

User Guide for Sonal Bank eTender System

For the tendering process of Sonali Bank

www.sonalibank.com.bd

What is eTendering?

Bangladesh Government has decided to introduce eTender system to put an end to tender manipulation. To imply the policy and to facilitate the procurement process, SB introduces the online tendering system. eTendering is the tendering process conducted via the Internet. In the system, all Tender/Procurement notice of SB will be published via internet, after registration Bidders will receive email alert from the system, and Bidders will participate the Bid online.

Who can use the system?

Any person who qualifies according to procurement Regulation can use the system to participate in SB tender/procurement.

What is required to use the system?

Hardware & Software Requirements

- x Computer with Internet connectivity
- x A browser preferably Internet Explorer/Google Chrome
- x PDF viewer for viewing the tender documents

How to access BB eTendering System?

The home page of the tender site <http://10.52.150.103/home.html> is as shown below.

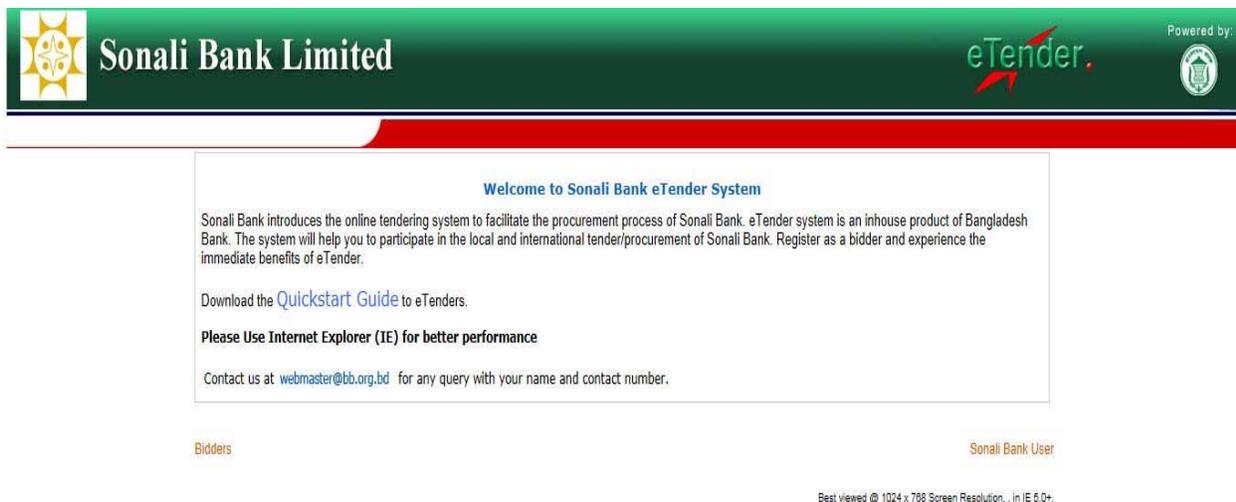


Image: Home page of eTender

For Registered users:

Users who have a user id (email address) for the SB eTender can login to the system by giving the user id and password in the respective boxes.

For New Registration as a Bidder:

Those who are new to the tender site has to obtain their user id and password for getting into the tender activities. For getting the user id and password please follow the following sequence.

1. Click on the **Register Now!** Button on the bottom of the sign in page. On clicking the 'Register Now' button the following screen will appear.



Sign In

Already registered - sign in here

Email: Password:

[forget your password? click here!](#)

Not registered?

To access the service, you will need to register. Registered members enjoy:

- Access to business opportunities with Bangladesh Bank.
- Email alerts as new opportunities are published.

Image: Log In page

2. Fill all information correctly. The red marks on the left of each field marked, are mandatory fields.
3. You have to provide a valid email address. You will use this email address as your user id to login to system. Also Sonali Bank will communicate with you with the given email address.
4. You have to accept the Terms & Conditions for Register in the System.
5. After filling all details click on the **Save** button.
6. If the details entered by the bidder (supplier/vendor/contractor etc) are accepted, you will receive an email to confirm your registration. Please **click the link from your mail** to validate your registration.

Create Interest List

Sonali Bank calls for different categories of tender/procurement. Like construction, equipment, stationeries, out sourcing of employees etc. You can show your interest for more than a category.

How it helps you?

When a new tender published in our website, you will receive an email alert, for which you show your interest.

