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1. Introduction

The purpose of the User Manual is to provide a detailed overview of the application. It describes how the user should use the application. It also provides a complete description of all the functionalities and the necessary steps in performing the required task. The main purpose of this application is to ensure proper publishing of tenders in the TANGEDCO public website.

2. Login screen

2.1 User Authentication:

Every user in the Tender -Publish application will be provided with a unique username and password. Only on proper authentication the user will be logged in. Following steps should be followed for getting authenticated:

2.2. Logging In:

a. On the desktop, double click on the 'Internet Explorer' or 'Mozilla Firefox' icon to display the web page.

b. On the address bar of the web page, type the URL (Uniform Resource Locator) of the application 192.168.150.6/gedcotenders/publish and then press 'Enter' to display the 'Login' screen

c. In the <Username> textbox, enter the username assigned to you.

d. Corresponding to the username; in the <Password> textbox, enter the password assigned to you.

e. Click on the [Login] button. If the entered username & password is authenticated, system will direct you to the landing page. The landing page will highlight only those functionalities for which the privilege / access has been granted.

Figure 1: User Login Screen

G TANGEDGO - Windows Internet Explorer	
C v Ihttp://192.168.1.15/gedcotender/publish ▼	4y X P Google P ▼
x Coogle Go to ']http://192.168.1.15/gedcotender/publish ' Enter	ptions 🖉
😭 Favorites 🗌 🗣 🏈 https://192.168.150 🎉 TANGEDGO 🛛 🗙 🎉 TANGEDGO	🟠 🔻 🖾 👻 🖶 👻 Page 👻 Safety 👻 Tools 👻 ≫
TAMILNADU GENERATION AND DISTRIBUTION COM	PANY LIMITED
TENDER PUBLISH LOGIN	
User Name :	
Pass Word :	
Submit Reset	
	.
Done	ntranet Protected Mode: Off 🛛 🖓 👻 🔍 100% 💌
🚳 🛅 🕸 🥝 🏉 📆 🖄 🔟 🔼	▲ 🔀 🛱 📕 15:23 28-05-2011

Note: If the 'Username' / 'Password' is incorrect, a message 'Username and Password does not Match' will be displayed.

3. Function Menu Screen:

On successful logging in, the following screen is displayed.

_

—

- 1. New Tender
- To upload a new tender Update existing tender
- 2. Update Tender 3. Corrigendum
- _ To upload corrigendum to an existing tender
- 4. Pre Bid Reply
- 5. Active Tenders
- To attach prebid reply to an existing tender — To view existing tenders of the user _ To change the profile
- 6. Change Profile
- 7. Change Password
- 8. Downloads
- To Change the password _
- To download the word to PDF converters, Adobe PDF viewer, Win RAR
- 9. Logout.

Figure 2: Home Page

CANGENDCO Tende	ers - Windows Internet Ex	plorer						_ 0 X
😋 🔾 🗢 🙋 http	://192.168.1.15/gedcoten	der/publish/tendern	nain.php		- 47 ×	₽ Google		، م
x Google▼	•	G Search 🔻 🕷	🛛 🖓 Check 🔻 🌂 Au	toLink 🔻 🗐	AutoFill 🔁 Options 🖉			
🚖 Favorites 🛛 😁 🔹	r 🏉 https://192.168.150	🏉 TANGENDO	0 Te 🗙 🌈 TANGEDGO		👍 🎽 🏠 🕶 🖻) * 🖃 🆶 * F	Page ▼ Safety ▼	Tools 🕶
	C		TANGE Tende	DCO ers		0		
Welcome AE/Computer Centre	•				Font Size: 9 9			
New Tender Update Tender Corrigendum Pre-Bid Reply Active Tenders Change Profile Change Password								н
<u>Downloads</u> Logout								
					🗣 Local intranet Pro	otected Mode: Off		🔍 75% 🛛 🕶
📀 🚞	(\$P) 🥑 🛛	6	2	Y			- 😼 🖽 🌾	15:28 28-05-2011

