TENDERWIZARD

eTendering / eProcurement / eAuction System

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OVERVIEW

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.

DISCLAIMER

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PREREQUISITES AT USER SIDE:

A. System configuration (Minimum):

Minimum P-IV Processor System, 40 GB HDD or above recommended, 512MB RAM and above. Internet Connection - Minimum of 512 Kbps Broadband connection

B. System Software's:

OS: Windows XP and above.
Browser: Microsoft Internet Explorer 7, 8 or 9, Google Chrome & Mozilla Firefox Version 4 and above.
Microsoft Office 2003 with MS Word and MS Excel
Utilities: Java Version 6 Update 30 and above (Depend on Operating System), Win-Zip, Win-Rar, Adobe Acrobat Reader, PKI Installation Driver for Digital Signature (Depend on Operating System & Token or Dongle Type)

INTRODUCTION TO THE BROWSER:

Click / Double Click to open the Microsoft Internet Explorer (This icon can be located on the Desktop of the computer). Type the website address www.tenderwizard.com/KSCSC in the address bar as mentioned above figure.

REGISTRATION PROCESS

Click “Register Me” shown in below figure.
Fill all the details in the form provided in below figure. Click “Create Profile” to obtain your User ID and Password. Note that during registration process do not type certain special characters like ~ ` # $ % & * ! ( ) ; / ? " : < > + - { } [ ] which are not allowed.

Once submit your profile, and then you have to upload some mandatory files.
New Vendors should upload these documents during registration in scan format **MANDATORILY TO COMPLETE THE VENDOR REGISTRATION PROCESS.**

Checklist Items
1. Name of Proprietor / Partner / Owner
2. Electoral ID card / PAN card of partner / owner
3. VAT registration
4. CST registration
5. RTGS / Bank Acs
6. Persons authorized to deal with us & in what capacity
7. Electoral ID card / PAN card of authorized persons

For enabling the user id, please contact suppylco office 0484 - 2206791.
After successfully registered and uploaded you will get the Registration Acknowledgement, you can take the printout for record purpose.

HOME PAGE DESCRIPTION:

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click “About KSCSC” to view the detailed information about “Kerala State Civil Supplies Corporation Limited”.</td>
</tr>
<tr>
<td>2</td>
<td>Click “Contact us” to view the details of helpline (Contact Addresses and Phone Numbers).</td>
</tr>
<tr>
<td>3</td>
<td>Click “Hot Tenders” to view the details of tenders which are due for submission on a particular day.</td>
</tr>
<tr>
<td>4</td>
<td>Click “Tender Free View” to view the details of all the authorized tenders which are due for request for free of cost.</td>
</tr>
<tr>
<td>5</td>
<td>Click “Register Me” to view the procedure of registration.</td>
</tr>
<tr>
<td>6</td>
<td>Click “New Vendor Registration Process / Help Manuals / Opened Tender Details” to view the Detailed Help Manuals, DSC Application Forms and Purchase Orders.</td>
</tr>
</tbody>
</table>

VIEW TENDERS FREE OF COST:
To download the tender notices and corrigendum free of cost from website, follow the steps given below:

Click “Tender Free View” on the home page.
Provide all or any one of the options like “Tender Number”, “Region / Location”, “Estimate Cost”, “Request Dates (from and to)”, “Tender Submission date” or “any key words from Tender Description”
Click “Submit” to view the results. A list of tenders shall appear on the screen.

Click to print the detailed Tender Notice.

Click to view the cost free documents.

LOGIN PROCEDURE:
Enter the given “User ID” in the box provided.
Enter the given “Password” in the box provided.
Click “Go” to login, the screen directs you to the PKI based login screen.
As a security purpose for a first login, the system automatically asks the user to change the password. Enter the Current, New & Confirm Password and then click “Submit” to update the new password. The user needs to login once again with the new password (note that User Id remains the same) which gives the user the authentication to the change of password.
Note: Digital Signature Certificate mandatory for login and bid submission. So without DSC can’t login.

