



# TENDERWIZARD

eTendering / eProcurement / eAuction System



**Karnataka State Electronics Development Corporation**

(A Govt. of Karnataka U/T, Ministry of Information Technology)

Corp office: 29/1, Race Course Road, Bangalore 560 001.

Phone: 080-2225-7201, Fax: 080-2220-0165

Email: keonics@bgl.vsnl.net.in www.keonics.com

Contact: Mr. U A Muthanna, Deputy Manager - Commercial

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## OVERVIEW

Tender Wizard is an exclusive, most vibrant end to end solution for buying / selling of products and services through tendering process. It supports A - Z activities of tendering based on proactive work flow concept. Fine details of tendering like vendor registration, tender announcement and corrigendum, tender form processing, opening, negotiation and tender awarding are supported in a real time interactive environment. Tender Wizard creates a true dynamic market place for both buyers and vendors to interact with each other and transact business.

## PURPOSE

The objective of developing the TENDERWIZARD is to automate the departments of Governments. The key objectives of this exchange are Reduced Inventory, consistency in costs across all departments, consistent and sustainable Vendor Development, transactional effectiveness, procurement lead time reduction, transparency etc.

## AUDIENCE

This product is extensively used by the Government officials and contractors to enhance the transparency in the day to day tendering activities of the Government offices as well as in contractor community.

## DISCLAIMER

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## PREREQUISITES AT USER SIDE:

### A. System configuration (Minimum):

Minimum P-IV Processor System, 40 GB HDD or above recommended, 512MB RAM and above.  
Internet Connection - Minimum of 512 Kbps Broadband connection

### B. System Software's:


OS: Windows XP and above.

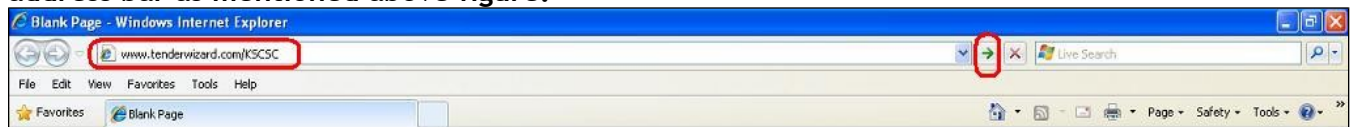
Browser: Microsoft Internet Explorer 7, 8 or 9, Google Chrome & Mozilla Firefox Version 4 and above.

Microsoft Office 2003 with MS Word and MS Excel

Utilities: Java Version 6 Update 30 and above (Depend on Operating System), Win-Zip, Win-Rar, Adobe Acrobat Reader, PKI Installation Driver for Digital Signature (Depend on Operating System & Token or Dongle Type)

## INTRODUCTION TO THE BROWSER:

Click / Double Click  to open the Microsoft Internet Explorer (This icon can be located on the Desktop of the computer). Type the website address [www.tenderwizard.com/KSCSC](http://www.tenderwizard.com/KSCSC) in the address bar as mentioned above figure.



## REGISTRATION PROCESS

Click “**Register Me**” shown in below figure.

The Kerala State Civil Supplies Corporation Limited.

Home About KSCSC Contact Us Hot Tenders Tender Free View **Register Me**

Tenderwizard is compatible for IE version 7, 8 and 9, Google Chrome, Mozilla Firefox 4 and above. Digital Key is comp

Powered By KEONICS your perfect partner

Log In

User ID :  
Password :  
Activity :  
Tender

Go F  
New User ? Sign Up  
Forgot Password?

digicert  
STQC

**Electronic Tendering for Supplyco**  
New Vendor Registration Process

- Requires large quantities of
  - Pulses - Green Gram, Bengal Gram, Black Gram, Toor Dhal, Peas Dhal, Lobia etc.
  - Spices - Chillies, Coriander, Mustard etc.
  - Sugar
  - Other Provisions
- Participate in our e-tendering by sitting at your Home or Office
- Delivery in our 56 depots in Kerala
- Payment on the same date of delivery by Demand Draft to your address through courier
- Help desk for outside state suppliers
- New Suppliers may get user id and password for taking part in the e-tendering.

ALL VENDORS ARE HERE BY REQUESTED TO UPDATE THEIR PROFILES ESPECIALLY EMAIL, IDS AND TELEPHONE NOS TO CONTACT THEM AS AND WHEN REQUIRED

**SUPPLYCO**  
THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD.,  
MAVELI BHAVAN, MAVELI ROAD, GANDHINAGAR, KOCHI 682020.  
Phone - 0484-2206775, 2206776, 2206777, 2206778  
Fax - 0484-2206799, E-mail - info@supplyco.com

Best viewed with Internet Explorer Version 7, 8 and 9 with a resolution of 1024x768  
This site uses highly secure 128/256-bit encryption and is certified by Digicert as a secure and trusted site.  
Terms & Conditions | Disclaimer | Glossary of terms  
TW7.0.0 - © Copyright 2009 Antares Systems Limited. All rights reserved

Fill all the details in the form provided in below figure. Click “**Create Profile**” to obtain your User ID and Password. Note that during registration process do not type certain special characters like ~ ` ' # \$ % & \* ! ( ) ; \ / ? " : < > + - { } [ ] which are not allowed.

\* indicates mandatory fields

**Important Information**

- To furnish Notary Certified True Copies the following scanned documents for preferring your Registration and activating it.
- 1) Name of Proprietor / Partners / Directors
- 2) Copy of Electoral ID Card/PAN Card of Partner/Directors
- 3) Copy of VAT Registration
- 4) Copy of CST Registration
- 5) RTGS/Bank A/cs
- 6) Persons authorized to deal with us and in what capacity
- 7) Scanned copy of Electoral ID Card/PAN Card of authorized persons.
- CST and TIN Nos are mandatory
- For activation / enabling the user id, please contact 0484-2206791

[Click here to retrieve information to make registration payment](#)

**Vendor Information**

Nationality : Indian Bidder	Preferred Currency : Indian Rupee (INR)
Log-in(User Id) : testvendor4 Eg(Ravi_123) * (No Special Characters like %\$@!&)	<input type="button" value="Check Availability"/>
Type of Organization : Individual	Company Name : TEST 04
Contact Person : test	Designation : 
PKI Based Login : Yes	PKI Signature : Yes
<input type="button" value="Update Serial No."/>	
Dig Cert Serial No : 	Dig Cert User Name : 
Dig Cert Issuer : 	Certificate Owner : 
Cert Expiry Date : 	Cert Class : 
Hint Question : What is the name of your first school?	Hint Answer : testvendor4

Hint Question & Answer will be used for forget password facility

**Contact Information**

Address Line 1 : TEST	Address Line 2 : 
City : Bangalore	ZIP/PIN Code : 123456
Country : India	State : Karnataka
Landline No : 1234567890 (Including STD/ISD Code)	Mobile No : 1234567890 (Including STD/ISD Code)
Fax No :  (Including STD/ISD Code)	Website(URL) : 
Email Address : testeste@gmail.com	
Alternate Email Address : 	
PAN / TAX ID No : 1234567890	
Bank Name : Select	Branch : 
Bank Account No : 	Bank Code(IFSC Code) : 

**COT\***

Select All

<input checked="" type="checkbox"/> KSCSC-general	<input type="checkbox"/> KSCSC-test	<input type="checkbox"/> Non Maveli
<input type="checkbox"/> Maveli	<input type="checkbox"/> Pulses	<input type="checkbox"/> KSCSC-Sabari-Products
<input type="checkbox"/> KSCSC-Packing Cover		

Note :


**Other Details (if applicable)**

VAT/TIN No : 	CST/Sales Tax No : 	Service Tax Registration No : 
EPF No : 		

**TERMS & CONDITIONS**

I have Read and Accepted the [Terms & Conditions](#).

Type the characters you see in the picture below.



d4fy

Once submit your profile, and then you have to upload some mandatory files.

