

***Procurement of Works NCB/ICB  
Using PPMO SBDs Template***

***Procurement of Works***

- Procurement Documents
  - Works– ICB
  - Works– NCB
    - Works - NCB Medium (30 million to 500 mil)
    - Works - NCB Small IA (between 6 million to 30 mil )
    - Works - NCB Small IIA (2 million to 6 mil)
  - Works Sealed Quotation (0.5 Million to 2 Million)
  - Works Pre-qualification

***Procurement Preparation Process***

***Step -1 Master Procurement Plan /Annual Procurement Plan***  
***( Creator -> Admin)***

***Step -2 Procurement Requisition Form***  
***(Creator -> Reviewer -> Approver)***

***Step-3 Procurement Document***  
***(Creator -> Reviewer -> Approver)***

***Step -4 Bid Opening Committee***  
***( Creator)***

***Step-4 Tender Addendum***  
***(Creator -> Reviewer -> Approver)***

***Step-5 Bid Opening***  
***( By Bid Opening Committee)***

3

***Procurement Document - Works –  
NCB/ ICB/SQ***

# Create Bid Document – Creator

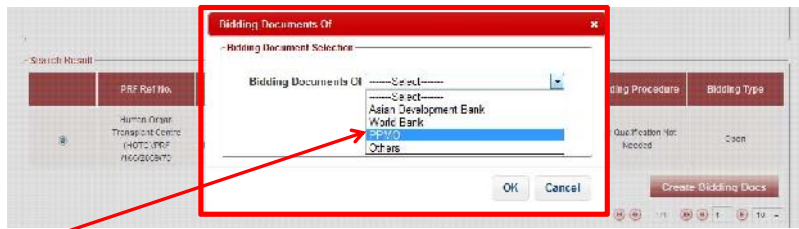
- Step 1 :- Login to System with Creator Role
- Step 2: - Create and Approve APP
- Step 3: - Based on Approved APP Create and Approve PRF
- Step 4 : Based on Approved PRF Create Bid Document
- Step 5: Create & Assign Bid Opening Committee
- Step 6: Download the Complete set of PDF Bid Document
- Step 7: Send for Reviewer

## Create Procurement Document – CREATOR

The screenshot shows a web application interface for procurement. At the top, there is a navigation bar with 'Home', 'Procurement Preparation', 'Procurement Execution', and 'Directory'. Under 'Procurement Preparation', there are sub-menus for 'Master Procurement Plan', 'Annual Procurement Plan', 'Procurement Requisition Form', and 'Procurement Enclosed'. A 'Create' button is highlighted with a red box, and an arrow points to it with the label 'Step - 1 Click on Create'. Below this is a 'Pending Task' section with buttons for 'Create' and 'View'. Under 'Procurement Execution', there are buttons for 'No of Pending Task' and 'No of Pending Task'. Below this is a 'Procurement Enclosed' section with 'Create', 'Edit', and 'View' buttons. Below the navigation bar is a search bar for 'PRF'. The search results table has the following columns: 'PRF Ref No.', 'Title', 'Procurement Category', 'Procurement Method', 'Estimated Procurement Cost', 'Bidding Procedure', and 'Bidding Type'. A record is highlighted with a red box, and an arrow points to it with the label 'Step - 2 Select the Approved APP'. The record has the following values: 'PRF Ref No.' is blank, 'Title' is 'Purchase Order', 'Procurement Category' is 'Procurement', 'Procurement Method' is 'MFR', 'Estimated Procurement Cost' is '\$070000.00', 'Bidding Procedure' is 'Pre Qualification Bid', and 'Bidding Type' is 'Open'. A 'Create Bidding Docs' button is highlighted with a red box, and an arrow points to it with the label 'Step - 3 Click on Create Bidding Docs'.

PRF Ref No.	Title	Procurement Category	Procurement Method	Estimated Procurement Cost	Bidding Procedure	Bidding Type
	Purchase Order	Procurement	MFR	\$070000.00	Pre Qualification Bid	Open

**Selection of Template in Procurement Creation - ONLINE**



Click on PPMO for Online Bidding Document Creation and click on OK

**PPMO SBD Template (Work NCB) - ONLINE**

Did Status : \_\_\_\_\_ Publisher Of Procurement Entity \_\_\_\_\_

Section Summary

Click on Bid Schedule & Create it

Sl No.	Section Title	Status
1	Cover Page	—
2	Upload Abbreviation	—
3	Invitation of Bids	—
4	Section I - Instruction to Bidder	✓
5	Section I - Bid Form Sheet	—
6	Section III - Forms & Qualification Criteria	✓
7	Section IV - General Conditions of Contract	✓
8	Section V - Special Conditions of Contract	—
9	Section VI - Specifications	—
10	Section VII - Billings	—
11	Section VIII - Bill of Materials	—
12	Section IX - Example Form of Subcontract	✓
13	Upload Additional Documents	—

### 1. Bid Schedule

Enters /modifies the details. System validates the details and navigates to Dashboard. Status is updated in the Table for the Bid Schedule Section.

