Procurement Management Support System – PMSS

[User Guide]

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Introduction

NPIU was established by Ministry of Human Resource Development, Government of India, in August 1990 for coordination, facilitation, monitoring and to provide guidance to the States/ Institutions in all aspects of the projects.

Technical Education Quality Improvement Programme (TEQIP) was envisaged in 2003 as a long-term programme to be implemented in 3 phases for transformation of the technical education system with World Bank assistance. TEQIP-II is planned as a sequel to TEQIP-I to continue the development activities initiated by TEQIP-I. Under TEQIP-II, estimate of around 200 institutions from all over the country will be selected to achieve the following objectives:

- Strengthening Institutions to produce high quality engineers for better employability
- Scaling up PG education and demand driven Research & Development and Innovation
- Establishing Centers of Excellence for focused applicable research
- Training of faculty for effective Teaching
- Enhancing Institutional and System Management effectiveness

To achieve the objectives of the programme, the institutions will be funded for various activities covered under the programme by the World Bank through the Government of India. Substantial portion of these funds will be used to procure various good, services, and works (civil works) by the participating institutions. All procurement under the TEQIP-II programme will be carried out in accordance with the World Bank guidelines, failing which, could result in penalties.

The PMSS will be used to support and monitor the procurement activities of the institutions, which are selected for the project. PMSS will help the procurement activities by reducing time, standardizing the processes, ensuring transparency, support decision making and compliance with agreed norms. Apart from the institutions, PMSS will also be used by the SPFUs (State Project Facilitation Unit) and NPIU (National Project Implementation Unit) for procurement as well as monitoring activities.

Chapter

1

CONFIGURATION AND SETUP

User Guide – Administration

Home Page

Login

Enter the Login ID and Password in the provided textboxes on the home page to enter into the system. If wrong credentials are entered by the user system won't allow user to login into the system.

Change Password

The user can change the password at will. For this user needs to click on "Change Password" link on the home page.

A pop up will be displayed as below.

The user will have to specify the user name, the old password, enter the new password and then re-enter the new password. The system will indicate the success or failure of changing the password.

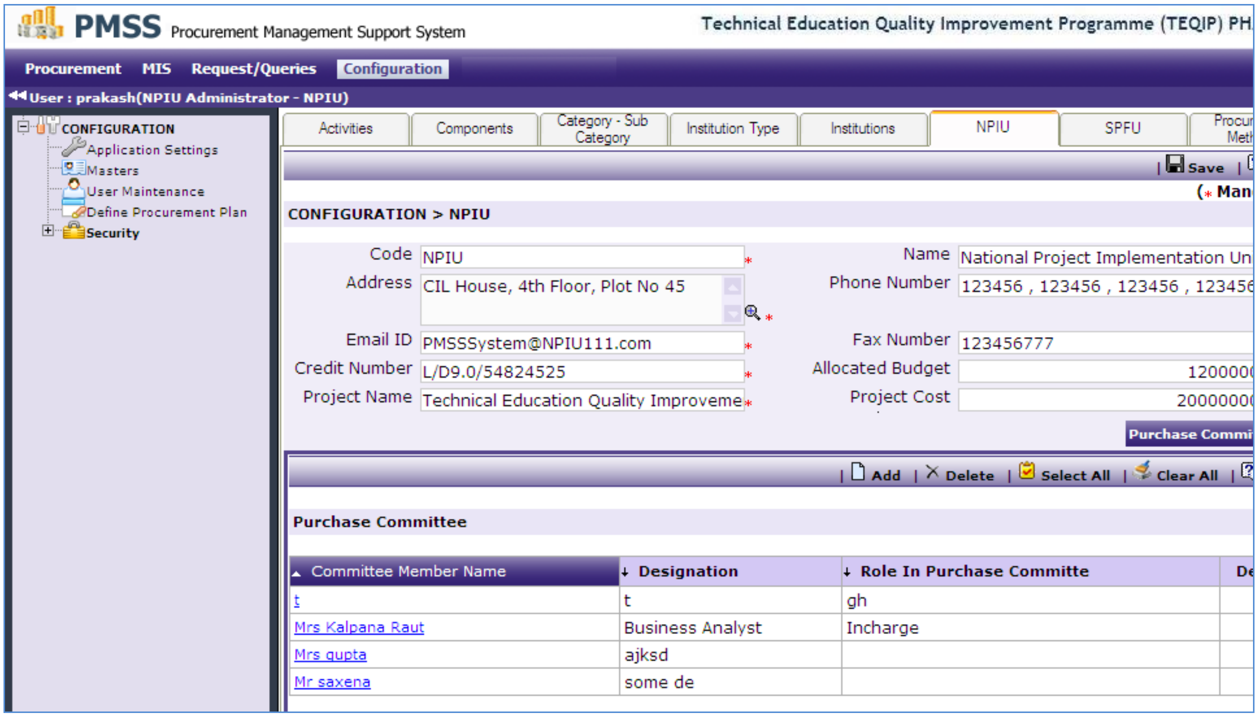
The user will have to close the popup and re-enter the login credentials according to the recently changed password.

Forgot Password

If user has forgotten his/ her password, he/ she can send the request to rest the password. Enter Login ID and click on the "Forgot Password" link.
Password will be sent to the user through email.

Configuration Module

To access the Configuration Module, click on Configuration link.

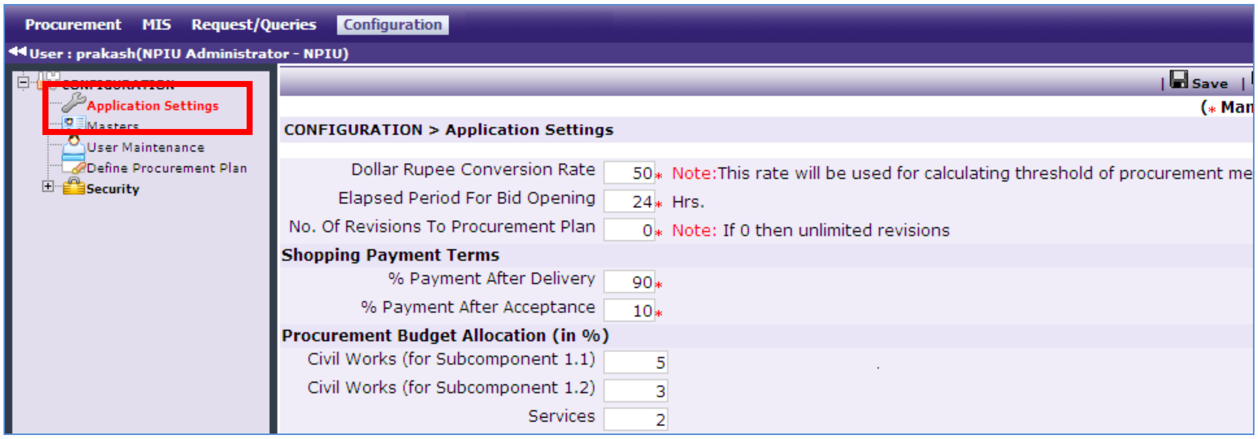


Under this module user will be able to define the following;

- Application Settings
- Masters
- User Maintenance
- Procurement Plan Definition
- Security

Application Settings

To access Application Settings **go to Configuration-> Application Settings**.



Following fields can be setup here:

Field Name	**Sample value in the field**	**Information about the field**
Dollar Rupee Conversion Rate	50	The rate that is put in this field will be used for $ to Rs. Conversion when calculating the thresholds for the methods
Elapsed Period For Bid Opening	48	Bid opening data cannot be entered in the system if the user fails to input the bid opening data within the number of hrs that are put in this field
No. Of Revisions To Procurement Plan		User will be able to revise his/ her plan based on the number configured here
% Payment After Delivery	90	This field is used in Shopping Method Payment terms definition
% Payment After Acceptance	10	This field is used in Shopping Method Payment terms definition
Civil Works (for Subcomponent 1.1)	5	This field is used to calculate the allocated budget for Civil works for institutions under Subcomponent 1.1
Civil Works (for Subcomponent 1.2)	3	This field is used to calculate the allocated budget for Civil works for institutions under Subcomponent 1.2
Services	2	This field is used to calculate the allocated budget for Services for the institutions.

Masters

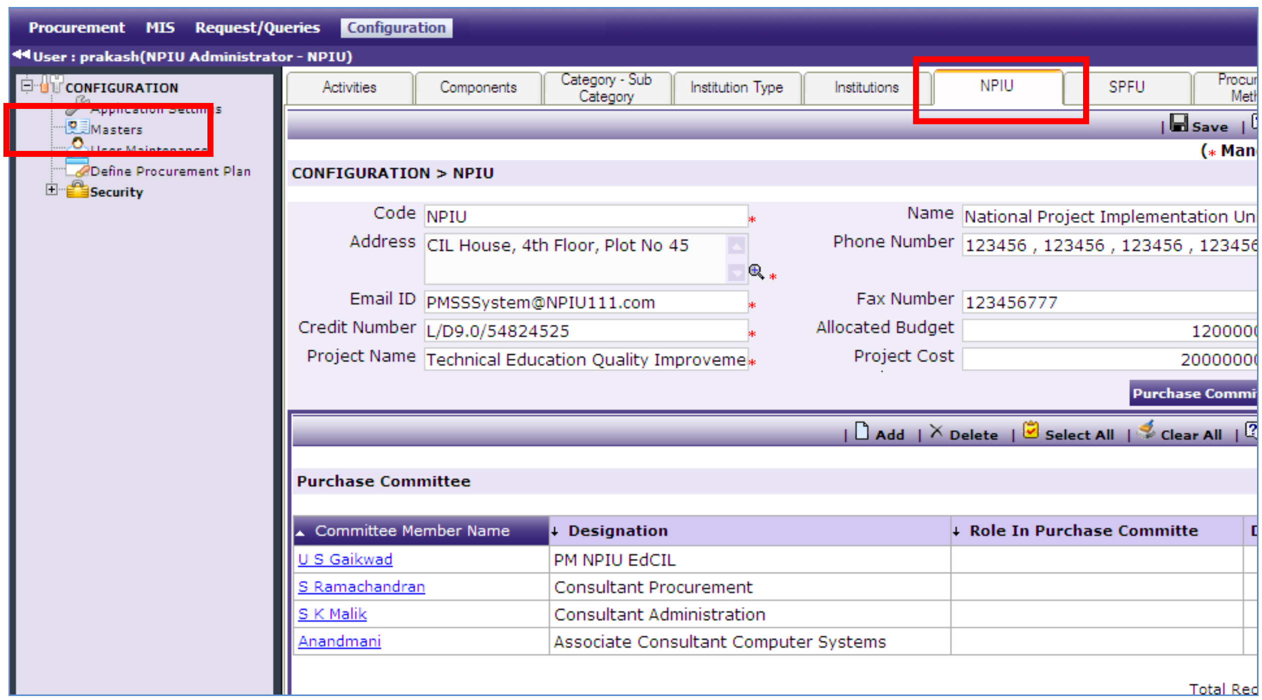
To access Masters node **go to Configuration-> Masters**.

Under this node user will be able to define the following;

- NPIU
- SPFU
- Activities
- Components and Sub-components
- Institution Types
- Institutions
- Procurement Methods

NPIU

Go to Configuration-> Masters-> NPIU



Following fields can be setup here:

Field Name	Sample value in the field	Information about the field
Code	NPIU	This is a code given to NPIU. When a ProcurementRequestID is generated for NPIU this code will be used in the ID generation. E.g. ProcurementRequestIDs will be TEQIP-II/NPIU/1, TEQIP-II/NPIU/2 etc

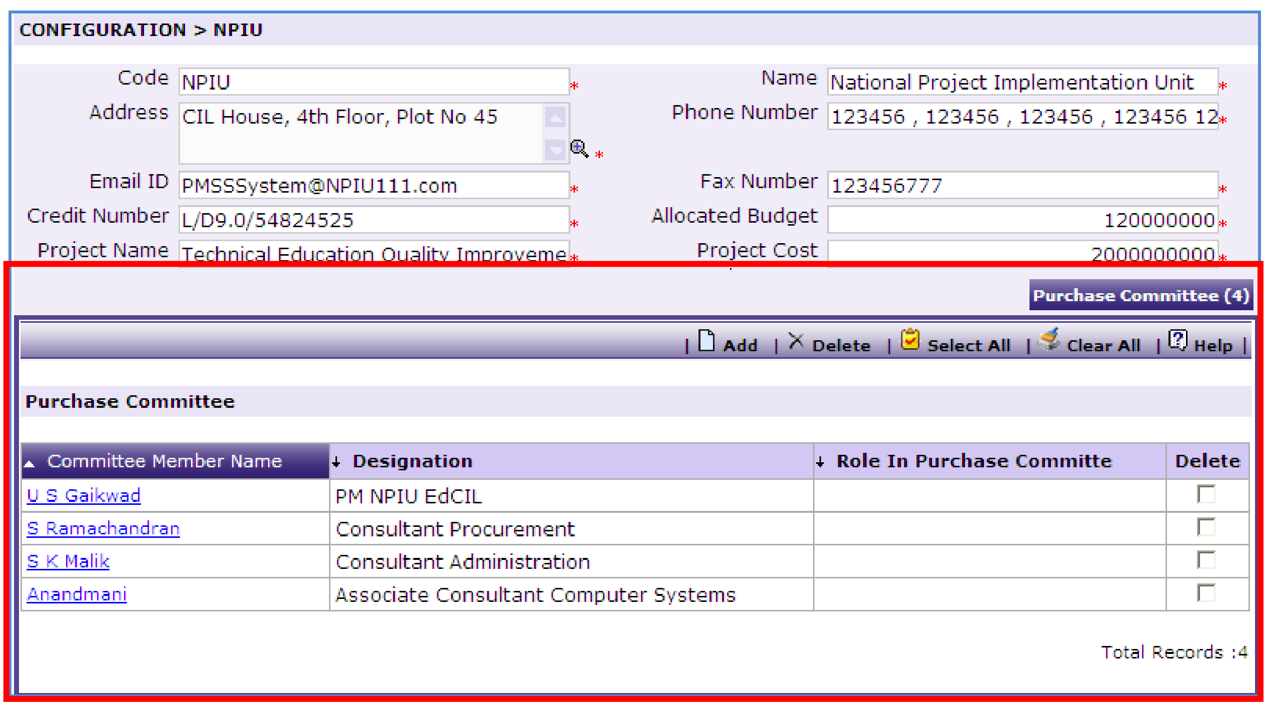
Name	National Project Implementation Unit	
Email ID	npiuwb@hotmail.com	All emails sent to NPIU will go to this email id
Telephone Number	0120 – 2513921	NPIU's Telephone Number
Fax Number	0120 - 2512485	NPIU's Fax Number
Address	ED. CIL House 4th Floor, Plot No. 18 A, Sector 16 A, Noida, Gautam Budh Nagar Uttar Pradesh, India - 201301	NPIU's Address
Credit Number		NPIU's load account number
Allocated Budget		Allocated Budget for TEQIP II
Project Name	TEQIP II	Used in Shopping - letter of invitation
Project Cost		TEQIP Project's cost, used in Shopping - letter of invitation

Once the above data is saved a sub tabs will appear;

- Purchase Committee

Purchase Committee

Purchase Committee for the NPIU can be created here.



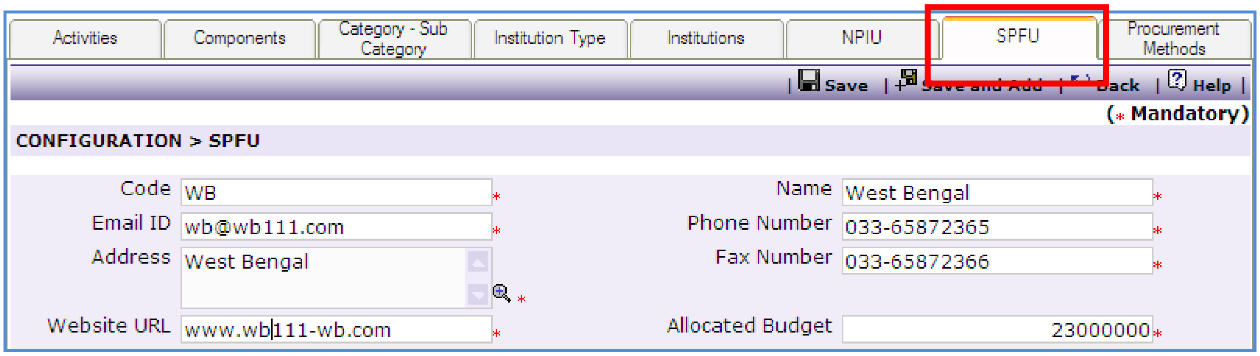
To define the purchase committee the user can come to this sub tab;

- Click on 'Add' link
- Enter the Committee Member name
- Enter his/ her Designation
- Enter his/ her Role In Purchase Committee
- Click 'Save'

To add another Committee member user can repeat the above steps

SPFU

Go to Configuration-> Masters-> SPFU-> 'Add'



Following fields can be setup here:

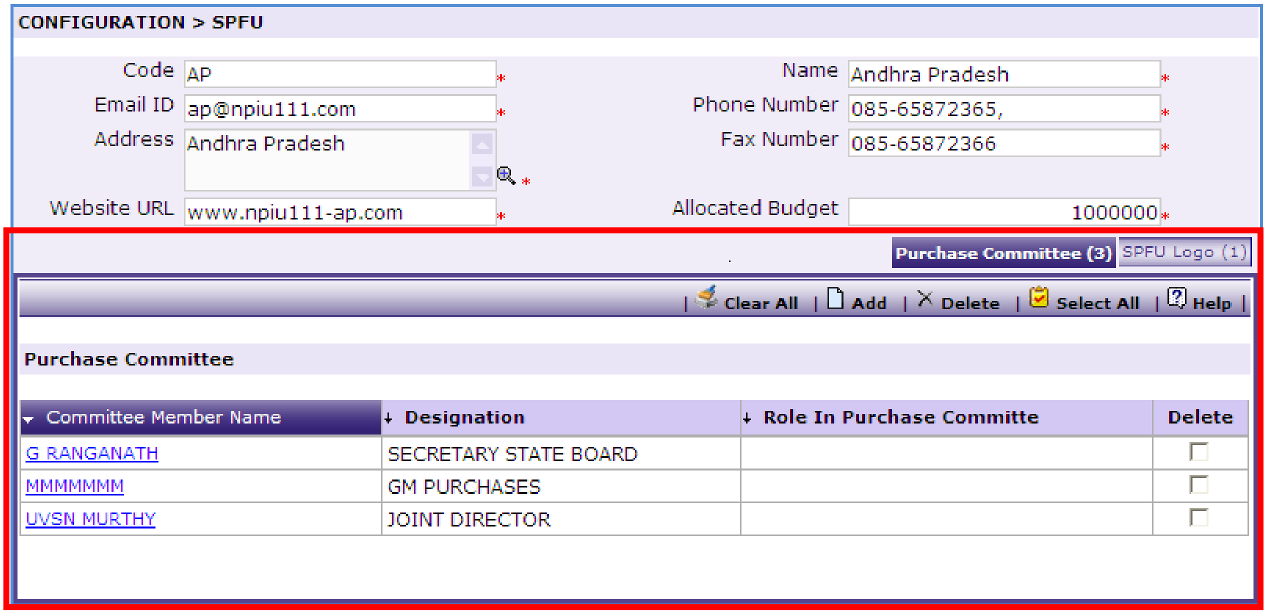
Field Name	Sample value in the field	Information about the field
Code	SPFU's Short Name	This is a code given to SPFU. When a ProcurementRequestID is generated for SPFU this code will be used in the ID generation. E.g. ProcurementRequestIDs for Maharashtra will be TEQIP-II/MH/1, TEQIP-II/MH/2 etc
Name		SPFU's Name
Email ID		All emails sent to SPFU will go to this email id
Telephone Number		SPFU's Telephone Number
Fax Number		SPFU's Fax Number
Address		SPFU's Address
Website URL		SPFU's Website URL
Allocated Budget		Allocated Budget for SPFU

Once the above data is saved two sub tabs will appear;

- Purchase Committee
- SPFU Logo

Purchase Committee

Purchase Committee for the SPFU can be created here.



To define the purchase committee the user can come to this sub tab;

- Click on 'Add' link
- Enter the Committee Member name
- Enter his/ her Designation
- Enter his/ her Role In Purchase Committee
- Click 'Save'

To add another Committee member user can repeat the above steps

SPFU Logo

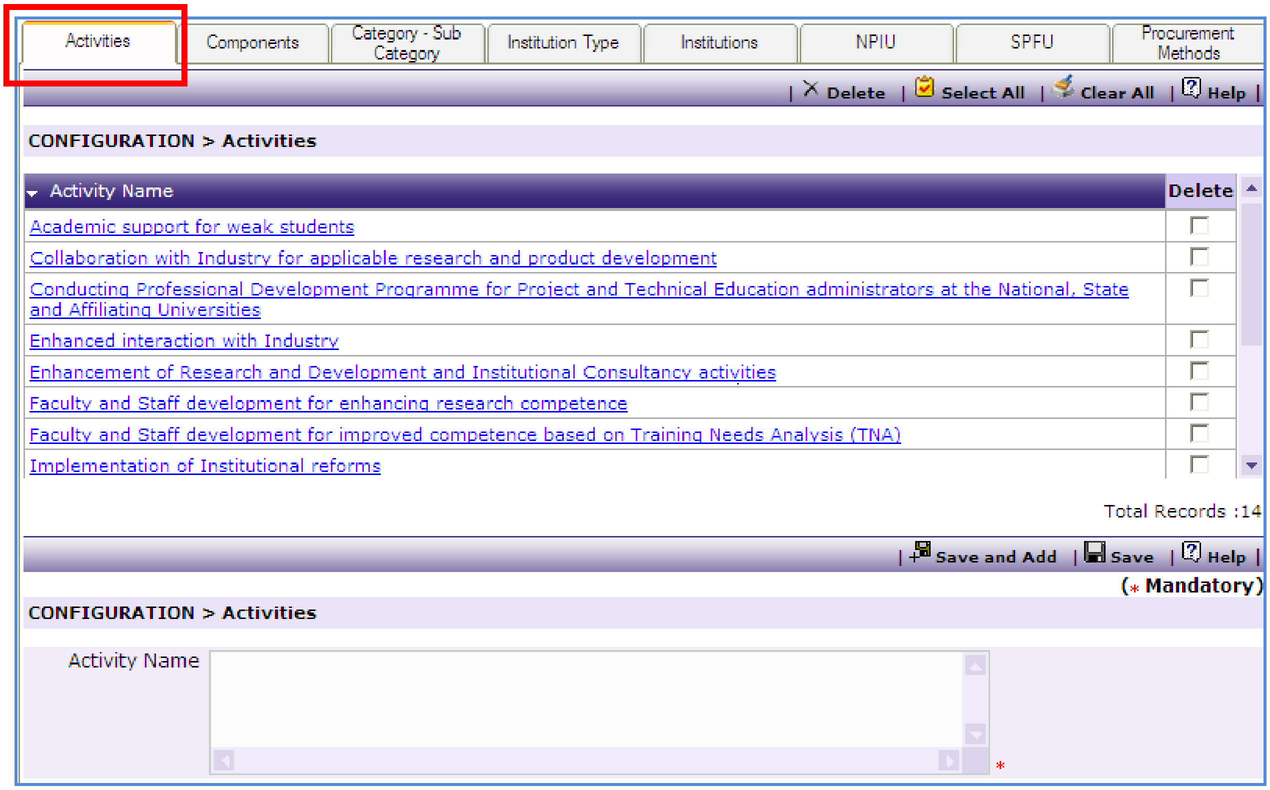
SPFU Logo can be uploaded here;

- Click on 'Add' link
- In the pop up browse and select the logo file
- Click upload

All the Project SPFUs can be created by repeating the above steps.

Activities

Go to Configuration-> Masters-> Activities



This page will allow the user to define Project Activities.

Following fields can be setup here:

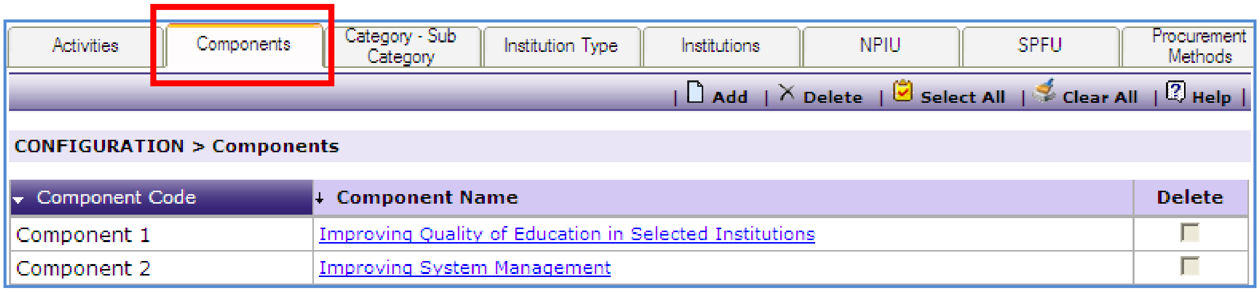
Field Name	Sample value in the field	Information about the field
Activity Name		Enter Activity Name here

To add new project activity,

- Click on 'Add' or 'Save and Add' link
- Enter Activity Name
- Click 'Save' or 'Save and Add' (To continue adding project activities)

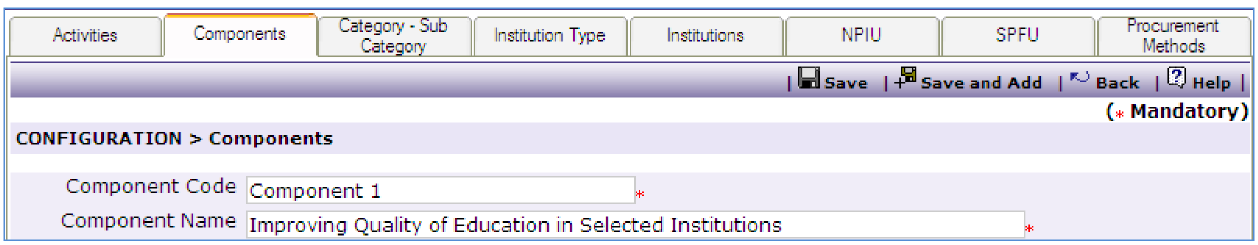
Components and Sub-components

Go to Configuration-> Masters-> Components



This page will allow the user to define Project Components and Sub-components

To add new components, user can click on “Add” link. Following screen will be displayed.



Following fields can be setup here:

Field Name	**Sample value in the field**	**Information about the field**
Component Code		Enter Component Code here. This component code will be used on all pages to identify this component.
Component Name		Enter Component Name here

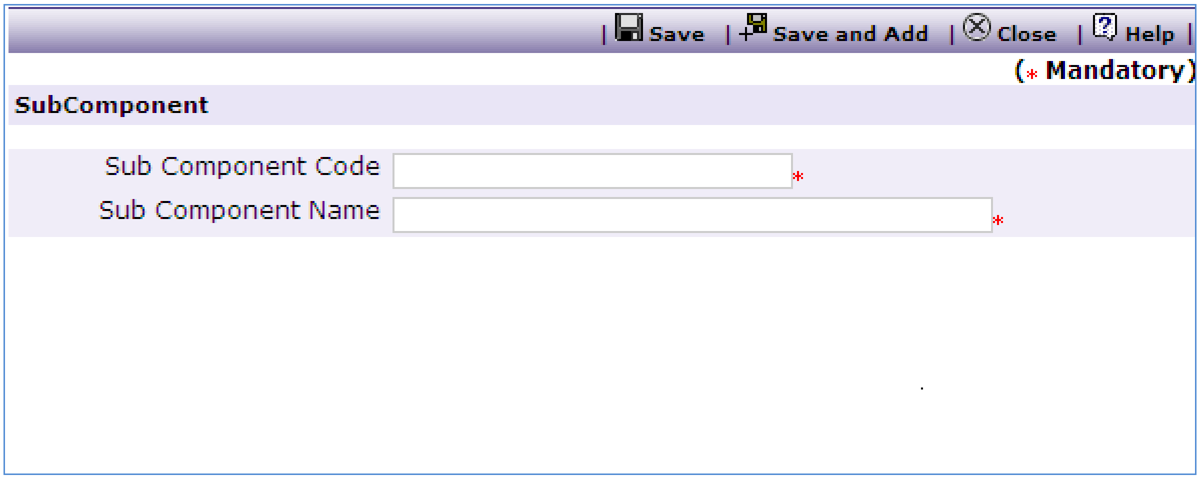
To save the details, user can click on ‘Save’ or ‘Save and Add’ link (To continue adding more components)

Once save a Sub Component section will appear.

Sub-Components

To add new sub-component under the component, user can click on ‘Add’ link in Subcomponent sub tab.

To modify or view details of existing sub-component, user can click on name of the sub-component. It will show following screen



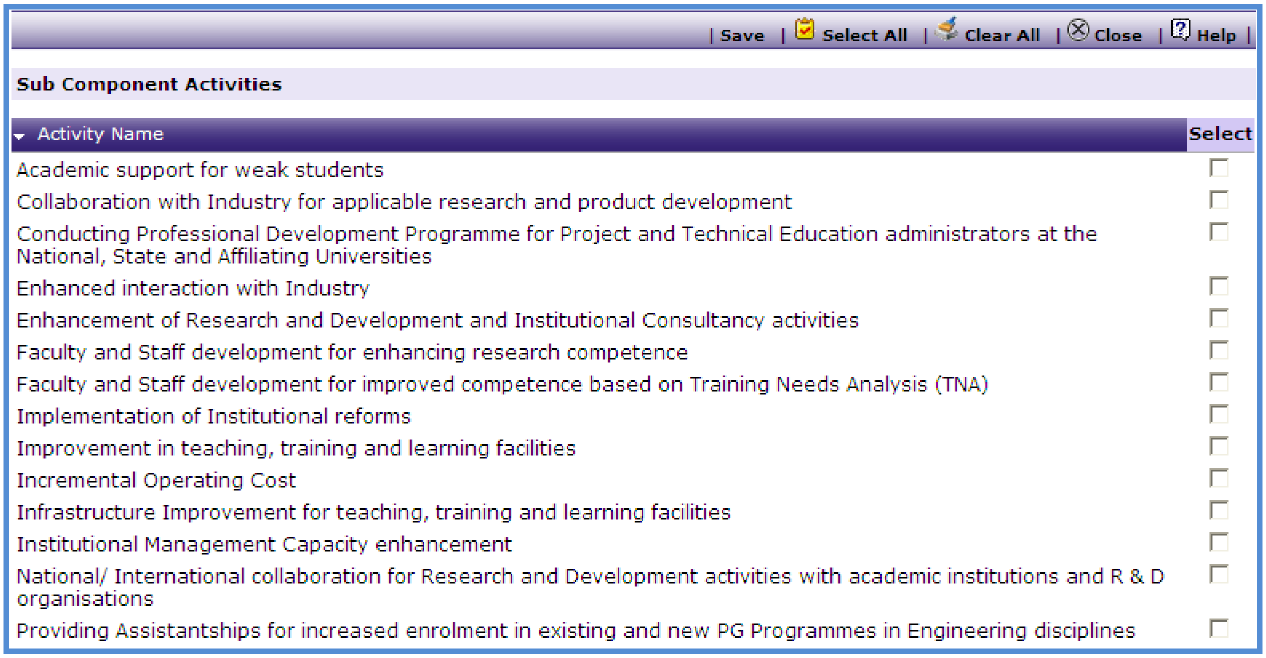
Following fields can be setup here:

Field Name	Sample value in the field	Information about the field
Sub Component Code		Enter Sub-Component Code here. This code will be used on all pages to identify this Sub-Component.
Component Name		Enter Sub-Component Name here

To save the details, user can click 'Save' or 'Save and Add' (To continue adding more Sub-components under the same Component.)
Once save Activities can be associated to the Sub Component by clicking on the Associate Activities link.

Associated Activities

To associate project activities with the Sub-Component, user can click on 'Associate Activities' link in Sub-component sub tab on Configuration-> Masters-> Components screen. It will display following screen:-



| Save | Select All | Clear All | Close | Help |

Sub Component Activities

Activity Name	Select
Academic support for weak students	☐
Collaboration with Industry for applicable research and product development	☐
Conducting Professional Development Programme for Project and Technical Education administrators at the National, State and Affiliating Universities	☐
Enhanced interaction with Industry	☐
Enhancement of Research and Development and Institutional Consultancy activities	☐
Faculty and Staff development for enhancing research competence	☐
Faculty and Staff development for improved competence based on Training Needs Analysis (TNA)	☐
Implementation of Institutional reforms	☐
Improvement in teaching, training and learning facilities	☐
Incremental Operating Cost	☐
Infrastructure Improvement for teaching, training and learning facilities	☐
Institutional Management Capacity enhancement	☐
National/ International collaboration for Research and Development activities with academic institutions and R & D organisations	☐
Providing Assistantships for increased enrolment in existing and new PG Programmes in Engineering disciplines	☐

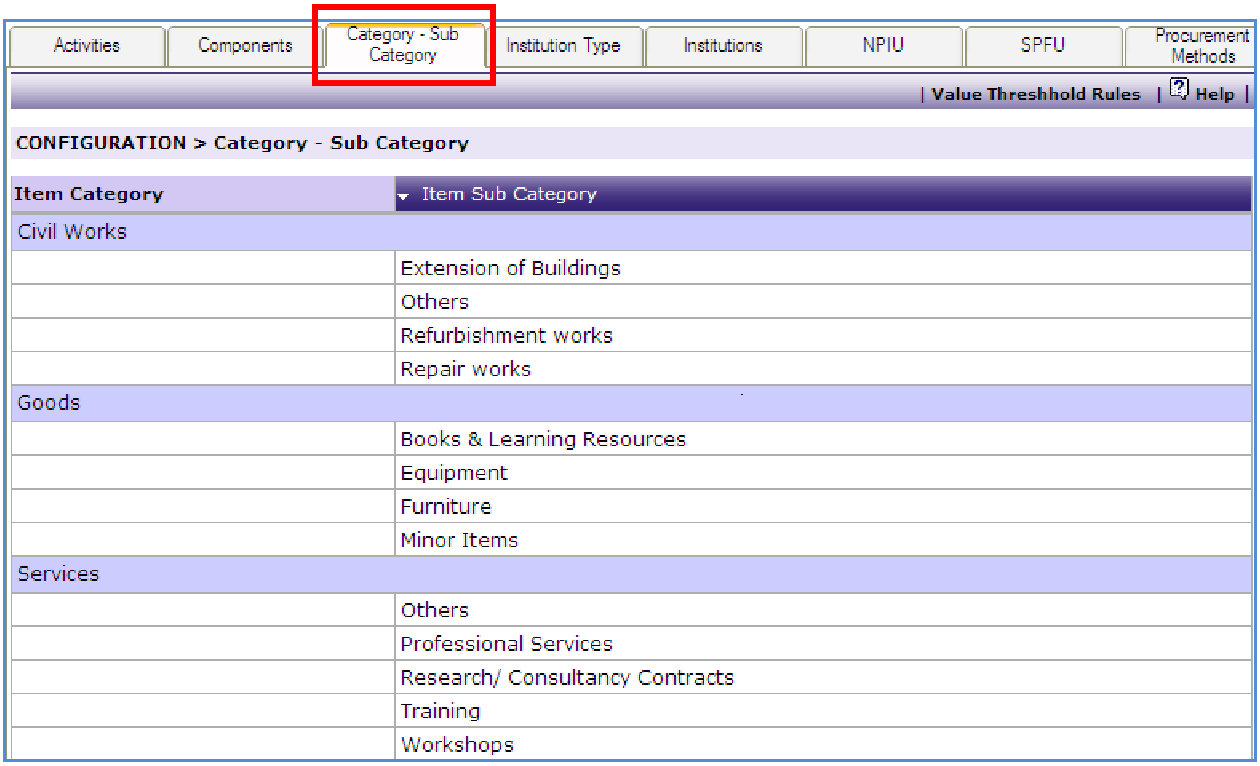
Here user can select activities to associate with the sub-component and click on 'Save' link

Category and Sub-category

Go to Configuration-> Masters-> Category and Sub-Category

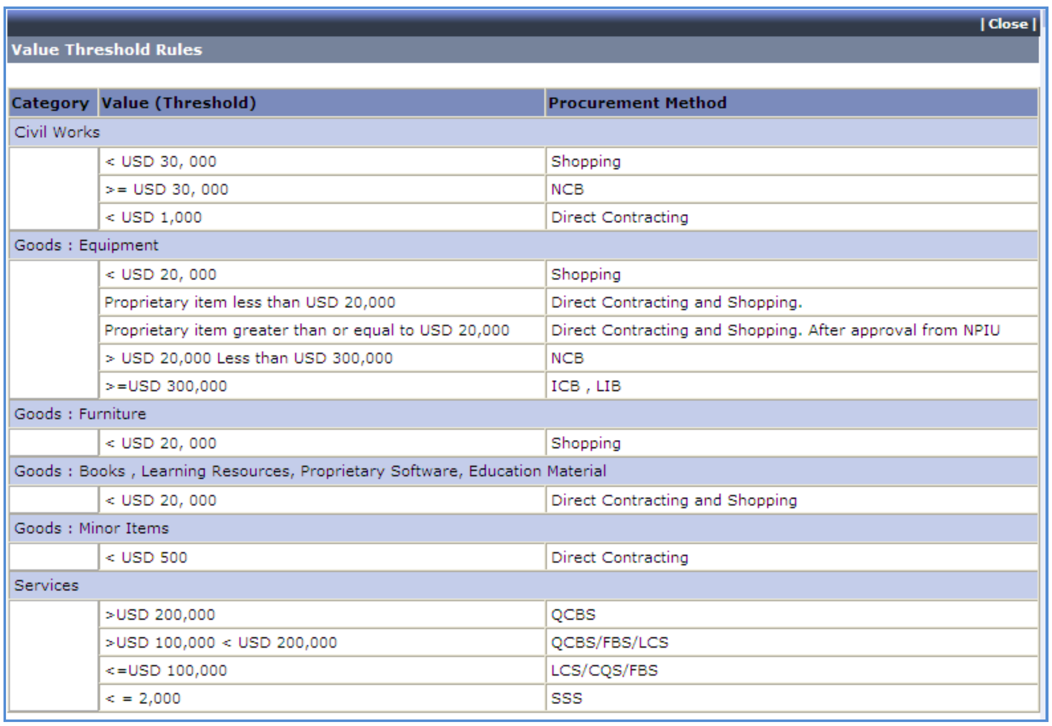
This is a view only page.

This page will display list of item categories, their sub-categories and Value Threshold rules for the item categories.



Item Category	Item Sub Category
Civil Works	
	Extension of Buildings
	Others
	Refurbishment works
	Repair works
Goods	
	Books & Learning Resources
	Equipment
	Furniture
	Minor Items
Services	
	Others
	Professional Services
	Research/ Consultancy Contracts
	Training
	Workshops

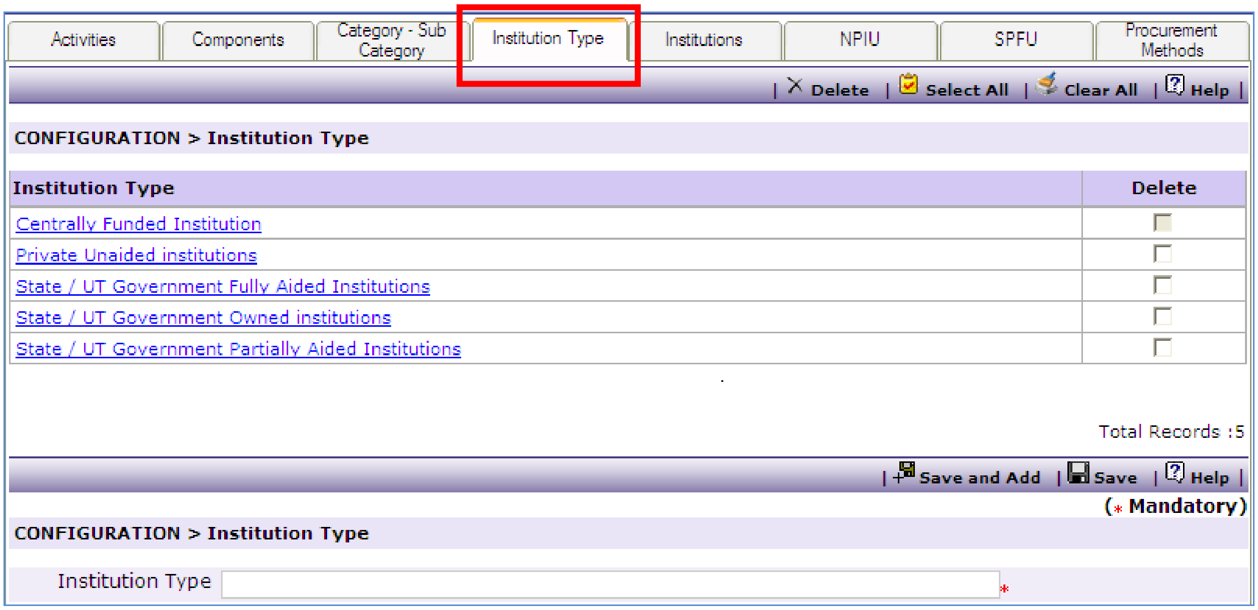
To view Value Threshold rules, user can click "Value Threshold Rules' link. It will display following screen :



Category	Value (Threshold)	Procurement Method
Civil Works		
	< USD 30, 000	Shopping
	>= USD 30, 000	NCB
	< USD 1,000	Direct Contracting
Goods : Equipment		
	< USD 20, 000	Shopping
	Proprietary item less than USD 20,000	Direct Contracting and Shopping.
	Proprietary item greater than or equal to USD 20,000	Direct Contracting and Shopping. After approval from NPIU
	> USD 20,000 Less than USD 300,000	NCB
	>=USD 300,000	ICB , LIB
Goods : Furniture		
	< USD 20, 000	Shopping
Goods : Books , Learning Resources, Proprietary Software, Education Material		
	< USD 20, 000	Direct Contracting and Shopping
Goods : Minor Items		
	< USD 500	Direct Contracting
Services		
	>USD 200,000	QCBS
	>USD 100,000 < USD 200,000	QCBS/FBS/LCS
	<=USD 100,000	LCS/CQS/FBS
	< = 2,000	SSS

Institution Type

Go to Configuration-> Masters-> Institution Type



This page will allow the user to define Institution Types. User can add new types or modify/delete existing types in the list.

Following fields can be setup here:

Field Name	Value in the field	Information about the field
Institution Type	Text	Enter Institution Type Name

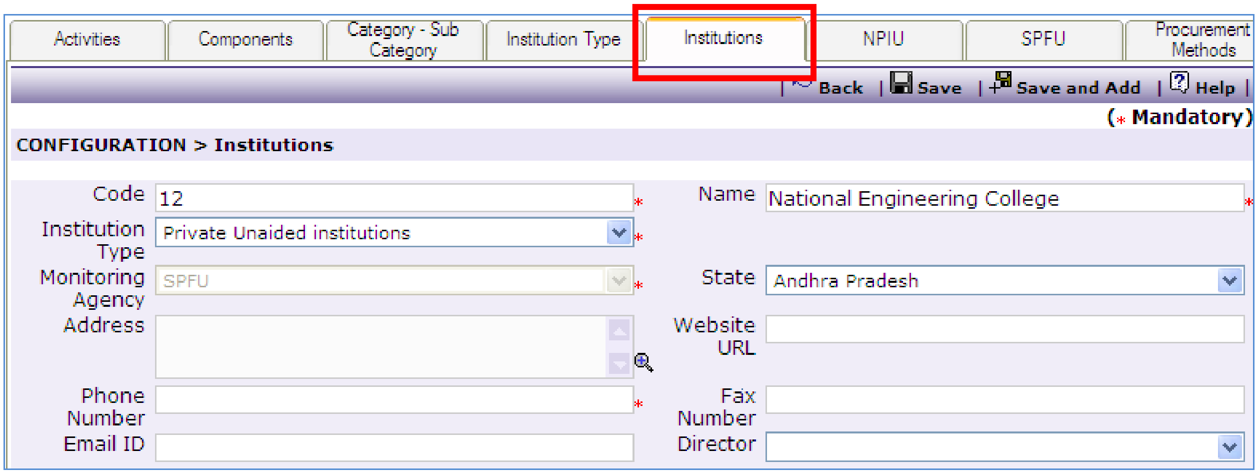
To add new Institution Type,

- Click on 'Add' or 'Save and Add' link
- Enter Institution Type
- Click 'Save' or 'Save and Add' (To continue adding more types)

Note: User cannot delete Institution Type "Centrally Funded Institution".

Institutions

Go to Configuration-> Masters-> Institutions-> 'Add'



Following fields can be setup here:

Field Name	Value in the field	Information about the field
Code	Institution's Code	This is a code given to Institution. When a ProcurementRequestID is generated for institution this code will be used in the ID generation.
Name		Institution's Name
Institution Type		CFI, Private etc
State	SPFU's Name	If Institution is not a CFI then State's name can be selected
Email ID		All emails sent to the Institution will go to this email id
Telephone Number		Institution's Telephone Number
Fax Number		Institution's Fax Number
Address		Institution's Address
Website URL		Institution's Website URL
Allocated Budget		Allocated Budget for the Institution

Once the above data is saved four sub tabs will appear;

- Institution Departments
- Institution Purchase Committee
- Institution Sub Component

- Institution Logo

Institution Departments

Departments of the Institution can be created here.

To define the Departments, user can come to this sub tab;

- Click on 'Add' link
- Enter the Department name
- Enter Department Head name
- Click 'Save'

To add another Department user will repeat the above steps

Institution Purchase Committee

Purchase Committee for the Institution can be created here.

To define the purchase committee the user can come to this sub tab;

- Click on 'Add' link
- Enter the Committee Member name
- Enter his Designation
- Enter his/ her Role In Purchase Committee
- Select the department to which this member belongs to (dropdown will list departments created in the above Department sub tab)
- Click 'Save'

To add another Committee member user can repeat the above steps

Institution Sub Component

Mapping of the institution to the Sub Components can be done here.

To map the sub components to an institution the user can come to this sub tab;

- Click on 'Add' link
- Map (select) the Sub Component
- Enter the Allocated Budget
- Allocated Budget for Civil works and Services will get Auto calculated.
- Click 'Save'

To map more sub components the user can repeat the above steps.

Institution Logo

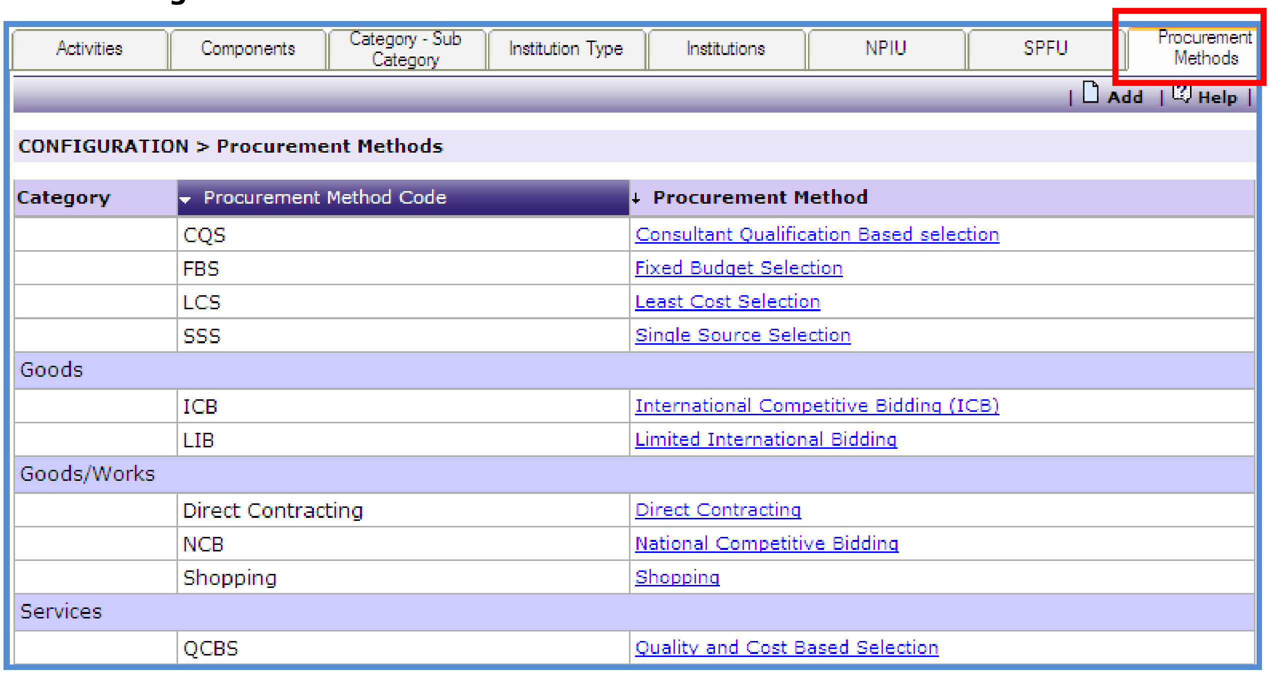
Institution's logo can be uploaded here.

- Click on ‘Add’ link
- In the pop up browse and select the logo file
- Click ‘Upload’

All the Project institutions can be added by repeating the above steps.

Procurement Methods

Go to Configuration-> Masters-> Procurement Methods



Click on a method to define the timelines for that method.

Following fields can be defined for Shopping/ Direct Contracting/ NCB/ ICB/ LIB;

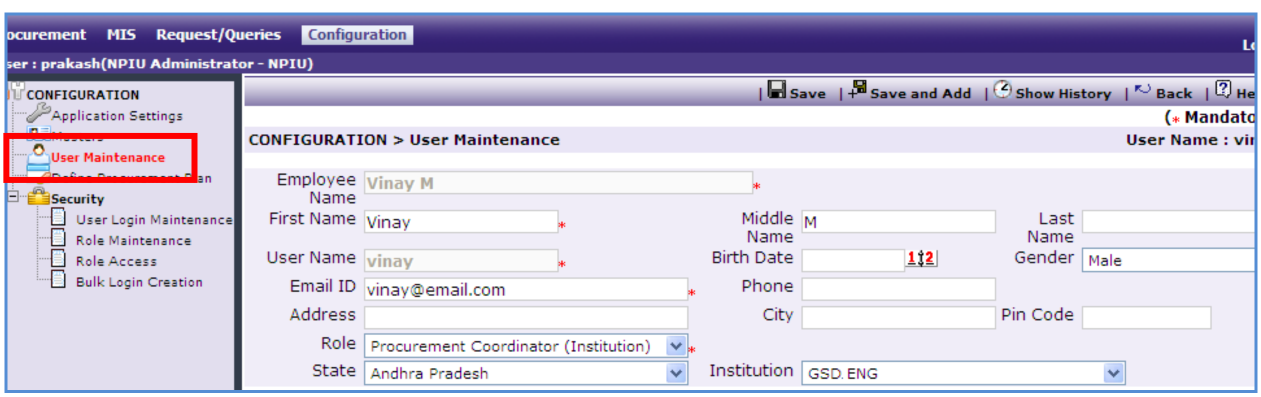
Field Name	Value in the field	Information about the field
Bid Document Preparation Date	Enter Number of day	For NCB/ ICB/ LIB; ‘Bid Document Preparation Date’ in the Procurement Plan will be calculated based on number of days inputted in this field plus the ‘estimated financial section’ date.

Bank's NOC for Bidding Documents	Enter Number of day	For NCB/ ICB/ LIB, when prior review is applicable 'Bank's NOC for Bidding Documents Date' in the Procurement Plan will be calculated based on number of days inputted in this field plus the 'estimated financial section' date.
Bid Invitation Date	Enter Number of day	'Bid Invitation Date' in the Procurement Plan will be calculated based on number of days inputted in this field plus the 'estimated financial section' date.
Bid Opening Date	Enter Number of day	'Bid Opening Date' in the Procurement Plan will be calculated based on number of days inputted in this field plus the 'estimated financial section' date.
Contract Award date	Enter Number of day	'Contract Award date' in the Procurement Plan will be calculated based on number of days inputted in this field plus the 'estimated financial section' date.
Date of completion of Contract	Enter Number of day	'Date of completion of Contract' in the Procurement Plan will be calculated based on number of days inputted in this field plus the 'estimated financial section' date.

Similarly timelines can be defined for QCBS/ FBS/ CQBS/ LIS/ QBS/ SSS.

User Maintenance

The users can be added under this node. To add users **go to Configuration-> User Maintenance-> 'Add'**.



Following fields can be captured for the user:

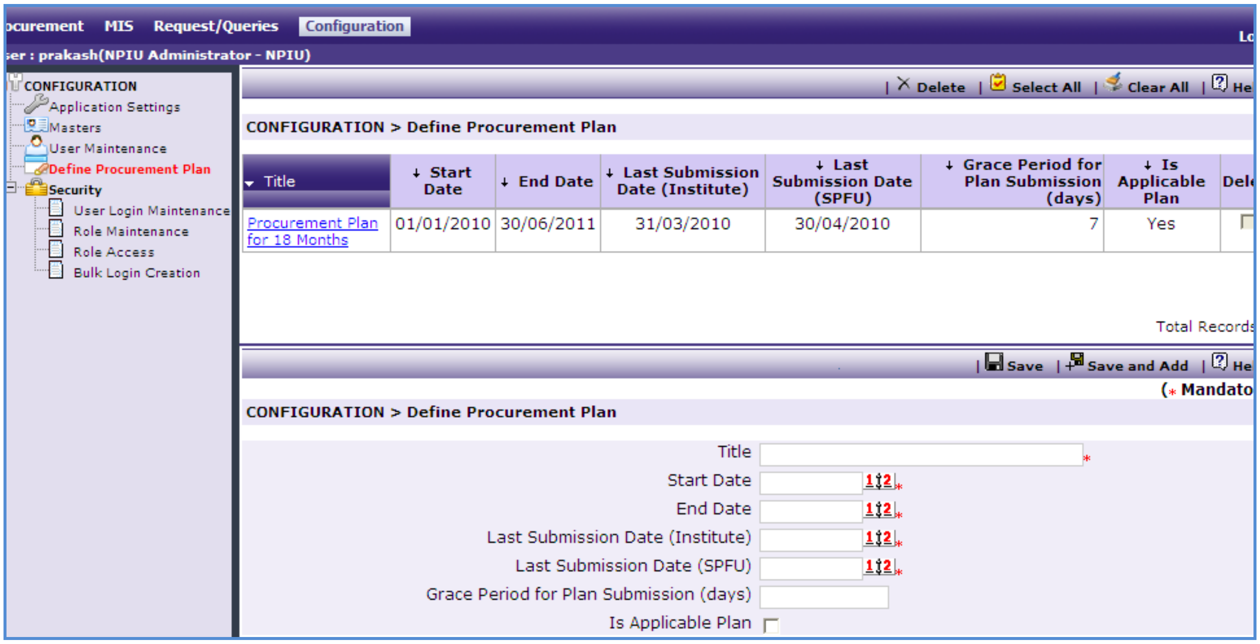
Field Name	**Value in the field**	**Information about the field**
First Name	e.g. Mohammed	Enter the name of the person
Middle Name	e.g. Al	Enter the middle name of the person
Last Name	e.g. Shaikh	Enter the family name of the person
User Name	e.g. shaikh.Mohammed	This is a unique name by which user will be identified by the system.
Birth Date		Person's birth date
Gender		Choose either Male or Female
Email	shaikh.mohammed@yahoo.co.in	Enter a valid Email address. Emails will be received by this user at this email address
Phone		Enter telephone number
Address		Address of the user
City		
Pin Code		
Role	Role of the person	Select the role of the person i.e. Procurement Coordinator, SPA etc
State		
Institution	Institution, if applicable	Select the institution name if the user is at institution level. For NPIU ,SPFU and WB users institution will be blank

Once above data is filled, click 'Save'

All the users can be added by repeating the above steps.

Procurement Plan Definition

Go to Configuration-> Procurement Plan Definition.



