

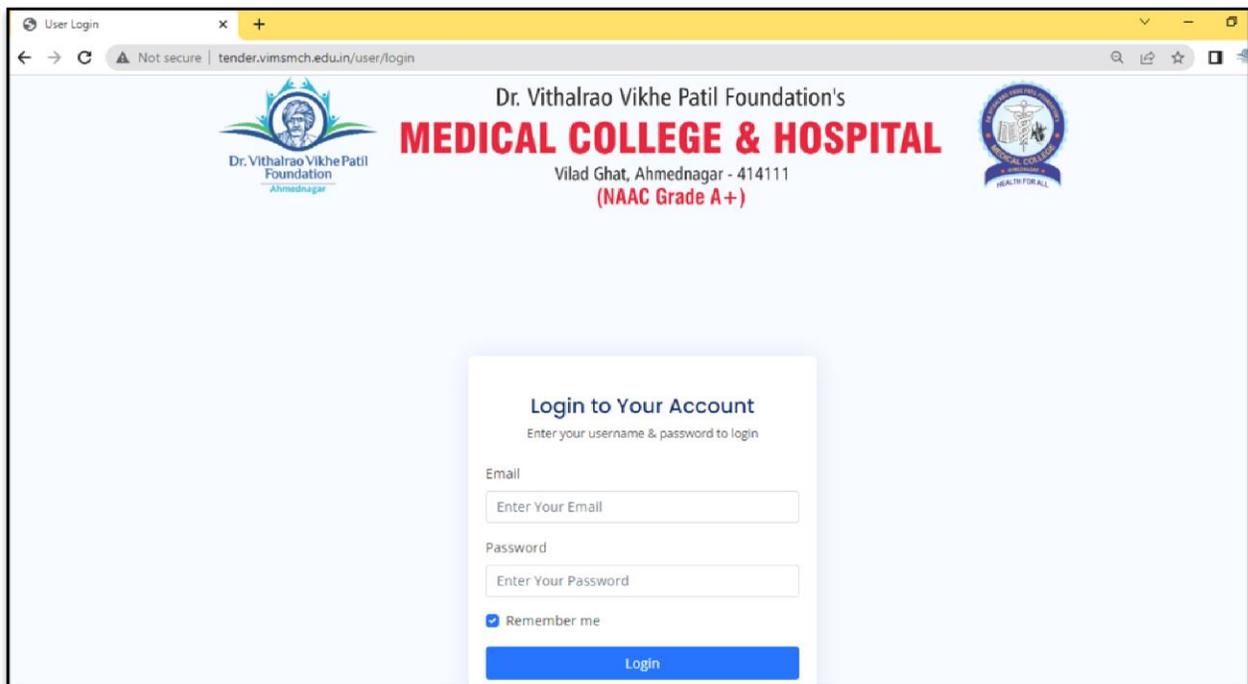
User Manual for Online Portal for Sending quotation for empanelment of Medical Store of Dr Vikhe Patil Foundation's Medical College and Hospital , Ahmednagar.

Please Check below Step by Step Process for filling up the quotation till 2 Pm on 24th June 2022

Step 1 :

