

User Manual - Vendor





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.

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Glossary of terms

S No	Terminology	Abbreviations
1	REGISTER ME	New Vendors can enroll their companies / individual firm in the site to obtain the USER ID and password to participate in the tenders/auctions.
2	IMPORTANT CIRCULARS	To view the circulars / guidelines issued by various departments.
3	HOT TENDERS	The user can view the tenders which are due for closing within 24hrs.
4	DWF VIEWER	Vendors can Download the DWF Viewer to view converted auto cad drawings.
5	ACROBAT READER	Vendors can Download the Acrobat Reader to view PDF format files.
6	USER ID	Login credentials for the USER to enter the user ID of the particular persons (Buyer or Vendor) to login for department site.
7	PASSWORD	To enter the password of the respective USER ID to login.
8	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	IN PROGRESS	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

REGISTRATION PROCESS FOR BIDDER

REGISTER ME/

To Register/Create a new profile on IRCTC e-Tendering web portal click on “Register Me”.

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

* indicates mandatory fields

[Click here to retrieve information to make registration payment](#)

Vendor Information

Nationality : <input type="text" value="Indian Bidder"/> *	Preferred Currency : <input type="text" value="Indian Rupee (INR)"/>
Log-in(User Id) : <input type="text"/> Eg(Ravi_123) * (No Special Characters like %\$@!&)	<input type="button" value="Check Availability"/>
Type of Organization : <input type="text" value="Individual"/>	Company Name : <input type="text"/> *
Contact Person : <input type="text"/> *	Designation : <input type="text"/>
PKI Based Login : <input type="text" value="No"/>	PKI Signature : <input type="text" value="No"/>
<input type="button" value="Update Serial No."/>	
Dig Cert Serial No : <input type="text"/>	Dig Cert User Name : <input type="text"/>
Dig Cert Issuer : <input type="text"/>	Certificate Owner : <input type="text"/>

Figure 1

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

DOCUMENT SUMMARY

SL No	Attachments	File Name	Upload Description	Actions
-------	-------------	-----------	--------------------	---------

UPLOAD

User : ravitest

Step 1: Click **Browse** and select a file.
 (If you do not see "Browse" button, your browser does not support attachments.)

File Name :

Description :

Attach Name :

Step 2: Click **Upload File**.

Repeat steps 1 and 2 to attach more files

Figure 2

Once you’ve uploaded all the files click on the Finish Upload”. A warning message pops up as “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.

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

Your User Id :
 Password :
 Please login with the above details.

Please contact on below address to enable your User Id.

SL No	Name	Designation	Address
1	TENDERWIZARD	HELP DESK	Address : DELHI Phone1 : 1149424365 Phone2 : 8800496476

Figure 3

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



User Information

User ID : sasasas Password : t3g331
 Company Name : jhjhkhj Contact Person : jhdjsahdjsa
 Landline Number : Email Address : twhelpdesk937@gmail.com

For Any Clarifications Pls Contact

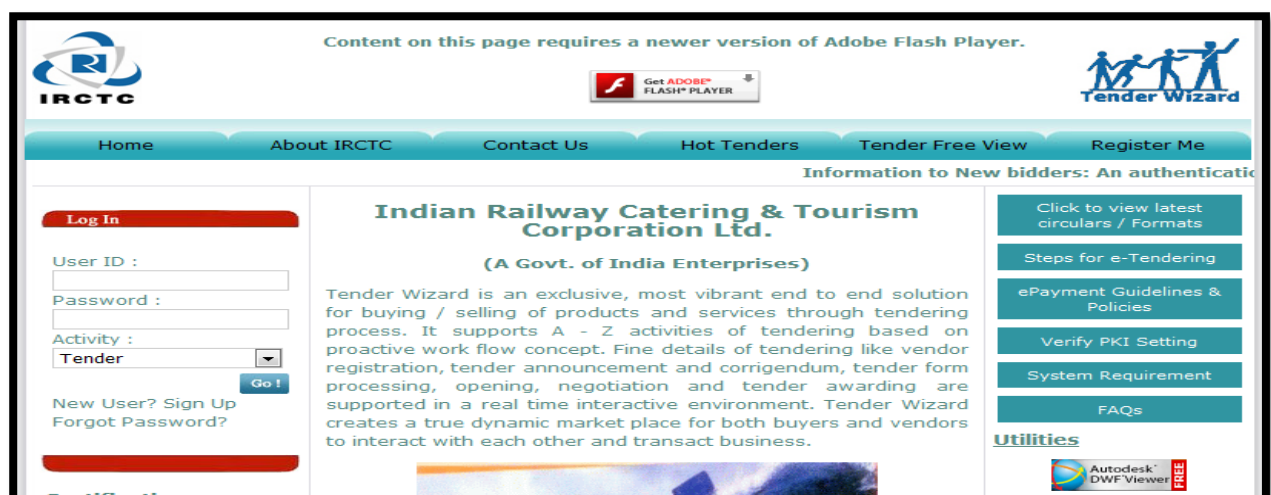
Sl. No	Name	Designation	Address
1	TENDERWIZARD	HELP DESK	Address : DELHI Phone1 : 1149424365 Phone2 : 8800495478

Print Close

FIGURE 3

After Completed Registration, User ID Will Be Enabled Automatically

When the account is enabled if user tries to login following screen will be displayed.



Content on this page requires a newer version of Adobe Flash Player.

IRCTC Tender Wizard

Home About IRCTC Contact Us Hot Tenders Tender Free View Register Me

Information to New bidders: An authentication

Log In

User ID :
 Password :
 Activity :
 Tender

Go !

New User? Sign Up
 Forgot Password?

Indian Railway Catering & Tourism Corporation Ltd.
 (A Govt. of India Enterprises)

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Click to view latest circulars / Formats
 Steps for e-Tendering
 ePayment Guidelines & Policies
 Verify PKI Setting
 System Requirement
 FAQs

Utilities
 Autodesk DWG Viewer

Figure 4

Login Procedure in TenderWizard

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

Step 2: Click Enter, to access the Login Screen as shown below: [Figure 10](#) and [Figure 11](#)

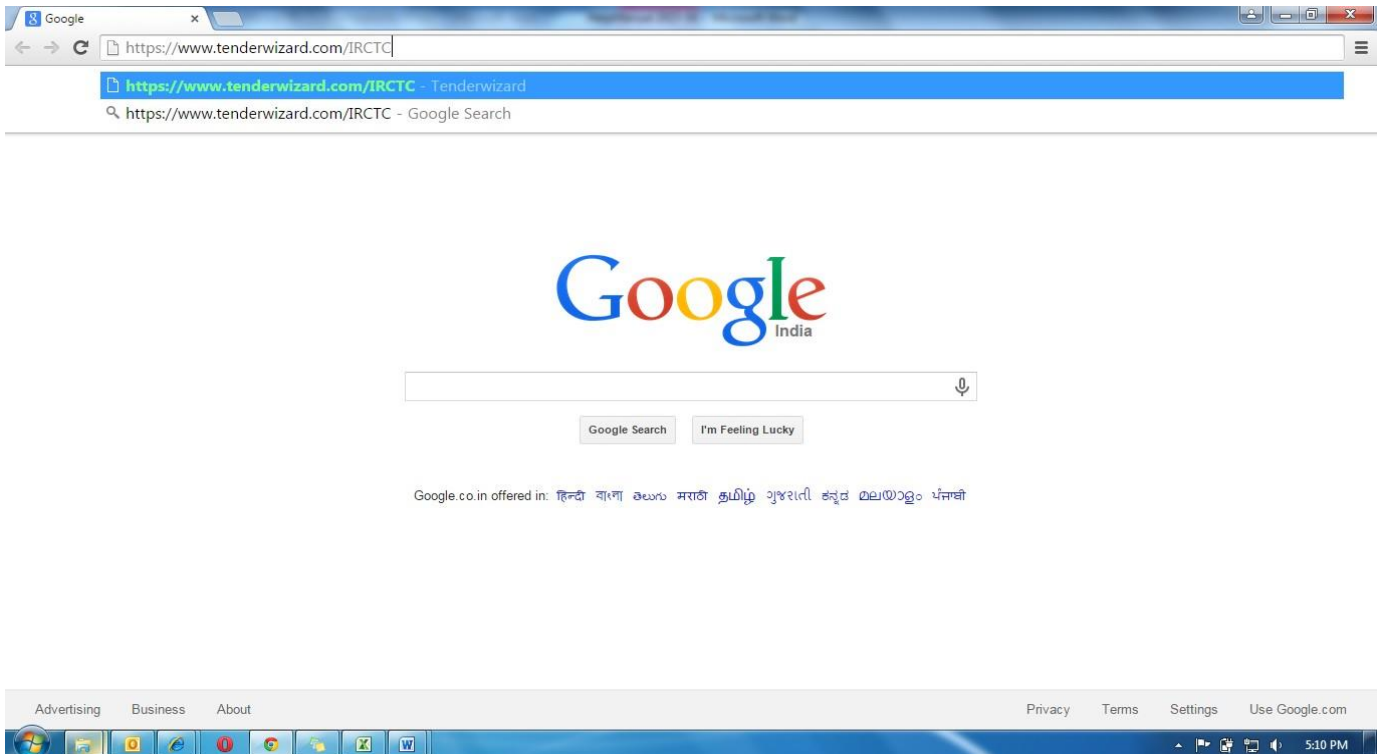


Figure 10



Figure 11

Step 3:

S.N	Description
1	Directs you to Home page.
2	Directs you to About IRCTC to view introduction about IRCTC.
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 me 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 4: TenderWizard Registered User should have the valid user id and Password

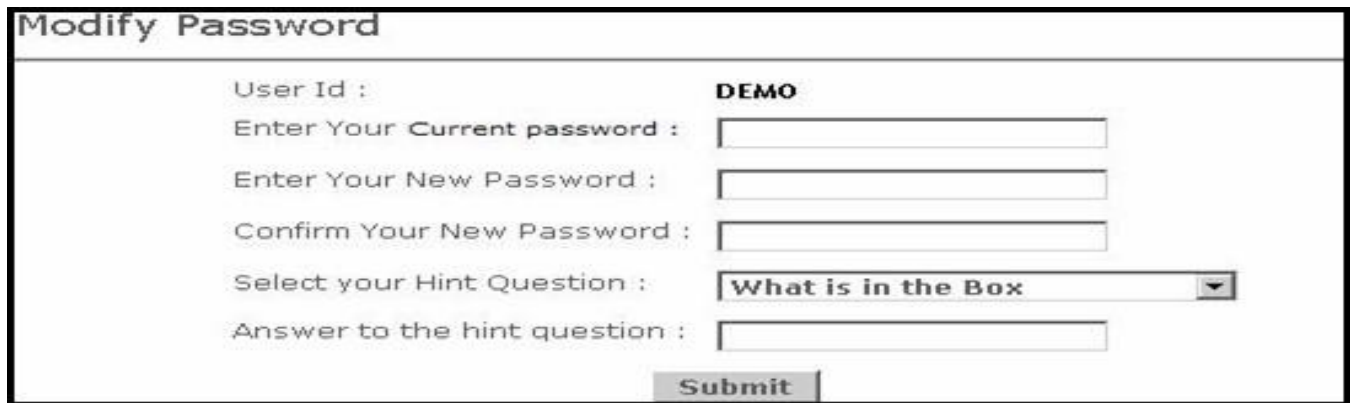
Enter User id → Password → Click Go.



