



# VIMS Etenderig System

## User Manual

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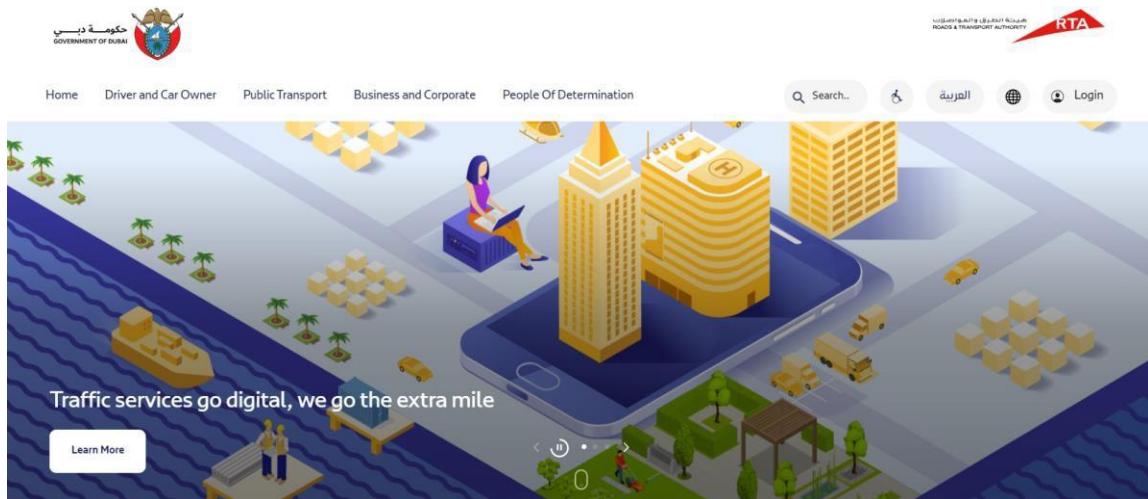
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## 1. Introduction

Vendor Tender Management System (VTMS) will support Vendors, Suppliers, and Investors to participate in the tender / Auction / Reverse Auction process online. The purpose of the document is to describe step by step process to participate in tender/Auction/Reverse Auction.

## 2. Logging On

1. Visit [www.rta.ae](http://www.rta.ae) website, click on login in the top right corner and then enter the RTA Portal username and password to login





Driver and car  
owner



Public  
Transport



Business and  
Corporate



People Of  
Determination



Accessibility



عربى



## Login/Register

Login with your RTA Account

Or

<input type="text" value="mylogin"/> mylogin	<input type="password"/> ..... Sign in with UAE PASS
<input type="button" value="Login"/>	The first secure national digital identity in the UAE for citizens and residents.

[Forgot username or password?](#)  
[Update company email](#)

2. In the Home page, click on the e-Tendering link which is in the center to access the ETendering system.

The screenshot shows the RTA Home Page Dashboard. At the top, there is a navigation bar with links for Home, About RTA, Driver & Car Owner Services, Public Transport Services, Business & Corporate Services, Open Data, Contact Us, and Arabic/English language options. Below the navigation bar, there are several service cards: 'Licensing services' (Apply for licensing services via simple and quick steps), 'Auction is Live!' (Participate in our public online auction now), 'CRM' (Have any suggestions, feedback or complaints?), 'ePQ' (Tendering and Purchasing services and procedure), 'e-Tendering' (Participate in Online Tender), 'School NOC' (Check status or apply for a new school transport NOC), and a 'Use nol for your groceries' section (Tap and pay for groceries, snacks and drinks. Pay faster at the counter. Stay secure with nol card registration). At the bottom, there are links for FAQs, Chat with us, Online, 800 90 90, and a location icon.

3. You have landed in the E-Tendering System Dashboard. Now click on the dashboard links for a quick navigation to view the public tenders, limited tenders, RFI and Auction.

## Welcome to eTendering System



Copyright © 2017 Roads and Transport Authority. All Rights Reserved. This site is maintained by the Roads and Transport Authority. The site is best viewed using IE9 and above, Mozilla Firefox, Safari and Chrome.



## 3. Limited Tenders

Limited Tenders are shown if the vendor has been invited to participate in the tendering.

Home > Limited Tenders

### Limited Tenders

Click on the tender number and get full details and information about that tender, which include bid bond details, contact information, tender timelines, related documents and more.

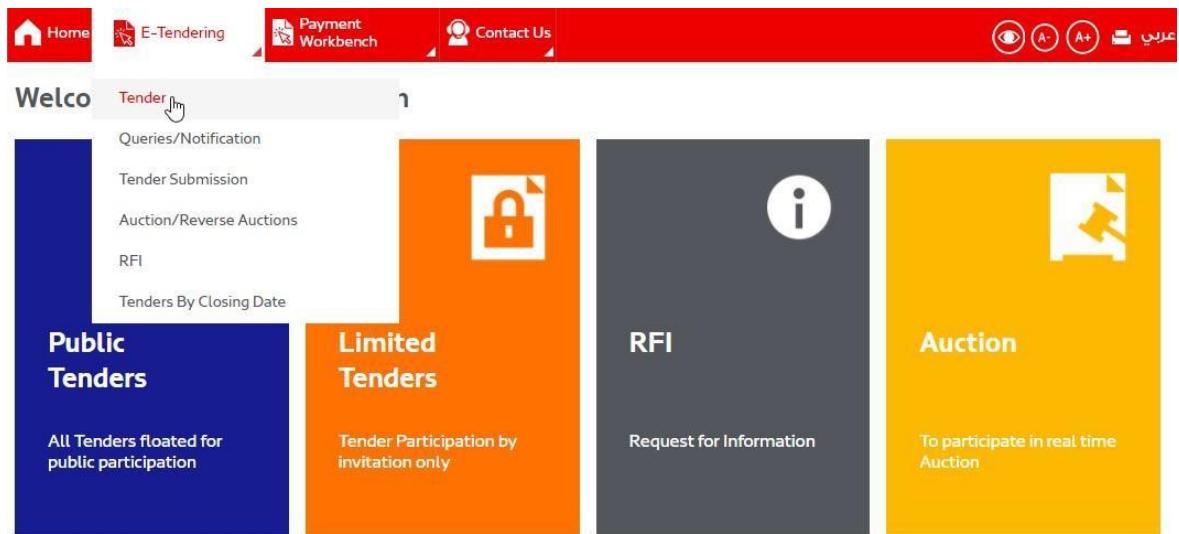
[Collapse All](#)

