited		
15	2015_NIC_36970	abc	12-Aug-2015 03:11 PM	EOI		
16	2015_NIC_36969	NALCO GUEST HOUSE-201	12-Aug-2015 02:58 PM	Open Tender		
17	2015_NIC_36966	Ref_2015_1031	12-Aug-2015 11:49 AM	Open Tender		
18	2015_NIC_36964	ref_123	12-Aug-2015 10:40 AM	Open Tender		
19	2015_NIC_36962	Tender/NIC/Test	12-Aug-2015 10:26 AM	Open Tender		
		888	12-Aug-2015 09:54 AM	Open Tender		

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

1.4) Basic Details Module.

The screenshot displays the Government eProcurement System interface. The top header includes the system logo, user information (Welcome: testofficer1@gmail.com, Last login: 13-Aug-2015 11:59 AM), and server time (13-Aug-2015 12:03:43). The main navigation menu on the left lists various modules: Master Management, User Management, Tender Management, Bid Opening, and Bid Evaluation. The 'Tender Management' section is expanded, showing 'Tender List' as the active path.

The 'Basic Details' form is displayed with the following fields:

- Tender Reference Number: WBTEST/NIT-01/2015-16
- Tender Type: Open Tender
- Form of Contract: Percentage
- No Of Cover(s): 2
- Tender Category: Works
- Account Type Head: Others +
- No Of Bid Openers: 2 Off 2
- Should allow Multi Currency for BOQ: Yes

Navigation buttons include 'Cancel', 'Next', and a 'Next' button at the bottom right. A callout box with a purple background and white text points to the 'Next' button, stating 'Click Next to continue'.

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:

The screenshot shows the Government eProcurement System interface. The header includes the system logo, user information (Welcome: testofficer1@gmail.com, Last login: 13-Aug-2015 11:59 AM), and server time (13-Aug-2015 12:04:02). The navigation menu on the left lists various modules: Master Management, User Management, Tender Management, Bid Opening, and Bid Evaluation. The main content area is titled 'TENDER MANAGEMENT' and shows a 'Tender List' for 'WBTEST/NIT-01/2015-16'. The 'Cover Details' tab is active, displaying a table with the following data:

S.No	Cover Name	Cover Type	Cover Document(s)	Add Content(s)
1	2015_NIC_36995_pack1	Fee/PreQual/Technical	0	To Add Content
2	2015_NIC_36995_pack2	Finance	0	To Add Content

An orange callout box points to the 'Add Content(s)' column, with the text 'Click to add Technical cover contents'. A 'Next' button is visible at the bottom right of the table area.

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 :

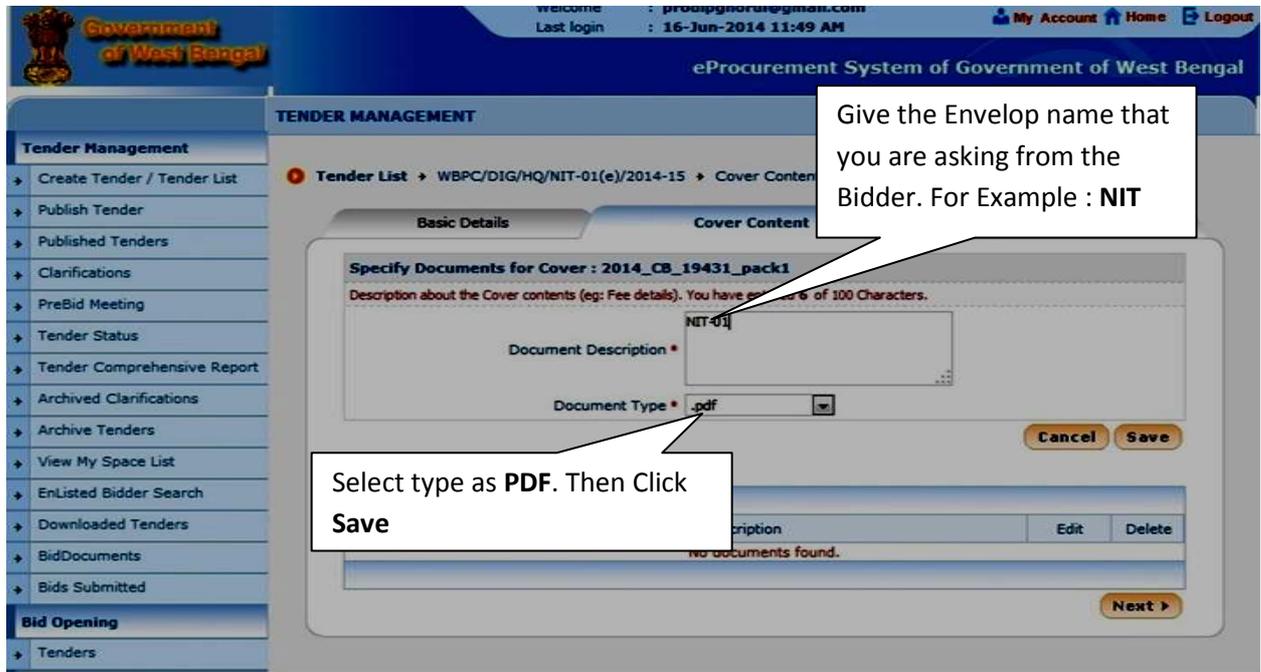


Figure 1.5.2. Creating the Technical Covers.

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.

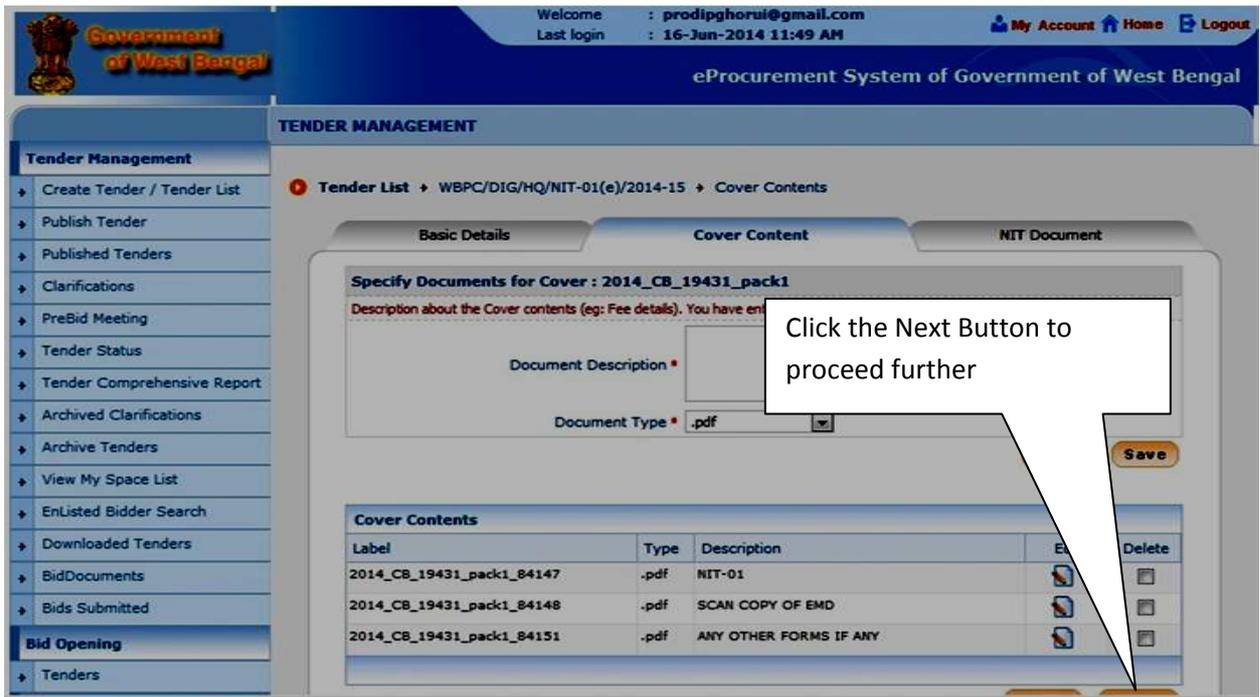


Figure 1.5.3. After Creation of the Technical Cover Details.

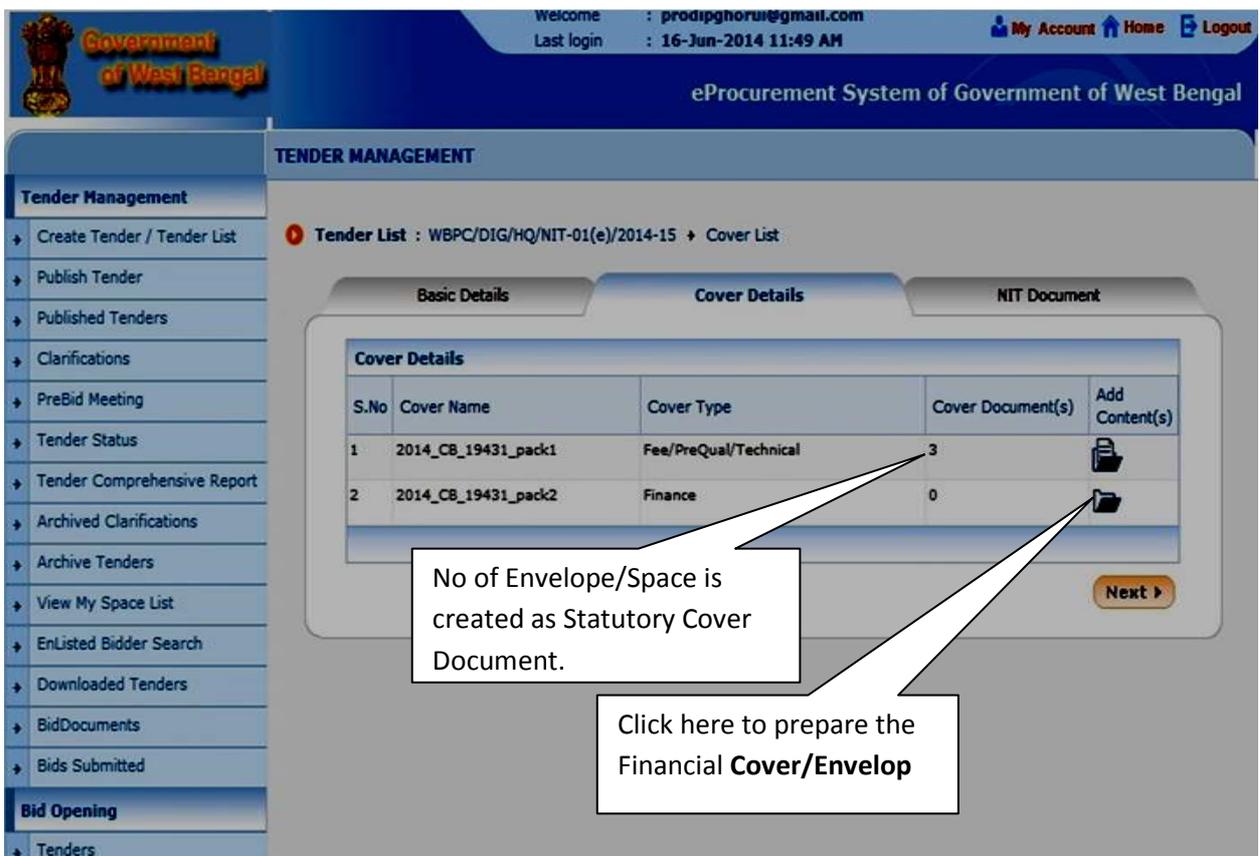


Figure 1.5.4. Creation of Financial Cover Details.

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.

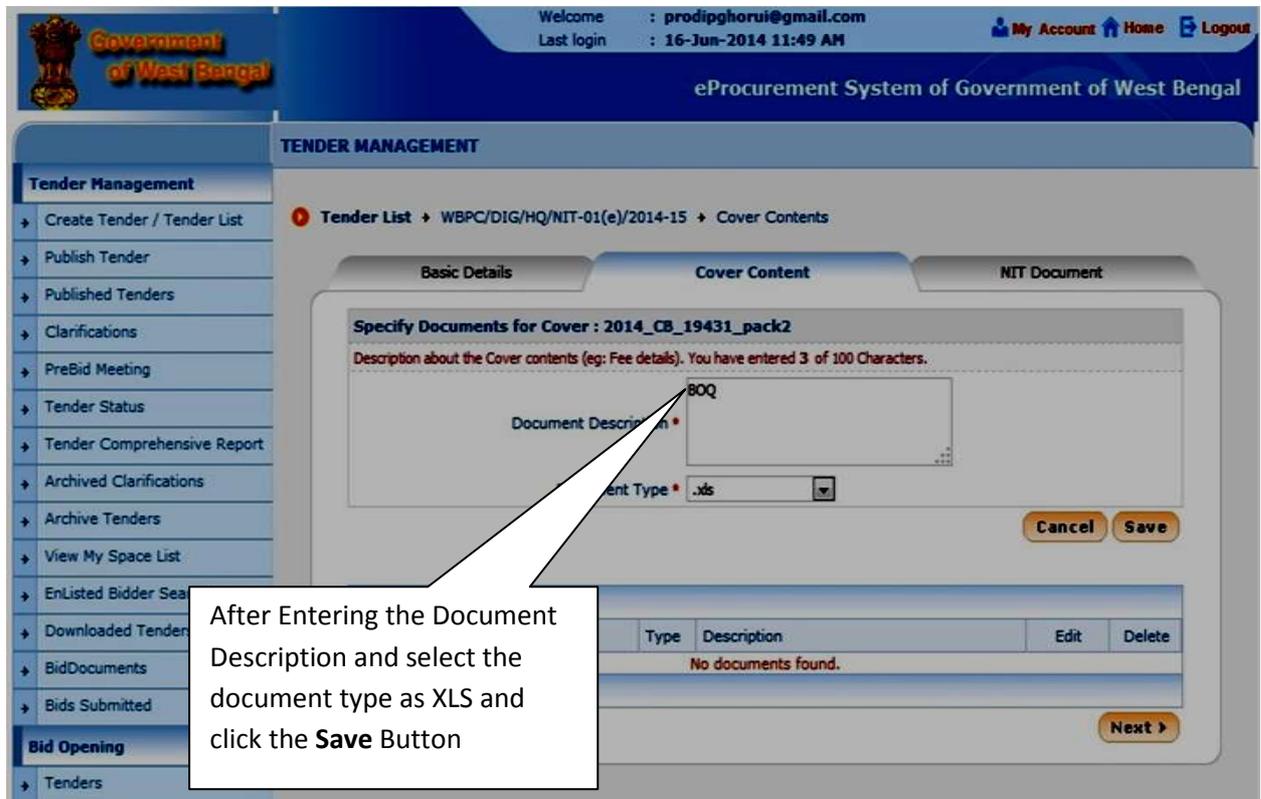


Figure 1.5.5. Preparation of the Financial Cover

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

Welcome : prodipghorui@gmail.com
Last login : 16-Jun-2014 11:49 AM

My Account Home Logout

eProcurement System of Government of West Bengal

TENDER MANAGEMENT

Tender List : WBPC/DIG/HQ/NIT-01(e)/2014-15 → Cover List

Basic Details Cover Details NIT Document

S.No	Cover Name	Cover Type	Cover Document(s)	Add Content(s)
1	2014_CB_19431_pack1	Fee/PreQual/Technical	3	
2	2014_CB_19431_pack2	Finance	1	

Next >

Click the Next button to proceed further.

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 → 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 :

The screenshot displays the 'TENDER MANAGEMENT' interface. The top navigation bar includes the Government of West Bengal logo, user information (Welcome: prodipghorui@gmail.com, Last login: 16-Jun-2014 11:49 AM), and links for My Account, Home, and Logout. The main content area is titled 'TENDER MANAGEMENT' and shows the breadcrumb 'Tender List > WBPC/DIG/HQ/NIT-01(e)/2014-15 > NIT Document'. The interface is divided into three tabs: 'Basic Details', 'Cover Details', and 'NIT Document'. The 'NIT Document' tab is active, showing the 'Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15'. Below this is a table titled 'Tender Documents' with columns for Document Type, Uploaded Date, Verified By, Action, and Delete. The table is currently empty, displaying 'No Documents found.' At the bottom of the table, there are three buttons: '< Back', 'Upload', and 'Next >'. A callout box points to the 'Upload' button with the text 'Click here to upload the NIT Document.' A footer note states 'Deletion of Tender Documents is allowed only in the order of last uploaded first.'

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.

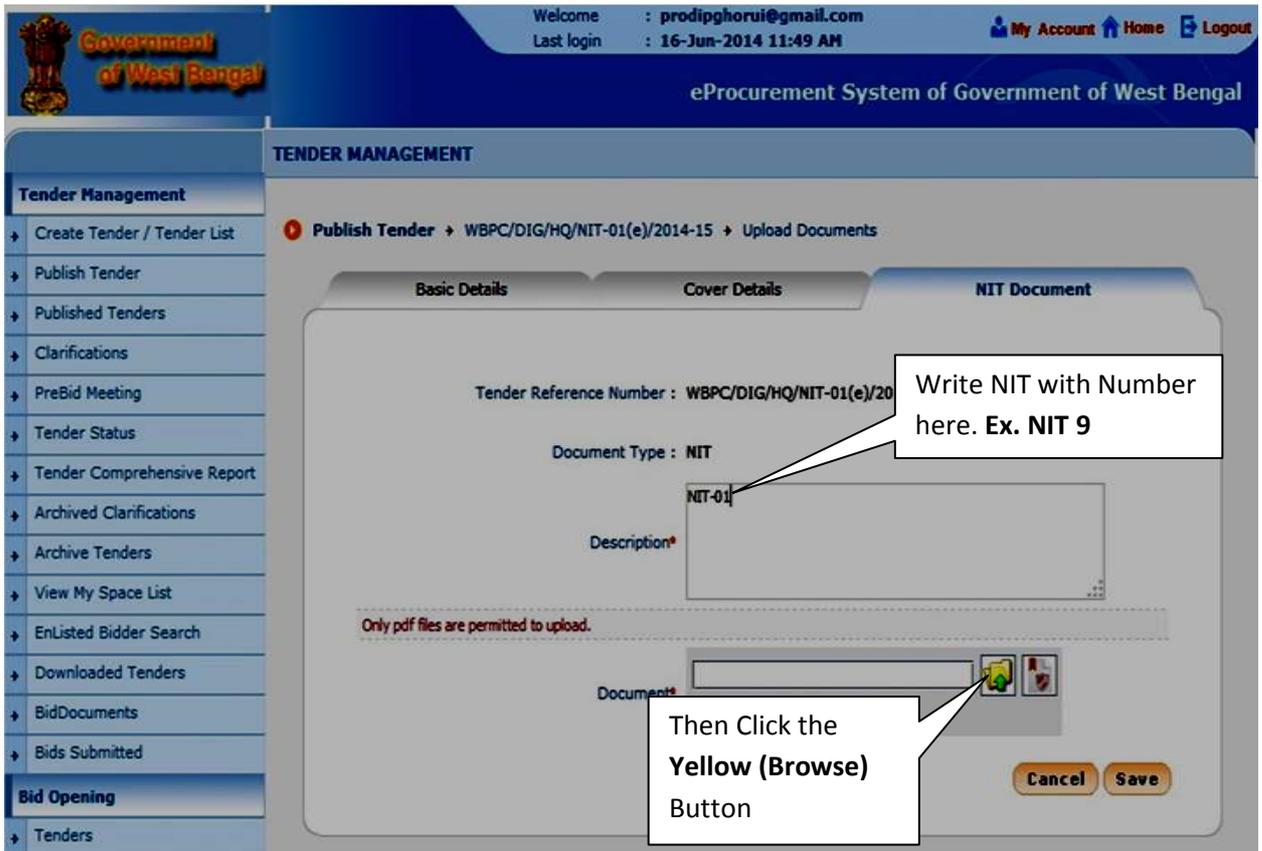


Figure 1.6.2. Process to find the NIT and attaching process.

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 :

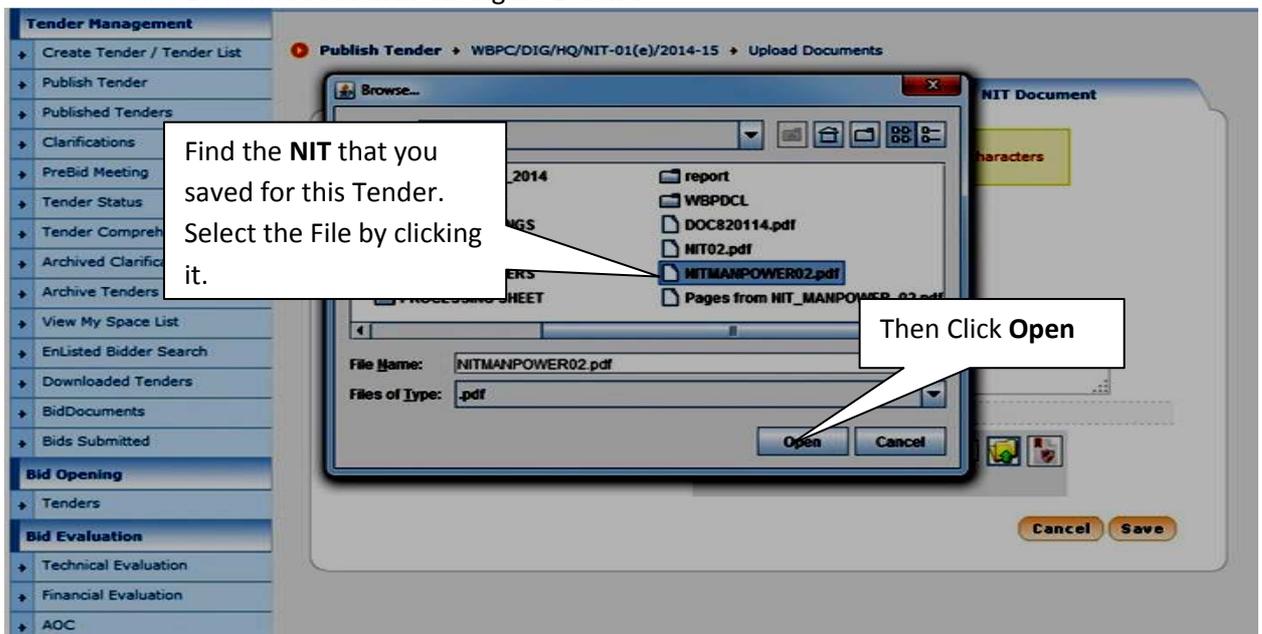


Figure 1.6.3. Browsing/ Finding the NIT from your Machine

- 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 :

The screenshot shows the 'eProcurement System of Government of West Bengal' interface. The user is logged in as 'prodipghorui@gmail.com' and the last login was on '16-Jun-2014 11:49 AM'. The main menu includes 'My Account', 'Home', and 'Logout'. The 'TENDER MANAGEMENT' section is active, and the user is in the 'Publish Tender' process for 'WBPC/DIG/HQ/NIT-01(e)/2014-15' under the 'Upload Documents' step. The 'NIT Document' tab is selected, showing the following details:

- Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15
- Document Type : NIT
- Description* : NIT-01
- Document* : SKAR\Desktop\NIT_MANPOWER_02.pdf

A callout box points to a red button next to the document field, with the text 'Click here to Sign the Document.' The 'Save' button is highlighted in yellow.

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**.



Figure 1.6.5. Providing the PIN Number to Sign the Document.

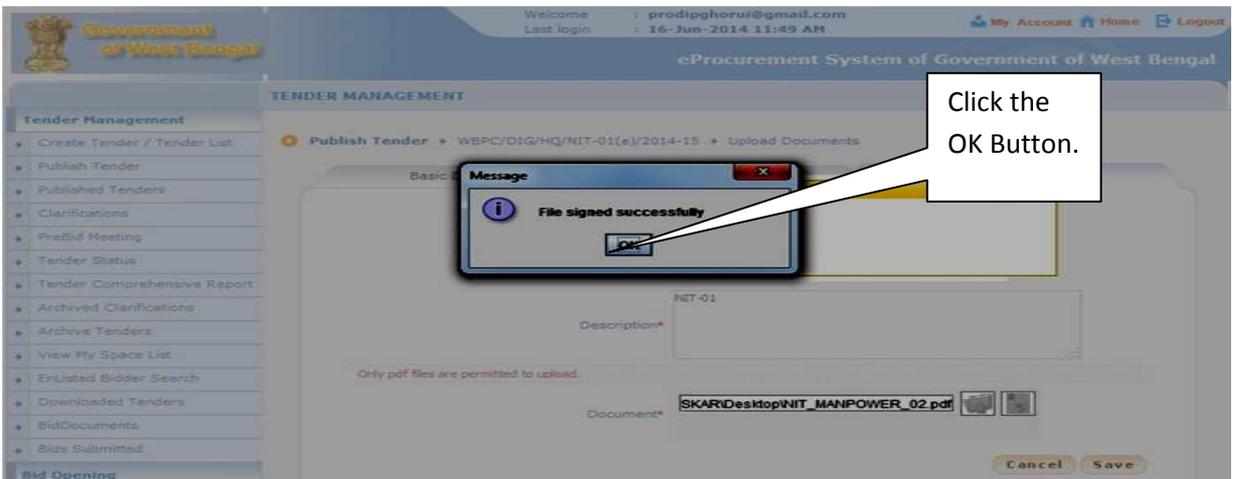


Figure 1.6.6. The Process showing that the File is successfully signed.

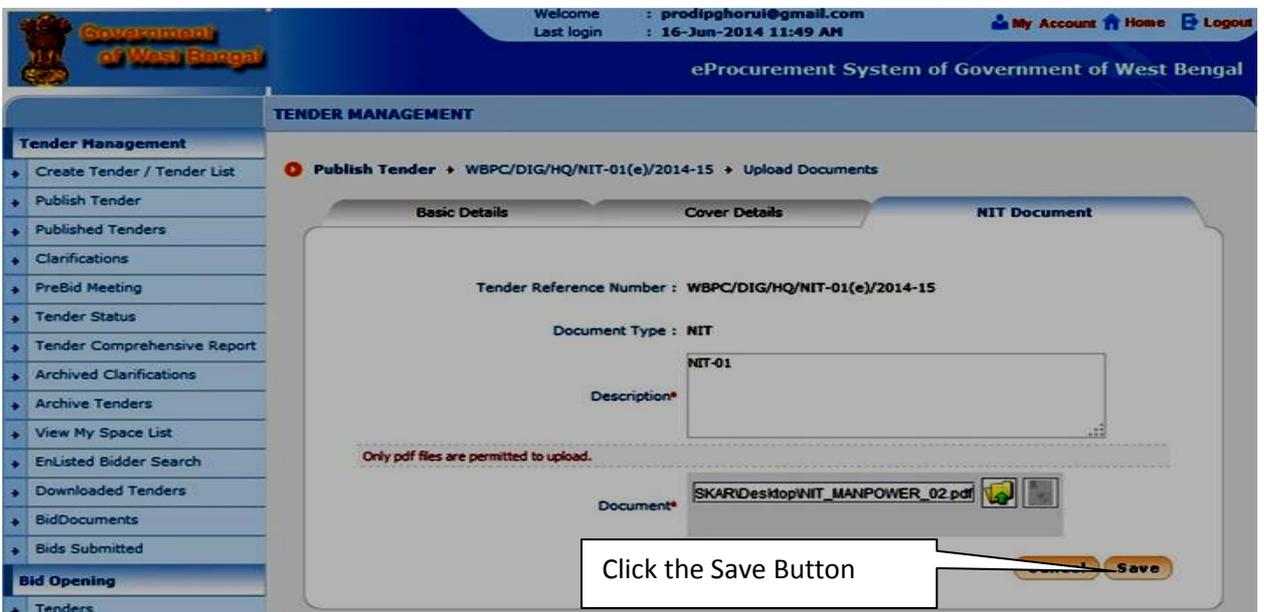


Figure 1.6.7. Saving the Signed Document.

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 :

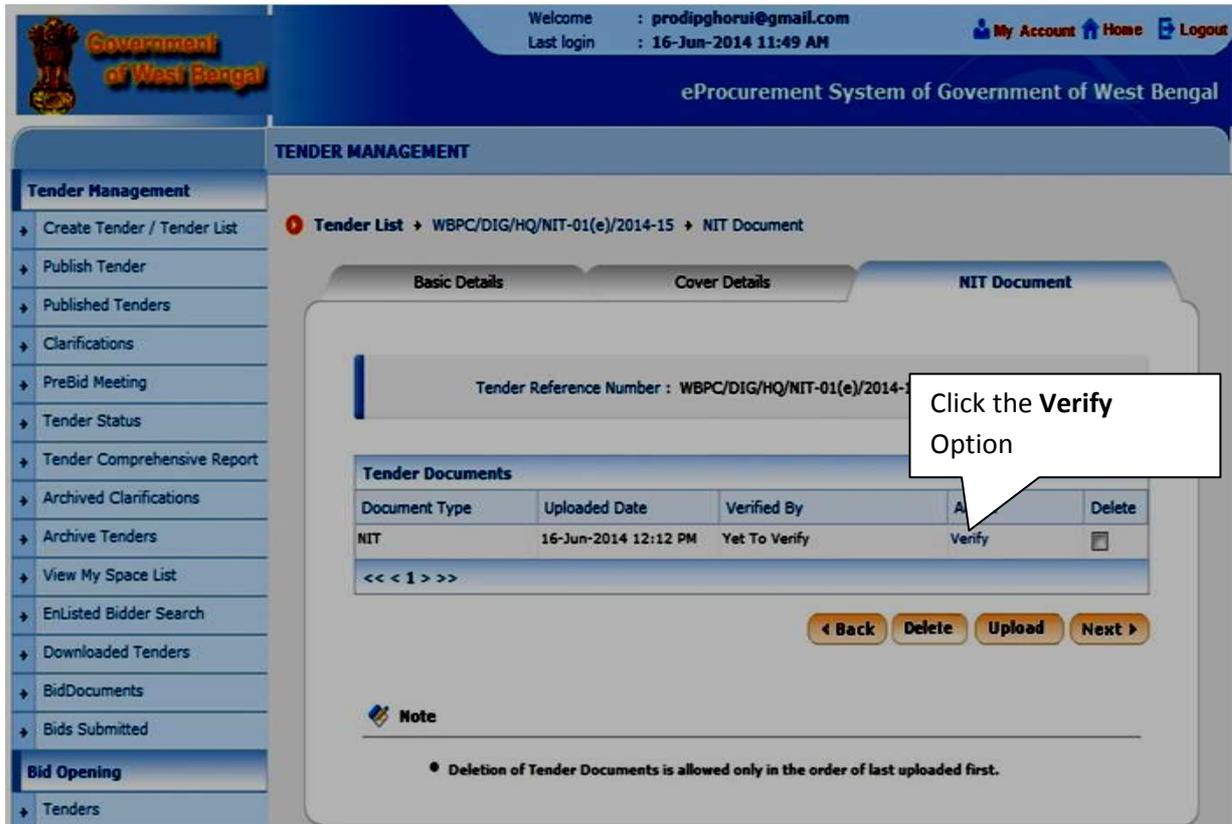


Figure 1.6.8. Verifying the NIT Document Process 1

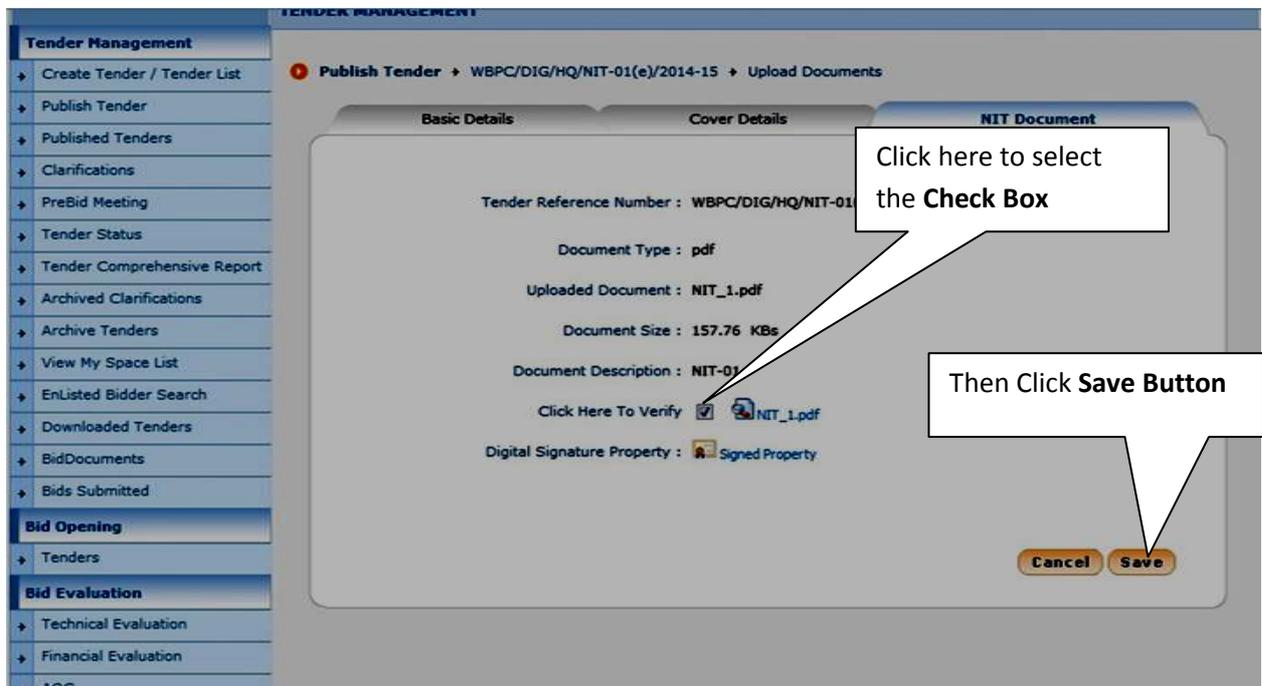


Figure 1.6.9. Verifying the NIT Document Process 2

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.

