

Tenders through e-Procurement

Electronic Tendering

What is E-Procurement?

- E-Procurement is the **purchasing of goods and services** using the internet.
- This facility drastically reduces the procurement cycle time and reduces most of the indirect costs.

What is E-Procurement? (Contd..)

- Covers full life cycle of purchasing (indent to receipt of goods)
- Connects buyers and suppliers through electronic exchange of Tenders, catalogs, contracts, POs, invoices etc
- Electronic Tendering is carrying out the traditional tendering process in an electronic form, using the internet. Using E-Tendering The Departments of Andhra Pradesh can:
- Includes on-contract and off-contract buying
- Includes a variety of off techniques such as RFPs, quotes, auctions and reverse auctions.

Advantages/Benefits of 'e' procurement

- 1) Correspondence without paper.
- 2) Automatic work close.
- 3) Significant reduction of tender process time.
- 4) Cost savings to the user departments.
- 5) Efficiency in procurement processes and transparency.
- 6) Single stop shop.
- 7) Remote bidding.
- 8) Security.

How Secure is it?

The security features incorporated in the application ensures that all activities are

- ✓ logged,
- ✓ no unauthorized person has access to data,
- ✓ all sensitive data is encrypted and
- ✓ system can be restoring in a minimal possible time in case of a disaster or system crash.

Implementation of e-Procurement in AP:

- first state in the country to initiate e-Procurement
- Implementation in all the departments to procure works, goods & services, etc. from 1-7-2004
- new E-Procurement platform is built using flexible workflow, User-friendly navigation, Interactive Dashboard for buyers & suppliers and caters to all types of Procurement processes like Double Cover, EPC, BOT, BOOT, World Bank requirements for tendering of works, products, services, etc. using a single solution.

Implementation of e-Procurement in AP: (Contd..)

- User departments can now perform Pre-Procurement, Procurement and Post Procurement activities using a single instance.
- User has to register only once with new E-Procurement platform to access multiple modules like Centralized Supplier Registration, Supplier Management, E-Tenders, E-Auctions, E-Catalogues, Contract Management, Cost Estimation and E-Payments in the new platform.

Reforms in tendering process

Government from time to time has been initiating several reforms in tendering process for public works with a view to bring in

- Simplification of procurement procedure
- Achieving greater transparency in procurement.
- Reducing delay in procurement and
- healthy competition in procurement methods.

What is Electronic Tendering?

- Electronic Tendering is carrying out the traditional tendering process in an electronic form, using the internet.
- **Complete tendering process**; from advertising to receiving and submitting tender-related information **are done online**.
- Electronic Tendering facility enables on-line submission of technical bids and price bids in standard format/templates.

What the Departments can do ?

Using E-tendering, the Departments of Andhra Pradesh can:

- 1) Raise Indents as per the requirement.
- 2) Approve indents online.
- 3) Sell Tenders
- 4) Receive Bids
- 5) Award Contract/ PO
- 6) Evaluate Tenders

What the Departments can do ? (Contd..)

- 7) Create and publish NIT.
- 8) Includes a variety of off techniques such as RFPs, quotes, auctions and reverse auctions.
- 9) Using E-Tendering, the suppliers can
- 10) Receive notification of the relevant tenders
- 11) Purchase tenders document
- 12) Submit Bids Online
- 13) Track the status of their bids

What are the sources of Tenders?

- ✓ The tenders are published by the various departments of the Government of Andhra Pradesh.
- ✓ Using the E-Tendering System, the users of the participating department will:
 - Raise indents as per the requirements
 - Approve Indents online
 - Create Tender
 - Approve Tender and
 - Publish Tender online

What the suppliers/Contractors can do ?

Using E-Tendering, the suppliers/
Contractors can

- Receive notification of the relevant tenders
- Purchase tender documents
- Submit Bids Online
- Track the status of their bids

Imp. Guide lines issued on e-Procurement

- 1) All Departments, Public Sector Undertakings & Local bodies of the GoAP shall procure
 - all works with an estimated cost value of Rs. 10.00 lakhs and above,
 - goods & services with an estimated cost value of Rs. 5.00 lakhs and above

through e-Procurement only from 01-07-2004.

- 2) All the existing codal rules, GO's, executive instructions to the processing of conventional tenders are applicable to the bids to be procured through e-Procurement also.
- 3) In respect of tenders which are floated on e-Procurement, tenders shall not be received in the conventional method.