This page will allow the user to define the procurement plans. Following fields can be defined for a plan;

Field Name	**Value in the field**	**Information about the field**
Title	e.g. Procurement Plan for 18 Months	Give a title to the plan
Start Date	e.g. 01/11/2010	Enter Start Date of Plan
End Date	e.g. 31/05/2010	Enter End Date of Plan
Last Submission Date (Institute)		Last day by which institutes are expected to submit their plans
Last Submission Date (SPFU)		Last day by which SPFUs are expected to submit their plans
Grace Period for Plan Submission (days)	Enter number of days	Grace period given for plan submission
Is Current Plan?	Current Plan	Check if the plan belong to the current period

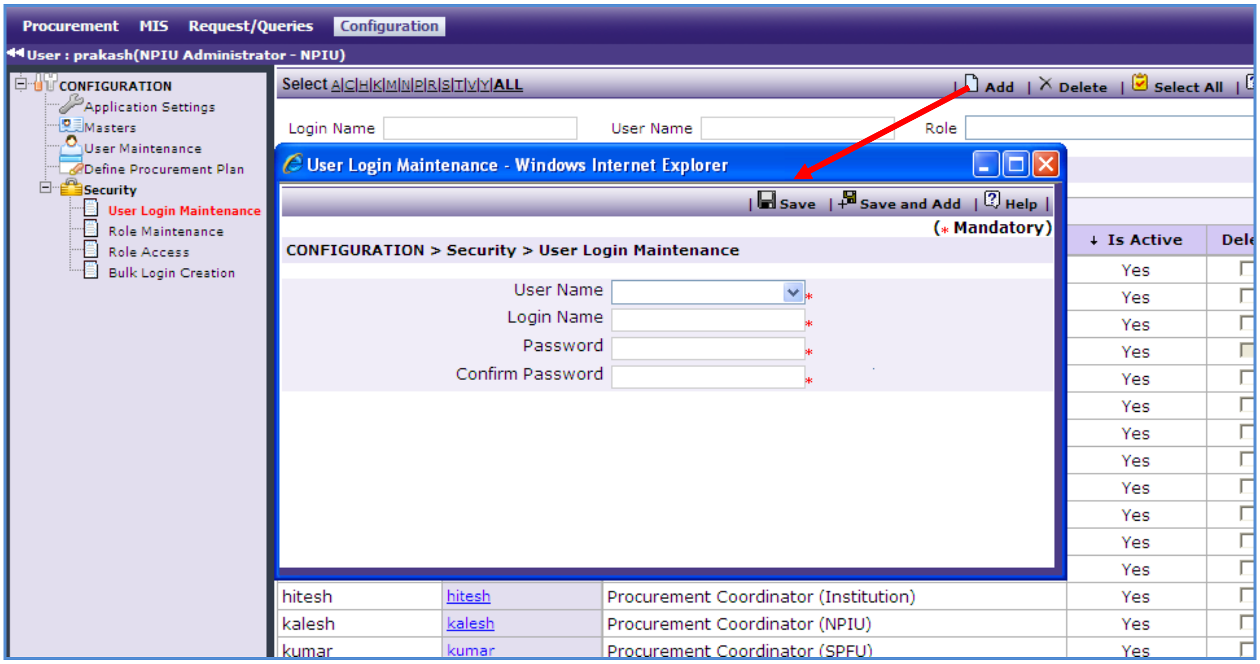
Security

Under this module user will be able to define the following;

- User Login Maintenance
- Role Access

User Login Maintenance

Go to Configuration-> Security-> User Login Maintenance -> 'Add'



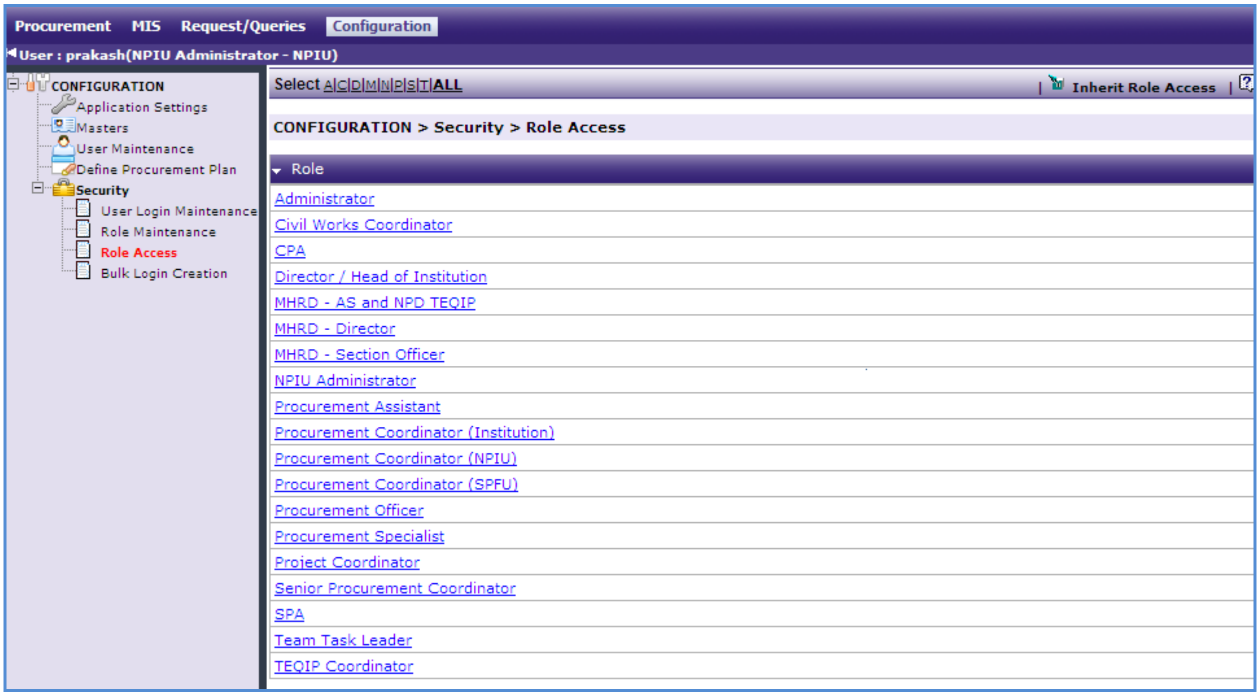
Logins for the existing users (i.e. users which are created in the User Maintenance node) can be created here. Following fields can be setup here:

Field Name	**Value in the field**	**Information about the field**
User Name	e.g. shaikh.mohammed	All the user for whom logins are not created will be listed in this dropdown
Login Name	e.g. shaikh.mohammed	By default the 'User Name' will be shown in this field, if required this can be changed in order to have a different login name.
Password		Enter a password for the user.
Confirm Password		Enter the same password as above. Email can be sent to the user, to notify him about his password

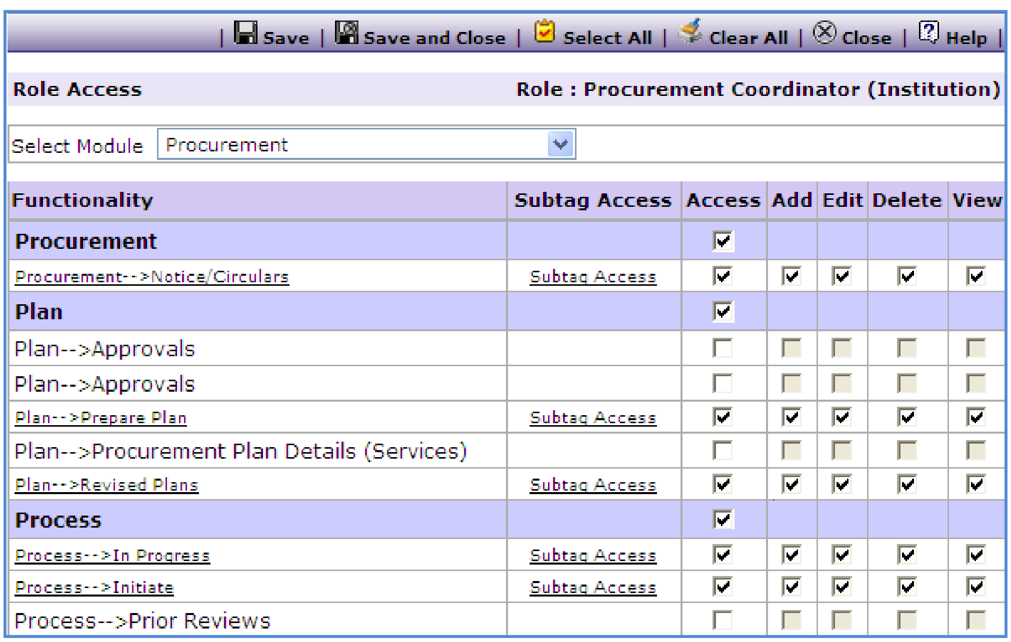
Role Access

Role access allows user to define access rights for each role. On this page, user can specify which role has access to which feature of the system. To configure role access **go to Configuration-> Security-> Role Access**

The default screen will list all the roles that are defined in the system.



Click on the role to which access is to be set to get a pop-up;

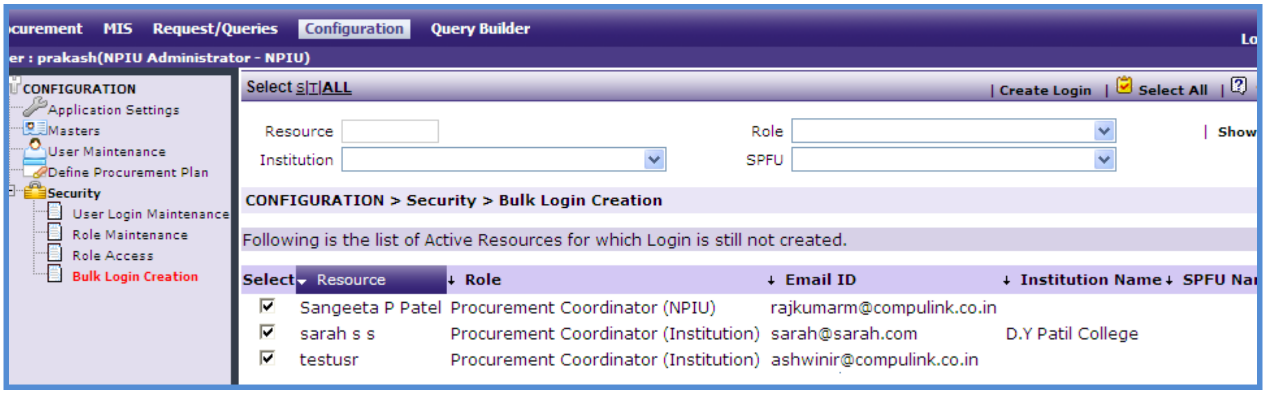


- In the 'Select Module' dropdown select a module e.g. Procurement, MIS etc
- All the nodes of selected module will be listed
- Give the appropriate Add/ Edit/ Delete rights to the role.

Bulk Login Creation

This feature can be used to create many logins in one go. To use this feature **go to Configuration-> Security-> Bulk Login Creation**

The default screen will list all the users for which logins are not created.



- Select the users for which login have to be created
- Click 'Create Login'
- An email will be sent to the users which will contain their password.
- There are filters on top of the page (Institution, Role etc). Select the appropriate filter to list the users accordingly. E.g. to list the users of a particular institution select that institution's name in the Institution filter. The page will list (display) the users belonging to the selected institution. Then logins can be created for all the users of this institution in one go.

Chapter

2

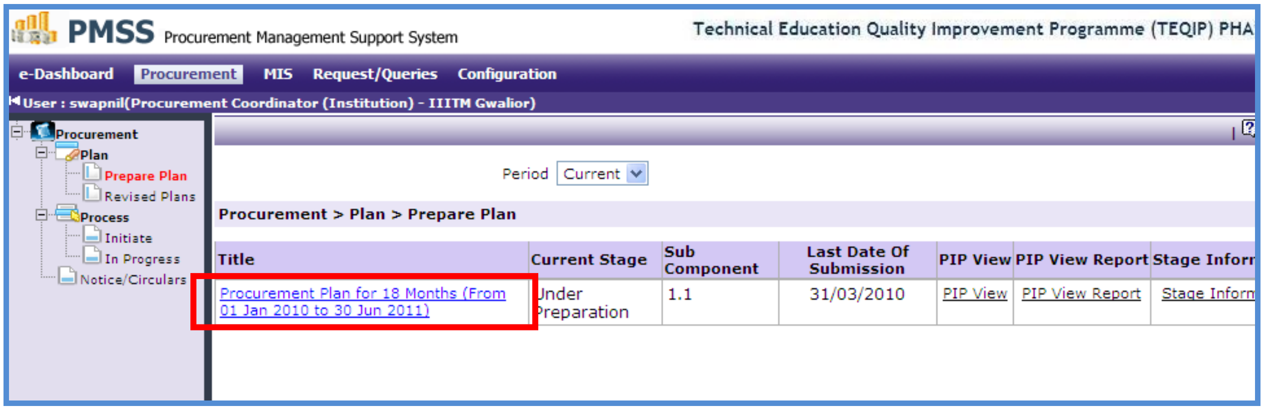
PROCUREMENT PLAN

User Guide – Procurement Plan

Procurement Plan

Procurement plan is the heart of PMSS. No procurement can be initiated through PMSS unless it has been approve in the procurement plan.

Once a plan is defined in the configuration module by the NPIU user, it will start to list for all the Institutions and SPFUs.

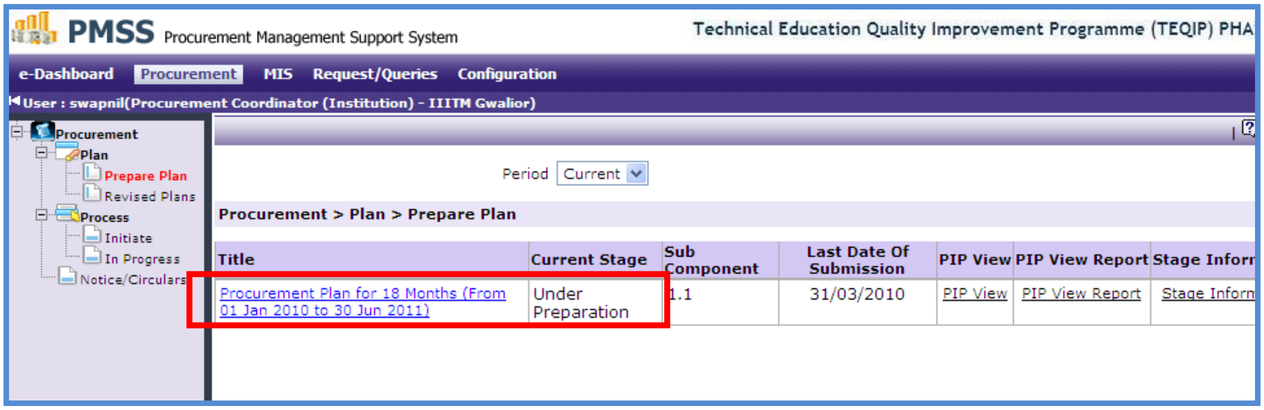


Institutions and SPFUs will see a link as shown in the above snapshot. They can click on this link and start to create a detail procurement plan.

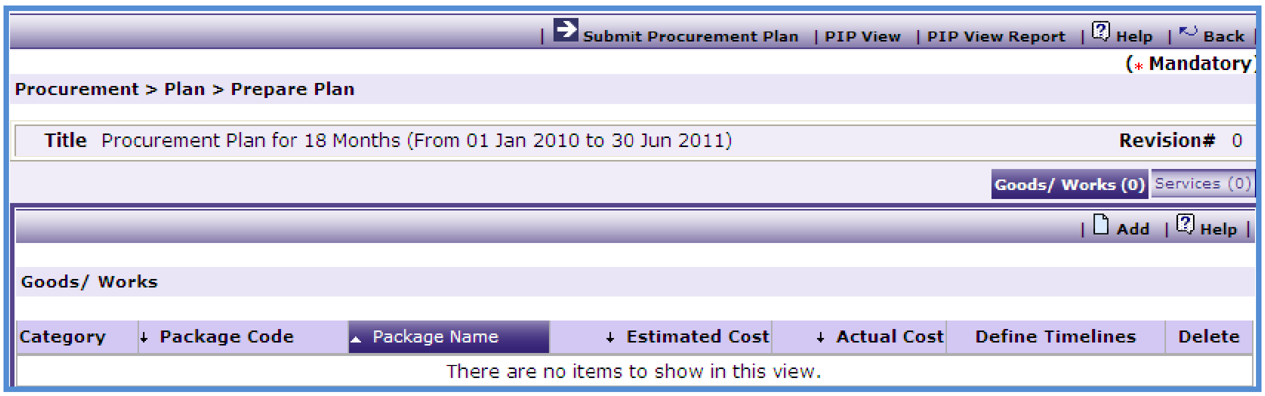
Note: If an institution belongs to more than one subcomponent then they will see 2/ 3 plans based on the number of subcomponents that they belong to. Such institutions can create separate plans for each subcomponent. Steps to create a procurement plan are as per section below.

Procurement Plan Creation

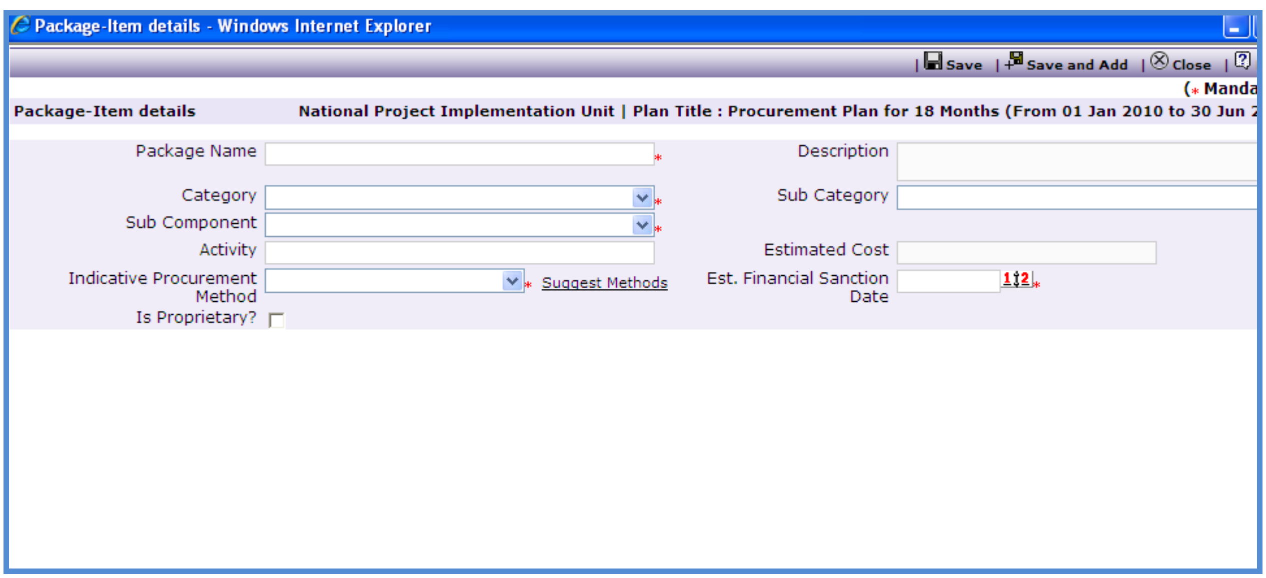
To create procurement plan **go to Procurement-> Plan-> Prepare Plan**



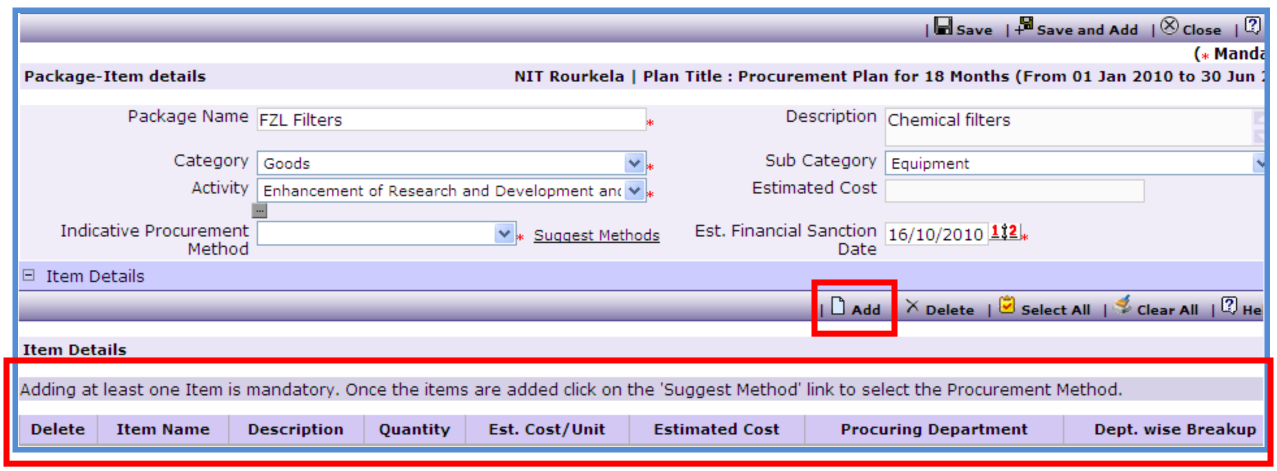
1. Click on the Procurement Plan Title, a detailed page will open as shown below;



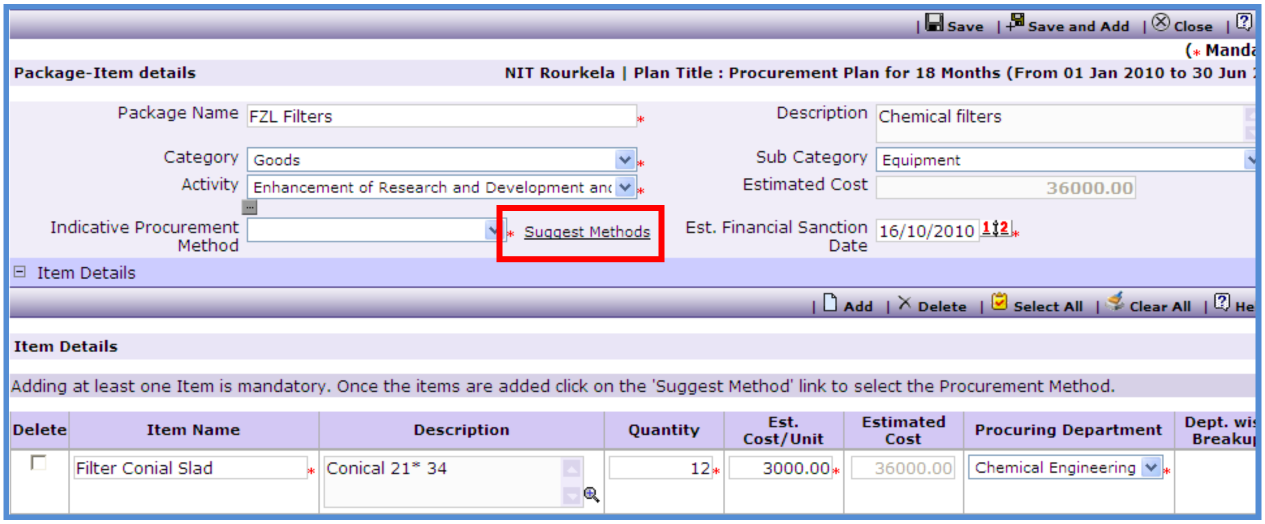
2. To plan procurements of goods/ civil works; Click on the 'Goods/ Civil Works' tab. Then click on 'Add' a page to add package will be seen as show below;



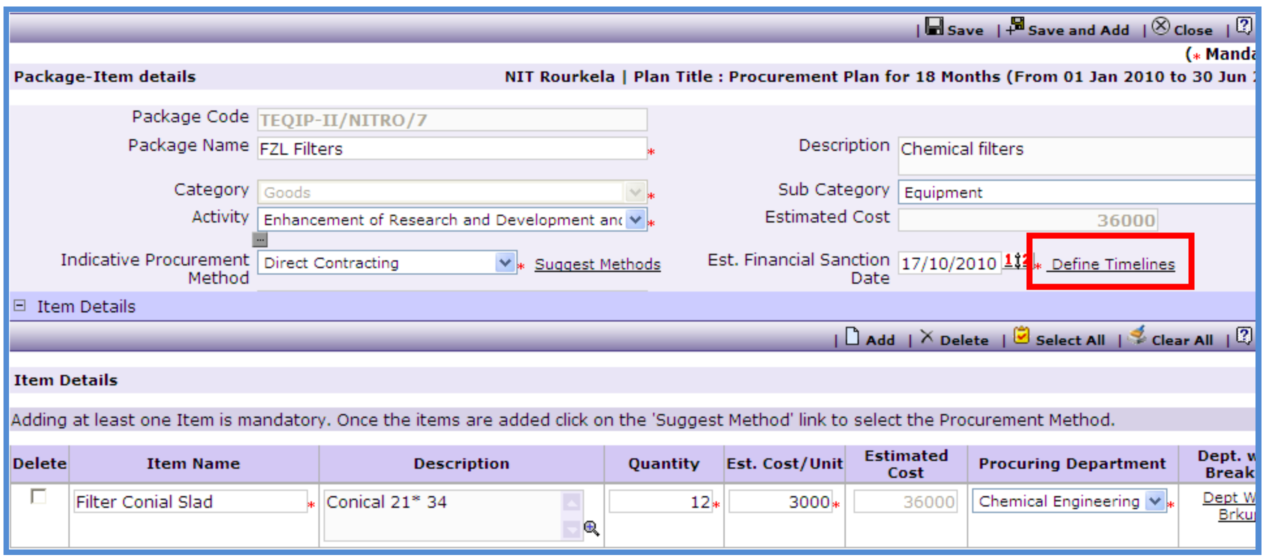
3. Enter data in the following fields on this page;
    - Package Name
    - Description
    - Category – Based on the Category items section will appear
    - Sub Category
    - Activity – There is a small box in front of this field. If required, Click on this box to see the complete name of the 'Activity'
    - Estimated Financial Section Date
    - Is Proprietary – Check this box for proprietary items.
4. Adding at least one Item is mandatory. To add an Item click on the 'Add' link a row will appear where the item details can be added.



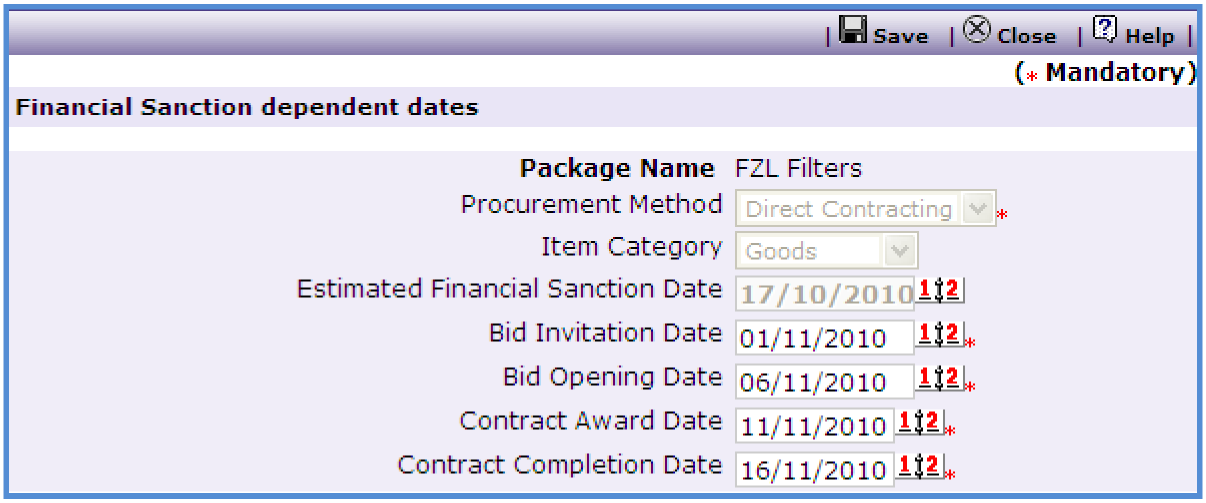
5. Enter data in the required fields;
6. To add another item, repeat the steps 4 and 5.
7. Once all the items are added, Click on the 'Suggest Methods' link. This will populate the 'Indicative Procurement Method' dropdown. The method(s) will be populated based on the total 'Estimated Cost'



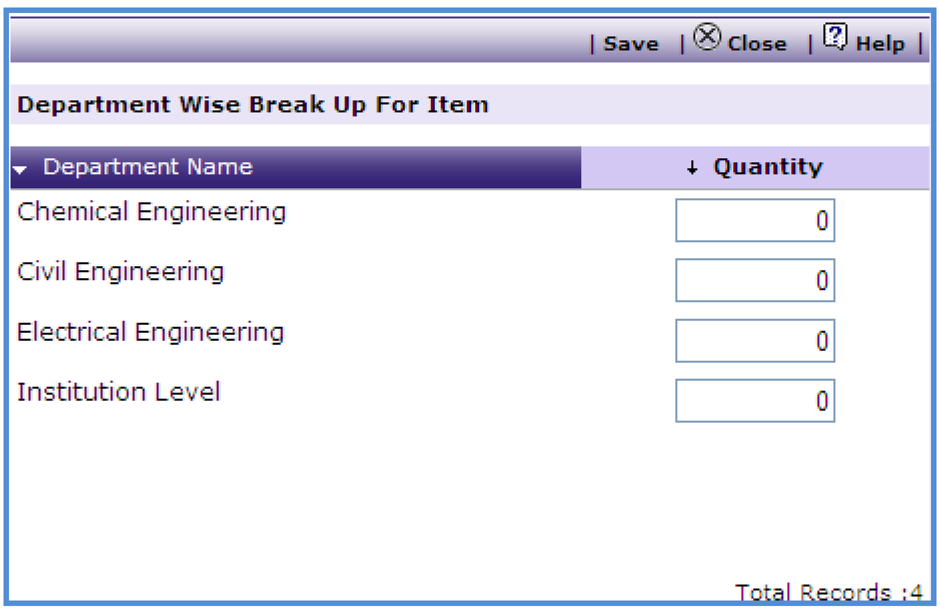
8. Select the appropriate method in the 'Indicative Procurement Method' dropdown.
9. Click 'Save'
10. Once saved, 'Define Timelines' link will appear. The purpose of this link is to input the estimated dates of Bid Invitation, Bid Opening, etc for that package.



11. Click on 'Define Timelines' link, a popup will be seen as shown below;



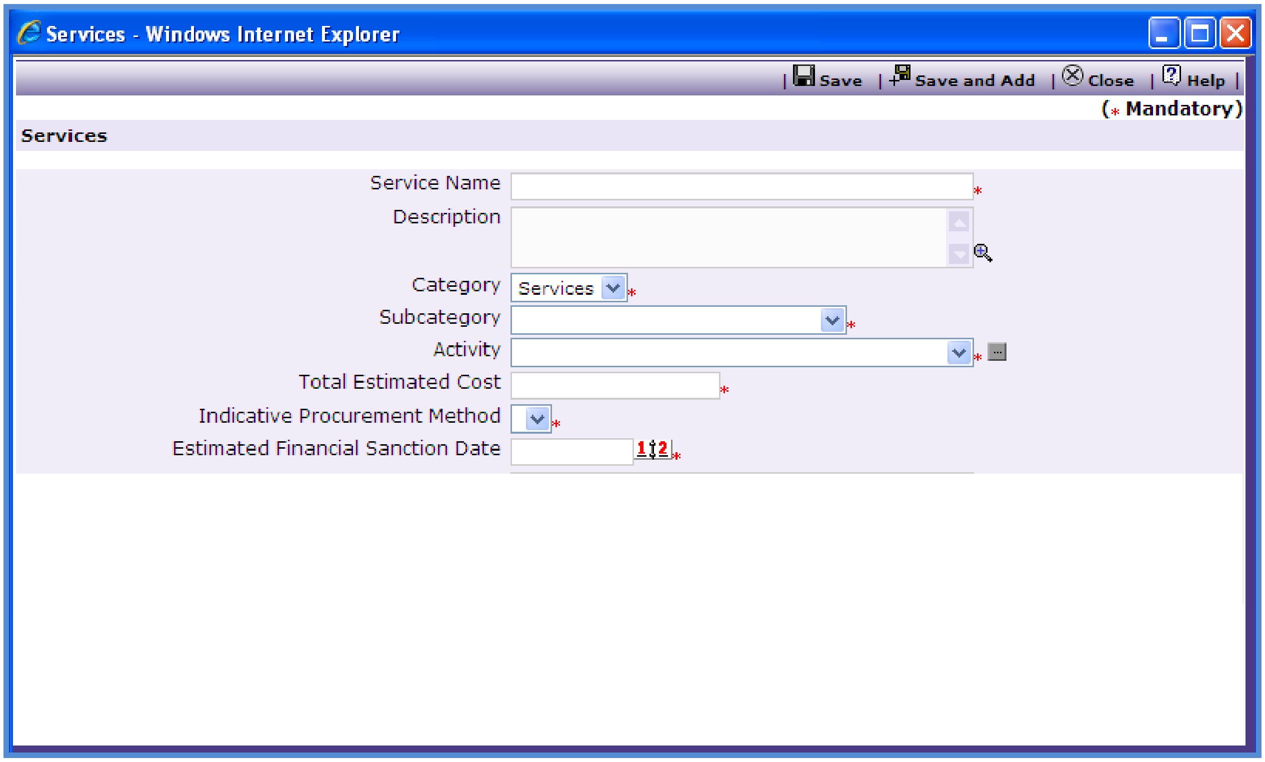
12. Dates will be auto populated based on the Procurement Method and 'Estimated Financial Sanction Date'. These dates can be changed as per actual estimation.
13. In case of Goods category 'Department Wise Breakup' link will appear against those Items which have Procuring Department as 'Institution Level'.
14. Click on 'Dept. Wise Breakup' link, a popup listing all the department of the institution will be seen as shown below;



15. Enter the Quantity of the Item being procured for the individual departments e.g. if 50 computers are being procured at Institution Level then mention the number of computers being procured for each department.
16. Click 'Save'.
17. To add another package repeat steps from 2 to 16.

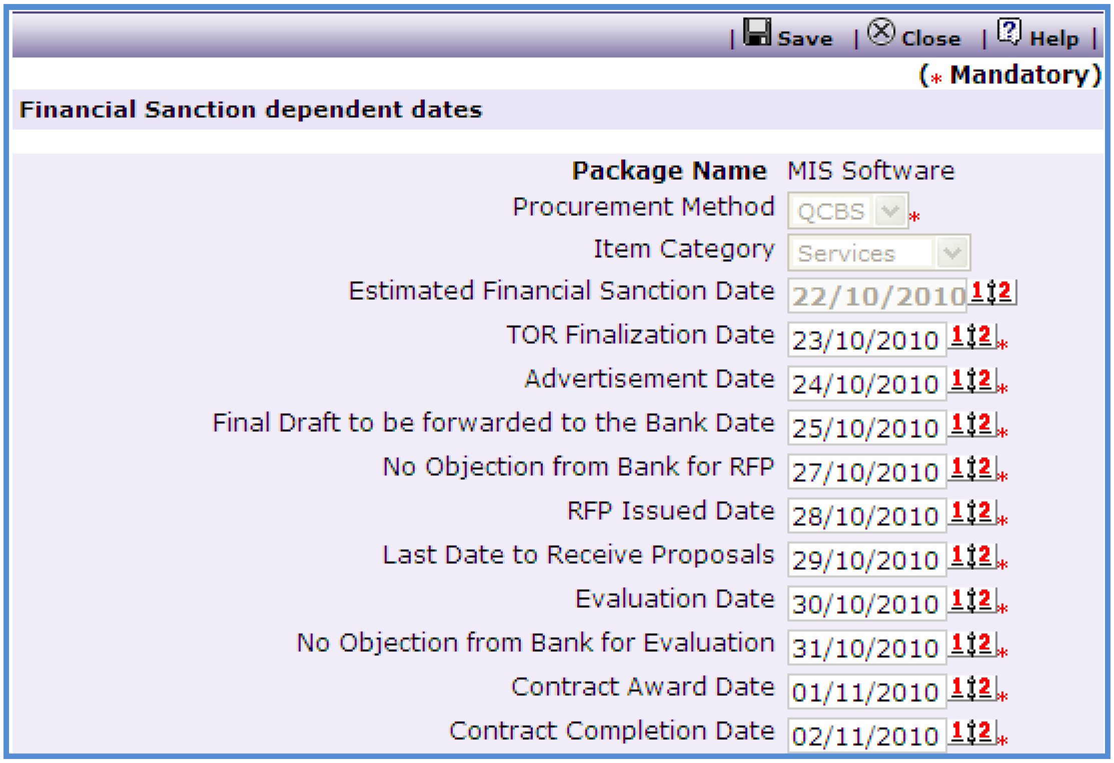
Note: If you are adding a package for category Works then when adding items 'Quantity' is not required. Also, Department wise break up is not required for Works.

18. To plan procurements of services; in the 'Services' tab click on 'Add Services' a page to add services will be seen as show below;



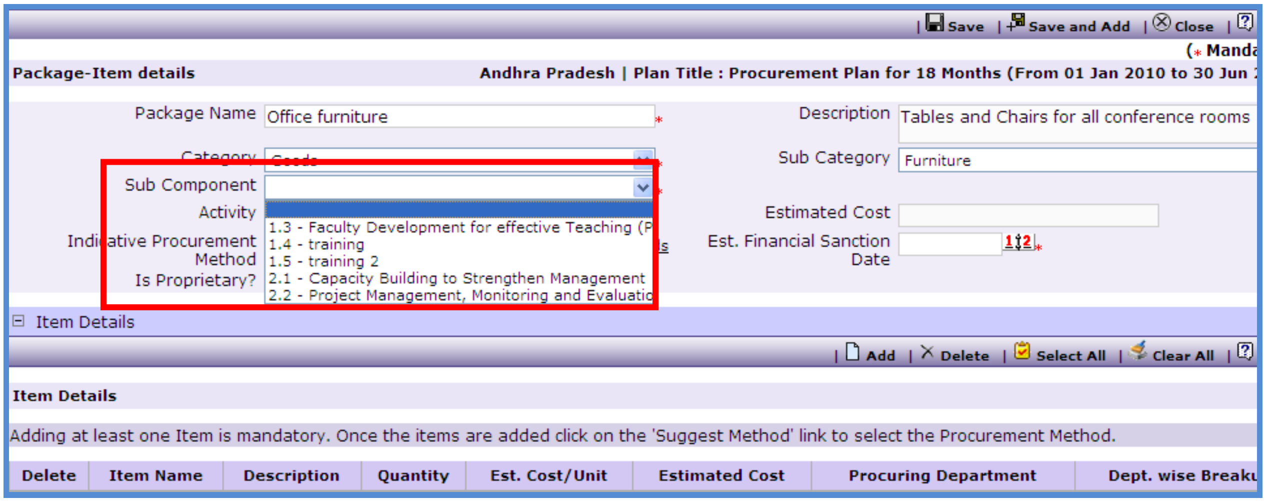
19. Enter data in the following fields on this page;
    - Package Name
    - Description
    - Category
    - Sub Category
    - Activity – There is a small box in front of this field. If required, Click on this box to see the complete name of the 'Activity'
    - Total Estimated Cost
    - Indicative Procurement Method
    - Estimated Financial Section Date
20. Click 'Save'

21. To add another service repeat steps from 18 to 20.
22. 'Define Timelines' link can be seen on the list page. The purpose of this link is to input the estimated dates of TOR Finalization, Advertisement, etc for that Service.
23. Click on 'Define Timelines' link, a popup will be seen as shown below;



24. Dates will be auto populated based on the Procurement Method and 'Estimated Financial Sanction Date'. These dates can be changed as per actual estimation.
25. Once all the packages and services to be procured are added the plan is ready for submission, for Approval.

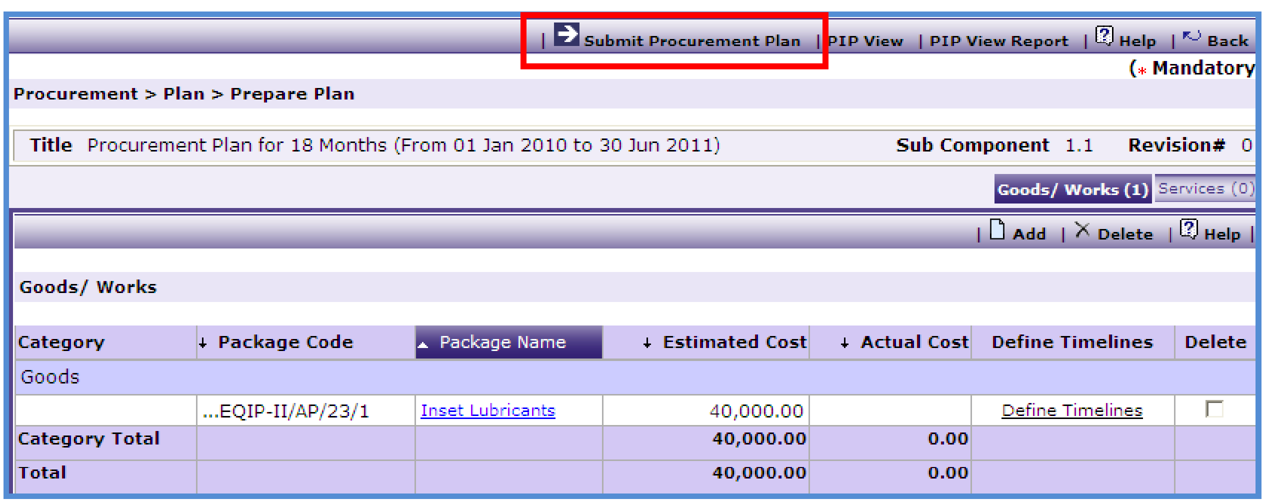
Note: For SPFU and NPIU all the steps (as mentioned above) for Procurement Plan Creation are the same except, they will not have separate plans for each subcomponent. Instead, when adding a package or a service they will have an option to map (select) a subcomponent to the package/ service as shown in the below snapshot;



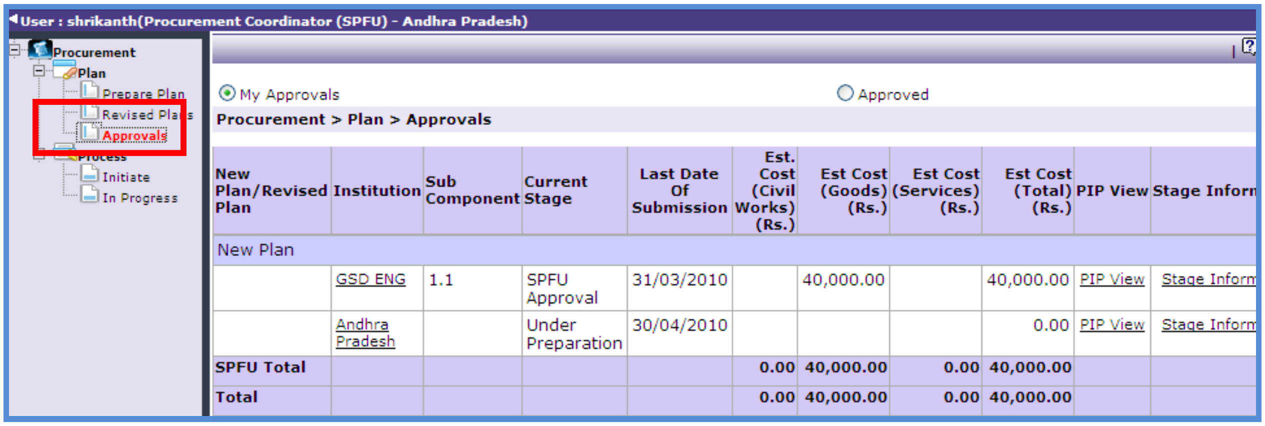
Procurement Plan Approval

Once the procurement plan is created it has to be sent for approval. For the State Sponsored Institutions the first approval will be given by the respective state and the second approval is by NPIU. In case of Centrally Funded Institutions (CFIs) the plan is sent directly to NPIU for approval.

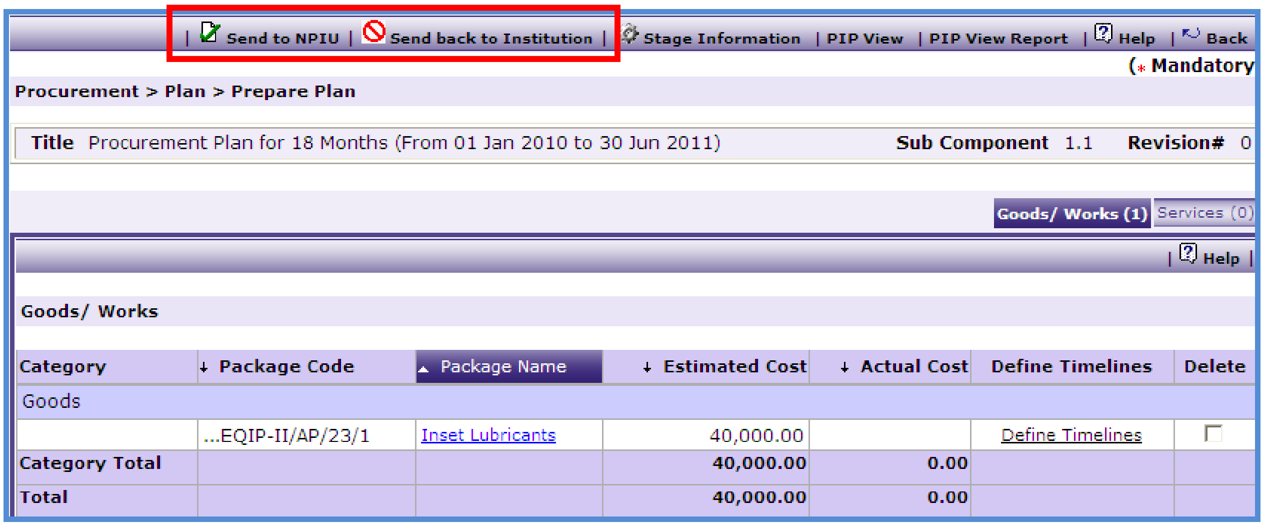
1. To send the plan for approval click on '**Submit Procurement Plan**'



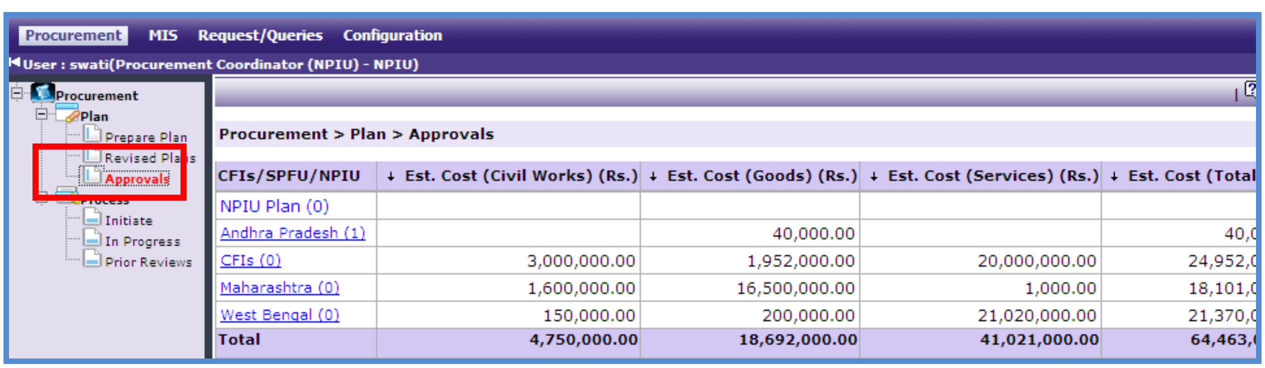
2. For the State Sponsored Institutions the plan will go to its SPFU for approval.
3. SPFU user can login and **go to Procurement-> Plan-> Approvals**



4. List of all the institutions along with its own plan can be seen by the SPFU
5. Click on the institution to see its detail procurement plan.
6. To approve the plan click on the 'Send to NPIU' link. To reject the plan click on 'Send back to Institution' link.



7. Once the plan is approved it will go to NPIU for approval.
8. NPIU user can login and **go to Procurement-> Plan-> Approvals**

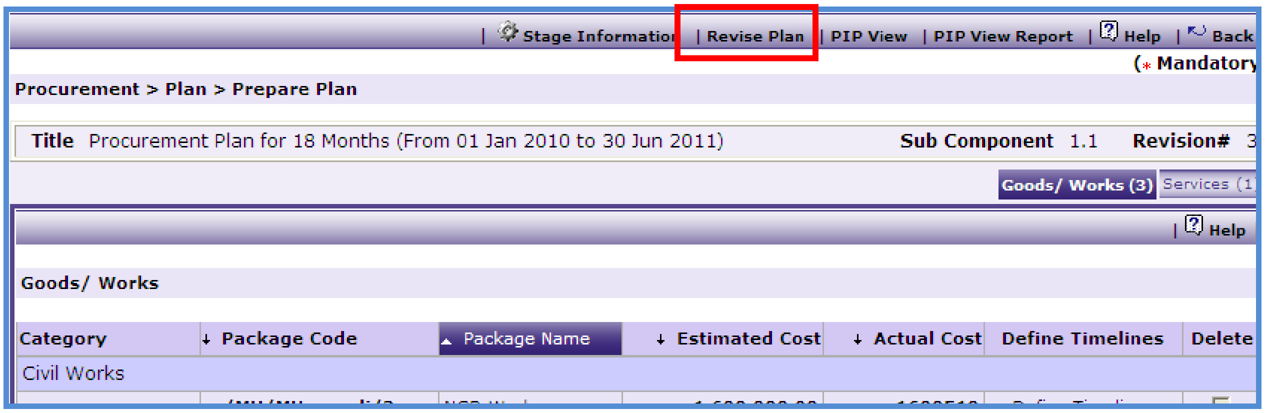


9. Click on the SPFU, all the institutions belonging to that SPFU along with the SPFUs plan will be listed.

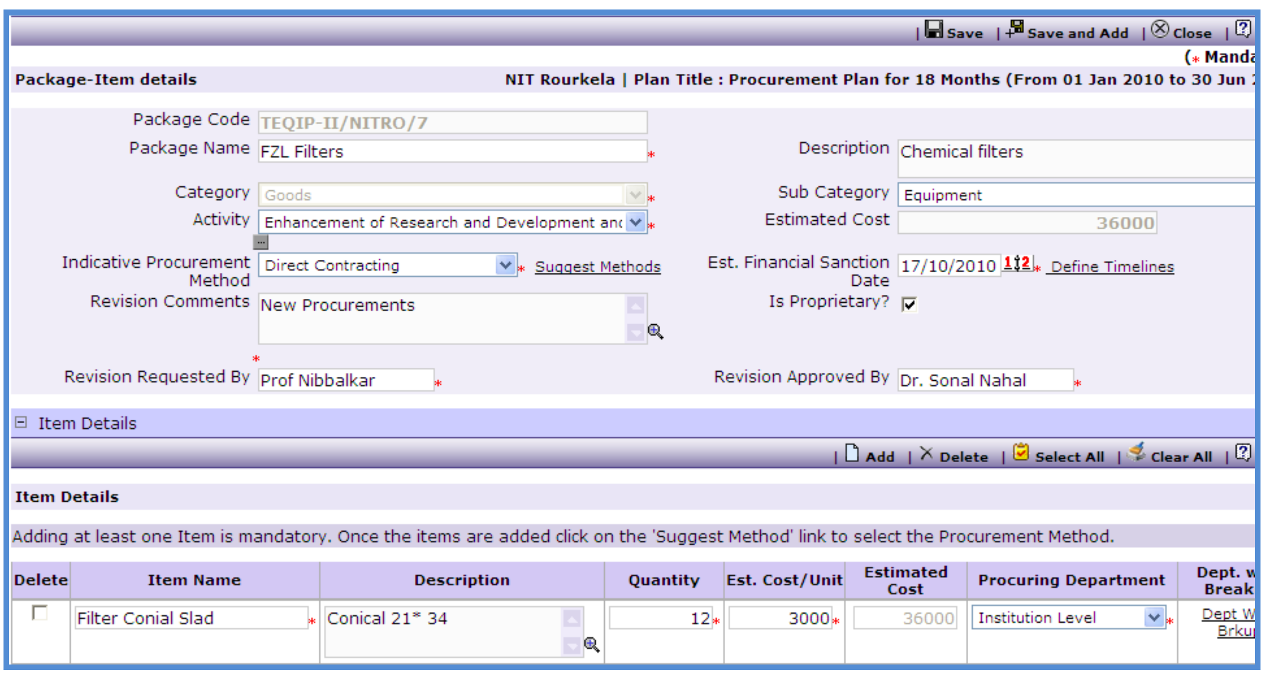
10. Click on the institution to see its detail procurement plan.
11. To approve the plan click on the 'Approve Procurement Plan' link.

Procurement Plan Revision

This function has to be used only when the procurement plan is required to be changed. The changed plan is the revised plan and this revised plan has to go through a revision approval. To revise the procurement plan **go to Procurement-> Plan-> Prepare Plan** click on the **procurement plan title** and click '**Revise Plan**'.



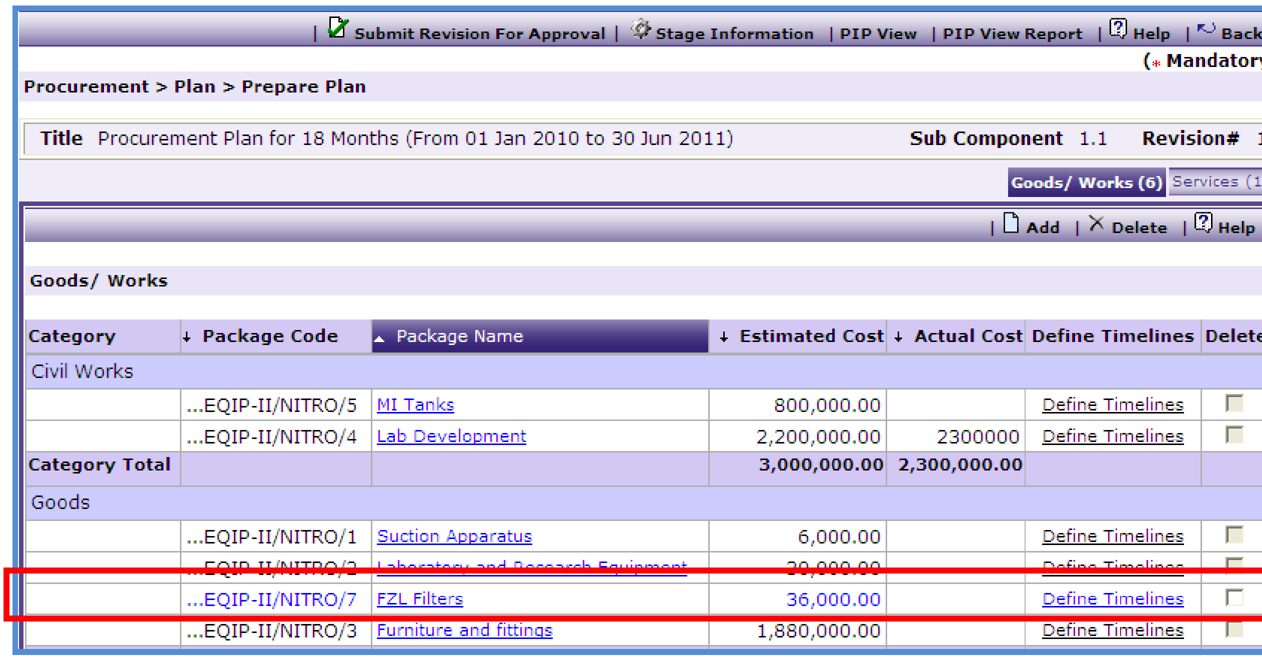
1. Click on the package/ service that have to be revised.
2. Make the necessary changes to package/ service



3. Following mandatory filed have to be entered

- Revision Comments
- Revision Requested By
- Revision Approved by

4. Click 'Save'
5. To make changes to another package/ service repeat steps 1 to 4.
6. New packages can also be added by following steps of adding packages, as described in procurement plan creation section.
7. All the package/ service, which have been revised will be shown in a different colour as shown below;



8. To send the plan for revision approval click on 'Submit Plan for Revision Approval'

9. If the changes to the plan are within 20% then the plan will go to the Director of the institution for Approval
10. The Director can login and **go to Procurement-> Plan-> Approvals**, click on the Procurement Plan title.
11. To Approve the plan click on 'Approve Revision' to Reject the plan click on 'Reject Revision'
12. If the changes are between 20 to 50 % then, for the State Sponsored Institutions the plan will be sent to the respective state for approval. In case of Centrally Funded Institutions (CFIs) the plan is sent to NPIU for approval.
13. If Change is more than 50% then, for the State Sponsored Institutions the first approval will be given by the respective state and the second approval is by NPIU. In case of Centrally Funded Institutions (CFIs) the plan is sent directly to NPIU for approval.
14. Once the plan is approved procurements can be initiated against this approved plan.

Note: When a procurement plan is revised and sent for approval, procurements can still be initiated for those package/ service which are not revised. However, the package/ service which have been revised cannot be initiated until the procurement plan is approved.

Chapter

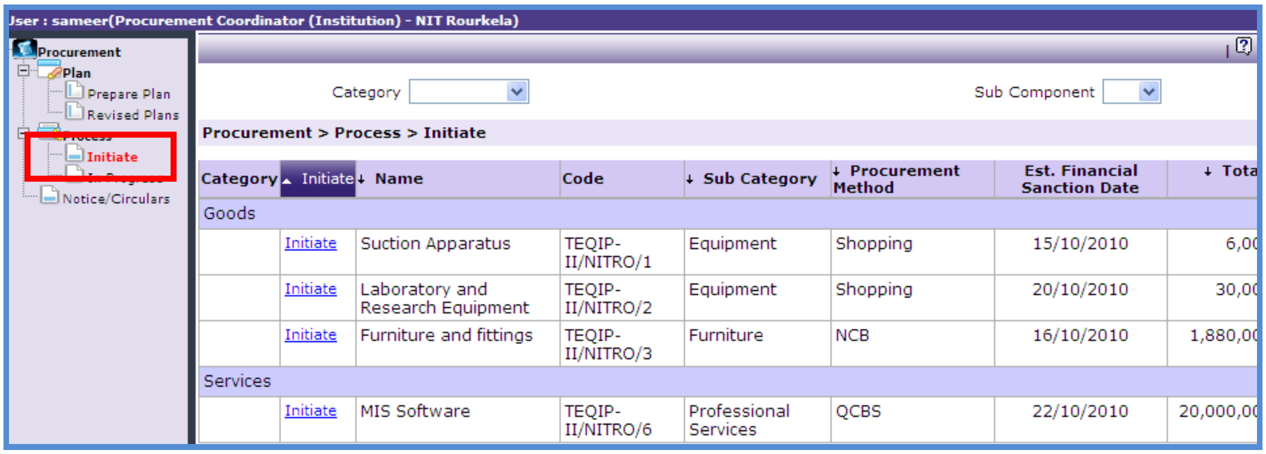
3

PROCUREMENTS

User Guide – Actual Procurements

Procurements

Once the plan is approved, actual procurements can be initiated. The approved procurements can be seen under **Procurement-> Process-> Initiate** from where they can be initiated.

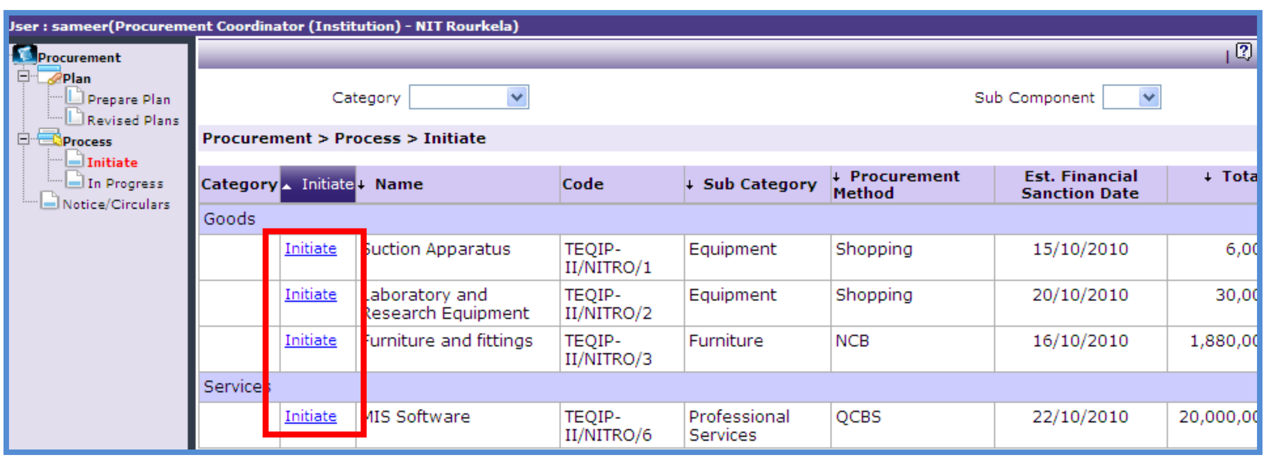


There are two nodes under Process

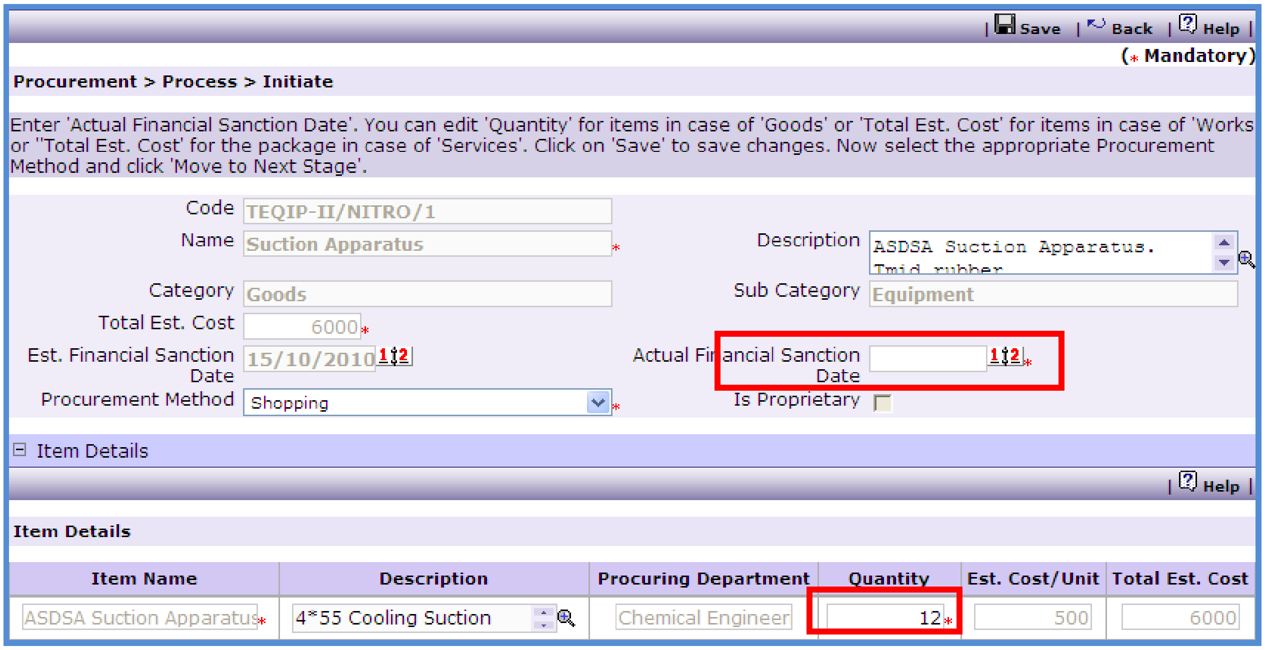
- **Initiate** – This node is used to initiate procurement
- **In Progress** – Once procurement is initiated it will start to show under this node.

Initiate Procurements

To initiate procurement **go to Procurement-> Process-> Initiate.** Against each procurement there will be a link 'Initiate'.