CASS/BUF/56434_4912		Technical Assessment of Building Life Cycle Expectancy					
Published Date	Submission Due Date	RFP Fee	Tender Status	RFP Downloaded	Reference Number	Latest Notification	Subscribed
01-FEB-2018 00:00:00	26-FEB-2018 00:00:00	0000 AED	Open For Submission				

Previous Next

## 4. Tender Search

1. Select **E Tendering - > Tender** from the top menu.



2. The **Tender** Search screen appears.

### Search

In the Tender Search screen, enter the search fields and click on **Search** to display a particular Tender or only click Search to display all the Tenders. Then click on Tender number to view tender details page

Home  E-Tendering  Contact Us

English 

Home > My Tenders

**Tender Search**

Tender Number	Tender Name	Tender Mode		
Tender Published Date		Tender Submission Date		
From Date 	To Date 	From Date 	To Date 	Tender Status

\* Any one of the Search criteria is mandatory

**Clear** **Search**

Tender Number	Tender Name	Tender Mode	Tender Published Date	Tender Submission Date	Tender Status
<a href="#">CASS/BUF/1050</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Public	28-Feb-2017 03:00 PM	28-May-2017 03:30 PM	Published
<a href="#">CASS/BUF/1051</a>	Infrastructure Facilities at Burjuman.	Public	15-June-2017 03:30 PM	27-Mar-2017 03:30 PM	Contract Awarded
<a href="#">CASS/BUF/1052</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Diera City Center.	Public	12-Feb-2017 01:00 PM	29-May-2017 01:30 PM	Published

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## 5. Subscribe and Online Payment

Check the Subscribe (Are you interested to participate) check box to show your expression of interest (EOI) to participate in the tendering process

## Tender Details


[Collapse All](#)

**Subscribe** (Are you interested to participate?)

**Pre-Qualified** **No**

<b>Tender Basic Information</b>							
Tender Number <b>CASS/BUF/56434_4912</b>		Tender Name <b>Technical Assessment of Building Life Cycle Expectancy</b>			Tender Description 		
Tender Category <b>Electrical Works Maintenance</b>	Tender Type <b>Tender</b>	Evaluation Method <b>Financial and technical</b>	Submission Mode <b>Only Online</b>	RFP Download Mode <b>Paid</b>	Tender Status <b>Open For Submission</b>	Response Currency <b>AED</b>	RFP Fee <b>798.00</b>

<b>Contact Details</b>				
RTA Liaison Officer	Name <b>Abdulla Yousuf Abdullatif Almuhaideb</b>	Contact Number <b>00971507494611</b>	Email id <b>abdulla.almuhaideb@rta.ae</b>	
Tender Officer	Name <b>Abdulla Yousuf Abdullatif Almuhaideb</b>	Contact Number <b>00971507494611</b>	Email id <b>abdulla.almuhaideb@rta.ae</b>	

<b>Bid Bond Details</b>					
Payment Type <b>Cash Deposit Receipt</b>	Valid Upto <b>NA</b>	Fee Type <b>Fixed</b>	BB Fee <b>100,000.00 AED</b>	Payable To <b>NA</b>	Payable At <b>NA</b>

<b>Tender Timelines</b>				
Published Date <b>01-FEB-2018 00:00:00</b>	Last date for Raising Queries <b>15-FEB-2018 00:00:00</b>		Technical proposal opening date <b>15-MAR-2018 00:00:00</b>	Pre Bid Meeting date <b>22-JUL-2017 09:51:50</b>
Submission Due Date <b>26-FEB-2018 00:00:00</b>	Last date for Query response <b>20-FEB-2018 00:00:00</b>		Financial proposal opening date <b>26-MAR-2018 00:00:00</b>	

<b>RFP Document</b>				
S.No	Document Name	Description	Type	Size
1	Appendix.pdf	Appendix	pdf	10MB
2	Technical.pdf	Business Case	pdf	10MB

**Pay** **Back**

**Pay**

1. Click Pay in Tender details screen to pay the tender fees.
2. Payment screen appears.
3. Service and amount details are mentioned on top of the screen
4. Select the mode of payment (Credit Card/Direct Debit)
5. If you need to add contact information.click on Add another contact.

**Pay**

6. Click Pay to proceed with the payment.
7. Click Cancel to stop the payment process and return to homepage
8. Enter the card details by following the instructions provided
9. Click Pay to proceed to the confirmation page of the payment service provider
10. The confirmation page is displayed as below:
11. Click Confirm to make the payment
12. Click Print to print the receipt.
13. Click Home to return to homepage and perform another transaction.