Issue of Digital Certificates by APTS

- **Use of digital certificates** has been made **mandatory** for transactions on e-Procurement platform from 1-1-2005 as per the IT ACT 2000.
- APTS will issue digital certificates to the users of the e-Procurement platform
 - ✓ To all department users and also
 - ✓ To all contractors/ suppliers registered with APTS

Issue of Digital Certificates by APTS

(Contd..)

- a) All the suppliers / contractors have to mandatorily log into e-Procurement using digital certificates (**signing certificate – single key pair**).
- b) All the Officers of delegated with powers to invite, open and approval of tenders shall mandatorily login to e-Procurement site using their digital certificates.
 - The officers vested with tender opening powers shall obtain **dual key pair digital certificates** i.e., two digital certificates **comprising a signing certificate and an encryption certificate.** (i.e by CE/SE/EE)
 - All other officers shall obtain only one digital certificate i.e., signing certificate (Single key pair). (Case Workers in the office i.e TO/AEE/DEE)

Online bid submission

- The e-procurement market place provides an online self service registration facility to such of the supplies, who are already registered with respective participatory department for supply of specified goods and services.
- The bidders must register their names in the **Vupadhi Techno Services Pvt. Ltd.** and obtained key.

Online Evaluation

- The EE and SE who are delegated with the powers to invite the tenders will **open and evaluate tenders as per the qualification criteria.**
- Before recommending/accepting, the tender accepting authority shall verify the correctness of certificates.

On line issue of Letter of award

- All executive agencies in different department will be given a password for making necessary entries in the website from time to time.
- Updating of the information on the website shall be done by the awarding authority as and when a work is awarded.
- Similarly if a work is cancelled, the same should also be reflected in the website by cancelling authority.

Tender process of 'e'procurement

- The contractors can download the tender schedules at free of cost from the website www.apecurement.gov.in from the date of electronic publication.
- The bidders who desires of participating in eprocurement shall submit their price bid in the standard format prescribed in the tender documents displayed at e-market place. (Using digital Certificates)

Tender process of 'e'procurement (Contd..)

- The bidder has to **keep track of any changes** by viewing the **Addendum/Corrigenda** issued by the Tender Inviting Authority on time-to-time basis in the E-procurement platform.
- The department calling for tenders shall not be responsible for any claims/problems arising out of this.

Hard Copies of Uploaded documents DD/BG etc., for EMD etc.,

- When the bidder is obstructed by other bidders while submitting hard copies of uploaded documents EMD/DD/BG before opening of Price bid, he is not only disqualified for the tender but also his **user ID is blocked for 12 months**.
- Therefore, Govt. have suggested that since the tender is being submitted with Digital Certificate authentication, Department may do away with submission of Hard Copies of Uploaded documents by participating bidders before opening the price bid.

Recommended modifications

- 1) Submission of original Hard Copies of the uploaded scan copies is dispensed forthwith.
- 2) All the bidders shall invariably upload the scanned copies and this will be the primary requirement to consider the bid as responsive.
- 3) Department shall carry out the technical **bid evaluation based on the uploaded certificates** and open the price bids of the responsive bidders.

Recommended modifications

- 4) The Department will notify the successful bidder for **submission of original hard copies** of all uploaded documents, DD/BG towards EMD prior to entering into agreement.
- 5) The successful bidder shall invariably **furnish the original DD/BG towards EMD**, certificates/documents of the uploaded scanned copies to the Tender Inviting Authority **before entering agreement**.
- 6) If any successful bidder fails to submit the original Hard Copies or if any variation is noticed, the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years.

Minimum Hardware and Software requirements

Hardware Requirements

- A system with minimum Dual core / Core 2Duo Processor.
- 1 GB RAM or above.
- 10 GB HDD or above recommended.
- Ethernet based Network Interface.
- Modem or mode of connecting Internet for web based users. Min. 512Kbps speeds.
- Workable input and output devices.
- UPS for power backup.

Minimum Hardware and Software requirements

Software Requirements

- Windows based operating system –Windows 7, Win.8, Win.8.1 and Win.10.
- For Best viewing : Web browser –
 - Internet Explorer 10 or above recommended.
 - Mozilla Firefox Ver 40 or above recommended.
- Latest Anti-virus running on the system.

Minimum Hardware and Software requirements

Connectivity

- Connect to the Internet via Dial UP Modem or any other mode (ISDN Modem / Cable connection / Leased line etc.)
 - Open the Web Browser and type www.apecurement.gov.in
 - Click on Tender Login and follow the link
 - Or to access Tender site <https://tender.apecurement.gov.in>

THANK YOU