

Tender

Web Portal Vendor User Guide

Revision History

Owner	Date	Version
Astics	1-03-2022	1.0

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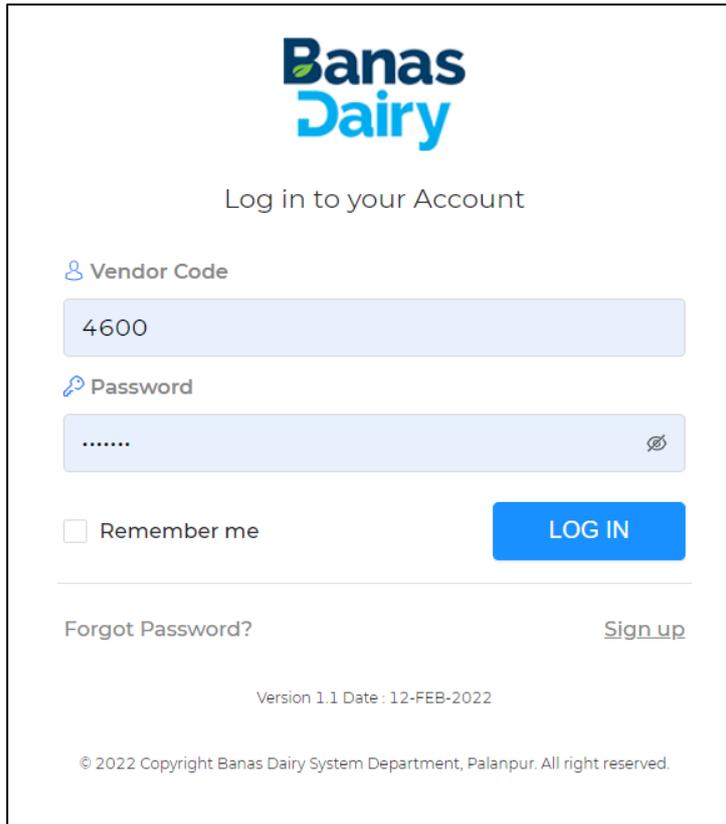
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3. Vendor will Apply for Tender

3.1 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.

