SCSSKL E-Tender User Manual

 Visit <u>http://www.shrichhatrapatisugar.org/</u> website and click tenders menu option. (Ref. Image 1)



Image 1

2. Login : (Ref. Image 2)

- A. For existing user enter username and password and click login button.
- B. For new user click <u>Create an account</u> link.
- C. For forgot password click <u>Forgot Password?</u> Link.



- 3. Create New Account (Registration)- (One time Registration)
 - a. Please enter valid representative details (mobile number, email address, username should be unique) (Ref. Image 3.1)

	Representative	e Details:	
Select Type:*		(e.g. Supplier and Dealership)	
Full Name:*		(e.g. first middle last name)	
पूर्ण नाव:		(e.g. पहिले मधील आडनाव)	
Designation:		(e.g. Marketing Manager)	
Telephone Number 1:		(e.g. 00000-000000)	
Telephone Number 2:		(e.g. 00000-000000)	
Mobile Number:*		(e.g. 999999999)	
Email Address:*		(e.g. xyz@abc.com)	
Username :*		(e.g.username)	
Password :*		(e.g. *******)	
Confirm Password :*		(e.g. same as password)	
			Next

Image 3.1

b. Company Contact Details : (Ref. Image 3.2)

	Company Contact	Detail		
Select Category*	Select your option -		(e.g. Computer Department)	
Select Company type*	Select your option	~	(e.g. Private Limited)	
Company Name*			(e.g. Company Name)	
कंपनीचे नाव			(e.g. कंपनीचे नाव)	
Registration Number*			(e.g. Company Registration No.)	
Select Vendor type*	Select your option	~	(e.g. Authorized Dealer)	
Select Country*	Select your option	~		
Select State*	Select your option	~		
Select District*	Select your option	~		
Select Sub- District*	Select your option	~		
City Name*				
Regst. Office Address*				
Pincode*				
Telephone Numbe 1				
Telephone Numbe 2				
Fax Numbe 1				
Fax Number 2				

Image 3.2

 c. Documents Details: select document add document number (e.g. valid PAN no) and upload document pdf file. After that click add Document button. If any mistake on document check document in below table and click remove document button. (Ref. Image 3.3)

	Documents I	Details	
Select Document*	PAN Card Document	✓ (e.g. only pdf file)	Allowed)
PAN Card Document*		PAN Card Docume	ent
Upload Document*	Choose file No file chosen	(e.g. only pdf file /	Allowed)
	Add document Remove document		
Document Name	File Name	Document File	Action
			Previous Next
	Select Document [®] PAN Card Document [®] Upload Document [®] Document Name	Select Document* PAN Card Document PAN Card Document*	Select Document* PAN Card Document (e.g. only pdf file. PAN Card Document* PAN Card Document PAN Card Document Upload Document* Choose file No file chosen (e.g. only pdf file. Add document Remove document Choose file Document Name File Name Document File

Image 3.3

d. Add Bank Details and click submit button. (Ref. Image 3.4)

		REG	GISTRATION	A749	(\mathcal{R})		
		Bank	Details				
	Bank Name*	IDBI BANK		✓ (e.g State	Bank OF Maharashtra)		-
	Bank Branch*			(e.g Pune)		2
	Bank Account No*			(e.g Bank	Account No)		6
	IFSC Code*			(e.g MAH	B0000073)		
Z					Previous	Submit	
		•					



4. After all information fill correct then registration successfully done. Otherwise display error of wrong information. (Ref. Image 4)





- 5. Registration Payment :
 - a. After Successfully Registration login ->display registration payment option button or Registration payment menu click. (if already payment done then wait for verify account or payment details) (Ref. Image 5.1)



b. Add payment details – enter transaction no and upload transaction proof.(Note : after payment please wait for factory side confirmation) (Ref. Image 5.2)

SCSSKL	= 4							SAmeer232 -
2 Dashboard	E)	A	mar H	AB		30		ef.
Report		PEG	ISTRATION PAYMENT	(S)(C)#		BANK DETAILS		L
Bank Details					Bank Name			
Announcement		Challan Date*	24/05/2021		Account No			
Registration payment	Ő	Payment Amount*	500		Branch Name			6
	=2×2=	Payment Mode*	Offline	~	IFSC Code			ß
		Document Details*	Choose file No file chosen	oded File:-	0		0	. 🤍
	Î	Bank Transaction no	please add only valid Bank OR O Transaction no	nline	<i>icici</i> Ban S	^{ok} can QR Cod	e e	
		H SAVE	OCANCEL		Merchant Name:			

Image 5.2

Note: After Registration Payment confirmation please login again.

