



Welcome

“e-Procurement & e-Auction”

Training

Organized By - Collector Office Osmanabad

Given By - Appasaheb Kadam
e-Procurement District Co-Ordinator

E-procurement GR

1. Gr. No. 201309191233433220 dated on 23 Sept 2013 for **guidelines of use e-Procurement Process.**
2. Gr. No. 201411251153278811 dated on 26 Nov 2014 for **above 3 Lakh procurement.**
3. Gr. No. 201406061038033111 dated on 06 June 2014 for **use of Internet banking for collecting amount of tender and EMD Fee.**

Legal Status

- **For e-Commerce Activities – IT ACT 2000**

Any document which is digitally signed, using digital certificate issued by a **Certifying Authority (CA)**, licensed by **Controller of Certifying Authorities (CCA)**, will be considered as a valid document in the court of law.

Minimum Requirement

Hardware and Software:

1. Computer with Linux / Windows 2000/7/8, XP or higher Operating System with Antivirus.
2. Internet Explorer version 7.0 or above
3. Legally valid class II or class III Digital Signature Certificate (DSC) .
4. High-speed Internet Connection
5. PDF writer & Acrobat Reader

Optional

- Printer (Need based)/ Scanner
- UPS (Need based)

Minimum Requirement for e-Procurement

Others

1. Computer should have administrative rights to install software
2. e-Token drivers should be installed from the resource CD
3. Java Runtime Environment (JRE) 1.7 update 51 and above

Version should be installed

e-Tender/ e- Auction Implementation Methodology

1. Core Team Building Up
 - Finding Nodal Officer 1
 - Creating Organization Chart
 - Finding Department users 2(E-Tendering) and 1User for e-Auction)
 - Department User Registration Under the Nodal Officer.
2. Department's Log-in & Digital Signature Certificate mapping

About Digital Signature

- Digital Signature Providers:-
n(Code) Solutions/ e-Mudra / Sify
- Various Type of Tokens:-
Moserbaer / Gemalto /Aladdin /
eToken Auto Pass 1001/2000/2003

Necessary Documentary

1. NIT/ NIA as per e-Tendering/e-Auctioning
2. Standard Bid Documents (SBD) as per e-Tendering/ e-Auctioning
3. Confirmation of Schedules, Price-bid & Opening committee
4. Bill Of Quantity(BOQ)- Scheduled 'B'
5. On-line tender/Auction proceedings

Objective of the System

- Transparency
- Non-discrimination among bidders
- Access of tender/Auction documents to any bidders & bid submission from their place of convenience
- Promotes open competition
- Accountability
- Security of the entire process



Benefits of e-Tender/ e-Auction

Benefits to Buyer (Department)

- Increases Transparency in administration
- Competitive prices
- Shorter procurement cycle
- Enhances confidence of vendors
- Streamlines the procurement procedures
- Complete control on entire process
- Reduces processing cost

Benefits to Bidders (Suppliers)

- Anytime & Anywhere Bidding
- No dependence on Newspaper, Courier, Banks,...
- Reduces Administrative hassles
- Can carry out all activities from any computer
- Economical – saving on traveling cost
- Reduces efforts & cost of bidding
- No tenders/Auctions can be missed because of distance
- Allows bid submission at last minute

For any Query:- Contact Us

- **Techno-functional clarification...**
- **24x7 Central Help Desk @ Ahmedabad with ITIL compliance**
 - Toll Free line, e-Mail / on-line support & training, etc.
 - On-line 'Support Tracking Module' for issue tracking
 - **24x7 Support Cell : 1800 233 7315**

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Any Questions?



THANKS FOR THINKING

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