e-Procurement User Guide

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1. <u>Guidelines for publishing tender</u> on https://mahatenders.gov.in portal

A) E-Procurement Administration Account Creation, Organization Creation and Account Mapping:

To publish a Tender, minimum 3 persons of a department / office are involved as under:

     i)   E-Procurement Administrator

     ii)   Tender publisher with bid opener role

     iii)   Bid Opener

The Following document are required to be submitted to NIC :

e-Procurement participation request letter should be submitted to NIC.(format given in Annexure A)

Duly filled in e-Procurement Administrator Account form should be submitted to NIC. (format given in Annexure B)

Duly filled in e-Procurement Organization Structure form should be submitted to NIC. (format given in Annexure C)

Duly filled in e-Procurement Account Mapping form should be submitted to NIC. (format given in Annexure D or E)

Duly filled in e-Procurement Master Trainers Training request format, if required(format given in Annexure F)

NIC will create e-Procurement Administration account having administrator rights as per details submitted. Administrator can create further users of the organization.

B) Digital Signature Certificates (DSC) :

All department users should have Class II Signing and Encryption DSCs.

DSCs can be procured from any approved Certifying Authorities (Ncode, eMudhra, TCS, Ace Technology, Sify, etc.)

C) Technical Support:- For any technical related queries please mail to eproc.support@maharashtra.gov.in or please call 24 x 7 Help Desk Number available on Contact Us page of https://mahatenders.gov.in .

*Bidders should also be advised to contact 24 x 7 Help Desk team for any technical support.

2. Roles

A. Role of NIC:

1. To provide training on the request of department. Department has to send training request(As per **Annexure F**) email to eproc.support@maharashtra.gov.in

2. To create organization structure, Nodal officer at organization level I and Level II only.

3. To map bank account or treasury details on https://mahatenders.gov.in for online payment.

4. To provide technical support, if required.

B. Role of Department:

1. To arrange training for department users and bidders.

2. Department should have Class II or Class III signature to publish e-Tender DSC should be procured/purchased at least one day in advance before enrollment on the portal.

3. Department may refer Information about DSC, FAQ, Announcement, Downloads, for online bid submission available on https://mahatenders.gov.in

4. To identify two Master trainers from department.

5. Department is responsible for completing all tender stages such as

   I. Tender Creation

   II. Tender Publish

   III. Technical opening

   IV. Technical Evaluation

   V. Financial Opening VI.

   Financial Evaluation

VII. Award of Contract (AOC)

6. Department is responsible for all Administration and Legal matters related to tenders.

C. Bidder Role :

1. To registration on https://mahatenders.gov.in
2. To submit bid online on https://mahatenders.gov.in

3. Bidder should have Class II or Class III signature to submit bid online.
   DSC should be procured/purchased at least one day in advance before enrollment on the portal.

4. Bidder may refer Bidder Manual Kit, Information about DSC, FAQ, Announcement,Downloads for online bid submission available on https://mahatenders.gov.in.

5. If any query regarding online bid submission, Login problem, DSC enrollment etc. bidder needs to contact 24*7 Help Desk provided on Contact Us page of https://mahatenders.gov.in .

6. For online Payment related issues, Kindly send email with Bank Reference number to this email ID merchant@sbi.co.in, mops1@sbi.co.in , mops2@sbi.co.in . You may also contact 022-27560149 for clarifications.

7. Bidders who are using SB MOPS other banks Internet Banking are requested to make online payment four days in advance.

NOTE :

1. On the basis of Technical Opening, Technical Evaluation, Financial Opening and Financial Evaluation unsuccessful bidder EMD will be refunded automatically.

2. In case of treasury mapping Successful bidder EMD will be refunded and In case of bank account mapping successful bidder EMD will be settled to department account.

3. Annexure A: e-Procurement Participation Request letter Format

To,

The State Informatics Officer,
NIC Maharashtra State Centre, 11th Floor,
New Administrative building,
Mantralaya,
Mumbai – 400032.

Subject: Request for participating on Govt. of Maharashtra e-Procurement portal
https://mahatenders.gov.in

Sir,

I am submitting herewith the duly filled in necessary forms for participating on Govt. of Maharashtra e-Procurement portal https://mahatenders.gov.in

For smooth implementation of e-Procurement activities a cell has been set up as follows. The cell will be responsible for the accuracy and validity of Tender documents published on https://mahatenders.gov.in by this office.

Sr. No.	Name	Designation	E-Mail/ Mobile	Role
1.				
2.				

Role :- (Nodal officer/Tender creator/ Publisher/ Bid opener /Evaluator /all role)

Please Note:-
* Name of Department: _____
*Total No. Of Tender Published (Per Year):-_____
*Tender Value:-_____
*In case of any technical support required by the bidders, bidders will be guided to contact 24 x 7 Help Desk provided on Contact Us page of https://mahatendes.gov.in.
*In case of any Administration and Legal matters related to tenders published by this office, NIC will not be held responsible.

Kindly do the needful.

