2018-19

User Manual- Vendor

Tender Wizard

User Manual

Official use only

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

Purpose

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

Audience

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

DISCLAIMER:

ITI Limited assumes no responsibility for any errors that may appear in this document. The information contained herein is subject to change without notice and should not be construed as a commitment by ITI Limited. No responsibility is assumed for the reliability of software or equipment that is not supplied by ITI Limited. This document is confidential and proprietary information of ITI Limited.

ITI Limited

Table of Contents

S No	Terminology	Abbreviations
		Epayment (Internet Banking /Net Banking)
13	*Cautions and Warning*	*25*

Glossary of terms

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

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

Action Buttons / Icons:

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

PREREQUISITES AT USER SIDE:

A. System configuration (minimum):

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

B. System Software's:

OS: Windows 7 and above.

Browser

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

Microsoft Office 2003 with MS Word and MS Excel

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

REGISTRATION PROCESS FOR BIDDER

REGISTER ME/

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

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

Figure 1

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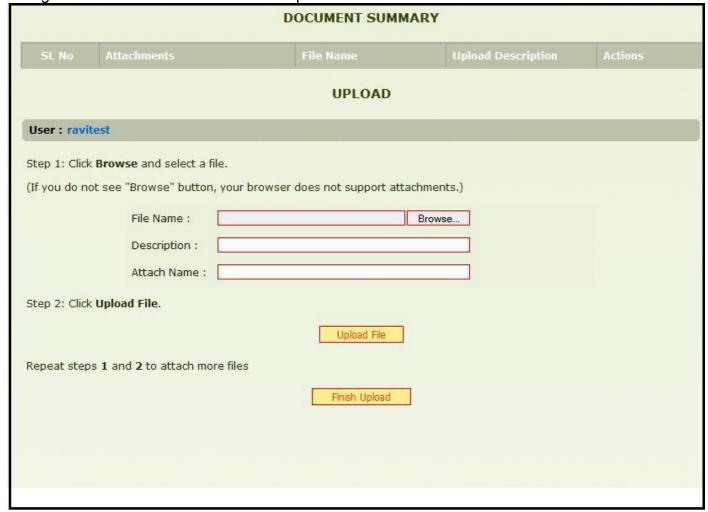

Figure 2

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

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

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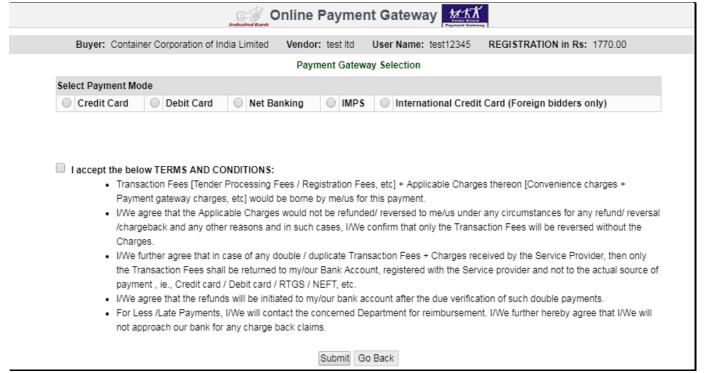

Figure 3

Figure 4

E-PAYMENT

INTERNET PAYMENTGATEWAY

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

Figure 5

E-PAYMENT ORDERFORM will appear. Just click on "Pay Now" button. Do not change the Merchant id or purchase amount.
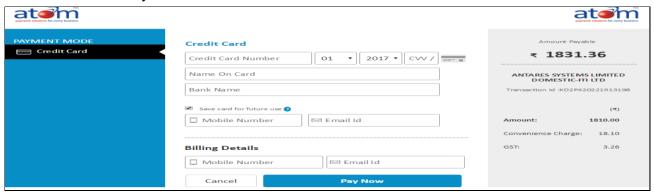
Enter the mandatory field & click on PAY Button

