

# Vendor Bidding Manual

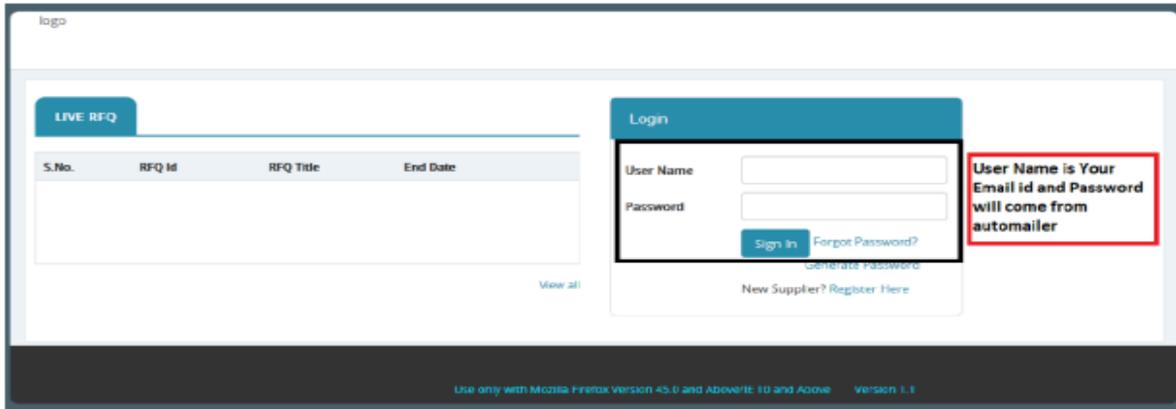
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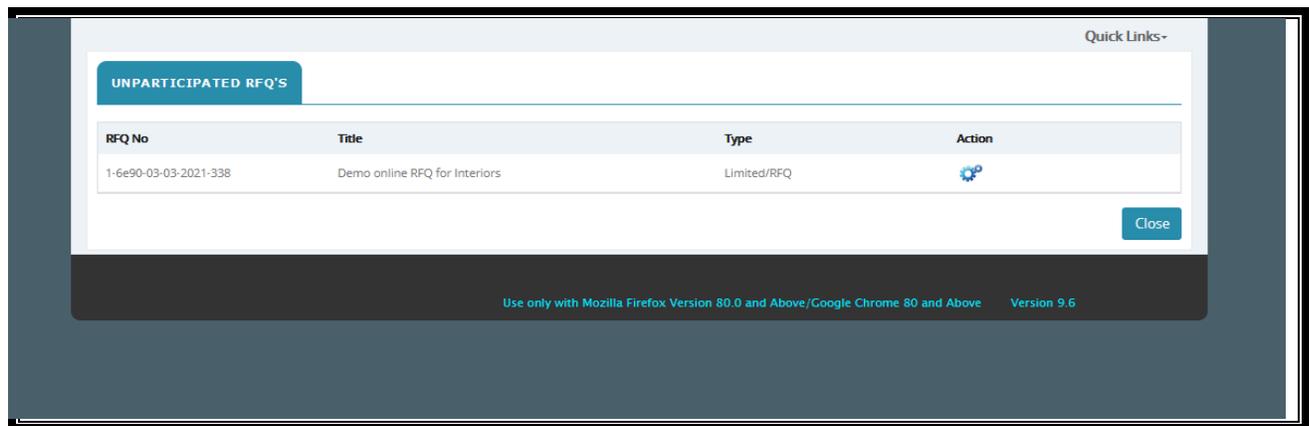
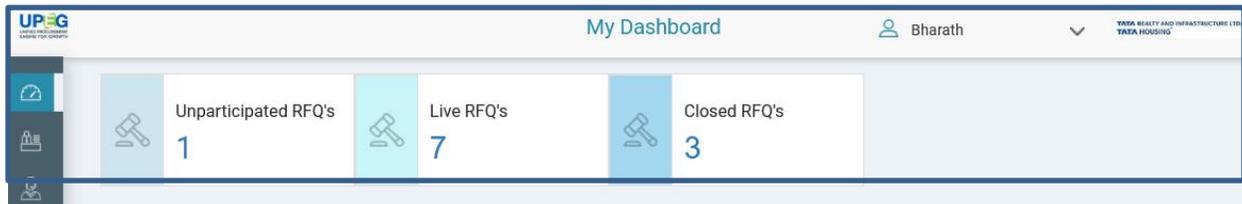
## 1. Vendor Bid Submission:

