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)

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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

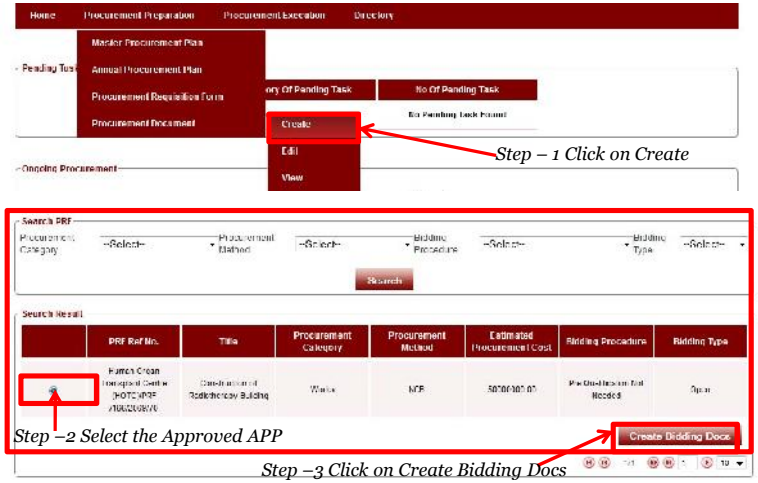
Step 4 : Based on Approved PRF Create Bid Document

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



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

Click on Bid Schedule & Create it

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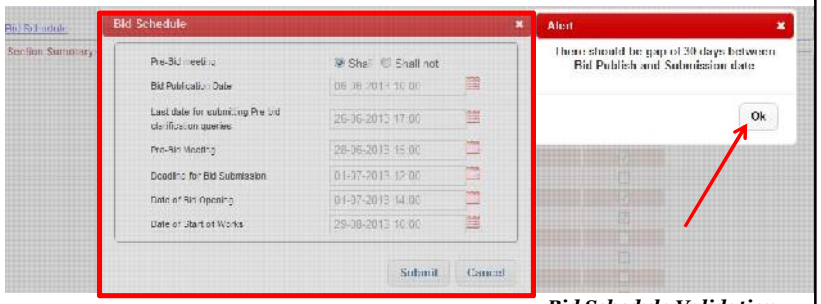
1. Bid Schedule

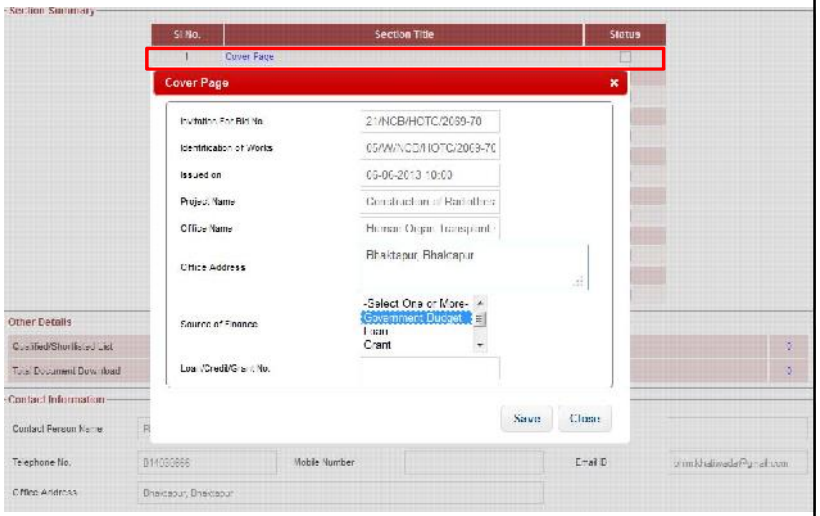
Enters /modifies the details. System validates the details and navigates to Dashboard. Status is updated in the Table for the Bid Schedule Section.



