

**GOVERNMENT OF MEGHALAYA
FINANCE (ESTABLISHMENT) DEPARTMENT**

No.FEG.25/2014/ /

Dated Shillong, the 7th February, 2014.

NOTIFICATION

Whereas, the Government of India has included online tendering system or e-Procurement, as one of the Mission Mode Projects of the National e-Governance Plan (NeGP). The objectives of e-Procurement are to convert the tedious procurement process into an economical, transparent and more secure system.

Whereas at present the Government tenders are issued and submitted in paper mode. The e-Procurement system designed will transition the offline paper based process into online mode. Taking into consideration the benefits and advantages to the common man and the bidders that the online tendering system will provide, the Governor of Meghalaya is pleased to introduce online tendering in the state of Meghalaya through 'e-Procurement' viz:

1. Short title and Commencement:-

- (1) The system shall be called 'e-Procurement System' of the Government of Meghalaya.
- (2) They shall come into force from the date of notification in the official gazette.

2. Description of the scheme system of e-Procurement :- e-Procurement is a system whereby Notice Inviting Tenders (NIT) will be published and submitted online through the portal <http://meghalayatenders.gov.in>. Government Departments will be able to upload NIT and Corrigendum (if any) as well as download filled in tenders through the portal. The online tenders would also be visible to citizens through internet facilities.

3. Coverage of the scheme :- In the first phase, this scheme shall cover Tenders which are above Rs.50 lakhs and the recommendation of the Department Tender Committee (DTC)/Department Purchase Board (DPC) shall continue as usual. The award of contract above 50 lakhs shall continue to be made with the approval of the Minister. The manual tendering system shall co-exist with e-tendering till such time the stakeholders have fully adapted the new system.

4. Department Tender Committee/Department Purchase Committee :- Involvement of and security of tender paper by the Department Tender Committee (DTC) and Department Purchase Board (DPC) shall continue as usual.

5. Definitions:- In this scheme unless the context otherwise requires:-

(a) E-Procurement: Means online display and submission of tenders issued by various offices of Government Departments;

(b) NIT : Means Notice Inviting Tender and is a text document in PDF format which contains the Technical details of the Tender issued;

© BOQ: means Bill of Quantity and is in excel format with embedded macros, which consists of the items which are required for quoting by the Bidders. The Bidder will

fill in the amount bid against each sub-component of the Tender. The sub-components will then be automatically totaled and will give the Final Bid Amount of the Bidder. The filled in BOQ is to be uploaded while submitting the bid and will be considered as the Financial Bid Document of the Bidder;

- (d) Tender Fees: means the non-refundable amount which is collected by the Government from the bidder as the cost of providing the Bid Documents;
- (e) EMD: Means the Earnest Money Deposit which the bidder is required to deposit with the Government while submitting a bid. The EMD is a refundable amount which will be refunded back to all the bidders, except the winning bidder, after the award of the contract. The EMD of the winning bidder will be refunded after the completion of the contract awarded;
- (f) Digital Signature Certificates (DSC): Digital Signature Certificates (DSC) establishes the identity of an official/bidder filing a document over the internet and is the digital equivalent of a hand written signature as per Legal Recognition given under the IT Act. Class 2 DSCs would be required by officials who would be using the e-Procurement system;
- (g) PIN: means the Personal Identification Number issued to users from the DSC Issuing Authority;
- (h) Tender Title: Tender Title means the name of the tender for which bids are being called;
- (i) Reference Number: means the Tender Reference Number;
- (j) Tender Inviting Authority (TIA): The Tender Inviting Authority is the official authorized to call for Tenders;
- (k) Tender Details : means the details of the tender and consists of;-

(a). Basic Details: which consists of;

- (i). Organization/Department/Division/Subdivision: this indicates the Organization calling the tender
- (ii). Tender Reference Number: this is the number by which the tender is identified
- (iii). Tender Id: this is the unique number of the tender
- (iv). Tender Type: This indicates the type of tender being called
- (v). Form of Contract: defines whether tender is Goods, Services or Works contract.
- (vi). Is Resubmission Allowed: indicates if tender can be resubmitted
- (vii). Template name: name of template, if applicable
- (viii). Payment mode: indicates if payment is to be made online or offline.

(b). Payment Instruments: indicates the payment type and instruments applicable.

