

www.tenderwizard.com/KSCSC

User Guide for

Electronic Tendering System For Kerala State Civil Supplies Corporation Limited (Supplyco)

Hardware & Software Requirements

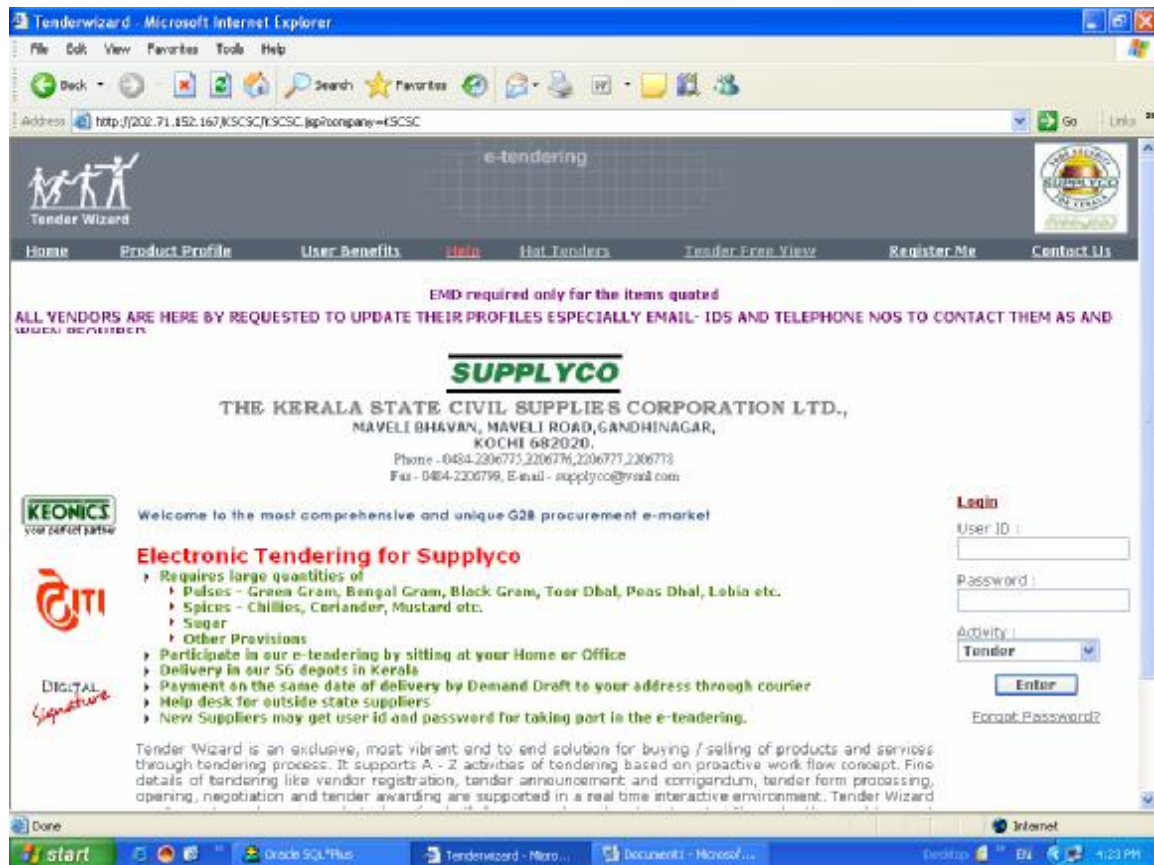
- ✓ Computer with Internet connectivity
- ✓ Microsoft Excel and Word for viewing and editing tender documents

Help

Bangalore (Keonics)
Kochi (Supplyco)

080 41287932, 080 40482000
0484 2260791

The home page of the tender site www.tenderwizard.com/KSCSC is as shown below.



For Registered users.

Users who have a user-id for the tender can login to the system by giving the user id and password in the respective boxes.