3.1 New Tender: Through this link, a new tender is uploaded



Figure 3: New tender entry screen:

1.<Tender Title>

: Type the title of the tender in the text box.(limited to 150 Characters)

- 2.<Tender Ref No.> : Type the unique Specification No. of the Tender.
- 3.<Tender Type>
- : Select from the drop down box
 - 1. Open Tender
 - 2. Limited Tender
 - 3. Global Tender

4. <Tender Classification> : Select from the drop down box

- 1. Buy
- 2. Sell
- 3. Works Contract
- 4. Service Contract

- 5.< Product Category>
- : Select from the drop down box.
 - 1. Supply, Erection and Commission
 - 2. Maintenance Service / Support
 - 3. Supply and Erection
 - 4. Computer Hardware
 - 5. Computer Software
 - 6. Electrical Work / Equipment
 - 7. Spares and Accessories
 - 8. Civil Works
 - 9. Electronic Equipment
 - 10. Fabrication Works
 - 11. Scrap / Disposables
 - 12. Line Materials / Equipments
 - 13. SS Materials / Equipments
 - 14. Transportation
 - 15. Miscellaneous
- 6.<Tender Value> :Select either the `Less than 10 Lakhs' or '10 Lakhs accordingly.
- 7.<Document Cost> : In TN Enter the cost of the tender in Tamil Nadu State : In Other States – Enter the cost of the tender
 - in other States.
- 8. <Postal charges if any charges>:Enter the postal charges in numbers (without any special characters like',')
- 9. <Location> :Enter the location of the tender to be opened.
 10.< Last Date & Time of Document Downloading :On clicking the , select the date, :month, year and enter time and click 'OK'
 - /Sale> : button.

11. <last &="" date="" for="" submission="" time=""></last>	: On clicking the III, select the date, month, year and enter time and click 'OK' button.
12. <opening &="" date="" time=""></opening>	: On clicking the , select the date, month, year and enter time and click 'OK' button.
13. <work description=""></work>	: Type the tender details. (Limited to 1000 Characters). In case of more details, the same attached as Tender/ Annexure Documents.
14. <pre bid="" qualifying="" requirements=""> Requirements .</pre>	: Enter Pre Bid Qualifying (Limited to 1000 Characters). In case of more details, the same attached as Tender/Annexure Documents.
15. <pre availability="" bid="" meeting=""></pre>	 Select from the drop down. (Yes / No). If yes, the date and time of the prebid meeting has to be selected by clicking the , select the date, month, year and enter time and click 'OK' button.

On successful completion of the form, click on the 'Submit' button to store the tender in to database. Though the tender has been successfully uploaded, it will made available to the public only after publishing the tender.

3.1.2 Publishing tender:

Figure 4: Tender Uploading



On submitting the 'New Tender' form, the above screen appears. It has the following options:

- 1. Edit Work description for same tender reference ID
- 2. Upload Tender Document
- 3. Upload Annexure I document
- 4. Upload Annexure II document
- 5. Delete Tender Document
- 6. Delete Annexure I document
- 7. Delete Annexure II document
- 8. Publish Now.

3.1.2.1 Edit Work description for same tender reference ID

Except the following details, all other details of the tender pertaining of this tender id can be edited.

- Tender Title
- Tender Ref No
- Tender Type
- Tender Classification
- Product Category

This can be saved by clicking the 'Submit' Button.

