

Newgen

Bid Management Software

for digital bid processing and evaluation

The bid management process is paper-heavy and involves a lot of physical document processing. In the current pandemic situation, when paper-based processes can aggravate the risk of further spread of the disease, processing bids has become a challenge. The need of the hour is a digital bid management process that enables remote operations.

Newgen Bid Management Software automates the end-to-end bid management process, including remote tender publishing, bid submission, and bid evaluation.



Challenges Posed by Traditional Bid Management Process

- **Dependency on physical documents**

Due to COVID-19, organizations are not accepting hardcopy of bids as a precautionary measure. Furthermore, vendors are facing difficulty in submitting bids due to lockdown and travel restrictions

- **Manual processes**

Manual vendor registration process is time-consuming and error-prone

- **Low visibility into the process**

Bid managers do not get real-time visibility into bid management processes, including submission and evaluation. This further leads to low transparency and dissatisfaction among vendors

- **Low Information Security**

Due to high dependency on physical document processing, there is a high risk of documents getting misplaced

- **Absence of tracking mechanism**

There is no tracking mechanism for vendors to track the status of tenders



Newgen Bid Management Software

Newgen Bid Management Software, built on a low code digital automation platform, allows management of different types of RFPs, RFIs, RFQs, and queries. The software offers an online portal for bid submission, streamlines the complete process, facilitates bid evaluation, and manages and archives related documents. Furthermore, it fosters a paperless work environment and enables users to work remotely with anytime, anywhere access to the required information.

Key Features

- 1 Vendor Registration and Management** - Allows users to submit bids through the online portal and manage all incoming bids and related documents. Registers vendors and creates separate case files
- 2 Bid Management Workflow** - Defines, schedules, and allocates bids efficiently, and ensures timely and smooth handling of several types of bids/proposals with a defined workflow
- 3 Alerts and Notifications** - Sends email notifications to the bid manager about allocated bids in their activity queue
- 4 Centralized Repository** - Archives and manages bid-related documents in the centralized repository. The repository enables easy information search and facilitates anytime-anywhere and secure access to documents, based on the assigned rights
- 5 Collaborative Tools** - Allows stakeholders to seamlessly collaborate from different locations and co-author bids. The software tracks changes made to the document and maintains different versions of the same document
- 6 Monitoring Reports** - Generates reports including audit trails, logs, and history, for tracking and monitoring performance



Process Flow



Tender publishing



Vendor logs in to the portal



Vendor authentication



Bid submission by vendors



Vendor Shortlisting



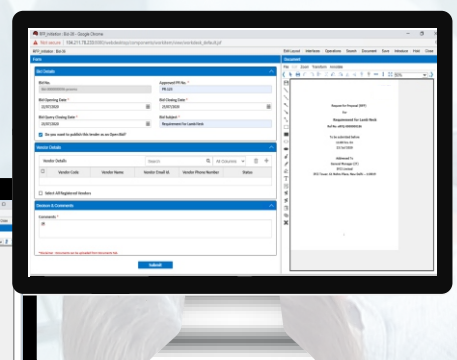
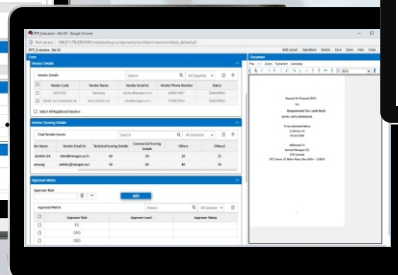
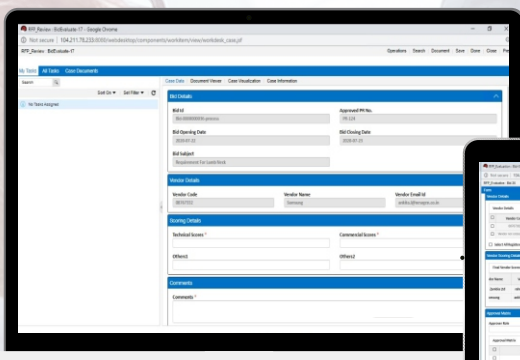
Download document for bid opening