Figure 6

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

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

Authentication of vendor through mail

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

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

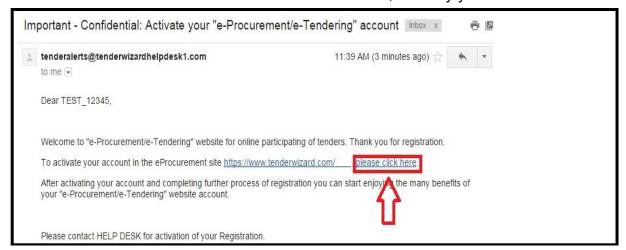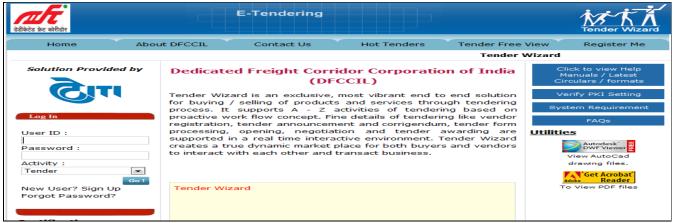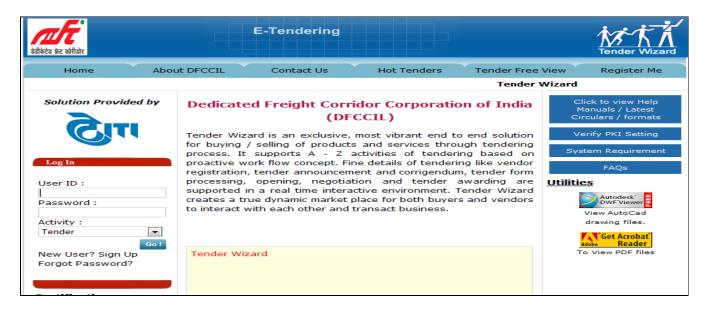 3. Click on 'Please click here' button as shown below, to verify your mail Id

Figure 7

Figure 8

Login Procedure in Tender Wizard

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

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

Enter User id → Password → Click Go.

Figure 9

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

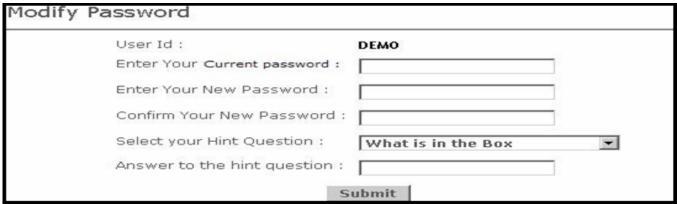**Note * : The strength of Password should be more than 60%**

Figure 10

DSC login Procedure

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

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

Figure 11

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

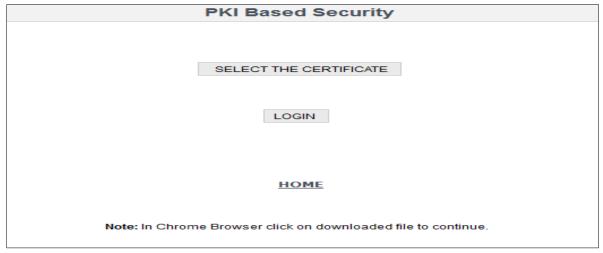**Figure 12**

b. After clicking on the SELECT THE CERTIFICATE, points to be noted in browsers are:

    i.   In IE Browser Java applet runs automatically.

    ii.   In Mozilla Browser, during first time please select the check box "Do this automatically for files…", later onwards Java applet will runs automatically.
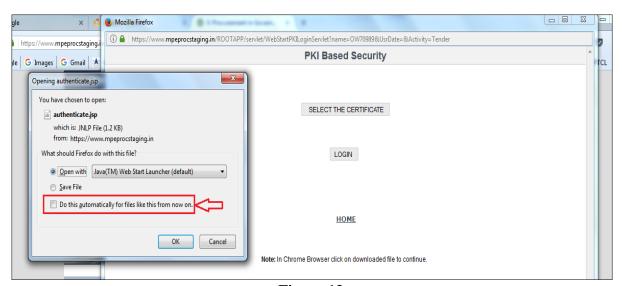