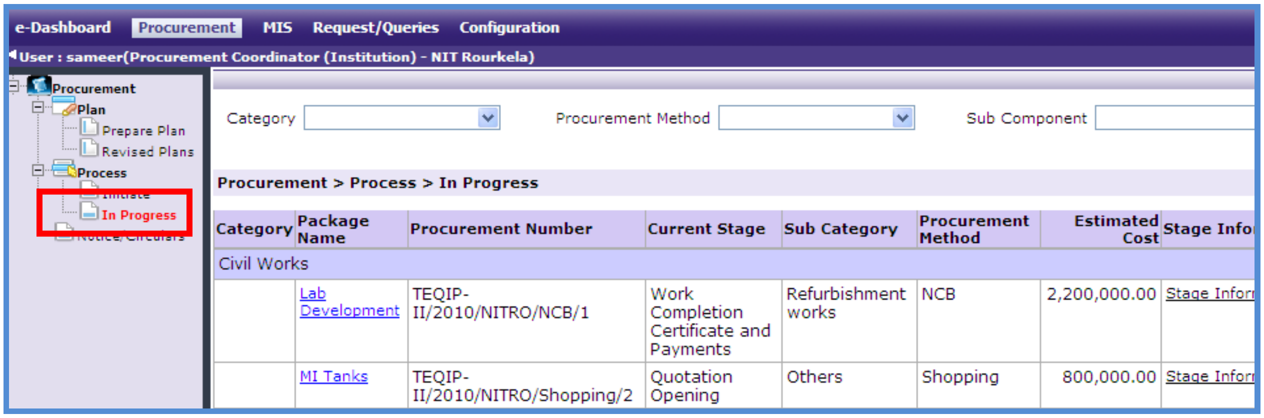
1. Click on this 'Initiate' link to initiate the procurement.
2. Enter the 'Actual Financial Sanction Date'.
3. For Goods, edit the Quantity, if required. For Works, edit the estimated cost, if required.



4. Select the appropriate procurement method and Click 'Save'
5. Revise Timelines link will appear, click on the link will show a pop up. Dates in this popup will be auto populated based on the Procurement Method and 'Actual Financial Sanction Date'. These dates can be changed as per actual estimation.
6. Once saved a 'Move to Next Stage' link will appear. Click on this link, will display the **Guidelines** for the select method.
7. If the Guidelines are well understood Click on 'Move to Next Stage' this will initiate the procurement and the procurement will move to **in progress**.

In Progress Procurements

Go to Procurement-> Process-> In Progress. All the procurements which are **initiated** will be listed here.



Category	Package Name	Procurement Number	Current Stage	Sub Category	Procurement Method	Estimated Cost	Stage Info
Civil Works							
	Lab Development	TEQIP-II/2010/NITRO/NCB/1	Work Completion Certificate and Payments	Refurbishment works	NCB	2,200,000.00	Stage Infor
	MI Tanks	TEQIP-II/2010/NITRO/Shopping/2	Quotation Opening	Others	Shopping	800,000.00	Stage Infor

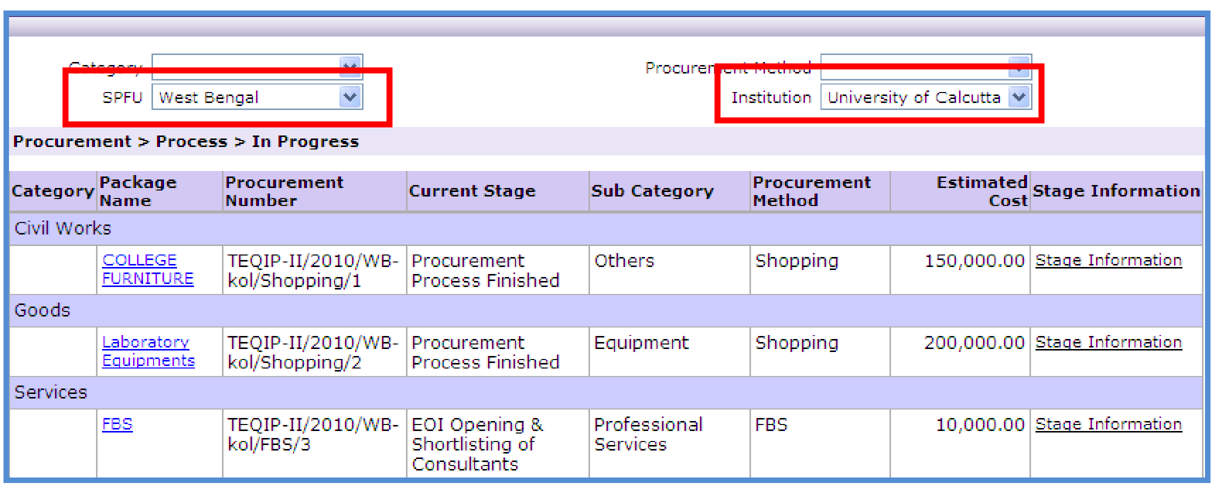
1. Click on the Package/ Service Name. This will open the procurement in its current stage.
2. Perform the action required for this stage and Click on 'Move to Next Stage'. Perform the required action for this stage and click on 'Move to Next Stage' and so on.
3. Thus procurement processes for the package/ service can be completed by performing all the required stages (steps).

Note: All the stages (steps) for each procurement method are described in Chapters 4 to 12.

Note: SPFU and NPIU can see the In-progress procurements of respective institutions.

SPFU/ NPIU user can go to Procurement-> Process-> In Progress. By default they will see their own In-Progress procurements.

The In-progress page has some filter as shown below;



Category	Package Name	Procurement Number	Current Stage	Sub Category	Procurement Method	Estimated Cost	Stage Information
Civil Works							
	COLLEGE FURNITURE	TEQIP-II/2010/WB-kol/Shopping/1	Procurement Process Finished	Others	Shopping	150,000.00	Stage Information
Goods							
	Laboratory Equipments	TEQIP-II/2010/WB-kol/Shopping/2	Procurement Process Finished	Equipment	Shopping	200,000.00	Stage Information
Services							
	FBS	TEQIP-II/2010/WB-kol/FBS/3	EOI Opening & Shortlisting of Consultants	Professional Services	FBS	10,000.00	Stage Information

By selecting the appropriate filters SPFU/ NPIU user can see the institution's

In-progress procurements.

1. **Select the SPFU name in the SPFU filter this will display the SPFU's In-progress procurements.**
2. **Select the institutions name in the Institutions filter this will display the In-progress procurements of the institution.**

Chapter

4

SHOPPING METHOD

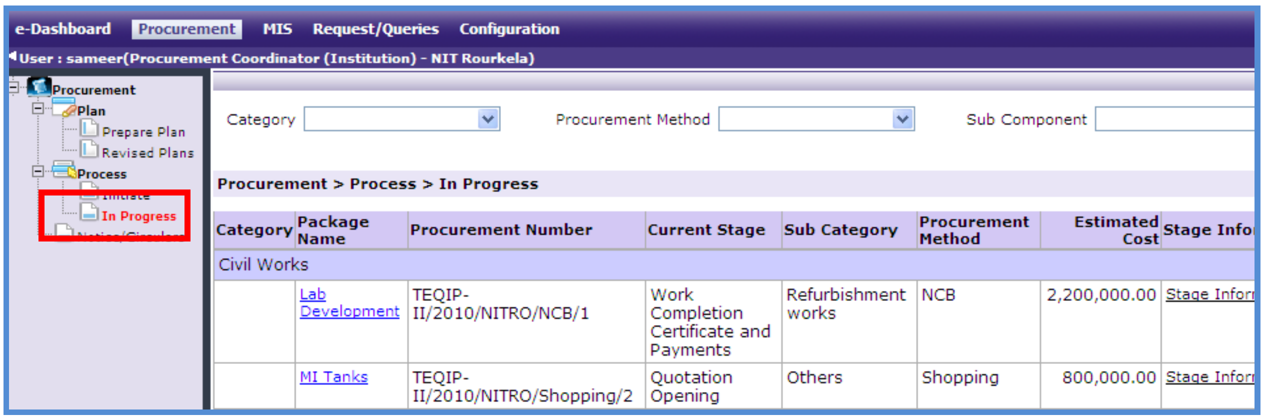
User Guide – Procurement Using Shopping Method

Shopping

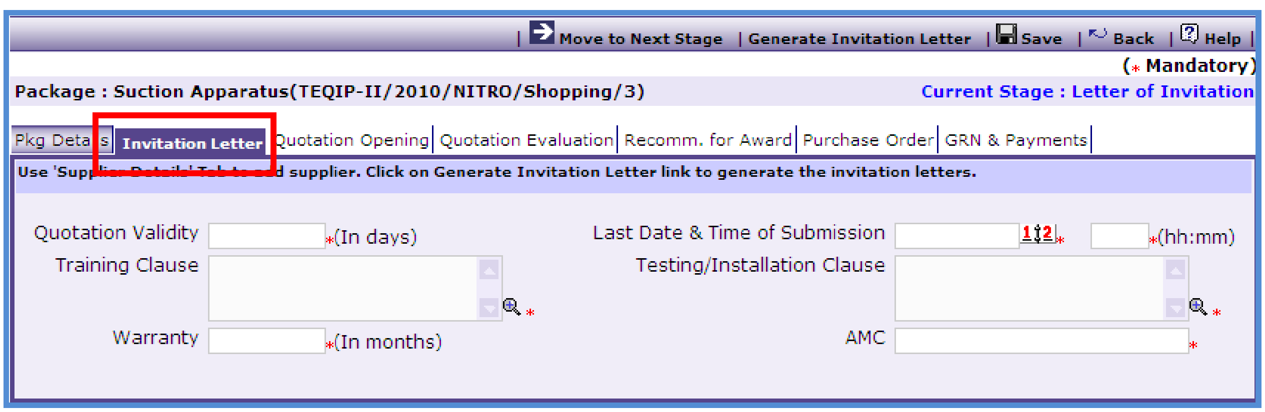
Shopping Method can be used for procurement of 'Goods' as well as for procurement of 'Civil Works'. System will automatically allow selection of Shopping Method when the value-threshold is <=USD 20,000 for Goods and < USD 30, 000 for Civil Works.

Shopping Goods

To do procurement using Shopping Goods, **Go to Procurement-> Process-> In Progress.**



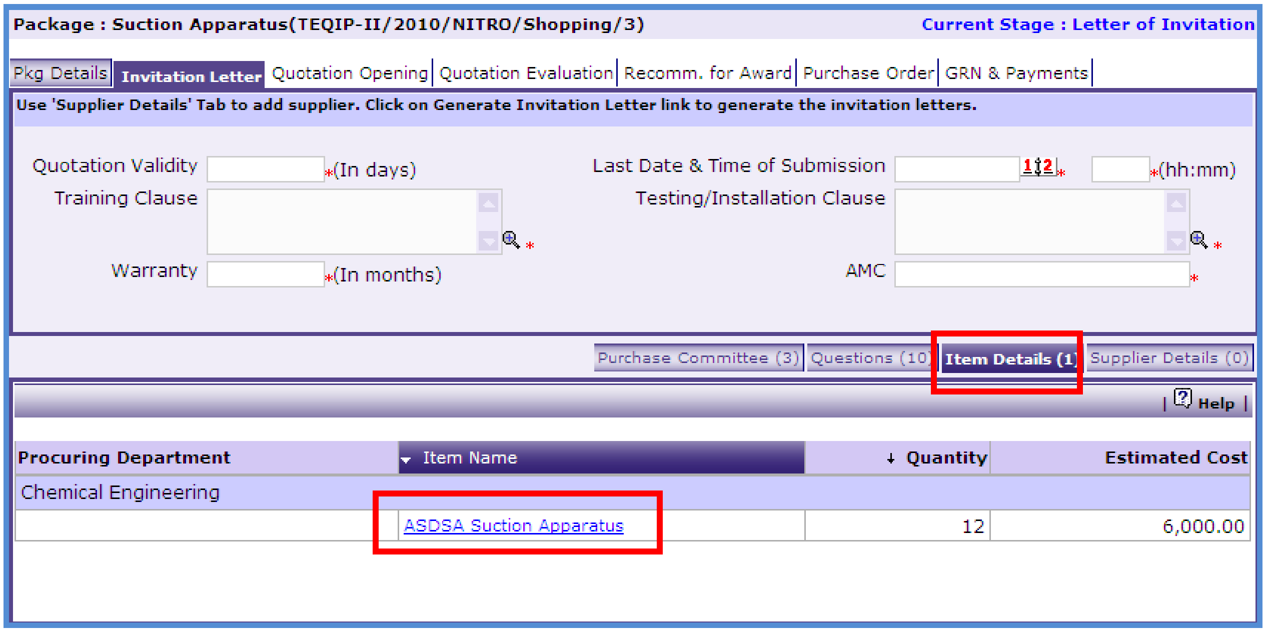
1. Click on the package name that has shopping as the procurement method.
2. First stage of Shopping is '**Invitation Letter**'.



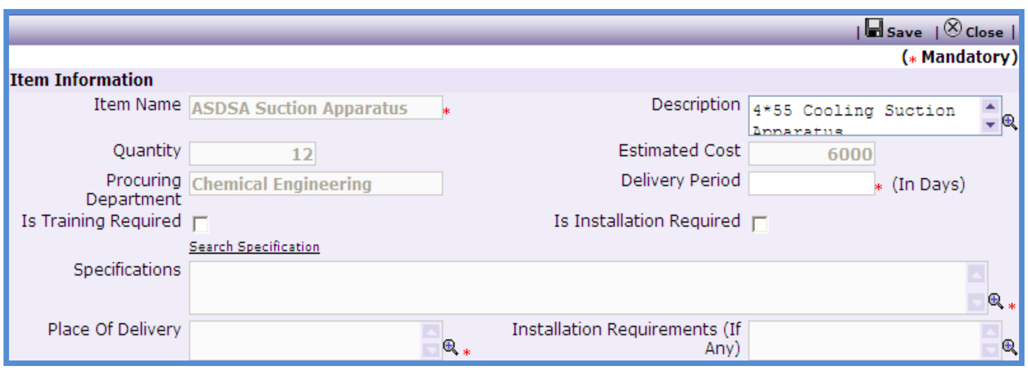
3. On the 'Invitation Letter' tab enter data in the following fields;
   - Quotation Validity Required (In days)
   - Last Date of Submission
   - Quotation submission time (hh:mm)
   - Training Clause
   - Testing/Installation Clause

- Warranty
- AMC

4. Click 'Save'
5. On the 'Items' sub-tab;



a. Click 'Item Name', a pop up will be seen as shown below;

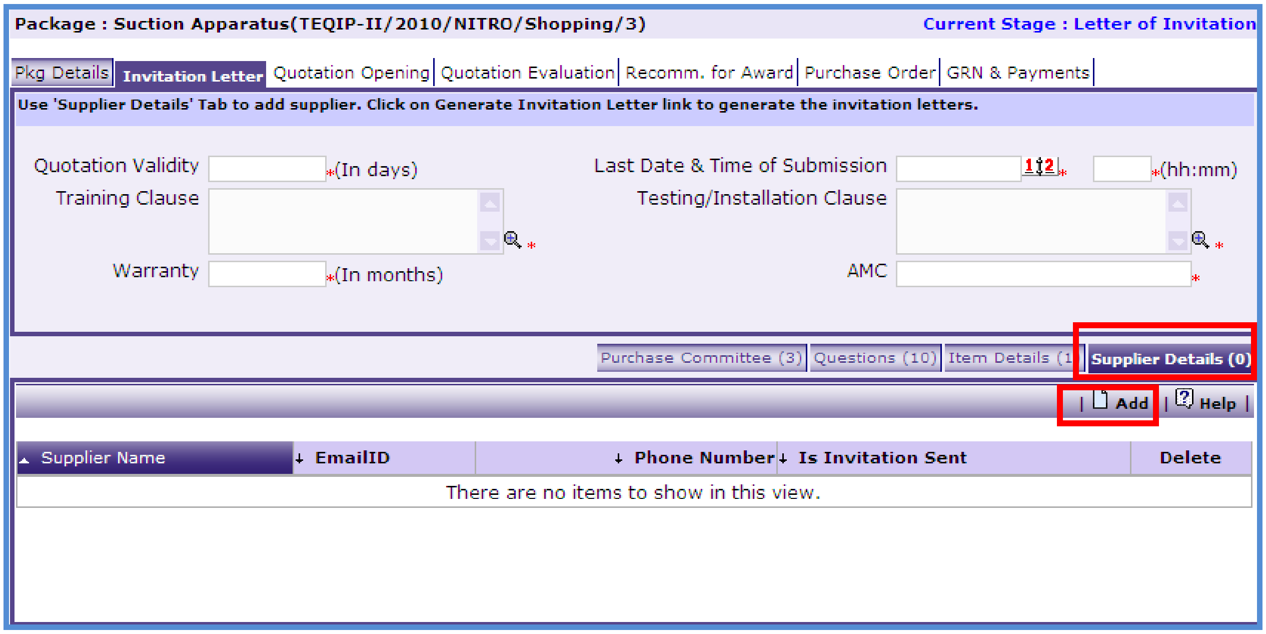


b. Enter data in the following fields;
   - Is Training Required
   - Is Installation Required
   - Specifications – Click on search specification to get specifications from other items.
   - Place Of Delivery
   - Installation Requirements (If Any)

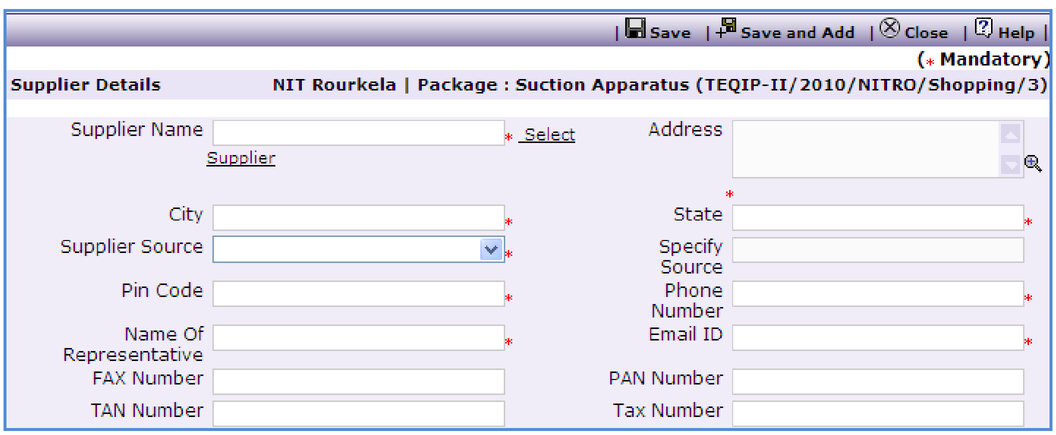
c. Click 'Save'

d. If there are more than one item then, repeat steps from a. to c.

6. On the 'Supplier Details' sub-tab;



a. Click 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;

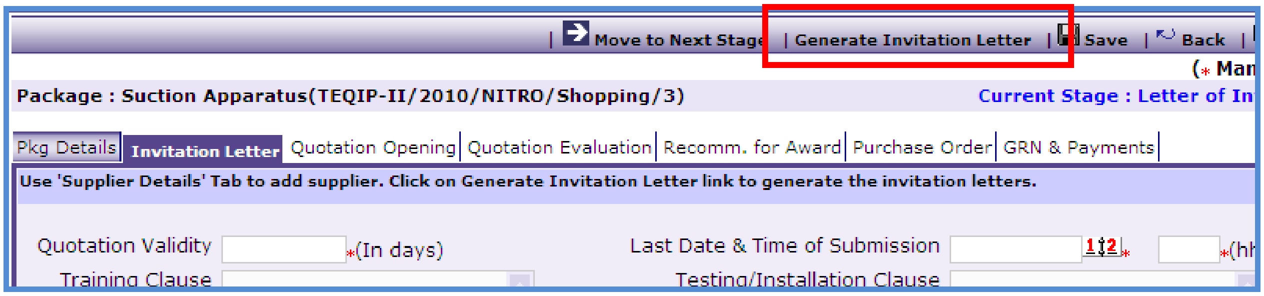
- Supplier Name – Click on Select Supplier to get the suppliers from existing list of suppliers.
- Address
- City
- State
- Supplier Source
- Specify Source – Only if 'Supplier Source' is others
- Email ID
- Pin Code

- ○ Name Of Representative
- ○ Phone Number
- ○ PAN Number
- ○ TAN Number
- ○ Tax Number

c. Click 'Save'

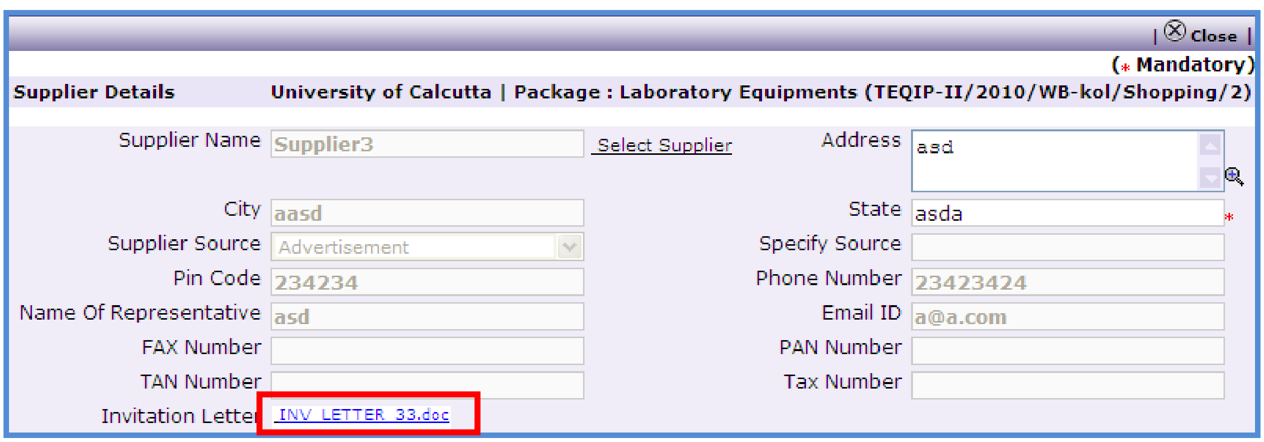
d. To add another Supplier repeat steps from a. to c.

e. Once the supplier is added click on 'Generate Invitation letter' link.



f. Invitation letter will get generated for all the suppliers in one-go. An email will be sent to all the suppliers automatically.

g. To view/ print the generated invitation letters click on the supplier name. A link will be seen as shown in the below snapshot. Click on this link to view/ print the invitation letter.



h. If the email is not send due to some technical issue. Then click on the supplier name.

i. Click on the 'Send Mail' link.

j. An email pop up will be shown. Click on 'Send' to send out the email to the supplier.

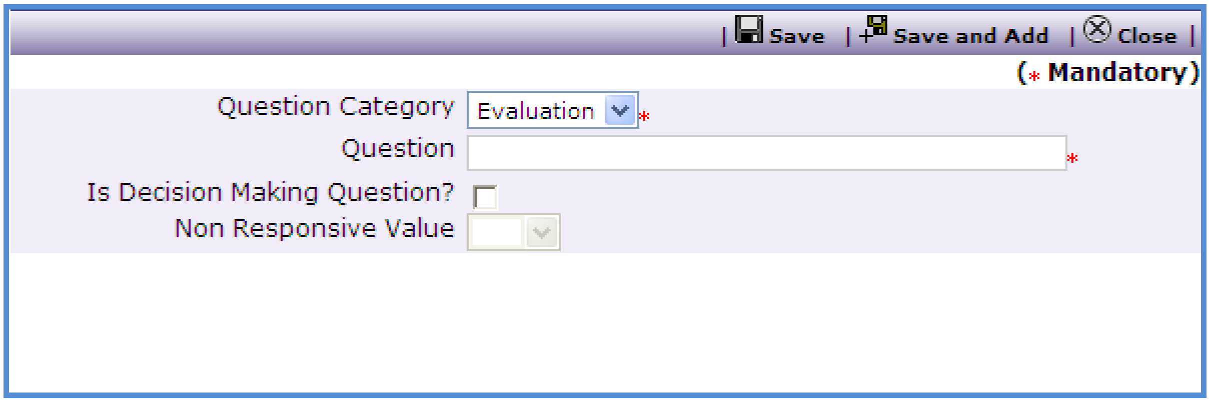
7. On the 'Payments' sub-tab;

   a. By default two Payment Terms will appear

b. Click on the Payment Term to make changes, if any.

8. On the 'Question' sub-tab, additional evaluation questions can be added, if required.

a. Click 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;

- Question
- Is Decision Making Question? – If the bidder is going to be marked as responsive/ non- responsive based on this question then 'Check' this box
- Non Responsive Value – Select the value (Yes/ No) based on which the bidder will become non- responsive. E.g. if the question is 'Does the Contractor have a local service center?' then the non- responsive value will be 'No'.

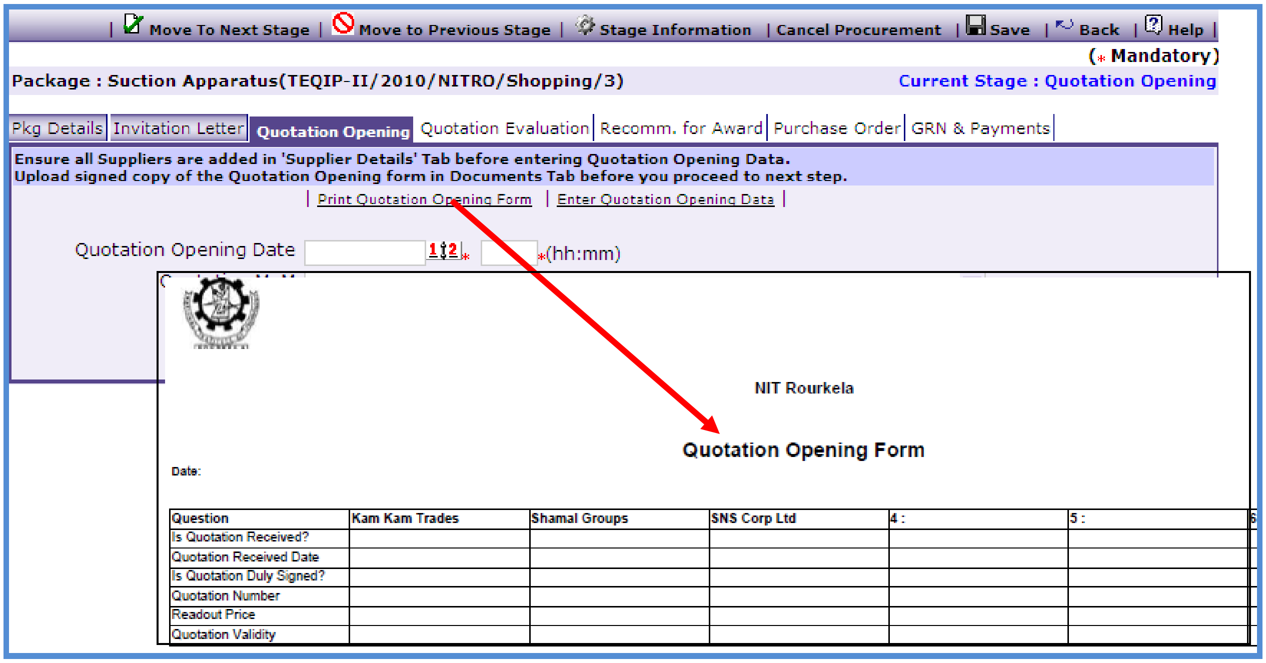
Note: Question should be formed in such a way that the answer is in 'Yes/ No' form. The newly added questions will appear during the Quotation Evaluation stage.

c. Click 'Save'.

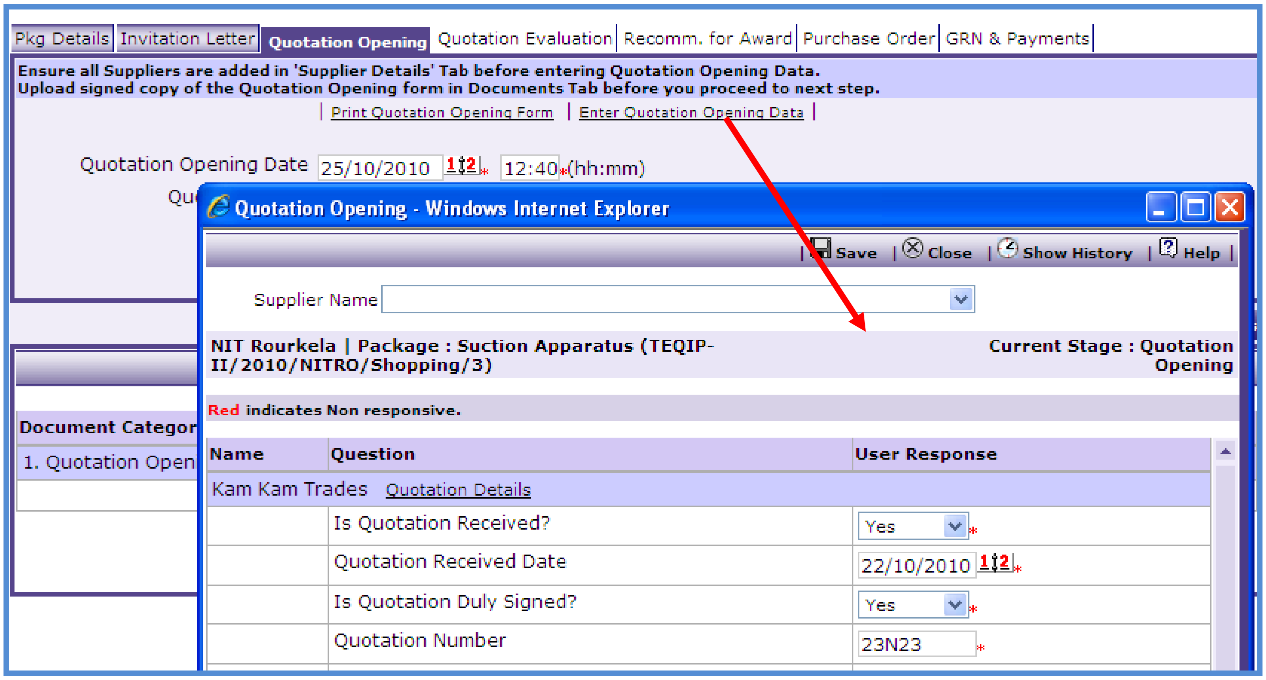
d. To add another Question repeat steps from a. to c.

9. Once the required details are captured click on 'Move to Next Stage'. This will move the procurement to '**Quotation Opening**' stage.

10. On the 'Quotation Opening' tab click on 'Print Qtn. Opening Form'. This will open a form as shown below;



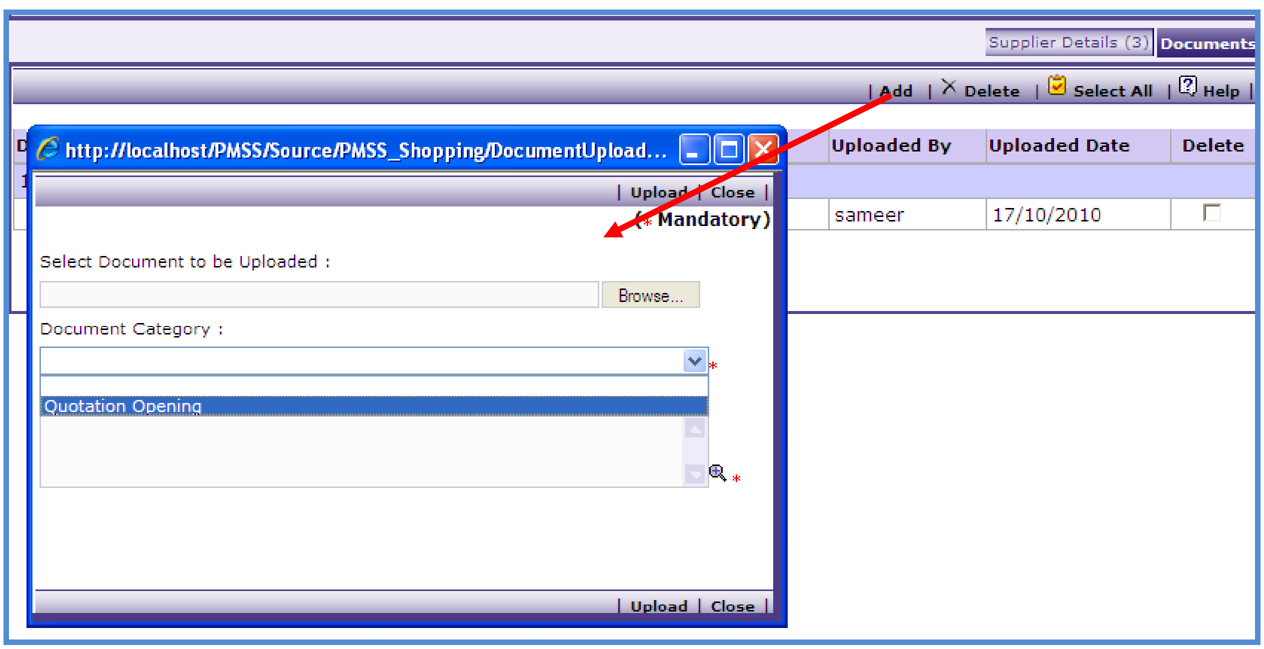
11. This form can be used during Quotation Opening. Print of this form can be taken and Quotation opening details can be recorded on this form. The supplier names (which were added during Invitation letter stage) can be seen on this form against which quotation opening details can be mentioned. There are 3 extra columns provided to accommodate names of any new suppliers who have submitted their quotations directly.
12. If there were new supplier then their details should be put in the system using the supplier details tab (to add these new suppliers, similar steps should be followed as mentioned in Invitation Letter stage).
13. Quotation Opening data is required to be feed in the system. Enter the following fields;
    a. Quotation Opening Date
    b. Quotation Opening Time
    c. Quotation MoM
    d. Click 'Save'
    e. Click on the 'Enter Quotation Opening Data' link. This will show a pop up to enter the Responsiveness Criteria.



f. Enter the details and Click 'Save'.

14. 'Quotation Details' link will appear against the responsive suppliers. This link is provided to enter item wise price break up, if required.

15. On the 'Documents' sub-tab, click 'Add';

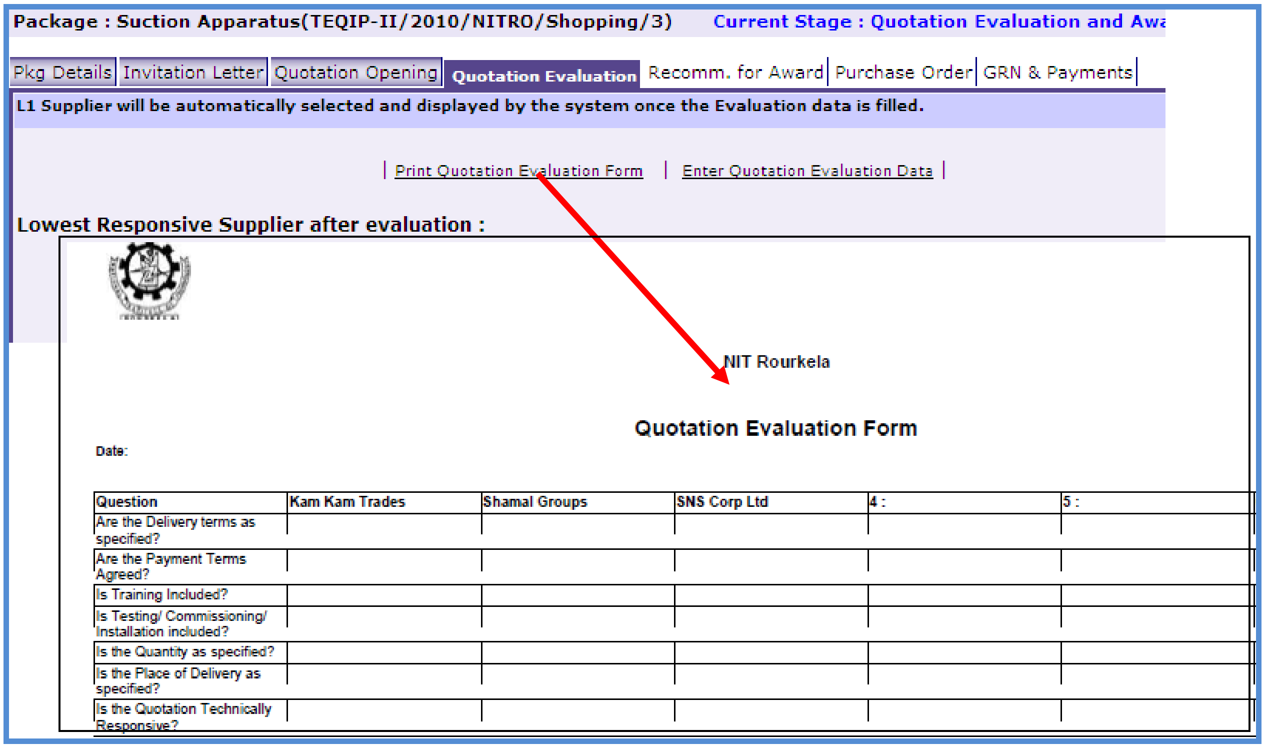


a. Select 'Quotation Opening' Category

b. Browse and upload the document

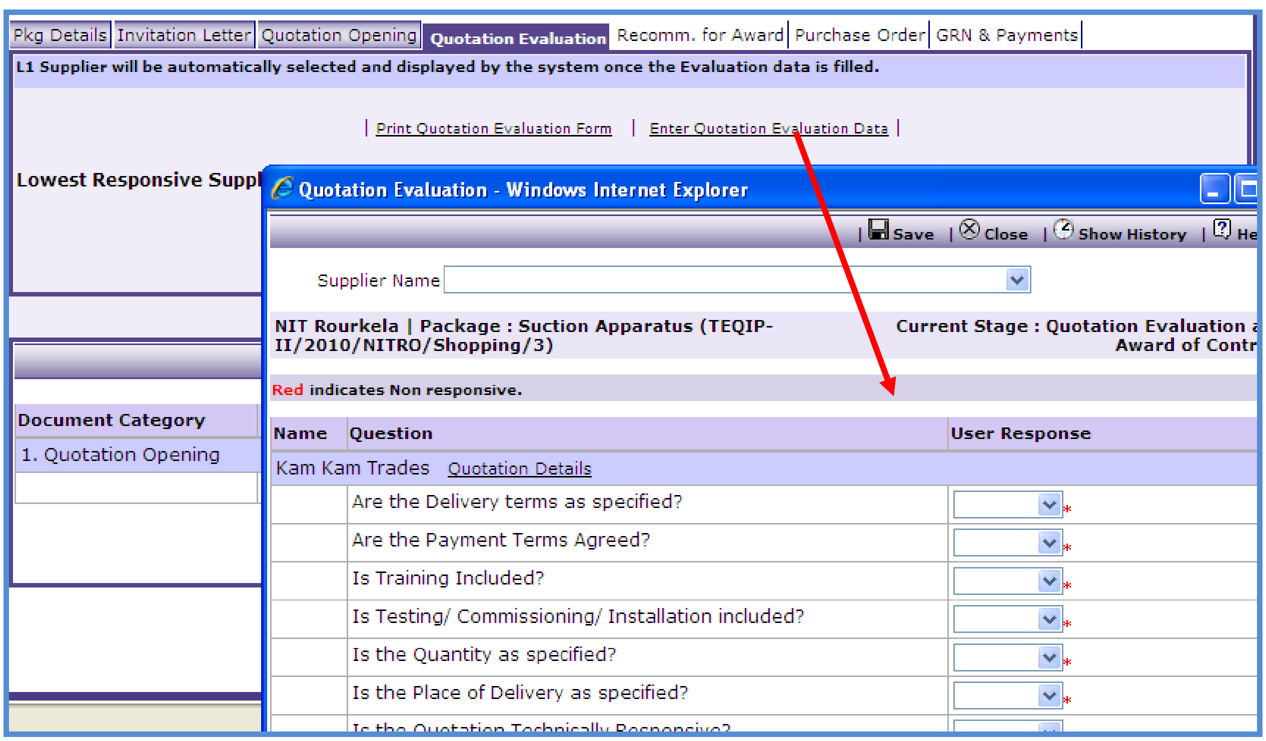
16. Click on 'Move to Next Stage'. This will move the procurement to '**Quotation Evaluation**' stage.

17. On the 'Quotation Evaluation' tab click on 'Print Qtn. Evaluation Form'. This form can be used during Quotation Evaluation.

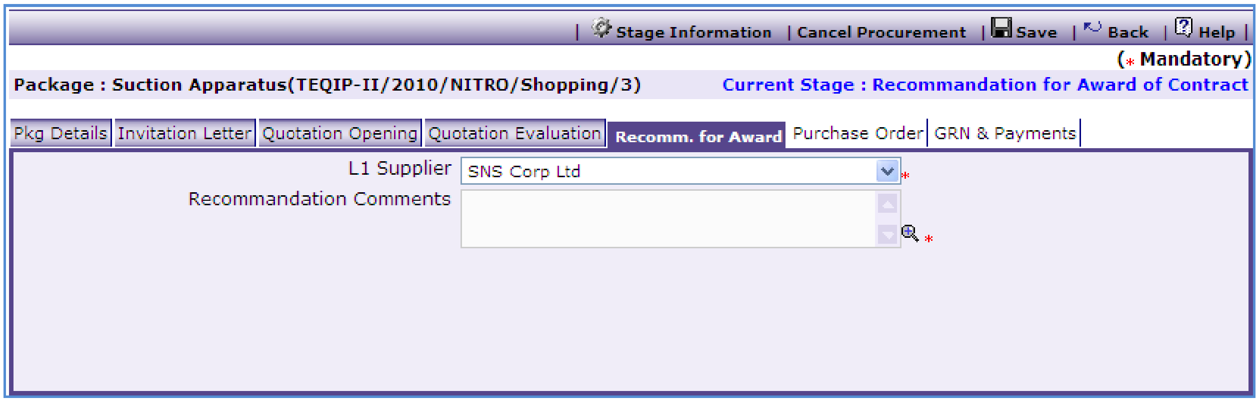


18. After Quotation Evaluation is done, the data is required to be feed in the system.

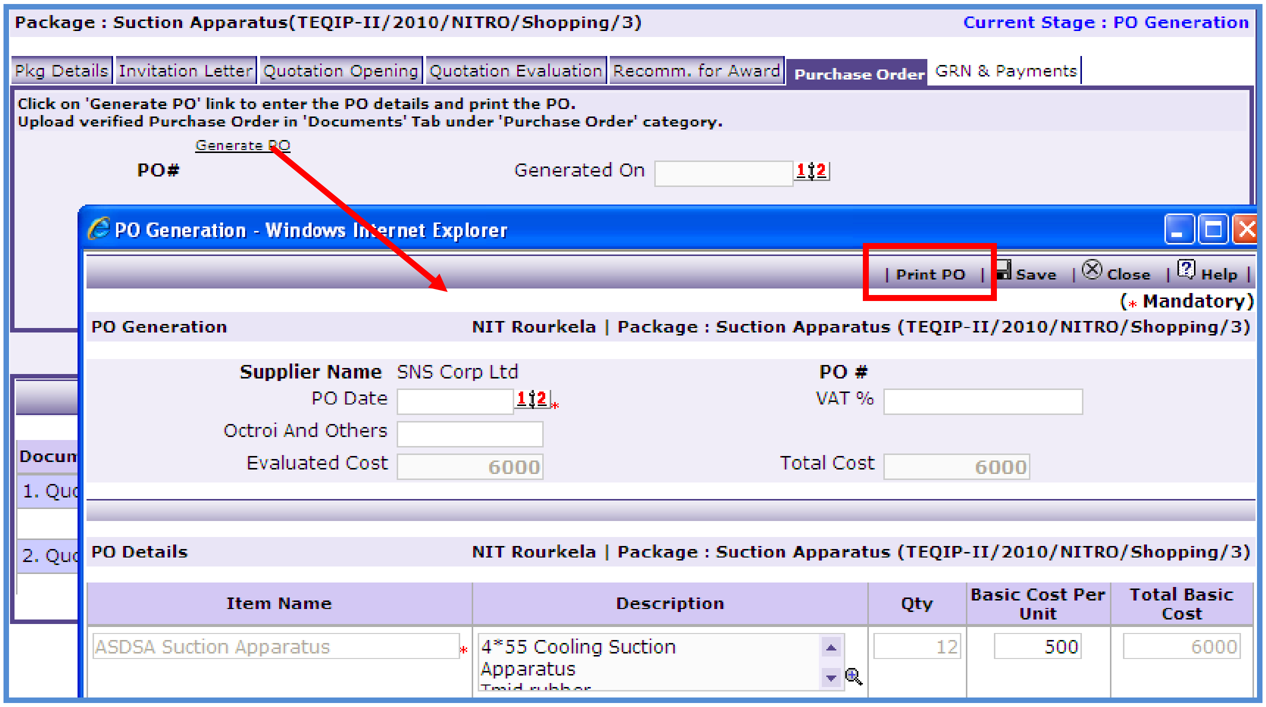
   a. Click on the 'Quotation Evaluation' link. This will show a pop up to enter the Comparative Statement.



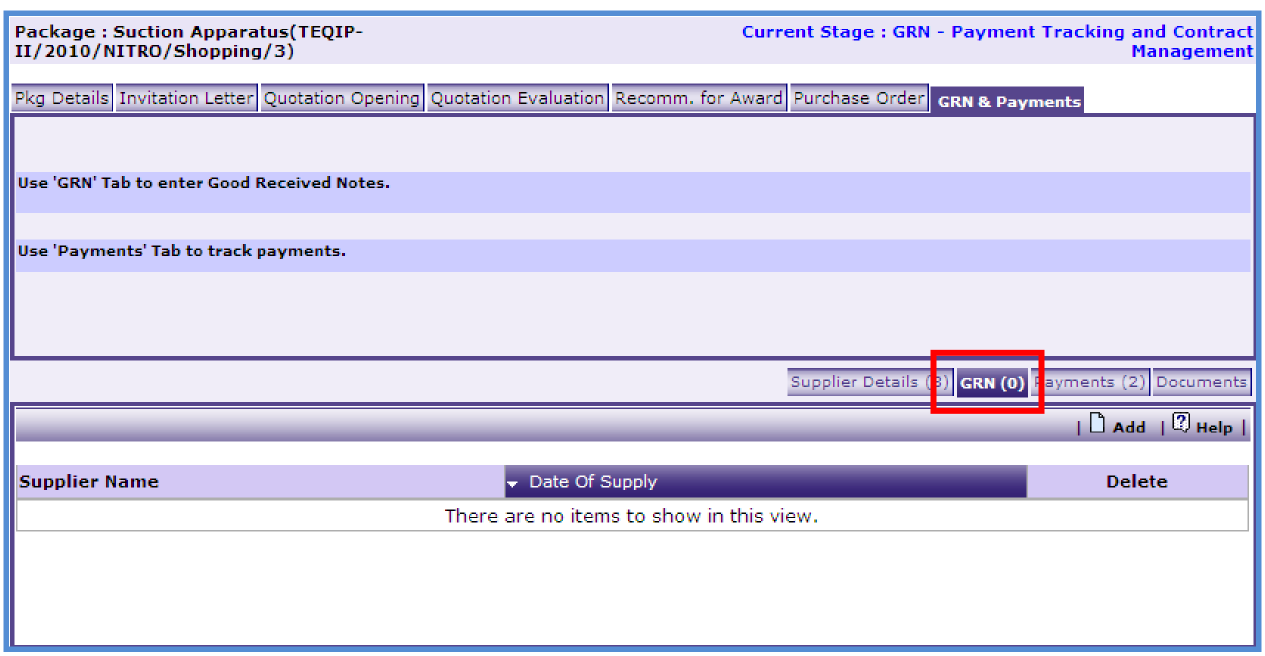
19. Once Comparative Statement data is save the system will show the lowest evaluated responsive supplier (L1).
20. On the 'Documents' sub-tab;
    c. Click 'Add', Select Quotation Evaluation category
    d. Browse and upload the document
21. Click on 'Move to Next Stage'. This will take the procurement to '**Recommendation for Award**' stage.



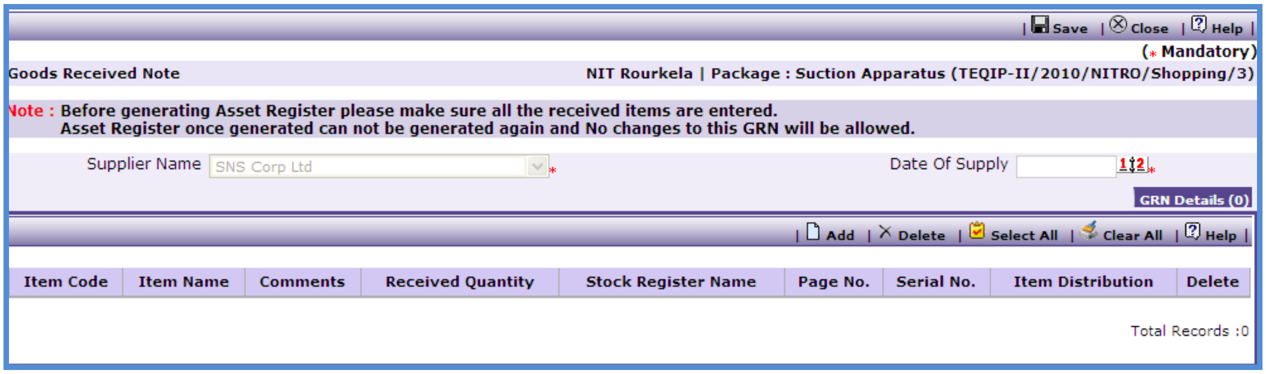
22. If the lowest evaluated responsive supplier (L1) is not acceptable by the committee then another supplier can be selected in this stage. If another supplier is selected then enter the comments in the comments field and click 'Save'.
23. On the 'Documents' sub-tab the evaluation report can be uploaded under the Evaluation Report category.
24. Click on 'Move to Next Stage'. This will take the procurement to '**Purchase Order**' stage.
25. Click on 'Generate PO'. In the Pop up enter the following fields;
    a. PO date
    b. VAT %
    c. Octroi and Others
    d. Basic Cost Per Unit – only if changed.



26. Click 'Save'
27. Click 'Print PO'. This will print the PO.
28. PO can be uploaded in the 'Documents' tab.
29. Click on 'Move to Next Stage'. This will take the procurement to '**GRN & Payments**' stage. Whenever Goods are received the details can be captured in this stage.
30. On the '**GRN**' sub-tab;

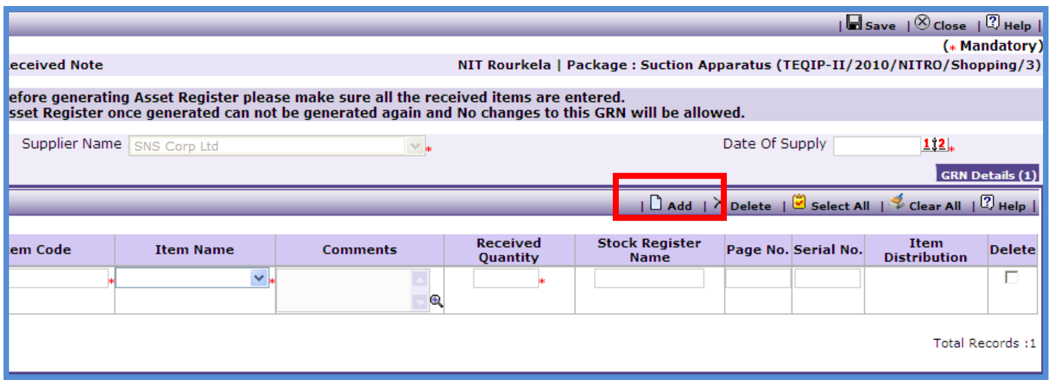


a. Click on 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;

- Date of Supply
- In the Items section click 'Add' and enter the following fields;

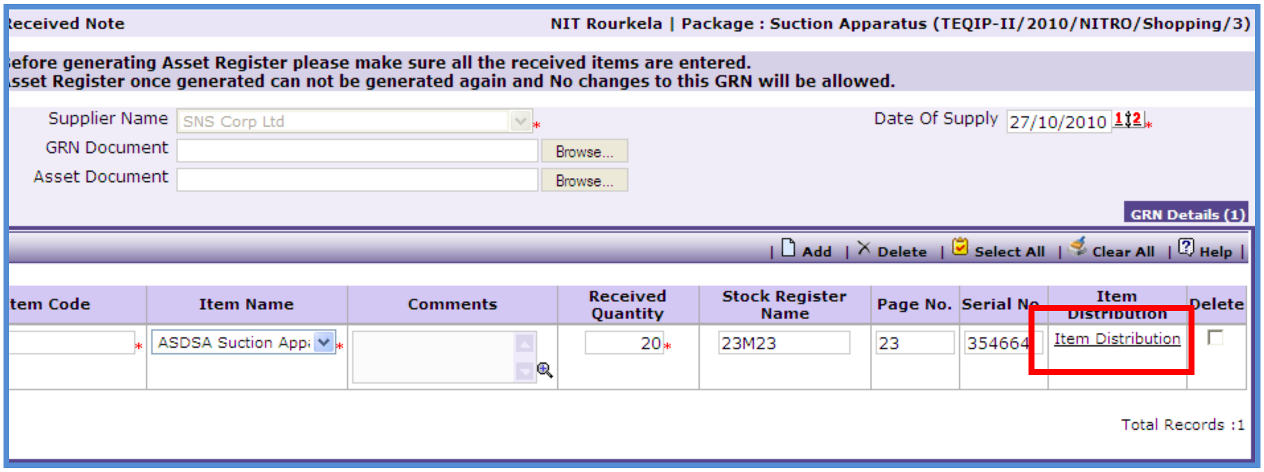


  - Item Code – This code will be used when generating asset numbers
  - Item Name
  - Comments
  - Received Quantity
  - Stock Resistor Name
  - Page No.
  - Serial No.

c. To add another Item click add and enter the data as above.

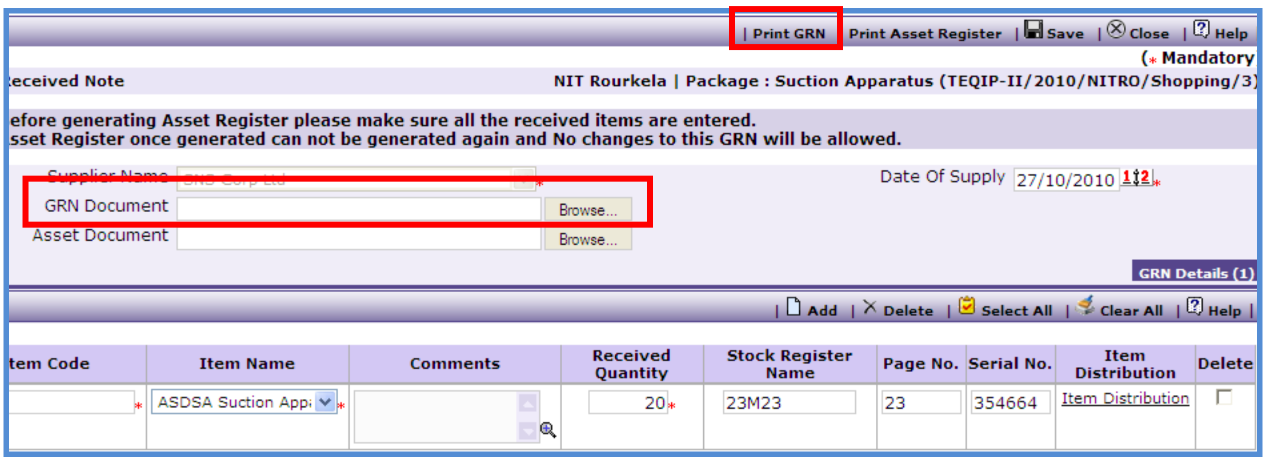
d. Click 'Save'

e. Once saved, 'Item Distribution' link will appear against each item.

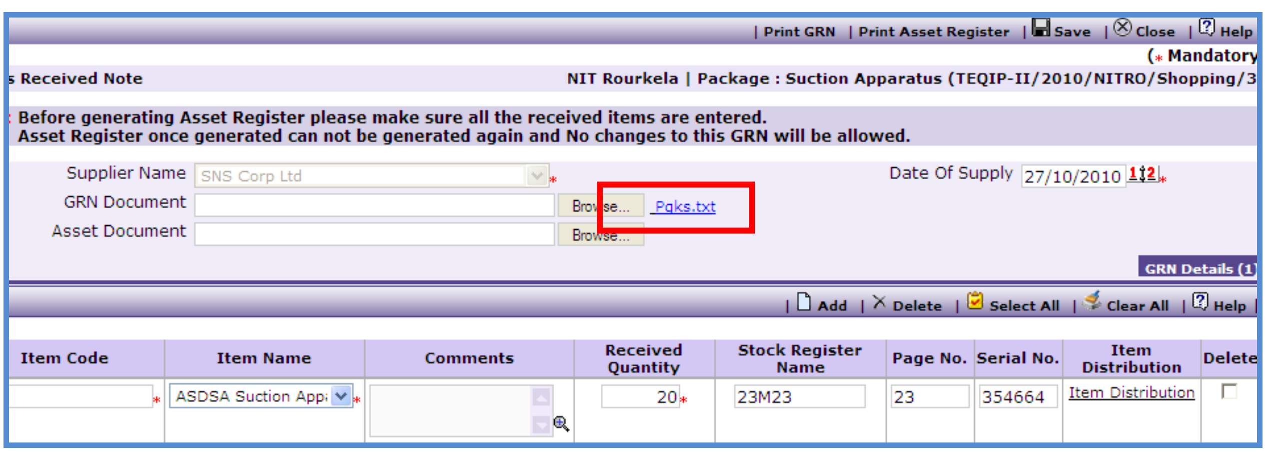


f. Click on the link to get a pop up. In this pop up, enter the Quantity supplied to each department.

g. To Generate the GRN Report click on ' Print GRN'



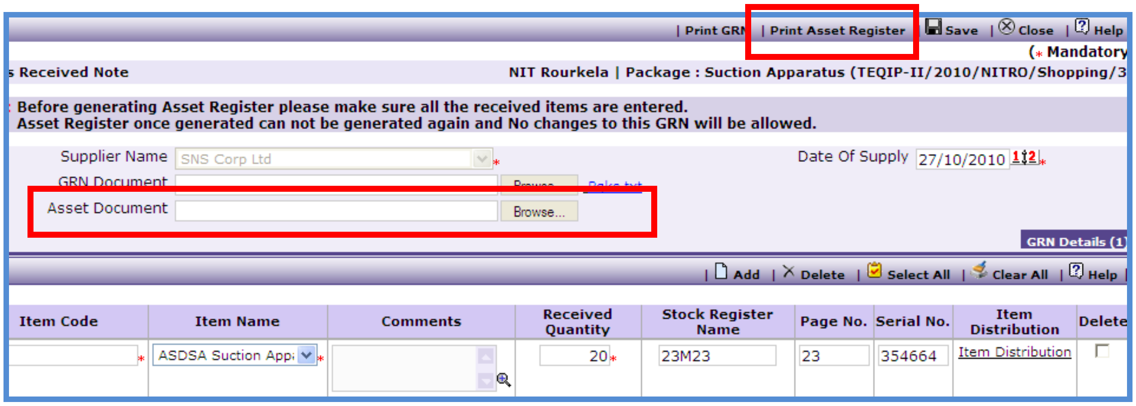
h. The GRN Report can be uploaded using the Browse function. Once uploaded, Link will appear as shown below.



i. Report can be downloaded by clicking on the link.

j. To Generate Asset Register click on 'Print Asset Register'.