- (c). Covers Information and No. of Covers: consists of:-
- (i). Cover Type: indicates if cover is fee/prequal/technical or finance Bid;
 - (ii). Description: describes the tender; and
 - (iii). Document Type: describes the format in which documents are to be submitted, i.e., PDF or Excel.
- (d). Tender Fee Details: indicates fees payable and payment details and consists of -
- (i). Tender Fee, Processing Fee, surcharges and any other Tax / Charges (where applicable) which are denoted in Indian Rupees;
 - (ii). Fee Payable to: indicates the official authorized to collect the tender fees; and
 - (iii). Fee payable at: indicates the location for payment.
- (e). Work Item Details: Details the work to be done and consists of Title, Work Description, Pre-Qualification, Tender Value, Product Category, Pre-Bid Meeting Place, Pre-Bid Meeting Address, Pre-Bid Meeting Date, Location, PIN code, Period Of Work(Days), Bid Validity(Days), Contract Type and Bid Opening Place.
- (f). Critical Dates: consists of
- (i). Published Date: date and time when the tender document are published online by Department and can be viewed by Bidders
 - (ii). Document Download / Sale Start Date: date and time which coincides with Published Date and Time, or come after Published Date and Time, when Document can be downloaded from the site;
 - (iii). Bid Submission Start Date: Date and time from when completed tender can be submitted online;
 - (iv). Bid Submission End Date: Date and time at which completed tender online submission will end;
 - (v). Document Download / Sale End Date: date and time which coincides with Bid Submission End Date, or come before Bid Submission End Date and Time, when Document download from the site by Bidders will end;
 - (vi). Clarification Start Date: date from which clarifications can start;
 - (vii). Clarification End Date: date by which clarifications end;
 - (viii). Bid Opening Date: Date and Time at which Bids submitted will be opened by Department.
- (g). Tenders Documents: Indicates the Tender Documents Type and consists of-
- (i). NIT Documents and Work Item Documents and also shows the Serial Number of Tender Documents, Description and the Document Size in KB.
- (h). Tender Inviting Authority: means the official authorized to call the Tender and consists of Name and Address of the concerned official.

6. **Inclusion of Directorates:-** It shall be mandatory for all Departments of the Government of Meghalaya, including their attached offices and Directorates to publish their tender enquiries, corrigenda and thereon and details of bid award on the said portal using e-publishing module with effect from_____.
7. **Confidentiality:-**Individual cases where confidentiality is required, for reasons of national security or to safeguard legitimate commercial interest of Public sector enterprises, would be exempted from the mandatory e-publishing requirement. Decisions for exempting any case shall require to be approved by the Secretary of the said Department with the concurrence of the Chief Secretary.
8. **Application of Meghalaya Financial Rules, 1981:-** These instructions shall apply for procurement of articles as per provisions of Rule 200 of the Meghalaya Financial Rules, 1981 and amendments thereto, but shall not apply to procurement from government approved terms/rates.
9. **Facilitation and detailed guidelines on e-publishing of Tenders:-** In order to facilitate the implementation of the aforesaid decision regarding e-publishing of tender details, NIC shall provide detailed guidelines on the meghalayatender.gov.in portal for using the e-publishing module. User ids and password shall have to be obtained from NIC for accessing the portal. Details in this regard shall also be made available on the portal by NIC.
10. **Support for training, use & demonstration:-** NIC shall also provide the following support:
 - (a) NIC shall make arrangements for necessary training to the concerned officials in the use of the Portal for e-publishing and e-procurement. For this purpose the concerned departments are required to contact NIC through email at _____ to work-out the details.
 - (b) Detailed guidelines for the use of e-publishing module and e-procurement module along-with Frequently Asked Questions (FAQs) shall be made available by NIC on website as well circulated to all departments.
 - (c) A demonstration / UAT instance portal may be made available by NIC for training and hands-on practice. The site should also contain necessary user manuals and presentation materials.
11. **Commencing e-Publishing and e-Procurement as per timeline:-** All departments are requested to take necessary action to ensure that e-publishing and e-procurement is commenced as per timelines mentioned in para-1 of this notification.
12. **Instruction to Directorates:-** It is also requested that necessary instructions may be issued in this regard to all attached offices/directorates.
13. **IT Integrated system:-** The Respective Government Departments will have access to the portal