Figure 12

Step 5: For Security Reason, To First time login user it will it ask to change the default password
So enter the Current Password and New Password (Combination of Alphabet & Number) and Select the Hint Question from Drop down Menu and Answer to the Hint Question and Click **Submit**.

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



The form is titled "Modify Password". It contains the following fields and controls:

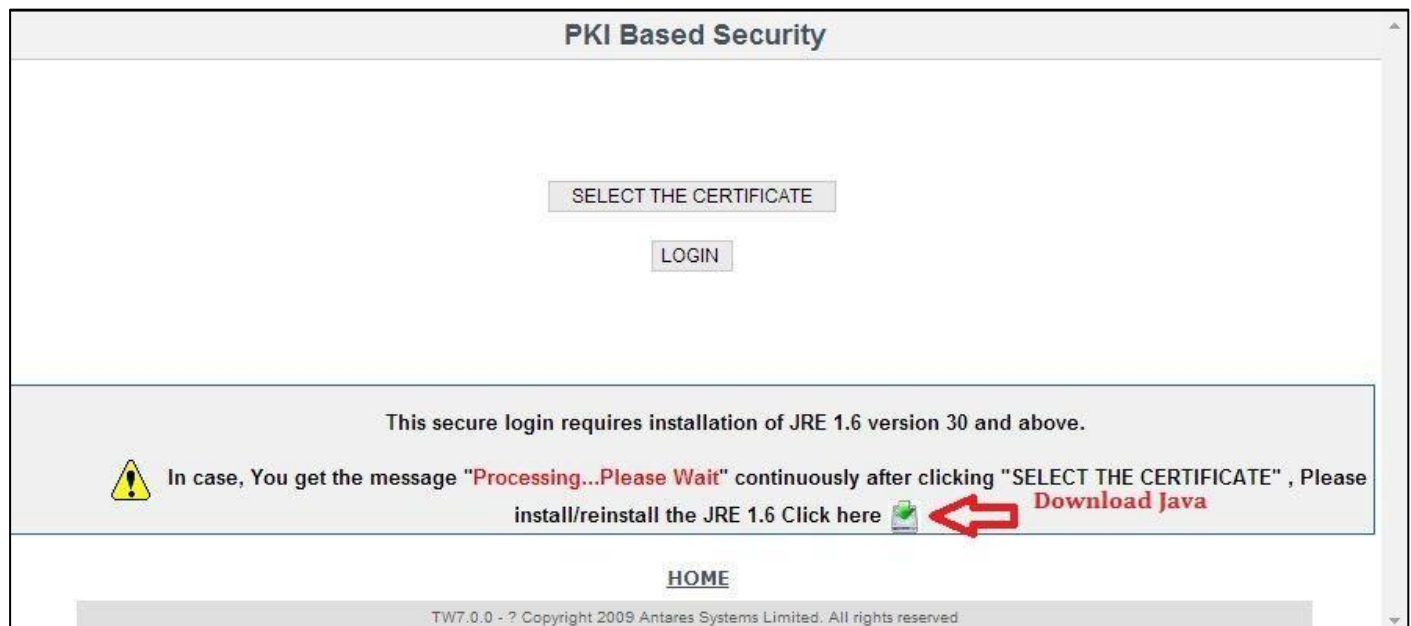
- User Id : DEMO
- Enter Your Current password :
- Enter Your New Password :
- Confirm Your New Password :
- Select your Hint Question : (dropdown menu)
- Answer to the hint question :
-

Figure 13

DSC login Procedure

Step 6: Registered User should have legally valid Class 3 Digital Signature from the licensed Certifying Authorities

Insert the Digital Token Key to the port of the Computer and Download the latest Java from the link on the screen



The screen is titled "PKI Based Security". It contains the following elements:


-
-
- A message box with a warning icon: "This secure login requires installation of JRE 1.6 version 30 and above." Below this, it says: "In case, You get the message **Processing...Please Wait** continuously after clicking **SELECT THE CERTIFICATE** , Please install/reinstall the JRE 1.6 Click here  **Download Java**" (A red arrow points from the text to the Java icon).
- [HOME](#)
- Footer: TW7.0.0 - ? Copyright 2009 Antares Systems Limited. All rights reserved

Figure 14

Step 7: Select the Certificate of the registered User Certificate

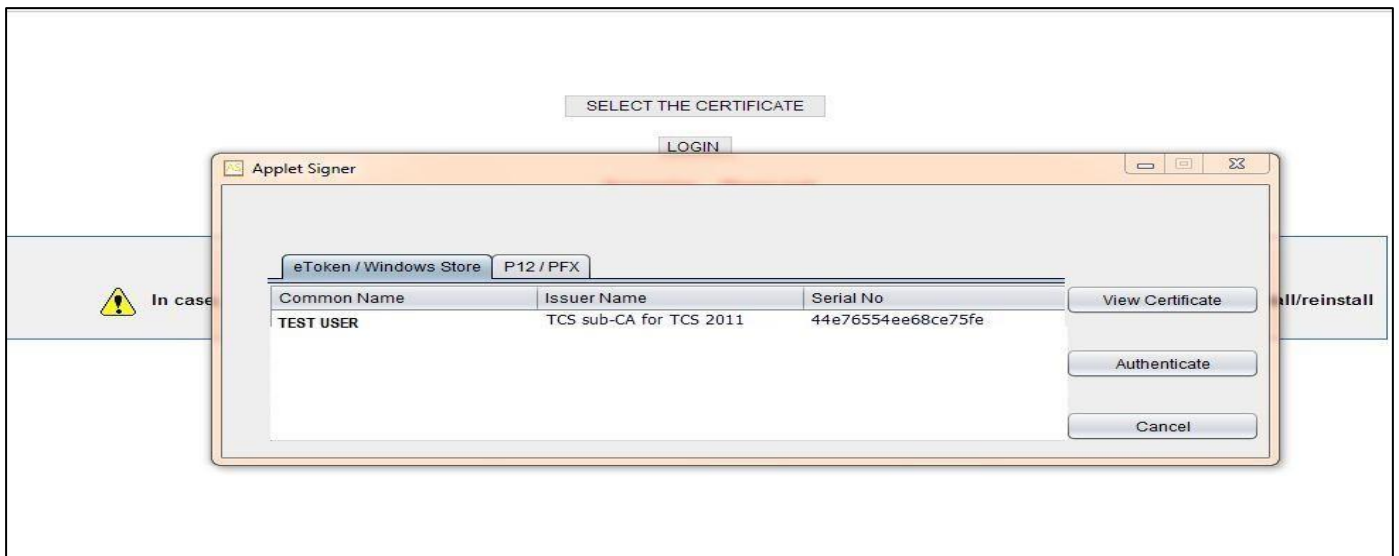


Figure 15

Step 8 : Enter the Password of the Digital Signature



Figure 16

Step 9 : Re-Enter the Password TenderWizard User id and Password.



Figure 17

PKI Based Security

Username : TESTUSER1

Please Re-Enter your Login Password :

Figure 18

After login the site is directed to “In Progress” summary screen as below:

Unapplied
Inprogress
Opened/Awarded
Disqualified/Cancelled
06-08-2014 12:25:23 PM

Welcome :
TESTUSER

[Home](#)
[Modify Profile](#)
[Help/Downloads](#)
[Doc. Library](#)
[Tender Search](#)
[Change Password](#)
[Logout](#)

Vendor > Tender > Inprogress

Actions	Tender	Line #	Status	Tender Closing Date and Time	Estimated Cost	EMD	Days/Time Left for Closing
In Progress : Tender Not Available For Display							

Figure 19

TenderWizard Menu after Login

Top Menu

S No	Top Menu	Description
1	Unapplied	Tenders which are newly hosted and not applied by the contractors are listed in this stage
2	In progress	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

