

eProcurement System of Bhutan Telecom Ltd



Bidding Process Manual

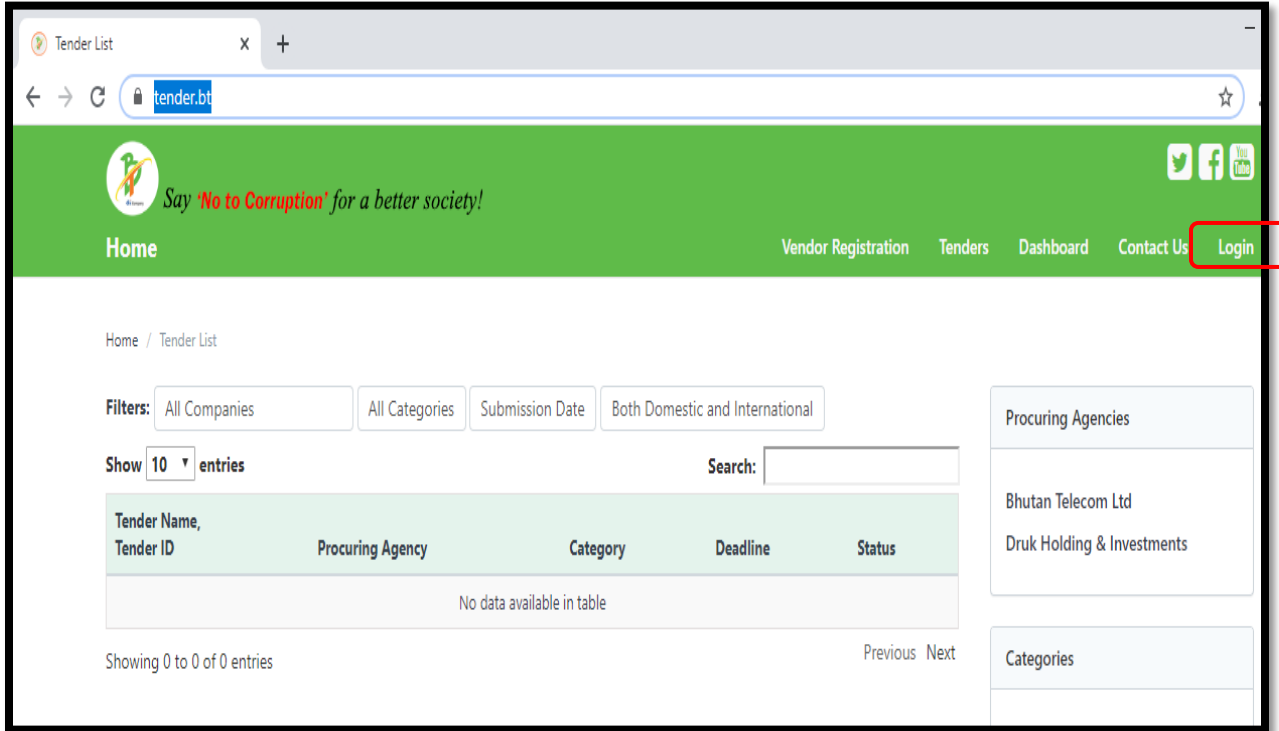
2019

Table of Contents

1. How to Login to Tender List Page.....	1- 3
2. How to get BoQ and other Required Documents.....	3- 5
3. Uploading of Prerequisite Documents.....	5- 9
4. To Fill-Up BoQ/BoM.....	9- 12
5. Uploading Other Documents.....	12- 14
. Submission of filled Tender.....	14- 16

