APPENDIX - 2.18 C

(See Paragraph 2.075)

<u>Format of Tender Notice for Publication on Newspapers</u>

GOVERNMENT OF CHHATTISGARH, ...
OFFICE ....

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e-Procurement Tender Notice

Main Portal : http://egepocurememt.etenders.in

WRD Portal http://....... egeprocurememt.etenders.in

SYSTEM TENDER NO:____________________NIT No. ____________ Dated ________

Online bids are invited for the following works up to **dd-mm-yyyy** <Please put Last Date of Bid Preparation and Hash Submission>

Name of Work ____
PAC : Rs.___________

The Tender documents can be downloaded from the Department's Sub-Portal ***(http://.........cgeprocurement.etenders.in).*** Only those contractors/Bidders, interested in bidding, shall pay the bid submission fees online.

For more details of above tender and bidding process you may please visit the above mentioned portal.

Note: *All eligible/interested contractors are mandated to get enrolled on the e-Procurement portal <u>(http://cgeprocurement. etenders. in)</u> and get empanelled through the sub-portal <u>(http://..........cgeprocurement. etenders. in)</u> in order to download the tender documents and participate in the subsequent bidding process.*

<Name of Officer>
<ADDRESS>

GOVERNMENT OF CHHATTISGARH
__________________ DEPARTMENT
GUIDELINE TO OFFICERS
FOR
ONLINE ELECTRONIC GOVERNMENT PROCUREMENT SYSTEM (e-GPS)

1. Registration of Contractors on eGPS:

All the concerned registered contractors of the department are inquired to get enrolled on GoC - ePS at **http://cgeprocurement.etenders.in** and empanelled on the .... CG sub-portal through **http://..........cgeprocurement.etenders.in.**

2. Preparation and uploading the Tender Document:

The detailed description of the work shall be made available on the GoC - e-Government Procurement System (eGPS) on the above website, as was previously publishing in newspapers.
The format/template of NIT & Format/template of form A, B, C is available in soft copies. The details of the tender may be filled in at appropriate places and the document modified according to the need, during tender preparation online. The NIT as well as the complete document should be thoroughly checked by officer preparing tender and officer authorising uploading of the Tender Document for online tendering. Thus the NIT and the tender document will be uploaded simultaneously on the website. The date on which the tender is uploaded on the website will be the date of first publication.

3. Issue of short NIT for publishing in the newspapers:

After uploading the tender online, officer calling the tender shall send the short NIT for publication in newspapers as usual. A draft 'short NIT' for publishing in newspapers is being enclosed.

4. Tender Documents:

The tender documents will not be sold manually. It can be downloaded free of cost after online release of NIT and available for online download up to schedule date & time as mention in the key-dates.

5. Bid Submission Fees:

The Tender Documents can be downloaded from the eGPS free of cost. The Bidders have to pay the bid submission fees applicable through online Payment Gateway on the eGPS. The list of online payment modes are available on the GoC - eGPS portal http://cgeproucurement.etender.in under **"Important Guidelines"** through **List of Payments accepted Online** link.

6. Receipt of Bids:

The bids can be received online only by receiving office, immediately after online release of NIT and up to schedule date & time of submission as mention in the key-dates. Officers needs to advise bidders to follow the time lines mentioned in the Tender Document and details published on eGPS Portal under'Key Dates'.

7. Submission of Bid Seal (Hash) of online bids by contractors:

The tenderer has to submit a bid seal (Hash) as per time-schedule mentioned in the Key-Dates of the NIT. The tendered/contractor cannot change the tender-data after submission of bid seal (Hash) & signed by Digital signature. Bidders have to pay the Bid Submission Fees as mentioned in the Tender Documents through online Payment Gateway.

8. Generating Super-Hash:

After the time of submission of Bid Seal (Hash) by the contractors has lapsed, the bid round will be closed and a "digitally signed tender Super-Hash" shall be prepared by concerned Departmental official. This is equivalent to sealing the tender box.

9. Submission of EMD:

The contractor will also submit their Earnest Money Deposit as usual in a sealed physical **"Envelope - A (EMD)"** and the same should reach the stipulated department office as stated in the NIT, by post. The contractor will also upload scanned copy of EMD instrument along with other details during online bidding.