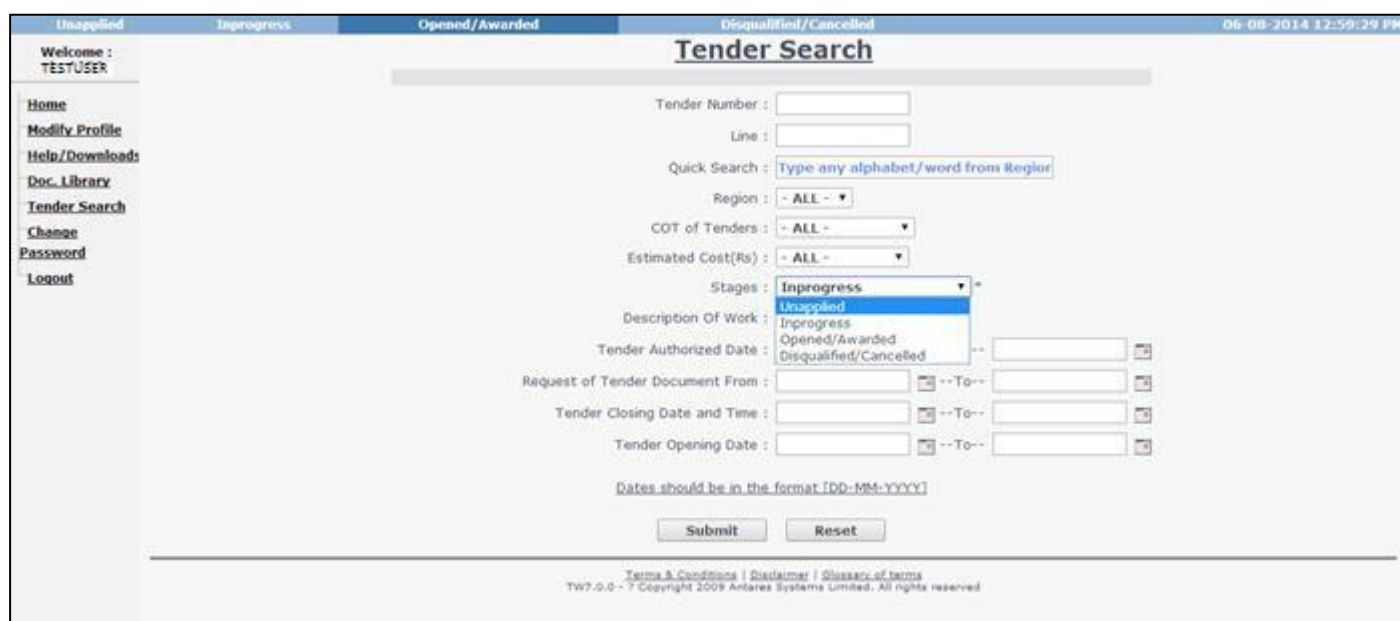
S No	Top Menu	Description
1	Home	Directs you to login screen
2	Modify Profile	Displays your profile. User can change the profile
3	Help/Downloads	Help files are listed here
4	Document Library	Store the Documents for the Future Reference
5	Tender Search	This is Tender search engine
6	Change Password	Directs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

Unapplied




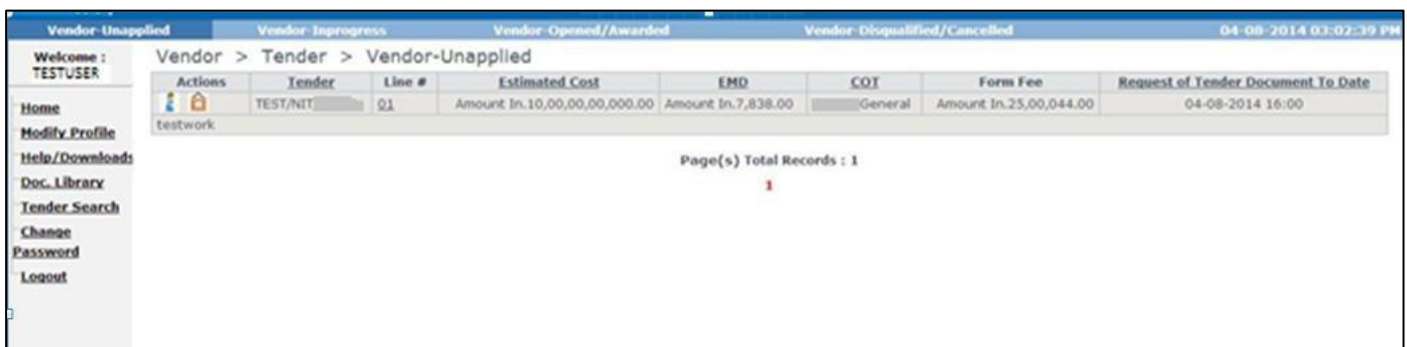
The screenshot displays the 'Tender Search' interface. On the left, a vertical menu lists options: Home, Modify Profile, Help/Downloads, Doc. Library, Tender Search (highlighted), Change Password, and Logout. The main area contains search filters: Tender Number, Line, Quick Search (with a placeholder 'Type any alphabet/word from Region'), Region (dropdown), COT of Tenders (dropdown), Estimated Cost(Rs) (dropdown), Stages (dropdown with 'Unapplied' selected), Description Of Work (dropdown), Tender Authorized Date, Request of Tender Document From, Tender Closing Date and Time, and Tender Opening Date. At the bottom, there are 'Submit' and 'Reset' buttons, and a footer with terms and conditions.

Figure 20

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.



Vendor-Unapplied Vendor-Inprogress Vendor-Opened/Awarded Vendor-Disqualified/Cancelled 04-08-2014 03:02:39 PM

Welcome : TESTUSER

Vendor > Tender > Vendor-Unapplied

Actions	Tender	Line #	Estimated Cost	EMD	COI	Form Fee	Request of Tender Document To Date
	TEST/NTI	01	Amount In.10,00,00,00,000.00	Amount In.7,838.00	General	Amount In.25,00,044.00	04-08-2014 16:00

testwork

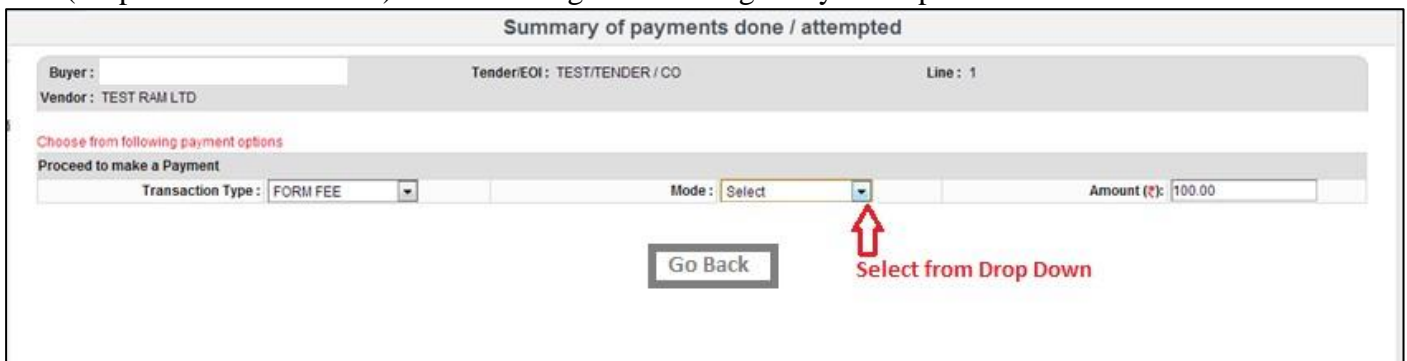
Page(s) Total Records : 1

1

Home
Modify Profile
Help/Downloads
Doc. Library
Tender Search
Change Password
Logout

Figure 21

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.



Summary of payments done / attempted

Buyer: Tender/EOI: TEST/TENDER / CO Line: 1

Vendor: TEST RAM LTD

Choose from following payment options

Proceed to make a Payment

Transaction Type: FORM FEE Mode: Select Amount (₹): 100.00

Go Back

Select from Drop Down

(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.

Welcome :
test1801

- [Home](#)
- [Modify Profile](#)
- [Help/Downloads](#)
- [Doc. Library](#)
- [Tender Search](#)
- [Schedule I-E](#)
- [PO](#)
- [Change Password](#)
- [Logout](#)

Summary of payments done / attempted


Buyer :
Tender : TEST/TWO BID
Line : 1

Vendor :

Choose from following payment options

Proceed to make a Payment

Transaction Type: FORM FEE



Mode: Banker Cheque

Amount (₹): 20.00

Banker Cheque

Number: 123456


Branch: delhi

Date: 02-08-2015

File: Browse... 15967.pdf

Bank: Bank of Punjab

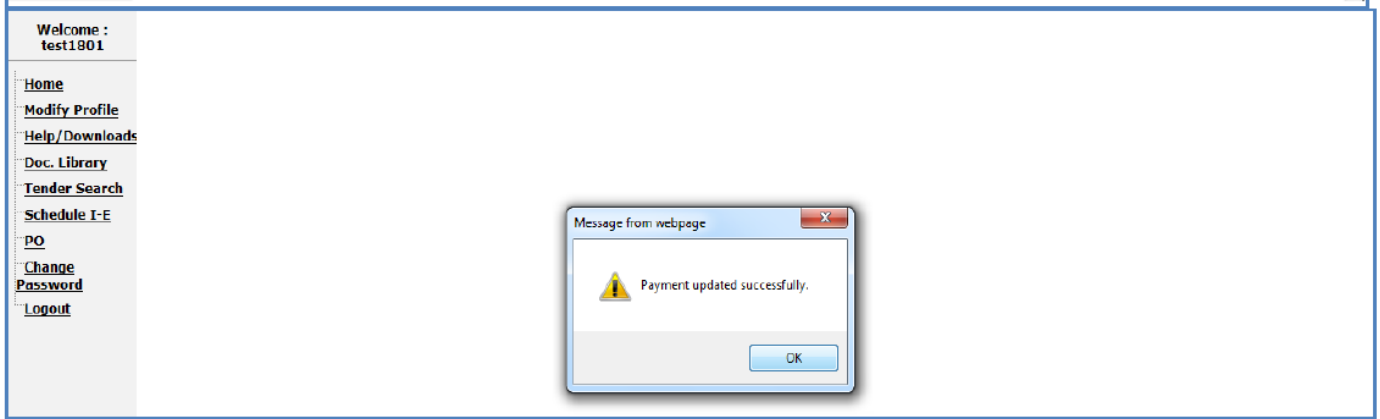
Remarks: test



Update

Go Back

(Figure 24)



(Figure 25)

After submission of Form fee tender will shift from Unapplied to Inprogress stage and screen will display the updated details and Status will be as received.

