

MANUAL FOR ONLINE TRACKING SYSTEM FOR TENDER TRACKER

INTRODUCTION

Online tracking system for Tender Tracker is a web application developed by IT team, BSPTCL & NIC that captures the stages of tender from the date it is uploaded to the date it is awarded to the qualifying agency.

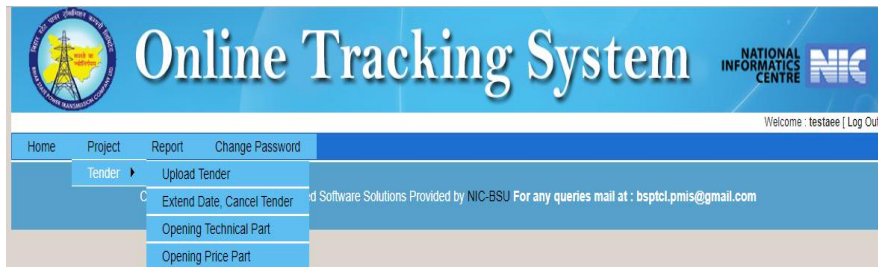
User Role

The critical stages related to the tender life cycle to be documented in the Tender tracker module by the respective AEEs.

STAGES:

Path: After logging into the OTS: Project>>Tender

On doing so, a dropdown menu lists the 4 broad stages:



1. **Upload Tender:** First stage where all details for uploading tender are fed into the system.
2. **Extend date/ Cancel Tender:** Second stage to be entered when tender gets extended or cancelled.
3. **Open Technical Part:** Third stage when the technical details of tender are entered along with TEC.
4. **Open Price Part:** Last stage when the price part & TEC details are fed into the system. The SPC, BoD & issuing of NOA details are also captured.

All these need to be filled in the respective sequence as listed by the user.

STAGE 1: UPLOAD TENDER

- **Path:** Project>> Tender>>Upload Tender
- All the details related to uploading of tender as NIT No, scheme, department, opening date and time etc needs to be filled. It may be noted that the NIT No. field is unique.

Upload Tender			
Application Date []:	13/12/2018 12:32:41	NIT No. []	<input type="text"/>
Scheme []:	--Select--	Department []:	--Select--
Uploading Date []	<input type="text"/>	Tender opening date and time[]	<input type="text"/> 1:00 AM
Estimated Cost[]	<input type="text"/>	Work Description []:	<input type="text"/>
ESEH []:	--Select--	EEE []:	--Select--
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	

- After filling the details and clicking SUBMIT button, the filled details can be seen in the dashboard below. User can click the “Edit” hyperlink to edit the details filled.

Tender Detail							
Sl. No.	NIT Number	Work Desc	Tender Uploading date	Last Opening date & time	Tender opening date & time	Tender Extension No	Edit Record
1	01/PR/BSPTCL/2020	test123	01-12-2018	09-12-2018, 4:00 PM	09-12-2018, 4:00 PM	0	

STAGE 2. EXTEND DATE/CANCEL TENDER

- **Path:** Project>> Tender>> Extend Date/ Cancel Tender
- If any tender gets extended or gets cancelled at this stage, then user needs to click this menu.
- All the tenders opened are listed. User needs to click the “Extend” hyperlink to extend the tender and “Cancel” hyperlink to cancel the tender.

Extend Date, Cancel Tender						
Sl. No.	NIT Number	Work Desc	Tender Floating date	Last Opening date & time	Tender Extension No	Action
1	25/PR/BSPTCL/2018	TESTING	01-11-2018	09-11-2018 06:02	1	Extend / Cancel
2	001/PR/2020	JHGJ	01-11-2018	02-11-2018 23:00	1	Extend / Cancel

- On clicking the “Extend” Hyperlink, the following screen would pop up.

Extend Date

Action Type : Extend Tender Back

NIT No. : 01/PR/BSPTCL/2020 Floating Date : 01-12-2018

Last opening date and time: 09-12-2018, 4:00 PM Tender Extension Count. 0

View Tender Extension History: [View Tender Extension History](#)

Extend Tender

Extended Date and Time: 1 00 AM

Remarks:

Submit

- The user needs to fill the new Extended date and time with optional remarks and click the “Submit” button. Tender Extension history for that respective tender can be seen by clicking the “View Tender Extension History” hyperlink. On doing so, the following screen would get displayed.

