

Government of Orissa
Works Department

Office Memorandum



File No. FA-R-3/08/4657 W, Dated. 12. 3. 08

Sub: Guidelines/Procedure to be followed in introduction of 'e'-procurement (Pilot project).

1.0 Notice inviting Bid (NIB) / Bid documents:

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

2.0 Publication of NIB:

The officers competent to publish NIB in case of conventional Bids will host the NIB in the 'e' market place web site.

Simultaneously, a notification should also be published in the newspapers, as per existing rules preferably, in the following format, to effect economy:-

Government of Orissa "e" procurement Notice

Identification No.-----

1. Name of the work:

2. Estimated cost: Rs.

3. Period of completion -----

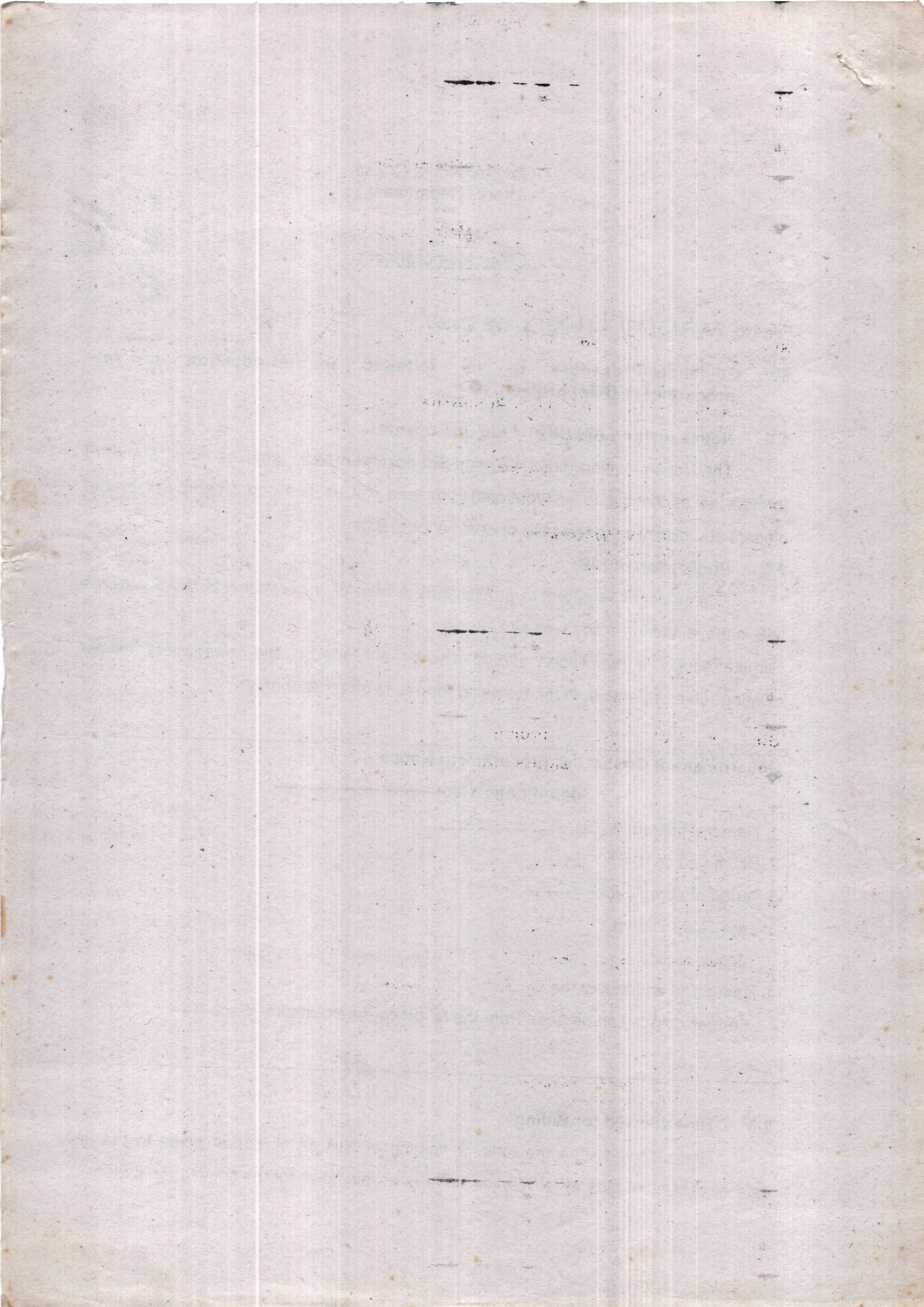
3. Last date / Time for receipt of bids.