After Clicking on the Weblink given , following page will get open

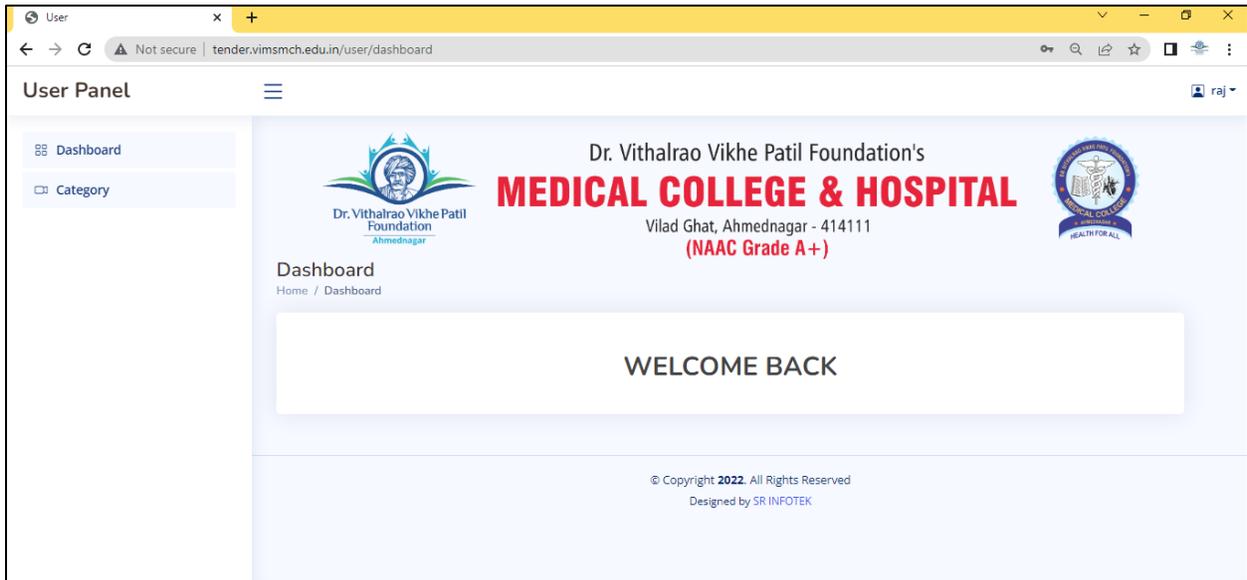
Weblink to Access Portal : <http://tender.vimsmch.edu.in/user/login>



Step 2 :

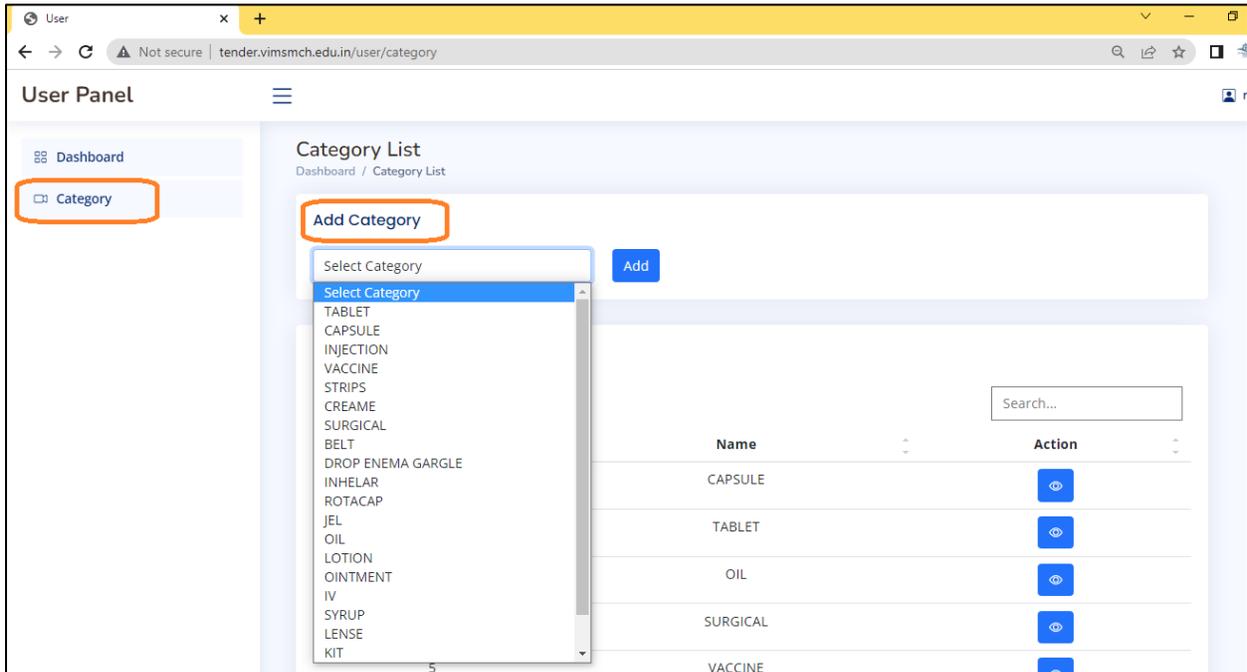
Login through credentials (Login id & Password) provided to you in the Email received by you .

