

# Tender

## Web Portal Vendor User Guide

### Revision History

Owner	Date	Version
Astics	1-03-2022	1.0
TeroTAM	01-08-2024	2.0

## Contents

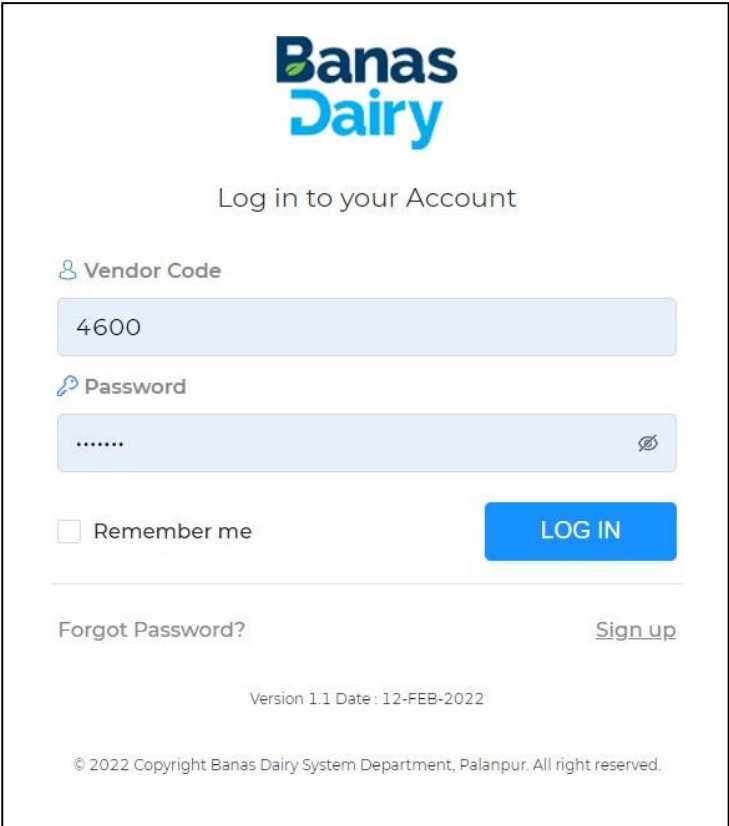
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# 1. Vendor will apply for Tender

## 1.1 Login to E-Procurement Vendor Web Portal

To login in E-Procurement Vendor Web Portal:

1. Open web browser and type the following E-Procurement Vendor Web Portal URL in the address bar and press **Enter** key.  
<https://evendor.banasdairy.coop/user/login>
2. E-Procurement Vendor Web Portal Log in screen appears. On this screen, enter the login credentials to log in.
3. Enter a valid username and password.
4. Click **Log in** to login to the E-Procurement Vendor Web Portal.
5. Dashboard screen appears.



The screenshot shows the login interface for the Banas Dairy E-Procurement Vendor Web Portal. At the top is the Banas Dairy logo. Below it, the text "Log in to your Account" is centered. The login form includes a "Vendor Code" field with the value "4600" and a "Password" field with masked characters ".....". There is a "Remember me" checkbox and a blue "LOG IN" button. Below the login fields, there are links for "Forgot Password?" and "Sign up". At the bottom, the version information "Version 1.1 Date : 12-FEB-2022" and the copyright notice "© 2022 Copyright Banas Dairy System Department, Palanpur. All right reserved." are displayed.

**Banas Dairy**

Log in to your Account

Vendor Code

4600

Password

.....

☐ Remember me

**LOG IN**

[Forgot Password?](#) [Sign up](#)