14. **Official website/portal:-** e-Procurement Portal namely <http://meghalayatenders.gov.in> shall be hosted in the public domain as an official Portal of the Meghalaya State Government for e-Procurement.
15. **Facilitate Communication :-** Communication between the Government Departments and the Portal and vice versa shall be facilitated through the unique DSCs assigned to the officials of the different Departments
16. **Database of DSCs:-** NICCA maintains the database of DSCs.
17. **Procedure for Tender Publishing:-** The following shall be procedure for Tender Publishing
- (a). The user (Govt. Official) accesses the portal through <http://www.meghalayatenders.gov.in>.
 - (b). The user then clicks on e-publish and submits the username and password.
 - (c). Once logged in, the user inserts the DSC and clicks the login button for DSC authentication. Before authenticating the user, the system would require the user to enter the PIN.
 - (d). On authentication, the user is directed to the page Dashboard.
 - (e). The user then clicks on Tender List under Tender Management to create new tender.
 - (f). The user is directed to a page of tender list and clicks on the 'create new tender' button.
 - (g). The details for Call for Tender include:
 - (i). Basic Details
 - (ii). Cover Details
 - (iii). NIT Documents
 - (h). The required documents are then uploaded into the system and digitally signed using the DSC of the user.
 - (i). Each document is verified and saved.
 - (j). To add new work items the user clicks on 'add work item' button.
 - (k). The user then enters the
 - (a) Work Item Details
 - (b) Fee Details
 - (c) Critical Dates
 - (d) Bid Openers Selections
 - (e) Work Item Documents
 - (l). The required documents are then uploaded into the system and digitally signed using the DSC of the user.
 - (m). The System then creates the tender in the 'Publish Tender Folder' and it is ready for publishing.
 - (n). Publishing tenders -
To publish the tenders the steps are as follows:-
 - (a). The user clicks on eprocure and then login to the system (same as for creating tenders).
 - (b). The user then clicks on publish tender under Tender Management.
 - (c). The list of unpublished tenders is displayed.
 - (d). The user chooses the tender to be published and clicks on 'publish tender' button.

- (e). The tender would then be published according to the specified Published date and time.

18. Procedure for Corrigendum Publishing:- The following shall be procedure for Corrigendum Publishing

- (a). The user (Govt. Official) accesses the portal through <http://www.meghalayatenders.gov.in>.
- (b). The user then clicks on e-procure and submits the username and password.
- (c). Once logged in, the user inserts the DSC and clicks the login button for DSC authentication. Before authenticating the user, the system would require the user to enter the PIN.
- (d). On authentication, the user is directed to the page Dashboard.
- (e). The user then clicks on Create Corrigendum under Corrigendum to create new Corrigendum.
- (f). User then searches for the relevant tender by entering Tender ID.
- (g). User then selects Add Corrigendum against the relevant Tender.
- (h). The User is directed to a page where Corrigendum Basic Details are displayed, and clicks on 'Click here to view tender details' to verify the tender details.
- (i). To Add Corrigendum, the user then selects '*Corrigendum Type*' from the Drop List depending on whether he wants to change
 - (i). Date;
 - (ii). BOQ;
 - (iii). Tender Fee;
 - (iv). etc.
- (j). The user then adds Corrigendum Title as well.
- (k). On clicking next, the user is then taken to a page where he can make appropriate changes.
- (l). After this, the user is required to upload Corrigendum Document supporting the change.
- (m). The user then signs and saves the document.
- (n). On the corrigendum main page the user then chooses Corrigendum List and clicks '*publish*' option.
- (o). The user is then directed to the corrigendum and chooses '*Publish Corrigendum*' at the end of the page which publishes the corrigendum online.

19. Bidder Registration Process:-The following shall be Bidder Registration process

- (a). Bidders register at <https://meghalayatenders.gov.in> using the option available. Digital Signature Registration is then done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized Certifying Authorities such as SIFY/TCS / nCode.
- (b). Bidder login to the site by entering user id / password chosen during registration. Registered e-token should be used only by the bidder and should not be misused by others.
- (c). Bidders have the option to update documents such as certificates, purchase order details etc., under My Documents. These can then be selected as per tender requirements and send along with bid documents during bid submission.

20. Downloading of Bids by Bidders:-The following shall be the steps for downloading of Bids by Bidders

- (a). Bidders login at <https://meghalayatenders.gov.in>;
- (b). After login, the bidder searches for the Tender against which the bidder wants to bid;
- (c). From the tenders displayed the bidder then clicks on the documents which are displayed for the tender (NIT, BOQ etc) and then saves the documents;
- (d). After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected;
- (e). The BOQ template must not be modified/ replaced by the bidder. The default BOQ template should be uploaded after filling the relevant columns; else the bidder is liable to be rejected for the tender. Bidders are allowed to enter the Bidder Name and Values only;
- (f). Clarifications may be obtained online through the tender site, or through the contact details.