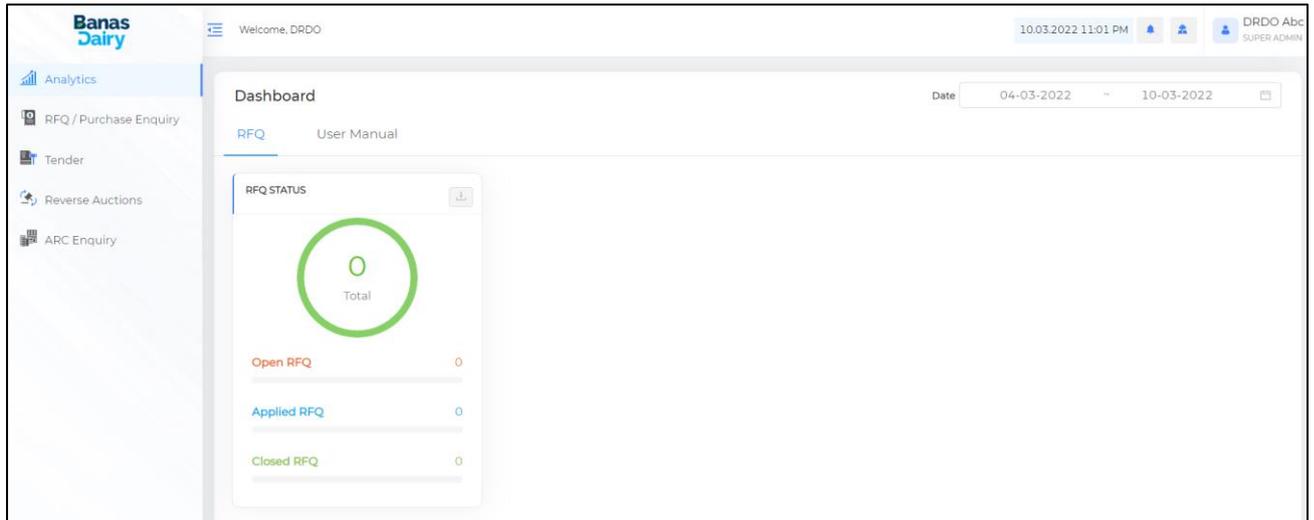


3.2 Access Menu

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

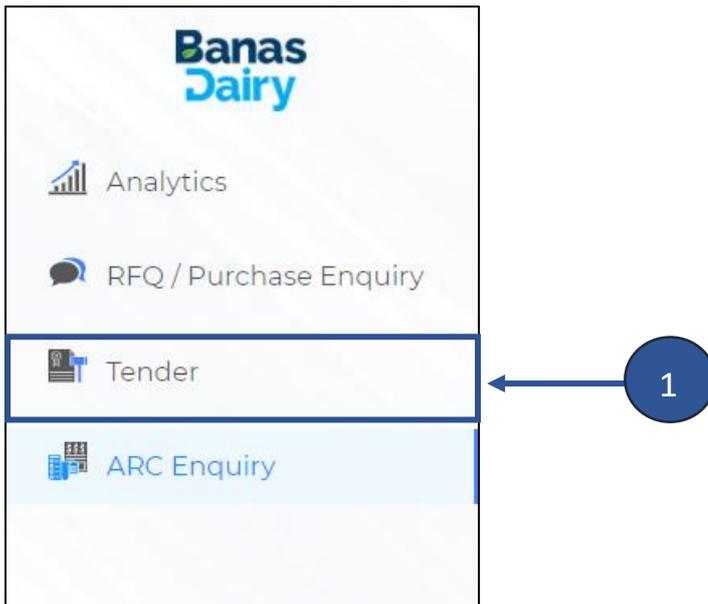


4. As you click the Access Menu icon, Access Menu is expanded. This expandable view allows you to access and manage modules available in the Vendor Web Portal. To close the Access Menu, click anywhere on the home screen.

3.3 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 published 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"/>	B9100000004	BNS/Tender/789+6521/B910000...	qwerty	Publish	425555	
<input type="radio"/>	B9100000026	BNS/testing/2596/B9100000026	ddtyhfhfg	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...	rwewrrr	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	ddtyhfhfg	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