Bid Schedule Validation

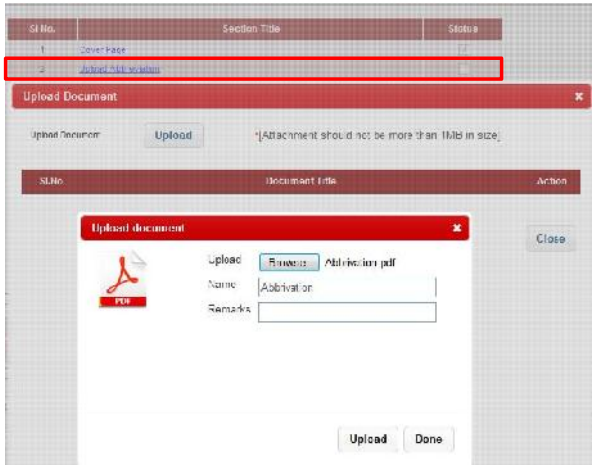
1. Sealed Quotation >=15 days
2. NCB >=30 days
3. EOI >=15 days
4. RPF >=30 days
5. ICB >=45 days
6. PQ >=30 days

1. Cover Page - Online



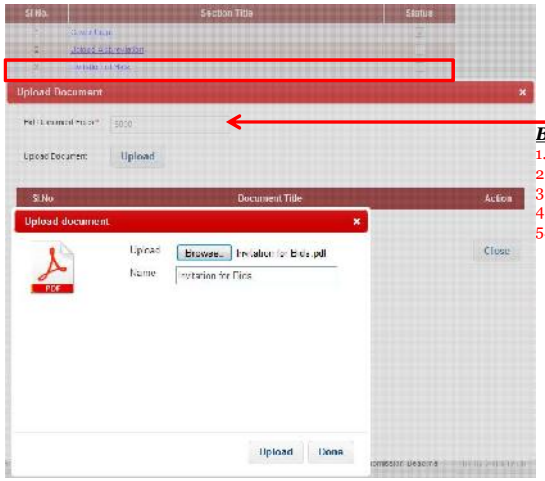
2. Abbreviation – PDF Upload

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)

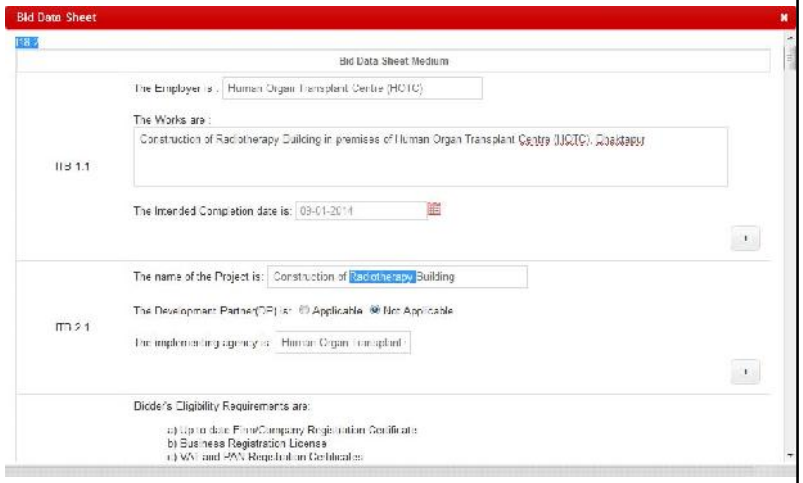
1. >10 Lakh <=60 Lakh = NRs. 1000
2. >60 Lakh <= 6 Crore = NRs. 3000
3. >6 Crore <= 10 Crore = NRs. 5000
4. >10 Crore <= 25 Crore = NRs. 6000
5. >25 Crore = NRs. 10,000

Section I - Instruction to Bidders

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

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.