Figure 13

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

Figure 14

After clicking on the "SELECT THE CERTIFICATE" button,

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

Figure 15

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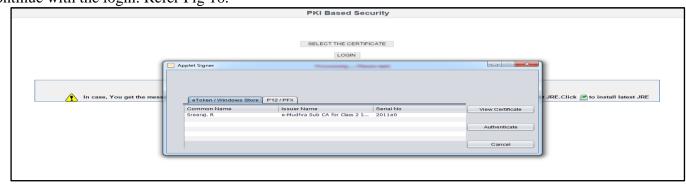

Figure16

Step 5 : Enter the Password of the Digital Signature

Figure17

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

Figure 18

Figure 19

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

Figure 20

Tender Wizard Menu after Login
Top Menu

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

Left Menu

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

How to Participate in Tender?

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

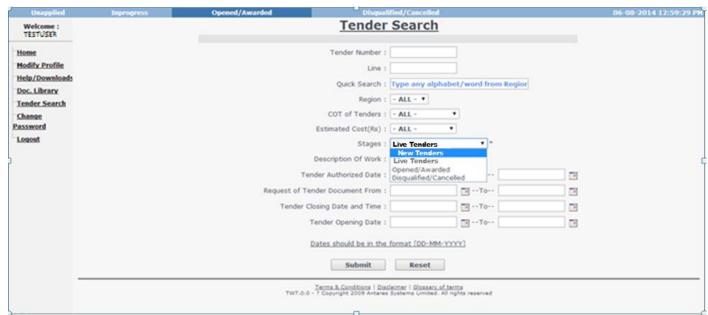Search the Tender through any of the fields available; Select the **Stage – New Tenders**

Figure 21

Left Menu Request Procedure:

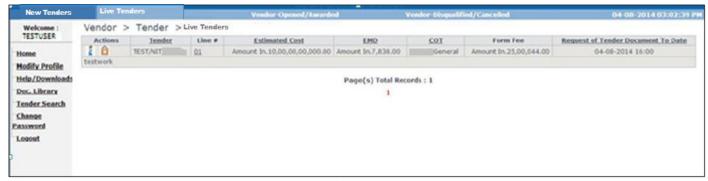Step 2: Select the Tender that you want to participate and Click on the Request Icon present in the action column.

Figure 22

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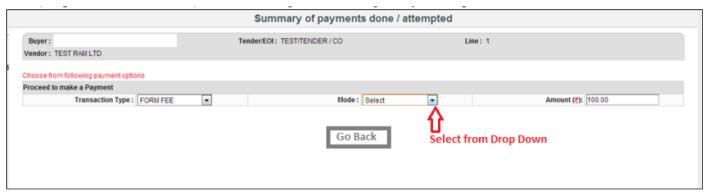

Figure 23

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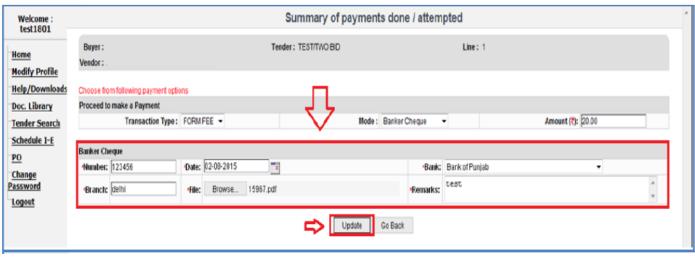

Figure 24

Figure 25

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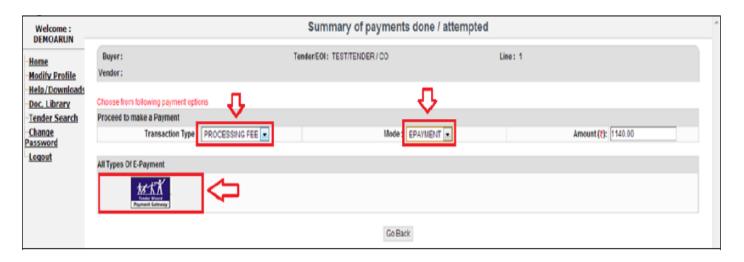