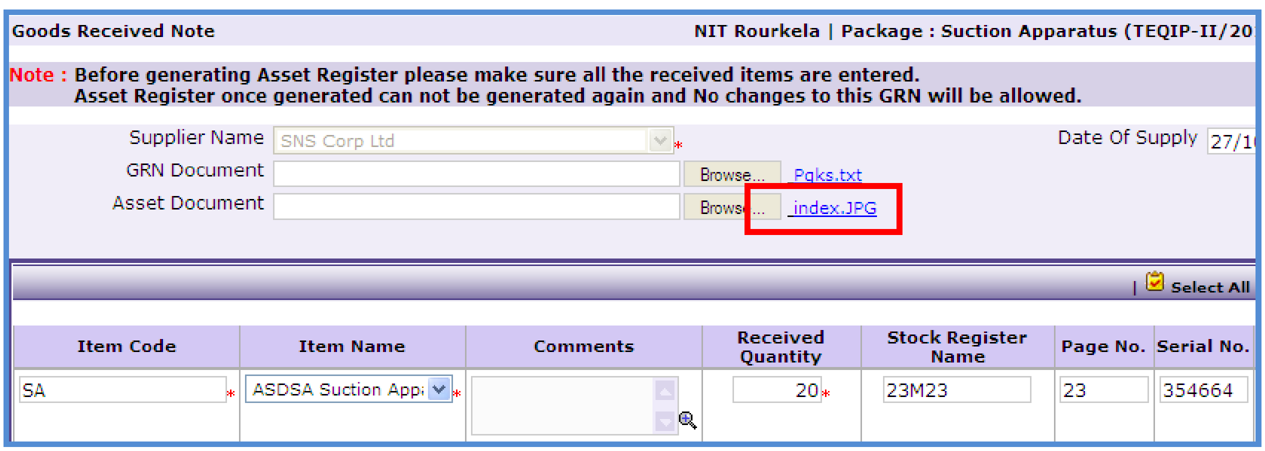
Note: Asset Register can be generated only once. System will give a warning message to confirm that all the items have been added etc. Once Asset Register is generated no changes can be made to that GRN record.



k. Asset Register excel will have three columns;
   - Unique Number – Will be Auto generated
   - Model Number – To be entered by the user
   - Serial Number - To be entered by the user

l. Once the Asset Register is filled up it can be uploaded using the Browse function

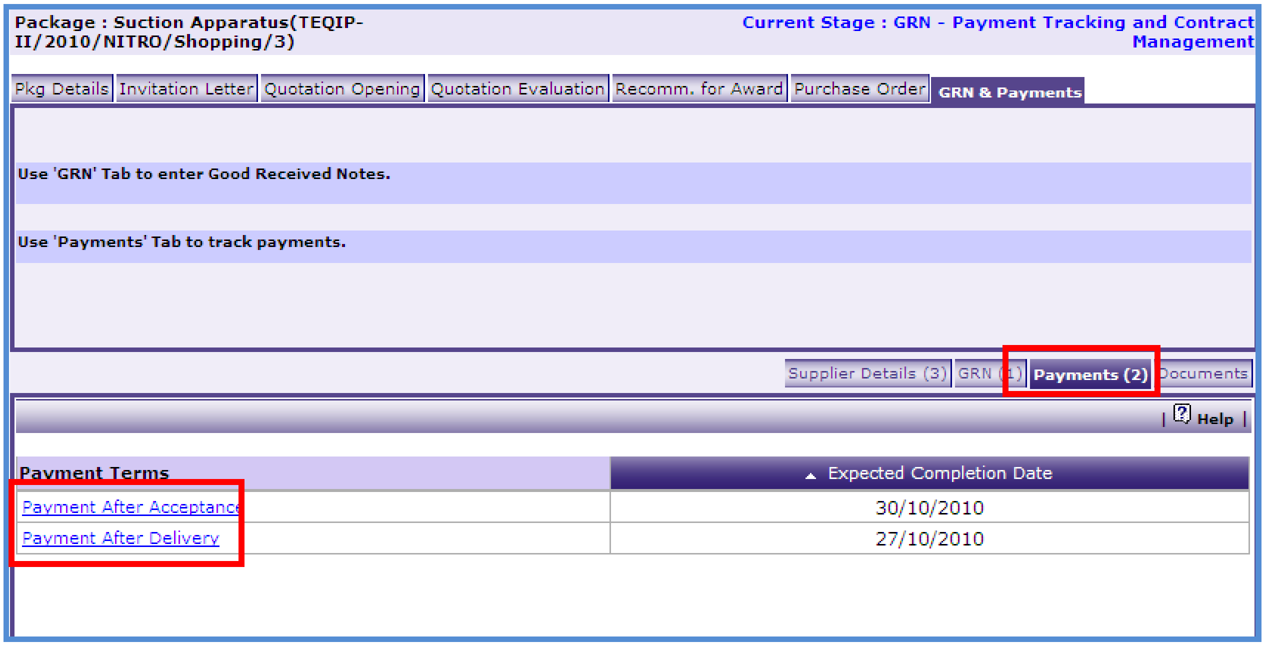
m. Once uploaded, Link will appear as shown below.



n. Asset Register can be downloaded by clicking on the link.

o. To add another record for GRN repeat steps from a. to o.

31. Payment details can be captured on the '**Payments**' sub-tab;

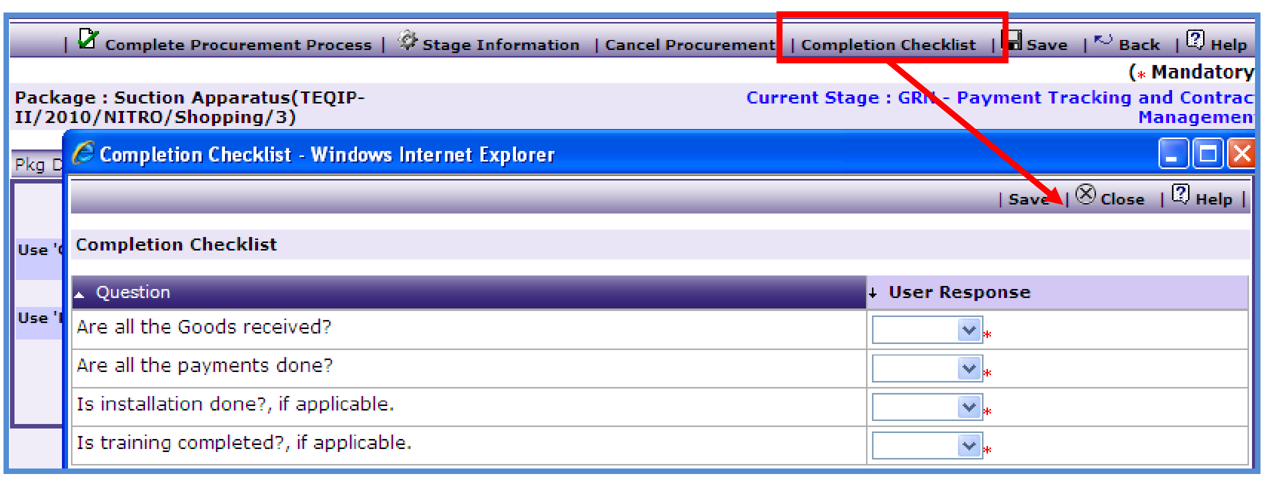


a. Click on the Payment Term and enter data in the following fields;
   - Actual Completion Date
   - Payment Date
   - Cheque/Draft Number
   - Amount
   - Liquidated Damages Amount
   - Comments

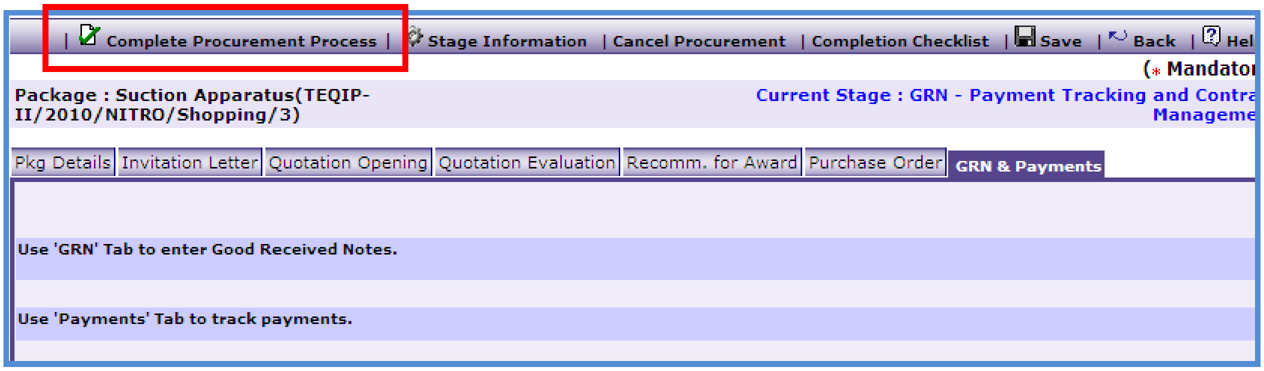
b. Click 'Save'

c. To enter details of another payment repeat steps a and b.

32. Once all the details for all the payments are recorded this Procurement can be marked as complete. Click on Completion Checklist, checklist will be seen as shown below;



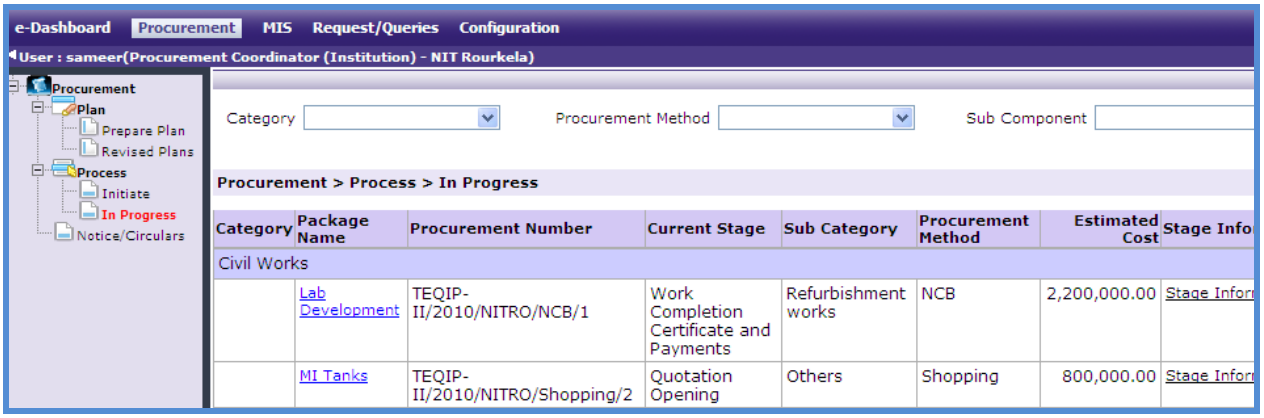
33. Fill in the completion checklist then click on 'Complete Procurement Process' this will complete the procurement for that Package.



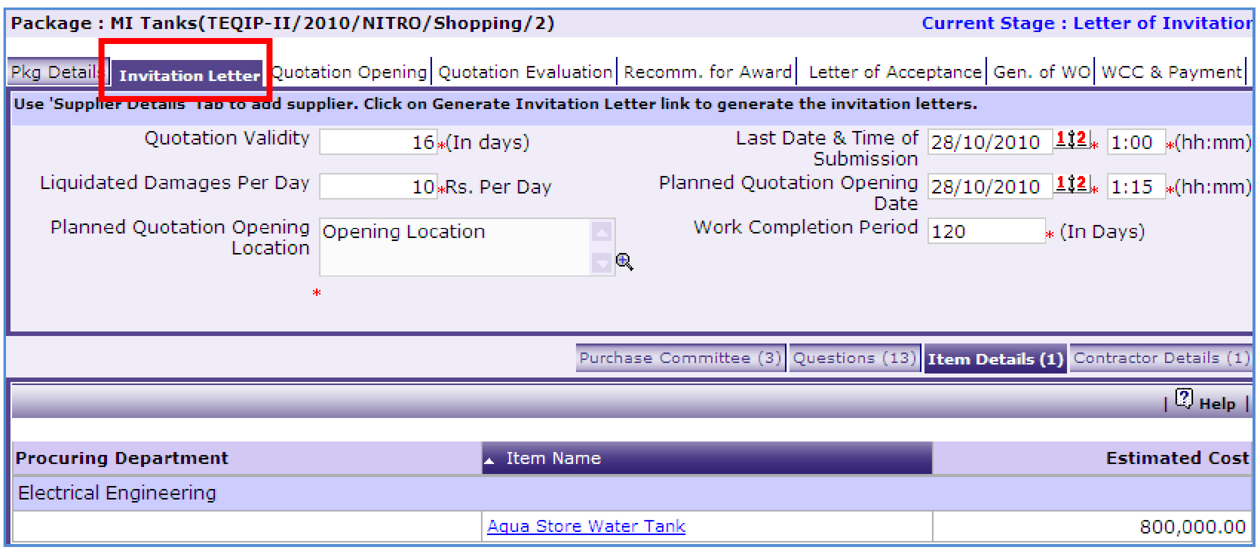
END – Shopping Goods

Shopping Works

To do procurement using Shopping Works, **Go to Procurement-> Process-> In Progress.**



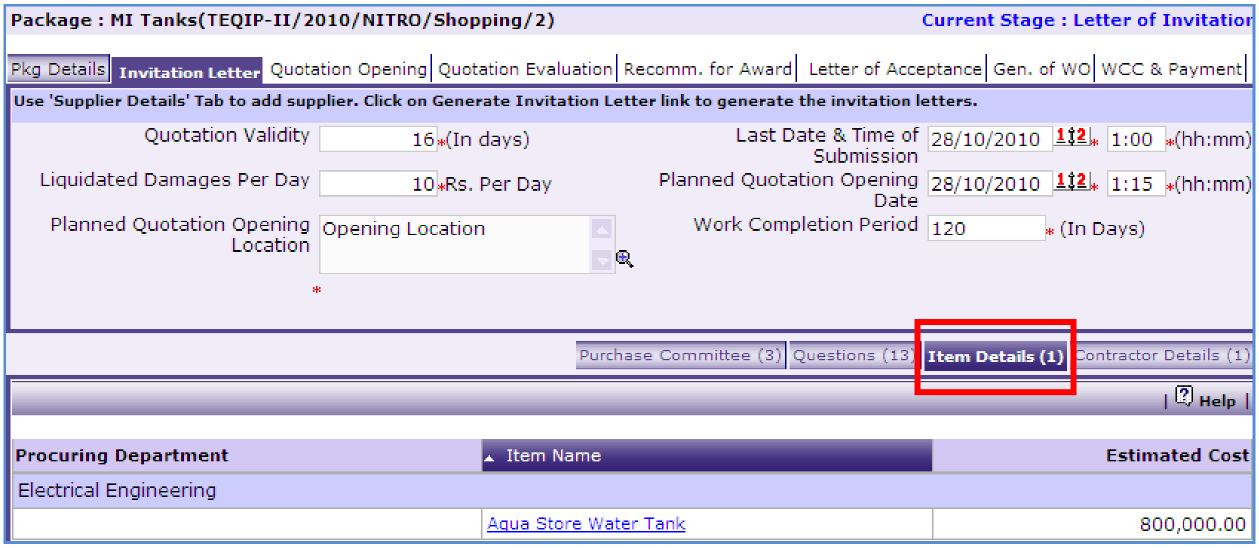
1. Click on the package name that has shopping as the procurement method.
2. First stage of Shopping is '**Invitation Letter**'.



3. On the 'Invitation Letter' tab enter data in the following fields;
   - Quotation Validity Required (In days)
   - Liquidated Damages Per Day
   - Last Date of Submission
   - Quotation Submission Time (hh:mm)
   - Planned Quotation Opening Date
   - Planned Quotation Opening Time (hh:mm)
   - Planned Quotation Opening Location

- Work Completion Period

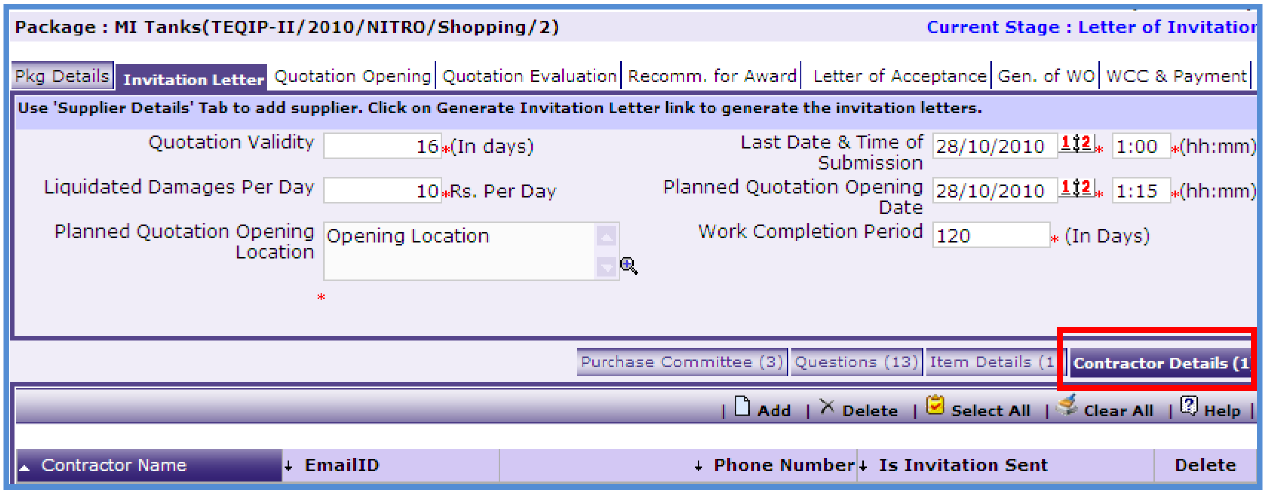
4. Click 'Save'
5. On the 'Items' sub-tab;



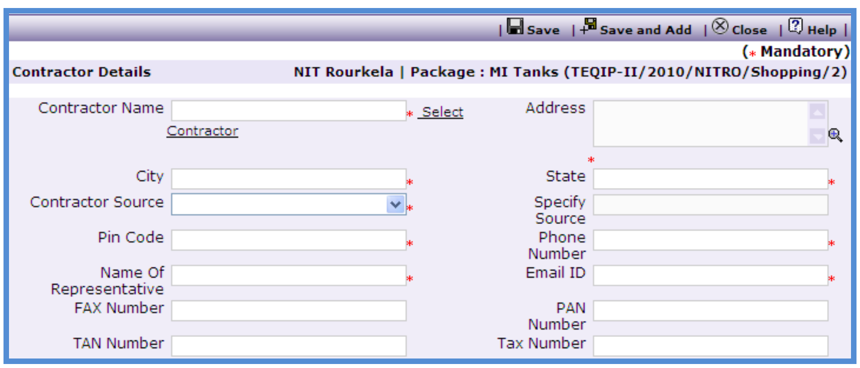
a. Click 'Item Name', a pop up will be seen as shown below;

b. Enter 'Specifications' – Click on search specification to get specifications from other items.
c. Click 'Save'
d. If there are more than one item then, repeat steps from a. to c.

6. On the 'Contractor Details' sub-tab;



a. Click 'Add', a pop up will be seen as shown below;



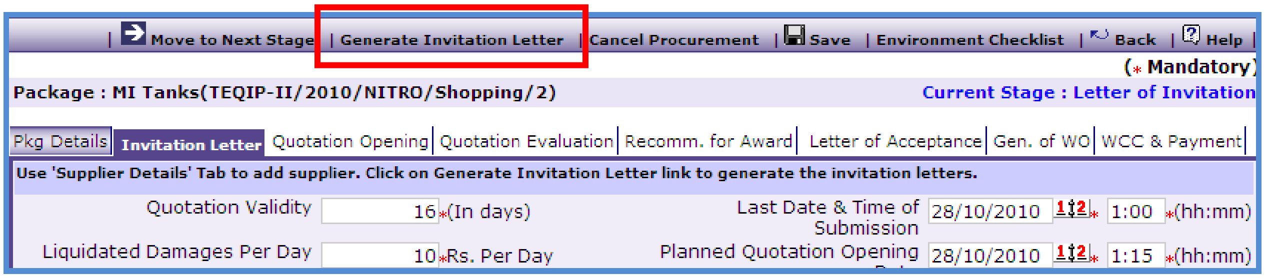
b. Enter data in the following fields;

- Contractor Name – Click on Select Contractor to get the contractor from existing list of contractors.
- Address
- City
- State
- Contractor Source
- Specify Source – Only if 'Contractor Source' is others
- Email ID
- Pin Code
- Name Of Representative
- Phone Number
- Fax Number
- PAN Number
- TAN Number
- Tax Number

c. Click 'Save'

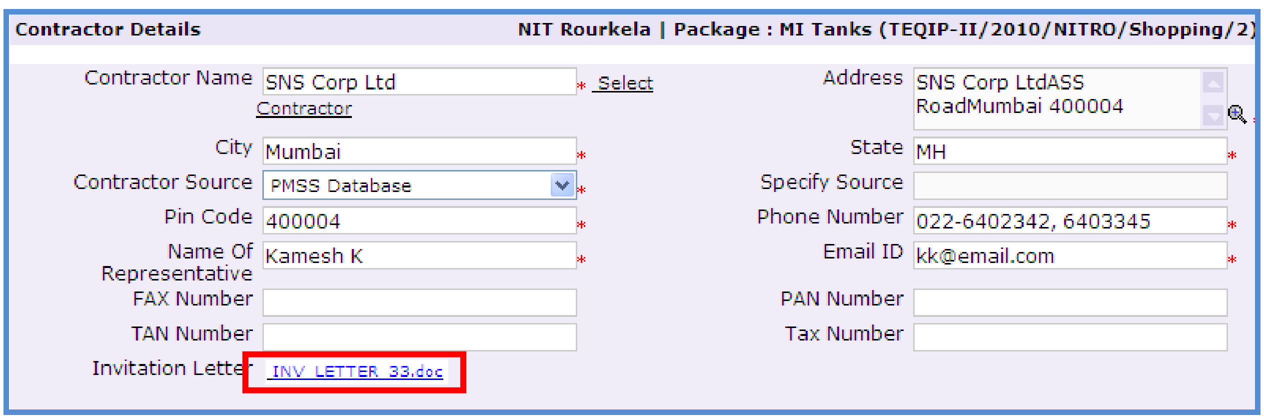
d. To add another Contractor repeat steps from a. to c.

e. Once the Contractors are added click on 'Generate Invitation letter' link.



f. Invitation letter will get generated for all the contractors in one-go. An email will be sent to all the contractors automatically.

g. To view/ print the generated invitation letters click on the contractor name. A link will be seen as shown in the below snapshot. Click on this link to view/ print the invitation letter.



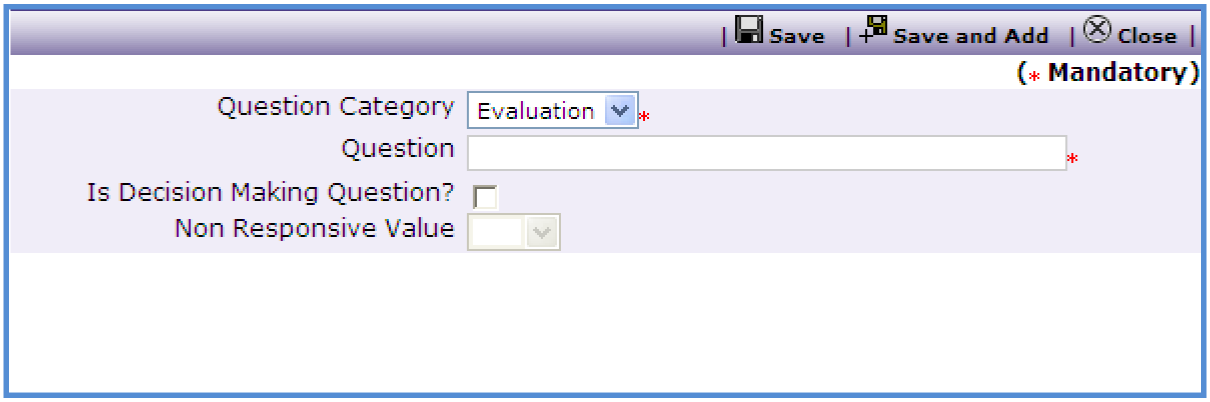
h. If the email is not send due to some technical issue. Then Click on the contractor name.

i. Click on the 'Send Mail' link.

j. An email pop up will be shown. Click on 'Send' to send out the email to the supplier.

7. On the 'Question' sub-tab, additional evaluation questions and additional post qualification questions can be added, if required.

   a. Click 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;

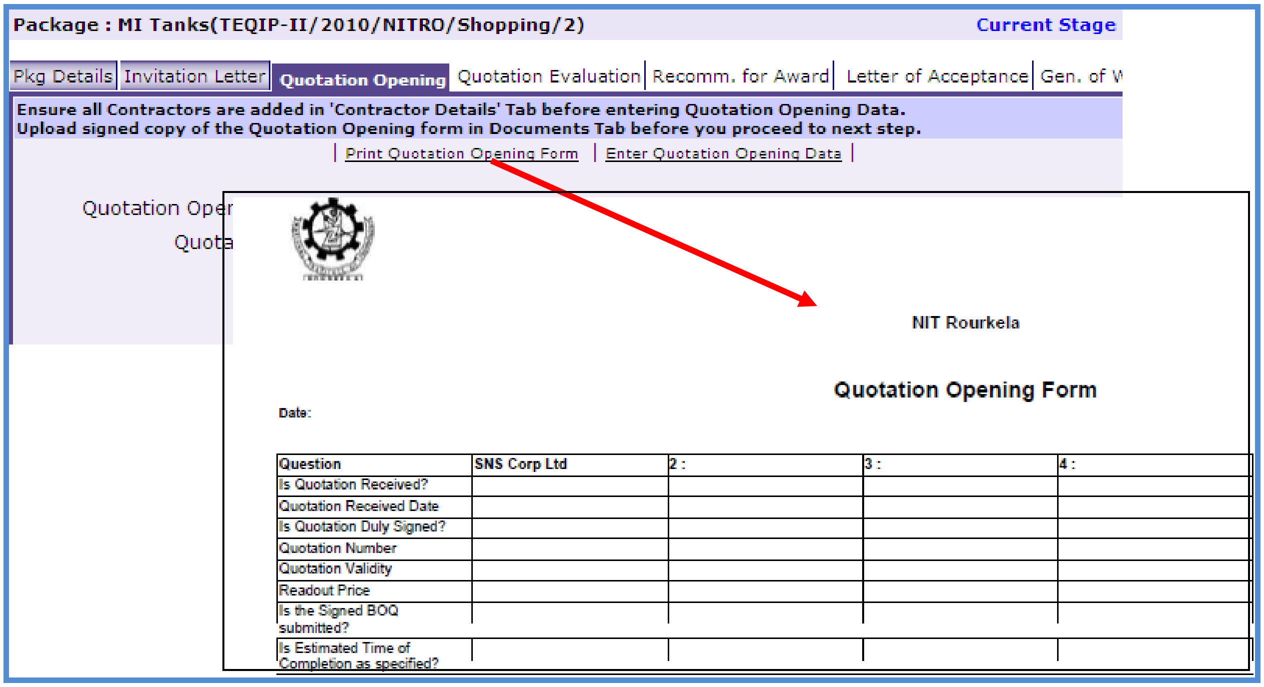
- Question Category – Whether it is Evaluation Question or Post Qualification Question.
- Question
- Is Decision Making Question? – If the bidder is going to be marked as responsive/ non- responsive based on this question then 'Check' this box
- Non Responsive Value – Select the value (Yes/ No) based on which the bidder will become non- responsive. E.g. if the question is 'Does the Contractor have a local service center?' then the non- responsive value will be 'No'.

Note: Question should be formed in such a way that the answer is in 'Yes/ No' form. The newly added questions will appear during the Quotation Evaluation stage or Post Qualification Stage based on the question category.

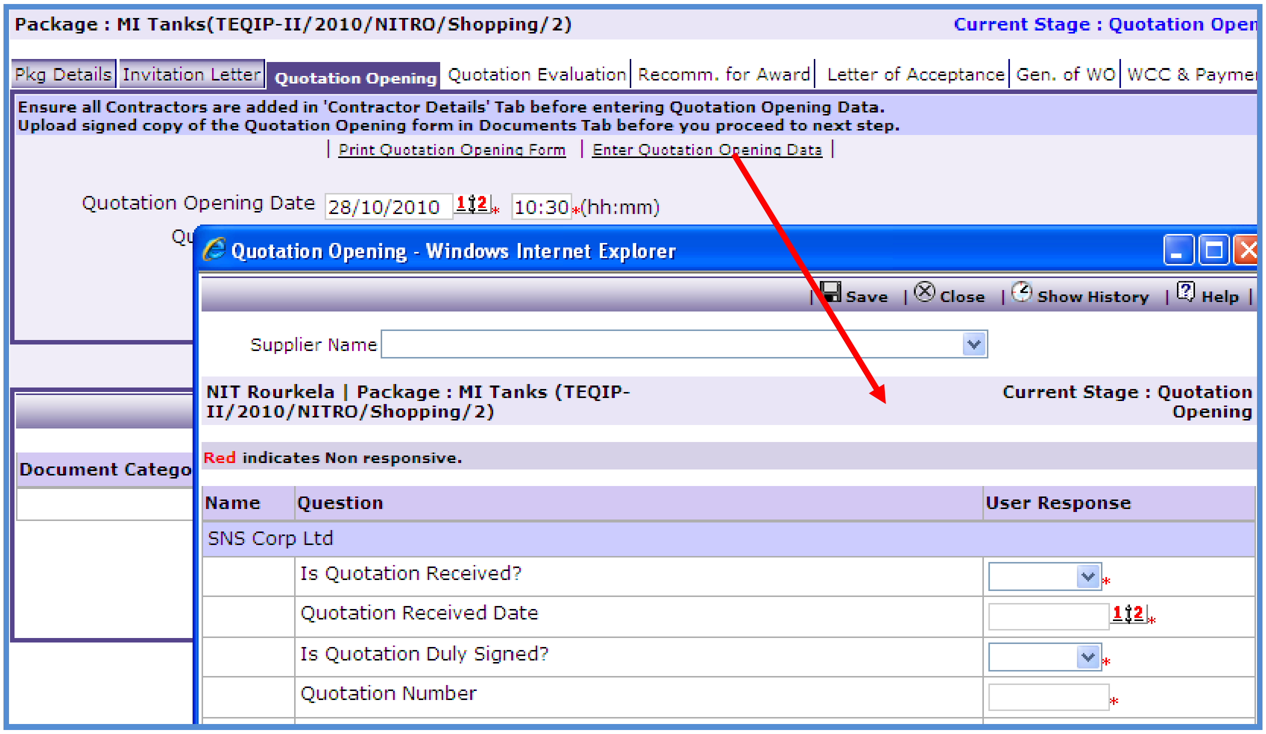
c. Click 'Save'.

d. To add another Question repeat steps from a. to c.

8. Once the required details are captured click on 'Move to Next Stage'. This will move the procurement to '**Quotation Opening**' stage.
9. On the 'Quotation Opening' tab click on 'Print Quotation Opening Form'. This will open a form as shown below;.

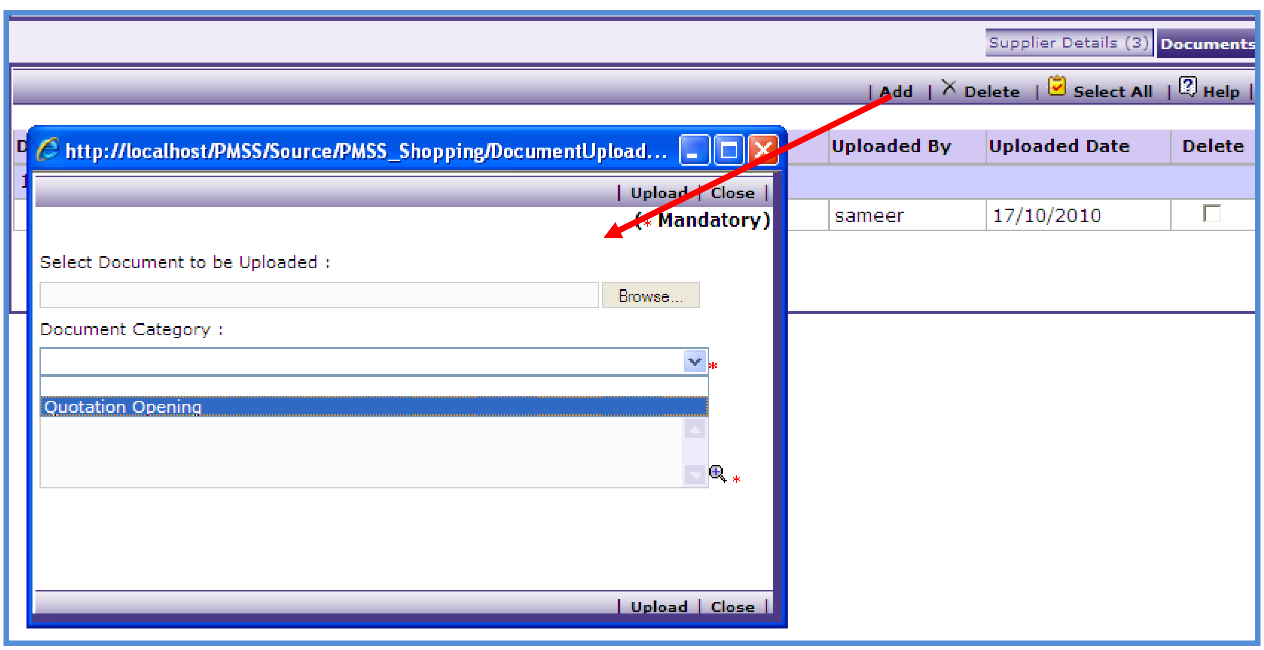


10. This form can be used during Quotation Opening. Print of this form can be taken and Quotation opening details can be recorded on this form. The contractor names (which were added during Invitation letter stage) can be seen on this form against which quotation opening details can be mentioned. There are 3 extra columns provided to accommodate names of any new Contractors who have submitted their quotations directly.
11. If there were new contractors then their details should be put in the system using the contractor details tab (to add these new contractors, similar steps should be followed as mentioned in Invitation Letter stage).
12. After Quotation Opening is done, the data is required to be feed in the system. Enter the following fields;
    a. Quotation Opening Date
    b. Quotation Opening Time
    c. Quotation MoM
    d. Click 'Save'
    e. Click on the 'Enter Quotation Opening Data' link. This will show a pop up to enter the Responsiveness Criteria.



f. Enter the details and Click 'Save'.

13. On the 'Documents' sub-tab, click 'Add';

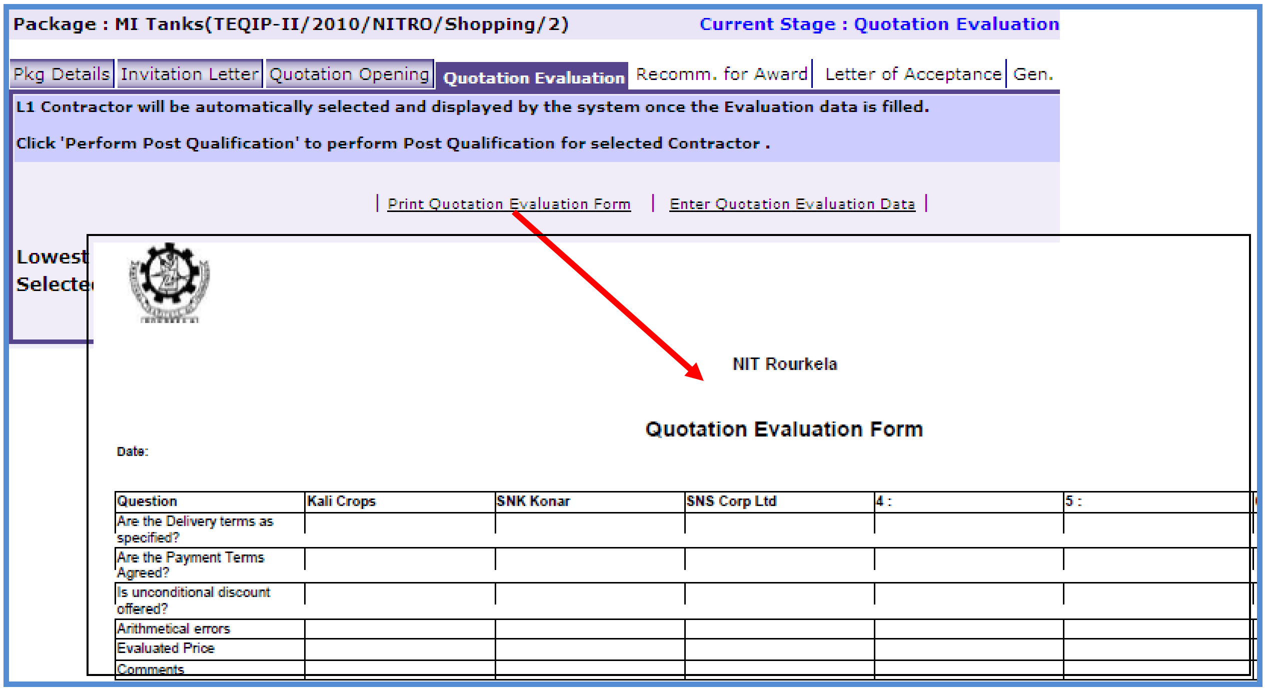


e. Select 'Quotation Opening' Category

f. Browse and upload the document

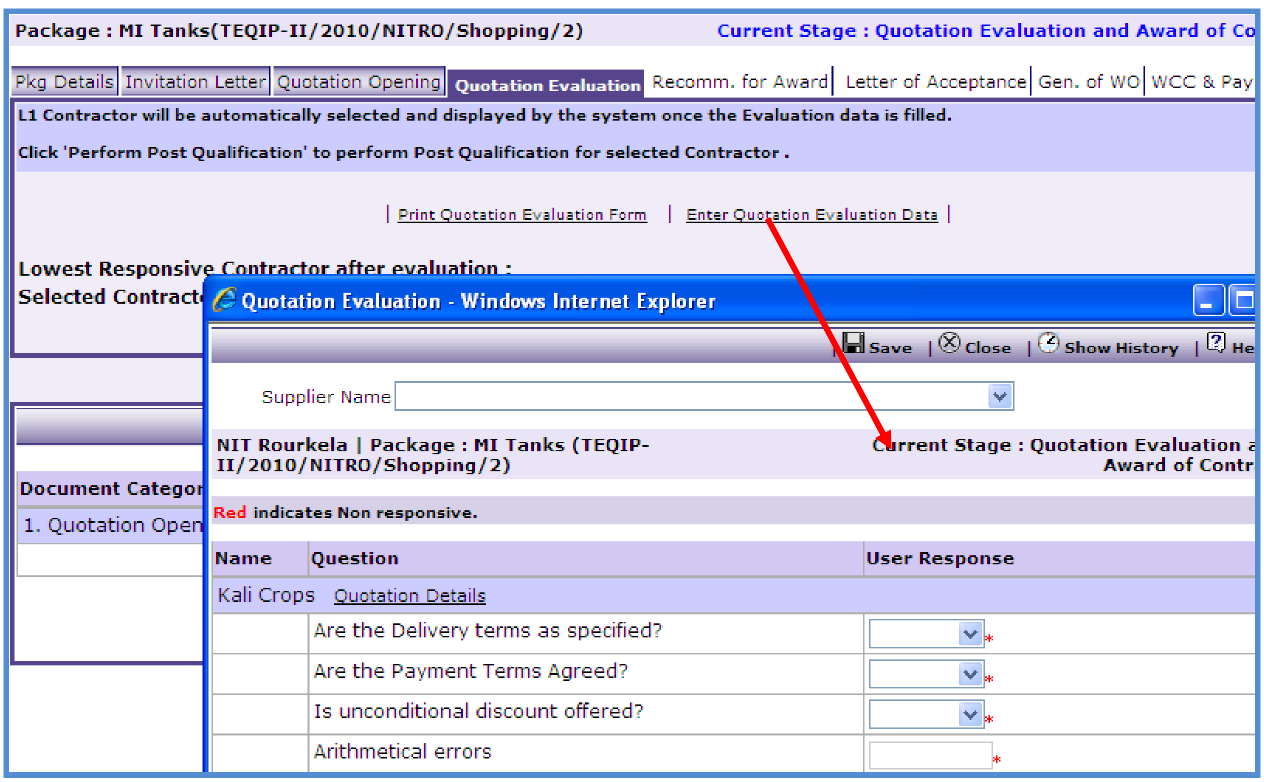
14. Click on 'Move to Next Stage'. This will move the procurement to '**Quotation Evaluation**' stage.

15. On the 'Quotation Evaluation' tab click on 'Print Quotation Evaluation Form'. This form can be used during Quotation Evaluation.

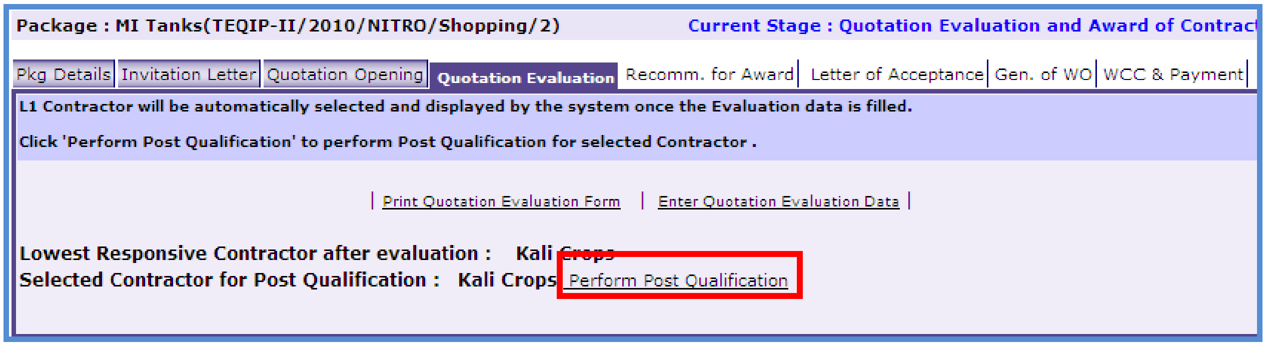


16. After Quotation Evaluation is done, the data is required to be feed in the system.

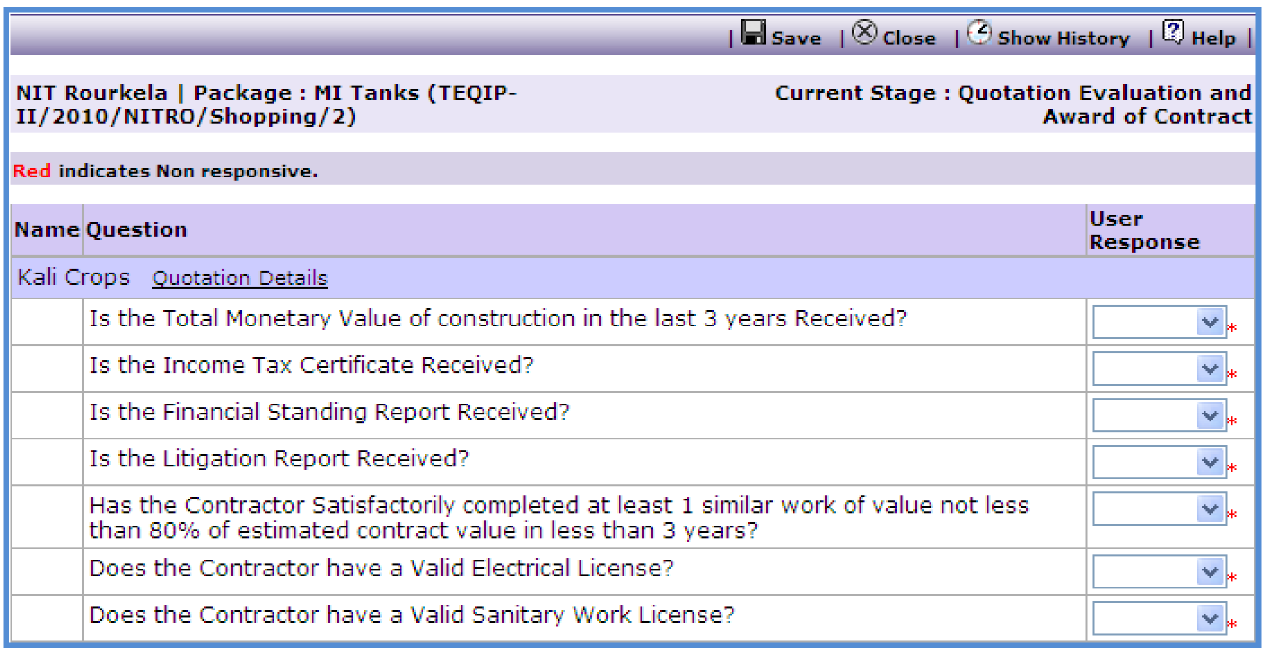
a. Click on the 'Enter Quotation Evaluation Data' link. This will show a pop up to enter the Comparative Statement.



17. Once Comparative Statement data is save the system will show the lowest evaluated responsive supplier (L1).
18. A link, ‘Perform Post Qualification’ will be seen against L1;

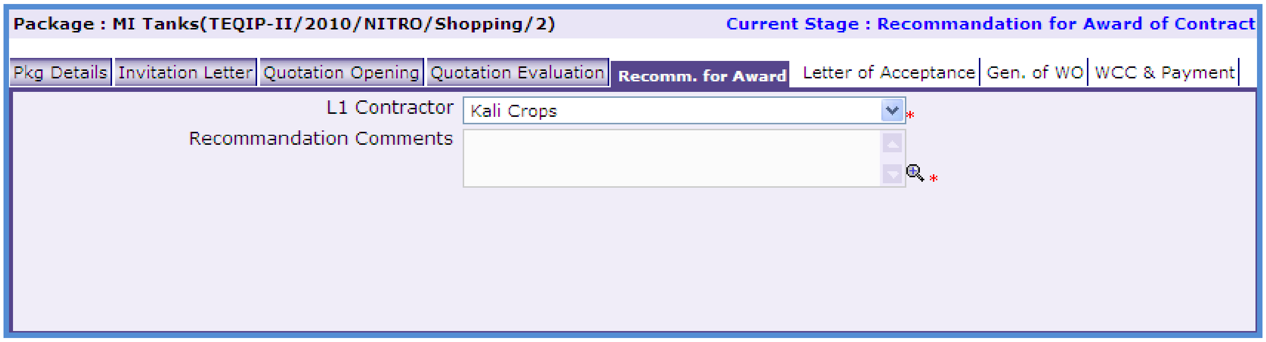


a. Click on the link to get a popup as shown below;

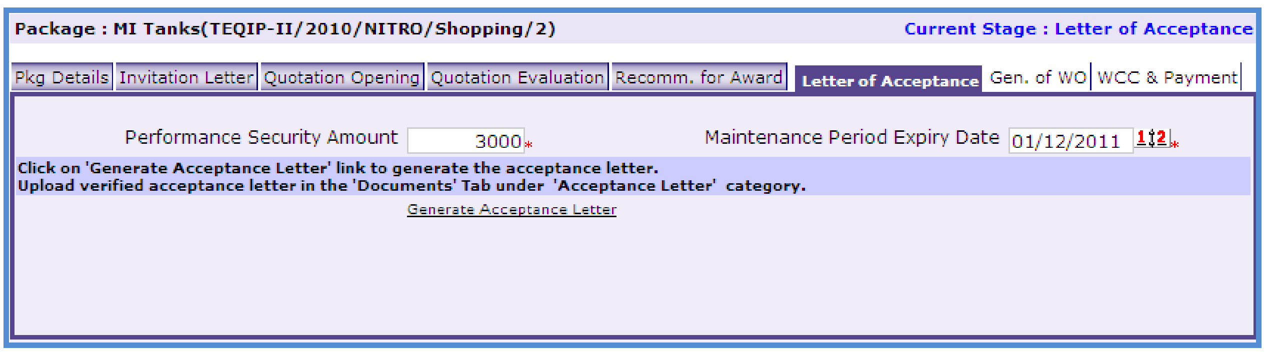


b. Fill in the response for the selected Contractor
c. If the Contractor becomes non-responsive in this step then automatically next lowest evaluated contractor will be seen.
d. Repeat the Post Qualification process for this Contractor.

19. On the ‘Documents’ sub-tab;
    a. Click ‘Add’, select the ‘Bid Evaluation’ Category
    b. Browse and upload the document
20. Click on ‘Move to Next Stage’. This will take the procurement to ‘**Recommendation for Award**’ stage.

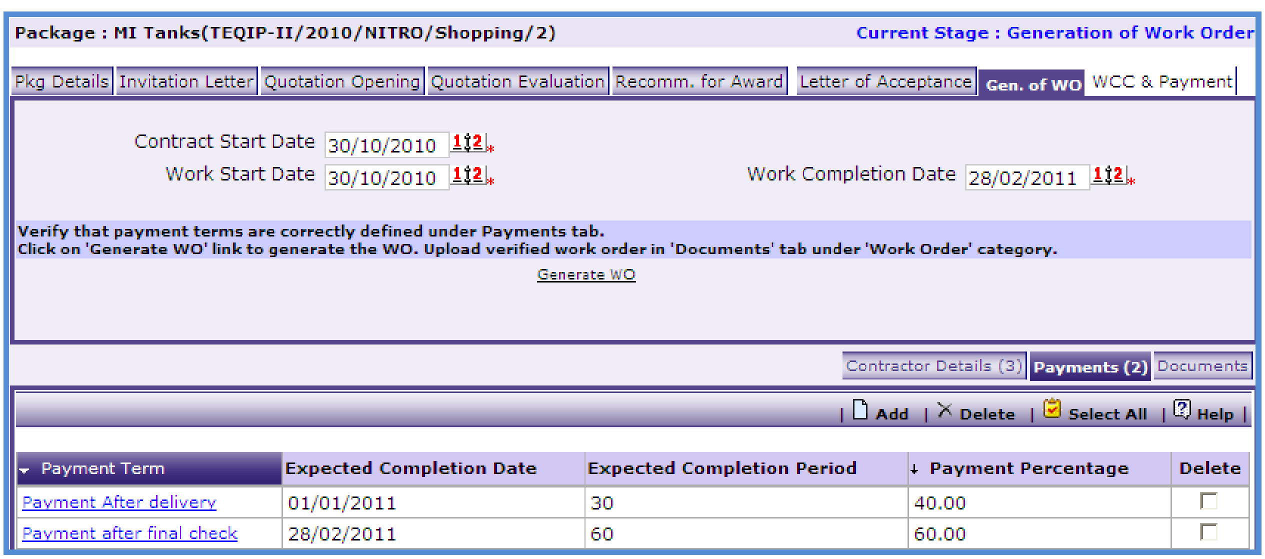


21. If the lowest evaluated responsive contractor (L1) is not acceptable by the committee then another contractor can be selected in this stage. If another contractor is selected then enter the comments in the 'Comments' field and click 'Save'.
22. Click on 'Move to Next Stage'. This will take the procurement to '**Letter of Acceptance**' stage.



a. Enter the Performance Security Amount
b. Enter Maintenance Period Expiry Date and
c. Click on 'Generate Acceptance Letter'. This will generate the Acceptance Letter.

23. Click on 'Move to Next Stage'. This will take the procurement to '**Gen of WO**' stage.



a. Enter Contract Start Date

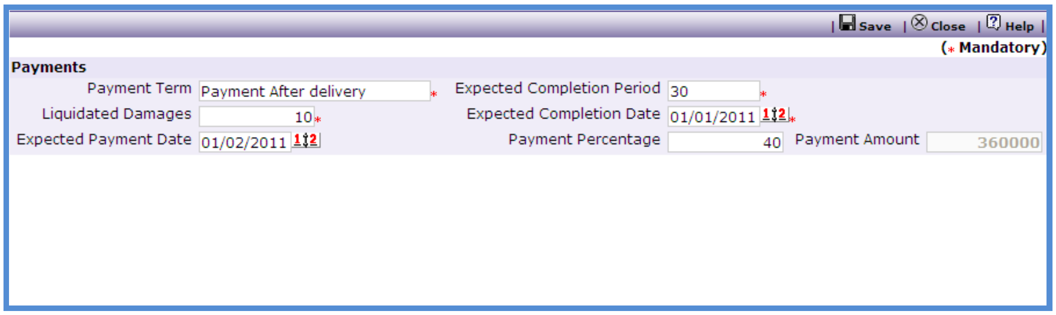
b. Enter Work Start Date

c. Enter Work Completion Date and

d. Click on 'Generate WO'. This will generate the Work Order.

24. On the 'Payments' sub-tab;

a. Click 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;

- Payment Term
- Expected Completion Period
- Expected Completion Date
- Liquidated Damages
- Payment Percentage

c. Click 'Save'.

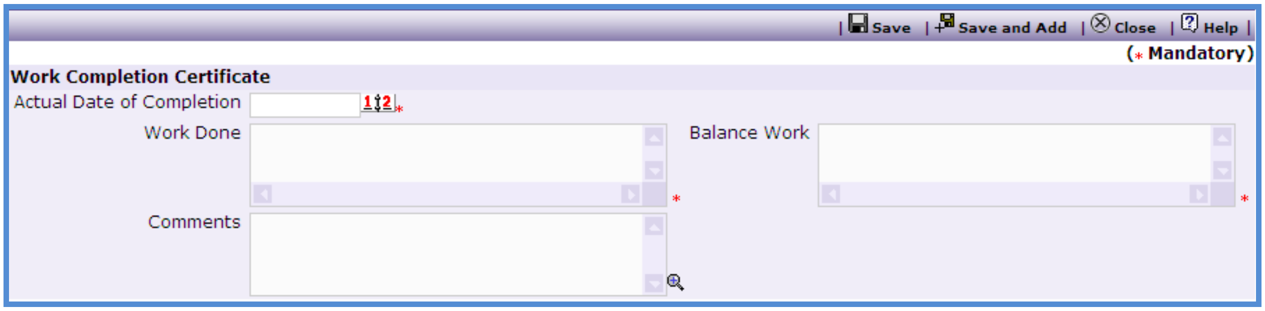
d. To add another payment term repeat steps from a. to c.

25. Work Order can be uploaded in the 'Documents' tab.

26. Click on 'Move to Next Stage'. This will take the procurement to '**WCC & Payments**' stage.

27. On the '**Work Completion**' sub-tab;

a. Click on 'Add', a pop up will be seen as shown below;

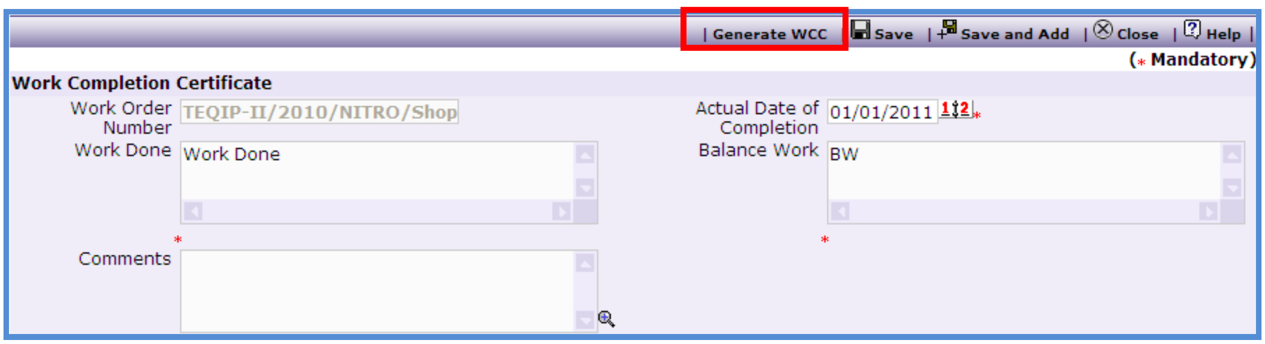


b. Enter data in the following fields;

- Actual Date of Completion
- Work Done
- Balance Work

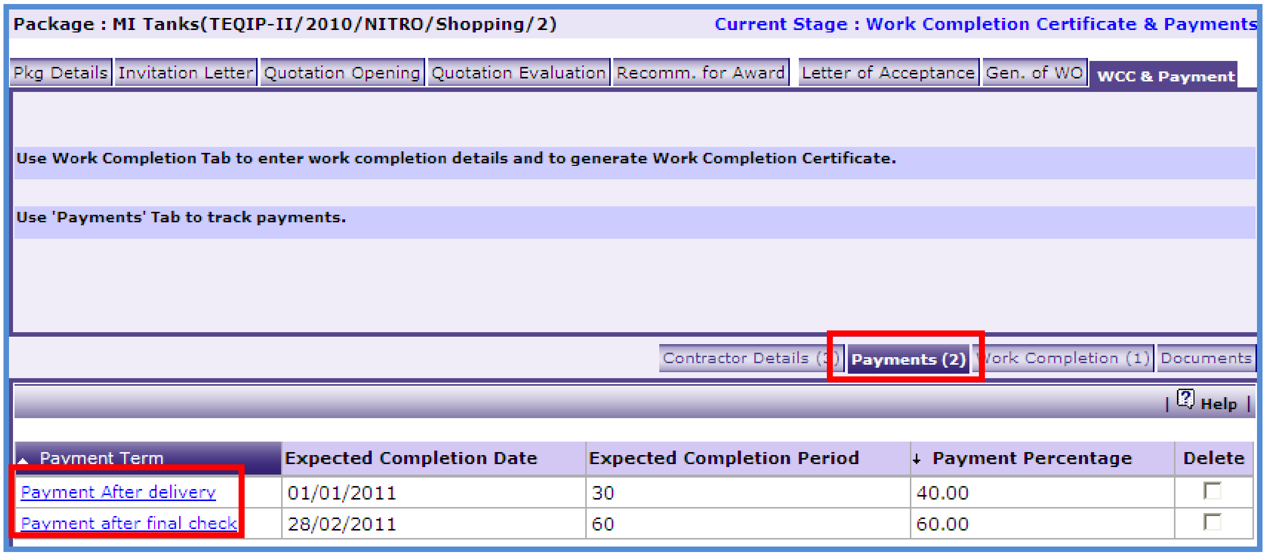
c. Click 'Save'

d. To Generate the WCC Report click on ' Generate WCC'



e. To add another record for WCC repeat steps from a. to d.

28. Environmental Checklist can be downloaded, checked and uploaded in the documents tab.
29. Payment details can be captured on the '**Payments**' sub-tab;

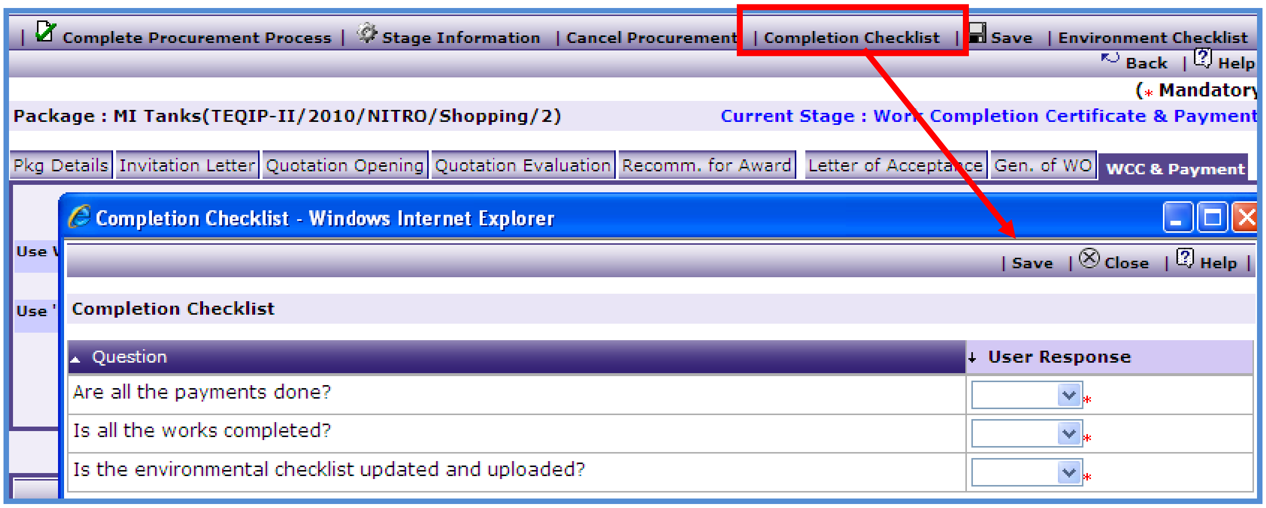


a. Click on the Payment Term and enter data in the following fields;
   - Work Completed?
   - Liquidated Damages Waived?
   - WCC Generated?
   - Actual Completion Period
   - Comments (if Actual Completion Period is not as per planned)
   - Actual Payment Date
   - Comments (if Actual Payment Date is not as per planned)
   - Actual Payment Amount
   - Comments (if Actual Payment Amount is not as per planned)

b. Click 'Save'

c. To enter details of another payment repeat steps a and b.