### 1.1 eRFx –Participation acceptance

- Enter your Login credentials which you have received on your register Email ID.



- Click on un-participated RFQ.



- Click on Actions to view the RFQ details.
- Below Page will be opened.

## Acceptance

### Basic Information

RFQ Id:	1-6e90-03-03-2021-338			Open supplier's participation:	No
RFQ title:	Demo online RFQ for Interiors			Time Zone:	NA
Type:	Limited/RFQ	Currency:	INR	Workflow:	Evaluation → Approval
Output:	Standard PO	Price bid type:	Item Rate	Reference Number:	NA
Supplier Withdraw:	No	Project:	NA		

Please Click On RFQ title To Download The Technical and Commercial Documents..

Select	Item no	RFQ title	Start Date	End Date
<input type="checkbox"/>	TD_IT_ID-48b1-03-03-2021-376	Demo online RFQ for Interiors	03-03-2021 15:10:00	03-03-2021 17:00:00

I agree terms and conditions (View)

Accept Close

- Click on "RFQ title" to view/download the RFQ Document, Technical Documents and Commercial Documents.

## Summary

### Item Info

Work Item Type:	Techno Commercial		
Item type:	Services		
Pre-qualification:	No	Allow deviations:	No
RFQ Document:	RFQ document_2484.docx 		

### Line Item Info

Line Item description	Period of service	Duration(Days/Week/Month)	Bid Per	Line item type	Category	Line Item title
Civil and Interiors	1	Lot	Total	SERVICE	DPL	Demo ... testing

### Technical Details

Document name	File name	Size	Supplier document upload is mandatory	Supplier Score Required
Technical document	Technical Files	Technical Docs_2470.zip 	29.94 KB	No
Questionnaire template:	tech template (View)		Score required:	No

### Commercial Details

Document description	File name	Size	Supplier document upload is mandatory
No details found			

BOQ Document Name	Size
-------------------	------

BOQ Document Name	Size
BOQ for BIDDER_9.xlsx 	162328 KB

### Dates

Activity	Start date & time	End date & time	Status
Clarification	NA	NA	NA
Bid submission	03-03-2021 15:10:00	03-03-2021 17:00:00	In-progress

### Corrigendum Detail

No Corrigendum for this item

### Round details

No round details for this item

Print Close

- Click on the arrow symbol to download the files (RFQ, Technical & BOQ Documents)
- Click on “view” to view the Questionnaire Template.
- Click on “Close” & Click on the check boxes highlighted and accept the terms and conditions to participate in the event.

### Acceptance

**Basic Information**

RFQ Id:	1-6e90-03-03-2021-338		
RFQ title:	Demo online RFQ for Interiors	Open supplier's participation:	No
Type:	Limited/RFQ	Currency:	INR
Output:	Standard PO	Price bid type:	Item Rate
Supplier Withdraw:	No	Project:	NA
		Time Zone:	NA
		Workflow:	Evaluation → Approval
		Reference Number:	NA

Please Click On RFQ title To Download The Technical and Commercial Documents..

Select	Item no	RFQ title	Start Date	End Date
<input checked="" type="checkbox"/>	TD_IT_ID-48b1-03-03-2021-376	<a href="#">Demo online RFQ for Interiors</a>	03-03-2021 15:10:00	03-03-2021 17:00:00

I agree terms and conditions (View)

- If you are agreed with the all Terms & conditions then he/she can select the check box and click on “Accept “.