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

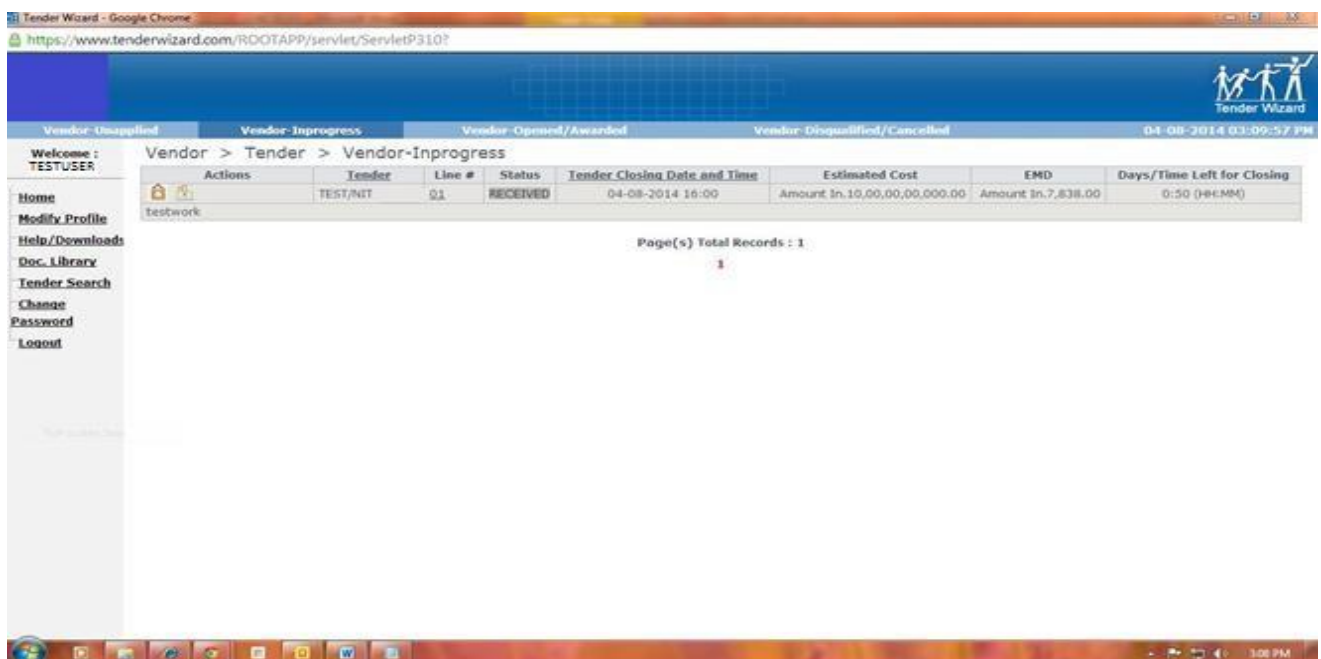



Figure 27

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

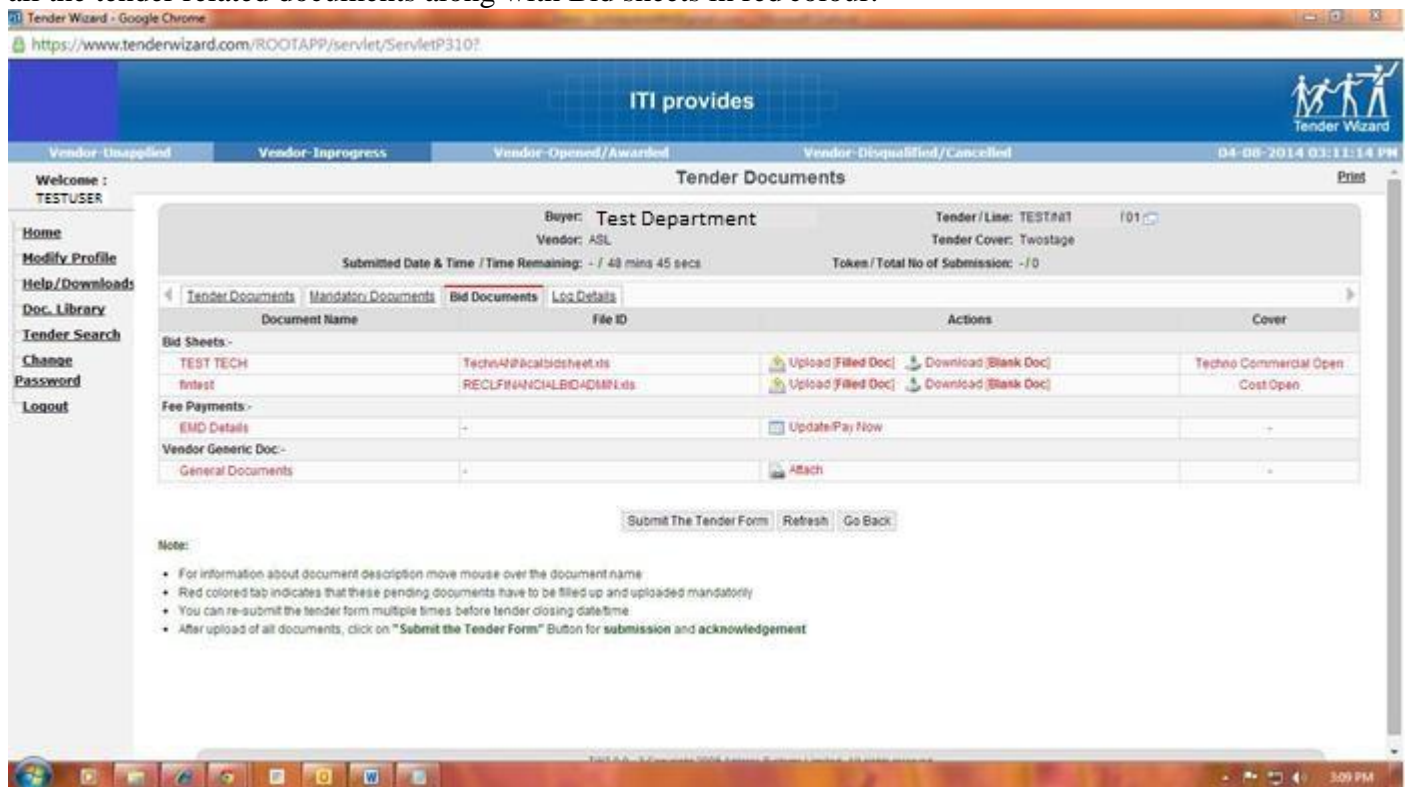


Figure 28

Step 6:

Uploading the Documents in the Doc Library:

Click to “Upload Document” tab to upload the Documents.

