

# What you need to know about this E-tendering system

- **Main Steps of E-Tendering Process for bidders**
- **Detail in Steps**

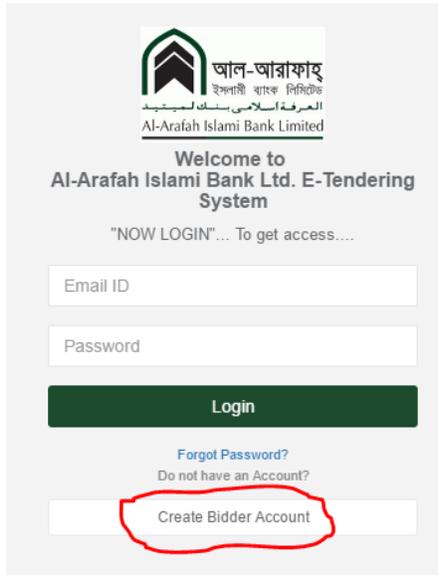
## **Main Steps of e-tendering process for bidders:**

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.

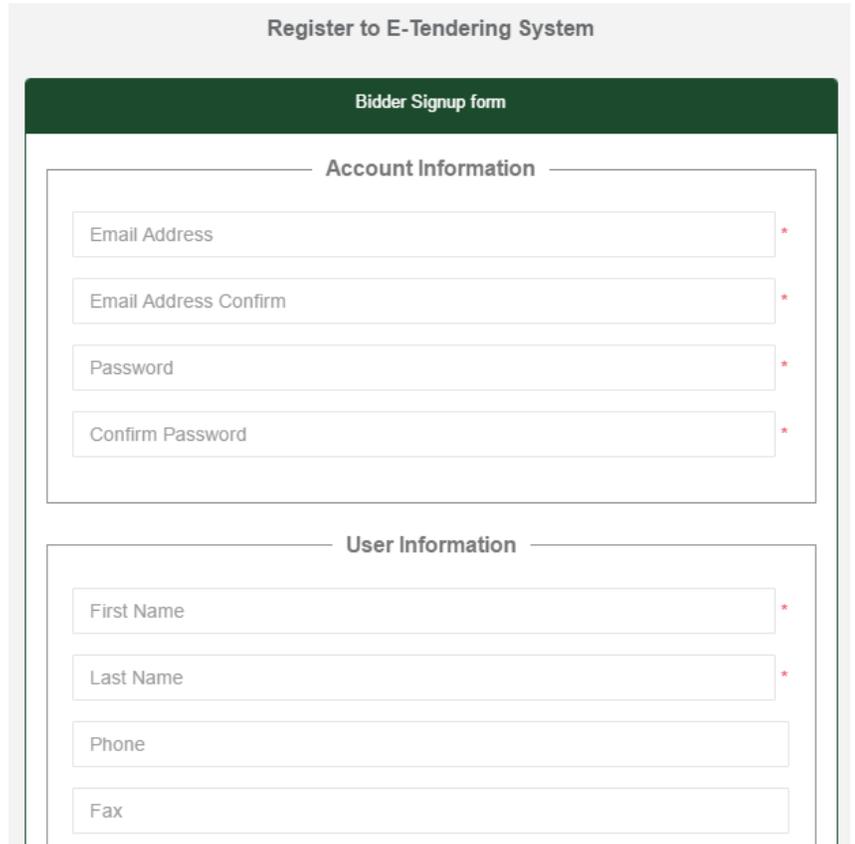
## **Detail in Steps**

1. Bidder registration
2. Making payment
3. Bidding

## Bidder Registration:



The image shows the login and registration interface for the Al-Arafah Islami Bank Ltd. E-Tendering System. At the top, there is the bank's logo and name in Bengali and English. Below the logo, it says "Welcome to Al-Arafah Islami Bank Ltd. E-Tendering System". There is a prompt: "NOW LOGIN"... To get access.... Below this, there are two input fields: "Email ID" and "Password". A green "Login" button is positioned below the password field. Underneath the login button, there are two links: "Forgot Password?" and "Do not have an Account?". The "Do not have an Account?" link is highlighted with a red circle, and below it is a "Create Bidder Account" button.



The image shows the "Register to E-Tendering System" Bidder Signup form. The form is divided into two main sections: "Account Information" and "User Information".

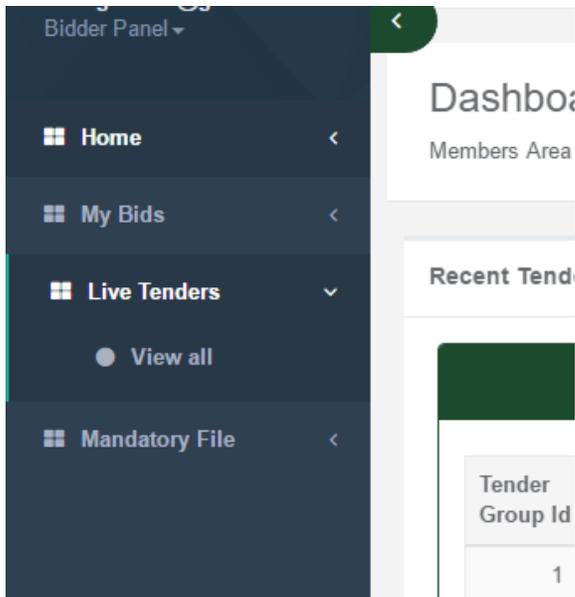
**Account Information:**

- Email Address \*
- Email Address Confirm \*
- Password \*
- Confirm Password \*