Welcome : prodipghorui@gmail.com
Last login : 16-Jun-2014 11:49 AM

My Account Home Logout

eProcurement System of Government of West Bengal

TENDER MANAGEMENT

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Clarifications
- PreBid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- EnListed Bidder Search
- Downloaded Tenders
- BidDocuments
- Bids Submitted

Bid Opening

- Tenders

Tender List → WBPC/DIG/HQ/NIT-01(e)/2014-15 → NIT Document

Basic Details Cover Details **NIT Document**

Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15

Document Type	Uploaded Date	Verified By	Action
NIT	16-Jun-2014 12:12 PM	PRODIP GHORUI	Verified

<< 1 >>

[Back](#) [Delete](#) [Upload](#) [Next](#)

Note

- Deletion of Tender Documents is allowed only in the order of last uploaded first.

Click the **Next** Button.

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 :

The screenshot displays the 'Work/Item Details' form within a tender management system. The form is organized into two main columns. The left column contains fields for 'Work/Item Title' (WBTEST/NIT-01/2015-16), 'Work/Item Description' (CIVIL WORK), 'Pre Qualification Details', 'Product Category' (Civil Works), 'Contract Type' (Tender), 'Tender Value' (INR 12345678), 'Bid Validity Days' (30), 'Calendar Completion/Delivery Period in Days' (10), and 'Should allow GTE Details' (No). The right column contains 'Give Location Detail' (KOLKATA), 'Pincode' (700022), 'Pre Bid Meeting Place' (KOLKATA), 'Pre Bid Meeting' (Yes), 'Pre Bid Meeting Address' (KOLKATA-22), 'Bid Opening Place' (KOLKATA), 'Tenderer Class' (OTHERS), 'Inviting Officer' (WBNC), and 'Inviting Officer Address' (KOLKATA). A purple banner at the top right indicates 'Fill up all the required (*) fields'. A blue callout box at the bottom right points to the 'Next' button with the text 'Click Next to continue'.

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.

- I) 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.
- II) 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.

The screenshot displays the 'EMD Details Module for Online Payment' interface. The left sidebar contains navigation options under 'Tender Management', 'Bid Opening', and 'Bid Evaluation'. The main content area shows the following details:

- Tender Reference Number: WBEMDTEST/FINAL/2015-16
- Tender Fee Details:**
 - Fee Payment Mode*: Offline Online Not Applicable
 - Tender Fee(INR): 0
 - Exemption Allowed: Yes No
- Earnest Money Deposit (EMD) Details:**
 - EMD Fee: Fixed Percentage
 - EMD Amount(INR)*: 20
 - EMD ECV %: 0.0
 - EMD Exemption Allowed: Yes No
 - EMD Fee Payable To *: WB NIC
 - EMD Fee Payable At *: BANKURA
- Online Banks ***
 - ICICI BANK
 - ICICI NEFT/RTGS

Callouts in the image indicate: 'Select the "payment mode" as online' pointing to the 'Online' checkbox, and 'Click Next to continue' pointing to the 'Next' button.

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 :

Field	Date	Time Type	Hour	Mins
Publishing Date*	13/08/2015	At	12	30
Document Download / Sale Start Date*	13/08/2015	At	12	30
Seek Clarification Start Date		At	09	00
Seek Clarification End Date		Upto	09	00
PreBid Meeting Date*	13/08/2015	At	12	40
Bid Submission Start Date*	13/08/2015	At	13	00
Bid Submission Closing Date*	13/08/2015	Upto	14	00
Bid Opening Date*	13/08/2015	At	14	05

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.

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

Tender Reference Number : WBTEST/NIT-01/2015-16

Bid opener's type (2 Of 2). Required number of bid openers:2

Select the Bid Openers Here

S.No	User Name	Designation	Login Id	Status	Select
1	ABHIRABA MUKHERJEE	COMPUTER ASSIT	abhinaba.mukherjee@gmail.com	Valid	<input checked="" type="checkbox"/>
2	ADIERY DANAGNAYAN	DRAUGHTSMAN	thanuadiery@yahoo.co.in	Valid	<input checked="" type="checkbox"/>
3	AJAY KUMAR PAL	DIA	aeozppurbamdn@gmail.com	Valid	<input type="checkbox"/>
4	Ajith K Thankanchan	KWA	ajithkwa@gmail.com	Valid	<input type="checkbox"/>
5	A K GUPTA	CE	ashokgupta186178@gmail.com	Valid	<input type="checkbox"/>
6	ARIMESH BHATTACHARYA	OFFICER	ace1@nbphed.gov.in	Valid	<input type="checkbox"/>
7	ANIMESH CHAKRABORTY	SE	mumbai@hed.co.in	Valid	<input type="checkbox"/>
8	ANIRUDDHA NATH	OFFICER	aniruddha.nath@wbseddl.in	Valid	<input type="checkbox"/>
9	Anjan Kumar Das	Audit and Accounts Officer	aaokd1972@gmail.com	Valid	<input type="checkbox"/>
10	Anup Kumar Miera	SAE RWS	akm2223a@gmail.com	Valid	<input type="checkbox"/>
11	Aparesh Chattopadhyay	OFFICER	apuchattopadhyay@gmail.com	Valid	<input type="checkbox"/>
12	Anindam Bose	Creator	anindambose2005@gmail.com	Valid	<input type="checkbox"/>
13	Arunava Chakrabarti	Professor	arunava_chakrabarti@yahoo.co.in	Valid	<input type="checkbox"/>
14	Arunava Saha	MANAGER PURCHASE	wfpurchase@gmail.com	Valid	<input type="checkbox"/>
15	Arun Kumar	Engineer	arun.kumar@wbseddl.in	Valid	<input type="checkbox"/>
16	ARUNNATHE PANDIAN	JE(Inat)	arunnathe@hotmail.com	Valid	<input type="checkbox"/>
17	ARUP KAR	EE	arupkar01@gmail.com	Valid	<input type="checkbox"/>

Figure 1.10.1. Bid Openers Selection Details Module

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

210	USER 7TH	OFFICER	atiuser7@gmail.com	Valid	<input type="checkbox"/>
211	Usha Basumatary	OFFICER	ubasumatary@coalindia.in	Valid	<input type="checkbox"/>
212	UTPAL SAHA	Executive Engineer	eeaimalda@gmail.com	Valid	<input type="checkbox"/>
213	VASUDEVAN KRISHNARAJ	Assistant Programmer	vasudek@gmail.com	Valid	<input type="checkbox"/>
214	VENGATACHALAPATHY D	Clerk	vengatachalapathy.d@gmail.com	Valid	<input type="checkbox"/>
215	Venkatesan M	Senior Clerk	venkat051177@gmail.com	Valid	<input type="checkbox"/>
216	VIJAY KUMAR	Deputy Commandant	vijaydcirbn@gmail.com	Valid	<input type="checkbox"/>
217	VIJAY KUMAR GARG	AGM CIVIL	vkgarg627@gmail.com	Valid	<input type="checkbox"/>
218	VIMAL KISHORE SHAH	SE	vkshah@hsl.co.in	Valid	<input type="checkbox"/>
219	VPT D.VASUDEV	Prog	vptuser2@nic.in	Valid	<input type="checkbox"/>
220	VPT MOHANA TADI	Prog	vptuser1@nic.in	Valid	<input type="checkbox"/>
221	WB DEPT USER Officer	EE	westbdept5@gmail.com	Valid	<input type="checkbox"/>
222	WB DEPT USER Six	EE	westbdept6@gmail.com	Valid	<input type="checkbox"/>
223	WB TEST DEPT USER 3	TEST USER	wbdept3@gmail.com	Valid	<input type="checkbox"/>
224	WB TEST DEPT USER 4	TEST USER	wbdept4@gmail.com	Valid	<input type="checkbox"/>
225	WB TEST DEPT USER five	TEST USER	wbdept5@gmail.com	Valid	<input type="checkbox"/>
226	YOUVARAJ RAMALINGAM	ASSISSTANT ENGINEER	youvaraj_ae@rediffmail.com	Valid	<input type="checkbox"/>

<< < 1 > >>

Cancel Submit

Click Submit to continue

 **Note**

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 :

The screenshot displays the 'eProcurement System of Government of West Bengal' interface. The top navigation bar shows the user's name 'prodipghorui@gmail.com' and the last login time '16-Jun-2014 11:49 AM'. The main content area is titled 'TENDER MANAGEMENT' and shows the breadcrumb trail: 'Tender List > WBPC/DIG/HQ/NIT-01(e)/2014-15 > Work/Item Documents'. The 'Work/Item Documents' tab is active, showing a table with columns for Document Type, Description, Uploaded Date, Action, and Delete. The table is currently empty, with the message 'Work/Item documents not found.' displayed. A callout box points to the 'Upload' button, with the text: 'Click here to upload the other Work Item Documents like BOQ, 2911 Form etc.'

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 :

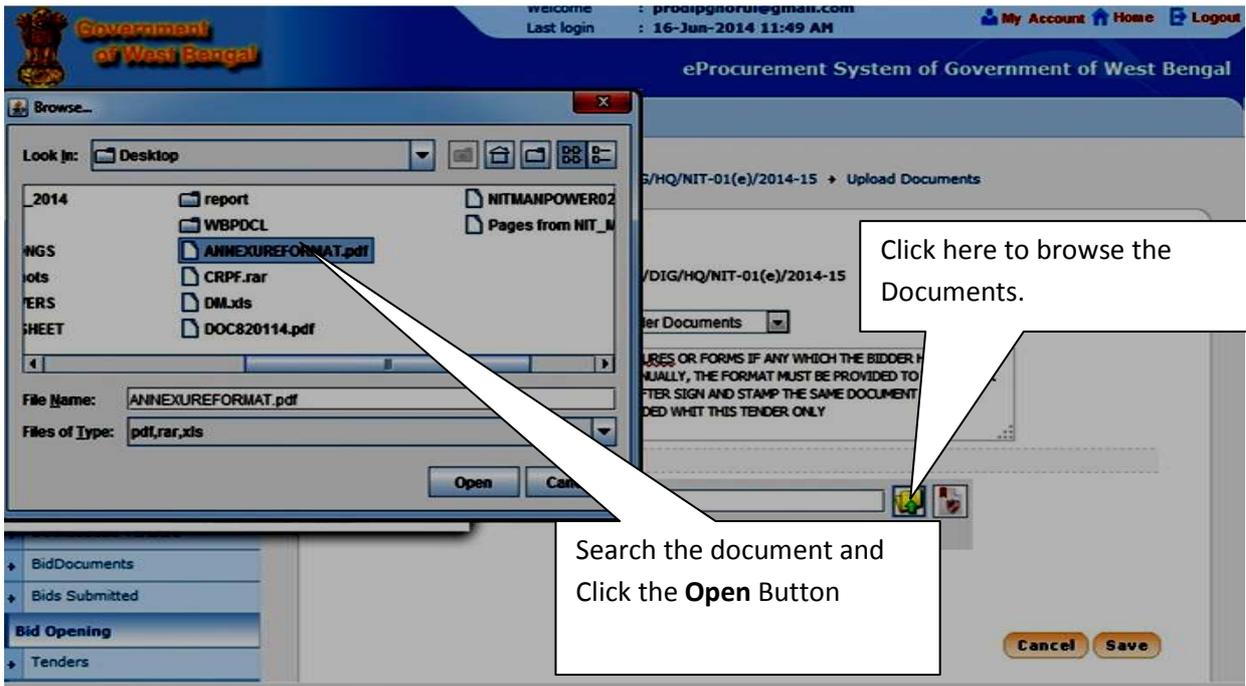


Figure 1.11.2. Other Tender Documents Uploading Process 2

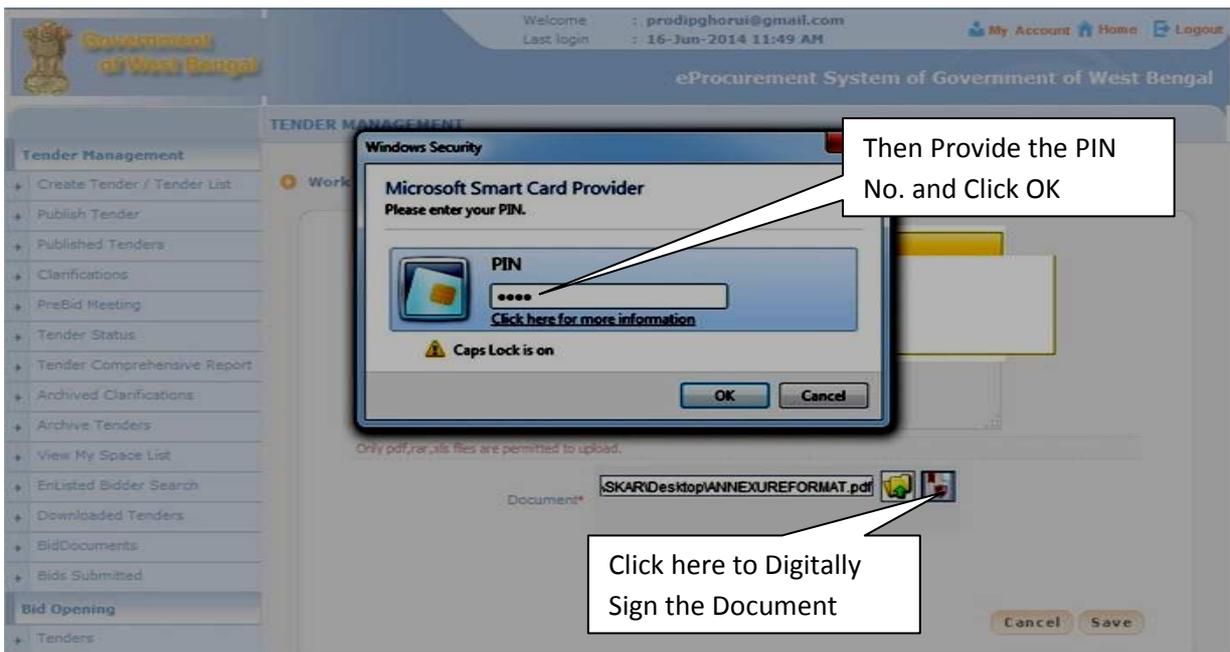


Figure 1.11.3. Other Tender Documents Uploading Process 3.

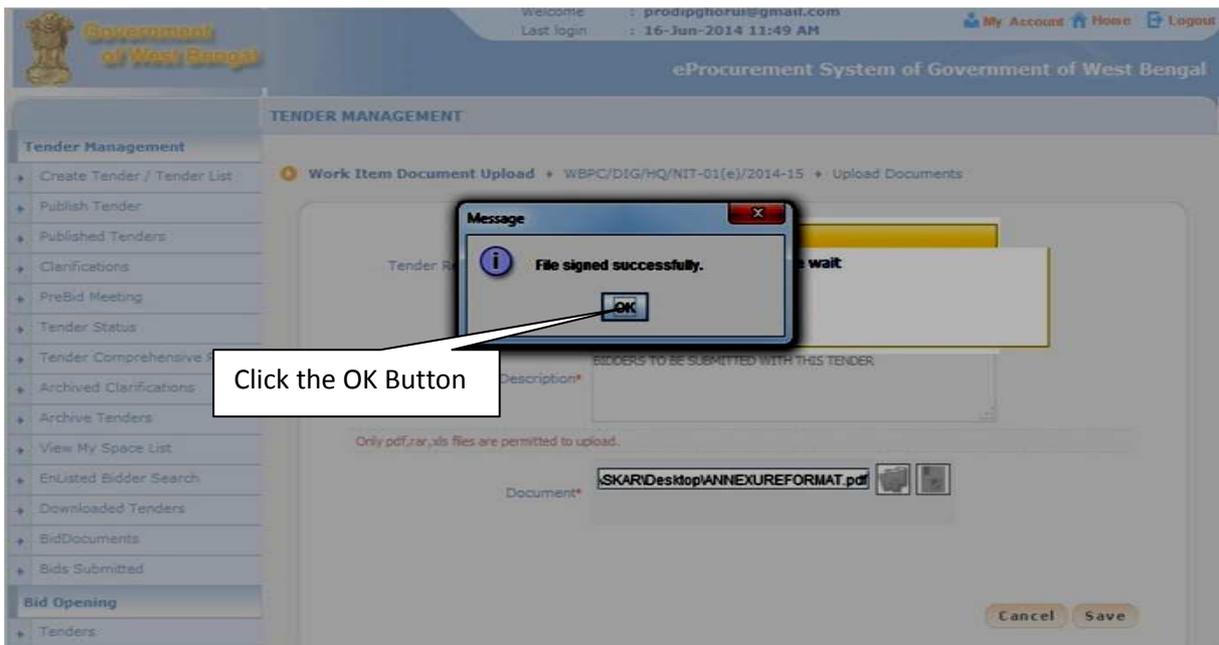


Figure 1.11.4. Other Tender Documents Uploading Process 4.

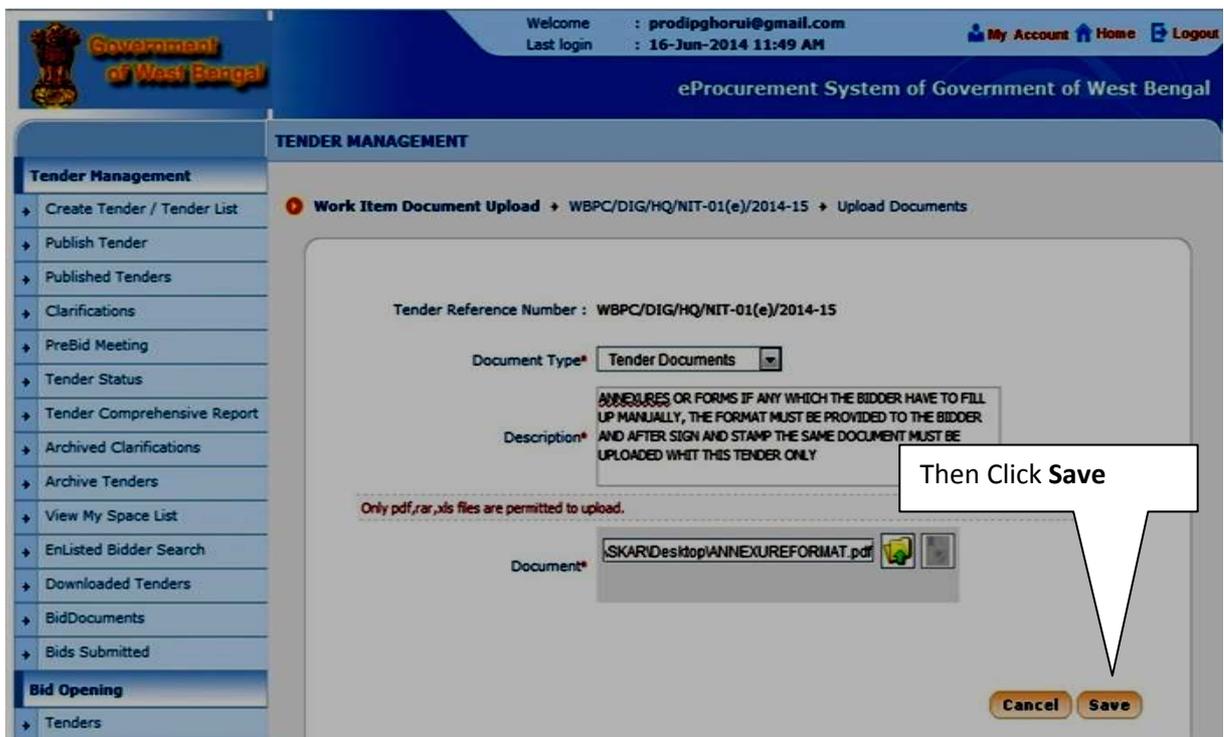


Figure 1.11.5. Other Tender Documents Uploading Process 5.

Government of West Bengal eProcurement System of Government of West Bengal

Welcome : prodipghorui@gmail.com
Last login : 16-Jun-2014 11:49 AM

My Account Home Logout

TENDER MANAGEMENT

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Clarifications
- PreBid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- EnListed Bidder Search
- Downloaded Tenders
- BidDocuments
- Bids Submitted

Bid Opening

- Tenders

Tender List → WBPC/DIG/HQ/NIT-01(e)/2014-15 → Work/Item Documents

Work/Item Details Fee Details Critical Dates Bid Openers **Work/Item Documents** OID

Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15

Work/Item Documents

Document Type	Description	Uploaded Date	Actions	Delete
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	16-Jun-2014	Verify	<input type="checkbox"/>

<< < 1 > >>

Back Delete Upload Next

Click here to Verify

Figure 1.11.6. Other Tender Documents Uploading Process 6.

Government of West Bengal eProcurement System of Government of West Bengal

Welcome : prodipghorui@gmail.com
Last login : 16-Jun-2014 11:49 AM

My Account Home Logout

TENDER MANAGEMENT

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Clarifications
- PreBid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- EnListed Bidder Search
- Downloaded Tenders
- BidDocuments
- Bids Submitted

Bid Opening

- Tenders

Work Item Document Upload → WBPC/DIG/HQ/NIT-01(e)/2014-15 → Upload Documents

Tender Reference Number : WBPC/DIG/HQ/NIT-01(e)/2014-15

Document Type : pdf

Uploaded Document : ANNEXUREFORMAT.pdf

Document Size : 177.46 KBs

Document Description : 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

Click to verify ANNEXUREFORMAT.pdf

Digital Signature Property : Signed Property

Cancel Save

Click here to Verify

Then Click Save Button

Figure 1.11.7. Other Tender Documents Uploading Process 7.

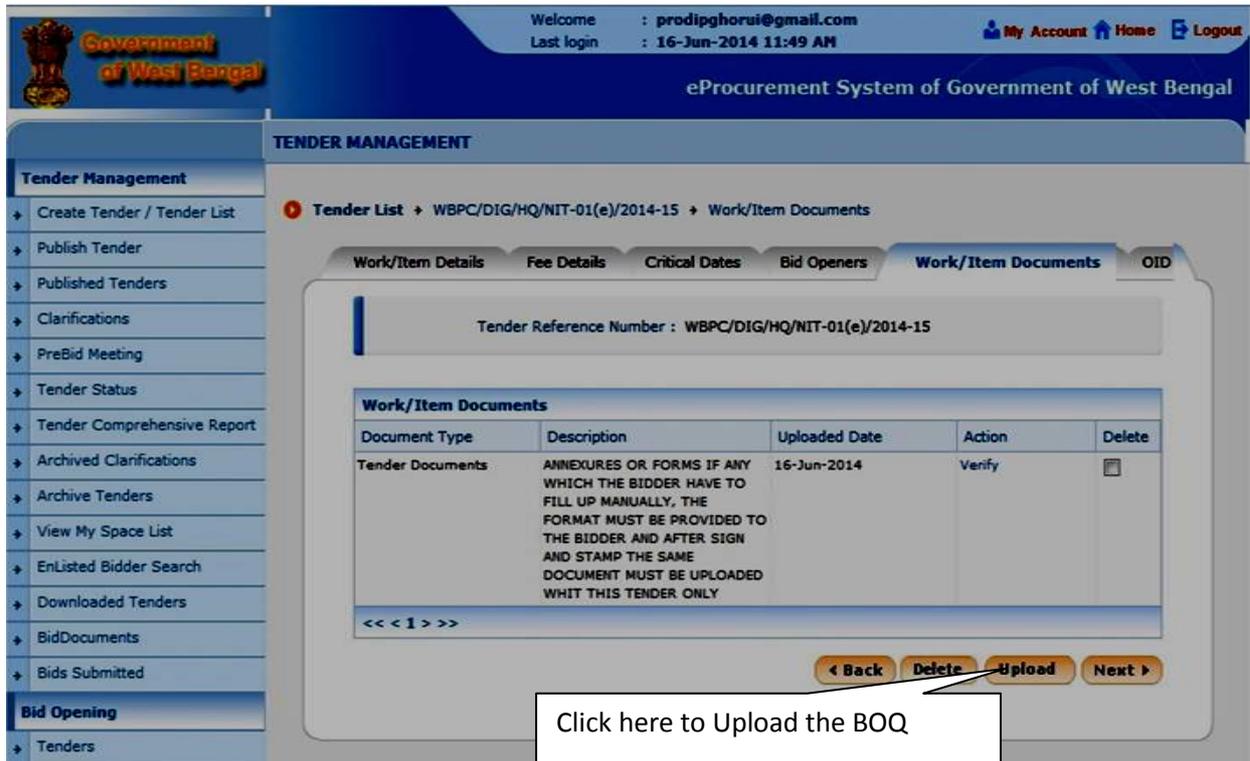


Figure 1.11.8. Other Tender Documents Uploading Process 8.

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

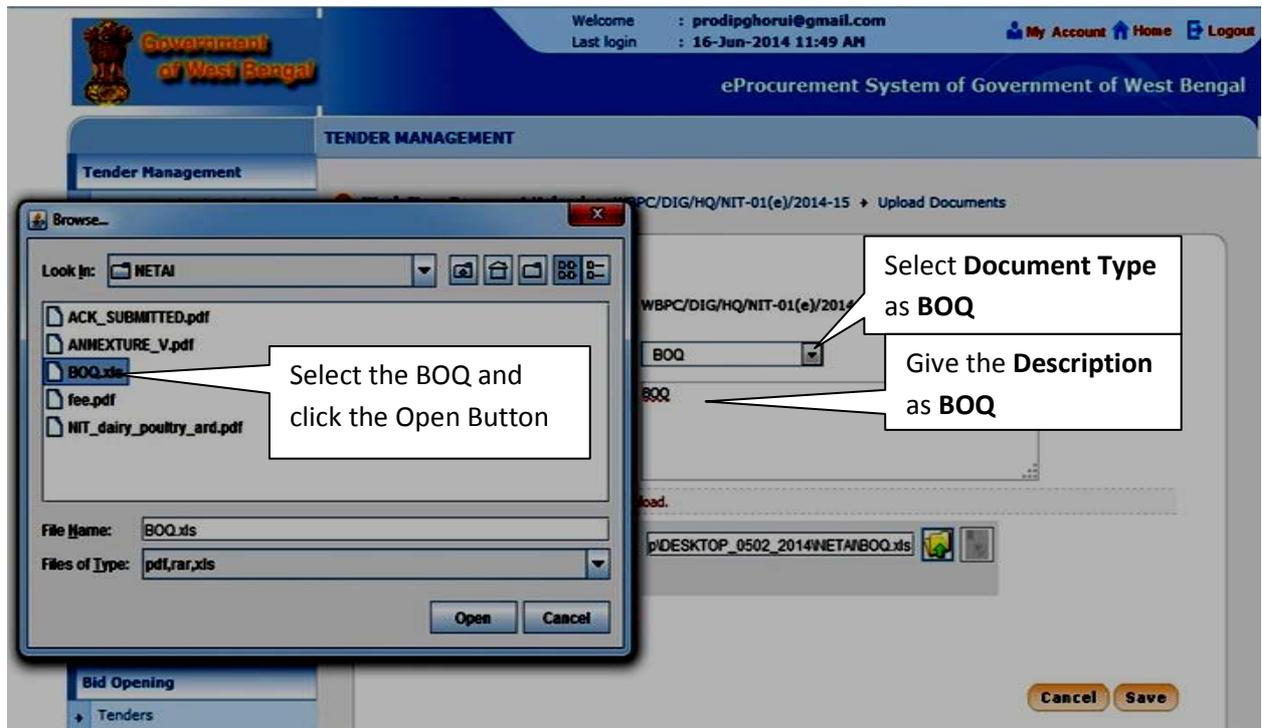


Figure 1.11.9. Other Tender Documents Uploading Process 9.

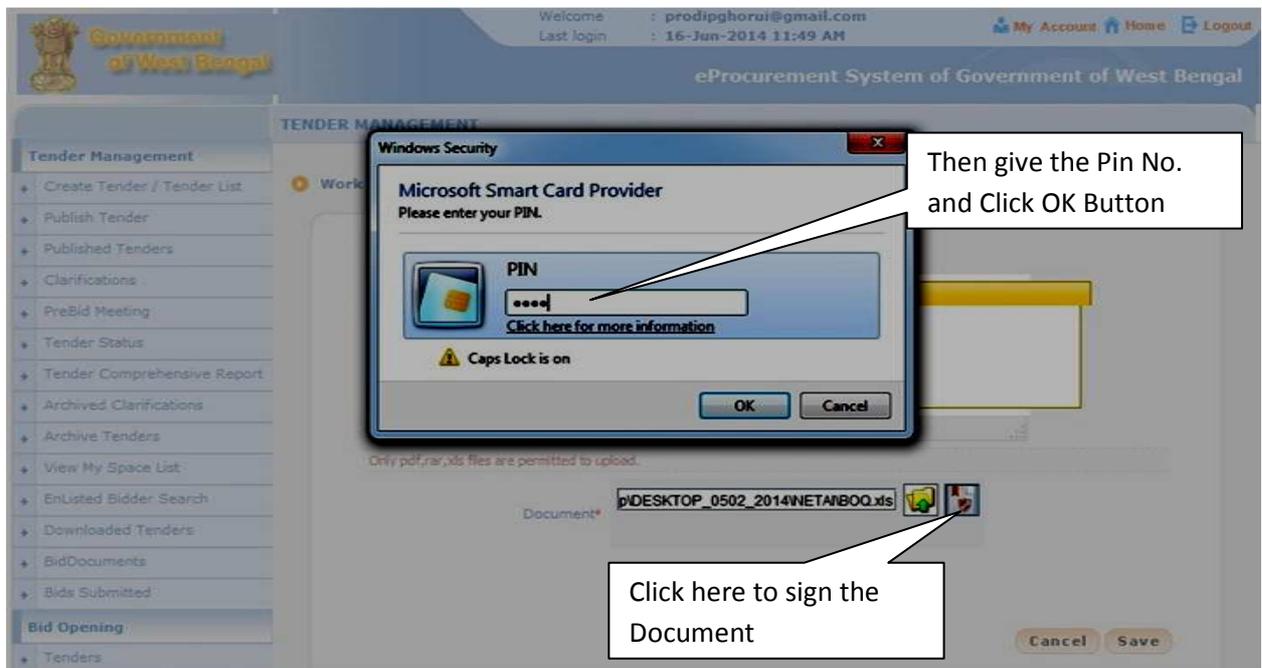


Figure 1.11.10. Other Tender Documents Uploading Process 10.