New Vendors should upload these documents during registration in scan format

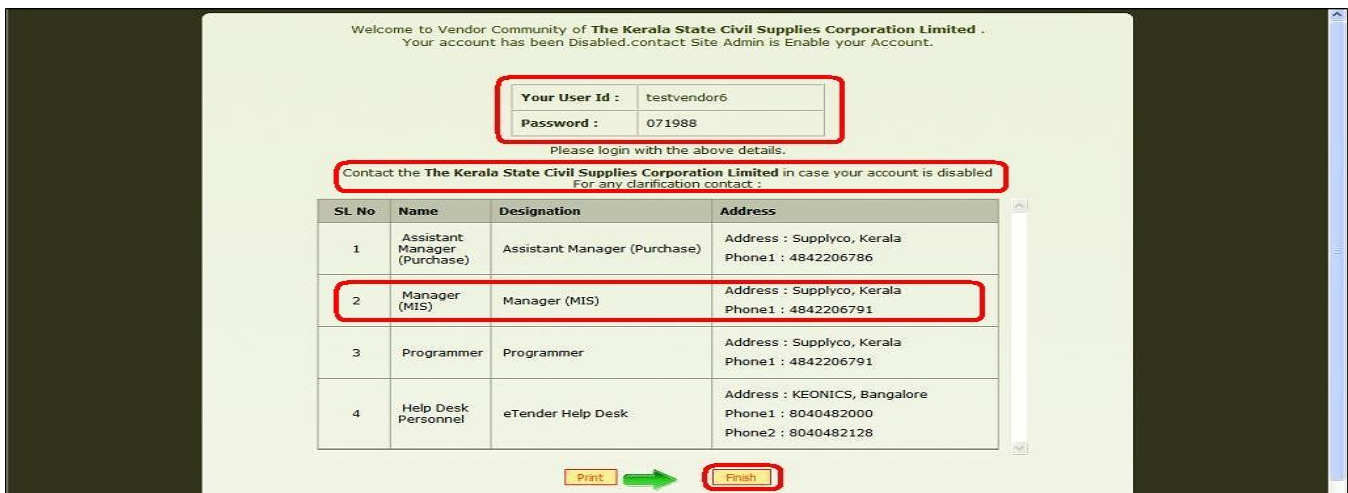
**MANDATORILY TO COMPLETE THE VENDOR REGISTRATION PROCESS.**

**Checklist Items**

1. Name of Proprietor / Partner / Owner
2. Electoral ID card / PAN card of partner / owner
3. VAT registration
4. CST registration
5. RTGS / Bank Acs
6. Persons authorized to deal with us & in what capacity
7. Electoral ID card / PAN card of authorized persons



More for files uploading repeat steps 1 and 2.



For enabling the user id, please contact supplyco office **0484 - 2206791**.

After successfully registered and uploaded you will get the Registration Acknowledgement, you can take the printout for record purpose.

**Registration Acknowledgment**

Please quote your company name for any queries relating to this request.

**Website Address:** <http://www.tenderwizard.com/KSCSC>

**User Information**

User ID :	testvendor6	Password :	071988
Company Name :	TEST 06	Contact Person :	TEST
Landline Number :	1234567890	Email Address :	testteswes@t.com

**For Any Clarifications Pls Contact**

SL No	Name	Designation	Address
1	Assistant Manager (Purchase)	Assistant Manager (Purchase)	Address : Supplyco, Kerala Phone1 : 4842206786
2	Manager (MIS)	Manager (MIS)	Address : Supplyco, Kerala Phone1 : 4842206791
3	Programmer	Programmer	Address : Supplyco, Kerala Phone1 : 4842206791

#### HOME PAGE DESCRIPTION:

#	Description
1	Click <b>"About KSCSC"</b> to view the detailed information about "Kerala State Civil Supplies Corporation Limited".
2	Click <b>"Contact us"</b> to view the details of helpline (Contact Addresses and Phone Numbers).
3	Click <b>"Hot Tenders"</b> to view the details of tenders which are due for submission on a particular day.
4	Click <b>"Tender Free View"</b> to view the details of all the authorized tenders which are due for request for free of cost.
5	Click <b>"Register Me"</b> to view the procedure of registration.
6	Click <b>"New Vendor Registration Process / Help Manuals / Opened Tender Details"</b> to view the Detailed Help Manuals, DSC Application Forms and Purchase Orders.

#### VIEW TENDERS FREE OF COST:

To download the tender notices and corrigendum free of cost from website, follow the steps given below:

Click **"Tender Free View"** on the home page.

Provide all or any one of the options like "Tender Number", "Region / Location", "Estimate Cost", "Request Dates (from and to)", "Tender Submission date" or "any key words from Tender Description"

Click "Submit" to view the results. A list of tenders shall appear on the screen.

Click  to print the detailed Tender Notice.

Click  to view the cost free documents.

#### LOGIN PROCEDURE:

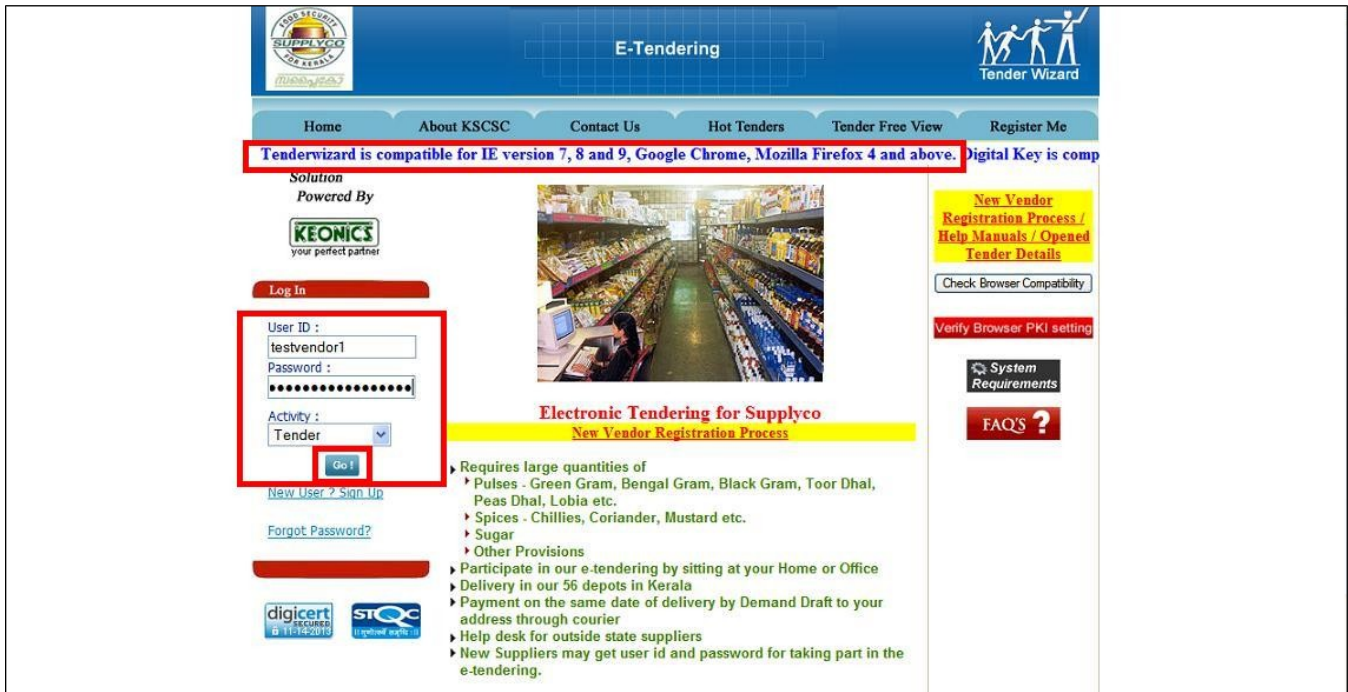
Enter the given “**User ID**” in the box provided.

Enter the given “**Password**” in the box provided.

Click “**Go**” to login, the screen directs you to the PKI based login screen.

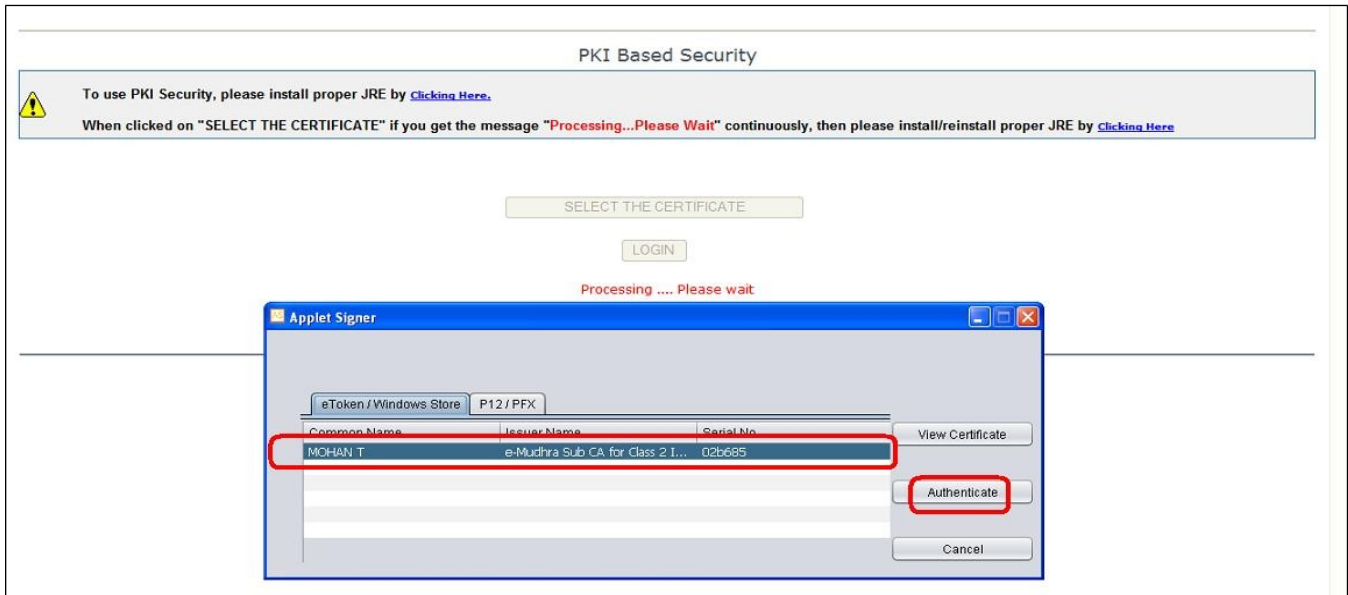
As a security purpose for a first login, the system automatically asks the user to change the password. Enter the Current, New & Confirm Password and then click “**Submit**” to update the new password. The user needs to login once again with the new password (note that User Id remains the same) which gives the user the authentication to the change of password.