10. Opening of Tenders:

The authority receiving the tenders or his duly authorised officer shall first open the "Envelope - A (EMD)" envelope of all the contractors and check for the validity of EMD and other related documents submitted in the "EMD" envelope as required by the department. Incase, the requirements are incomplete, the commercial and other envelopes of the concerned contractor received online/manually shall not be opened.

The authority shall then open the tenders submitted online through the respective department's website by the contractors. He will match the hash of each tender with the hash submitted by the contractors prior to bid submission. In the event of a mismatch, the tender in question will be rejected after *a* due process of verification by the department. The authority shall then open the other envelopes of the bids submitted online in the presence of the contractors or their authorised representatives who choose to be present.

11. Comparative Statement:

After the tender openinq process is completed, the concerned official shall print out the comparison chart of the bids generated by eProcurement System and send it to the competent authority for further necessary action.

12. Vetting Process:

During the process of Tendering at various stages like Tender Release, Tender Opening, Tender Award a vetting process is to be executed on the online System. This process could be executed by each member of Power Train generated for that particular tender. In this process the user has to enter his consent/comment and digitally sign it through his/her Digital Signature Certificate (DSC). As per the Power Train generated the process could be completed by only Competent Authority.

13. Committee Process:

During the process of Tendering at various stages like Release of Tender, Opening of Tender, Evaluation of Bids, Negotiation, Award of Tender, if any Committee is required to meet and decide the further proceedings, the same is to be executed through Committee feature of eProcurement System. For entering the records of Minutes of Meeting and initiate the process of signing of MoMs, a Project Coordinator is to be deputed. He should record the MoMs and scan and upload the same on the ePS through his login. All the committee members are required to verify and Digitally Sign the MoM uploaded. The committee feature is optional and can be used wherever required.

14. Tender Award:

After the completion of Tendering Process for a particular tender, a Successful bidders has to be selected for Tender Award stage. In this process the Competent Authority verifies his Bid details, attach conditions of Contract and Tender Documents (if any) through vetting process.

15. Tender Cancellation:

If a Tender is cancelled/ no bidder is selected in the tender then the tender needs to be cancelled on the online eProcurement System through authorized login.

16. The Role of Project Coordinator:

A Project Coordinator will be an authority, at least of a grade of Assistant Engineer from the Division where the tender is called. He will be responsible for initiating the vetting process and Committee meetings at various stages of Tender processing as explained in Point No. 12 and 13. He has to scan and upload the minutes of meeting of the committee on e-Procurement System and get the minutes vetted and digitally signed.

Officer authorising tender releasing, generating Super-Hash & opening online bids etc. will be required to obtain Digital Signature Certificates (DSCs) for digital signing. These Digital Certificates are issued by an approved certifying authority, authorised by the Controller of Certifying Authorities, Government of India. The DSCs to Government Users will be issued by Chhattisgarh Infotech and biotech Promotion Society (CHiPS). The prescribed formats for Govt. Type users are enclosed herewith as **"Appendix - C"**

It is advised that the officers should forward their duly filled DSC Enrollment forms alongwith ID proofs for issuance of DSCs through proper channel. It is also advised that please read the **<u>Guidelines to Contractors</u>** carefully. Training schedule of officers is being sent separately

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For any further clarifications/ queries, officers may contact the Nodal Officer of their respective department or:
The Service provider of eProcurement system in the State of Chhattisgarh

Wipro Limited in Consortium with M/s NexTenders (India) Pvt. Ltd.
2, Ratan Sadan
Pili Building, Fafadih,
Raipur - 492 009, Tel. No. 0771 - 288 04 91, 320 49 97
Email **- raipur@nextenders.com**

*******End of Document*******

Appendix - A

INFORMATION & INSTRUCTIONS

TO THE BIDDERS OF __________ DEPARTMENT

FOR ePROCUREMENT SYSTEM

Special Conditions & instructions for eProcurement System as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Enrollment/ Registration & Empanelment of the Contractors/Bidders on Government of Chhattisgarh's e-Procurement Portal:

In order to participate in the tenders floated using the eProcurement System, all contractors/ bidders are required to get enrolled on the eProcurement portal **(http://cgeprocurement.etenders.in)** and get empanelled on the sub-portal of _________ Department, Chhattisaarh at **http://** .... **.cgeprocurement.etenders.in** in the relevant bidder class.
Only after the concerned departmental officer approves the empanelment of the contractor/bidder online, the contractor/bidder shall be allowed to participate in the tenders floated by the department using the . eProcurement System.