For New Registration as a Supplier

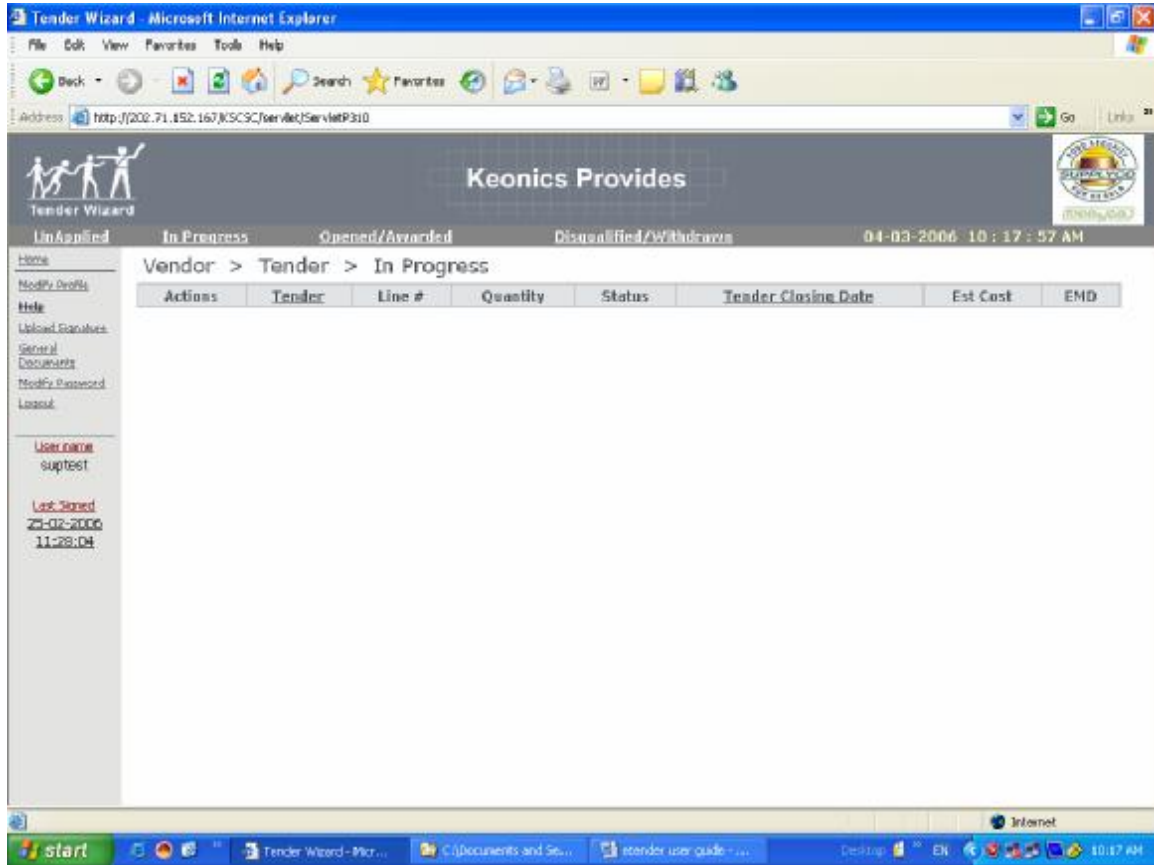
Those who are new to the tender site have to obtain their user id and password for getting into the tender activities. For getting the user id and password please follow the following sequence.

- Click on the [Register Me](#) button on the top of the home page. On clicking the Register Me button the following screen will appear.

- User id – The user id selected by the user can be given here. The user id entered here will be the user id to be used by the supplier/vendor in their subsequent log in to the tender system.
- The company name and other details should be filled correctly. The address given here will be used for the further communication with the supplier.
- Users who are using the Digital key should enter the digital key certificate no. Digital key users should select ‘Yes’ against **PKI Signature** and **PKI based Login** options.
- The business id will be a system generated string and the supplier/vendor need not fill anything here.
- In the COT option, supplier/vendor should select **KSCSC – general**
- After filling all details click on the Submit button.
- If the details entered by the supplier/vendor are accepted, a new screen will be shown with the user id and password allotted for the supplier/vendor.
- **Note down the user id and password correctly.**