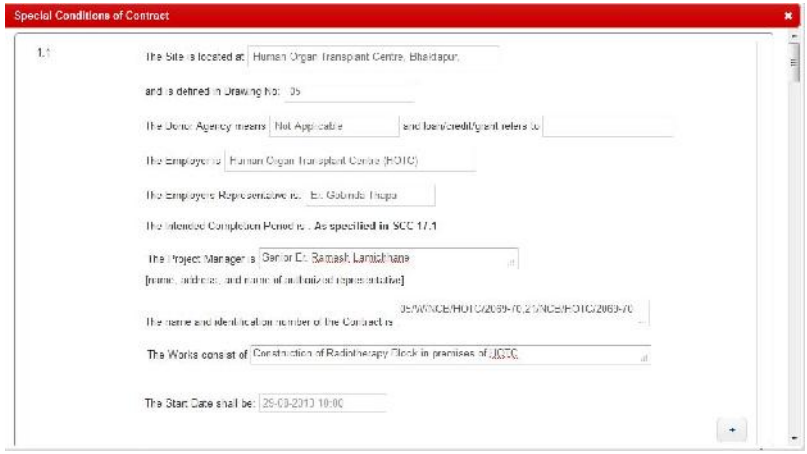


Section III Forms & Qualification Criteria

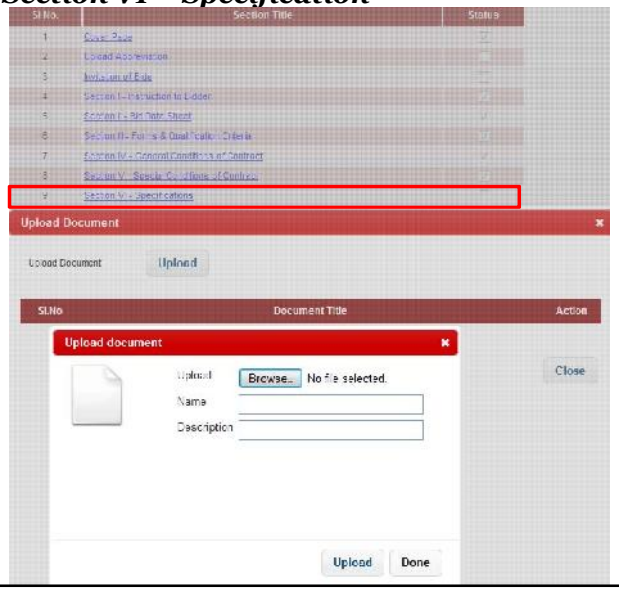
Section IV - General Conditions of Contract

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

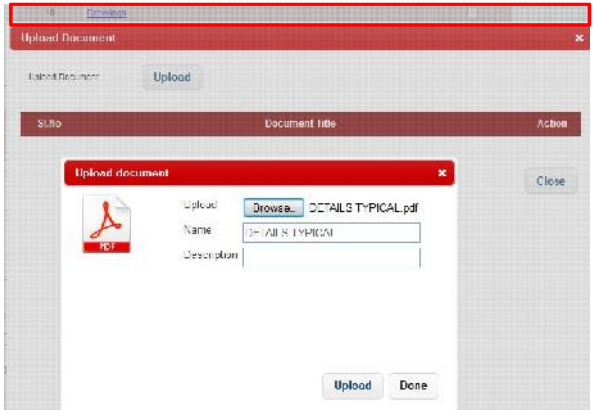
Section VII Special Conditions of Contract