Figure 26

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

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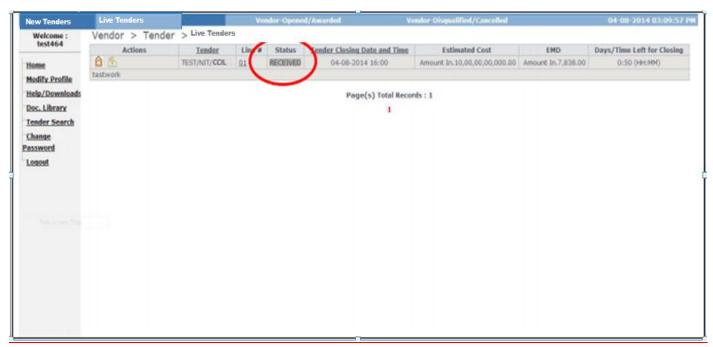

Figure 26.1

Step 5: After the Purchasing the Tender, Go to→ edit attachment Icon → 🏠 where you will be able to see to all the tender related documents along with Bid sheets in red color.
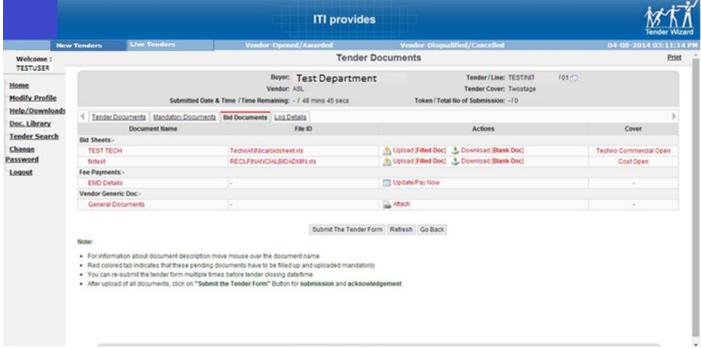

Figure 26.2

Step 6:

Uploading the Documents in the Doc Library:

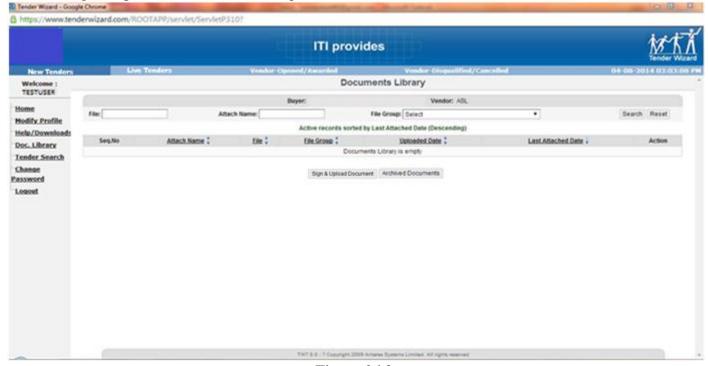Click to "Sign &Upload Document" tab to upload the Documents.
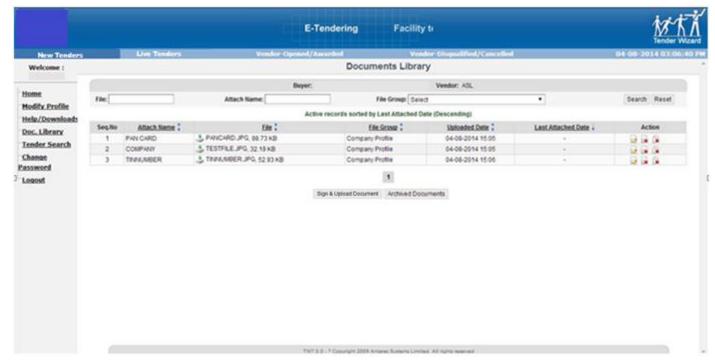

Figure 26.3

Figure 27.1

Attaching the General Documents in the Tender

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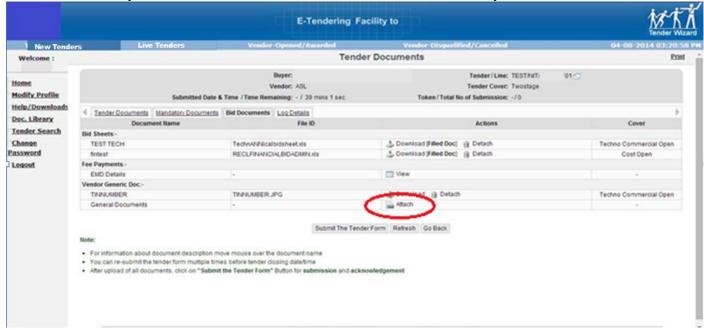

Figure 27.2

Step7:

For EMD

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

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

Select the mode of payment for EMD from list.