Ć	TANGED Tender	co s)
Welcome EE/STORES SE/SE MMI			Font Size:
New Tender			
	Update 7	Tender	
Corregendum	Tender Title	test	
Pre-Bid Reply	Tender Ref No:	t1	
	Tender Type	Cilobal	
Active Tenders	Tender Classification	Spares And Accessories	
Change Profile	Product Category	Buy	
Change Passmord	Tender Value	0 Value 1000 EMD	
Downloads		 Less than 10 Lakhs 10 Lakhs and Above 	
Logout	Domment Cost	1000 In TN	
	L'OCUMENTE C.COM	1100 In Other States	
	Postal Charges if any	1000	
	Location	Channai	
	Last Date & Time of Document Downloading / Sale	01-6-2011 12:00	
	Last Date & Time for Submission	02-6-2011 11:14	
	Opening Date & Time	02-6-2011 11:14	
	Work Description	The Additional Director General of Police/Vigilance has sent a note for enhancement of cailing limit	- -
	Pre-Bid Qualifying Requirements	The Additional Director General of Police/Vigilance has sent a note for enhancement of ceiling limit	-
	Pre-Bid Meeting is Available	No -	
	Date & Time of Pre-Bid Meeting	11 III	
	SUBMIT	BACK	

Figure 5: Update tender.

3.1.3 Uploading Tender Document

Figure 6: upload	ding tender docur	ment:		
TANGENDCO Tenders - Windows Internet	et Explorer			
	otender/publish/tendermain.php	← ++ × P Google	+ م	
x Google™	🔹 🖸 Search 💌 🚿 🖓 Check 💌 🌂 A	AutoLink 🔻 🗐 AutoFill 🛃 Options 🖉		
🖌 Favorites 🏾 🏉 TANGENDCO Tenders		🚖 [»] 👌 🕶 🖬 💌 🖃 🦛		
New Tender Tender ID: 64 Title:test Update Tender (To Make your Tender active/published you have to submit the option "Publish Now".) Corrigendum edit work description for same tender reference ID Pre-Bid Reply edit work description for same tender reference ID Qupload Annexure I document upload Annexure I document Qupload Annexure I document delete Annexure I document Gelete Annexure I document delete Annexure I document Question Publish now				
	Ter	nder ID:64		
	Title: test			
	Upload the Tender Document: (Document should be of PDF/RAR & 2MB s	Browse		
		Upload	-	
Done	🥖 💌 🔌 🛃	Local intranet Protected Mod	le: Off ④ ▼ €, 100% ▼ ▲ 📴 🗐 12:39 31-05-2011	

To upload the tender document (specification document), click the this option. On selecting this option, the above screen appears.

The document should be of 'pdf', 'zip' or 'rar' format and the size of the file should be within limited to 2MB.

Applications for conversion of file from document and excel format to pdf format, and compressing the files to rar format is available under 'Downloads' menu selection.

On clicking the 'Browse' button, the file to be uploaded is selected and on clicking 'Upload' button the file is uploaded into the server. On successful loading of the file, the following screen appears as below.

Figure 7: Uploading of file:

TANGENDCO Tenders - Window	is Internet Explorer		_ 0	x
	15/gedcotender/publish/tendermain.php - 4 X P Google			ب م
x Google*	🔹 🖸 🖸 🗸 🐨 🐨 🗸 🖓 🗸 🐨 🐨 🖉 AutoLink 🔹 🐨 AutoFill 🗖 Options 🥒			
🔶 Favorites 🛛 🏉 TANGENDCO	Tenders 🚔 🐂 🔂 🔻 🖃 👘	▼ Page ▼ Safety		. »
	TANGEDCO			^
	Tenders			
Welcome EE/STORES SE/SE MMI		Font Size:	ବୁ ବୁ	
<u>New Tender</u>	Tender ID: 64 Title:test			Е
<u>Update Tender</u> Corrigendum	(To Make your Tender active/published you have to submit the option "Publis Now".) Select An Option	sh		
	 edit work description for same tender reference ID 			
Pre-Bid Reply	• upload tender document			
Active Tenders	 upload Annexure I document upload Annexure II document 			
	ø delete tender document			
Change Profile	delete Annexure I document			
Change Password	 Publish now 			
<u>Downloads</u>	Tender File has been Uploaded as: 64_Basic-CSS-tutorial.pdf			
Logout				+
Done	🔹 Local intranet Protected Mode: (Off 🛛 🕤	· • 100%	
💓 🔚 🥨		- 😼 🖬 🤇	31-05-	2011

3.1.4 Uploading Annexure Document:

Similarly additional documents can be uploaded as Annexure I and Annexure II .