Yours Sincerely,
Signature and Seal

Annexure B: Tenders Administration Account Form

Government of Maharashtra eProcurement System	
https://mahatenders.gov.in	
Request Form for tenders Administration Account	

Personal Details:-

1	Title*: Mr/Mrs/Ms/Dr/Sri
2	First Name*:
	Last Name*:
3	Date of Birth*:(DD/MM/YY)
4	Login ID* say abc@gmail.com: **(Login ID should be individual's id not designation based id)**
5	Organization Name*:
6	Dept/Circle*:
7	Division*: Designation*:
8	Address1*:
9	Address2*:
10	District:
11	City*: Pin Code:
12	Correspondence Email ID*: **(Correspondence Email ID can be same as Login ID. All the mail correspondence will be sent only to the correspondence Email ID)**
13	Phone: 91: STD: No:
14	Fax: 91: STD: No:
15	Mobile*: **(All the SMS correspondence will be sent only to this Mobile number)**
16	User Role: Nodal Officer/ Tender Creator/Publisher/Bid Opener/Evaluator (select one or more as applicable)

Date: **Signature of Tender inviting Authority**

                                                             Name:_____

Seal:

Note: The requested tender administration account details will be communicated by mail. **Disclaimer**: This account is meant for publishing and maintaining the Tender information on Government eProcurement Portal. The sole responsibility of the accuracy and validity of Users information/ Content in the Tender document shall rest with the authorized user of the Account i.e. the concerned Tender inviting Authority is responsible for Tender Administration. NIC shall be responsible only for ensuring the system performance and security.

Annexure C: e-Procurement Organization Structure Chart

LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
E-PROCUREMENT ORGANIZATION STRUCTURE OF TENDER FLOATING LOCATIONS IN 5 LEVELS FOR https://mahatenders.gov.in				
MINISTRY OR SECRETARIATE	PARENT DEPARTMENT GOVT. OF MAHARASHTRA	TENDER FLOATING LOCATION, BRANCH/SECTION/ UNIT UNDER LEVEL 1	TENDER FLOATING LOCATION, BRANCH/SECTION/ UNIT UNDER LEVEL 2	TENDER FLOATING LOCATION, BRANCH/SECTION/ UNIT UNDER LEVEL 3

Guidelines for filling e-Procurement organization structure

1. Level 0 should be Ministry or Secretariat
2. Level 1 should be Parent department, Govt. Of Maharashtra
3. Level 2 should be Tender floating location Branch/Section/Unit under level1
4. Level 3 should be Tender floating location Branch/Section/Unit under level2
5. Level 4 should be Tender floating location Branch/Section/Unit under level3
6. E-Procurement Administrator nominated has provision to create sub-users.
7. E-Procurement Administrator can be created at level 1 and level 2.
8. E-Procurement Administrator at level 1 should be from parent department. In case E-Procurement Administrator nominated is an official at level 2, 3 or 4 ,and the request is received for the first time from the parent department then he/she should take responsibility to create sub-users at level 2, 3, and 4.
9. E-Procurement Administrator at level 2 should be from Branch/Unit/Section under level1.

Annexure D: e-Procurement Bank Account Form

Government of Maharashtra eProcurement System	
https://mahatenders.gov.in	
Request Form for e-Payment	

PSU Department Name:

Sr No.	Specification	Code Details
1	Name of Account Holder	
2	Name of Bank	
3	Account Number	
4	Branch Name	
5	IFSC Code	
6	Online Payment Reference Number	
7	Organization Chain L1-L2-L3-L4 (Specify as per organization chart on https://mahatenders.gov.in)	
8	Successful Bidders EMD to be Refunded after AOC	Yes / No (Please Tick)

Date: Signature of Tender Inviting Authority

Seal: Name : _____

Government of Maharashtra eProcurement System	
https://mahatenders.gov.in	
Request Form for e-Payment	

Government Department Name :

Sr No.	Specification	Code Details
1	Treasury Code	
2	DDO Code	
3	Organization Chain L1-L2-L3-L4 (Specify as per organization chart on https://mahatenders.gov.in)	
4	SBI five Digit Code	PCCSM
5	Successful Bidders EMD to be Refunded after AOC	Yes / No (Please Tick)

Date: Signature of Tender Inviting Authority

Seal: Name :_____

To,

The State Informatics Officer,
NIC Maharashtra State Centre, 11th Floor,
New Administrative building,
Mantralaya,
Mumbai – 400032.

Subject: Request for trainer's training on Govt. of Maharashtra e-Procurement portal https://mahatenders.gov.in .

Sir,

    I am submitting herewith the Names of Officials from our organization for training on Govt. of Maharashtra e-Procurement portal https://mahatenders.gov.in .

Name of Department:

Sr. No.	Name & Designation	Contact No. & email ID	Role (Nodal officer/Tender creator/ Publisher/ Bid opener /Evaluator /all role)
1.			
2.			
3.			

Kindly intimate the date and venue of training.

                Yours Sincerely,
                Signature and Seal

4. <u>System Requirement</u>

1. Operating System- Windows XP with Service Pack 3 or Windows 7 or Windows 8.

2. Other Software like Microsoft Office 2003 and above, Antivirus, Adobe PDF Reader, Pdf Converter, WinRar, etc.

3. Browsers - Firefox 3.5 and above or IE 9 and above or Chrome 18 and above. ActiveX/JavaScript should be enabled. Turn off the 'Pop Up blocker' ie. Allow 'Pop-Ups'.

4. Java Runtime Environment(JRE) :

   I. JRE 64 version 1.6 or above to be installed if your Window OS is 64 bit.
   II. JRE 32 bit version 1.6 or above for eToken operations.
   Recommended JRE version (java 8u151 32bit) available in download section of https://mahatenders.gov.in

5. Internet- Dedicated Broadband Internet connection with minimum 1 mbps speed or above.

6. Others- UPS, Scanner, Printer.

7. DSC Token drivers.