- 6. Dashboard : (Ref. Image 6.1)
 - a. Display company type and vendor type.
 - b. Total apply tender count and current year or lot apply(payment apply) tender count.
 - c. Total successfully submitted tender count and current year or lot submitted count.
 - d. View announcement list.
 - e. Current year or lot category wise tender count list.
 - f. Profile: change registration profile details.

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Dashboard						Profile
Purchase Tender		Company type :Private Limited Vendor type :Authorized Dealer	Total Ap Current	ply Tender :2 Apply Tender:2	Current Submited Tende	Change Password
Tender Payment >			g (=,2)			- Log Out
Report >	T					
Bank Details		ANNOUNCEMENT				
Announcement	2×2	1 Tender List	Sr.No.	Category Name	Total Tender	
Registration payment		2 QR CODE FOR PAYMENT	1	MANUFACTURING DEPT.	15	
	1	3 Tender Notice for Export of White Sugar	2	ENGINEERING DEPT.	236	
	Π	View More in Details	3	AGRI Â DEPARTMENT	1	
	100		4 Q			
	© 20	19 All rights reserved Design by 3WD SOFTWARE				

Image 6.1

g. Change Password: enter previous valid password and new password change password. : (Ref. Image 6.2)

		CHANGE PASSWORD	
	Old Password*	Old Password Required	
E	New Password*	Password Reguried!	
	Confirm Password*	Confirm Password Requried!	
d I		Change Password	
	Must be at least 8 cha Must contain at least 1 Must contain at least 1 Must contain at least 1 Must contain at least 1	ractersI numberI in Capital CaseI Letter in Small CaseI Special CharacterI	
C	2019 All rights reserv	red Design by 3WD SOFTWARE	

Image 6.2

h. Logout: logout account.

7. Tender Payment :(Process -1)

a. Click purchase tender menu. Click rate entry button. (Ref. Image 7.1)

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Dashboard	JE	2				A	(a)	
Purchase Tender		3						~ >
Tender Payment	> 2	Show 10	✓ entries				Searc	sh:
Report	> ==	Sr.No.	Rate Entry	Tender Name	Tender Open Date	Tender Close Date	View/Download File	Status
		9 1	Rate Entry	E245	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
Bank Details	U	9 2	Rate Entry	M126	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
Announcement	5×2	3	Rate Entry	E246	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	± View / Download	Tender Not Submited
	=	9 4	Rate Entry	M127	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
Registration payment		• 5	Rate Entry	E247	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	Liew / Download	Tender Not Submited
	4	9 6	Rate Entry	M128	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
		9 7	Rate Entry	E249	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
		8 🕲	Rate Entry	M129	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
		9	Rate Entry	E250	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
	RE	🙂 10	Rate Entry	M130	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
		Showing 1	1 to 10 of 252 entries				Previous 1 2 3	4 5 26 Next
	FC		A C		F			
	© :	2019 All rigl						

Image 7.1

b. Read all instructions and click on go to payment process button. (Ref. Image 6.2)

SCSSKL		Payment Information	x		sameer -
🚯 Dashboard	TR AR	1. select payment process menu.		50 CO 1	
Purchase Tender		 select tender list for payment option. select no of tender you want to added and click on 4. verify your selected tender and payment amount and 	rocess to payment. d pay amount click save button.		~× [
Tender Payment	Show 10 v entries	 after successful payment go to payment process m select Tender Payment Status. click Add Details Button(Yellow Color). Enter Bank 1 	nu. ransaction No And Transaction file	Search	
Report	Sr.No. A Rate Entry	 Upload click save button. 8. wait for verification factory side. 9. check if verification is successful done then go to P 	irchase Tender Menu add your rate.	View/Download File	Tender Not Submited
Bank Details	0 3 CRate Entr	2		ŁView / Download	Tender Not Submited
Announcement	CRate Entr		go to Payment Process Close	ŁView / Download	Tender Not Submited
	4 CRate Entry	M127 15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
Registration payment	🙂 5 👘 Rate Entr	E247 15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
	🕒 🕒 6 🕐 Rate Entr	M128 15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	Liew / Download	Tender Not Submited
	7 CRate Entry	E249 15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	Liew / Download	Tender Not Submited
	🙃 8 🕐 Rate Entr	M129 15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
	9 CRate Entr	E250 15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
	🕒 🕒 🗐 10 🔥 Rate Entr	M130 15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM	ŁView / Download	Tender Not Submited
	Showing 1 to 10 of 252 entrie	15		Previous 1 2 3	4 5 26 Next
			O H		Exel A C

Process -2 : (Ref. Image 7.3)

- a. Click tender payment -> tender list for payment.
- b. Select one or more tender for payment and click process to payment button.