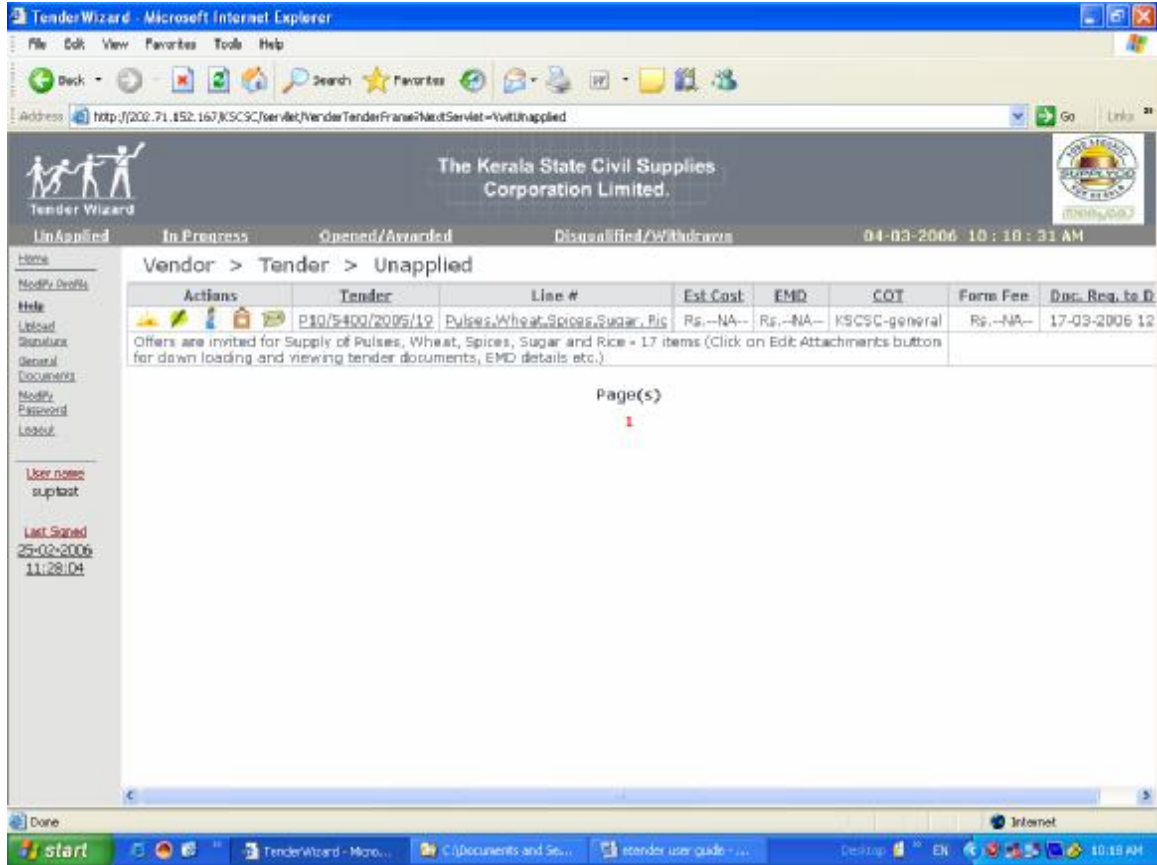
- Now the supplier can enter into the e-tendering system by giving the userid and password allotted to the supplier/vendor. If the supplier is logged in for the first time system will prompt to change the password.
- There is provision in the system to change the password of the user at any time. As a good practice change the password frequently. Changing the password frequently ensure that others will not steal your password.

When log in to the tender system for participating in the system, the following screen will appear.






Request for Tender Form

First supplier has to request for the tender forms. For this click on the **UnApplied** button. On clicking the UnApplied button the following screen will appear.



The screenshot shows a web browser window titled "Tender Wizard - Microsoft Internet Explorer". The address bar displays "http://202.71.152.167/KSCSC/ser/vlet/VenderTenderFrame?NextServlet=VvttUnApplied". The page header includes the logo of "The Kerala State Civil Supplies Corporation Limited." and a navigation menu with tabs: "UnApplied", "In Progress", "Opened/Awarded", and "Disqualified/Withdrawn". The current date and time are "04-03-2006 10:10:31 AM".

The main content area displays "Vendor > Tender > UnApplied". Below this is a table with the following columns: Actions, Tender, Line #, Est Cost, EMD, COT, Form Fee, and Dng. Req. to D.