HOW TO LOGIN TO TENDER LIST PAGE

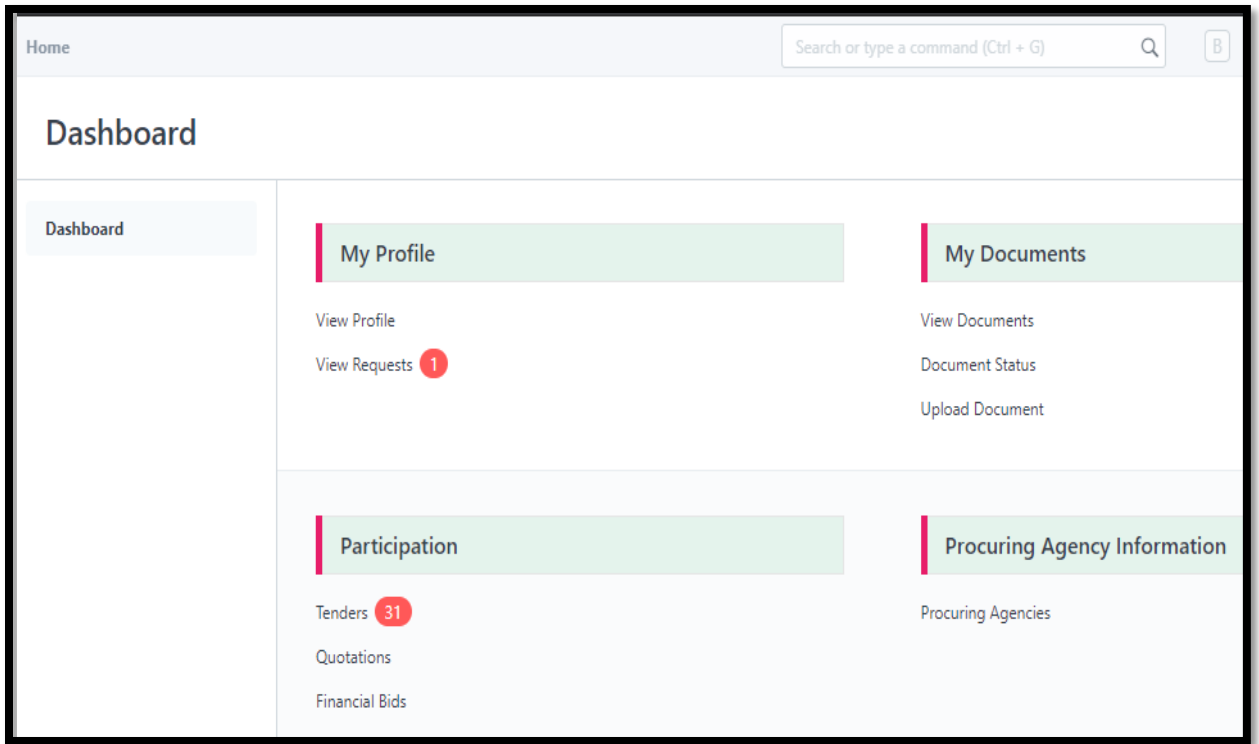
1. After Registration, Click on **Login** to get **Sign In to our tender list page**



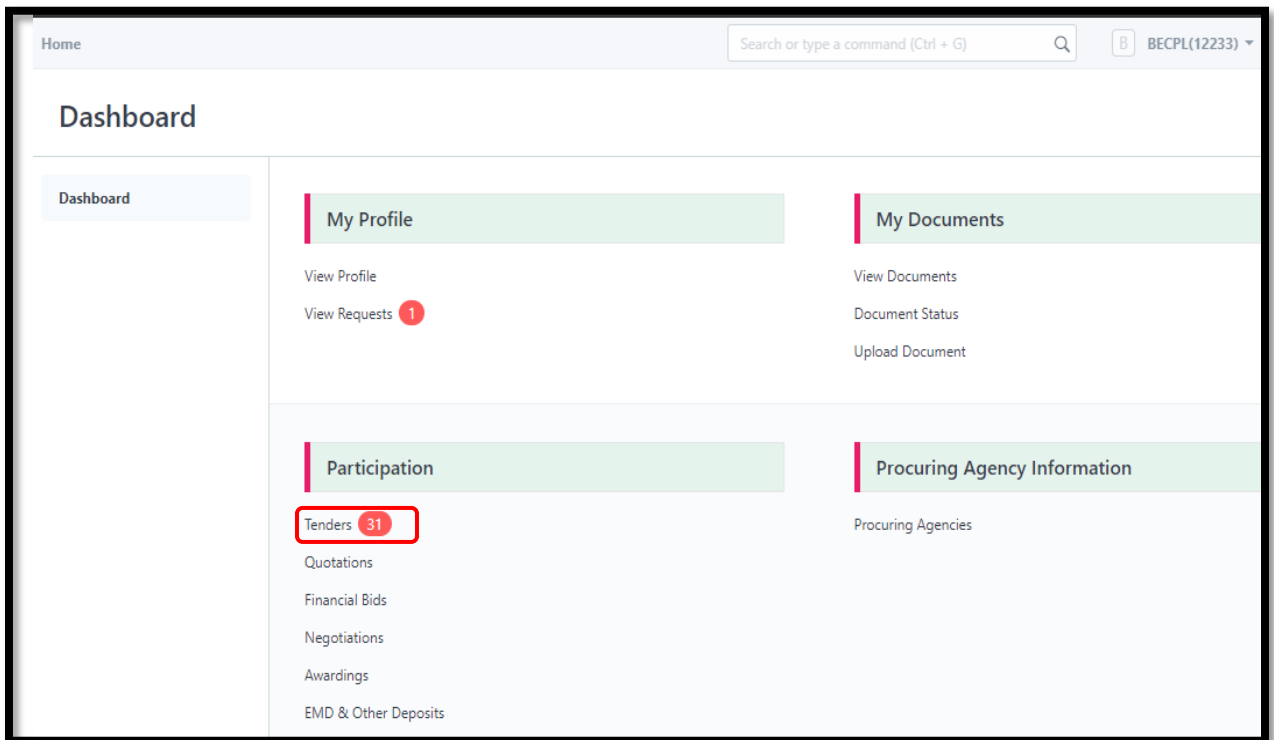
2. Sign In with the mail ID given during Vendor