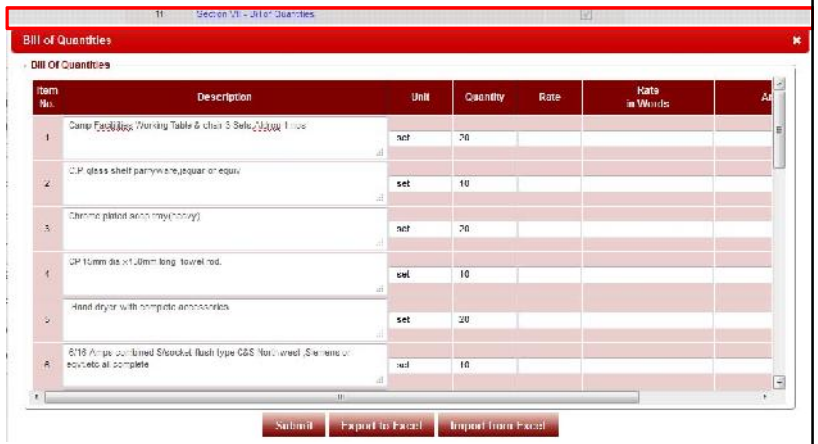
Section VI – Specification



Drawings



Section VII – BOQ



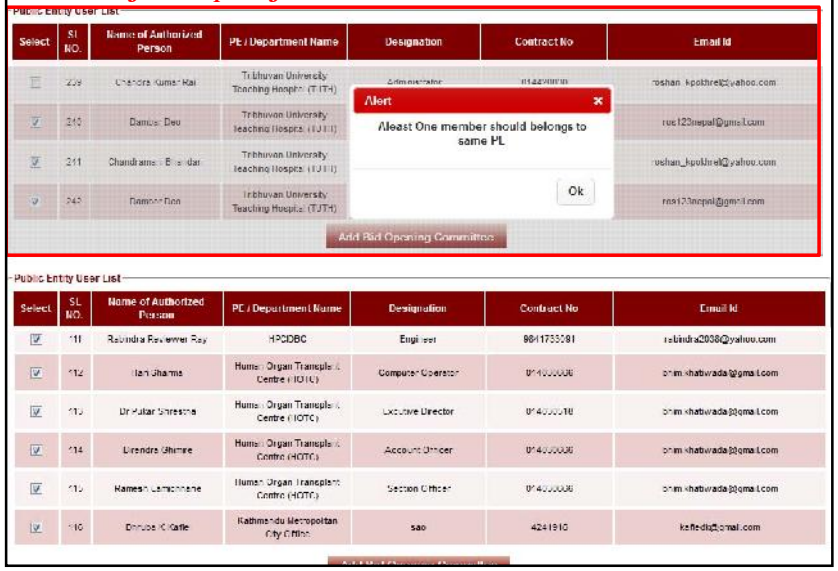
Section VII – BOQ

Upload Additional Documents

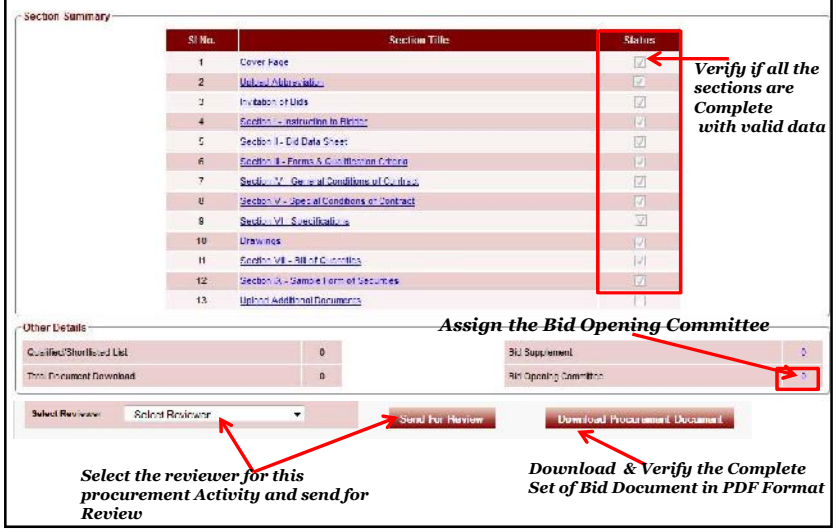
Selects the Upload option in the pop-up window and selects the additional document to be uploaded from appropriate location on his computer, then clicks on Done Option.

