

# Civil Service Hospital

## eTender Supplier's Guidelines

### How to register?

1. Log on to <http://etender.civilservicehospital.org>
2. You can see **Supplier Login**.

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#### Supplier Login

Username

Password

LOGIN

[Forgot Password?](#)

[New Registration](#)

3. Click on **New Registration**. Then **Supplier Registration** will appear.

Company Name	<input type="text"/>
Proprietor Name	<input type="text"/>
Registration Number	<input type="text"/>
Registration Date	<input type="text"/>  (yyyy/mm/dd)
VAT or PAN Number	<input type="text"/>
Bussiness Type	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Phone 1	<input type="text"/>
Phone 2	<input type="text"/>
Fax No.	<input type="text"/>
Email Address	<input type="text"/>
User Name	<input type="text"/>
Password 1	<input type="text"/> (for login and opening quotation)
Confirm Password 1	<input type="text"/>
Password 2	<input type="text"/> (for opening quotation only)
Confirm Password 2	<input type="text"/>

4. Fill the information. You need to click on button to enter **Registration Date**. Select the date and fill other information. You can choose your desired **User Name**, **Password 1** and **Password 2**. **User Name** and **Password 1** will help you to login and submit the quotation.

5. **Password 1** is needed to open technical specification of Quotation, **Password 2** is needed to open the financial quotation.

6. Click **Submit**. Then **My Documents** form will appear. Then upload your scanned documents in a proper boxes specified.

# My Documents

Attached Documents:

 Use form below to attach scanned copy of files.

1. License of the Firm (Required)

2. Income tax registration certificate (Required)

3. Renewed VAT or PAN No. Certificate (Required)

4. Certificate of authorized agency if you are authorized agent

**UPLOAD**

Attached Voucher:

 Use form below to attach scanned copy of voucher for the quotation you want to submit

1. Bank Voucher of Tender Notice of Medicine

**UPLOAD**

**CONTINUE**

7. Click upper **Upload** button to attach documents and click lower **Upload** button to attach Bank Voucher(s) for the quotation(s) you want to submit. Then Click **Continue**. You will get the following message:

 You are successfully registered to eTender. Use your User Name and Password to login!!

After you get this message you can use your **User Name** and **Password 1** to log into eTender.

You will get an email notification of your registration in your email address that you have provided at the time of registration.

The administrator goes through the information you have provided and if your documents are found to be genuine, your account will be activated and you will get an email notification of your account activation in your email address that you have provided at the time of registration.

Normally, your account will be activated after 1 day. Then, only you can submit your quotation.

## How to submit quotation?

1. Log on to <http://etender.civilservicehospital.org>

2. You can see **Supplier Login**.

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**Supplier Login**

Username Password

<input type="text"/>	<input type="password"/>	<input type="button" value="LOGIN"/>
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[Forgot Password?](#) [New Registration](#)

3. Enter your User Name and Password 1. Click Login.

4. If your registration is incomplete, click on Documents and upload the required documents and bank vouchers.

 Your account is not activated! Logged in Supplier : xyz

### My Documents

Attached Documents:

SN	File	Download	Delete
1	License of the Firm	<a href="#">Download</a>	<a href="#">Delete</a>
2	Income tax registration certificate	<a href="#">Download</a>	<a href="#">Delete</a>
3	Renewed VAT or PAN No. Certificate	<a href="#">Download</a>	<a href="#">Delete</a>
4	Certificate of authorized agency if you are authorized agent	<a href="#">Download</a>	<a href="#">Delete</a>

Attached Voucher:

SN	File	Download	Delete
1	Bank Voucher of Tender Notice of Medicine	<a href="#">Download</a>	<a href="#">Delete</a>

The administrator goes through the information you have provided and if your documents are found to be genuine, your account will be activated and you will get an email notification of your account activation in your email address that you have provided at the time of registration.

Normally, your account will be activated after 1 day. Then, only you can submit your quotation.

5. Click on Tender Notice. There will be Submit Quotation in the tender notice where you have attached the bank voucher.

## Tender Notice

View details and submit the quotation. It is suggested to submit the quotation a day before the last day of quotation submission. Any problem or question will be entertained till the office hour of last day of quotation submission. If you try to submit quotation after the office hour and you face any difficulties and problems or any problem arises in the application, your queries will not be entertained and you might not be able to submit quotation.

<b>1. TENDER NOTICE OF MEDICINE</b>	
Reference No. : 01	<a href="#">Submit Quotation</a> <a href="#">View Details</a>
Open Date : 7/27/2011 2:00:00 PM	Last Date of Submit Quotation : 7/26/2011 12:00:00 PM

6. Click on Submit Quotation. (Note: There will be no Submit Quotation if you have already submitted the quotation or you have not attached the bank voucher for that quotation or quotation submission deadline is crossed.)