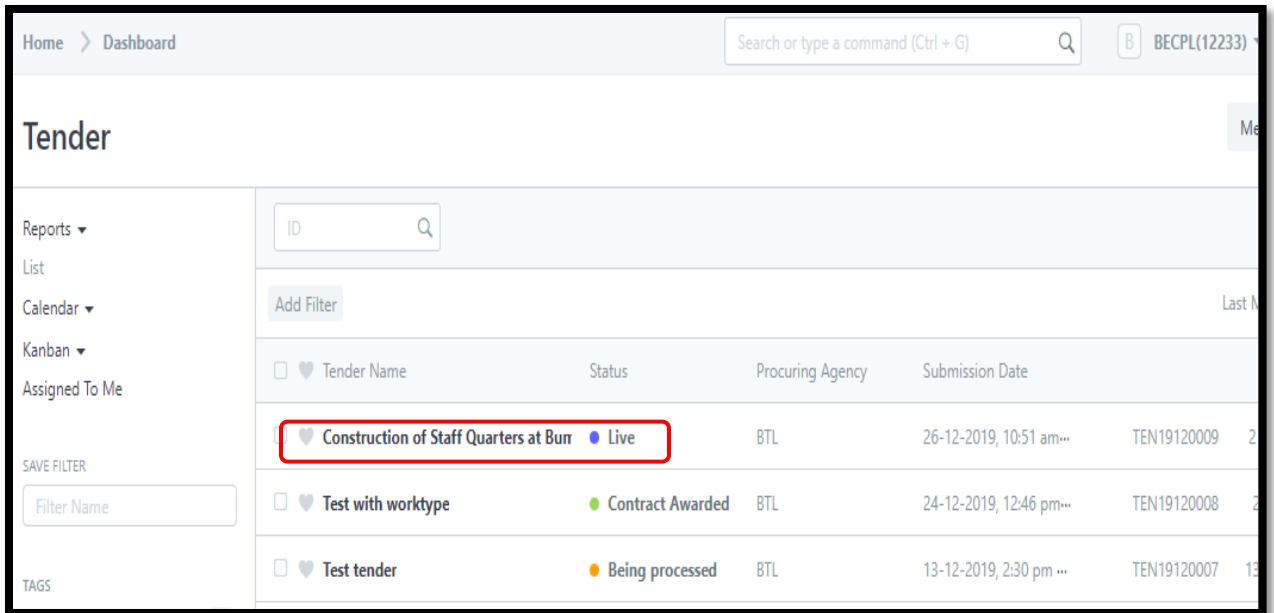
Once Sign In, below page will be displayed.



3. To view and participate tenders, Click on **Tenders**



List of Tenders will be displayed with the Status **LIVE**.



Home > Dashboard

Search or type a command (Ctrl + G) [B] BECPL(12233)

Tender

Reports ▾
List
Calendar ▾
Kanban ▾
Assigned To Me

ID [] [Q]

