

## PUBLISHING E-TENDER

Steps involved in Publishing Tender are as follows:

1. Log-on to the internet and type the URL <http://www.eprocurement.gov.in> , this will take you to the home page of the Marketplace. Select e-tender from the drop box and click on submit button. After registration, you could access the Tenders by using the UserID and Password, chosen by you. The page will be displayed wherein the user has to login either in Standard Login or Secured Login. Standard login is the user Id for Login for the department users and the Id's are created by Help Desk Vupadi Technologies Limited Ph: +91-40-39999700, 39999701, 39999703.
2. on receiving the requisition from the Regions. The user ID can be obtained for the concerned clerk dealing with the stalls, the Personal Officer, Accounts Officer ,DyCTM etc
3. Secured Login is the login which has Digital Key with it. Generally the Secured Login may be obtained on the name of the Regional Manager on payment of requisite fees to APTS( Telangana Division).The secured login is for approval of Tenders and for evaluation of Price bid.
4. For publishing any Tender , the following steps are involved-
  - ITEM MASTER MANAGEMENT
  - INDENT CREATION
  - INDENT REVIEW AND APPROVAL
  - PROCUREMENT REQUEST
  - TENDER APPROVAL & PUBLISHING
5. **ITEM MASTER MANAGEMENT**
  - a. Click on the Item Master Management on the page to create the stalls to be published. Once stall details is entered it will be saved in the Item Master permanently. Select the group as STALLS and UOM as NOs and then we can add single stall at a time or can upload no of stalls by clicking on UPLOAD BULK ITEMS. To add new stall details can be entered by clicking on add new item.
  - b. **Item Code** is Standardised as DEPOT BUS STATION STALL NO Pucca/open/DOT –e.g. HYD2DSNR10 pucca , **ITEM name**- NATURE OF BUSINESS BUS STATION STALL NO Size of the stall- e.g.tea coffee and snacks DSNR 10 9X9,item group-Stalls, Item Description to be entered as – AS PER TENDER DOCUMENT, Item Specification as- AS PER TENDER DOCUMENT, UOM- as Nos and save to add a stall to Master .

- c. To add all the stalls at a time click on UPLOAD BULK ITEMS wherein a Sample Excel Sheet can be downloaded and the list of stalls to be published can be entered.
- d. All the stalls pertaining to the region can be entered and a master of all the stalls of the region can be created and saved permanently for calling tenders.

**6. INDENT CREATION:**

- In the indent creation the stalls to be notified can be selected for publishing tenders. The indent type suitable for the corporation is Common products/Services. Now check the details and Edit in case of any modifications. Finally submit Indent for Approval (Details of the stalls to be published) by the competent authority.

**7. INDENT REVIEW AND APPROVAL**

- To approve the stalls to be notified in the tender, Login in secure mode. Insert the Digital Signature. Click on Approve Indent. The Indent may be approved or Rejected.

**8. PROCUREMENT REQUEST**

- In this step the tender creator shall be chosen by the authority with Digital signature.
- Login in Secured mode and select on Indent No. and click on Procurement Request and choose the TENDER CREATOR. You can assign the task of creating tender to any of the Users down below. The User shall login in the Standard Mode and click on Procurement Request to start creating Tender and select procurement type as Common Products/Services and Check the stalls to be notified and click continue. The Tender details to be entered to publish the tender.
- The details have to be entered-

Circle/ division-	e.g. Adilabad Region
Tender No-	Case no or the Notification number
Tender Subject-	Licensing of Stalls/Canteens/Open Spaces in Bus Stations of Adilabad Region.
Delivery period-	As per Tender Document
Form of Contract-	As per tender Document
Tender Type-	Open
AMC-	Not Applicable
Tender Category-	Products
Schedule EMD-	0
EMD payable to-	AO/TSRTC

Process Fee- 0  
Process Fees Payable- AO/TSRTC

- It is pertinent to mention here that the tender document fee and EMD shall be entered as 0 as we have different EMDs for stalls and tender document fee and the e-procurement module does not accept different rates of fees. Hence the details shall be notified in the tender document as there is a provision for uploading our Tender document with all terms and conditions. The details of Date of sale of opening, Closing, Technical Bid opening, Commercial Bid opening details shall be filled for publication of tender. The eligibility criteria and General Terms & Conditions shall be entered as- AS per Tender Document. After Uploading the tender document the tender shall be submitted for approval of next higher authority.

### **9.TENDER APPROVAL & PUBLISHING**

- The next higher authority logs in to Approve the Tender. After all the intermediate approvers approve tender then the final approver has to login in Secure Mode and shall Approve Tender or in case of any changes shall sent back for review. If approved write the comments and click on publish the tender.
- Once the Tender is approved it will be published in the e-marketplace i.e., [www.eprocurement.gov.in](http://www.eprocurement.gov.in). The tender can be viewed in the upcoming tenders/current tenders. The Tender document shall also be uploaded on to [www.tsrtc.telangana.gov.in](http://www.tsrtc.telangana.gov.in).

### **EVALUATION OF e-TENDERS**

Steps involved in Publishing Tender are as follows:

1.Type the URL [www.eprocurement.gov.in](http://www.eprocurement.gov.in) in the address bar select e tender from the drop box and click on Submit button. For evaluating any Tender, the following steps are involved-

- ASSIGN TENDER ACTIVITIES
- BID EVALATION(TECHNICAL)
- BID EVALUATION APPROVAL
- DECRYPT KEY(PRICE BID EVALUATION)

#### **2. ASSIGN TENDER ACTIVITIES**

- In the first step the authority with digital signature shall entrust the tender activities i.e., evaluation of Technical Bid and Price Bid evaluation to the

users down below. After logging in Secure mode , click on Assign Tender Activities and assign the openers for each activity i.e., tender modifier, technical bid evaluator, Price Bid evaluation. The Price Bid shall be invariably opened with Secured login only.

### 3. BID EVALUATION(TECHNICAL)

- The evaluator who has been entrusted with opening technical bid shall login in standard mode and Click on bid evaluation.
- A search icon will be shown on the page at the time notified in the tender notification which shall be clicked for evaluating the technical bid. If the bidder fails to submit the required documents as notified in the tender document or fails to submit the Original DD for EMD and tender document and hard copies of tender document then the bid can be disqualified technically.
- Individual stall with each contractor shall be evaluated with pre qualification bid evaluation details notified in the tender. In the technical evaluation step details of contractor, the digital certificate details of the contractor ,EMD particulars ,Transaction fee details ,the attached documents particulars are visible. After all the stalls are evaluated then the approval of the competent authority shall be obtained.

### 4. BID EVALUATION APPROVAL

- In secure login enter user name and password and click on Bid Evaluation to approve the technical bid.

### 5. DECRYPT KEY(PRICE BID EVALUATION)

- In secure login enter user name and password and click on Decrypt Key for evaluating the price bid. Here the price bid of the contractors who are technically disqualified will not be displayed.
- Click on the icon for price bid evaluation which will be displayed only at the time notified for evaluation of price bid in the Tender Notification.
- Each stall price bid or quoted amount will be displayed with all the bidders names.

Note: The step wise screenshots is enclosed for ready reference .