Figure 28

Step 8:
For Updating Price Schedule/Bid

Click on →Download → to download the Price Bid/Technical Bid without changing the File Name & File Type and Save on the Computer.

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

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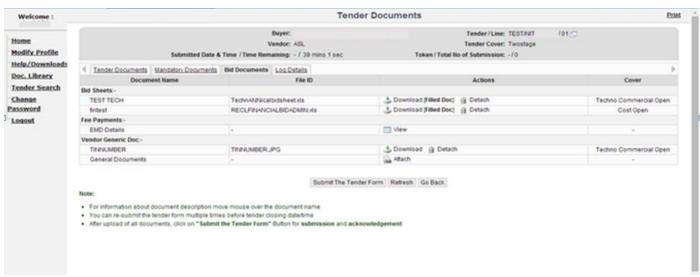

Figure 29

Step 9:

Tender Final Submission/Confirmation

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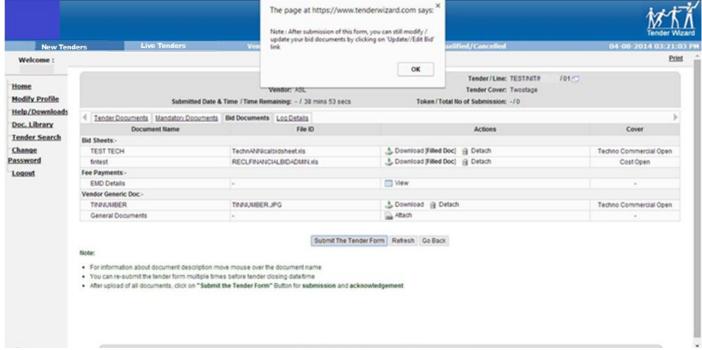

Figure 30

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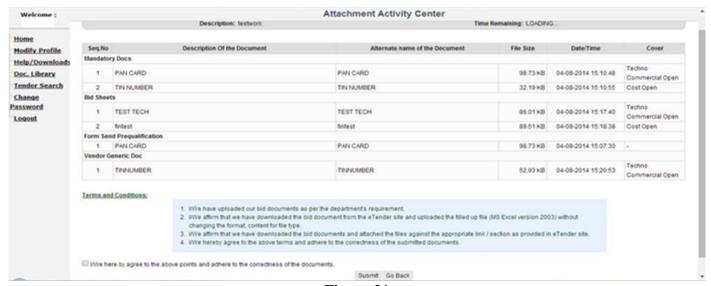

Figure 31

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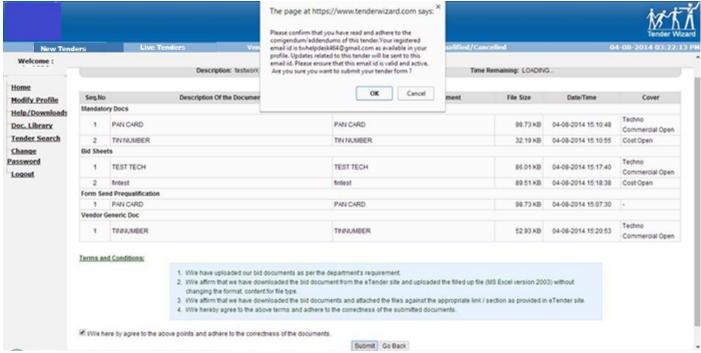