Add Filter [] Last M

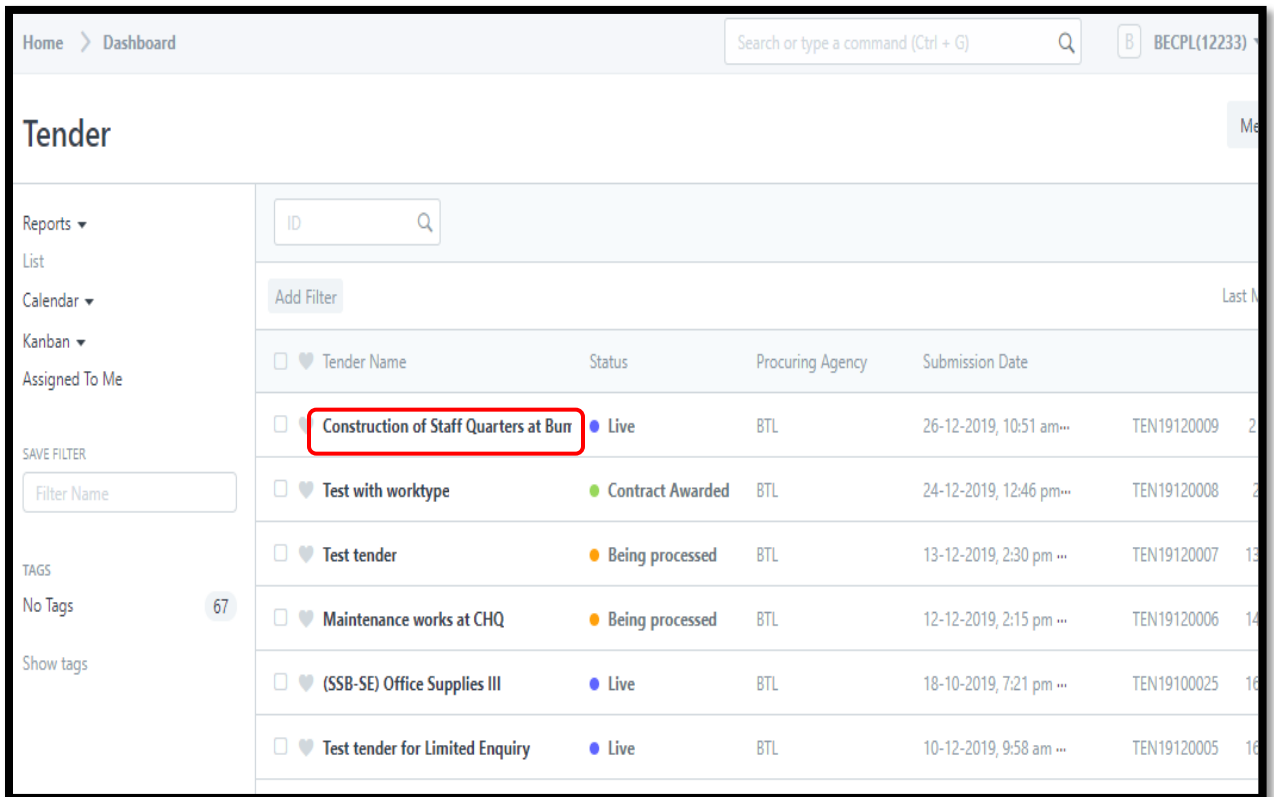
<input type="checkbox"/> ♥ Tender Name	Status	Procuring Agency	Submission Date		
<input type="checkbox"/> ♥ Construction of Staff Quarters at Bun	● Live	BTL	26-12-2019, 10:51 am...	TEN19120009	2
<input type="checkbox"/> ♥ Test with worktype	● Contract Awarded	BTL	24-12-2019, 12:46 pm...	TEN19120008	2
<input type="checkbox"/> ♥ Test tender	● Being processed	BTL	13-12-2019, 2:30 pm ...	TEN19120007	13

SAVE FILTER
Filter Name []

TAGS
No Tags 67
Show tags

HOW TO GET BOQ AND OTHER REQUIRED DOCUMENTS

1. Click to **Name** of the Tender



Home > Dashboard

Search or type a command (Ctrl + G) [B] BECPL(12233)

Tender

Reports ▾
List
Calendar ▾
Kanban ▾
Assigned To Me

ID [] [Q]

Add Filter [] Last M

<input type="checkbox"/> ♥ Tender Name	Status	Procuring Agency	Submission Date		
<input type="checkbox"/> ♥ Construction of Staff Quarters at Bun	● Live	BTL	26-12-2019, 10:51 am...	TEN19120009	2
<input type="checkbox"/> ♥ Test with worktype	● Contract Awarded	BTL	24-12-2019, 12:46 pm...	TEN19120008	2
<input type="checkbox"/> ♥ Test tender	● Being processed	BTL	13-12-2019, 2:30 pm ...	TEN19120007	13
<input type="checkbox"/> ♥ Maintenance works at CHQ	● Being processed	BTL	12-12-2019, 2:15 pm ...	TEN19120006	14
<input type="checkbox"/> ♥ (SSB-SE) Office Supplies III	● Live	BTL	18-10-2019, 7:21 pm ...	TEN19100025	16
<input type="checkbox"/> ♥ Test tender for Limited Enquiry	● Live	BTL	10-12-2019, 9:58 am ...	TEN19120005	16

SAVE FILTER
Filter Name []

TAGS
No Tags 67
Show tags

We get the page with all the details about tender including BOQ

The screenshot shows a web application interface for tender management. The breadcrumb navigation is 'Home > Dashboard > Tender'. The page title is 'Construction of Staff Quarters at Bumthang' with a 'Live' status indicator. The tender ID is 'TEN19120009'. A 'Create Quotation' button is visible in the top right corner. The form contains the following fields:

