

Tender Bidding Manual

Shree Danammadevi Devasthan Tender Portal

<https://shridanammadevitender.org/>

Phase A: Locating and Viewing Active Tenders

1. On your dashboard sidebar menu, click on **Apply for Tender**.
2. This will open the **All Tender List** grid view as displayed in image_279c9e.png. Here, you will see a structured table containing all currently available items:
 - **Sr. No.:** The sequential listing number.
 - **Tender Reference Number:** The unique official code of the tender notice.
 - **Subject / Title:** The core description or purpose of the work.
 - **Tender Type:** Categorization (e.g., *Open Tender*, *Global Tenders*).
 - **Closing Date & Closing Time:** The strict system deadlines for submission.
3. To proceed with a specific opportunity, locate its row in the grid and navigate to the **Details** column on the far right.
4. Click the blue **Click here to View** button next to your chosen tender to open its specific terms, requirements, and submission fields.

Phase B: Payment & Tender Application Process

Before the system allows you to submit your technical and financial documents for a selected work, you must clear the mandatory tender fees via an external or official bank transfer.

Step 1: Make the Online Payment First

1. Locate the bank account details or payment instructions specified in the tender notice (visible after clicking **Click here to View** in image_279c9e.png).
2. Initiate a secure online transfer (such as NEFT, RTGS, or IMPS) through your bank's net banking portal or mobile application.

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3. Once the transaction completes successfully, note down the unique **UTR Number** (Unique Transaction Reference) or **Transaction ID** provided by your bank. Keep the digital payment receipt handy.

Step 2: Access the Application Form

1. Return to the portal dashboard and ensure you are on the **Apply for Tender** screen.
2. Click the blue **Click here to View** button next to your desired tender to move forward into the application interface.

Step 3: Enter Payment Details & Apply

1. In the application panel, locate the dedicated field labeled **Payment UTR No.** (or Transaction Reference).
2. Carefully type or paste your official **UTR Number** into this field to link your payment to this specific bid.
3. Double-check the alphanumeric string for accuracy to prevent verification delays.
4. Click the **Apply for Tender** button at the bottom of the form to lock in your payment reference and open the subsequent document upload modules.

Phase C: Final Bid Submission (Technical & Financial)

Once the administrator has reviewed and confirmed your payment during the designated verification window, your portal status will update, enabling the document upload and submission features.

Step 1: Open the Submission Modules

1. From the sidebar menu, click on **Update Bid Document** or navigate back to your active applied tender.
2. If your payment verification has passed, the upload fields for both the **Technical Bid** and the **Financial Bid** will be active.

Step 2: Upload and Submit the Bids

The portal uses a standard two-bid folder structure. Prepare your files cleanly before uploading.

1. Technical Bid File Upload

- **What to upload:** This single consolidated PDF should contain all your non-financial qualifying documents, including your business registration, PAN, and GST certificates.
- **Action:** Click **Choose File** under the Technical Bid section, select your prepared PDF document, and click **Upload**.

2. Financial Bid File Upload

- **What to upload:** This file contains your commercial offer, pricing matrix, or the filled Bill of Quantities (BOQ).
- **Action:** Click **Choose File** under the Financial Bid section, select your financial/pricing file, and click **Upload**.

Step 3: Final Submit

1. Review both uploaded file names to ensure you haven't accidentally swapped the technical and financial files.
2. Click the **Submit Bid** button to seal your application.
3. The system will display a success confirmation message and lock your files for review by the trust authorities.