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Dashboard	ETE	7					A L	R) (C) 🖻	
Purchase Tender						DER LIST FOR PAYM			~
Tender Payment	~ 2	Show 10	✓ entries					Search:	
Tender List for Payment		Sr.No	Tender Enquiry NO	Tender Name	Category Name	tender Rate	Tender Deposit Rate	Tender Open Date	Tender Close Date
Tender Payment Status		1 🗆	20	E20	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
. Denot	0	2 🔾	21	E21	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
у кероп	2×2	з О	22	E22	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
Bank Details	=	4 🛛	23	E23	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
Announcement		5 🗆	24	E24	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
	- F	6 0	25	E25	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
Registration payment		7 0	25	E25	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
		8 🔾	26	E26	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
		9 🗆	26	E26	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
	AE	10 🔾	26	E26	ENGINEERING DEPT.	100.00	0.00	15/05/2021 12:00:00 AM	25/05/2021 12:00:00 AM
		Showing 1	to 10 of 294 entries				Previ	ious 1 2 3 4	5 30 Next
		Process Note: for t	to Payment >> View Bate Selection View Bate Selection Company Se	ank Details ect One or More ten	ider at a time for payment c	lick on Check box.			
							SE ST		
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c. Tender payment confirmation: check selected tender list and tender amount click save button.(please pay your total amount) (Ref. Image 7.4)

SCSSKL		Tender Payment Confirmation ×	sameer -
B Dashboard	TP A	Sr.No Tender Name Tender Rate Tender Deposite Rate	
📕 Purchase Tender		1 E26, E27, EN28 300 0	~ ×
	Show 10 v entries	Total 3.00 300.00 0.00	Search:
	Sr.No * Tender Enquir	Table Build Amount 200 00	It Rate Tender Open Date Tender Close Date
	1 🖸 20	Total Paid Amount: 300.00	15/05/2021 12:00:00 AM 01/06/2021 06:00:00 PM
Report	2 0 21	Payment Type: Offline Save >> Close	15/05/2021 12:00:00 AM 01/06/2021 06:00:00 PM
	3 U 22	Qualou Bank @eazypay	15/05/2021 12:00:00 AM 01/06/2021 06:00:00 PM
Bank Details	4 0 23		15/05/2021 12:00:00 AM 01/06/2021 05:00:00 PM
Announcement	6.0 25	Scan QR Code	15/05/2021 12:00:00 AM 01/06/2021 05:00:00 PM
Registration payment	7 1 26		15/05/2021 12:00:00 AM 01/06/2021 06:00:00 PM
	8 🕼 27		15/05/2021 12:00:00 AM 01/06/2021 06:00:00 PM
	9 🐼 28	新教授教教教会	15/05/2021 12:00:00 AM 01/06/2021 06:00:00 PM
	10 O 29		15/05/2021 12:00:00 AM 01/06/2021 06:00:00 PM
	Showing 1 to 10 of 252 entries		Previous 1 2 3 4 5 26 Next
	Process to Payment >>	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	
	Note: for tender payment ple	THE PARAMETER AND A PARAMETER A	
	A GO A		
	© 2019 All rights reserved Des	Merchant Name: SHRI SAHAKARI SAKHAR KARKHANA LTD VPA ID : SHRICHHATRAPATISAHAKARISAKHARKA	

Image 7.4

 Tender Payment Status: Display apply for payment tender details. If status not success then add your transaction details(Note: Payment Details already then wait for factory side confirmation). (Ref. Image 8)

SCSSKL	≡ Δ [●] Sameer ·
🏦 Dashboard	
Purchase Tender	TENDER PAYMENT STATUS DETAILS VX
Tender Payment	Show 10 v entries Search:
Report	Sr.No A Payment Date
Bank Details	1 17/05/2021 06/22:53 PM E20,E21,E22 22 300.00 Offline Success
Announcement	2 24/ub/2U21 u3:46:57 PM E25,E26 26 200.00 Offline Add Leals Showing 1 to 2 of 2 entries Previous 1 Next
Registration payment	
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Image 8