Actions	Tender	Line #	Est Cost	EMD	COT	Form Fee	Dng. Req. to D
  	P10/S400/2005/10	Pulses,Wheat,Spices,Sugar,Ric	Rs.-NA--	Rs.-NA--	KSCSC-general	Rs.-NA--	17-03-2006 12

Below the table, there is a text description: "Offers are invited for Supply of Pulses, Wheat, Spices, Sugar and Rice = 17 items (Click on Edit Attachments button for down loading and viewing tender documents, EMD details etc.)".

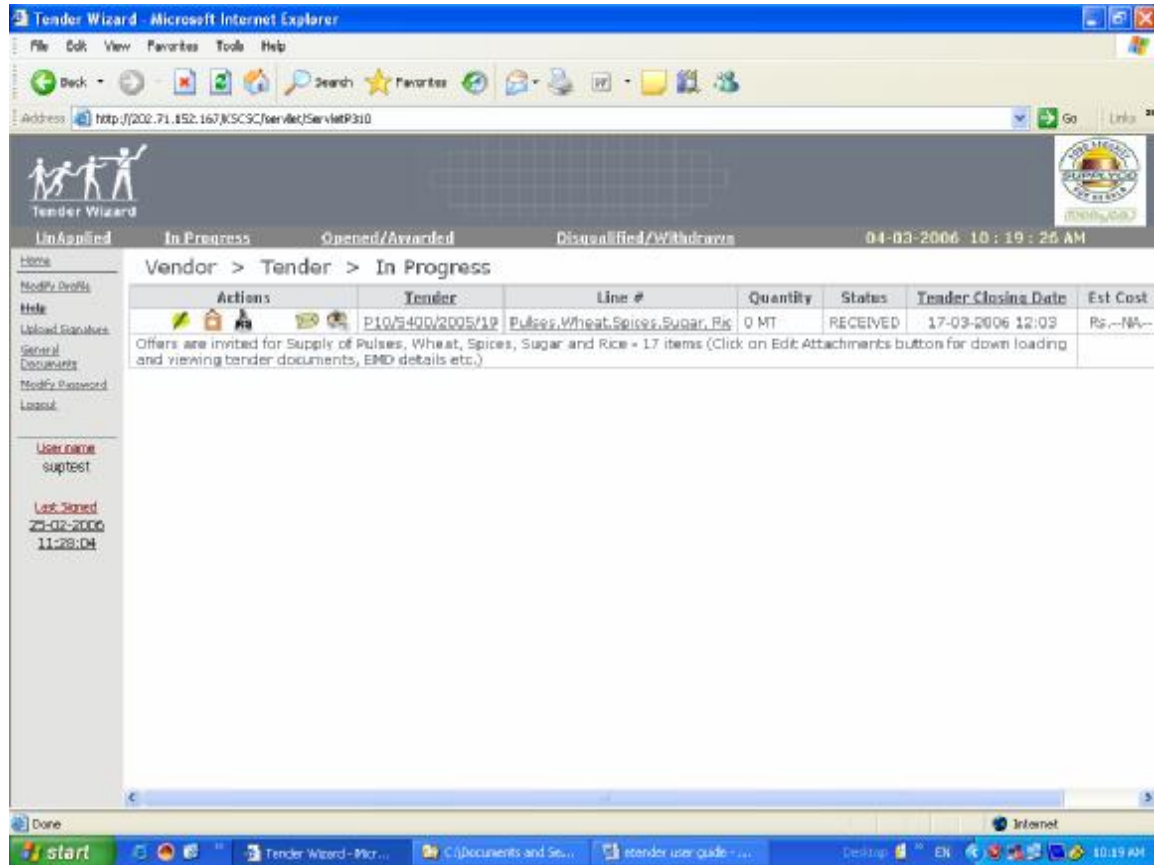
At the bottom of the page, it says "Page(s) 1".

The left sidebar contains navigation links: Home, Modify Profile, Help, Upload, Statutax, General, Documents, Modify, Password, Logout, User name: suphat, and Last Signed: 25-02-2006 11:28:04.