Note: Digital Signature Certificate mandatory for login and bid submission. So without DSC can't login.



Click “**SELECT THE CERTIFICATE**”. Select your Digital Signature Certificate (DSC) from the window as shown in below figure and click “**Authenticate**” to proceed.





Enter the DSC "PASSWORD" in the box provided. Click "OK".



Click "LOGIN".



Once again the system will ask you to enter the password (Website password) as shown in below. Enter your password and click "Enter" to proceed.

PKI Based Security

Username :

Please Re-Enter your Password :

Enter the web registration password

Enter

When the user login and enter the website, the tenders which are in “**In Progress**” status will be displayed as a default screen where all the applied tenders can be viewed.

To view the unapplied tenders, click “**UnApplied**”. If the tender is due for request, then a Blue Colour Icon will appear on the screen as displayed below:

**UnApplied** | In Progress | Opened/Awarded | Disqualified/Withdrawn | 08-07-2012 09:31:30 PM

Home | Vendor > Tender > In Progress

Actions	Tender	Line #	Quantity	Status	Tender Closing Date and Time	Estimated Cost	EMD	Days/Time Left for Closing
In Progress : Tender Not Available For Display								

UnApplied | In Progress | Opened/Awarded | Disqualified/Withdrawn

Home | Modify Profile | Help | Documents Library | Tender Search | Modify Password | Logout

### AFEW ANNOTATIONS ON VARIOUS FEATURES:

The following screen explains the user about all the modules which are displayed once the user login into the system.

Click here to view tenders which you need to apply

Click here to view tenders which are applied

Click here to view tenders which are Opened/Awarded

Click here to view tenders in which you are disqualified or you have with drawn

This is the system date. Kindly submit the tender according to this date and time

UnApplied | In Progress | Opened/Awarded | Disqualified/Withdrawn | 05-07-2011 02:49:16 PM

Home | Vendor > Progress

Actions	Tender	Work #	Quantity	Status	Tender Closing Date	Estimated Cost	EMD	Days/Time Left for Closing
In Progress : Tender Not Available For Display								

Document Library | Tender Search | Modify Password | Logout

Click here to "Upload tender supporting document".

Click here to "search tender"

Click here to "Modify Password"

Click here to "Log out"

### SEARCH ENGINE:

Click “**Tender Search**” to search the tenders which are available on the website. It provides you to search the tender’s with multiple options. You can search either with the tender number, description or dates such as request date, submission date or opening date.

UnApplied | In Progress | Opened/Awarded | Disqualified/Withdrawn | 08-07-2012 09:58:28 PM

Home | Tender Search

Tender Number :

Line :

Region :

COT of Tenders :

Estimated Cost(Rs) :

Stages :

Description :

Tender Authorize Date :  --To--

Request of Tender Document From :  --To--

Tender Closing Date and Time :  --To--

Tender Opening Date :  --To--

Dates should be in the format [DD-MM-YYYY]

### MODIFY PERSONAL DETAILS:

### CHANGE PASSWORD:

Users can modify the password at any time as shown in below figure. Minimum 8 characters are required. Password should contain Uppercase, Lowercase and Numbers.

Note: Special characters are not allowed.

**Modify Password**

---

User Id : **testvendor2**

Enter Your Current Password :

Enter Your New Password :

Confirm Your New Password :

**Minimum Requirements For The Password**

- Minimum 8 characters in length
- Contains the following items:
  - Uppercase Letters (A-Z)
  - Lowercase Letters (a-z)
  - Numbers (0-9)

**Password Strength**

61%

**Strong**

### MODIFY PROFILE:

Users are allowed to modify the existing profile such as address, phone number, fax number, email and other details.

### REQUEST FOR TENDER:

Once successfully logged on, click on “UnApplied” to view the new tenders.

Facility to

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:16:52 PM

Welcome : testvendor1 Vendor > Tender > In Progress

Actions	Tender	Line #	Quantity	Status	Tender Closing Date and Time	EMD	Days/Time Left for Closing
---------	--------	--------	----------	--------	------------------------------	-----	----------------------------

Home  
Modify Profile  
Help  
Documents  
Library  
Tender Search

In Progress : Tender Not Available For Display

If the tender is due for request, then a “Blue colour” icon will appear on the screen as displayed below:

Keonics Provides

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:18:44 PM

Welcome : testvendor1 Vendor > Tender > Unapplied

Actions	Tender	Line #	EMD	COT	Form Fee	Request of Tender Document To Date
	Test Tender 2013	Items	Rs.--NA--	KSCSC-general	Rs.--NA--	07-08-2013 13:00

Supply of Items  
REQUEST TENDER FORM-Level-1

Page(s) Total Records : 1

Home  
Modify Profile  
Help  
Documents  
Library  
Tender Search

Once the user requested for the tender, he can access this tender through “In Progress” section and the status of the tender will be displayed as “Received”. The form fee (If applicable) has to be paid during submission of tender document.

Keonics Provides

Tender Wizard


UnApplied **In Progress** Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:24:40 PM

Welcome : testvendor1 Vendor > Tender > In Progress

Actions	Tender	Line #	Quantity	Status	Tender Closing Date and Time	EMD	Days/Time Left for Closing
<a href="#">Home</a> <a href="#">Modify Profile</a> <a href="#">Help</a> <a href="#">Documents</a> <a href="#">Library</a>	Test Tender 2013	Items	. MT	RECEIVED	07-08-2013 13:00	Rs.--NA--	0:35 (HH:MM)

Page(s) Total Records : 1

## SUBMISSION FOR TENDER:

Click “Edit attachment”  to view / submit the tender documents under **Tender Documents / Bid Documents / Corrigendum / Addendum Details tab** which are received by the user as shown in below figure. You can view and download the documents like, Tender Notice, Instructions, Tender Form, Schedule IV etc., if any Corrigendum, Addendum Notices, Drawings, Schedule III Declaration & Offer Sheet.

**Note: If user using with Internet Explorer version 6, tabs ( **Tender Documents / Bid Documents / Corrigendum / Addendum Details tab** ) will not display. So use IE 7, 8 or 9, Google chrome & Mozilla Firefox Version 4 and above.**

E-Te

Tender Wizard

UnApplied **In Progress** Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:35:13 PM

Welcome : testvendor1 **Tender Documents** [Print](#)

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013 / Items

Vendor: TEST01 Tender Cover: Twostage

Submitted Date & Time / Time Remaining: - / 24 mins 45 secs Token / Total No of Submission: - / 0

**Tender Documents** Bid Documents Corrigendum/Addendum Details Log Details

Document Name	File ID	Actions	Cover
<b>Common for Tender:-</b>			
Tender Notice	TenderNotice1.doc	Download	-
Instructions	Instructions1.doc	Download	-
Tender Form	TenderForm1.doc	Download	-
Schedule I A B C D E	ScheduleIABCDE1.xls	Download	-
Schedule IV	ScheduleIV1.doc	Download	-
Indicative Requirement	IndicativeR...rement1.xls	Download	-
Docs Upload Manual	DocsUploadManual.doc	Download	-

Submit The Tender Form Refresh Go Back

Note:

- For information about document description move mouse over the document name
- Red colored tab indicates that these pending documents have to be filled up and uploaded mandatorily
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

Best viewed in Internet Explorer 7 & above, or Firefox 4 & above, at a resolution of 1024 X 768 or higher.