Version 1.1 Date : 12-FEB-2022

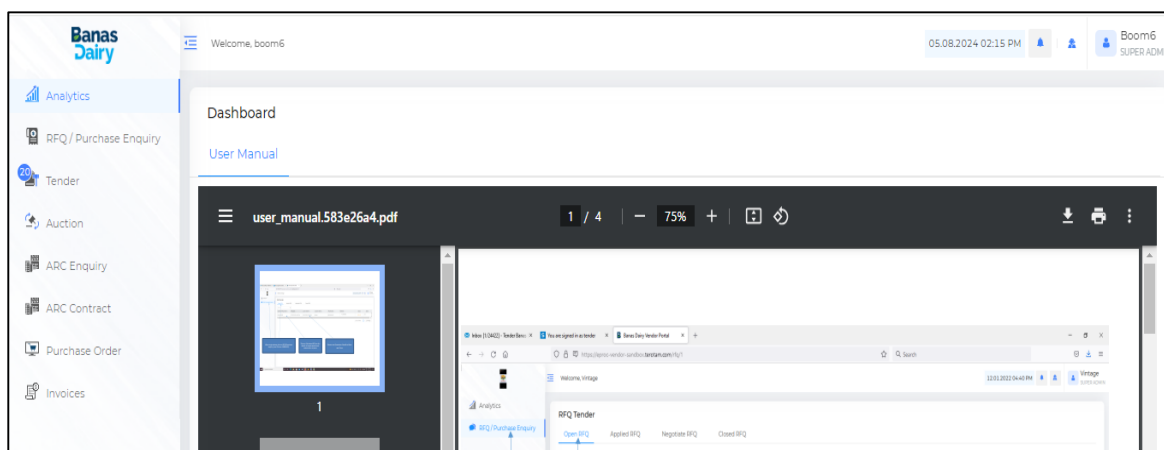
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## 1.2 Access Menu

Once the user logged in to the E-Procurement Web Portal, then Analytics screen appears. At the left is the Access Menu (displayed as a sidebar) to provide quick access to all the modules available in the app. You can expand the Access Menu to view a list of all modules and then click on the modules to manage them. You can also collapse the menu to save the working space.

### To view Access Menu:

1. Login to the E-Procurement Vendor Web Portal.
2. Analytics screen appears.
3. On the Analytics screen, click '**Access Menu**'  icon to view a list of all modules

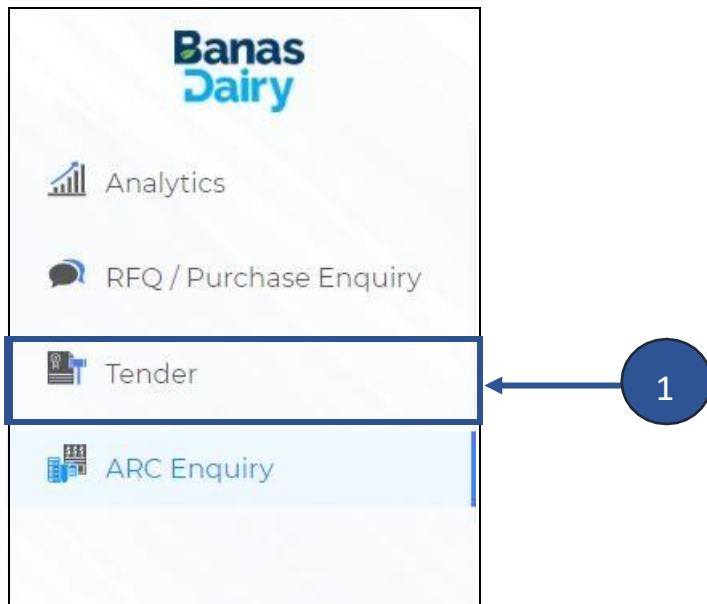


4. As you click the Access Menu icon, Access Menu is expanded. This expandable view allows you to access and manage modules available in the Vendor Web Portal. To close the Access Menu, click anywhere on the home screen.

## 1.3 How to apply for Tender

To apply for Tender:

1. Go to the side menu and click **Tender**



2. On this screen, you can view the following:

### **Tender Management**

- **Publish Tender** – When the tender is publish from customer side then vendor can see it in publish tender tab
- **Open Tender** – Once the Vendor's submitted UTR details are approved from creator it will show in Open ARC to assigned vendors
- **Applied Tender** - Once vendor will apply for tender it will show in **Applied Tender**
- **Negotiate Tender** - Once vendor applied the negotiated amount & submit the quotation, that Tender will show in **Negotiate Tender**
- **Closed Tender** - The particular tender is deleted once after it is in published state then it will show in **Closed Tender**