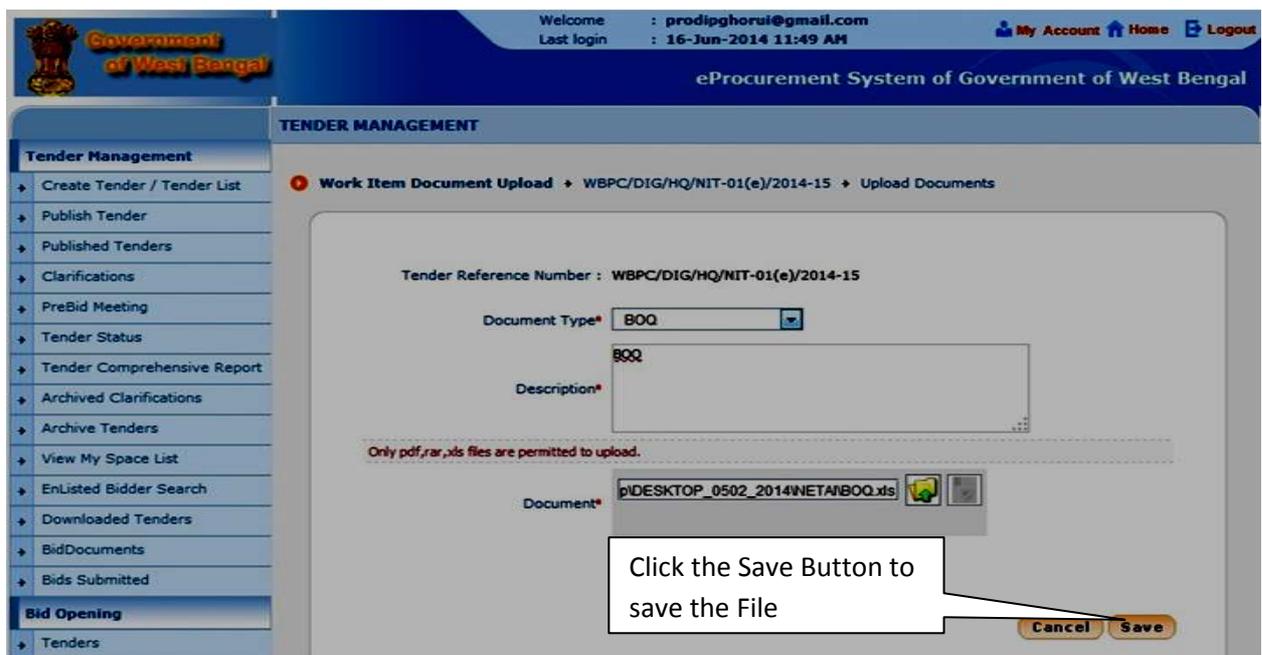


Figure 1.11.11. Other Tender Documents Uploading Process 11.

- 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.

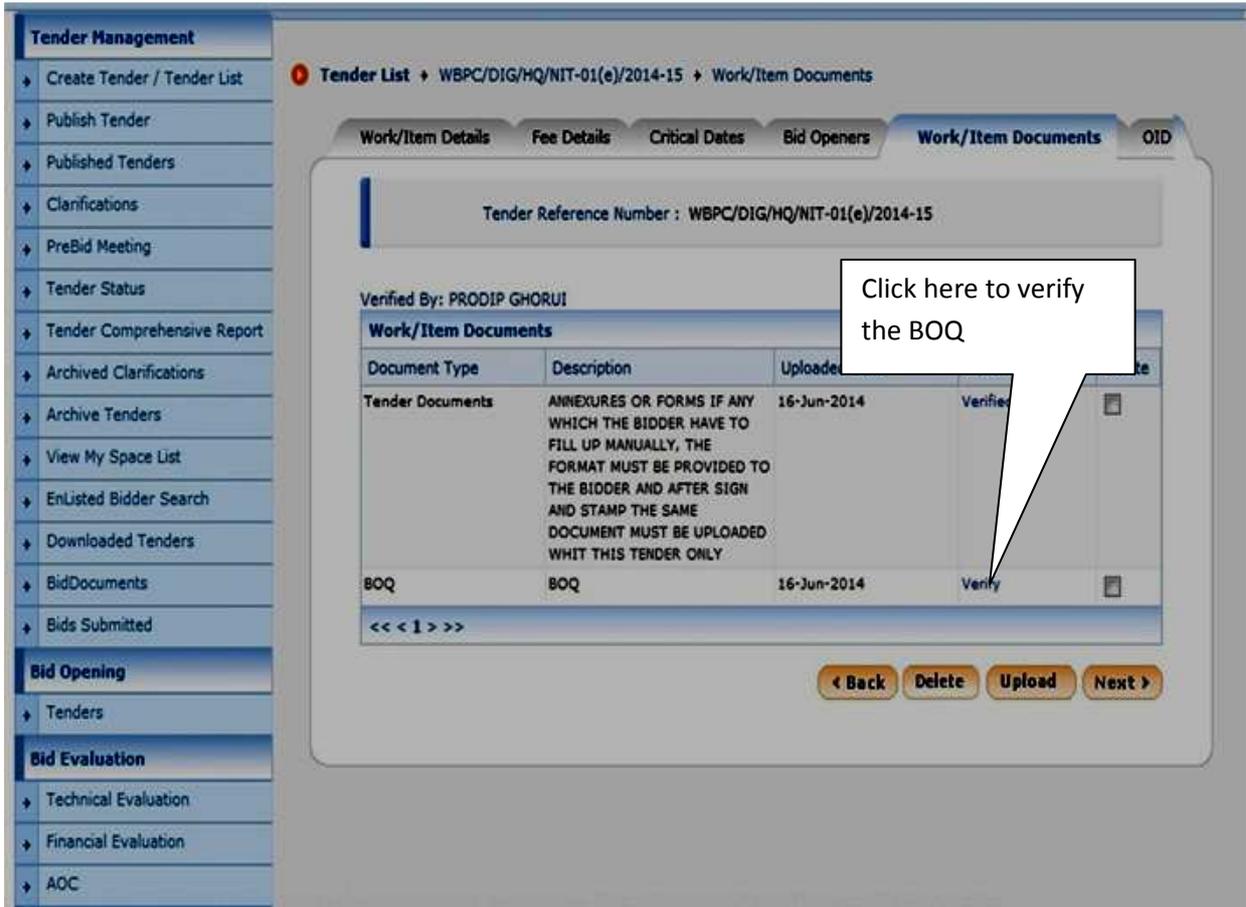


Figure 1.11.12. Other Tender Documents Uploading Process 12.



Figure 1.11.13. Other Tender Documents Uploading Process 13.

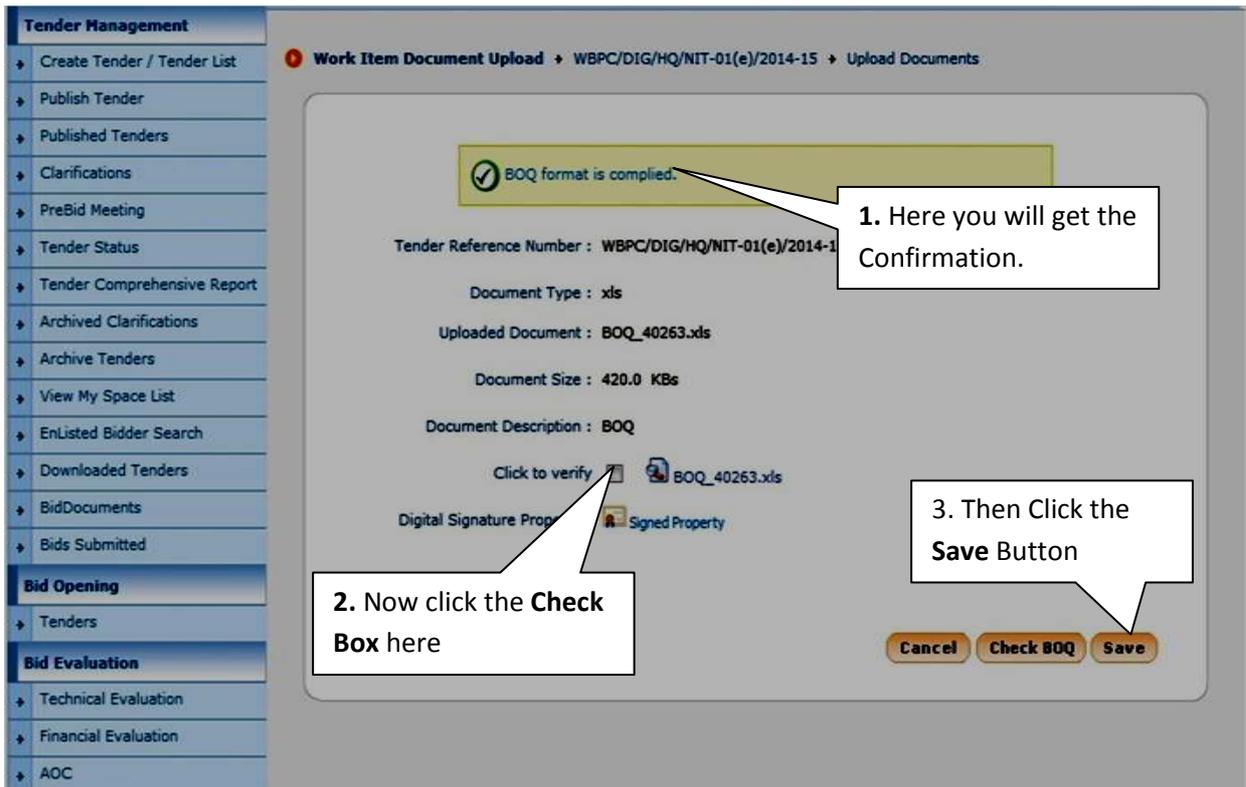


Figure 1.11.14. Other Tender Documents Uploading Process 14.

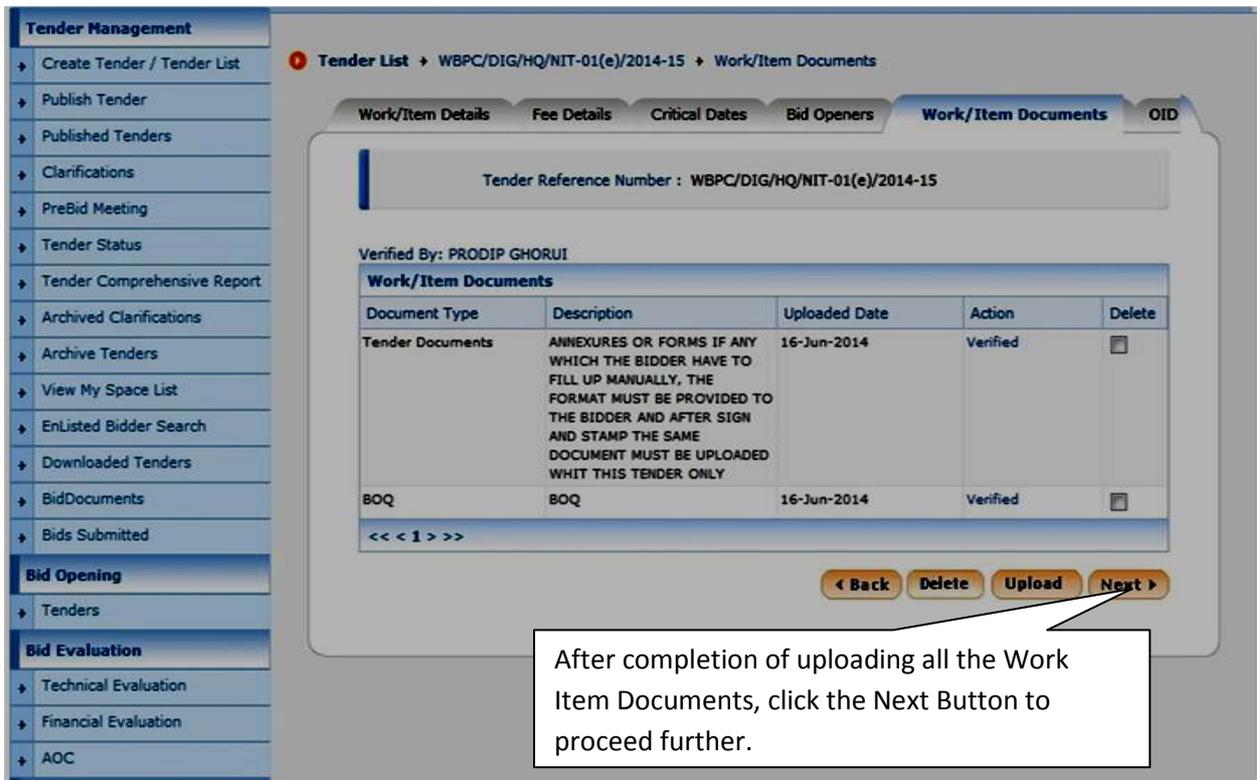


Figure 1.11.15. Other Tender Documents Uploading Process 15.

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
1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX,LABOUR LICENCE		<input type="checkbox"/>
2	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE		<input type="checkbox"/>
		COMPANY DETAILS 2	COMPANY DETAILS 2		<input type="checkbox"/>
3	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1		<input type="checkbox"/>
		CREDENTIAL 2	COMPLETION CERTIFICATES		<input type="checkbox"/>
4	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1		<input type="checkbox"/>
		DECLARATION FILE 2	DECLARATION FILE 2		<input type="checkbox"/>
		DECLARATION FILE 3	DECLARATION FILE 3		<input type="checkbox"/>
		DECLARATION FILE 4	DECLARATION FILE 4		<input type="checkbox"/>
		DECLARATION FILE 5	DECLARATION FILE 5		<input type="checkbox"/>
5	EQUIPMENT	LABORTARY	LABORTARY		<input type="checkbox"/>
		MACHINERIES 1	MACHINERIES 1		<input type="checkbox"/>
		MACHINERIES 2	MACHINERIES 2		<input type="checkbox"/>
		MACHINERIES 3	MACHINERIES 3		<input type="checkbox"/>
		MACHINERIES 4	MACHINERIES 4		<input type="checkbox"/>
		MACHINERIES 5	MACHINERIES 5		<input type="checkbox"/>
6	FINANCIAL INFO	PAYMENT CERTIFICATE 1	PAYMENT CERTIFICATE 1		<input type="checkbox"/>
		P/L AND BALANCE SHEET 2005-2006	P/L AND BALANCE SHEET 2005-2006		<input type="checkbox"/>
		P/L AND BALANCE SHEET 2006-2007	P/L AND BALANCE SHEET 2006-2007		<input type="checkbox"/>
		P/L AND BALANCE SHEET 2007-2008	P/L AND BALANCE SHEET 2007-2008		<input type="checkbox"/>
		P/L AND BALANCE SHEET 2008-2009	P/L AND BALANCE SHEET 2008-2009		<input type="checkbox"/>
		P/L AND BALANCE SHEET 2009-2010	P/L AND BALANCE SHEET 2009-2010		<input type="checkbox"/>
		P/L AND BALANCE SHEET 2010-2011	P/L AND BALANCE SHEET 2010-2011		<input checked="" type="checkbox"/>
		P/L AND BALANCE SHEET 2011-2012	P/L AND BALANCE SHEET 2011-2012		<input checked="" type="checkbox"/>
		P/L AND BALANCE SHEET 2012-13	P/L AND BALANCE SHEET 2012-13		<input checked="" type="checkbox"/>
		TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT		<input checked="" type="checkbox"/>
7	MANPOWER	WORK IN HAND	WORK IN HAND		<input type="checkbox"/>
		TECHNICAL PERSONNEL	TECHNICAL PERSONNEL ON PAYROLL		<input type="checkbox"/>
		TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT		<input type="checkbox"/>

Click the check boxes as per the requirement of the Tender and click the Next Button.

Next >

Version:1.09.02 11-06-14 (c) 2008 Tenders NIC, All rights reserved.

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.

The screenshot displays the 'Editing Page of the Tender' interface. On the left is a navigation menu with categories like 'Archived Clarifications', 'Bid Opening', 'Bid Evaluation', 'Corrigendum', and 'Auto Tech Evaluation'. The main content area shows the following details:

Tender Type : Open
Payment Mode : Offline

Cover Details (No. of Covers 2)

Cover No	Cover Type	Document Label	Document Type	Description
1	Fee/PreQual /Technical	2014_CB_19431_pack1_84147 .pdf		NIT-01
		2014_CB_19431_pack1_84148 .pdf		SCAN COPY OF EMD
		2014_CB_19431_pack1_84151 .pdf		ANY OTHER FORMS IF ANY
2	Finance	2014_CB_19431_pack2_84153 .xls		BOQ

NIT Documents

S.No	Document	Size (in KB)	Description
1	NIT	157.76	NIT-01

Work Items

S.No	Tender Id	Work Item Title	Edit	View	Template	Delete
1	2014_CB_19431_1	SUPPLY OF TRAFFIC EQUIPMENTS				

Buttons at the bottom include 'Back' and 'Delete'.

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.

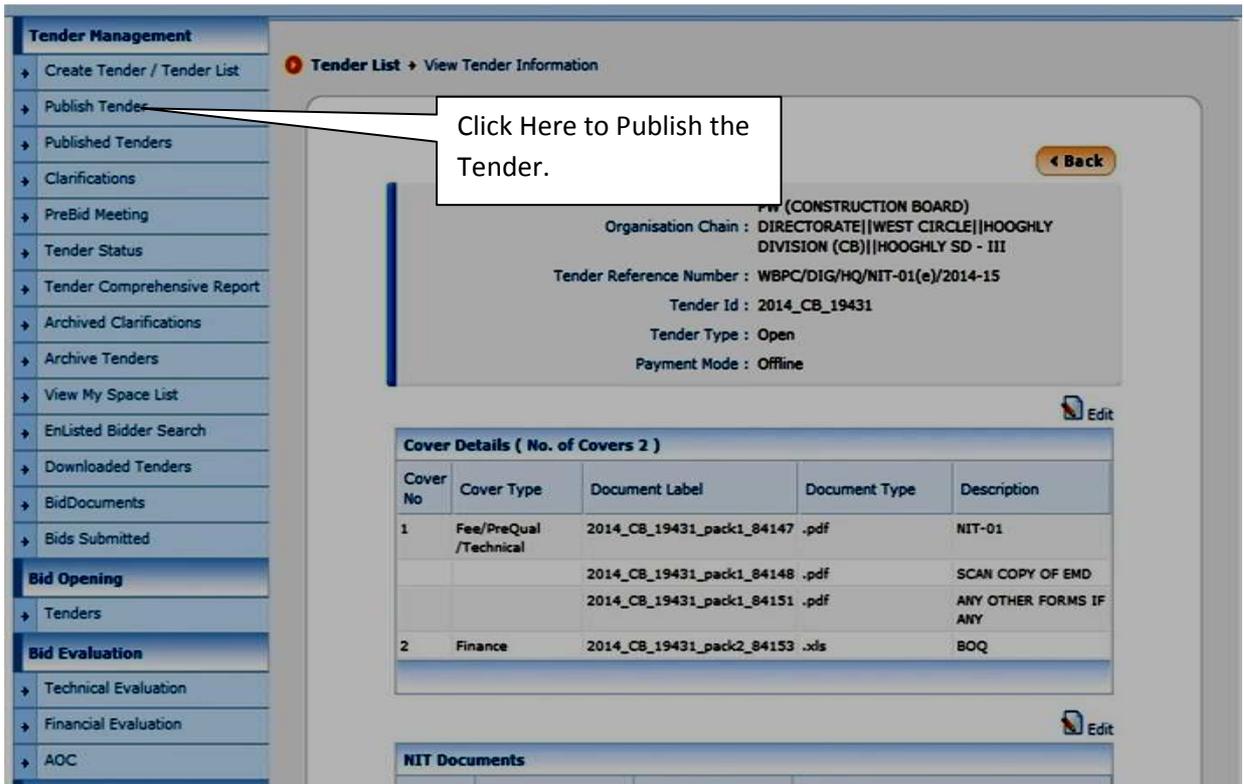


Figure 1.14.1. Tender Publishing Process 1

- 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.

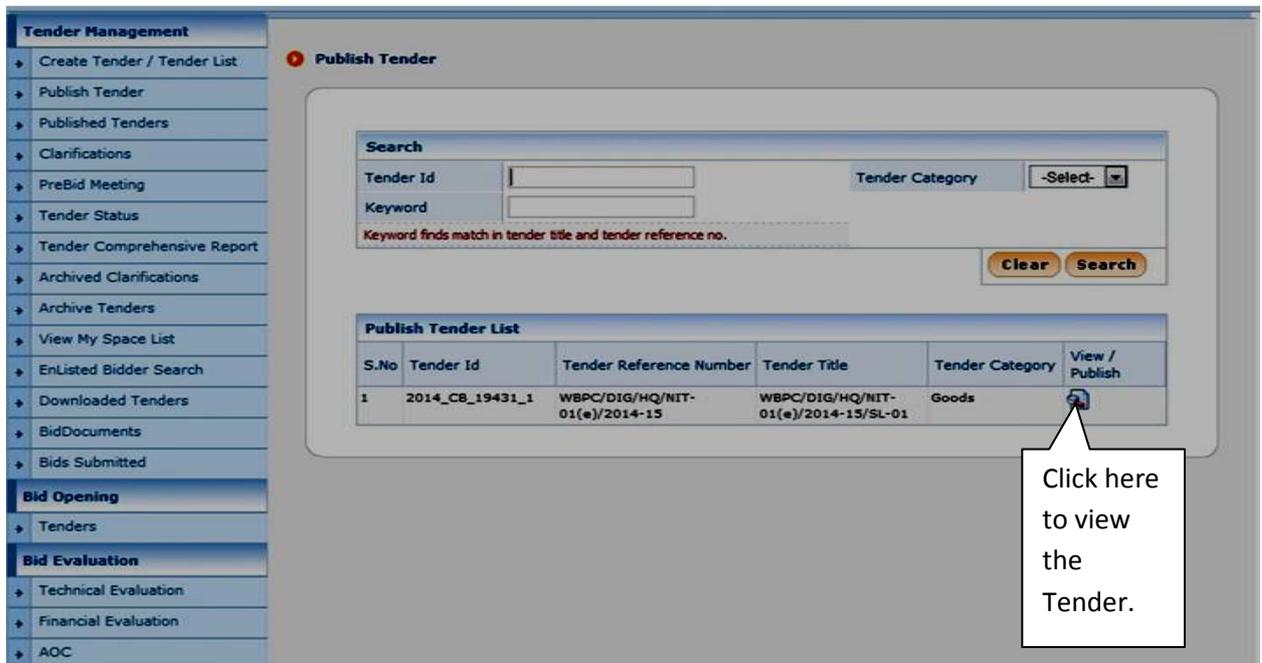


Figure 1.14.2. Tender Publishing Process 2

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	BOQ	BOQ	420.0

Bid Openers List			
S.No	Bid Opener Name	Bid Opener Designation	Bid Opener Login Id
1	Mr ASHOK KUMAR SAHA	EE	pwdncdivn@gmail.com
2	Mr ARUP KUMAR BHADURI	ASSISTANT ENGINEER	arupkumarbhaduri@gmail.com

Tender Inviting Authority	
Name	INVITING OFFR.NAME N DESG
Address	GIVE PROPER ADDRESS OF THE OFFICE WITHOUT A

Tender Creator Details	
Created By	PRODIP GHORUI
Designation	ASSISTANT ENGINEER
Created Date	16-Jun-2014 12:29 PM

[Publish Tender](#) [← Back](#)

Scroll down the page and you will get Publish Tender Option click it to publish the Tender.

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.

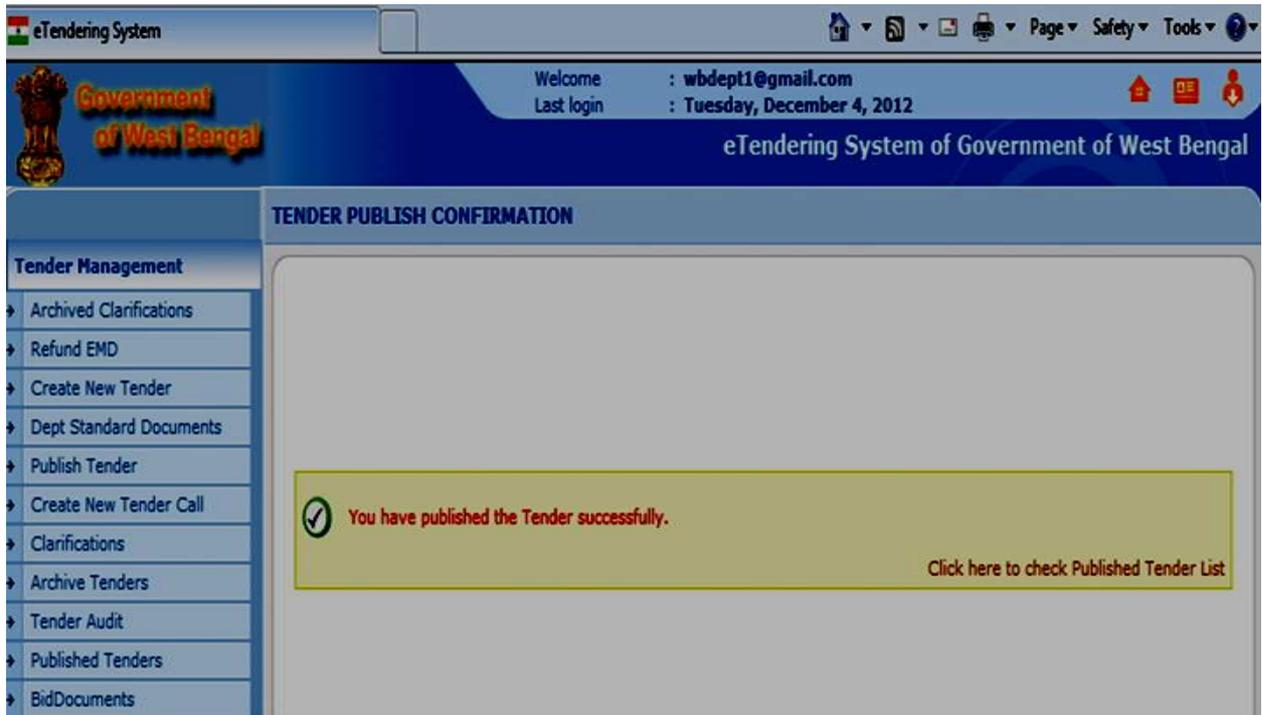


Figure 1.14.4. The Process of Publishing of Tender Completed

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 :