The enrollment of contractor on **http://cgeprocurement.etenders.in** is valid for one year, thus it needs to be renewed every year. The empanelment of the contractor is also required to be renewed in the system as and when registration is renewed with the department.

2.Set-up of Machine:

In order to operate on the eProcurement system, setting of User's machine is required. For which User has to install some utilities in his machine as per the instructions given in Help Manual for 'Machine Setup' (Available for download on the eProcurement portal). The copy of the same may be obtained from Service Provider of the eProcurement System **"Wipro Limited in consortium with M/s NexTenders (India) Pvt. Ltd."**

3. Obtaining a Digital Certificate:

The bids submitted online should be signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an approved certifying authority, authorized by the Controller of Certifying Authorities, Government of India.
A Digital Certificate is issued upon receipt of mandatory identity proofs and verification letters attested by Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued.

The registered contractors may obtain information required for issuance of a Class II Digital Signature Certificate from the Controller of Certifying Authorities (www.cca.gov.in) or the Service Provider of ePS of Government of Chhattisgarh:

Wipro Limited in consortium with NexTenders (India) Pvt. Ltd.

2, Ratan Sadan Pilli Building
Fafadih, Pin-492001
Raipur (Chhattisgarh)

Tel.No.0771-288 04 91,407 06 91 (Tele Fax)
Email: raipur@nextenders.com

Important Note: Submission of Bids for a particular tender shall be done only using the digital certificate. In case, during the process of a particular tender, the user looses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem etc.); he may not be able to submit the bid online. Hence, the users are advised to back up the certificate and keep the copies at safe places under proper security to be used in case of emergencies.

In case of online tendering, the digital certificate issued to the authorized user of a firm and used for electronic tendering will be considered equivalent to a no-objection certificate/power of attorney to that user. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the digital certificate as per Indian IT Act 2000. Unless the certificate is revoked, it shall be assumed to represent adequate authority of the user to bid on behalf of the firm for ______________ Department's tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm. It shall be the responsibility of management/partners of the registered firm to inform the Certifying Authority or Sub Certifying Authority, if the authorized user changes, and apply for a fresh digital certificate and issue a fresh 'authorization certificate' for the new user.

The same procedure holds true for the authorized users in a private/public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

4. Opening of an Electronic Payment account: For Submitting the bids online Contractors/ Bidders are required to make online payment using the electronic payments gateway service as mentioned in the NIT. Arrangements have been made for Contractors/ Bidders to make payments online via Credit Card / Cash Cards / Internet Banking. The different modes of electronic payments accepted on the eProcurement System is available and can be viewed online on the eProcurement website **(http://cgeprocurement.etenders.in)**.

5. Payment for submission of bids online: The tender documents may be downloaded free of cost from online eGPS by eligible Contractors/Bidders. The Contractors/Bidders are required to make the payment for bid submission through online payment modes mentioned in *Point No. 4* above. **In online tendering, the "application form" for the issue of tender documents shall not be required.**

The suppliers shall submit the bids by making online payment of Tender document fees using the service of the secure electronic payments gateway, and print out the system generated receipt for their reference which can be produced whenever required.

The secure electronic payments gateway is an online interface between Contractors/Bidders and credit card / online payment authorization networks.

Submission of bids, EMD and other documents will be governed by the time schedule given under "Key Dates" on the online e-Procurement System portal for the particular tender.

[Please refer to the Help Manual for viewing of New Tenders Online on the eProcurement Portal.]

6.Tender Download: Eligible/ Interested Bidders can download the Tender Document online.

7. Submission of Bid Seal (Hash) of online bids: The online submission of bids will be preceded by submission of the "digitally signed bid seal (hash)" as stated in the tender time schedule (Key Dates) published in the NIT. The contractor cannot change any bid data after the generation of bid seal (Hash).