#### **Bid Schedule Validation**

1. Sealed Quotation  $\geq$  15 days
2. NCB  $\geq$  30 days
3. EOI  $\geq$  15 days
4. RPF  $\geq$  30 days
5. ICB  $\geq$  45 days
6. PQ  $\geq$  30 days

### 1. Cover Page - Online

## 2. Abbreviation – PDF Upload

**User (Creator):** user clicks on the link 'Upload Abbreviation' and uploads document. It is basically an upload operation.

## 3. Invitation of Bids – PDF Upload

A window pops up wherein user can enter Bid fees and upload document. Click on the Upload option in the pop-up window and selects the Invitation of Bids document already prepared in Pdf format.

### **Bid Document Fee (PPR C 48)**

1. >10 Lakh <=60 Lakh = NRs. 1000
2. >60 Lakh <= 6 Crore = NRs. 3000
3. >6 Crore <= 10 Crore = NRs. 5000
4. >10 Crore <= 25 Crore = NRs. 6000
5. >25 Crore = NRs. 10,000

### Section I - Instruction to Bidders

Auto populates this section with uploading document from the master list of documents.

Sl No.	Section Title	Status
1	<a href="#">Cover Page</a>	<input checked="" type="checkbox"/>
2	<a href="#">Upload Abbreviation</a>	<input type="checkbox"/>
3	<a href="#">Invitation of Bids</a>	<input type="checkbox"/>
4	<a href="#">Section I - Instruction to Bidder</a>	<input checked="" type="checkbox"/>

Download Document ✖

Document Name	View
Instruction to Bidder	<a href="#">View</a>

### Section II Bid Data Sheet

Enter/Modify the details in the data fields wherein some of the fields are populated from earlier step if applicable.

Bid Data Sheet

Bid Data Sheet Medium

The Employer is:

The Works are:

IBS 1.1

The Intended Completion date is:

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The name of the Project is:

IBS 2.1

The Development Partner (DP) is:  Applicable  Not Applicable

The implementing agency is:

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Bidder's Eligibility Requirements are:

- a) Up to date Firm/Company Registration Certificate
- b) Business Registration License
- c) MSME and PAN Registration Certificate

### Section III Forms & Qualification Criteria

Sl No.	Section Title	Status
1	<a href="#">Cover Page</a>	<input checked="" type="checkbox"/>
2	<a href="#">Unbond Advertisement</a>	<input type="checkbox"/>
3	<a href="#">Invitation to Bid</a>	<input type="checkbox"/>
4	<a href="#">Section I - Instruction to Bidder</a>	<input type="checkbox"/>
5	<a href="#">Section I - Bid Data Sheet</a>	<input type="checkbox"/>
6	<a href="#">Section II - Forms &amp; Qualification Criteria</a>	<input checked="" type="checkbox"/>

Download Document	
Document Name	View
Bid	<a href="#">View</a>
Qualification Information	<a href="#">View</a>
Letter of Intention to Award	<a href="#">View</a>
Letter of Acceptance	<a href="#">View</a>
Agreement	<a href="#">View</a>

### Section IV - General Conditions of Contract

System Auto populates this section with uploading document from the master list of documents.

Sl No.	Section Title	Status
1	<a href="#">Cover Page</a>	<input checked="" type="checkbox"/>
2	<a href="#">Unbond Advertisement</a>	<input type="checkbox"/>
3	<a href="#">Invitation of Bid</a>	<input type="checkbox"/>
4	<a href="#">Section I - Instruction to Bidder</a>	<input type="checkbox"/>
5	<a href="#">Section I - Bid Data Sheet</a>	<input type="checkbox"/>
6	<a href="#">Section II - Forms &amp; Qualification Criteria</a>	<input checked="" type="checkbox"/>
7	<a href="#">Section IV - General Conditions of Contract</a>	<input type="checkbox"/>

Download Document	
Document Name	View
General Condition of Contract	<a href="#">View</a>