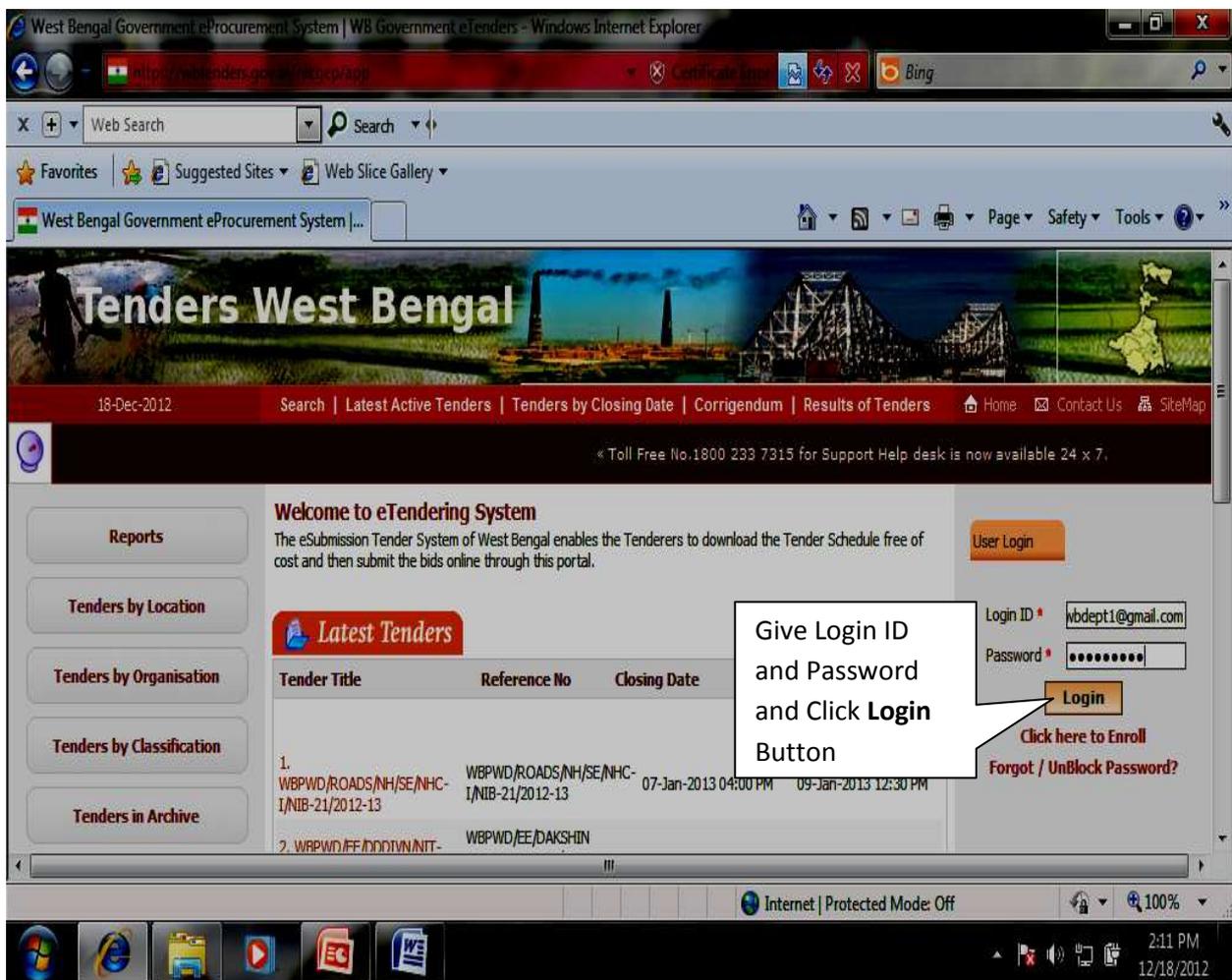


Figure 2.1.1. First User Login

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

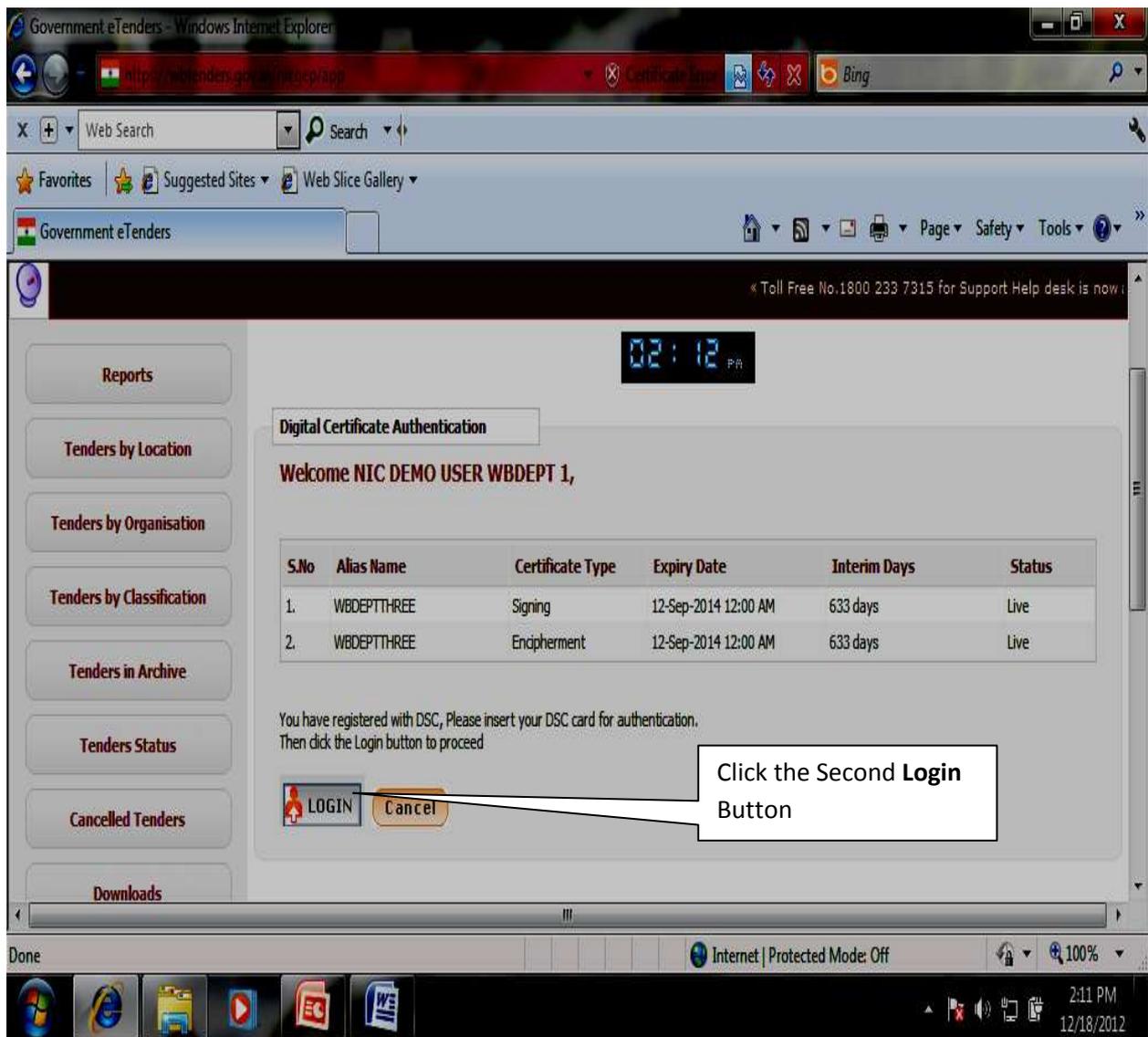


Figure 2.1.2. Second Login of the First User

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

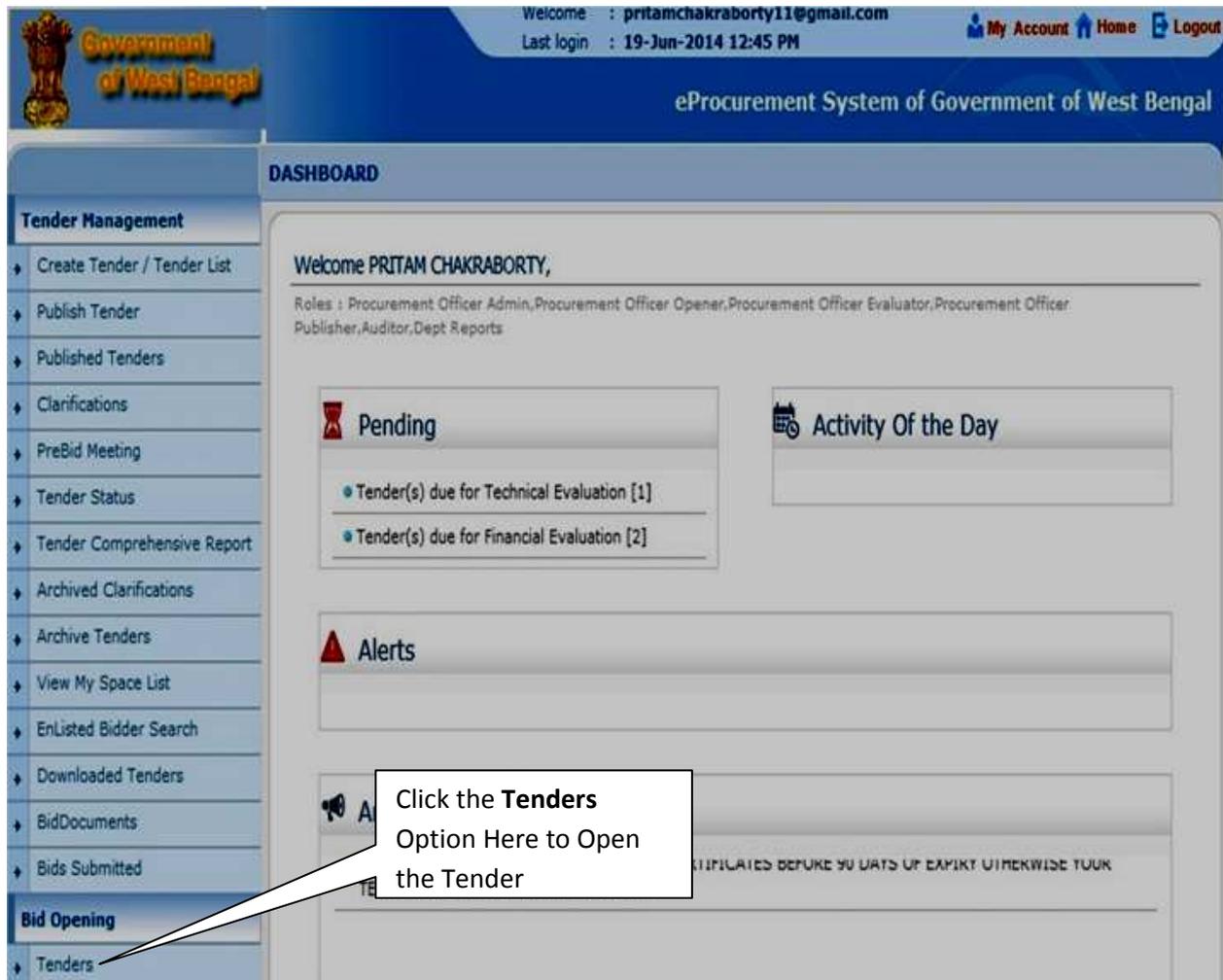


Figure 2.1.3. Starting the First Process of Tender Opening

- 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.

Clear Search

Tenders that are not opened on the specific date listed below.

S.No	Tender Id	Type	Title	Bid Opening Date	Status
1.	2014_MAD_18404_10	Open	WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP /2014-15/10	16-Jun-2014 03:00 PM	Technical Opening
2.	2014_MAD_18404_9	Open	WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP /2014-15/9	16-Jun-2014 03:00 PM	Technical Opening
3.	2014_MAD_18404_8	Open	WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP /2014-15/8	16-Jun-2014 03:00 PM	Technical Opening
4.	2014_MAD_18404_7	Open	WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP /2014-15/7	16-Jun-2014 03:00 PM	Technical Opening
5.	2014_MAD_18404_6	Open	WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP /2014-15/6	16-Jun-2014 03:00 PM	Technical Opening
6.	2014_MAD_18404_5	Open	WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP /2014-15/5	16-Jun-2014 03:00 PM	Technical Opening
			WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP /2014-15/4	16-Jun-2014 03:00 PM	Technical Opening
8.	2014_MAD_18404_3	Open	WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP /2014-15/3	16-Jun-2014 03:00 PM	Technical Opening
9.	2014_MAD_18404_2	Open	WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP /2014-15/2	16-Jun-2014 03:00 PM	Technical Opening
10.	2014_MAD_18404_1	Open	WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP	16-Jun-2014 03:00 PM	Technical Opening

Click here to Open the Tender

You can see the number of Bidders participated.

Figure 2.1.4. Opening the Tender for Decryption

1 DECRYPTION → 2 VIEW DOCUMENTS → 3 SUMMARY → 4 PROCESS CONFIRMATION

Bid Opening → Bid Opener

12:49

Tender Reference Number : WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15
 Tender ID : 2014_MAD_18404_10
 Tender Title : WBMAAD/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/10
 Bid Opening Date & Time : 16-Jun-2014 03:00 PM
 Bid Opener Type : 2 Off 2 (2 bid openers should decrypt)

Bid Opener

Refresh

FARIDA BEGUM SHAIKH

PRITAM CHAKRABORTY

Decrypt

Total valid bids : 3
 Total withdrawn bids : 0

Back

Click the Decrypt button

Figure 2.1.5. Decryption Process

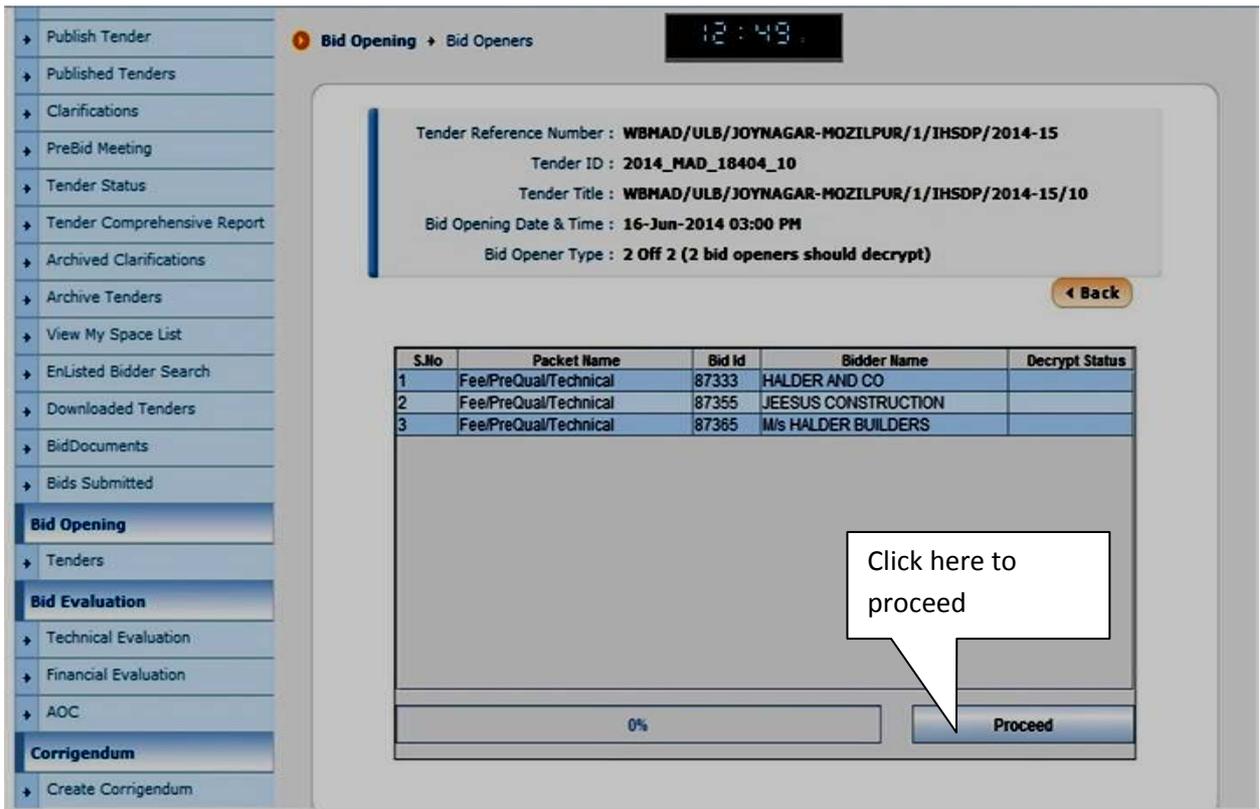


Figure 2.1.6. Decrypting the Bidders' Documents.

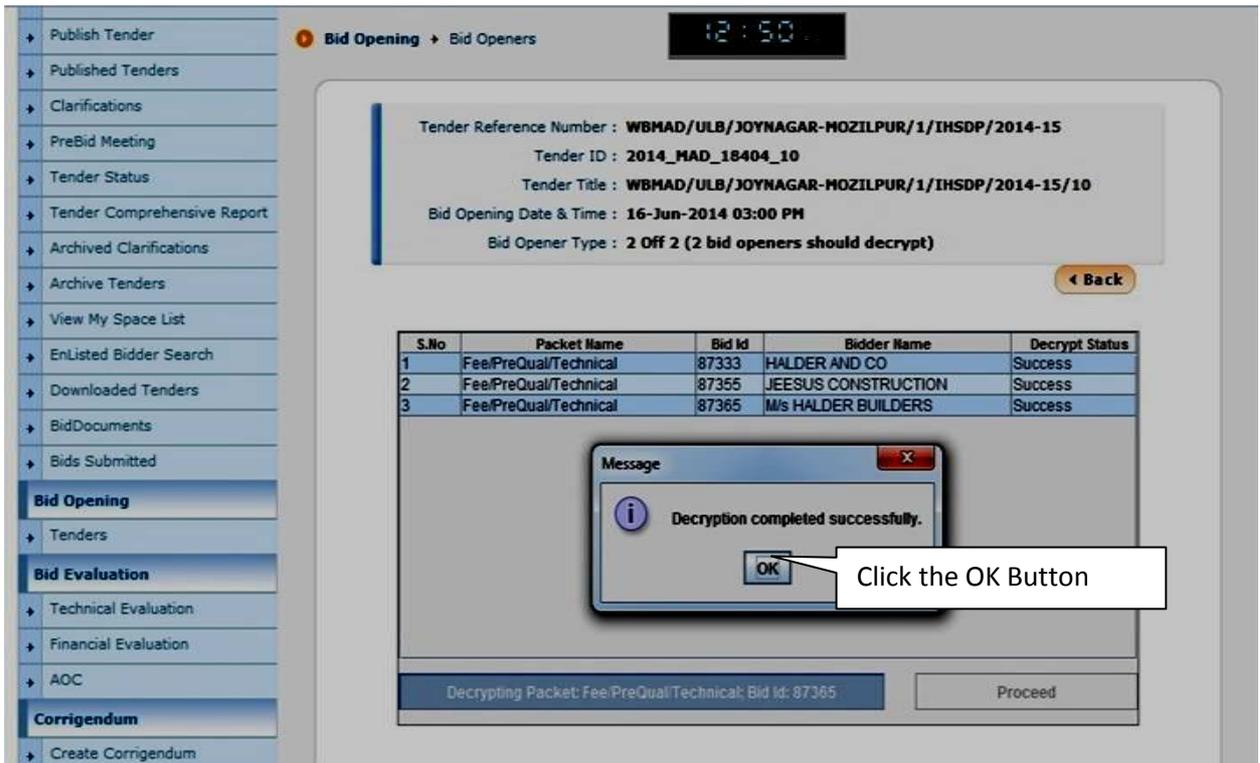


Figure 2.1.7. Decryption Completed by the First Opener



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:

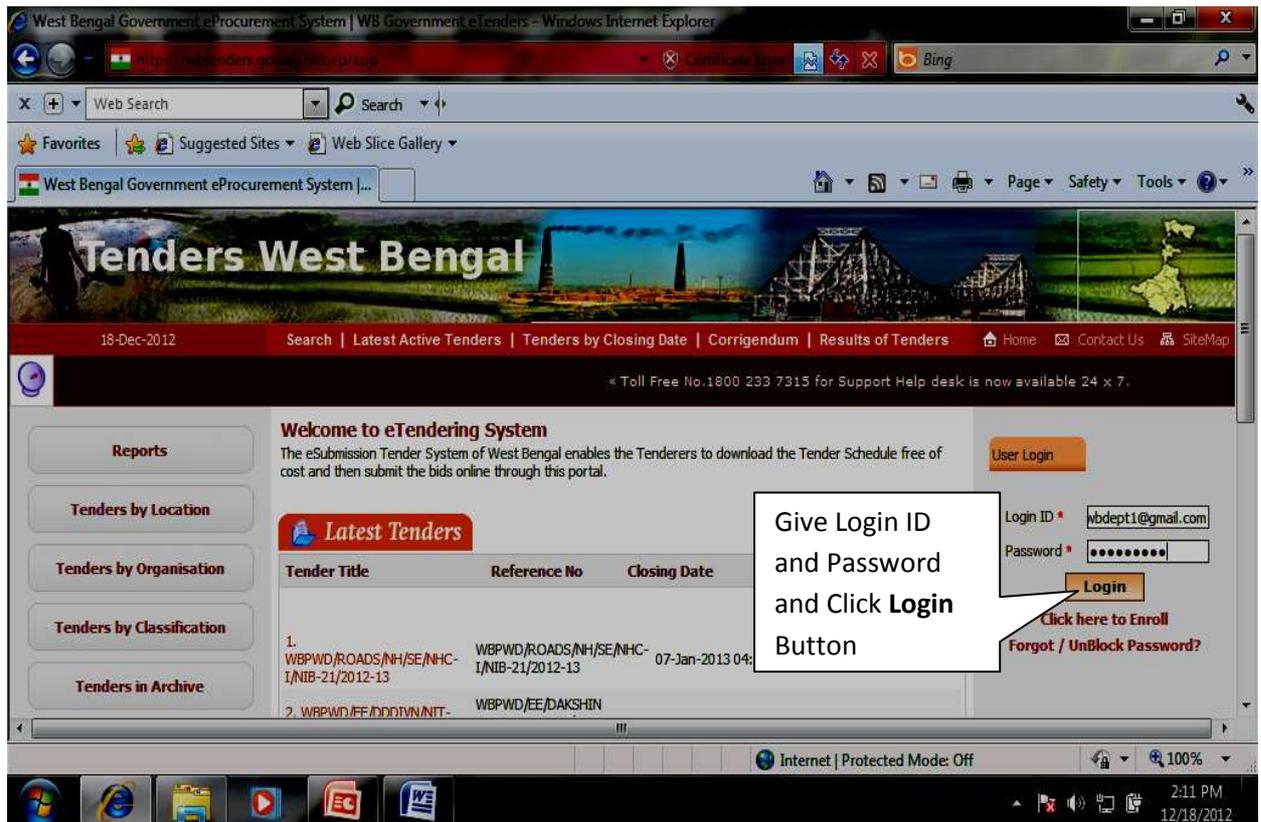


Figure 2.1.9. Login of the Second Bid Opener.

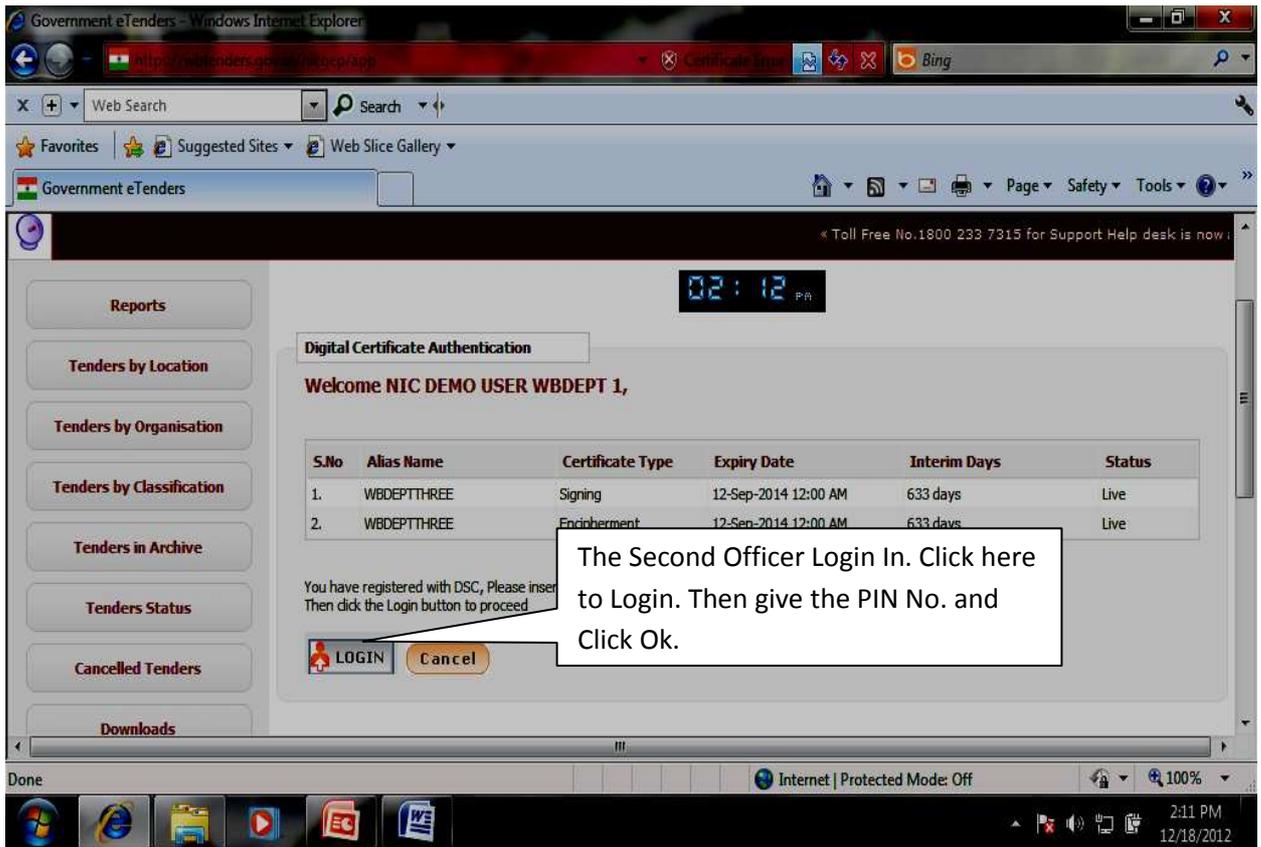


Figure 2.1.10. Login of the Second Bid Opener.

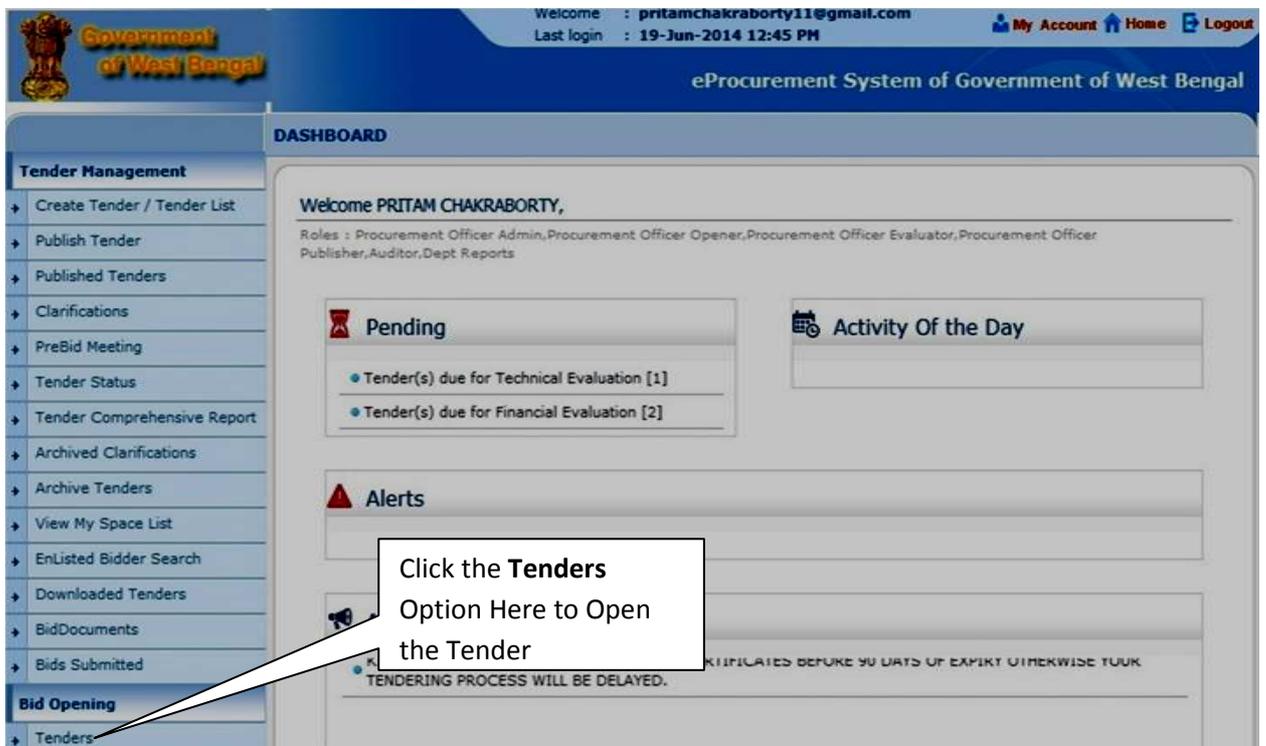


Figure 2.1.11. Opening the Tender by the Second Bid Opener

Clear Search

Tenders that are not opened on the specific date listed below.

Pending Tenders						
S.No	Tender Id	Type	Title	Bid Opening Date	Status	View
1.	2014_MAD_18404_10	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/10	16-Jun-2014 03:00 PM	Technical Opening	
2.	2014_MAD_18404_9	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/9	16-Jun-2014 03:00 PM	Technical Opening	
3.	2014_MAD_18404_8	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/8	16-Jun-2014 03:00 PM	Technical Opening	
4.	2014_MAD_18404_7	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/7	16-Jun-2014 03:00 PM	Technical Opening	
5.	2014_MAD_18404_6	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/6	16-Jun-2014 03:00 PM	Technical Opening	
6.	2014_MAD_18404_5	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/5	16-Jun-2014 03:00 PM	Technical Opening	
7.	2014_MAD_18404_4	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/4	16-Jun-2014 03:00 PM	Technical Opening	
8.	2014_MAD_18404_3	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/3	16-Jun-2014 03:00 PM	Technical Opening	
9.	2014_MAD_18404_2	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/2	16-Jun-2014 03:00 PM	Technical Opening	
10.	2014_MAD_18404_1	Open	WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/1	16-Jun-2014 03:00 PM	Technical Opening	

Click here to Open the Tender for Decryption

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

1 DECRYPTION → 2 VIEW DOCUMENTS → 3 SUMMARY → 4 PROCESS CONFIRMATION

04:12

Bid Opening → Bid Openers

Tender Reference Number : WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15
 Tender ID : 2014_MAD_18404_10
 Tender Title : WBMA/ULB/JOYNAGAR-MOZILPUR/1/IHSDP/2014-15/10
 Bid Opening Date & Time : 16-Jun-2014 03:00 PM
 Bid Opener Type : 2 Off 2 (2 bid openers should decrypt)

Bid Openers

Refresh

FARIDA BEGUM SHADKH

PRITAM CHAKRABORTY

Decrypt

Total valid bids : 3
 Total withdrawn bids : 0

Back

Click here to Decrypt.

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

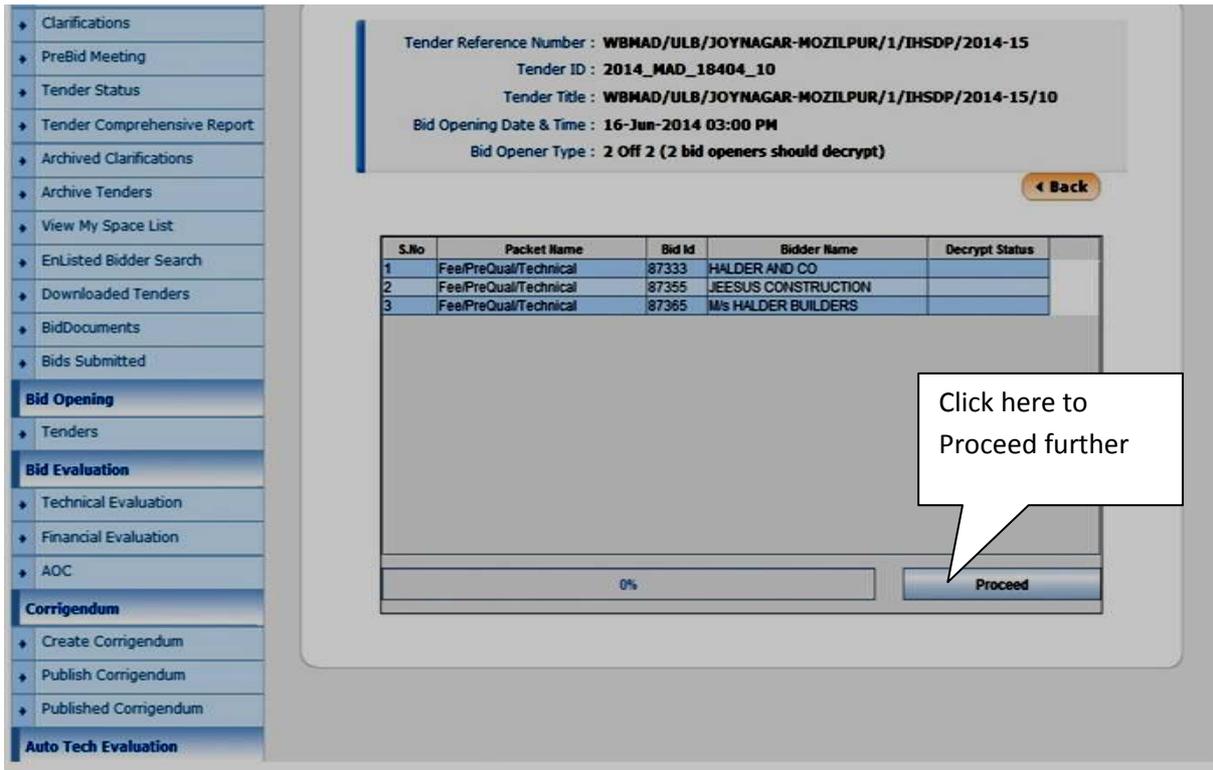


Figure 2.1.14. Decryption Process of the Second Bid Opener.

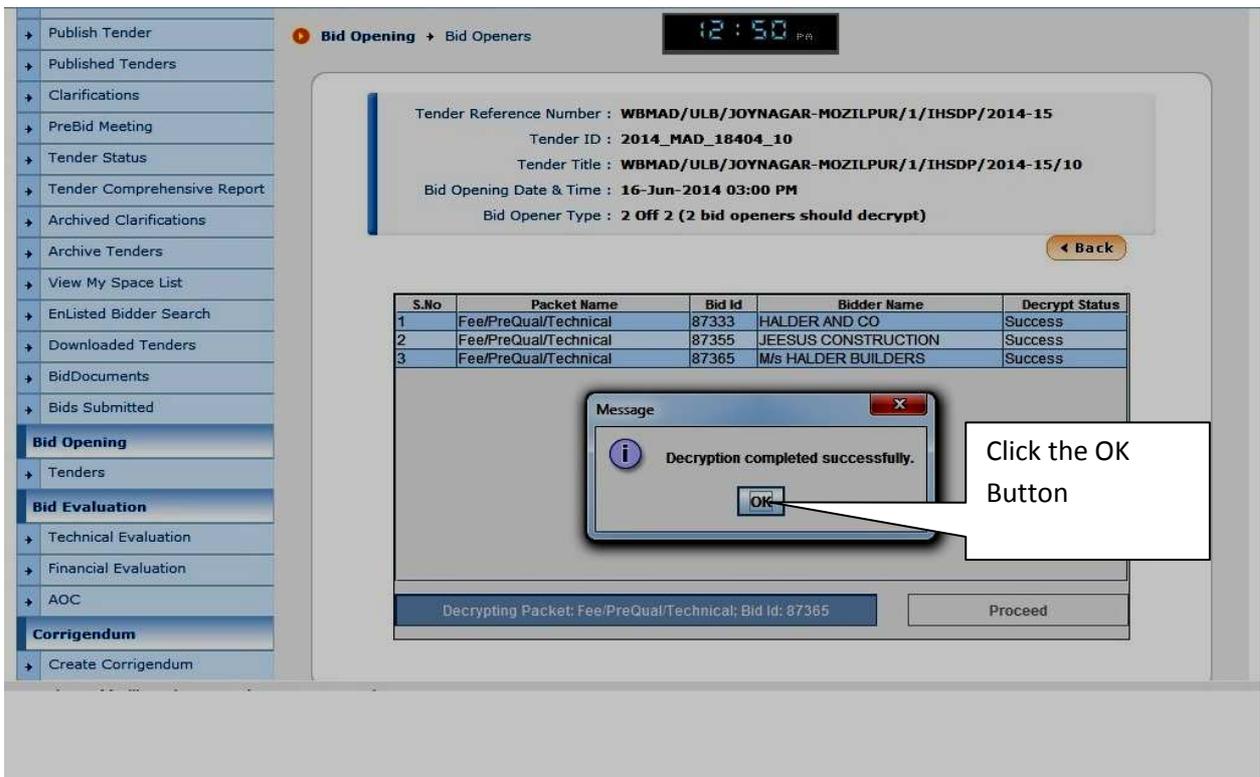


Figure 2.1.15. Decryption completed by the Second Bid Opener

Figure 2.1.16(i). Bid Opening Process.