How to do it?

From menu, click [Profile->Interest List](#). A page like below will be opened:

Sonali Bank Limited eTender. Powered by:

WELCOME! MUNIRA JAHAN Home Tender Profile Logout Notices

Bidders Interest List

Tick the **Options** below for which you want to participate in tenders.
You will receive an *email alert*, if any tender publish which are in your interest list.

Interest List

Construction

- Architectural Services
- Civil Construction Works
- Coloring Buildings
- Consultancy Service for Relevant Works
- Curtains, Windows, Blinds
- Grounds Maintenance
- Renovation and Maintenance Works
- Road Construction

Deadstock

- Procurement of Deadstock

Electrical

- Maintenance works of Electrical Equipments
- Procurement and Installation of new electrical equipments
- Stationery, Office suppliers and electrical equipments

Image: choose your interest

Choose the different options you like to receive email alert and participate in the bid.

Participate in a Bid

You can view all available tenders from the menu, Tender->Available Tenders. At first you can see the tenders which fall in your interest list. To see [all available tenders](#), click the link on top 'view all tenders'. Then from the link, select the tender you want to participate.

If the tender has a price, to participate you will have to purchase a security number from tender caller entity for example common service department or Motijheel office. Or the bidder may participate in the tender free of cost.

Tender Notice

Details of the selected notice are shown below.

| Introduction | |
|---|---|
| Title | Construction of New Sewer line after removal of the existing old sewer line at Bangladesh Bank Staff quarter premises, Motijheel, Dhaka-1000. |
| Published by | Common Services Department |
| Publication date | 11 April, 2010 |
| Reference No. & date | 41/2009-2010, 1 May, 2010 |
| Key Information | |
| Procurement Method: | Open Tendering Method |
| Particular Information | |
| Last Selling Date & Time | 3 June, 2010, 06:00:00 PM |
| Closing Date & Time | 4 June, 2010, 02:30:00 PM |
| Opening Date & Time | 4 June, 2010, 02:30:00 PM |
| Information for Tenderer | |
| Bidders Eligibility | This Invitation for Tender is open to all (except tenderers from Israel) eligible Contractors/Construction Firms who have satisfactorily completed at least 02(Two) works of similar nature |
| Procuring Entity Details | |
| Tender invited by | Md. Ataur Rahman General Manager Phone:7120959 |
| <input type="button" value="Download Schedule"/> <input type="button" value="Fill up Forms"/> <input type="button" value="Cancel"/> | |

To download the schedule click the button **“Download Schedule”**, and to fill up the forms online click **“Fill up Forms”**.

The schedule of items and Bill of quantities form will open, you have to fill up the form.

Schedule of Items & Bill of Quantities Creation

Your selected Tender schedule and other information viewed here. You can change the schedule information till final submission and closing date.

| | |
|--|---|
| Title | Procurement of 130 pieces original Toner for HP Laser Jet 400m/401dn printer |
| Procurement Method | Restricted Tendering Method |
| Tender Ref. No & Date | CSD(Equipment)69(3)/2014 Date : 00/00/0000 |
| Time for completion of the works | 02(Two) Weeks |
| Name & Address of the Offices Receiving Tender security & Other Documentary Evidence | General Manager,Common Services Department-1, Equipment Section, Bangladesh Bank Head Office, Dhaka |
| Instruction | |
| Tender categories | 1. Procurement of Computer and Computer Accessories |
| Currency | BDT |

| ITEM NAME | DESCRIPTION | ITEM OFFER | QUANTITY | UNIT | UNIT PRICE | PRICE | PRICE IN WORD |
|-----------------------------|----------------------|------------|----------|------|------------|-------|---------------|
| Computer Accessories | | | | | | | |
| Brand | HP | ▼ | | | | | ▼ |
| Standard | ISO/IEC 19752 | ▼ | | | | | ▼ |
| HP Part No. | CE280A | ▼ | | | | | ▼ |
| No. of Printable Page | 2,700 standard pages | ▼ | | | | | ▼ |
| Grand Total | | | | | | | |
| Grand Total | | | | | | | ▼ |

The Tenderer shall submit the documents as stated in the tender document as well as mentioned below: [Upload Document](#)

VAT Registration
 Valid TIN Certificate
 Up to date Trade License
 A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladeshi Taka
 Technical Specifications of the Goods to be supplied
 Manufacturer or Supplier Authorization Letter of the Goods (G-5)
 3 Years Specific experience certificate

Security Deposit Information [click here to view](#)

e-Tender Submission Agreement

Please tick this box to show you have read and agree with our
e-TENDER SUBMISSION AGREEMENT

This page has 4 sections:

First section contains some basic information like title, procurement method, tender category etc.