3.1.5 Deleting Tender Document :

To delete the tender document already uploaded, the 'Delete tender document' option has to be selected. On selecting this option, the following screen appears.

C TANGENDCO Tend	ders - Windows Internet Explorer	S					- 0 ×
G → ℓ htt	tp:// 192.168.1.15 /gedcotender/pu	ıblish/tendermain.php		→ 4 9	X Google		ب م
x Google*	▼ G Se	arch 🔻 🚿 🖓 🖓 Ch	eck 🔻 🗮 AutoLink 🔻 懞	🛛 AutoFill 🛛 🔁 Optio	ins 🎤		
🐈 Favorites 🏾 🏉	TANGENDCO Tenders			🚖 🎽 🟠	• 🔊 • 🖃 🖶 •	🔹 Page 👻 Safety 💌	Tools ▼ [≫]
Update Te Corrigen Pre-Bid R Active Ten Change Pas Change Pas	ender (To Mak Now".) dum Select Ar edi edi 0 upl 0 upl 0 upl 0 del 0 del 0 del 0 del 0 del 0 del 0 del 0 del	te your Tender ac n Option t work description oad tender docume oad Annexure I do oad Annexure II do ete tender docume ete Annexure I doo ete Annexure I doo blish now	tive/published you have for same tender reference ocument ocument nt cument ocument	ve to submit th ence ID	e option " Publish	1	E
	Ten	der ID: 64					
	Title	e: tes	t				
	Ten Doc	der 64 ument:	_Basic-CSS-tutorial.pd	df			
	Rea	son:S	Select	•			
	Ren	narks:			*		
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Done				👊 Local intra	net Protected Mode: Of	f 🕼 🔻	€ 100% -
	🕼 🕗 🖉	W 🖄				- 18 12 (12:54

Figure 8: Deletion of tender/Annexure document

3.1.5.1 In the <Reasons> selection has to be made from the following drop downs

- Note Approval.
- Higher Officer Sanction Reference.
- Wrongly Uploaded.

3.1.5.2 In the <Remarks> field, the note reference/sanction no / any other information regarding the deletion of the tender is recorded. On completing the details, the 'Delete' button is pressed to delete the same. The following screen appears on successful deletion of the document.

Figure 9: Deletion of tender/Annexure document

TANGENDCO Tenders - Windows	Internet Explorer		-		×
→ → Attp://192.168.1.15	/gedcotender/publish/tendermain.php	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓			Q
∝ Google -	🕶 🔽 🖸 Search 💌 🚿 🖉 🖓 Check 💌 🌂 AutoLink 💌	🔚 AutoFill 🛛 Options 🥒			
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6	TANGEDC	0			
	Tenders				
Welcome EE/STORES SE/SE MMI			Font Size:	99	
New Tender	Tender ID: 6 Title:test	i4			
Update Tender	(To Make your Tender active/published you Now".)	nave to submit the option "Publish	1		
Corrigendum	 edit work description for same tender ref 	erence ID			
Pre-Bid Reply	 upload tender document 				
	• upload Annexure I document				
Active Lenders	 upload Annexure II document delete tender document 				
Change Profile	 delete Annexure I document 				
	o delete Annexure II document				
Change Password	Publish now				
Downloads	Tender document 64_Basic-CSS-	tutorial.pdf was deleted			
Logout					
e		💊 Local intranet Protected Mode: Of	ff 🖓	• 🔍 100%	· •
🔊 🚞 🕼 (2) 🖉 👿 🖄 🚝 🔇		- 🍡 🔛 🛛	12:5	i9 2011

3.1.5.3 Similarly, 'Annexure I' and ' Annexure II' documents can be deleted.

3.1.5.4 The tender goes on line only after the 'Publish Now' option

Note: After any edition, deletion or uploading of the tender , 'Publish Now' option should be selected and 'Submit' button has to be clicked to publish the tender online. Otherwise it will not be published in the website.