21. Uploading/Submission of Bid Documents by Bidders:-The following shall be the steps for Uploading/Submission of Bid documents by Bidders-

- (a). Bidders should be ready with the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/xls/rar/dwf formats. If there is more than one document, they can be clubbed together;
- (b). Bidders should get ready the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date & time for the tender;
- (c). The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids;
- (d). The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process;
- (e). After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender;
- (f). The details of the Earnest Money Deposit document submitted physically to the Dept and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected;
- (g). The bidder then submits the bid documents by logging in to the site <https://meghalayatenders.gov.in> to the TIA as indicated in the tender;
- (h). The tendering system will give a successful bid updating message after uploading all the bid documents submitted & then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

22. Bid Opening-I (Technical):-The following shall be the Bid Opening-I(Technical) Process

- (a). One of the designated Bid Openers logs in to the system at the specified date and time;
- (b). The Bid Opener then clicks on Tenders option, Under the Bid opening tab;
- (c). A table appears showing the list of tenders that would be opened on the specified date and Clicks on the View option to open the respective tender.
- (d). Minimum number of Bid Openers designated during tender creation should decrypt the bid either simultaneously or one by one, by logging in or then clicking on Decrypt button;
- (e). The numbers of online bids received are then displayed. All are in locked position;
- (f). The Bid Openers then click on the lock button to open the First Bid and so on;
- (g). List of bid documents submitted by bidder in the First Cover gets listed and the bid opener clicks the verify button against each item to open the bid document one by one;
- (h). Bid Opener then updates the verification, comments and click submit for all the bids received;
- (i). Repeat the same process for all bids received;
- (j). After all the bid documents are verified and accepted the Bid Opener then clicks on next;
- (k). The locked button gets changed to unlocked mode against each individual bid received and opened;
- (l). Bid Opener then updates the Bid Opening Summary and uploads the summary document;
- (m). Finally, the status Process-I completed, indicates that the Technical bid opening is over for the respective tender;
- (n). The same steps are to be repeated for all the Bids received;
- (o). The Bid Openers will verify the Prequalification Conditions and Admit the received bid for technical evaluation.

23. Technical Evaluation:- The following shall be the Technical Evaluation Process

- (a). Click on Technical evaluation option, Under the Bid evaluation after logging in as Dept User/Evaluator.
- (b). The list of Tenders to be Technically Evaluated appears and the Dept User/Evaluator selects the respective tender which needs to be evaluated, by clicking on view button;
- (c). After the List of bidders qualified in Technical bid opening appears, Dept User/Evaluator updates the status (accept/reject) and reasons against each individual bidder and click submit;
- (d). Dept User/Evaluator updates details of Technical Committee member names and Recommendations and clicks browse to upload the technical evaluation document;
- (e). Dept User/Evaluator fixes and feed the date and time for financial bid opening, as finalized;
- (f). Dept User/Evaluator prints the technical evaluation summary, from concerned tab for record keeping purposes, if required and this completes the technical evaluation process.

24. Bid Opening –II (Financial):-The following shall be the Bid Opening-II(Financial) Process

- (a). One of the designated Bid Opener logs in to the system at the specified date and time;
- (b). Bid Opener clicks on 'option', under Bid Opening;
- (c). A table appears showing the list of tenders going to be opened. Bid Opener click on the View option to open the respective tender. Here the Process II indicates that the tender is ready for financial bid opening;
- (d). Minimum number of bid opener's designated during tender creation should decrypt the bid either simultaneously or one by one, by clicking on Decrypt button;
- (e). Open bid tab appears and Bid Opener click open bid tab for further processing. The Bid Opener can also click to see the tech bid opening summary if required;
- (f). Now, number of online bids received is shown. All are in locked position;
- (g). Bid Opener then clicks on the lock button to open the 1st Bid and so on;
- (h). List of Financial bid docs submitted by bidder gets listed and Bid Opener clicks the verify button against each item to open the bid document one by one for all the bids received. Bid Opener updates the verification, comments and clicks submit. The process is repeated for all bids received;
- (i). The locked button gets changed to unlocked mode against each individual bid received and opened;
- (j). After all bids submitted are opened list of bidders who were financially admitted appears;
- (k). Bid Opener then generates the Automatic BOQ comparison chart;
- (l). System projects the L1 , L2 as per the price quoted;
- (m). Bid Opener updates the Financial Bid Opening Summary and uploads the summary document to complete the financial bid opening process for the tender;