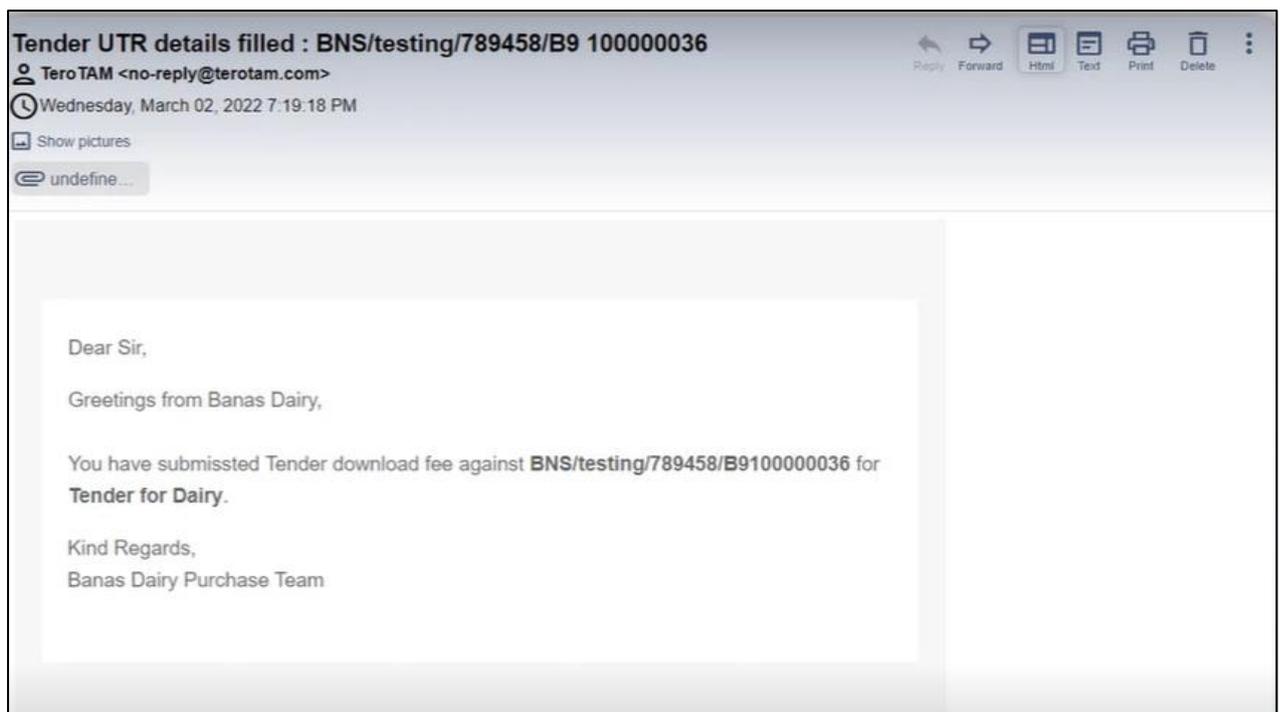
Account Number	03350310000046	Beneficiary Name	Banaskantha Dist. Co-Op. Milk Producers' Union Ltd.
Bank Name	HDFC BANK	IFSC Code	HDFC0000335

File Type	File Name	Actions
		Cancel Save

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

5

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

Tender Management

Pending Tender Application Approved Tender Application Cancelled Tenders

Search

Tender Number	Reference Number	Vendor Code	Vendor Name	Tender Download Amount	Actions
B910000035	BNS/testing/single/B910000035	1023	Vintage	1000	<input type="checkbox"/>
B910000026	BNS/testing/2596/B910000026	5990	Vintage	3000	<input type="checkbox"/>
B910000015	BNS/testing/5555/B910000015	3003	Boom Stores	4000	<input type="checkbox"/>

1-3 of 3 items 1 / 20 / Page

Approve Download Tender Application

8. Below screen will appear, Click on Approve

Approver Tender Download Application

Tender Details

Tender Number	B910000035
Tender Reference Name	BNS/testing/single/B910000035
Tender Subject	Testing
Tender Application Submission ON	01-03-2022 06:04 PM
Tender Amount	1000

Bidder's Contact Details

Contact Person Name	test29
Contact Person Phone	2176418548
Contact Person Email	seuqueyahoulla-3613@yopmail.com

Vendor UTR Details

UTR Reference Number	XXXXXXXXXXXXXXXXXXXX
UTR Date	01-03-2022 06:04 PM
Bank Name	ICICI
Amount	200000

Attachment Actions

Cancel Approve

9. 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
	BNS/testing/2596/B9100000026	ddy/hfhfg	Tender Download fee submitted	3000	
	BNS/testing/111111/B91000000...	jkjkk	Publish	4000	
	BNS/testing/2596/B9100000029	hjuhi	Publish	1000	
	BNS/Tender/weewe/B9100000032	rwewrrer	Publish	4000	
	BNS/testing/eee/B9100000041	eeee	Publish	4000	

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

Show Interest In Tender Download X

Subject :rwewrrer

> Tender Publish Dates

Fee submission to Download
Kindly Submit the tender download fee of 4000 - testing tender (PQR) and request for approval

EMD
EMD Amount : 2000

Supplier Contact Person Detail

Name *

Mobile Number *

Buissness Address *

Email-Id *

Cancel [Show Interest](#)

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11. Fill all the details and click on Show Interest