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

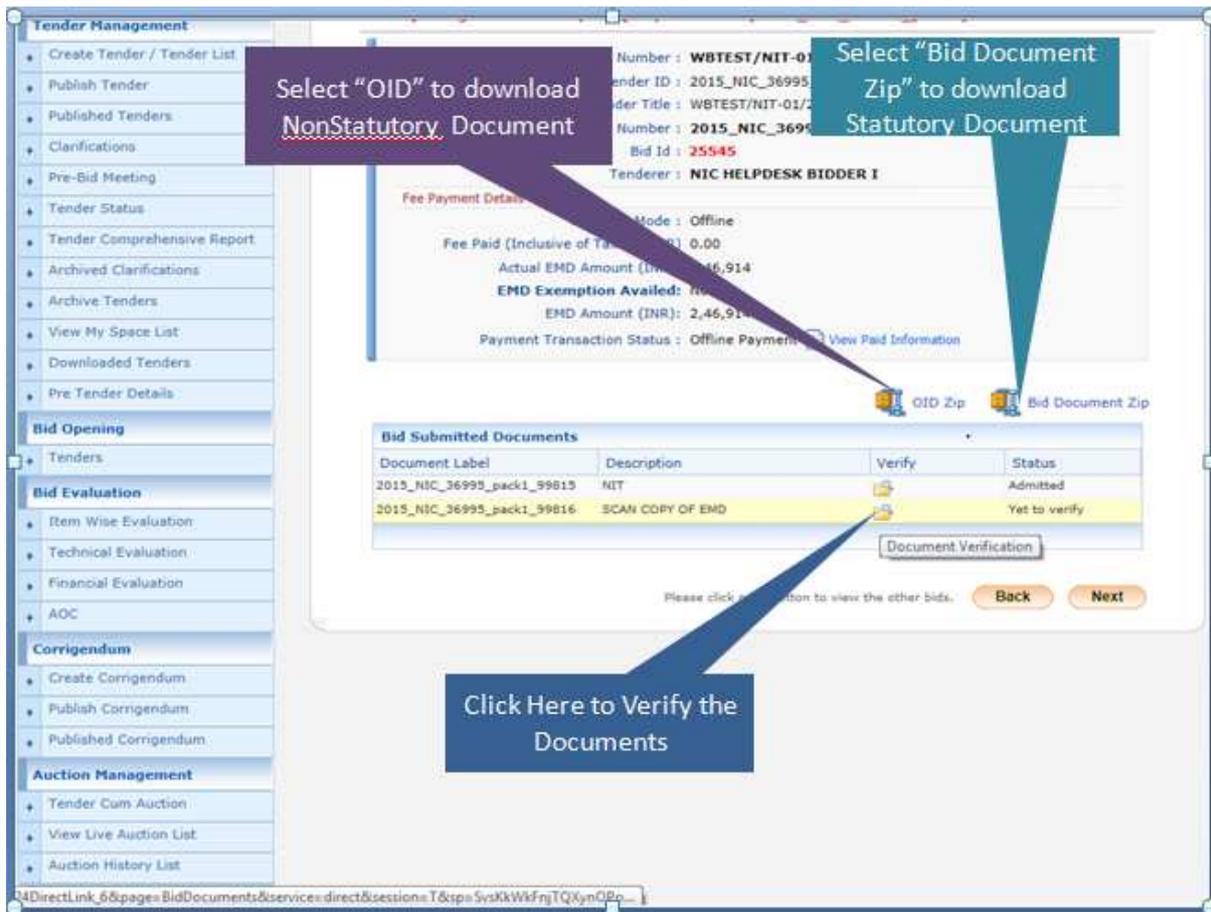


Figure 2.1.17(i). Statutory & Non-Statutory Document Downloading Process of the Bidders.

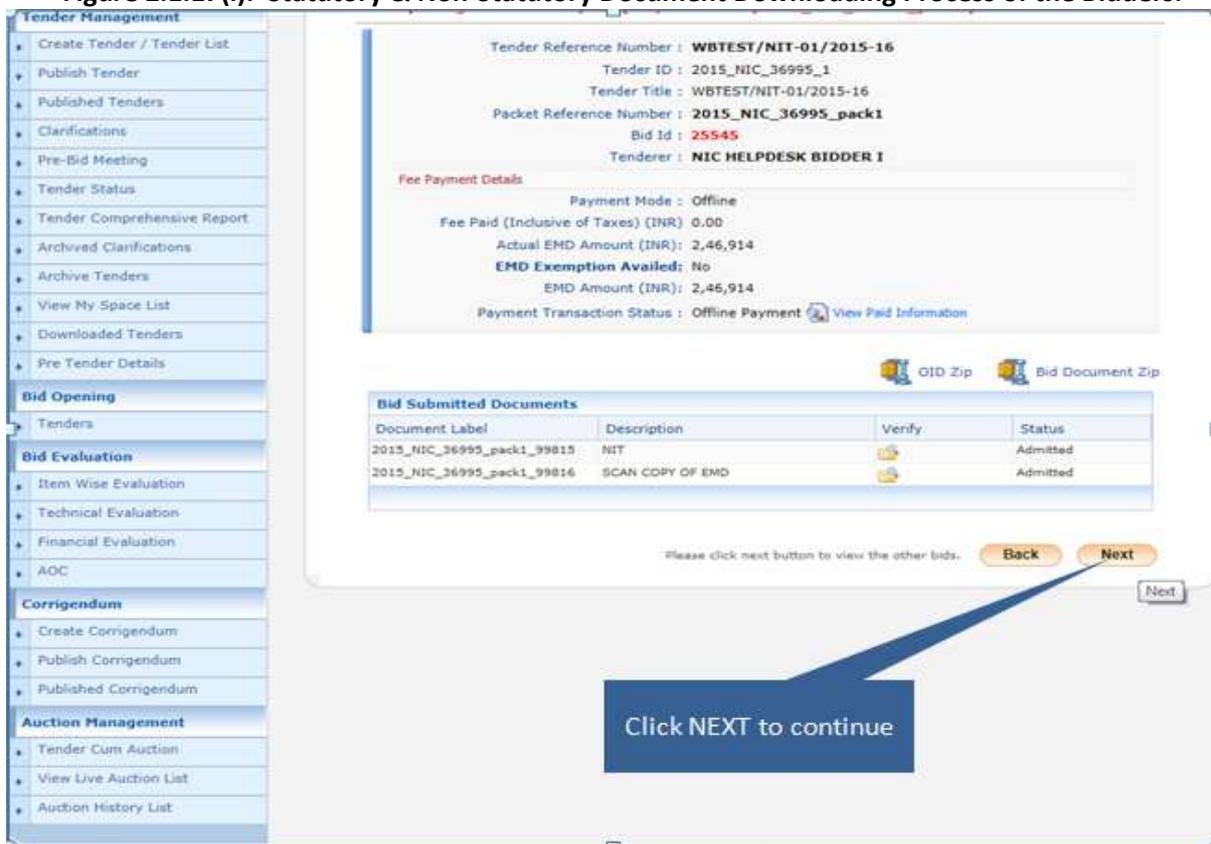


Figure 2.1.17(ii). Statutory & Non-Statutory Document Downloading Process of the Bidders.

Master Management

- Org Hierarchy Master

User Management

- My Accounts

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Clarifications
- Pre-Bid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- Downloaded Tenders
- Pre Tender Details

Bid Opening

- Tenders

Bid Evaluation

- Item Wise Evaluation
- Technical Evaluation
- Financial Evaluation
- AOC

Corrigendum

- Create Corrigendum
- Publish Corrigendum
- Published Corrigendum

1 DECRYPTION → **2 VIEW DOCUMENTS** → **3 SUMMARY** → **4 PROCESS CONFIRMATION**

Bid Opening → Bid List

Bid opening of cover 'Fee/PreQual/Technical (2015_NIC_36995_pack1)'

Tender Reference Number : **WBTEST/NIT-01/2015-16**
Tender ID : 2015_NIC_36995_1
Tender Title : WBTEST/NIT-01/2015-16
Bid Opening Date & Time : 13-Aug-2015 02:05 PM
Packet : **Fee/PreQual/Technical (2015_NIC_36995_pack1)**

Accepted Bids : 1

Accepted Bid List

S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening	Quick Bid Opening
1.	25545	NIC HELPDESK BIDDER	13-Aug-2015 01:52 PM	NIC HELPDESK OFFICER II	Online		

Total No. of Bids to be Opened : 1

Pending Bid List

S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening	Quick Bid Opening
1.	25548	NIC HELPDESK BIDDER II	13-Aug-2015 01:30 PM	None	Online		

View Documents

Click here to Open the Bid

Figure 2.1.18. Downloading Process of Bid Document of the 1st Bidder Completed.

Master Management

- Org Hierarchy Master

User Management

- My Accounts

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Clarifications
- Pre-Bid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- Downloaded Tenders
- Pre Tender Details

Bid Opening

- Tenders

Bid Evaluation

- Item Wise Evaluation
- Technical Evaluation
- Financial Evaluation
- AOC

1 DECRYPTION → **2 VIEW DOCUMENTS** → **3 SUMMARY** → **4 PROCESS CONFIRMATION**

Bid Opening → Bid List

Bid opening of cover 'Fee/PreQual/Technical (2015_NIC_36995_pack1)'

Tender Reference Number : **WBTEST/NIT-01/2015-16**
Tender ID : 2015_NIC_36995_1
Tender Title : WBTEST/NIT-01/2015-16
Bid Opening Date & Time : 13-Aug-2015 02:05 PM
Packet : **Fee/PreQual/Technical (2015_NIC_36995_pack1)**

Fee Payment Details

Payment Mode : Online
Fee Paid (Inclusive of Taxes) (INR) : 0
Actual EMD Amount (INR) : 2,46,914
EMD Exemption Availed: No
EMD Amount (INR) : 2,46,914
Payment Transaction Status : Offline Payment

Bid Submitted Documents

Document Label	Description	Verify	Status
2015_NIC_36995_pack1_99815	NIT		Yet to verify
2015_NIC_36995_pack1_99816	SCAN COPY OF EMD		Document Verification

Click Here to Verify the Documents

Select "OID" to download NonStatutory Document

Select "Bid Document Zip" to download Statutory Document

Back Next

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

Master Management

- Org Hierarchy Master

User Management

- My Accounts

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Clarifications
- Pre-Bid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- Downloaded Tenders
- Pre Tender Details

Bid Opening

- Tenders

Bid Evaluation

- Item Wise Evaluation
- Technical Evaluation
- Financial Evaluation
- AOC

Corrigendum

- Create Corrigendum
- Publish Corrigendum
- Published Corrigendum

Auction Management

1 DECRYPTION → 2 VIEW DOCUMENTS → 3 SUMMARY → 4 PROCESS CONFIRMATION

Bid Opening → Document Verification

Tender Reference Number : **WBTEST/NIT-01/2015-16**
Tender ID : 2015_NIC_36995_1
Tender Title : WBTEST/NIT-01/2015-16
Packet : **Fee/PreQual/Technical (2015_NIC_36995_pack1)**
Bid Id : **25548**
Tenderer : **NIC HELPDESK BIDDER II**

Fee Payment Details

Payment Mode : Offline
Fee Paid (Inclusive of Taxes) (INR): 0.00
Actual EMD Amount (INR): 2,46,914
EMD Exemption Availed: No
EMD Amount (INR): 2,46,914
Payment Transaction Status : Offline Payment [View Paid Information](#)

Verify Documents

Label : 2015_NIC_36995_pack1_99815
Description : NIT
View Document : [NIT_1.pdf](#)
Verification : Admit Reject
Provide comments on the verification (maximum 250 characters)
Comments * **OPENED**

[Cancel](#) [Submit](#)

Give comments & then Click on SUBMIT

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

BID OPENING

1 DECRYPTION → 2 VIEW DOCUMENTS → 3 SUMMARY → 4 PROCESS CONFIRMATION

Bid Opening → Bid List

Bid opening of cover 'Fee/PreQual/Technical (2015_NIC_36995_pack1)'

Tender Reference Number : **WBTEST/NIT-01/2015-16**
Tender ID : 2015_NIC_36995_1
Tender Title : WBTEST/NIT-01/2015-16
Packet Reference Number : **2015_NIC_36995_pack1**
Bid Id : **25548**
Tenderer : **NIC HELPDESK BIDDER II**

Fee Payment Details

Payment Mode : Offline
Fee Paid (Inclusive of Taxes) (INR) 0.00
Actual EMD Amount (INR): 2,46,914
EMD Exemption Availed: No
EMD Amount (INR): 2,46,914
Payment Transaction Status : Offline Payment [View Paid Information](#)

[OID Zip](#) [Bid Document Zip](#)

Bid Submitted Documents

Document Label	Description	Verify	Status
2015_NIC_36995_pack1_99815	NIT	Verify	Admitted
2015_NIC_36995_pack1_99816	SCAN COPY OF EMD	Verify	Yet to verify

Click Here to Verify the Document

[Document Verification](#)

click next button to view the other bids. [Back](#) [Next](#)

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

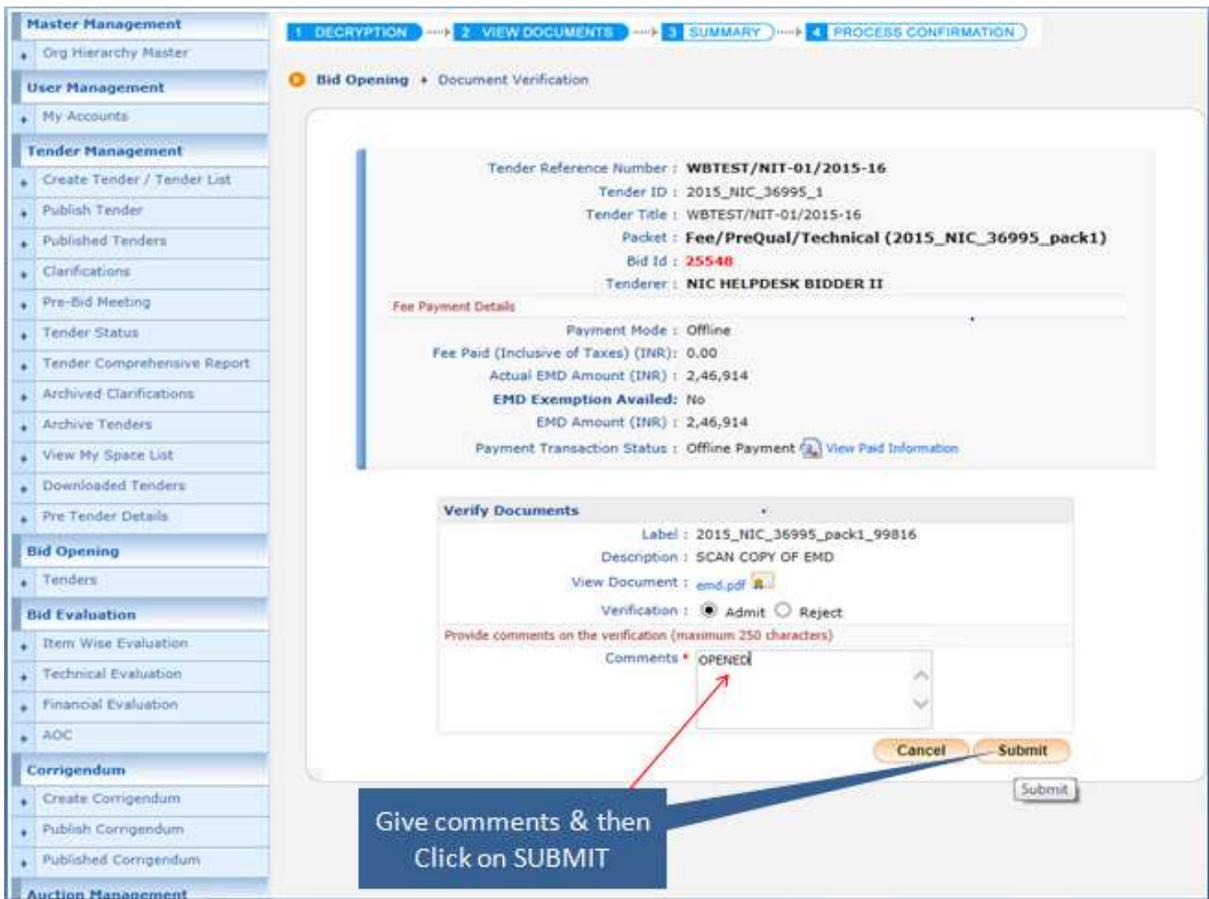


Figure 2.1.19(iv). Statutory & Non-Statutory Document Downloading Process of the 2nd Bidder.

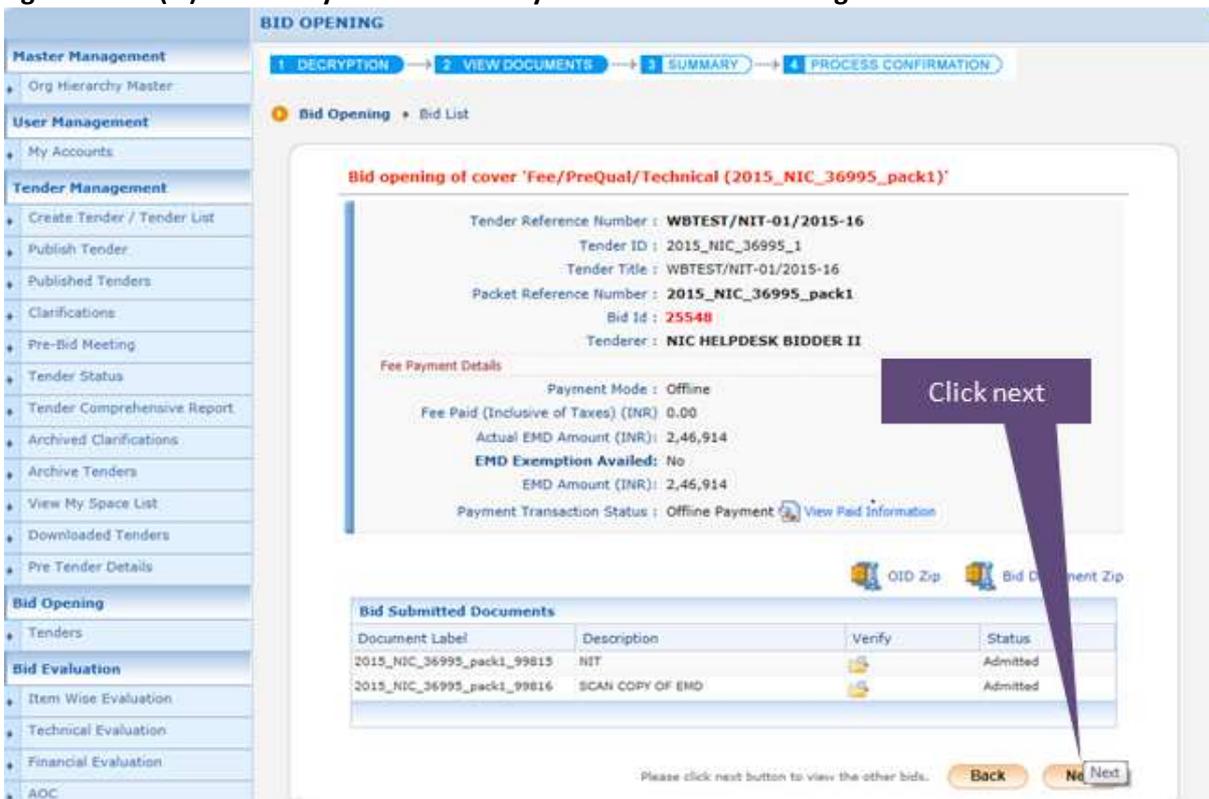


Figure 2.1.20. Downloading Process of Bid Document of the 2nd Bidder Completed.

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

Tender Reference Number : **WBTEST/NIT-01/2015-16**
 Tender ID : 2015_NIC_36995_1
 Tender Title : WBTEST/NIT-01/2015-16
 Bid Opening Date & Time : 13-Aug-2015 02:05 PM
 Packet : **Fee/PreQual/Technical (2015_NIC_36995_pack1)**

Accepted Bids : 2

S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening	Quick Bid Opening
1.	25545	NIC HELPDSEK BIDDER I	13-Aug-2015 01:52 PM	NIC HELPDSEK OFFICER II	Online		
2.	25548	NIC HELPDSEK BIDDER II	13-Aug-2015 01:50 PM	NIC HELPDSEK OFFICER II	Online		

Total No. of Bids to be Opened : 0

Pending Bids List

S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening
No bids with documents found						

Please click **Submit** to move to next packet of this tender.

Submit

Submit

Click Submit to Continue

Figure 2.1.21. Proceeding further to the next step

BID OPENING

1 DECRYPTION → 2 VIEW DOCUMENTS → 3 SUMMARY → 4 PROCESS CONFIRMATION

Bid Opening + Bids List

Tender ID : 2015_NIC_36995_1
 Tender Reference Number : WBTEST/NIT-01/2015-16
 Tender Title : WBTEST/NIT-01/2015-16
 Bid Openers : NIC HELPDSEK OFFICER I, NIC HELPDSEK OFFICER II
 Bid Opening Date & Time : **13-Aug-2015 02:05 PM**

No. of Bids : 2

Bid List

S.No	Bid No	Bidder	Opened By	Opened Date	Type	Status
1	25545	NIC HELPDSEK BIDDER I	NIC HELPDSEK OFFICER II	14-Aug-2015 01:35 PM	Online	Admitted
2	25548	NIC HELPDSEK BIDDER II	NIC HELPDSEK OFFICER II	14-Aug-2015 01:37 PM	Online	Admitted

Click next to go to Bid opening summary

Next

Next

Click Next to go opening summary

Figure 2.1.22. Click Next

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

'Technical' Bid opening Summary

Organisation Chain : NIC
Tender ID : 2015_NIC_36995_1
Tender Reference Number : WBTEST/NIT-01/2015-16
Tender Title : WBTEST/NIT-01/2015-16
Bid Openers : NIC HELPDESK OFFICER I, NIC HELPDESK OFFICER II
Bid Opening Date & Time : **13-Aug-2015 02:05 PM**

No. of Bids : 2

S.No	Bid ID	Bidder	Opened By	Opened Date	Type	Status
1	25545	NIC HELPDESK BIDDER I	NIC HELPDESK OFFICER II	14-Aug-2015 01:35 PM	Online	Admitted
2	25548	NIC HELPDESK BIDDER II	NIC HELPDESK OFFICER II	14-Aug-2015 01:37 PM	Online	Admitted

Bid Opening Summary
Use the form below to enter Bid opening summary

Summary * TECHNICAL BID HAS BEEN OPENED.

Only pdf files are permitted to upload.

Summary Document * WD-HESPDESK\Desktop\demo1amd.pdf

Click here to digitally signed the document

Click on Submit

Back 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.

'Technical' Bid opening Summary

Organisation Chain : NIC
Tender ID : 2015_NIC_36995_1
Tender Reference Number : WBTEST/NIT-01/2015-16
Tender Title : WBTEST/NIT-01/2015-16
Bid Openers : NIC HELPDSEK OFFICER I, NIC HELPDSEK OFFICER II
Bid Opening Date & Time : **13-Aug-2015 02:05 PM**

No. of Bids : 2

S.No	Bid ID	Bidder	Opened By	Opened Date	Type	Status
1	25545	NIC HELPDSEK BIDDER I	NIC HELPDSEK OFFICER II	14-Aug-2015 01:35 PM	Online	Admitted
2	25548	NIC HELPDSEK BIDDER II	NIC HELPDSEK OFFICER II	14-Aug-2015 01:37 PM	Online	Admitted

Bid Opener	Type	Summary	Updated On	View
NIC HELPDSEK OFFICER II	Technical	TECHNICAL BID HAS BEEN OPENED.	14-Aug-2015 01:40 PM	

Back Next

Click Next to continue

Figure 2.1.23. Submitting the Technical Bid Opening Summary

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 :

The screenshot displays a web application interface for a procurement system. On the left is a vertical navigation menu with the following sections:

- Master Management**
 - Org Hierarchy Master
- User Management**
 - My Accounts
- Tender Management**
 - Create Tender / Tender List
 - Publish Tender
 - Published Tenders
 - Clarifications
 - Pre-Bid Meeting
 - Tender Status
 - Tender Comprehensive Report
 - Archived Clarifications
 - Archive Tenders
 - View My Space List
 - Downloaded Tenders
 - Pre Tender Details
- Bid Opening**
 - Tenders
- Bid Evaluation**
 - Item Wise Evaluation
 - Technical Evaluation** (highlighted)
 - Financial Evaluation
 - AOC
- Corrigendum**
 - Create Corrigendum

The main content area on the right shows a dashboard for a user named 'NIC HELPDESK OFFICER I.'. It includes a 'Pending' section with a list of tasks: Shortfall document(s) to be responded [16], Tender(s) due for Technical Evaluation [512], Tender(s) due for Financial Evaluation [306], and Tender(s) to be Awarded [218]. There is also an 'Activity Of the Day' section with tasks like Tender(s) due for opening today [7], Tender(s) due for Financial opening [11], and Tender(s) due for Publishing [2]. Below these are sections for 'Alerts' and 'Announcements', both currently empty.

A callout box with a teal background and white text points to the 'Technical Evaluation' option in the sidebar, containing the text: 'Click here for Technical Evaluation'.

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:

The screenshot displays the 'BID EVALUATION' section of a software application. On the left is a navigation menu with categories like Master Management, User Management, Tender Management, Bid Opening, and Bid Evaluation. The main content area is titled 'Bid Technical Evaluation' and contains a search box with fields for 'Tender Id', 'Keyword', and 'Tender Category'. Below the search box is a table titled 'Bid Evaluation List' with columns for S.No, Tender Id, Tender Title, Tender Reference Number, Tender Category, and View. A callout box points to the 'View' icon in the 'View' column of the second row (Tender Id: 2015_NIC_36995_1).

S.No	Tender Id	Tender Title	Tender Reference Number	Tender Category	View
1	2015_NIC_37014_1	ed	777	Goods	
2	2015_NIC_36995_1	WBTEST/NIT-01/2015-16	WBTEST/NIT-01/2015-16	Works	
3	2015_NIC_36966_1	ghghj	Ref_2015_1031	Goods	
4	2015_NIC_36962_1	Computer Hardware	Tender/NIC/Test	Goods	
5	2015_NIC_36959_1	car	cpnp_52	Goods	
6	2015_NIC_36927_1	GSITM	TenderAuction/NIC	Goods	
7	2015_NIC_36890_1	CONSTRUCTION OF NEW ADMINISTRATIVE BUILDING OF MDL	NIC-TEST-TPR-070815	Works	
8	2015_NIC_36848_1	PROCUREMENT OF HEAVY MACHINERY	NIC-TEST-TPR-060815	Goods	
9	2015_NIC_36809_1	CONSTRUCTION OF ROAD	SUJAN	Works	
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.

The screenshot displays the 'BID EVALUATION' section of a software application. On the left is a navigation menu with categories: Master Management, User Management, Tender Management, Bid Opening, and Bid Evaluation. The main content area is titled 'Tender Work Items Technical Evaluation' and shows details for a specific tender: Organisation Chain: NIC, Tender Reference Number: WBTEST/NIT-01/2015-16, Tender Id: 2015_NIC_36995_1, and Tender Title: WBTEST/NIT-01/2015-16. Below this is a 'Bid List' table with columns for S.No, Bid Number, Bidder Name, Print, Status*, and Reasons*. Two bidders are listed, both with a status of 'Accept' and the reason 'TECHNICALLY QUALIFIED'. At the bottom right of the table are 'Cancel' and 'Submit' buttons. A blue callout box points to the 'Status*' column with the text 'Select Bidder evaluation status & enter reasons'. Another blue callout box points to the 'Submit' button with the text 'Click to submit'.

S.No	Bid Number	Bidder Name	Print	Status*	Reasons*
1	25545	NIC HELPDESK BIDDER I		Accept	TECHNICALLY QUALIFIED
2	25548	NIC HELPDESK BIDDER II		Accept	TECHNICALLY QUALIFIED

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 :

The screenshot shows a web application interface for 'BID EVALUATION' with a 'Technical Evaluation' sub-section. The left sidebar contains navigation menus for Master Management, User Management, Tender Management, Bid Opening, Bid Evaluation, and Corrigendum. The main form area includes fields for Organisation Chain (NIC), Tender Reference Number (WBTEST/NIT-0), Tender Id (2015_NIC_369), and Tender Title (WBTEST/NIT-0). Below these are fields for Packet Description (Technical), Committee Chairperson Type (Internal/External), Committee Chairperson Name (WB NIC), and Committee Members (EE AE SAE). A file upload section shows a PDF file named 'WD-HESPDESKIDesktopdemolemd.pdf' with a 'Click to Save' callout. The Financial Bid Opening Date is set to 17/08/2015, with a callout 'Enter Financial opening Date & Time & save details'. At the bottom right, there are 'Back' and 'Save' buttons, with another 'Click to Save' callout pointing to the 'Save' button. A large purple callout box says 'Enter Chairperson Name, Committee members, & upload the "Committee Details Upload" & click on digital sign'.

Figure 2.2.4. Technical Evaluation Document Uploading

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

The screenshot displays the 'TENDER EVALUATION DETAILS' page. On the left is a navigation menu with categories: Master Management, User Management, Tender Management, Bid Opening, and Bid Evaluation. The main content area shows the following information:

- Organisation Chain : NIC
- Tender Reference Number : WBTEST/NIT-01/2015-16
- Tender Id : 2015_NIC_36995_1
- Tender Title : WBTEST/NIT-01/2015-16
- Cover System : 2
- Committee Chairperson Type : **Internal**
- Committee Chairperson's Name : **WB NIC**
- Committee Members : **EE AE SAE**
- Summary Details : **techsummary_33258.pdf (23.65 KB)**
- Digital Signature Property : **Signed Property**
- Summary uploaded on : **17-Aug-2015 11:53 AM**
- Bid Opening Date & Time for Financial : **17-Aug-2015 12:00 PM**

A purple callout box with the text 'Click to print Evaluation summary' points to the link 'Click on the link to [View Print Summary](#)'.