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:35:36 PM

Welcome : testvendor1 **Tender Documents** [Print](#)

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013/Items  
 Vendor: TEST01 Tender Cover: Twostage

Submitted Date & Time / Time Remaining: - / 24 mins 24 secs Token / Total No of Submission: - / 0

[Tender Documents](#) **[Bid Documents](#)** [Corrigendum/Addendum Details](#) [Log Details](#)

Document Name	File ID	Actions	Cover
<b>Bid Sheets:-</b>			
Schedule III Declaration	Schedule3dec1.xls	Upload [Filled Doc]  Download [Blank Doc]	Techno Commercial
Offer Sheet	offersheet1.xls	Upload [Filled Doc]  Download [Blank Doc]	Cost
<b>Vendor Generic Docs:-</b>			
General Documents	-	Attach	-

**Note:**

- For information about document description move mouse over the document name
- Red colored tab indicates that these pending documents have to be filled up and uploaded mandatorily
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

Best viewed in Internet Explorer 7 & above, or Firefox 4 & above, at a resolution of 1024 X 768 or higher.

Welcome : testvendor1 **Tender Documents** [Print](#)

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013/Items  
 Vendor: TEST01 Tender Cover: Twostage

Submitted Date & Time / Time Remaining: - / 24 mins 11 secs Token / Total No of Submission: - / 0

[Tender Documents](#) [Bid Documents](#) **[Corrigendum/Addendum Details](#)** [Log Details](#)

Document Name	File ID	Actions	Cover
<b>Corrigendum Addendum:-</b>			
Manual	DocsUploadManual1.doc	Download	-

**Note:**

- For information about document description move mouse over the document name
- Red colored tab indicates that these pending documents have to be filled up and uploaded mandatorily
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

Best viewed in Internet Explorer 7 & above, or Firefox 4 & above, at a resolution of 1024 X 768 or higher.

## DOWNLOADING OF SCHEDULE III DECLARATION & OFFER SHEET:

Click "Download" to download the blank Schedule III Declaration

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:36:27 PM

Welcome : testvendor1 **Tender Documents** [Print](#)

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013/Items  
 Vendor: TEST01 Tender Cover: Twostage

Submitted Date & Time / Time Remaining: - / 23 mins 32 secs Token / Total No of Submission: - / 0

[Tender Documents](#) [Bid Documents](#) **[Corrigendum/Addendum Details](#)** [Log Details](#)

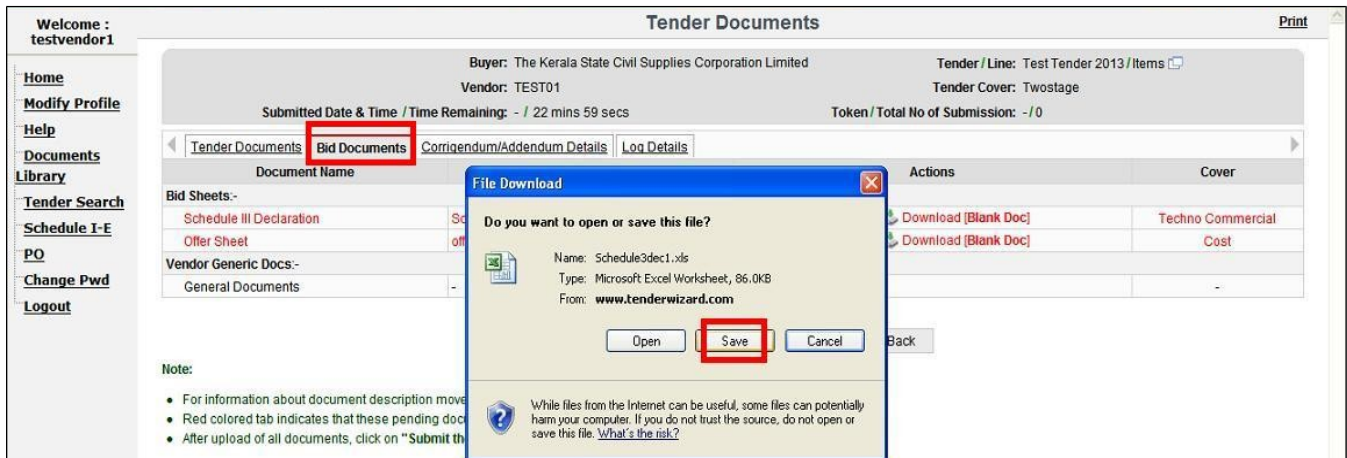
Document Name	File ID	Actions	Cover
<b>Bid Sheets:-</b>			
Schedule III Declaration	Schedule3dec1.xls	Upload [Filled Doc]  Download [Blank Doc]	Techno Commercial
Offer Sheet	offersheet1.xls	Upload [Filled Doc]  Download [Blank Doc]	Cost
<b>Vendor Generic Docs:-</b>			
General Documents	-	Attach	-

**Note:**

- For information about document description move mouse over the document name
- Red colored tab indicates that these pending documents have to be filled up and uploaded mandatorily
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

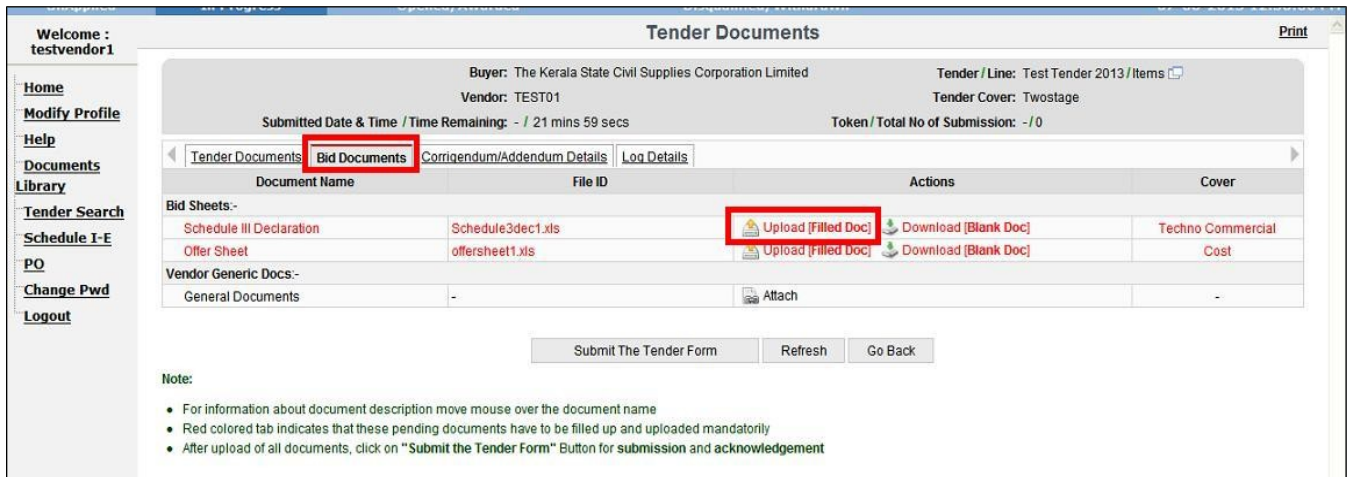
Best viewed in Internet Explorer 7 & above, or Firefox 4 & above, at a resolution of 1024 X 768 or higher.

Without changing the "File Name", save on to the particular folder or Desktop of the computer

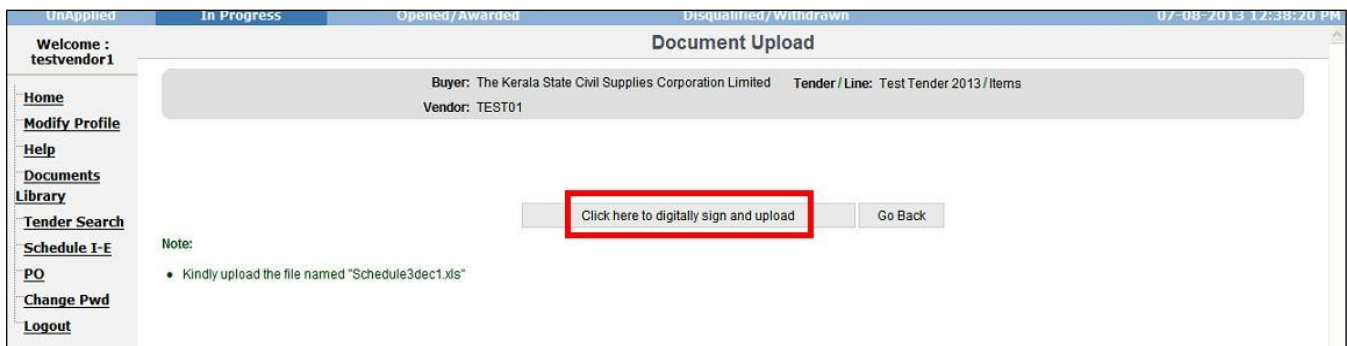


### UPLOADING OF SCHEDULE III DECLARATION & OFFER SHEET:

Follow the below mentioned steps for uploading process. Click **“Upload”**, select the filled file which was already filled and saved in the same name.



Click **“Click here to digitally sign and upload”** to upload the filled Schedule III Declaration to the tender.



When clicked on **“Click here to digitally sign and upload”** if you **not** get **“Browse”** window, Please do the below mentioned IE browser settings.