### Section VII Special Conditions of Contract

Special Conditions of Contract

1.1 The Site is located at:  and is defined in Drawing No:

The Owner Agency refers:  and the credit/agent refers to:

The employer is:

The employer's Representative is:

The intended Completion Period is:

The Project Manager's Name is:  [name, address, and name of authorized representative]

The name and identification number of the Contract is:

The Works consist of:

The Start Date shall be:

### Section VI – Specification

Sl.No.	Section Title	Status
1	<a href="#">Scope Base</a>	✓
2	<a href="#">Liquidation</a>	✓
3	<a href="#">Assignment of Risk</a>	✓
4	<a href="#">Section 14 - Attached to Letter</a>	✓
5	<a href="#">Section 15 - Bid Data Sheet</a>	✓
6	<a href="#">Section 16 - Form &amp; Qualification Criteria</a>	✓
7	<a href="#">Section 17 - Contract Conditions of Contract</a>	✓
8	<a href="#">Section 18 - Special Conditions of Contract</a>	✓
9	<a href="#">Section 19 - Special clauses</a>	✓

Upload Document

Upload Document

Sl.No	Document Title	Action
<div style="background-color: #e67e22; color: white; padding: 2px; font-weight: bold; display: inline-block;">Upload document</div>		
	Upload <input type="button" value="Browse..."/> No file selected.	<input type="button" value="Close"/>
	Name <input type="text"/>	
	Description <input type="text"/>	
<input type="button" value="Upload"/> <input type="button" value="Done"/>		

### Drawings

The screenshot shows a web application interface for uploading documents. A main window titled "Upload Document" is open, and a smaller "Upload document" dialog is also open. The dialog shows a PDF icon, a "Browse..." button, and the filename "DETAILS TYPICAL.pdf". The "Name" field contains "DETAILS TYPICAL" and the "Description" field is empty. There are "Upload" and "Done" buttons at the bottom of the dialog.

### Section VII – BOQ

Section VII - Bill of Quantities

Bill of Quantities

Item No.	Description	Unit	Quantity	Rate	Rate in Words	Amount
1	Camp Facility (Working Table & class 5 shelves, 1100x1100, 1100x1100)	set	20			
2	CP glass shelf partition, square or equiv.	set	10			
3	Chrome plated steel (mechanical)	set	20			
4	CP Form desk 1100mm long, 1000mm wide	set	10			
5	Hand dryer with complete accessories	set	20			
A	618 Amps combined Shocked, flush type CBS New wired, 5 in wire of 600v to al complete	set	10			

Submit Export to Excel Import from Excel

**Section VII – BOQ**

SI No.	Section Title	Status
12	<a href="#">Section X - Security Form of Securities</a>	<input checked="" type="checkbox"/>
13	<a href="#">Upload Additional Documents</a>	<input type="checkbox"/>

Document Name	View
Bid Security	<a href="#">View</a>
Performance Bank Guarantee	<a href="#">View</a>
Bank Guarantee for Advance Payment	<a href="#">View</a>

**Upload Additional Documents**

Selects the Upload option in the pop-up window and selects the additional document to be uploaded from appropriate location on his computer, then clicks on Done Option.

Upload Document

Upload Document

SI.No	Document Title	Action
<div style="border: 1px solid red; padding: 5px;"> <p>Upload document</p> <div style="display: flex; align-items: center;"> <div> <p>Upload <input type="button" value="Browse"/> No file selected.</p> <p>Name <input type="text"/></p> <p>Description <input type="text"/></p> <p><input type="button" value="Upload"/> <input type="button" value="Done"/></p> </div> </div> </div>		

### Bid Opening Committee – Creator

Directory > Bid Opening Committee > Create

Private Entry User List

Select	Sl No.	Name of Authorized Person	PE / Department Name	Designation	Contract No.	Email Id
<input type="checkbox"/>	229	Chandra Kumar Rai	Tribhuvan University Teaching Hospital (TUTH)	Director	10123456789	chandra_kumar@yahoo.com
<input checked="" type="checkbox"/>	210	Darius Deu	Tribhuvan University Teaching Hospital (TUTH)	...	...	deu123nepal@gmail.com
<input checked="" type="checkbox"/>	211	Chandana Bishar	Tribhuvan University Teaching Hospital (TUTH)	...	...	chandra_bishar@yahoo.com
<input checked="" type="checkbox"/>	242	Damodar	Tribhuvan University Teaching Hospital (TUTH)	...	...	damodar123nepal@gmail.com