12. 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
	BNS/testing/2596/B9100000026	ddy/hfhfg	Tender Download fee submitted	3000	
	BNS/testing/111111/B9100000027	jkjkk	Publish	4000	
	BNS/testing/2596/B9100000029	hjuhi	Publish	1000	
	BNS/Tender/weewe/B9100000032	rwewrrer	Interest shown	4000	
	BNS/testing/eee/B9100000041	eeee	Publish	4000	

13. 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 Ref Number	Tender Number	Subject	Tender Status	Actions
<input type="checkbox"/>	B910000006	BNS/Tender/7852/B910000006	42244252	Publish	<input type="button" value="↓"/>

1-1 of 1 items < 1 > 20 / Page

14. Apply for tender screen will appear, fill all the required details & click on **Save Tender**

Apply For Tender

> Corresponder Details

Commercial Bid

Sr No.	Description	Qty	Price IN RS.		
			(In Figure) INR / Unit Rate	(In Figure) INR (Landed Rate)	Amount In Words
1	test 1	1	100	100.000	One Hundred Rupees Only
2	test 2	2	200.30	400.600	Four Hundred Rupees And Sixty Paise Only

> Scope of work & Technical Specification

> Submission of Query For Pre-Bid Meeting clarification

Supplier Contact Person Detail

Name *

Mobile Number *

Apply For Tender

Banas Bank Details

Account Number 888888888777 Beneficiary Name ICICI Tester SBIIN0004

Bank Name ICICI IFSC Code

File Type	File Name	Actions
	Tender Interests - BNS_Tender_88548000076_B9100000048.pdf	<input type="button" value="↓"/>

> Submission of Query For Pre-Bid Meeting clarification

Sr. No.	Tender Page No And Clause	Tender Specification	Bidders Query
1	55	ok	WE are checking Submission for query

UTR Details

Reference Number QWER7456DFGHJ UTR Name 10.03.2022

Bank Name SBI Amount 1000000

File Type	File Name	Actions
	Tender Interests - BNS_Tender_88548000076_B9100000048.pdf	<input type="button" value="↓"/>

Supplier Contact Person Detail

Name *

Apply For Tender X

Supplier Contact Person Detail

Name *

Mobile Number *

Buissness Address *

Email-Id *

Draw Signature

Draw Signature Clear

Click on Clear to remove and draw new signature

Bidders EMD Details

EMD Details Ref No.

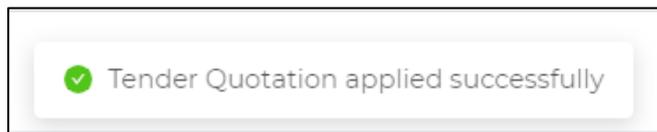
Date

Bank Name

EMD Amount (IN INR)

EMD Attachments

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



16. 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

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=""/>
<input type="radio"/>	B9100000007	BNS/testing/2596000/B9100000007	testing	Publish	<input type="button" value=""/>
<input type="radio"/>	B9100000009	BNS/testing/2596/B9100000009	testing	Publish	<input type="button" value=""/>
<input type="radio"/>	B9100000033	BNS/Tender/fagdf/B9100000033	gfhgfhgfhf	Publish	<input type="button" value=""/>
<input type="radio"/>	B9100000035	BNS/testing/single/B9100000035	Testing	Publish	<input type="button" value=""/>

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3.4 How to apply for Negotiate Tender

- 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](#)

Search

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

- 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 Save

Apply For Tender

Subject: Tender for Dairy

[> Tender Publish Dates](#)
[> Corresponder Details](#)
[v Commercial Bid](#)

