

Process manual for e-tendering system

| Sno. | Process | Steps | Revision in process |
|------|------------------------------|---|--|
| 1 | Vendor Registration | Vendor Registration with Digital Signature Certificate | No charges will be borne by bidders for registration and submissions of tender bids. |
| 2 | Training For bidding process | Standardization of tender document | Training is scheduled for 9-12 th January 2018 through Video Conference to understand the process |
| | | Acquiring User ID & Password along with Digital Signature Certificate | |
| | | Hosting & authorization of tender document for public use & participation | |
| | | Opening procedure will follow after scheduled opening time | |
| | | Evaluation of bid | |
| | | Awarding contract | |