30. Once all the details for all the payments are recorded this Procurement can be marked as complete. Click on Completion Checklist, checklist will be seen as shown below;



31. Fill in the completion checklist then click on 'Complete Procurement Process' this will complete the procurement for that Package.

END – Shopping Works

Direct Contracting

All steps for Direct Contracting are same as Shopping except;

- Quotations are invited from only one supplier/ contractor. Thus the condition on minimum three suppliers/ contractors is not there for Direct Contracting.

Chapter

5

NATIONAL COMPETITIVE BIDDING METHOD

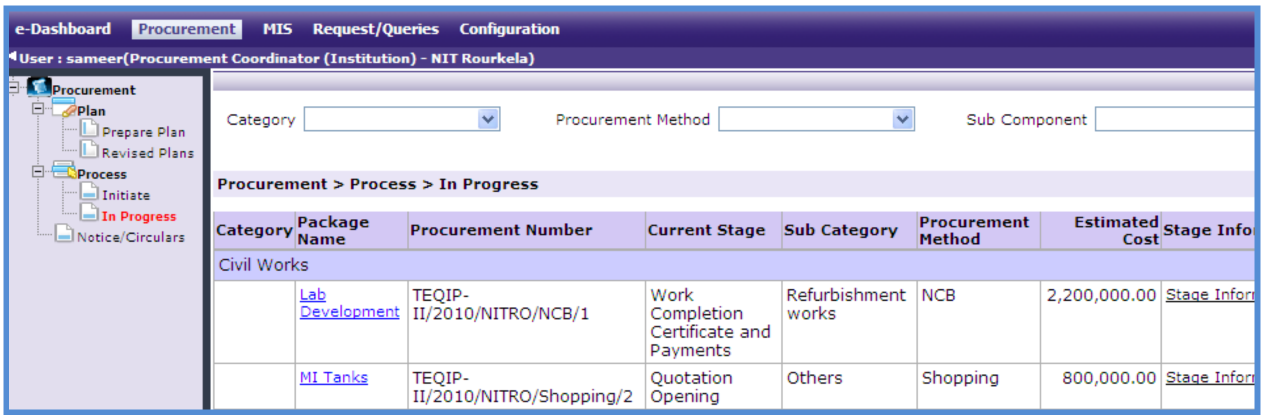
User Guide – Procurement Using NCB Method

National Competitive Bidding (NCB)

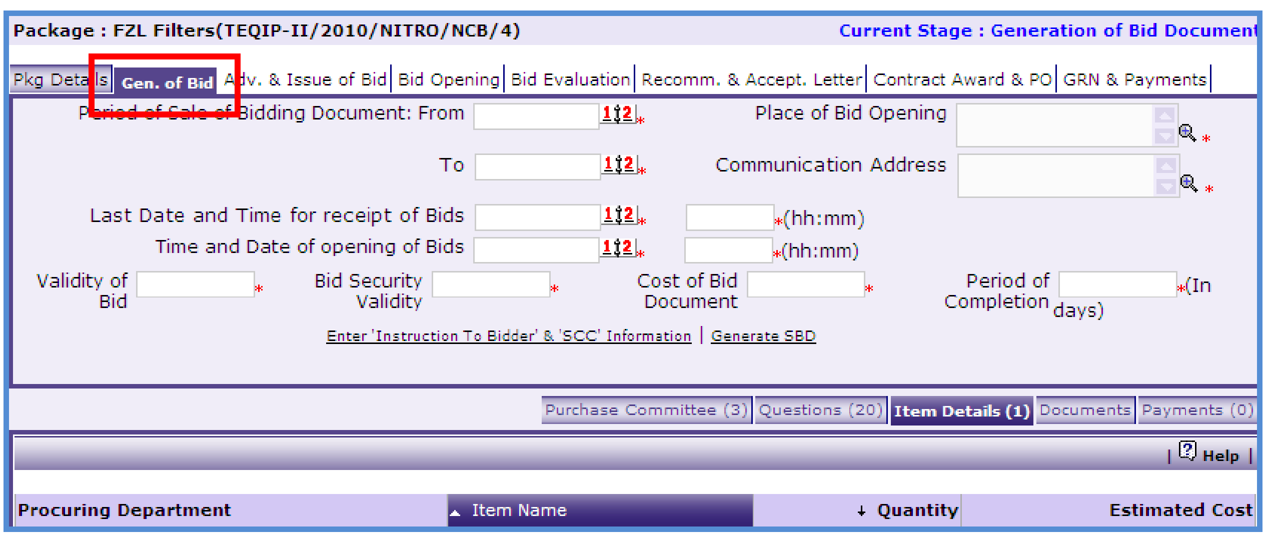
NCB Method can be used for procurement of 'Goods' as well as for procurement of 'Civil Works'. System will automatically allow selection of NCB Method when the value-threshold is > USD 20,000 and Less than USD 300,000 for Goods and > USD 30, 000 for Civil Works.

NCB Goods

To do procurement using NCB Good, **Go to Procurement-> Procurement Request and select the In Progress Procurements tab.**



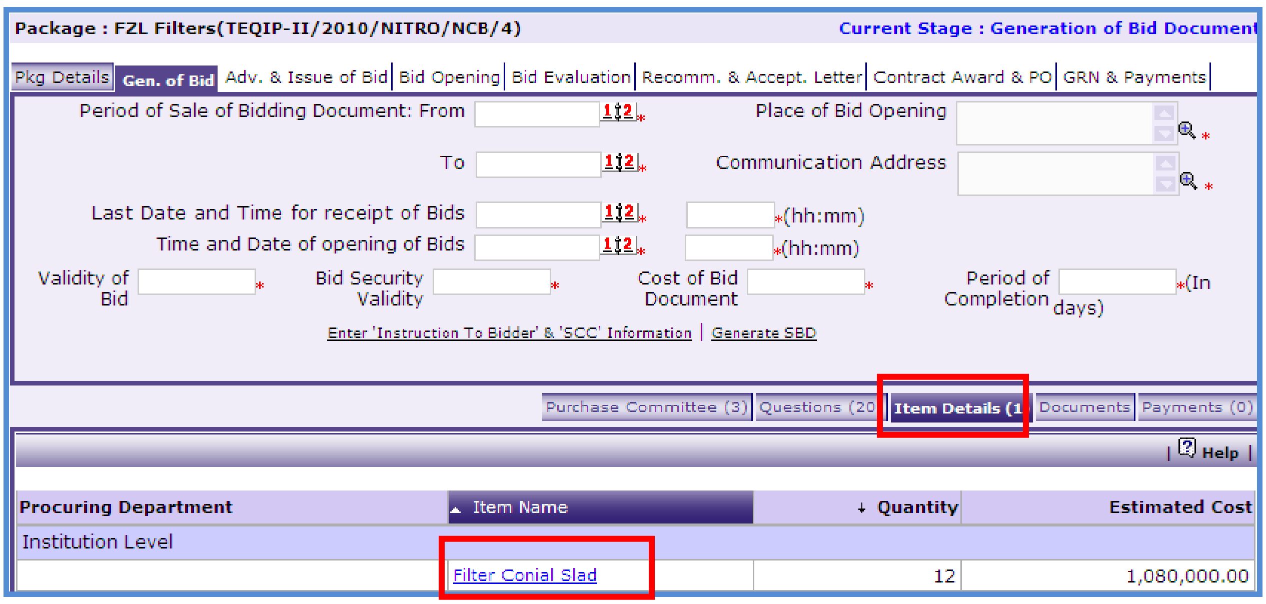
1. Click on the package name that has NCB as the procurement method and Category as Goods.
2. First stage of NCB is '**Gen. of Bid**'.



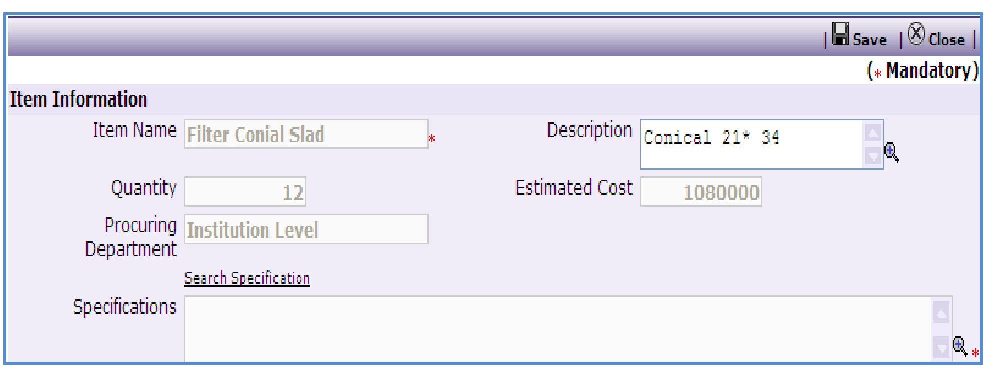
3. On the 'Gen. of Bid' tab enter data in the following fields;
   - Date of Commencement of Sale of Bidding Document
   - Last Date for Sale of Bidding Document
   - Validity of Quotation

- Last Date of Submission
- Submission Time (hh:mm)
- Bid Security Validity
- Planned Bid Opening Date
- Planned Bid Opening Time (hh:mm)
- Cost of Bid Document
- Place of Bid Opening
- Completion Period
- Communication Address

4. Click 'Save'
5. Click on the 'Enter 'Instruction To Bidder' & 'SCC' Information' and enter the details.
6. On the 'Items' sub-tab;



e. Click 'Item Name', a pop up will be seen as shown below;



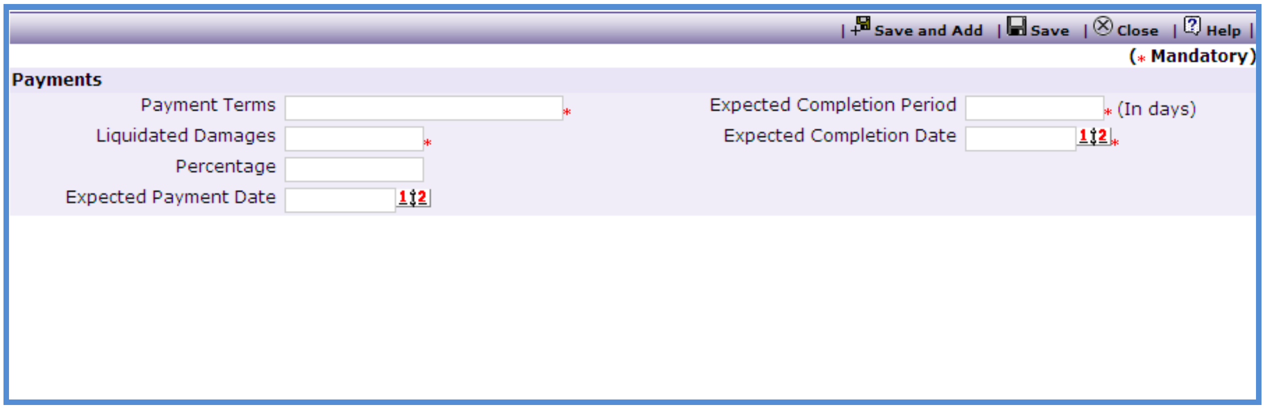
f. Enter 'Specifications' – Click on search specification to get specifications from other items.

g. Click 'Save'

h. If there are more than one item then, repeat steps from a. to c.

7. On the 'Payments' sub-tab;

a. Click 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;

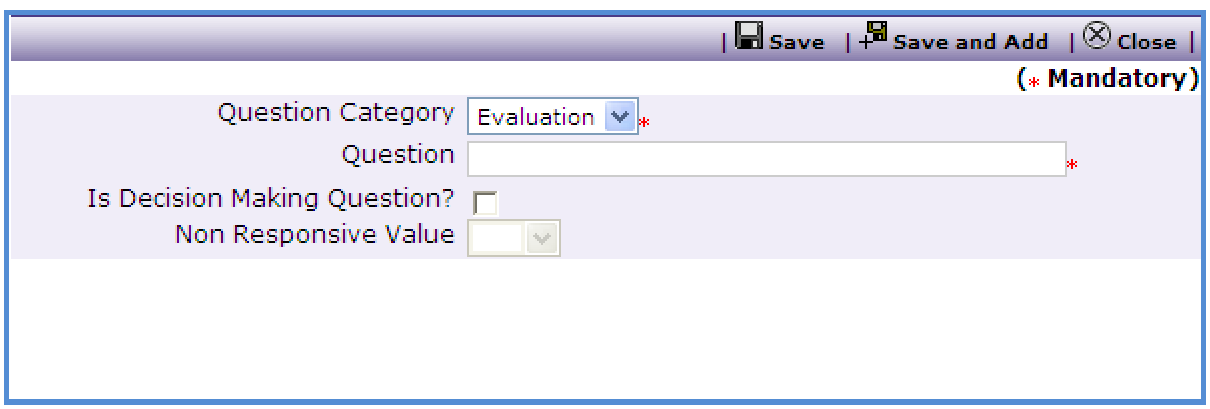
- Payment Term
- Expected Completion Period
- Expected Completion Date
- Liquidated Damages
- Payment Percentage

c. Click 'Save'.

d. To add another payment term repeat steps from a. to c.

8. On the 'Define Question' sub-tab;

a. Click 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;

- Question Category – Whether it is Evaluation Question or Post Qualification Question.
- Question

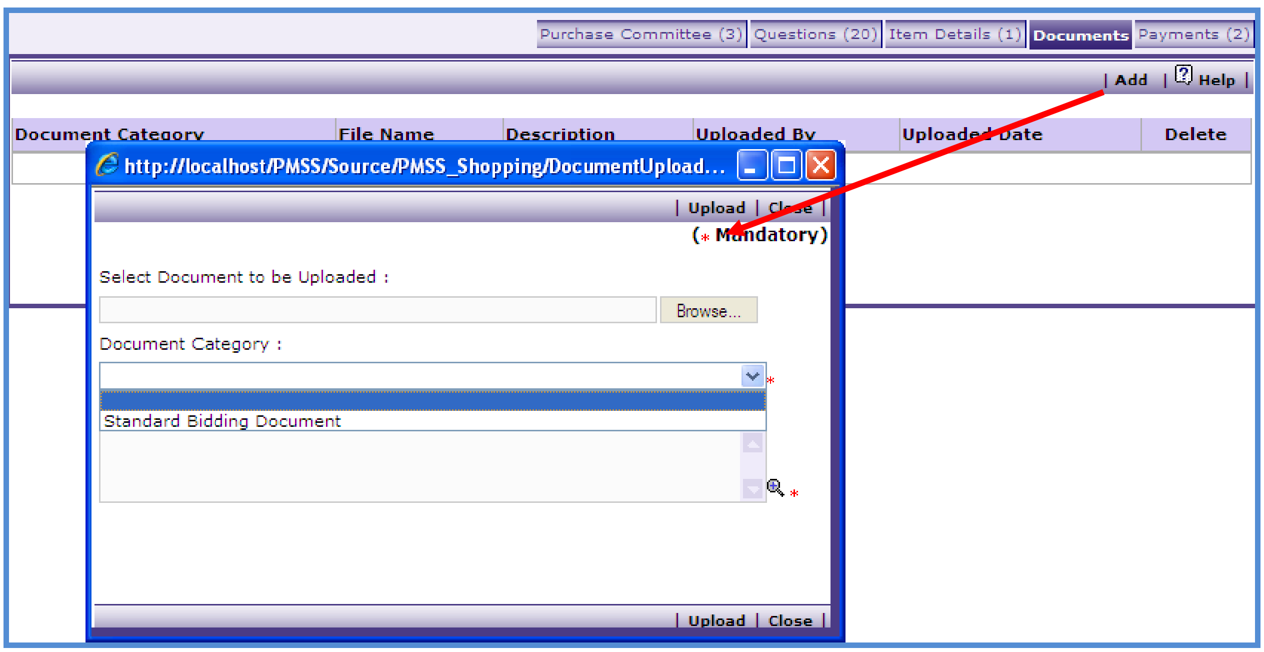
- Is Decision Making Question? – If the bidder is going to be marked as responsive/ non- responsive based on this question then 'Check' this box
- Non Responsive Value – Select the value (Yes/ No) based on which the bidder will become non- responsive. E.g. if the question is 'Does the Contractor have a local service center?' then the non- responsive value will be 'No'.

Note: Question should be formed in such a way that the answer is in Yes/ No form. The newly added questions will appear during the Bid Evaluation stage.

c. Click 'Save'.

d. To add another Question repeat steps from a. to c.

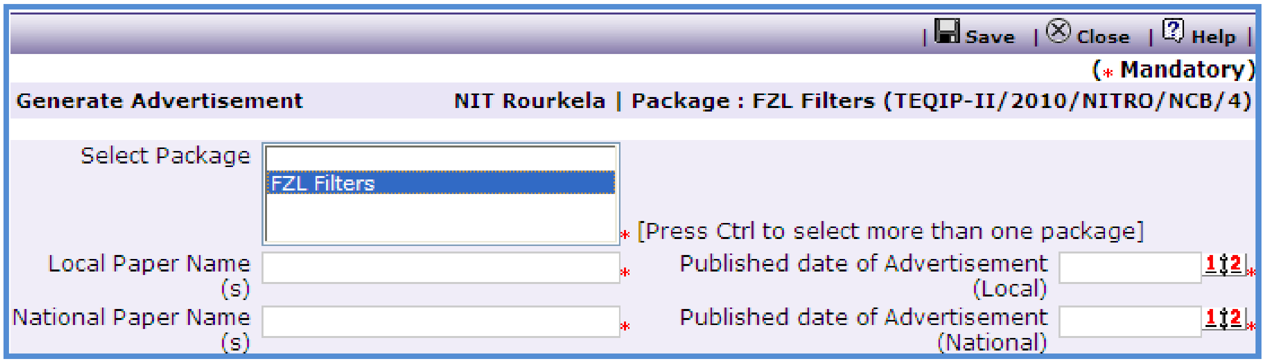
9. Click on the Generate SBD. This will generate the SBD. Edit the SBD to fill-in the other required sections.
10. On the 'Documents' sub-tab, click 'Add';



a. Select 'Standard Bidding Document' Category

b. Browse and upload the document

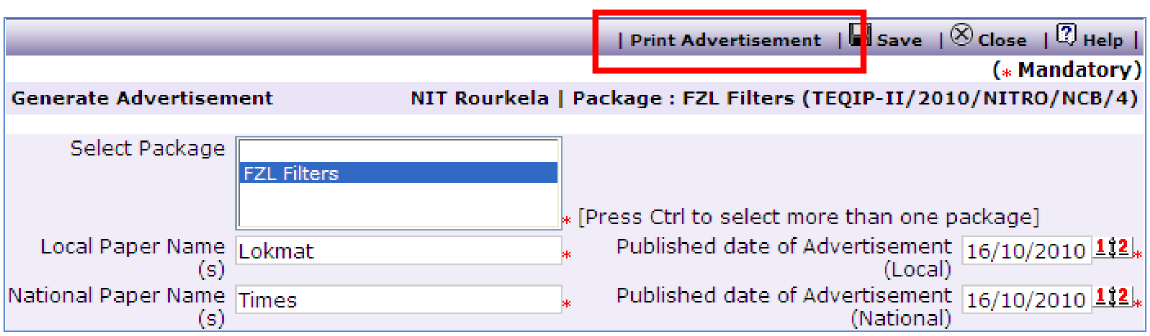
11. Once the required details are captured click on 'Move to Next Stage'. This will move the procurement to '**Advertisement & Issue of Bids**' stage.
12. On the 'Adv. & Issue of Bids' tab click on 'Generate Advertisement'. This will show a popup as shown below



a. Enter data in the following fields;
   - Select Package – All the packages which are in Adv. Stage will be displayed. Press control button on the keyboard to select more than one package.
   - Local Paper Name(s)
   - Date of Advertisement(Local)
   - National Paper Name (s)
   - Date of Advertisement(National)

b. Click 'Save'

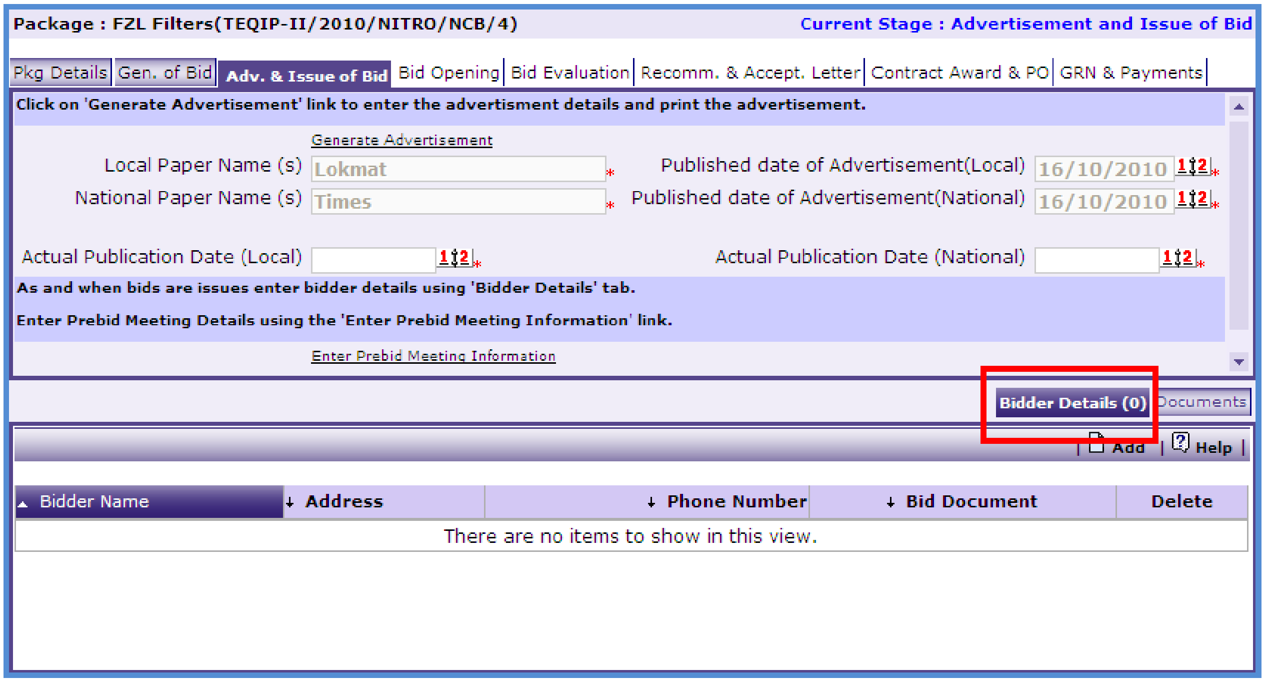
c. 'Print Advertisement' link will seen, click on this link to generated the advertisement.



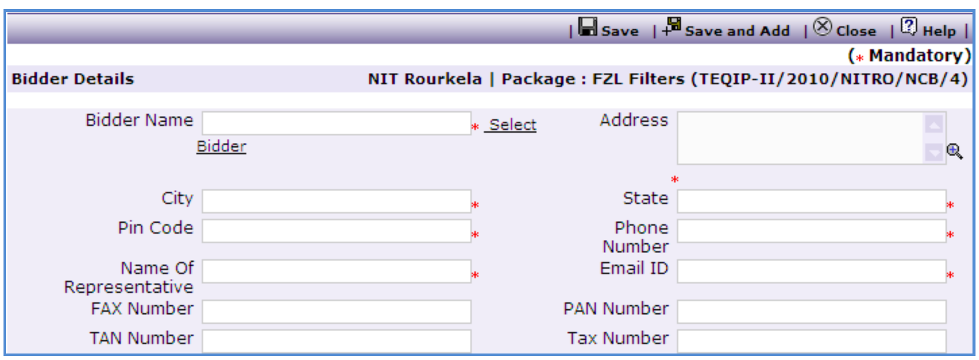
d. This Advertisement can be unloaded in the 'Documents' sub-tab.

e. Enter the 'Actual Publication Date (Local)' and Actual Publication Date (National) when advertisement is actually published in the papers.

13. As and when Bids are issued, bidder details can be captured in the 'Bidder Details' sub-tab;



a. Click 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;

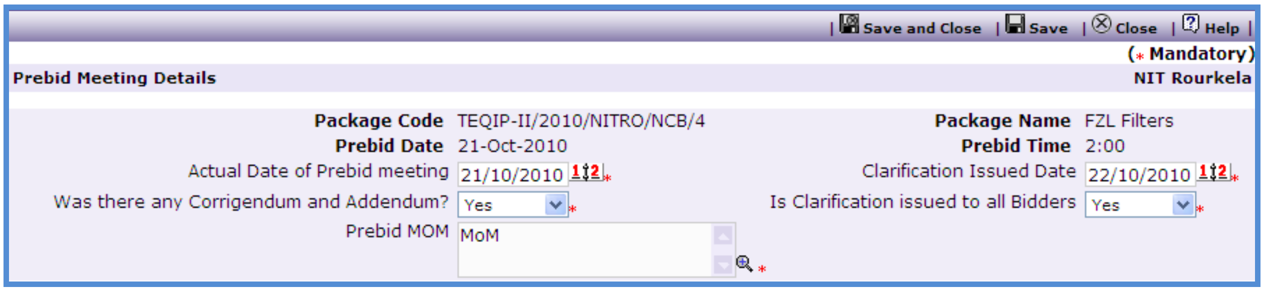
- Bidder Name – Click on Select Bidder to get the bidder from existing list of bidders.
- Address
- City
- State
- Email ID
- Pin Code
- Name Of Representative
- Phone Number
- Fax Number
- PAN Number

- TAN Number
- Tax Number

c. Click 'Save'

d. To add another Bidder repeat steps from a. to c.

14. Prebid Meeting Information can be entered using the 'Enter Prebid Meeting Information' link. Click on this link will show a popup as shown below;



a. Enter data in the following fields;
   - Actual Date of Prebid meeting
   - Clarification Issued Date
   - Was there any Corrigendum and Addendum?
   - Is Clarification issued to all Bidders
   - Prebid MOM

b. Larger MOMs can also be uploaded in the 'Documents' sub-tab

15. Click on 'Move to Next Stage'. This will move the procurement to '**Bid Opening'**

16. Click on 'Print Bid Opening Form'. During the bid opening processes this form can be used to capture data.

17. Bid Opening data needs to be put in the system. Enter the following fields;

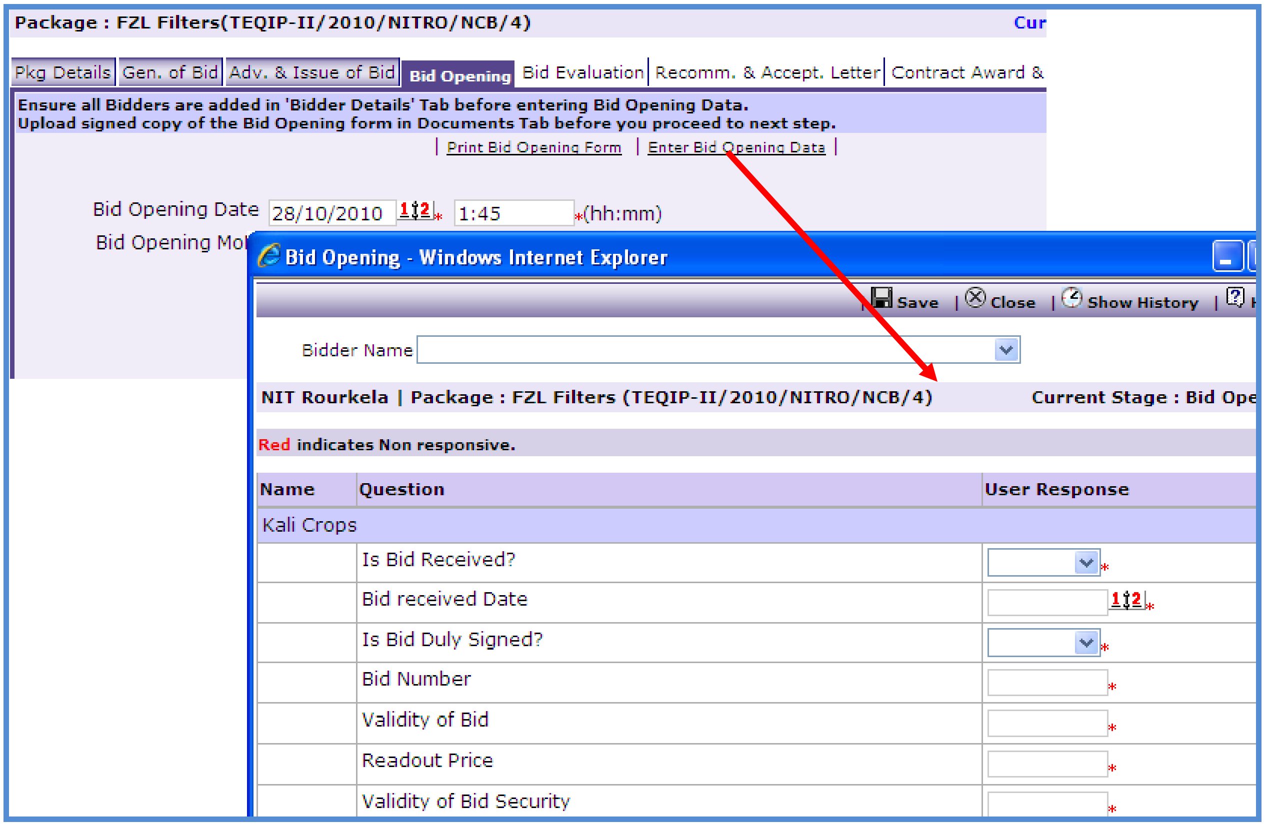
    a. Bid Opening Date

    b. Bid Opening Time

    c. Bid MoM

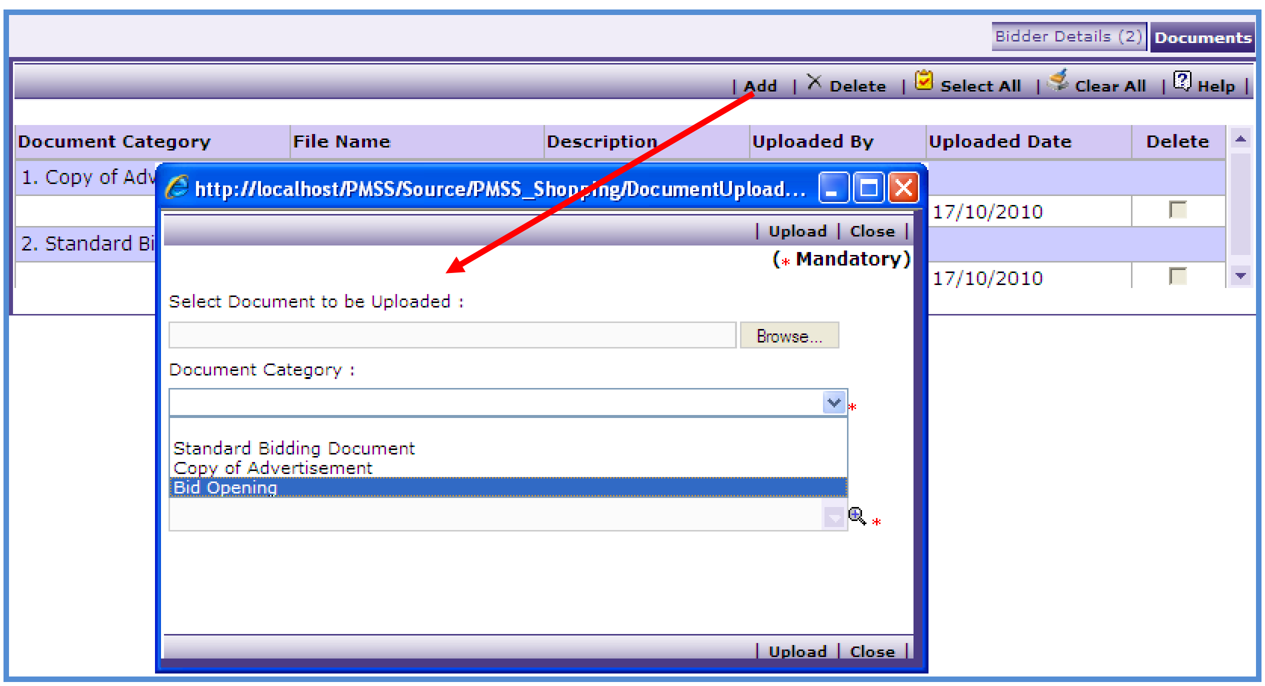
    d. Click 'Save'

    e. Click on the 'Enter Bid Opening Data' link. This will show a pop up to enter the Responsiveness Criteria.



f. Enter the details and Click 'Save'.

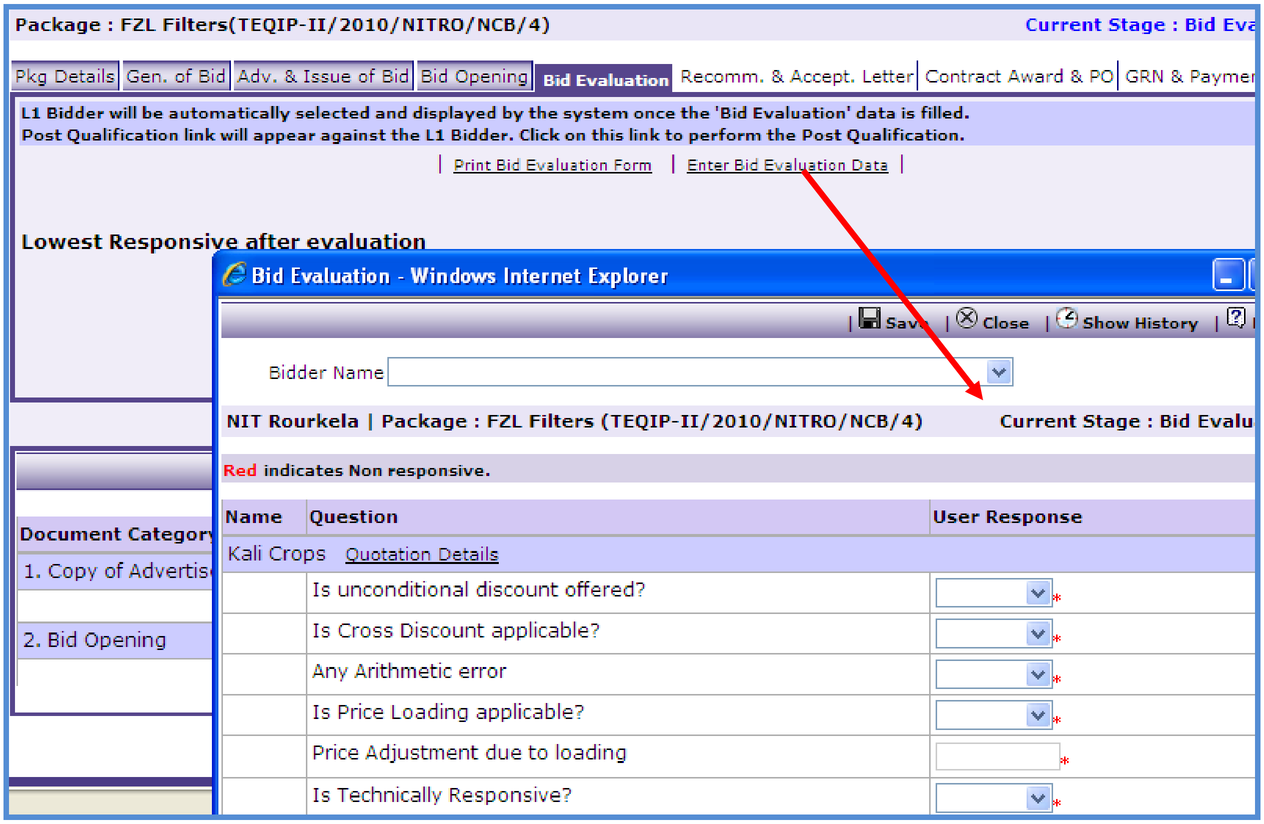
18. On the 'Documents' sub-tab, Click 'Add';



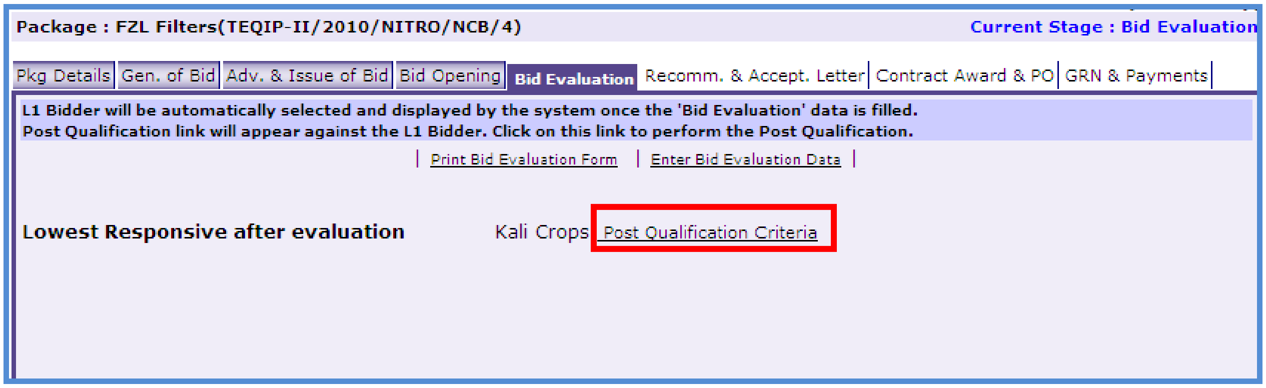
a. Select 'Bid Opening' Category

b. Browse and upload the document

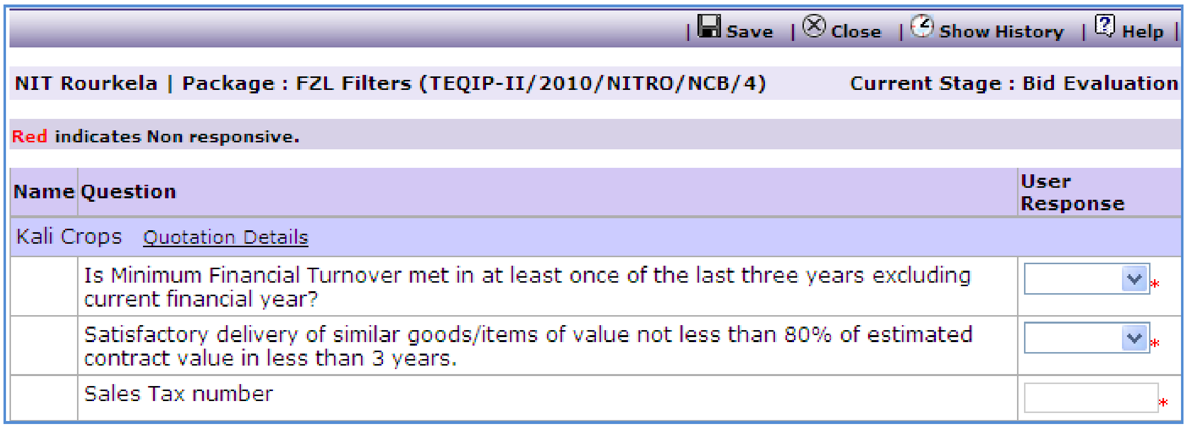
19. Click on 'Move to Next Stage'. This will move the procurement to '**Bid Evaluation**' stage.
20. On the 'Bid Evaluation' tab click on 'Print Bid Evaluation Form'. This form can be used during Bid Evaluation.
21. After Bid Evaluation is done, the data is required to be feed in the system.
    a. Click on the 'Enter Bid Evaluation Data' link. This will show a pop up to enter the Comparative Statement.



    b. Enter the details and Click 'Save'.
22. Once Comparative Statement data is save the system will show the lowest evaluated responsive supplier (L1).
23. 'Post Qualification' link will be seen against L1;



a. Click on the link to get a popup as shown below;



b. Fill in the response for the selected Bidder

c. If the Bidder becomes non-responsive in this step then automatically next lowest evaluated Bidder will be seen;

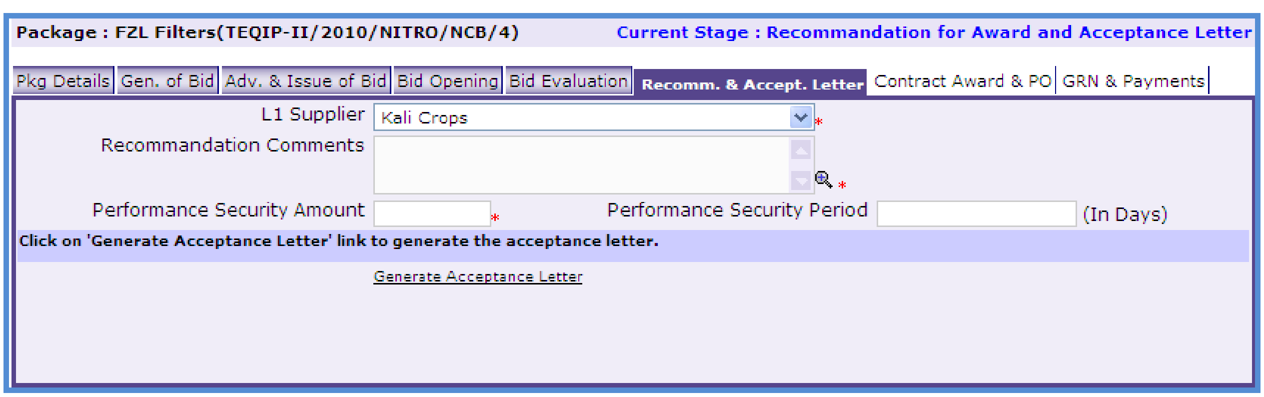
d. Repeat the Post Qualification process for this Bidder.

24. On the 'Documents' sub-tab;

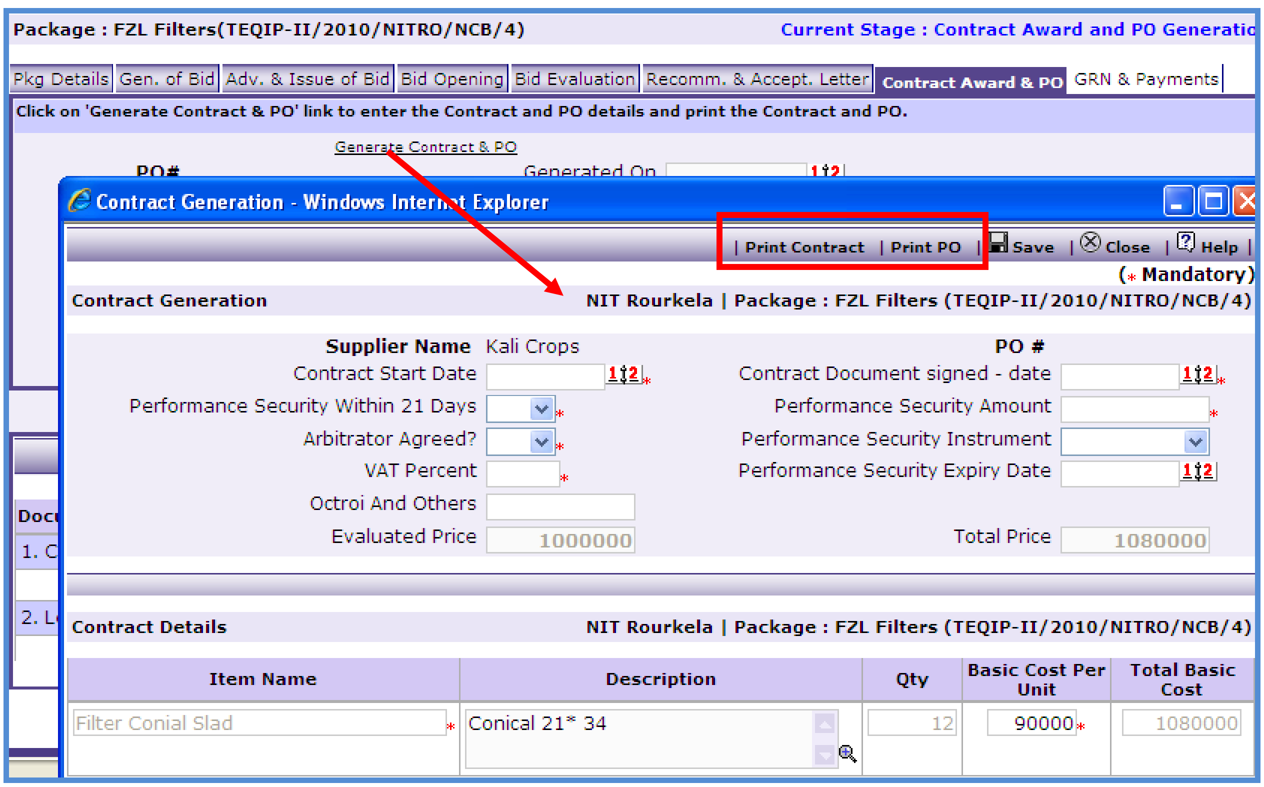
    c. Click 'Add', select the 'Bid Evaluation' Category

    d. Browse and upload the document

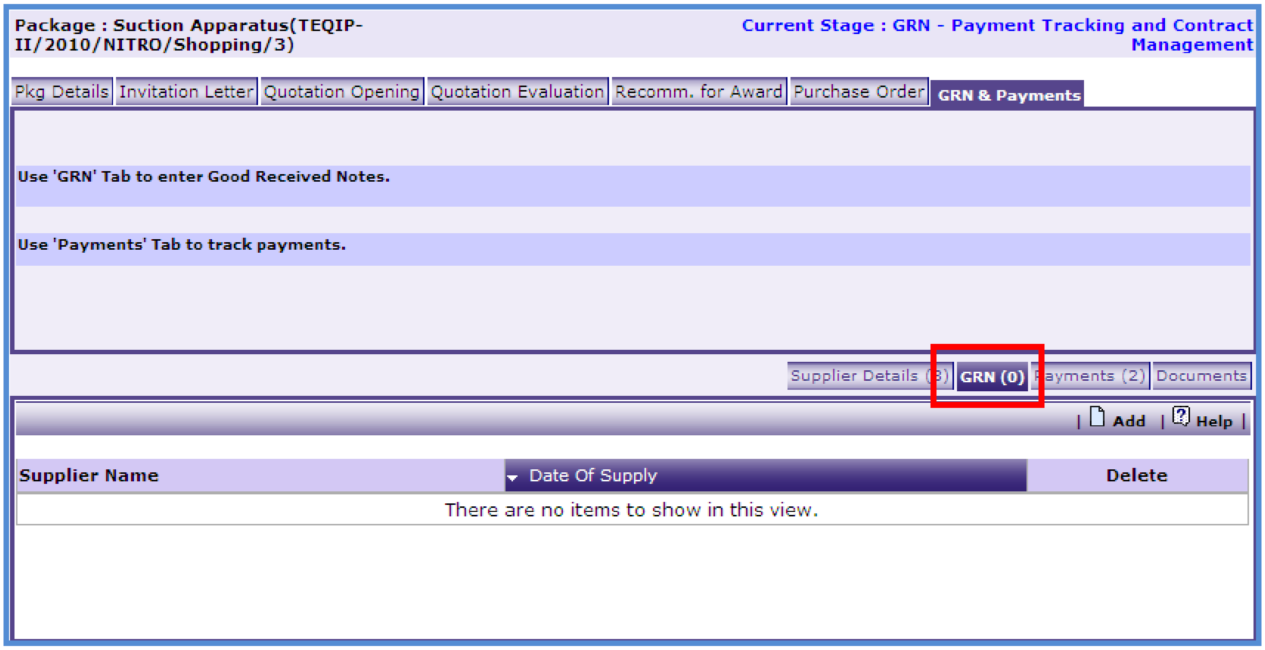
25. Click on 'Move to Next Stage'. This will take the procurement to '**Recomm. & Accept. Letter**' stage.



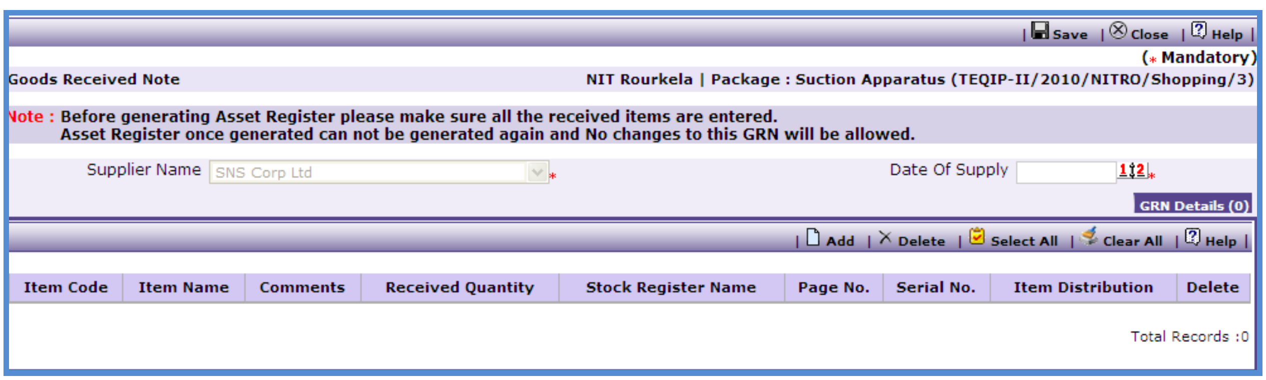
26. If the lowest evaluated responsive supplier (L1) is not acceptable by the committee then another supplier can be selected in this stage. If another supplier is selected then enter the comments in the 'Comments' field and click 'Save'. On the 'Documents' sub-tab the evaluation report can be uploaded under the Evaluation Report category.
27. Click on 'Generate Acceptance Letter' to generate the Acceptance Letter. Signed Copy of the letter can be uploaded in the documents sub-tab, for records.
28. Click on 'Move to Next Stage'. This will take the procurement to '**Contract Award and PO**' stage.
29. Click on 'Generate Contract & PO'. In the Pop up enter the following fields;
    a. Contract Start Date
    b. Contract Document signed – date
    c. Performance Security Within 21 Days?
    d. Performance Security Amount
    e. Arbitrator Agreed?
    f. Performance Security Instrument
    g. VAT %
    h. Performance Security Expiry Date
    i. Octroi and Others
    j. Basic Cost Per Unit – only if changed.



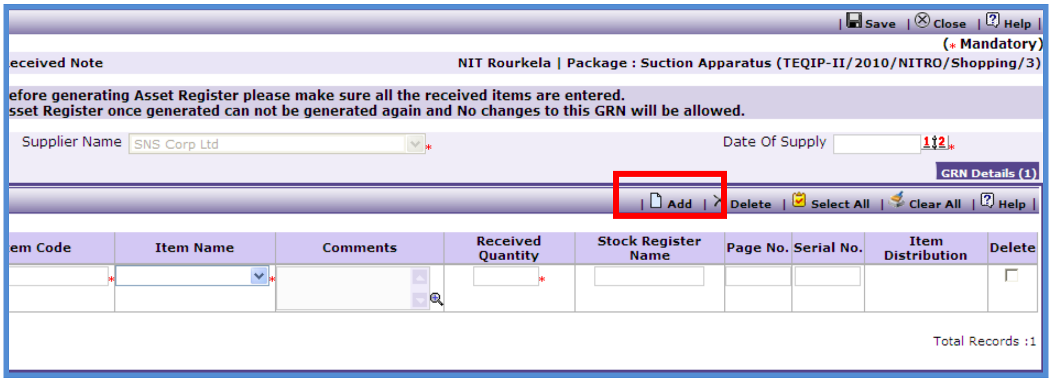
30. Click ‘Save’
31. Click ‘Print PO’. This will print the PO.
32. PO can be uploaded in the ‘Documents’ tab.
33. Click ‘Print Contract’. This will print the Contract.
34. Contract can be uploaded in the ‘Documents’ tab.
35. Click on ‘Move to Next Stage’. This will take the procurement to ‘**GRN & Payments**’ stage. Whenever Goods are received the details can be captured in this stage.
36. On the ‘**GRN**’ sub-tab;



a. Click on ‘Add’, a pop up will be seen as shown below;



b. Enter data in the following fields;
   - Date of Supply
   - In the Items section click ‘Add’ and enter the following fields;

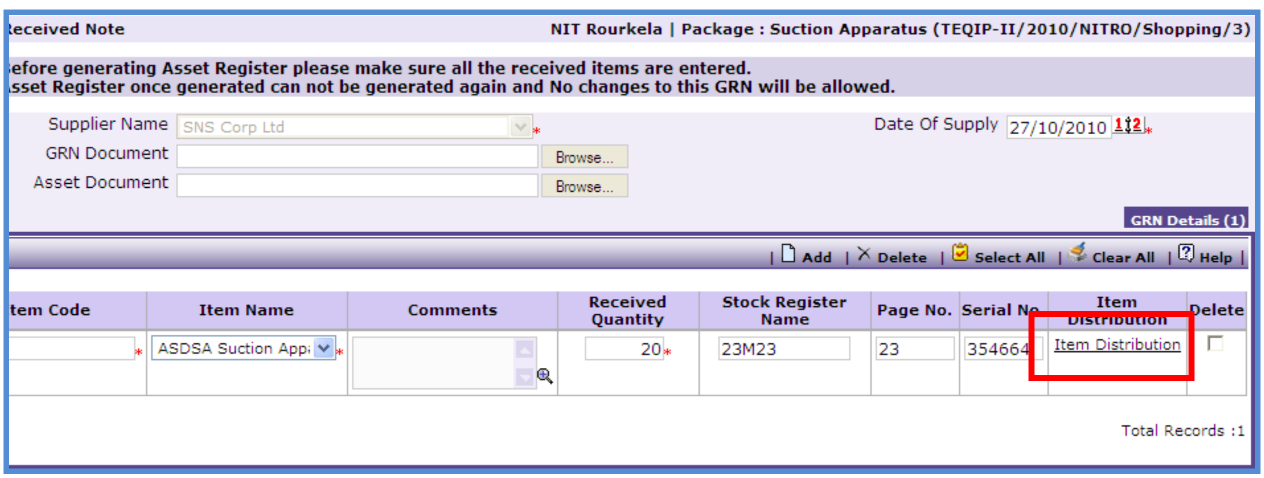


- Item Code – This code will be used when generating asset numbers
- Item Name
- Comments
- Received Quantity
- Stock Resistor Name
- Page No.
- Serial No.

c. To add another Item click add and enter the data as above.

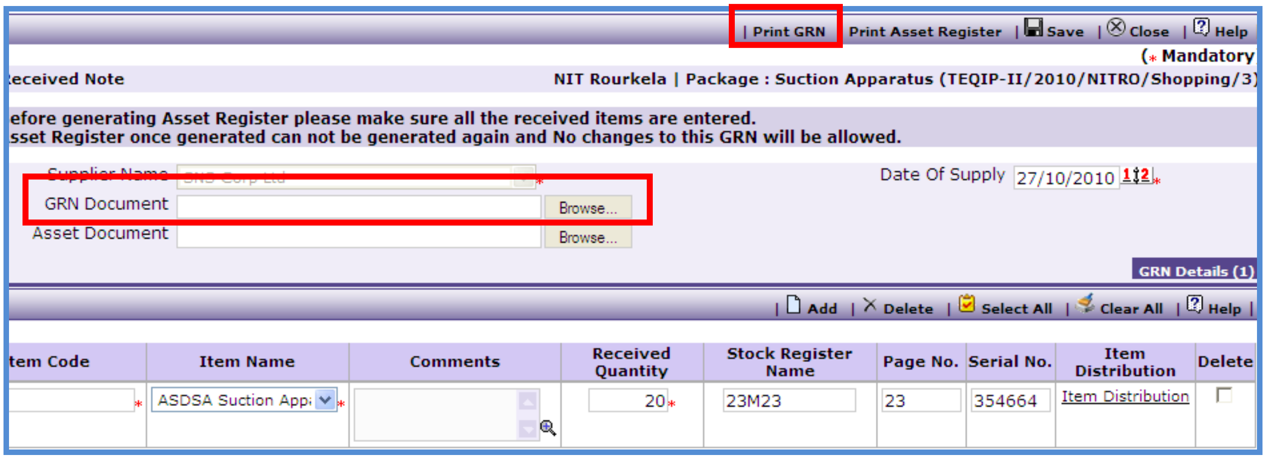
d. Click 'Save'

e. Once saved, 'Item Distribution' link will appear against each item.

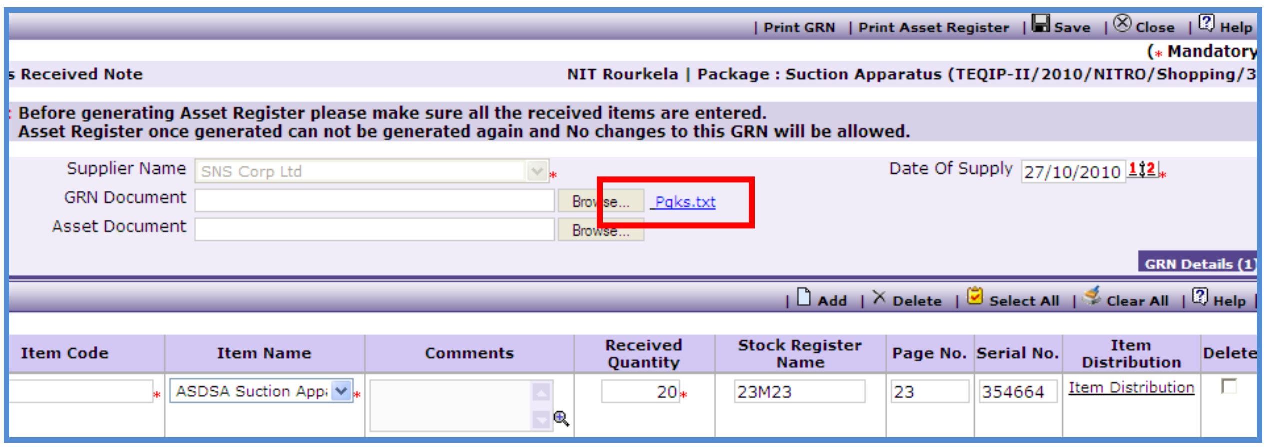


f. Click on the link to get a pop up. In this pop up, enter the Quantity supplied to each department.

g. To Generate the GRN Report click on ' Print GRN'



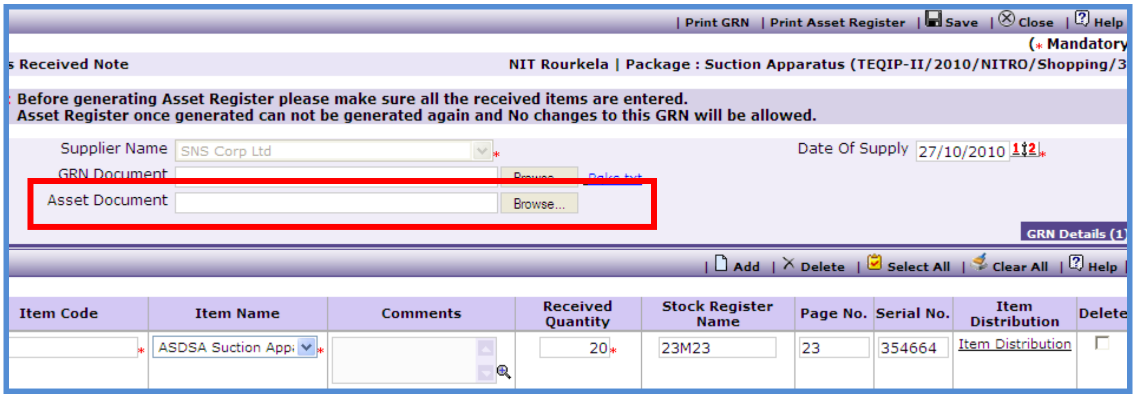
h. The GRN Report can be uploaded using the Browse function. Once uploaded, Link will appear as shown below.



i. Report can be downloaded by clicking on the link.

j. To Generate Asset Register click on 'Print Asset Register'.