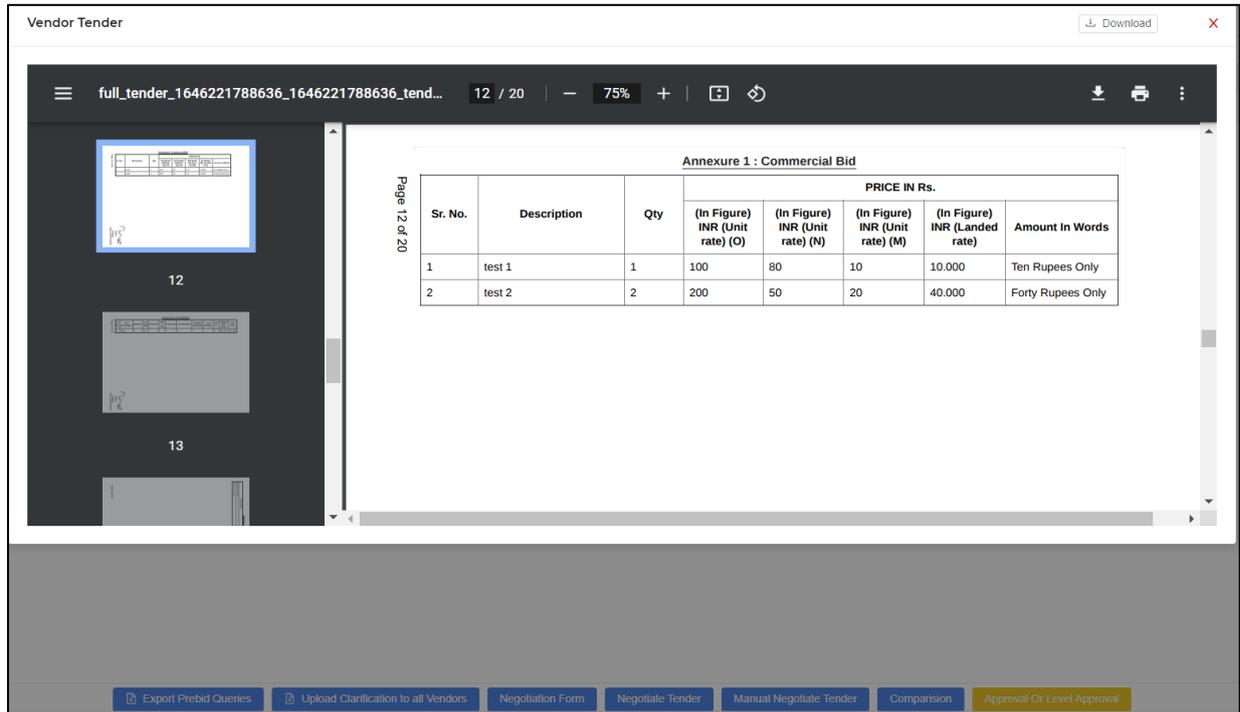
Sr No.	Description	Qty	Price IN RS.			
			(In Figure) INR / Unit Rate	(In Figure) INR / Unit Rate (Negotiated)	(In Figure) INR (Landed Rate)	Amount In Words
1	test 1	1	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100.000"/>	One Hundred Rupees Only
2	test 2	2	<input type="text" value="200"/>	<input type="text" value="200"/>	<input type="text" value="400.000"/>	Four Hundred Rupees Only