Step 3 : Page view after login through Credentials



Step 4 :

Click on Category then click on Add Category



Step 5 : Select the category of the item for which you want fill the quotes such as Tablet , Capsule , Injection , strips, Cream , surgical , Belt etc . After Selecting any one Item out of list provided then click on Add. Please find below Sample case for Oil

Select the Item out of list given, for which you want to fill the quote

Add Category

OIL **Add**

All Records

10 entries per page Search...

Sr No	Name	Action
1	CAPSULE	
2	TABLET	
3	OIL	

Step 6 : After adding the item such as Oil Click on blue tab provided in Action column for further process

Add Category

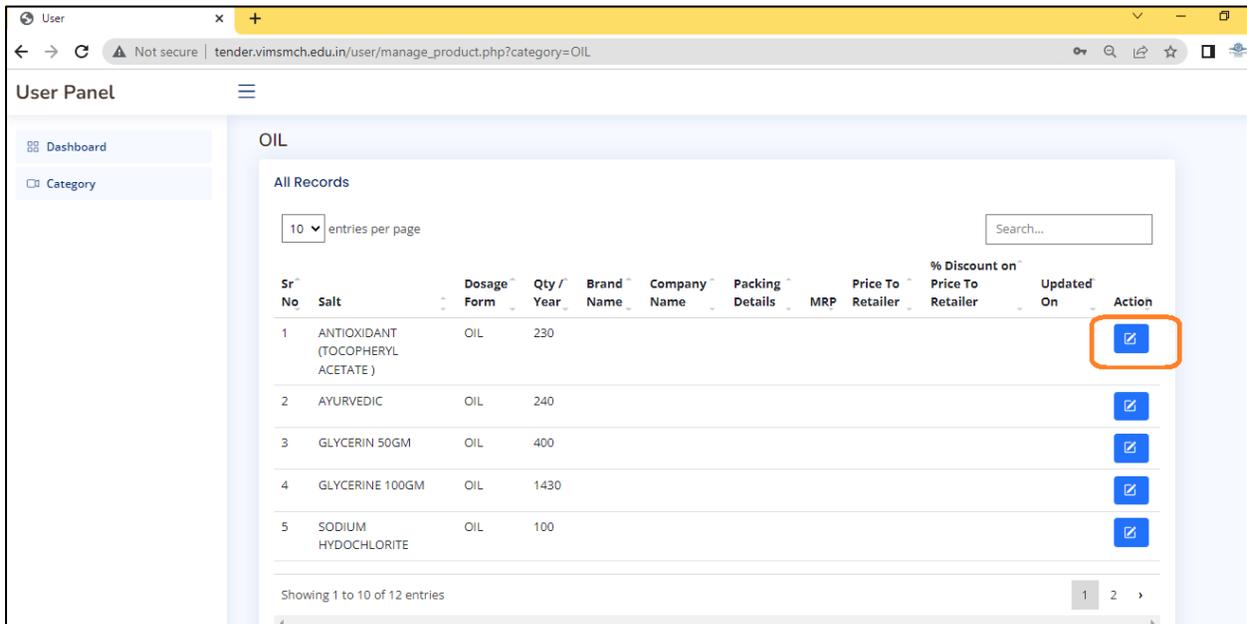
Select Category **Add**

All Records

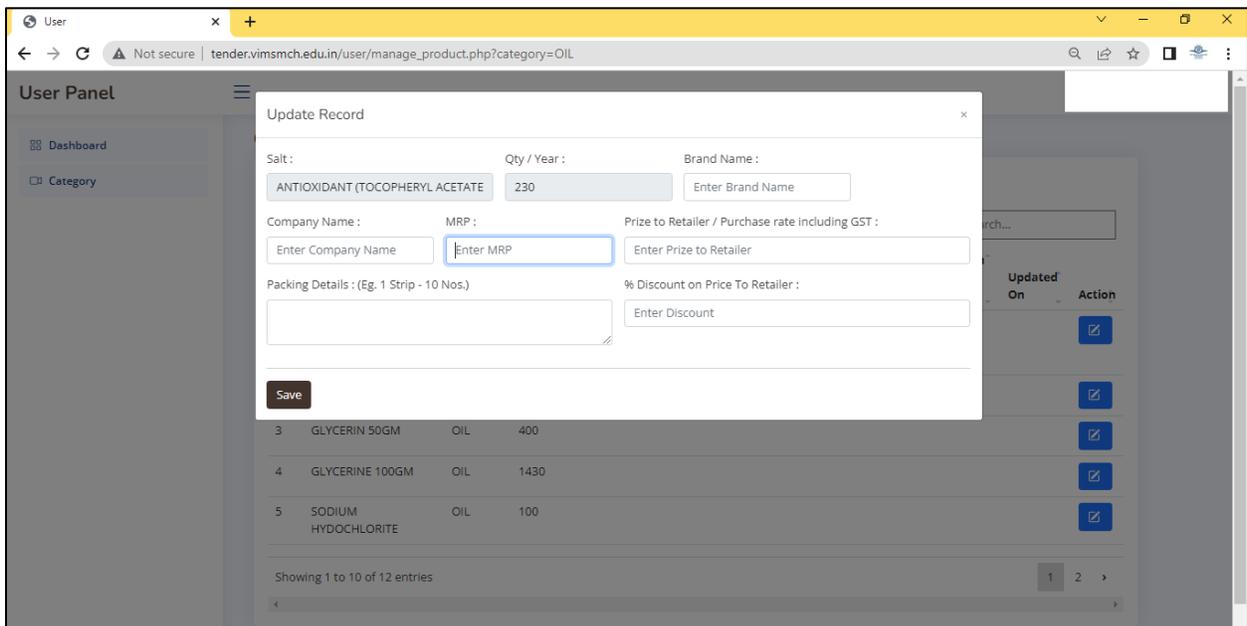
10 entries per page Search...

Sr No	Name	Action
1	TABLET	
2	OIL	

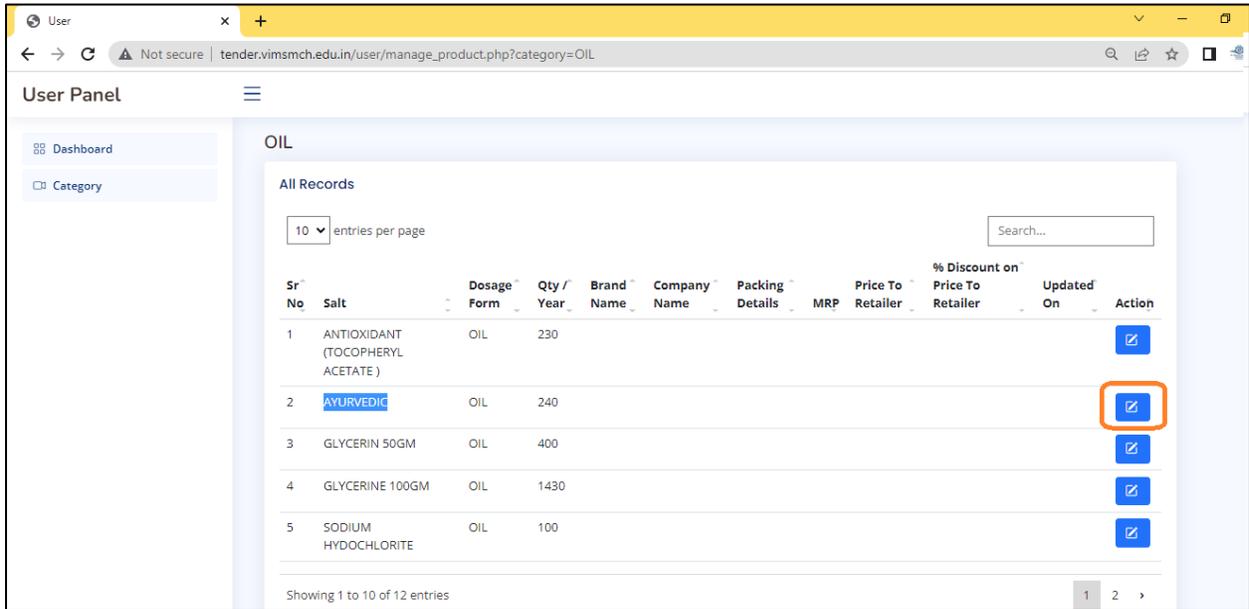
Step 7 : After clicking on blue tab provided in Action column for further process , you will list of items for which you need to fill the quotes . For further process click on the blue tab provided in Action column