3.2 Update Tender :

To update the already published tender, this option is used. On selecting this option, the following screen appears:

On entering the Tender ID / reference no., the Figure 9 appears. On selecting the appropriate options updatation of tender can be done (From 3.1.2 to 3.1.5.4)

TANGENDCO Tenders - Windows	s Internet Explorer	-	-		- 0 X
	5/gedcotender/publish/tendermain.php?forr	nval=2	- + X D Google		+ م
x Google▼	🔹 🖸 Search 💌 🚿 🖓 Cheo	:k 🔻 🌂 AutoLink 🔻 层 A	AutoFill 🔁 Options 🖉		
🚖 Favorites 🏾 🏉 TANGENDCO	Tenders		🖕 🎽 🏠 🕶 🗟 🔻 🖬 🖛	Page 🔻 Safety 🕶	Tools ▼ ≫
C	T	ANGEDCO Tenders		3	
Welcome AE/Computer Centre Director / Computers				Font Size:	8
New Tandar		Update Tender			
Update Tender	Enter Tender ID				
Corrigendum		OR			
Pre-Bid Reply	Enter Tender Ref N	0			
<u>Active Tenders</u> Change Profile		Submit			
Change Password <u> Downloads</u>					
Logout					-
Done			🕵 Local intranet Protected Mode: Off	- ⊕	€ 100% ▼
	🛃 🖉 🗹 🧟			- 🖪 🔁 🌗	20-06-2011

3.3 Corrigendum:

Any modification /corrections on already published tender can be done through this option. On clicking this option, the following screen appears.

The tender ID/ Reference No of the tender has to be filled up in the field<Enter Tender ID> / < Enter Tender Ref No >.

Figure 10: Corrigendum uploading

TANGENDCO Tenders - Window	vs Internet Explorer			- 0 ×	
	15/gedcotender/publish/tendermain.php?formval=3	← ← × P Google		Q	•
x Google▼	🔹 🖸 💽 Search 🔹 😻 🖓 Check 💌 🌂 AutoLink	🝷 🗐 AutoFill 🛃 Options 🥒			
🚖 Favorites 🛛 🌈 TANGENDCO	Tenders	🚖 [»] 👌 🕶 🗟 🕶 🖶 🖛	Page ▼ Safety ▼	Tools 🔻	>>
Y			9		*
Welcome EE/STORES SE/SE MMI			Font Size:	9	
<u>New Tender</u> <u>Update Tender</u>	Corrigend Enter Tender ID	dum OR			
<u>Corrigendum</u> <u>Pre-Bid Reply</u> <u>Active Tenders</u> <u>Change Profile</u>	Enter Tender Ref No				E
Change Password Downloads Logout					•
Done		🗣 Local intranet Protected Mode: Of	f 🐵 🕶	🔍 100% 🔻	at
			- 🔯 🔁 📢	13:04 31-05-2011	

On entering the tender ID, the following screen appears.

Figure 11: Corrigendum uploading

Figure 11: Co	orrigendum uploading			
TANGENDCO Tenders - Window	is Internet Explorer			- 0 ×
🚱 🔾 🗢 🙋 http://192.168.1.:	15/gedcotender/publish/tendermain.php	← ← × P Google		+ م
x Google▼	🕶 🔀 Search 🔻 😻 👫 Check 💌 🌂 AutoLink 🔻	🖷 AutoFill 🛛 🛃 Options 🏼 🖉		
🚖 Favorites 🛛 🌈 TANGENDCO	Tenders	🖕 🎽 🏠 🕶 🗟 👻 🚍 🖶 🕶	Page ▼ Safety ▼	Tools ▼ →
Ć	TANGEDC Tenders	0		
Welcome EE/STORES SE/SE MMI			Font Size:	8
New Tender Update Tender Corrigendum Pre-Bid Reply Active Tenders Change Profile Change Password Downloads	Tender Id : Tender Title : To make your tender active you are supposed Do you wish to Add Corrigendum Edit Corrigendum Delete Corrigendum Upload corrigendum document Delete corrigendum document Publish Now Submit	64 test to submit the following form.		
Done		💊 Local intranet Protected Mode: Off		€ 100% -
📀 📋 🚯	2 🔗 🖬 🔌 🐔		- 😼 🖫 🌾	14:25 31-05-2011