Second section, contains the schedule form. The schedule had 8 columns,

- Item name: as given by tender authority
- Description: as given by tender authority

- Item offer: it can be enabled or disabled. If it needs to fill up the offer, then a textbox will be there to take input. But if it already given by tender authority, then bidder has nothing to input here. It means they are obliged to provide item as per description.
- Quantity: it can be open or closed. If bidder is supposed to provide quantity of the offered item, then a text box will be appeared, otherwise tender authority provided quantity will be shown. . It means bidders are obliged to provide item quantity as per description.
- Unit: same as quantity. It may be already provided, or bidder may have to fill up the gap.
- Unit price: bidder has to fill up the unit price of the offered item. Please note, don't put any extra character like comma (,), slash (/) or hyphen (-) or any other character except digits and dot here. Otherwise price will not be readable. And offer will be abolished.

Third section contains list of required documents that need to be uploaded. To upload documents click the link **upload document**. A page like below will be open:

Required Documents

| | | | | |
|-----------------------|--|--|--|--|
| Title | : Supply, Installation, Testing & Commissioning of Split type type Air Conditioning Machine for Sun Moon Star Tower installed at 37, Dikusha C/A, Dhaka. | | | |
| Tender Ref. No & Date | : CSD(MES):7/2/2014-360 Date : 28/05/2014 | | | |

Tenderer shall submit the documents as stated in the tender document as well as mentioned below.
 You can either **submit new documents** or **link with existing document**, which you upload during registration. Browse the files from your location or link with existing, and click the save button.
 Please upload single document at a time for better performance. Maximum file size should be less than 3 MB.

| DOCUMENT NAME | LOCATION | SUBMITTED DOCUMENT | REMOVE DOCUMENT | LINK WITH EXISTING DOC |
|--|--|--------------------|-----------------|---|
| 1 VAT Registration | <input type="text" value="Browse..."/> | | | <input type="checkbox"/> VAT Registration... Submitted on: 12/05/10 |
| 2 Upto date Trade License | <input type="text" value="Browse..."/> | | | <input type="checkbox"/> Upto date Trade License... Submitted on: 12/05/10 |
| 3 Bank Solvency Certificate | <input type="text" value="Browse..."/> | | | Please upload new Document. |
| 4 A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Bangladeshi Taka | <input type="text" value="Browse..."/> | | | Please upload new Document. |
| 5 A Manufacturers Authorization Letter (G-5) | <input type="text" value="Browse..."/> | | | Please upload new Document. |
| 6 Technical Specifications of the Goods to be supplied | <input type="text" value="Browse..."/> | | | Please upload new Document. |
| 7 Other Supporting Document | <input type="text" value="Browse..."/> | | | Please upload new Document. |
| 8 Tenderer Information Sheet (G-4) | <input type="text" value="Browse..."/> | | | Please upload new Document. |

Browse the soft copy of the required documents, and click save. If a document is uploaded successfully, then a link will be appeared in the submitted document link. You can click the link to check the document. The next column **REMOVE DOCUMENT** appears after a document is uploaded. Also already uploaded documents will be shown in the next column, it can be reused.

Fourth section contains, security related information.

| | | | |
|-------------------------------------|----------------------|------------------------------------|---|
| Security Deposit Information | | click here to view | |
| Bank Name | <input type="text"/> | Branch Name | <input type="text"/> |
| Amount | <input type="text"/> | Date | <input type="text" value="dd/mm/yyyy"/> |
| Security Instrument Info | <input type="text"/> | | |

e-Tender Submission Agreement

Please tick this box to show you have read and agree with our
e-TENDER SUBMISSION AGREEMENT

Fill up the relevant information.

A bid can be saved as draft until the closing date-time. And edited from the menu **Tender->Edit Existing**.

And when you finished working on your bid, click, "**Final Submit**". Remember after final submission, you cannot edit or change your bid.

Support

For any problem you can mail us to webmaster@bb.org.bd with your **name, contact number**.

We will contact you to solve the problem.