4. Name and address of the O.I.T.

Further details can be seen from the 'e' procurement market place -----

3.0 Time allowed for Bidding:

Time allowed from the date of hosting of NIB at 'e' market place to the last date of receipt of bids at 'e' market place is as laid down for the conventional Bids.



4.0 Registration of contractors with 'e' market place

The e-Procurement marketplace, during this Pilot Phase, shall provide, an online self-service registration facility, here in after known as the Portal Enrollment, to such of the suppliers, who are already registered with the appropriate Registering Authorities in Orissa. As an incentive for early Portal enrollment, basic registration by suppliers, that allows them to participate effectively in the e-Procurement process, shall be enabled on the e-Procurement marketplace without levy of any extra registration or subscription fee initially. However, the e-Procurement marketplace, may levy charges for such value-added services as may be decided, subsequently.

5.0 Payment of cost of Bid documents:

The cost of Bid documents continues to be the same for the conventional bids, and for bidders submitting the bids 'online' the cost of the bid document is free for the pilot phase. However, the bidders who download the bid documents but physically submit it through drop box or through post have to pay the cost of bid documents. The bidders can view / download the bid documents, from the 'e' market place

6.0 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 Bid documents, displayed at 'e' market place. The online bidders should upload the scanned copy of the affidavit in support of correctness or proof of the information submitted by him and the original copy should be physically produced before the Officer Inviting Bid, within the specified period mentioned in the bid, from the date of opening of the bid but before opening of the price bid in case of double cover bidding system. The offline bidders will continue to submit the True copy of affidavit/ certificates/ proof along with the technical bid and the original copy should be physically produced before the Officer Inviting Bid, within the specified period mentioned in the bid, from the date of opening of the bid but before opening of the price bid in case of double cover bidding system. The 'online bidder' shall digitally sign on all statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. If any of the information furnished by the bidder is found to be false / fabricated / bogus, the bidder will be blacklisted and his EMD / Bid security forfeited.

7.0 Payment of EMD (Earnest Money Deposit or Bid Security)

The EMD or Bid Security payable along with the bid is 1% of the estimated contract value (ECV) or as mentioned in the bid document and the Initial Security Deposit (ISD) or the Performance security shall be as mentioned in the respective bid document. The validity period of the EMD or Bid Security and Initial Security Deposit (ISD) or Performance security shall be as mentioned in the bid document. Any bid not accompanied by an acceptable Bid Security and not secured as indicated in the bid document shall be rejected as non-responsive. The bid security shall be retained till such time the successful bidder furnishes Initial Security Deposit (ISD) or Performance security acceptable to the Officer inviting the Bid. Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security. The Bid security in the form of FD / BG shall be from a Nationalized Bank valid for a period of 45 days beyond the validity of the bid. Bid security in other form is acceptable if the bid documents provides for it. In case of the online bids the FD / BG is to be scanned and uploaded along with the Bid, and the original FD / BG shall be physically produced before the Officer Inviting Bid, within the specified period mentioned in the bid, from the date of opening of the bid but before opening of the price bid in case of double cover bidding system. Failure to furnish the original FD / BG before the specified period or opening of price bid; whichever ever the case may be; will entail rejection of bid and blacklisting of the bidder. However for those participating offline should follow the prevalent practices of submitting the EMD/Bid security in accepted format and tool with the technical bid.

8.0 Technical bids / Price bids opening:

The Technical bids received online will be down loaded by the concerned Officer Inviting Bid, at the time and date specified in the bid documents. The clarifications, particulars, if any, required from the bidders, will be obtained either online or in the conventional method by addressing the bidders. The technical bids received both online and offline will be evaluated against the specified parameters / criteria, same as in the case of conventional bids and the technically qualified bidders will be identified. The result of Technical bid evaluation will be displayed on the 'e' market place, which can be seen by all the bidders, who submitted the Bids.

Similarly, at the specified date and time, the price bids of all the technically qualified bidders will be opened by the concerned Officer Inviting Bid and the result will be displayed on the 'e' market place which can be seen by all the bidders who submitted the Bids. Till the technical bids are opened, the identity of the bidders who submitted the Bids is to be kept confidential. Similarly, till the price bids are opened, the bid offers are to be kept confidential.