**Tender Management**

[Publish Tender](#)
[Open Tender](#)
[Applied Tender](#)
[Negotiated Tender](#)
[Cancelled Tender](#)

Search

Queries	Tender Ref Number	Tender Number	Subject	Tender Status	Tender Download Amount	Actions
<input type="radio"/>	B910000004	BNS/Tender/789+6521/B910000...	qwerty	Publish	425555	
<input type="radio"/>	B9100000026	BNS/testing/2596/B9100000026	ddtyhfnfg	Publish	3000	
<input type="radio"/>	B9100000027	BNS/testing/111111/B9100000...	jkhjk	Publish	4000	
<input type="radio"/>	B9100000029	BNS/testing/2596/B9100000029	hjuhi	Publish	1000	
<input type="radio"/>	B9100000032	BNS/Tender/weewe/B91000000...	rwevrrier	Publish	4000	
<input type="radio"/>	B9100000035	BNS/testing/single/B9100000035	Testing	Publish	1000	

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3. Once the created tender is approved from all the levels of customer, tender will show in Publish Tender.

4. Click on download under Actions column.

**Tender Management**

[Publish Tender](#)
[Open Tender](#)
[Applied Tender](#)
[Negotiated Tender](#)
[Cancelled Tender](#)

Search

Queries	Tender Ref Number	Tender Number	Subject	Tender Status	Tender Download Amount	Actions
<input type="radio"/>	B9100000003	BNS/PUR/Thawing Unit/B910000...	Supply & Training for Thawing Uni...	Publish	1000	
<input type="radio"/>	B9100000026	BNS/testing/2596/B9100000026	ddtyhfnfg	Publish	3000	
<input type="radio"/>	B9100000027	BNS/testing/111111/B9100000...	jkhjk	Publish	4000	

5. Once you click on view below screen will appear.

**Download Tender Application**

Subject: Supply & Training for Thawing Unit for AI employee at village level DCS in Banaskantha District

- > Advertisement
- > Tender Publish Dates
- > Preface
- > Instruction For Submitting Tender Bid
- > Eligibility Criteria
- > General Terms and condition for bid

**Fee submission to Download**  
Kindly submit the tender fee of Rs. 1000 - Tender fees Inclusive of GST (None Returnable) for filling the full Tender document. Without submission of tender fees, you can not access Tender

**EMD**  
EMD Amount: 100000

**Banas Bank Details**

Account Number	03350310000046	Beneficiary Name	Banaskantha Dist. Co-Op. Milk Producers' Union Ltd.
Bank Name	HDFC BANK	IFSC Code	HDFC0000335

File Type	File Name	Actions

Cancel Save

Fill the Mandatory supplier and UTR details, click on **Save**.

