E-Tendering System
Government of Tamil Nadu

Guidelines for Tender Administrator

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Guidelines for Tender Administrator

1. How to Login?

The administration URL is -

http://tenders.tn.gov.in/publish

Due to security, this web application is password protected. You will be prompted with a dialogue box, where you have to type the user name and password provided to you.

User-id and password are case-sensitive, so please be careful while typing the user-id and password.
After successful log on, you'll be taken to the subsequent form, where you can see a welcome message and menu options at the left side. You have options to manage your Tenders, to manage Corrigenda, Change Password, Log out.
Tenders Administrator Module

This module offers options to add, edit and delete the Tenders.

2. Publish New Tender

New tenders for your department can be added through this option. Also, it allows you to add the details of work contracts (single / multiple) for a tender. You can upload tender document, bidding document, add more work orders / contracts for the same tender. Select publish now and submit the form to publish your tender.

Unless the form is submitted with Publish now option, your tender won’t be visible in the website. The preview button helps the user to have a glance before publishing the tender.

The following are the brief description of the details to be entered while adding a tender.

<table>
<thead>
<tr>
<th>Name of the Organization</th>
<th>The organization name for which a new tender to be published has to be selected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Title</td>
<td>Title of the tender (minimum of 15 characters).</td>
</tr>
<tr>
<td>Product Category</td>
<td>The category of the product for which the tender is floated.</td>
</tr>
<tr>
<td>Tender value</td>
<td>Estimated cost of the tender.</td>
</tr>
<tr>
<td>Document cost</td>
<td>The cost of the tender/bidding document.</td>
</tr>
<tr>
<td>Tender type</td>
<td>The specific type of tender to be selected.</td>
</tr>
<tr>
<td>Document collection date</td>
<td>The date and time by which the tender/bidding document may be collected. This date may not be applicable in some cases. So if not required, no need to select.</td>
</tr>
<tr>
<td>Last date for submission</td>
<td>The last date of bid submission.</td>
</tr>
<tr>
<td>Opening date</td>
<td>Date on which the tender/bids shall be opened.</td>
</tr>
<tr>
<td>Work description</td>
<td>The brief description of the work, for which the tender is floated.</td>
</tr>
<tr>
<td>Pre-qualification</td>
<td>Pre qualification (if required).</td>
</tr>
<tr>
<td>Announcement Date</td>
<td>Tender announcement date</td>
</tr>
<tr>
<td>Publish Date</td>
<td>Date of publishing of tender</td>
</tr>
</tbody>
</table>
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New Tender

Step-1: Fill the details to upload a new Tender (All fields are mandatory)

Name of the Tendering Organization: ----Select from here----
Type of Organization:
Tender Title:
Tender Ref. No.:
Product Category: Select the Product Category
Sub Category:

Please select the alphabetic 3 char currency code like INR (Indian Rupee), USD (US Dollar), GBP (Great Britain Pound), EUR for EURO, JPY for Japanese Yen, and write the amount without any comma(,) or dot(.). For example, INR 10000000, USD 10000 etc. or select None if tender value is not specified.

Tender Value:

Tender Type: Select Tender Type

Enter Location:

First Announcement Date:

Last Date of Document Collection:

Last date for Submission:

Opening Date:

Work Description:

For further information, Contacts:

Name:
Address:

E-Mail:
Phone:
Fax:
City:

Publish Preview Clear
After adding the above information the following form will be displayed. This form will allow the user to add more work order / contracts for the same tender. Selecting Add more work will take you to the following form.
Selection of **Upload Tender document / Bidding document / Technical document** opens the following form.

It’s must to select a title (work’s) to upload a document and the uploaded document will be attached to that particular work description.

Click the Browse button to explore the files in your system and select a document to upload for the work order/contract. Click **upload the file** button to upload the selected the file. The following screen can be seen, after the successful uploading of a document.
It’s must to go back to the previous screen with Back button and select the Publish now option to publish the uploaded document for your tender. If you close the browser here, the tender won’t appear for the tender in the website.
3. Update/Edit Tender

The contents of a Tender may be changed/modified with this option. Tender id or reference number should be given as input to edit a tender. Active tenders can only be edited. All the information except tender reference number may be modified. The submit button is used to save your changes done to that work description. The next screen is used to add more work description or to upload document like the one available in new Tender addition.

Don’t forget to select publish now and submit to publish the tender after making changes.
4. Corrigendum

It’s a provision to publish amendments or modification of existing tenders. You can add, edit, delete corrigendum. There are options to upload tender / bidding document and to publish corrigendum. The following screens give you some idea about adding corrigendum to a tender.

*Now you may add any number of corrigenda for any work of a tender. (Also a corrigendum document)*
To add a corrigendum it’s must to select a work title.
The corrigendum details will be filled in the following format.

Guidelines for Tender Administrator
5. Suggest New Product Category

This is a unique feature that allows an administrator to suggest a product / category under tenders can be classified.
6. Change Profile

This option helps the users in updating their profile details.
7. Change Password

This option is used to change the password by the user when it is required.
8. PDF File Conversion Using Open Office

OpenOffice is an open source office suite application that is very powerful, effective and useful. OpenOffice includes a word processing application, spreadsheet application, presentation application, etc which is very similar in style and interface as MS Office.

OpenOffice includes a PDF writer that is built into the word processor application, making it simple to create PDF documents from scratch, cut & paste PDF files or convert any documents into a PDF in just a few seconds.