14. Now click on download button in Tender details page(RFP Document) which is Enabled after online payment is completed

The screenshot shows the RTA e-Tendering interface. At the top, there are navigation links: Home, E-Tendering, Payment Workbench, and Contact Us. On the right, there are accessibility icons for eye, A-, A+, and a magnifying glass. The main content area has a red header for 'Bid Bond Details' with a table showing payment details. Below is a 'Tender Timelines' section with a table of dates. The final section is 'RFP Document', which lists two files (Appendix.pdf and Technical.pdf) with download icons. At the bottom right are 'Receipt' and 'Back' buttons.

Payment Type	Valid Upto	Fee Type	BB Fee	Payable To	Payable At
Cash Deposit Receipt	NA	Fixed	0000000000	NA	NA

Published Date	Last date for Raising Queries	Technical proposal opening date	Pre Bid Meeting date
01-FEB-2018 00:00:00	15-FEB-2018 00:00:00	15-MAR-2018 00:00:00	22-JUL-2017 09:51:50

Submission Due Date	Last date for Query response	Financial proposal opening date
26-FEB-2018 00:00:00	20-FEB-2018 00:00:00	26-MAR-2018 00:00:00

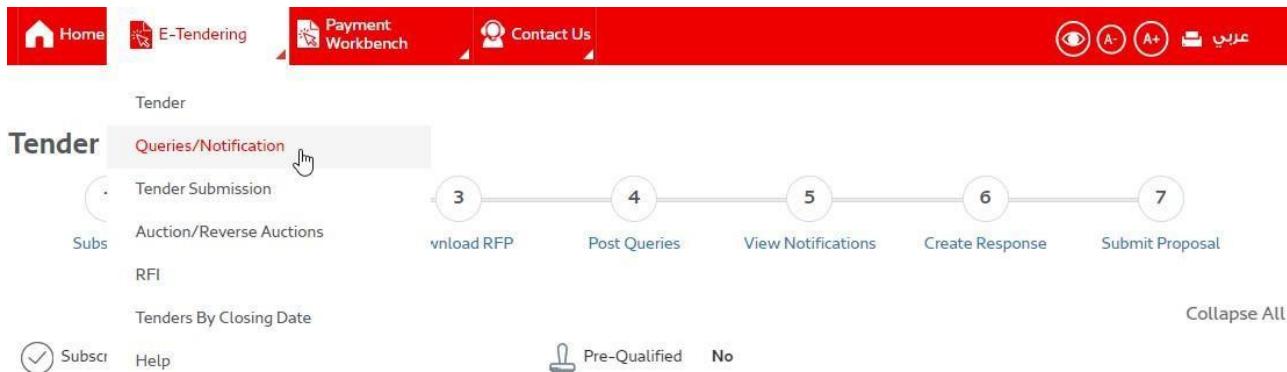
S.No	Document Name	Description	Type	Size	Action
1	Appendix.pdf	Appendix	pdf	10MB	
2	Technical.pdf	Business Case	pdf	10MB	

**Back**

15. Click on Back to return to the home screen.

## 6. Queries/Notifications Details

Click on **Queries/Notification** in the top menu. Queries/Notification screen appears as below:



The screenshot shows the RTA E-Tendering interface. At the top, there are navigation links: Home, E-Tendering, Payment Workbench, and Contact Us. On the right, there are accessibility icons (magnifying glass, A-, A+, and a document icon) and a language switch to Arabic. Below the navigation, a red bar displays the word 'Tender'. The main content area shows a process flow for a tender submission:

```

graph LR
    A[Tender Submission] --> B[Upload RFP]
    B --> C[Post Queries]
    C --> D[View Notifications]
    D --> E[Create Response]
    E --> F[Submit Proposal]
    
```

The current step is 'Post Queries' (number 4). To the left, there are sections for 'Tender Submissions' (number 1), 'Auction/Reverse Auctions' (number 2), and 'RFI' (number 3). To the right, there are buttons for 'View Notifications' (number 5), 'Create Response' (number 6), and 'Submit Proposal' (number 7). Below the process flow, there are buttons for 'Collapse All', 'Subscribe' (checked), 'Help', and 'Pre-Qualified' (No). The status 'Pre-Qualified' is marked with a red icon.



The screenshot shows the 'Queries/Notification Search' page. At the top, there are navigation links: Home, E-Tendering, and Contact Us. On the right, there are accessibility icons (magnifying glass, A-, A+, and a document icon) and a language switch to English. The main content area has a blue header 'Queries/Notification Search'. Below the header, there are search fields for 'Tender Number', 'Tender Name', and 'Notification Type'. There are also date range fields for 'Last Date for Raising Queries' (From Date and To Date) and 'Latest Notification for Tenders' (From Date and To Date). A note at the bottom left says '\* Any one of the Search criteria is mandatory'. At the bottom right, there are 'Clear' and 'Search' buttons.

### Search

In the Queries/Notification screen, enter the search fields and click on Search to display a particular Query/Notification or only click Search to display all the Queries/Notifications.

Home &gt; My Tenders

## Queries/Notification Search

Tender Number	Tender Name	Notification Type
---------------	-------------	-------------------

Last Date for Raising Queries	Latest Notification for Tenders
From Date <input type="text"/>	To Date <input type="text"/>
From Date <input type="text"/>	To Date <input type="text"/>

\* Any one of the Search criteria is mandatory

[Clear](#) [Search](#)

Tender Number	Tender Name	Last date for Raising Queries	Queries	Notifications	Clarification
CASS/BUF/1050	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	10-June-2017	<a href="#">Post Queries</a>	<a href="#">Latest Notification</a>	<a href="#">View Response</a>
CASS/BUF/1051	Improvement and Maintenance of Roads	10-June-2017	<a href="#">Post Queries</a>	<a href="#">Latest Notification</a>	<a href="#">View Response</a>

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[1](#) [2](#) [3](#) [4](#) [5](#)
Post queries

1. Click on the Post Queries link in the Queries/Notification screen.

2. Queries Details screen appears as below:

Home &gt; My Tenders

## Queries Details

Queries Details		
Tender Number CASS/BUF/1050	Tender Name Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Last date for Raising Queries 15-Jun-2017

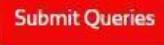
Post Queries				
S.No	Category	RFP Document Reference	Question	Action
<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

[Back](#) [Add Row](#) [Submit Queries](#)

3. Enter and select query details.

4. click on [Add Row](#) to add a new row to write your next query.