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 :

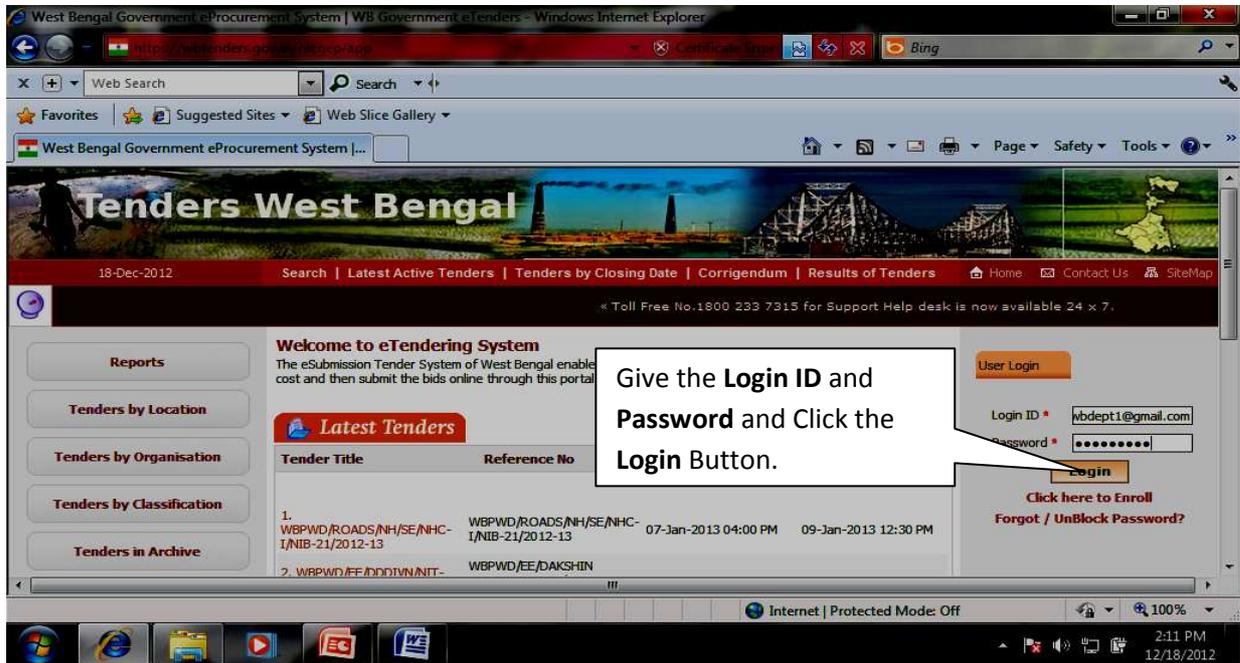


Figure 2.3.1. Login for Financial Bid Opening Process

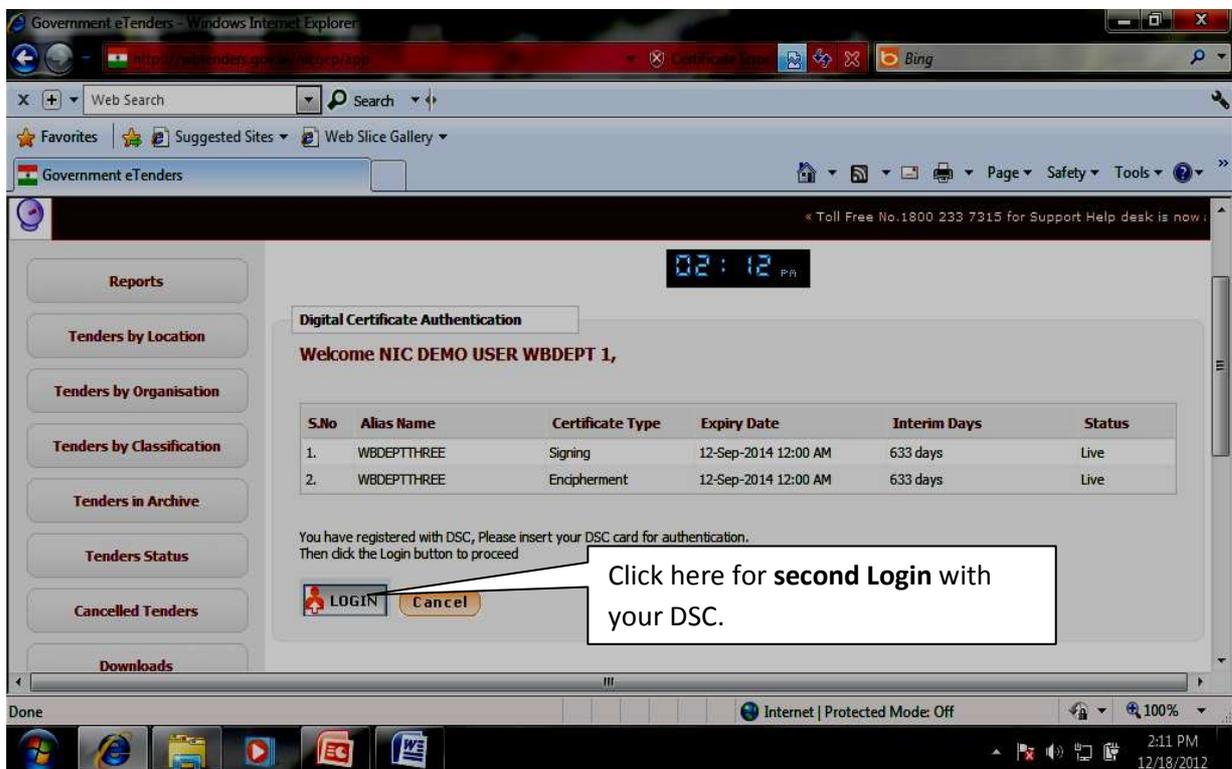


Figure 2.3.2. Second Login or DSC Login Process

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

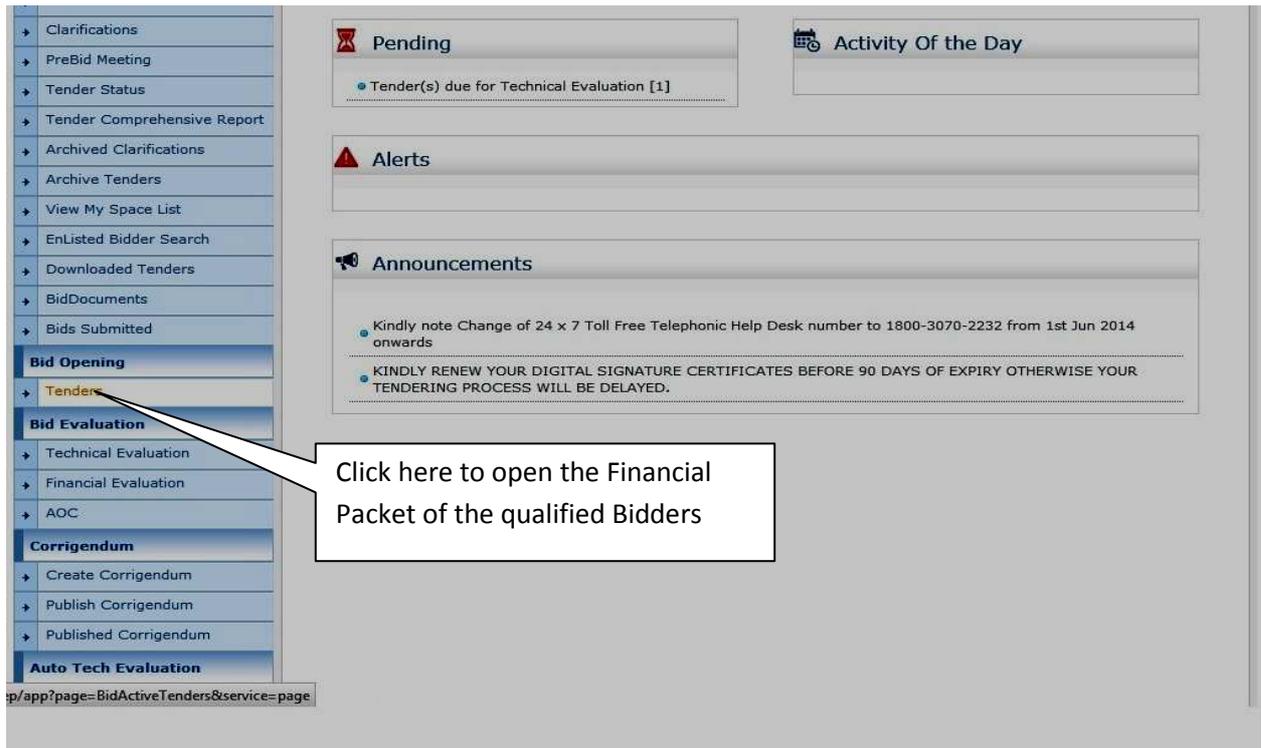


Figure 2.3.3. Showing the Opening of the Financial Bid.

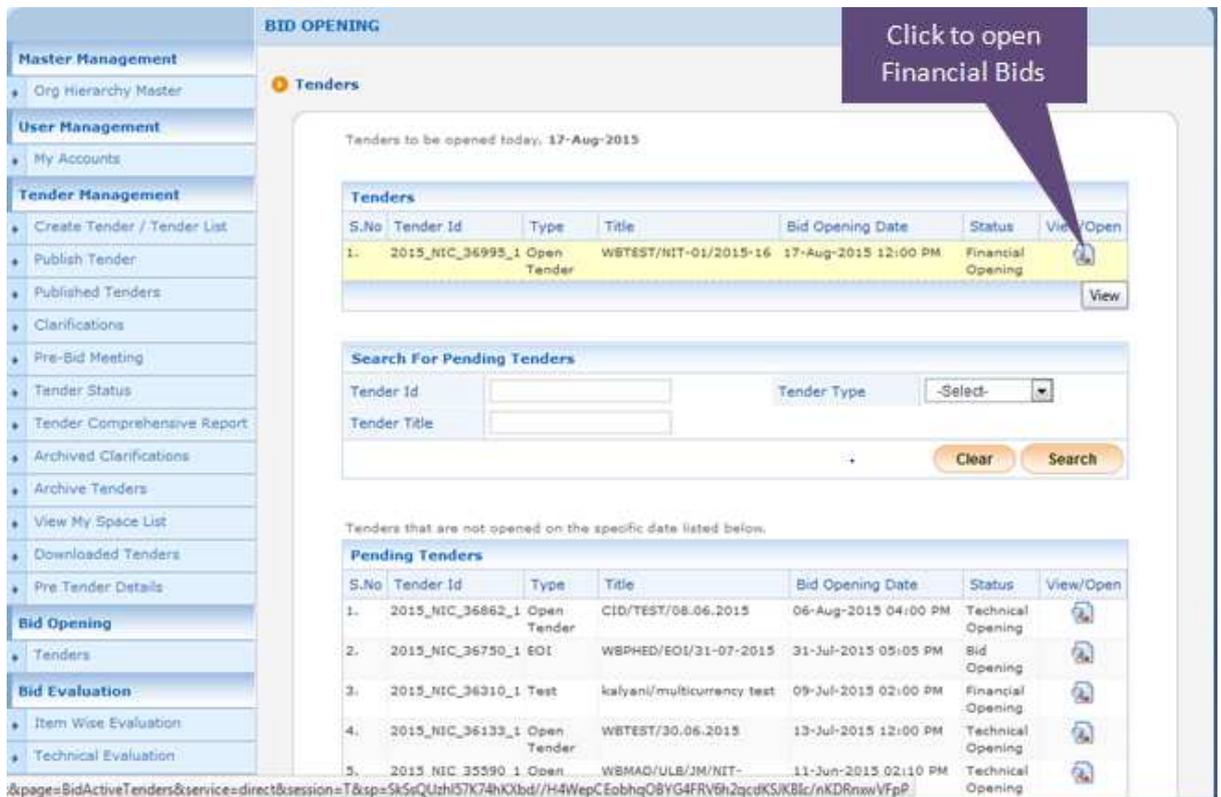


Figure 2.3.4. The Table showing the Opening Status.

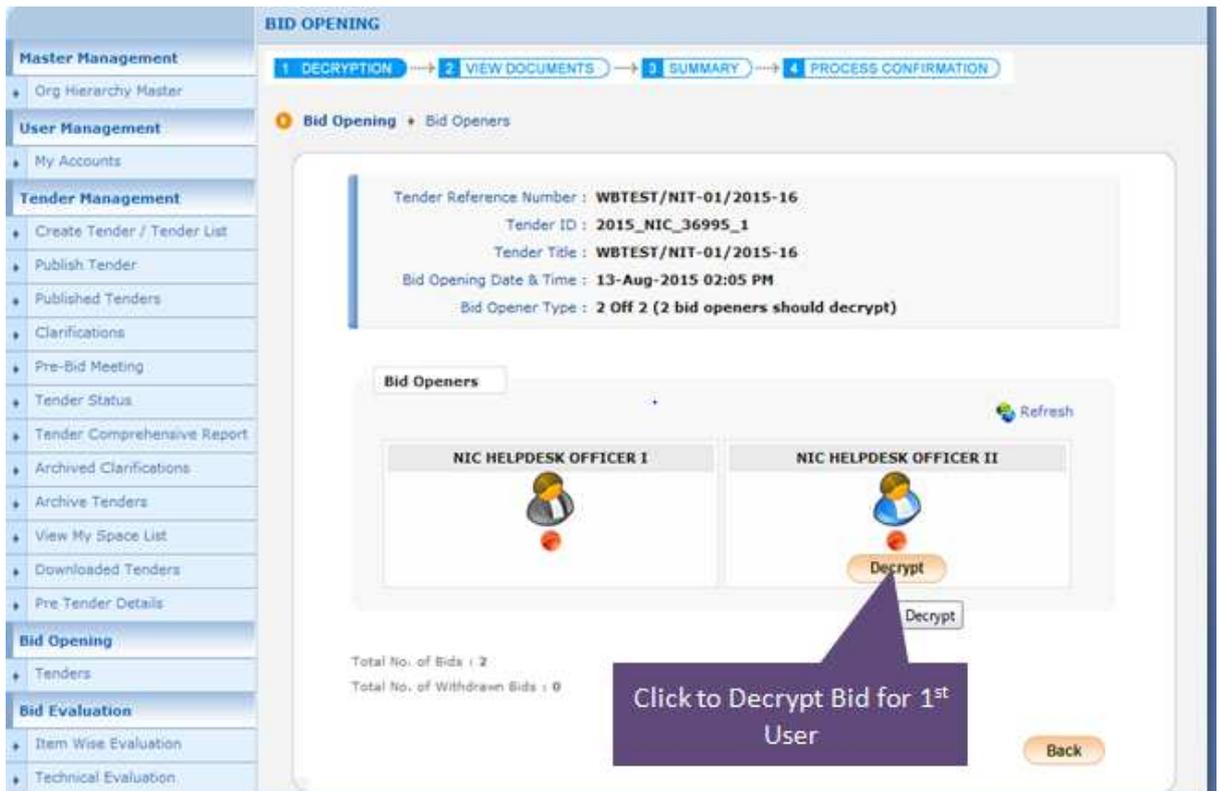


Figure 2.3.5 Decrypting the Key of the First Bid opener to open the BID.

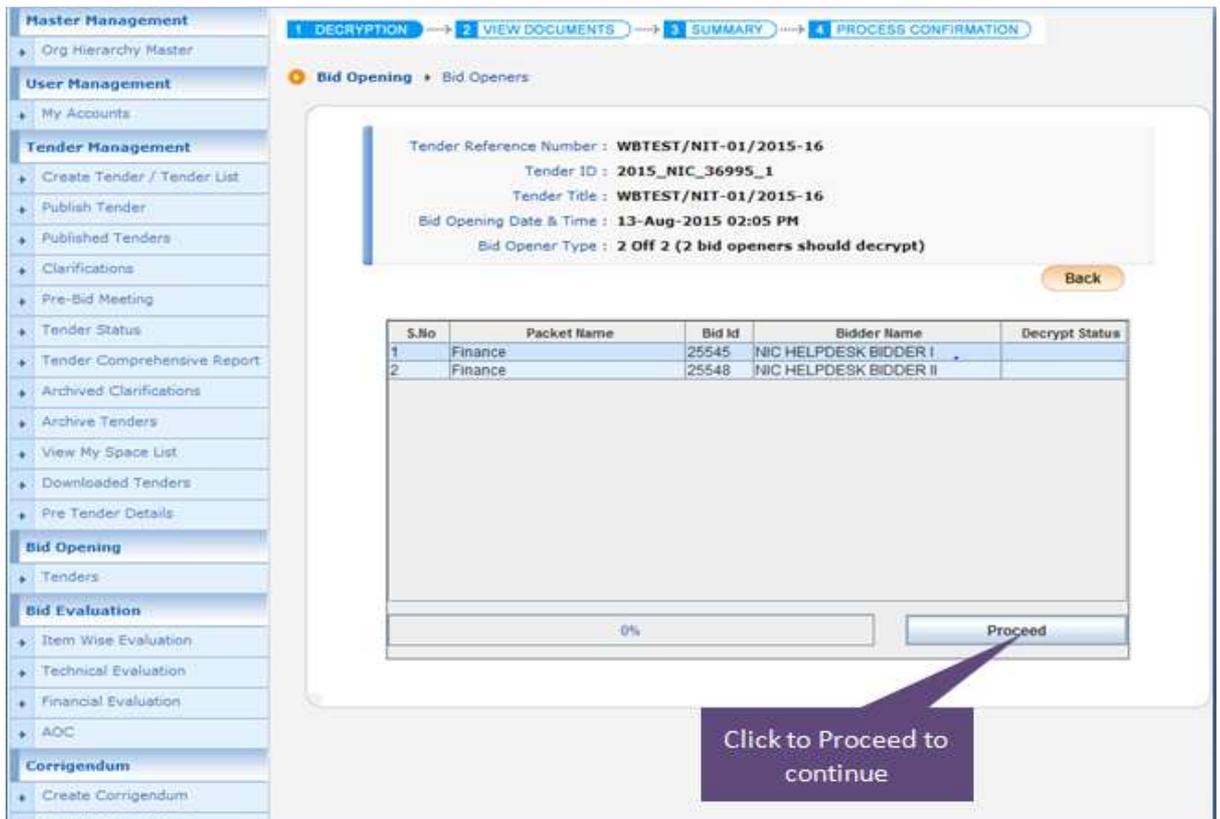


Figure 2.3.6. Decryption Process.

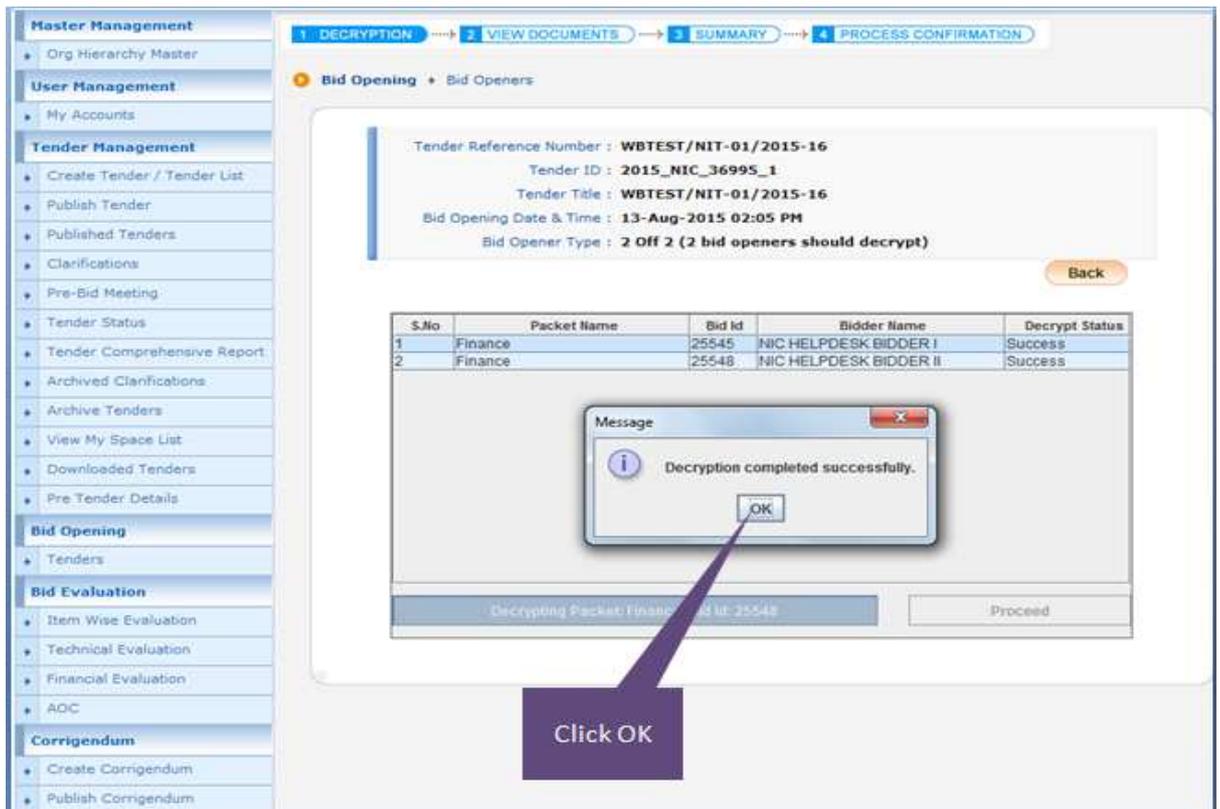


Figure 2.3.7. Decryption Process completed successfully.

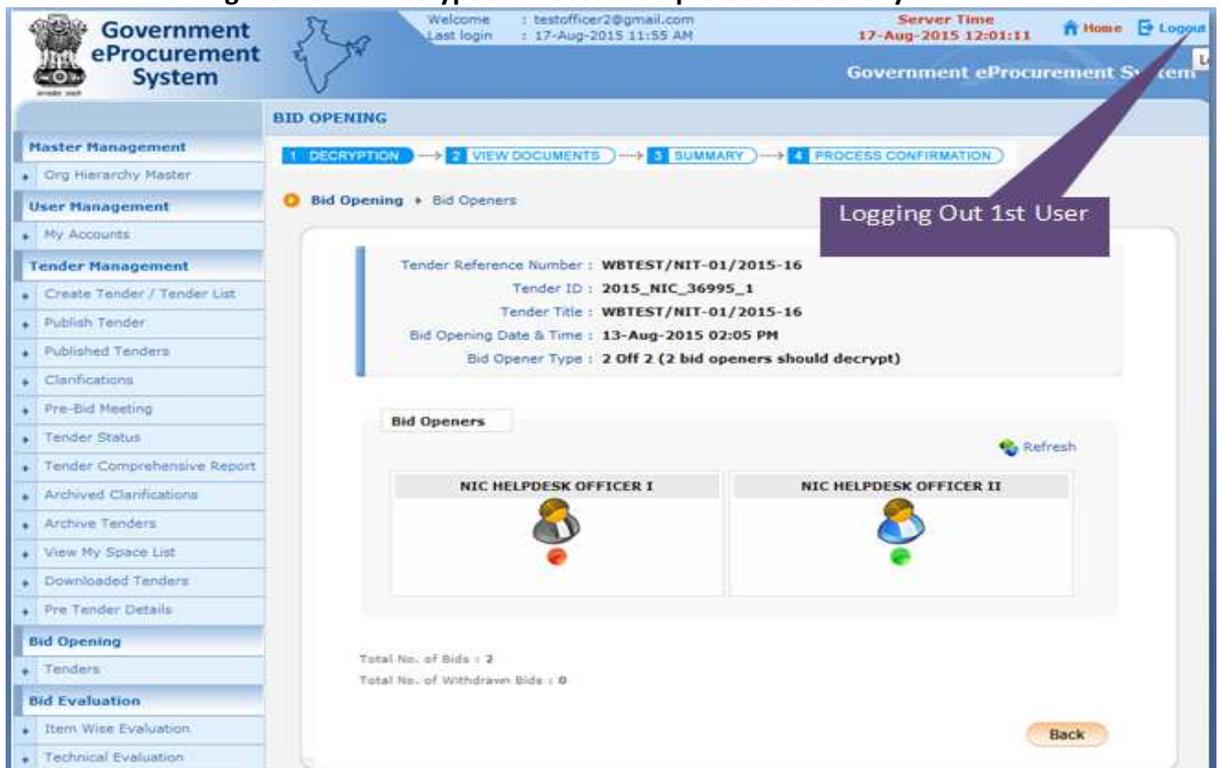


Figure 2.3.8. First Bid Opener Decrypted the Bidders Documents.

- iii) 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.

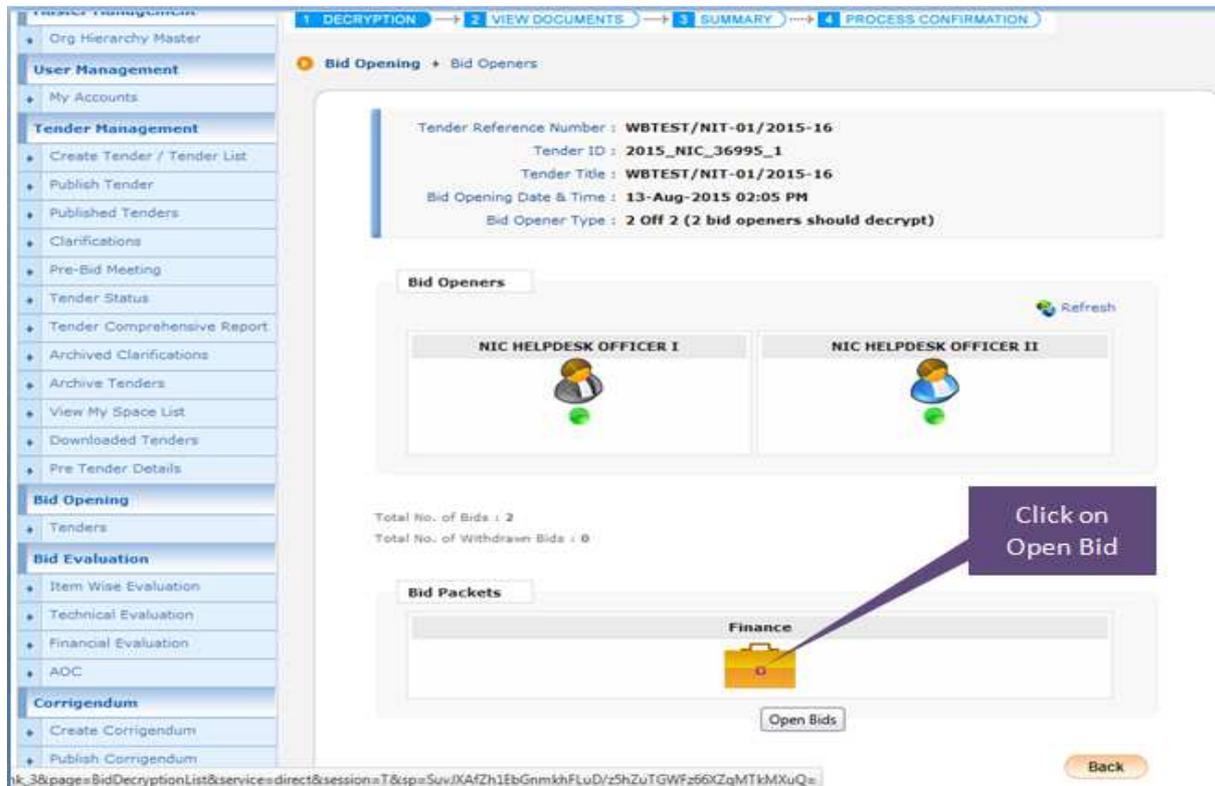


Figure 2.3.9. Opening the Financial Bid

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

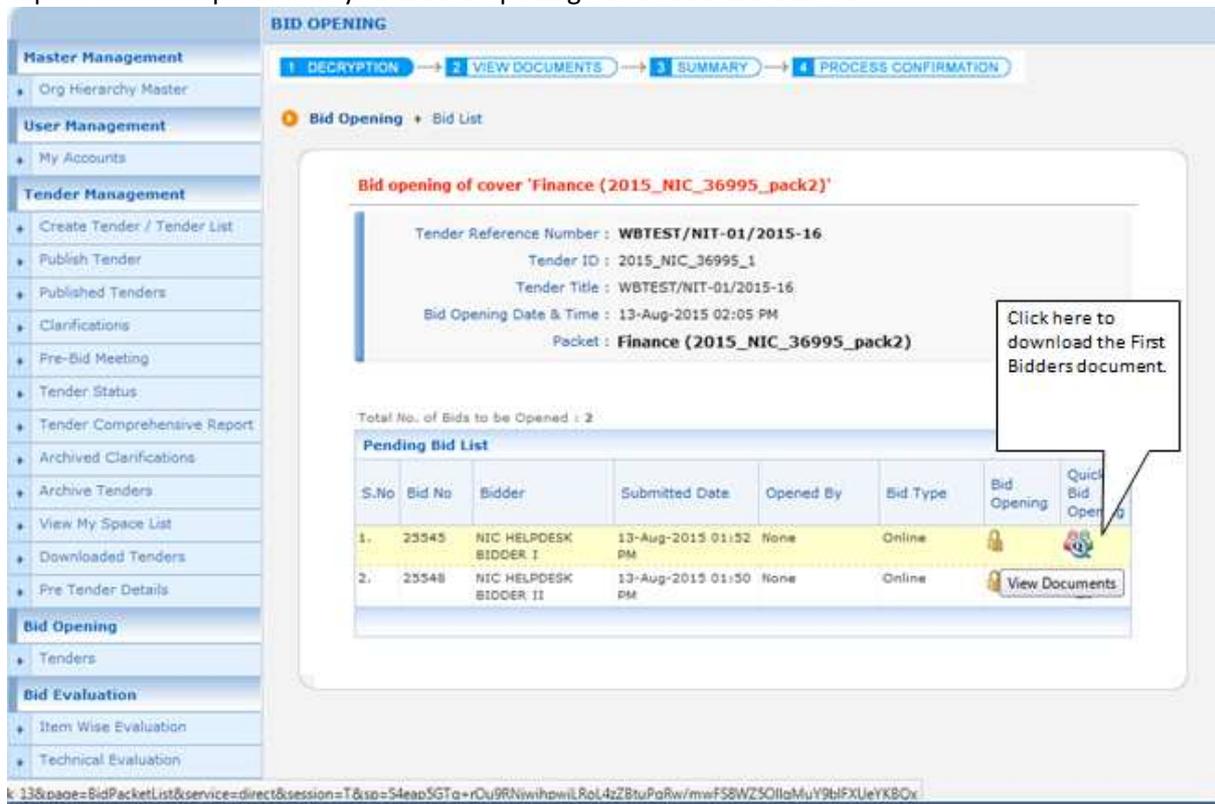


Figure 2.3.10. Opening the Financial Bid with quick Bid Opening option.