1.

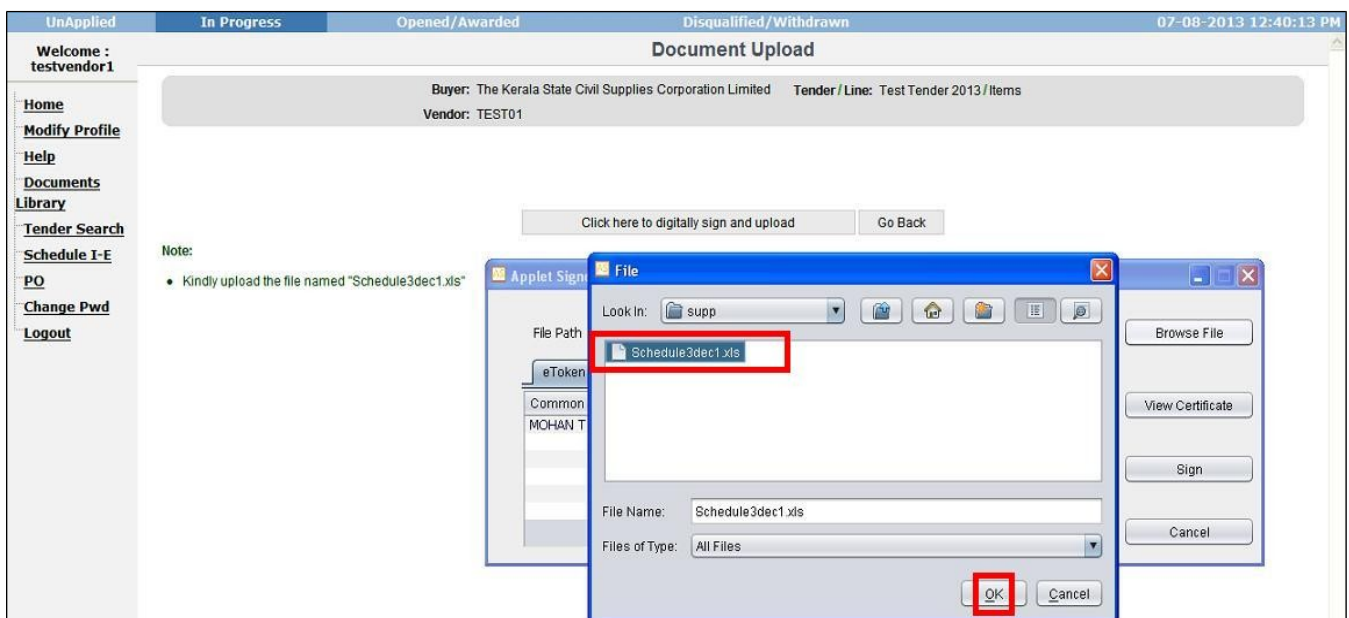
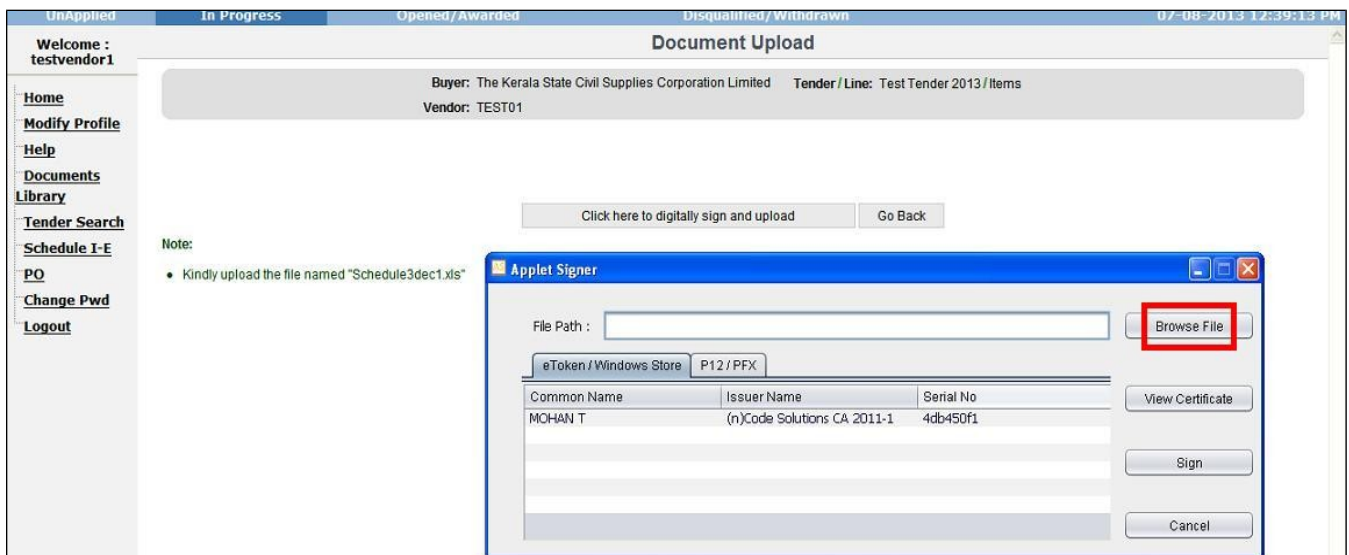
Internet Explorer → Tools → Internet Options → Security Tab → Internet → Custom Level → Miscellaneous Include local directory path when uploading files to a server → Enable

2.

Internet Explorer → Tools → Internet Options → Security Tab → Trusted sites → Sites →

Add the URL of <https://www.tenderwizard.com>

And Uncheck the “Require server verification (https) for all sites in this zone”



UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:40:47 PM

Welcome : testvendor1

### Document Upload

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013/ Items  
Vendor: TEST01

Click here to digitally sign and upload Go Back

Note:

- Kindly upload the file named "Schedule3dec1.xls"

Applet Signer

File Path : C:\Documents and Settings\mohant\My Documents\supp\Schedule3dec1.xls

Browse File

eToken / Windows Store P12 / PFX

Common Name	Issuer Name	Serial No
MOHAN T	(n)Code Solutions CA 2011-1	4db450f1

View Certificate

Sign

Cancel

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:41:10 PM

Welcome : testvendor1

### Document Upload

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013/ Items  
Vendor: TEST01

Click here to digitally sign and upload Go Back

Note:

- Kindly upload the file named "Schedule3dec1.xls"

Log on: MOHAN T

Log on to eToken eToken

Enter eToken password

eToken Name: MOHAN T

Password: .....

OK Cancel

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:44:41 PM

Welcome : testvendor1

### Document Upload

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013/ Items  
Vendor: TEST01

Click here to digitally sign and upload Go Back

Note:

- Kindly upload the file named "Schedule3dec1.xls"

Document has been Digitally Signed



Facility to

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:45:01 PM

Welcome : testvendor1

Tender Documents

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013/ Items

Vendor: TEST01 Tender Cover: Twostage

Submitted Date & Time / Time Remaining: - / 14 mins 58 secs Token / Total No of Submission: - / 0

Tender Documents Bid Documents Corrigendum/Addendum Details Log Details

Document Name	File ID	Actions	Cover
<b>Bid Sheets:-</b>			
Schedule III Declaration	Schedule3dec1.xls	Download [Filled Doc] Detach	Techno Commercial
Offer Sheet	offersheet1.xls	Upload [Filled Doc] Download [Blank Doc]	Cost
<b>Vendor Generic Docs:-</b>			
General Documents	-	Attach	-

Submit The Tender Form Refresh Go Back

Note:

- For information about document description move mouse over the document name
- Red colored tab indicates that these pending documents have to be filled up and uploaded mandatorily
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

When the user finishes with uploaded documents, the "Red Colour" will automatically turn to "Black Colour". Click on "Submit the Tender Form" on the tender document screen.

Note: Same procedure for Offer sheet.

The Kerala State Civil Supplies Corporation Limited

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:45:44 PM

Welcome : testvendor1

Tender Documents

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013/ Items

Vendor: TEST01 Tender Cover: Twostage

Submitted Date & Time / Time Remaining: - / 14 mins 15 secs Token / Total No of Submission: - / 0

Tender Documents Bid Documents Corrigendum/Addendum Details Log Details

Document Name	File ID	Actions	Cover
<b>Bid Sheets:-</b>			
Schedule III Declaration	Schedule3dec1.xls	Download [Filled Doc] Detach	Techno Commercial
Offer Sheet	offersheet1.xls	Download [Filled Doc] Detach	Cost
<b>Vendor Generic Docs:-</b>			
General Documents	-	Attach	-

Submit The Tender Form Refresh Go Back

Note:

- For information about document description move mouse over the document name
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

Note: If you want any changes in Uploaded documents, Click on "Detach" Update and upload the same once again.