You can upload multiple documents of technical specification (this part will not come if the tender is financial only) for the Quotation click on Submit to submit your technical specification documents for the quotation. (Note: you can't change the document after you submit, please confirm your document before clicking on Submit button)

Attached Documents:

Use form below to attach files

1. Bank Voucher or Bank Guarantee related to deposit of the quotation

Attached Documents:

i Use form below to attach technical specification of quotation.

# Submit Quotation

Tender Form

\* = Required

## 1. Lot 1 (Lotwise)

SN	Item Name	Brand	Quantity	Unit	Currency	Rate
1	Adrenaline 1.8 mg/mL	<input type="text"/>	20,000	Amp	NRS	<input type="text"/>
2	Atropine Sulphate 0.6 mg/mL	<input type="text"/>	9,000	Amp	NRS	<input type="text"/>
3	Isoprenaline 2 mg/mL	<input type="text"/>	400	Amp	NRS	<input type="text"/>
4	Magnesium Sulphate 50% w/v / 2 mL	<input type="text"/>	15,000	Amp	NRS	<input type="text"/>

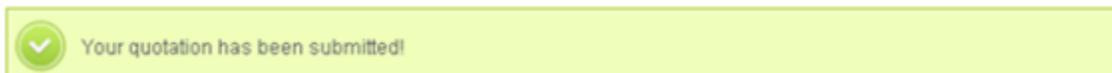
## 2. Lot 2 (Itemwise)

SN	Item Name	Brand	Quantity	Unit	Currency	Rate
1	0.9% Sodium chloride 100 mL	<input type="text"/>	100	Bottle	NRS	<input type="text"/>
2	10% Dextrose (Glass) 500 mL	<input type="text"/>	100	Bottle	NRS	<input type="text"/>
3	2/3 Dextrose + 1/3 Normal Saline (Glass) 500 mL	<input type="text"/>	100	Bottle	NRS	<input type="text"/>

7. If you want to submit Quotation then Click Submit. BE VERY CAREFUL! ONCE YOU CLICK SUBMIT BUTTON

YOU CANNOT UNDO THIS.

8. Then you get following message.



9. You can see the details of your quotation anytime by clicking My Quotation.

## My Quotation

### Tender Notice of Medicine

Ref#: -01

Open date : 7/27/2011

Last date of Submit Quotation : 7/26/2011

### Quotation Details

Quotation ID : 26

Quotation Submitted Date : 06/27/2011

Quotation Status : Accepted

Quotation Type : Technical Specification

Check this if you want to give permission to open this technical specification without your password 1 on tender open date!

### Documents:

SN File

1 contact ordering.jpg [Download](#)

Quotation ID : 27

Quotation Submitted Date : 06/27/2011

Total Quotation Amount : 45,620,000.00

Quotation Status : Accepted

Quotation Type : Price List

Check this if you want to give permission to open this price list without your password 2 on tender open date!

### Attached Documents:

SN File

1 Bank Voucher or Bank Guarantee related to deposit of the quotation [Download](#)

### 1. Lot 1

SN	Item Name	Brand	Quantity	Unit	Currency	Rate	Total
1	Adrenaline 1.8 mg/mL		20,000	Amp	NRS	1,000.00	20,000,000.00
2	Atropine Sulphate 0.6 mg/mL		9,000	Amp	NRS	2,000.00	18,000,000.00
3	Isoprenaline 2 mg/mL		400	Amp	NRS	300.00	120,000.00
4	Magnesium Sulphate 50% w/v / 2 mL		15,000	Amp	NRS	500.00	7,500,000.00
						<b>Total :-</b>	<b>45,620,000.00</b>

10. You need to be present on tender opening day or send your password to the administration to open your tender on the tender opening day or you can grant permission to open tender without your password.

Check to grant permission.

## My Quotation

### Tender Notice of Medicine

Ref#: -01

Open date : 7/27/2011

Last date of Submit Quotation : 7/26/2011

### Quotation Details

Quotation ID : 26

Quotation Submitted Date : 06/27/2011

Quotation Status : Accepted

Quotation Type : Technical Specification

Check this if you want to give permission to open this technical specification without your password 1 on tender open date!

### Documents:

SN File

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Quotation ID : 27

Quotation Submitted Date : 06/27/2011

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Quotation Status : Accepted

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Check this if you want to give permission to open this price list without your password 2 on tender open date!

### Attached Documents:

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3	Isoprenaline 2 mg/mL		400	Amp	NRS	300.00	120,000.00
4	Magnesium Sulphate 50% w/v / 2 mL		15,000	Amp	NRS	500.00	7,500,000.00
						<b>Total :-</b>	<b>45,620,000.00</b>

NOTE: The tender can be also opened without supplier password. It is discretion of the buyer.