Master Management

- Org Hierarchy Master

User Management

- My Accounts

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Clarifications
- Pre-Bid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- Downloaded Tenders
- Pre Tender Details

Bid Opening

- Tenders

Bid Evaluation

- Item Wise Evaluation
- Technical Evaluation
- Financial Evaluation
- AOC

Corrigendum

- Create Corrigendum
- Publish Corrigendum

1 DECRYPTION → **2 VIEW DOCUMENTS** → **3 SUMMARY** → **4 PROCESS CONFIRMATION**

Bid Opening + Bid List

Bid opening of cover 'Finance (2015_NIC_36995_pack2)'

Tender Reference Number : **WBTEST/NIT-01/2015-16**
Tender ID : 2015_NIC_36995_1
Tender Title : WBTEST/NIT-01/2015-16
Packet Reference Number : **2015_NIC_36995_pack2**
Bid Id : **25545**
Tenderer : **NIC HELPDESK BIDDER I**

Fee Payment Details

Payment Mode : Offline
Fee Paid (Inclusive of Taxes) (INR) : 0.00
Actual EMD Amount (INR) : 2,46,914
EMD Exemption Availed: No
EMD Amount (INR) : 2,46,914
Payment Transaction Status : Offline Payment [View Paid Information](#)

[OID Zip](#) [Bid Document Zip](#)

Bid Submitted Documents

Document Label	Description	Verify	Status
2015_NIC_36995_pack2_9981B	BOQ	Verify	Admitted

Please click next button to view the other bids. [Back](#) [Next](#)

[Next](#)

Select "Bid Document Zip" to download Financial Document for the following user

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

- Org Hierarchy Master

User Management

- My Accounts

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Clarifications
- Pre-Bid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- Downloaded Tenders
- Pre Tender Details

Bid Opening

- Tenders

Bid Evaluation

- Item Wise Evaluation
- Technical Evaluation
- Financial Evaluation
- AOC

Corrigendum

- Create Corrigendum
- Publish Corrigendum

1 DECRYPTION → **2 VIEW DOCUMENTS** → **3 SUMMARY** → **4 PROCESS CONFIRMATION**

Bid Opening + Bid List

Bid opening of cover 'Finance (2015_NIC_36995_pack2)'

Tender Reference Number : **WBTEST/NIT-01/2015-16**
Tender ID : 2015_NIC_36995_1
Tender Title : WBTEST/NIT-01/2015-16
Bid Opening Date & Time : 13-Aug-2015 02:05 PM
Packet : **Finance (2015_NIC_36995_pack2)**

Accepted Bids : 1

Accepted Bid List

S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening	Quick Bid Opening
1.	25545	NIC HELPDESK BIDDER I	13-Aug-2015 01:52 PM	NIC HELPDESK OFFICER I	Online	View Documents	Quick Bid Opening

Total No. of Bids to be Opened : 1

Pending Bid List

S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening	Quick Bid Opening
1.	25548	NIC HELPDESK BIDDER II	13-Aug-2015 01:50 PM	None	Online	View Documents	Quick Bid Opening

[View Documents](#)

Click here to view & save the documents.

...13&page=BidPacketList&service=direct&session=T&sp=StzERYyzVHX8DghK6UdmArQ17Zh9Qa844Lay1VDT0Nn9aW8DkKaO2qjdvSNFZzEjI

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.

Bid opening of cover Finance (2015_NIC_36995_pack2)

Tender Reference Number : **WBTEST/NIT-01/2015-16**
Tender ID : 2015_NIC_36995_1
Tender Title : WBTEST/NIT-01/2015-16
Bid Opening Date & Time : 13-Aug-2015 02:05 PM
Packet : **Finance (2015_NIC_36995_pack2)**

Accepted Bids : 2

S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening	Quick Bid Opening
1.	25545	NIC HELPDESK BIDDER I	13-Aug-2015 01:52 PM	NIC HELPDESK OFFICER I	Online		
2.	25548	NIC HELPDESK BIDDER II	13-Aug-2015 01:50 PM	NIC HELPDESK OFFICER I	Online		

Total No. of Bids to be Opened : 0

Pending Bids List

S.No	Bid No	Bidder	Submitted Date	Opened By	Bid Type	Bid Opening
No bids with documents found						

Submit

Submit

After downloading all the Financial Documents of the Bidders Click Here

Click Submit to Continue

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

- Org Hierarchy Master

User Management

- My Accounts

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Clarifications
- Pre-Bid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- Downloaded Tenders
- Pre Tender Details

Bid Opening

- Tenders

Bid Evaluation

- Item Wise Evaluation
- Technical Evaluation
- Financial Evaluation
- AOC

1 DECRYPTION → 2 VIEW DOCUMENTS → 3 SUMMARY → 4 PROCESS CONFIRMATION

Bid Opening + Bids List

Tender ID : 2015_NIC_36995_1
Tender Reference Number : WBTEST/NIT-01/2015-16
Tender Title : WBTEST/NIT-01/2015-16
Bid Openers : NIC HELPDESK OFFICER I, NIC HELPDESK OFFICER II
Bid Opening Date & Time : 13-Aug-2015 02:05 PM

No. of Bids : 2

S.No	Bid No	Bidder	Opened By	Opened Date	Type	Status
1	25545	NIC HELPDESK BIDDER I	NIC HELPDESK OFFICER I	17-Aug-2015 12:15 PM	Online	Admitted
2	25548	NIC HELPDESK BIDDER II	NIC HELPDESK OFFICER I	17-Aug-2015 12:16 PM	Online	Admitted

Generate BOQ

Generate BOQ

Next

Click here to generate BOQ comparative chart

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 :

The screenshot shows a web-based Tender Management system. A window titled "BoQ Summary" is open, displaying a table with the following data:

SLNo	Bidder Name	Estimated Rate	Quoted Percentage	Quoted Rate
1	NIC HELPDESK BIDDER I	7939.225	20.00	9527.07
2	NIC HELPDESK BIDDER II	7939.225	-3.14	7689.93

Below the table, it states: "Lowest Amount Quoted BY: NIC HELPDESK BIDDER II(7689.93)".

The background interface includes a sidebar with options like "Financial Evaluation", "ADC", "Corrigendum", and "Auction Management". A "View BOQ Chart" button is visible, with a blue callout box pointing to it containing the text: "Click here to view the comparative statement in Excel".

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.

Tender Management

- ▶ Create Tender / Tender List
- ▶ Publish Tender
- ▶ Published Tenders
- ▶ Clarifications
- ▶ Pre-Bid Meeting
- ▶ Tender Status
- ▶ Tender Comprehensive Report
- ▶ Archived Clarifications
- ▶ Archive Tenders
- ▶ View My Space List
- ▶ Downloaded Tenders
- ▶ Pre Tender Details

Bid Opening

- ▶ Tenders

Bid Evaluation

- ▶ Item Wise Evaluation
- ▶ Technical Evaluation
- ▶ Financial Evaluation
- ▶ AOC

Corrigendum

- ▶ Create Corrigendum
- ▶ Publish Corrigendum
- ▶ Published Corrigendum

Auction Management

- ▶ Tender Cum Auction
- ▶ View Live Auction List

Tender ID : 2015_NIC_36995_1

Tender Reference Number : WBTEST/NIT-01/2015-16
Tender Title : WBTEST/NIT-01/2015-16
Bid Openers : NIC HELPDESK OFFICER I, NIC HELPDESK OFFICER II
Bid Opening Date & Time : **13-Aug-2015 02:05 PM**

No. of Bids : 2

S.No	Bid No	Bidder	Opened By	Opened Date	Type	Status
1	25545	NIC HELPDESK BIDDER I	NIC HELPDESK OFFICER I	17-Aug-2015 12:15 PM	Online	Admitted
2	25548	NIC HELPDESK BIDDER II	NIC HELPDESK OFFICER I	17-Aug-2015 12:16 PM	Online	Admitted

[View BOQ Chart](#)

✔ BOQ comparative chart has been generated. Please click on 'View BOQ Chart' to view Excel file.

Click next to go to Bid opening summary Next

Next

Click Next to continue

Figure 2.3.16. Proceeding further to upload the Financial opening summary.

- ▶ Tender Status
- ▶ Tender Comprehensive Report
- ▶ Archived Clarifications
- ▶ Archive Tenders
- ▶ View My Space List
- ▶ Downloaded Tenders
- ▶ Pre Tender Details

Bid Opening

- ▶ Tenders

Bid Evaluation

- ▶ Item Wise Evaluation
- ▶ Technical Evaluation
- ▶ Financial Evaluation
- ▶ AOC

Corrigendum

- ▶ Create Corrigendum
- ▶ Publish Corrigendum
- ▶ Published Corrigendum

Auction Management

- ▶ Tender Cum Auction
- ▶ View Live Auction List
- ▶ Auction History List

Bid Openers : NIC HELPDESK OFFICER I, NIC HELPDESK OFFICER II
Bid Opening Date & Time : **13-Aug-2015 02:05 PM**

No. of Bids : 2

S.No	Bid ID	Bidder	Opened By	Opened Date	Type	Status
1	25545	NIC HELPDESK BIDDER I	NIC HELPDESK OFFICER I	17-Aug-2015 12:15 PM	Online	Admitted ▼
2	25548	NIC HELPDESK BIDDER II	NIC HELPDESK OFFICER I	17-Aug-2015 12:16 PM	Online	Admitted ▼

Bid Opening Summary

Use the form below to enter Bid opening summary

Summary * FINANCIAL BID HAS BEEN OPENED.

Only pdf files are permitted to upload.

Summary Document *

Back
Submit

Click on Submit

Click here to digitally signed the document

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
- Publish Tender
- Published Tenders
- Clarifications
- Pre-Bid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- Downloaded Tenders
- Pre Tender Details

Bid Opening

- Tenders

Bid Evaluation

- Item Wise Evaluation
- Technical Evaluation
- Financial Evaluation
- AOC

Corrigendum

- Create Corrigendum
- Publish Corrigendum
- Published Corrigendum

Auction Management

- Tender Cum Auction

'Finance' Bid opening Summary

Print

Organisation Chain : NIC

Tender ID : 2015_NIC_36995_1

Tender Reference Number : WBTEST/NIT-01/2015-16

Tender Title : WBTEST/NIT-01/2015-16

Bid Openers : NIC HELPDESK OFFICER I, NIC HELPDESK OFFICER II

Bid Opening Date & Time : **13-Aug-2015 02:05 PM**

No. of Bids : 2

S.No	Bid ID	Bidder	Opened By	Opened Date	Type	Status
1	25543	NIC HELPDESK BIDDER I	NIC HELPDESK OFFICER I	17-Aug-2015 12:15 PM	Online	Admitted
2	25548	NIC HELPDESK BIDDER II	NIC HELPDESK OFFICER I	17-Aug-2015 12:16 PM	Online	Admitted

Bid Opener	Type	Summary	Updated On	View
NIC HELPDESK OFFICER I	Finance	FINANCIAL BID HAS BEEN OPENED.	17-Aug-2015 12:20 PM	

Back Next

Next

Click Next to continue

Figure 2.3.18. Uploading and Proceeding Further

The screenshot shows a web application interface for tender management. On the left is a navigation menu with categories like 'Archived Clarifications', 'Bid Opening', 'Bid Evaluation', 'Corrigendum', and 'Auto Tech Evaluation'. The 'Financial Evaluation' option is highlighted. The main content area has a search section titled 'Search For Pending Tenders' with input fields for 'Tender Id', 'Tender Title', and 'Tender Type'. Below this is a table header for 'Pending Tenders' with columns: S.No, Tender Id, Type, Title, Bid Opening Date, Status, and View. The table body contains the text 'No Tenders found.' A callout box points to this text with the following text:

The table is showing no Tenders as the Process of Financial opening is completed and the Tender is moved to Financial Evaluation List.

Below the table, there is a 'Note' section with two bullet points: 'Process I - Bids that are...' and 'Process II - Bids that are...'. At the bottom of the page, there is a footer with version information: 'Version: 1.00.03.11.05.14' and copyright notice: '© 2008 Tender NIC. All rights reserved.'

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 :

Search For Pending Tenders

Tender Id Tender Type

Tender Title

Tenders that are not opened on the specific date listed below.

Pending Tenders

S.No	Tender Id	Type	Title	Bid Opening Date	Status	View
No Tenders found.						

Click here for **Financial Evaluation**

Process I - Bids that are not yet opened and evaluated.

Process II - Bids that are opened upto 'Technical' packet and evaluated, ready to open for 'Financial' packet.

Version:1.09.02 11-06-14 (c) 2008 Tenders NIC. All rights reserved.

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 :

Welcome : sroycoopers@gmail.com
Last login : 27-Jun-2014 12:58 PM

My Account Home Logout

eProcurement System of Government of West Bengal

FINANCIAL EVALUATION

Bid Financial Evaluation

Search

Tender Id Tender Category

Keyword

Keyword finds match in tender title and tender reference no.

Clear Search

Bid Evaluation List

S.No	Tender Id	Tender Title	Tender Reference Number	Tender Category	View
1	2014_MAD_18804_1	WBMA/ULB/CCNAA/NIT-01(e)/2014-15	WBMA/ULB/CCNAA/NIT-01(e)/2014-15	Works	

Click here to open for Financial Evaluation

Figure 2.4.2. Opening the Tender for Evaluation.

Tender Work Items Financial Evaluation

Tender Id : 2014_MAD_18804_1
Tender Reference Number : WBMA/ULB/CCNAA/NIT- 01(e)/2014-15
Tender Title : WBMA/ULB/CCNAA/NIT- 01(e)/2014-15
Opened Date : 27-Jun-2014 01:06 PM

No. of Bids : 3

Bid List

S.No	Bid Number	Bidder Name	Bid Type	Documents	Quoted Amount (INR)	Bid Rank	Status	Reasons*
1	87774	SAHA CONSTRUCTION AND CO	Online	View Doc	4318219.00	L1	Accept	First Lowest Bidder
2	87777	SHAW BROTHERS AND CO	Online	View Doc	4372332.00	L2	Accept	Second Lowest Bidder
3	87780	ARUN TRADERS	Online	View Doc	4415622.00	L3	Accept	Third Lowest Bidder

Accept or Reject the Bidder with Proper reason in Precise

Then Click here

View BOQ Chart

Cancel Submit

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 :

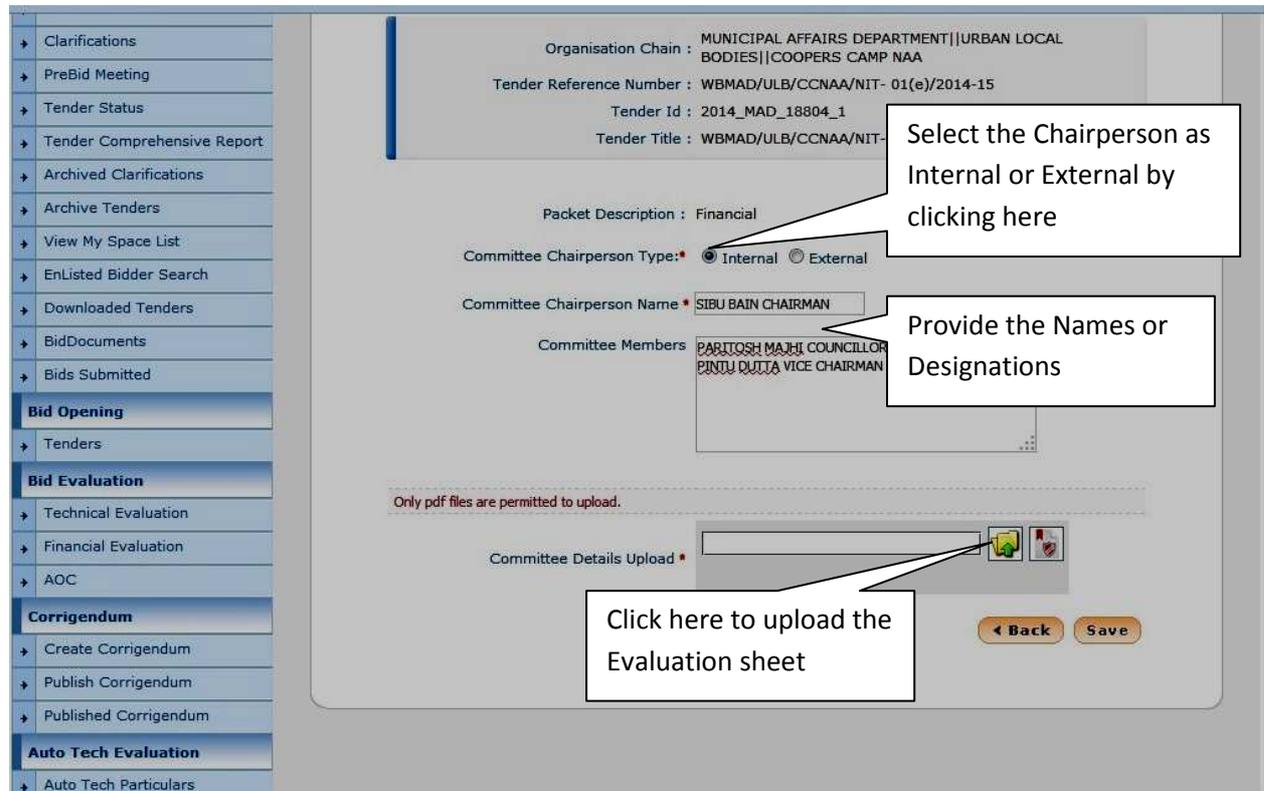


Figure 2.4.4. Uploading the Financial Evaluation Sheet.

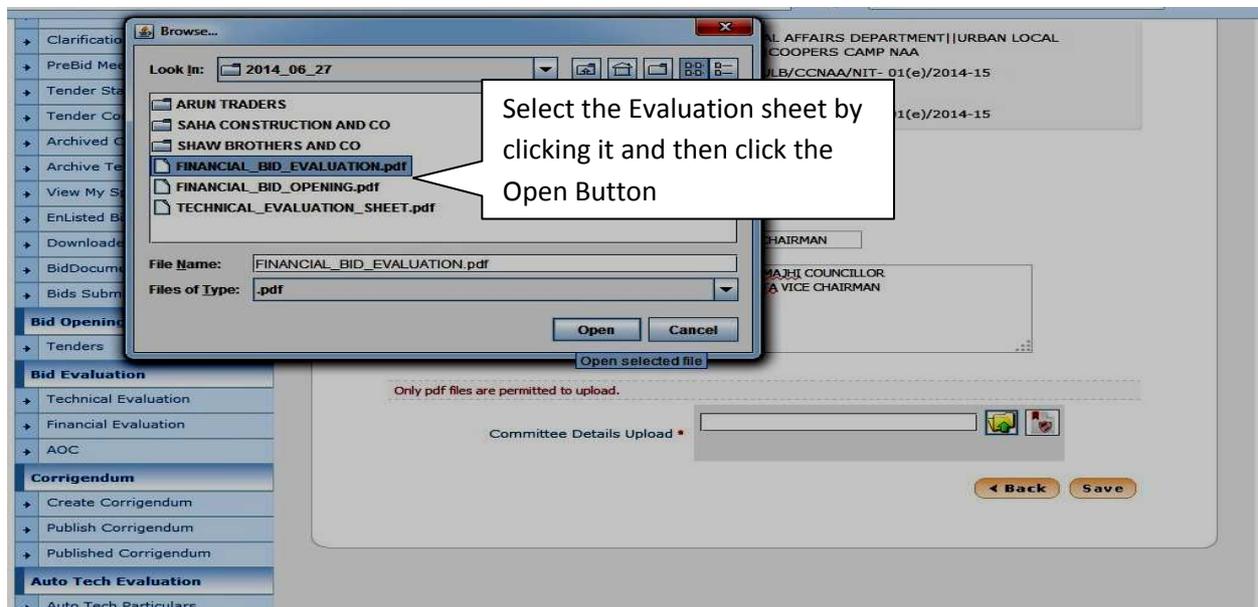


Figure 2.4.5. Uploading the Financial Evaluation Sheet

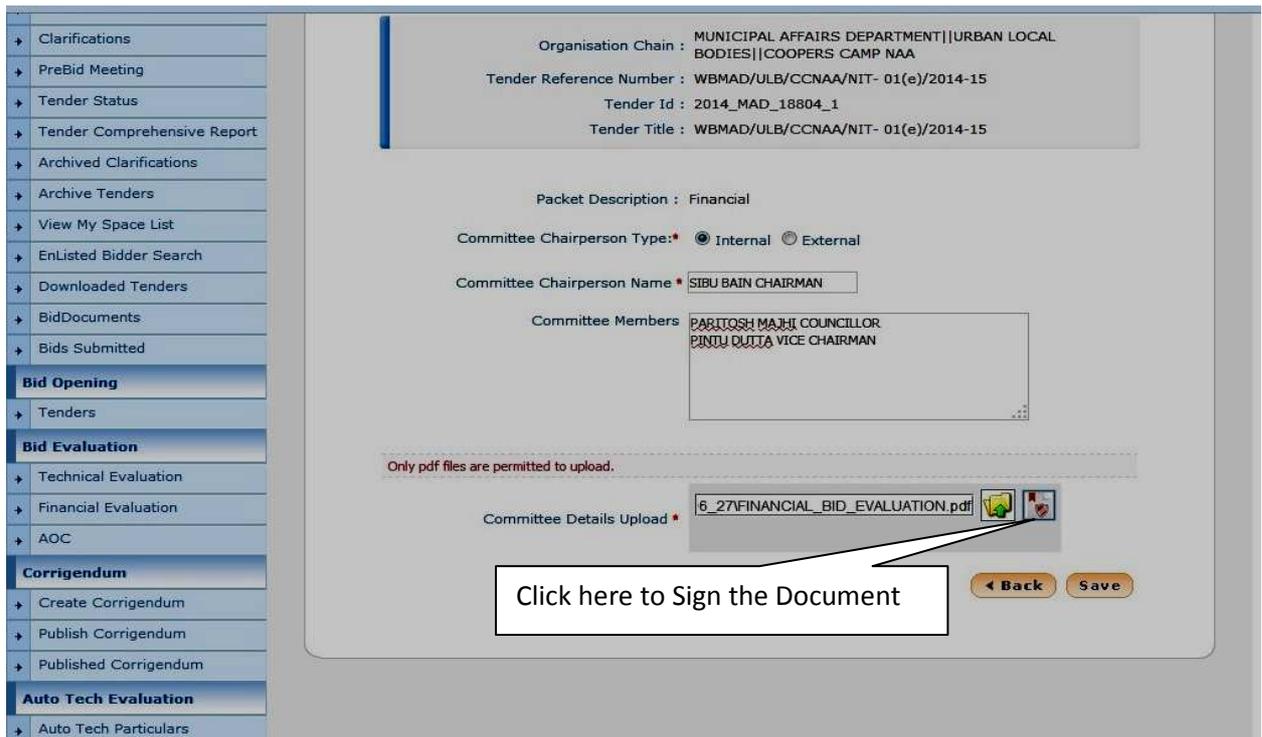


Figure 2.4.6. Signing the Evaluation Sheet.

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 :

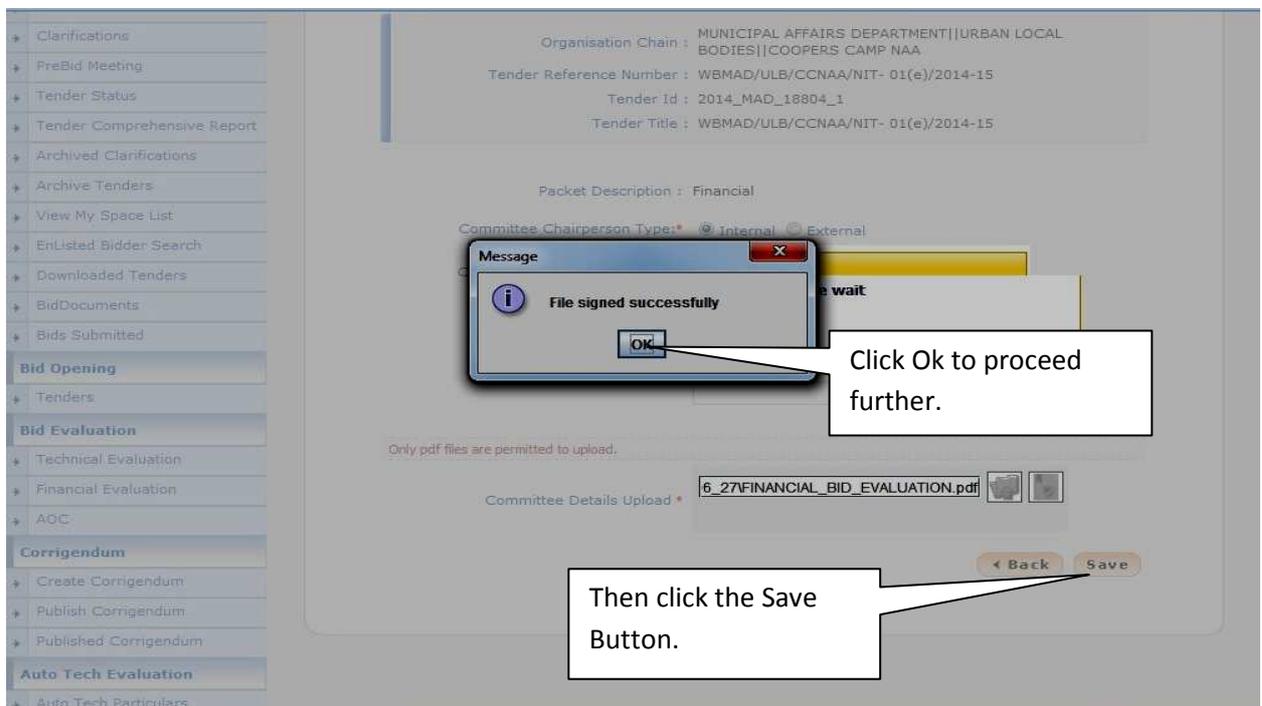


Figure 2.4.7. Digital Signing is successful.

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

Figure 2.4.8. Showing the Completion of the Financial Evaluation Process

vi)The Sample of Summery is given below :

COMPARATIVE STATEMENT

Tender Reference No. :- IW/SE/MCC/4(e) 2012-2013 2nd Call
(Vide Memo No. 405 DL 07/5/2012 of S.E./M.C.C.)

Title of work:- IW/SE/MCC/4(e)/2012-2013/1

Name of Work:- Remaining work, Construction of Mini Barrage over Kana Ajoy at Mouza Uparkhara in Bolpur Sriniketan Panchayat Sanity under Dist Birbhum. PART-A Civil work.

Estimated Value:- Rs.3,13,17,843.00. Earnest Money Rs.6,26,353.00

Sl. No.	Name of Participant	Rate Offered	Tendered Amount	Particulars of Earnest Money
1	Gopal Chandra Ghosh	0.01% Below (Zero point zero one Percent Below)	Rs.31314511.00	Rs.6,27,000.00 BD NO.021791 Dt. 21/5/2012 Central Bank of India
2	M/S Ardendu Mondal	1.71% Below (One point seven one percent Below)	Rs. 30782111.00	Rs.6,27,000.00 BD NO.155218. Dt. 21/5/2012 Allahabad Bank
3	Sree Durga Engineers' Co-Operative Society Limited.	0.52 % Below (Zero point zero two percent Below)	Rs.31311379.00	Rs.6,27,000.00 BD NO. 734508 Dt. 21/5/2012 United Bank Of India

Remarks of Divisional Estimator	Remarks of Divisional Accountant	Comment of Executive Engineer M.S.C Division.
Above 3 (three) nos of qualified contractors participated in this Sl. of E. Tender, placed on 23/5/2012. Among them rate offered by M/S Ardendu Mondal @ 1.71% (one point seven one percent below the S.E.R.) stands lowest but up to 27.02.12	Divisional Accountant M.C.C. Division Birbhum	The rate quoted by M/S Ardendu Mondal @ 1.71% below the schedule of rates stands lowest. It is hereby recommended to the Superintending Engineer, Mayurakshi Canal, for acceptance. 27/05/2012 Executive Engineer Mayurakshi South Canal Division Santiniketan, Birbhum

Lowest rate quoted by M/S Ardendu Mondal @ 1.71% (one point seven one) Pc. below as recommended by EE / M.S.C. Div. is accepted.
25/5/12

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.
- ii) 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 :

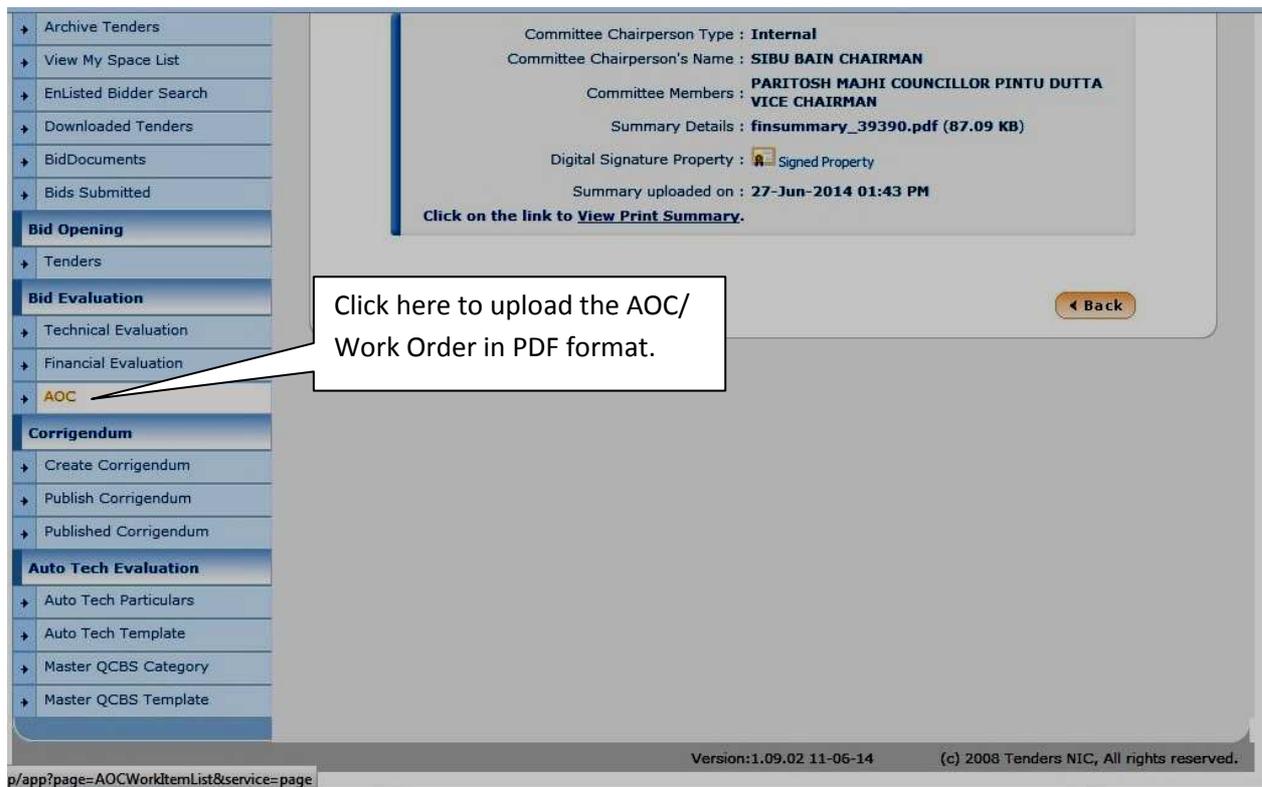


Figure 2.5.1. AOC completion process

- 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
- Publish Tender
- Published Tenders
- Clarifications
- PreBid Meeting
- Tender Status
- Tender Comprehensive Report
- Archived Clarifications
- Archive Tenders
- View My Space List
- EnListed Bidder Search
- Downloaded Tenders
- BidDocuments
- Bids Submitted

Bid Opening

- Tenders

Bid Evaluation

- Technical Evaluation
- Financial Evaluation
- AOC

Corrigendum

- Create Corrigendum

AOC Tenders

Search

Tender Id Tender Category

Keyword

Keyword finds match in tender title and tender reference no.

AOC Tender List

S.No	Tender Id	Tender Title	Tender Reference Number	Tender Category	View
1	2014_MAD_18804_1	WBMAD/ULB/CCNAA/NIT-01(e)/2014-15	WBMAD/ULB/CCNAA/NIT-01(e)/2014-15	Works	

Click here to open the Tender and upload the AOC Document.

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 :

Tender Reference Number : WBMAD/ULB/CCNAA/NIT- 01(e)/2014-15
 Tender Title : WBMAD/ULB/CCNAA/NIT- 01(e)/2014-15
 Tender Id : 2014_MAD_18804_1

Enter the total amount of BOQ

Contract Value * INR 4318219

THIS AWARD OF CONTRACT GOES TO SAHA CONSTRUCTION AND CO

Description

Upload the AOC details document. Only pdf files are permitted to upload.