### Acceptance

**Basic Information**

RFQ Id:	1-6e90-03-03-2021-338		
RFQ title:	Demo online RFQ for Interiors	Open supplier's participation:	No
Type:	Limited/RFQ	Currency:	INR
Output:	Standard PO	Price bid type:	Item Rate
Supplier Withdraw:	No	Project:	NA
		Time Zone:	NA
		Workflow:	Evaluation → Approval
		Reference Number:	NA

Please Click On RFQ title To Download The Technical and Commercial Documents..

Select	Item no	RFQ title	Start Date	End Date
<input checked="" type="checkbox"/>	TD_IT_ID-48b1-03-03-2021-376	<a href="#">Demo online RFQ for Interiors</a>	03-03-2021 15:10:00	03-03-2021 17:00:00

I agree terms and conditions (View)

Message

Are you sure, you want to accept?

- Click on “Yes” to proceed for the Participation process.

- Once the Acceptance process completed, Application will display “Item Accepted successfully”.

×
 Item accepted successfully!

**Basic Information**

RFQ Id:	1-6e90-03-03-2021-338		
RFQ title:	Demo online RFQ for Interiors	Open supplier's participation:	No
Type:	Limited/RFQ	Currency:	INR
Output:	Standard PO	Price bid type:	Item Rate
Supplier Withdraw:	No	Project:	NA
		Time Zone:	NA
		Workflow:	Evaluation → Approval
		Reference Number:	NA

**Item Info**

Work Item Type:	Techno Commercial		
Item type:	Services		
Pre-qualification:	No	Allow deviations:	No
RFQ Document:	RFQ document_2484.docx <a href="#">↓</a>		

**Line Item Info**

Line Item description	Period of service	Duration(Days/Week/Month)	Bid Per	Line item type	Category	Line Item title
Civil and Interiors	1	Lot	Total	SERVICE	DPL	Demo --- testing

**Technical Details**

Document name	File name	Size	Supplier document upload is mandatory	Supplier Score Required
Technical document	Technical Files	Technical Docs_2470.zip <a href="#">↓</a>	29.94 KB	No

## 1.2 eRFx – Add Documents to repository

- Click on “Action” & click on “Add Documents” to upload the General/ Technical/ Commercial documents in Repository.

**Commercial Details**

Document description	File name	Size	Supplier document upload is mandatory
No details found			

BOQ Document Name	Size
BOQ for BIDDER_9.xlsx 	162328 KB

**Dates**

Activity	Start date & time	End date & time	Status
Clarification	NA	NA	NA
Bid submission	03-03-2021 15:10:00	03-03-2021 17:00:00	In-progress

**Corrigendum Detail**

No Corrigendum for this item

**Round details**

No round details for this item

**Technical Bid Submission Pending**

[Proceed To Technical Bid](#)
[Actions -](#)
[Close](#)

[View](#)  
[Add Documents](#)  
[Proceed To Technical Bid](#)

Use only with Mozilla Firefox Version 80.0 and Above/Google Chrome 80 and Above Version 9.6

**RFQ Documents**

---

**Technical Documents**

Enter File Name

Upload 

Add Document

Enter File Name

Upload 

Add Document

[close](#)

- Enter the File Name and click on “Upload”. Choose the correct file to be uploaded & then Click on “Start Upload “

RFQ Documents

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**Technical Documents** Add Document

Add + Start upload

Technical Documents.docx  
(12.52KB) 

---

**Commercial Documents** Add Document

Upload ↑ Start upload

close

- **Similarly, upload the commercial document also and click on “Close” once all the files are uploaded.**

### 1.3 eRFx – Technical Response Submission

- Click on “Proceed to Technical bid” to submit the Technical information which has been requested by the Client.

