E-PROCUREMENT SYSTEM
“E-WIZARD”

Buyer Manual

ITI Limited
Govt. of India Undertaking
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(1). HOME PAGE

Visit website https://nib.euniwizarde.com. E-Procurement portal’s home page will be opened. Users can view Live Tenders, Closing Today, Opened and Awarded Tenders. In addition to this users may contact helpdesk for any clarifications. Users can login to their profile by entering their user id and password in the Login section.

Fig 1
2). Different Tabs of HOME PAGE

(a) **Home**: Provide interface to the users for login to e-Wizard System and perform the various e-tendering related activities.

![Fig 2](image1)

(b) **Live tenders**: Click “Live Tenders” to view the list of tender which are live.

![Fig 3](image2)
(c) **Closing Today**: Click “Closing Today” to view the list of tenders which are closing within 24 hours.

![Fig 4](image)

(d) **Opened and Awarded Tenders**: Click “Opened and Awarded Tenders” to view the list of opened and awarded tenders.

![Fig 5](image)
(e) **User Guide**: User can click “User Guide” to view the instruction for bidders for using e-Wizard System.

![Fig 6](image-url)

(f) **DSC Help**: Click “DSC Help” to get digital signature related assistance.

![Fig 7](image-url)
(g) **FAQ**: Click “FAQ” to know answers of the most common queries. This will save your time and effort.

Fig 8

(i) **Site Compatibility**: To know the minimum system requirements to run e-Wizard System click on “Site Compatibility”.

Fig 9
(i) **Downloads**: Click “Downloads” to download and install useful application. Users must install these applications before using e-Wizard system.

(j) **HELPDESK**: Click “HELPDESK” to view helpdesk contact details. Department users /bidders /vendor can get support from e-Wizard helpdesk team for any queries.
(3). Different Tab after User Login

(a) To login to the website, enter your user id and password in the login section. For secure login users must enter correct answer in the captcha field. Captcha is in the form of a Mathematics equation.

![Fig 12](image)

(b) For tender creation “Create Tender” tab is used. The steps for the tender creation are described in the section no. 4 of the document.

![Fig 13](image)
(c) To view different stages user may click on “Tenders” tab. Different stages of Tender are “Draft Tender Header”, “Draft Tenders”, “Published Tenders”, “Opened Tenders” “Awarded Tenders”, and “Cancelled Tenders”.

(d) “Draft Tender Header” tab show the list of tender which are created by the user but are yet not published.
(e) Click “Edit Tender” tab for modifying any data in drafted tenders as per requirement.

(f) “Publish Tender” tab show the list of live tender.
(g) “Opened Tender” tab shows the list of all opened tenders.

(h) “Awarded Tenders” tab shows the list of all awarded tenders.

(i) “Cancelled Tenders” tab shows the list of all Cancelled tenders.
(j) **Dashboard Tab:** Through single Dashboard view, User is able to know the exact number of Draft Tenders, Tender to Publish, Todays due for openings, Awaiting Corrigendum/Addendum approvals/Tenders to Awarded and EMD refunds.

(l) **My Profile:** Users can update their profile or view roles assigned to them by Clicking on “My Profile”. Here users can select “Update profile” or “My Roles” options to perform the desired activity.
(m) Before tender publishing users must update encryption/cipher certificate details in their profiles.
(4.) Steps for Tender Creation

Tender Creation: To create a tender, follow the below steps:

(a) Enter user id and password in the login section. For secure login enter correct answer in the captcha field. Captcha is in the form of a Mathematics equation.

(b) Click “PKI Login” tab for verifying DSC. System will prompt to save a java file. Save the file.
(c) Next step is to run the file.

(c) Now select the certificate to complete the login process.
(d) Click “Create Tender” tab to create a tender.

![Create Tender Tab](image)

**Fig 30**

(e) Click on the “Create Tender” tab. Fill the tender number, select tender type and tender covers. After that click save to submit. Before submitting, please check the details; once submitted the data cannot be altered. Once saved click next to proceed further.

![Create Tender Details](image)

**Fig 31**

(f) Now fill the tender details such as item work id, title, tender category, procurement category and enter the item description. Thereafter enter the financial details such as estimated cost of tender, earnest money deposit (EMD), form fee and processing fee to be paid by bidder. For non-estimated tender select “ECV Tender” as “No”.

![Tender Details](image)
(g) Now precede further to update the important events dates for the tender such as tender document request closing date and time, tender closing (submission) date and time and tender opening dates. It is not mandatory to enter date and time for Pre-bid clarification closing.

*Note: if pre-bid clarification is also required then enter the pre-bid clarification closing date and time.

Now click save to save the details. Click next to proceed further.

![Fig 32](image)

**Fig 32**

**5.) Uploading Documents**

**Document Upload:** To upload the tender documents and bid documents in the tender follow the below steps.

i. To upload “**Tender Documents**” click on “**New Document**”. Tender documents such as notice inviting tender (NIT), General terms and conditions etc can be uploaded here.
ii. Now fill the serial number and description for the document. Browse the file to be uploaded and select whether the document can be viewed publically or only to participant bidders only. Thereafter sign and upload the document.

iii. Repeat the above steps to upload more files as per your requirement.
The department users can modify, download, view or delete the uploaded files by clicking on the appropriate icons under actions tab

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<td>4</td>
<td>✖️</td>
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Table 1

iv. To upload “Bid Documents” click on bid documents tab. Bid documents such as price bid excel sheet, technical bid excel sheet etc can be uploaded here. In addition to this department users can create links specifying the name of the qualifying document to be mandatorily uploaded by the bidders along with their bids.

v. Click new document to upload bid document. Fill details such as SI no, Description, Sub category and browse file to be uploaded. Select appropriate cover and click sign & upload to upload the document.