AOC Details * 014_06_27ack_financial_Eva

Contract Date * 30/06/2014

Work Completion Period (in days)* 180

Bids List

S.No	Bid Number	Bidder Name	Bid Type	Document	Rank	Status	AOC
1	87774	SAHA CONSTRUCTION AND CO	Online	View	L1	Accepted	<input checked="" type="checkbox"/>
2	87777	SHAW BROTHERS AND CO	Online	View	L2	Accepted	<input type="checkbox"/>
3	87780	ARUN TRADERS	Online	View	L3	Accepted	<input type="checkbox"/>

Cancel Save

Provide all the details. Upload the AOC Document. Provide the Date of Contract., Select the L1 Bidder only

Select the L1 Bidder by clicking the check box and then click the save button

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.

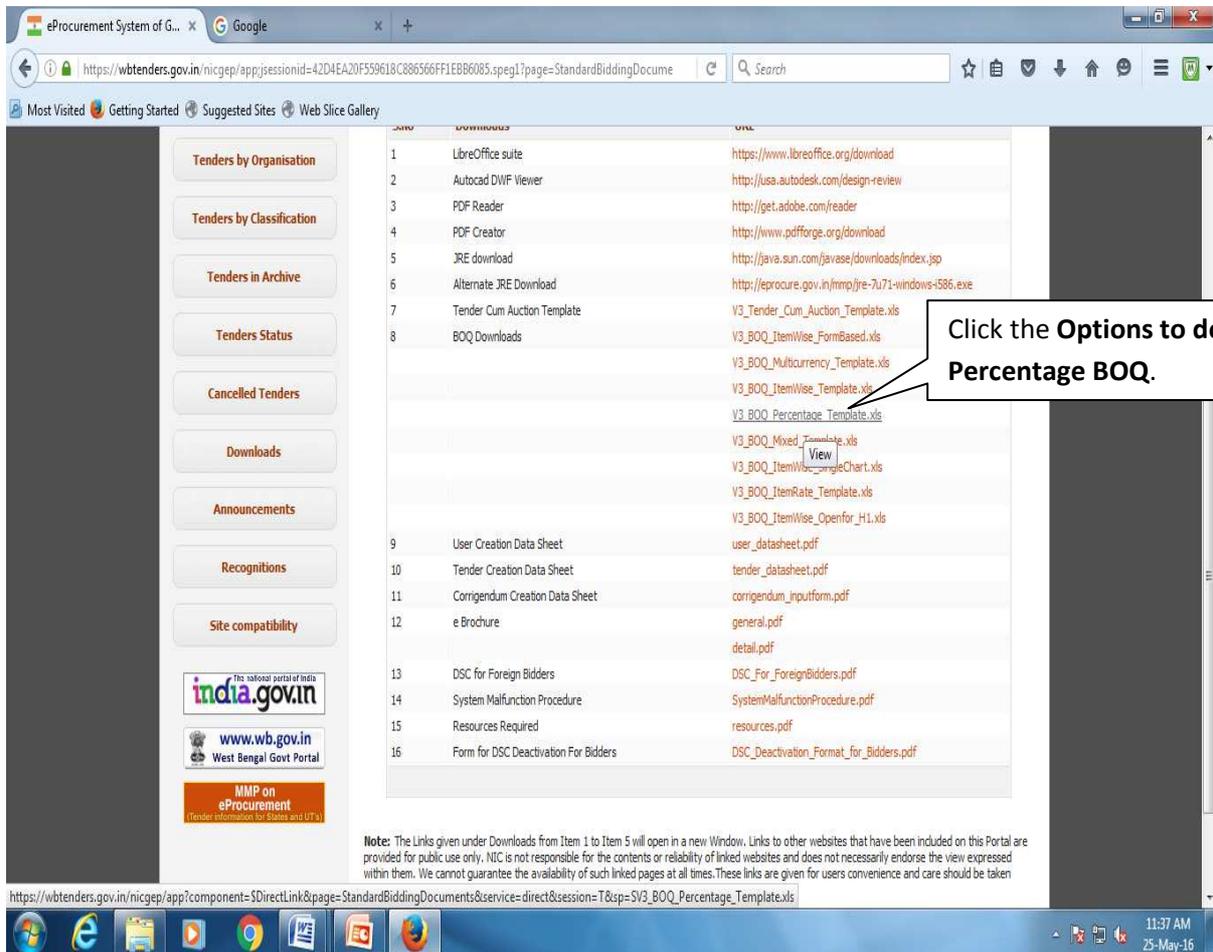


Figure 3.1.1. Download BOQ File

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:

→ Double click the BOQ file that you downloaded

→ Follow the Steps Given Below to Edit the BOQ.

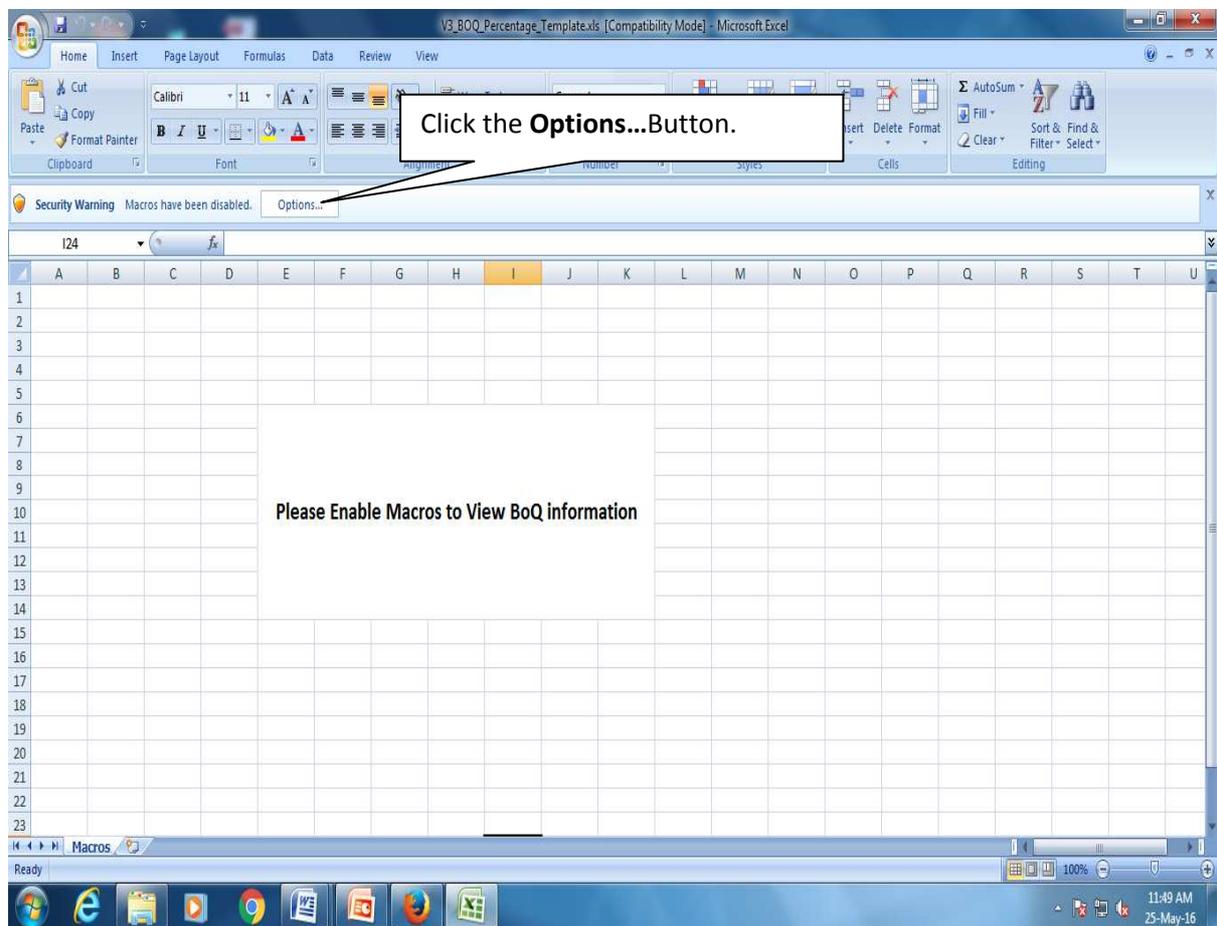


Figure 3.1.2. Opening the BOQ for Editing

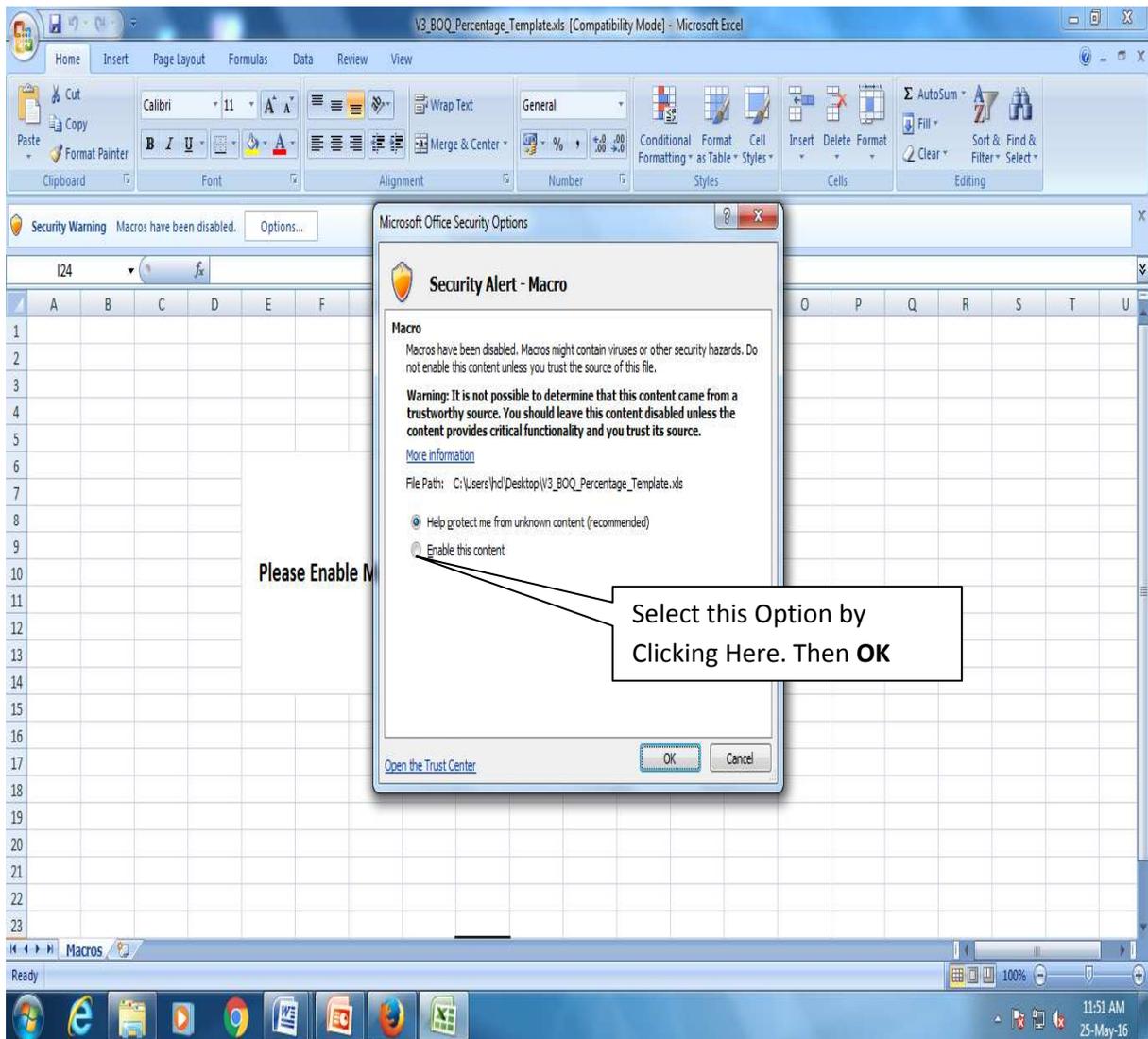


Figure 3.1.3. Enabling the BOQ File

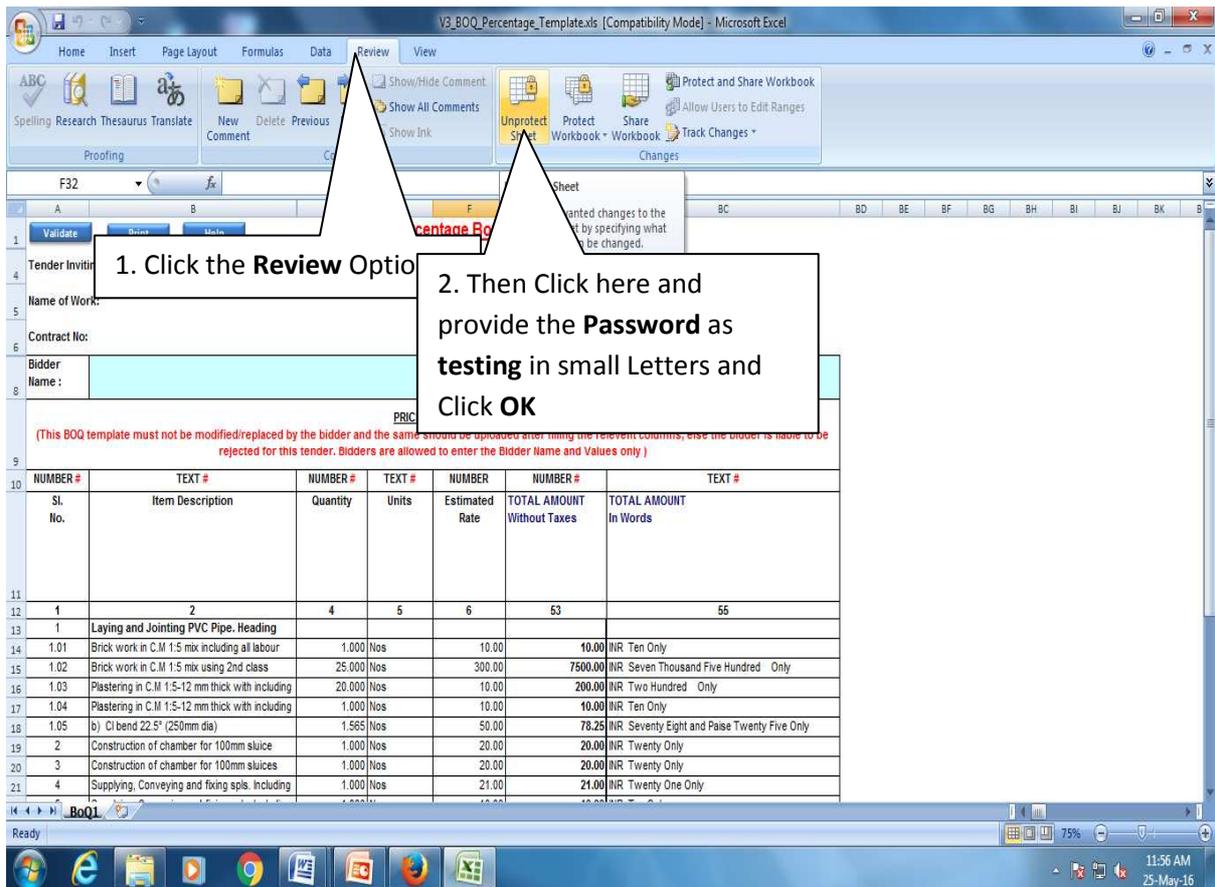


Figure 3.1.4. Unprotect the BOQ

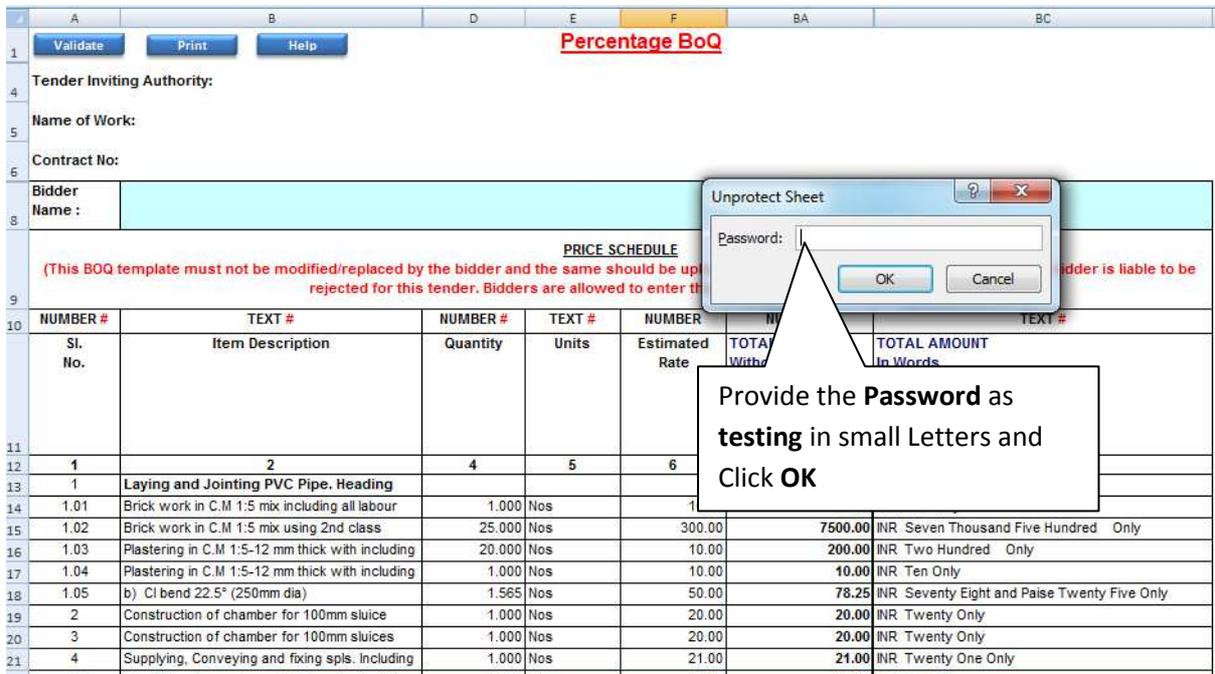


Figure 3.1.5. Giving the Password as Testing to Unprotect the BOQ

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

Figure 3.1.6. Providing the Details of the Works and Inviting Authority, etc

Bidder Name :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	Laying and Jointing PVC Pipe. Heading					
1.01	Brick work in C.M 1:5 mix including all				10.00	INR Ten Only
1.02	Brick work in C.M 1:5 mix using 2nd class	25			500.00	INR Seven Thousand Five Hundred Only
1.03	Plastering in C.M 1:5-12 mm thick with including				200.00	INR Two Hundred Only
1.04	Plastering in C.M 1:5-12 mm thick with including				10.00	INR Ten Only
1.05	b) CI bend 22.5° (250mm dia)				78.25	INR Seventy Eight and Paise Twenty Five Only
2	Construction of chamber for 100mm sluice				20.00	INR Twenty Only
3	Construction of chamber for 100mm sluices				20.00	INR Twenty Only
4	Supplying, Conveying and fixing spls. Including				21.00	INR Twenty One Only
5	Supplying, Conveying and fixing spls. Including				10.00	INR Ten Only
6	Construction of chamber for 100mm sluice				10.00	INR Ten Only
7	Construction of chamber for 100mm sluices				10.00	INR Ten Only
8	Laying and Jointing PVC Pipe. Heading					
8.01	Plain Cement Concrete 1:4:8 (one cement four				10.00	INR Ten Only
8.02	Brick work in C.M 1:5 mix using 2nd class				10.00	INR Ten Only

Edit the Items as per requirement, but don't try to change the decimal places in Sl. No., No. or Qty., Figure. New Rows can be added or deleted as per the requirement.

Figure 3.1.7. Give every Detail in the BOQ as Instructed

- 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.
- 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
Quoted Rate in Figures		Select		0.00	INR Zero Only
Quoted Rate in Words				INR Zero Only	

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:

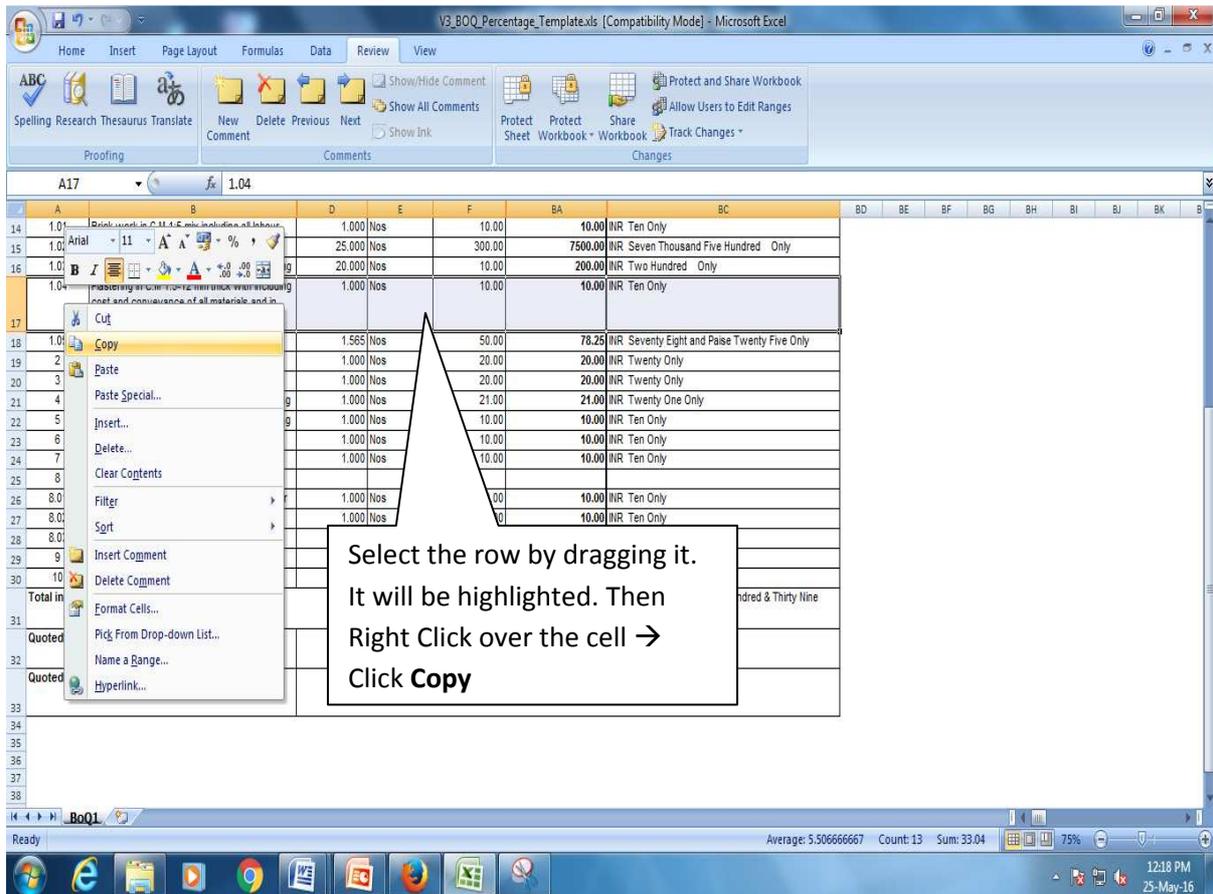


Figure 3.1.9. Copy the Rows that you want to be inserted.

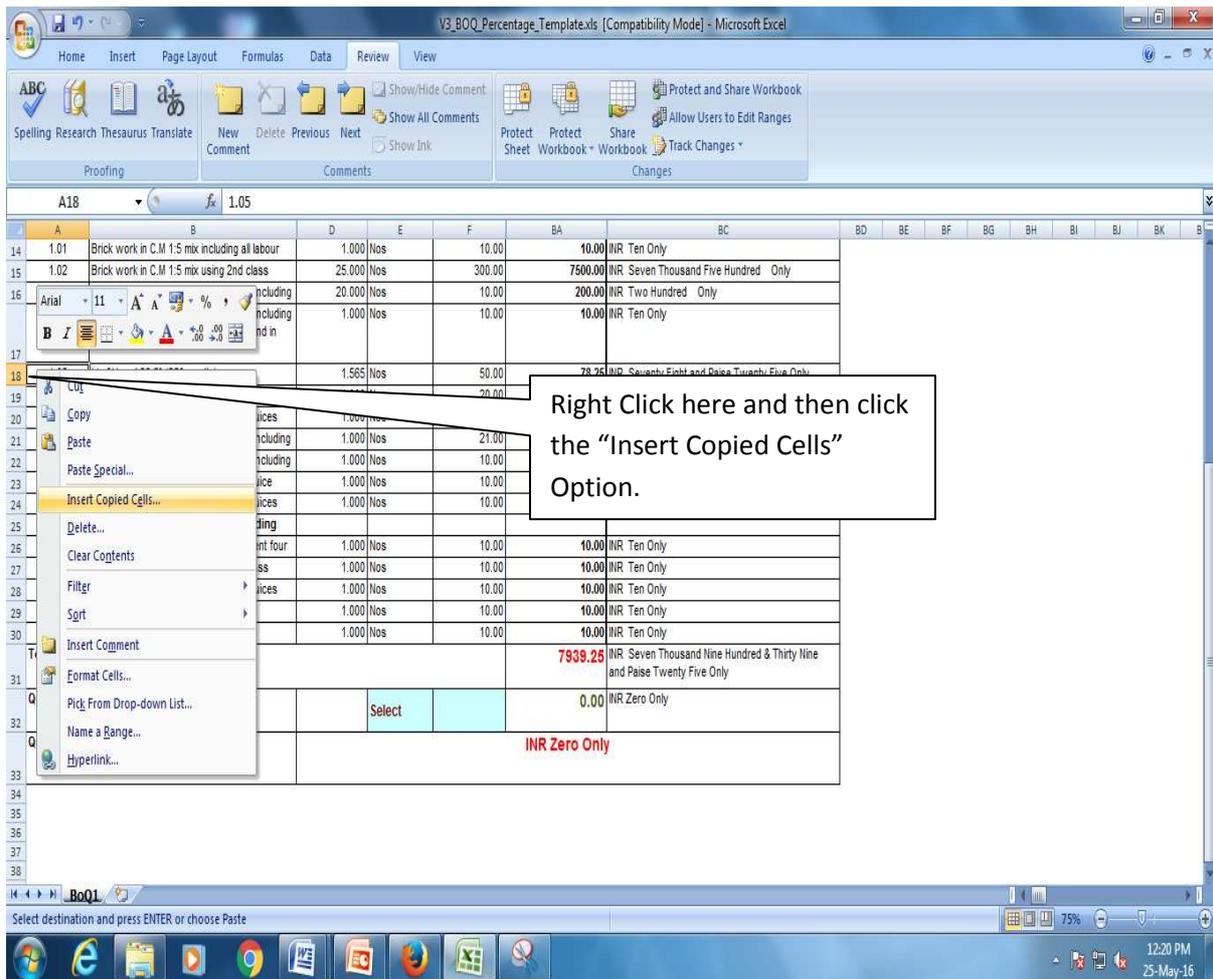


Figure 3.1.10. Now Right click over the cell where you want to insert the copied cell

1.01	Brick work in C.M 1:5 mix including all labour	1.000	Nos	10.00	10.00	INR Ten 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 mm thick with including cost and conveyance of all materials and in	1.000	Nos	10.00	10.00	INR Ten Only
1.05	b) CI bend 22.5° (250mm dia)	1.565	Nos	50.00	78.25	INR Seventy Eight and Paise Twenty Five Only
	for 100mm sluice					INR Twenty Only
	for 100mm sluices					INR Twenty Only
	and fixing spls. including					INR Twenty One Only
	and fix					INR Ten Only
	for 100mm sluice					INR Ten Only
	for 100mm sluices	1.000	Nos	10.00	10.00	INR Ten Only
	WC Pipe. Heading					
	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 Schedule4	1.000	Nos	10.00	10.00	INR Ten Only
Total in Figures					7939.25	INR Seven Thousand Nine Hundred & Thirty Nine and Paise Twenty Five Only
Quoted Rate in Figures					Select	0.00 INR Zero Only
Quoted Rate in Words						INR Zero Only

Select the **Shift cells down** Option and then click **OK**

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

→ 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.

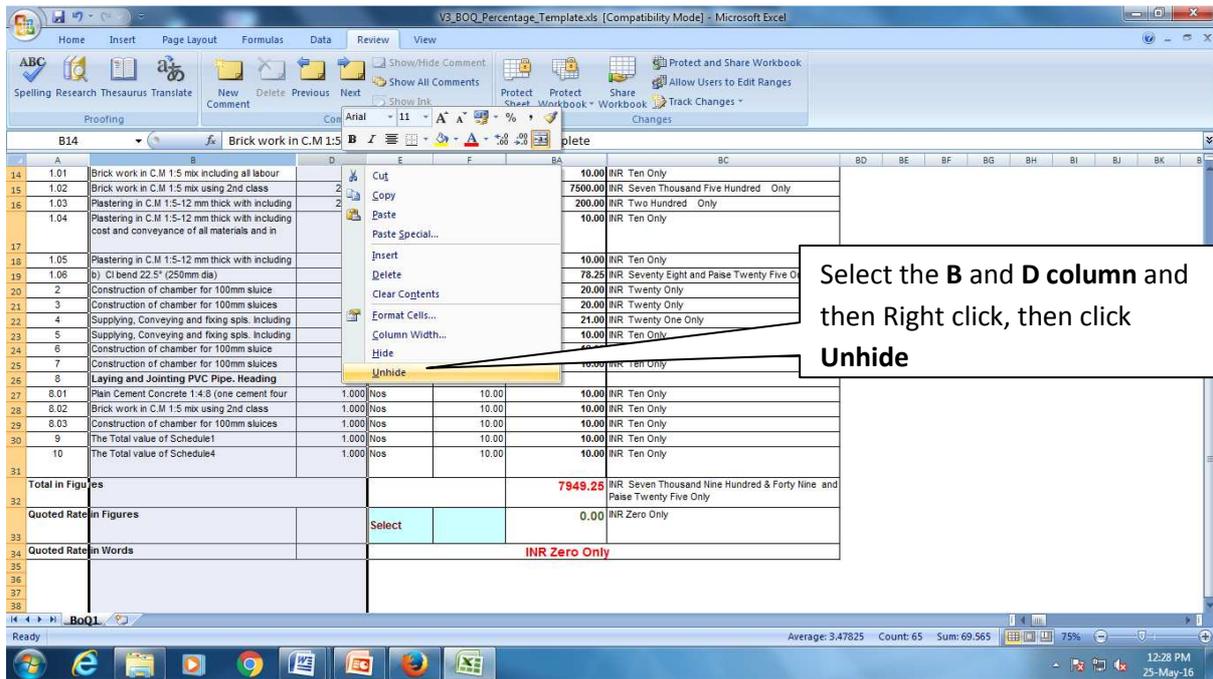


Figure 3.1.12. Unhide C column.

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

1.02	Brick work in C.M 1:5 mix using 2nd class	0000515B10100001114	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	0000515B10100001115	20.000	Nos	10.00		
1.04	Plastering in C.M 1:5-12 mm thick with including cost and conveyance of all materials and in	6101000101000000000 0000515B10100001116	1.000	Nos	10.00		
1.05	Plastering in C.M 1:5-12 mm thick with including cost and conveyance of all materials and in	6101000101000000000 0000515B10100001116	1.000	Nos	10.00		
1.06	b) CI bend 22.5° (250mm dia)	0000515B10100001117	1.565	Nos	50.00	78.25	INR Seventy Eight and Paise Twenty Five Only
2	Construction of chamber for 100mm sluice	0000515B10100001118	1.000	Nos	20.00	20.00	INR Twenty Only
3	Construction of chamber for 100mm sluices	0000515B10100001119	1.000	Nos	20.00	20.00	INR Twenty Only

Figure 3.1.13. Modify Item Code value of new row.

→ 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