**Commercial Details**

Document description	File name	Size	Supplier document upload is mandatory
No details found			

BOQ Document Name	Size
BOQ for BIDDER_9.xlsx 	162328 KB

**Dates**

Activity	Start date & time	End date & time	Status
Clarification	NA	NA	NA
Bid submission	03-03-2021 15:10:00	03-03-2021 17:00:00	In-progress

**Corrigendum Detail**

No Corrigendum for this item

**Round details**

No round details for this item

Technical Bid Submission Pending

Proceed To Technical Bid
Actions -
Close

**Technical bid submission** Round : 0

Done  
Acceptance

Pending  
Technical submission

Pending  
Price submission

Pending  
Final submission

Item title: Demo online RFQ for Interiors [View details](#)

**TECHNICAL**

tech template	Answer Template Submission Pending	<span style="border: 2px solid black; padding: 2px 10px; color: green; font-weight: bold;">Answer Questionnaire</span>
1 Technical Files	Technical Docs_2470.zip (29.94 KB) 	<span style="border: 2px solid black; padding: 2px 10px;">Upload Document</span>

**ADDITIONAL DOCUMENT**

Additional document	<input type="text"/>	<span style="border: 1px solid #ccc; padding: 2px 10px;">Upload Document</span>
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- Click on “Answer Questionnaire” to provide your responses.

5. Contract for 1 year . (Optional)

Yes  
 No

[Upload Document From My Space](#)

---

2. turn over details

1. annual turnover of company? (Mandatory)\*

0-30cr  
 30-50cr  
 50-80cr  
 80 and above

[Upload Document From My Space](#)

2. describe the stages of taxaton clearence in your esteem? (Optional)

[Upload Document From My Space](#)

[Draft](#) [Submit](#) [Close](#)

- **Fill up the Questionnaire & Document requested by client & then click on “Submit”.**

Item title: Demo online RFQ for Interiors [View details](#)

**TECHNICAL**

tech template [Resubmit Questionnaire](#)

1 Technical Files [Technical Docs\\_2470.zip \(29.94 KB\)](#) [Upload Document](#)

**ADDITIONAL DOCUMENT**

Additional document  [Upload Document](#) [+](#)

[Draft](#) [Submit Technical Bid](#) [Close](#)

Note 1:-The Maximum Upload Size is 10 MB for each Document.  
2:-upload .xls|.xlsx|.doc|.docx|.pdf|.png|.jpeg|.jpg file only.

- **Click on “Upload Document” if any Technical/Additional document needs to be uploaded.**
- **Click on “Submit Technical Bid” to submit your response.**
- **Once the Technical Bid got submitted, Application will show you a “successfully message”.**

Technical submission done successfully!

#### Basic Information

RFQ Id:	1-6e90-03-03-2021-338				
RFQ title:	Demo online RFQ for Interiors			Open supplier's participation:	No
Type:	Limited/RFQ	Currency:	INR	Time Zone:	NA
Output:	Standard PO	Price bid type:	Item Rate	Workflow:	Evaluation → Approval
Supplier Withdraw:	No	Project:	NA	Reference Number:	NA

#### Item Info

Work Item Type:	Techno Commercial				
Item type:	Services				
Pre-qualification:	No	Allow deviations:	No		
RFQ Document:	RFQ document_2484.docx 				

#### Line Item Info

## 1.4 eRFx – Commercial response submission

- Once the “Technical Bid Submission” is done application will allow you to proceed for “Commercial Bid submission”

**Commercial Details**

Document description	File name	Size	Supplier document upload is mandatory
No details found			

BOQ Document Name	Size
BOQ for BIDDER_9.xlsx 	162328 KB

**Dates**

Activity	Start date & time	End date & time	Status
Clarification	NA	NA	NA
Bid submission	03-03-2021 15:10:00	03-03-2021 17:00:00	In-progress

**Corrigendum Detail**

No Corrigendum for this item

**Round details**

No round details for this item

Price Bid Submission Pending

Proceed To Price Bid
Actions -
Close

- Click on “Proceed to Price Bid” for the commercial bid submission process.
- Download the “Price Bid sheet” where you need to enter your Prices.

