

Sir Ganga Ram Hospital



→ **Pharmacy Tender Software**

DATA SUBMISSION MANUAL

Pharmacy Tender Software (Data Submission Manual)



All vendors are required to submit their Price Bid **only through** Tender Software provided by Sir Ganga Ram Hospital. After quoting all items in the software vendors are required to submit following:

1. **Printed copy of Price Bid through Pharmacy Tender Software**
 - **Either** Print Price Bid through Tender Software
 - **Or** Export and Print Price Bid through Tender Software
2. **Make a CD with copy of Database saved on vendor's computer. Do not copy HTML file in the CD.**

NOTE: Price bid created in any other program like word, excel etc. will not be accepted. Use the Tender Software given by Sir Ganga Ram Hospital for Quoting and Submitting Price Bid.

Pharmacy Tender Software (Data Submission Manual)

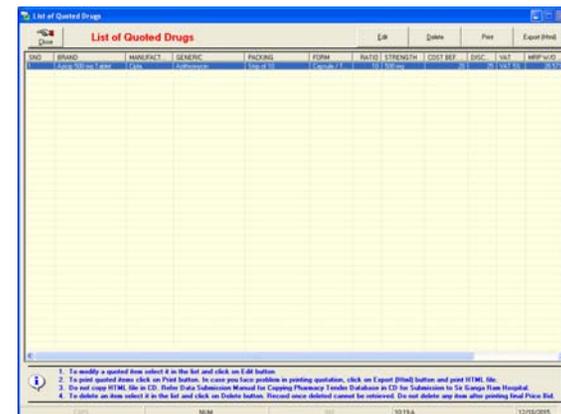


Printing Price Bid through Pharmacy Tender Software

Step 1: Click on 'View/Edit/Print/Export Quoted Items' button on the Main Menu



Step 2: This window lists all the drugs you have quoted for. Click on Print button, another window will be displayed on your screen



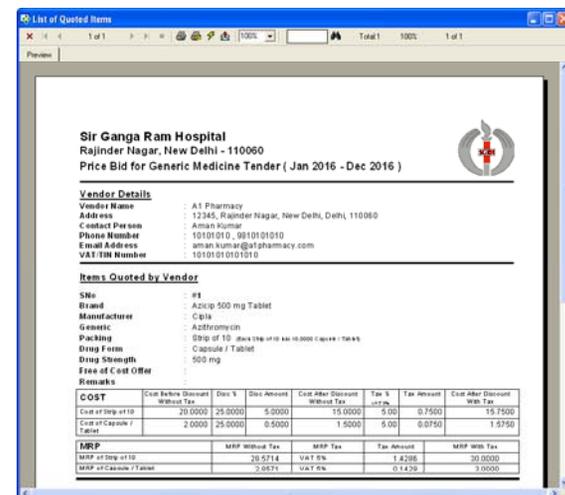
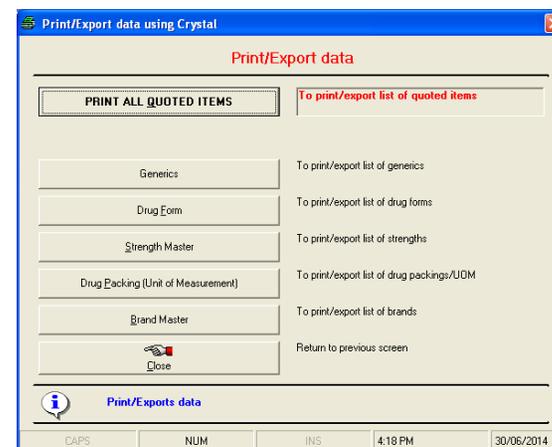
Pharmacy Tender Software (Data Submission Manual)



Step 3: To preview the Price Bid click on 'Print all Quoted Items' button

Step 4: Preview of price bid will be displayed on your screen. Click printer icon to print the Price Bid

Note: In case you are not able to print price bid using this option, export the Price Bid as HTML and print it using Internet Explorer. See the next page for instructions. Do not copy this HTML file in the CD. Use it only for printing purpose.



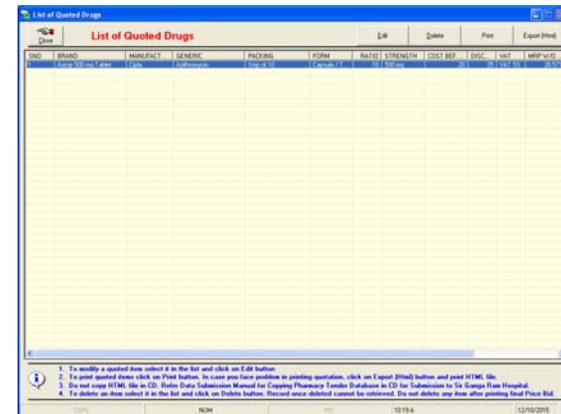
Pharmacy Tender Software (Data Submission Manual)



Exporting and Printing Price Bid through Pharmacy Tender Software

Note: Use **Export (HTML)** ONLY if you are not able to print using **Print** button.
Do not copy this HTML file in the CD.