 Add Tender Payment details: enter payment transaction no and upload payment receipt file. (Note: Payment Details already then wait for factory side confirmation) (Ref. Image 9)

SCSSKL			Add Tender Payment Details	×	sameer -
B Dashboard	PA-	Apply Tender List*	E25,E26		
Purchase Tender		Amount*	200.00		×× [
Tender Payment	Show 10 🗸 entries	Payment Mode*	Offline		Search:
🗐 Report 🔷 🔿	Sr.No A Payment D.	at	Invalid Transaction No		iyment Mode 🔶 Remark 🔶 Status 👙
Bank Details	1 17/05/2021 0	6 Upload File*	Choose file No file chosen (png.jpg.jpeg.pdf file Allowed) Uploded File:-		ne Succes
Announcement	Showing 1 to 2 of 2 entries	Remark*		li	Previous 1 Next
Registration payment	-		Save	se	
	© 2019 All rights reserved Desi	ign by 3WD SOFTWARE			

Image 9

10. Purchase Tender:

a. for rate entry click Purchase Tender menu and search your tender (search by tender name, item code, item name) click rate entry button (yellow button) (Ref. Image 10.1)
 Note: please check before rate entry payment confirmation is done.

SCSSKL	= 4	¢ <mark>0</mark>									samee
🚯 Dashboard	EE	3 6	AD -				(AA)	- (7)	0		
Purchase Tender		<u>e</u>				PURCHAS	E TENDER LIST				~ ×
Tender Payment	> 2	Show 10	entries						Searc	h: E20	
Report	>	Sr.No.	A Rate Entry	Tender Name	Tender Oper	n Date	Tender Close Date	≑ View/Do	wnload File		\$
Bank Details	Ő	72005005 (etails	E20	15/05/2021 12	on Make AC Dri	ve Type VFX 400 Control Pana	al for Mill Cane & Ra	ownload	Tender Not Subm	ited
Announcement	2×2	75	r©Rate Entry	EN150	15/05/2021 12	:00:00 AM	01/06/2021 06:00:00 PM	ŁView / D	ownload	Tender Not Subm	ited
Registration payment		180	CRate Entry	E203	15/05/2021 12	MA 00:00:	01/06/2021 06:00:00 PM	ŁView / D	ownload	Tender Not Subm	ited
		181	CRate Entry	E204	15/05/2021 12	:00:00 AM	01/06/2021 06:00:00 PM	±View / □	ownload	Tender Not Subm	ited
		Showing 1 to	9 of 9 entries (filtered	d from 252 total entries	5)					Previous	1 Next

Image 10.1

b. Read terms and conditions and click a accept terms and condition button. (Ref. Image 10.2)

SCSSKL			Terms and Cond	litions	×		sameer -
🔀 Dashboard	ŦĿ					(A) (O)	
Purchase Tender			General lerr	ns and Conditions- aterials put up for sale by tender may p	lease be seen at Annexure - 'A'		~ ×
Tender Payment	× 2	Show 10 🗸 entries	2. The rates are 3. The tender m	ntn. e to be submitted only in Annexure - 'B just be submitted by Specified Times o	attached herewith. n the date as mentioned on first	Search:	E20
Report	× न	Sr.No. A Rate En	try page of tender 4. All tender sh	documents ould be kept open for acceptance for a	period of 45 (Forty Five) days	View/Download File	Status
🛢 Bank Details	Ô	Product Details		r opening.		Pro Mill Cores & Dask Drive	
Announcement	2×2=	75 10 Rate E	atry.		Accept Terms and Conditions	View / Download	Tender Not Submited
Registration payment		180 ØRate E	try E203	15/05/2021 12:00:00 AM	01/06/2021 06:00:00 PM	Liew / Download	Tender Not Submited
		🕒 181 (CRate E	try E204	15/05/2021 12:00:00 AM	01/06/2021 06:00:00 PM	±View / Download	Tender Not Submited
		Showing 1 to 9 of 9 entrie	(filtered from 252 total entr	ies)			Previous 1 Next

Image 10.2

- c. Rate entry : (Ref. Image 10.3)
 - i. Select product code or search product name.
 - ii. Select product code or name display unit, required quantity and make.
 - iii. Enter rate (per unit) and click add item button.
 - iv. Same process for all products.
 - v. Change rate or remove product check one or more added product list and click remove item button.
 - vi. After delete /remove add again removed entry with new rate.
 - vii. Enter delivery period. (e.g. 20 days)
 - viii. If available any standard price list document Upload.
 - ix. Click save button.

x. Note: if any issue save entry and rate entry not saved then click recover deleted entry button.