If required, To attach the general documents which are already uploaded in "Document Library", Click on "Attach"

The Kerala State Civil Supplies Corporation Limited. Tender Wizard. 07-08-2013 12:47:10 PM

Welcome : testvendor1

Tender Documents

Buyer: The Kerala State Civil Supplies Corporation Limited  
Vendor: TEST01  
Submitted Date & Time / Time Remaining: - / 12 mins 49 secs  
Tender / Line: Test Tender 2013 / Items  
Tender Cover: Twostage  
Token / Total No of Submission: - / 0

Document Name	File ID	Actions	Cover
<b>Bid Sheets:-</b>			
Schedule III Declaration	Schedule3dec1.xls	Download [Filled Doc] Detach	Techno Commercial
Offer Sheet	offersheet1.xls	Download [Filled Doc] Detach	Cost
<b>Vendor Generic Docs:-</b>			
VAT CERTIFICATE	vat.doc	Download Detach	Techno Commercial
General Documents	-	Attach	-

Submit The Tender Form Refresh Go Back

Note:

- For information about document description move mouse over the document name
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

### CONFIRMATIONS ON TENDER SUBMISSION:

Once the Schedule III Declaration, Offer sheets and General documents (If required) etc. are uploaded, click **"Submit the Tender Form"** on the Tender Documents screen. Once they click on Submit the Tender Form, it will give warning ie, **"Once you submit the form, you will not be able to make changes. Do you want to Continue"** as shown in the below figure.

The Kerala State Civil Supplies Corporation Limited. Tender Wizard. 07-08-2013 12:47:32 PM

Welcome : testvendor1

Tender Documents

Buyer: The Kerala State Civil Supplies Corporation Limited  
Vendor: TEST01  
Submitted Date & Time / Time Remaining: - / 12 mins 28 secs  
Tender / Line: Test Tender 2013 / Items  
Tender Cover: Twostage  
Token / Total No of Submission: - / 0

Document Name	File ID	Actions	Cover
<b>Bid Sheets:-</b>			
Schedule III Declaration	Schedule3dec1.xls	Download [Filled Doc] Detach	Techno Commercial
Offer Sheet	offersheet1.xls	Download [Filled Doc] Detach	Cost
<b>Vendor Generic Docs:-</b>			
VAT CERTIFICATE	vat.doc	Download Detach	Techno Commercial
General Documents	-	Attach	-

Submit The Tender Form Refresh Go Back

Note:

- For information about document description move mouse over the document name
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

Message from webpage

Once you submit the form, you will not be able to make changes. Do you want to Continue?

OK Cancel

Then once the user submits by clicking on **"OK"**, the following confirmations shall appear as an authentication to the submission of the tender.

The Kerala State Civil Supplies Corporation Limited. Tender Wizard

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:48:42 PM

Welcome : testvendor1 Attachment Activity Center

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013 / Items Vendor: TEST01  
Description: Supply of items Time Remaining: 11 mins 17 secs

Seq.No	Description Of the Document	Alternate name of the Document	File Size	Date/Time
<b>Bid Sheets</b>				
1	Schedule III Declaration	Schedule III Declaration	86.01 KB	07-08-2013 12:44:42
2	Offer Sheet	Offer Sheet	47.51 KB	07-08-2013 12:45:27
<b>Vendor Generic Docs</b>				
1	VAT CERTIFICATE	VAT CERTIFICATE	10.5 KB	07-08-2013 12:47:07

Terms and Conditions:

- I/We have uploaded our bid document as per the department's requirement.
- I/We affirm that we have uploaded the updated MS Excel sheet (Version 2003), that is downloaded from the eTendering website without changing the format, content or type of file.
- I/We have checked and verified the bid documents by downloading and verified that attached files at right place/link provided.

I/We here by agree to the above points and adhere to the correctness of the documents.

**Submit** Go Back

The above screen list out of the documents attached for the tender. “Submit” button will be activated only after selecting the check box for the condition given above. Click on “Submit”, the alert message will appear as “Are you sure want to submit the form?” shown in below figure.

The Kerala State Civil Supplies Corporation Limited. Tender Wizard

UnApplied In Progress Opened/Awarded Disqualified/Withdrawn 07-08-2013 12:48:59 PM

Welcome : testvendor1 Attachment Activity Center

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013 / Items Vendor: TEST01  
Description: Supply of items Time Remaining: 10 mins 59 secs

Seq.No	Description Of the Document	Alternate name of the Document	File Size	Date/Time
<b>Bid Sheets</b>				
1	Schedule III Declaration	Schedule III Declaration	86.01 KB	07-08-2013 12:44:42
2	Offer Sheet	Offer Sheet	47.51 KB	07-08-2013 12:45:27
<b>Vendor Generic Docs</b>				
1	VAT CERTIFICATE	VAT CERTIFICATE	10.5 KB	07-08-2013 12:47:07

Terms and Conditions:

- I/We have uploaded our bid document as per the department's requirement.
- I/We affirm that we have uploaded the updated MS Excel sheet (Version 2003), that is downloaded from the eTendering website without changing the format, content or type of file.
- I/We have checked and verified the bid documents by downloading and verified that attached files at right place/link provided.

I/We here by agree to the above points and adhere to the correctness of the documents.

Submit Go Back

Message from webpage

Are you sure want to submit the form?

**OK** Cancel

Click on “OK”, acknowledgement screen will appear as shown in below figure. Preserve the printout of confirmation as a proof of submission.

The Kerala State Civil Supplies Corporation Limited

UnApplied | In Progress | Opened/Awarded | Disqualified/Withdrawn | 07-08-2013 12:49:22 PM

Welcome : testvendor1

Home  
Modify Profile  
Help  
Documents  
Library  
Tender Search  
Schedule I-E  
PO  
Change Pwd  
Logout

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED

**Acknowledgement of Tender Submission**

Tender:	Test Tender 2013
Line:	Items
Description of Work:	Supply of items
Name of the Vendor:	TEST01
Bid Control Number:	110154
Bid Submitted Date and Time:	07-08-2013 12:49:16
Last Date and Time of Submission:	07-08-2013 13:00:00

List of the Documents Submitted:

Seq.No	Description Of the Document	Alternate name of the Document	File Size	Date/Time
<b>Bid Sheets</b>				
1	Schedule III Declaration	Schedule III Declaration	86.01 KB	07-08-2013 12:44:42
2	Offer Sheet	Offer Sheet	47.51 KB	07-08-2013 12:45:27
<b>Vendor Generic Docs</b>				
1	VAT CERTIFICATE	VAT CERTIFICATE	10.5 KB	07-08-2013 12:47:07

Terms and Conditions:

- This is secure electronic submission. The bids are stored in encrypted format to ensure confidentiality.
- This document is proof of submission of the Tender.
- Thank you very much for submission of your valuable response.

I/we here by agree to the above points and adhere to the correctness of the documents.

Ok

In this acknowledgement, Name of the bidder, Bid control number and Bid submitted date & time is available.

### ACKNOWLEDGEMENT COPY:

To get the acknowledgement of submitted tender, See the below figure and download the acknowledgement.

The Kerala State Civil Supplies Corporation Limited

UnApplied | In Progress | Opened/Awarded | Disqualified/Withdrawn | 07-08-2013 12:49:39 PM

Welcome : testvendor1

Home  
Modify Profile  
Help  
Documents  
Library  
Tender Search  
Schedule I-E  
PO  
Change Pwd  
Logout

Tender Documents

Buyer: The Kerala State Civil Supplies Corporation Limited  
Vendor: TEST01  
Submitted Date & Time / Time Remaining: 07-08-2013 12:49:16 / 10 mins 20 secs  
Tender / Line: Test Tender 2013/ Items  
Tender Cover: Twostage  
Token / Total No of Submission: 110154 / 1

The tender form is submitted successfully

Document Name	File ID	Actions	Cover
<b>Bid Sheets:-</b>			
Schedule III Declaration	Schedule3dec1.xls	Download [Filled Doc]	Techno Commercial
Offer Sheet	offersheet1.xls	Download [Filled Doc]	Cost
<b>Vendor Generic Docs:-</b>			
VAT CERTIFICATE	vat.doc	Download	Techno Commercial
<b>Acknowledgement:-</b>			
Acknowledgement Copy	-	Download	-

Note:

- For information about document description move mouse over the document name
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

Refresh Go Back

Note that the status of the tender will be changed as "Submitted", once user click on the final submission button and edit attachment icon will changed from orange colour to green colour.