9.0 Processing of Bids:

The Officer Inviting Bid will evaluate and process the bids and if required, submit to the concerned higher authority, as per the financial powers conferred to the officers, vide OPWD Code as in the case of the Conventional bids. The competent authority after his evaluation will finalize the bid and shall communicate the decision to the Executive Engineer through proper channel. All this process will be online/ Offline.

This has been concurred in by the Department of Information Technology in their UOR No.2/IT, dated 11.1.2008, Law Department in their UOR No.73/L, dated 14.1.2008 and Finance Department in their UOR No.10-ES-3/F, dated 15.1.2008.

Sd/- S.K. Ray

EIC - cum- Secretary to Government

Memo No. 4658

W, Dated. 12.3.08

Copy forwarded to P.S. to Hon'ble Minister, Finance, Orissa/ P.S. to Hon'ble Minister, Works, Housing, Orissa for information and necessary action.

[Signature]

FA- cum-Addl. Secy. to Govt.

Memo No. 4659

W, Dated. 12.3.08

Copy forwarded to OSD to Chief Secretary, Orissa/ P.S. to Development Commissioner- cum-Additional Chief Secretary, Orissa/ P.S. to Principal Secretary to Chief Minister, Orissa for information and necessary action.

[Signature]

FA- cum-Addl. Secy. to Govt.

Memo No. 4660

W, Dated. 12.3.08

Copy forwarded to Finance Department/ Department of Water Resources/ Housing & Urban Development Department/ Rural Development Department/ Panchayati Raj Department/ Department of Information Technology/ Law Department/ all other Departments/ Managing Director, OB & CC Ltd./ Managing Director, O CC Ltd for information and necessary action.

[Signature]

FA- cum-Addl. Secy. to Govt.

Memo No. 4661

W, Dated. 12. 3. 08

Copy forwarded to EIC (Civil), Orissa /EIC, Water resources, Orissa/ FA-cum-Addl. Secy. to Govt., R.D. Deptt./ Chief Engineer, DPI & Roads, Orissa/ Chief Engineer, Buildings, Orissa/ Chief Engineer, N. Hs., Orissa/ Chief Engineer, R.D. & Q.P., Orissa/ Chief Engineer, World Bank Project, Orissa/ Chief Architect, Orissa/ Chief Engineer, Water Resources, Orissa/ Chief Engineer, R.W.-I, Orissa/ Chief Engineer, R.W.-II, Orissa/ Chief Engineer, P.H.(Urban), Orissa/ Chief Engineer, Electricity, Orissa/ FA-cum-Joint Secy. to Govt., Water Resources Deptt./ FA-cum-Joint Secy. to Govt., H&U.D. Deptt./ FA-cum-Joint Secy. to Govt., Energy Deptt./ Special Officer-cum-Joint Secy. to Govt., Fin. Deptt for information and necessary action.

[Signature]

FA- cum-Addl. Secy. to Govt.

Memo No. 4662

W, Dated. 12. 3. 08

Copy with soft copy forwarded to the Head, State Portal Group, IT Centre, Ground Floor, North Annexe of Secretariat for information and necessary action.

He is requested to display this office memorandum in the web-site of State Government.

[Signature]

FA- cum-Addl. Secy. to Govt.

Memo No. 4663

W, Dated. 12. 3. 08

Copy forwarded to the Accountant General (A&E), Orissa, Bhubaneswar/ Senior D.A.G. (Works Audit & Projects), Orissa, Puri for information and necessary action.

[Signature]

FA- cum-Addl. Secy. to Govt.

Memo No. 4664

W, Dated. 12. 3. 08

Copy forwarded to the Director, Printing, Stationary & Publication, Orissa, Cutack for information and necessary action.

He is requested to publish this amendment in the next issue of Orissa Gazette.

[Signature]

FA- cum-Addl. Secy. to Govt.

Memo No. 4665

W, Dated. 12. 3. 08

Copy forwarded to all Officers/ Superintending Engineers/ Executive Engineers/ Sections/ P.S. to EIC-cum-Secretary to Govt., Works Department/ 20 (twenty) spare copies to Guard file for information and necessary action.

[Signature]

FA- cum-Addl. Secy. to Govt.

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