**Alert**  
At least One member should belongs to same PL

Add Bid Opening Committee

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Public Entry User List

Select	Sl No.	Name of Authorized Person	PE / Department Name	Designation	Contract No.	Email Id
<input checked="" type="checkbox"/>	111	Ravindra Revaneri Ray	HPODBC	Engineer	9811733081	rrevaneri2008@yahoo.com
<input checked="" type="checkbox"/>	112	Ish Jhama	Human Organ Transplant Centre (HOTC)	Computer Operator	914000006	ish.khatiwada@gmail.com
<input checked="" type="checkbox"/>	113	Dr. Jular Shrestha	Human Organ Transplant Centre (HOTC)	Executive Director	914000018	ish.khatiwada@gmail.com
<input checked="" type="checkbox"/>	114	Laxendra Ghimre	Human Organ Transplant Centre (HOTC)	Account Officer	914000006	ish.khatiwada@gmail.com
<input checked="" type="checkbox"/>	115	Nimesh Lamichane	Human Organ Transplant Centre (HOTC)	Section Officer	914000006	ish.khatiwada@gmail.com
<input checked="" type="checkbox"/>	110	Dr. Jula K. Kafle	Kathmandu Metropolitan City Office	sao	4241910	kafledj@gmail.com

### Sending Bid Document for Reviewer

Section Summary

Sl No.	Section Title	Status
1	Cover Page	<input checked="" type="checkbox"/>
2	Unlawful/Illegal	<input checked="" type="checkbox"/>
3	Invitation of Bids	<input checked="" type="checkbox"/>
4	Section I - Instruction to Bidders	<input checked="" type="checkbox"/>
5	Section I - Bid Data Sheet	<input checked="" type="checkbox"/>
6	Section II - Forms & Conditions of Contract	<input checked="" type="checkbox"/>
7	Section IV - General Conditions of Contract	<input checked="" type="checkbox"/>
8	Section V - Special Conditions of Contract	<input checked="" type="checkbox"/>
9	Section VI - Specifications	<input checked="" type="checkbox"/>
10	Drawings	<input checked="" type="checkbox"/>
11	Section VII - Bill of Materials	<input checked="" type="checkbox"/>
12	Section VIII - Sample Form of Securities	<input checked="" type="checkbox"/>
13	Upload Additional Documents	<input type="checkbox"/>

Verify if all the sections are complete with valid data

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Other Details

Assign the Bid Opening Committee

Qualified/Shortlisted List: 0  
 Bid Supplement: 0  
 Procurement Download: 0  
 Bid Opening Committee: 0

Select Reviewer: [Select Reviewer] [Send For Review] [Download Procurement Documents]

Select the reviewer for this procurement Activity and send for Review

Download & Verify the Complete Set of Bid Document in PDF Format Review

## Review Bid Document – Reviewer

**Step 1 :- Login to System with Reviewer Role**

**Step 2 :- Select pending Task**

**Step 3: Review online or Download the Complete set of Bid Document for review**

**Step 4 : Delegate/Reject/Send for Modification / Send for Approval**

### Bid Document Review - Reviewer

**User (Reviewer):** Log in to his dashboard, reviews the details, selects the approver and click on the Send for Approval (if it is ready to be send for approval)

Home Procurement Preparation Procurement Execution

Click on Pending Task

Pending Task Summary

Category Of Pending Task	No Of Pending Task
Work/NCB Review	1

Bid Details List

IFP No.	Title	Procurement Category	Procurement Method	Bidding Procedure	Bidding Type	View
27/NDUP/10/102809/0	US/INDIA/IND/102809/0	Works	NDU	Pre Qualification Bid	Open	

Click on View to View Details of this Procurement Activity.

**Bid Document Review - Reviewer**

[Bid Details](#) | [Bid Status - Approval Awaited](#) | [Public Key Of Procurement Entry](#)

Section Summary

Sl No.	Section Title	Status
1	<a href="#">Cover Page</a>	[X]
2	<a href="#">Upload Attestation</a>	[X]
3	<a href="#">Submission of Bids</a>	[X]
4	<a href="#">Section - Information on Bidder</a>	[X]
5	<a href="#">Section - Bid Data Sheet</a>	[X]
6	<a href="#">Section - Form &amp; Qualification Criteria</a>	[X]
7	<a href="#">Section - Scope, Conditions of Contract</a>	[X]
8	<a href="#">Section - Special Conditions of Contract</a>	[X]
9	<a href="#">Section - Specifications</a>	[X]
10	<a href="#">Bidding</a>	[X]
11	<a href="#">Section - Bill of Materials</a>	[X]
12	<a href="#">Section - Sample Form of Contract</a>	[X]
13	<a href="#">Upload Additional Documents</a>	[X]