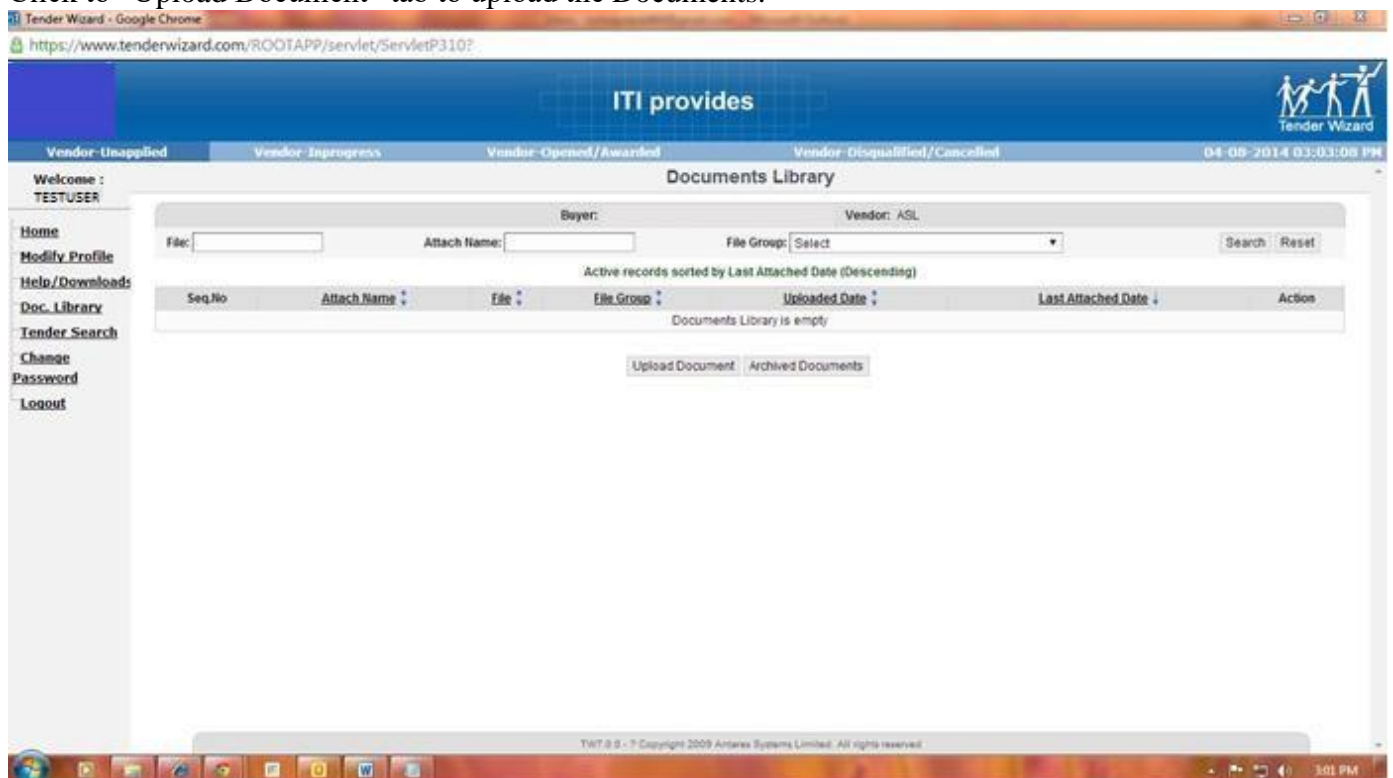


Figure 29

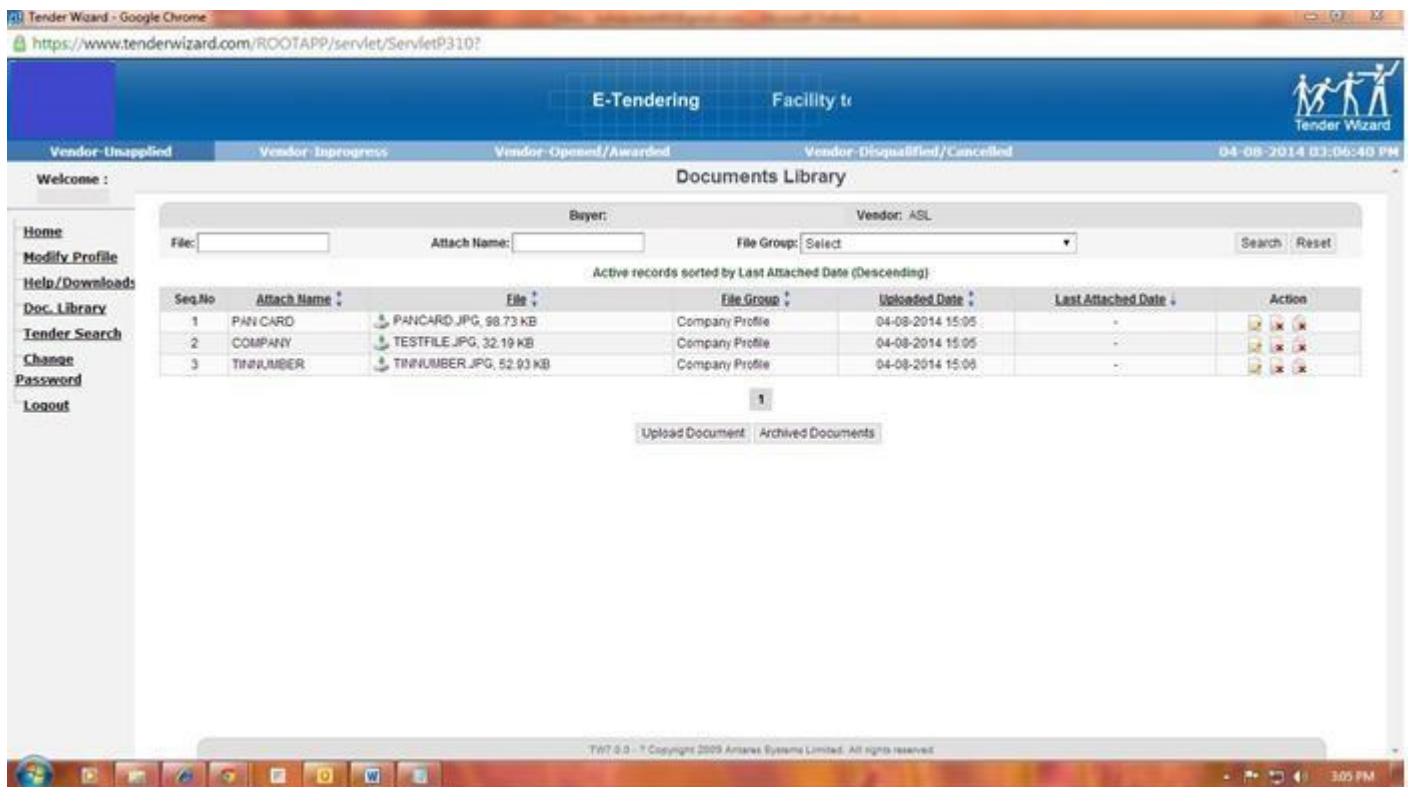


Figure 30

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.

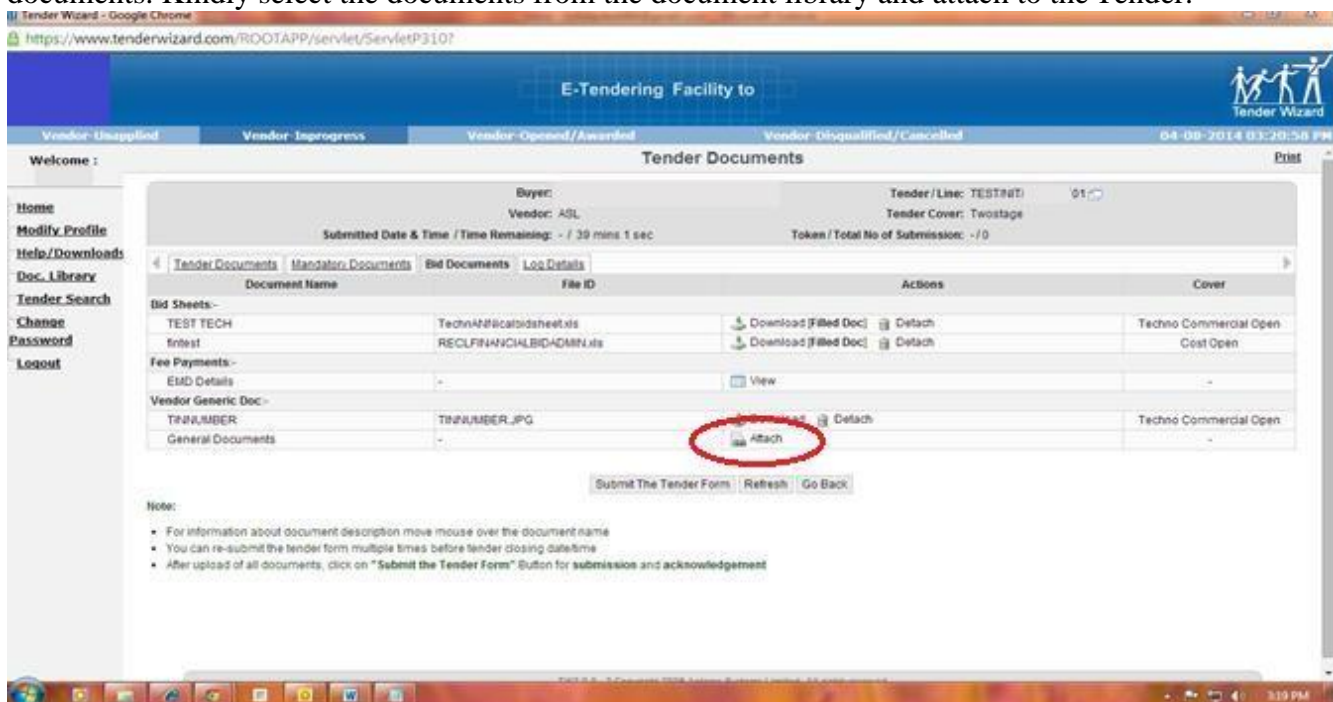


Figure 31

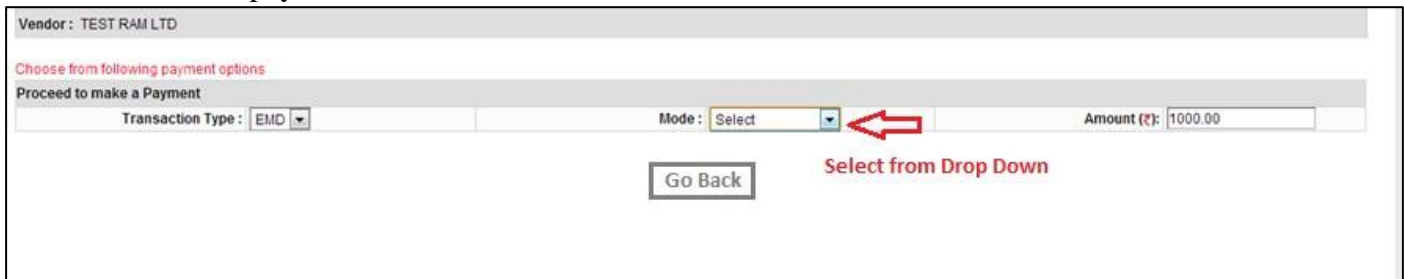
Step7:

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.

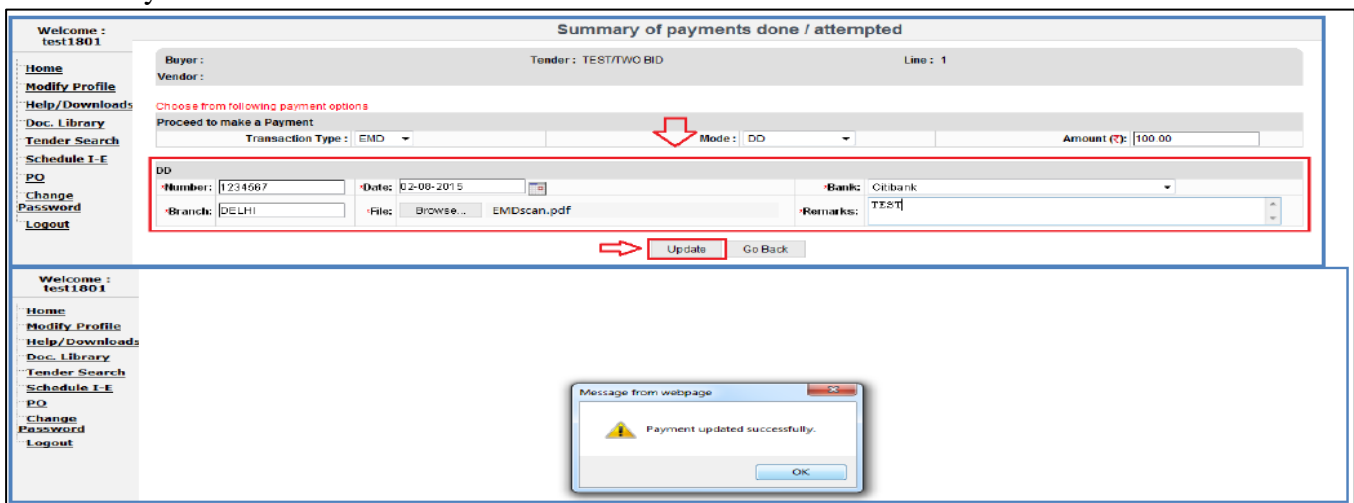
Note *: The EMD should be paid as per the instructions provided in the Tender Notification/NIT

Select the mode of payment for EMD from list.



