

---

## ***Offline Process and Bidders Perspective***

*(Procurement of Goods/Works/Consultancy/Ration/Other Services using offline process , Bid Query/  
Online Bid Submission and Bid Opening)*

---

### ***Agenda***

- Offline Process
- Bid Query
- Bidder perspective: Online Bidding
- Bid Opening
  
- Query and Discussion

---

## ***Offline Process***

### **Offline Process:**

- PEs have to create the bid document offline/manually and they can upload that bid document in the system
- Bidder have to download the bid document, fill the necessary information in the downloaded document, then the prepared document is uploaded while bidding.
- When ADB, Word Bank, Ration, Other document type is selected

3

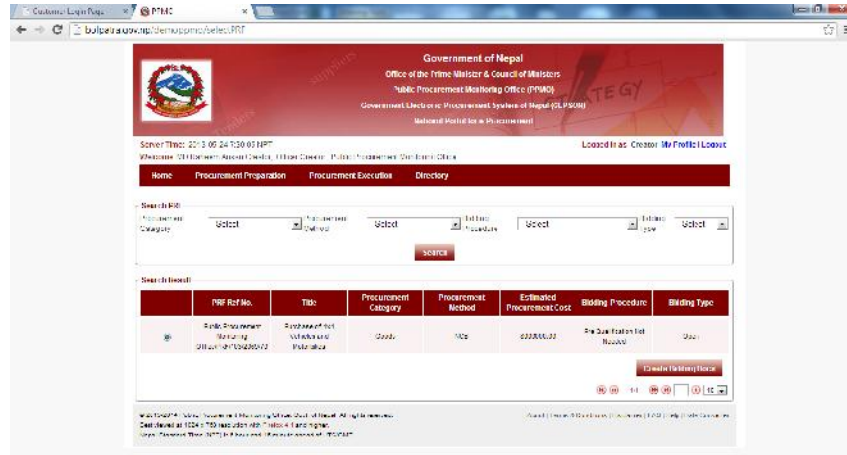
---

## ***Steps already followed..***

1. Create APP and get approved
2. Create PRF for that Specific APP and get approved
3. Create Bid Document

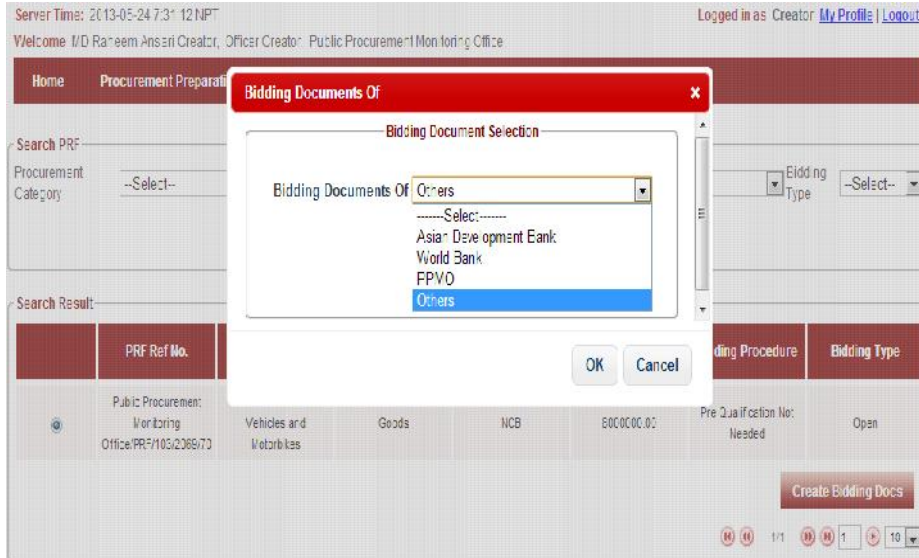
14 May 2013  
4

### Create Bid Document(Step 3..)



14 May 2013  
5

### Choice of Template in Procurement Creation



6

## Create Document Dashboard

The screenshot shows the 'Create Document Dashboard' in the GEP system. The dashboard includes a navigation menu with 'Home', 'Procurement Preparation', 'Procurement Execution', and 'Directory'. The main content area is titled 'Create Document' and contains several sections:

- General Details:** Fields for Bid ID, Procurement Category, Bid Type, Bid Schedule, Bid Security, and Publication ID.
- Section Summary:** A table with columns 'Sl No.', 'Section Title', and 'Status'. Row 1 shows 'Document Upload' with status '1'.
- Other Details:** Fields for 'Bid Opening Committee' (value: 3) and 'Bid Opening Committee' (value: 3).
- Contact Information:** Fields for 'Contact Person', 'Phone No.', 'Email', and 'Fax'.

Annotations on the screenshot include:

- Create Bid Schedule:** Points to the 'Bid Schedule' field.
- Create Cover Page:** Points to the 'Document Upload' row in the Section Summary table.
- Upload whole bid Document/ Upload Document Section Wise in order:** Points to the 'Document Upload' row.
- Add Bid Opening Committee:** Points to the 'Bid Opening Committee' field.

The date '14 May 2013' and a small '7' are visible in the bottom right corner of the dashboard.

## Published in Opportunity Dashboard

The screenshot shows the 'Published in Opportunity Dashboard' with a navigation menu including 'Home', 'About e-Procurement', 'FAQ's', 'Links', 'Events', and 'Opportunities'. The 'Opportunities' menu is active.

**Search Opportunities:**

Search filters include:

- Title:
- Procurement Category:
- Publication:
- Last Date of Bid To:
- Estimated Contract Value, to:
- From:
- Procurement Method:
- Last Date of Bid Submission, From:
- Estimated Contract Value, from:

**Search Opportunities Results:**

| Sl. No. | BU No.                                     | Bid Title             | Procurement Category | Notice Published Date | Last Date of Bid Submission | Bid Opening Date | No of Days Left |
|---------|--------------------------------------------|-----------------------|----------------------|-----------------------|-----------------------------|------------------|-----------------|
| 1       | DPOR7071112                                | DPOR7071112           | Works                | 12-03-2013 01:15      | 23-04-2013 01:15            | 30-04-2013 01:15 | 41 Days         |
| 2       | IPE No.111                                 | Ucode/NCB/111         | Ucode                | 11-03-2013 16:51      | 15-04-2013 04:47            | 16-04-2013 04:47 | 33 Days         |
| 3       | PMO/7070711458                             | eGP Help Desk         | Works                | 10-03-2013 04:07      | 28-04-2013 04:07            | 14-05-2013 04:07 | 47 Days         |
| 4       | RatioyBhairabstn/70711RatcnBhairabstn/7071 |                       | Ration               | 08-03-2013 11:05      | 08-04-2013 11:05            | 20-06-2013 11:05 | 25 Days         |
| 5       | PMO/707111234                              | ITexallMachine Server | Goods                | 08-03-2013 18:41      | 05-04-2013 01:14            | 23-04-2013 01:14 | 20 Days         |
| 6       | 123                                        | EOU70711123           | Consultancy Services | 07-03-2013 02:15      | 07-06-2013 02:15            | 09-06-2013 02:15 | 65 Days         |
| 7       | POOPR-1128                                 | Goods-Veh-Tank        | Goods                | 07-03-2013 11:08      | 23-04-2013 01:06            | 23-05-2013 01:06 | 41 Days         |
| 8       | FB no 1                                    | Office Setup          | Goods                | 06-03-2013 02:14      | 07-04-2013 02:14            | 07-04-2013 02:14 | 25 Days         |
| 9       | IT/7070709411001                           | IT/7070709411001      | Works                | 05-03-2013 11:08      | 23-04-2013 01:06            | 23-04-2013 01:06 | 41 Days         |
| 10      | EDMOH/JCSS-031                             | CS-01-2009/70         | Consultancy Services | 05-03-2013 11:23      | 08-04-2013 11:23            | 09-04-2013 11:23 | 28 Days         |

Navigation buttons: Back, 1/7, 1, 10

---

Any Queries?

9

---

***Thank you***