Order Details

Qualified Non-qualified List	0	Bid Supplement	0
Link Document Download	11	Link Opening Comments	1

Comments

Send for Approval

Select Action: **Send for Approval** | Select User: **Dr.Pulak Ghoshal, Executive Director**

Click to Download the Bid Document in PDF format

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## Approve Bid Document – Approver

**Step 1 :- Login to System with Approver Role**

**Step 2 :- Select pending Task**

**Step 3: Download the Complete set of Bid Document**

**Step 4 : Delegate/Reject/Send for Modification / Approve**

## Bid Document Approval – Approver

User (Approver): Log in to his dashboard, reviews the details, selects the approver and click on the Approve (if it is ready to be approved)

Home Procurement Preparation Procurement Execution Directory

Pending Task Summary

Category Of Pending Task	No. Of Pending Task
Work/LOI Approval	1

**Click on Pending Task to View Details of Procurement Activities**

Bid Details List

IFP No.	Title	Procurement Category	Procurement Method	Bidding Procedure	Bidding Type	View
201420011-105970	Supply, Installation, Maintenance of Machine	Goods	NCF	Pre-qualification Not Needed	Open	<a href="#">View</a>

**Click on View to View Details of this Procurement Activity.**

## Bid Document Approval- Approver

Bid Details Approval Available Bid No. 201420011-105970

Section Summary

Sl. No.	Section Title	Status
1	Cover Page	✓
2	Approval/Authorization	✓
3	Application of Bids	✓
4	Section I - Instructions to Bidders	✓
5	Section II - Bid Data Sheet	✓
6	Section III - Forms & Qualification Criteria	✓
7	Section IV - General Conditions of Contract	✓
8	Section V - Special Conditions of Contract	✓
9	Section VI - Attachments	✓
10	Insurance	✓
11	Section VII - Bid List/Attachments	✓
12	Section VIII - Sample Form of Bid/LOI	✓
13	Upload Additional Documents	✓

**Verify the Bid Schedule before Approving, because procurement notice along with procurement document will be automatically published on Scheduled Time.**

Other Details

Qualified/Shortlisted List	0	Bid Document	0
Total Document Download	0	Bid Opening Committee	1

Approved

Commented

Select Action:  Select User:

**Click to Download the Bid Document in PDF format**

**Click to View all History for this procurement Activity** [Show History](#)

**Bid Supplement Creation - Creator**  
*Procurement Execution > Bid Supplement > Create*

<b>Name:</b> Procurement Preparation    Procurement Execution    Directory			
<b>General Details</b>			
IFD No.:	PFMD/20142009/70	Title of Bid:	Supply Installation Items/analysis Machine Name of Public Child
			Public Procurement Monitoring Office
<b>Create Bid Supplement</b>			
Type of Bid Supplement:	Amendment	Title of Bid Supplement:	Change in Specification
Publication Date of Bid Supplement:	21-04-2015	Bid Supplement Distribution List:	-No List Found-
Required Change in Bid Schedule:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Upload Additional Document:	<input type="button" value="Upload"/>
<b>Bid Schedule</b>			
Pre bid Meeting:	<input checked="" type="radio"/> Chail <input type="radio"/> Chail not	Bid Publication Date:	21-04-2015 10:00
Classification Criteria Date:	21-04-2015 17:00	Pre Bid Meeting Date:	06-05-2015 10:00
Bid Submission Date:	21-05-2015 12:00	Bid Opening Date:	21-05-2015 14:00
Select Reviewer:	Select Reviewer -Select Reviewer- 2014 K. Subramanyam, 430-VIP-W-HR	<input type="button" value="Send For Review"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="button" value="Show History"/>			

**Procurement Document – Works - Pre-Qualification(PQ)**



## Procurement Document – Works - Pre-Qualification(PQ)

**Step 1:- Create & Approve APP along with the following details:**  
 - Procurement Category – Works  
 - Procurement Method – NCB/ICB

**Step 2 :- Create & Approve PRF with following details :**  
 - Bidding Procedure :- PQ Needed  
 - Bidding Type :- Open