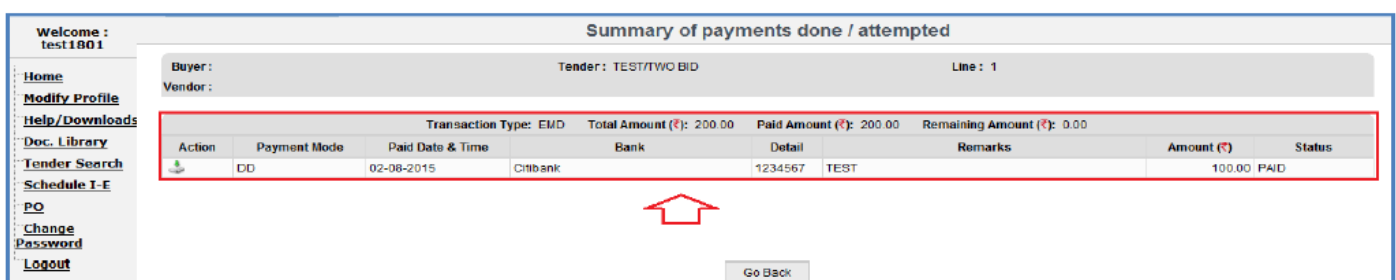
(Figure 32)

Here you have an option to upload single or multiple EMDs as per the departmental procedure. Under EMD section, provide details like mode of payment instrument number, date etc., and click “Update” to update the EMD for single or multiple EMDs. After clicking on Update the message will display as “Payment uploaded successfully”.



(Figure 33)

Details of the EMD will be displayed on web page:-



(Figure 34)

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.

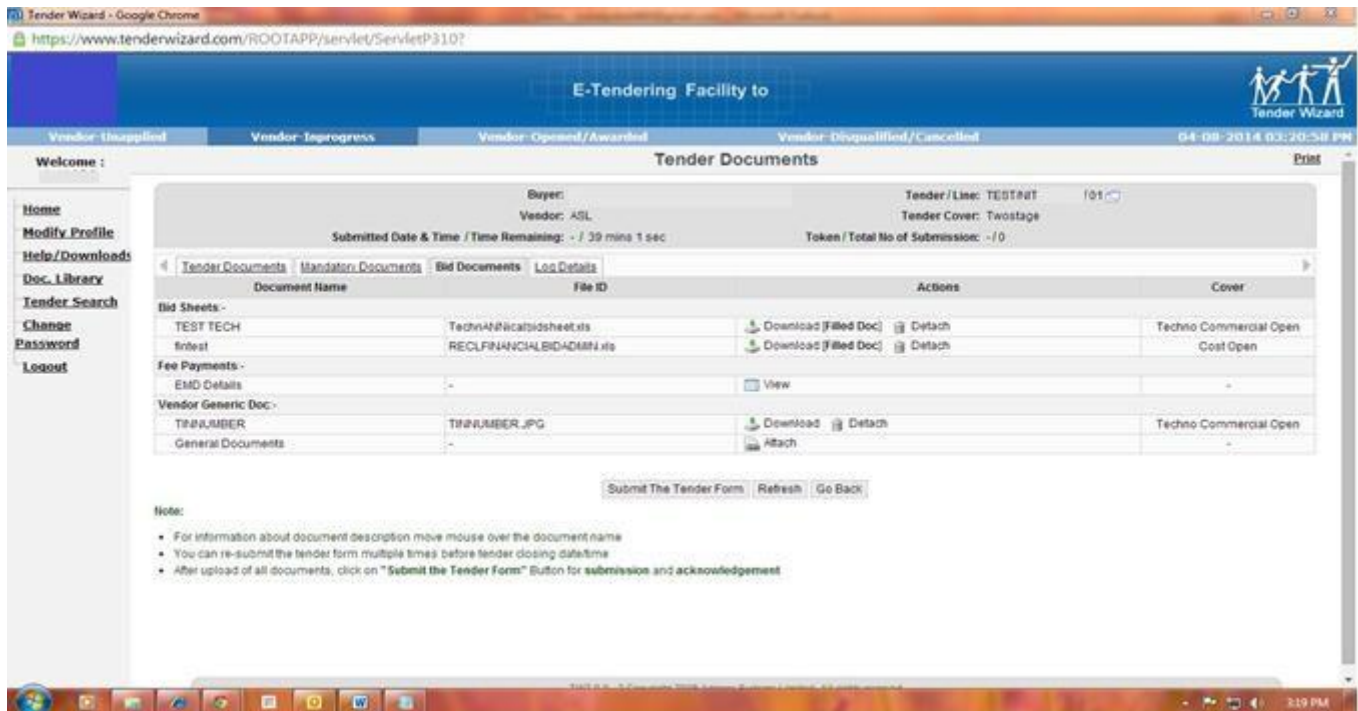


Figure 35

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:

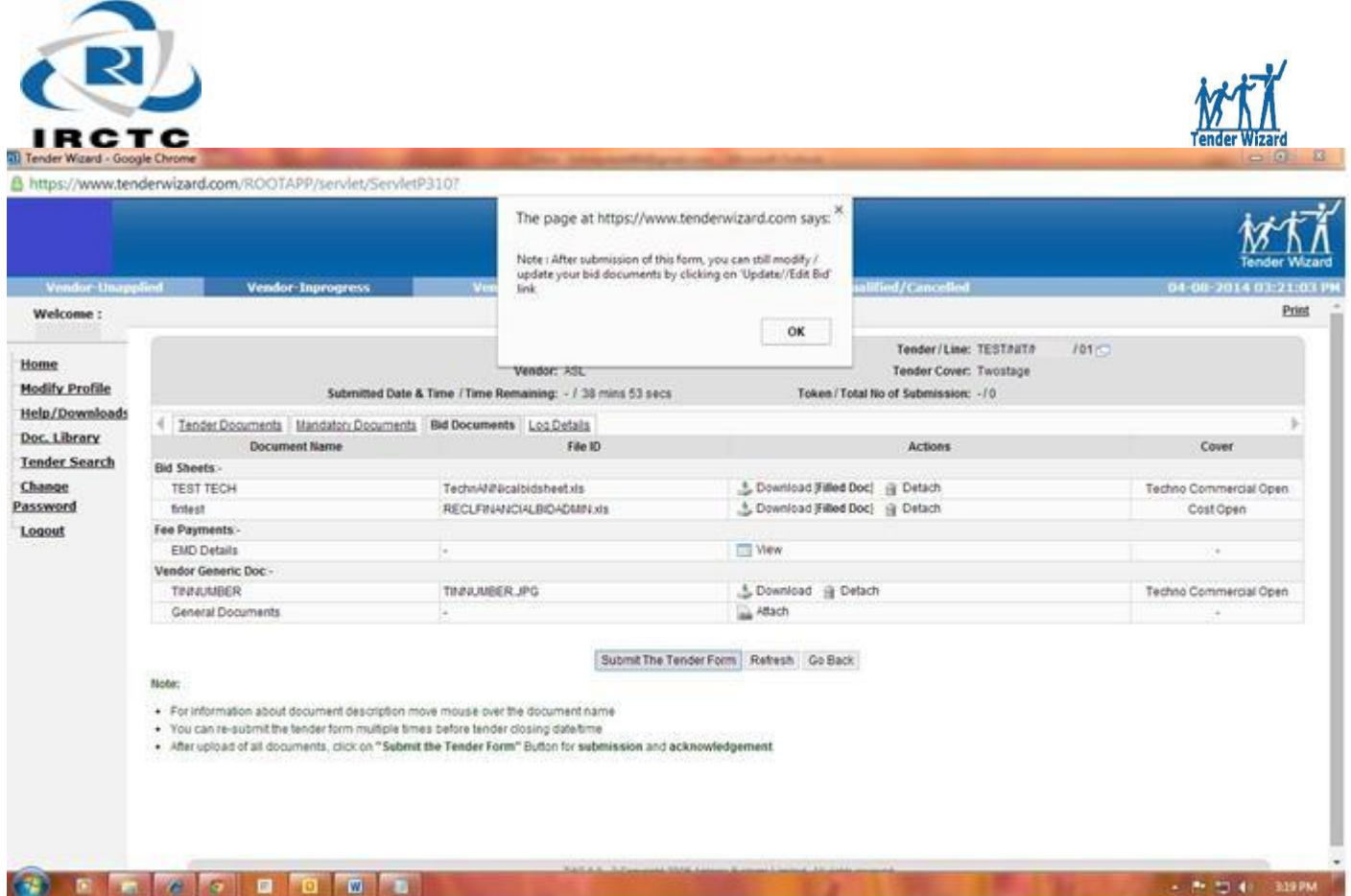


Figure 36

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.