It has following options:

- 1. Add Corrigendum
- 2. Edit Corrigendum
- 3. Delete Corrigendum
- 4. Upload Corrigendum document
- 5. Delete Corrigendum document
- 6. Publish Now

3.2.1 Add Corrigendum



O	TA Te	NGEDCO enders		
Welcome AE/Computer Contre Director / Computers				Font Size: 🔗 🤗
New Tender Update Tender	Corri	gendrum - A	ddition	
Corrigendum Tender Title		test tender		
Pre-Bid Reply Corrigendum T	itle :			
Tender Ref No	:	T-123		
Tender Type		Limited		
Change Profile Tender Classifi	cation	Sell		
Change Passand Product Catego	ry	Computer Hardw	are	
Downloads Logout		0 10000 © Less than 10 I © Greater than 1	Value EMD .akhs 0 Lakhs	
		10000	In TN	
Document Cost	t	120000	In Other States	
Postal Charges	if any	10000		
Location		Chennal		
Last Date of D Downloading /	ocument Sale	31-5-2011 14:43	1 2	
Last Date for S	ubmission	16-6-2011 14:43	TE.	
Opening Date		23-6-2011 14:43		
Work / Spec D (If more than I upload as Anne	escription 000 characters xure)	test	A *	
Pre-Qualificatio (If more than 1 upload as Anna	n 000 characters wure)	test	л. т.	
Pre-Bid Meetin	g is Available	Yes +		
Date & Time o	f Pre-Bid Meeting	22-6-2011 14:44	E.	
		SUBMIT		

The details of the tender already entered are displayed in the page. Any corrections / modifications can be made in the respective fields if necessary. On completion of the data entry, submit button has to be clicked.

3.2.2 Edit Corrigendum

Figure 13: Edit Corrigendum



On selection of this option, the above screen appears. The last posted corrigendum is available for editing. The Closing date and Corrigendum Title is displayed and on clicking the 'Edit' button, the following screen appears and corrections if any can be made on any of the available fields.

Figure 14: Editing Corrigendum

	TANGEDCO		-
	Tenders		
Welcome AE/Computer Centre Director / Computers	Font Size: 💡	8	8
New Tender			
Update Tender	Corrigendrum - Edit	ור	
Corrigendum Tender Title	test tender		
Pre-Bid Reply Corrigendum Title :	Corrigendum Test Title		
Active Tenders No:	T-123		
Change Profile Tender Typ	Limited		
Change Password Tender Classification	Computer Hardware		
Logout Tender Valu	0 Value 10000 EMD		*
	 ⊛ Less than 10 Lakhs ⊙ Greater than 10 Lakhs 		
Document	10000 In TN		
Cost	120000 In Other States		
Postal Charges if an	y 10000		
Location	Chennai		=
Last Date of Document Downloading Sale	/ 31-5-2011 14:43		
Last Date fo Submission	16-6-2011 14:43		
Opening Dat	e 23-6-2011 14:43		
Work / Spec Description (If more that 1000 characters upload as	test *		-
Pre- Qualification (If more that 1000 characters upload as Annexure)	test *		
Pre-Bid Meeting is Available	Yes V		
Date & Tim of Pre-Bid Meeting	22-6-2011 14:44		:
	SUBMIT		
For Further	nformation kindly contact		
Tender Invit E-Mail:	ng Authonty: Director / Computers		

3.3.3 Delete Corrigendum

On selecting this option, the following screen appears:

Figure 15: Deleting of Corrigendum



- 0

The list of all corrigendum posted are listed and the corrigendum to be deleted has to be selected on clicking the radio button.

The <Reasons> field, has the following options.

