IRRIGATION AND WATERWAYS DEPARTMENT

GOVT. OF WEST BENGAL

E- TENDERING (WITH ONLINE EMD) BOOKLET FOR OFFICERS

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1.1) Login Process

i) To login into the system Open Internet Explorer → type https://wbtenders.gov.in in the address box → Click Enter.

![Figure 1.1.1. Opening the E-Tendering Portal](image)

ii) After opening the portal, click the “Continue to this website (not recommended)” option.

![Figure 1.1.2. Opening the Login Page](image)
iii) Now login to the system by giving your **Login ID** and **Password** → Click the **Login** Button.

![Tenders West Bengal Login Page](image)

**Figure 1.1.3. Login into the Portal**

1.2) **DSC Login Process.**

i) While login 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:

![Security Warning]

For this type of messages always **Click the Continue Button**

![Security Warning]

For this type of messages always **Click here and then Click the Run Button**
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:
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.

Figure 1.3.2. Creating a New Tender with Details in it.
1.4) Basic Details Module.

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, Form 2, 3, 4 and so on.

iv) To Provide the Envelops/Space/Covers Click the Add Content Button shown in the Figure below:

![Figure 1.5.1. Creating the Cover Details](image-url)
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.](image)

Give the Envelop name that you are asking from the Bidder. For Example: **NIT**

Select type as **PDF**. Then Click **Save**

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.
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](image)

After Entering the Document Description and select the document type as XLS and click the **Save** Button

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
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:

![Figure 1.6.1](image)

Click here to **upload** the NIT Document.

![Figure 1.6.1](image)  

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

Write NIT with Number here. Ex. NIT 9

Then Click the Yellow (Browse) Button

Find the NIT that you saved for this Tender. Select the File by clicking it.

Then Click Open

**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:

![Figure 1.6.4. Digitally Signing Process](image)

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:

![Verify NIT Document Process 1](image1)

**Figure 1.6.8. Verifying the NIT Document Process 1**

Click the **Verify** Option

Click here to select the **Check Box**

Then Click **Save Button**

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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.

![Image of the eProcurement System](image.png)

**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:

![Figure 1.7.1. Details to be Filled up for the Tender](image)

ii) Click the **Add New** Button to proceed 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.

1) **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.

2) **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.

3) **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.

![Figure 1.8.1. Enter the EMD Details for Online Payment.](image)

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:

![Figure 1.9.1. Critical Dates Entry.](image)

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.

*Figure 1.10.1. Bid Openers Selection Details Module*
ii) After Selecting the Bid Openers Click the **Submit** Button.

![Bid Openers Selection Details Module](image-url)

**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:

![Figure 1.11.1](image)

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

Click here to browse the Documents.

Search the document and Click the Open Button

Figure 1.11.3. Other Tender Documents Uploading Process 3.

Then Provide the PIN No. and Click OK

Click here to Digitally Sign the Document
Figure 1.11.4. Other Tender Documents Uploading Process 4.

Click the OK Button

Figure 1.11.5. Other Tender Documents Uploading Process 5.

Then Click Save
Figure 1.11.6. Other Tender Documents Uploading Process 6.

Figure 1.11.7. Other Tender Documents Uploading Process 7.
iii) Browse and Sign the BOQ as you did for the previous documents.

Figure 1.11.8. Other Tender Documents Uploading Process 8.

Figure 1.11.9. Other Tender Documents Uploading Process 9.
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.
Other Tender Documents Uploading Process

Click here to verify the BOQ.

Click here to check whether the BOQ is Compatible with the system or not.

Figure 1.11.12. Other Tender Documents Uploading Process 12.

Figure 1.11.13. Other Tender Documents Uploading Process 13.
2. Now click the Check Box here

1. Here you will get the Confirmation.

3. Then Click the Save Button

After completion of uploading all the Work Item Documents, click the Next Button to proceed further.
1.12) **Uploading the Other Tender Documents.**

i) After providing all the Tender Documents to the Bidders click the **Next** Button to precede further.

![Figure 1.12.1. Other Important Documents Page]

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

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.**

![Figure 1.13.1. Editing Page of the Tender](image)

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

Click Here to Publish the Tender.

Figure 1.14.2. Tender Publishing Process 2

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.
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.
Click the Second Login Button

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](image)

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.
You can see the number of Bidders participated.