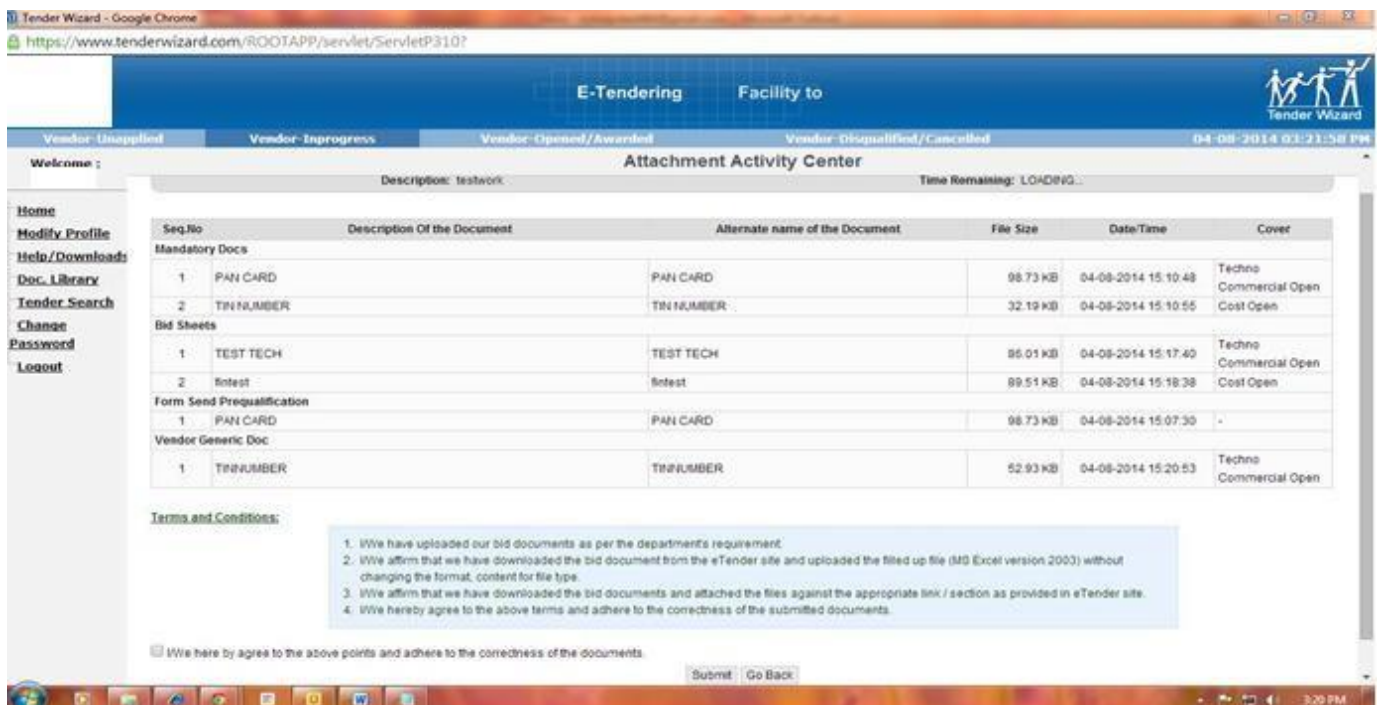


Figure 37

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.

