VENDOR HELP for E-Tendering on Tenderwizard portal of WDRA

1.   Registration

Step 1: Go to the website: www.tenderwizard.com/WDRA
Click "Register me", read important instructions and provide all the required details.

Step 2: Get the User id and password

Step 3: Pay Rs.5,618/- through e-payment in favor of KSEDC Ltd. for activating the User ID and Password.

Note: - Those who have already registered need not register again during one year duration.

2.   Login Procedure in Tenderwizard

Step 1: Go to the website: www.tenderwizard.com/WDRA

Step 2: Click Enter, to access the Login Screen

Step 3: Tender Wizard Registered User should have the valid user id and password. Enter User id & Password and Click Go.

Step 4: Select the Certificate of the registered User.

Step 5: Enter the Password of the Digital Signature.

Step 6: Re-Enter the Password of Tenderwizard User id.

3.   How to Participate in Tender?

Step 1: After Logging in to Tenderwizard Portal, Go to the Stage – Vendor Unapplied.

Step 2: Select the Tender that you want to participate in and Click on the Request Icon ( ) in the action column.

Step 3: Attach the eligibility Documents for Tenderwizard **(Copy of PAN Card only)** by clicking on the edit attachment icon ( ) at the time of Request of the tender and work on the eligibility document tab. Before attaching these documents, scanned copies of these documents must be uploaded in the Document Library, after uploading these documents in document library attach the document in the eligibity document link. Once the document is attached the link will turn from Red to Black.

Step 4: Once the eligibility documents for Tenderwizard are attached to the tender, go back and click on the request icon ( ) to pay the Tender Processing Fee. Tender Processing Fee should be paid only through Epayment.

Step 5: Enter the details of the Tender Document Cost. If tender document cost is already paid, select exemption from drop down list under the field – **MODE OF PAYMENT** - and attach a copy of the bank draft already deposited with WDRA. After updating the Details, click on Submit Button. System will give a Pop up message to ensure all the details filled in by the Vendor are Correct as otherwise it may lead to the rejection of the Bid.

Step 6: After Purchasing the Tender Documents, go to - edit attachment Icon ( ) in INPROGRESS Stage where you will be able to see all the tender related documents along with the Bid sheets in red colour.

NOTE OF CAUTION:

It may please be noted that terminology for different tender stages on e-tendering portal is different from as stated in this document which is as mentioned below:

S. No.	Terminology in Document	Terminology on e-tendering Portal
1	Eligibility Criteria	Technical
2	Technical	Techno-commercial
3	Financial	Cost

Following Chart shows different steps in uploading of documents.

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                    ┌─────────────────────┐
                    │                     │
                    │      Click on       │
                    │ Edit Attachments icon│
                    │                     │
                    └─────────────────────┘
                               │
        ┌──────────────────────┼──────────────────────┐
        │                      │                      │
┌───────────────┐    ┌──────────────────┐    ┌──────────────────┐
│ BIDS:         │    │                  │    │General Documents:│
│Excel Sheets for:│  │      EMD:        │    │Upload all the documents apart from the Bids. Signed│
│1. Eligibility Criteria│ │Enter EMD details along with a scanned copy of the│ │tender documents and supporting documents are also to│
│2. Technical Bid│   │instrument.       │    │be uploaded.      │
│3. Financial Bid│   │                  │    │                  │
│               │    │                  │    └──────────────────┘
│Upload all bids here only in the excel format provided.│ │                  │          │
└───────────────┘    └──────────────────┘             │
                                              ┌──────────────────┐
                                              │But Care has to be taken that Bid formats are not filled &│
                                              │uploaded at the time of uploading the tender documents│
                                              │under General Documents. These have to be filled and│
                                              │uploaded only in excel formats provided in Bids section│
                                              │online.           │
                                              └──────────────────┘
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NOTE: While uploading documents under General Documents category, care must also be taken in categorising the documents for Prequalification & Technical stages at the time of attaching documents from Document Library.

Step 7: After uploading the Bids and attaching (uploading) all the general documents, submit the tender by clicking Submit button. Accept the terms and Condition and Submit the tender.

Step 8: After submitting a pop up comes i.e. Tender Submitted Successfully.

Note:- 1. Submission of e-tender can be in a number of sessions and information uploaded is automatically saved by the system. After the tender is submitted, no changes will be permitted by the system.

2. Care should be taken that the size of the tender file being uploaded should be less than 5 MB each. If size is more, the file can be converted into smaller size file or the file can be bifurcated into parts, each upto 5 MB.

Caution:- Submission of online bids and uploading of documents may be a time consuming exercise. Therefore, the process should be started well before the last date and time of submission of e-tender bids.

For Help Contact Helpdesk:-

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