

**Guidelines/ Procedure to be followed in introduction of 'e' – procurement Solution**

**1. Notice inviting Tender (NIT) / Tender documents**

The Notice Inviting Tenders (NIT) and Tender documents etc., shall be in the Standard formats as applicable to conventional Tenders and will be finalized/ approved by the officers competent as in the case of conventional Tenders.

**2. Publication of NIT:**

The officers competent to publish NIT in case of conventional Tenders will host the NIT in the <https://govtprocurement.delhi.gov.in> . Simultaneously, a notification should also be published in the leading newspapers, as per existing rules, in the following format,

Name of the Department :.....

Name of the work :.....

Estimated cost : Rs. ....

Date of release of tender through e-procurement solution:.....

Last date/Time for receipt of tenders through e-procurement solution.....

Further details can be seen at: <https://govtprocurement.delhi.gov.in>

**3. Registration of contractors**

The contractor will register with e- procurement system of NIC after paying annual registration charges of Rs. 6000/- plus service tax in favour of Delhi e-Governance Society (DeGS) . The vendor would prepare a Banker cheque/Draft in favour of Delhi e- Governance Society and deposit it at e-procurement help desk room no 129 , Delhi secretariat , IP Estate , Delhi. The detail of Payment can be obtained from Help Desk.

**4. Digital Certificate:**

Digital Certificate (ClassII Signing and encryption) is required for issuance, opening, evaluation etc. of the Bids. NIC will issue the Digital Certificate to

the officers of Departments or Corporations of GNCTD after paying Rs 716/- (subject to revision from time to time ) in the form of Demand Draft/ Pay Order/ in favour of " Account Officer, NIC Delhi " payable at New Delhi . . . The cost of DC along with other formalities is available at <https://govtprocurement.delhi.gov.in>

In order to submit the bids electronically contractors/suppliers are required to have Type-II Digit Certificate. D.C. can be obtain from any of the certifying agency.

#### **5. Formation of Evaluation Committee:**

If required, a evaluation committee can be formed to evaluate the bids as done in the conventional tenders.

#### **6. Payment of cost of Tender documents**

The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of the bidders participating in e-procurement solution. The bidders can view/download the tender documents, from the <https://govtprocurement.delhi.gov.in>.

#### **7. Submission of Bids:**

The bidders who are desirous of participating in 'e'-procurement shall submit their Technical bids, price bids etc., in the standard formats prescribed in the tender documents, displayed at <https://govtprocurement.delhi.gov.in>. The bidders should upload the scanned copies of all the relevant certificates, documents etc., in the <https://govtprocurement.delhi.gov.in> in support of their Technical bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

#### **8. Payment of Bid Security (Earnest Money Deposit):**

The EMD shall be in the form of the DD/BG shall be from a bank, as per the guideline. Zerox copy of the DD/BG is to be scanned and uploaded along with the Bid, and the original DD/BG **shall be sent to the concerned Deptt.**, so as to reach before the date of closing of the Bids. Failure to furnish the original DD/BG before the closing of the Bid, will entail rejection of Bid and blacklisting.

#### **9. Technical Bids/Price Bids opening:**

The technical bids will be opened online by the officer/officers concerned/authorized at the time and date as specified in the tender documents. All the Statements, documents, certificates, DD/BG etc., uploaded by the Bidder will be verified and downloaded, for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained either online or as per the conventional method by making communication to the bidders. The technical bids will be evaluated against the specified parameters/criteria, same as in the case of conventional tenders and the technically qualified bidders will be identified. The result of Technical bid evaluation will be displayed on the <https://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the Tenders.

Similarly, at the specified date and time, the price bids of all the technically qualified bidders will be opened online by the officer/officers concerned and the result will be displayed on the <https://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the Tenders. Till the technical bids are opened, the identity of the bidders who participated in the Tenders shall be kept confidential. Similarly, till the price bids are opened, the bid-offers are shall kept confidential.

#### **10. Processing of Tenders:**

The officer/officers concerned will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.

**11. Participation of Bidders at the time of opening of bids:**

Bidders have two options to participate in tendering process at the time of opening of Bids :

i) Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process.

ii) Bidders can visualize the process online.

**12. Financial Rules for e-procurement:**

The e-procure system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs/PWD manual.

**13. Signing of agreement.**

After the award of the contract, an agreement may be signed as done in Conventional Tenders.