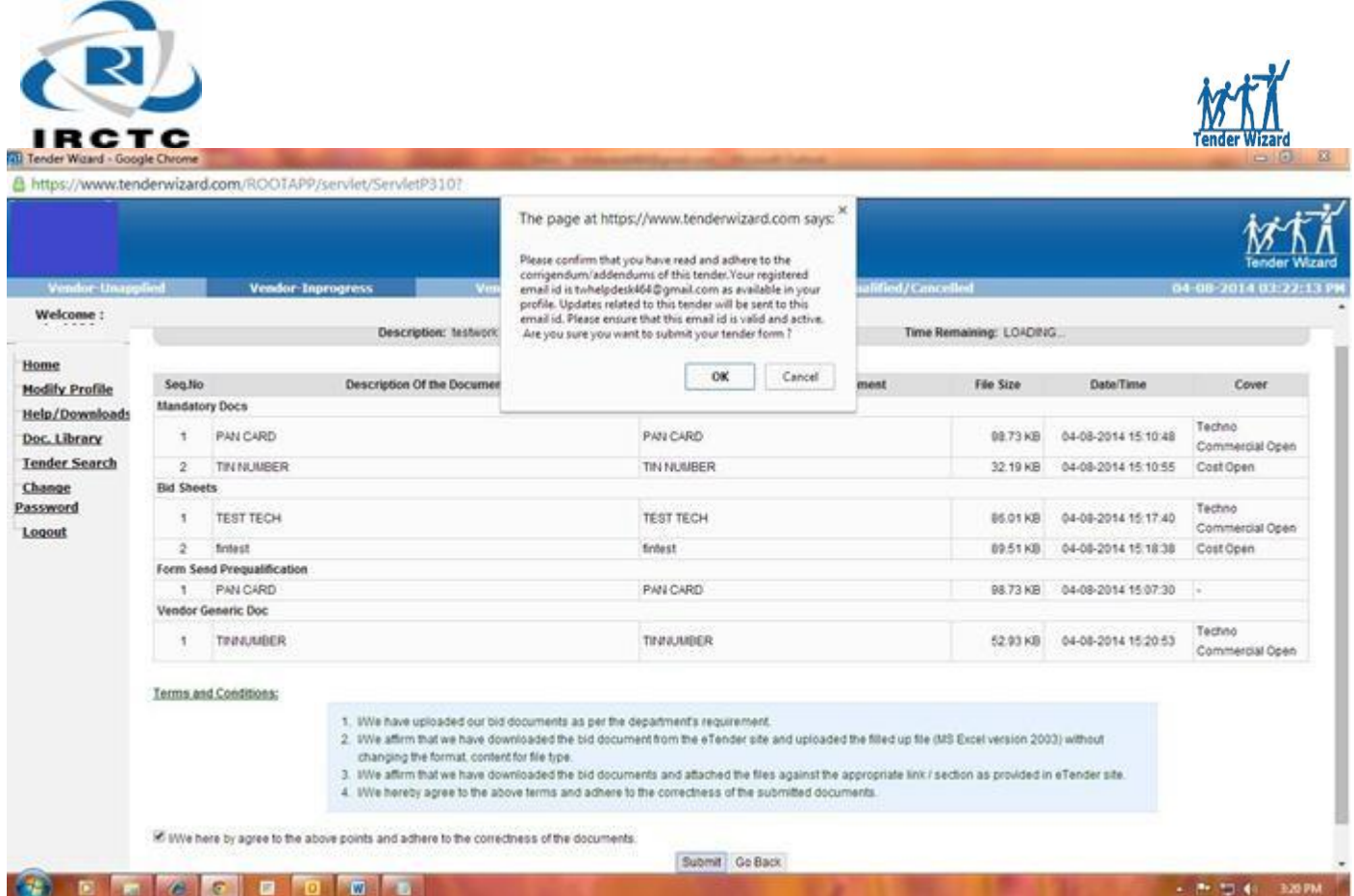


Figure 38

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

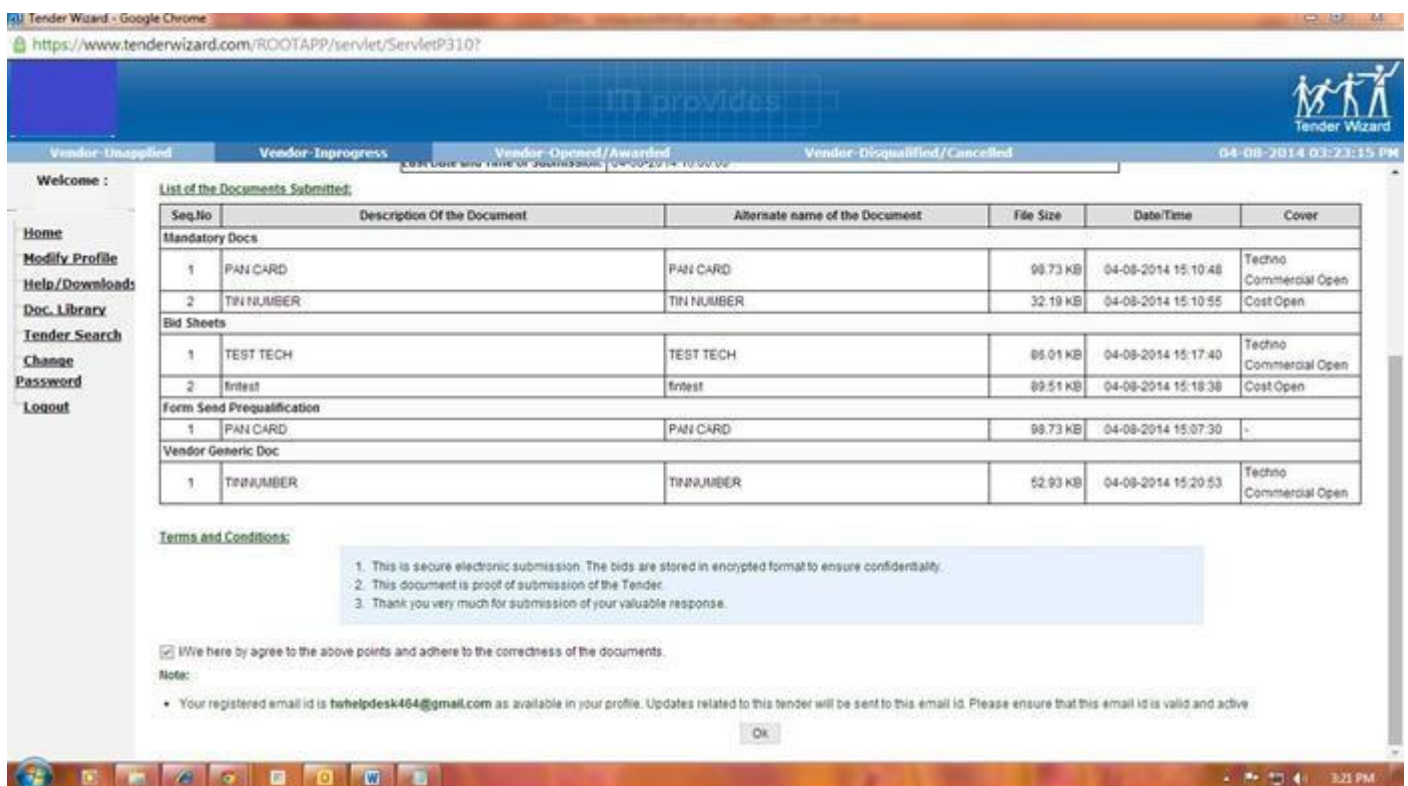


Figure 39

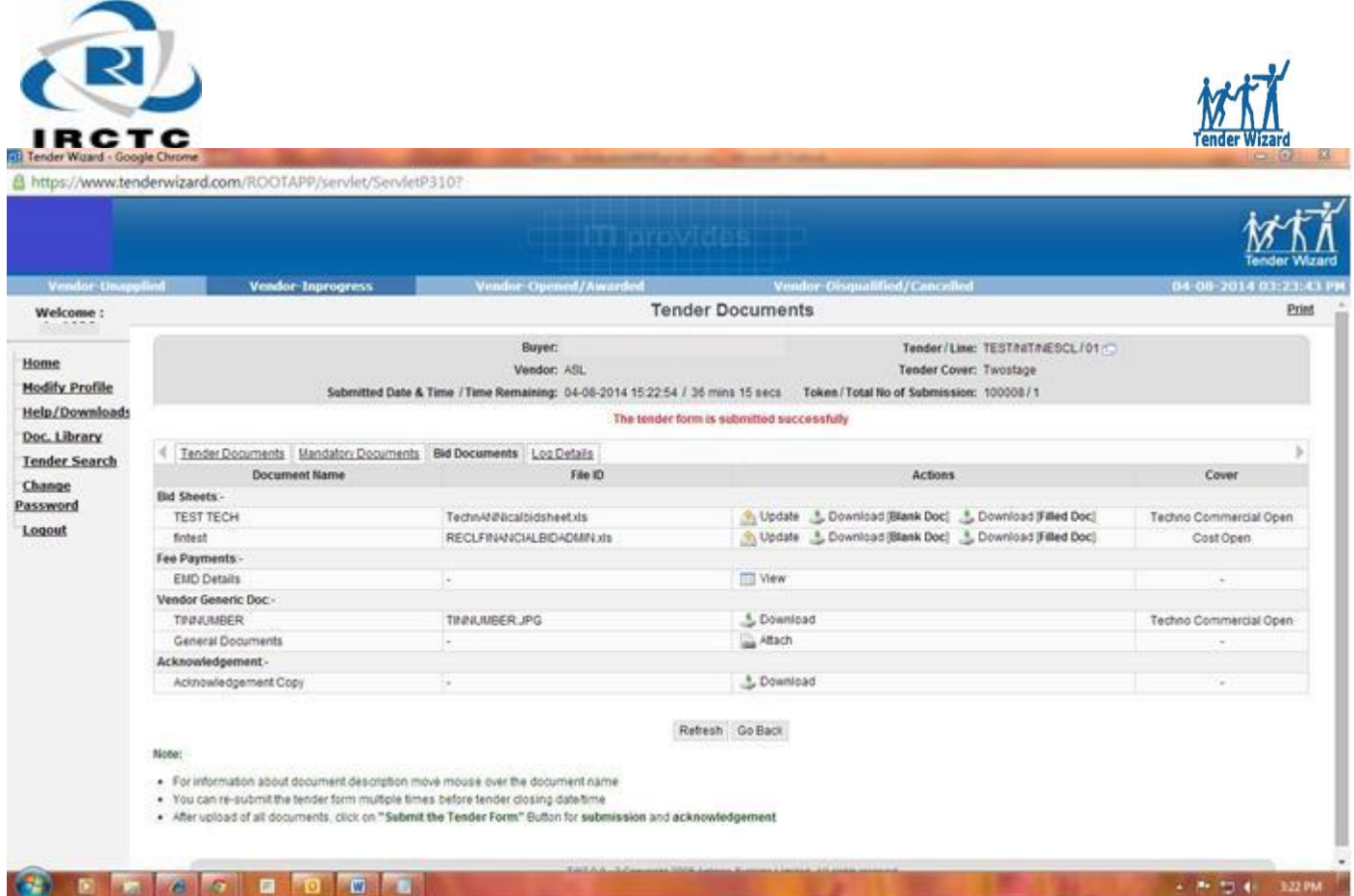


Figure 40

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:

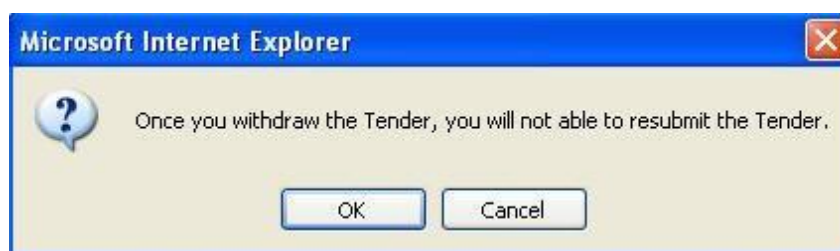


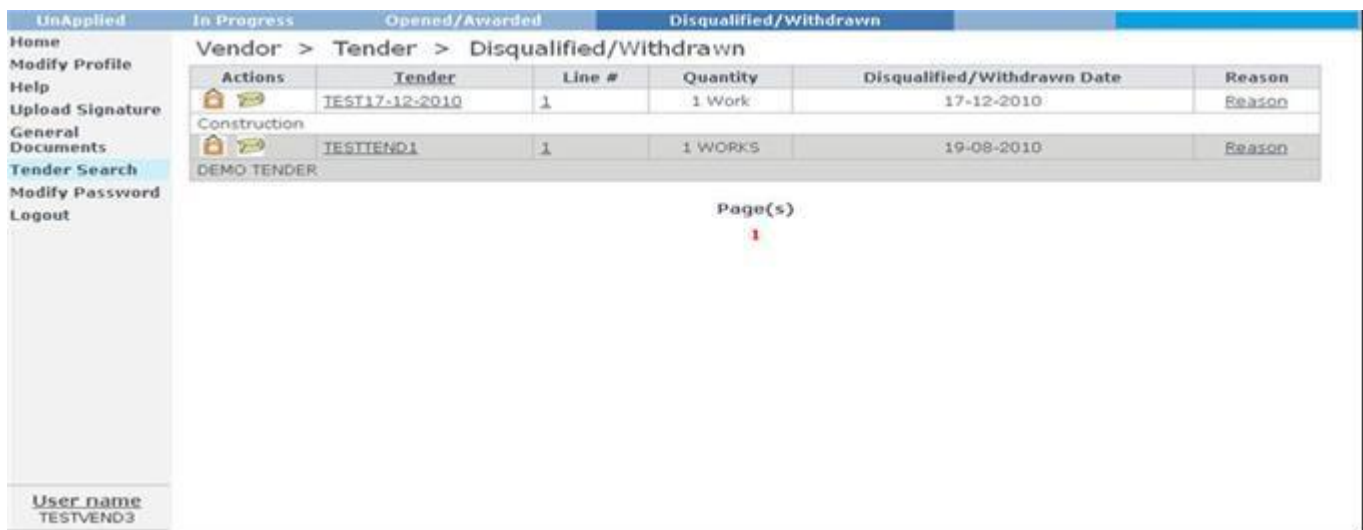
Figure 41



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



Figure 42

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



Actions	Tender	Line #	Quantity	Disqualified/Withdrawn Date	Reason
	TEST17-12-2010	1	1 Work	17-12-2010	Reason
	TESTTEND1	1	1 WORKS	19-08-2010	Reason

DEMO TENDER

Page(s)
1

Figure 43

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 Bid and **save** the File and upload the File and Submit the Tender and receive the acknowledgement copy once again. If the acknowledgement is not received Tender is not re-submitted.

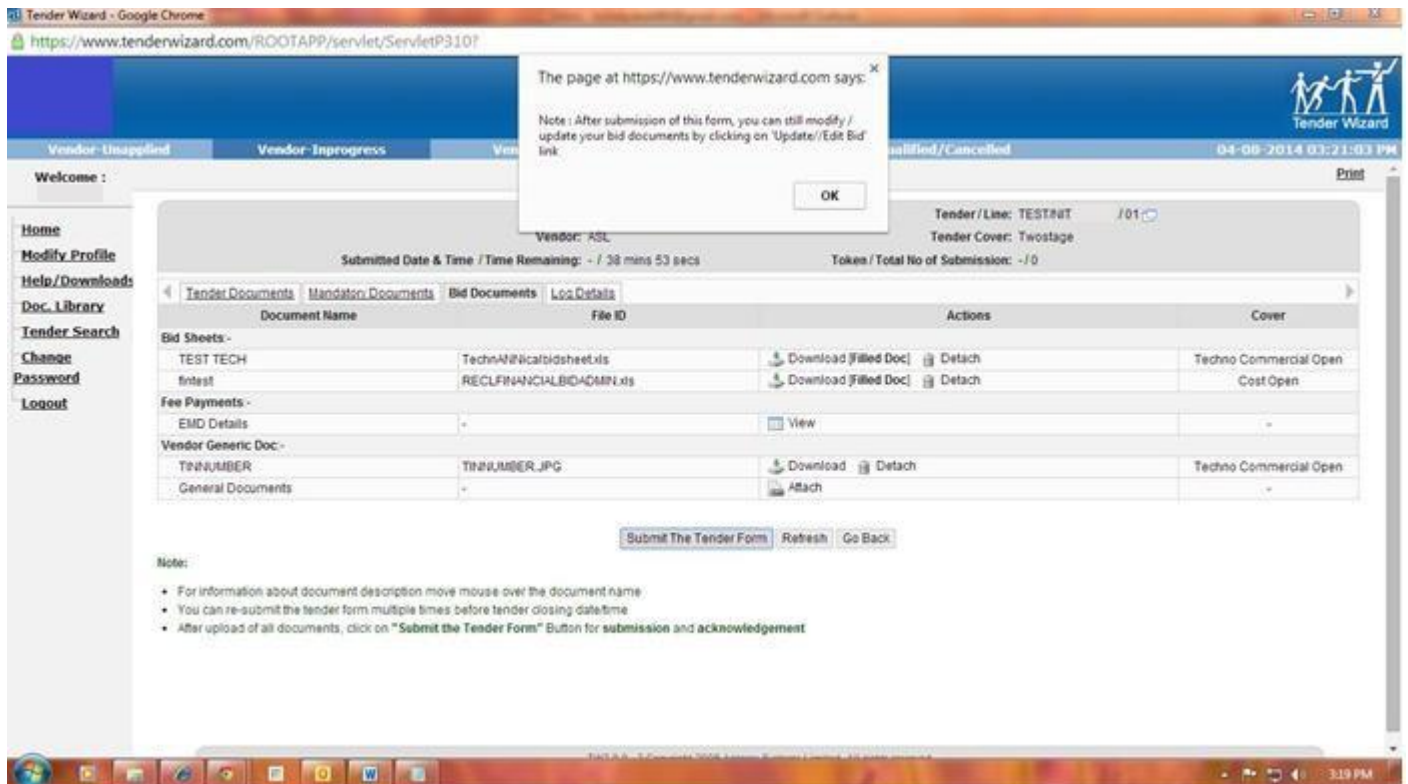


Figure 44

Cautions and Warning



View & request the tenders on time.



The tenders which are due for request can be viewed in “Unapplied” Status.



Strictly attach all the general documents in the “Tender Document” screen which are uploaded in the website.



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 / IRCTC 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

Contact Us

Tender Wizard Helpdesk

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