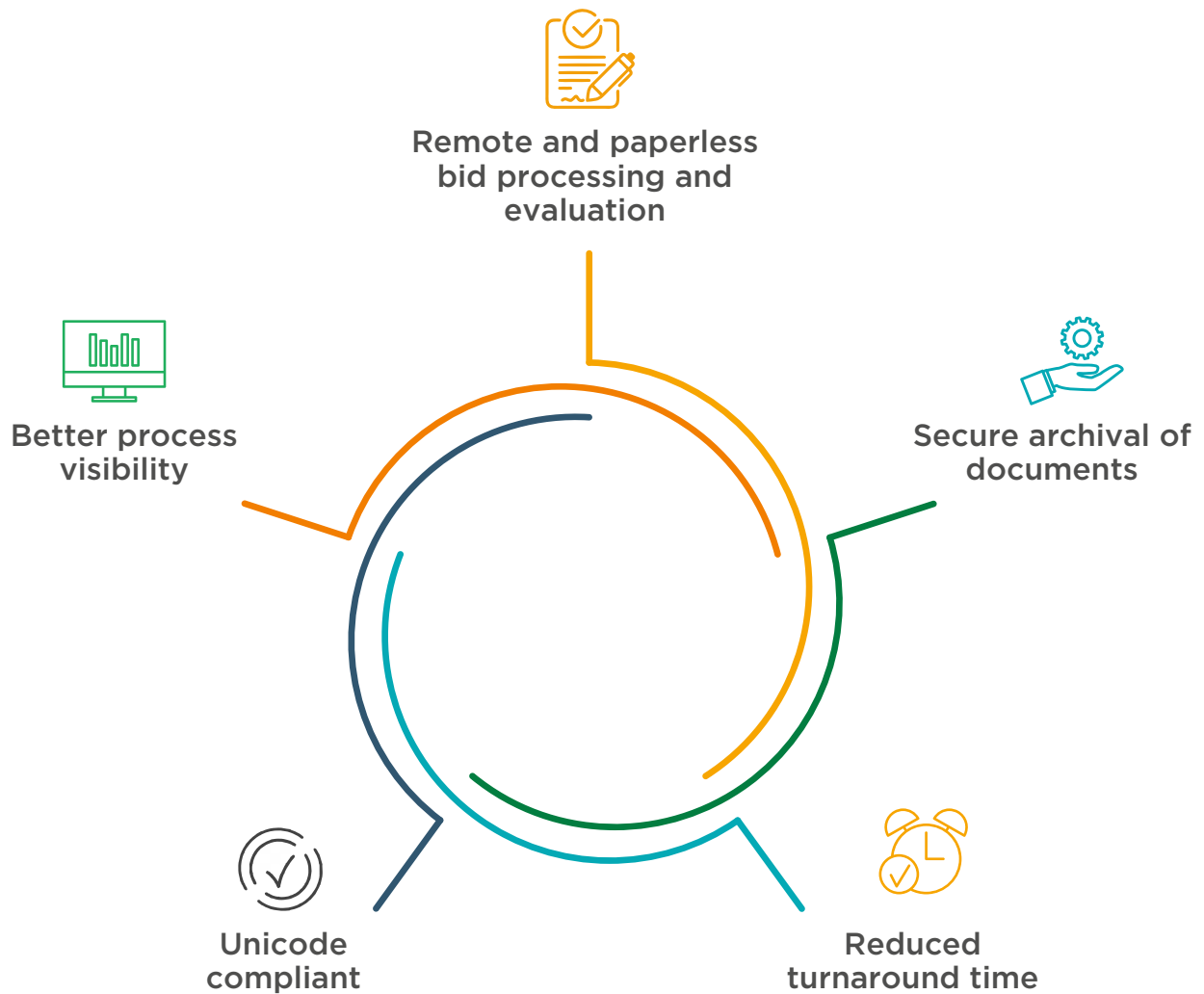
Document evaluation by users



Bid verification



Why Newgen Bid Management Software



About Newgen

Newgen is the leading provider of a unified digital transformation platform with native process automation, content services, and communication management capabilities. Globally, successful enterprises rely on Newgen's industry-recognized low code application platform to develop and deploy complex, content-driven, and customer-engaging business applications on the cloud. From onboarding to service requests, lending to underwriting, and for many more use cases across industries. Newgen unlocks simple with speed and agility.

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