- 1. Note Approval
- 2. Higher Officer Sanction Reference
- 3. Wrongly Uploaded

In the <Remarks> field textbox, the Sanction No / Remarks regarding deletion of corrigendum has to be entered in the text box.

3.3.4 Upload Corrigendum document

On Selecting this option, the corrigendum document if any can be uploaded. The following screen appears:



The document that is attached should be of pdf or rar file format and the size of the file is limited to 2MB.

By clicking the 'Browse' button, the file to be uploaded is selected and on clicking 'Upload' button the file is uploaded into the server. On successful loading of the file, the following screen appears as below.

Figure	2 I /: U	pioadin	g or Co	orrige	endur	n						
	D Tenders - Window	vs Internet Explorer		and the second							- 0	×
G • [http://192.168.1	15/gedcotender/pu	blish/tendermain.	php			- - 4 9	🗙 👂 Google				ب م
× Google	•	▼ G Si	arch 🔻 🗱 🛉	🎸 Check 🔻	🗮 AutoLini	. 🔻 🗐 Ai	utoFill 🛛 🔁 Option	is 🥒				
🚖 Favorites	C TANGENDCC) Tenders					🛸 🔭 🟠	• 🔊 • 🖃 🕯	🔹 🔻 Page 🕶	Safety 🕶	Tools -	**
					IGED	CO						*
	C			Te	nder	5						
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Nev	v Tender			Te Tender	ender Id : 62 Title : test te	nder						E
Upda	te Tender	To make your to	ender active you	are suppose	ed to submit t	he followir	ng form.					
Corr	rigendum	Do you wish to ◎ A ◎ E	dd Corrigendum dit Corrigendum	19								
Pre-1	<u>Bid Reply</u>	0 D 0 U	elete Corrigendi pload corrigendi	ım um documer	ıt							
Activ	e Tenders	O D O P	elete corrigendu ublish Now	m document								
Chan	ige Profile		Submit									
Chang	e Password	File has been 1	Uploaded as: 7	3_brg-drg	.pdf							
	wnloads											
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📀 [] (P)	0			7				- 18	12 4	16:0 03-06-2	6 2011

17. Unloading f Comissional

3.4.5 Deleting Corrigendum document

To delete the Corrigendum document already uploaded, the 'Delete Corrigendum document' option has to be selected. On selecting this option, the following screen appears.

Figure 18: Deleting Corrigendum

ANGENDCO Tenders - Windows In	nternet Explorer		×
TANGENDCO Tenders - Windows Internet Explorer Image Decision Image Dec			> -
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Director / Computers			^
New Tender	To make your tender estim	Tender Id : 62 Tender Title : test tender	
Corrigendum Pre-Bid Reply Active Tenders Change Profile	Do you wish to Add Corrigend Edit Corrigend Delete Corrigen Upload corrige Delete corrigen Publish Now	um um ndum ndum document idum document	ш
Change Password	Tender ID: Title:	62 test tender	
Downloads	Corrigendum ID: Corrigendum Title:	73 Corrigendum Test Title	
Logout	Corrigendum Document:	73_brg-drg.pdf	
	Reason:	Select 👻	
	Remarks:	-Select- Note Approval Higher Officer Sanction Reference Wrongly Uploaded	
Done		📢 Local intranet Protected Mode: Off 🛛 🕼 👻 👻 100%	• .
) 🙆 🖄 📕	1612 13-06-2011	

In the <Reasons> field, has the drop down options

- 1. Note Approval.
- 2. Higher Officer Sanction Reference.
- 3. Wrongly Uploaded.

In the <Remarks> field, the note reference/sanction no / any other information for deletion is recorded. On completing the details, the 'Delete' button is pressed to delete the same. The following screen appears on successful deletion of the document.

After addition/edition, 'Publish Now' option should be selected to make the tender online.

Note: After completing the posting of Corrigendum, the 'Publish Now' option should be selected and 'Submit' button has to be clicked to publish the tender online. Otherwise it will not be published in the website.