Bid Opening Committee – Creator

Directory > Bid Opening Committee > Create



Sending Bid Document for Reviewer



Review Bid Document – Reviewer

Step 1 :- Login to System with Reviewer Role

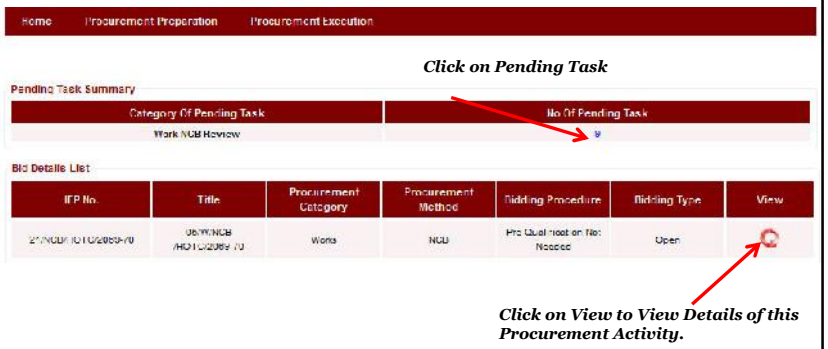
Step 2: - Select pending Task

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

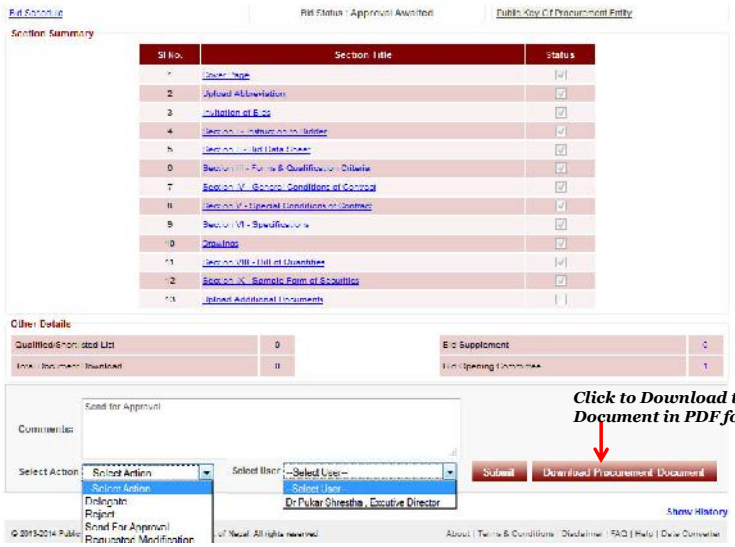
Step 4 : Delegate/Reject/Send for Modification / Send for Approval

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)



Bid Document Review - Reviewer



Click to Download the Bid Document in PDF format

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

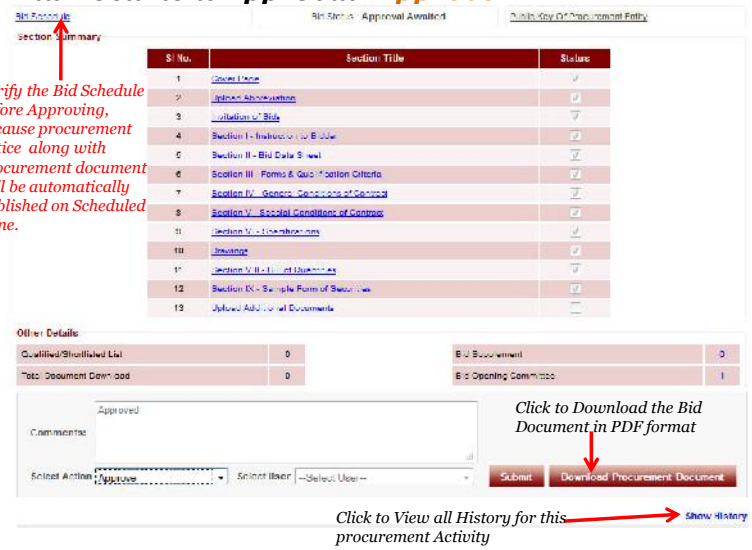
Bid Document Approval – Approver

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)

Click on Pending Task to View Details of Procurement Activities

Click on View to View Details of this Procurement Activity.