Tender Name	Construction of Staff Quarters at Bumthang	Procuring Agency	Bhutan Telecom Limited
Procurement Category	Civil	Dzongkhag/Location of the Work Site	Bumthang
Goods/Services/Work Type	CON-W3-Building, Irrigation, Drainage, Flood Control, Water Supply and Sewerage (Large)	Annual Procurement Plan	2019
Procurement Method	Open Tendering	Budget Type	Project
Bidding Process	Single Stage Bidding - Single Envelope		

2. Then Click on **Create Quotation** to fill up the rates in BoQ and uploading required documents

This screenshot is identical to the one above, but the 'Create Quotation' button in the top right corner is highlighted with a red rectangular box, indicating the next step in the process.

3. First choose the Bid Currency (BTN, USD, INR etc)

The screenshot shows a web application interface for Bhutan Telecom Limited. The breadcrumb navigation is 'Home > Dashboard > Quotation'. The page title is 'Bhutan Telecom Limited' with a 'Not Saved' indicator and a 'Save' button. The form contains the following fields:

- Tender ID: TEN19120009
- Tender Name: Construction of Staff Quarters at Bumthang
- Bidding Process: Single Stage Bidding - Single Envelope
- Procuring Agency: Bhutan Telecom Limited
- Tender Submission Date: 26-12-2019, 10:51 am +06
- Tender Opening Date: 31-12-2019, 10:51 am +06
- Bid Currency: (This field is highlighted with a red box and is currently empty.)

4. Uploading of Prerequisite Documents

Scroll down the page to get Prerequisite Documents. It is mandatory to upload All Prerequisites documents (which are not valid or No document found) before tender submission.

To upload the prerequisite documents:

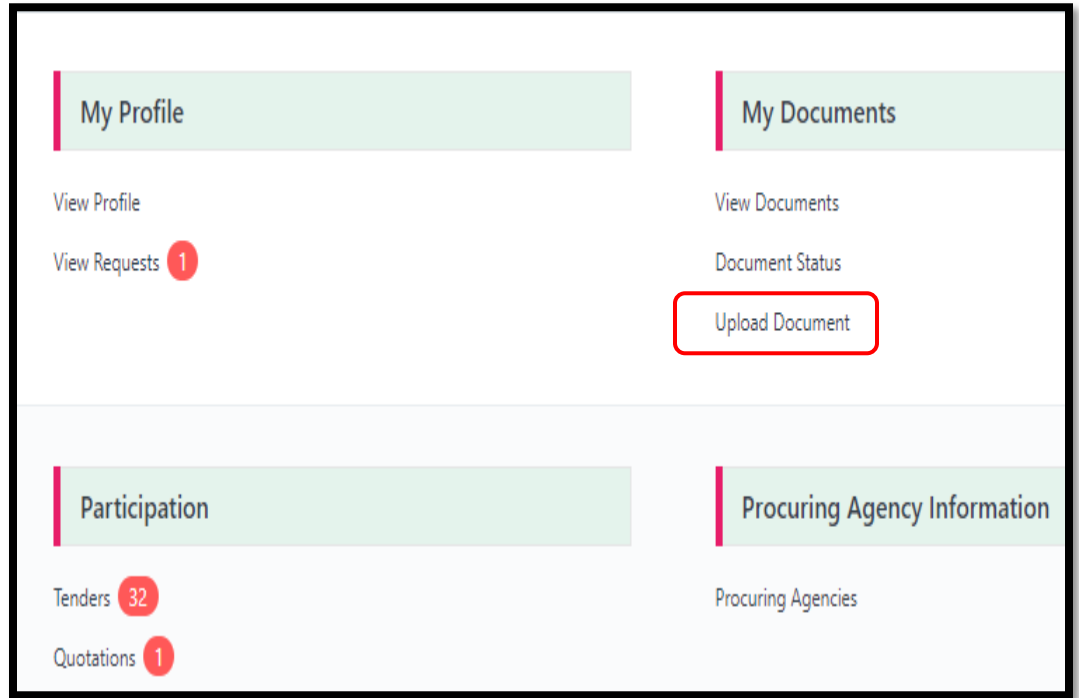
i. Go to Dashboard

The screenshot shows the 'Dashboard' page of the Bhutan Telecom Limited system. The breadcrumb navigation is 'Home > Dashboard > Quotation'. The page title is 'Bhutan Telecom Limited' with a 'Draft' indicator. The 'PREREQUISITES' section contains the following table:

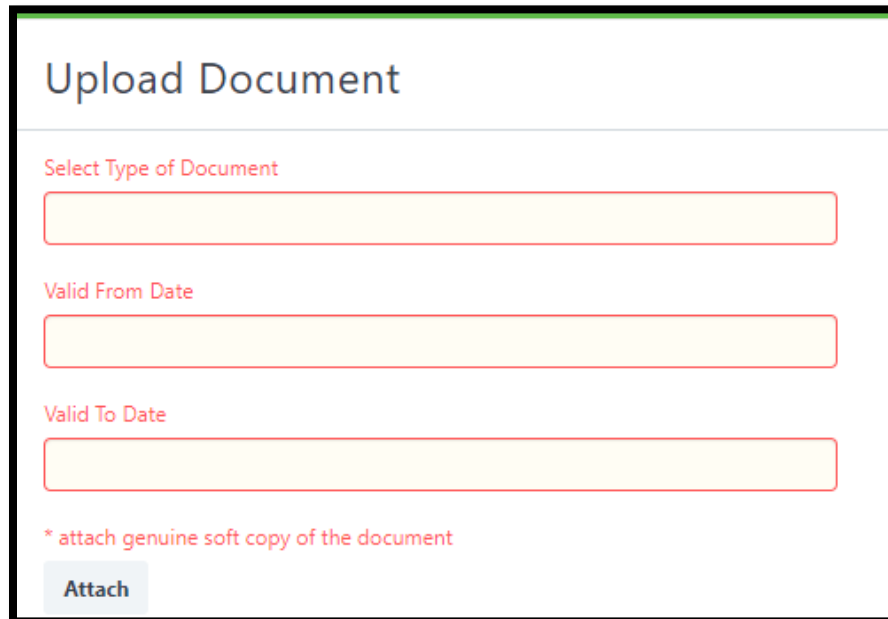
<input type="checkbox"/>	Document	File
<input type="checkbox"/>	1 Tax Clearance	
<input type="checkbox"/>	2 Trade License	/files/CDB_License_for...
<input type="checkbox"/>	3 CDB License	

An 'Add Row' button is located at the bottom of the table.

ii. Below page will be displayed. Then Click on **Upload Document**



Then Upload Document page will be displayed.



- iii. Select what type of document need to upload from **Select Type of Document**. Further mention the **Validity Period of the document**

The screenshot shows a web form titled "Upload Document". Under the heading "Select Type of Document", the option "Tax Clearance" is selected and highlighted with a red box. Below this, the "Valid From Date" field contains "01-01-2019" and the "Valid To Date" field contains "31-12-2019", both highlighted with red boxes. A red asterisk note reads "* attach genuine soft copy of the document". At the bottom left, there is a grey "Attach" button.

- iv. Click on **Attach** → **Browse** → **Select from saved file** → **Upload**

This screenshot shows the same "Upload Document" form as above, but with a modal dialog box open over it. The dialog box has a title "* attach genuine soft copy of the document" and a "Close" button. Inside the dialog, there is a blue "Browse" button highlighted with a red box. Below it, there is a "Web Link" input field with the placeholder text "e.g. http://example.com/somefile.png". At the bottom of the dialog is a "Drop Here" area. In the background, the "Attach" button on the form is also highlighted with a red box. In the top right corner of the background form, the "Upload" button is highlighted with a red box. Other visible elements include a "Submit Request" button and a user ID "BECPL(12233)".

- v. After Uploading the document, Click on **Submit Request**

Upload Document

Submit Request

Select Type of Document

Tax Clearance

Valid From Date

01-01-2019

Valid To Date

31-12-2019

Remarks (If any)

* attach genuine soft copy of the document

Tax_Clearance_Certificate 2019-12-26 12:59:47.pdf

- vi. Click on **Continue** for uploading other documents

Say 'No to Corruption' for a better society!

Home

My Account

Your information has been submitted

Continue

- vii. Follow the same process from step 3- 6 for uploading other documents and Save the documents

Note: After Uploading and getting approved by the Client, Prerequisite document page will be shown as below with **Status Valid**

PREREQUISITES						
<input type="checkbox"/>	Document	File	Valid To Date	Status		
<input type="checkbox"/>	1 Tax Clearance	/files/Tax_Clearance_C...	31-12-2019	Valid		▼
<input type="checkbox"/>	2 Trade License	/files/CDB_License_for...	31-01-2020	Valid		▼
<input type="checkbox"/>	3 CDB License	/files/CDB_License_for...	31-12-2019	Valid		▼