The screenshot shows the E-Tenderi interface with the 'In Progress' tab selected. A table lists a tender with the following details:

Actions	Tender	Line #	Quantity	Status	Tender Closing Date and Time	EMD	Days/Time Left for Closing
Supply of items EDIT ATTACHMENTS-Level-1	Test Tender 2013	Items	. MT	SUBMITTED	07-08-2013 13:00	Rs.--NA--	0:7 (HH:MM)

Page(s) Total Records : 1

### WITHDRAWAL OF TENDER:

In case, the vendor needs to withdraw his submitted bid, then click **“Withdraw Icon”** as shown below and provide reason for withdrawal and proceed. The tender will be moved to Disqualified / Withdrawal section. **Once withdrawn the tender cannot be taken back.**

The screenshot shows the E-Tenderi interface with the 'In Progress' tab selected. A table lists a tender with the following details:

Actions	Tender	Line #	Quantity	Status	Tender Closing Date and Time	EMD	Days/Time Left for Closing
Supply of items Withdraw	Test Tender 2013	Items	. MT	SUBMITTED	07-08-2013 13:00	Rs.--NA--	0:6 (HH:MM)

Page(s) Total Records : 1

### OPENING EVENT - VIEW COMPETITOR'S BID SHEETS:

Vendors can view the opening event sitting at their own places using internet connection. The tender will be moved to Opened / Awarded section once it is opened by the tendering authority as shown in below figure. If the vendor is not disqualified then the status will be shown as **“In the Race”** as shown in below figure.

The screenshot shows the E-Tenderi interface with the 'Opened/Awarded' tab selected. A table lists tenders with the following details:

Actions	Tender	Line #	Line Status	Remarks
Supply of items EDIT ATTACHMENTS-Level-1	Test Tender 2013	Items	Cost(2)	In the Race
test eval	test june release	1	Opened(3)	In the Race

Page(s) Total Records : 2

Click on  edit attachment icon, even competitor's bids sheets can be downloaded from the website as shown in below figure.

UnApplied In Progress **Opened/Awarded** Disqualified/Withdrawn 09-08-2013 07:58:28 PM

Welcome : testvendor1 **Tender Documents** [Print](#)

Buyer: The Kerala State Civil Supplies Corporation Limited Tender / Line: Test Tender 2013 / Items  
 Vendor: TEST01 Tender Cover: Twostage  
 Submitted Date & Time / Time Remaining: 07-08-2013 12:49:16 / - Token / Total No of Submission: 110154 / 1

The tender form is submitted successfully

Tender Documents **Bid Documents** Corrigendum/Addendum Details Log Details

Document Name	File ID	Actions	Cover
<b>Bid Sheets:-</b>			
Schedule III Declaration	Schedule3dec1.xls	Verify Signature Download [Filled Doc]	Techno Commercial
Offer Sheet	offersheet1.xls	Verify Signature Download [Filled Doc]	Cost
<b>Vendor Generic Docs:-</b>			
VAT CERTIFICATE	vat.doc	Download	Techno Commercial
<b>Acknowledgement:-</b>			
Acknowledgement Copy	-	Download	-
<b>Competitor Bid Sheets:-</b>			
Competitor Bids	-	Download	-

Refresh Go Back

Note:

- For information about document description move mouse over the document name
- You can re-submit the tender form multiple times before tender closing date/time
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

### PURCHASE ORDERS:

Purchase orders can be downloaded from the website as shown in below figure. Click on "PO"

Keonics Provides Tender Wizard

UnApplied In Progress **Opened/Awarded** Disqualified/Withdrawn 09-08-2013 07:55:38 PM

Welcome : testvendor1 Vendor > Tender > Opened/Awarded

Actions	Tender	Line #	Line Status	Remarks
Supply of items	Test Tender 2013	Items	Cost(2)	In the Race
test eval	test june release	1	Opened(3)	In the Race

Page(s) Total Records : 2

1

The Kerala State Civil Supplies Corporation Limited. Tender Wizard

UnApplied In Progress **Opened/Awarded** Disqualified/Withdrawn 09-08-2013 08:12:00 PM

Welcome : testvendor1 PO > Approved > 'ALL'

PO No :  Tender No :  [Search](#)

PO Number	PO Date	Item Name	Tender Number	Receipts
1	18-06-2012	Bengal Gram Bold (Badi Chana)	test test pur order	0
1010	14-06-2012	Greengram (Moong)	TEST/LIMITED	0

Page(s)

1

### DISQUALIFIED / WITHDRAWN TENDERS:

The disqualified and withdrawn tenders are moved in to Disqualified / Withdrawn section. During these activities the reason for the same will be saved and can be retrieved as shown in below figure.

Tender Wizard					
UnApplied	In Progress	Opened/Awarded	Disqualified/Withdrawn	09-08-2013 08:05:32 PM	
Welcome : testvendor1					
Vendor > Tender > Disqualified/Withdrawn					
Actions	Tender	Line #	Quantity	Disqualified/Withdrawn Date	Reason
Home	TEST LIMITED - DATA TEXT FORMAT	Pulses,Spices,Sugar, Rice	0 MT	29-05-2012	Reason
Modify Profile	Pulses,Spices,Sugar, Rice				

### SUBMITTING EMD DETAILS (IF APPLICABLE)

To enter the EMD details, click “**Update/Pay Now**” and follow the steps below. If mode of payment is DD, then enter the DD number, date and enter the remarks like which bank you have paid.

The screenshot shows the 'Tender Documents' interface. The 'Bid Documents' tab is selected. A table lists documents with actions like 'Upload [Filled Doc]' and 'Download [Blank Doc]'. The 'EMD Details' row has an 'Update/Pay Now' button highlighted with a red box. Below the table, there are buttons for 'Submit The Tender Form', 'Refresh', and 'Go Back'. A note at the bottom provides instructions on document descriptions and submission steps.

Note:

- For information about document description move mouse over the document name
- Red colored tab indicates that these pending documents have to be filled up and uploaded mandatorily
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

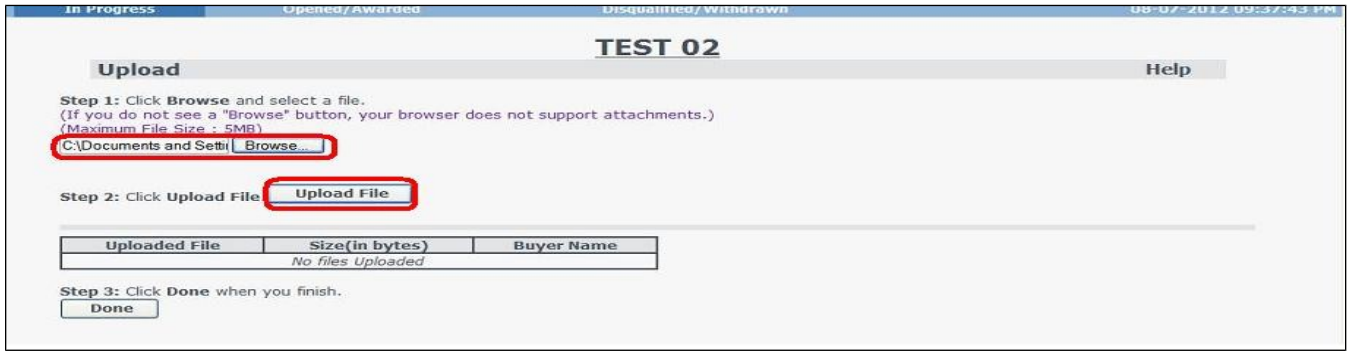
Best viewed in Internet Explorer 7 & above, or Firefox 4 & above, at a resolution of 1024 X 768 or higher.

The screenshot shows the 'Form Fee/EMD Details' page. It displays vendor and tender information. Under the 'EMD' section, there is a 'Manual Payment' form with the following fields:

