

No.ITPO/SD&CS/42/CPPP/2013
INDIA TRADE PROMOTION ORGANISATION
(IT Services Division)

Pragati Bhawan,
New Delhi.

05th February, 2016

C I R C U L A R

As per the directives of CMD, e-procurement system will come into effect from February 08, 2016. Under the e-procurement system all tenders for procurement of goods and services of estimated value of Rs.2.00 lakhs and above shall be invited through e-procurement only.

IT Services Division has already provided a full two day training sessions to all the Nodal Officers from various Divisions and have also circulated necessary instructions/guidelines from time to time via e-mail/circulars.

Following important instructions may kindly be taken into consideration while doing e-procurement:-

1. All the e-tenders should invariably carry the instructions for the benefit of the prospective bidders (proforma enclosed at "Annexure-1").
2. All the tenders should have a defined format as per the requirement of e-procurement. For your ready reference a sample tender template is enclosed at "Annexure-2".
3. All technical bids should carry the format indicating the acceptance of prospective bidders for the terms & conditions (format enclosed at "Annexure-3").
4. All the advertisements for the tender should not have wordings "**Sealed**".
5. Word "**Tender**" should be replaced with "**E-tender**".
6. Submission of all the documents should be online as no offline submission is allowed. However, hard copy of the documents which have been submitted online such as tender cost, EMD, any other documents felt necessary by the executive Division shall be accepted after having the approval of the Competent Authority i.e. respective HOD.
7. E-tender should be invited in a two bid system i.e. Technical and Financial. All the documents supposed to be enclosed/provided by the bidder should be available in the Technical Bid submitted online. The financial bid should be prepared and uploaded separately. This should not be in the middle of the tender document.
8. The Technical Bids shall be opened after one day of last date of submission of the bids i.e. a gap of one day should be maintained in order to verify payments, decision on extension of the tender, etc. as the extension will not be possible after opening of the bids.
9. Payment towards tender cost and Earnest Money Deposit (EMD) is to be deposited electronically by DD/RTGS in the account of ITPO. Bidders are required to submit the details of tender cost and EMD at the time of bid preparation. In case of Demand Draft i.e. DD, the bidder has to submit scanned copy of DD and in case of RTGS bidder has to submit scanned copy of RTGS transaction, UTR, etc.
10. Every prospective bidder should have a Digital Signature Certificate (DSC). This is required in order to submit the bid online. For details kindly refer documents enclosed at "Annexure-1".