Step 8 : for each & every item provided in the list you can quote for approx quantity required per year , after that enter brand name , company name , MRP , prize to Retailer , enter packing details (Eg. 1 box carries 10 bottles of 100ml oil) , **very important % Discount on price to Retailer** , after filling the necessary all details Please click on Save Option

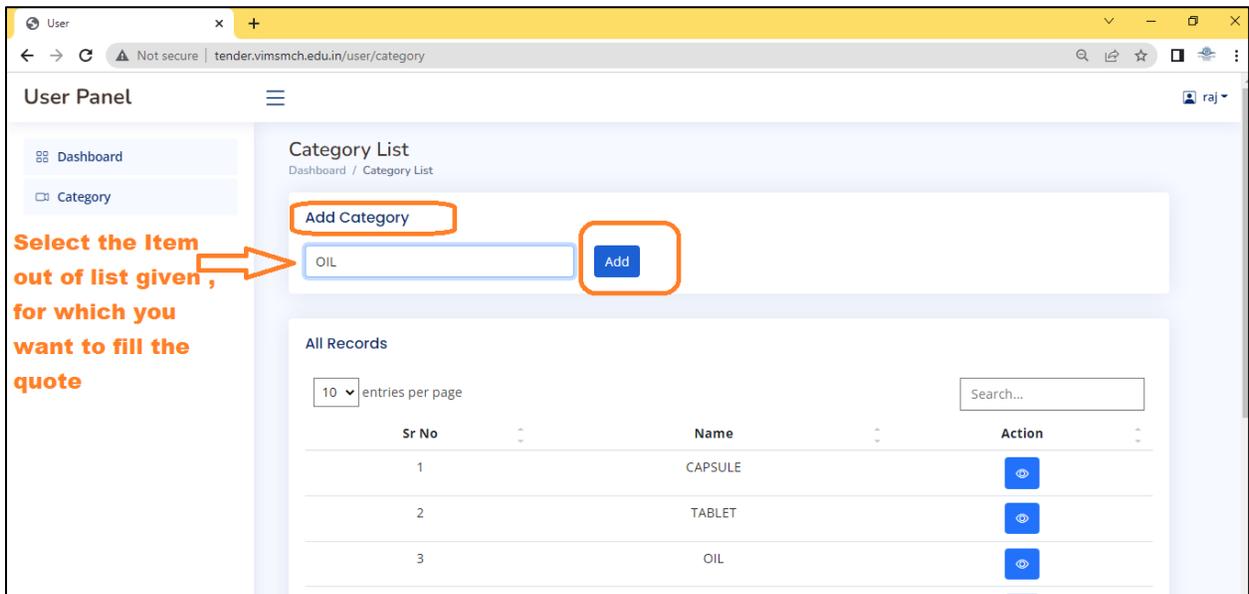


Step 9: After submitting details for ANTIOXIDANT (TOCOPHERYL ACETATE) under oil Category , Select another oil category such as AYURVEDIC oil & repeat the all Steps mentioned in Step 8



Step 10 :