Tender History		
Extension No	Extended Date & Time	Extended Remarks
1	01-11-2018 12:00	test

The user could also cancel the tender by clicking the “Cancel” button. On doing so, the following page would appear. On clicking the cancel button, the tender would get cancelled.

Cancel Tender

Action Type : Cancel Tender Back

NIT No. : 96 Floating Date : 01-04-2018

Tender opening date and time: 01-05-2018 02:02 Tender Extension Count. 1

View Tender Extension History: [View Tender Extension History](#)

Cancel Tender

Cancel Tender

STAGE 3: OPEN TECHNICAL PART

Path: Project>>Tender>>Open Technical Part

All the tenders opened by the user gets displayed in the dashboard as below.

Tender Detail for Opening Technical Part							
Sl. No.	NIT Number	Work Desc	Scheme Name	Estimated Cost (in Rs.)	Last Opening date	No Of Extensions	Select Tender To Open
1	01/PR/BSPTCL/2020	test123	Special Plan (BRGF)	5000	01-12-2018	0	Select Tender
2	123123	1231231	State Plan	23	26-12-2018	0	Select Tender

User needs to click the “Select Tender” hyperlink” of the respective tender to open the technical part. The following dashboard would open on clicking the “Select Tender” hyperlink.

NIT No : 01/PR/BSPTCL/2020

T1: Opening Technical Part T2: Submission of Report to TEC T3: Approval Received From TEC

[Back](#)

Opening Technical Part

NIT No.	01/PR/BSPTCL/2020	Technical Part Opening Date : [*]	<input type="text"/>
No. Of agencies participated [*]	<input type="text"/>	Agencies participated [*]	None selected ▾
Remarks	<input style="width: 100%;" type="text"/>		
Submit			

There are 3 sub stages for processing the Technical Part of tender :-

- (i) T1: Open Technical part
- (ii) T2: Submission of report to TEC
- (iii) T3: Approval received from TEC

These above mentioned 3 stages need to be filled by the user in sequence.

- (i) **T1: Open Technical part**- The Technical Part opening date as well as participating agencies details need to be filled in this section. The user needs to fill in the number of participating agencies in the “No. of agencies participated” field and check the agencies participating from the “Agencies participated” dropdown check list. The user can also fill in relevant remarks and finally click the Submit Button.

Opening Technical Part

NIT No.	01/PR/BSPTCL/2020	Technical Part Opening Date : [*]	<input type="text"/>
No. Of agencies participated [*]	<input type="text"/>	Agencies participated [*]	None selected ▾
Remarks	<input style="width: 100%;" type="text"/>		
Submit			

The user can see the filled details as shown in the dashboard below. The user needs to click the “Edit Opened Technical Part” button to edit the filled in details.

No. Of agencies participated	5	Technical Part Opening Date	01-12-2018	Remarks	test123
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Participated Agencies List

Sl. No.	Agency Name	Remove
1	ABN Towers and Transmission Pvt. Ltd.	✖
2	Associated Power Structures Pvt. Ltd.	✖
3	Bajaj Electricals Ltd.	✖
4	Alstom (Project) GE	✖
5	Alstom (R&M) GE	✖

[Edit Opened Technical Part](#)

- (ii) **T2: Submission of report to TEC**- Once the details in the “T1: Open Technical part” gets filled, the T2 module gets enabled for filling. The user needs to fill the date the tender was

submitted to TEC with additional remarks if any and click the Submit button. The details filled could be seen in the dashboard below.

- (iii) **T3: Approval received from TEC-** After the details of date of submission to TEC gets filled; this module gets enabled for filling by the user. The date of approval received from the TEC needs to be filled along with number and details of qualifying agencies. The user needs to uncheck the disqualified agencies from the Participated Agency dropdown list so that this number matches with the no. of qualifying agencies.

4. STAGE 4: OPENING PRICE PART

All the tenders whose technical part has been processed in Stage 3 gets displayed here.

Tender Detail for Price Part									
Sl. No.	NIT No.	Work Desc	Scheme Name	Estimated Cost (in Rs.)	Last Opening Date & Time	No Of Extns.	Select Record	Cancel Tender	
1	01/PR/BSPTCL/2020	test123	Special Plan (BRGF)	5000	09-12-2018, 4:00 PM	0	Select	Cancel Tender	
2	123123	1231231	State Plan	23	11-12-2018, 5:45 AM	0	Select	Cancel Tender	

The user needs to select the respective tender whose price part needs to be opened for further processing.

The price part has basically 7 sub modules listed below which needs to be filled sequentially.