**Step 3 :- Create & Approve PQ Procurement Document**

**Step 4:- Open the Bid at Bid Opening date & time**

**Step 5:- Evaluate the Bid Manually**

**Step 6 :- Create the List of Qualified Contractors**

**Step 7:- Issue the Bid Document to those Qualified Contractors**

## Procurement Document - Works – PQ

- Approve the PRF with following Parameter

**Step -1 Select Bidding Procedure as PQ Needed**

**Step -2 Select the Appropriate Bidding Type**

S.No	Status	Title of Goods/Services/Work *	Date Submitted in Hours	Date of Approval of Estimated Cost*	Estimated Cost*	Procurement Method/Procedure*	No. Packs
1	Approved	Re-construction of Physical Building	09-05-2015	09-05-2015	1000000.00	NCB	1

Buttons: Cancel, Save, Print, Send for Monitor



### Procurement Document - Works – PQ

- Users will navigate to Works **Prequal Procurement document creation dashboard**.

Step 1 :- fill-in "Bid Schedule". Once Bid Schedule is filled, other sections will be enabled.

**Bid Schedule** Bid Status: Public Key Of Procurement Entity

Section Summary

Sl No.	Section Title	Status
1	Cover Page	<input type="checkbox"/>
2	Upload Abbreviation	<input type="checkbox"/>
3	Upload for Prequalification	<input type="checkbox"/>
4	Section I - General Instruction to Applicant	<input checked="" type="checkbox"/>
5	Section II - Particular Instruction to Applicant	<input type="checkbox"/>
6	Letter Of Application & Information Form	<input checked="" type="checkbox"/>
7	Upload Additional Documents	<input type="checkbox"/>

Other Details

Qualified/Shortlisted List	0	Bid Supp oment	0
Total Document Download	0	Total Opening Committee	0

Step -2 Complete all sections with valid data

Step 3 :- Once all the sections are completed, Create & Assign BOC

### Create Qualified List

- Manually evaluate the submitted bids for this procurement activity
- Create the Qualified List

Directory -> Qualified/Shortlisted List -> Create

Step 1 Search Bidders

Search Bidder

Organization Name:  Category of Interest: Civil Works

Country: -Select One- Form of Organization: -Select One-

Organization Type: -Select One- Specialization: Building Construction

**Search**

Create Qualified/Shortlisted List

Select	Serial No.	Name Of Organization	Address
<input type="checkbox"/>	1	LJC Nepal	Gandhara Marg, Gandhara, Kathmandu, Nepal
<input type="checkbox"/>	2	Metro-Vibes Pvt. Ltd	Treasa Tower

**Add to Qualified/Shortlisted List**

Step 2 :-Select & Create the Qualified List

### Preparing Bid Document

- If there is PQ, no need Create APP and PRF again.
- Create the procurement document
  - Procurement Preparation -> Procurement Document -> Create*
- Once you click on create, you will find the page as below

Search Result

	PRF Ref No.	Title	Procurement Category	Procurement Method	Estimated Procurement Cost	Bidding Procedure	Bidding Type
	Human Organ Transplant Centre (HOTO) PRF /179/2008/70	Reconstruction of Physical Building	Works	NCB	1,000,000.00	Pre-Qualification Based	Pre-qualified

**Create Bidding Docs**

Click on Create Bidding Docs & Select PPMO From the pop-up

### Preparing Bid Document

- Based on Procurement Method and Estimated Cost section of procurement document will be display
- Follow the similar procedure and cycle as NCB/ICB Procurement

Section Summary

Sl No.	Section Title	Status
1	Cover Page	<input type="checkbox"/>
2	Upload Abbreviation	<input type="checkbox"/>
3	Invitation of bids	<input type="checkbox"/>
4	Section I - Invitation to Tender	<input checked="" type="checkbox"/>
5	Section II - Bid Data Sheet	<input type="checkbox"/>
6	Section III - Form & Qualification Criteria	<input checked="" type="checkbox"/>
7	Section IV - General Conditions of Contract	<input checked="" type="checkbox"/>
8	Section V - Special Conditions of Contract	<input type="checkbox"/>
9	Section VI - Specifications	<input type="checkbox"/>
10	Section VIII - Drawings	<input type="checkbox"/>
11	Section VIII - Bill of Materials	<input type="checkbox"/>
12	Section IX - Register Prices of Materials	<input checked="" type="checkbox"/>
13	Upload Additional Documents	<input type="checkbox"/>

Complete all sections with valid data

Other Details

Qualified Short-list	0	Bid Supplement	0
Total Documents Download	0	Bid Opening Committee	0

Assign the Qualified Contractors List So that only those qualified contractors can submit the bids for this procurement

Step 3 :- Once all the sections are completed, Create & Assign BOC