Figure 2.1.4. Opening the Tender for Decryption

Click here to Open the Tender

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
ix) The Second Officer Logs in to Decrypt the Bid Documents of the Bidders. Follow the steps given below:

Figure 2.1.8. First Encryption Completed

Figure 2.1.9. Login of the Second Bid Opener.

Logout from the System after Decryption

Give Login ID and Password and Click Login Button
1.1.1 Opening the Tender by the Second Bid Opener

The Second Officer Login In. Click here to Login. Then give the PIN No. and Click Ok.

Click the Tenders Option Here to Open the Tender

Figure 2.1.10. Login of the Second Bid Opener.

Figure 2.1.11. Opening the Tender by the Second Bid Opener
Figure 2.1.12. Opening the Tender by the Second Bid Opener for Decryption

Click here to Open the Tender for Decryption

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.

Select “OID” to download NonStatutory Document

Select “Bid Document Zip” to download Statutory Document

Click Here to Verify the Documents

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

Click NEXT to continue
Figure 2.1.18. Downloading Process of Bid Document of the 1st Bidder Completed.

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

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:

**Figure 2.1.21.** Proceeding further to the next step

**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**.

**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.

![Figure 2.1.23. Submitting the Technical Bid Opening Summary](image)

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:

![Figure 2.2.1. Proceeding further for Technical Evaluation of the Tender Process](image-url)

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:

Figure 2.2.2. Opening the Tender for Technical Evaluation
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. Thereafter he has to put the Tender Committee decision to either Accept / Reject a bidder along with proper reason.

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:

![Figure 2.2.4. Technical Evaluation Document Uploading](image-url)
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.

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

  - Give the **Login ID** and **Password** and Click the **Login Button**.

- **Figure 2.3.2.** Second Login or DSC Login Process

  - Click here for **second Login** with your DSC.
ii) Clicking the **Second Login** Button and provide the **PIN Number**, and Click **OK**.

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**Figure 2.3.3.** Showing the Opening of the Financial Bid.

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**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.
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](image)

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.](image)
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.
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.

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.
After generating the BOQ chart, the system will inform you to wait for some time so that the chart can be generated.

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:

![Viewing the BOQ chart](image)

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

Figure 2.3.17. Upload the Summary Report of the Financial Bid Opening.
xiv) The Process of Uploading the Summary 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.
The table is showing no Tenders as the Process of Financial opening is completed and the Tender is moved to Financial Evaluation List.
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:

![Financial Evaluation Process](image)

Click here for Financial Evaluation

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:
Figure 2.4.2. Opening the Tender for Evaluation.

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
iv) After Clicking the Submit Button, on the next page upload the Financial Evaluation Summary that is been made by the Financial Bid Openers. For that follow the figure given below:

**Figure 2.4.6.** Signing the Evaluation Sheet.

Click here to Sign the Document

Click Ok to proceed further.

Then click the Save Button.

**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](image)

vi) The Sample of Summary is given below:

![Figure 2.4.9. Showing the Completion of the Financial Evaluation Process](image)
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](image)

Click here to upload the AOC/Work Order in PDF format.

iv) After Opening the AOC List click the Tender for which you want to upload the work Order. Follow the figure given below:
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:
Provide all the details. Upload the AOC Document. Provide the Date of Contract. Select the L1 Bidder only.

Figure 2.5.3. AOC Uploading Process

Select the L1 Bidder by clicking the check box and then click the save button.
3.1) **BOQ Preparation Process.**

i) Download the Percentage BOQ Template from Download section in WB Tender Site.

Click the **Options to download Percentage BOQ.**

**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.

![Click the Options...Button.](image)

*Figure 3.1.2. Opening the BOQ for Editing*
Select this Option by Clicking Here. Then OK

Figure 3.1.3. Enabling the BOQ File
Figure 3.1.4. Unprotect the BOQ

1. Click the **Review** Option
2. Then Click here and provide the **Password** as **testing** in small Letters and Click **OK**

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

Provide the **Password** as **testing** in small Letters and Click **OK**
Figure 3.1.6. Providing the Details of the Works and Inviting Authority, etc

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.

Figure 3.1.7. Give every Detail in the BOQ as Instructed

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

Right Click here and then click the “Insert Copied Cells” Option.

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.

<table>
<thead>
<tr>
<th>Item Code / Make column value of new row</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the <strong>Item Code / Make</strong> column value of new row.</td>
</tr>
</tbody>
</table>

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.