3.4 Pre- Bid Reply:

On selecting this option, the following screen appears:

Figure 19	9: Pre-bio	d reply	the later later			- A - X
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	C	TAI	NGEDCO enders			
Welcome AE/Computer Director / Con	· Centre mputers				Font Size:	9
New Te	nder		Pre-Bid Reply			-
Update T	'ender	Enter Tender ID	52			
Corriger	adum		OR			
Pre-Bid I	Reply	Enter Tender Ref No				
<u>Active Te</u> <u>Change F</u>	enders Profile		Submit			
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To include Pre-Bid Reply, the tender ID has to be entered in the <Enter Tender ID> field or Reference No of the Tender has to be entered in the field <Enter Tender Ref No> and press 'Submit' button. The following screen appears

Figure 20: Pre-Bid Reply:

TANGENDCO Tenders - Windows Inte	ernet Explorer		- 0 x
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x Google▼	🔹 💽 Search 💌 🐲 🎋 Check 💌 🌂 AutoLink 💌 💮 AutoFill 🍋 Options 🖉		
🚖 Favorites 🛛 🌈 TANGENDCO Tend	lers 🚖 🦉 🖬 🔻 🖾 🖛 🖛	⁷ Page ▼ Safety ▼	Tools 🔻 👋
C	TANGEDCO Tenders		
Welcome AE/Computer Centre Director / Computers		Font Size:	8
<u>New Tender</u>	Pre-Bid Reply Document <u>62_Java tips.pdf</u> Already Available. Do you want to Update the Document?		Е
Update Tender	Tender ID: 62 Title: test tender		
Corrigendum	Upload the Pre-Bid Reply Document: Browse		
Pre-Bid Keply	Upload		
Change Profile			
Change Password			
Logout			
Done	🗘 Local intranet Protected Mode: Of	f 🕼 🕈	€ 100% ▼ "
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1) 🧶 🕺 📆 💹 😥 🔷 🥲	- 🛿 🖬 🌔	03-06-2011

By clicking the 'Browse' button, the file to be uploaded can be selected and can be uploaded by pressing the 'Upload' button. On successful uploading of the file, the screen below appears.

Figure 21: Pre-Bid Reply:



3.5. Active Tenders:

In this option the active tenders posted by the user is listed. The details of the active tenders can be viewed as below.

Figure 22: Act TANGENDCO Tenders - Window	ive is Internet	Tenders Explorer						X
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TANGEDCO Tenders								
Welcome AE/Computer Centre Director / Computers						Fo	ont Size:	
New Tender			LIST OF ACTIV	E TENDERS				
Update Tender	Sl.No	Closing Date	Title	Tender ID	Tender Ref No	Hit Statistics		
<u>Corrigendum</u>	1	31-Mar-2011 10:58	<u>View Tender</u> <u>Details</u>	34	T3003	0		
<u>Pre-Bid Reply</u> <u>Active Tenders</u>	2	25-May-2011 14:54	<u>View Tender</u> <u>Details</u>	39	38	5		
Change Profile	3	25-May-2011 14:30	<u>View Tender</u> <u>Details</u>	40	39	3		
<u>Change Password</u> <u> Downloads</u>	4	18-Apr-2011 16:40	<u>View Tender</u> <u>Details</u>	47	70, dt.5.1.11	3		
				6	Local intranet Protec	ted Mode: Off	√2 ▼ € 1005	· •
🔊 📋 🕼	0						16: 03-06	30 -2011

3.6. Change Profile: The details of the user can be updated in this option.

Note: The Office address has to completed, only then the office details will be included in the tender.



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3.7. Change Password:

User Password can be changed through this option.



Figure 24: User Login Screen

3.8. Downloads: For the convenience of the user the downloads are provided:

- 1. Use Manual
- 2. PDF Converter (Open Office)
- 3. PDF Converter (Cute PDF Writer)
- 4. Win RAR

For converting a file from doc Or xls format to pdf format To bundle multiple files



3.9. Logout:

On selection of this option the tender publishing application exit Logout has to be opted.