5. If you need to delete a row click on the  link.

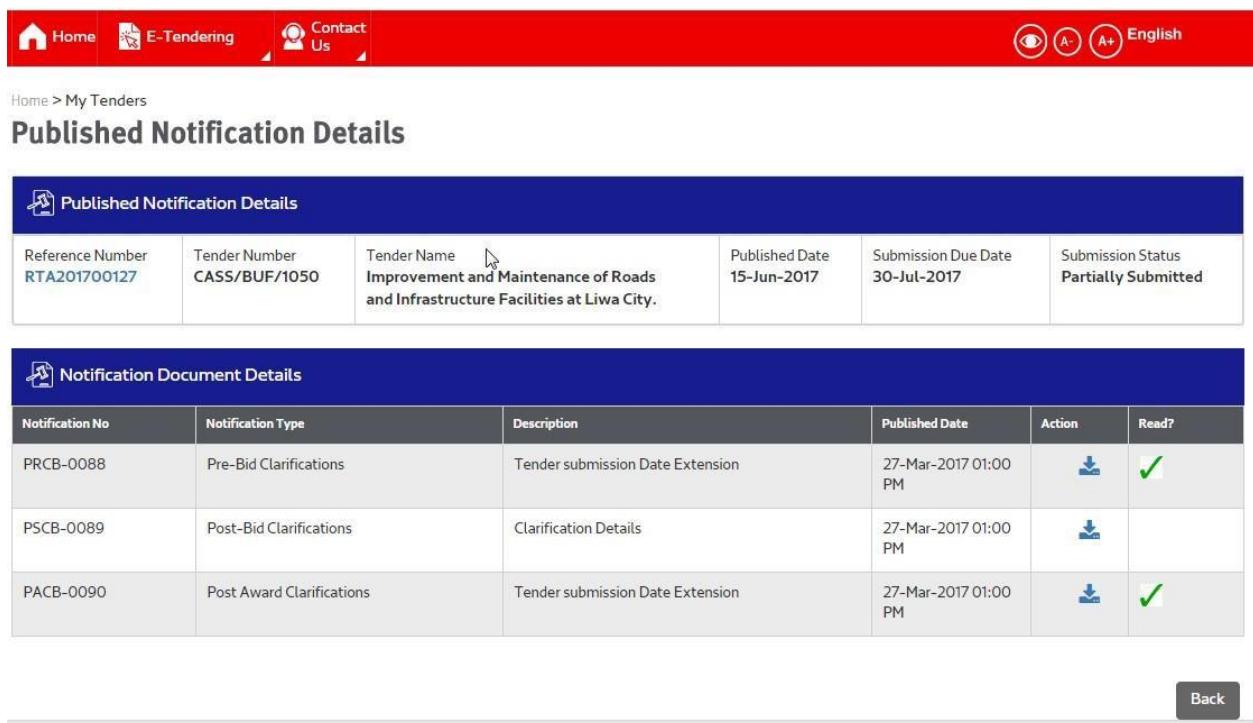
6. Click on  to submit queries.

7. Click  Back to return to the home screen.

## Latest Notification

1. Click on Latest Notification link in the Queries/Notifications screen.

2. Published Notification details screen appears as below.



Published Notification Details					
Reference Number	Tender Number	Tender Name	Published Date	Submission Due Date	Submission Status
RTA201700127	CASS/BUF/1050	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	15-Jun-2017	30-Jul-2017	Partially Submitted

Notification Document Details					
Notification No	Notification Type	Description	Published Date	Action	Read?
PRCB-0088	Pre-Bid Clarifications	Tender submission Date Extension	27-Mar-2017 01:00 PM		
PSCB-0089	Post-Bid Clarifications	Clarification Details	27-Mar-2017 01:00 PM		
PACB-0090	Post Award Clarifications	Tender submission Date Extension	27-Mar-2017 01:00 PM		

3. Click on download now  to download the document.

4. Click on Back  to return to the home screen.

## 7. View Response/Clarifications

1. Click on the View Response link in the Queries/Notification screen.

2. Consolidated Questions and Answers screen appears as below:

You can view the answer to the corresponding query which you have raised.

Home &gt; My Tenders

## Tender Clarifications

[All Responses](#) | [Only My Q&A](#)

Consolidated Questions and Answers				
S.No	RFP Document Reference	Questions	Answers	Response Date
1	1.2, 1.2.6	Can you share us the overall business process flow diagram involving all the systems?	Overall diagram will be shared during implementation, however for now systems involved are (Maximo, Document mgt system and vendor pre qualified system, RTA Portal, Payment Gateway, SMS Gateway, e-fax) Note that integration with these systems should be thru the RTA TIBCO Integration Bus.	28-Jun-2017 01:00 PM
2	1.2, 1.2.6	Can you share us the overall business process flow diagram involving all the systems?	Overall diagram will be shared during implementation, however for now systems involved are (Maximo, Document mgt system and vendor pre qualified system, RTA Portal, Payment Gateway, SMS Gateway, e-fax) Note that integration with these systems should be thru the RTA TIBCO Integration Bus.	28-Jun-2017 01:00 PM
3	1.4.6	What are the integration points which maximo(inbound and outbound) and other systems?	The Overall Process(as discussed during the-bid) meeting is straightforward, as of now contract Request process is fully automated internally. Once the request is approved, contract dept. officer should be able to publish the contract to the e-tendering system, touch points	28-Jun-2017 01:00 PM

## 8. Tender Proposal Submission

Click on **Tender Submission** in the top menu.

