

# Ministry of Road Transport & Highways, Government of India

## “Tender Details” Standard Operating Procedure

1- The below screen will appear in NH Division/RCC(BRO)/PIU-MoRTH, SE-NH Wing, CE-NH Wing, RO-MoRTH, Zonal Head login where all can Update the Tender details by clicking on “NEW” button.

The screenshot shows the 'Tender Details' dashboard. At the top, there is a header with the Ministry of Road Transport and Highways logo, a welcome message 'Welcome - Indar SinghJadon', a search bar, and user information 'User Name, NH-Div-Gwalior' with 'Help Desk' and 'Logout' links. Below the header, there is a breadcrumb 'Home / Tender Details' and a sidebar with icons. The main content area is titled 'Tender Details' and contains a 'NEW' button, a 'FILTER' button, and a table with columns for Tender ID, Tender Reference No., Tender Description, L1/H1 Bidder Firm Name, Bid Status, Bid Contract Price (in INR), Tender Category, Tender Type, Bid Invitation Date, Bid Due Date, Technical Bid Opening Date, Financial Bid Opening Date, and Financial Bid Evaluation Date. The table currently shows 10 entries.

2- By clicking the “NEW” Button, a form will appear on the screen as shown in below screenshot. After filling all the required fields, submit the form by clicking the “Submit” button.

The screenshot shows the 'Tender Details' form. It includes a 'Back to Grid' button at the top right. The form fields are as follows:

- Tender ID:
- Tender Reference No.:
- Tender Description:
- L1/H1 Bidder Firm Name:
- Bid Status:
- Bid Contract Price (in INR):
- Tender Category:
- Tender Type:
- Bid Invitation Date:
- Bid Due Date:
- Technical Bid Opening Date:
- Financial Bid Opening Date:
- Financial Bid Evaluation Date:

At the bottom right, there are 'Cancel' and 'Submit' buttons.

3- The request made by respective NH Division/RCC(BRO)/PIU-MoRTH, SE-NH Wing, CE-NH Wing, RO-MoRTH, Zonal Head will now be displayed in the Grid as shown below.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Indar SinghJadon

Search

User Name, NH-Div-Gwalior

Help Desk

Logout

Home / Tender Details

NEW

FILTER

PDF

Excel

Show 10 entries

Search: 2022\_NHAL\_127462\_88

S.No.	Action	View	UPC	Bid Invitation For	Tender ID	Tender Reference No.	Description	Bid Status	L1/H1 Bidder Firm Name	Tender Category	Tender Type	Bid Invitation Date	Bid Due Date	Technical bid Opening Date	Financial Bid Opening Date	Financial Bid Evaluation Date	Bid Contract Price (in INR)
698	<div>Update UPC</div> <div>Update Bid Status</div>	<div>view</div>			2022_NHAL_127462_88	444	test	Published	shara	Work	Open Tender	16/10/2024	16/10/2024	11/10/2024	17/10/2024	17/10/2024	33

Showing 1 to 1 of 1 entries (filtered from 698 total entries)

Previous1Next

4- Now, The Initiator can update the UPC details By clicking on “Update UPC” button, The below shown pop-up will appear. After filling the required fields, submit the details by clicking the “Submit” button.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Indar SinghJadon

Search

User Name, NH-Div-Gwalior

Help Desk

Logout

Home / Tender Details

NEW

FILTER

PDF

Excel

Show 10 entries

Search: 2022\_NHAL\_127462\_88

S.No.	Action	View	UPC	Bid Invitation For	Tender ID	Tender Reference No.	Description	Bid Status	L1/H1 Bidder Firm Name	Tender Category	Tender Type	Bid Invitation Date	Bid Due Date	Technical bid Opening Date	Financial Bid Opening Date	Financial Bid Evaluation Date	Bid Contract Price (in INR)
698	<div>Update UPC</div> <div>Update Bid Status</div>	<div>view</div>			2022_NHAL_127462_88	444	test	Published	shara	Work	Open Tender	16/10/2024	16/10/2024	11/10/2024	17/10/2024	17/10/2024	33

Showing 1 to 1 of 1 entries (filtered from 698 total entries)

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Update Unique Project code Against Tender Id

Tender ID2022\_NHAL\_127462\_88

Bid Invitation For--Select--

UPCSelect

Submit

Cancel

5- Now updated UPC will reflected in the grid as shown below. The initiator can update the UPC against the tender Id at once.

NEW

FILTER

PDF

Excel

Show 10 entries

Search: 2022\_NHAL\_127462\_88

S.No.	Action	View	UPC	Bid Invitation For	Tender ID	Tender Reference No.	Description	Bid Status	L1/H1 Bidder Firm Name	Tender Category	Tender Type	Bid Invitation Date	Bid Due Date	Technical bid Opening Date	Financial Bid Opening Date	Financial Bid Evaluation Date	Bid Contra Price (i INR)
698	<div>Update Bid Status</div>	<div>view</div>	RA00NH2DA001MP	Contractor	2022_NHAL_127462_88	444	test	Published	shara	Work	Open Tender	16/10/2024	16/10/2024	11/10/2024	17/10/2024	17/10/2024	33

Showing 1 to 1 of 1 entries (filtered from 698 total entries)

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6- After updating the UPC, The Initiator will update the Bid status by clicking on the “Update Bid Status” button.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Indar SinghJadon | Search | User Name, NH-Div-Gwalior | Help Desk | Logout

Home / Tender Details | Rajmarg | eOffice | AppSavy | Fast Track | Fast Track (New)

Back to Grid

**Tender Details**

Tender ID: 2022\_NHAL\_127462\_B8

Tender Reference No.: 444

Tender Description: test

L1/H1 Bidder Firm Name: share

Bid Status: Published

Bid Contract Price (in INR): 33

Tender Category: Work

Tender Type: Open Tender

Bid Invitation Date: 16/10/2024

Bid Due Date: 16/10/2024

Technical Bid Opening Date: 11/10/2024

Financial Bid Opening Date: 17/10/2024

Financial Bid Evaluation Date: 17/10/2024

Cancel Submit

7- Once the bid status is updated then data will be reflected in the Grid as shown below.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Indar SinghJadon | Search | User Name, NH-Div-Gwalior | Help Desk | Logout

Home / Tender Details | Rajmarg | eOffice | AppSavy | Fast Track | Fast Track (New)

Tender Details

NEW | FILTER

PDF | Excel | Show 10 entries | Search: 2022\_NHAL\_127462\_1

S.No.	Action	View	UPC	Bid Invitation For	Tender ID	Tender Reference No.	Description	Bid Status	L1/H1 Bidder Firm Name	Tender Category	Tender Type	Bid Invitation Date	Bid Due Date	Technical bid Opening Date	Financial Bid Opening Date	Financial Bid Evaluation Date	Bid Contract Price (in INR)
1		view	N/05013/01001/MP	Contractor	2022_NHAL_127462_1	NHAI/HQ/MP/Hinotiya Mehulwa/ Plg 2/Proc/ 2022	Construction ...	Published	NULL	Works	Open Tender	31/08/2022	05/01/2023	06/01/2023	17/02/2023		3928100

Showing 1 to 1 of 1 entries (filtered from 698 total entries)

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➤ It is one time activity of the concerned division to update the UPCs against the Tender Id & data will be auto populated in the “Onboarding of DPR, CO & AE” modules.