

STEPS TO FOLLOW IN E-TENDER PROCESS

Step 1:


Enter url: www.tenderwizard.com/RLDA

Step 2:

Home Page

Click on
Tender free view to view latest tenders

**Step 3:
(Important)**

Check the new tenders hosted by RLDA. Click on  **"Show Form"** Icon to get the detail notification.

**Step 4:
(Important)**

Home Page:

Interested participants may register their firms /company/individual using link **"Register Me"** by paying the registration amount through e-payment only. Before making payment, fill up the details of your company to create the user id and system generated password. Upload the necessary documents.

**Step 5:
(Important)**

Home Page:

Login using the **User Id** and System generated **Password** availed after registration through "Register Me" Link and enabled by ITI Limited Delhi.

Step 6:

Change the **password** after **first login** and keep password in safe custody.

Step 7:

Login using Class-III PKI (Digital signature/Public Key Infrastructure obtained from any of the certified authority of India) with modified **New Password**.

**Step 8:
(Mandatory)**

Note: Before making Request for Tender Document:

(i) Processing Fee payment: E-payment only.
(ii) Tender Document Fee: As mentioned in the tender notification.

Step 9:

Request for Tender form

Go to **Unapplied** and request for tender form by clicking **Request tender form** icon available there and fill up form fee detail THEN click **submit**.

Step 10:

Downloading Bid document:

Go to **In progress** and click on **Edit Attachment** icon of particular tender and download **Price Bid (don't change name of file)** and save it in your system.

Step 11:

Filling-Up and Uploading Bid documents:

After filling up the **Price Bid** document, Go to **In progress** and click on **Edit Attachment** icon of particular tender and upload the filled file.

Step 12:

Verifying the Uploaded Price Bid:

Please verify the filled **Price Bid** before uploading.

Step 13:

Entering EMD details:

Enter **EMD** details by providing DD/BG No(As per NIT), Date, Name of bank and press **save**

Step 14:

Uploading Additional documents:

Upload additional documents by clicking link **General documents**. Select the File and click **upload**. Click **ok** when you finish uploading files.

Step 15:

Attaching additional documents to Tender:

Attach uploaded documents to the tender by clicking link **Click here to attach General documents** and select the files that are to be attached and click **Attach File**.

**Step 16:
(MOST
IMPORTANT)**

Submit the Tender Form

Once all the files are uploaded click on **submit Button**, click **ok** as confirmation for attaching documents and again click **ok** on **Show Documents** page to confirm tender submission and take a print of **Acknowledgement of Tender submission page** which includes **Bid control number** as it is proof for tender submission. (Must click **submit button** to submit your tender to electronically)

Step 17

Participating in opening:

Click on **open/awarded** menu, click/search the tender (Ex: Opened (2)) to view list of qualified vendors.

Step 18:

Opened Bid Details of other Bidders:

Click on **Edit attachment** icon of particular tender and download/view **competitor Bid sheets**.

Step 19:

Reasons for Disqualification

Click on **Disqualified/withdrawn** then click on **Reason** for any particular tender.

The above steps are elaborated in the Vendor Manual. Therefore, take help of the manual in case of any doubt/clarification. You may also contact officers whose contact details are given in the Vendor Manual.