In the screen the tender announced by Supplyco will be shown. For applying for the tender click on the third icon shown in the Actions column. Once you click on the Request Tender Form icon the tender details will move to the In Progress stage and the details in the UnApplied screen will be vanished. (If you bring the mouse tip on the icons, the description of the icon will be shown)

Tender in Progress (Vendor -> Tender -> InProgress)

After clicking on the Request Tender Form icon, the supplier/vendor should click on the InProgress button for viewing, downloading and uploading the tender files. When click on the InProgress icon the following screen will appear.



The second icon in the Actions Column (**Edit Attachments**) is for viewing, downloading and uploading the tender documents. When you click on this icon the tender Documents will be shown in the screen.

Tender Documents.

All the tender documents is available for view and downloading to your local computer. The documents shown in red color are the documents which are to be downloaded, filled and uploaded by the supplier/vendor. For the documents shown in red color, there are two options given against each, one for downloading the document and one for uploading the document.

Click here to download Empty document. This option is for downloading the document to your local computer. While saving the empty document you should **not change the file name**. The name of the file you are downloading should be remembered. After downloading the required files you can disconnect the internet. After down loading the documents you should fill the downloaded documents. The filling of documents can be done at any time.

Click Here to Upload filled file. After filling the downloaded documents you should upload the filled documents. For uploading the documents you should log in to the tender site and select the **Edit Attachments** from the **In Progress Screen** (Same screen from where the empty documents are downloaded). Click on the **Click here to upload the file** for uploading the tender document. The system will ask you to select the file to upload. Utmost care should be taken to select the correct file for uploading. If you have changed the filename of the downloaded file, the system will not allow you to upload the file. Once you upload the documents the color of the line will change to the normal color. After uploading the required files, the vendor/Supplier should click on the **Submit Tender Form**, for submitting the tender. On clicking the Submit Tender Form the system will give a **token number** and the supplier/vendor should note down this token number. This token number is the proof for the successful submission of the tender.

The screenshot displays the 'Tender Documents' page in the Keonics Tender Wizard. The page shows a list of documents for a tender from 'The Kerala State Civil Supplies Corporation Limited'. The documents listed include Tender Notice, Terms and Conditions, Instructions, Schedule I - A,B,C,D, Schedule IV - Form of Warranty, Schedule III - Declaration, and Schedule II - Offer Sheet. The status for the last three documents is 'To Upload filled document.' and 'To Upload filled File.'. The page also features a 'Submit the Tender Form' button at the bottom.

Document Name	Follow these Steps	Status	Stage
Tender Notice	Click here to Optionally Download the File(B).	View only	TechnoCommercial
Terms and Conditions	Click here to Optionally Download the File(B).	View only	TechnoCommercial
Instructions	Click here to Optionally Download the File(B).	View only	TechnoCommercial
Schedule I - A,B,C,D	Click here to Optionally Download the File(B).	View only	TechnoCommercial
Schedule IV - Form of Warranty	Click here to Optionally Download the File(B).	View only	TechnoCommercial
Schedule III - Declaration	Click here to Upload filled File.	To Upload filled document.	TechnoCommercial
Schedule II - Offer Sheet	Click here to Upload filled File.	To Upload filled document.	Cost
Log Details	Click here to View Log.	View only	---
Click here to Attach	Additional Documents can be Optionally Uploaded.		

Please note that the tender will not be accepted, if you do not click on the **Submit the Tender Form**, after uploading the necessary files.

All the tender activities including downloading empty documents, uploading filled files and submission of the tender form should be completed **before the tender close time.**

Schedule I-E

The Schedule IE link given on the left side panel of the home page of supplier provides the graphical view of the commodity samples. The sample pictures include those which are acceptable as well as not acceptable by Supplyco. In the Schedule III – Declaration, the supplier has to put (tick) the sample number, of the sample in the Schedule IE, which will be supplied by the supplier.

How to see the rates quoted by other suppliers.

The tender will be opened by the Supplyco Officials, after the tender close time. Once opened the rates quoted by others is viewable to all the participants of the tender. For seeing the competitor bidder rates click on the Opened/Awarded button and then view the rates quoted by others by clicking on the Edit Attachment Button.

Purchase Order to Supplier/Vendor

The purchase order issued by Supplyco will be available in the **PO** link provided in the left side panel of the home page of the supplier.