[Home](#) [E-Tendering](#) [Payment Workbench](#) [Contact Us](#)

 عربي

Home > Tender

Queries/Notification

<a href="#">Tender Submission</a>	<a href="#">Auction/Reverse Auctions</a>	
<a href="#">Tender Numbr</a>	<input style="width: 100%; border: 1px solid #ccc; height: 25px; margin-bottom: 5px;" type="text"/> <span style="float: right;">Reference Number</span>	
<a href="#">RFI</a>	<input style="width: 100%; border: 1px solid #ccc; height: 25px; margin-bottom: 5px;" type="text"/>	
<a href="#">Tender Status</a>	<input style="width: 100%; border: 1px solid #ccc; height: 25px; margin-bottom: 5px;" type="text"/>	
<a href="#">Help</a>	<input style="width: 100%; border: 1px solid #ccc; height: 25px; margin-bottom: 5px;" type="text"/>	
<a href="#">Tender Published Date</a>	<input style="width: 100%; border: 1px solid #ccc; height: 25px; margin-bottom: 5px;" type="text"/>	
<a href="#">From Date</a>	<a href="#">To Date</a>	<input style="width: 100%; border: 1px solid #ccc; height: 25px; margin-bottom: 5px;" type="text"/>
<a href="#">Tender Submission Date</a>	<a href="#">From Date</a>	<a href="#">To Date</a>
<a href="#">Clear</a> <a href="#">Search</a>		

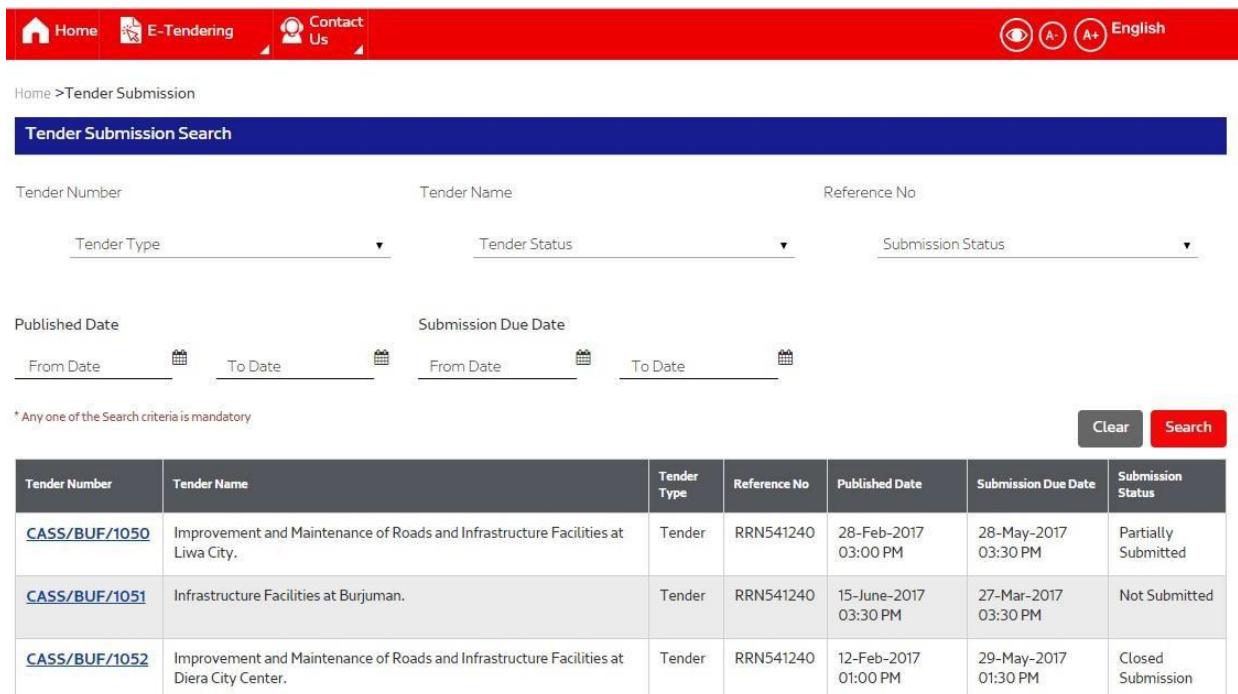
1. Tender Submission Search screen appears as below:



## Search



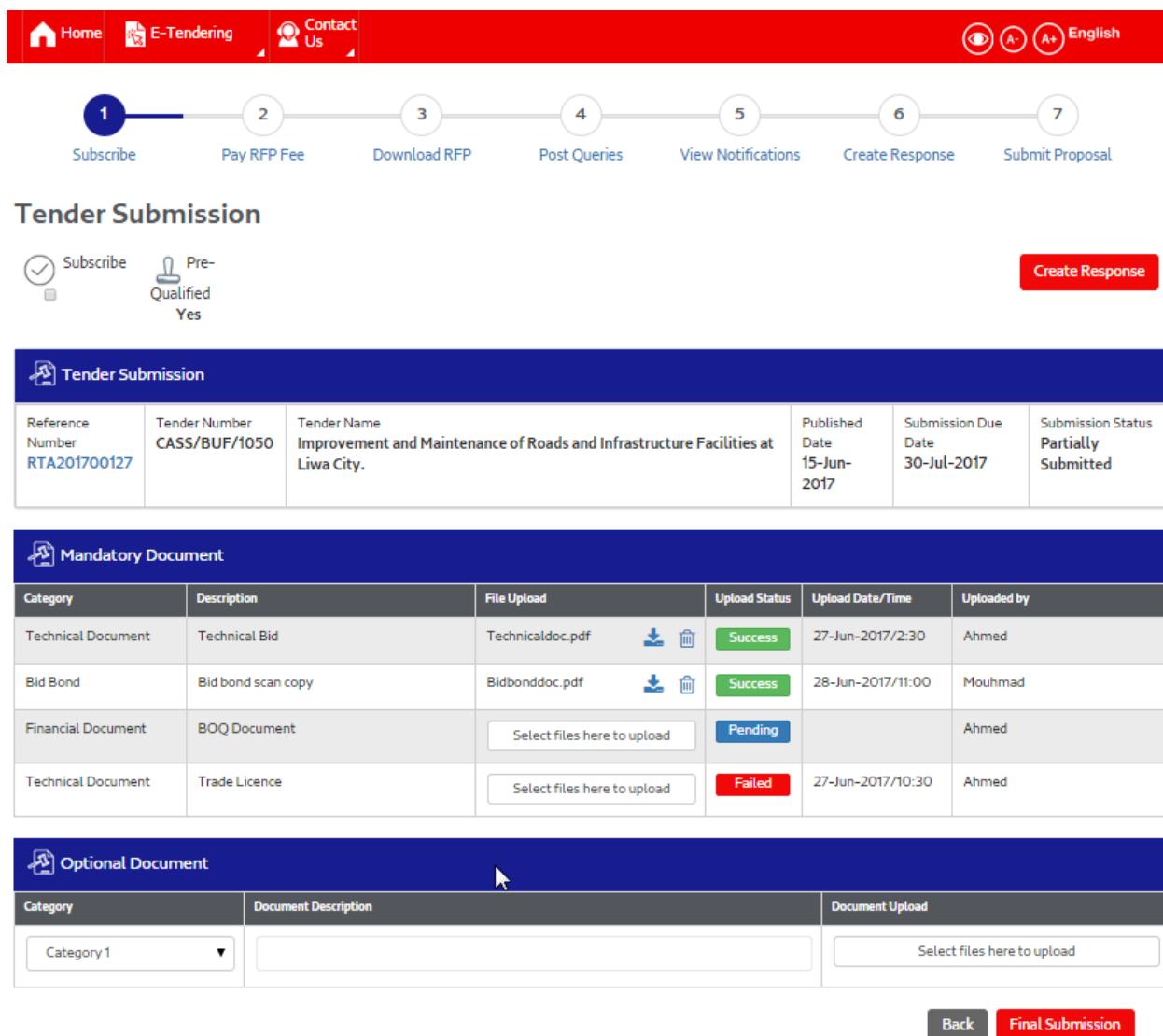
In the Tender Submission Search screen, enter the search fields and click on Search to display a particular Tender Submission detail or only click on Search to display all the Tender Submission details.



Tender Number	Tender Name	Tender Type	Reference No	Published Date	Submission Due Date	Submission Status
<a href="#">CASS/BUF/1050</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Tender	RRN541240	28-Feb-2017 03:00 PM	28-May-2017 03:30 PM	Partially Submitted
<a href="#">CASS/BUF/1051</a>	Infrastructure Facilities at Burjuman.	Tender	RRN541240	15-June-2017 03:30 PM	27-Mar-2017 03:30 PM	Not Submitted
<a href="#">CASS/BUF/1052</a>	Improvement and Maintenance of Roads and Infrastructure Facilities at Diera City Center.	Tender	RRN541240	12-Feb-2017 01:00 PM	29-May-2017 01:30 PM	Closed Submission

## Tender submission

1. Click on Tender Number link CASS/BUF/1050 . Tender submission screen appears as below



The screenshot shows the 'Tender Submission' process on a red-themed interface. At the top, there are navigation links: Home, E-Tendering, Contact Us, and a language switch for English. Below is a horizontal progress bar with 7 steps: 1. Subscribe (highlighted in blue), 2. Pay RFP Fee, 3. Download RFP, 4. Post Queries, 5. View Notifications, 6. Create Response, and 7. Submit Proposal. The 'Tender Submission' section shows the following details:

Reference Number RTA201700127	Tender Number CASS/BUF/1050	Tender Name Improvement and Maintenance of Roads and Infrastructure Facilities at Liwa City.	Published Date 15-Jun-2017	Submission Due Date 30-Jul-2017	Submission Status Partially Submitted
----------------------------------	--------------------------------	---	-------------------------------	------------------------------------	--

Below this, the 'Mandatory Document' section lists uploaded files:

Category	Description	File Upload	Upload Status	Upload Date/Time	Uploaded by
Technical Document	Technical Bid	Technicaldoc.pdf	Success	27-Jun-2017/2:30	Ahmed
Bid Bond	Bid bond scan copy	Bidbonddoc.pdf	Success	28-Jun-2017/11:00	Mouhmad
Financial Document	BOQ Document	Select files here to upload	Pending		Ahmed
Technical Document	Trade Licence	Select files here to upload	Failed	27-Jun-2017/10:30	Ahmed

The 'Optional Document' section shows a dropdown for Category and a file upload input field.

At the bottom, there are 'Back' and 'Final Submission' buttons.