- Opening Price Part
- Submission to TEC
- Approval from TEC
- FC obtained on
- SPC meeting details

f. BOD meeting details

g. Award of Tender

- a. **Opening Price Part:** This is basically the first stage where the price part opening date along with price quoted by qualifying agencies and optional remarks need to be filled as displayed.

Opening Price Part		
Price Part Opened On : [*]	<input type="text"/>	Remarks
Price Part Opened On	Remarks	
Agencies Detail		
SI. No.	Agency Name	Price Quote
1	Bajaj Electricals Ltd.	<input type="text"/>
2	Kanti Prasad Mittal	<input type="text"/>
<input type="button" value="Save"/>		

The filled details can be filled in the dashboard below. The user is also free to edit the filled details by entering the details again.

- b. **Submission to TEC:** Once the previous step of filling the date of opening of Price Part gets filled, this module gets enabled for filling by the user. The date of submission of tender to TEC for price part evaluation with optional remarks needs to be filled here. The price quoted by agencies may be seen in the dashboard below.

Submission To TEC		
Submitted To TEC On : [*]	<input type="text"/>	Remarks
<input type="button" value="Submit"/>		
Submitted To TEC On	Remarks	
Agencies Detail		
SI. No.	Agency Name	Price Quoted
1	Bajaj Electricals Ltd.	2
2	ECI Engineering and Const Ltd	2
3	Gepdec Infratech Ltd.	2

- c. **Approval from TEC:** Once the previous step of date of submission to TEC gets filled, this module gets enabled for filling by the user. The date of approval by TEC along with optional remarks needs to be filled here. The price quoted by agencies may be seen in the dashboard below.

Approved Price Part		
Approval received from TEC on : [*]	<input type="text"/>	Remarks <input type="text"/>
Approval received from TEC on :	Remarks	
Agencies Detail		
Sl. No.	Agency Name	Price Quote
1	Bajaj Electricals Ltd.	<input type="text"/>
2	ECI Engineering and Const Ltd	<input type="text"/>
3	Gepdec Infratech Ltd.	<input type="text"/>
<input type="button" value="Save"/>		
<input type="radio"/> Award Tender <input type="radio"/> Send To SPC		

If the tender is awarded to the agency after this step, the user needs to click the “Award Tender” radio button as displayed below. This shall redirect the user to the last stage i.e. “Award Tender”. If tender is not awarded to any agency after this stage, the user then needs to fill the subsequent modules.

- d. **FC obtained on:** Once the previous step of date of approval from TEC gets filled and the tender is not awarded to any agency at that stage, then this module gets enabled for filling by the user. The date of Financial Concurrence along with optional remarks needs to be filled here. The filled details can be seen in the dashboard below.

FC Obtained On	
FC Obtained On	Remarks [*]
<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>	

- e. **SPC meeting details:** Once the previous step of date of financial concurrence gets filled, this module gets enabled for filling by the user. The date of meeting by SPC along with optional

remarks needs to be filled here.

SPC Meeting Details

SPC Meeting Held On	<input type="text"/>	Remarks [*]	<input type="text"/>
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SPC Meeting Held On		Remarks	
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Agencies Detail

Sl. No.	Agency ID	Agency Name	Price Quoted
1	9	Kanti Prasad Mittal	11
2	24	KEC International Ltd.	22
3	33	KEI Industries Ltd.	33

Award Tender Send To BOD

After this stage if the tender is awarded then the user can click the “Award Tender” radio button displayed below which would redirect the user to last stage i.e. “Award tender”. In case a BOD meeting is held, then the user needs to fill the details present in the next module i.e. “BOD meeting details” module.

- f. **BOD meeting details:** Once the previous step of date of SPC meeting held gets filled and if there is a need for BOD meeting, then this module gets enabled for filling by the user. The date of BOD meeting along with optional remarks need to be filled here.

BOD Meeting Details

BOD Meeting Held On	<input type="text"/>	Remarks [*]	<input type="text"/>
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- g. **Award of Tender:** This is the last stage to be filled by the user once the tender gets awarded. Tender details as NOA No., Issue date, Awarding agency, Awarding document and remarks need to be filled by the user.

Award Of Tender & NOA Details

NOA No.	<input type="text"/>	Issue Date	<input type="text"/>
Awarded To Agency [*]	Kanti Prasad Mittal	Awarding Document	<input type="button" value="Choose File"/> No file chosen
Remarks	<input type="text"/>		