Figure 32

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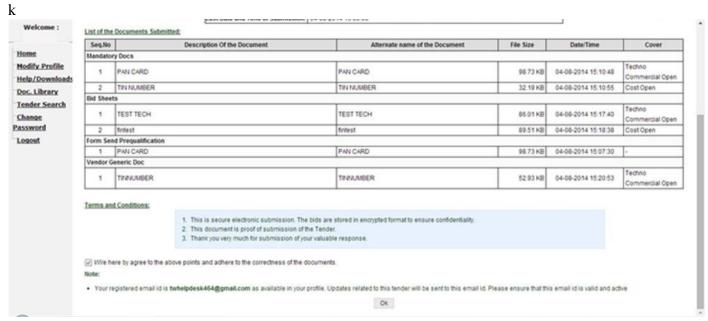
k

Figure 33

Figure 34

Withdraw From Tender

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

Figure 35

And if you select YES, then you need to provide reason for withdrawing of your tender as shown below:

Figure36

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

Figure 37

Note *: Once you withdraw from the Tender you cannot participate in that particular Tender
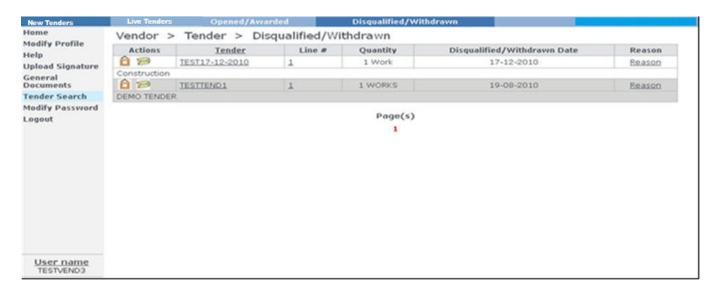
Re-Submission

User can re -submit his Bid for N times before the Tender Closing Date.
Download the Bid File once again and save and upload the updated file by clicking on tab "Update" ,then acknowledgement copy will generated again.

Figure 38
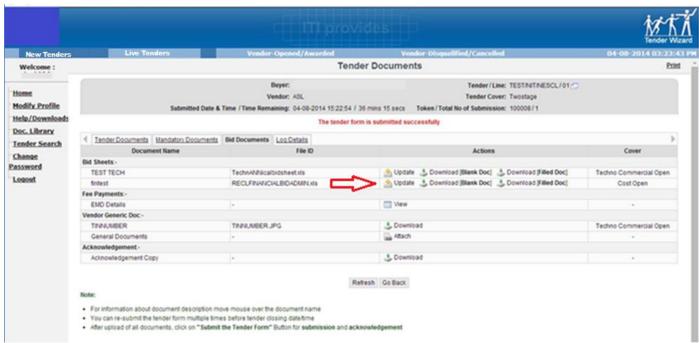
Cautions and Warning

     View & request the tenders on time.

     The tenders which are due for request can be viewed in "New Tenders" Status.

     Strictly attach all the general documents in the "Tender Document" screen
Which are uploaded in the web site?

     If the Token Number is displayed as ZERO(as shown below), it means that the
User is still not submitted the tender form:

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

🏗 Download and save the "Schedule B/Price Bid" in the same name. Do not change the name of "SCHEDULE B/Price Bid" any time.

🏗 If the contractor is "Disqualified" from the tender, the details of that tender can be found in "Disqualified/Withdrawn" section.

🏗 Kindly use the valid mail id for receiving the corrigendum/addendum and other information related to tenders.

🏗 Department can issue corrigendum or addendum any time before closing so bidders should Check the e-tendering web portal regularly.

🏗 **Bidders are advised to visit regularly to their registered email id with the portal / SAU portal for latest corrigendum / addendum. In case of any addendum issued by the department officials where Technical / Price Sheet has been modified after deleting the old files although the bidder has submitted the tender, then bidders are requested to resubmit their bids with the revised format uploaded by the department officials. In case bidder didn't re-submit their bid with the modified files uploaded by the department, then their old submitted bid will be automatically rejected by the system and their old submitted bid will not be valid after tender opening.**

🏗 During the issuing of corrigendum or addendum bidders will also get a mail to their Registered mail id.

Figure 39

Contact Us

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