

Terms Of Reference (ToR)

Customization of the e-bidding Software

1. Background

The existing web-based e-bidding system used to publish tenders, register vendors, receive bids, and evaluate submissions. To improve pricing transparency, reduce manual work, and make vendor/user friendly and reliable, a set of customizations is required.

2. Objective

To customize the Ebidding Portal so that vendors can enter and submit their pricing (including MRP) directly, bulk data can be exchanged through Excel, comparison across vendors is automated, and email-related reliability issues are resolved.

3. Scope of Work

3.1 MRP Entry by Vendor

- Add an MRP (Maximum Retail Price) field against each tender item in the vendor bid submission screen.
- Store MRP against vendor, tender, and item, and display it in bid views and reports.

3.2 Automatic Email Issue Fix

- Investigate and fix the failure of automatic system emails (registration, notifications, tender and bid alerts).
- Review SMTP configuration, queueing, and error handling.

3.3 Admin Excel Template and Upload

- Provide a downloadable Excel template for admins containing the item list and required columns (item code, description, unit, quantity, specifications).
- Provide an upload function to import items into a tender from the filled template.

3.4 Vendor Excel Download / Upload

- Allow vendors to download an Excel sheet of the tender's items in a fixed format.
- Allow vendors to fill in rates, MRP, and remarks offline and upload the file to populate their bid.

3.5 Vendor-wise Item Comparison Sheet

- Generate an item-wise comparison of all vendors' quoted rates for a tender.
- Highlight the lowest rate per item and show the total per vendor.
- Provide export to Excel.

3.6 OTP-Based Email Verification (Vendor Registration)

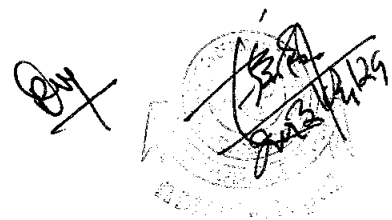
- Replace the current email verification link with a One-Time Password (OTP) sent to the vendor's email.
- Vendor registration completes only after successful OTP verification.

4. Timeline

Approximately 2 weeks

6. Support

- Customize and fix minor adjustment as needed and provide technical back-stop at least one Year.

A handwritten signature is written over a circular official stamp. The stamp contains some text, including what appears to be a date '2023/12/29' and some illegible text around the perimeter.