**User Information:**

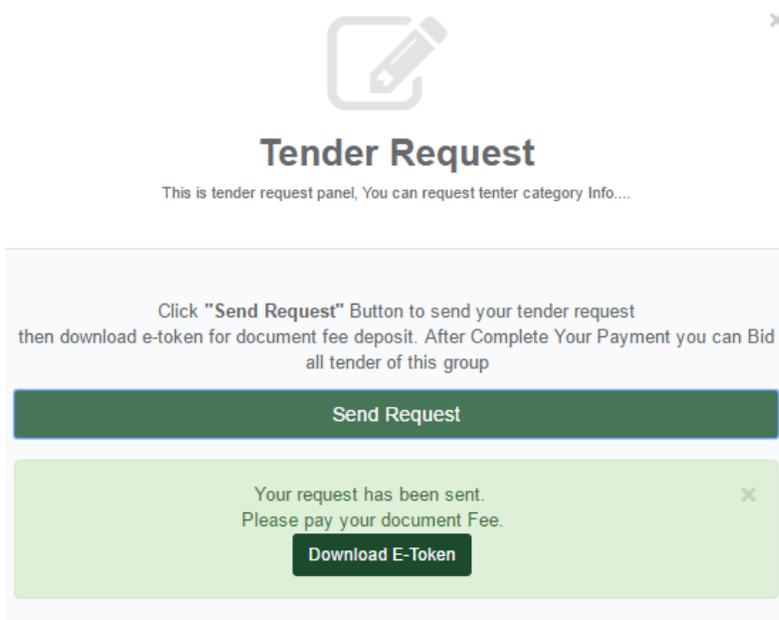
- First Name \*
- Last Name \*
- Phone
- Fax

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 & Communication	Live	<a href="#">Details</a>	<a href="#">Tender Request</a>

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.





**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 & Communication	Live	<a href="#">Details</a>	Please Pay Your Document Fee <a href="#">if lost? Re-Download E-Token</a>

## 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 & Communication	Live	<a href="#">Details</a>	<a href="#">Bid</a>

## TENDER BID

Item 1					
Item	Description	Quantity	Unit	Unit Price	Total Price
test		12	pcs	125.00	1,500.00
brand	<input type="text" value="test brand"/>				

- 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.

## TENDER BID

	File
	<input type="button" value="Choose File"/> No file chosen

### You successfully bid this tender

Your tender financial open security key: 81344634  
 Your tender technical open security key: 39316450  
 Key generation time : 2017-02-05 - 02:26 am

**Note: Please download your security key. Don't share it with other's**

**Download security key**

Tender Group ID	Main Title	Tender ID	Sub Title	Category	Status	Details	Tender Status
1	Computer and Accessories purchase	2	UPS	IT & Communication	Live	<input type="button" value="Details"/>	<input type="button" value="Bid"/> <input type="button" value="Download E-Token For Earnest Money"/>

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

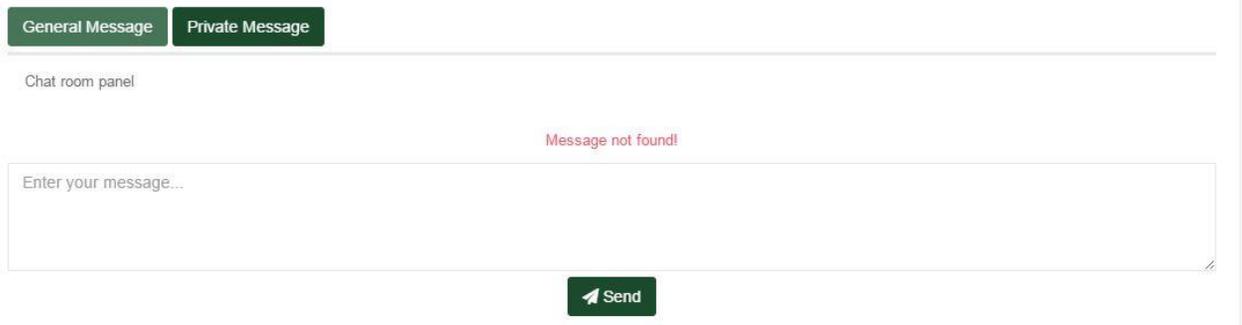
### **Making payment (Earnest money):**

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.



General Message Private Message

Chat room panel

Message not found!

Enter your message...

Send

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 your bidding security code or asked to bid again, then you can use the re-bid option. After rebidding, 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 the "My Price" button. Here you need to use your latest financial security code.

## Mandatory file

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