Supplier Contact Person Detail

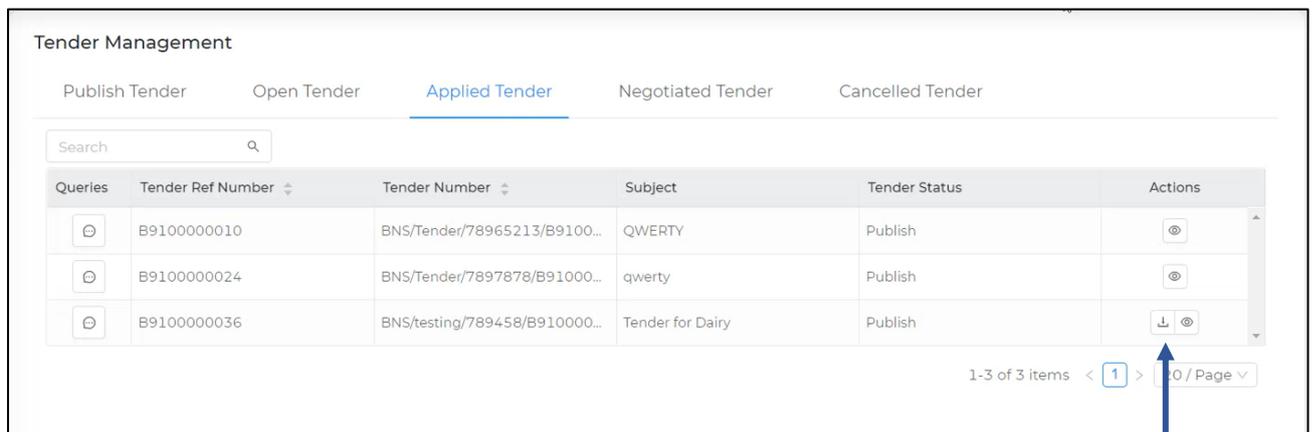
Name *

Mobile Number *

- Once the vendor has submitted the negotiated price customer can view that in the comparison report



- Once negotiation deadline is completed then the applied negotiation tender will go under approval process from customer side
- Vendor can see the Tender PDF with all the details from applied tab



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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 1st column

Queries	Tender Reference No	Subject	Tender Status	Actions
	BNS/Tender/78965213/B9100000010	QWERTY	Publish	
	BNS/Tender/78965213/B9100000010	QWERTY	Publish	
	BNS/Tender/7897878/B9100000024	qwerty	Publish	
	BNS/testing/789458/B9100000036	Tender for Dairy	Publish	
	BNS/Tender/8854800076/B9100000040	QA	Publish	
	BNS/Tender/8854800076/B9100000040	QA	Publish	

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

Tender Management

Publish Tender Open Tender **Applied Tender** Negotiated Tender Cancelled Tender

Search

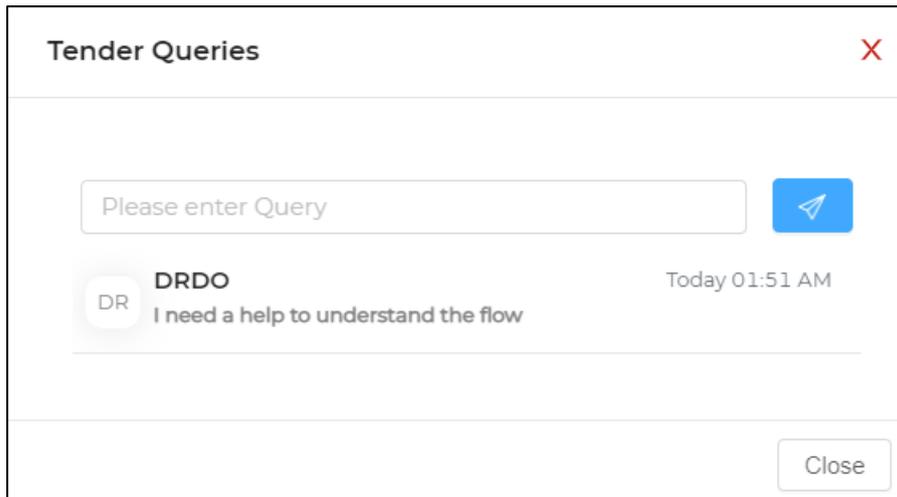
Queries	Tender Reference No	Subject	Tender Status	Actions
	BNS/Tender/78965213/B9100000010	QWERTY	Publish	
	BNS/Tender/78965213/B9100000010	QWERTY	Publish	
	BNS/Tender/7897878/B9100000024	qwerty	Publish	
	BNS/testing/789458/B9100000036	Tender for Dairy	Publish	
	BNS/Tender/8854800076/B9100000040	QA	Publish	
	BNS/Tender/8854800076/B9100000040	QA	Publish	
	BNS/Tender/8854800076/B9100000048	qwerty	Publish	
	BNS/Tender/8888888855/B9100000050	qwerty	Publish	