Add Row

5. To Fill Up BoQ

- i. Scroll further down to get the BoQ as shown below

TENDER ITEMS(BOQ/BOM)						
<input type="checkbox"/>	Item Name	UoM	Bid Qty	Bid Rate in Figure	Bid Rate in Words	
<input type="checkbox"/>	1 Sub structure		0	BTN 0.00		▼
<input type="checkbox"/>	2 Earthwork in excavation over areas, ...	cu.m	50.50	BTN 0.00		▼
<input type="checkbox"/>	3 Providing and laying Hand packed s...	cu.m	10	BTN 0.00		▼
<input type="checkbox"/>	4 Providing and laying in position plai...	cu.m	10	BTN 0.00		▼

Add Row

- ii. **To fill up the rates** - Click on column below the - **Bid Rate in Figure and in words** for each and every items

TENDER ITEMS(BOQ/BOM)						
<input type="checkbox"/>	Item Name	UoM	Bid Qty	Bid Rate in Figure	Bid Rate in Words	
<input type="checkbox"/>	1 Sub structure		0	BTN 0.00		▼
<input type="checkbox"/>	2 Earthwork in excavation over areas, ...	cu.m	50.50	BTN 0.00		▼
<input type="checkbox"/>	3 Providing and laying Hand packed s...	cu.m	10	BTN 0.00		▼
<input type="checkbox"/>	4 Providing and laying in position plai...	cu.m	10	BTN 0.00		▼

Add Row

TENDER ITEMS(BOQ/BOM)						
<input type="checkbox"/>	Item Name	UoM	Bid Qty	Bid Rate in Figure	Bid Rate in Words	
<input type="checkbox"/>	1 Sub structure		0	BTN 0.00		▼
<input type="checkbox"/>	2 Earthwork in excavation over areas, ...	cu.m	50.50	BTN 120.00	One hundred Twenty ...	▼
<input type="checkbox"/>	3 Providing and laying Hand packed s...	cu.m	10	BTN 1,500.00	One thousand Five hu...	▼
<input type="checkbox"/>	4 Providing and laying in position plain cement concrete excluding	cu.m	10.00	4,000.00	Four thousand only	▼

Add Row

- iii. Click on **dropdown button** ▼ , to view details of each items like item detail, quantity, unit, rate and total amount against each item.

TENDER ITEMS(BOQ/BOM)						
<input type="checkbox"/>	Item Name	UoM	Bid Qty	Bid Rate in Figure	Bid Rate in Words	
<input type="checkbox"/>	1 Sub structure		0	BTN 0.00		▼
<input type="checkbox"/>	2 Earthwork in excavation over areas, ...	cu.m	50.50	BTN 120.00	One hundred Twenty ...	▼
<input type="checkbox"/>	3 Providing and laying Hand packed s...	cu.m	10	BTN 1,500.00	One thousand Five hu...	▼
<input type="checkbox"/>	4 Providing and laying in position plain cement concrete excluding	cu.m	10.00	4,000.00	Four thousand only	▼

Add Row

Item Code: **RW0009** Req. Qty: **50.50**

Item Name: Earthwork in excavation over areas, exceeding 300mm in depth, 1.5 m in width as well as 10 sq.m on plan including disposal of excavated earth (disposed earth to be levelled and neatly dressed) - Hard rock requiring blasting UoM: **cu.m**

Bid Qty: **50.50** Remarks:

Bid Rate in Figure: **120.00**

Bid Rate in Words: One hundred Twenty only

Bid Amount: **BTN 6,060.00** Tender Item Reference#: **f2bc6ff3af**

iv. **Total Amount for the work can be viewed below the BoQ table**

TENDER ITEMS(BOQ/BOM)						
<input type="checkbox"/>	Item Name	UoM	Bid Qty	Bid Rate in Figure	Bid Rate in Words	
<input type="checkbox"/>	1 Sub structure		0	BTN 0.00		▼
<input type="checkbox"/>	2 Earthwork in excavation over areas, ...	cu.m	50.50	BTN 120.00	One hundred Twenty ...	▼
<input type="checkbox"/>	3 Providing and laying Hand packed s...	cu.m	10	BTN 1,500.00	One thousand Five hu...	▼
<input type="checkbox"/>	4 Providing and laying in position plai...	cu.m	10	BTN 4,000.00	Four thousand only	▼
<input type="button" value="Add Row"/>						
Total Bid Amount						
BTN 61,060.00						

6. **To Upload Other Documents**

I. Click on the column below Attach File parallel to each documents

OTHER DOCUMENTS			
<input type="checkbox"/>	Document	Attach File	Remarks
<input type="checkbox"/>	1 Integrity Pact Document	<input type="text"/>	
<input type="checkbox"/>	2 Bid Form	/files/Note_sheet_for_...	
<input type="button" value="Add Row"/>			

ii. We get **Attach**. Then Click on **Attach** → **Browse** → **Select saved file** → **Upload**

OTHER DOCUMENTS			
<input type="checkbox"/>	Document	Attach File	Remarks
<input type="checkbox"/>	1 Integrity Pact Document	Attach	Remarks
<input type="checkbox"/>	2 Bid Form	/files/Note_sheet_for_...	

