

GUIDELINES ON THE OPERATIONS OF THE ELECTRONIC TENDERING SYSTEM OF GOVERNMENT OF MAHARASHTRA (on <http://maharashtra.etenders.in>) TO THE INTERNAL USERS OF DEPARTMENTS AND AGENCIES

The information contained in this document to guide the Department and Agency Users on the implementation of Electronic Tendering System. The Users are advised to consult the Service Provider on any additional clarity required on the information contained in the document.

1. Set up of Computer System for executing the operations on the Electronic Tendering System:

To operate on the Electronic Tendering System of Government of Maharashtra, the Computer System of the User is required be set up. The Users are required to install Utilities available on the Home Page of the System. The Users from the Department / Agency are requested to refer to the ***e-Tendering Toolkit for Department*** available online on the page <http://maharashtra.etenders.in/mah/index.asp> to understand the process of setting up of the Computer System. Alternatively, you may contact the Helpdesk Support Team on information / guidance on the process of setting up of the Computer System.

2. Requirement of User ID for executing the operations on the Electronic Tendering System:

In order to execute various operations on the Electronic Tendering System viz. Tender Preparation, Tender Authorization, Tender Opening, etc., the Users are required to obtain the User IDs from the Nodal Officer of the Electronic Tendering System appointed within the Department / Agency. The User IDs are assigned a specific access level and Users can execute the roles as per the access level assigned to their respective User ID.

3. Modification of Tender documents to suit the process of Electronic Tendering System:

The Tender documents being issued to the Bidders participating in the process of tendering are required to be modified to suit the process of Electronic Tendering System. Alternatively, the Tender documents may be annexed with the document - ***Guidelines to Bidders on the operations of Electronic Tendering System***. These guidelines will overrule the process of Manual Tendering wherever applicable. The Department / Agency Users are requested to consult the Nodal Officer of Electronic Tendering System within their organization or the Help Desk Support Team of the Service Provider on applicability of the guidelines on Electronic Tendering System on the process of Tendering.

4. Obtaining Digital Certificate:

Certain tasks and activities to be executed on the Electronic Tendering System are required to be digitally signed by the Department / Agency Users viz. Tender Authorization, Close for Bidding, Tender Opening and Key Management. The Users from the Department / Agency performing the mentioned roles are required to obtain Class – II Digital Signature Certificates from any Certifying Authority registered under Controller of Certifying Authorities of Government of India.

The Digital Certificate can be obtained upon submission of identity documents of the Applicant and may take upto five (5) days to be issued. The Users are requested to make arrangements to obtain the Digital Certificates in advance.

5. Preparation of Tender online:

The Department / Agency User having User ID with access privilege of Tender Preparation shall be able to prepare the Tenders online and send it to Competent Authority for release of the Tender.

6. Authorization / Release of Tender:

The Department / Agency User having User ID with access privilege of Tender Authorization shall be able to authorize / release the Tenders prepared online and sent to them. The Competent Authority will verify the Tender documents and can either send the Tender documents back or release the Tenders. The Tender documents are signed online through the use of Digital Certificate.

7. Tender Schedule (Key Dates)

All the stages in the process of online tendering are controlled through a Start Date and Time and an End Date and Time. The time and date of the various stages of the Tender cannot be preponed under any circumstances. The time and date of the various stages of the Tender can be postponed through appropriate amendment issued to the Tender. All amendments issued to the Tender are time tracked and auditable.

The Tender Schedule is published as a part of the Tender Notice of each Tender.

Note: After the completion of Generation of Super Hash (Close for Bidding) stages, the End Time and Date of prior stages cannot be extended.

8. Generation of Super Hash (Close for Bidding):

After the expiry of the cut – off time of submission of Bid Seal (Hash) by the Bidders has lapsed, the bid round will be closed and a digitally signed Tender Super Hash which will be prepared by concerned Official using closing user Id. This is equivalent to sealing the Tender Box in the manual process of Tendering.

The process requires Key Pairs to be issued to the Competent Authority for completion of this stage.

9. Opening of Electronic Bids:

The Competent Authority shall first open the physical Envelope containing cost of Tender Document Fees and Earnest Money or Security Deposit of all the Tenderer/ Bidders and check for the validity as required by the Department / Agency processing the Tender. The instrument details (such as Name of the Bank, Reference Number, Validity, etc.) mentioned by the Bidder during the process of bidding shall also be verified with the manual Tender Document Fees and Earnest Money or Security Deposit instruments.

The Department / Agency User having User ID with access privilege of Tender Opening and having access rights to the Tender shall be able to open the bids submitted online. The User shall match the hash of each Bid with the hash submitted by the Bidder during the bidding process.

After the Technical Bid opening, the Bidders whose Technical bids are opened are either shortlisted or rejected and the Commercial Bids of only the shortlisted Bidders shall be available for opening.

In case if the Tender Opening Authority gets transferred, the rights to the Tender can be changed to the incoming Competent Authority through the process of Key Management.