Download Tender Application
Download
X

Supplier Contact Person Detail

Name \*
Enter Supplier Contact Person Name

Mobile Number \*
Enter Supplier Contact Person Number

Buissness Address \*
Enter Buissness Address

Email-Id \*
Enter Supplier Contact Person Email

Bidder's UTR Details

UTR Details Ref No. \*
Enter UTI Reference Number

Date \*
Select date

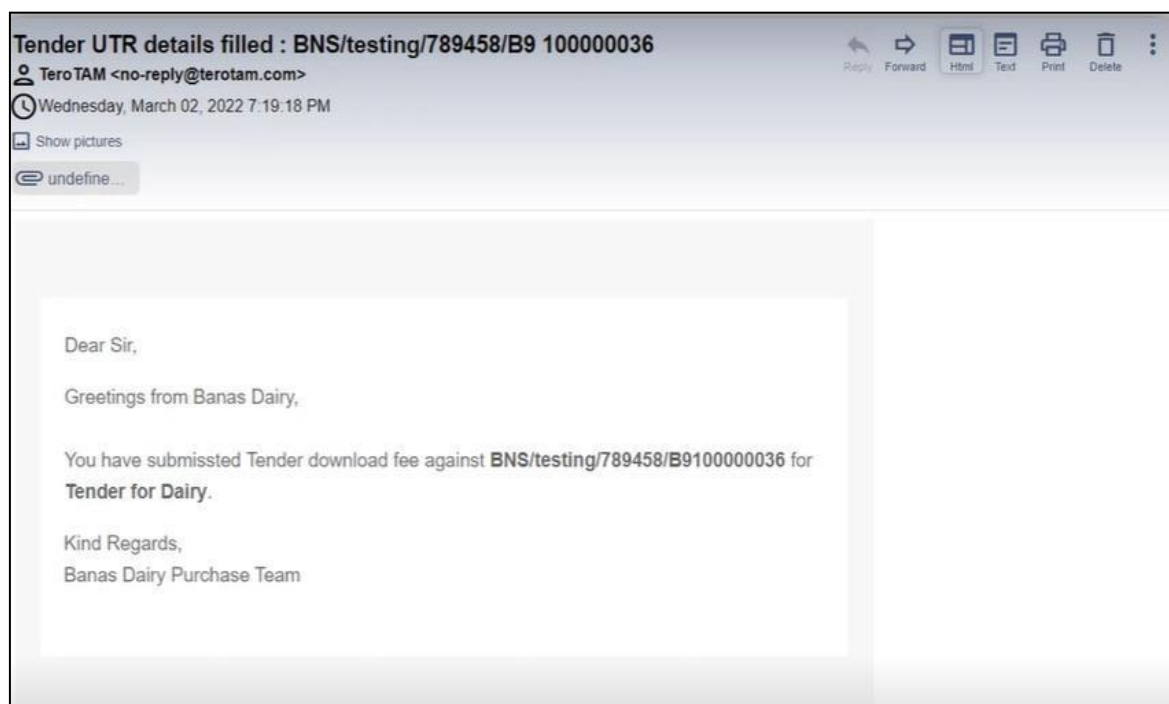
Bank Name \*
Enter Bank Name

UTR Amount (IN INR) \*
Enter amount

UTR Attachments
UTR Attachments

Cancel Save

6. Once UTR details are submitted you will receive a confirmation email.



7. Once UTR details are filled the request will go under **Tender Approval** for customer.
8. If you want to show interest for that Tender request, click on View from **Publish Tender Tab**

Tender Management

[Publish Tender](#)
[Open Tender](#)
[Applied Tender](#)
[Negotiated Tender](#)
[Cancelled Tender](#)

Search

Queries	Tender Reference No	Subject	Tender Status	Tender Download Amount	Actions
<input type="radio"/>	BNS/Tender/gdf/B9100000041	dfgdf	Publish	1000	
<input type="radio"/>	BNS/testing/2596000/B9100000043	xvf	Publish	1000	
<input type="radio"/>	BNS/Tender/21 Apr/B9100000058	21 Apr	Publish	1000	
<input type="radio"/>	BNS/Tender/sadafghfgh/B9100000074	fgsdgd	Publish	100	
<input type="radio"/>	BNS/Tender/Dpuble bid/B9100000095	Dpuble bid	Publish	600	
<input type="radio"/>	BNS/testing/1079897087597/B9100000099	Tender for Laptop purchase	Publish	1000	
<input type="radio"/>	BNS/testing/12345/B9100000105	project.	Publish	100	

9. Once click on View **Show Interest In Tender** screen will appear

Show Interest In Tender Download X

> General Terms and condition for bid

> Specific Terms and condition for bid

**Fee submission to Download**  
Kindly Submit the tender download fee of **1000** and request for approval

**EMD (Refundable)**  
EMD Amount : **6000**

**Supplier Contact Person Detail**

Name \*

Mobile Number \*

Buissness Address \*

Email-Id \*

Cancel Show Interest

10. Fill all the details and click on Show Interest.
11. Once clicked on Show Interest Status will be updated of that tender request as **'Interest Shown'**

Tender Management

[Publish Tender](#)
[Open Tender](#)
[Applied Tender](#)
[Negotiated Tender](#)
[Cancelled Tender](#)

Search

Queries	Tender Reference No	Subject	Tender Status	Tender Download Amount	Actions
<input type="radio"/>	BNS/testing/2596/B9100000026	doty/hfhfg	Tender Download fee submitted	3000	
<input type="radio"/>	BNS/testing/111111/B9100000027	jkhljk	Publish	4000	
<input type="radio"/>	BNS/testing/2596/B9100000029	hjuhi	Publish	1000	
<input type="radio"/>	BNS/Tender/weewe/B9100000032	rwewrrer	Interest shown	4000	
<input type="radio"/>	BNS/testing/eee/B9100000041	eeee	Publish	4000	