Add Row

Attach File Close Upload

Browse or Web Link

Drop Here

Or

Select from existing attachments

OTHER DOCUMENTS			
<input type="checkbox"/>	Document	Attach File	Remarks
<input type="checkbox"/>	1 Integrity Pact Document	Attach	Remarks
<input type="checkbox"/>	2 Bid Form	/files/Note_sheet_for_...	

iii. Follow the same process for attaching the more documents.

Complete table of other documents will be as shown below

OTHER DOCUMENTS			
<input type="checkbox"/>	Document	Attach File	Remarks
<input type="checkbox"/>	1 Integrity Pact Document	/files/Limited_Bidding...	
<input type="checkbox"/>	2 Bid Form	/files/Note_sheet_for_...	
<input type="button" value="Add Row"/>			

7. How to Submit Filled Tenders

- i. If there is **NO** additional documents to be added, after finishing uploading with documents in table Other Documents, **SUBMIT IT.**

The screenshot shows a web interface for tender submission. At the top, there is a search bar and navigation elements. Below, the tender is identified as 'limited' and in 'Draft' status. A table lists items with columns for checkboxes, item numbers, descriptions, units, quantities, prices, and remarks. A 'Submit' button is highlighted with a red box. Below the table, there is an 'Add Row' button and a 'Total Bid Amount' field displaying 'BTN 61,060.00'.

<input type="checkbox"/>	Item No.	Description	Unit	Qty	Price	Remarks
<input type="checkbox"/>	4	Providing and laying in position plai...	cu.m	10	BTN 4,000.00	Four thousand only
<input type="button" value="Add Row"/>						

Total Bid Amount
BTN 61,060.00

- ii. Click **YES** to confirm submission

OR

iii. If we need to add some more documents like Work Experience Certificates similar to that work or some other document which vendor feel to attach, follow the steps below;

a. Click on **Add Row**

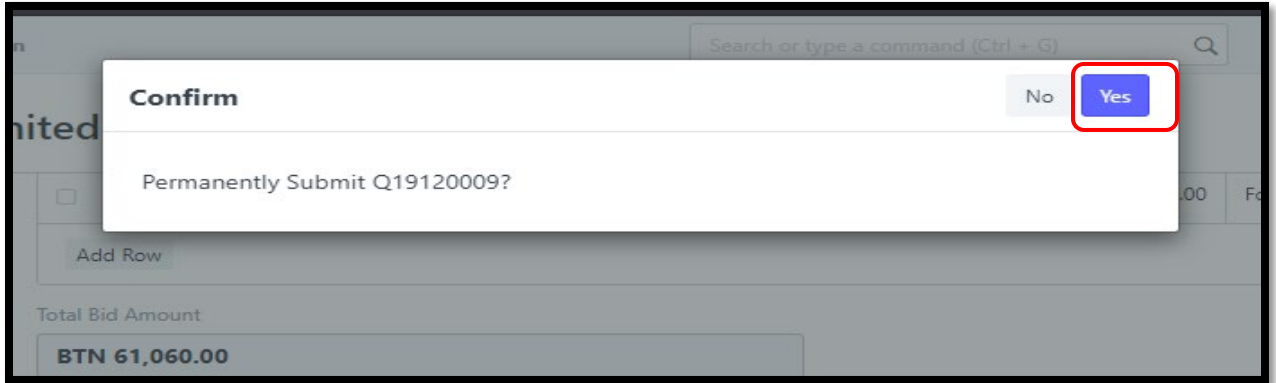
OTHER DOCUMENTS			
<input type="checkbox"/>	Document	Attach File	Remarks
<input type="checkbox"/>	1 Integrity Pact Document	/files/Limited_Bidding...	
<input type="checkbox"/>	2 Bid Form	/files/Note_sheet_for_...	
<input type="button" value="Add Row"/>			

b. We get one more addition row, where we can write the document name and attach the file.

OTHER DOCUMENTS			
<input type="checkbox"/>	Document	Attach File	Remarks
<input type="checkbox"/>	1 Integrity Pact Document	/files/Limited_Bidding...	
<input type="checkbox"/>	2 Bid Form	/files/Note_sheet_for_...	
<input type="checkbox"/>	3 Document	<input type="button" value="Attach"/>	Remarks
<input type="button" value="Add Row"/>			

c. Then **SUMBIT IT**

d. Click **Yes** to confirm submission



THANK YOU