Note: Only .xlsx excel file can be uploaded in case “Bid Document” is selected as sub category.
vi. Click **define document** to create the mandatory links. Select sub category as qualifying document and eligibility document respectively to create mandatory links pertaining to respective sub category.
Click next to select Tender Opening Officer (TOA) and Alternate Tender Opening Officer (ATOA).

(6). Tender Approvers

In this section the details of tender opening officers/committee is to be provided. Department users select Tender Opening Officer (TOA) and Alternate Tender Opening Officer (ATOA). ATOA can open the tender in case TOA is not available.

Click “Save” to save details. Now click “Submit For Approval” to approve tender.
After approval the tender will move to draft tender selection. Here click publish tender tab and confirm the activity in order to publish the tender for public view.

System will ask to confirm the publishing of tender. Click “OK” to confirm and publish the tender.
After publishing the tender will move to published tender section. The published tender can be publically viewed by any stakeholder in live tender section on website homepage.

![Published Tenders](image)

**Fig. 45**

### (7). Corrigendum

To create corrigendum for a particular tender, select corrigendum tab as shown in figure below.

![Corrigendum](image)

**Fig. 46**

Now click on “Create/View Corrigendum” and thereafter click on “Create New Corrigendum”.
Now fill the Corrigendum reference number and enter the new values as per requirement. After entering all details click on create button.
For approval click “Approve Corrigendum” and upload the corrigendum file.

Fig. 50

The corrigendum will be approved and bidders can view these changes on website homepage or after login to website.

Fig. 52
(8). Tender Opening

To open a tender click on open Tab as shown in Figure below.

Fig. 53

The bid summary will be displayed with the information of number of bidders requested, bidders submitted and bidders who have withdrawn their bids. Click ok to proceed further.

Fig. 54
Once the tender is opened it moves to opened stage. Next step is fees authorization and bid evaluation. To perform aforesaid activities click on “View Bids” for a particular tender in opened stage.
Next step is to authorize form fee. Click “Form Fee Authorization”.

![Form Fee Authorization](image1)

Fig. 58

The List of the bidders who have paid the form fee will be displayed. Click “View Payment”.

![View Payment](image2)

Fig. 59

Next click “Authorize” to approve payment or disapprove by clicking “Reject”.

![Authorize and Reject](image3)

Fig. 60
Complete the aforesaid steps for the all bidders and click “Complete Form Fee Authorization” to proceed to “EMD Authorization”.

Fig. 61

Follow the steps as explained above for form fee to complete the “EMD Authorization”.

Fig. 62

Once form fee and EMD authorization is completed click “Cover One Qualification/Disqualification” to view the bidders cover 1 document.

Fig. 63
Now click “**View Document**” to view documents submitted by a particular bidder.

Click “**Bidder Documents**” to view the bid document excel sheets and other documents submitted in this section.
Click “Bidder Tender Other Documents” to view additional documents submitted by the bidders.

The documents of all the bidders can be viewed by repeating steps as mentioned above. After evaluation of all the documents of bidders department users may “Qualify” or “Disqualify” the bidders.

Now complete cover one opening activity by clicking on “Complete Cover One Qualification”.
To view the Price quoted by the bidders click “Two Cover- Cover Two Open-1” tab and follow steps as explained above for opening bids of cover one.
Now click on “Cover Two Qualification/ Disqualification”.

Fig. 72

Fig. 73

Fig. 74
Now click “View Document” to view price bid submitted by a particular bidder. Repeat this step to view price bid of all bidders.

![Fig. 75](image1)

Click “…” icon to view and download price bid excel sheet.

![Fig. 76](image2)

![Fig. 77](image3)
To view the comparative statement, qualify the bid documents of each participated bidder.

Fig. 78

Notification message will appear for final confirmation, user need to click on “Ok” tab.

Fig 79

Complete the cover two opening by clicking on “Complete Cover Two Qualification” tab.
Now again click on “Opened Tenders” tab, to view the comparison statement of the cover two qualifying bidders for evaluation purpose.
Click on “Comparison Statement” tab, to proceed.

Click on “Generate Comparison Statement” tab for getting cover two comparative sheet.
User has choice, to enter the desire cell range for generating cover 2 comparative sheet and save the cell range by clicking on “save” tab, notification message will reflect “cell range save successfully”. Now again click on “Generate Comparison Sheet” tab to proceed.

Now download final comparison statement sheet at desire location of your PC, as shown in below screens.
(8). Award Tender

(a) After completing tender evaluation, time to award a tender, click on “Back” tab for awarding tender.

(b) Click on “View Bids” tab to proceed.
(c) Now Click on “Award” tab for awarding tender to L1 bidder

![Fig 90](image)

(d) Now upload award letter for L1 bidder.

![Fig 91](image)
Thank you

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