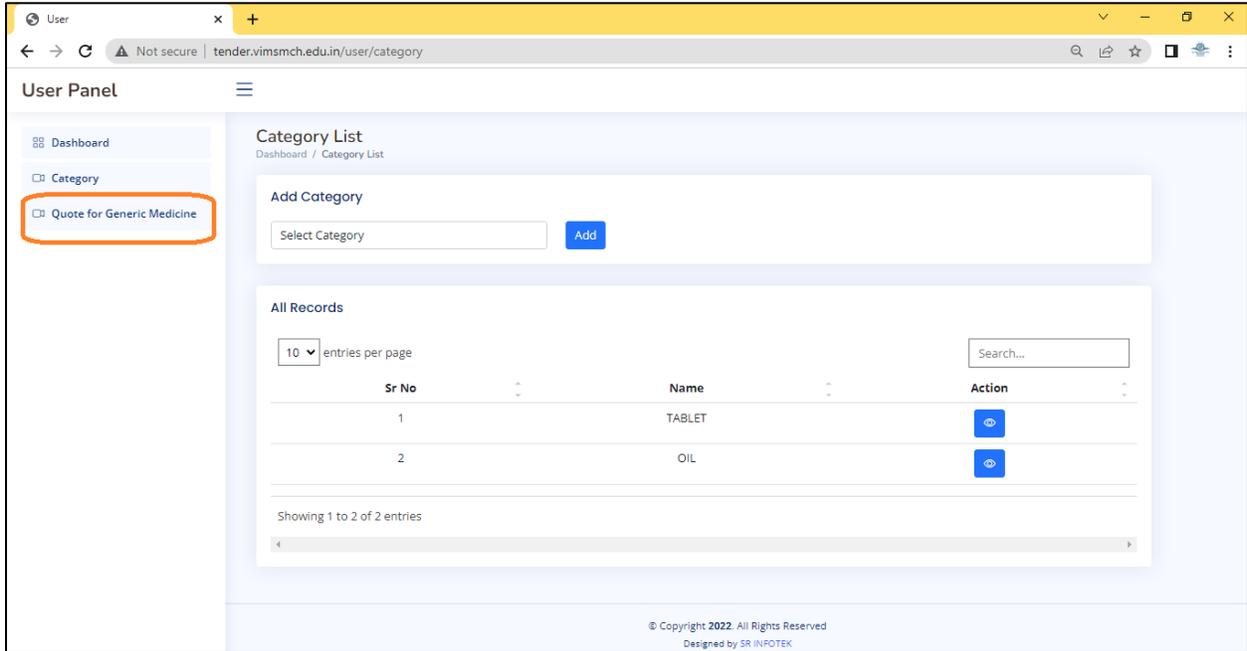
After filling all item details under oil Category , select new item in the list provided under Category such as Tablet , Capsule , Injection , strips, Cream , surgical , Belt etc then repeat Step no 5 to Step no 9 .



Note : After filling all item details as per your preference & choice , details submitted by you will be automatically updated to us .

Step 11 : Quotation for Generic Medicines

Interested vendors can also quote for Generic medicines as well , in your dashboard you will find Option “Quote for Generic Medicine” click on that & download the Excel sheet provided for reference .



Step 12 : In that Excel sheet Various Items are mentioned such as Tablet , Injection , Vaccine , Strips , Cream / Gel , Oil / Lotion etc. Click & select one page then fill the necessary important information.

21	19	ALPRAZOLAM U.SMG	TABLET						
22	20	AMINO ACID. MINERALS	CAPSULE						
		TABLET / INJECTION / VACCINE / STRIPS / CREAM GEL OIL LOTION / SURGICAL / BELT / DROP ENEMA GARGLE / INHE							

Step 12 : Fill all the Necessary details in each & every item mentioned

TABLET						
SR. NO .	SALT	Dosage Form	Packing Details	MRP	Prize to Retailer / Purchase rate including GST	% Discount if any
1	CALCIUM 500, VIT. D3 250 IU	TABLET				
2	TRAMADOL 37.5, ACETAMINOPHEN 325MG	TABLET				
3	ACECLOFENAC , PARACETAMOL , THIOCOLCHISIDE	TABLET				
4	ACECLOFENAC 100MG	TABLET				
5	ACECLOFENAC 100MG, PARACETAMOL 325MG	TABLET				
6	ACECLOFENAC 100MG, PARACETAMOL 325MG, SERRATIOPEPTIDASE 15MG	TABLET				
7	ACECLOFENAC 100MG, THIOCOLCHICOSIDE 4MG	TABLET				
8	ACECLOFENAC 200MG, RABEPRAZOLE 20MG	CAPSULE				
9	ACETAMINOPHEN 650MG, CODEINE PHOSPHATE 30MG	TABLET				
10	ACETAZOLAMIDE 250MG	TABLET				
11	ACETYLCYSTEINE 600MG	TABLET				
12	ACICLOVIR 200 MG	TABLET				
13	ACICLOVIR 400MG	TABLET				
14	ACYCLOVIR 800MG	TABLET				
15	ALBENDAZOLE 400MG	TABLET				
16	ALLOPURINOL 100MG	TABLET				
17	ALPRAZOLAM 0.25MG	TABLET				
18	ALPRAZOLAM 0.5MG	TABLET				
19	ALPRAZOLAM 0.5MG	TABLET				

Step 13 :

Save Excel file as per your firm Name & send the Email to dvvpfmedical@gmail.com with Excel sheet attachment.

Subject : Quotation for Generic Medicines of “ firm Name”

The Same deadline (2pm till 24th June 2022) is applicable for this quotation as well .

In case of any technical difficulty for the use of the enquiry module, please call on 8554990213 for any technical help.