2. Click on **Create Response** to generate the Response Reference Number.

3. Upload the mandatory document.( Browse a file and Click on **Select files here to upload** to upload the document.)

4. Click on download  to download the document.

5. Click on delete  to delete the document.

## BOQ Details

1. BOQ Details section in the tender submission page:

BOQ Details							Export to Excel	Import from Excel
S.No	Summary	Description	Quantity	Unit	Rate	Amount		
1	System Requirement	All Functional requirements mentioned in the RFP	10%	KG				
2	System Implementation	All Functional Implementation mentioned in the RFP	40%	KG				
3	Training	Brief Description License cost for the system implementation including plugins and add-ons	10%	KG				
4	Customization	Customizations requirement	10%	KG				
							Total Project Cost	
							<input type="button" value="Clear"/>	<input type="button" value="Save"/>

2. Click on save  to save the BOQ Details.
3. Click on save  to clear.
4. Click on  to Import the BOQ Details in excel form.
5. Click on save  to save the BOQ Details in excel form.
6. Click on Final submission  to submit final proposal for the tender.
  - a. An alert message displays as "Please verify the details, as changes after the final submission are not allowed...!".
7. Click on Back  to return to the home screen.

## Tender Details free of tender cost

For Free of cost tenders, you can automatically to download the document. Click on the tender number link in new Tender screen, which is free of cost

1. Click on download now  in RFP document section to download the document.
2. Click on Back  to return to the home screen.

## 9. RFI

Click on **RFI** in the top menu. Request for Information screen appears as below

**Request For Information Search**

RFI Number	RFI Name	RFI Status
RFI Published Date		RFI Submission Date
From Date	To Date	From Date
		To Date
Tender Mode		
Subscribed	<input type="checkbox"/>	
<input type="button" value="Clear"/> <input type="button" value="Search"/>		

**Search**

1. In the RFI Search screen, enter the search fields and click on **Search** to display a particular Tender or only click Search to display all the Tenders.

**Request For Information Search**

RFI Number	RFI Name	RFI Status																		
RFI Published Date		RFI Submission Date																		
From Date	To Date	From Date																		
		To Date																		
Tender Mode																				
Subscribed	<input type="checkbox"/>																			
<input type="button" value="Clear"/> <input type="button" value="Search"/>																				
<table border="1"> <thead> <tr> <th>RFI Number</th> <th>RFI Name</th> <th>Subscribed ?</th> <th>RFI Published Date</th> <th>RFI Submission Date</th> <th>RFI Status</th> </tr> </thead> <tbody> <tr> <td>C/TRA/TRA.ITS/2017/0707-76578</td> <td>Maintenance of the Electrical equipments across the facilities</td> <td><input type="checkbox"/></td> <td>27-SEP-2017 17:19:02</td> <td>28-SEP-2017 17:19:02</td> <td>Evaluation In-Progress</td> </tr> <tr> <td>C/TRA/TRA.ITS/2017/0707-63822</td> <td>Maintenance of the Electrical equipments across the facilities</td> <td><input type="checkbox"/></td> <td>27-SEP-2017 17:19:02</td> <td>28-SEP-2017 17:19:02</td> <td>Evaluation In-Progress</td> </tr> </tbody> </table>			RFI Number	RFI Name	Subscribed ?	RFI Published Date	RFI Submission Date	RFI Status	C/TRA/TRA.ITS/2017/0707-76578	Maintenance of the Electrical equipments across the facilities	<input type="checkbox"/>	27-SEP-2017 17:19:02	28-SEP-2017 17:19:02	Evaluation In-Progress	C/TRA/TRA.ITS/2017/0707-63822	Maintenance of the Electrical equipments across the facilities	<input type="checkbox"/>	27-SEP-2017 17:19:02	28-SEP-2017 17:19:02	Evaluation In-Progress
RFI Number	RFI Name	Subscribed ?	RFI Published Date	RFI Submission Date	RFI Status															
C/TRA/TRA.ITS/2017/0707-76578	Maintenance of the Electrical equipments across the facilities	<input type="checkbox"/>	27-SEP-2017 17:19:02	28-SEP-2017 17:19:02	Evaluation In-Progress															
C/TRA/TRA.ITS/2017/0707-63822	Maintenance of the Electrical equipments across the facilities	<input type="checkbox"/>	27-SEP-2017 17:19:02	28-SEP-2017 17:19:02	Evaluation In-Progress															

**RFI Details Screen:**

For Free of cost tenders, you can automatically to download the document. Click on the tender number link in new Tender screen, which is free of cost

1. Click download now  in RFP document section to download the document.
2. Click Back  to return to the home screen.

## RFI submission

- Click on the Tender Number link. Tender submission screen appears as below

Tender Basic Information							
Tender Number C/TRA/TRA.ITS/2017/0707-38474		Tender Name Maintenance of the Electrical equipments across the facilities		Tender Description 			
Tender Category Electrical Works Maintenance	Tender Type Request for Information	Evaluation Method Financial only	Submission Mode Only Online	RFP Download Mode Free	Tender Status Open For Submission	Response Currency AED	KYC NA
Contact Details							
RTA Liaison Officer	Name: <b>XXXXXXXXXXXX</b>	Contact Number 0000000000	Email Id: <b>XXXXXXXXXXXX</b>				
Tender Officer	Name: <b>XXXXXXXXXXXX</b>	Contact Number 0000000000	Email Id: <b>XXXXXXXXXXXX</b>				
Tender Timelines							
Published Date 03-OCT-2017 08:34:23	Last date for raising Queries NA	Technical proposal opening date NA	Pre Bid Meeting date NA				
Submission Due Date 04-OCT-2017 08:34:23	Last date for Query response NA	Financial proposal opening date NA					
RFI Document							
S.No	Document Name	Description	Type	Size	Action		
1	RFT		Commercial	XLSX	1024MB		
Mandatory Document							
Category	Description	Fileupload	Upload Status	Upload Date & Time	Uploaded By		
Technical Document	case study	<input type="button" value="Select files here to upload"/>	Pending				
Optional Document							
Category	Document Description	Upload Document					
—select—		<input type="button" value="Select files here to upload"/>					