Bid Document Approval- Approver



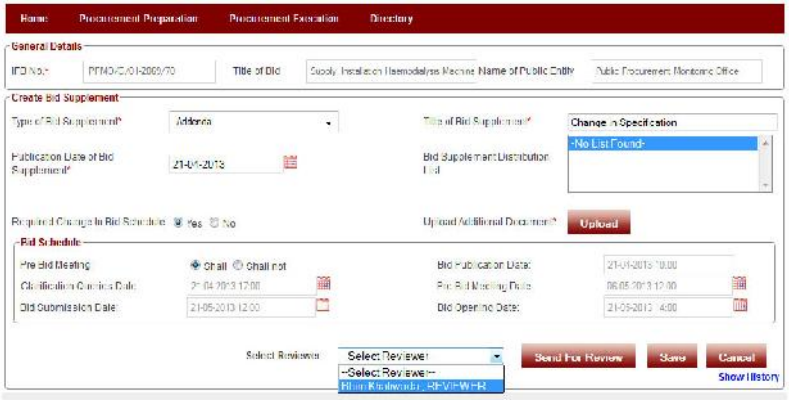
Verify the Bid Schedule before Approving, because procurement notice along with procurement document will be automatically published on Scheduled Time.

Click to Download the Bid Document in PDF format

Click to View all History for this procurement Activity

Bid Supplement Creation - Creator

Procurement Execution > Bid Supplement > Create



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

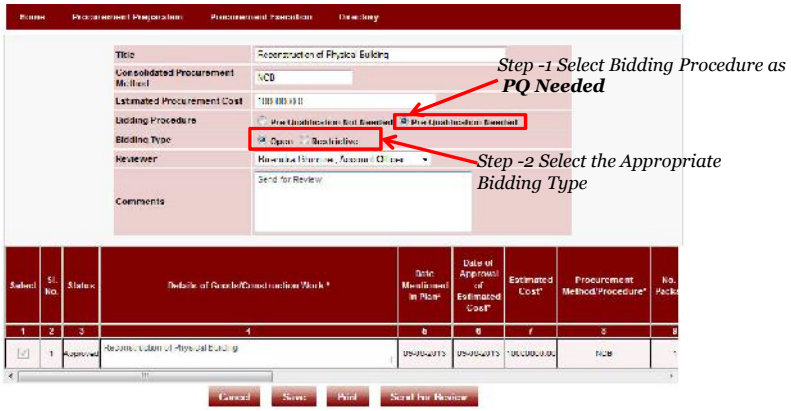
Step 5:- Evaluate the Bid Manually

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



Procurement Document - Works – PQ

- Once a Work PRF is approved, user can start working on Procurement document preparation.
- Navigates to ***Procurement Document > Procurement Preparation***.
- Finds the *approved PRF* for Works procurement.
- Bidding Stage should be ***"Prequalification Needed".***
- On selecting the PRF, a button ***"Create PreQual"*** will be enabled.

Procurement Document - Works – PQ

- Users to click on that button and choose ***PPMO*** from popup.

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.

Step -2 Complete all sections with valid data

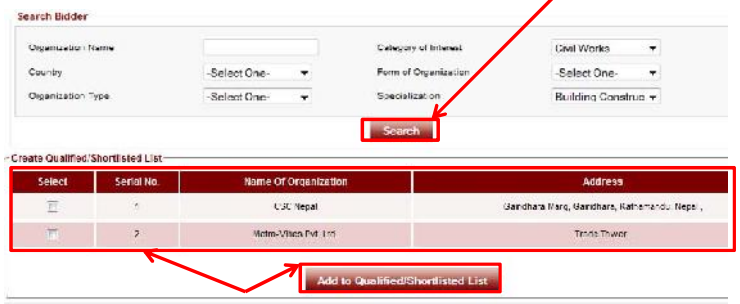
Step 3 :- Once all the sections are completed, Create & Assign BOC

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



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 (HOTC)/PRF /170/2009/70	Reconstruction of Physical Building	Works	NCB	10000000.00	Pre Qualification Needed	Restrictive

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

Bid Schedule | Bid Status | Public Key Of Procurement Entity

Section Summary

Sl No.	Section Title	Status
1	Cover Page	
2	Upload Abbreviation	
3	Invitation of Bids	
4	Section I - Information to Bidder	✓
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 - Specifications	
10	Section VII - Drawings	
11	Section VIII - Bill of Quantities	
12	Section IX - Sample Forms of Securities	✓
13	Upload Additional Documents	

Complete all sections with valid data

Other Details

Qualified/Shortlisted List	0	Bid Supplement	0
Total Document 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