What you need to know about this E-tendering system

- **Main Steps of E-Tendering Process for bidders**
- **Detail in Steps**
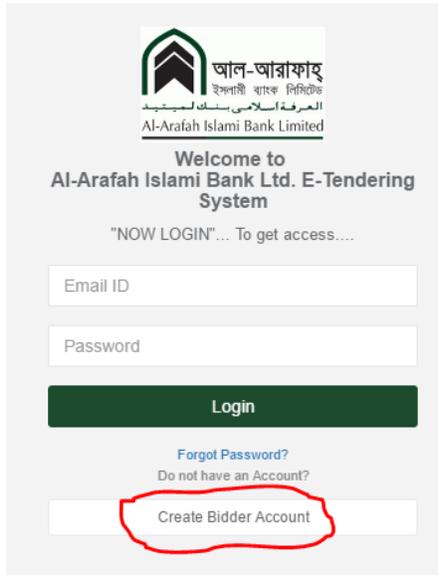
Main Steps of e-tendering process for bidders:

1. Login as bidder. If no account is created then create account first.
2. Check live tenders.
3. Send tender request then download and save document fee deposit slip.
4. Print your document fee deposit slip and make payment at bank with that.
5. After successful payment of document fee you will be able to see tender details information.
6. Check tender details link and understand the tender.
7. Now bid on the tender from live tender link.
8. Complete bidding process step by step.
9. Upload mandatory files properly.
10. Download and save earnest money deposit slip.
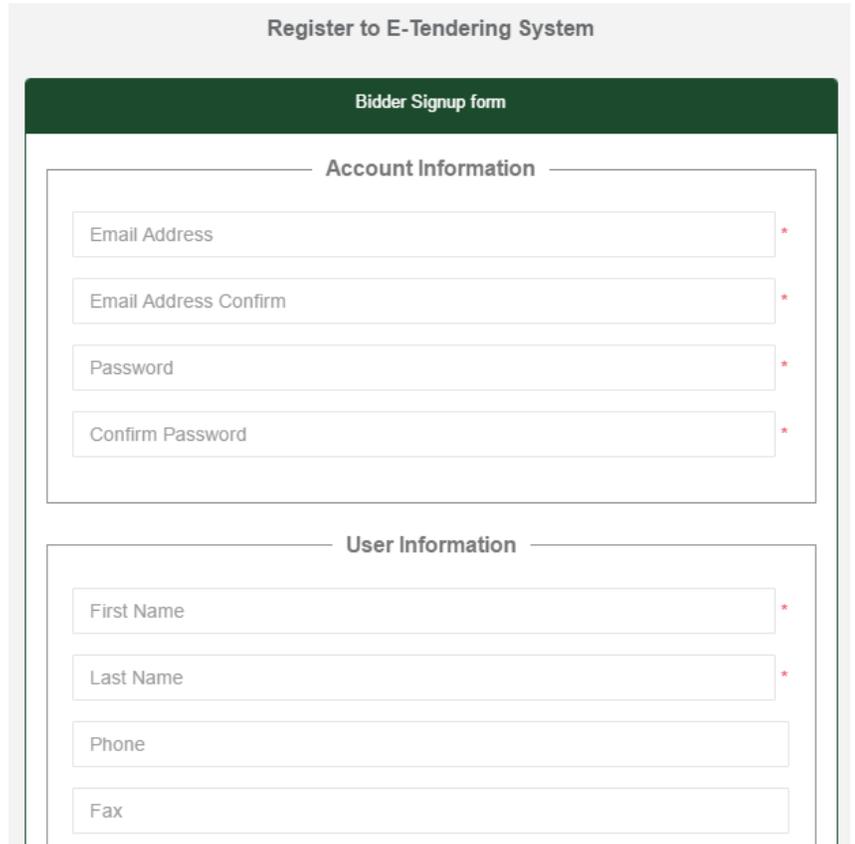11. After successful payment of earnest money you will be eligible for technical evaluation and financial evaluation.

Detail in Steps

1. Bidder registration
2. Making payment
3. Bidding

Bidder Registration:

1. In bidder area, bidder needs to login or create new account for e-tendering system.
2. After successful registration bidders will get a verification email to active account.
3. After login bidder can check all live tenders in "Live tenders" link.
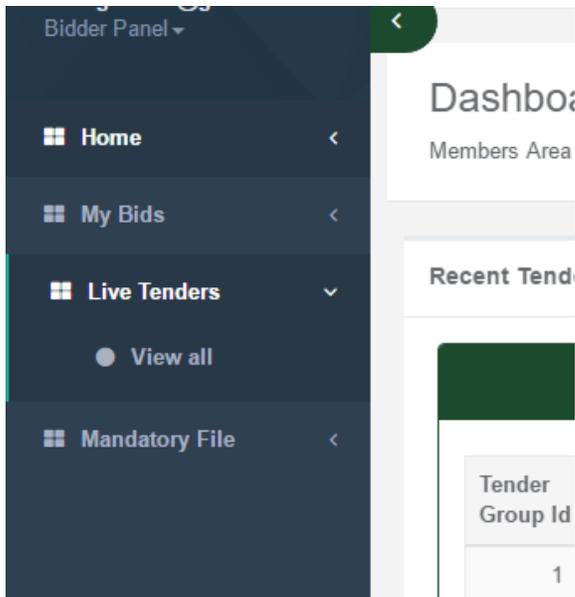
Tender Group ID	Main Title	Tender ID	Sub Title	Category	Status	Details	Tender Status
1	Computer and Accessories purchase	2	UPS	IT & Comunication	Live	Details	Tender Request

4. He needs to send tender request to participate in the tender.
5. After sending request bidder needs to download and save document fee deposit slip.