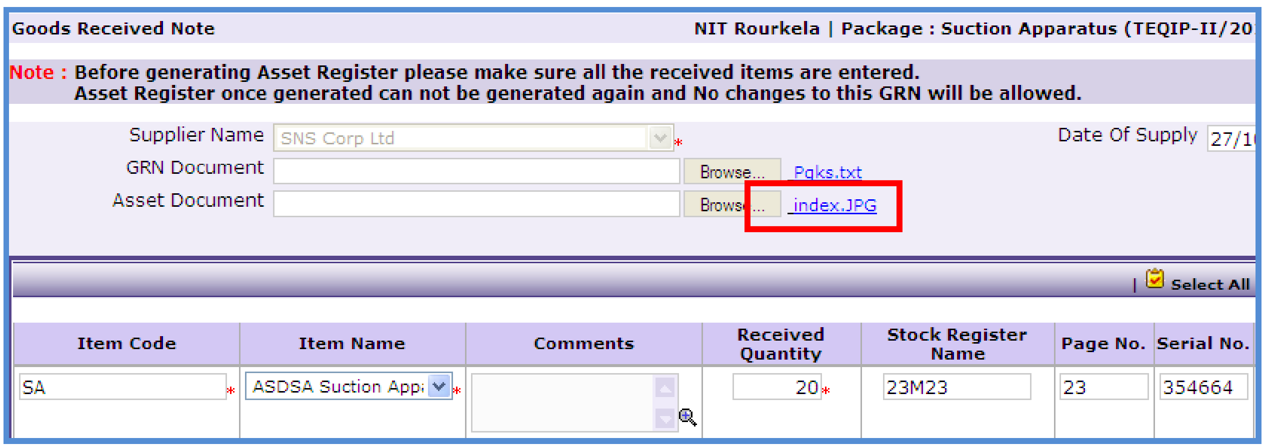
Note: Asset Register can be generated only once. System will give a warning message to confirm that all the items have been added etc. Once Asset Register is generated no changes can be made to that GRN record.



k. Asset Register excel will have three columns;
  - Unique Number – Will be Auto generated
  - Model Number – To be entered by the user
  - Serial Number - To be entered by the user

l. Once the Asset Register is filled up it can be uploaded using the Browse function

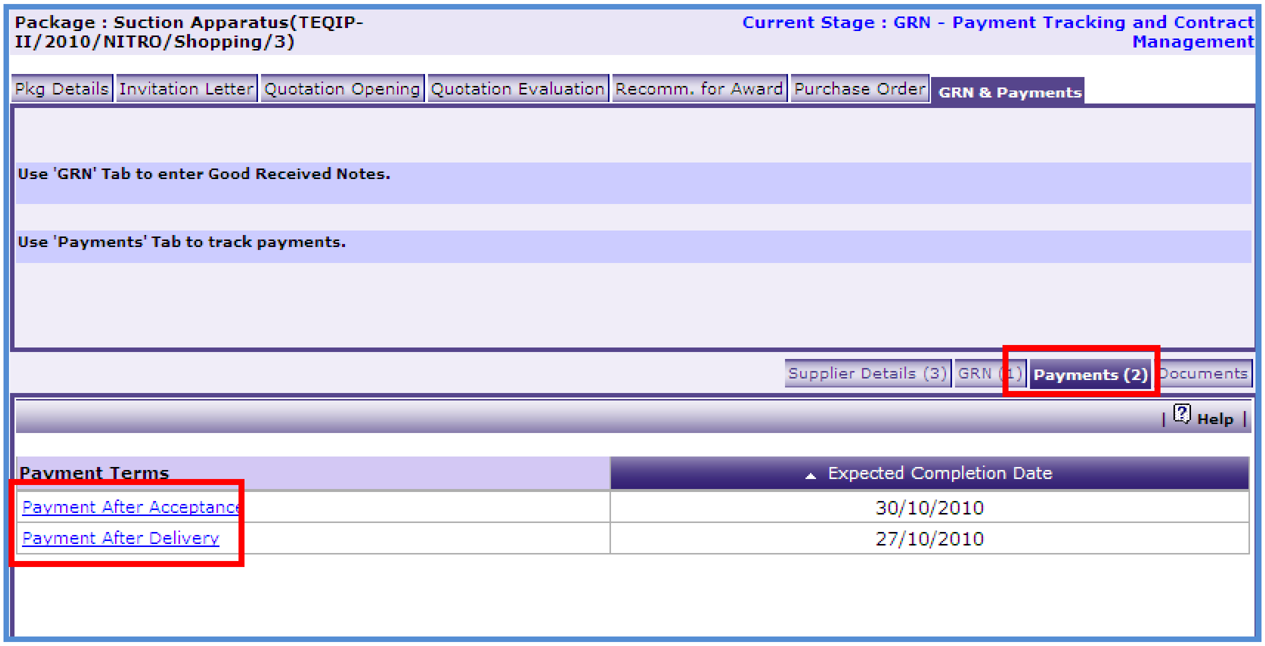
m. Once uploaded, Link will appear as shown below.



n. Asset Register can be downloaded by clicking on the link.

o. To add another record for GRN repeat steps from a. to o.

37. Payment details can be captured on the '**Payments**' sub-tab;



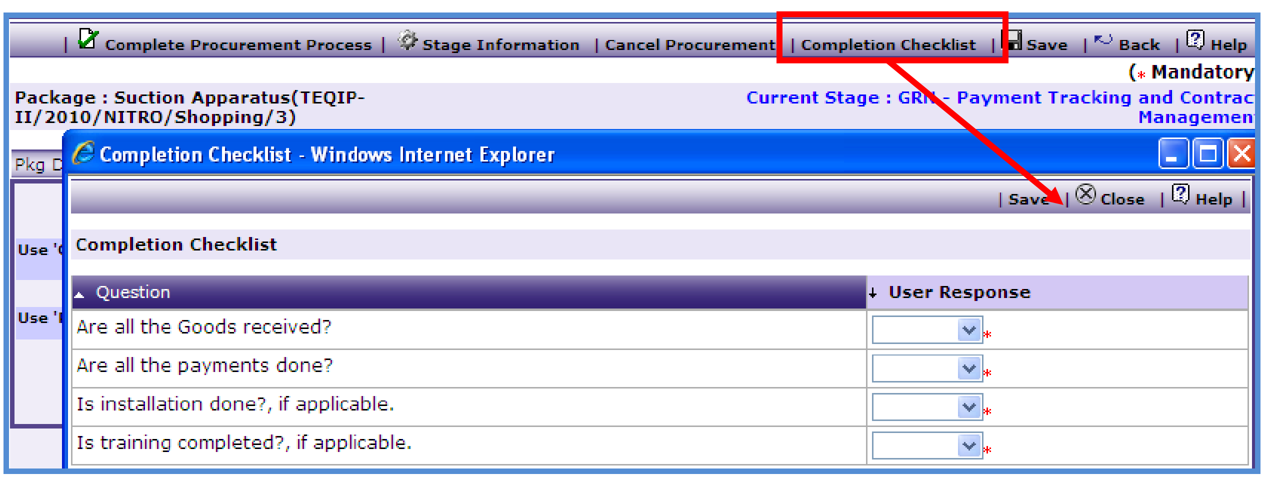
a. Click on the Payment Term and enter data in the following fields;

- Actual Completion Date
- Payment Date
- Cheque/Draft Number
- Amount
- Liquidated Damages Amount
- Comments

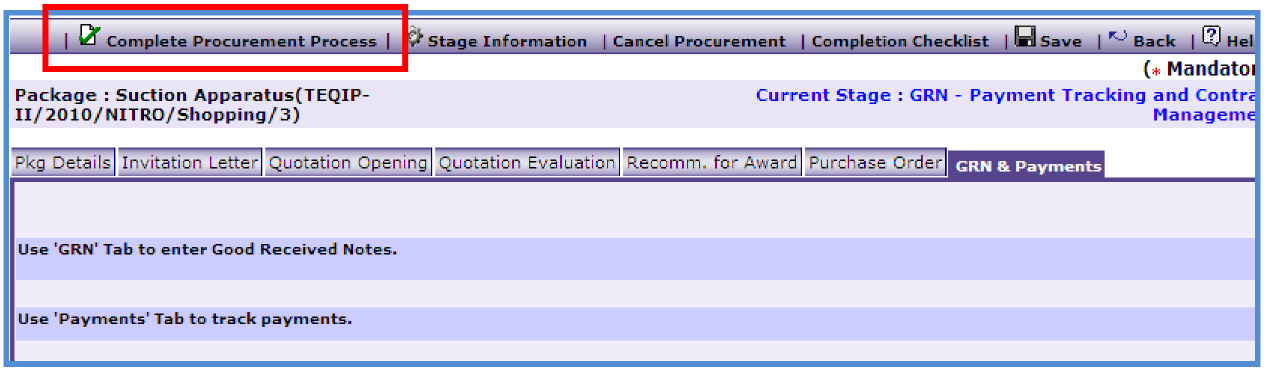
b. Click 'Save'

c. To enter details of another payment repeat steps a and b.

38. Once all the details for all the payments are recorded this Procurement can be marked as complete. Click on Completion Checklist, checklist will be seen as shown below;



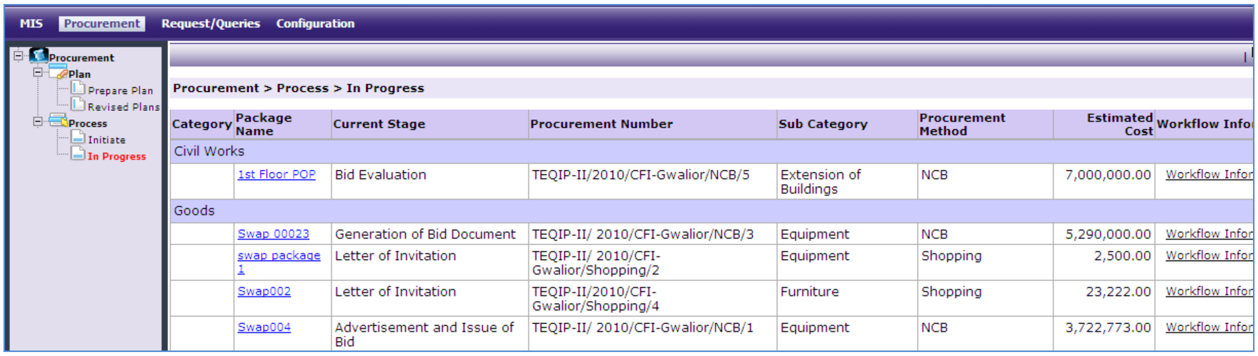
39. Fill in the completion checklist then click on 'Complete Procurement Process' this will complete the procurement for that Package.



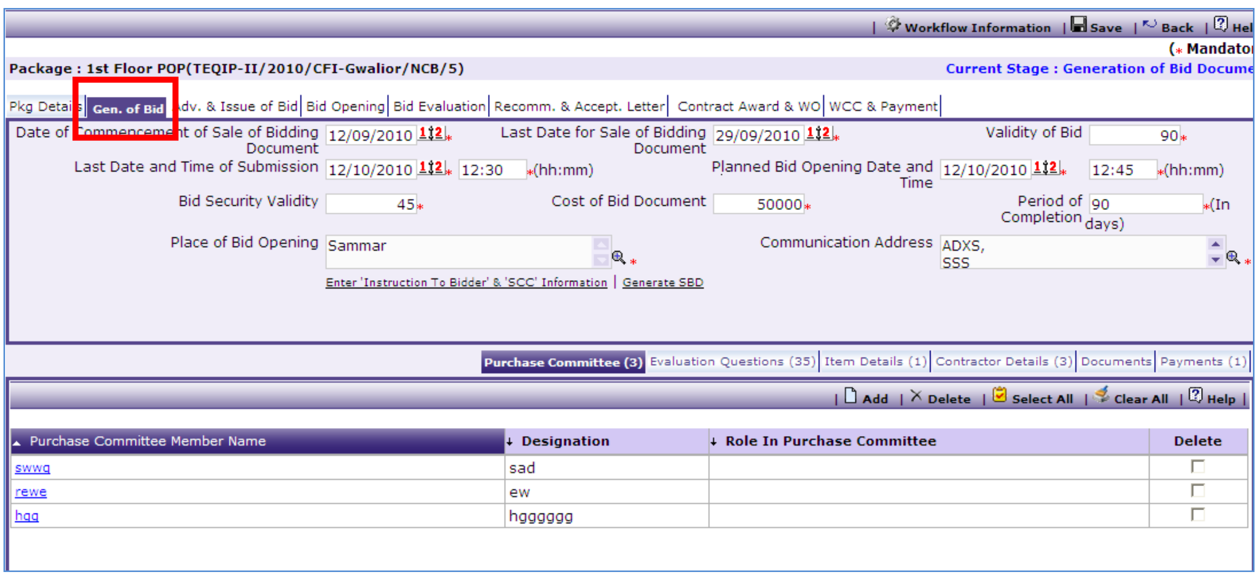
END – NCB Shopping

NCB Works

To do procurement using NCB Works, **Go to Procurement-> Process-> In Progress Procurements.**



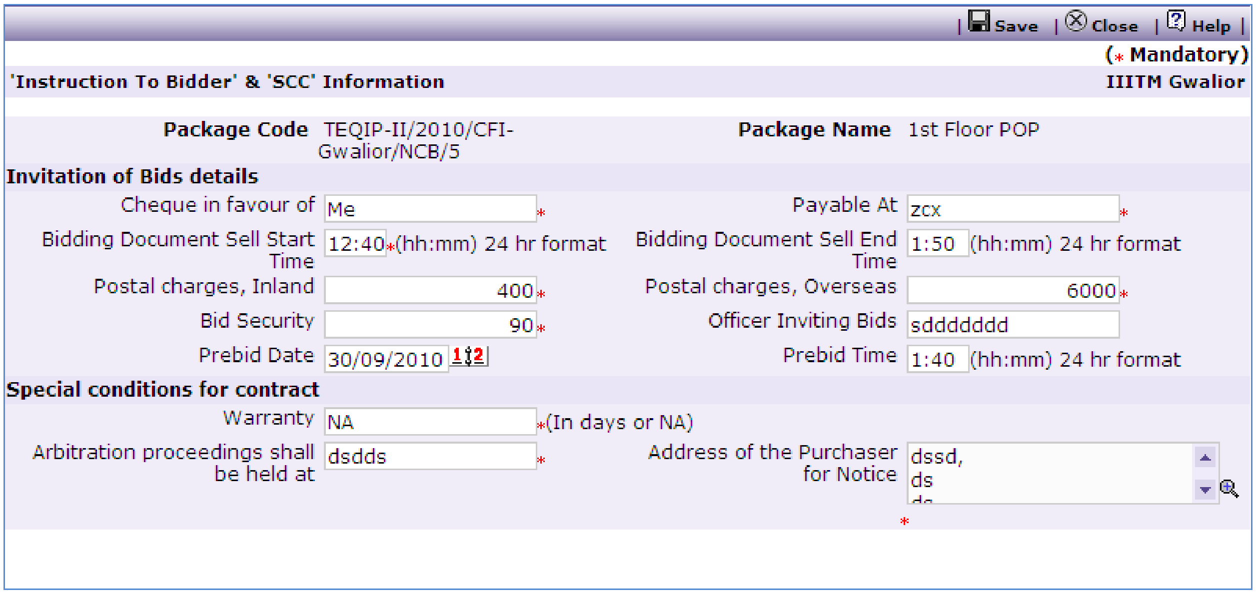
1. Click on the package name that has NCB as the procurement method and Category as Works.
2. First stage of NCB is '**Generation of Bid**'.



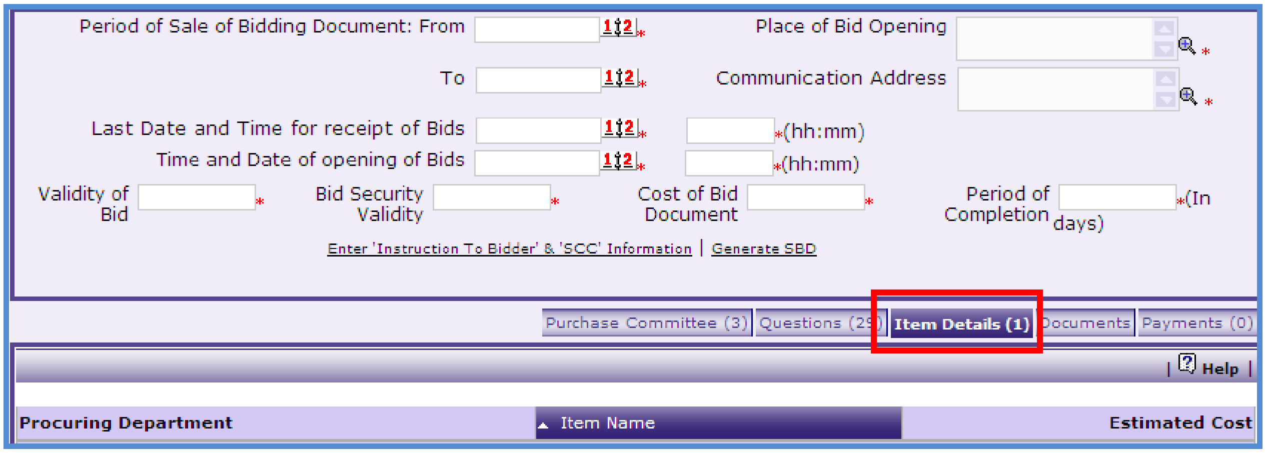
3. On the 'Gen. of Bid' tab enter data in the following fields;
   - Date of Commencement of Sale of Bidding Document
   - Last Date for Sale of Bidding Document
   - Validity of Bid
   - Last Date and Time of Submission
   - Planned Bid Opening Date and Time
   - Bid Security Validity

- Cost of Bid Document
- Period of Completion
- Place of Bid Opening
- Communication Address

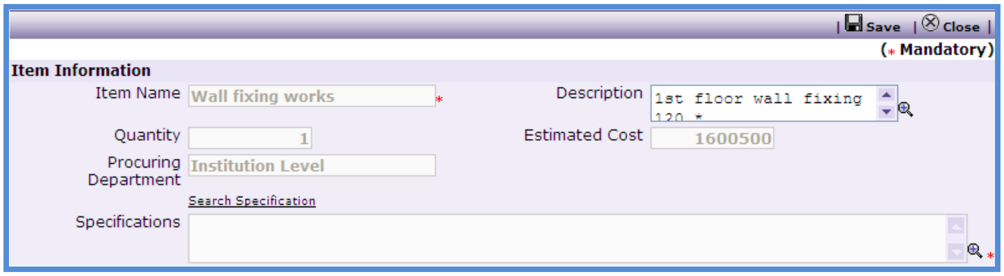
4. Click 'Save'
5. Click on the "Enter 'Instruction To Bidder' & 'SCC' Information" link, a pop up will be seen as shown below;



6. Fill in the required information and click 'Save'.
7. On the 'Items' sub-tab;



   a. Click 'Item Name', a pop up will be seen as shown below;



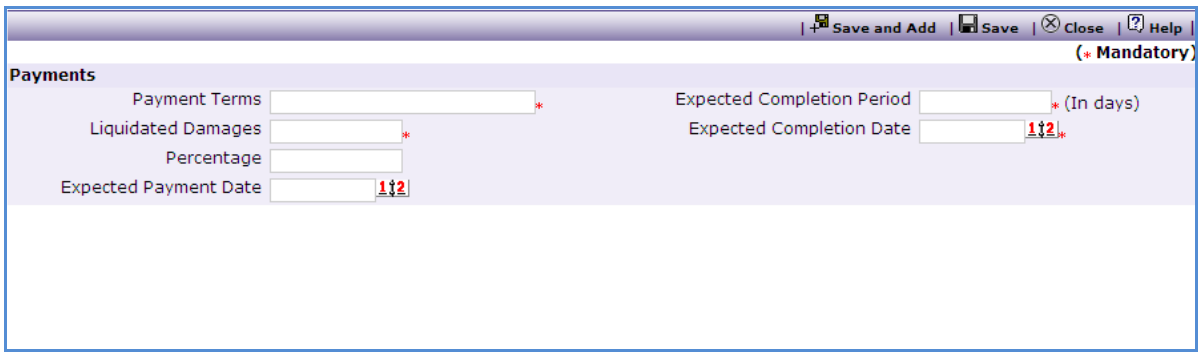
b. Enter 'Specifications' – Click on search specification to get specifications from other items.

c. Click 'Save'

d. If there are more than one item then, repeat steps from a. to c.

8. On the 'Payments' sub-tab;

   a. Click 'Add', a pop up will be seen as shown below;



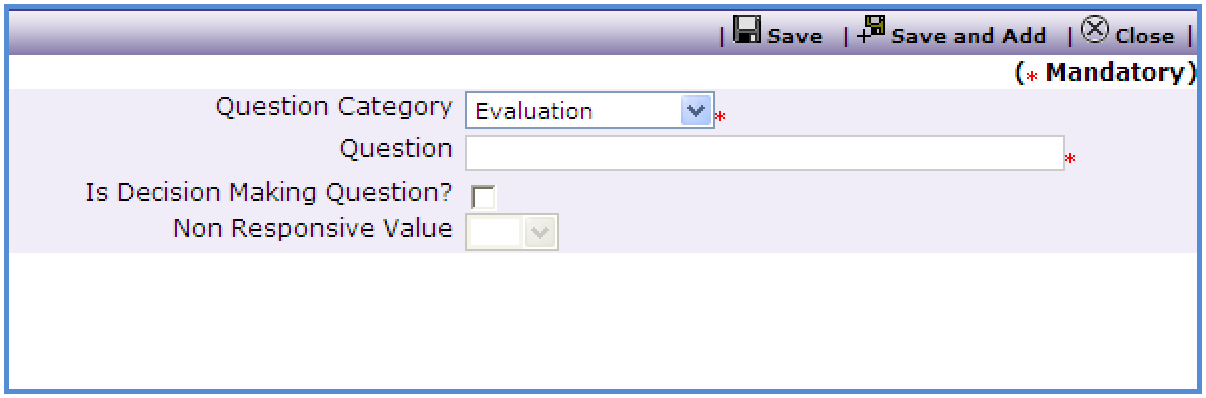
   b. Enter data in the following fields;
      - Payment Term
      - Expected Completion Period
      - Expected Completion Date
      - Liquidated Damages
      - Payment Percentage
      - Expected Payment Date

   c. Click 'Save'.

   d. To add another payment term repeat steps from a. to c.

9. On the 'Define Question' sub-tab;

   a. Click 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;

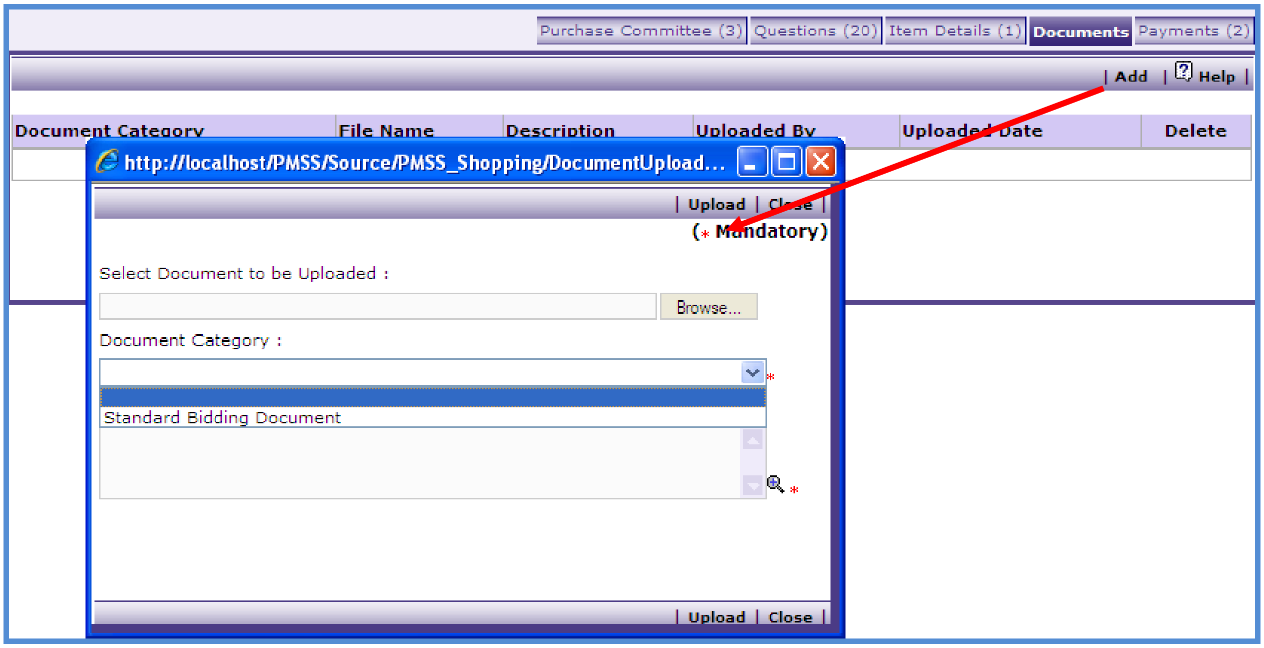
- Question Category – Select whether the question will be used during Evaluation or during Post Qualification.
- Question – Enter the Question
- Is Decision Making Question? – If the bidder is going to be marked as responsive/ non- responsive based on this question then 'Check' this box
- Non Responsive Value – Select the value (Yes/ No) based on which the bidder will become non- responsive. E.g. if the question is 'Does the Contractor have a local service center?' then the non- responsive value will be 'No'.

Note: Question should be formed in such a way that the answer is in Yes/ No/ NA form. The newly added questions will appear during the Bid Evaluation/ Post Qualification stage.

c. Click 'Save'.

d. To add another Question repeat steps from a. to c.

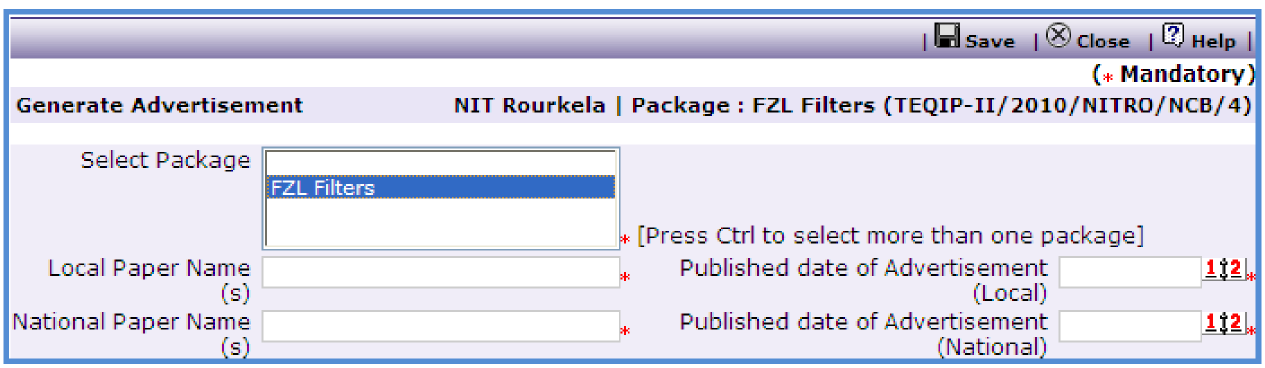
40. Click on the Generate SBD. This will generate the SBD. Edit the SBD to fill-in the other required sections.
41. On the 'Documents' sub-tab, click 'Add';



c. Select 'Standard Bidding Document' Category

d. Browse and upload the document

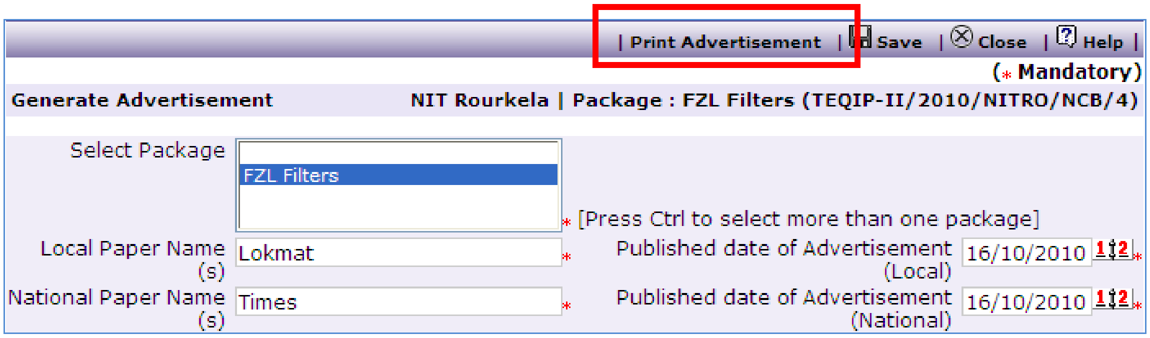
10. Once the required details are captured click on 'Move to Next Stage'. This will move the procurement to '**Advertisement & Issue of Bids**' stage.
11. On the 'Adv. & Issue of Bids' tab click on 'Generate Advertisement'. This will show a popup as shown below



a. Enter data in the following fields;
   - Select Package – All the packages which are in Adv. Stage will be displayed. Press control button on the keyboard to select more than one package.
   - Local Paper Name(s)
   - Date of Advertisement(Local)
   - National Paper Name (s)
   - Date of Advertisement(National)

b. Click 'Save'

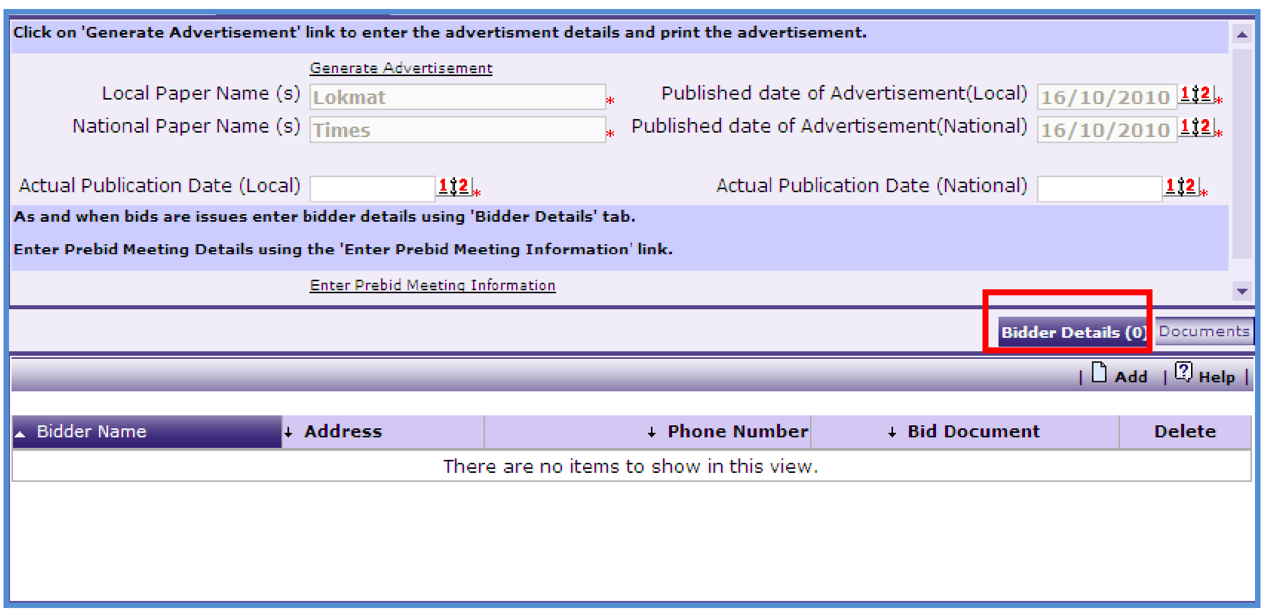
c. 'Print Advertisement' link will seen, click on this link to generated the advertisement.



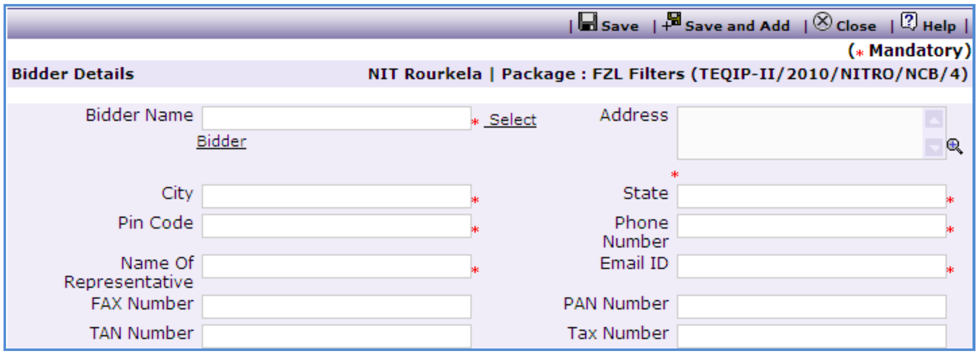
d. This Advertisement can be unloaded in the 'Documents' sub-tab.

e. Enter the 'Actual Publication Date (Local)' and Actual Publication Date (National) when advertisement is actually published in the papers.

12. As and when Bids are issued, bidder details can be captured in the 'Bidder Details' sub-tab;



a. Click 'Add', a pop up will be seen as shown below;

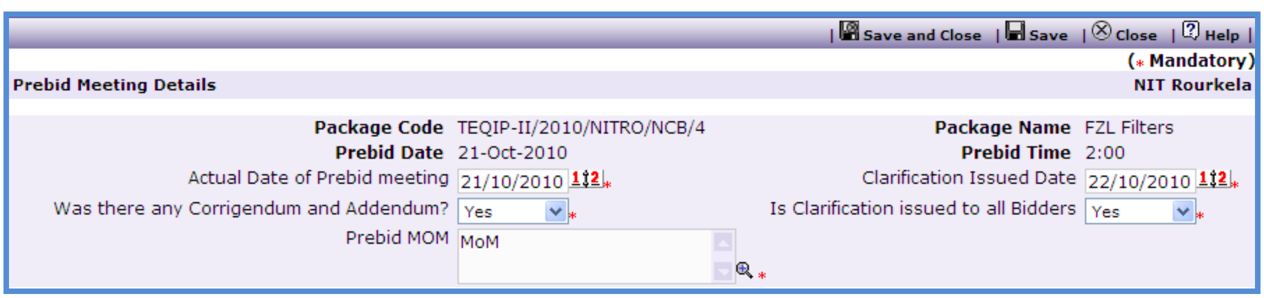


b. Enter data in the following fields;
   - Contractor Name
   - Address
   - City
   - State
   - Email ID
   - Pin Code
   - Name Of Representative
   - Phone Number
   - Fax Number
   - PAN Number
   - TAN Number
   - Tax Number

c. Click 'Save'

d. To add another Contractor repeat steps from a. to c.

13. Prebid Meeting Information can be entered using the 'Enter Prebid Meeting Information' link. Click on this link will show a popup as shown below;



c. Enter data in the following fields;
   - Actual Date of Prebid meeting
   - Clarification Issued Date
   - Was there any Corrigendum and Addendum?
   - Is Clarification issued to all Bidders

- Prebid MOM

d. Larger MOMs can also be uploaded in the 'Documents' sub-tab

14. Click on 'Move to Next Stage'. This will move the procurement to '**Bid Opening'**
15. Click on 'Print Bid Opening Form'. During the bid opening processes this form can be used to capture data.
16. Bid Opening data needs to be put in the system. Enter the following fields;

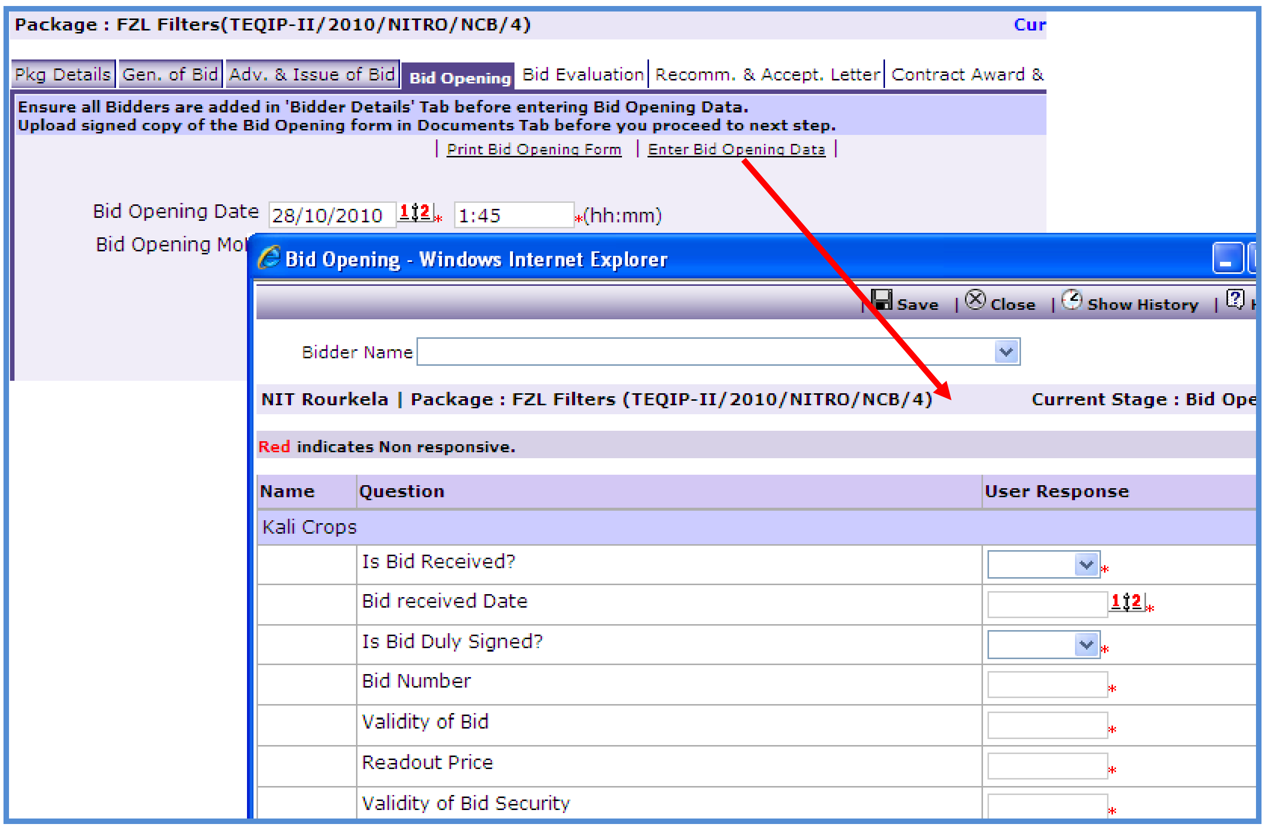
    a. Bid Opening Date

    b. Bid Opening Time

    c. Bid MoM

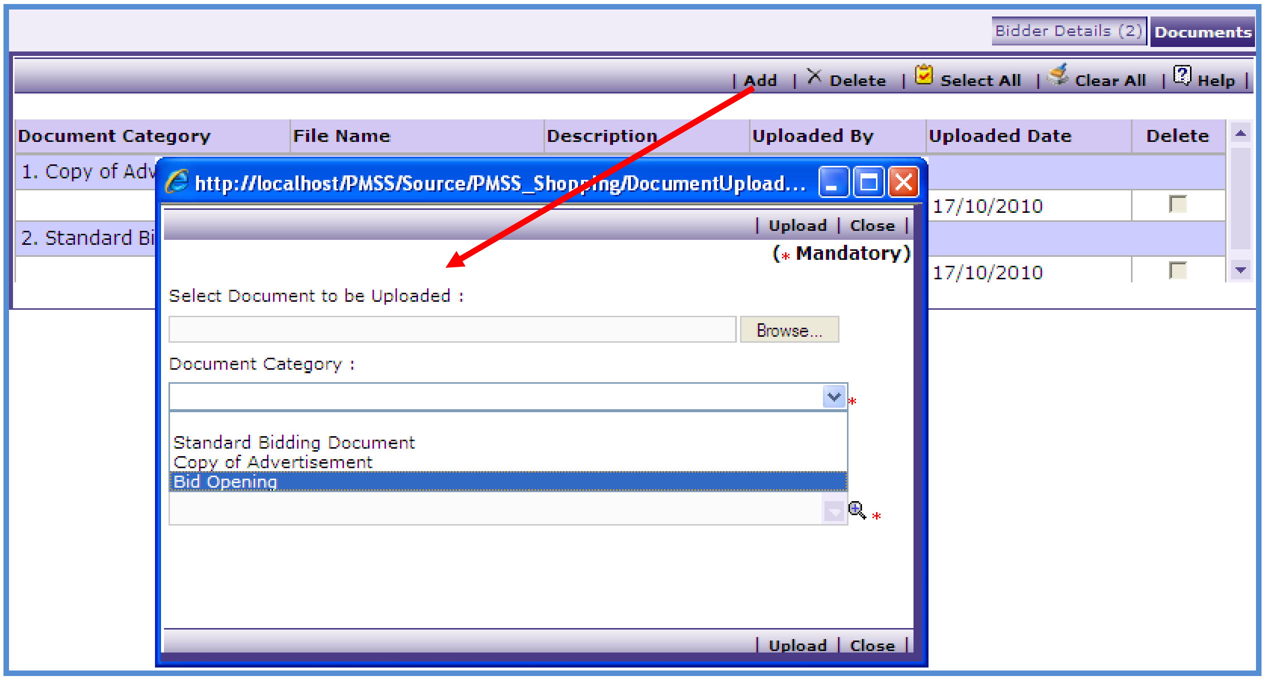
    d. Click 'Save'

    e. Click on the 'Enter Bid Opening Data' link. This will show a pop up to enter the Responsiveness Criteria.



    f. Enter the details and Click 'Save'.

17. On the 'Documents' sub-tab, Click 'Add';

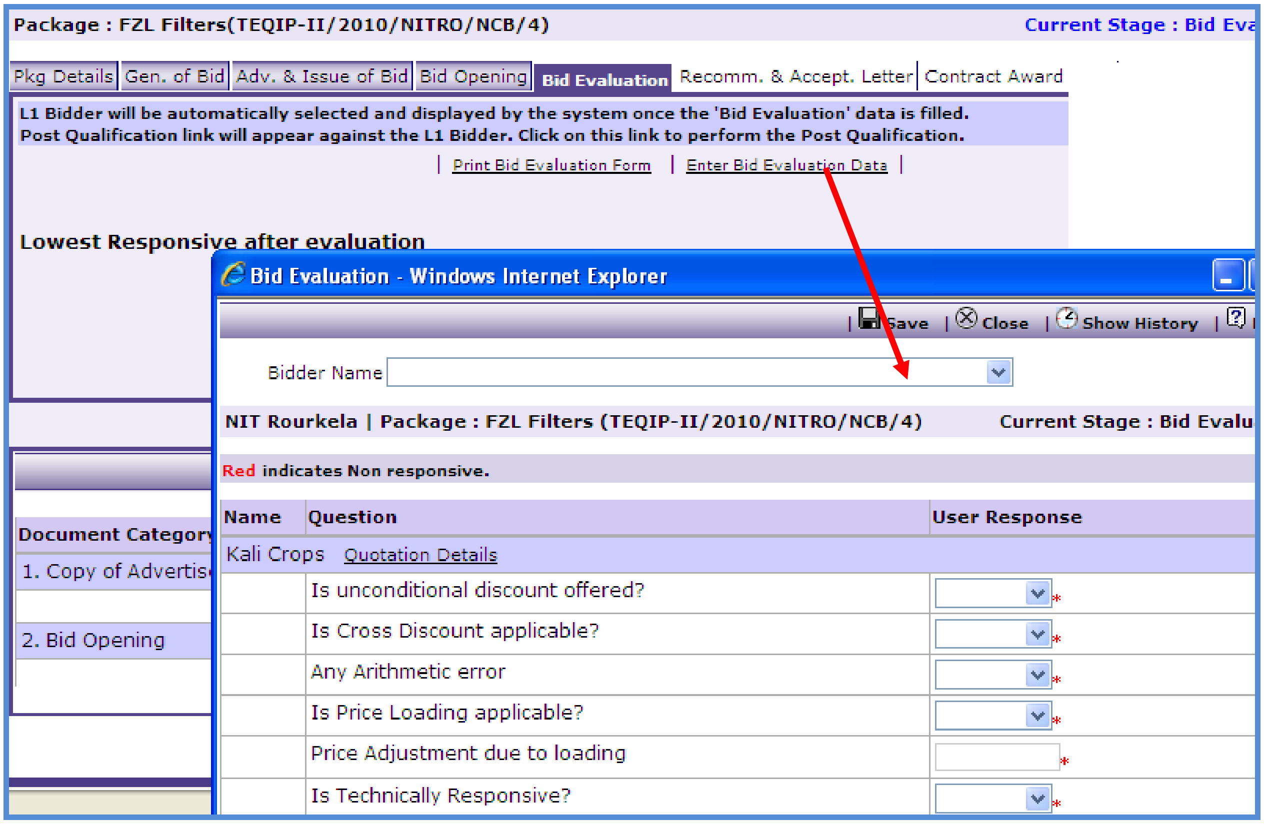


a. Select 'Bid Opening' Category

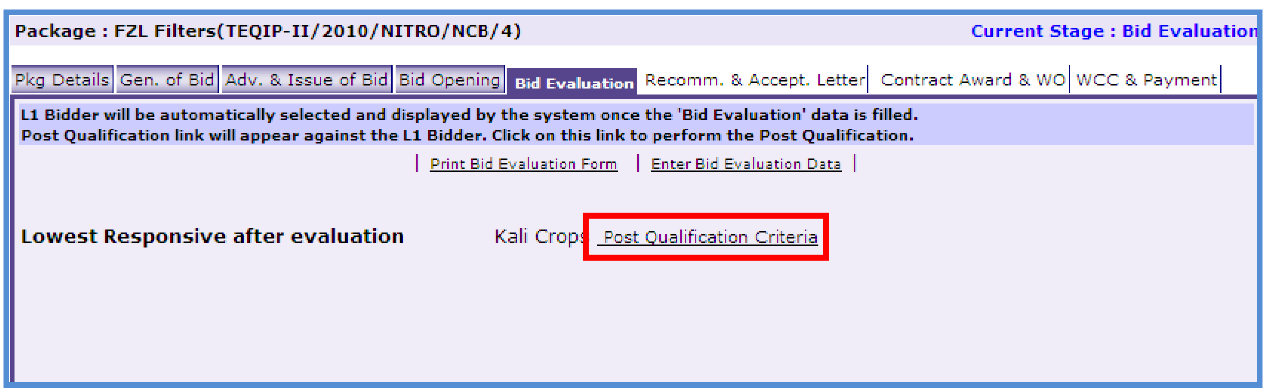
b. Browse and upload the document

18. Click on 'Move to Next Stage'. This will move the procurement to '**Bid Evaluation**' stage.
19. On the 'Bid Evaluation' tab click on 'Print Bid Evaluation Form'. This form can be used during Bid Evaluation.
20. After Bid Evaluation is done, the data is required to be feed in the system.

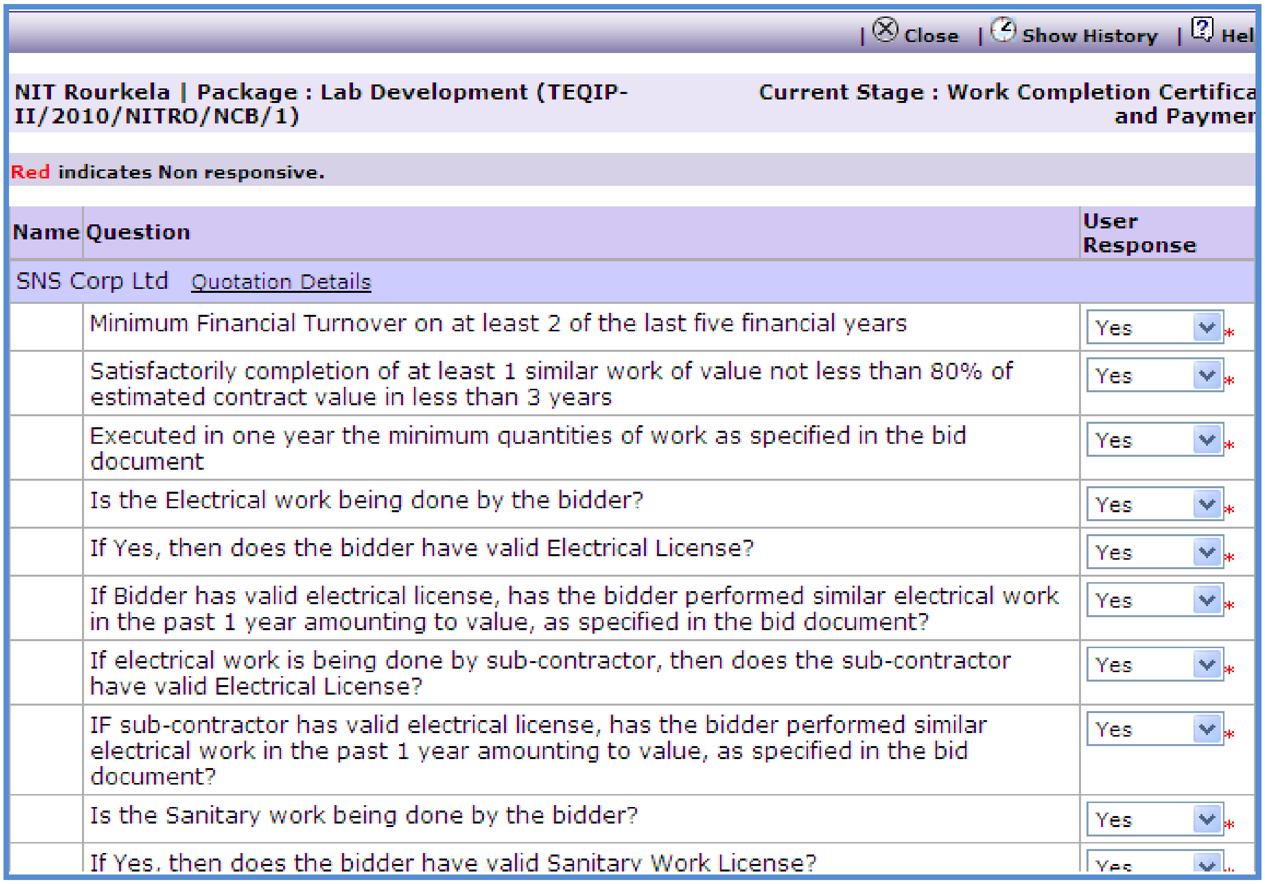
    a. Click on the 'Enter Bid Evaluation Data' link. This will show a pop up to enter the Comparative Statement.



21. Once Comparative Statement data is save the system will show the lowest evaluated responsive supplier (L1).
22. ‘Post Qualification’ link will be seen against L1;



a. Click on the link to get a popup as shown below;



b. Fill in the response for the selected Bidder

c. If the Bidder becomes non-responsive in this step then automatically next lowest evaluated Bidder will be seen.

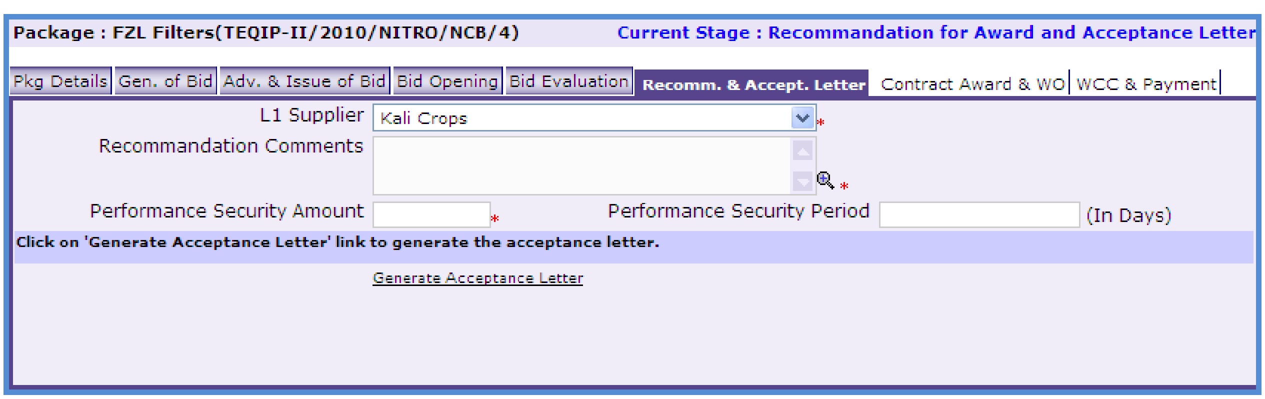
d. Repeat the Post Qualification process for this Bidder.

23. On the 'Documents' sub-tab;

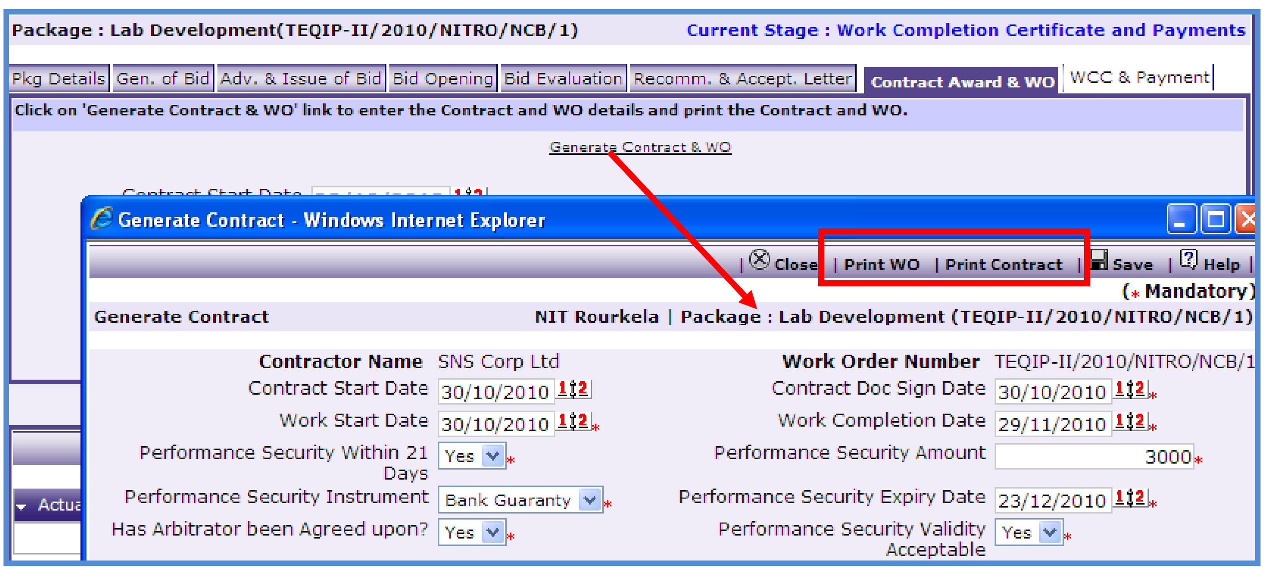
e. Click 'Add', select the 'Bid Evaluation' Category

f. Browse and upload the document

24. Click on 'Move to Next Stage'. This will take the procurement to '**Recomm. & Accept. Letter**' stage.

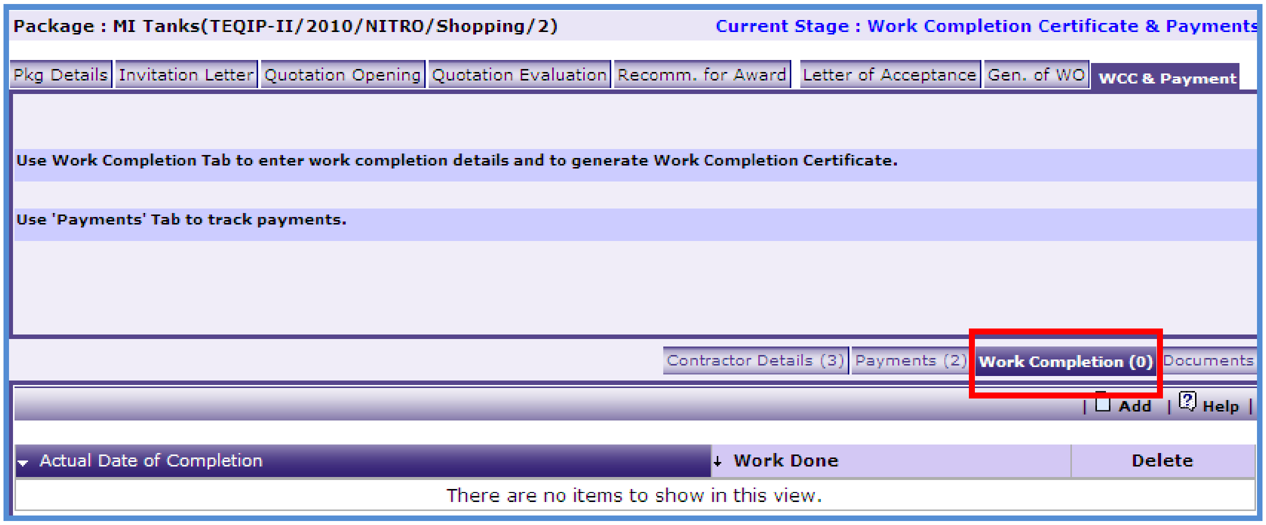


25. If the lowest evaluated responsive supplier (L1) is not acceptable by the committee then another supplier can be selected in this stage. If another supplier is selected then enter the comments in the 'Comments' field and click 'Save'. On the 'Documents' sub-tab the evaluation report can be uploaded under the Evaluation Report category.
26. Click on 'Generate Acceptance Letter' to generate the Acceptance Letter. Signed Copy of the letter can be uploaded in the documents tab, for records.
27. Click on 'Move to Next Stage'. This will take the procurement to '**Contract Award and WO**' stage.
28. Click on 'Generate Contract & WO'. In the Pop up enter the following fields;
    a. Contract Start Date
    b. Contract Document signed – date
    c. Work Start Date
    d. Work Completion Date
    e. Performance Security Within 21 Days?
    f. Performance Security Amount
    g. Arbitrator Agreed?
    h. Performance Security Instrument
    i. Performance Security Expiry Date
    j. Has Arbitrator been Agreed upon?
    k. Performance Security Validity Acceptable.

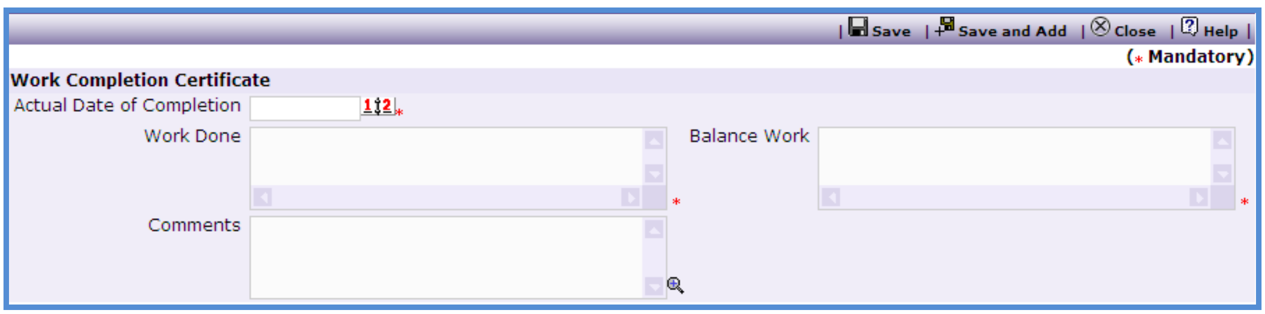


29. Click 'Save'
30. Click 'Print WO'. This will print the PO.
31. PO can be uploaded in the 'Documents' tab.
32. Click 'Print Contract'. This will print the Contract.