12. Once the tender request is approved from customer then only it will show in Open Tender tab.

**Tender Management**

Publish Tender Open Tender Applied Tender Negotiated Tender Cancelled Tender

Search

Queries	Tender Reference No	Subject	Tender Status	Actions
<input type="radio"/>	BNS/testing/2596/B9100000029	dvfd	Approved	<input type="button" value="Download"/>

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13. Apply for tender screen will appear, fill all the required details & click on **Save Tender button or submit tender button.**

**Apply For Tender**

> Index  
> Tender Publish Dates  
> Corresponder Details  
> Payment and Bank Details  
> Turnover Details

**UTR Details**

Reference Number	32435545	UTR Name	30.07.2024
Bank Name	hdfc	Amount	1000

**Supplier Contact Person Detail**

Name \*

Mobile Number \*

Buissness Address \*

Email-Id \*

Draw Signature \*

14. Once click on Save Tender, Confirmation message will appear

15. Once applied the same tender request will be found in **Applied Tender tab**  
Until the deadline complete vendor can edit the tender form.

**Tender Management**

Publish Tender Open Tender Applied Tender Negotiated Tender Cancelled Tender

Search

Queries	Tender Ref Number	Tender Number	Subject	Tender Status	Actions
<input type="radio"/>	B9100000006	BNS/Tender/7852/B9100000006	42244252	Publish	<input type="button" value="Edit"/>
<input type="radio"/>	B9100000007	BNS/testing/2596000/B9100000007	testing	Publish	<input type="button" value="Edit"/>
<input type="radio"/>	B9100000009	BNS/testing/2596/B9100000009	testing	Publish	<input type="button" value="Edit"/>
<input type="radio"/>	B9100000033	BNS/Tender/fdgdf/B9100000033	gfhgfhghf	Publish	<input type="button" value="Edit"/>
<input type="radio"/>	B9100000035	BNS/testing/single/B9100000035	Testing	Publish	<input type="button" value="Edit"/>

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## 1.4 How to apply for Negotiate Tender

1. Once Customer has selected the vendor and send the tender request again for negotiation vendor can see the same under **Negotiated Tender** tab

Tender Management

Publish Tender
Open Tender
Applied Tender
Negotiated Tender
Cancelled Tender

Tender Ref Number	Tender Number	Subject	Tender Status	Actions
B9100000036	BNS/testing/789458/B91000000...	Tender for Dairy	Publish	

1-1 of 1 items
1
20 / Page

2. To apply for negotiation, click on that request below screen will appear.  
To update the negotiated price vendor, have to fill only the commercial Bid section and click on **Submit**.