**Price bid submission** Round : 0

Done  
 Acceptance

Done  
 Technical submission

Pending  
 Price submission

●  
 Final submission

**Item title:** Demo online RFQ for Interiors [View details](#)

**ADDITIONAL DOCUMENT**

Additional document  Upload Document +

**Price Bid Sheet**

BOQ for BIDDER\_9.xlsx (162328kb) 

Price Document: Upload  Start upload

- Open the Bid document (BOQ excel sheet) downloaded from the Application & Submit your prices and save it.

- Click on “Upload” to submit the Price sheet which you have saved in your System & then Click on “Start Upload”.

Price bid submission Round : 0

Done  
Acceptance

Done  
Technical submission

Pending  
Price submission

Pending  
Final submission

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**Item title:** Demo online RFQ for Interiors [View details](#)

ADDITIONAL DOCUMENT

Additional document  Upload Document +

---

**Price Bid Sheet**

BOQ for BIDDER\_9.xlsx (162328kb) [Download](#)

**Price Document:** Upload  Start upload

**Price Bid Sheet**

BOQ for BIDDER\_9.xlsx (162328kb) [Download](#)

**Price Document:** BIDDER 2.xlsx  Start upload

NOTE 1: Do not change the BOQ upload formats, (.xlsx to .xls) or (.xls to .xlsx).

- Download the Excel BOQ in tender/rfx application as (.xls) or (.xlsx), NOT (.XLS) or (.XLSX)
- The Supplier should not upload different format as [for (.xls) he should not upload (.xlsx) or vice versa]
- Edit the values in Downloaded BOQ excel sheet, do not revise the sheet or the formats.
- Do Not Keep Cell Reference While Editing The BOQ, i.e. with Cell References From Other Excell Sheets.
- Do Not USE Copy and Paste functionality.
- Use Copy and Paste with Sub-Option to Paste Values Only.
- Edit only in the Editable cells (Columns or Rows) in the BOQ Excel- Highlighted cells only.
- For any additional details to be provided to Client use the additional document section and upload. BUT NOT IN THE BOQ EXCEL.
- While Uploading the BOQ, DO NOT USE DOUBLE CLICK, USE SINGLE CLICK on UPLOAD BUTTON.
- After following the above steps if Error (Enter Proper Data is prompted) then change the file name (keep in small letters) and try to upload again with SINGLE CLICK on UPLOAD BUTTON.

Submit
Close

Note 2:-The Maximum Upload Size is 10 MB for each Document.

- Once the File got uploaded Click on “Submit” to complete the “Commercial bid submission process”.

Price bid submitted successfully!
✕

**Basic Information**

RFQ Id:	1-6e90-03-03-2021-338		
RFQ title:	Demo online RFQ for Interiors	Open supplier's participation:	No
Type:	Limited/RFQ	Currency:	INR
Output:	Standard PO	Price bid type:	Item Rate
Supplier Withdraw:	No	Project:	NA
		Time Zone:	NA
		Workflow:	Evaluation → Approval
		Reference Number:	NA

**Item Info**

Work Item Type:	Techno Commercial		
Item type:	Services		
Pre-qualification:	No	Allow deviations:	No
RFQ Document:	RFQ document_2484.docx	<a href="#">↓</a>	

**Line Item Info**

Line Item description	Period of service	Duration(Days/Week/Month)	Bid Per	Line item type	Category	Line Item title
Civil and Interiors	1	Lot	Total	SERVICE	DPL	Demo --- testing

**Technical Details**

	Document name	File name	Size	Supplier document upload is mandatory	Supplier Score Required
Technical document	Technical Files	Technical Docs_2470.zip	29.94 KB	No	No
		<a href="#">↓</a>			

- After submitting the “Price Bid” application will display “Price Bid Submitted successfully” message & request you to proceed for the “Final bid submission”.