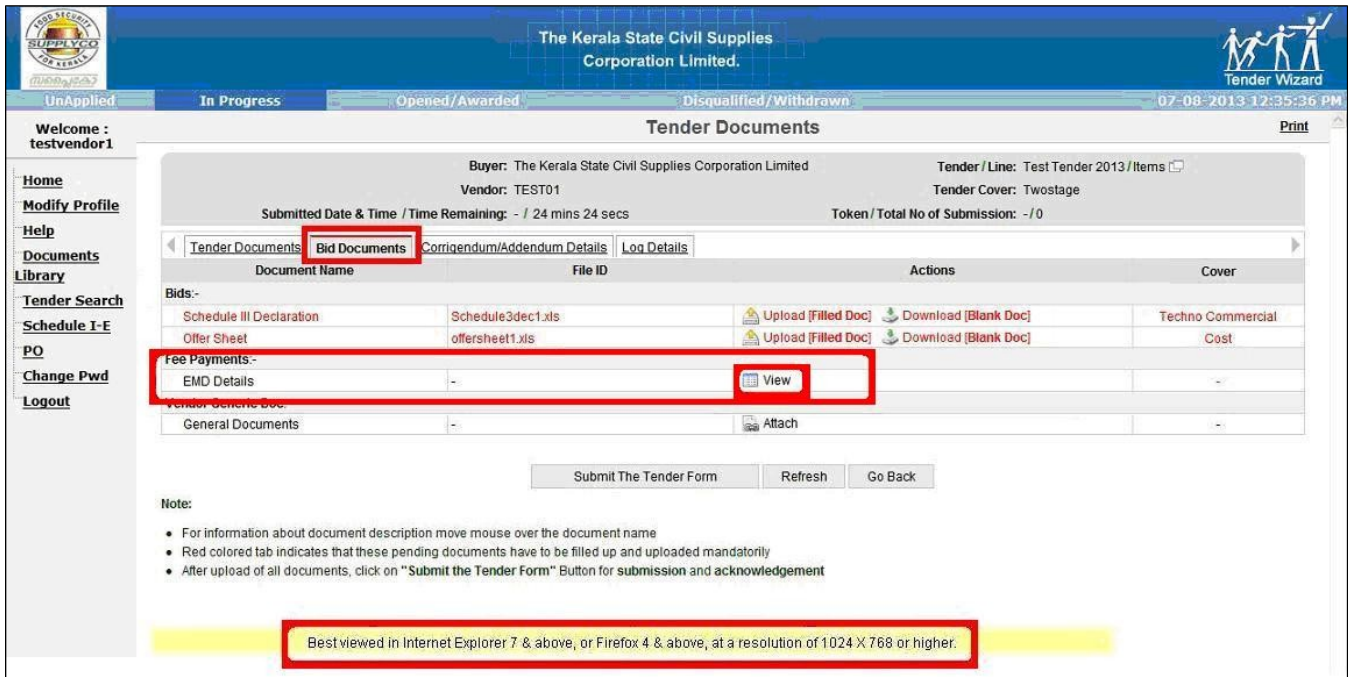
- Mode of payment: **DD**
- DD/BG/UTR...Number: **567654**
- DD/BG/UTR...Date: **06-07-2012**
- Paid amount in Rs: **100000.00** ( Vendor has to enter the appropriate EMD amount )
- Remarks/Enter details : **State Bank of India**

At the bottom, there is a note: "Dates should be in the format [DD-MM-YYYY]" and two buttons: "Upload Scanned Image" and "Cancel".

Scan the EMD document and upload the site.

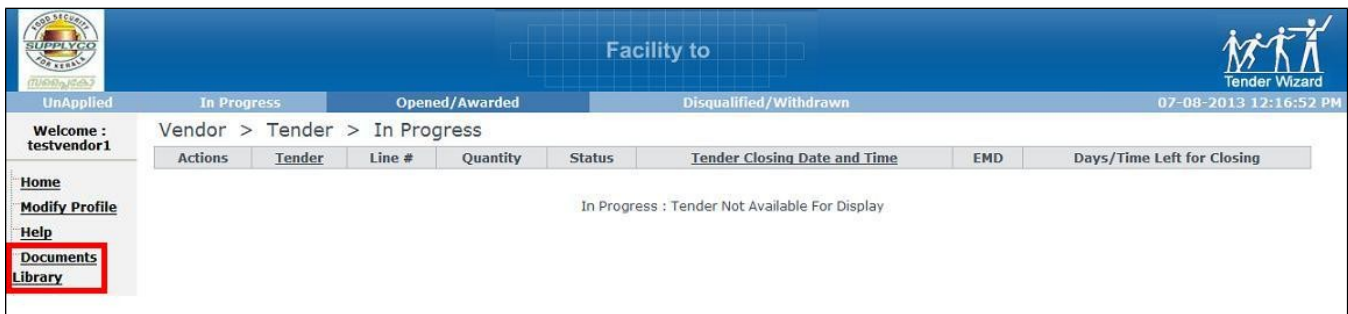


When the user finishes with Payment, the “Red Colour” will automatically turn to “Black Colour”.



## UPLOADING OF ADDITIONAL OR SUPPORTING OR GENERAL OR TECHNICAL DOCUMENTS (IF REQUIRED)

In the left hand side menu click on “Documents Library”.



Click on “Upload Document” to upload new documents.



Select the file to be uploaded, enter the “**Attach Name & Attach Description**”. Select the “**File Group**” & Click on “**Upload**”

Seq.No	Attach Name	File	File Group	Uploaded Date	Last Attached Date	Action
1	Financial Turnover	tturno11.JPG, 21.6 KB	Company Financial Credentials	08-07-2012 21:40	-	[Icons]
2	Experience	WsDdfd221.JPG, 21.6 KB	Experience Certificates	25-06-2012 09:36	25-06-2012 09:37	[Icons]
3	PAN NO	PANsnh1DFD.JPG, 21.6 KB	General Documents	25-06-2012 09:36	25-06-2012 09:37	[Icons]
4	Registration1	tesservicetax1.JPG, 21.6 KB	VAT/TIN/Service Tax Registration Certificates	25-06-2012 09:35	25-06-2012 09:36	[Icons]
5	Registration	FDSFFS.JPG, 21.6 KB	VAT/TIN/Service Tax Registration Certificates	25-06-2012 09:35	25-06-2012 09:36	[Icons]

Repeat step 2, 3 and 4 for uploading more files.

**Note: This is one time uploading process. Document library is the database of your profile. Not necessary for uploading each and every tenders. You can attach these documents for all tenders.**

## ATTACHING GENERAL DOCUMENTS:

To attach the general documents which are already uploaded (refer steps to uploading of supporting documents explained above) follow the following steps:

Click on “**Attach**”

The screenshot shows the 'Tender Documents' interface. The 'Bid Documents' tab is selected. A table lists documents, with 'Offer Sheet' (offersheet1.xls) highlighted. The 'Attach' button is visible below the table.

Document Name	File ID	Actions	Cover
Schedule III Declaration	Schedule3dec1.xls	Download [Filled Doc] Detach	Techno Commercial
Offer Sheet	offersheet1.xls	Download [Filled Doc] Detach	Cost
Vendor Generic Docs:-			
General Documents	-	Attach	-

Select the required documents from the list and then click “**Finish Selection**” & “**Attach**” to add these documents to the particular tender as shown below in figure.

The screenshot shows the 'Documents Library' page. A table lists documents, with 'VAT CERTIFICATE' selected. The 'Finish Selection' button is highlighted.

Select	Attach Name	File	File Group	Uploaded Date	Last Attached Date
<input checked="" type="checkbox"/>	VAT CERTIFICATE	vat.doc, 10.5 KB	General Documents	21-05-2012 13:29	30-07-2013 08:35

The screenshot shows the 'Selected Documents Library' page. A table lists documents, with 'VAT CERTIFICATE' selected. The 'Attach' button is highlighted.

Select	Attach Name	File	File Group
<input checked="" type="checkbox"/>	VAT CERTIFICATE	vat.doc, 10.5 KB	General Documents

Now the general documents have been attached for particular tender.

**The Kerala State Civil Supplies Corporation Limited.**

UnApplied | In Progress | Opened/Awarded | Disqualified/Withdrawn | 07-08-2013 12:47:10 PM

Welcome : testvendor1 | Tender Documents | Print

Buyer: The Kerala State Civil Supplies Corporation Limited | Tender / Line: Test Tender 2013 / Items  
 Vendor: TEST01 | Tender Cover: Twostage  
 Submitted Date & Time / Time Remaining: - / 12 mins 49 secs | Token / Total No of Submission: - / 0

Document Name	File ID	Actions	Cover
<b>Bid Sheets:-</b>			
Schedule III Declaration	Schedule3dec1.xls	Download [Filled Doc] Detach	Techno Commercial
Offer Sheet	offersheet1.xls	Download [Filled Doc] Detach	Cost
<b>Vendor Generic Docs:-</b>			
VAT CERTIFICATE	vat.doc	Download Detach	Techno Commercial
General Documents	-	Attach	-

Note:

- For information about document description move mouse over the document name
- After upload of all documents, click on "Submit the Tender Form" Button for submission and acknowledgement

## CAUTIONS / WARNINGS:

View & request the tenders on time.

The tenders which are due for request can be viewed in "UnApplied" Status.

Strictly attach all the general documents in the "Tender Document" screen which are uploaded in the website.

If the Token Number and Time Stamp are displayed as ZERO, it means that the user is still not submitted the tender form:

Tender Documents | test11

Buyer : DEMO5P :Bangalore | Tender : Test Tender 19-12-2006 | Line : 1  
 UserID : test11 | Token : 0 | TimeStamp : 00:00:00  
 Description Of Work : Construction of Road No.1

The tender form yet to be submitted.

1, 2, 3 → This symbolizes that the vendor has not yet submitted the tender form.

Down load and save the "Technical Bid" & "Price bid" in the same name. Do not change the file names of any time. If the contractor is "DISQUALIFIED" from the tender, then the details of that tender can be found in "Disqualified/Withdrawn" section.

## CONTACT US:

For any further clarifications / queries on e-Tendering:

TRIVANDRUM - 9895708818

KOCHI - 9746118529

KOZHIKODE - 9605557738

BANGALORE - 080 - 40482126, 080 - 40482126, 9686196761