Apply For Tender

UTR Details

Reference Number
9999
UTR Name
03.07.2024

Bank Name
hdfc
Amount
0

Supplier Contact Person Detail


Name
boom6

Mobile Number
9876543567

Business Address
ahm

Email-Id
boom6@yopmail.com

Draw Signature


Clear

Click on Clear to remove and draw new signature

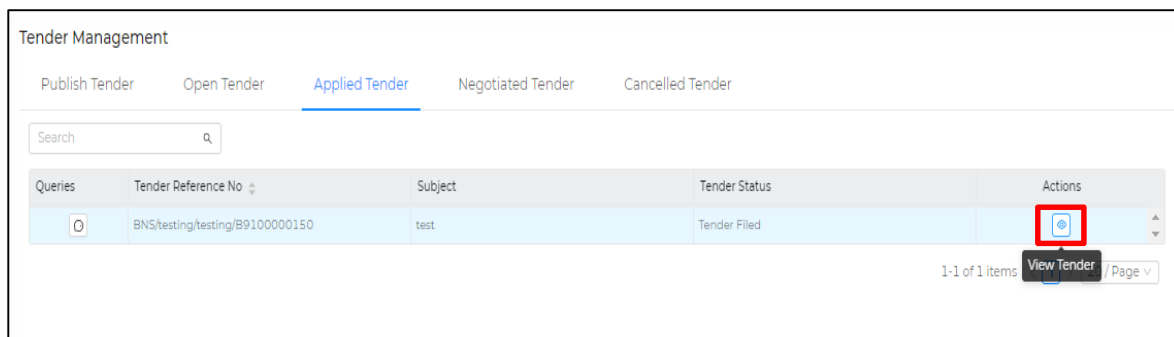
Bidder's EMD Details

EMD Details Ref No.
23456

Date
30/07/2024

Cancel
Save Tender
Submit Tender

5. Once the vendor has submitted the negotiated price customer can view that in the comparison report.
6. Vendor can see the Tender PDF with all the details from applied tab

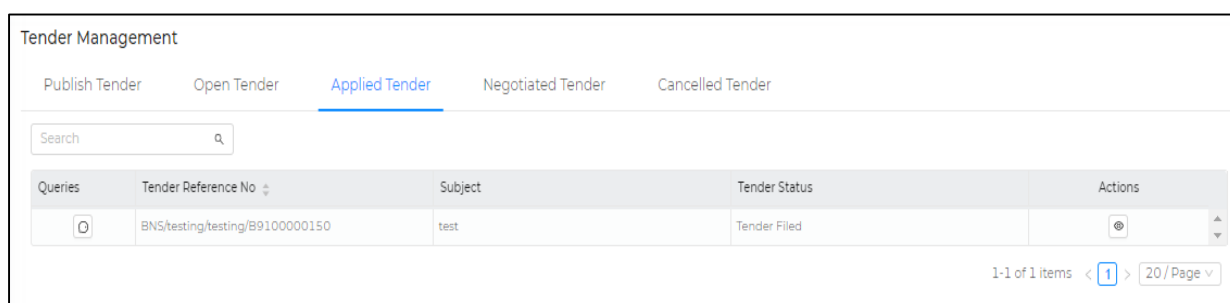


## 4. Vendor Queries

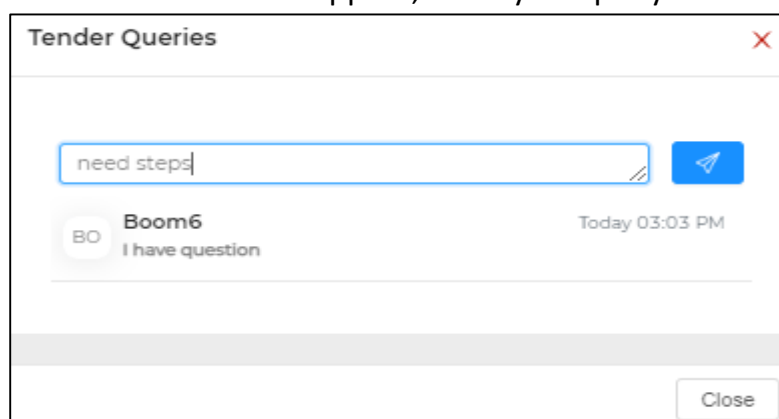
At any point if vendor needs any help with something or have doubts vendor can ask the same by sending the queries to customer and customer will be sending the clarification for the same.

**To send queries do the following:**

1. Click on Query icon present in the 1<sup>st</sup> column.




2. Below screen will appear, enter your query and click on send.



3. Once query sent by vendor customer can view the query and send the clarification for that query.
4. Clarification sent by customer can be check under same Query column
5. Below screen will appear

Tender Queries



DR

**Banas Dairy** (Super Admin)
 Customer

ok i will explain

Today 01:57 AM

DR

**DRDO**

I need a help to understand the flow

Today 01:51 AM

Close

## 5. Technical Support

You can contact E-Procurement Customer Web Portal Technical Support team by calling or sending email to our help desk facilities.

Banaskantha Dist. Co-Op. Milk Producers' Union Ltd.

Banas Dairy, Post Box no. 20, Palanpur - 385001, Banaskantha (Gujarat)

Telephone: 91-2742-253881 TO 253885 (Ext 366/543/217/316/216)

Email: [support@banasdairy.coop](mailto:support@banasdairy.coop)