Tender Request

This is tender request panel, You can request tenter category Info....

Click "Send Request" Button to send your tender request then download e-token for document fee deposit. After Complete Your Payment you can Bid all tender of this group

Send Request

Your request has been sent.
Please pay your document Fee.
Download E-Token
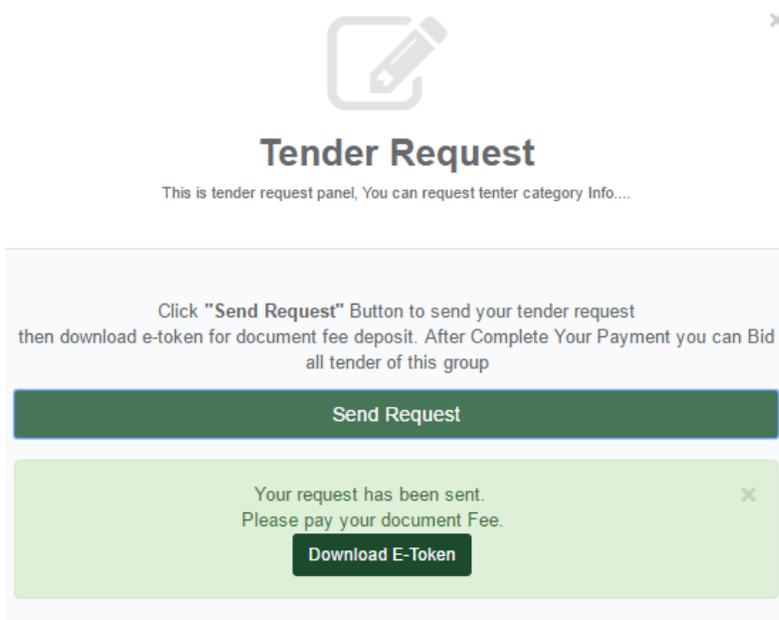
E-Tendering Document Fee Deposit Slip

(Bank Copy)

Invoice Number :	711003
Date :	2017-02-14
Bidder Email :	wrongdhonu@gmail.com
Tender Group ID :	3
Amount :	3000
In Word	Three Thousand Taka Only

(Authority Signature & Sign)

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6. This slip will be used to pay document fee at the bank counter. If he lost the slip he can download again, but always the last slip will be acceptable and previous slip will be invalid.

Tender Group ID	Main Title	Tender ID	Sub Title	Category	Status	Details	Tender Status
1	Computer and Accessories purchase	2	UPS	IT & Comunication	Live	Details	Please Pay Your Document Fee if lost? Re-Download E-Token

Bidding:

1. After confirming document fee payment, bidders are allowed to check details tender information and make the bid.

Tender Group ID	Main Title	Tender ID	Sub Title	Category	Status	Details	Tender Status
3	Request for Proposal for supply,...	3	Request for Proposal for supply, installation and configuration of IP Phones for New Office Building	IT & Comunication	Live	Details	Bid

2. After bidding, bidder needs to download and save security key for price and technical info protection. This key will be used to open technical and financial evaluation. After this step bidder needs to download earnest money deposit slip.



3. Bidder can rebid the tender until close on time expired.

Making payment (Earnest money):

1. After downloading earnest money deposit slip by bidder, bank branch user can take and make document fee payment.
2. After confirming earnest money payment and mandatory file uploading you will be eligible for technical and financial evaluation.

Others

Inquiry:

1. Bidder can send inquiry and get reply from admin by a messaging panel. There are two types of messaging here. One is "General Messaging" and the other one is "Private Messaging". General message is seen by everyone and the private message is seen only between admin and the specific bidder.
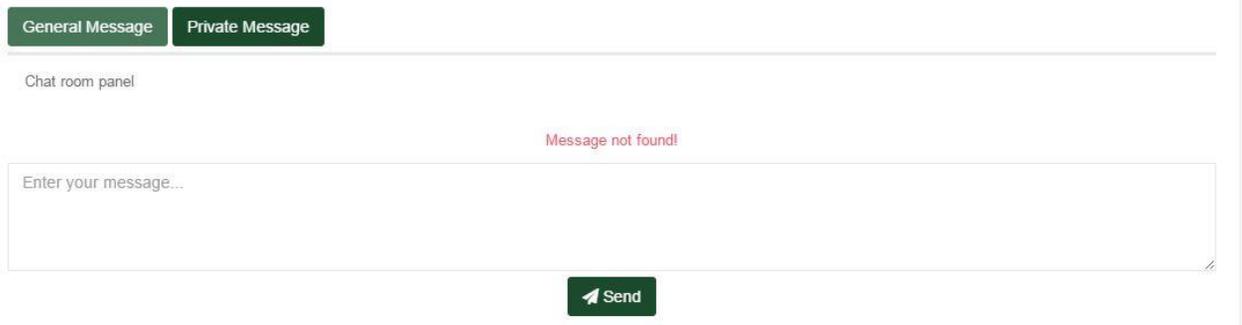
2. Read and unread message differentiated by red color. After clicking unread button the status will be changed to seen.

Re-bid:

If you forgot you bidding security code or asked to bid again, then you can use re-bid option. After rebid your previous security code will be invalid and the new code will be valid.

Tender Group ID	Tender ID	Bid Date	Status	Re-Bid	My Price	Tender Details	Tender Updates	Inquiry
2	2	13-02-2017	Live	Re-Bid Tender	My Price	Tender Details	Tender Updates	Inquiry

My Price:

After bidding you can check your given price from "My Price" button. Here you need to use your latest financial security code.

Mandatory file

You can check your file approval status from "Mandatory File" link. If any file rejected, then you can check reject note and upload the file again.