33. Contract can be uploaded in the 'Documents' tab.
34. Click on 'Move to Next Stage'. This will take the procurement to '**WCC & Payments**' stage.
35. On the '**Work Completion**' sub-tab;



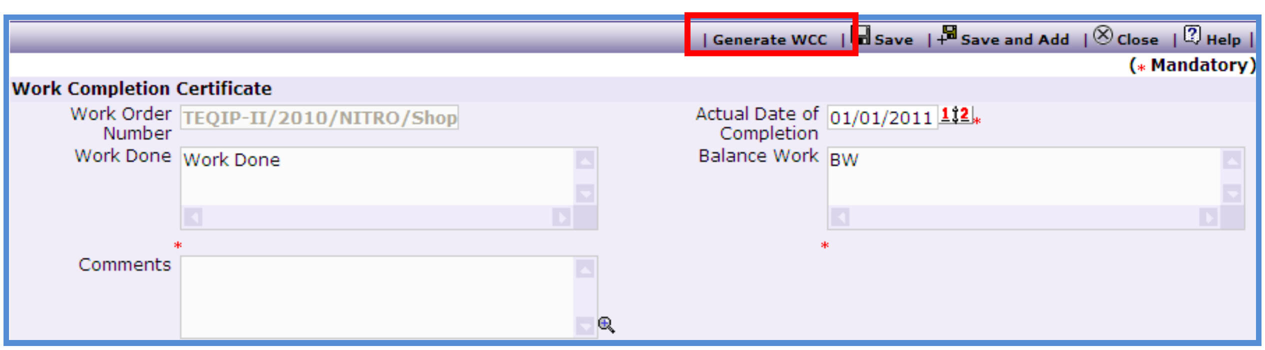
a. Click on 'Add', a pop up will be seen as shown below;



b. Enter data in the following fields;
   - Actual Date of Completion
   - Work Done
   - Balance Work

c. Click 'Save'

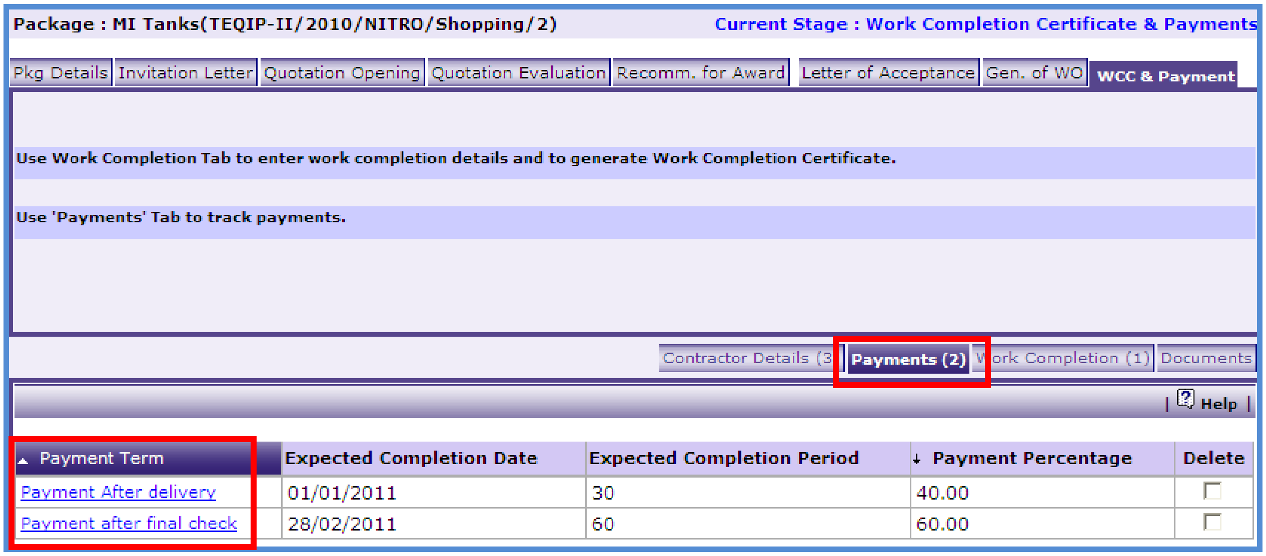
d. To Generate the WCC Report click on ' Generate WCC'



e. To add another record for WCC repeat steps from a. to d.

36. Environmental Checklist can be downloaded, checked and uploaded in the documents tab.

37. Payment details can be captured on the '**Payments**' sub-tab;

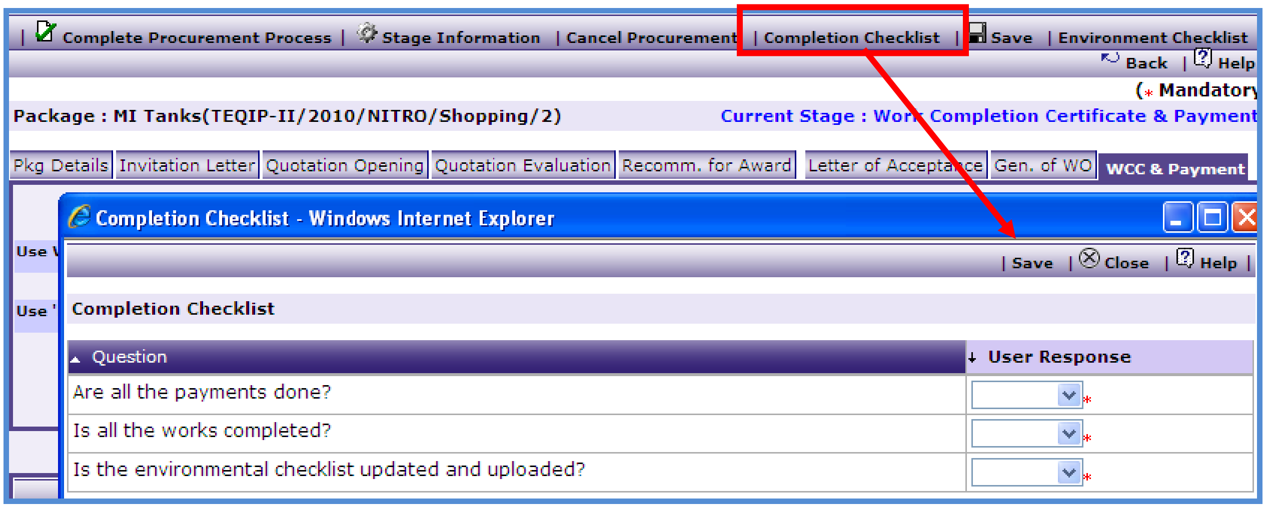


a. Click on the Payment Term and enter data in the following fields;
   - Work Completed?
   - Liquidated Damages Waived?
   - WCC Generated?
   - Actual Completion Period
   - Comments (if Actual Completion Period is not as per planned)
   - Actual Payment Date
   - Comments (if Actual Payment Date is not as per planned)
   - Actual Payment Amount
   - Comments (if Actual Payment Amount is not as per planned)

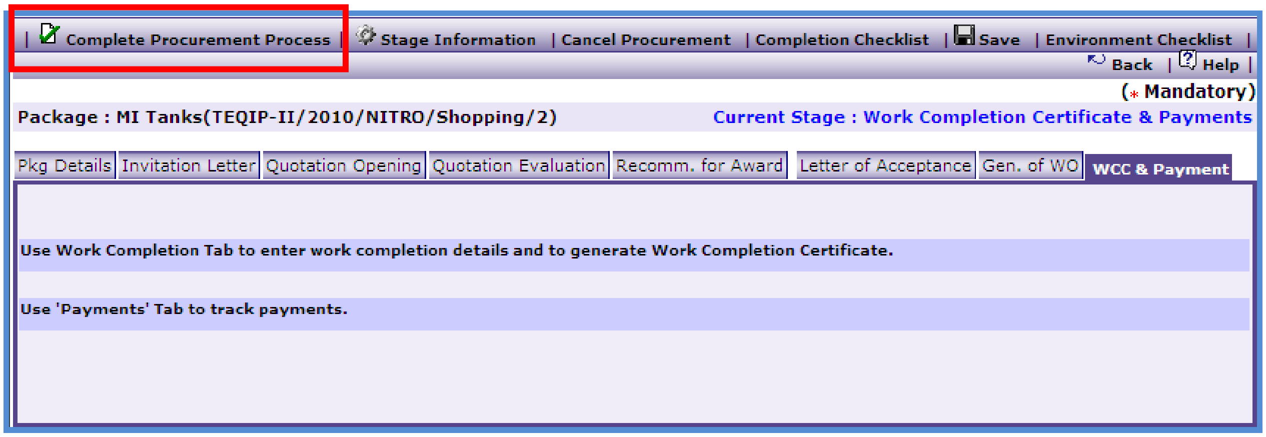
b. Click 'Save'

c. To enter details of another payment repeat steps a and b.

38. Once all the details for all the payments are recorded this Procurement can be marked as complete. Click on Completion Checklist, checklist will be seen as shown below;



39. Fill in the completion checklist then click on 'Complete Procurement Process' this will complete the procurement for that Package.



END – NCB Works

ICB

All steps for ICB are same as NCB except;

- At the advertisement stage 'International site details' and 'UNDB' published data can be inputted.
- At every stage World Bank approval is required thus after every stage package will go for World Bank approval.

LIB

All steps for LIB are same as ICB except;

- Advertisement is not done in LIB, it is done by direct invitation.

Chapter

6

SERVICES METHOD

User Guide – Procurement Using Services Method

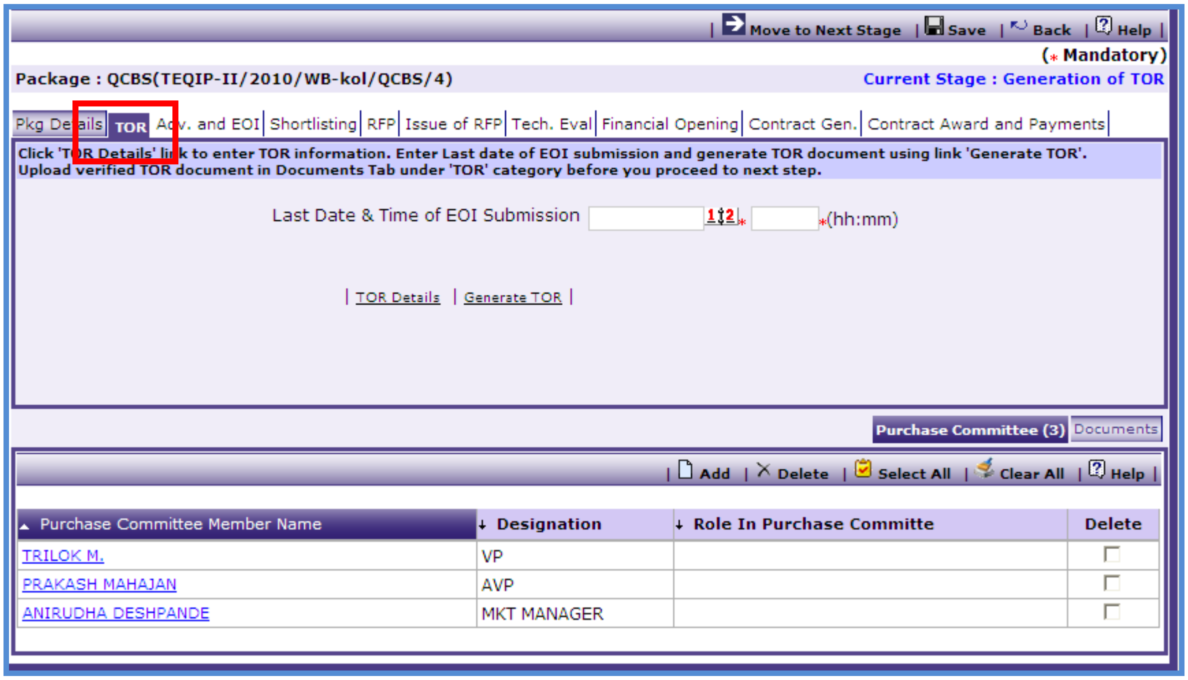
Services

QCBS

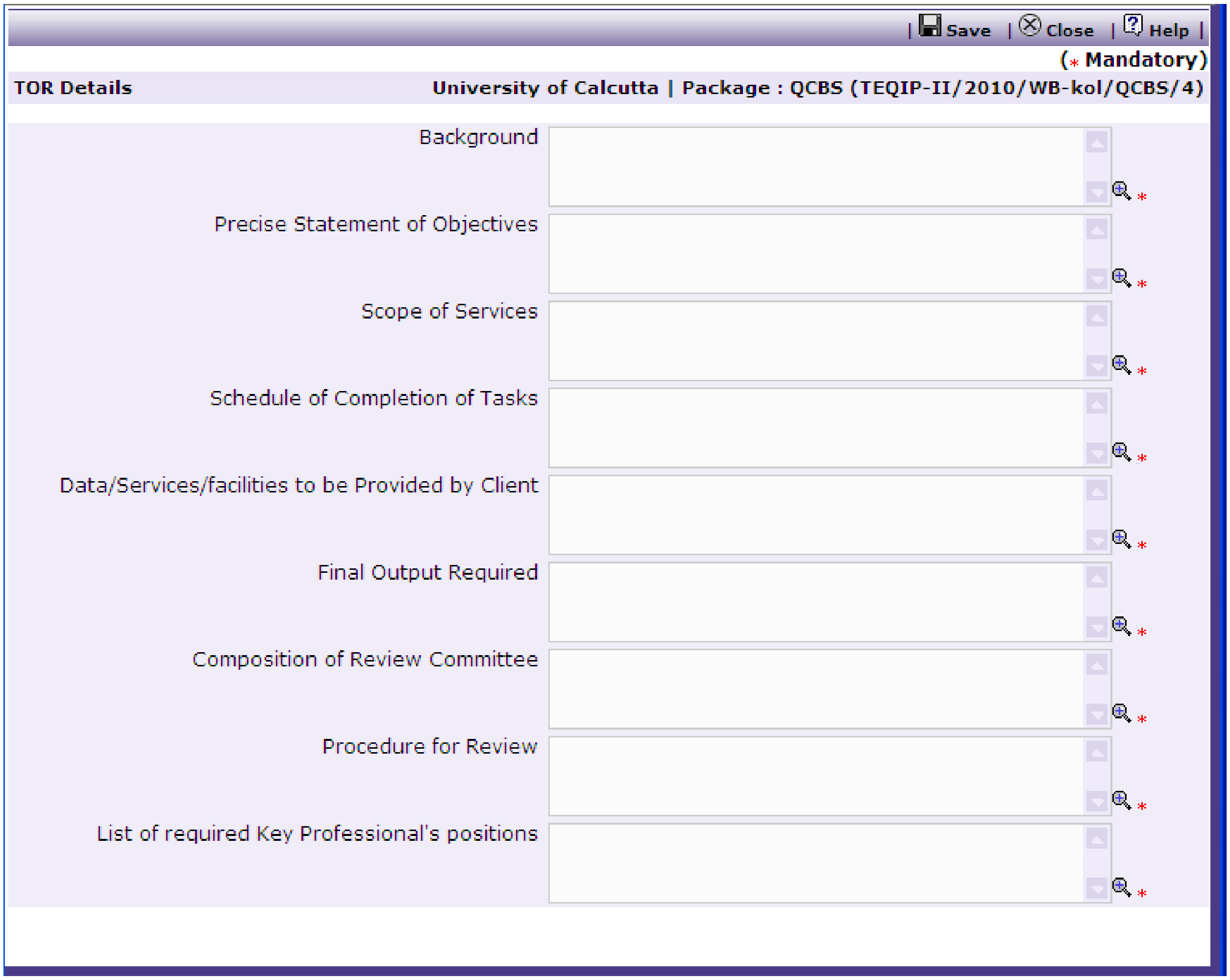
To initiate procurement of a package, refer "Initiate Procurements" in this document.

This section explains the procurement using QCBS method.

1. First stage is '**Generation of TOR'**.

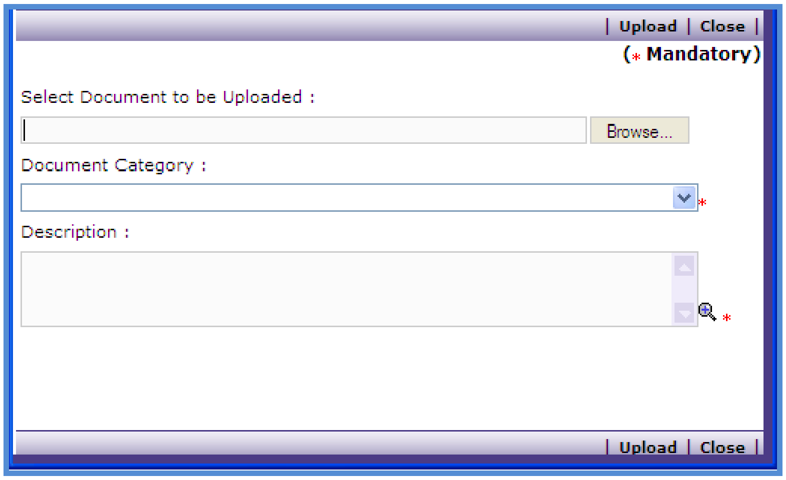


2. On the 'TOR' tab enter data in the following fields;
   - Last Date & Time of EOI Submission
3. Click 'Save'
4. Click on the "TOR Details" link, a pop up will be seen as shown below;



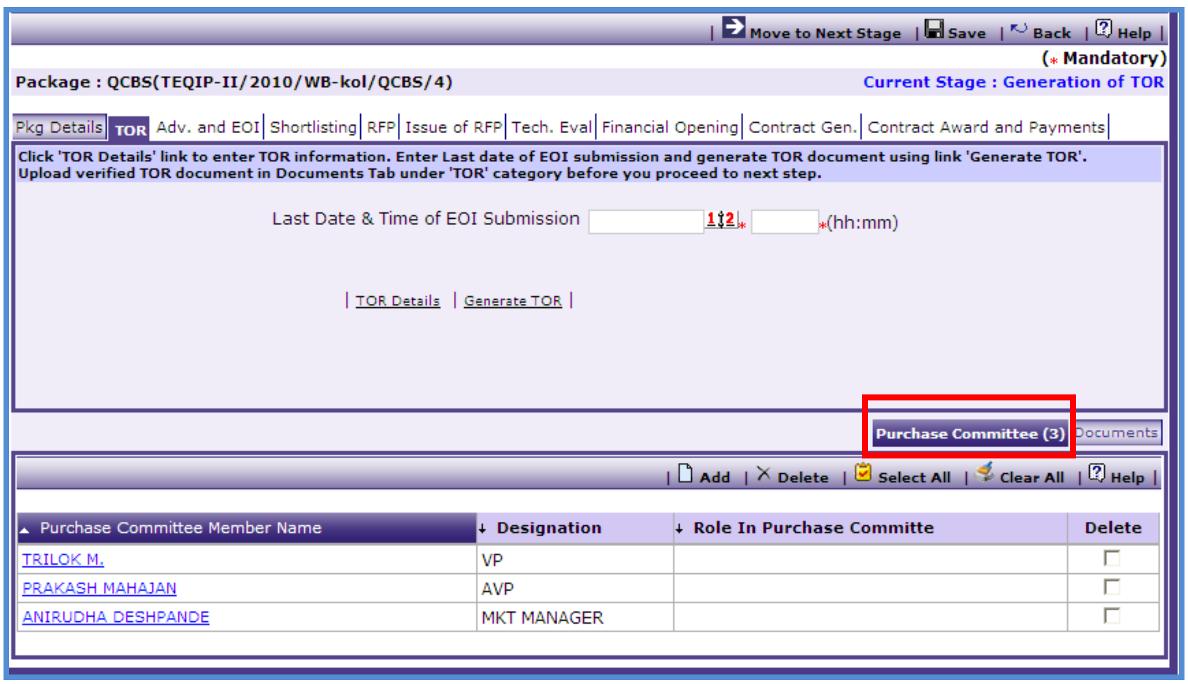
5. Fill in the information and click 'Save'.
6. Click on 'Generate TOR' link to generate TOR document.
   - Make changes to the document if required; this will be the final TOR document.

34. On the 'Documents' sub-tab;
    a. Click 'Add', a popup will be shown as below



b. Browse the document, select Document Category 'TOR', enter description regarding the document and upload the document.

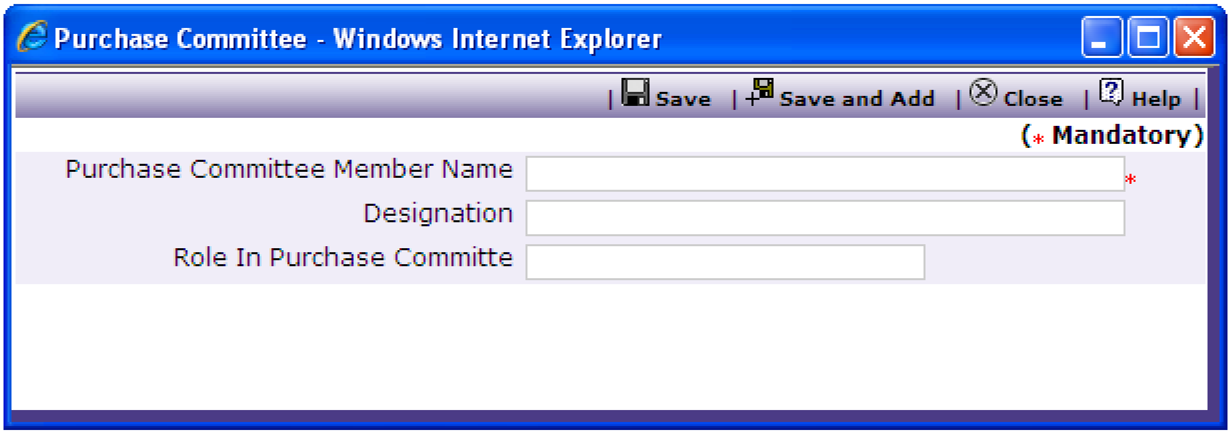
7. On the 'Purchase Committee' sub-tab;



a) By default, members of Purchase Committee defined for your institution will be displayed.

b) You can add, edit or delete members from the list. Please remember that the changes will be applicable only for the current procurement.

c) Click 'Add' link to add new members to the procurement committee of the current procurement. A pop up will be seen as shown below;



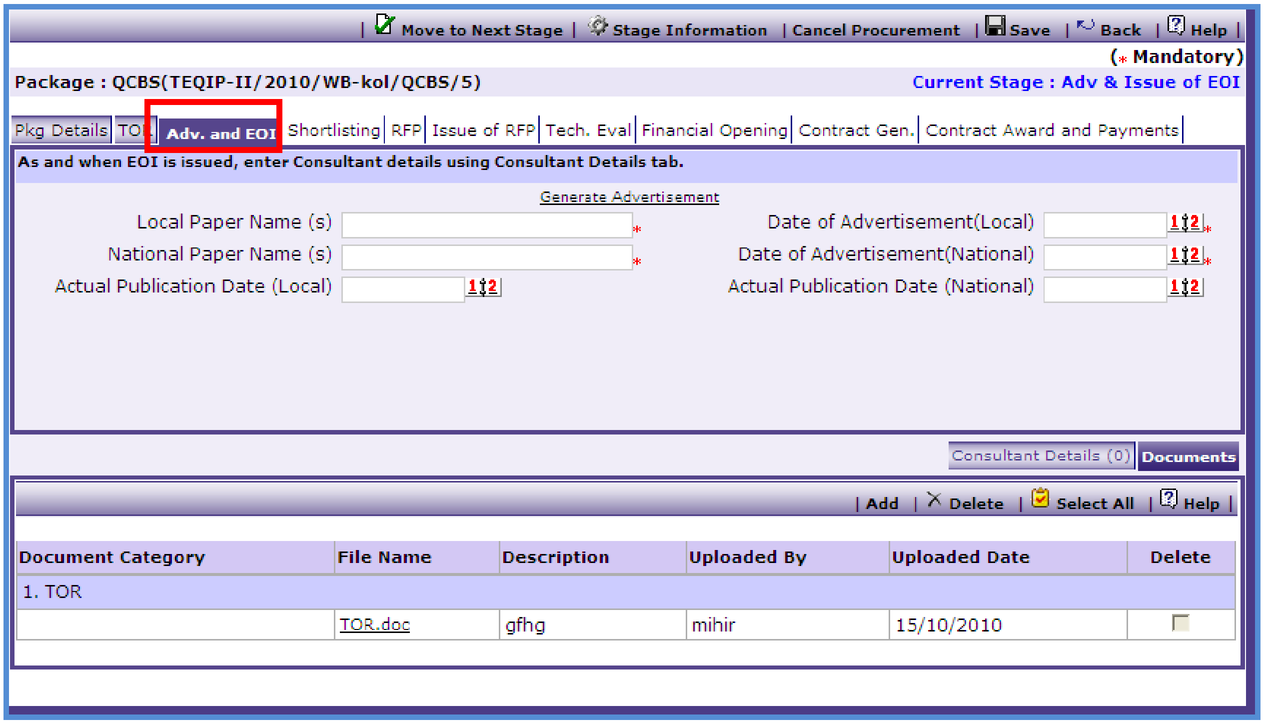
- Enter Member Name, Designation and his role in Purchase Committee.
- Click 'Save' or 'Save and Add' if you want to add more members.

d) To edit an existing Purchase Committee member,

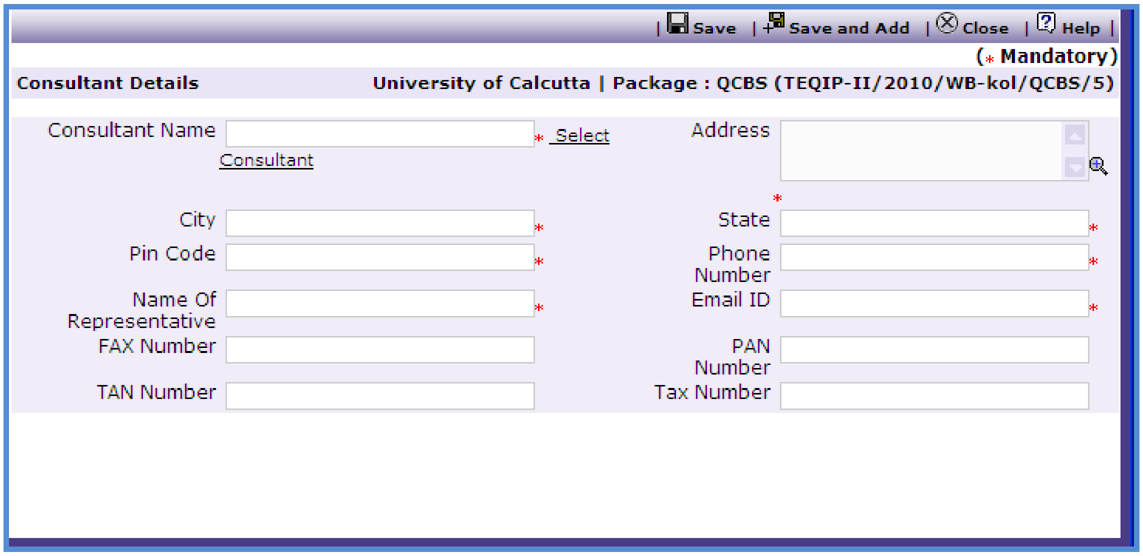
- Click on link at name of the committee member. A pop up will be seen as shown above for adding new member.
- Make necessary changes to the information
- Click on 'Save' link.

e) To delete an existing Purchase Committee member, mark 'Delete' checkbox for the member and click on 'Delete' link.

8. 'Move to Next Stage' link will move the procurement to the next stage.
9. This will send the procurement for approval to NPIU. The process cannot proceed further unless NPIU Procurement Coordinator approves the TOR.
10. Approval of TOR (**Only For NPIU Procurement Coordinator**)
    - Access Prior Review page by **Procurement-> Process Tree Node->Prior Reviews**.
    - NPIU Procurement Coordinator enters following details regarding World Bank Approval on TOR.
        - Is TOR approved by World Bank
        - TOR Approval Date
11. In Document Tab, TOR document has been uploaded. Go to Documents Tab, click on name of the document and download the document for review.
12. Click on "Approve" link to approve the TOR. Enter comments. This will move the process to next stage i.e. "Advertisement and Issue of EOI"
13. Click on "Reject" link if you wish to suggest changes. You can enter suggestions in Comments dialog box.
14. Next stage is '**Advertisement and Issue of EOI'.**



15. Click 'Generate Advertisement' link to generate advertisement for the current procurement. Advertisement will be generated in form of MS Word Document.
16. You can make changes to the Advertisement and upload the final advertisement in the system in Documents tab under 'Advertisement' Category.
17. Enter following details regarding publishing of the advertisement and save.
    - Local Paper Name(s)
    - Date of Advertisement(Local)
    - National Paper Name (s)
    - Date of Advertisement(National)
18. Enter following details about actual advertisement dates.
    - Actual Publication Date in local paper
    - Actual Publication Date in National paper
19. Whenever you issue EOI Document to consultants, enter details about consultants on 'Consultant Details' sub-tab;
    a) Click 'Add', a pop up will be seen as shown below;



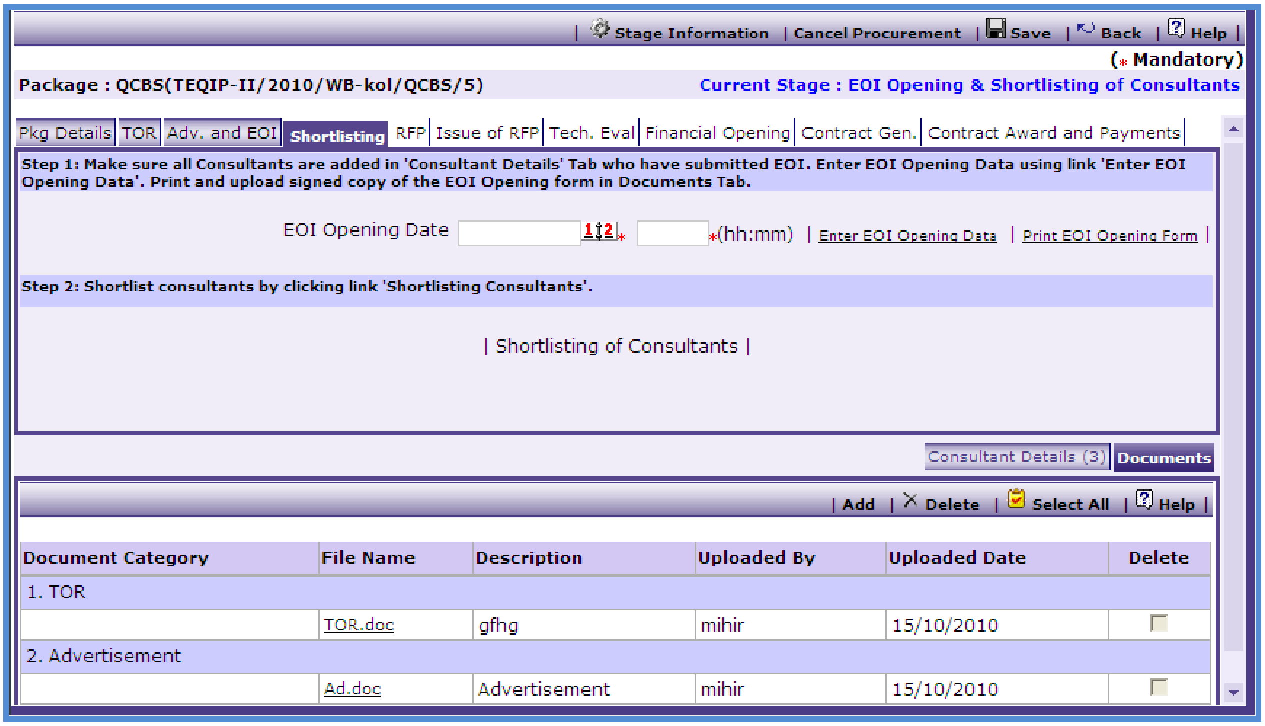
b) Enter data in the following fields;

- Consultant Name
- Address
- City
- State
- Contractor Source
- Email ID
- Pin Code
- Name Of Representative
- Phone Number
- Fax Number
- PAN Number
- TAN Number
- Tax Number

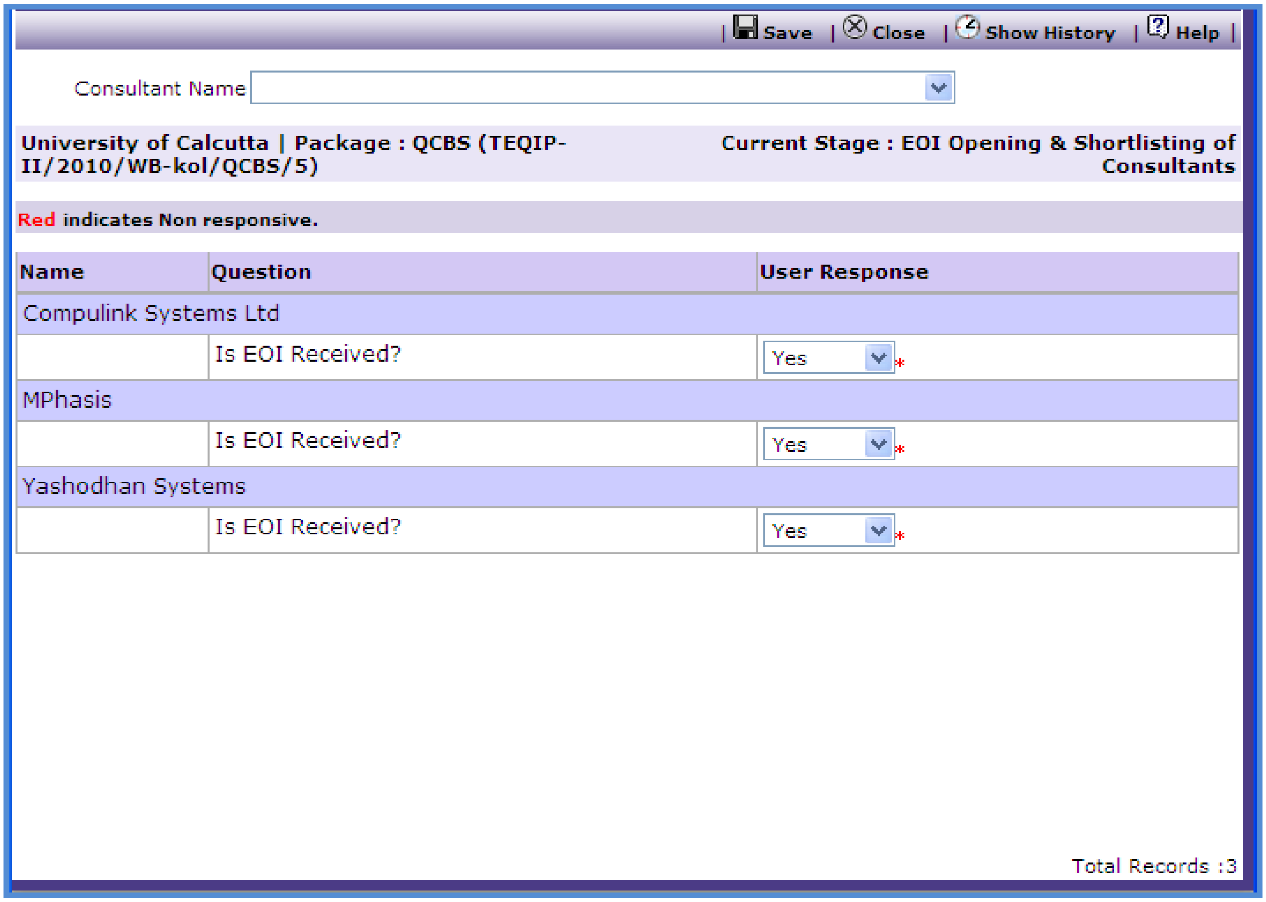
c) Click 'Save'

d) To add another Contractor repeat steps from a. to c.

20. Click on "Move to next stage" to proceed to next stage "**EOI Opening & Short listing of Consultants**".

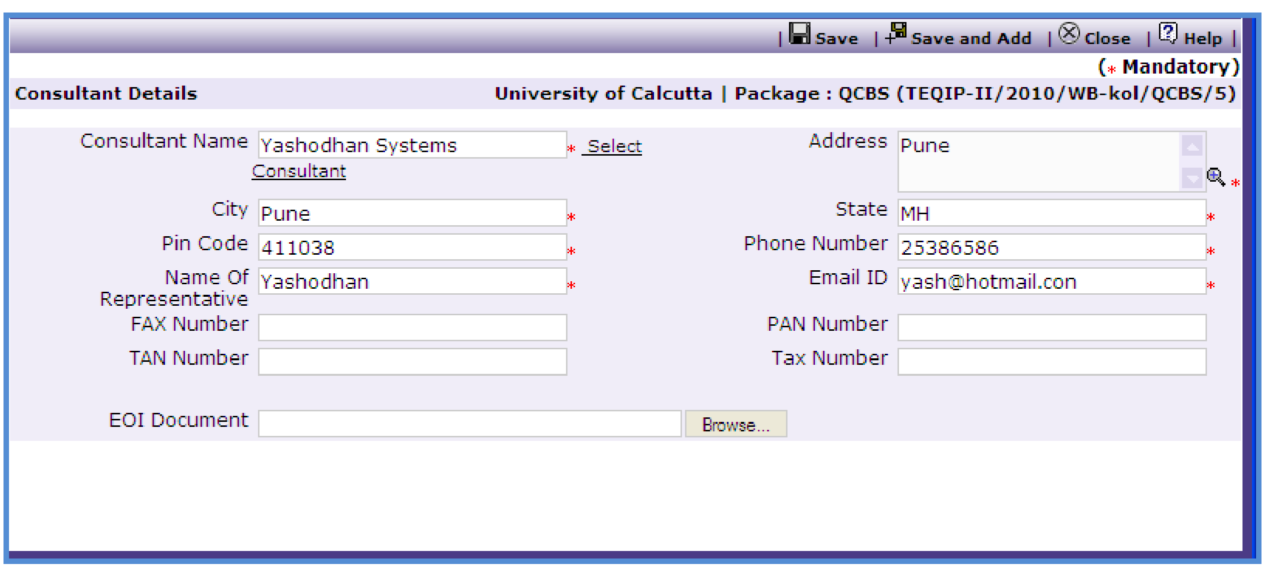


21. Enter EOI Opening Date and Time and Click Save.
22. Make sure the “Consultant Details” sub-tab lists all consultants who have submitted their EOI. You can add consultant details by clicking on “Add” link.
23. Click on ‘Print EOI Opening Form’ link to download EOI Opening Form. During the EOI opening process, this form can be used to capture data.
24. You need to enter this data in the system. Click “Enter EOI Opening Data” link to enter the data;



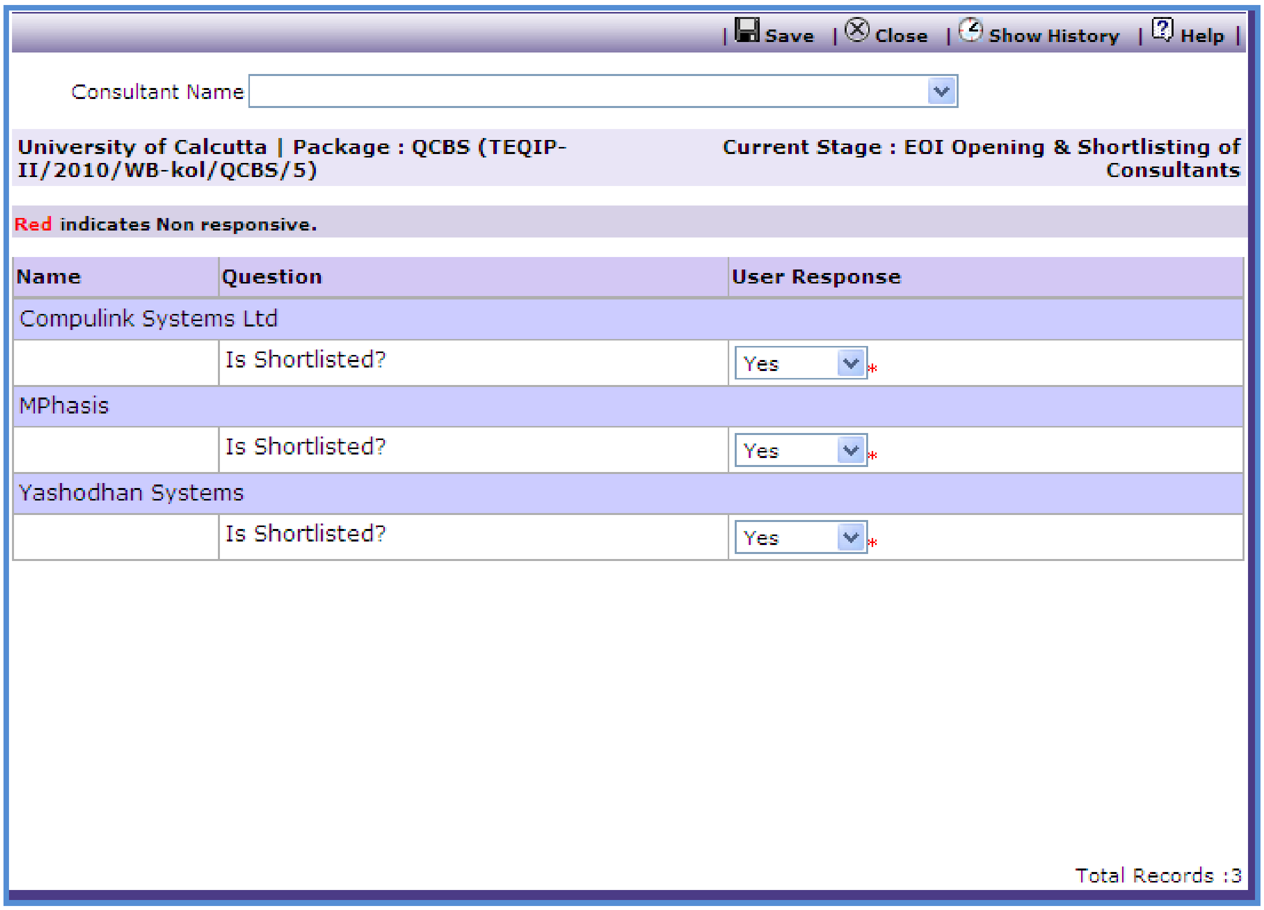
- The page lists name of all consultants listed on "Consultant Details" sub-tab.
- Fill responses for all consultants.

25. Upload EOI documents of all consultants who have submitted their EOI.
    - In "Consultant Details" sub-tab, click on consultant name. This will popup Supplier details page as follows



- Browse EOI document of the consultant.
- Click 'Save' link to upload the document in the system.

26. Now you need to shortlist among consultants who have submitted their EOIs. Enter Date of Short listing and Click 'Save'.
27. Click on link 'Shortlisting of Consultants' to do shortlisting among consultants. A popup will be shown as below;

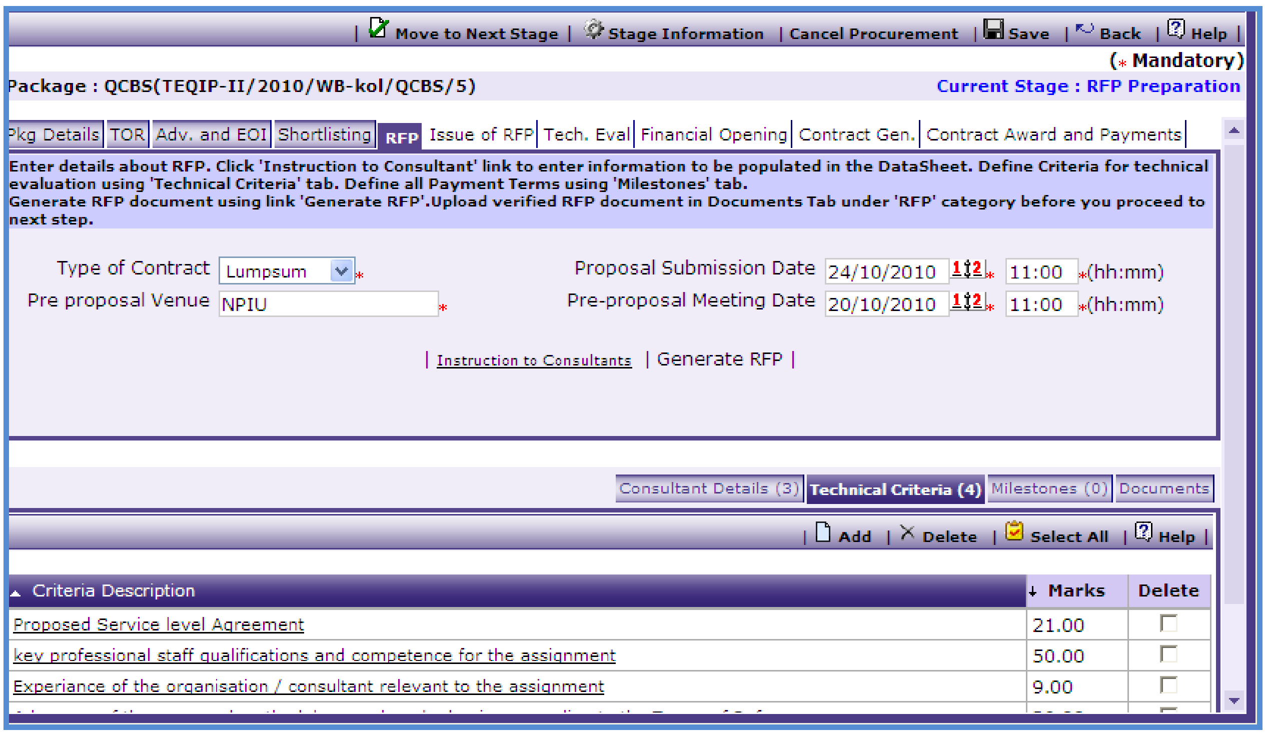


- This page will list consultants who have submitted their EOI.
- Fill responses for all consultants and click 'Save'.

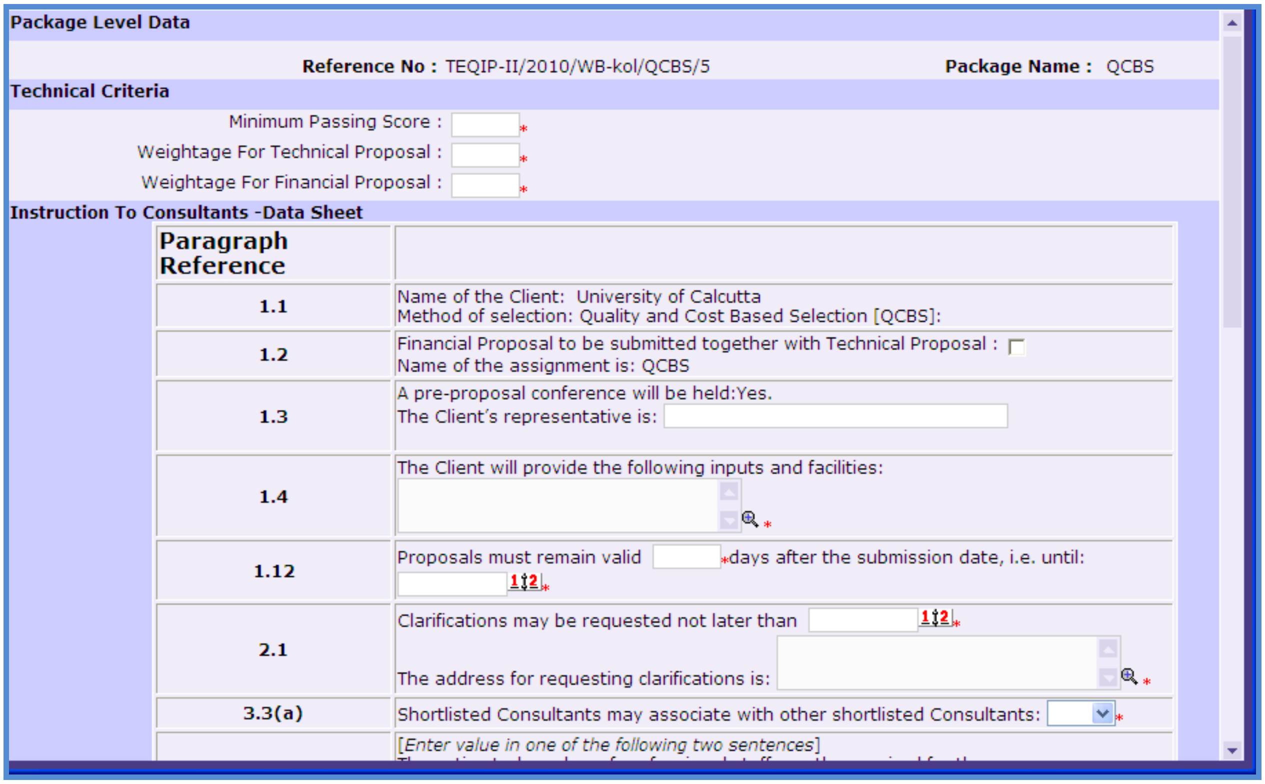
28. Upload signed EOI Opening Form in Documents sub-tab under category "EOI Opening Form".
29. 'Move to Next Stage' link will move the procurement to the next stage.
30. This will send the EOI shortlisting results for approval to NPIU. The process cannot proceed further unless NPIU Procurement Coordinator approves the EOI Short listing.
31. Approval of Shorlisting of EOI (**Only For NPIU Procurement Coordinator**)
    - Access Prior Review page by **Procurement-> Process Tree Node->Prior Reviews**.

- In Document Tab, EOI Opening Form document has been uploaded. Go to Documents Tab, click on name of the document and download the document for review.
- Enter following details regarding World Bank Approval on short listing of EOI.
    - Is EOI approved by World Bank
    - EOI Approval Date

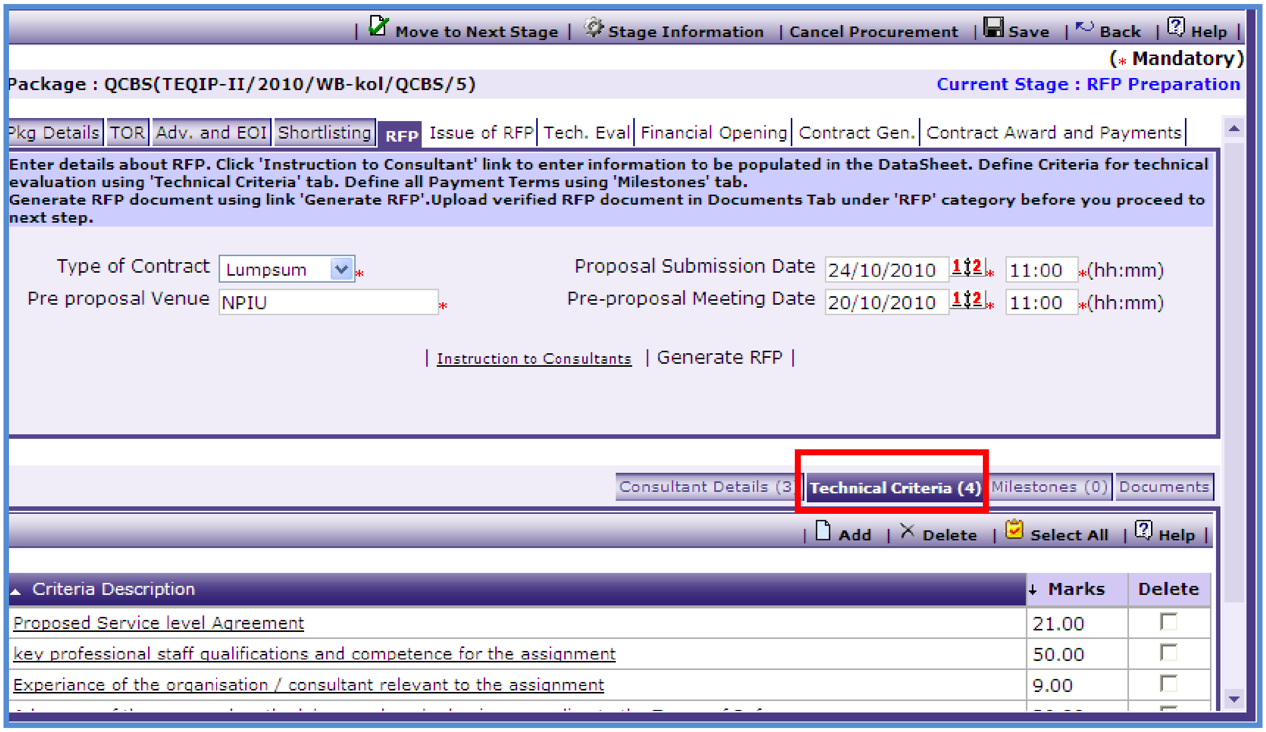
32. Click on "Approve" link to approve the EOI Short-listing and enter comments. This will move the process to next stage **"RFP Preparation"**
33. Click on "Reject" link if you wish to suggest changes. You can enter suggestions in Comments dialog box.
34. Next stage is '**RFP Preparation'.**



35. Enter following information regarding the RFP
    - Type of Contract – Time Based or Lumpsum
    - Proposal Submission Date
    - Pre-proposal Meeting Date and Time
    - Pre-proposal Venue
36. Next, click on link 'Instruction to Consultants' to enter information that will appear in datasheet inside RFP document. A popup will be shown as below.

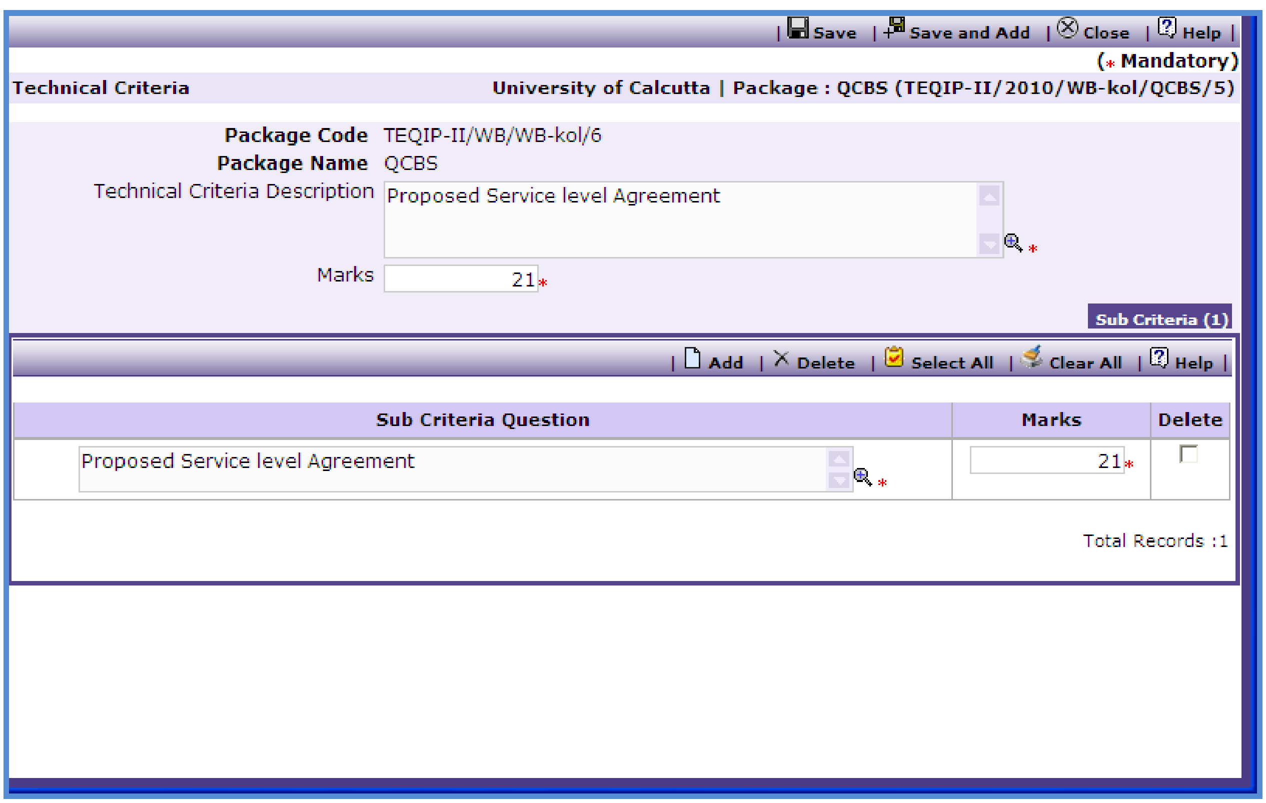


37. The popup displays related Paragraph section in datasheet for each field. Fill in data in required fields and click ‘Save’.
38. Shortlisted Consultants tab displays list of consultants shortlisted for sending the RFP document. (Selected in EOI short-listing stage)
39. Define criteria for evaluation of technical proposals. On the ‘Technical Criteria’ sub-tab, By default, this tab shows default technical criteria defined in the system.



40. You can add new criteria, edit or delete existing criteria in the list.

a) Click 'Add', a pop up will be seen as shown below;



b) Enter data in the following fields;

- Technical Criteria Description
- Marks

c) On Sub-criteria sub-tab, define sub-criteria questions which together will constitute the Technical Criteria. You can add new sub-criteria, edit or delete existing sub-criteria from the list.

d) Click 'Add' link to add new sub-criteria Enter data in following fields of Sub-criteria

- Sub Criteria Question
- Marks

e) Repeat (d) to add more sub-criteria.

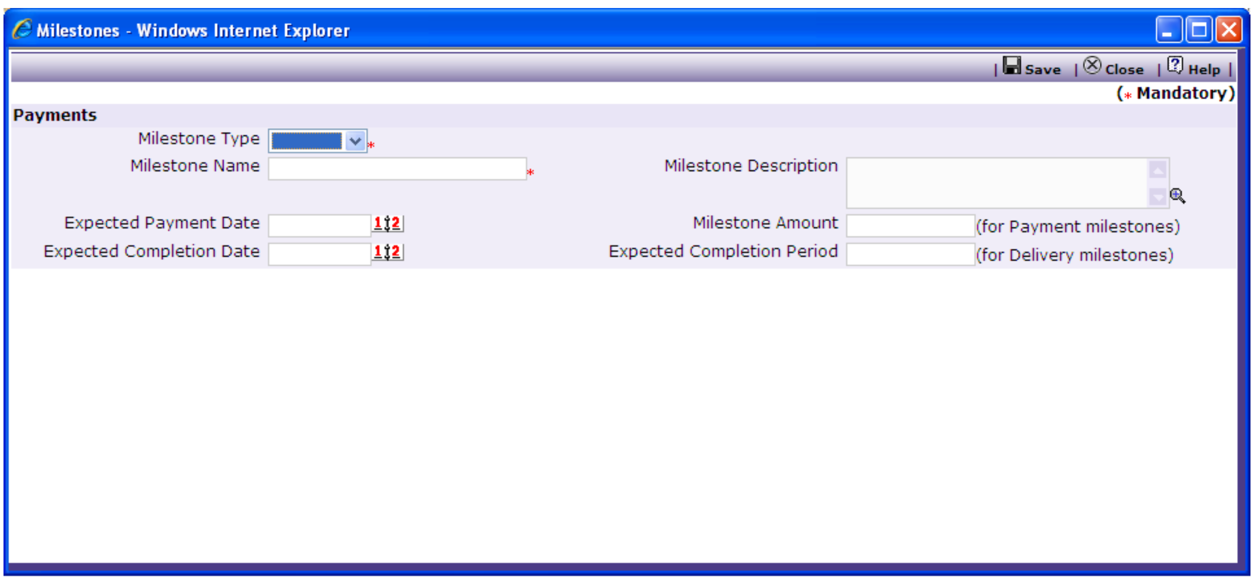
f) Make sure total of marks for all sub-criteria matches with Marks entered for the Technical criteria.

g) Click 'Save' or 'Save and Add' (if you want to create more technical criteria)

h) To add another Technical Criteria, repeat steps from (d) to (g).

