

Rebid of tender

- 1) Login in form creator
- 2) Procurement execution-> opening
- 3) The dash board appears and login the system using two usermae and password [which is generally creator and approver]
- 4) Then click on generate muchulka
- 5) And upload the muchulaka
- 6) Click on the compelte bid processing
- 7) Then send to approver
- 8) Login in using approver
- 9) Then at my pending tasks muchulka will be displayed
- 10) Click on muchulka under my pending taks
- 11) Then the muchulka will be displayed on the middle of the screen
- 12) Tehn click on the muchulka
- 13) Then click on re-bid.
- 14) After re-bid , the tender will be displayed on the procurement documents of creator .
- 15) Login form the creator.
- 16) Then go to procurement document -> create
- 17) Then the tender willll be displayed and click at the action.
- 18) Then the dialogue box appears as shown in fig below: It consits of three options:
 - a. fresh bid [re create document as before]
 - b. re-bid without scope change [recreated document without any change in the content]
 - c. re-bid with scope change [re create document with incorporating the changes]