Click “SELECT THE CERTIFICATE”. Select your Digital Signature Certificate (DSC) from the window as shown in below figure and click “Authenticate” to proceed.
Enter the DSC “PASSWORD” in the box provided. Click “OK”.

Click “LOGIN”.

Once again the system will ask you to enter the password (Website password) as shown in below. Enter your password and click “Enter” to proceed.
When the user login and enter the website, the tenders which are in “In Progress” status will be displayed as a default screen where all the applied tenders can be viewed.

To view the unapplied tenders, click “UnApplied”. If the tender is due for request, then a Blue Colour Icon will appear on the screen as displayed below:

A FEW ANNOTATIONS ON VARIOUS FEATURES:

The following screen explains the user about all the modules which are displayed once the user login into the system.

SEARCH ENGINE:

Click “Tender Search” to search the tenders which are available on the website. It provides you to search the tender’s with multiple options. You can search either with the tender number, description or dates such as request date, submission date or opening date.

MODIFY PERSONAL DETAILS:
**CHANGE PASSWORD:**

Users can modify the password at any time as shown in below figure. Minimum 8 characters are required. Password should contain Uppercase, Lowercase and Numbers.

*Note: Special characters are not allowed.*

![Modify Password](image)

**MODIFY PROFILE:**

Users are allowed to modify the existing profile such as address, phone number, fax number, email and other details.

**REQUEST FOR TENDER:**

Once successfully logged on, click on “UnApplied” to view the new tenders.

![Tender Wizard](image)

If the tender is due for request, then a “Blue colour” icon will appear on the screen as displayed below:

![Tender Wizard](image)

Once the user requested for the tender, he can access this tender through “In Progress” section and the status of the tender will be displayed as “Received”. The form fee (if applicable) has to be paid during submission of tender document.
SUBMISSION FOR TENDER:

Click “Edit attachment” to view / submit the tender documents under Tender Documents / Bid Documents / Corrigendum / Addendum Details tab which are received by the user as shown in below figure. You can view and download the documents like, Tender Notice, Instructions, Tender Form, Schedule IV etc., if any Corrigendum, Addendum Notices, Drawings, Schedule III Declaration & Offer Sheet.

Note: If user using with Internet Explorer version 6, tabs (Tender Documents / Bid Documents / Corrigendum / Addendum Details tab) will not display. So use IE 7, 8 or 9, Google chrome & Mozilla Firefox Version 4 and above.
DOWNLOADING OF SCHEDULE III DECLARATION & OFFER SHEET:

Click “Download” to download the blank Schedule III Declaration

Without changing the “File Name”, save on to the particular folder or Desktop of the computer
UPLOADING OF SCHEDULE III DECLARATION & OFFER SHEET:

Follow the below mentioned steps for uploading process. Click “Upload”, select the filled file which was already filled and saved in the same name.

Click “Click here to digitally sign and upload” to upload the filled Schedule III Declaration to the tender.

When clicked on “Click here to digitally sign and upload” if you not get “Browse” window, Please do the below mentioned IE browser settings.

1.
Internet Explorer → Tools → Internet Options → Security Tab → Internet → Custom Level →
Miscellaneous Include local directory path when uploading files to a server → Enable

2.
Internet Explorer → Tools → Internet Options → Security Tab → Trusted sites → Sites →
Add the URL of https://www.tenderwizard.com
And Uncheck the “Require server verification (https) for all sites in this zone”
When the user finishes with uploaded documents, the “Red Colour” will automatically turn to “Black Colour”. Click on “Submit the Tender Form” on the tender document screen.

**Note:** Same procedure for Offer sheet.

**Note:** If you want any changes in Uploaded documents, Click on “Detach” Update and upload the same once again.

If required, To attach the general documents which are already uploaded in “Document Library”, Click on “Attach”
CONFIRMATIONS ON TENDER SUBMISSION:

Once the Schedule III Declaration, Offer sheets and General documents (If required) etc. are uploaded, click “Submit the Tender Form” on the Tender Documents screen. Once they click on Submit the Tender Form, it will give warning ie, “Once you submit the form, you will not be able to make changes. Do you want to Continue” as shown in the below figure.