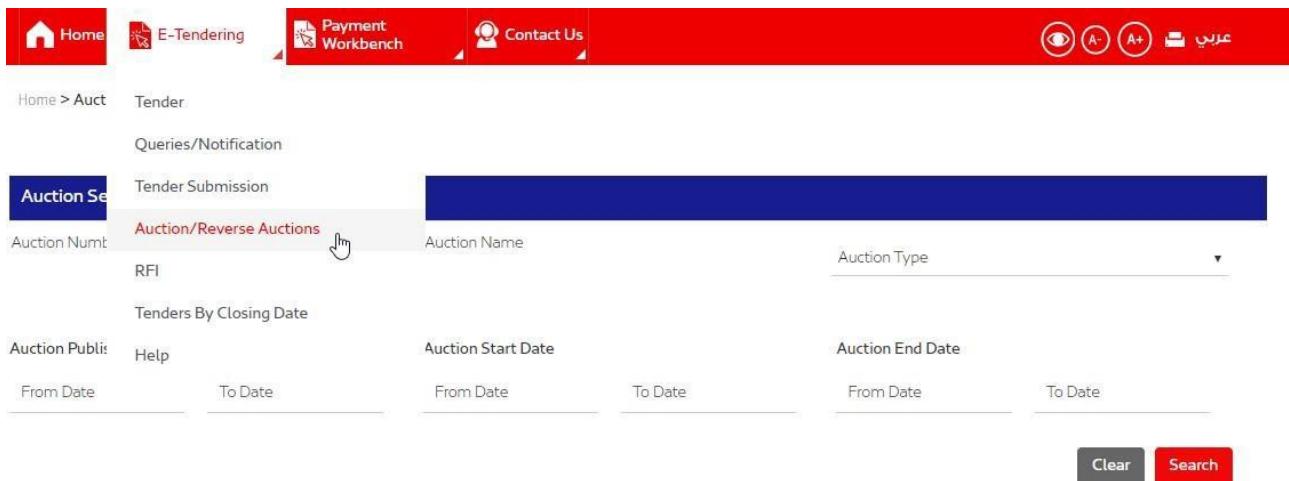

- Upload the mandatory document.( Browse a file and Click on  to upload the document.)
- Click on download  to download the document.
- Click on delete  to delete the document.



5. Click on Final submission  to submit final proposal for tender.
6. An alert message displays as "**Please verify the details, as changes after final submission are not allowed...!**".
7. Click on Back  to return to the home screen.

## 10. Auction & Reverse Auction

Click on Auction/Reverse in the top menu.



### Search

Auction/Reverse screen appears as below. Click Search  to search Auction.

**Auction Search**

Auction Number	Auction Name	Auction Type				
Auction Publish Date		Auction Start Date	Auction End Date			
From Date	To Date	From Date	To Date			
<input type="button" value="Clear"/> <input type="button" value="Search"/>						
Auction Number	Auction Name	Auction Publish Date	Auction Start Date	Auction End Date	Auction Type	Auction Status
C/TRA/TRA.ITS/2017/0707-78286	Operation & Maintenance of Retrievers (TOW Bikes).....	03-OCT-2017 08:56:50	03-OCT-2017 08:56:50	04-OCT-2017 08:56:50	Reverse Auction	Open For Submission
C/TRA/TRA.ITS/2017/0707-63030	Operation & Maintenance of Retrievers (TOW Bikes).....	03-OCT-2017 08:54:00	03-OCT-2017 08:54:00	04-OCT-2017 08:54:00	Auction	Open For Submission
C/TRA/TRA.ITS/2017/0707-05598	Operation & Maintenance of Retrievers (TOW Bikes).....	03-OCT-2017 08:52:56	26-SEP-2017 10:00:00	27-SEP-2017 23:40:00	Auction	Open For Submission

## Auction Details Screen

1. Click on Auction number in search grid it will open auction detail page.

**Auction Details**

[ONLINE AUCTION IS OPEN FOR BIDDING](#)

[Collapse All](#)

**Basic Details**

Auction Number C/TRA/TRA.ITS/2017/0707-78286	Auction Name Operation & Maintenance of Retrievers (TOW Bikes).....	Description	Auction Publish Date 03-OCT-2017 08:56:50	Auction Start Date 03-OCT-2017 08:56:50	Auction End Date 04-OCT-2017 08:56:50
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**Auction Properties**

Auction Type Reverse Auction	Floor Price <b>0000</b>	Bid Incremental/Decremental Value <b>0000</b>	Elapse Time Interval(Mins) 5	Bid Auto Extrn(Mins) 90
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[Back](#)

2. Click on Online Auction is open for bidding link for participating in tender.

## Auction Details

 Auction Details

Auction Type <b>Auction</b>			
 Floor Price 20 AED	 Bid Incremental/Decremental Value 20 AED	 Elapse Time Interval(Mins) 100	 Bid Auto Extn(Mins) 60
 Auction Start Date 03-OCT-2017 08:54:00		 Auction End Date 04-OCT-2017 08:54:00	
<b>Highest Bid 20 AED (SYSTEM) at 03-OCT-2017 08:54:00</b>			
Time Left: 00 days 21:09:27			
No.of Bids: 0			
Enter Your Bid: <input type="text"/>		<b>Bid Now</b>	

**Back**

3. Enter the **Highest bid amount** and click on **Bid Now** . For Auction.
4. Enter the **Lowest bid amount** and click on **Bid Now** . For Reverse Auction.