Tender Queries

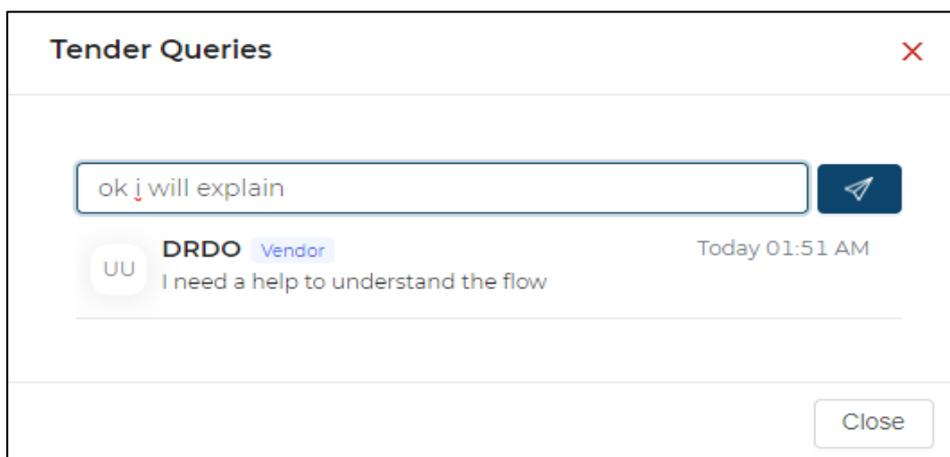
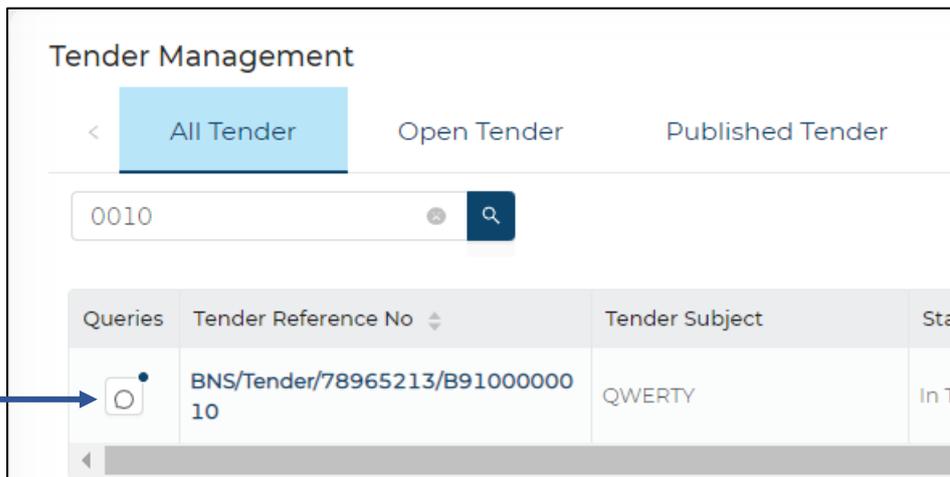
No entries yet

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- 3. Once click on send you can view the same query in same box



- 4. Once query sent by vendor customer can view the same by clicking the query icon and send the clarification for that query



5. Clarification sent by customer can be check under same Query column

Tender Management

Publish Tender Open Tender Applied Tender Negotiated Tender Cancelled Tender

Search

Queries	Tender Reference No	Subject	Tender Status	Actions
	BNS/Tender/78965213/B9100000010	QWERTY	Publish	
	BNS/Tender/78965213/B9100000010	QWERTY	Publish	
	BNS/Tender/7897878/B9100000024	qwerty	Publish	

5

6. Below screen will appear

Tender Queries X

Banas Dairy (Super Admin) Customer Today 01:57 AM
ok i will explain

DRDO Today 01:51 AM
I need a help to understand the flow

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