25. Financial Evaluation:- The following shall be the Final Evaluation Process

- (a). User clicks on Financial evaluation option, under the Bid evaluation after logging in as a Dept user;
- (b). List of Tenders to be financially evaluated appears and the respective tender which needs to be evaluated is displayed by clicking on view button;
- (c). List of bidders qualified in financial bid opening appears, and user updates the Bid Rank, evaluator value, status and reasons against each individual bidder and click submits;
- (d). The user also updates the financial Committee member details and Recommendations and clicks browse to upload the financial evaluation document which completes the financial evaluation process.

26. Award Of Contract (AOC):-The following shall be the Award of Contract process-

- (a). User clicks on AOC option, under the Bid evaluation after logging in as a Dept user;

- (b). A list showing tenders ready for AOC appears, and user selects respective tender where AOC to be done and click the view button;
- (c). User enters the AOC details, select the AOC doc from local system and clicks browse to upload the AOC doc;
- (d). List of bidders financially qualified appears; the user then selects the bidder who is going to be given AOC and clicks save;
- (e). The user clicks on print award of contract to view the AOC summary and can also print the award of contract from concerned tab for official record keeping purposes, if required.

Note: - The award of contract above 50 lakhs shall continue to be made with the approval of the Minister.

27. Roles:- Role of State Nodal Officer, Department Nodal Officer, Departmental User, Department Tender Administrator, Tender Inviting Authority and DSC Issuing Authority, shall be as follows-

(a). Role of State Nodal Officer:

- (i). The State Nodal Officer will facilitate the application for DSCs.
- (ii). The State Nodal Officer will be responsible for coordinating with the e-Procurement Division of NIC Delhi for modification and customization of the portal <http://www.meghalayatenders.gov.in>.
- (iii). The State Nodal Officer will facilitate the conduct of training workshops and support for e-Procurement activities.
- (iv). The State Nodal Officer will create the Department Nodal Officers.

(b). Role of Department Nodal Officer:

- (i). The Department Nodal Officer will give the user rights on <http://www.meghalayatenders.gov.in> to the Department Tender Administrator.
- (ii). The Department Nodal Officer will give the user rights to the Departmental Users.

(c). Role of Departmental User:

- (i). The Departmental User can be assigned the role of opening technical bids.
- (ii). The Departmental User can be assigned the role of opening financial bids.
- (iii). The Departmental User can be assigned the role of evaluating bids.

(d). Role of Department Tender Administrator:

- (i). The Department Tender Administrator will be responsible for entering the details of the tender and publishing the same for viewing of the Bidders.

(e). Role of Tender Inviting Authority :

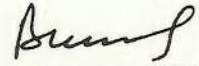
- (i). The Tender Inviting Authority is the official empowered to call for tenders for his/her respective Office/Department.

- (ii). The Tender Inviting Authority will be responsible for tender information uploaded on behalf of the Office/Department represented on the site <http://meghalayatenders.gov.in> , but will not be held responsible for issues faced by bidders and other parties with ISP, etc..

(f). Role of DSC Issuing Authority.

- (i). The DSC Issuing Authority will issue the DSCs to the users.

Relevant provisions of the Meghalaya Treasury Rules, 1985 and Meghalaya Financial Rules, 1981 and other relevant rules shall be amended in due course.



(B.K. Dev Varma)



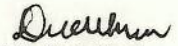
Principal Secretary to the Govt. of Meghalaya,
Finance Department

Memo No *FEG. 25/2014/1-A*

Dated Shillong, the *7th* February 2014.

Copy to:-

1. Principal Secretary to the Hon'ble Chief Minister, Meghalaya.
2. The Accountant General (A&E), Meghalaya.
3. The Chief Secretary, Meghalaya, Shillong.
4. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries to the Govt. of Meghalaya.
5. All Commissioners of Divisions.
6. The Director of Accounts & Treasuries, Meghalaya.
7. All Deputy Commissioners.
8. All Heads of Department.



(D. Mukhim)

Deputy Secretary to the Govt. of
Meghalaya,
Finance (Establishment) Department.