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Dashboard						A	- (2)	(00)		
Purchase Tender	-0×									1
Tender Payment	> a		Colortana anti-		Orlant usual antian					
Report	>	Product Code / Name*	Select your option	•	Select your option				•	7
Bank Details		Unit		`	Qty*					7
Announcement		Rate(Per Unit)"		Add Item Remove Item	Recover Deleted Entry					2
Registration payment	= 2	Sr.No. Pro	duct Code	Product Name		lloit	Make	Quantity	Date (Der Unit)	λ
		1. 707	3013	Bearing Housing C.I.		NOS	mana	1	20	ð
	F	2. 707	3015	Gland cover (In two		NOS		2	205	
	F	3. 707	3022	Internal circlip For		NOS		2	20.5	IJ
		- 4. 707	8018	Wear Plate / Casing		NOS		2	623	_
	DA								ing light if your Only and film)	
		Delivery Period*	20		Attachment	Choose file No file chose	n	(standard pri	cellist il any. Only por lile)	7
		Remark								
				SAVE SCANCEL						

Image 10.3

- d. Tender entry successfully saved. (Ref. Image 10.4)
 - i. Print: print tender rate entry.
 - ii. View applied tender list: view applied tender list report.
 - iii. View tender for apply: apply more tender.
 - iv. Back to home: redirect to dashboard page.

S	SCSSK	L ≡	4 ⁰								(sameer -	
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		🖨 PRI	т	♥ View applied Tende	r List	⊙ ∨	iew More Tender for,	Apply	f Back TO	Home		7	
	EL E			10	C T T T T	B		AO	EA.		=	13	
¢	2019 All rights	reserved Desig	n by 3WD SOFT	WARE									



- 11. Edit save tender rate entry. (Ref. Image 11)
 - a. Click purchase tender Menu.
 - b. Search tender for edit and click rate entry button.
 - c. Click edit button.

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Bashboard	
Purchase Tender	PURCHASE TENDER LIST
Tender Payment	Show 10 v entries Search: 121
Report	Sr.No. A Rate Entry a
Bank Details	O PM CView / Download Tender Not Submitted DO PM CView / Download Tender Not Submitted DO PM CView / Download Tender Not Submitted
Announcement	121 Oracle Entry I Are Volu Sure?
Registration payment	141 Strate Entry this tender allready applied . do you want to 178 Strate Entry this tender allready applied . do you want to 100 PM Strate Comparison Tender Not Submitted
	© 235 CRate Entry Change it! 200 PM CView / Download Tender Not Submitted
	© 244 (GRate Entry) Cancel Editi D.00 PM (Lytew / Download) Tender Submitted
	247 CRate Entry Law Induced File 200 00 Am Undor 2021 File 00 00 PM EVery / Download Tender Not Submitted Showing 1 to 8 of 8 entries (filered from 252 total entries)



- 12. Display already added item rate entry list. (Ref. Image 12)
 - a. Change rate or remove product check one or more added product list and click remove item button.
 - b. After delete /remove add again removed entry with new rate.
 - c. Click save button.

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Dashboard	F					A	(A)	(00)		
Purchase Tender	-0F									Ĺ
Tender Psyment	> a		Colectury entire		Celestusus entire					
Report	>	Product Code / Name"	Select your option	•	Select your opilon				-	1
Bank Details		Unit Rate(Per Unit)*			City					7
Announcement	-	Rate(reronit)	A	dd Item Remove Item	Recover Deleted Entry					J
Registration payment	=	Sr.No Pro	duct Code	Product Name		Unit	Make	Quantity	Rate (Per Unit)	$\langle \cdot \rangle$
		1. 70	3013	Bearing Housing C.I.		NOS		1	20	V
	F	□ 2. 70	3015	Gland cover (In two		NOS		2	205	3
	E	3. 70	3022	Internal circlip For		NOS		2	20.5	<u> </u>
		4. 701	8018	Wear Plate / Casing		NOS		2	623	l.
	27	Delivery Period*	20		Attachment	Choose file No file choser	1	(standard price	e list if any. Only pdf file)	A C
		Remark								
			Ľ	SAVE SCANCEL						1 E

Image 12