Then once the user submits by clicking on “OK”, the following confirmations shall appear as an authentication to the submission of the tender.
The above screen list out of the documents attached for the tender. “Submit” button will be activated only after selecting the check box for the condition given above. Click on “Submit”, the alert message will appear as “Are you sure want to submit the form?” shown in below figure.

Click on “OK”, acknowledgement screen will appear as shown in below figure. Preserve the printout of confirmation as a proof of submission.
In this acknowledgement, Name of the bidder, Bid control number and Bid submitted date & time is available.

ACKNOWLEDGEMENT COPY:

To get the acknowledgement of submitted tender, See the below figure and download the acknowledgement.

Note that the status of the tender will be changed as “Submitted”, once user click on the final submission button and edit attachment icon will changed from orange colour to green colour.
WITHDRAWAL OF TENDER:

In case, the vendor needs to withdraw his submitted bid, then click “Withdraw Icon” as shown below and provide reason for withdrawal and proceed. The tender will be moved to Disqualified / Withdrawal section. Once withdrawn the tender cannot be taken back.

OPENING EVENT - VIEW COMPETITOR’S BID SHEETS:

Vendors can view the opening event sitting at their own places using internet connection. The tender will be moved to Opened / Awarded section once it is opened by the tendering authority as shown in below figure. If the vendor is not disqualified then the status will be shown as “In the Race” as shown in below figure.

Click on  edit attachment icon, even competitor’s bids sheets can be downloaded from the website as shown in below figure.
**PURCHASE ORDERS:**

Purchase orders can be downloaded from the website as shown in below figure. Click on “PO”

![Purchase Orders](image1)

**DISQUALIFIED / WITHDRAWN TENDERS:**

The disqualified and withdrawn tenders are moved in to Disqualified / Withdrawn section. During these activities the reason for the same will be saved and can be retrieved as shown in below figure.

![Disqualified / Withdrawn Tenders](image2)
SUBMITTING EMD DETAILS (IF APPLICABLE)

To enter the EMD details, click “Update/Pay Now” and follow the steps below. If mode of payment is DD, then enter the DD number, date and enter the remarks like which bank you have paid.

Scan the EMD document and upload the site.
When the user finishes with Payment, the “Red Colour” will automatically turn to “Black Colour”.

**UPLOADING OF ADDITIONAL OR SUPPORTING OR GENERAL OR TECHNICAL DOCUMENTS (IF REQUIRED)**

In the left hand side menu click on “Documents Library”.

Click on “Upload Document” to upload new documents.
Select the file to be uploaded, enter the “Attach Name & Attach Description”. Select the “File Group” & Click on “Upload”.

Repeat step 2, 3 and 4 for uploading more files.

Note: This is one time uploading process. Document library is the database of your profile. Not necessary for uploading each and every tenders. You can attach these documents for all tenders.
ATTACHING GENERAL DOCUMENTS:

To attach the general documents which are already uploaded (refer steps to uploading of supporting documents explained above) follow the following steps:

Click on “Attach”

Select the required documents from the list and then click “Finish Selection” & “Attach” to add these documents to the particular tender as shown below in figure.

Now the general documents have been attached for particular tender.
CAUTIONS / WARNINGS:

**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 and Time Stamp are displayed as **ZERO**, it means that the user is still not submitted the tender form:

```
Tender Documents

Buyer : DEMOQP- Bangalore
UserID : test1
Description Of Work : Construction of Road No.1

Tender : Test Tender 19-12-2006
Line : 1
Token : 0
TimeStamp : 00:00:00

The tender form yet to be submitted.
```

Down load and save the “Technical Bid” & “Price bid” in the same name. Do not change the file names of any time. If the contractor is “DISQUALIFIED” from the tender, then the details of that tender can be found in “Disqualified/Withdrawn” section.

CONTACT US:

For any further clarifications / queries on e-Tendering:

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KOCHI - 9746118529
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BANGALORE - 080 - 40482126, 080 - 40482126, 9686196761