Step 1: Click on **Export (HTML)** button another window will be displayed



Step 2: Click on 'Export all Quoted Items' to start export



Pharmacy Tender Software (Data Submission Manual)



Exporting and Printing Price Bid through Pharmacy Tender Software

Step 3: Specify the location where you want to save HTML page

Sir Ganga Ram Hospital
Rajinder Nagar, New Delhi - 110060
Price Bid for Generic Medicine Tender (Jan 2016 - Dec 2016)

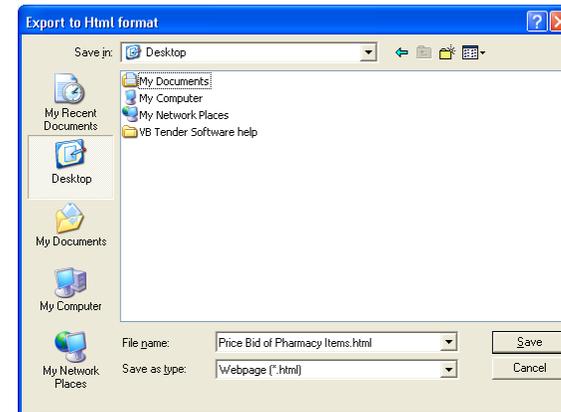
Vendor Details
Vendor Name : A1 Pharmacy
Address : 12345, Rajinder Nagar, New Delhi, Delhi, 110060
Contact Person : Aman Kumar
Phone Number : 10101010 - 9810101010
Email Address : aman.kumar@a1pharmacy.com
VAT/TIN Number : 101010101010

Items Quoted by Vendor
SNo : #1
Brand : Azicip 500 mg Tablet
Manufacturer : Cipla
Generic : Azithromycin
Packing : Strip of 10 (Each Strip of 10 has 10 0000 Capsule / Tablet)
Drug Form : Capsule / Tablet
Drug Strength : 500 mg
Free of Cost Offer :
Remarks :

COST	Cost Before Disc Without Tax	Disc %	Disc Amount	Cost After Disc Without Tax	Tax % VAT 5%	Tax Amount	Cost After Disc With Tax
Cost of Strip of 10	20.0000	25.0000	5.0000	15.0000	5.00	0.7500	15.7500
Cost of Capsule / Tablet	2.0000	25.0000	0.5000	1.5000	5.00	0.0750	1.5750

MRP	MRP Without Tax	MRP Tax	Tax Amount	MRP With Tax
MRP of Strip of 10	28.5714	VAT 5%	1.4286	30.0000
MRP of Capsule / Tablet	2.8571	VAT 5%	0.1429	3.0000

Step 4: Using windows explorer locate the saved HTML page, open it in the Internet Explorer. Click the printer icon to print the Price Bid. Do not copy this HTML file in the CD.



Pharmacy Tender Software (Data Submission Manual)

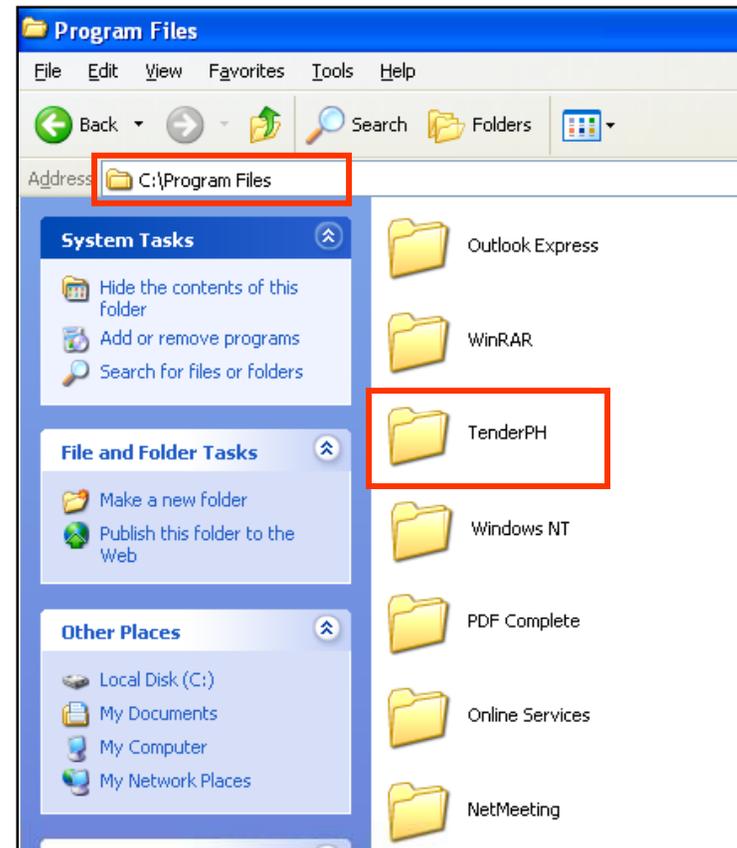


Copying Pharmacy Tender Database in the CD for Submission



On Windows XP System

- Open Windows Explorer
- Open **C:\Program Files** folder
- Copy/Write entire **TenderPH** folder to CD
- Submit the CD to SGRH along with a printed copy of price bid duly signed



Pharmacy Tender Software (Data Submission Manual)



Copying Pharmacy Tender Database in the CD for Submission



On Windows 7 System

OR



On Windows 10 System

Open Windows Explorer

Open C:\Users\”Your Login Name”\AppData\Local\VirtualStore\ProgramFiles\TenderPH\ folder

Copy/Write Tender.sgrh file to CD

Submit the CD to SGRH along with a printed copy of corrected quotation duly signed