8.Generation of Super Hash: After the time of submission of Bid Seal (Hash) by the Contractors/Bidders has lapsed, the bid round will be closed and a "digitally signed tender Super-Hash" which will be prepared by concerned Department official. This is equivalent to sealing the tender box.

9.Submission of actual online bids: Suppliers have to submit and sign their encrypted bids (by their user Public-Key) online using their digital certificate after the generation of super hash within the date and time as stated in the tender schedule (Key Dates). The electronic bids of only those suppliers who have submitted their bid seals (hashes) within the stipulated time, as per the tender time schedule (Key Dates), shall be accepted by the"system. A supplier who does not submit his bid seal (hash) within the stipulated time shall not be allowed to submit his bid.

10. Submission of Earnest Money Deposit: The supplier will also submit their Earnest Money Deposit as usual in a sealed physical "Cover - A" and the same should reach the stipulated department office as stated in the Tender Document, by post. The Supplier shall also upload scanned copy of EMD instrument along with other details during online bidding.

11. Opening of Tender documents: The authority receiving the tenders or his duly authorized officer shall first open the "Envelope A" of all the contractors/bidders and check for the validity of EMD and documents submitted in the "Envelope A", as required by ________ Department. In case, the requirements are incomplete, the Technical Bid of the concerned supplier received shall not be opened.

The authority shall then open the bids submitted by the suppliers online through the eProcurement website. The official shall match the hash of each bid with the hash submitted by the contractors prior to bid submission. In the event of any mismatch, such bid(s) shall be rejected after a due process of verification by ______ Department.

12. Fill Negotiated Rates: The successful bidder may have to fill in Negotiated Rates if so required during this Process. In case of no negotiation or no change in rates successful bidders need to complete the Fill Negotiated Rates stage

13. Key Dates: The suppliers are strictly advised to follow the tender schedule (Key dates) for their side of tasks and responsibilities to submit their bids, as the system is time and date locked.

********End of the Document*******

प्रारूप–अ

"Key dates schedule" for *e-Procurement*

S. No.	*Department action*	*Contractors action*	*Last Date for Ist call*	*Last Date for 2nd call*	*Remarks*
1.	Release of NIT		*A*	B	
2.	Pre Bid Conference (If mentioned in NIT)		A+ll	B+6	
3.		Bid Download	A+14	B+9	
4.		Submit Bid Hash and online payment of bid submission fee	A+14	B+9	Technical Bid Part-I and Financial Bid part-II (All envelopes)
5.	Close for bidding (Super Hash)		A+15	B+10	Technical Bid Part-I and Financial Bid part-II (All envelopes)
6.		Submit Bid online (only with encryption by department pub. key)	A+17	B+12	Technical Bid Part-1 and Financial Bid part-II (All envelopes)
7.		1 .Physical submission of EMD in sealed envelope 'A' (by post). 2. Submission of any Additional PQ documents in separate envelope 'B' if required (by post)	A+19	B+14	Submission of EMD & copy of registration etc, (Envelope 'A' & 'B' by post) will also be accepted.
8.	Open EMD & Technicai/PQ bid		A+22	B+17	Technical Bid Parl-I including EMD & copy of registration etc. (Envelopes 'A &B')
9.	Evaluation of Technicai/PQ Bid (And information to successful bidders)		A+27	B+22	

10.	Open Price / financial bid		A+28	B+23	(Envelope-'C')
11.	Evaluation of price bid (and information to bidder if negotiated)		A+28+N	B+23+N	
12.	Award of tender		A+N+29	B+N+24	
13.		Fill Negotiated Rates (If reqd)	A+N+3 1	B+N+26	
14.	View item rate form		A+N+32	B+N+27	
15.	Award of tender		A+N+ 32+M	B+N+27+M	

M=N=3 days for EE level evaluation
M=N=7 days for SE level evaluation

M=N=10 days for CE level evaluation
M=N=15 days for E-in-C level evaluation
M=N=20 days for Govt. level evaluation

Note :-

1) If required, in case of E. -in-C level & Govt. level evaluation, the value of M& N may be suitably changed
2) Dates may be adjusted for holidays