41. Make sure that total of all technical criteria is 100. The total should not be less or more than 100.

42. You can define Delivery and Payment Milestones in sub-tab "Milestones"

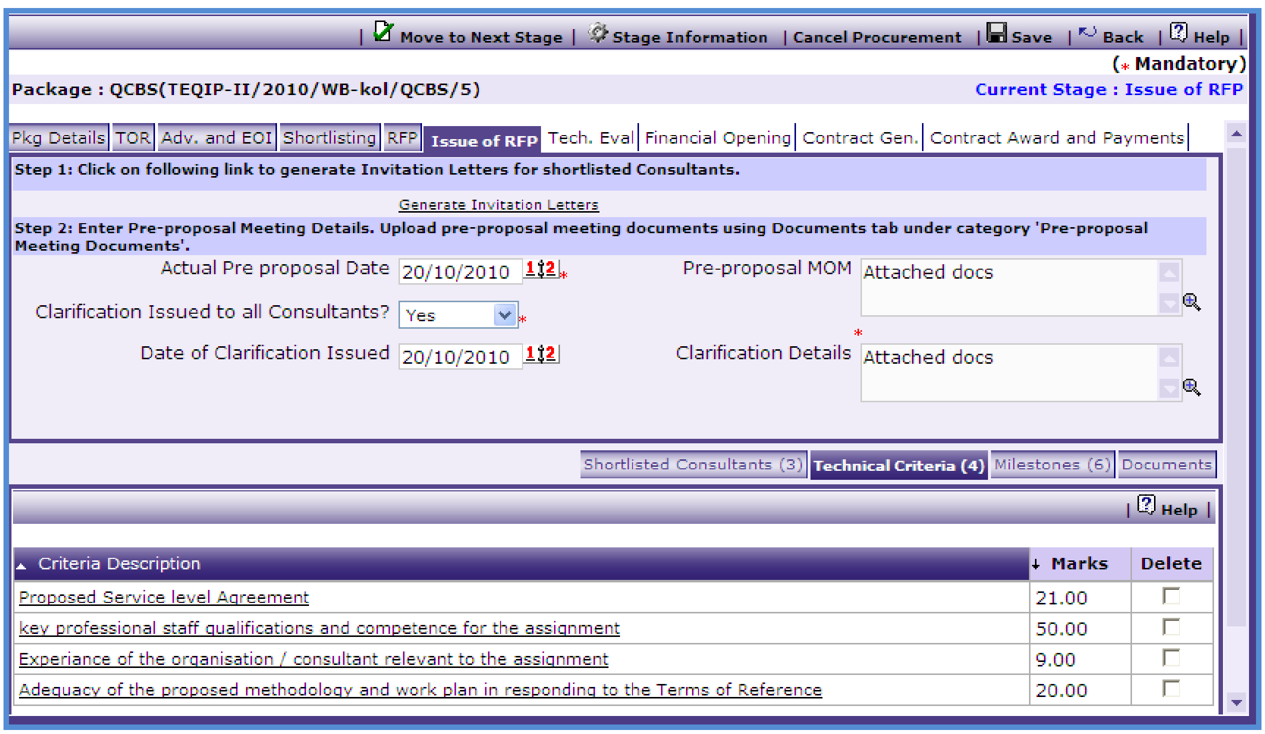


43. Enter following information regarding milestone

- Milestone Type – Delivery or Payment
- Milestone Name
- Milestone Description
- Expected Payment Date
- Milestone Amount (For Payment Milestone)
- Expected Completion Date

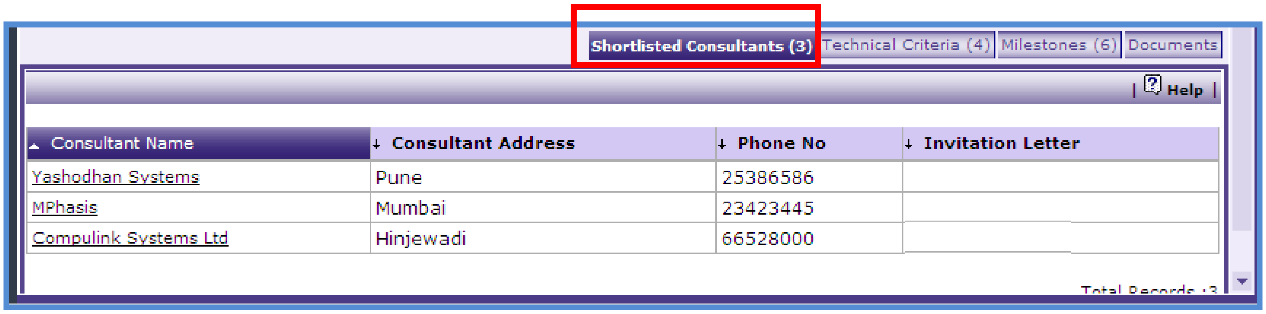
- Expected Completion Period (For Delivery Milestone)

44. You can define one or more delivery/payment milestones.
45. Click link "Generate RFP" to generate the RFP document.
46. Upload verified RFP document in Documents tab under category "RFP"
47. Click on Move to next stage to send the RFP for approval to NPIU.
48. Approval of RFP (**Only For NPIU Procurement Coordinator**)
    - Access Prior Review page by **Procurement-> Process Tree Node->Prior Reviews**.
    - In Document Tab, RFP document has been uploaded. Go to Documents Tab, click on name of the document and download the document for review.
    - Enter following details regarding World Bank Approval on RFP
        - Is RFP approved by World Bank
        - RFP Approval Date
49. Click on "Approve" link to approve the EOI Short-listing and enter comments. This will move the process to next stage **"Issue of RFP"**
50. Click on "Reject" link if you wish to suggest changes. You can enter suggestions in Comments dialog box.
51. Next stage is '**Issue of RFP'.**

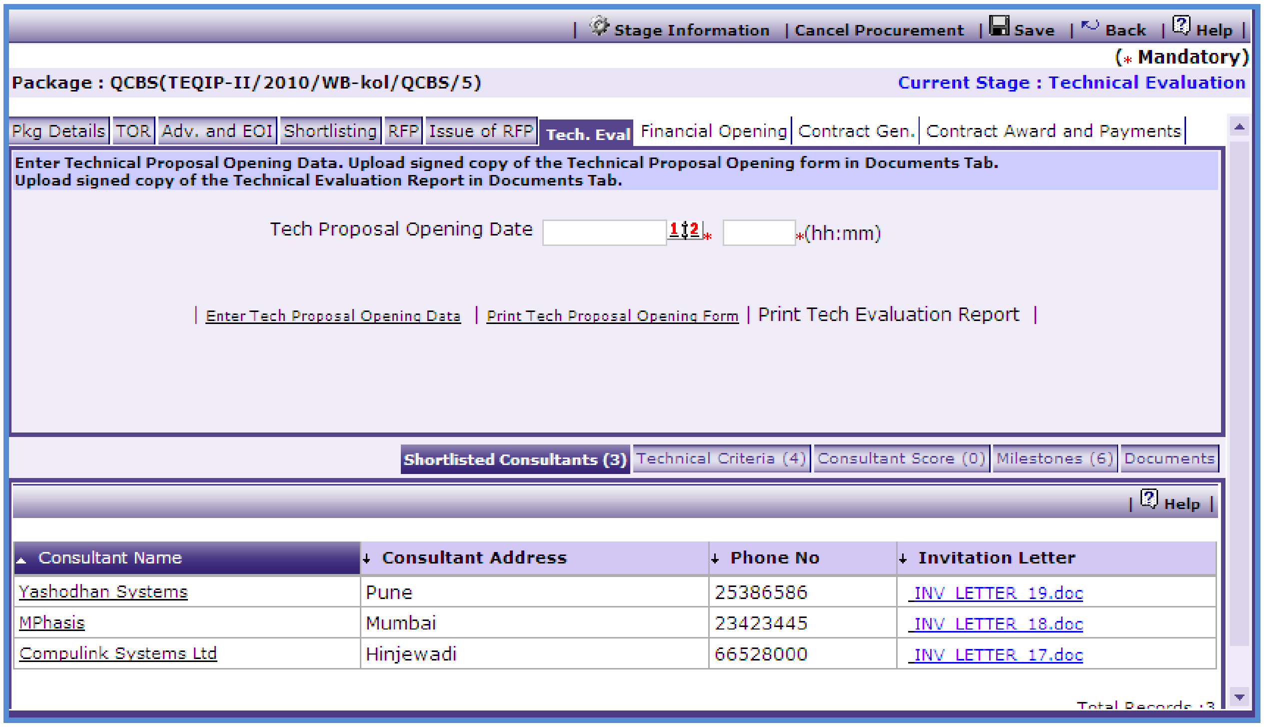


52. As first step, generate invitation letters for all shortlisted consultants by clicking on link "Generate Invitation Letters"

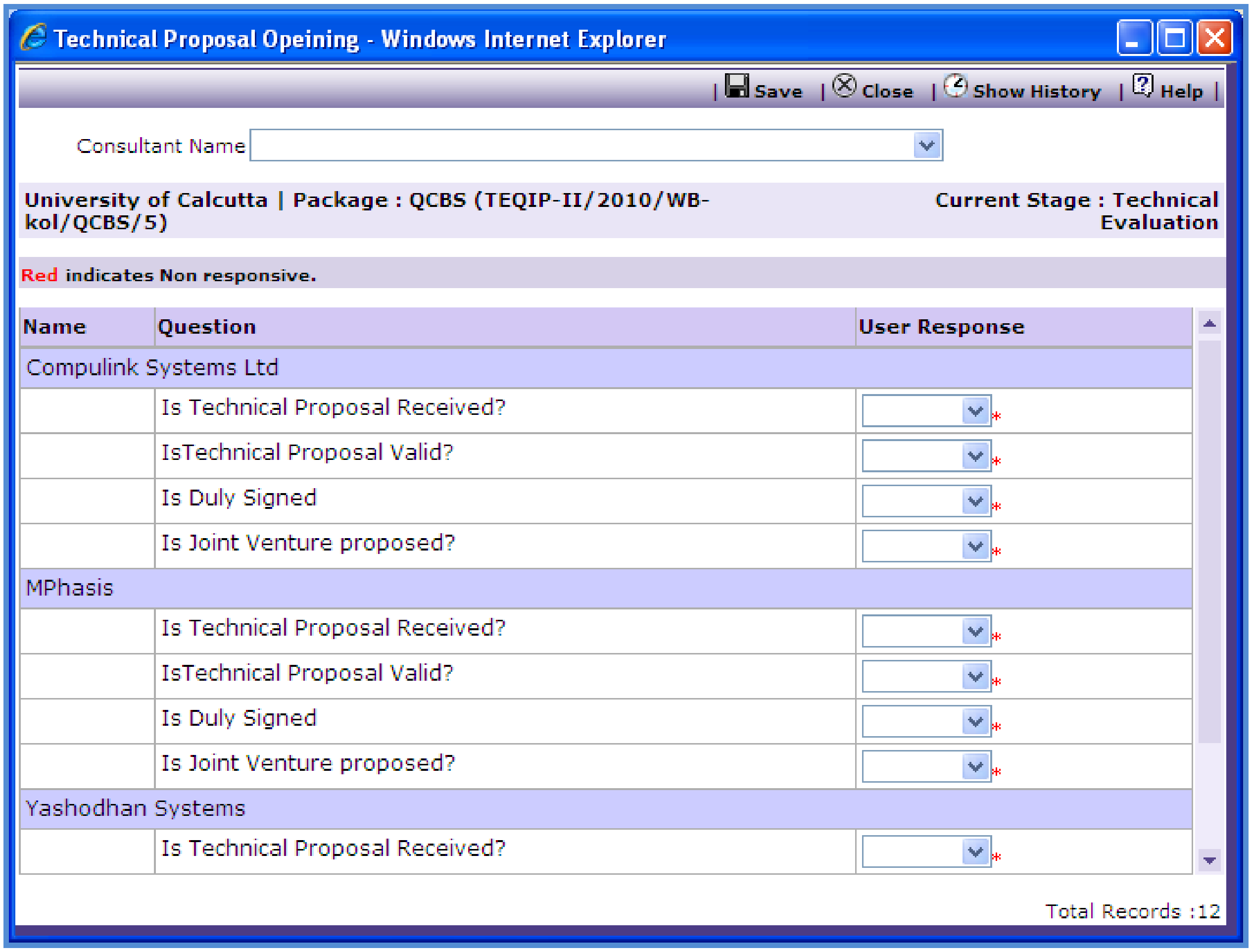
53. Invitation letters will be generated by a separate process running in background. When invitation letters are generated, in "Shortlisted Consultants" tab, a link will appear for each consultant to download his invitation letter.



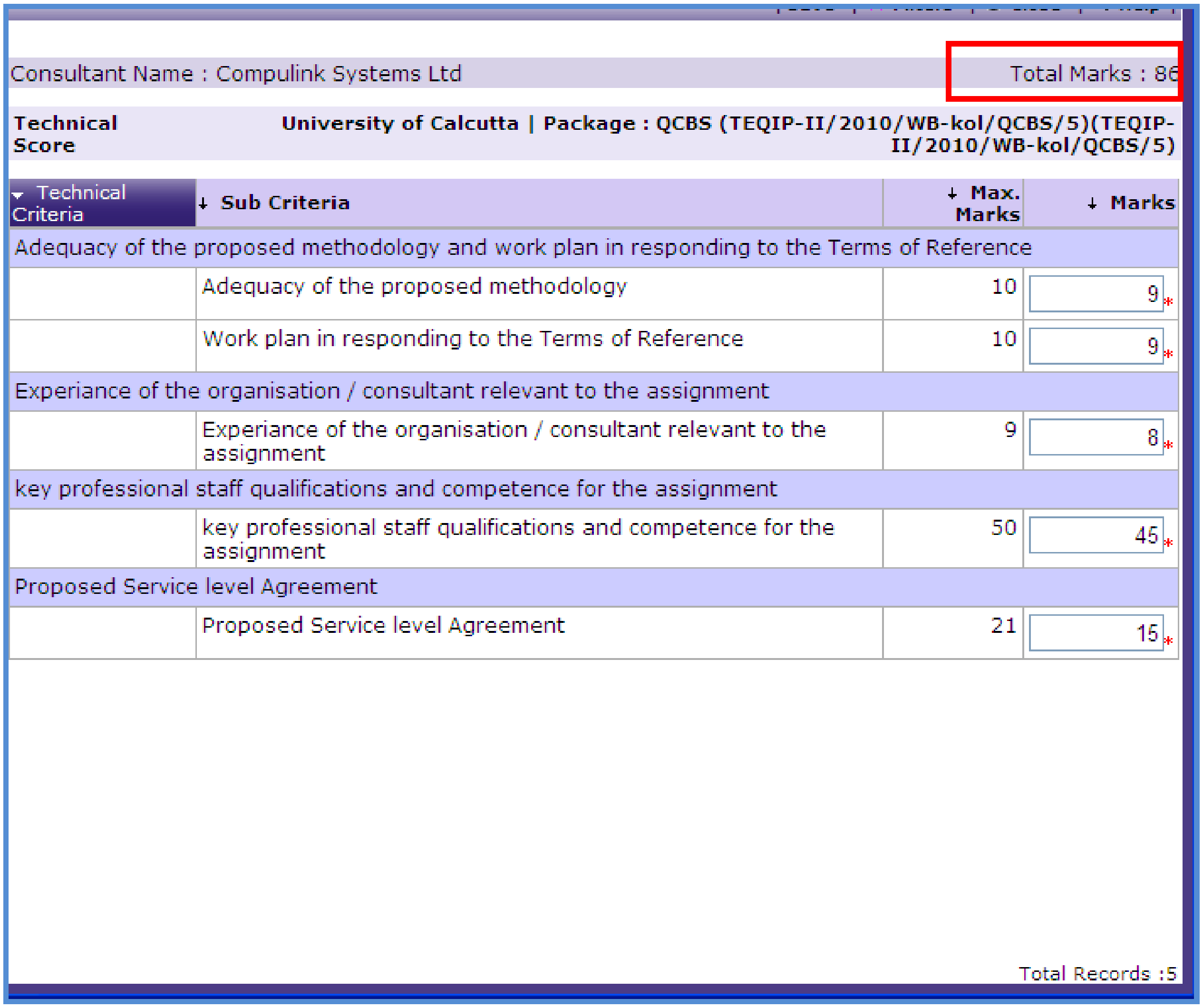
54. You can download the invitation letter for a consultant along with RFP document (in documents tab). You can issue these documents either by combining in one document or as two separate documents to the consultant.
55. Whenever Pre-proposal meeting is conducted, enter following details about pre-proposal meeting.
    - Actual Pre-proposal Meeting Date
    - Pre-proposal Meeting MOM
    - Are clarifications issued to all the consultants : This can be Yes/No or NA
    - Date of clarification issued
    - Clarification Details
56. Click link "Move to next stage" to move to stage **"Technical Evaluation"** stage.



57. Enter Technical Proposal Opening Date and click “Save”.
58. Click on ‘Print Tech Proposal Opening Form’ link to download Technical Proposal Opening Form. During the Technical Proposal opening process, this form can be used to capture data.
59. You need to enter this data in the system. Click “Enter Technical Proposal Opening Data” link to enter the data;



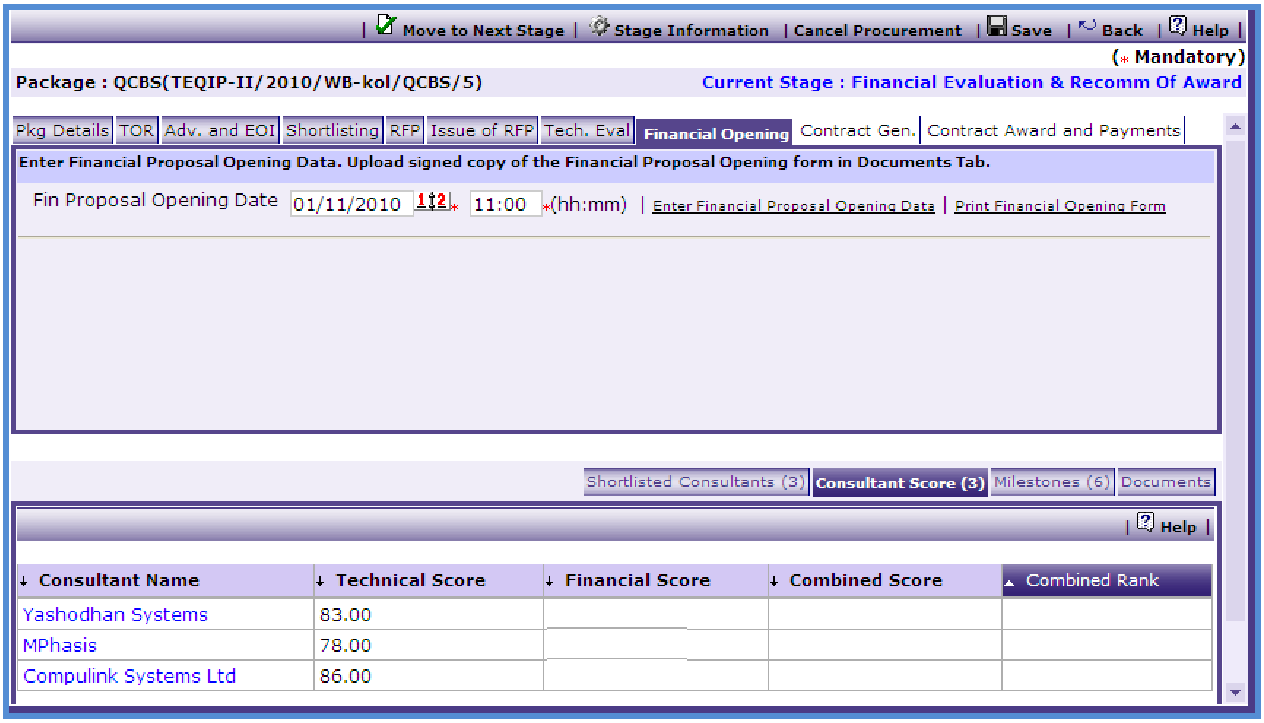
60. Fill responses for all consultants and save.
61. System will evaluate responsive consultants based on your responses to given questions. For responsive consultants link "Technical Evaluation" will appear in front of Consultant Name.
62. Click "Technical Evaluation" link'; a popup will be shown as below



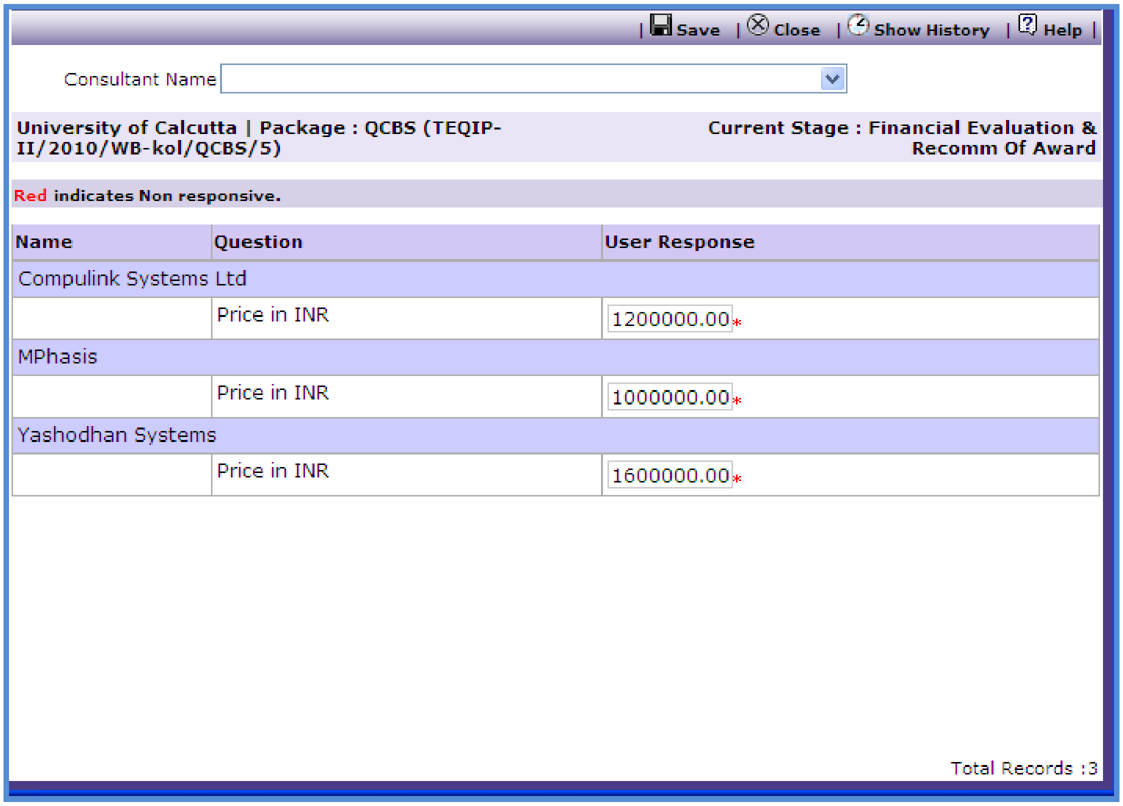
63. Enter marks for each consultant against all technical criteria and sub-criteria.
64. System will calculate and show total marks of the consultant (highlighted in above screenshot)
65. System will calculate and show technical score of all consultants in "Consultant Score" sub-tab who have exceeded the minimum score mentioned in the RFP document.
66. Click 'Print Tech Evaluation Report" link to print technical evaluation report.
67. Upload signed technical Proposal Meeting Form in Documents tab under category "MoM of Technical Proposal Opening".
68. Upload signed technical evaluation report in Documents tab under category "Signed Technical Evaluation Format".
69. Click "Move to next stage" to send technical evaluation for approval to NPIU.
70. Approval of Technical Evaluation (**Only For NPIU Procurement Coordinator**)

- Access Prior Review page by **Procurement-> Process Tree Node->Prior Reviews**.
- In Document Tab, Technical Evaluation Report and Technical Proposal Opening Meeting MOM have been uploaded. Go to Documents Tab, click on name of the document and download the document for review.
- Enter following details regarding World Bank Approval on Technical Evaluation
  - Is Tech Evaluation approved by World Bank
  - Approval Date

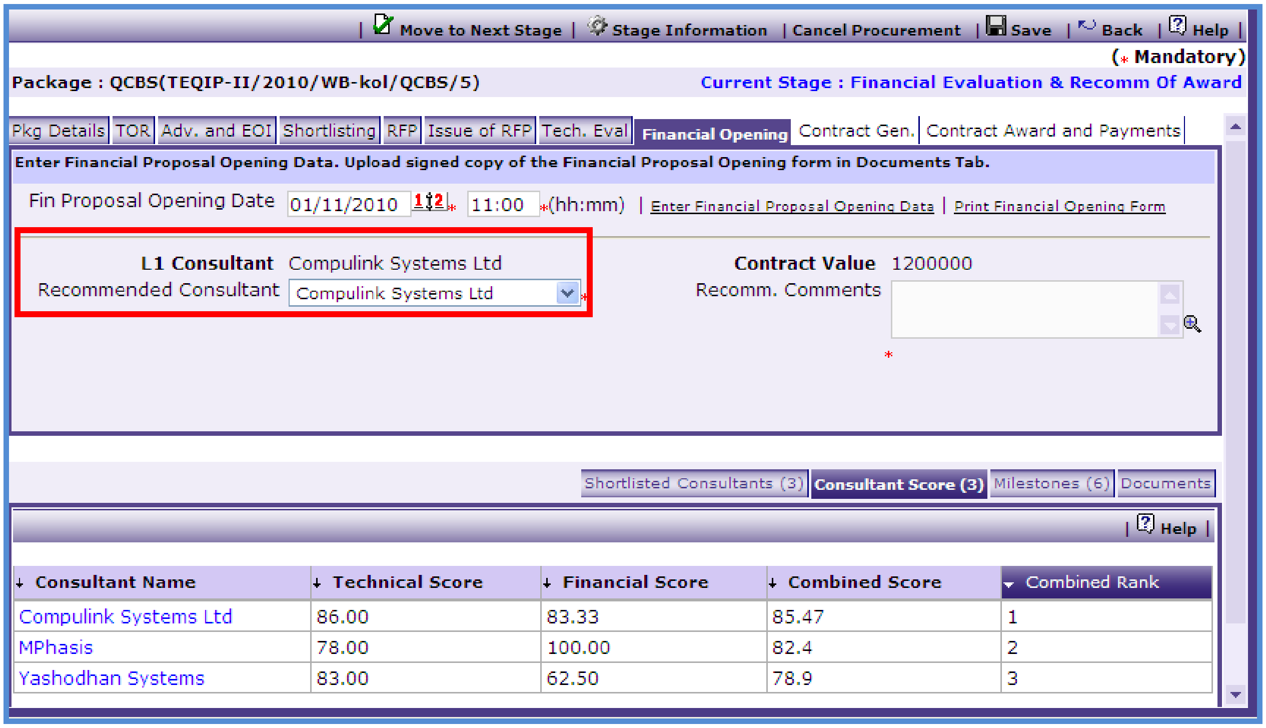
71. Click on “Approve” link to approve the technical evaluation and enter comments. This will move the process to next stage **“Financial Evaluation”**
72. Click on “Reject” link if you wish to suggest changes. You can enter suggestions in Comments dialog box.
73. Next stage is ‘**Financial Evaluation’.**



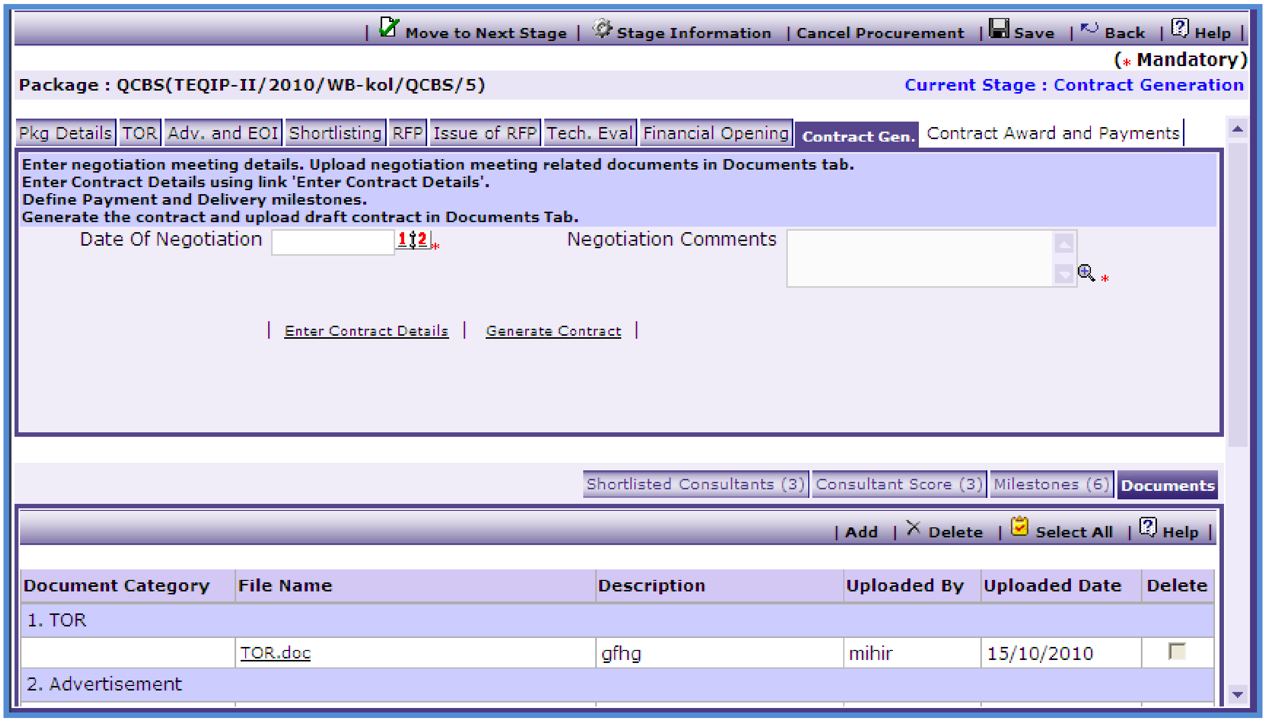
74. Enter Financial Proposal Opening Date and Click Save.
75. Click on ‘Print Fin Proposal Opening Form’ link to download Financial Proposal Opening Form. During the Financial Proposal opening process, this form can be used to capture data.
76. You need to enter this data in the system. Click “Enter Financial Proposal Opening Data” link to enter the data;



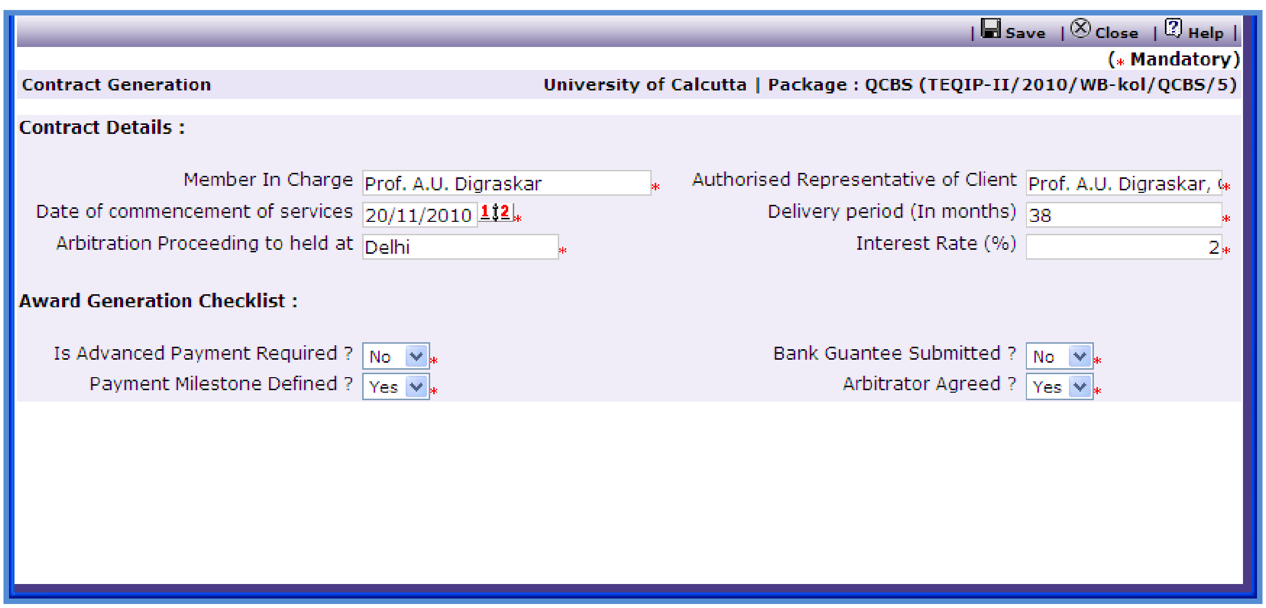
77. Enter price in INR for all consultants listed on the page and save.
78. System will automatically calculate Financial Score and Combined Score for all listed consultants on "Consultant Score" sub-tab.
    79. Consultant having highest combined score is selected as L1 Consultant by the system.



80. Consultant having highest combined score is selected as L1 Consultant by the system.
81. You can recommend same or different consultants (technical responsive) as L1 consultant with your recommendation comments.
82. Click link "Move to next stage" to send Financial Evaluation for approval to NPIU.
83. Approval of Financial Evaluation (**Only For NPIU Procurement Coordinator**)
    - Access Prior Review page by **Procurement-> Process Tree Node->Prior Reviews**.
    - Enter following details regarding World Bank Approval on Financial Evaluation
        - Is Fin Evaluation approved by World Bank
        - Approval Date
84. Click on "Approve" link to approve the financial evaluation and enter comments. This will move the process to next stage **"Contract Generation"**
85. Click on "Reject" link if you wish to suggest changes. You can enter suggestions in Comments dialog box.

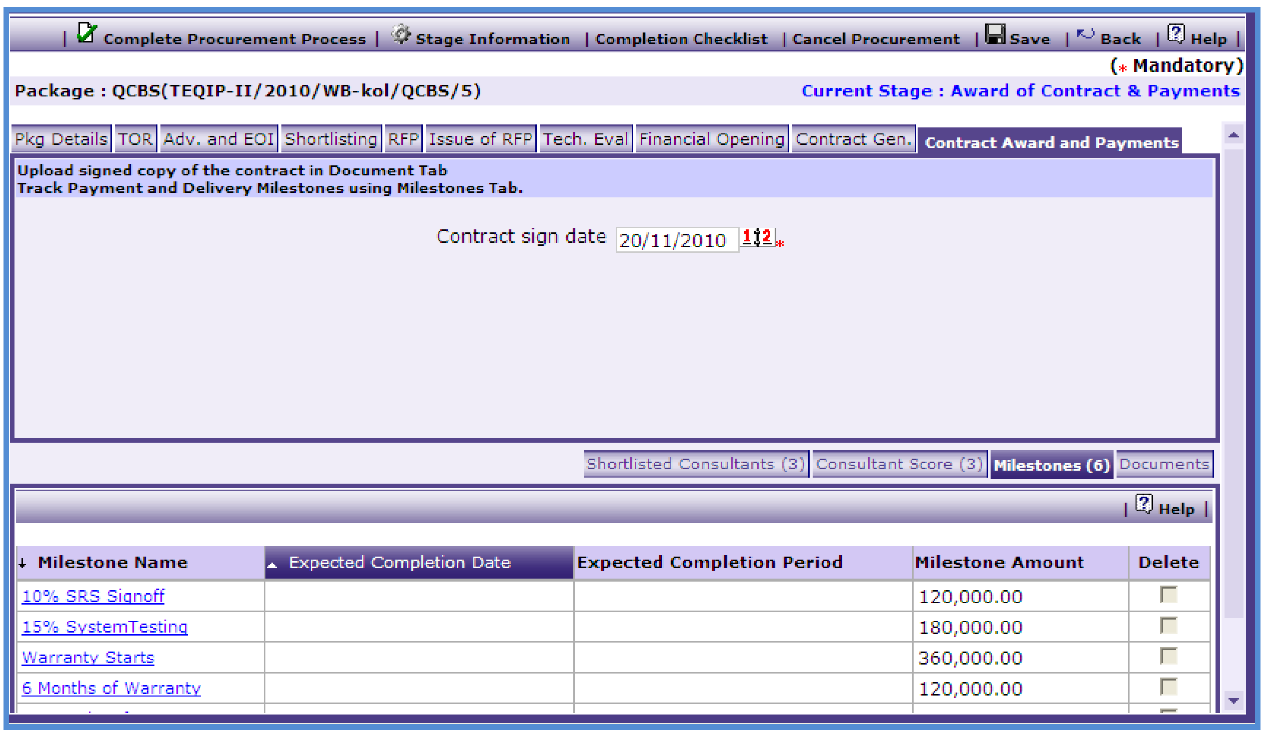


86. Enter following details regarding Negotiation meeting.
    - Date of Negotiation
    - Negotiation Comments
87. Click on Save.
88. Click link 'Contract Details'; a popup will be displayed as follows :-



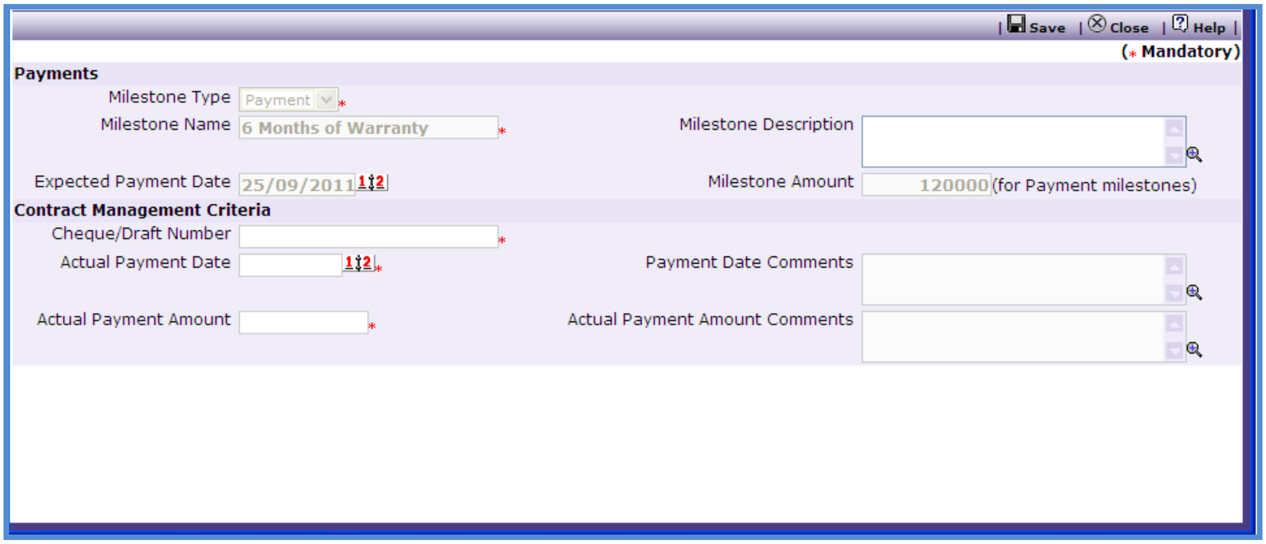
89. Fill in information on the page and Click 'Save'.

90. Upload negotiation meeting related documents in “Documents” sub-tab under category “Negotiation Meeting MOM”.
91. Generate Control using link ‘Generate Contract’.
92. Upload draft copy of contract in “Documents” sub-tab under category “Draft Contract”.
93. Click link “Move to next stage” to send the contract for approval to NPIU.
94. Approval of Contract (**Only For NPIU Procurement Coordinator**)
    - Access Prior Review page by **Procurement-> Process Tree Node->Prior Reviews**.
    - Enter following details regarding World Bank Approval on Financial Evaluation
        - Is Contract approved by World Bank
        - Approval Date
95. Click on “Approve” link to approve the contract and enter comments. This will move the process to next stage **“Contract Award”**
96. Click on “Reject” link if you wish to suggest changes. You can enter suggestions in Comments dialog box.
97. Next stage is **“Contract Award”.**



98. Enter Date of signing of contract and save.
99. Upload signed copy of contract in Documents sub-tab under category “Signed Copy of Contract”.
100. You can track defined payment milestones using “Milestones” sub-tab.

a) Click on link at milestone name. You will get popup as shown below



b) Enter data in the following fields;

i) Cheque/Draft Number

ii) Actual Payment Date

iii) Payment Date Comments (if Expected Payment Date is different than Actual Payment Date)

iv) Actual Payment Amount

v) Payment Amount Comments (if Milestone Amount is different than actual payment amount)

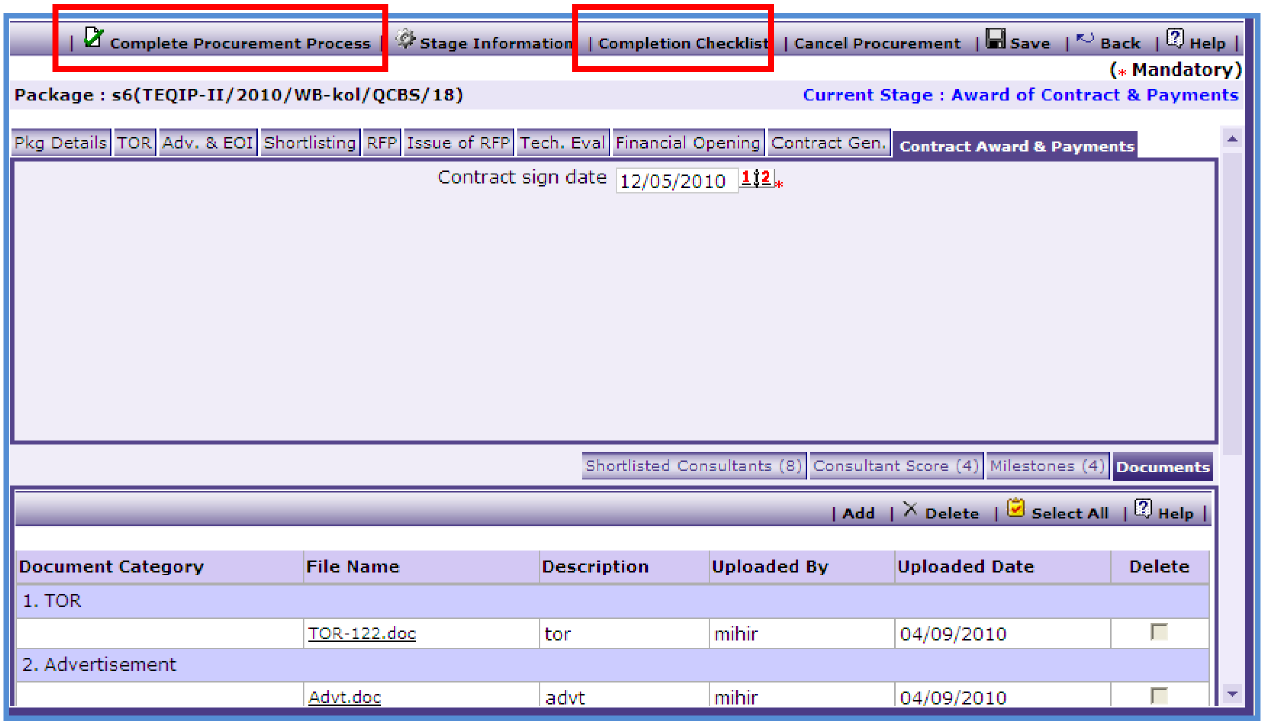
vi) Actual Completion Period (if Expected Completion Period is different than Actual Completion Period)

vii) Actual Completion Date

c) To enter details of another payment repeat steps a and b.

101. Once all the details for all the payments are recorded this Procurement can be marked as complete. Click on 'Complete Procurement Process' this will complete the procurement for that Package/ Service.

102. System doesn't allow completing the process unless you enter details about actual payment against all payment milestones.



103. Click link ‘Completion Checklist’ to enter checklist for completion of the process.

104. Click link ‘Complete Procurement Process’ to mark the procurement as Complete.

FBS/SSS/LCS/ CQS

Procurement of services using FBS/SSS/LCS/CQS are same as QCBS but differ from QCBS in the following manner

Stages Involved

The table below shows the applicable stages for each of the methods:

Stage / Method	TOR	EOI	Shortlist of firms	RFP	Technical Evaluation	Combined Evaluation	Negotiation Allowed
SSS	Yes	No	No	Yes	Yes	Yes	Yes
CQS	Yes	Yes	No	Yes	Yes	Yes	Yes
LCS	Yes	Yes	Yes	Yes	Yes	No	No
FBS	Yes	Yes	Yes	Yes	Yes	No	No

Fixed Based Selection (FBS)

105. The RFP shall indicate the available budget and request the consultants to provide their best technical and financial proposals within the budget.

106. Technical Proposal Evaluation of all proposals shall be carried out first as in the QCBS method.

107. The financial proposal Evaluation will be carried only for proposals which have quoted price within indicated budget. Proposal which exceed the indicated budget shall be rejected.

108. The Consultant who has submitted the highest ranked technical proposal among the rest shall be selected as L1 Consultant.

109. Rest of the process is same as QCBS.

Least Cost Selection (LCS)

110. Technical proposals will be evaluated shall be carried out first as in the QCBS method.

111. Those securing less than the minimum qualifying mark are rejected, and the financial proposals of the rest will be done.

112. The firm with the lowest price shall then be selected as L1 consultant.

113. Rest of the process is same as QCBS.

Single Source Selection (SSS)

114. Only consultant will be added in Consultants tab. He will be invited for sending Technical and Financial Proposal.

115. Rest of the process is same as QCBS.

Consultant Qualification Selection (CQS)

116. TOR is prepared; expressions of interest will be evaluated. A shortlist is prepared after EOI evaluation, and the firm with the most appropriate qualifications and references is asked to submit a combined technical and financial proposal and then be invited to negotiate the contract.

Chapter

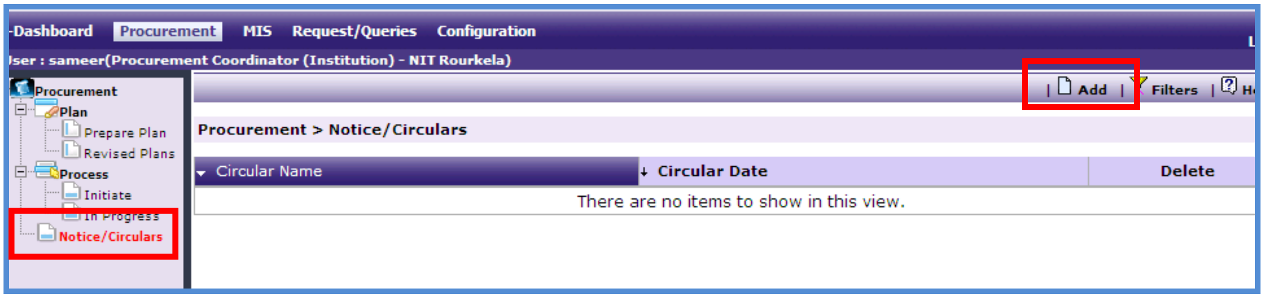
7

NOTICE/ CIRCULARS

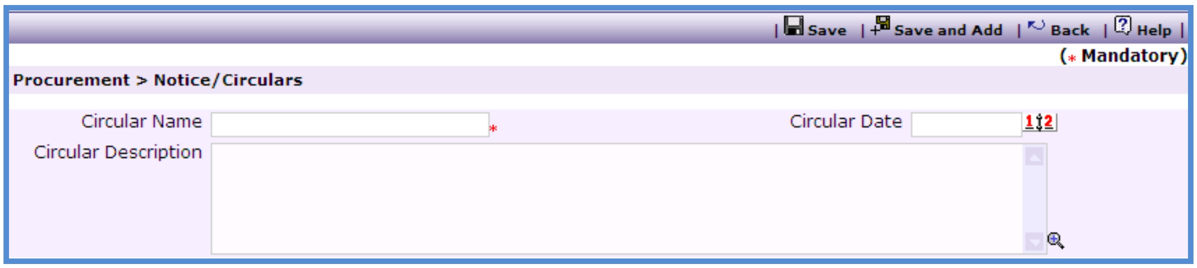
User Guide – Notice/ Circulars

Notice/ Circulars

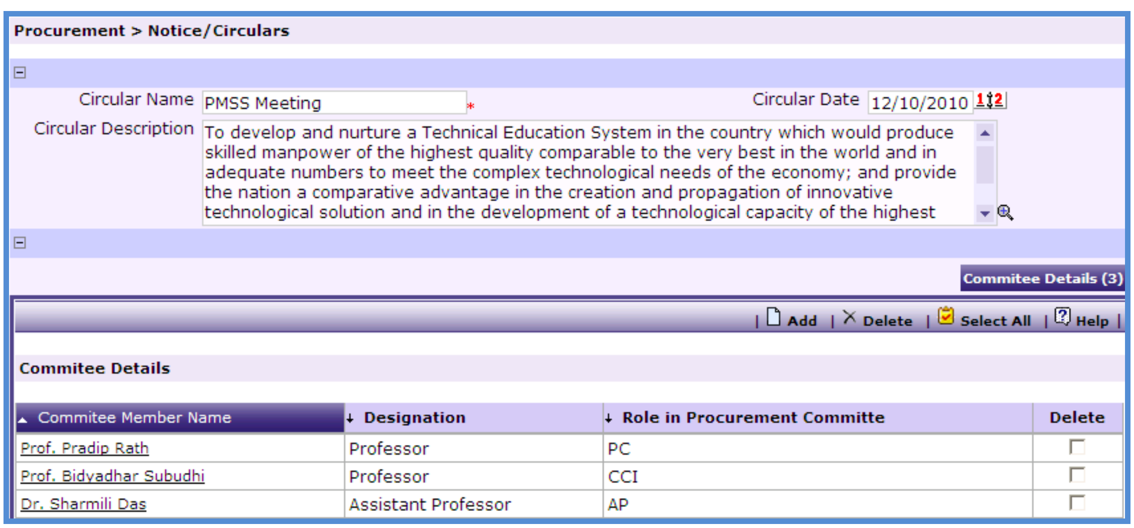
Notice/ Circulars can be generated and printed using this node. **Go to Procurement-> Notice/ Circulars**



1. Click on the 'Add'



2. Enter data in the following fields;
   - Circular Name
   - Circular Date
   - Circular Description
3. Click 'Save'
4. Once saved a sub-tab listing the purchase committee member names will be shown;



5. User can Add/ Modify the list of committee members.
6. Click on 'Print Circular' link to print the Circular.

Chapter

8

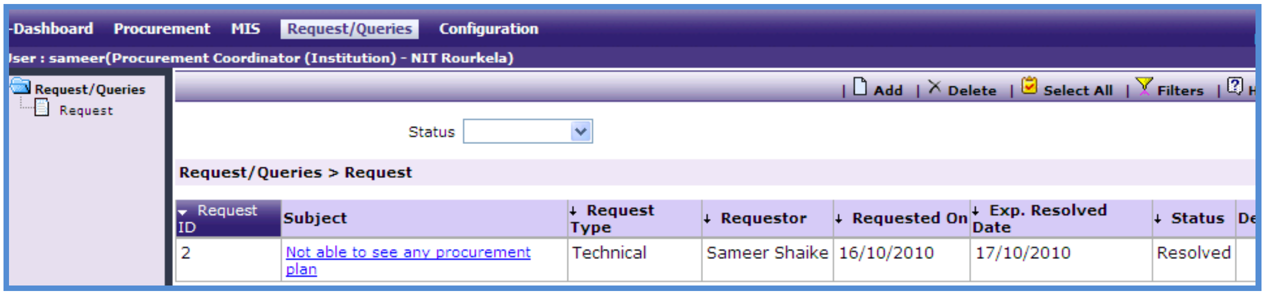
REQUEST/ QUERIES

User Guide – Request/ queries

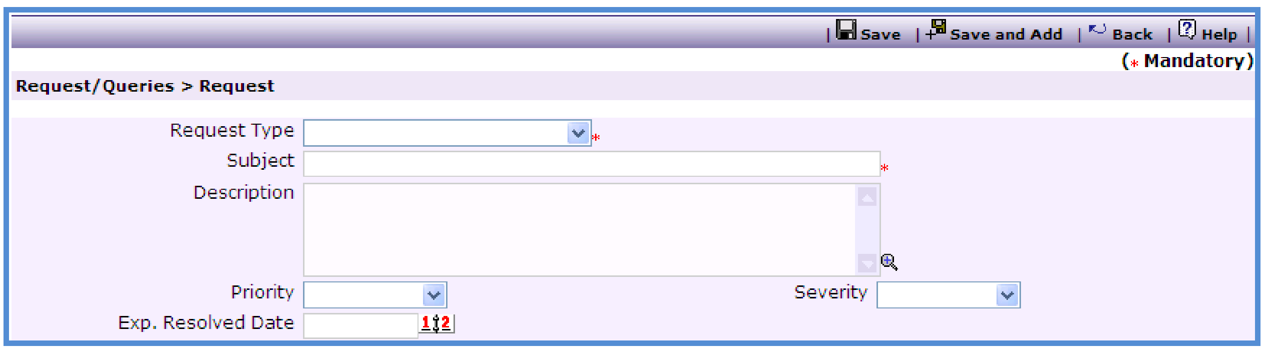
Request/ Queries

Request/ Queries Module is an interface used for answering the queries/ requests raised by the users.

To submit a query/ request user can **go to Request/ Queries module**

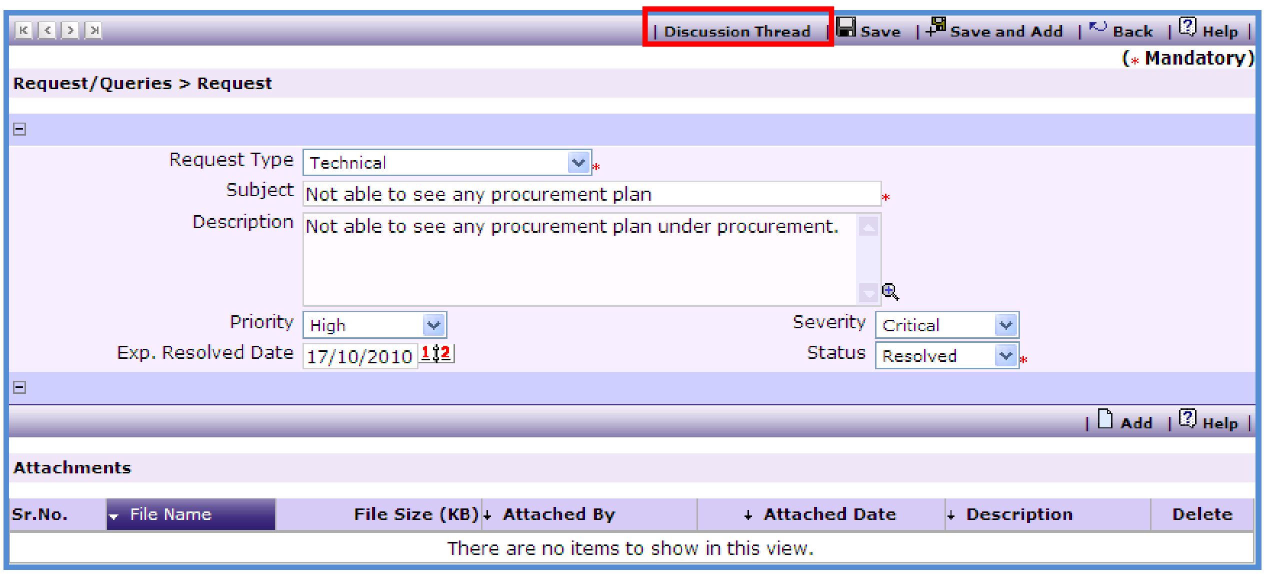


1. Click on the 'Add'



2. Enter data in the following fields;
   - Request Type – User can select whether the request is 'Technical' or 'Process Related'.
   - Subject
   - Description
   - Priority
   - Severity
   - Expected resolution date
3. Click 'Save'
4. Once saved, User will be able to add attachment using the 'Add Attachment' link, if required.
5. Email will be sent to all the users of NPIU.
6. All the users of NPIU will be able to see the request in the Request/ Queries module. As shown below;

7. NPIU user can click on the request to see the details of the request.



8. User can provide his/ her comments (resolution) using the discussion thread.
9. Change the Status.
10. Click 'Save'
11. Email will be sent to the requestor.

The requestor can click on the request and see the comments (resolution) in discussion thread.

If the user is ok with the resolution he/ she can mark the status as 'Closed' else the user can change the status to 'Re-open' and mention the comments (reason for re-opening) in the discussion thread. All the discussion threads will be recorded with the timestamp.

Chapter

9

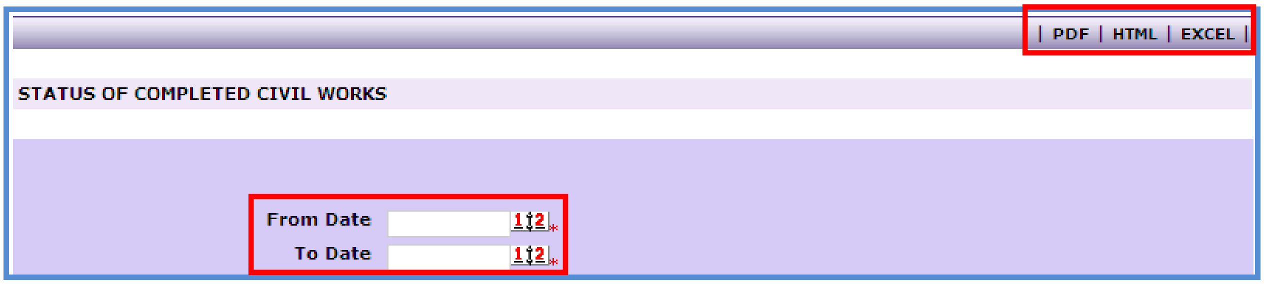
REPORTS GENERATION

User Guide – Reports Generation

Reports Generation

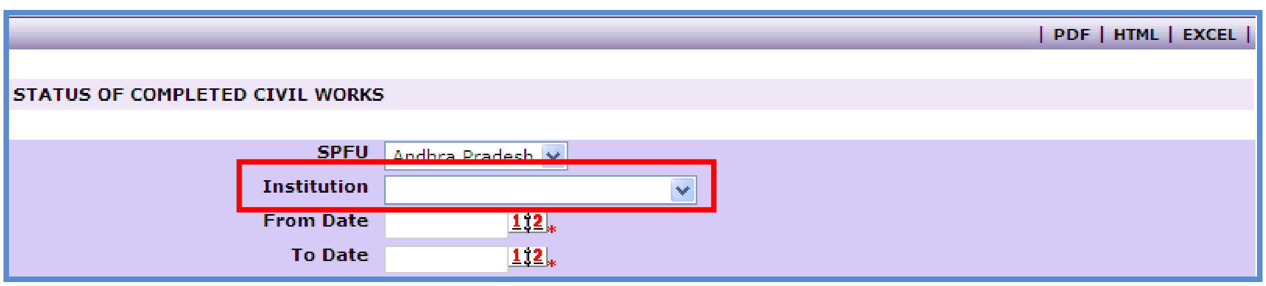
The reports are placed under the MIS module. **Go to MIS module**

1. **Institution user** – Institution user as has an option to provide 'From Date' and 'To Date'. Thus, user can mention the period for which they want to generate the report e.g. if the user wants to see the report for a month then he/ she can give the start date of the month in the 'From Date' and end date of the month in the 'To Date' field.



Report can be generated in any of the three formats PFD, HTML and Excel. Click on the format in which the report is required to be generated.

2. **SPFU user** – In addition to 'From Date' and 'To Date' the SPFU user will have an option to provide institution name as well. Thus SPFU user can generate the report for any institution under it.



If SPFU wants to see its own report then the institution field should be left blank.

3. **NPIU user –** NPIU user will be able to generate the reports for any SFPU, CFI or Institution.

    - To generate the report for a SPFU select the SPFU's name in the SPFU field

- To generate the report for a CFI leave the SPFU field blank and select the CFI name in the institution field.
- To generate the report for an institution select the SPFU name and then the institution name.
- To generate its own report (NPIU report) just provide the 'From Date' and 'To Date' leave the other fields blank.