## 1.5 eRFx – Final Bid submission

- In “Final Bid submission” process application allows you view all the Details (Technical & Commercial Bid’s) which has been submitted by you.

Technical document	Technical Files	Technical Docs_2470.zip	29.94 KB	No	No
Questionnaire template:		tech template (View)	Score required:		No
<b>Commercial Details</b>					
<b>Document description</b>	<b>File name</b>	<b>Size</b>	<b>Supplier document upload is mandatory</b>		
No details found					
<b>BOQ Document Name</b>		<b>Size</b>			
BOQ for BIDDER_9.xlsx		162328 KB			
<b>Dates</b>					
<b>Activity</b>	<b>Start date &amp; time</b>	<b>End date &amp; time</b>	<b>Status</b>		
Clarification	NA	NA	NA		
Bid submission	03-03-2021 15:10:00	03-03-2021 17:00:00	In-progress		
<b>Corrigendum Detail</b>					
No Corrigendum for this item					
<b>Round details</b>					
No round details for this item					
Final Bid Submission Pending				<div style="border: 1px solid black; padding: 2px; display: inline-block;">Proceed To Final Bid</div> <div style="margin-left: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Actions -</div> <div style="margin-left: 5px; border: 1px solid black; padding: 2px; display: inline-block;">Close</div> </div>	

- Click on “Proceed to Final Bid” to view your Submitted details (Technical & Commercial Bid’s).

Final bid submission Bid Summary View			Round : 0
 Acceptance	 Technical submission	 Price submission	 Final submission
<b>TECHNICAL TEMPLATES</b>			
Template Name		Score required	
tech template		No	
<b>PRICING</b>			
File Name		Final Price	
BIDDER_2_19.xlsx (159.19 KB)		6498670.00	
<input type="checkbox"/> I hereby confirm my final offer			<div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit</div> <div style="margin-left: 10px; border: 1px solid black; padding: 2px; display: inline-block;">Close</div>

- Once the verification is done, then click on “Check Box” to submit your quotation to “Client”.

Done! Final Bid Submitted Successfully

Basic Information

RFQ Id:	1-6e90-03-03-2021-338		
RFQ title:	Demo online RFQ for Interiors	Open supplier's participation:	No
Type:	Limited/RFQ	Currency:	INR
Output:	Standard PO	Price bid type:	Item Rate
Supplier Withdraw:	No	Project:	NA
		Time Zone:	NA
		Workflow:	Evaluation → Approval
		Reference Number:	NA

Item Info

Work Item Type:	Techno Commercial		
Item type:	Services		
Pre-qualification:	No	Allow deviations:	No
RFQ Document:	RFQ document_2484.docx		

- Once the “Final bid” got submitted, Application will display “Final bid Submitted successfully”.

### 1.6 eRFx – Re-submission

- If any Changes or You want to Re-Submit your Bid’s (Technical & Commercial Bid’s) click on “Action” where application will provide you to Re-Submit your Bid’s (Technical & Commercial Bid’s).

Item Name - Description (GOODS)	Base Price	GST	
HP LAPTOP - Laptop with 8 GB RAM	Base Price	(((Base Price)*GST)/100)	
<b>Total:</b>	<b>Base Price+(((Base Price)*GST)/100)</b>		
Non Price Components :			
<b>Dates</b>			
Activity	Start date & time	End date & time	Status
Clarification	19-04-2021 15:15:00	19-04-2021 15:35:00	Expired
Bid submission	19-04-2021 15:15:00	19-04-2021 16:30:00	In-progress
<b>Corrigendum Detail</b>			
Type	User name	Documents	Date
Dates	piya b	NA	19-Apr-2021
Reason	ok		
Dates	piya b	NA	19-Apr-2021
Reason	ok		
<b>Round details</b>			
No round details for this item			
		<b>Actions -</b>	<b>Close</b>

**THANK YOU**